

Fayetteville State University

Microsoft PowerPoint Advanced

Adding SmartArt Graphics, Action Buttons, Videos and Sound to Presentations.

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Adding SmartArt Graphics

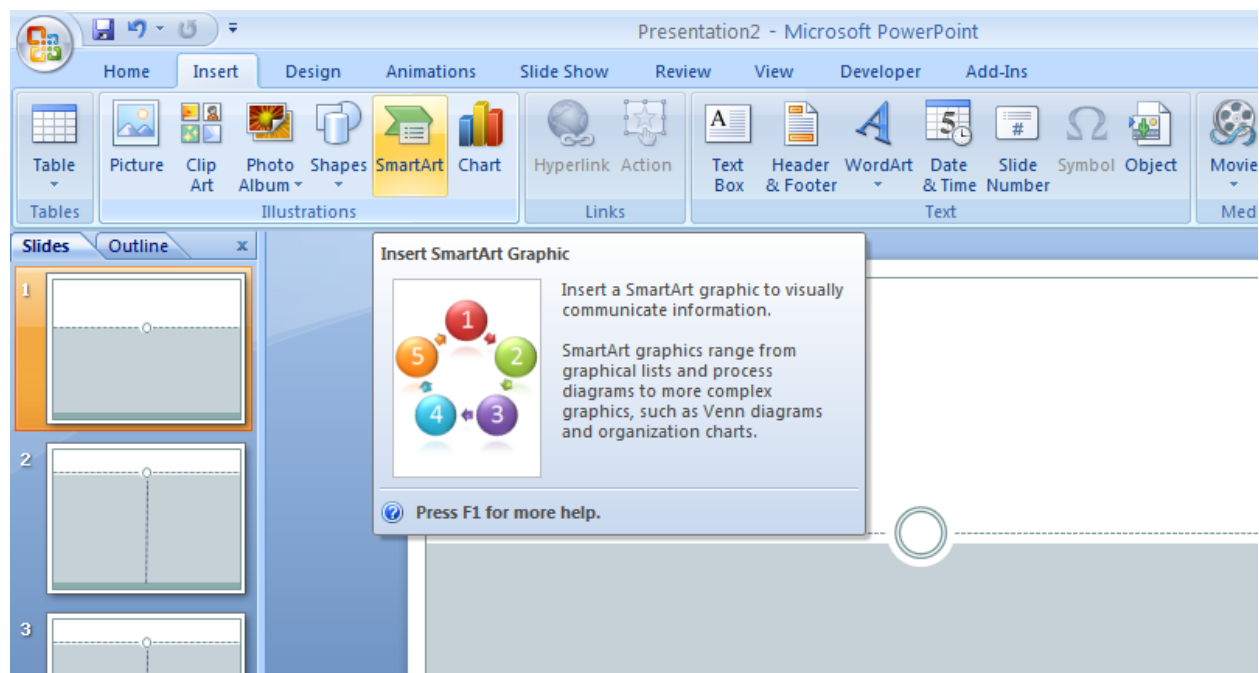
Choosing and Inserting SmartArt Graphics Method 1

When using SmartArt graphics there is a gallery of layouts to choose from. The layouts are broken down into different types including:

- **List**- keeps the vertical list idea but separates the general concepts.
- **Process**- contains repeating shapes with arrows to connect each step and show a directional flow.
- **Cycle**- a circular or repeating process that effectively shows both the cycle and how each piece of it fits into a whole.
- **Hierarchy**- a hierarchy might show a decision tree or family of products, like a company's organization chart.
- **Relationship**- typically depicts a connection between two or more sets of things or information.
- **Matrix**- shows the relationship of components to a whole. This layout type can depict more complex relationships by using axes.
- **Pyramid**- show proportional, foundation-based, or hierarchical relationships or processes that typically build upward.

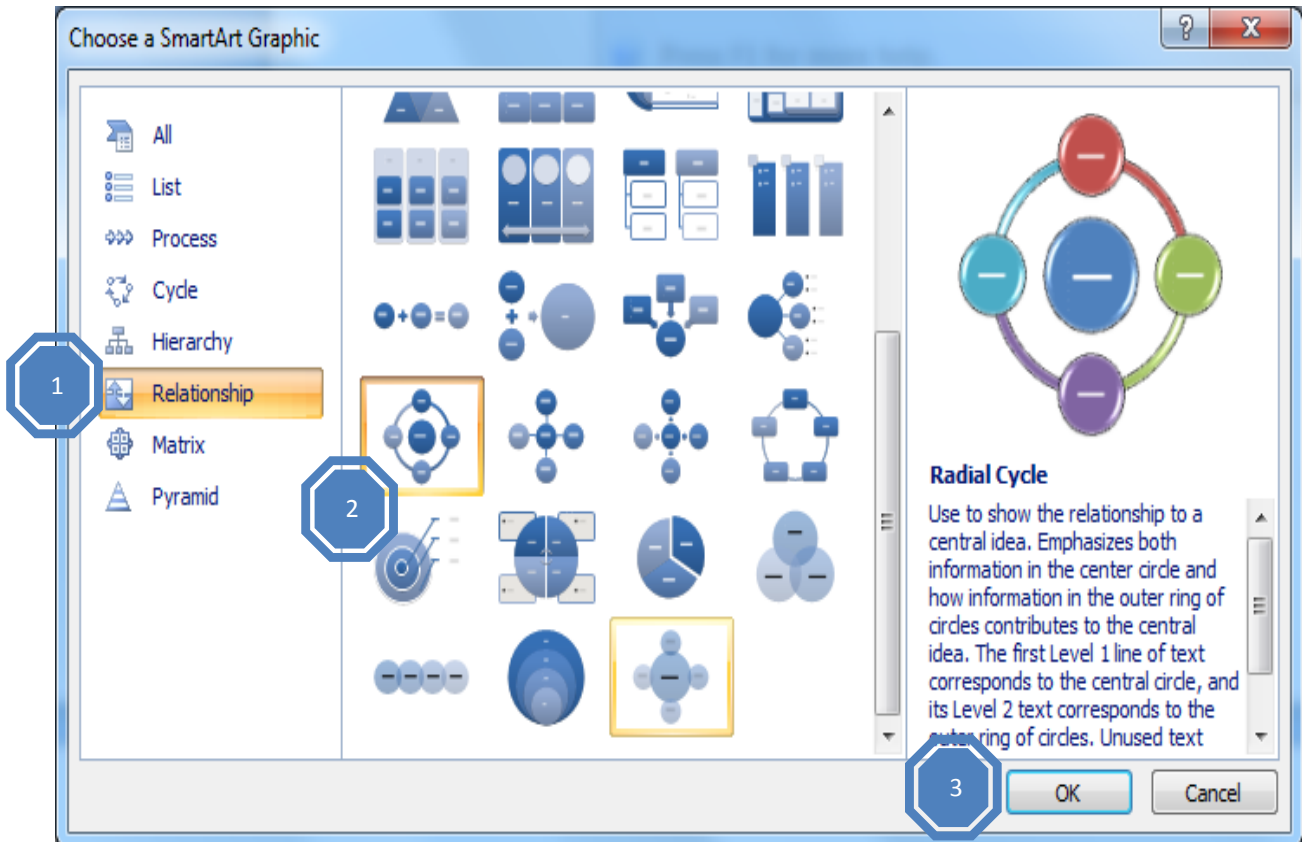
1. To insert SmartArt Graphics, **click** on the **Insert** tab on the ribbon and within the **Illustrations** group **select** the **SmartArt** icon. (Figure 1)

