

Create a unit using United Streaming and PowerPoint

Materials: Microsoft PowerPoint, Internet access, United Streaming account

Find United Streaming Clips:

1. **Decide on a topic for your unit.**

2. **Search United Streaming for videos to enhance the unit.**

3. **Save each video to your hard drive.**

- Right-click the “D” button next to each clip. Choose “Save target as” or “Download link to disk” and select the location where you want to store the files.

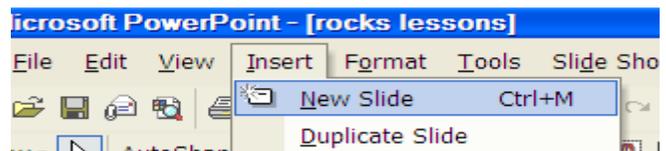
4. **Search United Streaming for pictures that you can use with your unit.**

Create a PowerPoint slideshow:

5. **Open PowerPoint.**

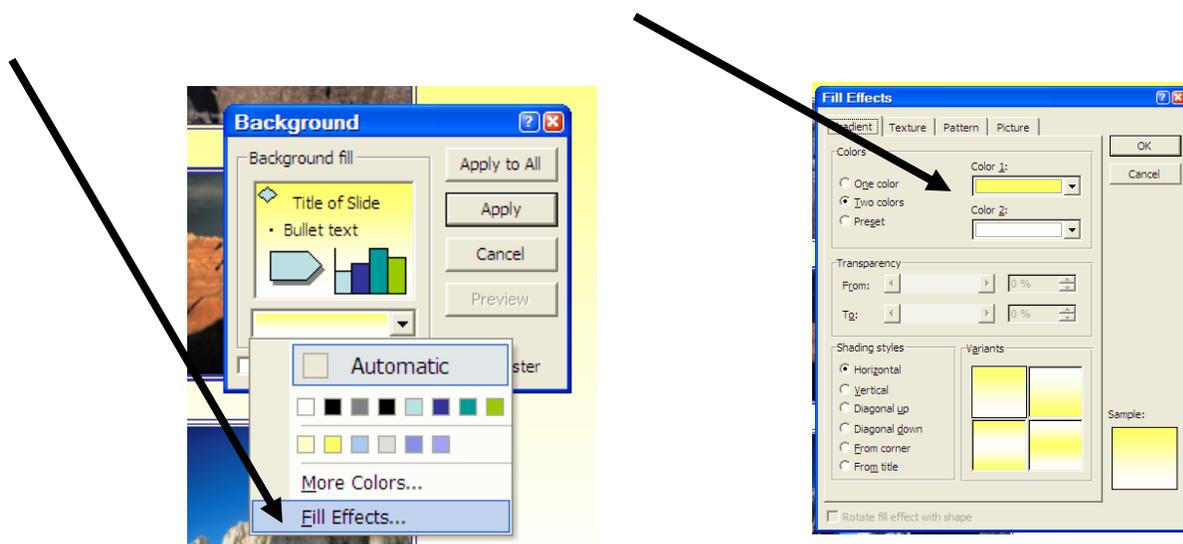
6. **Add more slides to your file.**

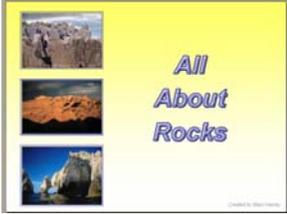
- Click insert on the top of the menu bar. Then, click new slide. Repeat this 8 more times to insert more slides.



7. **Change the background on all slides.**

- Select format and then background from the top menu bar. Click the down arrow and select fill effects. Click the radio button next to two colors and choose the colors you want and select apply to all.





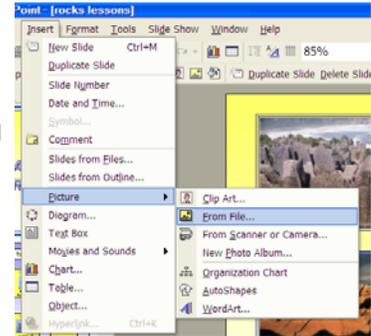
Create a title page for your unit.

