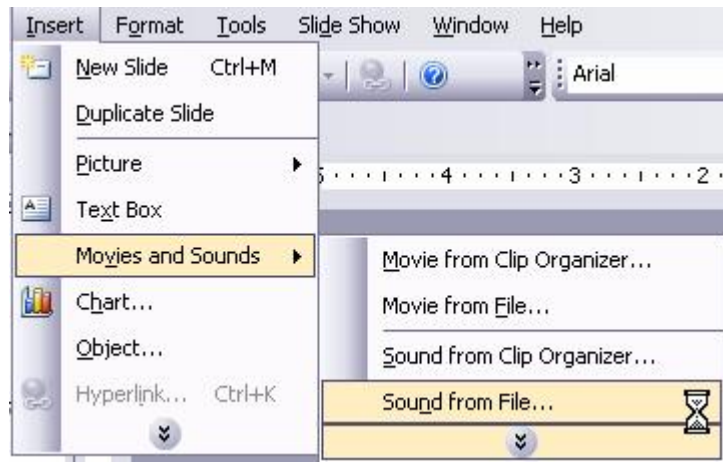


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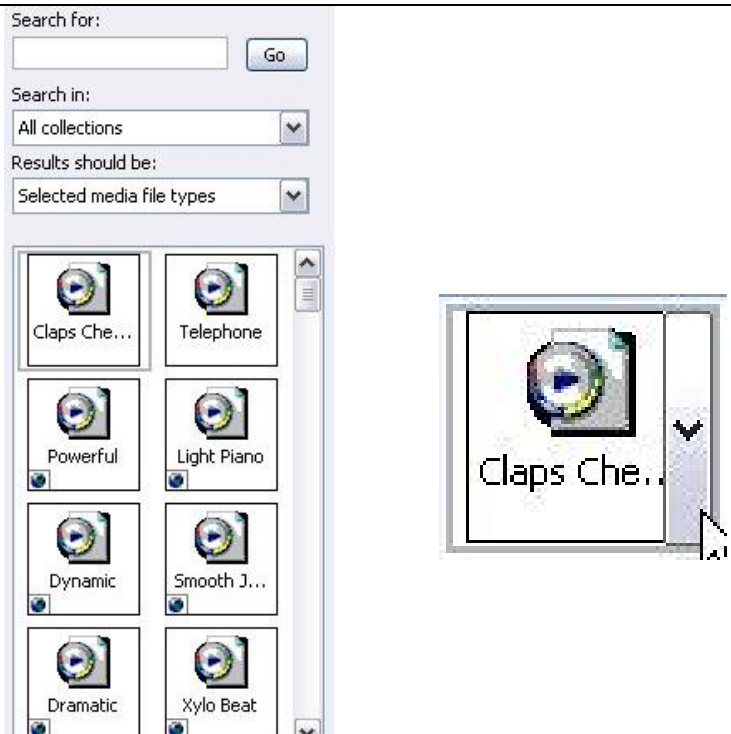
Insert Audio

1. Click INSERT
2. Click MOVIES AND SOUNDS
3. Choose SOUND FROM FILE
4. Locate the audio file
5. Click OK
6. Choose whether to start the sound Automatically or When Clicked.



Insert Audio from Library

1. Click INSERT
2. Click MOVIES AND SOUNDS
3. Click SOUND FROM CLIP ORGANIZER
4. Click on arrow beside clip
5. Click PREVIEW/PROPERTIES to preview the sounds
6. Find the sound file you want
7. Click INSERT
8. Choose whether to start the sound Automatically or When Clicked.

