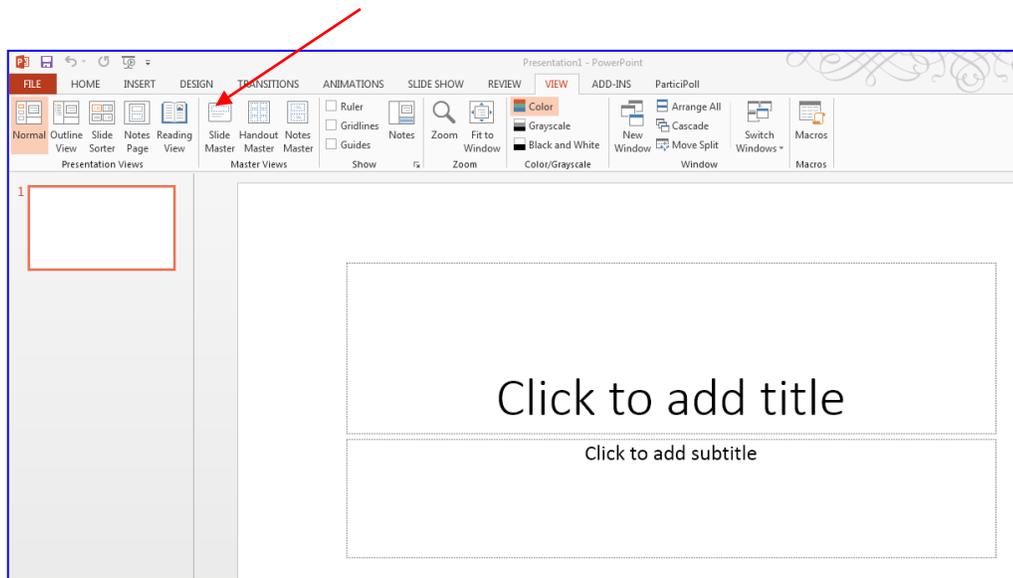
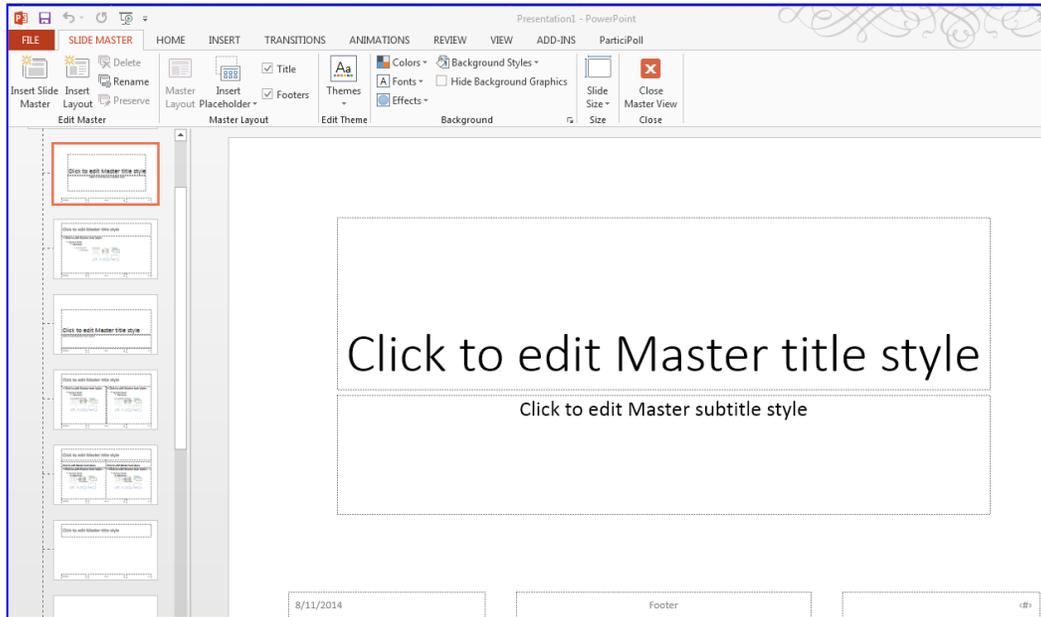


