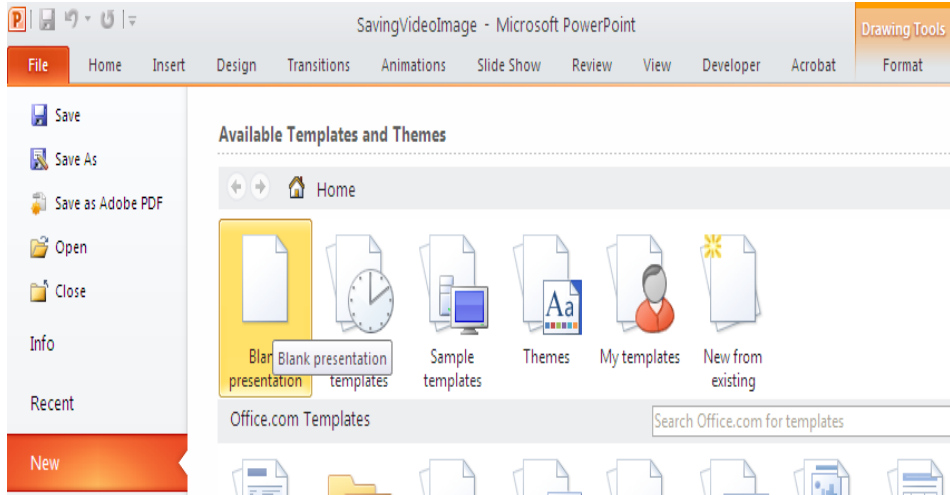
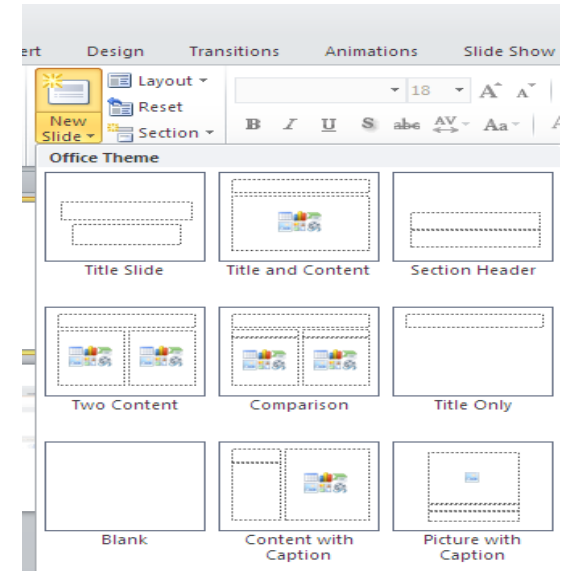


1. Open PowerPoint

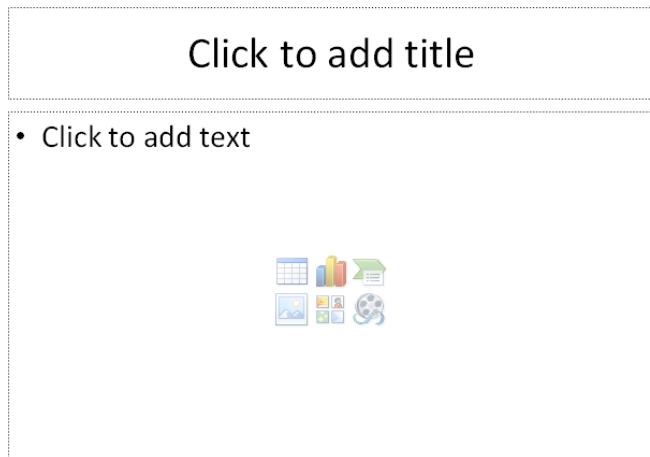
2. File, New, Blank presentation



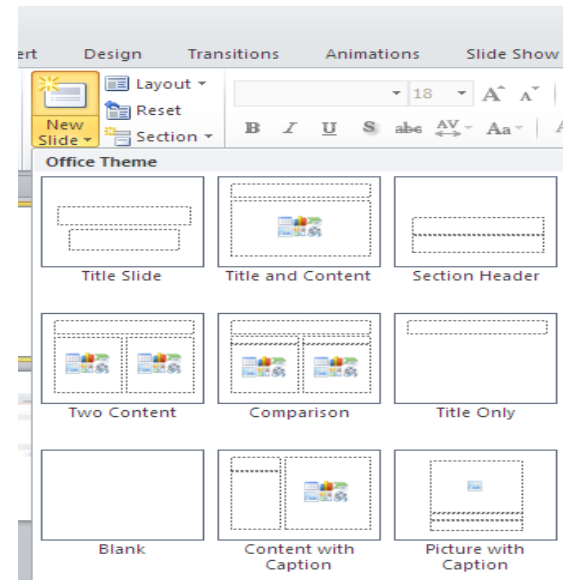
3. Choose layout of slide.



