



PowerPoint 2003 – Tutorial III

Creating a Photo Album

Reordering Slides

Creating Presenter's Notes

Normal view

Notes pages

Adding Action Buttons

Using the Pen Tool in a Slide Show

Adding Sound to a Presentation

Adding a Recorded Sound

Adding a sound file from a CD

Adding a sound file from File

Adding Narration

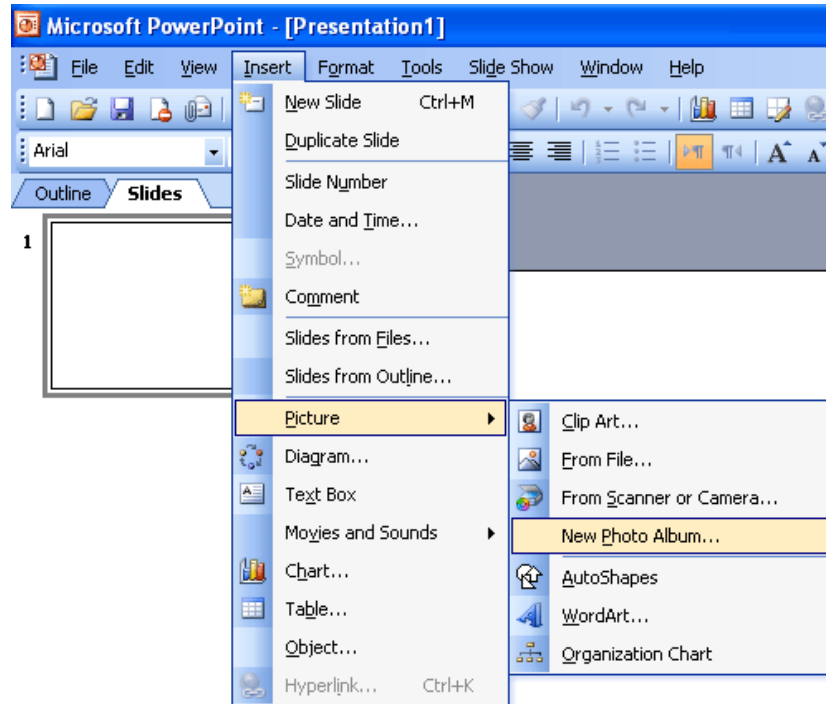
Creating a Summary Slide

Rehearsing a Slide Show

Saving a Presentation as a Web page

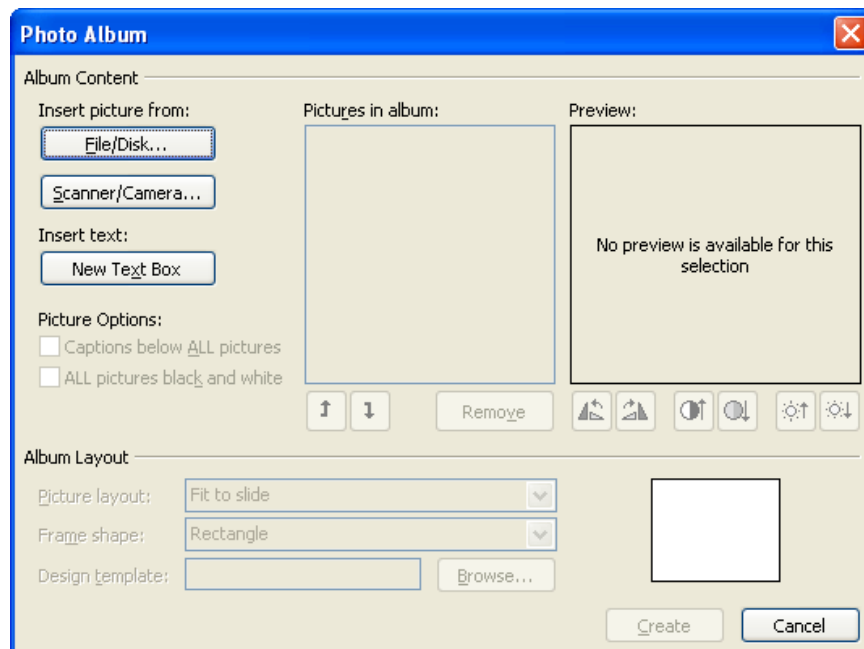
Creating a Photo Album

A photo album is created as a means of assorting pictures you have on your computer in order to view them neatly and in a professional way.



To create the album, go to **Insert > Picture > New Photo Album**.

Note that you don't have to have a new presentation open. *PowerPoint* will automatically create the photo album in a **new** presentation. The **Photo Album** dialog box appears, allowing you to set the preferences for your photo album.



