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«HOW TO CREATE A MULTIMEDIA PRESENTATION»

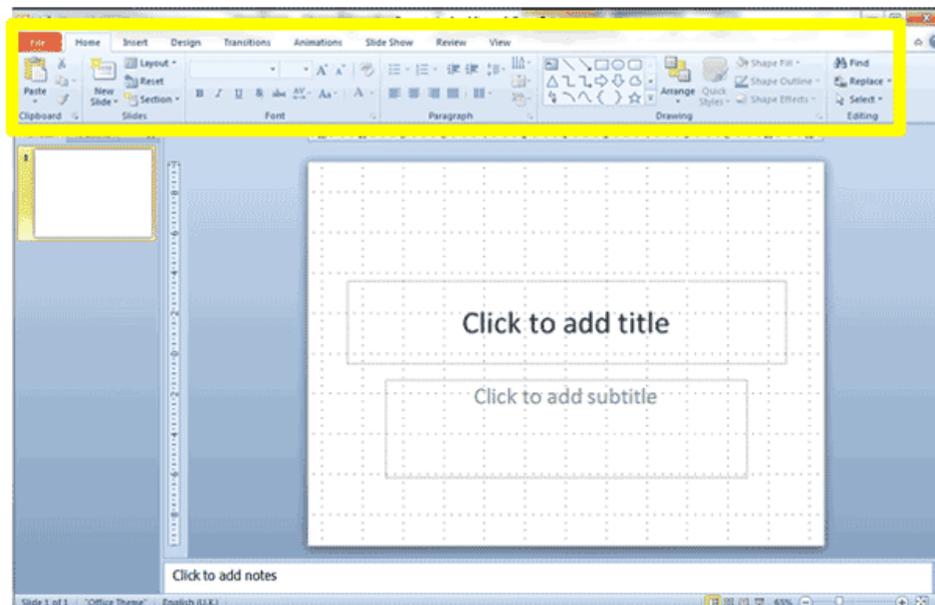
THEORETICAL PART

Starting out in PowerPoint it is important to identify and understand all the things you see on the screen. This includes the Ribbon, Tabs, the Quick Access Toolbar, Slides and Outline Tabs, the Slide Pane, the Note Pane and the Status Bar.

The Ribbon and Tabs

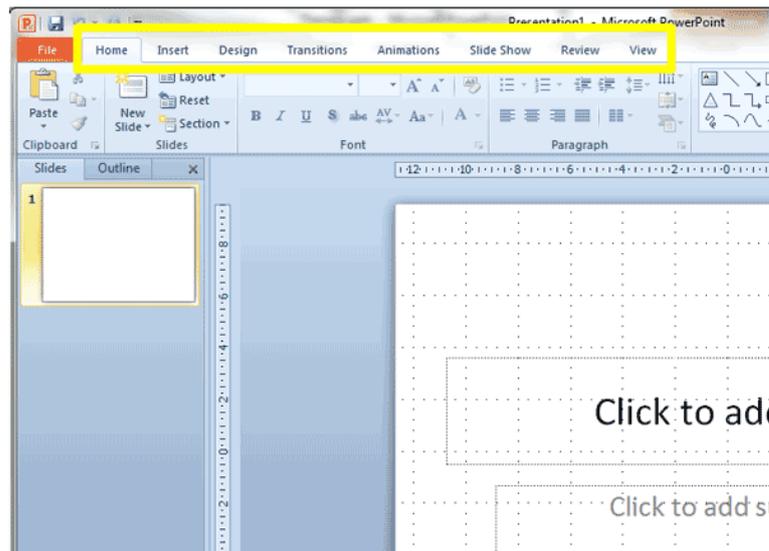
PowerPoint has a very logical user interface.

The Ribbon and tabs are arguably the most important part of the interface to familiarize yourself with. The Ribbon (circled in yellow in the screenshot below) is the area at the top of the interface that contains groups of functions that you will use to create and beautify your presentation.



If you study the Ribbon carefully, you will note a series of headings along the top part. If you click on any of these "headings" they open up a different section of the Ribbon. These are called Tabs and each tab opens a section of the Ribbon that relates to the name of the selected tab. Depending on your version of PowerPoint, the tabs are (in order from left to right): Home, Insert, Design, Transitions, Animations, Slide Show, Review and View.

