

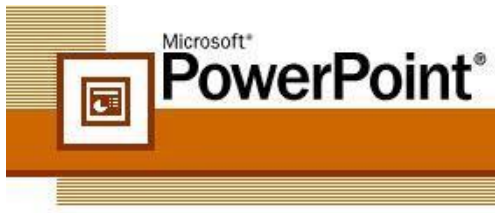


# Higham and Rushden

*Registered Charity Number 1164952*

## PowerPoint

Screenshots are taken from PowerPoint 2013. Earlier and later versions may look slightly different.



So what is PowerPoint?

PowerPoint is a presentation software program forming part of the Microsoft Office package which uses a graphical approach to presentations in the form of slide shows.

This program is widely used in business and classrooms and is an effective tool when used for training purposes.

PowerPoint is one of the simplest computer programs to learn. It is the number 1 program used worldwide for presentations. Anyone can create stunning presentations that look like they were designed by a professional.

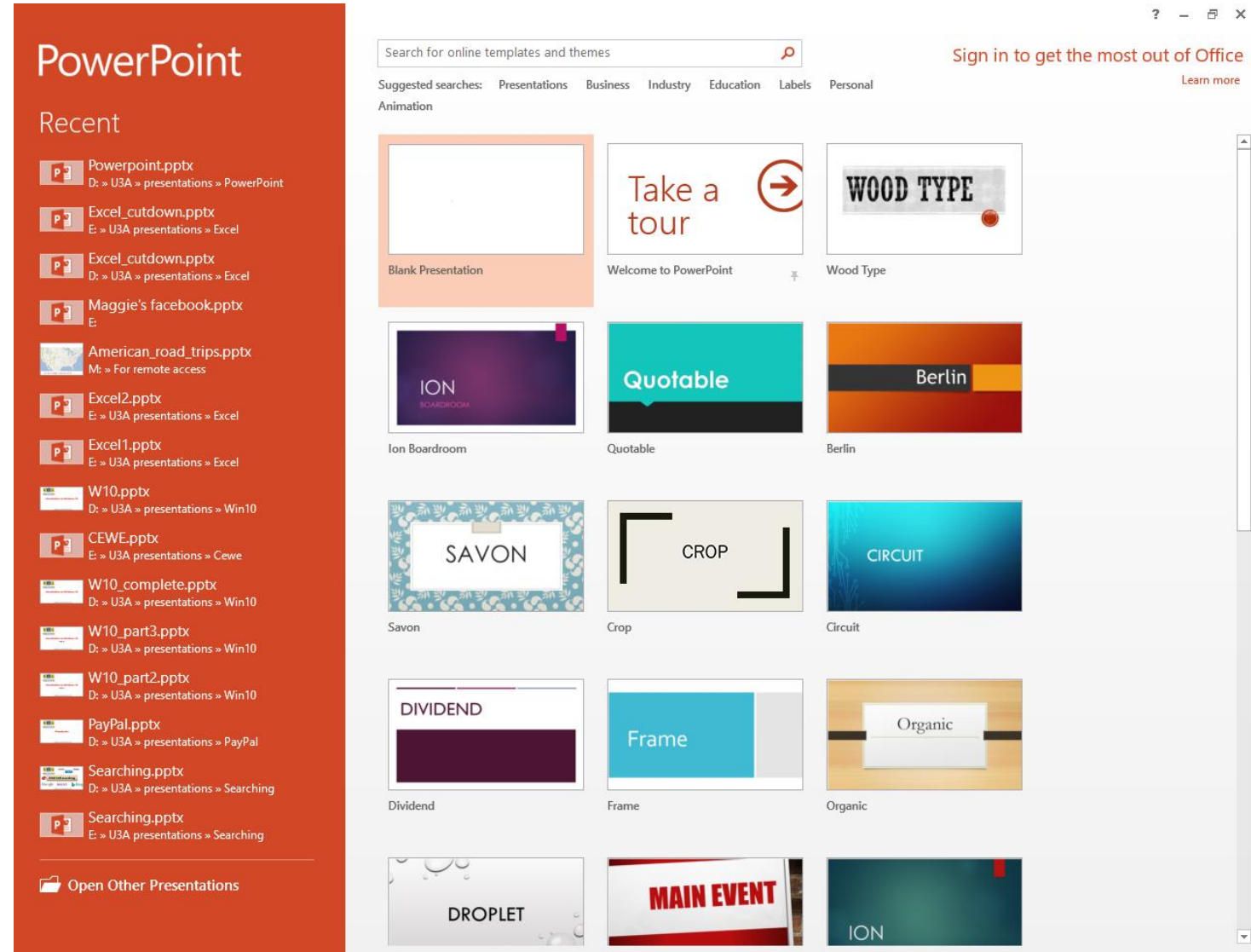
PowerPoint presentations can be made into photo albums, complete with music or narrations, to distribute on CDs or DVDs. They can also be saved natively as videos (wmv or mp4 formats) or as pdf files, and with free add-in software can also be saved as flash video.

Open PowerPoint by clicking on its icon in the Start menu (in the Office folder) or any shortcut you have created.

As members of the u3a we are unlikely to need to create presentations for business, but many of us will want to create slide shows for groups or associations to which we belong, or even just photographic slide shows documenting something in which we have a keen interest.

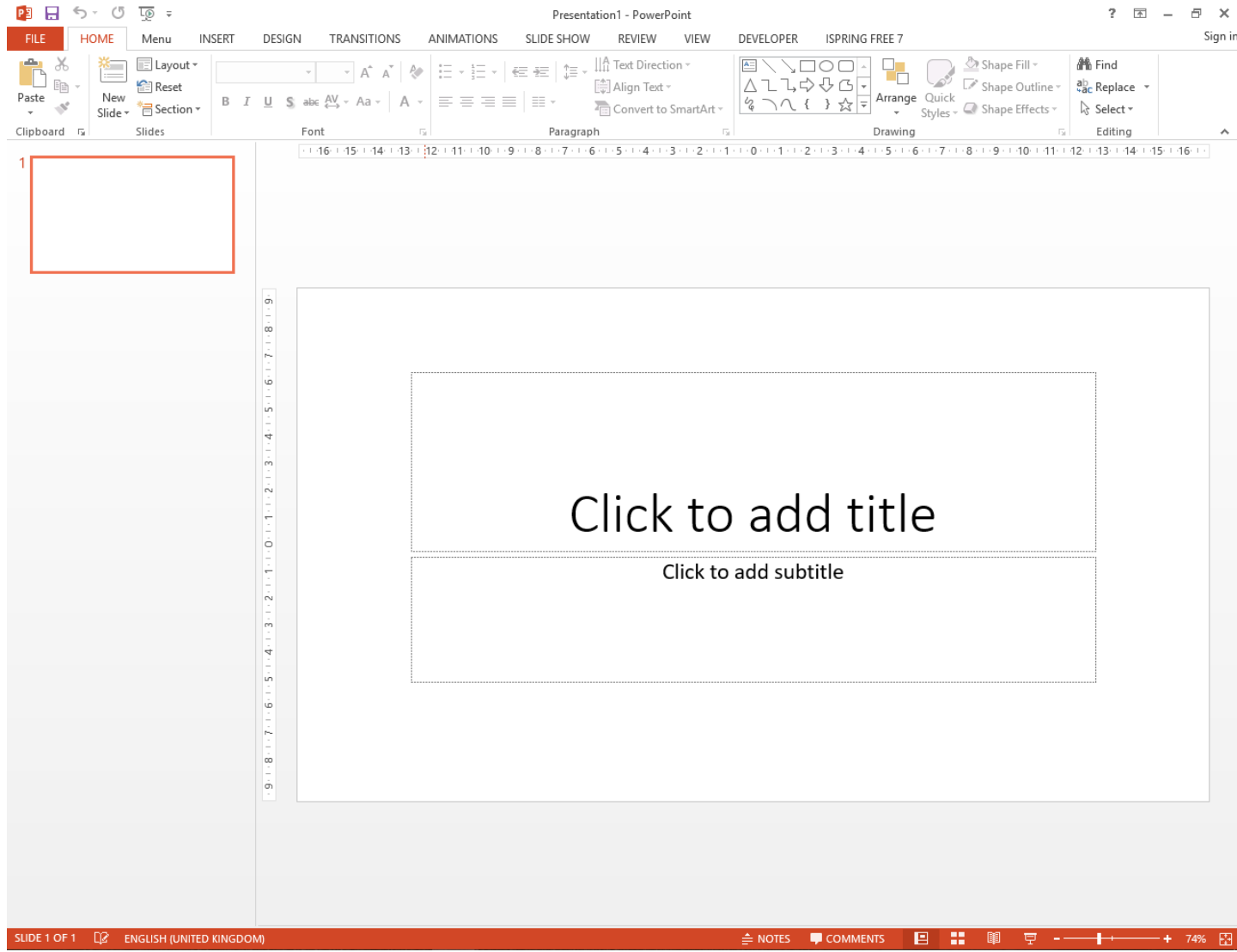
When you open PowerPoint you will see a screen like that on the right: the left-hand bar lists presentations on which you have previously worked, while the body of the screen has the following options:

- Blank presentation
- Take a tour, and
- A number of possible design templates to use as background for your presentation.



If you are new to PowerPoint, or to the current version, it is well worth “taking a tour” to get an insight into the possibilities. It is also possible to change the design after starting the presentation, so there is no need to waste a lot of time choosing a template at this stage.

