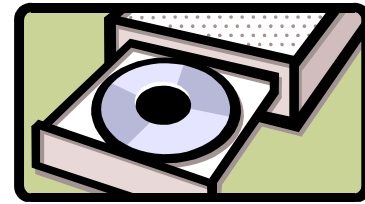


PowerPoint Advanced Techniques



SOUND

 **Voice Narration:** for this procedure, you will need a microphone.

☞ Open one slide → Choose **Insert** → **Movies and Sounds** → **Record Sound**.


☞ Name the recording (for reference)

→ click the round ● button →

record your voice narration → click

the ■ button to stop → click the ▶

button to hear your recording →

drag the blue speaker icon  off the screen or hide it under clip art.



-----OR-----

Record all of your voice narration at one time: Choose **Start** → **Programs** → **Accessories** → **Entertainment** → **Voice Recorder** → record your voice narration (see instructions above) → choose **File** → **Save As** → choose a location, name the file, save as a WAV file → **Save**.

☞ To animate the recording → right click on the associated object → choose **Custom Animation** → check **Media ?** to animate → choose **Order and Timing** → select **Media ?** → choose **Automatically** → choose **Multimedia Settings** → choose **Play using animation on click** → choose **Pause Slide Show** → view show to preview

 **Insert Sound from Gallery**

☞ Open one slide → Choose **Insert** → **Movies and Sounds** → **Sound from Gallery** → choose sound of your choice → choose **Insert** (top choice) → **Do you want ...** → choose **No** → drag the icon off the screen or "hide it" behind clip art

☞ Right click on an object associated with the sound → choose **Action Settings** → choose **Play** → browse for your sound file (j0074843.wav) → you may want to choose **Highlight click** → **OK**

☞ View slide show to review changes

 **Insert Continuous Sound from CD**

☞ Open one slide → Choose **Insert** → **Movies and Sounds** → **Play CD Audio Track** → make selections → **Do you want ...** → choose **Yes** → drag the icon off the screen or "hide it" behind clip art → right click on the **CD icon** → choose **Action Settings** → Select **Object action** → **Play** → **OK**

☞ Right click → **Custom Animation** → for

☞ The CD will play for the entire slide show.

☞ To control the CD slide slide to slide

VIDEO

Insert an Animated GIF (Video Clip) From Gallery

- ☞ Choose **Insert** → **Movies and Sounds** → **Movie from Gallery** → make selection → **Insert**
- ☞ **OR** Choose **Insert** → **Picture** → **Clip Art** → **Motion Clip** → make selection → **Insert**

Insert a Movie (Video Clip) From a File

- ☞ Choose **Insert** → **Movies and Sounds** → **Movie from File** → browse for your saved video clip → **Insert**

COMMENTS

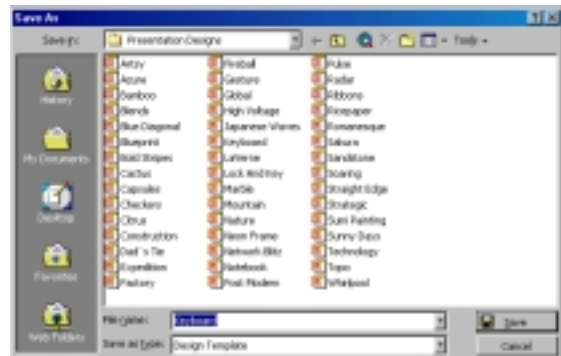
Insert a Comment

- ☞ Choose **Insert** → **Comment** → Type your comment → **Resize and Move**
- ☞ To Remove the Comment → choose **View** → **Comment** → **deselect Comment**

DESIGN TEMPLATE

Create A Custom Design Template

- ☞ Choose **View** → **Master** → **Slide Master**
- ☞ Choose **Insert** → **Picture** → **Clip Art** → **Photographs** (or clip art) → make selection → **Insert**
- OR-----



- ☞ Choose **Insert** → **Picture** → **From File** (to select a photo or scanned image) → **A drive** (or home directory, etc) → **Insert**
- ☞ Resize image to fill the slide → highlight (select) the image → choose **Draw** (toolbar at bottom, left - if the toolbar is "missing", choose **View** → **Toolbars** → select Drawing) → **Order** → **Send to Back** (to send the image to the background) → **Save**

[Tip: To permanently save this design see instructions below]

Watermark A Custom Design Template

- ☞ Open **Slide Master** → right click the image → choose **Format picture** → choose **Picture** (tab) → choose **Color: Watermark** → choose **OK**.

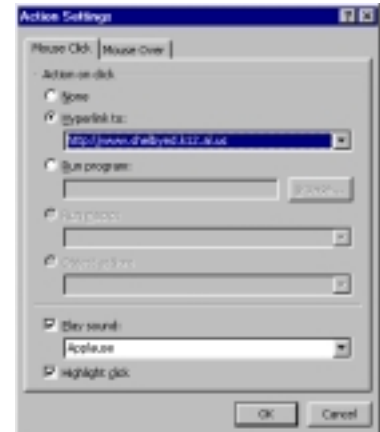
[TIP: Adjust brightness to suit you, default is 85%]

Permanently Save A Custom Design Template


- ☞ Choose **File** → **Save As** → **Save in** → **C:\Program Files\Microsoft Office\Templates\Presentation Designs**
- ☞ Change the **File Name** (ie "keyboard watermark" → **Save as type** → choose **Design Templates** → choose **Save**.

Hyperlink To A Website, Etc

- Right click on the object/text to be hyper linked
→ type in the web address, link to another page, PowerPoint presentation, etc → make other selections → OK



PRINTING

 Printing Options: choose Print → Make selections OR choose View → Master → Handout Master or Notes Master

- Notes View - notes at the bottom of the page
- Full slide - great for creating books
- Two slides per page - useful for student portfolios
- Three slides per page - great for note taking
- Six slides per page - quick view of the slide show
- Nine slides per page - small but useful for student portfolio

