

Using Microsoft PowerPoint

Special Effects & Presenting



In these exercises, you will be working with your Music Presentation file used in part 1 and 2. Open that file if you haven't already done so.

Some exercises in this section refer to sound and music files. You can use your own sound files or download some sample sounds from <http://oneil.com.au/pc/powerpoint.html>

Exercise 1 – Slide Sorter View

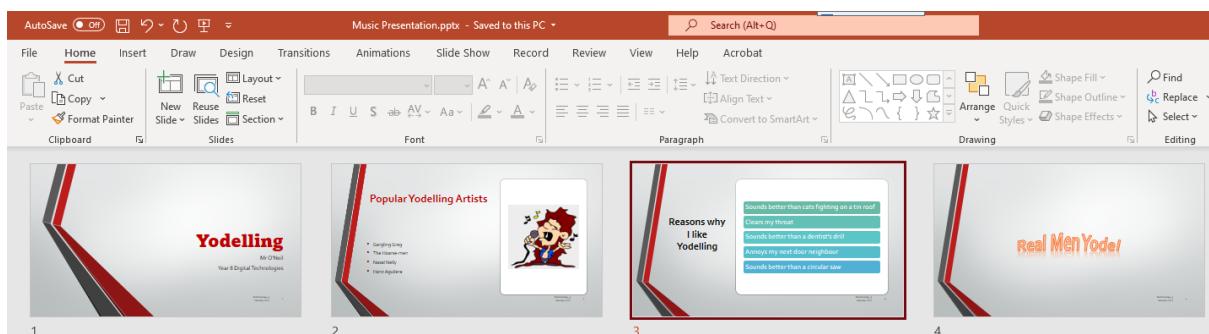
When you are showing your presentation, you may want to spice things up a little by making the transition from one slide to the next a little more interesting. PowerPoint has several built-in transition effects. When you are setting up slide transitions, it can be useful to work in slide sorter view, so that you can see all your slides at once. You can also use the sorter view to rearrange and delete slides.

1. Begin by switching to **Slide Sorter** view. You can do that by clicking the icon in the bottom right corner of the screen. You can also click **Slide Sorter** from the **View** tab on the **Ribbon**.



Once you're in slide **Sorter View**, you should see small versions of each of your slides displayed. First, we'll try moving a slide

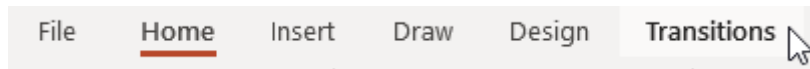
2. Click on the third slide (popular artists). Drag it to the left of the second slide (Reasons why I like...). Moving slides is as simple as that. If you hold down **Ctrl** as you drag, you'll be creating a copy of the slide.
3. Click the **New Slide** button at the top or press **Ctrl M**. The new slide will automatically take on the formatting of your currently selected theme.
4. Click the new slide and press **Delete**.



Exercise 2 – Slide Transitions

The slide sorter view is the best place for setting up slide transitions since you can give a transition style to several slides at once, and consistency is a good thing in a presentation. First of all, you will need to display the Transitions options.

1. Click the **Transitions** tab on the **Ribbon Bar**.



Before you can apply a transition, you will need to select the slides to apply the transition to. When you are doing this, remember that you can select more than one slide at a time. The following steps will show you several ways of doing this.

2. **Selecting slides in a group** - Click on the first slide. Hold down **Shift** and click on the third slide. Those slides and any in between will be selected. Click on the blank space anywhere outside the slides to de-select them all.

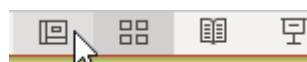


3. **Selecting separate slides** – Click on the second slide. Hold down **Ctrl** and click on the fourth slide. Each time you click on a slide while holding **Ctrl** you will select the slide if it's not already selected and deselect it if it is already selected. Deselect all slides.
4. **Selecting all slides** – Press **Ctrl A**. All slides will now be selected.
5. With all the slides still selected, click on some of the transition options listed in the **Ribbon bar**. Notice the slide sorter view giving you a preview of each transition style you choose. (if nothing happens in the slide sorter view, click the **Preview** button to the left of the transition options).



The options to the right of the ribbon give some control over how the transition will be applied. E.g. the **Duration** option changes how long the transition takes to complete. A smaller amount gives a quicker transition. The **Advance Slide** options control how one slide will move to the next one. **On Mouse Click** means that the next slide will appear when you click the mouse button or press a certain key on your keyboard. The **After** option sets the slide to automatically change to the next one after a certain number of seconds.

6. Return to the **Normal** view by clicking the icon in the bottom right corner of the screen. You can also double-click a slide from slide sorter view to see that slide in normal view.

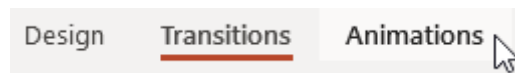


Note PowerPoint includes several effects including transitions and themes. Don't overuse them. These effects can be effective if used in moderation but they can also be distracting if used too much. For instance, try to avoid using too many different transitions in the same presentation. Consistency is often better.