Figure 1



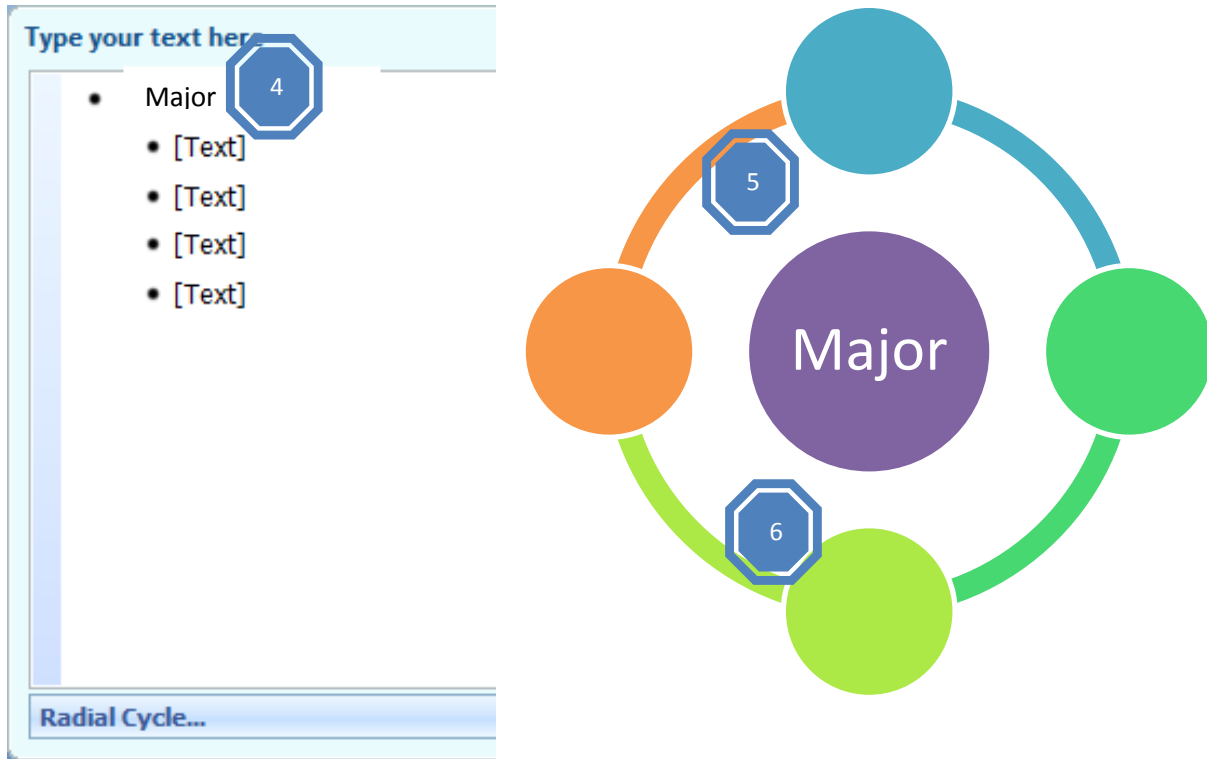
2. The **Choose a SmartArt Graphic** window appears:
 - **Select** the type of graphic (Figure 2, item 1)
 - **Select** the layout (Figure 2, item 2)
 - **Click OK** to insert the SmartArt graphic (Figure 2, item 3)

Figure 2



3. To add text to a graphic:
 - **Type** the text in the Text pane (Figure 3, item 4)
 - The text appears automatically in the corresponding shape in the graphic (Figure 3, item 5)
 - Notice that the graphic comes with default text so that you get a sense of where your text will go (Figure 3, item 6)

Figure 3

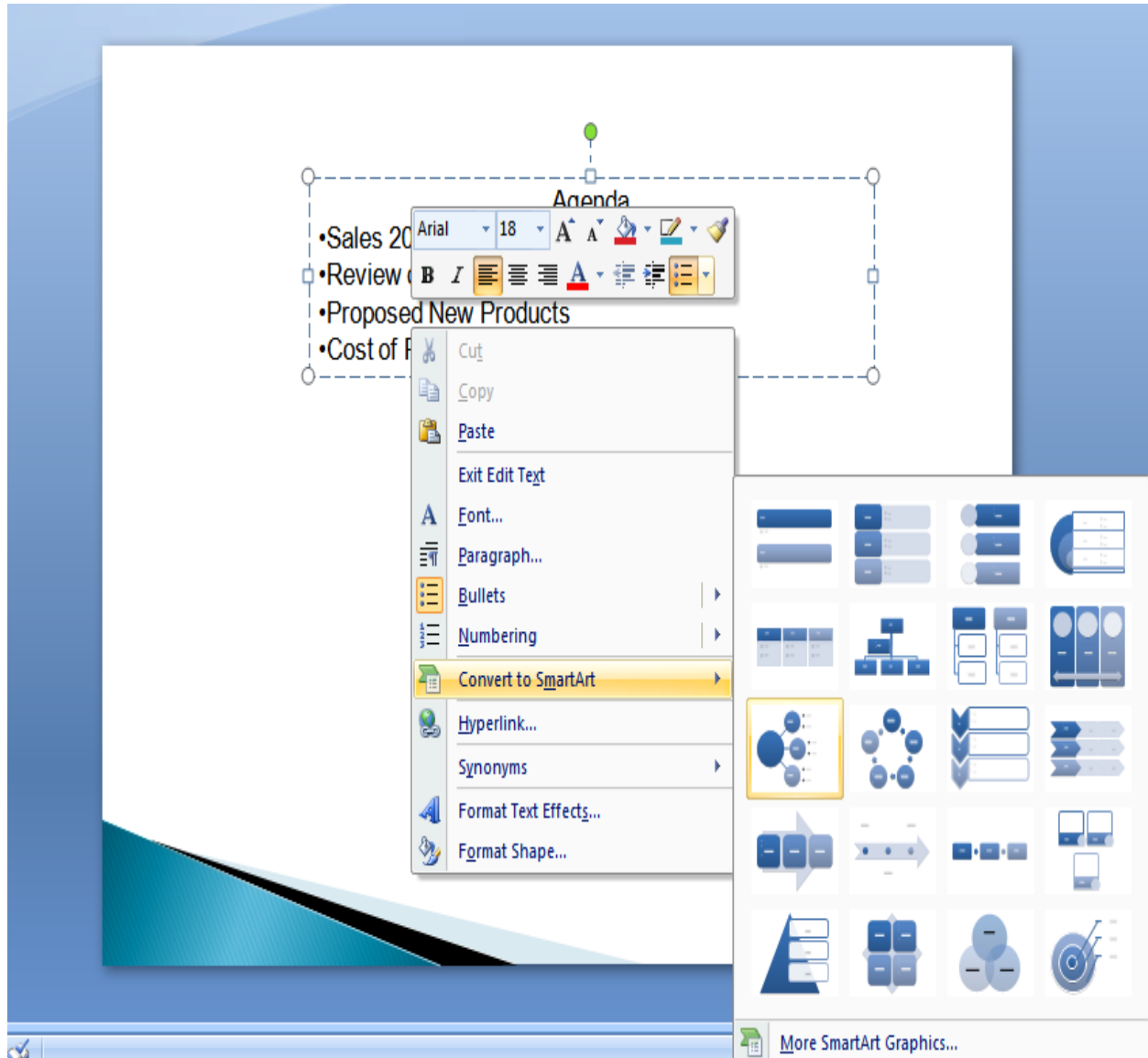


Choosing and Inserting SmartArt Graphics Method 2

To convert an existing list in your presentation into SmartArt graphics **right-click** the text in the list, **select** *Convert to SmartArt* and **choose** the layout. (Figure 4)

Note: Of the Microsoft Office programs that offer SmartArt graphics, only PowerPoint 2007 has the ability to convert existing text or a list to a SmartArt graphic.

