

# Fundamentals of Microsoft PowerPoint



## Tutorial #4

### Step One: Starting a new presentation

1. Start Microsoft PowerPoint, and create a blank presentation.
2. Add seven more blank slides to the presentation, so you have a total of eight slides.
3. Make the background of all the slides black.
4. Make all of the slide transitions a fast “Fade Through Black.”

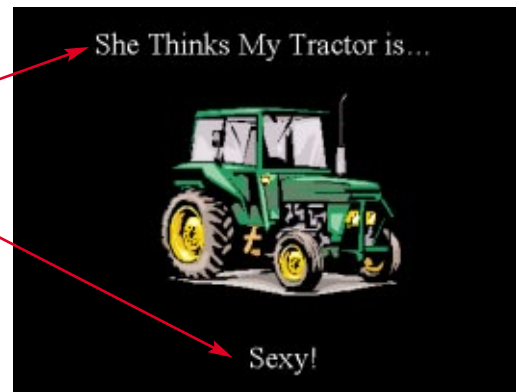
### Step Two: Custom animation: Ordering and Timing

Besides being an easier alternative to actual slide presentations, PowerPoint offers a host of utilities that can enhance the impact of your program. **Animation** is used to reveal certain elements sequentially or to illicit an emotional response. Be very careful not to overuse animation in your presentation, or to degrade the professionalism of your program. Animation must have a solid purpose: will including animation enhance my program or contribute to the theme? If it doesn't, leave animation out.

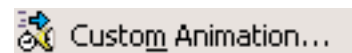
1. Go to slide #1.
2. Insert a graphic of your choice in the middle of the slide working area.
3. Think of a title that has at least two words.
4. Insert two text boxes: one above the graphic, and one below the graphic.
  - Put the first half of your title in the upper text box.
  - Put the second half in the lower text box.

Make sure the title is centered, and remember to change the color of your text to something other than black.

When we show this presentation, we would like the graphic to appear first, then the top text box, and lastly the bottom text box. That's where custom animation comes into play.



5. Click “Slide Show” on the top menu. Then click “Custom Animation.”
6. A window like the one on the next page appears.



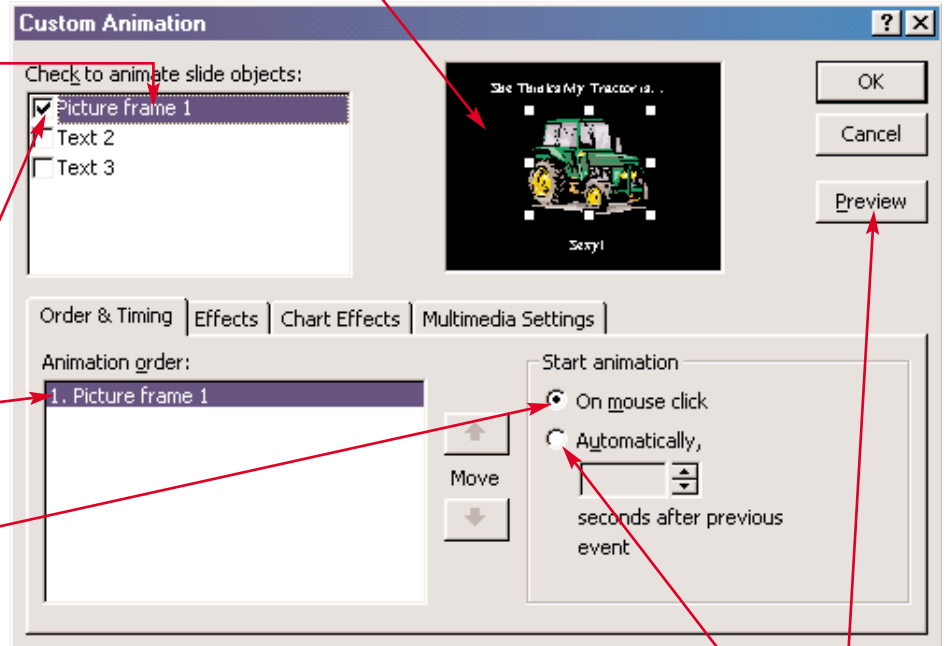
Notice the preview of your slide in the middle of this window.

