

# **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 f	ile formats:
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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

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- 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

Insert Pictures	
Bing Image Search Search the web	Search Bing

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

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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.

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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

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- 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.

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## **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.

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## **Viewing Your Presentation**

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