

PowerPoint: Intermediate



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Abstract: This document introduces users to more advanced PowerPoint tasks, such as creating hyperlinks to other slides, presentations, files, and Web sites; inserting action buttons and charts into presentations, animating text and graphic objects; adding slide transitions, and so on. It is used in conjunction with the PowerPoint Intermediate workshop.

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Introduction

PowerPoint is a presentation graphics package, a program that creates slide show presentations. This workshop introduces some of the advanced features of the program. Participants learn about Action settings and buttons, animating text and graphics, inserting pictures, tables and charts, and preparing a presentation for the Web.

Objectives

The goal of this workshop is to introduce participants to the advanced commands and features of PowerPoint. After today's workshop, participants will be able to:

Create an action button.

Insert a graphic, table and chart.

Animate text and graphics.

Prepare slide transitions and timings.

Prepare a presentation for the Web.

Prerequisites

PowerPoint: Introduction or equivalent skills.

Action Settings

Action settings allow you to jump to a specified place in your presentation at the click of the mouse, rather than presenting your slides in linear sequence. They also allow you to jump to another presentation or program, or a Web site on the Internet. Actions can be associated with any object on a slide, including text, tables, or graphics. Associating an action with an object is known as creating a **hyperlink**.

Note: To test an action setting (for example, a hyperlink or button), you must change to the **Slide Show** view.

Create a hyperlink

You can use **Action Settings** to create a hyperlink from any object on your slide, i.e., a graphic, text, drawing, or line.

Caution: If you hyperlink to a web page or other resource on the Internet, you will need an Internet connection when you give your presentation.

To create a hyperlink with slide text or a slide object:

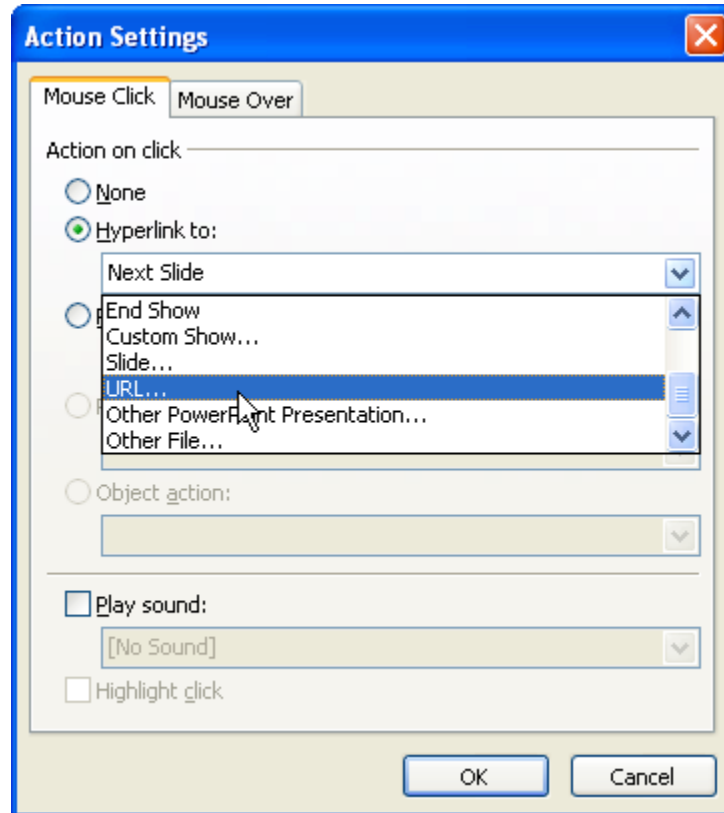
Save your presentation.

Select the text or object you want to represent the hyperlink.

Click the **Slide Show** menu and select **Action Settings...** The Action Settings dialog box appears.

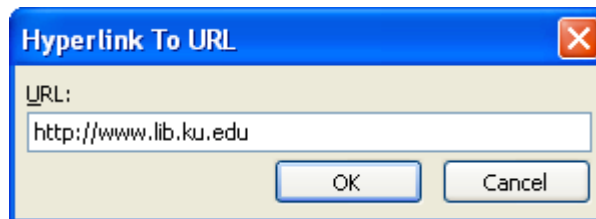
Click either the **Mouse Click** tab or the **Mouse Over** tab, depending on whether you want to perform this action when you click the mouse button on the object, or when you roll the mouse over the object.

Click the **Hyperlink to:** radio button, then choose **URL...** from the drop-down list, as shown below:



Choosing to hyperlink to a URL in the Action Settings dialog box.

Type in the URL to the file, web page or resource, as shown below. If you are linking to a Web page, be sure to include the complete URL, including the scheme (usually **http://**). If you aren't sure which scheme to use, visit the page in a web browser, and copy the URL as it appears in the address line of the web browser window.



Click **OK**, and **OK** again to create the hyperlink.

To test your work, switch to the Slide Show view and click the hyperlink.


