6

Adding Multimedia to Presentations

LEARNING OBJECTIVES

After studying this lesson, you will be able to:

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

Sound and movies can enhance a slide show to the point that a presentation is more than just information—it's entertaining. PowerPoint 2010 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.

Student Resources   labyrinthelab.com/pp10

CASE STUDY

Adding Multimedia to the Presentation

Green Clean annually donates to a variety of charities, including animal rescue charities and young musician scholarships. Jenna, the administrative assistant, has 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. She wants the presentations to be entertaining and engaging, but also needs them to run by themselves with no human physically clicking through the slides. She decides to add audio and video to the presentations and to use slide timings so that they 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.

6.1 Understanding Multimedia

Video Lesson labyrinthelab.com/videos

Multimedia, also called rich media, includes video and audio that can enhance a presentation. A presentation delivered by a photographer 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 narration playing throughout the slideshow explaining company policy. A presentation given by a summer camp 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 to your presentation 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, but PowerPoint supports several additional types of sound files that are discussed later in this lesson.
- **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 MPG or AVI video file in advance. Video file types and the software needed to create them are discussed later in this lesson.
- **Animated GIFs:** Animated GIFs, which are simple animated clip art images, are available through PowerPoint's Clip Art panel. There are also thousands of sources on the Internet for free animated GIF downloads.
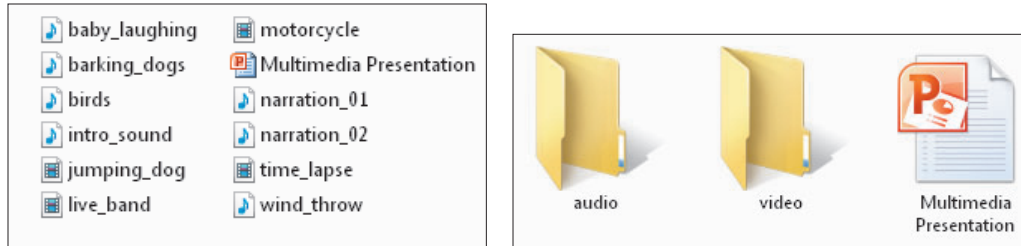
Linked Media Files

Most multimedia files exist as separate files outside your presentation that are linked to your presentation . However, linked multimedia files function differently than linked data files such as a spreadsheet. You should already know that if a linked data file (such as an Excel spreadsheet) 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 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. This makes copying your presentation to other media, such as a USB drive or CD, easier as you simply copy all the files in the presentation folder to the new location.

PowerPoint does permit some types and sizes of sound files to be embedded in the presentation rather than linked. This is covered in the Using Audio in Presentations section.

Organizing Media with Subfolders

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

♪ baby_laughing	🎬 motorcycle
♪ barking_dogs	🄿 Multimedia Presentation
♪ birds	♪ narration_01
♪ intro_sound	♪ narration_02
🎬 jumping_dog	🎬 time_lapse
🎬 live_band	♪ wind_throw

audio   video   Multimedia Presentation

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).
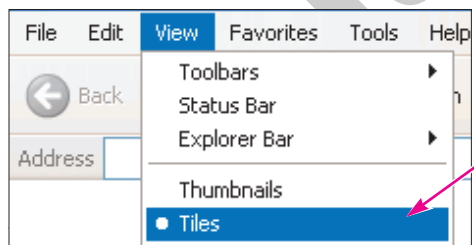
DEVELOP YOUR SKILLS 6.1.1

Create Multimedia Folders (Win XP)

*Win Vista/7 Users: Skip this version of the exercise and perform the steps in Develop Your Skills on page 195.*

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

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

2. Navigate to the Lesson 06 folder on your file storage location.

3. Click **View** on the menu bar, and then choose **Tiles** as shown in the following image.

File	Edit	View	Favorites	Tools	Help
		Toolbars ▶			
⬅ Back		Status Bar			
		Explorer Bar ▶			
Address					
		Thumbnails			
		● Tiles			

⚠ **NOTE** From here forward, menu bar commands such as the preceding one will be written Choose View→Tiles from the menu bar.

4. Choose **File→New→Folder** from the Lesson 06 folder's menu bar.

File	Edit	View	Favorites	Tools	Help
New ▶			📁 Folder		
Create Shortcut			⬚ Shortcut		
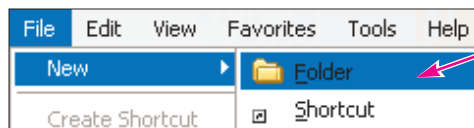
Windows displays the new folder, ready for you to type its new name.

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

6. Repeat **steps 4** and **5** to create a second folder, but name the second folder **Video**.

7. Choose **View→Arrange Icons By→Type** from the menu bar.
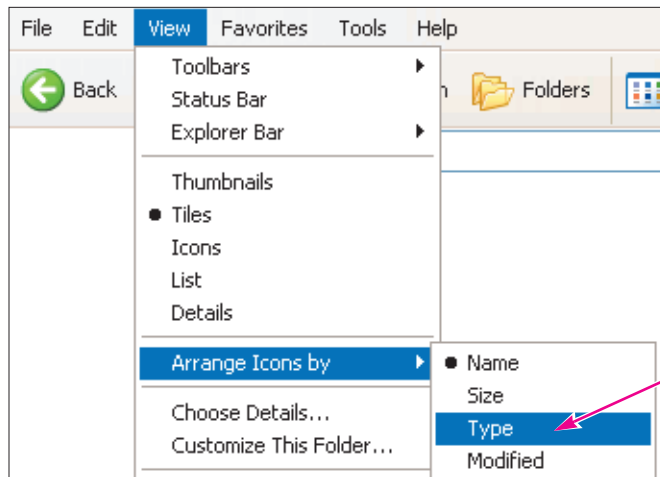
Windows sorts the files in the folder by file type. This groups audio files, video files, and so forth, so they will be easy to select and move in the next steps.

8. Follow these steps to select files to move:

Ⓐ **Click once on the first sound file (bach-bwv813).**

Ⓑ **Press and hold** [Ctrl]**, and then click each of the three remaining MP3 sound files.**

Ⓒ **Release the** [Ctrl] **key.**

Ⓓ **Point to the block of highlighted files and drag them on top of the Sounds folder, and then release the mouse button.**

Windows moves the four audio files to the Audio folder. Note that your icons may look different if your computer has other multimedia software installed.

9. Select the **two movie files**, Classical and Classic Cars, and move them into the **Video** folder.
*Your Lesson 06 folder is now organized with multimedia subfolders.*

Skip the Win Vista/7 version of this exercise and continue reading the next topic.

DEVELOP YOUR SKILLS 6.1.2

Create Multimedia Folders (WinVista/7)

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 Lesson 06 folder on your file storage location.

