

# PowerPoint 2

Enlarging Your Knowledge

# Review

- In the last PowerPoint
  - You learned basics
  - Of sound
  - Of clipart
  - Of animation

# In this lesson

- We will cover
  - Sounds
  - Movies
  - Hyperlinks
  - CD music
  - Slide Animation
  - Automatic shows
  - Printing slides

# Sounds

- Sounds
- They can add a lot to presentations
  - Music
  - Narration
  - Effects



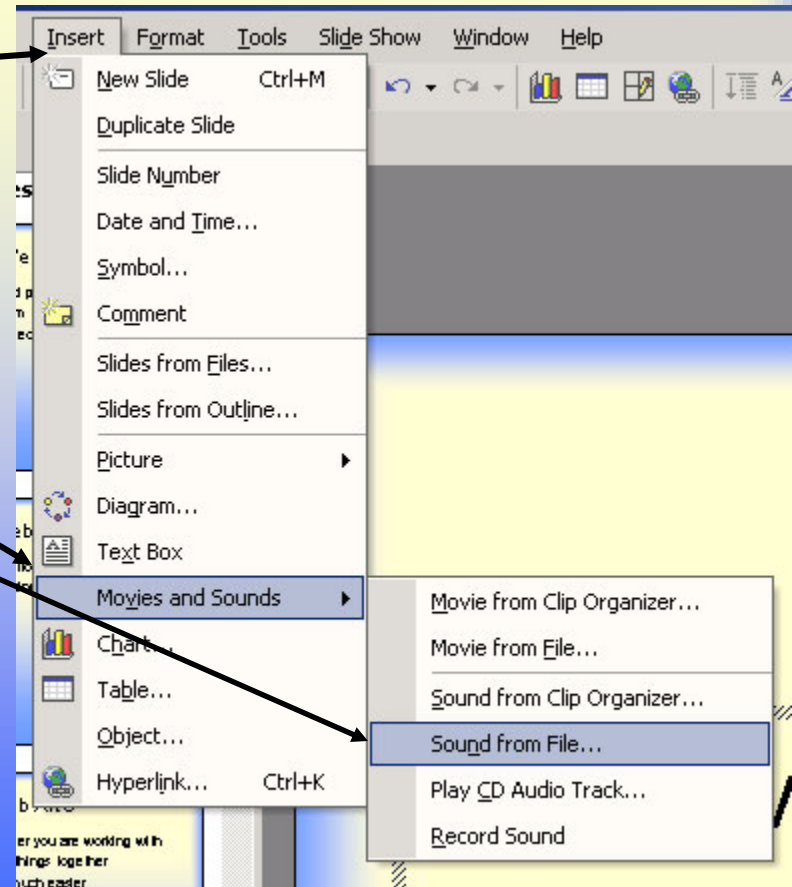
# Basic Sounds

•MS has lots of sounds!

•Go to Insert

•Go to Movies & Sounds

•Go to Sound from Clip Organizer



# Many Sounds

- Many sounds can be put in one slide



# Sounds from the Internet

- Go to [Soundamerica.com](http://Soundamerica.com)
  - Find a sound file and save it to your folder
- Go to Insert
- Go to Movies and Sounds
- Go to Sound from File

