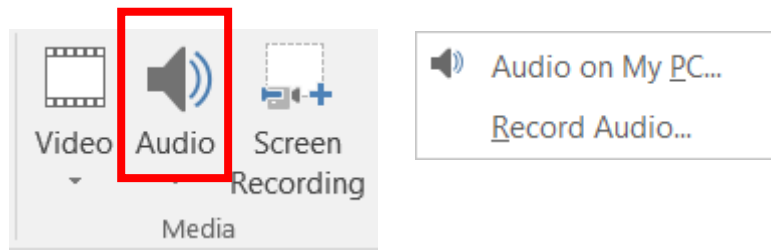


Creative Uses of PowerPoint 2019

Audio

You can add audio, such as music, narration, or sound bites, to your PowerPoint presentation. To record and hear any audio, your computer must be equipped with a sound card, microphone, and speakers.

- 1) Click on the **Insert** tab
- 2) Click on **Audio** in the **Media** group



- 3) Click on either Audio on My PC or Record Audio

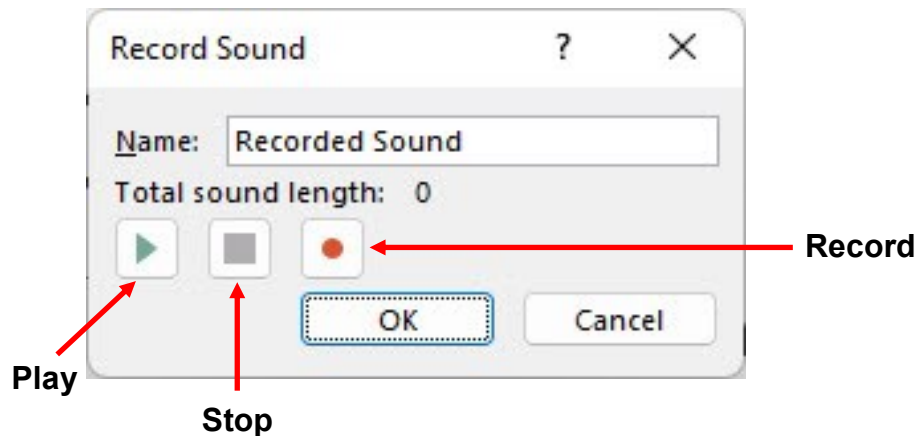
Audio on My PC:

- 1) Browse and locate the audio file
- 2) Click **Insert**

Supported audio file formats:

File format	Extension
AIFF Audio file	.aiff
AU Audio file	.au
MIDI file	.mid or .midi
MP3 Audio file	.mp3
Advanced Audio Coding - MPEG-4 Audio file	.m4a, .mp4
Windows Audio file	.wav
Windows Media Audio file	.wma

Record Audio:



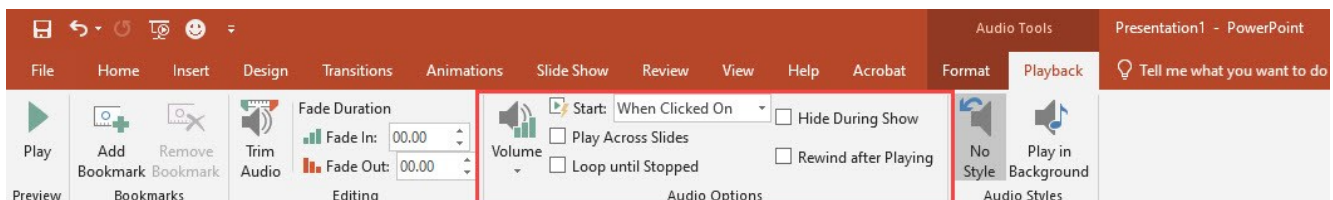
- 1) Click on the **Record** button and begin speaking into the microphone
- 2) When finished speaking, click the **Stop** button
- 3) Click **Play** to listen to the recording
- 4) Click **OK**

The audio icon and controls appear on your slide.