3. Follow the steps for your version of Windows:
   - **Win Vista:** Choose **Views menu→Medium Icons** from the command bar.
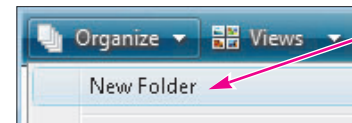   - **Win 7:** Choose **More Options→Medium Icons** from the command bar.
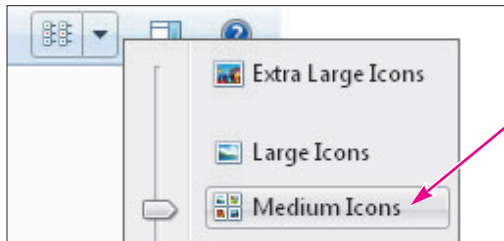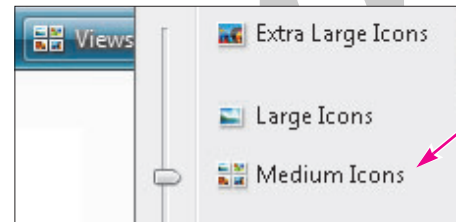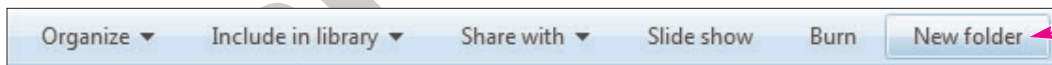
Win Vista   **Win 7**

4. Follow the steps for your version of Windows:
   - **Win Vista:** Choose **Organize→New Folder** from the Lesson 06 folder's command bar.
   - **Win 7:** Choose **New Folder** from the Lesson 06 folder's command bar.

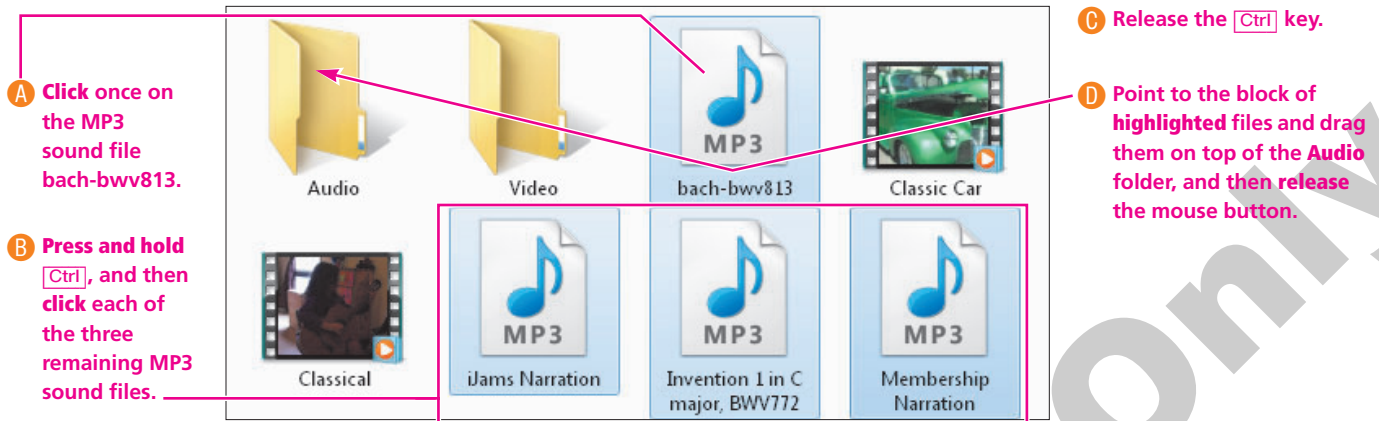   *Windows displays the new folder, ready for you to type its new name.*

   Win Vista

   Win 7

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

6. Repeat **steps 4** and **5** to create a second folder, but name the second folder **Video**.

7. Follow these steps to move the audio files to the Audio folder:

C Release the Ctrl key.

A **Click** once on the MP3 sound file bach-bwv813.

B **Press and hold** Ctrl, and then **click** each of the three remaining MP3 sound files.

D **Point** to the block of **highlighted** files and drag them on top of the **Audio** folder, and then **release** the mouse button.

Windows moves the four audio files to the Audio folder.

8. Select the **two movie files**, Classical and Classic Car, and move them into the **Video** folder.
Your Lesson 06 folder is now organized with multimedia subfolders.

6.2 Using Audio in Presentations

Video Lesson   labyrinthelab.com/videos

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

- Searching for audio by keywords via the Clip Art panel
- Ripping audio from a CD
- Downloading an audio file from the Internet
- Recording your own narration directly from PowerPoint or with your own software

Audio Snippets

PowerPoint comes with a library of sounds you can add to presentations. The Clip Art task pane 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 Clip Art task pane is similar to searching for clip art.

Audio File Types

To add an audio file to a presentation, it must be a type supported by PowerPoint. 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.

QUICK REFERENCE	USING SUPPORTED AUDIO FILE TYPES	
File Type	**Acronym**	**Filename Extension**
Audio Data Transport Stream	ADTS	.adts, .adt, .aac
Audio Interchange File Format	AIFF	.aif, .aifc, .aiff
UNIX Audio	AU	.au, .snd
Musical Instrument Digital Interface	MIDI	.mid, .midi, .rmi
MPEG Audio Layer 3	MP3	.mp3, .mp2, .m3u
MPEG Audio Layer 4	MP4	.mpa
Waveform	WAV	.wav
Windows Media Audio	WMA	.wma, .wax

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 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

Start Options

When you insert audio, PowerPoint lets you choose from three settings for playing the sound:

■ **Automatically:** This setting starts playing the sound automatically when the slide loads. Navigating to the next slide automatically stops the audio.

■ **On Click:** This setting starts playing the audio only when you click the speaker icon. Navigating to the next slide automatically stops the audio.

■ **Play Across Slides:** This setting starts playing the audio automatically and it continues playing as you navigate to subsequent slides.
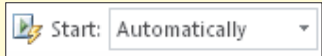
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QUICK REFERENCE	ADDING AUDIO TO A PRESENTATION
Task	**Procedure**
Add audio from the Clip Art panel	■ Choose Insert→Media→Audio menu→Clip Art Audio from the Ribbon to open the Clip Art panel. ■ Type your search term in the Search For box. ■ Point to one of the results, click the arrow to the right of a clip's icon, select Preview/Properties to preview the audio before adding it to your slide, and then click Close. ■ Click the clip's icon to insert it on your slide. ■ Choose Audio Tools→Playback from the Ribbon and configure how you want the audio to play.
Add audio from an external file	■ Choose Insert→Media→Audio 🔊 from the Ribbon, or click the Insert Media Clip icon on the slide. ■ Browse to a supported sound file, select it, and click OK. ■ Choose Audio Tools→Playback from the Ribbon and configure how you want the audio to play.

Configuring Audio Options

When you add audio to a slide, you are immediately asked whether you would like the audio to play 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.
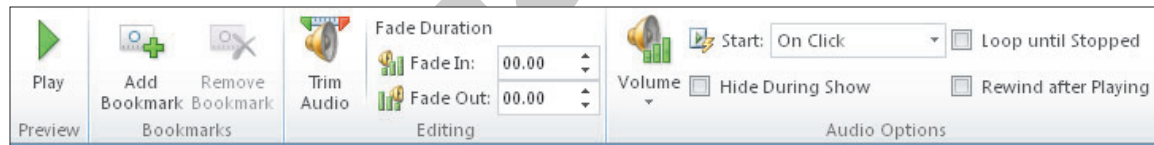
PowerPoint lets you set a variety of options for audio in presentations.

