

Advanced PowerPoint Skills

Don Carlin
2012

1

Table of Contents

Applying the Dim Feature	2
Adding Sound	5
Adding Video	7
Hyperlinks	8
Linking to a place in the same document	8
Linking to a different document	9
Linking to the World Wide Web	10
Navigation Control and Action Buttons	11
Transitions	13
Making an object Appear and Disappear	15
Multiple images on one slide	17
Photo Albums	20
Making the slideshow run continuously	22
Project Rubric	24

Advanced PowerPoint Skills

Don Carlin
2012

2

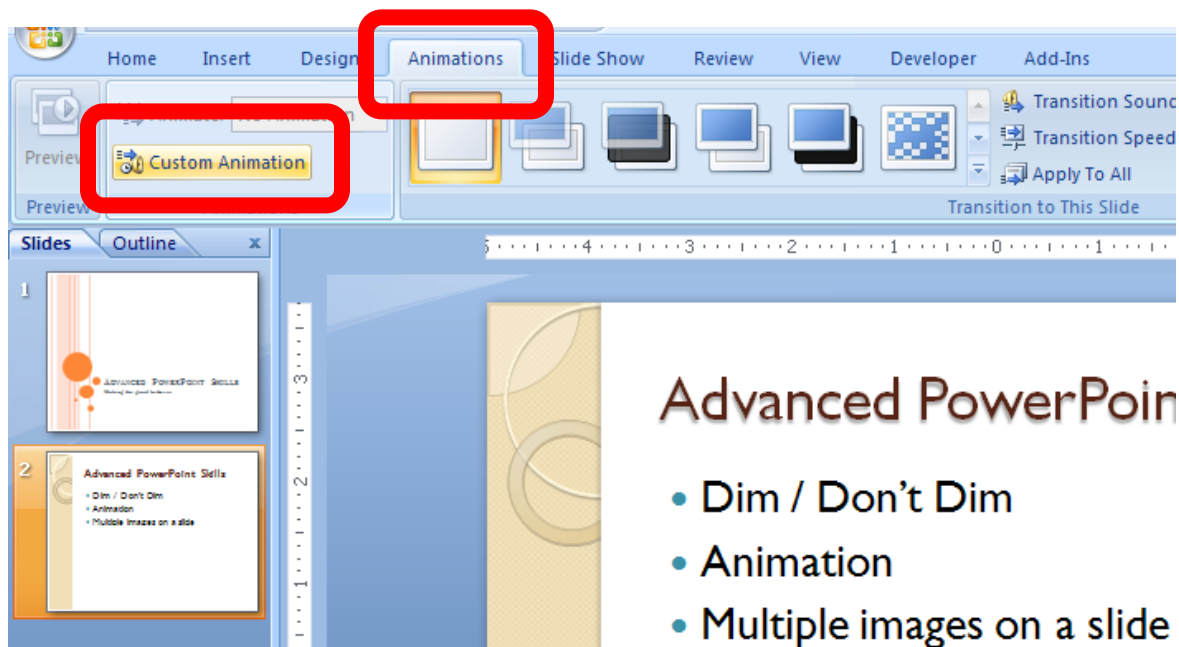
Applying Dim

Many PowerPoint presentations begin by showing all bulleted points. What does the observer focus on - all of the bulleted points. An advanced skill is to bring one bullet in at a time. When time to move to the next item, dim the previous point.

Here are the directions for applying dim features to bulleted items.

Start a new presentation. On slide two, add at least three items similar to the sample shown below.

1. Click on the Advanced Ribbon.
2. Select Custom Animation. This opens the animation pane.

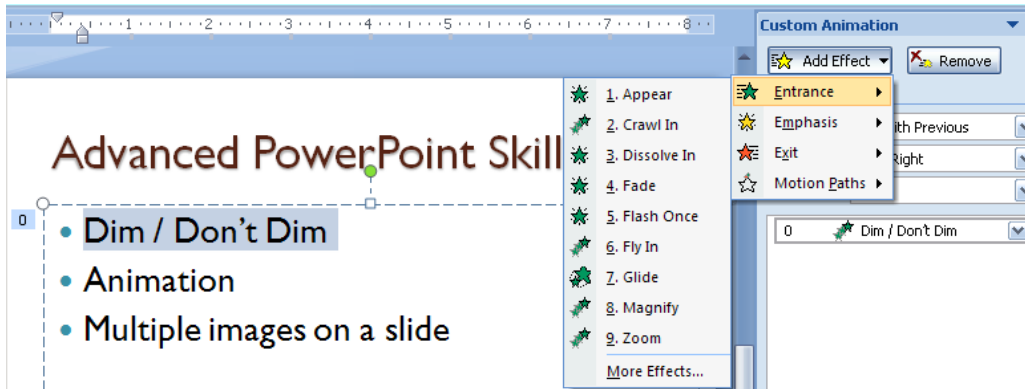


3. Click Add Effect in the Animation Pane.
4. Select Entrance
5. Select the way you want the text to enter.

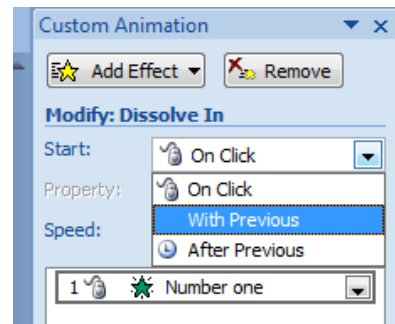
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Don Carlin
2012

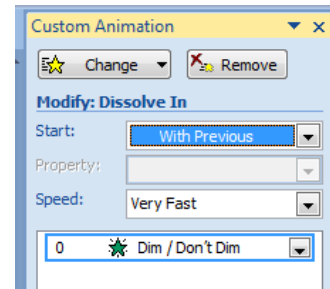
3



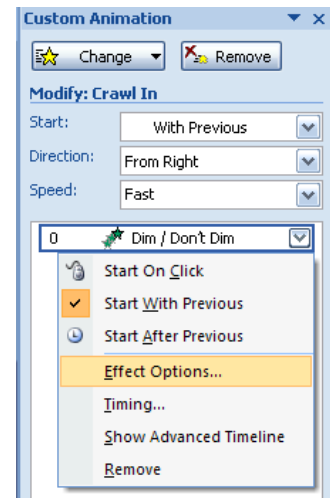
6. The text needs to enter when the slide begins. Click on the down arrow next to "On Click" then select With Previous.



7. Right-click on the animation in the animation pane.



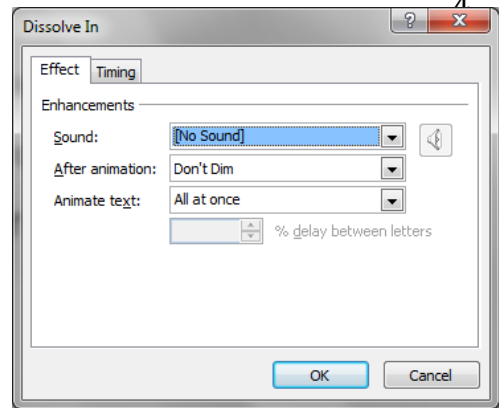
8. Select Effect Options.



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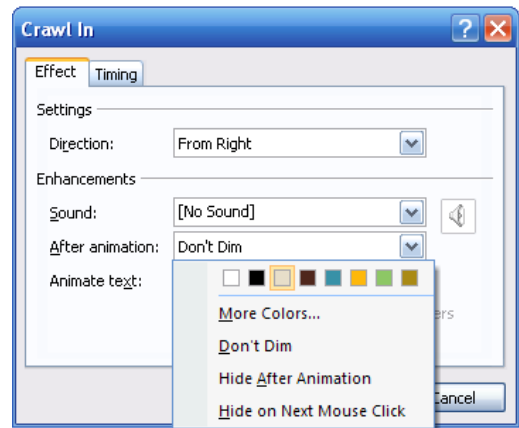
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2012

9. Click the Don't Dim down arrow and choose a color you want to show when you advance to the next bullet. The color should dim the text, not make it disappear.

