

# Advanced Computer Skills: Project Management

La Sierra Academy  
2<sup>nd</sup> Semester, 2006-2007

Week 3, Day 4

# Discussion:

Class Progress Review  
Evaluating the Scope of the Class

# Introducing Microsoft Producer

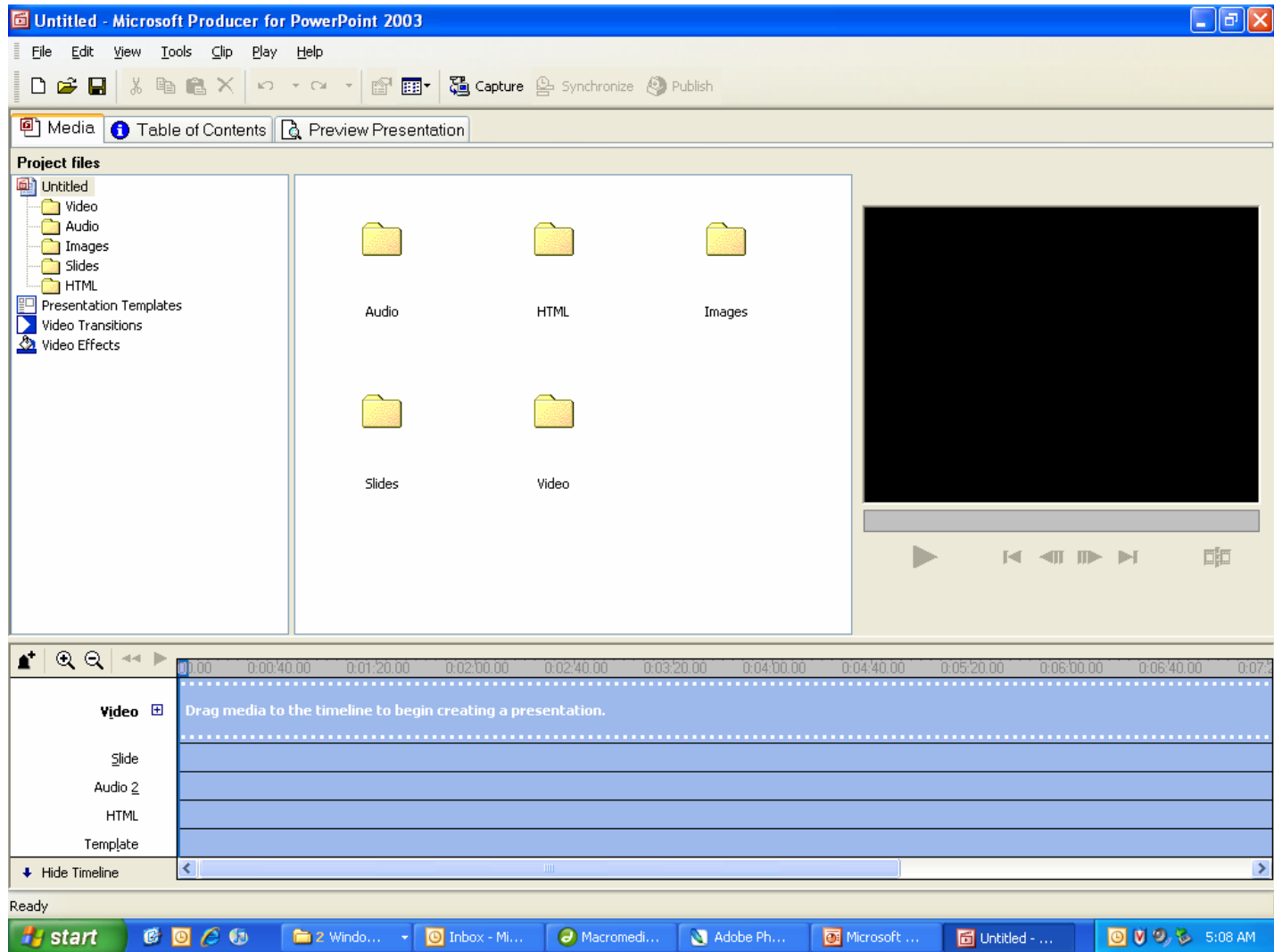
# What is Producer for PowerPoint?

