

Center for Faculty Development and Support

# Developing Interactive Lectures with PowerPoint 2008

## *Tutorial*



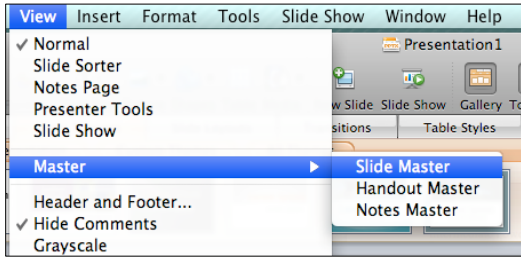
SAN JOSÉ STATE  
UNIVERSITY

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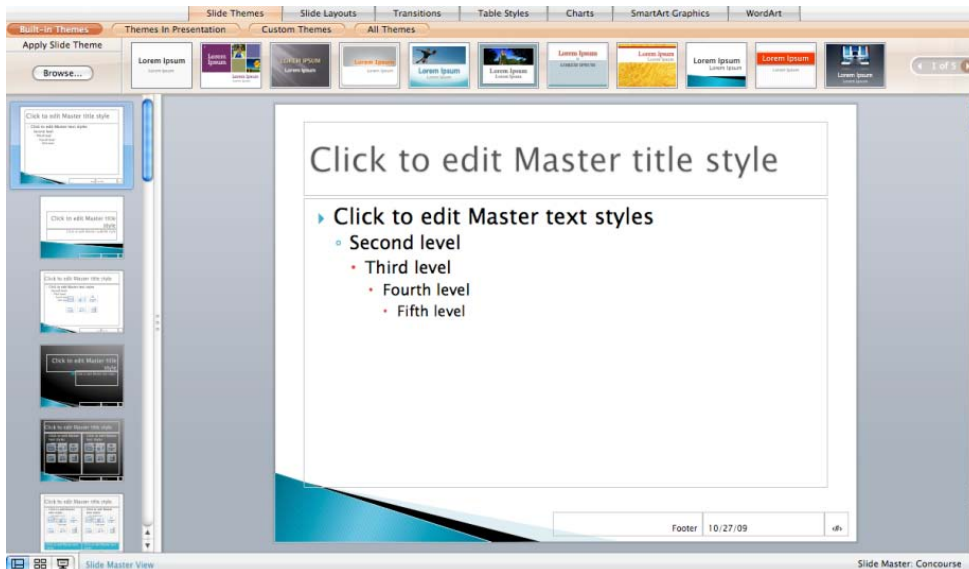
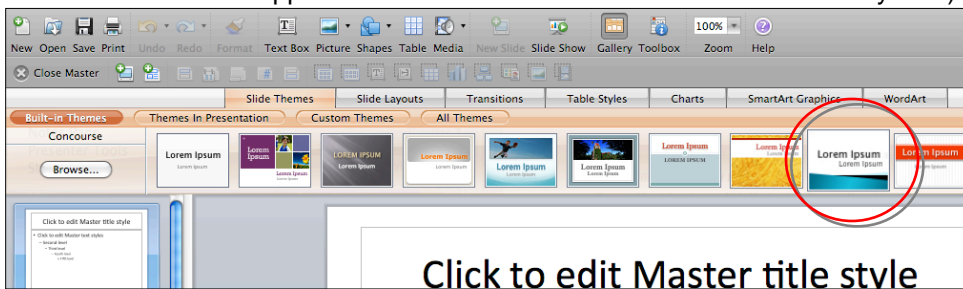
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### Customize Slide Theme and Background

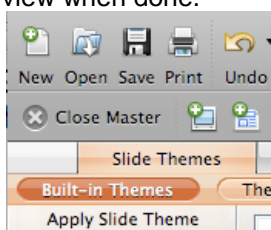
1. Go to the **View** menu and navigate to **Master** and select **Slide Master**. The set of master layouts appears.



2. Go to the **Elements Gallery (Gallery)** below the **Toolbar** and select the **Slide Themes** gallery. Select the design theme that fits your need. The **Theme** is applied to the entire set of master layouts. (You can also apply Slide Themes without having to go to the Slide Master view, however in the Slide Master view you can further customize the appearance and elements of the individual master layouts.)

