

Further Features of Microsoft® PowerPoint® 2003

This guide introduces some of the further features in PowerPoint 2003 including charts, links and multimedia.

It assumes basic knowledge of PowerPoint as covered in the document "Introduction to Microsoft PowerPoint 2003".

COPYRIGHTS

"The University of Bradford retains copyright for this material, which may not be reproduced without prior written permission".

"Screen shot(s) reprinted by permission from Microsoft Corporation. Microsoft is a registered trade mark and Windows is a trade mark of Microsoft Corporation".

Learning Support Services welcomes feedback on its documentation. Please email any comments on the content of this document to:

suggestions@bradford.ac.uk

For other LSS documentation please see:

<http://www.brad.ac.uk/lss>

CONTENTS

About This Guide.....	1
How to Use This Guide	1
Creating charts, tables and organisational charts.....	1
Creating Charts	1
Creating Tables.....	2
Aligning and Formatting Text.....	3
Altering Borders (optional!)	3
Creating Organisational Charts.....	3
Adding Links.....	4
Adding a Link to Another File	5
Adding a Link to Another Slide Within the Presentation.....	6
Adding a Link to a Web Page.....	6
Using the drawing toolbar	7
Creating large posters	7
Multimedia	7
Incorporating Sounds and Videos into a Slide Show *	8
As PowerPoint Object.....	8
As Linked File	8
Inserting a Sound/Movie	8
Adjusting the Volume	9
Linking to a Sound/Movie File	10
Recording a Voice Narration or Sound in a Slide Show	10
Record a Voice Narration.....	11
Notes	12
Record a Sound or Comment on a Single Slide.....	12
Re-record Voice Narration.....	12
Pause or Stop Voice Narration During Recording.....	13
Delete Voice Narration or a Sound From a Slide	13

ABOUT THIS GUIDE

This document introduces a number of popular features in PowerPoint, which are not covered in the document *An Introduction to Microsoft PowerPoint® 2003*.

It assumes you have knowledge of PowerPoint and have worked through the above document which is available from the JB Priestley Building Reception, and on the Web at: <http://www.brad.ac.uk/lss/learning/index.php>

How to Use This Guide

☞ A paragraph starting with this symbol means that there is some mouse clicking or typing involved!

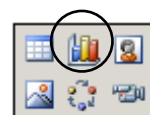
Format A word in **bold** corresponds to a word on your screen.
Type Anything that you are asked to type in will be in this font.
<return> The names of keys on the keyboard are enclosed in <chevron brackets>.

CREATING CHARTS, TABLES AND ORGANISATIONAL CHARTS

Charts are usually created with Microsoft Excel, and tables with Microsoft Word. They can be then be easily inserted into PowerPoint using the Copy and Paste commands. Sometimes you may want to create *simple* charts and tables directly in PowerPoint – the advantage is that they will take on the colours and format of your slide design.


Creating Charts

- ☞ Open a new presentation.
- ☞ Click in the *Title* placeholder and type:
Creating Charts, Tables and Organisational Charts
- ☞ Click in the *Subtitle* placeholder and type your name.
- ☞ **Save** your presentation as: Further Features
- ☞ Create a new slide.
- ☞ From the *Content Layouts* section in the Layout Task Pane, select the *Title and Content* layout (see opposite).
- ☞ In the *Title* placeholder type: Creating a Chart
- ☞ Select the **Insert Chart** icon from the Slide content placeholder.



This starts a separate chart-making program called Microsoft Graph. A sample chart now appears with sample data in a separate data sheet window.

We will create a very simple chart:

- ✓ Delete row 3 – click on **3**  to select the row and then press the <Delete> key.
- ✓ Now delete row 2.
- ✓ Click in the cell containing the words “1st Qtr” and replace them with **Eyes**
- ✓ Continue to edit the data in the data sheet until it looks like the one below.

	A	B	C	D
	Eyes	Ears	Nose	Mouth
	80	17	2.9	0.1

Notice that as you alter the data, the chart changes to match.

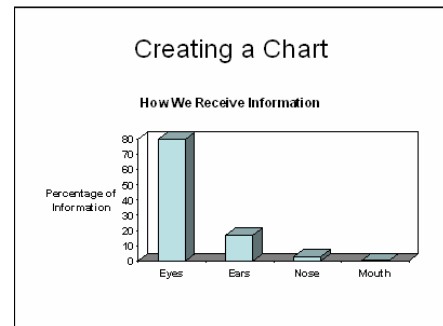
- ✓ Hide the datasheet by going to the **View** menu and selecting **Datasheet** (you can easily display the datasheet again by repeating this action).