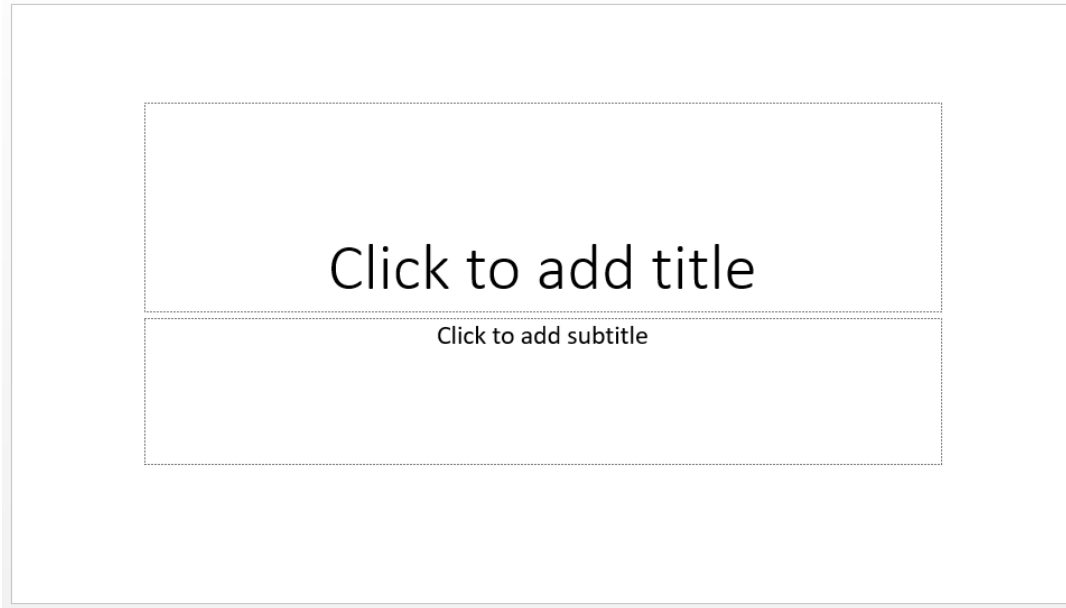
If you click on “Blank Presentation” you will see a screen like this:



You can see that the first slide of the presentation is there ready for some content to be inserted.

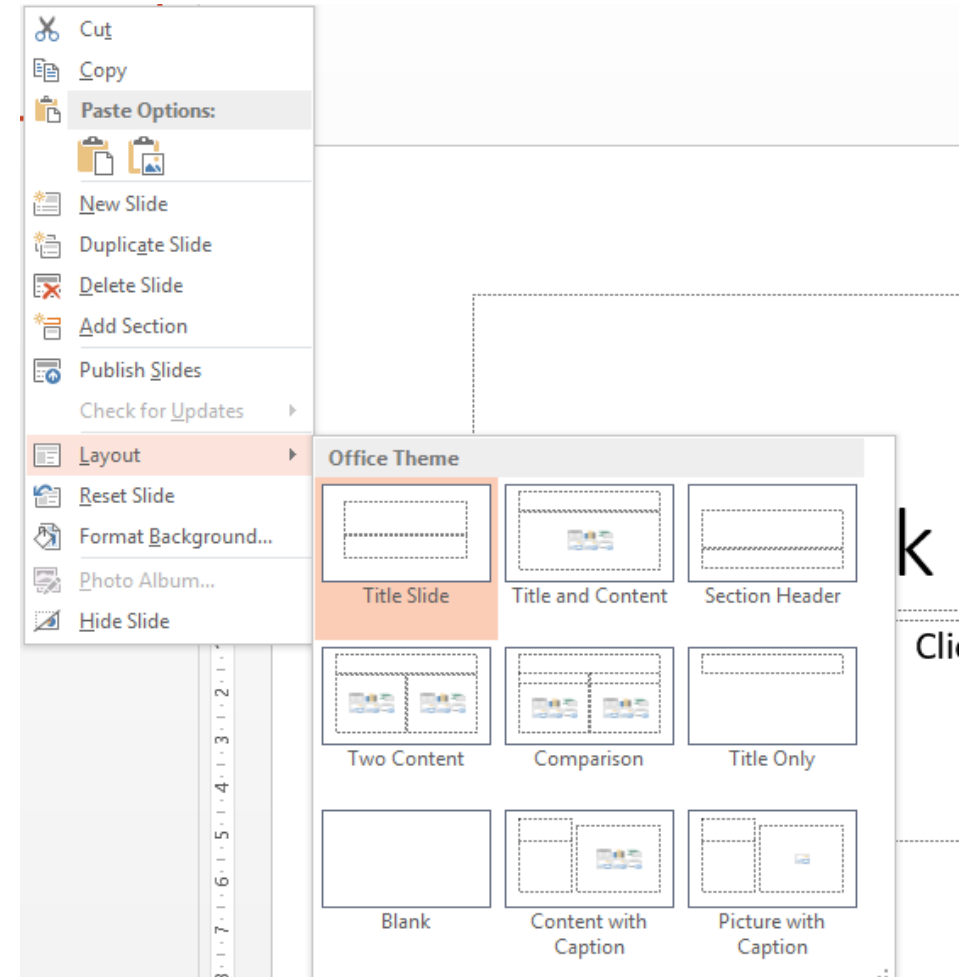
This is the normal view (which can be changed in the *VIEW* tab of the ribbon, but more about that later): the left-hand column shows thumbnail images of all the slides in the presentation, and the selected slide is shown in more detail on the right of the screen. It is in this right-hand area that we can make changes to the content of each slide.

The default layout for the first slide is “Title Slide” featuring text boxes for title and subtitle.

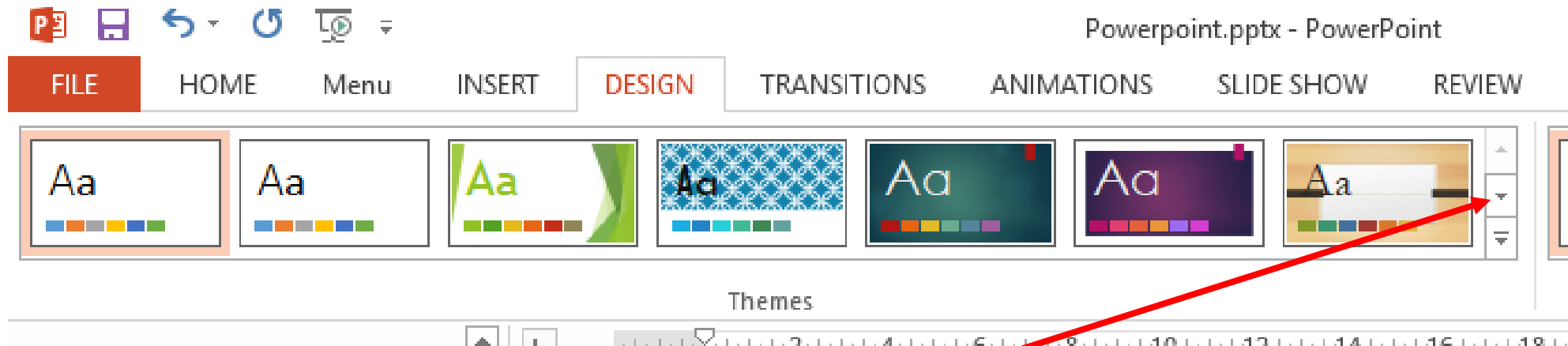


If you want to change the layout, right-click on either the thumbnail or the actual slide then click on “Layout” to see the other available layouts.

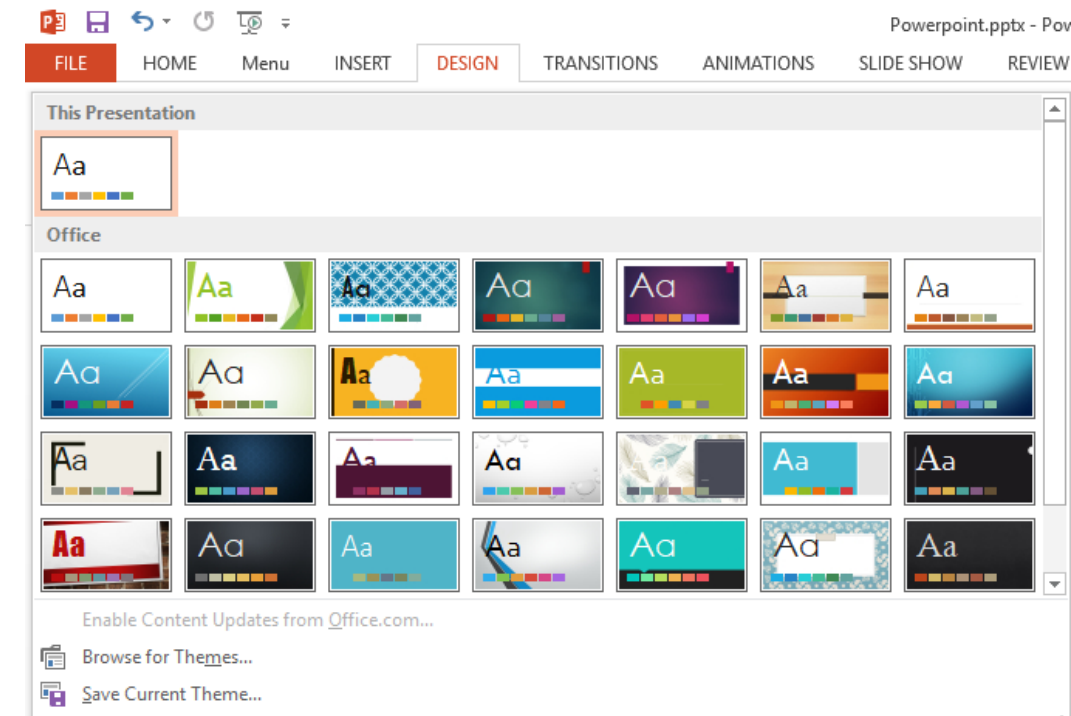
The more extensive menu available by right-clicking the thumbnail is shown on the right, and includes options for adding a new slide, duplicating or deleting the current slide, adding a section and formatting the background.



