



PowerPoint Fun



Powerpoint

- Learn how to assemble a presentation that uses video, audio, and computer graphics.



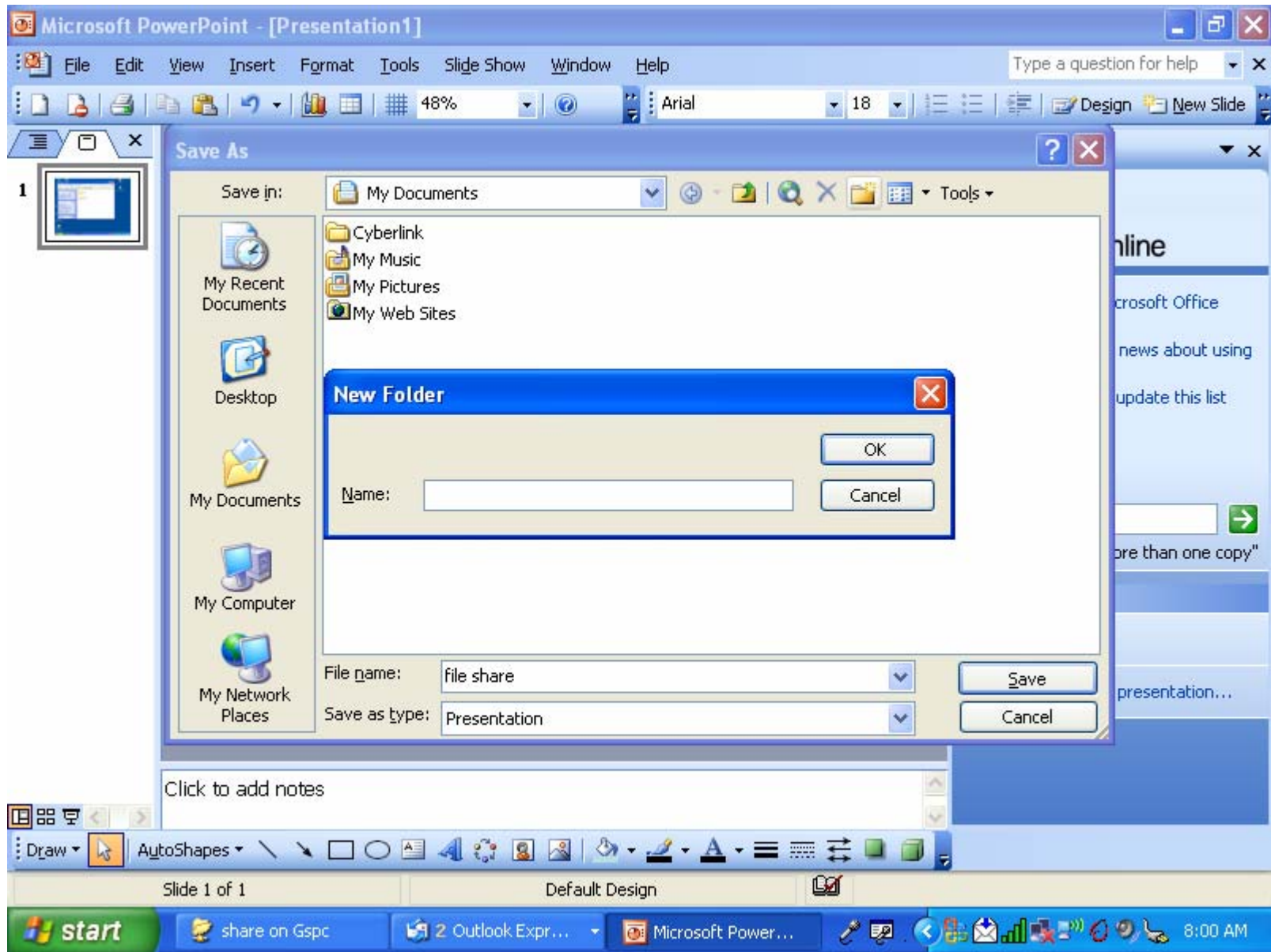
A Quick Powerpoint

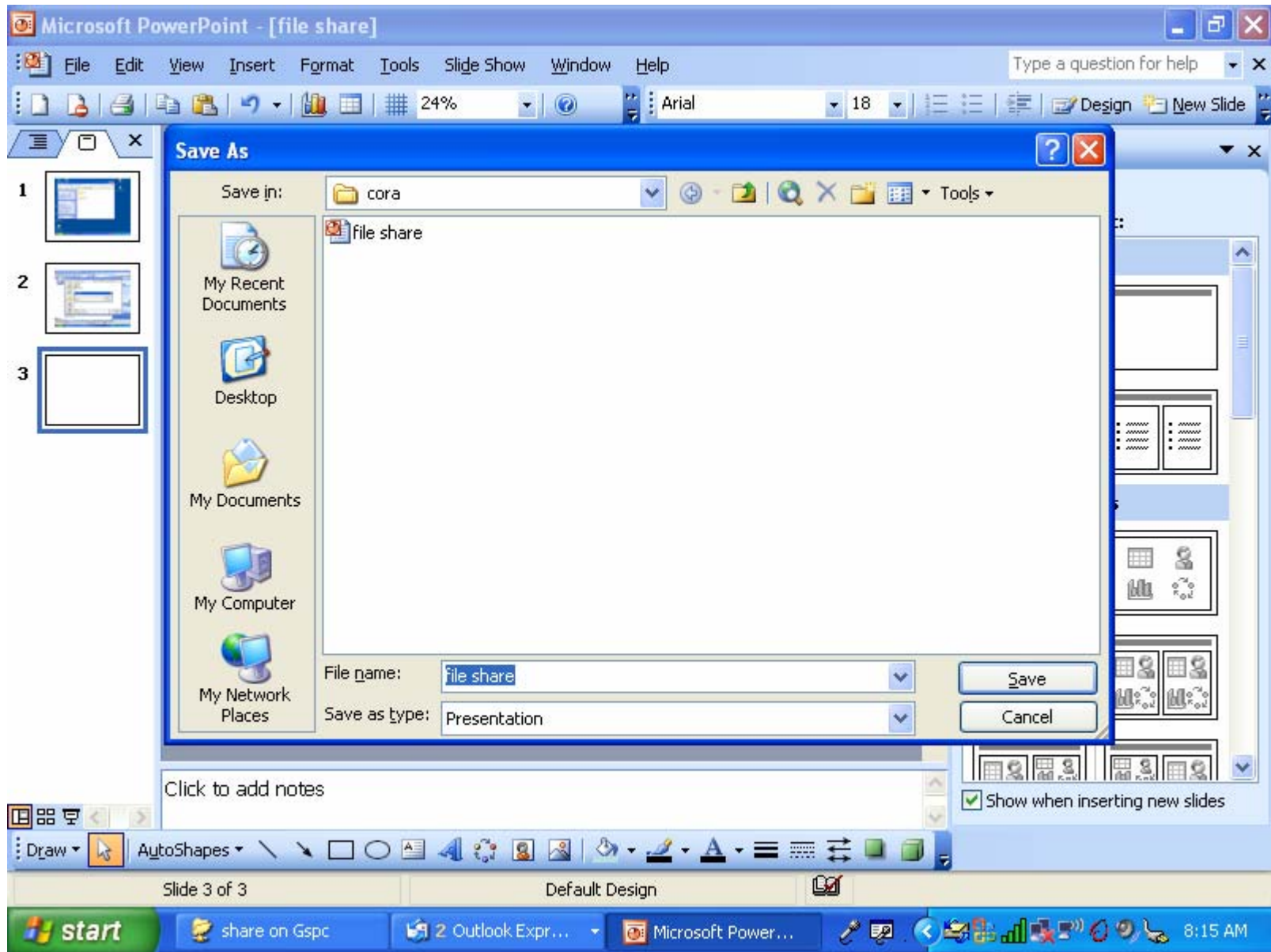
- We will use Clip art – which can be graphics, photos, animation, videos, or sound to make a quick photo-story or comic strip