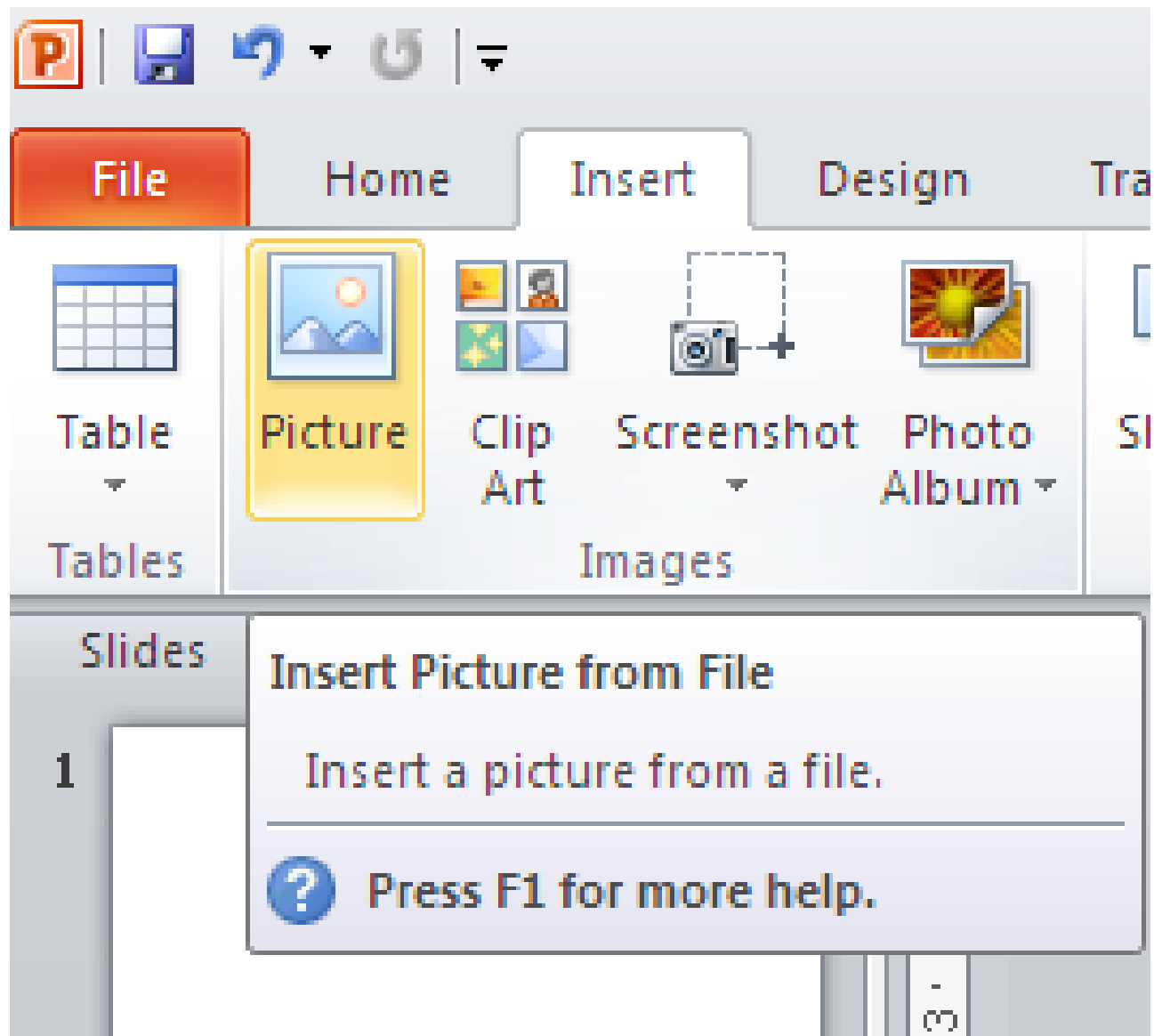
4. TYPE text



5. Insert new slide.

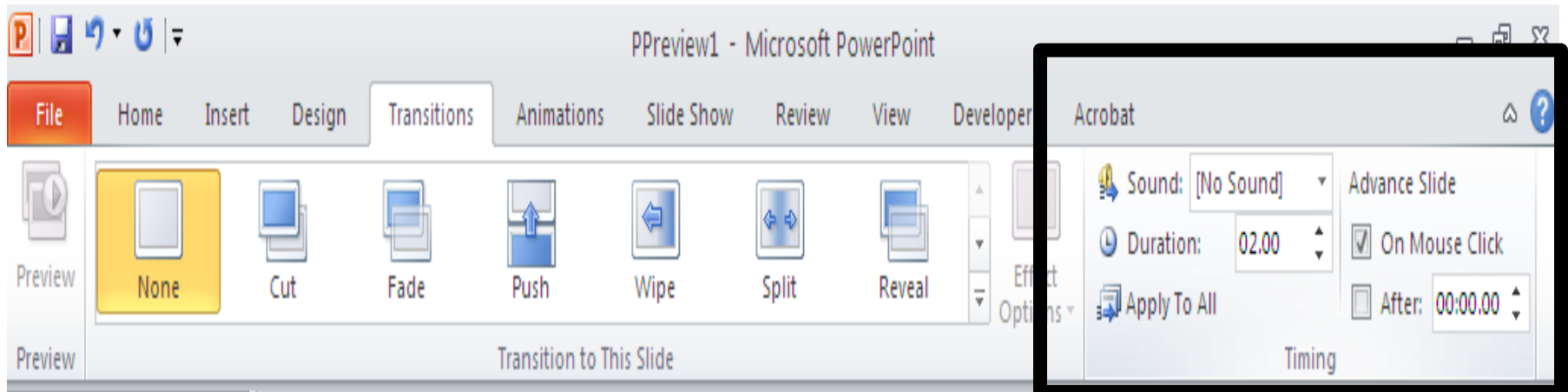


Insert picture or clipart



Transitions

To animate transitions between slides.

