

Further Features of Microsoft® PowerPoint® 2007

This guide introduces some of the further features in PowerPoint 2007 including charts, links and multimedia.

It assumes basic knowledge of PowerPoint as covered in the document “Introduction to Microsoft PowerPoint 2007”.

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CONTENTS

About this Guide	1
Conventions used in this Guide.....	1
Creating charts, tables and Flow charts	1
Copying and Pasting	1
Creating Charts	1
Creating Tables.....	3
Creating Flow Charts.	3
Adding Links	5
How to Add Links	5
Adding Links – practice	5
Adding a Link to a Web Page	6
Adding a Link to Another Slide Within the Presentation.....	6
Adding a Link to a Word File.....	7
Adding a Link to a Sound File	7
CREATING dRAWINGS AND dIAGRAMS FROM sHAPES.....	8
Creating large posters	8
Multimedia	9
Incorporating Sounds and Movies into a Slide Show *	9
Inserting a Sound/Movie	9
Inserting a Sound from a File.....	10
How your sound synchronises with your Slide Show	10
Adjusting the Volume	11
Inserting a Sound from the Clip Organiser.....	12
Playing a CD Track.....	12
Recording a Voice Narration or Sound in a Slide Show	12

Further Features of Microsoft® PowerPoint® 2007

ABOUT THIS GUIDE

This document introduces a number of popular features in PowerPoint, which are not covered in the document *An Introduction to Microsoft PowerPoint® 2007*.

It assumes you have knowledge of PowerPoint and have worked through the above document which is available from the JB Priestley Building Reception, and on the Web at: <http://www.brad.ac.uk/lss/learning/index.php>

Conventions used in this Guide

1. A numbered bullet point is used when you need to carry out some instructions.

Format A word in **bold** corresponds to a word on your screen.

Tab - Group - Command tells you where to find a button, eg **Home - Paragraph - Center** means click on the **Home** tab, then in the **Paragraph** group click on the **Center** button.

Type Anything that you are asked to type in will be in this font.

[return] The names of keys on the keyboard are enclosed in [square brackets].

CREATING CHARTS, TABLES AND FLOW CHARTS

Copying and Pasting

Charts are usually created with Microsoft Excel, and tables with Microsoft Word. They can be then be easily inserted into PowerPoint using the Copy and Paste commands. Sometimes you may want to create *simple* charts and tables directly in PowerPoint – the advantage is that they will take on the colours and format of your slide theme.

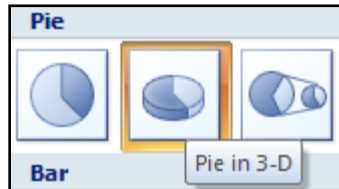
Creating Charts

1. Open a new presentation.
2. Click in the *Title* placeholder and type:
`Creating Charts, Tables and Flow Charts`
3. Click in the *Subtitle* placeholder and type your name.
4. **Save** your presentation as: `Further Features`.
5. Create a new slide.
6. Check that the new slide has a Title and Content layout. If you are not sure, go to **Home** (tab) - **Slides** (group) - **Layout** (button) and select **Title and Content**.
7. In the *Title* placeholder type: `Creating a Chart`

8. Select the **Insert Chart** icon from the Slide content placeholder (see below).



9. From the **Insert Chart** window that appears, select the Chart Type that you require; we will select **Pie in 3-D**, then click **OK**.



This starts Microsoft Excel which contains some sample chart data.

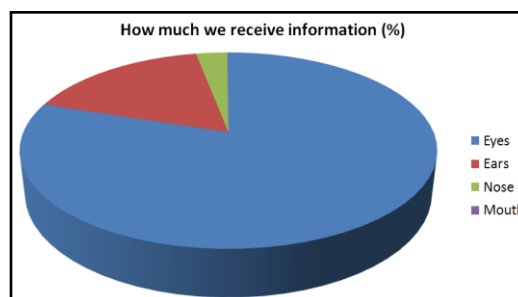
We will create a very simple chart:

10. Replace the sample data with the following data:

	A	B
1		How much we receive information (%)
2	Eyes	80
3	Ears	17
4	Nose	2.9
5	Mouth	0.1

Note: The range of data can be expanded (or reduced) by dragging the lower right-hand corner of the blue box surrounding the data in the Excel worksheet.

11. Now close the Excel window. The chart illustrating your data will appear on the PowerPoint slide.



The look of the chart can be altered using the **Chart Tools** tabs – **Design**, **Layout** and **Format**. These tools will be familiar to Excel users!

