

I hear, and I forget. I see, and I remember. I do, and I understand. - Confucius



PowerPoint Part 2

Revised January 2021

PowerPoint Part 1 provided an introduction to the basics of PowerPoint, such as adding slides, images, video and text. In PowerPoint Part 2, we'll delve into some of the advanced features that make PowerPoint fun to use, like adding content like videos, SmartArt diagrams, charts, tables, changing slide backgrounds, and using animations.

Getting Started

- 1. Open PowerPoint.
- 2. The PowerPoint Start Screen appears
- 3. Select Blank Presentation to get started.
- Add two new slides to the presentation: Home tab → Slides group → New Slide command.

Adding Content

Inserting a Video

PowerPoint gives you the following options of inserting a video into your presentation:

- 1. From a File: Insert a video that is saved on your computer.
- 2. **YouTube:** The Inset Video dialog box allows you to search through YouTube videos and directly insert them into your presentation.
- 3. **From a Video Embed Code:** In the Insert Video dialog box you can paste the embedded code from a website into your presentation.

Adding a Video from a File

- 1. Add a new Title and Content slide to the presentation.
- Go to Insert tab → Media group → Video command → Video on my PC OR click the Video icon inside the content placeholder (bottom right corner).
- 3. Click on the **Browse** option next to **From a File** to insert a video that is saved on the computer.
- 4. Navigate to video file (e.g. WarnerC.wmv in the Videos folder)
- 5. Click on the Insert button.
- 6. Click the play button to preview the movie.

1	From a file Browse files on your computer or local network	Browse >
You	YouTube The largest worldwide video-sharing community!	Search YouTube
Q,	From a Video Embed Code Paste the embed code to insert a video from a web site	Paste embed code here





Adding SmartArt

SmartArt is a visual method of presenting information, including organizational charts, plans, and more. Using this tool can really improve understanding and recall of information. You can either convert text to SmartArt or insert SmartArt and add information manually.

There are <u>2 ways</u> to add SmartArt graphics to a slide:

Option 1: Insert tab > Illustrations group > SmartArt command

Insert Design	Transitions	Anim	ations	Slide S	show I	Review
			P	\checkmark	SmartArt	
ctures Online Screens Pictures - Images	hot Photo Album≁	Shapes *	lcons	3D Models → Illustratio		Chart

Option 2: Multimedia-ready PowerPoint slide layouts with Content Icons



To add SmartArt to your slides:

- Use one of the ways described on Page 1 to add a SmartArt Graphic to your slide.
- 2. In the **Choose a SmartArt Graphic** dialog box, select a category in the menu on the left.
- 3. Select a SmartArt graphic to be added.
- 4. Click **OK**; the graphic is added to the slide.
- 5. Fill in the text placeholders.

To accept the SmartArt, click anywhere outside of the SmartArt box.

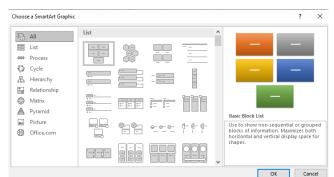
NOTE: When a SmartArt graphic is selected on the slide, two contextual tabs are activated on the Ribbon.

The **SmartArt Tools Design** tab is used to add and reorganize shapes within a SmartArt graphic. The Design tab is also used to change layout, color, and styles and reset the formatted SmartArt to its default state.

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The **SmartArt Tools** Format tab is used to enlarge or reduce the size of the shapes, apply Shapes Styles, format text, and rearrange shapes. If you have used Word, these formatting commands should look familiar.

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Existing content, such as on a **Title and Content** slide, can be easily converted to a SmartArt graphic in just a few steps!

- 1. Click anywhere in the **Content placeholder textbox**.
- 2. Go to Home tab > Paragraph group > Convert to SmartArt command.

HOME	INSERT	DESIGN	TRANSITIONS	ANIMATIONS	SLIDE SH	HOW REVIE	W VIEW	FORMAT	
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- 3. In the Choose a SmartArt Graphic dialog window, select a category in the menu on the left.
- 4. **Select** a SmartArt graphic to be added.
- 5. Click the **OK**; the graphic is added to the slide.

