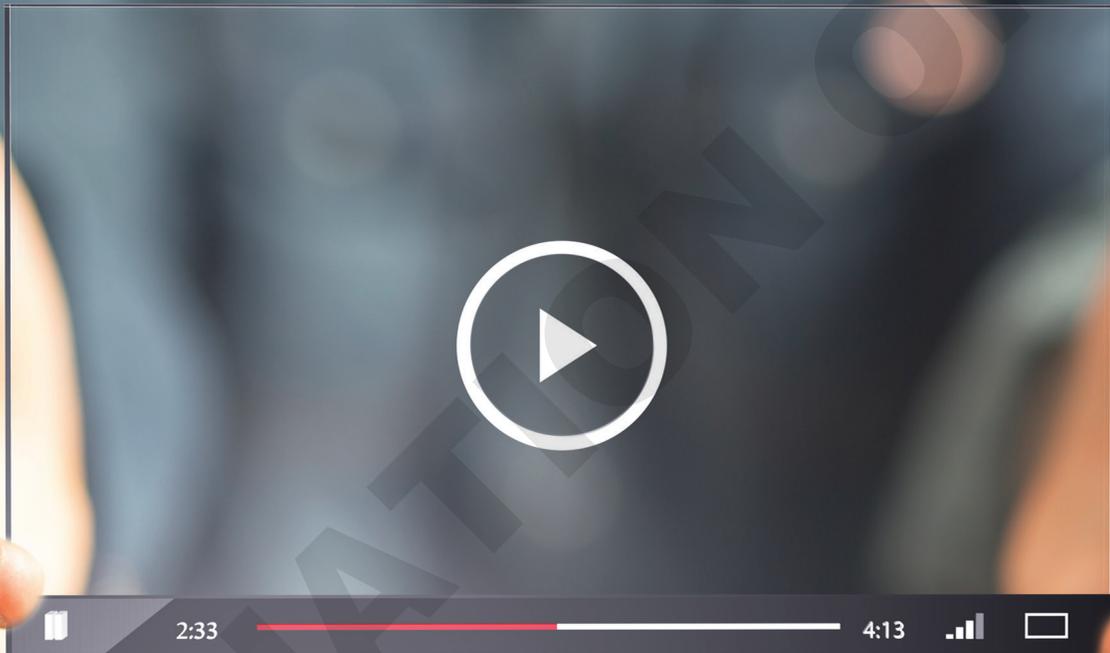


# 4

# Adding Multimedia to Presentations



**S**ound and movies can enhance a slide show to the point that a presentation is more than just information—it's entertaining. PowerPoint makes the development of “infotaining” presentations quick and easy. In this chapter, you will work with PowerPoint's media features to enhance your presentations.

## LEARNING OBJECTIVES

- ▶ Acquire and add audio to a presentation
- ▶ Acquire and add video to a presentation
- ▶ Edit movies and add movie effects
- ▶ Customize a video's start/end times and size
- ▶ Use slide show timings
- ▶ Loop a presentation endlessly

## Project: Adding Multimedia to the Presentation

iJams 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 iJams' main office. They will showcase the animals and young musicians who have benefited from iJams' generosity. You want the presentations to be entertaining and engaging, but you 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 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 slide show 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.

**Tip!**

*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 smartphone, a 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 that are saved outside your presentation but that are linked to it. However, 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 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.



Organizing your files by type in subfolders makes it easy to find what you want when you want it.

### DEVELOP YOUR SKILLS: P4-D1

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

1. Close all programs and folder windows so only your Windows 10 Desktop is showing.
2. Click the **File Explorer**  icon on the Windows taskbar and then maximize the File Explorer window.
3. Navigate to your **PowerPoint Chapter 4** 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 **P4-A1-TransportationNarration.mp3** file to select it.
8. Hold down **Ctrl** as you click these files to add them to the selection:
  - **P4-A3-Invites.mp3**
  - **P4-D2-bach-bwv813.mp3**
  - **P4-R1-Castle.mp3**
  - **P4-R1-Cheer.wav**
  - **P4-R1-Library.mp3**
  - **P4-R1-Lunch.mp3**
  - **P4-R1-Makeup.mp3**
  - **P4-R3-AudioBenefits.mp3**
9. After all nine audio files have been selected, release **Ctrl**.
10. Drag any one of the selected audio files onto the **Audio** folder to move all nine selected files into that folder.
11. Click the **P4-A2-Band.mp4** file to select it.
12. Hold down **Ctrl** as you click these files to add them to the selection:
  - **P4-D6-Classical.mpg**
  - **P4-R2-ZeroPower.mp4**
  - **P4-R3-Video.mp4**
13. After all four video files have been 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 chapter folder is now organized with multimedia subfolders.

# Using Audio in Presentations

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

- ▶ Searching for audio on your computer with the Audio on My PC 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 File Types

Only audio files 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. This 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	.aiff	Use as an alternative to WAV.
AU audio file	.au	
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	.mp3	Use for music ripped from a CD or recorded narration. Example: A song that plays across slides throughout the entire presentation.
Windows Media audio file	.wma	
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.

## Inserting and Linking

Audio files can be either inserted (**embedded**) or linked. When inserted, the audio file is embedded in and becomes absorbed by the presentation file, causing the size of the presentation file to increase. When **linked**, it remains a separate file and does not increase the file size of the presentation. This table compares the pros and cons of each method.

INSERTING VS. LINKING		
	Inserting	Linking
Increases file size of presentation	Yes	No
Can move, rename, or delete audio file without breaking the presentation	Yes	No
Audio file size limit	Must be under 100 KB	Unlimited size



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

☰ Insert from or link to an audio file on your computer: Insert→Media→Audio  menu button ▼→Audio on My PC

### DEVELOP YOUR SKILLS: P4-D2

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

1. Start PowerPoint and make sure the app window is maximized.
2. Open **P4-D2-Beneficiaries** from your **PowerPoint Chapter 4** folder and save it as: **P4-D2-BeneficiariesRevised**
3. Choose **Insert→Media→Audio menu button ▼→Audio on My PC**.
4. Navigate to your **PowerPoint Chapter 4\Audio** folder, select **P4-D2-bach-bwv813.mp3**, 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.*

5. Drag the speaker icon to the top of the slide so nothing overlaps the text.
6. Choose **Slide Show→Start Slide Show→From Beginning** .  
*The sound does not play because it is configured to start playing when the slide is clicked.*
7. Click as if you were advancing to the next slide.  
*Rather than advancing, the audio plays.*

8. Click the slide again.

*The next slide appears and the audio stops.*

9. Tap **Esc** to end the slide show.
10. 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 (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. Be aware of copyright laws when downloading sound files.

