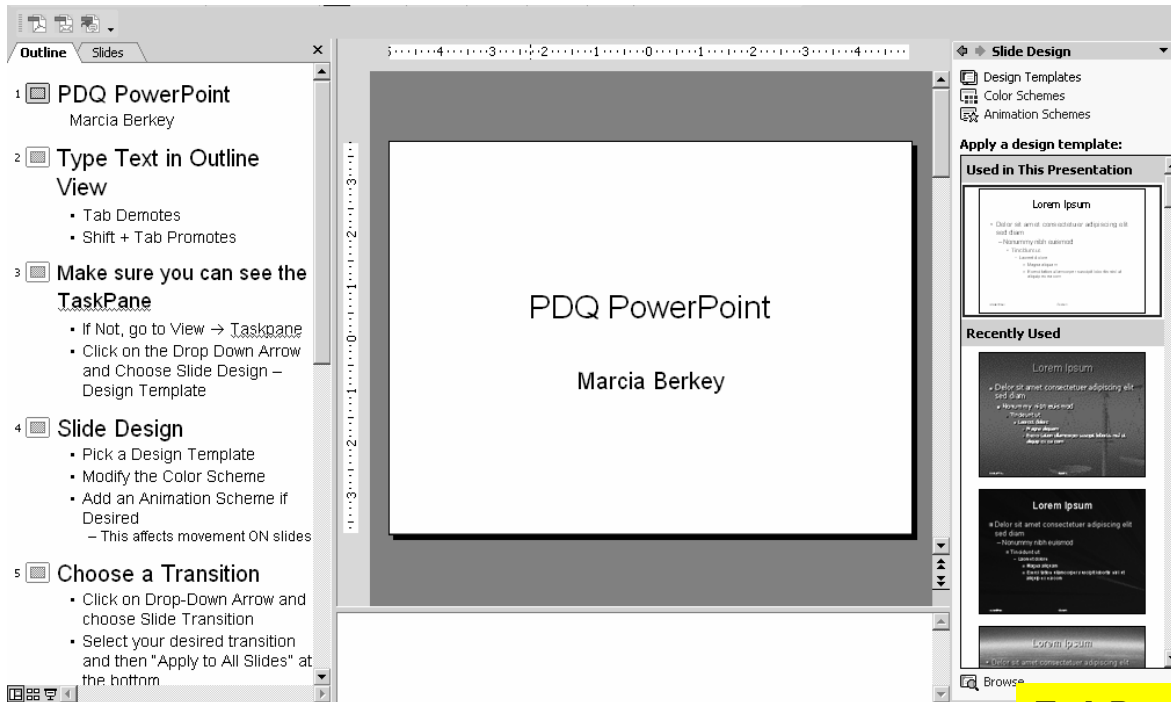



PDQ PowerPoint ~ Marcia Berkey


- ✓ Type text in Outline View – When you press Enter, the next line inherits the same level; Tab Demotes to a lesser level (Bullets), Shift Tab Promotes to a higher level (New Slide).
- ✓ View → Task Pane

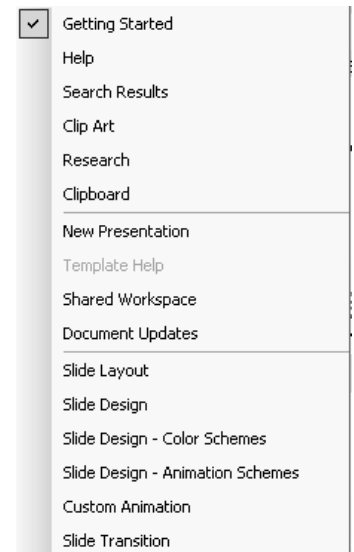


Task Pane Choices

- ✓ Go to Slide Design
 - ☆ Apply a Design Template
 - ☆ Choose a Color Scheme
 - ☆ Choose an Animation Scheme (Movement on Slide)
- ✓ Go to Slide Transitions, Choose a transition and ‘Apply to All Slides’ (Movement between Slides)
- ✓ Add Appropriate Graphics as desired (Insert → Picture)
 - or use the tools 

Outline/Summary Slide with Hyperlinks

- ✓ In Slide Sorter View, Highlight slides (except for title slide); click on the Summary Slide tool
- ✓ Highlight each bullet individually and hyperlink it to the corresponding slides.  You may want to hyperlink something back to the Outline Slide in the Master Slide view so it is on each slide.
- ✓ Preview (F5) and Save



e-Creativity

Here are two quick and easy creative things you can do with Microsoft Office. The first is to create a Photo Album with music in PowerPoint and the second is to fill block lettering with a picture in any Office program.