Exercise 3 – Animation Effects



Not only can whole slides have transition effects, but the individual objects on a presentation can also have animation effects. Many of these effects allow you to have certain objects hidden until you require them to be displayed. This can be especially useful for drawing attention to items in a bulleted list one at a time.

1. Move to the second slide in your presentation by clicking its thumbnail on the left. We've got some bullet points on this page so we might want to discuss each point one at a time while we are presenting.
2. Click on the bulleted list to select it.
3. Click the **Animations** tab on the **Ribbon Bar**.



A range of animation types is available in the Ribbon.



4. Move your mouse over one of the animations and leave it there for a moment. Your bullet points will animate – giving you a preview of what the chosen animation style will look like.
5. Click the arrow button  at the end of the row to see more animations.
6. Click the **More** button  to see a full list of animation styles.

You will notice the animations are categorised under the headings, **Entrance**, **Emphasis**, **Exit** and **Motion Paths**.

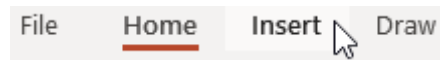
- **Entrance** animations are used to make objects appear on your slide.
 - **Emphasis** animations will temporarily modify an object to draw attention to it (such as changing its size) and then return it to the way it was.
 - **Exit** animations will make objects disappear from the slide.
 - **Motion Paths** allow you to move objects around your slide in various ways.
7. Click **Fly In** to set that as the animation type for the bullet points.


Note The note on the previous page about transitions is just as important for animation effects. Too many animation effects can detract from the presentation rather than enhance it. Use them for adding emphasis but don't overdo it.

Exercise 4 – Adding Sound to Slides

Sound can be added to slides in a couple of different ways. One way is to have a button on a slide that you can click on to make a sound play.

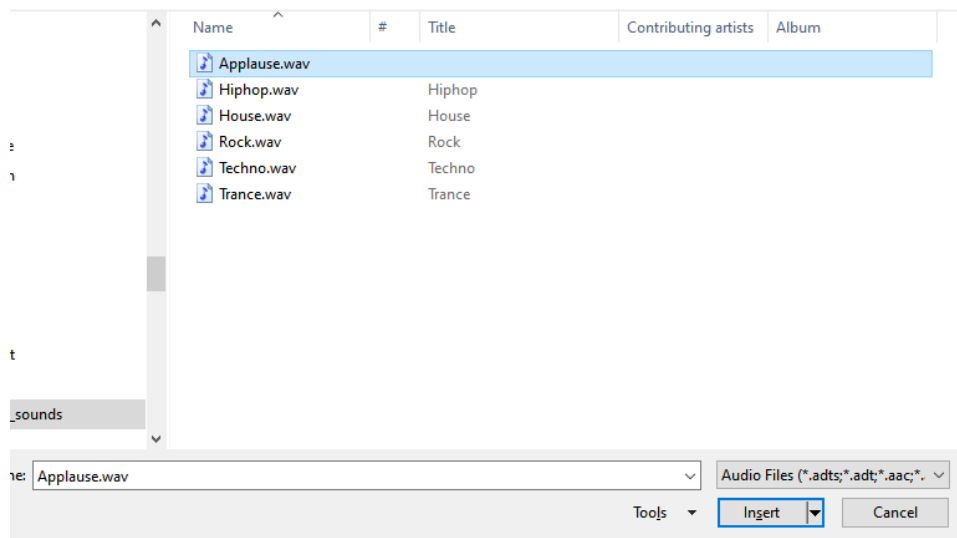
1. Go to the Title (first) slide in your presentation (press the **Home** key to go to the first slide).
2. Click the **Insert** tab on the **Ribbon Bar**.



3. Click on the **Audio** icon.
4. Select  **Audio on My PC...**

You can add sounds in a variety of common file formats including MP3, WAV and FLAC.

5. If you have downloaded the sample sound files from <http://oneil.com.au/pc/powerpoint.html> then browse to where they are saved and select the file called **Applause.wav**¹. You can choose another sound on your computer if you prefer.



6. Click **Insert** when a suitable sound is selected.

The sound will be placed on your slide complete with play controls that can be used when you are viewing your slideshow. The controls for the sound will appear when you select it or move your mouse over it.



7. Move the sound and its controls if needed so that it isn't overlapping your text.

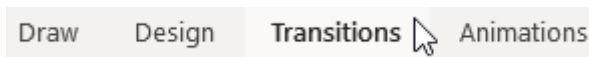
¹ Applause file from <https://freesound.org/people/Sandermotions/sounds/277020/>

Tip May websites such as <https://freesound.org> provide a wide range of royalty free sounds that you can use in your presentations.


Exercise 5 – Transition Sounds

Another way you can add sound to a slide is by having a sound play as part of your slide's transition, or as part of an animation effect. This can be especially useful if you want music playing in the background of your presentation. If you have music set to play as part of a slide transition then it will begin as soon as that slide loads. It will continue playing until the sound finishes or until another sound begins playing.

1. Move to your second slide.
2. Click the **Transitions** tab on the **Ribbon**.

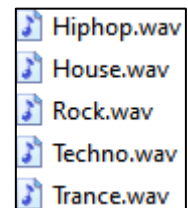


The right section of the ribbon displays options that are used for sounds and transition timing.

