

POWERPOINT 2013

Adding Graphics, Animation, and Sound

**LESSON OUTLINE**

Working with Online Pictures

Adding Other Graphics

Working with Slide Transitions

Using Slide Animation

Adding Sound Effects

Concepts Review

Reinforce Your Skills

Apply Your Skills

Extend Your Skills

Transfer Your Skills

In this lesson, you will enhance a presentation that currently includes only text. You will use online clip art to add interest to the presentation, a drawing object to add spark, and slide transitions and animation to “bring the presentation to life.”

LEARNING OBJECTIVES

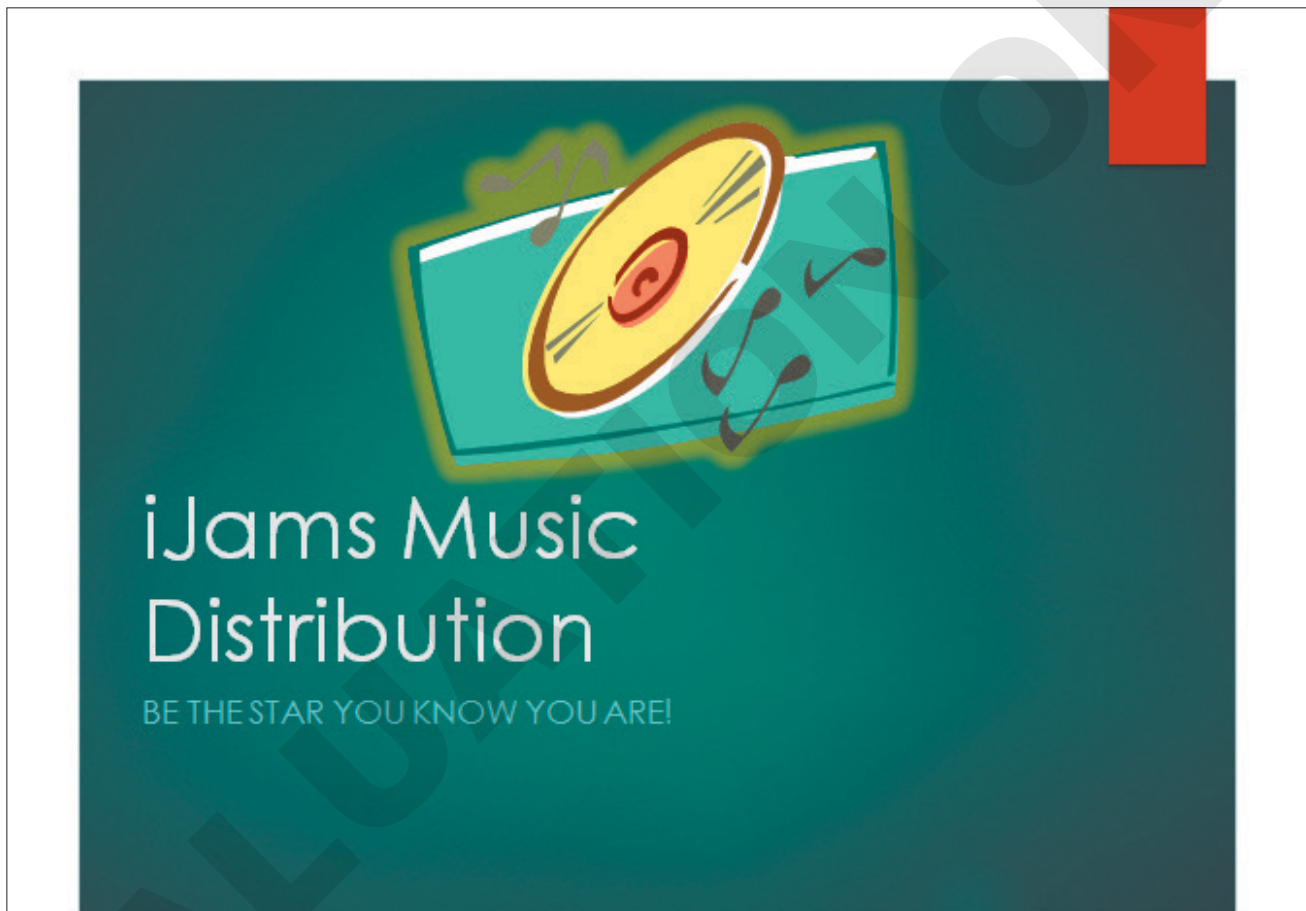
After studying this lesson, you will be able to:

- Add clip art, photos, 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

CASE STUDY

Adding Eye Candy

The iJams presentation is evolving nicely. However, you know you will have to add some pizzazz to it if iJams is to contend with competitors. Although you have created an error-free, technically perfect presentation, you can see that something is definitely missing! You decide that if used sparingly, clip art and animation will enhance the presentation.



The iJams presentation with stock clip art added

Working with Online Pictures

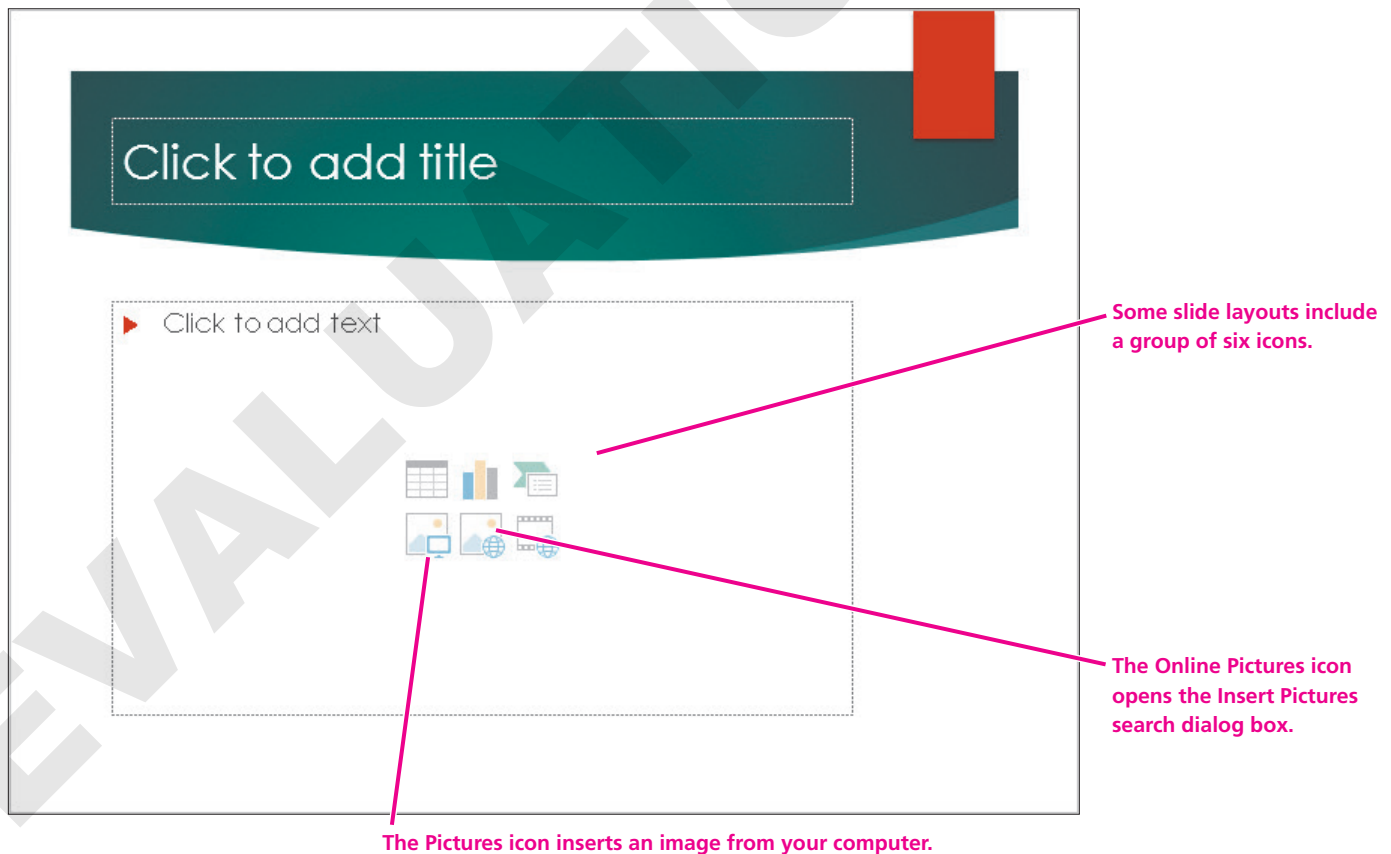
Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0301





You can search for and insert **clip art** from the Internet directly from within PowerPoint. Adding clip art will help you emphasize key points and add polish to the presentation as a whole. The Microsoft Office website has a clip art collection of more than 130,000 pieces of art—and it grows daily. There is clip art available for any occasion.

While the term *clip art* is an industry-standard term referring to predrawn artwork that is added to computer documents, Microsoft uses the terms *clip art* and *online pictures* inconsistently to refer to the same thing. For example, PowerPoint's Online Pictures button opens the Insert Pictures dialog box, which allows you to search the Office.com website for clip art.

Using Text and Object Layouts

PowerPoint creates slides with different layouts, such as slides with titles only and slides with titles and text. These slide layouts allow you to easily create slides with a standardized title and bulleted text. Many of PowerPoint's layouts, including the Title and Content layout and the Two Content layout, provide placeholders for titles, text, and various types of content including tables, charts, clip art from the Internet, pictures from your computer, organizational charts, and movies.



Slide Insert Shortcuts			
Icon	What It Does	Icon	What It Does
	Inserts a table		Inserts an image
	Inserts a chart or graph		Inserts a SmartArt graphic
	Opens the Online Pictures dialog box to insert clip art		Inserts a video clip

Deleting Placeholder Text

Sometimes you may decide to replace all text on a slide with a graphic. Deleting all text inside a placeholder results in the slide displaying its six default insert icons, making it easy to insert clip art or other objects.



When all the text inside a placeholder is deleted...



...the six insert icons reappear.

DEVELOP YOUR SKILLS PP03-D01

Get a Slide Ready for Clip Art

In this exercise, you will get a slide ready to accept clip art.

1. Start **PowerPoint**. Open **PP03-D01-Animation** from the **PP2013 Lesson 03** folder, and save it as **PP03-D01-Animation- [FirstInitialLastName]**.
Replace the bracketed text with your first initial and last name. For example, if your name is Bethany Smith, your filename would look like this: PP03-D01-Animation-BSmith.

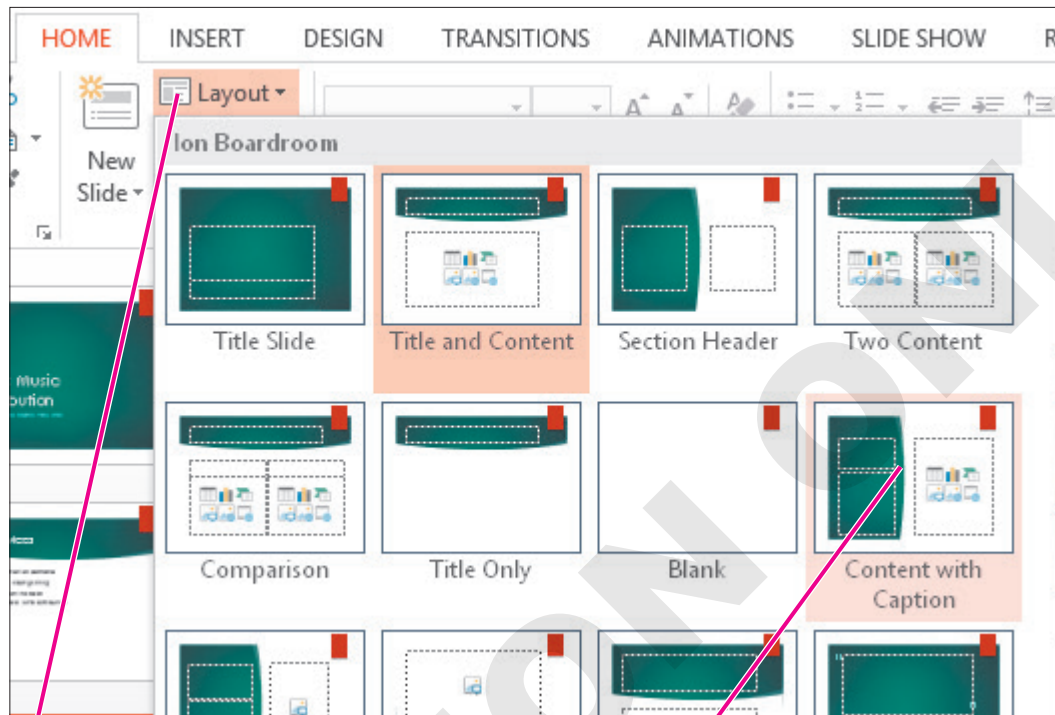
2. Select the **Our Services** slide from the **Slides** panel.

3. Choose **Home**→**Slides**→**New Slide** .

A new slide is inserted below Our Services. The new slide uses the same layout as the Our Services slide.

Choose a Layout and Format Text

4. Follow these steps to apply a slide layout suitable for clip art:



A Choose **Home**→**Slides**→**Layout**.

B Select the **Content with Caption** layout.

5. In the Title placeholder, type **Our Recent Success**.
6. In the text box beneath the title, type:
Top of the Rock **Excellence in Service to Musicians**
League of Electronic Music Distributors.
7. Select the text *Top of the Rock*; choose **Home**→**Font**→**Font Size menu** ▼ and then choose **24**.
8. Choose **Home**→**Font**→**Bold**.
9. Select the text *League of Electronic Music Distributors*.
10. Choose **Home**→**Font**→**Italic**.
Your slide is ready for clip art.
11. Click in the large text placeholder at the right and type:
Many successes
Record-breaking sales
You decide instead to replace the bulleted text with clip art. You will delete all the text in the placeholder so the slide displays the six insert icons again.
12. Click inside the text box, if necessary, to display its dashed border.

13. Click the dashed border to select the text box.

14. Tap **Delete**.

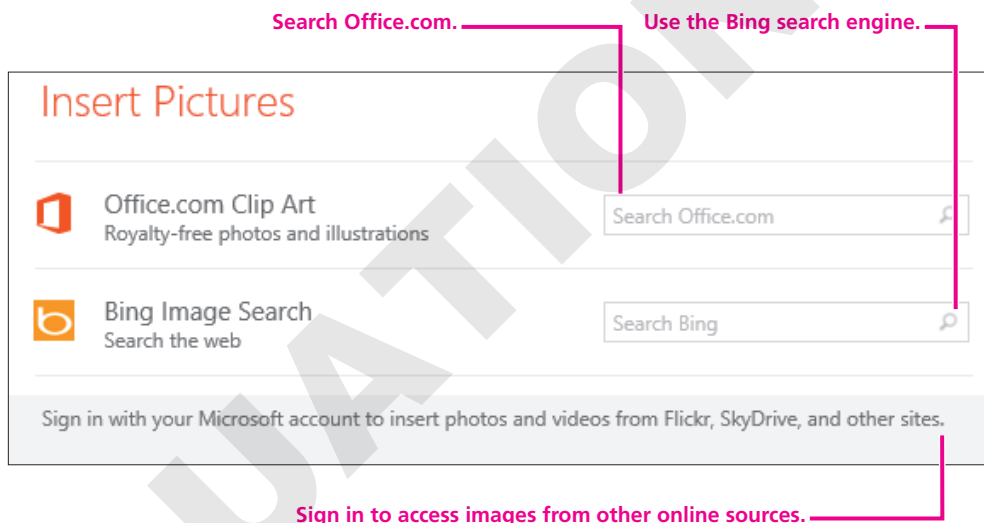
The text is deleted, and the six insert icons reappear.

