TO: ALL CONFERENCE PROGRAM PARTICIPANTS  
RE: Complementary PP Program CD Instructions  
This file is also located on your complementary CD  

INSTRUCTIONS:  
TO INSTALL MAKING SCIENCE FUN WITH POWER POINT:  

Computer Requirements:  

This presentation requires the presence of the Apple QuickTime Player and Power Point 2000 or the Power Point 97 Viewer Version 8.0. Installation files for both QuickTime and the PP Viewer are provided on this CD in their individual folders along with a variety of free graphics, clip art, sound, and gif movie files courtesy of East Side Charter School Tech Department. Your computer should have a sound card and a set of speakers or working head phones, Windows 95, 98, ME or 2000 to enjoy these programs. Please note that these Tips and Hints are only that. For a more complete tutorial on using MS Power Point, you may use the help files located within the actual program and/or click the following address to go to: http://support.microsoft.com/default.aspx?xmid=th%3BEN-US%3Bppt2000

Read all these instructions before trying to run the Power Point program. Several setting adjustments must be made to run this high tech program.

Getting Started:

1. To Begin, open "Windows Explorer" from the Windows START - PROGRAMS menu and select MY COMPUTER. Next, choose your CD Drive Letter (often this is D:) to view the contents of the CD. Note: In Windows ME, Explorer is located in the PROGRAM - ACCESSORIES menu.
2. To test your computer to see if you already have the QuickTime© Player installed, open the Quick Time© folder and inside you will find a Quick Time © file called "sample" which is a .mov type file.
3. Double click the file name "sample" to see if it will run.
4. If the file does not run or you get some error warning, usually caused by an outdated program version, cancel the action and assuming the Quick Time © folder is still open in Windows Explorer, run (double click) the "QuickTime Installer.exe" file and follow the directions to install the new(er) player. Open the player and make the following choices. Even if Quick Time© does run, and does not need installing please check the settings by opening the EDIT - PREFERENCES – PLAYER PREFERENCES menus and making sure the "Run a file automatically" box is checked. Also, the "Open movies in new players" should NOT be checked.
5. If you do not have Office 2000 or Power Point 2000, open the “Power Point Viewer” folder on the CD and double click the file named "PPVIEW97.exe." Next, follow the instructions to install the free viewer.
   
   NOTE: This viewer will not run the animated gif files or most movie files, but the gif files will still appear as a regular graphic or clip art picture. There are only four of these files in the program so it will not seriously detract from its effectiveness.

To Run the Program Data File:

1. Still from Windows Explorer, open the CD folder called “PowerPoint Presentations” and double click the file name "Using PP.ppt". This will open Power Point and load the file.
2. Look near the bottom left side of the window and find the button with a little projector screen and click it to start the show. Holding your cursor over the button for three seconds will open a small window that says the button’s function is to (start show).
3. To keep the show running, click the mouse when all actions on the screen stop.

IMPORTANT Show Operating Notes: When you get to slide number 15 "Inserting Movie Clips" DO NOT CLICK THE MOUSE FOR ONE FULL MINUTE to allow the movie player to start and load the movie clip. Depending on the security setting of your PowerPoint Program it may warn you that the Quick Time© player could contain a virus. It asks if you still want to open it up. Please answer YES and continue with the show. Wait until the movie trailer has completed before clicking the mouse to move on. Also, hesitate clicking the mouse on the last slide #66 until the slide is completed with the "Looney Tunes' sound byte. Mouse clicking ahead, or not waiting for these events to occur could cause you to pass over them and never know they ever existed.

(OVER)
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Making Science Fun
Using Power Point!

First! Some...
Tips and Hints Using PowerPoint
Creating More Effective
Educational Presentations!!

In The Beginning
- Open PowerPoint
- Choose create a new program
- Make your choice of slide layouts or the format of your slide

Choose A Design Template
A background template appears on all slides.
Choose one that doesn’t clutter and allows room for creativity.
Watch font colors - some are hard to view on certain backgrounds.
Change them for viewing ability if necessary.

