

Powerpoint Tips and Tricks

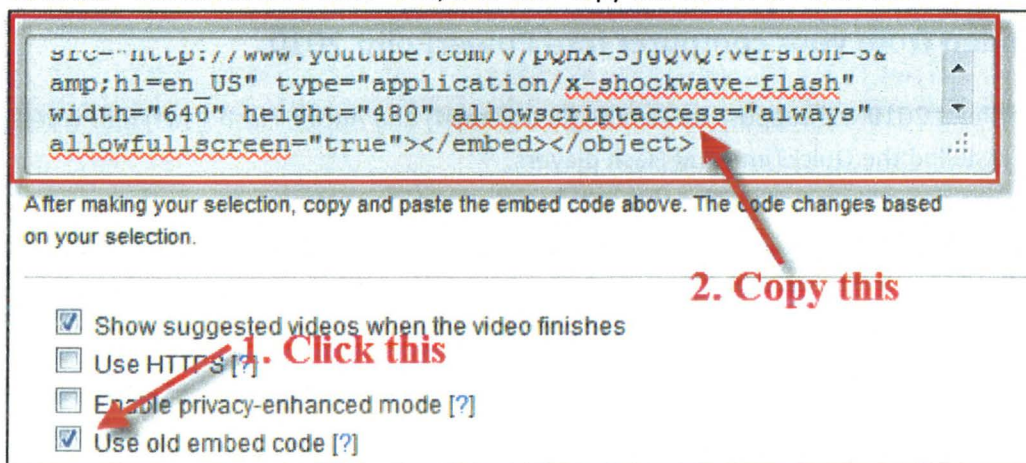
Basic Tips and Tricks

- Use “Themes” (from the Design menu) to control how your PowerPoint looks (including colors, fonts, and effects.) You can use themes supplied by Microsoft, or build your own.
- The Slide Master (View > Slide Master) stores information about the theme and slide layouts of a presentation, including the background color, fonts, effects, placeholder sizes, and positioning. You should work with the Slide Masters before you build your individual slides, because changes you make later may not work on some of your slides.
- When you add slide Transitions, note the Timing menu items, including the “Apply to All”. Transitions can also be modified as part of the slide master.
- Animations that are set up on the Slide Master will be used throughout the presentation. Are your animations out of order? You can use the Reorder Animation area in the Timing menu.
- Presenter View has some great tools for the presenter, including a timer and clock, a pen for annotations, slide notes, black screen / white screen, slide navigation, and “switch programs”. To enable presenter view when you have two displays (your computer display plus a projector), click “Use Presenter View” in the monitors menu under the Slide Show tab.

Embed a YouTube video in PowerPoint 2010

The requirements for embedding a YouTube video (or other online video) in PowerPoint 2010 are: Flash Player 10+ / Windows Media Player 10+ / 32-bit Office 2010. *Note that you cannot embed a YouTube video in PowerPoint on a Mac – you will need to link to YouTube.*

1. In the browser, navigate to the YouTube video you plan to include
2. Below the video, click the Share button, and then click the Embed button
3. Click the “Use old embed code” box, and then copy the text in the box above



The screenshot shows the YouTube embed code box with the following code:

```
src="http://www.youtube.com/v/pqna-3jgqvq?version=3&
amp;hl=en_US" type="application/x-shockwave-flash"
width="640" height="480" allowscriptaccess="always"
allowfullscreen="true"></embed></object>
```

Red annotations include:

- A red arrow pointing to the first checkbox: **1. Click this**
- A red arrow pointing to the code box: **2. Copy this**

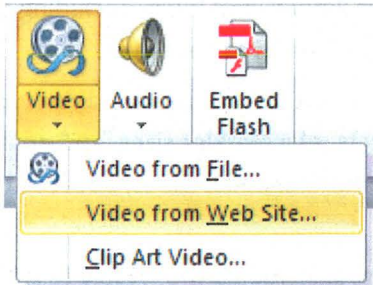
Below the code box, there is a text box with the instruction: "After making your selection, copy and paste the embed code above. The code changes based on your selection."