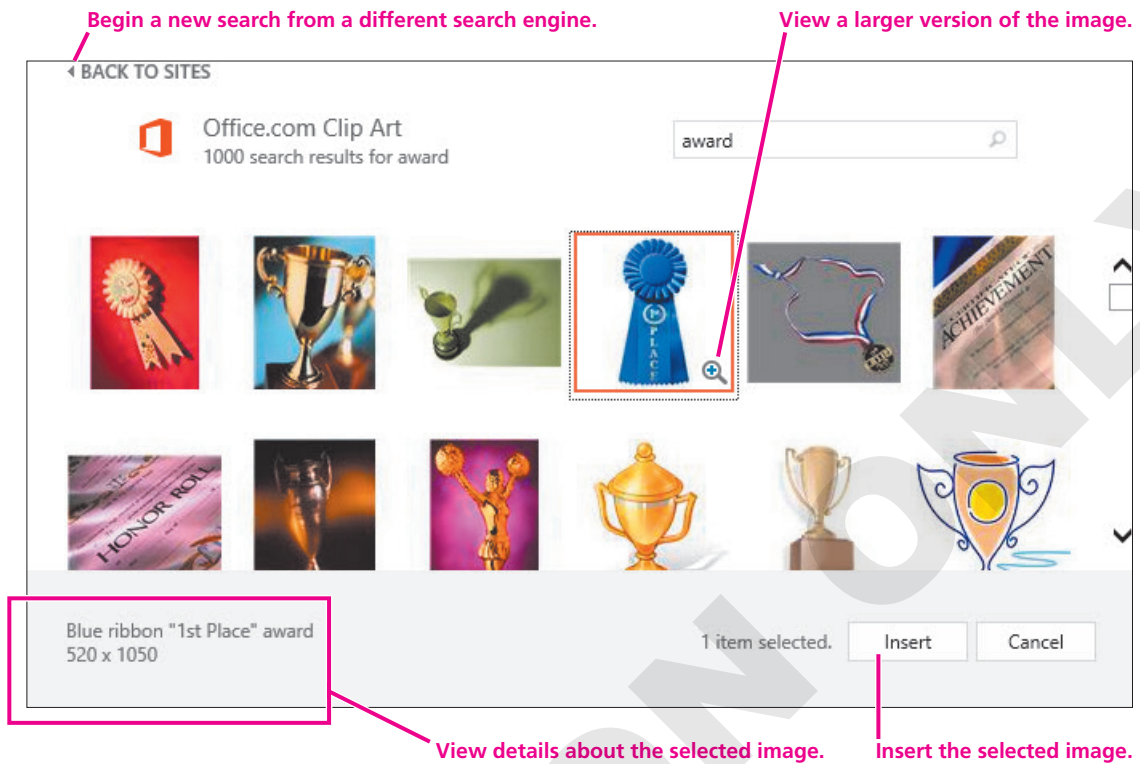
15. Save your presentation.

Searching for Clip Art with the Insert Pictures Search Window

Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0302

The Insert Pictures search window replaces the Clip Art panel that existed in previous versions of PowerPoint. This new window lets you search for clip art on the Office.com Clip Art website or from the Bing™ search engine. Each piece of clip art is associated with keywords that describe its characteristics. The first illustration that follows describes the Insert Pictures search window. The second illustration shows the images that can be located by using the keyword *awards* or *prizes*.




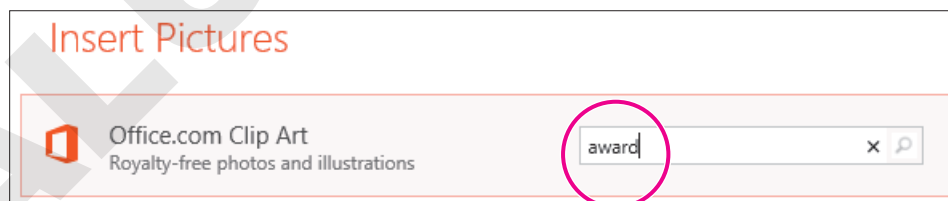


DEVELOP YOUR SKILLS PP03-D02

Insert Clip Art

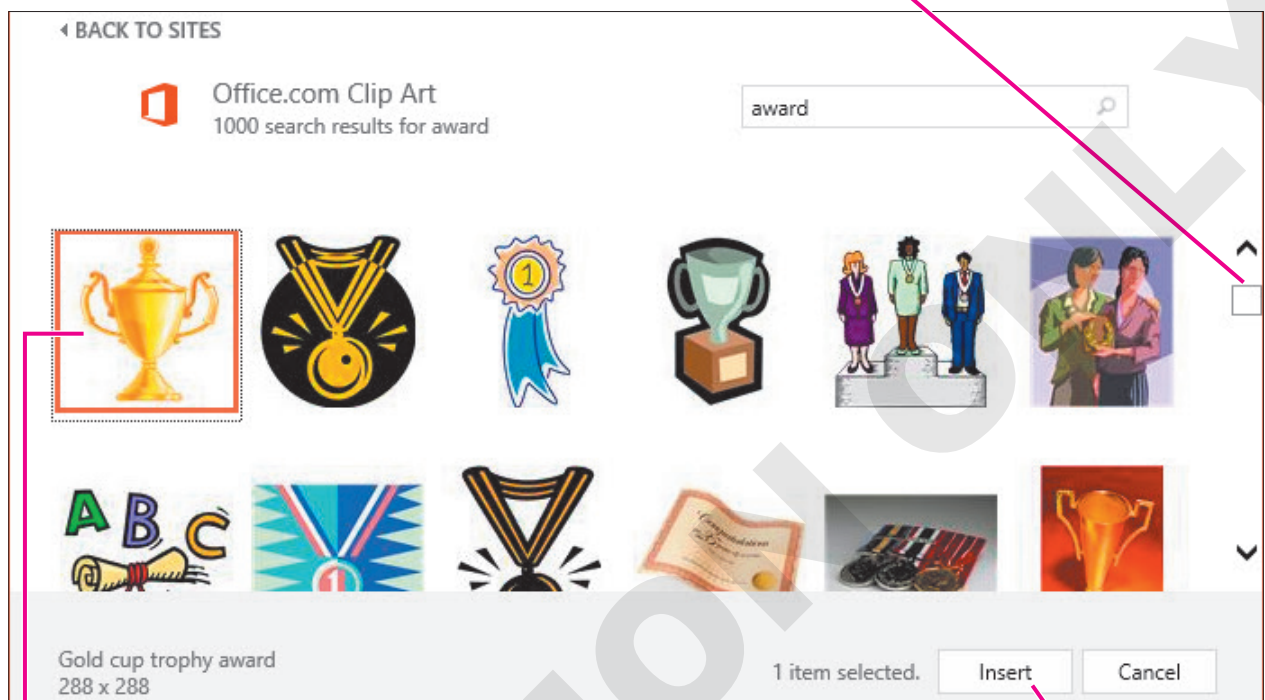
In this exercise, you will insert clip art to add visual interest to a slide.

1. Save your file as **PP03-D02-Animation-[FirstInitialLastName]**.
2. On the **Our Recent Success** slide, click the **Online Pictures**  icon to open the Insert Pictures search window.
3. Type **award** in the Office.com search box and then tap **Enter**.



4. Follow these steps to insert a picture on the slide:

- A Scroll until you find an image you like.
Your results may differ from the figure.



- B Click an image to select it.

- C Click **Insert**.

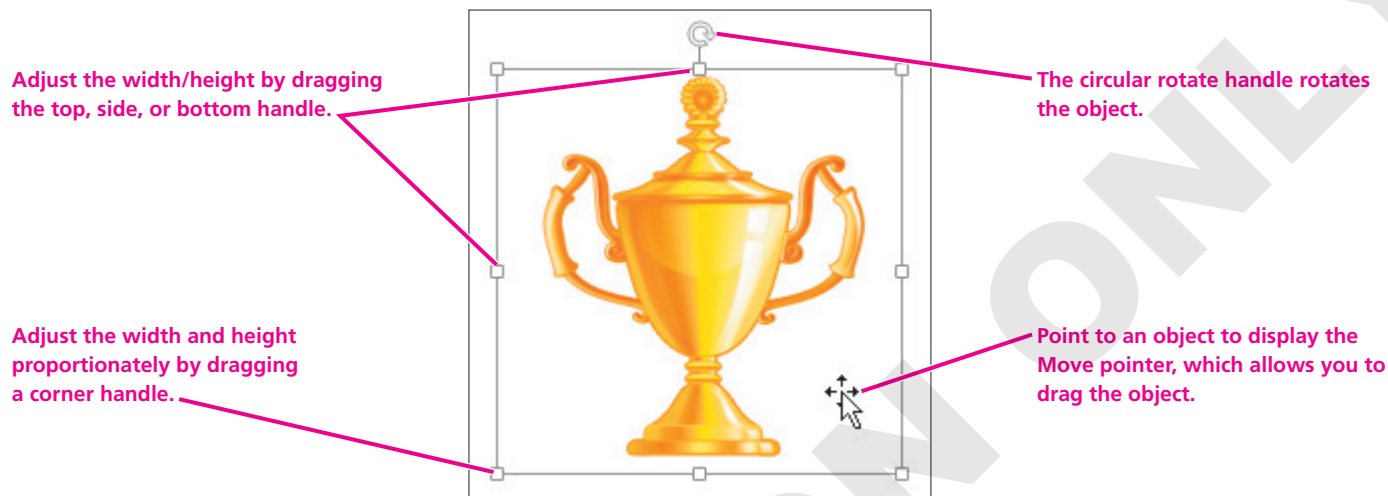
The clip art image is inserted on the slide and replaces the large text box.

5. Save the presentation.

Moving, Sizing, and Rotating Objects

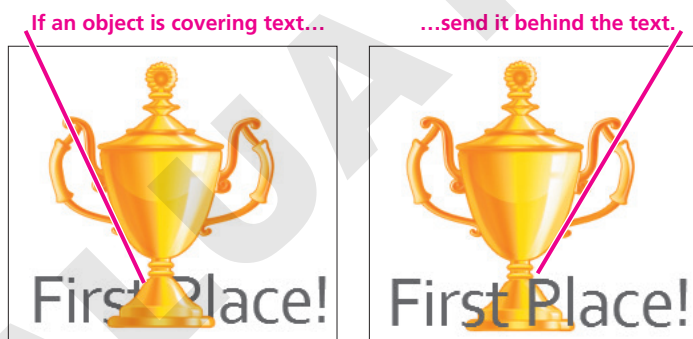
Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0303

When you click an object (such as a clip art image), sizing handles and a rotate handle appear. You can easily move, size, and rotate the selected object.



Stacking Objects

Sometimes when you insert a picture, it overlaps text or some other object. You can change the stacking order of objects, such as pictures and shapes, by moving them forward or backward.



QUICK REFERENCE	STACKING OBJECTS
Task	Procedure
Move an object back one object at a time	Select the object and then choose Picture Tools→Format→Arrange→Send Backward.
Move an object up one object at a time	Select the object and then choose Picture Tools→Format→Arrange→Bring Forward.
Move an object to the very back of a slide	Select the object and then choose Picture Tools→Format→Arrange→Send Backward ▼→Send to Back.
Move an object to the very front of a slide	Select the object and then choose Picture Tools→Format→Arrange→Bring Forward ▼→Bring to Front.

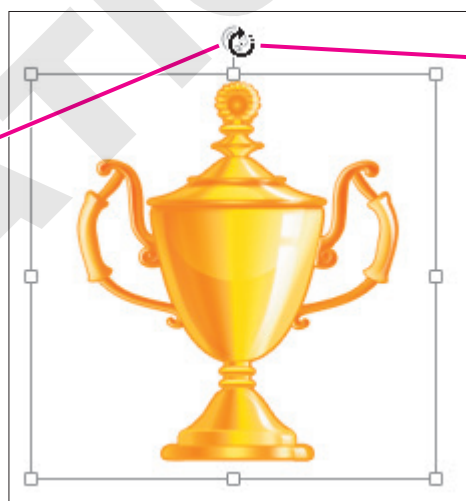
DEVELOP YOUR SKILLS PP03-D03

Move and Size Clip Art

In this exercise, you will manipulate clip art, sizing and moving it to place it on the slide.

1. Save your file as **PP03-D03-Animation- [FirstInitialLastName]**.
2. Follow these steps to rotate the clip art image:

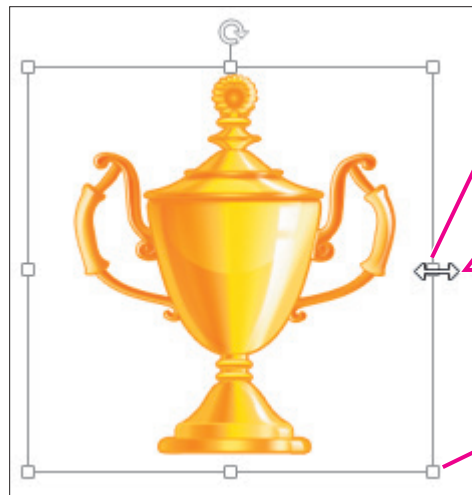
A Point to the **rotate handle** until the insertion point changes to a circular arrow.



B Press the left mouse button and drag slowly to the right. Release the mouse button after the image has rotated about 90 degrees.

C Choose **Quick Access Toolbar**→**Undo**.

3. Follow these steps to resize the clip art image:



- A Point to this **square handle** so the insertion point becomes a double-headed arrow.
- B Press the left mouse button and drag right until the image is twice as wide as the original and stretched too wide.
- C Choose **Quick Access Toolbar**→**Undo**.
- D Point to a bottom-right corner handle and drag to enlarge the image proportionately to your liking.

4. Point to the image itself (not the border or a resize handle) until the pointer becomes a four-headed arrow. Drag so the image is centered next to the bar of text.
Compare your slide to the following illustration.





5. Save your presentation.

Formatting Clip Art

Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0304


After your image is on the slide, use the various groups on the contextual Format tab to add effects or align your image. You can add borders, drop-shadows, or bevels, or rotate your image in 3-D from the Picture Styles group on the Format tab. Other groups on this tab allow you to align, flip, crop, or perform basic image-editing tasks.

