













Presentation Skills: Audio and Video

Aim: Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information. Teachers may choose their own context for the content of the presentation, but it could relate to the current topic. The lesson focuses slides and adding text. I can insert audio and video	Success Criteria: I can insert audio and video files (where possible). I can record audio onto a slide. I can change the audio button. I can find out which audio and video file formats work in the presentation application I am using. I can set when the audio or video plays.	Resources: Lesson Pack Desktop computers or laptops Presentation application A microphone plugged into the desktop or inbuilt microphone Branching story plan
	Key/New Words: Audio, sound, video, movie, embed, link, file format.	Preparation: Ensure desired Presentation application is installed on the computers. The children will need audio and video files to insert into their presentation.

Prior Learning: Children will have experience of typing and editing text; adding and formatting text and images in a presentation.

Learning Sequence

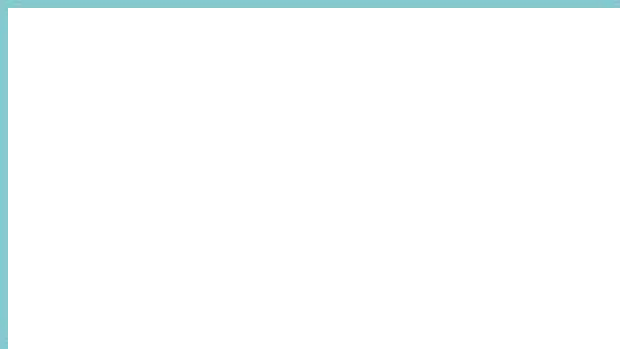
	Can you add sound? Children to open their presentation and try to record audio into their presentation.	
	Insert sound / Sound settings: Demonstrate how to record audio and insert an audio file. Ensure children speak clearly when recording. Show children how to format the audio button and when the audio plays. Explain that there are different formats of audio and video files, and some will play in some presentation applications and some won't without some additional software. Not only will different applications work differently but different versions of applications will be able to play or embed files in different ways. It is best to search for information about your specific application, and also show children how to do the same.	
	Have another go: Children to record and insert an audio file. Allow them to format any audio buttons and set how the audio works. Children to try to insert a video file and carry on with their presentation.	
	Insert video: Demonstrate how to insert a video file, and reiterate that not all video files will work.	
	Have another go: Children insert a prepared video file into their presentation and format how it plays. Children complete their presentation.	
	Together: Children present their presentations to a partner, who explains what they like about the presentation, and anything they might do differently.	

Taskit

Audioit: Children experiment adding audio files to presentations.

Videoit: Children experiment adding video files to presentations.

Challengeit: Use the **Challenge Cards** for extension activities. Audio and video files are provided in the **Lesson Pack**.



Computing

Presentation Skills

Audio and Video



Aim

- I can insert audio and video.

Success Criteria

- I can insert audio and video files (where possible).
- I can record audio onto a slide.
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Can You Add Sound?



Open your presentation from the last lesson.

Can you record sound onto the presentation?

Go to the slide with your story and try to record the story being read.



Insert Sound

There are several ways to insert sound:



Add a sound from a file.



Sample file.mp3



Sample file.m4a

Record a sound file using a microphone.



Insert Sound

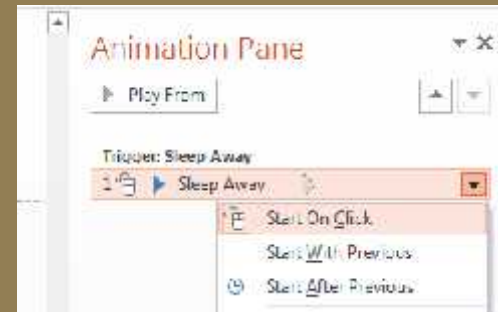
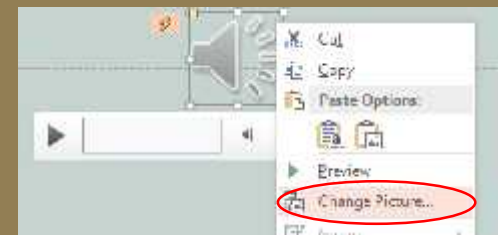
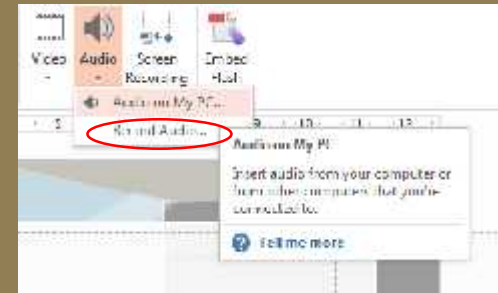
Go to the slide where you want sound.

Add a sound file.

If your computer has a microphone, record a simple sound file.

You can change the sound button on the slide.

You can set the sound to play automatically when the slide starts or on clicking the button.



Sound Settings

What settings might you need with sound?

Playing over several slides.

Start automatically or on a click.

What different sound file formats have you heard of?

Three of the main ones are mp3, wma (Windows Media Audio) and m4a (used in iTunes).



