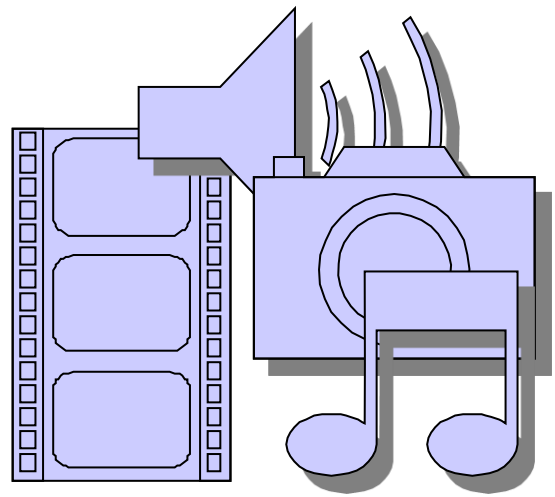


Intermediate PowerPoint 2010

Content:

- Inserting a Sound Clip
- Acquiring More Sounds
- Adding a Music Track
- Inserting a Video into a Presentation
- Setting Movie Options
- Inserting a Photo Album



Twinsburg Public Library
Updated: June 29, 2011
Cost: \$1.00

PowerPoint is an intuitive, powerful presentation graphics program that enables you to create dynamic, multimedia presentations for a variety of functions. There are a lot of short online tutorials to help you with more specific learning in Microsoft Office PowerPoint 2007.

Main Office 2010 Training Page: <http://office.microsoft.com/en-us/getstarted/FX101055081033.aspx>

Video Demo: <http://office.microsoft.com/training/training.aspx?AssetID=RC100687671033>

Content

•Inserting a Sound Clip •Acquiring More Sounds •Inserting a Video into a Presentation •Setting Movie Options

Multimedia, also called rich media, includes video (which PowerPoint calls movies) and audio (which PowerPoint calls sound) that can enhance a presentation. Multimedia may be incorporated so simply as to play an audible click when navigating to subsequent slides during a presentation. Although multimedia can add excitement to your presentation, it can become overwhelming and distracting if used in excess.

Types of Multimedia:

Sound – This includes short sound effects such as a click or creaking door as well as entire songs or narration soundtracks. Most users are familiar with MP3 and WAV sound files, but PowerPoint supports several additional types of sound files.

Movies – What some might call video, PowerPoint refers to as movies. This can include home movies from your camcorder or downloaded movies from the Internet. PowerPoint does not let you create the movie itself. You will need to create your MPG or AVI file in advance.

