

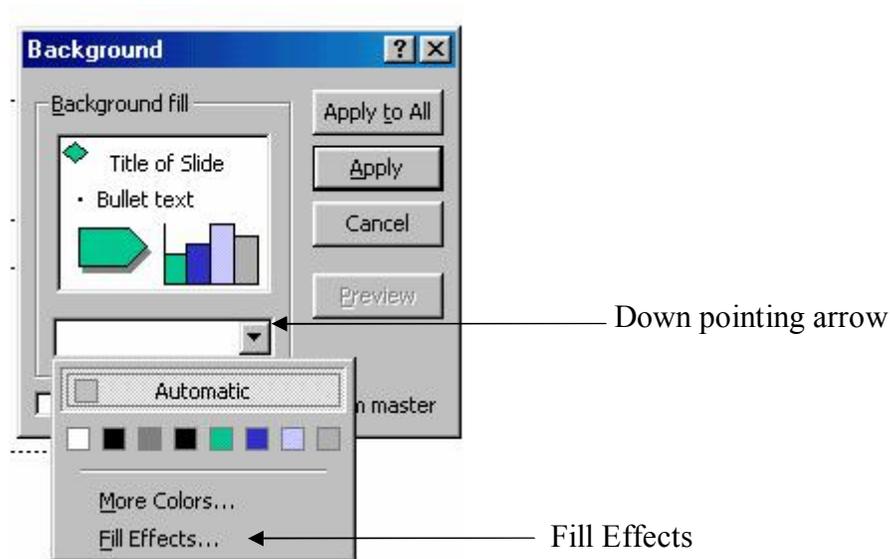
Creating PowerPoint Presentations

Using Advance Features

Create a new folder for storing sound files and images.

Adding a Background Image

1. Click anywhere on the slide except within the placeholders.
2. Click the right mouse button, and select Background.
3. The Background dialogue box will open.
4. Click on the down-point arrow in the Fill Effects box.
5. Select Fill Effects



6. The Fill Effects dialogue box will open, click on the **Picture tab** at the top of the dialogue box and then on the **Select Picture** button in the middle of the dialogue box.
7. Scroll through your files to locate the picture you want to use as your background and click on the Insert button and then on the OK button.
8. In the Background box, click the **Apply** button to apply the background image to the slide.

Slide Transition

1. Click on the Slide Show pull-down menu (or use the short-cut menu)
2. Select Slide Transition
3. Select an Effect and Apply to the selected slide(s).
4. Click Apply

Note: Can also set transition on automatic timer rather than using the mouse click and include sound.

Set Slide Show Timings Manually

1. Select the slide or slides you want to set the timing for.
2. On the pull-down menu, select Slide Show and click on Slide Transition.
3. Under the **Advance** options, click **Automatically after**, and then enter the number of seconds you want the slide to appear on the screen.
4. To apply the timing to the selected slide, click Apply. Repeat the process for each slide you want to set the timing for. To apply the timing to all the slides, click Apply to All.

Self-running Presentations

1. Click on Slide Show from the pull-down menu and select Set Up Show.
2. Click on the radio button for **Browsed at a Kiosk (full screen)**.

Note: Selecting this option will run the show in a continuous loop until you press the **Esc** key.

Note: To revert back to a manually controlled presentation, go back to **Set Up Show**, and select **Presented by a Speaker**.

* To change back to a controlled running show, go back to “Set up Show” and select “Presented by a Speaker”

Setting and Rehearsing Slide Show Timings

Timings can be set before you rehearse, or you can set them automatically while you rehearse. When setting timings, it is best to work in Slide Sorter View mode.

1. Click on the **Slide Transition button** on the Slide Sorter Toolbar.
 2. In the Effects dialogue box, click on the **Automatically after** button and set the number of seconds you want each slide to run.
- Note: Each slide can be set individually to vary the amount of time between slides. Select the slide and set the timing in Slide Transition

Setting Rehearsed Timings

To rehearse your timings, just click **Rehearse Timings** on the **Slide Show** menu. You can use the buttons in the **Rehearsal** dialog box to pause between slides, restart a slide, and advance to the next slide. PowerPoint keeps track of how long each slide appears and sets the timing accordingly.

To end the rehearsal, select the Advance button. A message will appear to save the rehearsal time or to go back and rehearse the presentation again.



Background sound

Go to the Internet or other source for sound clips. Select the desired sound file or effect and save it in the same folder as your PowerPoint presentation as follows:

1. Right mouse-click and select **Save File As**. Accept the current file name or change it as desired.

Note: Sound files will have one of the following extensions added to the file name: .wav, MP3, or midi.

To add a sound click to your PowerPoint presentation

2. From the pull-down menu, click on Insert, Movie and Sounds
3. Select Sound from Gallery or Sound from file.
4. Select a category and then the sound track you want to play.

The following message will display: "Play automatically or when you click it."

Make the desired selection.

To Change Settings:

5. Right-mouse click on the sound icon and select custom animation.
6. Select the Multimedia Tab and select how you want the track to play.
7. Click OK and test your slide show.

Remember to **Save** your presentation. If you plan to use it as a web presentation, or in Blackboard, **save it as a Web Page**.

Web Sites advertising free sound files

<http://www.a1freesoundeffects.com>

<http://www.prankcallsunlimited.com/freesoundeffects.htm>

To add Narration (must have a microphone).