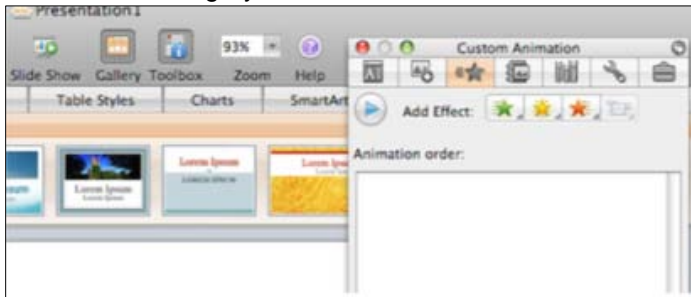


3. You can also insert an image as the background. Go to the **Toolbar** and select **Picture** and click **Insert Picture**. Select your image file and click Insert. Right click on the image and go to **Arrange** and select **Send to Back**. The text placeholders in the layout templates will be on top again.
4. Click the **Close Master** label on the upper left **gallery toolbar** above the **Gallery** to return to your **Normal** view when done.

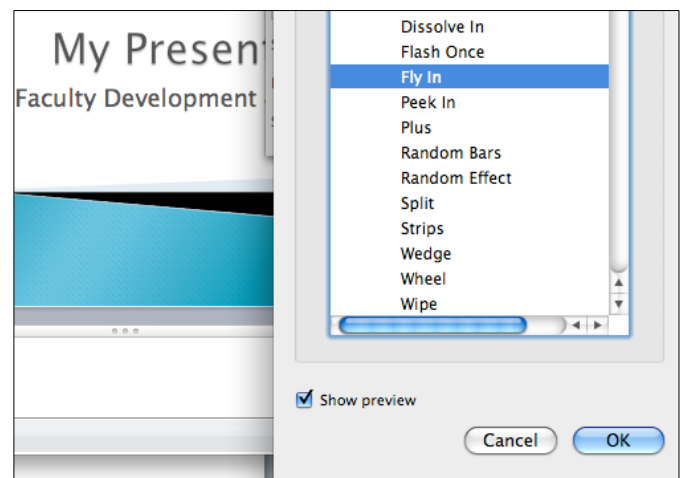
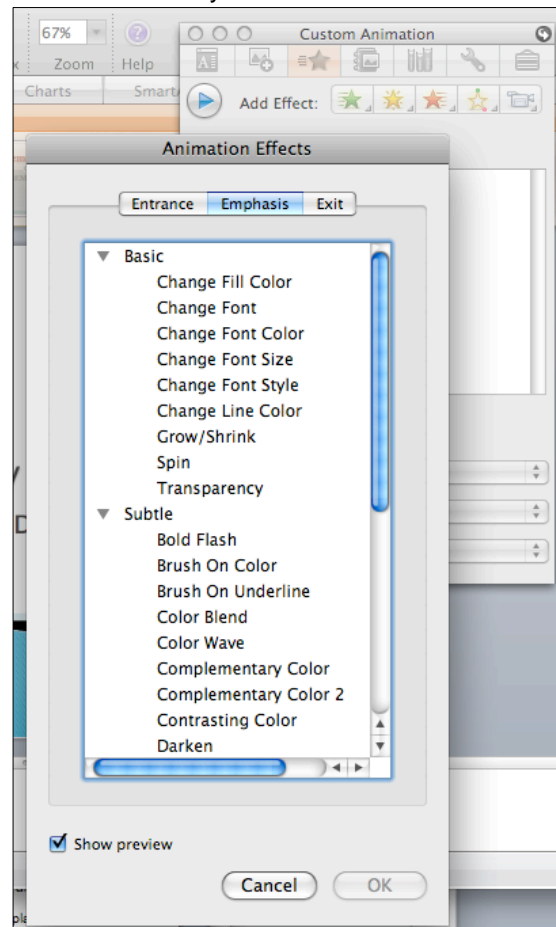


