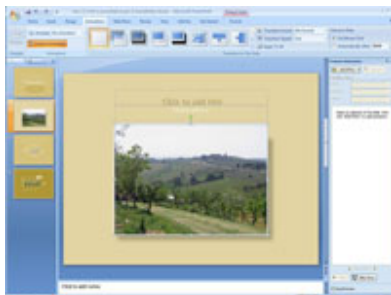


PowerPoint 2007

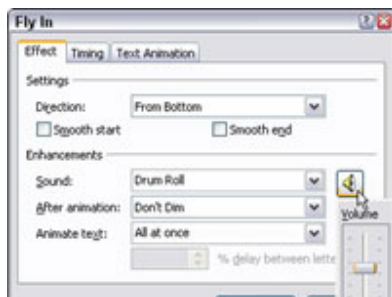
Shortcuts, Tips And Tricks

How to Play Sounds with Animations

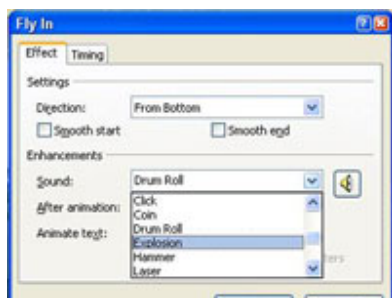
To tickle your audience's ears as well as its eyes, you can make sound accompany an animation in your PowerPoint presentation. PowerPoint offers applause, the *ching* of a cash register, a drum roll, and more. If none of the sounds suit you, you can play a .WAV (wave) sound file of your own with an animation. Starting on the **Animations** tab, display the **Custom Animation** task pane and follow these steps to play a sound when an animation begins:



1. Click the **Animations** tab. The **Custom Animations** task pane opens.



2. Double-click the animation in the list or open its drop-down list and choose **Effect Options**. You will see the **Effect Options** dialog box (showing **Fly In**, in this case).



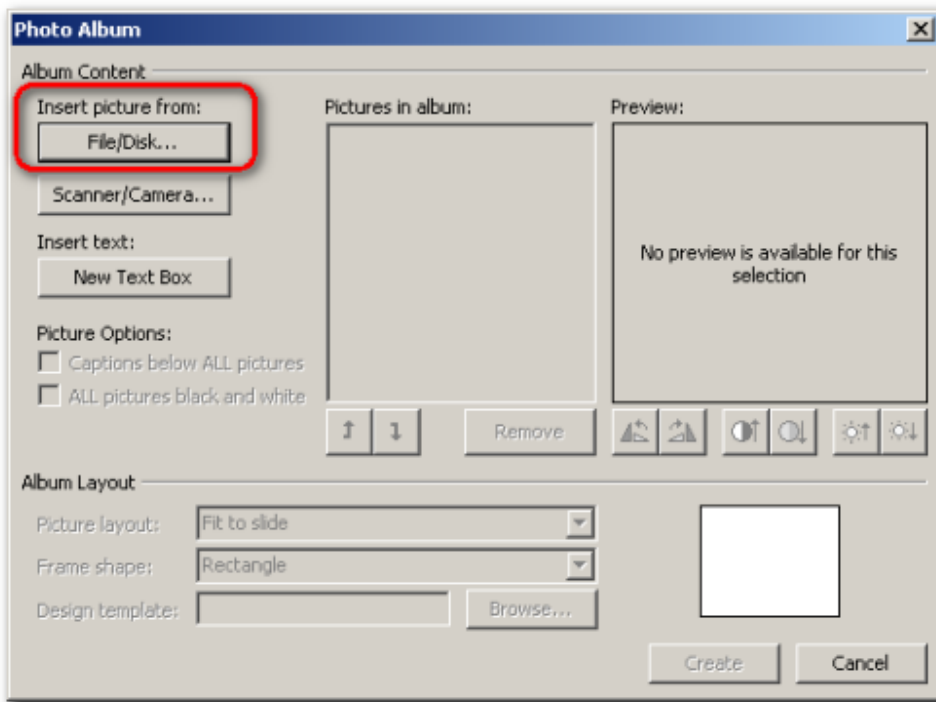
3. Open the **Sound** drop-down list and select a sound. PowerPoint offers 16 sounds..
4. Click the **Volume** icon. A **Volume** slider lets you make the sound louder or softer than the volume settings on your computer.
5. Click **OK**.

