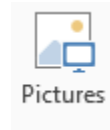


## Find and Insert a Photo

If you want to just insert one photo from your computer at a time then you can use the process below.



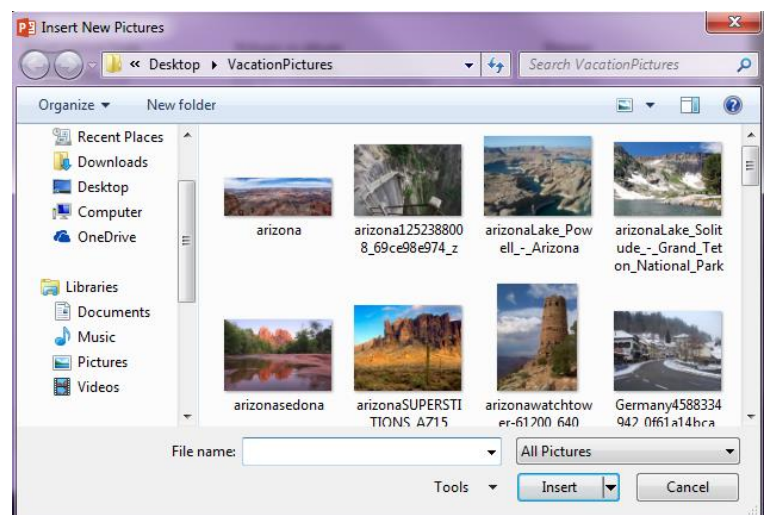
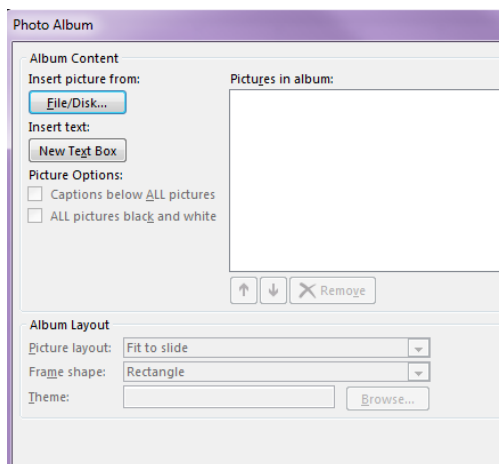
- ❑ Open a new blank presentation.
- ❑ Click on the **Insert** tab.
- ❑ Click on the **Picture** button.
- ❑ The Insert Picture dialog box will appear.
- ❑ Select your picture from the appropriate file and click on the **Insert** button.
  - Use the **sample pictures folder** for class.

## Photo Album

If you want to insert many photos from your computer at a time then you can use the process below.



- ❑ Open a new blank presentation.
- ❑ Click on the **Insert** tab. Click on the *top half* of the **Photo Album** button.
- ❑ In the window that appears, click on the button in the top left corner that says **File/Disk...** You will be choosing from pictures stored on your computer or removable disk.



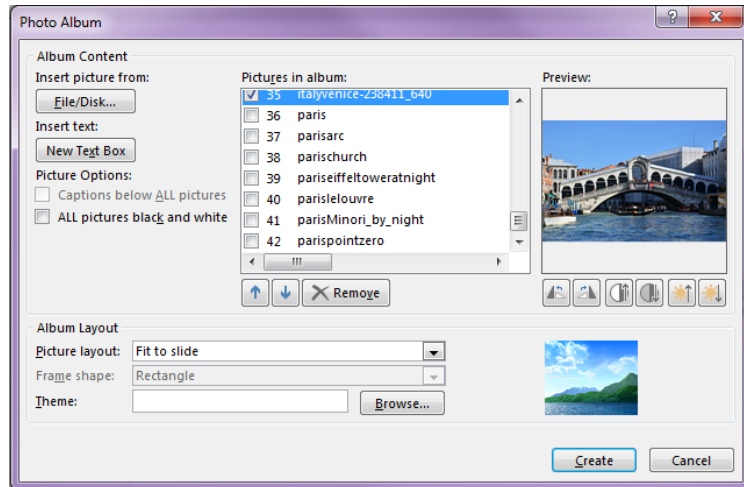
- ❑ In the **Insert New Pictures** window that comes up, navigate to the folder on your computer where your pictures are located.
- ❑ For class, open the **Documents** folder, the **Power Point Class** folder, and the **Vacation Pictures** folder. Select the pictures you wish to add to your slide show.

