<table>
<thead>
<tr>
<th>Time</th>
<th>Duration</th>
<th>Activity</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:15</td>
<td>20 minutes</td>
<td>Welcome and Review of Agenda</td>
<td>Welcome, Introduction, Review of the Agenda</td>
</tr>
<tr>
<td>2:05</td>
<td>25 minutes</td>
<td>Athlete Introductions</td>
<td>Name and what they want to get from the training</td>
</tr>
<tr>
<td>2:30</td>
<td>10 minutes</td>
<td>Why Use PowerPoint?</td>
<td>Unique use for athletes in many areas of the ALPs</td>
</tr>
<tr>
<td>2:40</td>
<td>5 minutes</td>
<td>Introduction to Media</td>
<td>View PowerPoint Slide Show</td>
</tr>
<tr>
<td>2:45</td>
<td>5 minutes</td>
<td>Mentors Roles</td>
<td></td>
</tr>
<tr>
<td>2:50</td>
<td>10 minutes</td>
<td>Explanation of Terminology</td>
<td>A hands on walk through of toolbars, icons, etc</td>
</tr>
<tr>
<td>3:15</td>
<td>1 hour</td>
<td>Developing a Slide Show</td>
<td>A hands on walk through of the process on selecting templates(slides),</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>inserting pictures, text boxes, borders, inserting video, animation,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>slide transition, etc</td>
</tr>
<tr>
<td>4:15</td>
<td>45 minutes</td>
<td>Digital Imaging</td>
<td>Demonstration on working with different types of digital cameras</td>
</tr>
<tr>
<td></td>
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<td>Process for downloading</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Group work: hands on work with trainer/mentor and athlete</td>
</tr>
<tr>
<td>8:00</td>
<td>2 hours 15</td>
<td>Development of Athletes own Slide Show</td>
<td>Athlete and mentor develop a slide show</td>
</tr>
<tr>
<td>10:15</td>
<td>5 minutes</td>
<td>Viewing of Slide Shows</td>
<td>Individual viewing vs. group viewing</td>
</tr>
<tr>
<td>11:20</td>
<td>5 minutes</td>
<td>Closing Remarks</td>
<td></td>
</tr>
<tr>
<td>11:5</td>
<td>5 minutes</td>
<td>Evaluations</td>
<td>Athletes and mentors evaluate training session</td>
</tr>
</tbody>
</table>
### Welcome and Review of Agenda

1. Welcome participants. Note the following
   - Attendees are athletes and their mentors
   - The training is designed primarily to teach athletes how to utilize computers and digital cameras. With this knowledge they will learn to develop their own PowerPoint presentations. There are many uses for athletes to utilize PowerPoint such as, a non-verbal Global Messenger, different avenue for current Global Messengers to get their word across, for presentations during workshops, etc.

2. Trainer Introductions. Trainers will decide on what method to use for their own introductions. One possible way is to use a PowerPoint Slide Show to show how it can be done.

3. Hand out the Agenda to all participants. Review the timeframes and the content of the agenda. Stress the need for participants to be on time.

4. Handle any logistical details and announcements, and indicate availability to help with any problems that arise during the session.

### Participant Introductions

Option #1 (for large group): Ask each participant to briefly introduce him/herself, giving name, Special Olympics Program, and what they want to get from this training. Place the items on a flipchart or board to remind them of the things to say.

Option #2 (for small group): Pair participants at random, give them 5 minutes to interview each other and then have each member introduce the other to the group. Information could be; name, program, role in Special Olympics, family, what is the best thing about Special Olympics, etc.
Welcome and Introductions

Option #3 (for medium group): Form circle(s) of up to ten people. Give small ball to one person in each circle. In Round One, person with ball says own name, Area, position, and hands ball to second person. That person says “Thank you (name of first person), and gives their own information. Repeat around group. In Round Two, play quick game of catch across the circle, first calling the name of the person you are throwing to; person catching says “Thank you (name of thrower). In Round Three, see if participants can give name of everyone else in their circle.
Welcome and Introductions

10 minutes

Why Use PowerPoint?

