



IDSC

Instructional Development Support Center

Microsoft PowerPoint Advanced Features

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Objectives

PowerPoint is a powerful tool for creating and enhancing presentation. PowerPoint can be used to create simple text slides or rich multimedia presentations with animation, video, and sound. This workshop will focus on the many of its advanced features, such as animations. After this workshop, you should be able to:

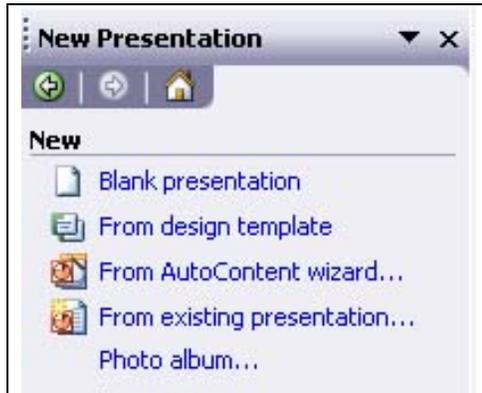
- Create your PowerPoint presentation using different options
- Create a slide master
- Insert/Edit Pictures
- Insert/Edit a diagram and an organization chart
- Add a movie clip or a sound file
- Insert/Edit a table
- Insert/Edit a chart
- Link to or Insert an Excel file
- Add an animation scheme
- Customize an animation
- Add a slide transition
- Publish a presentation
- Print a handout

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Create Your PowerPoint Presentation

There are different options to create your PowerPoint presentation. When you click on “New” from the “File” pull down menu to create a new presentation, the following window will appear on the right side of your screen. You will see five options:

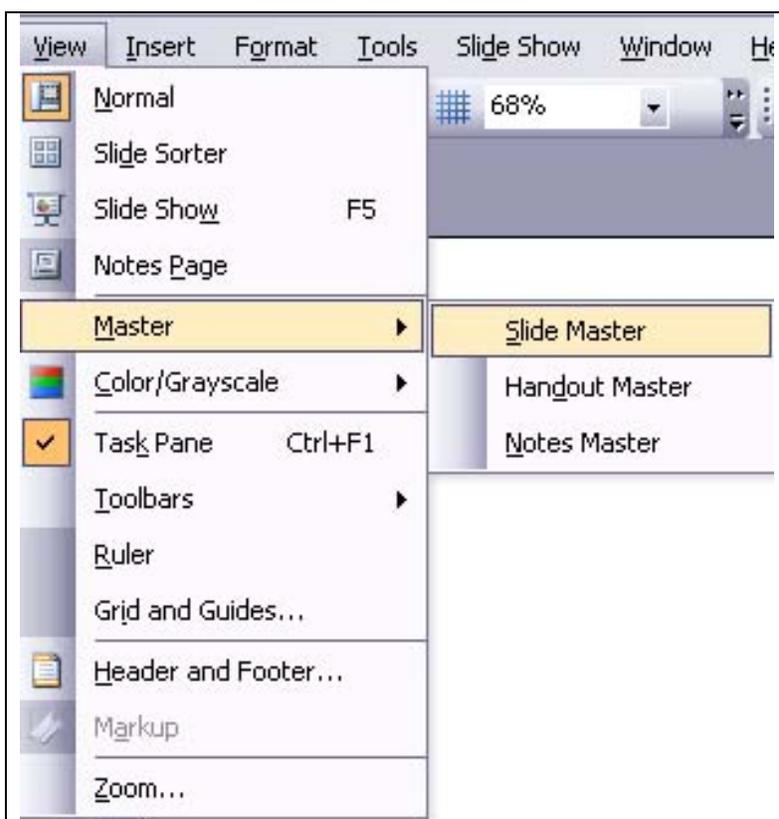


- **Blank presentation:** This option allows you to start with slides that have minimal design and no color applied to them.
- **From design template:** This option allows you to apply a PowerPoint template that already has a design concept, fonts, and color scheme. You can choose from a list of templates that comes with PowerPoint or use your own template.
- **From AutoContent Wizard:** This option allows you to apply a design template that provides you with suggestions for text on your slides. You can then type your own text.
- **From existing presentation:** This option allows you to create a copy of an existing presentation so you can make design and content changes to it for a new presentation, without altering the original.
- **Create a photo album:** This option allows you to create a photo album presentation which consists of a title slide and a collection of photos, one or more per slide. You can insert multiple pictures from a file, disk, scanner, digital or web camera to your photo album.

