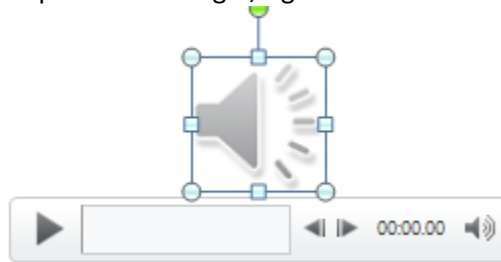


PowerPoint 2010: Advanced Features

Inserting Sound

Insert Sounds from Microsoft

1. On the desired slide, go to **Insert** → **Audio** → **Clip Art Audio**.
2. Search for a sound using the **Search for:** field.
3. Double-click the audio clip to add it to the slide. The clip will automatically be inserted into the presentation.
 - a. A speaker icon appears with a bar underneath displaying the play button, fast-forward, rewind, and sound. The speaker icon can be hidden behind another object on the slide or attached to an object to eliminate the speaker icon.
 - b. To preview the clip before adding it, right click and choose **Preview/Properties**.

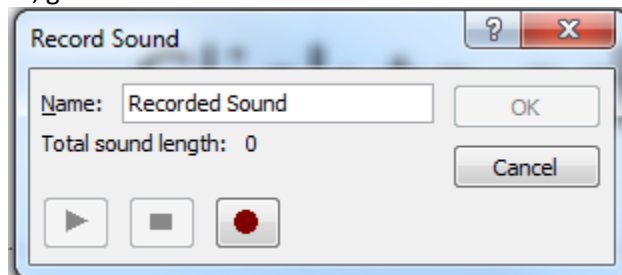


Insert Sounds from Your Computer

1. On the desired slide, go to **Insert** → **Audio** → **Audio from File**.
2. Navigate to the sound file and double-click the name to insert it.

Recording Audio

1. On the desired slide, go to **Insert** → **Audio** → **Record Audio**.



2. Name the recording in the **Name:** field.
3. Click the red circle to start recording and the square to stop recording.
4. When finished click **OK**.

Playing a Video Clip

.avi or .mov

1. On the desired slide, go to **Insert** → **Video** → **Video from File**.
2. Navigate to your movie file and double-click the title to insert the movie.

HTML

1. On the desired slide, click in the text box and go to **Insert** → **Hyperlink**.
2. Enter the text you want on your slide in the **Text to Display** field.
3. In the **Address** field, enter the URL of the website with your video clip. The fastest way to do this is to copy (ctrl+c) the URL from your internet browser and paste (ctrl+v) it into this field.
4. Click **OK** and the text should appear and be underlined on the slide.
5. Test you slideshow to ensure the correct URL opens in a new window.

Drawing Shapes and SmartArt

1. In the **Insert** tab, find the **Illustrations** group.
2. To draw shapes, click on the **Shapes** dropdown and select the desired shape.
3. The mouse arrow will change into a crosshair (+). The image will begin drawing at the top left of the location of the crosshair.
4. Click and drag the mouse until the crosshair is at the bottom right of the image.
 - a. Holding Shift while dragging will produce a perfect shape. For example, the rectangle tool will draw a square, the oval tool will draw a circle, and the line tool will draw a straight line.
5. Handles will appear after the object is drawn. The white handles can be used to resize the object and the green handle can be used to rotate the object.
6. To draw **SmartArt**, click the SmartArt button in the **Illustrations** group.
7. Click the desired graphic set.
8. To change the layout or colors of the SmartArt, go to the **Design** ribbon.
9. To **format shapes**, use the **Format** ribbon. The shape must be selected for the Format ribbon to appear.
10. Click on the **Shape Fill** drop-down menu to select a fill color, or click the bucket to fill a shape the current color.
11. Click on the **Shape Outline** drop-down menu to select a line color, or click the brush to change the outline to the current color.
12. To change the weight (thickness) of a line, click the **Shape Outline** dropdown and choose **Weight**.
13. Use the **Shape Effects** to add 3-D effects to a shape.

Inserting Graphs

1. Go to **Insert**, click on the **Chart** icon under **Illustrations**
2. Select the chart type. A sample chart and datasheet will open.
3. Type or copy/paste data into the datasheet.
4. Close the datasheet to preview the graph. If the data needs to be changed, right-click on the graph and choose **Edit Data**.

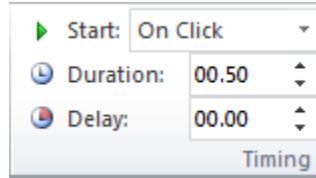
Creating Motion Paths

1. Insert a picture onto the slide by going to **Insert** → **Clip Art** and searching for the desired image.
2. With the picture selected, click the desired animation in the toolbox.
 - a. You can preview an animation by putting the cursor over the animation in the toolbox.

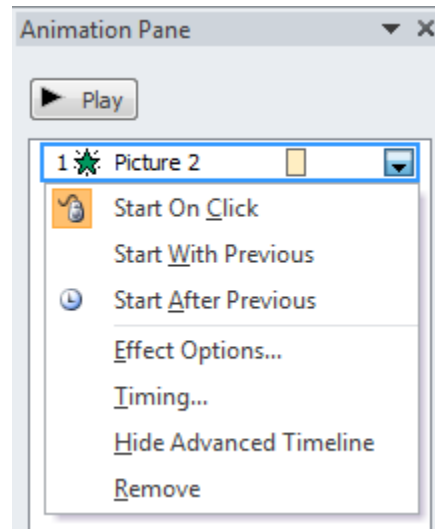


- b. To view more animation options click the dropdown arrow

3. If the desired path is not in the list, choose the **More Motion Paths** option to view already built paths.
4. To increase the length of a path, change the duration under the **Timing** section.



5. To animate more than one image at a time, add motion paths to your images using the previous steps. Then open the **Animation Pane** under Advanced Animation. Select the dropdown arrow next to the animation you want to edit and select **Start with Previous**. This will cause multiple animations to start at the same time.



*Note: The **Animation Pane** can be opened at any point to see all of the animations in the presentation. All of the animations can be edited via the animation pane.*

More Information

For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, <http://www.butler.edu/it/cat>, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

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