

University Academic Computing Technologies

Microsoft PowerPoint 2010

Advanced session



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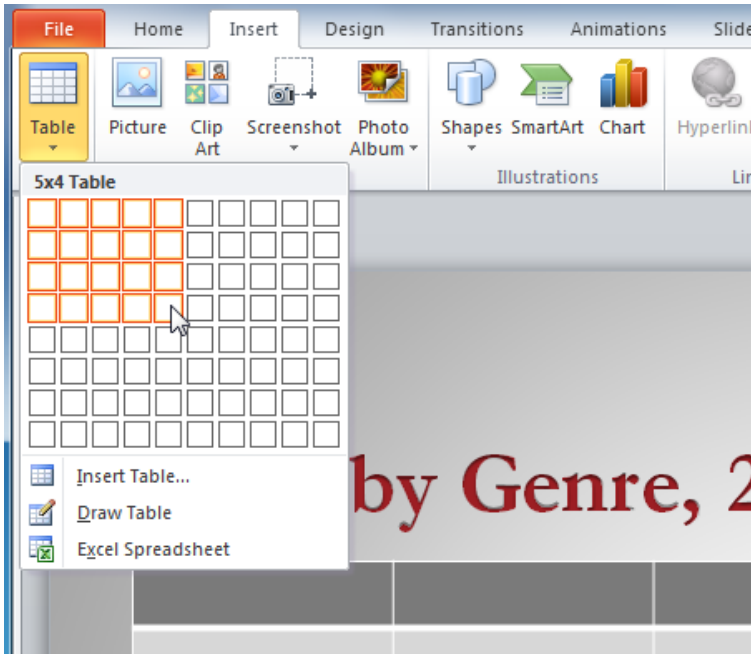
Table of contents

1. Working with tables
 - a) Modifying Tables
 - b) Table Styles
2. Inserting Videos
3. Working with Videos
 - a) Add bookmark
 - b) Video options
 - c) Format the appearance
4. Animating Text and objects
 - a) Add multiple animation to an object
 - b) The animation Pane
5. Adding and Modifying Action buttons
6. Shortcut Reference

1. Working with Tables

To Insert a Blank Table:

1. On the **Insert** tab, click the **Table** command.
2. Hover your mouse over the diagram squares to select the number of **columns** and **rows** in the table.




Inserting a table with the Insert tab

3. Click your mouse. The table will appear on the slide.
4. You can now place the insertion point anywhere in the table to add text.

Adding text to the inserted table

To make sure your table looks good with the slide layout, you can also insert a table using the placeholder. Click the Insert Table icon in the placeholder, and then enter the desired number of rows and columns.

To Move a Table:

1. Place the cursor over the **edge** of the table. The cursor will turn into a cross with arrows .
2. Click and drag the table to the desired location.




Moving a table

3. Release the mouse button to drop the table in the new location.

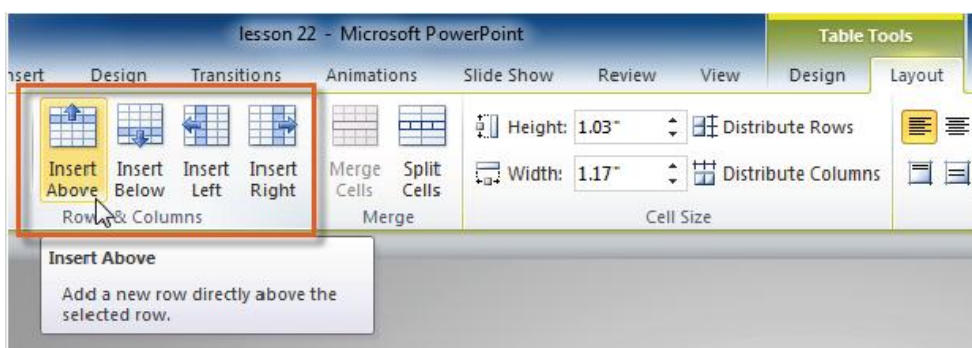
a. Modifying Tables

To Resize a Table:

1. Position the mouse over one of the **sizing handles** located around the edge of the table.
The cursor will become a pair of directional arrows. 
2. Click, hold, and **drag** your mouse to make the table bigger or smaller.
3. Release the mouse. The table will be resized.

To Add a Column or Row:

1. Place the insertion point in a cell **adjacent to** the location where you wish to add a row or column.
2. Select the **Table Tools Layout** tab and locate the **Rows & Columns** group.