QUICK REFERENCE	CONFIGURING AUDIO OPTIONS	
Option	**Description**	**How to Access**
Hide During Show	Hides the speaker icon so it does not display on the slide during a slide show	■ Select the speaker icon on the slide. ■ Display Audio Tools→Playback→Audio Options from the Ribbon. ■ Check the Hide During Show checkbox.
Loop Until Stopped	Automatically plays the audio after it ends, and continues to replay it over and over until manually stopped	■ Select the speaker icon on the slide. ■ Select the Loop Until Stopped checkbox in the Audio Tools→Playback→Audio Options command group. ■ During a slide show, click the speaker icon to stop the audio.
Start	Chooses the way audio plays when you display a slide	■ Select the speaker icon on the slide. ■ Display Audio Tools→Playback→Audio Options on the Ribbon. ■ Choose the desired setting in the Start box in Audio Options.

Playing Audio Across Multiple Slides

By default, audio plays only on the slide to which it was added. Navigating to another slide stops the audio. However, this can be changed and the audio can play across all slides in a presentation. Audio that plays across slides must start automatically when the slide containing the audio loads. For example, your presentation may include a narration or background music that begins when the first slide is displayed and continues to play for the duration of the slide show.

DEVELOP YOUR SKILLS 6.2.1

Insert an Audio Clip

In this exercise, you will insert an audio clip from the Clip Art panel.

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

2. **Open** the Green Clean Beneficiaries presentation from the Lesson 06 folder.

3. Follow these steps to search for audio clips:

Ⓐ Choose **Insert→Media→Audio ▼ menu→Clip Art Audio** from the Ribbon to display the Clip Art pane.

Ⓑ Type **classical** in the Search For box of the Clip Art pane.

Ⓒ Check the box to include content from the **Office.com** website.

Ⓓ Click **Go**.

4. Follow these steps to preview the results and add an audio clip to your slide:

Ⓐ Point to an **icon** to display the menu arrow.

Ⓑ Click the **menu arrow** to display the menu.

Ⓒ Select **Preview/Properties. (**After a moment, the sound will automatically play.**)**

Ⓓ Click **Close** to close the Preview/Properties window.

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5. Click the **sound icon** to insert it on the slide, or repeat the previous step to preview a different sound.

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

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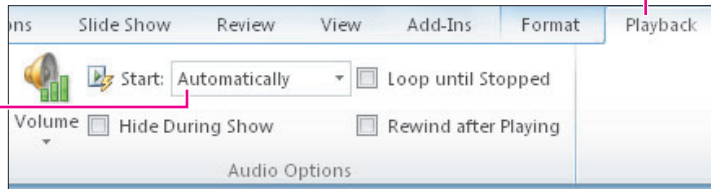
Ⓑ Set the **Start** option to **Automatically.**

7. Choose **Slide Show→Start Slide Show→From Beginning** from the Ribbon to start the slide show.
The sound starts to play immediately after the slide loads.

8. Move your mouse until the **white mouse pointer arrow** appears and then point to the **speaker icon** on the slide.
A control bar appears indicating the progress. There is also a pause button and volume control.

9. Click the **pause** button to pause the audio.

10. Move your mouse again until the **white mouse pointer arrow** appears and then point to the **speaker** icon.

11. Click the **play** button to resume the audio.

12. **Click** anywhere on the slide to advance to the next slide.
The audio stops when the presentation advances to the next slide.

13. **Tap** ⌊Esc⌋ to end the slide show and return to Normal view.

14. **Close** the Clip Art panel.

15. **Save** your presentation and continue with the next topic.

Acquiring More Audio

Video Lesson   labyrinthelab.com/videos

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.com-us.net). 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 and the right software, you can record your own narration. You can use the Sound Recorder software that comes free with Windows (located at Start→ All Programs→Accessories→Entertainment→Sound Recorder for Win XP, and Start→All Programs→Accessories→Sound Recorder for Win Vista and Win 7), or purchase sound editing software such as Adobe® Audition® or Sony Sound Forge®.

Choosing an Audio File Format

Sounds from the Clip Art panel 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.

QUICK REFERENCE	CHOOSING AN AUDIO FILE FORMAT
File Format/ Extension	**When to Use**
.mid, .midi	■ Use when computerized reproductions of instrumental music are desired. ■ Use when instrumental music is needed and small file size is important.
.mp3	■ Use for music ripped from a CD or recorded narration. *Example:* a song that plays across slides throughout the entire presentation.
.wav	■ Use for small sound bites that are a few kilobytes in size. *Example:* a click sound or door slam effect.
.wma	■ Use for music ripped from a CD or recorded narration. *Example:* a song that plays across slides throughout the entire presentation.

MP3 Compared to the 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.mp3		Dancing Queen.wav		Dancing Queen.mid
MP3	MP3 Format Sound 3.54 MB	WAV	Wave Sound 39.0 MB		MIDI Sequence 68.1 KB

The same song saved as a 39 MB WAV, 3.54 MB MP3, and 68.1 KB MIDI file

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The WMA 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.

The 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 6.2.2

Add Audio from an External File

In this exercise, you will add an audio file to a presentation and configure various options.

Add Audio to a Presentation

1. Display the **title slide**.

2. Click **once** (do not double-click) to select the speaker icon on the title slide, and then **tap** ‾Delete‾ to remove the sound from the slide.

3. Choose **Slide Show→Start Slide Show→From Beginning** from the Ribbon and preview the entire slide show. Return to the first slide in Normal view when you are done. *While the fading slide transitions certainly enhance the presentation, some nice music in the background would really set the mood.*

4. Choose **Insert→Media→Audio** from the Ribbon.

5. Navigate to your Lesson 06\Audio folder, select the **bach-bwv813 MP3** sound file, 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.*

6. Choose the **Audio Tools→Playback** tab from the Ribbon and set the Start option to Automatically.

7. **Save** 💾 your presentation and continue with the next topic.

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 when you can use embedded audio.
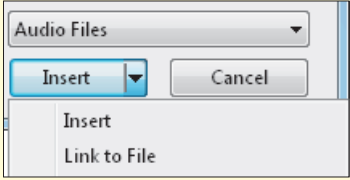
Embedded Files

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 2010, unlike previous versions of PowerPoint, allows any type of audio file to be embedded—providing the file is less than 50 MB. You can choose to embed (or link) an audio file from the Insert Audio dialog.

QUICK REFERENCE	ADDING AUDIO TO A PRESENTATION
Task	**Procedure**
Embed or link to an audio file	■ Choose Insert→Media→Audio 🔊 from the Ribbon. ■ Browse to an audio file that is less than 50 MB and select it. ■ To embed the file, choose Insert from the menu at the bottom of the dialog box and then click Insert. ■ To link to an external file, choose Link to File from the menu at the bottom of the dialog box and then click Link to File.

