

How can you edit a pre-existing PowerPoint slide show?

Normal View, the way any presentation opens in ppt, includes tools at the bottom of the page in the left hand corner.

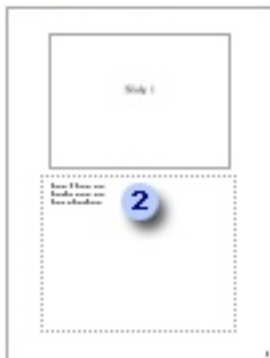
Normal view, outline, slide view , slide sorter, and slide show.



Use **Slide sorter** to arrange or delete various slides, save with a different name to keep the original file intact.

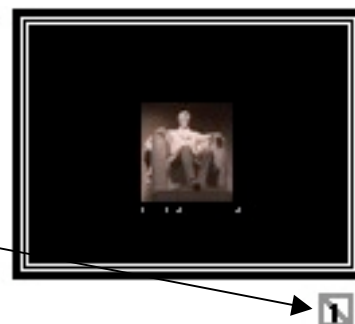
Notes area: there, but often ignored.

- 1 The notes pane of normal view
- 2 A notes page as seen in notes page view
- 3 Notes visible with the presenter tools



Hide slides, this allows you to keep the show intact, but only show selected slides.

Go to Slideshow (on the top of the page)> find **Hide slide** near the bottom of the list. Note that the number on the slide now has a box around it and a line through it. To **unhide** the slide, click on the slide, go back to the Slideshow menu, you should see a check mark in front of hide slide, click it and the slide will return to showing the slide.



Manipulate the text, for Voice, Word Choice etc.

As in Word. you can change the size, color, and choice of fonts. You also have Word Art available which allows you to do other interesting

things

Print slides, notes, handouts, or outlines

1. On the File menu, click Print.

2. On the Print What pop-up menu, click the item you want to print.

Note When you print an outline, only the levels showing in the outline pane appear on the printed copy. Set your outline levels before you open the Print dialog box. Text formatting, which is optional in the outline pane, always appears in a printed outline.

Part of this information and the format was created by Jude Kesl, other parts of it were found in the Office help tools and at Microsoft online

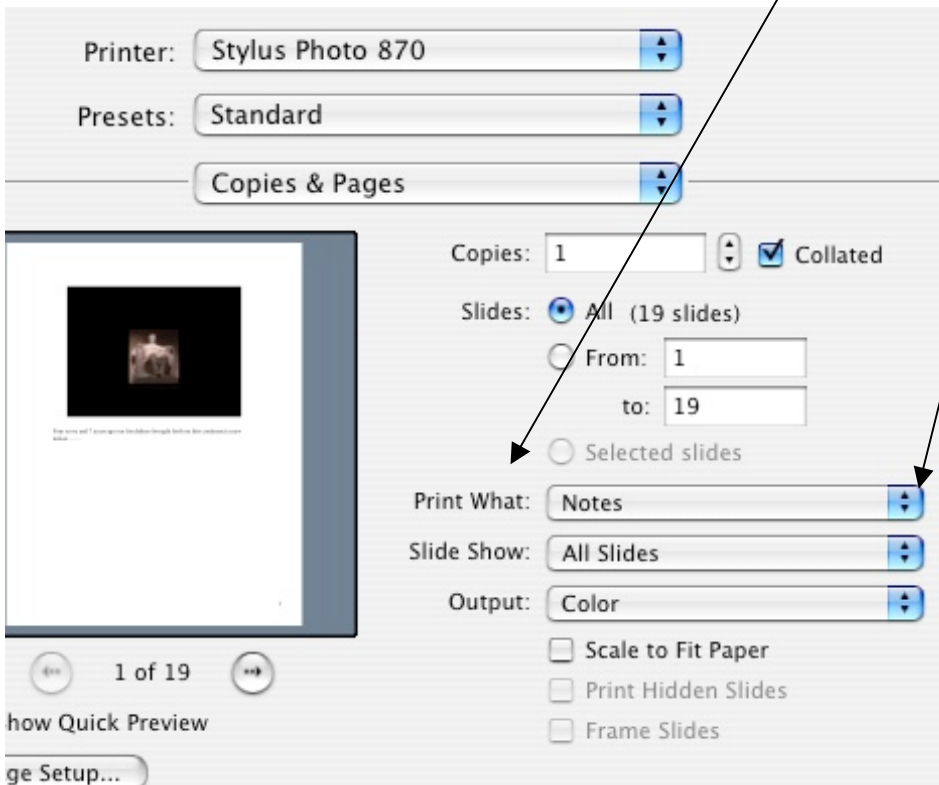
PC



Print What?

