



# Fundamentals of Microsoft PowerPoint



## Tutorial #4

### Step One: Starting a new presentation

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

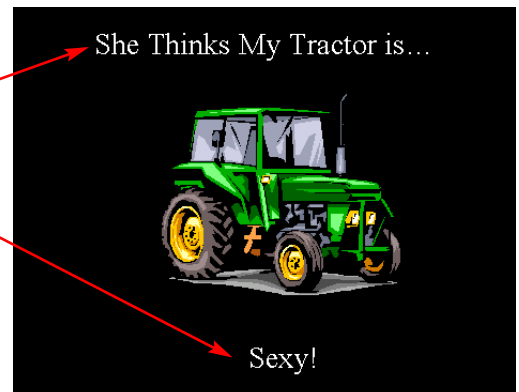
### Step Two: Custom animation: Adding animation to elements

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.

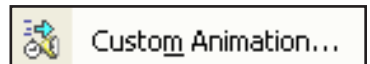
1. Go to slide #1.
2. Insert a graphic of your choice in the middle of the slide working area.
3. Think of a title that has at least two words.
4. Insert two text boxes: one above the graphic, and one below the graphic.
  - Put the first half of your title in the upper text box.
  - Put the second half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

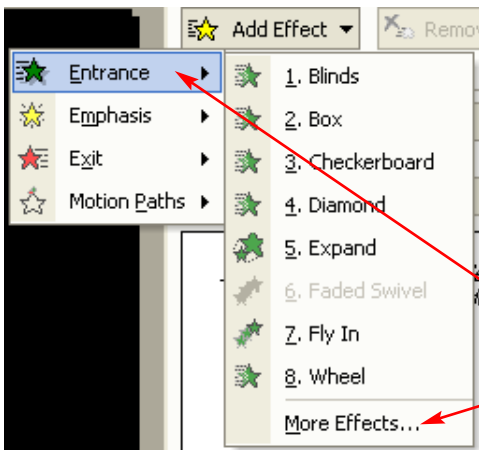
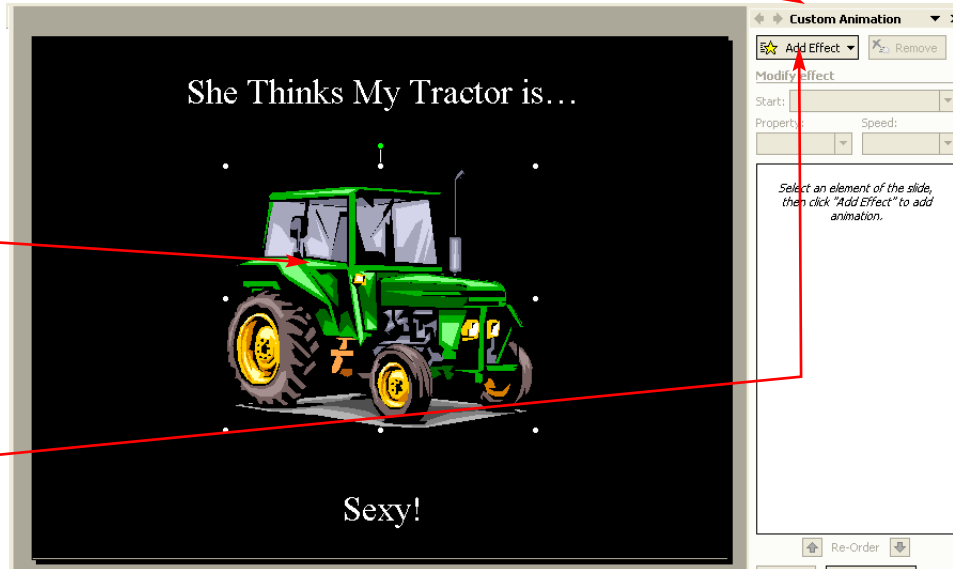


A Custom Animation window appears in the Task Pane on the right side of the screen.