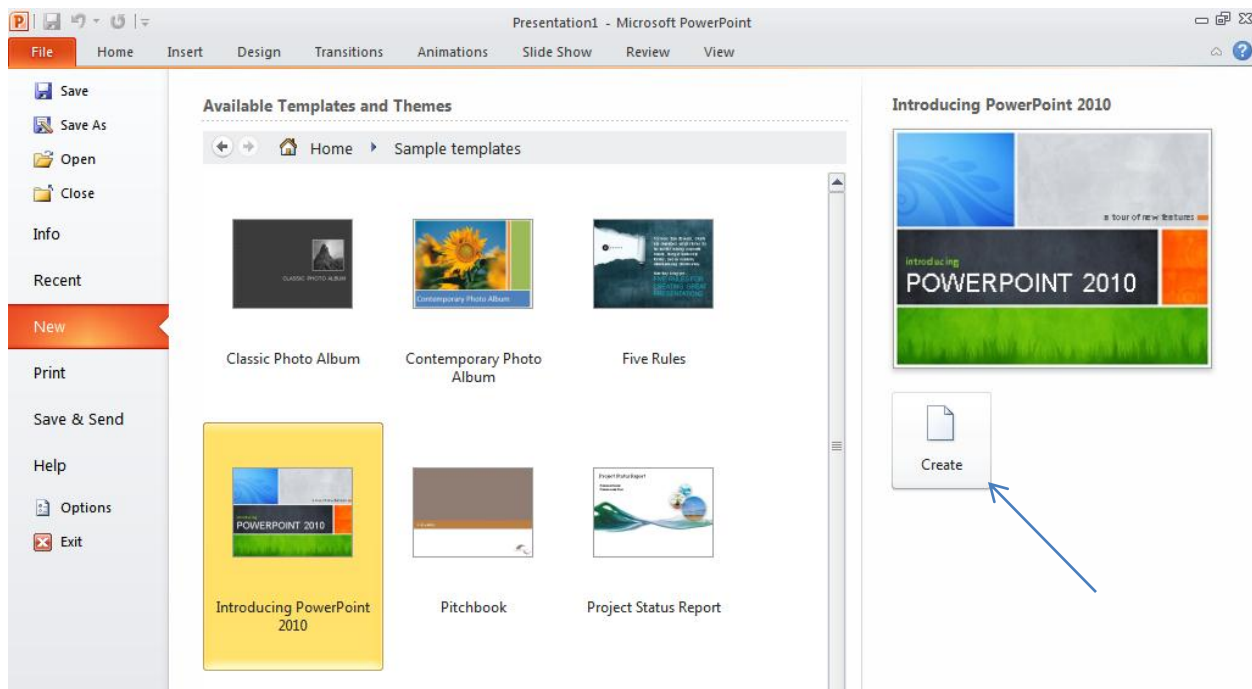
Animated GIFs – Animated GIFs, which are simple animated clip art images, are available through PowerPoint's Clip Art panel. There are also thousands of sources on the Internet for free animate GIF downloads.

IT IS IMPORTANT TO STORE ALL MULTIMEDIA FILES INCLUDING SOUND, MOVIES, AND ANIMATED GIFS IN THE SAME FOLDER AS THE POWERPOINT PRESENTATION ITSELF.

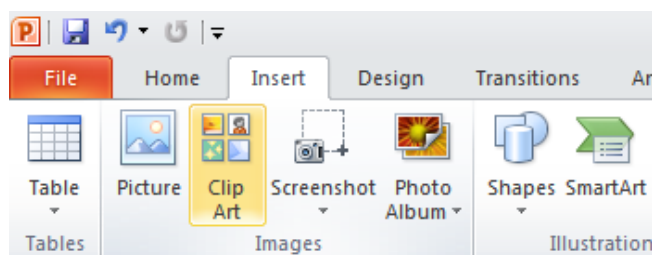
1. Inserting a Sound Clip

PowerPoint comes with a library of sounds you can add to presentations or you can use your own. There are three Play Sound options:

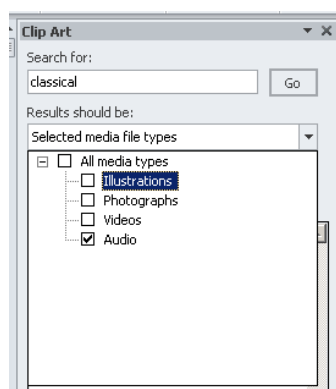
- a. **Automatically:** This setting starts playing the sound automatically when the slide loads. Navigating to the next slide automatically stops the sound.
- b. **When Clicked:** This setting starts playing the sound only when you click the speaker icon. Navigating to the next slide automatically stops the sound.
- c. **Play Across Slides:** This setting starts playing the sound automatically and it continues playing as you navigate to subsequent slides.
- d. Click on the **Office tab** and select **New**.
- e. Select **Sample Templates**.



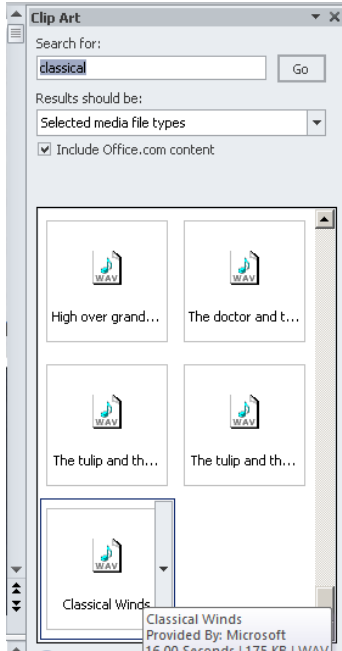
- f. Select **Introducing PowerPoint 2010** from the Sample Templates area.
- g. This will give us an actual finished PowerPoint to work from.
- h. Click on **Create**.
- i. Slide 1 should appear.
- j. Choose Insert, **Clip Art**.