The type of chart can be altered by choosing **Chart type...** from the **Chart** menu and the look of the chart can be altered by choosing **Chart Options....** These windows will be familiar to Excel users!

- ✓ From the **Chart** menu chose **Chart Options**.
- ✓ Click on the **Titles** tab, then in the:
Chart Title: box type: How We Receive Information
Value (Z) axis: box type: Percentage of Information
- ✓ Click on the **Legend** tab and take the tick out of the **Show legend** check box.
- ✓ Click on the **Gridlines** tab, remove any ticks from the checkboxes and then click on **OK**.
- ✓ Click outside the chart area to close the Microsoft Graph program – the PowerPoint toolbars should return.

Your slide should now look similar to the one on the right.

- ✓ **Save** your presentation.



Creating Tables

- ✓ Create a new slide after the *Creating a Chart* slide.
- ✓ From the *Content Layouts* section in the Layout Task Pane, select the *Title and Content* layout (see opposite).
- ✓ In the *Title* placeholder type: *Creating a Table*
- ✓ Select **Insert Table** from the Slide content placeholder.– this starts a separate chart-making program called Microsoft Graph.
- ✓ In the **Insert Table** window that appears, choose **3** rows and **3** columns.



- ☞ Click **OK**. Notice that the *Tables and Borders* toolbar appears.
- ☞ Click in a cell to add text - enter the text as shown below.


TYPES OF AUDIENCE	Uninformed	Informed
Friendly	Easiest	Easy
Hostile	Hard	Hardest

Aligning and Formatting Text

At present the text is aligned with the top of the cells. To align it with the centre of the cells:

- ☞ Click somewhere in the table.
- ☞ From the **Table** button in the *Tables and Borders* toolbar choose **Select Table**.
- ☞ Still in the *Tables and Borders* toolbar, click on the **Center Vertically** button.

Now we will make the text in the first row and first column bold:

- ☞ Select the words in the first row, being careful not to select the lines between the columns as you may resize the columns. If this happens click the undo button  and try again.
- ☞ Click on the **Bold** button in the formatting toolbar.
- ☞ Now make the words in the first column bold.

Altering Borders (optional!)

The borders and shading of individual cells can be altered by choosing **Borders and Fill...** from the **Table** button in the *Tables and Borders* toolbar. This works in the same way as in Word or Excel.

- ☞ See if you can alter the borders so that your table looks like the one opposite!
- ☞ When you have finished, **Save** your presentation.

Creating a Table

TYPES OF AUDIENCE	Uninformed	Informed
Friendly	Easiest	Easy
Hostile	Hard	Hardest

Creating Organisational Charts.

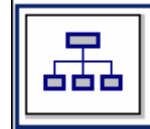
- ☞ Create a new slide after the *Creating a Table* slide.
- ☞ From the *Content Layouts* section in the Layout Task Pane, select the *Title and Content* layout (see opposite).
- ☞ In the *Title* placeholder type: Creating an Organization Chart



- ☞ Select **Insert Diagram or Organization Chart** from the Slide content placeholder. The Diagram Gallery will be displayed.

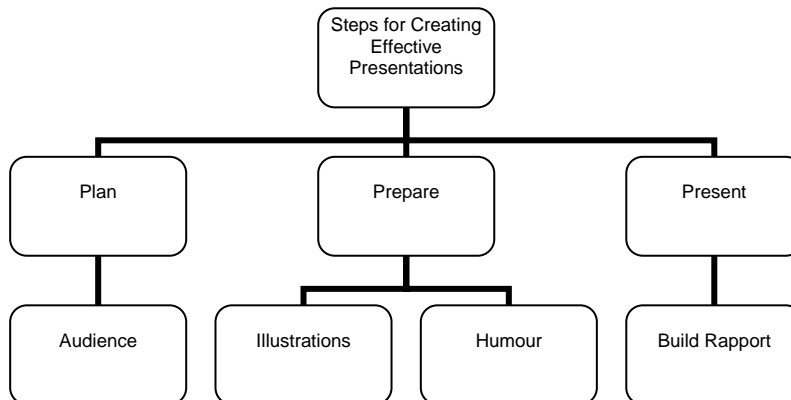


- ☞ In the *Diagram Gallery* window, select **Organization Chart** and then click on **OK**.