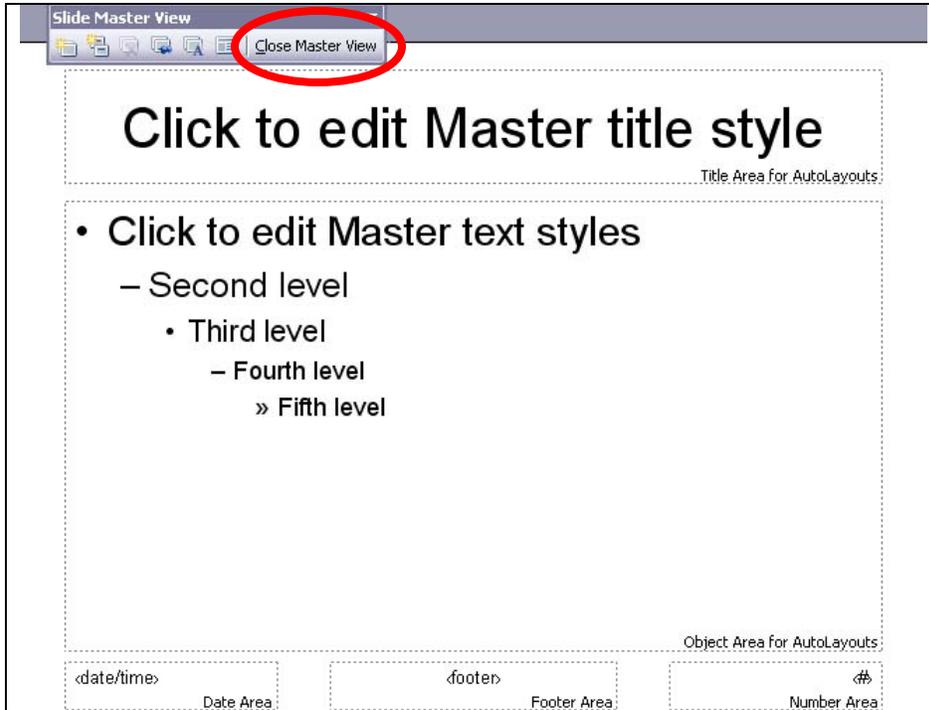
Create a Slide Master

A slide master is a design template which has the information such as background color, graphics, font styles, etc. The advantage to create a slide master is that you can create a uniformed and ordered look to your presentation because common information will appear the same way and in the same place on each slide. Also, if you make a change in the slide master, it changes everywhere else in your presentation as well.

To insert a slide master, click on the “View” pull down menu, and then “Master” >> “Slide Master”



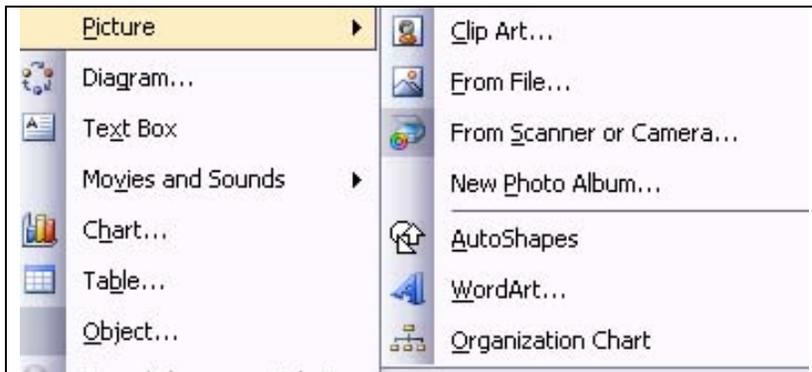
Click the placeholders to edit the master title and text styles. For example, you can insert a logo in the slide master which will show up in every slide. After you are done, click on the “Close Master View” button on the “Slide Master View” toolbar, you can then start to add and edit slides based on the design template of the slide master.



You can also click on the “Insert Title Master” button on the “Slide Master View” toolbar to create a title master.

Insert and Edit Pictures

PowerPoint allows you to add pictures from clip art, you own file, scanner, or digital camera, and add AutoShapes, WordArt and organization chart. From the “Insert” pull down menu, click on “Picture,” you will see all the options you have.



Insert and Edit Clip Art

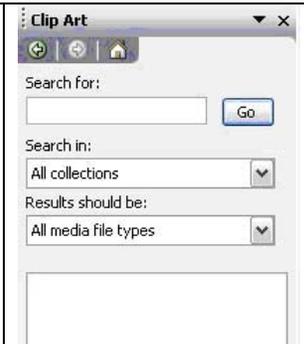
To insert a clip art, click on “Clip Art” from “Insert” >> “Picture” menu.

Alternatively, you can use the “Insert Clip Art” button on the drawing toolbar located at the bottom of the screen to insert clip art. (If you don't see the drawing toolbar, go to View>>Toolbars>>Drawing to turn on the drawing toolbar).



The clip art task pane will open on the right side of the screen.

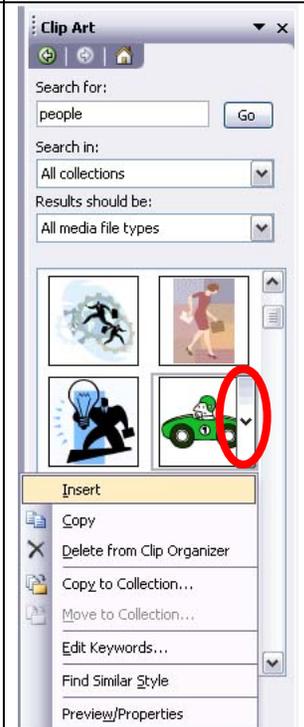
1. In the “Search for” box, type a word that describes the clip art or type in all or some of the file name of the clip art.
2. In the “Search in” box, click the drop-down arrow to select the check box next to the collections you want to search.
3. In the “Results should be” box, click the drop-down arrow to select the check box next to the media file types you want to search.
4. Click on the “Go” button next to the “Search for” box.



5. From the search result, click on an image that you want to insert into your slide.

You will notice when you move your cursor over an image, a bar will appear on the right edge of the image with a drop-down arrow. Click on the arrow, and you will see a pull down menu with a number of options.

Note: If there is a small yellow star symbol in the lower right corner of the clip art, that indicates that the clip art is animated.



Once the clip art is inserted, the “Picture” toolbar will also appear which provides you options to edit the clip art (if you don’t see the “Picture” toolbar, go to View >> Toolbar >> Picture). Roll your mouse over each option to learn more about it.



