

PowerPoint Pointers 2016

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Updated: May 2017

What's New in PowerPoint 2016?

What's New	Description of Feature
Activity Pane	The new Activity pane lets you see the complete list of changes made so far in your presentation, and gives you access to the earlier versions. Click the Activity icon on the Ribbon to display the Activity pane.
Charts	There are 6 new chart types available in PowerPoint 2016: Box and Whisker, Treemap, Sunburst, Histogram, Pareto (within Histogram options), and Waterfall.
Collaboration	When you share your presentation with others using OneDrive or SharePoint (Office 365), you can work together in real time.
Ink Annotation	If you're working on a touch-enabled device, you'll now see a Draw tab on the Ribbon in Word, from where you can select inking styles and create ink annotations directly in your presentations.
Ink Equations	Select Insert > Equation > Ink Equation from the menu to quickly insert complex math equations into your slides.
Insights	Right-click a selected word or group of words, and choose Smart Lookup to launch the Insights pane which displays definitions, Wiki articles, and related searches from the Web.
PowerPoint Designer	When you add an image, the Designer pane will display a variety of suggested visual treatments you can choose to apply.
Quick Shapes Formatting	This feature increases the number of default shape styles by introducing new "preset" styles with theme colors to quickly get the look you want.
Resolution	When exporting a presentation as a video, you can choose to create files with resolutions as high as 1920 x 1080,
Screen Recording	Include screen recordings in your PowerPoint presentations by choosing Insert > Screen recording from the menu. Then, select the portion of your screen to record, capture what you need, and insert it directly into your presentation.
Sharing	The Share tab on the ribbon allows you to share your presentation with others on SharePoint, OneDrive, or OneDrive for Business.
Tell Me	Enter words and phrases related to what you want to do in the Tell Me box and quickly jump to features you want to use or actions you want to perform.
Themes	The highest-contrast Office theme is available to Office 365 subscribers. To change your Office theme, go to File > Account, and then click the drop down menu next to Office Theme. The theme you choose will be applied across all your Office apps.
Text Highlighter	PowerPoint now has a Text Highlighter which you can use to emphasize certain portions of the text in your presentations.
Transitions	Brand new transition that allows you to create smooth animations, transitions, and object movements across slides in your presentation, as long as they have at least one object in common.
Version History	For files stored on OneDrive for Business or SharePoint, choose File > History to view a complete list of changes that have been made to the presentation, as well as access earlier versions.



Lesson 2 - Animation Techniques

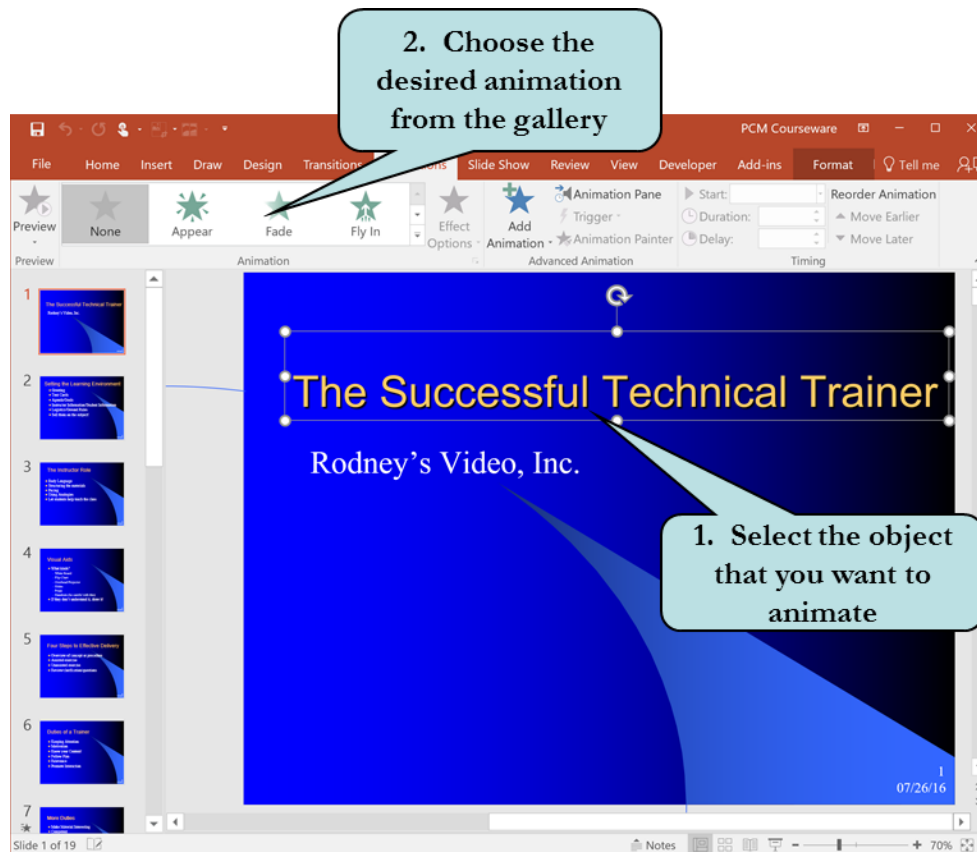
Lesson Topics:

- 2.1 Applying Animation Effects
- 2.2 Adding Slide Transitions
- 2.3 Using Transition Triggers

2.1 Applying Animation Effects

In this lesson, you will learn how to apply Animation Schemes to your slides.

An exciting visual effect that you can add to your slides is **Animation**, which allows you to control how your information appears on the slide during a slide show. For instance, you can have your words fly onto the screen one at a time or slowly fade in. With animation, you can control how and when you want an item to appear on your screen. This is especially helpful if you want to deliver the information on a slide a little at a time. Using animation in your presentations can help you focus on important points and manage the flow of information – as well as add exciting effects to your slide show.



You apply animation from the Animation gallery on the Animation tab on the Ribbon or by clicking the **Add Animation button** and then choosing the desired animation from the gallery.

PowerPoint contains several preset visual effects that will help you get started with animation, including:

- **Entrance** – controls the appearance of an object as it enters the slide.
- **Emphasis** – applies animation to an object already on a slide.
- **Exit** - controls the appearance of an object as it exits the slide.
- **Motion Paths** – allows you to customize the direction or path that an object follows.

While the Animation Gallery displays a nice selection of animation effects, there are too many to display in one gallery. To view all of the effects for a specific category, select the type of animation from the More link on the bottom of the gallery. This will display all available animation effects for that category.

You can apply an animation scheme to a single object or to a group of selected objects.

To Apply an Animation Scheme

1. Select the object or text placeholder to which you want to apply animation.
 2. Click the **Animations tab** on the Ribbon.
 3. Choose the **Animation Effect** you want from the gallery on the Animation group of the Ribbon.
- Or**
- Click the **Add Animation** button on the Advanced Animation group on the Ribbon and click the Animation Scheme you want to apply.

Let's Try It!

<u>What</u>	<u>Why</u>
1. If necessary, open the Microsoft PowerPoint application.	Launches Microsoft PowerPoint and displays the blank new slide.
2. Click the File tab and then click Open .	Displays the Open dialog box.
3. Click the Browse button in the center pane.	Displays the Open window.
4. Click Desktop on the left side of your screen.	Displays the Desktop folder.
5. Double-click the Lesson Files folder.	Opens the Lesson Files folder and displays the files in that folder.
6. Click on the Lesson2a file	Selects the Lesson2a file.
7. Click the Open button.	Opens the Lesson2a presentation file.
8. In the Slides Pane select Slide 1 .	Ensures that the first slide is the active slide.
9. Click the Animations tab on the Ribbon.	Displays the Animations Ribbon.

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10. On Slide 1, click the **Rodney's Video, Inc.** placeholder.

Selects the object to which we want to apply animation.