- 3) Click on  Sound: to display a list of sounds that are included with **PowerPoint**.

Instead of using one of the built-in sounds we'll use an external sound.

3. From the bottom of the list click **Other Sound...**
4. Select one of the sample sounds included with these exercises (or another music file on your computer) and click **Open**.
5. Display the list of sounds again and at the bottom of the list click **Loop Until**



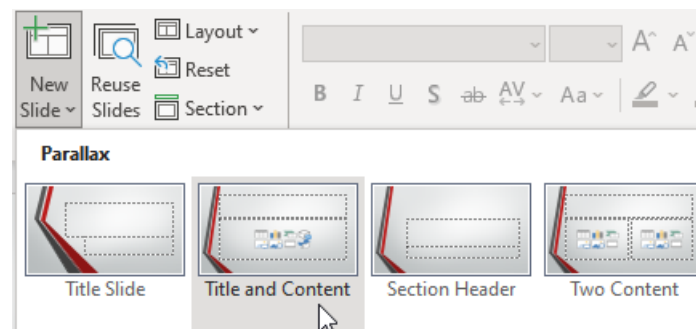
Next Sound. When the slideshow is being viewed, this will cause the selected sound to keep repeating until the slideshow ends or another sound plays.

Exercise 6 – Adding External Video

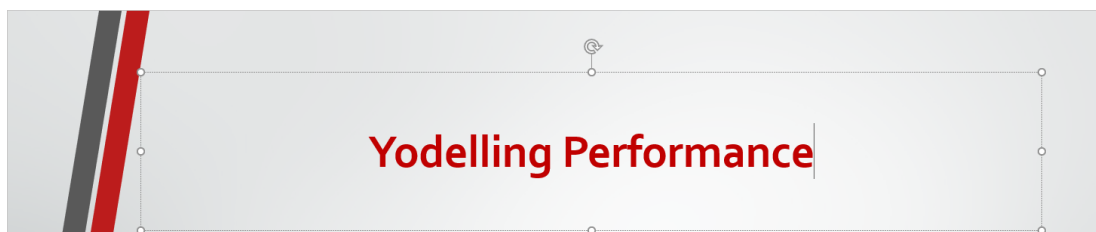
In addition to sound, you might want to add video to your slideshow. You can add a video file from your computer similar to the way you might add a sound file. However, there might be times where you would like to have an online video, such as a **YouTube** video play inside your slideshow without having to save the video to your computer.



We will add an extra slide to place a video on.

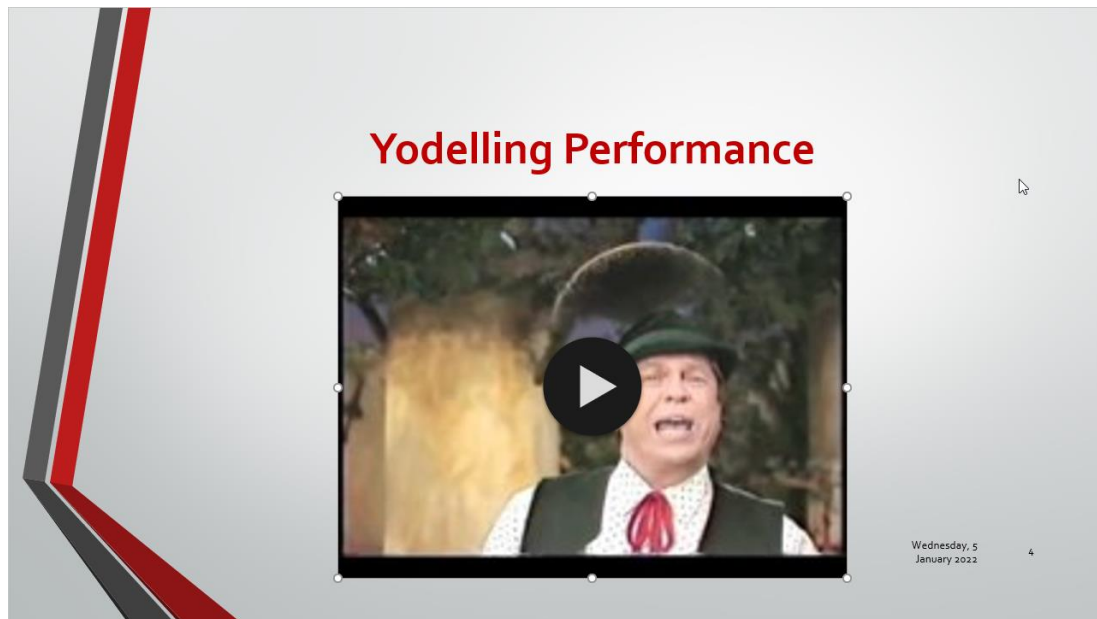
1. Select the 3rd slide.
2. From the **Home** tab click the bottom part of the **New Slide** icon and then select the **Title and Content** slide layout. The new slide should be placed after the selected slide. If not, you can drag the slide's thumbnail to make it the second last slide.



