



# POWERPOINT

*Advanced PowerPoint incorporates multimedia to add a professional look and feel to the presentation.*

## **Advanced PowerPoint...**

A multimedia presentation in PowerPoint consists of incorporating different elements, such as pictures, sounds, or video.

## **Locating multimedia...**

Use search engines to help locate clip art, pictures, sounds, music, animation, and video clips. Follow the licensing agreement or rules of use for each location.

Some sites to visit include:

[www.microsoft.com/clipgallerylive](http://www.microsoft.com/clipgallerylive)

[www.soundamerica.com](http://www.soundamerica.com)

## **Inserting Movies and Sounds...**

PowerPoint 97 has additional options on the Insert menu that simplify adding movies and sounds to slide presentations. When you choose Insert, Movies and Sounds, a submenu displays the following choices: Movie from Gallery, Movie from File, Sound from Gallery, Sound from File, Play CD Audio Track, Record Sound. The Office 97 CD has several movie and sound files you can access in the Microsoft Clip Gallery 3.0.

When you choose Insert, Movies and Sounds, and then Movie from Gallery, the Clip Gallery opens with the Videos tab displayed. Select a video clip and click Play to preview the movie.

Click Insert to place the movie on the slide. Sound clips are located on the Sounds tab of the Clip Gallery, and also can be played before inserting the sound on the slide.

If you have a movie or sound clip that is not in the Clip Gallery, you can add it by choosing the Import Clips button. You also can insert a movie or sound clip by choosing the Movie from File or Sound from File options on the Insert, Movies and Sounds menu.

## **Using Sound Files...**

If your computer system has sound capabilities, you can insert sound and music files into your PowerPoint presentations. Microsoft Windows includes an application called Sound Recorder that enables you to record and play back sound files. You also can use Media Player to insert sound files.

Sound files sometimes are called Wave files, because they normally have the extension WAV as part of their file names. In PowerPoint you can record a sound by choosing Insert, Movies and sound, Record Sound.

## **Grouping Objects...**

This enables you to treat several objects as a single object. Suppose, for example, that you use PowerPoint's drawing tools to draw a company logo made up of more than one object. Each object comprising the logo can be manipu-

lated independently. Once designed, however, the logo will be used as a single object. Grouping these objects allows any attributes you choose, such as size, position, or rotation, to be applied to the grouped object as a whole.

To group several objects, select the objects by using one of the following methods...By pressing the Shift key or Selection Tool button, or by choosing Edit, Select All. The resize handles for each object are displayed. Now select the pop-up Draw menu from the drawing toolbar, and choose Group. The object is now surrounded by an invisible rectangle, indicated by resize handles at the four corners and along each side of the rectangle. When you select the object in the future, it appears as a single object with one set of resize handles.

To separate grouped objects, select the grouped object; then choose Draw, Ungroup. PowerPoint separates the objects, and each object's selection handles are visible once again on the side.

### **Adding Music and Narration...**

You can easily add narration or musical background to your presentation. This is especially useful for stand-alone presentations where no live speaker is present. To record a narration, you need a sound card and microphone.

To add narration, simply choose Slide Show, Record Narration. The dialog box that appears offers the option of embedding the narration with your presentation or linking to the narration. If you are going to take your presentation on the road, it is best to embed the narration with the presentation.

To start recording, click OK. Your slide show advances as you record. When you reach the last slide, a message will notify you that you have reached the end. You can save the new timings or just save the narration itself at this point. Any slide

with narration accompanying it will now have a small sound icon in the lower-right corner.

### **Interacting with Objects during a presentation...**

In addition to build effects you can create for each of the objects on slides, you can have an object react to a mouse click during the presentation. To interact with text and graphic objects on a slide:

1. Select the object on the slide.
2. Choose Slide Show, Action Settings. The Action Settings dialog box appears, and has two tabs: Mouse Click and Mouse Over. Their settings are identical; the difference is that settings on the Mouse Click tab cause actions when you click an action object; settings on the Mouse Over tab cause actions when you pass the mouse over the action object.

3. Choose one of the following options:

**None** for no action on a mouse click.

**Hyperlink To** and select a slide from the pull-down list to play a sound when clicking the object in a presentation.

**Run Program** to open an application. Type the name of the application in the text box or look for the program by using the Browse button.

You can also place action buttons on a slide and when you click that button, the designated action will take place. To place an action button: Go to the slide where you would like to place the button in Slide view. Select Slide Show, Action Buttons. Select any of the buttons on this menu to insert it on your slide.

Once an action button is placed on your slide, you can click it during a presentation to initiate its action. Try this with slide shows run at kiosks so people viewing the show can interact with it by playing a movie or sound.

Computing Services can be reached...

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