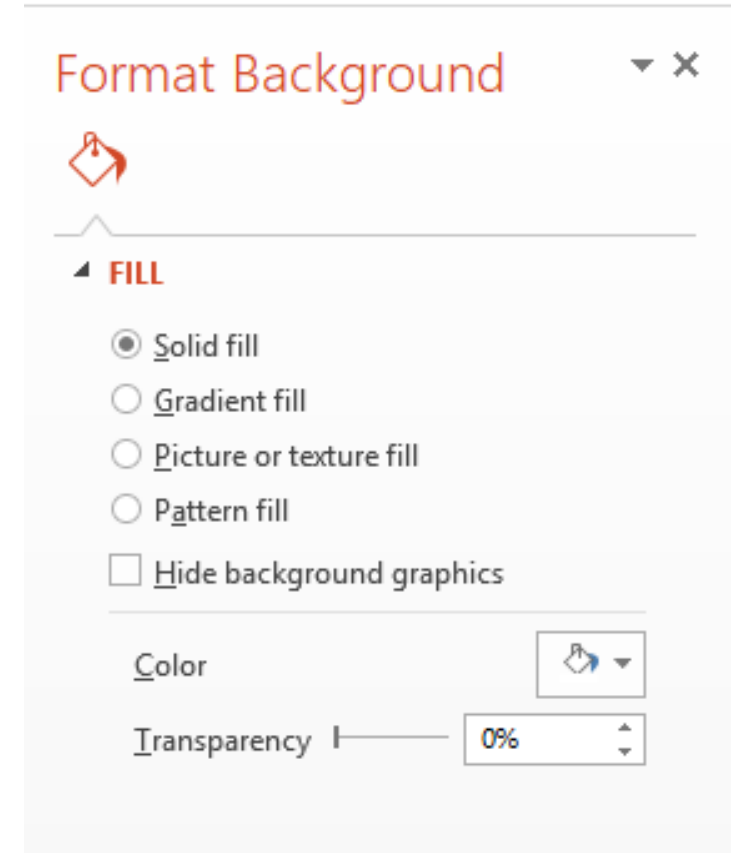
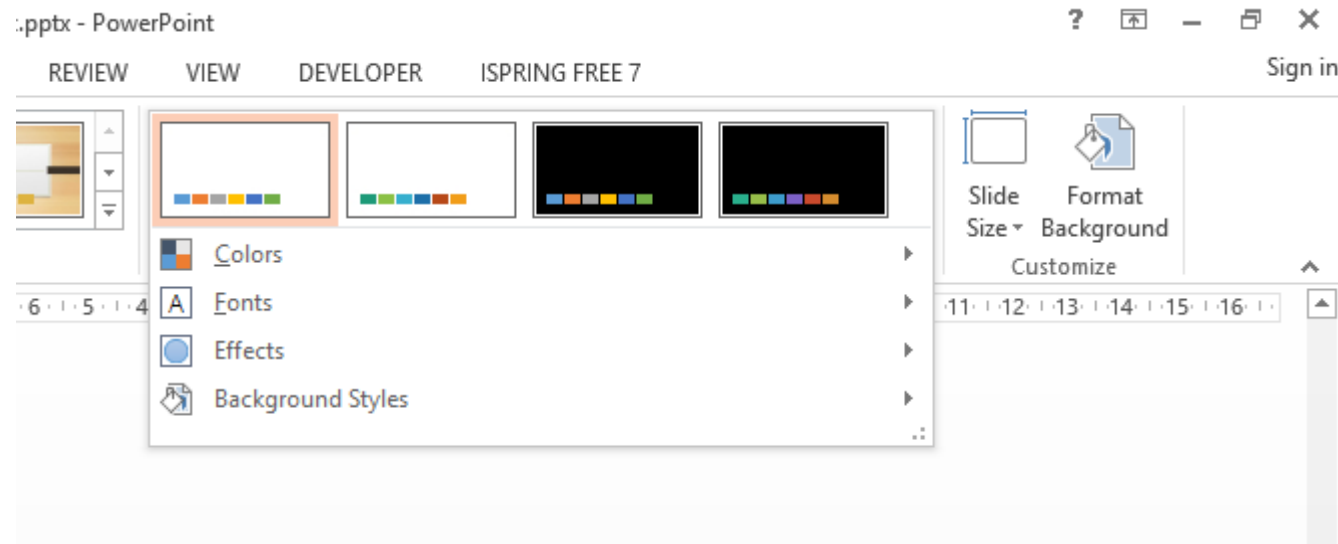
To alter the basic design of your slideshow, click on the “DESIGN” tab of the ribbon. Microsoft tends to use themes these days, so the left-hand side of the ribbon looks like this:



You can scroll through the options one line at a time by clicking on the downward arrow shown here or open the entire set of choices by clicking on the symbol immediately below the arrow (see screenshot to the right). You can also browse for themes previously saved on your computer. If you want to use one of the themes, select it then click on “Save Current Theme”.

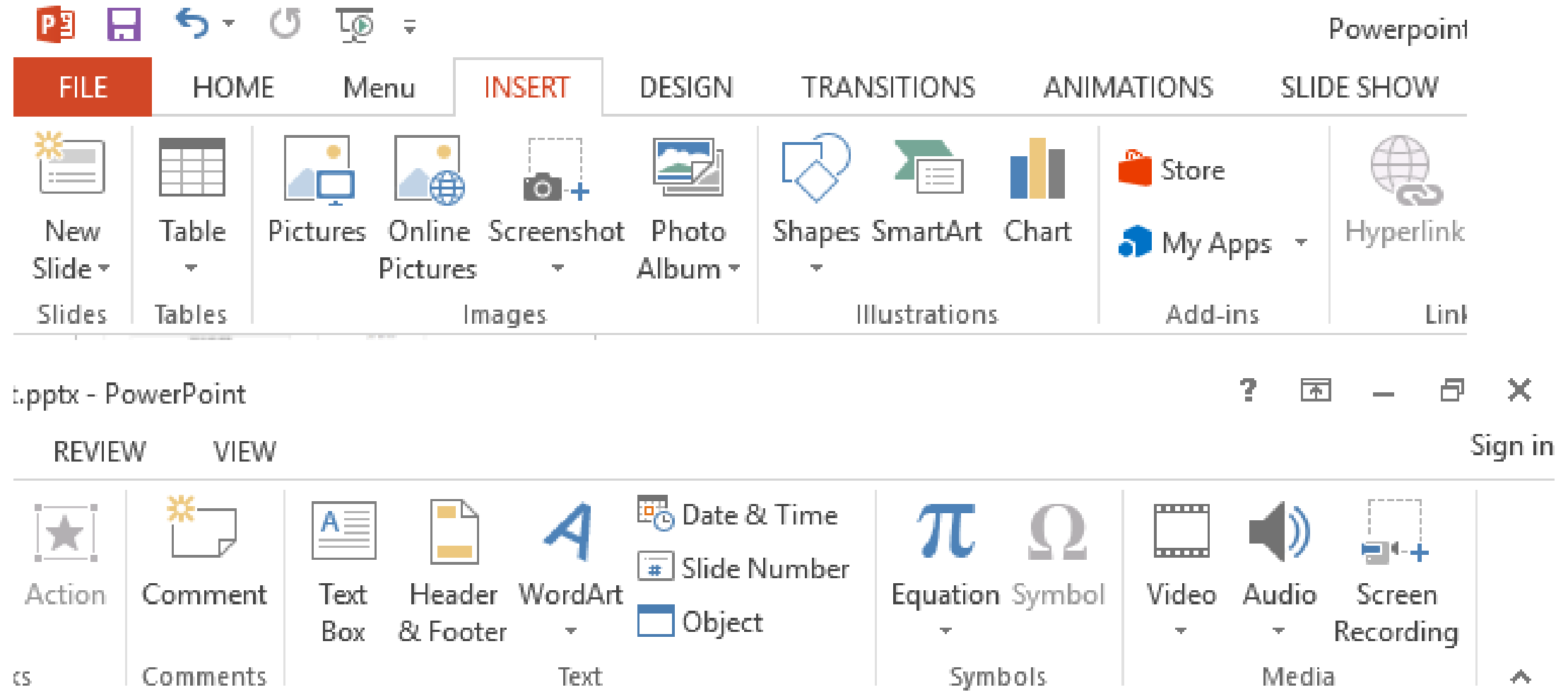


The right-hand section of the “DESIGN” ribbon allows fine-tuning of the selected theme, with sections for changing the colours used, fonts, effects and background styles. Selecting “Format Background” on the right of the ribbon allows extreme control over the slide background.



## Adding content to slides

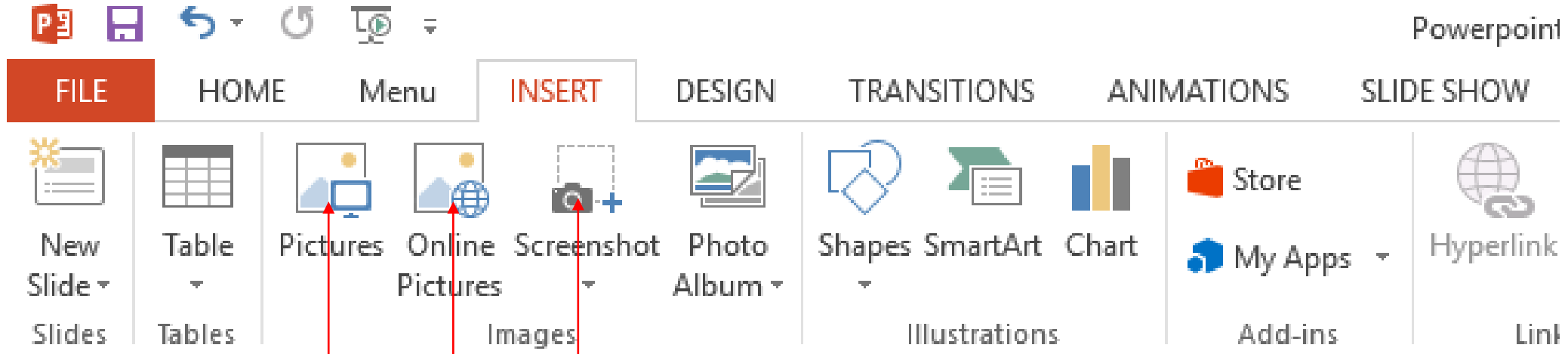
If you open the “*INSERT*” tab in PowerPoint you will see a lot of options for things which can be inserted:



(Ribbon shown in 2 parts for clarity)

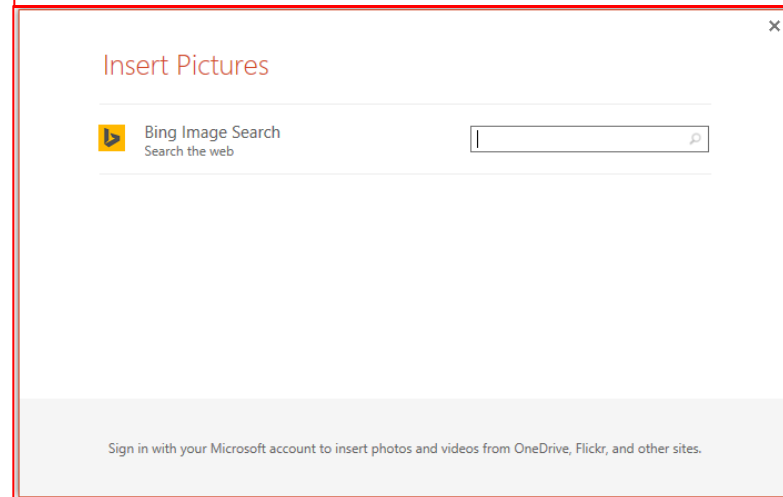


Let's have a look at some of these, starting with the "Images" part of the ribbon.

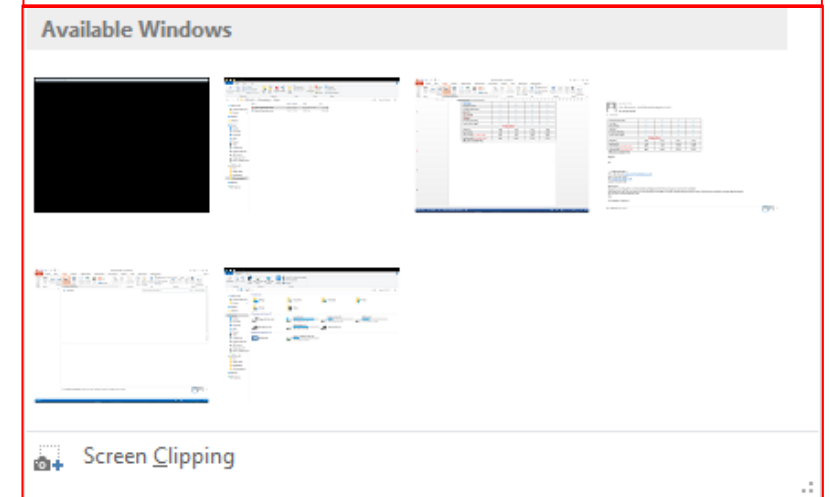


Clicking "Pictures" opens a screen in which you can navigate to pictures stored on your computer.

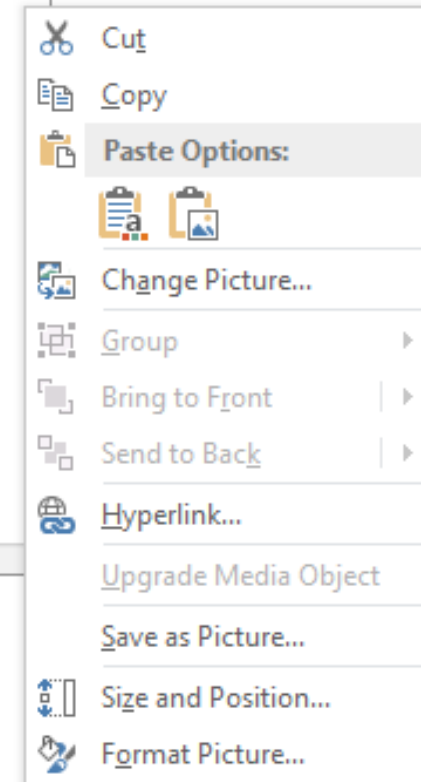
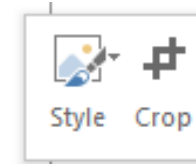
"Online Pictures" opens a Bing image search box, shown below



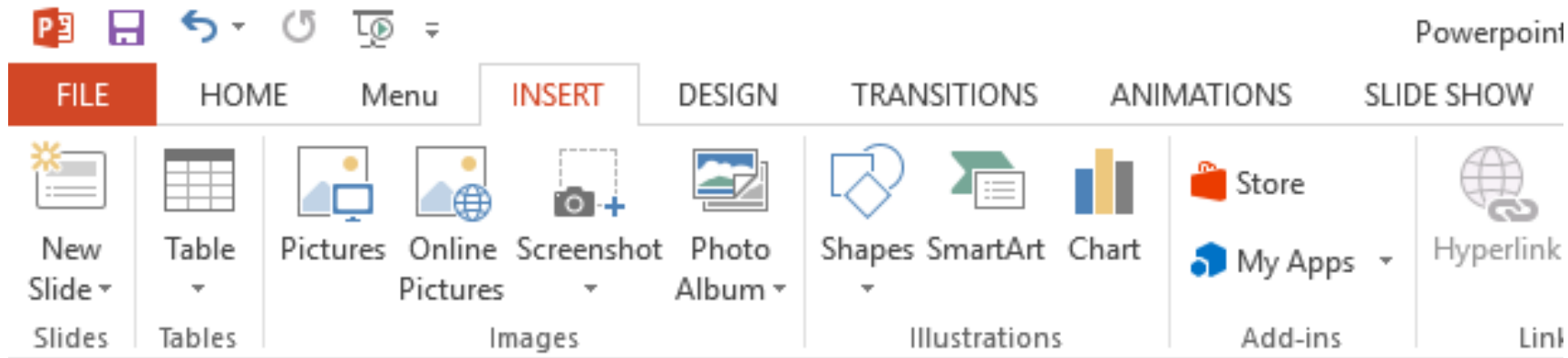
"Screenshot" lets you take a screenshot of any other open window.



When you insert a picture you can adjust the size by dragging the fill handles in the corners or on each side. Right-click it for this menu to the right:

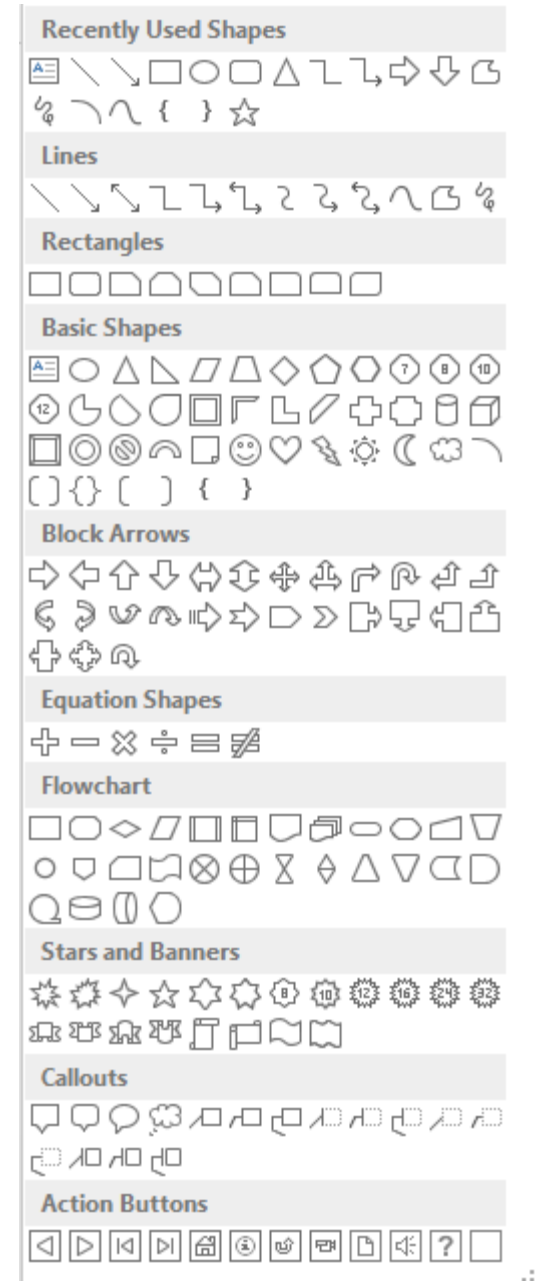
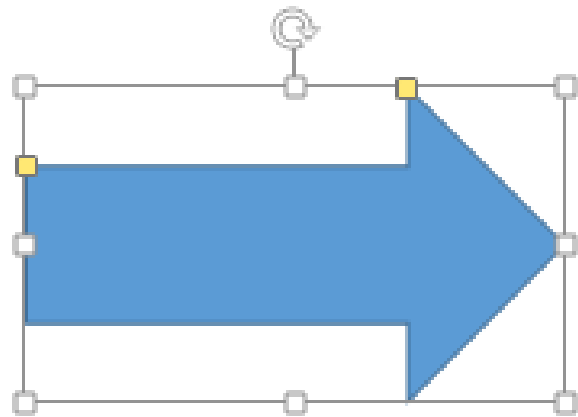


You will see that the options include “Crop”, and also the very useful “Bring to Front” and “Send to Back” for use when the picture or shape is obscuring, or obscured by, something else on the slide.

