POWERPOINT 2013

Adding Multimedia to Presentations

Sound and movies can enhance a slide show to the point that a presentation is more than just information—it's entertaining. PowerPoint 2013 makes the development of "infotaining" presentations quick and easy. And if you don't have your own audio or video files, PowerPoint offers an extensive gallery of sounds and animated images you can use. In this lesson, you will work with PowerPoint's media features to enhance your presentations.

LEARNING OBJECTIVES

After studying this lesson, you will be able to:

- Acquire and add audio to a presentation
- Acquire and add video to a presentation
- Edit movies and add movie effects
- Use slide show timings
- Loop a presentation endlessly

LESSON TIMING

- Concepts/Develop Your Skills: 1 hr 15 min
- Concepts Review: 15 min
- Total: 1 hr 30 min

CASE STUDY: ADDING MULTIMEDIA TO THE PRESENTATION

Green Clean annually donates to a variety of charities, including animal rescue charities and young musician scholarships. You have been charged with creating a few new presentations that will play in a kiosk in the lobby at Green Clean's main office. They will showcase the animals and young musicians who have benefited from Green Clean's generosity. You want the presentations to be entertaining and engaging, but also need them to run by themselves with no human physically clicking through the slides. You decide to add audio and video to the presentations and to use slide timings so that each presentation will run unattended.

Working with Multimedia

Multimedia, also called rich media, includes video and audio that can enhance a presentation. A photographer delivering a presentation may play a soundtrack of classical music while the slides display a gallery of wedding photos. A presentation used to train employees may have a spoken narration playing throughout the slideshow to explain company policy. A summer camp director giving a presentation to prospective families may include videos of camp activities. Multimedia may be incorporated so simply as to play an audible *click* when navigating to subsequent slides during a presentation. Although multimedia can add excitement to your presentation, it can become overwhelming and distracting if used in excess.

Types of Multimedia

PowerPoint lets you add a variety of multimedia types to your presentation, including the following:

- **Audio:** This includes short sound effects such as a click or creaking door as well as entire songs or narration soundtracks. Most users will be familiar with MP3 or WAV sound files.
- **Video:** This can include home movies from your camcorder or downloaded videos from the Internet. PowerPoint does not let you create the video itself. You will need to create your video file in advance.

Linked Media Files

Most multimedia files exist as separate files outside your presentation that are linked to it. However, linked multimedia files function differently than linked data files such as a spreadsheet. You may already know that if a linked data file (such as an Excel spreadsheet containing a chart) is moved or renamed, your presentation will not suffer. The chart will still display, and you will encounter problems only if you try to edit the chart data. When a linked multimedia file is moved or renamed, it will not play during the presentation. Therefore, it is recommended that you store the presentation and all linked media files in the same folder—and don't change the names of the multimedia files after they have been linked. Then you can easily copy all the files in the presentation folder to other media, such as a USB drive or CD, to share with people.

Organizing Media with Subfolders

If you have many linked multimedia files, you may decide to keep your files organized in subfolders rather than having all of your files at the same level within a single folder. This makes it easier to find and launch your presentation and find any multimedia files you may need to edit.

When all files are in the same folder, finding the one you need may be difficult (left). Organizing your files by type in subfolders makes it easy to find what you want when you want it (right).

Labyrinth Learning http://www.lablearning.com

DEVELOP YOUR SKILLS PP02-D01A
## Create Multimedia Folders (Windows 8)

Windows 7 Users: Skip to the next exercise.

1. If necessary, click the **Desktop tile** on the **Windows 8 Start screen**.

2. Click the **File Explorer** icon on the Windows taskbar and then maximize the **File Explorer** window.

3. Navigate to the **PP2013 Lesson 02** folder and choose **View→Layout→Medium Icons**.

4. Choose **Home→New→New Folder**.

5. Type **Audio** as the folder name and tap ⏎Enter.

6. Repeat steps 4–5 to create a second folder named **Video**.

7. Click the **PP02-D01-TransportationNarration** file to select it.

8. Hold down ⏎Ctrl as you click these files to add them to the selection:

   - PP02-D01-Invites
   - PP02-D01-Castle
   - PP02-D01-Library
   - PP02-D01-Lunch
   - PP02-D03-bach-bwv813
   - PP02-D01-Makeup
   - PP02-D01-AudioBenefits

9. Once all eight audio files are selected, release ⏎Ctrl.

10. Drag any one of the selected audio files onto the **Audio** folder to move all eight selected files into that folder.

11. Click the **PP02-D01-Band** file to select it.

12. Hold down ⏎Ctrl as you click these files to add them to the selection:

    - PP02-D07-Classical
    - PP02-D01-ZeroPower
    - PP02-D01-Video

13. Once all four video files are selected, release ⏎Ctrl.

14. Drag any one of the selected video files onto the **Video** folder to move all four selected files into that folder.

15. Close the folder window.

DEVELOP YOUR SKILLS PP02-D01B
Create Multimedia Folders (Windows 7)

Windows 8 Users: Skip to the next topic.

1. Choose **Start→Computer** from the lower-left corner of your screen.

2. Navigate to the **PP2013 Lesson 02** folder.

3. Follow these steps to change the folder view:

   A Click the **More Options** menu button.