QUICK REFERENCE	PERFORMING CLIP ART TASKS
Task	Procedure
Insert a clip art image from an online source	<ul style="list-style-type: none"> Click the Online Pictures shortcut  or choose Insert→Images→Online Pictures. Enter a search term and tap Enter. Click the desired thumbnail and then click Insert.
Insert an image from your computer	<ul style="list-style-type: none"> Click the Pictures shortcut  or choose Insert→Images→Pictures. Browse your computer's location for an image. Click the desired image and then click Insert.
Resize a clip art image	<ul style="list-style-type: none"> Click the clip art image to display its border. Drag any square handle along the top, bottom, or sides of the clip art's border to resize the image wider or taller. Drag any handle in the clip art's corners to resize the image proportionately.
Move a clip art image	<ul style="list-style-type: none"> Point to the image until the mouse pointer becomes a four-headed arrow. Drag the image to the desired location.
Rotate a clip art image	<ul style="list-style-type: none"> Click the clip art image to display its border. Point to the rotate handle above the clip art's top border until the mouse pointer becomes a circular arrow. Drag left or right to rotate the image.
Format a clip art image	<ul style="list-style-type: none"> Click the clip art image to display its border. Choose Format→Picture Styles and then choose a command.

DEVELOP YOUR SKILLS PP03-D04

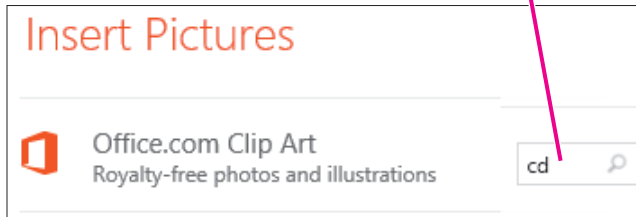
Insert and Format Clip Art

In this exercise, you will work with the Ribbon to insert and format an image on your slide.

1. Save your file as **PP03-D04-Animation-[FirstInitialLastName]**.
2. Display the **title slide**.
3. Choose **Insert→Images→Online Pictures** .

4. Follow these steps to insert clip art on the title slide:

- A Type **cd** in the Office.com search box and then tap **Enter**.



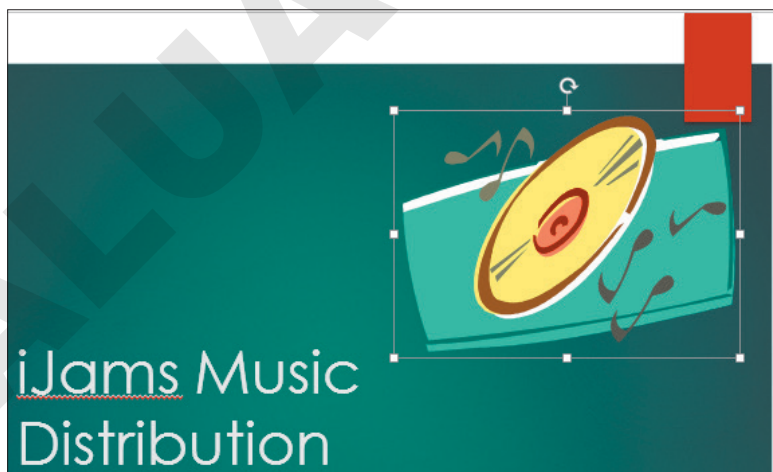
- B Scroll through the results and find a suitable image. Your selection may differ from the figure.
- C Click once on the image thumbnail.
- D Click **Insert**.

Size and Position the Image

Next, you will use the *Format* contextual tab to experiment with effect options.

5. Drag the image to the top of the slide so it no longer overlaps the text. Then drag the top-right corner handle toward the top-right corner of your slide to enlarge the image proportionately.

Be careful not to size it too large; the image should still fit on the slide.

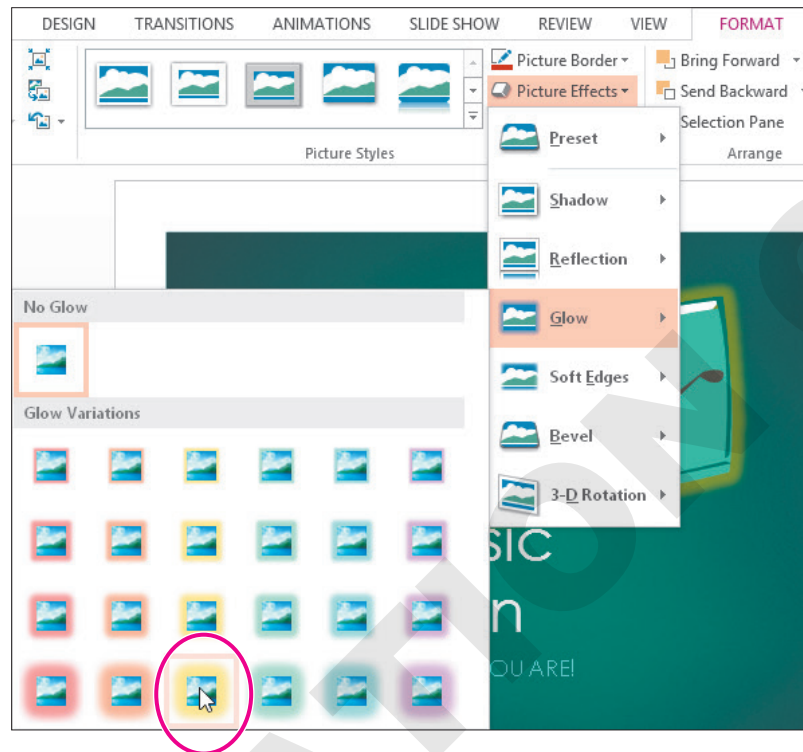


6. Choose **Format**→**Arrange**→**Align**→**Align Center**.
*Selecting an image object forces the display of the contextual *Format* tab.*
7. Make sure the image displays handles to indicate it is selected and then choose **Format**→**Picture Styles**→**Picture Effects**.

8. Roll your insertion point over several of the items in the **Picture Effects** gallery to view a Live Preview of each effect.

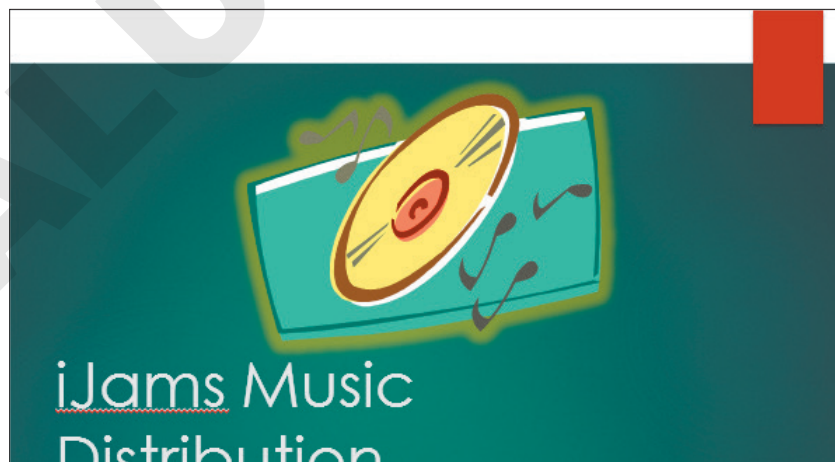
As you have seen with other commands, Live Preview makes it easy to anticipate the effect of a command without the need to undo it if you don't like the effect.

9. Choose **Format**→**Picture Styles**→**Picture Effects**→**Glow**→**Gold, 18 pt glow, Accent color 3**.



PowerPoint applies a glowing effect to the edge of the image.

10. If necessary, resize and move your image so it doesn't overlap the text.



11. Save your presentation.

Adding Other Graphics

Video Library <http://labyrinthelab.com/videos> Video Number: PP13-V0305

Sometimes you just can't find that perfect image through clip art. Often you can incorporate more-unique and personal imagery if you take your own pictures or download professional photographs from a commercial website. PowerPoint 2013 includes tools and features to make the most of your images, including the ability to remove a background and add artistic effects.

Removing a Background

Many times a photograph contains more than what you need. In the past, it was necessary to use a graphics-editing program to remove the background or other unwanted elements. PowerPoint 2013 includes a feature that allows you to remove backgrounds with just a few clicks. When removing a background, the original picture is not harmed, because PowerPoint works on a copy of the picture embedded in the slide. Additionally, nothing is actually removed from the picture. PowerPoint just hides areas of the picture that you mark to be removed. The hidden areas can always be made visible again. You can adjust the settings of the removal tool at any time after the background's initial removal, so there is no need to worry about getting it perfect on your first try.

The Background Removal tool overlays in purple the areas to be removed.



With just a few clicks, the background can be removed.



DEVELOP YOUR SKILLS PP03-D05

Remove a Background

In this exercise, you will insert a picture and remove the background.

1. Save your file as **PP03-D05-Animation- [FirstInitialLastName]**.
2. Scroll down the Slides pane, if necessary, and select the **Artist Successes** slide.
3. Choose **Insert→Images→Pictures**.
4. Navigate to your **PP2013 Lesson 03** folder, select the **PP03-D05-Guitarist** picture, and click **Insert**.

The picture is inserted on the slide, but contains more imagery than we need.

Remove the Background

5. Drag the picture up so its top snaps to the top of the slide.
6. Drag the bottom handle down until the bottom of the picture snaps to the bottom of the slide.

The picture now covers the whole slide.

7. Choose **Picture Tools**→**Format**→**Adjust**→**Remove Background**.

PowerPoint places a rectangular border inside the picture and does its best to guess what you want to remove. A purple overlay indicates the content that will be removed. You will adjust this.

8. Drag the top-right handle of the rectangular box inside the picture so it snaps to the top-right corner of the picture.
9. Drag the bottom-left handle of the rectangular box down and right so the entire guitar is inside the box.

Your slide should resemble the following figure, but it will not be exact.

When you resize the box inside the picture, PowerPoint adjusts the purple overlay. The overlay still needs to be adjusted so you can see the whole guitarist.



10. Choose **Background Removal**→**Refine**→**Mark Areas to Keep**.

11. Follow these steps to adjust the overlay:

A Point to the top of the left shoulder and drag down to the bottom of the elbow to tell PowerPoint not to remove this area.

B Point to the left edge of the guitar and drag right to keep this area.

C Drag over any other purple on the guitarist or the guitar.



12. Choose **Background Removal**→**Refine**→**Mark Areas to Remove**.

13. Follow these steps to define areas to be removed:

A Drag over the background to tell PowerPoint to remove this area.

B Drag over this section to remove it as well.



14. You will probably have to go back and forth with the **Mark Areas to Keep** and **Mark Areas to Remove** buttons as you continue to tweak the purple overlay.



15. Choose **Background Removal**→**Close**→**Keep Changes**.

16. Drag the image to the right so all three bulleted paragraphs are visible. If your slide doesn't resemble the following figure, choose **Picture Tools**→**Format**→**Adjust**→**Remove Background** to adjust the overlay.

Part of the image extends to the right beyond the slide. While it may look strange in Normal view, it will look fine as a slide show. The areas outside the slide will not display.

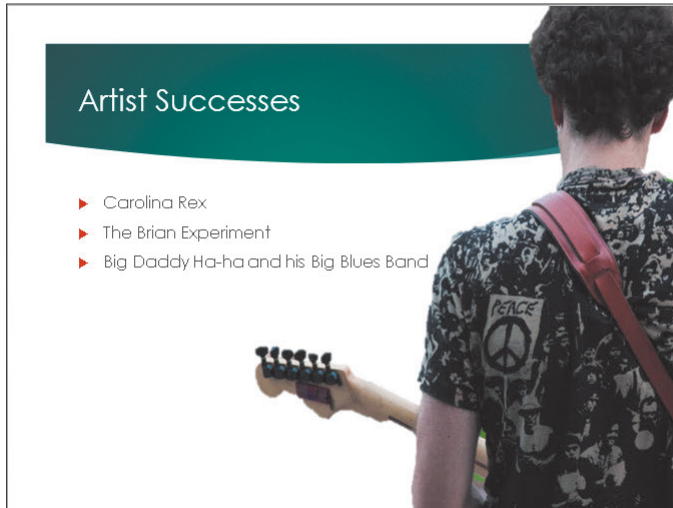


17. Save your presentation.

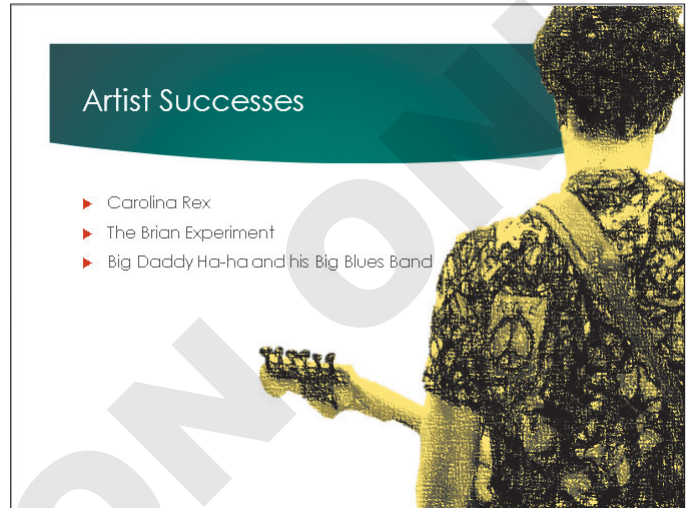
Applying Artistic Effects

Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0306

PowerPoint 2013 includes artistic effects that can be applied to pictures, making photographs look like pencil sketches, cement, or pastels. Additionally, pictures can be recolored to create a color cast that blends with your theme.



The picture before any effect has been applied



The picture after the Pencil Sketch and Recolor effects have been applied

QUICK REFERENCE	MODIFYING PICTURES
Task	Procedure
Remove a background	<ul style="list-style-type: none"> ■ Select the picture and choose Picture Tools→Format→Adjust→Remove Background. ■ Adjust the marquee to include the portion of the picture you want to keep. ■ Choose Background Removal→Refine→Mark Areas to Keep and drag over additional areas to include. ■ Choose Background Removal→Refine→Mark Areas to Remove and drag over additional areas to exclude. ■ Choose Background Removal→Refine→Keep Changes. ■ Choose Picture Tools→Format→Adjust→Remove Background to adjust the background removal at any time.
Apply artistic effects	<ul style="list-style-type: none"> ■ Select the picture and choose Picture Tools→Format→Adjust→Artistic Effects. ■ Choose an effect to apply the default settings, or choose Artistic Effects Options to customize the settings. ■ If you choose to customize, choose an effect from the drop-down menu, adjust the settings, and click Close.

DEVELOP YOUR SKILLS PP03-D06**Apply Artistic Effects**

In this exercise, you will apply artistic effects to a picture to enhance its visual appeal.

1. Save your file as **PP03-D06-Animation- [FirstInitialLastName]**.
2. If necessary, select the picture on the sixth slide, **Artistic Successes**.
3. Choose **Picture Tools**→**Format**→**Adjust**→**Artistic Effects**.
4. Point to several effects to see how they change the picture on the slide. Notice that a ToolTip appears when you point to an effect, indicating its name.
5. Select the **Pencil Grayscale** effect.