- Free add-in from Microsoft
- Layer video and sound files with your Powerpoint presentations
- Publish as a multimedia presentation to the web

# Demo of a Producer Program

The title is centered at the top of the slide. It is surrounded by five circles of varying shades of light purple. From left to right, the circles are: a solid light purple circle, a light purple circle with a thin outline, a solid light purple circle, a light purple circle with a thin outline, and a solid light purple circle.

# The Producer Interface





# Steps to Work with Producer

1. Create your PowerPoint slides
2. Create video, sound, and graphic files
3. Import into Producer
4. Drag and drop files into the timeline
5. Adjust timings
6. Preview and make adjustments
7. Save often
8. “Pack and go” (File menu) to work on producer file on another computer
9. “Publish Presentation” (File menu) to pack up for showing on the web

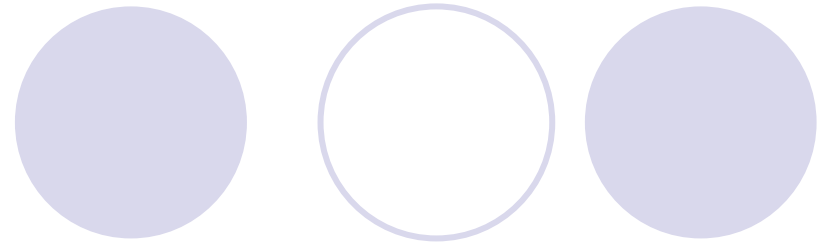
# Download URL



- Producer for PowerPoint 2003 can be downloaded from:
- <http://www.microsoft.com/downloads/details.aspx?familyid=1B3C76D5-FC75-4F99-94BC-784919468E73&displaylang=en>

# Introduction to Microsoft Visio

# What is Visio?

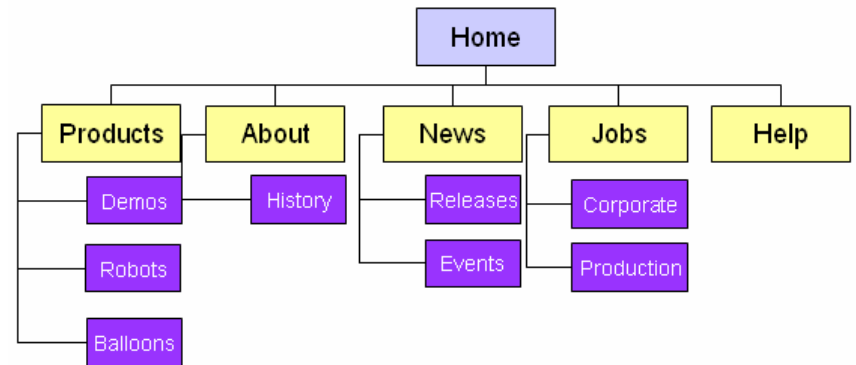
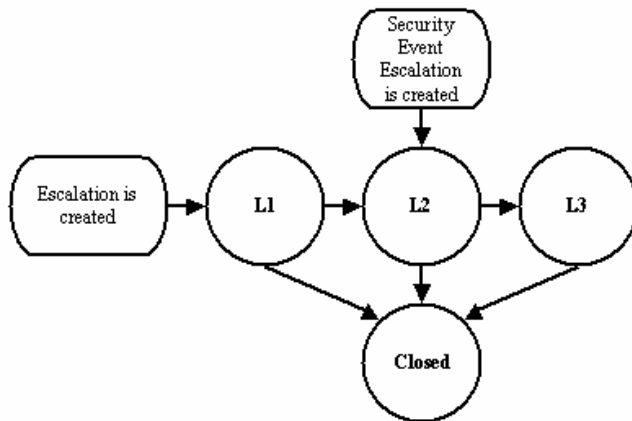


- **Intelligent** diagramming program

- Communicate in a visual manner
- Features that make your diagrams more meaningful, flexible, and responsive to your needs
- Capture information in ways that are valuable for you and your business

