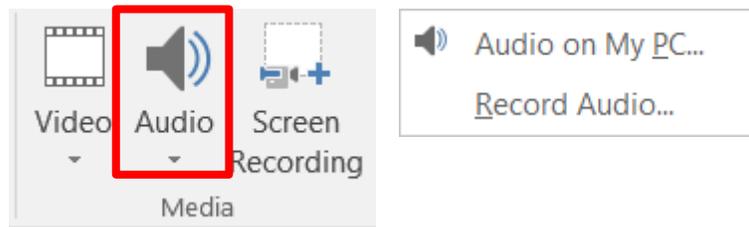


## Creative Uses of PowerPoint 2016

### Audio

You can add audio, such as music, narration, or sound bites, to your PowerPoint presentation. To record and hear any audio, your computer must be equipped with a sound card, microphone, and speakers.

- 1) Click on the **Insert** tab
- 2) Click on **Audio** in the **Media** group



- 3) Click on either **Audio on My PC** or **Record Audio**

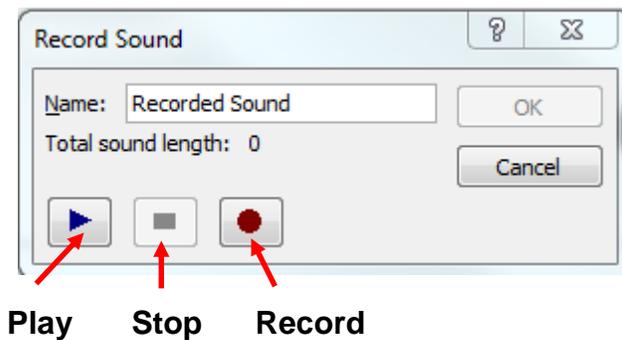
#### Audio on My PC:

- 1) Browse and locate the audio file
- 2) Click **Insert**

#### Supported audio file formats:

File format	Extension
AIFF Audio file	.aiff
AU Audio file	.au
MIDI file	.mid or .midi
MP3 Audio file	.mp3
Advanced Audio Coding - MPEG-4 Audio file	.m4a, .mp4
Windows Audio file	.wav
Windows Media Audio file	.wma

## Record Audio:



- 1) Click on the **Record** button and begin speaking into the microphone
- 2) When finished speaking, click the **Stop** button
- 3) Click **Play** to listen to the recording
- 4) Click **OK**

The audio icon and controls appear on your slide.



## Modifying Your Audio Object

- 1) Click on the **audio icon**
- 2) Click on the **Audio Tools** tab
- 3) Click on the **Playback** tab



- To have the audio file play automatically – click on the drop-down arrow next to **Start:** and click on **Automatically**
- To have the audio file play continuously throughout the presentation – click **Play Across Slides**
- To continuously repeat the audio file – select **Loop Until Stopped**
- To *not* have the audio icon show during the slide show – select **Hide During Show**

## Images

### Insert a picture from your computer:

- 1) Click on the slide where you want to insert the picture
- 2) Click **Pictures** on the **Insert** tab in the **Images** group
- 3) Locate and select the picture from your computer
- 4) Click **Insert**

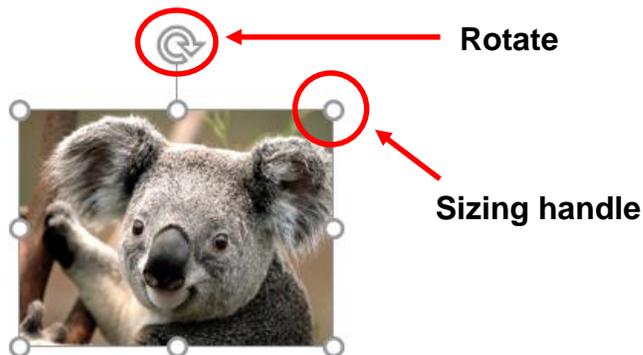
### Insert a picture from the web on your slide:

- 1) Click on the slide where you want to insert the picture
- 2) Click **Online Pictures** on the **Insert** tab in the **Images** group
- 3) In the **Bing Image Search** field type what you are searching for and press **Enter**



