

**POWERPOINT 2013**

# Adding Multimedia to Presentations

**LESSON OUTLINE**

**Working with Multimedia**

**Using Audio in Presentations**

**Creating Slide Show Timings**

**Using Video in Presentations**

**Concepts Review**

**Reinforce Your Skills**

**Apply Your Skills**

**Extend Your Skills**

**Transfer Your Skills**

**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

**S**ound 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.

## 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.

green  
clean



The full-motion video on the slide includes audio, allowing viewers to hear and see the effects of Green Clean's charitable donations.

# Working with Multimedia

**Video Library** <http://labyrinthelab.com/videos> Video Number: PP13-V0601

**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.



Add multimedia sparingly and only when there is true value in doing so.

## 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.

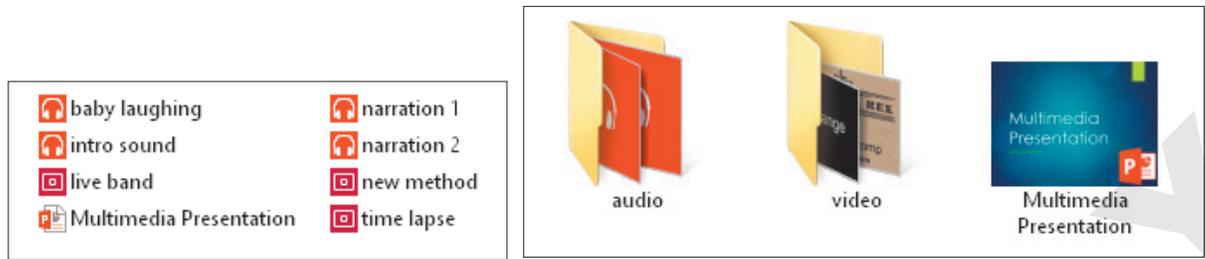
## Linked Media Files

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

**Video Library** <http://labyrinthelab.com/videos> Video Number: PP13-V0602 and PP13-V0603

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).

## DEVELOP YOUR SKILLS PP06-D01A

### Create Multimedia Folders (Windows 8)

Windows 7 Users: *Skip to the next exercise.*

In this exercise, you will create folders to store your various types of multimedia files.

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 06** 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 **PP06-A01-TransportationNarration** file to select it.
8. Hold down **[Ctrl]** as you click these files to add them to the selection:
 

■ PP06-A03-Invites	■ PP06-D03-bach-bwv813
■ PP06-R01-Castle	■ PP06-R01-Makeup
■ PP06-R01-Library	■ PP06-R03-AudioBenefits
■ PP06-R01-Lunch	
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 **PP06-A02-Band** file to select it.
12. Hold down **[Ctrl]** as you click these files to add them to the selection:
 

■ PP06-D07-Classical
■ PP06-R02-ZeroPower
■ PP06-R03-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.  
*Your lesson folder is now organized with multimedia subfolders.*

## DEVELOP YOUR SKILLS PP06-D01B

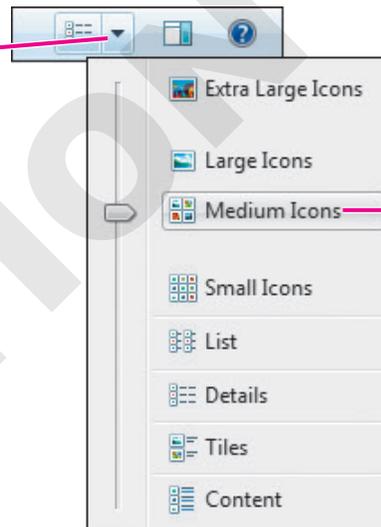
### Create Multimedia Folders (Windows 7)

Windows 8 Users: *Skip to the next topic.*

*In this exercise, you will create folders to store your various types of multimedia files.*

1. Choose **Start**→**Computer** from the lower-left corner of your screen.
2. Navigate to the **PP2013 Lesson 06** 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 06** 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 **PP06-A01-TransportationNarration** file to select it.
8. Hold down **[Ctrl]** as you click these files:
 

■ PP06-A03-Invites	■ PP06-R01-Lunch
■ PP06-D03-bach-bwv813	■ PP06-R01-Makeup
■ PP06-R01-Castle	■ PP06-R03-AudioBenefits
■ PP06-R01-Library	

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 **PP06-A02-Band** file to select it.
12. Hold down **Ctrl** as you click these files to add them to the selection:
  - PP06-D07-Classical
  - PP06-R02-ZeroPower
  - PP06-R03-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.

*Your lesson folder is now organized with multimedia subfolders.*
15. Close the folder window.

## Using Audio in Presentations

**Video Library** <http://labyrinthlab.com/videos> Video Number: PP13-V0604

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	<ul style="list-style-type: none"> <li>Use as an alternative to WAV.</li> </ul>
MIDI file	.mid, .midi	<ul style="list-style-type: none"> <li>Use when computerized reproductions of instrumental music are desired.</li> <li>Use when instrumental music is needed and small file size is important.</li> </ul>
MP3 audio file Windows Media audio file	.mp3 .wma	<ul style="list-style-type: none"> <li>Use for music ripped from a CD or recorded narration.</li> </ul> <p><i>Example: A song that plays across slides throughout the entire presentation.</i></p>
Advanced Audio Coding—MPEG-4 audio file	.m4a, mp4	<ul style="list-style-type: none"> <li>Use as an alternative to MP3.</li> </ul>
Windows audio file	.wav	<ul style="list-style-type: none"> <li>Use for small sound bites that are a few kilobytes in size.</li> </ul> <p><i>Example: A click sound or door slam effect.</i></p>

## Adding Audio to a Presentation

**Video Library** <http://labyrinthlab.com/videos> Video Number: PP13-V0605

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.

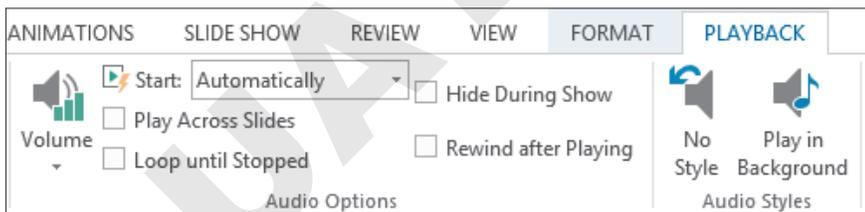


A slide with a speaker icon, indicating audio has been added to the slide

QUICK REFERENCE	ADDING AUDIO TO A PRESENTATION
<b>Task</b>	<b>Procedure</b>
Add audio from an online source	<ul style="list-style-type: none"> <li>■ Choose Insert→Media→Audio ▼→Online Audio.</li> <li>■ Type your search term in the search box and tap <input type="text" value="Enter"/>.</li> <li>■ Click a clip's icon to preview it. Move your mouse pointer away from the icon to stop the preview.</li> <li>■ Click the Insert button to place the selected clip on your slide.</li> <li>■ Choose Audio Tools→Playback and configure how you want the audio to play.</li> </ul>
Add audio from a file on your computer	<ul style="list-style-type: none"> <li>■ Choose Insert→Media→Audio ▼→Audio on My PC.</li> <li>■ Browse to a supported sound file, select it, and click Insert to <i>embed</i> the file, or click the arrow on the Insert button and then click Link to File to <i>link</i> to the audio file.</li> <li>■ Choose Audio Tools→Playback and configure how you want the audio to play.</li> </ul>
Record a narration	<ul style="list-style-type: none"> <li>■ Choose Insert→Media→Audio ▼→Record Audio.</li> <li>■ Click the Record button and speak into your computer's microphone.</li> <li>■ Click the Stop button and then click OK.</li> </ul>