- k. Type "**classical**" in the Search for box.



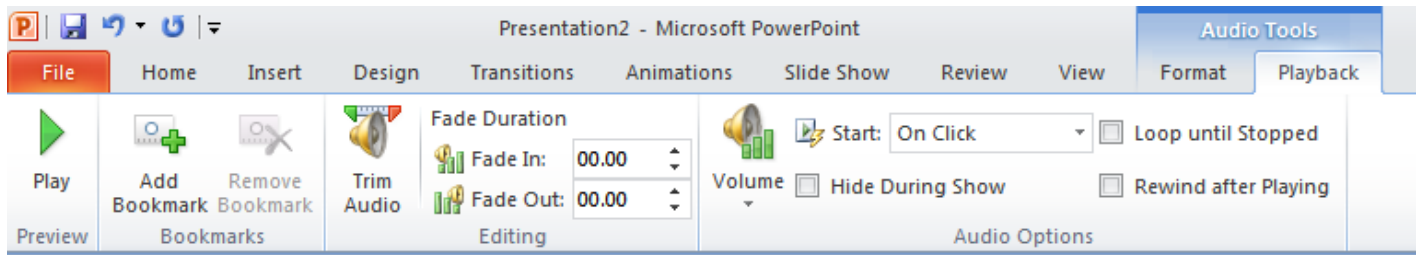
- l. Click in the Search box and type: classical.
- m. Click the Selected media file types arrow and place a **check in the Audio** box only.
- n. Click **Go**.



- o. **Click the down arrow button and single click on the: Classical Winds sound icon** to insert it on the slide.
- p. A speaker icon will appear that you can click and drag to reposition it.



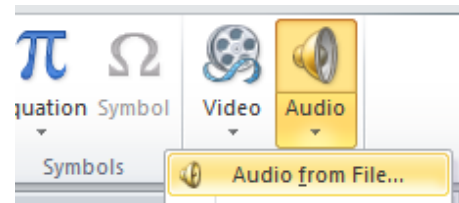
- q. Click on the **Playback** tab to see all the options that you can do with this sound clip.
- r. **Click** on the play button to start the sound and the esc key on keyboard to stop it.



2. Acquiring More Sounds

Beware of copyright laws when downloading sound files. Some websites have free sounds, but make sure you read the fine print and make sure it is really copyright free. WAV files are much larger than MP3 files so if you have longer sound files, you should try to use the MP3 format.

- a. Click **Slide 2**, Enhancing Your Presentation
- b. Choose **Insert, Audip – From File**
- c. On left window, click on: My Computer and navigate to **the HP Jump Drive** to access files and **Double Click** on the **Int Ppoint 2007** folder.
- d. Double Click on the sound file **“iowa fight song.wav”**.



Another speaker icon should appear that works the same way as the prior sound clip and you can refer to the Playback tab for various options.

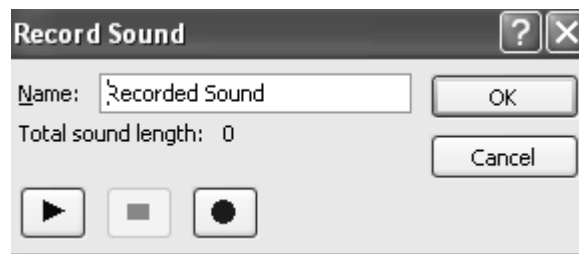


- f. Click f5 on your keyboard to start the presentation and listen to your newly inserted sound clips.

