

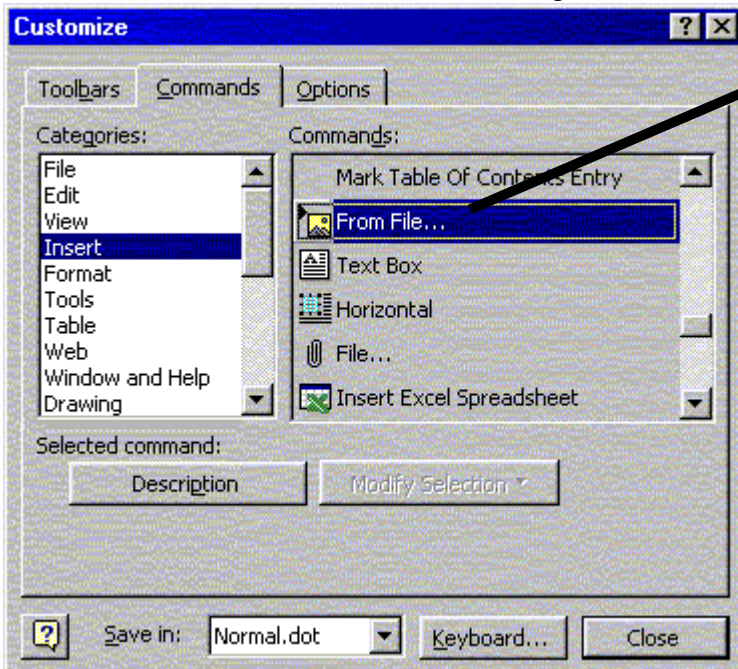


Working With Clipart

The ClipArt Gallery included with PowerPoint includes a variety of pictures. You can also purchase additional clip-art or download clip-art from the Internet. There are two methods of inserting clip-art into your presentation. One method is to use the clipart that comes with PowerPoint. However, since the school system's Office is a multiple user license the CD is not available so clipart that comes with PowerPoint is not an option. Instead use the Insert...Picture...From File option.

PowerPoint 2000 defaults to My Pictures which is a folder in the My Documents folder on your hard drive. You can place your clipart images in the My Pictures folder and PowerPoint will go directly to the correct location each time you choose Insert...Picture...From File.

You can also customize your toolbar to provide you a button onscreen that will allow you to insert clipart from file. Click View on the menu line at the top of the screen. Click Toolbars...Customize. The Customize window will appear. Locate the word **Insert** on the left side of the window, then locate **From File** on the right side of the window. Click and drag the From File icon to the desired location on either the standard or formatting toolbar.