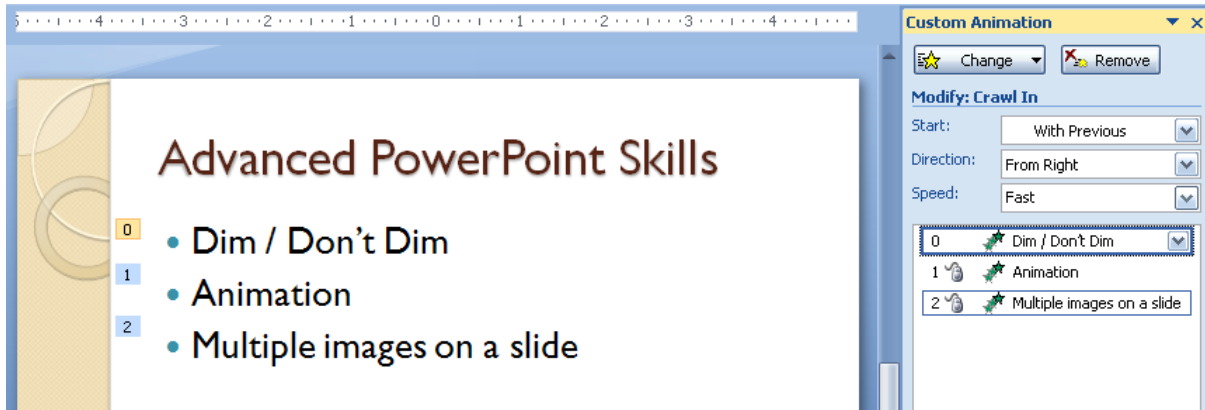


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- Dim / Don't Dim
- Animation
- Multiple images on a slide



10. Repeat these steps with the other two items in your list. However, use “On Click” for Starting each slide.



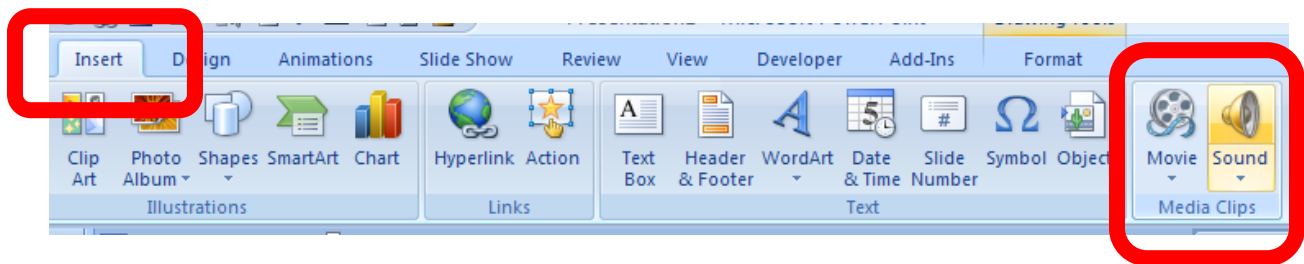
Notice the numbers on the left of the bullets, 0, 1, and 2. The first bullet has a 0 because I selected this action to begin when the slide was displayed. Number 1 will be displayed when you press the mouse and the same for number 2.

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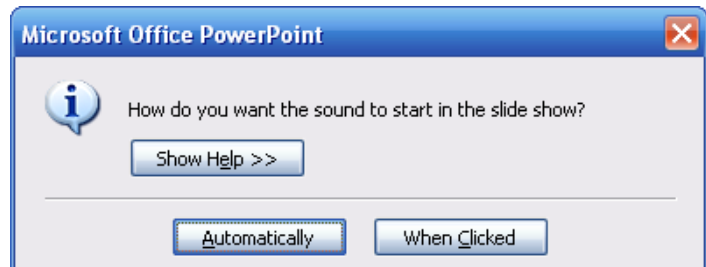
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5


Adding Sound to a PowerPoint Presentation



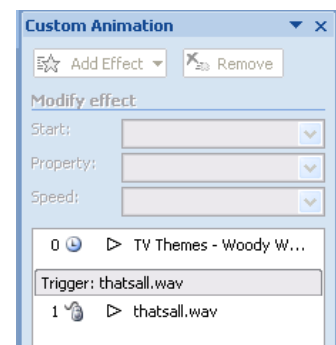
1. Click on the Insert Tab
2. Select Sound from the Insert Ribbon.
3. Navigate to the sound file you want inserted.
4. Select the sound file you want to hear.
5. When returning to the presentation you will see a new window from which you choose to play the sound automatically or when clicked.



Select Automatically if you want the sound to play when the slide is opened. Select When Clicked if you want the sound to play when you click on the speaker. Unless you have linked the sound file to text or an image, you will see a small speaker on the slide. To

play the sound, click on the speaker.  If playing the sound automatically, it is a good idea to hide the speaker or, at least, move it to an inconspicuous part of the slide.

6. To hide the speaker during the slide show, right-click on the action, select Effect Options.

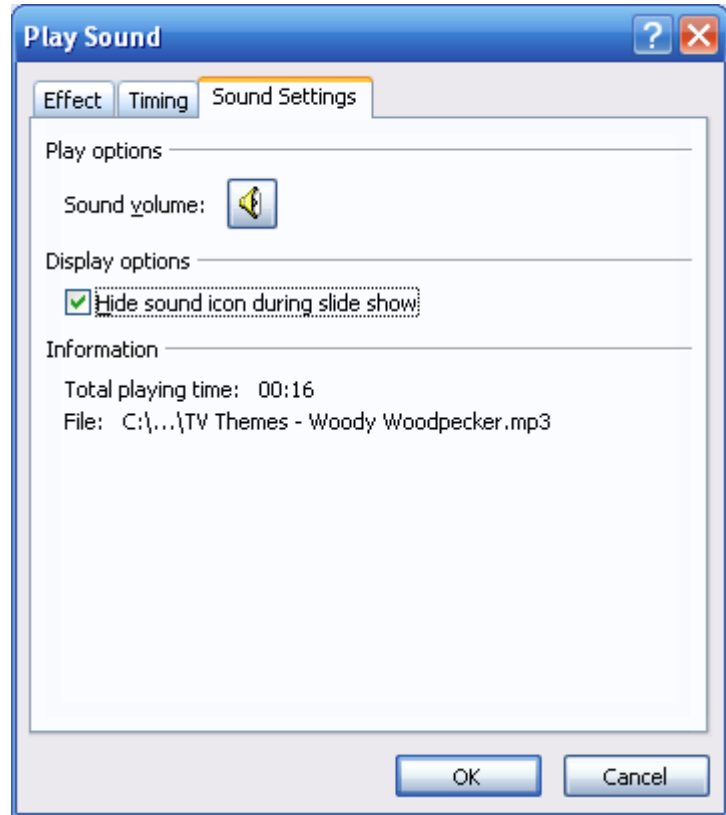


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Don Carlin
2012

6

7. From the new window select Sound Settings and check the box for Hide sound icon during the slide show



| [Top](#) |

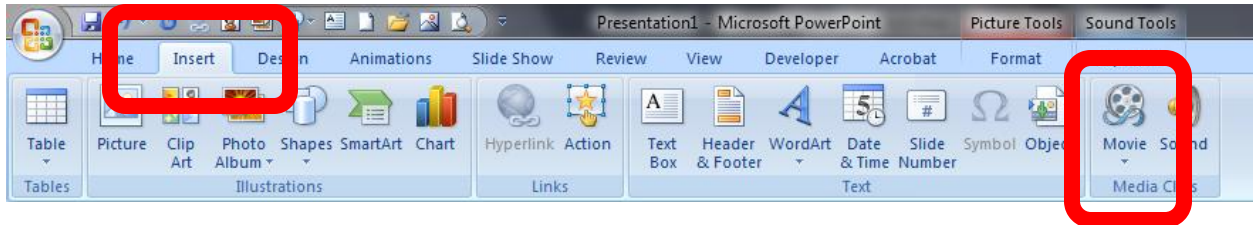
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Don Carlin
2012