## 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	
Option	Description
Volume	<ul style="list-style-type: none"> <li>■ Choose an initial volume of Low, Medium, High, or Mute. The default is High.</li> </ul>
Start	<ul style="list-style-type: none"> <li>■ Automatically: Starts playing the audio automatically when the slide loads.</li> <li>■ On Click: Starts playing the audio only when you click the speaker icon or the Play button.</li> </ul>
Play Across Slides	<ul style="list-style-type: none"> <li>■ If deselected, the audio stops when you navigate to the next slide.</li> <li>■ If selected, the audio continues to play as you navigate from slide to slide.</li> </ul>
Loop Until Stopped	<ul style="list-style-type: none"> <li>■ If deselected, the sound stops after the audio file has played to the end.</li> <li>■ If selected, the audio file starts over after it has played to the end.</li> </ul>
Hide During Show	<ul style="list-style-type: none"> <li>■ If deselected, the speaker icon displays on the slide during a slide show.</li> <li>■ If selected, the speaker icon is hidden during a slide show.</li> </ul>



The Rewind After Playing option is seldom used. In PowerPoint 2013, its behavior is buggy.

## 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	<ul style="list-style-type: none"> <li>When clicked, Start is set to On Click. Play Across Slides, Loop Until Stopped, and Hide During Show are all deselected.</li> </ul>
Play in Background	<ul style="list-style-type: none"> <li>When clicked, Start is set to Automatically. Play Across Slides, Loop Until Stopped, and Hide During Show are all selected.</li> </ul>

## 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 PP06-D02

### Insert an Audio Clip

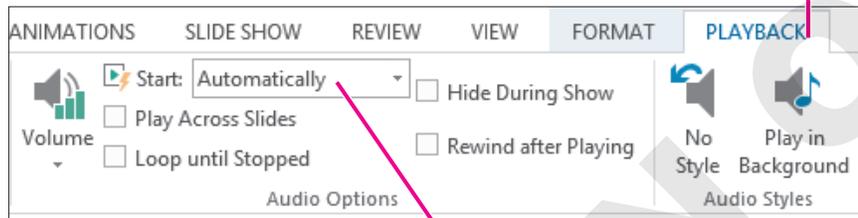
*In this exercise, you will insert an audio clip from the Clip Art panel. You must have speakers connected to the computer with the volume turned up to hear the audio.*

1. Start **PowerPoint** and make sure the PowerPoint window is **maximized**.
2. Open **PP06-D02-Beneficiaries** from the **PP2013 Lesson 06** folder and save it as **PP06 - D02 - Beneficiaries - [FirstInitialLastName]**.

*Replace the bracketed text with your first initial and last name. For example, if your name is Bethany Smith, your filename would look like this: PP06-D02-Beneficiaries-BSmith.*

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**.  
*The Insert command embeds the audio file into the presentation.*
7. Follow these steps to set how the audio starts:

- A Choose **Audio Tools**→**Playback**. If you do not see the Playback tab, click the speaker icon on the slide.



- B Set the **Start** option to **Automatically**.

8. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.  
*The sound starts to play immediately after the slide loads.*
9. Move your mouse until the white mouse pointer arrow appears and then point at the speaker icon on the slide.  
*A control bar appears indicating the progress. There is also a Pause button and volume control.*
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.  
*The audio stops when the presentation advances to the next slide.*
14. Tap **[Esc]** to end the slide show and return to **Normal** view.
15. Save your presentation.

## Acquiring More Audio

**Video Library** <http://labyrinthelab.com/videos> Video Number: PP13-V0606

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
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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.



Because the MP3 format is more universally supported, it is recommended over 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.



It is important to note that MIDI files cannot reproduce vocal tracks and should be used only when instrumental music is desired. (They are great for karaoke!)

### DEVELOP YOUR SKILLS PP06-D03

## Add Audio from an External File

*In this exercise, you will add an audio file to a presentation and configure a playback option.*

1. Save the presentation as **PP06-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  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.  
*While the fading slide transitions certainly enhance the presentation, some nice music in the background would really set the mood.*
5. Choose **Insert**→**Media**→**Audio** ▼→**Audio on My PC**.
6. Navigate to your **PP2013 Lesson 06\Audio** folder, select **PP06-D03-bach-bwv813**, and click **Insert**.  
*Remember that your computer may be configured to hide the file extensions and the .mp3 portion of the filename may not be displayed. The Insert command embeds the audio file into the presentation.*
7. Choose **Audio Tools**→**Playback** and set the **Start** option to **Automatically**.



*This option will start playing the audio automatically when the slide loads during the slide show.*

8. Save your presentation.

## Linking Audio

**Video Library** <http://labyrinthlab.com/videos> Video Number: PP13-V0607

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.

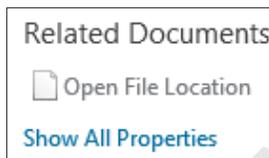
Whether you choose to embed or link media is largely personal preference. While linking maintains a smaller presentation, embedding is often less problematic.

### DEVELOP YOUR SKILLS PP06-D04

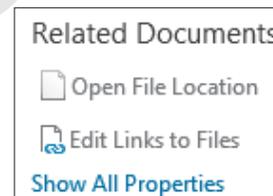
## Break and Repair a Link to a Media File

*In this exercise, you will determine whether a sound is embedded or linked. You will then purposefully break the link to a linked file to see what happens when you attempt to play the presentation. Finally, you will repair the link and confirm that the media file plays.*

1. Save the presentation as **PP06-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.



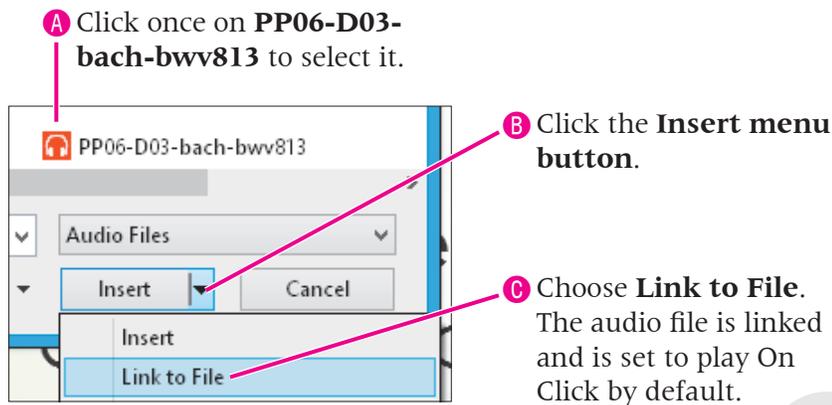
**Edit Links to Files is not displayed, indicating no linked files.**



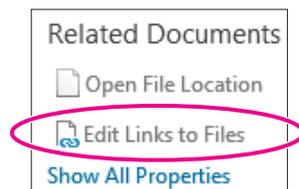
**If there were linked files, Edit Links to Files would be displayed as shown here.**

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 06\Audio** folder.

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



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.



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



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

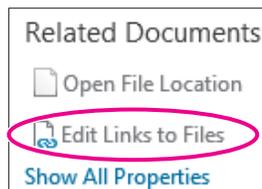
### Break the Link

16. Minimize **PowerPoint**.
17. Navigate to your **PP2013 Lesson 06\Audio** folder and locate the **PP06-D03-bach-bwv813** file.  
*If your computer is configured to display file extensions, the filename will be displayed as PP06-D03-bach-bwv813.mp3. If your computer is configured to hide file extensions, the filename will be displayed as PP06-D03-bach-bwv813 without any file extension.*
18. Right-click the **PP06-D03-bach-bwv813** file and choose **Rename**.