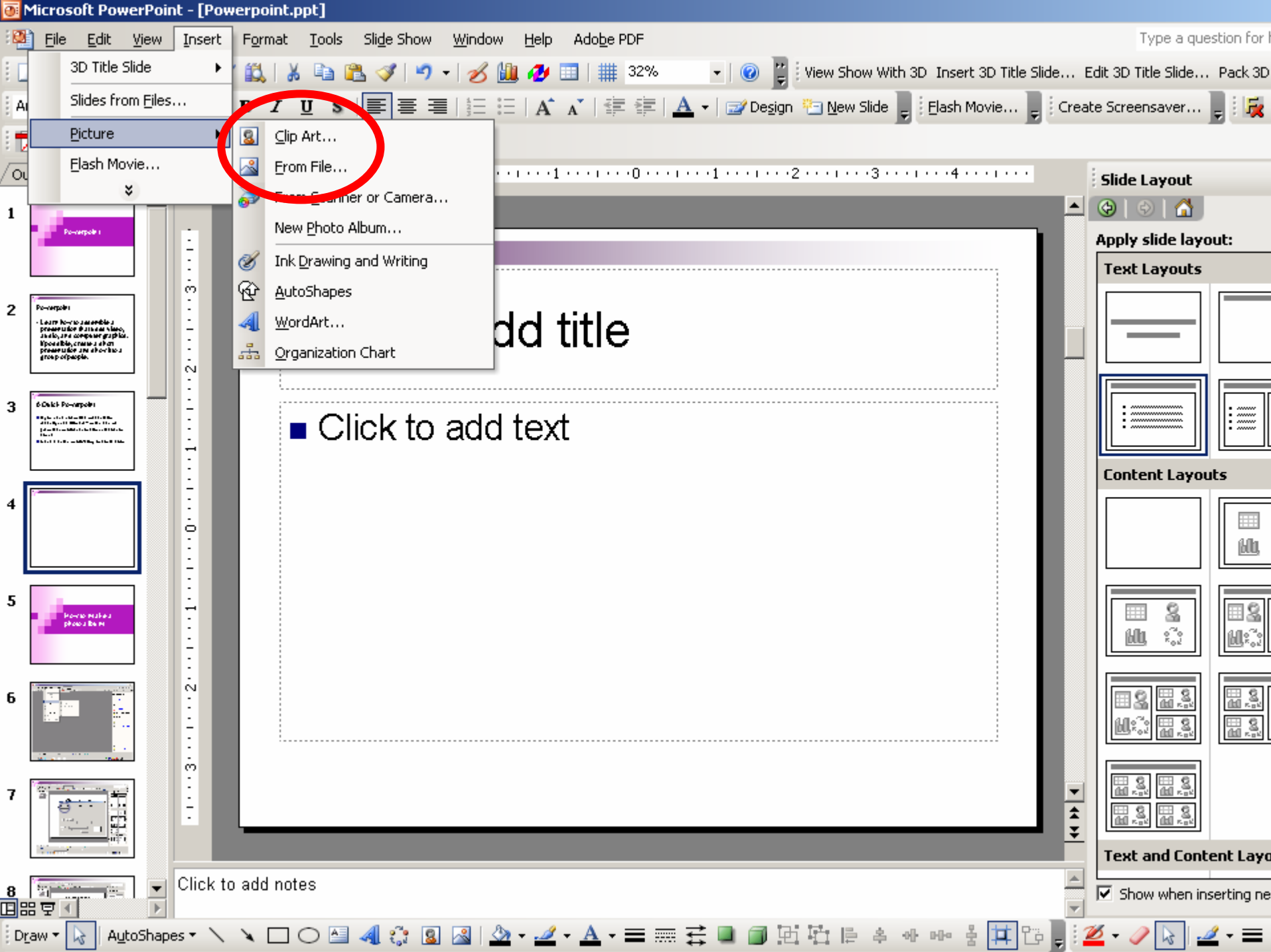


Do this now

- Go to “My Documents” from the Start or from the desktop
- Create a folder in “My Documents”
- Use your last name as the folder name
- This is where you will save all your files
- Open PowerPoint







- 3D Title Slide
- Slides from Files...
- Picture
- Flash Movie...

- Clip Art...
- From File...
- From Scanner or Camera...
- New Photo Album...
- Ink Drawing and Writing
- AutoShapes
- WordArt...
- Organization Chart

Add title

Click to add text