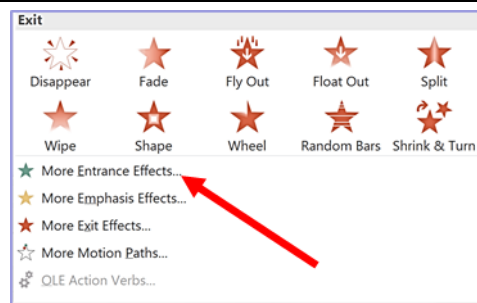
11. Click the **Add Animation** button on the Advanced Animation group on the Ribbon as shown below.

Displays list of Animation effects.



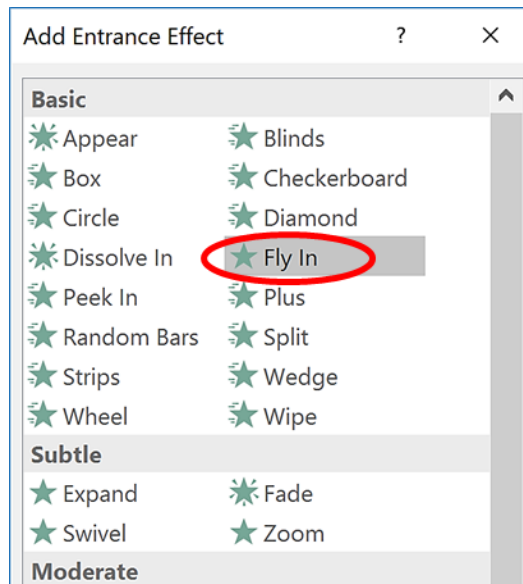
12. Click the **More Entrance Effects** link on the bottom of your screen as shown below.

Displays a gallery of all available Entrance effects.

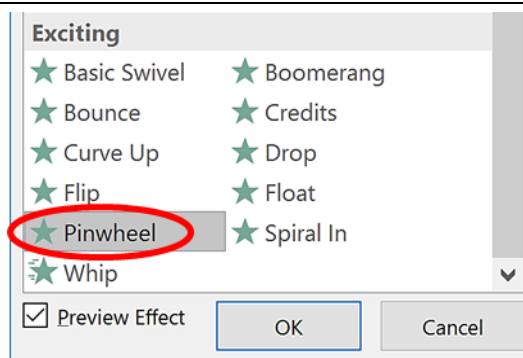


13. Click **Fly In** under the Basic area as shown below.

Displays a preview of the Fly In animation effect.

[What](#)[Why](#)

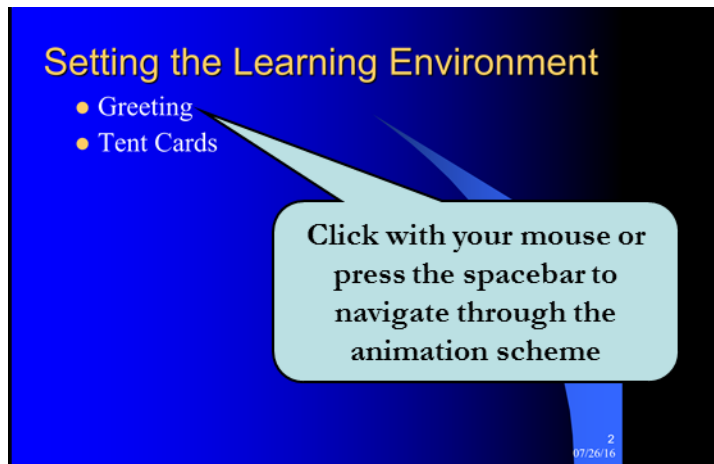
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| 14. Click OK . | Closes the Add Entrance Effect dialog box and applies and applies the effect to the selected placeholder. |
| 15. In the Slides Pane select Slide 2 . | Activates the second slide in the presentation. |
| 16. Click the placeholder that contains the bulleted list. | Selects the placeholder to which we want to apply animation. |
| 17. Click the Add Animation button on the Advanced Animation group on the Ribbon and click the More Entrance Effects link on the bottom of your screen. | Displays a gallery of all available Entrance effects. |
| 18. Scroll down and click the Pinwheel effect under the Exciting area as shown below. | Displays a preview of the Pinwheel animation effect. |



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| 19. Click OK . | Closes the Add Entrance Effect dialog box and applies the effect to the selected placeholder. |
| 20. Select Slide 1 in the Slides pane. | Activates the first slide in the presentation. |
| 21. Press the F5 key. | Enters Slide Show view. |
| 22. Click your left mouse button or press the spacebar. | Moves to the next step in the animation. |

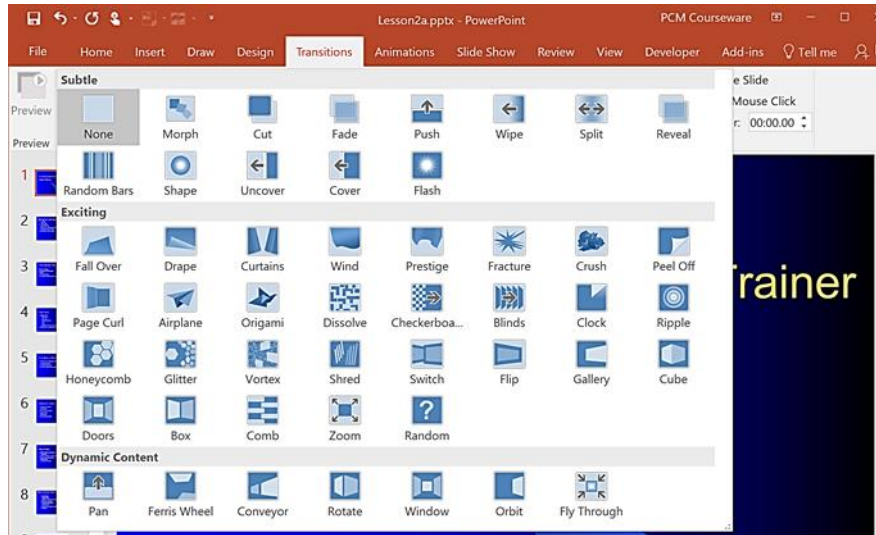


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| 23. Click your left mouse button or press the spacebar again. | Moves to the next slide in the presentation. |
| 24. Click your left mouse button or press the spacebar again 6 more times . | Moves through each step of the animation for slide 2. |
| 25. Press the Esc key. | Returns to normal view. |
| 26. Click the Save button on the Quick Access Toolbar. | Saves the active presentation. |

2.2 Adding Slide Transitions

In this lesson, you will learn how to add Slide Transitions as you advance from one slide to the next.

Slide transitions specify how the display changes when you advance from one slide to the next. For example, you can add an animation effect such as Horizontal Blinds or a Checkerboard pattern. You can also add a preset sound effect to the slide transition or use your own sound file.



To apply transitions to specific slides, select the first slide in the **Slide Pane Window**, hold down the **Ctrl** key, and then select any additional slides. The fastest way to apply transitions to multiple slides is to work in Slide Sorter view. Click the **Apply to All** button on the Ribbon to apply the transition effect to every slide in your presentation.

To Add Slide Transitions

1. Display the slide to which you want to apply **Slide Transitions** or select multiple slides in the Slides Pane window.
2. Click the **Transitions** tab on the Ribbon.
3. Click the **More** button on the **Slide Transition gallery** on the Transition To This Slide group.
4. Point to a slide transition in the gallery to view a live preview.
5. Click on the slide transition thumbnail for the effect that you want.
6. To modify transition options, click the **Effect Options** button on the Ribbon and make your selections.
7. Select the desired transition speed from the **Duration** box on the Timing group of the Ribbon.
8. If desired, select a pre-defined **Sound** from the **Sound** drop-down list on the Timing group of the Ribbon.
9. To add a custom sound file, select **Other Sound** from Sound drop-down list, navigate to the folder that contains the desired sound file, select the file, and then click **Open**.