Note: Before you give a presentation, you should always check for broken hyperlinks and test hyperlinks to external destinations. A broken hyperlink is one that has an invalid destination — when the

hyperlink is clicked, PowerPoint or the Web browser displays an error. The cause might be as simple as a URL that was mistyped, or a hyperlink to a destination that was moved or deleted.

You can create hyperlinks that are **absolute** links or **relative** links.

When you create a presentation with links to several files, it is a good practice to put the files in a common location on a server and set a hyperlink base. If the server URL changes, you only have to update the hyperlink base, not the paths to the hyperlink destinations.

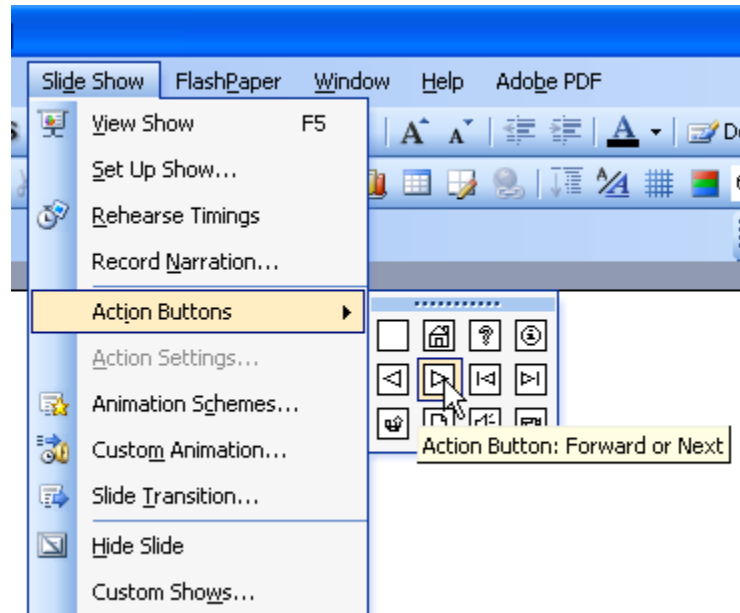
Action buttons

Action buttons are a special set of graphics available in PowerPoint that have pre-assigned actions associated with them. For example, the right-arrow button  is preset to cause the next slide to be displayed when that button is clicked. Action buttons can be inserted on any slide and can be edited to change the appearance or the pre-assigned action.


Create an Action button

To create an action button:

1. Display the slide on which you want to place an action button.
2. Click the **Slide Show** menu and point at **Action Buttons**. From the submenu, select a button type you want to use, as shown:



Selecting an Action button type.

3. The mouse pointer displays as a crosshairs (). Holding down the left mouse button, draw a rectangle the approximate size of the button you want to display on the slide.

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4. The **Action** settings dialog box displays a default hyperlink setting (unless you chose the custom, or blank, button type). The hyperlink action is performed when you click the button **during the slide show presentation**. If you want the action to perform when you roll the mouse over the button, click the *Mouse Over* tab before confirming or changing your actions.
 5. If this is not the action that you would like performed when you click the button, select a new action from the pull-down menu, and/or select from the other options to run a program or play a sound.
 6. Click **OK**.
-

- Tips:**
- You can also access the Action settings dialog box if you click the right mouse button on the object you want to represent the hyperlink to display a pop-up menu. Select **Action settings**.
 - If you set up a hyperlink to advance to a different slide in the presentation, you may also want to add a hyperlink on the slide you advanced to, to return you back to the original one.
-

Link examples

Here are some examples of links:

The path can be an Internet URL: ***http://www.ku.edu***

The path can be a folder on a hard drive: ***c:\projects***

The path can be a path to a folder on a local area network: ***\\cc_labs\folder one\subfolder***


Editing the hyperlink and buttons

You can edit or change the destination of a hyperlink or you can change the object that represents a hyperlink without losing the link.

To edit a hyperlink:

1. Click your right mouse button on the hyperlink button, graphic or text.
2. Select **Action settings**.
3. Change the hyperlink action and click **OK**.
4. If you want to edit a URL, you need to select **URL...** from the list of hyperlink action options and then edit the text.

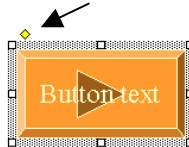
Notes: Action settings and buttons are active only when you run your slide show, not when you're creating or editing the slides.

You can also quickly set up hyperlinks by clicking **Insert Hyperlink** () on the Standard toolbar. (This button is also used in Word, Excel, and Access.)

To add text to or edit text on an action button, right-click the action button and select **Add Text** or **Edit Text**.

To resize the graphic image on an action button (**without** resizing the button itself),

1. Click on the button to select it.

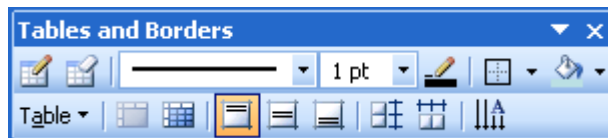


2. Drag the yellow diamond (located above the left corner of a selected button) to the right to decrease the image size within the button dimensions. Drag the yellow diamond to the left to increase the image size.