DEVELOP YOUR SKILLS 6.2.3

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.

*Before You Begin: Verify that your computer is capable of playing sound and turn up your speakers.*

Determine Whether an Audio File Is Embedded or Linked

1. Choose **File→Info** from the Ribbon.

2. 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.

Ⓐ **There is no Edit Links to Files link, indicating there are no linked files.**
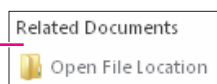
Ⓑ **If there were linked files, Edit Links to Files would be displayed as in this figure.**

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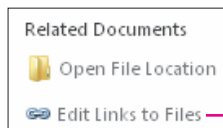
3. Click the **Home** tab to exit Backstage view.

4. Click the **speaker** icon on the slide and **tap** [Delete] to delete the embedded audio file.

5. Choose **Insert→Media→Audio** from the Ribbon.

6. **Browse** to your Lesson 06\Audio folder.

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

Ⓐ Click **once** on the **bach-bwv813** file to select it.
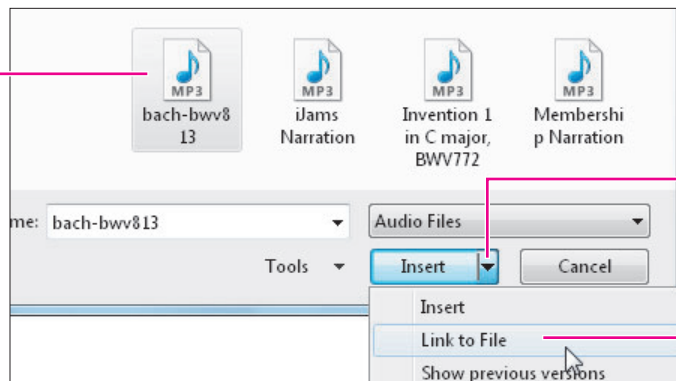
Ⓑ Click the **Insert** menu button.

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

8. Choose **File→Info** from the Ribbon.

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

10. Choose **Slide Show→Start Slide Show→From Beginning** from the Ribbon.

11. Move your mouse until the **mouse pointer white arrow** appears.

12. Point to the **speaker** icon on the slide and then click the **play** button on the control bar.
The audio file plays.

13. **Tap** the [Esc] key to end the slide show and return to Normal view.
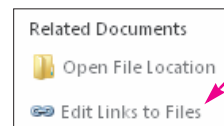
Break the Link

14. **Minimize** PowerPoint.

15. Navigate to your Lesson 06\Audio folder and locate the **bach-bwv813 MP3** file.
If your computer is configured to display file extensions, the filename will be displayed as bach-bwv813.mp3. If your computer is configured to hide file extensions, the filename will be displayed as bach-bwv813 without any file extension.

16. **Right-click** the bach-bwv813 file and choose **Rename** from the pop-up menu.

17. Follow the appropriate instruction to rename the file:

■ If the filename is displayed as bach-bwv813 without any file extension, rename the file bach.

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

18. **Maximize** PowerPoint and choose **Slide Show→Start Slide Show→From Beginning** from the Ribbon to start the slide show.

19. Move your mouse until the **mouse pointer white arrow** appears.

20. Point to 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 Unavailable *appears in the progress bar.*

21. **Tap** Esc to end the slide show and return to Normal view.

Repair the Link

22. **Minimize** PowerPoint so that you see the Lesson 06\Audio folder again.

23. Repeat **steps 16** and **17**, but rename the file back to bach-bwv813 (or bach-bwv813.mp3).

24. **Maximize** PowerPoint and choose **Slide Show→Start Slide Show→From Beginning** from the Ribbon to start the slide show.

25. Move your mouse until the **mouse pointer white arrow** appears.

26. Point to 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.*

27. **Tap** Esc to end the slide show and return to Normal view.

28. **Save** the presentation and continue with the next exercise.

6.3 Creating Slide Show Timings

Video Lesson labyrinthelab.com/videos

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 click 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:

Creating Slide Show Timings **205**

QUICK REFERENCE	DETERMINING SLIDE TIMINGS	
Task	**Procedure**	**Example**
Determine the length of the audio file in seconds	■ Select the audio icon on the slide. ■ Point to the right edge of the progress bar to see the total playing time of the audio file. ■ Convert this time to seconds.	A 2-minute 30-second audio file would be 150 seconds.
Divide the total seconds by the total slides	■ Use the Slides panel or Slide Sorter view to determine how many slides are in the presentation. ■ Divide the length of the audio in seconds by the total number of slides in the presentation.	A 150-second audio file used in a presentation containing 20 slides works out to 150 ÷ 20 = 7.5.
Determine the total time per slide	■ If your division works out to a whole number, that is the number of seconds to spend on each slide. ■ If your division works out to a decimal, you'll have to round off or use another creative solution.	The answer to the division was 7.5. You might display the first slide for 7 seconds, the next slide for 8 seconds, the next slide for 7 seconds, the next slide 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	■ Choose Slide Show→Set Up→Rehearse Timings from the Ribbon. ■ Click the Next button in the Rehearsal toolbar to advance the slides. ■ When you have reached the last slide, choose Yes to save your timings or No to discard your timings.
Play a slide show with timings	■ Select the Use Timings checkbox in the Slide Show→Set Up command group.
Play a slide show manually	■ Remove the check from the Use Timings checkbox in the Slide Show→Set Up command group.

DEVELOP YOUR SKILLS 6.3.1

Apply Rehearsed Timings to a Presentation

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

Add Audio to a Presentation

1. Select the **speaker** icon on the title slide, and then set the **Audio Tools→Playback→ Audio Options→Start** option to **Play Across Slides**.

   The sound will now start automatically and will continue to play as you navigate through the slides.

2. Point to the **right** edge of the progress bar to determine the total playing time for the audio file, as shown at right.
The sound is about 1 minute and 17 seconds (01:17) in length.
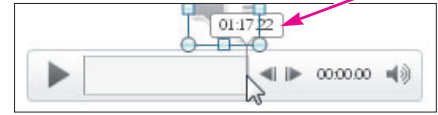
3. Follow these steps to calculate the length of time to spend on each slide:

- Determine the **total number of** slides in the presentation. In this case, there are 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, 77 ÷ 10.
- The total amount of time to spend on each slide is about 7.7 seconds.

4. Choose **Slide Show→Set Up→Rehearse Timings** 📗 from the Ribbon and keep your eye on the timer.

5. As soon as the timer hits 7 seconds, click the **Next** button in the Rehearsal toolbar to advance to the next slide.

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

7. Choose **Yes** when prompted to save your timings.
PowerPoint saves your timings and displays your slides in Slide Sorter view, where you can see the timings for each individual slide.
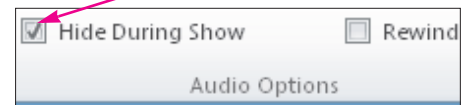
8. **Double-click** the first slide to display it in Normal view.