7. To animate different elements (text, graphics, shapes) in your presentation, you need to click on them while the Custom Animation window is visible.

Click on your picture.

To add an animation effect, click the “Add Effect” button in the Custom Animation window.



9. A list of options appears with different types of animation.

Entrance = Add an element to the screen

Emphasis = Emphasize an element already on screen

Exit = Remove an element from the screen

Motion Paths = Element moves following a defined path.

Choose “Entrance,” since we want our image to appear. Another list of options appears that describe different types of entrance animations.

Choose “More Effects...” to see all of your options.

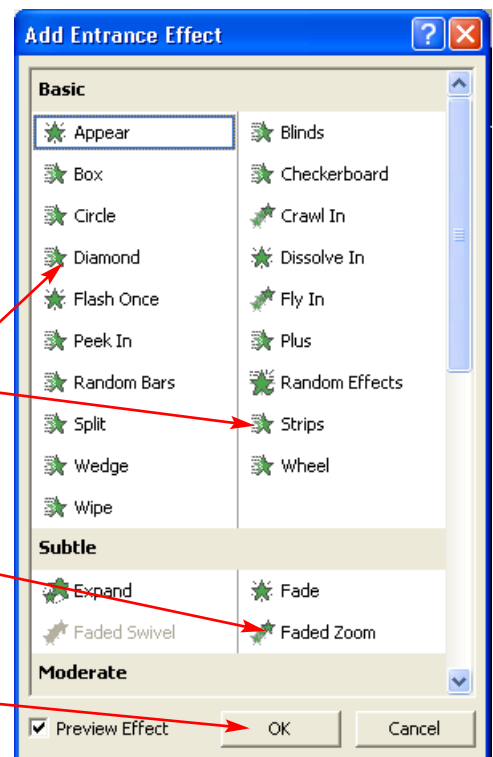
10. A floating Add Entrance Effect window appears with all of the animation choices.

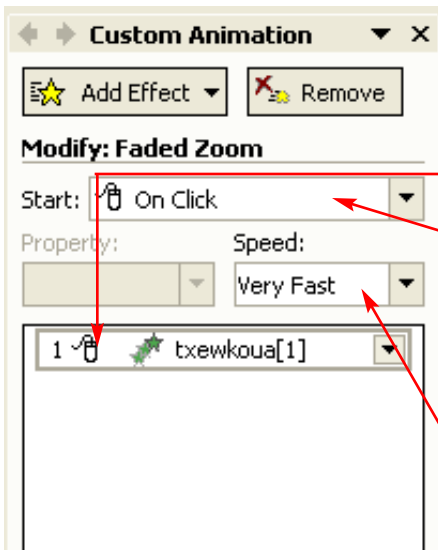
Be sure that “Preview Effect” is checked at the bottom.

Now click on an effect to see what your image will look like when it is animated. Try several effects. Scroll down to see them all.

When you’re done exploring, select “Faded Zoom.”

Click “OK.”





11. Your image and animation has now been added to the Custom Animation window on the right side of the screen. Now, you can modify the animation.

Be sure the animation is selected by clicking on it once.

You can modify how your animation starts by clicking here.

On Click = When you click the mouse, the animation starts.

With Previous = Animated with the previous animation.

After Previous = Animated after the previous animation is done.

Start this animation with "On Click."

You can modify the speed of your animation by clicking here.

Very Fast, Fast, Medium, Slow, and Very Slow.

Keep this animation as Very Fast.

12. For this slide, we also want to animate both text boxes. It is the same as animating your image.

Click the top text box in your slide.

