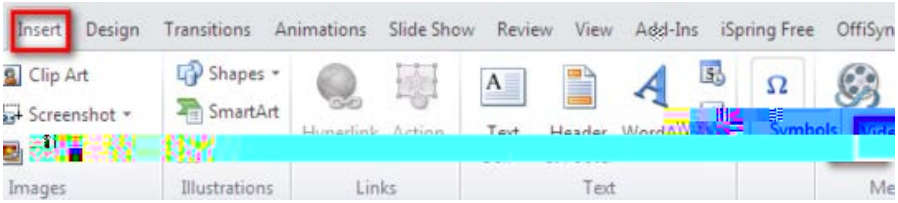
Task 7: Insert any video.

1. Go to http://goo.gl/DgDOjT to find a list of appropriate video resources in CB. Find a video that you like and either download it(if possible) or screencast it.

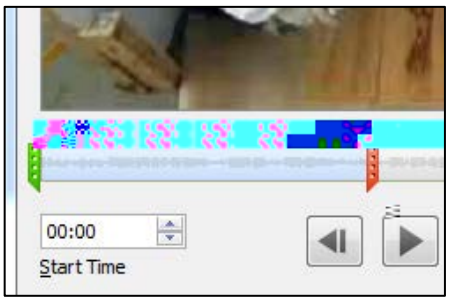
2. This video can help you learn how to screencast a video: http://goo.gl/cD6NW5. You may need to learn how to install the screencasting software. Please read this to help: http://goo.gl/iYZYz6.

3. Back in PowerPoint, on the Insert tab, click the arrow under **Video**, and then click **Video from file**. In the Insert Video dialog box, locate and click the video that you want to embed, and then click Insert.



Task 8: (1) Trim this video to 30 seconds, (2) Change the first frame that is viewed.

a. **Trimming**: 1. Click on the video. Under **Video Tools**, on the **Playback** tab, in the **Editing** group, click **Trim Video**. 2. In the **Trim Video** dialog box, do one or more of the following :(a) To trim the beginning of the clip, click the start point (shown in the image as a green marker). When you see the two-headed arrow, drag the arrow to the desired starting position for the video. (b) To trim the end of the clip, click the end point (shown in the image as a red marker). When you see the two-headed arrow, drag the arrow to the desired ending position for the video. Click ok.

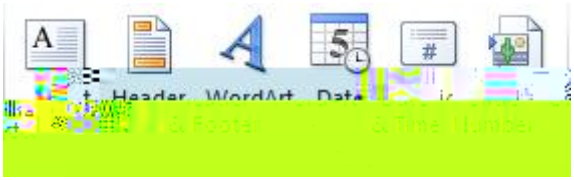


b. **First Frame**: 1. Play the video until you see the frame that you want to use as your poster frame, and then click **Pause**. 2. Under **Video Tools**, click on the **Format** tab, then **Poster Frame. C**lick **Current Frame**.

Task 9: Try to create a timeline about any topic using the template below.

This is a template that you can use by copying and pasting into any presentation. You can modify the dates and add text boxes for information.

1. On the **Insert** tab, in the **Text** group, click **Text Box**. 2. Click in the presentation, and then drag to draw the text box the size that you want. 3. To add text to a text box, click inside the text box and then type or paste text.

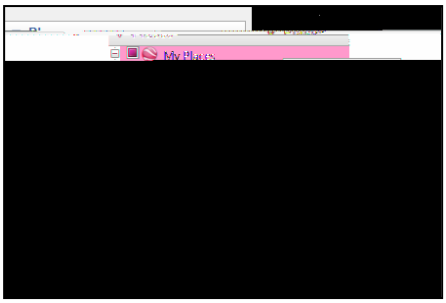


Task 10 (highly advanced): (1) Create a scrolling text, (2) Create and trim the videos to make a header, (3) Make a title, and (4) Add footsteps sound.

The best way to explain this slide is by demonstrating. There is a silent tutorial linked on the slide in the PowerPoint or you can watch it by clicking here: http://goo.gl/YaEimg.

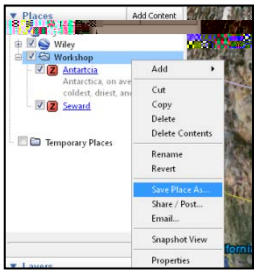
Task 11 (highly advanced): Link to a Google Earth File.

Step 1: Open Google Earth and create a folder in which you can store all of your place marks. Right click on My Places Add Folder. **Step 2**: Enter your desired location in the search bar. For example, type Antarctica.



Step 3: Create a place mark. Right click on your new folder and then click Add Placemark. A dialog box will appear asking you to name the placemark you just created. Click on the thumbnail icon to customize your placemark.

Step 4: Save your file as a KMZ file by right clicking on the folder Save Place As name and save your file.

Step 5:Screencast your Google Earth tour and save it has an MP4.

Step 6: Back in PowerPoint, insert your MP4 into the PowerPoint.