

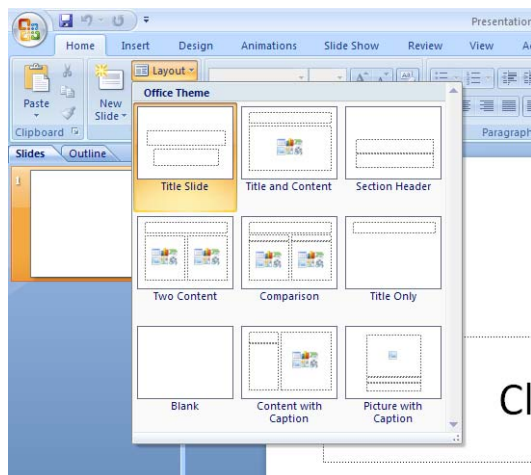
# Presentation software

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## Choosing the layout

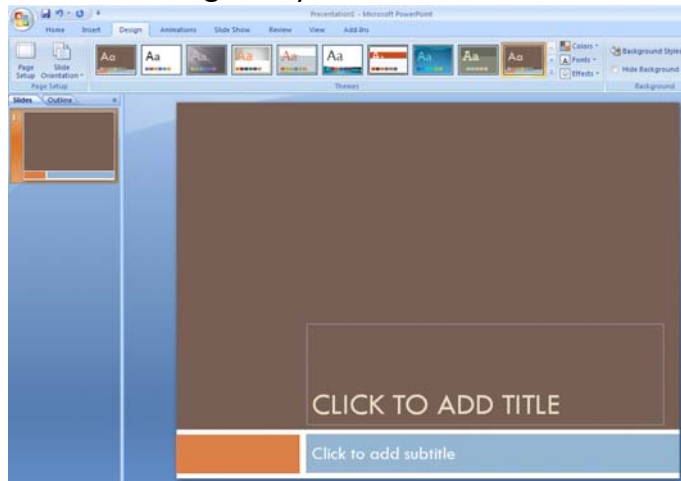
Under the **Home** tab click on **Layout**



You can choose lots of different types of layouts depending on what you want to do.

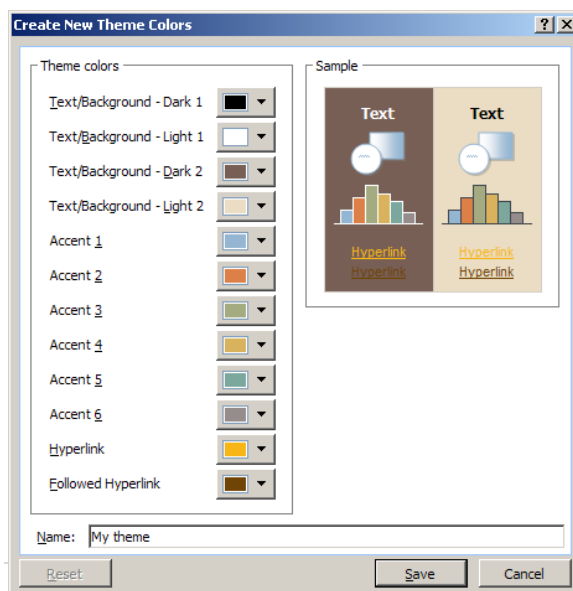
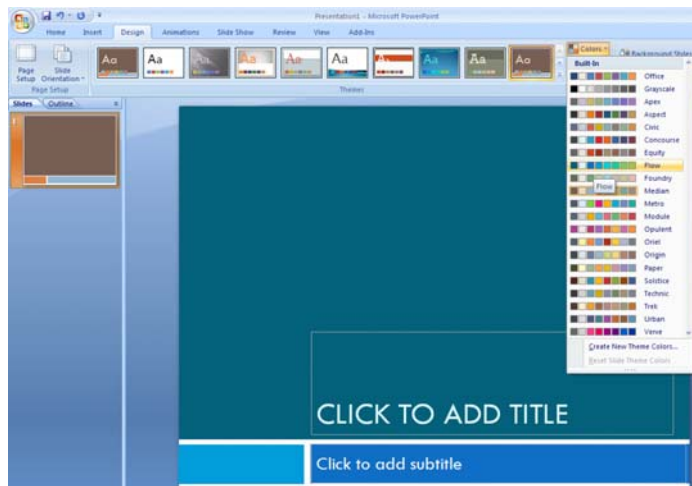
## Choosing designs

Under the **Design** tab you can choose from a selection of ready made designs



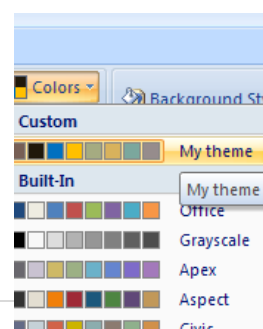
You can also change the **colour scheme** of the design by clicking on **Colors** and then select a colour.

To create your own colour scheme using the colours you want click on **Create New Theme Colors**