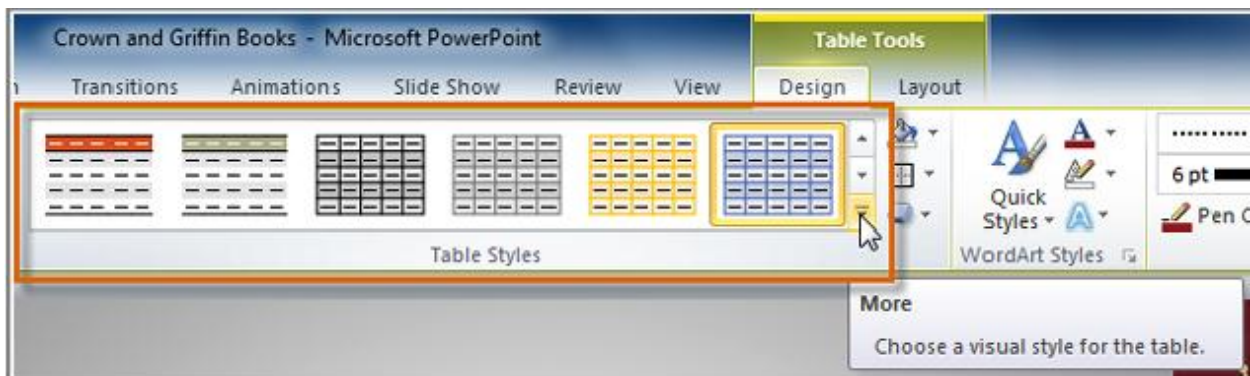


3. If you would like to insert a new **row**, select either **Insert Above** or **Insert Below**. If you would like to insert a new **column**, select either **Insert Left** or **Insert Right**.
4. A new row or column will appear.

b. Table Styles

To Apply a Table Style:

1. Click anywhere on the table. The Table Tools tab will appear on the Ribbon.
2. Select the Table Tools Design tab and locate the Table Styles.
3. Click the More drop-down arrow to see all of the table styles.
4. Hover the mouse over the various styles to see a live preview.
5. Select the desired style.



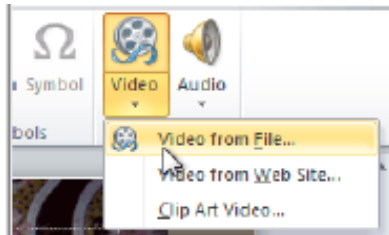
To Add Borders to a Table:

1. Select the cells you wish to add a border to.
2. From the **Table Tools Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.
3. Click the **Borders** drop-down arrow.
4. From the drop-down menu, select the desired **border type**.
5. The border will be added to the selected cells.

3. Inserting Videos

To Insert a Video from a File on Your Computer:

1. From the **Insert** tab, click the **Video** drop-down arrow and select **Video from File**.



2. Locate and select the desired video file and then click **Insert**.
3. The video will be added to the slide.

To Insert a Video from a Web Site:

Some web sites, like YouTube, allow you to **embed** videos in a blog, Facebook profile, or other web page. In PowerPoint, you can **embed** videos in your slides in the same way. This feature only works with web sites that provide **embed code**, and the embed code from some sites may not work with PowerPoint.

1. On the web site that contains the video (YouTube, for example), locate and copy the **embed code**.
2. In PowerPoint, click the **Insert** tab.
3. Click the **Video** drop-down arrow, and select **Video from Web Site**.
4. In the space provided, right-click and select **Paste**. The embed code will appear.
5. Click **Insert**. The video will be added to the slide.



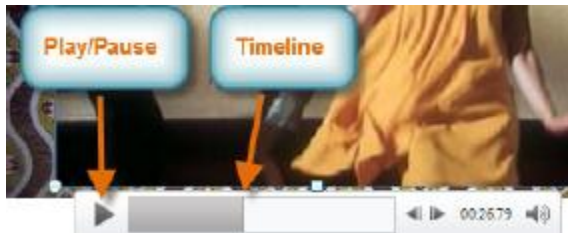
4. Working with Videos

To Insert a Video from a File on Your Computer:

To Preview the Video:

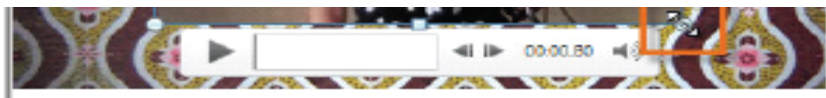
1. Make sure the video is selected.
2. Click the **Play/Pause** button below the video. The video will start playing, and the **timeline** next to the Play/Pause button will begin to advance.
3. To jump to a different part of the video, click anywhere on the **timeline**.

If you are using an embedded video from a web site, you may need to click the **Play** button in the **Playback** tab in order to view the video's playback controls (the Play button is also located on the Format tab).



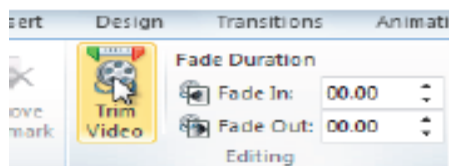
To Resize the Video:

1. Select the video. A box with **resizing handles** will appear around the video.
2. Click and drag any of the handles to resize the movie.



To Trim the Video:

1. From the **Playback** tab, click the **Trim Video** command. The Trim Video dialog box will appear.



2. Use the **green** and **red** handles to set the start time and end time.



3. To preview the video file, click the **Play** button.
4. Adjust the green and red handles again if necessary, and then click **OK**.