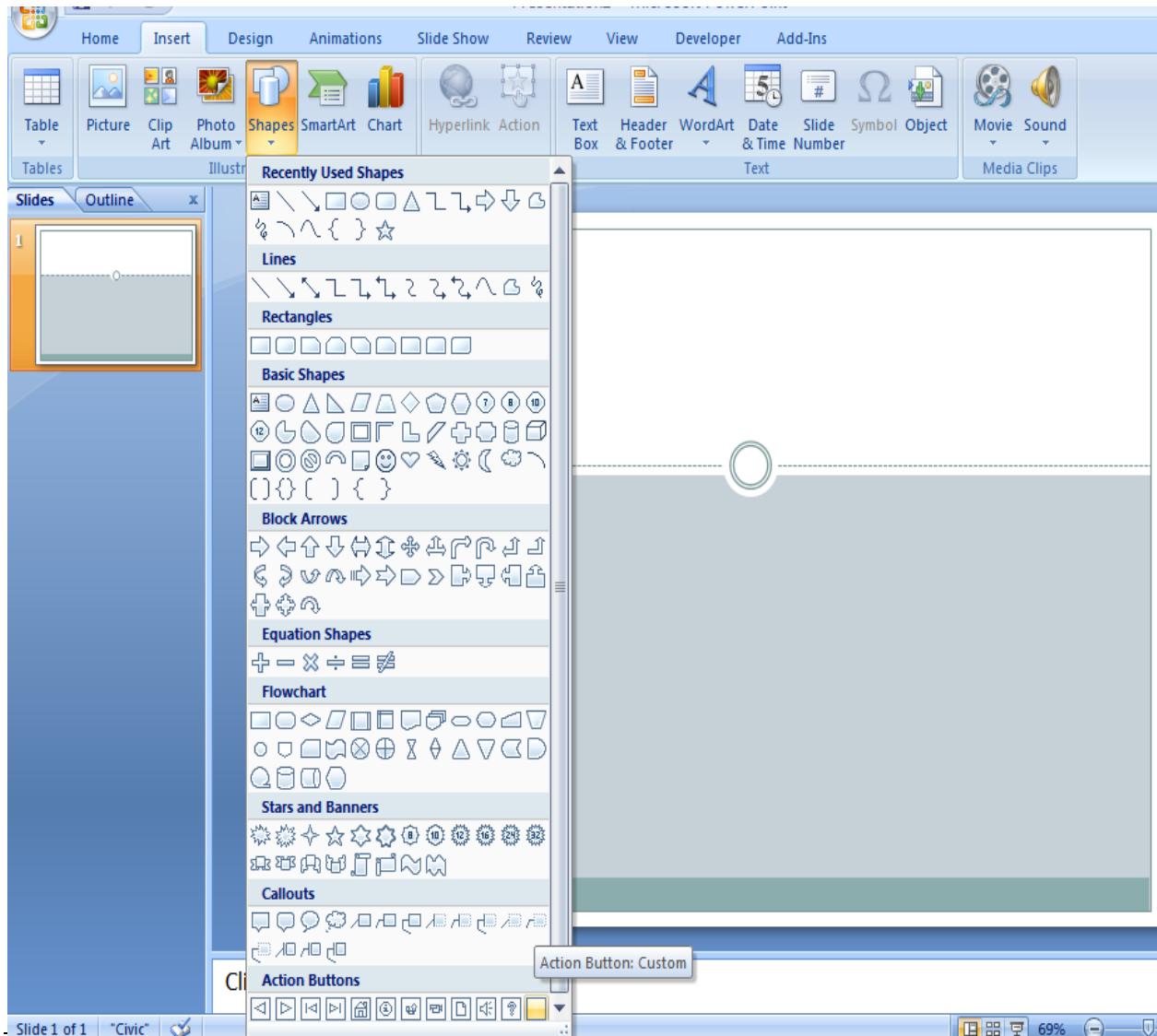
Figure 4



How to Jump to a Slide using Action Buttons

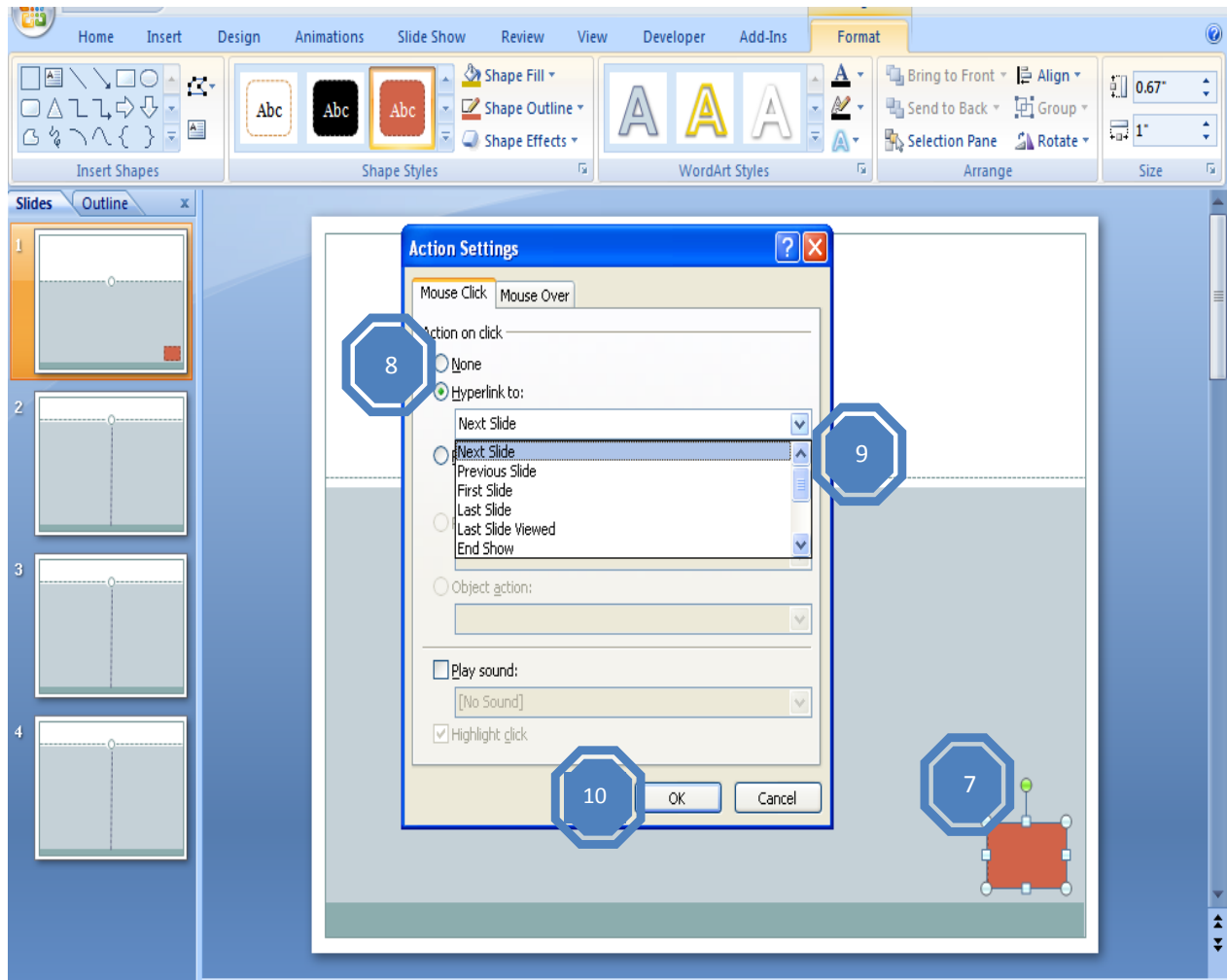
1. To jump to a slide in PowerPoint using Action Buttons **click** on the **Insert** tab on the ribbon and within the **Illustrations** group **select** *Shapes, Action Button: Custom*. (Figure 5)