Insert a table

To insert a table in the PowerPoint slide:

1. Click on the **Insert** menu and select **Table...**. The Insert Table dialog box appears.
2. Type in the number of rows and columns needed.
3. Click **OK**. A table appears on the slide. This can be resized as needed. Start typing the information into your table.
4. To change the formatting of a table, use the Tables and Borders toolbar, which appears when you have a table selected (or you can click the View menu, choose Toolbars, and choose Tables and Borders to display the menu). With this toolbar you can modify the borders, fill colors, alignment within the cell, and more.



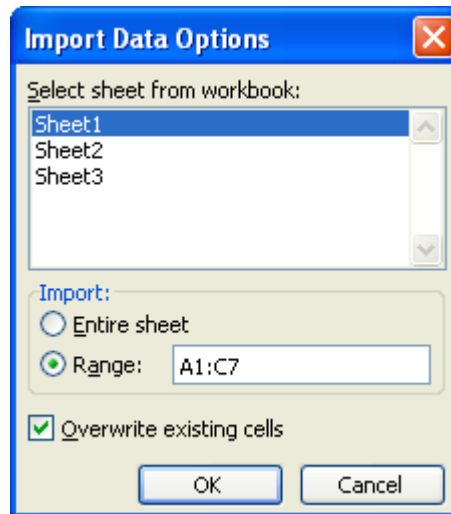
Insert a chart or an external document/file

Importing data for a chart

To import data from another spreadsheet program:

1. Click the **Insert** menu and select **Chart...**
2. Select the datasheet attached to the displayed chart.

3. If you are importing a Microsoft Excel worksheet and you want the imported data to begin at a cell other than the upper-left cell on the datasheet, select the cell.
4. On the **Edit** menu, click **Import File...** The Import File dialog box appears.
5. In the *Look in:* box, browse to the file, select it, and click **Open**. The Import Data Options window (shown below) is displayed.
 - To import **all the data** on the worksheet, click **Entire sheet** under the *Import* section.
 - To import **only part of the data**, click **Range:**, and then type the range of data you want. For example, to import cells A1 through C7, type A1:C7 in the Range box.



- If you want to replace the existing data in the chart's datasheet with the data in this spreadsheet, check the **Overwrite existing cells** check box. If you want to keep the existing data in the chart's datasheet, uncheck this box.
6. Click **OK**.

Import notes

- To open a file saved in a format other than Excel (such as a comma- or tab-delimited text file), click the file format you want in the Files of type box when importing the data.
- Importing data into a datasheet is probably the easiest way to create a chart from pre-existing data.

Inserting existing documents

You can insert information from files created with other programs such as Word, Excel, and PageMaker into your PowerPoint presentation in one of two ways: by **linking** to the information, or by **embedding** the information within your presentation.

Linking to existing files

When you link to an existing file, the information remains stored in the source file. PowerPoint **displays** a representation of the linked information but stores only the **location** of the original data, **not the information itself**. The linked information is **updated automatically** if you change the original data in the source file. Use linked objects if you want the information to reflect any changes to the original data or if file size is a consideration.

If you link a file to your presentation you will need access to that linked file when you give your presentation. One way to do this is by using the **Pack and Go** feature, and choosing to include linked files.

Embedding existing files

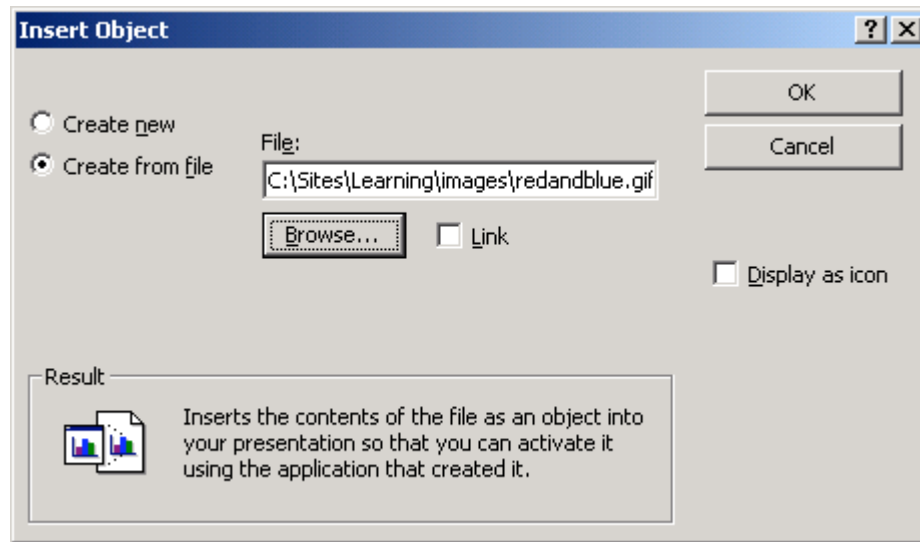
An embedded object becomes an actual part of the PowerPoint presentation. Even though you may not have access to the **original** file at the time you conduct your presentation, you can open the version of the file that is embedded in your presentation. **Because an embedded object has no links to the source file, it is not updated if you change the original data in the source file.**

To change an embedded object, double-click the object to open and edit it in the source program (the program with which the file was originally created). The source program (or another program capable of editing the object) must be installed on your computer. If you include a file as an embedded object, the PowerPoint presentation requires more disk space than if you link the file.