To quit playing a sound along with an animation, go to the **Effect Options** dialog box and choose **No Sound** on the **Sound** drop-down list.

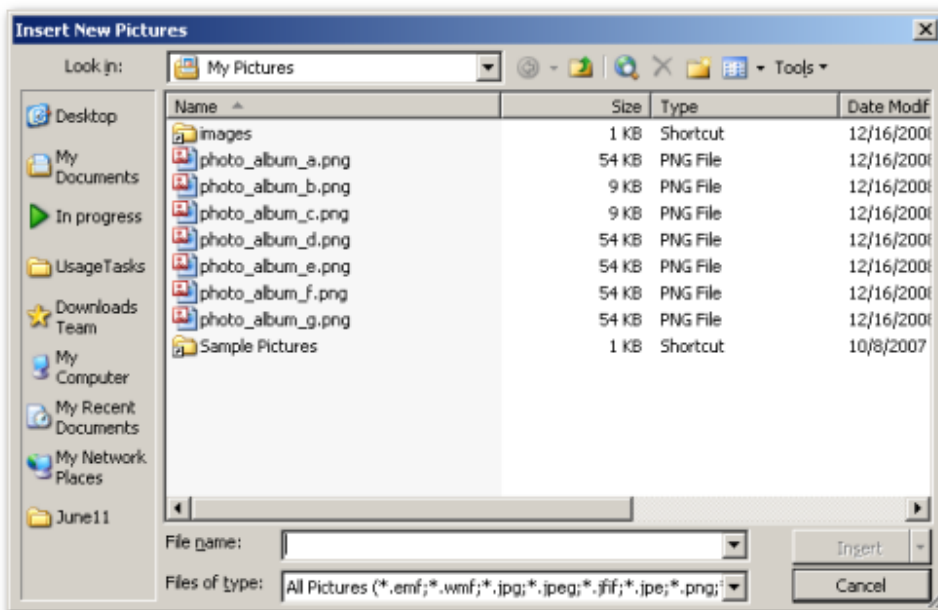
Create A Photo Album

PowerPoint provides the ability to save images in a photo album. The photo album gives you the ability to add next boxes, captions, and frames to your pictures.

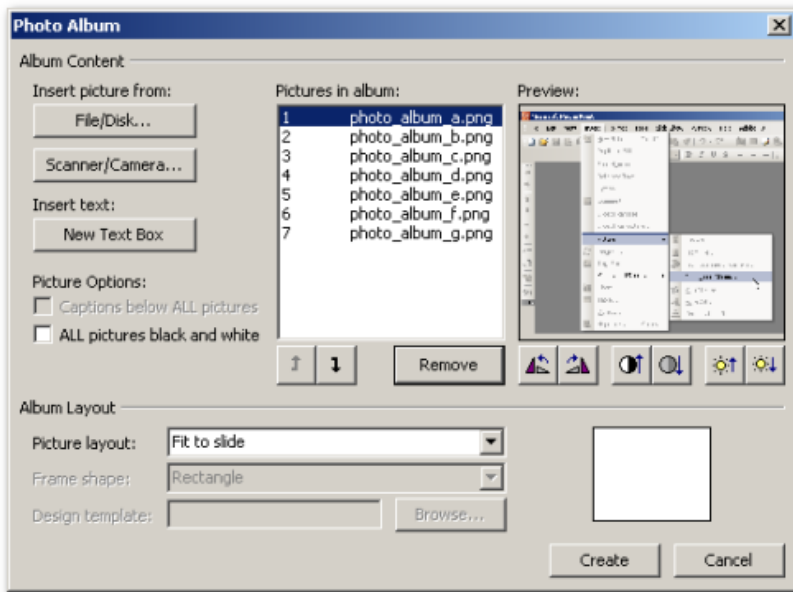
1. Launch PowerPoint and then close the blank presentation that opens by default.
2. Click on the **Insert** menu and click on the **Photo Album** icon
3. Click on **New Photo Album**. The **Photo Album** dialog box will display.
4. In the **Photo Album** dialog box, you will find options for choosing the desired pictures.