6. Choose **Picture Tools**→**Format**→**Adjust**→**Color**.
7. Point to several color adjustments to see how they change the picture on the slide.
Notice the ToolTip that appears.
8. Select the **Teal, Accent Color 5 Light** adjustment.
9. Save your presentation.

Inserting a Screenshot

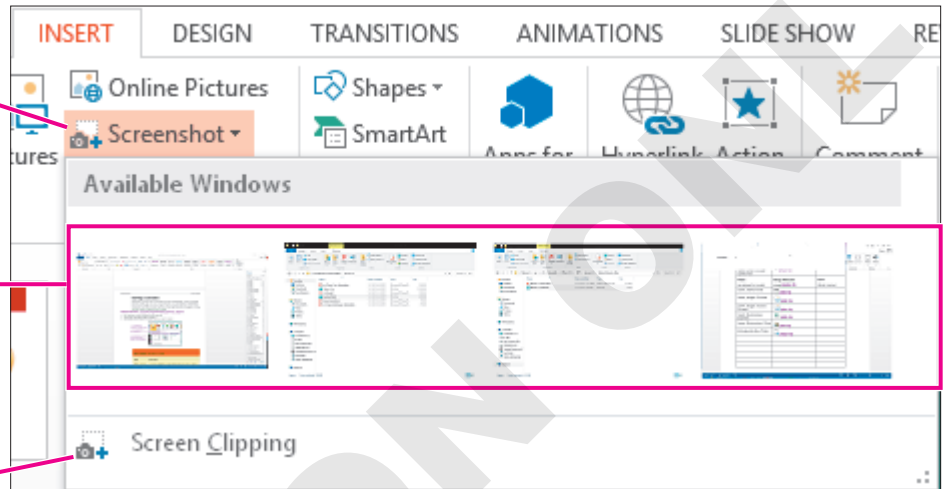
Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0307

Sometimes you may want to include a picture of something on your computer screen, such as a program window or web page, in a presentation. PowerPoint's Screenshot tool lets you insert a picture of any open window or program or drag on your screen to define an area to insert.

The Screenshot command is available on the Insert tab.

You can insert any open window as a picture.

You can drag on the screen to define an area to capture.

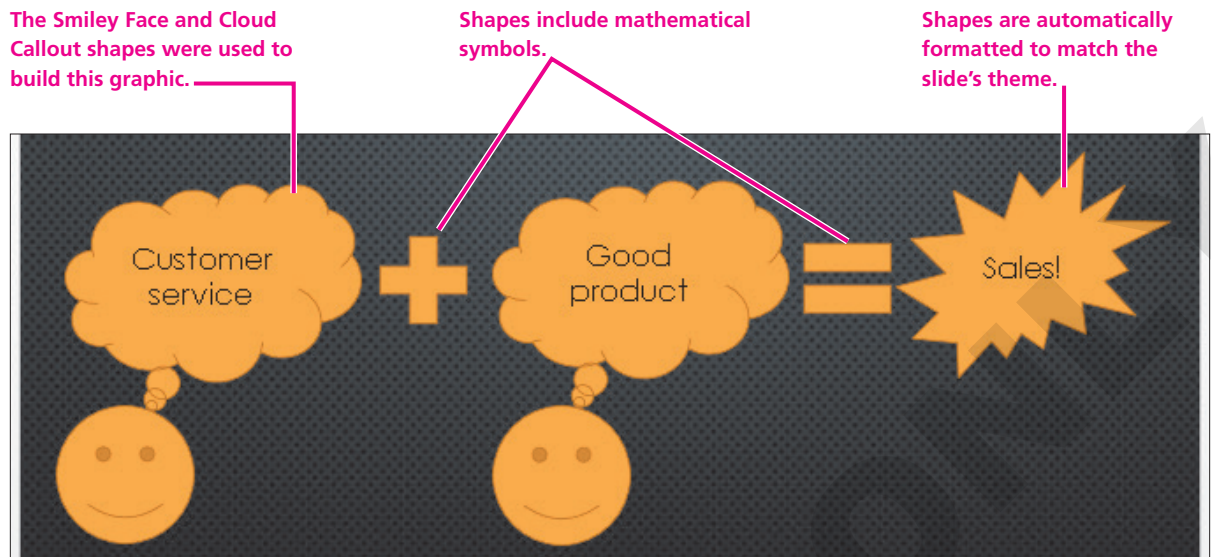


QUICK REFERENCE	INSERTING A SCREENSHOT
Task	Procedure
Insert a picture of an entire program window	<ul style="list-style-type: none"> Start the program or open the window you want to capture. Return to PowerPoint and choose the desired slide. Choose Insert→Images→Screenshot menu ▼→desired screenshot.
Insert a picture of a portion of the screen	<ul style="list-style-type: none"> Display the program or window you wish to insert. Return to PowerPoint and choose the desired slide. Choose Insert→Images→Screenshot menu ▼→Screen Clipping. Drag to define the area you wish to insert, or tap [Esc] to leave the Screen Clipping tool.

Working with Shapes

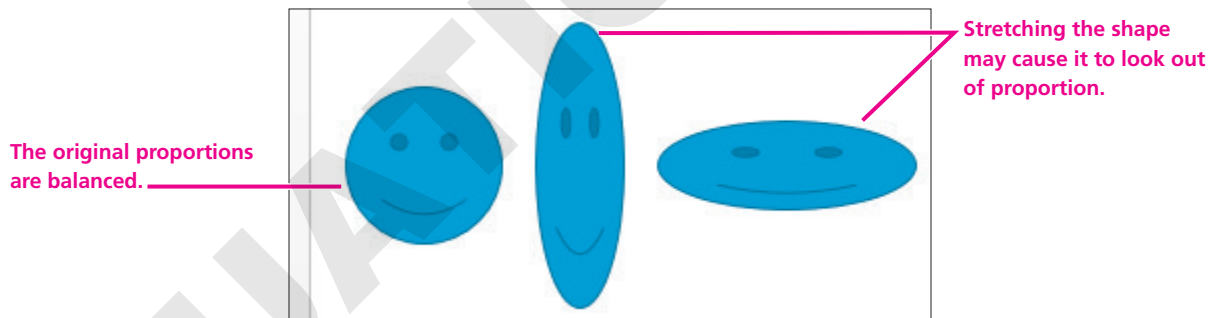
Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0308

PowerPoint offers more than 150 shapes that you can add to your slides. You can use these shapes to build your own custom flowcharts, mathematical equations, speech and thought bubbles, or other design. Shapes can even include text.



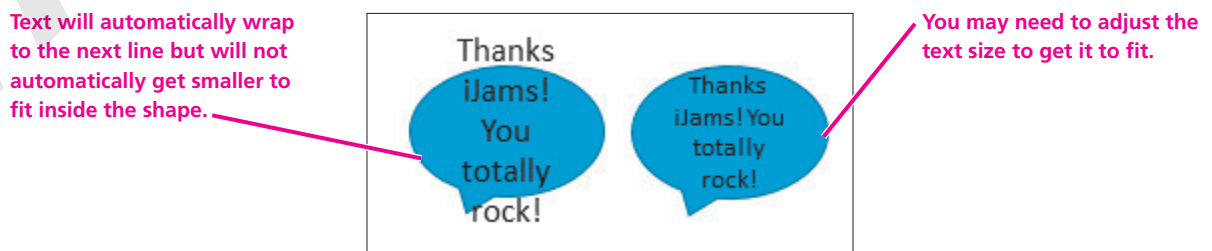
Adding a Shape

When adding a shape to a slide, you can stretch it to make it wider/narrower or taller/shorter. All shapes are preformatted with a specific ratio of width to height, so stretching a shape can sometimes make it appear unbalanced. You can use the **Shift** key to maintain the original width-to-height ratio.



Adding Text to a Shape

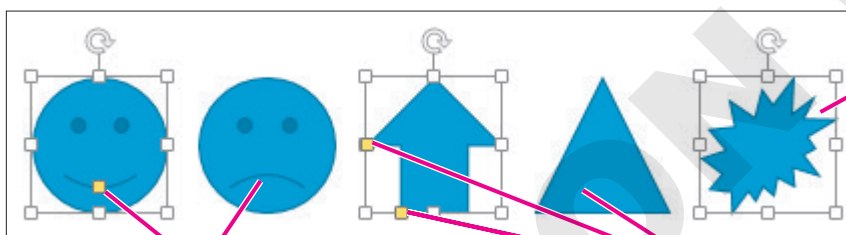
You can easily add text to a shape, but the text does not automatically resize itself to fit nicely. Text will, however, automatically wrap to the next line so there is no need to tap **Enter** as you type.



QUICK REFERENCE	ADDING SHAPES
Task	Procedure
Add a shape	<ul style="list-style-type: none"> Choose Insert→Illustrations→Shapes ▼. Select the desired shape and then drag on the slide to draw the shape. Hold [Shift] as you drag the shape to maintain the original proportions.
Add text to a shape	<ul style="list-style-type: none"> Add a shape to a slide. With the shape selected and displaying a solid border, start typing.

Resizing a Shape

Shapes can be resized and rotated just like clip art. Additionally, some shapes include a yellow square that you can use to change the shape's properties. For example, you can change the Smiley Face shape to a frown or you can change the head and body of an arrow shape.



The Smiley Face shape can be changed to a frown by dragging the yellow square.

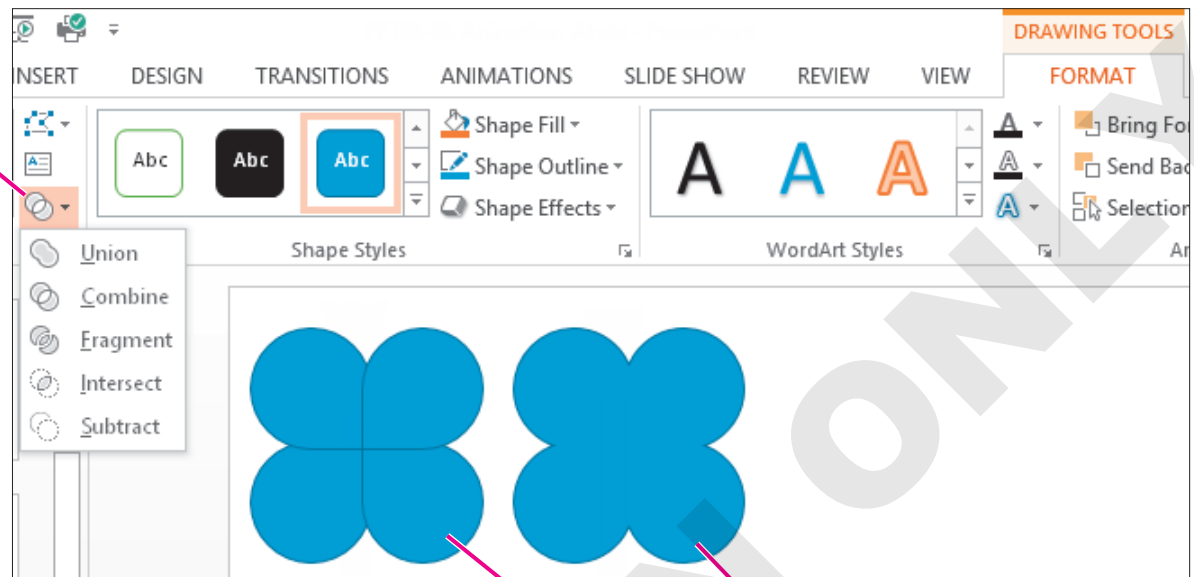
You can adjust the head and body of the Up Arrow shape by dragging the yellow squares.

Not all shapes can be manipulated this way. This Explosion shape has no yellow square.

Merging Shapes

New in PowerPoint is the ability to merge shapes. This feature allows you to create your own custom shape by combining existing shapes into a single one. The benefit of this is that your new custom shape has a single outline and truly looks like a single shape rather than several overlapped shapes.

The Merge Shapes command is available from the Drawing Tools→Format tab.



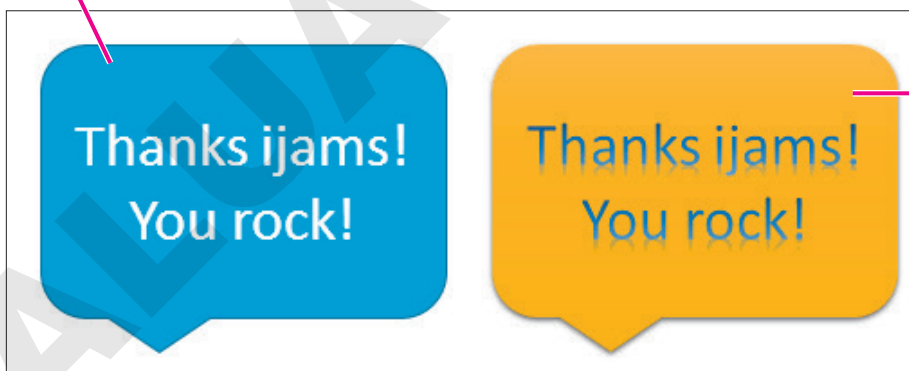
Non-merged shapes look like they are overlapped.

Merged shapes have a single outline.

Formatting Shapes and Shape Text

While shapes and the text they contain are automatically formatted to match the slide's theme, you may want a more exciting look such as a drop-shadow or three-dimensional effect. Adding a Shape Style or WordArt Style can make your shape graphics really pop.

This is the original shape and text.



Here, a Shape Style and a WordArt Style have been applied to the shape and text.

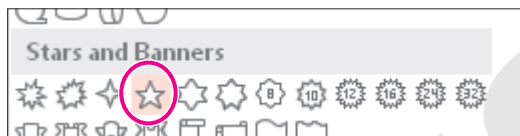
QUICK REFERENCE	FORMATTING A SHAPE AND SHAPE TEXT
Task	Procedure
Format a shape	<ul style="list-style-type: none"> ■ Select the desired shape. ■ Choose a command from Drawing Tools→Format→Shape Styles.
Format shape text	<ul style="list-style-type: none"> ■ Select the desired shape. ■ Choose a command from Drawing Tools→Format→WordArt Styles.

