
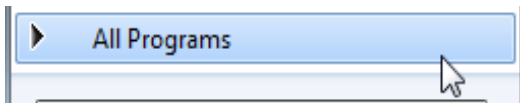
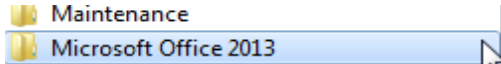
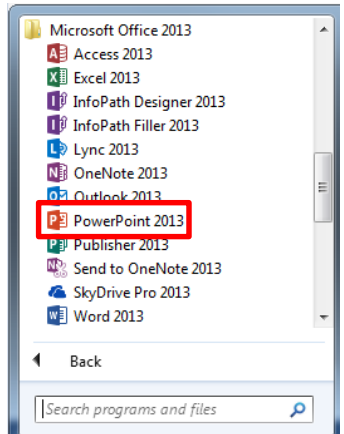
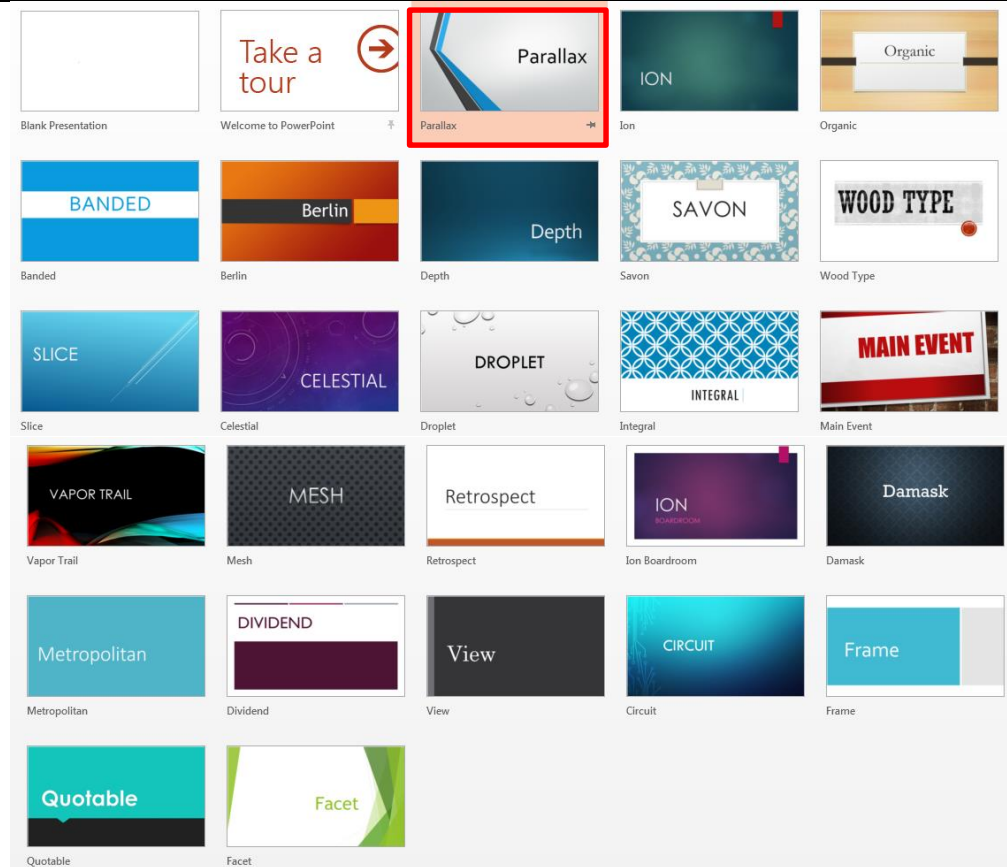




CHAPTERS 1, 2, AND 3 – MICROSOFT POWERPOINT 2013 IN COMMAND OF COMMANDS

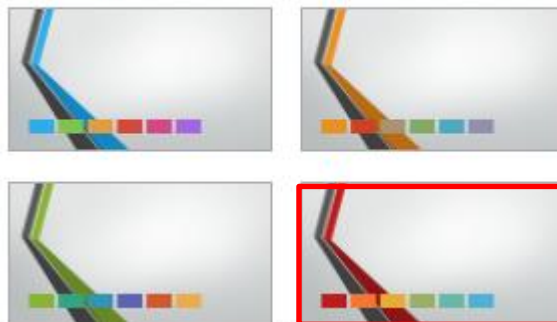
[Start PowerPoint](#) | [Select Document Theme and Variant](#) | [Select a Custom Font Size](#) | [Change Text Color](#) | [Add Additional Slides](#) | [Insert Text Slide with Multilevel Bulleted List](#) | [Duplicate a Slide](#) | [Change Theme and Variant](#) | [Add Chart](#) | [Add New Slide icon to Quick Access Tool Bar](#) | [Move Between Slides in Normal View](#) | [Save Presentation](#) | [Insert Picture from Office.com on Title Slide](#) | [Size and Move an Image](#) | [View in Different Views](#) | [Add Transition Effects](#) | [View Slideshow View](#) | [Add a Textured Background](#) | [Add a Picture Background](#) | [Add and Format a Shape](#) | [Insert WordArt](#) | [Add Animation Effects](#) | [Insert Notes Pages](#) | [Add Comment](#) | [Add a Header or Footer](#) | [Insert a Video File](#) | [Insert Multiple Images](#) | [Add Audio to a Slide](#) | [Add Sound from the Gallery](#) | [Record an Audio Clip](#) | [Add Web Hyperlink](#) | [Insert a Hyperlink to Slide](#) | [Insert Action Buttons](#) | [Insert a Hyperlink to a File](#) | [Play Background Music](#) | [Set Slide Timings](#) | [Print](#) | [Set Up Show](#) | [Present the Show](#) | [Add Slides from Other PP Presentations](#)

Objective	How do I do it?
Start PowerPoint	<ol style="list-style-type: none"> Click the Start icon on the Task Bar.  Select All Programs...  Click Microsoft Office 2013.  From the Microsoft Office 2013 submenu, select PowerPoint 2013. 
Select Document Theme and Variant	<ol style="list-style-type: none"> From the PowerPoint “splash” screen click a theme to display a theme preview or click Blank Presentation and add a theme later.



2. In the Preview window, click the  More Images  arrows to view different layouts with the theme applied.
3. Click a variant to view a preview of that style applied to the thumbnail.

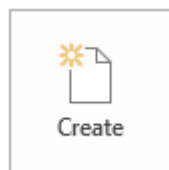
Parallax



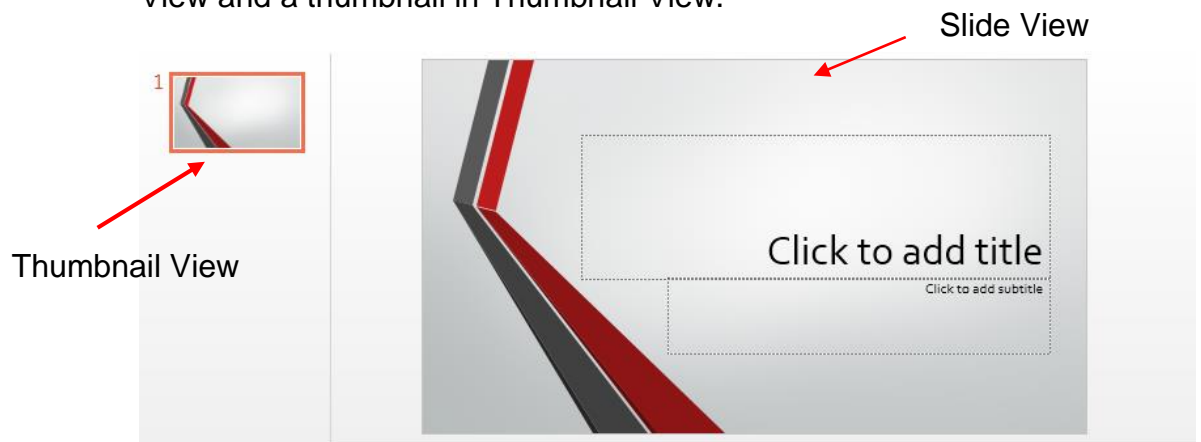
The preview changes to display the new variant.



4. Click the Create icon.



The screen displays a blank presentation with a Title Slide Layout in Slide View and a thumbnail in Thumbnail View.




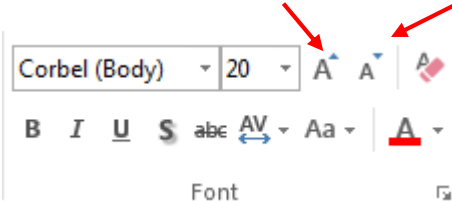
The default name "*Presentation1*" displays in the Title Bar.

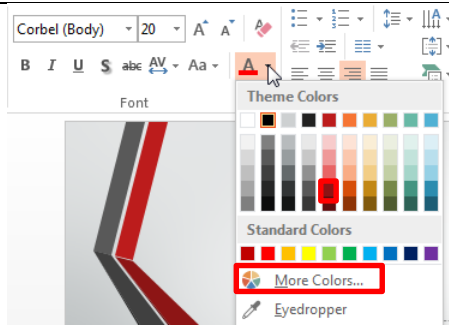
Create a Title Slide

1. Click in the *Click to add title* placeholder and type [Your Elementary School] – replacing with name of your school.

DO NOT PRESS THE ENTER KEY.
2. Click in the *Click to add subtitle* placeholder and type by [Your Name] – replacing with your name

DO NOT PRESS THE ENTER KEY.

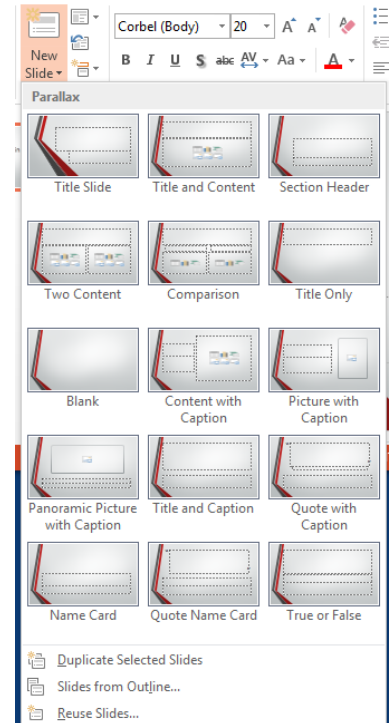
	
<p>Select a Custom Font Size</p>	<ol style="list-style-type: none"> 1. Highlight the text [Your Name]. <p>Click the Font Size down arrow in the Font group and move the mouse pointer over a size.</p> <p><i>Live Preview</i> will display the selected text with the new font size. Click to apply the selected font size.</p> <p>OR</p> <p>Click the Increase or Decrease Font Size icon in the Font Group to change the font size by 4 points.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>Increase font size</p>  </div> <div style="text-align: center;"> <p>Decrease font size</p> </div> </div> <p>Note: With text highlighted, hold down the Ctrl key and click the [or] respectively to increase or decrease the font size.</p>
<p>Change Text Color</p>	<ol style="list-style-type: none"> 1. Highlight text [Your Name] and click the Font Color down arrow in the Font group.



Additional colors are available at the More Colors... option.

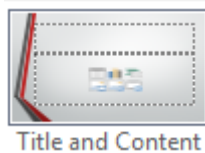
Add Additional Slides

1. From the **HOME** tab on the Ribbon, click the New Slide down arrow in the Slides group to display a gallery of slide layouts available with the selected theme.
2. Click the desired layout.



Insert Text Slide with Multilevel Bulleted List

1. Click the Title and Content layout.



The Title and Content layout is a bulleted layout with default bullets that complement the selected theme.

A graphic “insert” menu displays in the body of the slide, making it easy to insert tables, charts, SmartArt graphics, pictures, clipart, and media clips.

2. Click the *Click to add title* placeholder and type
[Students Grades 1&2]



- Click the *Click to add text* placeholder and type [Grade 1] and press the Enter key.
- Click the Increase List Level icon in the Paragraph group to indent the second-level topic.



Type [Girls] and press the Tab key twice and type [10]. Press the Enter key. Type [Boys] and press the Tab key twice and type [12]. Press the Enter key.

- Click the Decrease List Level icon in the Paragraph group to return to the left margin.



