



**Set the playback options for an audio clip**

- On the slide, select the audio clip icon .
- Under **Audio Tools**, on the **Playback** tab, in the **Audio Options** group, do one of the following:
  - To start the audio clip automatically when you show the slide, in the **Start** list, click **Automatically**.
  - To manually start the audio clip when you click it on the slide, in the **Start** list, click **On Click**.
  - To play an audio clip as you click, in the **Start** list, click **Play across slides**.
  - To play an audio clip continuously until you stop it, in select the **Loop until Stopped** check box.

**Note** When you loop a sound, it plays continuously until you advance to next slide.

Wednesday, October 24, 2012      Oluka Bruno      2

**Adding Video**

- In **Normal** view, click the slide in which you want to embed a video.
- On the **Insert** tab, in the **Media** group, click the arrow under **Video**, and then click **Video from file**.
- In the **Insert Video** dialog box, locate and click the video that you want to embed, and then click **Insert**.

**or**

- In the **Clip Art** task pane, in the **Search** for box, enter the key word that describes the selection of animated GIFs that you want to preview.
- In the **Search** in box, select the check boxes that apply to the scope of your search.
- In the **Results should be** box, only check the **Movies** check box.
- Click **Go**.

Wednesday, October 24, 2012      Oluka Bruno      3

**Adding Sound**

When you insert an audio clip on a slide, an icon appears that represents the audio file.

While you give your presentation, you can set the audio clip to play **automatically** when the slide displays, to start when you **click** the mouse, or to play across all slides in the presentation.

You can even play media continuously in a loop until you stop it.

- You can add an audio clip from files on your computer, a network, or the **Clip Art** task pane. You can also record your own audio to add to a presentation or use music from a CD.
- You can preview an audio clip and you can hide the audio icon during a slide show.

Wednesday, October 24, 2012      Oluka Bruno      2

**Optimize the media in your presentation for compatibility**

- The **Optimize Compatibility** command in PowerPoint helps you to resolve playback issues when your PowerPoint presentation contains media, such as video or audio files, you can optimize the media files for compatibility. This makes it easy to share your presentation with others or take it with you to another location (perhaps to use a different computer to present it elsewhere) and your slideshow will play correctly.
- When you are ready to share your presentation, with the presentation open in PowerPoint, on the **Office Button** or **File (2010)** tab, click **Info**.
- If the media in your presentation was inserted in a format that could present compatibility issues when played on another computer, the **Optimize Compatibility** option will appear

Wednesday, October 24, 2012      Oluka Bruno      4

**Link to a video file on a web site**

- On the **Slides** tab in **Normal** view, click the slide to which you want to add a video.
- In your browser, go to the web site that contains the video that you want to link to, such as YouTube.
- On the web site, locate the video, and then locate and copy the **Embed** code.
- on the **Insert** tab, in the **Media** group, click the arrow under **Video**.
- Click **Video From Web Site**.
- In the **Video From Web Site** dialog box, paste the embed code, and then click **Insert**.

Wednesday, October 24, 2012      Oluka Bruno      6

#### Video 'Play' options for a video in your presentation

- Play a video automatically or when clicked
- Play a video full screen
- Preview a video
- Set the volume of a video
- Hide a video when not playing
- Loop a video
- Rewind a video after playing
- Show the media controls

Wednesday, October 24, 2012

Olivia Bruno

7

#### Hyperlink to a slide in the same presentation

- In Normal view, select the text or the object that you want to use as a hyperlink.
- On the **Insert** tab, in the **Links** group, click **Hyperlink**.
- Under **Link to**, click **Place in This Document**.
- Do one of the following:
  - Link to a custom

Wednesday, October 24, 2012

Olivia Bruno

8

#### Hyperlink to an E-Mail Address

- In Normal view, select the text or the object that you want to use as a hyperlink.
- On the **Insert** tab, in the **Links** group, click **Hyperlink**.
- Under **Link to**, click **E-mail Address**.
- In the **E-mail address** box, type the e-mail address that you want to link to, or in the **Recently used e-mail addresses** box, click an e-mail address.
- In the **Subject** box, type the subject of the e-mail message.

Wednesday, October 24, 2012

Olivia Bruno

11

#### Working with Hyperlinks and Action Buttons

**Hyperlink** is a connection from one slide to another slide in the same presentation, an e-mail address, a Web page, or a file.

You can create a hyperlink from text or from an object, such as a picture, graph, shape, or WordArt (WordArt: Text objects you create with ready-made effects to which you can apply additional formatting options.).

Wednesday, October 24, 2012

Olivia Bruno



#### Hyperlink to a slide in a different presentation

- In Normal view, select the text or the object that you want to use as a hyperlink.
- On the **Insert** tab, in the **Links** group, click **Hyperlink**.
- Under **Link to**, click **Existing File or Web Page**.
- Locate the presentation that contains the slide that you want to link to.
- Click **Bookmark**, and then click the title of the slide that you want to link to.