Click "Add Effect"

Choose "Entrance"

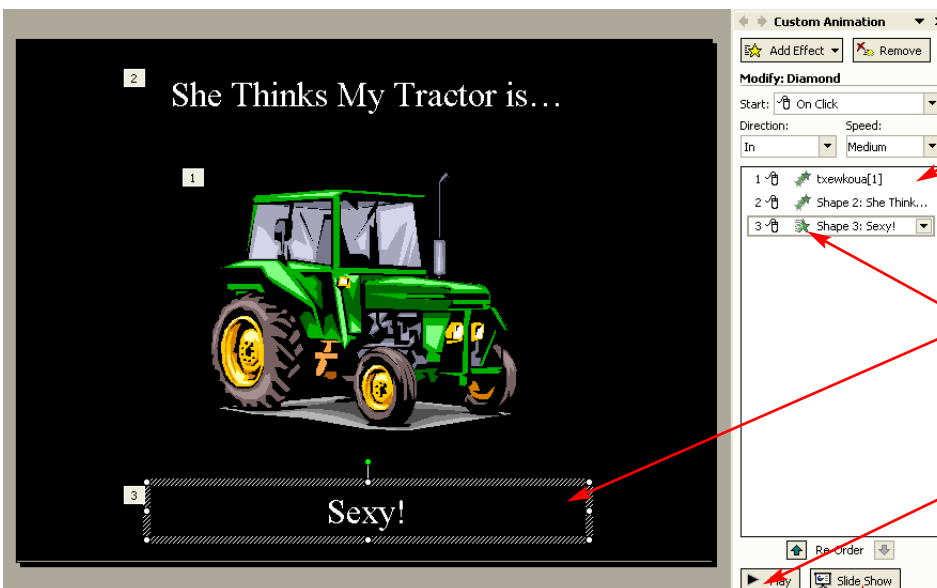
Choose "More Effects..."

Click on some of the entrance effects to preview them. You have more options with text.

Select your favorite effect ("Faded Swivel," "Swish," and "Flip" are interesting text animations)

Click "OK."

The text box is added to the Custom Animation window. Change the Speed if you'd like. Repeat these steps for the lower text box.



13. Your screen should look similar to the one on the left.

You should have 3 elements in the Custom Animation window.

Notice that your image and text boxes are numbered on your slide and in the Custom Animation window. This is the order of the animation.

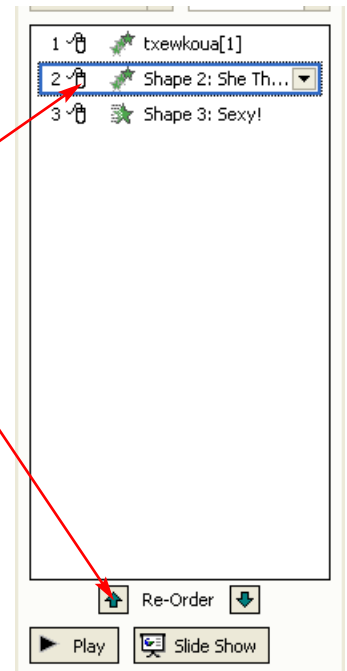
Click the "Play" button to preview the order of your animation **without having to click the mouse.**

Click the "Slide Show" button to preview the animation as it will be in your final presentation (you must click the mouse to start the animation). Right-click and choose "End Show" when you are done previewing.

### Step Three: Custom animation: Changing the order

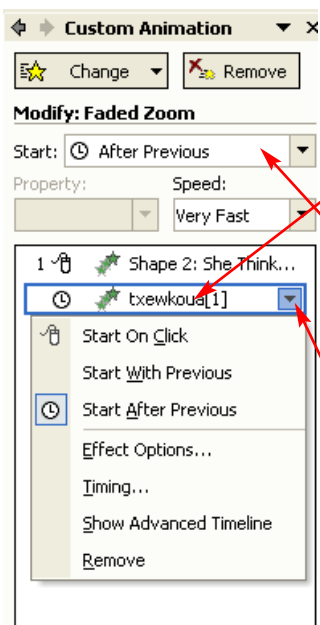
Changing the order of the animation is an easy process. We would like our top text box to appear first, then our image to appear, and finally our bottom text box.

1. Click your top text box in the Custom Animation window (currently #2).
2. Click the up “Re-order” button to move the text box to the top of the list.
3. Now click the “Play” button. Your top text box should appear first.