   B Choose **Medium Icons**.
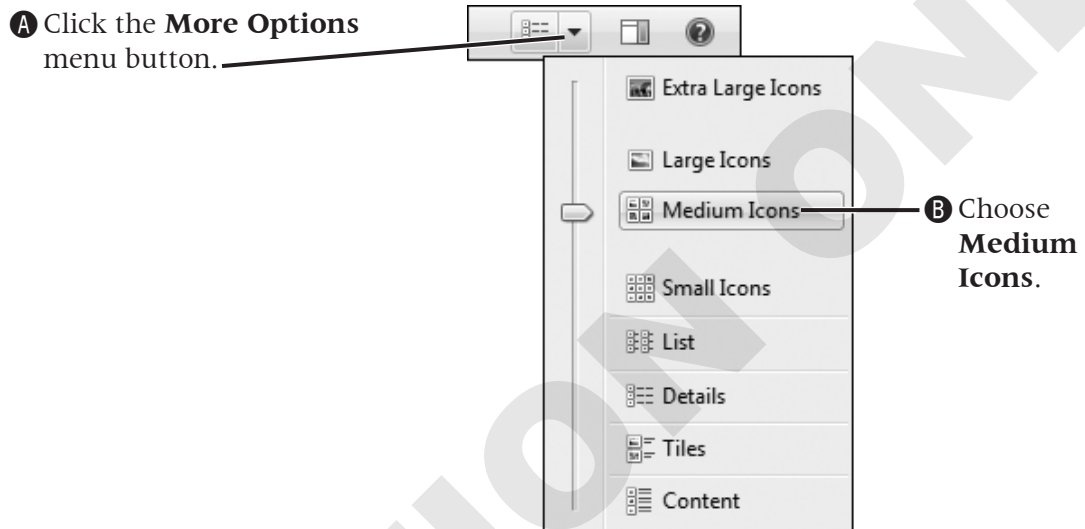
4. Choose **New Folder** from the **PP2013 Lesson 02** folder's command bar.

5. Type **Audio** as the folder name and tap [Enter].

6. Repeat steps 4–5 to create a second folder named **Video**.

7. Click the **PP02-D01-TransportationNarration** file to select it.

8. Hold down [Ctrl] as you click these files:
   - PP02-D01-Invites
   - PP02-D03-bach-bwv813
   - PP02-D01-Castle
   - PP02-D01-Library
   - PP02-D01-Lunch
   - PP02-D01-Makeup
   - PP02-D01-AudioBenefits

9. Once all eight audio files are selected, release [Ctrl].

10. Drag any one of the selected audio files onto the **Audio** folder to move all eight selected files into that folder.

11. Click the **PP02-D01-Band** file to select it.

12. Hold down [Ctrl] as you click these files to add them to the selection:
  - PP02-D07-Classical
  - PP02-D01-ZeroPower
  - PP02-D01-Video

13. Once all four video files are selected, release [Ctrl].

14. Drag any one of the selected video files onto the **Video** folder to move all four selected files into that folder.

15. Close the folder window.

Using Audio in Presentations

You have many options for acquiring audio to use in a presentation. Popular sources include the following:

- Searching for audio with the Online Audio command on the PowerPoint Ribbon
- Ripping audio from a CD
- Downloading an audio file from the Internet
- Recording your own narration directly in PowerPoint or with your own software

Audio Snippets

PowerPoint comes with a library of sounds you can add to presentations. The Insert Audio dialog box is a great resource for finding short snippets of audio, such as a dog barking or a few bars of a musical composition. Searching for audio clips via the Insert Audio dialog box is similar to searching for clip art.

Audio File Types

An audio file only with a file type supported by PowerPoint may be added to a presentation. There are many types of audio formats, and PowerPoint supports the most popular ones. The following table lists the file types you can insert into a presentation.

| SUPPORTED AUDIO FILE TYPES		
File Type	**Filename Extension**	**When to Use**
AIFF audio file AU audio file	.aiff .au	■ Use as an alternative to WAV.
MIDI file	.mid, .midi	■ Use when computerized reproductions of instrumental music are desired. ■ Use when instrumental music is needed and small file size is important.
MP3 audio file Windows Media audio file	.mp3 .wma	■ Use for music ripped from a CD or recorded narration. *Example:* A song that plays across slides throughout the entire presentation.
Advanced Audio Coding—MPEG-4 audio file	.m4a, mp4	■ Use as an alternative to MP3.
Windows audio file	.wav	■ Use for small sound bites that are a few kilobytes in size. *Example:* A click sound or door slam effect.

Adding Audio to a Presentation

Adding audio to a slide places a small speaker icon on the slide. This icon can be hidden from view during a slide show, or it can function as a start/stop button for the sound. When you insert audio onto a slide, you have the option to play the sound automatically after the slide loads, or when you click the audio icon on the slide.