Tip: To return to the worksheet to edit the data, go to **Chart Tools Design - Data - Edit Data**.

12. **Save** your presentation.

Creating Tables

1. Create a new slide after the *Creating a Chart* slide.
2. Ensure that it has a *Title and Content* layout (see item 6 above).
3. In the *Title* placeholder type: *Creating a Table*
4. Select **Insert Table** from the Slide content placeholder.



5. In the **Insert Table** window that appears, choose **3** rows and **3** columns; then click OK. The table appears in your slide.
6. Click **OK**.
7. Click in a cell to add text - enter the text as shown below.

TYPES OF AUDIENCE	Uninformed	Informed
Friendly	Easiest	Easy
Hostile	Hard	Hardest

The look of the table can be altered using the **Table Tools** tabs – **Design**, and **Layout**. These tools will be familiar to Word users!

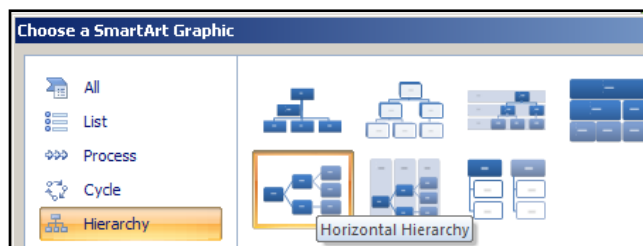
In particular, you may wish to change the colour scheme of the table. You can do this by going to the **Table Tools – Design** tab and selecting a different style from the **Table Styles** gallery. (At the bottom of the gallery is an option to **Clear Table**, which removes all the colours from the Table. You can then add your own.)

Creating Flow Charts

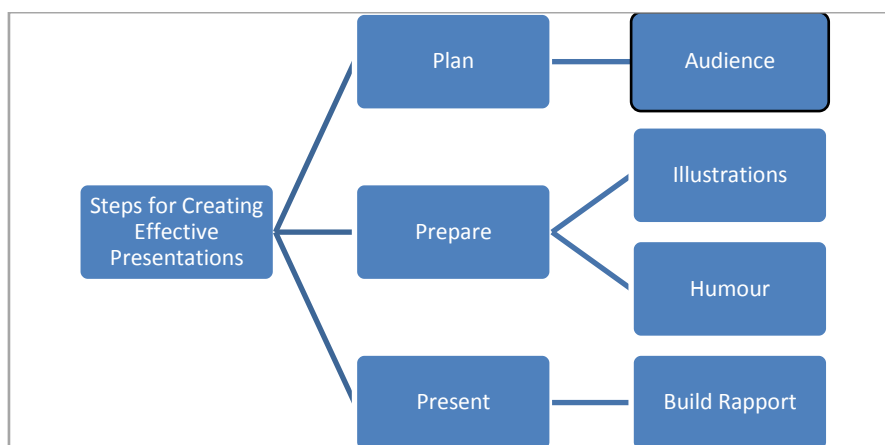
Microsoft Office 2007 has a greatly enhanced the Flow Chart and Organisational Chart capability with a new feature called *SmartArt Graphics*.

1. Create a new slide after the *Creating a Table* slide.
2. Ensure that it has a *Title and Content* layout (see item 6 above).
3. In the *Title* placeholder type: *Creating a Flow Chart*
4. Select **Insert SmartArt Graphic** from the Slide content placeholder.

5. In the *Choose a SmartArt Graphic* window, explore the many different options available to you, and then, from the **Hierarchy** group select **Horizontal Hierarchy** and then click on **OK**.



You are now going to produce the 'Decision Tree' as shown below.



6. Type the following text into the blue boxes.

- Steps for Creating Effective Presentations
 - Plan
 - Audience
 - Prepare
 - Illustrations
 - Humour
 - Present
 - Build Rapport

Please note the following:

- To remove a box, click on its *border*, then press the [Delete] key.
- To add a box, select the box to which you want to attach the new box, then in the **SmartArt Tools Design** tab - **Create Graphic** group - select **Add Shape** then select where you want the new box to appear.
Note: As this is a 'Horizontal Hierarchy':
 - the option **Add Shape Below** will add a shape to the *right* (ie lower down the hierarchy);
 - the option **Add Shape After** will add a shape *below* (ie at the same level of the hierarchy)!

Note: Alternatively, you can use the Text Pane to add and remove text/boxes (**SmartArt Tools – Design - Create Graphic - Text Pane**). Each bullet point represents a box.