Sample file.mp3



Sample file.m4a



Sample file.mp3



Sample file.wma

mp3 and wma can be used in PowerPoint, but m4a files may need some additional software.

Have Another Go



Record a sound file onto your presentation – read the slide.

Insert a sound file into your presentation.

Format the sound button, or have it play automatically.

Try to insert a video file.

Complete your presentation.

Check:

- title slide and headings on all slides
- appropriate theme, transitions and animations
- sensibly formatted text and text boxes
- a question or questions using hyperlinks
- relevant images, audio and video



Insert Video

You can insert video in a similar way to inserting audio.



There are numerous file formats for video – try to find out which ones will work in your presentation!



Have Another Go



Now insert a video file and complete your presentation.



Check:

- title slide and headings on all slides
- appropriate theme, transitions and animations
- sensibly formatted text and text boxes
- a question or questions using hyperlinks
- relevant images, audio and video

Together



Present your presentation
to a partner.



Check:

- title slide and headings on all slides
- appropriate theme, transitions and animations
- sensibly formatted text and text boxes
- a question or questions using hyperlinks
- relevant images, audio and video

Aim

- I can insert audio and video.

Success Criteria

- I can insert audio and video files (where possible).
- I can record audio onto a slide.
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- I can find out which audio and video formats work in the presentation application I am using.
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Audio and Video

Here is some brief guidance on using audio and video in presentations. Unfortunately using audio and video is not always simple, as it will depend not just on the application, but on what other applications might be installed, which application version is being used, which operating system and other factors. It is best to try out what you want the children to use. Recording sound, where possible, should be relatively simple, but do check that inserting audio and video works before the children try it!

Note, many school ICT suites use a different computer for the Interactive Whiteboard to the ones the children use. You may want to check both!

Embedded Files

Embedded files are stored within the presentation. This means when the presentation is moved to another computer the file stays with the presentation.

Linked Files

Linked files are stored outside the presentation. This means if the presentation is moved the link can be broken, unless the linked file is moved with it and the link is the same (when the files are in the same folder). However the advantage of a linked file is that it can be edited and the new file will be the one played in the presentation.

Audio Files in Presentations:

Microsoft PowerPoint

In PowerPoint 2007 only .wav files up to 100Kb could be embedded.

In PowerPoint 2010 these limits were removed.

The following file formats should work in PowerPoint 2010 and beyond: mp3, wma and wav files.

- mp3 files are a common compressed format for audio files.
- wma files are Microsoft's compressed format for audio files used in Windows Media Player
- wav files are the common uncompressed format for audio files, such as files on a CD or sound files recorded on a computer.

Google Slides

Audio files on the Internet can be linked with slides. The advantage is that links are less likely to be broken, although it can be limiting.

Apple Keynote

Keynote will use files that are played by iTunes, so mainly mp3 and m4a.

Apache OpenOffice Impress

This will partly depend upon which operating system the application is being run on. In Windows it is likely that the same formats used for PowerPoint will also work in Impress. In MacOs use the formats used by iTunes.

Audio and Video

Video Files in Presentations:

Microsoft PowerPoint

The main formats which can be used in PowerPoint are swf, avi, mpg/mpeg and wmv.

If Apple QuickTime player is installed then mp4, mov and qt files can also be used.

- swf are flash video files mainly used on the Internet.
- avi is a commonly used format
- mpg/ mpeg was designed for Video-CD and CD-i.
- wmv is Microsoft's video file format used by Windows Media Player and Movie Maker
- mp4 and mov files are similar formats associated with Apple's QuickTime player
- qt files are QuickTime movies.

Google Slides

Only YouTube videos can be used within Slides. The advantage is that it's relatively simple and should work. The disadvantage is it can be limiting and many schools don't allow pupil access to YouTube.

Apple Keynote

Keynote will use files that are played by iTunes and QuickTime, so mainly mp4 and mov.

Apache OpenOffice Impress

As with audio, this will partly depend upon which operating system the application is being run on. In Windows it is likely that the same formats used for PowerPoint will also work in Impress. In MacOs use the formats used by iTunes.

Audio and Video

Challenge Cards



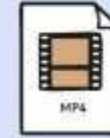
Take the set of audio files and see which ones can be embedded into your presentation



Sample file.mp3



Sample file.m4a



Sample file.mp4

Take a set of video files and see which ones can be embedded into your presentation



Choose a song you like. Find the words and copy them onto several presentation slides. Find a sound file of the song and insert this into the presentation and set it to play over all the slides.



Record a simple sound file of counting up to 10. Can you make a presentation with the numbers 1 to 10 on a different slide with this sound file where the slide transitions are



Audio and Video

Challenge Cards



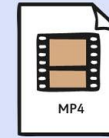
Take the set of audio files and see which ones can be embedded into your presentation application.



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Sample file.m4a



Sample file.mp4

Take a set of video files and see which ones can be embedded into your presentation application.



Choose a song you like. Find the words and copy them onto several presentation slides. Find a sound file of the song and insert this into the presentation and set it to play over all the slides.



Record a simple sound file of yourself counting up to 10. Can you add this sound file to a slide presentation in which the numbers 1 to 10 are timed to appear along side the audio?



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