8. Insert the title.

- On the insert toolbar, select insert textbox. Draw a box on your page. Type the title of your unit.

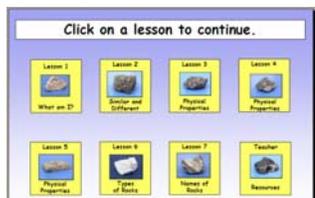
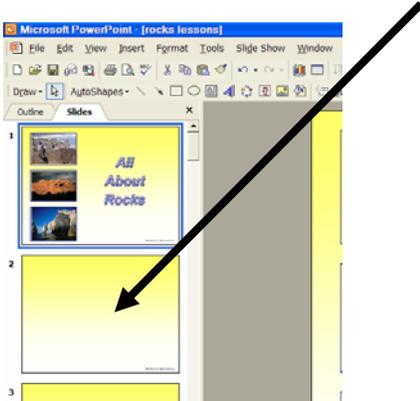
9. Import pictures from United Streaming.

- Insert pictures from United Streaming. On the insert toolbar, select picture and then from file. Navigate to the place where you saved the files from United Streaming. Insert the picture you want and resize it to fit on the page. Repeat with two other pictures.



10. Navigate to the next page.

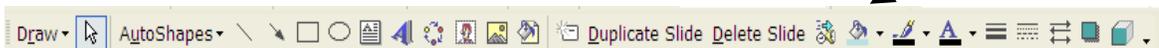
- Click on page 2 on the left side of the PowerPoint screen.



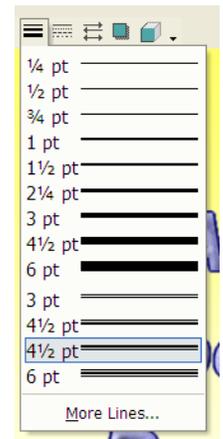
Create a navigation page.

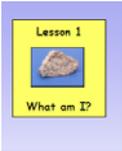
10. Insert directions for users, changing fill of text box, and adding lines around text box.

- On the insert toolbar, select insert textbox. Draw a box on your page. Type "Click on a lesson to continue."
- When you are finished typing, select the words by clicking them. Choose the paint bucket and pick a color for the background of the box.



- Add a line around the box by selecting line size.

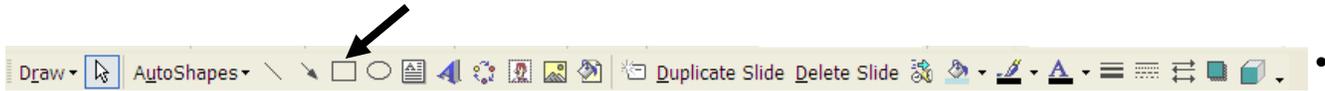




Create a hyperlink to the beginning of a lesson.

11. Draw a square, change the line size, and fill.

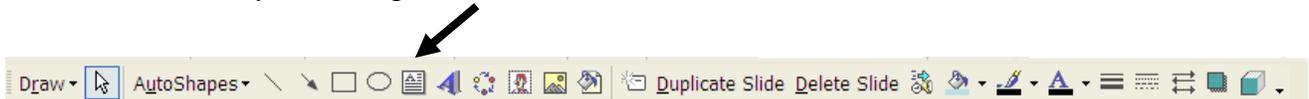
- Select the square from the toolbar.



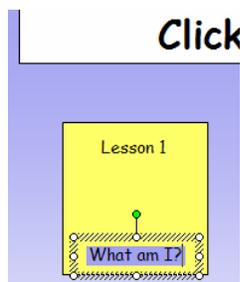
- Bring your cursor onto the page and draw a square. Select the size of the line for the outside of the square by clicking the line option on the toolbar.
- Change the fill just like you did with the textbox.

12. Add a text box on the top and the bottom.

- Insert text box by selecting it from the toolbar.



- Draw a box at the top middle of your square and type “Lesson 1”.
- Follow the same steps to insert a textbox on the bottom.
- Type “What am I?”.