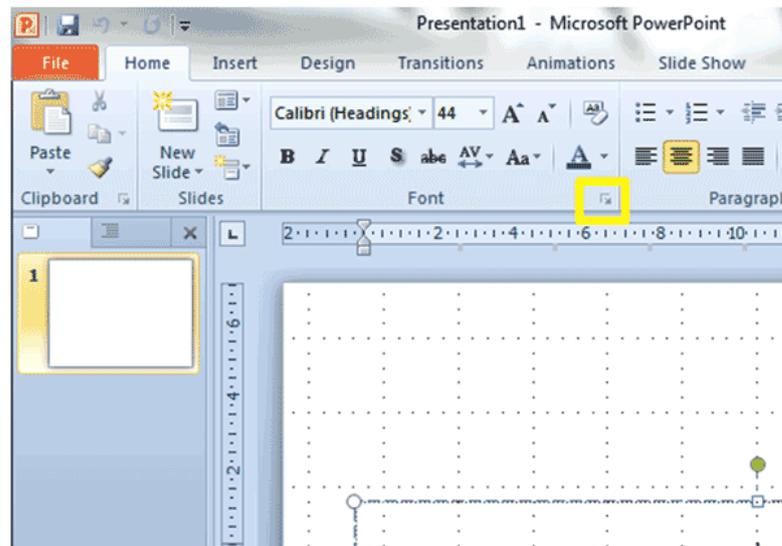
Study the image below and then in your own copy of PowerPoint, identify each tab by clicking on them and noting the area of the Ribbon they open.



The creators of the PowerPoint Ribbon made an effort to place the tabs in the order they believe most people are likely to create presentations:

1. The Home Tab contains all the basic font, formatting, drawing and alignment buttons that are essential for creating a slide.
2. The Insert Tab allows you to add more sophisticated elements to your slides, for example tables, smart art, photos, videos and audio.
3. The Design Tab provides functions that allow you to change the look and feel of your slides by using themes and page orientation.
4. The Transitions Tab will come in useful after you have created the content of your slides and completed the design. Using the Transition Tab you can animate the transition of one slide into another by having them fly in, appear, fade and a multitude of other options.
5. After you have set transitions for your slides, the next tab, Animations, allows you to focus on adding animation to individual elements on your slides. For example having bullets appear during your presentation when you click your mouse or having bullets fade out so only the most important points are emphasized.
6. The Slide Show Tab is for adding the final settings to your presentation, previewing your slides from the beginning to ascertain how they will display to your audience and other settings that relate to the set-up of a presentation.
7. The Review Tab should never be missed! Here you will find the spelling and grammar checker and other functions relating to proofreading a presentation.
8. The View Tab in PowerPoint is exceptionally powerful. Specific views allow you to perform certain actions, for example the Slide Master allows you to create templates and universal slide layout and formatting. Other essential functions such as the Slide Sorter, Notes Page and Notes Master are worth experimenting with.

If you study the section of the Ribbon under each Tab you select, you will note that the buttons are sorted into named groups. For example, under the Home Tab you will note the Clipboard, Slides, Font, Paragraph, Drawing and Editing groups. Some groups have a little diagonal arrow in the right-hand bottom corner (circled in yellow in the screenshot below). This is called a dialogue box launcher.



If you click the dialogue box launcher it will launch a dialogue box with options relating to the group in which it is situated.