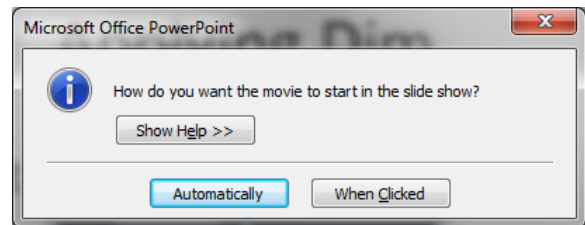
7

Adding Video to a PowerPoint Presentation

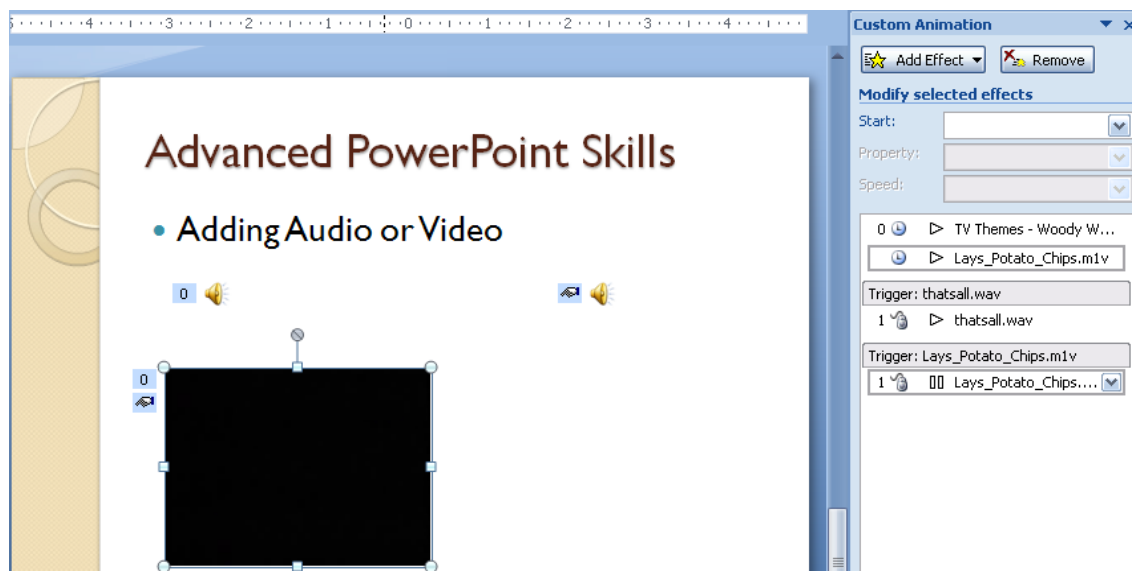
Adding video to a PowerPoint Presentation is similar to adding sound files. Videos can be played in a small window or a full slide. You can choose the location and size, you can move the video placeholder on the slide and resize it.



1. Click on the Insert Tab
2. Select Movie from the Insert Ribbon
3. Select whether to play the video automatically or when clicked. For classroom presentations you'd probably want when clicked so you have time to introduce the movie and prepare the students to look for certain points. If you choose to play the video automatically, it would be best to use a new slide.



4. Resize the video placeholder for your needs.



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Don Carlin
2012

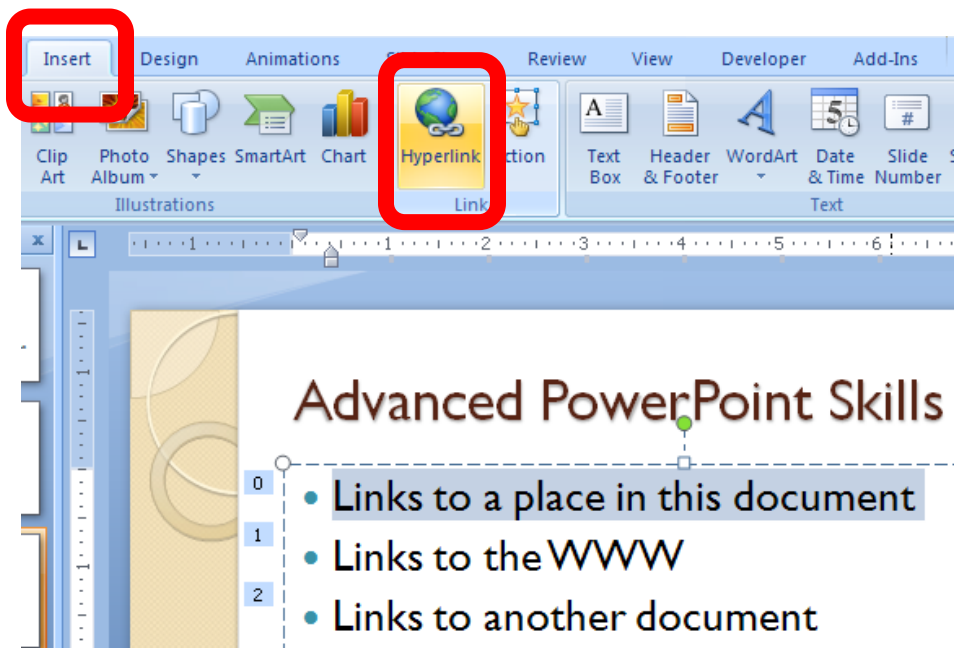
8

Hyperlinks

Being able to move freely within a presentation is what makes the presentation more instructional and interactive. Hyperlinks allow the user to click on an active button and jump immediately to a new slide, open a new document, or go to the world wide web.

Linking to another slide

1. Highlight text or an image you want to be the anchor for the hyperlink. In the example below, I used text.
2. Select the Hyperlink from the Insert Tab.

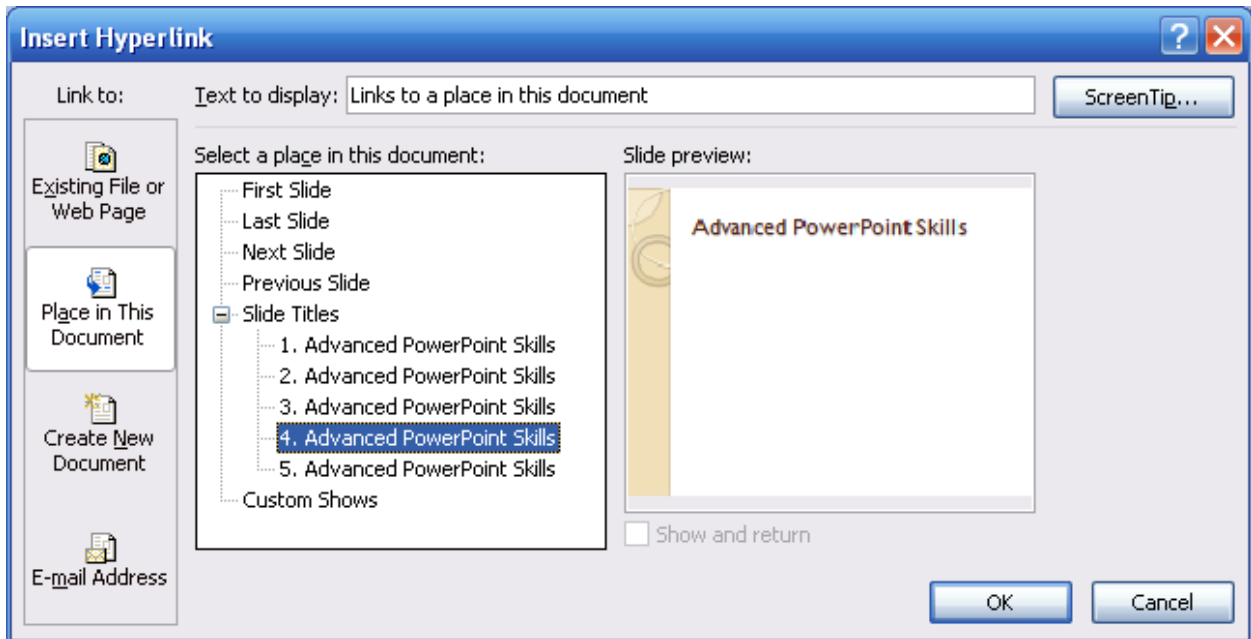


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2012

9

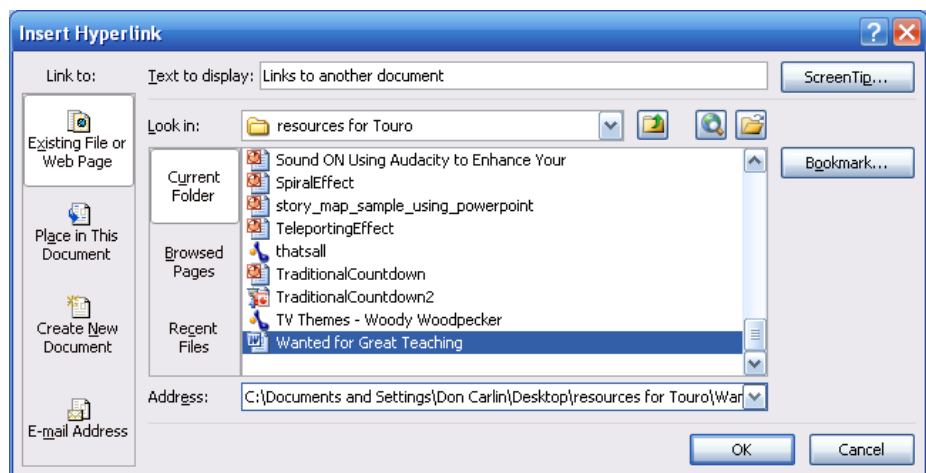
3. Select Place in This Document. 4



4. Pick the slide you want to hyperlink to. OK

Hyperlinks – Linking to another document

1. Highlight text or an image you want to be the anchor for the hyperlink.
2. Select the Hyperlink Tab on the Insert Ribbon.
3. This time select Existing File of Web Page. Navigate to the document you want to open when the linked.