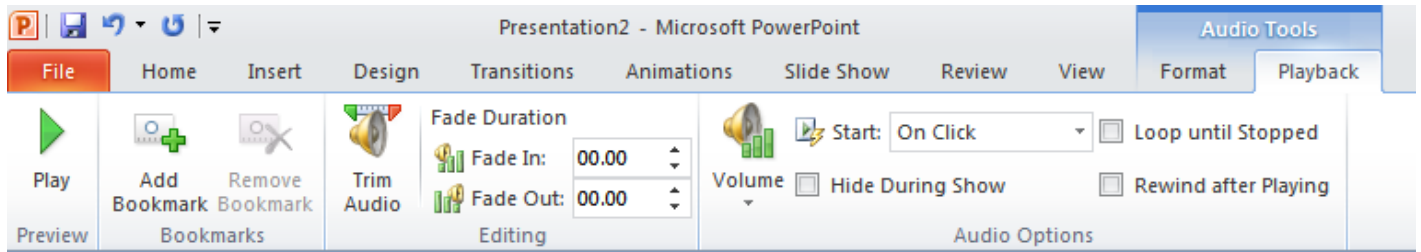
Adding a CD Music Track

Unfortunately, the new version of PowerPoint does not allow you to insert a CD audio file from a music CD. It must have been saved in your computer or have downloaded it from the Internet.

Finally, you can record audio into your presentation if you have a microphone attached to your computer. This option may not be available on the lab computers since there is not a microphone installed on these machines. Below is an example of what the window would look like.



The **Sound Tools** bar allows you to configure the settings for the sound that you just inserted.



You can preview the sound by clicking on the green button at the far left. You can adjust the volume of the sound to Low, Medium, High, or Mute and other options.

The **Hide During Show** checkbox will hide the audio icon that is currently in the slide. By default, that audio icon will show up, so check this box if you want to hide it.

The **Loop Until Stopped** box will continuously play the audio file you specified until the PowerPoint presentation is over.

Start Sound has several options: **Automatically, On Click, and Play Across Slides**. By default, **On Click** is selected and will play when the speaker icon is clicked on. **Play Across Slides** will allow the sound to continue to play to the next slide if it has not finished rather than cutting it off.

Finally, you can also Trim the file size for the audio file if you only want to play a certain part of the song.

3. Insert a Video Movie into a Presentation

PowerPoint uses the term Video to generically describe full-motion video and animated GIFs. MPEG files are generally smaller files compared to AVIs and are less problematic when playing on different computers. AVI files can be problematic because of missing codecs.

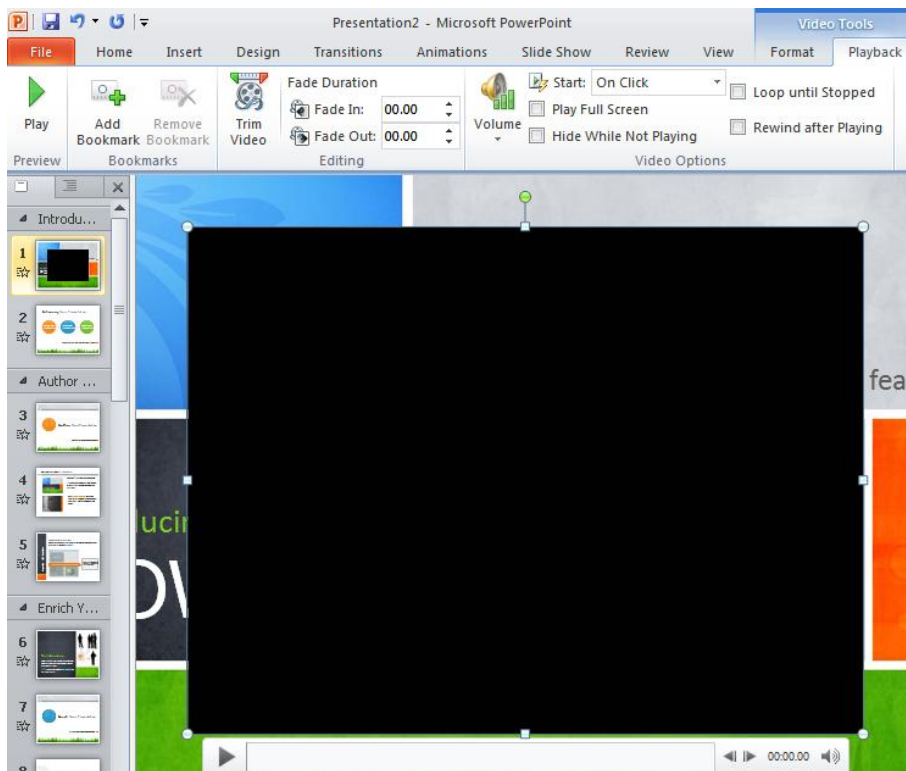
- a. Choose Home, make sure your on Slide 1 and then choose: **New Slide for Title and Content**.



