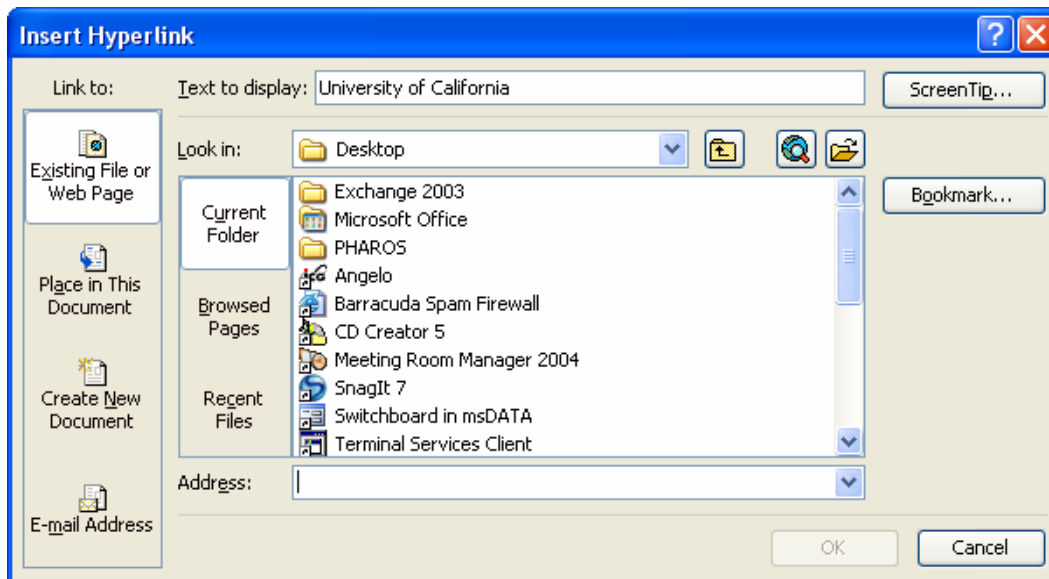


Advanced PowerPoint 2003 Features

To Add Hyperlinks to a Slide

You can add a [hyperlink](#) to your presentation and then use it to go to a variety of locations — for example, a specific slide within the presentation, a different presentation altogether, a Microsoft Word or Excel spreadsheet, or an Internet or e-mail address.

1. Choose the desired slide in **Normal View**.
2. Click inside a text box or create a new text box.
3. Choose **Insert, Hyperlink** from the text menu.
4. In the **Text to Display:** field, enter the text to appear on this slide during the slide show.
5. In the **Address:** field, enter the complete URL or web address of an internet site OR in the **Look in...** field, enter the full path and filename of a document.
6. Click **OK** and the text chosen to display should appear underlined on the slide.



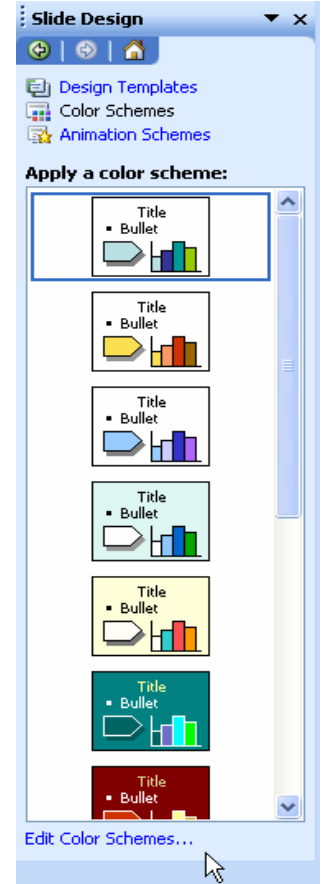
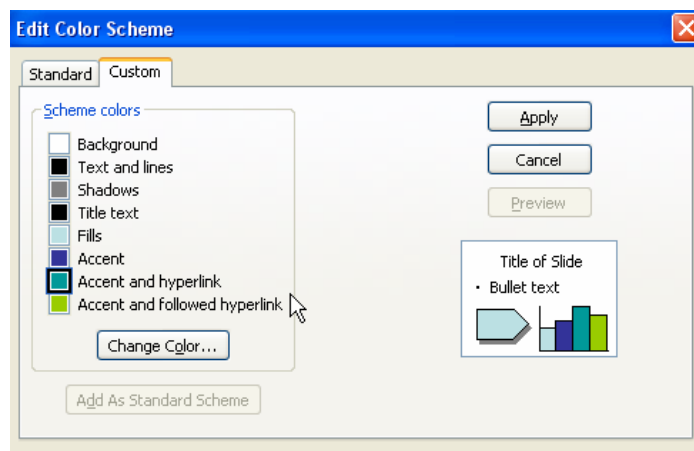
****The hyperlink will NOT work in view mode.
You must run Slide Show in order for the hyperlink to be active!****