Modifying Your Audio Object

- 1) Click on the **audio icon**
- 2) Click on the **Audio Tools** tab
- 3) Click on the **Playback** tab



- To have the audio file play automatically – click on the drop-down arrow next to **Start:** and click on **Automatically**
- To have the audio file play continuously throughout the presentation – click **Play Across Slides**

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

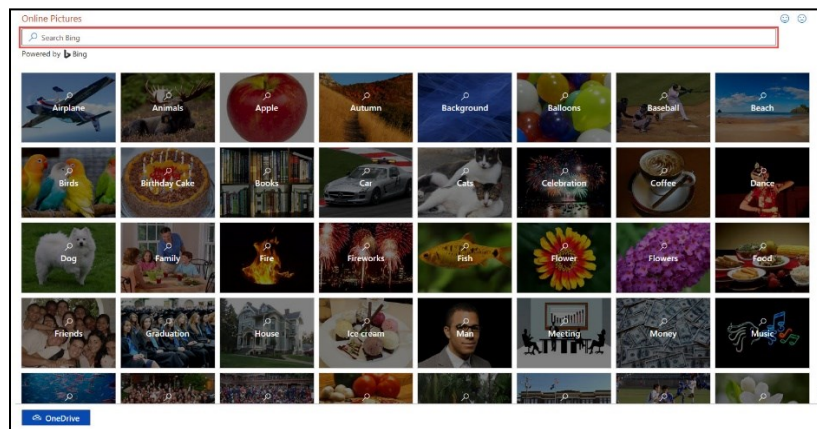
Images

Insert a picture from your computer:

- 1) Click on the slide where you want to insert the picture
- 2) Click **Pictures** on the **Insert** tab in the **Images** group
- 3) Locate and select the picture from your computer
- 4) Click **Open**

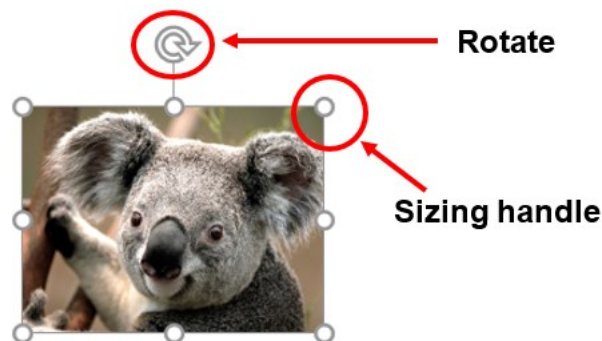
Insert a picture from the web on your slide:

- 1) Click on the slide where you want to insert the picture
- 2) Click **Online Pictures** on the **Insert** tab in the **Images** group
- 3) In the **Search Bing** field type what you are searching for and press **Enter**