**Note:** If you wish to select more than one image at a time, click on the first picture, hold down the **Shift** key, and then click on the last image.) For class, add all of the pictures from the folder.

- ❑ Your list of photos will show up in the middle of the window. You can use the arrow keys to move individual pictures up or down the list.
- ❑ You can also edit the orientation, contrast, and brightness with the buttons under each photo in the **Preview** window.

- ❑ The default slide layout is to fit the picture to the width or height of the slide.

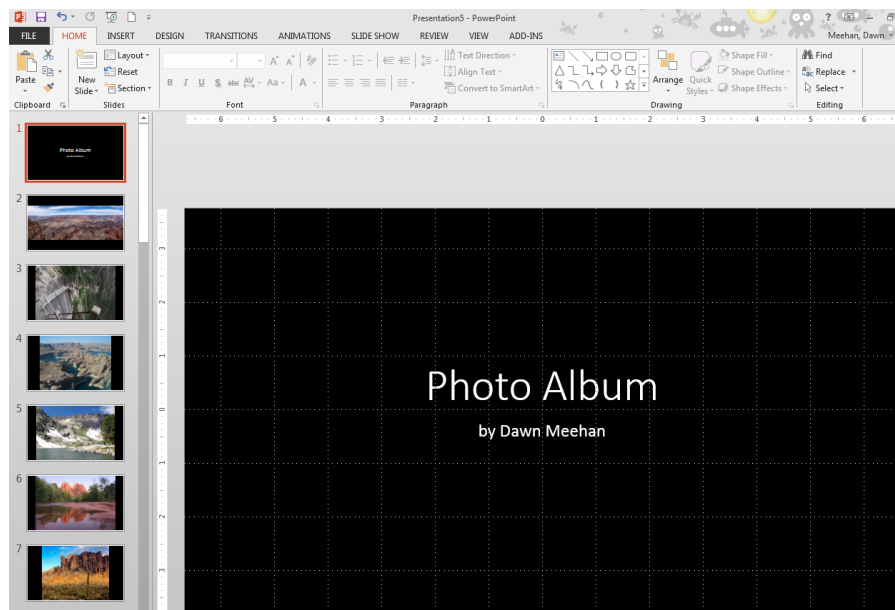
- ❑ If you wish to change that setting for all pictures, choose a different option from the **Picture layout** drop-down menu.



- ❑ Once you choose a different option from the list you will have additional options to choose from under that like borders or theme.

- ❑ Once you are finished, click on the **Create** button.

- ❑ The Photo Album's title slide is very plain. You can leave it as it is, customize it, or delete it. We are going to delete ours. **Left click** on the slide in the overview area on the left and hit the **Delete** key on the keyboard.



- ❑ You can rearrange the slides by clicking and dragging them, add text boxes to describe pictures, change the background color, etc.



New Photo Album...

Edit Photo Album...



If you wish to add additional photos or make any changes from the Photo Album window we saw at first, click on the lower half of the **Photo Album** button under the **Insert** tab, then choose **Edit Photo Album**.

## Inserting a Transition

You can configure your presentation to self-run by following the steps below:

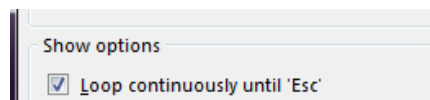
- Click on your first slide.
- Click on the **Transitions** tab.
- To the right, check the box next to **After** (uncheck **On mouse click**) and choose an amount of time (in seconds) you wish each slide changed. **For class**, let's pick 5.00.
- To modify the type of slide transition (fade, dissolve, uncover, blinds, etc.) click on the down arrow to the right of the most popular slide transitions. Click on **one** to select it.



- To the right of the **Transition to This Slide**, you will see an effect option button. If you click on it, you can choose different ways for your transition to go.
  - o For example, if I pick **Shred** under effect options I can choose whether I wanted strips or particles and also a direction in or out.
- In the **Timing** group, you will notice the duration spot where you set the amount of time it takes for the transition to complete (in seconds).
- Your slide can be altered no matter what transition you pick. You can make them shorter or longer depending on your needs. It is all about making it appealing. If you want the transition to last longer for your audience to fully absorb it then you would change the amount of time to longer.
  - o You can type the number in or use the spinners.
- When finished you can click **Apply to All** if you want.

**Note:** If you do not wish every slide to have the same type of transition and speed, you will have to click on each individual slide and manually select your changes. Stay away from the **Apply to All** button or your individual settings will be erased.