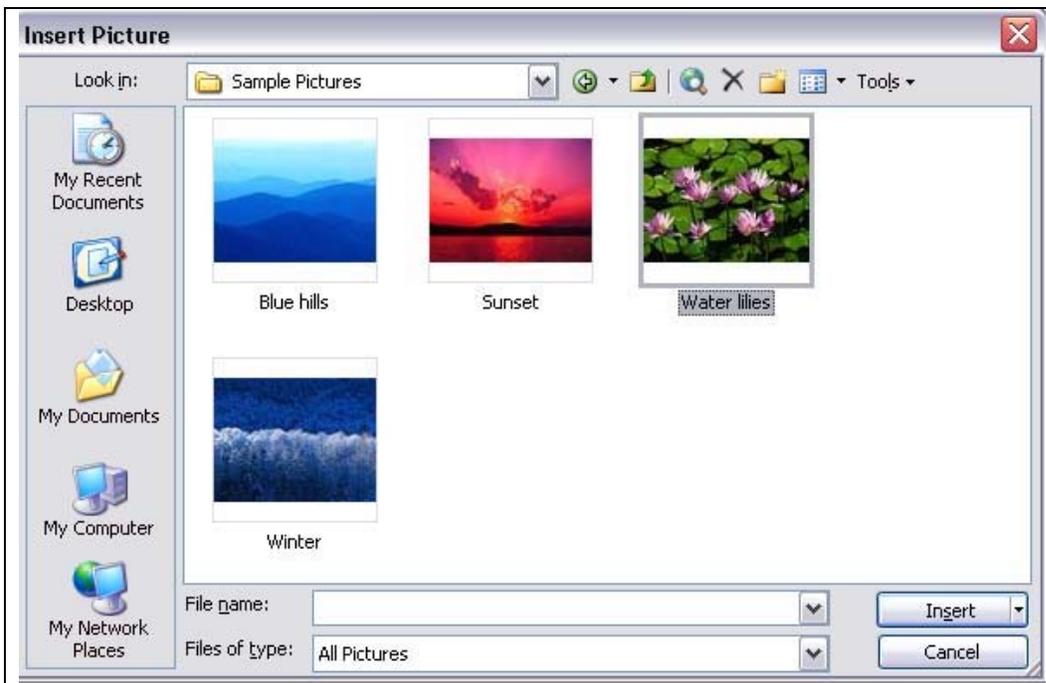
Insert and Edit Pictures from File, Scanner, or Digital Camera

If you want to insert pictures saved in your computer or on a disk, click on “From File...” from the “Insert” >> “Picture” menu.

Alternatively, you can use the “Insert Picture” button on the drawing toolbar to insert pictures from file.

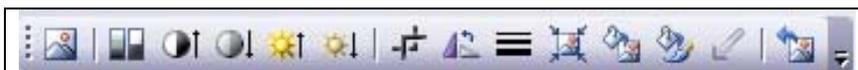


The “Insert Picture” window will open. Navigate and select the picture you want to insert into the slide and click on “Insert.”



If you want to insert pictures directly from a scanner or a digital camera that is connected to the computer, click on “From Scanner or Camera...” from the “Insert” >> “Picture” menu.

Once the picture is inserted, the “Picture” toolbar will also appear which provides you options to edit the picture. Roll your mouse over each option to learn more about it.



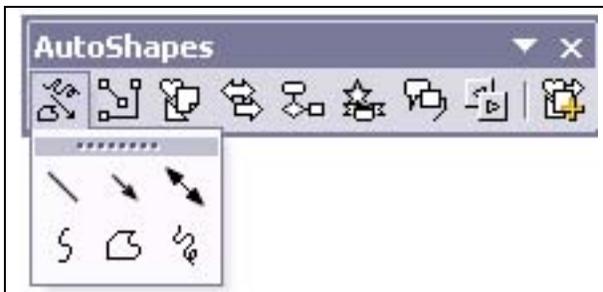
Insert AutoShape

To insert an AutoShape, click on “AutoShapes” from the “Insert” >> “Picture” menu.

Alternatively, you can click on the “AutoShapes” button on the drawing toolbar to insert AutoShapes.



The “AutoShapes” menu will appear. Place your cursor on each choice, different shapes will appear under each choice. Click the shape you want, the cursor will change to a cross when you move it into the slide area. Click and hold down the left mouse button, and drag down and to the right to create the shape. Release the button when you are done.



Insert WordArt

To insert a WordArt, click on “WordArt” from the “Insert” >> “Picture” menu.

Alternatively, you can use the “Insert WordArt” button on the drawing toolbar to insert WordArt.

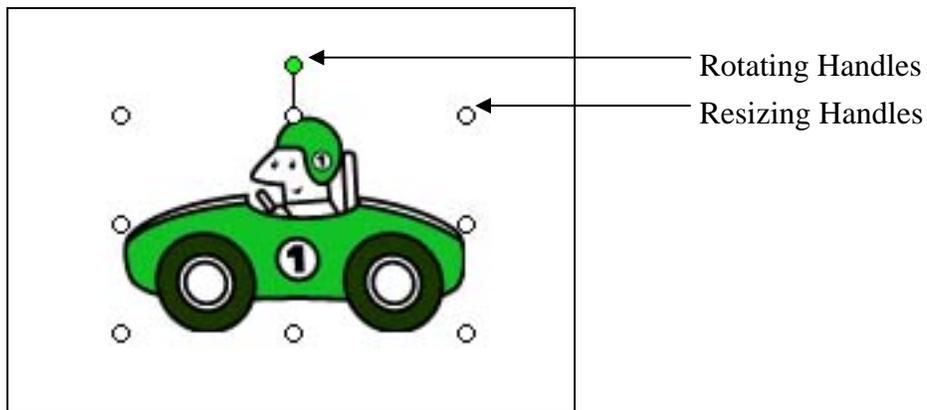


The following “WordArt Gallery” menu will appear. Select one of the WordArt patterns and click on “OK.”

Move, Resize and Rotate Pictures, Clip Art, AutoShapes and WordArt

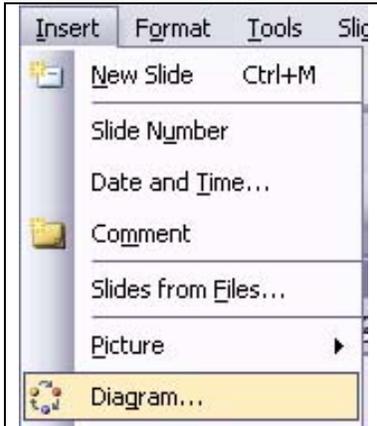
You can use the same methods to move, resize and rotate clip art, pictures inserted from your own file, scanner or digital camera, AutoShapes and WordArt.