# Sounds from the Internet 2

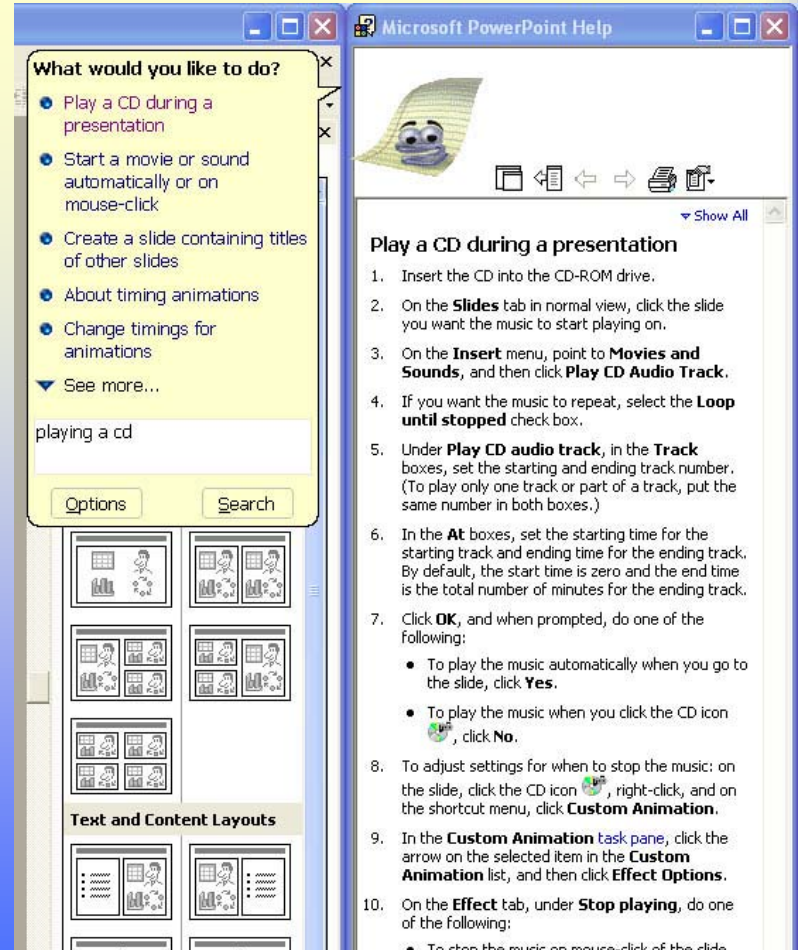
- Nice try!
- Now try a few more



# Playing a CD

## Click on Help

- Type in “playing a cd
- You get a full set of instructions



The screenshot shows two overlapping windows from Microsoft PowerPoint. The foreground window is titled "Microsoft PowerPoint Help" and displays a search result for "playing a cd". The search results are organized into a list of actions under the heading "What would you like to do?". The first action is "Play a CD during a presentation", which is highlighted. Below this list are "Options" and "Search" buttons. The background window shows the "Play a CD during a presentation" help page, which contains a list of 10 numbered steps for inserting a CD, selecting tracks, and adjusting playback settings.



**What would you like to do?**

- Play a CD during a presentation
- Start a movie or sound automatically or on mouse-click
- Create a slide containing titles of other slides
- About timing animations
- Change timings for animations
- ▼ See more...


playing a cd

Options Search

**Play a CD during a presentation**

1. Insert the CD into the CD-ROM drive.
2. On the **Slides** tab in normal view, click the slide you want the music to start playing on.
3. On the **Insert** menu, point to **Movies and Sounds**, and then click **Play CD Audio Track**.
4. If you want the music to repeat, select the **Loop until stopped** check box.
5. Under **Play CD audio track**, in the **Track** boxes, set the starting and ending track number. (To play only one track or part of a track, put the same number in both boxes.)
6. In the **At** boxes, set the starting time for the starting track and ending time for the ending track. By default, the start time is zero and the end time is the total number of minutes for the ending track.
7. Click **OK**, and when prompted, do one of the following:
  - To play the music automatically when you go to the slide, click **Yes**.
  - To play the music when you click the CD icon , click **No**.
8. To adjust settings for when to stop the music: on the slide, click the CD icon , right-click, and on the shortcut menu, click **Custom Animation**.
9. In the **Custom Animation** task pane, click the arrow on the selected item in the **Custom Animation** list, and then click **Effect Options**.
10. On the **Effect** tab, under **Stop playing**, do one of the following:
  - To stop the music on mouse-click of the slide,