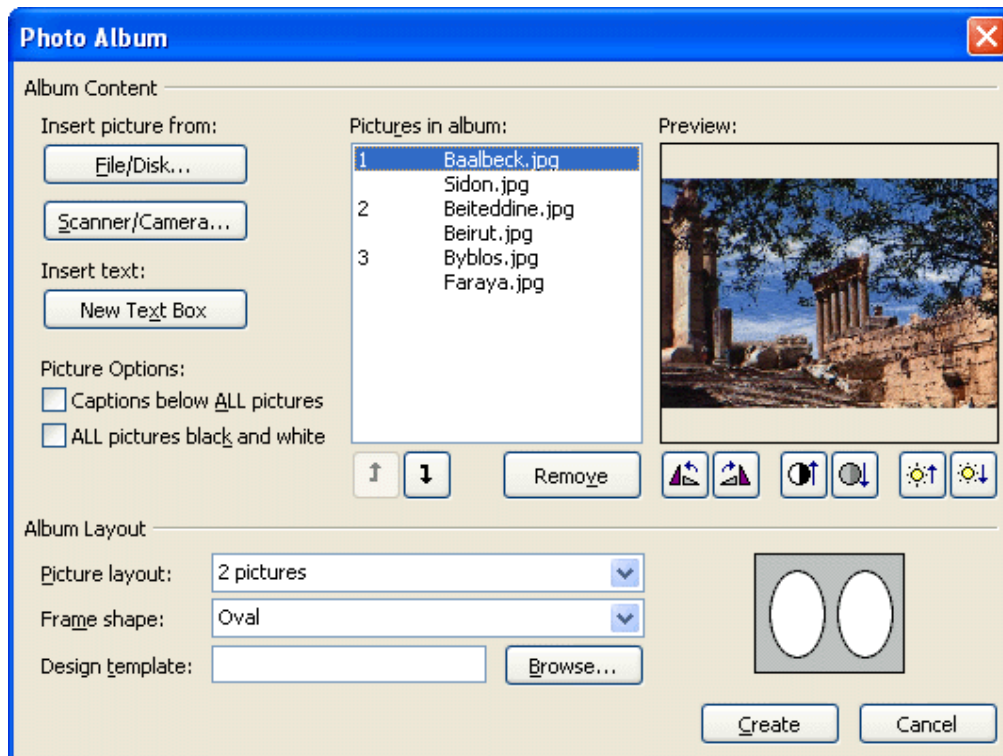
To create a photo album, the first step is to save the pictures you are going to use in the album. These pictures can be in your hard drive, in a floppy disk or a CD inserted in your computer, or even in a scanner or camera connected to your computer. Assuming you have your pictures on your hard disk, click on **File/Disk...** button from the *Photo Album window*. The **Insert New Pictures** dialog box appears allowing you to search for your pictures. Find the folder containing the pictures then select the pictures you want to add to the album, by highlighting them.

Note:

- To highlight a series of adjacent pictures: select the first one, hold down the SHIFT key on the keyboard, and click on the last one.
- To highlight individual pictures: hold down the CTRL key on the keyboard as you click once on each desired picture.

After making your selections, click on the **Insert** button. You will go back to the **Photo Album** dialog box with a list of pictures in the album, and the names of the pictures you selected under **Pictures in album**, and you can preview each one of them by clicking on it once to let its automatic preview appear to the right-hand side.

The numbers to the left of the pictures indicate the order according to which the pictures will appear in the album.



Here you have some control over the album and the pictures in it:

- Click on the arrows to move a picture **Up** or **Down**.
- Click **Remove** to remove a picture from the album.
- Click **Rotate Counter/Clockwise** to rotate the *highlighted* picture.
- Click on the **Contrast/Brightness** buttons to change the contrast/brightness of the *highlighted* picture.

From the **Album Layout** section, you can select how the slides look like. You have many options: 1, 2, or 4 pictures, with/without titles. You can add a variety of **Frame shapes**; try each one and check the preview to the right.

From the *Picture Options* section, you can include **Captions below ALL pictures**. This option is not available if **Fit to slide layout** is selected. You can also set **ALL pictures black and white**. An additional option is to add a **New Text Box** from the *Insert text* section.

Click on the **Create** button to create the photo album. *PowerPoint* creates the appropriate slides with the selected framing option. The *Title Slide* will automatically have a title that says "**Photo Album**" and a sub-title that says "**by (name of Author)**".

To modify a photo album, go to **Format > Photo Album** to open the **Photo Album** window. When you are done with modifying the album, click on the **Update** button.

