


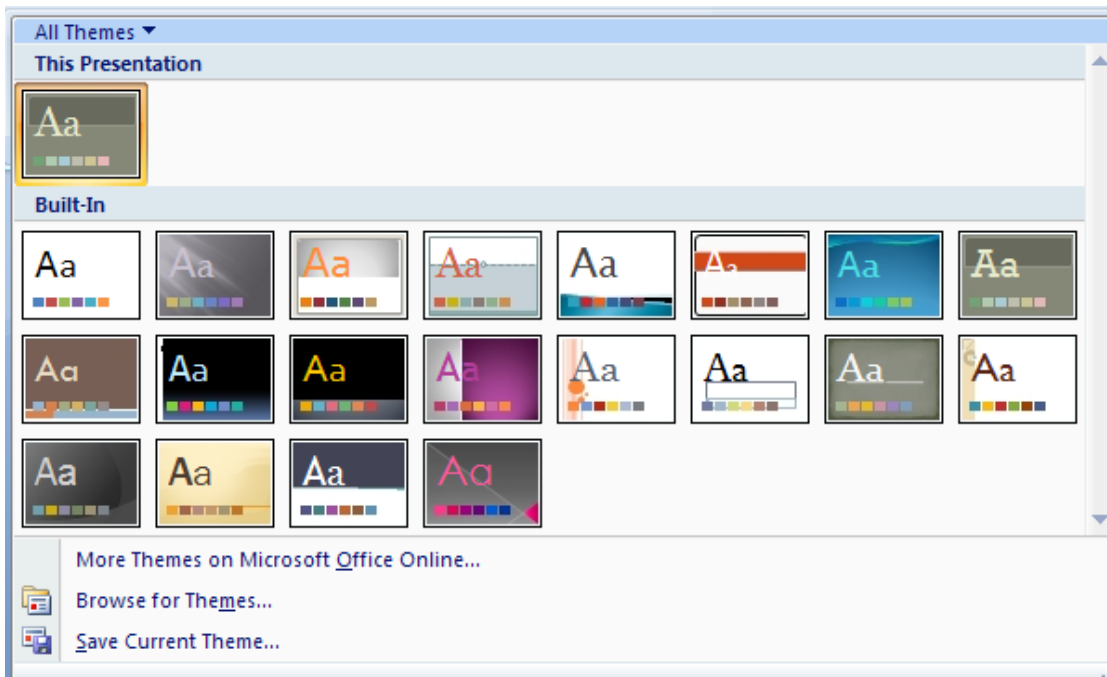
Technology Development Team (TDT) – IT for FIT

PowerPoint: Intermediate Microsoft Office 2007

Intermediate PowerPoint Microsoft Office 2007

THEMES: Microsoft Office PowerPoint 2007 contains several built-in colors, fonts, and effects. Whether you use an existing built-in theme, create a new theme, or modify an existing built-in theme, follow this procedure to apply a theme to your presentation.

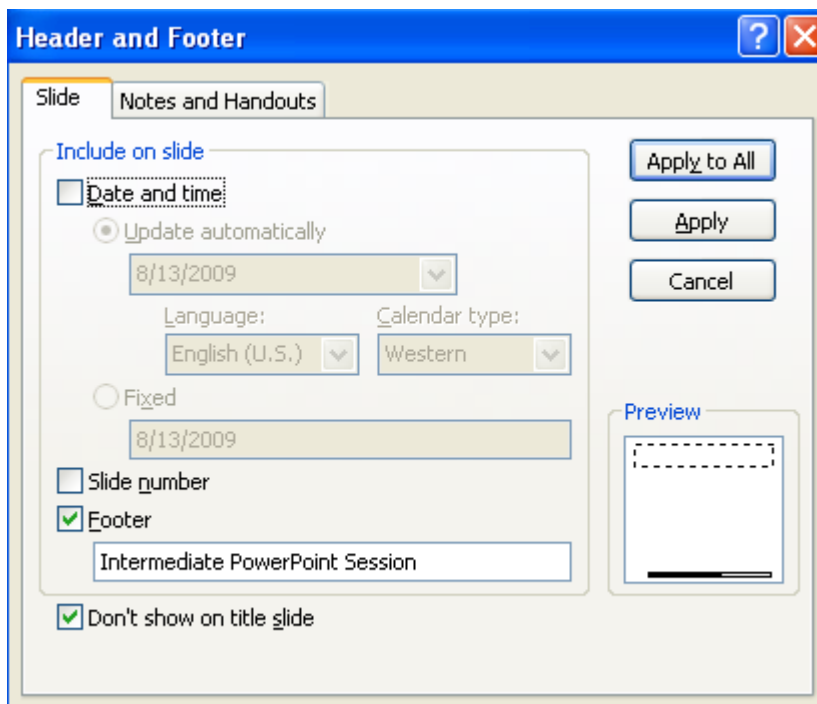
1. On the **Design** tab, in the **Themes** group, click **More** .
2. Do one of the following:
 - o To apply a built-in theme, under **Built-In**, click the theme that you want.
 - o To apply a newly-created theme or an existing theme that you modified and saved, under **Custom**, click the theme that you want.
 - o To apply a custom theme or themed document stored in a different location, click **Browse for Themes**, and then locate and select the theme you want.