- 4) Click the picture you want to insert and click **Insert**

Adjusting an Image

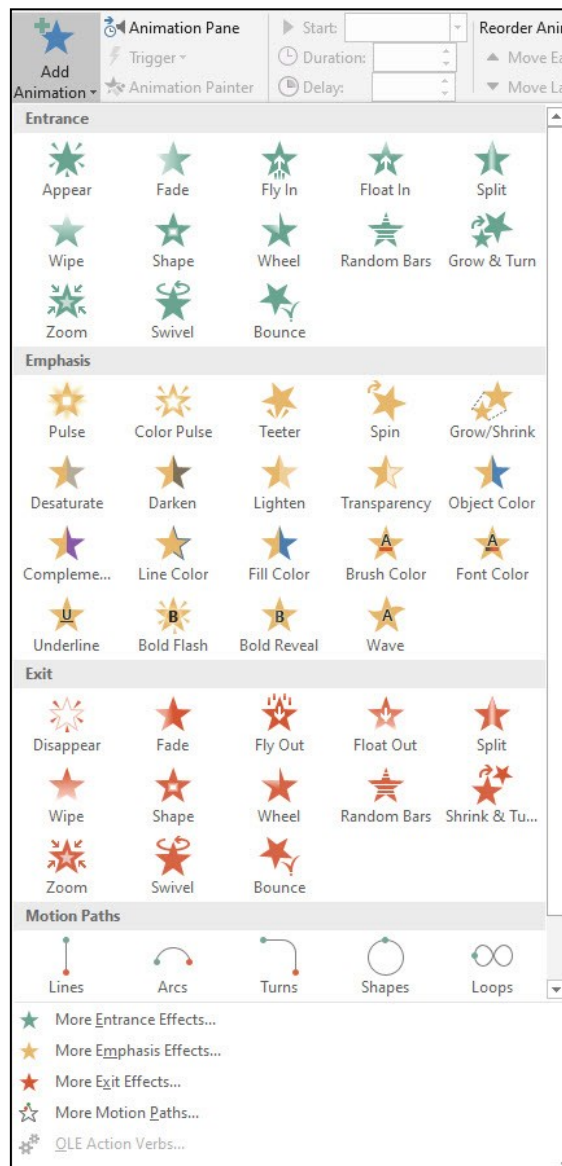


- **To resize the image**, click and drag your mouse on one of the corner sizing handles. Your mouse pointer will change to a double-headed arrow.
- **To move the image**, position your mouse in the middle of the image and click and drag. Your mouse pointer will change to a four-headed arrow.
- **To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

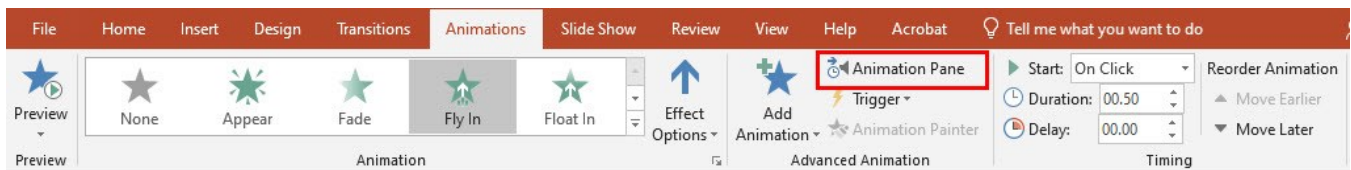
Custom Animation

You can use animation to focus on important points, to control the flow of information, and to increase viewer interest in your presentation.

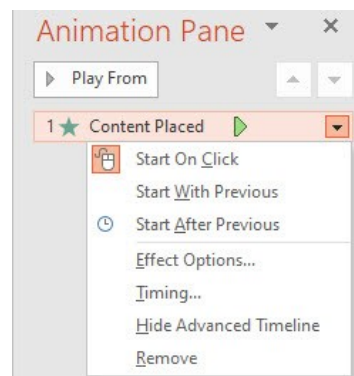
- 1) Select the text or object that you want to animate
- 2) On the **Animations** tab, in the **Advanced Animation** group, click **Add Animation**
- 3) Click on an effect



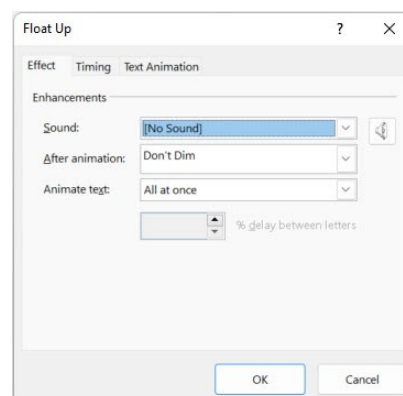
- To make the text or object enter with an effect, select an effect under **Entrance**
 - To add an effect, such as a spin effect, to text or an object that is already visible on the slide, select an effect under **Emphasis**
 - To add an effect that makes text or an object leave the slide at some point, select an effect under **Exit**
 - To add an effect that makes text or an object move in a specified pattern, select an effect under **Motion Paths**
- 4) To specify how the effect is applied to your text or object, click on **Animation Pane** in the **Advanced Animation** group