7. Click the words (not the box), and a frame will appear in the preview to show you which element it represents. Click “Picture Frame 1,” and notice how a box appears around your graphic.

8. Click the box next to an element, and it becomes part of your animation. Click the box next to “Picture Frame 1,” and it is added below to “Animation order:”:

9. Under the “Start animation” box, make sure that “On mouse click” is currently selected. For the most part, you will want animations to be performed after clicking the mouse.

In some cases you may want the animation to occur automatically after so many seconds. The second option gives you that flexibility.

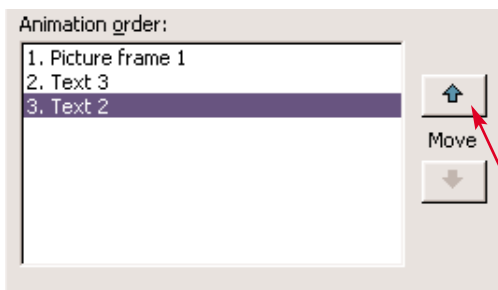


10. Click the “Preview” button on the right side of the window to see how your slide has been animated.

11. Now we need to animate our text boxes. Click the box next to “Text 3.” It is added to the animation order.

12. Finally, click the box next to “Text 2.” It is added to the animation order.

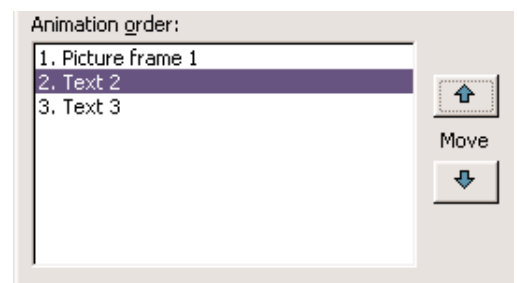
13. Click the “Preview” button to see your animation. Everything is now animated, but not exactly right. The graphic appears first, but the bottom text box appears before the top. We need to switch these two around. That’s where our “Animation order:” box comes in handy.



Your animation order should look like the one to the left. According to the list, “Picture frame 1” is animated first, “Text 3” comes second, and “Text 2” comes last.

We need to move “Text 2” into the second animation position. Click on “Text 2” so it is highlighted. Then click the Up Move Arrow.

14. Your animation order should now look like the one on the right. Click the “Preview” button to see if your animation is correct. The graphic should move in first, then the top text box, and finally the bottom text box. Practice changing the order of your animation, but make sure it looks like the one on the right before continuing.



### Step Three: Custom animation: Effects

When you previewed the animation on your slide, you probably noticed that all of the elements seemed to glide in from the left side of the screen. Although this might be desirable in some cases, PowerPoint offers a diverse array of animation effects. Again, consider the purpose of your animation before deciding which effect is best for your presentation.

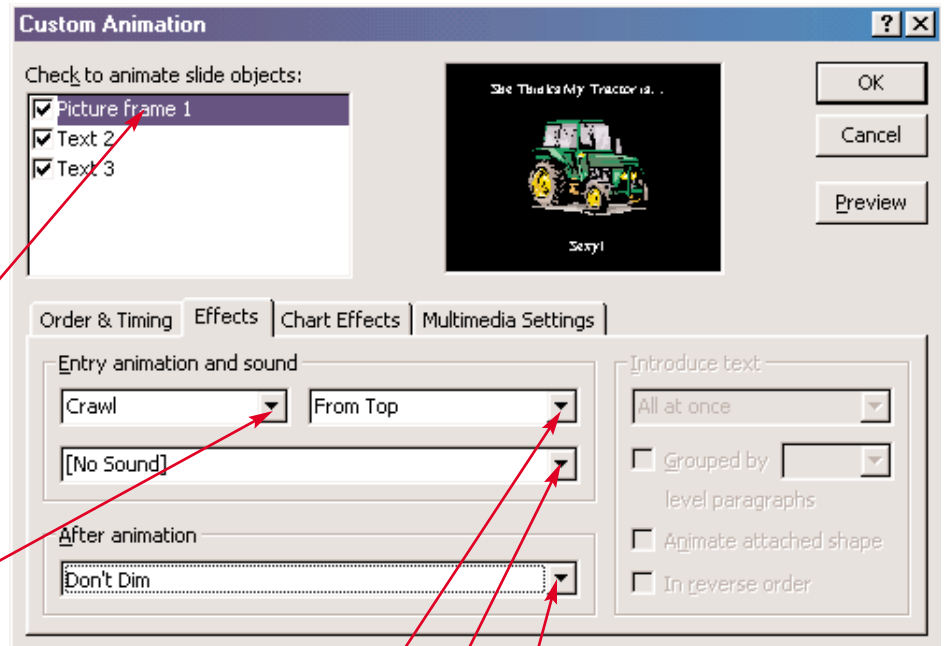
1. Click the “Effects” tab.