9. Select the **speaker** icon.

10. Display the **Audio Tools→Playback→Audio Options** command group from the Ribbon.

11. Place a checkmark in the **Hide During Show** option box.
Although it's still visible now, this setting will hide the speaker icon when you display the presentation in slide show mode.
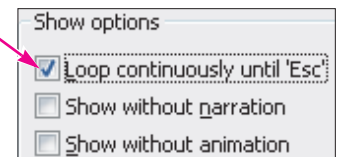
12. Choose **Slide Show→Start Slide Show→From Beginning** from the Ribbon and watch as the slide show autoplays with the soundtrack.

13. Click anywhere on the **black screen** after the slide show ends.

Loop a Slide Show

14. Choose **Slide Show→Set Up→Set Up Slide Show** from the Ribbon.

15. Place a checkmark in the **Loop Continuously Until 'Esc'** option box and click **OK**.

16. Choose **Slide Show→Start Slide Show→From Beginning** from the Ribbon and notice that when the last slide is reached (Corky), the slide show starts over again.

17. **Tap** Esc to end the slide show and return to Normal view.

18. **Save** and **close** your presentation.

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6.4 Using Video in Presentations

There are two primary types of videos used in PowerPoint presentations—animated GIFs and full-motion videos. Animated GIFs are similar to clip art images, whereas full-motion videos feature true video with sound. Each of these video types are discussed in the next few paragraphs.

Searching for Videos

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

- Searching for videos by keywords via the Clip Art task pane. The videos found in the Clip Art pane are in the form of animated GIFs.

- Insert an existing video file you have created or downloaded. This can include your own animated GIF or actual video.

A star icon indicates that this clip art item is an animated GIF.

Inserting Animated GIFs

The video clips you find with the Clip Art panel are in the form of animated GIFs. A GIF file (Graphics Interchange Format) is a type of image file format that supports simple animation like an old flip book. Imagine a stack of index cards with a slightly different picture drawn on each one. Flipping through the cards would produce a crude animation. An animated GIF is basically an electronic version of flipping through that stack of index cards. Each card in the stack of index cards is similar to a *frame* in an animated GIF. The following figure illustrates a four-frame animated GIF. When each frame is displayed for a fraction of a second, it looks like the dog is barking and wagging its tail.

Sizing Animated GIFs

Although you can resize an animated GIF image just like any other piece of clip art, it is not recommended. The regular clip art images you insert from the Clip Art panel are in a format that allows for enlarging without any loss in quality. The GIF format does not allow that. If you enlarge a GIF, it will become blurry and leave a negative impression on the attendees.

The same GIF file at its original size (above) and enlarged (right).
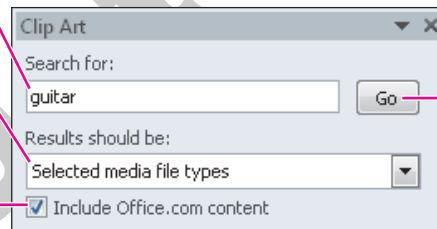
Add a Clip Art Video to a Presentation

In this exercise, you will add a video (animated GIF) from the Clip Art panel.

1. **Open** the Green Clean Scholarship presentation from the Lesson 06 folder.

2. Choose **Insert→Images→Clip Art** to open the Clip Art panel.

3. Follow these steps to search for an animated musical instrument:
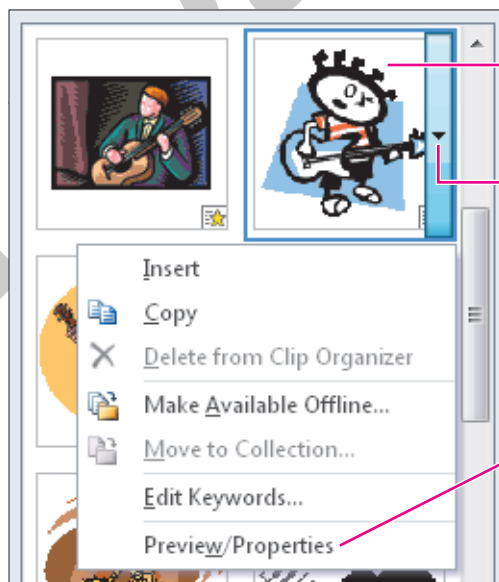
Ⓐ Type **guitar** in the **Search For** box.

Ⓑ Click the **Results** menu arrow and place a checkmark in only the **Videos** box.

Ⓒ Ensure this box is checked so **Office.com** is searched.

Ⓓ Click **Go**.

4. Follow these steps to preview the animated GIF before adding it to the slide:

Ⓐ Point to an **icon** to display the menu arrow.

Ⓑ Click the **menu arrow** to display the menu.

Ⓒ Select **Preview/Properties.** (The animation plays in the preview window.)

Ⓓ Click **Close** to close the Preview/Properties window.

5. Click the **GIF's** thumbnail to insert it on the slide, or repeat the previous step to preview a different movie.
Your selection may differ from the illustration.

6. Drag **up** and to the **left** on the top-left handle of the movie image to enlarge it.
The image becomes blurry. Animated GIFs should not be enlarged.

7. **Tap** Ctrl + Z to undo the resizing of the GIF.

8. Drag the movie to the **left** of the 2010 Recipients subtitle. (Your slide may differ slightly from the following illustration.)

> Green Clean
> Young Musician Scholarships
>
> 2010 Recipients
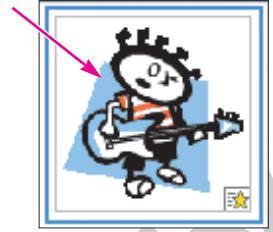
9. Choose **Slide Show→Start Slide Show→From Beginning** to start the slide show.
The animated GIF starts playing after the slide loads.

10. **Tap** Esc to exit the slide show.

11. **Close** the Clip Art panel.

12. **Save** the presentation.

Inserting Videos

Video Lesson   labyrinthelab.com/videos

You can create your own full-motion video movie files with video-editing software such as the free Windows Movie Maker available for Win XP/Vista/7 or third-party software such as Studio™ made by Pinnacle (www.pinnaclesys.com). You can also download videos from the Internet. Animated GIFs can be inserted from the Clip Art panel or downloaded from the Internet.

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.

QUICK REFERENCE	ADDING MOVIES TO A PRESENTATION
Task	**Procedure**
Add a video from the Clip Art panel	■ Choose Insert→ Images→Clip Art from the Ribbon to open the Clip Art panel. ■ Type your search term and select the Videos option from the Results Should Be menu. ■ Click the arrow to the right of a clip's icon and select Preview/Properties to preview the video before adding it to your slide, and then click Close. ■ Click the clip's icon to insert it on your slide.
Add videos from an existing external file	■ Choose Insert→Media→Video from the Ribbon, or click the Insert Media Clip icon on the slide. ■ Browse to a supported video file, select it, and click OK. ■ Choose to start the video automatically, or when the video is clicked.
Change settings for a video	■ Select the video placeholder on the slide. ■ Choose the Video Tools→Playback contextual tab on the Ribbon. ■ Configure or change settings from the Video Options command group.