A slide with a speaker icon, indicating audio has been added to the slide

Configuring Audio Options

When you add audio to a slide, you can choose to play the audio automatically or when clicked. If you choose to play the audio automatically, there is little reason to display the speaker icon on the slide because you no longer need to click it to play the audio. PowerPoint lets you hide the speaker icon in addition to setting a few more options, which are described in the following table.
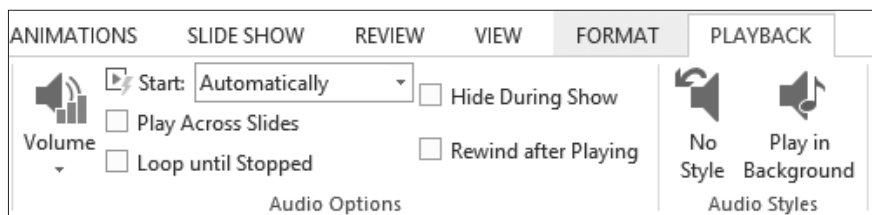
PowerPoint lets you set a variety of options for audio in presentations.

CONFIGURING AUDIO OPTIONS		29
Option	**Description**	
Volume	■ Choose an initial volume of Low, Medium, High, or Mute. The default is High.	
Start	■ Automatically: Starts playing the audio automatically when the slide loads.	
	■ On Click: Starts playing the audio only when you click the speaker icon or the Play button.	
Play Across Slides	■ If deselected, the audio stops when you navigate to the next slide.	
	■ If selected, the audio continues to play as you navigate from slide to slide.	
Loop Until Stopped	■ If deselected, the sound stops after the audio file has played to the end.	
	■ If selected, the audio file starts over after it has played to the end.	
Hide During Show	■ If deselected, the speaker icon displays on the slide during a slide show.	
	■ If selected, the speaker icon is hidden during a slide show.	

Configuring Audio Styles

Audio Styles are shortcut buttons that automatically set audio options. These buttons are simply time-savers.

CONFIGURING AUDIO STYLES	
Button	**Description**
No Style	■ When clicked, Start is set to On Click. Play Across Slides, Loop Until Stopped, and Hide During Show are all deselected.
Play in Background	■ When clicked, Start is set to Automatically. Play Across Slides, Loop Until Stopped, and Hide During Show are all selected.

Embedding Audio

Although you can link external audio files to a presentation like other multimedia content, it is also possible to embed such files into the presentation file itself. This topic explains why you may wish to use embedded audio.

Embedded Files

An embedded file is one that becomes absorbed into the presentation file itself rather than existing as a separate linked file. The obvious benefit of an embedded file is that you never have to worry about accidentally moving it or renaming it and not having it play in your presentation. The downside to using an embedded file is that it increases the file size of your presentation and is impossible to edit.

Embedded Audio Files

PowerPoint 2013 allows any type of audio file to be embedded. You can choose to embed (or link) an audio file from the Insert Audio dialog box. When you insert an audio file by using the Insert command, PowerPoint embeds the file.

DEVELOP YOUR SKILLS PP02-D02
# Insert an Audio Clip

1. Start **PowerPoint** and make sure the PowerPoint window is **maximized**.

2. Open **PP02-D02-Beneficiaries** from the **PP2013 Lesson 02** folder and save it as `PP02-D02-Beneficiaries-[FirstInitialLastName]`.

3. Choose **Insert→Media→Audio ▼→Online Audio**.

4. Type `classical` in the search box and tap ⟨Enter⟩.

5. Click any one of the audio clip icons to preview the audio. Move your mouse away from the icon to stop the preview.

6. When you find an audio file you like, ensure it is selected and then click **Insert**.

7. Follow these steps to set how the audio starts:

Ⓐ Choose **Audio Tools→Playback**. If you do not see the Playback tab, click the speaker icon on the slide.
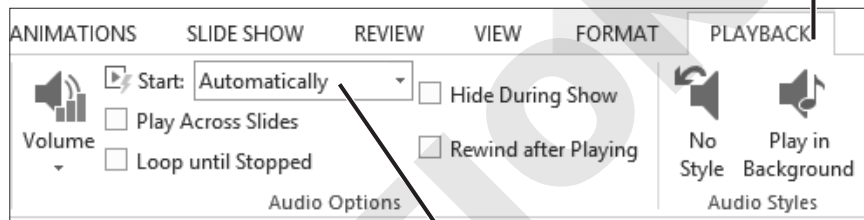
Ⓑ Set the **Start** option to **Automatically**.

8. Choose **Slide Show→Start Slide Show→From Beginning**.

9. Move your mouse until the white mouse pointer arrow appears and then point at the speaker icon on the slide.

10. Click the **Pause** button to briefly stop the audio.
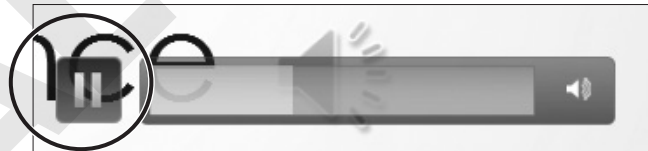
11. Move your mouse again until the white mouse pointer arrow appears and then point at the speaker icon.

12. Click the **Play** button to resume the audio.

13. Click anywhere on the slide to advance to the next slide.

14. Tap ⟨Esc⟩ to end the slide show and return to **Normal** view.

15. Save your presentation.

Acquiring More Audio

Copying music from a CD into a digital music file on your computer is referred to as ripping and can be accomplished with software such as Windows Media Player or the free Audiograbber (http://www.audiograbber.org). Windows Media Player rips to the WMA format by default, but can rip to MP3 by installing a plug-in. Audiograbber is great in that it rips directly to MP3 with no additional configuration or plug-ins, so your ripped files are already in an appropriate format to use in a presentation—and a universal format to be played outside of your presentation. Be sure you are not violating any copyright laws if ripping sound from a CD.