2. A window like the one below appears.

3. The “Effects” menu allows you to choose animation effects for each individual element on your slide.

4. **Important:** Before changing the effects, make sure your element is selected first in the top box. Click on the “Picture frame 1” to select it, but **NOT** on the box next to it (otherwise you will take it out of the animation). Now, whatever you change will affect just your graphic.



5. Click the down arrow to choose an effect. Choose “Crawl” for your graphic.


6. Click this down arrow to choose specific options for your effect. In this case, from where to you want your graphic to crawl? Choose “From Top.”
7. To add sound to your animation effect, click this down arrow and choose a sound effect. Sound will be covered later in the tutorial, so don't add any right now.
8. **Advanced:** The last box gives you several choices for what to do with the element after it is animated. For the most part, you will leave it as “Don't Dim.” This leaves the element untouched. Otherwise, you can make your element turn a certain color after being animated, you can have the element hidden, or you can have it hidden on the next mouse click.
9. Click the “Preview” button to see how your animation has changed. The graphic should now slowly move from the top of the screen to the middle.
10. Following the instructions in items 4. to 9., change the animation effects of the “Text 2” text box and the “Text 3” text box.
11. After you have completed these steps, click the “OK” button. You are brought back to the edit screen. Click the “Slide Show” view button to view your presentation. Notice how the animations occur when you click your mouse button. After you get past your first slide, end the slide show.

## Step Four: Practicing animation

1. Go to slide #2.
2. Insert three graphics of your choice.
3. Animate all three using different effects. Follow Steps Two and Three above if you need help.

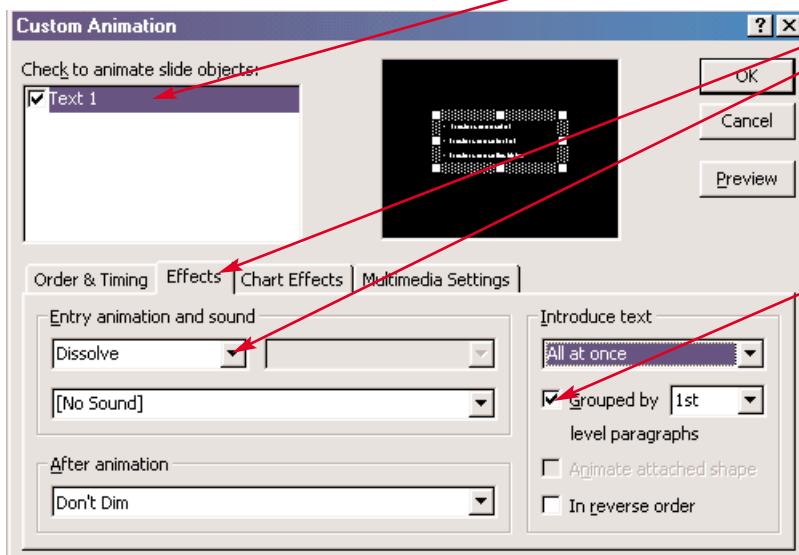
## Step Five: Animating a single text box.

