Working With Microsoft PowerPoint 2013

Powerpoint Basics
Inserting a Chart
Inserting a Sound
Saving your document at EIT

Inserting SmartArt
Inserting a Video
Saving to a USB Memory Stick

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Saving your PowerPoint
Saving to a USB Memory Stick
Microsoft PowerPoint is an electronic presentation program that helps people present a speech using a collection of slides. A PowerPoint presentation is a collection of slides that can be used to create oral presentations.

This is the standard first slide of a PowerPoint presentation.

**Inserting a New Slide**

**Home << New Slide**
Choose the Layout required, the layouts are pre-set but can be customised as needed

Selecting a Slide
To select a slide, click the slide in the slides panel (a thick borderline appears around the slide).

Views
There are four different views in Powerpoint:

- Normal
- Slide sorter
- Notes page
- Slide show

Each view is used for a different step in creating your Powerpoint presentation.
Normal View

**View >> Normal**

This view is used when creating and designing your slides.

![Normal View Image]

**NB:** This view can also be altered using the icons at the bottom of the page on the task bar.

Slide Sorter View

**View >> Slide Sorter**

This view is good to use when organising your slides. Use when you want to delete, copy, paste or move your slides.

![Slide Sorter View Image]

Deleting a Slide

Select the slide that you would like to delete and press the Delete key on the keyboard OR right click on the selected slide and select Delete Slide from the menu.

Copying a Slide

Select the slide you would like to copy, right click on the selected slide and select Copy from the menu.
Pasting a Slide
Position your cursor where you want to paste the slide (eg. between 6 & 7) << Ctrl + V

Moving a slide
After creating a Powerpoint presentation you may decide to change the order of your slides. Select the slide you wish to move (a border will appear around the selected slide), and drag the slide to where you want to reposition it and drop it into the position. The slide number sequence will automatically update.

Slide Show
Slide Show >> From Beginning

It shows your presentation in full screen. It can also be used to check any animations, transitions or timing at the final stage of preparation for your presentation
NB: Press ESC key to return to normal view.

Notes Page
View >> Notes Page

NB: You can add and view your notes for each slide.
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Inserting a Chart

Select the slide you are going to put the chart on;

**Insert >> Chart**

Choose the type of chart you want to use >> **OK**

An excel window will open, so that you can edit/enter data in your chart

**NB:** If the table disappears, right click on your chart >> Choose Edit Data and the table will appear again.
**NB:** To change your chart type, right click on your chart >> Choose **Change Chart Type**
Select the slide you are going to put the SmartArt on;

Choose **Insert >> SmartArt**

Choose a SmartArt graphic >> **OK**

Click on the objects within the SmartArt graphic to edit them

**NB:** Right click on the objects to change their properties.
Powerpoint
Inserting a Sound

Select the slide you are going to put the sound on
Insert << Audio >> Audio from File

Browse for your sound file >> Insert

When you click on the sound icon your sound will start playing automatically.
To move your sound icon out of the middle of your powerpoint >> Click on the icon >> move it to where you want it placed.

**To change the playback of your sound:**
Click on the **Playback** tab << **Start** dropdown box << select **Automatically, On Click or Play across slides**

If you chose **Automatically**, your sound will play straight away.
If you chose **On Click**, you will need to click on the sound icon.
If you chose **Play across slides**, when you click on your sound icon your sound will continue to play across all slides.
Microsoft PowerPoint 2013

Inserting a Video

Select the slide you are going to insert a video into.

Insert >> Video >> Video from my PC

Browse for your video >> Insert
To change the playback of your video:

Click on the Playback tab
Click on the Start dropdown box
Choose between Automatically or On Click

Automatically will play your movie clip straight away
On Click means you have to click on your movie clip to get it to play

Inserting a Video from YouTube

The safest way to use a video from YouTube is to hyperlink it to your slide; do not embed the file as this can breach the Copyright Act 1994.

Find the video you want to link to
Click in the address bar, to copy your video link
Press Ctrl C (Copy) OR Right click and choose Copy

Go back to your PowerPoint slide
Click where you ant to place your video link
Press Ctrl V (Paste) OR Right click and choose Paste

Highlight the link - https://youtu.be/GB7S-KOJJfE

Right click on the link and choose hyperlink
The following dialogue box will appear;

Choose **Browsed Pages** >> select your **YouTube video link**

The hyperlink will change colour

You can also **edit** the text of the hyperlink to make it more relevant >> **Right click** on your hyperlink
Choose **Edit Hyperlink**

The following dialogue box appears

Select **Text** to display

Type in your text e.g. How NOT to use PowerPoint
Adding Action Buttons to your Presentation

By adding action buttons to your presentation you can tell a movie or sound to play or you could use an action button to navigate to another slide in your presentation.

Action Buttons

Insert >> Shapes >> Action Buttons

Choosing a Button

Once you have chosen your button you will notice the mouse pointer has changed to +

Move your mouse onto your slide and click and drag to make your button
The action button dialogue box will now show, this is to enable you to choose the settings you want to apply to your button.

Choose which tab you want to use; **Mouse Click** or **Mouse Over**

Choose which action you want and click **OK**