POWERPOINT TUTORIAL II

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12:00 – 1:00 P.M.

POWERPOINT TUTORIAL II
Outline for Today

- Inserting a Picture into a Slide

- Inserting Video into a Slide

  – With connection to the Internet

  – Without connection to the Internet

- Inserting Music into a Slide

  – To play on one slide (one or more pieces)

  – To play through several slides

- Choosing a Background

- A Few Custom Animations

  – Sequential bullets; animated arrows; a few other examples (if we have time)

Inserting a Picture into a Slide

- On the *Insert* tab:
  - Click on *Picture*; in dialog box, go to the file location of desired picture; double-click on it
  - Center and size picture as needed; drag from corner
- To Frame picture: on the *Home* tab (or on the *Picture Tools** tab above the *Format* tab):
  - Click on *Shape Outline* (or *Picture Border**); in dialog box:
    - Choose *Color* of frame; then *Weight* of frame (6 pt)
- For descriptive Text Box: on the *Insert* tab:
  - Click on *Text Box*; Cursor then inserts text box wherever you want
  - Adjust font and size of text from *Font* dialog box on *Home* tab, if necessary

Inserting Video into a Slide

- There are two ways of accomplishing this:
- With connection to the Internet: insert link; clip will play from Internet
  - Advantages: Quicker; less memory necessary
  - Disadvantages: Network problems; clip may be taken down and no longer available; you may have to view advertisements
- No Internet connection: download clip
  - Advantages: No network problems; always available, because it is in your possession
  - Disadvantages: Not as quick, takes more memory

Inserting Internet Link into a Slide

- Copy URL of the video clip onto your clipboard
- Insert "Developer" into the ribbon
  - Under file, click "Options," then "Customize Ribbon"; check "Developer"; click "OK"
- Click "Developer" and then "tools"
  - Create and size window for the clip on a new blank slide
  - Right-click in that window; left-click "Properties"
- In the form that appears, paste clip URL into the space for "movie"
  - Alter the URL in two ways:
    - Delete "watch?"
    - Replace equal sign after "v" with "/"
  - After "loop," replace "true" with "false"
  - After "playing," replace "true" with "false"
- Close the form and check to see that video clip plays in response to a click

Inserting Video Clip into a Slide

- Has gotten considerably easier after PowerPoint 2007
  - YouTube clips now download as .mpeg4 files
  - Inserted into '10 & '13 PowerPoint slides, they will play
  - Many apps download Video Clips; *RealPlayer Cloud (Free)*
  - *Windows Movie Maker* will edit, if clip is too long
- **Critical:** After clip is downloaded:
  - Move clip to the **same folder** in which PP slides reside!
  - If clip won't play and title is long, may wish to shorten it
- On the **Insert** tab:
  - Click on *Movie* icon; in dialog box, go to the file location of desired video file; double-click on it
  - Choose *Automatically* or *When Clicked*
  - Size film clip as desired (click & drag corner)
  - Watch for pixilation problem if you enlarge excessively!

Inserting Music into a Slide

- Different Effects Are Possible
  - Play music on just one slide
  - Play more than one piece of music on one slide
  - Play music that continues through several slides
- Critical to all of these, however:
  - Move music clip into the **same folder** in which PowerPoint slides reside!
  - If music clip won't play and title is long, may wish to shorten it

To Play Music on Just One Slide

- On the *Insert* tab:
  - Click on *Sound* icon
  - In dialog box, go to the file location of desired file (in .wav or .wma); double-click on it
  - .mp3 format will not play, but *RealPlayer* will burn .wav or .wma; iTunes can create AAC version
- Choose either '*Automatically*' or '*When Clicked*'
- Drag loudspeaker icon to corner; can hide it during show (if you aren't clicking on it)