A Photo Album with Music in the Background

1. On the **Insert** menu, point to **Picture**, and then click **New Photo Album**.
2. In the **Photo Album** dialog box, add the pictures you want to appear in your photo album by clicking on the File/Disk or Scanner/Camera buttons. If you want to add a large group of pictures to a new photo album all at once, after clicking **File/Disk** in the **Photo Album** dialog box, select all the pictures that you want to add to your photo album and then click **Insert**.
3. Repeat Step 2 for as many pictures as you want to add to your photo album.
4. Under **Album Layout**, do any of the following:

- If you want to select the layout of your pictures and text boxes on the slides in your photo album, select a layout in the **Picture layout** list. If you select **Fit to slide** as your picture layout, you are unable to add or change frame shapes and design templates.

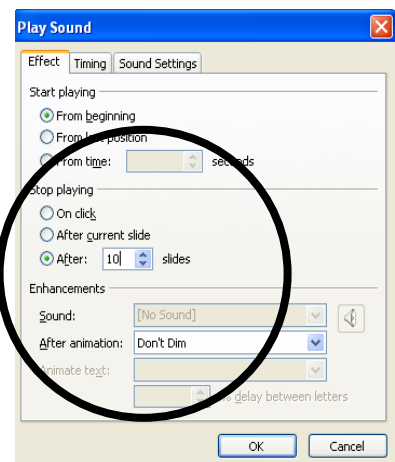
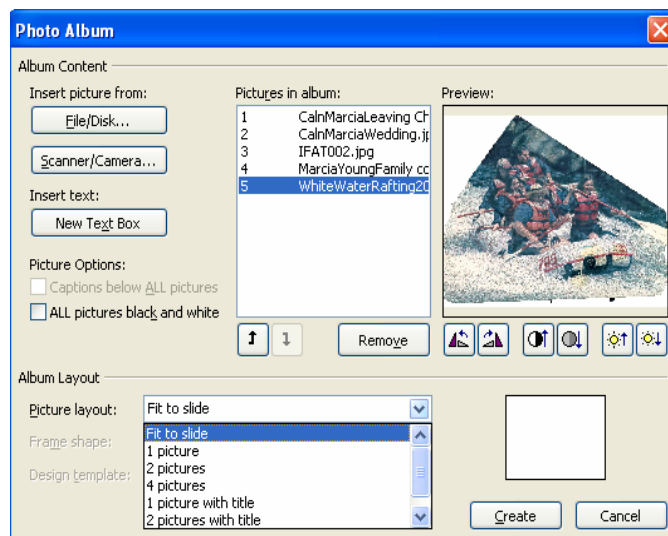
- If you want to select the shape of a frame to use with your pictures, select a shape in the **Frame shape** list.

- You have options to add Text; rotate, lighten, remove, or move the pictures; different layout for the pictures, and whether or not you want to use a design template. **Play** with your options – be computer curious and computer creative.


- If you want to select a design template to use for your photo album, click **Browse**, and then in the **Choose Design Template** dialog box, locate the design template you want to use, and then click **Select**.

- Click **Create**.

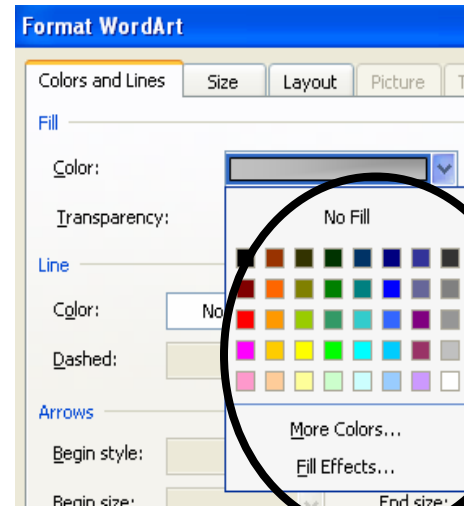
5. Create a folder for your PowerPoint and your sound file so the program could always find the music file before you insert the sound. Insert → Movies and Sound → Sound from File and then Browse to the file. I almost always choose Play Automatically but you can choose Play When You Click on it as well. Right click on the 'speaker' and choose Custom Animation. In the task pane on the right, click the downward pointing arrow beside your sound file and choose Effect Options. If you want the music to last for several slides, change the Stop Playing to After xxx (however many slides you want) slides.
6. Drag the music icon off the slide if it gets in your way.



Filling WordArt with a Picture

1. Create WordArt by clicking on the WordArt tool on the Drawing toolbar .
2. Choose an open letter style and type in your name and click OK.
3. Right click on your name and choose Format WordArt.
4. Click the downward pointing arrow by color and choose Fill Effects.
5. Click on the Picture Tab and **Select Picture** to browse to whatever picture you desire.
6. Click OK and you're good to go!

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You can use the same technique to 'fill' AutoShapes on the Drawing Toolbar with pictures. Autoformat → Fill Effects (under Color or with the 'Paint Can' on the toolbar) → Picture → Select Picture and then find the folder with your picture and Select it.



Be curious! Have fun! Play!

Let me know how you're doing: Marcia Berkey at mberkey@southuniversity.edu.