## Recording a Narration

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

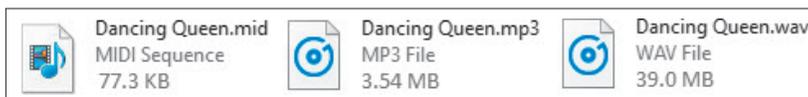
☰ Insert→Media→Audio  menu button ▼→Record Audio

## Choosing an Audio File Format

Whether you will 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 with 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.



Displayed is the same song saved as a 77.3 KB MIDI file, a 3.54 MB MP3 file, and a 39 MB WAV file. Note that the icons for the file types may differ from computer to computer based on personalized settings.

## 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.

**Tip!**

*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.

**Tip!**

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

## 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, which appears by default, 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, including having the audio loop endlessly or have it rewind after playing.



View the video "Audio Options."

## Configuring Audio Styles

PowerPoint includes two Audio Styles shortcut buttons that automatically set audio options. These buttons are simply time-savers that set options for you in one click.

### CONFIGURING AUDIO STYLES

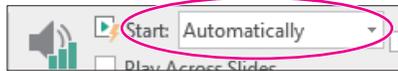
Button	Settings Made Automatically
No Style 	<ul style="list-style-type: none"> <li>Start is set to In Click Sequence</li> <li>Play Across Slides is disabled</li> <li>Loop Until Stopped is disabled</li> <li>Hide During Show is disabled</li> </ul>
Play in Background 	<ul style="list-style-type: none"> <li>Start is set to Automatically</li> <li>Play Across Slides is enabled</li> <li>Loop Until Stopped is enabled</li> <li>Hide During Show is enabled</li> </ul>

### DEVELOP YOUR SKILLS: P4-D3

*In this exercise, you will configure the sound to play automatically and hide the speaker icon.*

1. Save the presentation as: **P4-D3-BeneficiariesRevised**
2. Display the **first slide** and then click the **speaker** icon on the slide.

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



*This option will start playing the audio automatically when the slide loads during the slide show. Because the sound will start automatically, there is no reason to display the speaker icon during the slide show.*

4. Choose **Audio Tools**→**Playback**→**Audio Options** and place a check in the **Hide During Show** box.

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

*The speaker icon is hidden, and the sound starts to play immediately after the slide loads.*

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

*The audio stops when the presentation advances to the next slide.*

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

8. Save your presentation.

## Linking Audio

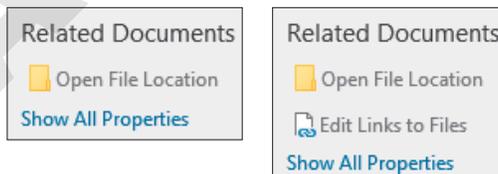
Linking media files instead of embedding them keeps the file size of the presentation smaller, which is good if you need to email the presentation. However, the linked media must remain in the same location (same folder) relative to the PowerPoint file, or the presentation won't be able to find the media 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: P4-D4

*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.*

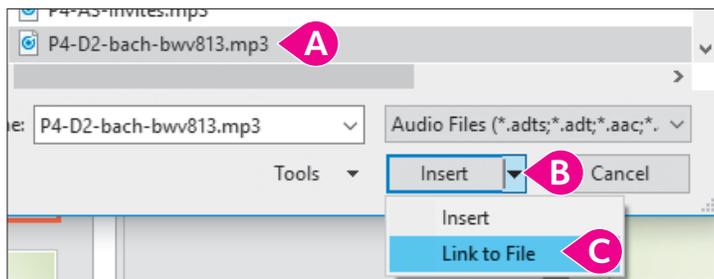
1. Save the presentation as: **P4-D4-BeneficiariesRevised**
2. Choose **File**→**Info**.
3. Locate the *Related Documents* section at the bottom of the right column of Backstage view and note the absence of a link to Related Documents.



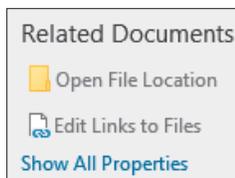
*On the left, Edit Links to Files is not displayed, indicating no linked files. If there were linked files, Edit Links to Files would be displayed (as shown on the right).*

4. Click **Back**  to exit Backstage view.
5. If necessary, choose the **first slide** from the Slides panel.
6. Click the **speaker** icon on the slide and tap **[Delete]** to remove the embedded audio file.

7. Choose **Insert**→**Media**→**Audio menu button** ▼→**Audio on My PC**.
8. Browse to your **PowerPoint Chapter 4\Audio** folder.
9. Follow these steps to link to, rather than embed, the audio file:



- A Click once on **P4-D2-bach-bwv813.mp3**.
  - B Click the **Insert menu** button ▼.
  - C Choose **Link to File**. The audio file is linked and is set to play In Click Sequence by default.
10. Drag the **speaker** icon to the top of the slide so it doesn't overlap any text.
  11. Choose **File**→**Info**.
  12. 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.



13. Click **Back**  to exit Backstage view.
14. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
15. Move your mouse until the mouse pointer white arrow appears.
16. Point at the speaker icon on the slide and then click the **Play** button on the control bar.  
*The audio file plays. When the control bar displays, you can play and pause the audio.*
17. Tap **[Esc]** to end the slide show and return to Normal view.
18. Display the first slide.

