




Skills	
<p>Links to Activities</p> <ul style="list-style-type: none"> 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 3.9 3.10 3.11 	<ul style="list-style-type: none"> • Copy and paste items using the Clipboard task pane • Find and replace text • Insert and format WordArt • Draw and customize objects • Display gridlines • Insert a text box • Copy and rotate shapes


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Skills	
<p>Links to Activities</p> <ul style="list-style-type: none"> 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 3.9 3.10 3.11 	<ul style="list-style-type: none"> • Create and format a table • Insert action buttons • Insert a hyperlink • Format with a Slide Master • Insert headers and footers • Add sound and video • Set and rehearse timings for a presentation

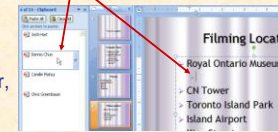
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<p>ACTIVITY 3.1</p> <p>Links to Activities</p> <ul style="list-style-type: none"> 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 3.9 3.10 3.11 	<p style="text-align: center;">Using the Clipboard Task Pane</p> <ul style="list-style-type: none"> • Open MPToronto.pptx in PowerPointS3 folder in your storage medium then save and name it PPS3-01. • Click Home tab then click Clipboard dialog box launcher, if items display in Clipboard task pane, click Clear All button in upper right corner. • Make Slide 2 active then select <i>Chris Greenbaum</i>.  <ul style="list-style-type: none"> • Click Copy in Clipboard group.
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<p>ACTIVITY 3.1</p> <p>Links to Activities</p> <ul style="list-style-type: none"> 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 3.9 3.10 3.11 	<p style="text-align: center;">Using the Clipboard Task Pane</p> <ul style="list-style-type: none"> • Select <i>Camille Matsui</i> then click Copy, select <i>Dennis Chun</i> then click Copy, select <i>Josh Hart</i> then click Copy. • Make Slide 3 active, position insertion point immediately right of <i>Location Expenses</i>, press Enter, then press Tab. • Click item in Clipboard task pane representing <i>Chris Greenbaum</i>. • Position insertion point immediately right of <i>Production</i>, press Enter, press Tab, then click item in Clipboard representing <i>Camille Matsui</i>. 
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<p>ACTIVITY 3.1</p> <p>Links to Activities</p> <ul style="list-style-type: none"> 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 3.9 3.10 3.11 	<p style="text-align: center;">Using the Clipboard Task Pane</p> <ul style="list-style-type: none"> • Make Slide 4 active, position insertion point immediately right of <i>Royal Ontario Museum</i>, press Enter, press Tab, then click item in Clipboard representing <i>Dennis Chun</i>. • Position insertion point immediately right of <i>Island Airport</i>, press Enter, press Tab, then click item in Clipboard representing <i>Dennis Chun</i>. • Position insertion point immediately right of <i>King Street</i>, press Enter, press Tab, then click item in Clipboard task pane representing <i>Josh Hart</i>. 
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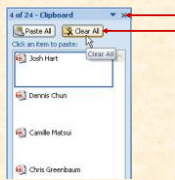
ACTIVITY 3.1

Using the Clipboard Task Pane

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click Clear All in Clipboard task pane then click Close in upper right corner of pane.



- Make Slide 1 active then to insert **MPLogo.jpg** file click Insert tab then click Picture in Illustrations group. Make PowerPointS3 active folder then double-click **MPLogo.jpg**.



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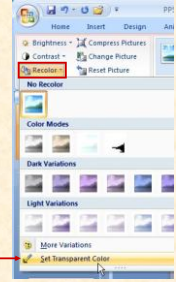
ACTIVITY 3.1

Using the Clipboard Task Pane

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- With logo inserted in slide, set background color of logo to transparent by clicking Recolor in Picture Tools Format tab then clicking *Set Transparent Color*.
- Position mouse pointer in white background color of logo then click left mouse button.
- Size and move logo so it fills slide.
- Save **PPS3.01.pptx**.