- b. Click the **Insert Media Clip** icon on the slide.



- c. Navigate to...**My Computer...HP Jump Drive...**to the **Int Ppoint 2007** folder, select the **"Find_Your_New_Favorite.wmv"** video movie file, and **Click OK**.
- d. Choose on the Playback tab your option: **On Click, Automatically, Play Across Slides**, etc.



- e. Choose View, Slide Show to **show your presentation (or f5)**.
- f. Move your mouse around until the **mouse pointer becomes visible**.
- g. **Click the movie placeholder** to start the movie.
- i. **Save your presentation**.

4. Setting Movie Options

Just as with sound, there are several options you can apply to movies on a slide.

- a. **Play Movie:** You can choose to automatically start the movie when the slide loads, or require the movie to be clicked in order to play. If set to Play Across Slides, only the audio portion of the movie will play across subsequent slides.
- b. **Hide While Playing:** You can hide the movie placeholder during a slide show. However, this will make it impossible to click the movie to start it! Use this option when Play Movie is set to Automatically or Play Across Slides. When the movie ends, it disappears (hides) so your slide doesn't display a rectangular placeholder.
- c. **Play Full Screen:** You can have the movie play in full-screen mode. When set to full-screen mode, the movie appears as normal on the slide but enlarges to fill the screen when played. When the movie is done, the size automatically reduces and the entire slide is once again visible.
- d. **Loop Until Stopped:** The movie can be configured to rewind and start over again and again until manually stopped.
- e. **Rewind Movie After Playing:** This is helpful when you want to play the movie only once, but have it ready to start playing from the beginning again when clicked.
- f. **Slide Show Volume:** Just as the name indicates, you can set the volume for the audio playback of a movie. This option sets the initial volume, which can be overridden by your computer speakers' volume control.

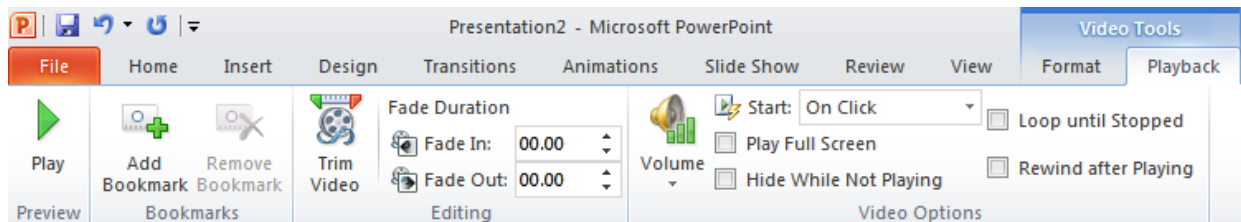


Photo Album

Creating a photo album in Microsoft Office PowerPoint 2010 from pictures on your hard disk or other storage media is a great way to share photographs or other illustrations. You can customize the album by using layout options such as frames of different shapes, and you can add captions to each picture.

This article shows how you can create a photo album in PowerPoint 2007 in just six quick steps. The example used in this article assumes you are creating a photo album with two slides: a title slide and a slide that displays four pictures of items being offered for sale.