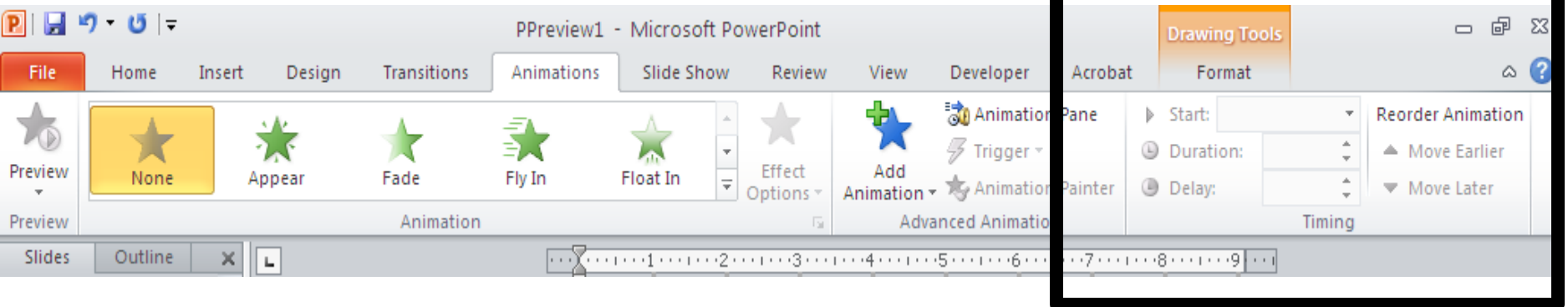


Select slide, choose transition

Choose on mouse click or automatic

Animations

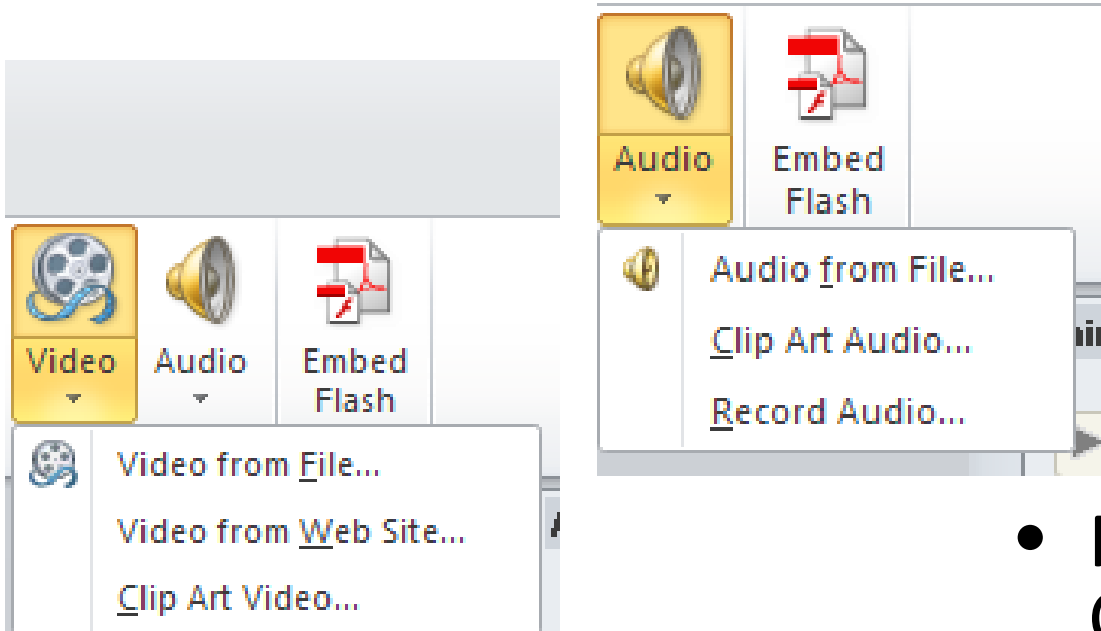
To animate text and images. You must click on text or images to animate.



Select text or image, click animation tab, then choose animation.

Choose on mouse click or automatic

INSERT VIDEO AND SOUND



- Note: if you use a CD you must have the CD with you all the time. Unless you save a video.

Insert sound



The screenshot displays the Microsoft PowerPoint 2010 interface. The title bar reads "PPreview1 - Microsoft PowerPoint". The ribbon is set to "Audio Tools" with the "Playback" tab selected. The ribbon contains the following options:

- Preview:** Play (green play button)
- Bookmarks:** Add Bookmark (plus icon), Remove Bookmark (minus icon)
- Editing:** Trim Audio (scissors icon), Fade Duration (two volume icons), Fade In: 00.00, Fade Out: 00.00
- Audio Options:** Start: On Click (dropdown), Loop until Stopped (checkbox), Volume (speaker icon), Hide During Show (checkbox), Rewind after Playing (checkbox)

The main slide area shows a slide with a title box containing "Click to add title" and a text box containing "• Click to add text". An audio player is overlaid on the slide, showing a play button, a progress bar, a volume icon, and a "0.00" time display. A tooltip with a copy icon and "(Ctrl)" is visible over the volume icon.

On the right side, the "Clip Art" task pane is open. It shows a search for "cow" with a "Go" button. The results section is titled "Results should be:" and includes a dropdown for "Selected media file types". The "Include Office.com content" checkbox is checked. The results are provided by "AudioMicro" and show two audio files: "Cow moo 4" and "Cow moo 3", each with a WAV icon.

Edit sound

A screenshot of the Microsoft PowerPoint interface, specifically the Audio Tools ribbon. The window title is "PPreview1 - Microsoft PowerPoint". The ribbon includes tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Developer, Acrobat, Format, and Playback. The Playback tab is active, showing options for audio editing and playback. The ribbon is divided into sections: Preview, Bookmarks, Editing, and Audio Options. The Editing section includes Fade Duration (Fade In: 00.00, Fade Out: 00.00) and Trim Audio. The Audio Options section includes Start (On Click), Loop until Stopped, Volume, Hide During Show, and Rewind after Playing. A black rectangular box highlights the entire ribbon area.

