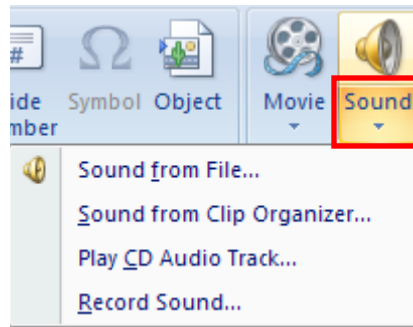


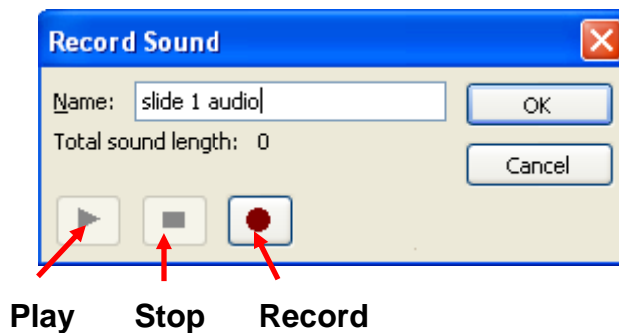
Creative Uses of PowerPoint 2007

Creating an Audio File


- 1) Connect your microphone
- 2) Click on the **Insert** tab
- 3) Click on the drop-down arrow on the **Sound** icon in the **Media Clips** group



- 4) Click on **Record Sound**

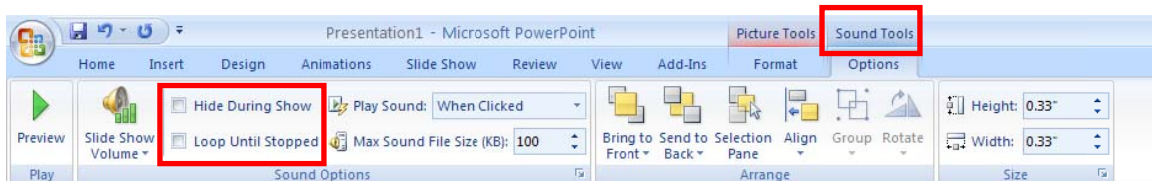


- 5) Click on the **Record** button and begin speaking into the microphone
- 6) Click the **Stop** button when finished
- 7) Type a name for the audio file
- 8) Click **OK**

The sound icon appears on your slide. 

Modifying Your Sound Object

- 1) Click on the **sound icon**
- 2) Click on the **Sound Tools** tab



- 3) To *not* have the sound icon show during the slide show – select **Hide During Show**
- 4) To continuously repeat the audio file – select **Loop Until Stopped**

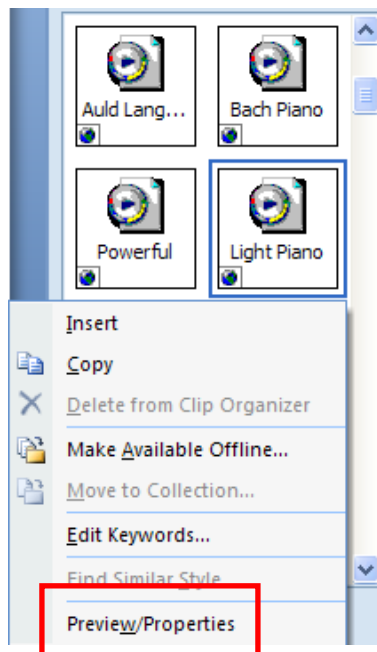
Adding Music to Your Presentation

Microsoft Office provides a variety of sound and music files to enhance your presentation.