In most cases, if you want to animate different strings of text, separate your text into different boxes like we did in Step Two. You then have control of exactly how each box is animated and what effect is utilized. There are times, however, when you might need to animate words or phrases in a single text box. Creating separate text boxes for long phrases or lists can be very time-consuming. Luckily, PowerPoint can help.

1. Go to slide #3.
2. Insert a single text box in the middle.
3. Type in a list of three phrases that relate to your first slide. Use bullets by clicking the “Bullet” button  on the top toolbar.
4. Your list should look something like the one at the right. You would like each phrase to appear when you click the mouse button.
5. Click “Slide Show” on the top menu, and then click “Custom animation”

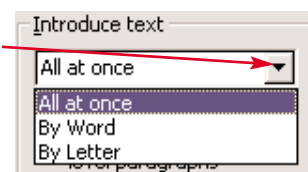


6. Make sure your textbox is selected (“Text 1”), and click the “Effects” tab.



7. Choose the “Dissolve” animation effect.
8. If we left it this way, all of the phrases would appear at the same time. We need to change something in the “Introduce text” box.
9. Click on the box next to “Grouped by 1st level paragraphs.” Since we pressed the “Enter” key after each phrase, every phrase is considered a paragraph. By clicking here, each paragraph is revealed one at a time.
10. Click the “Preview” button to see your animation.

11. Click the “OK” button. View your presentation, and notice how each phrase appears when you press the mouse button.
12. For some interesting effects, click the down triangle next to “All at once” and choose a different option. Text can appear word by word, or even letter by letter.



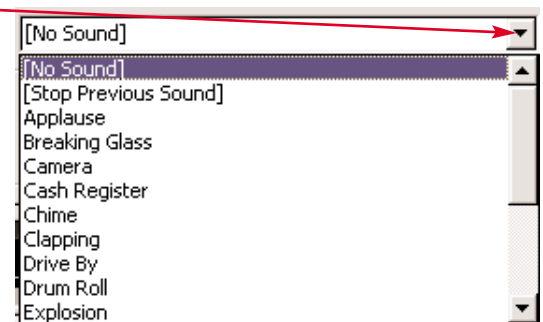
## Step Six: Adding sound: Animations and Transitions

Sound is another aspect of PowerPoint that can enhance the effectiveness of your programs. Audio clips can transport people to another time and place, conjure up memories, or provide humor relief. Think of the power of a famous speech, the roar of a rocket ship, the entertaining beat of a song, or the calming trickle of a stream. As with all special effects, however, the purpose of using audio in your program must be well defined and help contribute to your theme.

If you're working in a computer lab on campus, or on a computer that doesn't have speakers, it would be a good idea to bring along headphones so you can hear the sounds. The lab assistants will know where to plug your headphones in.

1. Go to slide #4.
2. Insert a graphic of your choice. Make it as large as possible.
3. Animate the graphic however you would like.
4. Preview your slide to make sure it is correct.
5. Now it's time to add sound to the animation. Click on your graphic, click "Slide Show" on the top menu, and then click "Custom Animation."
6. Make sure "Picture frame 1" is selected. Click the "Effects" tab.

7. Click the down arrow next to "[No Sound]." The menu that appears contains several sounds that come standard with PowerPoint. All computers on campus have these sounds.



8. Choose a sound for your animation effect. Then click on the "Preview" button. You should be able to hear the sound you chose as your effect takes place.
9. Most sound files are saved as "Wave" files (they have a .wav extension). You can choose a sound that you saved in another location by clicking on "Other sound..." located at the bottom of the list.
10. Remember, sound effects should be used sparingly, and only when they contribute to your overall presentation. As you saw in the last tutorial, this same method can be used to add sounds to your transitions between slides.

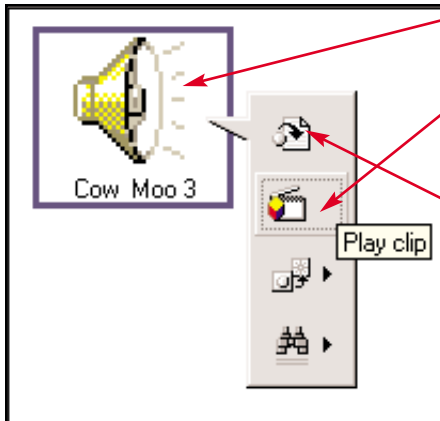
## Step Seven: Adding sound and music: Separate

Adding sound to your custom animation is only one way to incorporate sound into your presentation. More often, you will want to add sound or music as a separate component independent from your other animations. There are three methods for adding audio.