Slide Layout

Apply slide layout:

Text Layouts

Content Layouts

Text and Content Layo

Show when inserting ne

Click to add notes



More clip art insertions & play

- Images
- Sounds
- Transitions
- More Powerpoint basics – display mode

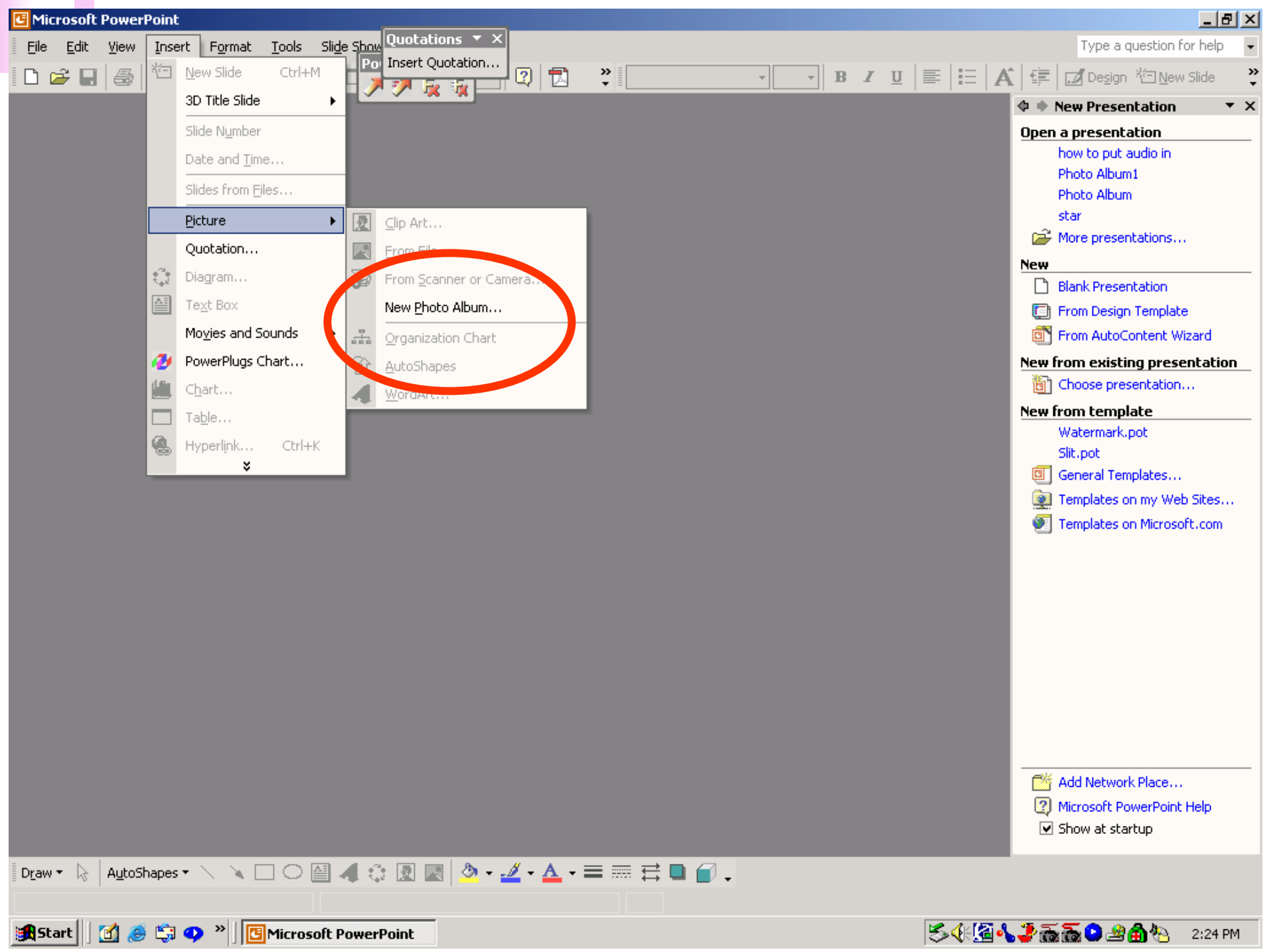


Now moving to Music Videos

- From sets of pictures
 - Your own pictures from CD
- Build photo album
- Add sound track
- Add transitions
- Check timing, tempo



How to make a photo album



Quotations

Insert Quotation...