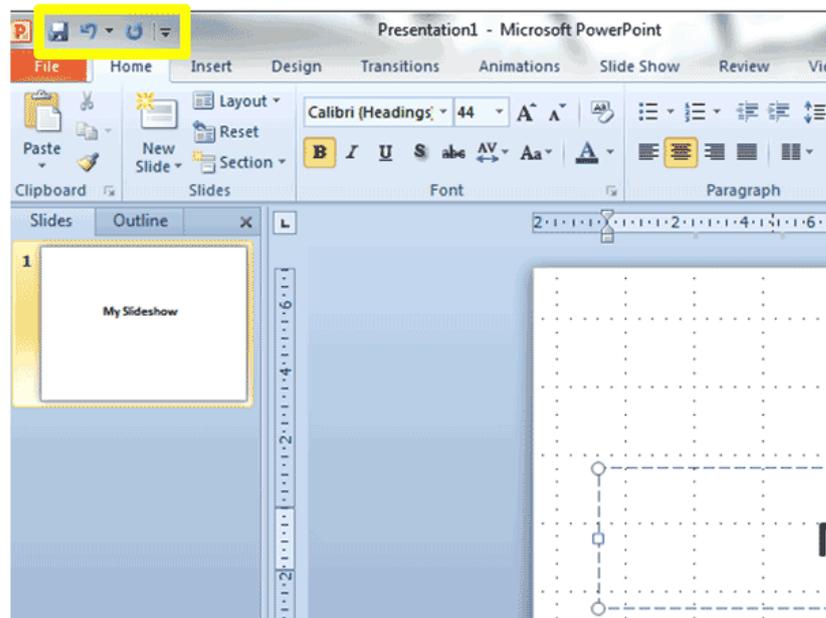
Additional tabs called Contextual Tabs appear only when specific content is selected. For example, if you select a Textbox you will have tabs appear on the right-hand side of your current tabs that contain options relating to a Textbox. If you click away from the Textbox or unselect it, the Contextual Tabs will disappear again. There are Contextual Tabs for just about every kind of element you can insert into PowerPoint including tables, graphics, charts, shapes, audio and video.

The Ribbon takes up a lot of real estate on the screen. You can hide part of the Ribbon so that only the tabs display by right-clicking on the Ribbon and selecting "Minimize the Ribbon" from the list. To redisplay the full Ribbon, right-click in the tabs area and click "Minimize the Ribbon" again.

The Quick Access Toolbar

The Quick Access Toolbar or QAT for short, is the baby sister of the Ribbon. By default it usually contains *Save*, *Undo* and *Redo* buttons but you can modify it to contain any functions you frequently use that would save you time having to search for on the Ribbon.

The Quick Access Toolbar is located on the top left-hand side of the PowerPoint screen (circled in yellow in the screenshot below):



To add more buttons to the Quick Access Toolbar, press the down pointing arrow to the right of the last button on the QAT. To add or remove any of the buttons, simply click to add and click again to remove. A tick mark next to an option denotes a function that is already on the QAT.

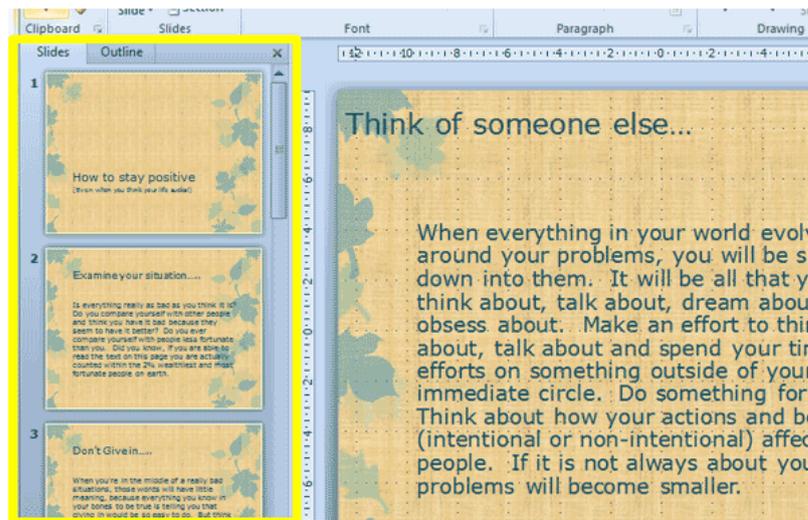
You can customize the QAT further by either right-clicking any button on the Ribbon and selecting "Add to Quick Access Toolbar" or selecting "More Commands" from the dropdown list launched from the QAT mentioned above. This will launch the Customize the Quick Access Toolbar dialogue area. From here you can select any function that exists within PowerPoint to add to the QAT.

Finally, you can display the QAT above or below the Ribbon. The default (as in the screenshot above) is above the Ribbon. To display the QAT below the Ribbon, press the down pointing arrow to the right of the last function on the QAT and select "Show Below the Ribbon" from the dropdown list.

