



PowerPoint Part 2

Revised January 2021

PowerPoint Part 1 provided an introduction to the basics of PowerPoint, such as adding slides, images, video and text. In PowerPoint Part 2, we'll delve into some of the advanced features that make PowerPoint fun to use, like adding content like videos, SmartArt diagrams, charts, tables, changing slide backgrounds, and using animations.

Getting Started

1. Open **PowerPoint**.
2. The PowerPoint Start Screen appears
3. Select **Blank Presentation** to get started.
4. Add **two** new slides to the presentation: **Home** tab → **Slides** group → **New Slide** command.

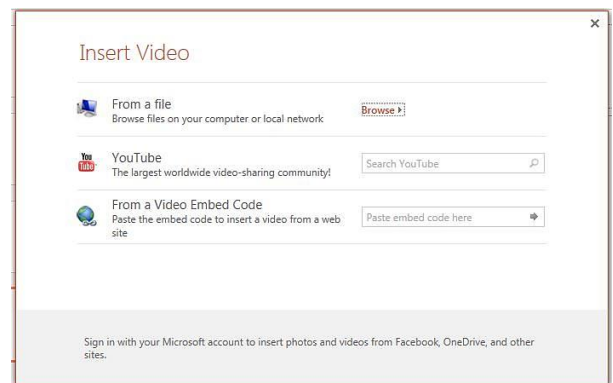


Adding Content

Inserting a Video

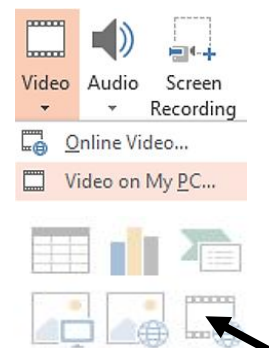
PowerPoint gives you the following options of inserting a video into your presentation:

1. **From a File:** Insert a video that is saved on your computer.
2. **YouTube:** The Inset Video dialog box allows you to search through YouTube videos and directly insert them into your presentation.
3. **From a Video Embed Code:** In the Inset Video dialog box you can paste the embedded code from a website into your presentation.



Adding a Video from a File

1. Add a new **Title and Content** slide to the presentation.
2. Go to **Insert** tab → **Media** group → **Video** command → **Video on my PC** **OR** click the **Video icon** inside the content placeholder (bottom right corner).
3. Click on the **Browse** option next to **From a File** to insert a video that is saved on the computer.
4. Navigate to video file (e.g. **WarnerC.wmv** in the **Videos** folder)
5. Click on the **Insert** button.
6. Click the play button to preview the movie.

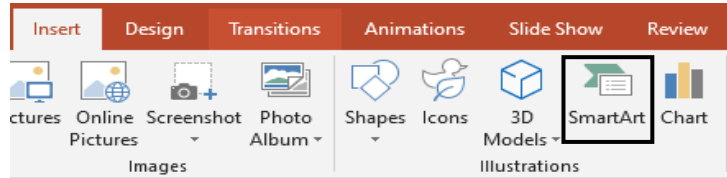


Adding SmartArt

SmartArt is a visual method of presenting information, including organizational charts, plans, and more. Using this tool can really improve understanding and recall of information. You can either convert text to SmartArt or insert SmartArt and add information manually.

There are 2 ways to add SmartArt graphics to a slide:

Option 1: Insert tab > Illustrations group > SmartArt command

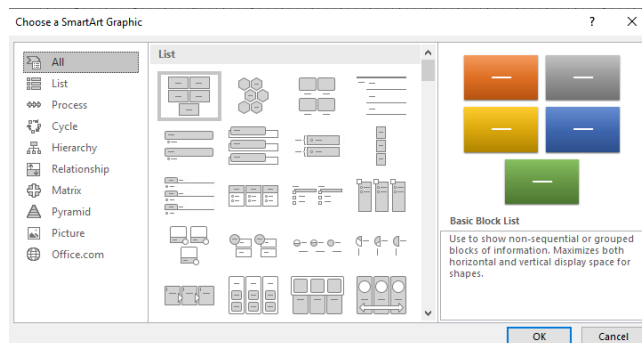


Option 2: Multimedia-ready PowerPoint slide layouts with Content Icons



To add SmartArt to your slides:

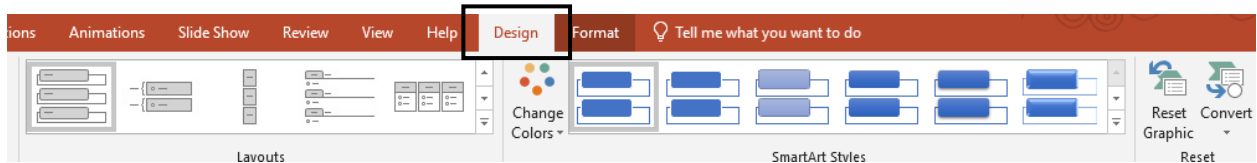
1. Use one of the ways described on Page 1 to add a **SmartArt Graphic** to your slide.
2. In the **Choose a SmartArt Graphic** dialog box, select a category in the menu on the left.
3. **Select** a SmartArt graphic to be added.
4. Click **OK**; the graphic is added to the slide.
5. Fill in the text placeholders.



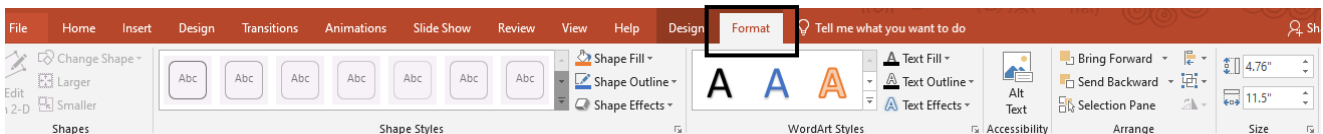
To accept the SmartArt, **click** anywhere outside of the **SmartArt** box.

NOTE: When a SmartArt graphic is selected on the slide, two contextual tabs are activated on the Ribbon.

The **SmartArt Tools Design** tab is used to add and reorganize shapes within a SmartArt graphic. The Design tab is also used to change layout, color, and styles and reset the formatted SmartArt to its default state.

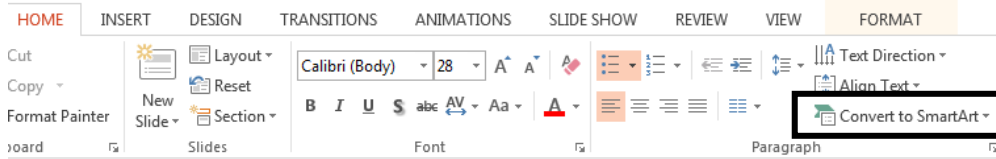


The **SmartArt Tools Format** tab is used to enlarge or reduce the size of the shapes, apply Shapes Styles, format text, and rearrange shapes. If you have used Word, these formatting commands should look familiar.



Existing content, such as on a **Title and Content** slide, can be easily converted to a SmartArt graphic in just a few steps!

1. Click anywhere in the **Content placeholder** textbox.
2. Go to **Home** tab > **Paragraph** group > **Convert to SmartArt** command.



3. In the **Choose a SmartArt Graphic** dialog window, select a category in the menu on the left.
4. **Select** a SmartArt graphic to be added.
5. Click the **OK**; the graphic is added to the slide.

Adding Tables

Working with tables in PowerPoint is just like working with tables in Word or any other Office application. To add text to the table cells, click a cell and enter text. After text is entered, click outside the table. You can **resize, move, and delete** a table just like you would an image in PowerPoint.

There are two ways to add a table to a slide. Unlike other examples we have demonstrated in class, each of these options will give you a different way to create a table.