Downloading Sound Effects

Many websites offer audio downloads in the form of sound effect clips, music background tracks, or promotional releases for bands. The web page for this book contains links to some free sound effects websites. Again, be aware of copyright law when downloading sound files.

Links to some popular audio websites are available on the web page for this book.

Recording a Narration

If your computer has a microphone, you can record your own narration directly from PowerPoint.

FROM THE RIBBON
Insert→Media→
Audio ▼→
Record Audio

Choosing an Audio File Format

Sounds from the Insert Audio dialog box are usually in WMA or WAV format, but what if you are creating your own audio file? Whether you decide to download, purchase, rip, or record audio, you'll need to decide on the file format. Should you use a WAV file? A WMA file? An MP3 file? A MIDI file? What about AIFF or AU? Because WAV and MP3 files are the most prevalent, and every modern PC can play these without additional software or codecs, you should stick to these two file types when ripping or recording your own narration.

MP3 Compared to WAV File Format

If the files are only a few kilobytes in size, it doesn't matter whether you use WAV or MP3. However, MP3 files are compressed, whereas WAV files are not. Although WAV files may sound a little better to the trained ear, an MP3 of the same sound will be about one-tenth of the file size. Most people can't tell any difference in quality between a WAV and MP3. The MP3 encoding process attempts to remove audio information that is outside the range of what humans can hear. In other words, the average person won't miss the audio that was removed from an MP3 file but will certainly notice the smaller file size.

♪ Dancing Queen MID File 77.3 KB	🎧 Dancing Queen MP3 File 3.54 MB	🎧 Dancing Queen WAV File 39.0 MB

The same song saved as a 77.3 KB MIDI file, 3.54 MB MP3, and 39 MB WAV.

WMA File Format

The WMA format is an alternative to MP3 with comparable compression and quality, but not all music player software and hardware support the WMA format.

MIDI File Format

MIDI files also have their place and are probably the third type of sound file you are likely to use. MIDI files don't contain sound information like WAV or MP3 files. They simply provide instructions to the computer to reproduce the sounds of musical instruments. What you hear when you play a MIDI file depends on your computer's sound hardware. Your computer may really sound like a violin when you play that MIDI file of a Paganini violin concerto, whereas another computer will not sound like a true violin at all.

DEVELOP YOUR SKILLS PP02-D03
Add Audio from an External File

1. Save the presentation as **PP02-D03-Beneficiaries-[FirstInitialLastName]**.

2. Display the title slide.

3. Click once (do not double-click) to select the speaker icon on the title slide. Then tap ⌷Delete⌷ to remove the sound from the slide.

4. Choose **Slide Show→Start Slide Show→From Beginning** and preview the entire slide show. Return to the first slide in Normal view when you are finished.

5. Choose **Insert→Media→Audio ▼→Audio on My PC**.

6. Navigate to your **PP2013 Lesson 02\Audio** folder, select **PP02-D03-bach-bwv813**, and click **Insert**.

7. Choose **Audio Tools→Playback** and set the **Start** option to **Automatically**.

▶ Start: Automatically ▼
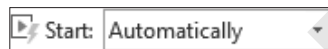
8. Save your presentation.

Linking Audio

Linking media files instead of embedding them keeps the file size of the presentation smaller, which is good if you need to email the presentation to someone. However, the linked media must remain in the same location (the same folder) relative to the PowerPoint file, or the presentation won't be able to find the media to play it during a slide show.

Whether you choose to embed or link media is largely personal preference. While linking maintains a smaller presentation, embedding is often less problematic.
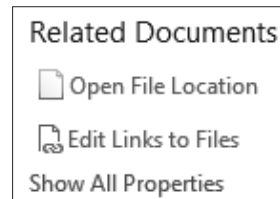
DEVELOP YOUR SKILLS PP02-D04
Break and Repair a Link to a Media File

1. Save the presentation as **PP02-D04-Beneficiaries-[FirstInitialLastName]**.

2. Choose **File→Info**.

3. Locate the **Related Documents** section at the bottom of the right column of Backstage view and note the absence of a link to Related Documents.
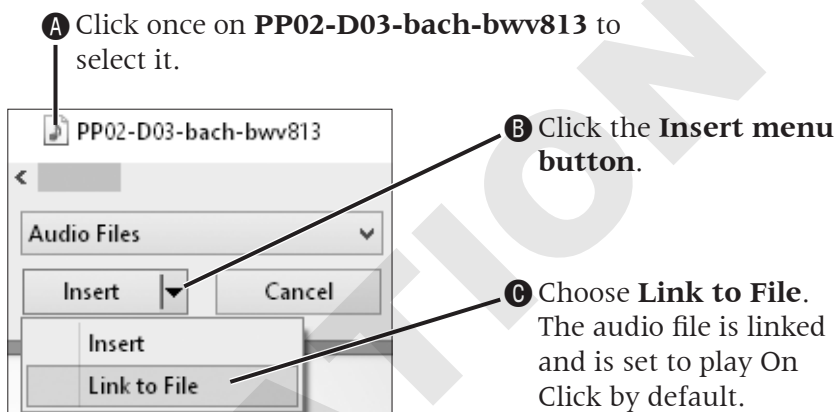
Related Documents

Open File Location

Show All Properties
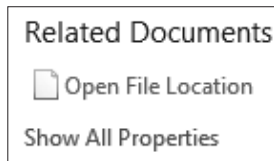
Edit Links to Files is not displayed, indicating no linked files.