Use the pull down menu to see all the options

Mac



arts of it were found in the Office

Multimedia Slide Shows

Curriculum Areas: Language arts/math/social studies/science **Grade Level:** 2 and up **Application:** Microsoft PowerPoint® 2002 **Tip:** Integrate multimedia files into a presentation in PowerPoint. **Description:** Adding sounds, movies, and animated picture files to presentations can really jazz them up. Students can even record their own voice, and then insert it into a slide. This is a great way to prompt, ask a question, read text to young children, or just narrate a slide. How about controlling a music CD from within PowerPoint? All those things are possible... as long as you know how.

How to:

First, open a presentation you've been working on, or create a new one. Then, move to the slide where you would like to add a multimedia file.

To insert a sound (.wav or .mid file) from the PowerPoint collection:

- 1 Select **Movies and Sounds** from the **Insert** menu, and then select **Sound from Clip Organizer**.
- 2 Scroll through the selection, or click the **Modify** button to type your own search word(s), such as lion. If you conduct your own search, be sure to select **Sounds** from the **Results should be** drop-down list.
- 3 To hear a preview of the sound, point to the picture, click the arrow next to the picture, and then select **Preview/Properties**. Click **Close** when you are finished listening to the sound.
- 4 To insert the sound into the slide, click once on the picture representing the sound. When you are prompted, click **Yes** if you want the sound to play automatically during the slide show. A picture of a loudspeaker appears on your slide to represent the sound. You can drag the picture and resize it, just as you can with regular pictures. While working on your presentation, you can hear the sound at any time by double-clicking the loudspeaker icon.
- 5 If you want to hide the loudspeaker icon during the slide show, right-click it, and then select **Custom Animation**. In the Custom Animation pane on the right side of your screen, click the arrow next to the media item, and select **Effect Options**. In the **Sound settings** section, select **Hide while not playing**, and click **OK**.
- 6 Try viewing your slide show to hear how the sound clip sounds during the presentation.

To insert a movie (an animated picture) from the PowerPoint collection:

- 1 Select **Movies and Sounds** from the **Insert** menu, and then select **Movie from Clip Organizer**.
- 2 Scroll through the selection, or click the **Modify** button to type your own search word(s), such as American flag. If you conduct your own search, be sure to select **Movies** from the **Results should be** drop-down list.
- 3 To see a sneak preview of the movie, point to the picture, click the arrow next to the picture, and then select **Preview/Properties**. Click **Close** when you are

Part of this information and the format was created by Jude Kesl, other parts of it were found in the Office help tools and at Microsoft online

finished previewing the movie.

- 4 To insert the movie into the slide, click the picture once. When you are prompted, click **Yes** if you want the movie to play automatically during the slide show. An image representing the movie appears on your slide. You can drag the image and resize it, just as you can with regular pictures. Just be careful not to make the image too large; it will get distorted if it is too large.
- 5 View the slide show to see how the movie looks.

To record your voice and add it to a slide:

NOTE: You need to have a microphone connected to your computer in order to record your voice.

- 1 Select **Movies and Sounds** from the **Insert** menu, and then select **Record Sound**.
- 2 When you are ready to start recording, click the Record button (the one with the red circle). When you are finished recording, click the Stop button (the middle button). Click the Play button (the one with the triangle) to hear your recording. In the **Name box**, type a name for your recording, and then click **OK**.
- 3 A loudspeaker icon appears on your slide to represent the recorded sound. You can drag the loudspeaker icon and resize it, just as you can with regular pictures.
- 4 While working on your presentation, you can hear the recording at any time by double-clicking the loudspeaker icon. Try viewing your slide show to hear how the recording sounds during the presentation.

To control a music CD during a slide show:

- 1 First place a music CD into your CD drive. If the CD starts playing, close the media player program.
- 2 In PowerPoint, select **Movies and Sounds** from the **Insert** menu, and then select **Play CD Audio Track**.
- 3 In the **Start** area, specify the track number and time at which point you'd like the CD to start playing (select 00:00 if you want to start from the beginning). Next, select the **End** track number and time at which point you'd like to stop playing the music (or just leave the time that appears by default, which indicates the real time of the song or songs you've selected). Click **OK** when you're finished.
- 4 When you are prompted, click **Yes** if you want the music to play automatically during the slide show. An picture of a CD with musical notes appears on your slide to represent the CD. You can drag the picture and resize it, just as you can with regular pictures.
- 5 Double-click the CD picture to hear the track(s) and the timing you selected. Try viewing your slide show to hear how the music sounds during the presentation. **IMPORTANT:** You must have the music CD in your drive in order for PowerPoint to play the track you specified.