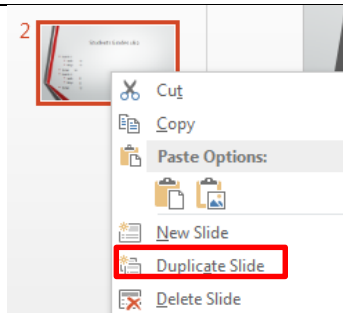
- Type [Total] and tab twice and type 22. Press the Enter key.
- Complete Slide 2 as shown below:

Students Grades 1&2		
Grade 1		
Girls	10	
Boys	12	
Total	22	
Grade 2		
Girls	8	
Boys	9	
Total	17	

Note: You may also use the Tab key to perform the same function as the Increase List Level icon and the Shift+Tab key to perform the same function as the Decrease List Level icon.

Duplicate a Slide

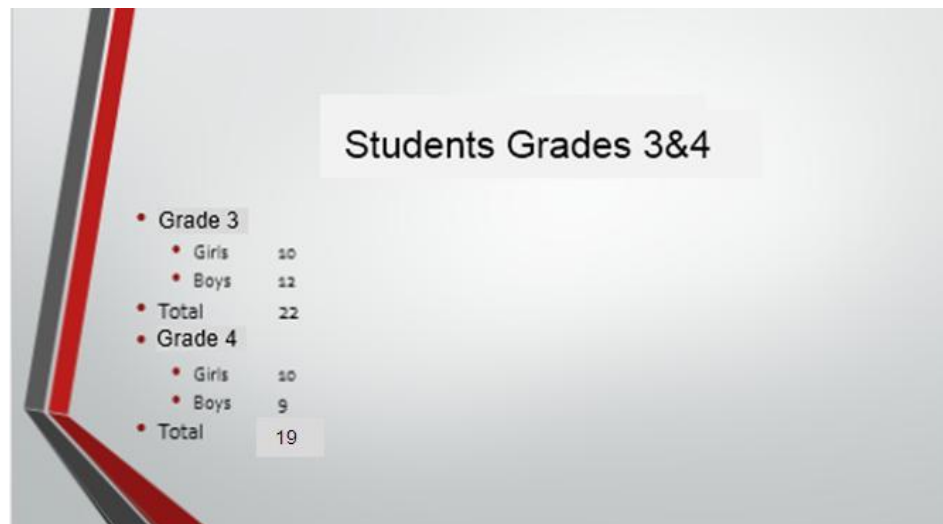
- With the slide selected in the Thumbnail Pane, right click Slide 2 and select Duplicate Slide.



2. Complete the slide as shown below:

Change Theme and Variant

1. Click the **DESIGN** tab on the Ribbon.
2. Click the More down arrow in the Themes group to display a gallery of available themes.



As you move your mouse pointer over a design theme, the name of the theme displays in a screen tip and the current slide displays with the theme.

3. Select the Berlin theme.

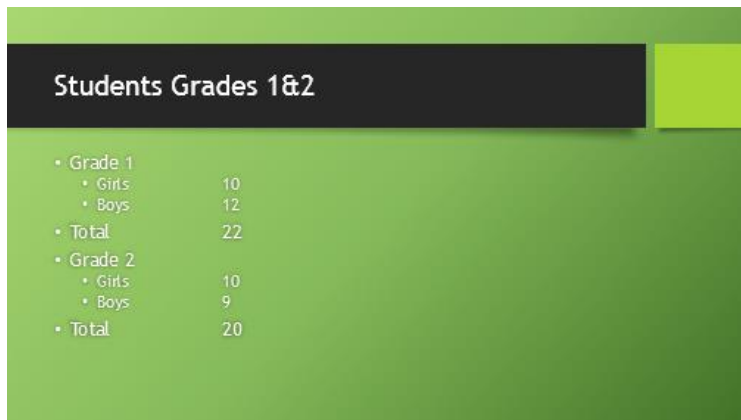


The Berlin theme is applied to all slides in the presentation.

4. Click the Variant down arrow and select a variant.



The Green variant is applied to the Berlin theme.

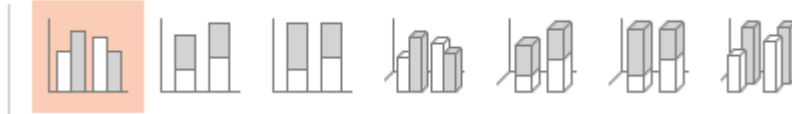


Add Chart

1. From the **HOME** tab on the Ribbon, click the Slide down arrow and select a Title and Content layout.
2. Click the Insert Chart icon in the graphic "insert" menu.

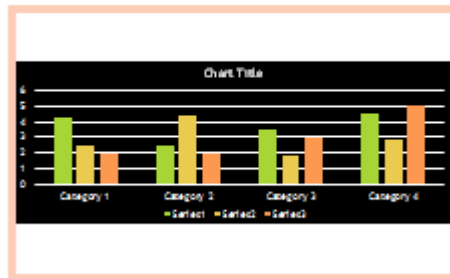


- At the Insert Chart dialog box, select a Chart Type and a Chart Style.



A preview of the selected chart displays:

Clustered Column



- Click the OK button.

A sample Excel Spreadsheet displays with sample data and the Chart slide graphically displays the sample data.

	A	B	C	D	E	F	G	H	I
1		Series 1	Series 2	Series 3					
2	Category 1	4.3	2.4	2					
3	Category 2	2.5	4.4	2					
4	Category 3	3.5	1.8	3					
5	Category 4	4.5	2.8	5					
6									
7									

- To increase or decrease the size of the selected area of the spreadsheet, place your cursor in the bottom right sizing handle until it turns to a double-pointed arrow and the click and drag.

You need five columns and three rows to display your Student data.

	A	B	C	D	E
1		Series 1	Series 2	Series 3	
2	Category 1	4.3	2.4	2	
3	Category 2	2.5	4.4	2	
4	Category 3	3.5	1.8	3	
5	Category 4	4.5	2.8	5	

- Delete the data outside the selected area.
- Enter the data as shown below:

	A	B	C	D	E
1		Grade 1	Grade 2	Grade 3	Grade 4
2	Girls	10	8	10	10
3	Boys	11	9	12	9
4					

Notice the sample data in the chart change as you add “real” data.



Style Options

- Click the *Click to add title* placeholder and type [Student Chart]
- Click the *Chart Title* placeholder and type [Students in Grades 1-4]

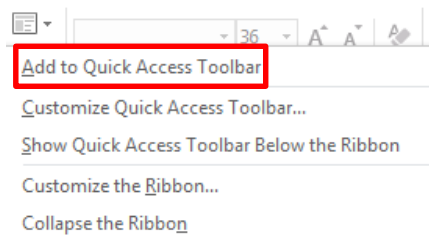
Notice the Style options icons at the right of the of chart when it is selected.

- Click the Close icon on the sample spreadsheet to close it.

Note: Right click the chart and select Edit Chart to make changes to the chart data.

Add New Slide icon to Quick Access Tool Bar

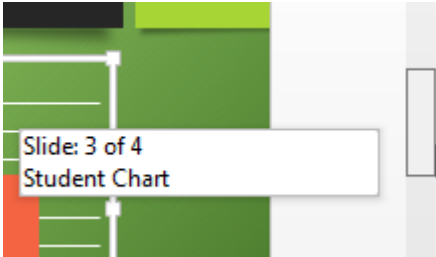

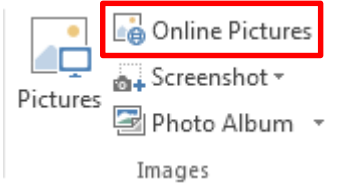
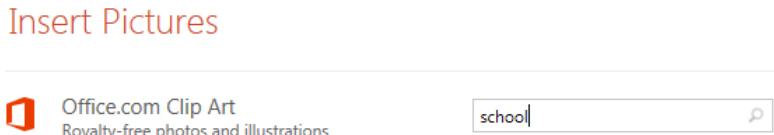
- Click the **HOME** tab on the Ribbon.
- Right click the New Slide icon in the Slides group and select Add to Quick Access Tool Bar.



Move Between

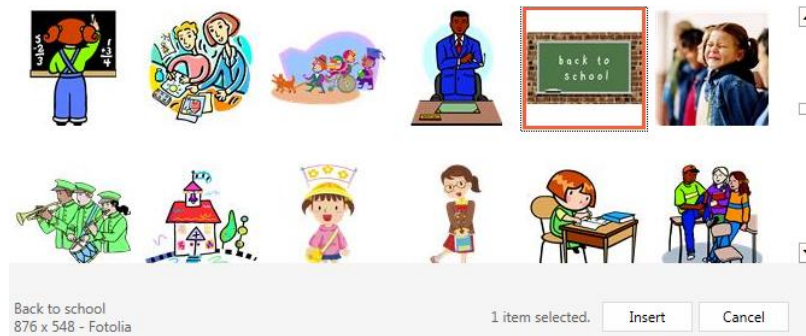
- Click the thumbnail in the Thumbnails Pane.

If all thumbnails are not visible, click the vertical scroll bar to the right of the

<p>Slides in Normal View</p>	<p>Thumbnail Pane.</p> <p>OR</p> <p>Click the Vertical Scrollbar to the right of the Slide Pane and drag.</p>  <p>A tooltip displays the title of the active slide.</p> <p>Release the mouse to move to that slide.</p>
<p>Save Presentation</p>	<ol style="list-style-type: none"> 1. Click the Save icon in the Quick Access Toolbar.  <ol style="list-style-type: none"> 2. Save the presentation in the PowerPoint folder as [Name of your Elementary School] <p>Save soon and save often!</p>
<p>Insert Picture from Office.com on Title Slide</p>	<ol style="list-style-type: none"> 1. Make Slide 1 the active slide. 2. Click the INSERT tab on the Ribbon. 3. Click the Online Pictures icon in the Images group.  <ol style="list-style-type: none"> 4. At the Insert Pictures dialog box, click in the Office.com Clip Art text box and type a general category of image [school] 

and click the Search icon.

There are over a thousand search results for school. Scroll through the gallery and select an image to add to your title slide and click the Insert button.



The image is added to the slide.



Size and Move an Image

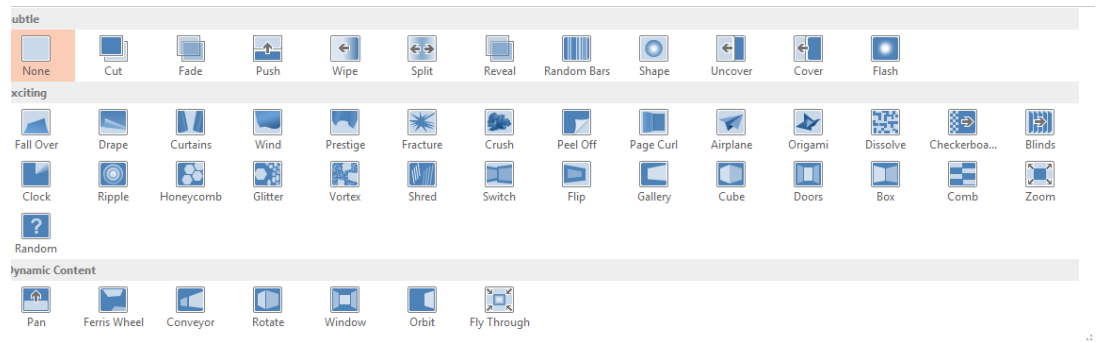
To size a graphic proportionately...

1. Click in a corner sizing handle (bottom right) until the cursor changes to a double-pointed arrow. Click and drag up and to the left to make the image smaller and down and to the right to make the image larger.

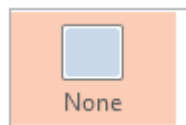


2. Place the cursor inside the image until the cursor changes to a quad arrow and drag to position the image.

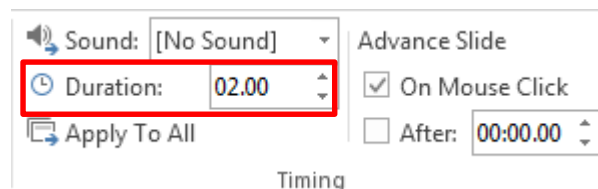
1. Click the Slide in the Thumbnail Pane to which you want to apply a transition effect. If you plan to apply the transition effect to all slides, it doesn't matter which slide you select.
2. Click the **TRANSITIONS** tab on the Ribbon.
3. Click the More down arrow in the Transition to this Slide group to display three categories of transition effects:



Initially no transition effects are applied to the slides because the None icon is selected by default.



