

## **Make-it, Take-it PowerPoint games to teach and reinforce vocabulary**

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Description: Bring your laptop computer, loaded with pictures, and come for a fun session creating games using PowerPoint to teach and reinforce vocabulary goals specific to your preschooler, child, or adolescent. This session will bring-out your creativity! Examples and instruction will be provided.

1. Open up PowerPoint
2. Create a background
  - a. **View >> Slide Master**
  - b. **Insert >> Picture**
  - c. If desired, change **Background Style**
  - d. **Close Master View**
3. Add characters or objects
  - a. **Insert >> Picture**
4. Add animation
  - a. Select character or object by clicking on it
  - b. **Animations >> Add Animation**
  - c. Scroll down to **Motion Paths >> Custom Paths**
  - d. With the cursor draw the desired path. Double click to end path
5. Add custom sound/s
  - a. **Insert >> Audio**
  - b. Drop down arrow >> **Record Audio**
  - c. In **Name** box replace **Recorded Sound** with your choice for sound name
  - d. Click **red dot** to record >> Click **blue square** to stop recording
  - e. **OK**
6. Synchronize animation
  - a. Click on character, object, or sound >> In **Animation Pane** use **up** or **down arrows** to **Re-Order**
  - b. In **Animation Pane**, click on item then use **drop down arrow** to select **Start on Click**, **Start with Previous**, or **Start after Previous**
7. Hints
  - a. Save your project as you work
  - b. To prevent corruption after your game is finished, use **File >> Save As >> PowerPoint Show**. This locks the game
  - c. To have objects or characters enter the slide, use **(-)** or **(+) slider** to decrease or increase the size of the slide
  - d. To make object or character stand out from background, click on the object or character, **Picture Tools Format >> Picture Style**
  - e. To remove background from an object or character, click on the object or character, **Picture Tools Format >> Remove Background**
  - f. To group objects, hold down **Ctrl** (control) on the keyboard, click on objects, right click select **Group**