# PowerPoint Intermediate 2013

## I. Creating a Slide Master

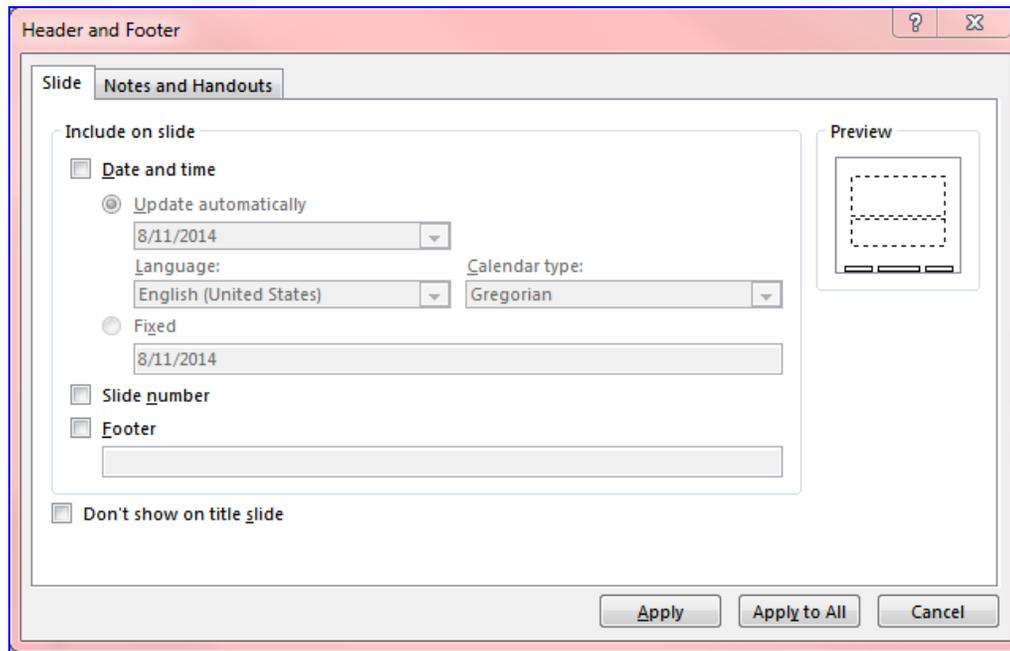


- A. Using the design feature of PowerPoint essentially sets up similar formatting for all of your slides within a presentation. However, there are times when the default settings of any specific design may not meet the needs of your presentation, or you may want to add a feature or two to the design. PowerPoint allows you to make changes to an overall design or create a design from scratch by utilizing the **Slide Master**.
- B. If there are more than 10 slides in your presentation you may want to consider using the slide master feature. If so, it is always best to start a new presentation by opening up the slide master view rather than making changes after you have already set up several of your slides in normal view. That way you only have to add a feature once rather than repeat it on every single slide.



1. To create a slide master, open up a new blank presentation. On the **Ribbon**, click on the **View** tab. This will allow you to access all of the view options. Click on **Slide Master**. A task pane will open on your left exhibiting a number of possible slide layouts.
2. Click on the top thumbnail slide within the panel. This is the **slide master**. It is paired with the title slide just below it. Whatever you do to the top slide, will show up on all subsequent slides in your presentation. Click within the **title master style** box. Highlight the text and explore formatting by **font**, **style**, **color**, **size**, etc. Go ahead and click on the text box below. You can change the bulleted levels by size, color, style, and effect, as well.
3. Insert a graphic from clip art or a file you have stored. While still in slide master view, click the **Insert** tab. To open up a picture file, click on the picture frame in the **Images** group. To add clip art, click on the **Clip Art** button. The picture will paste directly into the center of your slide. Feel free to move it to any location on the slide.

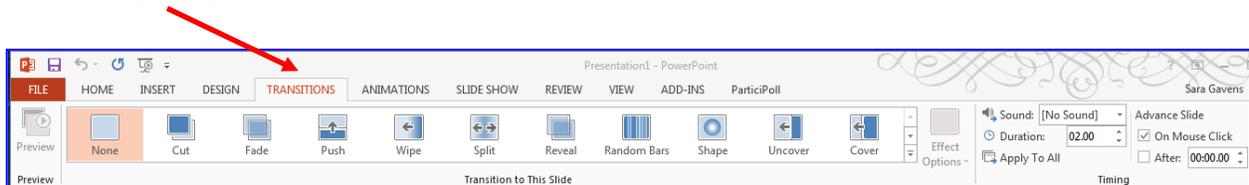
4. Headers, footers, slide number, the date, and time of day can be added to the slide master. While in **Slide Master View**, click on the **Insert** tab. Find the **Headers and Footers** icon and click to open. A dialogue box will appear with several insert options. In the Footer field box, type the text you wish to display on each slide. Click - Apply to All.



When you are finished working with the slide master, click the *Slide Master* tab and find *Close Master View* at the end of the Ribbon. Check your slides in Normal view to be sure that all of your changes are in place.

## II. Transitions

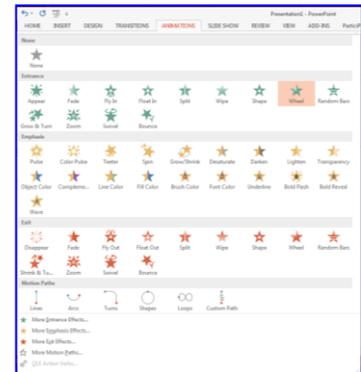
Transitions add to the professional quality of any presentation as well as boost creativity and add spice! The following directions will demonstrate how easy it is to insert both animation and sound transitions to each of your slides in order to enhance your presentation.



1. Create a quick slide presentation by inserting 3 to 4 slides or by using a previously created PowerPoint.

2. Choose a design by clicking on the **Design** tab on the ribbon and scrolling through the choices.

3. Click on the **Animations** tab on the **Ribbon**. This will open up a secondary toolbar containing a gallery of animations. Click on the down arrow to the right of the animation button. This will open up a full gallery of choices. Hovering over each selection will show a preview of the animation right on the slide. Choose an animation by clicking directly on it.

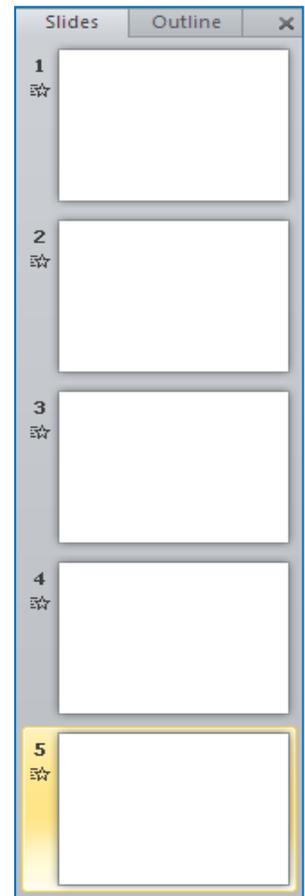


4. Once an animation is selected you will want to assign it a speed. Directly to the right, within the Timing group, are several buttons that will allow you to pick a speed and sound for the transition. Next to **Duration** assign the transition timing.