PPreview1 - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Developer Acrobat Format Playback

Audio Tools

Play Add Bookmark Remove Bookmark Trim Audio

Fade Duration

Fade In: 00.00

Fade Out: 00.00

Start: On Click

Loop until Stopped

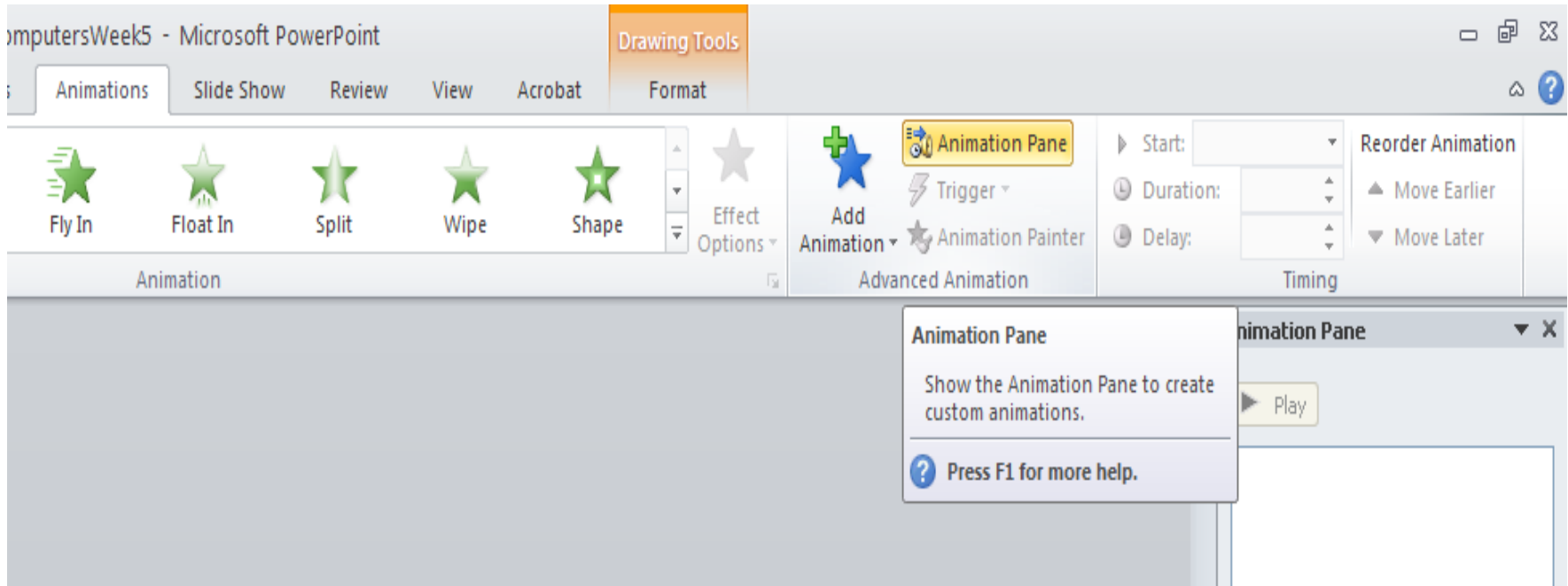
Volume

Hide During Show

Rewind after Playing

Preview Bookmarks Editing Audio Options

EDITING TRANSITIONS, ANIMATIONS, AND SOUNDS



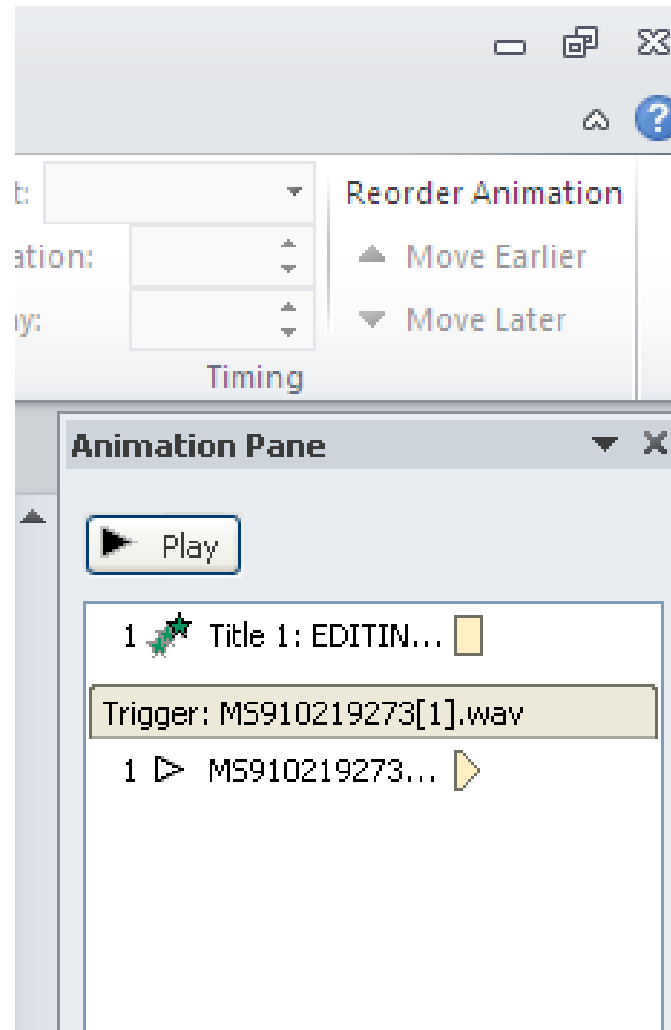
ALWAYS

*Click animation tab, animation pane
and edit in the animation pane.*

EDITING TRANSITIONS, ANIMATIONS, AND SOUNDS



- You can drag and drop to change order of animations.