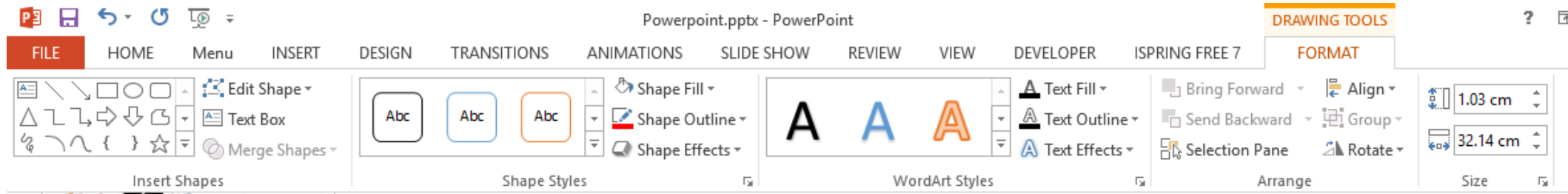


“Shapes” lets you insert a wide variety of shapes, such as those on the right.

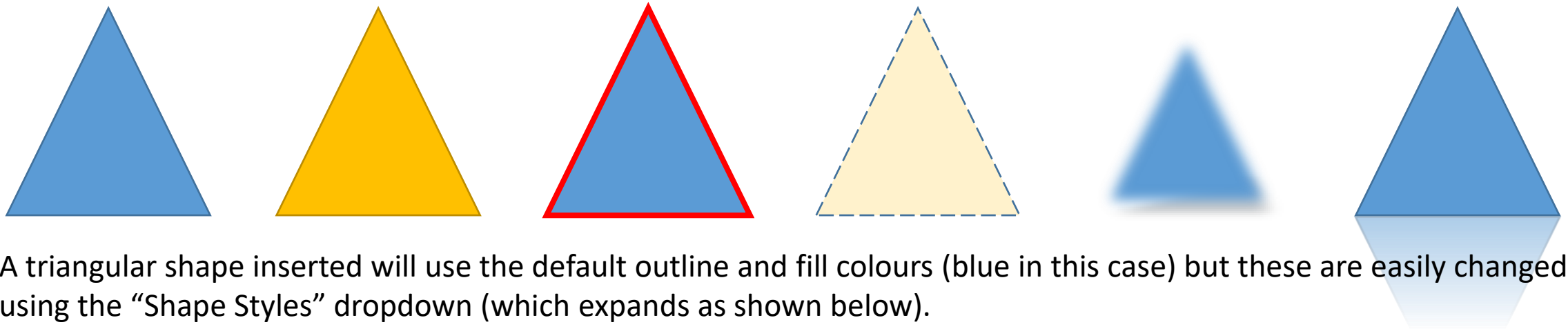
Once you have inserted a shape, you can change its size by dragging the fill handles on the sides and corners, and rotate it with the circular icon above.



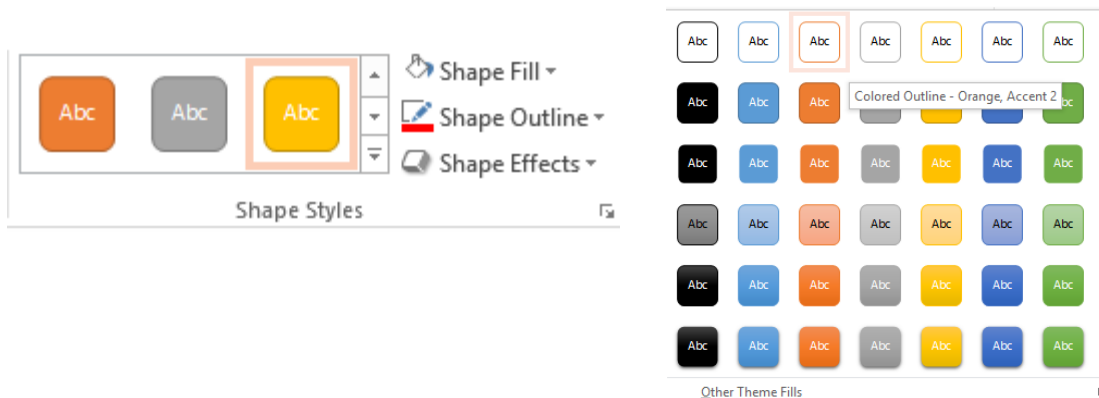
If you select anything on a slide (shape, text box or image), the “*FORMAT*” tab of the ribbon will open.



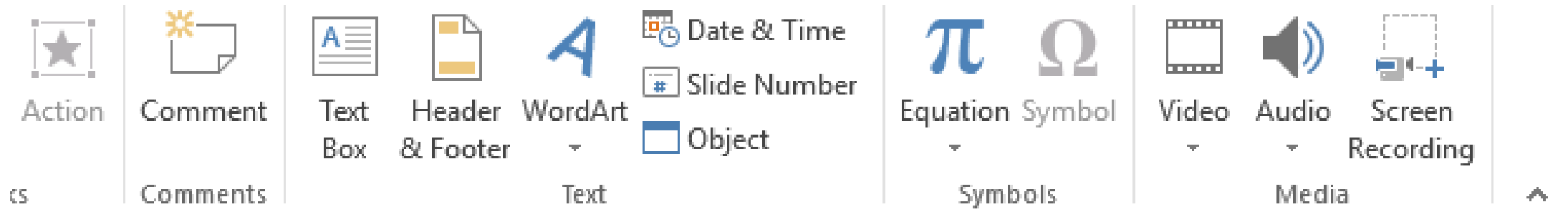
This allows you to add or change an outline and colour the object.



A triangular shape inserted will use the default outline and fill colours (blue in this case) but these are easily changed using the “Shape Styles” dropdown (which expands as shown below).



They can also be changed using the “Shape Fill”, “Shape Outline” and “Shape Effects” settings.



To add text to your presentation, unless you are copying and pasting, you first need to insert a text box. (It is easy to forget this and waste a **lot** of time typing!)

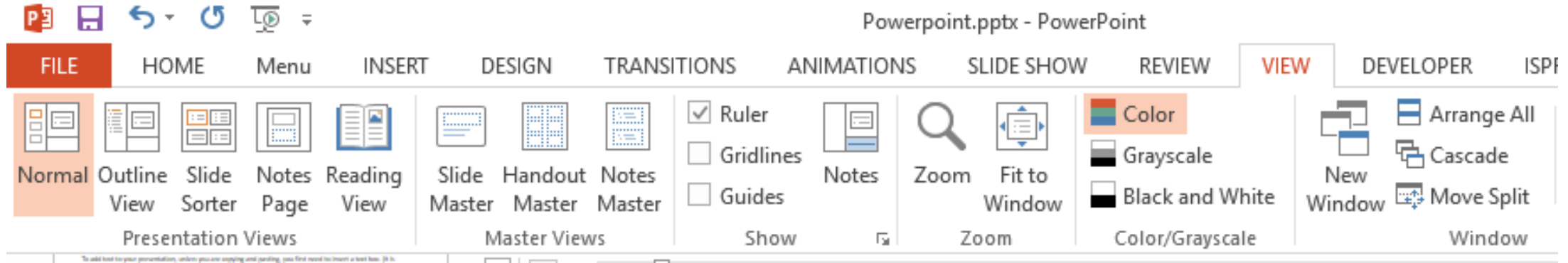
When you click on “WordArt” and select your style, a formatted text box is inserted on the slide looking like this:

Your text here

If you then start typing in the box your chosen text will appear.

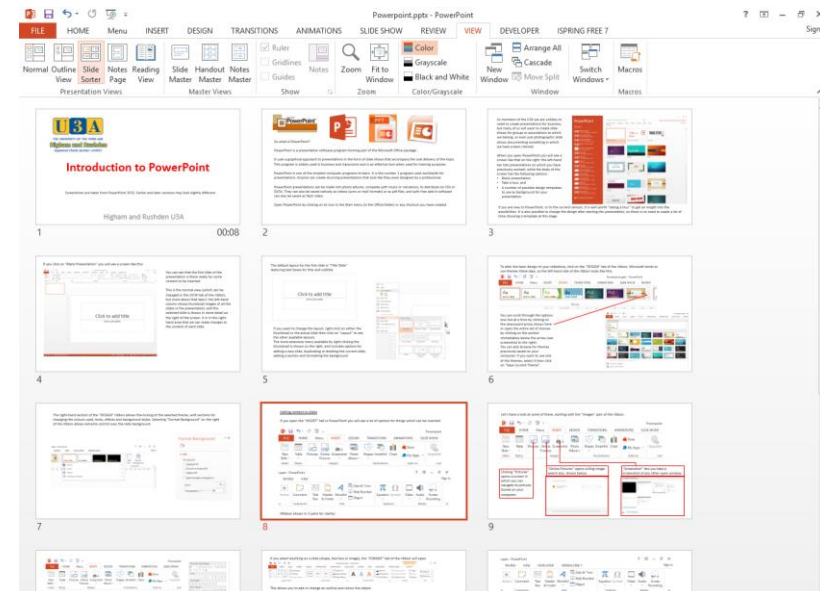
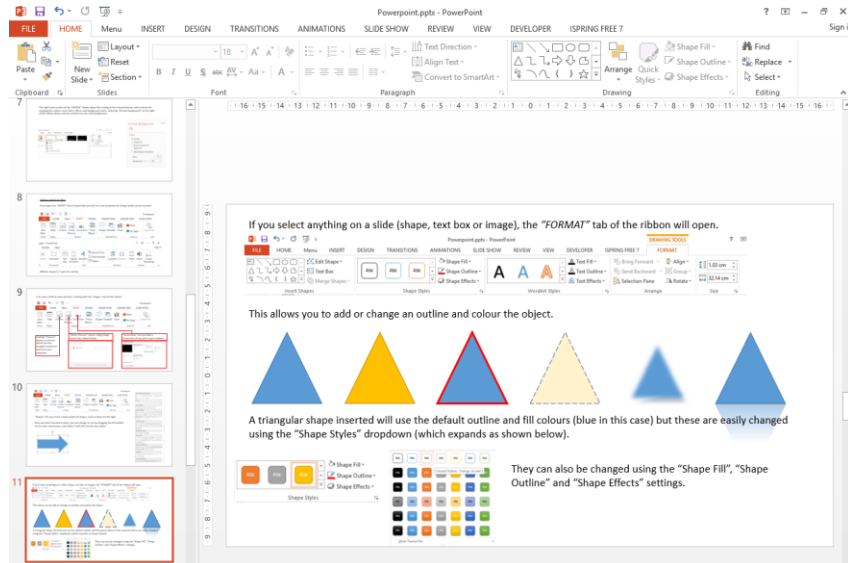
Something like this

The “VIEW” tab of the ribbon looks like this:



The Normal view (below) has a column of thumbnails on the left and one slide on the right. Slides can be re-ordered by dragging the thumbnails.

