Enhancing PowerPoint Presentations by Adding Multimedia

A) Audio – The audio can be set to play either when the slide appears or when the sound icon is clicked. The length of the clip played, starting and ending points, and looping of a sound are other options that can be set.

Begin by selecting the "Insert" dropdown menu from the main menu bar, then select "Movies and Sound" and follow the instructions as listed below.

1) **Clip Art –** *Select either "Sound from Clip Organizer" or "Movie from Clip Organizer"*
   a) From "**Insert Clip Art" panel**– *Click on the "Modify" button on the bottom left and then enter what you are looking for in "Search Text" box that appears* **OR**
   b) Search **Online**- Select the "Clips Online" link and then enter search term and desired search options

2) **File** – *Select "Sound from File" and then navigate to the location of your file*

3) **CD** – *Select "Play Audio Track" and set appropriate options to play track or entire CD and/or specific timing from within track or CD* - **Note: CD must be in CD drive both when creating and presenting your PowerPoint Presentation**
   Also Note: To play CD for more than one slide or during an entire presentation, you will need to go to "Custom Animation" and right click on the sound file to set the "Effect Options" or "Slide Transitions" found under the "Slideshow" dropdown menu

4) **Record Sound or Narration** – *Select "Record Sound"*
   Note: This option requires microphone, speakers and sound card

B) Charts, Diagram, and Tables

1) **Create in PowerPoint** - *Select your choice from the "Insert" dropdown menu, or from icons on toolbar*
   a) **Charts** - *Enter data and/or modify chart type, design, layout*
   b) **Diagram** – *Select desired type from diagram gallery and add text as desired*
   c) **Tables** – *Enter number of columns and rows desired, then add content*

2) **Import from other Programs** – either just to display or to activate another application
   a) Select ***"Object"*** *from the "Insert" menu, then select "Create from File" and navigate to the location of your existing chart, diagram or table* **OR**
   b) *Select* ***"Create New"*** *if you want to create a non-PowerPoint file within PowerPoint*

C) Hyperlinks- *Select "Hyperlinks" from the "Insert" dropdown menu then follow instructions below.*

1) **External links** – creates a link from your PowerPoint Presentation to a website – *Select "Existing File or Web Page" and enter "Text to Display" and "Address"*

2) **E-mail Link**- creates link to send an e-mail – *Select "E-mail Address" and enter text in "Text to Display", "E-mail address" and "subject" (if desired- this helps you to know source of e-mail- ie. Comments on PowerPoint Presentation) boxes*

3) **Internal links** – create links from your PowerPoint Presentation to another slide within your presentation or a separate presentation – *Select "Place in this Document" and then click on slide you want to link to* **OR** *Select "Create New Document" and a new PowerPoint Presentation will be opened and linked to the current presentation*

D) Images-*Select "Picture" from the "Insert" dropdown menu then select the image type and follow additional steps as listed below.*

1) **Clip Art** – (follow instructions listed above for clip art audio)

Images (continued)

2) **From File** - *navigate to the location of your file*

3) **From Camera/Scanner** – looks for camera or scanner from which to import image, if neither is connected this option doesn't work, if both are connected you need to select the appropriate source and then follow steps needed to acquire image

4) **AutoShapes** – choices include – Lines, Connectors, Basic Shapes, Block Arrows, Flowchart, Stars and Banners, Callouts, Action Buttons, More Autoshapes (basic home and office icons)

5) **WordArt** – *select one of 30 styles then enter your text in the text window*
Text will appear in the colors and style of the selected WordArt type

E) Video-*Select "Movies and Sounds" from the "Insert" dropdown menu then follow instructions listed below*

1) **Clip Organizer** – *Select "Movie from Clip Organizer"* – think of these "movies" as animated pictures (ie.- a clock with moving hour and minute hands)

2) **From File** - *Select "Movie from File" and navigate to the location of your movie file*

F) Non-linear or Interactive Navigation

1) **Action Buttons** – *Select "Slideshow" from the main menu bar, then select "Action Buttons"*
   a. Choices include – Custom, Home, Help, Information, Back, Next, Beginning, End, Return, Document, Sound, Movie
   Note: – Navigational buttons (underlined above) are preset to link to the corresponding slide (ie. Home – goes to the first slide), however, you can edit the default settings

2) **Hyperlinks** - *Select "Insert" from the main menu bar, then select "Hyperlink", then select "Place in this Document" and finally select the desired slide from the list*

****

Clip Art Tips

1) To **Preview a Movie or Sound clip**, right click on the image and select Preview/Properties" This will bring up a preview window. Once in the "Preview/Properties" window you can use the back (<) or forward (>) buttons to preview additional clips.

2) Use the "**Results should be:"** dropdown options to limit your search to specific media types – Clip Art (images), Photographs, Movies, and/or Sound

3) Increase the size of the "Insert Clip Art" task pane window by placing the cursor over the left edge of the task pane and dragging it further to the left – this allows you to **view more "clips" at one time**

General Tips

1) When you have finished creating your PowerPoint Presentation, do a "Save As" and save it as a **PowerPoint Show** – this launches your presentation without opening the PowerPoint Presentation inside the "normal view" window of the program

2) If you have slides that you show in a non-linear fashion, you can "hide slide", which means the slide won't appear if you simply click through each slide

3) All movie files and music or sound files over 100 KB are linked rather than embedded in your presentation, so you need to copy them along with your presentation