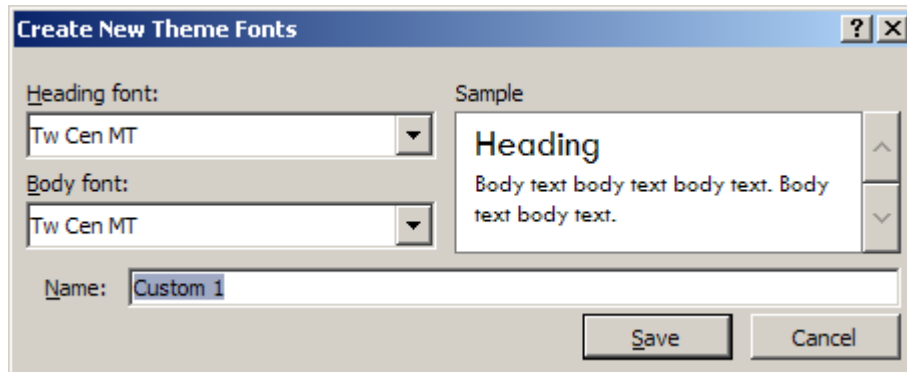
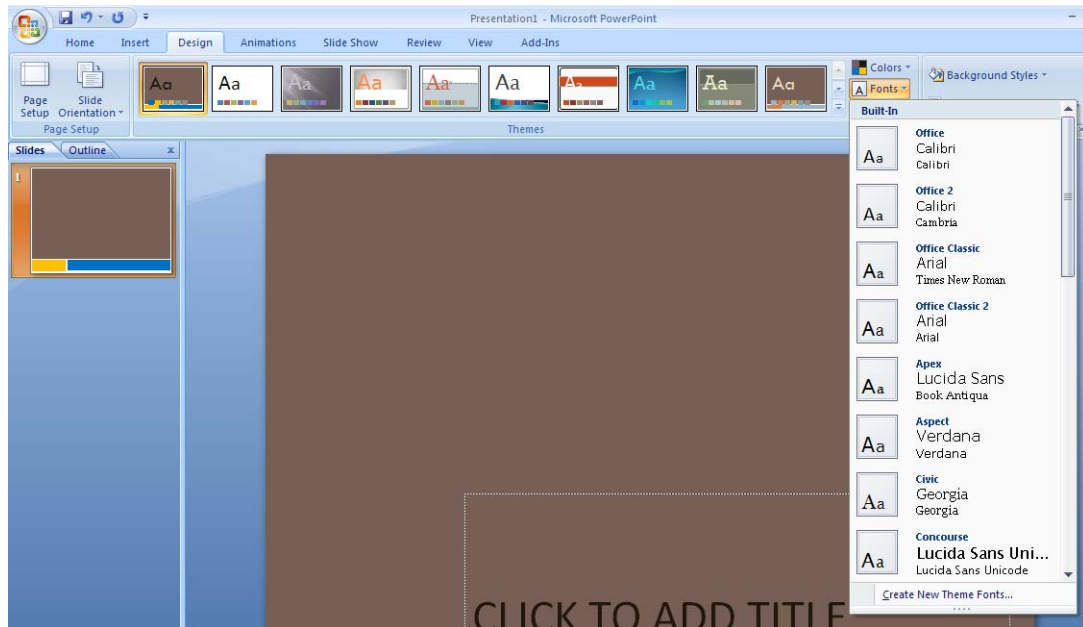
Select all your colours give your theme a name and then click save.

The theme is now on the list of themes under **Custom**



## Font Themes

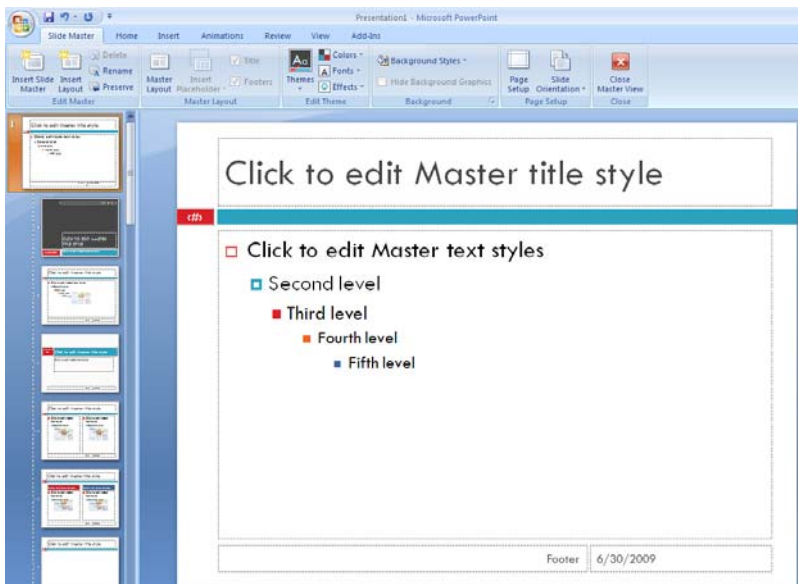
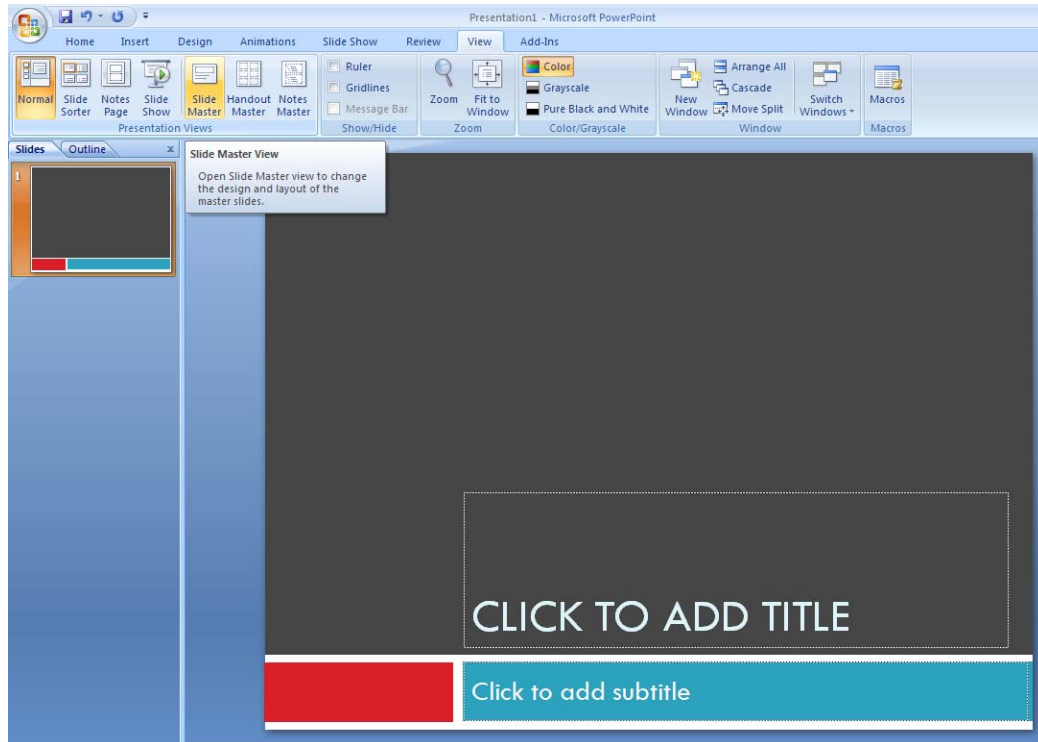
You can also use font themes or create your own by clicking on **Create New Theme Fonts**



As before you must give it a **name** and **save** it.