3. Change the title of the new slide to “<your music> Performance” like the example below.



4. Find video on a supported site like Youtube that would be suitable for inserting on the slide.
5. Copy the address (URL) of the video (In Youtube you can click the **Share** option below the video and then click **Copy** to copy the link).
6. From the **Insert** tab click on the **Video** button and then select  **Online Videos...** 
7. Click the Content box to select it (if you don't, **PowerPoint** will probably place the video in there anyway but it doesn't hurt to be certain).
8. Click in the space for the address at the top and then press **Ctrl V** to paste the address that has been copied (or type the address). A preview of the video will appear in the insert video window.
9. Once you are sure the correct video is ready to be inserted click **Insert**.



The video will now be inserted into the slide. **Design Ideas** might appear to suggest alternative layouts for your slide. You can move and resize the video window if needed.

10. Click on the video to start playing the video. As the video plays, playback controls will appear along the bottom of the video.


Exercise 7 – 3D Shapes and Morph Transitions

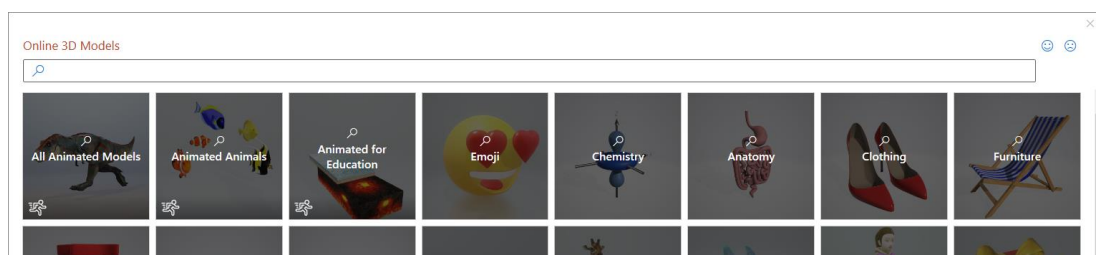
3D models are becoming increasingly common, especially as 3D printers also become more common. Like other types of media, 3d models can be inserted in to slides and can then be viewed from different angles.

1. With the video slide still selected, add a **New Slide**. Once again, use the **Title and Content** layout.
2. Click the content section at the bottom of the slide to select it.
3. From the **Insert** tab select **3D Models**.

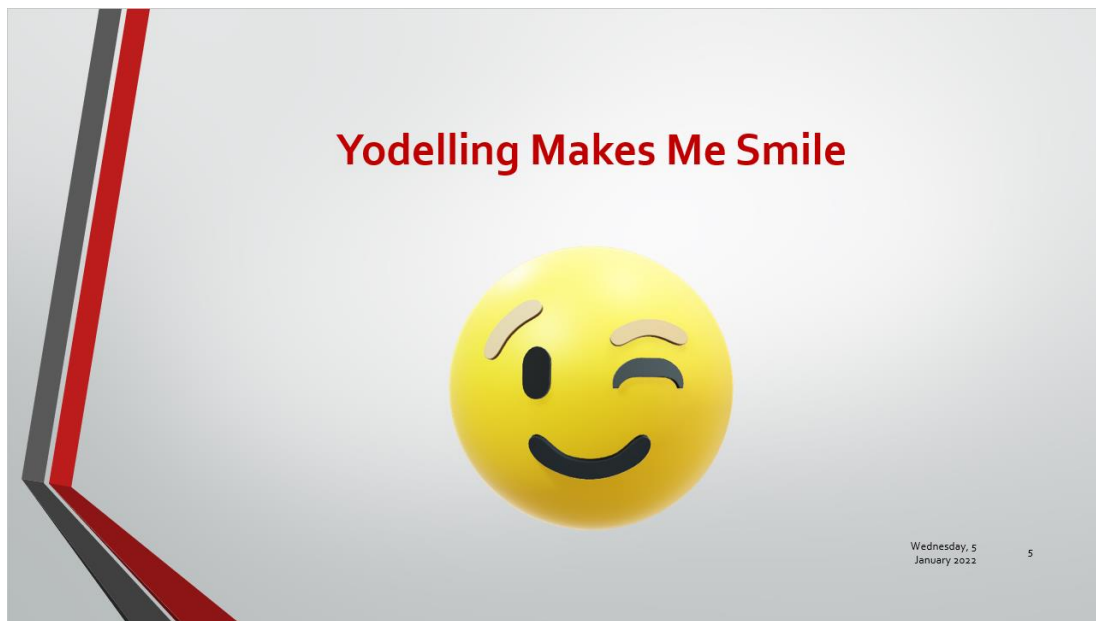


You can choose 3d files from your computer or you can choose from a range of stock models that PowerPoint includes.

4. Select  **Stock 3D Models...**
5. A range of categories appears. Click the **Emoji** category.



6. Select one of the face emojis and then click **Insert** to place it on your slide.



7. Resize and move the model if needed.


When the 3D model is selected, a symbol like the one shown to the right will appear in the middle of the shape. You can click and drag on that symbol to view the model from different angles.



8. Drag the rotation symbol so that the face is facing toward one side.



To make it look like the model is moving, we'll make a copy of this slide and then use a **Morph Transition** to do a smooth blend between the two slides.