- Option 1:** Insert tab > **Tables** group > **Tables** command
- Option 2:** **Multimedia-ready** PowerPoint slide layouts with **Content Icons**



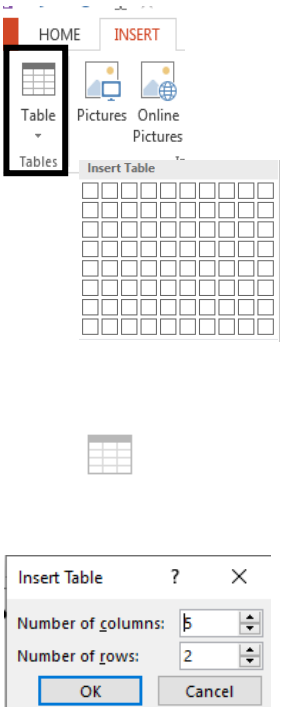
Practice Exercise: Add a Table to a Slide

From the Insert Tab (option 1):

- Add a new **Blank layout** slide to your presentation.
- Go to **Insert** tab > **Tables** group > **Tables** command
- In the Insert Table menu, **hover** the mouse over the number of rows and columns desired and **click** again to insert the table on the slide.
- Table is now inserted and text/numbers can be added.

From Table Content Icon (option 2):

- Add a new **Title & Content layout** slide to your presentation.
- Click on the **Table** content icon (top left corner).
- In the **Insert Table** dialog box, enter numbers in the **Number of columns** and **Number of rows** boxes.
- Table is now inserted and text/numbers can be added.

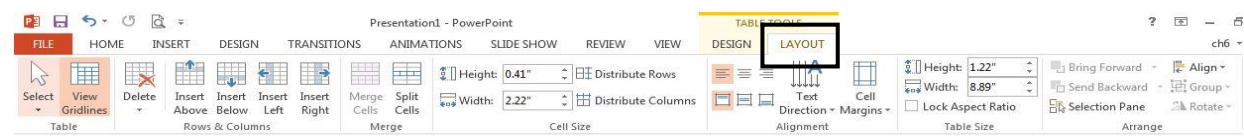


When the table is selected, two contextual **Table Tools** tabs appear: **Design & Layout**.

The **Table Tools Design** tab has options for changing the design or look of the table along with adjusting the width and color of lines and borders.



The **Table Tools Layout** tab has options for formatting the table. You can add/delete rows or columns; adjust the heights/width of rows or columns; change direction of text, etc.

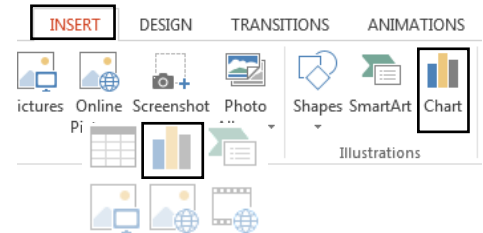


Adding Charts

There are two ways to add a chart to a slide:

Option 1: Go to **Insert** tab > **Illustrations** group > **Chart** command

Option 2: Click on the **Chart content icon** (middle top row).



Practice Exercise: Add a Chart to a Slide

For this exercise, choose an existing slide or add a new slide to your presentation.

1. Use either Option 1 (**Insert tab**) or Option 2 (**Chart content icon**) to add a **Chart** to your slide.
2. In the **Insert Chart** dialog window, **click** select a **chart type** in the left pane.
3. **Select** the desired graph design.
4. Click **OK**.

To edit the chart, make changes to the **spreadsheet** that opens. As new information is entered, the chart changes to reflect it.

5. When finished, close the **Excel Window**.

Delete any unnecessary rows or columns by clicking on them in the spreadsheet and pressing **Delete** on the keyboard.

| | Series 1 | Series 2 | Series 3 |
|------------|----------|----------|----------|
| Category 1 | 4.3 | 2.4 | 2 |
| Category 2 | 2.5 | 4.4 | 2 |
| Category 3 | 3.5 | 1.8 | 3 |
| Category 4 | 4.5 | 2.8 | 5 |

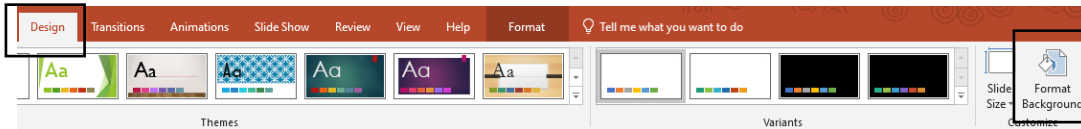
To use information from an already existing Excel spreadsheet, **copy** and **paste** the data from the Excel sheet into the PowerPoint spreadsheet.