SmartArt Graphics are explained more fully in the document “*Graphics in Microsoft® Word 2007*”. Refer to the section *Organisation Charts and Diagrams*. This document is available from the JB Priestley Building Reception and on the Web at: <http://www.bradford.ac.uk/lss/documentation/>

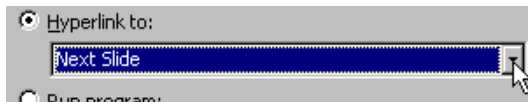
7. **Save** your presentation.

ADDING LINKS

With PowerPoint you can easily add links to other slides within the presentation, to other files, or to web pages.

How to Add Links

1. You will need some text or a graphic on your slide, to link your file to.
2. Select the text or graphic.
3. Select the **Insert** tab - **Links** group - **Action**. The **Action Settings** window will appear.
4. You now have the option to link to the file either when clicking the text/graphic with the mouse (Mouse Click), or just moving your mouse over it (Mouse Over). Select the appropriate tab.
5. Select the **Hyperlink to:** option and then click on the arrow to display the list of options.



6. Choose the required option, eg:
 - Other slides
 - Other Presentations
 - A Web Page (URL ...)
 - Another File (Other File ...)

Adding Links – practice

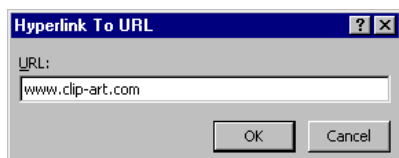
The following sections give you practice of adding links:

- To another slide.
- To a Web page.
- To a Word document.
- To a Sound file.

You will first need to open the PowerPoint Presentation “Further Features” that you created earlier.

Adding a Link to a Web Page

1. Make sure you are in **Normal** view.
2. Select **Slide 4** (Creating a Flow Chart).
3. Select the word '*Illustrations*' in one of the boxes of the flow chart.
4. Follow the bullet points in the section **How to Add Links** above. Choose the **Mouse Click** tab and in the **Hyperlink to:** list select **URL**
5. In the **Hyperlink to URL** box, type `www.clip-art.com` and click **OK** and then **OK** again to close the *Action Settings* window. (www.clip-art.com is a useful site that lists and rates different web sites containing clip art.)



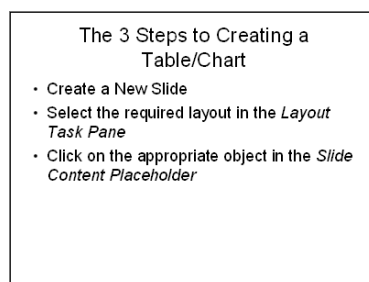
6. **Save** the changes to your presentation.
7. Run the slide show at Slide 5, and click on the '*Illustrations*' box to hyperlink to the clip-art web page.

Adding a Link to Another Slide Within the Presentation

First we will add a new slide after Slide 1.

1. Select Slide 1; make sure you are in Normal view.
2. Insert a new slide with the **Title and Content** layout (see item 6 on Page 1).
3. Add the title: The 3 Steps to Creating a Table/Chart
4. Then type the following bullet points:
 - Create a New Slide
 - Select the required layout in the *Layout Task Pane*
 - Click on the appropriate object in the *Slide Content Placeholder*

Your slide should now look similar to the one below.



You may want to create a link on Slide 5 to take you back to Slide 2, so when presenting, you can reinforce the 3 steps to creating a table/chart. This time we will attach the hyperlink to a graphic.

5. Select **Slide 5** (Creating a Flow Chart). Make sure you are in **Normal** view.

6. Select the **Insert** tab - **Illustrations** group - **Shapes**, then select the **Curved Left Arrow** from the **Block Arrows** group.



7. Click somewhere in your slide to create the shape, then move and re-size it until you like the look of it.
8. Follow the bullet points in the section **How to Add Links** above. Choose the **Mouse Click** tab and in the **Hyperlink to:** list select **Slide**
9. Select **Slide 2** (The 3 Steps to Creating a Table/Chart).
10. Click **OK** and **OK** again to close the *Action Settings* window
11. **Save** the changes to your presentation.
12. Run the slide show at Slide 5, and click on the Curved Left Arrow shape to hyperlink to Slide 2.

Adding a Link to a Word File

First, we will create a new Word document that will give an “attention-getting opening”:

1. Open Microsoft Word and type: Hello!
2. Select the text *Hello!* and add the following formatting: **Font** Calibri, **Size** 52, **Bold** and **Font Colour** red.
3. Save the document with the name `Hello.docx` and then close Word.

