

Microsoft® PowerPoint 2007 Advanced

A Workshop for San Diego State University Faculty and Staff



NOTE:

This handout was not designed to be a standalone tool to teach the reader to do the task. It was designed as a review for the individual that has previously taken the applicable BATS workshop.

Where to Find Help When You Need It

Help from your Division/College's Computer Consultant

Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to:

<http://rohan.sdsu.edu/~facstaff>

Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University.

You can access the BATS Web Page by pointing your browser to: <http://its.sdsu.edu/~bats/>

Help in the San Diego State University, Faculty Room

The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

Location: Adams Humanities, 1109

Phone Number: x45727

Semester Hours: 7:30am – 6:00pm Monday -Thursday

7:30am – 4:30pm Friday

Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Faculty Computing Help Line

Phone Number: x41348 **E-mail:** helpline@mail.sdsu.edu

Semester Hours: 7:30am – 6:00pm Monday – Thursday

7:30am – 4:30pm Friday

Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Staff Computing Help Line

Phone Number: x40824 **E-mail:** staffhelp@sdsu.edu

Semester Hours: 7:30am – 6:00pm Monday – Thursday

7:30am – 4:30pm Friday

Semester Intersession: 7:30am – 4:30pm Monday – Friday

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CHARTS


You can create your chart in PowerPoint or you can create the chart in Excel and paste it into PowerPoint.

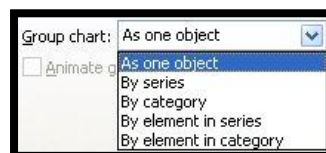
Create the Chart The easiest way to create a chart is to start with a Layout that contains a Content placeholder.

1. Click on the **Insert Chart** placeholder
2. Choose the type of chart you wish to create and click on **OK**.
3. Select the **Data Sheet** that opens in Excel and make changes to the default data that is presented.
4. Once your data is reflected in the Data Sheet close Excel and your chart will be created in the slide.
5. When you select your chart the Chart Tools tab is activated. Within that tab you can click on the **Design tab** to make changes to the design of the chart, you can click on the **Layout tab** to make changes to the Layout and you can click on the **Format tab** to make changes to the format of the chart.

Animate the Chart You can animate the data as it appears on the screen. (**Note:** Some chart types and animation schemes cannot be animated.)

To animate the data:

1. Select the chart.
2. Click on the **Animations** tab and then click on **Custom Animation** In the Animations group.
3. Click on **Add Effect** and then choose **Entrance**. Choose the effect you would like to apply (some effects cannot be animated. The 'Dissolve In' effect works well.)
4. Click on the  next to the chart name in the Task Pane and choose **Effect Options**.
5. Click the **Chart Animation** tab.
6. Choose the desired animation effect from the following options:



7. For best results, deselect the **Animate Grid and Legend** checkbox.

AUTOMATING THE SLIDE SHOW

The PowerPoint presentation can be setup to run automatically. This is beneficial if it is being shown in a kiosk setting where people drop by randomly to view the presentation. By setting it up to run automatically, a presenter does not need to be present.

NOTE: It is generally NOT a good idea to have your presentation automatically advance while you are talking. Sometimes you will talk too fast and you will have to wait until for the next slide. You may also be asked a question that will throw off your timing.

You have the ability to pre-set the amount of time each slide will be shown when the slide show runs. You can do this two ways. You can manually enter timings for a single slide or for a group of slides or you can run the PowerPoint presentation in the Rehearse Timings mode.



Manually Enter Timings

1. Select a slide or a group of slides.
2. Click on the Animations tab and then click on Automatically After in the Transition to This Slide group.
3. Enter the time in seconds that you want the selected slide(s) to display before moving on to the next slide.



Rehearse Timings

1. Click on the Slideshow tab and then click on **Rehearse Timings** in the Setup Group.
2. The presentation will run with a clock in the upper left corner of the window.
3. Talk through your presentation and click the **Next** button in the toolbar to advance to the next slide. When you reach the end of the slide show, click **Yes** to accept the timings or **No** to start over.



Removing Timings

1. Select a slide or a group of slides.

2. Click on the Animations tab and then deselect the **Automatically After** button in the Transition to This Slide group.

HYPERLINKS

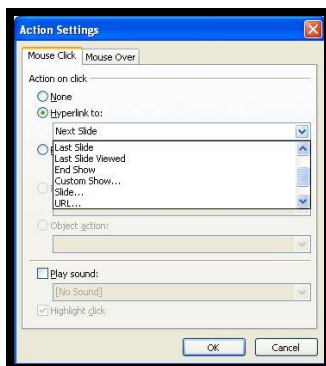
You can use Hyperlinks to move between presentations, or to move to specific slides within a presentation.

You can also use Action Buttons in your presentation, and you can set them up so that when you click on a button you are hyperlinked to another slide in your presentation, to another presentation, to a document on the computer (or network) or even to a specific web site address.

To place an Action Button on a slide:



1. Click on the **Insert tab** and then click on **Shapes** in the Illustrations group. From the drop down menu click on the **button** you want in the Action Buttons area.



2. Your cursor will turn into a small black plus sign.
3. Go to the location on the slide where you want the button to reside, click and **draw the button**. When finished, the Action Settings window will open.
4. Select your **desired action** from the drop down menu and click **OK**.

