

Creating a Microsoft PowerPoint for Cities along the Mississippi River

Intended for Grade: Third

Subject: Science

Description: This project provides a basic guide to creating a PowerPoint Presentation.

Objective: Students will investigate Microsoft PowerPoint and develop an understanding of PowerPoint via hands-on learning. Additionally, students will learn about the Mississippi River and major cities along the river.

Mississippi Framework addressed:

- Science Framework 4: Discover how internal and external forces affect the Earth's surface.

National Standard addressed:

- Content Standard D: Earth and Space Science

Materials:

- One computer for every two students
- Microsoft PowerPoint software installed on each computer
- 4 to 5 copies of the included "Visual PowerPoint Outline" for each student

Background:

The main goal of this project is to introduce students to Microsoft PowerPoint presentation technology. Throughout this tutorial important presentation techniques as well as the basic steps of creating and presenting a PowerPoint slide show will be covered.

Before students begin to construct their slide shows, it is important for the students to choose their topics, collect information, and then organize and develop outlines for their presentations.

One of the goals of this project is to help students become better presenters of information. In order to achieve this goal, students must take into consideration limiting factors while designing their presentations. One primary limitation is the amount time allotted for their presentations. A presentation should be long enough to cover all of the important information about the topic, but should not stray too far from the main topic. As well, the presentation should not exceed the allotted time. Teachers should strongly encourage students to rehearse their project presentations before actually presenting to the class (especially because the presentations will have more than one presenter). Further, students should practice their presentations in an environment similar to the one they will present in. For example, students should become comfortable with environmental variables such as where the mouse will be in order to advance slides. Students should also practice maintaining eye contact with their audience. In order to successfully accomplish this, students should be familiar enough with their slides that they do not have to read them to their audience.

Once the students have selected topics and gathered information, they are ready to begin creating their PowerPoint presentations. PowerPoint is most effective when used as an interactive, visual outline of the presentation. Students should be encouraged to use the software to prepare interactive outlines, not to prepare written reports. Using the information they gathered, have the students draw, on paper, simple visual outlines of what they want their presentations to look like. At this point, some important terminology should be introduced:

- **Slide** - an individual screen of information
- **Slide Show** - a series of slides
- **Presentation File** - the file stored to the disk
- **Object** - an element that appears in the presentation such as a picture, clip art, graph, or sound
- **Transition** - a special effect that occurs when a new slide is presented

In their visual outlines, the students can determine how many slides they would like to have in their presentations (e.g. Title, Introduction, Background Information, Sources, etc). In creating their handwritten visual

outlines, the students can label their slides, write down the text for each slide, include notes on different objects (e.g. pictures) they want to insert into their presentations, and write down color schemes (e.g. red letters on white background) of the individual slides. Further, students can include notes on what they want their slide transitions to look like (transitions however can be a last minute decision). Included in this project is a worksheet students can use to create their visual outlines. It is suggested that the students fill in the worksheet before creating their PowerPoint presentations.

Microsoft PowerPoint provides many features, but for the purposes of this project, students will be introduced to basic functions including: creating their master slide, adding and removing textboxes, changing fonts and colors, adding pictures, adding transitions, and running the slide show.

PowerPoint Tutorial: Table of Contents

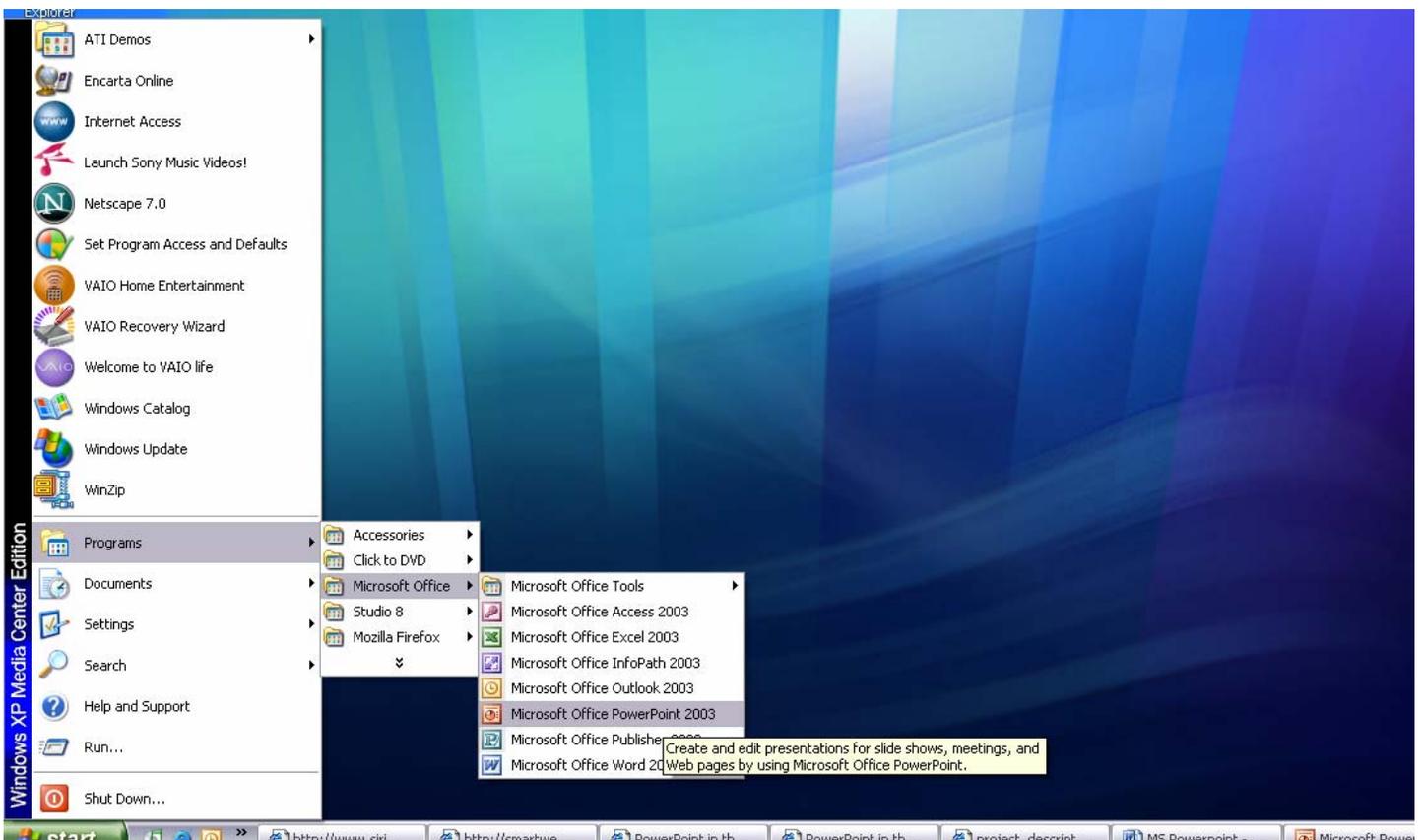
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Introductory Note

