Intermediate Microsoft PowerPoint

By the end of the class, participants should be proficient in the following:

- Adding and customizing multi-media and other objects

- Tables

- Charts

- Diagrams

- Motion Clips

- Sound Clips

- Hyperlinks

- Inserting headers, footers, and slide numbers.

Creating a Multi-Media Presentation

This class goes beyond the basics of creating a design template presentation with text and clip art. In Intermediate PowerPoint, we will learn to add custom effects to these slide elements and how to add tables, charts, diagrams, motion clips, sound clips, and hyperlinks to slides. We will also learn how to customize these slide elements to suit our needs.

To begin, open Microsoft PowerPoint and create several new slides in the blank presentation layout by using the **New Slide** command in the **Slides** group on the **Home** tab.

1. Click on your first blank slide.
2. Click on the **Insert** tab. A new tab will open displaying different options: **Picture, Clip Art, etc.** You should see the following tabs when you click on **INSERT:**
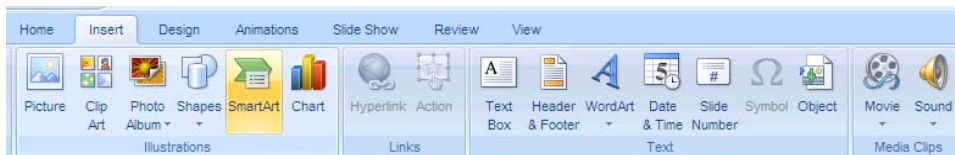
Feel free to add more slides as you need them throughout the class.

Creating Custom Slide Effects

In the introduction class, we created basic slides with text boxes and clip art. A great way to add interest to these elements is through the use of custom effects.

Effects are special sounds or animations that accompany the entrance or exit of content on your slides. Effects help to make your presentations more lively and interesting.

Customizing effects

To customize the effect for a slide element:

1. Click on the slide you want to change from the slide pane on the left.

2. Click on the **Animations** tab.

3. In the **Animations** group click **Custom Animation**. A panel will open on the right side of the screen showing and gray boxes with numbers will appear on your slide corresponding with the different slide elements on the slide.
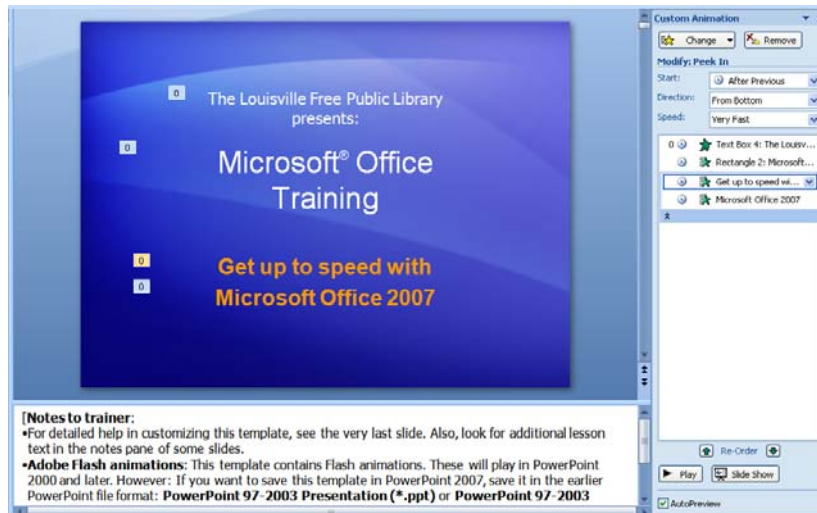

4. Click on the gray box next to the slide element that you want to add an animation to. In the panel on the right side of the page, you will now notice several animation options that you can change to customize how each slide element is displayed.

5. Click **Change** at the top left of the animation pane to apply a premade slide effect to the chosen slide element.

6. To further customize the animation of that element, choose the animation options under the heading **Modify:** that you would like to change for that slide element. Clicking **Remove** will remove any animations from that element.

