

Advanced PowerPoint

beyond the basics

Automated Slide Shows and Hyperlinks

Have Your Slide Show Play Through Repeatedly

- Choose Slide View or Slide Sorter View.
- Click on Slide Show on the menu bar and choose Slide Transition.
- In the Slide Transition dialog box, under Advance, check Automatically.
- Type in the number of seconds you want the slides to show.
- Click on Apply to All.
- Show the slide show.

Use Automatic Timings to create timed quizzes.

Add a Hyperlink to a Web Page

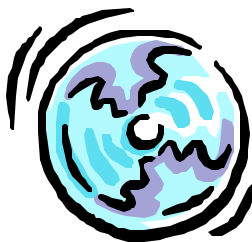
- Display the slide in Slide View.
- Type some text descriptive of the link. (i.e. BCISD web page)
- Select the descriptive text. (This will become the link.)
- Click Insert on the menubar and choose Hyperlink or click on the Insert Hyperlink button on the tool bar.
- Under Link to File or URL: type the address of the web page (i.e. <http://www.remcl1.k12.mi.us/bcisd>)
- Click OK.



Add a Hyperlink to Another Slide

- Display the slide in Slide View.
- Type some text descriptive of the link. (i.e. slide 2)
- Select the descriptive text.
- Click Insert on the menubar and choose Hyperlink or click on the Insert Hyperlink button on the tool bar.
- Under Named location in file (optional): click on Browse.
- Choose the Slide title.
- Click OK. Click OK again.

Use Hyperlinks to create presentations that break out of traditional linear order.



Animation Effects

Use this tool bar to quickly create animation and sound effects.



- Display the slide to which you want to add animation effects.
- From the tool bar, click on the Animation Effects button and the Animation Effects tool bar will appear.
- Select the text or object on the slide that you want an animation effect for.
- Push the appropriate effect button on the Animation Effects tool bar.
- Run the Slide Show to view the animation.

Customize Animation

Control the order in which objects appear on each slide as well as the transition, speed, sound effects or timing.

- Display the slide you want to customize in Slide View.
- On the menu bar choose Slide Show, then Custom Animation.
- Make the necessary changes.
- When finished, click on OK.

Add a Sound to a Slide Transition

- Select the slide or slides to which you want to add a transition sound
- Click on Slide Show on the menubar and choose Slide Transition.
- In the Slide Transition dialog box, use the pull down menu under Sound to choose the sound to play.
- Click on Apply or Apply to All.

Insert a Button to Play Music from a CD

- Insert CD into the CD ROM drive.
- Click on Insert on the menu bar and choose Movies and Sounds... Play CD Audio Track
- Use the controls to set the track and time you want played.
- Click on OK.
- During the slide show, click on the CD icon and it will play the music until you advance to another slide.
- When editing the slide, double-click on the CD icon and it will play the music until you click elsewhere.

Animation & Sound (cont.)

bells & whistles

Have Music from a CD Play Continuously Throughout an Automatic Slide Show

- ✓ Follow the instructions to have your slide show play though repeatedly.
- ✓ Then follow the instructions to insert a button to play music from a CD.
- ✓ Make sure the slide with the CD icon is displayed on the screen.
 - Click Slide Show on the menu bar and choose Custom Animation.
 - Select the Timing tab. Click on Media #. (The number may vary.)
 - Under Start Animation, choose Animate, then Automatically. Leave the seconds at 0.
 - Click on the Play Settings tab.
 - Beside “While Playing,” click on the Continue Slide Show radio button.
 - Change “Stop Playing” to After [however many slides you have].
 - Click OK.

NOTE: Other objects in the slide show should NOT be animated by mouse click. Also, transition sounds must be turned off.

Sound Applications: CD music to accompany presentations, play part of a song to use as an example of an artist’s work, narrate part of the presentation, record your own pronunciations of new vocabulary words, any others?

Presentation Options

presenting somewhere else

These features are only available on the PC version.

Pack And Go

Pack and Go is useful when your presentation will not fit on one disk and you need to transfer it to another computer. When you have finished your presentation:

- Click on File, choose Pack and Go.
- The Pack and Go Wizard will appear.
- Follow the instructions on screen and click once on NEXT to go to the next instructions.
- At the Links screen, you can add the linked files and/or the TrueType fonts.
 - **Linked files** can be sounds, movies, graphs, or databases that are linked in your presentation.
 - **TrueType fonts** are extra fonts that may not be on the other computer. If you used fancy or non-standard fonts, you should check this option.

Note: When deciding whether or not to add the viewer, consider this. If the other computer does NOT have PowerPoint, you should include the viewer. If the other computer doesn't have the same version of PowerPoint, you should include the viewer. You will need to have the Office CD to add the viewer.

- At the end, click on Finish, and insert disks as requested.

When you get to the other computer:

- Put in the disk.
- Double click on My Computer.
- Double click on 3½ Floppy.
- Double click on the "Pngsetup.exe" file and follow the instructions.

Presentation Conference

Presentation Conference allows you to give your presentation remotely. You must be on the phone with the other person and they must have PowerPoint on their computer.

The Presenter

- Click on Tools.
- Choose Presentation Conference.
- Follow the instructions in the wizard.
- You will have to get the name or IP address from the other people participating. Note that you can save these names to a list.
- When you're presenting, you'll see several different tools you can use. Try them out!

The Audience

- Click on Tools.
- Choose Presentation Conference.
- Follow the instructions in the wizard.

Tables & Worksheets

organize information

Tables

Add a Word Table

- Click on Format on the menu bar and choose Slide Layout.
- Choose the layout with a Table.
- Click on OK.

- Double-click on the "Double-click to add table" placeholder.
- Enter the number of columns and rows for the table.
- Click OK.
- Once the data has been entered into the table, click outside the table to deselect it and accept the addition.

Insert Word Table

Click the Insert Word Table button on the tool bar.



Edit the Table

- Double-click on the table.
- Make the necessary changes.
- Click once outside the table to deselect it and accept the changes.

Worksheets

Add an Excel Worksheet



- Push the Insert Excel Worksheet button on the tool bar.
- Click and drag to select the size of the worksheet.
- Edit the worksheet, as desired.
- Click outside the table to deselect it and accept the addition.

Edit the Worksheet

- Double-click on the worksheet.
- Make the necessary changes.
- Click once outside

Applications: Use tables to organize information for a presentation, show statistics, or report science data. Presentations with worksheets can be used to set up examples of mathematical function or relationships.

Charts

a pie catches the eye

Charts

Insert a Chart

- Choose Format then Slide Layout.
- Choose a layout with a Chart.
- Click on OK.

- Double click on the "Double-click to add chart" placeholder.
- Enter the data for the chart.
- Click once outside the chart to deselect it and accept the additions.

Insert Chart Button

Click the Insert Chart button on the tool bar.



Edit a Chart

- Right-click on the chart.
- Select the menu item to edit the look of the chart.
- Make the necessary changes.
- Click outside the chart to deselect it and accept the changes.

Change the data within the chart

- Double-click on the chart.
- Make the necessary changes.
- Click outside the chart to deselect it and accept the changes.

Applications: Use charts to report data from science experiments, show the growth of United States population since the beginning of Westward Expansion, show the relationship between mathematical variables, and share it with a PowerPoint slide.