### Apply Animated Effects with Custom Animation

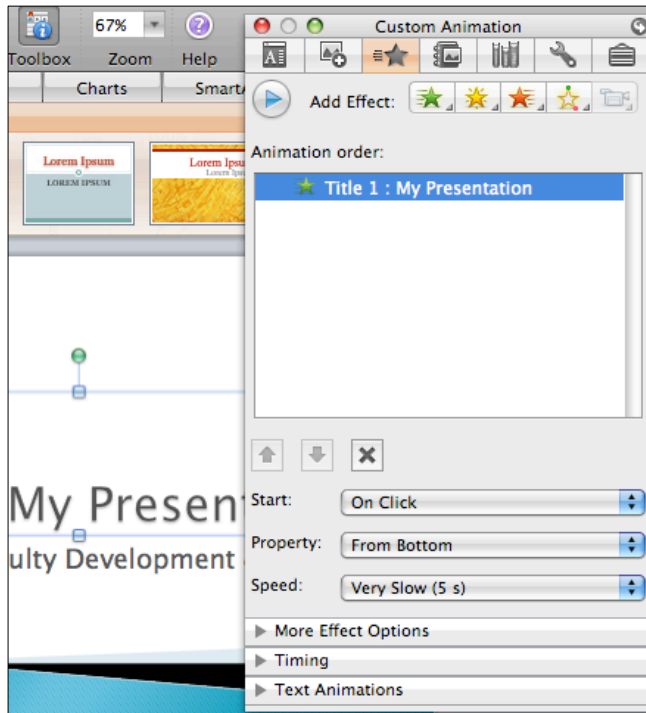
1. Highlight the object or text placeholder you want to apply an animation effect in the slide.
2. Go to the **Toolbar** and select **Toolbox**. The **Toolbox** window appears. The **Custom Animation** panel is the third tab with the grey **Star** icon in the **Toolbox** window.



3. Next to the **Add Effect** label in the **Custom Animation** panel, there are four groups of effects: Green star for **Entrance** effects, yellow star icon for **Emphasis** effects, and orange star icon for **Exit** effects. When you click on a specific star icon, the group of effects appears in a separate window.
4. Click on **More Effects**, the **Animated Effect** window opens to reveal the sub groups of effects in a scrollable window. Check the **Show preview** button at the bottom of the **Animation Effects** window to preview a selected effect in your slide. Click **OK** when done.



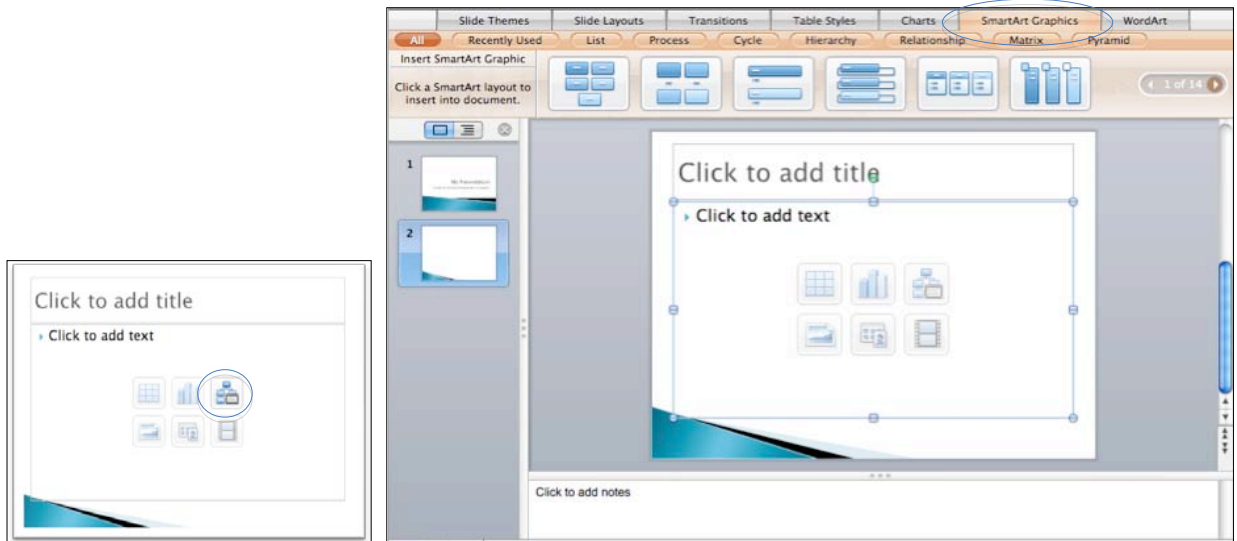
5. The selected effect appears in the **Animation order** panel. For most effects, you can manipulate their attributes such as **Start** (user controls on when to start the effect on slide); **Property** (direction of the effect in motion, such as from left, from top, etc.), and **Speed** (motion speed of the effect). If you want to manipulate more attributes, explore the group of buttons below **Speed: More Effect Options** button; **Timing** button; and **Text Animations** button.



