



PowerPoint 2016 Workshop

Course objectives:

- Create, edit, print and present PowerPoint shows
- Apply and customise design themes
- Modify slide layouts via the Slide Master
- Insert and manage graphics, shapes, charts, movies and sound
- Insert hyperlinks
- Master animations and transitions

Student Training and Support

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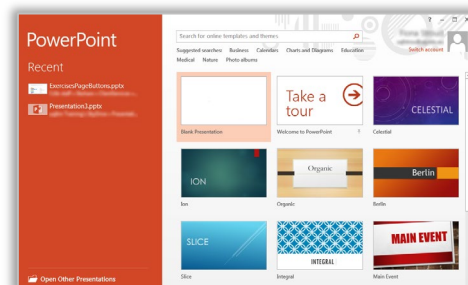
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Interface Overview

When you open PowerPoint directly you are presented with a list of recent files or a choice of templates to begin your presentation.

Microsoft has made 16:9 widescreen the default resolution for slides in PowerPoint 2013.

All the new PowerPoint 2013 themes will be designed to scale to both 4:3 and 16:9 formats. If you have a 16:9 slide and show it on a 4:3 projector, black bars will show up on the top and bottom of the slide. Slides made in the old 4:3 format will show black bars on both sides of the slide when they are shown on a widescreen projector or TV.



1. The File tab

The File tab provides access to Backstage view.

2. The Ribbon

The tools to create and edit your presentation.

3. The Film Strip

Select or re-order slides.

4. The current slide

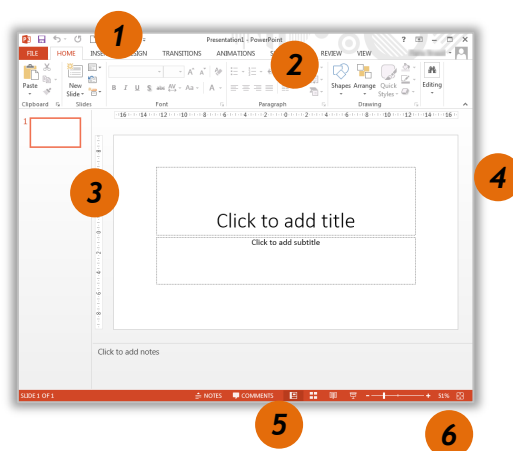
Shows the current slide layout, text and objects.

5. Speaker notes

Enables the presenter to add notes to be displayed in Presenter view or on print outs.

6. Presentation views

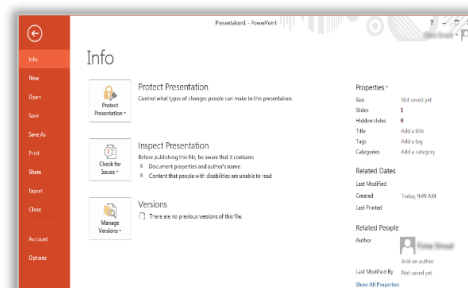
Edit, re-order, or view your slides.



Backstage view

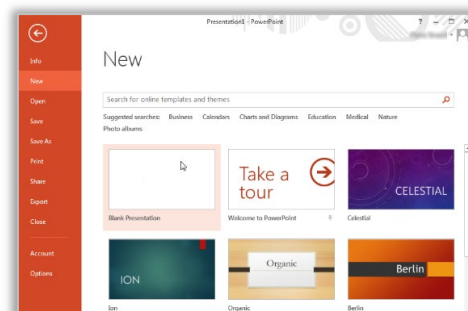
Enter and exit Backstage view

- Click the **File** tab in the Ribbon.



Use Backstage view to:

- Create, open, save, print, view file meta-information, manage MS Powerpoint options and adjust the logged in user account
- If MS Powerpoint is signed in with a Microsoft account – you can save directly to OneDrive via your internet connection.



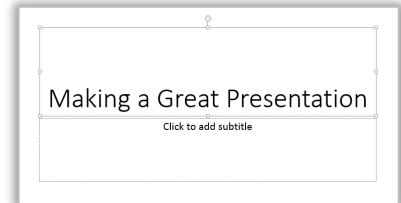
Notes

Getting started - Open a blank PowerPoint presentation to start.

Exercise 1.

Edit a placeholder

1. Click in the **Title** placeholder:
2. Type: **"Making a Great Presentation"**
3. Select the **Subtitle** placeholder:
4. Enter your name



Exercise 2.

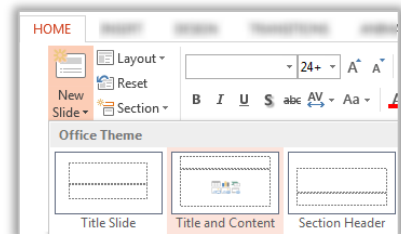
Inserting slides

You can insert slides of various layouts which are based on the current design theme.

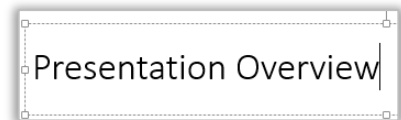
1. Click the **New Slide** button on the **Home** tab
2. Select **Title and Content** layout

OR

- Use the **CTRL + M** keyboard shortcut



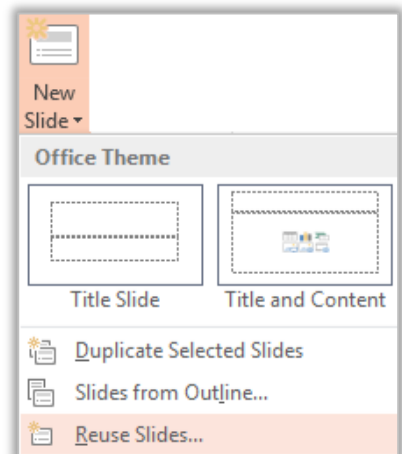
3. Type: **"Presentation Overview"** as the slide title



Add slides from other sources

This exercise uses a slide show downloaded from the UQ Library Ask I.T. website.

1. Click the **New Slide** button > **Reuse Slides...**



Notes

2. Click **Open a PowerPoint File** from the side menu
3. Locate and select a PowerPoint presentation
4. Click on **Open**

You can reuse slides from Slide Libraries or other PowerPoint files in your open presentation.

[Open a Slide Library](#)

[Open a PowerPoint File](#)

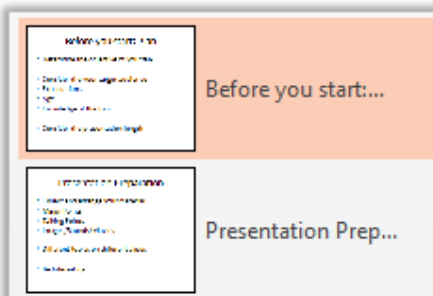
[Learn more about reusing slides.](#)


5. Insert slides **3 to 9** by clicking them individually

OR

- Right mouse click > **Insert All Slides** and delete any unwanted slides

You can also use this feature to reuse a presentation theme



6. Click  to close the Reuse Slides pane

Reuse Slides 

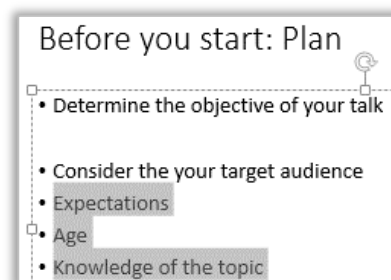
Exercise 3.