4. Click the **File/Disk** button to open the **Insert New Pictures** dialog box.



- Locate and select the images you want to use and then click **Insert**. PowerPoint will place them in the **Picture In Album List**. You can use the up and down arrow buttons to reorder the images, if necessary.



- By default, the **Picture Layout** option is set to **Fit To Slide**. With this setting selected, you can't make any other design changes here. Click on the down arrow to the right of **Picture Layout** and click on **1 picture** to activate the **Picture options** settings.
- Click on the **Captions below ALL pictures** option.
- Choose a **Frame Shape** option if desired — we'll go with **Beveled**. Then click **Browse** and locate the design template you want to apply to your presentation. (This is optional, but you'll probably want to improve the readability and appearance of the slides, and this is the easiest way to do it.)
- Click on **Create**.
- Notice that the file name appears below each picture. Double-click on the file name (to select it) and type the caption that should go below the picture.

Ways To Get More Mileage Out Of PowerPoint

Here are a few quick tips that will help you get familiar with some of PowerPoint's most useful features.

#1: Annotate your presentation

With PowerPoint 2007, you can use the mouse pointer to write on a slide during a presentation. It's similar to writing on a transparency. This capability works best with a pen input device or a Tablet PC, but the mouse will work — it just isn't as steady.

There are three free-style drawing tools:

- The ballpoint pen draws a thin line.
- The felt tip pen draws a medium line.
- The highlighter draws a fat colored line.

To use this feature, right-click the background of a slide (during the presentation) and select **Pointer Options**. You can also choose a color. Then, simply select one of the ink options. Use the ballpoint and felt tip tools to write messages and draw objects. The highlighter's color appears behind the text and doesn't block the view of highlighted text or objects.

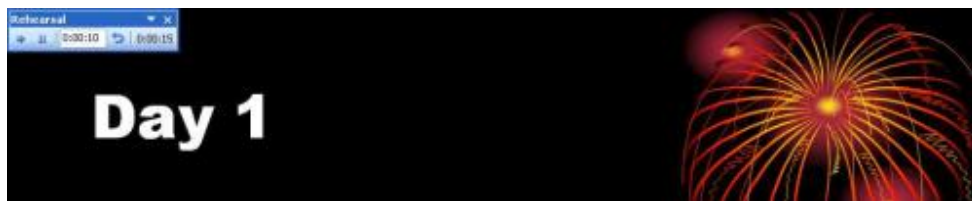
Just be careful: Ink markings aren't permanent. When you close the presentation, be sure to click **Yes** when prompted if you want to save markings you made during the presentation.

#2: Get your timing down

PowerPoint has a stopwatch feature that lets you time yourself as you rehearse a presentation. When you run a rehearsed timing session, PowerPoint records how long you spend on each slide. You can use this information in one of two ways:

- Use the timed results to set a timed slide.
- Use the timed results to help keep you on track during the presentation.

To enable this feature, choose **Rehearse Timings** from the **Slide Show** menu. PowerPoint will start the slide show and display the **Rehearsal** dialog box in the top-left portion of the screen. The timer displays the elapsed time for each slide and the overall presentation.



If you're creating a self-running presentation, be sure to save at least one run — your best run if possible. That way, your presentation can default to the rehearsed setting, just in case. If even one slide in your self-running presentation makes it through to your finished presentation without a timed setting, your show will come to a screeching halt — and so will the impression you hoped to make. With a saved rehearsed timing setting, that won't happen. When you're finished rehearsing, PowerPoint returns you to the **Slide Sorter** view and displays each slide's time below the slide.