### Method 1: Microsoft Clipart.

1. The good news is that the easy-to-use Microsoft Clipart Gallery also contains sounds for your programs. The bad news is that your options are rather limited. The Clipart Gallery is a good place to start in your search for audio clips.
2. Go to slide #5. Click "Insert" on the top menu. Then move the cursor down to "Movies and Sounds >". Finally, click on "Sound from Gallery."

3. You have seen this window many times before. You search for sounds the same way you search for pictures. Click on the “Animals” category and find a sound of a cow mooing. Or, type “cow” in the search box, and press the “Enter” key.



4. Once you have found the clip, click on it.
5. On the menu that appears, click the second icon to hear a preview of the sound.
6. Click on the first icon to insert it into your presentation.
7. A box will pop up asking you want your sound to play automatically in the slide show. This is a matter of preference depending on the purpose of the sound. In this case, click the “No” button.

8. A small Speaker icon has been inserted in the middle of your slide.



9. Click the “Slide Show” view button to view this slide full screen. While in the presentation, move the mouse cursor over the Speaker icon. The cursor changes into a Pointing Hand.



10. Click the Speaker icon. You should hear the sound effect that you just inserted.
11. Click the Speaker icon again. You hear the sound effect once more. When you click off of the Speaker icon, the slide changes to the next one.

### Method 2: From file

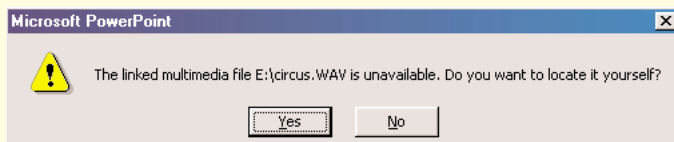
1. Other sources of sound are available that offer far more selection than the Microsoft Clip art Gallery. Once again, the Internet is an amazing source of audio material. Use your favorite search engine, type in a few key words, and see what you can find. Sound files range from recorded sound effects (.wav) to simple computer-generated music (.mid) to high quality music (.wav and .mp3). In addition, thousands of sound effect CDs are available that offer an immense selection. Schmeckle Reserve has a generous collection that are available to students. Also check out the local library and department stores. If you need help transferring CD tracks to computer files, ask a computer lab assistant or contact Schmeckle Reserve. There are special programs designed to do this.
2. Minimize PowerPoint. Open up Internet Explorer. In the address box, type “<http://students.uwsp.edu/jbuch209>”. Click on the “Tutorial #4” link (refer to Step Five in Tutorial #3 for help).
3. A list of sound files should appear on the web page. Right-click the “Circus” file. Click on “Save Target As...”
4. Choose a location to save the sound file; either your zip disc or private drive. Then click the “Save” button. The file called “circus.wav” has been saved (for help refer to Option #2 in Step Five of Tutorial #3).
5. Minimize Internet Explorer. Maximize PowerPoint by clicking it on the taskbar.

6. Go to slide #5. You already inserted a sound from Clipart on this slide. Move the Speaker icon to the left side of the slide working area.
7. Now, click “Insert” on the top menu, move down to “Movies and Sounds >”, and then click “Sound from File...”
8. You have seen this window before (refer to item 12. of Step Five in Tutorial #3). Choose the location where you saved the sound clip (zip disk or private drive). Then click once on the sound file (“circus.wav”). Finally, click the “OK” button to insert the audio.
9. The same question will appear as in Method 1, asking if you want the sound to play automatically. For this tutorial, click the “No” button.
10. Now you have two Speaker icons on the slide. Move the one you just inserted to the right side of the slide working area.
11. Click the “Slide show” view button to look at this slide as it will appear in your final presentation. Click both of the Speaker icons, and notice that each contains the sound you assigned to it.
12. On this same slide, insert one more sound from the Internet using the steps above. Preview the slide again to make sure the sound works.