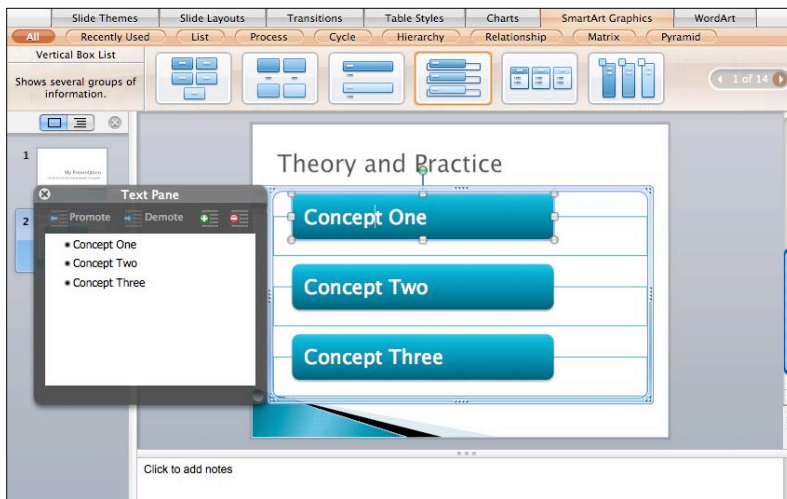
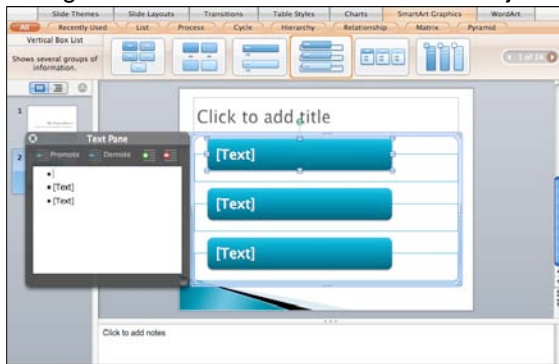
6. If you want to remove, change, or play an effect, select and right click the effect in the **Animation order** panel.
7. If you want to rearrange the order among the effects, select an effect and use the arrow icons to move it up or down in the **Animation order** panel.

**Insert SmartArt**

1. In your slide layout's text placeholder click the **SmartArt Graphics** icon and the selections appear (or select **SmartArt Graphics** in the **Gallery** directly.)



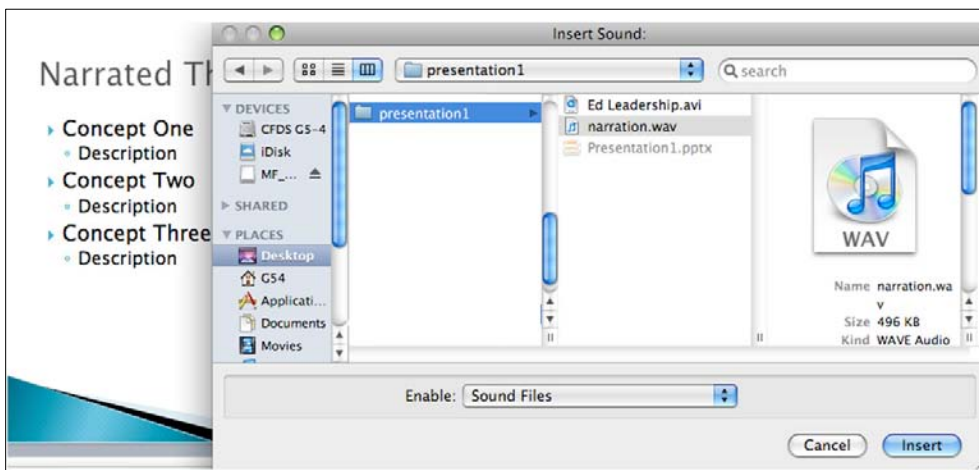
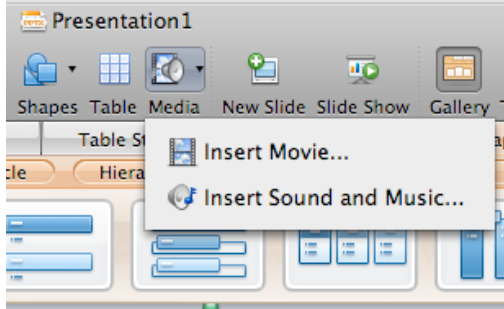
2. Base on your need, select the appropriate group of **SmartArt** objects on the left of the **Gallery** and the options of that group appear on the right horizontally. To reveal more options, advance the number on the right. Click on a miniature **SmartArt** object and the object is inserted in your slide.



