ADVANCED POWERPOINT WORKSHOP

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**AUDIO**

**EDIT AUDIO**

- **Insert tab**
  - Insert Audio, Audio from File
- **Playback tab**
  - Click on Trim Audio

**AUDIO SETTINGS**

- **Playback tab**
  - Set volume
  - Hide audio icon during show
  - Start – On Click, Automatically, Play Across Slides
  - Loop until Stopped

**RECORD AUDIO**

- **Add slide comments:**
  - **Insert tab**
    - Click on Audio drop-down menu, select ‘Record Audio’
- **Record narration across presentation:**
  - **Slide Show tab**
    - Click on ‘Record Slide Show’
    - Select ‘Recording from Beginning’ or ‘Record from Current Slide’
    - Set options and click ‘Start Recording’
    - Recording can be paused at any time
    - End recording – right click the slide and click ‘End Show’

**VIDEO**

**EDIT VIDEO**

- **Insert tab**
  - Video, Video from File
- **Playback tab**
  - Click on Trim Video
APPLY EFFECTS TO VIDEOS

- Select inserted video and click on the Format tab under Video Tools
- Choose to add borders, display the video in a different shape, apply video effects

EMBED YOUTUBE VIDEO

- Go to YouTube and select the video to insert
  - Below the video on YouTube click on ‘Share’
  - Click on ‘Embed’
  - Below the displayed embed code check mark ‘Use old embed code’
  - Select the displayed code copy the selected area
- In PowerPoint
  - Insert tab
    - Click on the drop down menu below Video in the Media section
    - Select ‘Video from Web Site’
    - Paste the embed code into the window and click on ‘Insert’
    - Adjust the size of the video place holder box
  - Format tab
    - Optionally apply effects

OPTIMIZE VIDEO

Before saving a presentation which contains an inserted video file:

- File tab
  - Click on ‘Optimize Media Compatibility’ which converts video file for better compatibility
  - Click on ‘Compress Media’ (this should also be used if images have been inserted) to reduce the size of the presentation if needed

CUSTOM BACKGROUND AND SLIDE MASTER

SLIDE MASTER

- Use slide master to apply same background, images, links etc. to all slides
- View tab
  - Click on ‘Slide Master’
  - Add anything to the slide master that is supposed to appear on all slides
  - Click on ‘Close Master View’ to get back to the presentation
• To edit the slide master follow the previous steps
• Slide master layout can be saved as new theme
  o Open slide master (View tab, Slide Master)
  o In ‘Edit Theme’ section click on Themes, click on ‘Save current theme’

CUSTOM BACKGROUNDS

• Use the slide master if the background is supposed to be applied to all slides
• Find an image, take a screenshot of an area on an image, save as a picture (jpg, gif, png)
• **Example:** image from Word clipart, screen clipping of small area,
  o Insert as image onto PP slide
  o Resized to fill slide
  o Format tab: Apply artistic effect
  o Save slide as image
  o Use as background (insert image, format background, picture or file – select image)
• Insert an image, Format tab, use color corrections and artistic effects to create background
• Insert image, resize to fill half of slide, **Picture Tools**, adjust color or saturation, apply Reflection

LINK TO FILES, WEBSITES, AND OTHER PRESENTATIONS ETC.

ACTION BUTTONS

• Do not support relative path (point to files in same folder as main presentation)
• Used to navigate to other slides in the same presentation
• **Insert tab**, click on **Shapes** (or on the **Home tab**, go to **Drawing section**, click shapes **More button**)
• Click on any of the action buttons found at the bottom of the shapes menu
• Right click the inserted action button and click on **Hyperlink**
• Choose action and click on OK
• To test action, click on **Slide Show tab**, in Slide Show section select ‘From Current Slide’

LINKED SHAPES/IMAGES – LINK TO OTHER PRESENTATIONS

• Choose an image or on the **Home tab** in the **Drawing** section choose a shape
• Insert image or shape into the slide
• Right click the inserted item and click on **Hyperlink**
• Choose your target that you want to link to
  o To create a relational presentation, collect all applicable presentations into the same folder as the main presentation (or menu slide)
  o Click on **Current Folder** and select the presentation to open when clicking on the image or shape
You can also select the next presentation and click on the Bookmark button to link to specific slide in another presentation
- Select the target slide in the other presentation
- Repeat the previous steps for each presentation you want to link
- Keep your presentations in one folder which can be copied to a USB drive

SAVING YOUR PRESENTATIONS

- Show
- iSpringFree
- PDF
- Video
- Images

UPLOADING PRESENTATIONS TO ONLINE LOCATIONS

- ANGEL LOR – link to courses
- Wimba – import presentation
- Convert to video (iSpringFree) upload to YouTube
- Upload presentation to www.authorstream.com, link or embed
- Upload to www.brainshark.com/mybrainshark, link to presentations
- Students:
  - upload to YouTube
  - Authorstream
  - SkyDrive

A DIFFERENT KIND OF PRESENTATION

PREZI

- Register with BCC email account to receive additional storage space and added features
- Create presentation using Prezi tools
- Upload images, PDFs, import PowerPoint presentations
- For presentations containing animations, convert to Flash (iSpringFree etc.), import Flash file

ONLINE TUTORIALS AND RESOURCES:

AUDIO

Record and add narrations and timings to slide show:
VIDEO

Embed YouTube Videos:

Optimize media in your presentation for compatibility:

MASTER SLIDE

Create or customize a slide master:

ACTION BUTTONS

Insert action buttons:

RELATIONAL PRESENTATIONS:

How does a relational presentation work?

Link to a specific slide in another presentation:
http://www.online-tech-tips.com/ms-office-tips/link-to-powerpoint/

BASIC POWERPOINT TUTORIALS

Refresh your PowerPoint skills:
http://www.gcflearnfree.org/powerpoint2010

RESOURCES

iSpringFree information and PowerPoint resources:
http://www.brevardcc.edu/faculty-staff/academic-technology/digital-mobile-learning.cfm
(click on Digital Media Resources)
Online upload locations:

www.authorstream.com
Sample presentation uploaded to this site: http://www.authorstream.com/Presentation/AcTec-1550801-custombackground/ (Word art and some artistic image changes will not appear when uploading to this site, 100MB max. per presentation)

www.brainshark.com/mybrainshark
(File size limit 200MB, narration can be added after the upload)

http://prezi.com
Sample presentation (best viewed in full screen): http://prezi.com/1xqitgyhoia/actec-post-respondus/?auth_key=4e72726442e90140a0aac0a7c04855df397b4ac4
Presentations can be embedded, downloaded or linked.