If you have a lot of slides in the presentation, it can be easier to use the “Slide Sorter” view to see a greater number of slides. These too can be re-ordered by dragging.



So, now we know how to create a PowerPoint presentation, what sort of presentation can we make?

- A tutorial like this one to display screenshots, images and text to attempt to explain how to do something.
- A slideshow of holiday pictures, interspersed with narrative, video clips or audio.
- A children's story book.
- A family tree (PowerPoint *Smart Art* on the Insert tab includes hierarchical graphics to facilitate this).

And once we have created it, what can we do with it?

- Burn it to CD or DVD to send to distant relatives. There is an option to include a program called PowerPoint Viewer on the disc in case the recipient does not have Microsoft Office or alternative software.
- Convert it to a video for uploading to a website or distributing on CD or DVD.
- Present it like this to a group, working through the slides manually.
- Create transitions and animations and set the presentation to run on a monitor as background.

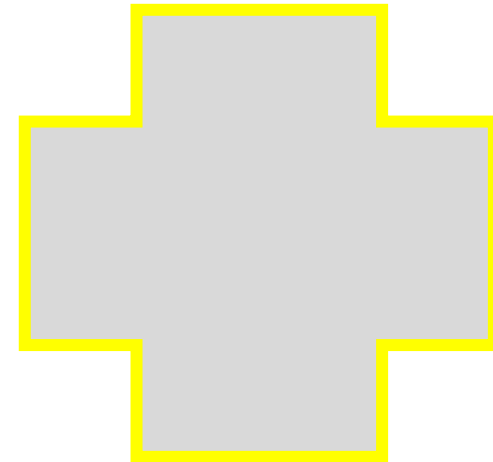
Note: Animations (special effects on a slide) and transitions (effects between slides) are covered later. If used **in moderation** they can brighten up a presentation, but it is recommended to finish creating the presentation and arranging the slides into the optimal order before adding any animations or transitions.

The next slide contains animations to give an idea of what is possible.

Objects can be made to appear then fly across the screen (quite literally in this case)...



or appear, darken, expand and disappear in different ways:



There is a transition between this and the next slide, and a different one between that and the final slide.



If you have a particular effect that you would like to create in a presentation, please speak to Jim or Maggie.

We will now move on to sections about:

- setting timings in PowerPoint,
- reducing the file size of your finished product,
- adding audio and video
- the exercise we have used in the group meetings.

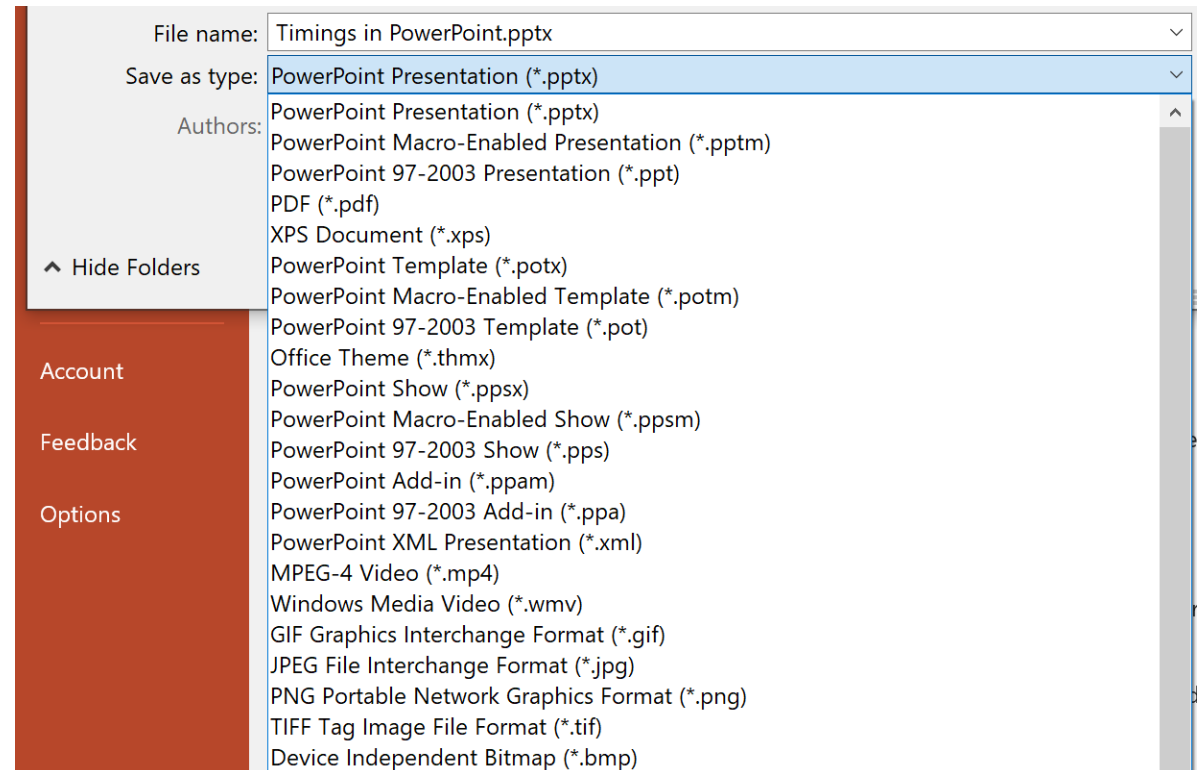


# TIMINGS

When you are creating a PowerPoint show, rather than a presentation, it can be useful to set the time that each slide is shown before the show moves on to the next slide.

So that you are aware of the difference between a presentation and a show, the former has the suffix pptx or ppt while a show has suffix pps or ppsx. You can only make changes to a presentation, so if you are sending the file to someone else and want to ensure its integrity it is often best to send it as a show. A show by default opens at the first slide and moves on to the next slide or animation when the mouse is clicked, but the creator has the ability to add timings instead.

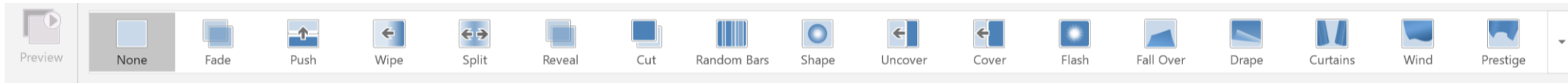
The screenshot to the right shows some of the different formats to which PowerPoint can be saved: in addition to the ppt and pps variations, it can also be saved as a pdf, as a video file (wmv or mp4) or as a set of images in several different types of graphics files.



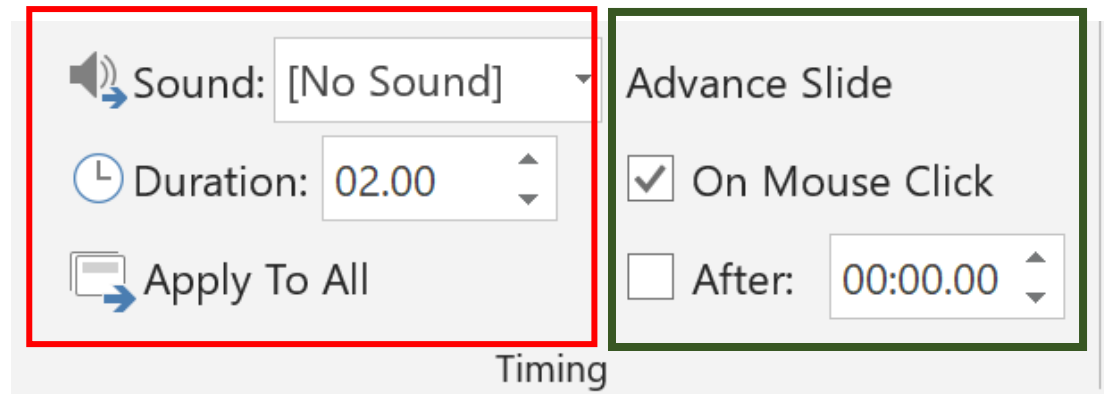
So how do we set timings?

- Transition effects and durations from slide A to slide B are set on the second slide rather than the first.
- Timings of the advance to the next slide are set on the earlier slide.

On the right of the ribbon on the “Transitions” tab after the area in which to select the transition



is the “Timing” area:



The area outlined in red sets the time taken for the transition to that slide, and whether or not there is an accompanying sound. You can also choose to apply the same transition, timing and sound effect to the entire presentation. The area outlined in green allows the creator to specify when to move on to the next slide: the default is “On Mouse Click” but this can be changed to an elapsed time (in minutes, seconds and fractions of a second).

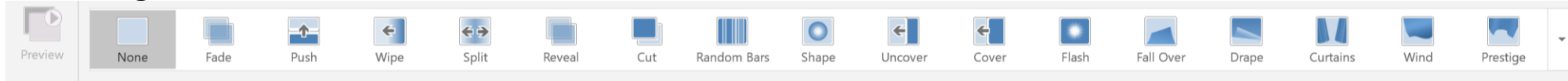
This slide has been set to advance to the next after 16 seconds.

That was nowhere near long enough, was it? Let's have another look at the previous slide (well, actually a copy) but leave it set to advance on mouse click.