- To make your slide show run on a continuous loop so that you don't have to restart it every time it gets to the end:
  - o Click on the **Slide Show** tab and on the **Set Up Slide Show** command.
  - o Check the box next to **Loop continuously until 'Esc'**
  - o Click **OK**.



**Note:** You may not want a transition on every slide. Transitions can be fun but can detract from your presentation. You always want to keep your audience in mind when making these decisions.

## Adding a Song

You want to add a song file to play in the background while the slide show is running.

- ❑ Go to the first slide of your presentation.
- ❑ Click on the **Insert** tab. Click on the *lower half* of the **Audio** button and choose **Audio on my PC...**
- ❑ Locate the song file on your computer. For class purposes, the song is in the **My Documents** folder, in the **Power Point class** folder, and is titled **08-Lucid Meadow.mp3**.
- ❑ On the **Playback** ribbon, click on drop down arrow next to start and choose automatically.
- ❑ Also on the same ribbon, check boxes for **Play Across Slides**, **Loop Until Stopped** and **Hide During Show**. The first will make sure that the song will play through multiples slides rather than just one, the second will loop the music if your song is shorter than the slide show and the last will hide the sound icon during the presentation.



## Adding a Video

You want to add a video file at the end of your slide show to wrap up your presentation. In this case, we are going to use the **Popham Beach Video-Maine at low tide** from YouTube that is 47 seconds long. You can use videos from your OneDrive account, YouTube, or an embedded code from another website.

- ❑ Click on Slide 29.
- ❑ Go to the **Home** tab and insert a blank slide into your presentation.
- ❑ Now go to the **Insert** tab and click on video on the far right of the ribbon.
- ❑ Choose **Online Video** from the drop down menu.
- ❑ In the **Insert Video** dialog box that opens, click in the **Search YouTube** box.
- ❑ Search for the **Popham Beach Video Maine at low tide**, left click on the first video from the result box.
- ❑ Click the **Insert** button on the lower right of the YouTube search box.
- ❑ Once the video has been inserted, you can resize it to the size of the slide if you would like.
- ❑ You will have a viewing toolbar which will allow you to play the video, move through the video using the arrows or the bar, see how long it is playing and change the volume.
- ❑ Two tabs will open when you click on the video **Format and Playback**.
  - **Format** will allow you to give your video a frame, shape, border, effects, etc.
  - **Playback** will allow you to start automatically, hide while not playing, rewind after playing, etc.
- ❑ Go to the **Slide show** tab, click on from current slide.
- ❑ Make sure to uncheck auto transition before viewing.
- ❑ Once the video opens into your presentation, a **play button** will appear. It may take a few seconds.



- Then click the play button to show your audience the movie.

**Note:** Videos will be embedded in your presentation automatically. If you are using a video from your computer, it may affect your file size depending on how the video was stored. If you don't want to embed your video you can link to it to save space but you will have to take the video with you on your flash drive.

If you are inserting a video from your pc, follow the same instructions to inserting the video as before.

- Click on the **Insert** tab.
- Click on **Video**.
- Click on **Video on My PC**.
- Insert dialog box will appear, choose your video.
- Instead of hitting insert or doubling click, click on the drop down arrow next to the word **Insert** and choose **link to file**.

**NOTE:** This will insert everything faster, but anything inserted this way must be taken with you via a flash drive or some form of storage.

### Running a slide show

Your slide show is pretty much complete and now you want to see what it will look like when it is in presentation mode.

- Go to the **Slide Show** tab.
  - Click on **From Beginning** to preview your slide show.
- OR**
- Click the **Slide Show** button at the bottom of the screen that look like this. It will start on your current slide.

### *Pausing a Slide Show*

- Click on the transparent three dots in the bottom left-hand corner of your slide.
- Select **Pause**.

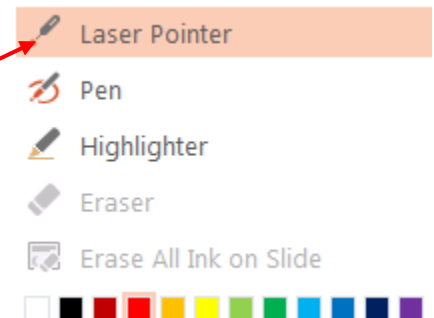


**Note:** You can choose to change the screen to black or white using this menu as well. Go to **Screen > Black Screen** or **White Screen**.

