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5. Click in the placeholder at the end of the URL, press **Enter** again, and type the rest of the points as shown below:

- Source http://www.nasa.gov/connect/sounds
- Can download various sound files captured by NASA
- Available in various formats for device type, such as iPhone, Android, etc.

Now, insert some audio files.

- 6. Click the **Insert** tab, and in the Media group, click **Audio** and click **Audio on my PC**. Navigate to the 7328 *Student Files\Presentations* folder, and then double-click the **Computers are in Control** audio file.
 - <u>Source http://www.nasa.gov/connect/sounds</u>
 - Can download various sound files captured by NASA
 - Available in various formats for device type, such as iPhone, Android, etc.



Notice that PowerPoint put the audio clip into the other placeholder even though the cursor was still in the left one. You can move this object by dragging it to the new location.

- 7. Point the cursor inside the speaker symbol and when you see the four-headed arrow, click and drag this object to below the text in the left content placeholder. Grab one of the corner handles and drag to resize it to half the original size. Click away from this object.
- 8. On the Insert tab, in the Media group, click **Audio** and click **Audio on my PC**. Select **SLS Test Fire** and click **Insert**. Move this object next to the other audio file and resize to the same size.
- 9. Ensure that the SLS Test Fire audio object is selected, and then under Audio Tools, click the **Format** tab and in the Adjust group, click **Color** and then click **Green Accent Color 6 Dark**.
 - <u>Source http://www.nasa.gov/connect/sounds</u>
 - Can download various sound files captured by NASA
 - Available in various formats for device type, such as iPhone, Android, etc.



10. Save the presentation.

11. Click the **Insert** tab and in the Media group, click **Video** and then click **Online Video** to open the Insert Video screen.

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	From SharePoint Browse content on your SharePoint sites	Browse ▶
	OneDrive - Personal ccistudent01@outlook.com	Browse ►
You Tube	YouTube The largest worldwide video-sharing community!	Search YouTube

12. Click in the Search YouTube field and type: https://www.youtube.com/watch?v=i58_cIVgRwQ. Press Enter.

▲ BACK TO SIT	TES		×
You Tube	YouTube 1 search result for https://www.youtube.com/watch?v=i58_clVgRwQ	https://www.youtube.com/watch?v= 🔎	
		Select an item. Insert Cancel	

Note: If you cannot find the video, skip to step 16.

13. Once the video has been found, click it and then click Insert.

- Source http://www.nasa.gov/connect/sounds
- Can download vari NASA
- Available in variou such as iPhone, Ar



14. Move the video to the right side of the slide to position it and resize it so that it looks good on the slide. Now, delete some multimedia objects.

- 15. In the slide, click the video object, then press Delete to remove it.
- 16. Click the dark green speaker icon to select the SLS Test Fire audio object, then press **Delete** to remove the audio clip.

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Now, resize the placeholder.

- 17. Click in the title placeholder to move the cursor, then click in the content placeholder, and then position the mouse pointer on one of the borders of the placeholder, and then click when you see the (mouse pointer with four-headed arrow).
- 18. Drag the middle right sizing handle to the right to make the placeholder wider.
- 19. On the Home tab, in the Font group, click the Increase Font Size button to return the font size to 28.
- 20. Save the presentation.

Applying Themes

A theme is a set of coordinated design elements, such as backgrounds, effects, colors, fonts, and graphics, which provide a consistent look for all slides in a presentation. To apply a theme to all slides, click the **Design** tab, then in the Themes group, click the theme you want.

You can also click the **More** button if necessary to see all the available themes.

Thi	s Presentati	on		
A	a			
Off	ice			
A	a	Aa	Ac	Aa
A	a	Aa	Aa	Aa
A	a	Aa	Aa	Aa
Aa	a			
	Enable Con	tent Updates from	0 <u>O</u> ffice.com	
Ē	Browse for	The <u>m</u> es		
•	Save Curren	t Theme		

When you apply a theme, it is applied to all the slides in the presentation. Variations of the theme display in the Variants group in the Design tab to the right of the Themes group.

Be aware that when you apply a theme, fonts and font sizes can change in your slides. You should check each slide individually after applying a theme to see if you need to make any adjustments. For example, you may need to widen table cells if your presentation includes a table.

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Try It! Exercise

In this exercise you will apply a theme to your presentation.