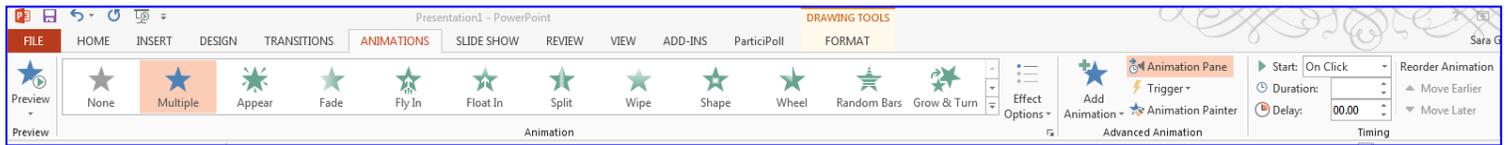


5. Directly above the **Duration** field is **Sound**. Click the down arrow next to **Sound** to open up a preview of sound choices. As you hover over each name, you will hear a preview. Click the sound of your choice.
6. At this point you will need to decide whether to apply these transitions to the current slide displayed or to all slides within the show. To the right of **Sound** and **Duration** is the option to **Advance Slide**. The two possibilities are **On Mouse Click** or **Automatically After**: with an area to insert minutes and/or seconds. **On Mouse Click** will give you full control of slide advancement. **Automatically After** is useful if the show will be run independently of the presenter. Click one of these options.
7. The last step is to decide to apply these transitions to the current slide or to all. The program automatically applies the selections to the current slide. Click **Apply to All** if you wish to use the same transition throughout the show.

Notice on the slide panel to the left that each slide now contains a tiny star. This symbol indicates that there is a transition assigned to that particular slide.



### III. Animation



The **Animation tab** is found on the **Toolbar Ribbon**. There have been some significant changes made to this section of the application from **PowerPoint 2007 and 2010**, which gives the user plenty of new options for animations of text and images.

Animation can help make a *Microsoft PowerPoint 2013* presentation more dynamic, and help make information more memorable. The most common types of animation effects include entrances and exits. You can also add sound to increase the intensity of your animation effects.

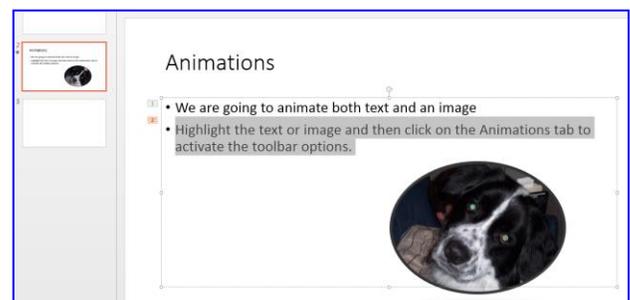
**TIP** - Many presentation experts recommend using animations and sound effects sparingly. Animation can be useful in making a presentation more dynamic, and help to emphasize points, but too much animation can be distracting. Try not to let animation and sound take the focus away from what you are saying.

#### Apply entrance and exit animation effects

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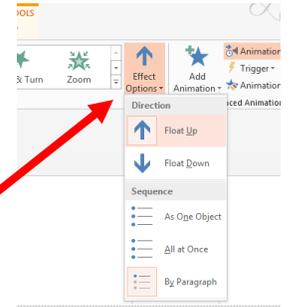
To add animation to text or an object:

1. Select the text or object that you wish to animate
2. On the **Animations** tab, in the **Animation** group, click an animation effect from the gallery. Click the pull down arrow located under **Effect Options** or the **Add Animations** button to see more choices.



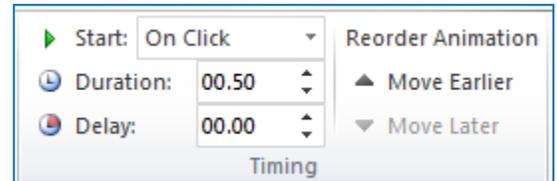
**NOTE** - In the gallery, entrance effects icons are colored green, emphasis effects icons are colored yellow, and exit effects icons are colored red.

- To alter how your selected text animates, click an effect in the **Animations** window. To alter an effect click on the **Effect Options** button.



**NOTE** - Not all animation effects offer the same **Effect Options** choices.

- To specify the timing of the effects, on the **Animations** tab, use the commands in the **Timing** group.

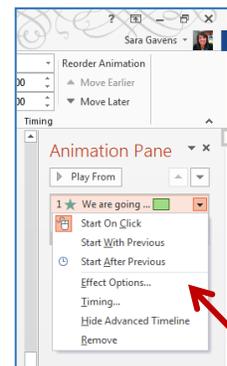


### Apply sound effects to animated text and objects

You can give additional emphasis to animated text or objects by applying sound effects.

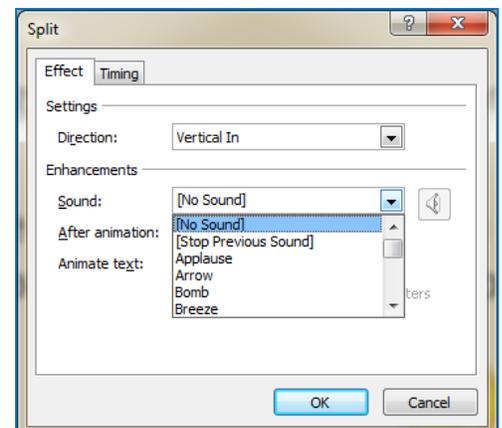
To add sound to animated text or an object:

- On the **Animations** tab, in the **Advanced Animation** group, click **Animation Pane**. The **Animation Pane** opens on the side of the workspace pane, showing the order, type and duration of animation effects applied to text or objects on a slide.
- Locate the effect to which you want to add sound, click the down arrow and then click **Effect Options**.