Now we will add a link to this document from our presentation.

4. Select **Slide 3** (Creating a Chart) and make sure that you are in **Normal** view.
5. Add a Shape.
6. Follow the bullet points in the section **How to Add Links** above. Choose the **Mouse Click** tab and in the **Hyperlink to:** list select **Other File....**
7. Browse to the *My Documents* folder and select your document ‘*Hello.docx*’.
8. Click **OK**, then **OK** again to close the *Action Settings* window.
9. **Save** your presentation.
10. Run the slide show at Slide 5, and click on the Curved Left Arrow shape to hyperlink to Slide 2. Then try out the link to the Word document in Slide 3.
11. Close the Word window to return to your slide show and then press the [Esc] key.

Adding a Link to a Sound File

There are a couple of sample sound files on your computer. We will use one of these, or you could use your own.

1. Select **Slide 5** (Creating a Chart) and make sure that you are in **Normal** view.

2. Add a Shape (**Insert** tab - **Illustrations** group - **Shapes**).
3. Follow the bullet points in the section **How to Add Links** above. Choose the **Mouse Click** tab and in the **Hyperlink to:** list select **Other File....**
4. Browse to the **C:Documents and Settings** folder and then:
All Users\Shared Documents\Shared Music\Sample Music
5. Select one of the files displayed and then click on **OK** then **OK** again to close the *Action Settings* window.
6. **Save** your presentation.
7. Run the slide show at Slide 1, and click on the Shape that you added to hyperlink to the sound file.

Note: When you hyperlink to another file, the application that runs that file (eg Word, Windows Media Player) will open in front of your presentation. You will then have to click on the presentation window (or button in the Task bar) to bring it to the front of the screen.

For other ways of incorporating Sound and Movies into a presentation, refer to the section **MULTIMEDIA** in this document.

CREATING DRAWINGS AND DIAGRAMS FROM SHAPES

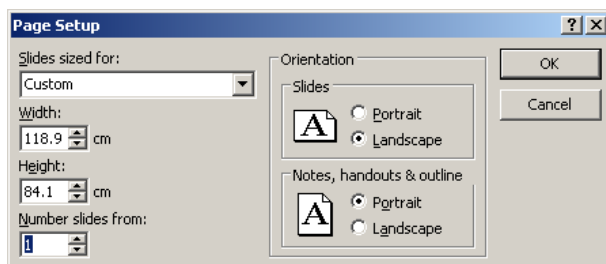
Shapes are available in all Microsoft Office applications and can help you create sophisticated diagrams and drawings. Details of how to insert and manipulate shapes are given in the document: "*Graphics in Microsoft® Word 2007*". This is available from the JP Priestley Building Reception, or on the Web at: <http://www.bradford.ac.uk/lss/documentation/>.

CREATING LARGE POSTERS

Microsoft PowerPoint 2007 can create slides up to 142cm high by 142cm wide. This allows you to create posters up to and including International Paper size A0. Microsoft Word, by comparison, can only print up to A3 size.

To create an A0 slide:

1. Create a New Blank Presentation.
2. Choose a *Blank* layout: - go to **Home** (tab) - **Slides** (group) - **Layout** (button) and select the **Blank** layout from the Layout gallery.
3. From the **Design** tab - **Page Setup** group - select **Page Setup**.



4. In the **Width:** and **Height:** boxes type in the dimensions you need (see the table below).

Size	Height	Width
A4	29.7 cm	21.0 cm
A3	42.0 cm	29.7 cm
A2	59.4 cm	42.0 cm
A1	84.1 cm	59.4 cm
A0	118.9 cm	84.1 cm

5. The **Slides sized for:** box will automatically change to **Custom**.
6. The table to the right gives the International Paper sizes.
7. You can now create your poster as you would do a slide.

MULTIMEDIA

Incorporating Sounds and Movies into a Slide Show

The section above **Adding a Link to a Sound File** explains how a hyperlink can be created that starts a program that runs a sound file (the same process can be used to run a movie file). However, once running, that file will not be connected to your PowerPoint presentation.

Sounds/videos can be inserted as an integral part of the PowerPoint file (known as a PowerPoint Object). This is the most convenient method, but can make your file size very large - a minute of recorded sound can require up to 10MB of memory. A solution is to save the whole Presentation onto a CD or other large memory storage media.