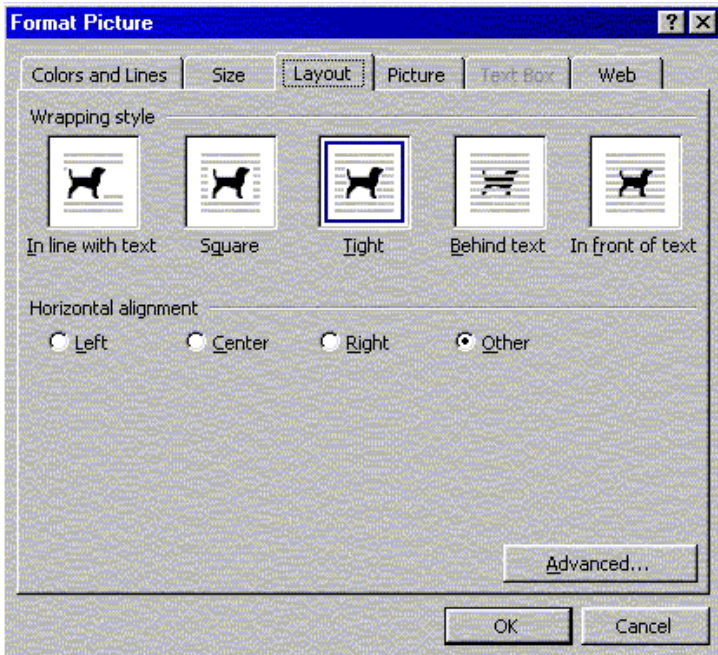
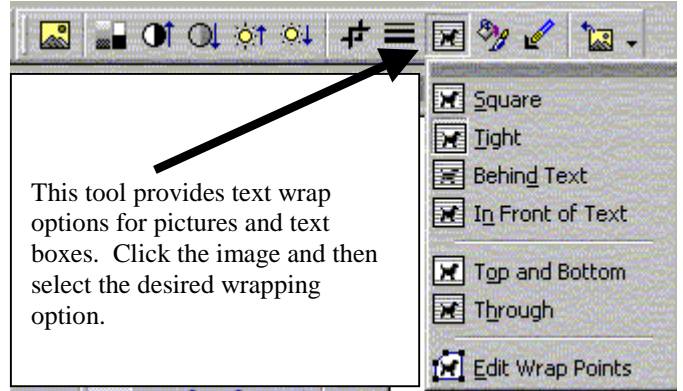
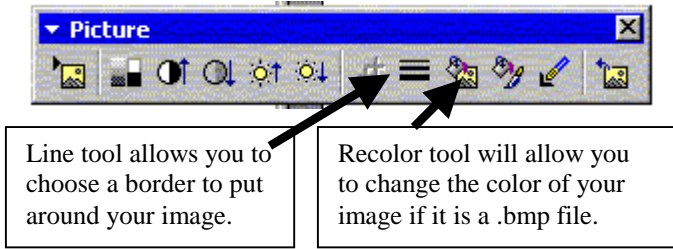
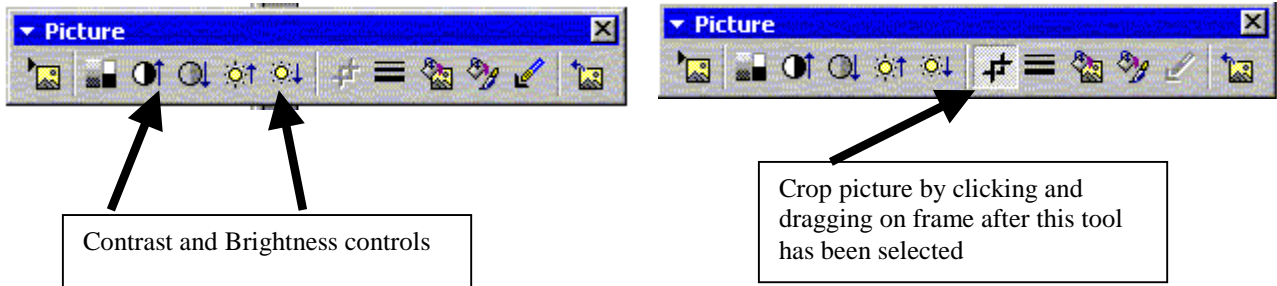
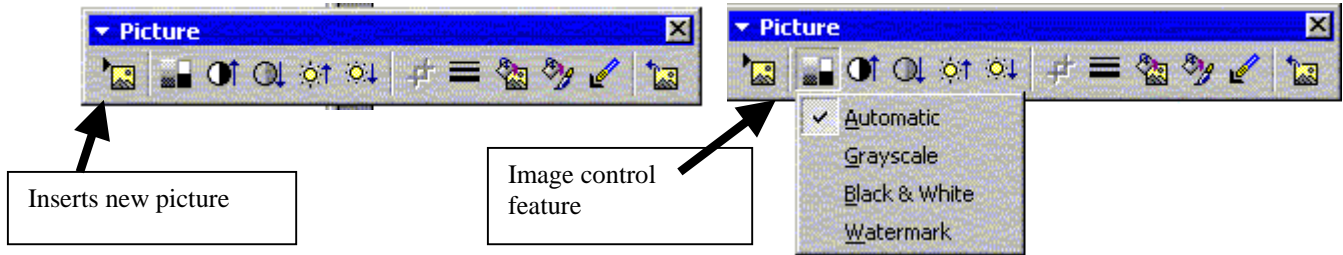


Drag the **From File** icon to the desired toolbar at the top of your screen.