- 4) Click the picture you want to insert and click **Insert**

## Adjusting an Image

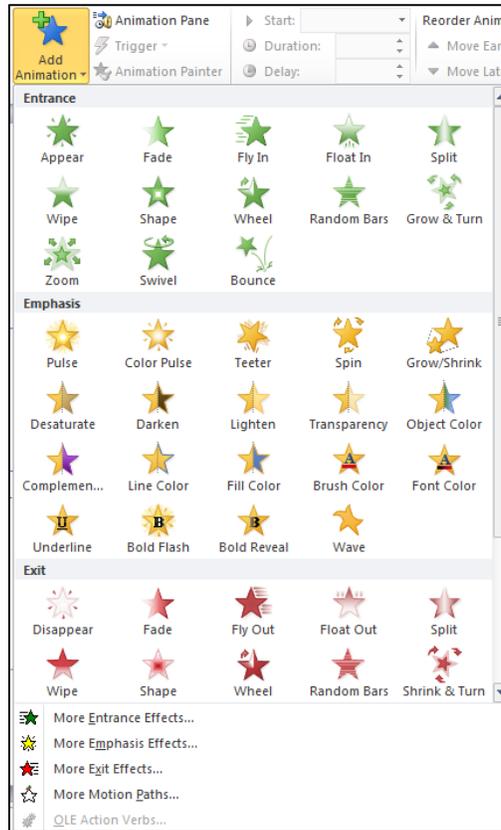


- **To resize the image**, click and drag your mouse on one of the corner sizing handles. Your mouse pointer will change to a double-headed arrow.
- **To move the image**, position your mouse in the middle of the image and click and drag. Your mouse pointer will change to a four-headed arrow.
- **To rotate the image**, position your mouse on the rotate handle and click and drag. Your mouse pointer will change to a circular arrow.

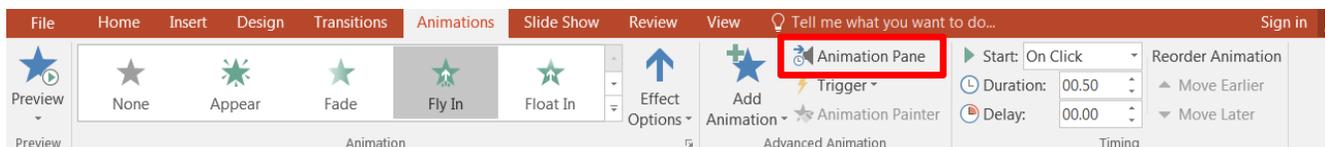
# Custom Animation

You can use animation to focus on important points, to control the flow of information, and to increase viewer interest in your presentation.

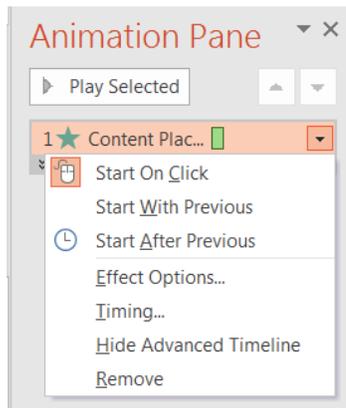
- 1) Select the text or object that you want to animate
- 2) On the **Animations** tab, in the **Advanced Animation** group, click **Add Animation**
- 3) Click on an effect



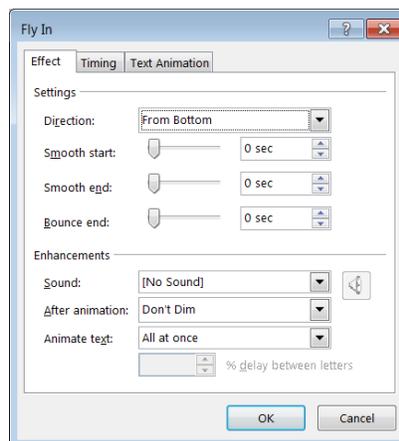
- To make the text or object enter with an effect, select an effect under **Entrance**
  - To add an effect, such as a spin effect, to text or an object that is already visible on the slide, select an effect under **Emphasis**
  - To add an effect that makes text or an object leave the slide at some point, select an effect under **Exit**
  - To add an effect that makes text or an object move in a specified pattern, click on **More Motion Paths**
- 4) To specify how the effect is applied to your text or object, click on **Animation Pane** in the **Advanced Animation** group



- 5) Click the drop-down arrow next to the custom animation effect in the **Animation Pane** list, and then click **Effect Options**



- 6) Do one of the following:
- To specify settings for text, on the **Effect**, **Timing**, and **Text Animation** tabs, click the options that you want to use to animate the text.
  - To specify settings for an object, on the **Effect** and **Timing** tabs, click the options that you want to use to animate the object.