Reordering Slides

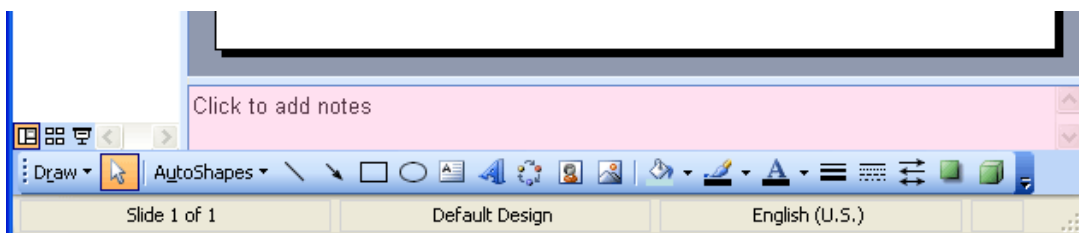
PowerPoint allows you to change the order of the slides in your presentation. In the **Slide Sorter view**, you can simply *drag-and-drop* a slide from one location to another. A line will show where the slide will appear. Once the slide placed in the new location, *PowerPoint* automatically re-numbers the slides in your presentation.

Creating Presenter's Notes

You can create notes that contain the ideas you want to discuss for each slide in your presentation. You can add your notes in two views: the **Normal view** and **Notes pages**.

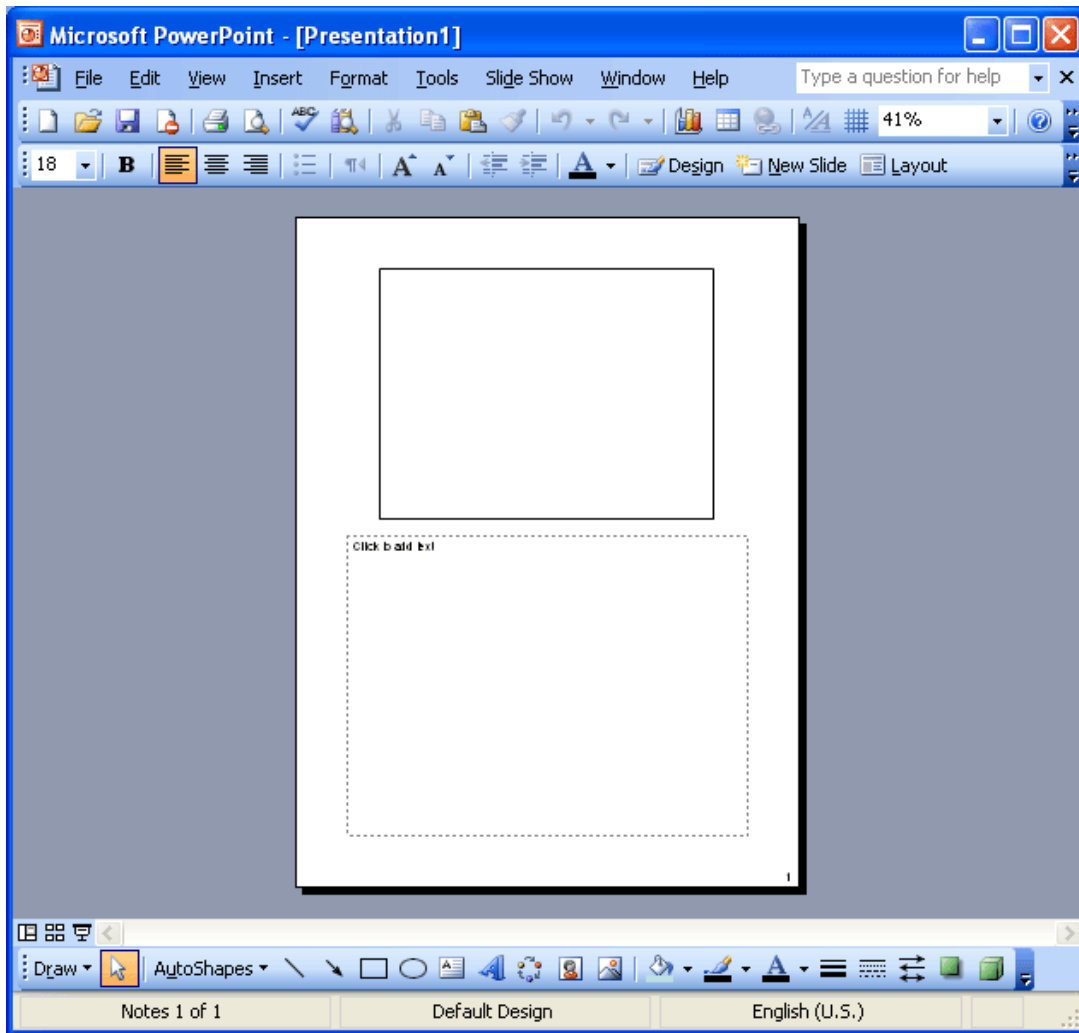
Normal view

First, display the slide you want to create notes for. Second, click on the window below the slide, where you find the line "Click to add notes". You can use the scroll bar to go up or down in the area.