7. Click **Play** at the bottom of the pane to preview how your animation will appear on the slide.

8. Follow steps 3 through 6 to change the effects of other elements on the slide.

9. When you're done modifying the slide click another slide from the Outline Pane or the click the Home tab to finish modifying your effects.
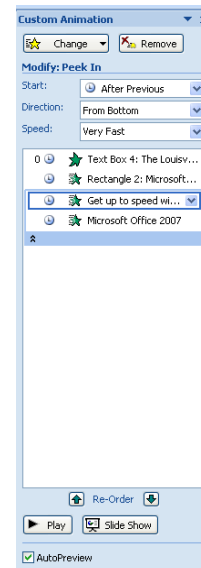
Adding and Customizing Tables

Creating a new table

1. Click on the slide you would like to add a table to.

2. On the **Insert** tab click on **Table** at the far left side of the **Ribbon**.

3. You can create the different numbers of rows and columns by moving your mouse over the different blank squares. Your table will be previewed on your slide.

4. Click your left mouse button when your table is the size you want. Try creating a table with three rows and three columns.
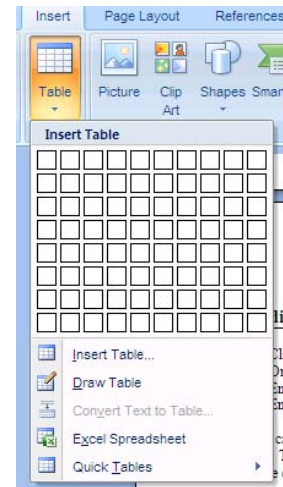
   It should look something like this:

Adding Information to your new table

To add information to a table, click on a cell and begin typing the data or text into it.

Changing table design

Once you've created the basic table, you can change the way that it looks and the colors that it uses.

1. Click on the table you wish to change. A **Design** tab will now appear on the **Ribbon**.

2. Click the **Design** tab to show PowerPoint's table design options. Hover your mouse over any of the table design templates to preview how it would look applied to your table.

3. Click the design template or design option that you would like to apply to your table.

Changing table layout

You can change column and row size and other layout features of a table.

To change a table's layout features:

1. Click on the table you wish to change. A **Layout** tab will now appear on the **Ribbon**.

2. Click the **Layout** tab to show PowerPoint's table layout options. Those that are familiar with Microsoft Excel will find many of the layout options familiar.

3. Select the table cell or cells that you wish to change

4. Click the layout option that you would like to apply to those cells.
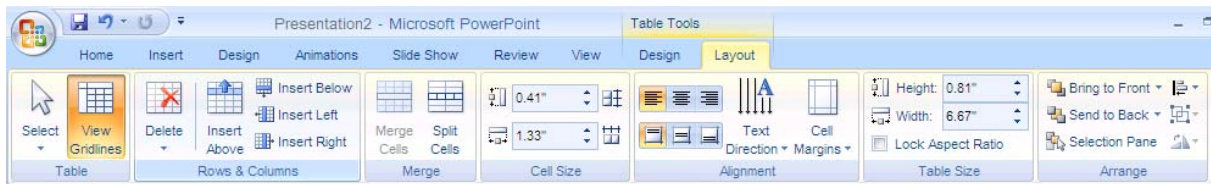
Adding and Customizing Charts

Charts and graphs are wonderful methods of conveying information visually.

Creating a new Chart

To add a new chart to a slide:

1. Click on the slide you would like to add a chart to.

2. On the **Insert** tab, click **Chart** from the **Illustrations** group. An insert chart dialogue box will open.

3. Different charts are suitable for different types of data. Use the list on the left side of the box to show a selection of that type of chart to choose from. Click on a chart you like and click OK at the bottom of the box.