### *Drawing In a Slide Show*

PowerPoint allows you to draw on a presentation while it is running. To select the drawing feature:

- While the presentation is running, locate and click on the pen tool in the lower left –hand corner of the slide show. The following pen menu will appear:
- Choose a laser pointer to point out information on the screen.



- You can choose a pen or highlighter to draw.

- To turn the pen tool off, click on the **Arrow** icon.

### ***Ending a slide show:***

- Press the ESC key to end your presentation unless you get through the whole presentation then just press enter or click the left mouse button one more time.

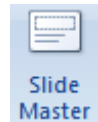
### **A different scenario:**

You are giving a presentation to a local organization about Techzone@Main. You want your presentation to look professional, but you also need to customize it so that the library logo shows up in the corner, among other things. Using the slide master will make your preparation time much shorter.

### **Slide Master**

The slide master allows you to make formatting changes to one slide and have those changes be applied to every slide in your presentation, like a template. New slides that you create after the fact will have this same layout applied to them also. This way you don't have to import the same picture or apply the same font styles to each individual slide, one at a time.

- Click on the **Office** button. Click on **Open**. In the **My Documents** folder and the **Power Point class** folder, open the [TechZone@MainInfo.pptx](#) presentation.
- Practice choosing a background in one of the ways you were taught in the previous parts.
- In order to view the slide master, click on the **View** Tab. Click on the **Slide Master** button.
- Click on the first slide from the list on the left. The other ones refer to the different slide layouts that are available. Change the text format on any of the slide layouts you plan on using in your presentation that you would like to look different from the main one.
- Using the **Home** tab, make your font style changes (bold, italic, font size, font style, color, etc.) to the *already existing text* on this slide. Changing the text to some other information will have no effect. You can also move around the text boxes or insert pictures.
  - Change **title size** to 54.
  - Change **title font** to Baskerville Old Face.
  - Change **title color** to Green.
  - Change **title** to underline.
  - Change **first line of text font** to Bauhaus 93.
  - Change **first line of text size** to 28.
  - Change **first line of text color** to Orange.
  - Change **first line of text** to italics.
- Now you want to add the library logo to the top right corner of your slide. Click on the **Insert** Tab. Click on **Picture**. Open the **My Documents** folder, then the **Power Point class** folder. Select the image titled [ASCPL logo bl](#).
- Move the logo up to the top right corner of your slide.



- ❑ The logo is covering up a portion of your slide title, so we will have to resize the text box. Click on the border of the top text box and find the circle on the right edge of the box. When your cursor becomes a double arrow, click and drag your cursor to the left so that it clears the logo.



When your cursor becomes a double arrow, click and drag your cursor to the left so that it clears the logo.

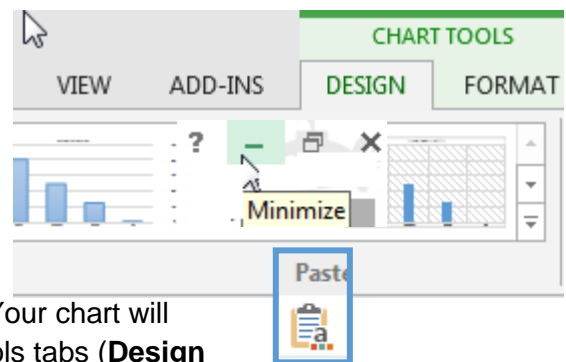
**Note:** The logo should appear on all the slide except the title slide depending on the design you chose to begin. The design will dictate whether the logo appears on a newly inserted slide or not.

Before we add a chart, let's practice adding some transition to this new presentation. This presentation only consists of seven slides. Add a different a different transition to each of the slides.

### Adding a Chart

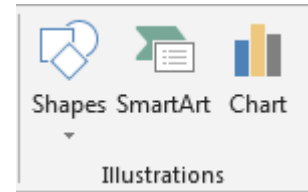
You prepared a chart to illustrate your point about the number of attendees for each series of classes.