Assemble Your Thoughts
Think about the ideas you want to present.
Locate a number of clip art pictures, sounds, and animations that may be put to use in your presentation and put them into a separate folder where your going to put the presentation.
Keep them simple and use sparingly as an attention getter at just about the time your subject is going flat to a student.
The Office Assistant
- Occasionally a green light bulb may appear... click on it for recommendations.
- The animated assistant offers ideas on properly using PP and it can answer questions like "How the heck do I do this!"
- Don't like him? Right click him and turn him off.

Assembling Your Program
- Why re-invent the wheel?
- Use what is already available.
- Make sure it is for public domain use or that you have purchased it.
- Clipart, animation and sound is easily obtained on the internet and much is public domain (useable freely).

Assembling The Program
- Keep presentations to 8-12 slides per 30 minute subject.
- Bullet the subject. Use important key words only.
- Do the explaining yourself!

Final Hints and Tips
- Using large fonts size. 28 pt or greater is best.
- Keep your key words short.
- Indicate only the actual subject you are expressing.
- Explain the subject yourself. You're the teacher remember?
- Power point is used to enhance YOU not replace YOU!
- It is not a video to give you a break.

Insert Some Clip Art!

Where Do I Get Clip Art?
- The Clip Art Universe at: www浪潮wa.com/mirror/clipart/
- Barry's Clip Art Server: www.barryclipart.com
- Art I Need: www.artineed.com
**Review Your Slides**
- Click the layout board or slide sorter view button in the bottom left corner.
- Here you can add transitions and special effects.
- Click and drag slides to move or change their order.

**Inserting Movie Clips**
- Dragging a movie clip into the slide.

**Insert Sound and Music!**
- Here you can also record your own sound files to play by clicking the mouse or to run automatically.

**Using Custom Animation**
- Clicking on the Slide Show Menu allows you to bring up the animation choices menu.

**Make A Program Run Itself**
- Click the SLIDE SHOW menu option.
- Choose SET UP.
- Make the choices you prefer or...
- Try the wizard and answer a few questions and have it set up automatically.

**Set Up Your Actions!**
- Right click an object.
- Choose custom animation.
- On this menu you can set:
  - the order items appear,
  - timing,
  - sound or music to run through several slides or loop, and
  - change or preview your special effects!
Put It All Together!
- Click the projector screen button (bottom left corner) to see your slides in action.
- Not only will you entertain your students but they will retain more of what you said using the 20-60% rule.
- Plus, after your investment of time, there's a bonus in it for YOU!

Your Personal Bonus!
How lesson is done for next year!

The Results!
- A Program that will EFFECTIVELY PRESENT a subject that your students must learn.
- A Program that will KEEP more of their ATTENTION while waiting for the next surprise.
- A Program that will REDUCE BORDOM for both you and your students!

How Good Can Programs Get?
SRA Science Curriculum
Earth Science Chapter 3
Parts 1-3
2nd Grade Level
Designed and Created By:
Joyce Payton
East Side Charter School Art and Science Instructor

The Sun, Moon, and Earth
The Earth's Motion Causes
Night and Day
And the Seasons.

ASTRONOMERS
- Astronomers study the sun, moon, planets, and stars.
- Their observations help them explain how objects in the sky seem to move.
- Who are the people that watch the skies?
Look to the Horizon

When you look into the distance, you can see a place where the sky meets Earth.
This line is called the horizon.
What is the line where the land and sky meet called?

Sun Rise

Every morning, the sun rises over the horizon in the eastern sky.
The sun shines in the sky, and it is daytime.

Sunset

Sunset happens at the end of each day when the sun moves below the horizon in the Western sky.
Now, it is night time.
When the sun moves below the horizon it is called what?

It Goes Everywhere With Me

During the daytime, you can see your shadow if it is a sunny day.
The size of your shadow changes during the day and throughout the year.
What is an area that is dark because something is blocking the light?

Earth’s Axis

The Earth turns on its axis.
An axis is an imaginary line that runs through the middle of the Earth, from the north to the south pole.
The Earth is always turning on its axis.