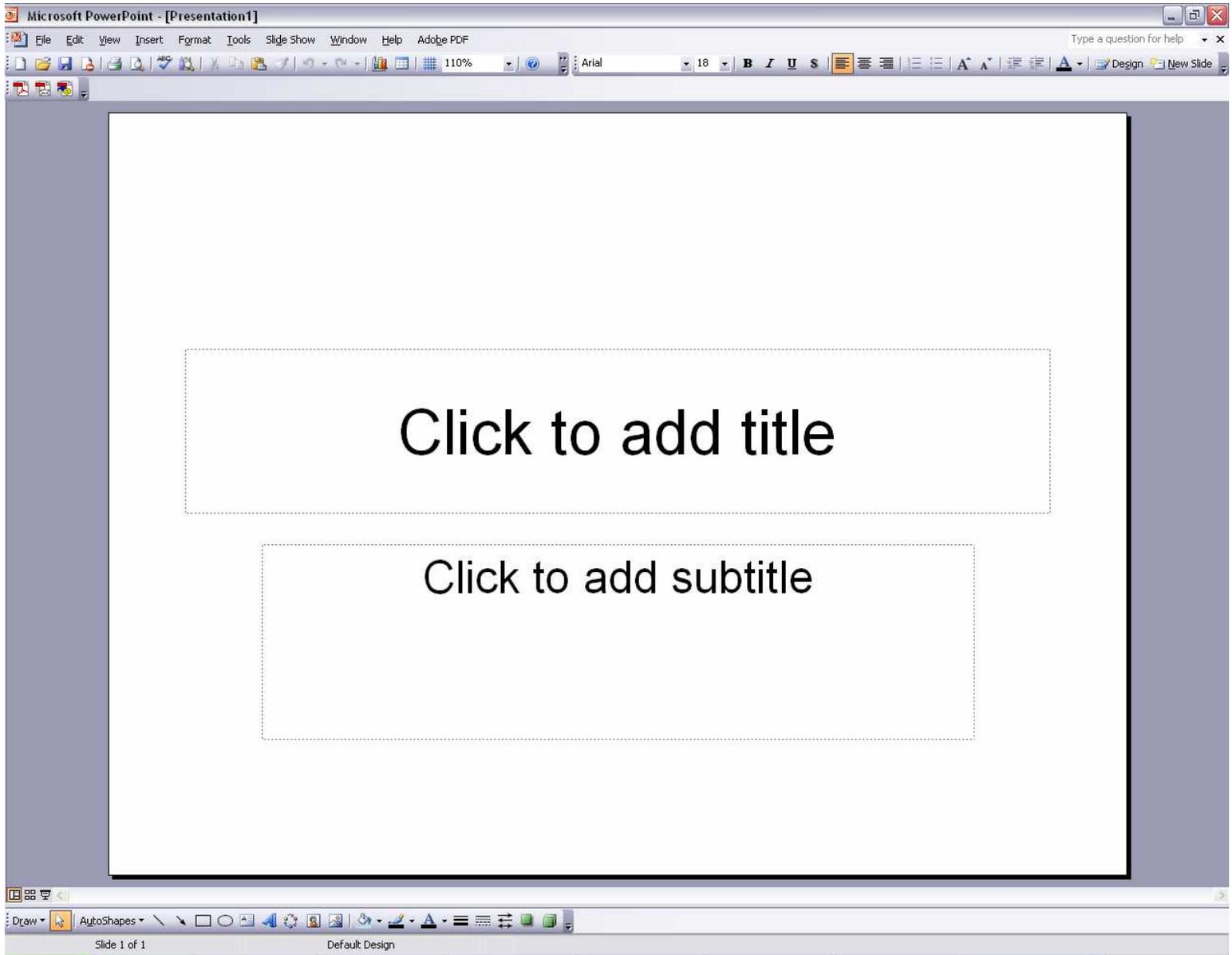
The version of PowerPoint featured in this presentation is Microsoft Office PowerPoint 2002 (included with Microsoft Office XP). The version of Windows used is Microsoft Windows XP Professional. Other versions of PowerPoint will operate slightly differently. Other versions of Windows may appear somewhat differently.

Opening PowerPoint

The first step of creating a PowerPoint slideshow is opening Microsoft PowerPoint. To open the software, locate the icon. This can sometimes be found on either the desktop or through the start menu, perhaps under the category Microsoft Office. Below is a screen shot of opening the software via the start menu.



Once the software is open, the students should see displayed a brand new slide show that should look similar to the following.