DEVELOP YOUR SKILLS PP03-D07

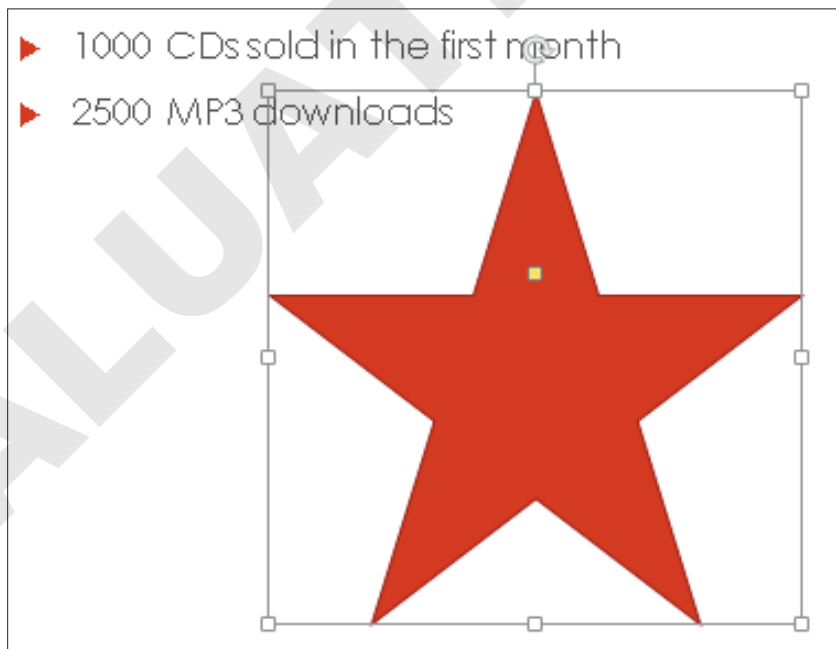
Add and Format a Shape with Text

In this exercise, you will add and format a shape with text.

1. Save your file as **PP03-D07-Animation- [FirstInitialLastName]**.
2. Display the seventh slide, **Carolina Rex**.
3. Choose **Insert**→**Illustrations**→**Shapes** ▼→**Stars and Banners**→**5-Point Star**.



4. Hold **[Shift]** as you drag on the slide to create a star shape.



5. Type the following: **Top Seller!**

Your star shape should resemble this figure, though your text may fit on a single line.



6. Click the dashed border of the shape so it turns solid.

When the shape is selected, you can format its text.

7. Choose **Home**→**Font**→**Font Size** ▼→**44**.

The font size increases, but the text no longer fits nicely inside the shape. You will fix this in the next few steps.

Customize the Shape

8. Follow these steps to change the shape of the star and make the text fit nicely:



A Drag the **yellow square** up a little bit to change the shape of the star.

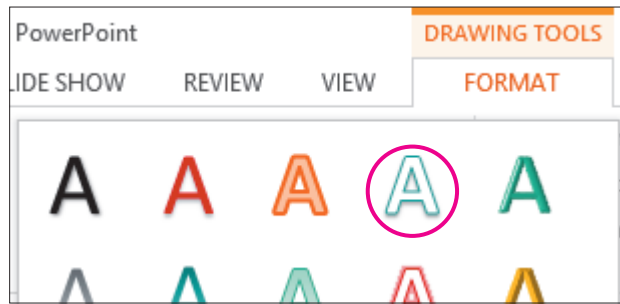
B Try to match your star shape to the figure. You may have to drag the yellow diamond up or down.

Format the Shape and Text

9. Choose **Drawing Tools**→**Format**→**Shape Styles**→**More**→**Intense Effect – Purple, Accent 6**.

The shape changes color and appears three-dimensional. However, the text remains the same.

10. Choose **Drawing Tools**→**Format**→**WordArt Styles**→**More**→**Fill – White, Outline – Accent 1, Shadow**.



The text within the shape changes.

11. If necessary, change the size of the star shape so the text fits on two lines.
12. Save your presentation.

Working with Slide Transitions

Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0309

A **slide transition** is the **animation** between slides. Used properly, these transitions can add zest and excitement to your presentation and provide a distinct breaking point between slides. PowerPoint 2013 includes many transitions that are often used in video production, such as 3-D rotations and other animated effects.



The Vortex transition occurring between two slides



Consistency within a presentation helps keep the audience focused. Avoid using different transitions within a single presentation.

Creating Transitions in Slide Sorter View

Most of the time, you will want to apply the same transition to the entire presentation. Maintaining a consistent transition style looks more professional (less haphazard) and is less distracting for the audience. Using the Slide Sorter view is a quick and easy way to accomplish this task. You can apply transitions to a single slide, multiple slides, or all slides in a presentation. When you apply a transition, it animates the change from one slide to another, not individual elements of the slide.

Selecting Slides for Transitions

To easily select all slides in a presentation from Slide Sorter view, click to select any slide and then press **[Ctrl] + [A]**. All slides will be selected. Then, choose Transitions→Transitions to This Slide and select a transition effect. The transition will be applied to all selected slides. You can also use this method from the Normal view's Slides panel to select all slides in a presentation.

To apply a transition to a single slide, select a single slide in either Normal or Slide Sorter view and then choose a slide transition. The transition will be applied to the selected slide.

The Transitions Tab

The Transitions tab contains the Transitions to This Slide group, which you use to implement your slide transitions. The Transitions tab contains commands to apply transitions, sound, and other transition options.

The screenshot shows the PowerPoint ribbon with the **TRANSITIONS** tab selected. Annotations point to the following features:

- Preview:** You can preview the transition or apply one to the selected slide(s) with a click from this area.
- Transition to This Slide:** Use the scroll bar or the More button to view all available transitions.
- Effect Options:** Specify options for the selected transition.
- Sound:** Select an optional sound effect to play during the transition.
- Duration:** Specify the length of the transition.
- Advance Slide:** Here you can choose how to navigate through slides.
- Apply To All:** Apply the transition and options to all slides in the presentation.
- Preview (bottom left):** Preview the transition.

QUICK REFERENCE

ADDING TRANSITIONS TO A PRESENTATION

Task

Add transitions to an entire presentation

Set a transition for individual slides

Procedure


- From Slide Sorter view, press **[Ctrl] + [A]**.
- Choose Transitions→Transition to This Slide and select the desired transition.
- Select the desired slide(s). (Remember that transitions are seen when navigating to a slide when a slide loads.)
- Choose Transitions→Transition to This Slide and select the desired transition.

DEVELOP YOUR SKILLS PP03-D08

Apply Transition Effects

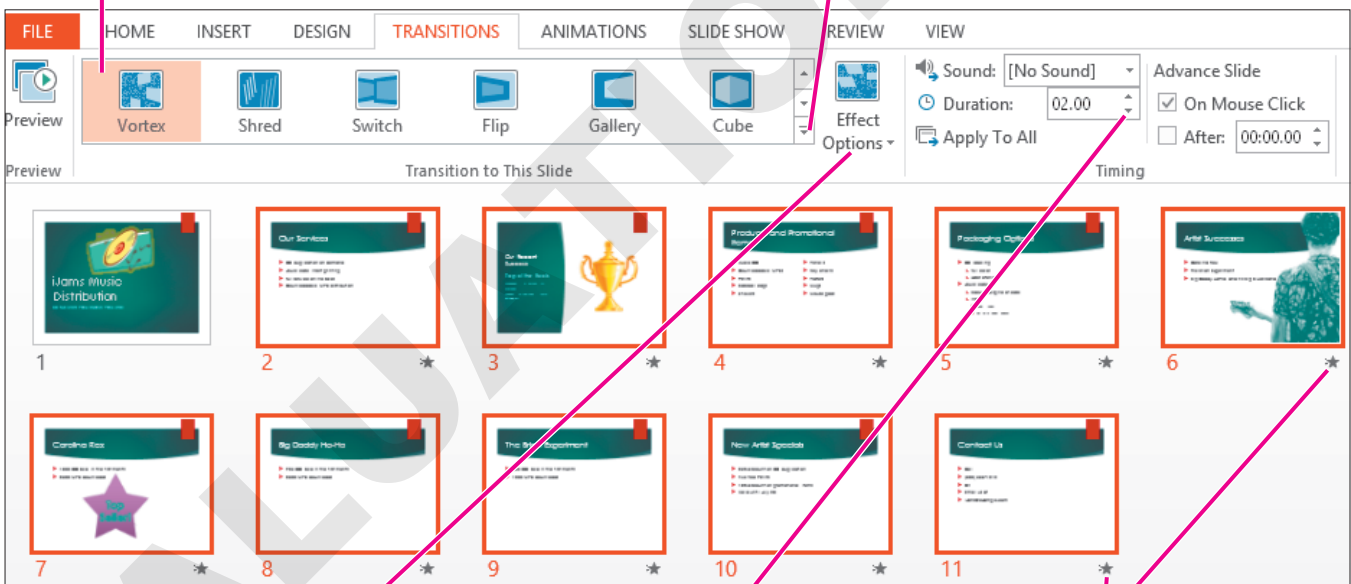
In this exercise, you will apply a transition to all slides except the title slide to make the slide show more interesting.

Choose Transition Effects

1. Save your file as **PP03-D08-Animation- [FirstInitialLastName]**.
2. Choose **View**→**Presentation Views**→**Slide Sorter** .
3. Choose the **Transitions** tab.
4. Click the **Our Services** slide to select it.
5. Use **[Shift]** + click on the **Contact Us** slide.
Slides 2–11 are selected.
6. Follow these steps to apply a transition effect to the selected slides:

B Choose **Vortex**. A preview of the transition appears on each slide.

A Click the **More** button and locate the Exciting category.



C Tap **[Esc]** to stop the transition from previewing.

D Set the Effect Options to **From Top**. Then tap **[Esc]** to stop the previews.

E Click the **Down** button repeatedly to set the Duration to **2.00**.

F Notice the star icons indicating a transition effect for the slides.

The title slide does not have the star icon because there is no transition applied to it.

Run the Presentation

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

The title slide appears without a transition. The title slide would have opened with the Vortex transition if you had applied the transition to it.

8. Click the mouse button to advance to the next slide.

The Vortex transition effect displays as the slides advance.

9. Continue to click the mouse button until you reach the end of the presentation and the Slide Sorter window reappears.

10. Save your presentation.

Using Slide Animation

Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0310

Whereas transitions are applied to slides as a whole, animations are applied to individual objects *within* a slide. Animations begin only after any transition effect is completed. Some examples of animation include the following:

- A clip art image that moves across the slide to its final location
- A slide that starts out empty, and then has a title and other elements that fade into view with a mouse click
- Bulleted paragraphs that fly in from the bottom of the slide, one by one, each time the presenter clicks with the mouse



Less is more. Animation can distract an audience, so use it sparingly.

Adding Animations

PowerPoint offers more than 40 animations you can add to objects on a slide by using a single command. For example, the Fade animation tells PowerPoint to gradually make objects on a slide fade into view after any transition effect is completed.

None removes an animation from an object.

Commonly used animations are available from the Animations tab on the Ribbon.

Point to an animation to preview it. Click an animation to apply it.

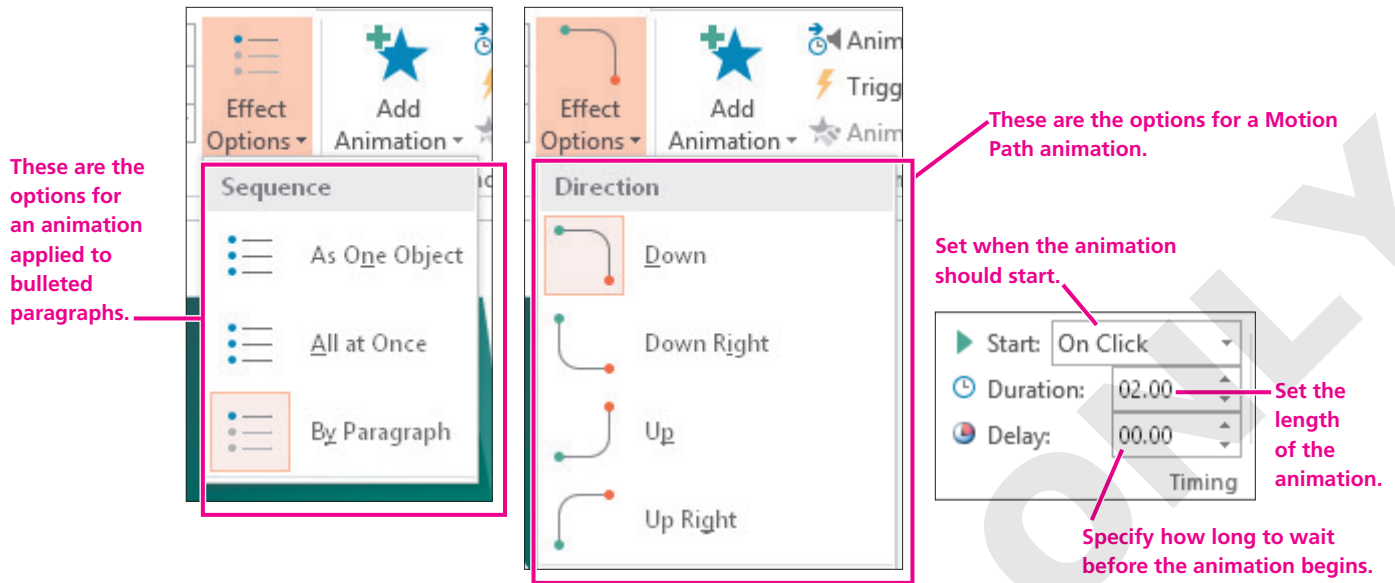
Animations not represented by icons within the gallery can be accessed here.

Additional animations may be previewed by scrolling down.

The screenshot shows the **ANIMATIONS** tab on the ribbon. It includes a **None** button at the top left. Below it are categories: **Entrance** (Appear, Fade, Fly In, Float In, Split, Wipe, Shape, Wheel, Random Bars, Grow & Turn, Zoom, Swivel, Bounce) and **Emphasis** (Pulse, Color Pulse, Teeter, Spin, Grow/Shrink, Desaturate, Darken, Lighten, Transparency, Object Color, Completeness, Line Color, Fill Color, Brush Color, Font Color, Underline, Bold Flash, Bold Reveal, Wave). A scrollable list at the bottom provides access to **More Entrance Effects...**, **More Emphasis Effects...**, **More Exit Effects...**, **More Motion Paths...**, and **OLE Action Verbs...**.

Setting Animation Options

After applying an animation to an object, you will likely want to set the animation options to control exactly how the animation effect works. The available options differ based on whether the animation was applied to text or an image. The options also differ based on the animation itself. Additionally, you can set timing options to control the speed of the animation.




QUICK REFERENCE	ADDING ANIMATION TO SLIDES
Task	Procedure
Apply a common animation to an object on a slide	<ul style="list-style-type: none"> ■ Display the slide containing the object(s) to be animated. ■ Select the object (text object, picture, etc.) on the slide you wish to animate. ■ Choose Animations→Animation; choose the desired animation.
Set animation options	<ul style="list-style-type: none"> ■ Select the object containing the animation. ■ Choose Animation→Animation→Effect Options menu ▼ and then choose the desired option. ■ Set the options in the Animation→Timing group if desired.
Remove an animation	<ul style="list-style-type: none"> ■ Select the object containing the animation. ■ Choose Animation→Animation→None.

DEVELOP YOUR SKILLS PP03-D09

Apply Animation to Bulleted Paragraphs

In this exercise, you will apply an animation to text objects on a slide to draw attention to them.

1. Save your file as **PP03-D09-Animation- [FirstInitialLastName]**.
2. Choose **View→Presentation Views→Normal** .
3. Display the **Our Services** slide.
4. Click once in the **bulleted text** so a dashed border appears around the text box.
5. Choose **Animations→Animation→More→Entrance→Float In**.

The animation previews, and you see each first-level paragraph animate across the slide.