- To move a picture, place the cursor on the picture, the cursor turns into a four-headed arrow. Click and hold down the mouse button, then drag the clip art to the new location.
- To resize a picture, click on the picture and the resizing handles will appear. Drag the resizing handle to make it larger or smaller.
- To rotate a picture, click on the picture and the rotating handles will appear. Drag the rotating handle to make it rotate certain degrees.



Insert and Edit Diagrams and Organization Charts

Diagrams can be used to show a process or a relationship. Organization charts can be used to show hierarchical relationships. To insert diagrams and organization charts, click on the “Insert” pull down menu, and then “Diagram.”



Alternatively, you can use the “Insert Diagram or Organization Chart” button on the drawing toolbar to insert organization charts or diagrams.



You can also go to Insert >> Picture>> Organization Chart to insert an organization chart.

The following “Diagram Gallery” will appear. It includes one type of organization chart and five types of diagrams:

- Cycle Diagram: shows a process with continuous cycle
- Radial Diagram: shows relationships of a core element
- Pyramid Diagram: shows foundation-based relationships
- Venn Diagram: shows areas of overlap between elements
- Target Diagram: shows steps toward a goal



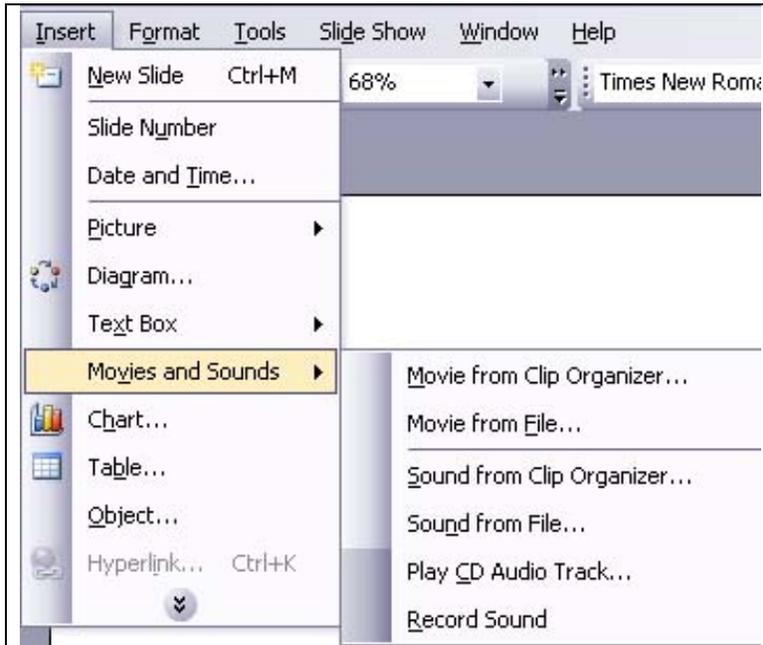
Select either the organization chart or a diagram, and then click “OK.” Depending on your choice, either “Organization Chart” toolbar or “Diagram” toolbar will appear which provide you options to edit the organization chart or diagram. Roll your mouse over each option to learn more about it.



To move, resize and rotate organization charts and diagrams, use the same procedures described above for moving, resizing and rotating pictures.

Insert Movies, Animated GIFs and Sounds

Movies refer to the video files with extensions such as .avi, .mov, .qt, .mpg, and .mpeg. An animated GIF file always has a .gif file extension. To add a movie or an animated GIF file to your slide, click on the “Insert” pull down menu, then “Movie and Sounds.”



You have two options:

- Click on “Movie from Clip organizer” to insert a movie or animated GIF file from Microsoft Clip Organizer. The Clip Art task pane will open on the right side of the screen, click on the clip you want to insert it into the slide.

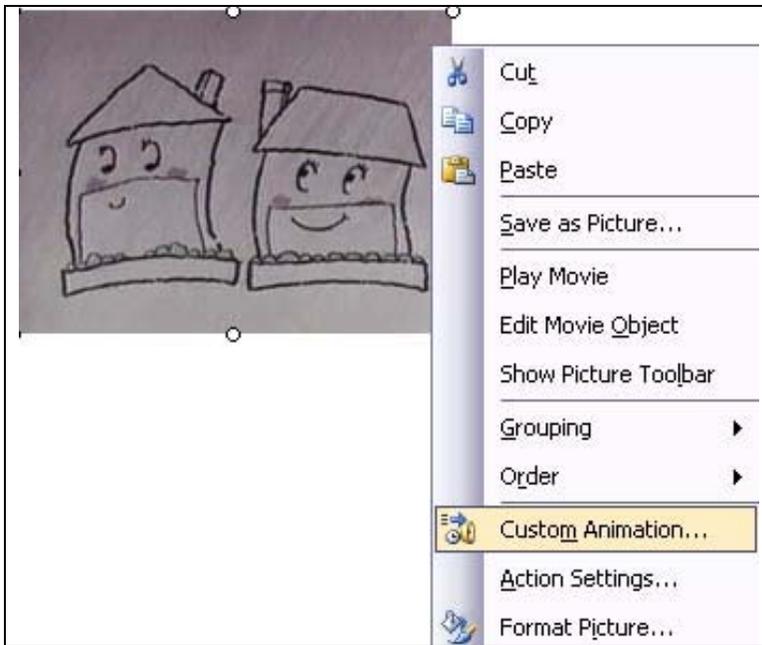
Note: the clip organizer initially includes only animated GIFs, you can add other animated GIFs or movies files to “Clip Organizer” later on.



- Click on “Movie from File” to locate a movie or animated GIF file you want and then double-click the file to insert it. A message will be displayed, giving you two choices.
 - Click “Automatically” button to play the movie or GIF automatically when you go to the slide.
 - Click “When Clicked” button to play the movie or GIF only when you click it.



A movie or animated GIF file icon will be inserted into the slide. To change the settings for the movie or animated GIF file, right click on the icon, and then select “Custom Animation.”



