

22. Including a QuickTime™ movie

*Note: Your QuickTime™ movie must be saved onto your computer's hard drive in order for PowerPoint to display it in a slide.

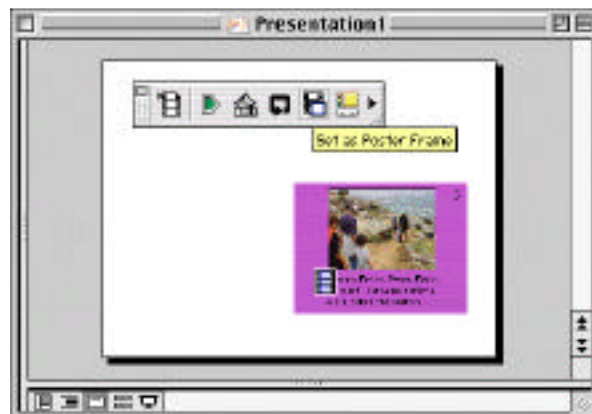
It is best to have the QuickTime™ movie saved in the same folder as the PowerPoint presentation you are working with.

Pull down the **Insert** menu to **Movies and Sounds...** and then over to **From File...**

Next, navigate to the folder where the movie is saved. Click **Insert**.

Once the movie is on the slide, you can reposition it, or even change its size (caution should be used when changing a movie's size, as you might unintentionally distort its appearance).

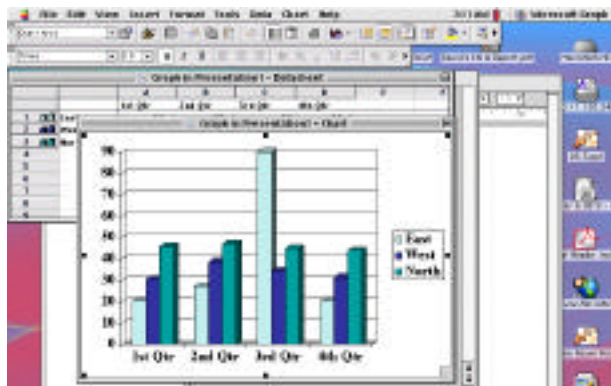
There are other changes you can make to the movie, such as setting the poster frame (the frame that appears as the static frame before and after the movie plays). See illustration below:



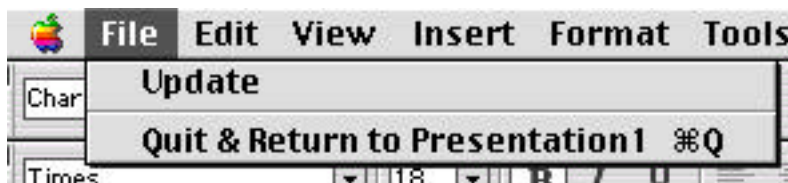
23. Inserting a Chart

The best way to work with charts (commonly referred to as “graphs” by students), is to make them in another program like AppleWorks™ or Excel™, save them, and then insert the chart file through the Insert menu.

But from within PowerPoint, you can also add a chart. Pull down the **Insert** menu to **Chart**. PowerPoint moves you to a mini-program called **MicroSoft Graph**. See illustration below:



You can make changes to the chart through the spreadsheet-like window. Once you've made the changes you want, pull down the **File** menu to **Update**.



Afterward, use the **File** menu and pull down to the **Quit & Return to (Presentation 1)** item.

24. Recording Narrations

You can record your own narrations that will play with your slide show. Pull down the **Slide Show** menu to **Record Narrations...**