1. Note that there are many different ways to give speeches, presentations, etc. PowerPoint is just another method of getting out information on the Special Olympics movement.

2. PowerPoint opens the door to athletes that cannot use their own voice to tell their story. Non-verbal athletes have a very powerful story that now can be told.

3. Athletes have a new outlet within the ALPs program to explore. Technology is a fascination for many of our athletes and many of them have a talent for it.

4. Sometimes a visual aid in presentations can be very powerful. Pictures can speak a thousand words.

5. Even if you cannot take a laptop and do a PowerPoint presentation, it can be made into a video very easily. Sometimes getting a TV and VCR from the people you are presenting to is easier than a LCD projector.

5 minutes

Introduction to Media

1. Explain that this PowerPoint Slide Show will highlight the things that we are going to work on over the next few hours.

2. This slide show has many of the things that we will be working on today. Those items are: pictures, video, captions, templates, and narration (which we will not cover).

3. PowerPoint Slide Show: Multi-Media PowerPoint Training
Mentors: Even though they have received a job description in their packet, talk about:

1. Evaluate the ability of your athlete. The last thing that we want to achieve is frustration because they may not be as fast as other athletes, or that they do not understand what to do completely. I am sure that you have heard about the least restrictive environment, well I call it the Best to Your Ability workshop! You must assess how much help your athlete is going to need today and on all the presentations that you work on together. I promise you, they will need more help today than they will on the next one and even less on the next one. If an athlete seems to have a good understanding of what they are doing, let them have at it. If an athlete does not have the physical ability, help them with the physical stuff, if they get tired easily, you take over some of the thing. The one aspect that cannot be done for the athlete however is what pictures they want, the color of the borders, what they want to put into the captions, the title of each page. All that information must come from the athlete.

2. For Example: *This is Hawaii’s I am sure you have your own.* We selected 6 athletes to be trained in Technology, one of which is almost completely non-verbal. Why you might ask would we chose a non-verbal athlete when we knew that we would be traveling with this athlete to give presentations. Well, it is because he has a great story to tell and we knew that PowerPoint was the way for him to be able to tell his story. Not only was Jason non-verbal but he has very poor muscle control throughout his body, therefore working the mouse was not going to be easy. He struggled at first and his mentor had to do most of the work for him. As we continued to work, we found that by holding the cord at the top of the mouse to control Jason’s little shakes, he was able to manipulate the mouse very well. He was now able to develop his whole presentation with very little assistance. Then his parents took him to a computer store and had him work on many different styles of laptops and they found one that he was able to work the keypad right on the laptop pretty well. Now he was even more independent. Unfortunately over the last year, Jason’s muscle control has deteriorated and he can only work for short periods of time. So, what do we do. We let him be as independent as he can be for as long as he can, then we stop. If we are on a deadline, then his mentor will take over the control of the computer, but Jason gives the instructions on what he wants. He will say the color or shake his head yes or no to the animations, pictures, etc.

3. Show Jason’s Slide Show:

REMEMBER MENTORS: Best To Their Ability Workshop! They need to tell their own story in the manner in which they choose. Unless of course, they pick some really funky music or a really bad picture of you.
Explanation of Terminology

1. This will be a hands on demonstration of the terminology that you heard before in the Slide show. Explain that they will learn a lot of information in a short amount of time today. They should not be worried if they do not remember it all. The only way they will begin to remember is after they begin to actually do the work on the computer. Relax and do not get frustrated. Hopefully by the end of the day, it will all make sense. Have the participants turn to their computer.

   While you are explaining these items, show them to the participants.
   - Turn on your computer: this is a different button on each computer. You have to look to find it.
   - You found that button on what is called **hardware**. This is the actual machine.
   - **Software** is the disks and CDs that you may use.
   - **Keyboard** is the place you will input your information from. Ask how many of them have ever practiced typing?
   - **Monitor** is the place on your computer that you look at.
   - **Mouse** is the object that moves the arrow around on your monitor.

2. While you are working on your computer that is connected to the LCD projector (this is done so all participants can follow you at all times), the participants will need to follow you.