# Inserting CD Music

- Have your sound saved in a file in your folder
- Insert
- Sound from file 
- Select file
- You can loop it
- Sound clip from “A Boy Named Sue”
- By Johnny Cash (written by Shel Silverstein)

# CD Music 2

- Remember to respect copyrights

# Movies

- In 1998 I had fourth graders doing this
- It is not that hard
- Go to Insert, Movies and Sounds, Movie from Clip Organizer
- Basic gifs



# Movies 2

- You can insert movie clips from files
- Go to Insert
- Go to Movies and Sounds
- Go to Movie from file
- Watch

# Movies 3

- Beauty and the Beast



# Movies 4

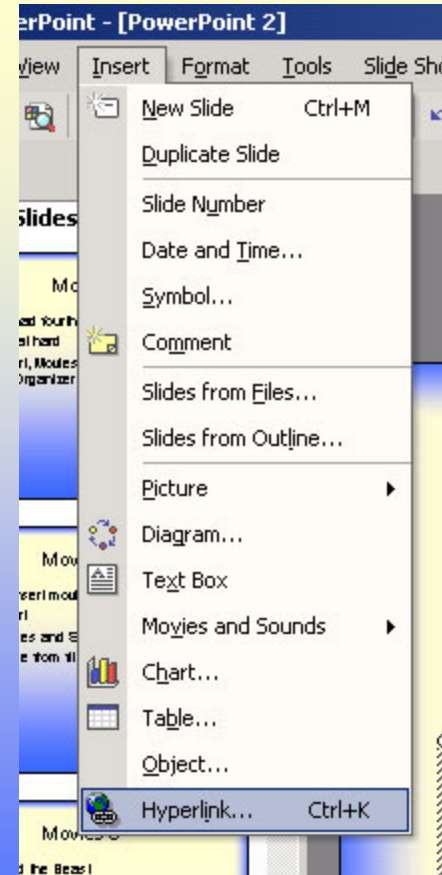
- In order to show movies
  - Video capture is needed
  - Or some encapsulated movie
  - Digital video cameras usually have this software

# Hyperlinks

- [Hyperlinks are easy to do](#)
- First copy the exact web address you want to go to
- Next, Insert- Hyperlink
- Paste your link in the bottom space [You can say anything you want to here](#)
- Click to see the visual