### The Problem with Sound

Although sound is an effective way to enhance your presentation, using sound requires more thought than graphics. Graphic files viewed on screen are usually quite small. When you insert a graphic, PowerPoint incorporates that graphic into itself, which means you don’t need the original graphic file. Audio files, on the other hand, are usually quite large. Your presentation would get much too large if the audio files were incorporated. This means, that you need to have separate audio files for PowerPoint to read from.

**Important:** Make sure that you save all of your sound files in the same location as your PowerPoint presentation. When you switch to another computer, make sure that your audio files still work. Switch to “Slide view,” and double-click each of your Speaker icons. If they don’t work, you will get a message like this:



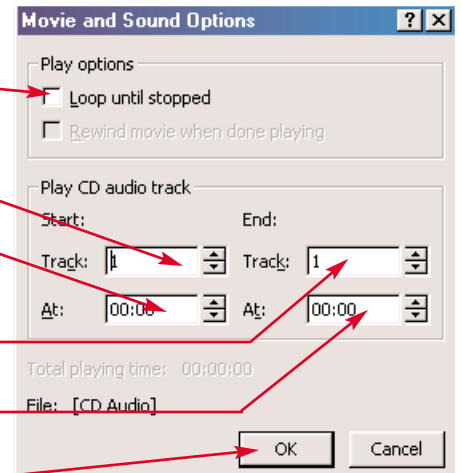
If this window appears, simply press the “Yes” button, and find your audio file. This is called *re-linking* your files.


### Method 3: From CD

1. PowerPoint also allows you to play a song directly from a CD. This is especially useful if you would like to incorporate a long song, or don’t have the tools available to convert a CD track to a computer file.
2. Choose a music CD that you would like to add to your presentation. Put it in the CD-Rom drive of the computer.

3. Stop the CD from playing if it starts automatically (it will on most computers).
4. Go to slide #6. Click “Insert” on the top menu, move to “Movies and Sounds >”, and then click “Play CD Audio Track...”
5. A window like the one on the right appears. Choose the options that you would like.

- Click here to continuously play the selected tracks until you stop it.
- Choose the number track you would like the sound to start from.
- Choose the specific time within the track to start at.
- Choose the number track you would like the sound to end at.
- Choose the specific time within the track to end with.
- When you are done, click the “OK” button.

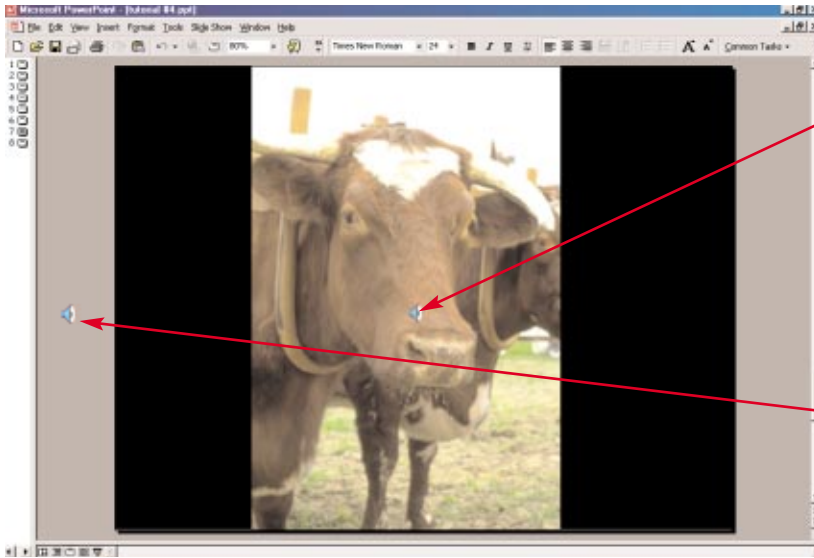


6. You will see the same window asking if you want the sound to automatically play. Again, click the “No” button.
7. A small CD icon has been inserted into the middle of your slide working area. 
8. Click the “Slide show” view button to look at your slide as it will appear in your actual presentation. Click the CD icon. You should hear your CD play the tracks you selected in item 5.
9. If you are going to use this method, remember to bring along your CD the day of the presentation.