7. Choose **Slide Show, View Show**.
8. Choose the slide with the hyperlink
9. Click the hyperlink on the slide and verify it opens the designated web page or document. (Notice the cursor changes to a “pointing hand” when placed over the hyperlink. This designates the link is “active”)

****NOTE: The default color of an *active* hyperlink is blue and the *inactive* color is light magenta. To change the active and inactive color of a hyperlink:**

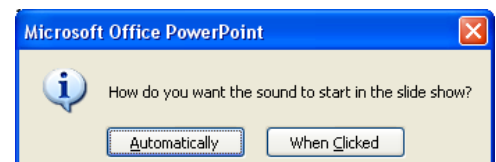
To Change the Color of Hyperlinks:

1. Choose **Format, Slide Design** from the text menu. The **Slide Design** dialog box will appear in the right column. →
2. Choose **Color Schemes**.
3. At the bottom of the Slide Design column, choose **Edit Color Schemes**.
4. Click the square next to **Accent and Hyperlink**, then click **Change Color**.
5. Choose a color and click **OK**.
6. Click the square next to **Accent and followed Hyperlink**, then click **Change Color**.
7. Choose a color and click **OK**.
8. Click **Apply** or **Apply All** to apply to a slide or all slides.



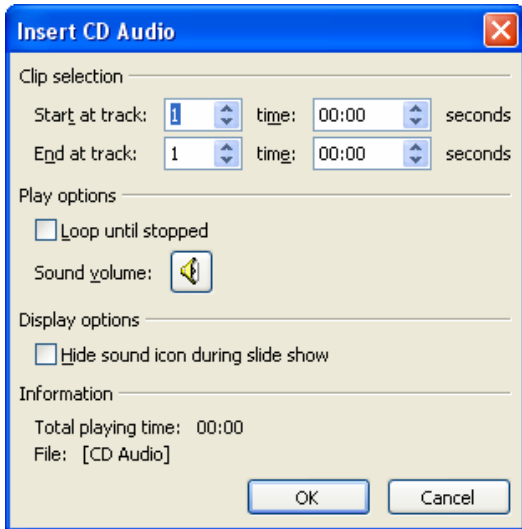
To Insert Sound in a Presentation

1. Choose the desired slide for sound insertion in Normal View.
2. Choose **Insert, Movies and Sounds, Sound from Clip Organizer** or **Sound from File**.
3. Choose a sound file from the Clip Organizer or locate and select a personal sound file.
4. Choose an option from the dialog box asking when the clip should be played. →
5. A speaker icon will be placed on the slide. 🗣️



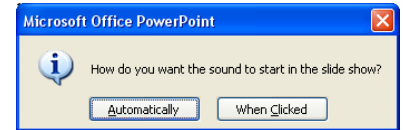
**** If *When Checked* is chosen, drag the speaker icon to a location on the slide where it can be accessed during the presentation.**

**** If *Automatically* is chosen, “hide” the speaker icon behind a stationary, solid object such as a picture (see *Layering Objects* section) **OR** use *Custom Animation* and attach the sound file to an object to eliminate a speaker icon altogether.**



To Play an Audio CD during a Presentation

1. Choose the desired slide in Normal View.
2. Choose **Insert, Movies and Sounds, Play CD Audio Track....** from the text menu.
3. Set the track number and the amount of time the audio is to play.
4. Set other options as desired such as Hide icon during show...
5. Click **OK**.
6. Choose an option from the dialog box asking when the clip should be played.

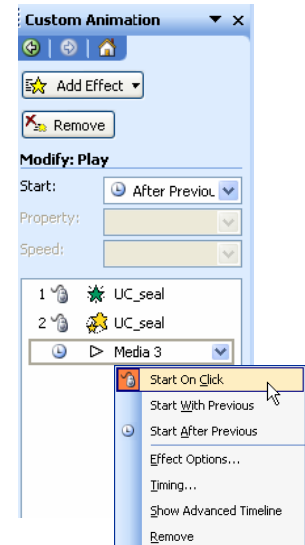


****Note: The Audio CD must be in the CD-ROM drive during the presentation.****

7. If Hide icon during show was not checked, then a CD icon will appear on the slide.



8. Right-click on the CD icon, then choose **Custom Animation**. The **Custom Animation** dialog box will appear in the right column. →
9. Choose the CD **Media** entry, then choose when the CD should start.