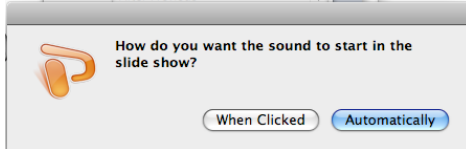
3. Type directly in the text placeholders in the **SmartArt** or in the **Text Pane** on its right. Click the **Close** icon on the upper right of the **Text Pane** when done. You can apply animation effects to SmartArt objects as well in **Custom Animations**.

**Insert Media Object - Sound**

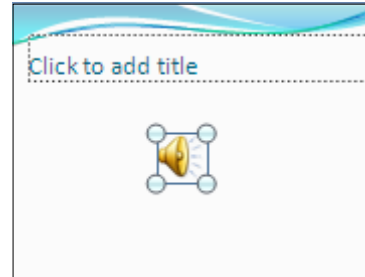
1. Save your music files in formats such as .aiff, .wav, .mp3, etc. in the same folder of your PowerPoint presentation.
2. Click the **Media** icon in the **Toolbar** above the **Gallery**. Select **Insert Sound and Music**. The **File Directory** window opens. Go to your folder and select your sound file.



3. Locate your sound file and click **Insert**. A dialog box appears asking you when the sound should start.



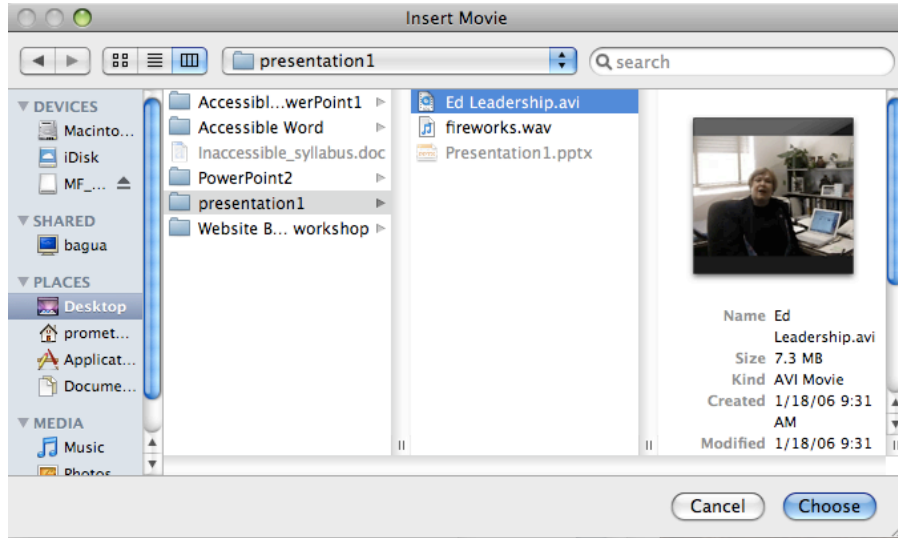
4. After you made your choice on how to start, a sound icon representing your sound file appears in your slide. Double click on the sound icon to hear the sound.



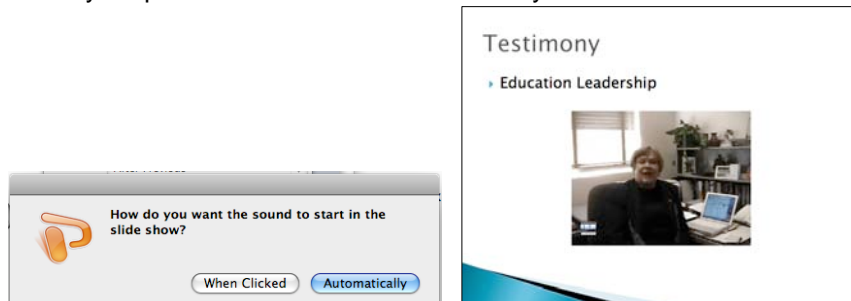
5. If you want to play a CD track, you can go to the **Insert** menu, navigate to **Sound and Music**, and select **Play CD audio track**. The **File Directory** window opens. Search for your CD and select the appropriate track.
6. To manipulate more attributes of the inserted sound element, open your **Toolbox** window and select the **Custom Animation** panel. Select the sound icon in your slide and click on one of the buttons in the **Custom Animation** panel. For example, in **Timing**, you can customize any repeats, time delay to start, etc. or in **Media Options**, you can customize when to stop playing, hide the icon while not playing, etc.