19. Follow the appropriate instruction to rename the file:
  - If the filename displays as PP06-D03-bach-bwv813 (no file extension), rename the file **PP06-D03-Bach**.
  - If the filename is displayed as PP06-D03-bach-bwv813.mp3, rename the file **PP06-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.  
*The audio file fails to play because the link to the file has been broken. The message Media Not Found appears in the progress bar.*
23. Tap **[Esc]** to end the slide show and return to **Normal view**.

### Repair the Link

24. Choose **File**→**Info** and click **Edit Links to Files**.



25. Click the link to **PP06-D03-bach-bwv813** and then click **Change Source**.
26. Navigate to your **PP2013 Lesson 06\Audio** folder, select **PP06-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.  
*The sound plays because the link has been repaired.*
31. Tap **[Esc]** to end the slide show and return to **Normal view**.
32. Save the presentation.

## Creating Slide Show Timings

**Video Library** <http://labyrinthlab.com/videos> Video Number: PP13-V0608

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.

QUICK REFERENCE		DETERMINING SLIDE TIMINGS
Task	Procedure	Example
Determine the length of the audio file in seconds	<ul style="list-style-type: none"> <li>Select the audio icon on the slide.</li> <li>Point at the right edge of the progress bar to see the total playing time of the audio file.</li> <li>Convert this time to seconds.</li> </ul>	A 2-minute 30-second audio file would be 150 seconds.
Divide the total seconds by the total slides	<ul style="list-style-type: none"> <li>Use the Slides panel or Slide Sorter view to determine how many slides are in the presentation.</li> <li>Divide the length of the audio in seconds by the total number of slides in the presentation.</li> </ul>	A 150-second audio file used in a presentation containing 20 slides works out to $150 \div 20 = 7.5$ .
Determine the total time per slide	<ul style="list-style-type: none"> <li>If your division works out to a whole number, that is the number of seconds to spend on each slide.</li> <li>If your division works out to a decimal, you'll have to round off or use another creative solution.</li> </ul>	The answer to the division was 7.5. You might display slide 1 for 7 seconds, slide 2 for 8 seconds, slide 3 for 7 seconds, slide 4 for 8 seconds, and so on. This averages to 7.5 seconds per 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.

QUICK REFERENCE		REHEARSING TIMINGS
Task	Procedure	
Create a slide show that runs automatically	<ul style="list-style-type: none"> <li>Choose Slide Show→Set Up→Rehearse Timings .</li> <li>Click Next in the Rehearsal toolbar to advance the slides.</li> <li>When you have reached the last slide, choose Yes to save or No to discard the timings.</li> </ul>	
Play a slide show with timings	<ul style="list-style-type: none"> <li>Select the Use Timings checkbox in the Slide Show→Set Up command group.</li> </ul>	
Play a slide show manually	<ul style="list-style-type: none"> <li>Remove the checkmark from the Use Timings checkbox in the Slide Show→Set Up command group.</li> </ul>	

## DEVELOP YOUR SKILLS PP06-D05

## Apply Rehearsed Timings to a Presentation

In this exercise, you will configure the slide show to run by itself with a soundtrack.

1. Save the presentation as **PP06-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**.  
*The sound will now start automatically and will continue to play as you navigate through the slides.*
3. Point at the right edge of the progress bar to determine the total playing time for the audio file.  
*The sound is about 1 minute and 17 seconds (01:17) in length.*



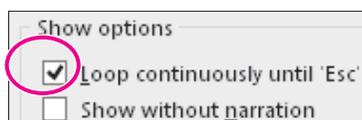
4. Follow these steps to calculate the length of time to spend on each slide:
  - Determine the total number of slides in the presentation, in this case, 10.
  - Determine the length of the sound clip in seconds, in this case, 1:17 equals 77 seconds.
  - Divide the length of the sound by the total number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



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.

## Loop a Slide Show

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

**Video Library** <http://labyrinthlab.com/videos> Video Number: PP13-V0609

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.

QUICK REFERENCE	INSERTING ONLINE VIDEO
<b>Task</b>	<b>Procedure</b>
Insert a video from a web search	<ul style="list-style-type: none"> <li>■ Choose Insert→Media→Video→Online Video or click the Insert Video icon in a slide placeholder.</li> <li>■ Type a search term in the Search Bing box and tap <b>[Enter]</b>.</li> <li>■ To preview a video, point at a video thumbnail, click the magnifying glass icon in the thumbnail's lower-right corner, and click the enlarged video.</li> <li>■ To stop a preview, click the X in the top-right corner of the video.</li> <li>■ Click a video thumbnail and then click the Insert button.</li> </ul>
Insert a video from embed code	<ul style="list-style-type: none"> <li>■ Navigate to a website that plays the video you want.</li> <li>■ Copy the embed code for the video from the website.</li> <li>■ For YouTube, select the Use Old Embed Code checkbox before copying.</li> <li>■ In PowerPoint, choose Insert→Media→Video→Online Video or click the Insert Video icon in a slide placeholder.</li> <li>■ Paste the embed code into the Paste Embed Code Here box and then click the Insert arrow on the right side of the box.</li> </ul>

## 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.



As with audio files, be sure you are not violating any copyright laws when downloading and using videos in a presentation. Always check a website's Terms and Conditions before using any downloaded multimedia content.

QUICK REFERENCE	INSERTING VIDEO FROM YOUR COMPUTER
<b>Task</b>	<b>Procedure</b>
Embed a video from your computer	<ul style="list-style-type: none"> <li>■ Choose Insert→Media→Video→Video on My PC, or click the Insert Video icon in a slide placeholder and click Browse.</li> <li>■ Navigate to the video's location on your computer.</li> <li>■ Select the video and click Insert.</li> </ul>
Link to a video from your computer	<ul style="list-style-type: none"> <li>■ Follow the preceding three steps to select a video.</li> <li>■ Click the arrow on the Arrow button menu and choose Link to File.</li> </ul>

## 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 **compressor/decompressor**, 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.



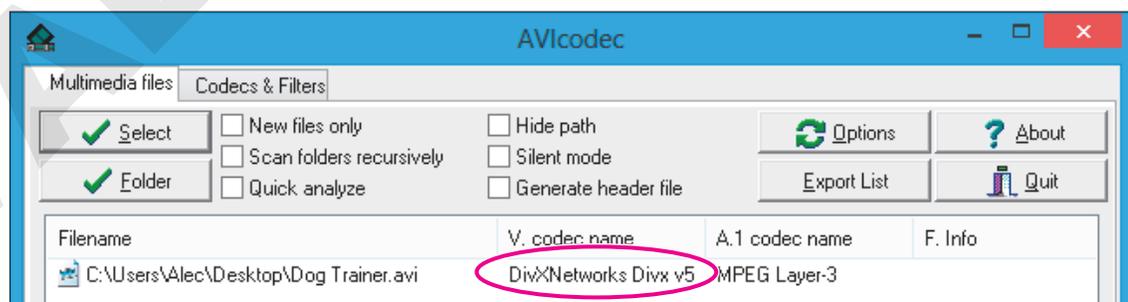
See the student resource center for links to useful codec utilities such as the ones mentioned in the preceding paragraph.

### 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.



Always make sure that your presentation computer has the necessary codecs for any movie to be played in your presentation.