Notes pages

From the *Menu bar*, click **View > Notes Page** to display notes pages. The notes page for the current slide appears. Here you see a thumbnail preview of the slide and the area for your notes. You can type in your notes.



To make the notes page bigger so you can clearly view the notes. Click the arrow next to the **Zoom** area, on the *Standard* toolbar. Select the magnification level you want to use. The notes page appears in the new magnification. You can edit and format the text on the notes pages as you would any text in your presentation. When you finish writing your note pages, click the **Normal view** icon to return to the standard layout of *PowerPoint*

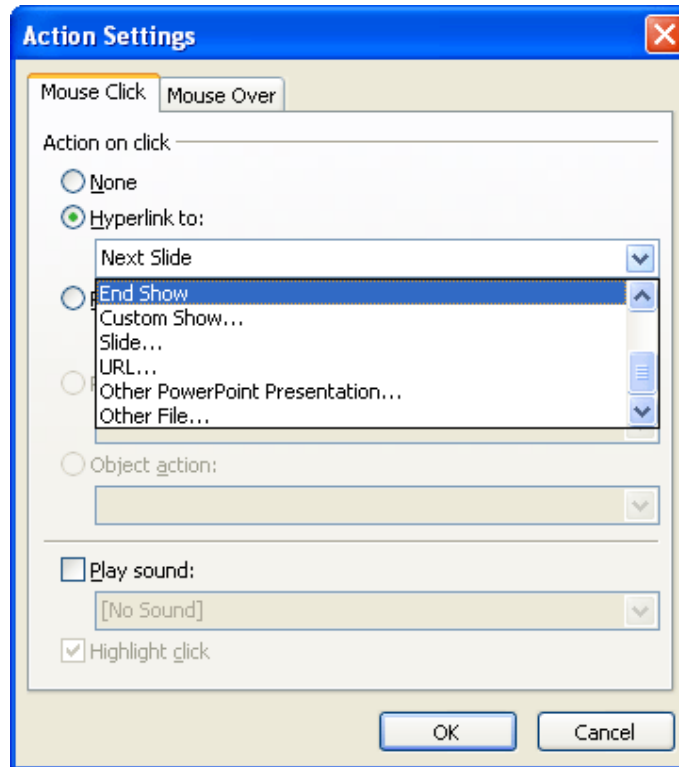
Action Buttons

An action button can be linked to any slide within the presentation. Moreover, an action button can run a program, or play a file. This can help make your presentation easier to browse through. Adding action buttons to slides is useful if people will view your slide at a kiosk, on a website, or in a conference.

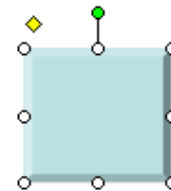
To add an action button to a slide, display the selected slide. Go to **Slide Show > Action Buttons**. Select the action button you want to add from the list by clicking on it, and then **draw** (click and drag) that button anywhere on your slide.

The *Action Settings* dialog box appears, allowing you to set how the action button performs its function. Here, you can choose to **Hyperlink to** a certain slide and choose a

specific slide to hyperlink to from the drop-down menu right below the **Hyperlink to** option. Once you have made your choice, click on **OK**.



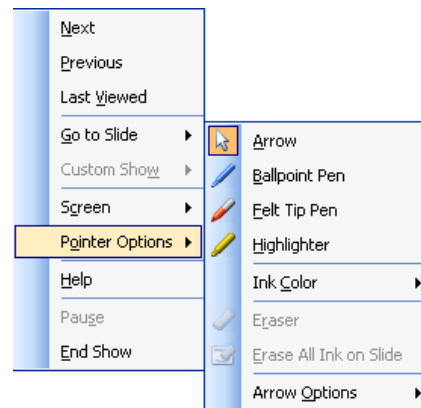
To move, resize, and rotate an action button, just treat it as a normal picture by using the nine fill handles around it, and the green rotation handle above it. You can also use the yellow button to change the shape of the action button. Test the action buttons during the slide show to make it is working properly.



Using the Pen Tool in a Slide Show

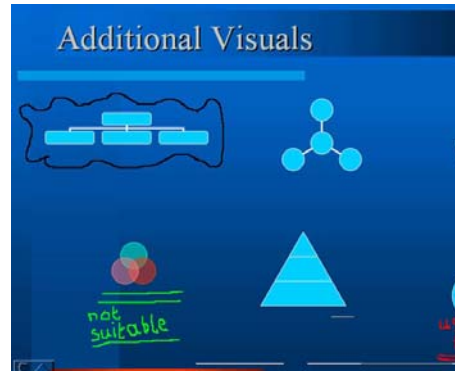
During a slide show, you can use the pen tool to manually mark objects in the slide. First, you need to start the slide show. Second, select the first slide then click on **View > Slide Show** to start the slide show. You can click on the current slide show button, at the lower left corner of your screen.