NOTE – If you move the file or PowerPoint presentation to a different computer, the file must be moved too.

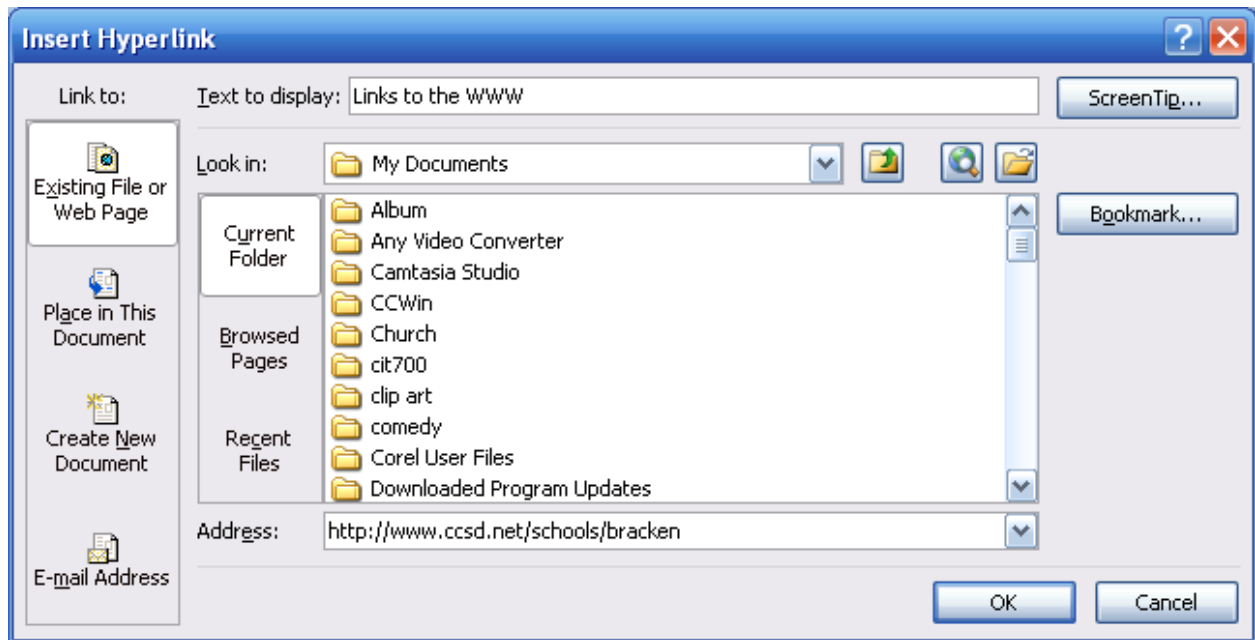
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2012

10

Hyperlinks – Linking to the World Wide Web

1. Highlight text or an image you want to be the anchor for the hyperlink.
2. Select the Hyperlink Tab on the Insert Ribbon. This time select Existing File of Web Page.
3. In the Address bar type the URL for the website you want to link to.



| [Top](#) |

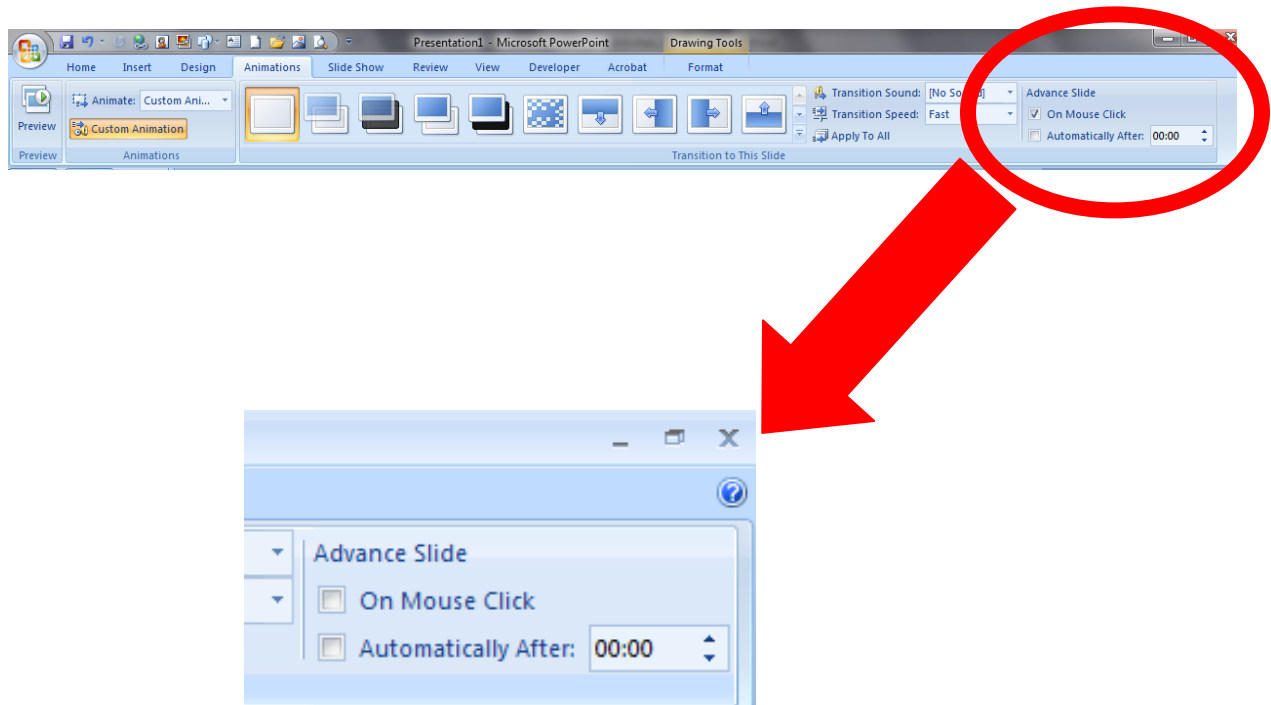
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2012

11

Navigation Control and Action Buttons

If you are using hyperlinks in your presentation, it is a good idea to turn off Advance On Mouse Click. This is especially true if using an interactive presentation. The last thing you want to happen is for the user to end up somewhere than the intended location. This is especially, especially true if using navigational control and action buttons.