Slides and Outline Tabs

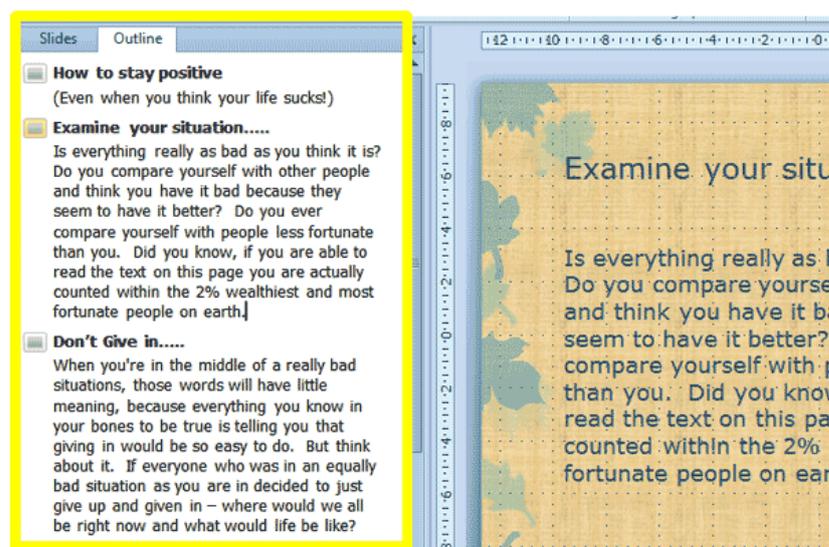
The Slides and Outline areas located to the left of the Slide Panel gives. The Slides Area, which displays by default, contains thumbnails of each slide in your presentation. It allows you to navigate to specific slides, rearrange the order of slides, duplicate slides you wish to recreate, delete unnecessary slides, change the slide layout and a multitude of other essential functions.

Open an existing PowerPoint presentation and experiment with using the Slides Area (circled in yellow in the screenshot below). Click on different thumbnails to have the selected slide displayed in the Slide Pane. Drag slides up or down to reorder them and right-click on any slide thumbnail to investigate available options.



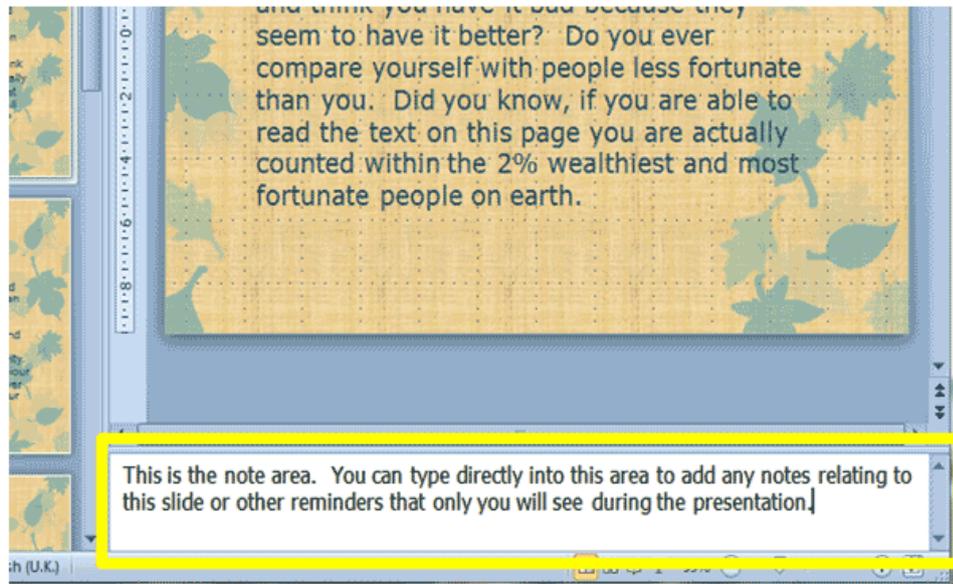
The Outline Area shares real estate with the Slides Area. You will note the Outline Tab to the right of the Slides Tab which allows you to switch between the two views.

The Outline Area (circled in yellow in the screenshot below) is great for viewing the text contained in your slides. You can use it to proofread, edit and add text to your slides. The bold headings represent slide headings followed by either a text area or a bulleted list.



To hide the Slides and Outline Area, click the close icon located at the top right-hand corner of the pane. To redisplay the pane hover your mouse over the left-hand edge of the PowerPoint screen (in the area where the Slides and Outline Area usually displays) until your mouse icon changes into a double cross. Click and drag to the right to redisplay the Slides and Outline Area. You can also resize it by dragging it to the right or left to make it wider or narrower.