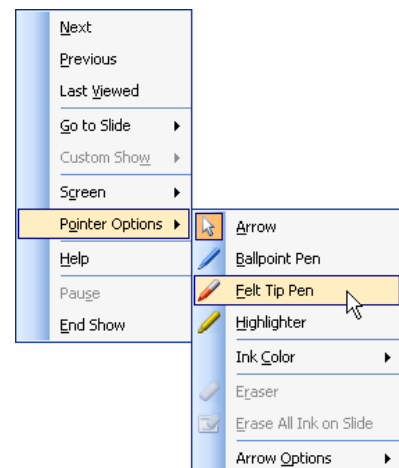


Using the Annotator

The Annotator feature permits the presenter to draw on the screen during a slide show. Annotations made on the screen during a slide show do not alter the slide in any way. Timings are suspended when annotating and begin again when the Annotator is turned off.

To use the Annotator:

1. Choose **View, Slide Show**.
2. Right click on the mouse. From the menu, choose **Pointer Options**, then choose a **Pen style** and **Ink Color**, if desired. The cursor becomes an ink spot.
3. Position the pencil and hold the left mouse button down to write/draw on the screen to emphasize a point during the presentation.
4. To erase, press the **E** on the keyboard.
5. To turn off the Annotator, right click on the mouse. From the menu, choose **Arrow**.



To Run a Video Clip within a Slide or Through another Program

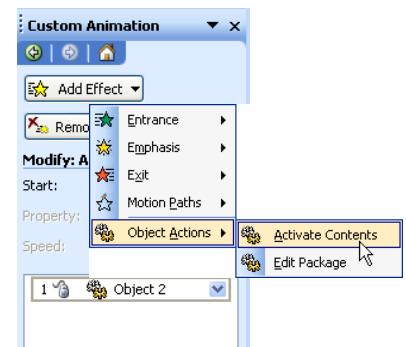
** Depending on the file format of the video, choose the appropriate procedures below...*

.AVI (raw audio/video file which plays directly within the slide)

1. Display the slide where the object will appear.
2. Choose **Insert, Movies and Sounds**.
3. Choose **Movie from File**.
4. Click on **Browse** button to display available files.
5. Locate and select the desired .AVI file.
6. Click **OK**.

.MOV (movie file which usually plays within Quicktime)

1. Display the slide where the object will appear.
2. Choose **Insert, Object**.
3. Click **Create from file**.
4. Click **Browse** and locate the desired movie clip.
5. Click on **Display as Icon** to place an X in the box. (*Displays object as an icon to be activated later*)
6. Click **OK**.
7. Click on the object to select it.
8. Right click on the object and choose **Custom Animation**.
9. Click the **Add Effect** button.
10. Choose Object Actions:, then **Activate Contents**.



** An icon representing the *.mov file will appear on the slide and the movie will automatically be activated when that slide appears in the presentation. Note: If the *.mov file is extremely large, it may take a very long time for Quicktime to load.*

.RM or HTML embedded (RealMedia file which plays within RealPlayer or non-downloadable video which plays directly within a webpage)

1. Display the slide where the object will appear.
2. Click inside a text box or create a new text box.
3. Choose **Insert, Hyperlink**.
4. In the **Text to Display** field: enter the text to appear on this slide during the slide show.
5. In the **Look in...** field, located and select a RealMedia file **OR**, in the **Address:** field, enter the complete URL or web address of an internet site with an embedded video clip.
6. Click **OK** and the text chosen to display should appear underlined on this slide.
7. Choose **Slide Show, View Show**.
8. Choose the slide with the hyperlink.
9. Click the hyperlink on the slide and verify it opens RealPlayer or the designated web page.

***Note: When using a RealMedia hyperlink, RealPlayer will open on the screen to play the file. Realplayer will often need to be moved and resized as desired during the presentation.*

Drawing Graphic Objects

Drawing tools are used to create simple objects or designs on slides. Drawing tools are found on the Drawing Toolbar. Drawings created using the Drawing Toolbar are considered graphic objects. Graphic objects include lines, shapes, and freehand designs. Closed shapes may be filled with a color or pattern. **Drawings may be added to slides in only the Normal or Slide Master views.**

To Display the Drawing Toolbar:

1. Choose **View, Toolbars**.
2. Click on **Drawing**, if necessary, to place an **X** in the box.
3. Click **OK**. The Drawing toolbar will appear; sometimes along the bottom of the window.