Below the text box, there are four checkboxes:

- Show suggested videos when the video finishes
- Use HTTPS [?]
- Enable privacy-enhanced mode [?]
- Use old embed code [?]

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4. In PowerPoint, while on the slide where you'll be inserting the video: under the Insert menu, select Video and then Video from Web Site



5. Paste the code that you copied from YouTube.

**** Want to start the video in the middle? ****

You can start in the middle of the YouTube video by adding the `&start=nn` parameter in two places in the embed string.

For example, here's some YouTube embed code. I want to start 10 seconds into the video, so I add `&start=10` at the end of the YouTube URL, twice. (Note that I need to add a ";" right before this string):

```
<object width="853" height="480"><param name="movie"
value="http://www.youtube.com/v/R833R5Tfo80?version=3&hl=en_US;
&start=15"></param><param name="allowFullScreen" value="true"></param><param
name="allowscriptaccess" value="always"></param><embed
src="http://www.youtube.com/v/R833R5Tfo80?version=3&hl=en_US; &start=15"
type="application/x-shockwave-flash" width="853" height="480" allowscriptaccess="always"
allowfullscreen="true"></embed></object>
```

Embed a video from your computer into PowerPoint 2010

- PowerPoint 2010 will support QuickTime (.mov, .mp4) and Adobe Flash (.swf) files when you have installed the QuickTime and Flash players.
- There are some limitations when using Flash in PowerPoint 2010
- PowerPoint 2010 64-bit is not compatible with 32-bit versions of QuickTime or Flash. You must install a 64-bit version of QuickTime or Flash, or a 32-bit version of PowerPoint 2010.

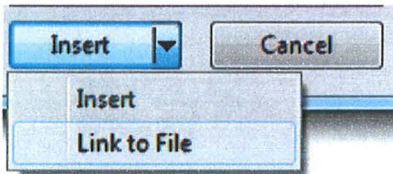
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1. Under the Insert menu, click Video and then Video from file



2. Locate the file that you want to embed.
3. If you click the Insert button, or click the arrow and then Insert, the video will be stored with your PowerPoint.

If you click the Arrow and then select Link to File, you can reduce the size of your PowerPoint file – but be sure that the video resides in the same folder on the disk as the PowerPoint file!



Other PowerPoint Tips:

Embed your fonts if you are going to be using the PowerPoint file on another computer! PowerPoint will substitute fonts if it doesn't find the ones specified, and it doesn't always do a good job. To embed fonts: from the File menu, select Options, and then Save. Click the checkbox next to "Embed fonts in the file." (This won't necessarily work for PowerPoint files shared between two different operating systems, for example PCs and Macs.)

PowerPoint doesn't travel well between Macs and PCs. If you will be presenting from a different machine than you're used to, either make two copies of the presentation (one for each operating system), or stick with basic themes and fonts.

Narrated PowerPoints: if you are sharing copies of your PowerPoint file for people to view, the audience members will need to have a compatible version of PowerPoint or OpenOffice, or the free PowerPoint Viewer (<http://www.microsoft.com/download/en/details.aspx?id=13>). Or you can convert your PowerPoint file to Flash using **iSpring** (iSpringSolutions.com). There is a **free** version of iSpring which just does the conversion. The Pro version (\$229) makes it very easy to do both the narration and the conversion.

Panopto is a product that will let you record multiple inputs – for example, your PowerPoint plus a webcam shot of you - and indexes the output so that students can skip directly to the content that they want to watch. Contact atc_support@cornell.edu if you are interested in using Panopto.

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You can choose to upload your PowerPoint presentations to **SlideShare** for sharing over the web. Presentations can be made private or password protected for security (**Pro** account required.) They can also be embedded on a web page. (Be sure to embed your fonts before uploading!)

Other PowerPoint-like tools include **Prezi**, **SlideRocket**, **Google Presentations**, and **Keynote** (Mac and iPad). All of these (except Prezi) will import PowerPoint files.

For further information and assistance:

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