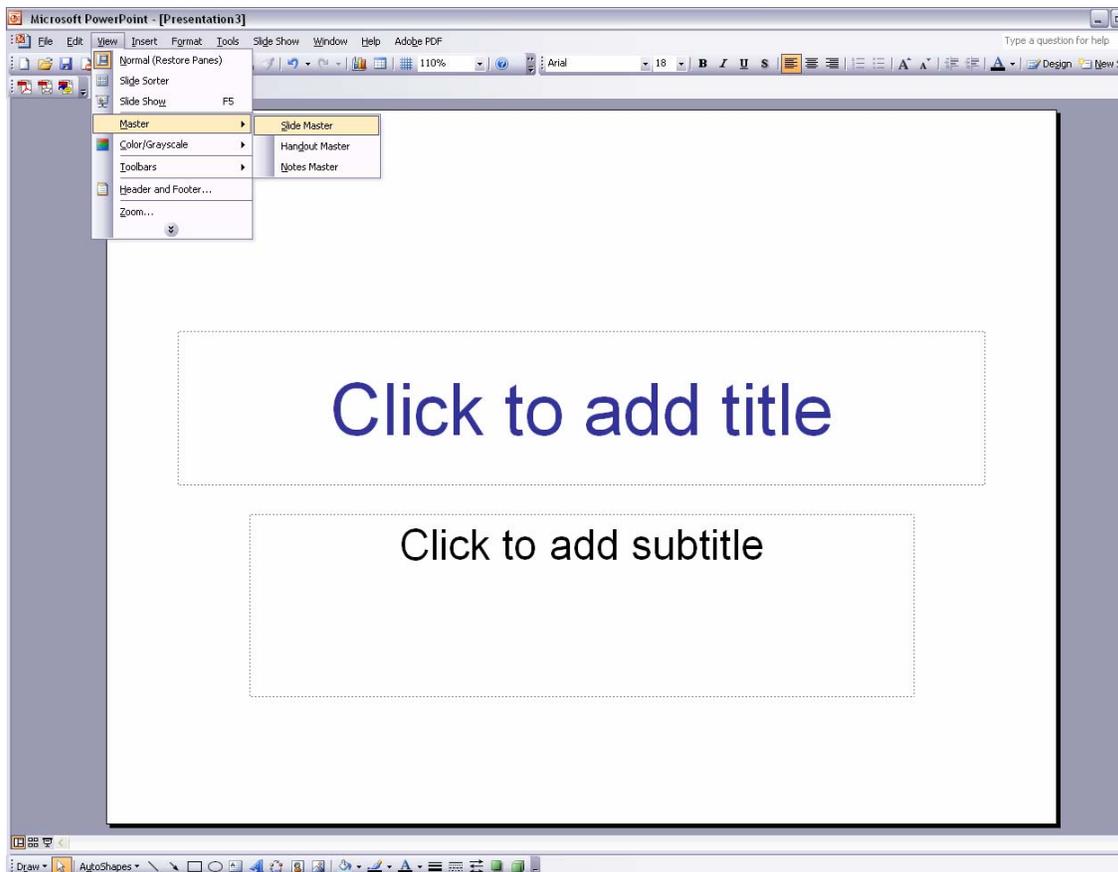
Customizing Slideshow

Once the new slideshow is opened, students can begin customizing their PowerPoint slideshows. Their first step is to create the master slide. The master slide will act as a template (such as font and background color, etc) for all slides contained within the PowerPoint presentation.

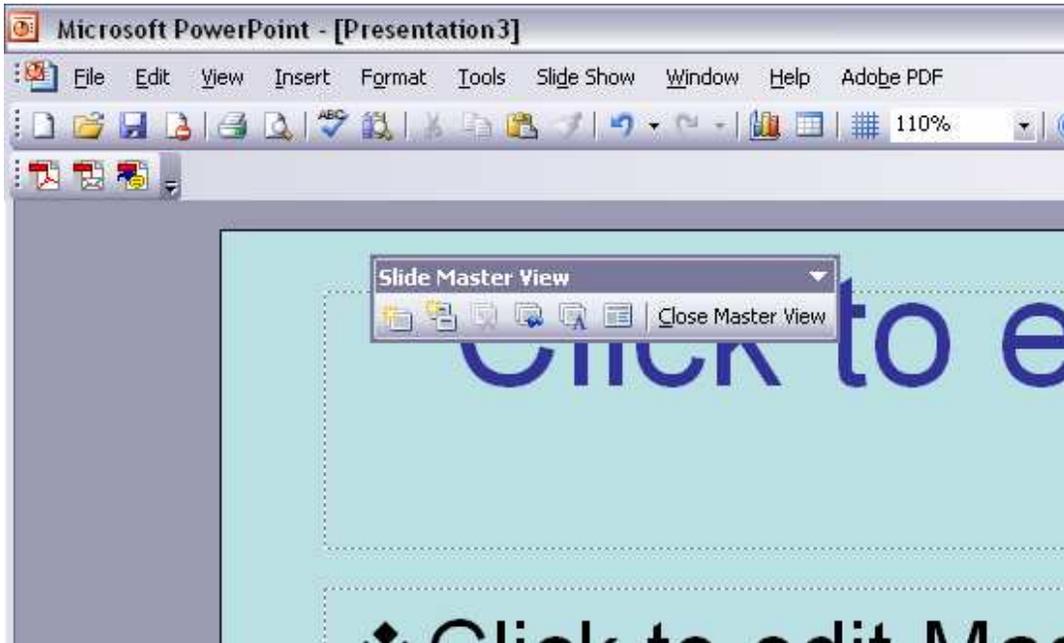
To change the master slide:

- Go to the "View" drop down menu.
- Click on "Master".
- To the right, click on "Slide Master".

The slide master will allow students to change their default preferences such as the number of text boxes; fonts and colors; and bullet preferences. This is a great opportunity for hands on learning.



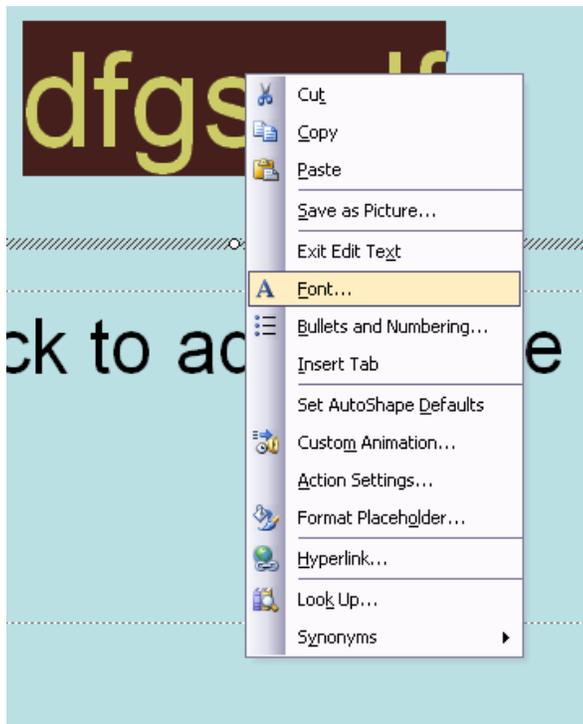
When students are finished altering their master slide, they can click "Close Master View", which will return them to their first slide.



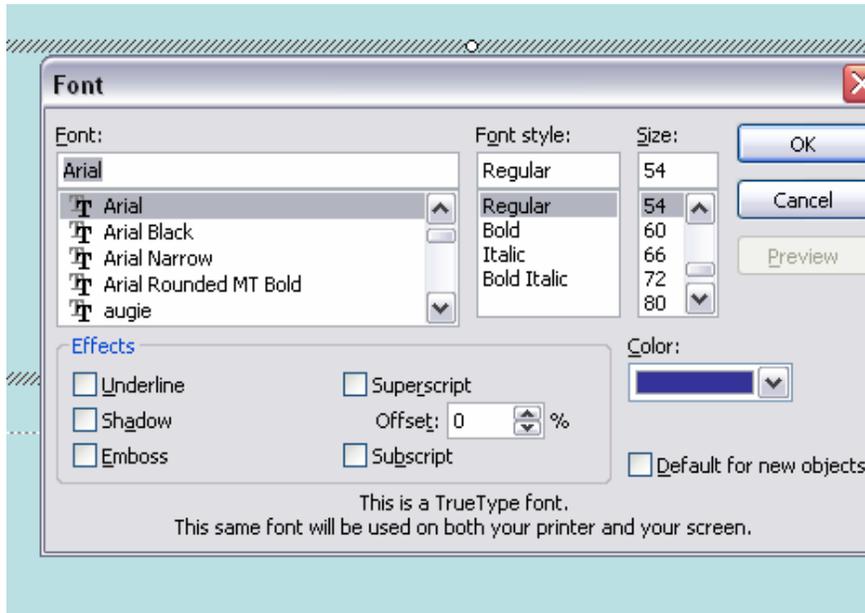
Adding Text and Effects

Next, students can begin adding their text and customized effects to their first slide. Encourage the students to alter their font and text locations.