Modifying slide content

Bullet sub points

Indent bulleted text to create sub points


1. Select the text to indent

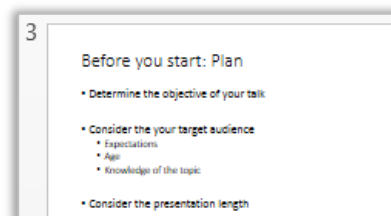


2. Click the **Increase List Level** button in the **Paragraph** group on the **Home** tab



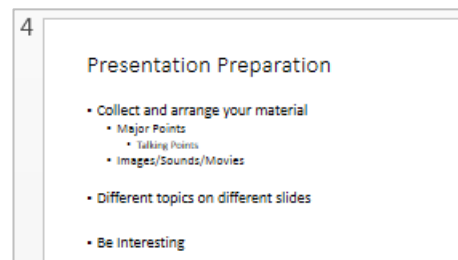
Click **Increase List Level** button  or press the **TAB** key to indent or demote a bullet point down one level.

Click **Decrease List Level** button  or press **SHIFT + TAB** on the keyboard to promote a bullet point out one level.



Notes

3. Repeat to replicate Slide 4 as shown



Slide Show Presentations

Exercise 4.

Viewing a presentation

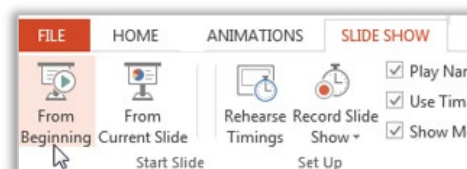
To view or present your show enter Slide Show Mode by changing the presentation view. Start the Slide Show:

From the beginning

1. Click the **Slide Show** tab
2. Click **From Beginning**

OR

- Press the **F5** function key

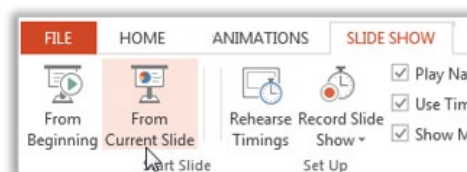


From the current slide

1. Click the **Slide Show** tab
2. Click **Current Slide**

OR

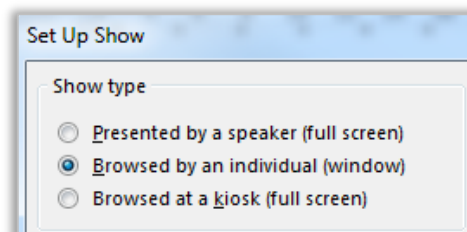
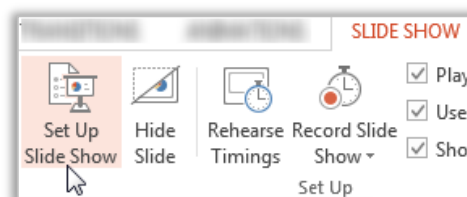
- Click the **Slide Show** view button in the bottom right of the PowerPoint window



View a presentation in a window rather than full screen

1. Click the **Slide Show** tab
2. Click **Set Up Slide Show**
3. Select **Browsed by an individual**
4. Click on **OK**
5. Start Slide Show to view change

You may need to restore the window to adjust the size and see others applications on your desktop



Notes

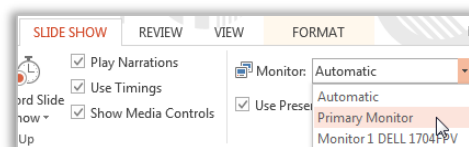
Presenter Mode

PowerPoint 2013 has the advantage of offering a presenter view if additional monitors are attached to the PC. This allows the presenter to see speaker notes that won't be visible to the audience.

Presenter Mode is only available for full screen Slide Shows

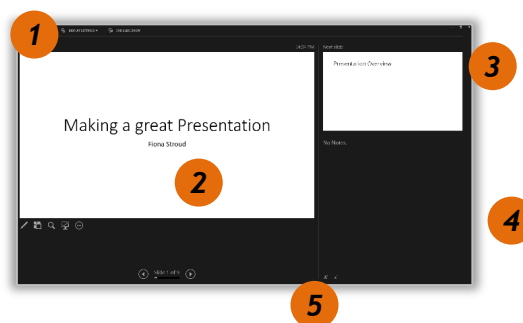
Using an additional output screen

1. Click the **Slide Show** tab
2. Check **Use Presenter Mode**
3. Click **Monitor** menu arrow
4. Select **Primary Monitor**
5. Start Slide Show



Overview of Presenter Mode

1. Features to adjust presentation
2. Slide on main screen and presentation tools (audience view)
3. Preview of next slide in presentation
4. Speaker notes
5. Navigation tools



Exercise 5.

Navigate during the presentation

Using the mouse

Click your mouse on screen to progress between slides

On screen tools

Move the mouse to the bottom left side of the screen to display on screen tools

- Click **right arrow** button  to progress
- Click **left arrow** button  to backtrack
- Click **all slides** button  to view all slides



Using the keyboard

Use the keyboard arrows to navigate through the Slide Show:

- Press the **right** or **down** arrows to move to the next slide
- Press the **left** or **up** arrows to move to the previous slide



Go to a specific slide

1. Type the slide number
2. Press **ENTER**

Notes

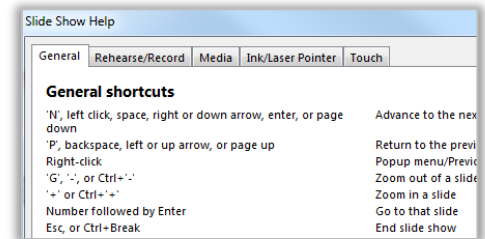
Using a touch screen

If you have a touch screen device touch gestures will be valid

- | | |
|----------------|------------------------------|
| Swipe forward | Advance to the next slide |
| Swipe backward | Return to the previous slide |
| Pinch | Zoom out, see all slides |
| Stretch | Zoom in |
| Tap | Show/hide slide show toolbar |
| Double-Tap | Zoom in/out of a slide |

Access Slide Show Help

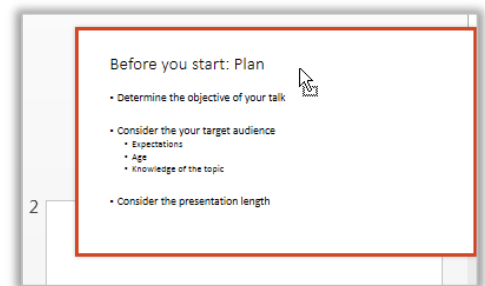
- Type “?” to access a list of shortcut keys to use during shows



Exercise 6.

Re-order slides

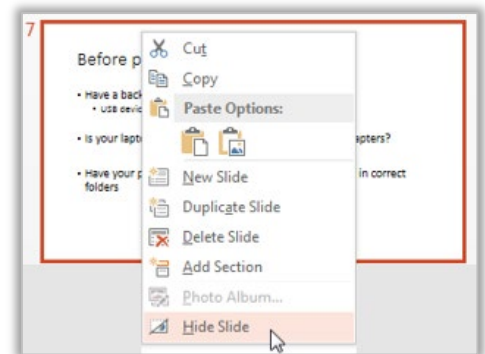
- Click and drag slides above or below others in the film strip



Exercise 7.

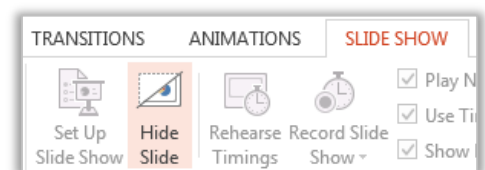
Hide Slides

- Right click a slide in the film strip
- Click **Hide Slide**



OR

- Click the **Slide Show** tab > **Hide Slide**



Notes

Enhancing a presentation

Presentations can be enhanced by applying a theme and by using animations with images and SmartArt in place of ordinary text.


Exercise 8.