- ❑ Navigate to slide 6.
- ❑ Click on the *bottom half* of the **New Slide** button and pick blank slide.
- ❑ The easiest way to enter a preexisting chart is to copy and paste it right from the Excel document. To do so, click on the **windows explorer** in the task pane.
- ❑ Click on the **Documents** library on the left.
- ❑ Double click on the PowerPoint Folder.
- ❑ Select the Excel spreadsheet [machines.xlsx](#).
- ❑ Right click on the border of the chart that opens up, and select **Copy**.
- ❑ Minimize the Excel window.
- ❑ In PowerPoint, right click inside the main text box and select the first **Paste** button or click on the clipboard from the ribbon. Your chart will appear within the window. Use the two Chart Tools tabs (**Design** and **Format**) to customize it.
- ❑ A good way to increase the text size is to click on one of the preset chart design styles from the **Design** tab.
- ❑ Alternately, you can use the basic font editing buttons from the **Home** tab. Click on the text area you wish to modify, and then click on the appropriate button from the menu.



An alternative way to insert a chart is to type in the data as you are creating the chart. To practice insert a new blank slide.

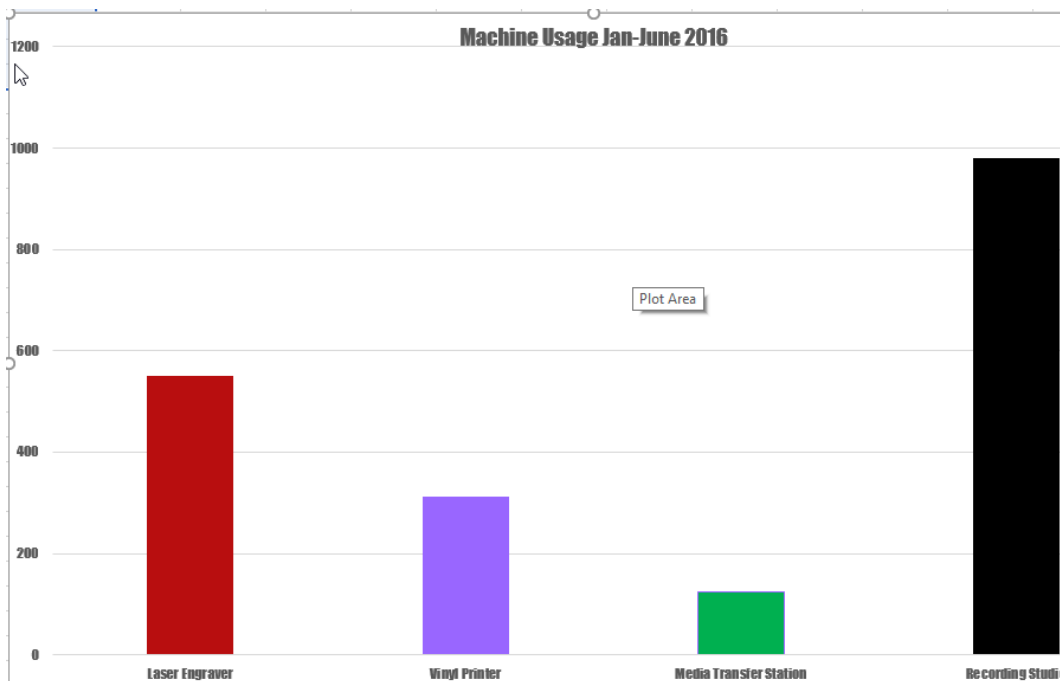
- Click on the chart button in the center of the main text box OR click on the **Insert** tab and click on the **Chart** button. Choose what type of chart you would like.
- Type your chart data into the Excel spreadsheet. To add more columns and rows, type outside of the blue box and then click and drag the square in the lower right corner to expand the selected area.



	A	B	C	D	E	F
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						

Example:

	A	B	C	D
1	<b>Classes</b>	<b>Machine Usage Jan-June 2016</b>		
2	<b>Laser Engraver</b>	<b>550</b>		
3	<b>Vinyl Printer</b>	<b>312</b>		
4	<b>Media Transfer Station</b>	<b>123</b>		
5	<b>Recording Studio</b>	<b>980</b>		





There are a *lot* of things you can do to customize your chart by using the **Chart Tools** tabs (**Design** and **Format**).

