

# Advanced PowerPoint

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## TIP #1: CUSTOM DESIGN

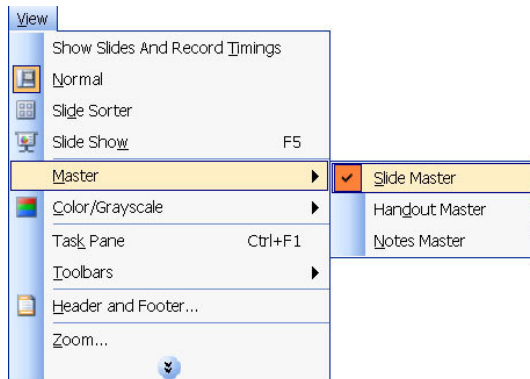
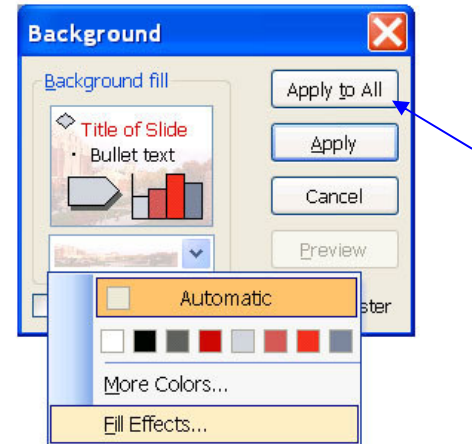
Creating a custom design is a great way to tailor a presentation for a particular audience. The easiest way to begin is to start with one of the design templates that comes with PowerPoint, and then modify the template to look the way you want it to, giving it a style that your audience will find appealing.

A striking way to customize a template is to change the background. For example, you can insert a lightened photograph to be the background of your slides.

### To Change Slide Background:

**Format Menu > Background > Fill Effects (in small pull-down menu) > Picture Tab (on dialog box) > Select Picture > Apply to All**

Notice you can also choose a gradient, pattern, or texture as the background of your slides.



### To Modify an Existing Template

**View Menu > Master...Slide Master**

Another way to modify an existing template is to change the bullets and numbering, or font style of the template. Use the Slide Master View to make changes to fonts and bullets that will apply to all your slides.

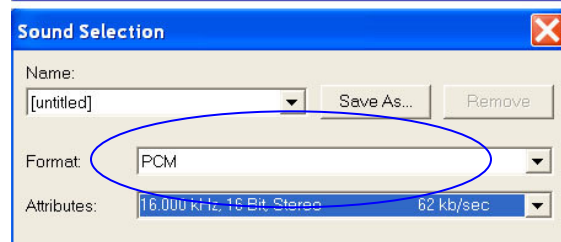
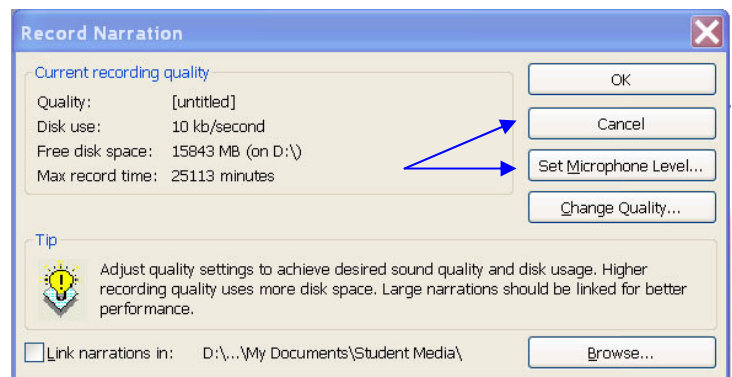
## TIP #2: ON ADDING NARRATION