Apply a built-in design theme

Themes style a presentation by specifying a colour scheme, fonts and effects which are complementary. You can completely alter the look of a presentation by changing its theme. Themes can be easily customised.

1. Click the **Design** tab
2. Select a **theme** from the **Themes** group

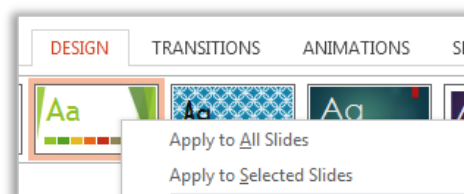
Clicking a theme pane applies the theme to all slides.

You can click the **More**  button for more theme choices.



OR

1. Hold **CTRL** to select specific slides in the filmstrip
2. Right click a **theme** pane > **Apply to Selected Slides**



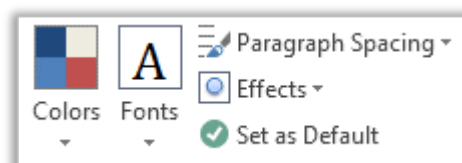
Exercise 9.

Using custom themes

Customise a theme

In the **Themes** group on the **Design** tab adjust the theme's:

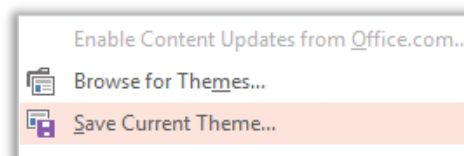
- Colour scheme
- Fonts (title and content)
- Effects
- Background



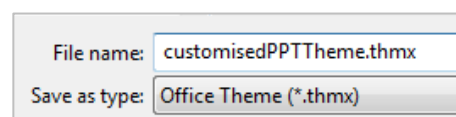
Save a theme

After creating or customising a theme:

1. Click the **More**  button in the **Themes** group
2. Click **Save Current Theme...**



3. Name the theme and click **Save**



Slide Masters

Using slide masters allows you to alter the whole look and feel of a presentation without the need to change each individual slide.

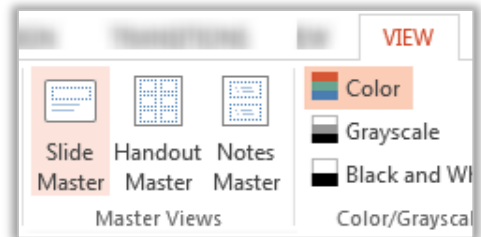
Notes

Exercise 10.

Accessing the Slide Master

Access the slide master view

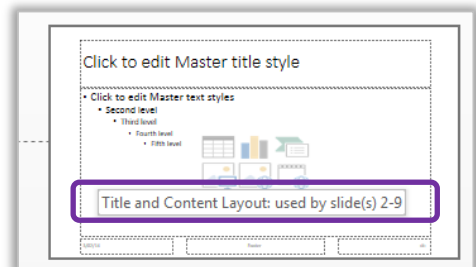
1. Click the **View** tab
2. Click **Slide Master** in the **Master Views** group



Identify masters and layouts in use

Theme slide masters have a set of slide layouts.

Hover the mouse over a master or a slide layout for a list of slides on which it is used. If multiple themes are applied there will be a Theme slide master and layouts for each theme.



Exercise 11.

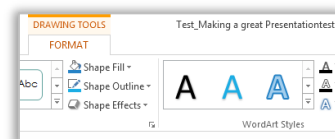
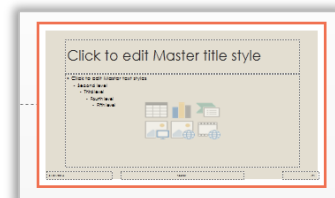
Customise theme slide masters

Apply global (theme master) changes

Global changes are applied to the theme's slide master.

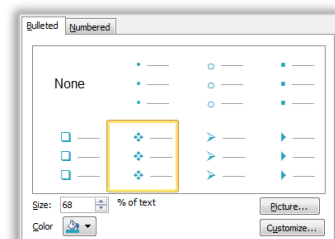
Customise the title placeholder

1. Select the slide master for your theme
2. Highlight the text in the **title** placeholder
3. Select the **Drawing Tools: Format** tab in the Ribbon
4. Adjust the font using the **WordArt Styles** group



Customise bullets

1. Select the bullet level/s to change
2. Click **Bullets and Numbering**
3. Select a new bullet
4. Click **OK**



Notes

Apply local (theme layout) changes

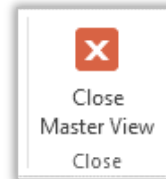
Local changes are applied to specific theme slide layouts.

1. Select the **Section Header** layout
2. Move the title and subtitle content placeholders and add an image onto the slide



Exit Slide Master View and return to your presentation

- Click **Close Master View** on the **Slide Master** tab



Objects and placeholders

Exercise 12. **Hyperlinks**

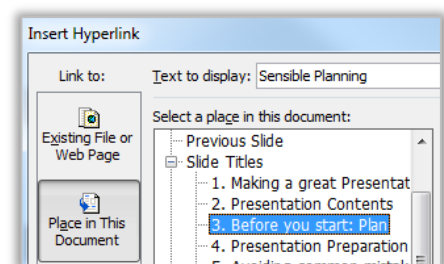
Links can be applied to text or objects. They are not active until the presentation is in slide show mode.

1. Go to the Summary slide
2. Highlight a bullet point
3. Click the **Insert** tab > **Hyperlink**



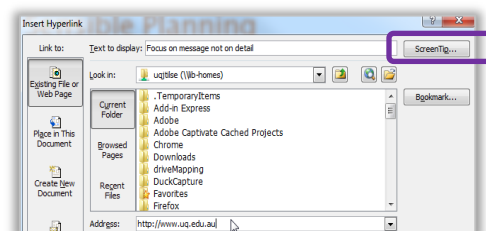
Internal link

1. Select **Place in this Document** as the link location
2. Select a particular slide
3. Click **OK**



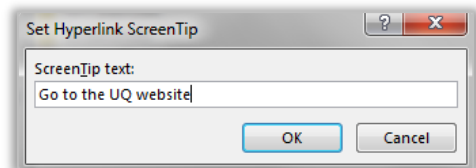
External link

1. Select **Existing File or Web page** as the link location
2. Type or paste the address in the address box e.g. **www.uq.edu.au**
3. Click the **ScreenTip...** button on the top right



Notes

4. Type **“Go to the UQ website”**
5. Click **OK** to close the ScreenTip
6. Click **OK**



Exercise 13.

Insert Online Pictures


Clip Art in Microsoft Office 2013 is no longer stored on your computer. It is now stored online and is accessed via the Online Pictures button on the Insert tab. When using computers in the Library you may need to sign in to the Internet in order to access these clips.

1. Go to the summary slide
2. Click the **Insert** tab > **Online Pictures** tool

OR

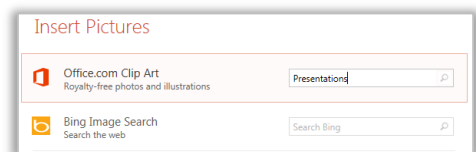
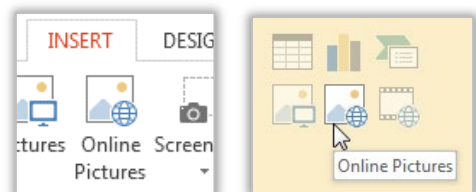
- If you have a slide placeholder with objects on it click **Online Pictures**

The Insert Pictures pane will open to search for images.

3. Enter a search term in the Office.com Clip Art search box, e.g. **“Presentations”**
4. Click **Magnifier** search button 

5. Click on an image
6. Click **Insert**

Use Bing Image Search to search the web for images that are not part of the Office.com content.