Notice that an Organization Chart is displayed inside the drawing border and the *Organization Chart* toolbar appears.

You are now going to produce the 'Organisational Chart' as shown below.



Please refer to the section *Organisation Charts and Diagrams* in the document *Graphics in Microsoft® Word 2003* for help with:

- Selecting Individual Shapes
- Adding or Deleting Shapes
- Changing the Layout
- Changing the Font and Colour
- Adding Text to a Shape

This document is available from the JB Priestley Building Reception and on the Web at: <http://www.brad.ac.uk/lss/learning/index.php>

Further tips:


- Once you have clicked inside a shape, text can be selected using the mouse and then formatted using the *Formatting* toolbar.
 - To 'close' a shape (leaving it selected), press the <Esc> key.
- ☞ You may wish to explore the other features within the *Organization Chart* toolbar.

ADDING LINKS

With PowerPoint you can easily add links to other slides within the presentation, other files, or to web pages.

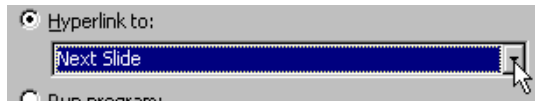
Adding a Link to Another File


First, we will create a new Word document that will give an “attention-getting opening”:

- ✓ Click on the **Show Desktop** icon  next to the Start button in the taskbar.
- ✓ Find the **Word** icon on the desktop and double-click on it to start it.
- ✓ In the new document that appears type: Hello!.
- ✓ Change the size of the text to 72 point.
- ✓ Make sure the text still selected, then from the **Format** menu, choose **Font**.
- ✓ Click on the **Text Effects** tab, choose **Sparkle Text** from the list of animations and then click on **OK**.
- ✓ **Save** the document with the name “Opening”, in the *My Documents* folder.

Now we will add a link to this document from our presentation.

- ✓ Bring the presentation back onto the screen by clicking on the **PowerPoint** button in the taskbar.
- ✓ Select **Slide 1** (Title slide) and make sure that you are in **Normal** view.
- ✓ Select ‘*your name*’ in the subtitle placeholder.
- ✓ From the **Slide Show** menu, select **Action Settings**.
- ✓ Make sure that the *Mouse Click* tab is selected, and select the **Hyperlink to:** option.



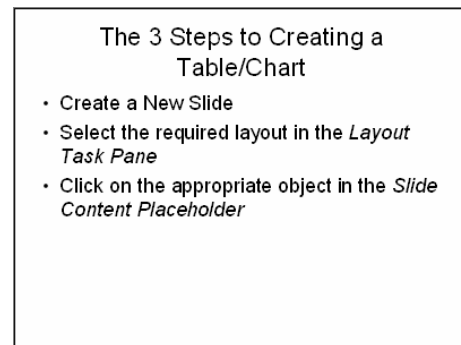
- ✓ Click on the arrow to the right of the *Hyperlink to:* box, then select **Other File...**
- ✓ Browse to the *My Documents* folder and select your document ‘*Opening.doc*’.
- ✓ Click **OK**, then **OK** again to close the *Action Settings* window.
- ✓ **Save** your presentation.
- ✓ Now select the **Slide Show** view  button and see what happens when you click on ‘*your name*’.
- ✓ Close the Word window to return to your slide show and then press the <Esc> key.

We will now create another slide ready for the next section.

- ✓ Select **Slide 1** and create a new slide with the layout *Title and Text*.
- ✓ Add the title: The 3 Steps to Creating a Table/Chart





- ☞ Then type the following bullet points:
 - Create a New Slide
 - Select the required layout in the *Layout Task Pane*
 - Click on the appropriate object in the *Slide Content Placeholder*



Your slide should now look similar to the one above.

Adding a Link to Another Slide Within the Presentation

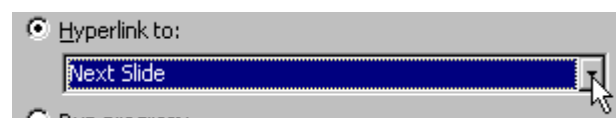
We may want to create a link on Slide 5 to take us back to Slide 2, so as to reinforce the 3 steps to creating a table/chart. We could put the link on an existing word as we did in the previous paragraph, but this time, we will create an *Action Button*.

