



How to create a talking book in Microsoft Office PowerPoint 2003



This guide gives step-by-step instructions on how to use Microsoft PowerPoint to create mouse-operated talking books.

Talking book ideas

- Create a nursery rhyme.
- Create a simple story.
- Put together information about a country or a city.
- Put together information about a sport.

1. To open Microsoft Office PowerPoint 2003

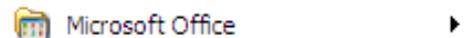
a. Click on Start:



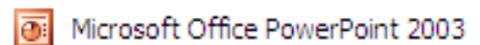
b. Click on All Programs:



c. Click on Microsoft Office:



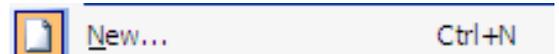
d. Click on Microsoft Office PowerPoint 2003:



2. To open a blank layout

a. Click on the File menu:

b. Click on New:



c. Click on Blank presentation:

d. Click on Blank:



3. To add a forward turning page arrow

a. Click on the Slide Show menu:

A blue rectangular button with the text "Slide Show" in white.

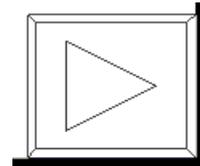
b. Click on Action Buttons:

A light gray rectangular button with the text "Action Buttons" in black and a small black triangle on the right side.

c. Click on Action Button: Forward or Next:



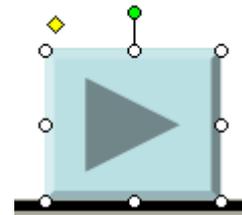
d. Draw an Action Button in the bottom right-hand corner:



e. Click on OK:

A light gray rectangular button with the text "OK" in black.

f. Click and drag the handles (small squares) to resize your Action Button:



4. To add a backward turning page arrow

a. Click on the Slide Show menu:

A blue rectangular button with the text "Slide Show" in white.

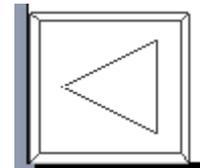
b. Click on Action Buttons:

A light gray rectangular button with the text "Action Buttons" in black and a small black triangle on the right side.

c. Click on Action Button: Back or Previous:



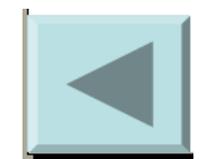
d. Draw an Action Button in the bottom left-hand corner:



e. Click on OK:

A light gray rectangular button with the text "OK" in black.

f. Click and drag the handles (small squares) to resize your Action Button:

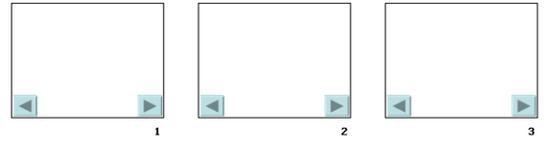


5. To add blank pages

a. Click on Slide Sorter:

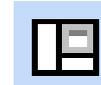


b. Press control and d together as many times as required:



6. To add a picture

a. Click on Normal View:



b. Click on the Insert menu:



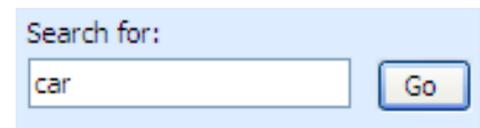
c. Click on Picture:



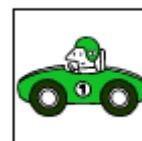
d. Click on Clip Art:



e. Type a word, such as car, into the search box and click on Go:



f. Click on the image to insert it into the slide:



g. Click and drag the handles to resize:



NB. Images can also be added via a scanner, digital camera and the World Wide Web.

7. To add text

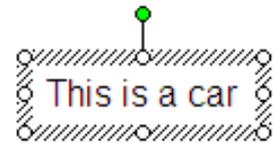
a. Click on the Insert menu:



b. Click on Text Box:



c. Click where you would like to type and type:



NB. Text can also be added from other programs, such as Writing with Symbols, via the Print Screen key and then clicking on Edit / Paste.

8. To add sound

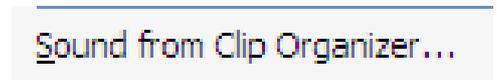
a. Click on the Insert menu:



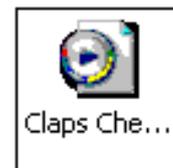
b. Click on Movies and Sounds:



c. Click on Sound from Clip Organizer:



d. Click on the sound to insert it into the slide:



e. Click on either Automatically or When Clicked, depending on whether you want your sound to play automatically or play when clicked on respectively:



NB. Speech can also be added via a microphone and clicking on Insert / Movies and Sounds / Record Sound.

9. To run your talking book

Click on Slide Show:

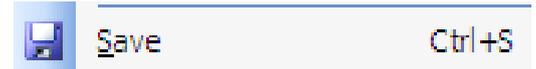


10. To save your talking book

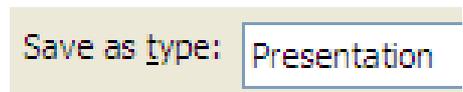
a. Click on File:



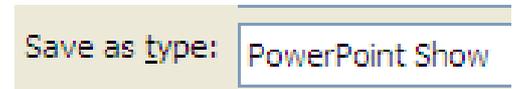
b. Click on Save:



c. Save as a Presentation if you would like your talking book to open with all the menus:



d. Save as a PowerPoint Show if you would like your talking book to open immediately:



Recommended reading

'How to create Talking Books in PowerPoint 97 & 2000' (2002) by Richard Walter. Publisher: ACE Centre Advisory Trust. Website address: <http://ace-centre.hostinguk.com>

Additional software - i.e. PowerTalk

Automatic speech for PowerPoint presentations. Website address: <http://fullmeasure.co.uk/powertalk>

Video tutorial

Instructions also available as a video tutorial on the VideoJug website: www.videojug.com/film/how-to-create-a-talking-book-in-microsoft-office-powerpoint-2003

Software used to create the video tutorial

- AviScreen Classic. Website address: www.bobyte.com
- Microsoft Movie Maker 2.1. Website address: www.microsoft.com/windowsxp/downloads/updates/moviemaker2.msp