Related Documents

Open File Location

Edit Links to Files

Show All Properties

If there were linked files, Edit Links to Files would be displayed as shown here.

4. Click **Back** to exit Backstage view.

5. Click the speaker icon on the slide and tap Delete to delete the embedded audio file.

6. Choose **Insert→Media→Audio→Audio on My PC**.

7. Browse to your **PP2013 Lesson 02\Audio** folder.

8. Follow these steps to link to, rather than embed, the audio file:

Ⓐ Click once on **PP02-D03-bach-bwv813** to select it.

PP02-D03-bach-bwv813

Audio Files

Insert   Cancel

Insert

Link to File

Ⓑ Click the **Insert menu button**.

Ⓒ Choose **Link to File**. The audio file is linked and is set to play On Click by default.

9. Choose **File→Info**.

10. Locate the **Related Documents** section at the bottom of the right column of Backstage view and notice that the Edit Links to Files link exists, indicating there are now linked files.

Related Documents

Open File Location

Edit Links to Files

Show All Properties
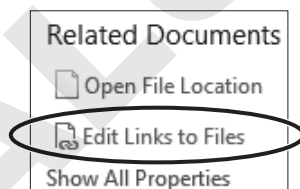
11. Click **Back** to exit Backstage view.

12. Choose **Slide Show→Start Slide Show→From Beginning**.

13. Move your mouse until the mouse pointer white arrow appears.

Using Audio in Presentations **33**

14. Point at the speaker icon on the slide and then click the **Play** button on the control bar.

15. Tap [Esc] to end the slide show and return to **Normal view**.

16. Minimize **PowerPoint**.

17. Navigate to your **PP2013 Lesson 02\Audio** folder and locate the **PP02-D03-bach-bwv813** file.

18. Right-click the **PP02-D03-bach-bwv813** file and choose **Rename**.

19. Follow the appropriate instruction to rename the file:

- If the filename displays as PP02-D03-bach-bwv813 (no file extension), rename the file **PP02-D03-Bach**.

- If the filename is displayed as PP02-D03-bach-bwv813.mp3, rename the file **PP02-D03-Bach.mp3**, taking care not to delete the .mp3 filename extension.

20. Maximize **PowerPoint** and choose **Slide Show→Start Slide Show→From Beginning**.

21. Move your mouse until the mouse pointer white arrow appears.

22. Point at the speaker icon on the slide and then click the **Play** button on the control bar.

23. Tap [Esc] to end the slide show and return to **Normal view**.

24. Choose **File→Info** and click **Edit Links to Files**.
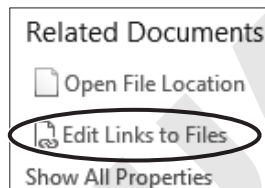
25. Click the link to **PP02-D03-bach-bwv813** and then click **Change Source**.

26. Navigate to your **PP2013 Lesson 02\Audio** folder, select **PP02-D03-Bach**, and click **Open**.

27. You just repaired the link. The Links dialog box displays the path to the source file you selected. Click **Close** to close the **Links** dialog box.

28. Choose **Slide Show→Start Slide Show→From Beginning**.

29. Move your mouse until the mouse pointer white arrow appears.

30. Point at the speaker icon on the slide and then click the **Play** button on the control bar.

31. Tap [Esc] to end the slide show and return to **Normal view**.

32. Save the presentation.

Creating Slide Show Timings

When using background music or a narration, you often want the slide show timed to the audio so the soundtrack and slides end at the same time. Rather than guessing when to advance to the next slide during a presentation, PowerPoint lets you automate the slide show by creating a slide show timing. You can even use slide show timings without audio to automatically navigate to subsequent slides during a live talk given by the presenter. As the speaker addresses the audience, the slide show can be on "autopilot," allowing the presenter to move away from the computer and interact more freely with the audience.

Determining Slide Timings

All it takes is a little math. If you can do simple division or have access to a calculator, you can time your presentation to your soundtrack and have both end at the same time. Assuming your audio begins on the first slide, and you want each slide displayed for an equal amount of time, follow the simple steps in the following table to determine the length of time to spend on each slide.

Rehearsing Timings

PowerPoint's Rehearse Timings feature allows you to create an automated slide show. Use this feature to practice your speech and automatically have the slides advance as you speak, or time the presentation to a soundtrack so the audio ends just as the last slide appears.

DEVELOP YOUR SKILLS PP02-D05

Apply Rehearsed Timings to a Presentation

1. Save the presentation as **PP02-D05-Beneficiaries-[FirstInitialLastName]**.

2. Select the speaker icon on the title slide, and then choose **Audio Tools→Playback→Audio Styles→Play in Background** to automatically set the **Audio Options**.