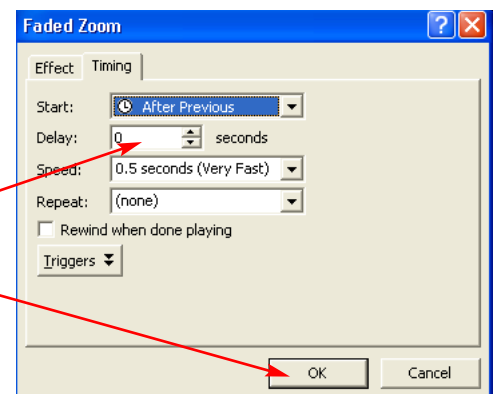
### Step Four: Custom animation: Timing

Normally, you will want your animation to start with a mouse click, which gives you the most control over when it will occur. Sometimes, however, you may want animation to occur automatically. For this slide, we would like to click the mouse just once, have the top text box appear, have the image appear with a short delay, and finally have the bottom text box appear.



1. Currently, all of your elements should be set up to animate on a mouse click (indicated by the small mouse picture next to the name). Your top text box (#1) will still animate with a click, so don't change it.
2. Click your image in the custom animation window (#2).
3. Change the Start option to “After Previous.” Your animation will now have a clock next to it.
4. If you leave it this way, your image (#2) will appear immediately after your top text box (#1). We would like a short delay. Click the down triangle next to your image.
5. Choose “Timing...”

6. A floating window appears with Timing options. Change the “Delay” option to indicate the number of seconds between each animation. Change it to 2 seconds. Then click “OK.”



7. Click “Play” on the Custom Animation window to preview the effect with timing.

8. Using the steps above, change the bottom text box (#3) to start “After Previous,” and set the timing delay to 1 second.

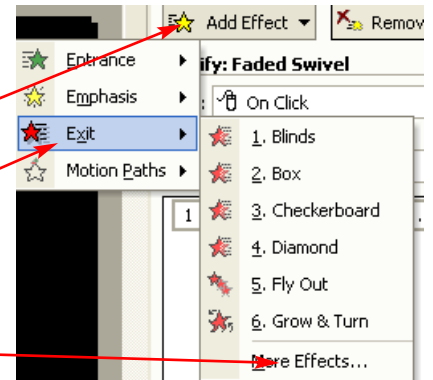
9. Click “Slide Show” on the Custom Animation window to preview the slide. If everything worked, you will only have to hit the mouse button once, and the all of the elements will be animated.

**Step Five:** Custom animation: Animating simultaneously and Exit animations.

To conclude our animation sequence, we would like the text boxes to disappear at the same time, leaving your image alone on the screen. The animation sequence will be as follows:

- A. Click the mouse.
- B. Top text box appears.
- C. Image appears 2 seconds later.
- D. Bottom text box appears 1 second later.
- E. Click the mouse.
- F. Top text box and bottom text box disappear together.

- 1. Steps A-D have already been completed.
- 2. Click on the top text box again. Click “Add Effect.”
- 3. Choose “Exit,” then select “More Effects...”
- 4. Click on an effect to preview what the animation will look like.
- 5. Click on “Light speed” under the Exciting category. Then click “OK.”



- 6. Your top text box has been repeated in the animation sequence and placed at the end of the list. It has a red shape next to it, which means an Exit Animation. The green shape means Entrance Animation.

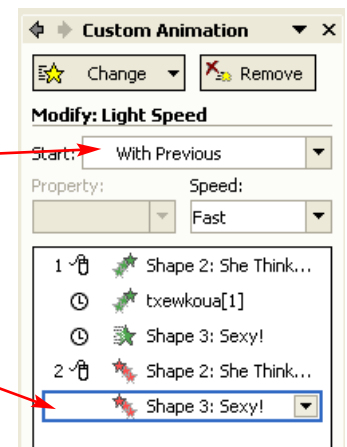
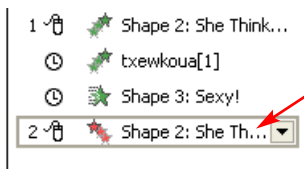
7. Click the bottom text box. Repeat the steps above to add another Exit Animation and again choose “Light speed” under the Exciting category. Your bottom text box will be added to the end of the animation list with a red shape.