Once you reach the desired slide, right-click anywhere on the slide, and from the produced menu choose **Pointer Options > Pen**



You can emphasize certain parts of the slide, or even add some text to it.

When you want to resume your slide show normally, right-click at any place on the slide, and select **Pointer Options > Arrow** and resume the presentation.

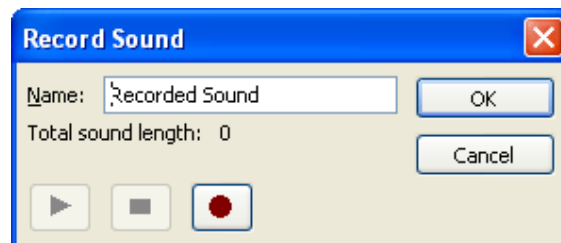


Adding Sound to a Presentation

Adding a Recorded Sound

Adding a recorded sound can be a useful step in creating a full-depth presentation. You need a computer with sound capabilities to add a recorded sound to your presentation.

Go to **Insert > Movies and Sound** then **Record Sound**. The **Record Sound** dialog box appears. You can name the sound by typing in the *Name* box. Click on the **Record** button to start recording the sound, then speak into the microphone, or start a sound device. When you finish recording the sound for the slide, click on the **Stop** button. Click the **Play** button to play the sound you recorded. If you are satisfied with the sound, click on the **OK** button. A speaker icon appears on the slide.



Notes:

- To move the speaker icon: click on it once, hold your mouse click, then move the icon. When you are satisfied with the new position, release the mouse.
- To resize the icon: click on it once to select it, then use the *fill handles* at its corners.
- To delete the icon: click on it once to select it, then press on the DELETE button on your keyboard.
- To play the sound in the *Normal View mode*: double-click the speaker icon.
- To play the sound in the *Slide Show mode*: click once on the speaker icon

Adding a sound file from a CD

A recorded sound usually consumes a lot of disk space, and it is not practical to work with very large files because it would affect the quality of your presentation. A common way of solving this problem would be recording the sound on a CD

You can either go to **Insert>Movies and Sounds>Play CD Audio Track** to play the sound. Make sure the music CD is in the drive during the presentation.

Adding a sound file from File

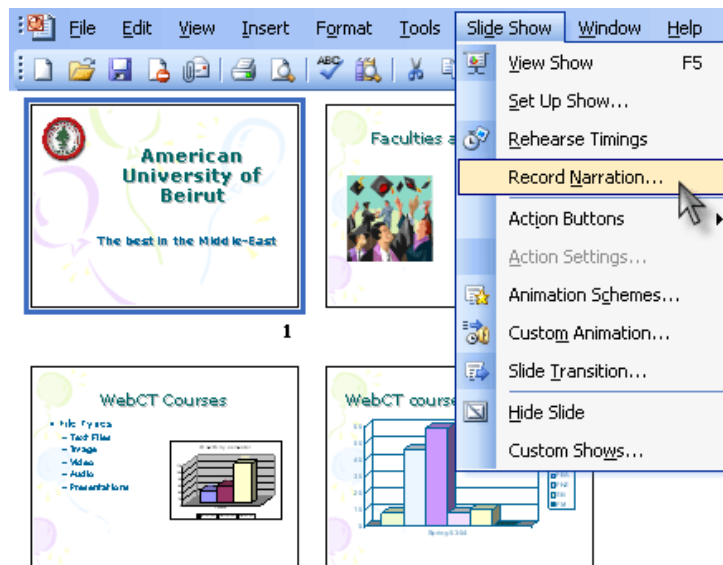
An alternative to inserting sound files from CD is to load them from the computer hard drive and then playing the sound in the presentation.

Select **Insert > Movies and Sounds > Sound From File** and browse for your music file.

Adding Narration

You can record voice narration and add it to a slide show. This is ideal for a presentation that will run on the web or a self-running slide show at a kiosk.

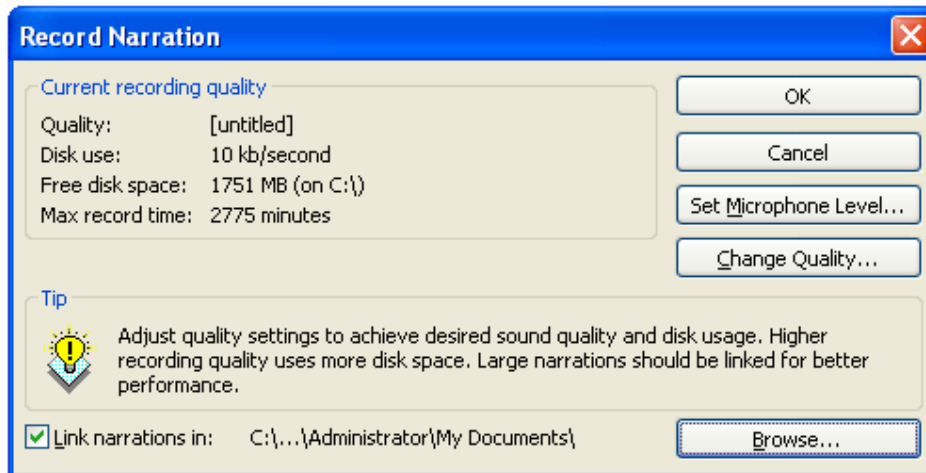
After creating your presentation, select **View > Slide Sorter** from the *menu* bar. Now select the first slide in your presentation by clicking on it once. Select **Slide Show > Record Narration**.