To begin...let's start a new presentation with **CTRL + N** on your keyboard.

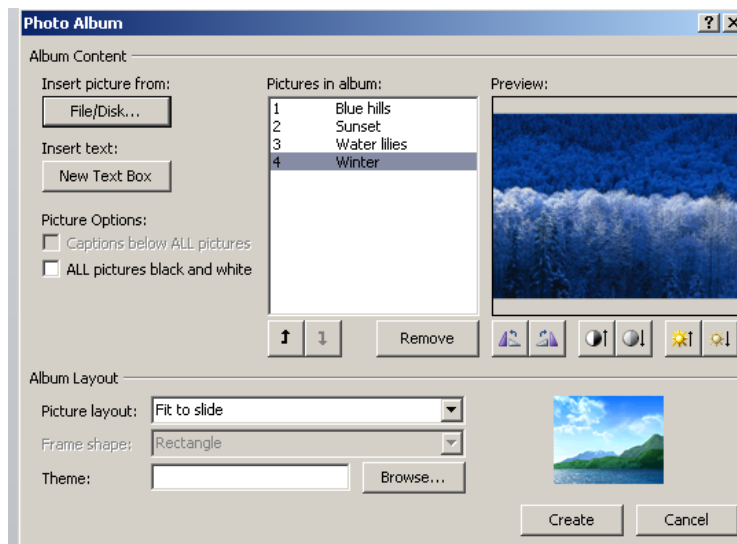
Step 1 – start a photo album

On the **Insert** tab, in the **Illustrations** group, click the **Photo Album** button icon (not the drop-down arrow). The **Photo Album** dialog box opens.

Step 2 – insert pictures

Click the **File/Disk** button. In the **Insert New Pictures** dialog box, navigate to the **Sample Pictures** folder on your jump drive containing 4 photos you want to include in the album. **Double Click** on each file (Winter, Water Lilies, Sunset & Blue Hills or other titles – may be different), to insert them.

In the **Photo Album** dialog box, the **Pictures In Album** list includes the four graphics you selected. You can select each picture in turn to view it. You can change the order in which the pictures will appear in the album by clicking the picture you want to move and then clicking the **Move Up** or **Move Down** button. You can also adjust the rotation, contrast, and brightness of each picture.

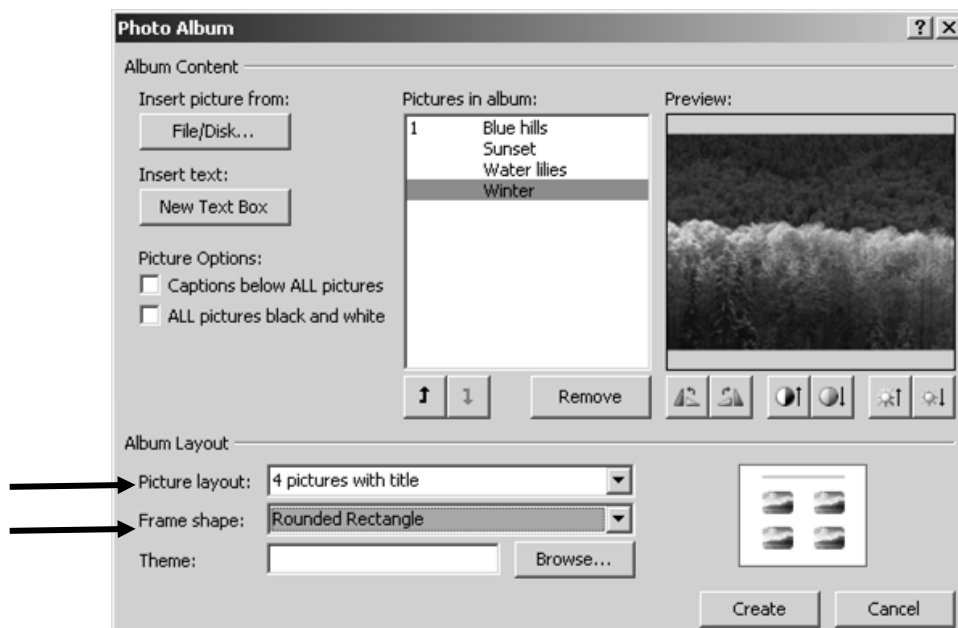


Step 3 – create the album layout

Under **Album Layout**, click the **Picture layout** arrow, and then in the list, click **4 pictures with title**.