8. We would like the bottom text box to animate at the same time as the top text box. Click the bottom text box in the animation sequence (last in the list).

9. Change the “Start:” option to “With Previous.”

10. The bottom text box will animate at the same time as the previous animation (top text box). There will be no mouse or clock icon next to it.

11. Click “Slide Show” on the Custom Animation window to preview the slide. If everything worked, your slide show should follow the animation sequence (steps A-F) above.




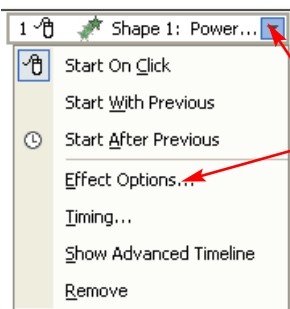
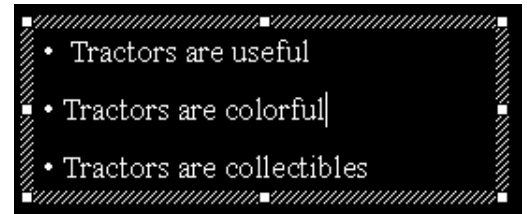
## Step Six: Practicing animation

1. Go to slide #2.
2. Insert three graphics of your choice.
3. Add Entrance Animation to all three using different effects. Each graphic should appear when the mouse is clicked. Follow Steps Two-Four above if you need help.
4. Add an Exit Animation to one of your effects. It should also start with a mouse click. Follow Step Five above if you need help.

## Step Seven: 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, and click the “Add Effect” button. Choose an entrance animation effect for the textbox.



8. If we left it this way, all of the phrases would appear at the same time.

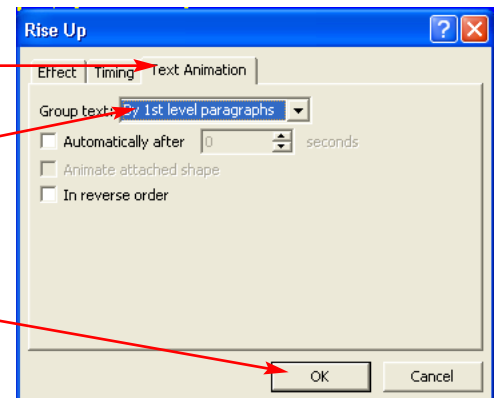
9. Click the triangle next to your text box in the animation list. Choose “Effect Options...”

10. A floating window appears with more options. Click the “Text Animation” tab.

11. Change the “Group text:” option to “By 1st level paragraphs.”

12. Click “OK.”

Click the “Slide Show” button on the Custom Animation window to preview the effect. When you click the mouse, just one line of text appears at a time.

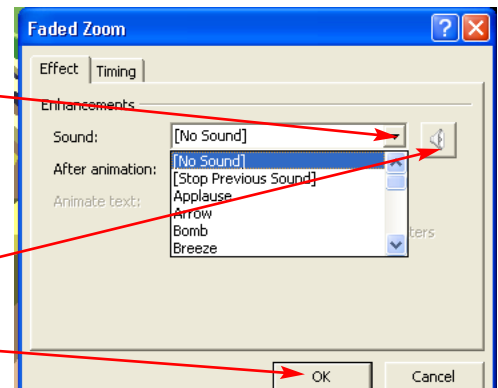


## Step Eight: Adding sound and music: To Animations and Transitions

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. 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. Add an entrance animation to the graphic of your choice.
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. Click the down triangle next to your image on the animation list.
7. Choose "Effect Options" from the list of choices.
8. Be sure the "Effect" tab is selected.
9. 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.
10. Choose a sound for your animation effect.
11. Click the speaker icon to adjust the volume of the sound.
12. Click "OK."
13. Click the "Play" button on the Custom Animation window to preview the sound.



