

Introduction to Powerpoint - advanced



Purpose:

To assist new and beginning users to create a simple powerpoint presentation. If you are totally new to powerpoint, please read the basic introduction HOWTO.

Considerations

This HOWTO is for Powerpoint 2003 running Windows XP pro at Hunter College Campus Schools. Although powerpoint is ubiquitous, and you should have no trouble using these directions elsewhere, please be aware every system is different. 😊

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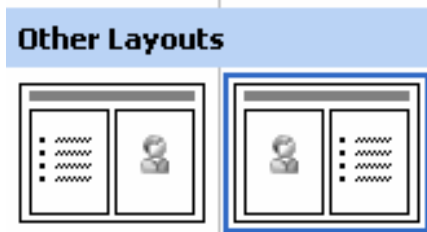
Inserting Videos

Animations (basic)

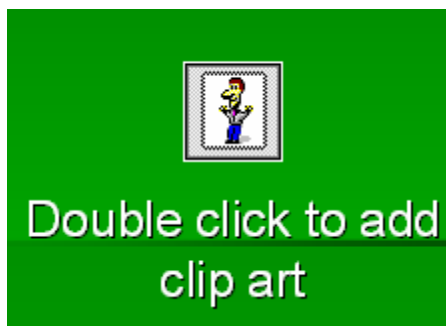
Inserting clip art into your presentation

There are two ways to insert clip art.

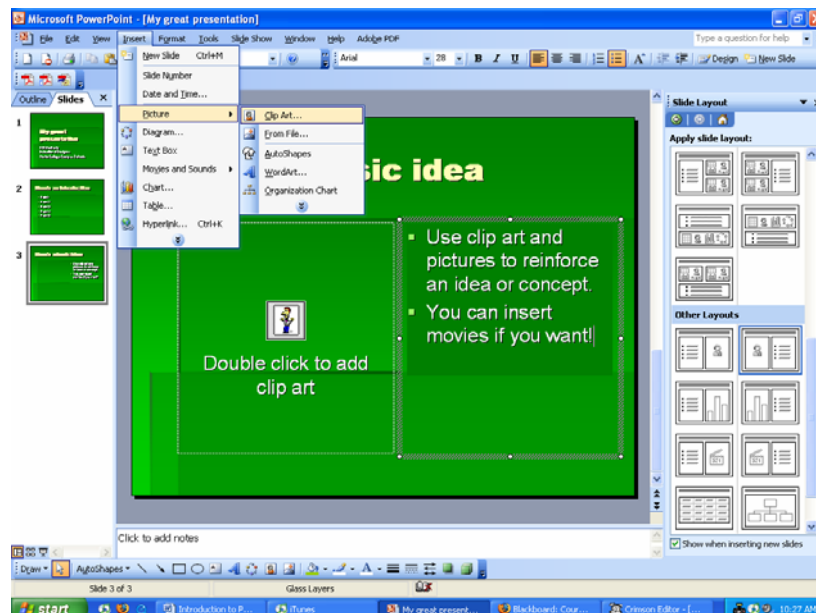
The first one is to choose a slide layout which includes clip art.



Simply double click to add clipart.



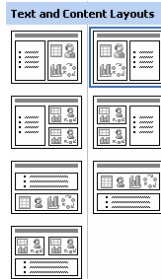
The other way to insert clip art is to click on **Insert** and then **Picture**, and then **Clip Art**.



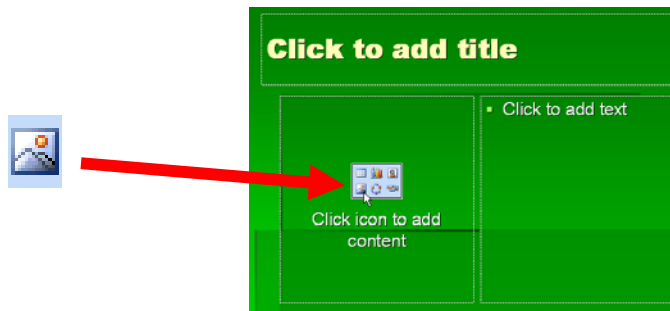
Inserting pictures and other graphics files into powerpoint

There are 2 ways to insert other pictures and other graphics into powerpoint.

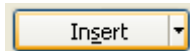
1) Use the **Task Pane** to choose a slide layout in the "Text and Content Layout"



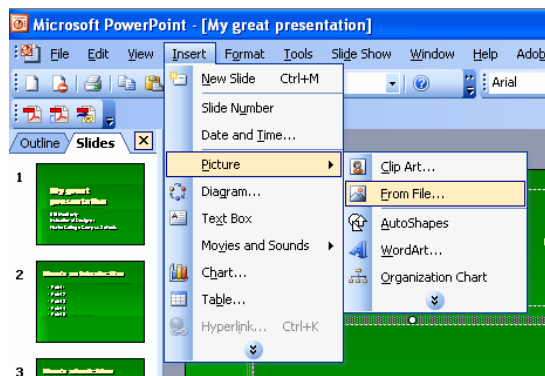
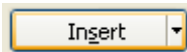
Choose a slide layout which includes clip art. Click on the "Insert Picture" icon.