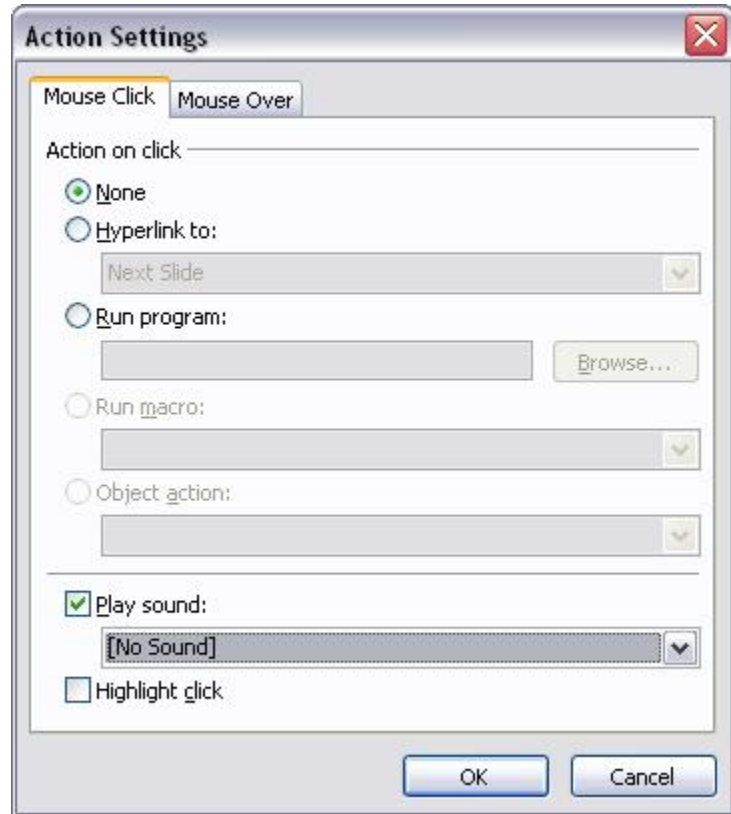


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Add Sound to Clipart

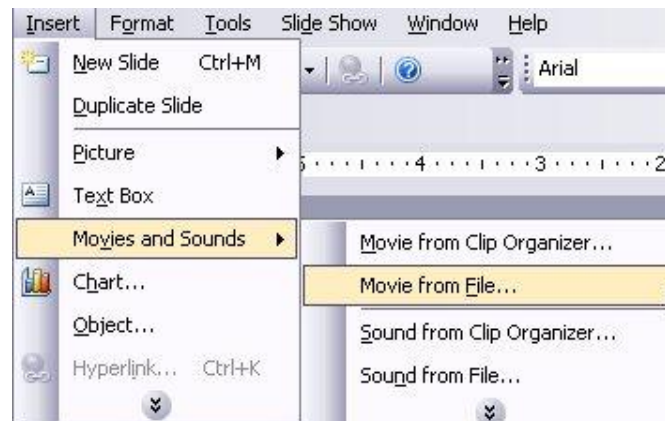
1. Click INSERT
2. Click PICTURE
3. Click CLIPART
4. Drag clipart onto the slide
5. **Right** click on the picture
6. Left click ACTION SETTINGS
7. Choose MOUSE CLICK or MOUSE OVER
8. Place checkmark in the PLAY SOUND box
9. Choose a sound
10. Click OK



Insert Video

1. Click INSERT
2. Click MOVIES AND SOUNDS
3. Click MOVIE FROM FILE
4. Locate the video file
5. Click OK

Note: Microsoft does not have any movies in their library. MOVIE FROM CLIP ORGANIZER will insert animated objects only.



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Resize Video

1. Place mouse over a white circles
2. Click and drag to resize video

**Note: Enlarging a video will make it pixilated. (blurry video)*

To Move Button To New Location

1. Place mouse in center of button until you see two intersecting arrows.
2. Click and drag to new location



To Play Video

1. Double click on the video

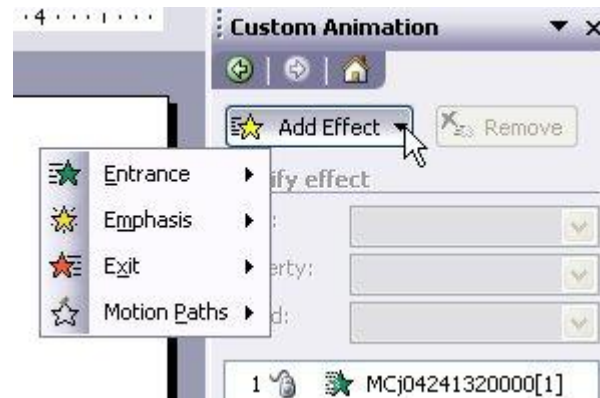
OR

1. Click SLIDE SHOW
2. Click VIEW SHOW



To Animate An Object

1. Click INSERT
2. Click PICTURE
3. Click CLIPART
4. Drag clipart onto the slide
5. Right click on the clipart
6. Left click on CUSTOM ANIMATION
7. Click ADD EFFECT
8. Choose either ENTRANCE, EMPHASIS, EXIT OR MOTION PATH
9. Adjust settings.