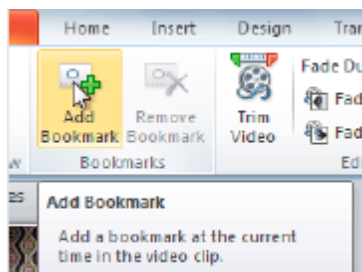
To Add a Fade In and Fade Out:

1. On the **Playback** tab, locate the **Fade In** and **Fade Out** fields.
2. Type in the desired values, or use the **up** and **down** arrows to adjust the times.



a. Add Bookmarks

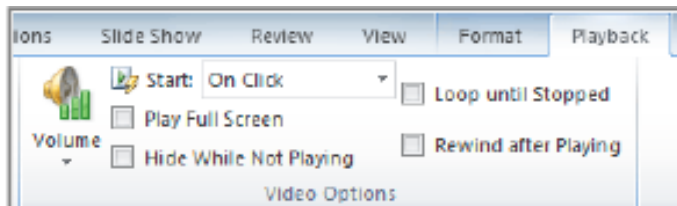
1. Click the **Play/Pause** button to play the video, and when you have located the part that you want to bookmark, **pause** it. You can also click the **timeline** to locate the desired part of the video.
2. From the **Playback** tab, click **Add Bookmark**.
3. A small circle will appear on the timeline to indicate the bookmark.
4. You can now click the bookmark to jump to that location.



b. Video Options

Click the **Play/Pause**

There are other options that you can set to control how your video plays, and these are found in the **Video Options** group on the **Playback** tab.



- **Volume:** Changes the audio volume in the video.
- **Start:** Controls whether the video file starts **automatically** or when the mouse is **clicked**.
- **Play Full Screen:** Lets the video fill the entire screen while it is playing.
- **Hide While Not Playing:** Hides the video when it is not playing.
- **Loop until Stopped:** Causes the video to repeat until it is stopped.
- **Rewind after Playing:** Causes the video to return to the beginning when it is finished playing.

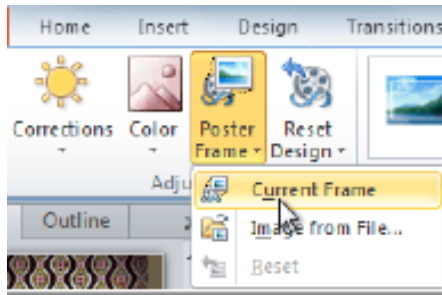
c. Format the appearance

Much like **pictures**, PowerPoint allows you to **format the appearance** of the video by applying a **video style**, adding a **border**, changing the **shape**, applying **effects** such as 3-D rotation, making image **corrections**, and adjusting the **color**. You can also add a **poster frame**, which is the **placeholder image** that your audience will see before the video starts playing. The poster frame is often just a **frame** taken from the video itself, but you can also use a different image if you prefer.

To Create a Poster Frame:

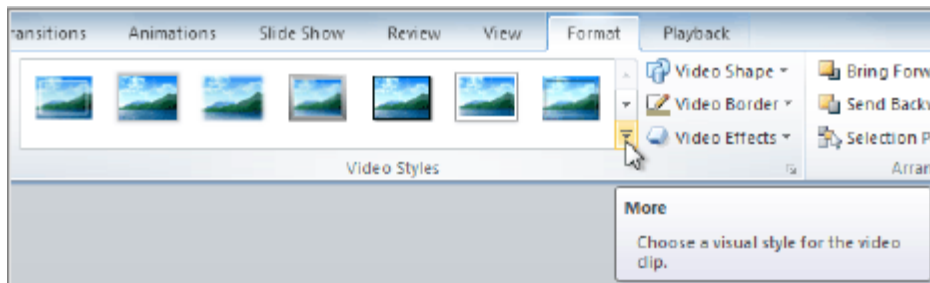
1. Select the video.
2. Start playing the video. When you see the frame that you want to use, click the **Play/Pause** button to pause it.
3. From the **Format** tab, click the **Poster Frame** command. A drop-down menu will appear.
4. Select **Current Frame**

5. The current frame will become the poster frame.



To Apply a Video Style:

1. Select the video. The **Format** tab will appear.
2. Select the **Format** tab.
3. In the **Video Styles** group, click the **More** drop-down arrow to display all the video styles.
4. Select the desired style



5. Animating Text and Objects:

The Four Types of Animations

There are many different animation effects that you can choose from, and they are organized into four types:

- **Entrance:** These control how the object enters the slide. For example, with the **Bounce** animation, the object will "fall" onto the slide and then bounce several times.



Entrance effects

- **Emphasis:** These animations occur while the object is on the slide, often triggered by a mouse click. For example, you can set an object to **Spin** when you click the mouse.



- **Exit:** These control how the object exits the slide. For example, with the Fade animation, the object will simply fade away.