MEDIA CLIPS

You can put video and audio in the presentation and you can control how and when the media clip plays.

Insert a Movie Clip To insert a movie clip from a file:

1. Click on the **Insert** tab and then click on **Movie** in the Media Clips group. Click on **Movie From File**.
2. Navigate to the folder containing the movie and click **OK**.
3. You will be asked how you want the movie to start. Choose **Automatically** if you want the movie to start when the slide is displayed or choose **When Clicked** if you want to start the movie when you click the mouse button.

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NOTE: Double clicking the movie at this point starts the movie playing. Click on the movie to pause and click on it again to start again.

Play Movie Full Screen To play a movie in full screen mode:

1. Click on the **Movie Tools tab** then click on **Play Full Screen** in the Movie Options group.

NOTE: Low resolution movies will appear very pixilated in full screen mode.

Play Movie Through Multiple Slides The Movie Clip can be set up to continue playing as you move through a series of slides. (Not applicable for Full Screen Mode.)

To set up the movie:

1. Select the **movie icon**.
2. Click on the Animations tab and then click on **Custom Animation** in the Animations group.
3. Click the down arrow to the right of the animation in the Custom Animation List in the Task Pane.
4. Choose **Effect Options**.
5. In the Play Movie Window you can choose when to start the movie and when to have the movie automatically stop playing.

About Audio Clips When you insert a sound into a presentation, PowerPoint checks the file size of the sound to determine whether to link or embed it. Linking stores the sound file externally, while embedding stores the sound file within the presentation.

In PowerPoint Options, you can set the file size you want (100KB is recommended). If the sound file is less than the file size you indicate, the sound is embedded. If the file size is greater, the sound is linked with the exception of a WAV file, which is always embedded.

To set the file size, click the **Microsoft Office button**, click **PowerPoint Options**, then click **Advanced**, scroll down to under Save,

enter a file size in KB, and then click **OK**.

Insert an Sound Clip To insert an sound clip from a file:

1. Click on the **Insert** tab and then click on **Sound** in the Media Clips group. Click on **Sound From File**.
2. Navigate to the folder containing the movie and click **OK**.
3. You will be asked how you want the sound to start. Choose **Automatically** if you want the sound to start when the slide is displayed or choose **When Clicked** if you want to start the sound when you click the mouse button.

Play Sound Through Multiple Slides The Sound Clips can be set up to continue playing as you move through a series of slides.

To set up the sound:

1. Select the **sound icon**.
2. Click on the Animations tab and then click on **Custom Animation** in the Transition To This Slide group.
3. Click the down arrow to the right of the animation in the Custom Animation List in the Task Pane.
4. Choose **Effect Options**.
5. In the Play Sound Window you can choose when to start the movie and when to have the movie automatically stop playing.

Play a CD You can have audio from a CD played during your presentation.

Playing audio from a CD doesn't affect the presentation's file size. However, you have to remember to bring the CD when you are presenting.

1. Click on the **Insert** tab and then click on **Sound** in the Media Clips group. Click on **Play CD Audio Track**.

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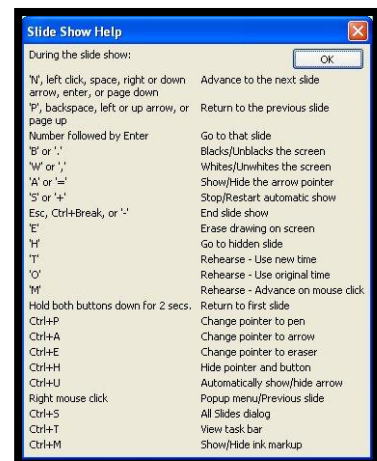
2. Navigate to the folder containing the movie and click **OK**.
3. You will be asked how you want the sound to start. Choose **Automatically** if you want the sound to start when the slide is displayed or choose **When Clicked** if you want to start the sound when you click the mouse button.
4. Click on the Animations tab and then click on **Custom Animation** in the Transition To This Slide group.
5. Click the down arrow to the right of the animation in the Custom Animation List in the Task Pane.
6. Choose **Effect Options**.
7. In the Insert CD Audio window you can select the track or tracks you want to play.
8. You can hide the sound icon and/or set the CD to loop until stopped.

NOTE: As the CD moves from track to track there will be a period of silence. You cannot do anything about this silence.

SLIDESHOW TIPS

While you are running your presentation you can press the F1 key and see a variety of keystroke options applicable to PowerPoint.

You might want to print this window and have it with you on the podium so you don't have to interrupt your presentation to see the keystroke options.



CONTENT CONSIDERATIONS

As you build your PowerPoint presentation keep the following suggestions in mind:

- Use a single concept in a slide. Don't add too much material to any single slide.
- Use bullet points on your slide. Don't fill the slide with a page of text.
- Try to keep your bullets to five to seven words per line; don't exceed

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seven lines per slide.

- Consider using font sizes of at least 36 points for titles and 24 points for text.
- Remember that colors create different emotions in people. Make sure that you use colors wisely.
- Try to keep a lot of white space in your slide. Too much text or images reduces the audience's ability to stay with you as you present your material.
- Use a background image that relates to the topic of the presentation.
- Limit the number of transitions and animations in your presentation.
- Use animation to focus the attention of the audience on the part of the slide you are addressing.