## Creating a Master slide

Click on the **View>Slide Master**



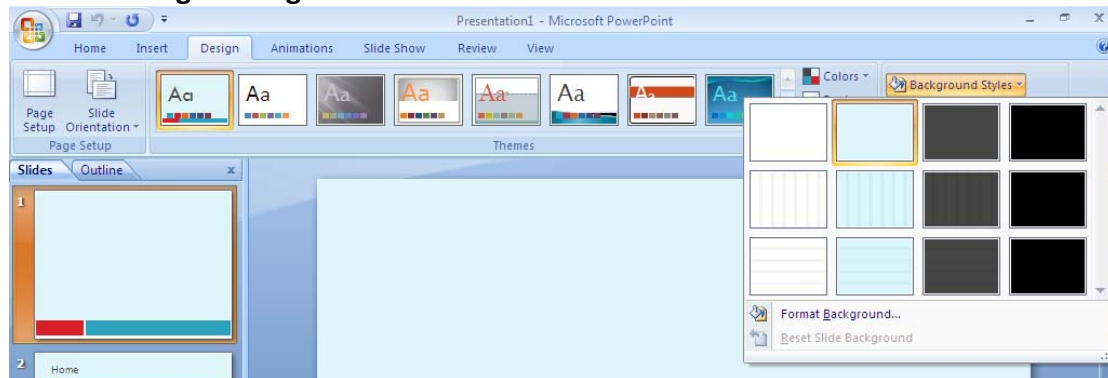
You can change the font theme and Color theme in the master view.

The first slide is the layout for all your main slide. The second slide is the layout for your title slide e.g. the first slide of your presentation.

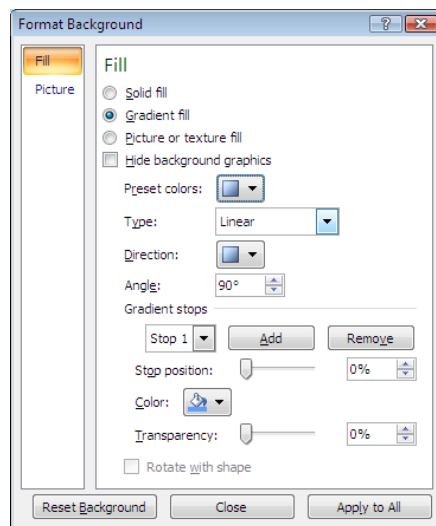
If you want the presentation to have action buttons on each slide then it is better to Add action buttons in the master view

# Changing the background

Click on Design>background



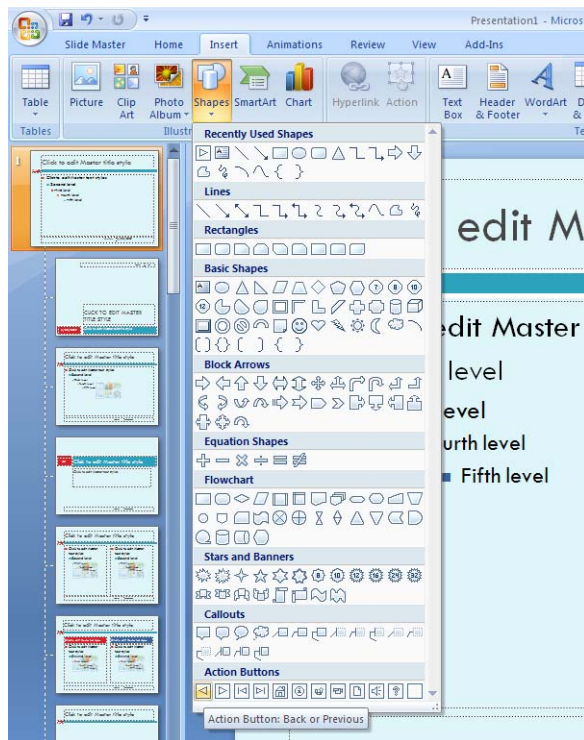
You can choose from a selection of backgrounds or you can create your own by clicking on **Format background**



This will allow you to

## Inserting action buttons

Click on **Insert>Shapes** and choose the appropriate action button

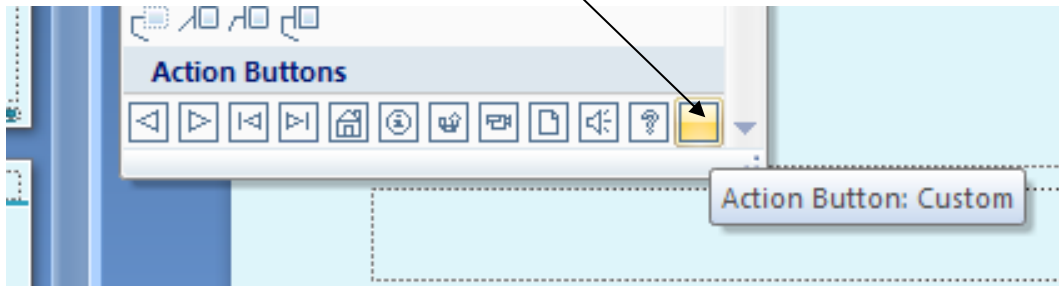


## Example



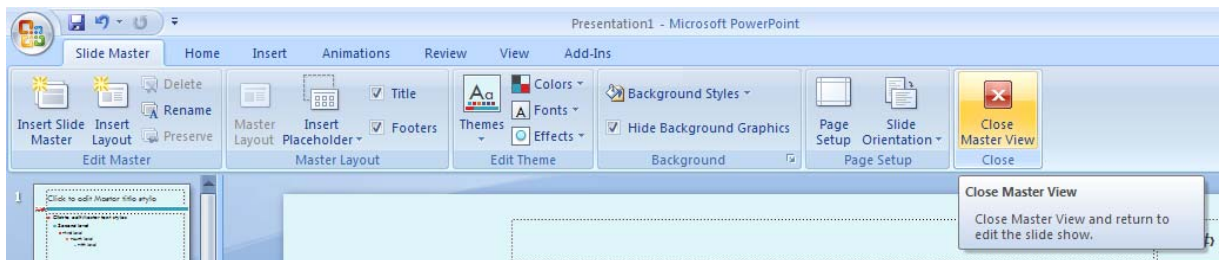
## Add hyperlinks using action buttons

Select the **custom action button** button

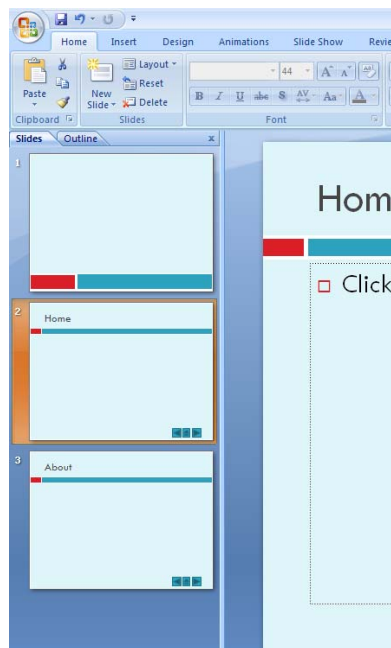


You must first add the titles for each of the slides in the normal view for your slide presentation.