#3: Take a quick peek

While editing a slide, you can click the **Slide Show From Current Slide** button (at the bottom of the **Slides** pane). PowerPoint will start the slide show from the selected slide, instead of at the beginning. If you just want a quick look at the current slide, press **Esc** to return to edit mode. Otherwise, click through the remaining slides in the show. Skipping several slides in the show can be a great time-saver.

A full-size slide may be a bit more slide than you really want or need at the time. To see a smaller version, hold down the **Ctrl** key while clicking **Slide Show From Current Slide**. Instead of consuming the entire screen, PowerPoint will display a quarter-size version of the slide. Again,

you can press **Esc** to return to edit mode or click in the small screen display to advance through the remaining slides.

#4: Nudge over...

Moving objects is as easy as dropping and dragging, right? That's true until you're working on a laptop that doesn't support a mouse. When that's the case, use the arrow keys to move an object. Select the object and then use the appropriate arrow key. Each key press will move the object approximately 1/12 of an inch.

PowerPoint applies this predefined amount when the grid is enabled. To change or disable grid settings, click on the **Arrange** icon on the **Home** tab. Click on **Align | Grid Settings**. In the resulting dialog box, you can select or deselect the **Snap Objects To Grid** check box, adjust the grid spacing, and display the grid and/or drawing guides on your slides.

#5: Make a quick copy

Place your mouse pointer on the border of an image, hold down the **Ctrl** key and drag the object just a bit. Doing so will automatically generate a copy of the selected object. Hold down **Ctrl + Shift** to create a copy that's aligned with the original object. You can also press **Ctrl + d** to create a duplicate object.

#6: Squeeze it all in

Sometimes, you just can't get everything you want to fit on one slide. If that text is in a placeholder, you don't need to cut and paste part of the text into a new slide. In **Outline** mode, PowerPoint can push text to a new slide with just a few clicks. Click the **Outline** tab to display the presentation text in the **Outline** pane. Position the cursor at the end of the last line you want to keep on the current slide. Then, press **Enter** and click **Promote (Shift+Tab)**. Doing so will insert a new slide for all the text you just split from the previous one. Enter a new title for the new slide. Continue to adjust the text as necessary.

#7: Suppress bullets

By default, PowerPoint enters a new bullet every time you press **Enter**, as long as you're using the bulleted list format. To create a new line without a bullet, hold down the **Shift** key and press **Enter** to insert a soft return.

#8: Create invisible links

Hyperlinks make it easy to jump from one place to another, but by default, linked text looks different from the rest of your message. If you find the difference distracting, most likely your audience will too. Eliminate that distraction as follows:

1. Enter the text you want to link.
2. Select the **Rectangle** shape from the **Illustrations** group under the **Insert** menu. Create a rectangle that covers just the text-don't make it too large.
3. Select the **Rectangle** and click the **Insert Hyperlink** button from the **Links** group under the **Insert** menu.)

4. Enter the hyperlink in the **Address** and click **OK**.
5. Right-click the **Rectangle** and choose **Format AutoShape**. Set the fill color to **No Fill** and the line color to **No Line** and click **OK**. The invisible rectangle is really the link and not the text
6. When running the presentation, make sure that your mouse pointer is in the shape of a hand when clicking on the hyperlink. Otherwise, you will just move on to the next slide.

Highlight Your Message With Animated Charts

When you discuss the elements of a chart shown on a PowerPoint slide, you may simply point to each part of the slide as you discuss it. But a more engaging approach is to use animation to have each element appear on the slide at the right moment. For example, say you are discussing third-quarter sales for three products and you want to discuss and compare each product separately.