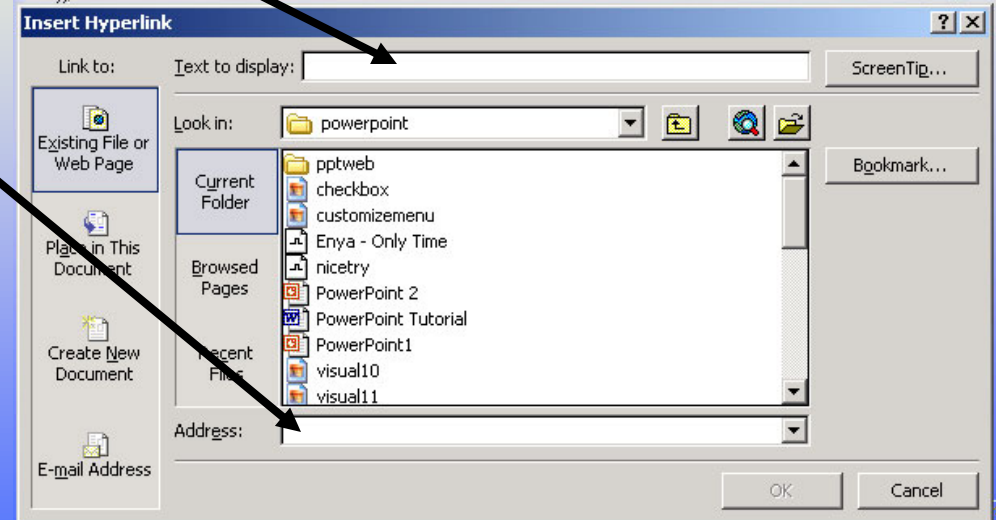
# Hyperlinks 2

- Click on Insert
- Find Hyperlink



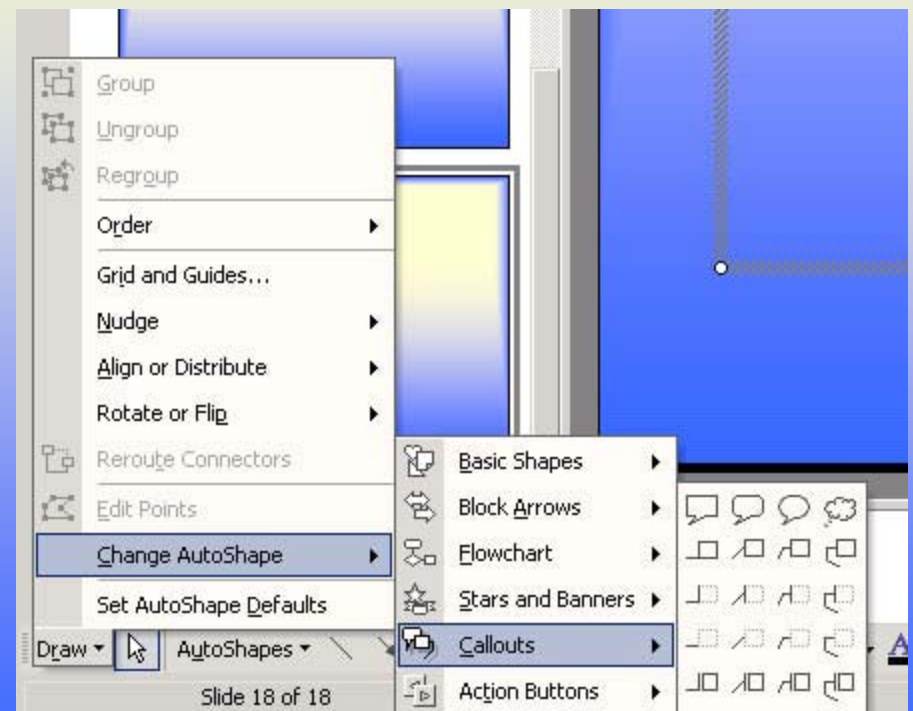
# Hyperlinks 3

- Type the words you want to appear in the hyperlink here
- Cut and paste the url here



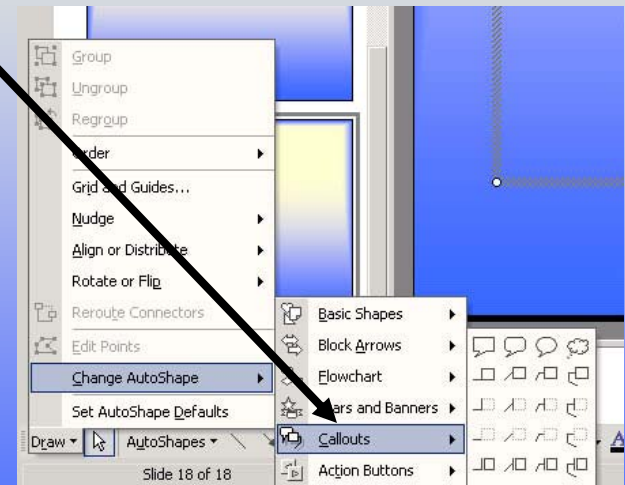
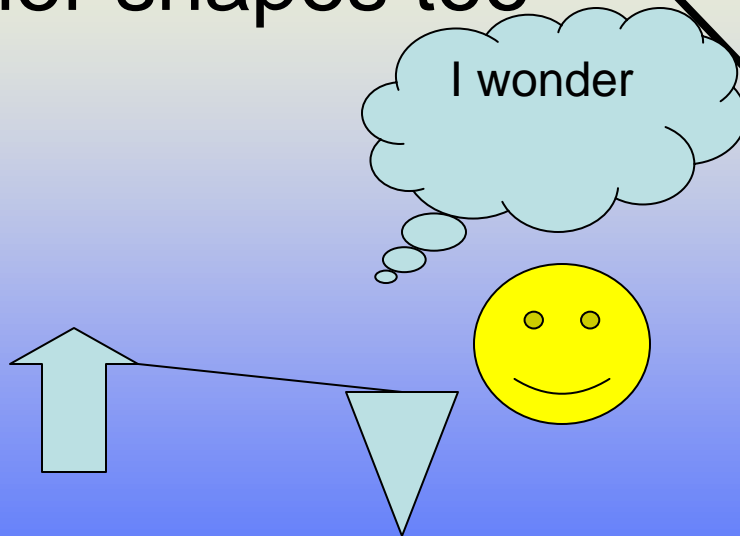
# Slide Animation