9. **Right click** the slide thumbnail on the side of the screen.
10. From the **right click** menu select  **Duplicate Slide**.
11. You will now have 2 copies of the same slide. Select the second copy of the slide.
12. On the second version of the slide, click the 3D model and rotate it so that the face is facing toward the other side.



13. With the second copy of the slide still selected click the **Transitions** tab.
14. From the row of slide transitions select **Morph**.

This will create a transition that blends this slide with the previous one. Since the only part changing is the direction of the 3D emoji face, the transition will make it look like the face is rotating from one side toward the other side.

Since the Video slide and the first slide with the 3D model don't yet have transitions set, you can apply transitions to those slides before continuing.

Exercise 8 – Slide Notes

A good presentation usually consists of more than just slides. There's you, the presenter. The slides are there to support what you are talking about rather than replacing you.

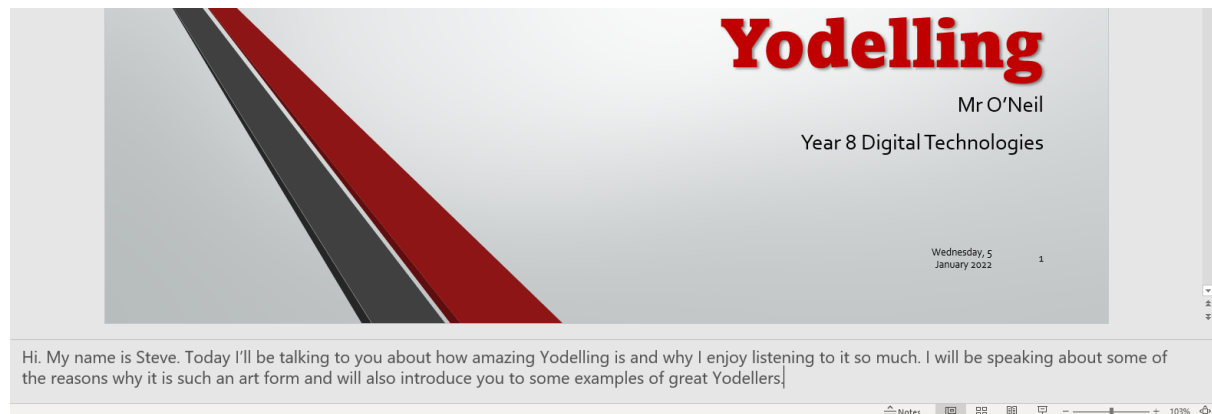
An additional way that PowerPoint can help you to deliver presentations is by providing some handy ways for you to access notes while you are presenting.

1. Press the **Home** key to move to the first slide.
2. Select the **View** tab on the Ribbon.
3. Click Notes. A small section for notes will appear below the slide. You can drag the top edge of the notes section to resize it if you want to adjust how much space is taken up by the slide notes.
4. Enter some notes that would assist you as a presenter while the first slide is showing to your audience. The example below shows a suggestion.



Notes

Notes that you enter for a slide can be printed if you would like a physical copy. They can also be displayed on your screen for you to refer to while you are presenting to an audience.



Exercise 9 – Viewing the Presentation

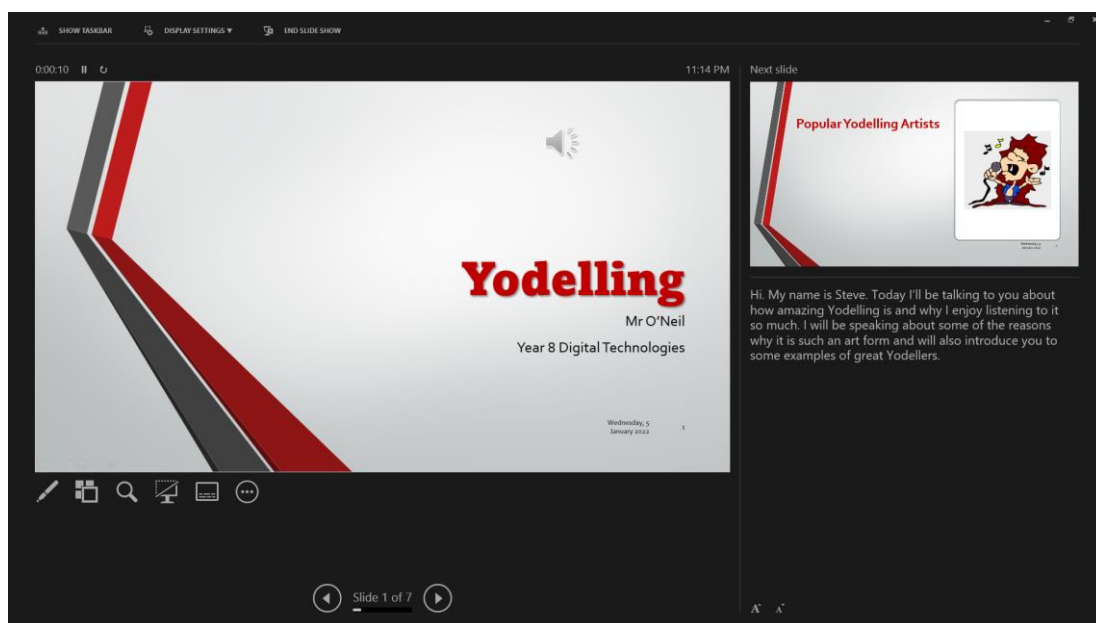
When you are presenting a slideshow as part of a presentation, it is common to have a second video output, such as a projector connected to your computer. PowerPoint can then use the **Slide Show** view to show the slides to your audience on the projector, while you have additional notes available on the main screen that you, the presenter, are using.