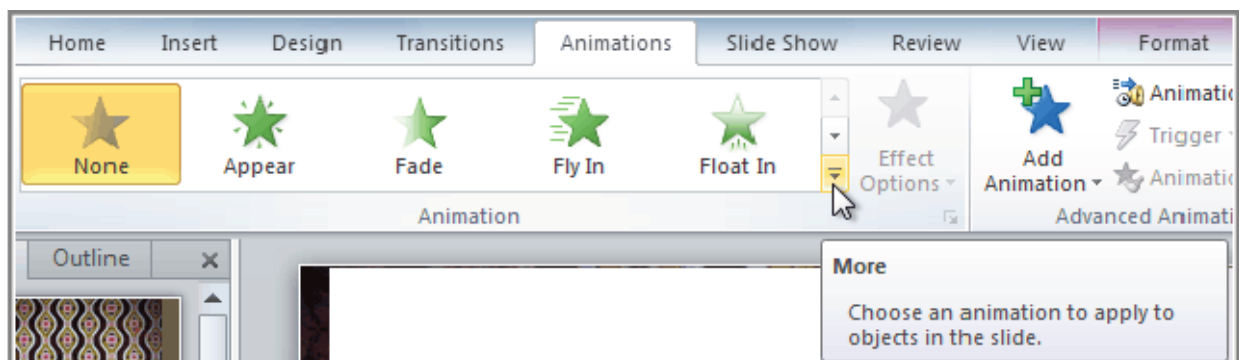


- **Motion Paths:** These are similar to **Emphasis** effects, except the object moves within the slide along a pre-determined path, for example a **circle**.

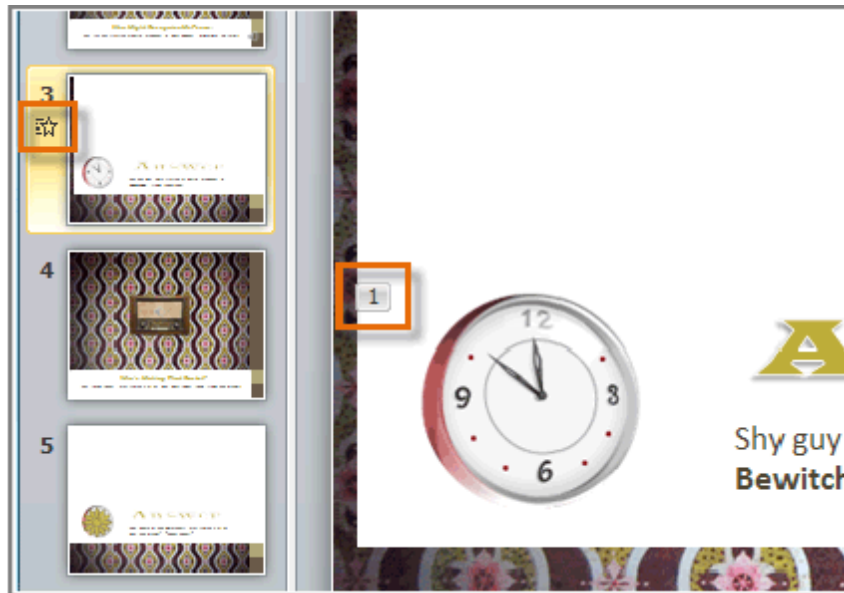


To Apply an Animation to an Object:

1. Select an object.
2. Click the **Animations** tab.
3. In the **Animation** group, click the **more** drop-down arrow to view the available animations.
4. Select the desired animation effect.

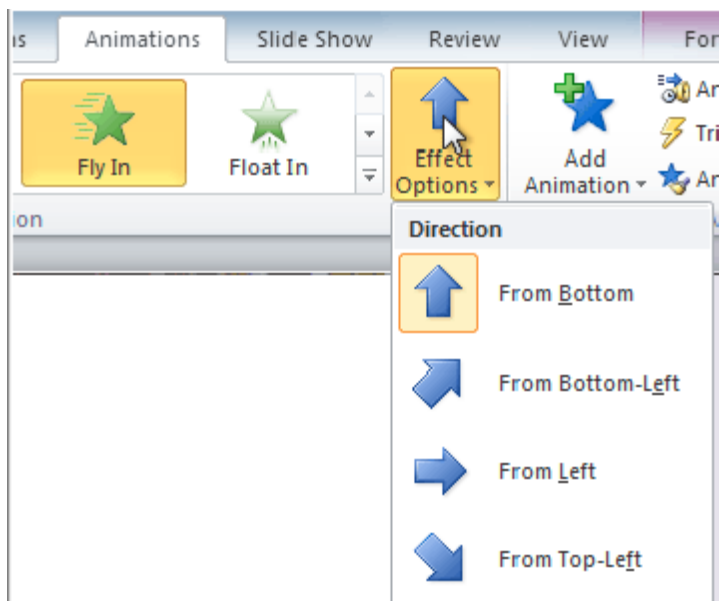


5. The object will now have a small **number** next to it to show that it has an animation. Also, in the Slide pane, the slide will now have a **star** symbol next to it.