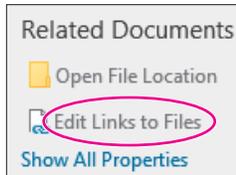
## Break the Link

19. Minimize PowerPoint.
20. Navigate to your **PowerPoint Chapter 4\Audio** folder and locate the **P4-D2-bach-bwv813.mp3** file.  
*If your computer is configured to display file extensions, the filename will be displayed as P4-D2-bach-bwv813.mp3. If your computer is configured to hide file extensions, the filename will be displayed as P4-D2-bach-bwv813 without any file extension.*
21. Right-click the **P4-D2-bach-bwv813.mp3** file and choose **Rename**.
22. Follow the appropriate instruction to rename the file:
  - If the filename displays as *P4-D2-bach-bwv813* (no file extension), rename the file: **P4-D2-bach**
  - If the filename displays as *P4-D2-bach-bwv813.mp3*, rename the file **P4-D2-bach.mp3**, taking care not to delete or duplicate the *.mp3* extension.

23. Maximize PowerPoint and choose **Slide Show**→**Start Slide Show**→**From Beginning** .
24. Move your mouse until the mouse pointer white arrow appears.
25. 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.*
26. Tap **[Esc]** to end the slide show and return to Normal view.

## Repair the Link

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



28. Click the link to **P4-D2-bach-bwv813.mp3** and then click **Change Source**.
29. Navigate to your **PowerPoint Chapter 4\Audio** folder, select **P4-D2-bach.mp3**, and click **Open**.  
*You have repaired the link. The Links dialog box displays the path to the source file you selected.*
30. Click **Close** to close the Links dialog box.
31. Click **Back**  to exit Backstage view.  
*At the time of this writing, there is a bug in PowerPoint that causes the speaker icon on the slide to enlarge after repairing a link. If your speaker icon became larger, don't worry. It may look strange, but it will still work just fine.*
32. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
33. Move your mouse until the mouse pointer white arrow appears.
34. 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.*
35. Tap **[Esc]** to end the slide show and return to Normal view.
36. 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 these simple steps to determine the length of time to spend on each slide.

### DETERMINING SLIDE TIMINGS

Goal	Steps
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> <p>Example: A 2-minute and 30-second audio file would be 150 seconds.</p>
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> <p>Example: A 150-second audio file used in a presentation containing 20 slides works out to <math>150 \div 20 = 7.5</math>.</p>
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> <p>Example: The answer to the division is 7.5. To apply this amount, 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.</p>

## 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.

☰ Create a slide show that runs automatically: Slide Show→Set Up→Rehearse Timings 

☰ Slide Show→Set Up→Use Timings (check or uncheck)

### DEVELOP YOUR SKILLS: P4-D5

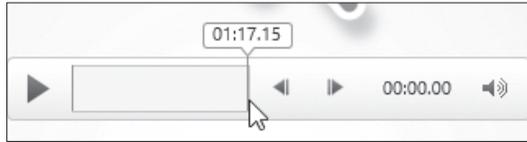
*In this exercise, you will configure the slide show to run by itself with a soundtrack.*

- Save the presentation as: **P4-D5-BeneficiariesRevised**
- 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.

*Several options in the Audio Options command group are automatically set: The speaker icon is hidden, and the sound will now start automatically. It will continue to play as you navigate through the slides and will start over again if it ends before the slide show.*

- 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) long.*



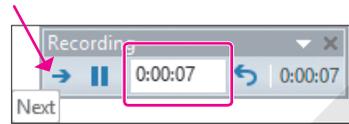
- Here's how to determine the number of seconds to allocate to each slide:

General step	In this case
Determine the total number of slides in the presentation	10 slides
Determine the length of the sound clip in seconds	77 seconds
Divide the length of the sound by the total number of slides	$77 \div 10$
Round off	$7.7 =$ about 7 or 8 seconds per slide

- Locate the **Slide Show**→**Set Up** group.

*In the next step, you're going to use the Rehearse Timings feature. This is time-sensitive because after you start the rehearsal, you're going to need to click the Next button every 7 or 8 seconds.*

- Click **Rehearse Timings**  and click the **Next** button every 7 or 8 seconds until you reach the last slide.



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

*If you make a mistake or want to start over, simply repeat steps 5–7.*

- 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

- Choose **Slide Show**→**Set Up**→**Set Up Slide Show**.
- Place a checkmark in the **Loop Continuously Until 'Esc'** option box and click **OK**.
- Choose **Slide Show**→**Start Slide Show**→**From Beginning**  and notice that when the last slide is reached (Corky), the slide show starts over again.
- Tap **[Esc]** to end the slide show and return to Normal view.
- 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 videos located on your Microsoft OneDrive cloud storage, YouTube, or other websites, provided you have the embed code.

Embed code is HTML code (web programming code) usually provided by the website on which the video is housed. If a website provides embed code for you to copy and paste, you can use it in PowerPoint. If the website does not provide embed code, you will not be able to use that video in PowerPoint.

### Warning!

*At the time of this writing, there is a bug in PowerPoint that prevents you from previewing videos from the Insert Video dialog box's YouTube search results. If this happens to you, just use your web browser to search YouTube and then copy and paste the embed code into PowerPoint.*

## Using Online Videos

You must be careful when adding any kind of media—pictures, audio, or video—to a presentation. Not all media found with an Internet search is free to use. PowerPoint may let you search YouTube for media, but that doesn't necessarily mean you're 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 determining the owner of the media.

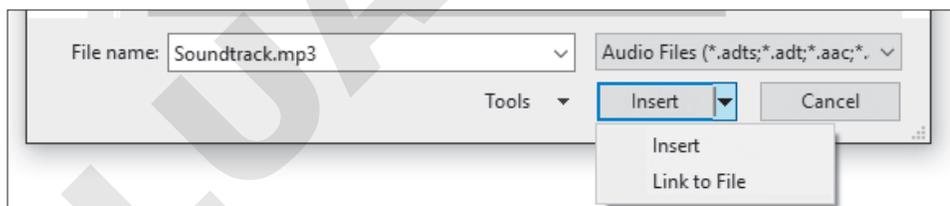
☰ Insert→Media→Video  menu button ▼→Online Video  | Insert Video 

### Warning!

*At the time of this writing, PowerPoint supports embedding online videos only from YouTube. Unfortunately, support is buggy and many YouTube videos initially may look fine on the slide but then fail to play during a slide show. Test your presentation and videos before delivering a slide show to your audience!*

## Using Video from Your Computer

You can create your own full-motion video movie files by using the video camera built into 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 (pinnaclesys.com). You can also download videos from the Internet. As with audio, you can either insert (embed) or link to a video. You indicate to PowerPoint whether you're linking or embedding by choosing the applicable option from the Insert menu within the Insert Video window.