9. Most sound files are saved as wave (.wav extension) or MP3 (.mp3) files. You can choose a sound that you saved in another location by clicking on "Other sound..." located at the bottom of the list.
10. You can use this same method to add sounds to your **transitions** between slides (See Tutorial #3, Step Eight).

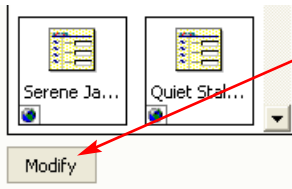
## Step Nine: Adding sound and music: To Your Presentation

Adding sound to animations and transitions is somewhat limiting. 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 Clip Organizer."

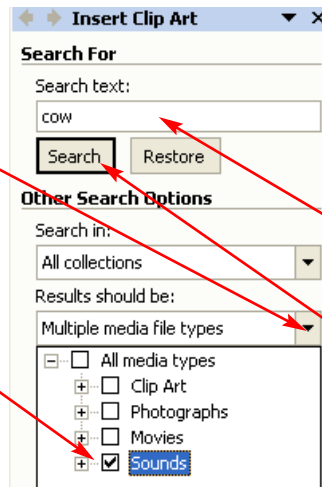
3. A list of all the sounds on your computer appears in the Task Pane.



4. Click the “Modify” button at the bottom of the Task Pane.

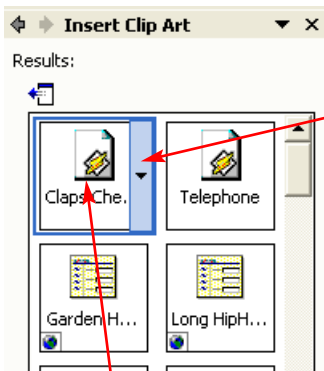
5. Click the down triangle next to “Results should be:”

6. Uncheck all of the boxes except for “Sound.”



7. Type a keyword in the “Search for” box that represents your sound.

8. Click the “Search” button.

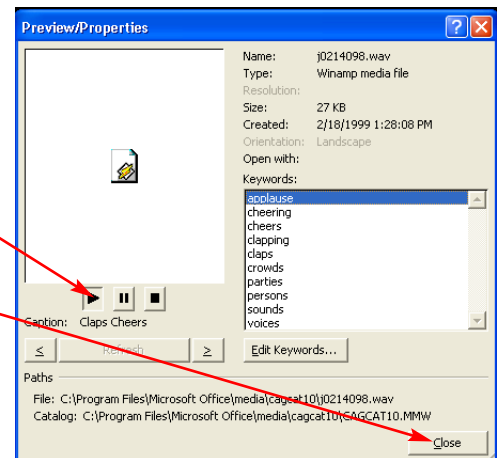


8. A list of sounds that are linked to the keyword appears in the Task Pane.

9. To preview a clip, click the down arrow on the right side of the clip (it only appears when the mouse is over it.)

10. On the menu that appears, select “Preview/Properties.”

11. A floating window appears and your sound clip plays. Press play to repeat. Click “Close” to exit the window when you are done previewing the sound.



12. To insert a sound into your program, click in the middle of the sound.

13. 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.

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



15. 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.



16. Click the Speaker icon. You should hear the sound effect that you just inserted.

17. 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. You can sounds from many different sources. 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 is 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 "[www.uwsp.edu/schmeckle/interp](http://www.uwsp.edu/schmeckle/interp)". Click on the "Course Resources" link, and then "Assignments for PowerPoint Tutorials". 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 Flash Drive or private drive. The sound *must* be in the **same folder** where you save your PowerPoint presentation! 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.

