CSE111 Introduction to Computer Applications

Lecture 7

Introduction to MS PowerPoint 2010-Part 1

Prepared by Asst. Prof. Dr. Mohamed KURDI

Revised and presented by Asst. Prof. Dr. Samsun M. BAŞARICI

Summary of Last week

- Working with Tables.
  - Introduction
  - Inserting Tables
  - Navigating & Selecting Tables
  - Adding Borders & Shading
  - Aligning Table Text
  - Inserting & Resizing Rows and Columns
  - Merging and Splitting Cells
  - Sorting Table Data
  - Deleting Rows, Columns, and Tables
- Working With Images
  - Inserting & Resizing Images
  - Rotating & Cropping Images
  - Positioning Images.
- Inserting Equations
- Working with Page Layout.
  - Inserting Headers and Footers
  - Inserting Page Numbers
  - Changing the Page Margins
  - Changing the Page Orientation
  - Changing the Number of Columns
  - Inserting Page Breaks
  - Inserting Section Breaks
  - Inserting a Table of Contents

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Learning Objectives

Apply the following skills:

1. Creating a Title Slide
2. Inserting a New Slide
3. Inserting a Slide with a Different Layout
4. Changing the Layout of a Slide
5. Inserting a Text Box to a Slide
6. Inserting a Table to a Slide
7. Inserting an Image to a Slide
8. Inserting a Clip Art to a Slide
9. Inserting a Screenshot to a Slide
10. Inserting a Shape to a Slide
11. Inserting a Smart Art to a Slide
12. Inserting a Video to a Slide
13. Inserting an Audio to a Slide
14. Inserting a Symbol to a Slide
15. Inserting an Hyperlink to a Slide

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Outlines

- Introduction
- MS PowerPoint 2010 Interface
- The Ribbon
- Creating a Title Slide
- Inserting a New Slide
- Inserting a Slide with a Different Layout
- Changing the Layout of a Slide
- Inserting a Text Box to a Slide
- Inserting a Table to a Slide
- Inserting an Image to a Slide
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- Inserting an Hyperlink to a Slide

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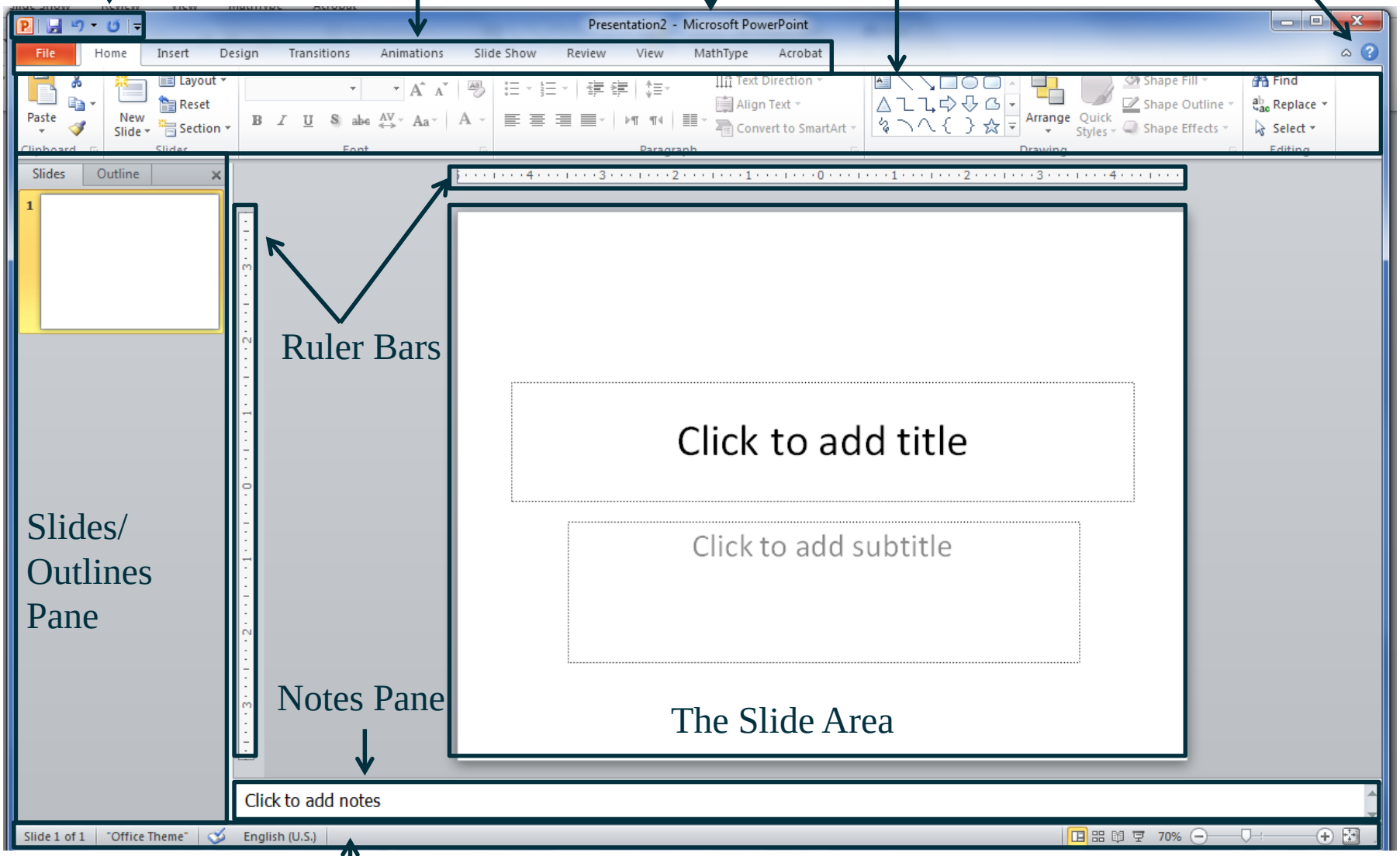
Introduction



