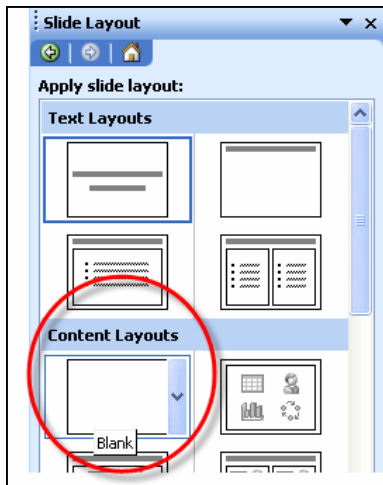
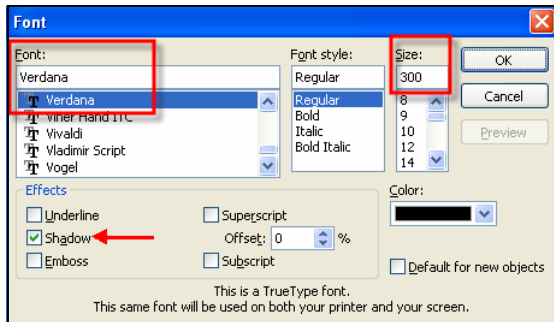


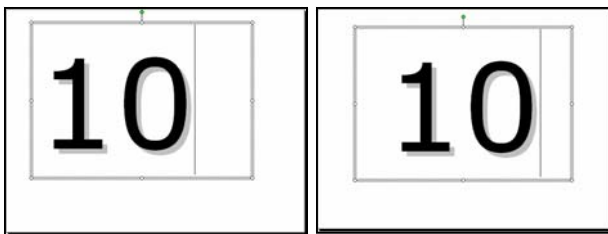
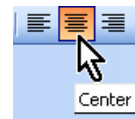
PowerPoint Countdown Timer



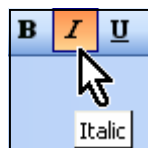
- Open PowerPoint
- Format menu → Slide Layout
- Click on the Blank layout
- Insert a text box:
 - Insert menu → Text Box
 - Click the Text Box button on the Draw toolbar
- Type the number "10"



- Select the text box
 - Format menu → Font
 - Select a font (Verdana)
 - Type in a large font size (300)
 - Check the "Shadow" box under Effects
 - Click OK
- Center the text by clicking the center alignment button

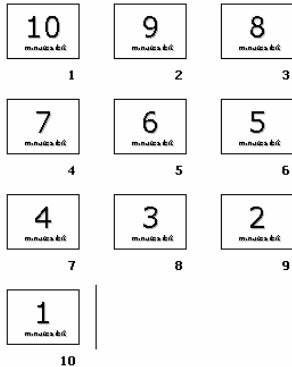


- Create another text box below the number 10 text box
 - Type "minutes left"
 - Select the text box
 - Format menu → Font
 - Select a font (Verdana)
 - Type a large font size (72)
 - Click the "Shadow" box under Effects
 - Click OK



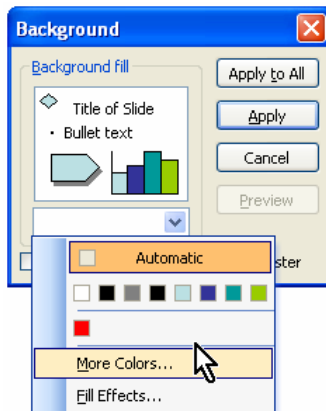
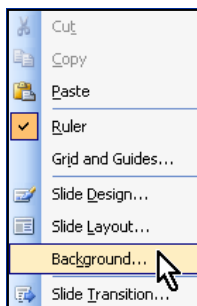
- Select the text and click the Italic button to italicize the text

