

Jigsaw Reveals in PowerPoint 2002 (PC) Quick Guide

Created 10/03
Updated 6/05

PowerPoint can be used to produce an on-screen jigsaw which can be personalised for pupils' individual interests and accessed through touch-screen, mouse click or switch. You will need a picture stored on your computer and you may also wish to have some sound recorded as a reward on completion of the jigsaw. There are many free pictures and sounds on the internet as well as CD collections which can be purchased.

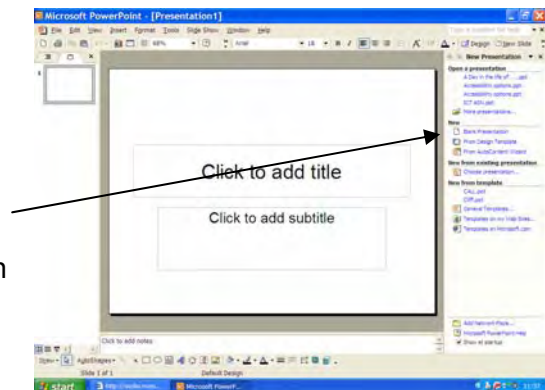
Loading PowerPoint

1. Click on the **Start Menu**; go up to **Programs** and then **Microsoft PowerPoint** (you may need to open **Microsoft Office** first).

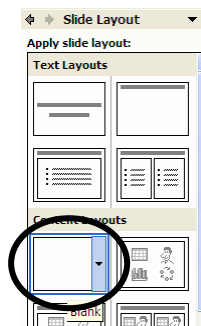
2. Look in **Program Files** in **My Computer** if it isn't in the Start Menu.

3. When the program opens an empty slide is on the screen with boxes for a title and subheading.

4. If you click on **Blank Presentation** under **New** you will be presented with the same title screen but a set of other slide formats appear.



5. From the **Contents Layouts**

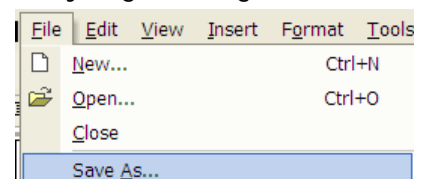


select the **Blank Contents** page.

Saving your jigsaw

6. It would make sense to save at this point then regularly save as you go through. Go to the **File** menu, click and drag down to **Save As...**

7. You will be prompted to save into the **My Documents** folder. If you are happy to save it direct into there then enter a suitable **filename** and click on **Save**.



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8. If you wish to make a folder for jigsaws



Click on the **new folder** icon.

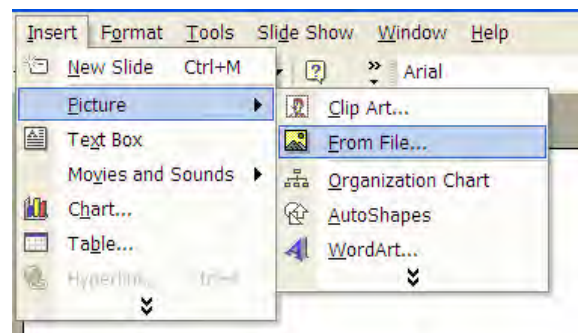
Enter a folder **Name**



Then name and save the jigsaw into that folder. Remember to regularly go to **File and Save**.

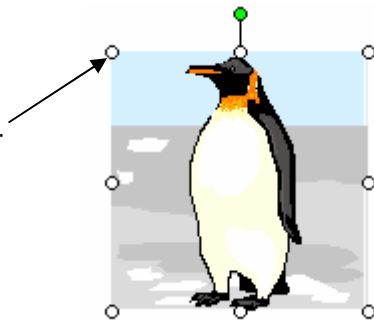
Choosing a picture for your jigsaw

9. On the menu bar, go to **Insert> Picture> From File...** and choose a picture from your files. Alternatively there are many pictures in **Clip Art**.



