

Recipes4Success®



PPT Intermediate for PC

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PPT Intermediate for PC

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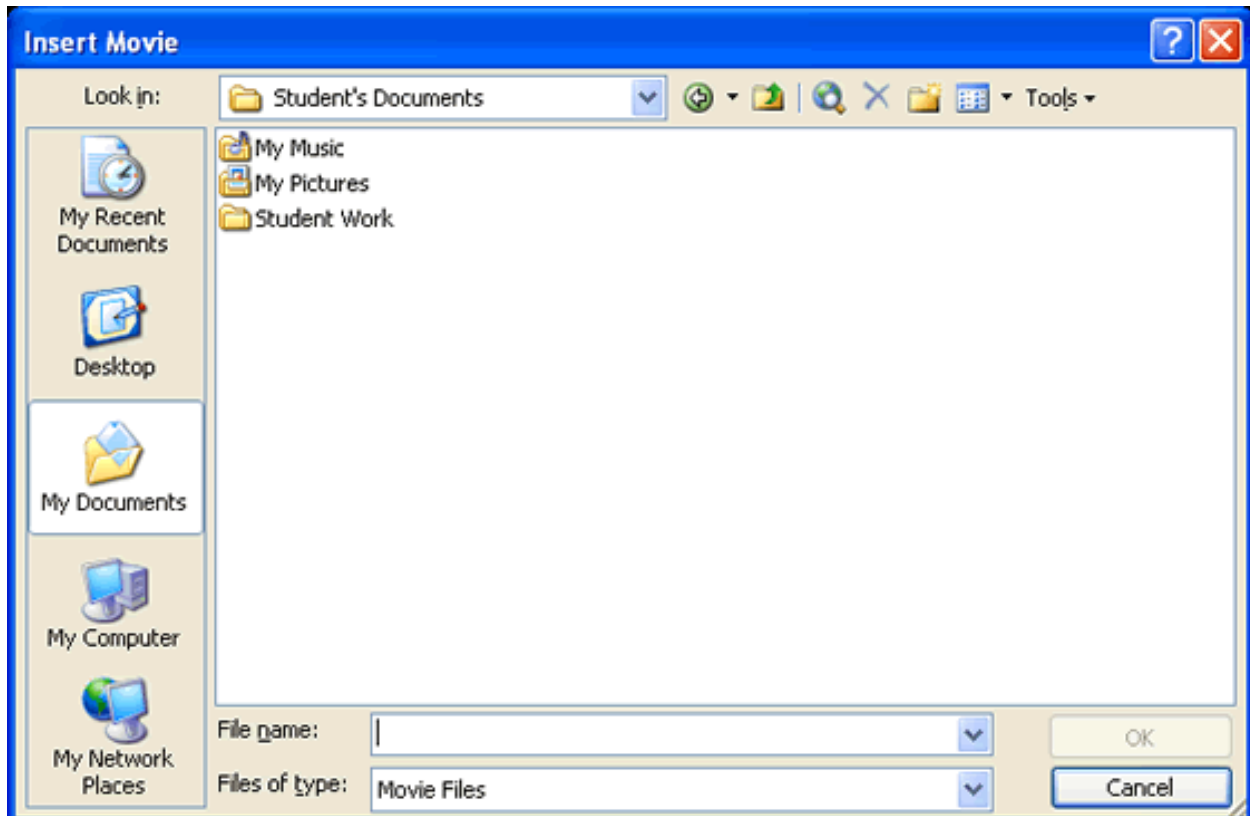
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Add a Movie

PowerPoint 2003

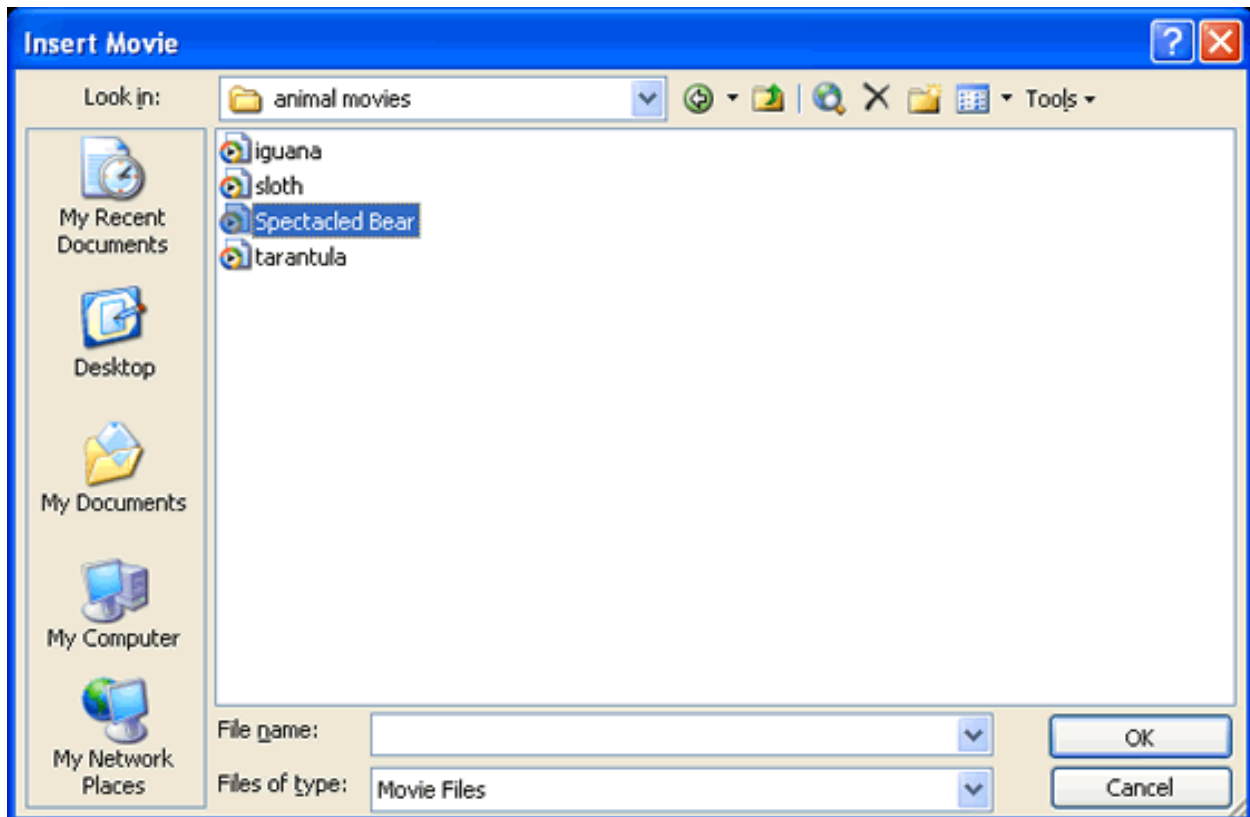
Go to the Insert menu, choose Movies and Sounds, and select Movie From File.

You will see the Insert Movie dialog.



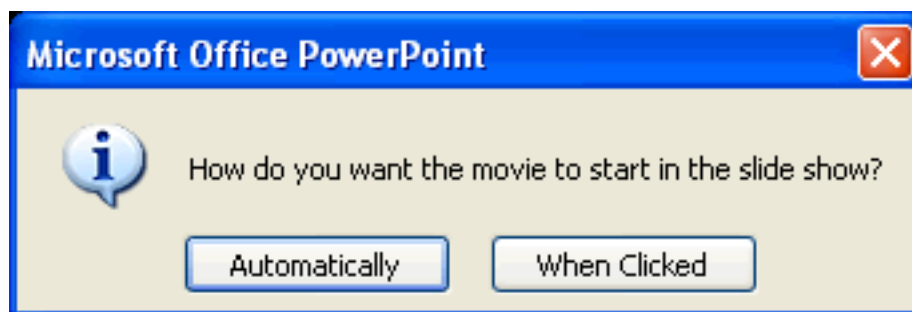
Use the Look in pull-down menu to find the movie you want to use.