- The Draw Toolbar
- At the bottom left



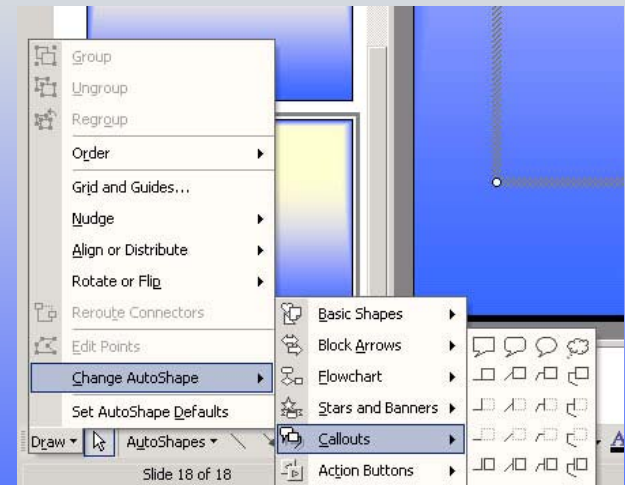
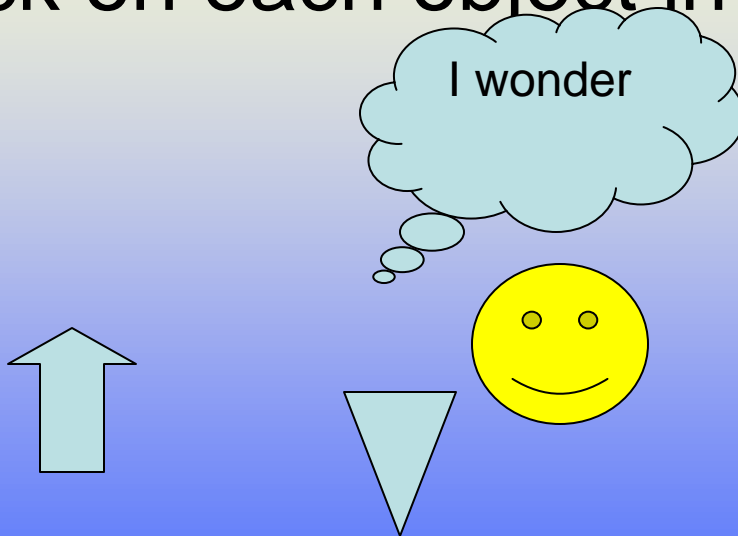
# Slide Animation 2