**NOTE** - The **Effect Options** dialog box displays different options, according to the type of animation selected.

- On the **Effect** tab, under **Enhancements**, in the **Sound** box, click the arrow to open the list and then **do** one of the following:
  - Click a sound from the list, and then click **OK**.
  - To add a sound from a file, click **Other Sound from the list**, locate the sound file that you want to use, and then click **Open**



- c. When you click **OK** or **Open**, the slide plays a preview of the animation with the sound added.
- d. To change the preview sound volume, click **Sound** icon and move the slider up or down. To turn off the preview sound, select the **Mute** check box.



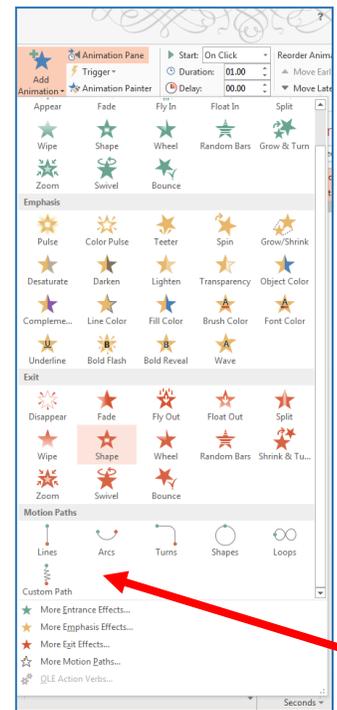
- 4. Repeat for each bullet of text to which you want to add a sound effect.
- 5. To preview all the animation and sound applied to a slide, in the **Animation Pane**, click **Play**.

### Apply a motion path to text or an object

You can add more complex or custom animation motions to text or an object.

Click the object or text to which you want to add a motion path. The path that you apply is followed by the center of the object or text bullet.

1. On the **Animations** tab or under the **Add Animation** button, under **Motion Paths**, do one of the following:
  - a. Click **Lines**, **Arcs**, **Turns**, **Shapes** or **Loops**. The path chosen appears as a dotted line on the selected object or text object. The green arrow indicates the path's beginning and the red arrow indicates its end.
  - b. Click **Custom Path**. When you click where you want the motion path to start, the pointer becomes a pen .
  - c. **To draw a path of connected straight lines:** Click where you want the motion path to begin. Move the pointer and click where you want that line to end. To continue the path, click again where you want the next line to end. Double-click at the motion's final end point.
  - d. **To draw an irregular path:** Click where you want the motion to start. Hold down the left mouse button and move the pointer on the path that you want the motion path to follow. Double-click at the motion's final end point.



- e. **To move the entire motion path:** Click on any part of the path. Once the pointer becomes a four-way arrow, drag the motion path where you want it.
- f. The **Shapes** and **Loops** paths are closed, meaning the object returns to its starting point. Whereas the **Lines**, **Arcs**, **Turns** or **Custom Path** are open.
  - 1. If you want the object to return to its original location
  - 2. Right-click anywhere on the path and then click **Close Path**.
  - 3. A linear path is added automatically from the previous end point to the starting point.
- g. **To change the shape of a motion path:** Right-click the path and then click **Edit Points**. Square black handles appear on the path - drag one of the handles to move that portion of the path.
- h. Any part of the path, including the beginning or ending point, can operate off the slide.

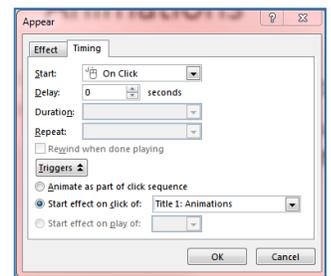
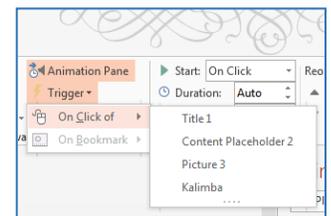
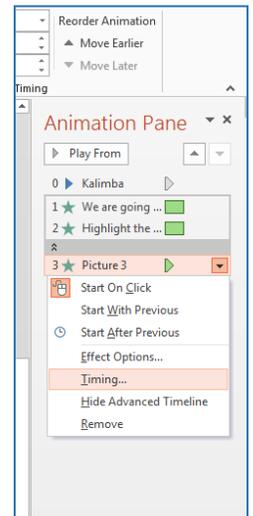
## IV. Triggers

**Triggers** are useful because they allow you to click on the slide during the show to activate the effect - be it sound or animation.

To set up a trigger follow the steps listed below:

1. Click on the slide on the **Slide Panel** that has the sound that you wish to add a specific effect/trigger. If there is another icon such as a graphic that you want to act as the trigger, it must already be in place.
2. Click on the **Animations** tab on the **Ribbon** and then in the **Advanced Animation** area, open up the **Animation Pane** by clicking on the link. Click on **Add Animation**.
3. If your image is not yet animated, choose any animation (you can always change it later) that will now allow you to add a trigger.

4. In the **Task Pane**, click on the arrow next to **Timing**. Then click on the **Trigger** button.
5. Click the radio button next to **Start effect on click of:** and then use the pull down menu to choose the picture or .wav file that will become the trigger. Click **OK**.
6. A lightning bolt will appear next to the trigger to let you know its location.
7. Similarly, you can click the trigger icon in the Advanced Animation group to open up the same process.
8. Test your trigger by going into **Show Mode** and play that slide.
9. To remove the trigger from a sound, click on the down arrow next to the sound effect and choose **Remove**.
10. Animation Painter



**Animation Painter (Alt+Shift+C)**  
 Like the animation of a particular object? You can apply that effect to other objects in your presentation.

To get started:  
 1) Select the object with the animation you like  
 2) Click Animation Painter  
 3) Select something else to automatically apply the animation

FYI: To apply the animation to multiple objects, double-click Animation Painter.