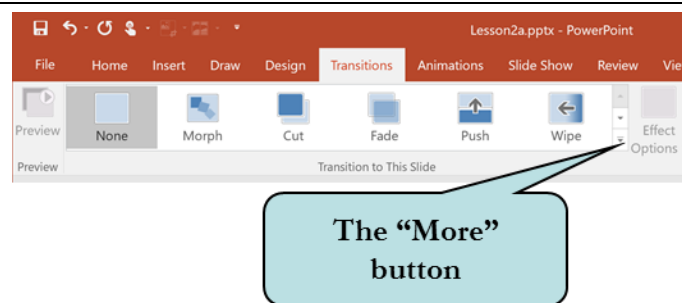
- To apply the Slide Transition effect to all slides in your presentation, click the **Apply to All** button on the Transition To This Slide group.

Let's Try It!

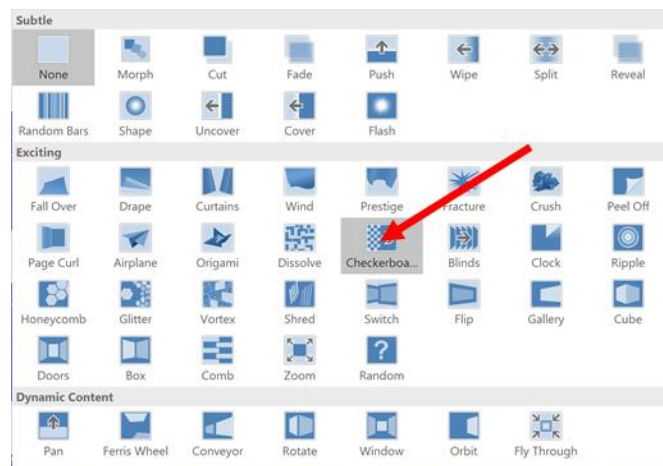
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- Click the **Slide Sorter button** on the bottom right of your screen. Switches to Slide Sorter View.
- Click on **Slide 4**. Selects the slide to which we want to apply a Slide Transition Effect.
- Click the **Transitions tab** on the Ribbon. Displays the Transitions Ribbon.
- Click the **More button** on the Slide Transitions gallery as shown below. Displays all available slide transitions.



- Scroll down and click the **Checkerboard** thumbnail under the **Exciting** category as shown below. Applies the Checkerboard slide transition effect to Slide 4.



LESSON 2 - ANIMATION TECHNIQUES

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6. On the Timing group of the Ribbon, click the downward (or upward, depending on the value in the box) pointing arrow on the **Duration** box until 01.50 appears in the box as shown below.

Increases the duration of the transition to 01.50 seconds.



Click the Upward or Downward pointing arrow until 01.50 appears in the box

7. Click on **Slide 5**.

Selects the next slide to which we want to apply a Slide Transition effect.

8. Press and hold down the **Ctrl Key** and select **Slide 6 and Slide 7**.

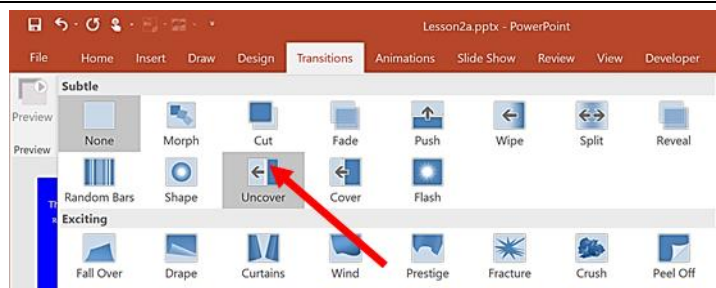
Selects slides 5, 6 and 7. Holding down the Ctrl key as you select slides allows you to select multiple slides.

9. Click the **More button** on the Slide Transitions gallery.

Displays all available slide transitions.

10. Click the **Uncover thumbnail** under the **Subtle** category as shown below.

Applies the Uncover slide transition effect to Slides 5, 6, and 7



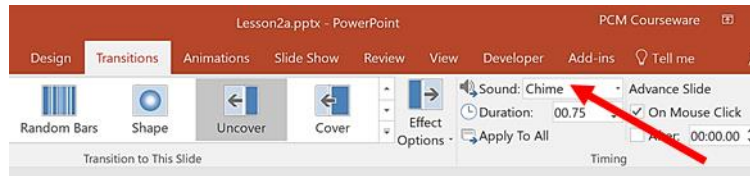
11. Click the **Effect Options** button on the Ribbon and choose **From Left** from the list.

Specifies that the transition effect will begin from the left side of the screen.

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| 12. Click the Sound drop-down list on the Timing group and choose Chime as shown below. | Applies the chime sound effect at the end of each transition. |
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| 13. Click on Slide 4 . | Selects Slide 4. |
| 14. Click the Slide Show tab on the Ribbon. | Displays the Slide Show Ribbon. |
| 15. Click the From Current Slide button on the Start Slide Show group on the Ribbon. | Switches to Slide Show view beginning with Slide 4. Notice the Checkerboard effect as the slide is presented. |
| 16. Press the spacebar twice. | Displays the animation effects we added in the previous lessons. |
| 17. Press the spacebar. | Advances to the next slide. Notice the transition as the slide glides in from the left to the right. |
| 18. Press the Esc key. | Returns to Normal view. |
| 19. Click the Save button on the Quick Access Toolbar. | Saves the active presentation. |

2.3 Using Transition Triggers

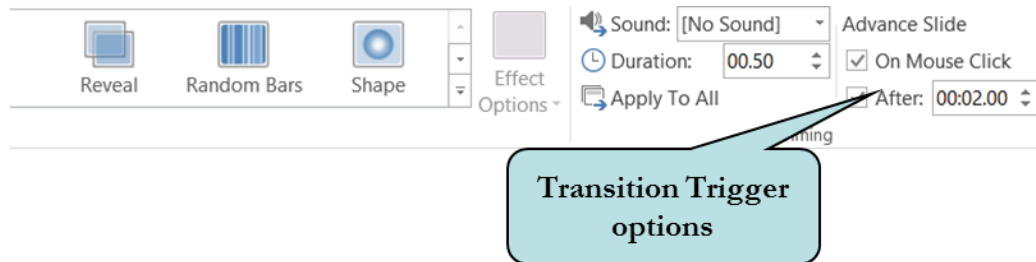
In this lesson, you will learn how to set up a trigger for slide transitions.

Slide transition triggers allow you to specify when you want to advance to the next slide and provide you more control over your presentation. There are three basic triggers you can use:

- Advance to the next slide only when you click the mouse
- Advance to the next slide after a specific time interval

LESSON 2 - ANIMATION TECHNIQUES

- Advance to the next slide after you click the mouse or after a specified time interval, whichever occurs first.



To Add Slide Transition Triggers

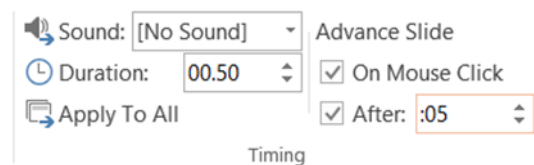
1. Display the slide to which you want to apply **Slide Transitions** or select multiple slides in the Slides Pane window.
2. Click the **Transitions** tab on the Ribbon.
3. On the Ribbon, click the checkbox next to **On Mouse Click** to advance only when you click the mouse.
4. Click the check-box next to **After** and using the arrows, select the number of seconds to wait before advancing to the next slide.
5. To apply the transition trigger to all slides, click the **Apply to All** button.

Let's Try It!