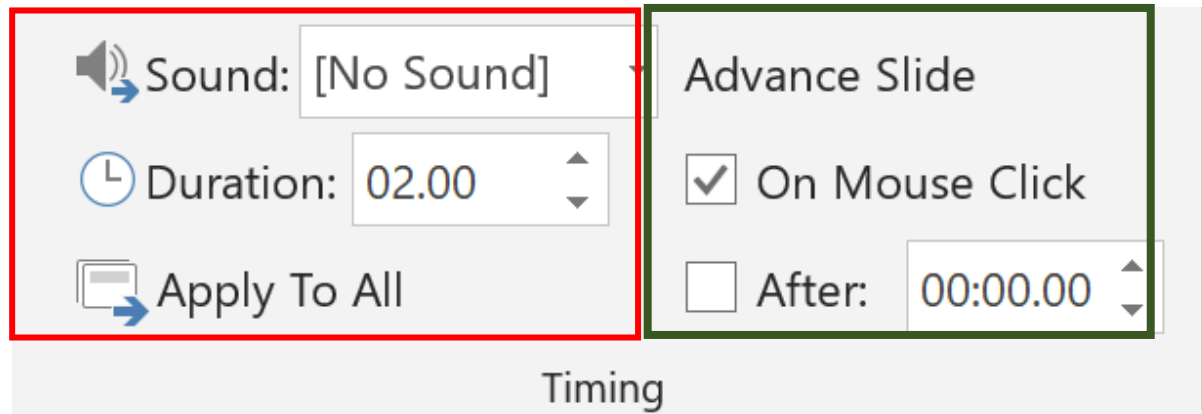
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(This time the slide has **not** been set to advance to the next after 16 seconds.)

We can also apply timings and effects to our animations. We can make a picture or block of text appear, have an emphasis effect or disappear in many different ways.

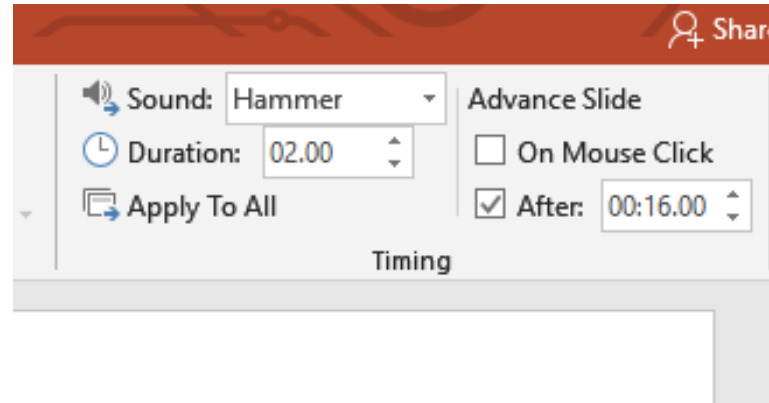
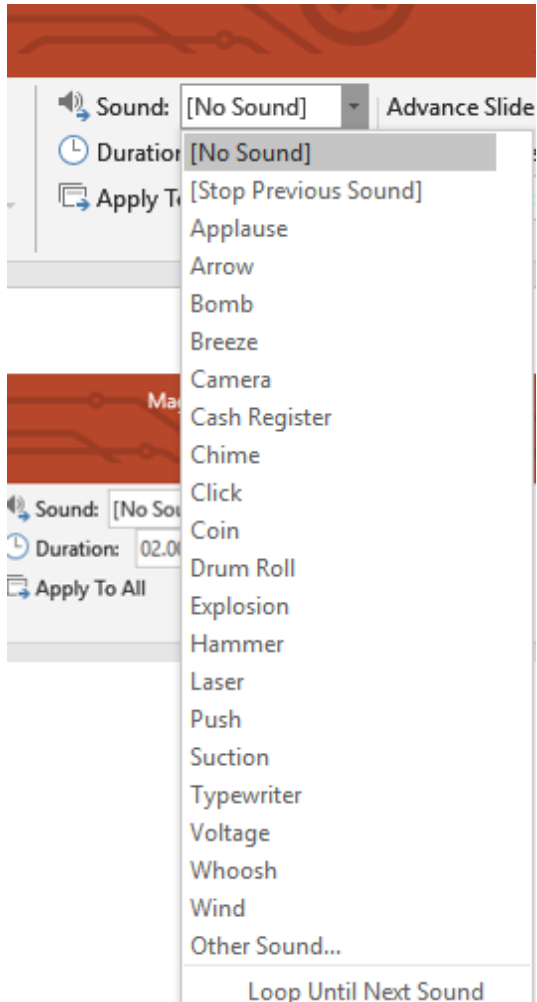
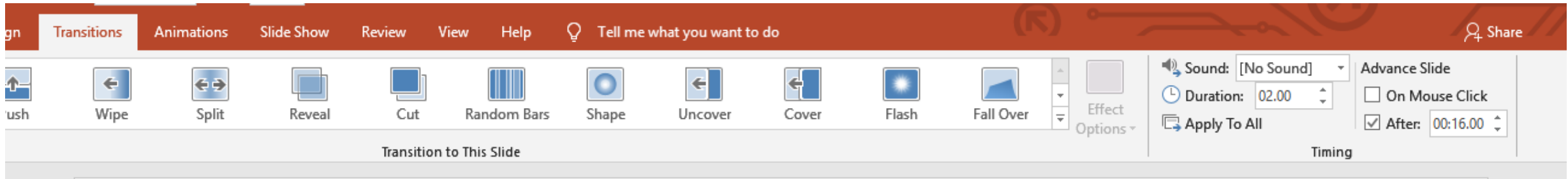
Like this, for example. (“Fade” animation with a duration of 2 seconds.)

Or this. (“Float in” animation with a duration of 1 second.)

Or even this. (“Arc” animation with a 2.5 second duration.)



As you see we can even add multiple effects to the same image! [Fly in from right (2 sec), spin (3 sec), fly out to left (2 sec).]



These screen shots show where to find the timings and sounds and how to adjust them.

## ADD OR DELETE AUDIO IN POWERPOINT

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

### ADD AUDIO FROM YOUR PC

1. Select Insert > Audio.
2. Select Audio on My PC.
3. In the Insert Audio dialog box, select the audio file you want to add.
4. Select Insert.

RECORD AUDIO NOTE: to record any audio, your computer must also be equipped with a microphone.

1. Select Insert > Audio.
2. Select Record Audio. Type in a name for your audio file, select Record, and then speak.
3. To review your recording, select Stop and then select Play.
4. Select Record to re-record your clip, or select OK if you're satisfied.
5. To move your clip, select and drag the audio icon to where you want it on the slide. If you're using more than one audio file per slide, we recommend putting the audio icon in the same spot on a slide to find it easily.
6. Select Play.

### CHANGE PLAYBACK OPTIONS

Select the audio icon and then select the Audio Tools Playback tab. Then select which options you'd like to use:

To trim the audio, select Trim and then use the red and green sliders to trim the audio file accordingly.

To fade in or fade out audio, change the number in the Fade Duration boxes.

To adjust volume, select Volume and select the setting you prefer.

To choose how the audio file starts, select the dropdown arrow and select an option:

In Click Sequence: Plays the audio file automatically with a click.

Automatically: Plays automatically once you advance to the slide that the audio file is on.

When Clicked On: Plays audio only when the icon is clicked on.

## TO CHOOSE HOW THE AUDIO PLAYS IN YOUR PRESENTATION, SELECT AN OPTION:

**Play Across Slides:** Plays one audio file across all slides.

**Loop until Stopped:** Plays an audio file on loop until it's stopped manually by clicking the **Play/Pause** button.

To have the audio play continuously across all slides in the background, select **Play in Background**.

## DELETE AUDIO

To delete an audio clip, select the **Audio** icon on the slide and press **Delete**.

## PLAY MUSIC OR OTHER SOUNDS AUTOMATICALLY WHEN A SLIDE APPEARS

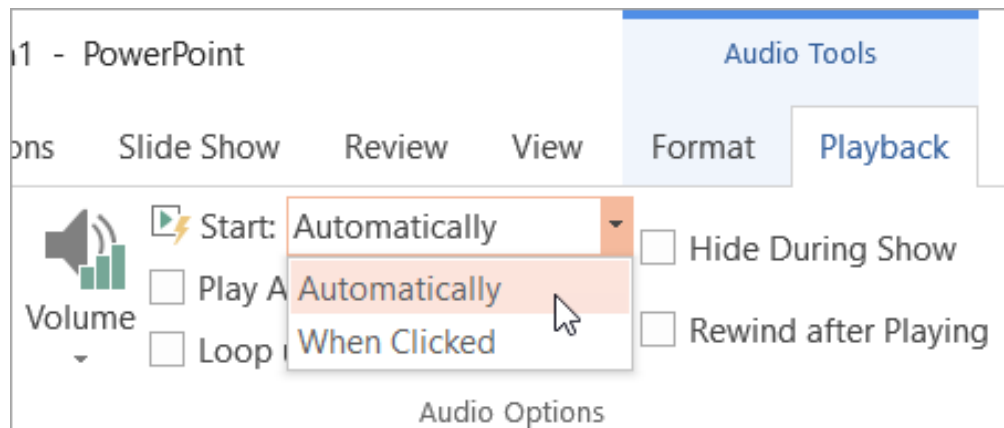
You can tell PowerPoint to play music or other audio automatically when a certain slide appears during a slide show. There are different ways to play it automatically when you get to that slide in your presentation:

- **To start the audio immediately** when the slide appears during the presentation, use the **Audio Tools Playback** tab.
- **To start the audio after a delayed interval** of time that you set, use **Animation** options.