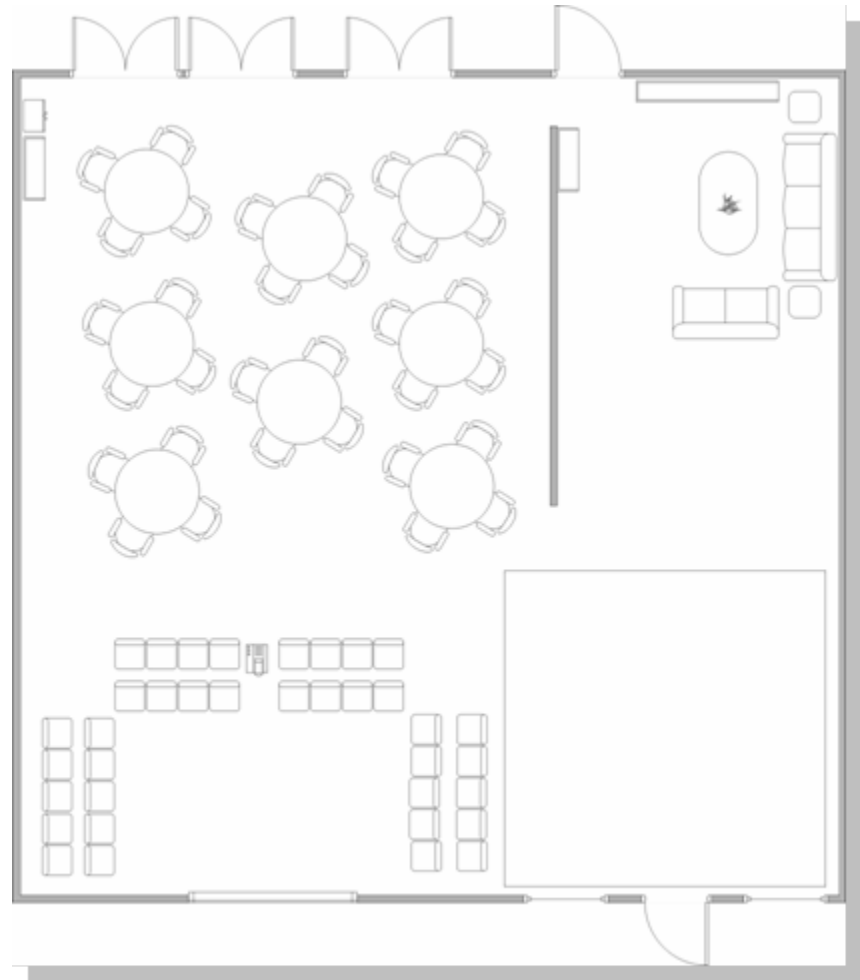
# What Can You do with Visio? 1

- Create diagrams
  - flowcharts, organization charts, and more



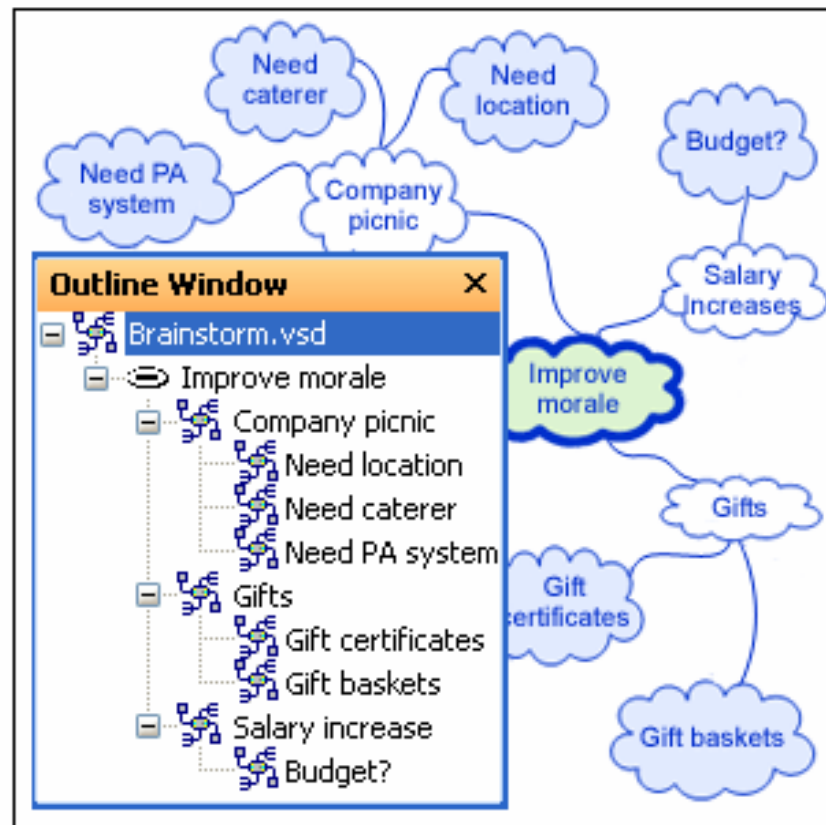
# What Can You do with Visio? 2

- Draw layouts



# What can you do with Visio? 3

- Create brainstorming maps (“mind maps”)

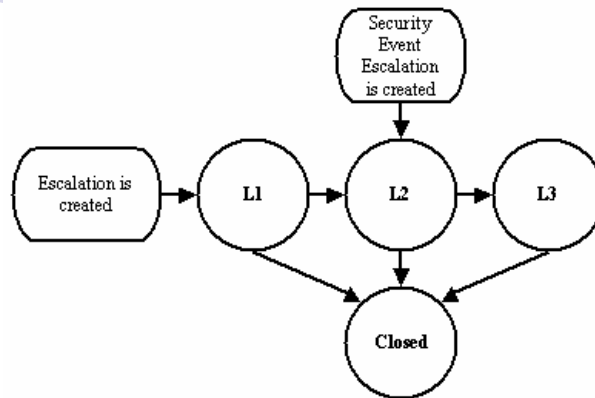


# Visio Diagram Gallery



- For ideas and other examples of Visio diagrams, go to the Help menu and click **Diagram Gallery**