Backgrounds

Changing the slide background allows you to customize the colors or image used in your presentation. Options include **Solid Fill**, **Gradient Fill**, **Picture** or **Textual Fill**.

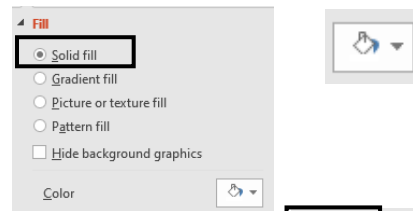
To change a slide's background:

1. Select a slide.
2. Click on the **Design** tab
3. Select the **Format Background** command.



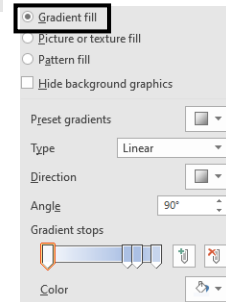
For Solid Fill

1. Select the **Solid fill** bullet.
2. In the Color section, click the **Fill Color** paint bucket.
3. Select a color.



For Gradient Fill

1. Select the **Gradient fill** bullet.
2. Click the **Preset colors** down arrow and choose a preset color.
3. Change the gradient's type, direction, angle, color, position, transparency, and brightness.

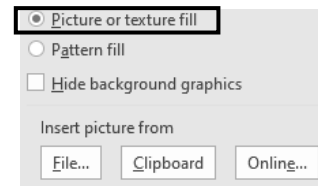


Now that slide will have a new color/look. If you want to make this change to all slides, click **Apply to All** button. Depending on background color, you may need to change the font color.

Practice Exercise: Use a Picture as a Background

For this exercise, you can either use an existing slide or add a **Blank** slide to your presentation.

1. Select the **Picture or textual fill** bullet.
2. In the **Insert picture from** section, click the **File** button.
3. From the Insert Picture dialog box, select the image you want to use from the Picture Library or your flash drive.
4. Click **Insert** to add it to the slide.



Depending on the slide's layout, you might need to **delete** or **move** existing **placeholder textboxes**. You may also have to change the font color.

To close the **Format Background** task pane, click the **X** in the top right corner.

Animations

Text, images, and more can be revealed after the slide appears with animations.

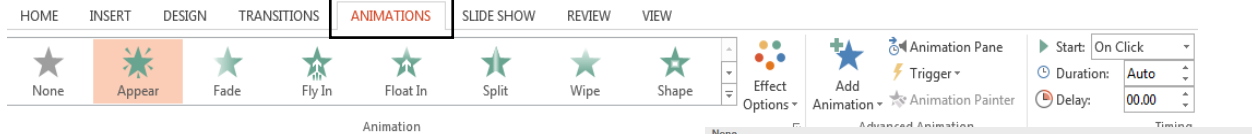
There **four** types of animations:

- **Entrance** – controls how the object enters the slide
- **Emphasis** – gives object on the slide a special effect
- **Exit** – controls how the object exits the slide
- **Motion Paths** – similar to “emphasis,” but moves the object within the slide along a prescribed path

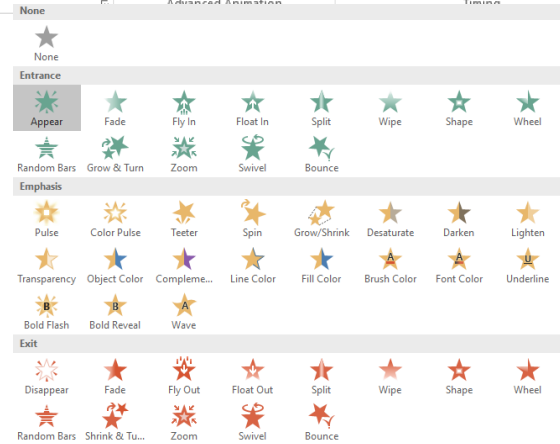
For today's class, we will focus on applying **Entrance** and **Emphasis** animations to objects.