If only you had used Slide Notes! The Slide Notes Area (circled in yellow in the screenshot below) located at the bottom of each slide in the main Slide Pane, allow you to add unlimited notes to each slide in your presentation.



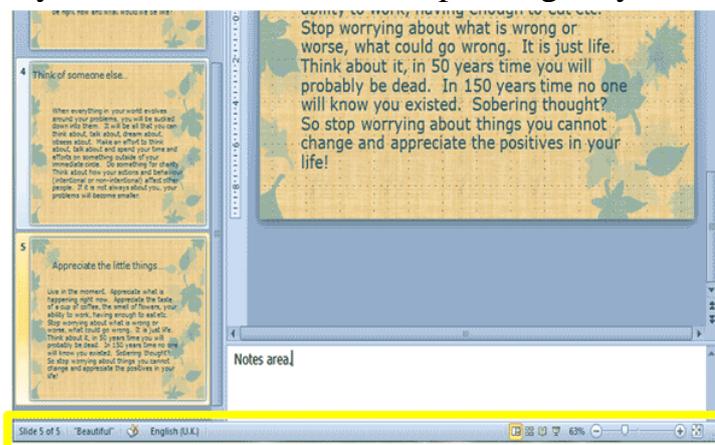
You can either print these to use during the presentation or view them on your screen. The main presentation will run on the projected screen and your audience will not see your notes.

To hide the Notes Area if you are not using it, hover your mouse icon over the top border of the box. When your cursor changes into a 'double arrow' click and drag the Notes Area down to hide it. To redisplay the Notes Area, you perform exactly the same action except you drag it back upwards into position.

The Status Bar

Located at the bottom of the PowerPoint screen, the Status Bar is often overlooked or ignored. Providing information on the slide on which you are currently working, how many slides the presentation contains, what language is set and which theme is applied, it is overlooked at your own peril. Besides offering you useful background information about your presentation, it also contains useful shortcuts to, for example, change the language of your presentation, set your slide zoom and change the view type.

Below is a screenshot of a Status Bar (circled in yellow) but it may display different information on your PowerPoint screen depending on your default settings:



You can modify the Status bar by right-clicking anywhere on it and selecting or deselecting items from the list that appears.

PRACTICAL PART

How to create a multimedia presentation

Multimedia presentation

A multimedia presentation differs from a normal presentation in that it contains some form of animation or media. Typically a multimedia presentation contains at least one of the following elements:

- video or movie clip;
- animation;
- sound (this could be a voice-over, background music or sound clips);
- navigation structure.

Microsoft PowerPoint

The easiest way to create a multimedia presentation is in Microsoft PowerPoint. You can add in video, a soundtrack and also a reasonable degree of animation.

By far the biggest advantage of making multimedia presentations in PowerPoint is that it is easy for anyone to be able to edit the presentation.

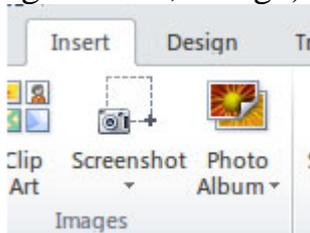
An example of how you can introduce multimedia effects in a presentation is shown in the taxi sequence on the right. It starts with a line drawing being made on the screen and is then followed up with a taxi fading in.

The sequence is part of one of our PowerPoint templates. You can see the effect in action by downloading the [taxi animated template from the download page](#). Make sure that you view the sequence in PowerPoint show mode.



How to embed videos in your PowerPoint presentation

2010 has come of age when it comes to embedding videos. In just a few simple steps you can select a video clip from your PC or a website (don't forget the all-important copyright issues, though) and embed it in your presentation.



A couple of pointers regarding video formats

• AVI (Audio Video Interleave) – A long-established format that will work fine as long as you bear in mind that it is a bit heavy on file size. Figure on about 5mb for a 1 hour video. Admittedly, an hour-long video clip in a presentation is somewhat extreme but it always pays to keep files as small and compact as possible. Quality of these files is excellent.

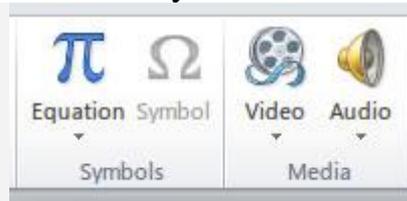
- WMV (Windows Media Video) – This is a compressed video format and therefore a smaller file size. My choice would be this format as it provides the best compromise between quality and size.