Editing ClipArt

1. PowerPoint 2000 contains a Picture toolbar that allows you to edit clipart. Click View...Toolbars...Picture to activate this toolbar.

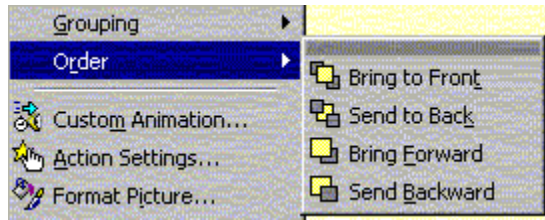


This is another window that allows image editing. The Layout tab provide text wrapping features and the Picture tab provides Image Control options. This window is accessed by selecting the picture once, clicking Format on the menu line, then selecting TextBox, Picture, AutoShape or whatever you desire to format.

You can further edit clipart using Microsoft Photo Editor. A tutorial is online for this program at is located at:
<http://208.183.128.3/tutorials/photoed.htm>



Order



Designate which objects onscreen will be in front or back by right clicking the object and choosing its order.

Grouping



Objects on a slide can be joined together as one group. This is often done when you wish to have all objects animate together. To group objects, click the first object and hold the **Ctrl** key as you click each additional object. When you are ready to choose the final object **right** click the mouse and choose **Group**. This will combine the objects. To ungroup, **right** click the grouped object and make that choice.

Running & Automating Slide Shows

To run the slide show click the Slide Show button in the lower right corner of the screen. To advance to the next slide, click the mouse or press **enter**. You can press the backspace key or **P** to display the previous slide. You can also type a slide number and press enter to quickly move to a specific slide. Finally, you can end a slide show at any time by pressing **ESC**. If you forget a command, press **F1** to view a list of them.

You can use the slide shortcut menu to navigate within a presentation. Display the shortcut menu by right-clicking in any running slide show or left-clicking PowerPoint's control panel in the lower-left corner of the screen. When you see the menu choose command such as **Next**, **Previous**, or **End Show**. You can choose **Go To, Slide Navigator** from the shortcut menu, then double left-click a slide number in the Slide Navigator dialog box to move to that slide.

Automatic Show Timings

After a PowerPoint slide show has been created, you can set up the timings to operate automatically.

1. In the **slide sorter** view click the **Rehearse Timings** button on the toolbar.
2. Advance through the presentation at the rate you want the slides to display. The total and current slide timings are recorded in the Rehearsal dialog box. You can go back and view the individual timings in the slide sorter view.
3. When you finish, you can choose to save the slide timings.

If you want the slide show to run continuously, click Slide Show...Set Up Show...check the **Loop Continuously Until Esc** box.

Using the Annotation Pen

While running a slide show, you can focus your audience's attention by using PowerPoint's electronic annotation pen. The annotation pen only works when you are in the Slide preview environment. To use the pen, press **CTRL** and the letter **P**, then left-click and drag to draw on your slide. You can erase by pressing **E** on the keyboard, or when you move to another slide. Then pen color depends on the template you're using, but you can change it. Right-click, then chose **Pointer Options, Pen Color** from the slide show shortcut menu and choose the color you want. Once the pen has been used, press Enter to move to the next slide.

You can hide the show's display to focus the audience's attention on you. To do this, press **B**



PowerPoint 2000 Intermediate Level

<http://208.183.128.3/tutorials/powerpoint2.htm>

in a running show to toggle between a blackened and displayed slide; press **W** to switch between a blank, white slide and a displayed one.

Action Buttons

To make your PowerPoint presentation interactive, you can add action buttons that will allow your audience to make choices. In the slide environment, follow these steps:

1. Click Slide Show...Action Buttons.
2. Click the style of button you desire.
3. The Action Setting Screen will appear.
4. Determine the action for the **Mouse Click**. You can allow the user to advance to the next slide, previous slide, another slide (by clicking slide...), another PowerPoint presentation, another file, or go to a web site (by clicking URL). You can also select to run another program. At the bottom of the box you can select to have a sound played when the mouse is clicked.
5. A second tab in the Actions Settings box is the **Mouse Over** tab. You can select to have an action or a sound occur when the mouse moves over the button.