Click the movie file to select it.



Click the OK button.

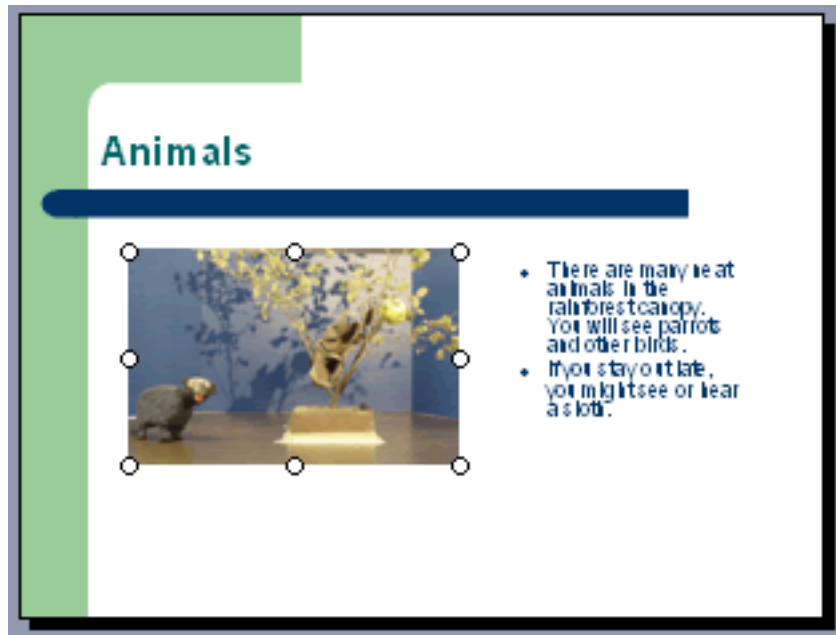
You will see a Microsoft Office PowerPoint dialog.



Click the Automatically button to have the movie play right away when the slide shows.

Click the When Clicked button if you want to click the movie to have it play.

You will see the first frame of the movie in the middle of the slide.



To move the movie, click and drag it to a new place on the slide.

To resize the movie, click and drag one of the handles. Drag toward the center of the movie to make it smaller and drag away from the movie to make it larger.



To watch the movie while you are working, double-click it.

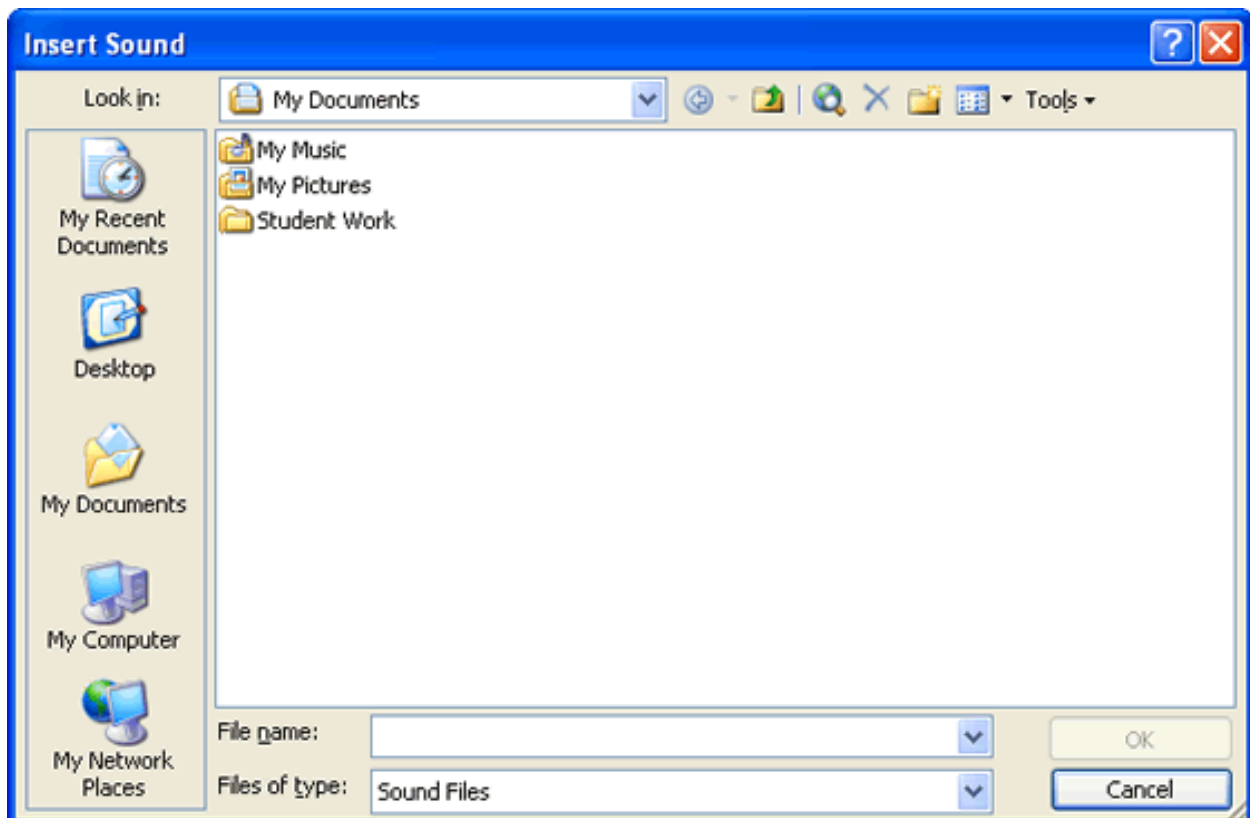
To test the movie, click the Slide Show from current slide button.



Add a Sound PowerPoint 2003

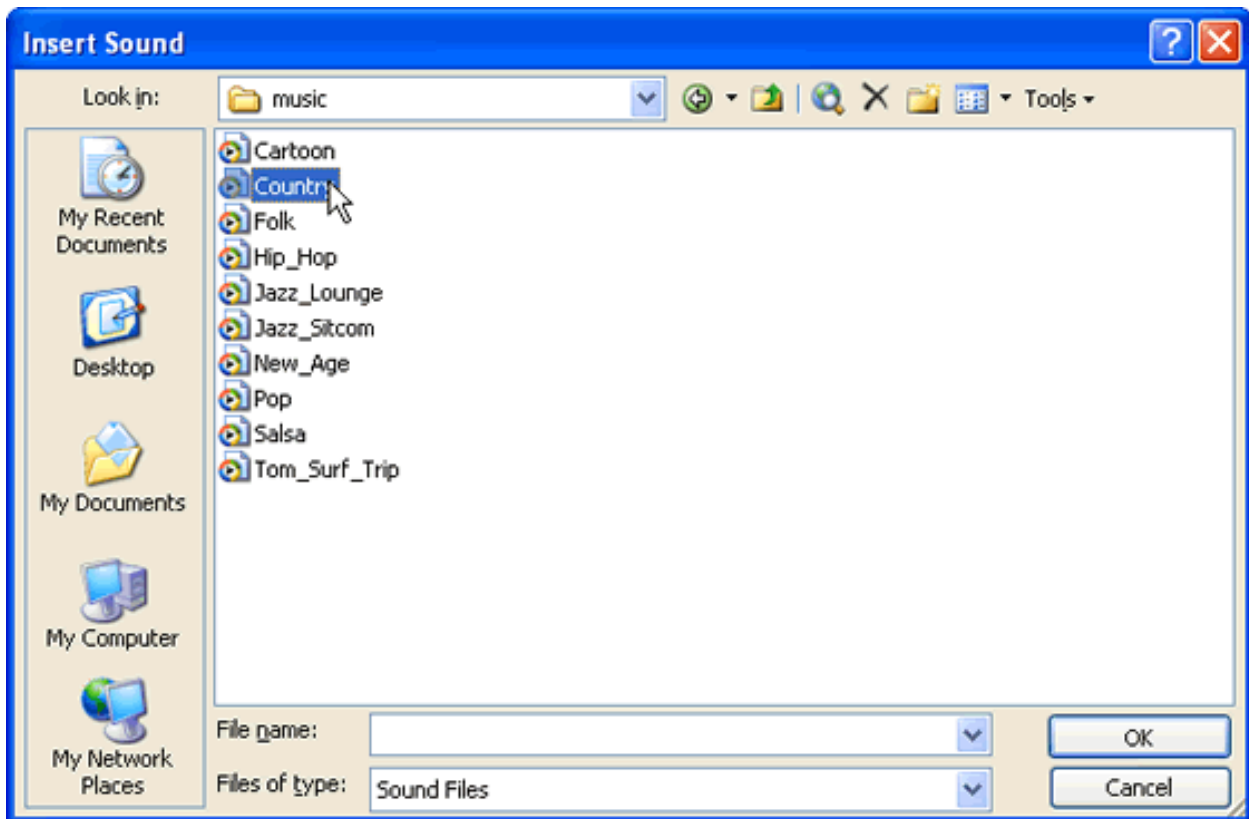
Go to the Insert menu, choose Movies and Sounds, and select Sound From File.