- 5) Click the drop-down arrow next to the custom animation effect in the **Animation Pane** list, and then click **Effect Options**



- 6) Do one of the following:
- To specify settings for text, on the **Effect**, **Timing**, and **Text Animation** tabs, click the options that you want to use to animate the text.
 - To specify settings for an object, on the **Effect** and **Timing** tabs, click the options that you want to use to animate the object.



NOTE: Effects appear in the Custom Animation list in the order that you add them.

To Test Your Animation Effect:

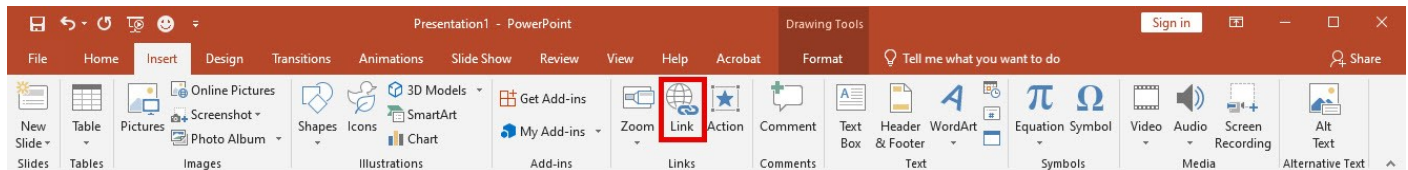
- 1) Click **Play Selected** or **Play From** at the top of the **Animation Pane** task pane

Hyperlinks and Action Buttons

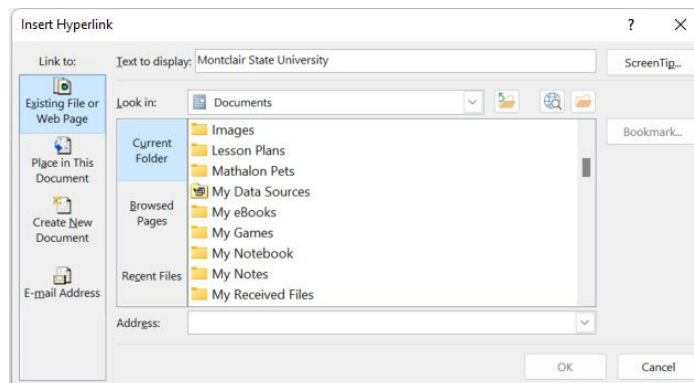
A **hyperlink** is a connection from a slide to another slide, a custom show, a Web page or a file. An **action button** is a shape that you can insert into your presentation and define hyperlinks for.

To Create a Hyperlink:

- 1) Select the text, shape or picture that you want to use for the hyperlink
- 2) Click on the **Insert** tab
- 3) Click on **Link** in the **Links** group



- 4) Within **Insert Hyperlink** you can choose from the following options:
 - Existing File or Web Page – to link to another presentation or web page
 - Place in This Document – to link to a slide in the current presentation
 - Create New Document – link to a new document
 - E-mail Address – link to an email address



To Create an Action Button:

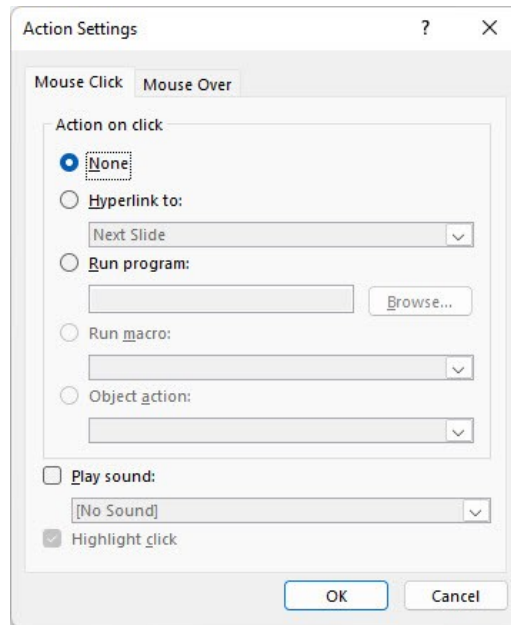
- 1) On the **Insert** tab, in the **Illustrations** group, click **Shapes**
- 2) Under **Action Buttons**, click a button style