The **Record Narration** dialog box appears:

The recording quality, amount of hard disk space required for each second of narration, amount of free space available on your hard disk, and amount of time available, the maximum recording time.

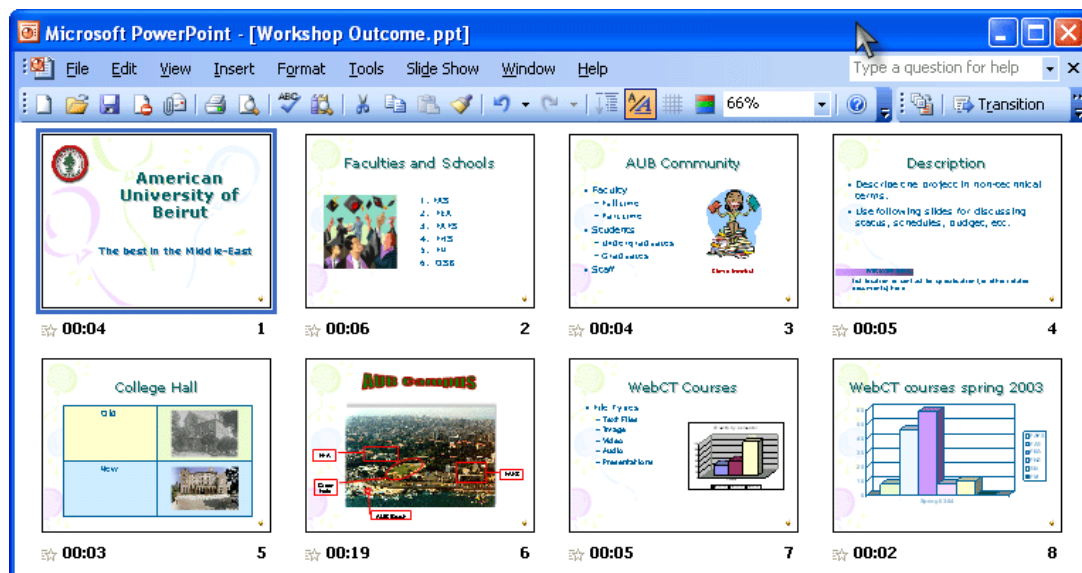
In the lower left corner you can see a check box to link a narration to a source outside of the presentation, the default source is **C:\My Documents**, you can change it by clicking on the **Browse** button. Two buttons to adjust the quality of the sound (**Set Microphone Level...** and **Change Quality...**). To start recording the narration, click on the **OK** button.



The first slide in the show appears. Speak clearly via the microphone to record narration for the slide. To display the next slide, click the current slide or press the *Spacebar*. To pause recording the narration at any time, right-click the current slide and then click **Pause Narration** from the menu that appears. To resume recording the narration, right-click the current slide and then click **Resume Narration**.

When you finish the slide show, a dialog box appears. Click the **Save** button, to record the time you spent narrating each slide and use the timings when you later view the slide show.

Click **View > Slide Sorter** from the *menu* bar, the time you spent narrating each slide appears below the slides. When you view the slide show, you will hear the narration you recorded.



PowerPoint also allows you to delete the narration for a specific slide. Display the slide you no longer want to play a narration in the **Normal view**. To delete a narration, click the speaker icon that appears at the bottom-right corner of the slide after the narration is recorded, then press on the **DELETE** key on the keyboard.

Notes:

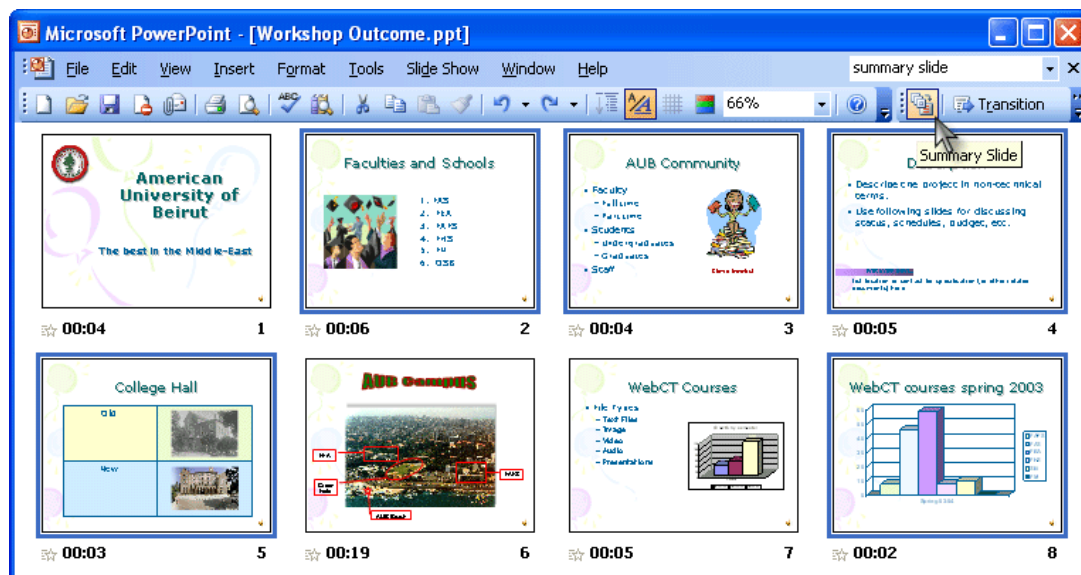
You can temporarily turn off the narration for a slide show without deleting the narration you recorded for the slides. Select **Slide Show > Set Up Show**, then check the **Show without narration** option from the dialog box that appears, then click **OK**.

To preview the narration you added to a slide in *Normal* view, double-click the speaker icon at the bottom-right corner of the slide.

Creating a Summary Slide

A summary slide summarizes all the main points listed in the slides forming your presentation. A summary slide uses all the titles of the slides you select to summarize, and gathers them into one independent slide that is placed at the beginning of your slide show by default. You can always change the position of the summary slide, as well as any other slide in your presentation.

In the *Slide Sorter* view, highlight the slides you wish to summarize. To highlight a series of slides, select the first one, hold down the **SHIFT** key, and select the last one. To highlight individual slides, hold down the **CTRL** key as you click once on each desired slide. If you want to highlight *all* the slides in your presentation, select **Edit > Select All**. Click on the **Summary Slide** button on the *Slide Sorter* toolbar.

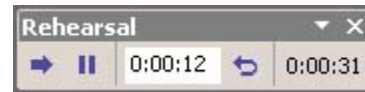


Once you click on the button, PowerPoint automatically gathers the titles of all the highlighted slides into one summary slide which it places at the beginning of the presentation as slide number 1. If the titles don't fit into one slide, PowerPoint will split them into many slides. To move the summary slide(s) from one place to another, just click and drag to that location while in the *Slide Sorter view*.

Rehearsing a Slide Show

You can rehearse your slide show and have *PowerPoint* record the amount of time you spend on each slide. Rehearsing your slide show and recording the timings can help you determine if you need to add or remove information from your presentation.

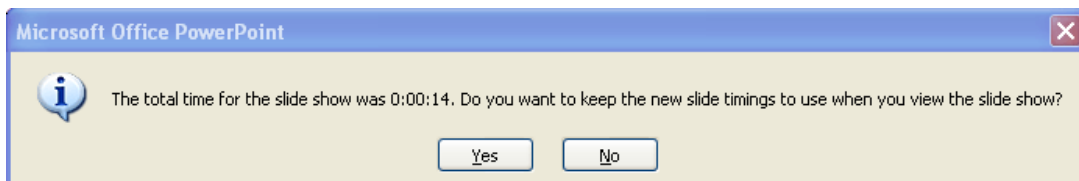
Select **Slide Show>Rehearse Timings**. The first slide appears the **Rehearsal toolbar** displays the time spent on the current slide and the total time spent on the slide show. When you finish rehearsing the current slide, click the **right arrow** to display the next slide. If you make a mistake and want to reset the timer for the current slide, click the **reset button**.