To add animations:

1. Click the **Animations** tab.



2. Select the **object/text/graphic** to be animated.
3. Click the **Animation Gallery > More** arrow, which displays a drop-down gallery of options. **In the gallery:** **Entrance** effects icons are green, **Emphasis** effects icons are yellow, **Exit** effects icons are red.
4. Choose an **Entrance** animation, such as **Appear**.
5. Click on **Effect Options** to arrange the order in which the multiple objects will appear on the slide.

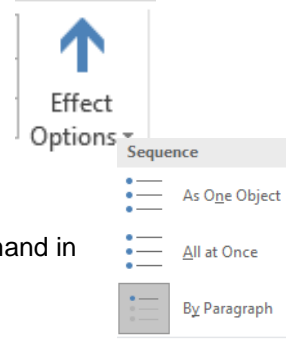


To delete an animation, select the small number next to the object and press the Delete key on your keyboard.



Practice Exercise: Add Animation to a Paragraph

1. Choose an existing slide with text.
2. Go to the **Animations** tab and then select the **textbox** to be animated.
3. Click **Animation Gallery > More** arrow.
4. Choose a desired animation, such as **Appear** under **Entrance**.
5. To reveal bullet points one-by-one, click on the **Effect Options** command in the **Animation** group. From the menu, choose **By Paragraph**.

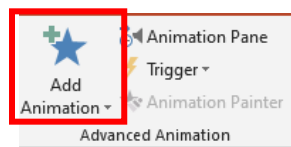


The bullet points will now appear one-by-one, triggered by a mouse click.

Practice Exercise: Add Multiple Animations to an Object

For this exercise, choose a slide with a SmartArt graphic.

1. Add an **Entrance** animation using the steps above.
2. Select the SmartArt graphic.
3. Go to **Animations** tab > **Advanced Animation** group > **Add Animation** command.



4. Select an **Emphasis** effect, such as **Pulse**.
5. Preview the animations.



Reordering Animations

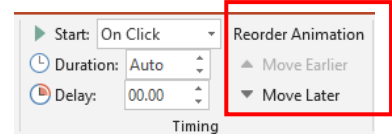
Sometimes, we animate objects/text in the wrong order. The order of animations is indicated by small numbers next to each animation object. The currently selected object's number is shaded in **orange**.

To reorder animations:

1. Go to the **Animations** tab.
2. Select the **object** to be reordered by clicking on the **animation number**.
3. Go to the **Timing** group > **Reorder Animation** command.
4. Click on **Move Earlier** or **Move Later** to reorder the animations.

Preview the animations, if necessary, to make sure the animations are in the right order.

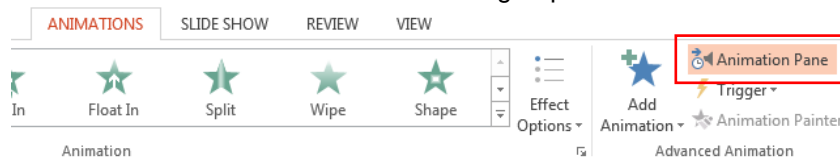
- 1 Makes bullet points less boring
- 2 • Step 1
- 3 • Step 2
- 4 • Step 3



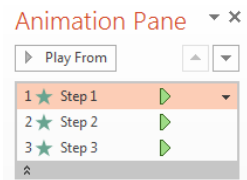
Animation Pane

The **Animation Pane** displays the list of animations currently applied to the slide and allows users to apply additional effects and settings to the animations.

1. Go to **Animations** tab > **Advanced Animation** group > **Animation Pane** command.



2. The **Animation Pane** opens on the right side of the PowerPoint window.



Animation Order

The animation order and start can be changed within the **Animation Pane** as well.

There are two ways to change the animation order and start from the Animation Pane.

1. **Click and drag** the animations into the right order OR
2. Select on an animation and use the **up and down arrows** at the top of the pane to reorder the animations.

Use animations to reveal your points one-by-one. This keeps your audience engaged and stops them from reading ahead.

Animation

- 1 Makes bullet points less boring
- 2 • Step 1
- 3 • Step 2
- 4 • Step 3