You will see the Insert Sound dialog.



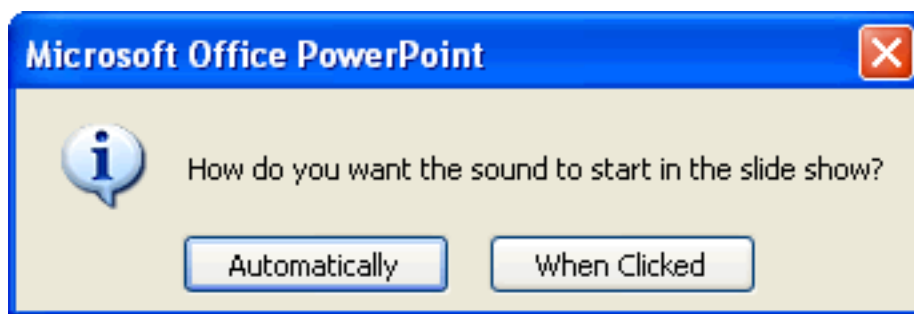
Click the Look in pull-down menu to find the sound you want to add.

Click the sound file to select it.



Click the OK button.

You will see a Microsoft Office PowerPoint dialog.



Click the Automatically button to have the sound play right away when the slide shows.

Click the When Clicked button if you want to click the icon to hear the sound.

You will see a sound icon in the middle of the slide.



Click and drag the icon to a new place on the slide.

Double-click the icon to hear the sound.

Go to the Slide Show menu and choose View Show.

Click through the presentation to the slide with the sound.

You will hear the sound play in your presentation.

You may have to click the sound to hear it.

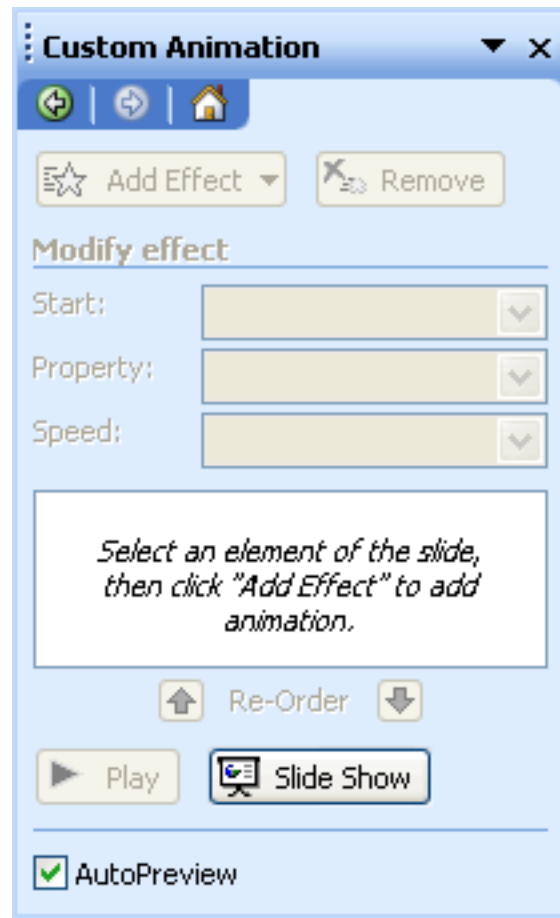


Add a Custom Animation PowerPoint 2003

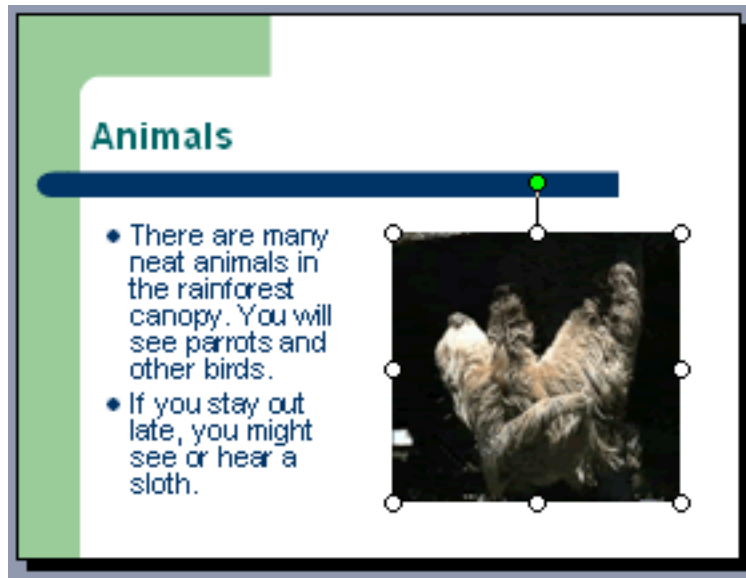
Navigate to a slide with multiple objects on it, such as a text box and a graphic.

Go to the Slide Show menu and choose Custom Animation.

You will see the Custom Animation task pane on the right.



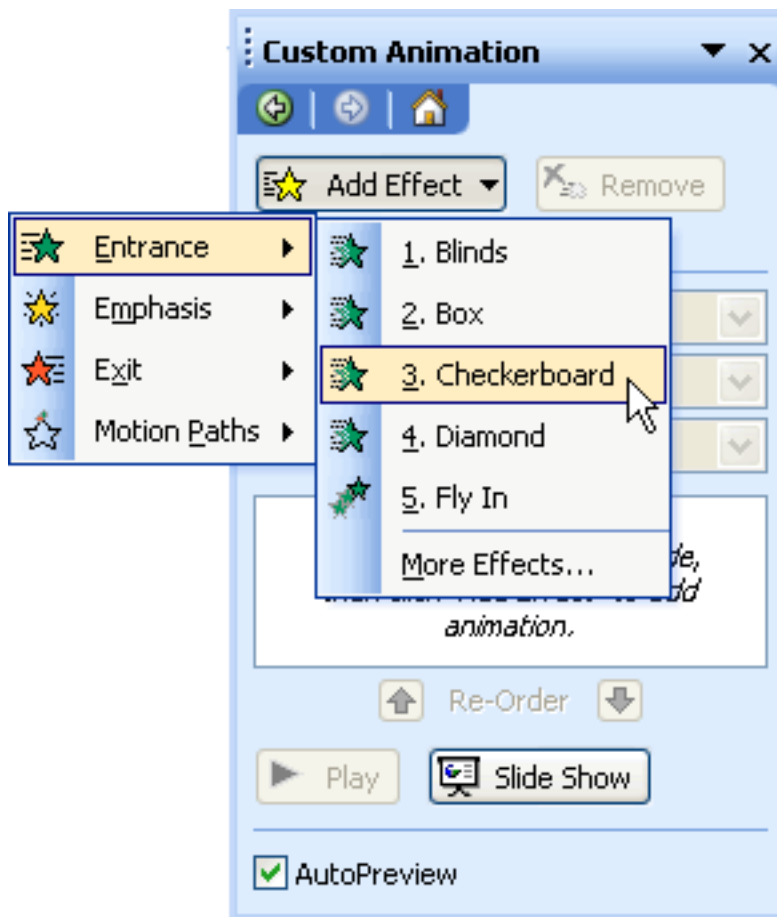
In the Slide pane, click an object on the slide.



