Advanced PowerPoint

This document provides instructions for using some of the more advanced features in PowerPoint, including slide masters, techniques for running presentations, animation, and incorporating multimedia.

Working with Slide Masters

Similar to templates, slide masters allow you to make a change just once and apply it to every slide in your presentation, including slides that have yet to be added.

1. It is a good idea to create a slide master before you start to build individual slides, rather than after.
   a. When you create the slide master first, all of the slides that you add to your presentation are based on that slide master.
   b. However, if you create a slide master after you start to build individual slides, some of the items on the slides may not conform to the slide master design.

2. To work with slide masters, go to the View tab and choose Slide Master.
   a. A shortcut for getting to the Slide Master view is to hold the Shift key while clicking the Normal View button in the status bar in the lower right corner of the window.

3. What you now see is not the content of the slides, but rather the layout of the slides. The slide thumbnails that appear on the left side of the window are slide masters for each of the different layouts available.
4. Changes made to any of the slide masters will apply to all slides of that layout (both those that are already created as well as any future slides).

5. To close the Slide Master view, click **Close Master View** on the Slide Master tab.

**Tips for Running Presentations**

1. **Start strong.** The audience will give you merely 2-3 minutes to engage them. Don’t waste that time.
2. **Explain when you will entertain questions** – at any time throughout the presentation or only at the end.
3. **As you navigate through the slides, pause as each slide appears,** thus giving the audience a chance to read and digest the slide before you start talking. Your speech should amplify the slide content – you should never read a slide to the audience.
4. **There are multiple ways to navigate the slides:**
   a. **Advancing a slide**
      i. Click the mouse
      ii. ‘Enter’ on the keyboard
      iii. ‘N’ on the keyboard (for Next)
      iv. The ‘arrow down’ key
      v. The ‘arrow right’ key
      vi. The ‘spacebar’ key
      vii. Right-click and choose Next
b. Returning to the previous slide
   i. ‘P’ on the keyboard (for Previous)
   ii. The ‘arrow up’ key
   iii. The ‘arrow left’ key
   iv. The ‘Backspace’ key
   v. Right-click and choose Previous

   c. Navigating to a particular slide
   i. Right-click and choose Go to Slide
   ii. Using the keyboard, type the number of the slide you want to go to and press Enter
   iii. The ‘End’ key takes you to the last slide
   iv. The ‘Home’ key takes you to the first slide

5. Utilize PowerPoint’s highlighting and pen features to emphasize a point.
   a. While presenting, right-click and choose Pointer Options.
      i. Arrow is the default option.
      ii. Ballpoint Pen allows you to draw with a fine pen.
      iii. Felt Tip Pen allows you to draw with a thicker pen.
      iv. Highlighter allows you to draw with a thick pen.
      v. Ink Color allows you to change the color of your drawing tool.
         1. There are several colors to choose from, including colors that complement your theme.
   b. Press the ‘E’ button on your keyboard to erase your drawings during the presentation.
   c. When you are finished with the presentation, you will have an option to keep or discard your drawings. **Keep** saves the drawings so that they will appear the next time you present the slideshow. **Discard** removes the drawings.
6. To refocus the audience’s attention on you instead of your slide, use the ‘B’ button on the keyboard to turn the screen black. Or use the ‘W’ button on the keyboard to turn the screen white. Press the button again to return to your slide.
7. Use a remote mouse when possible so that you are not tied to the front of the room.

Using Animation

Animation applied to text or objects in your presentation gives them sound or visual effects, including movement. You can use animation to focus on important points, to control the flow of information, and to increase viewer interest in your presentation.

To apply built-in animation,

1. Select the text or object that you want to animate.
2. Go to the Animations tab, in the Animations group, and select the animation effect that you want from the Animate list.

To gain more control over how and when effects are applied, you can create and apply a custom animation. You can apply more than one animation, so you can make a line of text fly in, and then make the text fly out. Custom animations are created in the Custom Animation task pane.

To apply a custom animation,

1. Select the text or object that you want to animate.
2. Go to the **Animations** tab, in the **Animations** group, and select **Custom Animation**. This brings up an animation task pane on the right side of the window.

3. Click the **Add Effect** button and select an effect.

   a. There are four types of effects:
      i. Entrance – Use to make the text or object enter the screen
      ii. Emphasis – Use to add an effect to text or objects already visible on the screen
      iii. Exit – Use to make the text or object leave the screen
      iv. Motion Paths – Use to make the text or object move in a specified pattern

   b. Icons indicate the type of effect chosen.

4. The timing of the animation effects can be modified. Choices include:
   a. Start On Click – The animation effect begins when you click the slide
   b. Start With Previous – The animation effect begins at the same time as the previous effect
   c. Start After Previous – The animation effect begins immediately after the previous effect finishes playing
5. The speed of the effect can be adjusted as well.

6. **Right-click** the custom animation effect and then click **Effect Options** to specify how the effect is applied to the text or object.

Incorporating Multimedia

PowerPoint allows you to insert sound or movie clips into your presentations. To prevent possible problems with links, it is a good idea to copy the sounds or videos into the same folder as your presentation before they are added to the presentation.

To insert sound on a slide,

1. On the **Insert** tab, in the **Media Clips** group, click the arrow under **Sound**.

2. Do one of the following:
   a. Click **Sound from File**, locate the folder that contains the file, and then double-click the file that you want to add.
   b. Click **Sound from Clip Organizer**, scroll to find the clip that you want in the **Clip Art** task pane, and then click it to add it to the slide.
c. Click **Play CD Audio Track** to play sound from a CD.
d. Click **Record Sound** to use a microphone to record your own sound/narration.

3. Use the features available in the **Sound Tools** tab to customize your sound options, for example to adjust the volume. This tab is only available when the sound clip is selected.

4. To set additional options, go to the **Animations** tab and click **Custom Animation**.

   a. From the **Custom Animation pane**, click the arrow next to the sound object and select **Effect Options**.

   b. Advanced options can be set from the **Effect**, **Timing**, and **Sound Settings** tabs.
To insert a movie on a slide,

1. On the **Insert** tab, in the **Media Clips** group, click the arrow under **Movie**.

2. Do one of the following:
   a. Click **Movie from File**, locate the folder that contains the file, and then double-click the file that you want to add.
   b. Click **Movie from Clip Organizer**, scroll to find the clip that you want in the Clip Art.

3. Use the features available in the **Movie Tools** tab to customize your movie options, for example to loop the movie. This tab is only available when the movie clip is selected.

   ![Image of Movie Tools tab]

Through the use of a free add-in, you can link to a YouTube Video within your PowerPoint 2007 presentation.

1. Download the add-in from:

2. Once the add-in has been downloaded and installed, you will now have a **YouTube Video** button on the **Insert** tab.

3. Clicking the **YouTube Video button** starts a wizard, which walks you through the steps.

   ![Image of YouTube Video add-in]

   ![Image of YouTube Video wizard]

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4. A direct link to the video is now included in your slide.

Please note that you **must** have a live Internet connection in order to view the YouTube video in your PowerPoint presentation. The YouTube video is not embedded into the presentation, but simply *linked* to it on the web.

There is an add-in available
(http://presentationsoft.about.com/od/youtubeinpowerpoint/ss/080102youtube-3.htm) that allows you to download a YouTube video, and then convert it to Flash. Thus, you can embed the Flash video into the presentation (a live Internet connection is no longer necessary).