- MS PowerPoint 2010 is a software for preparing presentations and graphics.
- It enables you to present your ideas in a professional way.
- Widely used in education and business.
- Each presentation consists of series of slides that can include any kind of data from text to tables, images, audio files and movies.
- Animation and transition effects are supported to increase the visual interest.
- Since it is an another member of the MS Office 2010 Family, it shares a lot of features with MS Word 2010 like the Backstage View, Home tab, Insert tab, Ruler, etc.

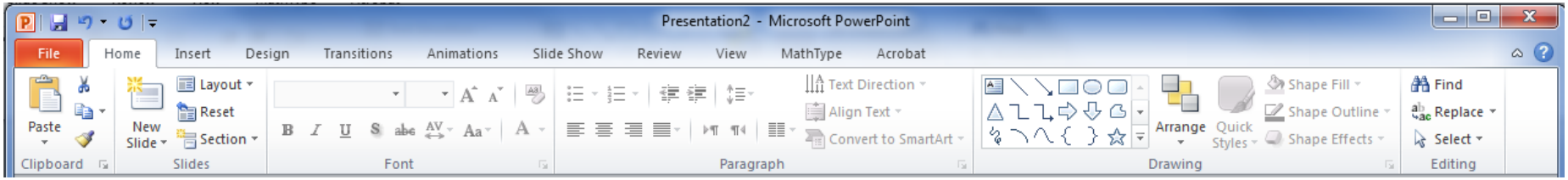
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MS PowerPoint 2010 Interface



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The Ribbon

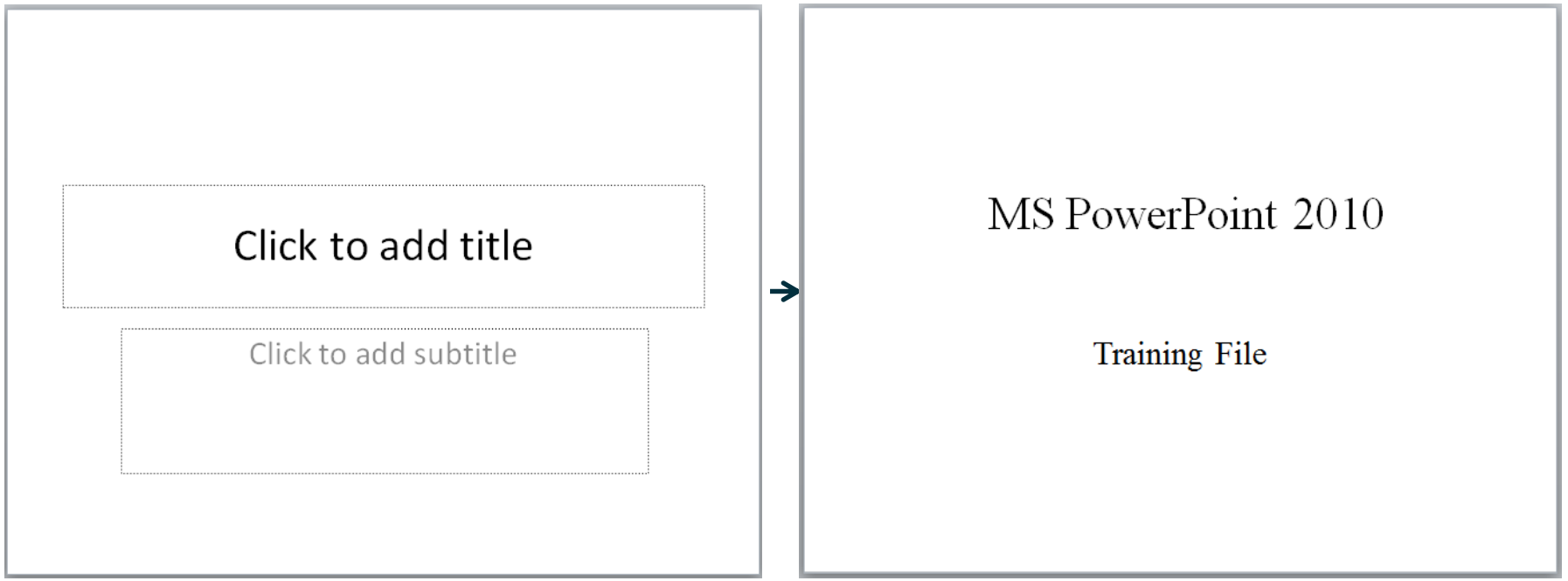


- **Home tab**: to provides access to PowerPoint's most basic commands, such as inserting a new slide, choosing a slide layout, and formatting text.
- **Insert tab:** to insert objects into your presentation, such as tables, pictures, shapes and music.
- **Design tab:** to customize your slides' background, theme design or colors.
- **Transitions tab:** to apply, change, or remove transitions (how one slide flows into another).
- **Animations tab:** to animate text and objects on your slides.
- **Slide Show tab:** to start your slide show, customize the settings for your slide show, and hide individual slides.
- **Review tab** for spell-checking, adding comments, or comparing one presentation to another.
- **View tab:** to access different PowerPoint views, open the slide master, and turn on or off the ruler and gridlines.
- **File tab:** to access to the commands that allow you to do things to your presentation, such as saving, printing, and emailing it.