Effect Options

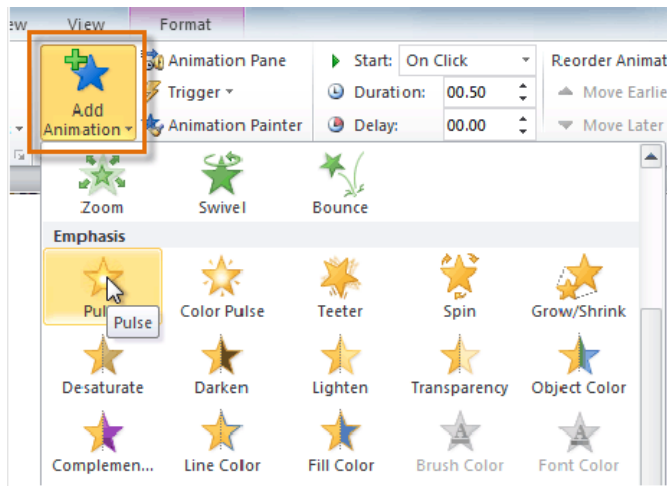
Some effects will have **options** that you can change. For example, with the **Fly In** effect, you can control **which direction** the object comes from. These options can be accessed from the **Effect Options** command in the Animation group



a. Add Multiple Animation to an object

If you select a new animation from the menu in the Animation group, it will **replace the object's current animation**. However, you'll sometimes want to place **more than one animation** on an object, for example an **Entrance** and an **Exit** effect. To do this, you'll need to use the **Add Animation** command, which will allow you to keep your current animations while adding new ones.

1. Select the object.
2. Click the **Animations** tab.
3. In the **Advanced Animation** group, click the **Add Animation** command to view the available animations.
4. Select the desired animation effect.

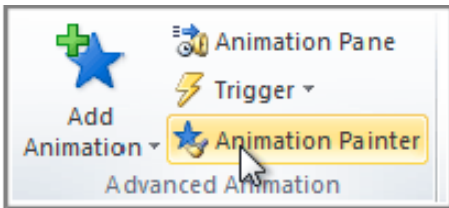


5. If the object has more than one effect, it will have a different **number** for each effect. The numbers indicate the **order** in which the effects will occur.

To Copy Animations with the Animation Painter:

In some cases, you may want to apply the same effects to more than one object. You can do that by copying the effects from one object to another using the Animation Painter.

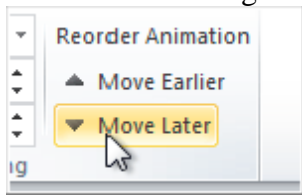
1. Click on the object that has the effects that you want to copy.
2. From the Animations tab, click the Animation Painter command.



3. Click on the object that you want to copy the effects to. The effects will be applied to the object.

To Reorder the Animations:

1. Select the **number** of the effect that you want to change.
2. From the **Animations** tab, click the **Move Earlier** or **Move Later** commands to change the ordering.



To Preview Animations:

Any animation effects that you have applied will show up when you play the slide show. However, you can also quickly **preview** the animations for the current slide without viewing the slide show.

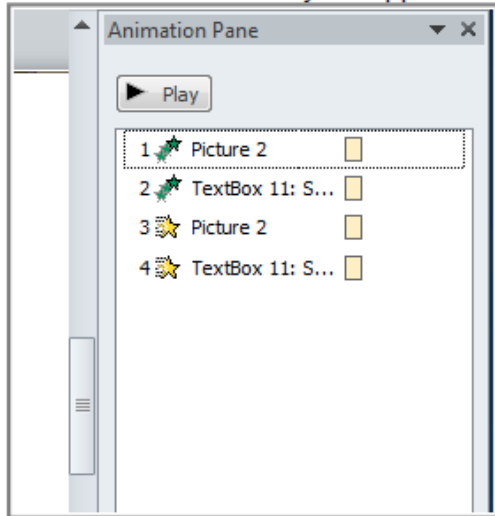
1. Navigate to the **slide** that you want to preview.
2. From the **Animations** tab, click the **Preview** command. The animations for the current slide will play.

b. The Animation Pane

The **Animation Pane** allows you to view and manage all of the effects that are on the current slide. You can **modify** and **reorder** effects directly from the Animation Pane, which is especially useful when you have a large number of effects.

To Open the Animation Pane:

1. From the **Animations** tab, click the **Animation Pane** command.
2. The Animation Pane will open on the right side of the window. It will show all of the effects for the current slide in the order that they will appear.



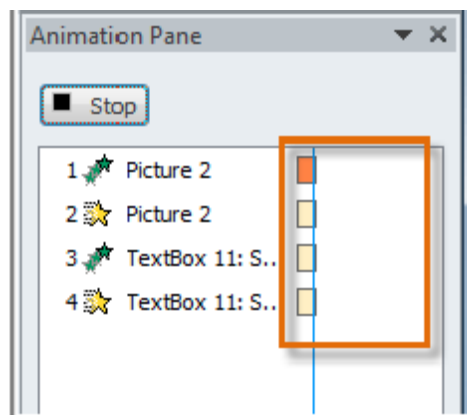
To Reorder Effects from the Animation Pane:

1. On the Animation Pane, click and drag an effect up or down.
2. The effects will reorder themselves.

To Preview Effects from the Animation Pane:

1. From the **Animation Pane**, click the **Play** button.
2. The effects for the current slide will play. On the right side of the Animation Pane, you will be able to see a **timeline** that shows the progress through each effect.

If the timeline is not visible, click the drop-down arrow for an effect and select **Show Advanced Timeline**.

