

PowerPoint 2007

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Adding Music to a Slide

To prevent possible problems with links, it is a good idea to copy the sounds into the same folder as your presentation before you add the sounds to your presentation.

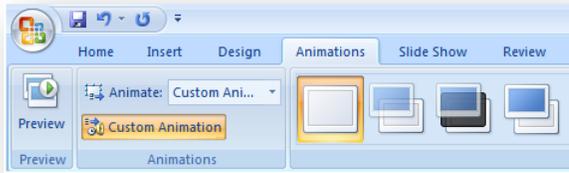
1. Select the slide to which you want to add a sound.
2. On the **Insert** tab, in the **Media Clips** group, click the arrow under **Sound**.



3. Do one of the following:
 - Click **Sound from File**, locate the folder that contains the file, and then double-click the file that you want to add.
 - Click **Sound from Clip Organizer**, scroll to find the clip that you want in the Clip Art task pane, and then click it to add it to the slide.

Adding Custom Animation to a Slide

To apply a custom animation effect in Office PowerPoint 2007, do the following:



1. Select the text or object that you want to animate.
2. On the **Animations** tab, in the **Animations** group, click **Custom Animation**.
3. In the **Custom Animation** task pane, click **Add Effect**, and then do one or more of the following:
 - To make the text or object enter with an effect, click **Entrance**, and then click an effect.
 - To add an effect, such as a spin effect, to text or an object that is already visible on the slide, point to **Emphasis**, and then click an effect.
 - To add an effect that makes text or an object leave the slide at some point, point to **Exit**, and then click an effect.
 - To add an effect that makes text or an object move in a specified pattern, point to **Motion Paths**, and then click a path.
4. To specify how the effect is applied to your text or object, right-click the custom animation effect in the **Custom Animation** list, and then click **Effect Options** on the shortcut menu.
5. Do one of the following:
 - To specify settings for text, on the **Effect**, **Timing**, and **Text Animation** tabs, click the options that you want to use to animate the text.
 - To specify settings for an object, on the **Effect** and **Timing** tabs, click the options that you want to use to animate the object.



Applying Slide Transitions

1. Select the slide that you want the transition to.
2. On the **Animations** tab, in the **Transition To This Slide** group, click the slide transition effect that you want for that slide.
To see more transition effects in the Quick Styles list, click the **More** button .
3. To set the slide transition speed between the current slide and the next slide, in the **Transition To This Slide** group, click the arrow next to **Transition Speed**, and then select the speed that you want.

4. To insert a **Transition Sound** between the current slide and the next slide, in the **Transition To This Slide** group, click the arrow next to **Transition Sound**, and then select the sound that you want.
5. To add a different slide transition to another slide, repeat steps 2 through 4.

Importing PowerPoint Templates from the Microsoft Website

1. Click the **Microsoft Office Button**,  and click **New**.
2. In the left panel, choose a template category.
3. Choose a template, and click to **Download**.

Printing Handouts

1. Open the presentation for which you want to print handouts.
2. Click the **Microsoft Office Button**,  click the arrow next to **Print**, and then click **Print Preview**.
3. In the **Page Setup** group, click the arrow under **Print What**, and then select the handout layout option that you want from the list.
4. To specify the page orientation, click the arrow under **Orientation**, and then click **Landscape** or **Portrait**.
5. Click **Print**.

Printing Notes Pages

You can print your notes pages with a slide thumbnail to hand out to your audience or to help you prepare for your presentation.

1. Open the presentation for which you want to print notes pages with slide thumbnails.
2. Click the **Microsoft Office Button**,  click the arrow next to **Print**, and then click **Print Preview**.
3. In the **Page Setup** group, click the arrow under the **Print What** box, and then click **Notes Pages**.
4. To specify the page orientation, click the arrow under **Orientation**, and then click **Portrait** or **Landscape**.
5. To set headers and footers, click **Options**, and then click **Header and Footer**.
6. Click **Print**.

Importing a YouTube Video

1. In PowerPoint, click the **Microsoft Office Button** , and then click the **PowerPoint Options** button at the bottom.
2. In the Popular Menu, select the **Show Developer Tab in the Ribbon** checkbox, and click **OK**.
3. In your web browser, copy the URL of the YouTube Video you would like to embed from the Address Bar.
4. Select the slide of your presentation you would like to embed your video in.
4. On the **Developer** tab, in the **Controls** group, click the **More Controls** icon. 
5. Select **Shockwave Flash Object** from the list, and click **OK**.
6. Click and drag to draw a box the size you want your video to be.
7. On the **Developer** tab, in the **Controls** group, click the **Properties** icon. Double click on **Custom**.
8. Paste the video URL in the URL box under **Custom**.
9. You'll need to make a few changes to your URL to make it work.
Delete the "watch?" and replace the equal sign with a forward slash. Make sure the **Embed Movie** box is unchecked. Click **Apply** and **OK**.

Example

From: <http://youtube.com/watch?v=SdckRgIDuI4>
To: <http://youtube.com/v/SdckRgIDuI4>

10. Save your presentation, then open it and check to make sure the video is working properly.

Note: The video will be linked from the presentation. You must be connected to the internet in order to see the video.

Saving as an Office 2003 Document

1. Click **Microsoft Office Button**. 
2. Point to **Save As** 
3. Click **PowerPoint 97-2003 Presentation** so that the slideshow is fully compatible with older versions of Office.