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Skill 1 - Creating a Title Slide

Objective
Method



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Skill 1 - Creating a Title Slide

To create the first slide (title slide)

- Click once in the **Click to Add Title** field and type the presentation title.



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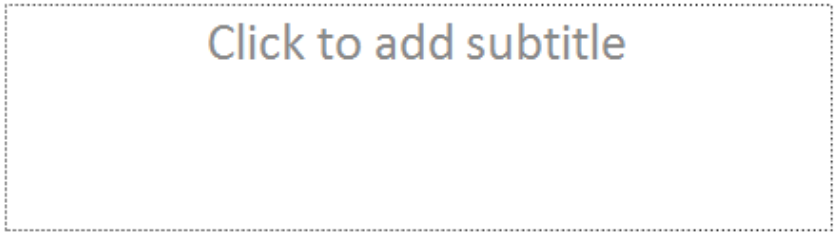
Skill 1 - Creating a Title Slide

To create the first slide (title slide)

- Click once in the **Click to Add Title** field and type the presentation title.



- If you want to add a subtitle, click once in the **Click to Add Subtitle** field type the subtitle.



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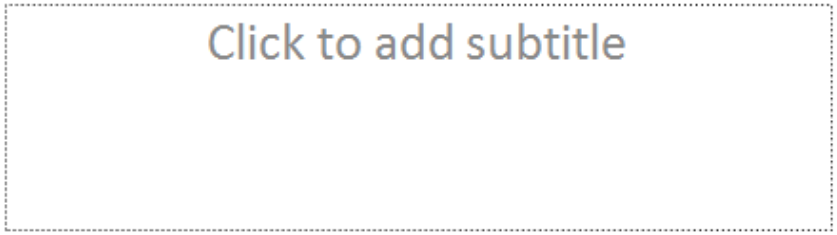
Skill 1 - Creating a Title Slide

To create the first slide (title slide)

- Click once in the **Click to Add Title** field and type the presentation title.



- If you want to add a subtitle, click once in the **Click to Add Subtitle** field type the subtitle.



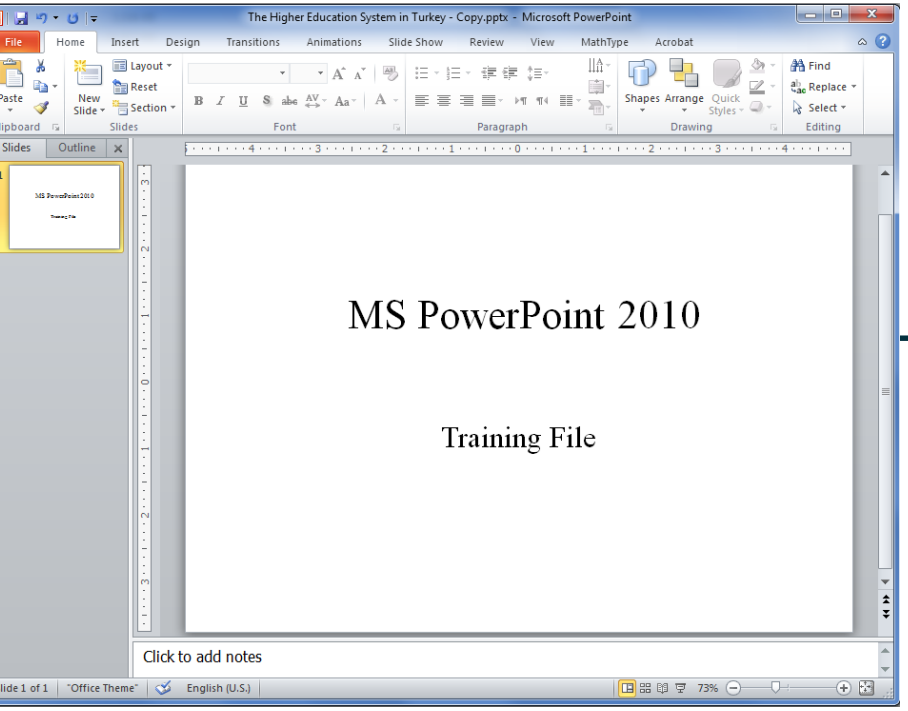
Notes:

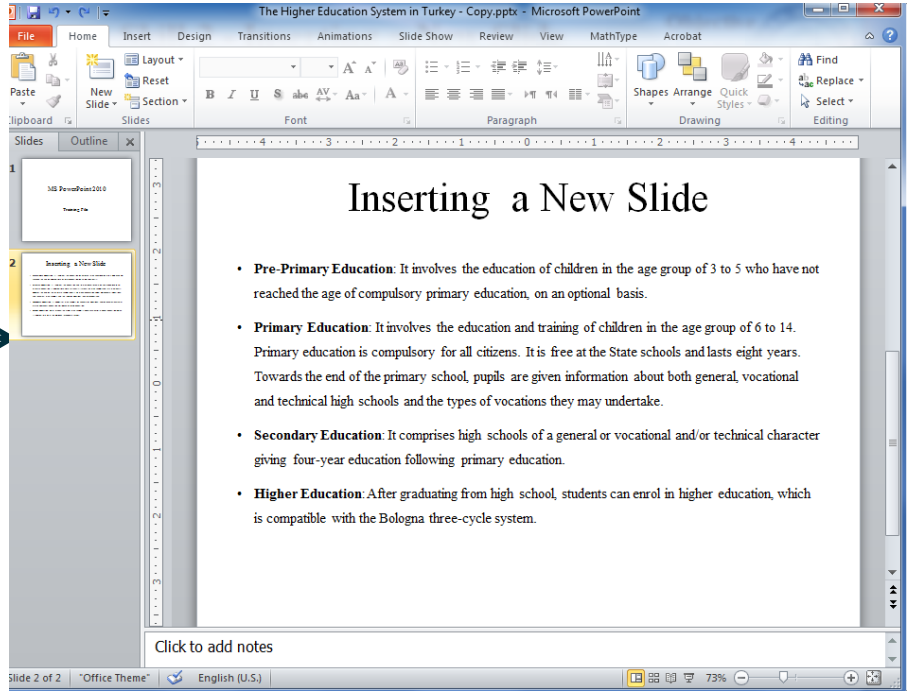
- You can change the character format using the **Mini Toolbar** or the **Font** group of the **Home** tab like what you have done in word 2010.
- You can change the location of any text field (or text box) by clicking and holding on any point of its border, then dragging it to the desired location, exactly like what you have done in Word 2010.

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Skill 2 - Inserting a New Slide

Objective
Method



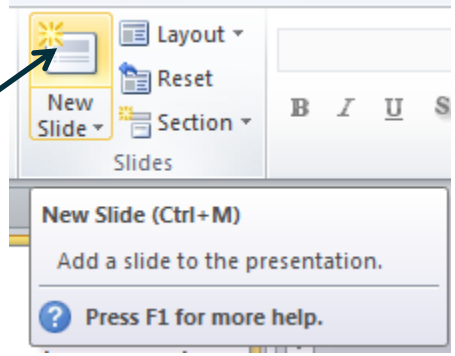


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Skill 2 - Inserting a New Slide

To insert a new slide:

- Click on the top half of the **New Slide** icon located on the **Slides** group of the **Home** tab.



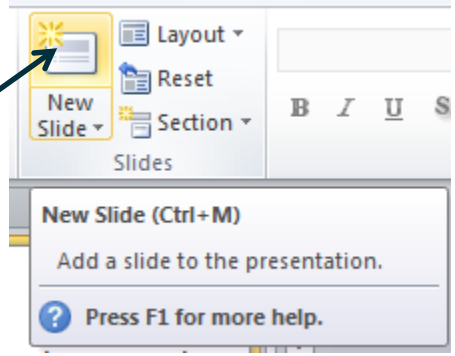
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Skill 2 - Inserting a New Slide

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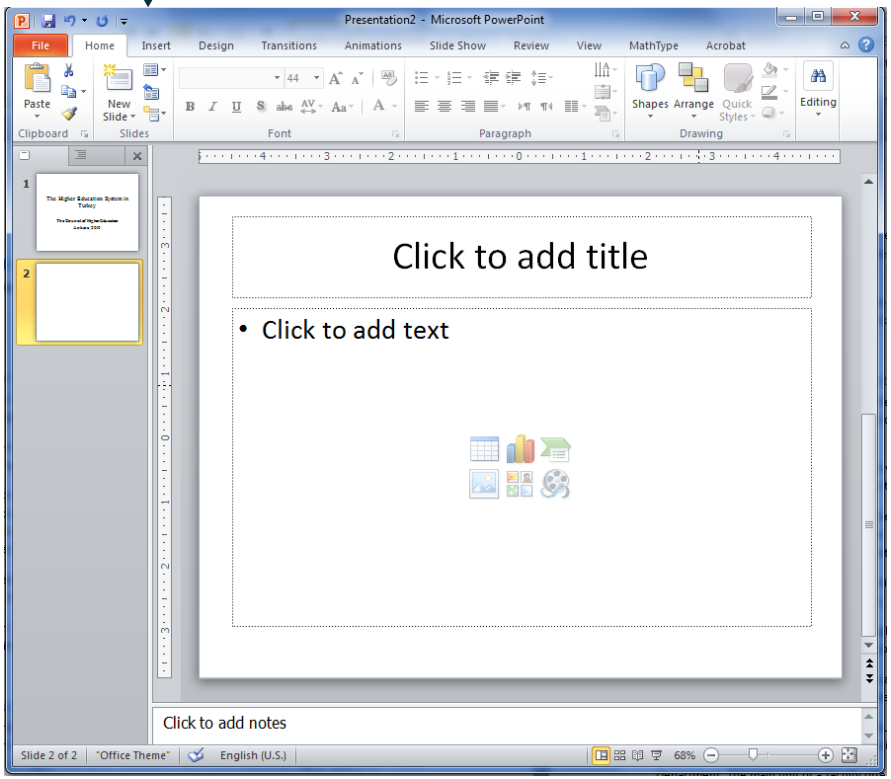
To insert a new slide:

- Click on the top half of the **New Slide** icon located on the **Slides** group of the **Home** tab.