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ACTIVITY 3.2

Finding and Replacing Text

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Open **PPS3-01.pptx** and make Slide 1 active.
- Camille Matsui has been replaced on the project by Jennie Almonzo. Begin to find and replace by clicking Replace in Editing group in Home tab.
- Type **Camille Matsui** in *Find what* text box.
- Press Tab then type **Jennie Almonzo** in *Replace with* text box.
- Click Replace All button.
- At message saying two replacements were made, click OK.



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ACTIVITY 3.2

Finding and Replacing Text

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Josh Hart had to leave and is being replaced by Jaime Ruiz. At Replace dialog box, type **Josh Hart** in *Find what* text box.



- Press Tab, type **Jaime Ruiz** in *Replace with* text box, then click Replace All button.
- At message saying two replacements were made, click OK.



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ACTIVITY 3.2

Finding and Replacing Text

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- To change *Manager* to *Director* at Replace dialog box, type **Manager** in *Find what* text box.



- Press Tab, type **Director** in *Replace with* box, then click Replace All.
- At message saying one replacement was made, click OK.
- Close Replace box by clicking Close at right side of dialog box.
- Save **PPS3-01.pptx**.



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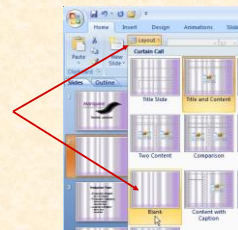
ACTIVITY 3.3

Inserting and Formatting WordArt

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Open **PPS3-01.pptx** and make Slide 1 active.
- Click New Slide in Slides group.
- Click Layout in Slides group then click *Blank* layout.



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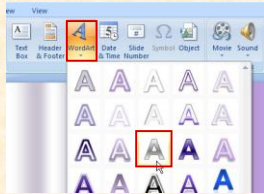
ACTIVITY 3.3

Inserting and Formatting WordArt

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- To insert WordArt click Insert tab, click WordArt button in Text group, and *Gradient Fill - Accent 1*.



- Type *Ring of Roses*.



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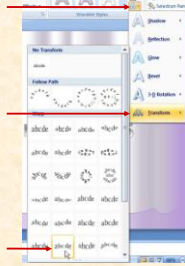
ACTIVITY 3.3

Inserting and Formatting WordArt

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Select *Ring of Roses*, click Text Effects button in WordArt Styles group, point to *Transform*, then click *Deflate*.



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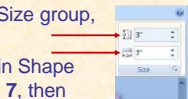
ACTIVITY 3.3

Inserting and Formatting WordArt

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click in Shape Height box in Size group, type **3**, then press Enter.
- Select current measurement in Shape Width box in Size group, type **7**, then press Enter.
- Drag WordArt text so it is centered on slide as shown.
- Make Slide 4 active then insert clip art image related to money. You determine size, position, and coloring of image.
- Save *PPS3-01.pptx*.



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ACTIVITY 3.4

Drawing and Customizing Shapes

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Open *PPS3-01.pptx* and make Slide 2 active.
- Click New Slide in Home tab. Make sure slide layout is *Blank*.
- Click Shapes in Home tab.
- Click *Horizontal Scroll*.



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ACTIVITY 3.4

Drawing and Customizing Shapes

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Position mouse pointer in slide, hold down left mouse button, drag to create shape as shown, then release mouse button.
- With image selected, change fill by clicking Shape Fill in Drawing group then clicking *Lavender, Accent 5, Lighter 60%* option.



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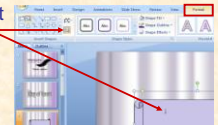
ACTIVITY 3.4

Drawing and Customizing Shapes

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click Drawing Tools Format tab.
- Click Text Box in Insert Shapes group then click inside shape.
- With insertion point inside text box, click Home tab, click Font Size arrow, then click 24.
- Click Bold in Font group then click Center in Paragraph group.
- Type following text in text box:
- Click Align Text in Paragraph group then click *Middle*.
- Save *PPS3-01.pptx*.