- From AutoShapes
- Callout buttons
- Other shapes too



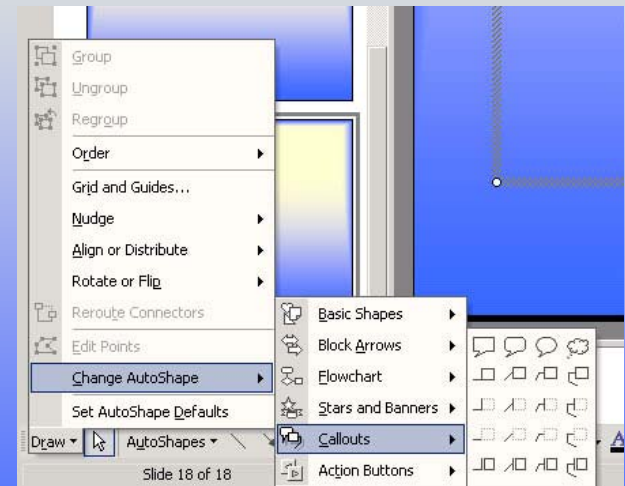
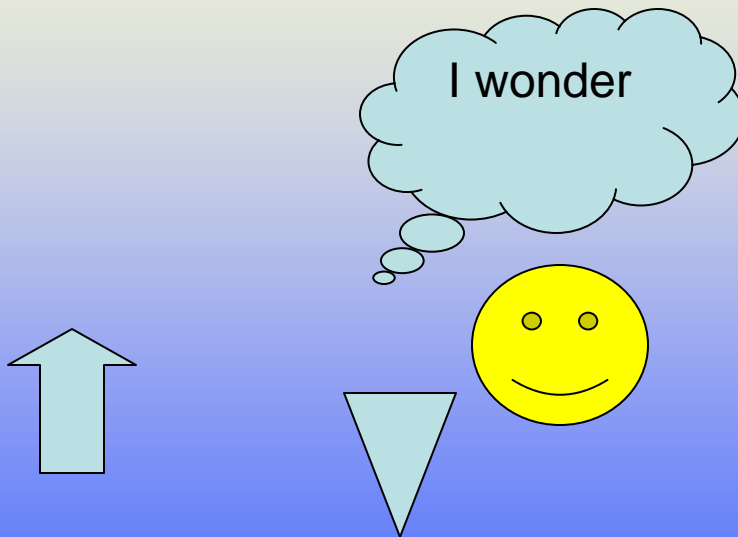
# Slide Animation 3

- You can group objects
- Hold down the shift key
- Click on each object in the group



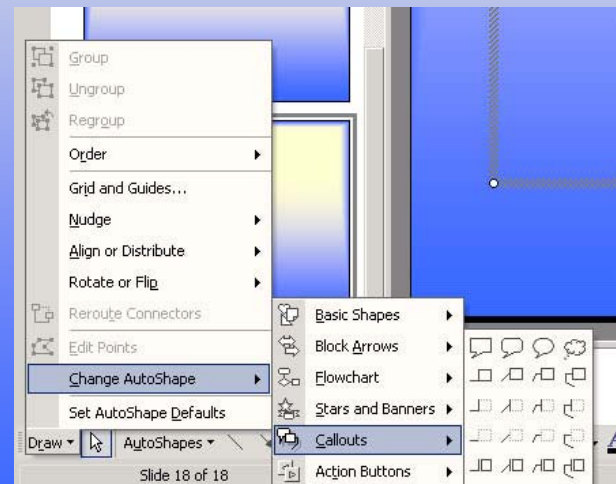
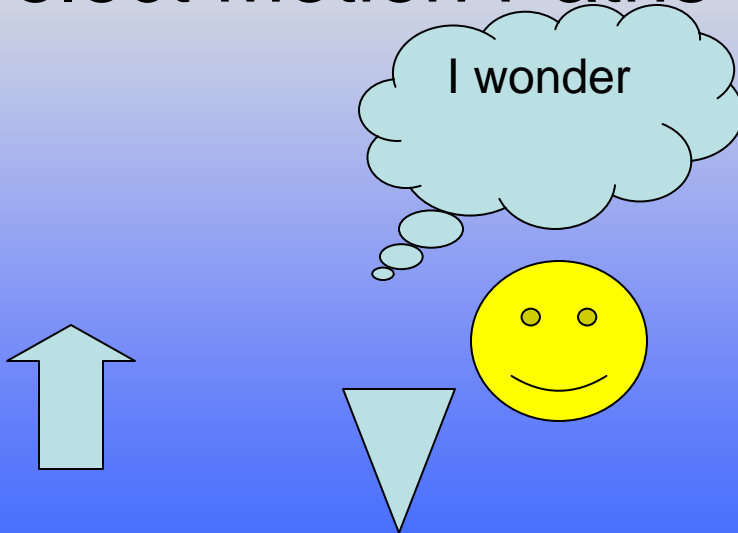
# Slide Animation 4