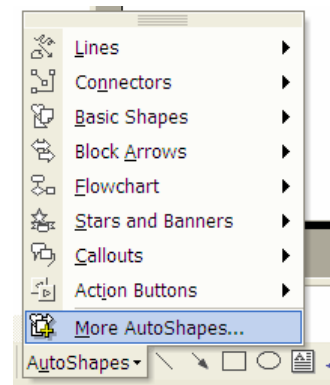
10. You may need to resize it to fit the page.

Click on the corner handles and drag to the required size.

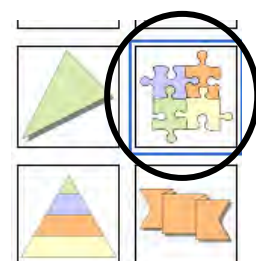


Putting the jigsaw pieces onto your slide

11. Now click and drag on **AutoShapes** on the bottom left-hand side of the screen and select **More AutoShapes**



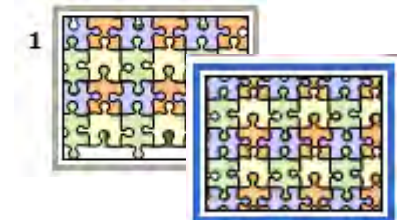
12. Scroll through the various shapes until you see the coloured jigsaw piece.



- Click on it and a piece of the jigsaw will be placed onto your PowerPoint slide.



- To move the jigsaw piece, click inside it and drag into position. Continue inserting and moving the pieces until the whole picture is covered. It can take 6 pieces to complete or 9 pieces if you want every bit of the picture covered.



- Close the **Insert Clip Art** window.



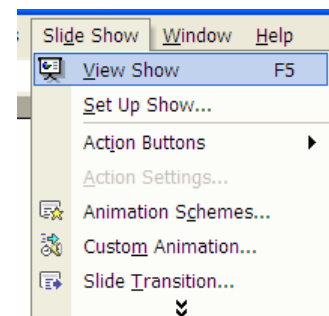
Making the jigsaw slides

- Click on slide number 1 to highlight it and press Ctrl D (this will make a duplicate of this slide)
- Click on one of the jigsaw shapes then press the delete key.
- Click on slide 2 and press Ctrl D.
- Select another jigsaw piece (by clicking on it) and delete that piece.
- Continue duplicating slides and removing jigsaw pieces until the picture is revealed. Remember you need to click on the side panel to highlight the slide before it can be duplicated.



Playing your jigsaw game

- Once all the pieces have been removed you should run it as a test. Make sure you have Slide 1 selected. Then go to the menu and choose **Slide Show** then **View Show**, or press F5, or select the wee projector screen on the bottom left toolbar.



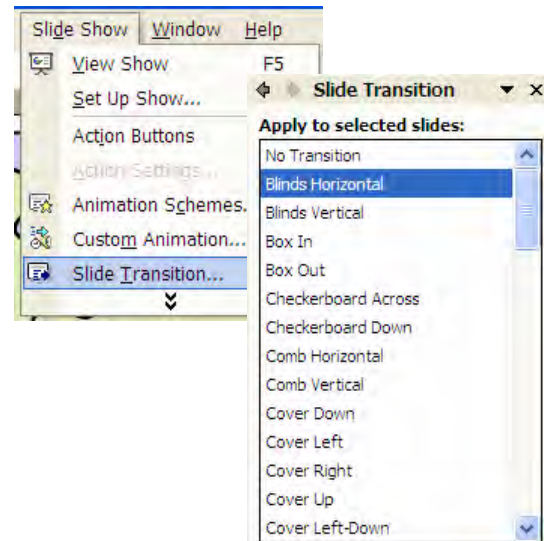
- Each time a mouse click is pressed a piece of the jigsaw will be removed and more of the picture revealed. Once it is finished press Esc.

