

Digital Advent Calendar – Erasmus+ “Traditions and new technologies”

How To Use This Template:

Click the **Slide Show** button in the status bar to start the presentation. The calendar counts the first 25 days of December. Each day, click on the numbered button corresponding to the day of the month. Clicking on that button will reveal an image to you.

Advent Calendar Template Customization Instructions:

To add and format a background:

1. To add the background of a house scene, right-click the slide background, click **Format Background**.
2. In the Format Background dialog box, in the left pane click **Fill**, and in the right pane, select **Picture or texture fill**.
3. Under **Insert from**, click **File**, locate the picture that you want to use as the background, and then click **Open**.

Note: You may download free images from Microsoft Office Online (<http://office.microsoft.com>).

To replace the pictures (of elves and other characters in the windows and on the rooftop) with your own pictures, do the following:

1. On the **Home** tab, in the **Editing** group, click **Select**, and then click **Selection Pane**.

Note: It is easier to select pictures from within the **Selection and Visibility** pane than directly on the slide.

2. In the **Selection and Visibility** pane, click a reveal item (example: reveal_9)

Note: Each reveal item is associated with a picture. And each reveal item has a number, where each number matches the button that covers the picture. For example, the reveal_9 (picture) is located under button number 9)

3. After you have selected the reveal item associated with the picture that you want to replace, on the slide, locate and right-click the selected picture, and then click **Format Picture**.
4. In the **Format Picture** dialog box, in the left pane click **Fill**, and in the right pane, select **Picture or texture fill**.
5. Under **Insert from**, click **File**, locate the picture that you want to place on the calendar, and then click **Open**.

To reproduce the button and reveal shapes and images on this slide, do the following:

1. On the **Home** tab, in the **Drawing** group, click **Shapes**.
2. Select a “reveal” shape (such as a rectangle to cover a window, or a star in the sky), and then click and drag to draw the shape on the slide.
3. Fill these shapes with pictures or clip art images. (see procedures above)

4. On the **Selection** and **Visibility** pane, double-click on the [object] to edit the text and type a new name (“reveal_1”).
5. Next, on the **Home** tab, in the **Drawing** group, click **Shapes**.
6. Select a “button” shape, and then click and drag to draw the shape on the slide. (For example, a rectangle is drawn over the first window and it is now button #1).
7. Right-click on the “button” shape and select **Edit Text**. Type in the text (number) for that “button.”
8. On the **Selection** and **Visibility** pane, double-click on the [object] to edit the text and type a new name (“button_1”).
9. Position the “button” shape on this slide so that it completely covers the “reveal” shape.

To reproduce the animation effects on the slide, do the following:

1. On the **Animations** tab, in the **Animations** group, click **Custom Animation**. The **Custom Animation** pane opens up.
2. To assign an effect to the “button” (in this case **Fade**), select the button on the slide, and then in the **Custom Animation** pane, click **Add Effect**, point to **Exit**, click **More Effects**. In the **Add Exit Effect** dialog box, under **Subtle** click **Fade**.
3. Also in the **Custom Animation** pane, click the arrow to the right of the effect that you just added (fade exit effect) and select **Timing**. In the **Fade** dialog box, on the **Timing** tab, do the following:
 - Click the double arrows to the right of **Triggers**.
 - Click **Start effect on click of**.
 - Next to **Start effect on click of**, in the list select the “button” shape.
4. On the slide, select the picture-filled (“reveal”) shape beneath the “button” shape, and in the **Custom Animation** pane, click **Add Effect**, point to **Entrance**, and click **More Effects**. In the **Add Entrance Effect** dialog box, under **Subtle**, click **Fade**.
5. Also in the **Custom Animation** pane, select the effect that you just added (fade entrance effect), and then under **Modify: Fade**, in the **Start** list select **With Previous**.
6. Follow the same procedures with the remaining 24 “button” and “reveal” pairs of objects on the slide.