- Now the whole group can do an animation



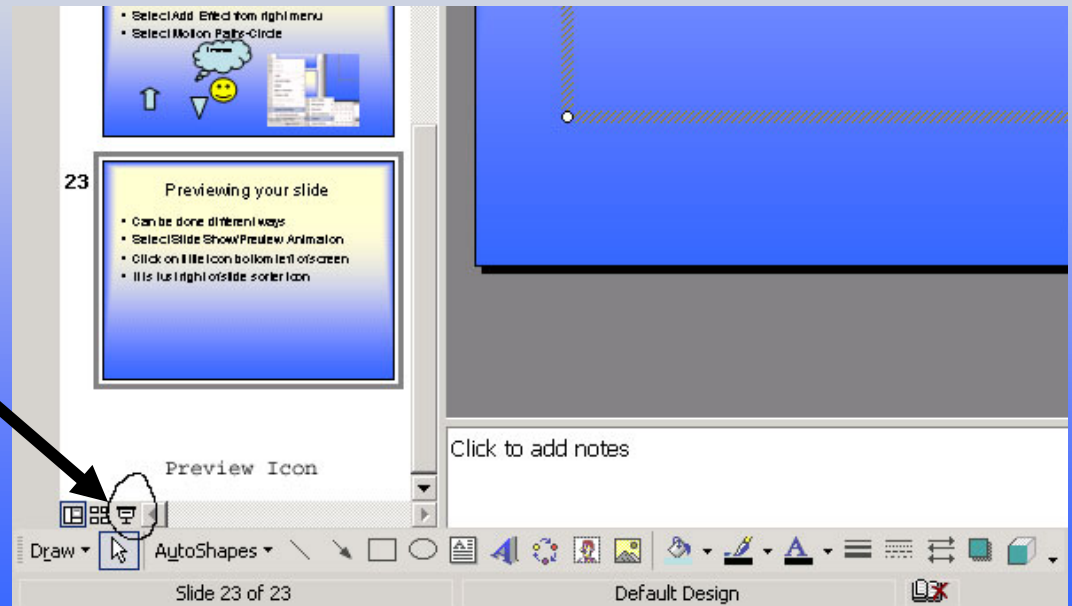
# Slide Animation 5

- Select Slide Show
- Select Custom Animation
- Select Add Effect from right menu
- Select Motion Paths-Circle



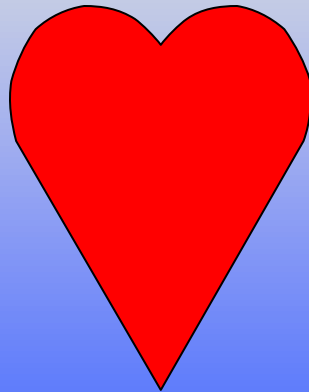
# Previewing your slide

- Can be done different ways
- Select Slide Show/Preview Animation
- Click on little icon bottom left of screen



# Custom Animation 1

- Click on Slide Show/ Custom Animation
- With some thing selected- text or pictures on your slide, select different effects