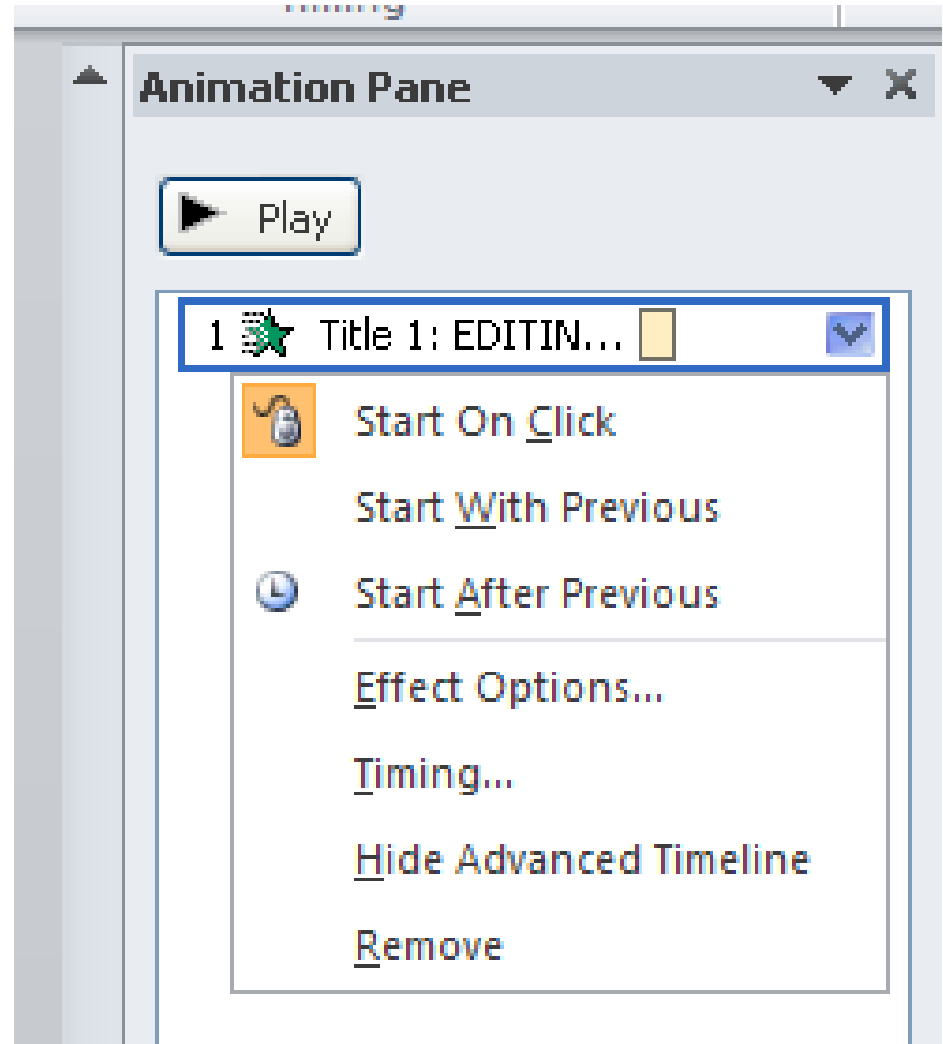


EDITING TRANSITIONS, ANIMATIONS, AND SOUNDS

ANIMATION PANES

Explore each item
Start on Click
usually you should
change to
automatically, then
you don't have to click
it.