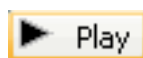
The Add Effect button on the Custom Animation task pane will become active.



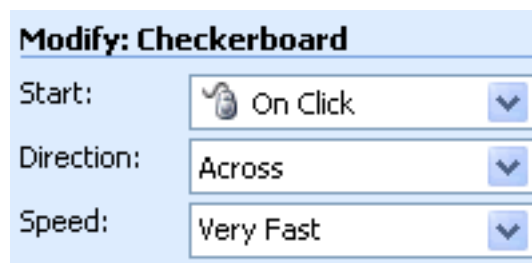
Click the Add Effect button, choose the type of Effect you want to use, and select an option from the list.



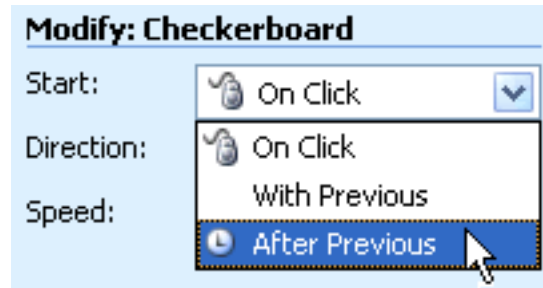
Click the Play button to see a preview of the animation in the Slide pane.



You can modify the animation using the pull-down menus in the Modify area.

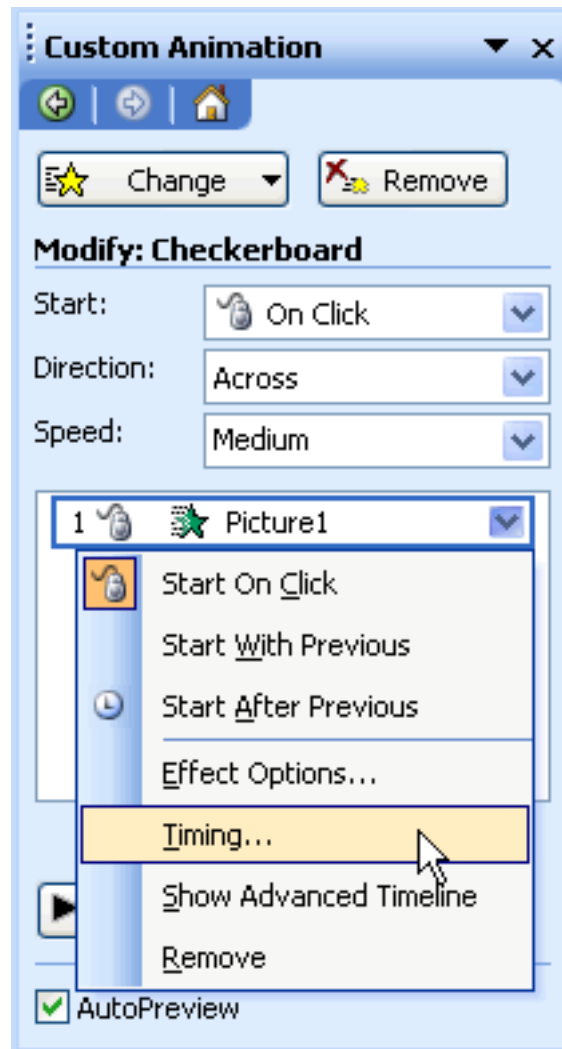


To have the animation play automatically, click the Start pull-down and choose After Previous.

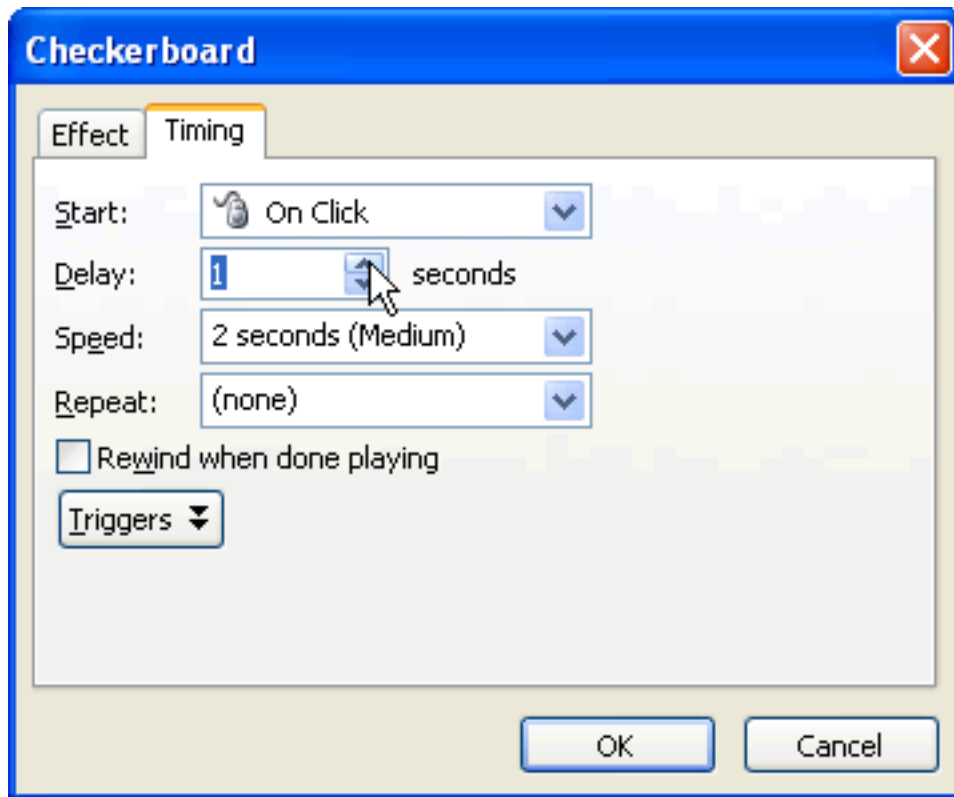


You can change the timing of the animation.

Click the animation object pull-down menu in the task pane and choose Timing.



At the dialog that appears, use the Delay arrows to set the timing for the animation.

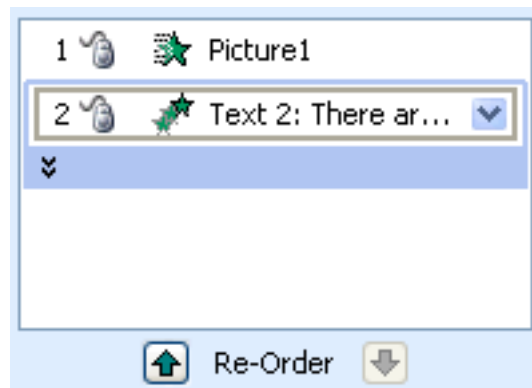


Click the OK button.

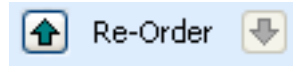
Click another object on the slide.

Click the Add Effect button and choose an animation effect for this object.

You will see the order of the animations on this slide in the task pane.



Use the Re-Order buttons to change the animation order of the objects.



Click the Play button to preview what the animations will look like on the slide.



The animation will be applied to the current slide.

Add an Action Button

PowerPoint 2003

Go to the Slide Show menu, choose Action Buttons, and select a button from the options.



Move the cursor over the slide. The cursor will be a crosshair.



Click and drag to draw the button on the slide.