3. Point at the right edge of the progress bar to determine the total playing time for the audio file.


4. Follow these steps to calculate the length of time to spend on each slide:
   - Determine the total number of slides in the presentation, in this case, 10.
   - Determine the length of the sound clip in seconds, in this case, 1:17 equals 77 seconds.
   - Divide the length of the sound by the total number of slides, in this case, you divide 77 by 10.
   - The total amount of time to spend on each slide is about 7.7 seconds.

5. Choose **Slide Show→Set Up→Rehearse Timings** 🕑 and keep your eye on the timer.

6. Follow these steps to advance to the next slide at the correct time:

Ⓐ As soon as the timer shows **7 seconds**…

Ⓑ …click the **Next** button.

7. Click the **Next** button every 7 or 8 seconds, until you reach the last slide.

8. Choose **Yes** when prompted to save your timings.

9. Choose **Slide Show→Start Slide Show→From Beginning** and watch as the slide show autoplays with the soundtrack. Click anywhere on the black screen after the slide show ends.

10. Choose **Slide Show→Set Up→Set Up Slide Show**.

11. Place a checkmark in the **Loop Continuously Until 'Esc'** option box and click **OK**.
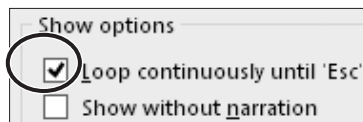
12. Choose **Slide Show→Start Slide Show→From Beginning** and notice that when the last slide is reached (Corky), the slide show starts over again.

13. Tap [Esc] to end the slide show and return to Normal view.

14. Save and close your presentation.

Using Video in Presentations

Similar to audio, PowerPoint allows you to insert online video or a video file from your computer. Online videos include video found via a Bing search (Bing is the Microsoft search engine, similar to Google, that is integrated into PowerPoint), and embedded video such as a video from YouTube.

Using Online Videos

You must always be careful when adding any kind of media—clip art images, audio, or video—to a presentation. Not all media found with an Internet search is free to use. PowerPoint may let you search for media with Bing, but that's not a guarantee that you are legally allowed to use the media clip. It is safest to research the license of any media you want to use and then verify that it is in the public domain (free to use), royalty free (absent of royalty or license fees), or carries the Creative Commons license (free to use and share). Finding this information is not always easy and usually involves finding out who the owner of the media is.

Using Video from Your Computer

You can create your own full-motion video movie files by using the video camera built in to a smart phone and video-editing software such as the free Windows Movie Maker available for Windows or third-party software such as Studio™ made by Pinnacle (http://www.pinnaclesys.com). You can also download videos from the Internet.

Video File Formats

Full-motion video, like a home movie of your trip to the beach, manifests in several file formats such as MPEG or AVI. MPEG files are generally smaller files compared to AVIs and are less problematic when playing on different computers. AVI files can be problematic because of missing codecs, as explained in the next section.

SUPPORTED VIDEO FILE TYPES	
Video Format	**File Extension**
Windows Media file	.asf
Windows video file	.avi
MP4 video file	.mp4, .m4v, .mov
Movie file	.mpg, .mpeg
Adobe Flash media	.swf
Windows Media Video file	.wmv

Codecs

Although you may think you're doing everything correctly by using a file with a supported file extension, your audio or video files may not play when the presentation is viewed on someone else's computer. This is most often due to a codec incompatibility.

The Role of Codecs

Audio and video multimedia files can be huge—sometimes several gigabytes. Software called a compressor is used to compress the file and make it smaller. To be played, the file must be decompressed or decoded—the job of more software called a decompressor. A codec, which is an abbreviation of **co**mpressor/**dec**ompressor, does both jobs.

If a multimedia file was created with a certain codec, that codec must be present on any computer wanting to successfully play the file. To confuse matters, many different codecs can create files with the same file extension, and they may not be compatible. For example, the I263, DivX, and Xvid codecs all create movie files with the .avi file extension.

Identifying a Codec

Don't assume that just because an AVI video file plays on your computer, it will also play on your friend's. Your computer may have the correct codec installed, while your friend's does not. This becomes an issue when using multimedia files compressed with codecs other than what Windows has installed by default—and is more of an issue with video than with audio. Software such as MediaInfo or AVIcodec—both free—can identify what codec is needed to play a certain video file.

Figuring Out a Codec

You will find that AVI video files downloaded from the Internet often contain nonstandard codecs. Also, some video-editing software may use nonstandard codecs when creating AVI files. The best advice is to simply try to play the video with Windows Media Player before inserting it in your presentation. If it plays in Windows Media Player, it will play in your presentation. If it fails to play, identify the codec by using software such as MediaInfo or AVIcodec. Then search the Internet for the codec, download it, and install it. The website VideoHelp.com is an excellent source for learning more about video and video codecs and offers a Tools section where you can download codecs and other helpful software.