If you want sound to
come in at the same
time as image, choose

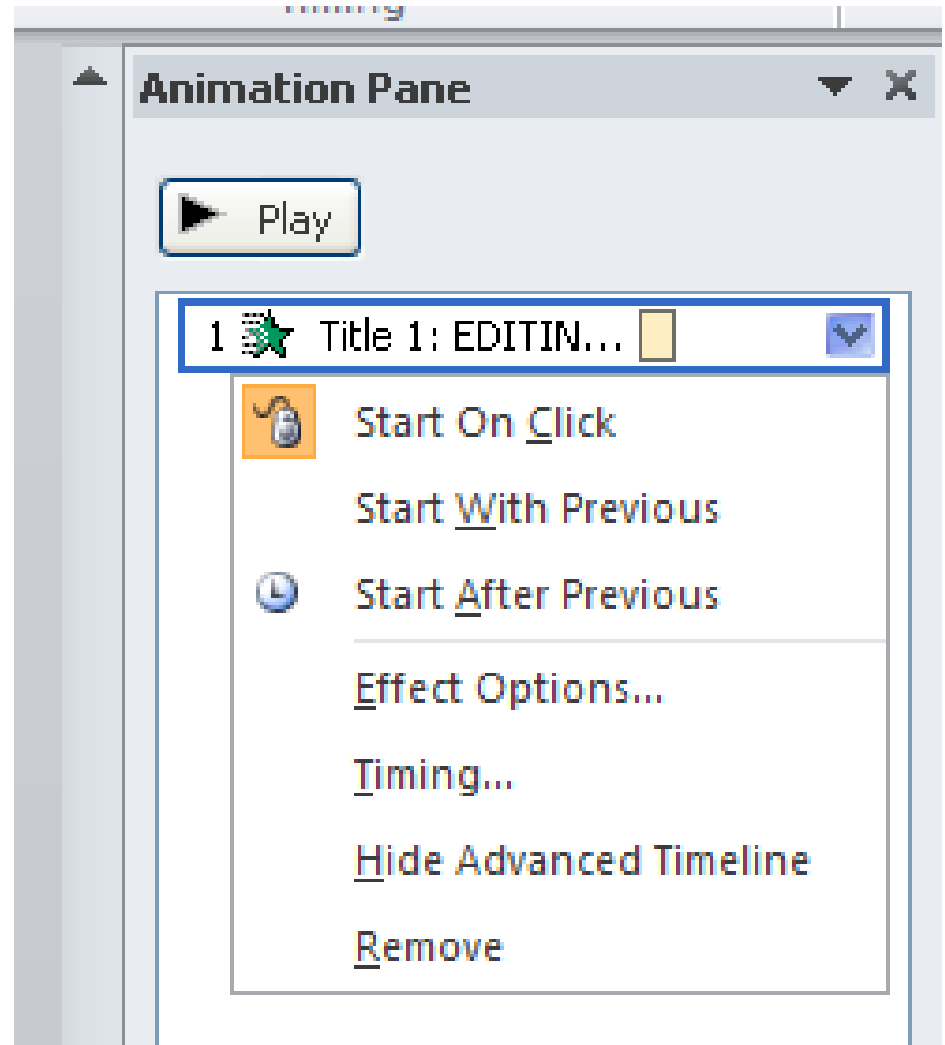


EDITING TRANSITIONS, ANIMATIONS, AND SOUNDS

ANIMATION PANES

*Explore each item
start animation, or
sound with previous
or after previous.*

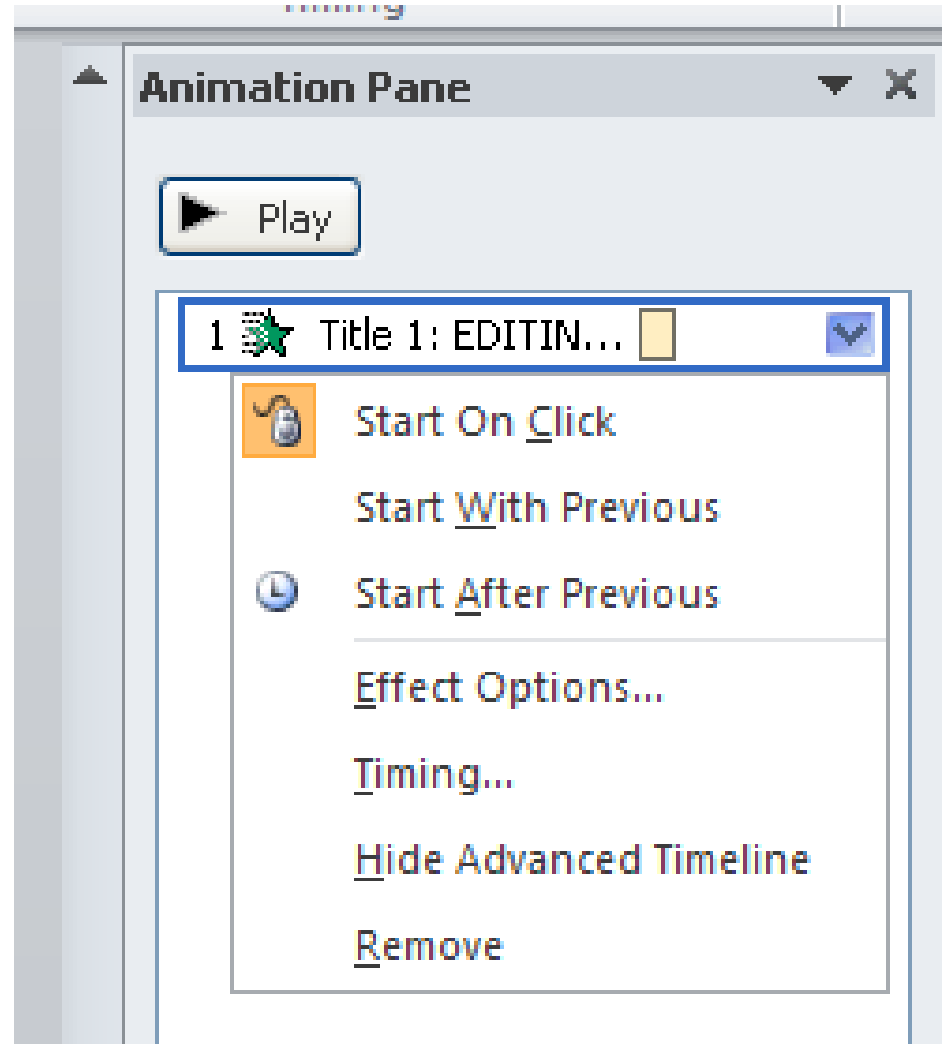
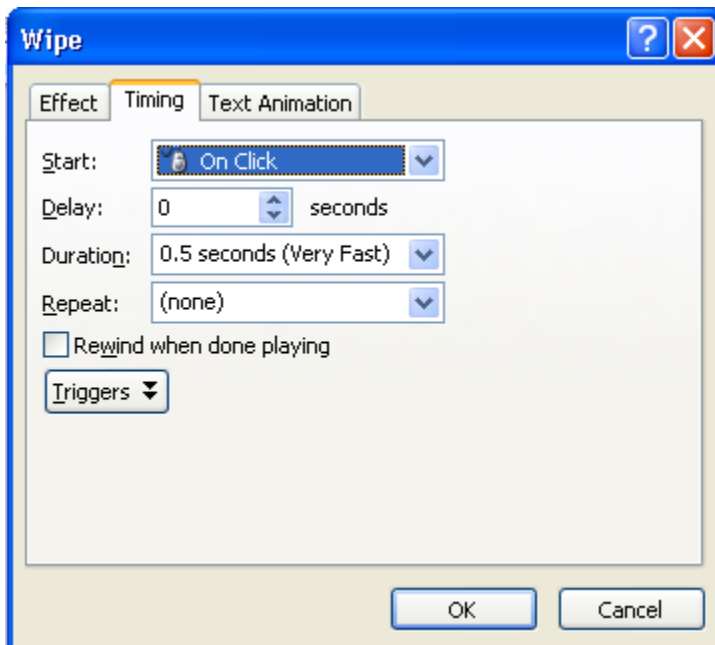
*The order of how
things come in on
your Powerpoint.*