4. When an Excel data sheet appears, enter the data you want to graphically display. Delete any columns or rows you do not need by right clicking on the column or row heading (ex. D) and selecting **Delete**.
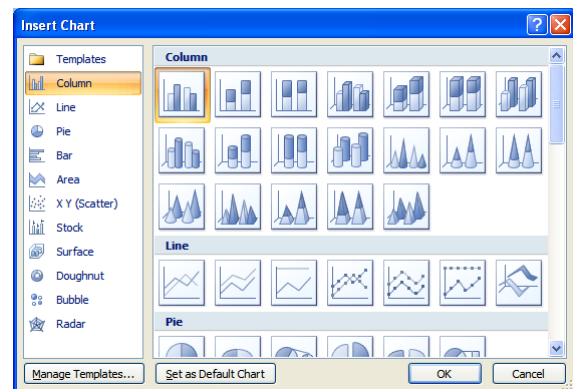
		A	B	C	D
		Computer Basics	Windows Basics	Internet Basics	
1	Morning	15	11	7	
2	Afternoon	14	11	4	
3	Evening	12	5	6	
4					

Adding and Customizing Diagrams

Diagrams are useful for illustrating steps in a process, organizational structures, and levels of priorities. For this exercise, create a new slide.

1. On the **Insert** tab in the **Illustrations** group, click **SmartArt**.

2. Select the desired diagram type and click on **OK**.
3. Enter the desired information into the diagram. Text can be formatted using the formatting tools on the **Home** tab.
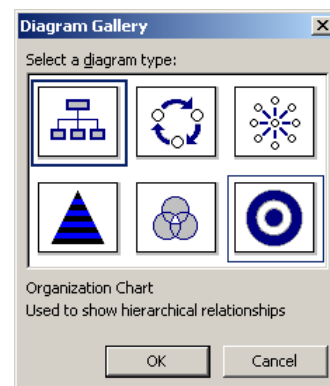
Adding Media Clips

Adding Motion Clips from the Clip Organizer

1. Click on the slide that you would like to insert a movie clip into.

2. Click on **Movie** in the **Media Clips** group on the **Insert** tab.
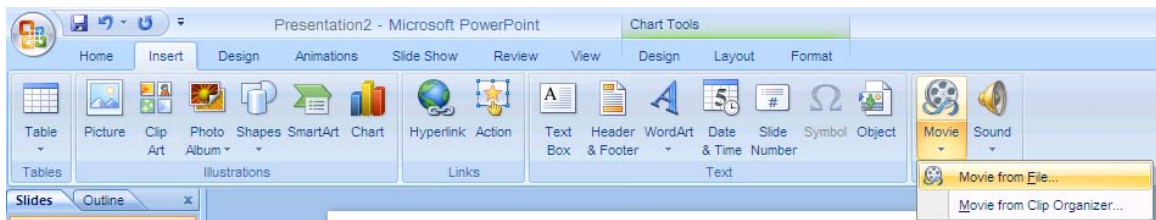
3. Click on **Movie from Clip Organizer** and search for a suitable movie clip or you can find a saved movie file on your computer to play.

4. You can resize and move the motion clip as you would clip art. To view the clip in action, click on **From Current Slide** in the **Slide Show** group on the **View** tab.
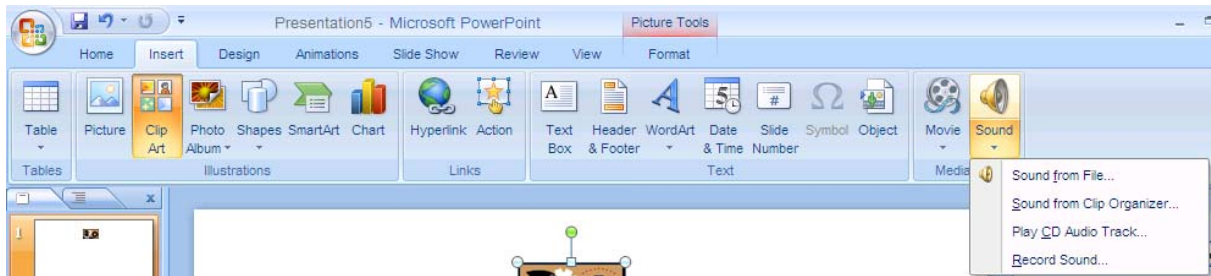
Adding Sound Clips from the Clip Organizer

1. Click on the slide that you would like to insert a movie clip into.

2. Click on **Sound** in the **Media Clips** group on the **Insert** tab.

You can insert a sound from any of the following sources:

- A saved sound from a file.