To close the Master view click on **Slide Master** and then click on **Close Master**

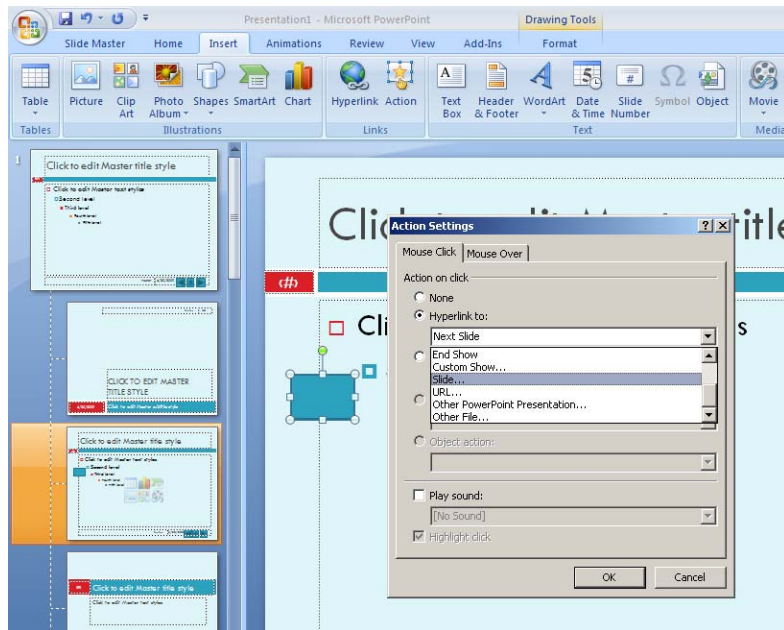


You must make sure that all the titles have been added to your slide like below:

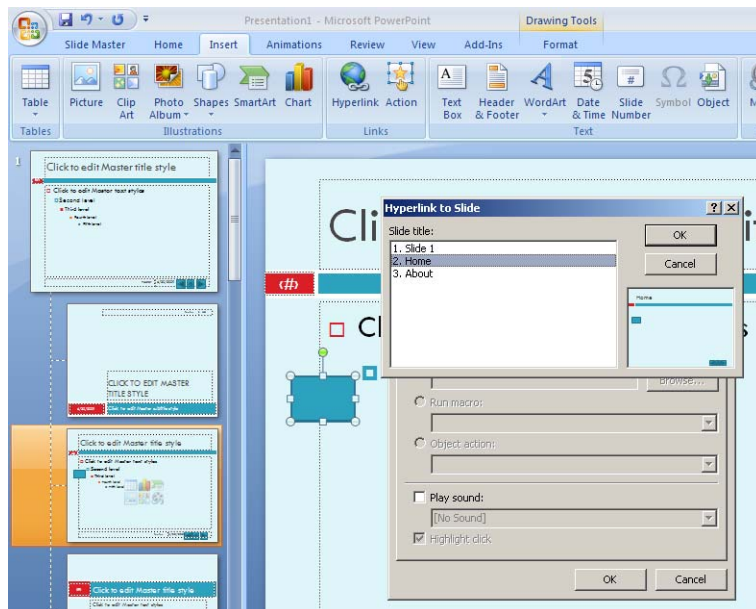


Now go back into the Master slide view

Go back onto **Insert>Shapes** and insert the custom action button.



Draw out the action button  
Click on **Hyperlink to:**  
Select **slide** from the drop-down box



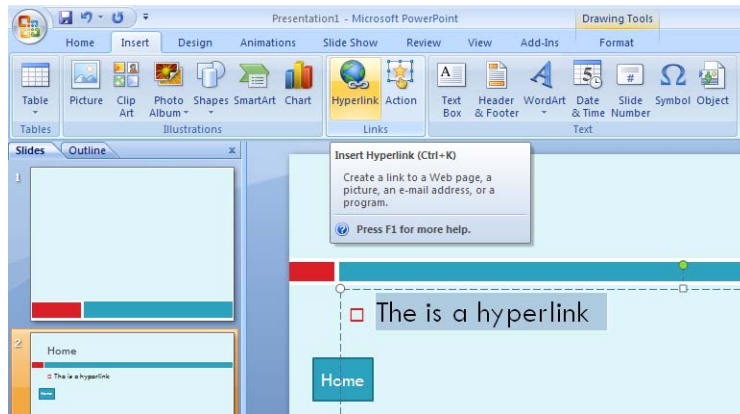
Select the slide that you want it to link to e.g. Home. And then click on **OK**.  
To add text to the action button. Click on the action button and just type out the name of the button.



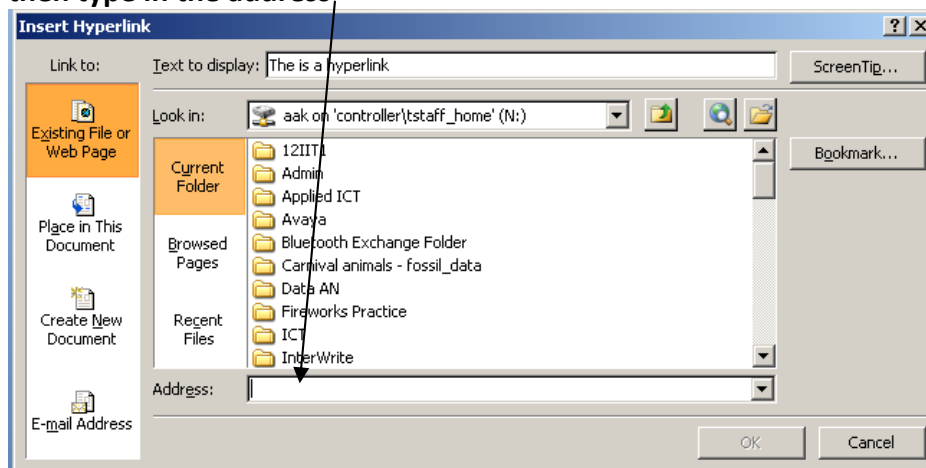
Continue to do this for the other action buttons.