You can use animation to make it easier to do. Follow these steps:

1. Create the chart in Microsoft Excel and copy it.
2. Open the PowerPoint file that will contain the animated chart.
3. Either create a new slide or navigate to the slide that will hold the chart.
4. Click on the **Layout** icon in the **Slides** group on the **Home** menu and click on **Title And Content**.
5. Right-click the content area and click **Paste**.
6. Select the chart.
7. Click the **Animations** tab and then click **Custom Animation**.
8. In the **Custom Animation** task pane, choose **Add Effect**, click **Entrance**, and then choose the desired effect. **Fly-in** is a good choice.
9. Click the down arrow to the right of the effect listed in the **Custom Animation** task pane and click on **Effect Options**.
10. Click the **Chart Animation** tab and then select **By Series** from the **Group Chart** drop-down list.
11. Click the **Play** button to try out the effect.

Make A Song Automatically Start Playing

1. Click on the **Insert** menu.
2. Click on the **Sound** icon.
3. Click on **Sound From File**.
4. Navigate to the folder that contains the song.
5. Click on the song title and click **OK**.
6. Click on **Automatically** on the dialog box that asks how you want the sound to start in the slide show. A sound icon will display on the slide.
7. Move it to the appropriate location.
8. Click on the **Animations** menu and click on the **Custom Animation** icon to display the task pane on the right side of the window.
9. Click on the sound icon. The **Options** ribbon should display.
10. Make sure that the **Start** option at the top of the task pane (on the right side of the window) says: **After Previous**.

11. Make sure the **Play Sound** option say **Automatically**.
12. Click in the **Loop Until Stopped** button (if desired.)
13. Click on the down arrow to the right of the effect listed in the middle of the **Custom Animation** task pane and click on **Effect Options**.
14. In the section: **Stop Playing**: Click on **After** and type the number of slides that you would like the song to play through. (The number actually starts from slide #1. For example, if you insert the song on slide #3 and you want it to play through slide #7, you would type the #10 in this box.)
15. Click on the **Sound Settings** tab.
16. Click on **Hide sound icon during slide show** so the sound icon won't show up on the slide.
17. Click on the **Sound volume** icon to adjust the volume.
18. Click **OK**.

Watermarks In Slides

There may be times when you want to add a watermark to a PowerPoint slide. Below are instructions:

1. Click the slide that you want to add a watermark to. **Note:** To add a watermark to all of the slides in a blank presentation, click on the **View** tab, in the **Presentations Views** group, click **Slide Master**.
2. On the **Insert** tab, in the **Illustrations** group, do one of the following.
 - To use a picture as a watermark, click **Picture**, locate the picture that you want, and then click **Insert**.
 - To use clip art as a watermark, click **Clip Art**. In the **Clip Art** task pane, in the **Search for** box, either type a word or phrase that describes the clip that you want, or type all or part of the file name of the clip, and then click **Go**.
3. Adjust the size of the picture or clip art.
4. Move the picture or clip art on the slide to the appropriate location.
5. Under **Picture Toolbar**, on the **Format** tab, in the **Adjust** group, click **Recolor**, and then under **Light Variations**, click the color fade that you want.
6. Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Brightness**, and then click the brightness percentage that you want.


At this point, you can drag the watermark anywhere on the background of slides that already contain text, or you can add text to one or more slides and then drag the watermark onto the backgrounds of the slides.
7. When you finish editing and positioning the watermark and are satisfied with its appearance, to send the watermark to the back of the slide, under **Picture Tools**, on the **Format** tab, in the **Arrange** group, click **Send to Back**.

Printing Slides And Notes

To print the slides along with the notes, click on the **Office** button, point to the **Print** option, and click on **Print**. When the **Print** dialog box opens, click the arrow at the right side of the **Print What** list box and select **Handouts** or **Notes Pages**. Click **OK**.

Centering A Single Object

Below are instructions on how to center an object on a slide:

1. Create or insert an object.
2. Click on the **Align** icon on the **Picture | Format** toolbar.  The image shows a small rectangular button with a blue icon of three horizontal lines and the text "Align" followed by a downward-pointing arrow.
3. Make sure there is a checkmark beside of **Align To Slide**. (If not, click on that option.)
4. Click on the **Align** icon again and click on **Align Center**.
5. Finally, click on the **Align** icon again and click on **Align Middle**.

Your object should now appear in the center of the slide.