Note the Insert Picture dialogue box; simply choose your picture, and click the insert button.



2) Click on the **File** menu, and then the **Insert** Menu. Choose **Picture** and then **From File...** Note the Insert Picture dialogue box; simply choose your picture, and click the insert button



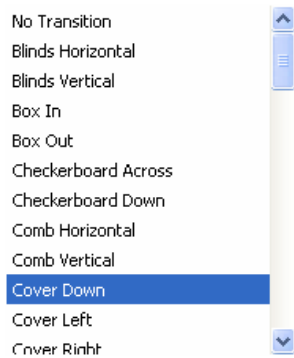
Slide Transitions

One of the fun things to do in powerpoint is to make slide transitions. A slide transition is a change between slides. Slide transitions can be different for every slide, or the same for every slide.

1) Click on the **task pane**, and choose Slide Transition



2) Note the long list of snazzy transitions.



3) Choose a transition. If you want it for just one slide, there is no need to do anything else. If you want the transition to apply to all of your slides, simply click the "apply to all slides" button.

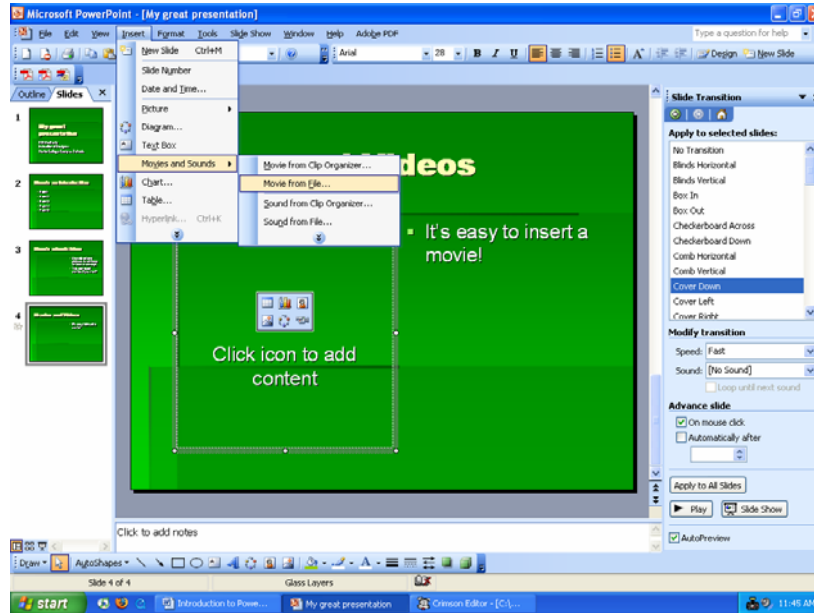
Apply to All Slides

Inserting Videos

Inserting videos into powerpoint is pretty easy.

1) You first need to have saved a video. This process is basically the same as saving a pictures and clip art.

2) Click on **Insert** and then **Movies and Sounds** and finally **Movie from File...**



You will be asked if you want the movie played automatically or when clicked. Simply choose, and you are ready!

Please keep in mind movies can be quite large, and we should try to be aware of space requirements on our computers. It is best to play 3 or 4 short videos than one huge one.

Animations (basic)

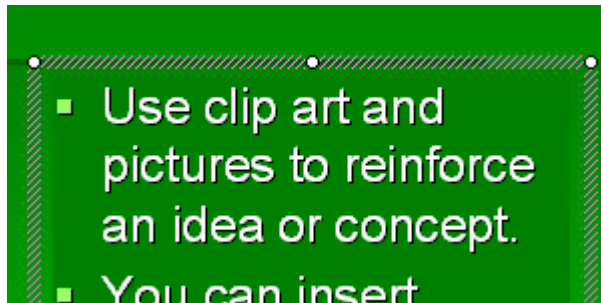
One of the cool things in powerpoint we can do is animate text, pictures, and clip art. Used well, animations can really add zip and zing to a presentation. Used poorly, animations make presentations difficult to understand.

Animations can be become quite complicated. This HOWTO focuses on simple animations.

1) Click the custom animation **task pane**.



2) Click once on the thing you want to animate. This is usually text, but can really be anything. You can tell you have selected something when there is a border and border tools around it.



3) Click the **Add Effect** button. 

4) Choose **WHEN** you want this animation to happen.

- Entrance animations control how an element enters a slide
- Emphasis animations control emphasis during a slide show
- Exit animations control how an element leaves
- Motion Paths are advanced. They define the path an animation travels.

5) Choose your animation. You'll see a sample animation.