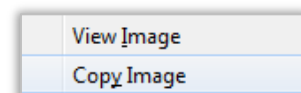


Exercise 14.

Insert image from the Internet

Copy and paste

1. Open an Internet browser
2. Go to **images.google.com.au**
3. Search for **“Planning”**
4. Right click on image
5. Select **Copy Image**

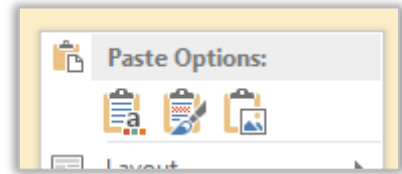


Notes

6. Return to PowerPoint
7. Go to **slide 3**
8. Right click on slide
9. Select **Paste**

OR

- Press **CTRL + V**



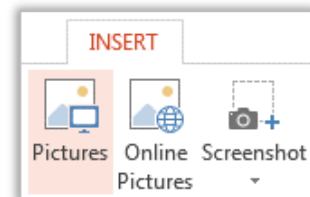
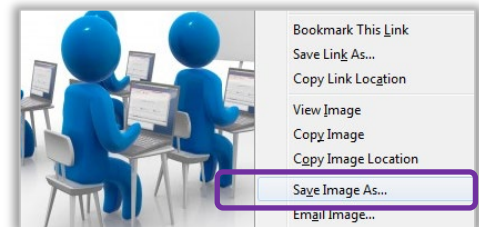
Exercise 15.

Insert image from a file

1. Go to **images.google.com.au**
2. Search for “**effective presentations**”
3. Right click an image
4. Select **Save Image As...**
5. Name the file and choose a save location
6. Click **Save**

This method is useful for aggregating your PowerPoint resources in a single folder.

7. Go to **slide 2**
8. Click the **Insert** tab > **Pictures**
9. Locate the image file
10. Click **Open**



Exercise 16.

Image editing

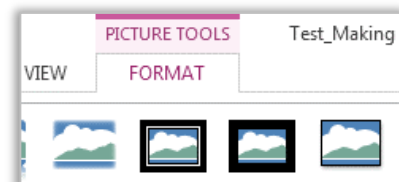
PowerPoint offers a range of tools to enhance graphics. These tools are contextual and are therefore only available when the image is selected.

Apply an image style

1. Go to **slide 1**
2. Select the image
3. Click the **Picture Tools: Format** tab
4. Hover mouse over Picture Styles group

A preview will appear on the image

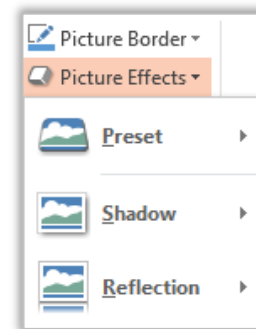
5. Click a pane to apply that image style



Notes

Customise the image style

- Adjust the picture **border** and **effects** options to customise the image style

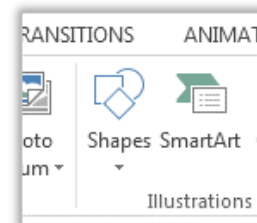


Exercise 17.

Using shapes

Add shapes

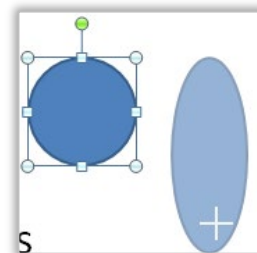
- Go to **slide 4**
- Click the **Insert** tab > **Shapes**
- Select a shape



- Click the mouse to insert a shape of default size

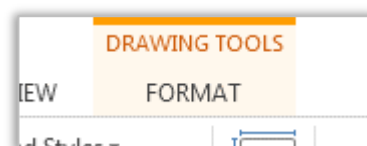
OR

- Click and drag a custom shape



Edit shapes

- Select the shape
- Click the **Drawing Tools: Format** tab which will appear in the Ribbon



Use the **Shape Styles** group to:

- Change the fill, outline and effects of the shape



Use the **Word Art Styles** group to:

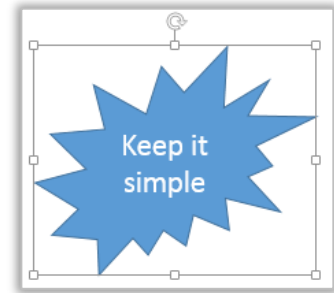
- Style the fill, outline and effects of the shape text



Notes

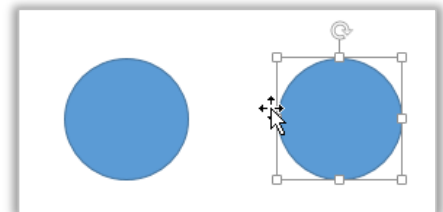
Add text to shapes

1. Select the shape
2. Type “**Keep it simple!**”
3. Resize the shape to fit the text

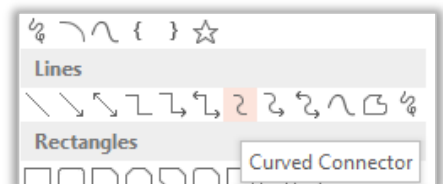


Diagrams/Connected Shapes

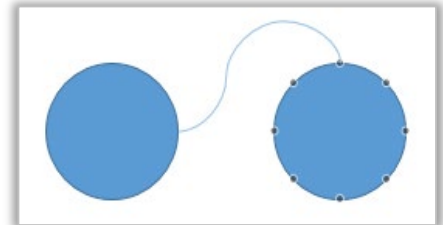
1. Go to **Slide 4**
2. Select a **shape**
3. Press **CTRL + D** to duplicate
4. Drag shapes side by side



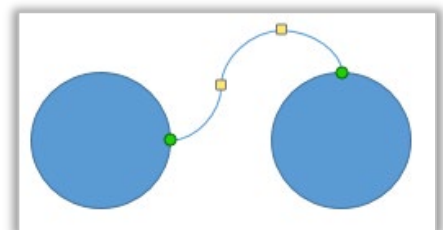
5. Go to the **Insert** tab
6. Click **Shapes** button
7. Select **Curved Connector**



8. Hover over shape so that black handles appear
9. Click on a handle and **drag** mouse to the other shape
10. **Drop** the connector over another black handle to connect the shapes



The dots will become green if the shapes are successfully connected



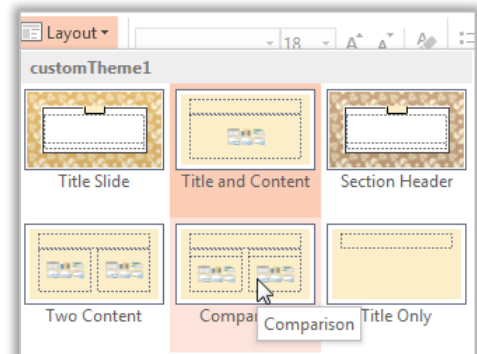
Notes

Exercise 18.

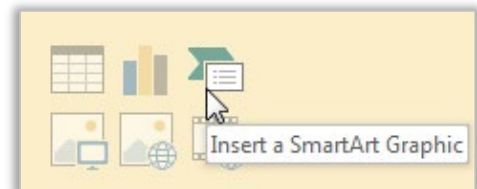
SmartArt graphics

SmartArt graphics are pre-made diagrams consisting of shapes in a meaningful formation.