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.

QUICK REFERENCE	USING SUPPORTED VIDEO FILE TYPES	
Video Format	**Acronym**	**File Extension**
Adobe Flash Media	SWF	.swf
Advanced Streaming Format	ASF	.asf, .asx, .wpl, .wm, .wmx, .wmd, .wmz, .dvr-ms
Audio Video Interleave	AVI	.avi
Moving Picture Experts Group	MPG	.mpeg, .mpg, .mpe, .m1v, .m2v, .mod, .mpv2, .mp2v, .mpa
MP4 Video	MP4	.mp4, .mp4v, .3gp, .3gpp, .3g2, .3gp2
MPEG-2 TS Video	MPEG-2	.m2ts, .m2t, .mts, .ts, .tts
QuickTime Movie	MOV	.mov
Windows Media Video	WMV	.wmv, .wvx

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 play the file, it needs to be decompressed or decoded—the job of more software called a *decompressor*. A codec, which is an abbreviation of **co**mpressor/**dec**ompressor, does both jobs.

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

Identifying a Codec

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

See the web page for this book for links to useful codec utilities such as the ones mentioned in the preceding paragraph.

Figuring Out a Codec

You will find videos with nonstandard codecs very often with AVI files downloaded from the Internet. 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.
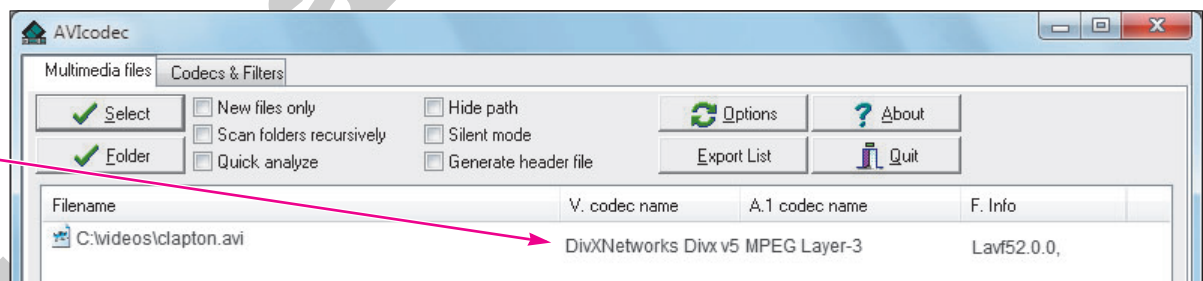
The AVIcodec software has identified the DivX codec in the dog_training.avi movie.

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
Task	**Procedure**
Determine whether there is a problem	■ Attempt to play an AVI file with Windows Media Player. ■ If it plays, there is no problem with a missing codec. ■ 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.
Identify the codec	■ Use a program such as AVIcodec to identify what codec was used to compress the video. ■ A link to the AVIcodec website appears on the web page for this book.
Install the missing codec	■ 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.
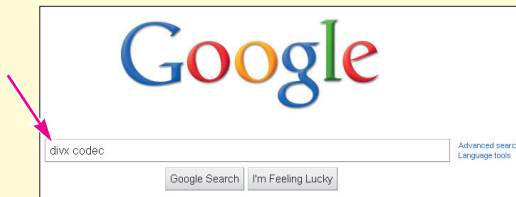
■ Download the codec installer to an easy-to-find location, such as your Desktop.

■ Be sure you are running current antivirus software, antispyware software, and are downloading the codec from a reputable source!

■ 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.

■ Attempt to play the video again.

DEVELOP YOUR SKILLS 6.4.2
Insert a Video into a Presentation

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

1. Choose **Home**→**Slides**→**New Slide** from the Ribbon and type **Scholarship Recipient** as a title.

2. Click the **Insert Media Clip** icon on the slide.

3. Navigate to your Lesson 06\Video folder, select the **Classical MPEG** 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. The video is added to the slide and is set to play on click by default.

4. Choose **Slide Show**→**Start Slide Show**→**From Beginning** from the Ribbon to start the slide show.

5. Notice the animated GIF on the title slide, and then **click** anywhere to advance to the next slide.

6. Move your mouse around until the **mouse pointer** becomes visible.

7. Point to the **video** to display the control bar at the bottom and click the **play** button to start the video.
   Point to the video again to display the control bar and use the play/pause button to pause or resume the video.

Using Video in Presentations **213**

8. 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. You will remove unwanted sounds such as this in the next exercise.

9. **Save** 🖫 your presentation and continue with the next topic.

Editing Videos

New to PowerPoint 2010 is 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. All of these options are available on the contextual Video Tools→Playback tab.
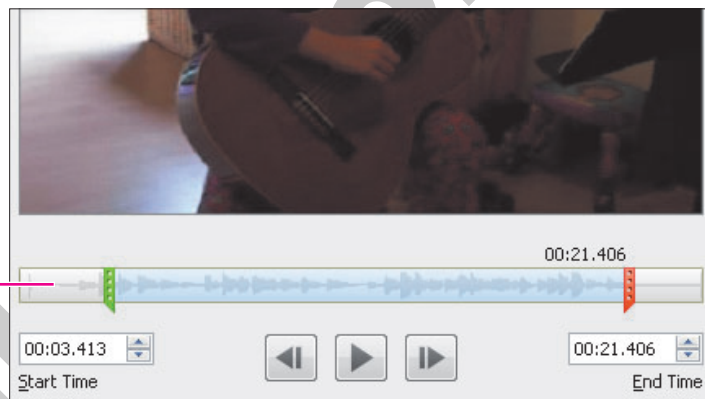
Trim Video lets you chop off the beginning or end of a video.
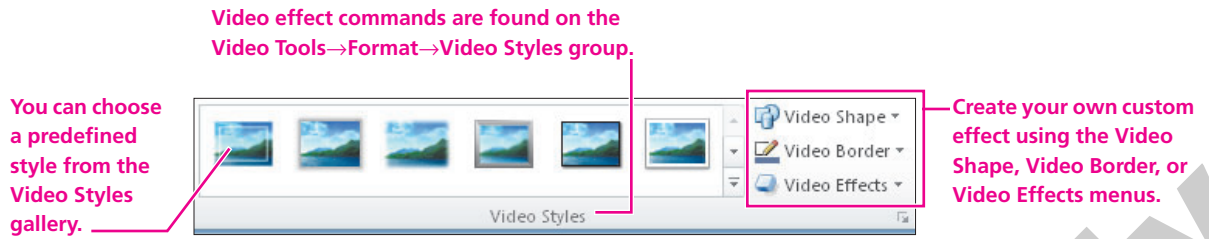
Editing commands are found on the Video Tools→Playback tab.
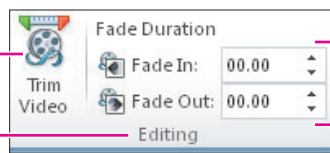
You can fade a video in or out.

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

Video Effects

Also new to PowerPoint 2010 is the ability to apply video effects. Using the Video Styles gallery, you can easily format a video much like clip art.

Video effect commands are found on the Video Tools→Format→Video Styles group.