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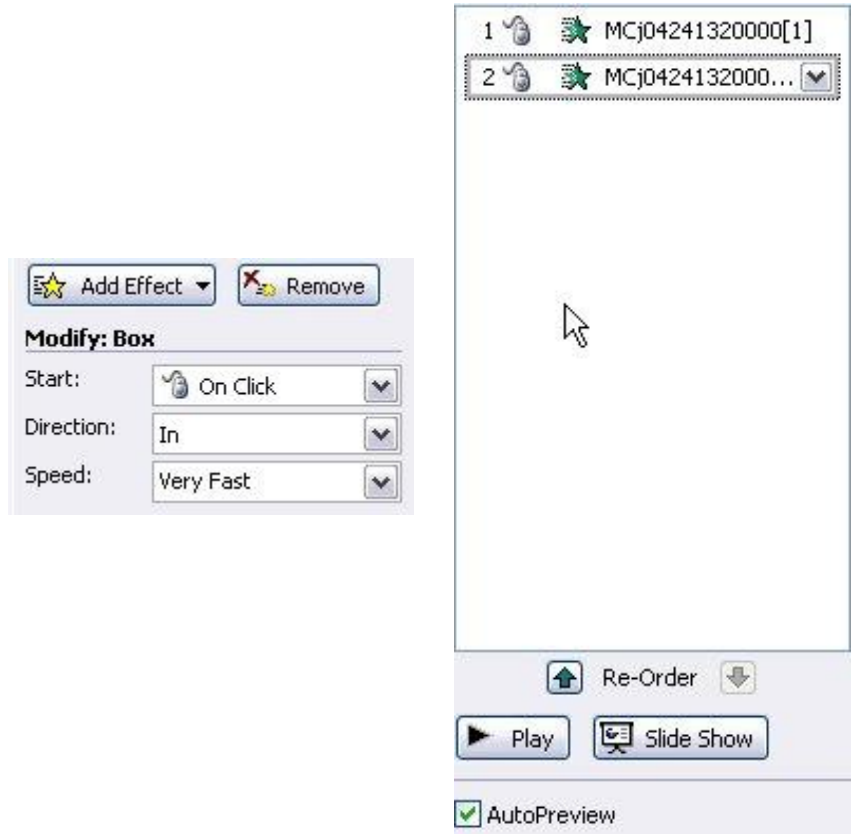
To Animate An Object

10. Change how to start the animation, direction, and speed.

Change the order of animations

1. Click on the animation from the list
2. Click the arrow next to Re-order
3. Click PLAY button at bottom

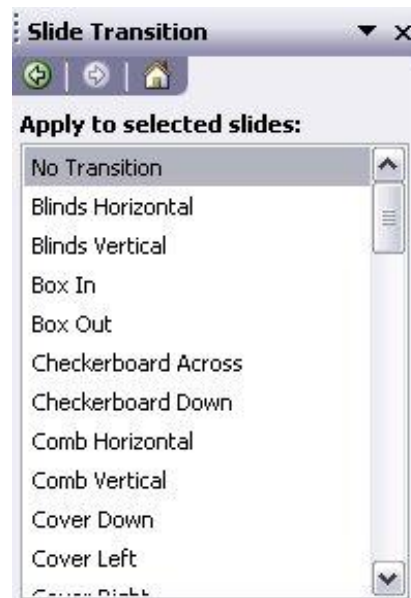
Note: Place a checkmark in the PREVIEW box at the bottom to preview the animation.



Slide Transitions

1. Click SLIDE SHOW
2. Click SLIDE TRANSITION
3. Choose a Transition

Note: Place a checkmark in the PREVIEW box at the bottom to preview the animation.



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Slide Transitions

4. Choose the speed, sound, and how to advance your slides
5. Choose to Apply to All Slides if you wish
6. PLAY transitions or Play your Slide Show from buttons located at the bottom.