- Play an audio CD track

- Record a sound to play with the slide.

3. Once you type in what sound clip you want, click on it to insert it into your slide.

4. You will be prompted to either click on the sound icon or to have it start automatically.

5. A little speaker icon will appear that will represent the sound coming from the file you selected.

Here at the library, you may or may not hear sound when doing this.

Adding Hyperlinks

PowerPoint allows you to create hyperlinks to existing files or web pages. After you are finished adding the hyperlinks to the slides in the normal view, switch to the slide show view to use them. Hyperlinks are only active (clickable) in the slide show view.

Hyperlink Short Cuts

When you are entering text into your slides, PowerPoint will automatically recognize web URL addresses and will create a link to the web page that will open up a web browser when clicked. Examples of web URLS include www.google.com and http://mail.yahoo.com.

Creating Your Own Hyperlink Labels

You also have the option of creating clickable links using text labels or images.

To create a custom clickable link:

1. Type the text or insert the image that you want to act as a link on the slide.

2. Select the text or image with your mouse.

3. Right click the text or image and left click **hyperlink**.

4. A dialog box will appear. If text was selected, it will be displayed in the **Text to display:** field. In the **Address:** field type the URL address that you want your label or image to link to when clicked. If you need to browse for the web page, click on the button showing a globe and a magnifying glass. An internet browser will open, allowing you to locate the desired page. Once you locate the page, switch back to PowerPoint on your task bar to copy over the URL address.
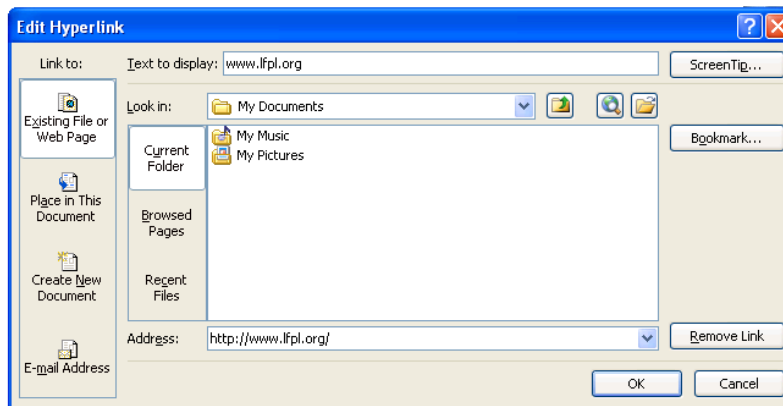
5. Click on **OK**. The link will now be clickable when you view the presentation in slide show view.

Hyperlinks can lead the viewer to files or documents saved to your computer in addition to websites. Just brows to a file on your computer using the hyperlink box!

Headers, Footers, Slide Numbers

As in other documents, sometimes you want to include a piece of text or a company logo on every page of a slide presentation. Adding a header or footer to your slide show is an easy way to accomplish this. This is particularly useful for numbering any handouts that you print to accompany your slide presentation. .

To insert a Footer into your slides:

1. On the **Insert** tab, click on **Header and Footer** in the **Text** group. The header and footer dialogue box will appear.

2. On the slides tab of the header and footer dialogue box, click the **Footer** check box and type the text that you want to appear at the bottom of your slides.