5

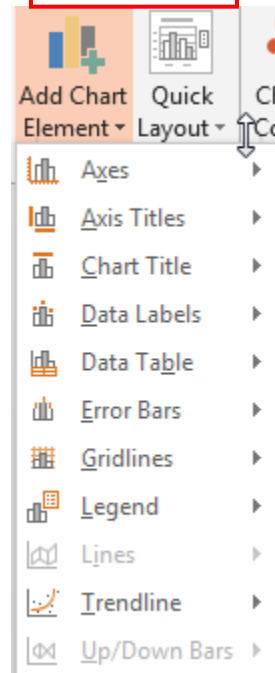
1



You can:

1. Change the Chart Type
2. Switch the Columns and Rows
3. Select different data
4. Edit the current data
5. Change the colors of the design

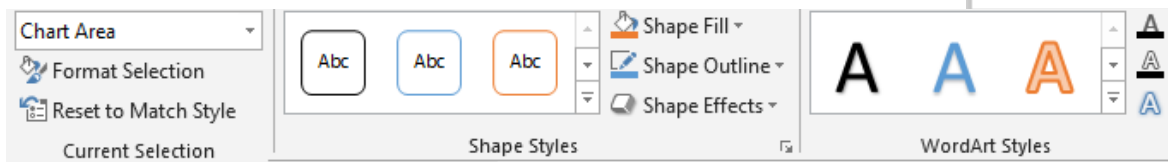
2 3 4



From the Design tab under Add Chart Element you can edit the following items depending on the chart you choose:

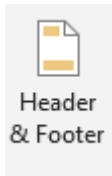
1. Edit Chart Titles
2. Edit Data Labels
3. Edit Data Table
4. Edit Legend
5. Edit Lines
6. Edit Trendline
7. Edit Up/Down Bards

You will notice in the example on the right you can edit a different group of elements because a different chart was chosen.



Edit the shapes and colors of each bar, pie piece or line. (Remember to click on the bar or line you want to change twice before clicking on the option from the ribbon.)

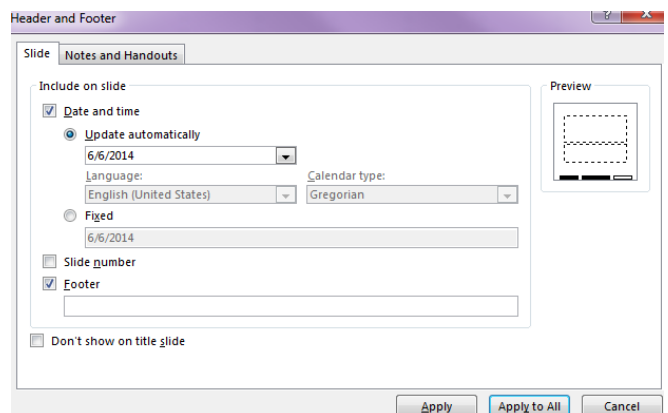
### Headers and Footers



Header & Footer

Headers and footers can be added to one or all slides. They are helpful when you would like a certain text or page number to appear at the bottom of every slide.

- Click on the slide that you wish to add a header or footer to (or pick any one if you want a header or footer on all of the slides).



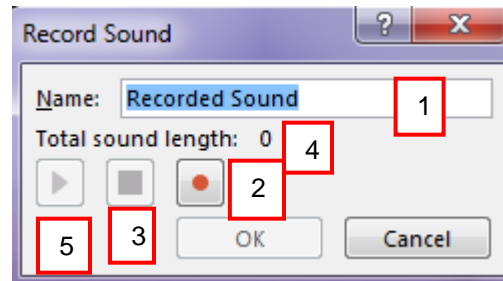
- ❑ Click on the **Insert** tab and on the **Header & Footer** button. The **Header and Footer** dialog box will appear.
- ❑ Note that under the **Slide** tab you are only able to set the footer of the slides. T
- ❑ The **Notes and Handouts** tab will allow you to set the header and footer of *the printed out notes pages, only*.
- ❑ You can choose to display a fixed date and time or it can be updated every time the presentation is loaded. You can also choose to display a slide number and a custom footer.
- ❑ The preview window shows which area of your slide your change will apply to. The three small boxes at the bottom will have a thick black border to indicate which ones are selected. The one on the left is for the Date and time option, the middle box is for a custom footer, and the one on the right is for the Slide number.
- ❑ Click on **Apply** to only have your footer on the current slide. Click on **Apply to All** to have it appear on every slide.
- ❑ Once your footer is on the slide, click on an individual item to modify its font color and style using the buttons under the Home tab.

## Appendix

### Recording Audio

You can also insert your own audio recording. You could do this to record your presentation so people can listen to it at a later time. You must connect an audio recording device to your computer first.