1. Go to **slide 7**
2. Click **Layout > Comparison** from the **Slides** group on the **Home** tab



3. Click the **SmartArt** button in the new placeholder



4. Select a SmartArt **category**
5. Click a **layout**
6. Click **OK**

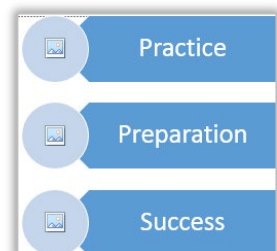
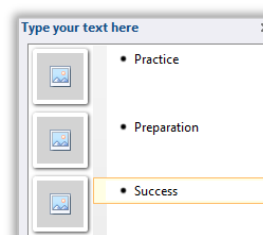


Add text

1. Open the text pane by clicking the **Arrow** tab on the left of the SmartArt graphic



2. Type at SmartArt bullet points:
 - Practice
 - Preparation
 - Success



The SmartArt displays the text entered at bullet points.
Click outside SmartArt to view.

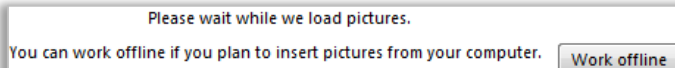
Notes


Add Images

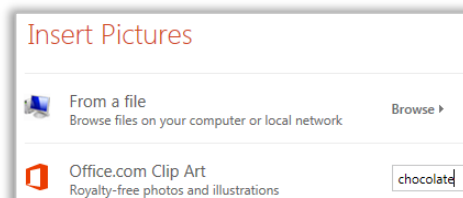
1. Click the picture icon to insert an images from a file



You are directed to connect automatically but can choose to work offline

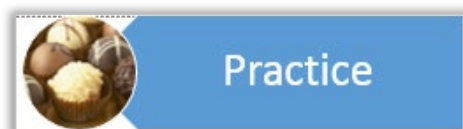


2. Type in a search topic
3. Click **Magnifier** 



4. Select an image
5. Click on **Insert**

The image will be added to the placeholder



Customise the SmartArt

Add/reorder elements

1. Select a SmartArt object
2. Click the **SmartArt Tools: Design** tab



Use the **Create Graphic** group to:

- Add a bullet point or shape

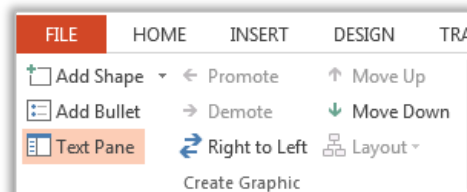
This will dynamically add to the diagram

- Promote or demote a bullet

This will reshuffle the diagram as per the changes

- Move a bullet up or down

This will move content around



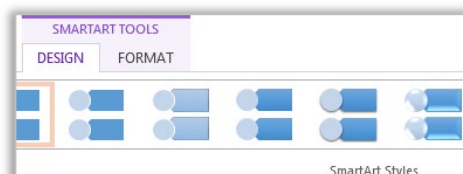
Style the diagram

1. Select a SmartArt object
2. Click the **SmartArt Tools: Design** tab

Use the **SmartArt Styles** group in the **Design** tab to apply an overall style or colour scheme

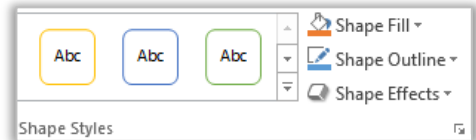
3. Click the **SmartArt Tools: Format** tab

Use the **WordArt Styles** groups to alter the SmartArt text



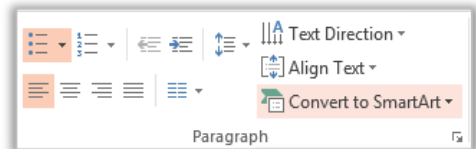
Notes

Use the **Shape Styles** groups to alter the SmartArt shapes

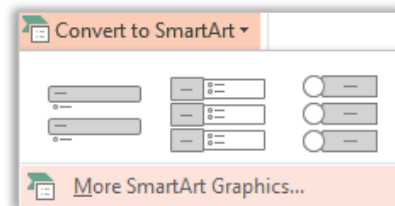


Convert text to a SmartArt graphic

1. Select a text placeholder **border**
2. Click the **Convert to SmartArt** button



3. Click **More SmartArt Graphics...**
4. Select a SmartArt **layout**



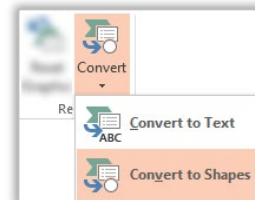
5. Click **OK**

Some of the layouts have limits to the number of text points displayed or require data listed in a specific way



Convert a SmartArt graphic to text

1. Select a SmartArt object
2. Click the **SmartArt Tools: Design** tab
3. Click **Convert** in the **Reset** group
4. Convert the SmartArt as required



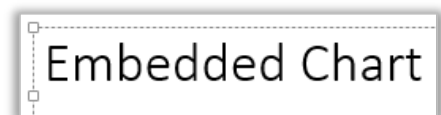
Exercise 19.

Including charts

Charts can be created and embedded directly into PowerPoint or they can be copied from an external program such as Microsoft Excel.

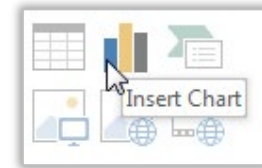
Embed a chart

1. Insert a New Slide
2. Click the **Layout** button > **Title & Content**
3. Enter title "**Embedded Chart**"

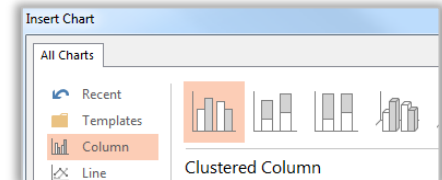


Notes

4. Select **Insert Chart** button in slide placeholder



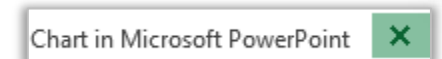
5. Select a chart type
6. Click on **OK**



1. Enter data as shown to replace defaults
2. Click and Drag blue corner marker to reduce data range chart displays

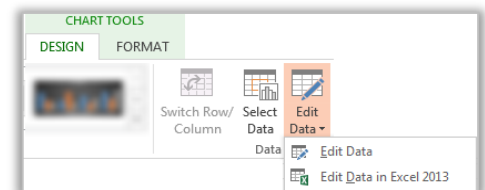
	A	B	C	D
1		Jan	Feb	Mar
2	Books	4.3	2.4	2
3	Journals	2.5	4.4	2
4	Media	3.5	1.8	3
5				

3. Click the Green Cross to close Excel



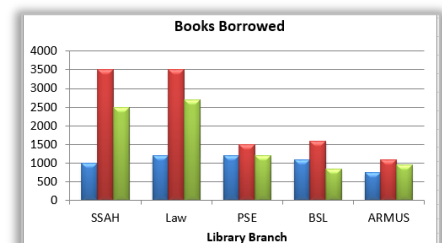
Modify embedded chart data

1. Click on the chart
2. Go to the **Chart Tools: Design** tab
3. Click on **Edit Data** button
4. Select edit option:
Edit Data or Edit Data in Excel 2013
5. Change the data as necessary
6. Close Excel



Add a chart from an external source

1. Insert a New Slide
2. Click the **Layout** button > **Title & Content**
3. Enter title "**Pasted Chart**"
4. Open Excel file "**Books Borrowed**"
5. Select and **copy** the Chart object on the spread sheet
6. Switch to PowerPoint
7. Click the **Paste** button
8. Chart will display on active slide



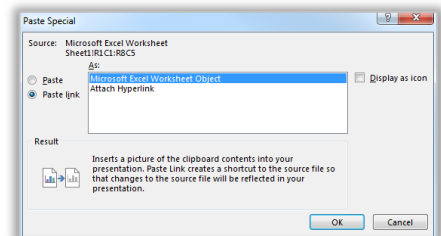
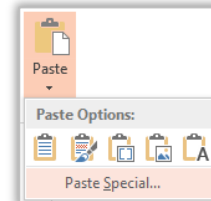
Notes

Insert external data table

1. Insert a New Slide
2. Click the **Layout** button > **Title Only**
3. Enter Title "**Chart Data**"
4. Open the Excel file "**Books Borrowed**" and copy the data table (Cells **A2:D7**)
5. Return to PowerPoint
6. Click on **Paste** drop down arrow > **Paste Special** on the **Home** tab
7. Select the **Paste Link** option
8. Select **Microsoft Excel Worksheet Object**
9. Click **OK**

This can be resized accurately and can be edited directly in Excel.