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ACTIVITY 3.5

Displaying Gridlines; Inserting a Text Box; Copying and Rotating Shapes

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Open **PPS3-01.pptx**, make Slide 8 active then click Home tab.
- Click New Slide arrow then click *Title Only*.
- Click *Click to add title* then type **Last Day of Filming**.
- Turn on display of gridlines by clicking View tab then clicking *Gridlines* check box in Show/Hide group.



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ACTIVITY 3.5

Displaying Gridlines; Inserting a Text Box; Copying and Rotating Shapes

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click Insert tab then click Text Box in Text group.
- Position mouse pointer in slide then draw text box similar to shown. Use gridlines to help position mouse before drawing text box.



- Change font size to 24, turn on bold, change alignment to center, then type **August 27**. Click outside text box to deselect it.



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ACTIVITY 3.5

Displaying Gridlines; Inserting a Text Box; Copying and Rotating Shapes

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click Insert tab, click More Shapes, then click *Notched Right Arrow* shape.
- Position mouse pointer at left side of slide, hold down left mouse button, drag to create arrow shape as shown, then release mouse button.



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ACTIVITY 3.5

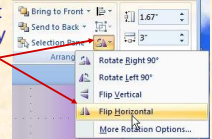
Displaying Gridlines; Inserting a Text Box; Copying and Rotating Shapes

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- With arrow image selected, copy arrow by positioning mouse pointer inside image until it displays with four-headed arrow attached. Hold down Ctrl key then left mouse button, drag arrow to right side of date, release left mouse button, then release Ctrl key.

- Click Drawing Tools Format tab then flip copied arrow by clicking Rotate in Arrange group then clicking *Flip Horizontal*.



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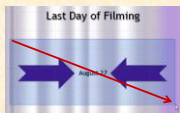
ACTIVITY 3.5

Displaying Gridlines; Inserting a Text Box; Copying and Rotating Shapes

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Use mouse pointer to draw border around three objects.



- Click Drawing Tools Format tab then center-align grouped objects by clicking Align in Arrange group then clicking *Align Middle*.
- Turn off display of gridlines by clicking Align then clicking *View Gridlines* option.
- Click outside objects to deselect them.
- Save **PPS3-01.pptx**.



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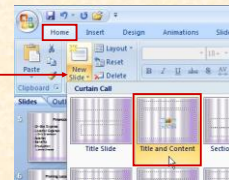
ACTIVITY 3.6

Creating a Table in a Slide

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Open **PPS3-01.pptx**, make Slide 8 active then click Home tab.



- Click New Slide arrow then click *Title and Content* layout.



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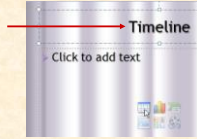
ACTIVITY 3.6

Creating a Table in a Slide

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click *Click to add title* in new slide then type **Timeline**.



- Click Insert Table in Content placeholder.
- At Insert Table dialog box, type **2** in *Number of columns* text box.
- Press Tab then type **9** in *Number of rows* text box.
- Click OK to close Insert Table dialog box.



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ACTIVITY 3.6

Creating a Table in a Slide

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- To make horizontal and vertical rulers display click View tab then click *Ruler* check box in Show/Hide group.
- To widen column 1, position mouse pointer on gridline in table until pointer turns into double-headed arrow with two short lines, hold down left mouse button, drag to 6-inch mark on horizontal ruler, then release.
- With insertion point positioned in first cell, type text shown. Press Tab to move insertion point to next cell. Press Shift + Tab to move insertion point to previous cell.



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ACTIVITY 3.6

Creating a Table in a Slide

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click More button at right side of Table Styles group in Table Tools Design tab.
- Click *Themed Style 1 - Accent 1* in drop-down gallery.



- Click Table Tools Layout tab.