- ☞ Select **Slide 5** (Organisational Chart). Make sure you are in **Normal** view.
- ☞ From the **Slide Show** menu, select **Action Buttons** and choose the 'Home'  button.
- ☞ Click somewhere in your slide to create the Action button (you can move it later). The *Action Settings* dialogue box appears automatically.
- ☞ Click on the down arrow to the right of the *Hyperlink to:* box, then select **Slide...** This brings up the *Hyperlink to Slide* window.
- ☞ Select **Slide 2** (The 3 Steps) from the list and click **OK**.
- ☞ Click **OK** again to get back to your slide.
- ☞ Resize the button by dragging any of the white resize handles.
- ☞ **Save** your presentation.
- ☞ Now select the **Slide Show view**  button and see what happens when you click on the action button.

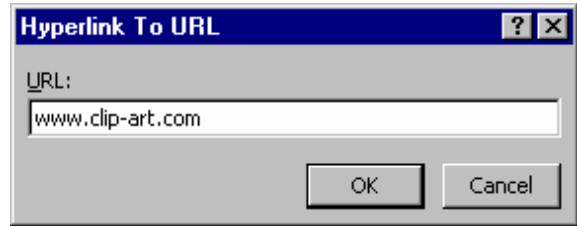


Adding a Link to a Web Page

- ☞ Make sure you are in **Normal** view.
- ☞ Select **Slide 5** (Organisational Charts).
- ☞ Select the word '*Illustrations*' in the bottom row.
- ☞ From the **Slide Show** menu, select **Action Settings**.
- ☞ Make sure that the *Mouse Click* tab is selected, then select the **Hyperlink to:** option.
- ☞ Click on the down arrow to the right of the **Hyperlink to:** box, then scroll down and select **URL...** from the list.



- ✓ In the **Hyperlink to URL** box, type `www.clip-art.com` and click **OK**. (`www.clip-art.com` is a useful site that lists and rates different web sites containing clip art.)



- ✓ Save the changes to your presentation.
- ✓ Switch to **Slide Show** view, then click on the word 'Illustrations' to open the web page.

USING THE DRAWING TOOLBAR

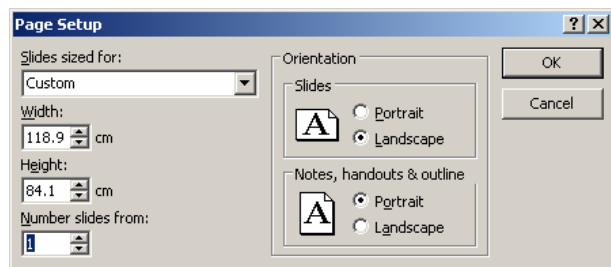
The drawing toolbar is available in all Microsoft Office applications and is a powerful tool for creating diagrams and drawings. Details of how to use the drawing toolbar are given in the document: "Graphics in Microsoft® Word 2003". This is available from the JP Priestley Building Reception, or on the Web at: <http://www.brad.ac.uk/cc/documentation/doc-list/index.php>

CREATING LARGE POSTERS

PowerPoint can create slides up to 134cm high by 134cm wide. This allows you to create posters up to and including International Paper size A0. Microsoft Word, by comparison, can only print up to A3 size.

To create an A0 slide:

1. Open a New Presentation.
2. From the *Slide Layout Task Pane* select a **Blank** slide layout.
3. From the **File** menu select **Page setup...**
4. In the **Width:** and **Height:** boxes type in the dimensions you need.
5. The **Slides sized for:** box will automatically change to **Custom**.
6. The table to the right gives the International Paper sizes.
7. You can now create your poster as you would do a slide.



Size	Height	Width
A4	29.7 cm	21.0 cm
A3	42.0 cm	29.7 cm
A2	59.4 cm	42.0 cm
A1	84.1 cm	59.4 cm
A0	118.9 cm	84.1 cm

MULTIMEDIA

*Incorporating Sounds and Videos into a Slide Show **

As PowerPoint Object

Sounds/videos can be inserted as an integral part of the PowerPoint file (known as a PowerPoint Object). This is the most convenient method, but can make your file size very large - a minute of recorded sound can require up to 10MB of memory. A solution is to save the whole file onto a CD or other large memory storage media.