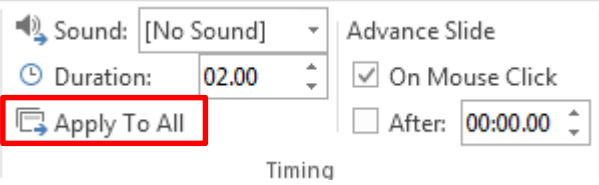

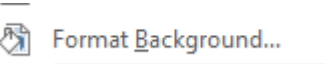
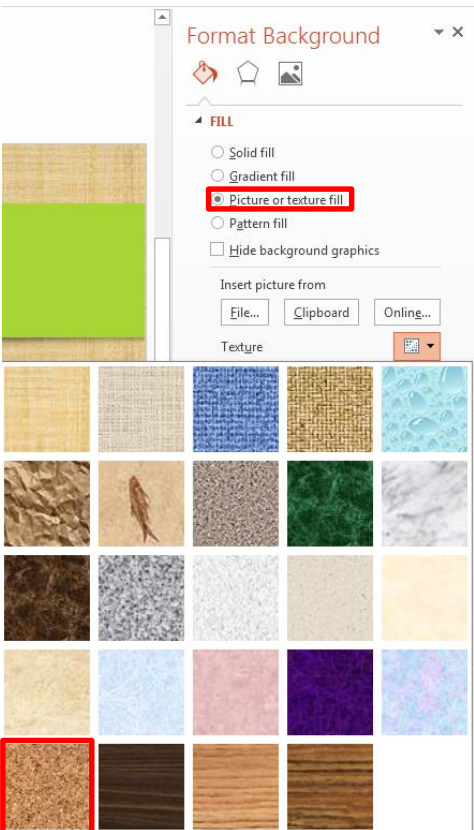
4. Select a transition.
- The slide will preview the selected transition.
5. Click the Duration up/down arrow in the Timings group to increase/decrease the transition speed.

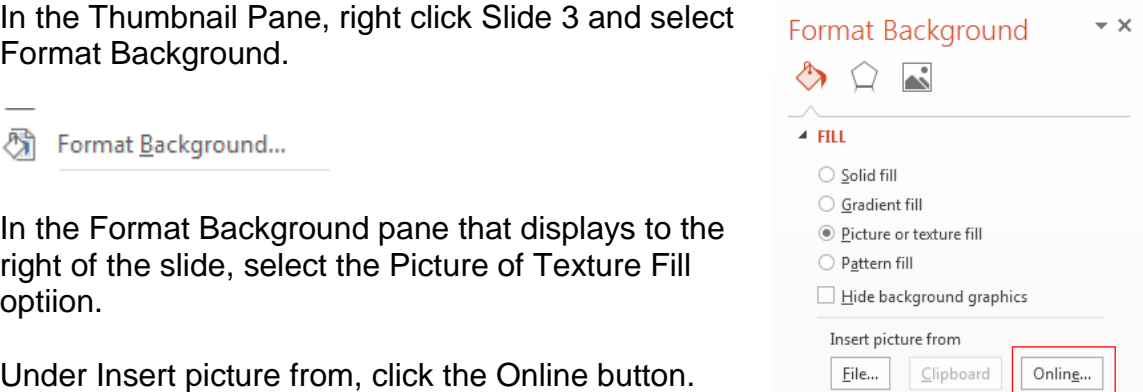
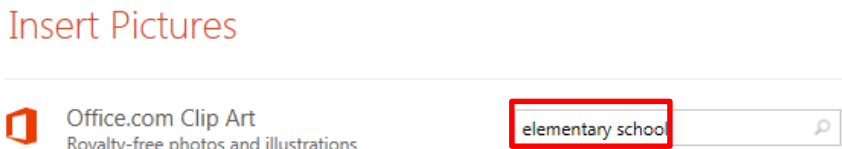
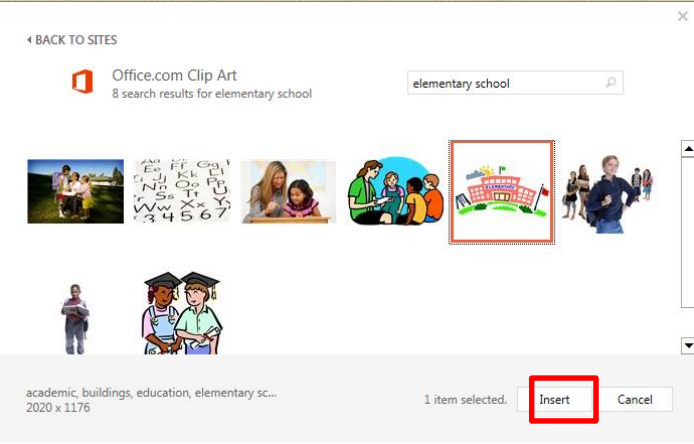
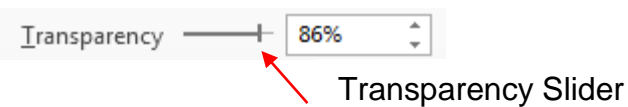


6. To preview the transition, click the Preview icon in the Preview group.



7. Click the Apply To All option in the Timing group to apply the transition to all slides in the presentation.

	 <p>Note: Transition could also be applied in Slide Sorter View if you want to apply different transitions to different slides -- i.e. one transition for all even slides and one transition for all odd slides.</p>
View in Slideshow View	<ol style="list-style-type: none"> 1. Click the SLIDE SHOW tab on the Ribbon. 2. Click the From Beginning icon in the Start Slide Show group.  <ol style="list-style-type: none"> 3. Click to advance each slide. <p>Note: You will set slide timings later.</p>
Add a Textured Background	<ol style="list-style-type: none"> 1. In the Thumbnail Pane, right click Slide 2 and select Format Background.  <ol style="list-style-type: none"> 2. In the Format Background pane that displays to the right of the slide, select the Picture or Texture Fill option. 3. Click the Texture down arrow and select a texture. <p>Notice the icon at the bottom of the pane that would apply the texture to all slides. DO NOT select this option.</p> 

<p>Add a Picture Background</p>	<ol style="list-style-type: none"> 1. In the Thumbnail Pane, right click Slide 3 and select Format Background.  <ol style="list-style-type: none"> 2. In the Format Background pane that displays to the right of the slide, select the Picture or Texture Fill option. 3. Under Insert picture from, click the Online button. 4. At the Insert Pictures screen type a category of picture in the Office.com Clip Art text box and click the Search icon.  <ol style="list-style-type: none"> 5. Select an image from the search results and click the Insert button.  <p>The image is inserted in the slide, but 'waaaaaay' to dark.</p> <ol style="list-style-type: none"> 6. In the Format Background pane, drag the transparency slider to the right to fade the image. 
<p>Add and Format a Shape</p>	<ol style="list-style-type: none"> 1. Click the the last slide in the presentation and add a New Slide with a Title and Content Layout.

2. Click the *Click to add title* placeholder and type [3rd Grade Art Class].
3. Click in the body content and type the activities at the right:
4. Click the **INSERT** tab on the Ribbon.
5. Click the Shapes down arrow in the Illustrations group and select a shape.

- Paper cutouts
- Water colors
- Finger painting
- Crayon drawings
- Origami

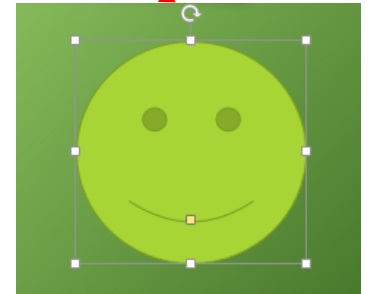


With the cursor in the shape of a white plus sign, click on the slide and drag to draw the shape on the slide.

Size using the sizing handles. Click on the image and drag to position.

Notice the circle at the top of the image. Position your cursor on the circle and drag to rotate the image.

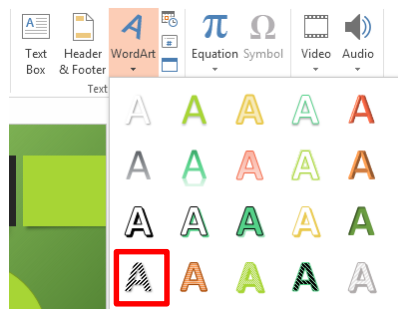
Rotate



Insert WordArt

With the 3rd Grade Art Class slide active...

1. Click the **INSERT** tab on the Ribbon.
2. Click the WordArt down arrow in the Text group and select a WordArt shape.



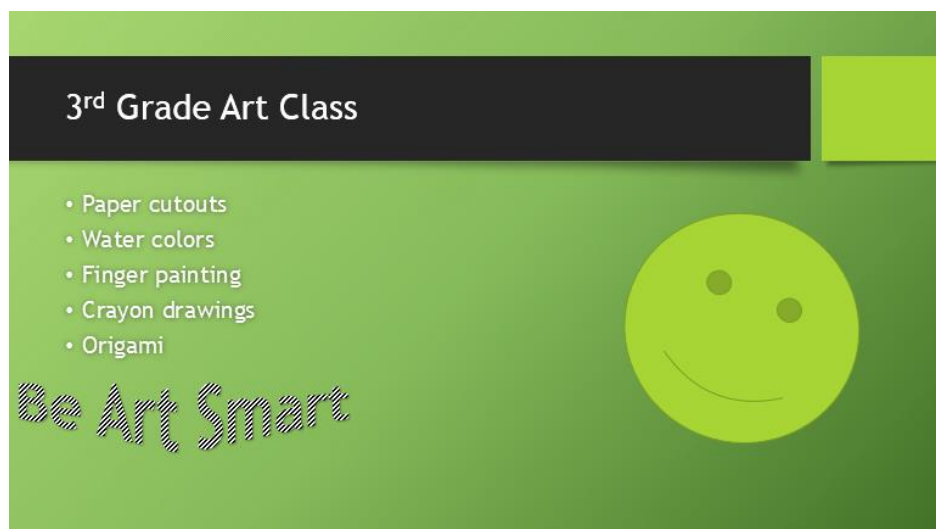
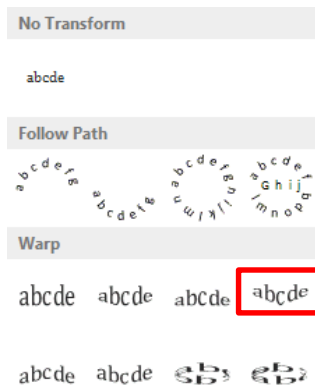
3. Select the Text in the WordArt placeholder and type [Be Art Smart].

Drag to position to WordArt below the bulleted list.



4. With the WordArt object selected, click the Text Effects down arrow in the WordArt Styles group and select Transform.
5. Move your mouse over a transformation effect in the list and watch Live Preview display that effect on the WordArt on the slide.

Click to apply the effect.



Add Animation Effects

Animation effects refer to the way each individual object in a slide displays.

Individual objects on a slide can be animated in four states; Entrance, Emphasis, Exit, and Motion Paths.

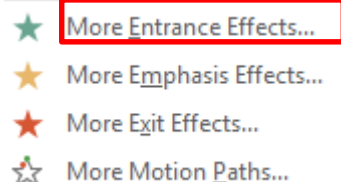
With Slide 1 active...

1. Click the Title [Your Elementary School].
2. Click the **ANIMATIONS** tab on the Ribbon.
3. Click the Animation Pane icon in the Advanced Animation group to display an Animation Pane at the right of the Slide View.
4. There are several ways to add animation effects.

Click the Add Animation down arrow in the Advanced Animation group to display Entrance, Emphasis, and Exit effects that can be added to a selected object.