To Play Multiple Pieces of Music on One Slide, Automatically

- Insert 1st piece of music as just described
- Insert 2nd piece of music, etc.
- Open Animation Pane
  - Click on 1st piece of music; then
  - Click on arrow on the Right for drop-down menu
  - On drop-down menu, click "*Start After Previous*"
  - Repeat for each piece of music in turn
- Can also choose to click on pieces in turn, in the order listed in Animation Pane

To Play Same Music Through Several Slides

- Click on **Transitions** tab*, then on "No Sound" window after **Sound** (drop-down menu)
  - Choose **Other Sound** on drop-down menu; in dialog box, go to file location of desired file & double-click on it
- To stop music: go to same "No Sound" window
  - Choose **[Stop Previous Sound]** on drop-down menu

  *On earlier versions of PP, Click on **Animations** tab; then on **Transition Sound**

Remember:

- On earlier versions of PP:
- Inserted Music and Video Clips may not play if their titles are longer than 2-3 words!

Choosing a Background

- Click the **Office Button**; then click **New**
- Under **Templates**, click:
  - **Installed Templates**, and choose one you like; or
  - **Installed Themes**, and choose one you like
- Under **Microsoft Office Online**:
  - Click **Presentations**; then click **Academic**, **Business**, **Design Slides with Content**, etc.
  - Click **Design Slides**;
  - Click **More Categories**; etc.

Another Way to View Installed Themes

- On the *Design* tab:
  - Sample the themes to see if you like one
  - In *Background* group, click *Background Styles*; then if you like, click *Format Background*
- Open *Format Background* dialog box; explore:
  - *Solid Fill* (different colors);
  - *Gradient Fill* (different color, type, direction, and effects);
  - *Texture Fill* (different textures); and *Picture Fill* (with pictures of yours); see my example
- You can also explore using different *Colors*, *Fonts*, and *Effects*

Custom Animations: One-at-a-time Bullets, Fading in

- Highlight all bullets on selected slide
- On **Animations** tab, click on **Animation Pane**
- On R, click **Add Animation** (pull-down menu)
- Under **Entrance**, click **Fade** on resulting pull-down menu
- While bullets are highlighted (Animation Pane):
  - On R, click arrowhead (open menu)(affects all)
  - Click **Start On Click** > sequential #'s
  - Click on **Play** (upper L); preview insertion of bullets

Custom Animations: Darkening Bullets after Use

- In Animation Pane:
  - Highlight all bullets but the last bullet
  - On R, click arrowhead (open menu)
  - Click *Effect Options*; in resulting box, next to *After Animation*, click arrowhead (open menu)
  - choose desired color from resulting menu; click *OK*
  - Click on *Play* (upper L); preview darkening of bullets

Custom Animations: Insertion of Animated Arrow

- To form arrow:
  - On *Insert* tab, click *Shapes* (open pull-down menu)
  - Choose single-headed arrow under *Lines*
  - Cursor becomes drawing tool; draw arrow where and as desired
  - To change arrow color/weight:
    - Click on *Drawing Tools* (above *Format* tab)
    - Above *Shape Styles*, click on arrowhead (to open menu)
    - Sample different possibilities; choose desired one

Custom Animations: Insertion of Animated Arrow (continued)

- To move arrow: click on arrow (highlight it)
  - On *Animations* tab, click on *Add Animation*
  - On pull-down menu, go to *Motion Paths* or *More Motion Paths*
  - Choose the motion path you want
  - Set to start *On Click* (if not already so set)
- Speed of motion path also can be set: choose action in Animation Pane; click on arrow (open menu); click on *Timing*
  - Click on *Play* (upper L); preview animated arrow

Custom Animations:
Some More Things You Can Do…

- Choose picture or shape you'd like to animate
- On *Animations* tab, click on *Add Animation*
  - Under *Entrance*, click and explore other effects on resulting pull-down menu
  - Point to *Emphasis*, and click *Grow/Shrink* or *Spin*
  - Point to *Motion Paths*, and explore possibilities, click *More Motion Paths*, or *Draw Custom Path*…
  - Click on *Play* (upper L) to preview your animations