3) Click a location on the slide to place the shape



4) Select the action for the Action Button under **Action Settings**



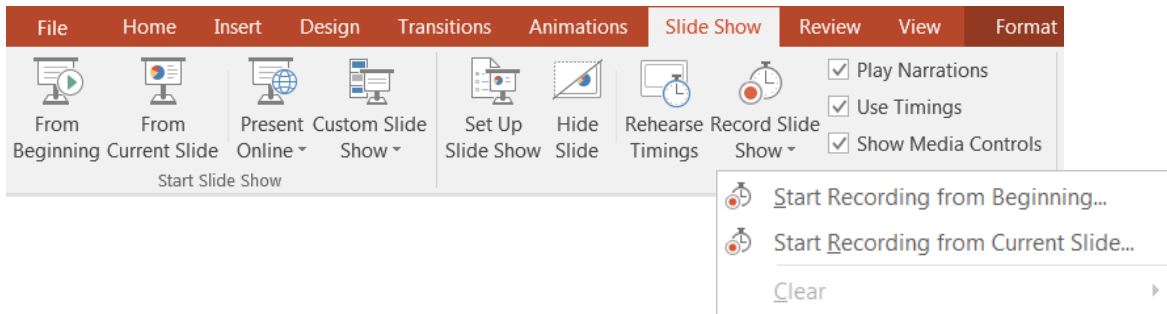
5) Click **OK**

Note: The hyperlinks will become active in the slide show view.