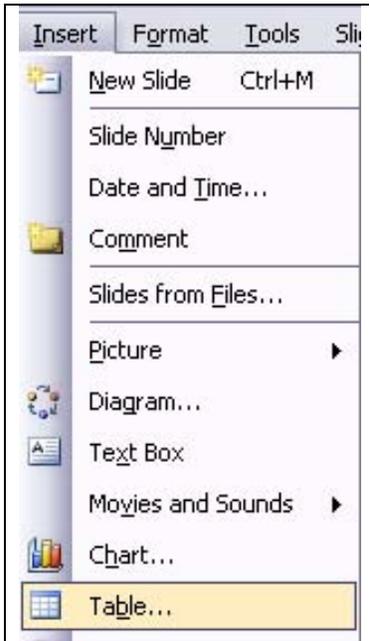
The “Custom Animation” task pane will be opened on the right side of the screen. Click on the drop down arrow beside the movie file and you will see all the options available.



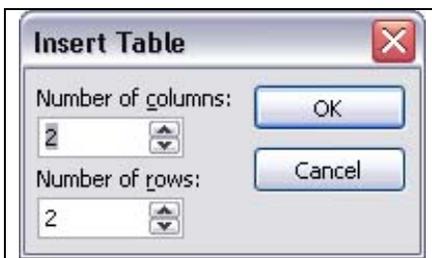
Use the same procedure to insert and change the settings of sound files. Note: for sound, you also have the options to insert CD audio track or record and insert your own sound.

Insert and Edit a table

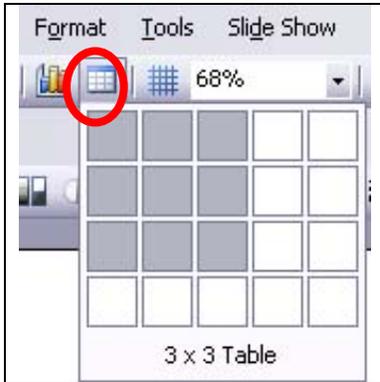
Table helps you organize information on a PowerPoint slide. To insert a table, click on the “Insert” pull down menu, and then “Table”



Choose the number of columns and rows from the “Insert Table” window and click “OK.”



Alternatively, you can insert a table by clicking on the “Insert Table” button on the standard toolbar. In the drop-down box, click and drag the cursor across the number of rows and columns you want for your table, then release the mouse button, the table will be created.



The “Tables and Borders” toolbar will appear which provide you options to edit the table (If you don’t see the “Tables and Borders” toolbar, select View >> Toolbar >> Tables and Borders). Roll your mouse over each option to learn more about it.

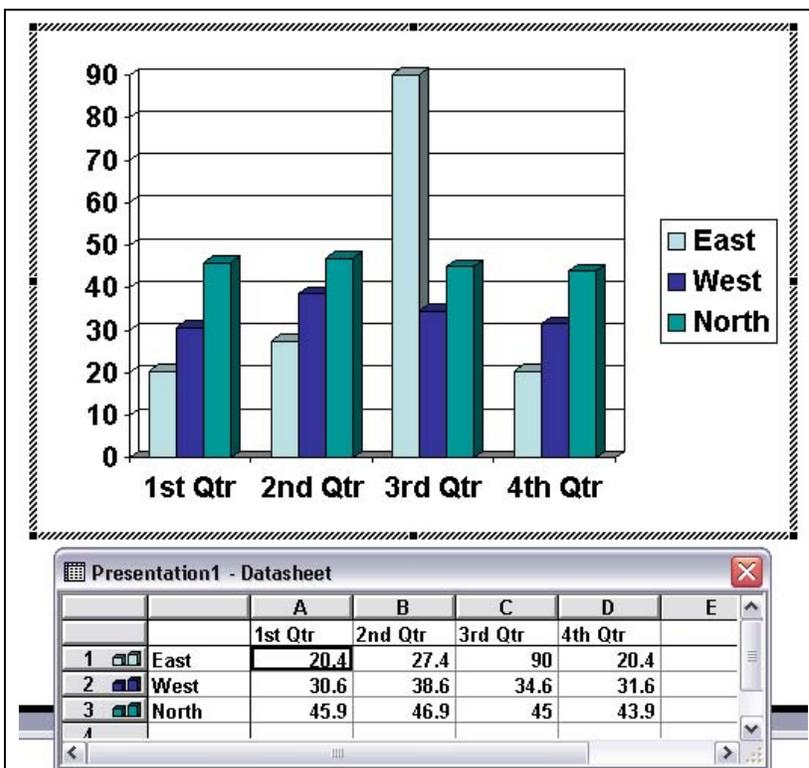


Insert and Edit a Chart

To add a chart to your PowerPoint slide, click on the “Insert” pull down menu, then “Chart.”



A sample datasheet and corresponding column chart will appear on your slide. PowerPoint has included some sample data. The columns in the chart are the graphical representation of the numbers in the datasheet.



Enter/Edit the Data

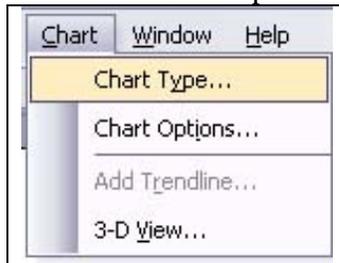
To edit the chart, you can replace the data in the sample data sheet with your own. To add a new column, go to the next empty column on the datasheet, click inside a cell, and enter the data. To delete a column, click on the column heading, then click on “Edit” >> “Delete.” As you enter/edit the data, you will notice the corresponding bar on the chart changes accordingly.

Once you are done entering the data, exit the datasheet by clicking anywhere outside the datasheet, and it will disappear. If you need to make revisions to the chart, double-click the chart and the datasheet will appear again.