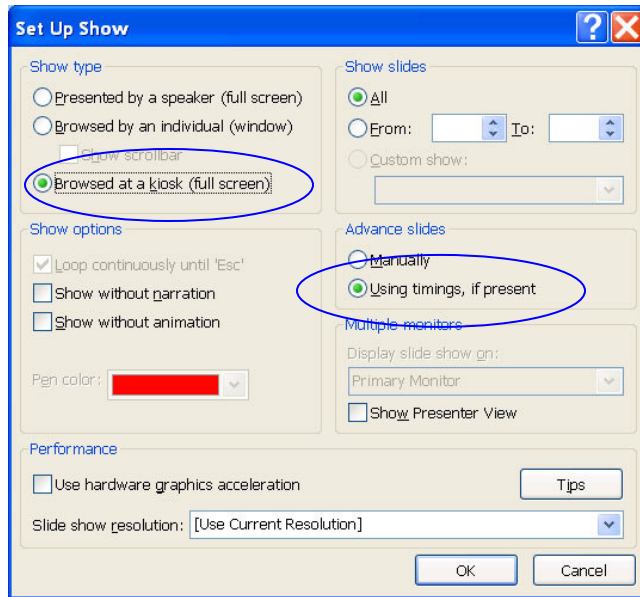
Adding narration turns a PowerPoint presentation into a stand-alone presentation tool that can be delivered online or at a kiosk, public location, at a conference or other venue.

### To Narrate a PowerPoint Presentation:

**Slide Show Menu > Record Narration...**

Select a quality setting that corresponds to your delivery format. In general, the setting **16 kHz, 16 bit Mono** is a good quality that results in manageable file sizes. Notice you can also check your microphone level.





**NOTE: Setting up the Show.** If your narrated presentation is going to be a one which will be shown as a stand-alone show, without a presenter, at a conference or kiosk, you can indicate that in the Slide Show set-up options. In other words, you can set up your presentation to be an Auto-run show.

**To Indicate how a Slide Show is Viewed:**  
**Slide Show Menu > Set Up Show...**

Select Browsed at Kiosk to make your show an Auto Run, and select “Use Timings, if Present.”

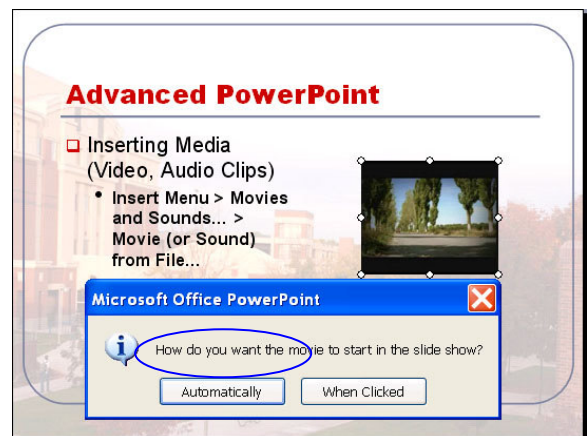
**TIP #3: INSERTING RICH MEDIA (AUDIO/VIDEO)**

Rich media, including pictures, audio and video clips, is a terrific way to enrich a presentation and create a more powerful and understandable message for a wider range of viewers.

**To Insert an Audio or Video Clip**

**Insert Menu > Movies and Sounds... > Movie (or Sound) from File...**

Unless you have a reason to pause a movie or audio file, Choose “**Automatically**” as the way you want your movie to start, rather than when clicked.



**NOTE: To link, embed or hyperlink?**

By default, PowerPoint embeds a file that is inserted, unless it exceeds the size set in the Options. As a general rule, a large media file should be linked, rather than embedded, so that your Presentation plays smoother (depending on computer’s power). If your file is linked, place it in the same folder as your presentation before you insert it. Then, be sure to include actual video or audio file with your PowerPoint presentation whenever you save it to disc or move it to a different location. You may want to change your options to accommodate your particular needs.

**To Change Link Options:**

**Tools > Options > General Tab > Link files with size greater than [Insert size, e.g., 1000k = 1Mb]**

An alternative to “inserting” a media file is to create a hyperlink to the file. When the hyperlinked is clicked, the corresponding player will launch to play or view the file.

**To Create a Hyperlink:**

**Highlight the text (or graphic) > Insert Menu > Hyperlink... > [Select media file (or type in URL of website)]**