When a Codec Is Missing

If you attempt to run a slide show with a multimedia file for which you do not have the correct codec, you will not receive any error. The media file will simply not play.
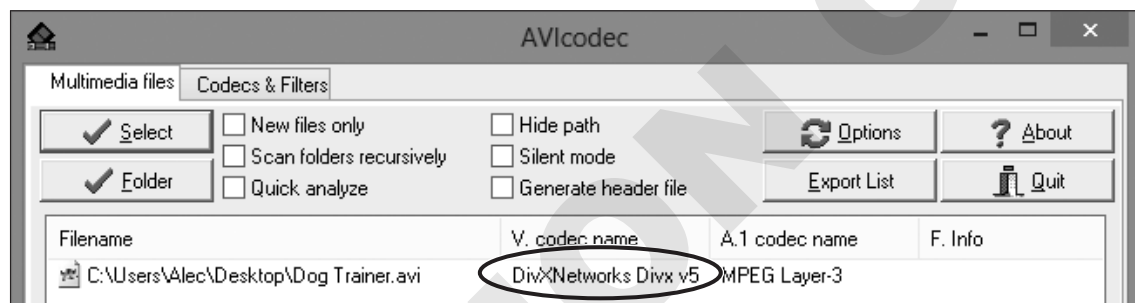
The AVIcodec software has identified the DivX codec in the Dog Trainer.avi movie.

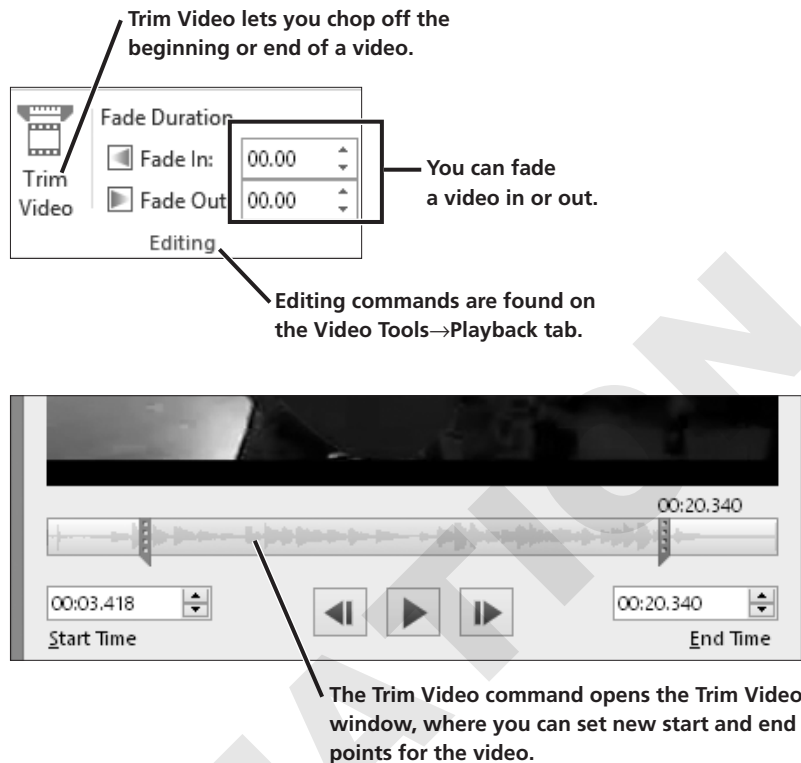### DEVELOP YOUR SKILLS PP02-D06
Insert a Video from Your Computer

1. Open **PP02-D06-Scholarship** from the **PP2013 Lesson 02** folder and save it as `PP02-D06-Scholarship-[FirstInitialLastName]`.

2. Choose **Home→Slides→New Slide** and type `Scholarship Recipient` as the title.

3. Click the **Insert Video** 🎞 icon on the slide and then click **Browse ▶**.

4. Navigate to your **PP2013 Lesson 02\Video** folder, select the **PP02-D07-Classical.mpg** video movie file, and click **Insert** to embed the video.

5. Choose **Slide Show→Start Slide Show→From Beginning**.

6. Click anywhere to advance to the next slide.

7. Move your mouse around until the mouse pointer becomes visible.

8. Point at the video to display the control bar at the bottom and click the **Play** button to start the video.

9. Point at the video again to display the control bar and use the **Play/Pause** button to pause or resume the video.

10. When the movie ends, tap ⎋ Esc to return to **Normal view**.

11. Save your presentation.

Editing Videos

PowerPoint 2013 offers the ability to edit videos. While PowerPoint is not meant to replace a full video-editing suite, it offers basic editing functions. You can trim the start and end of a video (cut off the beginning or the end) and have it fade in or out. You can edit audio the same way. Any audio or video editing you perform in PowerPoint has no effect on the actual media file. The editing affects only how PowerPoint plays the media; therefore, the edits are nondestructive.

Trim Video lets you chop off the beginning or end of a video.

You can fade a video in or out.

Editing commands are found on the Video Tools→Playback tab.

The Trim Video command opens the Trim Video window, where you can set new start and end points for the video.
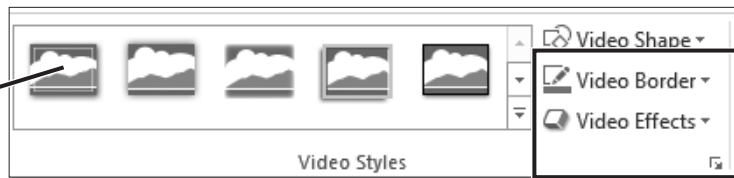
Applying Video Effects

PowerPoint 2013 also offers the ability to apply video effects. Using the Video Styles gallery, you can easily format a video much like clip art.

You can choose a predefined style from the Video Styles gallery.

Video Styles

Create your own custom effect by using the Video Shape, Video Border, or Video Effects menus.

SCHOLARSHIP RECIPIENT

Slides can be spiced up with a simple Video Style.