Clip Art...

From File...

From Scanner or Camera...

New Photo Album...

Organization Chart

AutoShapes

WordArt...

New Presentation

Open a presentation

- how to put audio in Photo Album1
- Photo Album
- Photo Album
- star
- More presentations...

New

- Blank Presentation
- From Design Template
- From AutoContent Wizard

New from existing presentation

- Choose presentation...

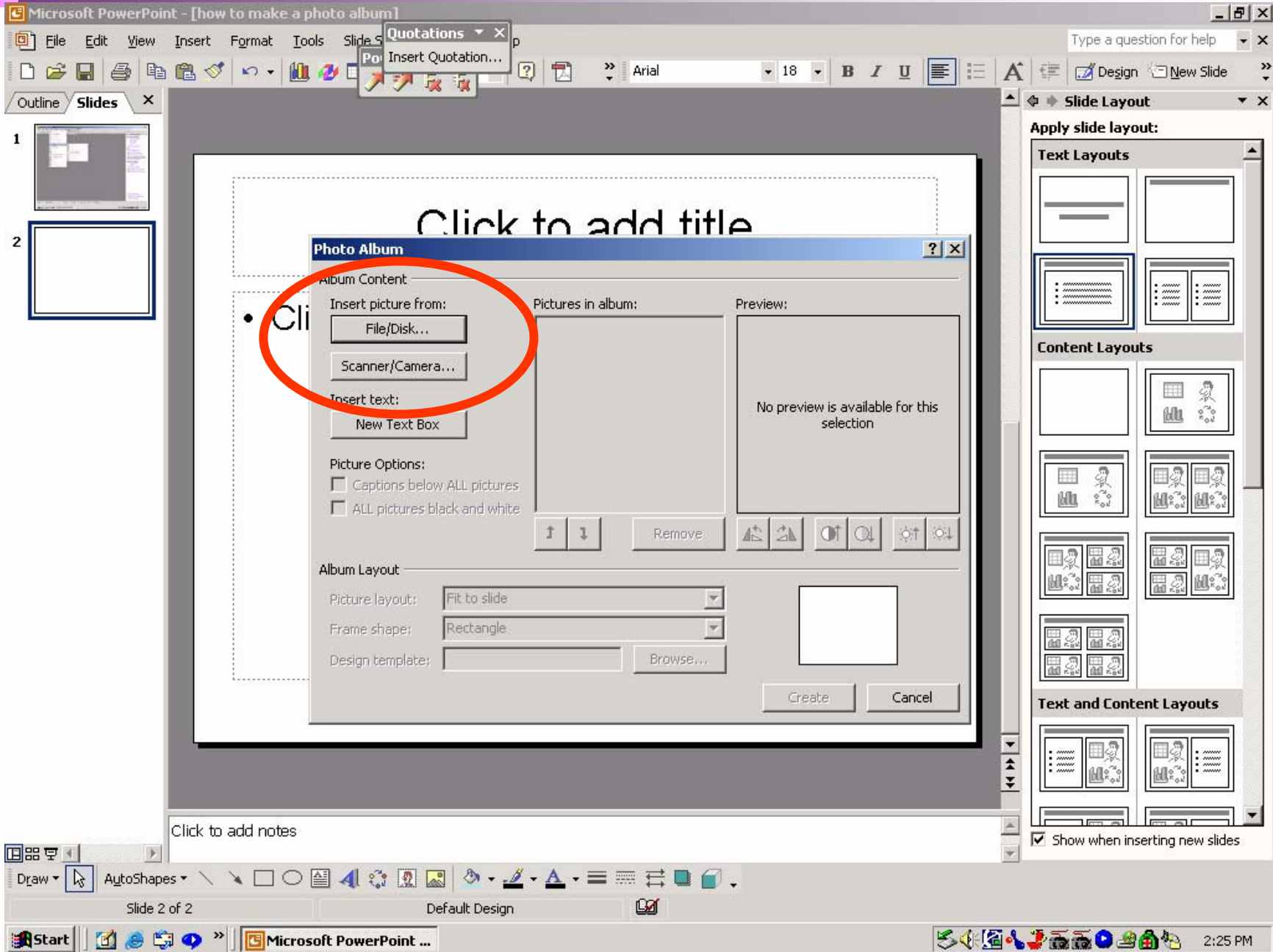
New from template

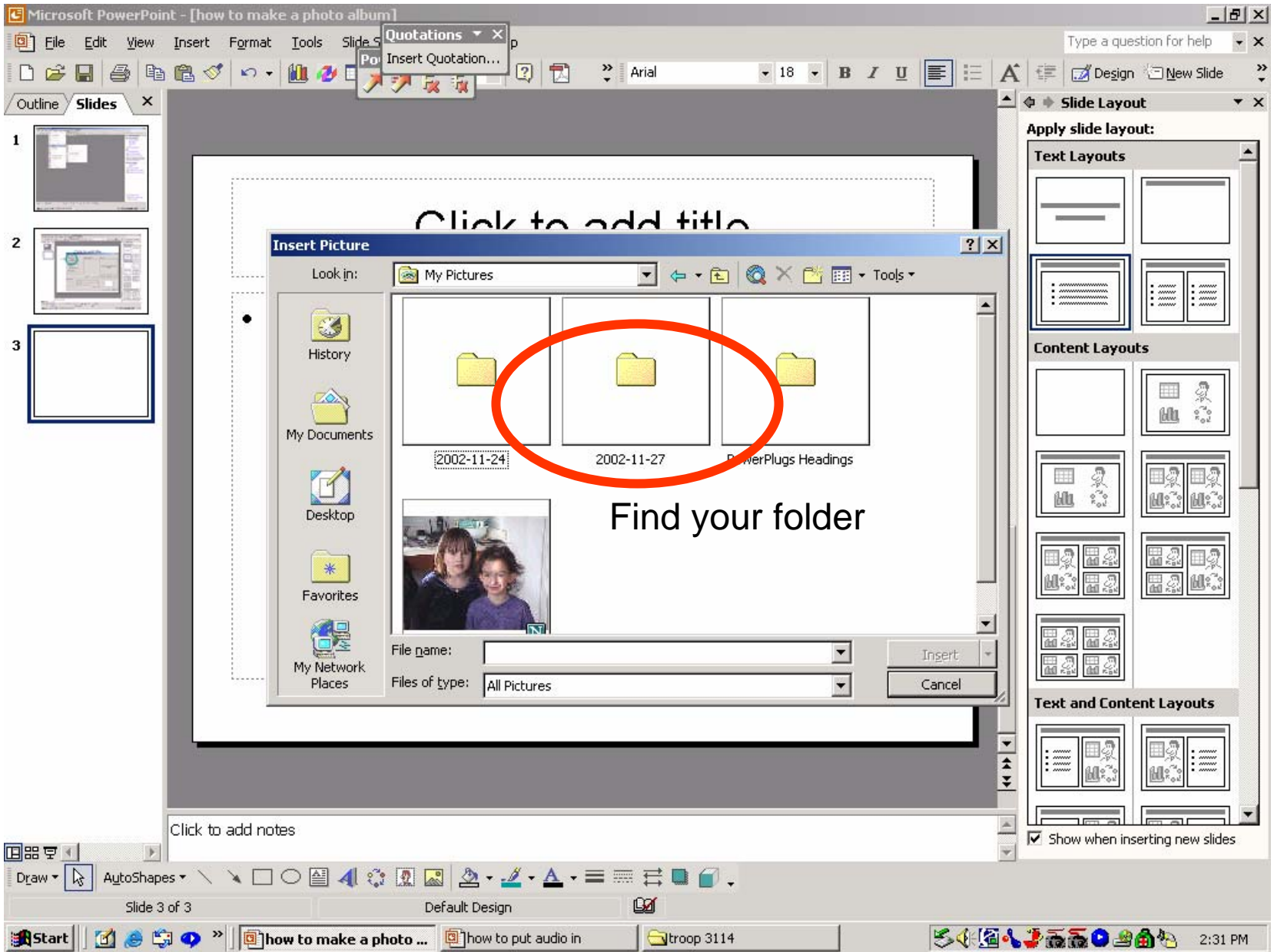
- Watermark.pot
- Slit.pot
- General Templates...
- Templates on my Web Sites...
- Templates on Microsoft.com

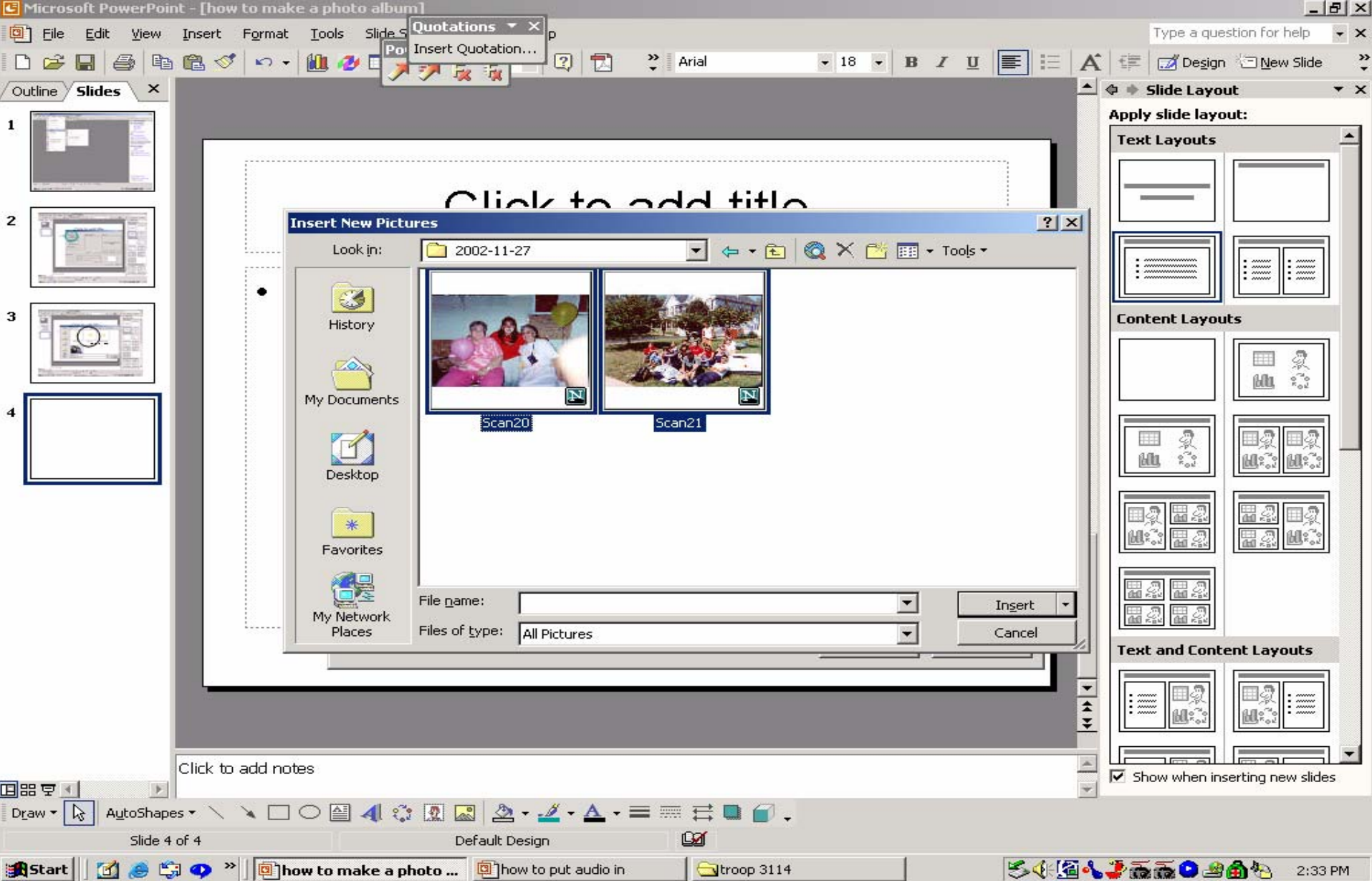
Add Network Place...