Books Borrowed			
	Jan	Feb	Mar
SSAH	1000	3500	2500
Law	1200	3500	2700
DHPSE	1200	1500	1200
BSL	1100	1600	850
ARMUS	750	1100	950
Totals	5250	11200	8200



Modify Chart Data Table

1. Double click on the table to open the original Excel file
2. Change the data as required
3. Save and close Excel

Books Borrowed			
	Jan	Feb	Mar
SSAH	1000	3500	2500
Law	1200	3500	2700
DHPSE	1200	1500	1200
BSL	1100	1600	850
ARMUS	750	1100	950
Totals	5250	11200	8200

Animating a presentation

Animation is a tool to add interest to a presentation by making objects appear, disappear, change or move as part of the flow of the presentation.

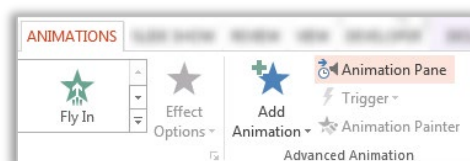
Exercise 20.

Animate text and objects

Open the Animation Pane

1. Go the **Animations** tab in the Ribbon
2. Click the **Animation Pane** button in the **Advanced Animation** group

The Animation Pane will open on the right of screen.



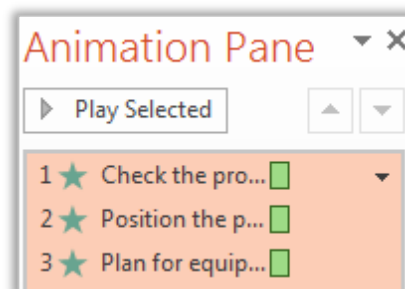
Notes

Animate a single item

1. Select a placeholder border or individual bullet point text
2. Select an **entrance** effect from the **Animations** group

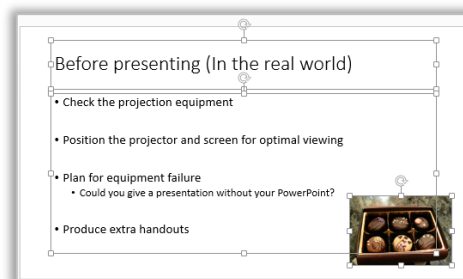


The animation/s will be listed in order in the Animation Pane. Click the double down arrows to see the individual animations.



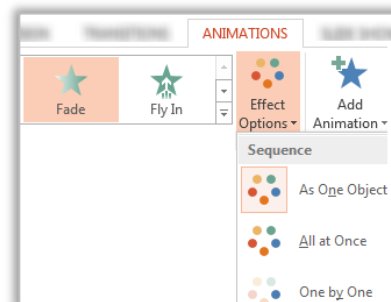
Animate multiple items

1. Hold **CTRL** and click to select multiple items on a slide to animate
2. Select an animation from the **Animations** tab



Animate an Object (SmartArt/chart etc)

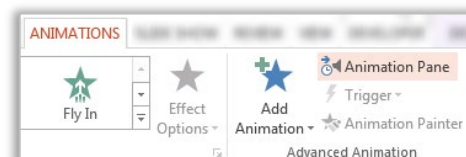
1. Select an object
2. Select an animation effect from the **Animations** tab
3. Click **Effect Options**
4. Select a Sequence



Edit/reorganise an animated sequence

1. Click the **Animation Pane** button
2. Select the animation/s

This activity uses the Animation Pane but the Timing group on the Animation tab provides the same functions.

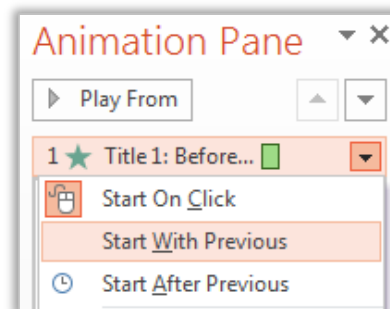


Notes

Change the *start animation* trigger

1. Clicking the **Options** arrow  on an animation in the Animation Pane
2. Select a trigger

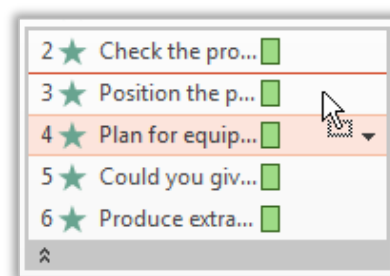
To play back animations, in the **Animation Pane**, click **Play**. The animation starts with the current animation that is selected, rather than the one in first position.



Change the animation order


- Click and drag an animation above or below another.

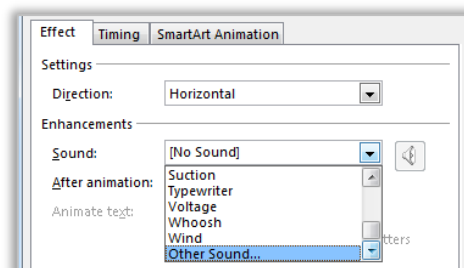
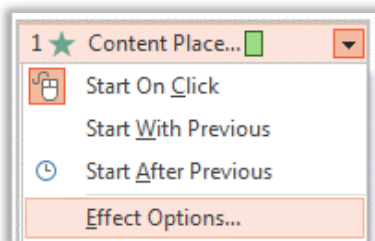
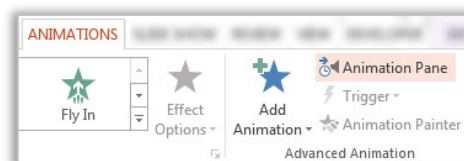
You can also use the re-order arrow buttons.



Exercise 21.

Sound animation

1. Click on your Smart Art graphic
2. Click on **Animations** tab
3. Click on **Animation Pane** button
4. Click the **Options** arrow  on an animation in the Animation Pane
5. Select **Effect Options...**
6. Select **Other Sound...**
7. Select **Charge.wav**
8. Click **OK**




Transitions

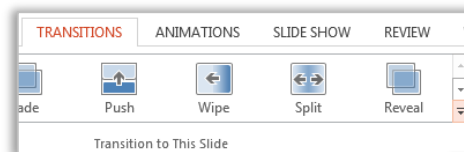
Transitions are animations which occur between slides. Office 2013 has 3D type transitions which will not be compatible with previous versions of PowerPoint.

Notes

Exercise 22.

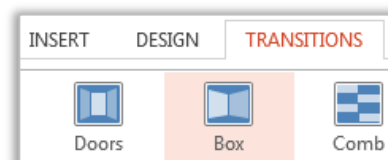
Add transitions

1. Click the **Transitions** tab in the Ribbon
2. Click **More** button  on the **Transition to This Slide** group



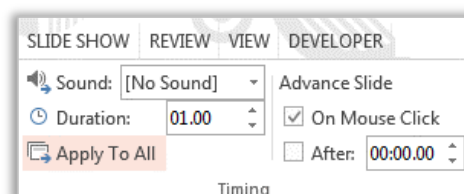
3. Select a transition pane to apply it to the current slide

Slides with animations or a transition have a star icon beside them in the filmstrip.