Inserting a Sound/Movie

The following section explains how *sounds* can be inserted. *Movies* are inserted in a similar way.

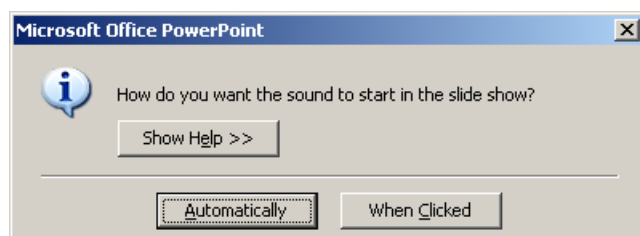
1. Open the presentation *Further Features* created earlier in this document.
2. Make sure you are in **Normal** view.
3. Select **Slide 2** (The 3 Steps to Creating a Table/Chart).
4. From the **Insert** tab - **Media Clips** group - select **Sound**.

You then have four options:

Option	Details
• Sound from File	Allows you to browse for a file on your computer.
• Sound from Clip Organiser	Takes you to the ClipArt Gallery that includes sounds. From here you can also go to Clip art on Office Online to find more sounds on the web.
• Play CD Audio Track	Plays specified track(s) on a CD in your CD ROM Drive.
• Record Sound	This requires a microphone attached to your computer.

Inserting a Sound from a File

1. Select **Sound from File...** - the **Insert Sound** window will appear.
2. In the **Look in:** box, locate the **C:Documents and Settings** folder and then: **All Users\Shared Documents\Shared Music\Sample Music.**
3. Select one of the files displayed and then click on **OK**. The following message will appear:

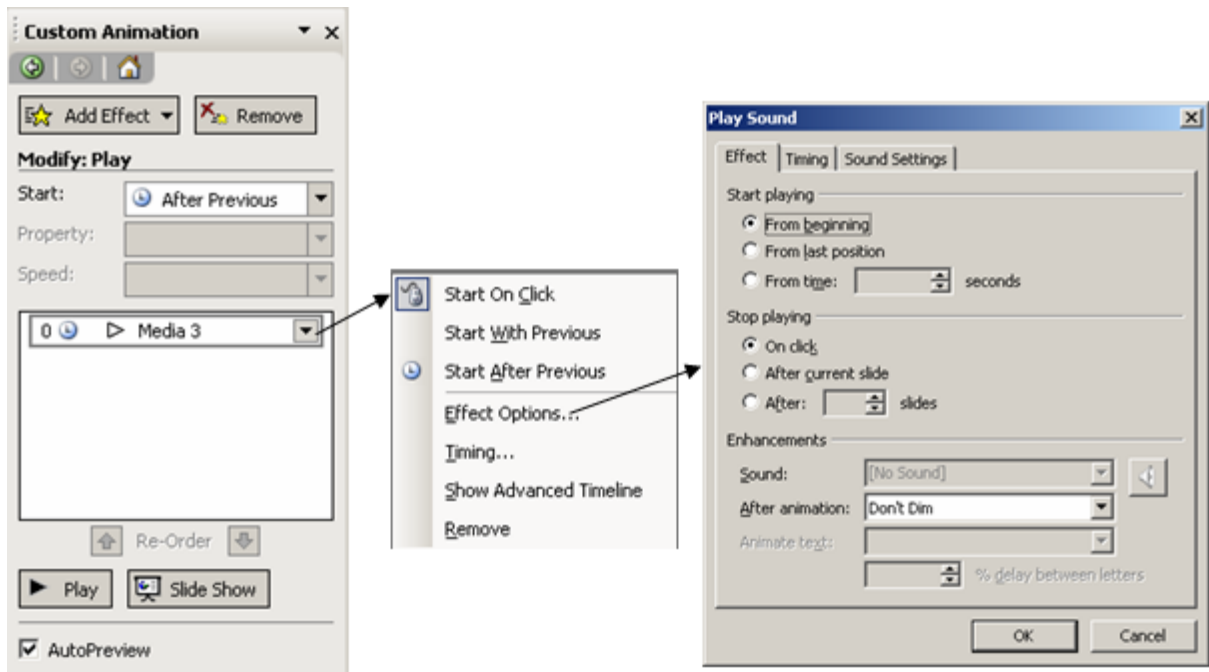


- **Automatically** will start the sound as soon as you move to that slide.
 - **When Clicked:** the sound will not start until you click the speaker icon (see below).
4. For the purpose of this exercise, choose **When clicked**. A 'speaker' icon 🗣️ will now appear on your slide.