QUICK REFERENCE	DEALING WITH AN EXOTIC VIDEO CODEC
<b>Task</b>	<b>Procedure</b>
Determine whether there is a problem	<ul style="list-style-type: none"> <li>■ Attempt to play an AVI file with Windows Media Player. If it plays, there is no problem with a missing codec.</li> <li>■ If it fails to play or you receive a “missing codec” error message, proceed with the next steps to identify and install the missing codec.</li> </ul>
Identify the codec	<ul style="list-style-type: none"> <li>■ Use a program such as AVIcodec to identify the codec that was used to compress the video. A link to the AVIcodec website appears on the web page for this book.</li> </ul>
Install the missing codec	<ul style="list-style-type: none"> <li>■ Search the Internet for the codec identified in the previous step. Usually typing the name of the codec in a search engine provides the results you need.</li> <li>■ Download the codec installer to an easy-to-find location, such as your Desktop.</li> <li>■ Be sure you are running current antivirus software, antispyware software, and are downloading the codec from a reputable source!</li> <li>■ Double-click the downloaded file and follow the onscreen instructions to install the codec. Note that you may need to reboot your computer after installing.</li> <li>■ Attempt to play the video again.</li> </ul>

## DEVELOP YOUR SKILLS PP06-D06

### Insert a Video from Your Computer

*In this exercise, you will add a video from an existing external file.*

1. Open **PP06-D06-Scholarship** from the **PP2013 Lesson 06** folder and save it as **PP06-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 06\Video** folder, select the **PP06-D07-Classical.mpg** video movie file, and click **Insert** to embed the video.

*Your computer may be configured to hide file extensions and may not display the .mpg portion of the filename. PowerPoint displays a message informing you that the video file must be optimized. Wait until the message box disappears.*

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**.

*You may have heard a clicking sound at the beginning and end of the video—a sound the video camera itself made. Such sounds can be removed.*

11. Save your presentation.

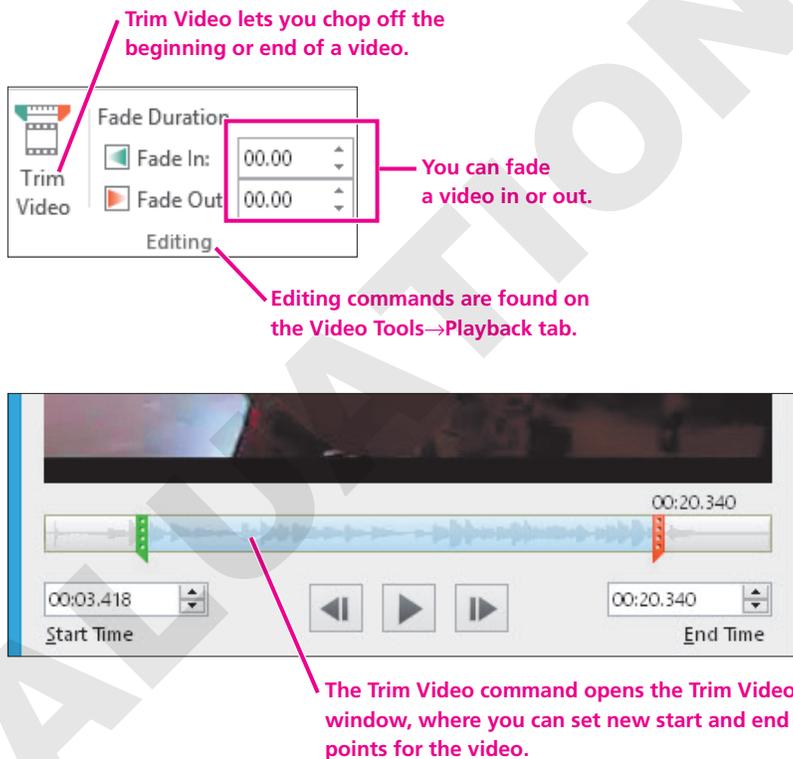
## Editing Videos

**Video Library** <http://labyrinthlab.com/videos> Video Number: PP13-V0610

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.

**FROM THE RIBBON**

Video Tools→Playback to access video editing tools



## 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.

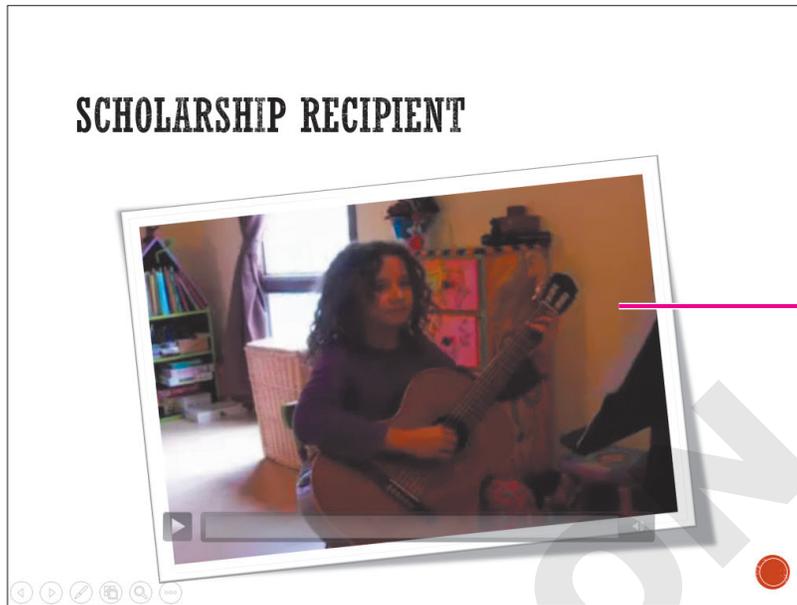
**FROM THE RIBBON**

Video Tools→Format→Video Styles to access video effects

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



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



Slides can be spiced up with a simple Video Style.

**DEVELOP YOUR SKILLS PP06-D07**

**Edit and Style a Video**

*In this exercise, you will trim a video. You will then apply a Video Style.*

1. Save the presentation as **PP06-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**.

**Remove an Unwanted Sound**

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.

*The Play button turns into a Stop button while the video is playing.*



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.

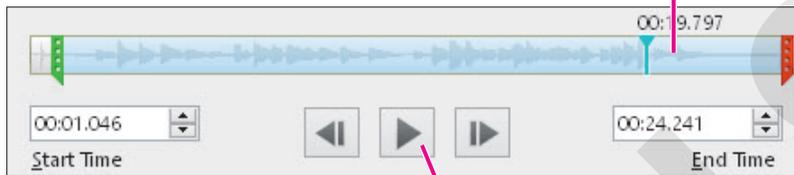


6. As the popping stops at about 1 second, drag the green trim control to the right until the number above it indicates that you are at about the 1 second mark. It doesn't have to be perfect, but should be close to 1 second.



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

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



B 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:

A Drag the red trim control slightly to the left.

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

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



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

### Apply a Video Style

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.

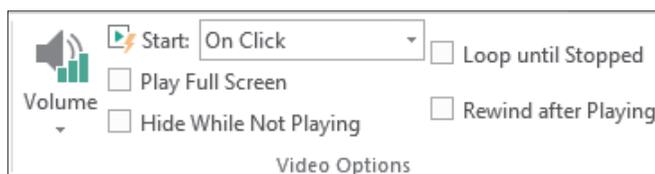


11. Choose **Slide Show**→**Start Slide Show**→**From Current Slide**.  
*The slide displays the video with the three-dimensional style.*
12. Move your mouse until the mouse pointer white arrow appears.
13. Point at the video on the slide and then click the **Play** button on the control bar.  
*The popping sounds at the beginning and end of the video are no longer heard because the video has been trimmed.*
14. Tap **[Esc]** to exit the slide show and return to **Normal view**.
15. Save your presentation.