   - Find PowerPoint on your computer. Some of you will have an icon on your desktop others will have to go to Start, Program and PowerPoint.
   - Find File, Click, Open PowerPoint templates from the 3 ½ floppy.
   - File, Save As, go to top hit the arrow go to C drive, My Documents and Save it as Practice.
   - What they are looking at is called a pre-made template. Many of your Special Olympics presentations can be done using these templates. There are three different slide on here and we will learn later about them. There are many other templates in PowerPoint, but we are not going to learn about them during this training.
3. We are now going to move through the Toolbars on your screen. We will start with the bottom left section.
   - These buttons will move you from 1 view to another on your slides.
   - Normal: on this slide you can see what the Special Olympics symbol stands for in the notes section. The notes section is for you to write down things that you may want to talk about when you go through your slide presentation. You can only view these on paper when showing your presentation.
   - Continue with Outline View where you can see the outline of your slides
   - Slide View is where you do the majority of your work
   - Slide Sorter is where you can see all your slides and choice your slide from there
   - Slide Show is very you view the show

4. Top Toolbar
   - New page, Open, Save, Print, Spell Check, Cut, Copy, Paste, Undo, Redo, New Slide, size of the page, help, Font style (how your words look), font size (how big they are), Bold, Italicized, Shadow, Sentence alignments.

5. Top Right hand corner.
   - Minimize(make screen small), Maximize(make screen big), and Exit(don’t use unless you are closed out of PowerPoint).

6. Scroll Bar on right side. Top arrow makes you go up a page, arrow on bottom make you go down a page.

   - Draw: Show them all those separate icons in this section.
   - Straight line: makes a straight line for you. Show them on the screen.
   - Arrow: puts an arrow in your slide. Show them.
   - Square: puts in a box
   - Oval: puts in an oval
   - Text Box: this is where you will put in your words.
   - Word Art: fancy and big words
   - Clip Art: you can insert pictures from here
   - Color Fill: this will fill your square or your text box
Terminology continues

- Line Color: This changes the color of the lines you put around your pictures or boxes
- Font Color: This changes the color of your words
- Line size: changes the size of the lines you put around your pictures or boxes
- Dash style: put dashes into your slide
- Arrow style: arrows that point in different directions
- Shadow: puts boxes with shadows
- 3D: 3D boxes

8. Very top Toolbar:
- File: where we close the program at
- Edit: use this to delete slides we do not want
- View: change slide view. Master is where we change templates. Not going to work on templates this training.
- Insert: use this to make duplicate slides, insert pictures, sound, movies, tables, and objects
- Format: work on slide layout, color, templates
- Slide Show: view the slide show, recording narrations (not going to do this), custom animation (we will work with this a lot), slide transition (we will work with this a lot).
- Window: go from one open document to another open document
- Help: can help solve some minor problems
Developing a Slide Show

1. Explain that this will be a hands on walk through of the process on selecting templates (slides), inserting pictures, text boxes, borders, inserting video, animation, slide transition, etc. The participants need to follow what you do on the screen.

2. Look at all three different types of Special Olympics templates. One is for Banners, one is for Headlines, one is for Pictures or big text.

3. Copy the Banner template by clicking directly on the slide in the Outline section, click on copy on the top toolbar, click on the slide that you want this template to go in front of. Click Paste.

Cover Page Development

1. Type the Title of your Cover Page in the Outline. Find it on your slide, highlight it, move it, change color of font, size, and type to everyone’s own preference.

2. Go to Slide Show, Slide Transition. Review all aspects of this screen.
   - Effect is how the slide is going to leave the screen
   - Advance is how long it is going to take to leave the screen and you can put sound to it. We usually do not put sound to slide transition.
   - You can Apply to only this slide or Apply to all slides.

3. Save your Work! Most important thing!

Headline Slide

1. Select the Headline template. Copy it and paste in where you want it to go.

2. To Give a Headline-Type in the Outline area, then follow the same procedure as 4-6.
Inserting and Resizing a Picture

1. Go to Insert on the top toolbar or on the bottom toolbar, go to picture and from file. 3 ½ floppy and select one of the pictures from the disk.
   - Explain that most of the time if you click just one time on the icon, the picture will show up in the viewing window. If you like that picture click open. If you don’t, look for another picture.