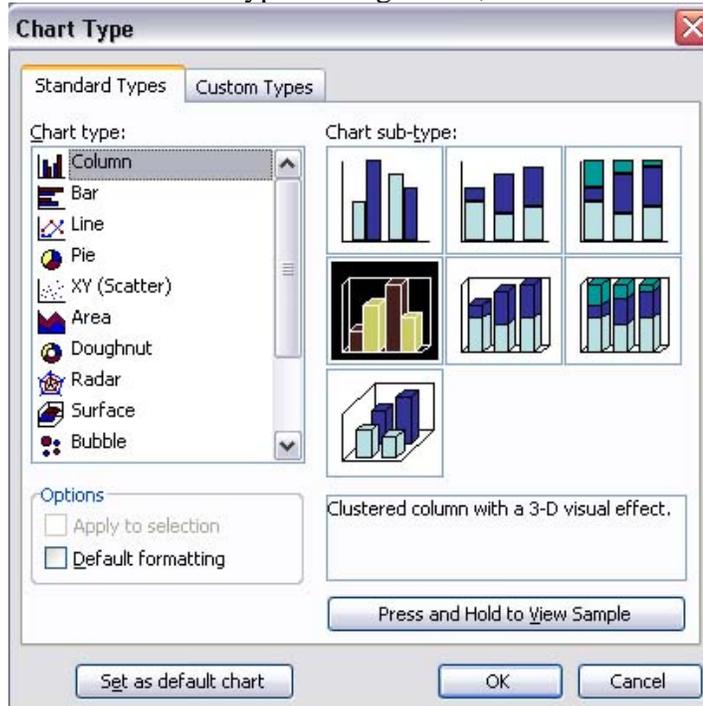
Change Chart Type and Chart Options

The default chart in PowerPoint is a column chart, to change the chart type:

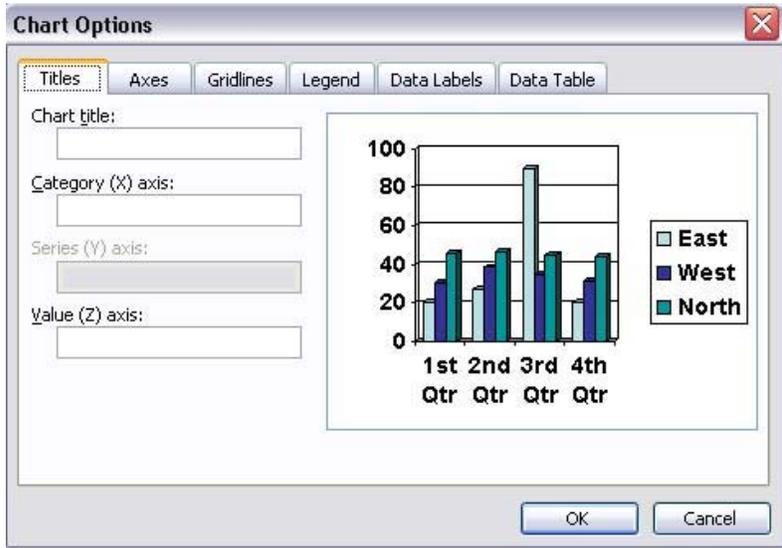
1. Double click on the chart you want to change.
2. From the “Chart” pull down menu, select “Chart Type”



3. From the “Chart Type” dialogue box, select the desired chart type and click “OK”



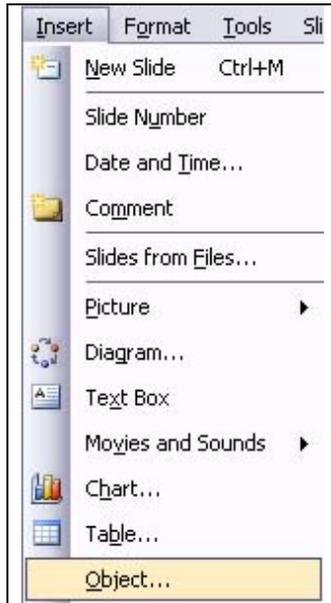
From the “Chart” Pull down menu, you can also select “Chart Options” to change other chart settings.



Link to or Insert an Excel File

You can create a link to an existing Microsoft Excel workbook or insert the entire Excel workbook into your slide.

1. From the “Insert” pull down menu, select “Object”



2. From the “Insert Object” dialogue box, choose “Create from file.”
3. Click on “Browse” button to browse to the Excel file on your computer. If you only want to create a link to the existing Excel file, check the “Link” check box. Otherwise, leave it unchecked.
4. Click OK.



If you check the “Link” check box when inserting the Excel file, it will insert a picture of the Excel contents into your slide. When you double click on it, it will open the file in Excel. You can then make changes to the file in Excel. Once you save the Excel file, the changes will be reflected in your slide.

If you do not check the “Link” check box when inserting the Excel file, it will also insert a picture of the Excel contents into your slide. When you double click on it, it will allow you to edit the file directly in PowerPoint instead of take you to the original Excel file.

Note: when you choose to insert the entire Excel workbook into your slide, only one worksheet is displayed at a time. To access a different worksheet, double-click the Excel file, and then select a different worksheet.

Add and Customize Animation

Animation allows you to add special visual and sound effects to your presentation. You can apply consistent animation effects to text using preset animation schemes or use custom animation to change preset animation effects.