Adding Tables

Working with tables in PowerPoint is just like working with tables in Word or any other Office application. To add text to the table cells, click a cell and enter text. After text is entered, click outside the table. You can **resize**, **move**, **and delete** a table just like you would an image in PowerPoint.

There are two ways to add a table to a slide. Unlike other examples we have demonstrated in class, each of these options will give you a different way to create a table.

HOME INSERT

Option 1: Insert tab > **Tables** group > **Tables** command

Option 2: Multimedia-ready PowerPoint slide layouts with Content Icons

Practice Exercise: Add a Table to a Slide	
 From the Insert Tab (option 1): Add a <u>new</u> Blank layout slide to your presentation. Go to Insert tab > Tables group > Tables command In the Insert Table menu, hover the mouse over the number of rows and columns desired and click again to insert the table on the slide. Table is now inserted and text/numbers can be added. 	HOME INSERT Table Pictures Online Pictures Insert Table
 From Table Content Icon (option 2): Add a <u>new</u> Title & Content layout slide to your presentation. Click on the Table content icon (top left corner). In the Insert Table dialog box, enter numbers in the Number of columns and Number of rows boxes. Table is now inserted and text/numbers can be added. 	Insert Table ? X Number of <u>c</u> olumns: Number of <u>r</u> ows: 2
	OK Cancel

When the table is selected, two contextual Table Tools tabs appear: Design & Layout.

The **Table Tools Design tab** has options for changing the design or look of the table along with adjusting the width and color of lines and borders.

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The **Table Tools** Layout tab has options for formatting the table. You can add/delete rows or columns; adjust the heights/width of rows or columns; change direction of text, etc.

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Adding Charts

There are two ways to add a chart to a slide:

Option 1: Go to **Insert** tab > **Illustrations** group > **Chart** command

Option 2: Click on the Chart content icon (middle top row).

Practice Exercise: Add a Chart to a Slide

For this exercise, choose an existing slide or add a new slide to your presentation.

- 1. Use either Option 1 (Insert tab) or Option 2 (Chart content icon) to add a Chart to your slide.
- 2. In the **Insert Chart** dialog window, **click** select a **chart type** in the <u>left</u> pane.
- 3. Select the desired graph design.
- 4. Click **OK**.

To <u>edit the chart</u>, make changes to the **spreadsheet** that opens. As new information is entered, the chart changes to reflect it.

5. When finished, close the **Excel Window**.

Delete any unnecessary rows or columns by clicking on them in the spreadsheet and pressing **Delete** on the keyboard.

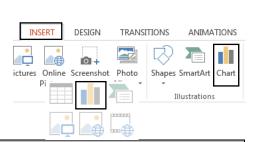
4	A	В	С	D	E	F	G	H	1.00	4
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2	Category 1	4.3	2.4	2						
3	Category 2	2.5	4.4	2						
4	Category 3	3.5	1.8	3						
5	Category 4	4.5	2.8	5						

Insert Chart

To use information from an already <u>existing Excel spreadsheet</u>, **copy** and **paste** the data from the Excel sheet into the PowerPoint spreadsheet.

Backgrounds

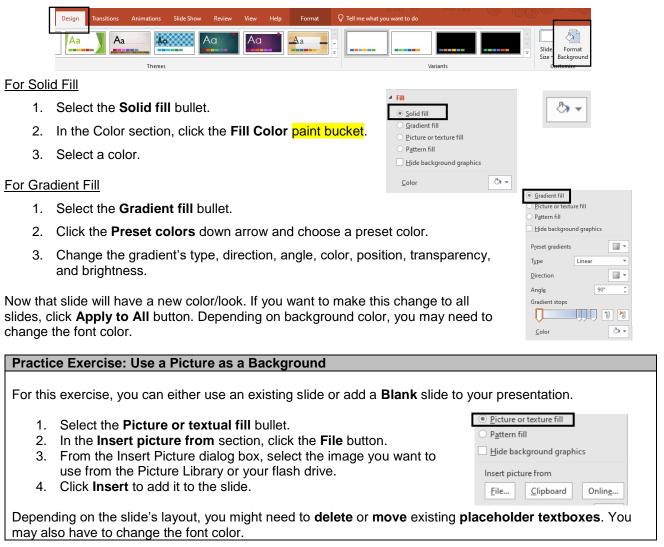
Changing the slide background allows you to customize the colors or image used in your presentation. Options include **Solid Fill**, **Gradient Fill**, **Picture or Textual Fill**.