Insert an existing file

1. To insert an existing file, select the slide into which you want to insert the object.
2. On the **Insert** menu, click **Object...** The Insert Object dialog box appears.
3. Click the **Create from file** radio button. This means create (a connection) from an existing file.

4. In the **File:** field, type the location and name of the file or click **Browse...** to select the file name from a location.



To create a link to the file (updated every time the PowerPoint presentation is edited), select the **Link** check box. The object (file) is embedded if you don't select the Link check box.

To display the linked or embedded object as an icon of the software that was used to create it (rather than displaying the file itself), select the **Display as icon** check box.

Note: When you create an embedded object from an existing Excel workbook, the entire workbook is inserted into your presentation. Since only one worksheet displays at a time, double-click the object to select a different worksheet.

Animation

You can animate text, graphics, sounds, movies, and other objects on your slides to add special visual or sound effects to text or objects on your slides. You can also animate elements of a chart.

For example, on a slide with several bulleted items, you can display one item at a time after you click the mouse. You can have the text appear by topic and with or without all subtopics, or you can have text appear a word or a letter at a time.

Animate Entire Slides and Presentations

If you want to animate all of the objects on a slide, or if you want to apply a style of animation to your entire presentation, use the **Animation Schemes** feature.

To animate an entire presentation:

1. Click the **Slide Show** menu and select **Animation Schemes....** The task pane changes to show the Slide Design options.
2. In the task pane on the right, browse through the animation categories, **Subtle**, **Moderate**, and **Exciting**.

3. To apply a scheme to the current slide, click it.

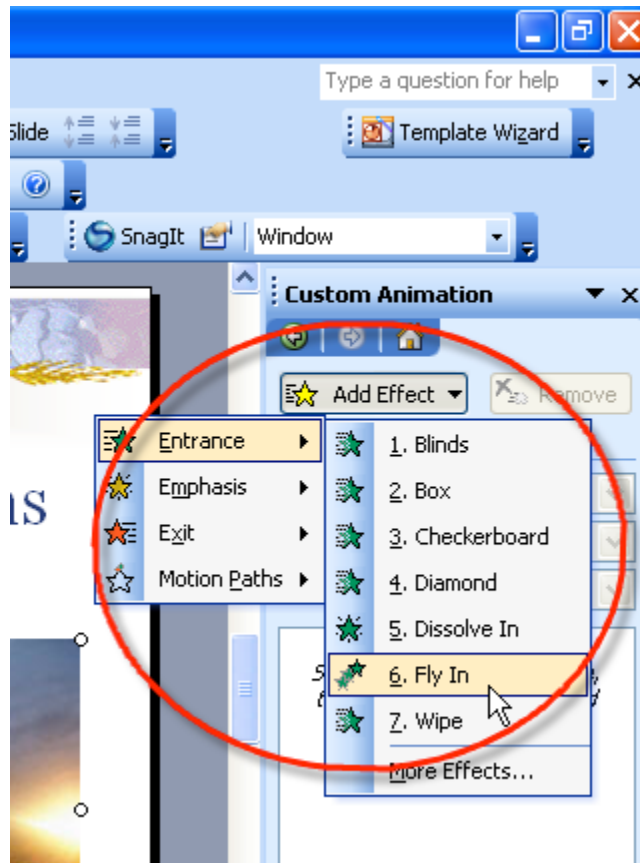
Note: There is no “preview” feature for Animation Schemes; if you decide not to use the scheme you’ve selected, or want to remove animation from the current slide, click **No Animation** from the list of choices.

4. To apply the animation scheme to your entire presentation, click **Apply to All Slides**.

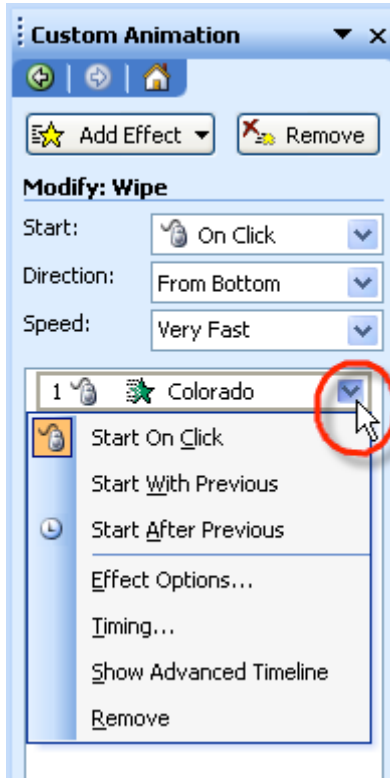
Animate a single object on a slide

To animate a single text box or object:

1. In *Normal View*, display the slide that has the text or objects you want to animate.
2. On the **Slide Show** menu, click **Custom animation....** The task pane changes to show the Custom Animation options.
3. On the slide, click the object you want to animate to select it.
4. On the task pane to the right, click the **Add Effect** button, and choose the effect you want, as shown:



5. If needed, change the basic settings for the animation effect, such as the direction and speed of the animation, in the task pane. To access and change more detailed animation settings, click the numbered animation item in the task pane, then click the drop-down menu (as shown below), select the option you want to modify, and make any desired changes.

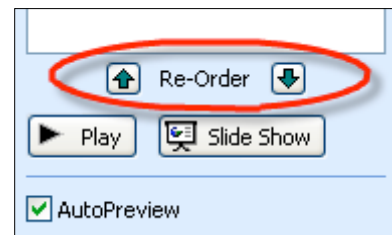


Repeat steps 3 through 6 for every object you want to animate.

Change the display order of animated objects

To change the display order of custom-animated objects on a slide:

1. Display the slide on which you want to change the order of animation.
2. On the **Slide Show** menu, click **Custom Animation....** The task pane changes to show the Custom Animation options.
3. The order in which objects on the slide will be animated is shown in the Custom Animation task pane on the right. To change the order, click the object you want to change, and then click either the up or down “Re-Order” arrows (shown at right) at the bottom of the pane to reposition the slide object within the list.



Repeat the process for each object whose order you want to change.

Slide Show Enhancements

Several other enhancements are available in PowerPoint to help you create slide shows, including slide transitions, timing your presentation, and creating custom slide shows.

Transitions

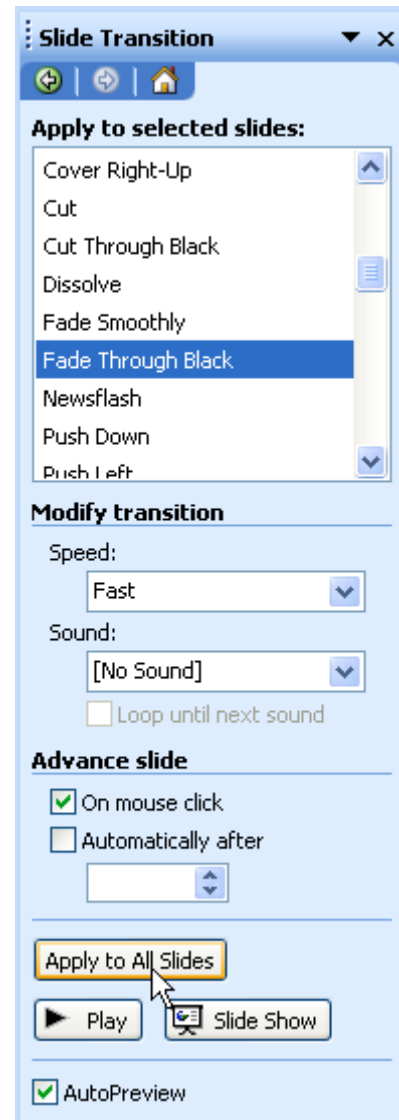
A transition is a special effect used to introduce a slide. A transition can include a sound as well as animation, and display on a mouse click or after a preset time. To apply a transition to a slide:

1. In the Normal or slide sorter view, select the slide(s) to which you want to add a transition.
2. Click the **Slide Show** menu and select **Slide Transition...**. The task pane changes to show the Slide Transition options.
3. In the task pane on the right, select the transition you want. The transition effect will be previewed on the current slide.
4. Also in the task pane, if necessary, change the speed of the transition and/or add a sound to it.
5. If you want the transition to occur automatically, based on a set timing (rather than occurring when you click the mouse or press a button), under **Advance slide**, check **Automatically after** and set a time (in minutes and seconds).
6. If you want to apply the same transition (with the settings you've selected) to all the slides in the presentation, click the **Apply to All Slides** button (as shown at right).

Timings

The slide meter allows you to rehearse your slide show so that you present within a set amount of time or you can set the slide meter to advance your slides automatically during the presentation.

If you don't want to manually move through a slide show, there are two ways you can set the length of time a slide appears on the screen. One way is to set a time manually for each slide, and then run the slide show and view the timings you set. The other way is to use the rehearsal feature, where you can record timings automatically as you rehearse. You can also adjust the timings you've already set and then rehearse the new ones.