- MPEG – (Moving Pictures Experts Group) – This format is also perfectly suitable for presentations as these files are also much smaller and are of high quality.

- SWF – (Shock Wave Flash) – A format used mainly for web-based applications and animations. It has a small file size and audio capability.

Embedding your video clip

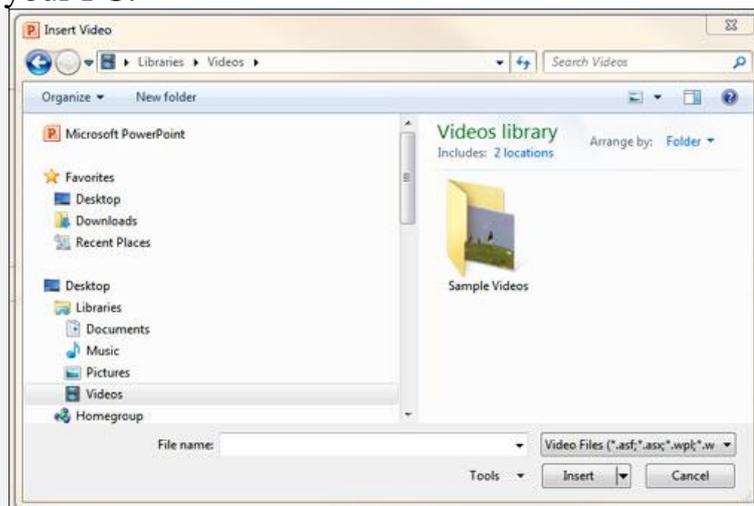
Make sure you have selected Insert on your ribbon.



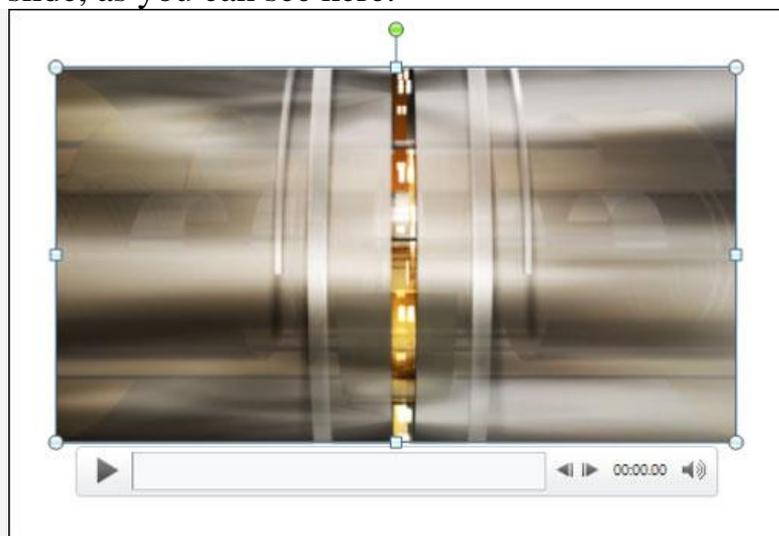
On the right is the Video insert menu/ribbon selection icon and on clicking you are offered three further choices. We will deal with them from top to bottom.