5	Recent	
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Q	Map	Category 1 Category 2 Category 3 Category 4
hh	Stock	Series1 Series2 Series3

To change a slide's background:

- 1. Select a slide.
- 2. Click on the Design tab
- 3. Select the Format Background command.



To close the Format Background task pane, click the X in the top right corner.

Animations

Text, images, and more can be revealed after the slide appears with animations.

There four types of animations:

- Entrance controls how the object enters the slide
- Emphasis gives object on the slide a special effect
- Exit controls how the object exits the slide
- Motion Paths similar to "emphasis," but moves the object within the slide along a prescribed path

For today's class, we will focus on applying Entrance and Emphasis animations to objects.

To add animations:

1. Click the Animations tab.

Example of the security of	HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW				
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 Select the object/text/graphic to be animated. Click the Animation Gallery > More arrow, which displays a drop-down gallery of options, in the gallery: Entrance effects icons are green, Emphasis effects icons are yellow, Exit effects icons are red. Choose an Entrance animation, such as Appear. Click on Effect Options to arrange the order in which the multiple objects will appear on the slide. To delete an animation, select the small number week to the object and press the Delete key on your beyboard. Practice Exercise: Add Animation to a Paragraph Click Animation Gallery > More arrow. Choose a desired animation, such as Appear under Entrance. To reveal bullet points <u>one-by-one</u>, click on the Effect Options command in the Animation group. From the menu, choose By Paragraph. The bullet points will now appear one-by-one, triggered by a mouse click. Mustor the Animation such as Appear. Add an Entrance animation using the steps above. Select the SmartArt graphic. Add an Entrance animation using the steps above. Select the SmartArt graphic. Go to Animations tab > Advanced Animation group > Add Animation command. 	None Appear Fade Fly In Float In Split Wipe Shape	Effect Add Options • Add	rigger • nimation Painter	Duration: Auto Delay: 00.00	* * *
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5. Preview the animations.

Reordering Animations

Sometimes, we animate objects/text in the wrong order. The order of animations is indicated by small numbers next to each animation object. The currently selected object's number is shaded in orange.

To reorder animations:

- 1. Go to the Animations tab.
- 2. Select the **object** to be reordered by clicking on the **animation number**.
- 3. Go to the **Timing** group > **Reorder Animation** command.
- Click on **Move Earlier** or **Move Later** to reorder the animations. 4.

Preview the animations, if necessary, to make sure the animations are in the right order.

Animation Pane

The Animation Pane displays the list of animations currently applied to the slide and allows users to apply additional effects and settings to the animations.

1. Go to Animations tab > Advanced Animation group > Animation Pane command.

	ANIMATIONS	SLIDE SHOW	REVIEW	VIEW				
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2. The Animation Pane opens on the right side of the PowerPoint window.

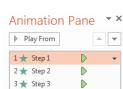
Animation Order

The animation order and start can be changed within the Animation Pane as well.

There are two ways to change the animation order and start from the Animation Pane.

- Click and drag the animations into the right order OR 1.
- 2. Select on an animation and use the up and down arrows at the top of the pane to reorder the animations.

Use animations to reveal your points one-by-one. This keeps your audience engaged and stops them from reading ahead.



Reorder Animation

Move Earlier

Move Later

Ĵ

Timing

Animation

1 Makes bullet points less boring

- Step 1
- ³ Step 2
- 4 Step 3

1 Makes bullet points less boring

- 2 Step 1
- ³ Step 2
- 4 Step 3

Start: On Click

Duration: Auto

Delay: 00.00