- 1) Click on the **Insert** tab
- 2) Click on the drop-down arrow on the **Sound** icon in the **Media Clips** group
- 3) Click on **Sound from Clip Organizer**

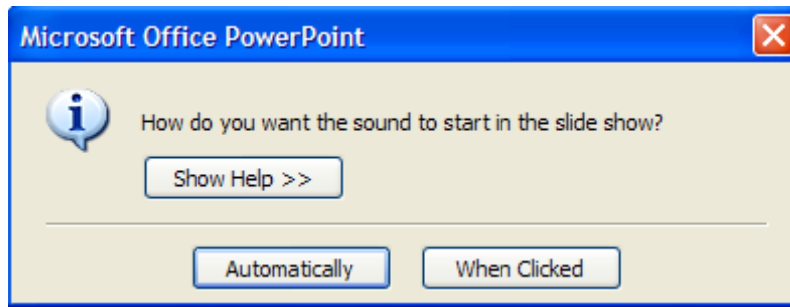
All sound files will appear in the Task Pane.


- 4) To preview the sound, position your mouse over the sound file and click on the **drop-down arrow**
- 5) Click **Preview/Properties**



- 6) Click on the **sound file** to insert it into your presentation

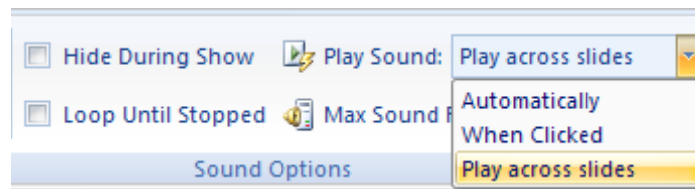
You will be prompted with the following message asking when to play the sound file.



The sound icon appears on your slide. 

To Have the Music Play Continuously Throughout the Presentation:

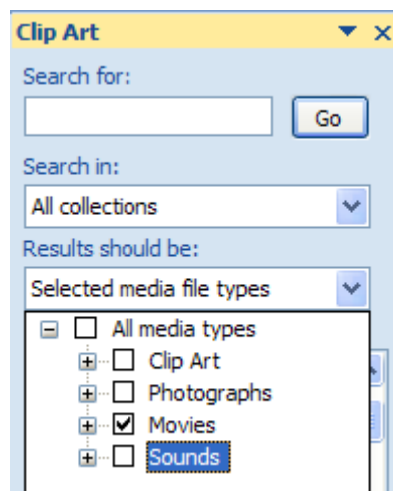
- 1) Click on the **sound icon**
- 2) Click on the **Sound Tools** tab
- 3) To *not* have the sound icon show during the slide show – select **Hide During Show**
- 4) To continuously repeat the audio file – select **Loop Until Stopped**
- 5) To continue the audio throughout the presentation - click the drop-down arrow for **Play Sound** and click on **Play across slides**



The audio file will now play continuously throughout the entire presentation.

Animated ClipArt

- 1) Click the **Insert** tab
- 2) Click on **ClipArt** in the **Illustrations** group
- 3) In the Task Pane under Results should be: **uncheck all options except for Movies**

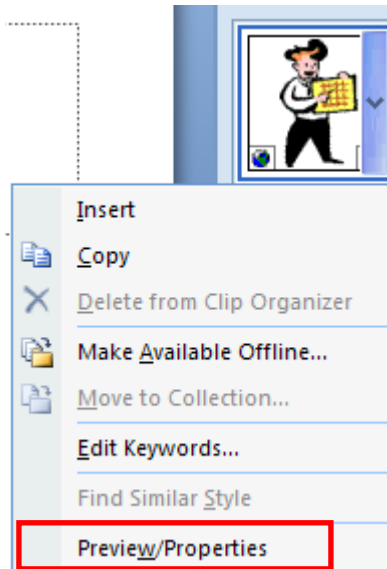


- 4) Type a keyword under **Search for:**
- 5) Click **Go**

Only the animated clipart images appear in the results.

