



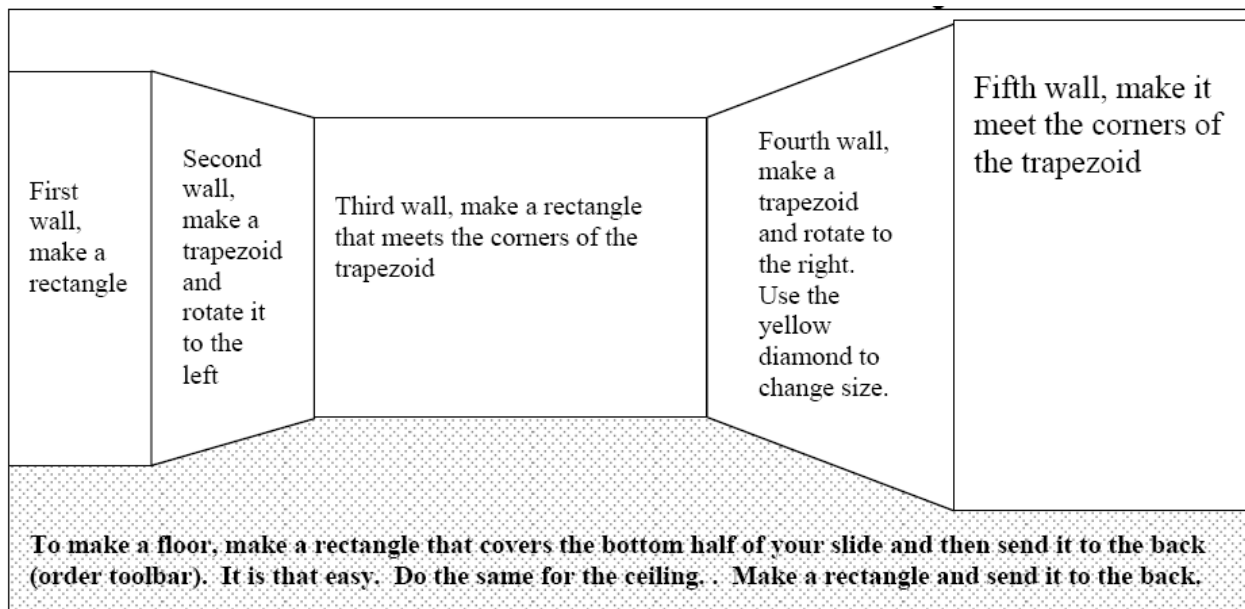


Creating Virtual Museums Using PowerPoint 2007

Building a Room in Perspective

1. Open PowerPoint and make a new, blank slide (Home tab>New Slide; Layout>Blank).
2. From the Drawing tools on the Home tab, select the rectangle tool () and draw a large-sized rectangle on the left side of the slide. This is the left wall of the museum. (See picture below.)
3. Locate the Trapezoid tool () from the basic shapes and draw a trapezoid on your slide. The trapezoid will **not** be facing the correct way. You will fix that in the next step.
4. With the trapezoid selected, click and hold on the green circle () to rotate the trapezoid so that the longest side faces your previously drawn rectangle.
5. Stretch the trapezoid so that it touches the top and bottom corners of the rectangle (your first wall).
6. By moving the **yellow diamond** (), you can change the shape of the trapezoid.
7. Follow directions in diagram below to complete your room.



8. Use the **Shape Fill** tool to fill the walls with color. Try using a **Gradient** on the walls. They usually work well.
9. Fill the floor with a **Texture**, like a rug texture or wood texture.
10. If you complete one room, try making another. You can get pretty complex as seen in the examples below.



Creating Virtual Museums Using PowerPoint 2007 Hanging Paintings in Your Museum

STEP ONE: Get your photos.

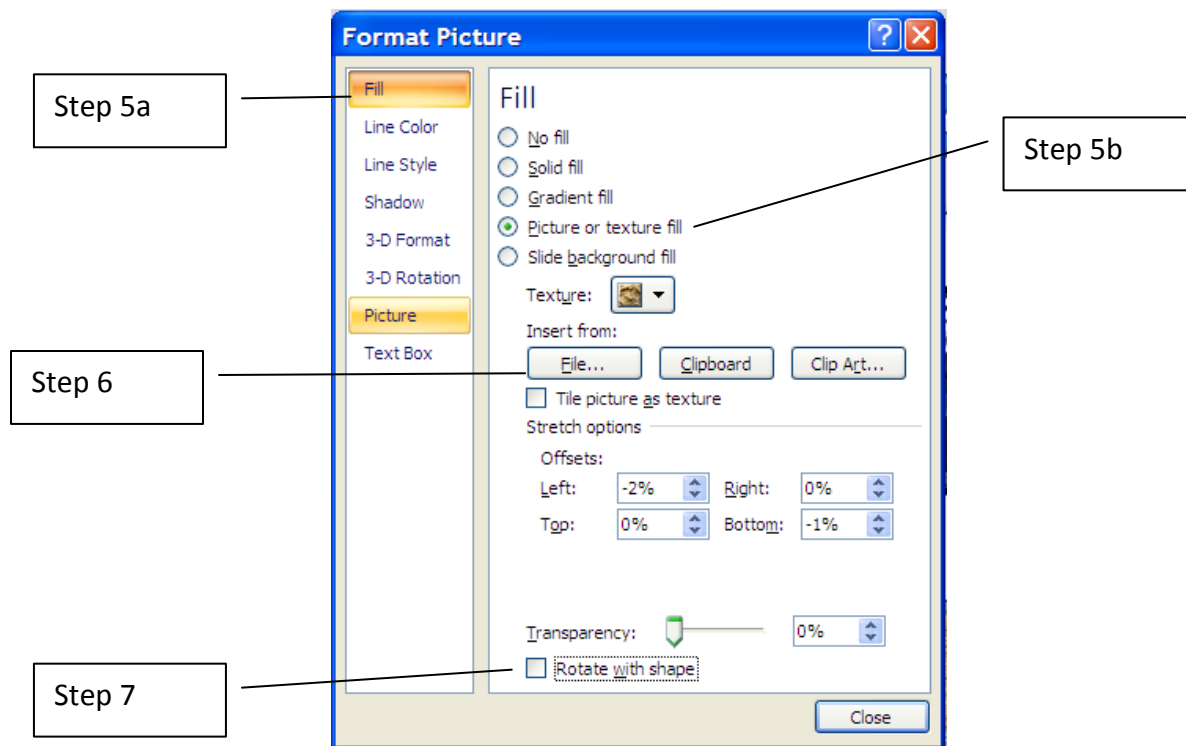
1. Save the photos you will use in your museum in a folder.

