

## *Quick Steps 2: Creating a Drag and Drop Using Microsoft PowerPoint*

**What are Drag and Drop Activities?** A method of visual sequencing and association - graphical ways of working with ideas and presenting information. Visual learning is one of the best methods for teaching thinking skills. Visual learning techniques teach students to process, organize and prioritize new information. Visual diagrams reveal patterns, interrelationships and interdependencies while stimulating creative thinking.

Advantages for use in the classroom:

- Help students clarify thinking by seeing how ideas are connected and realize how information can be grouped or organized.
- Students recreate, graphically, what they've learned. This helps them absorb and internalize new information.
- Integrate new knowledge and build on prior knowledge and internalize new information helping facts and ideas fit together.
- Can easily correct misconceptions.

Disadvantages:

- The process is difficult to recreate without an electronic device.

Examples:

- Place the State  
[http://www.sheppardsoftware.com/states\\_experiment\\_drag-drop\\_Intermed\\_State15s\\_500.html](http://www.sheppardsoftware.com/states_experiment_drag-drop_Intermed_State15s_500.html)
- Word Drag and Drop  
<http://www.prongo.com/drag/>
- Drag and Drop Genetics  
[http://www.zerobio.com/drag\\_gr11/mono.htm](http://www.zerobio.com/drag_gr11/mono.htm)
- Learning English Drag and Drop  
<http://www.onestopenglish.com/section.asp?catid=59788&docid=154404>
- Roving Mouse Interplanetary Drag and Drop  
<http://www.roving-mouse.com/planetary/sizes.html>
- Check out these other examples:
  - [Label a Map](#)
  - [Homonyms](#) (Place the word in the correct blank)
  - [Timeline](#)
  - Venn Diagrams: [definition 1](#), [definition 2](#), [sample lessons](#), instructions




Your task is to create a "drag and drop" using MS PowerPoint. You may choose to create a "student sample" or a mock-up of what you would expect students in your classroom to create for you as a product OR you may choose to create a drag and drop that students would use as part of a class assignment.

Make sure that your drag and drop meets the following criteria:

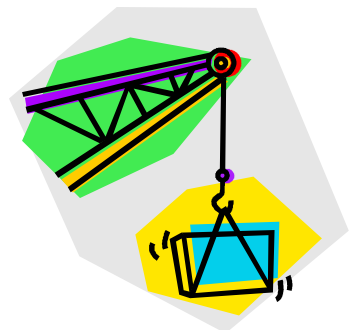
- A "container" object set up on the Master Slide page (including a Title of the activity, your name and date of this project)
- A minimum of TEN drop objects including at least ONE of each of the following types:
  - Text box with colored font/line around the text box
  - ClipArt graphic grouped with a text box caption
- Any ClipArt graphics selected from the Internet MUST be documented with URL
- A second slide will be inserted to hold the correct answer.

### Step 1: Set up the “containers” in the master slide

- Select View>Master>Slide Master from the menu toolbar
- Click on the Slide Master in Slide View (there are two views: Slide Master and the Title Slide Master. We will not alter the Title Slide Master)
- Insert picture that will serve as your “container”—Insert>Picture>From File and browse to select the container image(s)
- Resize image and drag into place
- In the date area text box (or one of the other text boxes already located on the master slide), insert your name and today’s date.
- Using the text box tool , draw a text box and add a title for your activity. You may also wish to use the text box already available for a title. Just be sure to place the title appropriately on the container page.
- Click Close in the Slide Master View Toolbar This “locks” your container into place.

### Step 2: Set up the “fill” or “drop” items on the regular slide

NOTE: Fill or drop items are the objects that are to be “dragged and dropped” into the containers. Fill items can be graphics, such as ClipArt or pictures, and/or text boxes. You are required to create a minimum of TEN drop objects with at least one text box with colored line and one ClipArt graphic grouped with a text box. The remaining objects may be any combination desired.



1. Create **text box objects** that are to be dragged
  - Click on the “Text box” icon in the draw toolbar across the

lower portion of the window. (If you cannot see the draw tools, use View>Toolbars>Draw to pull up the toolbar.)

- Drag the crosshair cursor to create a box
  - Click on the line width tool and color tool in the draw toolbar to adjust the color and width of the line around the text box
  - Type in the desired text
  - Highlight the desired text and use the font style, size and color buttons to adjust
2. Create **picture objects** that are to be dragged
- Use Insert>Picture>From ClipArt OR Insert>Picture>From File from the menu toolbar to place pictures on the slide
3. Create at least ONE **ClipArt graphic grouped with text box** that is to be dragged:
- Insert a ClipArt graphic (See steps in #2 above)
  - Click on the ClipArt graphic to select it. Then choose Insert>Textbox from the menu bar. Type in your text as soon as you draw the box without clicking off of the box. Drag the text box to the desired position.
  - Hold down the SHIFT key and click on the ClipArt graphic. Select Draw>Group from the draw toolbar.

**Step 3: Save the file.**

**Step 4: Take a screen shot of the activity correctly completed and insert into the second slide of your PowerPoint.**

- Move the drop objects in the correct position on the activity page
- Take a screen shot by pressing the PRNT SCRN button in the upper right hand corner of the keyboard
- Insert a new slide in the PowerPoint presentation (Use Insert>New Slide from the tool bar).
- Use Edit>Paste from the menu bar to paste the screen shot into the second slide. Adjust the size of the picture and crop the picture, if needed, to cover the entire slide.

**Step 5: Re-Save the file.**