### Tip!

*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.*

☰ Insert→Media→Video  menu button ▼→Video on My PC

## Using Screen Recordings

Screen recordings are helpful if you want to show a software demo or demonstrate how to use a particular website. Screen recordings are embedded in the presentation and are not saved as external files.

☰ Insert→Media→Screen Recording 

☰ **Windows** + **Shift** + **Q** to stop recording

## Video File Formats

Full-motion video, such as 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 with AVIs and are less problematic when playing on different computers.

### 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 make the file 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.

### Determining the Codec

You will find that AVI video files downloaded from the Internet may contain nonstandard codecs. Also, some digital video cameras create videos in nonstandard formats. 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.



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

## DEVELOP YOUR SKILLS: P4-D6

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

1. Open **P4-D6-Scholarship** from your **PowerPoint Chapter 4** folder and save it as: **P4-D6-ScholarshipRevised**
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 **PowerPoint Chapter 4\Video** folder, select the **P4-D6-Classical.mpg** video movie file, and click **Insert**.

*Your computer may be configured to hide file extensions and may not display the .mpg portion of the filename.*

*PowerPoint displays a message indicating that the video file must be optimized. A progress bar at the bottom of the PowerPoint window indicates the progress. Wait until the message box disappears.*

5. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
6. Click anywhere to advance to the next slide and move your mouse around until the mouse pointer becomes visible.
7. Point at the video to display the control bar at the bottom and click the **Play** button.
8. Point at the video again to display the control bar and use the **Play/Pause** button to pause or resume the video.
9. When the video 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. You will do this later.*
10. Save your presentation.

## Setting Video Start and Stop Times

PowerPoint 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.

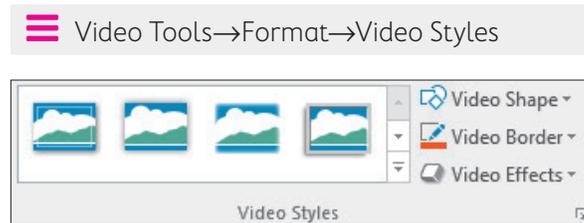


View the video “Setting Video Start and Stop Times.”

 Video Tools→Playback→Editing

## Applying Video Effects

PowerPoint also offers the ability to apply video styles. Using the Video Styles gallery, you can easily format a video much like pictures.



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

## Adjusting the Media Window Size

After adding a video effect, it may be necessary to resize the video on the slide. Resize a video just as you would any other object: Click the video to display its border and then drag a handle to resize it. Just as with other objects, be sure to drag a corner handle to maintain the video proportions. Be careful not to enlarge a video too much as it can get blurry.

### DEVELOP YOUR SKILLS: P4-D7

*In this exercise, you will edit a video and apply a video style.*

1. Save the presentation as: **P4-D7-ScholarshipRevised**
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 sound stop, click the **Pause** button.

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

5. If necessary, drag the **blue playhead** 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 you are at about the 1-second mark. It doesn't have to be perfect but should be close to 1 second.



*The portion of the video to the left of the green trim marker is cut off.*

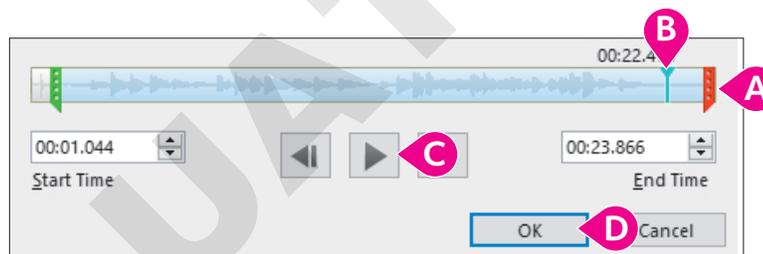
7. Follow these steps to listen to the end of the video:



- A Click here toward the end of the video to set the playhead.

- B Click **Play** 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 left to cut off the portion of the video to its right.

- B Click here, toward the end of the video and to the left of the red trim marker, to set the playhead.

- C Click **Play** and listen for the pop to check if it has been removed.

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

### Warning!

*At the time of this writing, there is a bug in PowerPoint that causes the video preview to disappear when trimmed, so your video may no longer display an image of the first frame but rather a black screen.*

## 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 **Intense**→**Monitor, Gray**.



*Note that your video may display a black screen due to a PowerPoint bug. The video will still play fine during a slide show.*

11. Drag a corner handle on the video's border to resize the video to your liking.

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

*The slide displays the video with the 3D style.*

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

14. Point at the video on the slide and then click **Play** 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.*

15. Tap **Esc** to exit the slide show and return to Normal view.

16. Save your presentation.

## Setting Video Options

Just as with audio, there are several options you can apply to videos on a slide, such as having the video run automatically or when clicked, allowing the presentation to fill the screen, or setting the video to run endlessly.



### View the video "Video 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 to start playback.

### Warning!

*At the time of this writing, there is a playback bug in PowerPoint. Even when set to play automatically, online videos from YouTube require you to click them to start.*

 Video Tools→Playback→Video Options

## DEVELOP YOUR SKILLS: P4-D8

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

1. Save the presentation as: **P4-D8-ScholarshipRevised**
2. Select the **Scholarship Recipient** slide and then select the movie, if necessary.
3. Choose **Video Tools**→**Playback**→**Video Options** and then click to place a checkmark in the **Play Full Screen** box.
4. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
5. Navigate to the **second slide** and move your mouse around until the pointer becomes visible.
6. Click the video to play it.

*The video plays in full-screen mode. When the video is done, it returns to normal size and the slide is visible again.*

7. Tap **[Esc]** to end the slide show.
8. Save and close your presentation, and then exit PowerPoint.

## Self-Assessment



Check your knowledge of this chapter's key concepts and skills using the Self-Assessment in your ebook or online (eLab course or Student Resource Center).