Click the **Frame shape** arrow, and in the list, click **Rounded Rectangle**. Then click **Create**.

PowerPoint creates a presentation called Photo Album that contains a title slide and a slide containing the four pictures.



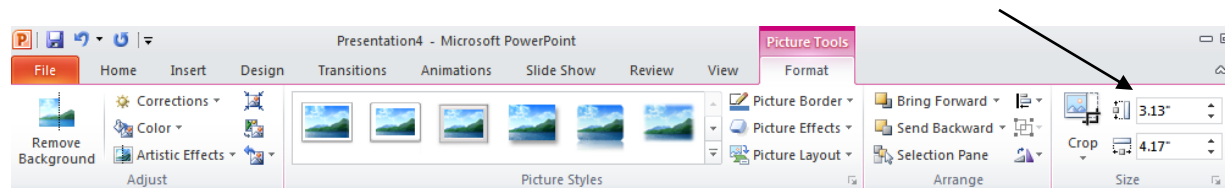
Step 4 – Create Titles and Subtitles

On **Slide 1**, select the words **Photo Album** text box, and then type the title you want for your album. In our example, we titled our album “Relaxing Photos”. Then give your album a subtitle (by followed by your first and last name).

Display **Slide 2**, click the title placeholder, and then type the title for this slide. The title for our second slide is “Nature of Beauty.”

Step 5 – format pictures

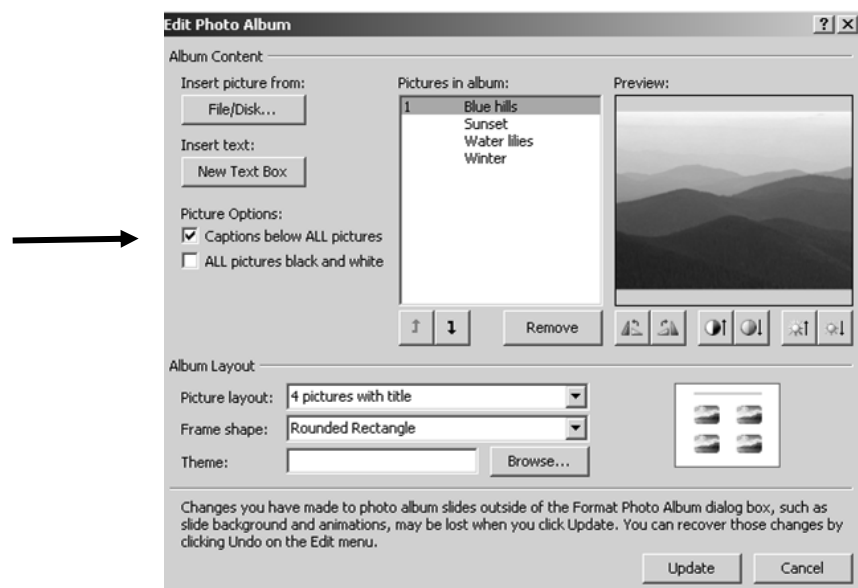
Our inserted pictures seem to be properly sized, but if needed, you can readjust them individually by: selecting each picture, and on the **Format** contextual tab, click the **Size** Dialog Box Launcher, and on the **Size** tab of the **Size and Position** dialog box, set the **Height** and **Width** to the desired size (by clicking the up/down arrows), and then click **Close**. Adjust the positions of the pictures as necessary.