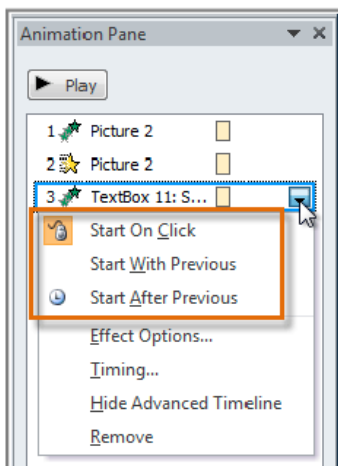


To Change an Effect's Start Option:

By default, an effect starts playing when you click the mouse during a slide show. If you have multiple effects, you will need to click multiple times to start each effect individually.

However, by changing the **start option** for each effect, you can have effects that automatically play **at the same time** or **one after the other**.

1. From the **Animation Pane**, select an effect. A drop-down arrow will appear next to the effect.
2. Click the drop-down arrow. You will see three **start options**:
 - **Start on Click:** This will start the effect when the mouse is clicked.
 - **Start with Previous:** This will start the effect at the same time as the previous effect.
 - **Start after Previous:** This will start the effect when the previous effect ends.



3. Select the desired start option.

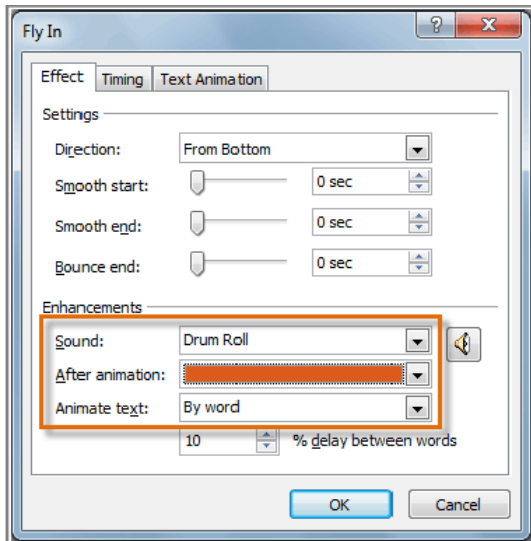
When you **preview** the animations, all of the effects will play through automatically. To test effects that are set to **start on Click**, you will need to play the slide show.

To Open the Effect Options Dialog Box:

1. From the **Animation Pane**, select an effect. A drop-down arrow will appear next to the effect.
2. Click the drop-down arrow and select **Effect Options**. The Effect Options dialog box will appear.
3. From here, you can add various **enhancements** to the effect:

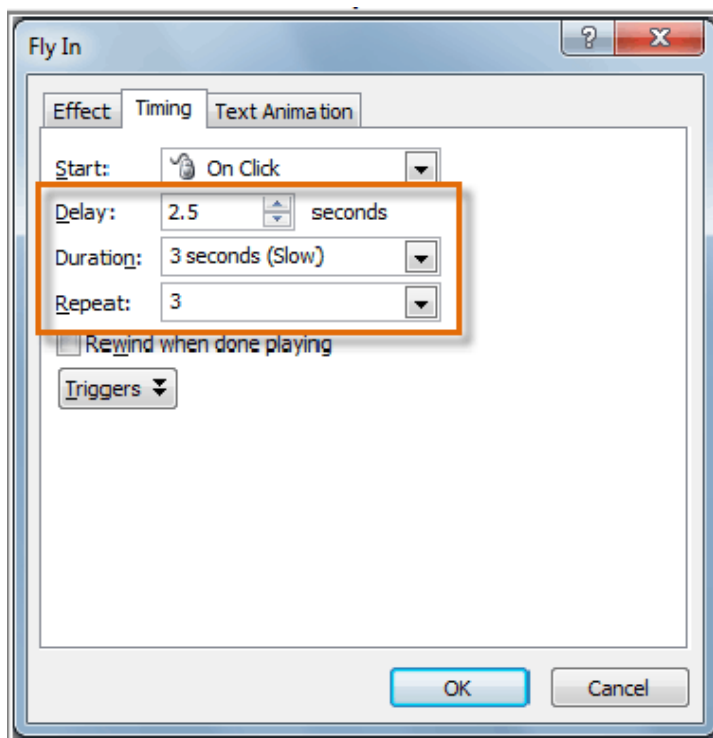
- **Sound:** Adds a sound effect to the animation.
- **After animation:** Changes the color or hides the object after the animation is over.
- **Animate text:** If you are animating text, you can choose to animate it **all at once**, **one word at a time**, or **one letter at a time**

Some effects have **additional options** that you can change. These will vary depending on which effect you have selected.



To Change the Effect Timing:

1. From the Effect Options dialog box, select the Timing tab.
2. From here, you can add a **delay** before the effect starts, change the **duration** of the effect, and control whether or not the effect **repeats**.