# Reinforce Your Skills

## REINFORCE YOUR SKILLS: P4-R1

### Work with Audio

In this exercise, you will enhance a Kids for Change presentation that will be used at a high school assembly to recruit teens. You will add audio from your computer that needs to be edited and apply rehearsed timings so the slide show can run unattended.

1. Start PowerPoint, open **P4-R1-Tutoring** from your **PowerPoint Chapter 4** folder, and save it as: **P4-R1-TutoringRevised**

### Embed Audio Clips

2. Display **slide 1** and choose **Insert**→**Media**→**Audio menu button** ▼→**Audio on My PC**.
3. Browse to your **PowerPoint Chapter 4\Audio** folder, select **P4-R1-Cheer.wav**, and click **Insert**.
4. Drag the **speaker** icon to the top of the slide.
5. Display **slide 4**, choose **Insert**→**Media**→**Audio menu button** ▼→**Audio on My PC**, and browse to your **PowerPoint Chapter 4\Audio** folder.
6. One at a time, add the audio files and position the speaker icons as described:

Audio	Where to Place Speaker Icon
P4-R1-Lunch.mp3	Next to the word <i>Lunch</i>
P4-R1-Castle.mp3	Next to the word <i>Castle</i>
P4-R1-Makeup.mp3	Next to the word <i>Makeup</i>

*Hint: Follow the process in steps 2–4 if you need help.*

### Link to an Audio Clip and Set Playback Options

7. Choose **Insert**→**Media**→**Audio menu button** ▼→**Audio on My PC**.
8. Browse to your **PowerPoint Chapter 4\Audio** folder, select the **P4-R1-Library.mp3** audio file, and click **Insert menu button** ▼→**Link to File**.
9. Drag the **speaker** icon next to the word *library*.
10. Display **slide 1** and select the **speaker** icon on the slide.
11. Set the **Audio Tools**→**Playback**→**Audio Options**→**Start** option to **Automatically**.
12. Select the **Audio Tools**→**Playback**→**Audio Options**→**Hide During Show** checkbox.

### Edit Audio

13. Display **slide 4** and select the **Lunch speaker** icon.
14. Choose **Audio Tools**→**Playback**→**Editing**→**Trim Audio**.  
*Depending on your computer's power and video capabilities, the Trim Audio window may or may not show a sound wave. Visible sound waves are easier to edit; unfortunately, a disappearing sound wave is a bug in this version of PowerPoint.*
15. Click **Play** and watch the blue playhead move across the sound wave. Notice when the English word *Lunch* is spoken and when the French word for *Lunch* ends.

16. Drag the **green trim control** to the right until it is just before the start of the English pronunciation of *Lunch*.  
*If your Trim Audio window shows a sound wave, the word Lunch is marked by a large bump.*
17. Drag the **red trim control** to the left until it is just after the end of the French pronunciation of *Lunch* (the second large bump in the sound wave).
18. Click **OK**.
19. Click a blank area on the right side of the slide to deselect the speaker icon.
20. Trim the unwanted sounds from the beginning and end of the audio files on the remaining speaker icons.
21. Save your presentation and minimize PowerPoint.

## Organize Media Files

22. Navigate to **PowerPoint Chapter 4\Audio** and create a new folder named: **French**
23. Drag these files into the **French** folder:
  - **P4-R1-Castle.mp3**
  - **P4-R1-Cheer.wav**
  - **P4-R1-Library.mp3**
  - **P4-R1-Lunch.mp3**
  - **P4-R1-Makeup.mp3**
24. Maximize PowerPoint and select the **Lunch speaker** icon on **slide 4**.
25. Click **Play** and notice that the audio plays because the **Lunch** audio file is embedded. Play the **Castle** and **Makeup** audio files and notice that they also play.
26. Attempt to play the **Library** audio file. It fails to play because the link is broken.
27. Choose **File**→**Info**→**Edit Links to Files**.
28. Select the link to the **Library** file and click the **Change Source** button.
29. Browse to your **PowerPoint Chapter 4\Audio\French** folder, select the **P4-R1-Library.mp3** file, and click **Open**.
30. Close the Links dialog box.
31. Resize the **Library speaker** icon to match the size of the others.
32. Click the **Play** button and note that the **Library** audio now plays. If it doesn't, repair the broken link and, if necessary, trim the audio again.
33. Resize the **Library speaker** icon to match the others and trim the **Library** audio to remove the unwanted sounds from the beginning and end.

## Apply Rehearsed Timings

34. Choose **Slide Show**→**Set Up**→**Rehearse Timings** .
35. Set the slides to display as described:

Slide	Number of Seconds
Title	5
Math	10
Humanities	15
Language	30

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

## Run the Slide Show

37. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
38. 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.
39. When the Language slide appears, point to each speaker icon and click their **Play** buttons.
40. Tap **[Esc]** to end the slide show.
41. Save and close the file. Exit PowerPoint.

## REINFORCE YOUR SKILLS: P4-R2

### Work with Video

*In this exercise, you will add video to a presentation for a Kids for Change parent meeting about math tutoring. You will also trim a video and apply video effects and playback options.*

1. Start PowerPoint, open **P4-R2-Math** from your **PowerPoint Chapter 4** folder, and save it as: **P4-R2-MathRevised**
2. Display **slide 2** and choose **Insert**→**Media**→**Video menu button** ▼→**Online Video**.
3. In the YouTube search box, type **Pythagorean theorem** and tap **[Enter]**.

*Because of a bug in PowerPoint, you may not be able to preview the videos shown in the results. You may have to choose one based on the thumbnail and then play the video on the slide to see if you like it.*

4. Select the thumbnail of your desired video and click **Insert**.

### Insert an Online Video by Using Embed Code

*Sometimes it is easier to browse and find a video directly from YouTube.*

5. Display **slide 3** and minimize PowerPoint.
6. Start Microsoft Edge, or the web browser of your choice, and navigate to: **youtube.com**
7. In the search box at the top of the web page, type **Fibonacci sequence** and tap **[Enter]**.
8. Click a video to watch it; continue previewing videos until you find one you like.
9. Once you find a video you like, click the **Share** link below the video.
10. Click the **Embed** link to show the embed code.
11. Click anywhere within the embed code to select it all and tap **[Ctrl]+[C]** to copy the embed code.
12. Close your web browser and maximize PowerPoint.
13. Choose **Insert**→**Media**→**Video menu button** ▼→**Online Video**.
14. Click in the embed code box and press **[Ctrl]+[V]** to paste the copied embed code.
15. Click the **Insert menu button** ▼ on the right side of the embed code box.