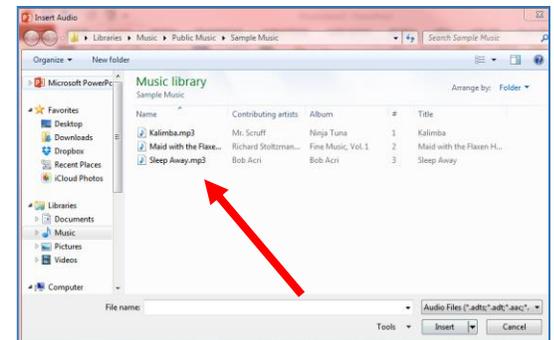
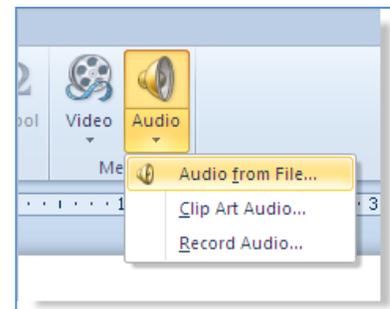
## V. Inserting Sounds

Sound or music files can be saved on your computer in many formats that can be used in PowerPoint 2013, such as MP3 or WAV files. You can add these types of sound files onto any slide in your presentation. However, only WAV type sound files can be *embedded* into your presentation.

**Note** - To have the best success with playing music or sound files in your presentations, **always** keep your sound files in the same folder in which you save your PowerPoint 2013 presentation.

### Add a Sound from a File

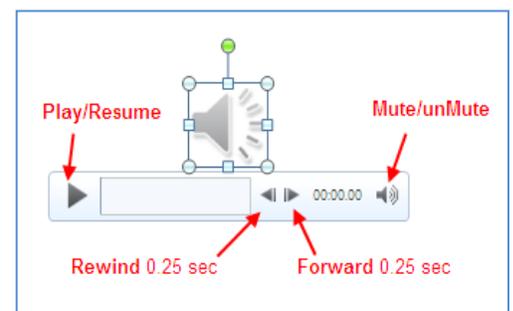
1. Click on the Insert tab of the ribbon.
2. Click the drop down arrow under the **Audio** icon on the right side of the ribbon.
3. Select **Audio on my PC...**
4. The **Insert Audio** dialog box will open.
5. Navigate to the folder containing the music file to insert.
6. Select the music file and click on the **Insert** button at the bottom of the dialog box.
7. A sound file icon is placed in the middle of the slide.



### Examine and Test the Sound or Music on PowerPoint Slide

Once you have inserted the sound or music selection onto the *PowerPoint* slide, a sound icon will appear. This sound icon differs slightly from earlier versions of PowerPoint, as it also contains other buttons and information.

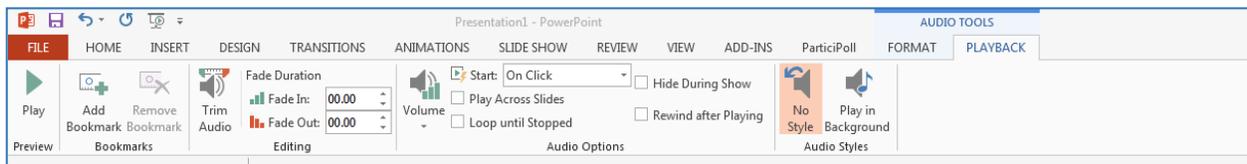
1. **Play/Resume**: This button is on the left side. This button toggles between the two tasks depending on which one is currently in use.



2. **Rewind:** When the sound or music is in play, pressing this button will rewind the sound by a quarter-of-a-second increments.
3. **Forward:** When the sound or music is in play, pressing this button will fast forward the sound by a quarter-of-a-second increments.
4. **Mute/Unmute:** Press this button to mute or unmute the sound once it is in play.
5. Additionally, you will note a timer advances while the sound or music is playing.

### Edit the sound file using the PowerPoint 2013 audio tools.

You may wish to change some of the options for a sound or music file that you have already inserted into your PowerPoint 2013 presentation.



1. Click on the sound file icon on the **slide**.
2. The **ribbon** should change to the **contextual menu** for sound. If the ribbon does not change, click on the **Playback** button below the *Audio Tools*.

### Contextual Menu for Sound or Music

When the sound icon is selected on the slide, the **contextual menu** changes to reflect the options available for sound.

- **Editing options**
  - trim the audio track
  - fade sound in and/or out
- **Audio options**
  - volume
  - start on click of the sound icon, play automatically and/or across a specific number of slides
  - hide the sound icon on the slide

- whether to loop (play continuously) the sound until manually stopped
- rewind after playing
- **Audio styles**
  - No Style
  - Play in the Background

These changes can be made at any time after the sound file has been inserted into the presentation.

When you insert an audio clip on a slide, an icon appears  that represents the audio file. While you give your presentation, you can set the audio clip to play automatically when the slide displays, to start when you click the mouse, or to play across all slides in the presentation. You can even play media continuously in a loop until you stop it.

### Add an audio clip from Clip Art

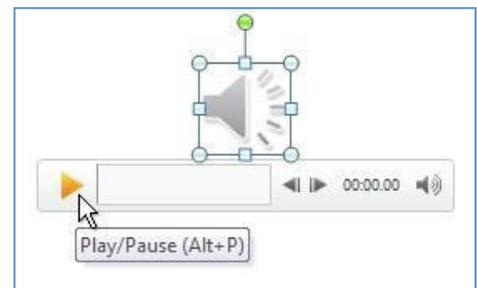
1. Click the slide to which you want to add an audio clip.
2. On the **Insert** tab, in the **Media** group, click **Audio**.
3. Click **Online Audio**, locate the audio clip that you want in the **Insert Audio** search field, click on the sound icon, and then click to add it to the slide.