DEVELOP YOUR SKILLS PP02-D07
Edit and Style a Video

1. Save the presentation as **PP02-D07-Scholarship-[FirstInitialLastName]**.

2. Select the second slide, if necessary, and click the video to select it.

3. Choose **Video Tools→Playback→Editing→Trim Video**.

4. Ensure that your speakers are turned on and click the **Play** button. As soon as you hear the popping sounds stop, click the **Stop** button.

00:00	◀|	▶	|▶	00:24.241
Start Time				End Time

5. If necessary, drag the blue play head back to the start of the video and repeat step 4 until you can identify when the popping stops.

6. As the popping stops at about 1 second, drag the green trim control to the right until the number above it indicates that you are at about the 1 second mark. It doesn't have to be perfect, but should be close to 1 second.

00:01.046

7. Follow these steps to listen to the end of the video:

Ⓐ Click here toward the end of the video to set the play head.

00:19.797

00:01.046 Start Time   ◀▮ ▶ ▮▶   00:24.241 End Time

Ⓑ Click the **Play** button and listen for the pop. Notice that the pop occurs at the very end.

8. Follow these steps to trim the end of the video:

Ⓐ Drag the red trim control slightly to the left.

Ⓑ Click here toward the end of the video to set the play head.

Ⓒ Click the **Play** button and listen for the pop to have been removed.

00:23.842

00:01.046 Start Time   ◀▮ ▶ ▮▶   00:23.847 End Time

OK   Cancel
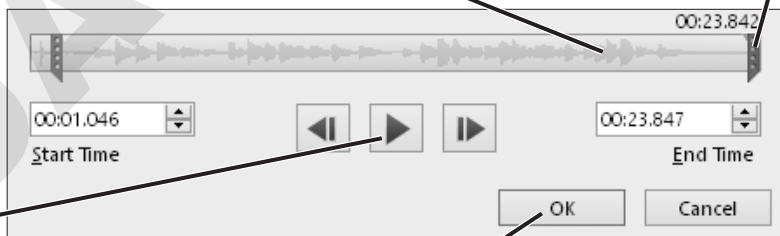
Ⓓ If the pop is still audible, repeat steps A–C. When the pop has been removed, click **OK**.

**9.** Choose **Video Tools→Format→Video Styles→More** to display the Video Styles gallery.

10. Point at several styles to see them temporarily applied to the video on the slide, and then choose the **Intense→Monitor, Gray style**.

11. Choose **Slide Show→Start Slide Show→From Current Slide**.

12. Move your mouse until the mouse pointer white arrow appears.

13. Point at the video on the slide and then click the **Play** button on the control bar.

14. Tap ⎡Esc⎤ to exit the slide show and return to **Normal view**.

15. Save your presentation.

Setting Video Options

Just as with audio, there are several options you can apply to videos on a slide.
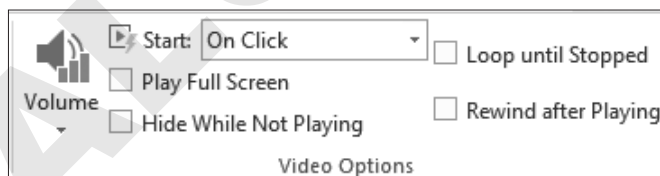
Video options are similar to the audio options.

- **Volume:** Just as the name indicates, you can set the volume for the audio playback of a video. This option sets the initial volume, which can be overridden by your computer speakers' volume control.
- **Start:** You can choose to automatically start the video when the slide loads, or require the video or Play button in the control bar to be clicked in order to play. Some online videos require a click to start playing even if they are set to start automatically.

- **Play Full Screen:** You can have the video play in full-screen mode, as shown in the following figure. When set to full-screen mode, the video appears as normal on the slide but enlarges to fill the screen when played. When the video is done, the size automatically reduces and the entire slide is once again visible.
- **Hide While Not Playing:** You can hide the video placeholder during a slide show. However, this will make it impossible to click the video to start it! Use this option when Start is set to Automatically. When the video ends, it disappears (hides) so your slide doesn't display a rectangular placeholder.
- **Loop Until Stopped:** The video can be configured to rewind and start over again and again until manually stopped.

Choosing the Options

There is no "wrong" or "right" when configuring these options. They are dependent on personal preference and the needs and expectations of the audience. For example, if your presentation were to play in a trade-show kiosk in a continuous loop to draw in a crowd, you would probably want video and audio to start automatically rather than requiring an icon to be clicked in order to start playback.

The same slide with a video playing normally (left) and full screen (right)

DEVELOP YOUR SKILLS PP02-D08
Set Video Playback Options

1. Save the presentation as **PP02-D08-Scholarship-[FirstInitialLastName]**.

2. Select the **Scholarship Recipient** slide and then and select the existing movie there, if necessary.

3. Choose **Video Tools→Playback→Video Options**.

4. Place a checkmark in the **Play Full Screen** checkbox.

5. Choose **Slide Show→Start Slide Show→From Beginning**.

6. Navigate to the second slide and move your mouse around until the pointer becomes visible.

7. Click the movie to play it.

8. Tap Esc to end the slide show.

9. Save and close your presentation. Exit **PowerPoint**.

Concepts Review

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz on the student resource center.