To Preview the Animation

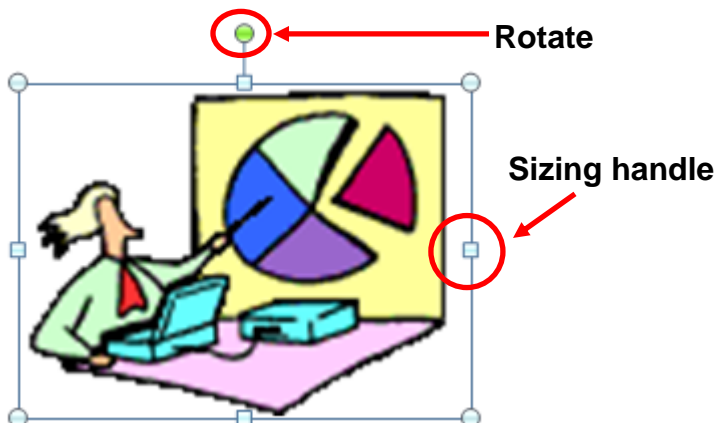
- 1) Position your mouse over the clipart image
- 2) Click on the **drop-down arrow**
- 3) Click **Preview/Properties**



- 4) Click on the image to add it to your slide

The animation will take effect in the slide show view.

Adjusting a ClipArt Image



- **To resize the clipart image**, click and drag your mouse on one of the corner sizing handles. Your mouse pointer will change to a double-headed arrow.

- **To move the image**, position your mouse in the middle of the image and click and drag. Your mouse pointer will change to a four-headed arrow.
- **To rotate the image**, position your mouse on the rotate handle and click and drag. Your mouse pointer will change to a circular arrow.

Hyperlinks and Action Buttons

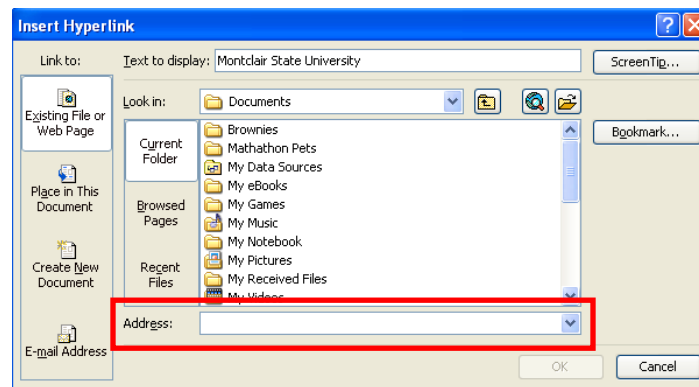
A **hyperlink** is a connection from a slide to another slide, a custom show, a Web page or a file. An **action button** is a shape that you can insert into your presentation and define hyperlinks for.

To Create a Hyperlink:

- 1) Select the text for the hyperlink



- 2) Click on **Hyperlink** in the **Links** group



- 3) Type the URL in the **Address: section**
- 4) Click **OK**

To Create an Action Button:

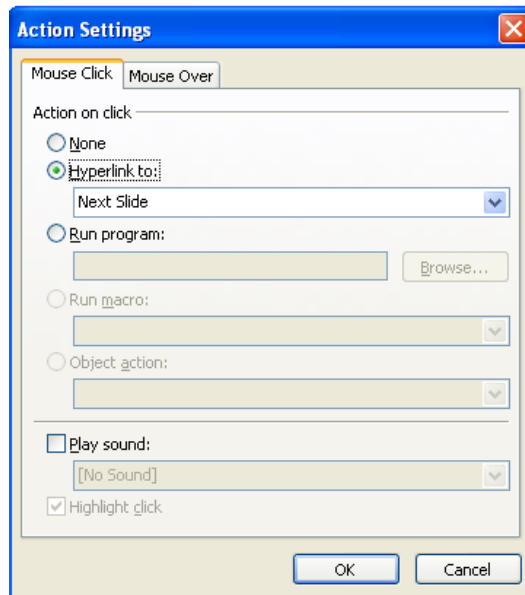
- 1) On the **Insert** tab, in the **Illustrations** group, click **Shapes**
- 2) Under **Action Buttons**, click a button style



- 3) Click a location on the slide and then drag your mouse to create the shape



- 4) Select the action for the Action Button under **Action Settings**
- 5) Click **OK**



The hyperlinks will become active in the slide show view.