### Method 3: From CD

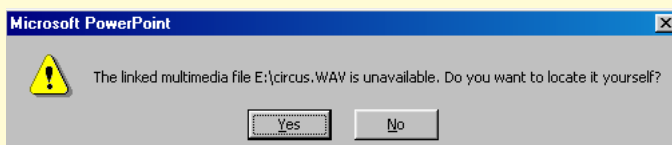
1. PowerPoint also allows you to play a song directly from a CD. This is especially useful if you would like to incorporate a long song, or don't have the tools available to convert a CD track to a computer file. However, this method is very unreliable due to differences in CD drives. We recommend changing your CD tracks into actual sound files (.wav or .mp3), and using Method 2 to insert them. Tracks can be converted in several different programs, including Roxio Easy CD Creator.

2. If you would like to experiment with this method, click "Insert" on the top menu, move to "Movies and Sounds >", and then click "Play CD Audio Track..."

#### **Important: Always save your sound files in the same folder as your PowerPoint presentation.**

Unlike images, PowerPoint NEEDS your sound files (.wav, .mp3, .mid) in order to play correctly. You must save your sound files in the same folder as your PowerPoint file (.ppt). If you transfer your presentation to another computer, you also need to transfer your sound files.

**Before your presentation, make sure your sounds work on the computer you will be using.** Switch to "Normal view," and double-click each of your Speaker icons. If they don't work, you will get a message like this:

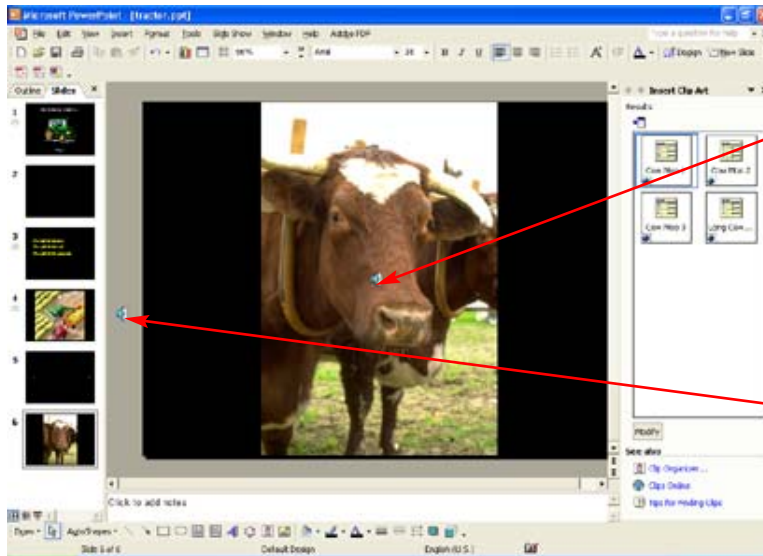


If this window appears, simply press the "Yes" button, and find your audio file. This is called *re-linking* your files.

### Step Ten: 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 #6. 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 ("[www.uwsp.edu/schmeckle/interp](http://www.uwsp.edu/schmeckle/interp)"). 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.

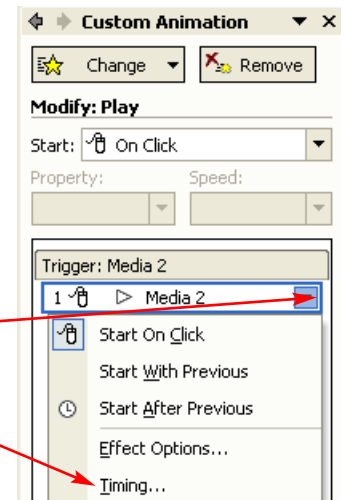
- Drag the icon off of the slide working area, to the dark gray background.

- 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 #6. Click “Slide Show” on the top menu, then click “Custom Animation...”

