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**Customize Slide Theme and Background**

1. Go to the **View** tab and select **Slide Master** view. The set of layout templates appears.

2. Click on the **Themes** icon and select the design theme that fits your need. As your cursor rolls over you can preview the effects.

3. Click on the red **Close** icon on the upper right to return to your **Normal** view.

**Apply Animated Effects**

1. Highlight the object or text placeholder you want to apply an animation effect.

2. Go to the **Animation** tab and select **Custom Animations**. The Custom Animation panel appears on the right.

3. Click on the down arrow next to **Add Effect** icon you will see four categories of effects: entrance effect, emphasis effect, exit effect, and Motion Paths.
4. Click on More Effects to see the sub groups of options in the Effects. Click on an effect label and see the preview take place in your slide. Click OK when done.

5. The selected effect appears in the panel below the options of Start (when will the effect take place, such as after mouse click, automatically after the last mouse click, or at the same time of the last mouse click), Directions (direction of the effect in motion, such as from left, from top, etc.), and Speed (motion speed of the effect). If you want to change the effect, just select this item in the panel and go to click on down arrow next to (previously the Add Effect icon) the Change icon and repeat the selection process. Most effects will have options for Direction and Speed.

6. When you double click on the effect item, you will see more options for effect control.

**Insert SmartArt**

1. In your slide click on the SmartArt Graphic icon in your text placeholder. (Or you can go to the Insert tab and navigate to SmartArt icon)

2. Base on your need, select the group of SmartArt objects in the list and the options of that group appears on the right. Click on the miniature of the SmartArt object that you need and the object is inserted in your slide.
3. Type directly in the text placeholders in the SmartArt or click on the arrows on the left to expand the text input panel. Click the Close icon on the upper right of this input panel when done.
Insert Media Object - Sound

1. Go to the Insert tab and navigate to Sound in the Media group.

2. Select Insert from File, the file directory window will appear. Locate your sound file and click Insert. Sound files in .wav, .aiff, mp3 formats are compatible. The rest of the procedure is the same as inserting sound from the Clip Organizer in the following paragraphs.

3. Select Sound from Clip Organizer. The panel of Clip Organizer appears on the right.

4. Input a key word in the Search field and click Go. The selected file/s will show up below the Results should be field in your panel. Click on the down arrow next to the sound clip icon of your choice and click on Insert to import the sound clip to your slide.

5. After the sound clip is being inserted to your slide, the following dialog box appears to ask you when to play the media file: immediately or when clicked.
6. After you made your choice, the sound icon appears in your slide. Double click on the sound icon to hear the sound.

7. To manipulate the sound clip further, go to the Animation tab and navigate to Animations and click Custom Animation. The Custom Animation panel appears on the right.

8. Double click on this sound file in the Media Trigger list and the Play Sound dialog box appears. Make your selections here for start and stop preferences. Click OK when done.

**Insert Media Object – Movie**

1. Insert from File
   1.1. Save your own movie file in .avi or .mov file format in the same folder as the PowerPoint presentation.
   1.2. Click on the Movie icon in your slide. (Or go to the Insert tab and navigate to Media Clips and select Movie > Movie from File.)

1.3. The file directory window appears. Locate your file and click OK.
1.4. The following dialog box appears asking you when the file should be played: automatically or when clicked. Select your preference and the first frame of your movie will be inserted to your slide.

1.5. To manipulate the movie further, go to the **Movie/Options** tab and click on one of the functions: **Movie Options**, **Arrange** or **Size** option groups. For example, when you click on the Movie Options group, more options when to start movie, play full, etc. will appear.

2. Create a hyperlink that links to a movie clip on the Internet:
   2.1. Highlight the text or object that will be linked.
   2.2. Go to the **Insert** tab and select **Hyperlink** in the **Links** group.
   2.3. Input or paste the copied URL (i.e. URL of a Youtube movie) into the **Address** field. Click **OK** when done. Test movie in the Slide Show view mode.

3. Insert from the **Clip Organizer** or online Clip Organizer Gallery
   3.1. Clip Arts Gallery only offers animated images when you select movies as the file type. It does not offer video clips yet.
   3.2. Enter the search key words and select **Movies** as the file type under **Results should be** field.
   3.3. Click the **Go** button. The findings appear as icons in the panel below. Next to each of these icons you will find a yellow star that differentiates an animated image from a static image.
   3.4. Click the icon to insert to slide. Test movie in the Slide Show view mode.