- A Title and Content slide will appear in your presentation.

- Click once in the **Click to Add Title** field and type the Slide title.
- Click once in the **Click to Add Text** field and type the text you want to add.
- Use the **Paragraph** group from the **Home** tabe to format a paragraph like what you have done in word 2010.

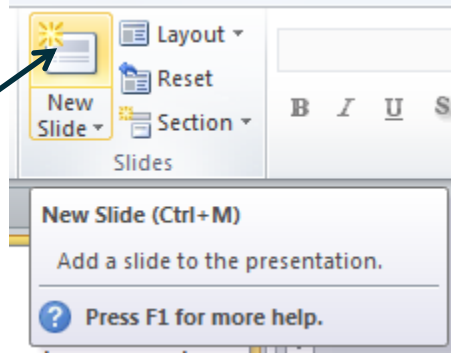


Skill 2 - Inserting a New Slide

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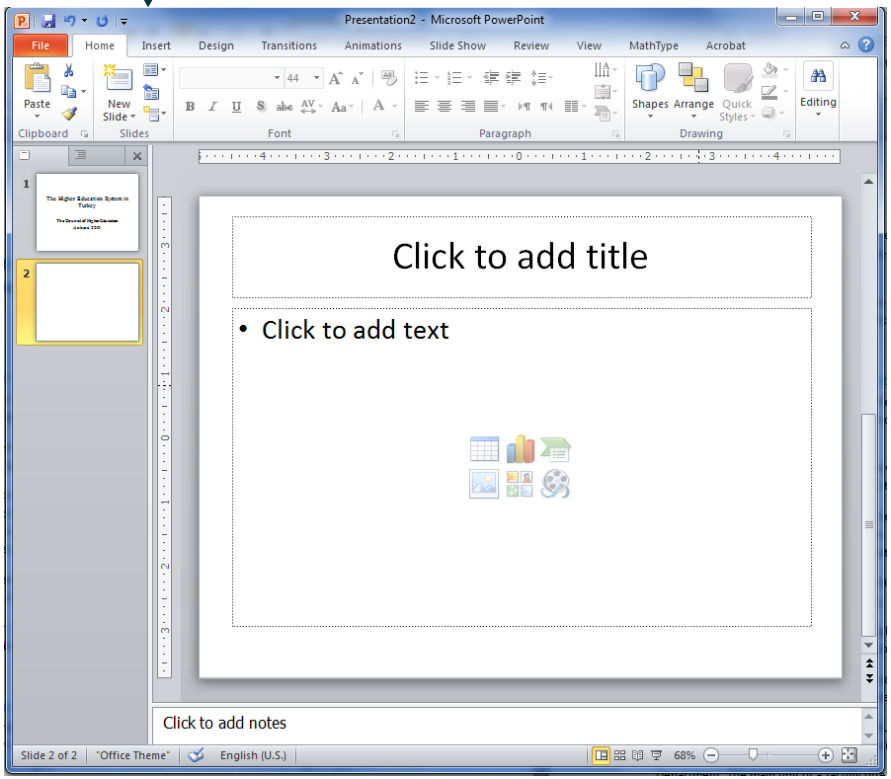
To insert a new slide:

- Click on the top half of the **New Slide** icon located on the **Slides** group of the **Home** tab.



- A Title and Content slide will appear in your presentation.

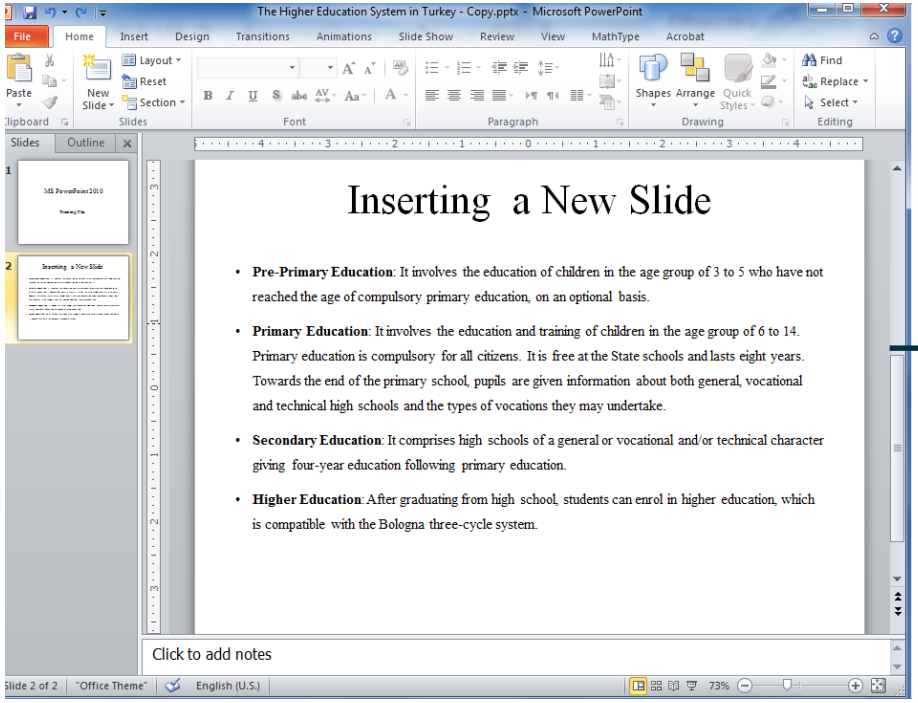
- Click once in the **Click to Add Title** field and type the Slide title.
- Click once in the **Click to Add Text** field and type the text you want to add.
- Use the **Paragraph** group from the **Home** tabe to format a paragraph like what you have done in word 2010.