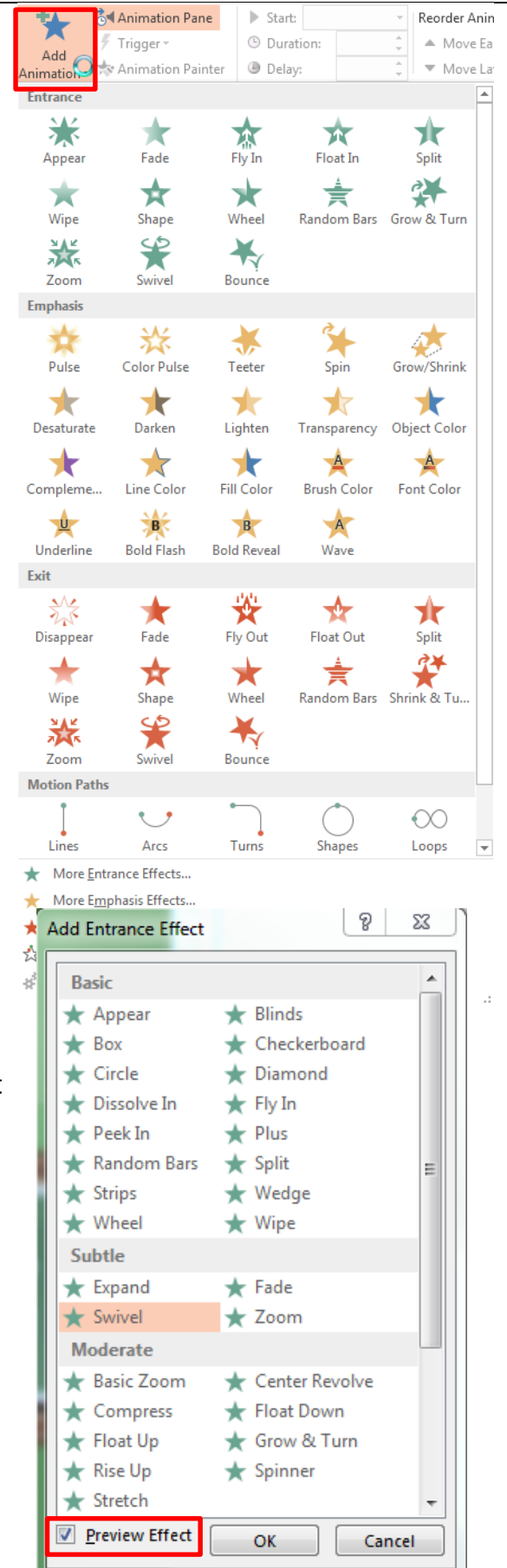
5. Click an Entrance effect and the slide will preview the effect.

Select More Entrance Effects... to display additional Entrance Effects in a popup window that will preview the effect on the slide as you select it.



Note: If the effect is not previewed, be sure the Preview Effect option is checked.

6. Click the OK button to apply the selected effect to the currently selected object.



Note: Notice that some effects are applied to the entire object while others are applied to individual characters.

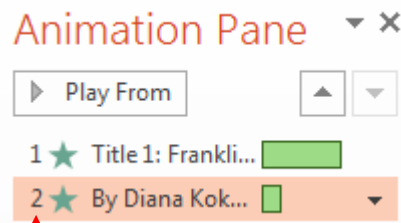
The object animation displays in the Animations Pane with a number to the left



A corresponding number displays beside the animated object in the slide.



7. Click the subtitle object on the slide and select an Entrance effect.

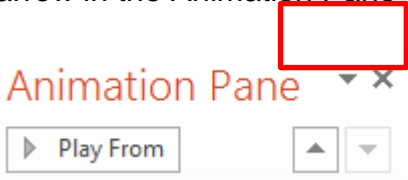

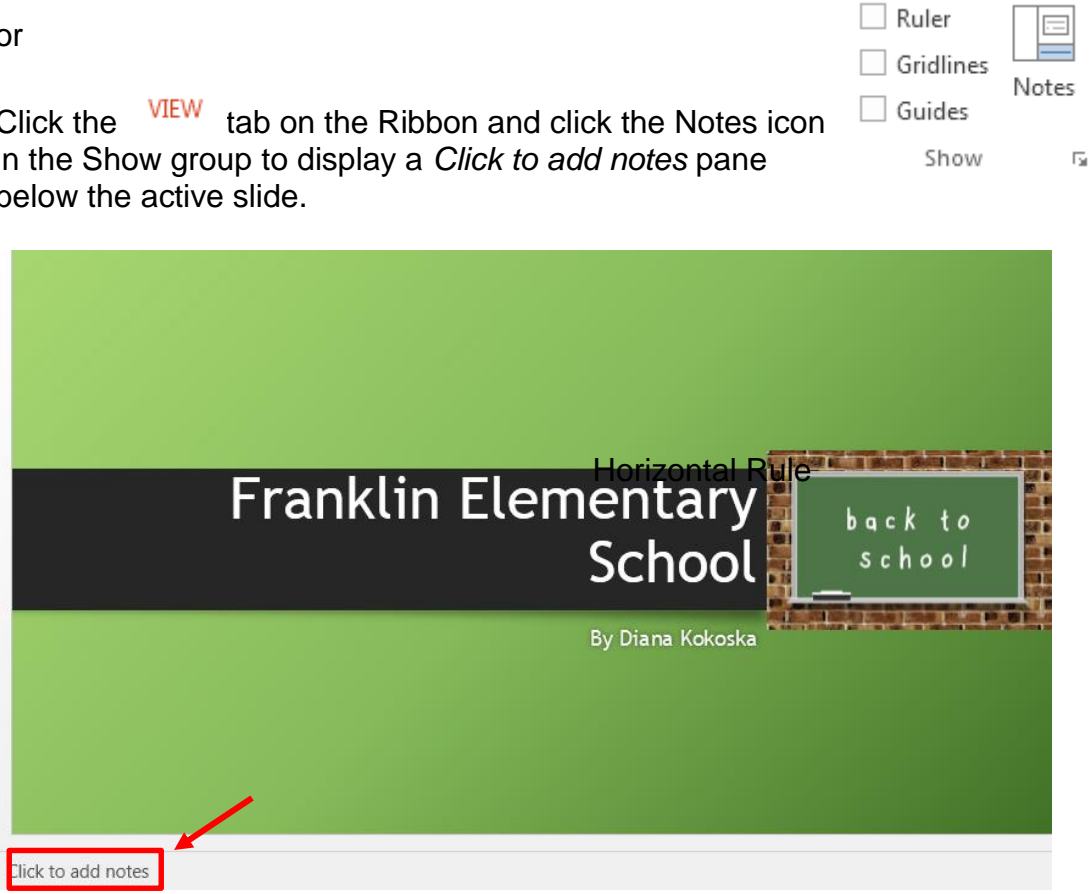


8. In the Animation Pane, click the Play From button to preview the effect of the selected object.




9. Click the Preview icon in the **ANIMATIONS** tab to preview ALL of the animations on the active slide.



	<p>10. To reorder the animation effects on a slide, select slide and click the up or down arrow in the Animation Pane to move it.</p>  <p>11. Click the Close icon in the Animation Pane.</p>
Insert Notes Pages	<p>A <i>Notes Page</i> is notes that the speaker types on each page that can be used as a guide during a presentation.</p> <p>1. Click the  icon on the Status bar</p> <p>or</p> <p>Click the VIEW tab on the Ribbon and click the Notes icon in the Show group to display a <i>Click to add notes</i> pane below the active slide.</p>  <p>2. Click on the horizontal rule until the cursor changes to a double-pointed arrow and drag up to expand the <i>Click to add notes</i> pane.</p> <p>3. Type a <i>Notes Page</i> on Slide 1 that briefly describes your elementary school.</p>


The Franklin Elementary School had four rooms with two grades in each room. One teacher taught both grades. We had a graduation when we completed the 8th grade before moving on to high school.

4. Click the  icon again to close the *Click to add notes* pane.


Note: The Notes Page can be printed at the bottom of each slide for the speaker to use during the presentation.

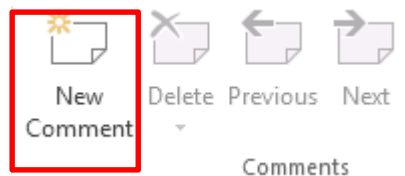
Add a Comment

Comments are a great way to provide feedback when a group is collaborating on a slideshow presentation.

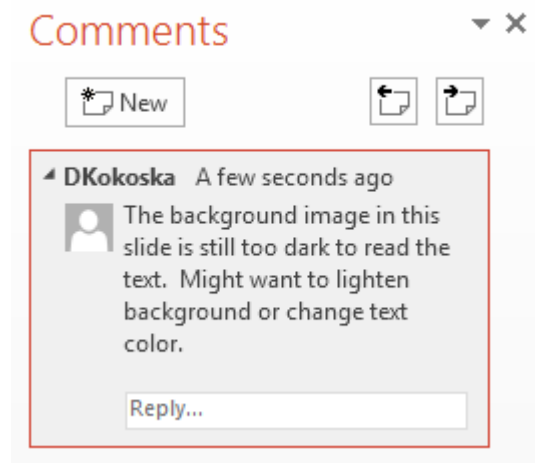
1. Open the slide on which you want to comment in Normal View. (Slide 3)
2. Click at the position in the slide where you would like the comment to appear.
3. Click the  icon on the Status Bar

OR

Click the  tab on the Ribbon and click the New Comment icon in the Comments group to display a Comment Pane to the right of the active slide.



4. Click the New button in the Comments Pane and type a comment.



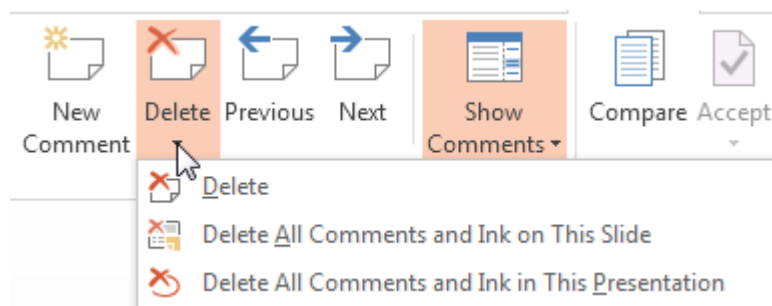
A comment “bubble” displays on the slide. You can move the comment bubble

by clicking and dragging the bubble shape to any location.



5. Click the Close icon to close the Comments pane.
6. Click the Bubble shape on the slide to reopen the Comments pane and read or reply to the comment.
7. To delete a comment, click the comment to select it and press Delete on the keyboard.

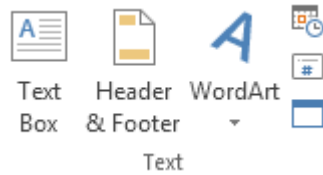
Note: To delete all comments on a slide or all comments in a presentation, click the **REVIEW** tab on the Ribbon and click the Delete icon down arrow in the Comments group and select Delete All Comments and Ink on This Slide or Delete All Comments and Ink in This Presentation.



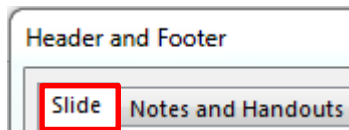
Add a Header or Footer

A Header displays at the top of each Notes Page or Handout.
A Footer displays on each Slide, Notes Page, or Handout.