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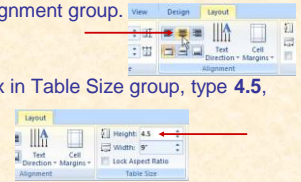
ACTIVITY 3.6

Creating a Table in a Slide

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- To select first row in table, position mouse pointer at left side of first row in table until pointer turns into black, right-pointing arrow then click left mouse button.
- Click Center in Alignment group.
- Click in *Height* box in Table Size group, type **4.5**, then press Enter.



- Save **PPS3-01.pptx**.



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ACTIVITY 3.7

Inserting Action Buttons and Hyperlinks

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Open **PPS3-01.pptx** and make Slide 1 active.
- To insert an action button to display next slide, click Insert tab, click Shapes, then click *Action Button: Forward or Next* option.
- Position crosshair pointer in lower right corner of Slide 1 then drag to create button that is one-half inch tall and wide.



- At Action Settings dialog box click OK.



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ACTIVITY 3.7

Inserting Action Buttons and Hyperlinks

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- With button selected, click Drawing Tools Format tab then click *Colored Outline - Accent 2*.
- Select current measurement in height box, type **0.5**, then press Enter. Select current measurement in width box, type **0.5**, then press Enter.
- Instead of drawing a button on each slide, copy then paste it in other slides. To do this, make sure button is selected, click Home tab, then click Copy.
- Make Slide 2 active then click Paste. Continue pasting button in Slides 3 through 9.



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ACTIVITY 3.7

Inserting Action Buttons and Hyperlinks

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Make Slide 10 active then insert action button that displays first slide. To begin, click Insert tab, click Shapes, then click *Action Button: Home*.
- Position crosshair pointer in lower right corner of Slide 10 then drag to create button that is one-half inch tall and wide.
- At Action Settings dialog box, click OK.
- With button selected, click Drawing Tools Format tab then click *Colored Outline - Accent 2* option.
- Click in Shape Height box, type **0.5**, then press Enter, click in Shape Width box, type **0.5**, then press Enter.



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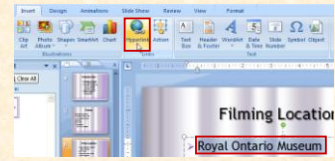
ACTIVITY 3.7

Inserting Action Buttons and Hyperlinks

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Make Slide 6 active then to create a hyperlink to museum Web site, select *Royal Ontario Museum*, click Insert tab, then click Hyperlink in Links group.



- At Insert Hyperlink dialog box, type www.rom.on.ca in Address box then press Enter.



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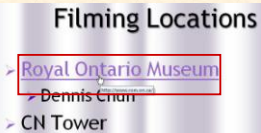
ACTIVITY 3.7

Inserting Action Buttons and Hyperlinks

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Run presentation beginning with Slide 1. Navigate through slide show by clicking action buttons. When Slide 6 displays, click the [Royal Ontario Museum](http://www.rom.on.ca) hyperlink.



- After viewing museum Web site, close browser by clicking *File* then *Close* and continue running presentation. After viewing presentation at least twice, press Esc key to end.

- Save **PPS3-01.pptx**.



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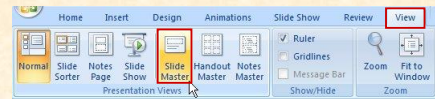
ACTIVITY 3.8

Formatting with a Slide Master

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Open **PPS3-01.pptx** and make Slide 1 active.
- Click View tab then click Slide Master button in Presentation Views group.



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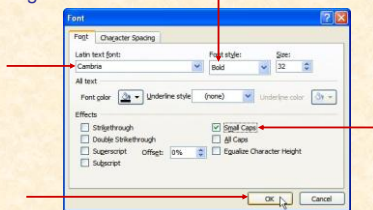
ACTIVITY 3.8

Formatting with a Slide Master

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Select *Click to edit Master subtitle style*, click Home tab, then click Font dialog box launcher.
- At Font dialog box, change font to Cambria, font style to Bold, turn on small caps, then close Font dialog box.



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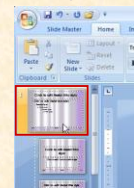
ACTIVITY 3.8

Formatting with a Slide Master

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click top slide master in panel at left side of screen.