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| 1. In the Slides Sorter View pane, select Slide 8 . | Makes slide 8 the active slide. |
| 2. Click the Transitions tab on the Ribbon. | Displays the Animations Ribbon. |
| 3. On the Timing group on the Ribbon, click in the check-box next to After to check it. | Sets the transition trigger to advance to the next slide after a specified time interval. |
| 4. Click in the time interval box, type in: :05 as shown below. Press Enter . | Sets the slide to advance after five seconds. |



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| 5. Click the Save icon on the Quick Access toolbar. | Saves the active presentation. |
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6. Click the **Slide Show tab** on the Ribbon.

Displays the Slide Show Ribbon.

7. Click the **From Current Slide** button on the Start Slide Show group on the Ribbon and wait 5 seconds.

Switches to Slide Show view for Slide 8. Notice that after 5 seconds, the slide automatically advances to Slide 9.

8. Press the **Esc** key.

Switches back to Normal View.

9. Click the **File tab** and then click **Close**. **Save** your changes.

Closes the presentation file.



Lesson 3 - Working with Data from Other Sources

Lesson Topics:

- 3.1 Adding Audio to Slides
- 3.2 Adding Video to Slides
- 3.3 Trimming Video
- 3.4 Formatting Video
- 3.5 Embedding a YouTube Video

3.1 Adding Audio to Slides

In this lesson, you will learn how to insert a sound file into your presentation.

An exciting way to jazz up a presentation is by adding **Sound** files to your slides. You can add music, voice recordings and sound effects to your presentation from files stored on your computer or from a network drive or record your own audio. If you wish to insert a sound file that is stored on your computer's hard drive or network drive, use the **Audio on my PC** command from the Sound button menu.

To record your own audio, click **Record Audio** from the Sound button menu. Provide a name for your audio and then click the red **record** button. When finished, click the center button and click OK. The sound file is inserted into the active slide.

When inserting or recording a sound file, a small icon appears on your slide. You have the option of automatically playing the sound when the slide is launched or clicking on the icon to play the sound during Slide Show View. If you set up your slide to automatically play, click the **Hide During Show checkbox** on the Sound Options group of the contextual Sound Options Ribbon so that the sound icon is not visible during your slide show.



To Add a Sound File to a Slide from a File:

1. Activate the slide into which you wish to insert the sound file.
2. Click the **Insert tab** on the Ribbon.
3. Click the arrow on the **Audio button**.
4. Click **Audio on my PC** from the button menu.
5. Navigate to the folder where your sound file is stored.

LESSON 3 - DATA FROM OTHER SOURCES

6. Highlight the sound file that you wish to insert and then click **OK**.
7. Set additional sound options from the contextual **Playback** tab under Audio Tools.

To Record a Sound File:

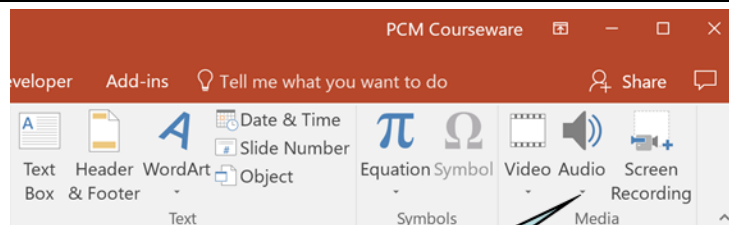
1. Activate the slide into which you wish to insert the sound file.
2. Click the **Insert tab** on the Ribbon.
3. Click the arrow on the **Audio button**.
4. Click **Record Audio** from the button menu.
5. Type the name for your sound file in the Name box.
6. When you're ready to record, click the **record** button (the red dot).
7. When finished, click the **stop recording** icon (the center icon).
8. Click **OK**.

Let's Try It!

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| 1. Open Lesson3a from the Lesson Files folder. | Opens the Lesson 3a PowerPoint file. |
| 2. Click the Insert tab on the Ribbon. | Displays the Insert Ribbon. |
| 3. Click the Audio button arrow on the Media group on the Insert Ribbon as shown below. | Displays the Audio button menu. |

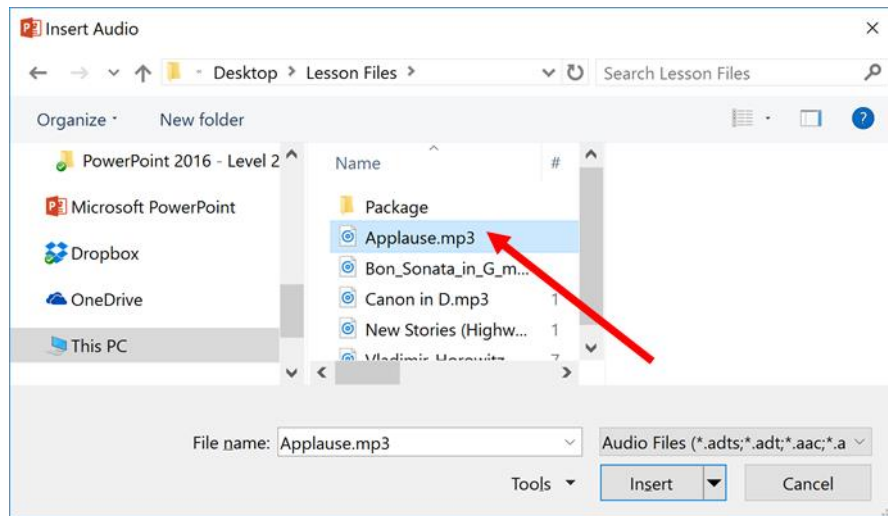


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| 4. Click Audio on my PC . | Displays the Insert Audio window. |
| 5. Click Desktop in the left pane. | Displays the contents of the Desktop folder. |
| 6. Double-click Lesson Files in the right pane. | Displays the contents of the Lesson Files folder. |

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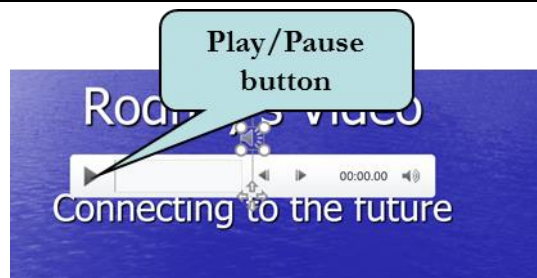
7. Click on the file named **Applause** as shown below and then click **Insert**.

Inserts the Applause sound file into our slide.



8. Click the **Play/Pause arrow** as shown below.

Plays the audio clip.

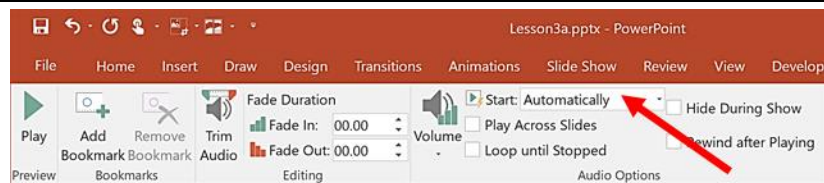


9. With the sound icon selected, click the contextual **Playback tab** on the Ribbon under Audio Tools.

Displays audio playback options.

10. Click the **Start** box arrow on the Audio Options group and choose **Automatically** from the list as shown below.

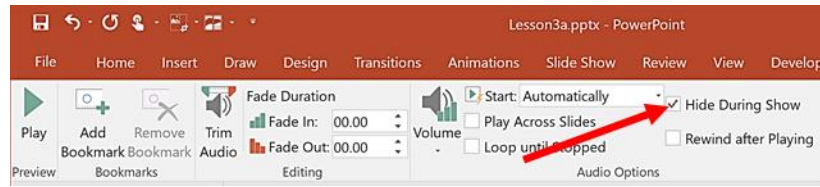
Sound will automatically play when slide is displayed in Slide Show view.