Set timings manually

To set slide show timings manually:

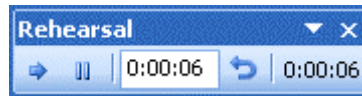
1. In the normal or slide sorter view, select the slide(s) for which you want to set the timing.
2. Use the automatic settings within the **Slide Transition** task pane (show this pane by clicking the **Slide Show** menu, then **Slide Transition...**) to enter the number of seconds you want the slide to appear on the screen.
3. To apply the timing to all the slides, click the **Apply to All Slides** button.

To test the timings, select **View Show** from the **Slide Show** menu.

Set timings while rehearsing

To set slide timings while rehearsing:

1. Click the **Slide Show** menu, and then click **Rehearse Timings**. The slide show view begins with the Rehearsal dialog box visible. The white box on the left shows the time elapsed for the current slide. The blue box at the right shows the total elapsed time for the whole slide show.



2. Click the advance button (the right-pointing arrow) when you're ready to go to the next slide or the next animation.
3. When you reach the end of the slide show, a message box appears asking if you "want to keep the slide timings to use when you view the slide show." Click **Yes** to accept the timings or **No** to try again.
4. If you know the timing you want for a slide, you can type it directly in the Rehearsal dialog box.

Custom Shows

The Custom Show feature allows you to create another slide show from a subset of slides within the active slide show. This feature is useful if you want to create a shorter version of a slide presentation, or if you want to create several versions of the same basic presentation.

Create a custom show

To create a custom slide show:

1. Click the **Slide Show** menu and select **Custom Shows...** The Custom Shows dialog box appears.

2. Click the **New...** button.



3. Enter a name for the custom show in the *Slide show name:* text box.
4. Select a slide title from the left window and click the **Add** button or double-click the slide title to add that slide into the new custom show. **Repeat** this process to add each slide you want to appear in the custom show.
5. Use the up and down arrows to the right of the *Slide in custom show* window to reposition the slides within the show. You can also use the **Remove** button to delete slides from the *Slides in custom show:* window.
6. Click **OK** to create the custom show.
7. Click **Close**.

Run a custom show

To run a previously created custom show:

1. Select **Custom Shows** from the **Slide Show** menu.
2. Select the custom show you want to run from the menu.
3. Click the **Show** button. The slide show view starts with all animation the same.

Edit a custom show

To edit a previously created custom show:

1. Select **Custom Shows...** from the **Slide Show** menu.
2. Select the custom show you want to edit from the menu.
3. Click the **Edit...** button.
4. Reorder or remove slides from the custom show as needed.
5. Click **OK** to accept the changes you've made.
6. Click **Close**.

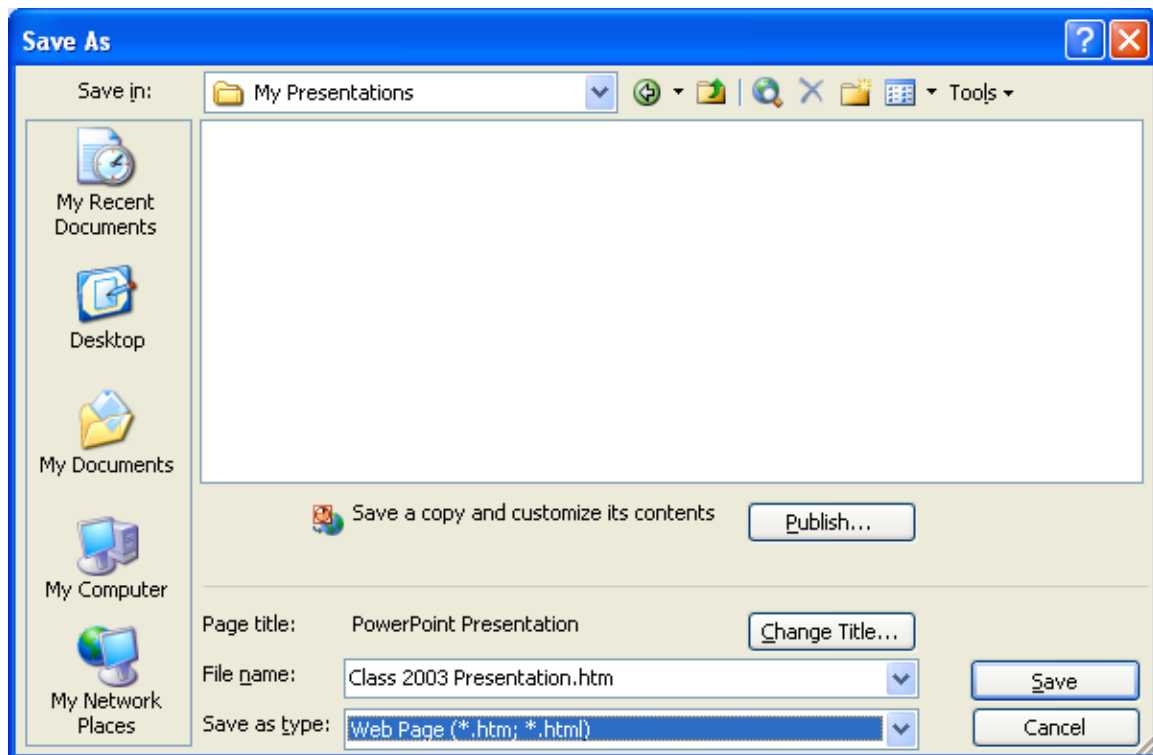
Save as Web page

Note: Although the feature is called “Save as Web Page,” it actually creates many files within a presentation folder, including HTML files and image files. In order to make the presentation available on the World Wide Web, all the files created in this process need to be transferred to a Web server and given appropriate file permissions.