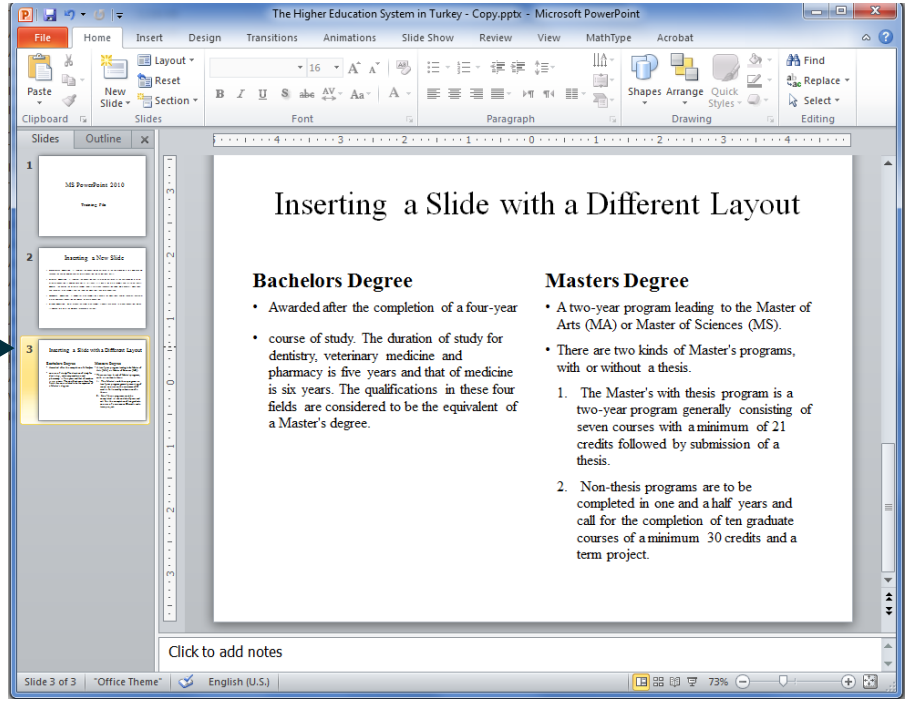


Skill 3 - Inserting a Slide with a Different Layout

Objective
Method

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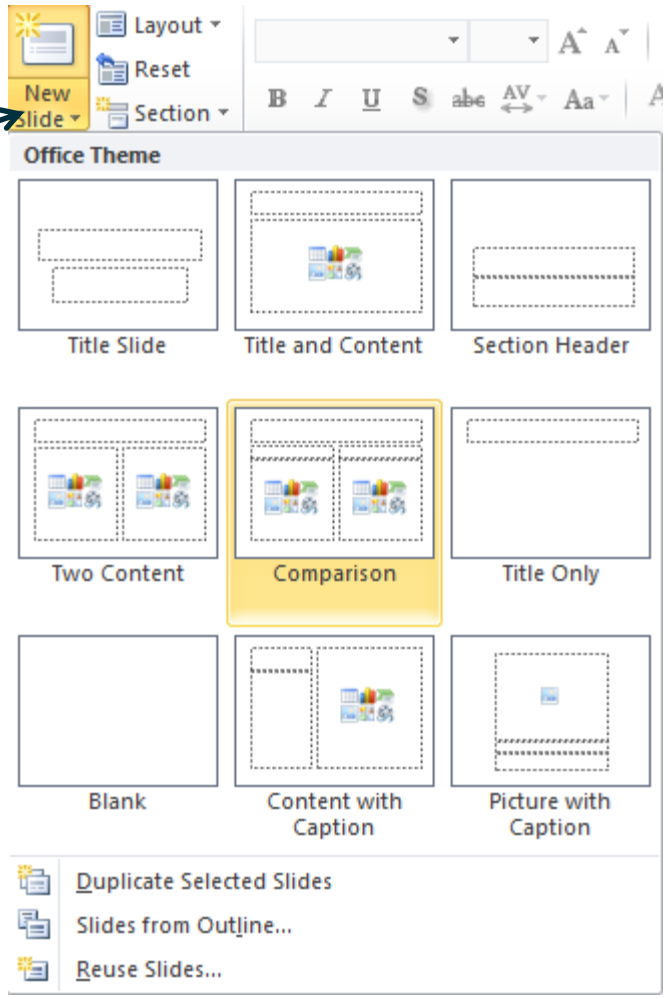


Skill 3 - Inserting a Slide with a Different Layout

Objective
Method

To insert a new slide with a different layout:

- Click on the bottom half of the **New Slide** icon located on the **Slides** group of the **Home** tab.
- The **Office Theme** gallery will appear, displaying nine slide layouts.
- Select the desired one by clicking once on its icon.
- The selected slide layout will now appear in your presentation.