Figure 5



2. **Draw** the button on the slide and the Action Settings window appears (Figure 6, item 7)
3. **Click** the *Hyperlink to* radio button in the dialog box (Figure 6, item 8)
4. **Click** the drop-down arrow to select the slide to jump to when the Action button is used (Figure 6, item 9)
5. **Click OK** to activate the Action button(Figure 6, item 10)

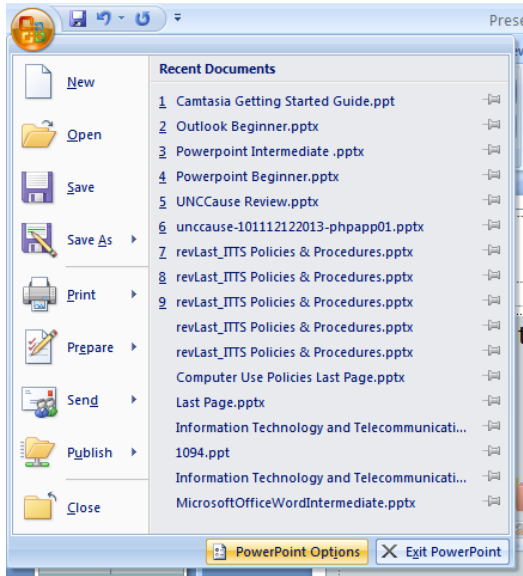
Figure 6



How to Insert YouTube Videos

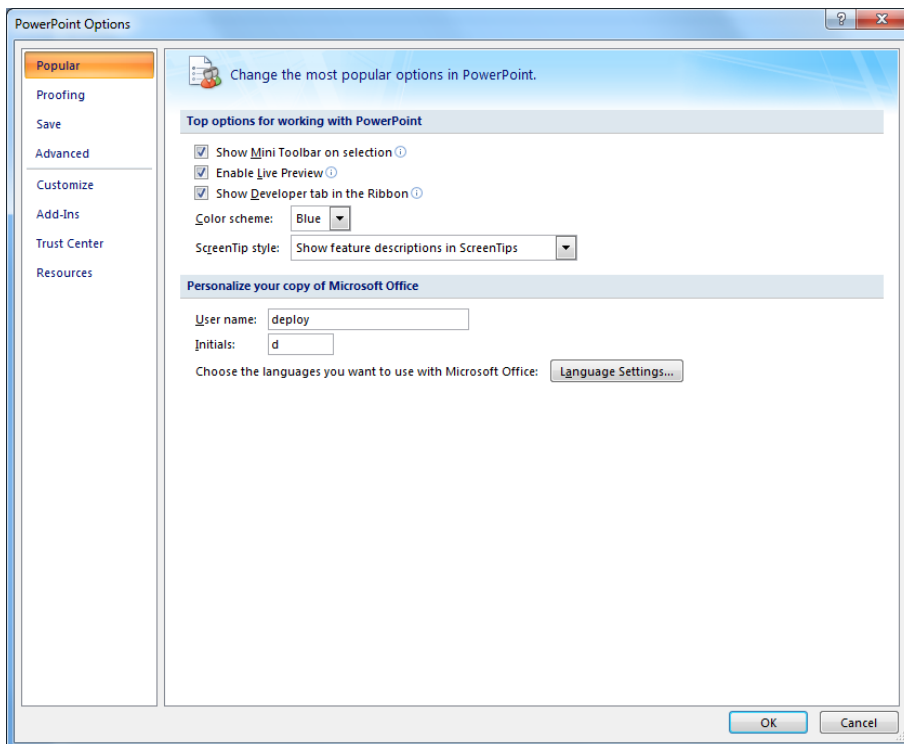
1. Before you can embed a YouTube video into PowerPoint the **Developer** tab has to be active. To show the **Developer** tab **click** on the *Microsoft button* and **select** *PowerPoint Options*. (Figure 7)

Figure 7



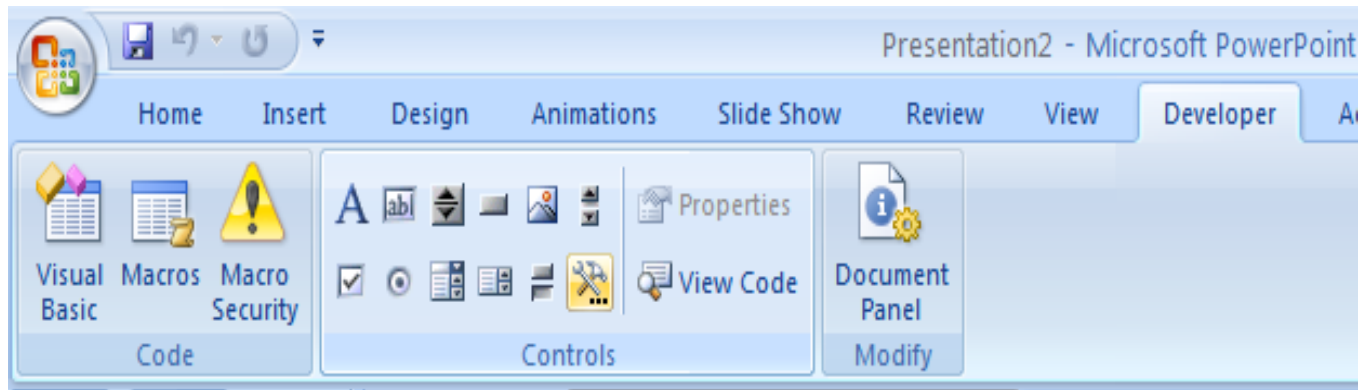
2. **Click** the *Show Developer tab in the Ribbon* check box and **click** *OK*. (Figure 8)

