



PowerPoint Chapter 3: Adding Graphics, Animation, and Sound



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Learning Objectives

- After studying this chapter, you will be able to:
 - ▲ Add pictures, screenshots, and shapes to a presentation
 - ▲ Remove backgrounds and apply artistic effects to slide images
 - ▲ Add transition effects to a slide show
 - ▲ Add animation to objects on a slide
 - ▲ Add sound effects to transitions and animations



Working with Online Pictures

- Picture – all graphic elements, including clip art and photographs.
- Clip art – pre-drawn artwork added to computer docs.
- Insert images by using:
 - ▲ Pictures command (for image from computer)
 - ▲ Online Pictures command (for images from online)

Obeying Copyright Law

- It is illegal to use copyrighted images without the consent of the copyright owner
- Bing picture search displays only pictures licensed under Creative Commons by default
 - ▲ Option to show all results

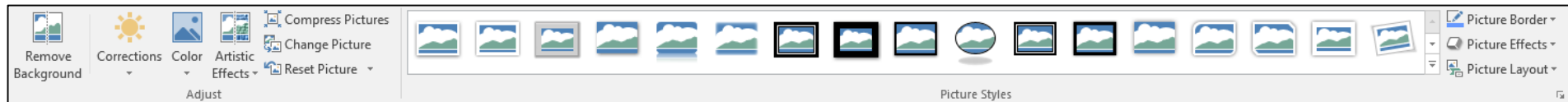
Moving, Sizing, and Rotating Objects

- Sizing handles and a rotate handle allow resizing and rotating of images
- Can stack pictures, text, or other objects by moving them forward or backward



Use the sizing handles to size or rotate an object.

Formatting Pictures



The Format tab (when an image is selected) enables you to change and modify a picture in multiple ways.

Adding Other Graphics

■ Other features include the ability to:

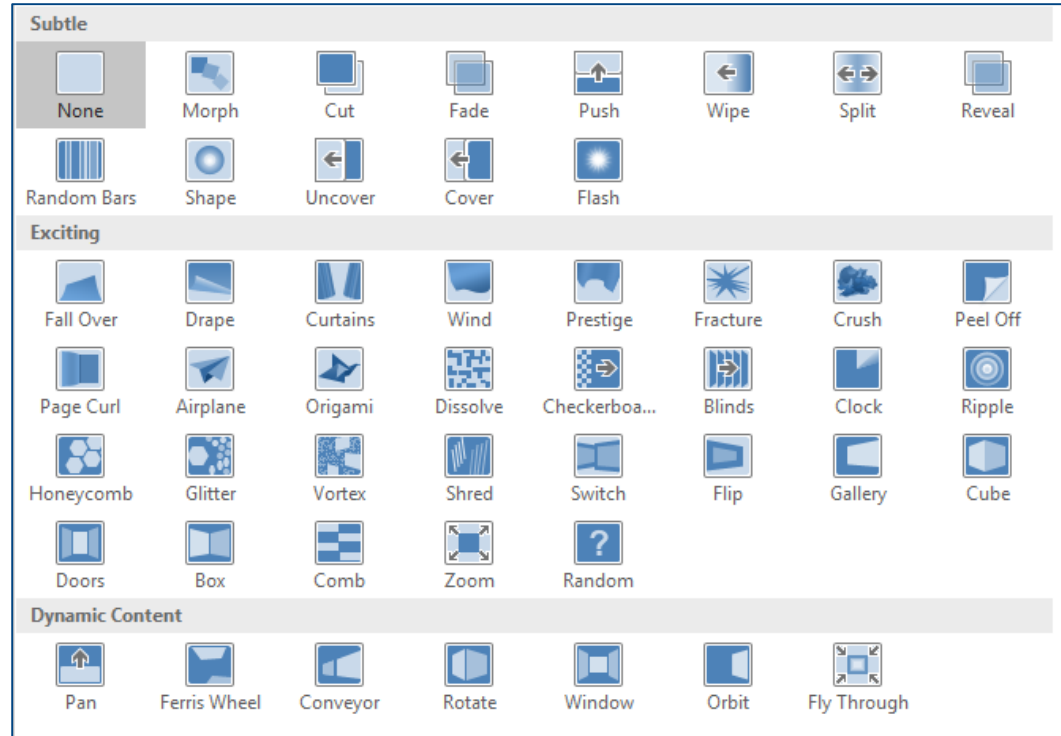
▲ Remove a background

▲ Apply artistic effects

▲ Insert a screenshot 

▲ Work with and manipulate shapes 

Working with Slide Transitions



A slide transition is the animation between two slides.

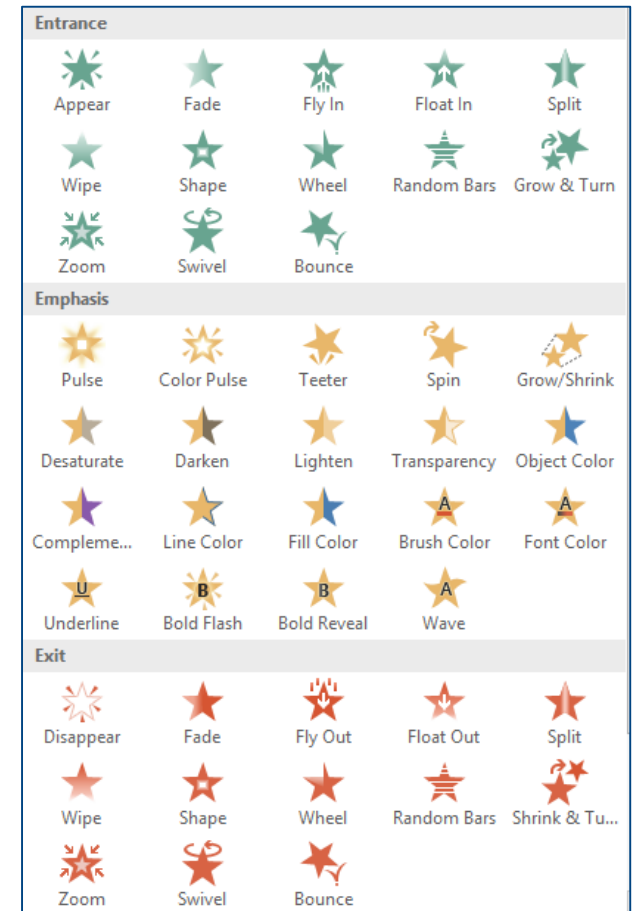
Tip! To maintain consistency in a presentation, avoid using different transitions within a presentation.



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Using Slide Animation

- Applied to individual objects on a slide
- Begin only after any transition effect is completed
- Can set animation options to control how animation works



Adding Sound Effects



- Audio clips and sound effects can accentuate slide elements
- Can be added to a slide transition or an animation