- Select *Click to edit Master title style* then click Font dialog box launcher.
- Change font to Cambria, font style to Bold, turn on small caps, then close Font dialog box.



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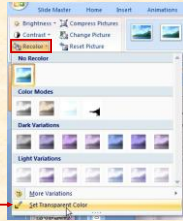
ACTIVITY 3.8

Formatting with a Slide Master

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- To insert Marquee Productions logo in slide master click Insert tab then click Picture in Illustrations group.
- Navigate to PowerPointS3 folder on your storage medium then double-click **MPLoGo.jpg**.
- Make sure logo is selected.
- Click Recolor button in Adjust group in Picture Tools Format tab then click *Set Transparent Color*.



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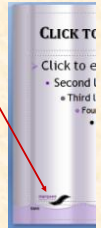
ACTIVITY 3.8

Formatting with a Slide Master

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Position mouse pointer in white background color of logo then click left mouse button.
- Click in Shape Height box, type **0.5**, then Press Enter.
- Drag logo to lower left corner of slide master as shown.
- Click Slide Master tab.
- Click Close Master View in Close group at right side of Slide Master tab.
- Print presentation as handouts with six slides per page.
- Save then close **PPS3-01.pptx**.



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ACTIVITY 3.9

Inserting Headers and Footers

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Open **NPCDivisionPresentation.pptx** then save as **PPS3-02**.
- To insert footer that prints at bottom of each slide click Insert tab then click Header & Footer in Text group.



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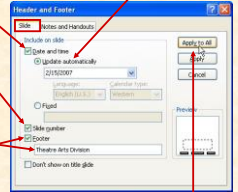
ACTIVITY 3.9

Inserting Headers and Footers

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- At dialog box with Slide tab selected, click *Date and time* check box to insert a check mark, click *Update automatically* option to insert a circle.
- Click *Slide number* check box to insert a check mark.
- Click *Footer* check box then type **Theatre Arts Division** in Footer box.
- Click Apply to All.



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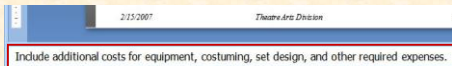
ACTIVITY 3.9

Inserting Headers and Footers

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Make Slide 4 active.
- Click in Notes pane then type **Include additional costs for equipment, costuming, set design, and other required expenses.**



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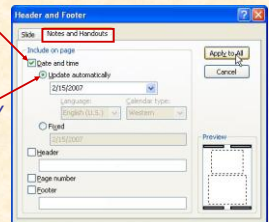
ACTIVITY 3.9

Inserting Headers and Footers

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- To insert a header in notes and handouts click Header & Footer in Insert tab.
- At Header and Footer dialog box, click Notes and Handouts tab.
- Click *Date and time* check box to insert a check mark then, if necessary, click *Update automatically* option to insert a circle.



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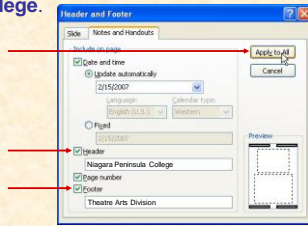
ACTIVITY 3.9

Inserting Headers and Footers

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click *Header* check box then type **Niagara Peninsula College.**



- Click *Footer* check box then type **Theatre Arts Division.**
- Click *Apply to All.*



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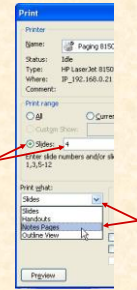
ACTIVITY 3.9

Inserting Headers and Footers

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Print presentation as handouts with nine slides per page.
- To Print Slide 4 as notes page, press Ctrl + P, at Print dialog box, click down-pointing arrow at right side of *Print what* option then click *Notes Pages.*
- Click in *Slides* option button then type **4.**
- Click OK to close Print dialog box.
- Save **PPS3-02.pptx.**