Wednesday, October 24, 2012

Olivia Bruno

10

#### Hyperlink to a webpage

- In Normal view, select the text or the object that you want to use as a hyperlink.
- On the **Insert** tab, in the **Links** group, click **Hyperlink**.
- Under **Link to**, click **Existing File or Web Page**, and then click **Browse the Web**.
- Locate and select the page or file that you want to link to, and then click **OK**.

Wednesday, October 24, 2012

Olivia Bruno

12

## Hyperlink to a new file

- Select the text or the object that you want to use as a hyperlink.
- On the **Insert** tab, in the **Links** group, click **Hyperlink**.
- Under **Link to**, click **Create New Document**.
- In the **Name of new document** box, type the name of the file that you want to create and link to. If you want to create a document in a different location, under **Full path**, click **Change**, browse to the location where you want to create the file, and then click **OK**.
- Under **When to edit**, click whether you want to change the file now or later.

Wednesday, October 24, 2012

Olivia Brann

13

## Formatting Hyperlinks

### Change the color of hyperlink text

On the **design** tab in the **themes** group, click **colours**, then click **create new theme colours**.

In the **create new theme colours** dialog box, under **Theme Colours**, do one of the following:

To change colour of hyperlink text, click the arrow next to **Hyperlink** then select a colour

To change the colour of followed hypertext, click the arrow to **followed hyperlink** then select color.

Click **Save**

**Note:** For additional color choices click the **More Colors**.

Wednesday, October 24, 2012

Olivia Brann

15

### Add sound effects to an animation or hyperlink

- Click the slide that contains the animation effect to which you want to add a sound.
- On the **Animations** tab, in the **Animations** group, click **Custom Animation**.
- In the **Custom Animation** task pane, click the arrow to the right of the animation effect in the **Custom Animation** list, and then click **Effect Options**.
- On the **Effect** tab, under **Enhancements**, click the arrow in the **Sound** list, and then do one of the following:
  - To add a sound from the list, click a sound.
  - To add a sound from a file, click **Other Sound**, and then locate the sound file that you want to use.
- **Remove the underline from hyperlink text**
  - Right-click the hyperlink text, and then click **Remove Hyperlink**.
  - On the **Insert** tab, in the **Illustrations** group, click **Shapes**, and then under **Rectangles**, click **Rectangle**.
  - Drag to draw the rectangle so that it covers the hyperlink text that you want to hide.

Wednesday, October 24, 2012

Olivia Brann

17

## Automatic Hyperlinks

### Turn on automatic hyperlinks

- To turn on automatic hyperlinks after you have turned them off, do the following:
  - Click the **Microsoft Office Button**, and then click **Word Options**.
  - Click **Proofing**.
  - Click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
- Select the **Internet and network paths with hyperlinks** check box.

### Turn off automatic hyperlinks

- To turn off automatic hyperlinks, do one of the following.
  - **Turn off the automatic hyperlink recognition feature**
    - Click the **Microsoft Office Button**, and then click **Word Options**.
    - Click **Proofing**.
    - Click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
  - Clear the **Internet and network paths with hyperlinks** check box.

Wednesday, October 24, 2012

Olivia Brann

14

### Remove a hyperlink from text or an object

- Press **CTRL+Z** immediately after you type the address, or URL, to delete a hyperlink from a typed URL.
  - Or
  - Highlight the hyperlink text and press **backspace** or **delete** from the keyboard.

### Add sound effects to an animation or hyperlink

- You must have previously [added an animation effect](#) to the text or object before adding a sound to the animation.
- Click the slide that contains the animation effect to which you want to add a sound.
- On the **Animations** tab, in the **Animations** group, click **Custom Animation**.

### Remove a hyperlink from text or an object

- Press **CTRL+Z** immediately after you type the address, or URL, to delete a hyperlink from a typed URL.
  - Or
  - Highlight the hyperlink text and press **backspace** or **delete** from the keyboard.

Wednesday, October 24, 2012

Olivia Brann

16

- Right-click the rectangle, and then click **Format Shape**. In the **Format Shape** dialog box, do the following:
  - Click **Fill** in the left pane, click **Color** in the right pane, and then click the color that matches the background of your presentation.
  - Click **Line Color** in the left pane, click **No line** in the right pane, and then click **Close**.
- Right-click the rectangle, click **Edit Text**, and then type the text that you want to use for the hyperlink.
- **Note** If you can't see the text as you type it, select the text. If you want to change the color or formatting of the text, select the text, and then on the **Home** tab, in the **Font** group, click the **Dialog Box Launcher**.
- Click the shape (but not the text inside of the shape), and then on the **Insert** tab, in the **Links** group, click **Hyperlink**.
- In the **Address** box, type the Web address, and then click **OK**.
- To test the hyperlink, in **Slide Show** view, click the rectangle that contains the hyperlink.

Wednesday, October 24, 2012

Olivia Brann

18