### Insert a Video from Your Computer

16. Display **slide 4** and choose **Insert**→**Media**→**Video menu button** ▼→**Video on My PC**.
17. Navigate to your **PowerPoint Chapter 4\Video** folder, select **P4-R2-ZeroPower.mp4**, and click **Insert**.

*Wait while PowerPoint imports and optimizes the video.*

18. Save your presentation.

*You've completed a significant amount of work. This is a good time to save.*

## Edit and Style a Video

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

## Set Video Playback Options

25. Display **slide 4** and click the video on the slide to select it.
26. Choose **Video Tools**→**Playback**→**Video Options**→**Start**→**Automatically**.
27. Save the presentation.

## Run the Slide Show

28. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
29. Click the **title slide** to move to the Pythagorean Theorem slide.  
*The video does not start to play because it is an online video.*
30. Click the video to play it.
31. Tap **[Esc]** to stop the video, click the slide to move to the Fibonacci Sequence slide, and then click the video to play it.
32. Tap **[Esc]** to stop the video and then click the slide to move to the Power of Zero slide.  
*The video starts to play automatically because it was embedded from your computer.*
33. Tap **[Esc]** two more times, once to stop the video and once to end the slide show.
34. Exit PowerPoint.

## REINFORCE YOUR SKILLS: P4-R3

### Work with Audio and Video

*In this exercise, you will add audio and video to an automated Kids for Change membership drive presentation.*

1. Start PowerPoint, open **P4-R3-AudioBenefits** from your **PowerPoint Chapter 4** folder, and save it as: **P4-R3-AudioBenefitsRevised**
2. Display **slide 1**, if necessary, and choose **Insert**→**Media**→**Audio menu button** ▼ →**Audio on My PC**.
3. Navigate to your **PowerPoint Chapter 4\Audio** folder, select the **P4-R3-AudioBenefits.mp3** file, and choose **Insert menu button** ▼ →**Link to File**.

4. Drag the **speaker** icon to the top of the slide.

## Set Audio Playback Options and Edit Audio

5. Choose **Audio Tools**→**Playback**→**Audio Styles**→**Play in Background**  to automatically set the audio options.
6. Deselect the **Audio Tools**→**Playback**→**Audio Options**→**Loop Until Stopped** checkbox.
7. Choose **Audio Tools**→**Playback**→**Editing**→**Trim Audio**.
8. Click **Play** 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 toward the right of the sound wave at about 01:00.000 to place the blue playhead toward the end of the file.
11. Click **Play** and note when the speaker says, “OK, is that it?” and then drag the **red trim control** to the left until it is just before that question.
12. Click **OK**.
13. Click **Play** on the slide and ensure that the audio begins with “Why should you join Kids for Change?” and ends with “The benefits are obvious.” If necessary, trim the audio appropriately.

## Organize Media Files

14. Save your presentation and minimize PowerPoint.
15. Navigate to your **PowerPoint Chapter 4** folder and create a new folder named: **Benefits**
16. Move **P4-R3-AudioBenefits.mp3** and **P4-R3-Video.mp4** into the **Benefits** folder.
17. Maximize PowerPoint and click the **speaker** icon on **slide 1** to select it.
18. Click **Play** and notice that the audio fails to play because the link is broken.
19. Choose **File**→**Info**→**Edit Links to Files**.
20. Select the link to the **Benefits** file and click **Change Source**.
21. Browse to your **PowerPoint Chapter 4\Benefits** folder, select **P4-R3-AudioBenefits.mp3**, and click **Open**. Close the Links dialog box.
22. Reduce the size of the speaker icon on the slide.
23. Click **Play** and note that the audio now plays.

*If the audio doesn't play, repair the link and, as necessary, trim the audio again.*

## Apply Rehearsed Timings

24. Choose **Slide Show**→**Set Up**→**Rehearse Timings** .
25. Listen to the audio and click **Next** after you hear each of these 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.”
26. Choose **Yes** to save the timings.

## Run the Slide Show

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

## Insert a Video

31. Display the **last slide** and choose **Home**→**Slides**→**New Slide menu button** ▼→**Title and Content**.
32. Type **And It's Fun** as the slide title.
33. Click the **Insert Video** icon on the slide and choose **From a File**→**Browse**.
34. Browse to your **PowerPoint Chapter 4\Benefits** folder, select **P4-R3-Video.mp4**, and click **Insert**.

## Edit and Style a Video

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

## Set Video Playback Options and Run the Slide Show

40. Choose **Video Tools**→**Playback**→**Video Options**→**Start**→**Automatically**.
41. Save the presentation.
42. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
43. 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.
44. Exit PowerPoint.

# Apply Your Skills

## APPLY YOUR SKILLS: P4-A1

### Work with Audio

*In this exercise, you will enhance a Universal Corporate Events sales pitch presentation. You will add audio from your computer that needs to be edited and apply rehearsed timings so the slide show can run unattended.*

1. Start PowerPoint, open **P4-A1-Transportation** from your **PowerPoint Chapter 4** folder, and save it as: **P4-A1-TransportationRevised**
2. On **slide 2**, link to (don't embed) **P4-A1-TransportationNarration.mp3** from your **PowerPoint Chapter 4\Audio** folder.
3. Configure the audio on **slide 2** to start **Automatically, Play Across Slides**, and **Hide During Show**.
4. Edit the audio on **slide 2** to remove the noise from the beginning of the file.

### Organize Media Files

5. Minimize PowerPoint and navigate to your **PowerPoint Chapter 4\Audio** folder.
6. Create a new folder named **Universal** and then drag **P4-A1-TransportationNarration.mp3** into the folder.
7. Maximize PowerPoint and attempt to play the audio file on **slide 2**.
8. Edit the link to the file so that the audio on slide 2 plays.
9. Reduce the size of the speaker icon.