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| <p>11. Click the checkbox next to Hide During Show on the Audio Options group of the Ribbon to select it as shown below.</p> | <p>Icon will not be displayed on the slide when in Slide Show View.</p> |
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| <p>12. Click the Loop until Stopped checkbox to select it.</p> | <p>The audio file will loop back to the beginning of the clip and continue to play until we move to the next slide.</p> |
| <p>13. Click the Volume button and then choose Medium from the list.</p> | <p>Sets the volume to Medium.</p> |
| <p>14. From the Slides Pane, click on Slide 2.</p> | <p>Makes Slide 2 the active slide.</p> |
| <p>15. Click the Insert tab on the Ribbon.</p> | <p>Displays the Insert Ribbon.</p> |
| <p>16. Click the Audio button arrow and click Audio on my PC.</p> | <p>This time you will choose a sound file that exists on your hard drive.</p> |
| <p>17. Navigate to the Lesson Files folder if necessary.</p> | <p>Switches to the folder where the sound file that we want to insert is located.</p> |
| <p>18. Highlight the sound file New Stories and then click Insert.</p> | <p>Selects the file to be added to our slide.</p> |
| <p>19. Drag sound icon to the top of right side of the screen as shown below.</p> | <p>Repositions the sound icon.</p> |

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| 20. Press the F5 key. | Switches to Slide Show mode. Notice the sound file automatically plays during the first slide. |
| 21. Press the spacebar . | Moves to the next slide. |
| 22. Move your mouse over the sound icon and then click the Play/Pause button when it appears. | Plays the sound file. You could also click directly on the sound icon to play the sound file. |
| 23. Press the Esc key. | Exits slide show mode. |
| 24. Click the Save button on the Quick Access toolbar. | Saves the active presentation. |

3.2 Adding Video to Slides

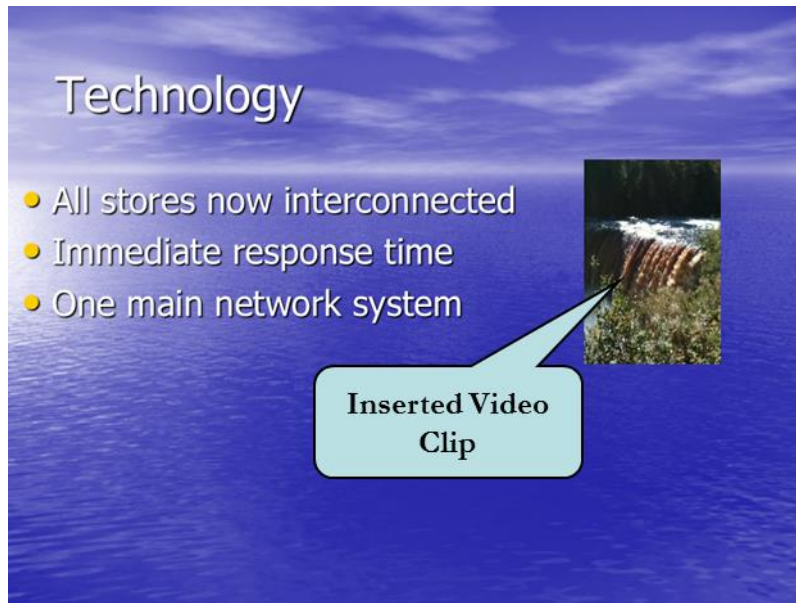
In this lesson, you will learn how to insert a movie file into your presentation.

Adding video clips to your slides is accomplished the same way as adding sound files. Video clips can be either animated .GIF's or digital videos created with digital equipment. PowerPoint supports several types of video formats:

- Quicktime
- AVI
- ASF
- MPEG
- WMV
- Animated Gifs

- MP4
- YouTube Movies

With the exception of Animated Gif files, you can edit the movie object to rewind when finished and to continue looping. After inserting a video file, you can then change the size and location of the file just as you would when working with a placeholder object.



When first displaying a slide with an embedded video in Slide Show mode, the video placeholder may show only a black screen. To display a specific scene from a video (when the video is not running), drag the playback button to the desired location, click the Poster Frame button under the contextual Format tab and then choose Current Frame.

To Add a Video Clip to a Slide:

1. Activate the slide into which you wish to insert the video file.
2. Click the **Insert tab** on the Ribbon.
3. Click the arrow on the **Video button**.
4. To Insert an Online Video from YouTube:
 - a. Click **Online Video** from the Video button menu.
 - b. Click in the **Search YouTube** box.
 - c. Type a keyword for which you want to search.
 - d. Press **Enter**.
 - e. Click the thumbnail for the video file you want insert.
 - f. Click **Insert**.
 - g. Size and move the object as desired.
5. To Insert a Video Clip from a File:
 - a. Click **Video on my PC** from the Video button menu.
 - b. Navigate to the folder where your video file is stored.
 - c. Highlight the video file that you wish to insert and then click **Insert**.
 - d. Size and move the object as desired.
6. To Insert a Video Clip from a Web Site:
 - a. Click **Online Video** from the Video button menu.
 - b. Enter the **Embed code** in the From a Video Embed Code text box. If embedding code from a YouTube video, right-click the video on the YouTube Web site and click **Copy Embed Code** from the contextual menu to obtain the proper code.

7. Set additional video options from the contextual **Playback tab** or **Format tab** under Video Tools.
8. To set the poster frame for the video (the scene which displays in Slide Show view when the video is not running):
 - a. Select the video for which you want to create a poster frame.
 - b. Drag the playback bar until the desired scene is displayed.
 - c. Click the contextual **Format** tab on the Ribbon.
 - d. Click the **Poster Frame** button on the Adjust group of the Ribbon.
 - e. Select **Current Frame**.

Let's Try It!

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| 1. Click on Slide 3 in the Slides Pane. | Ensures that Slide 3 is the active slide. |
| 2. Click the Insert tab on the Ribbon. | Displays the Insert Ribbon. |
| 3. Click the arrow on the Video button and click Video on my PC from the menu. | This time you will choose a video file that exists on your hard drive. |
| 4. Navigate to the Lesson Files folder if necessary. | Switches to the folder where the video file that we want to insert is located. |
| 5. Highlight the video file named Falls and then click Insert . | Selects the video file to be added to our slide. |
| 6. Click the contextual Playback tab on the Ribbon under Video Tools. | Displays video playback options. |
| 7. Click the Loop until stopped checkbox on the Video Options group as shown. | Sets the movie to continuously play. |



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| 8. Click the Playback Bar and drag to the right, to about 6 seconds as shown below. | Displays the scene that we want to display when the video is not playing. |
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| 9. Click the contextual Format tab on the Ribbon. | Displays formatting options. |
| 10. Click the Poster Frame button on the Adjust group on the Ribbon and choose Current Frame . | Sets the current frame as the poster frame. If you want, you can also use an image from a file as the poster frame. |
| 11. Press the F5 key. | Switches to Slide Show mode. |
| 12. Press the spacebar . | Moves to the Slide 2. |
| 13. Press the spacebar . | Moves to Slide 3. Notice that poster frame is set to the scene at the 6 second mark. |
| 14. Move your cursor over the video and then click the Play button. | Video begins playing from the beginning and continuously loops. |
| 15. Press the Esc key twice. | Exits Slide Show mode. |

3.3 Trimming Video

In this lesson, you will learn how to crop portions of your video.

If the video clip is too long or there are portions that you do not want included, you can now clip out the unwanted portions from the beginning or end of a video directly from within PowerPoint. With the video selected, click the **Trim Video** button on the Playback Ribbon and then drag the green and red sliders to the location where you want your video to begin and end, respectively.



Sometimes after you crop a video, the beginning or ending may appear rather abrupt. If this is the case, you may wish to add a Fade in or Fade Out to the beginning and end of the video. To add a fade duration, type in the desired values in the Fade In and Fade Out boxes on the Editing group of the Playback Ribbon.

To Trim a Video:

1. Select the video that you want to trim.
2. Click the contextual **Playback** tab on the Ribbon.
3. Click the **Trim Video** button on the Editing Group of the Ribbon.
4. Drag the **green slider** to the spot where you want the video to begin.
5. Drag the **red slider** to the spot where you want the video to end.