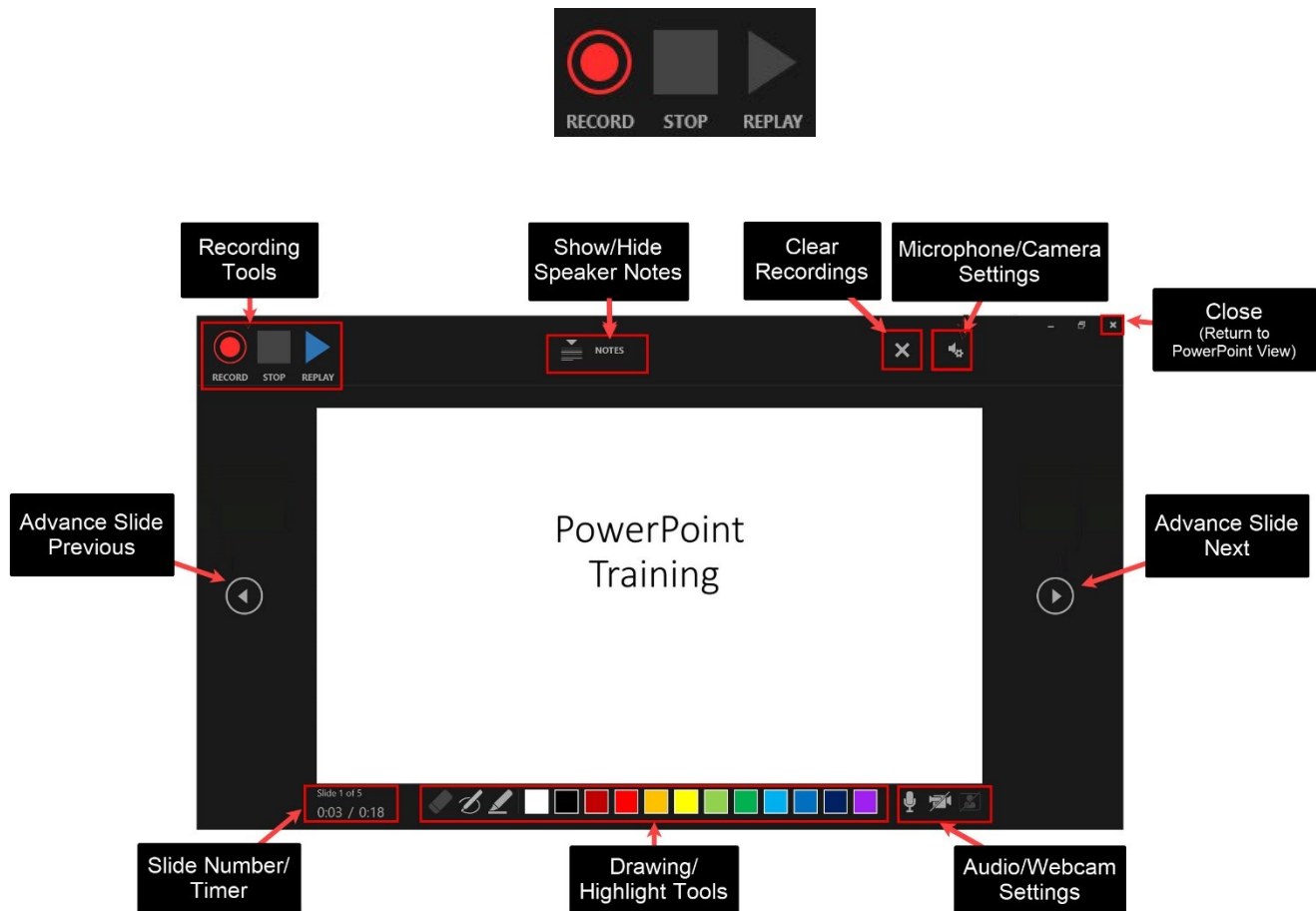
Recording Narrations and Slide Timings

To narrate an entire presentation, instead of inserting an audio for a specific slide, use the **Record Slide Show** command.

- 1) Connect your microphone if needed
- 2) Click on the **Slide Show** tab
- 3) Click on **Record Slide Show** in the **Set Up** group
- 4) Click on Start Recording from Beginning



- 5) Your screen will switch to fullscreen mode, displaying several tools including the Record button located in the upper-left hand corner. Click on **Start the Recording** button to begin recording.



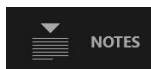
- 6) Begin your narration and click the mouse or slide arrow to advance to the next slide. The slide number and timing will appear at the bottom left-corner of the record screen as your voice is recorded.



To pause or stop a recording, click **Pause** or **Stop**



To see a preview of a recording, click **Replay**



To display or hide speaker notes for a slide, click **Notes**



To setup your microphone and/or camera, click **Select the microphone and camera for recording**



To draw or highlight something on your slide, select the **Pen** or **Highlighter**



To remove a drawing or highlight, select the **Eraser** then click the desired object to remove



To clear recordings on the current slide or all slides, click **Clear Recordings**