## Adding text hyperlinks

Type in the text. Highlight the text and then click on **Insert>Hyperlink**.

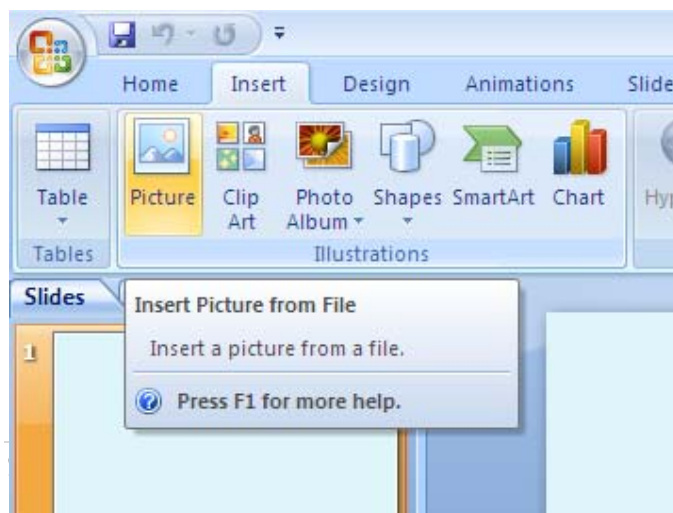


If you want to link to a website make sure you select **Existing File or Web Page** and then type in the address



If you want to link to a slide in the presentation select **Place in This Document**.

## Insert images



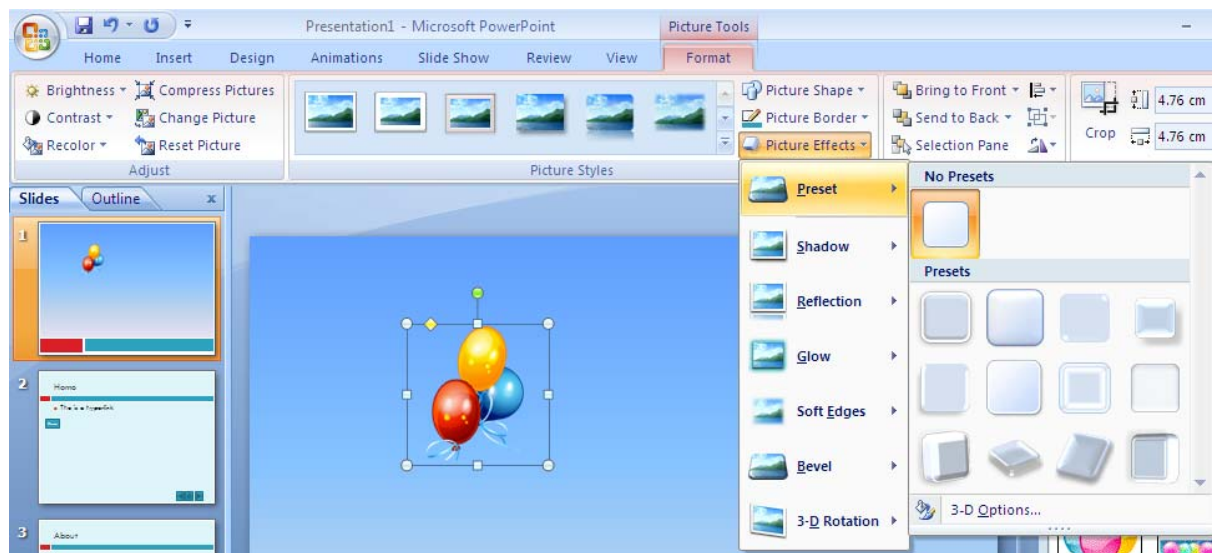
Click on the Insert tab  
Click on **Picture**: If you want to insert as picture that you have saved **from file**

Click on **ClipArt**: If you want to insert ClipArt

You can also insert lots other types of **shapes and charts**

## Formatting your picture

Once you have inserted your picture you can format it by using the **Format** tab  
Click on the picture and the format tab will automatically become active.



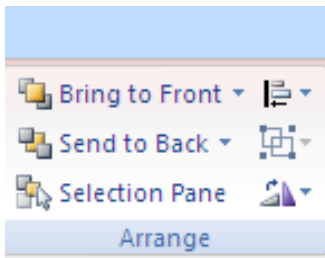
**Picture shape:** allows you to change the shape of the picture e.g. if you want the picture inside the shape of a star.



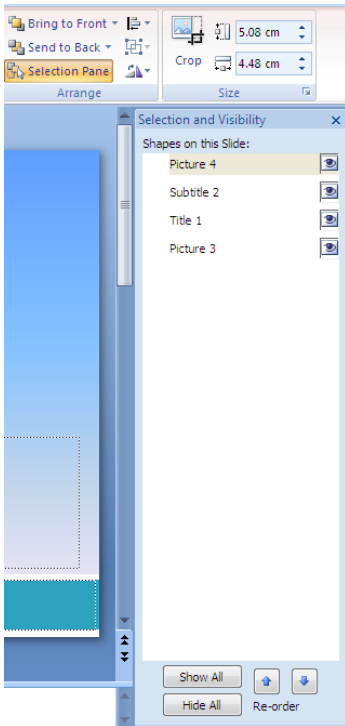
Like this:

**Picture border:** allows you to change the border of the picture

**Picture effects:** allow you to add shadows glows, bevels or convert your picture into a 3D image.

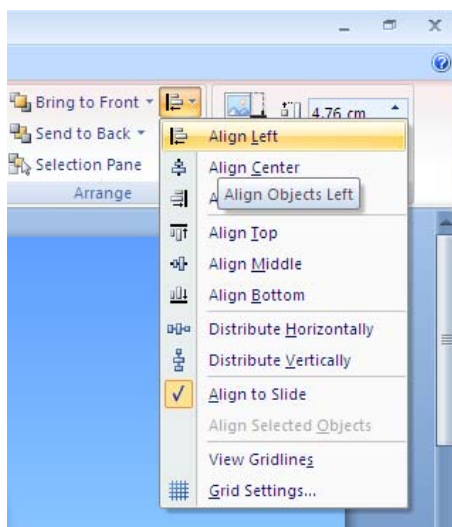


If you have more than one image you can use this section of the format tab to put things in **front** - **Bring to Front** or behind – **Send to Back**.