In order to change to the font, font size, or color, highlight the text to be altered and then right click the mouse on the highlighted text and select "Font . . ."



The subsequent dialog box allows options for text changes. When finished, click "OK".



Utilizing Text Boxes

One important skill for students to learn is moving and altering text boxes.

Notice the difference in the following cursor images.

In order to move a text box:

- Click on the box you would like to move.
- A gray border will appear around the box.
- Place the pointer on the border.



- Hold down the mouse button and drag the box to the new location.
- Release the mouse.

In order to resize a text box:

- Click on the box you would like to resize.
- A gray border will appear around the box.
- Place the pointer on the border.

Note: There are only 8 places on the border that the cursor can be placed: the 4 corners, and the middles of the 4 sides.



- Hold down the mouse button and drag the resizing handle until the box is the size you want.

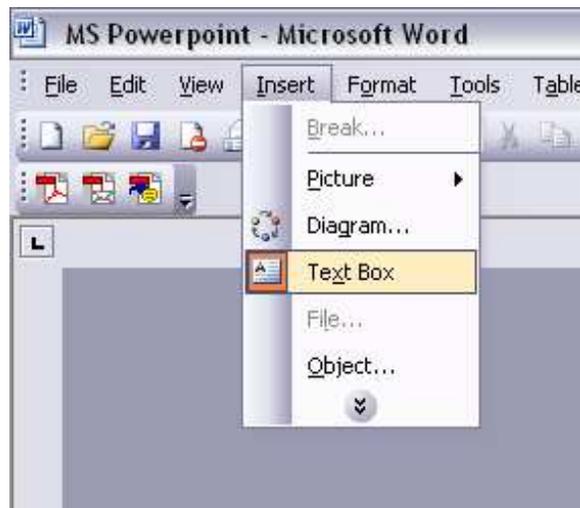
In order to delete a text box:

- Click the text box to select it.
- Click the box's border and then click the Delete key. The text disappears, but the border remains.
- Click the border again and press the Delete key. The entire text box is deleted.



In order to add a text box:

- Click on the "Insert" drop down menu.
- Click on "Text Box".
- Click the location on the slide where the textbox should be added.

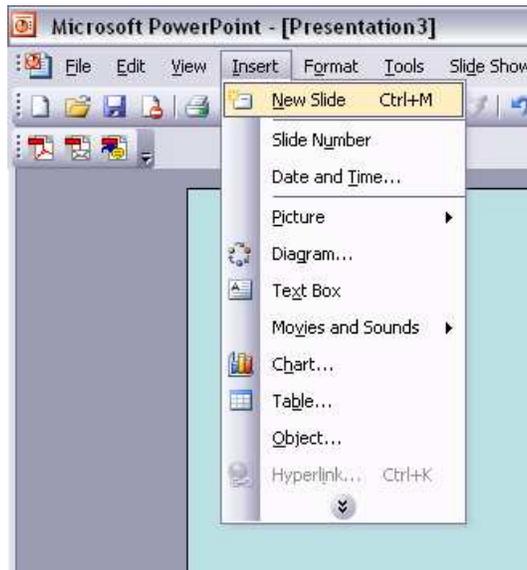


Adding and Removing Slides

After students have a fundamental understanding of adding and removing text from a PowerPoint slide, the next step will be to add a new slide to their PowerPoint slide shows.

In order to add a new slide:

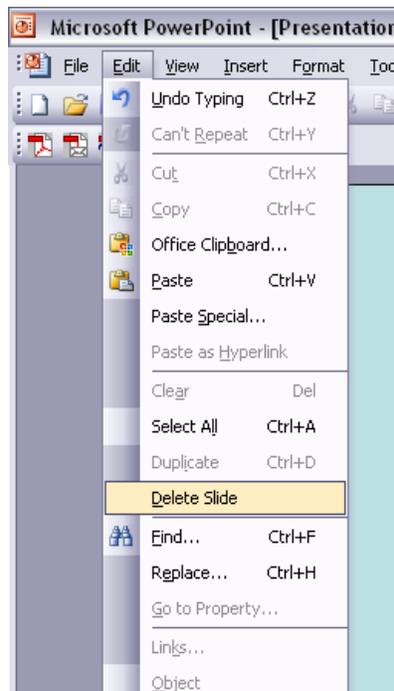
- Click on the "Insert" drop down menu.
- Click on "New Slide".



As well, students should know how to remove a slide.

In order to remove a slide:

- Click on the "Edit" drop down menu.
- Click on "Delete Slide".



Inserting Pictures

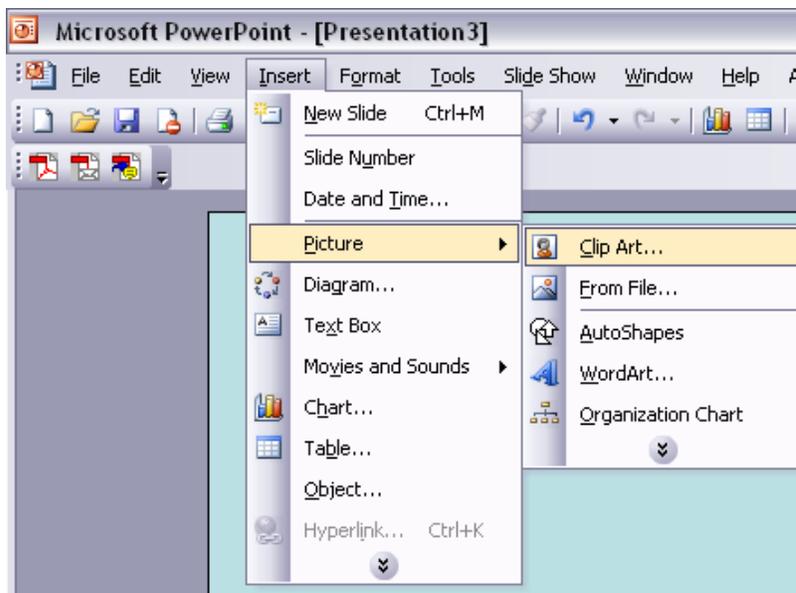
After students have inserted a new slide into their PowerPoint presentation, show them how to insert a picture into the new slide. Pictures, graphs, shapes, etc. are known as objects. Objects are often included in PowerPoint presentations. There are two types of pictures that can be included in a PowerPoint presentation: clipart and pictures from files.