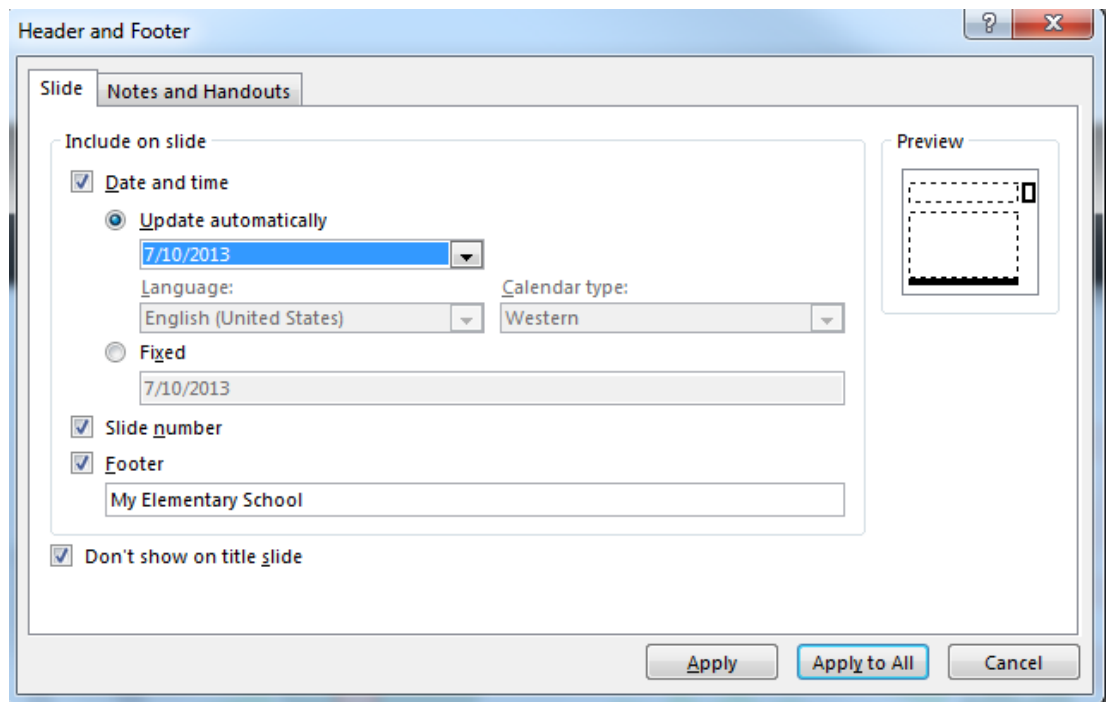
1. Click the **INSERT** tab on the Ribbon.
2. Click the Header & Footer icon in the Text group.



3. At the Header and Footer dialog box, click the tab (Slide or Notes and Handouts) to which you want to apply a header or footer.

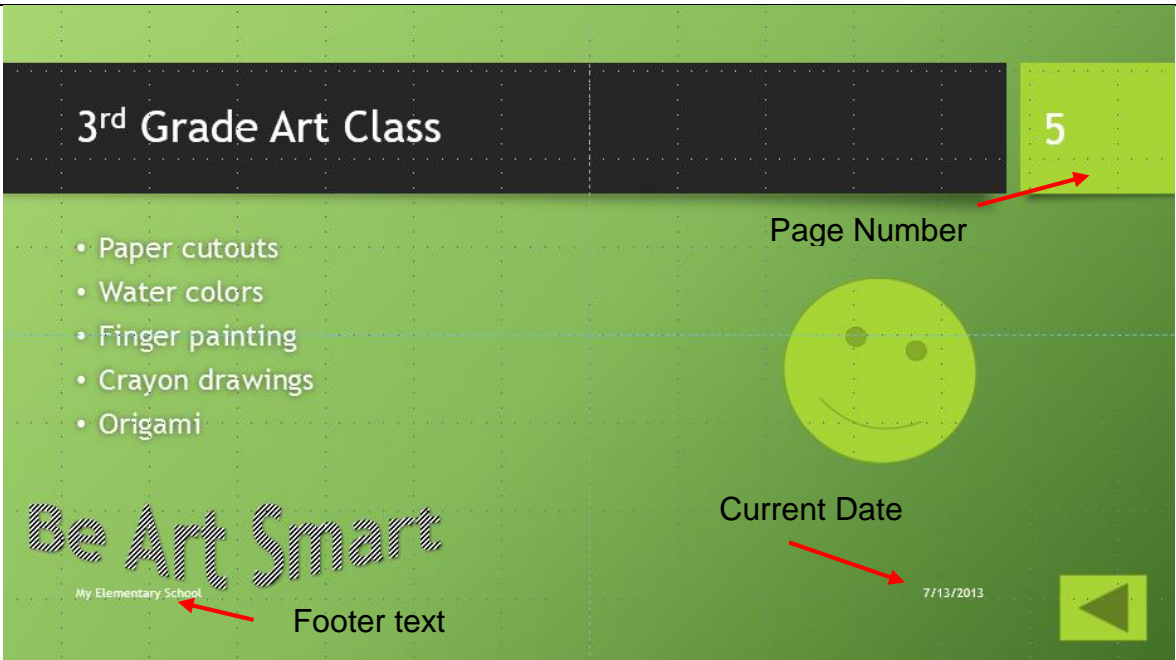



4. Select the desired options and click the Apply to All button.



The *Update automatically* option under Date and Time displays the current date when the slideshow is opened.

Note: The *Don't show on title slide* option is often selected to leave the Title slide footer blank.

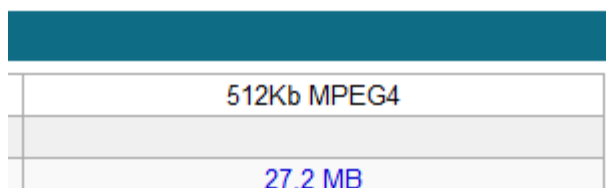
	 <p>3rd Grade Art Class</p> <ul style="list-style-type: none"> • Paper cutouts • Water colors • Finger painting • Crayon drawings • Origami <p>Page Number</p> <p>5</p> <p>Be Art Smart</p> <p>My Elementary School</p> <p>Footer text</p> <p>Current Date</p> <p>7/13/2013</p> <p>Note: The position of the selected elements depends on the template selected.</p>														
<p>Insert a Video File</p>	<p>PowerPoint 2013 supports a number of video formats:</p> <p>IF YOU ARE CONCERNED WITH DOWNLOADING FILES FROM THE INTERNET BECAUSE THEY SOMETIMES HAVE VIRUSES – YOU CAN DISREGARD THIS PART.</p> <p>Supported video file formats</p> <table border="1"> <thead> <tr> <th>FILE FORMAT</th><th>EXTENSION</th></tr> </thead> <tbody> <tr> <td>Windows Media file</td><td>.asf</td></tr> <tr> <td>Windows Video file (Some .avi files may require additional codecs)</td><td>.avi</td></tr> <tr> <td>MP4 Video file</td><td>.mp4, .m4v, .mov</td></tr> <tr> <td>Movie file</td><td>.mpg or .mpeg</td></tr> <tr> <td>Adobe Flash Media</td><td>.swf</td></tr> <tr> <td>Windows Media Video file</td><td>.wmv</td></tr> </tbody> </table> <p>The challenge is finding a video that you can download from the Internet that is in the Public Domain (which means that it has no copyright restrictions).</p> <p>In a Google search, type  and click the Search button.</p>	FILE FORMAT	EXTENSION	Windows Media file	.asf	Windows Video file (Some .avi files may require additional codecs)	.avi	MP4 Video file	.mp4, .m4v, .mov	Movie file	.mpg or .mpeg	Adobe Flash Media	.swf	Windows Media Video file	.wmv
FILE FORMAT	EXTENSION														
Windows Media file	.asf														
Windows Video file (Some .avi files may require additional codecs)	.avi														
MP4 Video file	.mp4, .m4v, .mov														
Movie file	.mpg or .mpeg														
Adobe Flash Media	.swf														
Windows Media Video file	.wmv														

Note: Because I had problem inserting a YouTube video, I selected

[Little Lulu: Bored of Education : Free Download & Streaming ...](#)
[archive.org](#) > ... > [Animation & Cartoons](#) > [Animation Shorts](#) ▼

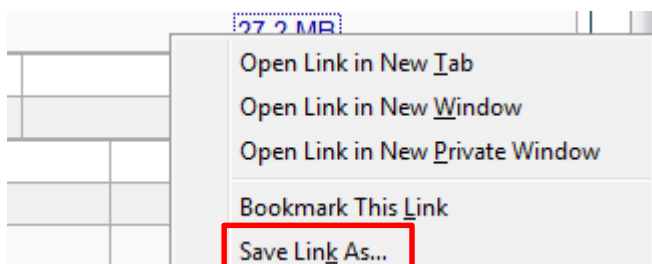
Little Lulu: Bored of Education is a classic cartoon featuring Little Lulu and her classmate ... (26.7 M)Ogg Video ... Produced in 1946, now in the Public Domain.

Because our chart shows that PP will play an MP4 Video file, I selected the smallest size.



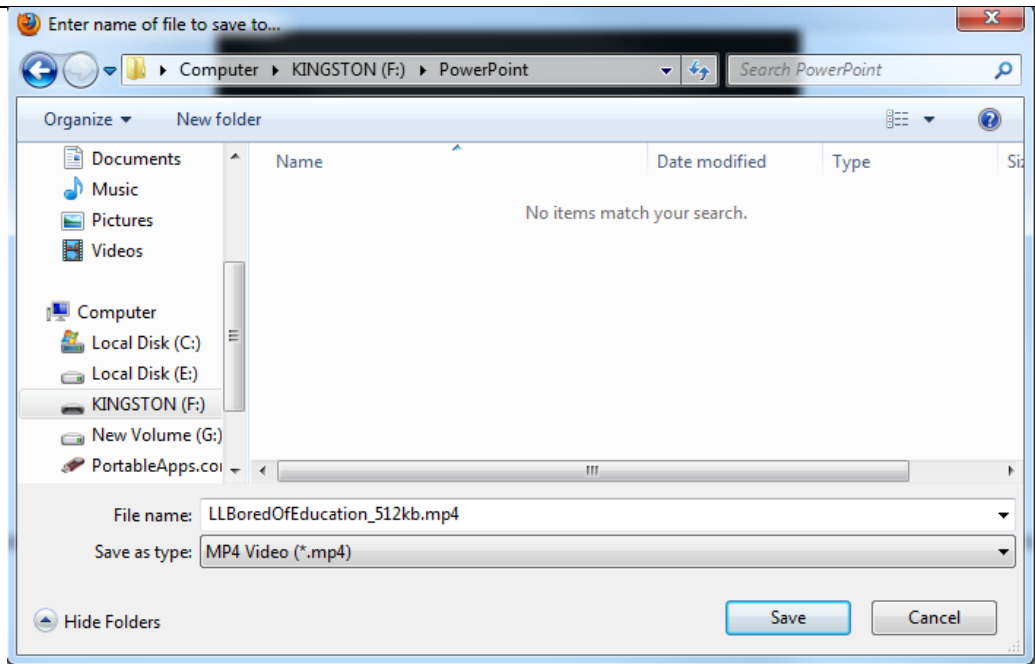
512Kb MPEG4
27.2 MB

1. Right click the link and select Save Link As...



Note: This may be “Save Target As...” in a different browser.

2. At the Save as dialog box, save the file in the PowerPoint folder with the default name.



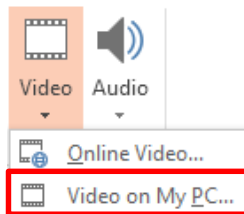
3. Click the Save icon.

The file is saved as

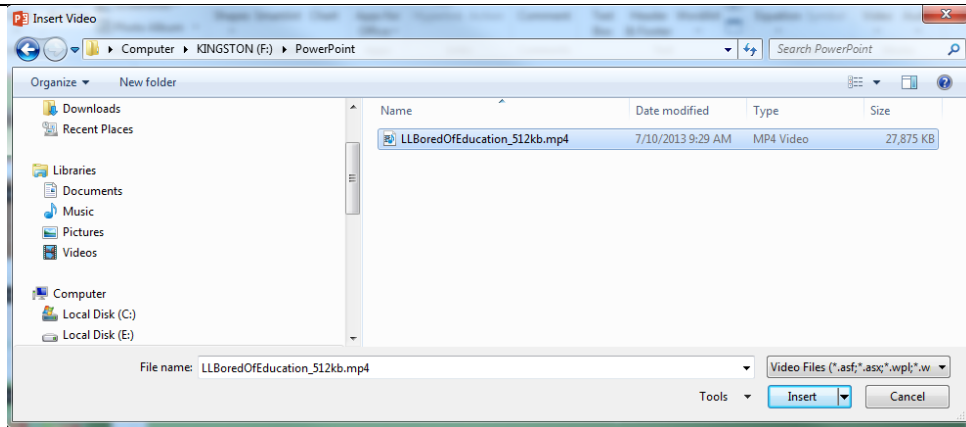
Name	Date modified	Type	Size
LLBoredOfEducation_512kb.mp4	7/10/2013 9:29 AM	MP4 Video	27,875 KB

INSERTING THE VIDEO IN THE POWERPOINT PRESENTATION

1. Open slide on which you want to insert the video clip (Slide 2).
2. Click the **INSERT** tab on the Ribbon.
3. Click the Video icon down arrow in the Media group and select Video on My PC...