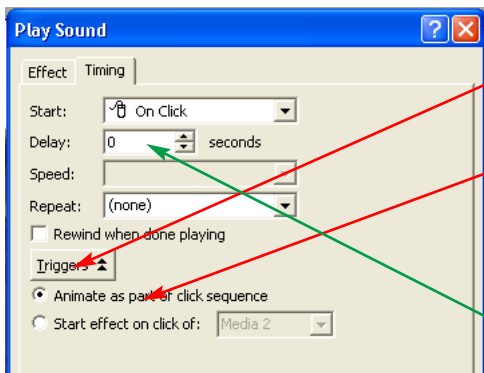
- Click the sound in your animation list. Click the down arrow.

- Choose “Timing” on the menu that appears.



- A floating window appears. Click the “Triggers” button.

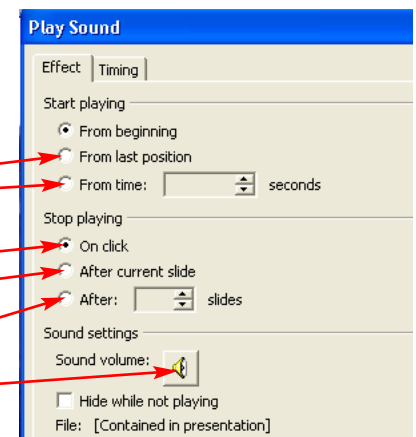
- We do not want the sound to start when clicking on the icon. Choose “Animate as part of click sequence” instead. Now, you can click the mouse anywhere and the sound will start.



- You can repeat the sound a number of times by changing options in the Repeat box.

- Click the “Effect” tab.

- Change these options if you would like the sound to start somewhere else besides the beginning.
- Change these options to stop the sound from playing the next time you click the mouse...
  - ...after the slide changes to the next one...
  - ... or after a number of slides change that you designate.
- Change this option to set the volume of the sound.



13. When you are ready, 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 Eleven: 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. Schmeckle Reserve has a digital video station for transferring video tapes to digital files.

1. Inserting movie files into your presentation is almost identical to inserting sound files. For more detailed instructions, refer to Step Nine above.
2. Go to slide #7. 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 Clip Organizer...” Click the modify button. In the “Results should be:” box, uncheck all options except for “Movies.” Type in keywords, preview the clips (same as items 9-11 of Method #1 in Step Nine) 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. In the address box, type “[www.uwsp.edu/schmeckle/interp](http://www.uwsp.edu/schmeckle/interp)”. Click on the “Assignments for PowerPoint Tutorial” link. Click on the “Tutorial #4” link. Scroll down until you see the video files. Right-click a video of your choice, choose “Save Target As...”, and save the movie file on your Flash Drive or private drive. Notice the movie files end in .wmv.
7. Go back to Microsoft PowerPoint. Make sure you’re still on slide #7. 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, 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 may be 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 Ten. By combining video and animation, you have complete control over when the animation plays and for how long.
12. Schmeckle Reserve has a video editing station set up for the interpretation classes. Many of the computers in the library are also attached to VCRs that allow you to convert tapes into computer video files.

**Important: Always save your movie files in the same folder as your PowerPoint file.**

Like sound, PowerPoint NEEDS your movie files (.mpg, .avi, .mov) in order to play correctly. You must save your movie files in the same folder as your PowerPoint file (.ppt). If you transfer your presentation to another computer, you also need to transfer your sound files.

Also note that video files are FINICKY. They need special compression software to work. ***Check to make sure that your videos work on the actual computer you will be using for your final presentation.***

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**Assignment:**

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

Make sure to send it to the Schmeckle mailbox: *schmeckle@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 seven slides.

Slide 1: Upper text box, graphic, and lower text box. See Step 5 for animation sequence.

Slide 2: 3 graphics. Animated with different effects. All 3 with entrance effects, 1 with exit effect.

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 with visible sound icons: one from Clip art, two from internet

Slide 6: Graphic and sound effect. Sound icon not visible in actual presentation, but heard.

Slide 7: Two movies: one from Clip art, one from internet

Your entire presentation should have a black background.

Your entire presentation should have the “fade smoothly” 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.