Video from File

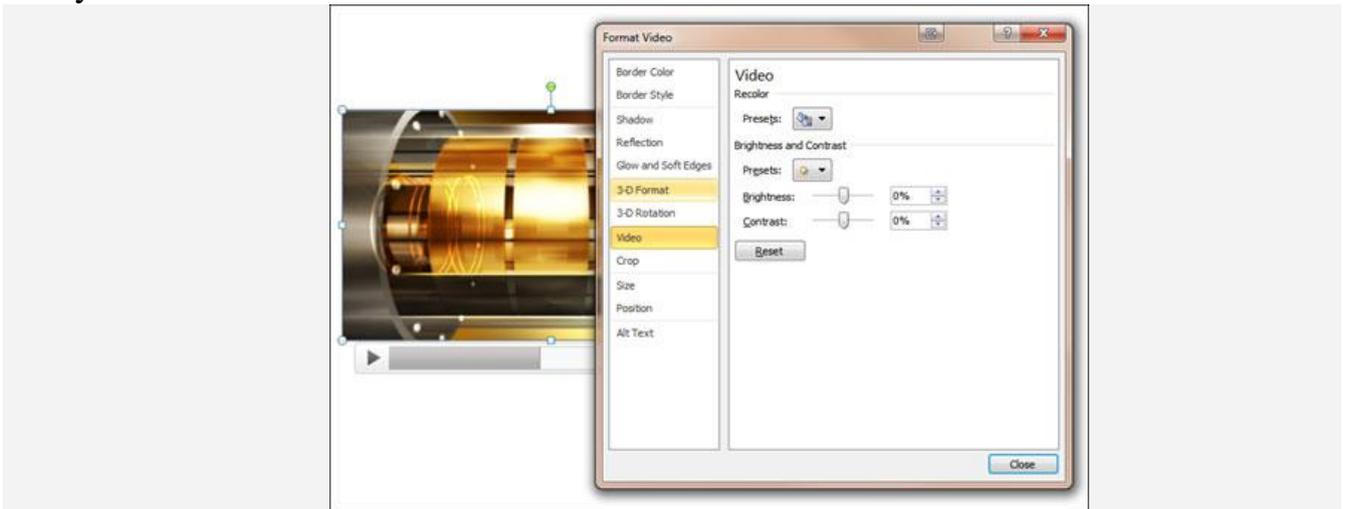
Selecting this option will open a dialog box so that you can navigate to where your video clip is filed on your PC.



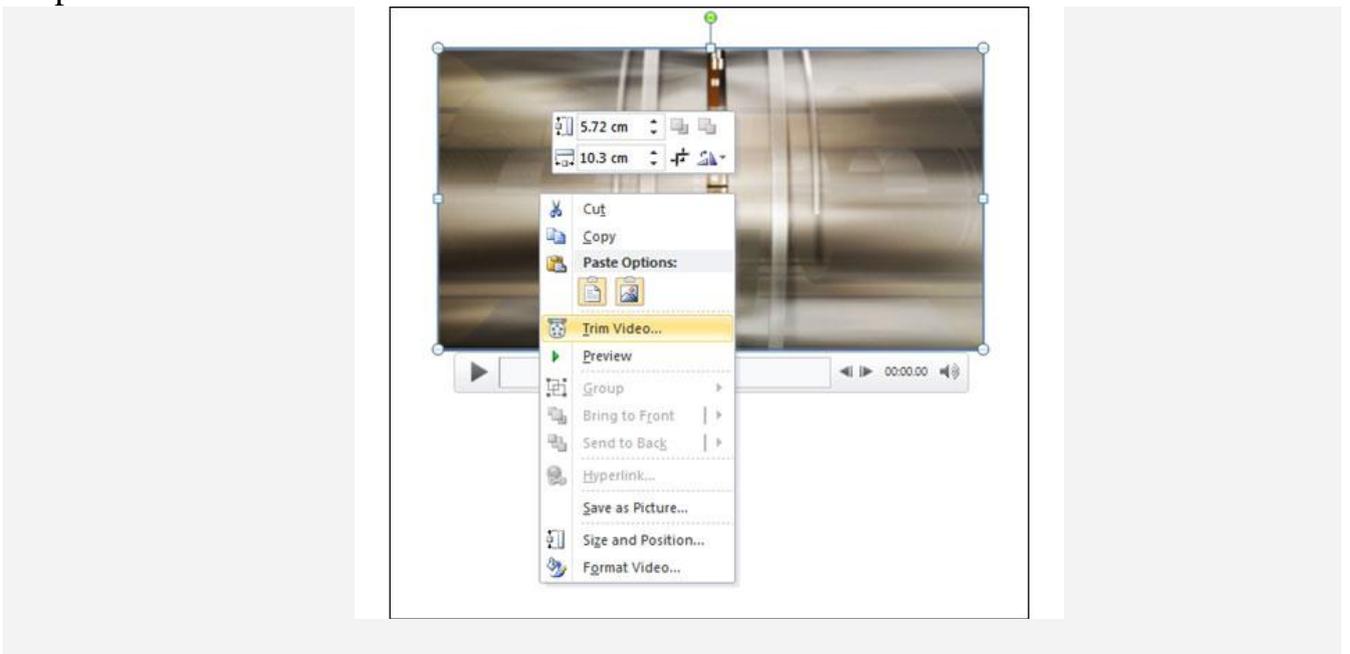
Once you have found your clip and selected it, click the insert button and the clip is embedded into your slide, as you can see here.