2. To Resize a picture:
   - Using the Mouse: click on picture, go to white box on the corner of the picture (do not use middle boxes, because this is what happens---show what happens both from the bottom and the side). Use undo to fix the picture to the original. Hold the mouse down and make the picture the size you want. Put the arrow on the picture, click and hold it down, now place picture where you want it. To make little moves, use the arrows on the keyboard.
   - Using Format Icon: click on the picture to bring up this special toolbar. Go through each icon and demonstrate brightness, contrast, cropping, lines, recolor picture, format, transparent color and reset picture. Go through the process in Format to resize this picture. Start with the size tab, to make smaller the numbers go up, to make larger the numbers go down.
   - Cropping: To crop you need to click on the picture you want to change, click on the crop icon on the toolbar, go to the white box on your picture, click and hold down the mouse button and move the mouse until you like the size of your picture.

3. Save!

Borders and Captions

1. To place a border around the picture.
   - click on the picture, click on the lines icon and select size and then click on the color of the line.

2. Captions are to tell someone what the picture is or you can use them without pictures and just tell your story.
   - click on text box, click on the slide where you want your words to be, change your font to be the size and style and color that you want it to be, type in the words. Do you want a border around it?
Developing a Slide Show continues

Animation

1. Animation lets you make the picture do great things.
   - click on Slide Show on the top toolbar, click on Custom Animation. Go to Order and Timing, put a check on the picture box, talk about Presentation style versus Slide Show style (this determines if you want the slide to stop after it does its animation or if you want it to automatically move to the next item on the slide), change this picture to automatic and set the time for 1 second.
   - Go to the effects tab, highlight the item you want to animate. If you do not animate an object it will appear automatically when the slide comes on. Select the animation that you want then click on preview to see if you like it. Do you want sound? Click OK.
   - Check your animation by beginning the slide show to see how it works. Hit escape to get out of Slide Show. If you do not like it go back to Slide Show and Animation. (do not do this now)

Slide Transition

1. Slide Transition is to animate how the slide leaves the screen
   - Click on Slide Show on the top toolbar, go to Slide Transition. Show each slide transition that is available for them. Then show how to have it advance automatically versus by mouse click. We want this one to be automatically at 4 seconds. Click on Apply. Explain that Apply to All will change all slides.

2. Save!

Duplicate Slides

1. If the slide is to look the same as the one we just did, Go to Insert, duplicate slide, click on picture, hit delete, click on the caption, click directly on the line then hit delete. Click on the headline, in the Outline rename your headline. Then you can do it all over again, but don’t, no time!

2. Save!
Using the plain template for pictures/big text

1. Copy the slide that does not have a Special Olympics symbol on it. This is used when adding lots of pictures or a big text box.
   - Insert several pictures onto slide, resize them and arrange them how you want them. Custom Animate them and put a Slide Transition to it. Explain and show them that to make pictures the same size they should place the picture that they want the size to be where they want it. Then take the picture they wish to change, place it over the other picture with one corner matching, then they click on the opposite corners white box and move it until it is the right size. To fine tune it, they may need to use Picture Format. They will then move that picture back to where they want it to be. Give the participants about 2 minutes to do this.

2. Save!

Video/Movies

1. Inserting Video: some digital camera’s will do video with sound and some will just do video. You put them into your presentation the same way.
   - Copy the Special Olympics Headline template. Name it in the Outline section. Fix the name.
   - Click on Insert, click on movies and sound, click on movie from the file, click on 31/2 floppy, click on Chris video and Open.
   - It will ask you if you want it to play automatically and you will click Yes.
   - Put on the border
   - Put a caption to it.
   - Click on Slide Show, click on Custom Animation, go to Order and Timing, check the media box and set those setting, then click on the multimedia tab, check play using animation order (this means that it is to follow your Order and Timing that you set). Explain to them the difference in Pause Slide show (nothing else will happen until the video is done. This can only be used when the video or sound is used on only 1 slide). (The Continue slide show (have narration or music that goes over more than one slide). If you click continue you will have to tell it how many slides to go before it stops. This is very important when you have music in your slide show. Click OK.
   - Go to Slide Transition and set for 4 seconds on automatic.