Rotation

The Earth turning on its axis is called rotation.
The Earth rotates once each day.
It takes 24 hours or 1 day for Earth to make one complete rotation around the sun.
Rotation causes day and night.
Questions???
What is the imaginary line that the earth rotates on called?
How long does it take the earth to rotate around the sun?

Day & Night
It is daytime on the part of the Earth facing the sun.
It is night where we live when our side of the Earth is facing away from the sun.

Question???
When our part of the earth faces the sun is it: Day Time!
Daytime or Night time??

Earth Science
Chapter 2 - MOVEMENT

Movement
The Earth & Moon both move in the sky.

Revolution
The Earth revolves, or makes a complete trip around the sun.
This trip takes about 365 days or one year to complete.
That's Christmas this year to Christmas next year!
The path the Earth follows around the Sun is called an orbit.
Questions???
How long does it take for the Earth to rotate around the sun?
What is the path the Earth follows around the sun called?

365 days or 1 year!
The Orbit!

The Moon!
- The moon is Earth's only satellite.
- The moon moves in an orbit around the Earth.
- It takes one month to revolve around the Earth.

Questions???
The Moon moves around the Earth in what?
How long does it take the Moon to orbit around the Earth?

Orbit!
1 Month!

Moonlight
- The moon does not make its own light.
- Light from the sun reflects, or bounces, off the moon.
- It reflects back to us on Earth.
- Moonlight is reflected Sunlight.

Question???
Moon light is really what kind of light?
Sunlight!
**Moon Phases**

- The lighted part of the moon that we see from Earth is called a moon phase.
- The phase cycle lasts about 29 days.

**Questions???

- The lighted part of the moon is called a what?

**Moon Phase**

- 29 Days or 1 Month!
- How long does it take the moon to travel around the earth?

**Phases of the Moon**

**Earth Science**

Chapter 3 - **Seasons**

**"We'll have 'Seasons' in the Sun"**

- What causes the Seasons?

**The Globe**

- A globe is a model of the Earth.
- The globe is tilted just as the Earth is tilted in space.
In Orbit
- As the Earth moves around the sun, parts of the Earth are tilted toward the sun.
- As different parts of the Earth get more light and heat from the sun, the seasons change.

Question???
What changes with the light and heat from the sun?
The Seasons!

Seasons
- A Season is a time of the year with its own kind of weather.
- Weather changes from Season to Season.
- In some places, the weather changes a lot from Season to Season.
- In other places, there is very little Seasonal change.

Question???
What has its own kind of weather?
A Season!

WINTER
- The days are short.
- Gets dark before dinner.
- Has less daylight.
- Weather gets cooler, and;
- It can SNOW!

SPRING
- There is more daylight than in winter.
- The air is warmer.
- Plants begin to grow and;
- They Bloom!
SUMMER
- Its days have the most daylight.
- There may still be light at bedtime.
- The air is warm.
- It is the warmest season.

Question???
What season has the longest daylight?

FALL
- Fall comes after summer.
- It has fewer hours of daylight than summer.
- The air is cooler.
- Tree leaves change their colors.
- Then the leaves fall off the trees.

Seasonal Differences
- Not all places on Earth get the same amount of light and heat from the Sun.

Equator
- Countries around the equator, or the middle part of the earth, get more light and heat.
- It is warm all year long.

The "Poles"
- Near the North and South poles, it is cold most of the time and the nights are much longer.
- The poles get less light and heat from the Sun.
**Halves**
- We live on the **northern half** of earth.
- Other people live on the **southern half**.
- The **Seasons** are opposite.
- When we have **summer**, they have **winter**.

**Question???
Where is the coldest climate?**
The North or South Poles!

**Question???
When we are having our winter season what season is it on the other half of the earth?**
Summer!

**Seasons**
- As different parts of Earth get more **light** and **heat** from the sun, the **Seasons** change.
- A **Season** is a certain time of year with a particular kind of **weather**.
- **Seasons** change when the amount of **light** and **heat** from the sun changes.

**Earth Science!**
SRA Chapters 3 Part 1-3
- The **Sun** Moon and Stars
- **Day** and **Night**
- **Movement**
- **Seasons**

**Thanks For Attending**
**Making Science Fun Using Power Point!**