Once the presentation is all ready, you'll want to show it off. Here's how. First, you can set the presentation to move from one slide to the next by itself, or you can change slides manually (which is the standard setting). We'll start with manual advance settings.

1. Move to the first slide by pressing the **Home** key.
2. To get into the slide show view, click the **Slide Show** icon in the bottom of the screen or press the **F5** key.



If you want to end the presentation at any time, press **Esc**. You can then press **F5** again to return to the presentation. Your presentation will also end once you have passed the final slide.



If you are using 2 output devices, such as a laptop screen and a projector, then a presenter view like the example above will display on the main screen for the presenter. The full screen slide view will display on the secondary screen (projector) for the audience.

The main area of the presenter view shows a slightly smaller version of what the audience will be seeing on the projector screen. To the right is a preview of what will appear on the next slide so you know what is coming up next. Also displayed to the right are any notes you have entered for the current slide. This enables you to see the notes for each slide as it is displayed on the screen. The presenter view also provides additional controls such as controls to pause a slideshow or choose which screen the slides will display on.

Note When you reach a slide with animations like your second slide, clicking or pressing a key will activate the next animation on the slide. The show will advance to the next slide after each of the animations has played. The same can be true for slides with sound or video.

3. Ensure you are on the first slide and in the **Slide Show** view. Click your left mouse button or press the spacebar to advance. If you have a sound on the first page, you may need to click/press again after the sound plays to advance to the second slide.

If you want to move to the previous slide again, you can **right-click** on the screen and choose **Previous**. An even easier way to go backwards and forwards through the slides is to press the **down** arrow ↓ or **right** arrow → key for the next slide and the **up** arrow ↑ or **left** arrow ← key for the previous slide. The **Page Up** and **Page Down** keys also work.

Tip People who do a lot of presentations as part of their work often use remote controls that can be wirelessly connected to their computer. These remote controls include buttons for next / previous slide and might even include a laser pointer that can be used to point to certain things on slides.



4. If you would like to quickly get to a particular slide number, you can simply type the number of the slide you want to go to and then press **Enter**. E.g. press the number **3** on your keyboard and then press **Enter** while in slideshow view. You will be taken straight to the 3rd slide. It doesn't matter if you've already passed the slide. If you have a lot of slides in a presentation it still works. E.g. in a presentation with a lot of slides, if you want to go to the 32nd slide, you simply need to press **3** and **2** followed by **Enter** and you'll be taken straight there.
5. Press **B** to turn **Black Screen** on and off. This will make your screen completely blank and filled with black. This can be useful if you need a pause with no visuals in your presentation.
6. Press **W** to turn **White Screen** on and off.
7. Press **Esc** to exit the **Slide Show** view if you are still in it.
8. Click the **Slide Sorter** icon at the bottom of your screen.



9. Hold down **Ctrl** and click on the first 3 slides to select all of them.
10. Click the **Transitions** tab on the **Ribbon**.
11. Change the **Advance Slide** options to the following.

Advance Slide

On Mouse Click

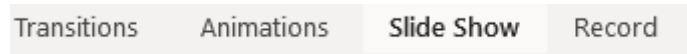
After: 00:05.00

12. Press **F5** to preview your slideshow again. Each slide should automatically move to the next one after 5 seconds without you needing to click or press any buttons.

Tip Pressing **F5** begins Slide Show view from the first slide. If you want to begin the Slide Show view from the currently selected slide instead of the first slide then press **Shift F5**. This is useful if you needed to stop in the middle of a presentation and want to resume from where you left off rather than going right back to the start.

Exercise 10 – Rehearse your Slide Show

1. Click the **Slide Show** tab.



This tab on the Ribbon contains a number of useful tools to assist in presenting your slides, starting with buttons to enter slide show view itself. The **Rehearse Timings** option allows you to practice speaking while your slides display so you can plan how long your slideshow will be. It will measure how long each slide is displayed for while you practice going through the slides. This can help you prepare timings for your presentation.