### Preview an audio clip on a slide

1. On the slide, select the audio clip icon .
2. Below the icon, click **Play**.

### Set the Playback Options for an Audio Clip

1. On the slide, select the audio clip icon .
2. Under **Audio Tools**, on the **Playback** tab, in the **Audio Options** group, do one of the following:
  - To start the audio clip automatically when you show the slide, in the **Start** list, click **Automatically**.
  - To manually start the audio clip when you click it on the slide, in the **Start** list, click **On Click**.



- To play an audio clip as you click through the slides in your presentation, in the **Start** list, click **Play across slides**.
  - To play an audio clip continuously until you stop it, select the **Loop until Stopped** check box.
3. When you loop a sound, it plays continuously until you advance to the next slide.
  4. If you add multiple audio clips, they will appear on top of each other, and each will play in the order in which they were added. If you want each audio clip to start when you click it, drag the audio clip icons off of each other after you insert them.

### Hide the Audio Clip Icon

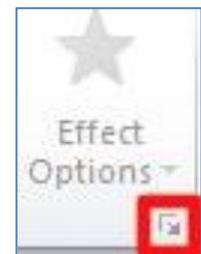
**Important** Use this option only if you set the audio clip to play automatically, or if you created some other kind of control, such as a trigger, to click to play the clip. (A trigger is something on your slide, such as a picture, shape, button, paragraph of text, or text box that can set off an action when you click it.) Note that the sound icon is always visible unless you drag it off the slide.

1. Click the audio clip icon .
2. Under **Audio Tools**, on the **Playback** tab, in the **Audio Options** group, select the **Hide During Show** check box.

### Working with Audio

#### Customizing Play Time of Audio Files

1. Select the icon for the sound file on your slide.
2. From the **Animations** tab, locate the **Effect Options** button and click the **More Arrow** below it to Show Additional Effect Options.

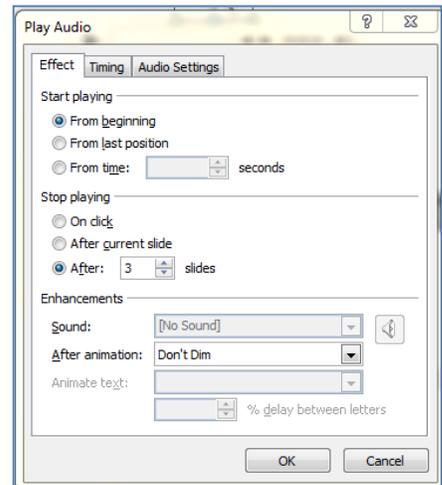


The Play Audio dialog box will appear.

3. Click the **Effect** tab, and then from the **Stop playing** section, select **After**. Use the up and down arrows in the **slides** field to indicate for how many slides the audio should play.

### Play Music across All Slides

1. Follow steps 1 and 2 above.
2. Select the **Timing** tab.
3. From the **Start** drop-down menu select **On Click**.
4. Click on the **Triggers** button.
5. From here you have two options.
  - If you would like the sound to play by clicking anywhere on the screen, say after a title appears, then select **Animate as part of click sequence**. Just be sure if you select this option, that you properly arrange the sound on the **Custom Animation** pane so that it begins in the desired order.
  - If you do not want the sound to start at a specific time, but rather by clicking a specific object, select **Start effect on click of** and then choose the object that will trigger the sound from the drop-down menu.
6. If you would like to be able to click the sound icon on your slide during the presentation to start the audio, select the **Audio Settings** tab and ensure that **Hide audio icon during slide show** is not selected. It will, after all, be difficult to click the sound icon if you can't see it.



### Recording Narration

A working microphone, sound card and speakers are needed for narration.



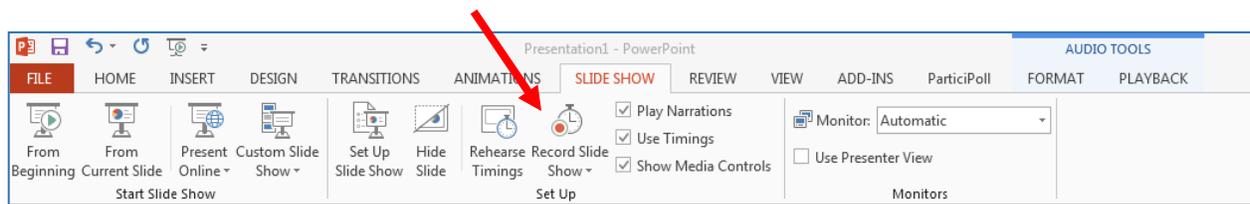
You can either record a narration before you run a slide show or record a narration during a slide show and include audience comments in the recording. If you don't want narration throughout the presentation, you can record comments only on

selected slides or turn off the narration so that it plays only when you want it to play.

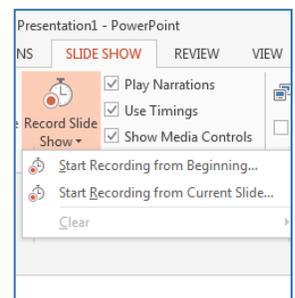
When you add a narration to a slide, a sound icon  appears on the slide. As with any sound, you can either click the icon to play the sound or set the sound to play automatically.

Before you start recording, PowerPoint 2013 will prompt you to record either just the slide timings, just the narrations, or both at the same time. You can also set the slide timings manually. Slide timings are especially useful if you want the presentation to run automatically with your narration. Recording slide timings will also record the times of animation steps and the use of any triggers on your slide. You can turn the timings off when you don't want the presentation to use them.