6. Choose **Animations**→**Animation**→**Effect Option**→**Float Down** to have the paragraphs animate from the top of the slide down.
The numbers next to each bulleted paragraph indicate the order in which the animation is applied. By default, each paragraph will animate after a mouse click.
7. Choose **Slide Show**→**Start Slide Show**→**From Beginning** to start the slide show.
8. Click anywhere with the mouse to advance to the second slide.
The transition effect animates, but no bulleted paragraph appears yet.
9. Click anywhere with the mouse.
The first bulleted paragraph animates into view.
10. Continue clicking until all four bulleted paragraphs are visible and the slide show advances to the third slide, Our Recent Success.
11. Tap **[Esc]** to end the slide show and return to Normal view.
12. Save your presentation.

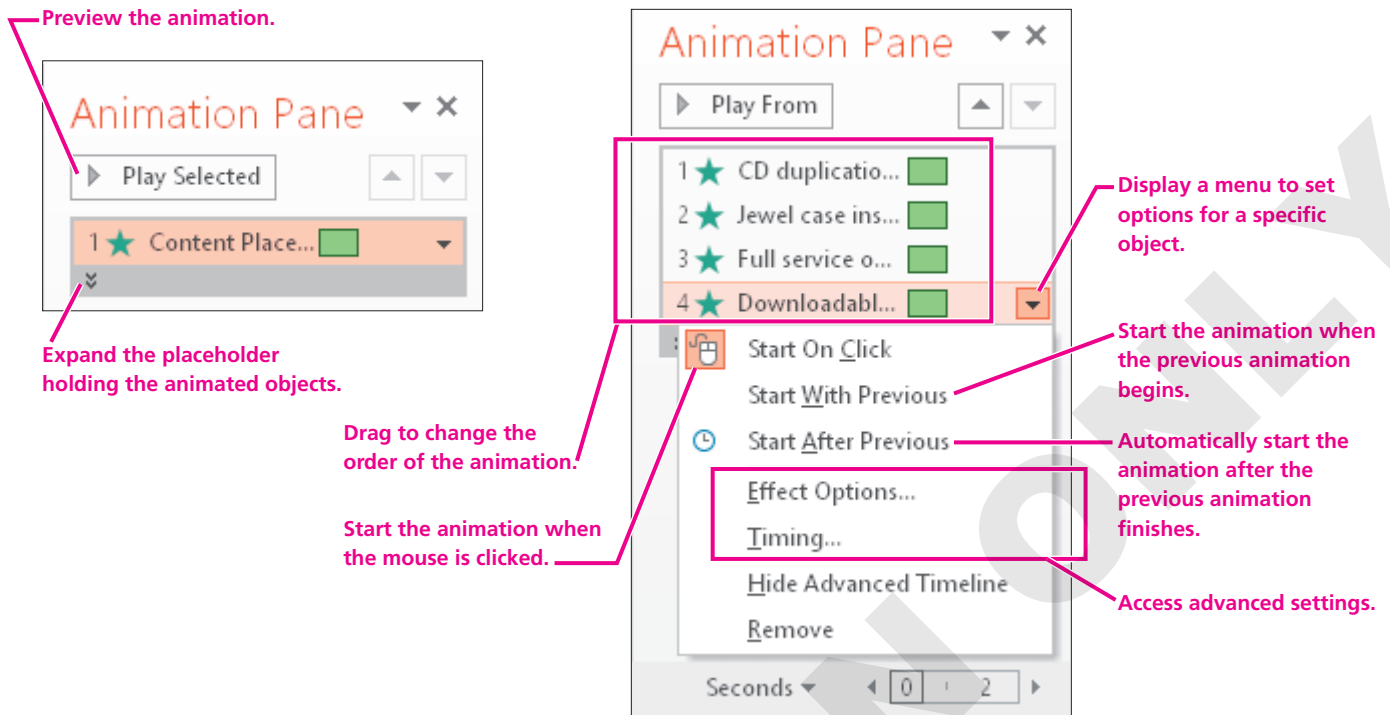
Using the Animation Pane

Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0311

By using the Animation pane, you have many more choices for effects than you have in the animation menu you used previously. You can also individually set the animation for each element on a slide. When using the Animation pane, you can control the visual effects, timing, and sequencing of the animation process. For example, rather than having to click each time to display the next animated bulleted paragraph, you can set it so that the animation starts automatically after the slide transition and continues until all objects on the slide have been animated.

Budgeting Your Time

Using the Animation pane to customize each animation is a time-consuming process. Be prepared to spend a significant amount of time selecting each animated object individually and then setting its options. The following figure describes the options on the Animation pane.

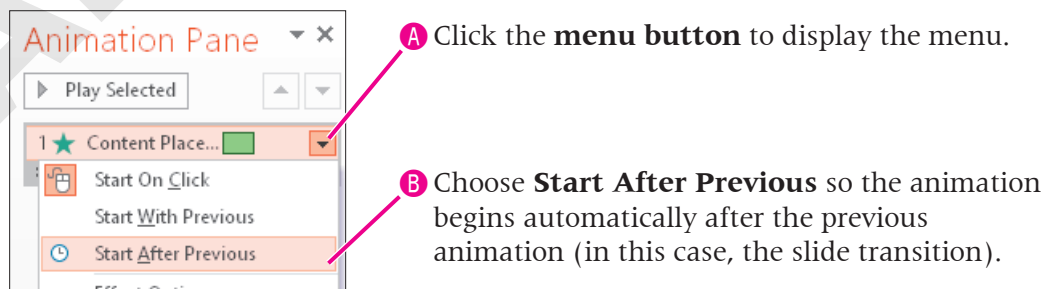


DEVELOP YOUR SKILLS PP03-D10

Use the Animation Pane

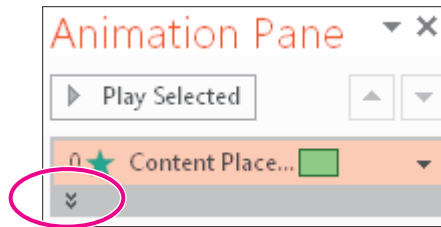
In this exercise, you will use the Animation pane to configure the bulleted paragraphs to animate automatically after the slide transition completes. This reduces the need for you to click constantly during a slide show.

1. Save your file as **PP03-D10-Animation- [FirstInitialLastName]**.
2. Display the second slide, **Our Services**.
3. Click once in the bulleted text so a dashed border appears around the text box.
4. Choose **Animations**→**Advanced Animation**→**Animation Pane**.
The Animation pane displays on the right side of the screen.
5. Follow these steps to begin to configure the advanced animation settings:

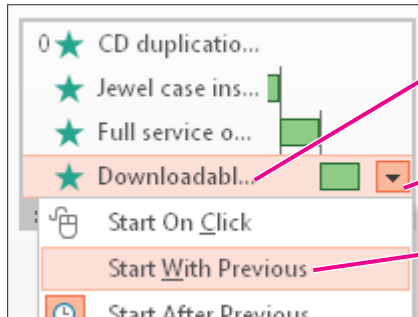


Notice that the numbers next to each bulleted paragraph in the Animation panel have changed to zeros, indicating their animations all happen at the same time, automatically, after the slide transition.

6. Click the **Click to Expand Contents** bar to show each individual paragraph.



7. Follow these steps to customize the animation for the last paragraph:



A Click once on the **Downloadable** item to display the menu button.

B Click the menu button to display the menu.

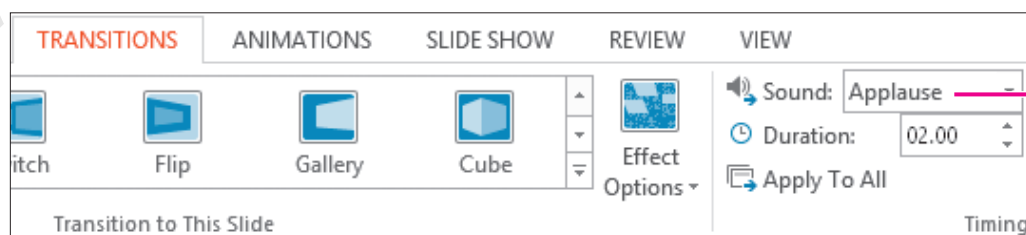
C Choose **Start With Previous** to begin this animation with the previous one (in the previous bulleted paragraph).

8. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
9. Click anywhere with the mouse to advance to the second slide.
The bulleted paragraphs animate automatically after the slide transition ends. Each animation happens sequentially, except for the last bulleted paragraph, which animates with the previous item.
10. Tap **[Esc]** to end the slide show and return to Normal view.
11. Save your presentation.

Adding Sound Effects

Video Library <http://labyrinthlab.com/videos> Video Number: PP13-V0312

PowerPoint 2013 provides audio clips and sound effects to accompany or accentuate your slide elements. For example, you may attach sound effects to slide transitions or animations. You can use the Transitions tab to add a sound to a slide transition or the Animation pane to add a sound to an animation.



An example of a sound effect added to a slide transition

Adding a Sound Effect to an Animation

Sometimes you don't want a sound effect to play during a slide transition, but rather when an animation causes an object to move across the slide. The following table describes the steps used to apply sound effects to animations.

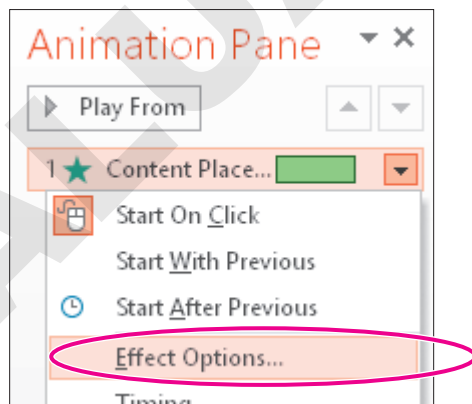
QUICK REFERENCE	ADDING SOUND TO SLIDES
Task	Procedure
Add sound to an animation	<ul style="list-style-type: none"> ■ Display the slide with the animation to which you wish to add sound (or add an animation to the slide object). ■ Choose Animations→Advanced Animation→Animation Pane. ■ Click the menu button for the object to receive sound and choose Effect Options. ■ In the Enhancements section of the dialog box, choose the sound you wish to apply; click OK.
Add sound to a transition	<ul style="list-style-type: none"> ■ Select a slide from the Slides panel or Slide Sorter view. ■ Choose Transitions→Timing→Sound menu and then select a sound effect. The sound will play as the selected slide loads.

DEVELOP YOUR SKILLS PP03-D11

Apply Sound Effects

In this exercise, you will apply two sounds to the presentation to enhance an animation.

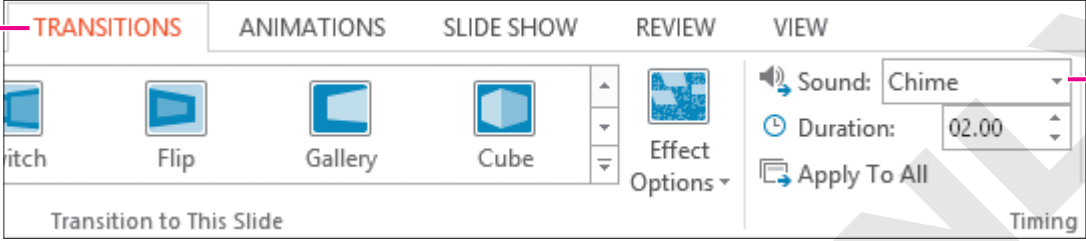
1. Save your file as **PP03-D11-Animation- [FirstInitialLastName]**.
2. Choose the **Our Recent Success** slide and then select the clip art object.
3. Choose **Animations→Animation→More→Entrance→Bounce**.
4. Click the drop-down menu for the clip art animation in the Animation pane and choose **Effect Options**.



5. Click the **Sound drop-down menu** in the Effect tab and choose the **Applause** sound effect.
6. Click **OK**, and the animation and sound will be previewed.

Apply a Transition Sound Effect

7. Display the **Our Services** slide.
8. Follow these steps to add a transition sound effect:




The screenshot shows the PowerPoint ribbon with the **TRANSITIONS** tab selected. The ribbon includes icons for **Switch**, **Flip**, **Gallery**, and **Cube**, followed by an **Effect Options** dropdown. Below these icons is the text "Transition to This Slide". To the right, the **Timing** section shows **Sound:** set to **Chime**, **Duration:** set to **02.00**, and an **Apply To All** button. A pink bracket labeled **A** points to the **TRANSITIONS** tab, and another pink bracket labeled **B** points to the **Sound: Chime** dropdown.

A Display the **Transitions** tab.

B Select the **Chime** sound from the Sound menu.

PowerPoint applies the Chime sound to the transition effect for this slide.

9. Choose **Slide Show**→**Start Slide Show**→**From Beginning** .
10. Navigate through the presentation until you hear the applause and see the Bounce animation on the Our Recent Success slide.



You may not be able to hear the sound effect if your computer does not have speakers.

11. Press the **[Esc]** key to end the slide show early and return to Normal view.
12. Close the **Animation pane**.



13. Save your presentation and exit **PowerPoint**.

Concepts Review

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz by choosing the appropriate access option below.

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

Reinforce Your Skills



REINFORCE YOUR SKILLS PP03-R01


Work with Images

In this exercise, you will add clip art to the Kids for Change animation presentation to add visual interest.

Prepare a Slide for ClipArt

1. Start **PowerPoint**. Open **PP03-R01-KidsClipArt** from the **PP2013 Lesson 03** folder and save it as **PP03-R01-KidsClipArt- [FirstInitialLastName]**.
2. Choose the **Events** slide (the second slide).
3. Choose **Home**→**Slides**→**Layout**→**Two Content**.

Insert ClipArt

4. Click the **Online Pictures**  icon on the slide to display the Insert Pictures search window.
5. Type **calendar** in the Office.com search box and tap **Enter**.
6. Scroll through the results until you find an appropriate image.
7. Choose a clip art image that appeals to you and click **Insert**.

Move and Size Clip Art

8. Drag any of the image's corner handles to resize it so it fills the right half of the slide.
9. Drag from the center of the image to move and position it so it does not overlap any text.
10. Drag the rotate handle above the top edge of the image to rotate it slightly for visual interest.

Format Clip Art

11. Locate the **Picture Tools**→**Format**→**Picture Styles** group of commands.
12. Point to several of the thumbnail samples in the **Picture Styles gallery** to preview them and then click one to apply it. Choose a style that works well with your image. The following figure shows the **Reflected Rounded Rectangle** style applied.



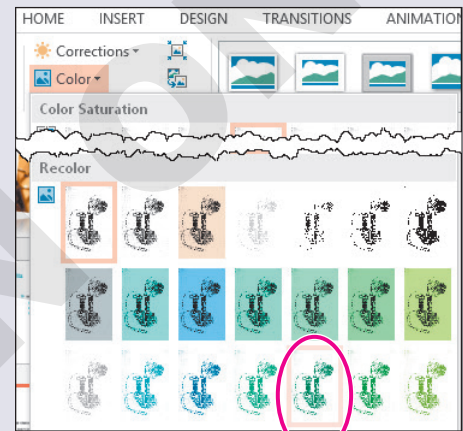
Remove a Background

13. Display the **Contact Us** slide.
14. Choose **Insert**→**Images**→**Pictures**.
15. Browse to your **PP2013 Lesson 03** folder and insert the **PP03-R01-Phone** image.
16. With the phone image selected on the slide, choose **Picture Tools**→**Format**→**Adjust**→**Remove Background**.
17. Drag the handles of the Background Removal border so the phone and wire are inside the border and then choose **Background Removal**→**Close**→**Keep Changes**.