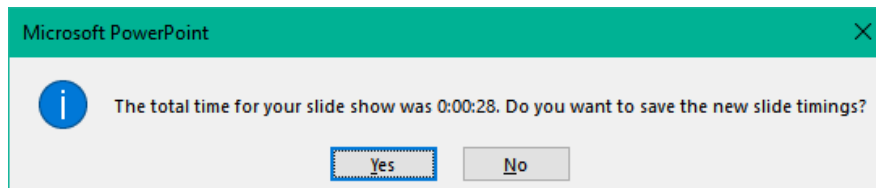


Rehearse
Timings

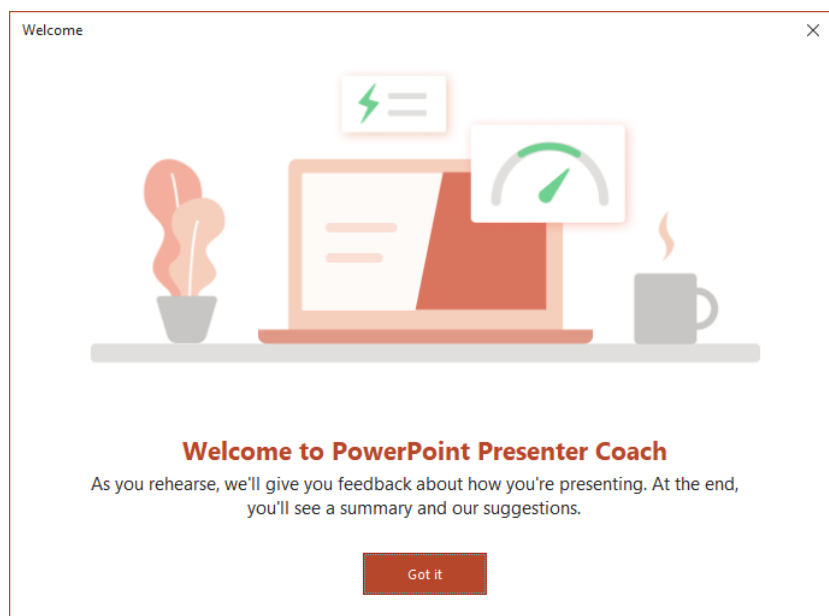
2. Click the **Rehearse Timings** button.

This will take you in to something very similar to the **Slide Show** view. You can click the mouse or use the arrow keys to move from one slide to the next and PowerPoint will measure how much time each slide is displayed for.

3. When you reach the end of your slideshow, PowerPoint will display a message similar to the following. If you click **Yes**, the time each slide displayed for while you were practicing will be set as the automatic duration for each slide. If you don't want the slide durations to be changed, click **No**.



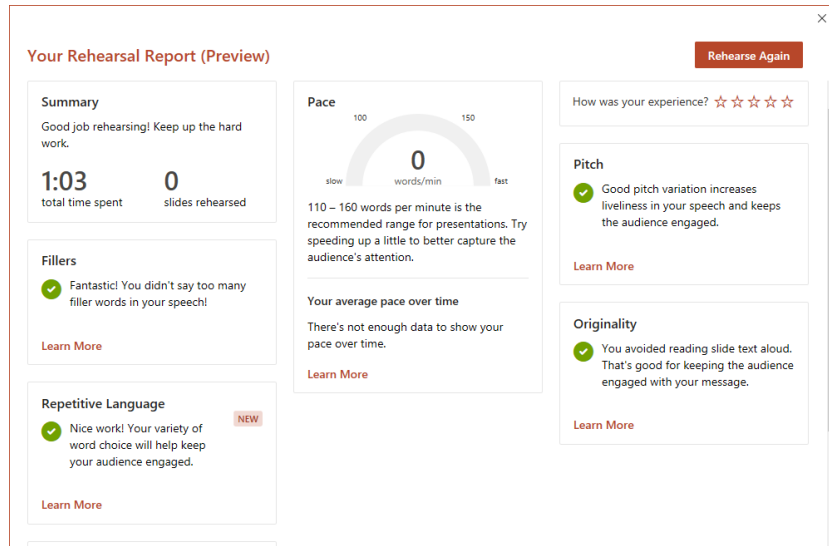
PowerPoint also has a virtual coach to help you prepare your presentation. If your computer has a microphone available, you can use the **Rehearse with Coach** feature to practice speaking while presenting. The coach will analyse the way you talk while the slides are showing and suggest ways that you can improve your presentation.



4. Click **Rehearse with Coach** to try out the coach feature.
5. Move through the slides as you normally would, speaking as you would if you were presenting to an audience.



When you reach the end of the slide show, a summary with some suggestions will appear.



The coach can make suggestions based on:

- **Volume:** Whether you are speaking to quietly or too loudly.
- **Pacing:** Speaking too fast or slow.
- **Filler Words:** Frequently using filler words like “um”.
- **Reading off slides:** Saying the same words that are already on the slides. A good slideshow will visually reinforce what a presenter is saying rather than show exactly what you are saying.

Tip An oldie but a goodie. Watch comedian Don McMillan's tips on things to avoid in PowerPoint presentations - <https://youtu.be/lpvqfmEU2Ck>

Exercise 11 – Printing Notes and Hand-outs

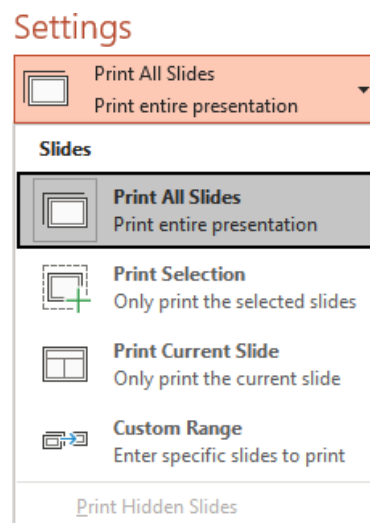
- Return to the **Normal** slide view. 