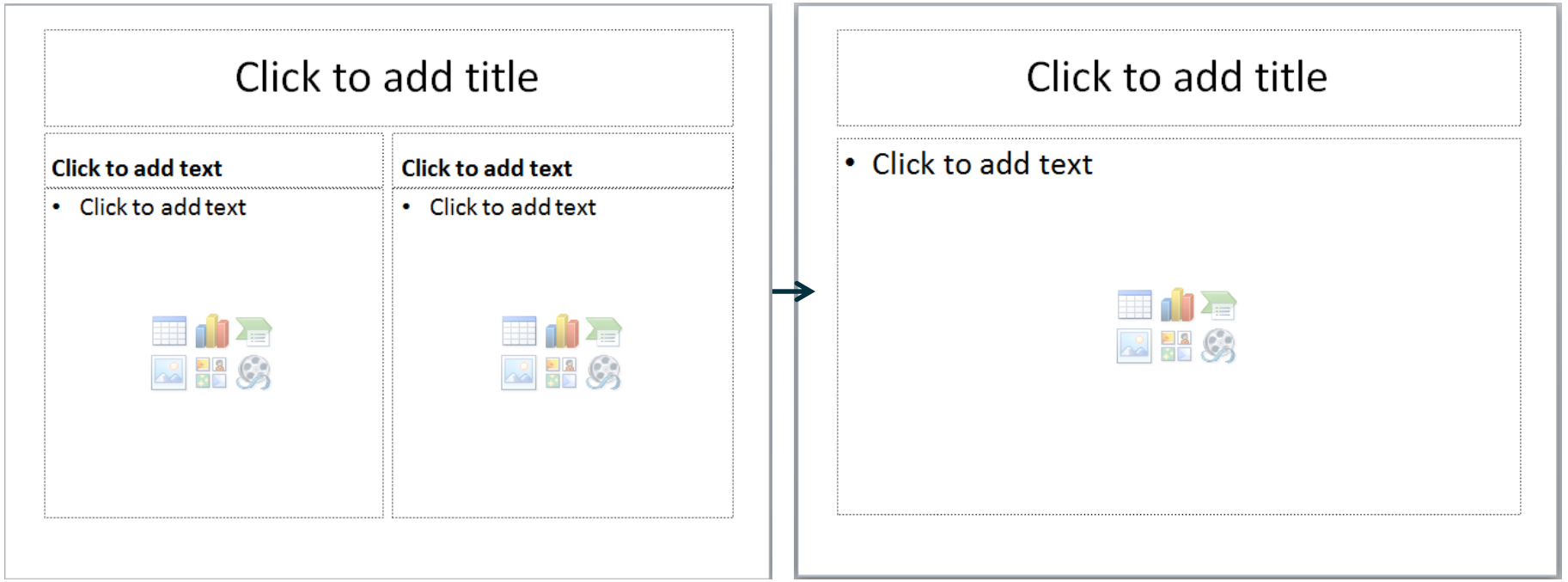


Note:
Clicking on the top half of the **New Slide** icon inserts the last type of slide used.

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Skill 4 - Changing the Layout of a Slide

Objective
Method



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Skill 4 - Changing the Layout of a Slide

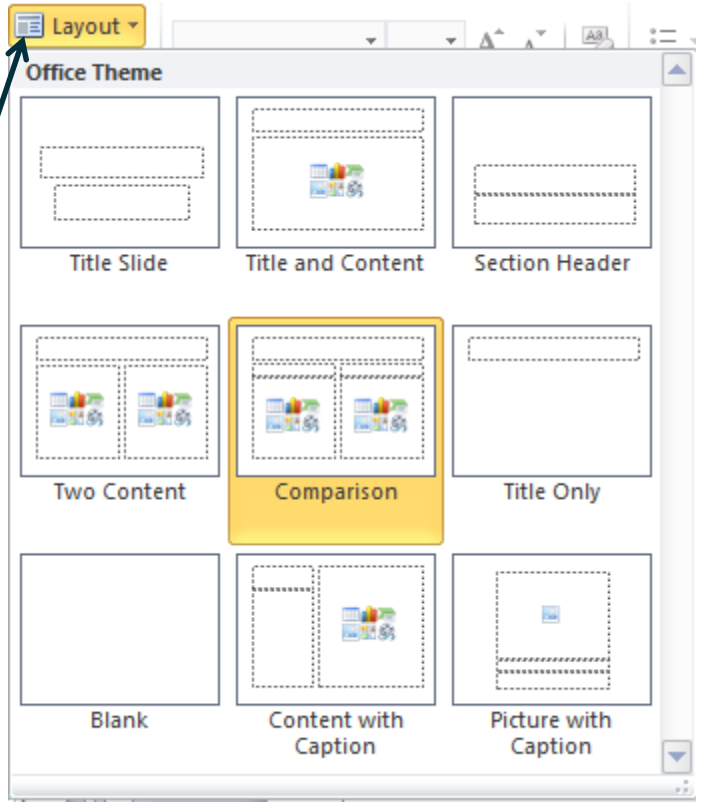
Objective
Method

To change the slide layout with a different layout:

- Click on the **layout** icon located on the **Slides** group of the **Home** tab.
- The Office Theme gallery will appear, displaying nine slide layouts.
- Select the desired one by clicking once on its icon.
- The new selected slide layout will now appear instead of the old one in your presentation.