### Setting Video Options

**Video Library** <http://labyrinthlab.com/videos> Video Number: PP13-V0611

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



Video options are similar to the audio options.

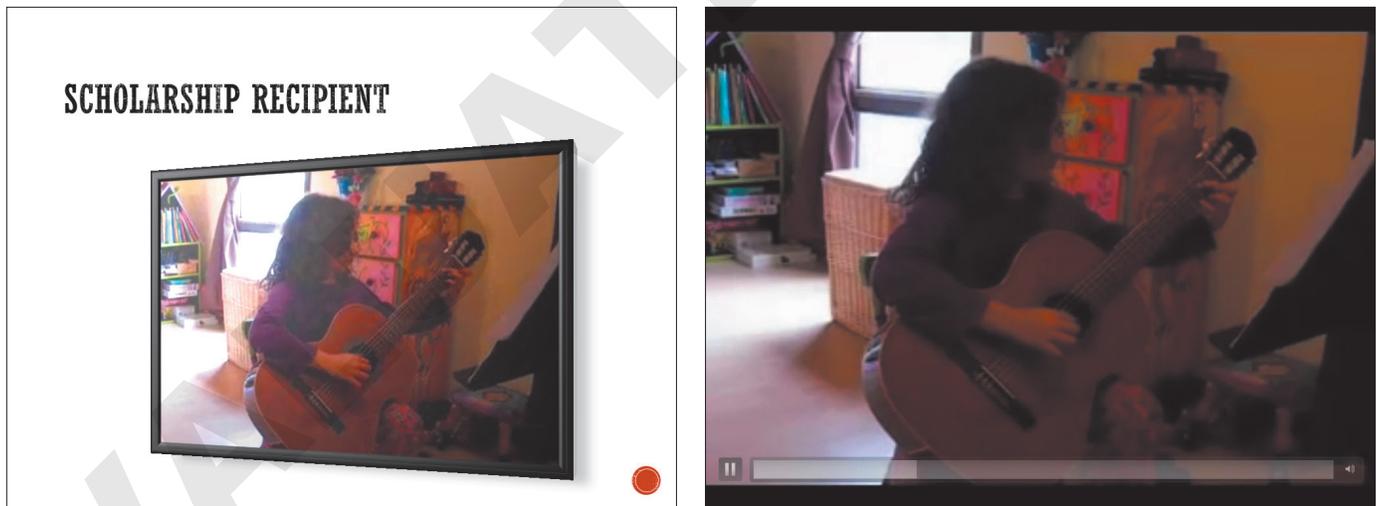
#### FROM THE RIBBON

Video Tools→  
Playback→Video  
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 PP06-D08

**Set Video Playback Options**

*In this exercise, you will configure a video to play in full-screen mode.*

1. Save the presentation as **PP06-D08-Scholarship- [FirstInitialLastName]**.
2. Select the **Scholarship Recipient** slide and then 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.  
*The movie plays in full-screen mode. When the movie is done, it returns to normal size and the slide is visible again.*
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 by choosing the appropriate access option below.

If you are...	Then access the quiz by...
Using the Labyrinth Video Library	Going to <a href="http://labyrinthlab.com/videos">http://labyrinthlab.com/videos</a>
Using eLab	Logging in, choosing Content, and navigating to the Concepts Review quiz for this lesson
Not using the Labyrinth Video Library or eLab	Going to the student resource center for this book

# Reinforce Your Skills



## REINFORCE YOUR SKILLS PP06-R01

### Work with Audio

*In this exercise, you will add audio from an online source. You will also add audio that needs to be edited from your computer. Finally, you will apply rehearsed timings so the slide show can run unattended.*

#### Insert an Online Audio Clip

1. Start **PowerPoint**. Open **PP06-R01-Tutoring** from your **PP2013 Lesson 06** folder and save it as **PP06-R01-Tutoring- [FirstInitialLastName]**.
2. Display **slide 2** and choose **Insert**→**Media**→**Audio**→**Online Audio**.
3. Type **ye11** in the search box and tap .
4. Point to several audio clip icons to preview them. When you find one you like, click it to select it and click **Insert**.
5. Drag the speaker icon to the bottom-left area of the slide so you can see it more easily.
6. Display **slide 3**. Search for an audio clip using the term **fanfare** and insert it on the slide.

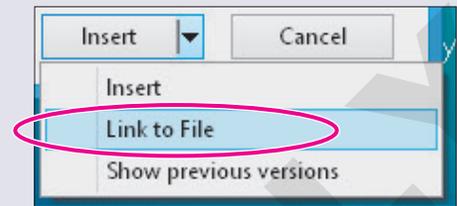
#### Embed an Audio Clip from Your Computer

7. Display **slide 4** and choose **Insert**→**Media**→**Audio**→**Audio on My PC**.
8. Browse to your **PP2013 Lesson 06\Audio** folder, select **PP06-R01-Lunch**, and click **Insert**.
9. Drag the speaker icon next to the word *Lunch*.
10. Choose **Insert**→**Media**→**Audio**→**Audio on My PC**.
11. Browse to your **PP2013 Lesson 06\Audio** folder, select **PP06-R01-Castle**, and click **Insert**.
12. Drag the speaker icon next to the word *Castle*.
13. Choose **Insert**→**Media**→**Audio**→**Audio on My PC**.
14. Browse to your **PP2013 Lesson 06\Audio** folder, select **PP06-R01-Makeup**, and click **Insert**.
15. Drag the speaker icon next to the word *Makeup*.

## Link to an Audio Clip from Your Computer

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

17. Browse to your **PP2013 Lesson 06\Audio** folder, select the **PP06-R01-Library** audio file, and click **Insert** menu ▼→**Link to File**.



18. Drag the speaker icon next to the word *library*.

## Set Audio Playback Options

19. Display **slide 2** and select the speaker icon on the slide.

20. Set the **Audio Tools**→**Playback**→**Audio Options**→**Start** option to **Automatically**.

21. Select the **Audio Tools**→**Playback**→**Audio Options**→**Hide During Show** checkbox.

22. Display **slide 3** and select the speaker icon on the slide.

23. Set the **Audio Tools**→**Playback**→**Audio Options**→**Start** option to **Automatically**.

24. Select the **Audio Tools**→**Playback**→**Audio Options**→**Hide During Show** checkbox.

## Edit Audio

25. Display **slide 4** and select the **Lunch** speaker icon.

26. Choose **Audio Tools**→**Playback**→**Editing**→**Trim Audio**.

27. Click the **Play** button to play the audio and watch the blue play head move across the sound wave. Notice when the English word *Lunch* is spoken and when the French word for *Lunch* ends.

28. Drag the green trim control to the right until it is just before the large bump in the sound wave (the start of the English pronunciation of *Lunch*).

29. Drag the red trim control to the left until it is just after the second large bump in the sound wave (the end of the French pronunciation of *Lunch*).