Microsoft PowerPoint Help

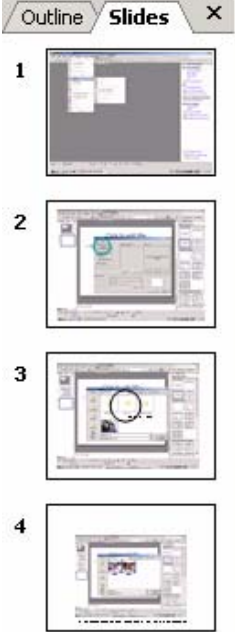
Show at startup







Grab all the pictures you want (CONTROL-A grabs them all)



Reorder, rotate, remove = then hit create

Photo Album

Album Content

Insert picture from:
File/Disk...
Scanner/Camera...

Insert text:
New Text Box

Picture Options:
 Captions below ALL pictures
 ALL pictures black and white

Pictures in album:

1	Scan20.jpg
2	Scan21.jpg

Preview:

Album Layout

Picture layout: Fit to slide
Frame shape: Rectangle
Design template: [] Browse...

↑ ↓ Remove [] [] [] [] [] []

Create Cancel

Slide Layout

Apply slide layout:


Content Layouts

Text and Content Layouts

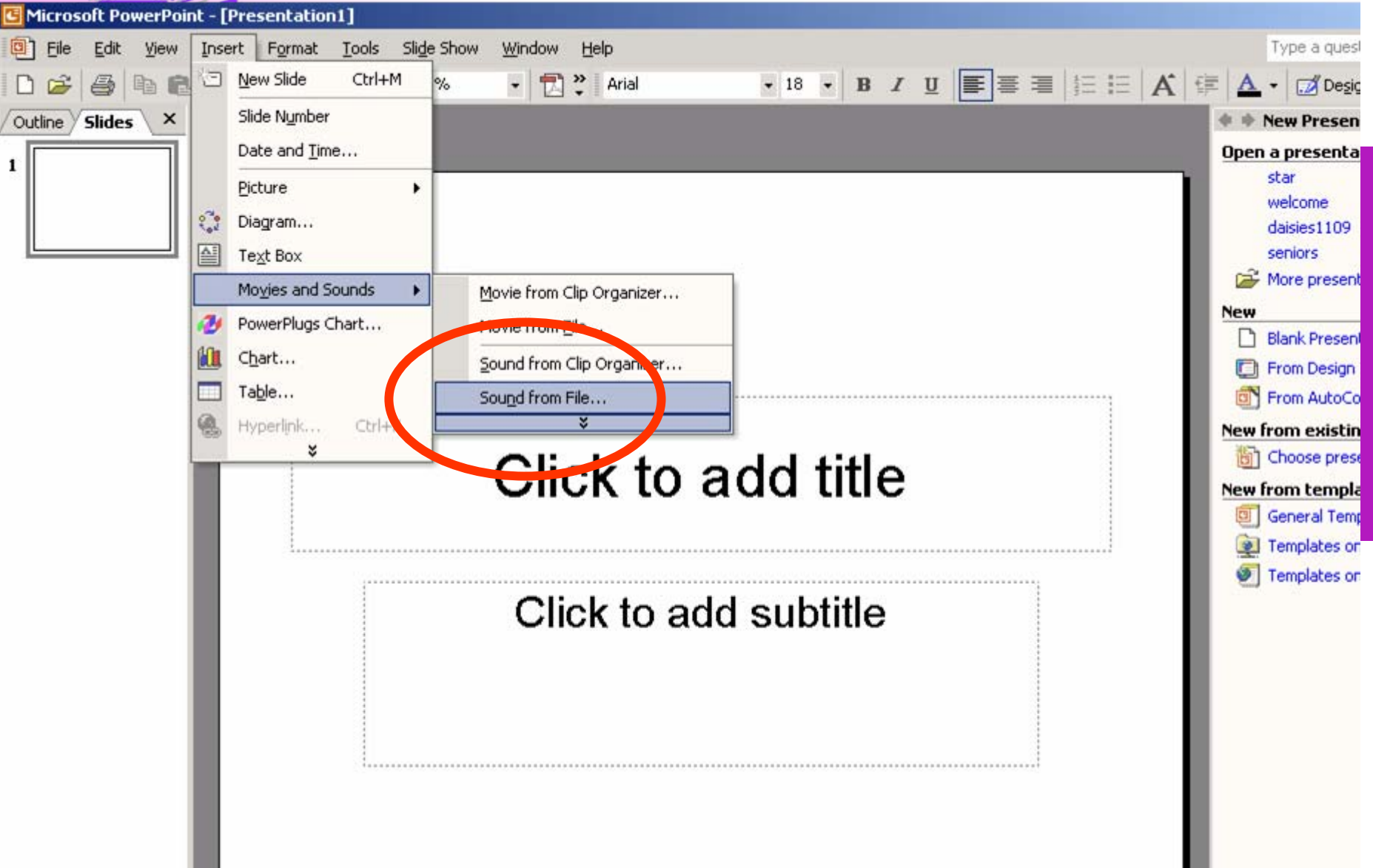
Click to add notes

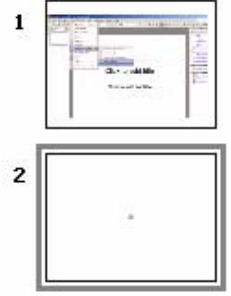


How to add audio

- 