Apply a Slide Design

1. Click FORMAT
2. Click SLIDE DESIGN
3. Mouse over a design
4. Click the black arrow
5. Choose to Apply to All Slides or Apply to Selected Slides



Apply a Color Scheme

1. Once Slide Design is select, click COLOR SCHEME in right toolbar
2. Mouse over a design
3. Click the black arrow
5. Choose to Apply to All Slide or Apply to Selected Slides



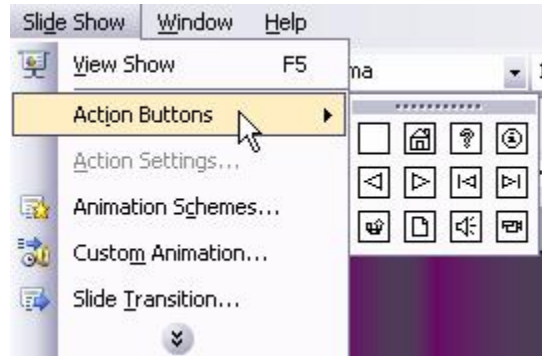
Note: You can adjust the Animation Schemes from this toolbar also.

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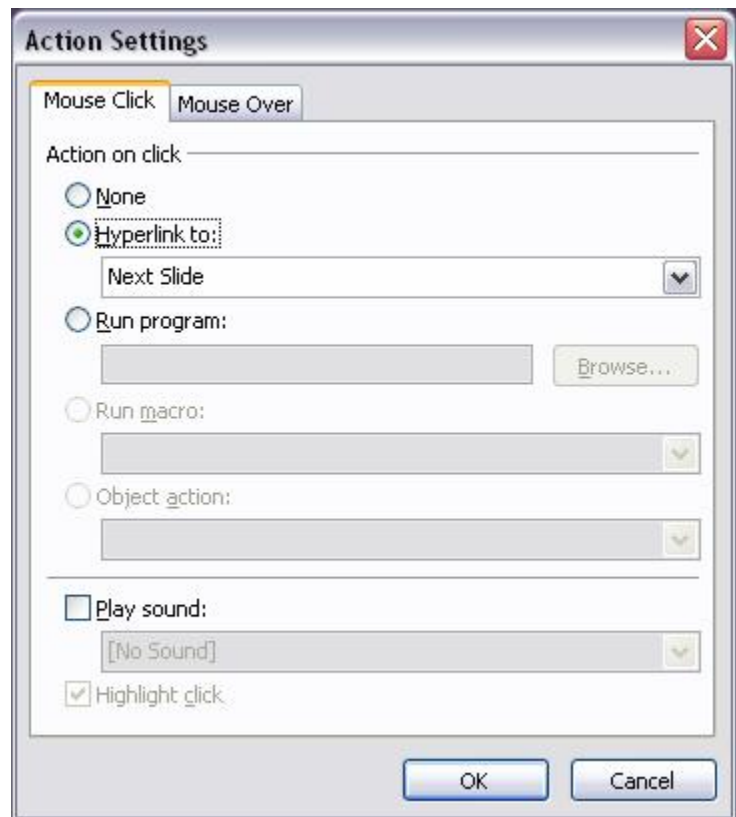
Non-linear Presentations

1. Click SLIDE SHOW
2. Click ACTION BUTTONS
3. Click on a button to draw
4. Click and drag on your slide to draw your button