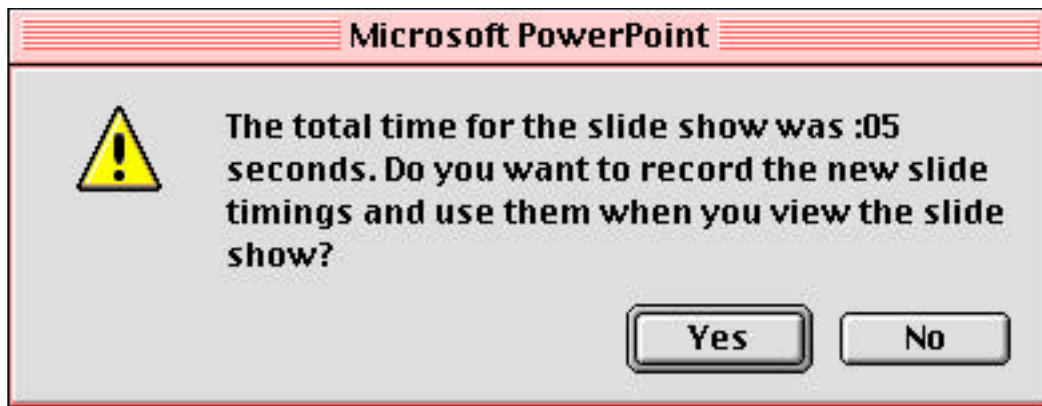


Once you click **OK**, the slide show opens and you begin can speaking (be sure that your computer's microphone is set up to monitor your voice). You advance the slides yourself (with the spacebar, arrowkey or click) after each slide has been narrated. Once finished, PowerPoint asks if you want to review the timings in the slide sorter view. Click **yes**, and you will see the timings shown under each slide. Then save your changes.

***Note:** Adding narration demands more disk space. Often a presentation that fits on a floppy disk, no longer will, after the narration is added.

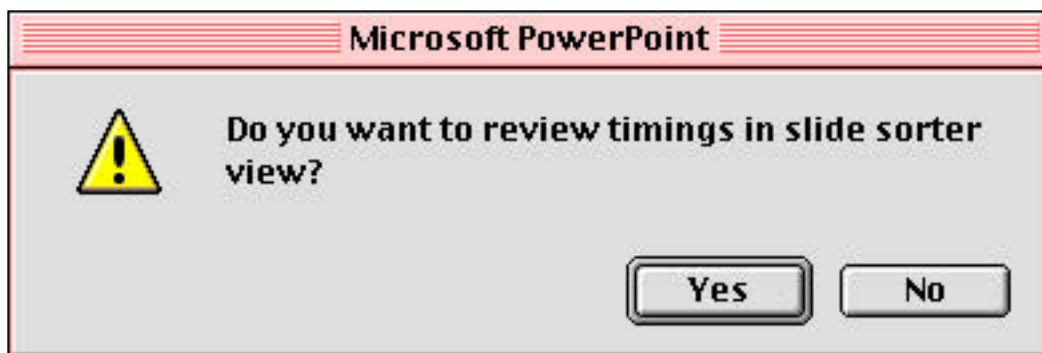
In addition to making your narrations automatically play, you can set the presentation to show slides for predetermined lengths of time.

Pull down the **SlideShow** menu to **Rehearse Timings**. Your presentation will open and a digital clock timer running in the lower right hand corner of the screen will appear. Allow each slide to stay on the screen for the length of time you like (or individual animations as well), then press the space bar, arrow key, or click to advance to the next. Do this for the entire length of the show. When the show ends, you will see this dialog box appear over a black screen:



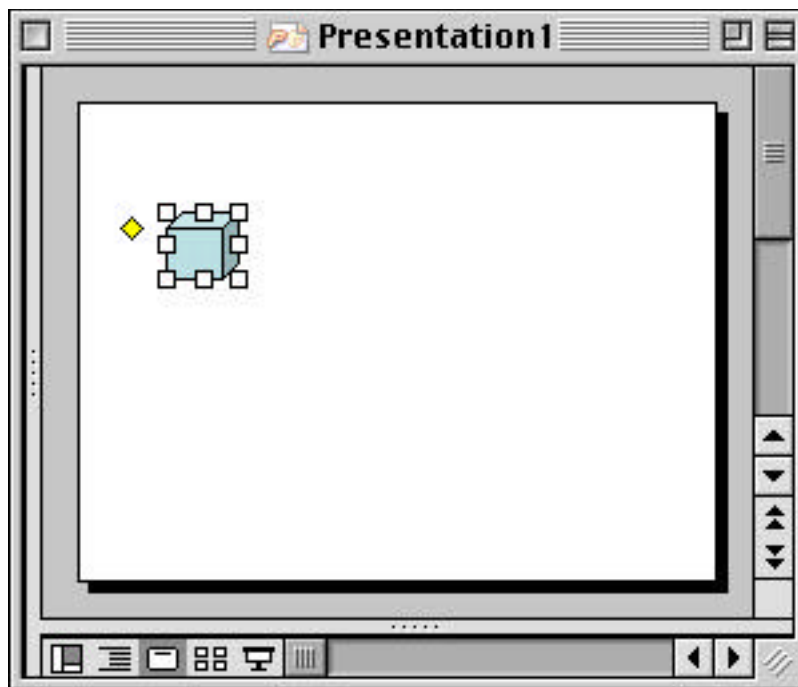
Click **Yes** to save your timings.