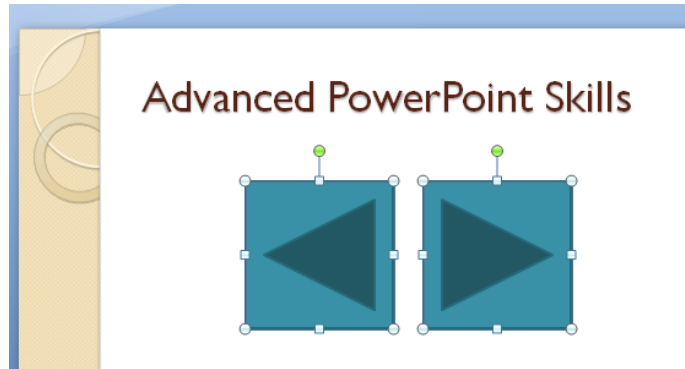
| [Top](#) |

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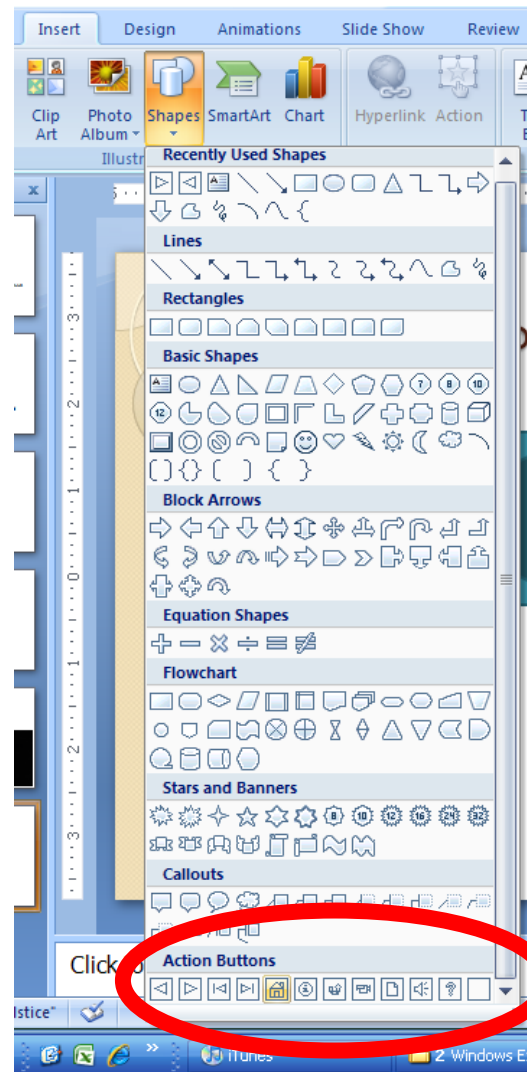
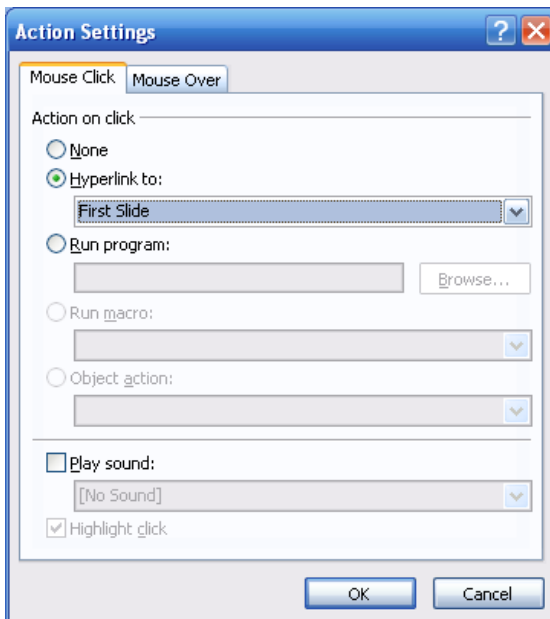
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Action Buttons

Action Buttons, like those shown on the right, will automatically add a hyperlink. All you need to do is pick the link location.



1. Select Insert and choose Shapes. At the bottom of the list is Action buttons. Select one.
2. After selecting the action button, the cursor turns to a + sign. Click the mouse then draw your action button.
3. After the button is drawn, a new window opens. From this window, select the action for the action button.



4. Click the down arrow under Hyperlink to: for a list of actions.

| [Top](#) |

Advanced PowerPoint Skills

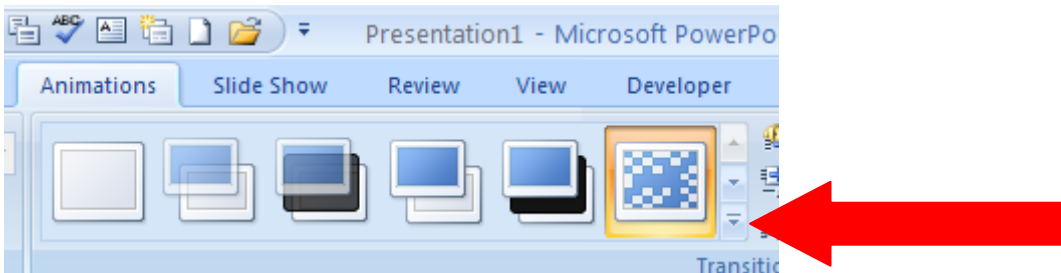
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Transitions

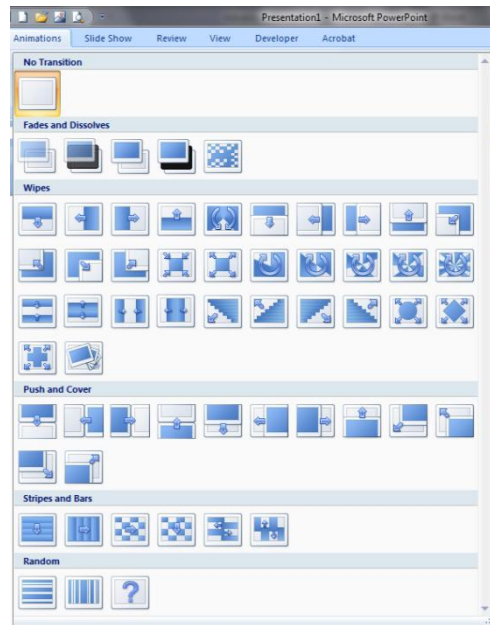
The way a slide advances to the next slide is called a transition. Fancy transitions can capture an audience's attention. The drawback to using fancy transitions is the audience won't be paying attention to what you say because they are waiting for the next slide.

PowerPoint has several interesting transition; PowerPoint 2010 has even more. The best way to learn what each transition does is to play with all of them. Pick the one you like

1. On the Animations Ribbon, click the dropdown arrow to open the transitions window.



2. Click on a transition to select it.



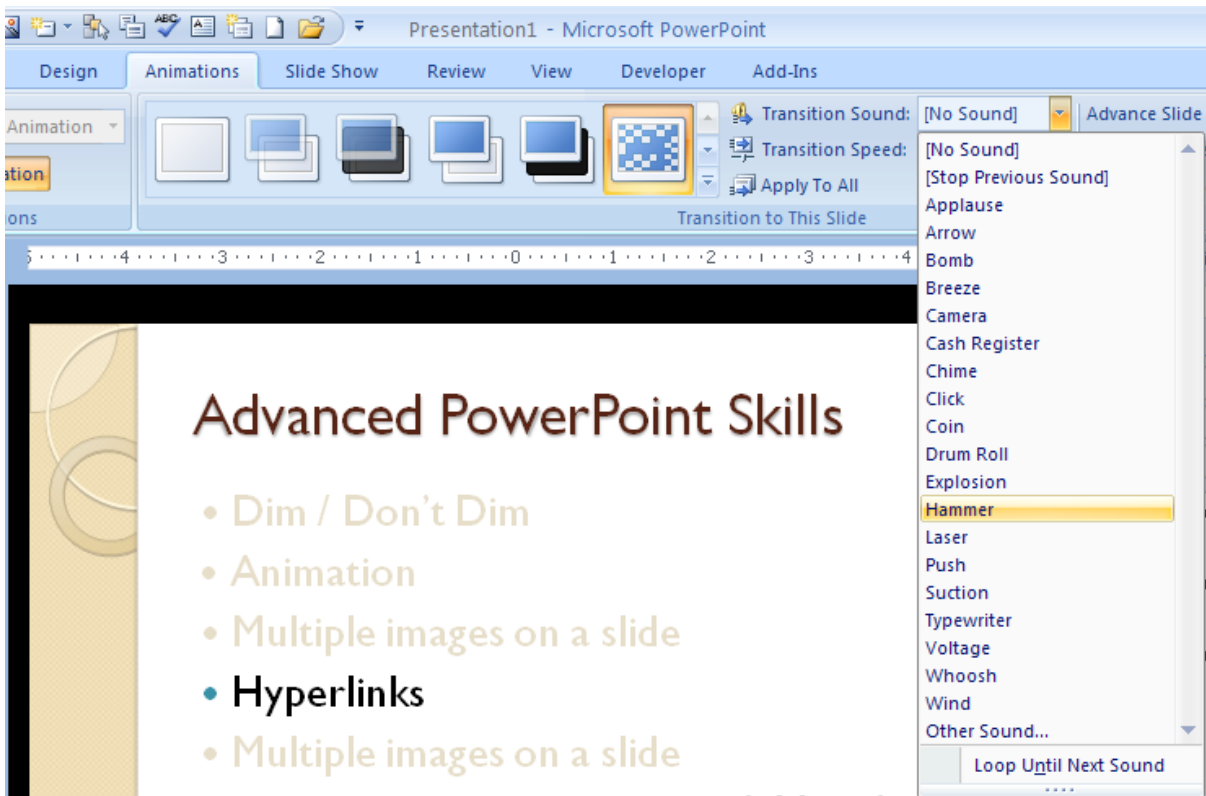
3. If you want a sound to be played during the transition, click the Sound down-arrow.

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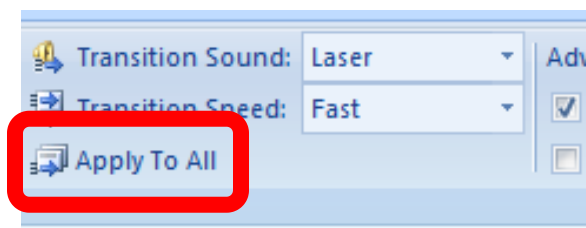
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2012

14

4. Click on the sound to select it.
5. If you have a recording you want to use, select Other Sound. Navigate to your sound file and upload it.