30. Click **OK**.



31. Click a blank area on the right side of the slide to deselect the speaker icon.

32. Trim the unwanted sounds on from the beginning and end of the audio files on the remaining speaker icons.

## Create Multimedia Folders

33. Save your presentation and minimize **PowerPoint**.

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

35. Navigate to **PP2013 Lesson 06\Audio** and create a new folder named **French**.

## Break and Repair a Link to a Media File

36. Drag these files into the **French folder**:

- PP06-R01-Castle
- PP06-R01-Lunch
- PP06-R01-Library
- PP06-R01-Makeup

37. Maximize **PowerPoint** and select the **Lunch speaker icon** on **slide 4**.

38. Click the **Play** button and notice that the audio plays fine because the Lunch audio file is embedded. Play the **Castle** and **Makeup** audio files, and notice that they also play fine.

39. Attempt to play the **Library** audio file. It fails to play because the link is broken.

40. Choose **File**→**Info**→**Edit Links to Files**.

41. Select the link to the **Library file** and click the **Change Source** button.

42. Browse to the **PP2013 Lesson 06\Audio\French** folder, select the **PP06-R01-Library** file, and click **Open**.

43. Close the **Links** dialog box.

44. Click the **Play** button and note that the Library audio now plays. If it doesn't, repair the broken link.

## Apply Rehearsed Timings

45. Choose **Slide Show**→**Set Up**→**Rehearse Timings**.

46. When the timer reaches **5 seconds**, click **Next**.

47. After the **Math** slide has displayed for **10 seconds**, click **Next**.

48. After the **Humanities** slide has displayed for **15 seconds**, click **Next**.

49. After the **Language** slide has displayed for **30 seconds**, click **Next**.

50. Choose **Yes** to save the timings.

## Run the Slide Show

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

52. Wait as the slide show runs automatically and displays the title slide for 5 seconds, the Math slide for 10 seconds, and the Humanities slide for 15 seconds.

53. When the **Language** slide appears, point to each speaker icon and click their **Play** button.

54. Tap **[Esc]** to end the slide show.

55. Save and close the file. Exit **PowerPoint**.

56. Submit your final file based on the guidelines provided by your instructor.

*To view examples of how your file or files should look at the end of this exercise, go to the student resource center.*

## REINFORCE YOUR SKILLS PP06-R02

### Work with Video

*In this exercise, you will add video to a presentation. You will also trim a video and apply video effects and playback options.*

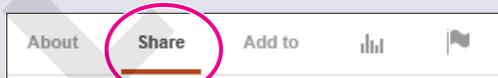
#### Insert an Online Video from a Bing Search

1. Start **PowerPoint**. Open **PP06-R02-Math** from your **PP2013 Lesson 06** folder and save it as **PP06-R02-Math- [FirstInitialLastName]**.
2. Display **slide 2** and choose **Insert**→**Media**→**Video**→**Online Video**.
3. In the **Bing Video Search box**, type **Pythagorean Theorem** and tap **Enter**.
4. Point to a video thumbnail and click the magnifying glass icon to enlarge the thumbnail.
5. Click the enlarged video to play it.
6. When you've watched enough of the video, click the "X" in the upper-right corner of the video to close it.
7. Keep searching until you find a video you like. Then, select the thumbnail of your desired video and click **Insert**.

#### Insert an Online Video by Using Embed Code

*The following steps work to embed a YouTube video at the time of this writing. YouTube may have changed the process. If these exact steps no longer work, you may have to research the process for getting the YouTube embed code for a video.*

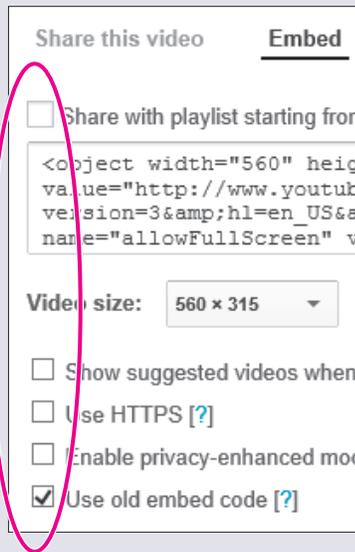
8. Display **slide 3** and minimize **PowerPoint**.
9. Start **Internet Explorer**, or the web browser of your choice, and navigate to <http://www.youtube.com>.
10. In the **YouTube search box**, type **Fibonacci Sequence** and tap **Enter**.
11. Click a video to watch it and continue previewing videos until you find one you like.
12. Once you find a video you like, click the **Share** link below the video.



13. Click the **Embed** link above the block of embed code.



14. Deselect all but the **Use Old Embed Code** checkbox.



15. Click in the box containing the embed code and tap **Ctrl** + **C** to copy the code.
16. Close your web browser and maximize **PowerPoint**.
17. Choose **Insert**→**Media**→**Video**→**Online Video**.
18. Click in the embed code box and tap **Ctrl** + **V** to paste the copied embed code.
19. Click the **Insert** button on the right side of the embed code box.

### Insert a Video from Your Computer

20. Display **slide 4** and choose **Insert**→**Media**→**Video**→**Video on My PC**.
21. Navigate to your **PP2013 Lesson 06\Video** folder, select **PP06-R02-ZeroPower**, and click **Insert**.
- Wait while PowerPoint imports and optimizes the video.*

### Edit and Style a Video

22. Click the video on **slide 4** to select it, if necessary, and choose **Video Tools**→**Playback**→**Editing**→**Trim Video**.
23. Click the **Play** button and listen to the cough at the beginning of the video.
24. Drag the green trim control to the right of the cough so the cough no longer plays (about 2 seconds from the beginning).
25. Click the **Play** button to verify that the cough no longer plays and adjust the green trim control if necessary.
26. Click **OK**.
27. Choose **Video Tools**→**Format**→**Video Styles**→**More**→**Moderate**→**Compound Frame, Black**.
28. Apply the same video style to the videos on **slides 2 and 3**.

## Set Video Playback Options

29. Display **slide 2** and click the video on the slide to select it.
30. Choose **Video Tools**→**Playback**→**Video Options**→**Start**→**Automatically**.
31. Display **slide 3** and set the video to start **Automatically**.
32. Display **slide 4** and set the video to start **Automatically**.

## Run the Slide Show

33. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
34. Click the title slide to move to the **Pythagorean Theorem** slide.
35. Click the video to play it.
36. Tap **[Esc]** to stop the video and then click the slide to move to the **Fibonacci Sequence** slide.
37. Click the video to play it.
38. Tap **[Esc]** to stop the video and then click the slide to move to the **Power of Zero** slide.
39. Tap **[Esc]** two more times, once to stop the video and once to end the slide show.
40. Save and close the file. Exit **PowerPoint**.
41. Submit your final file based on the guidelines provided by your instructor.

*To view examples of how your file or files should look at the end of this exercise, go to the student resource center.*

## REINFORCE YOUR SKILLS PP06-R03

### Work with Audio and Video

*In this exercise, you will add audio and video to an automated presentation.*

#### Insert Audio

1. Start **PowerPoint**. Open **PP06-R03-AudioBenefits** from your **PP2013 Lesson 06** folder and save it as **PP06-R03-AudioBenefits- [FirstInitialLastName]**.
2. Display **slide 1**, if necessary, and choose **Insert**→**Media**→**Audio**→**Audio on My PC**.
3. Navigate to the **PP2013 Lesson 06\Audio** folder and select the **PP06-R03-AudioBenefits** file.
4. Choose **Insert** menu ▼→**Link to File**.

#### Set Audio Playback Options

5. Choose **Audio Tools**→**Playback**→**Audio Style**→**Play in Background** to automatically set the audio options.
6. Deselect the **Audio Tools**→**Playback**→**Audio Options**→**Loop Until Stopped** checkbox.