In order to insert a clipart picture:

- Click on the "Insert" drop down menu.
- Click on "Picture".
- Click on "ClipArt".
- Choose the ClipArt image to insert.

Note: A sidebar will appear on the right of the screen which can be used to search for and select images.

- Click "OK".



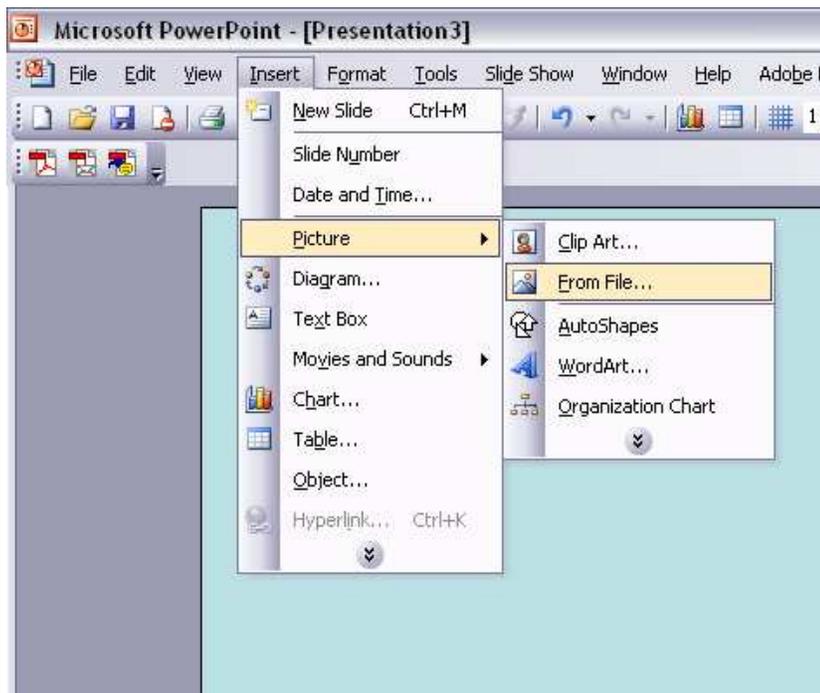
In order to insert a picture from file:

- Click on the "Insert" drop down menu.
- Click on "Picture".
- Click on "From File".
- Choose the image to insert.

Note: A file dialog will open which can be used to browse the computer for image files.

- Click "OK".

Note: Students must know where they saved their images originally, and the name of the images they saved.



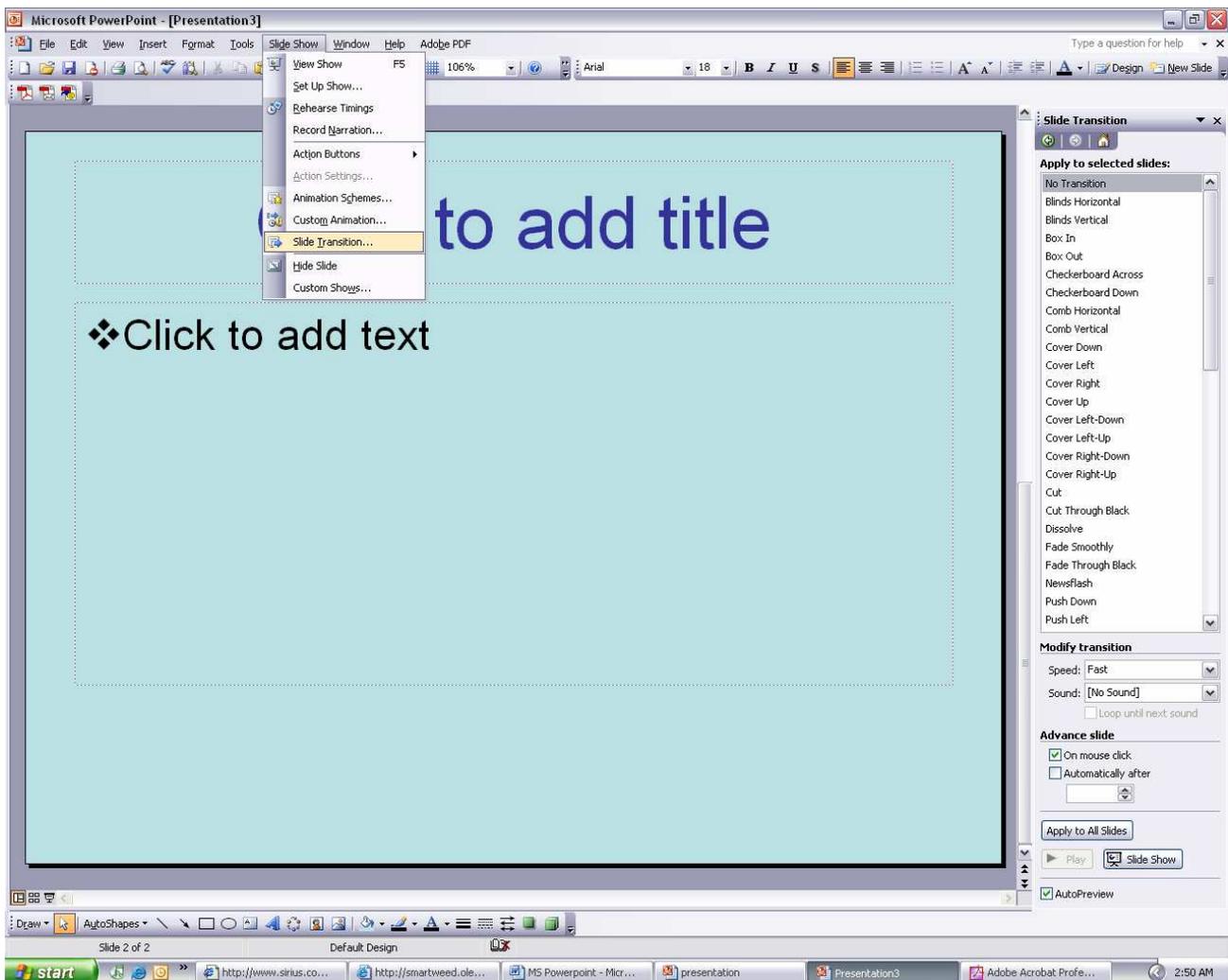
It is important that students remember to include the sources of the images they use. If an image came from a website, they need to write down and include the website's address in their "sources" slide at the end of their presentation. Alternatively, they can include the source directly below the image on the slide.