6. You can apply this to one slide or all slides. Apply to all slides by clicking the Apply to All button.



Caution: Transitions and sounds are “cute”, but can get annoying. I suggest not using them.

Advanced PowerPoint Skills

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2012

Appear and Disappear

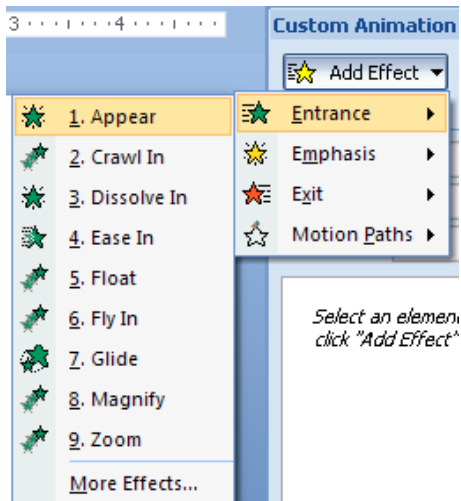
Appear and Disappear is an interesting feature for presentation. They are good for revealing information when you want it and hiding it when you don't.

1. Insert an Image –size it to fit in one corner of the slide
2. Insert two text boxes – one will say “Appear” the other will say “Disappear”

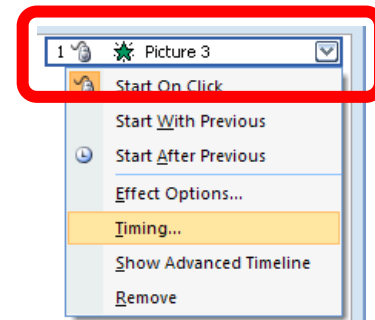
Your slide should similar to this example



3. Click on the Animations ribbon; select Custom Animations
4. Select the image
5. From the Custom Animation pane, select Add Effect, Entrance, and then Appear.



6. Right click on the animation to view animation options.

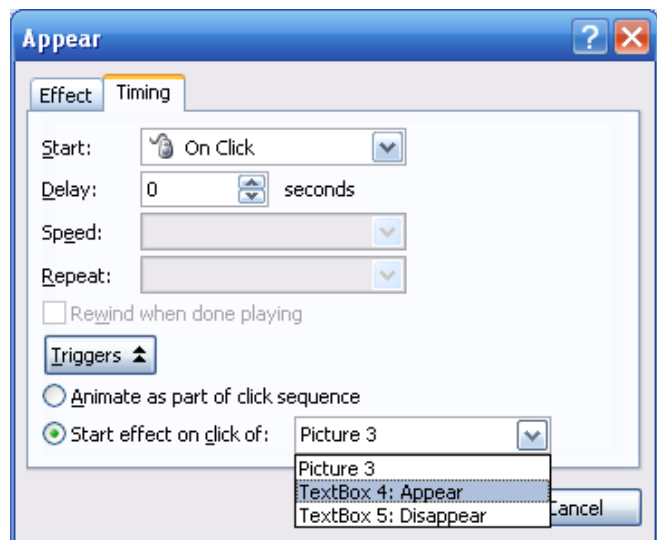


Advanced PowerPoint Skills

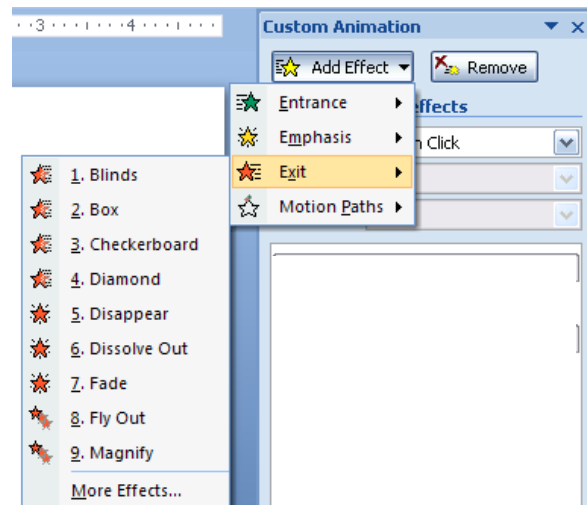
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2012

16

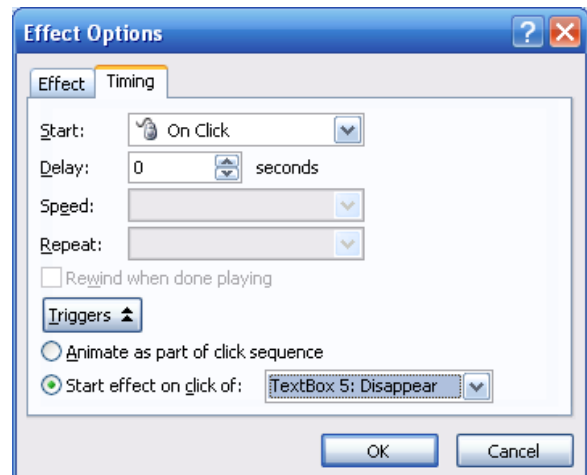
7. Select Timing
8. Set the trigger options as shown here.



9. Select the image.
10. From the Custom Animation pane, select Add Effect, Exit, and then select Disappear.



11. Set the Trigger as shown here.



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Don Carlin
2012

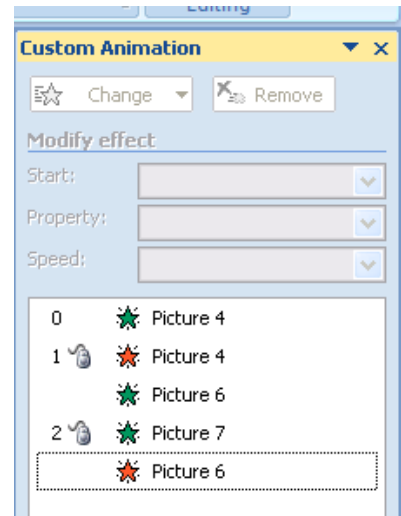
17

Multiple Images on One Slide

Having one image appear over another or having an image fade out while another image is fading in is an interesting effect. This effect can be applied to text objects too.

1. In a new slide, insert an image.
2. Open the Animation Ribbon to Custom Animation.
3. Select the image.
4. Add an entrance effect.
5. Add an exit effect to the same image.
6. Add another image.
7. Add an entrance effect.
8. Add an exit effect.
9. By changing timing it is possible to run through an entire show without advancing effects or slides.
10. In the example on the right, the first image enters, and then exits on the mouse click. The second image enters as the first image leaves. The third image appears on the mouse click; image two exits as the third image appears.

Each image could be set to display for X seconds then the next effect would happen. This would make your slide show run automatically.