More Ideas:

If you have some sound, movie, or other multimedia files on your computer from outside sources such as the Internet, you can insert them into your presentation, too. To do so,

Part of this information and the format was created by Jude Kesl, other parts of it were found in the Office help tools and at Microsoft online

click **Movies and Sounds** on the **Insert** menu, and then select **Movie from File** or **Sound from File**. Locate the folder that contains the file you want to insert.

Create Movie-Style Crawling Credits in PowerPoint

Curriculum Connection

In addition to creating a list of crawling credits at the end of a PowerPoint presentation, students can use this feature to create a scrolling time line. Take a famous inventor—for example, Thomas Edison—and list by year his most notable inventions to give viewers an idea of the wealth of his ideas. Scrolling time lines could also be done for a prolific playwright or author or for a list of key dates in history.

[Top of page](#)

How To

- 1 In a Microsoft PowerPoint presentation, create a new slide for credits or any other . list that you want to scroll from bottom to top.
- 2 Type your credits or other text. Don't worry about text running off the bottom of . the slide. As a matter of fact, it should run off the bottom if you are going to have enough text to make a crawl effect work well.
- 3 Right-click the text, and choose **Custom Animation** from the shortcut menu.
.
- 4 Select the text that you want to scroll. In the **Custom Animation** task pane, . click **Add Effect**. Point to **Entrance**, and click **Credits**.
- 5 Click **Play** at any time to get an idea of how the effect will look on-screen.
.
- 6 Now, move the text block completely off the top of the slide. When you play your . presentation, the text will crawl or scroll from the bottom of the screen and disappear off the top.

Tip: If you prefer to have your text disappear somewhere below the top of the slide, draw a rectangle that extends from the top of the slide down to where you want the text to disappear. Give the rectangle no outline and a fill that matches the background.

Create a background soundtrack for a presentation

You can create a soundtrack for your presentation in Microsoft PowerPoint for Mac by setting a sound to play continuously while the presentation runs. If the sound plays to end while the presentation is running, the sound restarts. Background soundtracks might be useful for presentations that run unattended and don't have narration. Depending on the source of the soundtrack and output type of the presentation, there are different ways to add a continuously playing background soundtrack to a presentation. PowerPoint supports many common sound file formats, including MP3 files. This scenario covers how to:

- . Use a sound file as a background soundtrack in a presentation
- 0. Use a sound file as a background soundtrack in a PowerPoint Movie

Use a sound file as a background soundtrack in a presentation

0. Open the presentation you want to add a soundtrack to.
0. On the **Insert** menu, point to **Movies and Sounds**, and then click **Sound from File**.
0. Locate the sound you want, and then click **Insert**.
0. Click **Yes** when PowerPoint asks if you want the sound to play automatically when the

Part of this information and the format was created by Jude Kesl, other parts of it were found in the Office help tools and at Microsoft online

slide is displayed.

0. On the first slide, make sure the sound icon is selected.
0. On the **Slide Show** menu, point to **Animations**, and then click **Custom**.
0. In the **Custom Animation** window, click the **Options** tab and change your settings to match those shown in the following illustration, and then click **OK**.
- 0.
0. The Options tab in the **Custom Animation** window

Notes

0. To make sure a sound plays continuously through your whole presentation, you can enter the maximum value, **999**, in the **After ___ slides** box.
0. Selecting the **Loop until stopped** check box makes the soundtrack play until the presentation is finished. If your presentation is set to loop continuously (as it does in kiosk mode), the soundtrack will start over when the presentation loops back to the first slide. If you don't want the sound to restart when the presentation begins again, consider using a track from a CD as your background sound and running the Apple CD Player program while your presentation is running.
0. Selecting the **Hide while not playing** check box hides the sound icon on the first slide when your presentation is viewed.

Use a sound file as a background soundtrack in a PowerPoint Movie

0. Open the saved presentation that you want to add a soundtrack to.
0. On the **File** menu, click **Make Movie**.
0. Click **Adjust settings**, and then click **Next**.
0. On the **Background soundtrack** pop-up menu, click **Select soundtrack**.
- 0.
0. The Movie Options window
0. Locate the sound you want, and then click **Choose**.
0. **Note** PowerPoint supports many common sound file formats, including MP3 files.
0. In the **Movie Options** window, select any other options you want, and then click **OK**. Click **Save** to save the presentation as a PowerPoint Movie.