- 1. Ensure the *Pluto Student* file is active on the screen.
- 2. Click the **Design** tab in the Ribbon, then in the Themes group, click the **More** button to display the Themes gallery.
- 3. In the Themes gallery, click a theme of your choice to apply to the presentation.
- 4. Examine each slide carefully and make any adjustments as necessary.
- 5. Save the presentation.

Animating Objects

C Objective 2-4.3

Animate objects and text to add interest to your slide shows. You can control how the text, objects, and graphics enter (or become visible) when the slide displays, or how they exit (disappear from view). You can also use animation to emphasize objects on the slide.

To add animation, use one of the following methods:

- On the Animations tab, in the Animation group, click **More** to display the Animation Gallery (see figure on the left), or
- on the Animations tab, in the Advanced Animation group, click Add Animation (see figure on the right).

Entrance					
Appear	F ade	Fly In	Float In	Split	
Wipe	★ Shape	Wheel	🚖 Random Bars	Grow & Turn	
Zoom	Swivel	Bounce			
Emphasis					
Pulse	XX Color Pulse	+ Teeter	Spin	Grow/Shrink	
T Desaturate	T Darken	+ Lighten	Transparency	t Object Color	
Compleme	Line Color	Fill Color	A Brush Color	Font Color	
Underline	Bold Flash	Bold Reveal	Wave		
Exit					Ŧ
★ More <u>E</u> ntr	ance Effects				
★ More E <u>m</u> p	hasis Effects				
★ More Exit	Effects				
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None							-		
+ None									
Entrance									
Appear	★ Fade	Fly In	Float In	Split	Wipe	A Shape			
Wheel	Random Bars	Grow & Turn	Zoom	Swivel	Bounce				
Emphasis									
Pulse	Color Pulse		Spin	Grow/Shrink	★ Desaturate	t Darken			
tighten	Transparency	t Object Color	t Compleme	tine Color	Fill Color	A Brush Color			
Font Color	Underline	Bold Flash	Bold Reveal	Wave					
Exit									
Disappear	★ Fade	Fly Out	Float Out	split	+ Wipe	★ Shape			
Wheel	Random Bars	Shrink & Tu	Zoom	X Swivel	Bounce		Ŧ		
★ More <u>E</u> n	trance Effects								
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📩 More M	otion <u>P</u> aths								
<mark>∦[#] O</mark> LE Acti	ion Verbs						.:		

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Once you choose an animation, you can set specific options for the animation using the **Timing** group:

Start:	On C	lick	Ŧ	Reorder Animation			
🕒 Durati	01.00	+	 Move Earlier 				
🕒 Delay:	00.00	÷	 Move Later 				
Timing							

Applying Slide Transitions

Slide transitions are special effects that you can apply as you move from one slide to the next during a slide show.

To apply a slide transition, on the **Transitions** tab, in the **Transition to This Slide** group, click a transition style from the gallery.

FILE	HOME	INSERT	DESIGN	TRANSITIONS	ANIMATIONS	SLIDE SHOW	REVIEW	VIEW M	1IX			CCI
Preview	None	Cut	Fa	ede Push	e Wipe	€ ⊅ Split	Reveal	Random Bars	Shape		Sound: [No Sound] C Duration: 02.00 C Apply To All	 Advance Slide On Mouse Click After: 00:00.00 \$
Preview					Transition 1	to This Slide				-	Tim	ing

- As with other galleries, click **More** to display the entire gallery, and then point at a transition to preview it for the slide.
- You can customize the transitions by adding sound or changing the speed; you can also apply a transition to
 one slide only or to all the slides in the presentation.
- By default, slides are set to advance (that is, move from one slide to the next) when you click the mouse. If you want your slide show to run on its own, you can use the options in the **Timing** group to set the amount of time to display each slide.

Try It! Exercise

In this exercise you will add a variety of animations and transitions to slides.

First, you will add some animations.

- 1. Ensure the *Pluto Student* file is active on the screen. Go to slide 2 and select the content placeholder.
- 2. Click the Animations tab and in the Animation gallery, click Appear.

PowerPoint now places small boxes at the left of the object to indicate the order that the items will appear.