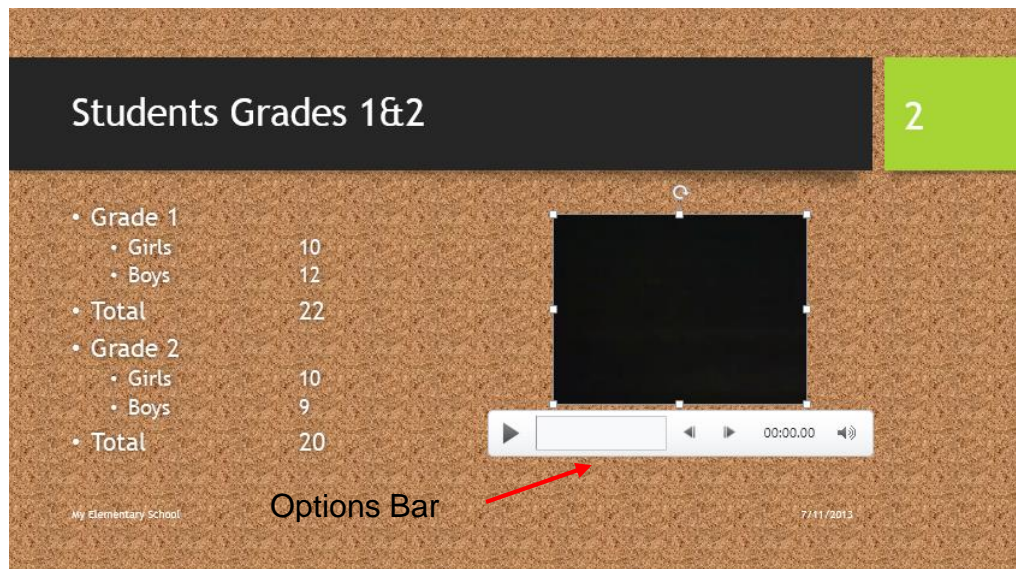


4. Navigate to the location of the video clip (PowerPoint folder).



5. Select the file and click the Insert button.

A video displays in the center of the current slide. Drag to position the video. Click on the video to display the options bar.


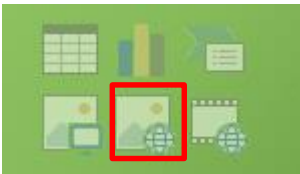



6. Click the Play/Pause button to play the video.



To change the start or end times for the video, you will use the “trim” feature.

7. From the Video tools contextual menu on the Ribbon, click the Playback tab to display video playback options.

	<div data-bbox="428 94 748 201"> <div>VIDEO TOOLS</div> <div> <div>FORMAT</div> <div>PLAYBACK</div> </div> </div> <p>8. Click the Trim Video down arrow in the Editing group.</p> <div data-bbox="428 310 766 474">  <div> <div>Fade Duration</div> <div> <div>Fade In: 00.00</div> <div>Fade Out: 00.00</div> </div> <div>Editing</div> </div> </div> <p>Use the sliders or type the Start Time and End Time in the text boxes. Click the OK button.</p> <p>Note: Notice the additional options available.</p>
<p>Insert Multiple Images</p>	<ol style="list-style-type: none"> Click on the last slide in the presentation and add a new slide with a Two Content Layout. Type 2ND Grade Math Class in the <i>Click to add title</i> placeholder In the right content placeholder, click the Online Pictures icon from the graphic insert menu. <div data-bbox="428 1020 725 1192">  </div> <ol style="list-style-type: none"> At the Insert Picture dialog box, type math in the Office.com Clip Art text box and click the search icon. <div data-bbox="451 1352 1552 1541"> <div>Insert Pictures</div> <div></div> <div>  <div>Office.com Clip Art</div> <div>Royalty-free photos and illustrations</div> </div> <div> <div>math</div> <div></div> </div> </div> <p>Search results for math display.</p> <ol style="list-style-type: none"> Click the first image you want to insert in the presentation.



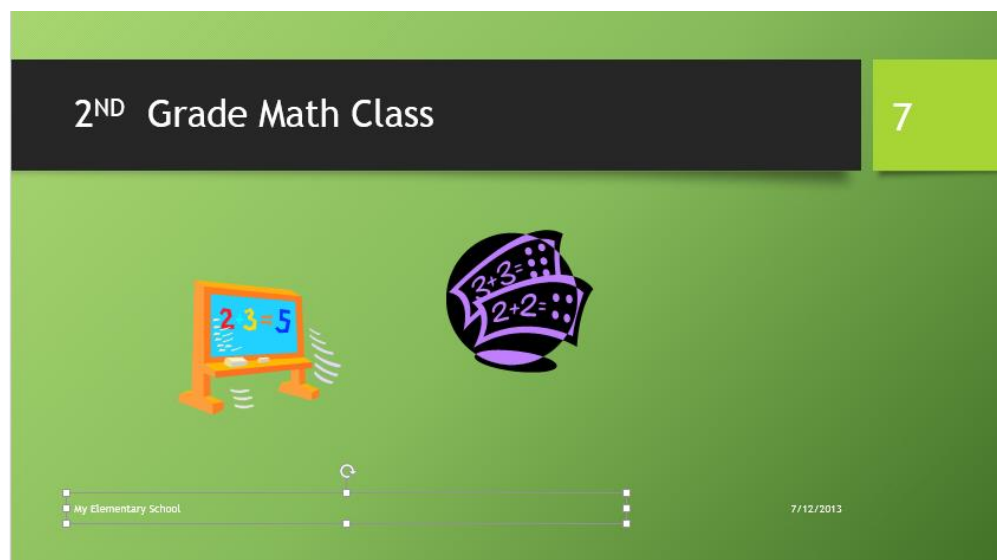
and scroll to find a second image.



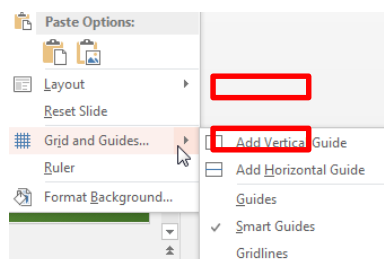
Hold down the Ctrl key and click the second image.

Click the Insert button.

Both images display on the the 2nd Grade Math Class slide:



6. Right click on the slide and select Guides and Gridlines, which will help you position the images on the slide.



Small dotted squares display on the slide.

7. Using the Guides and Gridlines, drag the images to position and size using sizing handles.

Notice the Smart Guide that lets you know when the images are aligned.

If you want to be sure the images are approximately the same size, click an

PICTURE TOOLS

FORMAT

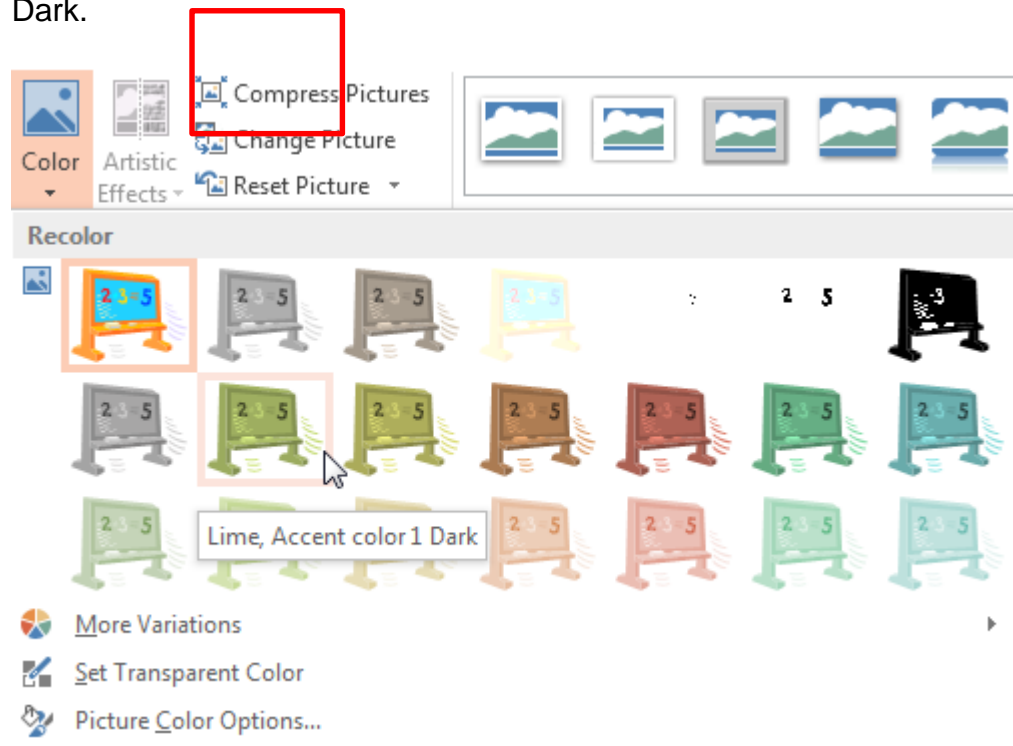
image and click the option under Picture Tools and check the Height: and Width: in the Size group.

8. This is great except the colors of the two images don't match very well.

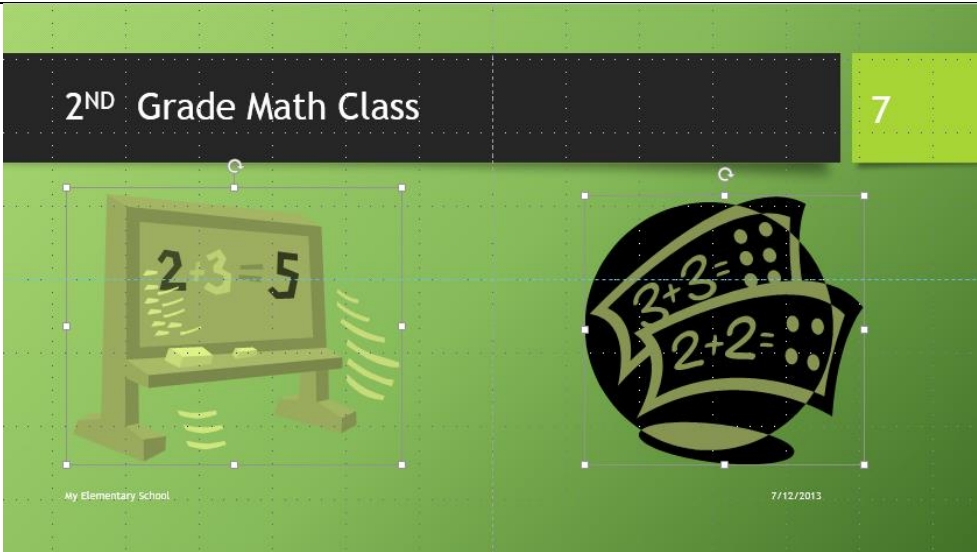
Hold down the Ctrl key and click each of the images.

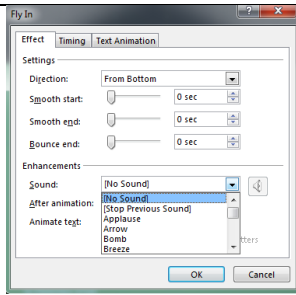
Click the **FORMAT** tab on the Ribbon.

Click the Color down arrow in the Adjust group and select Lime, Accent color 1 Dark.



The background of the images changes to the selected color.