Slide Transitions

One fun and effective PowerPoint option is to include slide transitions in the PowerPoint presentation. Students can choose from the many different transitions available in Microsoft PowerPoint.

In order to insert a transition for a particular slide:

- Click on the "Slide Show" drop down menu.
- Click on "Slide Transition".
- On the far Right, Choose a transition option.

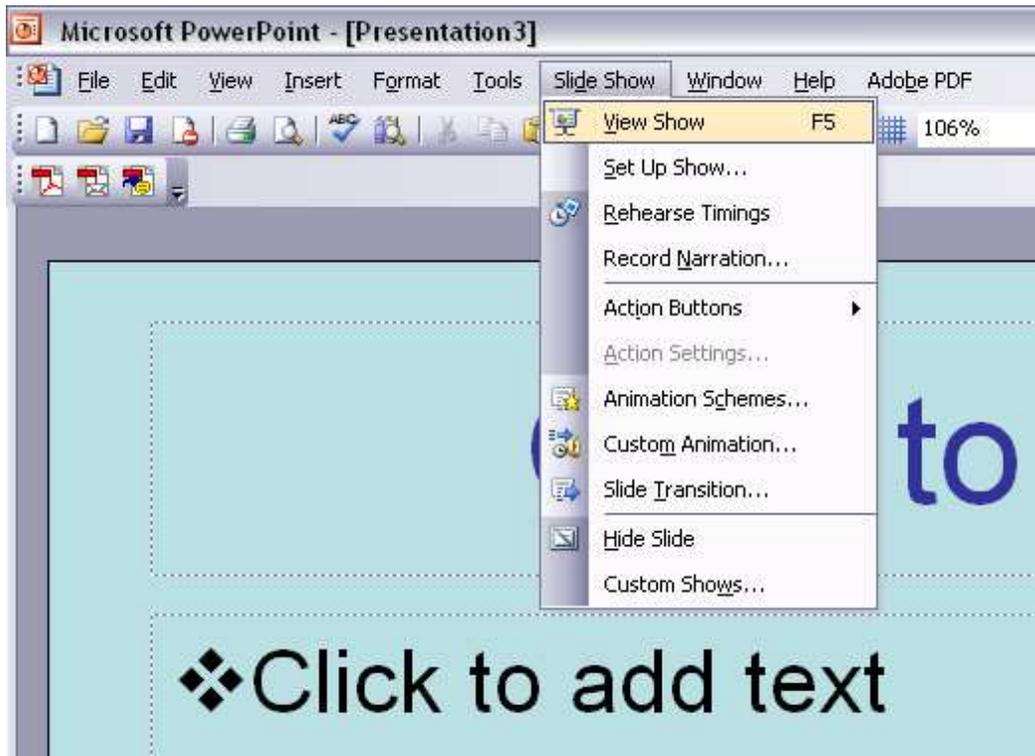


Viewing Presentations

As students begin to develop their PowerPoint presentations, they will need to view their slide shows. As well, students will need this skill to present their slideshows.

In order to "run" the slideshow from the beginning:

- Click on the "Slide Show" drop down menu.
- Click on "View Show".



In order to "run" the slideshow from the current slide:

- Click on the Run Show icon located at the bottom left.



In order to advance to the next slide in a show:

- Click the left mouse button or Press the Enter Key.

In order to return to the previous slide in a show:

- Click the right mouse button, and select "Previous" or press the Backspace Key.



Though this tutorial students should develop a basic understanding of how to create a PowerPoint presentation, there are many other features not discussed. For more information on PowerPoint presentations, please visit Microsoft's website. One of their introductory tutorials can be located at the following web address.

<http://office.microsoft.com/training/training.aspx?AssetID=RC011298761033>

Procedure:

- 1) Give a brief intro about the Mississippi River.
 - a. Ask the students if they know how rivers might shape the land.
 - b. Answers include erosion, depositing silt, and flooding.
- 2) Explain that cities were often founded near rivers.
 - a. Ask the students if they know why.
 - b. Primarily for transportation purposes. Other answers might include fishing, and access to fresh drinking water.
- 3) Divide the students into groups of two students.
- 4) Assign each group one or two cities.
- 5) Each group should then begin to browse the Internet for information about their cities. Included in this document is a list of major cities along the Mississippi River and websites with historical and statistical information about those cities. It may, however, be preferable to give the students a starting point and have them search for information rather than simply giving them links directly to the information.

Search engines and online encyclopedias are a good place to start:

<http://google.com>, <http://yahoo.com>, <http://ask.com>,
<http://wikipedia.org>, <http://encarta.com>.

- 6) The students should write down any interesting or important information they find. Ideally, students should be gathering enough information to fill several slides. The number of slides is flexible, but should, at a bare minimum, include a title slide, statistics slide (population, etc.), history slide, and a sources and credits slide. Additional slides (fun facts, etc.) should be encouraged.

Interesting facts might include famous residents, famous buildings or bridges, native animals, other rivers which merge with (tributaries) or depart from (distributaries) the Mississippi.

Statistical facts might include population and total area.

Historical facts might include date of founding, battles, etc.

Other important facts may include geographical features, neighboring towns, county membership, etc.

- 7)** Students should also attempt to find interesting pictures of their cities. Any sort of picture which fits with a slide is acceptable. The pictures should be saved somewhere convenient (possibly to the *Desktop* or *My Documents*). Other options include writing to CR-R, DVD-R, or ZIP disks. Standard 3.5" floppy disks will likely not be large enough to hold all desired images.

Students must remember where they saved the pictures and what the filenames were or they will be unable to use the pictures later.

- 8)** Students should write down every source of information they use, as well as sources for any images they use.
- 9)** Once information has been gathered, the students should complete the Visual PowerPoint Outline. Each slide's text should be recorded on the outline. Color schemes, objects to be added, etc. should all be recorded on the Visual PowerPoint Outline.
- 10)** The first slide should be a title slide. It should contain the name of the city and the state it's in, or the cities and states if the group is given two cities.
- 11)** Other slides should include the history slide and statistics slide. Other slides might also include fun facts, important events, important people, or an additional history or statistics slide if the information does not fit onto a single slide.
- 12)** The final slide should be a sources and credits slide. It should contain the names of the group members and all information sources used. Note that images should be cited on the slide they are used on, rather than on the final slide.
- 13)** Once the final slide is completed on the Visual PowerPoint Outline, the students should be prepared to begin creating their presentations. They should open PowerPoint and familiarize themselves with it, learning the basics of adding objects, adding text boxes, changing text, changing font, font color, and font size, etc.

- 14)** After the students are sufficiently familiar with PowerPoint, they should begin the process of creating their presentation.
- 15)** Once the presentation is complete, students should rehearse their presentations several times. If presenting as a group, this is especially important.
- 16)** Lastly, the students should present their presentations to the class.