# Custom Animation 2

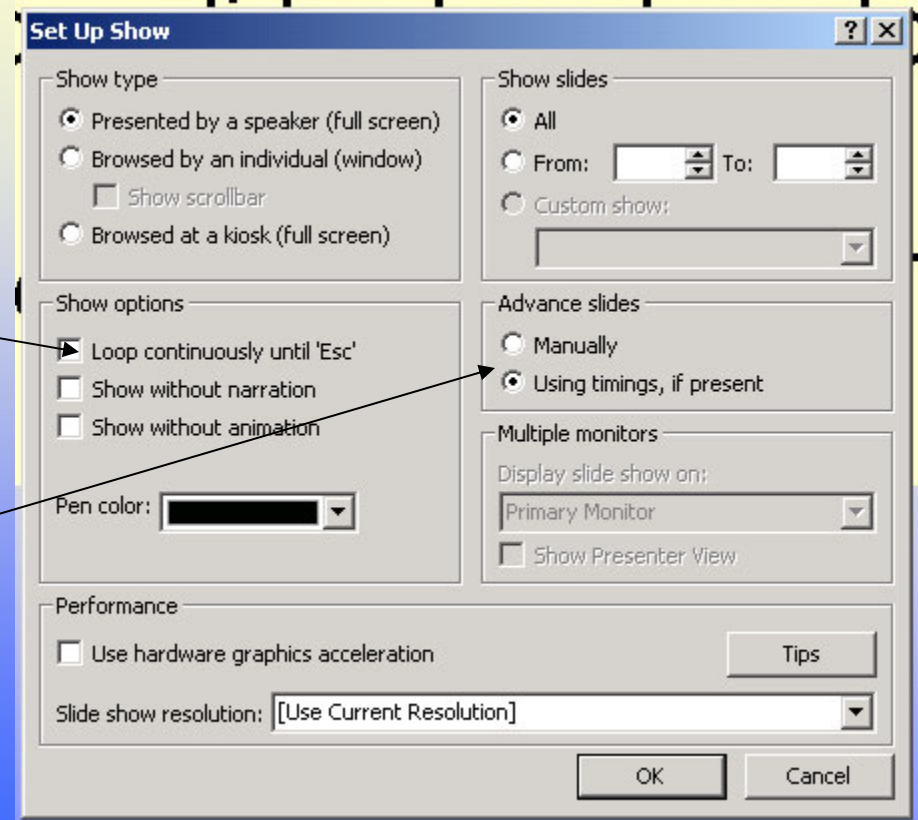
- Setting your slide show to automatically play
- Select Slide Show/ Rehearse Timings

# Custom Animation 3

- Select Slide Show/ Set up show

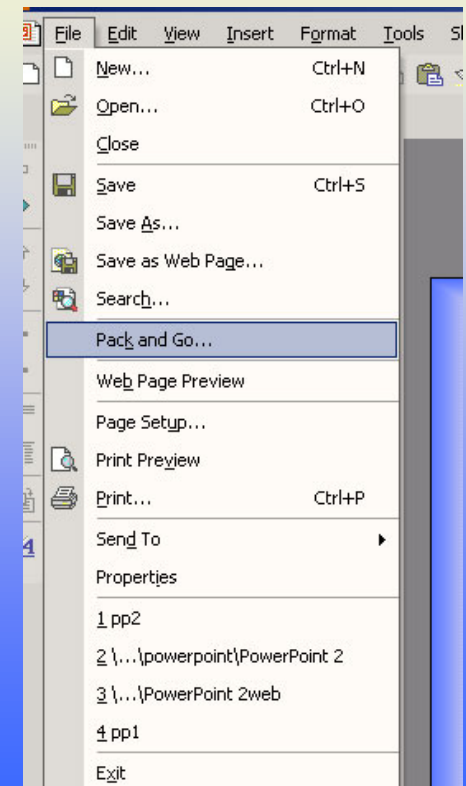
Continuous  
Play

Your timings  
can be used



# Pack and Go

- Pack and Go enables you to show ppt on a computer that does not have ppt.
- Go to File/ Pack and Go
- Follow the wizard



# The End

- Hope you learned a bunch!
- Website address for tutorial:  
[mdfourth90.com](http://mdfourth90.com)
- Presented by Pat Davis