If you are doing a presentation using PowerPoint, your listeners may appreciate having some printed notes of their own to follow on with or refer to later. It may even benefit you as a presenter to have a copy of your presentation printed out in front of you to help you remember what's next in the presentation.

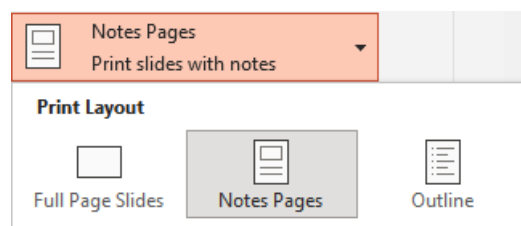
- Click the **File** tab on the **Ribbon Bar** and then click **Print** (or press **Ctrl P** on your keyboard).
 - The **Printer** option allows you to select from the printers which are available to your computer. These could be network printers or printers that are directly connected to your computer.



- The **Printer Properties** option displays settings for the selected printer which will vary depending on the printer selected. These will often include options to change the printing quality.
- The next setting allows you to choose how much of your presentation will be printed. By default, all slides will be printed but you can choose specific slides if you don't need them all to be printed.

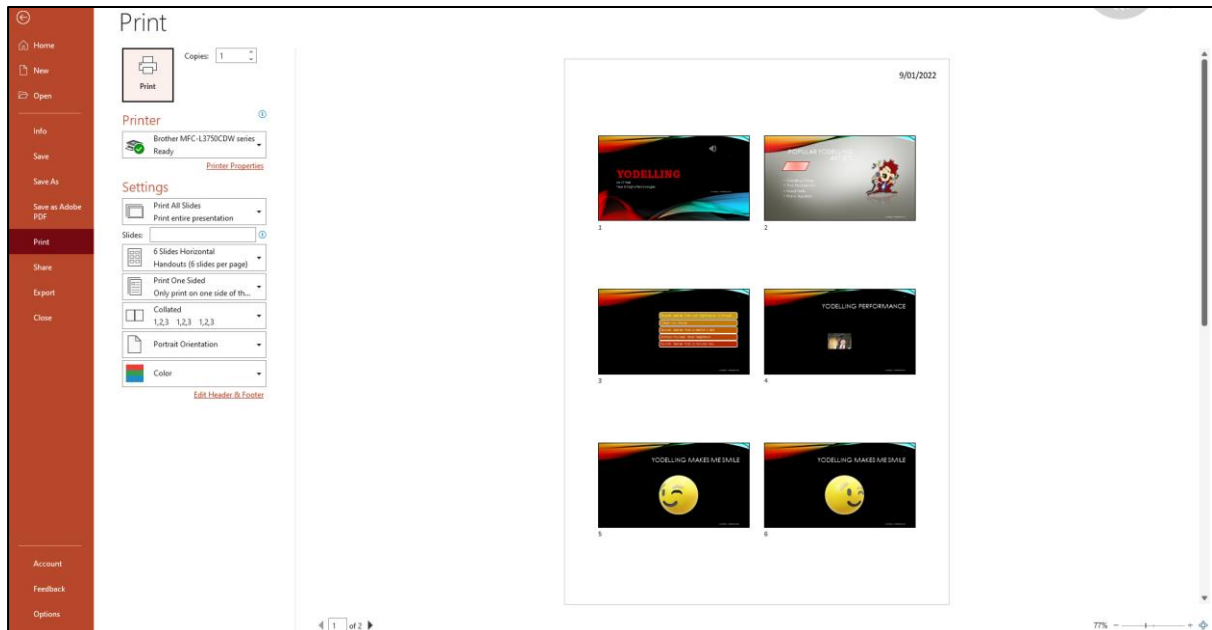
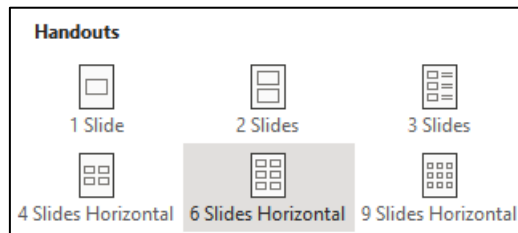


- The next options allow you to choose how slides will be printed.

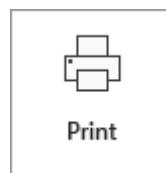


- Select the **Notes Pages** option under **Print Layout**. The preview in the right section will show you how it will look when printed. This option will print each slide with any notes underneath which can be handy for a presenter to refer to.

- Now change the **Print Layout** to **6 Slides Horizontal**. This is a popular print layout for handouts to give to your audience.



- If you want to print your presentation with the current options, click the **Print** button. Otherwise click the **Home** tab or press **Esc** to return to your **Normal** slide editing view.



- Save your presentation (**Ctrl S**).