

# Add Some Jazz and Pizzazz to Your PowerPoint

\*Disclaimer - Information and text provided is from a collection of many resources and not the original work of this author.

It's easy to jazz up your on-screen presentation by adding custom animation to text, objects, excel chart, a hotlinked website, and even video. Always keep in mind your audience when adding the Pizzazz. Too little will lose them too much will make them dizzy. \*You will find mini video instructions at <http://academic.ursinus.edu/it/docs.html>

## Add Custom Animation

You can set the animation to play when the object initially displays on the slide or as the object leaves the slide. Alternately, you can add pizzazz to a selected object by choosing the Emphasis command, which displays the effect at the moment you click the mouse during the slide show.

1. In **Normal view**, click to select the object (or click the line) that you want to animate.
2. Choose **Slide Show** menu, select **Custom Animation** to display the Custom Animation task pane (Or right-click on the object or text box).
3. Click the **Add Effect** button in the task pane, and then point to Entrance, Emphasis, or Exit on the submenu.
4. Choose an effect from the submenu's list. You can also select the specific path you want the object to follow across the slide during the animation process. To do this, choose Motion Paths from the Add Effect submenu, and then choose the type of motion path you want. It's easy to keep track of effects that you add because they appear in order on the **Custom Animation** list. Rearrange the order by clicking and dragging the items in the list.
5. Delete an animation by selecting it on the **Custom Animation** list and then clicking the Remove button.

\* Don't forget you can add animation to **Excel Charts** to add flare to your presentation.

## Add a Hotlink for a file/web page

Breaking away from your staid presentation and launching a live website or file can add a bit of drama to any dull PowerPoint. Give it a whirl.

Here's how to switch to a web page or file from within your PowerPoint presentation:

1. In your presentation, **highlight** the word you'd like to be the hotlink to call up the web site/file.

2. Right Click and select **Hyperlink**.
3. Choose what you are going to **Link to:** (Existing File or Web Page, Place in This Document, Create New Document, E-mail Address)
4. Select **Existing File or Web Page** and select the file or web page.
  - a. File – Select **Current Folder** or **Recent Files** to choose a document or file on your computer that you want to launch during the presentation
  - b. URL – Select **Browsed Page** and choose the URL/Web page you want to link to. If the URL is not listed, go to the web page and copy the URL and paste into the **Address** line in the PowerPoint Hyperlink window.
5. Click **OK** when you have the file or web page you want to link to.
6. When you return to your PowerPoint, the text you've hotlinked will be underlines and displayed in a different color font. When you view your presentation in Slide Show mode in PowerPoint, click on the text, you'll automatically launch to the linked file or web site (provided you have an active internet connection).

### Add a Video, Video Clip or Audio

1. Display the slide to which you want to add a movie or audio.
2. On the **Insert** menu, point to **Movies and Sounds**, click **Movie from File or Audio**, locate the folder that contains the file you want, and then double-click the file.
3. When a message is displayed, do one of the following:
  - a. To play automatically when you go to the slide, click **Automatically**.
  - b. To play only when you click it, click **When Clicked**.
4. To play full screen right mouse click over the clip and select **Edit Movie Object**.
5. Under Display Options check **Zoom to Full Screen**.

\* If you try to insert a movie or audio and you get a message saying that Microsoft PowerPoint can't insert the file, try inserting the movie or audio to play in Windows Media Player.

1. In Windows, launch **Windows Media Player** (from the **Start** button, on the **Accessories** submenu).
2. On the **File** menu in Windows Media Player, click **Open**, and then type the path or browse for the file you want to insert, and click **OK**.
3. If the movie or audio opens and plays, complete the remaining steps in this task.

\* If the movie or audio cannot play, then it won't play when you open the Windows Media Player in PowerPoint, so don't complete this task. You can consult Windows Media Player Help to try to troubleshoot the problem. Also, in PowerPoint, search on "Troubleshoot movies" in the **Ask a Question** box on the menu bar to get more suggestions.

4. Display the slide you want the movie or audio on in PowerPoint, and on the **Insert** menu, click **Object**.
5. Under **Object Type**, click **Media Clip or Audio Clip**, and make sure **Create new** is selected. If you want the movie to display as an icon, select the **Display as icon** check box.
6. Click **OK**.

7. On the **Insert Clip** menu in Windows Media Player, click **Video for Windows or Audio for Windows**.
8. In the **Files of type** list, select **All Files**, select the file, and then click **Open**.
9. To play it, click the **Play** button just below the menu bar, on the upper left; to insert it onto your slide, click outside the movie frame.

### Formatting you PowerPoint Presentation

Use the **Slide Master** to format you presentation and change the background of the presentation on one slide. Typical changes include inserting art (for example, a logo or clip art), changing the font or bullet style, formatting, size, position, and changing placeholder. (Placeholders: Boxes with dotted or hatch-marked borders. These boxes hold title and body text or objects such as charts, tables, and pictures.) The Slide Master will allow you to put page numbers, a date, a title, or a name on each slide only having to edit on one slide for future revisions.

You can also change the **Title Master** – the formatting done on this page will only affect the title slides.

#### To find the **Slide Master**

1. Click the View tab and point to Master on the View menu, click **Slide Master**, this will change the view and allow you to edit the formatting of your presentation.

### For PowerPoint Shortcuts Press **F1** During the slide show:

'N', left click, space, right or down arrow, enter, or page down	Advance to the next slide
'P', backspace, left or up arrow, or page up	Return to previous slide
Number followed by Enter	Go to that slide
'B' or '.'	Blacks/Unblacks the screen
'W' or ','	Whites/Unwhites the screen
'A' or '='	Show/Hide the arrow pointer
'S' or '+'	Stop/Restart automatic show
Esc, Ctrl+Break, or '-'	End slide show
'E'	Erase drawing on screen
'H'	Go to hidden slide
'T'	Rehearse – Use new time
'O'	Rehearse – Use original time
'M'	Rehearse – Advance on mouse click
Hold both buttons down for 2 seconds	Return to first slide
Ctrl+P	Change pointer to pen
Ctrl+A	Change pointer to arrow
Ctrl+E	Change pointer to eraser

<b>Ctrl+H</b>	Hide pointer and button
<b>Ctrl+U</b>	Automatically show/hide arrow
<b>Right mouse click</b>	Popup menu/Previous slide
<b>Ctrl+S</b>	All Slides dialog
<b>Ctrl+T</b>	View task bar
<b>Ctrl+M</b>	Show/Hide ink markup