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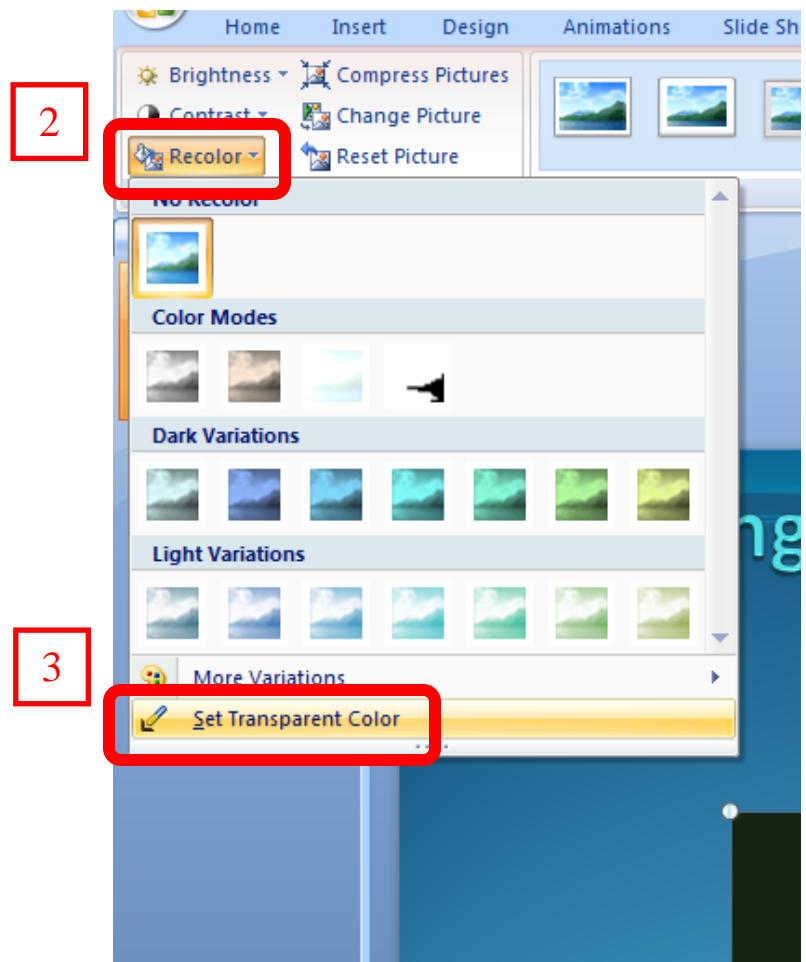
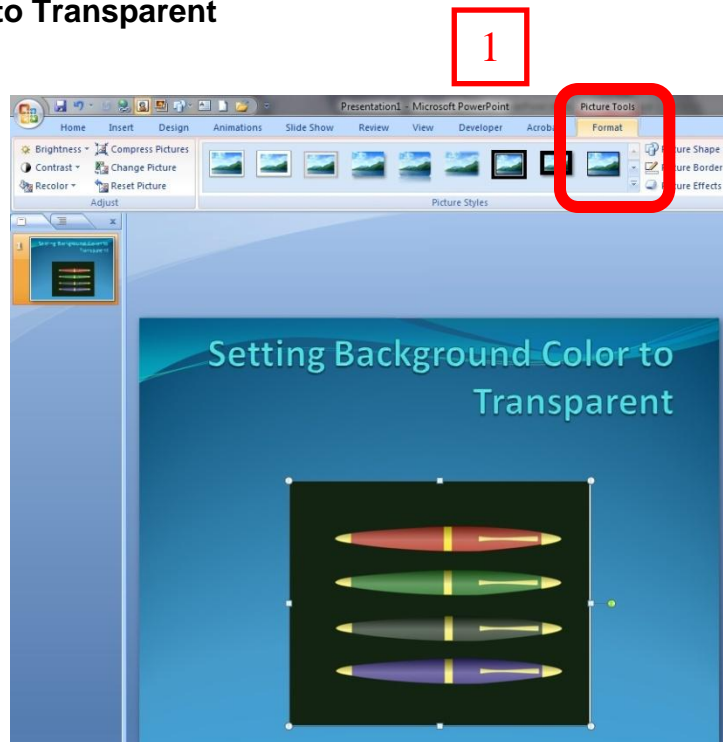
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18

Changing Background of an Image to Transparent

Notice how the clipart of the pens comes in with a dark background that distracts from the subject of the image, the pens. We can change that.

1. Insert an image into your PowerPoint slide. Select the image then click the Format Tab.
2. Select Recolor from the Adjust Menu.
3. Slide down to Set Transparent Color.



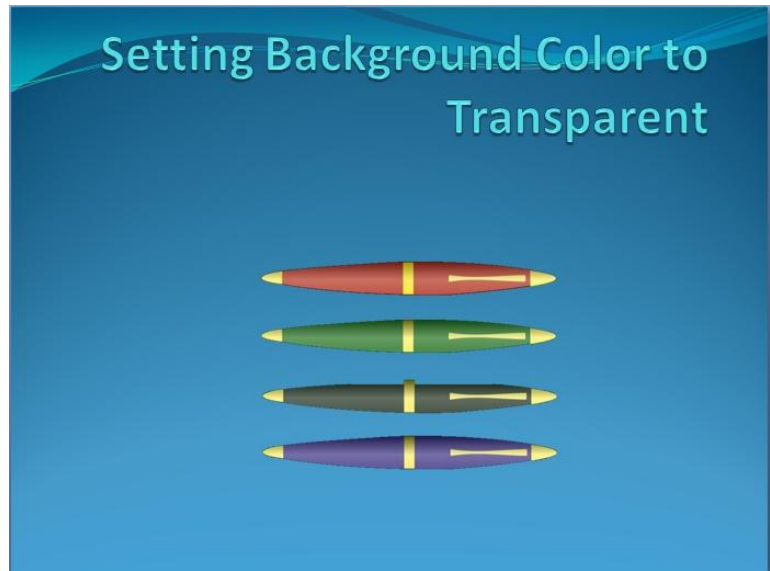
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19

4. Some cropping may be necessary to remove borders, but the image background blends with the slide background color.

Unfortunately, only one background change per image.



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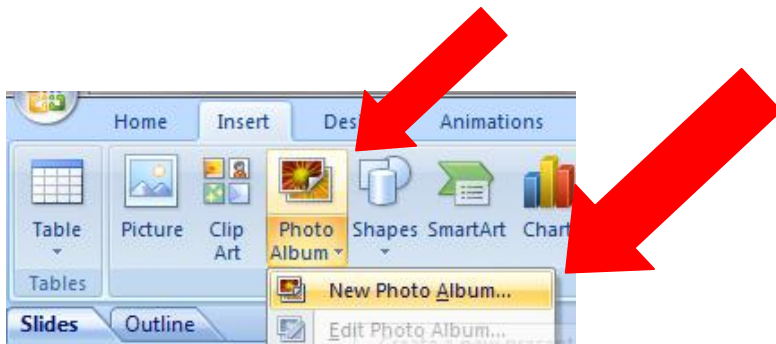
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Photo Albums

Prior to creating the slideshow, gather all your images in one folder.

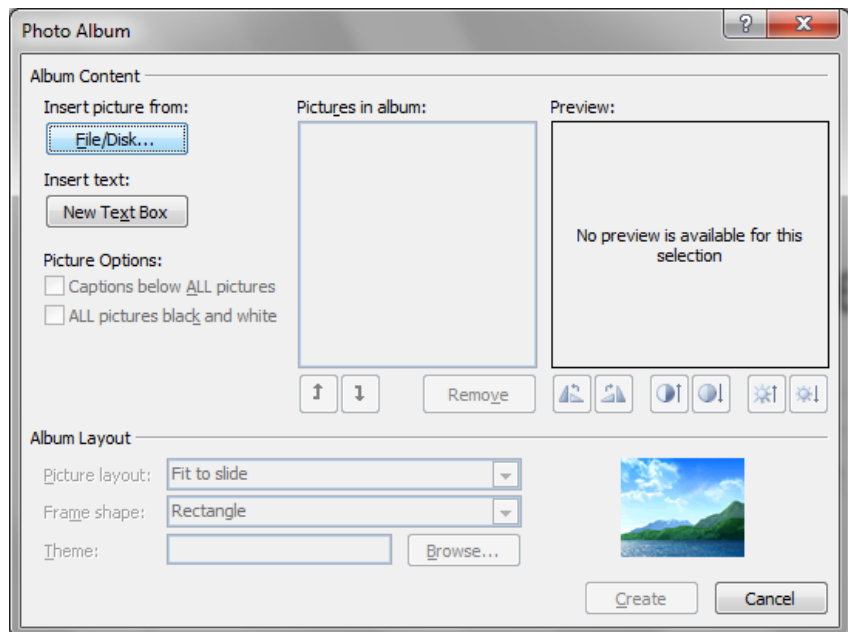
PowerPoint can create picture slide shows in a matter of seconds.

1. To do this, select Photo Album from the Insert Ribbon.
2. Next, select New Photo Album.



In the new window you will be asked you will select the location of your images write a caption, and setup your slide show. I don't advise adding captions because PowerPoint creates a slide for the image and a slide for the caption. Use a textbox if you really want to label the images.