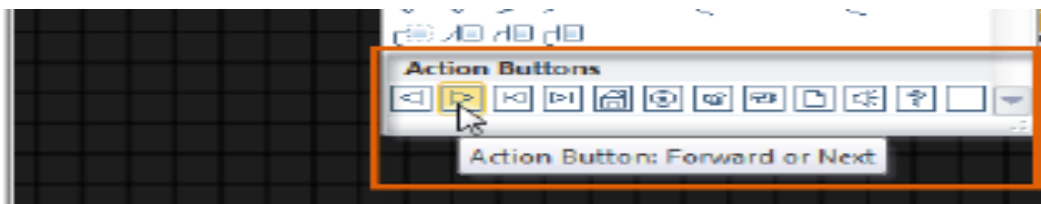


6. Adding and Modifying Action Buttons

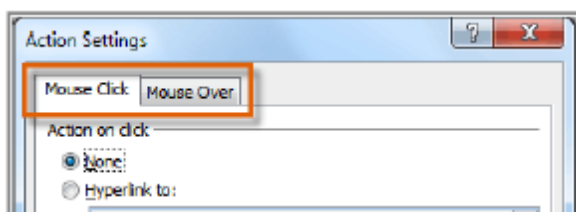
Action buttons are built-in button shapes that you can add to a presentation and set to link to another slide, play a sound, or perform some other action. When someone clicks or moves over the button, the selected action will occur. Action buttons can do many of the same things as hyperlinks. Their easy-to-understand style makes them especially useful for self-running presentations at booths and kiosks. You can insert action buttons on one slide at a time, or you can insert an action button that will show up on every slide. The second option can be useful if you want every slide to link back to a specific slide, like the title page or table of contents.

To Insert an Action Button on One Slide:

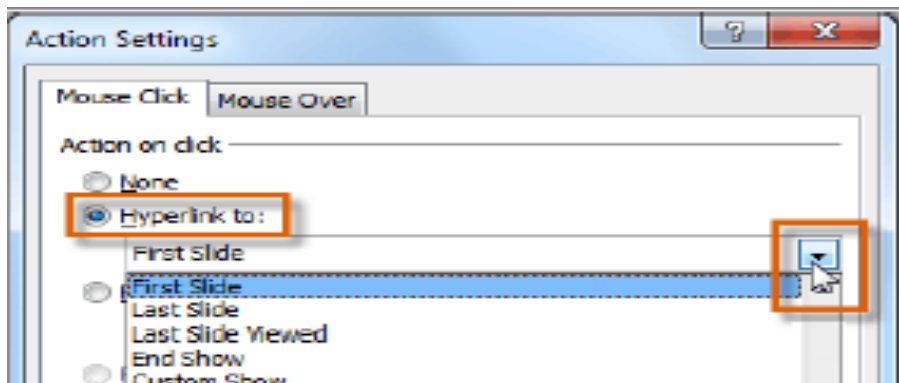
1. Click the Insert tab.
2. Click the Shapes command in the Illustrations group. A drop-down menu will appear with the action buttons located at the very bottom.



3. Select the desired **action button**.
4. Insert the button onto the slide by clicking the desired location. The **Action Settings** dialog box will appear.
5. Select the **Mouse Click** or **Mouse Over** tab. selecting the **Mouse Click** tab means you action button will perform its action only when clicked. Selecting the **Mouse Over** tab will make the action button perform its action when you move the mouse over it.

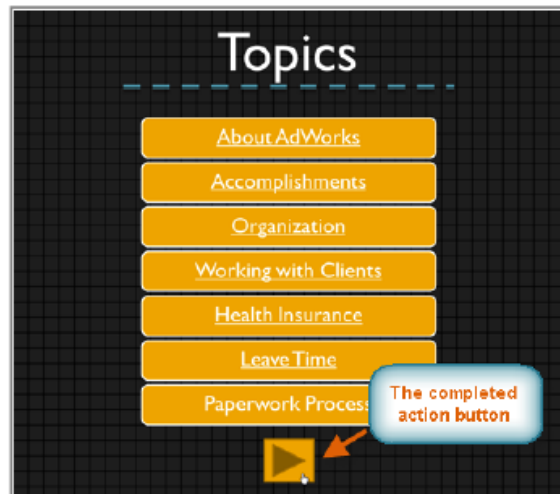
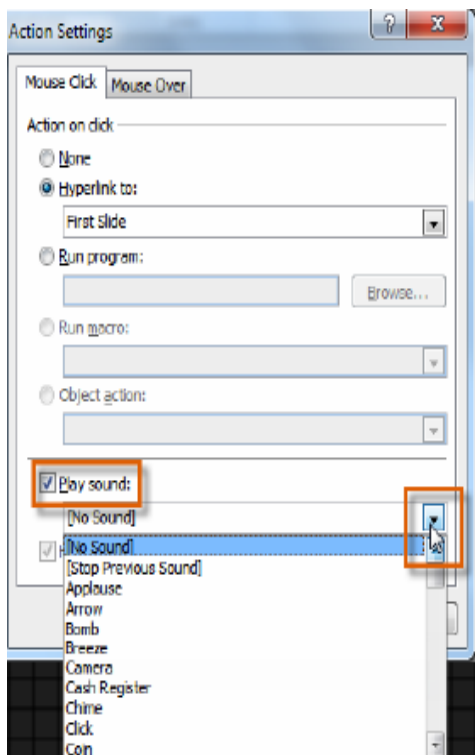


6. In the **Action on click** section, select **Hyperlink to:** then click the drop-down arrow and choose an option from the menu.