4. Click **Apply To All** in the **Timing** group

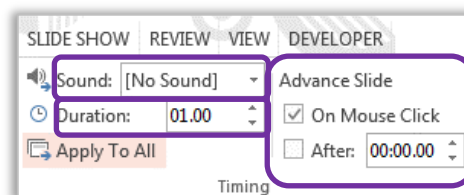
This will apply the current transition with any customisations to all slides.



Transition customisation

The **Timing** group also controls:

- Transition sound effects
- The duration of the transition
- Presentation automation using timings



Media options

Using Media and sound can be engaging or not perform as hoped. Ensure your venue has appropriate facilities and that you have checked your presentation before presenting.

Exercise 23.

Insert a video clip

Video clips can be AVI, MPEG, MOV etc. The new default format for video is H.264 rather than the previous .wmv

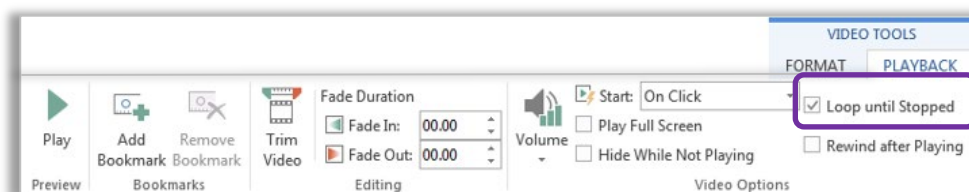
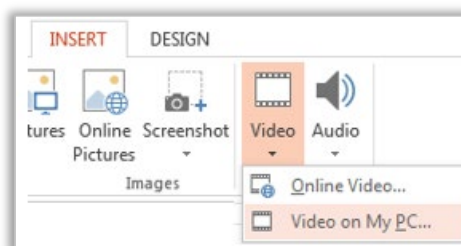
You can generally choose to link to the original movie or embed the file

- Embedding means the PowerPoint file will be larger but the movie will always be available.
- Linking to files online means that the PowerPoint file is smaller but you need to have a reliable internet connection for access and replay.

Notes

Video from file (embedding)

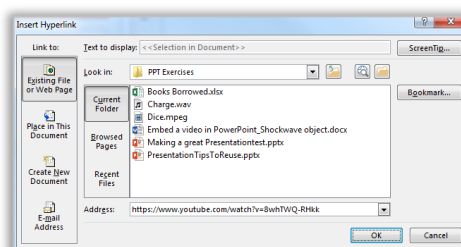
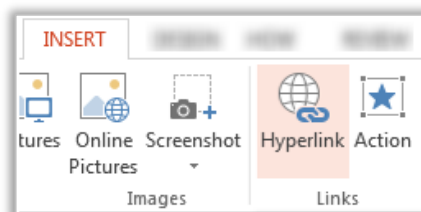
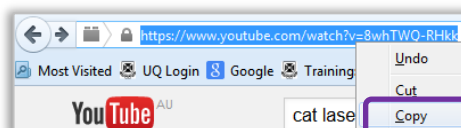
1. Go to the first slide in the presentation
2. Click on **Insert** tab
3. Click on **Video** button
4. Select **Video on My PC...** option
5. Select **dice.mpeg**
6. Click the **Video Tools: Playback** tab
7. Click **Loop until Stopped**
8. Select Start: "**On Click**"



Internet Video e.g. YouTube movie

There are currently compatibility issues embedding a video into a PowerPoint presentation and the resolution involves creating a hyperlink to the video clip. This will not run inside the presentation but will go to YouTube in the default browser. You will need a reliable Internet connection to ensure the Internet video will run within a presentation without undue delay.

1. Switch to **Youtube** and find a video clip
2. Copy video URL
3. Switch to PowerPoint
4. Go to **slide 2**
5. Select image
6. Click on **Hyperlink** in **Links** group on **Insert** tab
7. Paste video URL
8. Click **ScreenTip** button



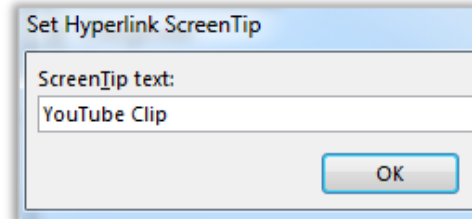
Notes

9. Type **YouTube Clip**

10. Click **OK**


11. Click **OK** again

The link will not work in normal view. Start Slide Show view to make links active. The Video will open in a browser window.



Exercise 24.

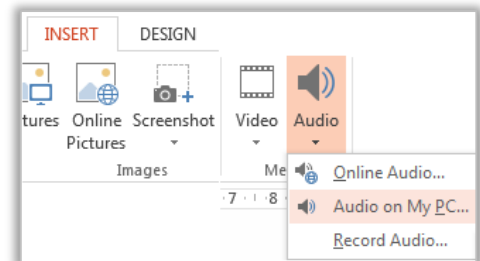
Insert an audio clip

An audio clip icon  represents any audio files you include. The new default format for audio is AAC rather than the previous .wma. Audio can start automatically, on click or as part of an animated sequence.

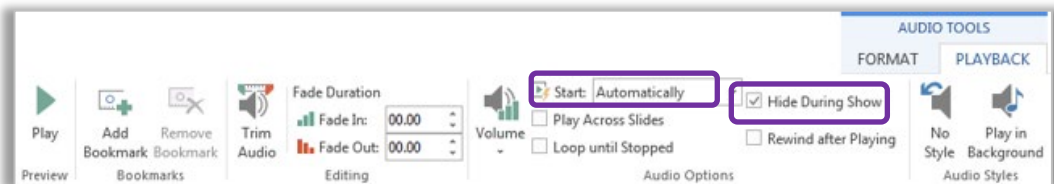
Audio can be linked or embedded:

- Embedded files inflate the size of the PowerPoint file
- Linked files must put into a folder structure which accompanies the presentation

1. Go to **slide 1**
2. Click on **Insert** tab
3. Click on **Audio** button
4. Select **Audio on My PC...** option
5. Select **Charge.wav**

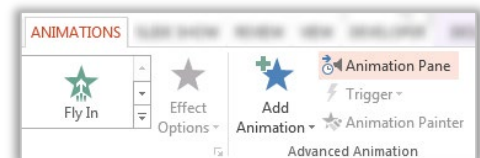


6. Click the **Audio Tools: Playback** tab
7. Click **Hide During Show**




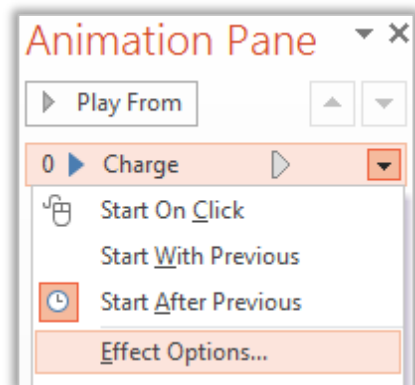
Play audio over several slides

1. With the audio selected:
2. Click on the **Animations** tab
3. Click on **Animation Pane** button

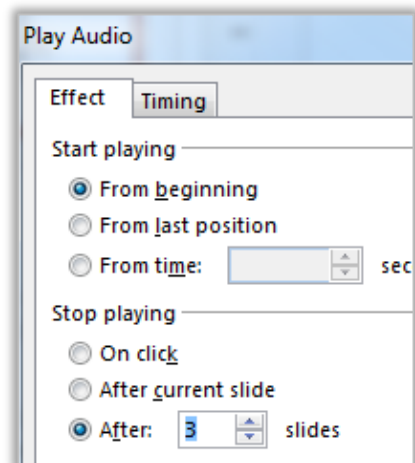


Notes

4. Click on the **arrow**  beside the sound clip
5. Click on **Effect Options...**



6. Stop playing after **3 slides**
There is a maximum of 999 slides.
7. Click **OK**



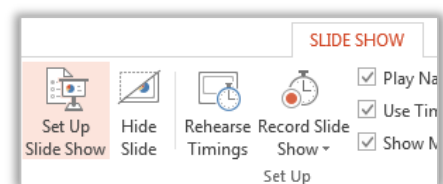
Presentation output

The default PowerPoint settings assume that someone will deliver the show manually. To make a stand alone or cycling presentation: alter the output settings.