The image below shows the formatting dialog box for the video player inserted into your slide.



Customising the video player is straightforward and provides a good range of options, such as border colour and style. Also available are adjustments for the video itself. Selecting the Video option offers brightness and contrast options of the video output.



Video from Website

On the right is the dialog box that opens when you choose to add a video from a website.

Let's suppose you have a number of video clips on YouTube, or perhaps your website has a video you would like to add to the presentation.

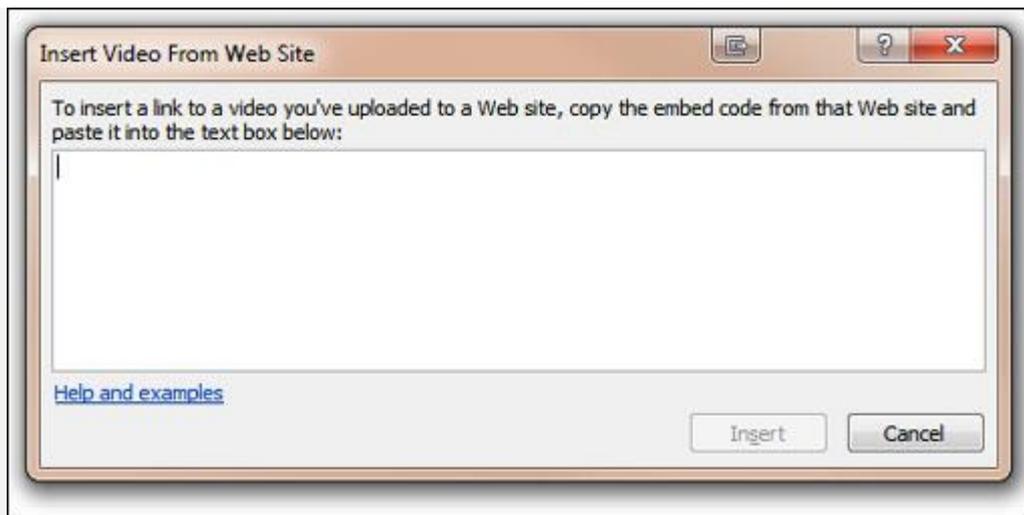


Fig 9. Video embedding dialog from websites

How to add music to your PowerPoint presentation

Step 1. Choose your music format – MP3 or WAV.

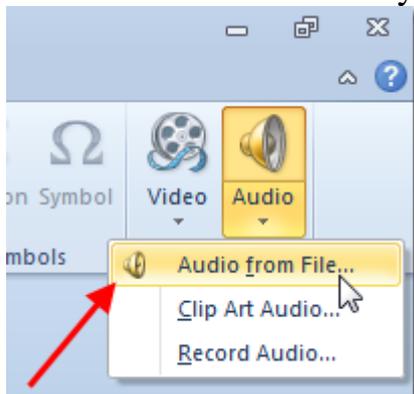
- MP3 – Smaller file size, but cannot be embedded
- WAV – Larger file size, but can be embedded

Step 2. Insert the music in your PowerPoint presentation.

Jump to the particular slide where you want to insert the music file.

Go to **Insert** → **Audio** → **Audio from File**.

Select the audio file from your computer, and click **Insert**.



Step 3. You will notice that every time you click on this audio element, two new tabs called **Format** and **Playback** will appear on the ribbon, under *Audio Tools*. You can change various element settings from these tabs, especially on the Playback tab, where you can choose to play the music automatically or manually, etc.

Adding hyperlinks to your presentation can help readers quickly access contact information or information from the Internet. Additionally, hyperlinks in the form of action buttons are useful for navigating your slide show. To use hyperlinks, you'll need to know how to insert hyperlinks using text and objects, as well as how to insert action buttons.

Select the text or image to link to insert a hyperlink. From right-click menu, click Hyperlink option.

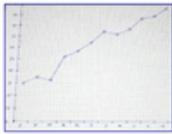
This will bring up Insert Hyperlink dialog, from left side bar, select place in This Document, from center pane, select a slide to create link with and click OK.

Most PowerPoint objects can be hyperlinked

Text can be hyperlinked

Text boxes

Circles



Images



Images in
Auto shapes

Objects with
shadow