As Linked File

An alternative is to keep the sound/video as a separate file and link it to the PowerPoint file which keeps the PowerPoint file size small.

The sound/video files can be stored on a CD or other media. However if you are transporting your presentation, you must remember to take with you all the linked files and the applications that run them. Moreover, PowerPoint will always look for the linked files in the same place as it was when the link was created, eg in the same folder, another folder, on the 'D' drive. Therefore the files must stay in the same places on the computer system relative to one another. **Linking to a Sound/Movie file** is covered later

Inserting a Sound/Movie

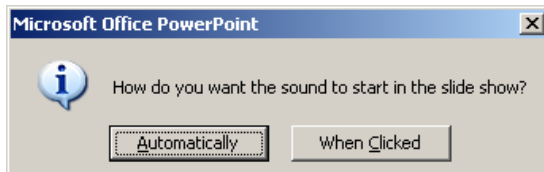
The following section explains how *sounds* can be inserted. *Movies* are inserted in an exactly similar way.

- ☞ Open the presentation *Further Features* created earlier in this document.
- ☞ Make sure you are in **Normal** view.
- ☞ From the **Insert** menu select **Movies and Sounds**

You then have four options:

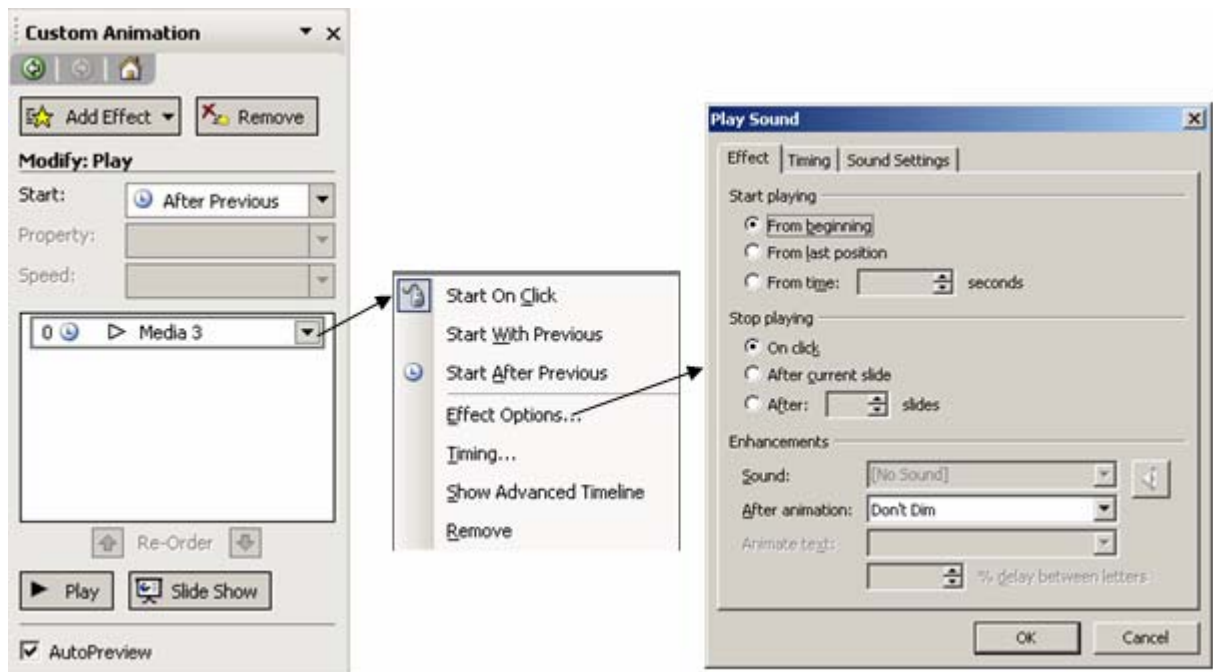
Option	Details	*How Incorporated?
• Sound from Gallery	Takes you to the ClipArt Gallery that includes sounds. From here you can also go to Clips Online to find more sounds on the web.	PowerPoint Object
• Sound from File	Allows you to browse for a file on your computer. (A library of sounds can be found in the folder C:\Windows (or WinNT) \Media.)	PowerPoint Object
• Play CD Audio Track	Plays specified track(s) on a CD in your CD ROM Drive.	Linked Object
• Record Sound	This requires a microphone attached to your computer.	PowerPoint Object or Linked Object