	
<p>Add Audio to a Slide</p>	<p>Audio clips can be added to a slide in four ways:</p> <ul style="list-style-type: none"> ○ Sound from the sound gallery ○ Sound from the online clipart ○ Sound from a file ○ Record audio
<p>Add Sound from the Sound Gallery</p>	<p>With the last slide selected...</p> <ol style="list-style-type: none"> 1. Add a new slide with a Title only layout. 2. Click in the <i>Click to add title</i> placeholder and type Thank you! 3. Click the Title Placeholder and move to the center of the screen. 4. Click the Thank you! object and click the ANIMATIONS tab on the Ribbon. Add an Entrance effect. 5. Click the Animation Pane icon in the Advanced Animation group to display the Animation Pane. 6. Click the title1: Thank you... down arrow and select Effect Options... 7. At the dialog box, click the Sound down arrow in the Enhancements section and select a sound. <div data-bbox="1338 1073 1541 1188" data-label="Image"> </div> <div data-bbox="1386 1188 1494 1220" data-label="Caption"> <p>Title Only</p> </div> <div data-bbox="1297 1409 1549 1734" data-label="Image"> </div>

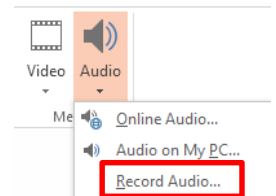


8. Click the OK button. The preview animates the object and plays the sound.

Record an Audio Clip

Recording an audio clip requires that you have a built in microphone or a plug-in microphone. With the slide on which you want to insert the audio clip open in Normal View... (Slide 1)

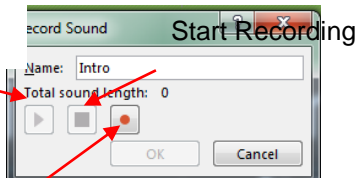
1. Click the **INSERT** tab on the Ribbon.
2. Click the Audio down arrow in the Media group and select Record Audio...



The Record Sound dialog box displays.

3. Type a name for your Recorded Sound [Intro] and click the Record button.

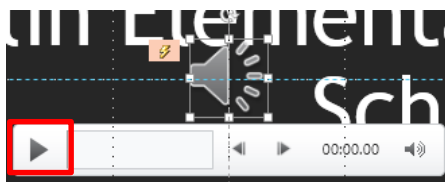
Play Recording



Stop Recording

4. Record your voice with your message – [I hope you enjoy this short presentation about My Elementary School]
5. Click the Stop button.
6. Click the OK button.

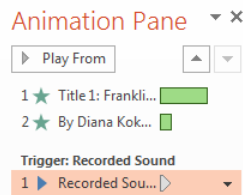
A sound icon displays on the screen with an identifying tag **3**. Click the sound icon.



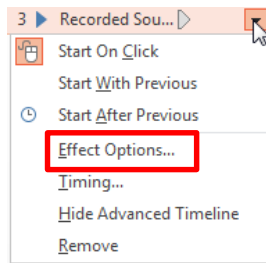
7. Click the Play button.

8. From the Animations tab, click the Animation Pane icon in the Advanced Animation group to display the Animation Pane.

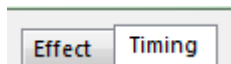
The recorded audio displays below the content objects.



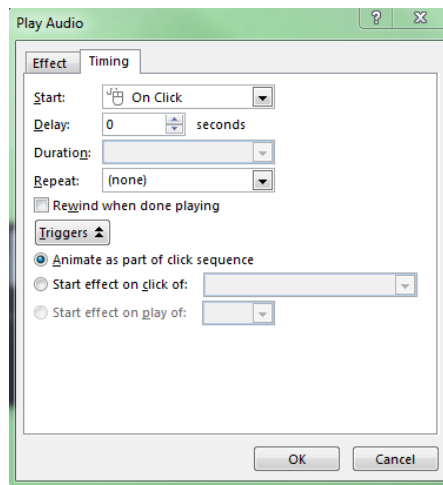
9. Click the Recorded Sound down arrow and select Effect Options.



10. At the Play Audio dialog box, click the Timing tab.




11. Click the Trigger down arrow and select “Animate as part of click sequence” and click the OK button.



12. From the Animations tab, click the Preview icon in the Preview group to play the first slide.

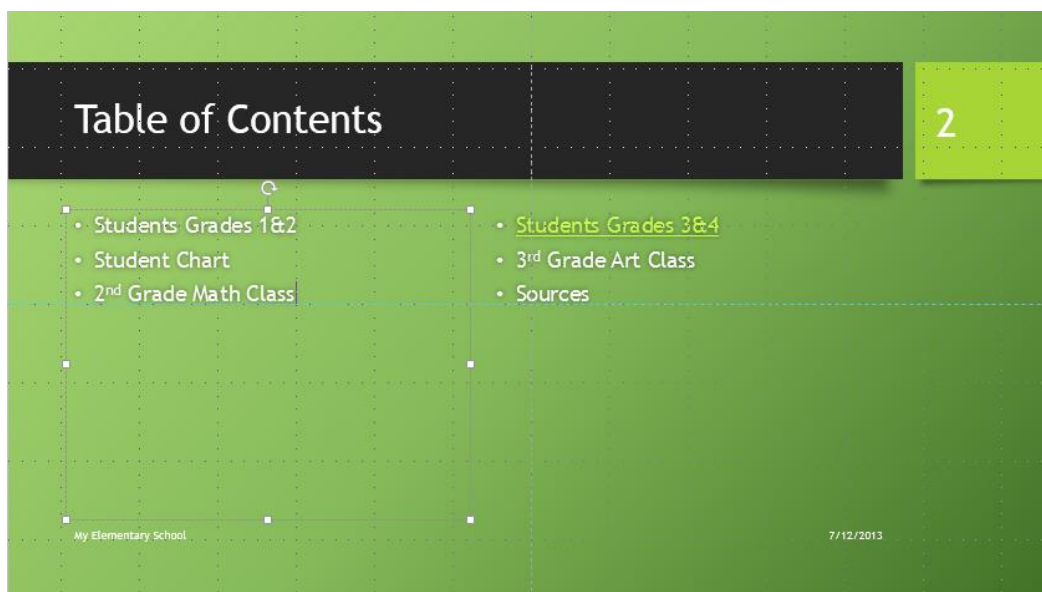
Since you have already animated the Title and Subtitle and attached the sound to the Subtitle, the content should animate and the audio should play.

<p>Add Web Hyperlink</p>	<p>Hyperlinks are text or graphics that when clicked take you to a Web page, another slide, or a saved file.</p> <p>A link to the Internet resources that you used in your presentation is a good example of a Web hyperlink.</p> <ol style="list-style-type: none"> 1. Insert a new slide with the Title and Content layout BEFORE the closing slide. 2. Click the <i>Click to add title</i> placeholder and type [Sources] 3. In the <i>Click to add text</i> placeholder, type the link text to a resource [Video Source] 4. Highlight the link text and click the INSERT tab on the Ribbon. 5. Click the Hyperlink icon in the Links group. 6. At the Insert Hyperlink dialog box, click Existing File or Web page and in the Address: text box, type or paste the Web address (including the http://) and press the OK button. <div data-bbox="1266 543 1484 709" data-label="Image"> </div> <div data-bbox="422 873 1369 1369" data-label="Image"> </div> <p>The Link Text changes color and is underlined to identify it as a hyperlink.</p> <p>Note: The link does not work until you play the Slideshow. Click the Slideshow icon  in the Views Bar. When the Slide displays, click the Video Source link.</p> <p>You will be hyperlinked to that Web address on the Internet.</p>
<p>Insert a Hyperlink to Slide</p>	<p>Depending on the type of presentation, you may not want to play the presentation in a linear fashion but have a Table of Contents with links to slide titles.</p> <ol style="list-style-type: none"> 1. Click on Slide 1 and insert a new slide with a Two Content Layout.

2. Click in the *Click to add title* layout and type [Table of Contents].
3. Click in the *Click to add text* placeholder and type the titles of each of the slides in the right and left placeholders.

Students Grades 1&2
Student Chart
2nd Grade Math Class

Students Grades 3&4
3rd Grade Art Class
Sources



4. As an example, highlight the 3rd Grade Art Class text and click the **INSERT** tab on the Ribbon.



5. Click the Hyperlink icon in the Links group.

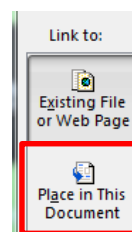
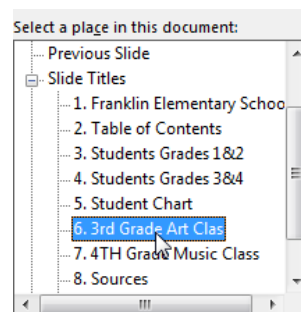
6. In the Link to: pane, click the Place in This Document icon.

7. Select the Slide Title – 3rd Grade Art Class

8. Click the OK button.

The **Students Grades 3&4** becomes a hyperlink to Slide 6.

Play the slideshow and click the hyperlink.

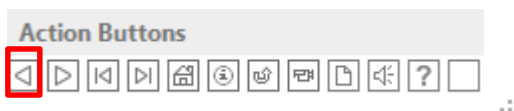
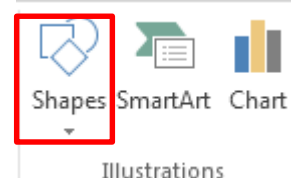


9. Now you will want to create a hyperlink back to the Table of Contents.

Insert Action Buttons

Action buttons provide a way return to a previous slide (such as the Table of Contents).
With Slide 6 (3rd Grade Art Class) open in Normal View...

1. Click the **INSERT** tab on the Ribbon.
2. Click the Shapes down arrow in the Illustrations group.
3. From the Action Button category, click the Back or Previous icon

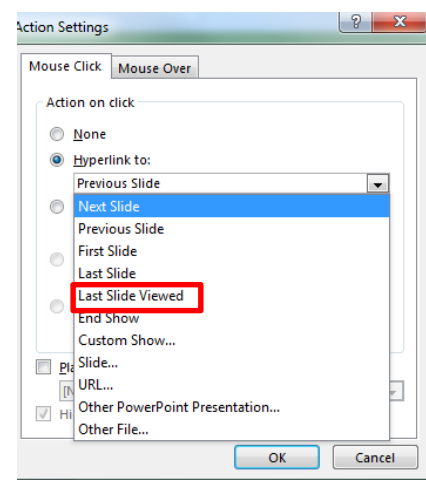


As you move your mouse pointer over an icon, a tool tip displays the name.

4. With the cursor in the shape of a small, black plus sign, click and drag to draw a rectangle shape on the slide where you want the back button to display.



5. At the Action Settings dialog box, click the Hyperlink to: down arrow and select Last Slide Viewed.
6. Click the OK button.
7. Click on the Table of Contents slide and play the slideshow. Click the 3rd Grade Art Class link to move to that slide.



Click the Back/Previous icon to return to the Table of Contents.


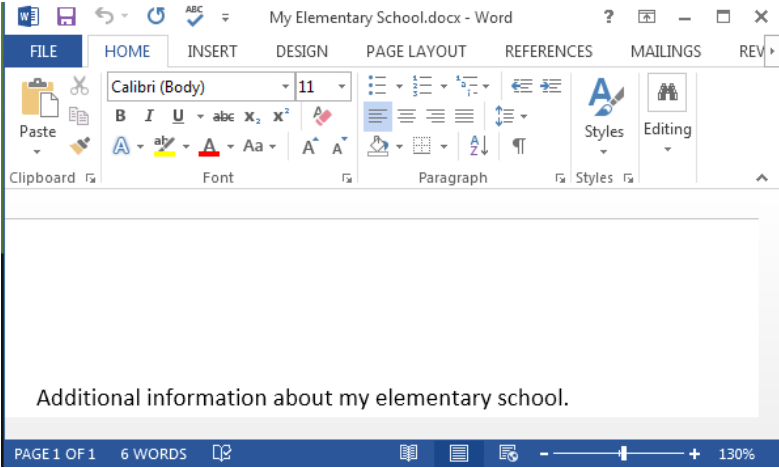
8. Click the Esc key on the keyboard to exit the slideshow.

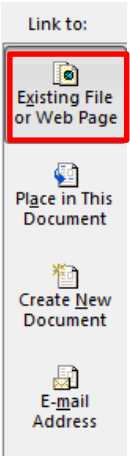
Insert a Hyperlink to a File

Perhaps you already have a report created in Word or a spreadsheet created in Excel that you would like to show the audience during the presentation.

For now, let's just create a Word document for our demonstration:

1. Open Microsoft Word and type [Additional Information about my elementary school.]
2. Save the file in the same folder as the PowerPoint presentation with the name "Word File".
3. Close the Word file.

