

## **CREATING A VIDEO USING POWER POINT 2010**

We are going to list several steps below for you

1. Determine what your movie will be about.
2. Create a folder to place all of the items you plan on using in your video.  
Place the following in that folder.
  - a. Collect photos for your Power point if that what you intend on doing
  - b. Collect music that you feel will be appropriate for your video.
  - c. Type up in word what you plan on to say on each slide.
    - i. You do not want to say a lot. If you are using photos most of what is being said should be in the videos.
    - ii. You must create a master text. The font should be no less than 28 and the best font I feel after doing this many times is comic sans.
3. Make sure you save your power point often after you have added to your project.
4. You being the author to this is your total responsibility to back up your work. You may copy this folder and its contents to a flash drive or drop box so you have your work backed up. Redundancy is important when working with technology.

The video will illustrate following for you.

1. How to get a power point ready.	2. Placing photos on each slide.
3. Creating a master font.	4. Using word art when needed.
5. Creating timed transitions	6. Inserting music
7. Saving as a power point	8. Saving as a movie
9. Detail working with 3D	10. Creating shadow affects