## Edit Audio

7. Choose **Audio Tools**→**Playback**→**Editing**→**Trim Audio**.
8. Click the **Play** button and note when the speaker says *Why should you join Kids for Change?*
9. Drag the green trim control to the right until it is just before *Why should you join Kids for Change?*
10. Click the sound wave at about **01:00.000** to place the blue play head toward the end of the file.
11. Click the **Play** button and note when the speaker says *Ok, is that it?*
12. Drag the red trim control to the left until it is just before *Ok, is that it?*
13. Click **OK**.
14. Click the **Play** button on the slide and ensure that the audio begins with *Why should you join Kids for Change?* Also ensure that it ends with *The reasons are obvious*. If necessary, trim the audio appropriately.

## Create Multimedia Folders

15. Save your presentation and minimize **PowerPoint**.
16. Choose **Start**→**Computer** from the lower-left corner of your screen.
17. Navigate to **PP2013 Lesson 06\Audio** and create a new folder named **Benefits**.

## Break and Repair a Link to a Media File

18. Drag **PP06-R03-AudioBenefits** and **PP06-R03-Video** into the **Benefits** folder.
19. Maximize **PowerPoint** and click the speaker icon on **slide 1** to select it.
20. Click the **Play** button and notice that the audio fails to play because the link is broken.
21. Choose **File**→**Info**→**Edit Links to Files**.
22. Select the link to the **Benefits** file and click **Change Source**.
23. Browse to the **PP2013 Lesson 06\Audio\Benefits** folder, select **PP06-R03-Benefits**, and click **Open**.
24. Close the **Links** dialog box.
25. Click the **Play** button and note that the audio now plays. If it doesn't, repair the broken link.
26. As necessary, trim the audio again now that the link has been repaired.

## Apply Rehearsed Timings

27. Choose **Slide Show**→**Set Up**→**Rehearse Timings**.
28. Listen to the audio and click the **Next** button after you hear each of the following phrases:
  - Why should you join Kids for Change? There are many benefits.
  - ...shows a college that you are not afraid to work for something worthwhile.
  - ...translates to effective management skills, which are important for any job applicant.
  - ...that you are willing to work hard to get the job done.
  - Why should you join Kids for Change? The benefits are obvious.
29. Choose **Yes** to save the timings.

## Run the Slide Show

30. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
31. Watch as the slide show runs automatically and the slides match up to the narration.
32. When the slide show ends, click the screen to return to **Normal view**.
33. If necessary, choose **Slide Show**→**Set Up**→**Rehearse Timings** and re-create the timings to match up better with the audio.

## Insert a Video

34. Display the last slide and choose **Home**→**Slides**→**New Slide**.
35. Choose **Home**→**Slides**→**Layout**→**Title and Content**.
36. Type **And It's Fun** as the slide title.
37. Display **slide 4** and choose **Insert**→**Media**→**Video**→**Video on My PC**.
38. Browse to the **PP2013 Lesson 06\Audio\Benefits** folder, select **PP06-R03-Video**, and click **Insert**.

## Edit and Style a Video

39. Choose **Video Tools**→**Playback**→**Editing**→**Trim Video**.
40. Click in the middle of the sound wave to place the blue play head.
41. Drag the blue play head to the right and note when the camera starts to move away from the girl, at about 12 seconds.
42. Drag the red trim control to the left to cut off the end of the video where the camera moves, and then click **OK**.
43. Choose **Video Tools**→**Format**→**Video Styles**→**More**→**Intense**→**Reflected Bevel, White**.

## Set Video Playback Options

44. Choose **Video Tools**→**Playback**→**Video Options**→**Start**→**Automatically**.

## Run the Slide Show

45. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
46. Watch as the slide show plays automatically. When the last slide is displayed, the video should play automatically. When the video ends, tap **Esc** to end the slide show.
47. Save and close the file. Exit **PowerPoint**.
48. Submit your final file based on the guidelines provided by your instructor.

# Apply Your Skills



## APPLY YOUR SKILLS PP06-A01

### Work with Audio

*In this exercise, you will add audio from an online source. You will also add audio that needs to be edited from your computer. Finally, you will apply rehearsed timings so the slide show can run unattended.*

#### Insert an Online Audio Clip

1. Start **PowerPoint**. Open **PP06-A01-Transportation** from your **PP2013 Lesson 06** folder and save it as **PP06-A01-Transportation- [FirstInitialLastName]**.
2. Add an online audio clip to **slide 1** of a car engine revving.

#### Link to an Audio Clip from Your Computer

3. On **slide 2**, link to (don't embed) **PP06-A01-TransportationNarration** from the **PP2013 Lesson 06\Audio** folder.

#### Set Audio Playback Options

4. Configure the audio on **slides 1 and 2** to start **Automatically, Play Across Slides**, and **Hide During Show**.

#### Edit Audio

5. Edit the audio on **slide 2** to remove the noise from the beginning of the file.

#### Create Multimedia Folders

6. Minimize **PowerPoint** and navigate to the **PP2013 Lesson 06\Audio** folder.
7. Create a new folder named **Universal**.

#### Break and Repair a Link to a Media File

8. Drag **PP06-A01-TransportationNarration** into the **Universal** folder.
9. Maximize **PowerPoint** and attempt to play the audio file on **slide 2**.
10. Edit the link to the file so that the audio on **slide 2** plays.
11. Trim the audio as necessary.

#### Apply Rehearsed Timings

12. Set up **Rehearsed Timings** so that **slide 2** displays after the car engine revving sound clip and each subsequent slide displays in time with the narration.
13. Choose **Slide Show**→**Set Up**→**Set Up Slide Show**, place a checkmark in the **Loop Continuously Until 'Esc'** option box, and click **OK**.

## Run the Slide Show

14. Run the slide show and ensure that it plays automatically with slides timed to the narration.
15. Tap **[Esc]** to end the slide show.
16. Save and close the file. Exit **PowerPoint**.
17. Submit your final file based on the guidelines provided by your instructor.  
*To view examples of how your file or files should look at the end of this exercise, go to the student resource center.*

## APPLY YOUR SKILLS PP06-A02

### Work with Video

*In this exercise, you will add video to a presentation. You will also trim a video and apply video effects and playback options.*

#### Insert an Online Video from a Bing Search

1. Start **PowerPoint**. Open **PP06-A02-Entertainment** from your **PP2013 Lesson 06** folder and save it as **PP06-A02-Entertainment- [FirstInitialLastName]**.
2. Display **slide 2** and click the **Insert Video** icon in the left placeholder.
3. Use the **Bing** search to search for a video on **Line Dancing**.

#### Insert an Online Video by Using Embed Code

4. Minimize **PowerPoint** and use your web browser to navigate to <http://www.youtube.com>.
5. Find another line-dancing video and copy the embed code.
6. Close the web browser and maximize **PowerPoint**.
7. Click the **Insert Video** icon in the right placeholder on the slide.
8. Paste the embed code into the proper box and click **Insert**.

#### Insert a Video from Your Computer

9. Display **slide 3** and insert **PP06-A02-Band** from the **PP2013 Lesson 06\Audio** folder.

#### Edit and Style a Video

10. Edit the video on **slide 3** to remove the shaking at the beginning.
11. Apply the **Subtle**→**Simple Frame, White** video style to all three videos in the presentation.

