

**Faculty Development
Using Technology To Boost
Your Presentations**

Incorporating Media into PowerPoint

Featuring

**PowerPoint 2007
For Windows**

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Table of Contents

I. Office Fluent User Interface	1
A. Office Button	1
B. Ribbon.....	1
a. Menus and toolbars have been replaced by the ribbon.	1
b. The ribbon has been organized into a series of task oriented groups or tabs. Each tab is then further divided into sub-tabs of similar tasks.	1
C. Galleries	1
a. Often when you see a down pointing arrow on a button, a list of professional looking results will appear.	1
b. Traditional dialog boxes are still available for greater control.	1
II. Where do I find create/media files?	1
A Images	1
B Charts.....	1
C Videos	1
III. Inserting/Formatting Illustrations and Objects	2
A. Inserting an Illustration or Object	2
B. Formatting Illustrations.....	3
IV. Using the drawing tools	3
A. Create a drawing.....	3
B. Change the drawing's properties (color, line effects, etc.)	3
C. Move the drawing.....	3
D. Resize the drawing.	3
E. Rotate the drawing.....	3
V. Using Animations	3
A. Transitions from one slide to another.....	3
B. Animations on a slide	4
VI. Creating the Presenter's notes	4
VII. Set up Slide Show	4
Show Options	4
Timing the slide advance.....	4
Action Buttons	5

I. Office Fluent User Interface

A. Office Button - Basically replaced the File menu.

Is the same from one Office Application to another.

B. Ribbon

a. Menus and toolbars have been replaced by the ribbon.

b. The ribbon has been organized into a series of task oriented groups or tabs. Each tab is then further divided into sub-tabs of similar tasks.

C. Galleries

a. Often when you see a down pointing arrow on a button, a list of professional looking results will appear.

b. Traditional dialog boxes are still available for greater control.

II. Where do I find create/media files?

A Images

a. Scan, digital camera

b. Download

i. Textbook publishing sites

ii. Flickr, istockphotos, Google, and other sites – beware of copyright issues

b. Graphics programs

i. Adobe – PhotoShop, Illustrator, Corel – Paint, Draw

B Charts

a. Chart app inside PowerPoint

b. Microsoft – Excel, OpenOffice, Google Docs

C Videos

a. Textbook publishers

b. YouTube – link to a YouTube video or use keepvid.com and AVS Video Converter to download the video, convert the video, and then to embed into your PowerPoint

c. Variety of other sites on the internet

II. Inserting/Formatting Illustrations and Objects

Illustrations include pictures, clipart, Photo Album, Shapes, SmartArt, and Charts. Clip Art is the collection of images that comes with PowerPoint. Pictures inserted from a file are generally pictures from all other sources, such as a picture downloaded from the Internet or scanned from a photograph. SmartArt are various types of diagrams.

Objects are elements from other applications, such as a Microsoft Graph chart, Microsoft Word Document, an Excel Chart, or a QuickTime movie.

A. Inserting an Illustration or Object

1. Using the scroll bar, go to the slide that will contain the graphic (Clip Art/picture) or object (i.e. Excel chart, Word table, etc.). If the picture or object should appear on every slide, click on the **View** tab and then click on **Master Layout**.
2. Choose a different layout if necessary by clicking on the **home** tab and selection a layout from the layout menu.
3. If you chose a layout that already has a content link icon on the slide, click the button on the slide that indicates the type of content you would like to insert and continue with step 4a. If not, follow with step 4b.
- 4a. Once you click on a content icon, you will be provided with more options. For example, to insert Clip Art, click the icon in the bottom center of the group. The ClipArt task pane will appear. Type in a search term and click the **Search** button. Click on the clip you would like to insert.

or

- 4b. If you chose a layout that does not have a link icon, you must insert the graphic or object. Do this by clicking the **Insert** tab.
 - a. For ClipArt, if the **ClipArt** button is not orange, click it once and the ClipArt task pane will appear. Type in a search term and click the **Search** button. Click on the clip you would like to insert.
 - b. For objects, click the **Object** button. Since there are many different types of objects, it would be impossible to discuss them all in this outline. For the most part, PowerPoint's menus change to accommodate the object type. (ie. If you choose to insert an Excel Chart, PowerPoint's menus will change to include Excel's menus and commands.)
 - c. For Pictures, click the **Picture** button. Select the name of the picture file and click the **Insert** button.
 - d. For SmartArt, click the SmartArt button and choose a SmartArt Graphic and follow instructions.

B. Formatting Illustrations

1. Click once on the illustration to select it.
2. Right click on the illustration and select Format from the pop-up window.

IV. Using the drawing tools

A. Create a drawing

1. Click on the Home tab.
2. Select a drawing shape from the palette in the Drawing pane.
3. Click and drag to draw the object.

B. Change the drawing's properties (color, line effects, etc.)

1. Click once on the drawing to select it. The Drawing Tools Format tab will appear.
2. Any changes made in this tab will affect all selected drawings.

C. Move the drawing – Click in the center of the drawing and drag it to a new location.

D. Resize the drawing – Click in any of the corner handles and drag towards the center to make the drawing smaller, and drag away from the center to make the drawing larger. If you hold down the shift key while dragging, the drawing will retain its proportions.

E. Rotate the drawing – Click in the green, circular handle and drag to the right or left to rotate.

V. Using Animations

A. Transitions from one slide to another

1. Switch to the slide sorter view and select one or more slides.
2. Click on the **Animations** tab..
3. Click on a transition animation in the gallery.
4. Switch to Slide Show View to see the transitions.

B. Animations on a slide

1. Click the **Animation** tab.
2. Select the item on the slide that you would like to animate.
3. Click on the **Add Effect** button. A menu of options will appear.
4. Make the appropriate changes in the Animation Task Pane.
5. To change the order in which animations are displayed, click on the animation to be moved and click the up or down reorder button.
6. To remove an animation, right click on the animation and select **Remove** from the pop-up menu.
7. Switch to Slide View to see the transitions.

Vi. Creating the Presenter's notes

1. Type in any necessary notes in the white box below the slide.
2. Print the note pages by selecting Print from the Office button, selecting Note Pages from the Print What: pop-up menu, and clicking the print button.

Viii. Set up Slide Show

Show Options

When you click the **Slide Show**, and then click **Setup Slide Show**, you will be presented with several options for managing your show. Here is where you can choose if you slide show loops continuously, which slides will display, and how slides will be advanced. After you have made appropriate changes, click the **OK** button.

Timing the slide advance

- A. Using the same amount of time for each slide
 1. Switch to the slide sorter view.
 2. Click on the **Animations** tab.
 3. Under the **Advance Slide** section, click the check box next to **Automatically After**.
 4. Type in the number of seconds.

B. Rehearse timings

1. Click on the **Slide Show** menu.
2. Click the **Rehearse Timings** button.
3. The first slide will appear with the Rehearse Timings timer in the upper left hand corner.
4. Click the Next button (right pointing arrow) in the timer window at the desired intervals.
5. At the end of the presentation, it will ask you if you want to keep the new timings, click the **Yes** button.

Action Buttons

Action buttons allow the presenter or the viewer (in the case of a kiosk) to navigate the current slide show and link to other slide shows. These buttons are especially useful if the user may need to skip around the slide show because of multiple sections or switch from one slide show to another.

A. Insert the Action button.

1. Click on the **Insert** tab.
2. From the **Shapes** gallery, select an Action button (at the bottom of the gallery)
3. Draw the button on the screen (drag from the upper left hand corner to the lower right hand corner.)
4. A dialog box will appear which will allow you to select the action that will be performed when the button is clicked.
5. Click the **OK** button.