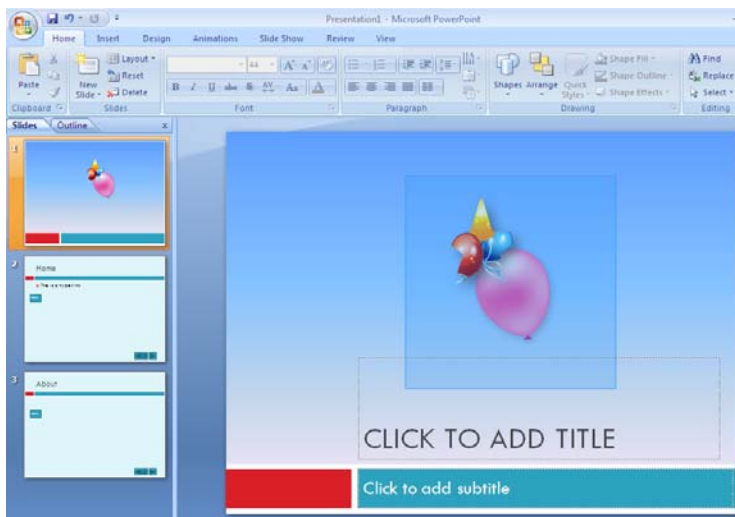
The **Selection Pane** allows you to see all the objects on your slide e.g. all the images and text and allows you to do the following:  
**Hide** them by clicking on the **eye** next to the object  
**Bring them forwards** – clicking on **up arrow**  
**Send them back** – clicking on **down arrow**.

### Change the alignment of a shape/object



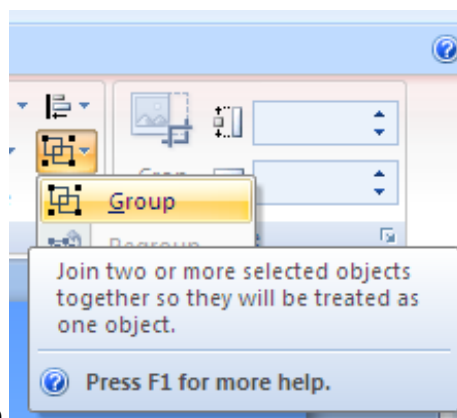
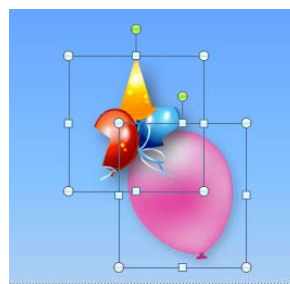
Click on the object and chose the **align** tool  
This allows you to choose where you want placed on your slide.

## Grouping Objects



Select all the objects by creating a box round them with your mouse pointer.

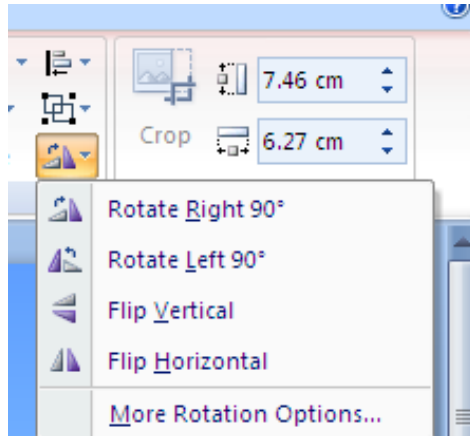
They should now look like this.



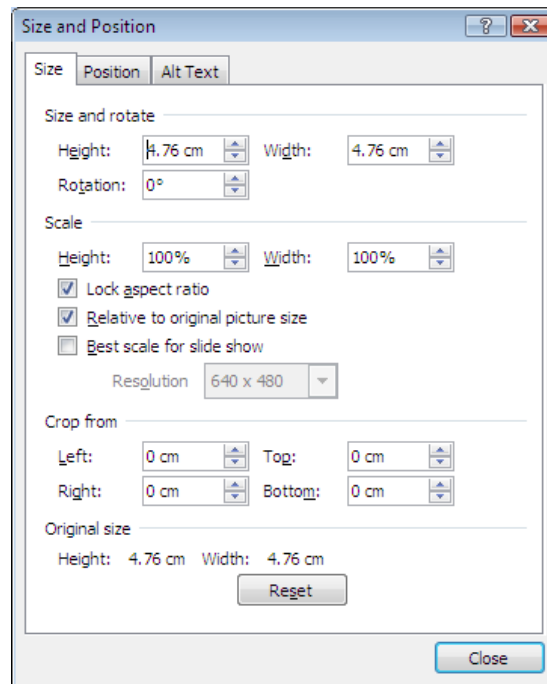
Click on **Format>Group**

To ungroup so that the objects are no longer Joined click on **Format>Group>Ungroup**.

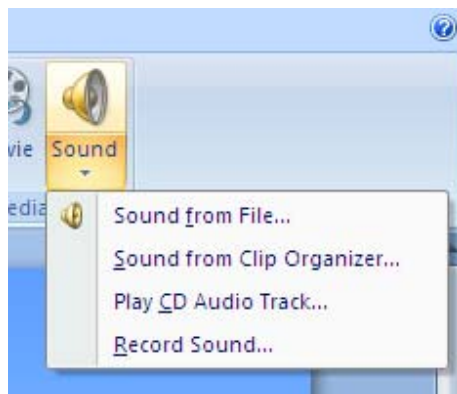
## Format>Rotate



This allows you to rotate the object/shape  
If you want to rotate it exactly then click on  
**More Rotation Options**



## Insert sound



To insert sound make sure you are on the **Insert** tab.

### Insert>Sound

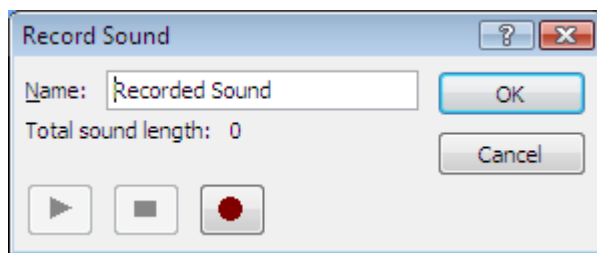
**Sound from File:** You can insert a sound that you have previously saved.

**Sound from Clip Organizer:** You can search for an appropriate sound to insert into your presentation.

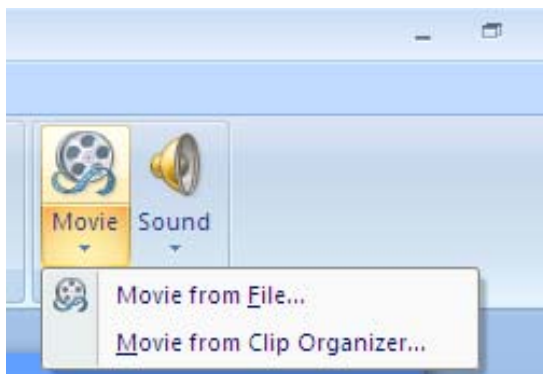
**Play CD Audio Track:** Insert a CD and choose which track from the CD you want to play in

your presentation.