**NOTE:** Effects appear in the Custom Animation list in the order that you add them.

### To Test Your Animation Effect:

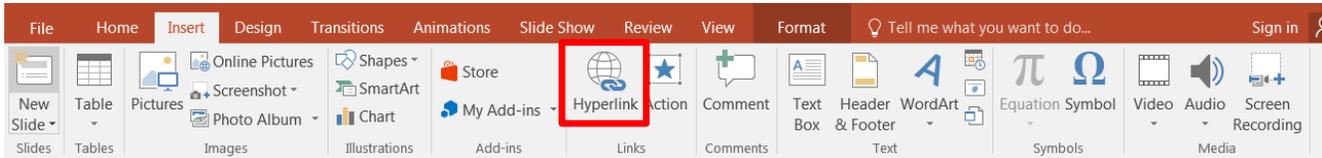
- 1) Click **Play Selected** at the top of the **Animation Pane** task pane

## Hyperlinks and Action Buttons

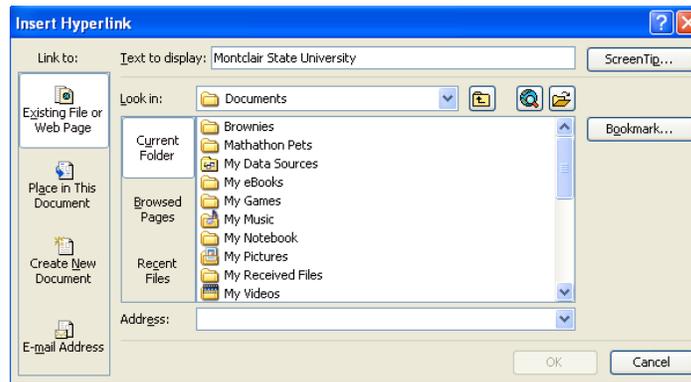
A **hyperlink** is a connection from a slide to another slide, a custom show, a Web page or a file. An **action button** is a shape that you can insert into your presentation and define hyperlinks for.

## To Create a Hyperlink:

- 1) Select the text, shape or picture that you want to use for the hyperlink
- 2) Click on the **Insert** tab
- 3) Click on **Hyperlink** in the **Links** group



- 4) Within **Insert Hyperlink** you can choose from the following options:
  - Existing File or Web Page – to link to another presentation or web page
  - Place in This Document – to link to a slide in the current presentation
  - Create New Document – link to a new document
  - E-mail Address – link to an email address



## To Create an Action Button:

- 1) On the **Insert** tab, in the **Illustrations** group, click **Shapes**
- 2) Under **Action Buttons**, click a button style



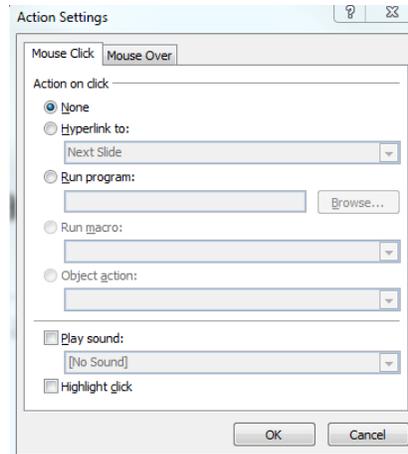
- 3) Click a location on the slide and then drag your mouse to create the shape



- 4) Click on **Action** in the **Links** group

- 5) Select the action for the Action Button under **Action Settings**
- 6) Click **OK**

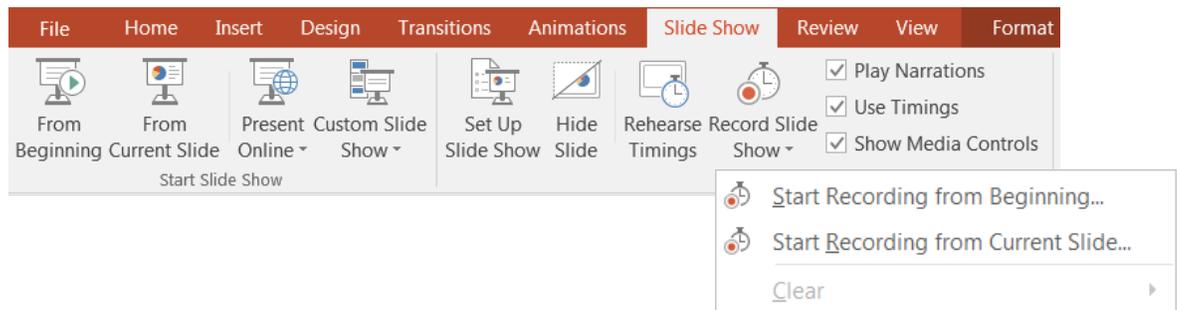
The hyperlinks will become active in the slide show view.