### A. Record a narration before or during a slide show



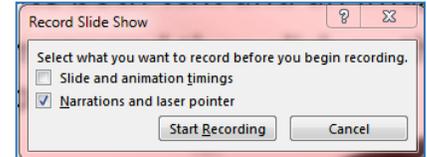
1. When you record a narration, you run through the presentation and record each slide. You can pause and resume recording any time.
2. Ensure your microphone is set up and in working order prior to recording your slide show.
3. On the **Slide Show** tab, in the **Set Up** group, click **Record Slide Show**.
4. Select one of the following:



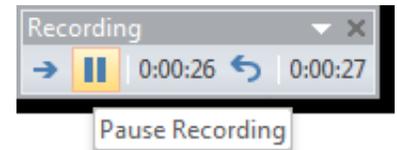
#### **Start Recording from Beginning**

- **Start Recording from Current Slide**

5. In the **Record Slide Show** dialog box, select the **Narrations and laser pointer** check box, and if appropriate, select or deselect the **Slide and animation timings** check box.
6. Click **Start Recording**.



**Tip** To pause the narration, in the **Recording** shortcut menu, click **Pause**. And to resume your narration, click **Resume Recording**.



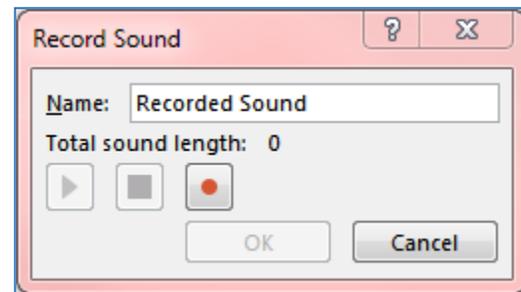
7. To end your slide show recording, right click the slide, and then click **End Show**.
8. The recorded slide show timings are automatically saved and the slide show appears in Slide Sorter view with timings beneath each slide.

## B. Preview a narration

1. In Normal view, on the slide, click the sound icon .
2. On the ribbon, under **Audio Tools**, on the **Playback** tab, in the **Preview** group, click **Play**.

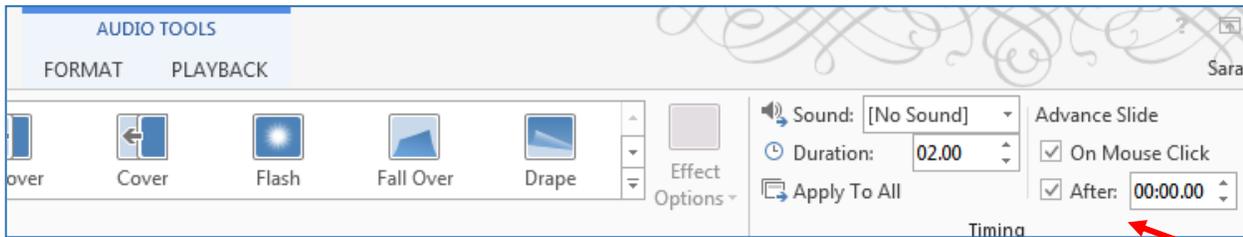
## C. Record comments on a slide

1. In Normal view, click the slide that you want to add a comment.
2. On the **Insert** tab, in the **Media** group, click the arrow under **Audio**, and then click **Record Audio**.
3. To record the comment, click **Record**, and start speaking.
4. When you are finished recording, click **Stop**.
5. In the **Name** box, type a name for the sound, and then click **OK**.
6. A sound icon  appears on the slide.



## D. Set the slide timings manually

PowerPoint 2013 will automatically record your slide timings when you add narration or you can manually set the slide timings to accompany your narrations.



1. In **Normal** view, click the slide that you want to set the timing for.
2. On the **Transitions** tab, in the **Timing** group, under **Advance Slide**, select the **After** check box, and then enter the number of seconds that you want the slide to appear on the screen. Repeat the process for each slide that you want to set the timing.

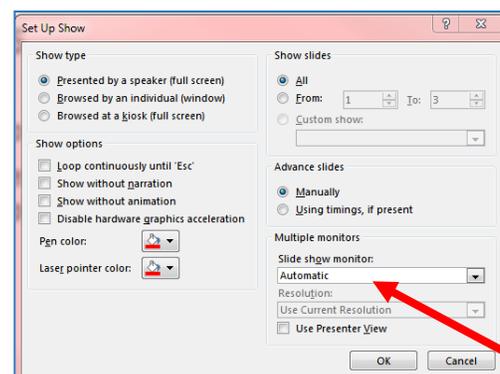
**Tip** If you want the next slide to appear either when you click the mouse or automatically after the number of seconds that you enter — whichever comes first — select both the **On Mouse Click** and the **Automatically After** check boxes.

#### E. Turn the slide timings off

Turning off the slide timings does not delete them. You can turn the timings back on at any time without having to recreate them. However, when the slide timings are turned off, your slides will not automatically advance when you record a narration, and you will need to manually advance the slides.

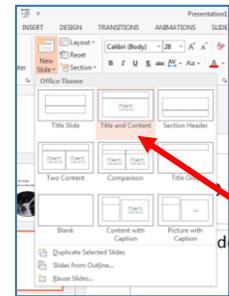
1. In **Normal** view, on the **Slide Show** tab, in the **Set Up** group, click **Set Up Slide Show**.
2. Under **Advance slides**, click **Manually**.