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ACTIVITY 3.10

Adding Sound and Video

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Open **PPS3-02.pptx** and insert slide at end of presentation that displays video clip of a jet taking off then plays a sound clip. To begin, make Slide 7 active, click Home tab, then click New Slide.
- Click *Click to add title* then type **Let Your Career Take Flight!**
- Click *Click to add text*, click Insert tab, click Movie button arrow, then click *Movie from File.*



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ACTIVITY 3.10

Adding Sound and Video

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- At Insert Movie dialog box, navigate to SoundandVideo folder on CD then double-click file named **Launch.mpeg.**
- At message asking how you want movie to start, click *Automatically.*



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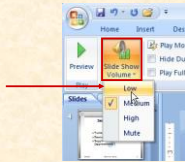
ACTIVITY 3.10

Adding Sound and Video

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click Slide Show Volume in Movie Tools Options tab then click *Low.*



- Click *Rewind Movie After Playing* check box in Movie Options group to insert a check mark.
- Resize and position movie on slide so it fills text placeholder.



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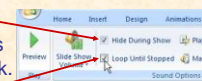
ACTIVITY 3.10

Adding Sound and Video

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- To add a sound clip click Insert tab, click Sound arrow, then click *Sound from File.*
- At Insert Sound dialog box, navigate to SoundandVideo folder on CD then double-click file named **SoundClip.mid.**
- At message asking how you want sound to start, click *Automatically.*
- Click *Hide During Show* check box in Sound Options group to insert a check mark.
- Click *Loop Until Stopped* check box to insert a check mark.



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ACTIVITY 3.10

Adding Sound and Video

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Drag sound icon so it is positioned in lower left corner of slide.
- Run presentation beginning with first slide and navigate through presentation. When Slide 8 displays, movie clip will begin automatically and, when video finishes, sound will begin.
- After listening to sound clip for a short period, press Esc to end.
- Print only Slide 8.
- Delete Slide 8.
- Save PPS3-02.pptx.



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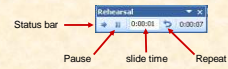
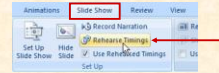
ACTIVITY 3.11

Setting and Rehearsing Timings for a Presentation

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Open PPS3-02.pptx and make Slide 1 active.
- Click Slide Show tab then click Rehearse Timings in Set Up group.



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ACTIVITY 3.11

Setting and Rehearsing Timings for a Presentation

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Wait until time displayed for current slide reaches four seconds then click Next.



- Set following times for remaining slides:

Slide 2	5 seconds	Slide 5	6 seconds
Slide 3	4 seconds	Slide 6	7 seconds
Slide 4	4 seconds	Slide 7	8 seconds
- After last slide displays, click Yes at message to keep new slide timings.



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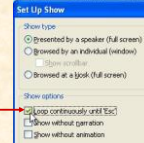
ACTIVITY 3.11

Setting and Rehearsing Timings for a Presentation

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Double-click Slide 1 to change to Slide view.
- Set up slide show to run continuously by clicking Set Up Slide Show in Slide Show tab.
- At Set Up Show dialog box, click Loop continuously until 'Esc' check box.



- Click OK to close dialog box.



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ACTIVITY 3.11

Setting and Rehearsing Timings for a Presentation

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- To insert a sound clip that will play throughout presentation click Insert tab, click Sound arrow, then click Sound from File.
- At Insert Sound dialog box, navigate to SoundandVideo folder on CD then double-click file named **SoundClip.mid**.
- At message asking how you want sound to start, click Automatically.
- Click **Hide During Show** check box in Sound Options group in Sound Tools Options tab to insert a check mark.



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ACTIVITY 3.11

Setting and Rehearsing Timings for a Presentation

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click down-pointing arrow at right side of Play Sound option box then click **Play across slides**.



- Drag sound icon to lower left corner of slide.
- Run presentation beginning with Slide 1. The slide show will start and run continuously. Watch presentation until it has started for second time then end show by pressing Esc.
- Print presentation as handouts with nine slides per page.
- Save and then close PPS3-02.pptx.



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