Figure 8



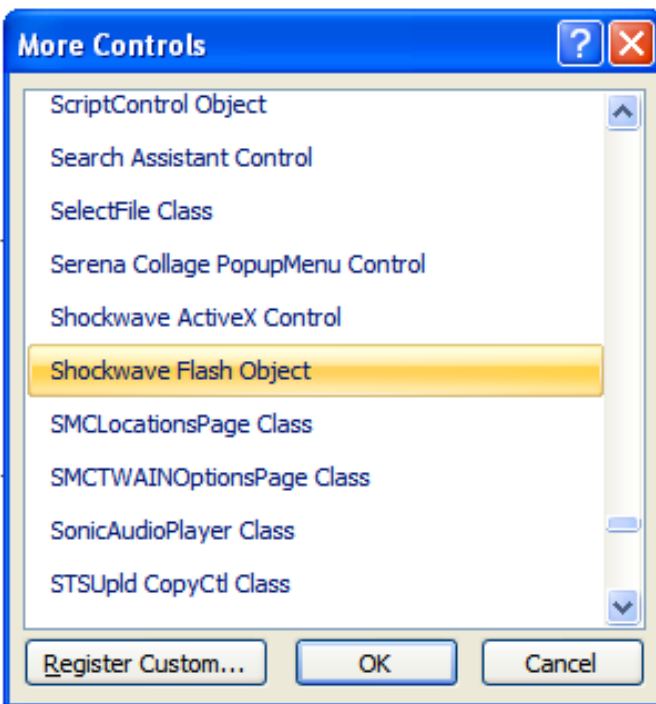
3. To embed the YouTube video **click** the **Developer** tab on the ribbon and **click** on the **Developer** icon within the **Controls** group. (The icon resembles a hammer and wrench.) **Figure 9**

Figure 9



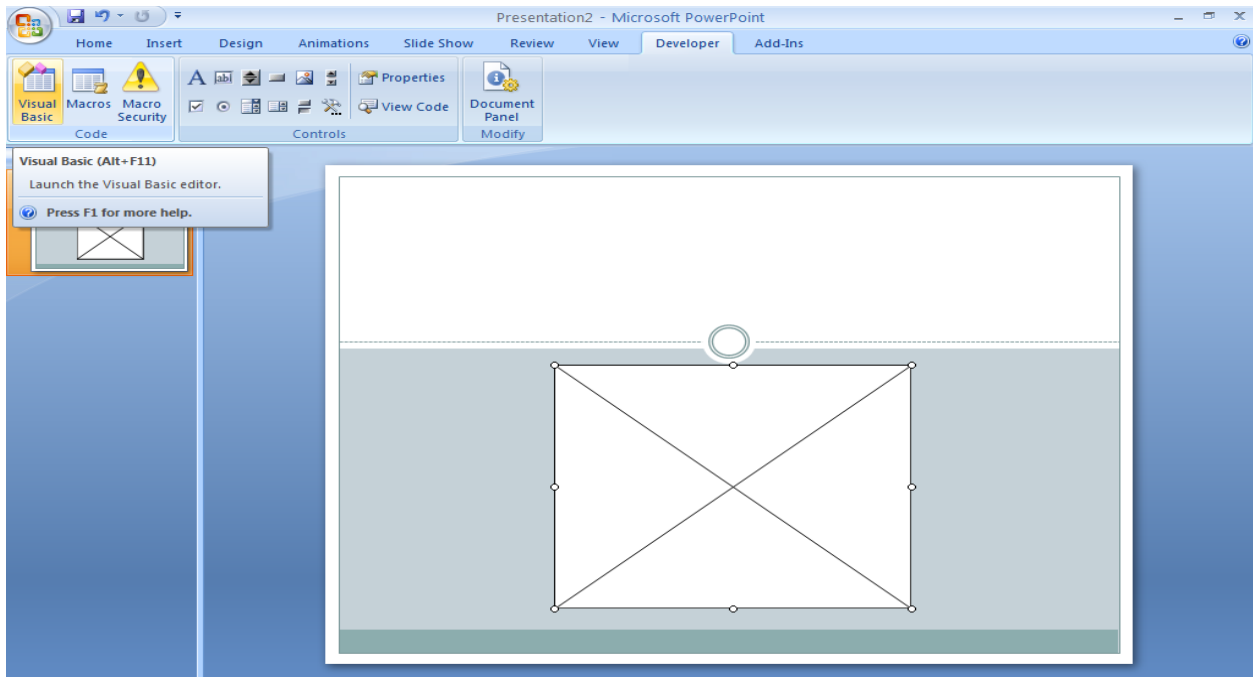
4. Scroll down the list and **highlight** *Shockwave Flash Object* in the **More Controls** dialog box and **click** **OK**. (Figure 10)

Figure 10



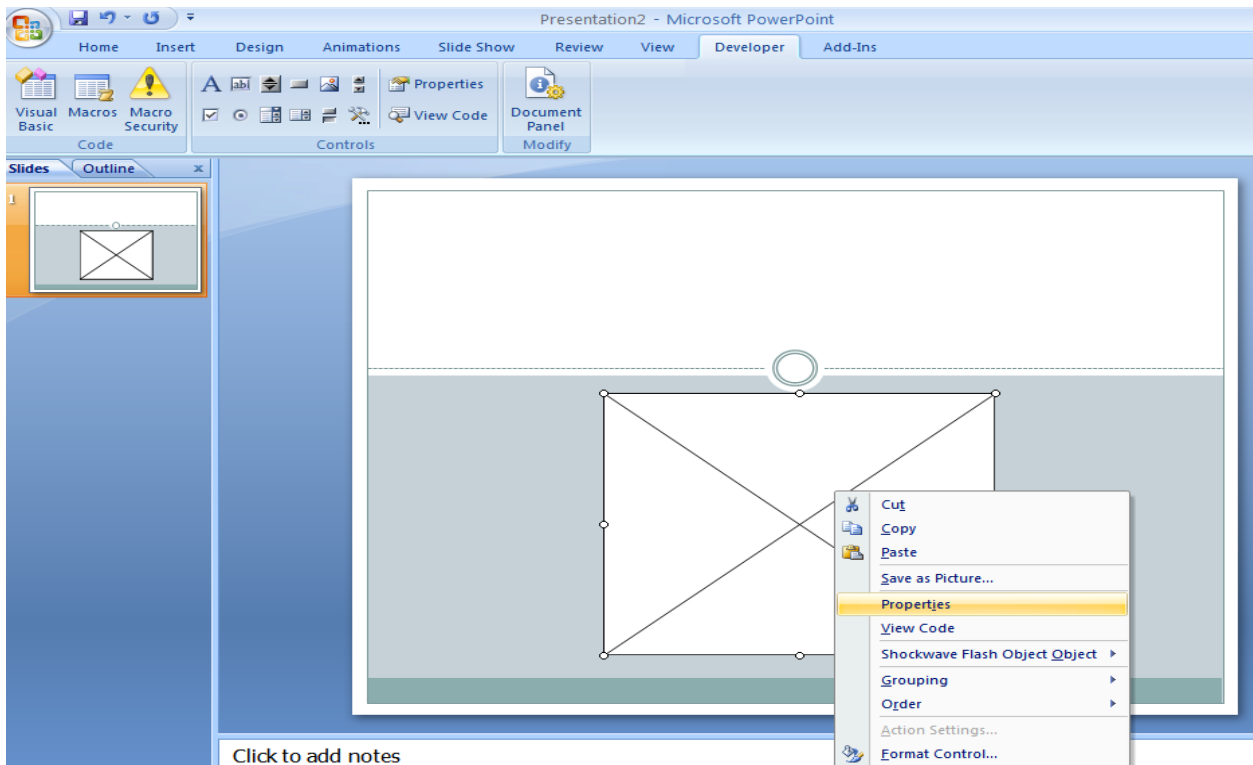
5. **Draw** the box on the slide where you want the YouTube video to appear. (Figure 11)