3. Click **Apply to All** to add this footer to all of your slides or click **Apply** to add it just to the currently selected slide.
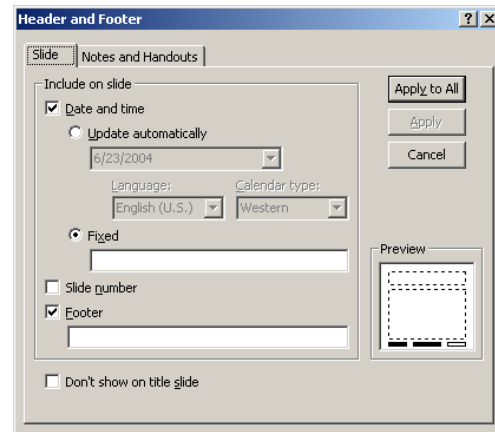
To Insert a Header and Footer into your handouts:

1. On the **Insert** tab, click on **Header and Footer** in the **Text** group. The header and footer dialogue box will appear.

2. On the **Note and** Handouts tab of the Header and Footer dialogue box:

   - Check the Header box to type in a header for your handouts.
   - Check the Footer box to type in a footer for your handouts.
   - Check the Page Number box to add page numbers to your handouts.

3. Click Apply to All to add these fields to every page of your handouts or click Apply to add it just to the handout page that contains the currently selected slide.

The Help Menu

Accessing Microsoft PowerPoint's Help Feature

If you have a question about PowerPoint that you need answered right away, you might want to consult Microsoft PowerPoint 2007's built in help feature. You can access this feature in PowerPoint by pressing the **F1** key on your computer keyboard. From there you can click on a help topic or search for one using PowerPoint's help search box located near the top of the PowerPoint Help window.
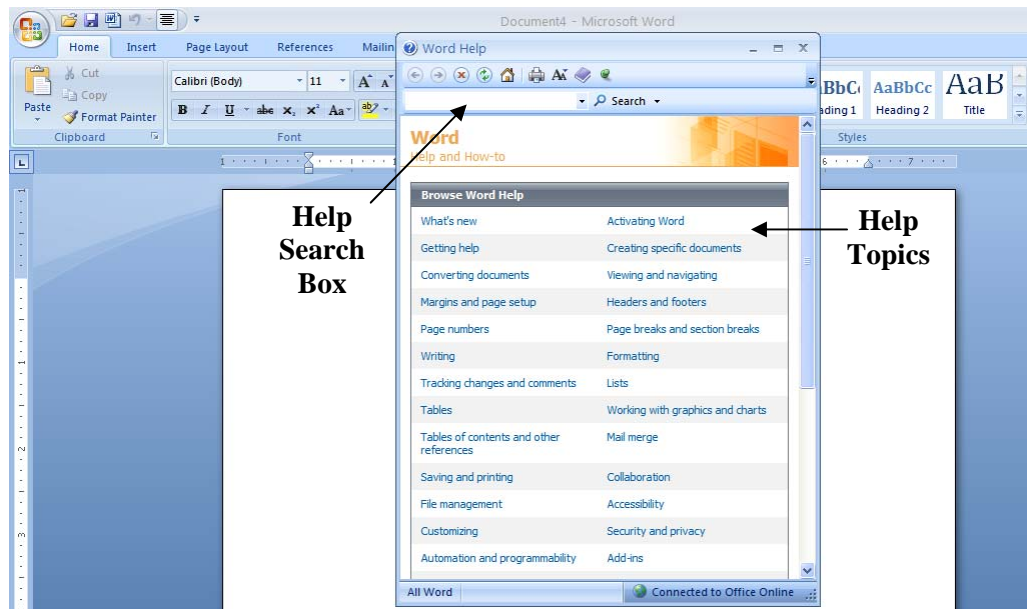
For Further Reading and Learning

Now that you have completed Intermediate Microsoft PowerPoint 2007, you may want to explore the introductory classes that we offer for Microsoft's other productivity applications like Excel and Publisher.

To find a book on Microsoft PowerPoint, search the library's online catalog using "Microsoft PowerPoint" as a subject.

Learn more about upcoming classes on the library's event's calendar at http://www.lfpl.org/events.htm or in our monthly Computer Learning Center brochure.