### Insert Media Object – Movie

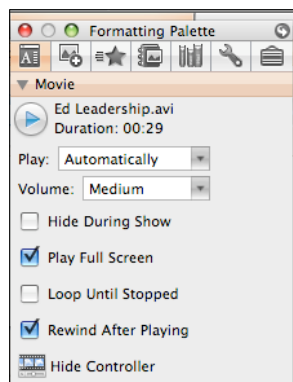
1. Save your movie file in .mp4, .m4v, .avi, or .mov file format in the same folder as the PowerPoint presentation.
2. Click the **Media** icon in the **Toolbar** above the **Gallery** and select **Insert Movie** (Or go to the **Insert** menu and select **Movie**). The **File Directory window** opens. Select your file and click the **Choose** button.



3. 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.

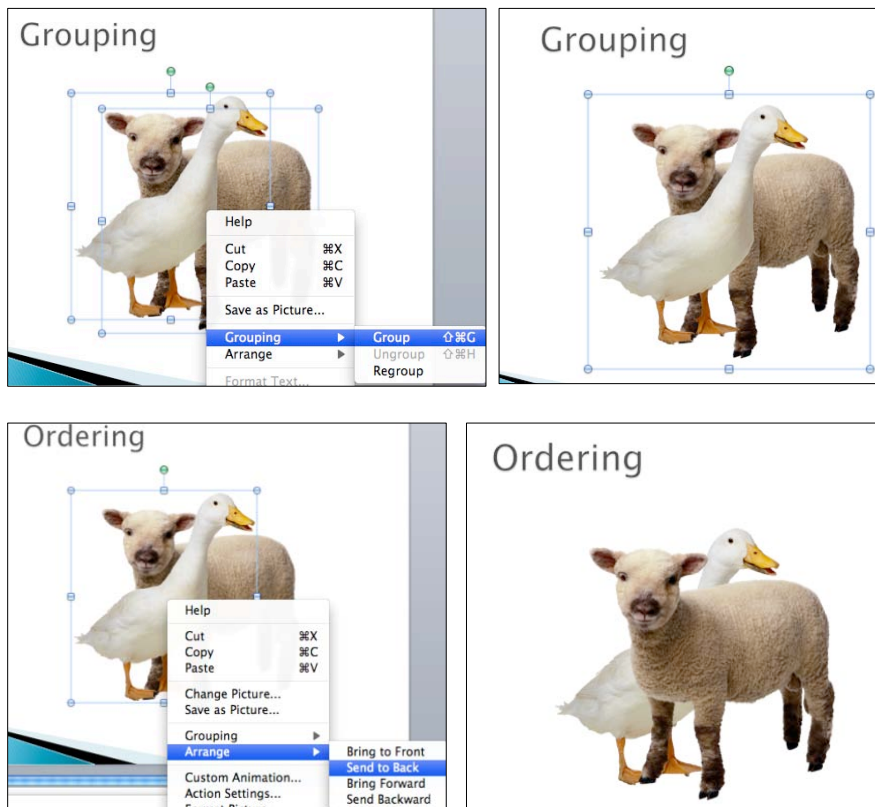


4. To manipulate more attributes of the inserted movie, open your **Toolbox** window and apply the following steps:
  - a. Select the **Custom Animation** panel. Select the movie image/object in your slide and click on one of the buttons in the **Custom Animation** panel to customize the **Timing**, such as any repeats, time delay to start, etc. or the **Media Options**, such as when to stop playing, hide the icon while not playing, etc.
  - b. Select the **Formatting Palette** panel. Select how you would like the movie to be displayed, whether to show the play controller, etc.