HEADERS & FOOTERS:

You can use the **Header and Footer** dialog box to add text (such as your presentation's title, the presenter's name, a file name, company name, and more) to the bottom of one or more slides, handouts, or notes pages in your presentation or to the top of one or more handouts or notes pages in your presentation.

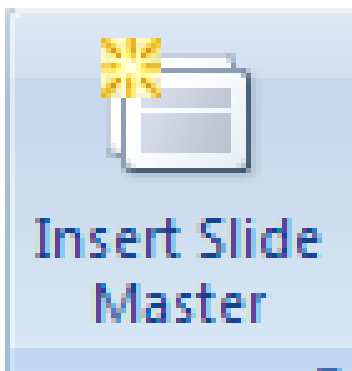
1. On the **Insert** tab, in the **Text** group, click **Header & Footer**.
2. In the **Header and Footer** dialog box, on the **Slide** tab, select the **Footer** check box, and then type the text that you want to appear in the center bottom of the slide.
3. To keep the text in the footer from appearing on the title slide, select the **Don't show on title slide** check box.



SLIDE MASTER:

A slide master is the top slide in a hierarchy of slides that stores information about the theme and slide layouts of a presentation, including the background, color, fonts, effects, placeholder sizes, and positioning.

Because slide masters affect the look of your entire presentation, when you create and edit a slide master or corresponding layouts, you work in Slide Master view. When you want your presentation to contain two or more different styles or themes (such as backgrounds, color schemes, fonts, and effects), you need to insert a slide master for each different theme. In the image that follows, there are two slide masters as you would see them in Slide Master view. Each slide master has a different theme applied to it.



ACTION BUTTON:

You can change the action settings if a picture, clip art, or button shape has an action assigned to it (such as move to next slide, move to previous slide, go to the last slide of the show, or go to a Web page or other Microsoft Office PowerPoint presentation or file.)

1. On the **View** tab, in the **Presentation Views** group, click **Normal**.
2. Click the picture, clip art, or button shape that you want to change.
3. On the **Insert** tab, in the **Links** group, click **Action**.
4. To change the behavior of the picture, clip art, or button shape, in the **Action Settings** dialog box, click either the **Mouse Click** tab or the **Mouse Over** tab.
5. To choose the action that takes place when you click or move the pointer over the picture, clip art, or button shape, do one of the following:
 - To use the picture, clip art, or button shape without a corresponding action, click **None**.
 - To create a hyperlink, click **Hyperlink to**, and then select the destination (for example, the next slide, the previous slide, the last slide, or another PowerPoint presentation) that you want the hyperlink action to go.

To link to a file created by any another program, in the **Hyperlink to** list, click **Other File**.
 - To run a program, click **Run program**, click **Browse**, and then locate the program that you want to run. .
 - To play a sound, select the **Play sound** check box, and then select the sound that you want to play.
6. Click **OK**.

ANIMATING OBJECTS:

The most popular animation effects that you can use in your Microsoft Office PowerPoint 2007 presentations include entrance, exit, and sound effects applied to individual bullets of text, and motion paths applied to objects.

1. Select the first bullet of text that you want to add an entrance animation effect to.
2. On the **Animations** tab, in the **Animations** group, click **Custom Animation**.
3. In the **Custom Animation** task pane, click **Add Effect**, point to **Entrance**, and then click **Fly In**.
4. To specify the settings for the fly-in effect, under **Modify: Fly In**, do the following:
 1. To specify how and when the fly-in effect will start, in the **Start** list, select **On Click**.
 2. To specify the direction from which the bullet of text will start, in the **Direction** list, select **From Left**.
 3. To specify the speed of the bullet of text, in the **Speed** list, select **Very Fast**.
5. Repeat steps 1 through 4 for each bullet of text that you want to add this entrance animation effect to.
6. To verify that your animation effects work the way you want them to, see the section entitled Test your animation effects, later in this topic.