2. Time to check your Slide Show. Click on the Slide Show icon at bottom of page or go to Slide Show and click
Developing a Slide Show continues

Colored Text Boxes

1. Pull up a blank page to work on Colored Text Boxes:
   - If you want to animate words with the box, use just the Text Box. Click on Text box, type in words (don’t forget to do the font things), go to the fill box, select the color you want and click. Show Slide.
   - If you want the text and the color box to be two separate animations. Click on the square icon, go to the slide and draw by clicking down on your left mouse button, hold it and drag your mouse until it is the right size then let go of the button, go to the fill box and select your color. Now you click on the text box, go to the box you just colored and place a text box in this spot, (do the font thing) type in words. Now animate! Show slide. (Only do this if you have time remaining)

Lots of Information

1. Explain to the participants that this is about all the information that you will be able to share with them without them going bonkers. This information will help the participants to develop their own slide show this afternoon. We hope that we will have enough time at the end of the day to be able to view them either as a full group or in small groups around their computers. (This depends on the size of the group you are teaching)
13 Developing a Slide Show continues

ATHLETE TECHNOLOGY

Digital Imaging

1. Explain that a Digital Image or Picture is done with a special camera called a Digital Camera. These are the pictures that you will use in your Slide Show/presentation.

2. There are many different styles of Digital cameras and each one has a different way of working. Demonstrate each different camera style.

3. Dowloading images/video/sound to the hard drive. Each one has a different way of doing that also. We are not going to demonstrate this, but will work on it when we do our Slide Show.

4. Explain that each athlete will need to use the digital camera this afternoon in order to develop their slide show.

Group Work

1. For small groups work together on taking pictures and movies. Work on several different cameras.
   For larger groups, break up the participants into as many groups as possible to keep the numbers low. Have the participants work together on taking pictures and movies. Work on several different cameras.

2. Explain the process of how you are going to have the athletes use the cameras during their work session time. There are several different ways to have athletes get their pictures.
   - small group: all athletes work with 1 camera
   - medium groups: 2 athletes team up together to work on camera
   - large groups: assign athletes to cameras and to a time slot
Development of Athlete's own Slide Show

1. Explain that for good retention of the skills that we have just went over, we need to continue to work with the cameras and computer. There is no better way for us to learn these skills then to actually put them to work, so that is what we are going to do now. Here is what we need to do:
   - Develop at least a 3-slide presentation/slide show, but some athletes may be able to develop a much longer presentation. Explain to the mentors that we are expecting the athletes to do as much of the work as they possibly can. This does not mean however to push them to a point of frustration. The mentors know their own athletes and what their limitations are. If the athletes need assistance then please provide them with it. Just try to do as little as necessary.

2. Let them work on this for a minimum of 2 hours preferably more if you can. If an athlete gets done early and they want to learn how to add music to their presentation, then you can show them 1 on 1.

3. Explain that you will try to show each slide show beginning at ________. We want to do this so everyone has an opportunity to show what they have learned.
   - For larger groups you will need to break them up into groups of 3-4 and have them view their slide shows on their own computers.
**15**

**ATHLETE TECHNOLOGY**

**1 hour 5 minutes**

**Viewing of Slide Shows**

1. Small groups will all be watched on the big screen.

2. Large groups will be divided up into groups of 3-4 and they will show their slide show on their own computer that they were using to develop their presentation.

**Closing Remarks**

1. Try to provide each of the participants a copy of their slide show either during the training or send it to them afterwards on a 3 ½ floppy or CD depending on the size of the presentation.

2. Uses of PowerPoint in the ALPs programs.
   - Global Messengers now have a new way to tell their stories
   - Doors opening for our non-verbal athletes
   - Athletes who love technology now can have an outlet for their passion
   - Athlete Input Councils can develop a slide show to show their Program what they are discussing

3. Have the athletes list other uses for PowerPoint.

**5 minutes**

**Evaluations**

1. Athletes and mentors evaluate training session
Viewing, Closing remarks, Evaluations