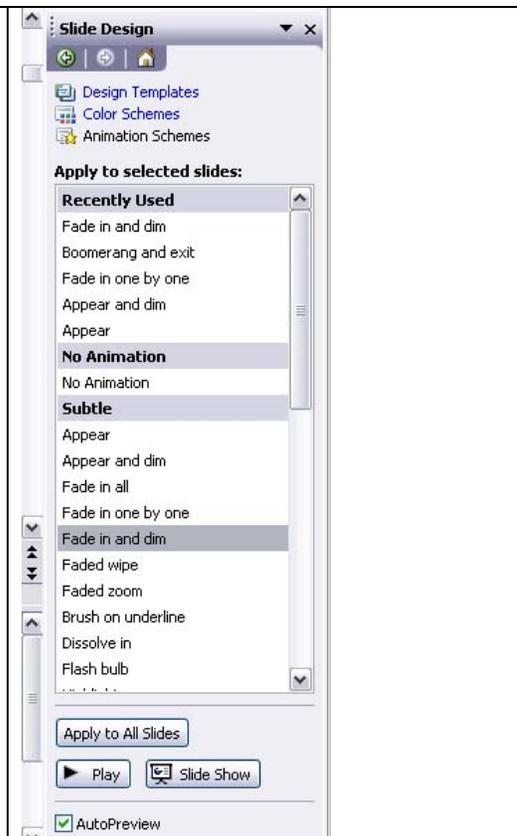
Add an Animation Scheme

To add preset animation schemes, click on “Animation Schemes” from the “Slide Show” pull down menu.



The animation schemes options will appear on the right side of the screen. Select the slides you want to apply animation and then select a scheme. Click on the “Apply to All Slides” button to apply an animation scheme to all slides.

To remove a scheme, select the slides, and then click on “No Animation” from the list of animation schemes. Choose “Apply to All Slides” to remove a scheme from all slides.

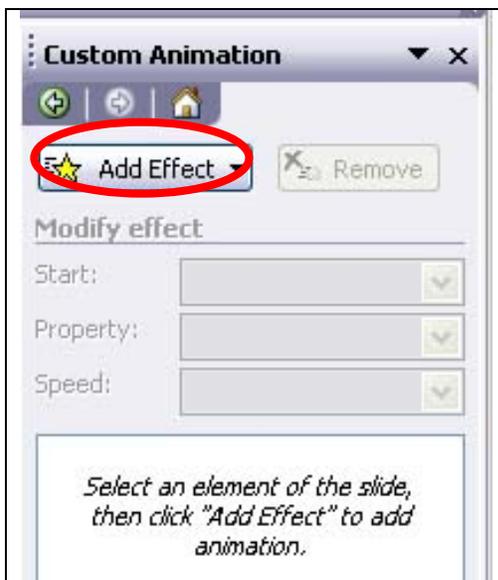


Custom Animation

To change preset animation effects or create your own animation sequence, click on “Slide Show” >> “Custom Animation.”



Select an object on the slide, and then click on “Add Effect” button to add animation.



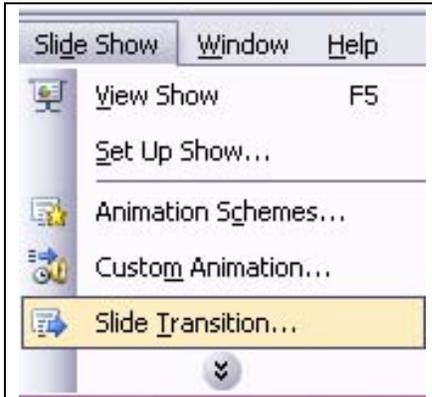
Once you select the animation effects for your screen objects, they will be listed in order in the “Custom Animation” window. For example, the animation effect for “Water lilies” comes first and the effect for “Sunset” comes second.

You have the options to change, modify and remove the effects. If you click on the drop down arrow next to each effect, you will see more options.



Add Transitions between Slides

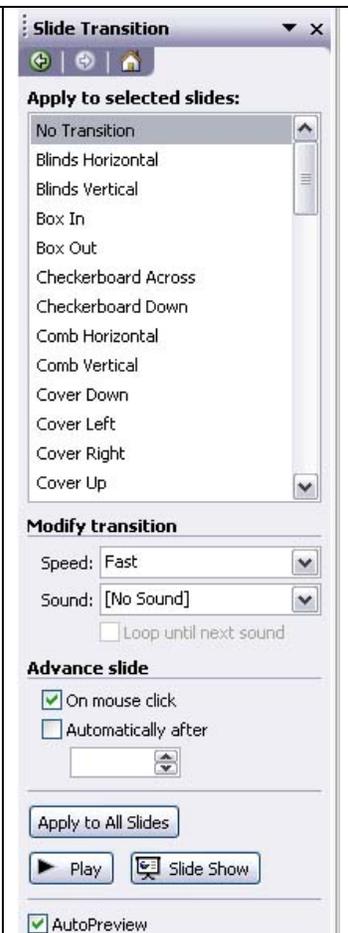
Transitions specify how the slide changes as you move from one slide to the next. To add transitions between slides, Click “Slide Transition” from the “Slide Show” pull down menu.



The “Slide Transition” task pane will appear on the right side of the screen. Select the effect you want. You can choose to apply the transition to certain slides or click “Apply to All Slides” to apply the same transition to all slides.

To remove a scheme, select the slides, and then click on “No Transition” from the list. Choose “Apply to All Slides” to remove a transition effect from all slides.

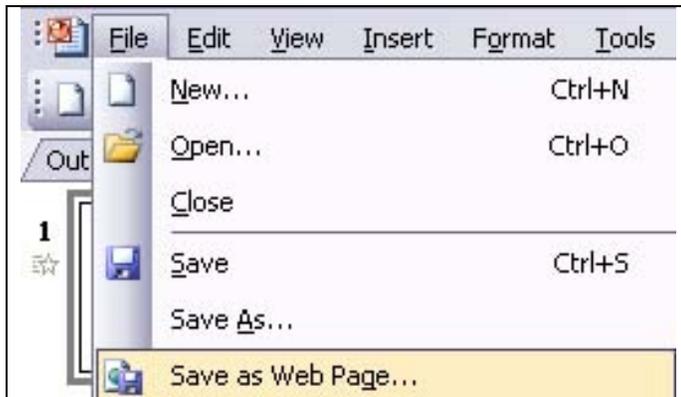
You can also modify the speed and sound of a transition effect, as well as specify the way that the slides will advance.