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**Format the Appearance of Image Objects**

1. Select image object in your slide. The **Format/Picture Tools** tab appears. Click on the **Format** tab.
2. Remember to select your objects to be formatted first then apply the formatting functions from the groups.

2.1. In the **Adjust** group, you can use the functions to change the overall appearance of the content of your image.

2.2. In the **Picture Styles** group, you can add frames or simple dimensions to your image object. You can further manipulate the dimensions or colors in this group of functions.

2.3. In the **Arrange** group, you can group or ungroup the objects.

2.4. When you have similar images, you could group them as one collage and provide one alternative text (alt text) to the group.

   2.4.1. Go to the **Insert** ribbon, select **Shapes**. Go to the bottom of the list of **Shapes** and select **Create a Drawing Canvas**. A canvas in dotted line appears.

   2.4.2. Insert the images in the **Canvas**. Select all the images (shift key + mouse click selection), right-click on one of the images and the option list appears.

   2.4.3. Click on **Grouping** and select the **Group** command. Now the images are grouped as one image. Notice only one green handle and few less white corner anchor points appear.

   2.4.4. To add **Alt Text**, right-click on the **Canvas** and select **Format Picture** and the **Format Picture** window appears. Select the **Alt text** tab and input your description of the collage.

2.5. In the **Size** group, you can use the **Crop** tool to remove unwanted areas of your image or specific a specific size manipulation.
3. To add alternative text to your objects for accessibility purpose, click on the arrow next to the label of Size. The Size and Position window appears. Click on the Alt Text tab to input your description of the image in the Alternative text container. Click Close when done.

![Size and Position window](image)

**Insert and Manipulate Shapes**

1. Go to the Insert tab and navigate to Shapes and select your shape in the option list. The shape will be inserted in your slide.

![Insert tab and Shapes](image)

2. Highlight the shape in your slide and go to the Format tab to reveal more options on appearance manipulation.

![Format tab](image)

3. To change the appearance of your shapes use the functions in the Shape Styles group.
4. You can type directly on the shapes.
5. To change the style of text, use the functions in the WordArt Styles.
6. To further manipulate the appearance, apply the steps in Format the appearance of Image Objects.

**Create Action Buttons**

1. Go to the Insert tab and select Shapes. In the drop down list of shapes, navigate to the bottom and select a button from the group of Action Buttons. (If you need a plain button select the last rectangle button.) A rectangle button is inserted to your slide. (Or you can create your own button by highlighting an inserted shape first then go to the Insert tab and select Action.)

![Action Buttons](image)
2. Select the button that fits your need in terms of navigation or media files launch options.
3. The **Action Button** is inserted to your slide and the **Action Settings** dialog box appears.

![Action Settings Dialog Box](image)

4. Select the **Hyperlink to** radio button as your action option and your Hyperlink action option list is highlighted. Click on the scroll bar to reveal more options for navigation action.

![Action Settings Dialog Box](image)

5. For example, you can select a slide in your file or select another PowerPoint file as the hyperlink destination. Click **OK** when done.
6. Test action in **Slide Show** view mode and test the action button.
Insert Action Button to the Slide Master

1. If you want to create an action button, or background graphics, on every page, such as a **go to home** button, you should create them in the Slide Master layout templates such that one application will affect all slides.
2. Go to the **View** tab and select **Slide Master** view. Select the top **number 1 master**.
3. Repeat the steps of **Creating Action Buttons** to insert button and apply action.

4. Click the **Normal** view to return to your slides. You will see the **Home** button appear in all your slides.
5. If there is a slide master layout that you prefer not to have any buttons or any background graphics, select the layout of that slide and go to the slide Master tab and select **Hide Background Graphics** function.
Apply Transitional Animated Effect between Slides

1. Go to the Animations tab and navigate to the Transitions to This Slide group. As your cursor rolls over the miniature icons of effect you can see the preview of the effect in your slide.

2. Click on the expand-down arrow next to the icons to reveal more options.

3. You can apply an effect to a specific slide or all slides. If all, select the Apply To All button.