Apply Artistic Effects

18. With the phone image selected on the slide, choose **Picture Tools**→**Format**→**Adjust**→ **Artistic Effects**→**Pencil Sketch**.
19. Choose **Picture Tools**→**Format**→**Adjust**→**Color**→**Recolor**→**Dark Green, Accent Color 4 Light**.
20. Move the phone, if necessary, so it is roughly centered below the phone number.
21. Save the changes and then exit **PowerPoint**. Submit your final file based on the guidelines provided by your instructor.

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



REINFORCE YOUR SKILLS PP03-R02

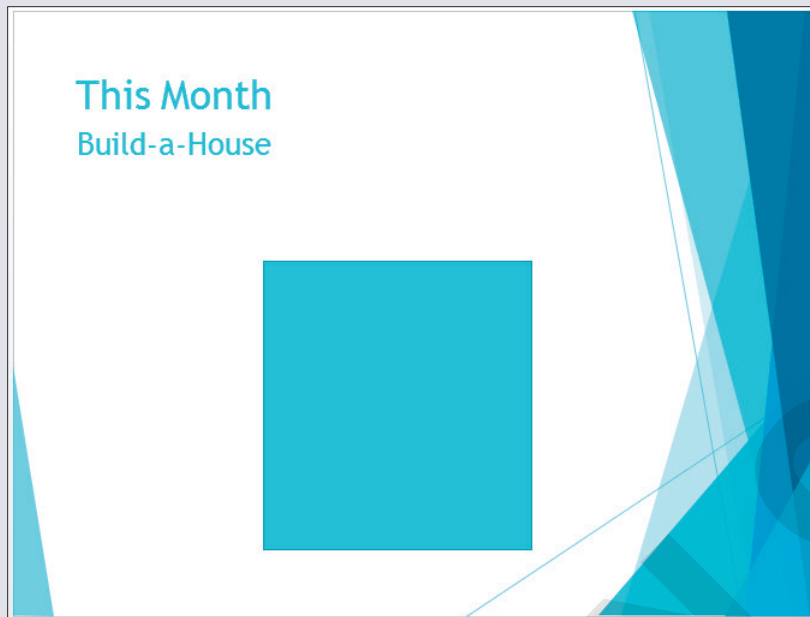
Add Shapes and Animations

In this exercise, you will create a custom shape of a house and incorporate animation to add visual appeal to the presentation.

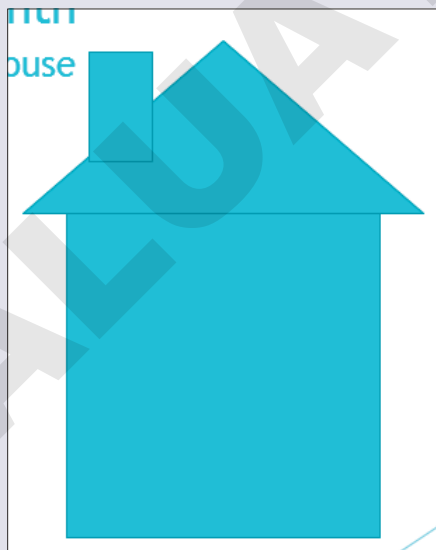
Add and Resize a Shape

1. Start **PowerPoint**. Open **PP03-R02-KidsAnimated** from the **PP2013 Lesson 03** folder and save it as **PP03-R02-KidsAnimated- [FirstInitialLastName]**.
2. Display the second slide, **This Month**.
3. Choose **Insert**→**Illustrations**→**Shapes**→**Rectangles**→**Rectangle**.

4. Drag on the slide to draw a rectangle. Resize and move it so it roughly matches this figure.

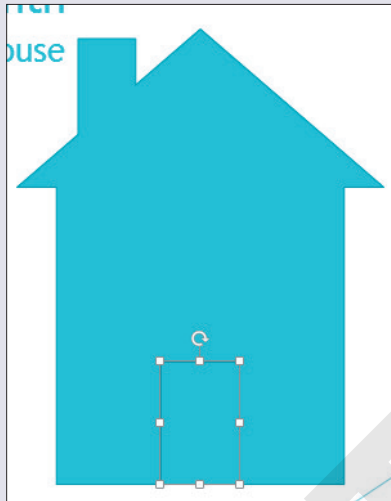
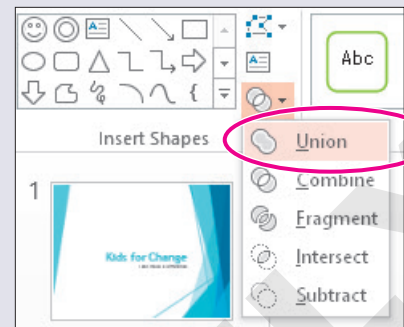


5. Choose **Insert**→**Illustrations**→**Shapes**→**Basic Shapes**→**Isosceles Triangle**.
6. Drag on the slide to draw a triangle to act as the roof of the house. Resize and move it so it roughly matches the figure in step 8.
7. Choose **Insert**→**Illustrations**→**Shapes**→**Rectangles**→**Rectangle**.
8. Drag on the slide to draw a small rectangle to act as a chimney. Resize and move it so it roughly matches this figure.

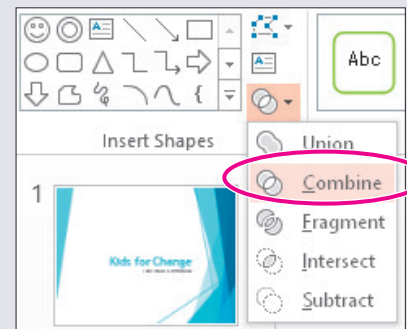


Merge Shapes

9. Click the large rectangle on the slide to select it, [Shift] + click the triangular roof, and [Shift] + click the small chimney so that all three shapes are selected.
10. Choose **Drawing Tools**→**Format**→**Insert Shapes**→**Merge Shapes**→**Union**.
11. Choose **Insert**→**Illustrations**→**Shapes**→**Rectangles**→**Rectangle**.
12. Drag on the slide to draw a rectangle to act as the door. Resize and move it so it roughly matches this figure.



13. Click the door shape to select it, if necessary, and then [Shift] + click the house so both shapes are selected.
14. Choose **Drawing Tools**→**Format**→**Insert Shapes**→**Merge Shapes**→**Combine**.



Format and Add Text to a Shape

15. Click the dashed border of the shape to select it.
16. Type **Home** [Enter] **Sweet** [Enter] **Home** [Enter].
17. Click the dashed border of the shape to select it.
18. Choose **Home**→**Font**→**Font Size**→**36**. If your text no longer fits in the shape, choose a smaller font size or adjust the size of the house shape.
19. Choose **Drawing Tools**→**Format**→**Shape Styles**→**More**→**Intense Effect – Blue, Accent 2** (the bottom thumbnail in the third column).

20. Resize and move the shape so it fits in the upper-right area of the slide. You may have to adjust the font size.



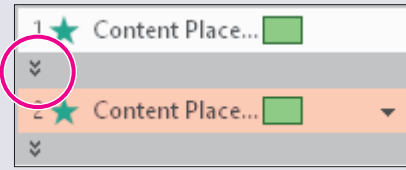
Apply Transition Effects

21. Select slide 2, **This Month**, in the Slides panel.
22. **[Shift]** + click the last slide in the Slides panel so all but the title slide are selected.
23. Choose **Transitions**→**Transition to This Slide**→**More**→**Random Bars**.

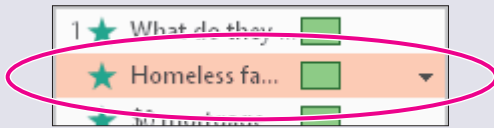
Add Animation

24. Display the second slide, **This Month**, if necessary.
25. Click the house shape to select it.
26. Choose **Animations**→**Animation**→**More**→**Entrance**→**Bounce**.
27. Choose **Animations**→**Timing**→**Start**→**After Previous**.
28. Click the up arrow on the **Animations**→**Timing**→**Delay** box four times to set the delay to 1 second.
29. Display the third slide, **Event Benefits**.
30. Click in any text in the left column so a dashed border appears around the text box.
31. Choose **Animations**→**Animation**→**More**→**Entrance**→**Float In**.
32. Click in any of the text in the right column so a dashed border appears around the text box.
33. Choose **Animations**→**Animation**→**More**→**Entrance**→**Float In**.
34. Choose **Animations**→**Advanced Animation**→**Animation Pane**.

35. Click the arrows to expand the top group of content in the Animation pane.



36. Click the second item, **Homeless families**, to display its menu button.



37. Click the item's menu button and then choose **Start After Previous**.
38. Click the third item, **\$0 mortgage**, to display its menu button.
39. Click the item's menu button and then choose **Start After Previous**.
40. Click the fourth item, **A fresh start**, to display its menu button.
41. Click the item's menu button and then choose **Start After Previous**.
42. Expand the contents of the second group of content and set each item in the second group to **Start After Previous**.

Add a Sound Effect to an Animation

43. Display the second slide, **This Month**.
44. Click the house shape to select it.
45. Click the single item in the Animation pane, click its menu button, and choose **Effect Options** to view the effect's options.
46. Set the **Sound** menu to **Whoosh** and then click **OK**.
47. Close the **Animation** pane.
48. Choose **Slide Show**→**Start Slide Show**→**From Beginning** and click each slide until the slide show ends and you return to Normal view.
49. Save the changes and then exit **PowerPoint**. Submit your final file based on the guidelines provided by your instructor.

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

REINFORCE YOUR SKILLS PP03-R03**Add Visual Interest**

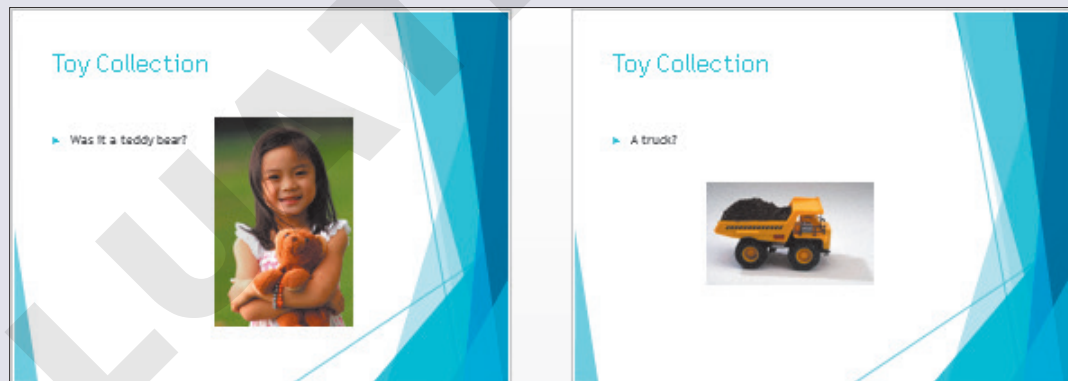
In this exercise, you will add images and animation to a presentation.

Prepare a Slide for ClipArt

1. Start **PowerPoint**. Open **PP03-R03-KidsVisual** from the **PP2013 Lesson 03** folder and save it as **PP03-R03-KidsVisual - [FirstInitialLastName]**.
2. Display the third slide.
3. Choose **Home**→**Slides**→**Layout**→**Two Content**.

Insert ClipArt

4. Click the **Pictures** icon on the slide to insert a picture from your computer.
5. Browse to your **PP2013 Lesson 03** folder and insert the **PP03-R03-Girl** picture.
6. Drag the picture to roughly fill the right side of the slide.
7. Display the fourth slide.
8. Choose **Home**→**Slides**→**Layout**→**Two Content**.
9. Click the **Pictures** icon on the slide to insert a picture from your computer.
10. Browse to your **PP2013 Lesson 03** folder and insert the **PP03-R03-Truck** picture.
11. Drag the truck picture to roughly center it on the slide.



12. Display the fifth slide.
13. Choose **Insert**→**Images**→**Online Pictures**.
14. Type **toy** in the Office.com search box and tap **Enter**.
15. Scroll through the results until you find a toy you like, and then click the toy to select it.
16. Continue to scroll and look for more toys. **[Ctrl]**+click additional toys to add them to your selection. After you have selected a total of six toys, click **Insert**.

Move, Size, and Rotate ClipArt

17. Click an empty area of the slide to deselect the inserted pictures.
18. Click one of the toys on the slide to select it.
19. Drag a corner handle on the picture's border to make the picture smaller.
20. Drag the rotate handle above the top edge of the picture to slightly rotate it.
21. Drag the picture to move it to a position of your liking.
22. Resize, rotate, and move the remaining toys so your slide roughly matches the following figure.
Do not be concerned if the picture backgrounds overlap each other at this point.



Format Clip Art

23. Display the third slide and click the picture of the girl and her teddy bear.
24. Choose **Picture Tools**→**Format**→**Picture Styles**→**More**→**Rotated, White**.
25. Drag the picture to reposition it, if necessary.

Remove a Background

26. Display slide 4 and click the truck picture.
27. Choose **Picture Tools**→**Format**→**Adjust**→**Remove Background**.
28. Drag the handles of the background removal border until the truck fits inside it.
29. Choose **Background Removal**→**Refine**→**Mark Areas to Remove**.
30. Drag on the light colored areas on the ground near the tires to remove them.
31. Choose **Background Removal**→**Close**→**Keep Changes**.

32. Drag a corner handle of the truck's border to resize it and then drag the truck into position so it roughly matches the following figure.



33. Display slide 5 and remove the background of the pictures so they can be overlapped.



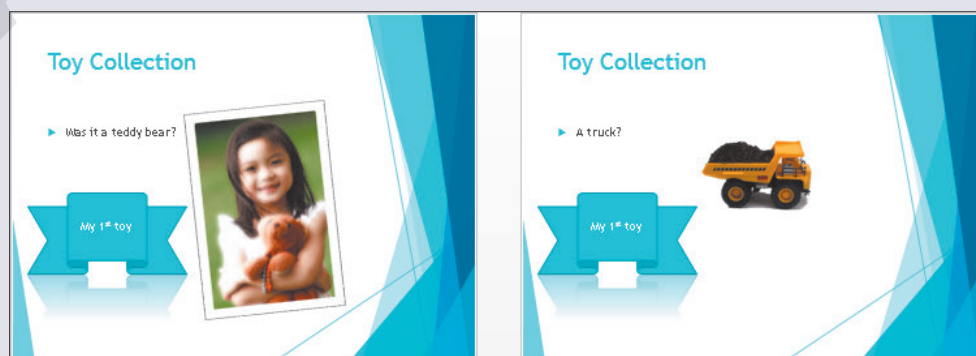
Apply Artistic Effects

34. Display slide 3 and click the picture of the girl.
35. Choose **Picture Tools**→**Format**→**Adjust**→**Artistic Effects**→**Glow, Diffused**.