EDITING TRANSITIONS, ANIMATIONS, AND SOUNDS

ANIMATION PANES

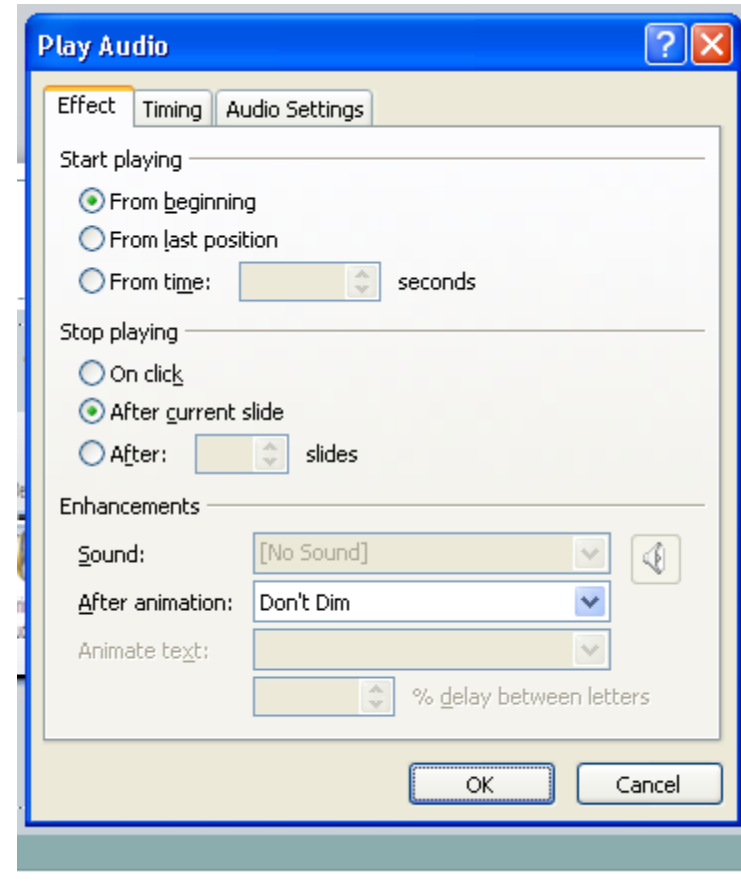
Effect Options



EDITING TRANSITIONS, ANIMATIONS, AND SOUNDS

For CD, you must have CD when playing. Timing allows you to set how many slides you want it to play