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

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

Video Shape ▾
Video Border ▾
Video Effects ▾

Video Styles

Scholarship Recipient

Slides can be spiced up by applying a simple Video Style.

Edit and Style a Video

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

Trim a Video

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

2. Choose **Video Tools→Playback→Editing→Trim Video** 🔲 from the Ribbon. *The Trim Video window appears.*

3. Follow these steps to trim the start of the video to eliminate the popping sounds:

A Ensure your speakers are turned on, click the **play** button, and listen for the popping sounds. Notice the Play button changes to a Pause button.

B As soon as the popping sounds stop, click the **pause** button to stop the video.

C If necessary, drag the **blue play head** back to the start of the video and repeat **steps A and B** until you can identify when the popping stops.

00:01.099

00:00   Start Time

◀| ▶ |▶

00:24.241   End Time

D As the popping stops at about one second, drag the **blue play head** left or right until the number above it indicates you are at about the one second mark. It doesn't have to be perfect, but should be close to one second.

E Drag the **green trim control** to the right until it snaps to the blue play head.

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

Ⓐ **Click towards the end of the video to set the play head.**

Ⓑ **Click the play button and listen for the pop. Notice the Play button changes to a Pause button.**

Ⓒ **Click the pause button as soon as you hear the pop.**

00:23.894

00:01.099   00:24.241

Start Time   End Time

Ⓓ **You may need to drag the blue play head to the left and repeat steps B and C until you can identify when the popping occurs.**

Ⓔ **Drag the blue play head until the number above it is just before 24 seconds.**

Ⓕ **Drag the red trim control to the left until it snaps to the blue play head.**

Ⓖ **Click OK to close the Trim Video window.**

Apply a Video Style

5. Choose **Video Tools→Format→Video Styles→More** ▾ from the Ribbon to display the Video Styles gallery.

6. Point to several styles to see them temporarily applied to the video on the slide, then click the **Intense→Monitor, Gray style** (the third one in the bottom row). Your slide should resemble the following figure:

Scholarship Recipient

7. Choose **Slide Show→Start Slide Show→From Current Slide** from the Ribbon to start the slide show from the second slide.
The slide displays the video with the three-dimensional style.

**8.** Move your mouse until the **mouse pointer white arrow** appears.

9. Point to 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 there because the video has been trimmed.

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

11. **Save** your presentation and continue with the next topic.

Setting Video Options

Just as with audio there are several options you can apply to videos on a slide. These are available from the Video Tools→Playback-→Video Options command group.
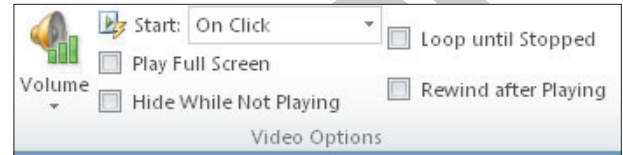
- **Start:** You can choose to automatically start the video when the slide loads, or require the video or play button in the control bar to be clicked in order to play.
- **Hide While Not Playing:** You can hide the video placeholder during a slide show. However, this will make it impossible to click 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.
- **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.
- **Loop Until Stopped:** The video can be configured to rewind and start over again and again until manually stopped.
- **Rewind After Playing:** This is helpful when you want to play the video only once, but have it ready to start playing from the beginning again when clicked.
- **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.

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

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.

DEVELOP YOUR SKILLS 6.4.4

Set Video Playback Options

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

1. Select **slide 2**, Scholarship Recipient and select the existing movie on the slide, if necessary.

2. Choose **Video Tools→Playback→Video Options** from the Ribbon.
   Windows displays the current options for the selected movie.

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

4. Choose **Slide Show→Start Slide Show→From Beginning** to start the slide show.

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

6. **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.

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

8. **Save** 🖫 and **close** your presentation.

6.5 Concepts Review

Concepts Review   labyrinthelab.com/pp10

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz by going to the URL listed above. If your classroom is using Labyrinth eLab, you may complete the Concepts Review quiz from within your eLab course.
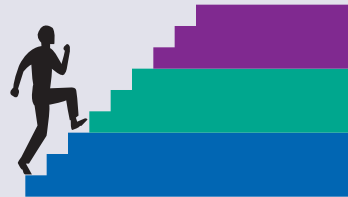
Reinforce Your Skills

Add an Animated GIF

In this exercise, you will add an animated GIF to the Blue Mountain Realty Featured Homes presentation.

1. **Open** the sb-Featured Homes presentation from your Lesson 06 folder.

2. Choose **Insert→Images→Clip Art** from the Ribbon to display the Clip Art panel.

3. Follow these steps to search for an animated GIF:

A. Type **construction** in the **Search For** box.

B. Make sure only **Videos** is selected in the Results Should Be menu.

C. Check the box to include **Office.com** content.

D. Click **Go**.

E. **Scroll** through the results until you find an appropriate video.

F. Point to a **thumbnail** to display its menu arrow, then click the **menu arrow** and choose **Preview/Properties** to display a preview of the animated GIF.

4. Close the **Preview/Properties** window.

5. Click the **thumbnail** to insert the animated GIF on the slide, or continue to preview others until you find one you like.

6. Drag the **video** to the desired location on the slide. Remember not to resize the video—it will become blurry.

7. Choose **Slide Show→Start Slide Show→From Beginning**.
   The slide show starts and the animated GIF plays.

8. **Tap** Esc to end the slide show and return to Normal view.

9. **Close** the Clip Art panel.

10. **Save** your presentation and continue with the next exercise.
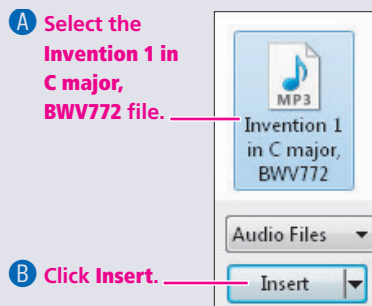
Add Sound to Play Across Slides

In this exercise, you will add a musical background to the presentation.

## Add Audio to a Slide

1. Display the **title slide** if necessary.

2. Choose **Insert→Media→Audio** from the Ribbon.

3. Browse to the Lesson 06\Audio folder.

4. Follow these steps to add the audio to your presentation:

Ⓐ **Select the Invention 1 in C major, BWV772 file.**

Ⓑ **Click Insert.**

Configure the Audio to Play Across All Slides

5. Click the **speaker** on the slide if necessary and choose **Audio Tools→Playback→Audio Options→Start→Play Across Slides** from the Ribbon.
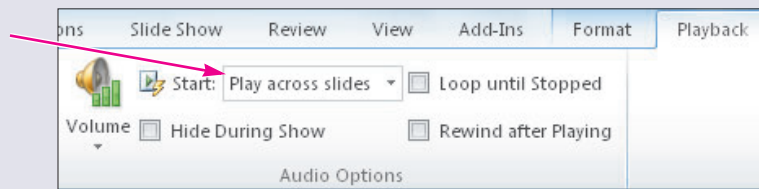
Test the Audio

6. Choose **Slide Show→Start Slide Show→From Beginning** from the Ribbon to start the slide show.

7. **Click** through the slide show until it ends, and then return to Normal view.