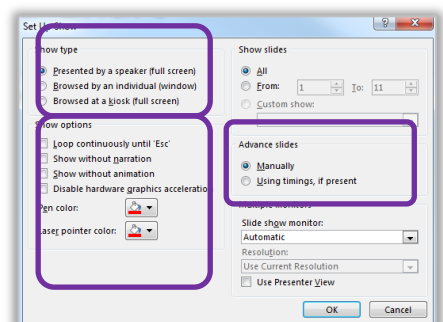
Exercise 25.

Change screen output

1. Click the **Slide Show** tab > **Set up Slide Show**



2. Adjust settings like:
 - Show Type
 - Show Options
 - Advance Slides



3. Click **OK**

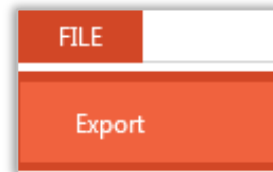
Notes

Exercise 26.

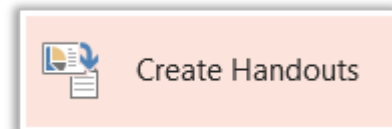
Send slides to Word

Slides can be sent directly to Word 2013 for editing and for handout preparation.

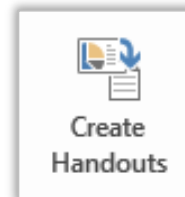
1. Select the **File** tab > **Export**



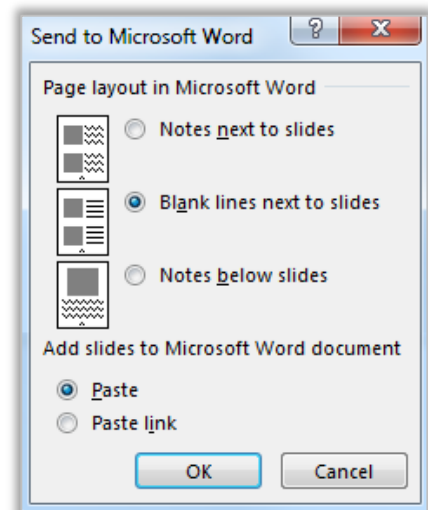
2. Click **Create Handouts**



3. Click the **Create Handouts** button.



4. Select a layout "**Blank lines next to slides**"
5. Click **OK**



Microsoft Word will open with the slides presented in a table

Exercise 27.

Select print output

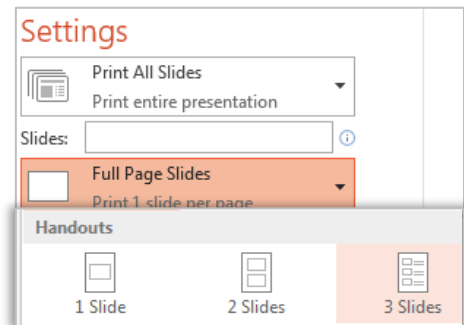
Printing generally provides a black and white slide by default. If you want to include the background in your presentation, select the colour option from your print preview.

1. Click the **File** tab > **Print**

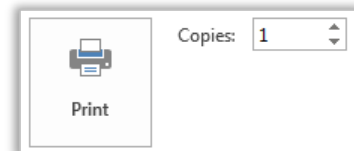


Notes

2. Select which slides to print
3. In **Print Layout** select **Handouts: 3 Slides**



4. Indicate the number of copies
5. Click **Print** button

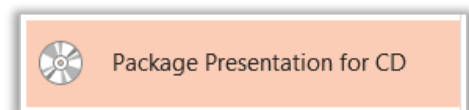
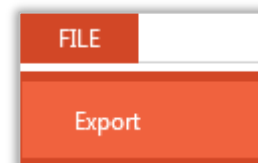


Exercise 28. Package your presentation

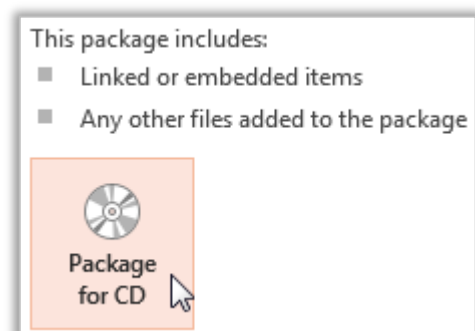
Publishing to present at another venue requires being able to utilise all the functionality of your slideshow, its linked files and effects. The presentation will be reliable if all associated files are combined as a package.

1. Click on the **File** tab
2. Click **Export**
3. Click **Package Presentation for CD**

This will ensure all essential files are included with the presentation.



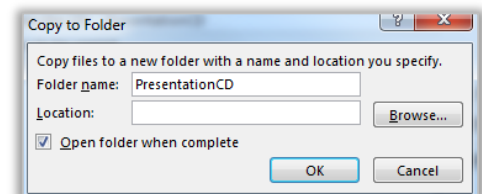
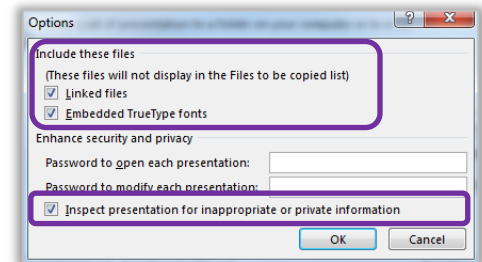
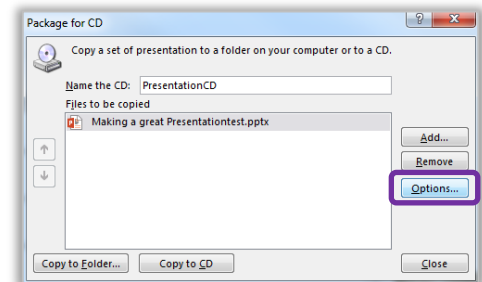
4. Click **Package for CD** button



Notes

You can copy the presentation to a CD or to another available folder/directory or USB key.

1. Click **Options...**
2. Check **Linked Files**
3. Check **Embedded TrueType fonts**
4. Check **Inspect presentations for inappropriate or private information**
5. Click on **OK**
6. Click on **Copy to folder**
7. Enter a **Folder name**
8. Specify a **location**
9. Click on **OK**



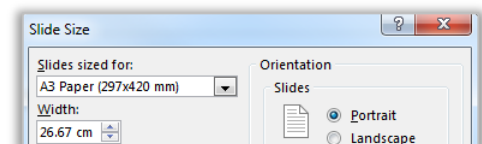
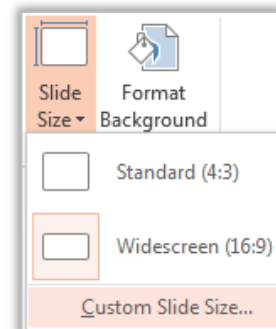
Posters in PowerPoint

To use PowerPoint for a poster you need to adjust your slide setup.

Exercise 29.

Posters Page setup

1. Click the **Design Tab > Slide Size**
2. Select **Custom Slide Size...**
3. Change the Slide Size to **A3 Paper**
4. Change the Slide Orientation to **Portrait**
5. Click **OK**



Notes