You can then check the time allotted to each slide in the slide sorter view.

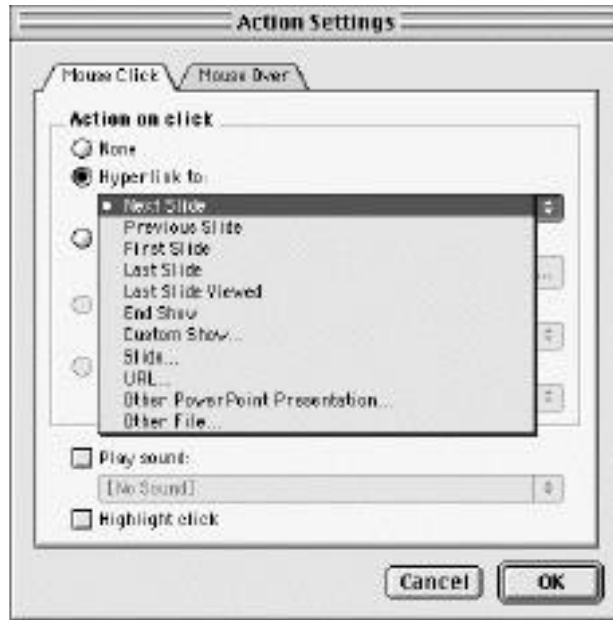


25. Making Presentations Viewer-Controlled

You can place shapes, images and text that act as buttons on a slide. These buttons can be used by the viewer of your slide show to move around in the presentation in whatever order of slides they are interested. You can even create transparent buttons and place them over a particular area of the screen. In the example slide below, a cube acts as a button that can lead to any other slide.



To set up an object as a button, first select the button and then pull down the **Slide Show** menu to **Action Buttons...** and then over to the designation of which slide you'd like the button to lead to.



You can make the button be a link to any slide in the presentation, or to another PowerPoint presentation, or even to a file that was made using another application, or Internet URL.

You can also select any amount of text (from a word to a paragraph) to be a link to another destination. Then, when the user moves the mouse over the text and clicks, the user is taken to the link (similar to the way text links work on a web page).

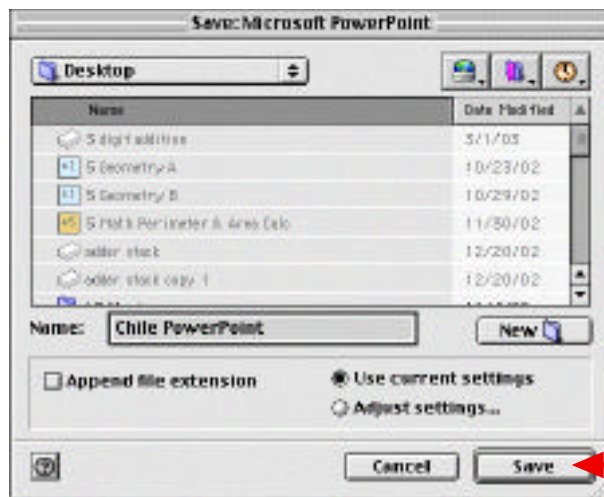
“Mouse Over” can also be used to link the user to another destination, but should be used with caution, because the user may unintentionally pass the mouse over such a link and get lost.

26. Making a Movie from a PowerPoint Presentation

The presentation can be saved as a QuickTime™ movie (even one that can play inside another PowerPoint presentation). Once the presentation is

finished and saved, you can pull down the **File** menu to **Make Movie...** A standard Save As... dialog box will appear. If you want the movie to be most compatible with a PC running Windows™, don't use any spaces in the file name, and use the **.mov** suffix on the end of the filename. This convention in filenames should also be used if your intention is to have the movie play on a web page.

Making a presentation into a movie can be useful in some instances, such as placing the movie onto a CD, posting it on a website. The viewer's computer must have QuickTime™ installed on his or her computer to view the movie (most newer computers do, even PC's running windows).



In the file's Name field, the space between **Chile** and **PowerPoint** should be removed or replaced with an “_” (underscore), and the **.mov** suffix added to the end of the file's name before clicking **Save**.

27. Adding Sound Files

You can add sound files from a number of sources. Here are just a few that are easy to do:

- Record your voice from within PowerPoint



Pull down the **Insert** menu to **Movies & Sounds** and then over to **Record Sound...** A small recording window will appear (shown above). Make sure you see sound wave lines emanating from the speaker icon. If you don't see them, you will need to check your sound control panel to make sure the microphone built into your computer is monitoring sound.