8. **Save** your presentation and continue with the next exercise.

REINFORCE YOUR SKILLS 6.3

Apply Rehearsed Timings

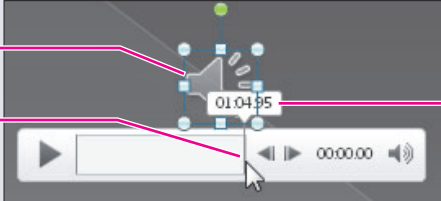*In this exercise, you will automate the slide show and time it to the soundtrack.*

Determine the Sound Length

1. Display the **title slide** if necessary.

2. Follow these steps to determine the playing length of the audio:

A Click the **speaker icon** to select it.

B Point to the right edge of the **progress bar.**

C Note the time indicated in the box. The audio is about one minute and five seconds long.
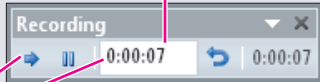
Determine Slide Timings

3. Follow these steps to determine the amount of time to spend on each slide:

   ■ Scroll to the bottom of the **Slides** panel to see there are nine slides in the presentation then scroll back to the top.

   ■ Convert the audio length, 1:05, to **seconds** (65 seconds).

   ■ **Divide** the audio length by the number of slides. 65 ÷ 9 = 7.222… So each slide should display for about seven seconds.

4. Choose **Slide Show→Set Up→Rehearse Timings** and follow these steps to time the slides:

A Watch the timer until it shows **0:00:07**.

B Click the **Next** button to advance to the next slide.

C When the timer displays **0:00:14**, click **Next** again.

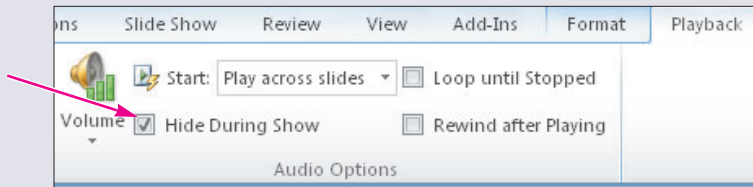**D** Continue to advance the slides every **seven seconds** until the slide show ends.

5. Choose **Yes** when asked whether you want to save the timings.

Finalize the Settings

6. **Double-click** the first slide to return to Normal view.

7. Click the **speaker** icon to select it.

8. Choose **Audio Tools→Playback→Audio Options→Hide During Show** to hide the speaker icon during a slide show.

9. Choose **Slide Show→Set Up→Set Up Slide Show** from the Ribbon.

10. Select the Loop **Continuously Until 'Esc'** checkbox and click **OK**.
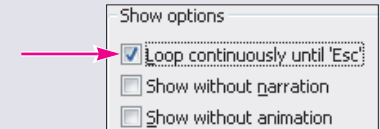
11. Choose **Slide Show→Start Slide Show→From Beginning** from the Ribbon to start the slide show.

12. Watch the slide show as it auto-advances to each slide. Wait until the last slide is displayed and the slide show automatically starts over again, and then **tap** Esc to end the slide show.

13. **Save** your presentation.

Apply Your Skills

Add Audio to an Automated Presentation

In this exercise, you will add an audio narration and have it play across all slides in an automated presentation.

Add Audio

1. **Open** the as-Classic Cars presentation from your Lesson 06 folder.

2. Insert the **Membership Narration** audio file from your Lesson 06 folder onto the title slide.

3. Set the audio to play across **all slides**.

4. Hide the **speaker icon** so it does not display during a slide show.

Set Timings

5. Use the following settings to set up Rehearsed Timings:

Slide	Seconds to stay on slide
Title slide	5
2,000,000 + Members	12
Apply Now	9
Free Magazine	10
Web Access	8
Auctions	10
Last Slide	20

The audio will end on the Auctions slide. You are displaying the last slide for 20 additional seconds (of silence), as a video clip will be placed on that slide in the next exercise.

6. **Run** the slide show and ensure the slides auto-advance and the audio matches the slide. If there are problems, redo the slide timings.

7. **Save** your presentation and continue with the next exercise.

Add and Format a Video

In this exercise, you will add and format a video clip.

1. Return to **Normal** view and display the **last slide**, if necessary.

2. Click the **Media** icon in the left placeholder and insert the **Classic Car** video from your Lesson 06 folder.

3. Set the video to start **automatically**.

4. Use the **Video Tools→Format→Video Styles** commands to format the video. The figure below shows one possible example:

5. **Run** the slide show from the beginning and verify the video starts automatically when the last slide is displayed.

6. When the slide show ends, return to **Normal** view.

7. **Save** and **close** your presentation.

Critical Thinking & Work-Readiness Skills

In the course of working through the following Microsoft Office-based Critical Thinking exercises, you will also be utilizing various work-readiness skills, some of which are listed next to each exercise. Go to labyrinthelab.com/workreadiness *to learn more about the work-readiness skills.*

6.1 Create a Nature Presentation

As a Green Clean representative, you have been asked to create a presentation showcasing the beauty of the earth. Create at least seven slides and insert a nature photograph on every slide. You might use PowerPoint's clip art command to search for nature photographs, or find your own photos some other way. Search the Internet for **public domain music** and find appropriate background music for your slide slow. Insert the audio file on the title slide and configure it to play automatically at start across all slides. Add a speaker note on the title slide indicating the URL you used to download the audio file. Save your presentation as **ct-Nature Slides** to your Lesson 06 folder. If working in a group, discuss why Green Clean might create such a slide show, what business purposes it might address. If working alone, type your answers in a Word document named **ct-Questions** saved to your Lesson 06 folder.

WORK-READINESS SKILLS APPLIED
- Thinking creatively
- Seeing things in the mind's eye
- Making decisions

6.2 Add Slide Show Timings to a Presentation

Start with the ct-Nature Slides presentation you created in the previous exercise and save a copy of it with the name **ct-Nature Auto Pilot** to your Lesson 06 folder. Apply slide show timings so the slides advance automatically and the last slide appears as the audio ends. Set the slide show to repeat automatically until stopped. Save your changes. Have another student run your slide show to verify the timings are effective. If working in a group, discuss possible business uses of such an automated slide show. If working alone, type your answers in a Word document named **ct-Questions2** saved to your Lesson 06 folder.

WORK-READINESS SKILLS APPLIED
- Thinking creatively
- Seeing things in the mind's eye
- Participating as a member of a team

6.3 Add Video to a Presentation

Open the ct-Nature Auto Pilot presentation you created in the previous exercise and save it to your Lesson 06 folder with the name **ct-Nature Video**. Download a public domain nature video from the Internet and add it to a new final slide. Add a speaker note indicating the URL you used to download the video. Disable the slide show timings and looping. Trim the video, if necessary, to adjust the start and stop times. Apply a video effect. Test the slide show and save your changes.

WORK-READINESS SKILLS APPLIED
- Seeing things in the mind's eye
- Thinking creatively
- Applying technology to a task