Evaluation:

Since this activity teaches students via hands-on learning, students should be evaluated by their ability to successfully complete this activity. Students should also be observed and evaluated based upon their ability to follow directions, and through the creation of their PowerPoint presentations. As well, students should be evaluated on the completion of their outlines using the provided "Visual PowerPoint Outline." Students should be evaluated based on the quality of their presentations and whether content (e.g. pictures from the Internet) is appropriately sourced.

Extended Activities:

Article PowerPoint

Many times students become distracted when creating PowerPoint slideshows choosing fancy pictures, etc over content. This is due in part to students' inability to create proper outlines. Outlining is an important skill for all students to develop. The following activity will help students focus on how to outline. If students first create proper outlines, they will be more successful in incorporating the content that should be included in PowerPoint presentations.

- 1)** Find a written article of interest (newspaper article, magazine article, etc.) for the classroom. Make sure the article is age appropriate for the students; students should be able to read and understand the article.
- 2)** Have the students read the article.

- 3) Have each student create a written outline for the article. This is also an opportunity to help students understand the difference between paraphrasing and plagiarism.
- 4) Have the students use their written outlines to fill in the included "Visual PowerPoint Outline."
- 5) Have the students use their "Visual PowerPoint Outlines" to create PowerPoint Presentations.

Trip down the Mississippi

The Mississippi River Cities presentations may all be combined into a single PowerPoint presentation, to create a "Trip down the Mississippi". If this is desired, groups should either only be given one city, or the cities a group is assigned should be adjacent, north to south, along the Mississippi River. This will simplify the task of combining the individual presentations into one large, seamless presentation.

Sources:

<http://www.microsoft.com/>

Prepared by:

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NSF NMKG-8
University of Mississippi
March 2005

Mississippi River Cities and City Sources

To assist the students in preparing their Power Point presentations, the following links may be helpful. Links to histories and general information are provided for 26 cities along the Mississippi River. Note that for some of these cities, large volumes of information are available, while for others, very little information is easily found on the Internet.

Please note that none of the links contain spaces. Any links which appear to contain spaces actually contain underscores.

General Mississippi River information:

http://en.wikipedia.org/wiki/Mississippi_River

Wikipedia's Mississippi River article

<http://memory.loc.gov/ammem/>

The Library of Congress's "American Memory" Collection; a large, searchable body of early documents

<http://www.riverroads.com/>

A site containing information about some of the cities along the Mississippi

Minneapolis, Minnesota

http://en.wikipedia.org/wiki/Minneapolis,_Minnesota

Wikipedia article

http://encarta.msn.com/encyclopedia_761572218/Minneapolis.html

Encarta article

<http://www.mplib.org/history/>

A historical overview of Minneapolis put together by the staff of the Minneapolis Public Library

St. Paul, Minnesota

http://en.wikipedia.org/wiki/Saint_Paul,_Minnesota

Wikipedia article

[http://encarta.msn.com/encyclopedia_761575505/Saint_Paul_\(city\).html](http://encarta.msn.com/encyclopedia_761575505/Saint_Paul_(city).html)

Encarta article

<http://www.ci.stpaul.mn.us/leisure/history/>

A list of sources on St. Paul's history put from the official St. Paul website

<http://www.saint-paul.com/culture/history.html>

History of St. Paul from CityGuide

Winona, Minnesota

http://en.wikipedia.org/wiki/Winona,_Minnesota

Wikipedia article

<http://www.winona.msus.edu/historicalsociety/sesqui/>

A site with information about the very early history of Winona, put together in collaboration with the Winona County Historical Society

La Cross, Wisconsin (limited information was found)

http://en.wikipedia.org/wiki/La_Crosse,_Wisconsin

Wikipedia article

<http://murphylibrary.uwlax.edu/digital/lacrosse/>

A collection of digital books about early La Crosse

Prairie du Chien, Wisconsin

http://en.wikipedia.org/wiki/Prairie_du_Chien,_Wisconsin

Wikipedia article

<http://www.prairieduchien.org/first/visitor/history.htm>

A history put together by the Prairie du Chien Chamber of Commerce

Dubuque, Iowa

http://en.wikipedia.org/wiki/Dubuque,_Iowa

Wikipedia article

http://www.dubuquechamber.com/Visitors/Visitor_Info/1history.html

A history put together by the Dubuque Chamber of Commerce

Davenport, Iowa

http://en.wikipedia.org/wiki/Davenport,_Iowa

Wikipedia article

<http://www.cityofdavenportiowa.com/who.htm>

"Quick Facts" about Davenport

<http://www.cityofdavenportiowa.com/history.htm>

A history of Davenport

Burlington, Iowa

http://en.wikipedia.org/wiki/Burlington,_Iowa

Wikipedia article

<http://www.visit.burlington.ia.us/history.html>

A history of Burlington

Keokuk, Iowa

http://en.wikipedia.org/wiki/Keokuk,_Iowa

Wikipedia article

<http://keokuk-ia.com/history/index.html>

A history of Keokuk

Rock Island, Illinois

http://en.wikipedia.org/wiki/Rock_Island,_Illinois

Wikipedia article

<http://www.rigov.org/aboutrockisland/aboutrockisland.html>

"Quick Facts" about Rock Island

<http://www.rigov.org/aboutrockisland/historical.html>

A history of Rock Island

Quincy, Illinois

http://en.wikipedia.org/wiki/Quincy,_Illinois

Wikipedia article

<http://www.quincy-cvb.org/history.htm>

A history of Quincy

Alton, Illinois

http://en.wikipedia.org/wiki/Alton,_Illinois

Wikipedia article

<http://www.lib.niu.edu/ipo/ihy020237.html>

An essay about Alton's history on the river

Chester, Illinois (limited information was found)

http://en.wikipedia.org/wiki/Chester,_Illinois

Wikipedia article

<http://www.chesterill.com/history%20of%20chester.htm>

A brief history of early Chester

<http://www.chesterill.com/home%20of%20pop-eye.htm>

Chester is the home of Popeye

Cairo, Illinois

http://en.wikipedia.org/wiki/Cairo,_Illinois

Wikipedia Article

<http://www.cairocitizen.com/history.htm>

A history of Cairo

Hannibal, Missouri

http://en.wikipedia.org/wiki/Hannibal,_Missouri

Wikipedia article

<http://www.hanmo.com/history.html>

A history of Hannibal

St. Louis, Missouri

http://en.wikipedia.org/wiki/Saint_Louis,_Missouri

Wikipedia article

[http://encarta.msn.com/encyclopedia_761566927/St_Louis_\(city\).html](http://encarta.msn.com/encyclopedia_761566927/St_Louis_(city).html)