Click the record button, speak normally, and click the stop button when finished. Click **Save** when you are satisfied with what you have recorded. Re-record if necessary.

Once the sound is saved, you can move the little speaker icon that represents the sound to whatever location you like on the slide. You can even hide it behind another object (text box, photo, plain white box, etc...) and set it to play automatically, or after some other action has occurred, using the animation settings, Order and Timing (see step 13, Animation Settings). Otherwise, the sound will only play when the little speaker icon is clicked on by the presenter or viewer of the presentation.

- Using a CD Track

Insert the CD you'd like to use, and change the settings in the dialog box that appears(shown here).



- Using a Saved Sound obtained from the Internet

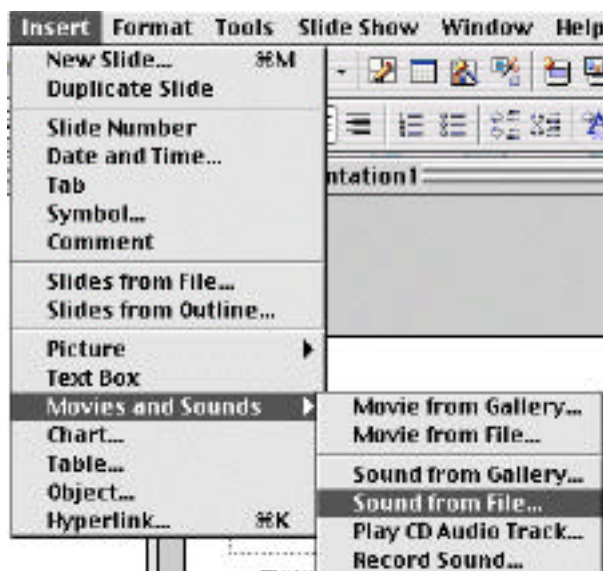
There are many sites where you can get sounds.
Here is one URL:

<http://www.webplaces.com/html/sounds.htm>

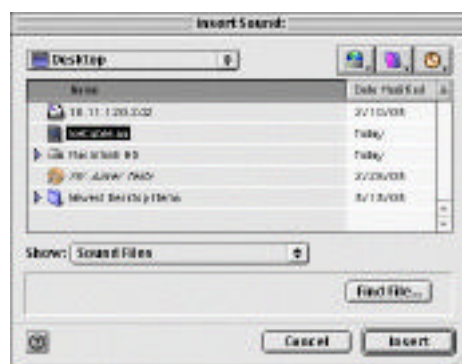


After you have clicked on the sound, you will see it play in a smaller window. You can then save it to a folder on your computer where you have the PowerPoint presentation saved (remember, “same folder, always”).

Next, pull down the **Insert** menu to **Movies & Sounds** and then over to **Sound from File...** See the illustration below:



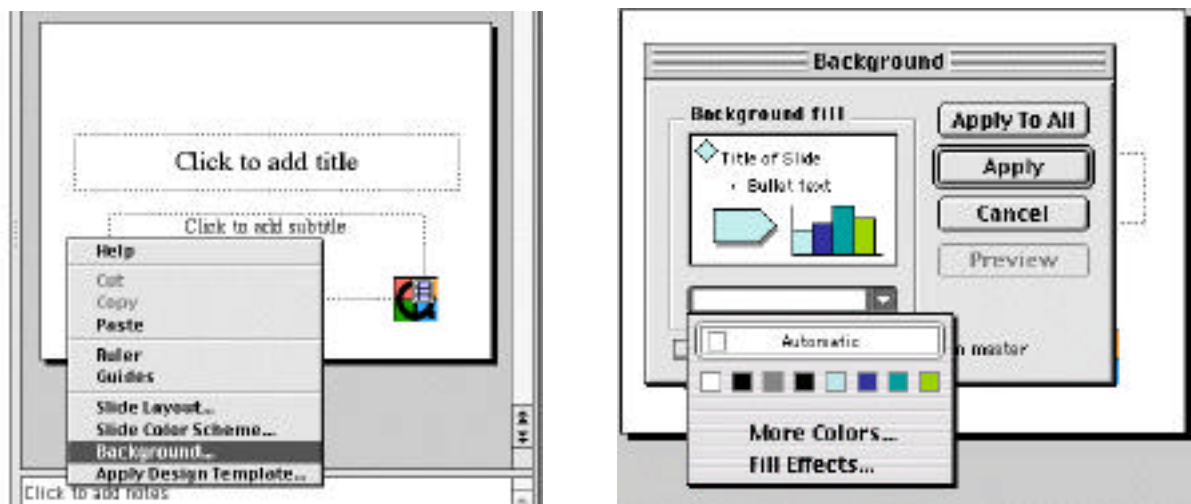
Navigate to the folder where the sound is saved and click **Insert**. The sound will play on that slide only.