3. Click on File/Disk to navigate to your image folder.

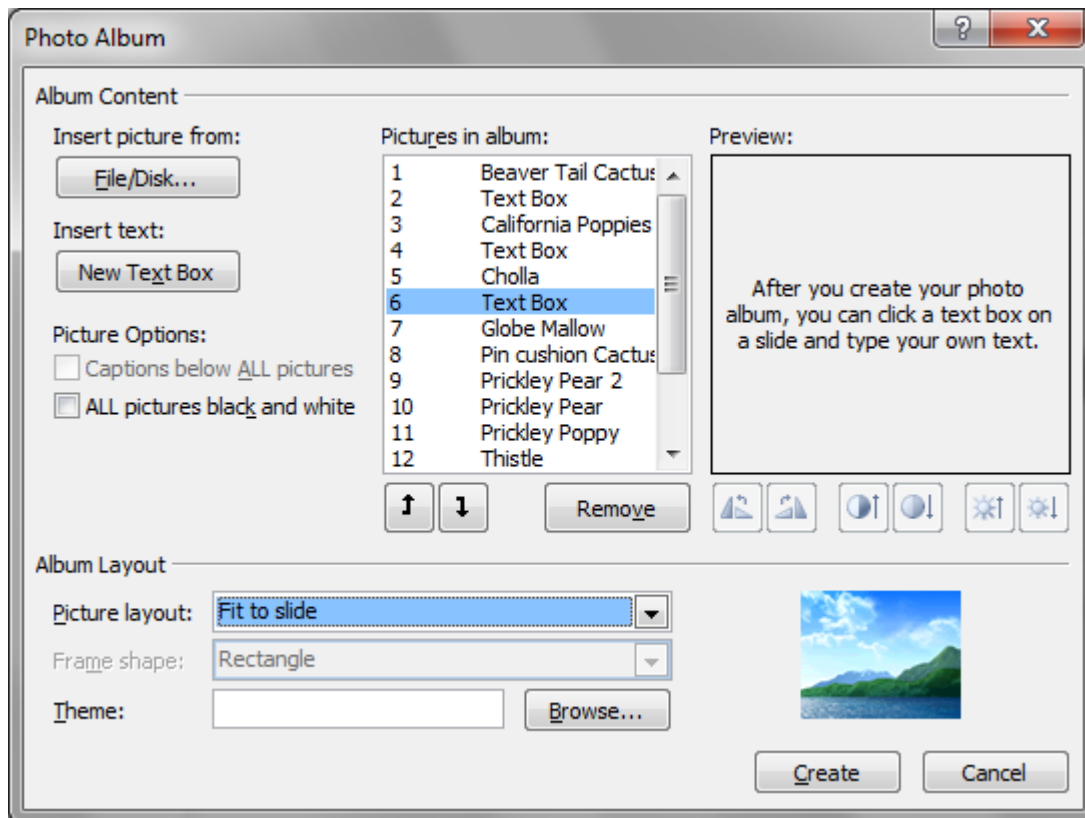


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2012

21

4. To add a caption to a photo, add a textbox on the slide. **Don't use their caption option.**
5. Select Fit to slide for best appearance.



6. Click Create when finished.
7. Change the title of your slideshow if necessary and the slide design.

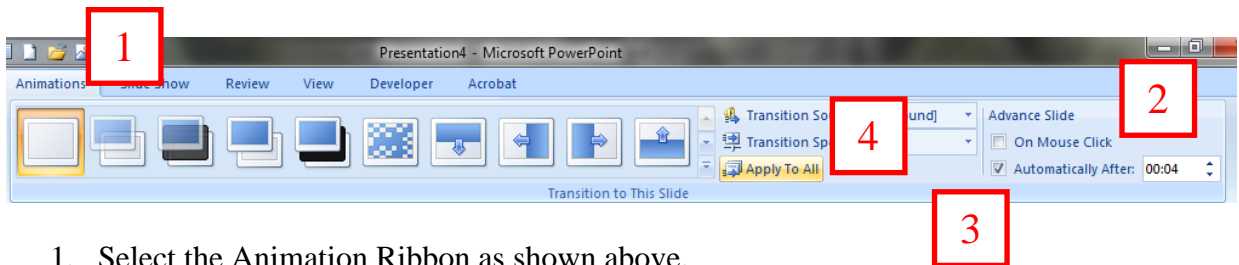


Advanced PowerPoint Skills

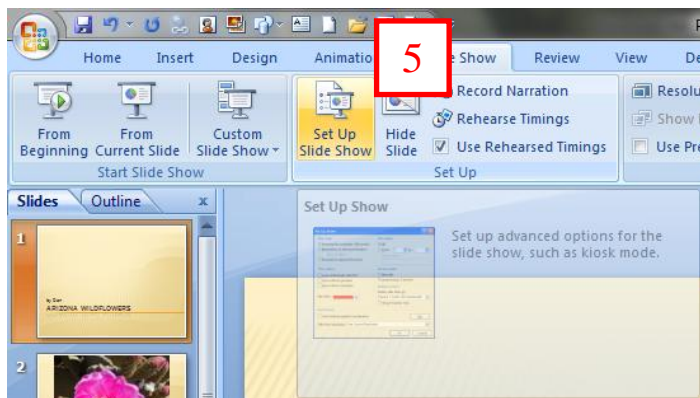
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2012

22

Making your Photo Album Run Automatically



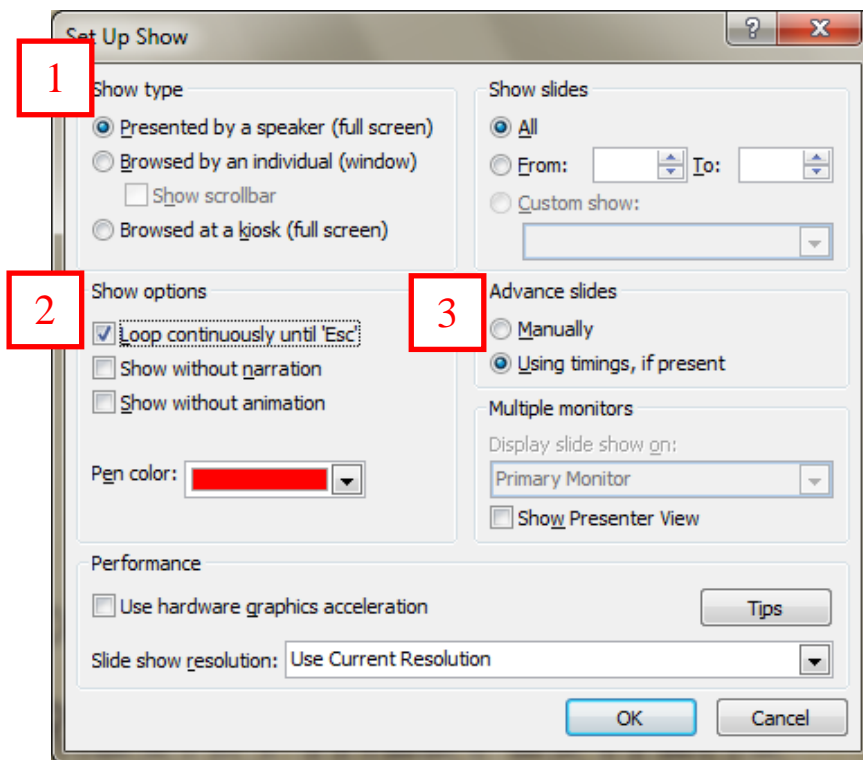
1. Select the Animation Ribbon as shown above.
2. Turn off the On Mouse Click
3. Select Automatically After and set desired time each slide should show, 3-4 seconds.
4. Select Apply To All
5. To make the slideshow run continuously, select Set Up Slide Show from the Slide Show Ribbon.



Advanced PowerPoint Skills

Don Carlin
2012

23



1. In the new window select Presented by a speaker.

2. Select Loop continuously until “ESC”.

3. Select Using timings, if present.

4. Click OK.

| [Top](#) |

Advanced PowerPoint Skills

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2012

24

Advanced PowerPoint Skills Presentation Rubric				
Skill	3	2	1	0
Applying Dim	Three items were included in the list and each dimed separately on mouse click	Three items were include in the list, but all dimed at once.	Three items were included, but dim was not applied.	Less than three items in the list.
Hyperlinks	Hyperlinks were correctly applied for a place in presentation, to the WWW, and to a document.	Three hyperlinks were used, but one did not work correctly.	Three hyperlinks were used, but two did not work correctly.	Less than three hyperlinks were used.
Action Buttons	Home, next, and previous action buttons were used and all worked correctly.	Home, next, and previous action buttons were used, but one did not work correctly.	Home, next, and previous action buttons were used, but two did not work correctly.	Less than three action buttons were used.
Transitions with and without Sound	Transitions with sound and without sound were demonstrated			No transitions were demonstrated
Appear and Disappear	Appear and Disappear was demonstrated correctly.	Appear and Disappear was demonstrated, but one button didn't work correctly	Appear and Disappear was demonstrated, but neither button work correctly	Appear and Disappear was not demonstrated
Multiple Images	At least three images appear one at a time then disappeared prior to the next image.	Three images appeared, but didn't disappear prior to the next image.	Less than three images were used, but appeared and disappeared correctly.	No attempt was made.
Transparent Background	A before and after image was presented showing the background color was transparent	An image was presented without a before image.	An image was presented, but transparent wasn't applied.	No attempt was made.
Slideshow	A separate slideshow with a title slide, five slides, and set to run automatically was demonstrated.	A separate slideshow with a title slide, five slides, but didn't run automatically was submitted.	An attached slideshow with a title slide, five slides and was set to run automatically was submitted	No attempt was made.
Total				
			Project Total	