Add and Format a Shape with Text

36. Choose **Insert**→**Illustrations**→**Shapes**→**Stars and Banners**→**Up Ribbon**.
37. **[Shift]** + drag to create a proportional ribbon that fills the left side of the slide under the text.
38. Type **My 1st toy**.
39. Click the blue ribbon shape to select it.
40. Tap **[Ctrl]** + **[C]** to copy the shape.
41. Display the fourth slide with the truck.
42. Tap **[Ctrl]** + **[V]** to paste the shape.
43. Drag the truck picture so the blue ribbon doesn't overlap it.
44. Click the blue ribbon shape to select it.
45. Choose **Drawing Tools**→**Format**→**Shape Styles**→**Shape Effects**→**Reflection**→**Reflection Variations**→**Half Reflection, Touching**.
46. Choose **Home**→**Clipboard**→**Format Painter** to copy the formatting.
47. Display the third slide and click the blue ribbon to duplicate the shape's effect.



Apply Transition Effects

48. Choose **View**→**Presentation Views**→**Slide Sorter**.
49. Click slide 2 and then **[Shift]** + click slide 5 so that all but the title slide are selected.
50. Choose **Transitions**→**Transition to This Slide**→**More**→**Exciting**→**Vortex**.
51. Choose **Transitions**→**Transition to This Slide**→**Effect Options**→**From Top**.
52. Click the down arrow of the **Transitions**→**Timing**→**Duration** box until the Duration is set to **02.00**.

Apply Animation

53. Double-click slide 5 to display it in **Normal** view.
54. Click one of the toys on the slide to select it.
55. Choose **Animations**→**Animation**→**More**→**Entrance**→**Grow & Turn**.
56. Click a second toy on the slide to select it.
57. Choose **Animations**→**Animation**→**More**→**Entrance**→**Grow & Turn**.
58. One at a time, click each remaining toy and apply the **Grow & Turn** animation.

Use the Animation Pane

59. Choose **Animations**→**Advanced Animation**→**Animation Pane**.
60. Click the first animated item in the Animation pane to display its menu button.
61. Click the menu button and choose **Start After Previous**.
62. One at a time, click each remaining item and set them to **Start After Previous**.

Add a Sound Effect to an Animation

63. Click the last item in the Animation pane, click its menu button, and choose **Effect Options**.
64. Set the sound effect to **Applause** and then click **OK**.
65. Close the **Animation** pane.
66. Choose **Slide Show**→**Start Slide Show**→**From Beginning** and click each slide to view the presentation, returning to **Normal** view when you are finished.
67. Save the changes and then exit **PowerPoint**. Submit your final file based on the guidelines provided by your instructor.

Apply Your Skills



APPLY YOUR SKILLS PP03-A01

Work with Images

In this exercise, you will add pictures and remove the backgrounds for the Universal Corporate Events presentation. You will also format the pictures to enhance the visual appeal of the slides.

Prepare a Slide for and Insert Clip Art

1. Start **PowerPoint**. Open **PP03-A01-UniversalClipArt** from the **PP2013 Lesson 03** folder and save it as **PP03-A01-UniversalClipArt- [FirstInitialLastName]**.
2. Choose the **Catering** slide (the third slide).
3. Apply the **Two Content** layout.
4. Apply the **Two Content** layout to slides 4–9.
5. Display slide 3.
6. Click the **Online Pictures** icon on the slide to display the Insert Pictures search window.
7. Search for and insert a photo appropriate for a catering slide.
8. Search for and insert an appropriate photograph on slides 4–9. The photograph should represent the slide's text content.

Move, Size, and Rotate Objects

9. Resize and reposition the photographs on each slide so they fill the right half of the slide.

Format Clip Art

10. Add a **Picture Style** or **Picture Effect** to each photograph. Use a maximum of two styles of effects.

Remove a Background and Apply Artistic Effects

11. Remove the backgrounds of each photo. You may want to resize or move the photos after removing the background.
12. Display slide 5, **Graphic Design**, and apply an **Artistic Effect** to the photo.
13. Save the changes and then exit **PowerPoint**. Submit your final file based on the guidelines provided by your instructor.

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

APPLY YOUR SKILLS PP03-A02**Add Shapes and Animations**

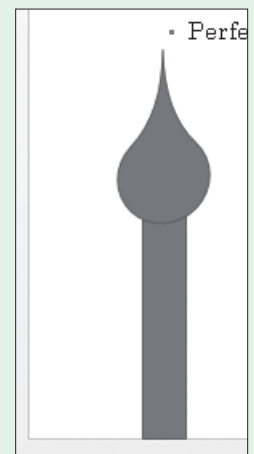
In this exercise, you will add shapes and animation to a presentation.

Add and Resize a Shape with Text

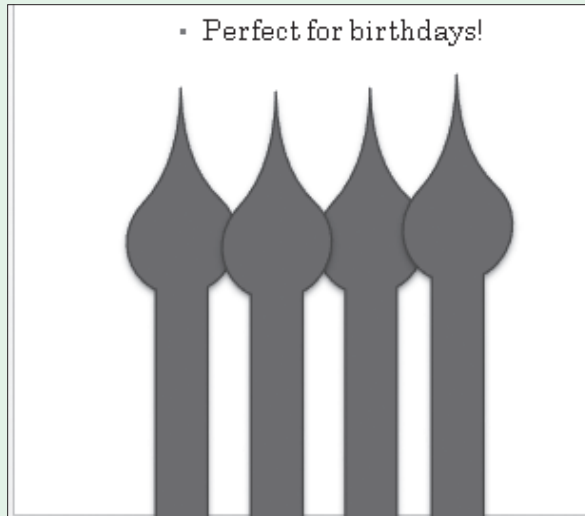
1. Start **PowerPoint**. Open **PP03-A02-UniversalAnimated** from the **PP2013 Lesson 03** folder and save it as **PP03-A02-UniversalAnimated- [FirstInitialLastName]**.
2. Display the third slide, **Vegan**.
3. Insert the **Explosion 1** shape.
4. Type **Certified Vegan!**
5. Resize and reposition the shape so it fills the area below the text.
6. Enlarge the font size of the shape's text to be as large as possible while remaining inside the shape.
7. Add the **Explosion 2** shape to slide 4 with the text **Certified Kosher!**
8. Resize and reposition the **shape** so it fills the area below the text.
9. Enlarge the font size of the shape's text to be as large as possible while remaining inside the shape.
10. Add the **Up Ribbon** shape to slide 5 with the text **Certified Organic!**
11. Resize and reposition the shape so it fills the area below the text.
12. Enlarge the font size of the shape's text to be as large as possible while remaining inside the shape.

Merge and Format Shapes

13. Display the last slide.
14. Insert a **Rectangle** shape and resize it so it is tall and thin.
15. Insert a **Teardrop** shape and adjust the size and shape so it looks like a candle flame. Position it on top of the thin rectangle.
16. Merge the **Rectangle** and **Teardrop** shapes into a single candle shape.



17. Copy the new candle shape and paste three copies on the slide, arranging them similarly to the following figure.



18. Apply the **Intense Effect – Blue-Gray, Accent 2** Shape Style to the shapes on slides 3–6.

Apply Transition Effects and Animations

19. Select all slides but the title slide.
20. Apply the **Checkerboard** transition and set the **Effect Options** to **From Top**.
21. Display the second slide, **Catering**.
22. Apply the **Fade** animation to the bulleted paragraphs.
23. Use the Animation pane to select the **Kosher Dishes** item and set it to **Start With Previous**.
24. Set *Meat-lovers dishes* and *Desserts* to **Start With Previous** so that all four paragraphs will fade in at the same time after a click.

Add a Sound Effect to an Animation

25. Select the *Vegan dishes* item in the Animation pane and apply the **Applause** sound effect.
26. Close the **Animation pane**.
27. Choose **Slide Show**→**Start Slide Show**→**From Beginning** and click each slide until the slide show ends and you return to Normal view.
28. Save the changes and then exit **PowerPoint**. Submit your final file based on the guidelines provided by your instructor.

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

APPLY YOUR SKILLS PP03-A03**Add Visual Interest**

In this exercise, you will add images and animation to a presentation.

Prepare a Slide for and Insert Clip Art

1. Start **PowerPoint**. Open **PP03-A03-UniversalVisual** from the **PP2013 Lesson 03** folder and save it as **PP03-A03-UniversalVisual- [FirstInitialLastName]**.
2. Display the second slide and change its layout to **Two Content**.
3. Use the **Online Pictures** icon on the slide to search **Office.com** and insert a photo of a bus.
4. Use the **Ribbon** to search **Office.com** for a photo of a limousine and another photo of a ferry boat, and then insert them.

Move, Size, Rotate, and Format Clip Art

5. Resize and position the three images on the slide to your liking.
6. Apply a **Picture Style** to each of the pictures. Use the same style on all three pictures to maintain consistency.

Remove a Background and Apply Artistic Effects

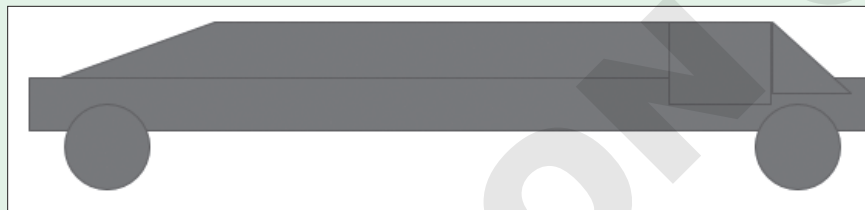
7. Display the title slide.
8. Insert the **PPT03-A03-Hand** picture from the **PP2013 Lesson 03** folder.
9. Use the **Background Removal** tool to remove the white background of the picture.
10. Move the picture to the lower-right corner of the slide.
11. Apply the **Photocopy** artistic effect to the picture.
12. Adjust the **Color** of the picture to a **Color Tone** of **Temperature: 7200k**.

Add, Merge, and Format Shapes

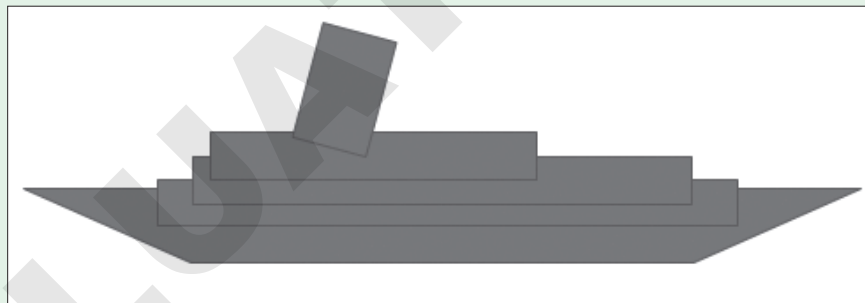
13. On the third slide, draw a wide **Rounded Rectangle**, a small **Rounded Rectangle**, and two **Circles** and then arrange them into the shape of a bus.



14. Merge the shapes into a single bus shape.
15. On the fourth slide, use the **Rectangle**, **Oval**, **Right Triangle**, and **Manual Operation** shapes to create a limousine. (The Manual Operation shape is in the Flowchart category.)



16. Merge the shapes into a single shape.
17. On the fifth slide, use the **Rectangle** and **Manual Operation** shapes to create a ferry boat.



18. Merge the shapes into a single shape.
19. Apply the **Intense Effect – Olive Green, Accent 3** Shape Style to each of the shapes on slides 3–5.
20. Resize and position the shapes so they fill the maximum area of their slides without overlapping the text.

Apply Transition Effects and Add Animation

21. Apply the **Reveal** transition to all but the title slide.
22. Set the **Effect Option** on all slides to **Through Black from Right**.
23. Set the **Duration** on all slides to **3 seconds**.
24. Apply the **Fly In** animation to the hand picture on the title slide.
25. Set the **Effect Option** to **From Right**.

Use the Animation Pane to Add Sound

26. Use the **Animation Pane** to add the **Whoosh** sound effect to the hand's animation.
27. Close the **Animation** pane.
28. Choose **Slide Show**→**Start Slide Show**→**From Beginning** and click each slide to view the presentation, returning to **Normal** view when you are finished.
29. Save the changes and then exit **PowerPoint**. Submit your final file based on the guidelines provided by your instructor.

Extend Your Skills



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

PP03-E01 That's the Way I See It

New PowerPoint users often overuse transitions, animation, and sound effects. In this exercise, you will see how sometimes less is more. Create a presentation with at least six slides. Every slide except the title slide should include a title, text, and an image. Apply any design theme and variation. Make sure the presentation focuses on a single idea (for example, a classic car collection, your favorite movies, or inspirational people). Apply a different transition to each slide. Apply a different animation to each text block and each image. Add a different sound effect to each slide. In other words—overdo it! Save your file as **PP03-E01-AnimationOverkill-[FirstInitialLastName]** in the **PP2013 Lesson 03** folder. View the presentation as a slide show.

Save a copy of the presentation as **PP03-E01-AnimationAppropriate-[FirstInitialLastName]**. Edit the presentation so that each slide uses the same subtle transition. Remove the animation from each image, and standardize the animation on the text blocks. Choose a subtle Entrance animation. Remove all sound effects. Save your changes. View the revised presentation as a slide show and compare it to your “overkill” version.

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

PP03-E02 Be Your Own Boss

In this exercise, you will edit the animation on the Blue Jean Landscaping presentation. Open **PP03-E02-BlueJeanAnimated** from the **PP2013 Lesson 03** folder and save it as **PP03-E02-BlueJeanAnimated-[FirstInitialLastName]**. View the presentation as a slide show and notice where the animations occur. Edit the presentation so the animations occur when a slide is clicked rather than automatically. Also, make sure the bulleted text animates one line at a time. Add a final slide using the Section Header layout. Use the title **Get Outside More** and the subtitle **It'll do you good!**. Insert **PPT03-E02-Flowers** from the **PP2013 Lesson 03** folder. Make these changes:

- Remove the photo background.
- Move the image to appear behind the text.
- Apply an adjustment to make it less distracting.
- Apply the same slide transition used by the other slides.
- Add a sound effect that you feel is appropriate.

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

Transfer Your Skills



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

PP03-T01 Use the Web as a Learning Tool

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

WebQuest Subject: Licensing Media Usage

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

PP03-T02 Demonstrate Proficiency

Stormy BBQ needs a slideshow to play on television screens throughout their seating area. It should feature images of mouth-watering barbeque. Create a PowerPoint presentation with at least five slides. Each slide should display a single photo of delicious barbeque. Remove the backgrounds from the images you use, as necessary. Use slide transitions to fade one slide into the next. Include an animated title on each slide that names the dish.

Choose one slide on which to add a shape. Add a shape from the Stars and Banners category with the text **Blue Ribbon Winner**. Format the shape and its text to add visual interest while keeping the text easy to read.

Save the presentation as **PP03-T02-BBQSlideShow- [FirstInitialLastName]** in your **PP2013 Lesson 03** folder.

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