Or

If you know the beginning and ending time limits where you want to trim your video, you can type in the values manually in the **Start Time** and **End Time** boxes.

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6. To move through the video frame by frame (to display the exact portion of the video you want), click the left pointing or right-pointing arrow. This advances the video one frame at a time.
7. When finished, click **OK**.

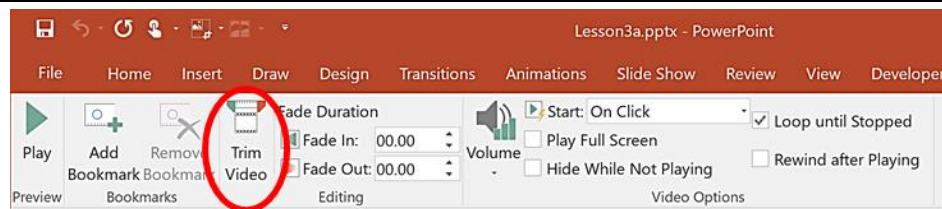
Tip: You can also trim your audio files using this same method.

Let's Try It!

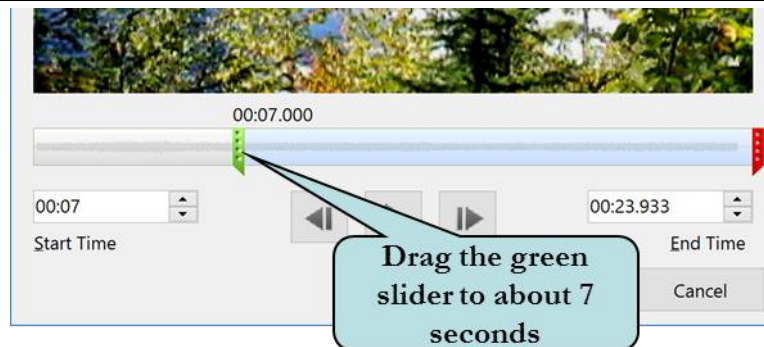
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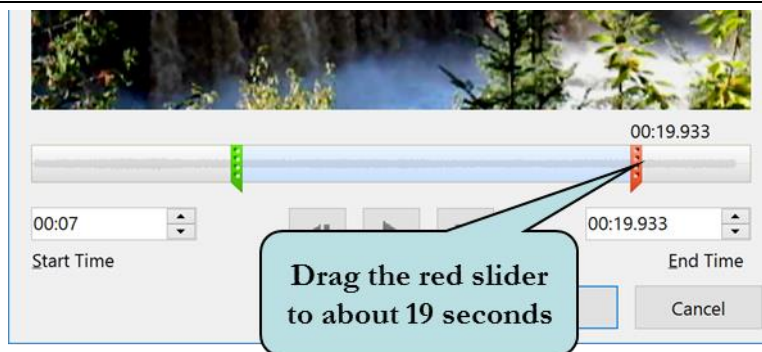
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| 1. Click on video on Slide 3. | Selects the video we want to trim. |
| 2. Click the contextual Playback tab on the Ribbon. | Displays playback options. |
| 3. Click the Trim Video button on the Editing Ribbon as shown below. | Displays the Trim Video dialog box. |



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| 4. Drag the green slider to the right, to about 7 seconds as shown below. | Sets the beginning point of the video to 7 seconds. |
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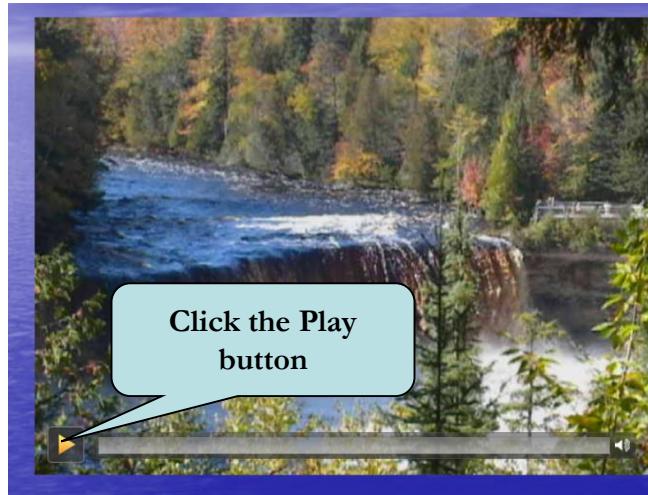
- | | |
|---|---|
| 5. Drag the red slider to the left, to about 19 seconds as shown below. | Sets the ending point of the video to about 19 seconds. |
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6. Click **OK**.
Trims the video and closes the Trim Video dialog box.
 7. Click in the **Fade In** box and type: **2** as shown below. Press **Enter**.
Enters a fade in duration of 2 seconds.
-
-
8. Click in the **Fade Out** box and type: **2.0**. Press Enter.
Enters a fade out duration of 2 seconds.
 9. Uncheck the **Loop until stopped** check box on the Video Options group.
Removes the Loop until stopped setting.
 10. Press the **Shift + F5** keystroke combination.
Displays the current slide in Slide Show view.
 11. Mouse your cursor over the video and then press the **Play** button as shown below.
Plays the video.

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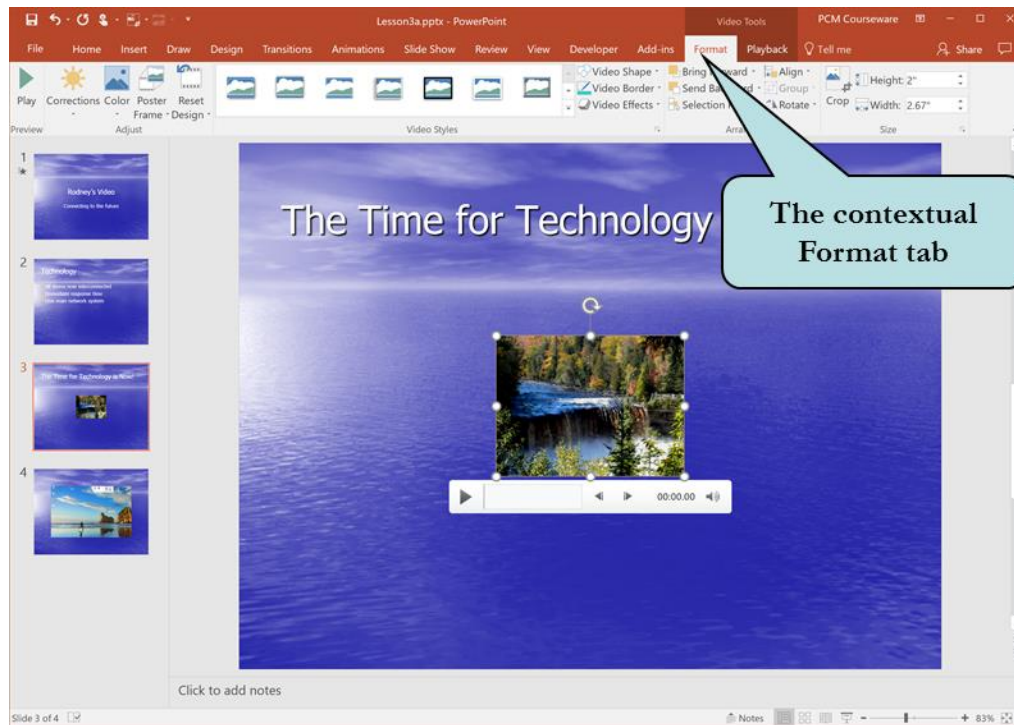
12. Press the **Esc** key twice.

Exits Slide Show mode.

3.4 Formatting Video

In this lesson, you will learn how to apply formatting effects to your video.