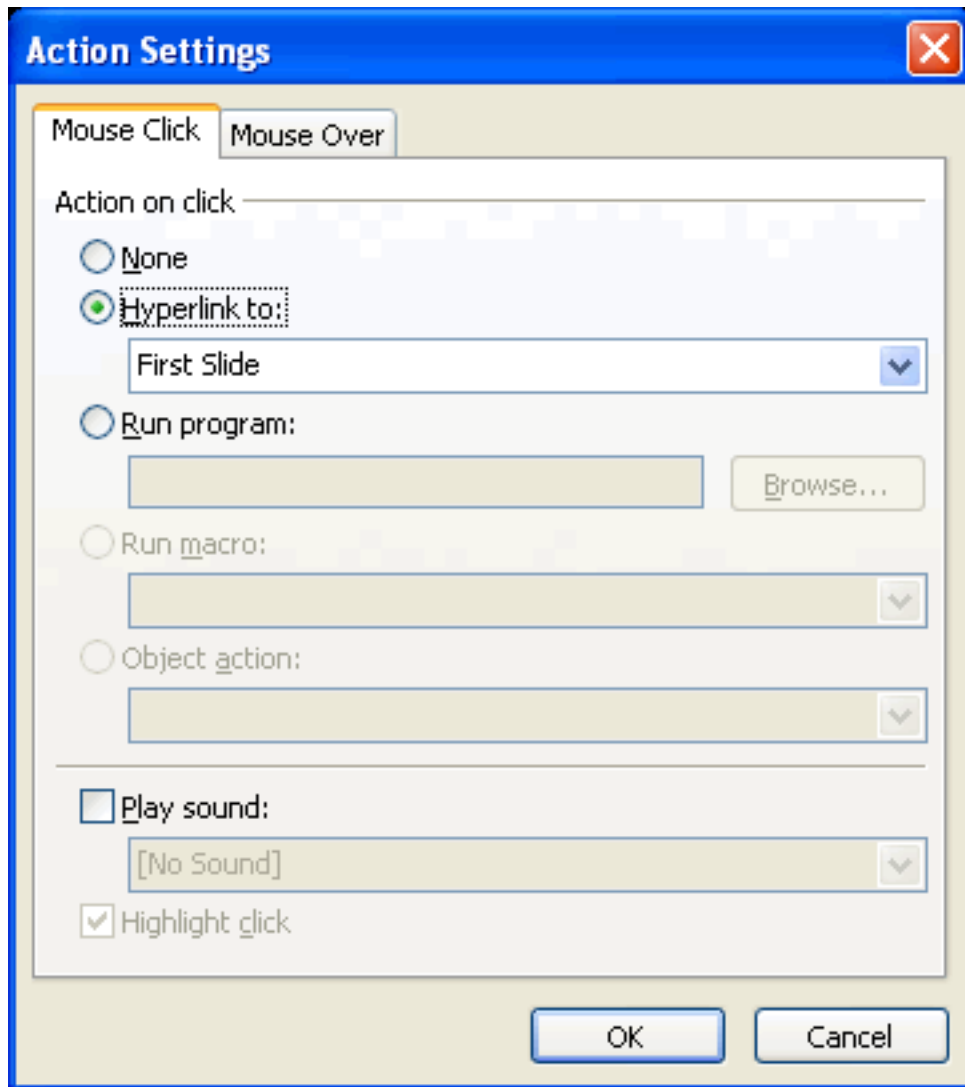


Release the mouse button.

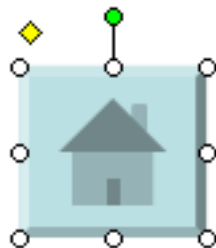
You will see the Action Settings dialog.

Click the radio button for the action you want for the button.

Use the pull-down menus to make your specific selections.



Click the OK button.

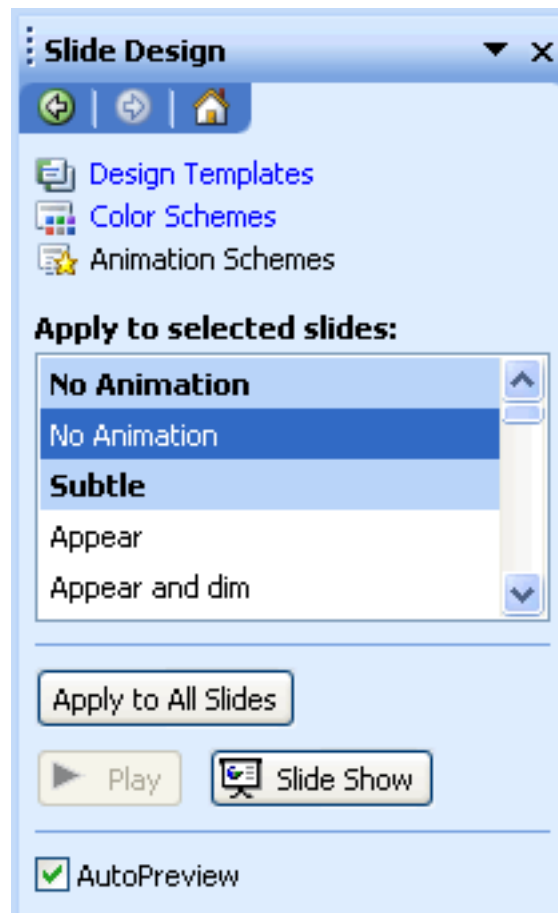


You will see the button on the slide.

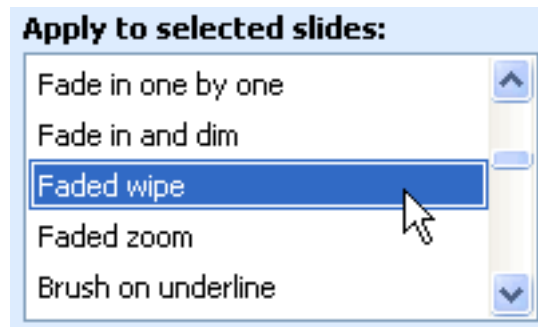
Animate Objects PowerPoint 2003

Go to the Slide Show menu and choose Animation Schemes.

You will see the Slide Design task pane on the right.



In the Apply to selected slides field, choose the animation you want to use as the object enters.



The animation scheme will be applied to the objects the current slide.

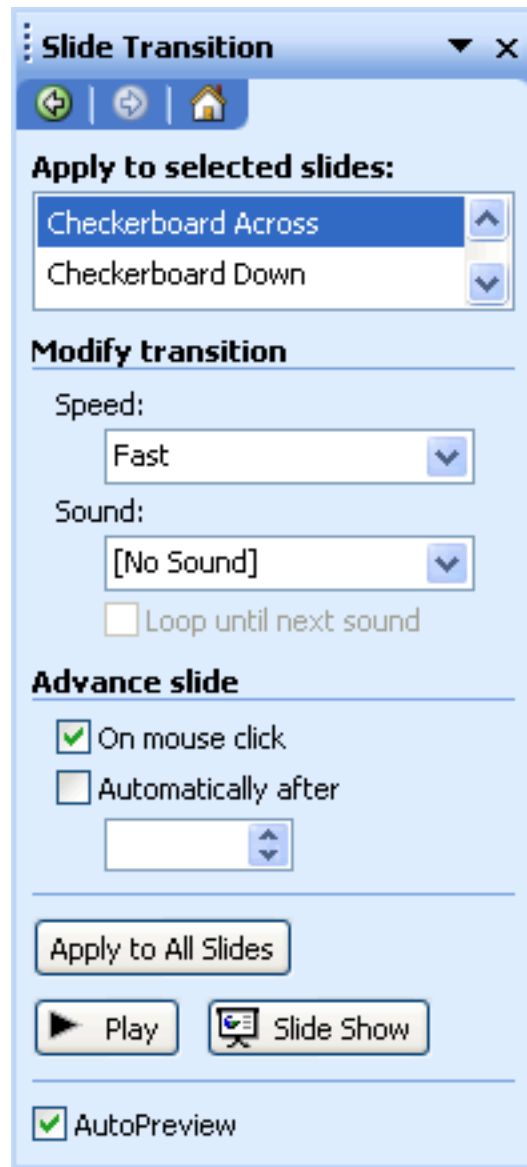
Click the Apply to All Slides button to add this animation scheme to every slide in the presentation.