Encarta article

<http://stlouis.missouri.org/citygov/planning/research/data/about/history.html>

A history of St. Louis

Cape Girardeau, Missouri

http://en.wikipedia.org/wiki/Cape_Girardeau,_Missouri

Wikipedia article

<http://capegirardeaucvb.org/history.html>

A history of Cape Girardeau

Memphis, Tennessee

http://en.wikipedia.org/wiki/Memphis,_Tennessee

Wikipedia article

[http://encarta.msn.com/encyclopedia_761573552/Memphis_\(Tennessee\).html](http://encarta.msn.com/encyclopedia_761573552/Memphis_(Tennessee).html)

Encarta article

<http://www.cityofmemphis.org/>

The City of Memphis's official site

<http://www.cityofmemphis.org/framework.aspx?page=296>

A history of Memphis

<http://www.cityofmemphis.org/framework.aspx?page=268>

Memphis history timeline

<http://www.cityofmemphis.org/framework.aspx?page=280>

"Quick Facts"

Osceola, Arkansas (limited information was found)

http://en.wikipedia.org/wiki/Osceola,_Arkansas

Wikipedia article

West Memphis, Arkansas (limited information was found)

http://en.wikipedia.org/wiki/West_Memphis,_Arkansas

Wikipedia article

Helena, Arkansas (limited information was found)

http://en.wikipedia.org/wiki/Helena,_Arkansas

Wikipedia article

Greenville, Mississippi

http://en.wikipedia.org/wiki/Greenville,_Mississippi

Wikipedia article

<http://www.greenville.ms.us/community/facts/history.html>

A history of Greenville

Vicksburg, Mississippi

http://en.wikipedia.org/wiki/Vicksburg,_Mississippi

Wikipedia article

<http://www.vicksburg.org/pages/history.htm>

A history of Vicksburg

Natchez, Mississippi

http://en.wikipedia.org/wiki/Natchez,_Mississippi

Wikipedia article

<http://www.aquaculture.com/custom/webpage3.cfm?content=content&id=76>

A fairly thorough history of Natchez

<http://www.aquaculture.com/custom/webpage2.cfm?content=content&id=117>

Natchez history timeline

Baton Rouge, Louisiana

http://en.wikipedia.org/wiki/Baton_Rouge,_Louisiana

Wikipedia article

<http://brgov.com/aboutus.htm>

A history of Baton Rouge (and a long explanation of Baton Rouge government)

<http://www.bracvb.com/about/index.cfm?pageid=history>

A history of Baton Rouge

New Orleans

http://en.wikipedia.org/wiki/New_Orleans,_Louisiana

Wikipedia article

http://encarta.msn.com/encyclopedia_761554180/New_Orleans.html

Encarta article

<http://www.neworleans.com/cgi-bin/oracle/hs.cgi?search=CAT&Category=HISTORY>

A history of New Orleans

<http://www.neworleansonline.com/neworleans/history/facts.html>

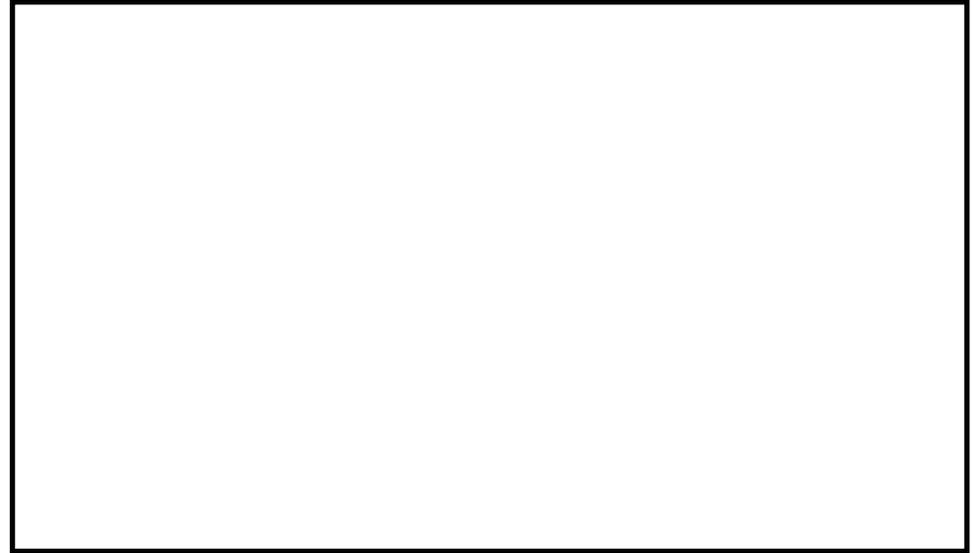
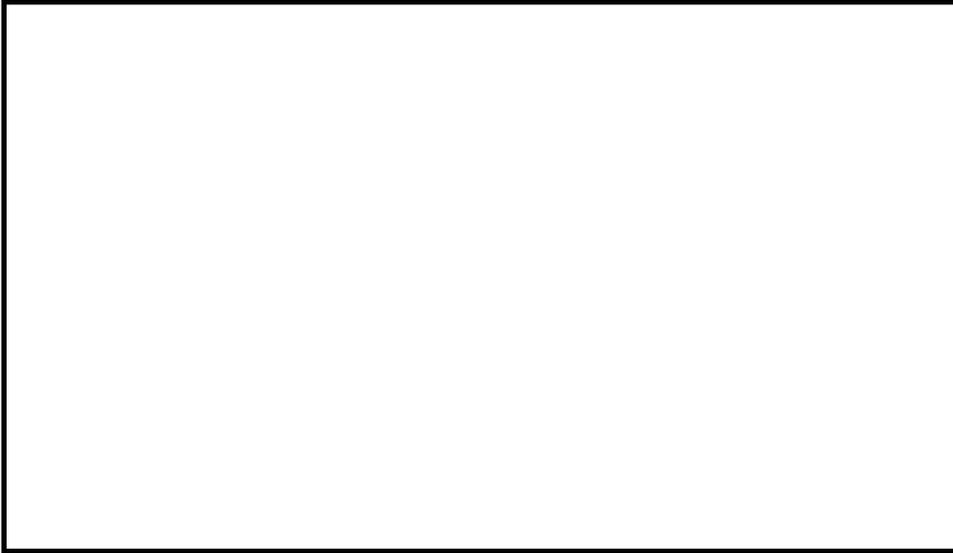
A history of/list of "quick facts" about New Orleans

Visual PowerPoint Outline

Page No:

Project Title: _____

Team Members Names: _____



Slide Number: _____

Slide Notes: _____

Slide Number: _____

Slide Notes: _____