**Record Sound:** If you have a microphone you are able to record your own voice and PowerPoint will insert the sound file into your presentation



## Insert video/Movie



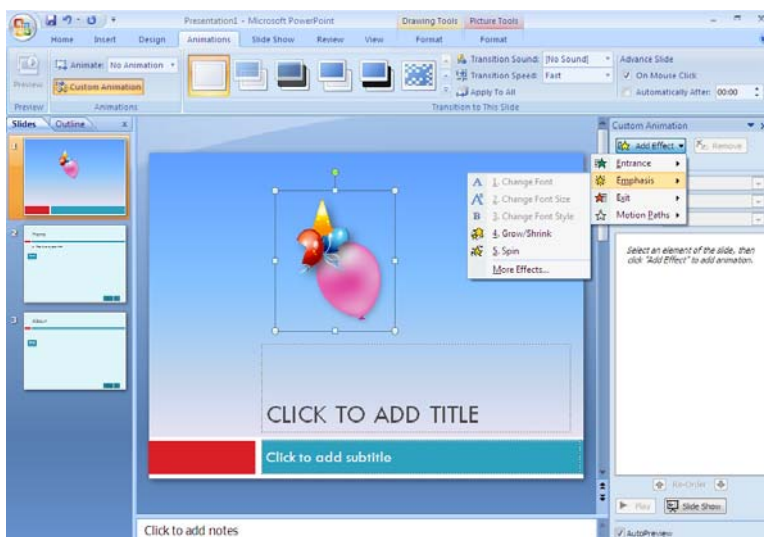
To insert movies make sure you are on the **Insert** tab.

**Insert>Movie**

**Movie from file:** You can insert a movie that you have previously saved.

**Movie from Clip Organizer:** You can search for an appropriate movie to insert into your presentation.

## Add transitions



Click on the object you want to animation

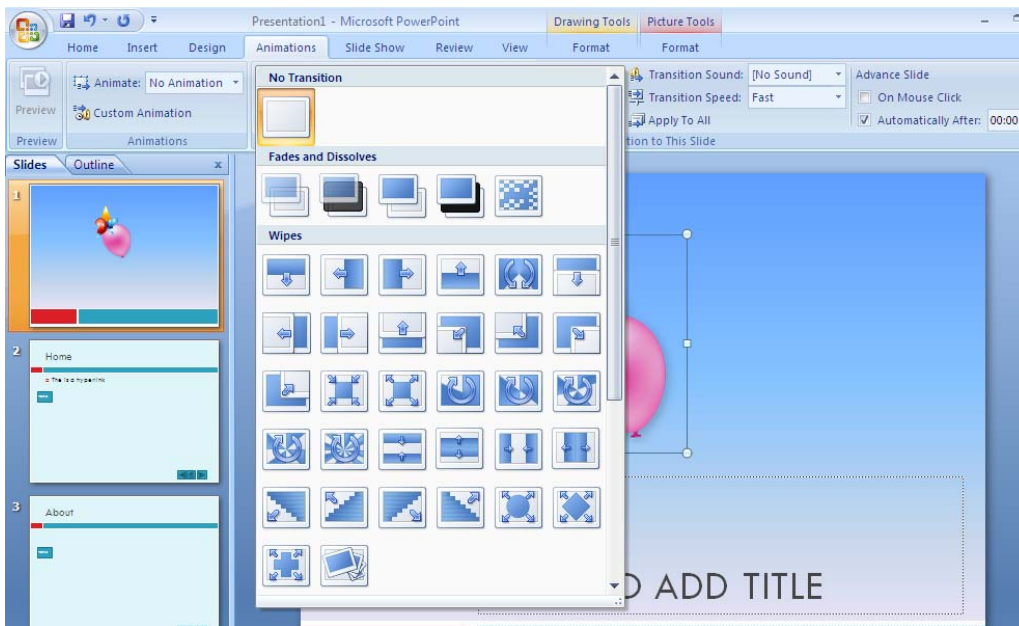
Click on the **Animation** tab

Click on Add effect and choose your animation



## Slide transitions

To add slide transitions first click on the **Animation** tab



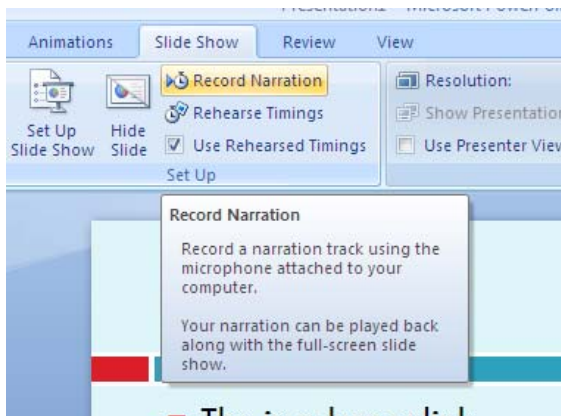
Click on the arrow next to the slide transitions to see a list of all the different slide transitions. **To add the transitions to one slide just choose a transition.** To add the transition to all slide just click on **Apply to all slides**