Apply to All Slides

Automatically Advance a Slide PowerPoint 2003

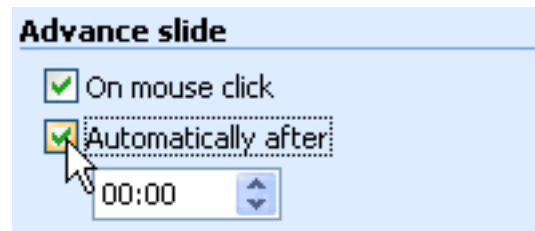
Go to the Slide Show menu and choose Slide Transition.

You will see the Slide Transition pane on the right.

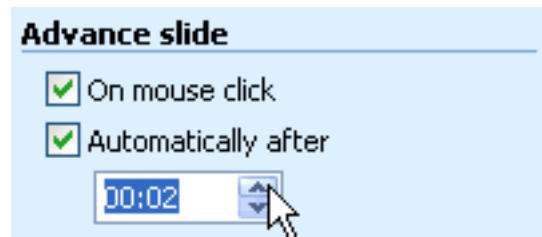


Choose a transition, speed, and sound.

In the Advance Slide area, click the Automatically after check box.



Use the arrows to choose the timing.



This automatic advance will be added to the current slide.

Click the Apply to All Slides button to add this auto advance to every slide.

Apply to All Slides

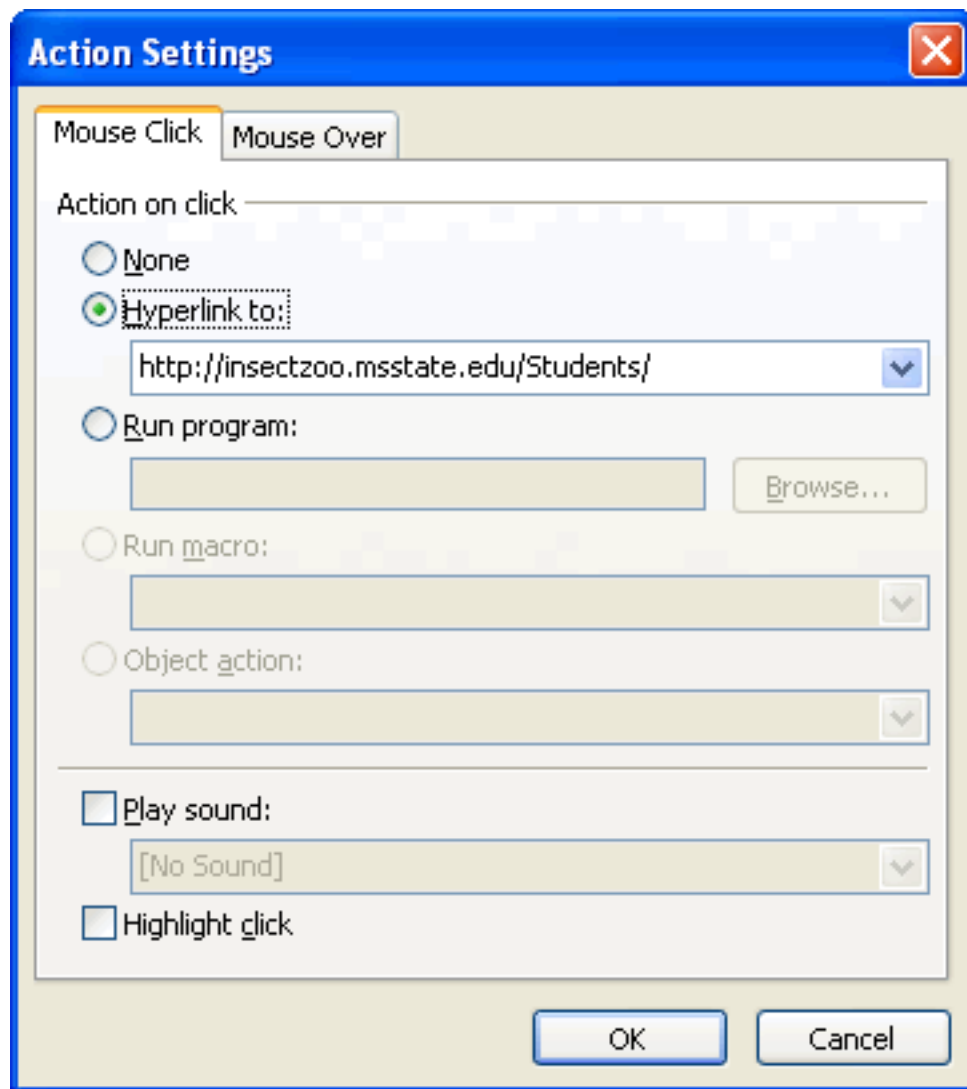
Make a Roll Over Action PowerPoint 2003

Navigate to a slide that contains an object with an action.

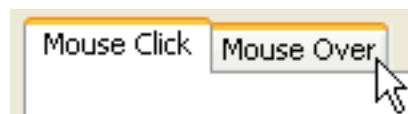
Click the object to select it.

Go to the Slide Show menu and choose Action Settings.

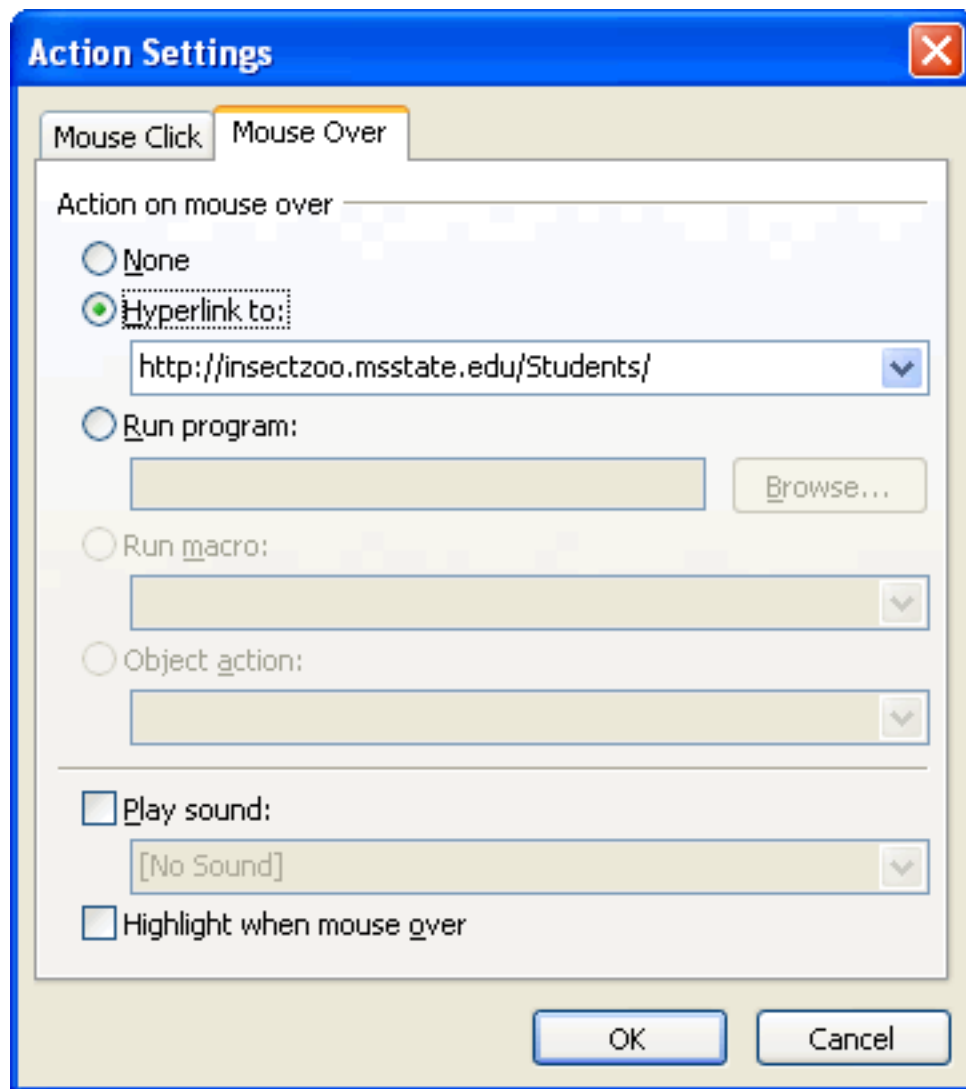
The Actions Settings dialog is currently set to Mouse Click.