STEP TWO: Inserting paintings on to **RECTANGULAR WALLS**.

1. From **Insert** tab, click **Picture** to place one of your paintings.
2. Place this painting on a “rectangular” wall. Use only the corner handles to shrink the painting so that it fits the wall. Add a **Shape Outline** to act as a frame if you wish.
3. Repeat these steps for paintings going onto rectangular walls.

STEP THREE: Placing paintings onto **TRAPEZOID WALLS**.

1. Draw a trapezoid and place it onto a trapezoid-shaped wall.
2. Rotate the trapezoid so that it fits the wall.
3. Using the handles and the yellow diamond, resize the trapezoid so that it looks “correct.” Think about the dimensions of the intended picture as you create this trapezoid.
4. Right-mouse-button-click on the trapezoid and select **Format Shape**.
5. Select **Fill** and **Picture or texture fill**. (See diagram below steps 5a and 5b.)
6. Press the **File** button and locate the painting you wish to include in your museum.
7. Make sure you **UNCHECK** the **Rotate with shape** box. (See diagram below.)
8. Click close and repeat steps for each “Trapezoid” wall. Add **Shape Outlines** if you wish.



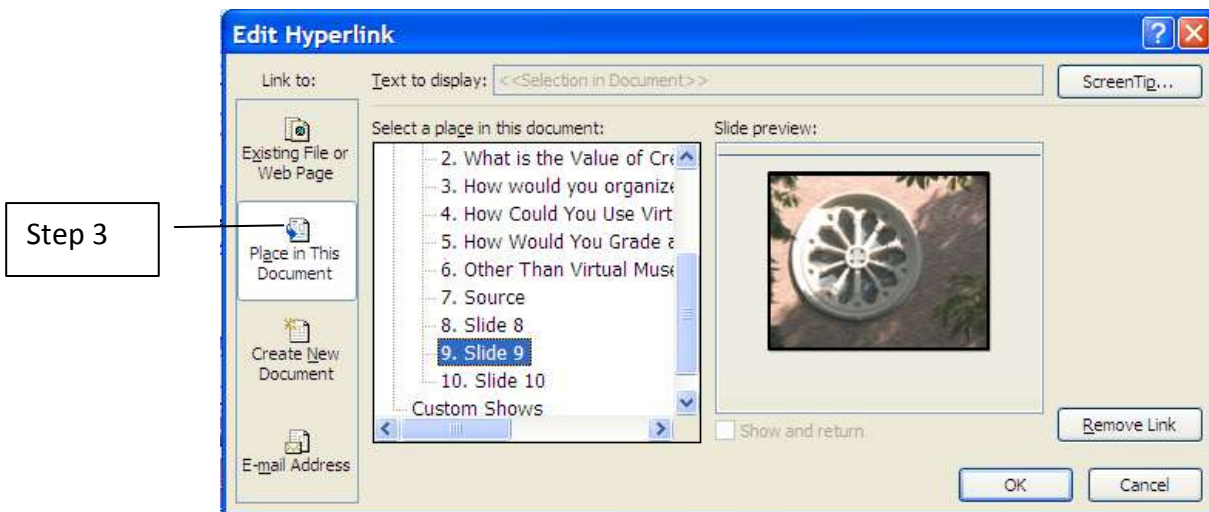
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Moving around in Your Museum

1. To start making your museum interactive, you need at least two views to link. Below is an example of a wide shot of a room and then a close up of one of the art pieces.



2. Click one of the objects in your museum wide shot you wish to make clickable. Then, on the **Insert** tab, select **Hyperlink**.
3. In the edit hyperlink dialogue box, select **Place in This Document** and select the slide you wish to link to. You will get a preview picture to make sure you have the correct slide.



4. You can test your link by entering **slide show** mode.
5. You can make a link back to the original slide with either a back button or by some other means.
6. Continue to make links in your museum until you have created a complete interactive experience for your museum patrons.
7. Suggestion: From the **Animation** tab, turn off the Advance Slide On Mouse Click and press "apply to all". This will prevent random clicks in your presentation from causing the slides to advance.