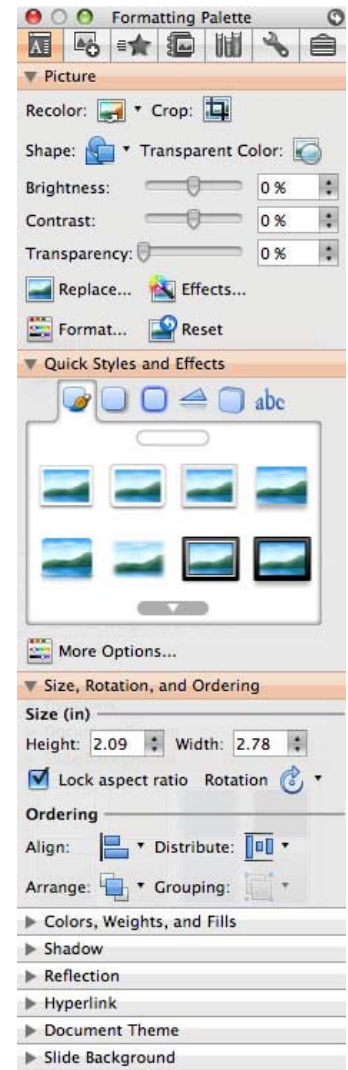


## Format the Appearance of Image Objects

1. Select the image object in your slide. Open the **Toolbox** window in the **Toolbar**. Select the **Formatting Palette** panel. There are many groups of functions that enhance the image.
2. In the **Quick Styles and Effects** group there are six functions: framing the images; inserting new shapes; adding shadow or 3D effects; and WordArt.
3. In the **Side, Rotation, and Ordering** group, you can **group** and **ungroup** elements of an image from the **Clip Art Gallery**, or rearranging the layer order of these elements in the **Ordering** functions.
  - a. To group or ungroup objects first select all the objects then right click to navigate to **Grouping** and select **Group** or **Ungroup**.
  - b. To send an object to the back or front, select the object, right click and navigate to **Arrange** and select **Send to back** or **Send to front**.

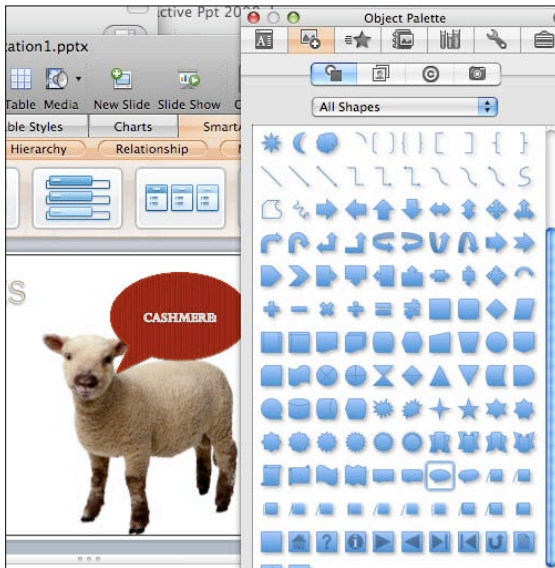


4. The **Hyperlink** option lets you assign a URL to the object. Test the link in **Slide Show** view mode.
5. You can manipulate the color scheme of the slides in **Document Theme** and change the background color in **Slide Background**.
6. You can also right click on the object to access most of the **Formatting Palette's** functions.