**Tip** To turn the timings back on, under **Advance slides**, click **Using timings, if present**.



## VI. Using SmartArt Graphics

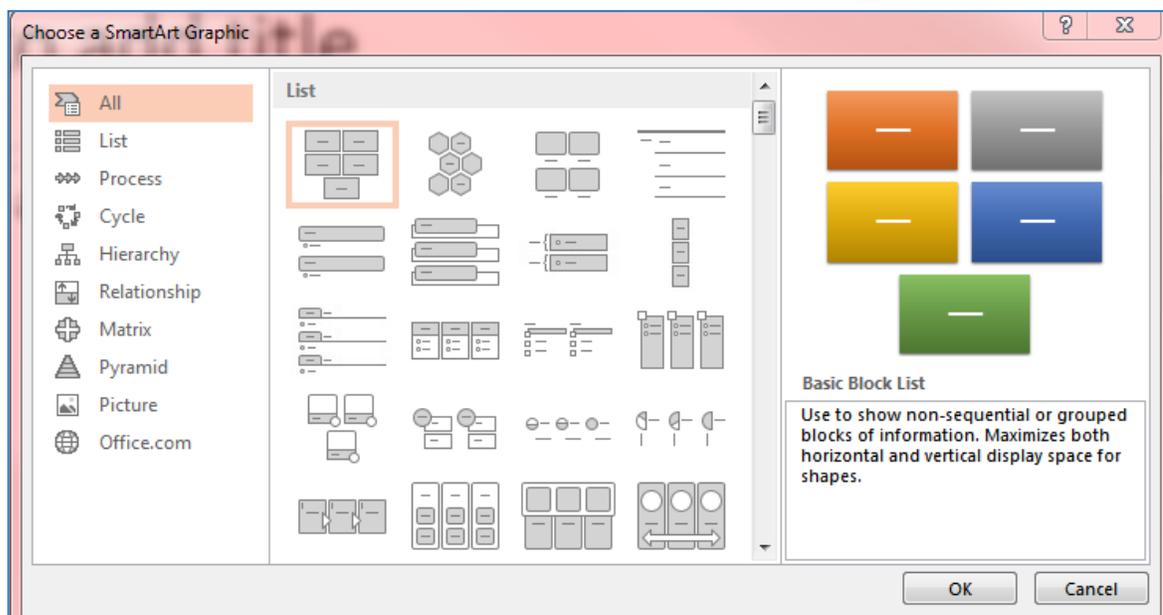
SmartArt Graphics allow you to add diagramming features easily to your presentation. This is useful if you need to visually represent a variety of concepts that might not present itself as well in a plain text format.



- A. To add SmartArt, click on the arrow next to **New Slide** under the **Home** menu. Choose the second slide layout design. You will see the **Content Placeholder** in the center of the slide.



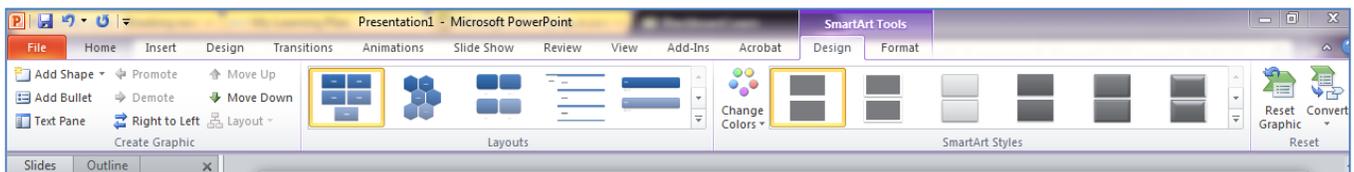
1. Click on the part of the **Content Placeholder** icon where you see the green arrow. It will say **Insert a SmartArt Graphic** when you hover over it with your mouse. This will open up the **SmartArt Gallery** automatically. You also can access the gallery by clicking the **SmartArt** button on the **Insert** tab of the **Ribbon**. The **Gallery** consists of the tri-panel view that allows you to quickly scroll through all of the options.



2. The left panel is referred to as **All**. It contains all of the diagram categories included in PowerPoint. These variations are called: **Line, Process, Cycle, Hierarchy, Relationship, Matrix, and Pyramid**.
3. The center panel shows you all of the choices available under a certain category. There are many to choose from!
4. The panel on the right gives a detailed description and a larger view of a particular category that has been selected.
5. Select the variant of your choice and click **OK**.

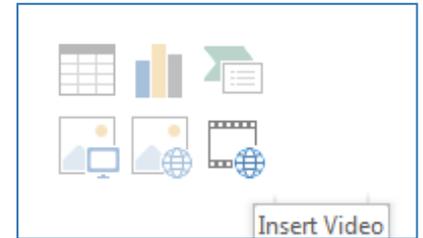
**B. Formatting SmartArt** - You can easily format any **SmartArt** diagram by utilizing the options on the **Ribbon** under **SmartArt Tools**. Click on the slide containing the **SmartArt** diagram. You will notice that **SmartArt Tools** opens up on the **Ribbon**. Click on the tab and then take a few moments to explore all the different ways you can format your slide by selecting the many options available on this tool bar.

**C. Animating SmartArt** - Refer to the directions for animating images. If you wish to animate each section individually, be sure to ungroup the SmartArt graphic prior to assigning effects.

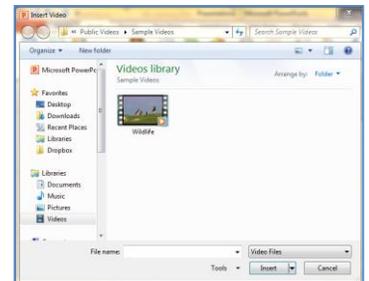


## VII. Adding Video

Adding video is very simple in PowerPoint 2013. As long as you have a video clip stored in a file, you can add it easily to your presentation.



- A. Click on the arrow next to **New Slide** under the **Home** tab.
- B. Choose a slide containing the placeholder icon.
- C. Click on the movie reel to open up a dialogue box.
- D. Choose the location of the movie file.
- E. Click on the **file** and then on **Okay**.



**That's all there is to it!!!**

**Feel free to explore further the many options available in PowerPoint 2013.**

**There is great deal more to discover!**