**To Add transition sounds** click on the arrow next to [No Sound] and choose from a variety of sounds.

## Setting up the slide show

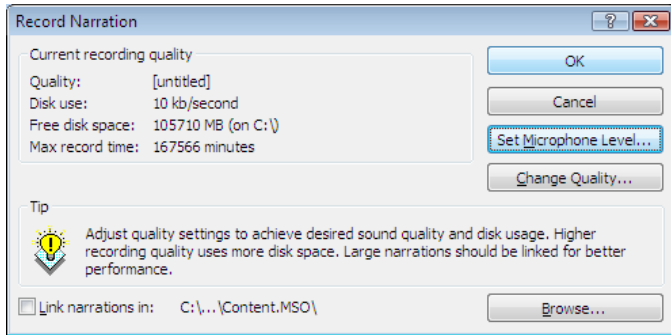
Click on **Slide Show**

**Set up the narration**

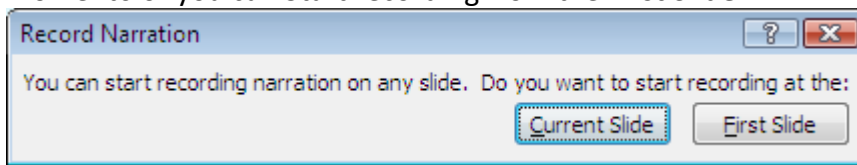


Click on **Record Narration**

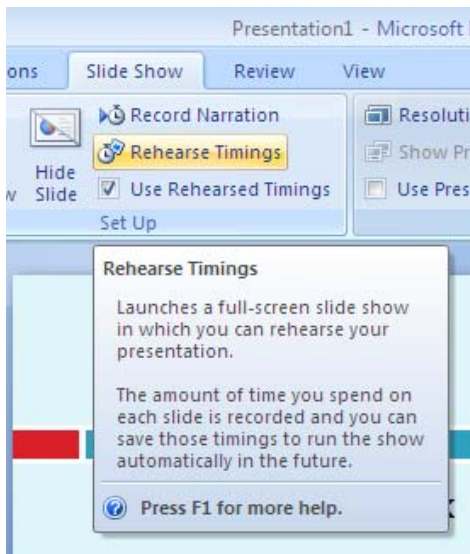
Click on OK to start recording



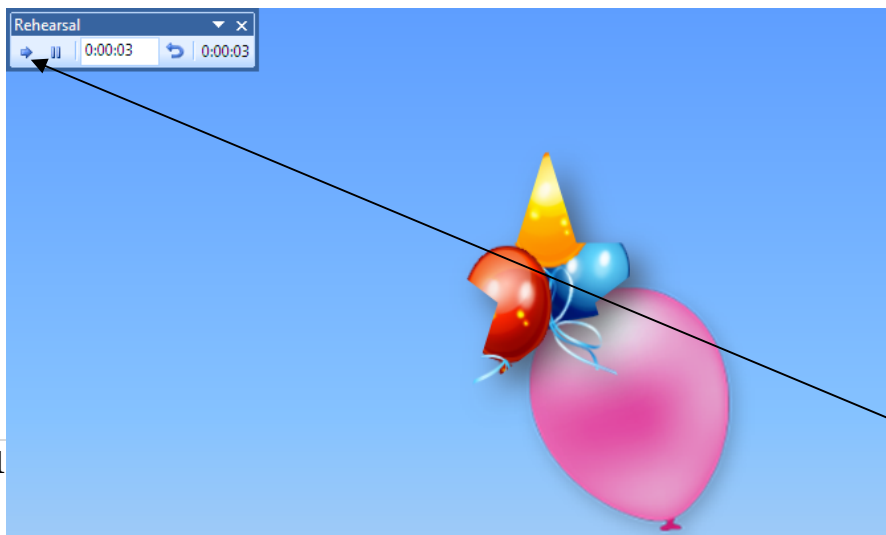
You can record either record on the **Current Slide** (the slide that you are on at the moment) or you can Start recording from the **First Slide**



### Set timings



Click **Rehearse Timings**



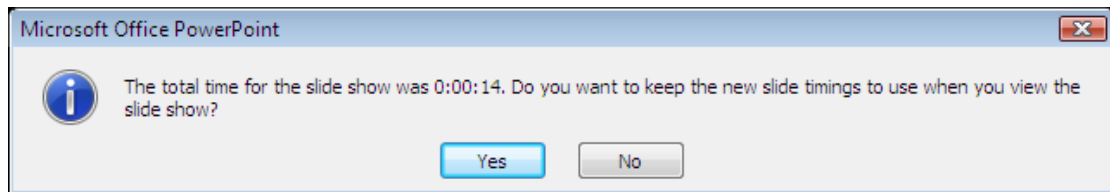
You will start from the first slide of your presentation.

If you have text on that slide read the text and then click on the

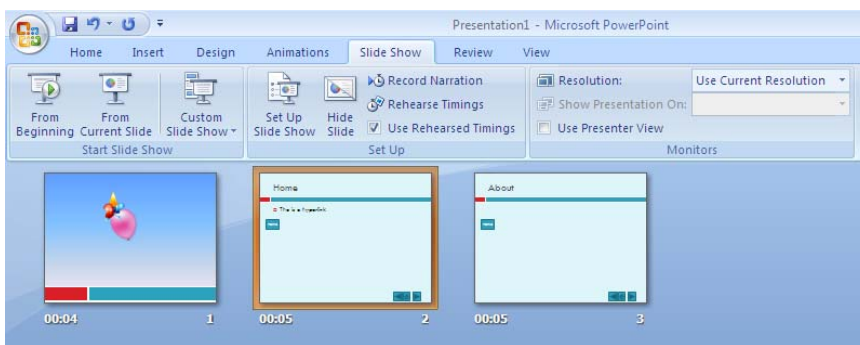


**arrow.** The amount of time you spent viewing that slide will be recorded as soon as you click on the arrow.

You follow this procedure throughout the whole presentation until you get to the end of your slide show.

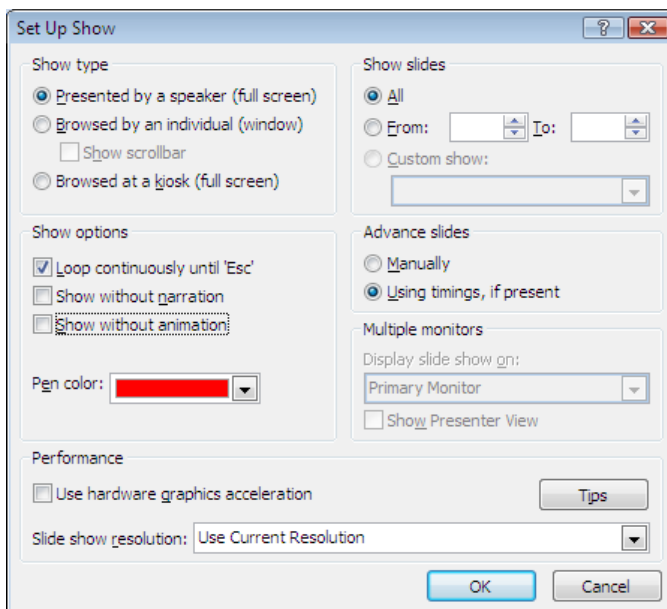


Click **Yes** once you have recorded all your timings.



This screen will appear showing you the timings for each of your slides.

Now click on **Set Up Slide Show**



If you select the following options the slide show will play without you having to have any interaction with the slide show.