From the contextual Format tab, you can modify the formatting of your video, just as with other objects in PowerPoint. For instance, you can adjust the brightness and contrast using the **Corrections** tool, recolor the video to give it a stylized effect, apply a pre-formatted video style, change the shape of the video, modify the width and height of the video, add a border around the video or add a video effect such as a shadow, bevel or glow.



You can also apply several formatting options at once from the Format Video dialog box. Right-click the video and then choose **Format Video** from the contextual menu.

To Format a Video:

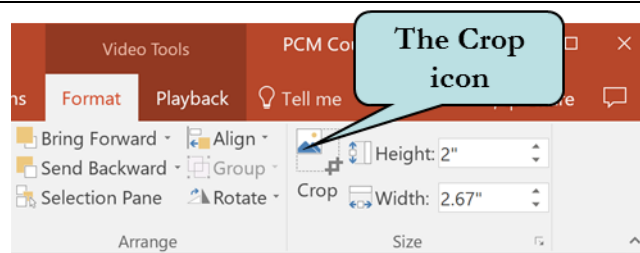
1. Select the video that you want to trim.
2. Click the contextual **Format** tab on the Ribbon.
3. To modify the Brightness or Contrast, click the **Corrections** button and click on the desired thumbnail from the gallery.
4. To apply a pre-designed style, click the desired thumbnail from the gallery on the Video Styles group of the Ribbon. Click the **More** button to display additional styles.
5. To change the shape of the video, click the **Video Shape** button and then choose the desired shape from the gallery.
6. To apply a border to the video, click the **Video Border** button and then choose the desired color, weight and line type for the border.
7. To apply an effect such as Shadow, Reflection, Glow, Bevel, Soft Edges, or 3-D Rotation, click the **Video Effects** button, move your mouse pointer over the desired category and then choose the effect you want to apply.
8. To rotate your video, click the **Rotate** button and then make your selection from the list. To specify a custom rotation, choose **More Rotation Options** and then make your selections from the dialog box.
9. To change the height and width of a video, enter in the desired dimensions in the **Height** and **Width** boxes on the Ribbon.
10. To display the Format Video dialog box from where you can change numerous formatting settings, right-click the video and then choose **Format Video** from the menu.

Let's Try It!

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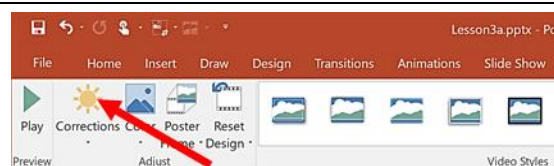
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| 1. If necessary, click on video on Slide 3. | Selects the video we want to format. |
| 2. Click the contextual Format tab on the Ribbon. | Displays format options. |
| 3. Click the Crop button on the Size group of the Ribbon as shown below. | Activates the Crop tool. We want to remove about a 1/4-inch portion from the left side of the video (the thin black area on the left). |



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| 4. Click the crop handle on the left center portion of the video and drag about 1/4-inch to the right as shown below. Press the Esc key. | Crops about 1/4-inch from the left side of the video. |
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| 5. Click the Corrections button on the Adjust group of the Ribbon as shown below. | Displays the Brightness and Contrast gallery. |
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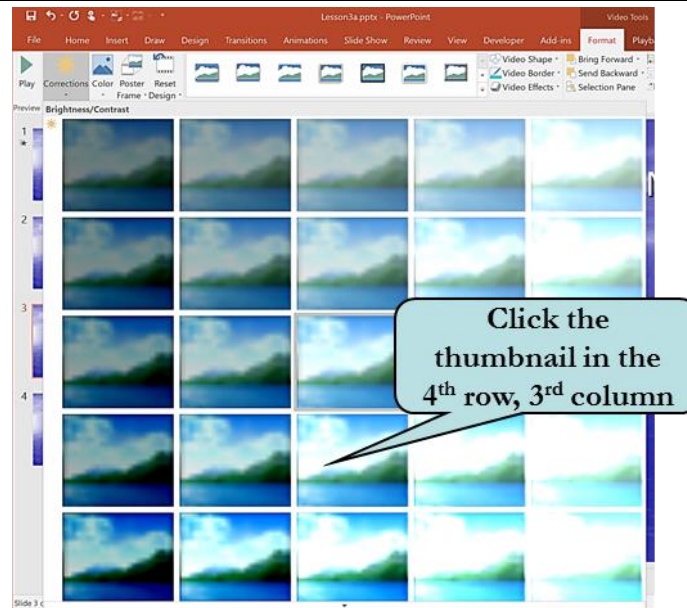


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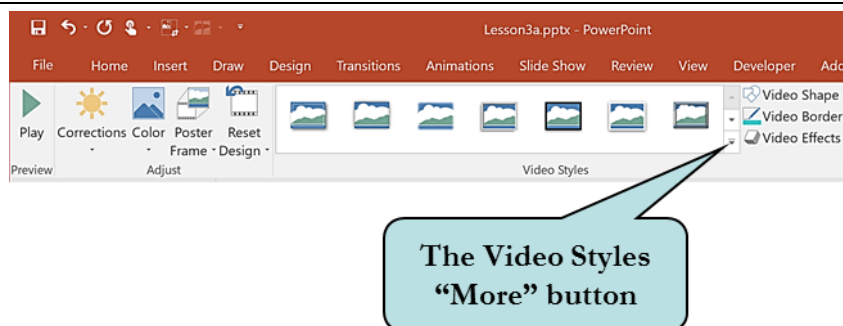
6. Click the thumbnail in the 4th row, third column as shown below.

Increases the contrast 20%.



7. Click the **More** button on the Video Styles gallery as shown below.

Displays the entire video styles gallery.



8. Click the 3rd thumbnail in the Moderate area – Glow Rounded Rectangle as shown below.

Applies the style to our video clip.

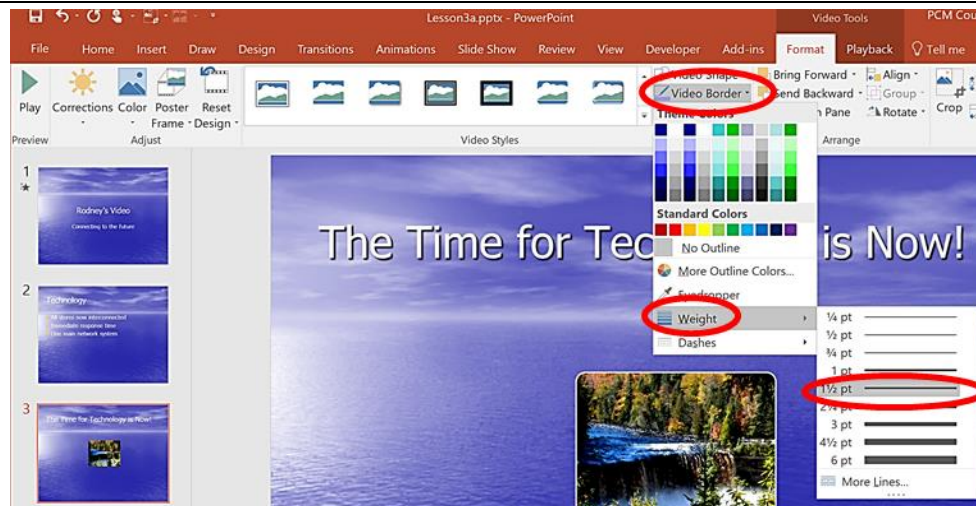
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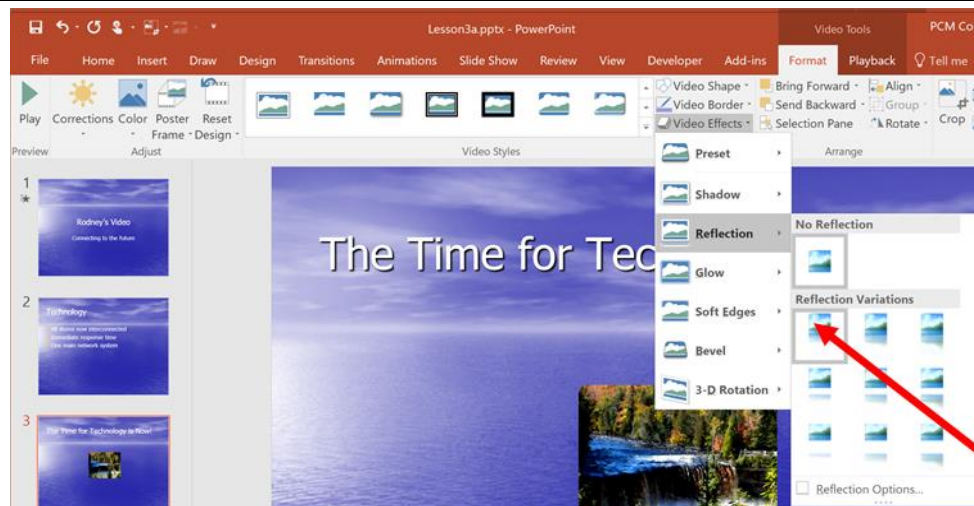
9. Click the **Video Border** button, point to **Weight** and then click **1 ½** as shown below.