5. Choose your Action Settings

*Note: When Hyperlinking to a URL always begin the address with **http://***



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Add a Diagram

1. Click INSERT
2. Click DIAGRAM
3. Choose a Diagram
4. Click OK

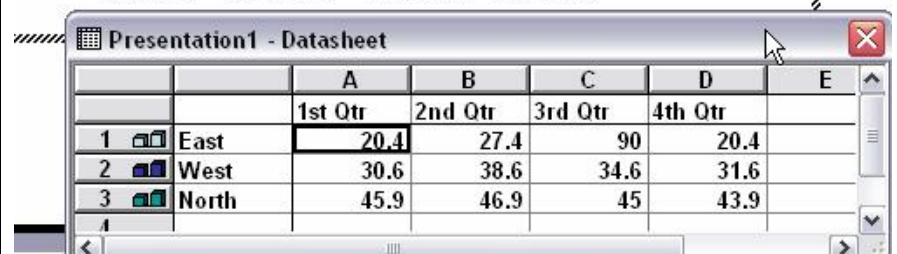
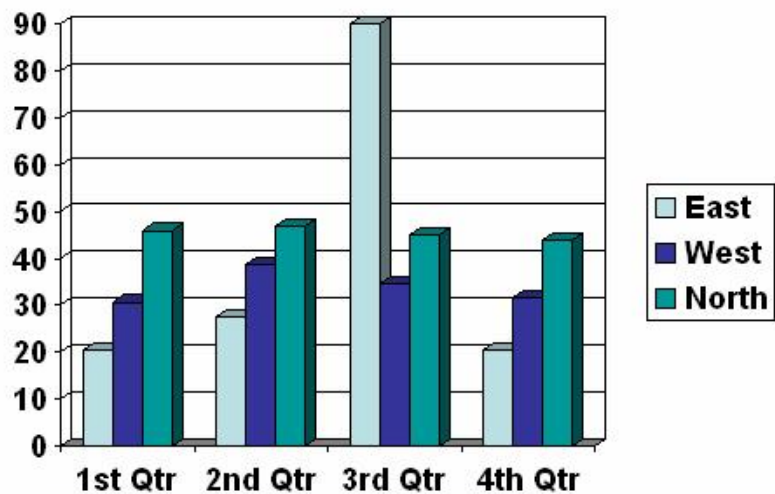


Add a Chart

1. Click INSERT
2. Click CHART
3. Enter information on the Datasheet

Change color, width, shape, data labels, and other options

1. Double click on one of the bars in the chart.



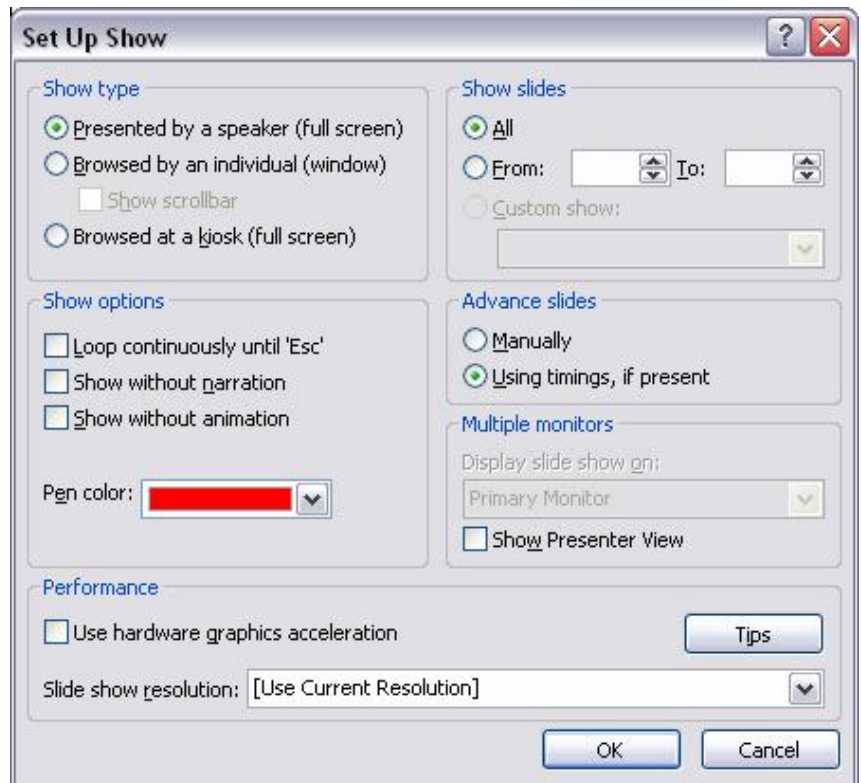
		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

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To Loop A Presentation

1. Click SLIDE SHOW
2. Click SET UP SHOW
3. Select the Loop Continuously until 'Esc' box



Merge Multiple Presentations

1. Click INSERT
2. Click SLIDES FROM FILE
3. Click BROWSE
4. Locate your presentation
5. Click on the slide you wish to insert
6. Click in Keep Source Formatting box to keep backgrounds during merge
7. Click INSERT or click INSERT ALL for the entire presentation to merge.

Note: This works well to merge all student presentations into one show, and loop them for open house!