### Step Eight: Combining sound and animation

1. With each of the three methods of incorporating sound, we end up with an icon on our slide that needs to be clicked before the sound clip or music is heard. Often, the icon may be more distracting than it is useful. By combining what we learned about creating animation and inserting sounds, we can eliminate the need for the icon.
2. Go to slide #7. Insert a large picture in the middle of the slide. Enlarge it to the maximum size.
3. Now, insert a sound effect of your choice. You can either use the Microsoft Clipart Gallery, or another file from the tutorial web site (“<http://students.uwsp.edu/jbuch209>”). Click the “No” button when asked whether you want the sound to be played automatically.
4. You should now have a small sound icon on top of your large graphic. How unsightly! Let’s move the sound icon.

- Remember, only elements on the slide working area will be displayed in your final presentation. We will move the sound icon off the slide working area. We can still see it in while editing our slides, but it will be hidden when we view the actual presentation.



- Click on the sound icon and hold down the mouse button.

- Drag the icon off of the slide working area, to the dark gray background.

- Click the “Slide Show” button to preview this slide as will look in the final presentation. Notice that the sound icon is not displayed. But without the sound icon to click on, how can we hear the audio? That’s where Custom Animation comes back into the picture.

- End the slide show. Make sure you are still on slide #7. Click “Slide Show” on the top menu, then click “Custom Animation...”

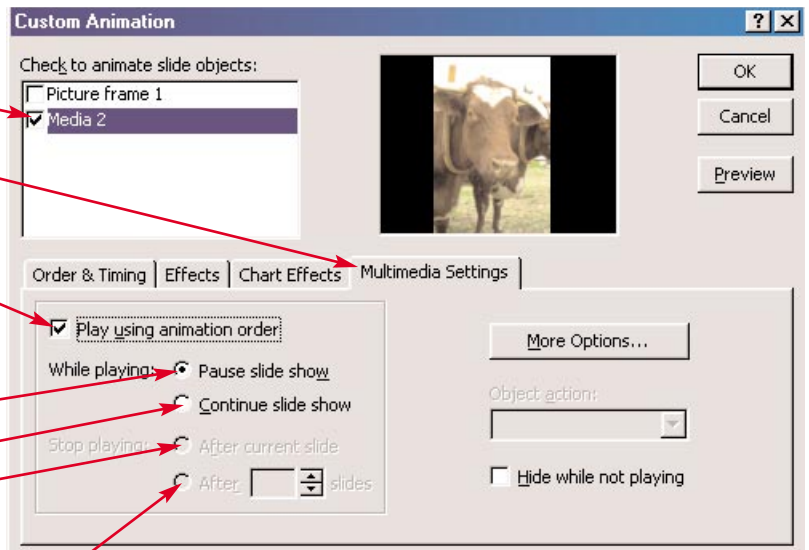
- On the window that appears, click the box next to “Media 2” (our sound clip).

- Click the “Multimedia Settings” tab.

- We want to animate our sound. Click the box next to “Play using animation order.”

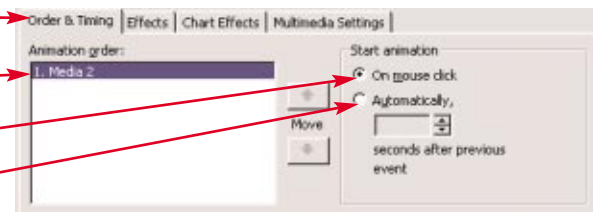
- While the sound is playing, you have different options.

- Click here to pause the show.
- Click here to continue the show.
- Click here to stop the sound from playing after the current slide.
- Or, choose the number of slides after which the sound should stop playing.



- Click the “Order & Timing” tab.

- Notice that our sound clip is the first and only element to be animated.
- Also notice that the clip will be animated on the mouse click. You could make the sound play automatically using the option below it.



