Working With Microsoft PowerPoint

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

Inserting a Picture
Inserting a Video
Saving to a USB Memory Stick

Want more information?
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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**

Choose the Layout required, the layouts are pre-set but can be customised as needed.
**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.

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

**Selecting a Slide**

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

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

View >> Slide Show
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.
Powerpoint
Inserting a Graph

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 the data in your chart

NB: If the table disappears, right click on your chart >> Edit Data and the table will appear again.
NB: To change your chart type, right click on your chart >> Click on **Change Chart Type**
Powerpoint

Inserting a Diagram

Choose **Insert >> Smart Art**

Choose a Diagram type << OK

Click on the objects within the diagram 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.
Powerpoint

Inserting a Video

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

**Insert >> Video >> Video from File**

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

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**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 want to place your video link
Press Ctrl V (Paste) **OR** Right click and choose Paste
Highlight the link - http://www.youtube.com/watch?v=ORxFwBR4smE

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

- Creating a link to the YouTube video;
- [http://www.youtube.com/watch?v=ORxFwBR4smE](http://www.youtube.com/watch?v=ORxFwBR4smE)
You can also edit the text of the hyperlink to make it more relevant.
Right click on your hyperlink

Choose to **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 for your button

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

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