- 3. Click slide **3** and click the content placeholder. On the Animations tab, in the Animations gallery, click **Wipe**. Click **Effect Options** and ensure that **From Bottom** is selected.
- Click slide 4 and click the content placeholder. On the Animations tab, in the Animation gallery, click Wipe. Click Effect Options and click From Left.
- 5. Click slide 5 and click the content placeholder. On the Animations tab, in the Animation gallery, click Wipe.
- 6. Click slide 8 and click the image of Pluto. On the Animations tab, in the Animations gallery, click Float In.

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Now, add a transition to all the slides at once.

- 7. On the right side of the status bar, click the **Slide Sorter** view button to switch to Slide Sorter view. Here you can see all the slides at once.
- 8. Press Ctrl+ A to select all the slides.
- 9. On the Transitions tab, in the Transition to This Slide gallery, click **Push** to apply this transition to all the slides.
- 10. Save the presentation.

Viewing a Slide Show

You can start a slide show on your computer using one of the following methods:

- On the Slide Show tab, in the Start Slide Show group, click to start the show from the beginning or from the current slide; or
- press F5

The slide show displays in full screen mode. By default, at the end of the slide show, PowerPoint displays a black screen with the message "End of slide show, click to exit" at the top, indicating that the slide show has ended.

To advance through the slides, you can:

- · Click to move to the next slide or to display bullet points or objects on the slide; or
- press Enter or Spacebar; or

press PgUp or PgDn.

Try It! Exercise

In this exercise you will add view your slide show.

- 1. Ensure the *Pluto Student* file is active on the screen.
- 2. Press F5 to start the slide show. Slide 1 displays on the screen.
- 3. Click the mouse to move to slide 2.
- 4. Click the mouse to show the first bullet point.
- 5. Keep clicking the mouse to advance through the animated bullet points and to move through the slides.
- 6. When you reach the Sounds from Space slide, click the **speaker** icon to play the audio file.
- 7. Press Enter to advance to the end of show screen, then click once more to end the show and return to your presentation.

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Viewing Print Options

Print your presentation from the Print tab in Backstage view.

You can print full page slides, notes, or handouts. Notes are speaker notes you can add to a presentation to remind yourself of what you want to say as you present your slide show. Handouts are pictures of your slides that you can distribute to audience members.



When you print in PowerPoint:

 You can specify to print slides, notes pages, or an outline of the presentation. You can also specify how many slides you want to print per page.

- If you are using a monochrome printer, all colors in the presentation will print in varying shades of gray.
- If you are using a color printer, you can specify to print in grayscale or in pure black and white to save on ink.

Print Layout									
Full Page Slides	Notes Pages	Outline							
Handouts	notes ruges	outine							
1 Slide	2 Slides	3 Slides							
4 Slides Horizontal	6 Slides Horizontal	9 Slides Horizontal							
4 Slides Vertical	6 Slides Vertical	9 Slides Vertical							
<u>F</u> rame Slides									
✓ Scale to Fit Paper									
High Quality	High Quality								
Print Comments and Ink Markup									

Try It! Exercise

In this exercise you will look at some of the available print options.

- 1. Ensure the *Pluto Student* file is active on the screen.
- 2. Click File, Print.
- 3. In the Settings area, click the **Full Page Slides** button, then in the Handouts section, click **2 Slides**. Notice how the slides appear in the preview area.
- 4. Click the 2 Slides button, then click 3 Slides. This format includes lines for taking notes.

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- 5. Click the **3 Slides** button, then click **9 Slides Vertical**.
- 6. In the Settings area, click the **Color** button, then click **Grayscale**.
- 7. Click the Back button.
- 8. Close the presentation and close the PowerPoint application window.

Lesson Summary

In this lesson you were introduced to basic skills for working in PowerPoint. You created presentations, inserted and edited slides that include text, images, charts, tables, and multimedia. You should now be familiar with the following:

- inserting, rearranging, and deleting slides
- working with slide text
- inserting tables and charts
- inserting pictures
- inserting multimedia objects
- applying themes

- animating objects
- viewing printing options

Review Questions

- 1. Which view button would you use to view multiple slides?
 - a. 📳 b. Ţ c. 📑 d. 💽
- 2. How can you insert a new slide?
 - a. On the Home tab, in the Slides group, click New Slide.
 - b. On the Quick Access toolbar, click New Slide.
 - c. Press Ctrl+M.
 - d. Right-click the slide in the Slides tab and then click New Slide.
 - e. Any of the above
 - f. a, c, or d

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