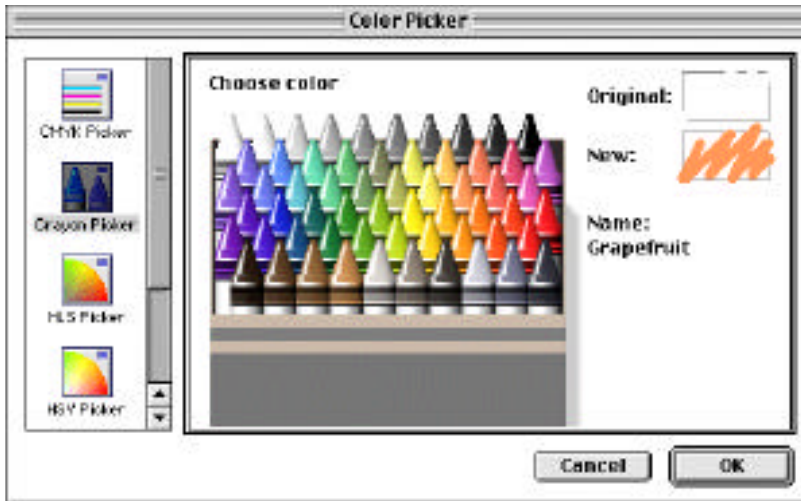
28. Changing the Background Color of Slides

You can change the background color, pattern, gradient fill, etc... to one slide or to all slides in your presentation.

You can either pull down the **Format** menu to **Background...**, or you can hold down the **Control (CTRL)** key on a neutral area (not on a text box, image, etc...) of a slide, and then pull over to **Background...**



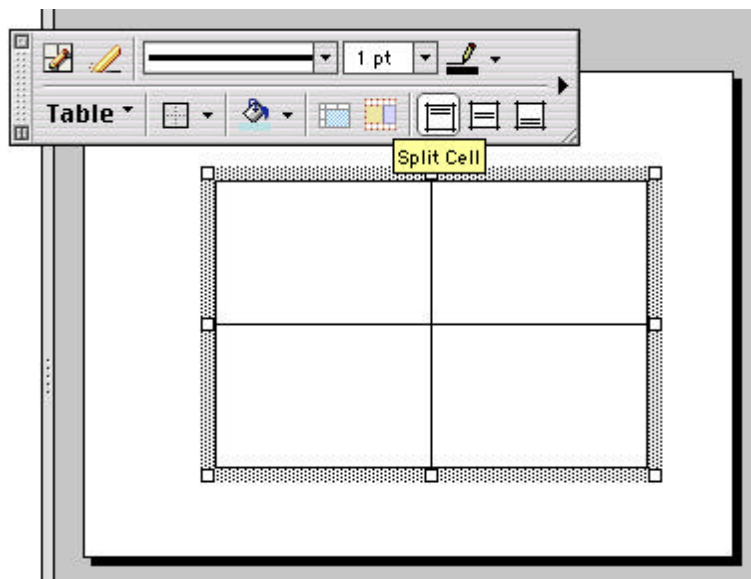
Once you're in the Background dialog box, click on the color bar (as shown above), and choose a color. PowerPoint adds colors to the ones shown as you use them. If you want to use another color, pull down to **More Colors...** The color pallets will appear. The one shown below is the crayons, but you can use any of the color pallets shown on the left. When you decide on a color, it will be added to the colors on the pop up menu.



Click **OK** here, then click on **Apply** to apply the color to just the slide you're on, or click on **Apply to All** if you want to use that background on all slides. You can always go back and change a few slides to another background later if you like.

29. Inserting a Table

You can insert a table and edit the way it appears on the slide to meet your needs.



The pallet above has hundreds of options.

30. Inserting an Object

You can insert an object from another MicroSoft application, such as an Excel™ spreadsheet.



Here you can choose to create a new object, or navigate to one that you had saved previously.