13. Click the “OK” button. You are returned back to the edit mode.
14. Click the “Slide Show” view button. Your large graphic will appear on the screen. When you click the mouse, you activate the animation... your sound clip. You should hear the sound clip being played. When you click the mouse again, the slide changes to the next one. By combining sound and animation, you can play an audio clip without the distraction of clicking the sound icon.

### **Step Nine:** Adding movies

The final unique element that you can incorporate into your PowerPoint presentation is video. Moving pictures with sound have an amazing ability to attract and hold people’s attention, while making complex information understandable. Unfortunately, movie files on the computer are huge. Even a short, high-quality video clip could easily fill an entire zip disk. Because of these large sizes, video files are often condensed, which makes the quality on screen rather poor. Still, video clips can be used to enhance your presentation.

1. Inserting movie files into your presentation is almost identical to inserting sound files. For more detailed instructions, refer to Step Seven above.
2. Go to slide #8. To insert a file from the Microsoft Clip art Gallery, click “Insert” on the top menu, then move to “Movies and Sounds >”, and finally click “Movie from Gallery...” Explore the galleries, preview the clips (same as item 5. of Method #1 in Step Seven) and insert a movie into your presentation.
3. You can move and resize movie files just like regular graphics.
4. Click the “Slide Show” view button to see the slide as it will appear in your actual presentation. The movie graphic appears and begins to play automatically.
5. End the slide show.
6. Open up Internet Explorer and type “<http://students.uwsp.edu/jbuch209>” in the address box. Click on the Tutorial #4 link. Scroll down until you see the video files. Right-click “The Crabs,” choose “Save Target As...”, and save the movie file on your zip disk or private drive.
7. Go back to Microsoft PowerPoint. Make sure you’re still on slide #8. Click “Insert” on the top menu, then move to “Movies and Sounds >”, and finally click “Movie from File...”
8. Choose the location where you saved the movie file (“crab1.mpg”), click on the file, and then click on the “OK” button.
9. Once again, you will get a window asking you if you want the movie file to play automatically. This time, click the “Yes” button.
10. The movie file you just inserted is black and matches the background. You can move and resize the movie file, just like a regular graphic. Make the movie box larger, and move it to one side of the slide. Move your Microsoft Clipart movie to the other side. Click the “Slide Show” view button to see the slide as your actual presentation, and watch the show. Both movies play automatically.

11. You can change whether the video clip plays automatically or on a mouse click. Follow the instructions in Step Eight. By combining video and animation, you have complete control over when the animation plays and for how long.
12. Video is a unique way to add flair and thematic material to your presentation. Like sound, the video file must be saved to the same location as your PowerPoint presentation. Also like sound, you should check that the movies still work when you change computers. Otherwise, the files may need to be re-linked.
13. Many of the computers in the library are attached to VCRs that allow you to convert tapes into computer video files. Ask a computer assistant for help if you would like to utilize this technology.

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**Assignment:****1. Create a new e-mail message** (see Tutorial #1)

Make sure to send it to my mailbox: *jbuch209@uwsp.edu*

**2. Answer the following questions in the e-mail.**

1. Why would you use animation in your presentation?
2. In your own words, how can sound enhance your program?
3. When would video clips be appropriate in an interpretive program?
5. Which sections of this tutorial did you have the most trouble with?

**3. Insert your presentation in the e-mail.** (see Tutorial #1)

Your presentation should be eight slides.

Slide 1: Graphic, upper and lower text box. Animated (different effects) in that order.

Slide 2: 3 graphics. Animated with different effects.

Slide 3: 1 text box with bulleted list. Each line animated separately.

Slide 4: Graphic, animated with a sound effect.

Slide 5: 3 sound effects: one from Clip art, two from internet

Slide 6: 1 CD sound effect

Slide 7: Graphic. Sound icon not visible in actual presentation, but heard.

Slide 8: Two movies: one from Clip art, one from internet

Your entire presentation should have a black background.

Your entire presentation should have the “fade through black” transition.

**4. After you insert your presentation and answer the questions, click the “Send” button on the “top toolbar.”**

**Congratulations!** You have completed PowerPoint Tutorial #4.