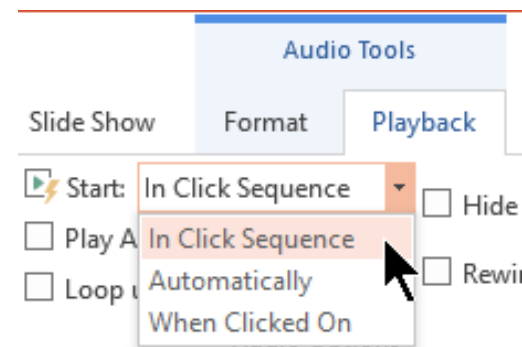
## START THE AUDIO IN THE CLICK SEQUENCE OR IMMEDIATELY

1. In **Normal** view (where you edit your slides), click the audio icon on the slide.
2. On the **Audio Tools Playback** tab, in the **Audio Options** group, select **In Click Sequence** or **Automatically** in the **Start** list.

### PowerPoint 2013:



### Newer Versions



*The In Click Sequence feature is only available in PowerPoint 2016 and newer versions.*

To test the sound, on the **Slide Show** tab, click **From Beginning**.



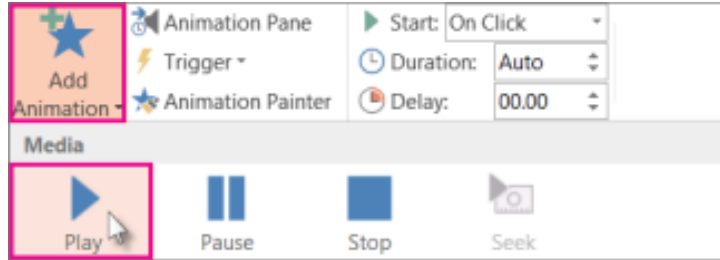
**REMINDER: TO HEAR MUSIC OR SOUNDS, YOUR COMPUTER MUST BE EQUIPPED WITH A SOUND CARD AND SPEAKERS.**

START THE AUDIO AFTER A DELAY

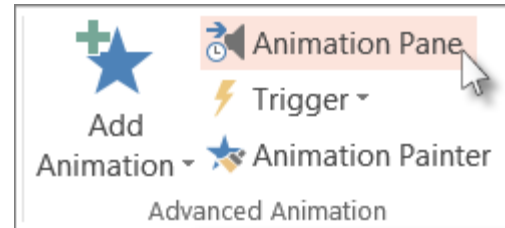
In Normal view (where you edit your slides), click the audio icon on the slide.

On the Animations tab, click Add Animation.

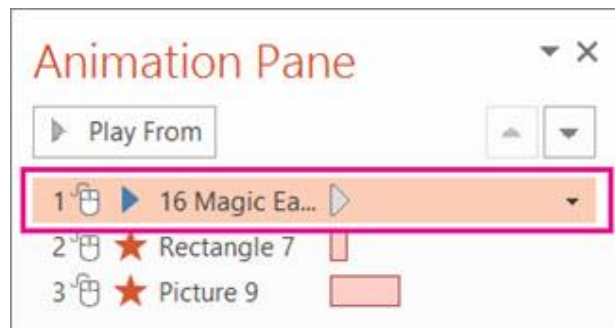
Under Media, select Play.



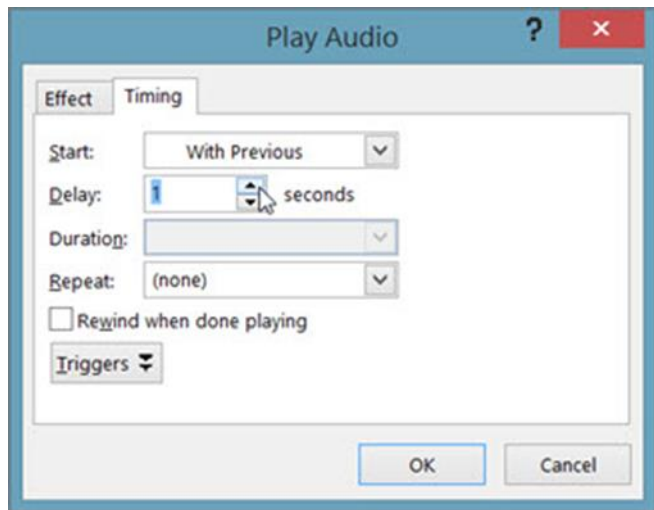
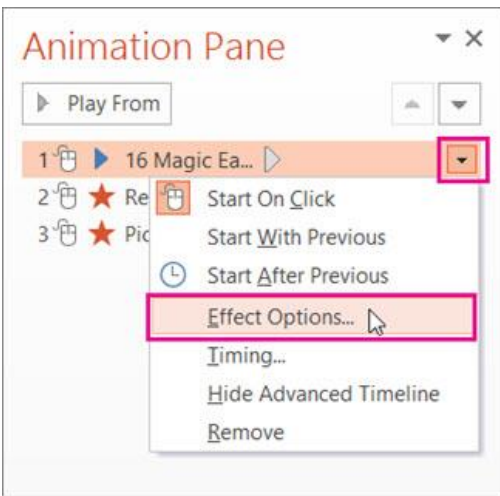
- On the Animations tab, click Animation Pane.



- In the Animation Pane, make sure your audio clip is in first position at the top of the pane.



- Click the down arrow to the right of the sound clip, and then click Effect Options.



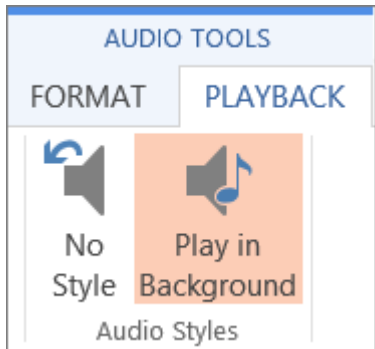
- On the Effect tab under Start Playing, select from beginning.
- Under Stop Playing, select After current slide.
- On the Timing tab, in the Start list, select With Previous.
- To begin playing the sound after a brief delay, in the Delay box, press the up arrow to increase the delay in seconds, and then click OK.
- To test the sound, on the Slide Show tab, click From Beginning.

## PLAY MUSIC ACROSS MULTIPLE SLIDES IN YOUR SLIDE SHOW

You can add a song to a presentation and play it across slides in the background of your slide show. If you want to use music from the web, you have to download it to your computer before you can use it in a presentation.

To play a song across slides

- On the Insert tab, select Audio, and then Audio on My PC.
- In the file explorer, locate the music file you want to use and then select Insert.
- With the audio icon selected on the slide, on the Playback tab, select Play in Background.



Play in Background makes the audio file start automatically during a slide show and also makes the audio play across multiple slides.

## PLAY MULTIPLE SONGS ACROSS MULTIPLE SLIDES

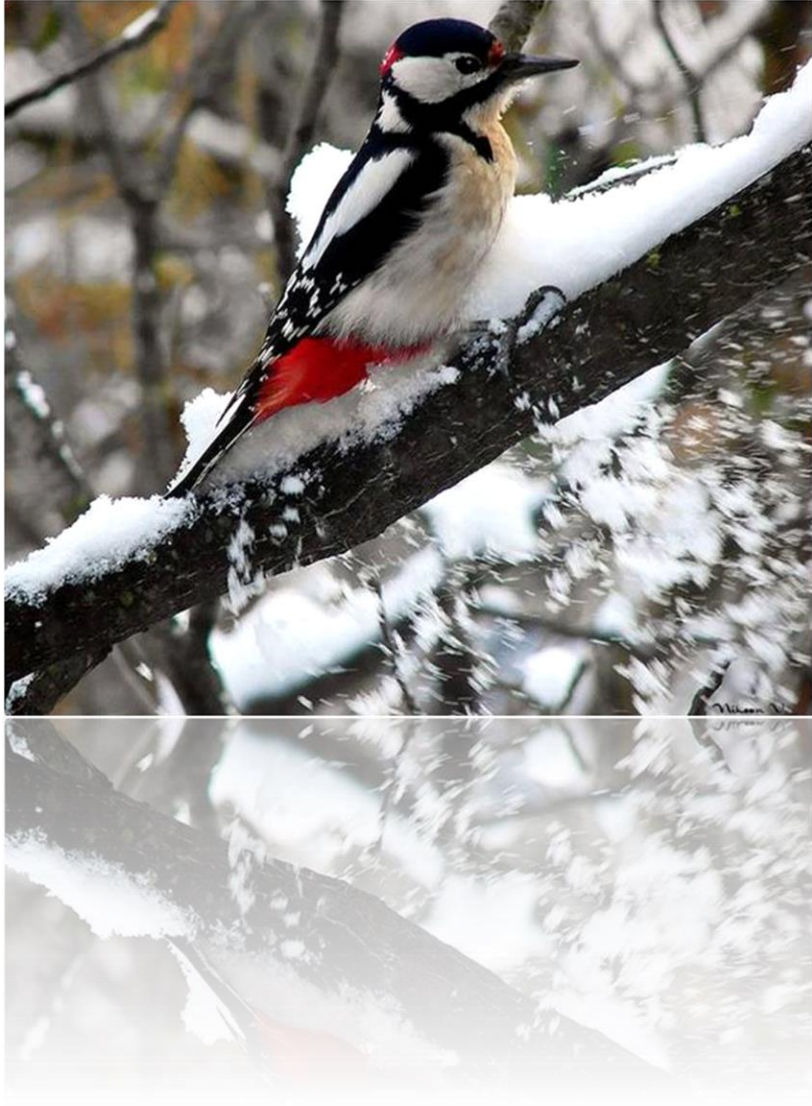
If your slide show is longer than one song, you can add more songs. However, if you find that you're having trouble synchronizing the music with the slide show, you can use a third-party audio editing tool to string the songs together into one file so they play continuously throughout the slide show.

The final few slides show just a glimpse of the possible effects, so feel free to play around with PowerPoint.

This presentation is a sample of some  
of the things you  
can do using Powerpoint.

I am fairly competent at using PowerPoint but there is still a lot for me to learn when I can find enough time to spend exploring all it has to offer.









Edited

Unedited



# **THE END**