To Draw an Object:

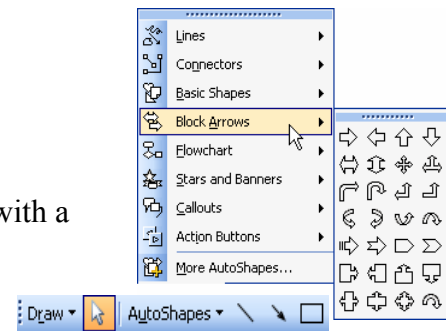
1. Click on the desired drawing tool on the Drawing Toolbar.
2. The mouse pointer changes to a crosshair (+). Position the crosshair at the top left of where the object will start.
3. Click and hold the left mouse button and drag the crosshair to the bottom right of where the object will end.
4. After the object is drawn, it will appear with handles. Use the handles to resize and move the object.
5. Click outside of the object to remove the handles.

Using AutoShapes

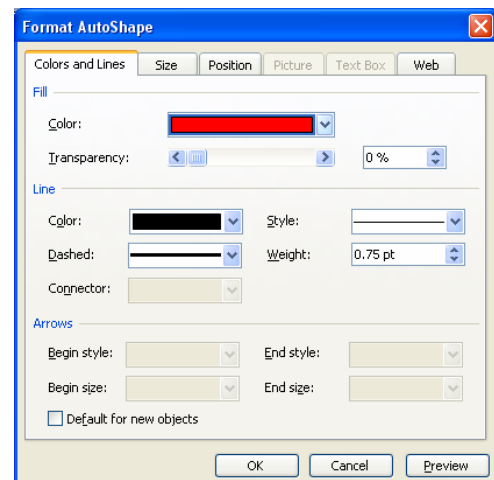
AutoShapes consists of a palette of predefined shapes appears.

To Draw an AutoShape:

1. Choose **View, Toolbars**.
2. Click on **Drawing** to place a check in the box. A toolbar with a palette of shapes will appear on the screen.
3. On the Drawing toolbar, click on AutoShape, choose a palette of shapes, then choose a shape.



4. The mouse pointer changes to a crosshair (+). Position the crosshair at the top left of where the shape will start.
5. Click and hold the left mouse button and drag the crosshair to expand the shape to the desired size.
6. Click on the shape to move it to the desired location if necessary.
7. To change the color of the shape, choose **Format, AutoShape**.
8. Choose desired options from the **Colors and Lines** tab.
9. Click **OK**.

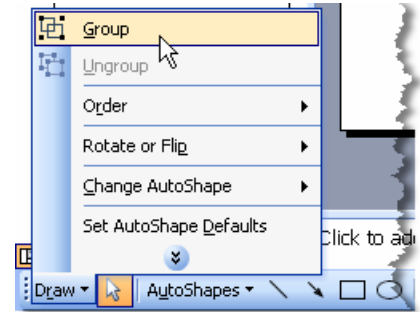


Grouping and Ungrouping Objects

When a drawing is comprised of several basic shapes, it is difficult to move, copy, or duplicate all the shapes as a whole object. **Grouping** selects all the shapes in the group and treats them as a whole object so that copying, duplicating, and moving the object becomes possible.

To Group:

1. Choose **Edit, Select All** or to select just a few objects, hold down the <SHIFT> key and click each object.
2. Handles will appear on all the objects selected on the slide.
3. On the Drawing toolbar, click **Draw, Group**.
4. Handles appear around the entire group.
5. Objects may be copied, duplicated, or moved as a group.



To Ungroup:

1. Click on the object to display handles.
2. On the Drawing toolbar, click **Draw, Ungroup**.
3. Objects will appear with handles on each object.
4. Objects can be separately copied, duplicated, or moved.

Layering Objects:

Shapes may be layered or stacked on top of each other to create interesting effects. The layers can be adjusted by moving them back or bringing them forward in the stack.

To Layer Objects:


1. Click on the shape or object to select it. (Handles will appear.)
2. On the Drawing toolbar, click **Draw**
3. Choose **Order**, then select **Bring to Front** or **Send to Back**.

****This action is helpful for “hiding” speaker and CD icons behind other objects.****

Inserting a Graph Slide

A graph may be added to a *PowerPoint* slide by importing one that has already been created in a spreadsheet program such as *Excel* or by using the Graph slide in *PowerPoint*. If using the Graph slide, the default chart type is a 3-D column graph. Remember to use a MAXIMUM of 6-8 lines of data (bars, pieces or pie, etc.) per graph.

To Insert a Graph Slide:

1. Choose **Insert, New Slide**. The New Slide Layout dialog box will appear in the right column. →
2. Choose a slide layout containing a graph placeholder. 
3. Double-click on the graph placeholder. A datasheet window will display along with a Graphing Toolbar – a default chart will appear in the background.
4. Type or copy the data into the datasheet, including labels.
5. Click on the graph to hide the datasheet. Double-click the graph to display the datasheet again.