Click the Mouse Over tab.



Adjust the settings on this tab to determine the actions when the cursor rolls over the object



Click the OK button.

To test the mouse over, go to the Slide Show menu and choose View Show.

When the slide with the mouse over action appears, instead of clicking the object, move the cursor over the top of it to activate the action.

Play Music from an Audio CD

PowerPoint 2003

Place an audio CD in the CD-ROM drive of the computer.

Go to the Insert menu, choose Movies and Sounds, and select Play CD Audio Track.

You will see the Insert CD Audio dialog.



Use the arrows in the Start at track field to choose the track where you want to begin playing audio.

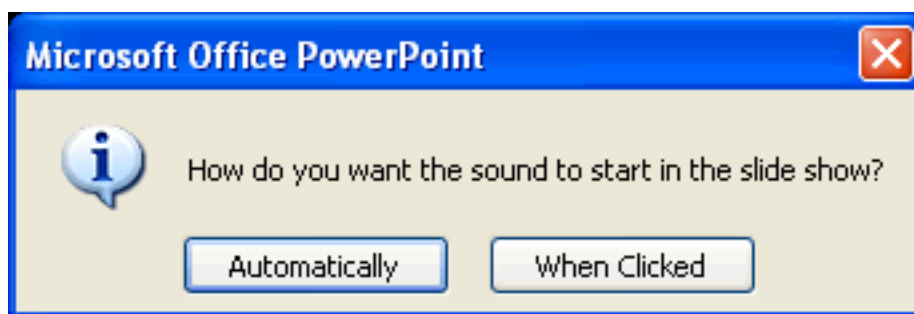
Use the arrows in the End at track field to choose the track where you want to stop playing audio.

Use the time fields to choose the exact spot in the music you want to start and stop.



Click the OK button.

You will see a Microsoft Office PowerPoint dialog.



Click the Automatically button to have the sound play right away when the slide shows.

Click the When Clicked button if you want to click the icon to hear the sound.

You will see a sound icon in the middle of the slide..

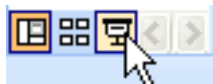
You will see a CD icon in the middle of the slide.



To move the icon, click and drag it to a new place on the slide.

To listen the sound while you are working, double-click the CD icon.

To test the sound, click the Slide Show from current slide button.



The CD must be in the CD drive when you view the presentation.

Record Narration PowerPoint 2003

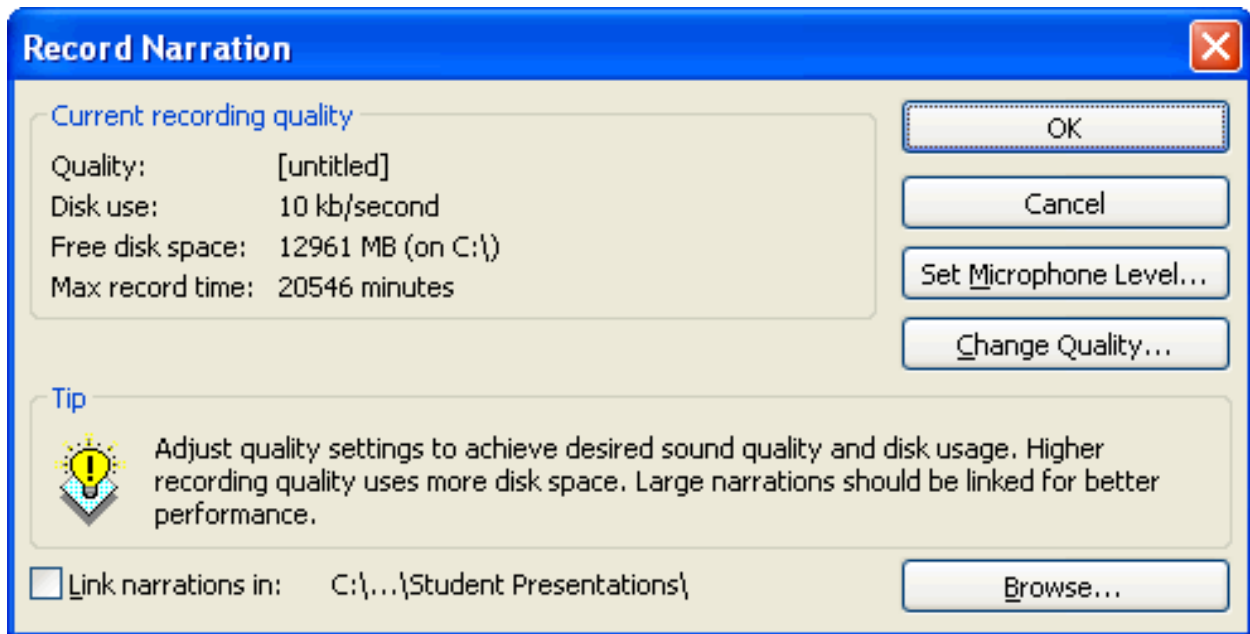
To record narration, you must have a microphone attached to the computer. The sound input at the computer's control panel must be set to microphone. You may also need to adjust the record volume.

Move to the first slide of your presentation.

Go to the Slide Show menu and choose Record Narration.

You will see the Record Narration dialog.

Adjust the recording settings before you begin.



When the settings are adjusted correctly, click the OK button.

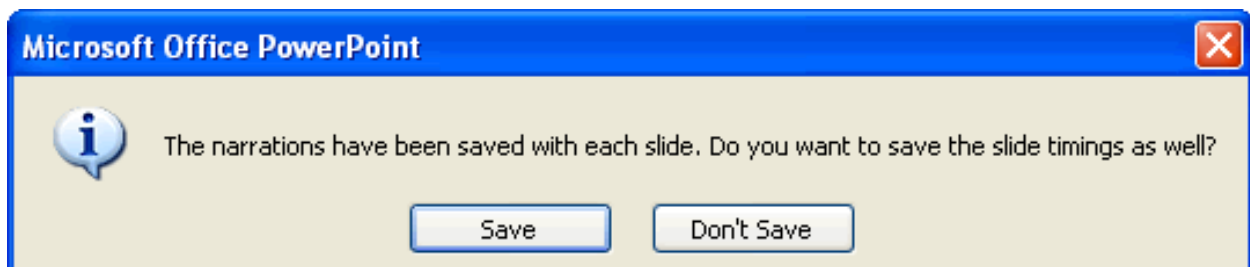
PowerPoint will run the presentation.

Record the narration for the first slide. When you are finished, click the mouse button to advance to the next slide.

Record narration for this slide and click the mouse button to advance to the next slide.

Repeat this process until you have recorded all the narration you want to add to the presentation.

When you are finished, you will see a Microsoft PowerPoint dialog asking if you want to save slide timings as well.



Click the Save button to set an automatic advance on each slide according to the speed you navigated through the project when recording narration.

Click the Don't Save button to keep the original slide advance settings.

To test the narration, go to the Slide Show menu and choose View Show.