Creating hyperlinks action settings using objects or text.

Text

1. **Activate** text (click on text once).
2. **Highlight** passage (click and drag mouse over text).
3. Click **Insert Hyperlink** toolbar button (looks like globe and chain).
4. Click **Browse** in "Named Location in File."
5. Click slide you want text linked to.

If you want sound, right-click hyperlinked text and click "**Action Settings**."

You can choose actions when mouse is clicked or when mouse moves over passage.

Objects

1. **Activate** object (click on it).
2. Right-click mouse and select "**Action Settings**."

Select desired action for **Mouse Click** or **Mouse Over**.

Slide Transitions

To change the way a slide appears create a slide transition.

1. In the slide view, click Slide Show...Slide Transition.
2. In this Slide Transition window that appears set the transition **Effect**, **Sound**, and **Advance** option.

PowerPoint Web Presentations

To save your presentation in html format, click File...Save as a Web Page. Your presentation will be saved to a folder, which contains all of the images, sounds, and text features. The htm file and the folder and its contents must be uploaded to your web space. Once uploaded the presentation can be viewed as a web site or, if you are using Internet Explorer, as a PowerPoint presentation..

Music Accompaniment for PPT Presentation



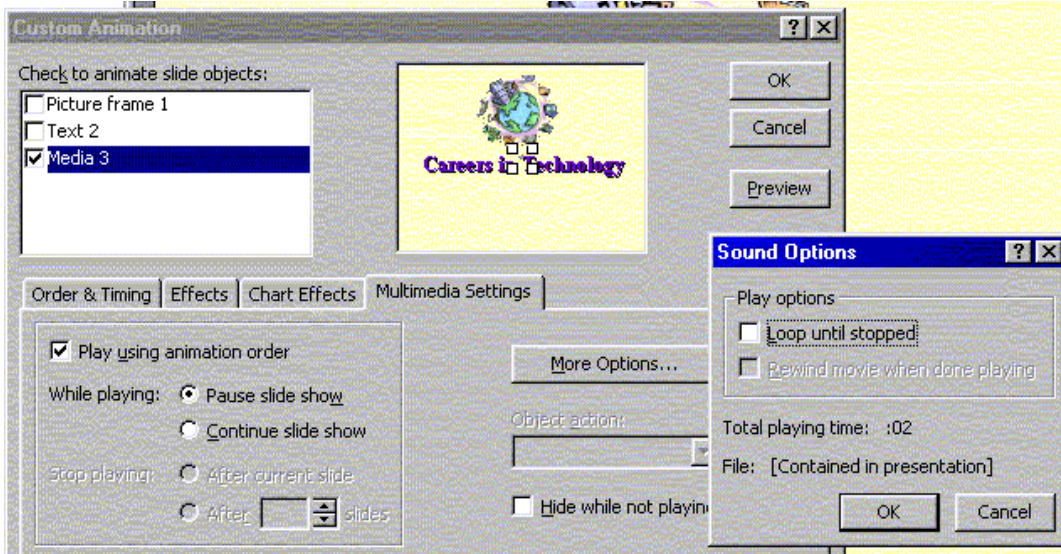
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Go to insert...Movies and Sounds...CD audio track...Then choose if you want to audio track to loop throughout the presentation.

Playing Recorded Narration or Sound File

Go to Insert...Movie and Sounds...sounds from file and select the music file or your recorded file (see below)...must be a wav. Then click the speaker icon once to select it and click the custom animation button.



Select your desired option. By selecting More Options...you can choose to have sound played continuously (Looped Until Stopped).

Recording Your Own Narration

Click the Start button on your desktop...go to Programs...Accessories...Multimedia (on some computers it will be called Entertainment)...Sound Recorder. This will open a tape recorder-like control button on your screen. Press the red record button to record your sound. Then choose File...Save As...and designate the name and location of your sound file.

