
PowerPoint 2002

Running Other Applications

Quick Guide

Created 11/02
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Through the Action Setting in PowerPoint you are able to get fancy and creative with the things that you can do.

In this example, a slide will be created whereby a pupil can choose which computer program they want to use and then this program will launch from PowerPoint.

It is easier if you use two programs that don't require CD's to operate. If either of the programs needs a CD to operate, then make sure it is in the CD drive before presenting the pupil with the choices.

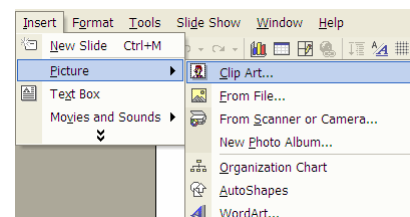
Setting up the slide

In PowerPoint, choose a blank slide with a title which is ready to insert a picture, symbol or clip art that will represent the program to the pupil. Enter the pupil's name and 'programs' as a title.

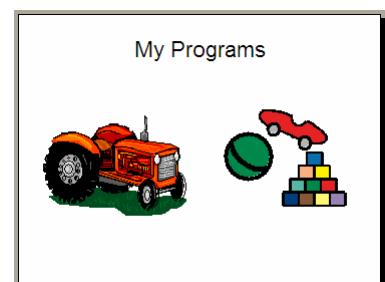
This example is using two programs from Inclusive Technology: Switch It Farm and Toyshop so will use a picture of a tractor and toys.

Getting the clipart

It may be that there will be readymade pictures available from the clipart - go to Insert>Picture>Clipart... and enter the search word.



Click on the picture you want and then position it on the slide. You may need to increase the size of the picture - click and drag on a corner handle until the size is as you want it.



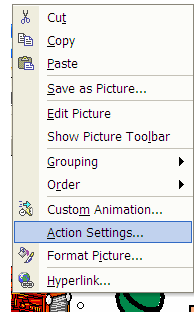
CALL Centre
University of Edinburgh, Paterson's Land,
Holyrood Road, Edinburgh, EH8 8AQ
Tel: 0131 651 6236
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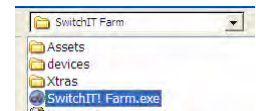
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Setting up the program

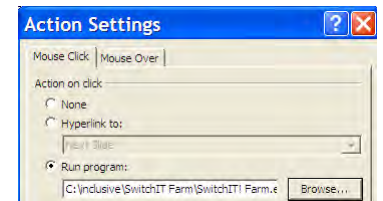
Once you have inserted the symbols, right click on the tractor, so a menu appears then click on Action Settings .



Choose **Run program:** and **Browse** then look through the computer's hard drive until you find the folder that contains the program you want.



Look for the .exe file and click on this, the file path will appear under run program.



Repeat these steps for the second program.

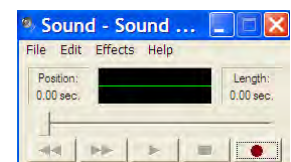
Giving an auditory cue

Giving an auditory cue to the program can be helpful for some pupils: this can be done through the Mouse Over setting. Right Click on one of the pictures, once the pop up appears choose Action Setting and then the Mouse Over tab and click in the Play Sound box, click on the drop down tab and then go to Other Sounds, this will take you in the hard drive of your computer and you can use a suitable sound that you have downloaded.

Recording your own cue

It may be better if you can record your own voice or the pupil's. Go to the **Start** menu and select

All Programs>Accessories>Entertainment>Sound Recorder. With a suitable mike attached you can then click on the red 'record' button and speak, clicking on the square 'stop' button when finished. Go to File and Save choosing a suitable folder and filename.



Run the slide

Save the slide again. Press F5 to run the show. Once the program has been chosen it will be loaded automatically. When you quit the chosen program it will take you back to the PowerPoint slide.