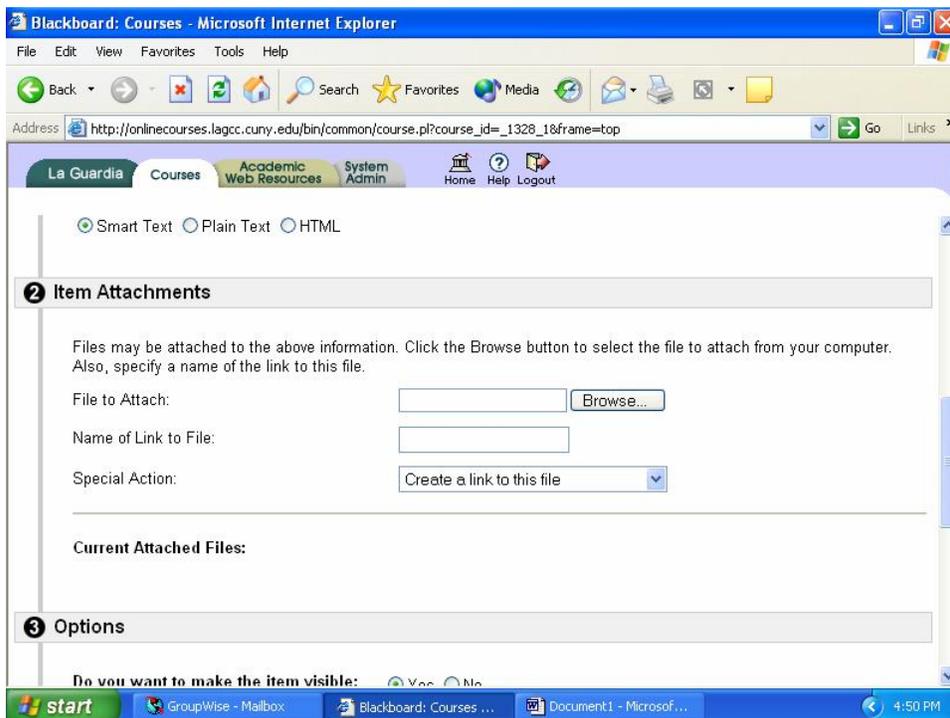
Select Insert from the pull-down menu

Click on Movies and Sound

Click on Record Sound.

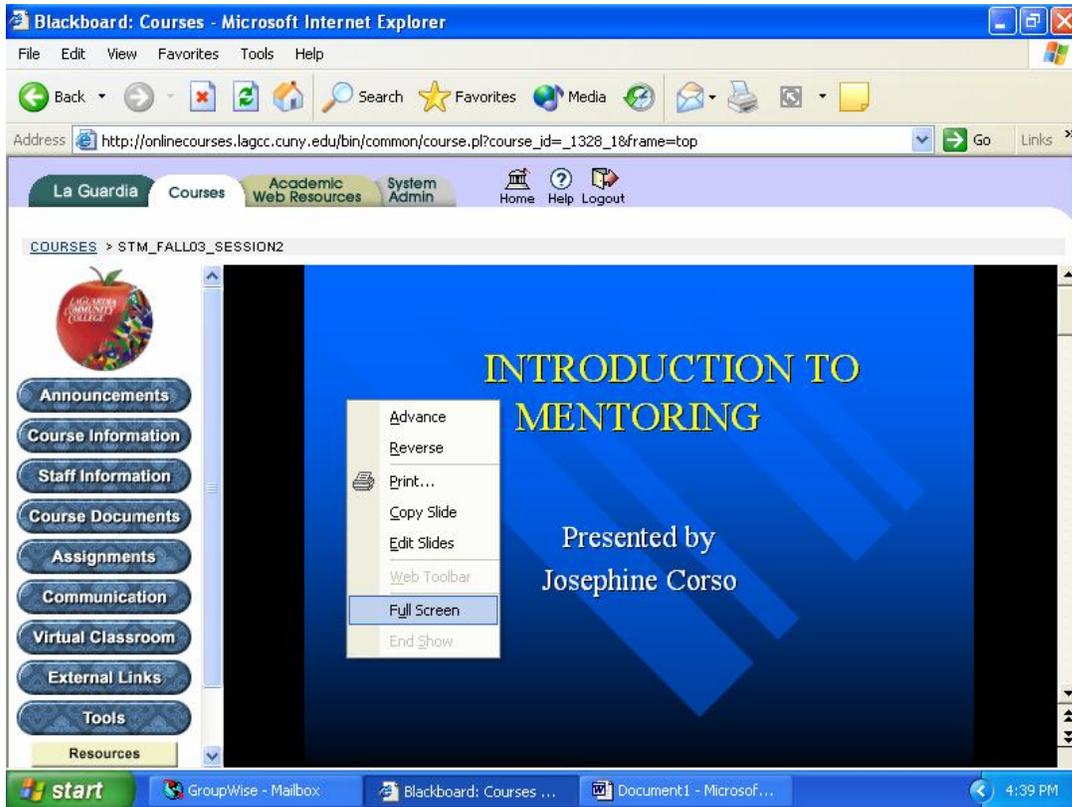
Adding a PowerPoint Presentation to Blackboard

1. Open your Blackboard site.
2. Click on the Control Panel button.
3. Under Content Area, Select the area to add your PowerPoint Presentation to.
4. Click on the Add Item button
5. Enter the Item Information
6. Click on the Browse button to browse to the location of your PowerPoint presentation.
7. Select the file and click open
8. In the Special Action area, select Create a link to this file
9. Enter the Option information and Click the Summit Button



10. Run the presentation from the Blackboard main screen to test it.

11. To run the presentation in full screen, right-mouse click and select Full Screen.



12. To run the presentation in a new window from Blackboard, point to the presentation link, right-mouse click and select Open in New Window.