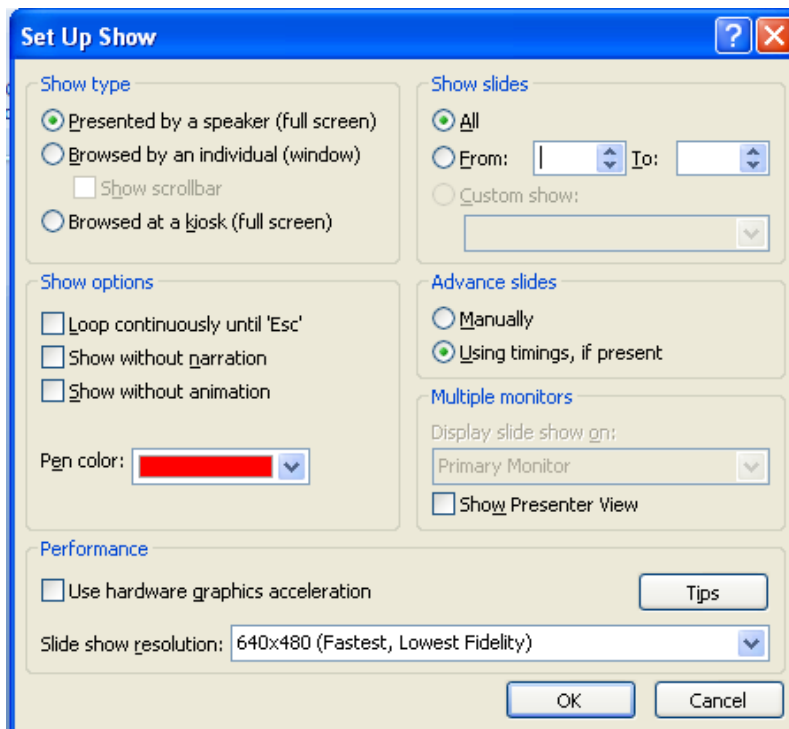
SPEAKERS NOTES and PRESENTERS VIEW:

Using **Presenter View** is a great way to view your presentation with speaker notes on one computer (your laptop, for example), while your audience views the notes-free presentation on a second monitor (projected on a larger screen, for example).

1. The **Display Settings** dialog box from Windows **Control Panel** may appear. If it does not, see Microsoft Windows Help to locate your Windows Display Settings.
2. In the **Display Settings** dialog box, on the **Monitor** tab, click the monitor icon that you want to use to view your speaker notes, and then select the **This is my main monitor** check box.

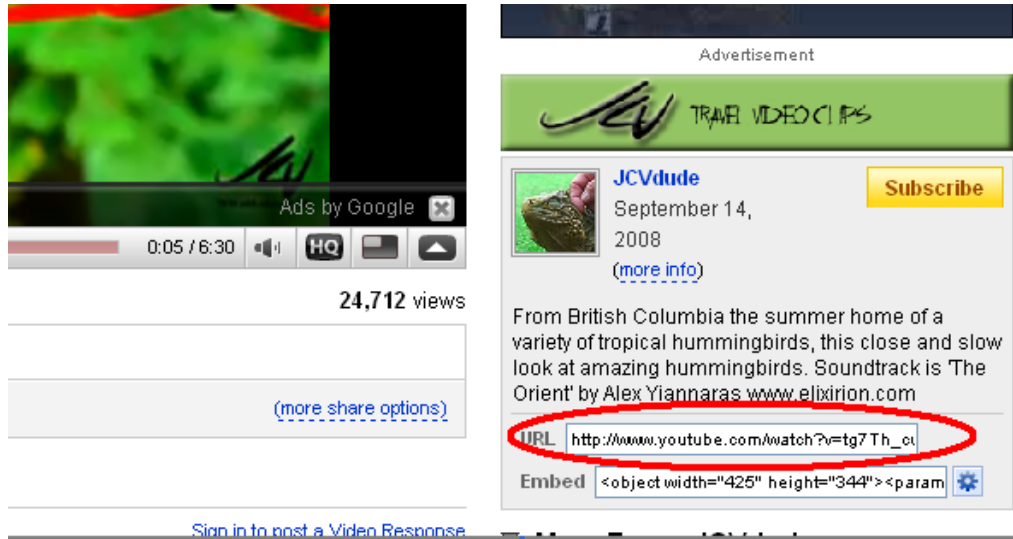
If the **This is my main monitor** check box is selected and unavailable, the monitor is already designated as the primary monitor. You can select only one primary monitor at a time. If you click a different monitor icon, the **This is my main monitor** check box is cleared and made available again.

Click the monitor icon for the second monitor that the audience will view, select the **Extend my Windows Desktop onto this monitor** check box, and then click **OK**.



INSERTING A YOU TUBE VIDEO:

1. Find you're You Tube Video URL. Copy it into your clipboard.



The screenshot shows a YouTube video player on the left and its description on the right. The video player displays a green and black image with a progress bar at 0:05 / 6:30. Below the player, it shows 24,712 views and a link for more share options. The description on the right includes the channel name 'JCVdude', the date 'September 14, 2008', and a 'Subscribe' button. The video title is 'From British Columbia the summer home of a variety of tropical hummingbirds, this close and slow look at amazing hummingbirds. Soundtrack is 'The Orient' by Alex Yiannaras www.elixirion.com'. The URL 'http://www.youtube.com/watch?v=tg7Th_o...' is circled in red. Below the URL is an 'Embed' section with a code snippet: '<object width="425" height="344"><param

2. In the "Developer Tab" of PowerPoint click the "more controls" button.
3. Paste the Tube Video URL In the "MOVIE" field.
4. Modify the code of the URL:

delete the "watch?" and replace the "=" with a "/"