Figure 11



6. **Right-click** on the drawn box and **click Properties** from the shortcut menu. (Figure 12)

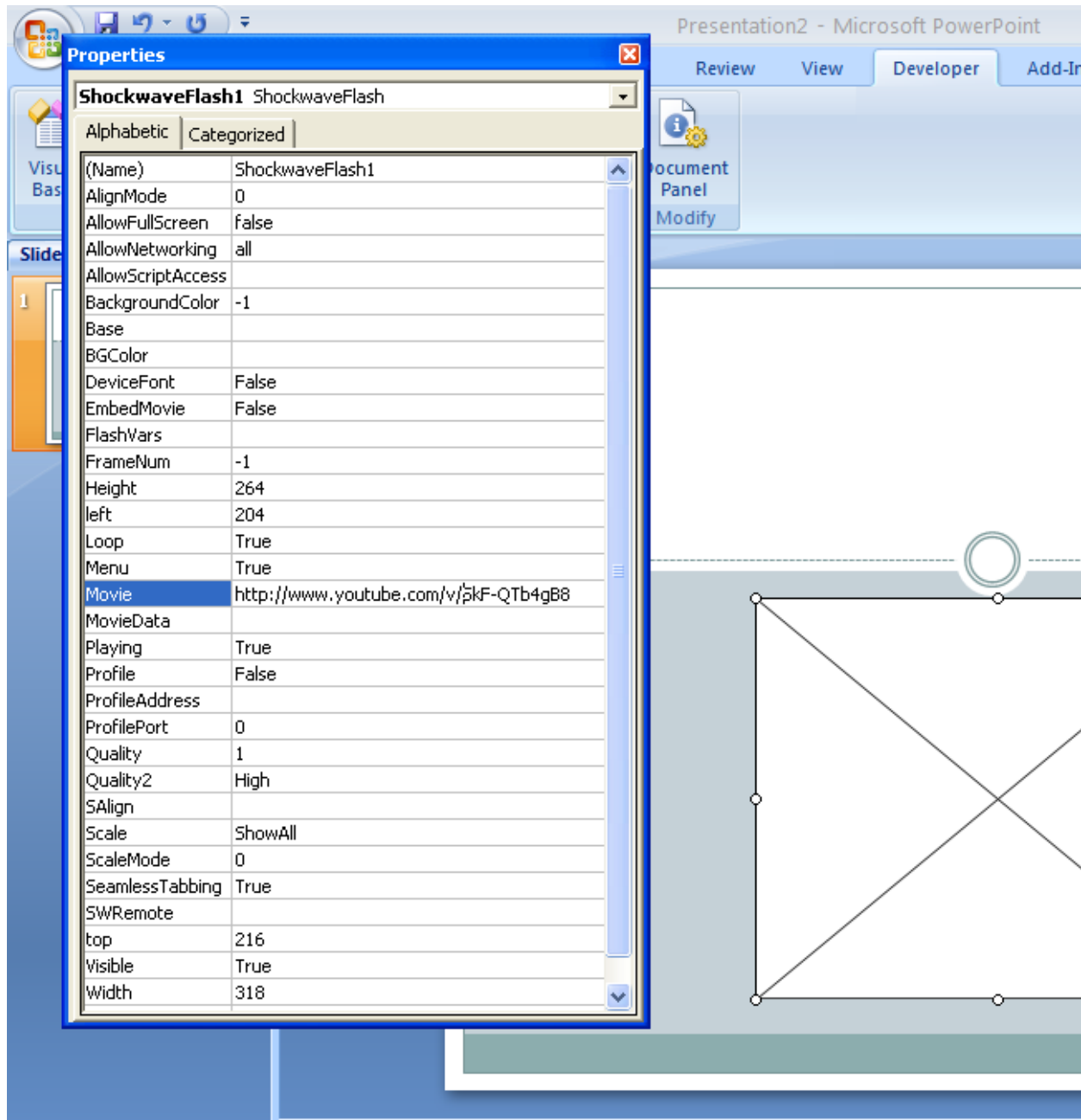
Figure 12



7. The **Properties** dialog box appears. **Paste** the YouTube video's URL into the **Movie** field and **delete** the "watch?" portion of the URL and **replace** the equal sign with a forward slash and close the **Properties** dialog box. (Figure 13)

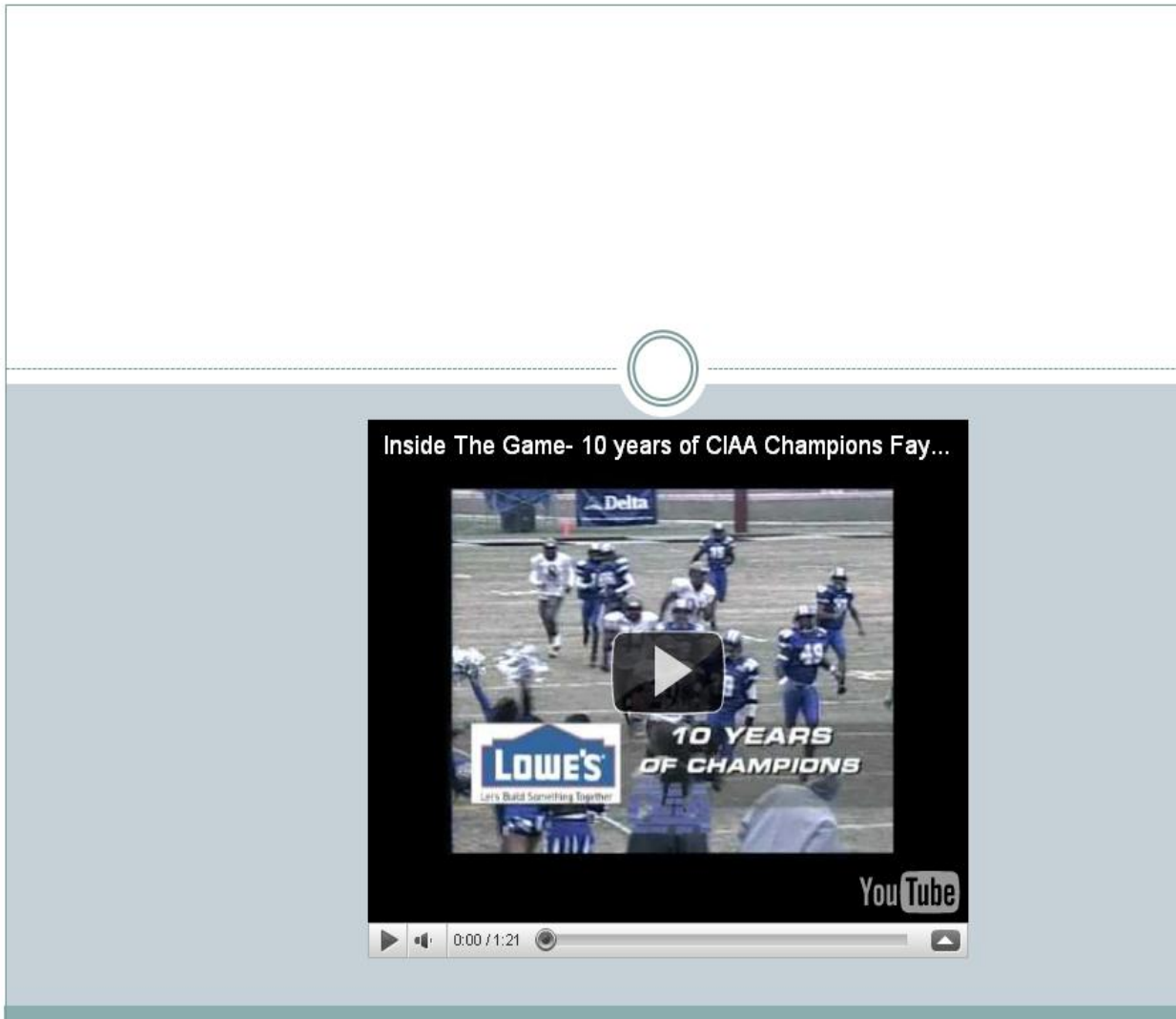
Ex. <http://www.youtube.com/watch?v=5kF-QTb4gB8> to <http://www.youtube.com/v/5kF-QTb4gB8>