### Apply Rehearsed Timings

10. Set up Rehearsed Timings so that slide 1 displays for **7 seconds** and each subsequent slide displays in time with the narration.
11. Choose **Slide Show**→**Set Up**→**Set Up Slide Show**, place a checkmark in the **Loop Continuously Until 'Esc'** option box, and click **OK**.
12. Save the presentation.

### Run the Slide Show

13. Run the slide show and ensure it plays automatically with slides timed to the narration.
14. Tap **[Esc]** to end the slide show.
15. Exit PowerPoint.

---

## APPLY YOUR SKILLS: P4-A2

### Work with Video

*In this exercise, you will add videos to a presentation highlighting some of the entertainment services offered by Universal Corporate Events. You will also trim a video and apply video effects and playback options.*

1. Start PowerPoint, open **P4-A2-Entertainment** from your **PowerPoint Chapter 4** folder, and save it as: **P4-A2-EntertainmentRevised**

### Insert Online Video

2. Display **slide 2** and click the **Insert Video** icon in the left placeholder.
3. Use the YouTube search box to search for and insert a video on: **Line Dancing**
4. Minimize PowerPoint and use your web browser to navigate to: **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**.
9. If necessary, resize the videos so they do not overlap.

### Add Video and Run the Slide Show

10. Display **slide 3** and insert **P4-A2-Band.mp4** from your **PowerPoint Chapter 4\Video** folder.
11. Edit the video on **slide 3** to remove the shaking at the beginning.
12. Apply the **Subtle→Simple Frame, White** video style to all three videos in the presentation.
13. Set the video on **slide 3** to start **Automatically** and **Play Full Screen**.
14. Save the presentation.
15. Run the slide show and verify that the videos on **slide 2** play when clicked and the video on **slide 3** starts automatically at full screen.  
*If your video fails to play during the slide show, replace it with a different video or click the **Enable Content** button if PowerPoint displays it.*
16. Exit PowerPoint.

---

## APPLY YOUR SKILLS: P4-A3

### Work with Audio and Video

*In this exercise, you will add audio and video to an automated presentation that will run in video kiosks at event venue lobbies.*

1. Start PowerPoint, open **P4-A3-Invitations** from your **PowerPoint Chapter 4** folder, and save it as: **P4-A3-InvitationsRevised**

## Add and Edit Audio

2. On **slide 1**, link to (don't embed) **P4-A3-Invites.mp3** from your **PowerPoint Chapter 4\Audio** folder.
3. Drag the **speaker** icon to the top-right corner of the slide.
4. Configure the audio clip to start **Automatically, Play Across Slides**, and **Hide During Show**.
5. Edit the linked audio clip to remove the noise from the beginning of the file.

## Organize Media Files

6. Minimize PowerPoint and navigate to your **PowerPoint Chapter 4\Audio** folder in your file storage location.
7. Create a new folder named: **Invitations**
8. Drag **P4-A3-Invites.mp3** into the **Invitations** folder.
9. Maximize PowerPoint and attempt to play the linked audio file.
10. Edit the link to the file so the linked audio file plays.

## Apply Rehearsed Timings

11. Set up Rehearsed Timings so each slide displays for about **4** seconds.
12. Run the slide show and ensure it plays automatically with sound. The narration should not get cut off at the end. If necessary, create new rehearsed timings to extend the length of the slide show.
13. Tap **[Esc]** to end the slide show.

## Insert Online Video

14. Add a new slide to the end of the presentation by using the **Title and Content** layout.
15. Type **Celebrations** as the new slide's title.
16. Insert an online video and use the YouTube search to find a video on: **Corporate Celebrations**
17. Apply the **Intense→Perspective Shadow, White** video style.
18. 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.
19. Save and close the file. Exit PowerPoint.

# Project Grader

If your class is using eLab ([labyrinthelab.com](http://labyrinthelab.com)), you may upload your completed Project Grader assignments for automatic grading. You may complete these projects even if your class doesn't use eLab, though you will not be able to upload your work.

## PROJECT GRADER: P4-P1

### Adding Multimedia to Your Presentation

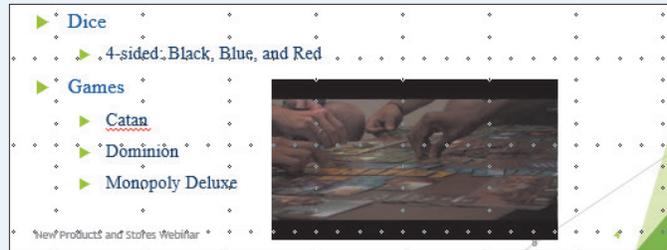
You have been asked to create a version of the New at Taylor Games presentation for advertisers that contains multimedia. In this exercise, you'll add a sound clip and videos from your computer and YouTube.

- Download and open your Project Grader starting file.
  - Using eLab: Download **P4\_P1\_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
  - Not using eLab: Open **P4\_P1\_Start** from your **PowerPoint Chapter 4** folder.
- On **slide 1**, insert the **Blade Intro.wav** audio file located in your **PowerPoint Chapter 4** folder and then move the **speaker** icon toward the bottom-left corner of the slide.
- Make these playback settings:
  - Start Automatically**
  - Hide During Show**
- Make **Blade Intro.wav** audio the first step to occur in the animation.
- On **slide 5**, insert the **Spokane Store Drive.mp4** video located in your **PowerPoint Chapter 4** folder.
- Use these guidelines to move and size the video:
  - Make these Grid and Guide settings: **Snap Objects to Grid, Display Grid on Screen, Grid Spacing, 1/4"**.
  - Move and size the video, letting it snap to the grid points so it has the approximate size and position shown here:



- Apply the **Beveled Frame, Gradient** video style (the fourth style on the Video Styles list).
- Set the playback to **Start Automatically**.
- Trim the video so the start time is 10 seconds (**00 : 10**) and the end time is 30 seconds (**00 : 30**).