For more information on publishing files to the Web, see the *Web Authoring: HTML Introduction* workshop (to check availability or download the handout in PDF format, visit www.lib.ku.edu/instruction/workshops).

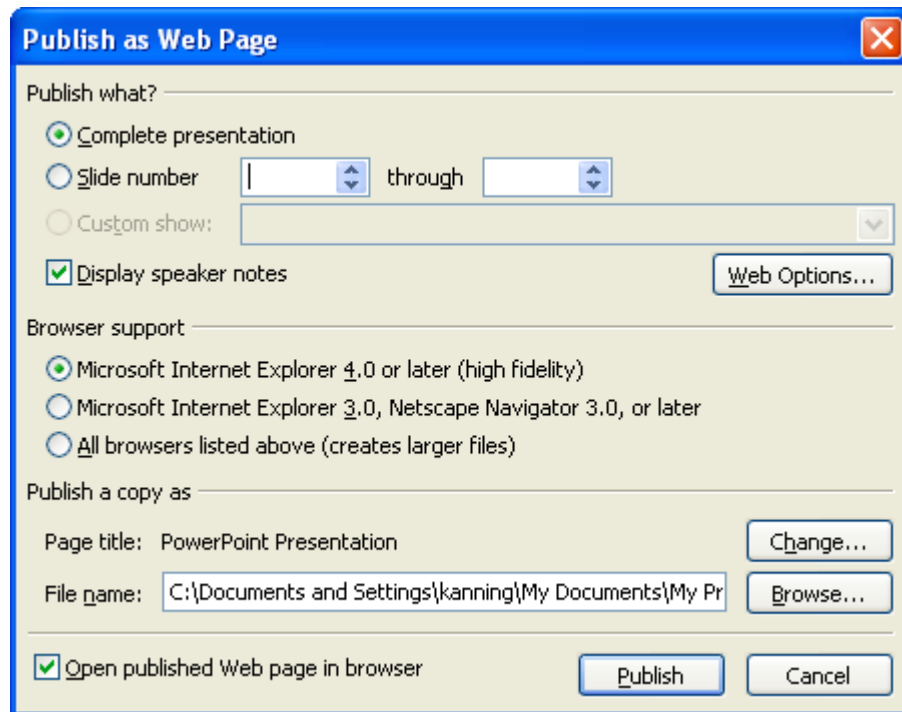
You can create a set of web files from your slide show presentation, which you can publish to the World Wide Web. To do this,

1. On the **File** menu, choose **Save as Web Page....** The Save As dialog box appears.



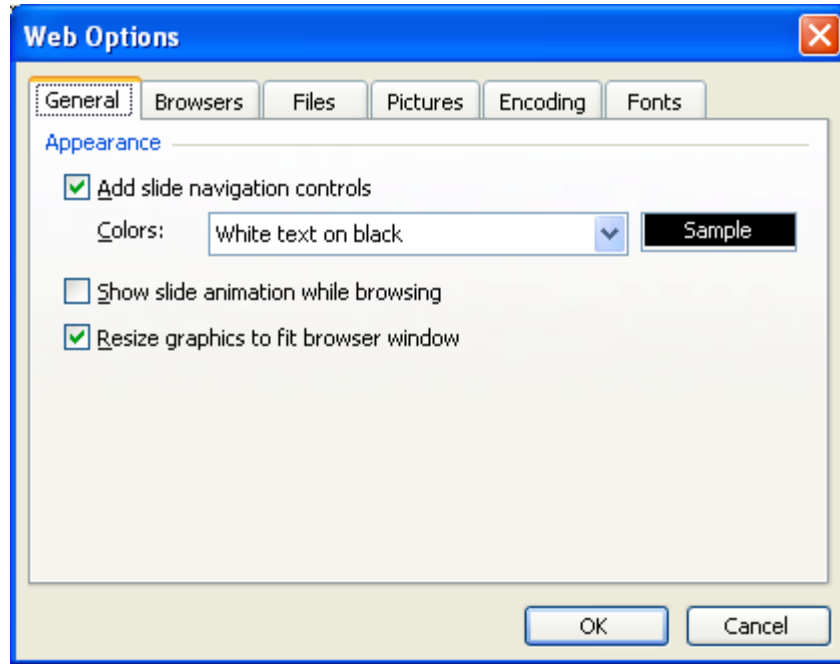
2. Choose the location where you want to save your web files.
3. Name your file and click the **Change Title...** button to change the title bar of the browser. **If you are planning on publishing this presentation on the web, do not put spaces in the file name;** instead, use dashes or underscores (for example, use “my_presentation.htm” or “my-presentation.htm” rather than “my presentation.htm”). Click **OK**.