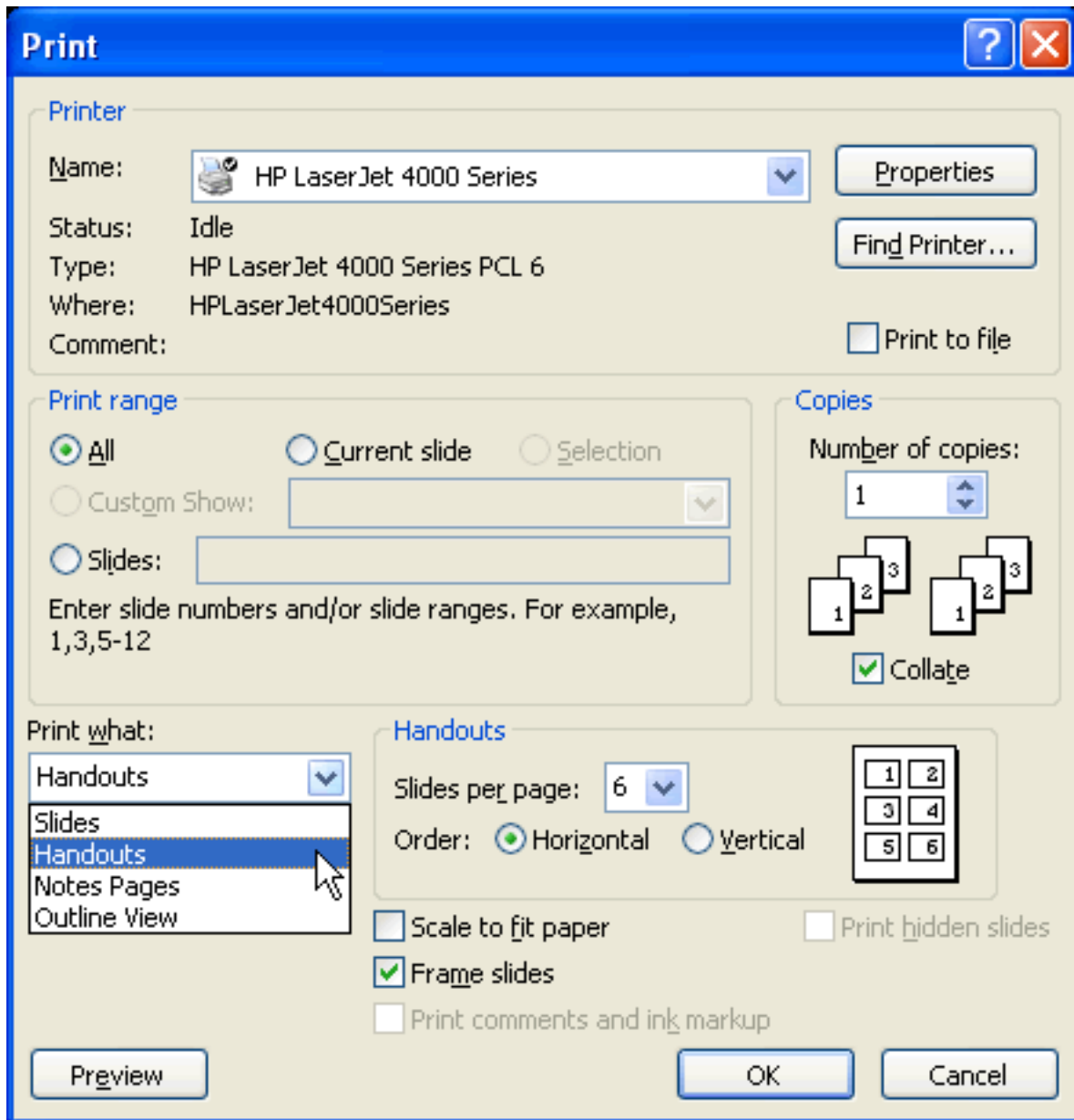
Print Handouts

PowerPoint 2003

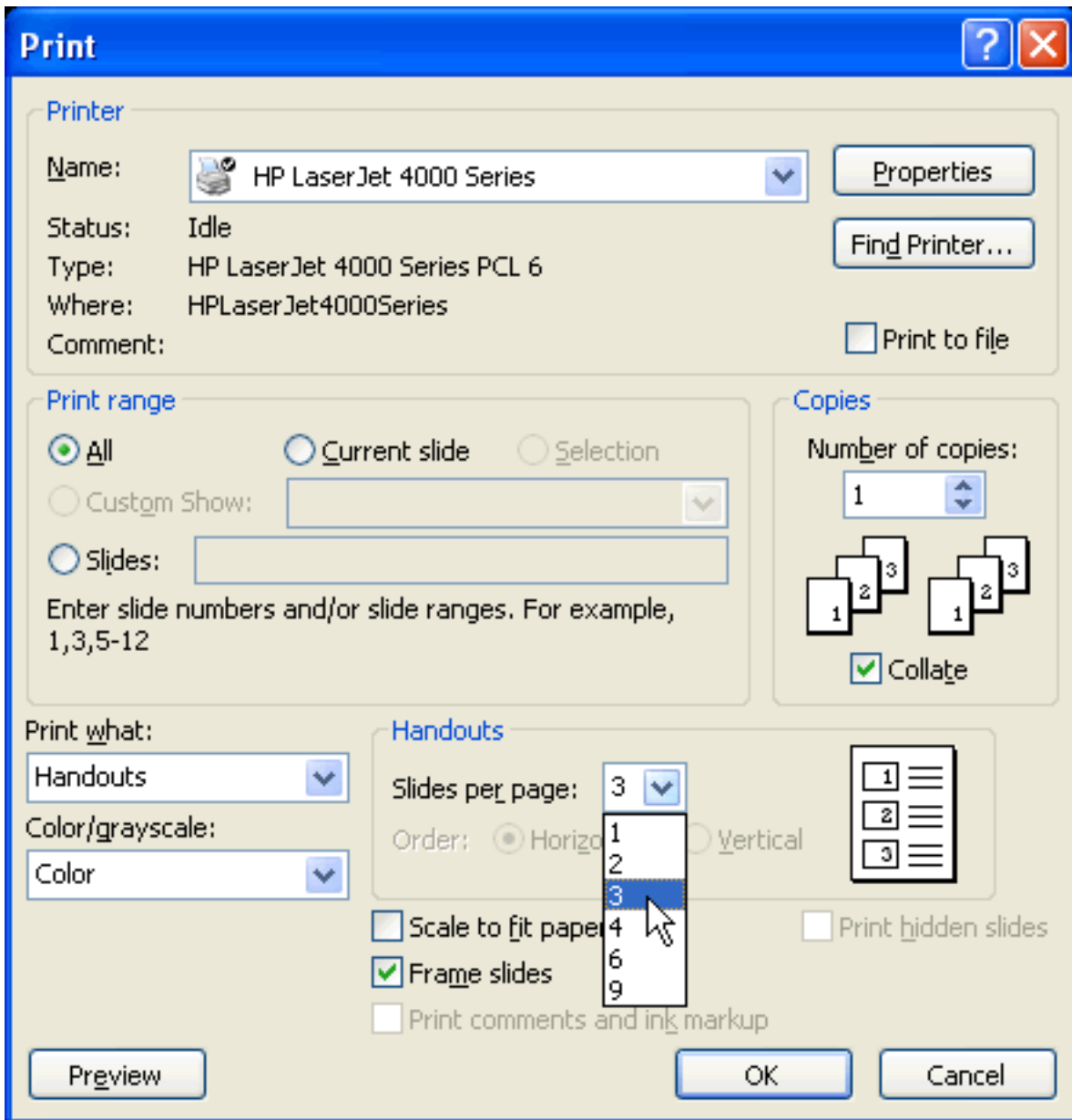
Go to the File menu and choose Print.

You will see the Print dialog.

Click the Print what pull-down menu and choose Handouts.



Click the Slides per page pull-down and choose how many slides to print on each page.



Click the OK button.

The slides will print as thumbnails on each page.

If you choose 3 slides per page, there will be lines by each slide for notes.