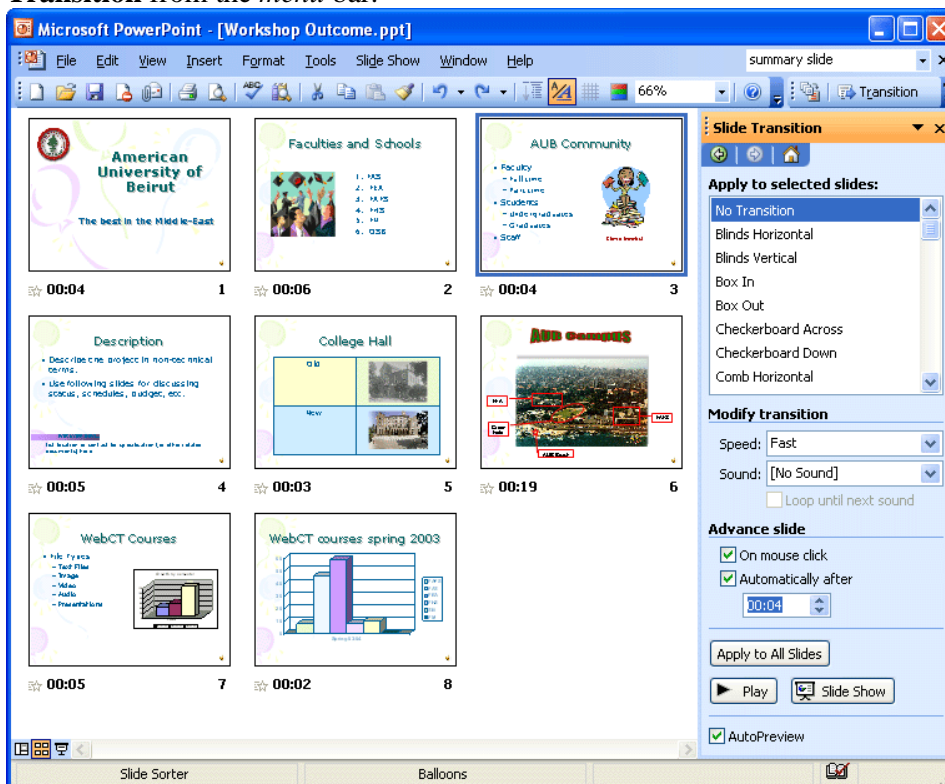
To pause the slide show at any time, click the *pause button*. To continue the slide show after pausing, click the *pause button* again.

When rehearsing your slide show, you can set a specific length of time that you want that the current slide to appear on your screen. Click on the area of the toolbar that displays the timing for the current slide, type the amount of time you want the slide to appear on your screen during the slide show and then press **ENTER** key on the keyboard.

At the end of the show, a dialog box appears; it displaying the total time for the show. To record the time you spent on each slide and use the timings when you later view the slide show, click *Yes*.



To change the slide timings, select the appropriate slide and click **Slide Show > Slide Transition** from the *menu bar*.



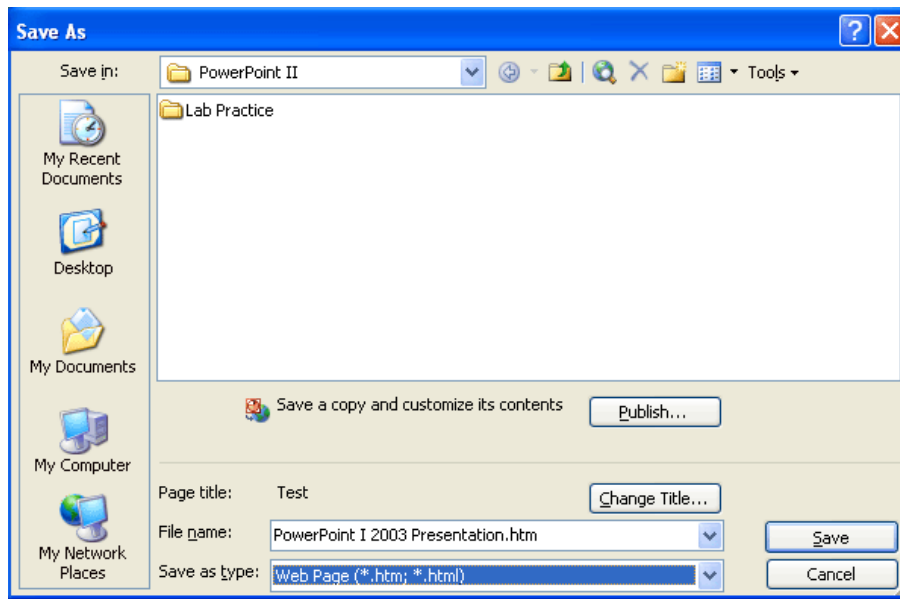
In the *slide transition* sub pane, Under *Advance Slide* change the slide timings in the text box. Click **Apply to All** to apply the current time setting to each individual slide, or click **Save** to change the timing for the current slide.

Previewing a Presentation as a Web Page

You can preview the **PowerPoint** presentation as a Web page. Select **File > Web Page Preview**. You click on the arrows to move through the slides.

Saving a Presentation as a Web Page

Select **File > Save As Web Page**. Type a name for the Web page. Click **Change Title** to specify a title for your presentation. Click **Save**.



Viewing a full-screen version of the presentation on the Internet

Click on the **Slide Show** button in the bottom right corner of the Web browser window. Click the current slide to move forward through the slides Press the Esc key to end the presentation at any time. Keep in mind that, some of the features available in **PowerPoint** might not work in a browser window. For example, most Web browsers do not support shadow text styles or animation effects.