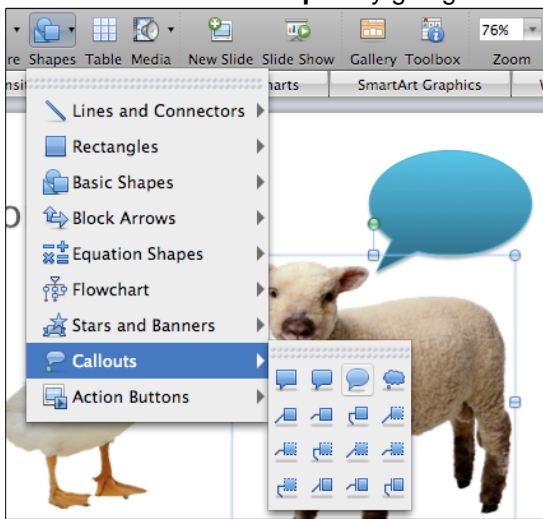


### Insert and Manipulate Shapes

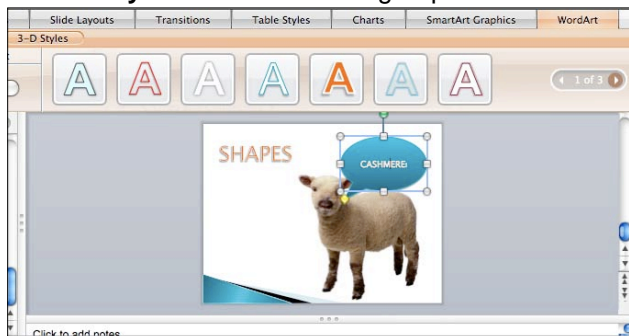
1. Go to the **Toolbar** and click **Toolbox**. Click the second icon for **Object Palette**. In the **Object Palette** panel select the **All Shapes** icon to reveal the shapes in a scrollable window. Click and drag the shape to your slide.



2. You can also access **Shapes** by going to the **Toolbar** and select **Shapes**.



3. Highlight the shape in your slide and go to the **Formatting Palette** panel for more functions to manipulate the appearance of the shape.
4. You can type directly in the shapes. To change the style of text, use the functions in the **WordArt** in the **Gallery** and/or the function groups in the **Formatting Palette**.

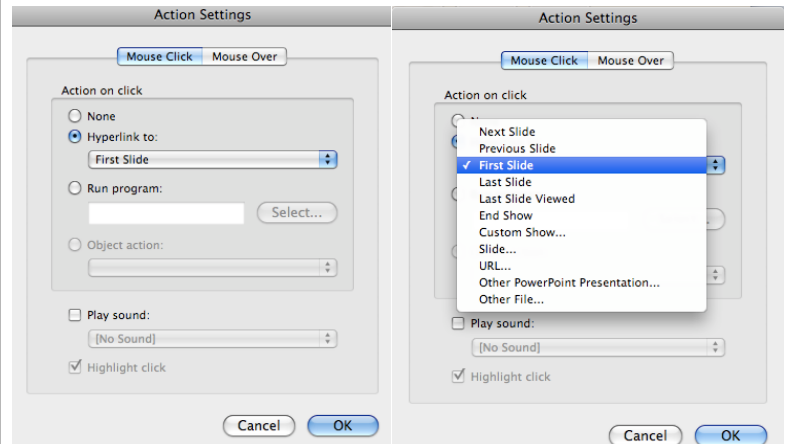
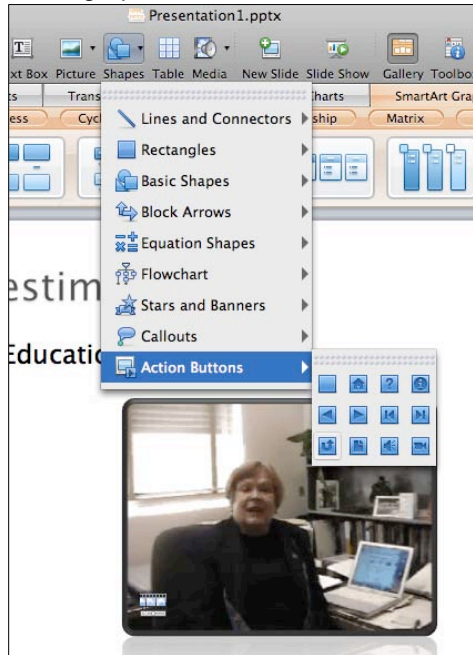


## Create Action Buttons

1. Go to the **Toolbar** and click **Toolbox**. Select the **Object Palette** in the **Toolbox window**. In the **Object Palette** panel select the **All Shapes** icon to reveal the shapes in a scrollable window. The **Action Buttons** are at the bottom of the scrollable window.



2. Or you can go to the **Toolbar** and select **Shapes**. In the drop down list of shapes, navigate to the bottom and select a button from the group of **Action Buttons**. These buttons have preset action settings that correspond to the meanings of the graphic icons. The blank one allows you to set your own action as well as text or graphic icon.



3. Click and drag the button to your slide. The **Action Button** is inserted to your slide.
4. If you want to set or change the settings, right click on the button and select **Action Settings** and the **Action Settings** dialog box appears. (Or you can select the button and go to the **Slide Show** menu and select **Action Settings**)
5. Select the **Hyperlink to** radio button as your action option and click on the down arrow of the drop down menu, your **Hyperlink** action option list appears. Drag the scroll bar to reveal more options for hyperlink destinations, 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 button actions in **Slide Show** view mode.