How your sound synchronises with your Slide Show

You can choose to have the sound playing for just this one slide, or to continue playing for a number of slides. To select these options:

5. Select the 'speaker' icon 🗣️ and then from the **Animations** tab - **Animations** group - select **Custom Animation**. The *Custom Animation* Task Pane will appear.
6. Click on the arrow at the side of the media object, eg *Beethoven's Symphony Number 9* and choose **Effect Options....**





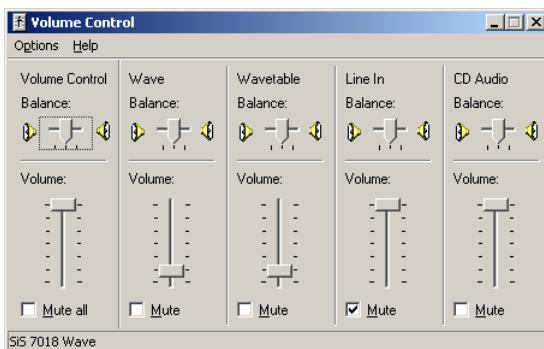
7. Experiment with the settings under the **Effect, Timing and Sound Settings** tabs.
8. Run the slide show to see the results.
9. Return to Normal view.

Note: When you select the 'speaker' icon, another Tab will appear on your ribbon, called **Sound Tools, Options**. This contains some other options for controlling the sound file.

Adjusting the Volume

Different sound sources are run with different applications, and you may need to alter the relative volume between them. To alter the volumes:

1. Double-click on the Volume icon  at the right-hand end of the Task Bar (at the bottom of your screen). If the icon is not visible, click on the Expand button  to display it. The Volume Control window will appear.



2. Adjust the volumes to suit, by sliding the sliders.

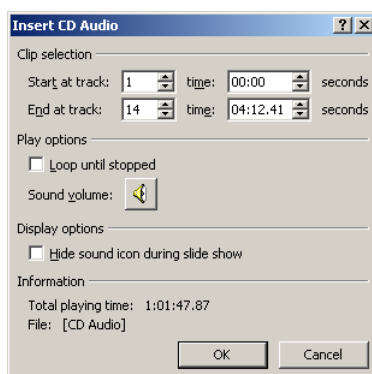
Inserting a Sound from the Clip Organiser


This works in a very similar way to the section **Inserting a Sound from File** above.

Playing a CD Track

This option allows you to link to an audio CD in your CD drive and to play one track, or a sequence of tracks.

1. Select the slide where you want the CD track to start playing.
2. From the **Insert** tab - **Media Clips** group - **Sound**, select **Play CD Audio Track**
3. The Insert CD Audio window will appear (see below). Select the tracks that you want to start and finish at.



4. The 'Audio CD' icon  will now appear on your slide.
5. You can now choose how you want your CD track to synchronise with your slide show. See the section: **How your sound synchronises with your Slide Show.**

Recording a Voice Narration or Sound in a Slide Show





Narration can be added to a single/number of slides in PowerPoint. You might want to add narration in the following cases:

- A Web-based presentation.
- For archiving a meeting so that presenters can review it later and hear comments made during the presentation.
- For individuals who can't attend a presentation.
- For self-running slide shows.

To record a narration, your computer needs a sound card and a microphone attached. You can record a narration before you run a slide show, or you can record it during the presentation and include audience comments.

If you don't want narration throughout the entire slide show, you can also record separate sounds or comments on selected slides or objects.

Tip: Keep in mind that voice narration is not always the best way to get your information across. Perhaps some people in your audience have computers that do not have sound cards, or they may be using a computer located in a noisy room; some of your audience may have a hearing impairment, or you might also want to use slide notes for each slide.

1. Select the slide where you want the narration to start playing.
2. From the **Insert** tab - **Media Clips** group - **Sound**, select **Record Sound....**
3. In the **Record Sound** dialog box, enter a name for the recording in the **Name** box, and then click the **Record** button. 
4. Discuss the points associated with the first slide, just as if you were giving the presentation to a live audience, and then click the **Stop** button. 
5. You can play back the recording by clicking the **Play**  button. If you don't like what you hear, you can click **Cancel** and repeat the Steps above to record the speaker's comments again.
6. When you are satisfied with the recording, click **OK**. A 'speaker' icon  will now appear on your slide.
7. You can now choose how you want your narration to synchronise with your slide show. See the section: **How your sound synchronises with your Slide Show.**