

“Step Sheet: Using PowerPoint to Create a Video Storyboard”

Video Storyboard Using PowerPoint

This step sheet will help you create a video storyboard using PowerPoint slides as individual frames. The video storyboard serves as a graphical outline of your video. Each PowerPoint slide identifies a different scene or event in your video, and the corresponding notes provide directions or explanations to your group (for example, who is doing what, where the scene is filmed, etc.). The sequence of the slides represents order of the scenes in the final video.

Opening PowerPoint

To create a video storyboard using PowerPoint, follow these steps.

Step 1

To open Microsoft PowerPoint, click the Start menu at the bottom of the screen, point to Programs, then point and click to select Microsoft PowerPoint from the menu.

Step 2

In the PowerPoint window, select Blank presentation and then select OK.

Creating a Series of Slides

You will create a new slide for each scene or frame of your video.

Step 1

On slide one, type the information, pictures, sound, and animation you want to include in the opening scene of your video. Use the “Click to add notes” area under the slide frame to add notes to cameraperson or video editor.

Step 2

From the Insert menu, choose New Slide and choose the same layout as the first slide. Type the information, pictures, sound, and animation you want to include in the second scene of your video.

Step 3

Repeat Step 2 until you have completed all the scenes you want included in your video.

Creating a Video Storyboard

You will use the Slide Sorter View to preview and rearrange the order of your video presentation.

Step 1

From the View menu, choose Slide Sorter View. In the slide sorter view, you see the entire presentation displayed in miniature.

Step 2

If you want to rearrange the order of the slides, select the slide you want to move and drag it to the new location.

Adding a New Slide to a Video Storyboard

In the Slide Sorter View you can add a new slide with more information for your video presentation.

Step 1

Place your cursor in the location of where you would like to add the new slide.

Step 2

From the Insert menu, choose New Slide.

Step 3

Select the new blank slide, click the slide, and the view returns to Normal View.

Step 4

On the new slide, type the information you want to add.