Microsoft PowerPoint II
Giving your presentation the WOW factor

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For information about the Massey University MS Office course see the training section on the ITS website http://its.massey.ac.nz

To book for course see the booking form under face to face / Manawatu
Example exercise questions can be found under face to face / course files
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Slide Transitions

Slide transitions happen between slides.

1. Select any of your slides
2. Use the *Slide Transition* pane > *Animation* > choose *Slide Transition*.
3. Hover over each transition to see a preview.

(2) You can change the slide transition duration

(3) You can add a transition sound, but this can be very distracting for your audience.

Click here to see all available transitions

Click here to apply the transition to all of your slides.

**On mouse click** – next slide appears after one

**After** – next slide appears after a set time.

If you don’t wish to use a slide transition, you can select **No Transition**.
Animations

Adding animations to your PowerPoint slides can help to capture the attention of your audience and highlight key points in your content. They can also help to ensure a smooth transition between your topics.

When a new slide appears, your audience tries to read the slide. If you start talking immediately, they may miss your explanations! Adding some movements on your slides helps your audience to be aware and motivated to your presentation. However, using too many animations can be distracting so be careful.

Applying Animations

1. Select the slide in which you wish to apply an animation
2. Select an object or placeholder on your slide
3. Select from one of the animations to apply to selected object
There are the four categories of animations.

1. **Removing Animations**

   1. To remove an animation, select the object you wish to remove the animation from.
   
   2. Go to **Animations** and select **None**.

As long as this option is ticked, you can see the preview of effect. Keep choosing effects until you find the one you like then **OK** or cancel.

Scroll down to see the rest of the effects.

Click an effect and see the preview. Select the one you would like, click **OK**.

Repeat steps and create animations on your slides.
Animation Pane

Click on the Animation Pane to see an overview of the slides animations.
Remove animations

1. Open the Animations Pane
2. Select the animation you want to remove and press the delete key on the keyboard or
   Right click on the animation and select remove
Applying the same animation and effects to multiple objects/placeholders.

1. Select all objects/placeholders that you wish to customise the same

Tip: Selecting multiple objects
Hold down the Ctrl key and select each object you would like to apply the same animation to.

NOTICE: Animation order
The custom animation order number appears on both objects that you selected.

A star mark appears next to the slides that have animations and/or transitions applied.
Modifying animations

You may wish to change the type of effect after you apply animation. Use the task pane

1. Select the animation to be modified.

2. Select a different animation

NOTE:
You can change the order of effects by dragging them up or down the list.
Adding Action Buttons

By adding a button to a slide you can make something happen whether it is playing a movie or sound or navigating to other slides in your presentation.

General buttons

- **Insert > Shapes > Action Buttons** > Choose a button
- Once you have chosen your button you will notice the mouse pointer is now a +.
- Move your mouse to the slide and click and drag to make your button.

- The action setting dialogue box will pop up
- You can now choose the settings you wish to use for your button.

Notice there are 2 tabs, Mouse Click & Mouse Over

- **Choose the tab** for the option you would like to use.
- Now you can **choose the action**.
- **OK**

Note: You can get back to the Action settings Dialogue at anytime by right clicking on the object you wish to change and choosing Edit Hyperlink.
How to make a button to start a movie

Navigate to the slide where you have your movie

- Insert a custom button – **Insert > Shapes > Choose a button**
- Click and drag the button to the desired size / shape
- Change **Action on Click to none**
- Select the movie
- **Animations > Custom Animation**

- Click the drop down arrow next to the video you want the action button to control

- Choose **Timing**
- Click on **Triggers**
- **Choose Start effect** on Click of
- Choose the button you have just made from the drop down list
- **OK**

**Note:** You can add text to the button.
- Right click on the button
- Add text

You can also change the colour of the button.
- Right click
- **Format Auto Shape**
1. Find the video you want to insert on Youtube
2. Click on the **Embed** button
3. Select the **Use old embedded code** tick box
4. Copy the embedded text

5. Now in PowerPoint select **Insert > Movie**

6. Paste the embedded code and click **Insert**

Note: you must be connected to the internet for the movie to play in this way.
**Insert a video from Youtube for offline viewing**

First save the video locally

1. Find the video you want to insert on Youtube
2. Copy the URL
3. Go to Keepvid.com
4. Paste the URL into the box on Keepvid.com
5. Click Download
6. Choose from the download options and save the video file to your computer
7. Then insert as normal video file
Printing multiple slides per sheet (handouts)

In PowerPoint, you can print out multiple slides to one sheet of paper. These make good hand-outs for presentations and also help to save paper.

1. **File > Print.**
2. **Select Full Page Slides**
3. **Select the number of slides you wish to be printed on each page from Slide per page**
4. **Click Print**

A preview of slide layout
Exporting to MS Word

You may like to export your slide to MS Word. You have a variety of options to choose from:

1. **File**
2. **Save & Send**
3. **Create Handouts**
4. **Create Handouts**
5. **Choose an option**
6. **OK**

**Note:**

**Paste**

- Will paste a copy of the slides into the Word Document.

**Paste Link**

- This links to your PowerPoint File. If you make changes to the PowerPoint File when you open the word file you have the choice of updating the file. This is a good choice if you are likely to make changes to the PowerPoint File.
Packaging a Slide Show onto a CD

This is a great tool to use if you need to use the Slideshow on someone else’s computer. You can package it all, including a PowerPoint Slideshow Viewer, if the computer you will be using doesn’t have PowerPoint you can still use your slide show.

When you have made all the changes to your slide show and have saved it you can package the files to CD

1. File
2. Save & Send
3. Package for CD
4. Package for CD
5. Add any additional files you may need
   - If you have music or video included in your slideshow include these files
6. Change any Options
   - I always package with the PowerPoint Viewer you never know when you will need it.
7. Place blank CD into CD Draw
8. Copy to CD
Example Questions
Questions can be found on the ITS Training website face to face / course files
http://www.massey.ac.nz/massey/staffroom/national-shared-services/information-technology-services/training/face-to-face/course-files/course-files_home.cfm

Exercise 2
Q1
Remove slide transitions from all slides
Apply an entrance animation to each line of text on slide 3 (Select whole text box), set the animation timings for each line of text except the first one to after previous
Add the random slide transitions to slides 2,3,6
Change all slides to automatically advance after 15 seconds

Q2
Change the animation order on slide 8 (Group Study Spaces) to the following;
1. Slide Title (Group Study Spaces)
2. Picture
3. Text Box (whole text box at once)

Q3
On Slide 11, apply entrance animations to the endnote logo and the endnote box at the same time
Slide 12 has too many animations / effects, remove some of them to make the slide easier to read and understand
Insert a Movie from the Video folder on your computer on slide 13
Insert an Action button on slide 13, setup the action button to play the movie when clicked
Export all slides into Microsoft Word with the notes next to the slides