Adds a 1 ½ pt. border around the video.



10. Click the **Video Effects** button, point to **Reflection** and then click the 1st thumbnail in the top row, **Tight Reflection, touching** as shown below.

Add a reflection effect to the video.

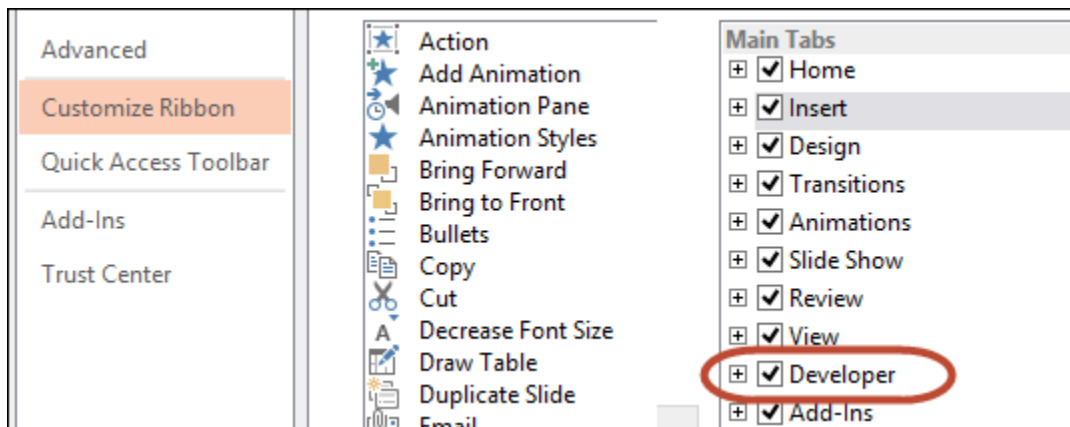
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| 11. Press the Shift + F5 keystroke combination. | Displays the current slide in Slide Show view. |
| 12. Mouse your cursor over the video and then press the Play button. | Plays the video. |
| 13. Press the Esc key twice. | Exits Slide Show mode. |
| 14. Click the File tab on the Ribbon and select Close . Save any changes. | Saves and closes our presentation. |

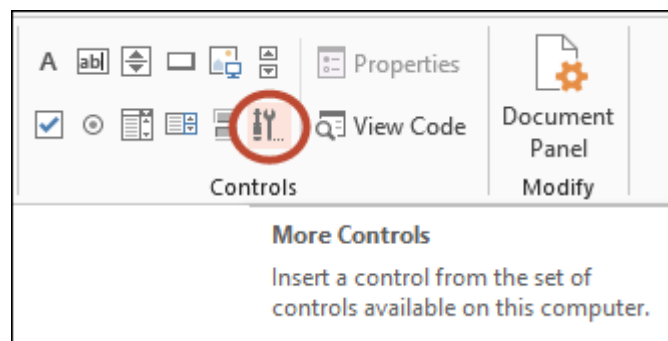
3.5 How to Embed You Tube Video in PowerPoint

1. Modify the Ribbon by adding the Developer Tool
2. Open up a presentation and go to File Options, Customize Ribbon and check Developer Tool
3. Click on Options, and then Customize Ribbon. Place a check next to Developer in the main tabs box, and then return to normal view. You will now have a DEVELOPER tab on the ribbon.

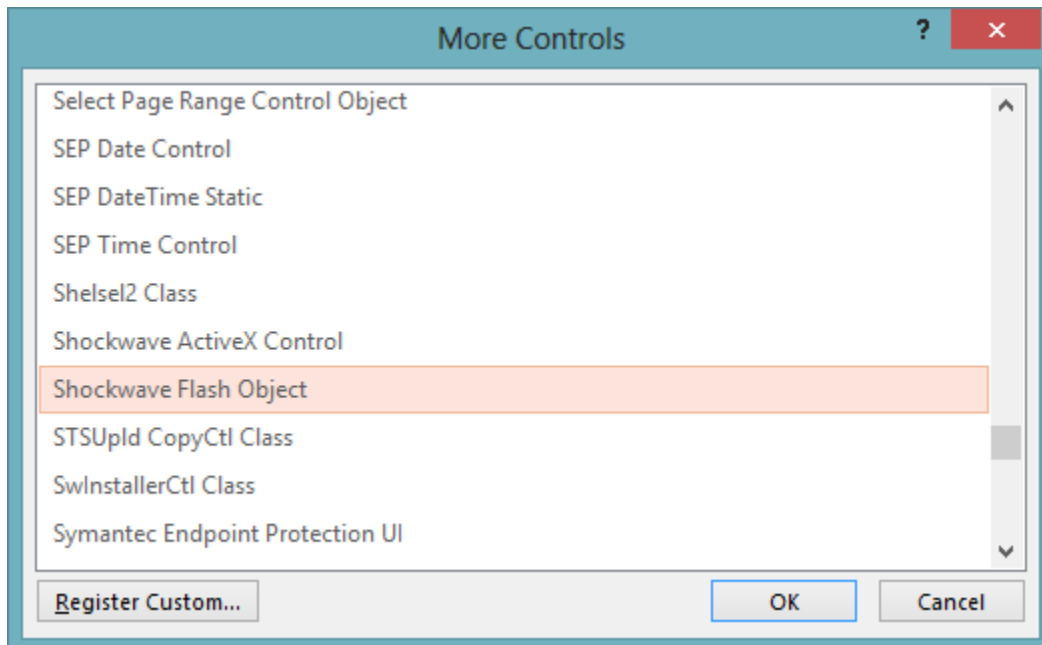
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4. On the Developer tab click the More Controls command in the Controls group.



5. Scroll down the More Controls dialog box and select Shockwave Flash Object, then click OK.



6. Your cursor will turn into a cross-hair. Hold your mouse down and draw a rectangle shape. An example of a good size for the rectangle would be 10" x 5.63 inches.

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7. Copy the URL from the Address Bar
8. Right-Click on the rectangle you have just drawn and select Property Sheet
9. In the resulting Properties dialog, click in the blank field next to Movie, and paste in the URL from the YouTube address bar. It will look something like this:

Menu	True
Movie	http://www.youtube.com/watch?v=3xHURCCswAY
MovieData	

10. Now, here is the trick to getting it to work. Delete from this address the word “watch” followed by the question mark. Leave the “v”. Delete the “=” and replace it with a slash (/) so that the address looks like this:

Menu	True
Movie	http://www.youtube.com/v/3xHURCCswAY
MovieData	

11. Then close the Properties box.

Note: Article and instructions by Academic Technology@Palomar College.

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