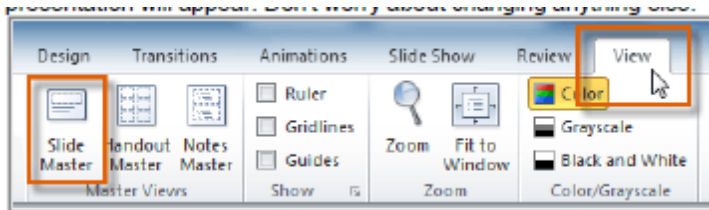
7. Check the **Play Sound** box if you want a sound to play when the action button is clicked. Select a sound from the drop-down menu, or select **Other sound** to use a sound file on your computer.

8. Click OK



To Insert an Action Button on All Slides:

1. Click the **View** tab.
2. In the **Master Views** group, click on the **Slide Master** command. A blank slide in the style of your presentation will appear. Don't worry about changing anything else.

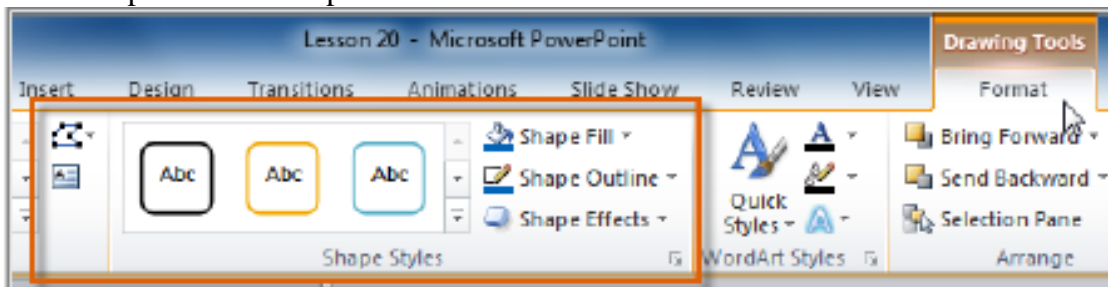


To edit, move, or delete an action button inserted this way, click the **View** tab, then **Slide Master**. Click **Close Master View** after making the desired changes.

5. If your action button did not work as you intended, follow the instructions below to **edit** it.

To Change the Appearance of an Action Button:

1. Select the action button.
2. Click the **Drawing Tools Format** tab.
3. To change the button **style** or **color**, use the tools in the **Shape Styles** group.
4. To change the **shape** of the action button, click **Edit Shape** in the **Insert Shapes** group. Select a new shape from the drop-down menu.



7. Shortcut Reference

Access the ribbon

1. Press ALT.

The Key Tips are displayed over each feature that is available in the current view.



2. Press the letter shown in the KeyTip over the tab that you want to use.
3. Depending on which letter you press, you may be shown additional KeyTips. For example, if the **Home** tab is active and you press N, the **Insert** tab is displayed, along with the KeyTips for the groups on that tab.
4. Continue pressing letters until you press the letter of the command or control that you want to use..

To cancel the action that you are taking and hide the KeyTips, press ESC.

Common key combinations

This is only a partial list. For a comprehensive list, see the links at the top of this page.

To do this	Press
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Copy formatting	CTRL+SHIFT+C
Paste formatting	CTRL+SHIFT+V
Paste special	CTRL+ALT+V
Undo	CTRL+Z
Redo	CTRL+Y
Print	CTRL+P
Find	CTRL+F
Save	CTRL+S

Key combinations for creating files and slides

This is only a partial list. For a comprehensive list, see the links at the top of this page.

To do this	Press
Open	CTRL+O
New presentation	CTRL+N
New slide	CTRL+M
Duplicate a slide	CTRL+D
Close presentation	CTRL+W
Exit PowerPoint	ALT+F4

Common key combinations for working with text

To do this	Press
Select one character to the right.	SHIFT+RIGHT ARROW
Select one character to the left.	SHIFT+LEFT ARROW
Select to the end of a word.	CTRL+SHIFT+RIGHT ARROW
Select to the beginning of a word.	CTRL+SHIFT+LEFT ARROW
Select one line up (with the cursor at the beginning of a line).	SHIFT+UP ARROW
Select one line down (with the cursor at the beginning of a line).	SHIFT+DOWN ARROW
Open the Font dialog box to change the font.	CTRL+SHIFT+F
Increase the font size.	CTRL+SHIFT+>
Decrease the font size.	CTRL+SHIFT+<
Bold	CTRL+B
Underline	CTRL+U
Italics	CTRL+I
Change case	SHIFT+F3
Remove manual formatting	CTRL+SPACEBAR
Left alignment	CTRL+L
Right alignment	CTRL+R
Justify	CTRL+J

Key combinations for starting and stopping a slide show

This is only a partial list. For a comprehensive list, see the links at the top of this page.

To do this	Press
Start a presentation from the beginning.	F5
Perform the next animation or advance to the next slide.	N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or SPACEBAR
Perform the previous animation or return to the previous slide.	P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
Go to slide <i>number</i>.	<i>number</i> +ENTER
Display a blank black slide, or return to the presentation from a blank black slide.	B or PERIOD
Display a blank white slide, or return to the presentation from a blank white slide.	W or COMMA

Stop or restart an automatic presentation.

S

End a presentation.

ESC or HYPHEN