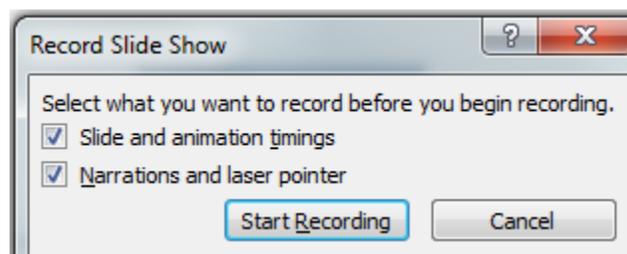
## Recording Narrations and Slide Timings

To narrate an entire presentation, instead of inserting an audio for a specific slide, use the **Record a Narration** command.

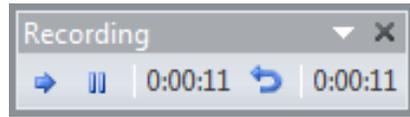
- 1) Connect your microphone if needed
- 2) Click on the **Slide Show** tab
- 3) Click on **Record Slide Show** in the **Set Up** group
- 4) Click on **Start Recording from Beginning**



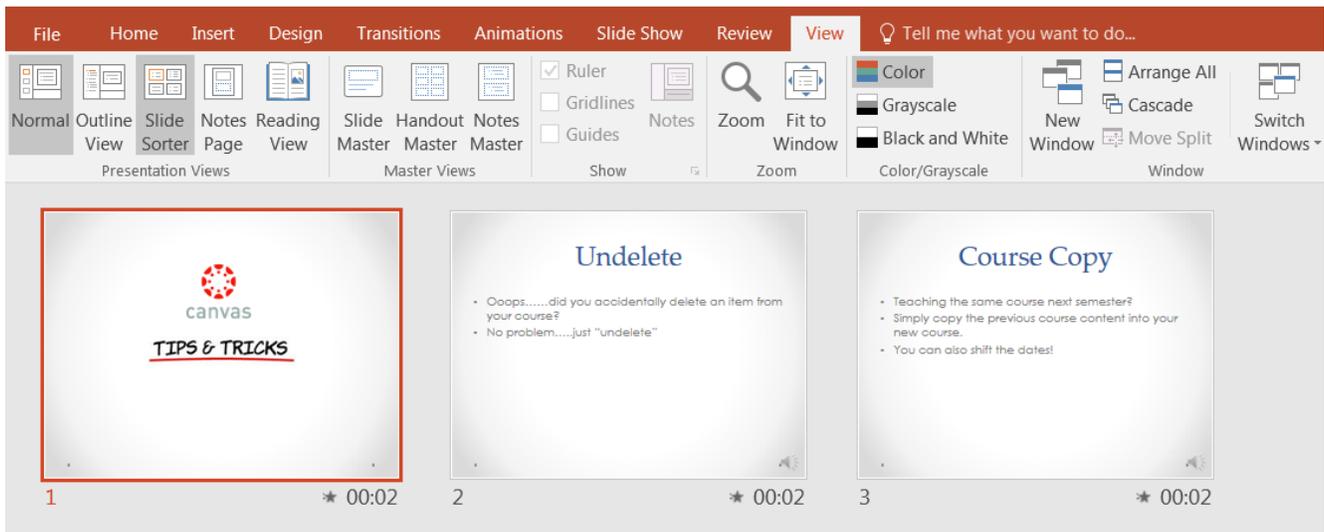
- 5) Click on **Start Recording**  
(You can choose to record **Slide and animation timings** as well as **Narrations and laser pointer**)



- 6) The presentation will open in slide show view with a timer in the corner keeping track of slide timings as well as recording your voice.



- 7) Begin your narration and click the mouse to advance to the next slide.  
8) When finished recording, click the **View** tab and click on the **Slide Sorter** view. Here you can see the timings for each slide.



## Viewing Your Presentation

- 1) Click the **Slide Show** tab
- 2) Choose to either play **From Beginning** or **From Current Slide**