4. Click on the **Publish...** button. The Publish as Web Page dialog box displays:



5. Under the *Publish what?* section, select which slides to publish and whether to publish speaker notes.

6. If you want to change the web settings, click on the **Web Options...** button. This will allow you to change the setup or appearance of the web version of the presentation, such as the appearance of the navigation controls, the fonts, and so on. Click **OK** to return to the Publish as Web page dialog box.

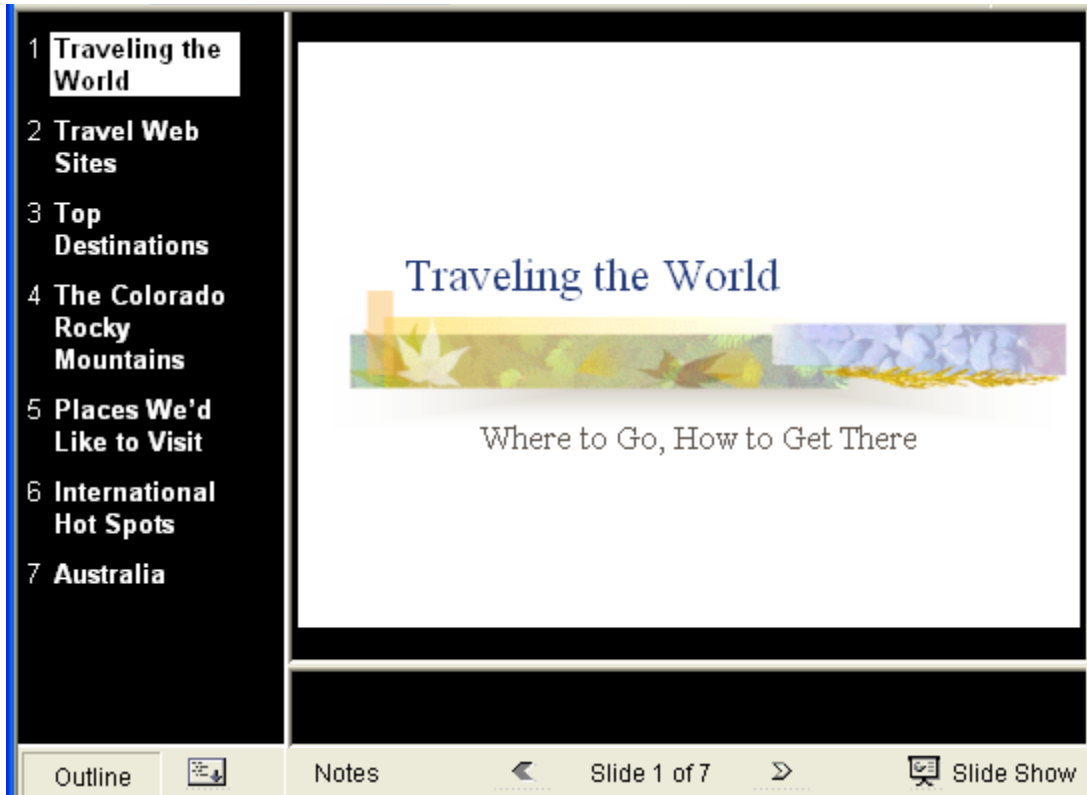


7. The **General** tab allows you to choose whether slide animation will be included in the Web version.
8. Set other options as needed and click **OK**.
9. Click the **Publish** button to create the web files.

Now you're ready to view your web page.

Web Page Preview

To get an idea of how your presentation will look when it is saved as a set of web pages, click the **File** menu and choose **Web Page Preview**. A temporary version of the web page set will be displayed in your web browser, as shown:



View the Saved Web Version

Once the process is completed, the Web version of your presentation is stored in the location you specified. You can view this version with any Web browser (such as Navigator or Internet Explorer).

In order to make the presentation available on the World Wide Web, all the files created in this process need to be transferred to a Web server and given appropriate file permissions.

For More Information

Here are some additional sources of information about Microsoft PowerPoint:

Microsoft Support searchable page (<http://support.microsoft.com>) – this site has a search form in which you can enter the product and version you are using (PowerPoint 2000 or XP, for example) and type in keywords or phrases to find technical articles that answer your questions.

PowerPoint Product Support (<http://office.microsoft.com/powerpoint>) - view frequently asked questions, how-to articles, and other support documents for your version of PowerPoint.

Getting Additional Help

The Help Desk provides consulting and Q&A help in a variety of ways:

785/864-0200

question@ku.edu

www.ku.edu/~helpdesk

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