- ✎ For the purpose of this exercise, we will chose **Sound from File...** - the **Insert Sound** window will appear.
- ✎ In the **Look in:** box, locate the **C:Documents and Settings** folder and then: **All Users\Shared Documents\Shared Music\Sample Music**
- ✎ Select one of the files displayed and then click on **OK**. The following message will appear:



- ✎ Choose **Automatically**. A 'speaker' icon 🗣️ will now appear on your slide. You can choose to have the sound playing for just this one slide, or to continue playing for a number of slides. To select these options:



- ✎ Select the 'speaker' icon 🗣️ and then from the **Slide Show** menu select **Custom Animation**. The *Custom Animation* Task Pane will appear.

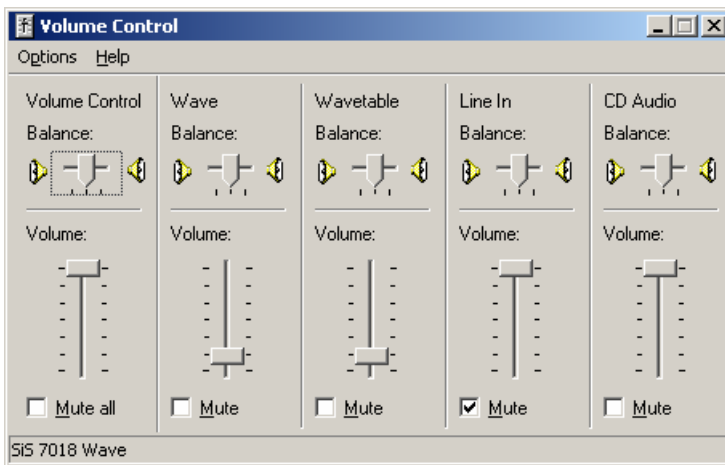


- ✎ Click on the arrow at the side of the media object, eg and choose **Effect Options...**
- ✎ Experiment with the settings under the **Effect**, **Timing** and **Sound Settings** tabs.
- ✎ Run the slide show to see the results.

Adjusting the Volume

Different sound sources are run with different applications, and you may need to alter the relative volume between them. To alter the volumes:

- Double-click on the Volume icon  at the right-hand end of the Task Bar (at the bottom of your screen). If the icon is not visible, click on the  button to display it. The following window will appear.



- Adjust the volumes to suit, by sliding the sliders.

Linking to a Sound/Movie File

A sound or movie file that exists on your computer, on a CD or other media, which can be linked to the PowerPoint file.

1. From the **Slide Show** menu select **Action Buttons...** and then select an appropriate button.
2. Click in the slide. The **Action Settings** window will appear.
3. Make sure that you are on the **Mouse Click** tab, then click on the **Hyperlink to** option button and select **Other file...** from the drop down menu.
4. Select your file, then click **OK**.

When the slide show is running, if you click on the *Action Button* the application that created the sound/movie will open and then the sound will play/movie will run.

Recording a Voice Narration or Sound in a Slide Show

Narration can be added to a single/number of slides in PowerPoint. You might want to add narration in the following cases:

- A Web-based presentation.
- For archiving a meeting so that presenters can review it later and hear comments made during the presentation.
- For individuals who can't attend a presentation.
- For self-running slide shows.

To record a narration, your computer needs a sound card and a microphone. You can record a narration before you run a slide show, or you can record it during the presentation and include audience comments.

If you don't want narration throughout the entire slide show, you can also record separate sounds or comments on selected slides or objects.

