

## PowerPoint Tutorial Part 2

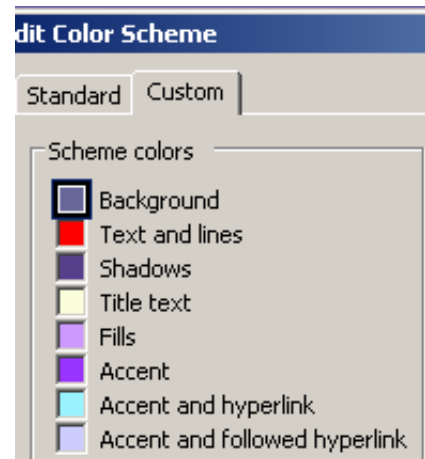
Start Powerpoint and open the review slideshow you completed in part 1 of this tutorial

### 1. Apply a Design to all of the slides

- a. Click on format > Slide Design
- b. Scroll through the list and check out your choices
- c. Select any option
- d. Scroll through your slides to see the changes

### 2. Change the colour scheme

- a. If the side window on the right is gone Click on format > Slide Design
- b. Click on the link for colour schemes at the top of that menu on the right.
- c. Choose a new colour scheme for the template design.
- d. To further change the colour elements for all of the slides in this template click on “edit colour schemes” link at the bottom. Here you can change any of the following items.



### 3. Slide Transitions

- a. Click view > slide sorter view
- b. Select slide one and right click on it
- c. Select slide transitions
- d. Check out your options that appear in the “apply to selected slides window”
- e. Choose random and then click on fast for the speed
- f. Make sure advance on mouse click is checked
- g. In the sound window, choose other, and locate a sound file that you may have saved in your M:drive or just use ones located in the handout folder. Generally it is best to not have to many sound effects in a presentation.
- h. With slide 1 selected click on the “slide show” button

### 4. Animating Text Objects

- a. In slide view, select slide 2 and click on the bulleted list placeholder
- b. Right click and select custom animation
- c. With the bulleted list placeholder box still selected click on “add effect” and choose one that you like.
- d. Click on the title on the slide “Business plan” and choose add effect.
- e. In the animation order window on the side menu ensure that the title is above the bulleted list by clicking on it and dragging it above.

- f. Right click on the title in the animation order window and choose “effect options”
- g. Change and check out some of the options here

**5. Return to slide 1 and view your slideshow. Note: Click the esc key on your keyboard to escape. You will need head phones to hear your sound effects.**

**6. Go to the end of your slide show and insert a new title and chart slide**

- a. Double click as instructed and clear the data by selecting all and pressing delete
- b. Insert this data

		A	B	C
		1998	1999	2000
1		100	200	250

- c. Close the datasheet window to return to your slide
- d. Right click where your chart should be and choose “chart type”
- e. Click on the pie chart once to select it, then right click on the chart and select custom animation.....chose an animation
- f. Right click on the chart in the animation order window and choose effect options
- g. Click on the “chart animation” tab and choose “group chart by category”
- h. Play your slide

**7 Go to slide 3 and animate all object without sound (use any affects)**

- a. Have the bulleted list items on the left come in one at a time while the bulleted list on the right comes in all at the same time.

**8. Have a song play during your presentation. This could be from a cd in your cd drive or a mp3 from you m:drive**

- a. select the slide where you would like the song to begin playing (slide 3)
- b. click insert > movies and sound > sound from file
- c. locate your file and click ok
- d. you will have the option of automatically playing the song at that point or click to start it.....you pick
- e. you should now see a little speaker on you screen....this can be moved out of the way or even hidden
- f. play your slide show and set your song to play until the end of it. You may have to revisit the “effects option” menu for the song.

Technically you could have several different songs, or parts of songs within one slide show.