10. On **slide 4**, use these guidelines to insert an online YouTube video:
- Use either the identifier code **KQPYOR2N01Q** or the video name **Your Turn: A Documentary About Playing Board Games**. If you use the code, then note that the **O** in **YOR** is the letter **O** and the **0** in **N01** is the number **0**.
  - Move and size the video, letting it snap to the grid points so it has the approximate size and position shown here:



11. Save your presentation.
- *Using eLab:* Save it to your **PowerPoint Chapter 4** folder as **P4\_P1\_eSubmission** and attach the file to your eLab assignment for grading.
  - *Not using eLab:* Save it to your **PowerPoint Chapter 4** folder as: **P4\_P1\_Submission**

## PROJECT GRADER: P4-P2

### Creating a Kiosk-Style Presentation

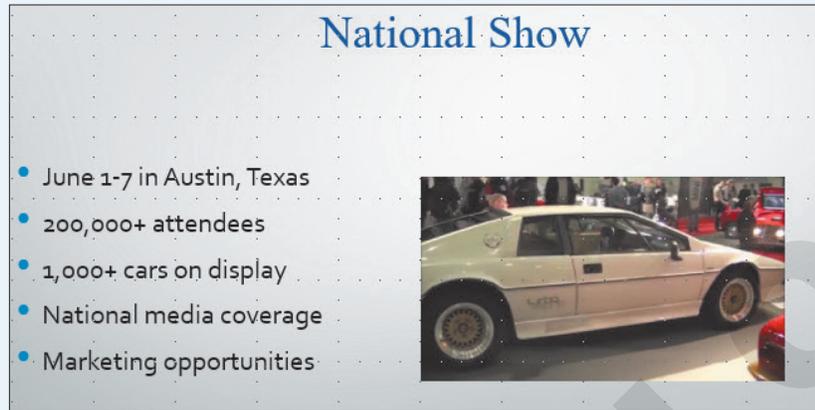
*You've been asked to modify the Classic Cars Club presentation to enable it to run by itself. The kiosk-style presentation will be used at regional shows to attract advertisers for the national show. In this exercise, you'll add multimedia and set up timings so the presentation runs on its own.*

1. Download and open your Project Grader starting file.
  - *Using eLab:* Download **P4\_P2\_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
  - *Not using eLab:* Open **P4\_P2\_Start** from your **PowerPoint Chapter 4** folder.
2. On **slide 1**, apply an animation to the picture using these settings:

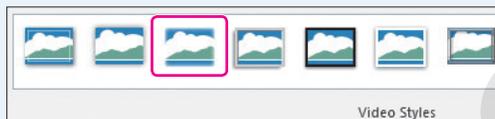
Setting	Value
Animation	<b>Fly In</b>
Start	<b>After Previous</b>
Effect Options Direction	<b>From Left</b>

3. On **slide 1**, insert the **Ferrari.mp3** audio file located in your **PowerPoint Chapter 4** folder, and then move the **speaker** icon toward the bottom-left corner of the slide.
4. Apply these playback settings for the audio:
  - **Start Automatically**
  - **Hide During Show**
5. Move the **Ferrari.mp3** audio earlier in the animation sequence so it occurs before the car animation.

6. On **slide 3**, insert the **Car Show.mp4** video located in your **PowerPoint Chapter 4** folder.
7. Use these guidelines to move and size the video:
  - Apply these Grid and Guide settings: **Snap Objects to Grid, Display Grid on Screen**, Grid Spacing, **1/4"**.
  - Move and size the video, letting it snap to the grid points so it has the approximate size and position shown here:



8. Apply the **Soft Edge Rectangle** video style.



9. Set the playback to **Start Automatically**.
10. Trim the video, setting the end time to **8 seconds (00:08)**.
11. Rehearse timings for all slides with approximately 8 seconds per slide.
12. Set up the slide show so that the show type is **Browsed at a Kiosk (full screen)**.
13. Save your presentation.
  - *Using eLab:* Save it to your **PowerPoint Chapter 4** folder as **P4\_P2\_eSubmission** and attach the file to your eLab assignment for grading.
  - *Not using eLab:* Save it to your **PowerPoint Chapter 4** folder as: **P4\_P2\_Submission**

## Extend Your Skills

*These exercises challenge you to think critically and apply your new skills in a real-world setting. You will be evaluated on your ability to follow directions, completeness, creativity, and the use of proper grammar and mechanics. Save files to your chapter folder. Submit assignments as directed.*

### **P4-E1** That's the Way I See It

You are creating a presentation to accompany your introduction to a group of campers you will be working with over the summer. You decide to share your favorite hobby to bond with your future campers. Create a blank presentation named: **P4 - E1 - Hobby**

Change the first slide's layout to Title and Content. Title the first slide with the name of your favorite hobby (it could be sports, music, food, etc.) If you have access to a video camera (many smartphones have a built-in video camera), take a short video of yourself explaining your hobby. Transfer the video to your computer and insert it on the first slide. Edit it 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.

### **P4-E2** Be Your Own Boss

You are creating an automated slide show highlighting gardens created by Blue Jean Landscaping. Open **P4-E2-BlueJean** and save it as: **P4 - E2 - BlueJeanRevised**

Search the Internet and download an audio file to add to slide 1 appropriate for a garden slide show (e.g., light classical or cool jazz). Make sure the audio is legal to use. 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. Upon reaching the last slide, the slide show should start over and loop continuously until **Esc** is pressed. Create a second presentation named **P4 - E2 - HowTo** that includes four slides. On the title slide, use **Blue Jean Landscaping** as the title and **How to Garden** as the subtitle. On each of the remaining slides, use the YouTube search to insert an online video. 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 all three videos so the presentation has a consistent look. Run the slide show and verify that each video plays. If not, replace it.

### **P4-E3** Demonstrate Proficiency

To promote its cooking classes, Stormy BBQ wants to display a presentation on the restaurant television screens showing some of its favorite recipes. Create a blank presentation named: **P4 - E3 - Recipes**

Add an appropriate title, subtitle, and design theme. Create a second slide using the Title and Content layout. Use the Internet to find a YouTube video showing how to cook something appropriate for a barbeque restaurant. Copy the embed code from the YouTube page. 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. Search the Internet and download some public domain audio clips of people saying "mmmmm," "yummy," or making polite eating sounds. Add them to slide 1. Set each audio clip to play automatically and hide the speaker icons during the 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 eating sounds. Make sure the timing for slide 2 is long enough to show the entire video.