- Move or copy the song you want into the folder where you are building the presentation (after you have ripped the song, if necessary)*
 - Then follow the instructions on the following slides
 - When you are burning your presentation on to a CD, make sure you copy both the presentation and the song file

* an instructor can demonstrate, if desired





Click to add title

- Click to add text

Click to add notes

Microsoft PowerPoint

Do you want your sound to play automatically in the slide show? If not, it will play when you click it.

Apply slide layout:

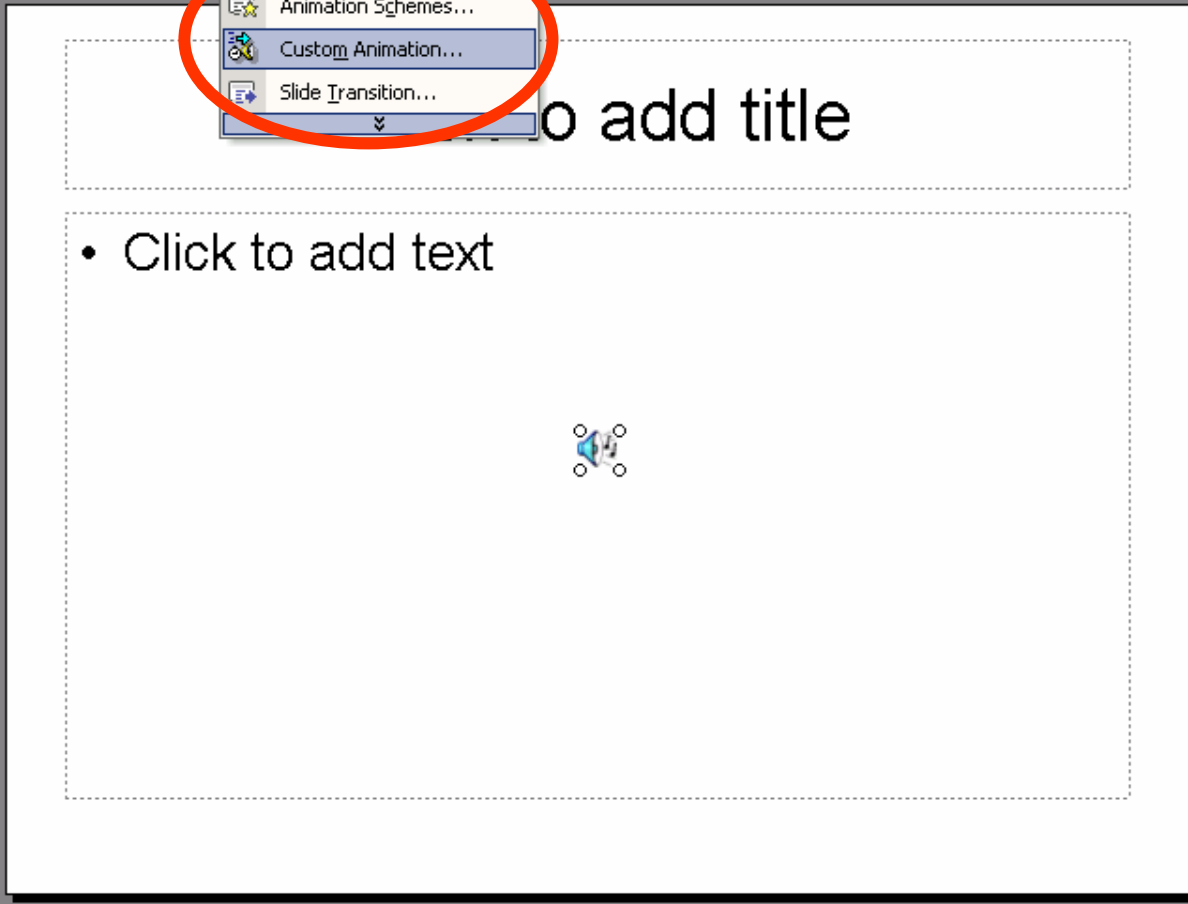
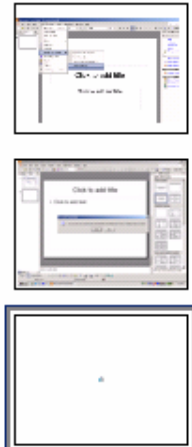
Text Layouts

Content Layouts

Text and Content Layouts

Show when inserting new slides

Outline Slides



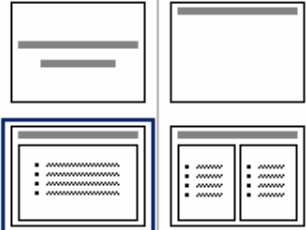
Click to add title

- Click to add text


Slide Layout

Apply slide layout:


Text Layouts



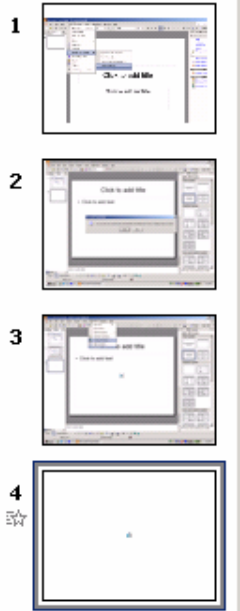
Content Layouts



Text and Content Layouts




Show when inserting new slides



Click to add title

- Click to add text



Click to add notes

Add Effect Remove

Modify: Play

Start: After Previous

Property: Speed:

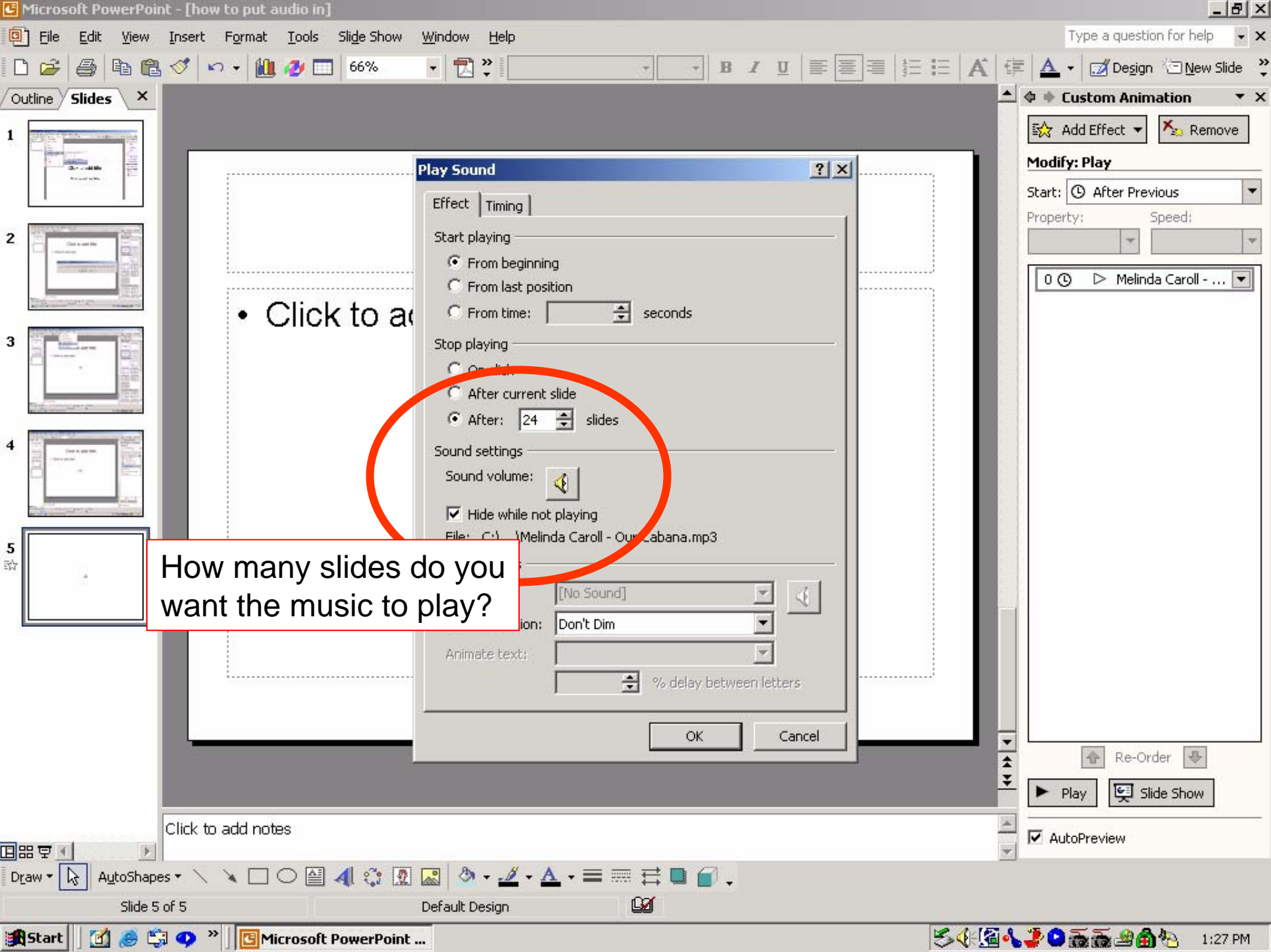
Melinda Carol - ...

- Start On Click
- Start With Previous
- Start After Previous
- Effect Options...
- Timing...
- Remove

Re-Order

Play Slide Show

AutoPreview



How many slides do you want the music to play?

Play Sound

Effect | Timing

Start playing

- From beginning
- From last position
- From time: [] seconds

Stop playing

- On click
- After current slide
- After: 24 slides

Sound settings

Sound volume: [Speaker icon]

Hide while not playing

File: C:\...Melinda Caroll - Our Cabana.mp3

[No Sound] [Speaker icon]

Animation: Don't Dim

Animate text: [] % delay between letters

OK Cancel

Custom Animation

Add Effect Remove

Modify: Play

Start: After Previous

Property: Speed:

0 Melinda Caroll - ...

Re-Order

Play Slide Show

AutoPreview

Outline Slides

- 1
- 2
- 3
- 4
- 5