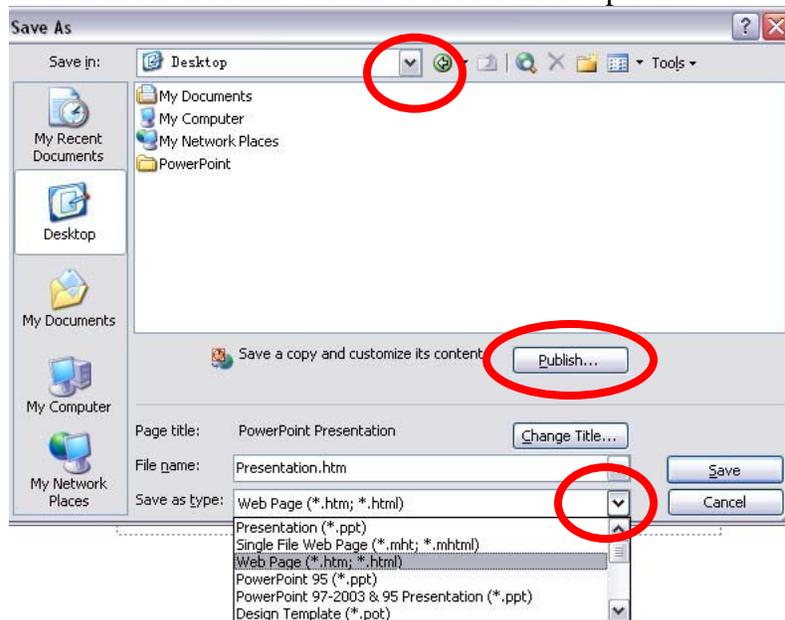
Publish a presentation

In order to post your PowerPoint presentation on the web site, you need to publish the presentation.

1. Click on “Save as Web Page” from the “File” pull down menu.



2. In the “File name” box, enter a name for the Web page.
3. Click the drop down arrow next to the “Save as Type” box, and select “Web Page (*.htm; *.html)”
4. In the folder list, Use the drop down arrow to navigate to the folder you want to save the published PowerPoint file.
5. To change the Web page title (the text that appears in the title bar of your Web browser), click the “Change Title” button, type the new title in the “Set Page Title” box, and then click OK.
6. Click on “Publish” button to access more options.



7. The “Publish as Web Page” dialogue box will appear, Select the options you want:

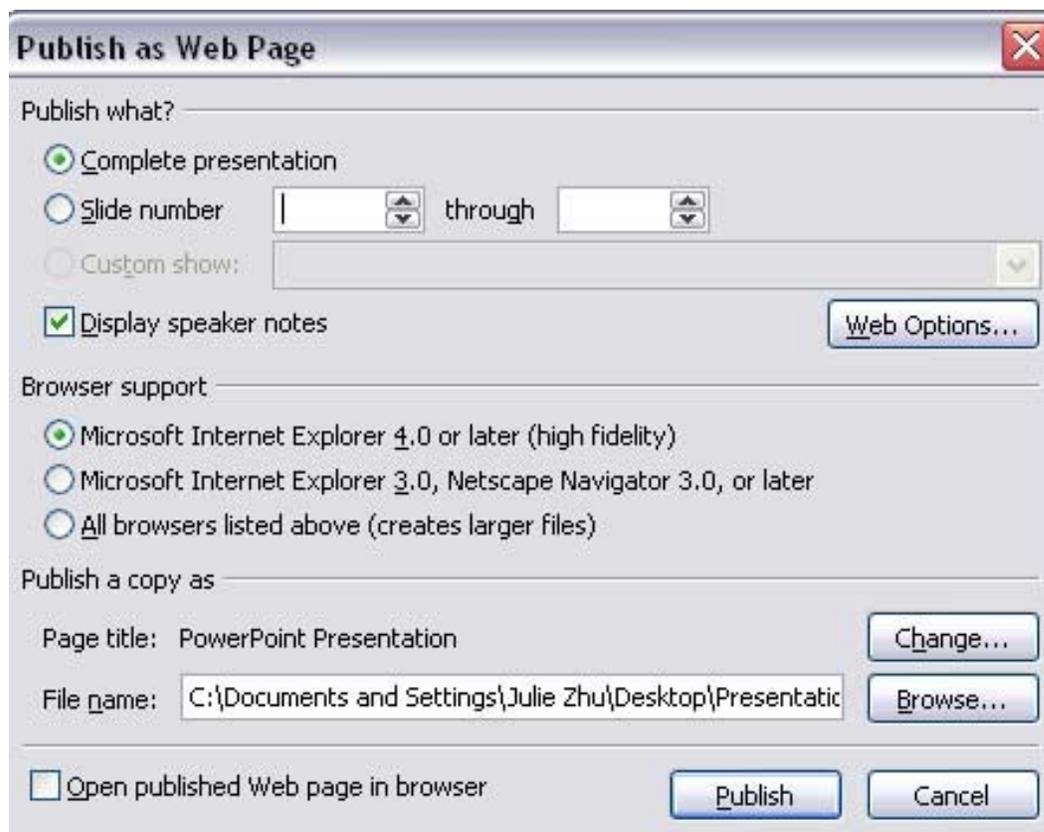
- You can choose to publish the complete presentation, a single slide, a range of slides, or custom show.
- You can choose whether or not to display speaker notes.
- You can choose the browser support for your target audience.

8. To select additional Web page formatting and display options, click on “Web Options” button, select the options you want, and then click “OK.”

NOTE: The notes pane and outline pane are displayed by default when you view a presentation in a browser. To hide these panes, click “Web Options”. A new window will pop up. On the “General” tab, clear the “Add slide navigation controls” check box.

9. Click on the “Publish” button. The PowerPoint will be saved as a web page and ready to be uploaded to a web site.

Tip: To see how your published Web presentation looks in your browser, select the “Open published Web page in browser” check box.



Print Options

You have several options to print your presentation: print slides, handouts, notes pages, or outline view.

1. Click “Print” from the “File” pull down menu.
2. From the “Print what” drop down menu, select from the four available printing options.