Figure 13



8. **Run** the PowerPoint presentation to preview the video. (Figure 14)

Figure 14



Note: Be aware of copyrights on the material you are using. Typically, 30 seconds is a safe cut-off.

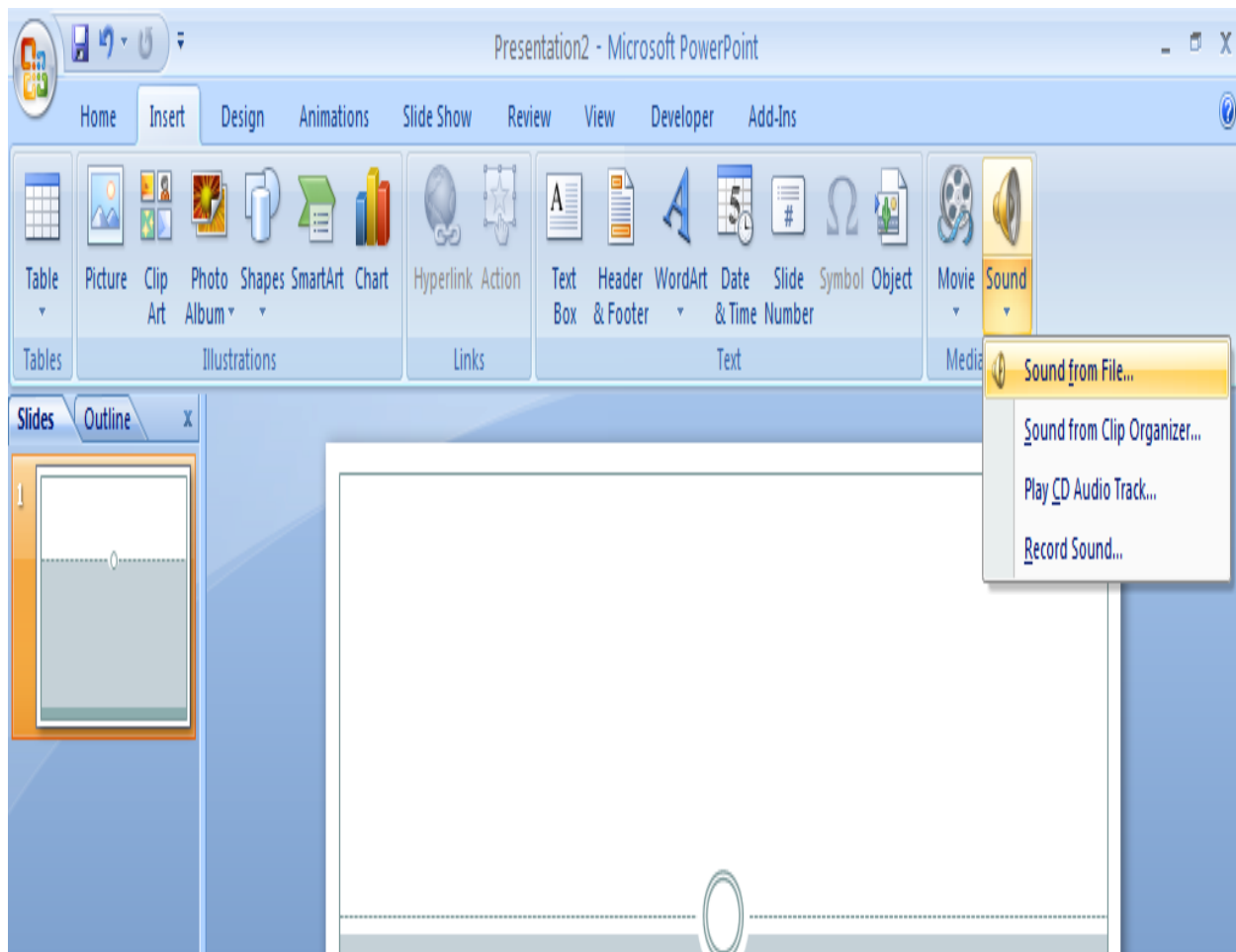
Playing Sounds Across the Entire Slide Show

To play sounds during your PowerPoint presentations, make sure you are on the slide where you want the sound to start.

1. **Click the Insert tab on the ribbon and click the Sound drop-down arrow in the Media Clips group and select Sound from File or Sound from Clip Organizer.** (Figure 15)