PowerPoint Countdown Timer



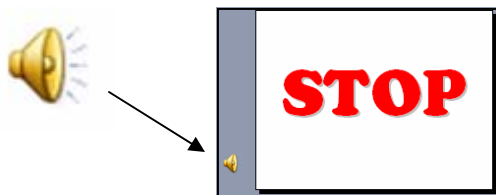
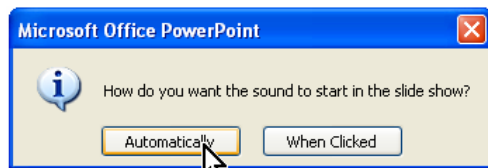
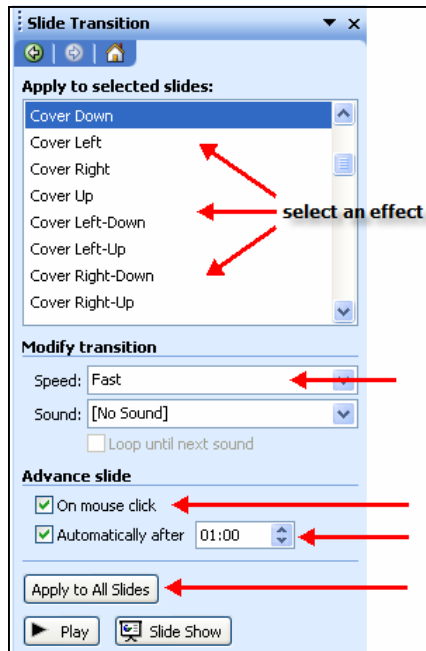
change "minutes" to "minute"

Last Slide

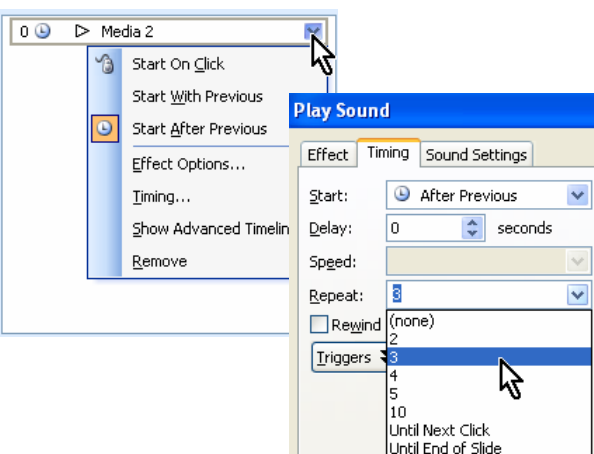


- Duplicate the slide 9 times (total of 10 slides)
 - Insert menu → Duplicate Slide, or
 - Control-D
- Click Slide 2 and change the number 10 to 9
- Click Slide 3 and change the number 10 to 8
- Continue changing the numbers on the remaining slides (the last slide should be number 1)
- Change the text on the last slide to read "minute left"
- Insert Menu → New Slide and select the Blank Slide layout
- Insert a text box and type "Stop", "Time's Up" or whatever is appropriate for the task (Pencils down, Look Up Now)
- *Optional:* Change the background color of the "minutes left" slides to provide a visual cue
 - Right-click on the slide background of Slide 1
 - Select Background from the drop-down menu
 - Pull down the Background Fill drop down menu
 - Select a color or click on More Colors and select a color
 - Click the Apply button
 - Change the background color of the remaining "minutes" slides

PowerPoint Countdown Timer



Slide Show → Custom Animation



- Click Slide 1
- Slide Show → Slide Transition
- Select an effect from the drop-down menu
- Modify transition:
 - Select "Fast" in the Speed drop-down menu
- Advance slide:
 - Check the box before "Automatically after"
 - Type 01:00 in the drop-down box
 - Check "On mouse click" so the slide show can be advanced manually
- Click Apply to All Slides (the slides will now automatically advance at 60 second intervals)
- Click on Slide 11 and add a sound to alert students that time is up
 - Insert → Movies and Sounds → Sound from Clip Organizer
 - Click the Automatically button in the alert box so the sound will play automatically when the slide is displayed
 - A sound icon will appear in the center of the slide. Drag it to a corner of the slide or to the gray area just outside the slide.
- To repeat the sound:
 - Slide Show → Custom Animation
 - select Timing and
 - select a number in the drop down menu.
- *Optional:*
 - Record your own sound for the last slide.
 - Insert a sound on each slide as an auditory cue