# Shapes and Connectors

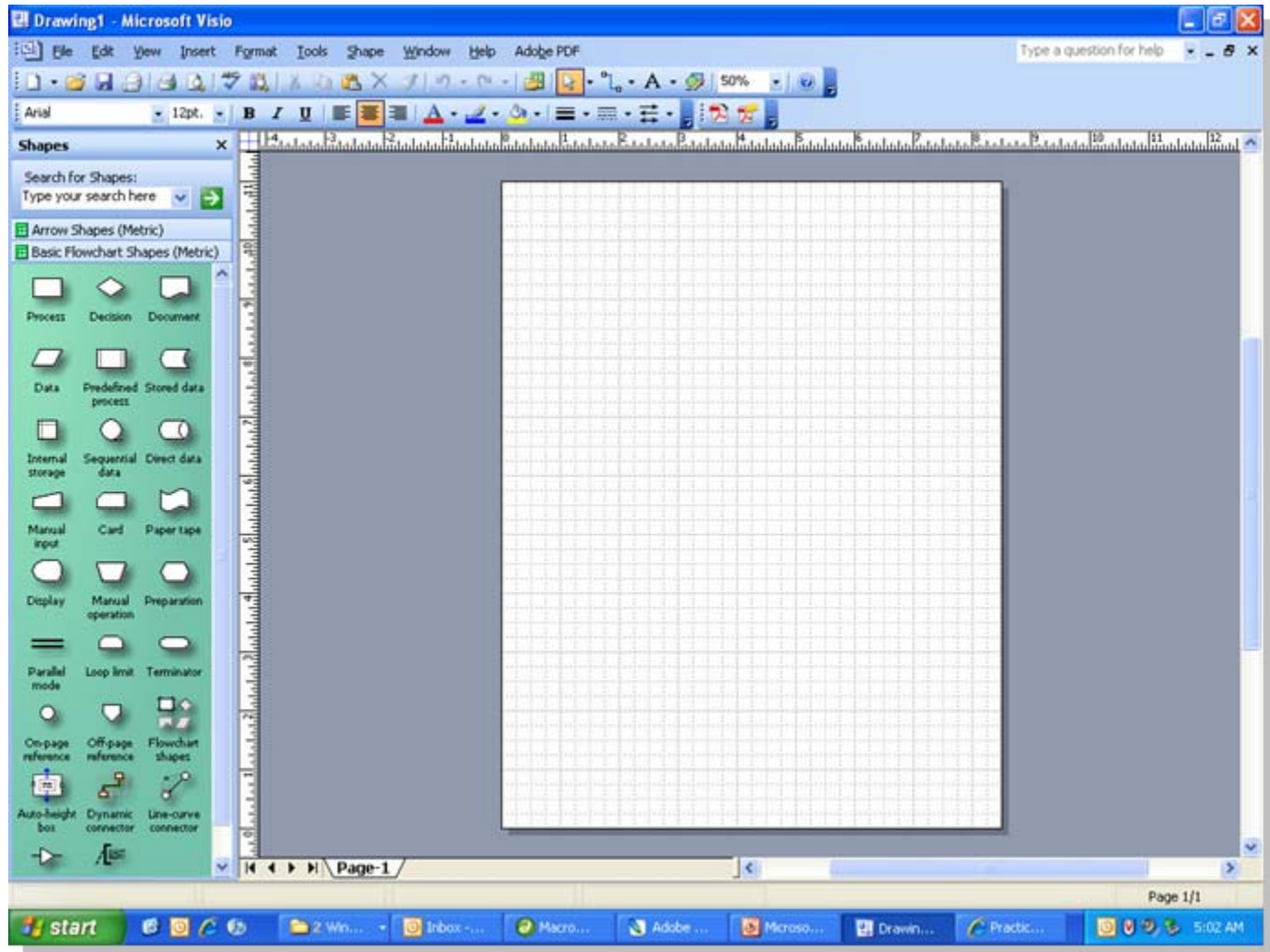


- Use shapes to indicate steps in the process
  - Click and drag shapes to where you want them
- Connectors are glued to shapes – they move when you move the shape

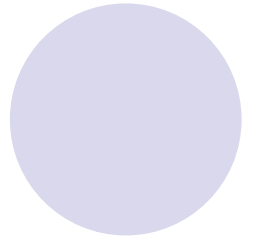
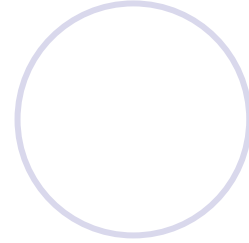
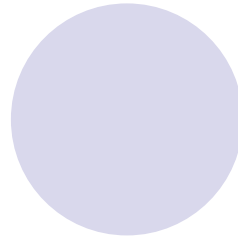
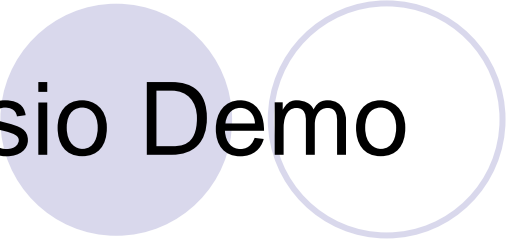
# Steps to begin in Visio

- Launch Visio and start a new document
- Click **File** → **Shapes** and choose the type of shapes you want to use
  - The shapes menu appears on the left

# Visio Interface



Visio Demo



# Visio Training from Microsoft

- <http://office.microsoft.com/training/training.aspx>
- Search on Visio

**Next Week**



# Begin your Service Project

- Conception and Planning phases of your service project
  - Project plan
  - Schedule/WBS
  - Web site diagram
- First drafts of all will be due by end of class on Thursday

# Project Resources: Schedule and Software



- Each day:
  - Lecture for 10 – 20 minutes
  - Remaining time will be for your project work
- Two copies of MS Project and Visio will be available for use in class
- If you would like to purchase your own software see:
  - [Academicssuperstore.com](http://Academicssuperstore.com)

**Individual/Instructor Time**