Step 6 – edit the photo album

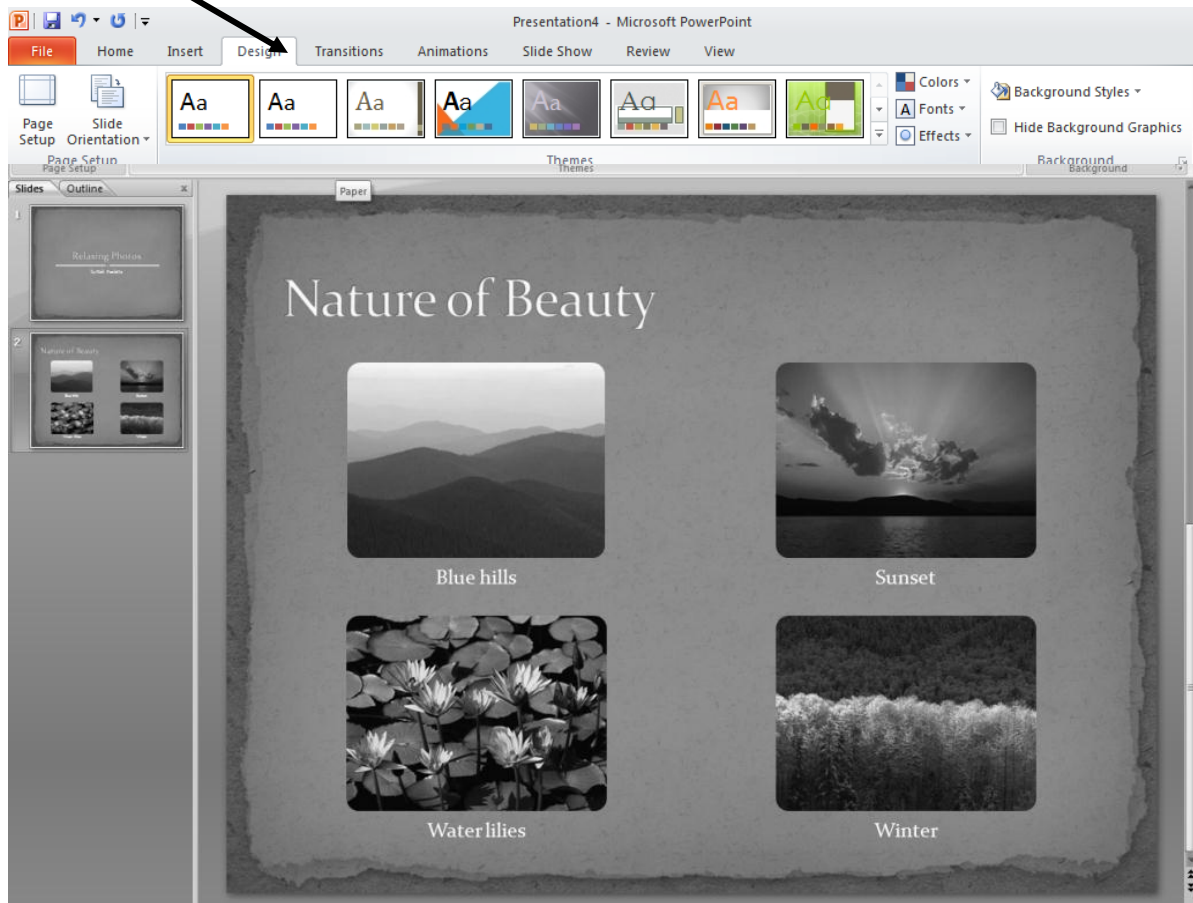
On the **Insert** tab, in the **Illustrations** group, click the **Photo Album** arrow, and then click **Edit Photo Album**.

In the **Edit Photo Album** dialog box, under **Picture Options**, select the **Captions below ALL pictures** check box, and then click **Update**.



Click on **Slide 2** and Replace the file names below each photograph with suitable captions, and then click a blank area of the slide. In our case, the file names were already given proper names, but they can be changed.

On the **Design** tab, in the **Themes** group, display the **Themes** gallery, and select a theme that showcases the pictures. We chose the Paper theme.



The End.

