

Discover the power of video using Media Player and PowerPoint 2000

For software version: 6.4 and 2000

Lab length: Half a day

Lab description

Overview: Students will explore Media Player, find and download video clips from the Web, include video clips in a PowerPoint presentation, and then customize and perfect a video slide show.

Prerequisites: Students should first take Element K's *PowerPoint 2000: Level 1*, or have equivalent knowledge, before completing this Lab.

Delivery method: This model supports the Lab instructional method. Using this method, the instructor introduces a business scenario, demonstrates techniques for completing an activity, and then lets students complete the activity.

Target student: Students participating in this Lab should be educated PowerPoint 2000 users who are familiar with the following:

- Opening, closing, and saving files.
- Basic Internet navigation techniques.
- Creating and running a slide show in PowerPoint.

Objectives

Upon successful completion of this Lab, students will be able to:

- Use Media Player to find video clips on the Web.
- Insert a video clip into a PowerPoint presentation.
- Customize a video slide show.
- Add action items to a video presentation, and then play a completed slide show.

Lab content

Lab Activity 1: Explore Media Player

- Explore Media Player, play a streaming video clip
- Add some favorites
- Experiment with local favorites
- Try it on your own

Lab Activity 2: Integrate video clips with a PowerPoint presentation

- Video basics
- Add a video clip
- Try it on your own

Lab Activity 3: Customize your video slide show

- Add sound effects
- Design multimedia settings
- Try it on your own

Lab Activity 4: Perfect your presentation

- Adjust the video size
- Add action items while you rehearse
- It's showtime