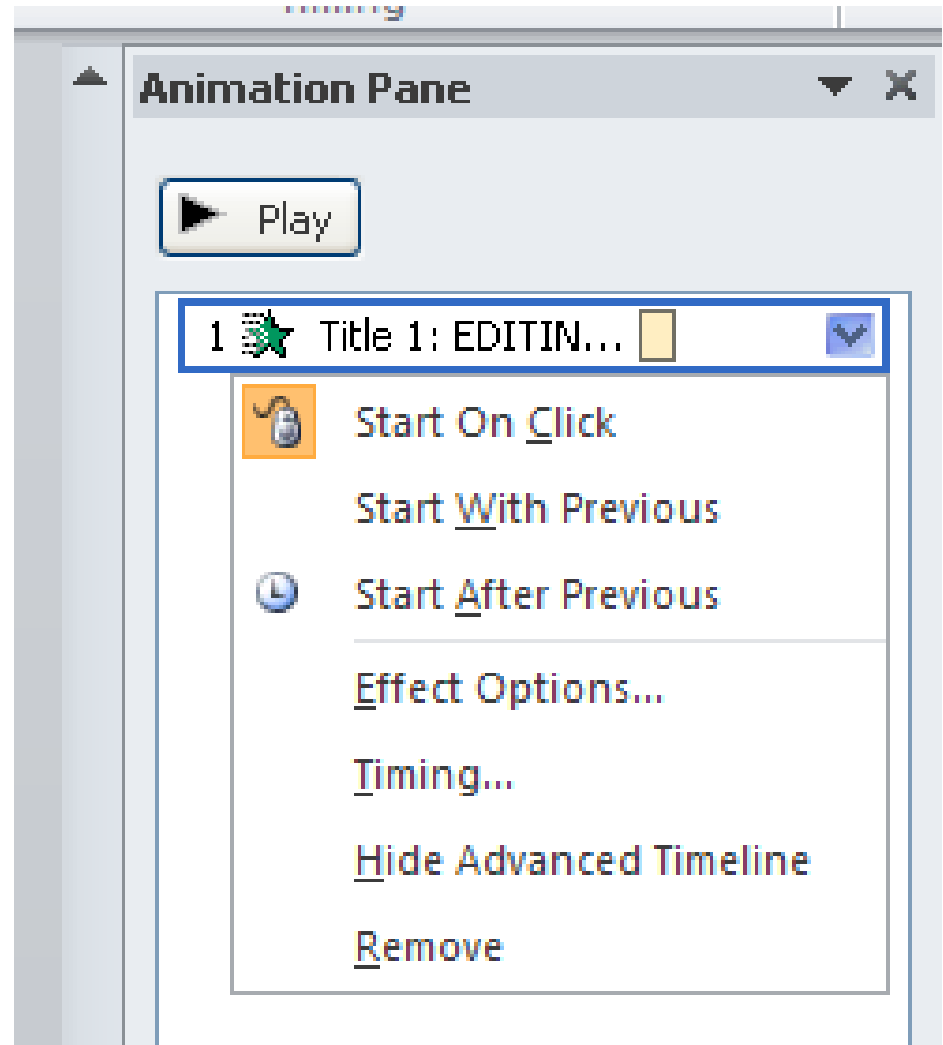
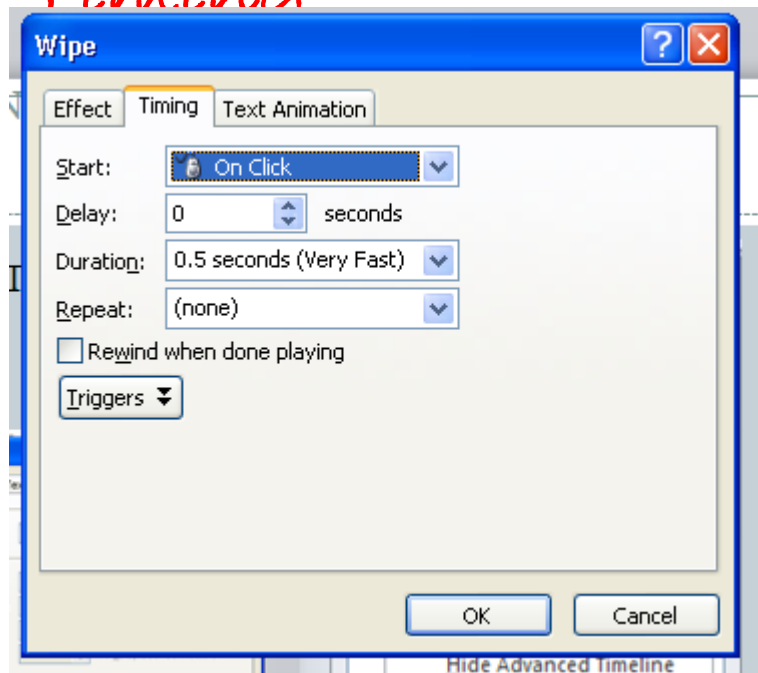
Timing of music for any length of time.



EDITING TRANSITIONS, ANIMATIONS, AND SOUNDS

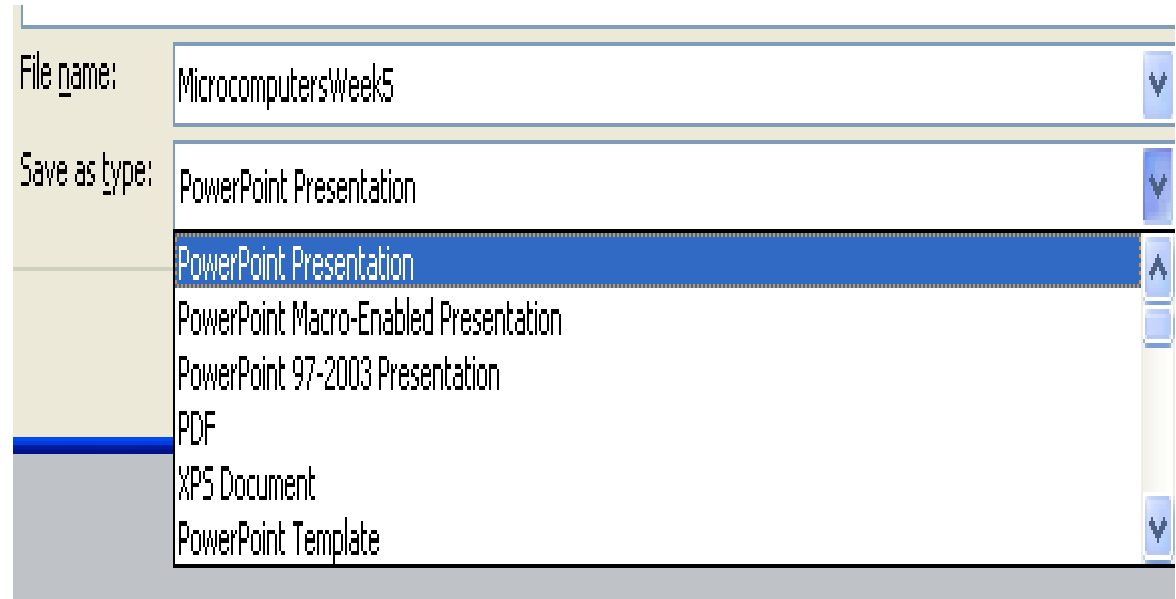
ANIMATION PANES

Timing



Again, save your PowerPoint

- Name your file



- ***File Formats*** that you can save as using PowerPoint: PowerPoint, jpeg, PDF, webpages, and windows media video.