

How to Learn a New Software Program

Example: Microsoft Movie Maker

Counts for a Test Grade

General steps

You can apply these steps to any software package. In this unit, we are working on Microsoft's simple video editing program: Movie Maker:

1. Look through the program's built-in Help features.
2. Search on the vendor's website for FAQs, tutorials, a Knowledge Base, and other support features. The vendor is the company that makes the program.
3. Search the Internet for general tips and tutorials. Videos, in particular, are helpful because you can see what the steps are for any specific task. You can often find great ideas from other users that you wouldn't find on the vendor website. YouTube actually has several good video tutorials you can watch at home.
4. Familiarize yourself with the program's work interface and available menu commands and toolbar buttons.
5. Right-click around the screen to see what other commands might be available.
6. Practice on "dummy" material before working on an important project.

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Questions about Movie Maker

Instructions for these questions: Create a Microsoft Word document to answer these questions. Type the questions **and** the answers. Save your file in your folder on the ComputerLab network drive and name it Your Name – Movie Maker Questions.doc. (10 points off if you name it in any other way or save it to any other location).

1. What version of Movie Maker do you have on your computer in the lab?
2. List the **required** equipment to edit your own home movies and burn them to a CD/DVD.
3. List places where you can buy the small tapes that MiniDV cameras use to record digital video (just like the school's camera).
4. How long do most camera batteries last? This is why it is so important to have a spare battery or to be able to plug in to a power outlet.
5. What kind of cable is needed for the *easiest* connection between a camera and your computer so that you can download your video clip?
6. What kind of cable is your second best choice? Why is it not as good as the first kind?
7. What is the definition of a "special effect"?
8. Name at least 3 special effects you can add to your video.
9. Name at least 3 transitions you can apply to your video.
10. After you apply a special effect to your video, how can you delete it if you change your mind (Edit > Undo doesn't count here)?
11. You will add a title and credits to your video. Explain what each one is.
12. Where in the Movie Maker screen do you go to add title and credits to your video?
13. Where in the Movie Maker screen do you go to add music to your video?
14. List the five different ways you can save your finished video.
15. For our video project, we will save to the network drive to a folder called "8th Grade Videos," located under the Choplin folder. List the specific steps you will use to save your finished video to this place.