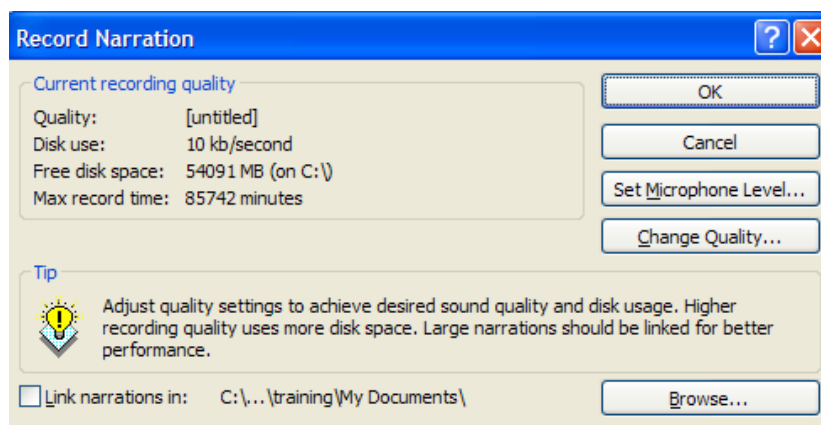
Recording Narrations

To narrate an entire presentation, instead of inserting an audio for a specific slide, use the **Record a Narration Command**.

- 1) Connect your microphone if needed
- 2) Click on the **Slide Show** tab
- 3) Click on **Record Narration** in the **Set Up** group

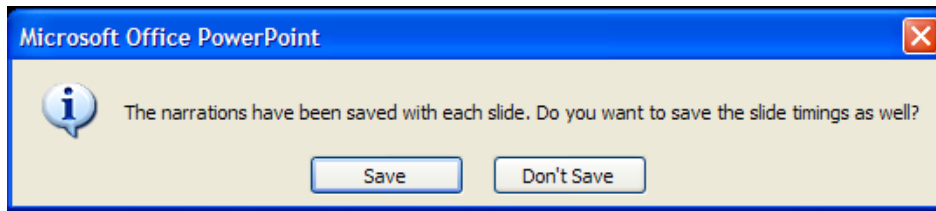


- 4) Click **OK** in the **Record Narration** prompt (this will begin the recording)

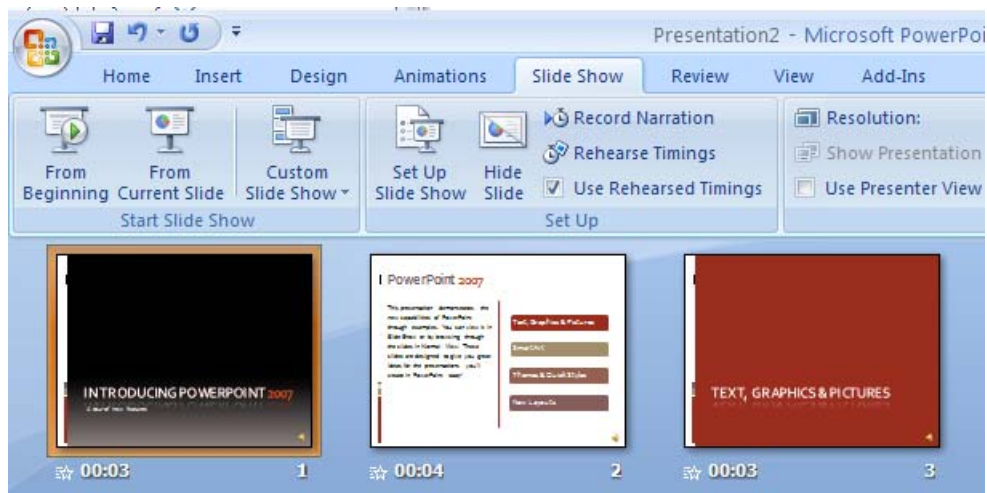


Begin your narration and click the mouse to advance to the next slide. Your voice is being recorded as well as your slide timings.

- 5) Once you have completed your narration, click **Save** to save your slide timings



You are now in **Slide Sorter View**.



- 6) Click **From Beginning** in the **Start Slide Show** group to view the presentation