#### Set Video Playback Options

12. Set all three videos to start when clicked.

## Run the Slide Show

13. Run the slide show and verify that all three videos play when clicked. If necessary, delete a video from slide 2 and replace it with another line-dancing video found online.
14. Save and close the file. Exit **PowerPoint**.
15. Submit your final file based on the guidelines provided by your instructor.  
*To view examples of how your file or files should look at the end of this exercise, go to the student resource center.*

## APPLY YOUR SKILLS PP06-A03

### Work with Audio and Video

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*In this exercise, you will add audio and video to an automated presentation.*

#### Insert Online Audio

1. Start **PowerPoint**. Open **PP06-A03-Invitations** from your **PP2013 Lesson 06** folder and save it as **PP06-A03-Invitations- [FirstInitialLastName]**.
2. Add an online audio clip of classical music to **slide 1**. Make sure the audio is about 20 seconds.
3. Drag the speaker icon to the top-left corner of the slide.

#### Link to an Audio Clip from Your Computer

4. On **slide 1**, link to (don't embed) **PP06-A03-Invites** from the **PP2013 Lesson 06\Audio** folder.
5. Drag the speaker icon to the top-right corner of the slide.

#### Set Audio Playback Options

6. Configure the online audio clip (in the top-left corner) to start **Automatically, Play Across Slides, Hide During Show, and Loop Until Stopped**.
7. Configure the linked audio clip (in the top-right corner) to start **Automatically, Play Across Slides, and Hide During Show**.

#### Edit Audio

8. Edit the linked audio clip (in the top-right corner) to remove the noise from the beginning of the file.

#### Create Multimedia Folders

9. Minimize **PowerPoint** and navigate to the **PP2013 Lesson 06\Audio** folder on your file storage location.
10. Create a new folder named **Invitations**.

## Break and Repair a Link to a Media File

11. Drag **PP06-A03-Invites** into the **Invitations** folder.
12. Maximize **PowerPoint** and attempt to play the linked audio file.
13. Edit the link to the file so that the linked audio file plays.

## Apply Rehearsed Timings

14. Set up **Rehearsed Timings** so that each slide displays for about **4 seconds**.

## Run the Slide Show

15. Run the slide show and ensure it plays automatically with both audio files. The narration should not get cut off at the end. If necessary, create new rehearsed timings to extend the length of the slide show.
16. Tap **[Esc]** to end the slide show.

## Insert an Online Video from a Bing Search

17. Add a new slide to the end of the presentation by using the **Title and Content** layout.
18. Type **Celebrations** as the title of the new slide.
19. Insert an **Online Video** and use the **Bing** search to find a video on **Corporate Celebrations**.

## Style a Video

20. Apply the **Intense→Perspective Shadow, White** video style.

## Set Video Playback Options

21. Set the video to start when clicked.

## Run the Slide Show

22. Run the slide show and verify that the video plays when clicked. If it doesn't, delete it from the slide and try another online video.
23. Save and close the file. Exit **PowerPoint**.
24. Submit your final file based on the guidelines provided by your instructor.

# Extend Your Skills



*In the course of working through the Extend Your Skills exercises, you will think critically as you use the skills taught in the lesson to complete the assigned projects. To evaluate your mastery and completion of the exercises, your instructor may use a rubric, with which more points are allotted according to performance characteristics. (The more you do, the more you earn!) Ask your instructor how your work will be evaluated.*

## PP06-E01 That's the Way I See It!

Create a blank presentation and save it in the **PP2013 Lesson 06** folder as **PP06 - E01 - Hobby - [FirstInitialLastName]**. Change the layout of the first slide to Title and Content. Think of one of your favorite active or creative hobbies, such as sports, music, or art. Title the first slide for your chosen hobby. If you have access to a video camera (many smart phones have a built-in video camera), take a short video of yourself explaining your hobby. Transfer the video to your computer and then insert the video on the first slide. Edit the video to trim off any unwanted beginnings or endings and apply a video style. Set it to play automatically. If you don't have a video camera, insert a clip art image depicting your hobby.

Create a second slide and insert an online video depicting your hobby. Apply a video style and set the video to play when clicked. Add an appropriate slide title. Finally, apply a design theme.

You will be evaluated based on the inclusion of all elements specified, your ability to follow directions, your ability to apply newly learned skills to a real-world situation, your creativity, and the relevance of your topic and/or data choice(s). Submit your final file based on the guidelines provided by your instructor.

## PP06-E02 Be Your Own Boss

You are creating an automated slide show highlighting gardens created by Blue Jean Landscaping. Open **PP06-E02-BlueJean** from the **PP2013 Lesson 06** folder and save it as **PP06 - E02 - BlueJean - [FirstInitialLastName]**. Add online audio to slide 1 appropriate for a garden slide show (e.g., light classical or cool jazz). Set the audio to start automatically and ensure that it plays across all slides and loops until stopped. The speaker icon should not display during the slide show. Configure the slide show to run automatically, about 7 seconds per slide. Once reaching the last slide, the slide show should automatically start over and loop continuously until **[Esc]** is pressed. Save and close the presentation.

Create a second presentation with four slides and save it as **PP06 - E02 - HowTo - [FirstInitialLastName]**. On the title slide, add the title **Blue Jean Landscaping** and a subtitle of **How to Garden**. On each of the three remaining slides, insert an online video. Use the Bing search or find a video on the Internet you like and use the embed code. Set each video to start when clicked. Add an appropriate title to each slide and apply a design theme to the presentation. Apply the same video style to each of the three videos so the presentation has a consistent look. Run the slide show and verify that each video plays. If a video fails to play, replace it.

You will be evaluated based on the inclusion of all elements specified, your ability to follow directions, your ability to apply newly learned skills to a real-world situation, your creativity, and your demonstration of an entrepreneurial spirit. Submit your final file based on the guidelines provided by your instructor.

# Transfer Your Skills



*In the course of working through the Transfer Your Skills exercises, you will use critical-thinking and creativity skills to complete the assigned projects using skills taught in the lesson. To evaluate your mastery and completion of the exercises, your instructor may use a rubric, with which more points are allotted according to performance characteristics. (The more you do, the more you earn!) Ask your instructor how your work will be evaluated.*

## PP06-T01 Use the Web as a Learning Tool

Throughout this book, you will be provided with an opportunity to use the Internet as a learning tool by completing WebQuests. According to the original creators of WebQuests, as described on their website (WebQuest.org), a WebQuest is “an inquiry-oriented activity in which most or all of the information used by learners is drawn from the web.” To complete the WebQuest projects in this book, navigate to the student resource center and choose the WebQuest for the lesson on which you are currently working. The subject of each WebQuest will be relevant to the material found in the lesson.

**WebQuest Subject:** Multimedia Conversion

Submit your files based on the guidelines provided by your instructor.

## PP06-T02 Demonstrate Proficiency

To promote its cooking classes, Stormy BBQ wants to display a presentation on the restaurant television screens showing some of their favorite recipes. Create a blank presentation and save it to your **PP2013 Lesson 06** folder as **PP06-T02-Recipes-[FirstInitialLastName]**. Add an appropriate title, subtitle, and design theme. Create a second slide using the Title and Content layout.

Use the Internet to find a video showing how to cook something appropriate for a barbeque restaurant. Copy the embed code. (If the video does not have any embed code, search for a different video.) Insert the video, using the embed code, to the second slide and add an appropriate title. Apply a Video Style and set the video to play when clicked.

Add some online audio clips to slide 1 of people saying *mmmmm*, *yummy*, or making polite eating sounds. Set the audio to play automatically and hide the speaker icon during a slide show. Do not play the audio clips across all slides. Create Rehearsed Timings to display slide 1 for about 5 seconds, even if it cuts off the eating sounds. Make sure the timing for slide 2 is long enough to show the entire video.

Submit your final file based on the guidelines provided by your instructor.

EVALUATION ONLY