To enable/disable your microphone, click on the **Microphone**



To enable/disable your webcam for recording, click on the **Camera**



To see a webcam preview, click on the **Camera Preview**



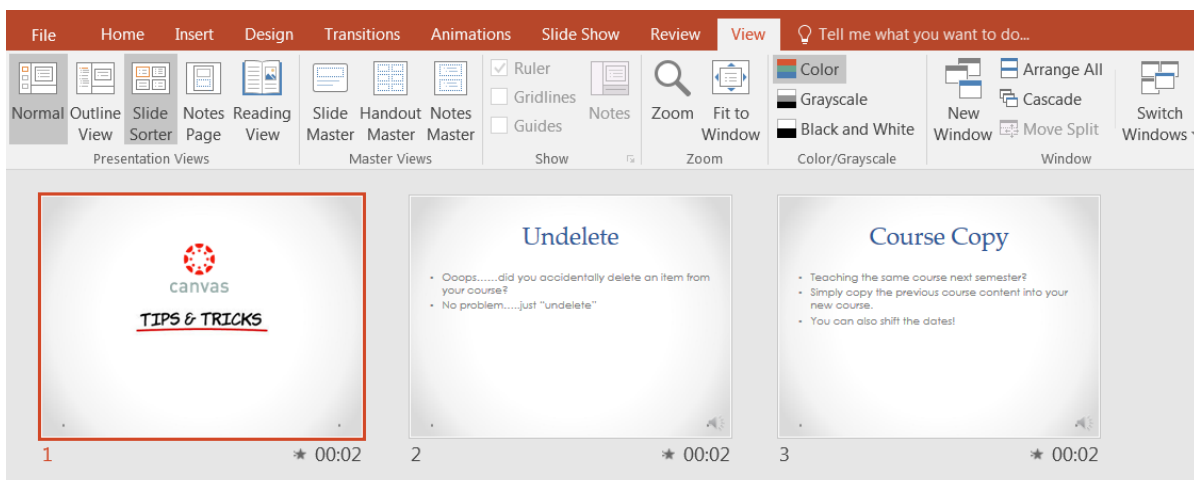
To exit recording view and return to the PowerPoint view, click **Close** located in the upper-right hand corner

Note: To enable the lazer pointer, click left-mouse + Ctrl key.

- 7) When finished recording, click the **Stop** button then click **Close (x)** in the upper right hand corner to exit the recording view.



- 8) Click on the **Slide Sorter** view. Here you can see the timings for each slide.



Viewing Your Presentation

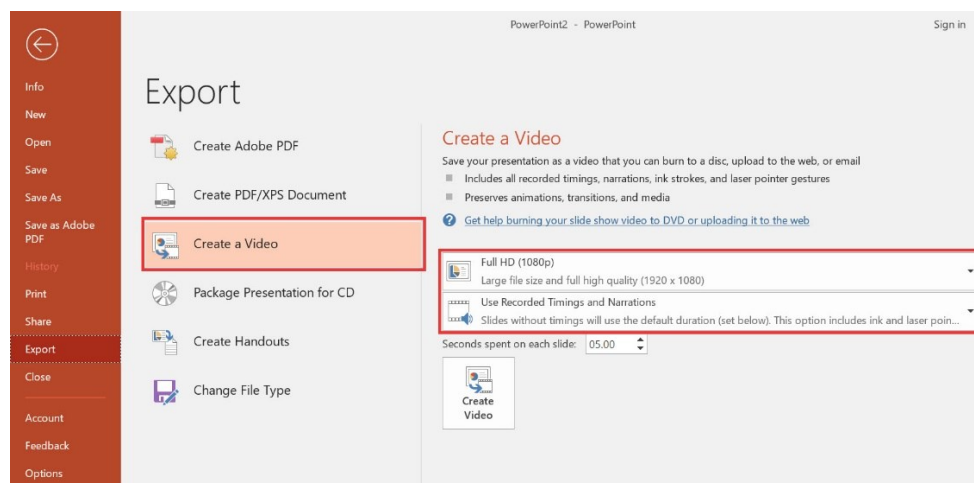
- 1) Click the **Slide Show** tab
- 2) Choose to either play **From Beginning** or **From Current Slide**

Note: Always click **Save** before closing your presentation.

Exporting Your Presentation

To save your presentation as a video that you can save to your computer, upload to the web or email, use the **Export** option.

- 1) Click on the **File** tab then select **Export**
- 2) Choose **Create a Video** and to either **Use Recorded Timings and Narrations** or **Don't Use Recorded Timings and Narrations**



Note: Slides without narrations/timings will display based on the default time set.