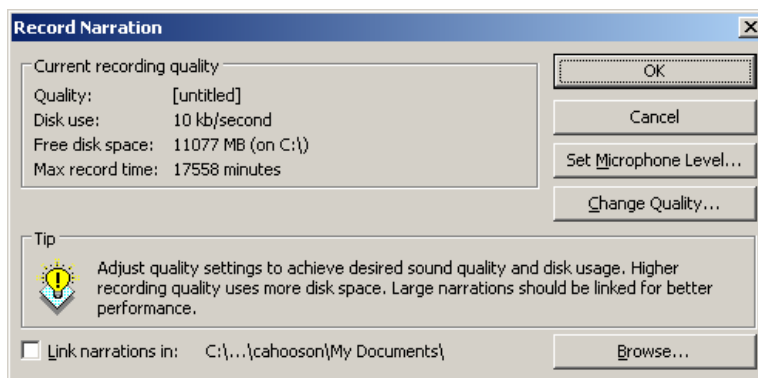
Because voice narration takes precedence over all other sounds, if you're running a slide show that includes both narration and other sounds, only the narration will be played.

Tip: Keep in mind that voice narration is not always the best way to get your information across. Perhaps some people in your audience have computers that do not have sound cards, or they may be using a computer located in a noisy room; some of your audience may have a hearing impairment, or you might also want to use slide notes for each slide.

Record a Voice Narration

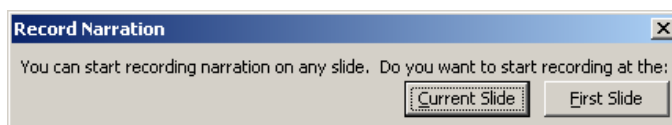
For this procedure, you will need a microphone.

1. On the **Slide Show** menu, click **Record Narration**. A dialog box appears showing the amount of free disk space and the number of minutes you can record.



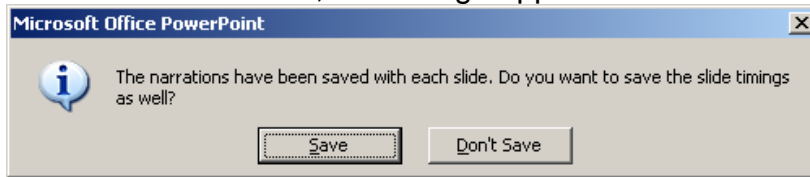
If this is the first time you are recording, do the following:

2. Click **Set Microphone Level...**, and follow the instructions to set your microphone level.
3. Now do one of the following:
 - a. To insert the narration on your slides as an embedded object and to begin recording, click **OK**. If the *Record Narration* window appears – select the appropriate button.



- b. To insert the narration as a linked object, select the **Link narrations in:** check box, and then click **OK** to begin recording.

4. Advance through the slide show, and add narration as you go.
5. At the end of the show, a message appears.



Do one of the following:

- a. To save the timings along with the narration, click **Save**.
- b. To save only the narration, click **Don't Save**.



A sound icon 🗣️ appears in the lower-right corner of each slide that has narration.

Notes

- When you run the slide show, the narration will automatically play with the show. To run the slide show without narration, click **Set Up Show** on the **Slide Show** menu, and then select the **Show without narration** check box.
- Because you can't record and play sounds at the same time, while you're recording the narration, you won't hear other sounds you inserted in your slide show.

Record a Sound or Comment on a Single Slide

Note: For this procedure, you will need a microphone.

1. Display the slide you want to add a sound to.
2. On the **Insert** menu, point to **Movies and Sounds**, and then click **Record Sound**.
3. To record the sound, click Record .
4. When you are finished, click Stop .
5. In the Name box, type a name for the sound, and then click **OK**.

A sound icon 🗣️ appears on the slide.

Tip: To animate the sound so that it plays automatically in an animation sequence, select the sound icon, click **Custom Animation** on the **Slide Show** menu, and then select the options you want.

Re-record Voice Narration


6. Display the slide where you want to start to re-record the voice narration.
7. On the **Slide Show** menu, click **Record Narration**.
8. Press the <Esc> key on the slide that follows the slide at which you want to stop your recording.

For example, if you want to re-record slides 4 through 6, finish your recording on slide 6, click to move to slide 7, and then press <Esc> on slide 7. If you press <Esc> on slide 6, you will delete the recording for that slide.

Pause or Stop Voice Narration During Recording

9. Right-click, and then click **Pause Narration** on the shortcut menu.
10. To resume recording, right-click, and then click **Resume Narration**.

Delete Voice Narration or a Sound From a Slide

11. Select the sound icon  and then press the <Delete> key.
12. Repeat for each slide you want to delete the narration or sound from.

Tip: If you want to run the slide show without its narration but you don't want to delete it, click **Set Up Show** on the **Slide Show** menu, and then select the **Show without narration** check box.