Adding a transition effect and sound to each slide

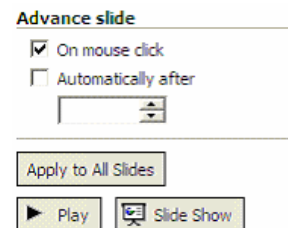
23. To make it more fun you could add an effect as each piece of the jigsaw is removed.

24. Go to **Slide Show** and **Slide Transition...**

25. Choose from the selection. As you click on each one you see the effect it has which helps you decide which is best for each pupil. Not all transitions will be ideal and for some **No Transition** would be most suitable. It is also necessary to check how the transition looks once you run the show (F5) as it may seem fine on one slide but not as it is run.

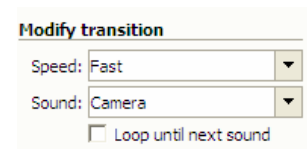


26. To see the effect of this transition on all slides choose **Apply to All Slides**, click on **Slide Show** and go through the jigsaw. Press Esc when you want to finish.

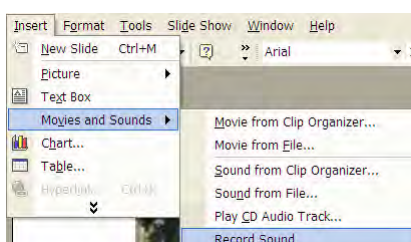
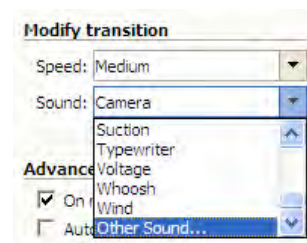


27. Once you have the transition you like you can then choose a sound to play as each piece of the jigsaw is removed.

28. Go to **Modify transition**. To choose from sounds already stored click on the arrow to the right then scroll down the list. Click on each one to see and hear both the transition and sound effect together.

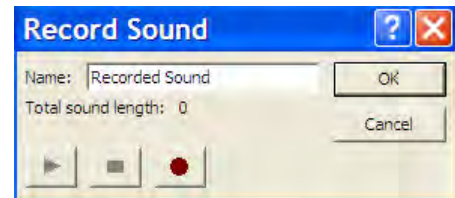


29. If you wish to choose from a sound file you already have then select **Other Sound...** and locate the file.

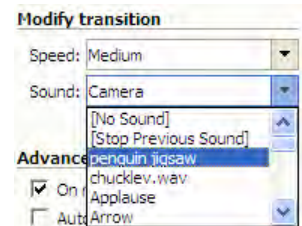


30. If you have a microphone attached to the computer and want to record your own sound for the jigsaw then go to the menubar, choose **Insert>Movies and Sounds>Record Sound**

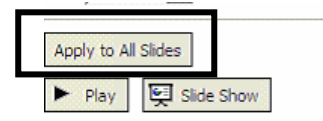
31. The **Record Sound** box will appear. Name the sound (e.g. penguin jigsaw), click on the red Record button and start talking or singing to record. Click on the blue box to finish.



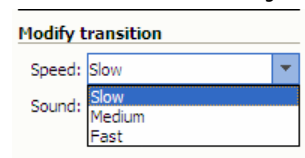
32. Close the Transition window then open it again (**Slide Show and Slide Transition...**) Your recorded sound should now be in the list.



33. If you wish to apply this to all the slides the quickest way to do this is to choose **Apply to All Slides** from the bottom of the Transition menu.



34. Under **Modify transition** you may also experiment with the speed of the transition by selecting from Slow, Medium or fast in the **Speed** box. Click and drag on the arrow to select and the effect can be seen.



Removing the sound and transition from the opening screen

35. It would not make sense to have a sound or transition at the start of the jigsaw so select the first slide and with **Slide Transition** showing, choose **No Transition** and **[No Sound]**.

Finished!

36. Save and Run your jigsaw again.

37. Make any amendments necessary then allow your pupils to enjoy your work.

38. To make changes for a particular pupil's needs go to **File and Save As**, give the file another name then alter the settings as required.