	<p>Now to link to the file....</p> <ol style="list-style-type: none"> 1. Naviagate to the Sources slide in the PowerPoint Presentation. 2. Below the first link, insert the text [My Elementary School] 3. Highlight the text. 4. From the Insert tab, click the Hyperlink icon and in the Link to: pane, click Existing File or Web Page. 5. Select the filename  My Elementary School.docx and click the OK button. <p>The My Elementary School text becomes a hyperlink.</p> <ol style="list-style-type: none"> 6. Play the slideshow and click the My Elementary School link. <p>The Word® document opens in a new window.</p>  <ol style="list-style-type: none"> 7. Close the Word® document to return to the PP presentation.
<p>Play Background Music</p>	<p>AGAIN MP3 FILES CAN ALSO CONTAIN VIRUSES – DO NOT DOWNLOAD THIS UNLESS YOU YOU ARE CONFIDENT YOUR VIRUS PRODUCT IS ADEQUATE.</p> <p>Let’s find some music that we can play in the background through out the entire presentation. How about “Little Red School House” – that seems appropriate. I searched for “Little Red School House video clip download” since I already knew that it was in the public domain.</p> <ol style="list-style-type: none"> 1. Type http://www.mp3olimp.net/in-the-little-red-school-house/ in the Address Bar. 2. Right click the Download link and save in the PowerPoint folder.



32 kbps
03:53
929.15 kB

In The Little Red School House .mp3
turtleservices.com/In The Little Red School House.mp3

[Play](#) | [Embed](#) | [Download](#) | [Send Ringtone](#) (ad)

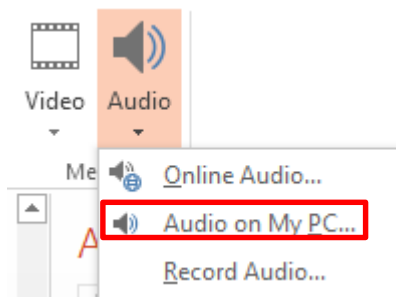
In The Little Red School House.mp3 7/11/2013 12:41 PM MP3 Format Sound 908 KB

To add the background music...

1. Since you already have a video clip on Slide 3, let's start the background music on Slide 4.

Open Slide 4 in Normal View.

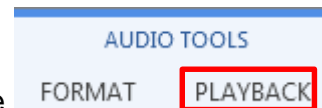
2. Click the **INSERT** tab on the Ribbon.
3. Click the Audio down arrow in the Media group and select Audio on My PC...



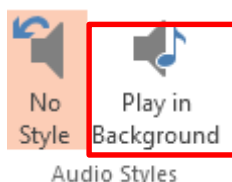
4. Select In The Little Red School House.mp3 and click the Insert button.





5. A displays in the center of the slide indicating that an audio clip has been inserted.

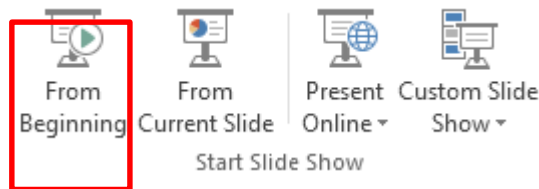
6. Select the sound icon and click the **AUDIO TOOLS** tab to displays options for playing the media file.



7. Click the Play in Background icon in the Audio Styles group.



8. Click the Slideshow icon     in the Views Bar or click the **SLIDE SHOW** tab on the Ribbon and click the From Beginning icon in the Start Slideshow group to play the presentation.



9. Click through each of the slides. The background music should play through all of the slides.

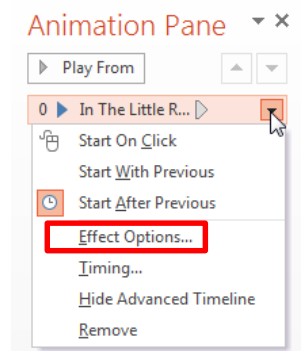
Since you already have an applause clip on Slide 9 (Thank you), let's change the Effect options so the 'Little Red School House' stops at the end of Slide 8.

10. With Slide 2 open in Normal View...

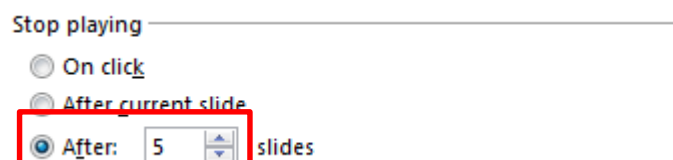
Click the **ANIMATIONS** tab on the Ribbon.

11. Click the Animation Pane icon in the Advanced Animation group to open the Animation Pane.

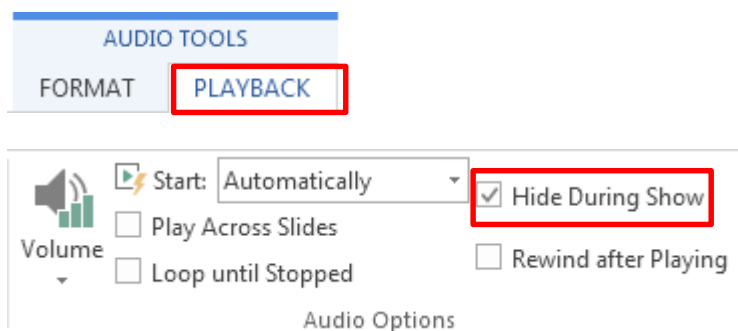
12. Click media link down arrow and select Effect Options.



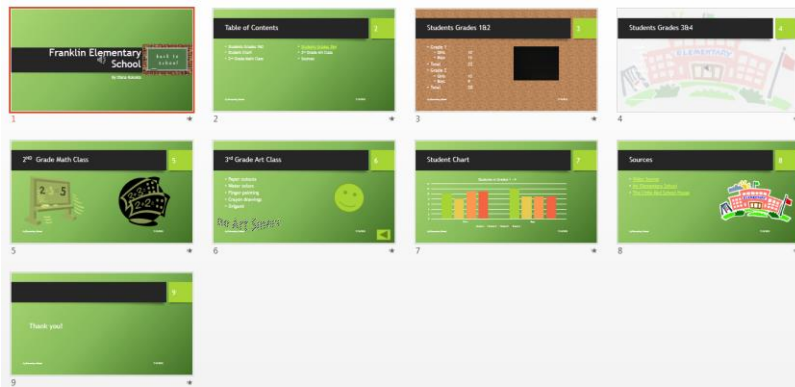
13. At the Play Audio dialog box, with the Effect tab active, change the Stop playing After: option to 5 (Slides 4-8) and click the OK button.



14. Click the sound icon and click the Playback tab from Audio Tools and click the checkbox to the left of Hide During Show.



	<p>15. Now play the entire presentation. The background music should begin on Slide 4 and play through Slide 8.</p>
Set Slide Timings	<p>Well, that was fun! Now let's see if we can time this so we can play the entire song in the background as set the Slide Timings so the presentation will play automatically without clicking individually through each object and each slide. We know that the song is about 3 minute and 52 seconds long. We'll probably want to leave it for a bit on Slide 4, because it is a 'Little Red School House' and usually you leave a slide displaying longer on a chart so the audience can visualize the data.</p> <p>Note: Please save the PowerPoint presentation before continuing.</p> <ol style="list-style-type: none"> 1. Open Slide 1 in Normal View. 2. Click the SLIDE SHOW tab on the Ribbon. 3. Click the Rehearse Timings icon in the Setup group. <div data-bbox="427 795 1180 984" data-label="Image"> </div> <p>Please note: Unless the video has been trimmed, this takes quite a bit of memory and may cause PP to crash.</p> <ol style="list-style-type: none"> 4. Click through the presentation at the speed in which you want to present it to the audience. As your rehearse your presentation, a timer at the top left of the screen will record the time spent on each slide. <div data-bbox="427 1276 808 1373" data-label="Image"> </div> <p>Once you have the timings the way you want them, you can save them and use them to run your slide show automatically.</p> <ol style="list-style-type: none"> 5. As I try to match up the music and the slides, I find that it would be better to have the 2nd Grade Math Class after the Students in Grades 3&4, so the music works better. I want the 2+2 = 3 in the "Little Red School House" to play while the 2nd Grade Math Class slide is presenting. 6. Click the Slide Sorter View icon on the Views bar to display the thumbnails. <div data-bbox="427 1772 725 1816" data-label="Image"> </div> <ol style="list-style-type: none"> 7. Drag the slides to reorganize them in the order shown below: Remember that wherever you see the vertical line is where the slide will be placed.



Note: You may notice that I also decided to add another copy of the Little Red School House graphic to the Sources slide.

8. If you rehearse the slide timings again, you can replace the previous timings.

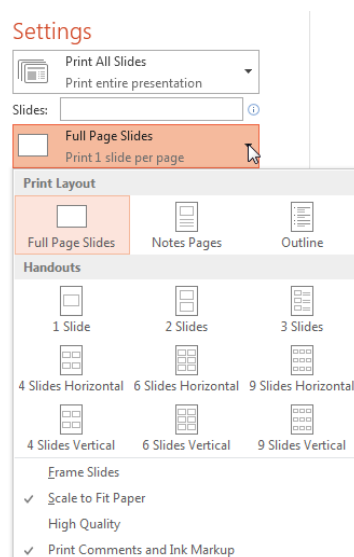
Print


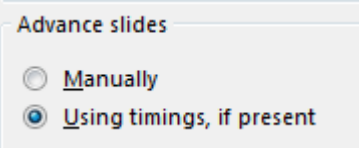
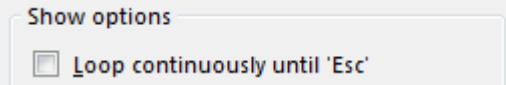

1. Click the **FILE** tab on the Ribbon to enter Backstage View.
2. Click **Print**.
3. At Print Settings, you can Print All Slides or selected Slides:


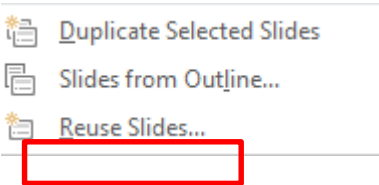
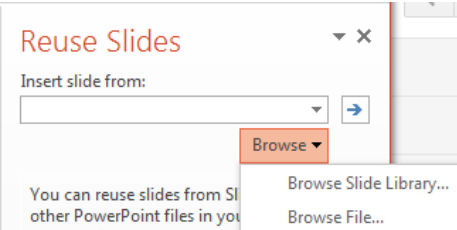
Settings



4. You can print Full Page Slides, Notes Pages, Outline, or Handouts.



Set Up Show	<p>Sometimes you may want to use the Slide Timings to present your slideshow automatically. This is a good choice when you are not asking for audience participation in the presentation. i.e. showing pictures of students at a honors banquet.</p> <p>If you are using the PowerPoint as a list of “talking points,” as you speak about a particular topic, you may want to advance through the slides manually.</p> <ol style="list-style-type: none"> 1. Click the SLIDE SHOW tab on the Ribbon. Click the Set Up Show icon in the Set Up group.  <ol style="list-style-type: none"> 2. At the Set Up Show dialog box, there are a number of options. <p>Under Advance Slides, you may select the method to advance the slides:</p>  <p>Under Show Options, if you are using “timings,” you may want to select “Loop continuously until ‘Esc,’” which will play the slideshow over and over until you click the Escape key.</p>  <p>Note: A great new feature of PowerPoint 2013 is its ability for PowerPoint to sense your computer’s setup (if you have a presentation screen or a dual monitor) and choose the right monitor for Presenter View.</p>
Present the Show	<ol style="list-style-type: none"> 1. Click the SLIDE SHOW tab on the Ribbon. 2. Click From Beginning from the Start Slide Show group.  <p>OR</p>

	<p>With Slide 1 open in Normal View, click the Slideshow icon in the Views Bar</p> 
ADDITIONAL FEATURES	
Add Slides from Other PP Presentations	<p>This is useful when a group is working on a project and each member has created some of the slides for the project.</p> <ol style="list-style-type: none">1. Start a new blank presentation.2. Click the HOME tab on the Ribbon.3. Click the New Slide down arrow in the Slides group and select Reuse Slides.  <p>A Reuse Slides pane displays to the right of the workspace.</p> <ol style="list-style-type: none">4. Click the Browse down arrow and select Browse File...  <p>Navigate to the location of the file that contains the slides you want to insert.</p> <p>A Reuse Slides pane displays all of the slides from the selected presentation in Thumbnail View with the name of the slide to the right of each thumbnail.</p> <p>As you move your mouse over a thumbnail, it is enlarged.</p> <ol style="list-style-type: none">5. Click each of the slides you want to add to the current slideshow.