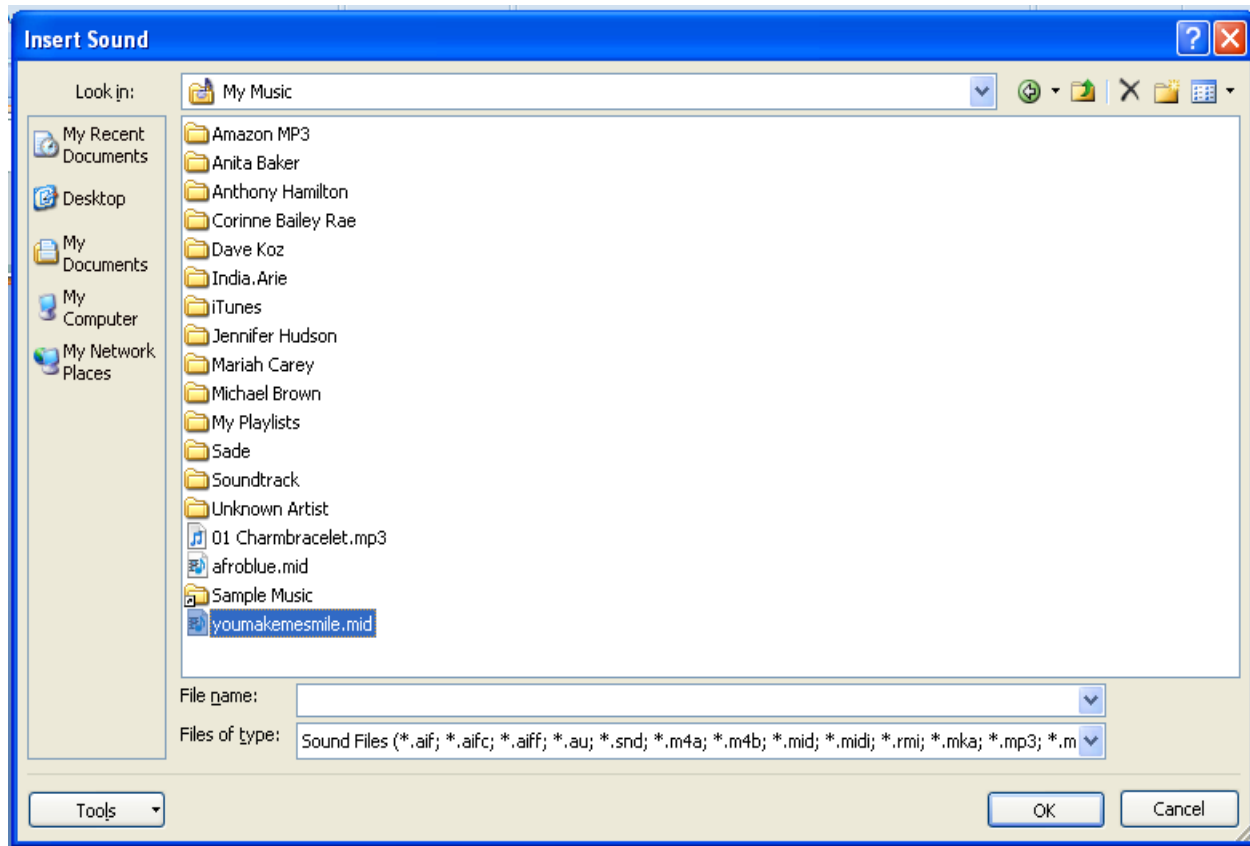
Note: Sound from File lets you choose a sound you have recorded or a piece of music to add to your presentation. Sound from Sound Clip Organizer lets you choose a sound such as coins dropping or birds chirping.

Figure 15



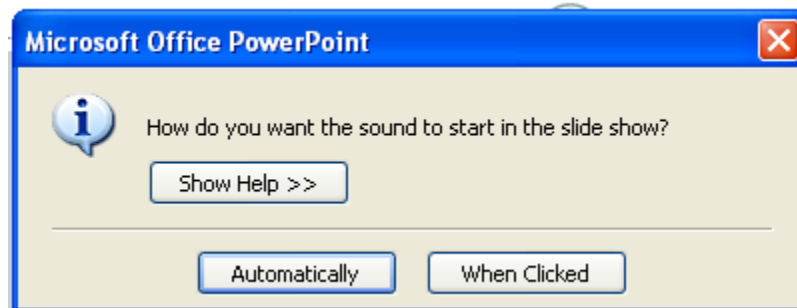
2. If you are choosing from a file, the Insert Sound window opens, navigate to the file you want to use. (Figure 16)

Figure 16



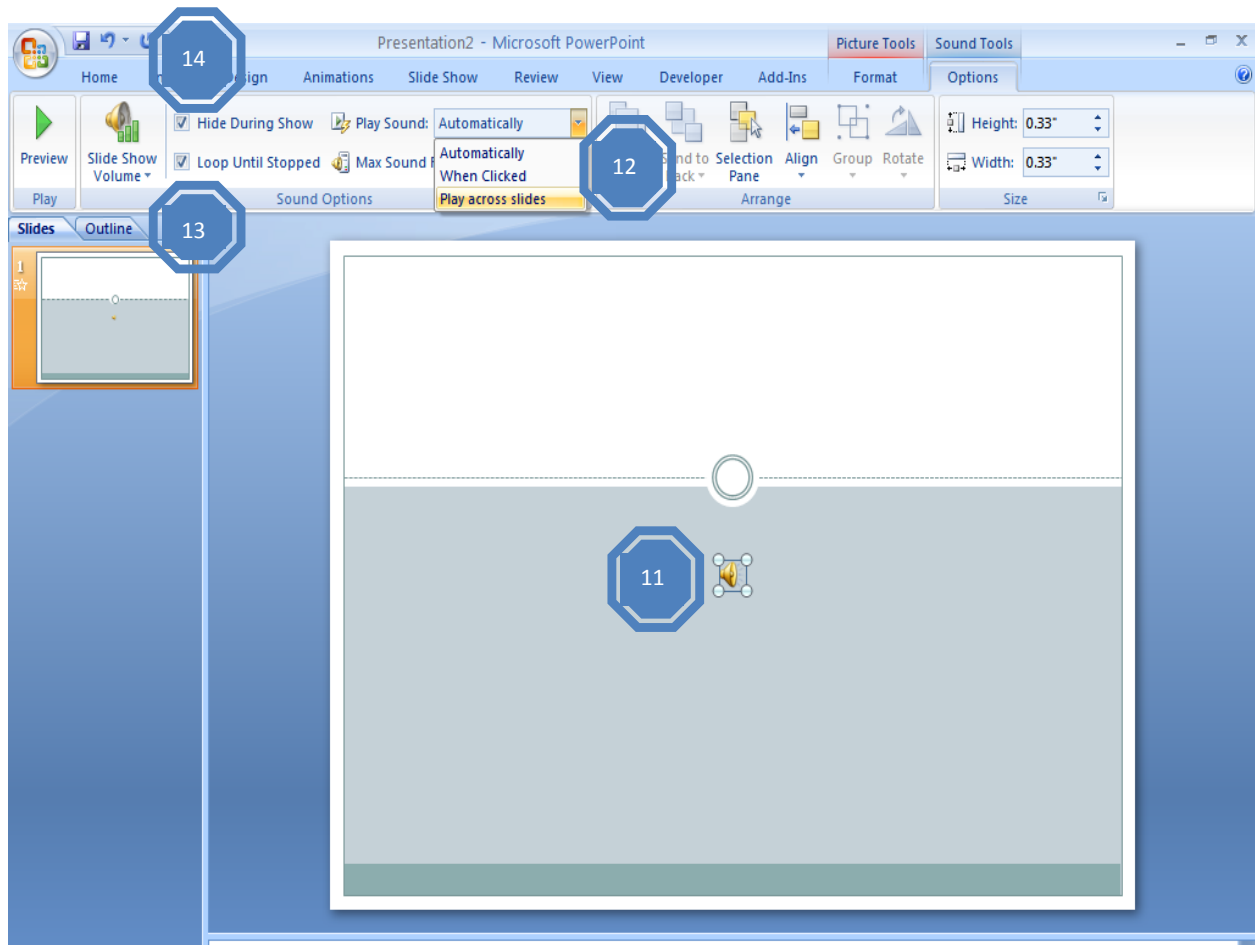
3. When prompted select how you want the sound to start, by **clicking** *Automatically* or *When Clicked*. (Figure 17)

Figure 17



4. **Click** on the sound icon in the document window and the **Sound Tools** tab will appear. (Figure 18, item 11).
5. **Click** the **Play Sound** drop-down menu in the **Sound Options** group and **select** *Play Across Slides* to have the sound play on every slide. (Figure 18, item 12).
6. **Click** *Loop Until Stopped* to have the sound file loop until the end of the presentation. (Figure 18, item 13)
7. **Click** *Hide During Show* to make the sound icon invisible during the presentation. (Figure 18, item 14)

Figure 18



This along with other Microsoft training materials can be found on the Training and Development website at the following URL:

<http://www.uncfsu.edu/itts/training/>