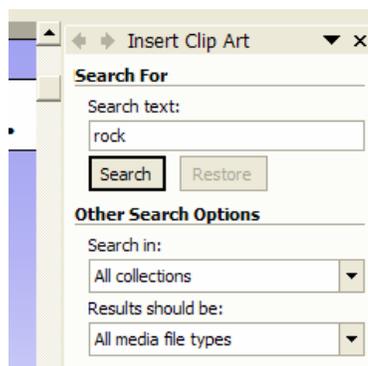


13. Insert a picture from PowerPoint clipart.

- Select the red head man from the toolbar. The search for clipart box will appear on the side.



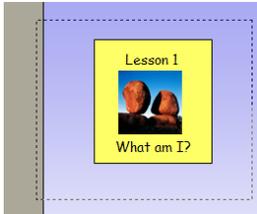
- Type a word to search for.



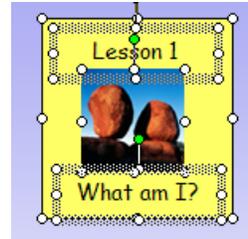
- Right-click on the picture you like and choose insert.
- Change the size of the picture by clicking once on the picture to select it.
- Move your cursor over one of the white circles located on the corners of the picture. Your cursor will change to a diagonal arrow.
- Click and drag inward to make it smaller.
- Move your cursor over the picture until you see the cursor change to up/down/left/right arrows. Click and drag the picture onto the yellow square.

14. Group all objects together.

- With a white arrow cursor, click and hold the mouse button while you draw a box around the yellow square. Make sure to start out side the box. This will select all objects inside the box.



When selecting objects, a gray dotted line will appear around the box.

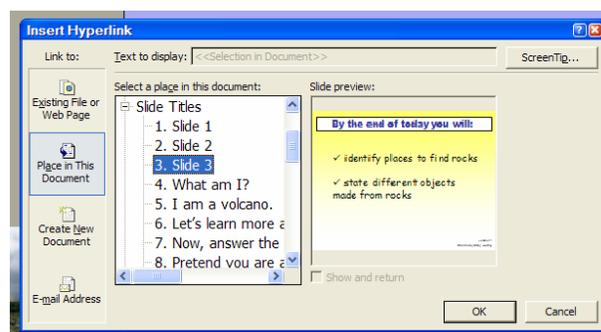


When you let go of the mouse button, all objects will be selected.

- From the toolbar, select draw on the left side, and then group. This groups all the objects together to make one object

15. Hyperlink the yellow box to a different slide.

- Double-click in the middle of the yellow box. From the top toolbar, choose insert and then hyperlink at the bottom.
- On the right side, select place in this document.
- Then, choose slide 3.
- Click ok.



Congratulations!

You have now hyperlinked the yellow box to a different slide in the show.

When people click on the yellow box, it will take them to slide 3.

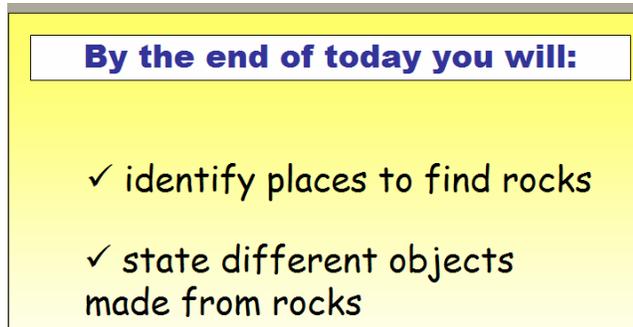
Now, you are ready to create a lesson.

Creating a Lesson

16. Navigate to slide 3.

- Click on slide three on the left side of the screen.

17. Insert a text box and type the information you want to appear.



18. Navigate to slide 4.

19. Insert a text box and type the information you want to appear.

- You can insert clip art by selecting the red head man from the toolbar.



20. Link text to a video.

- Insert a text box and type "Video 1".
- Highlight the text by clicking at the beginning of video and holding down the mouse button while you drag to the end.
- Select insert and then hyperlink from the top toolbar.
- Navigate to the folder where you saved the video clips and highlight the clip you would like to link to.
- Click ok.
- The words will turn a greenish color.

You got it! Begin again at step 11. Create as many lessons as you would like. Don't forget to include lots of video clips from United Streaming!