- Click on the **Insert** Tab.
- Click on **Insert Audio**.
- Click on **Record Audio**.
- A dialog box will appear on the screen:
  1. Name your sound if you are going to have more than one sound on the slide.
  2. Press the record button and speak into your microphone.
    - Wait until the Total sound length number starts to count before speaking.
  3. When you have finished speaking press the **stop** button.
  4. Total sound length will let you know how long your sound will be.
  5. You can press play to listen to it.
  6. When you are done press the okay button.



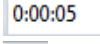

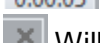



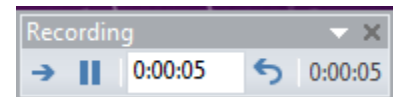
### **Rehearse Timings**

Practice makes perfect. Under the **Slideshow** tab in the **Set Up** group, start playing the slide show to figure out the perfect timing for each slide. As you rehearse your presentation, PowerPoint will record how much time you spend on each slide. Once you have figured out the timing for each slide you can run the show automatically, but it does not record narration or timings you might have preset earlier.

- Leave the slides on the screen for as long as you need/want to for your audience to get the information they need.
- Forward the slides using the mouse, enter key, etc.
- Once you choose rehearse your timings, a recording toolbar will become present.
- Triggers will sometimes give you issues. You may have to record the slide again.

### **Recording toolbar**

-  Arrow will move you to next slide
-  Pause button will pause your timings.
-  0:00:05 How much time is on the current slide.
-  Repeat slide, erase timings, etc.
-  0:00:05 How much total time for the presentation.
-  Will stop the recording.



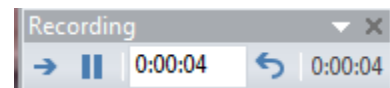
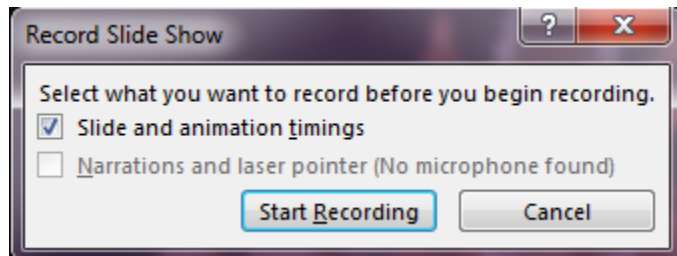
- ❑ Under slide sorter view, you can see the timings for each slide.
- ❑ If you want to change the timings once the slides have the time associated with them:
  - Click on Transitions tab.
  - Under the timing group, change the time in the after box.

☑ After: 00:05.00

## **Recording Slide show**

Under the **Slideshow tab** in the **Set Up** group is the **Recording Slide Show** button. **Recording Slide Show** is different from rehearse timings because it allows you to record audio narrations, laser pointer gestures, and slide and animation timings for playback during recording of your show.

- ❑ You can **record slideshow** from beginning or current slide.
- ❑ Turn on everything you want in the pop up box.
  - Slide show and animation timings.
  - Narrations and laser pointer will be grayed out if no microphone is present.
- ❑ Don't start talking until you see the numbers start counting. You can spend as much time as you need on each slide relaying the information you need to.
- ❑ A recording toolbar will show up again and works the same as before.
- ❑ If you pause recording then you click the resume recording button in pop up box.
- ❑ If you want to start your recording again,
  - Click on **record slide show** button
  - Click clear.
  - Choose to clear all slides or current.



## ***Removing picture background***

You can do a couple of things to remove the background of a picture. Why would you want to remove a background? One is to easily get rid of a same color background easily if it is interfering with your slide arrangement. The other is to remove a more difficult background to focus on a piece of the picture.

### **Remove a same color background exercise:**

- ❑ Click on slide 3.
- ❑ Click on the picture you see on the left first.
- ❑ Click on the **Format** tab.
- ❑ Click on the **Color** command.
- ❑ Click on **Set Transparent Color**.
- ❑ Click on the **white** on the outside of the picture.



To remove a more complicated background:

- Click on the picture you see on the right next.
- Click on the **Format** tab.
- Click on the **Remove Background** button.
  - Part of the picture will turn purple.
  - Stretch inner box to include all of push pin
- Click on the **Mark Areas to Keep** on the outside of the picture.
  - You can also use the lines around the picture too but sometimes to be more concise you need the **Mark Areas to Keep**. This will be a technique that will take much practice.
- Click on the letters that spell email. Click **Keep Changes**.
- This is what your picture should resemble.