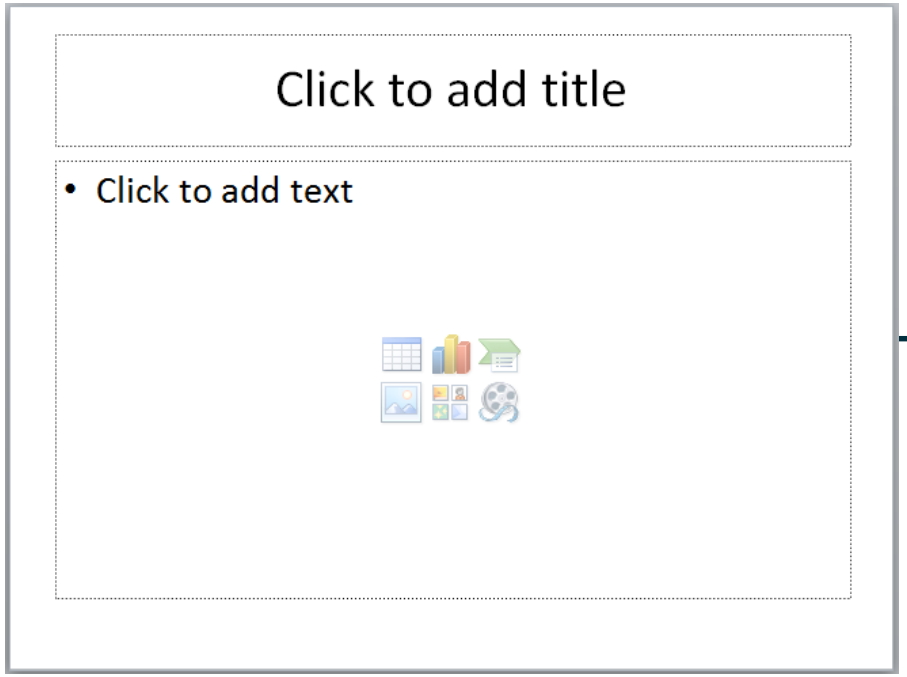
Note:

You can create your own layout, it is not obligatory to use one of the nine built-in layouts.



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Skill 5 - Inserting a Text Box to a Slide



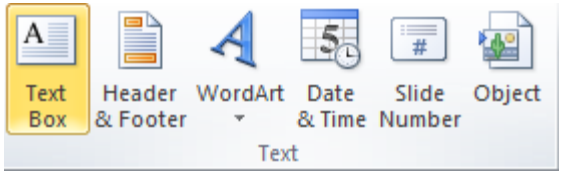


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Skill 5 - Inserting a Text Box to a Slide

When there is no text placeholder, you can insert text anywhere on a slide:

- From the **Insert** tab, in the **Text** group**,** click the **Text Box** button.

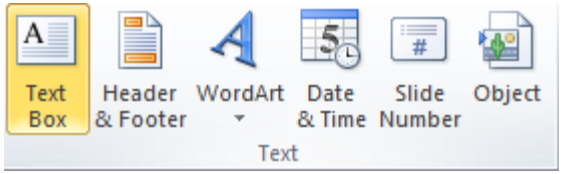


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Skill 5 - Inserting a Text Box to a Slide

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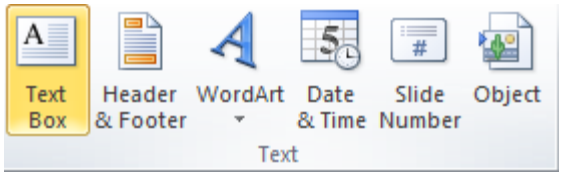
- Your cursor will turn into an upside-down cross text box cursor ↓

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Skill 5 - Inserting a Text Box to a Slide

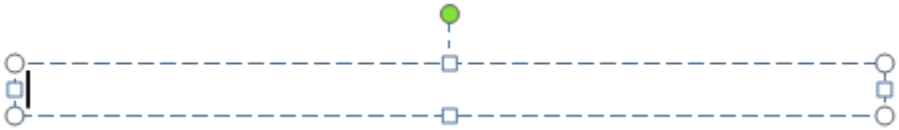
When there is no text placeholder, you can insert text anywhere on a slide:

- From the **Insert** tab, in the **Text** group**,** click the **Text Box** button.



- Your cursor will turn into an upside-down cross text box cursor

- Click the area on your slide where you want to add a text box, a text box will appear with an **insertion point** inside.

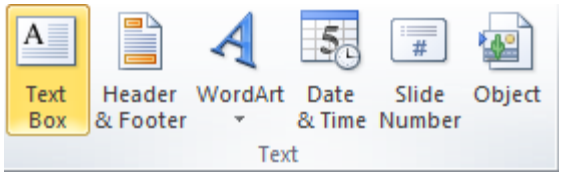


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Skill 5 - Inserting a Text Box to a Slide

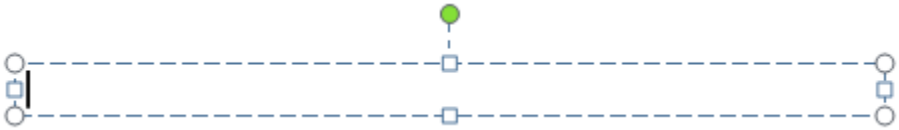
When there is no text placeholder, you can insert text anywhere on a slide:

- From the **Insert** tab, in the **Text** group**,** click the **Text Box** button.



- Your cursor will turn into an upside-down cross text box cursor

- Click the area on your slide where you want to add a text box, a text box will appear with an **insertion point** inside.



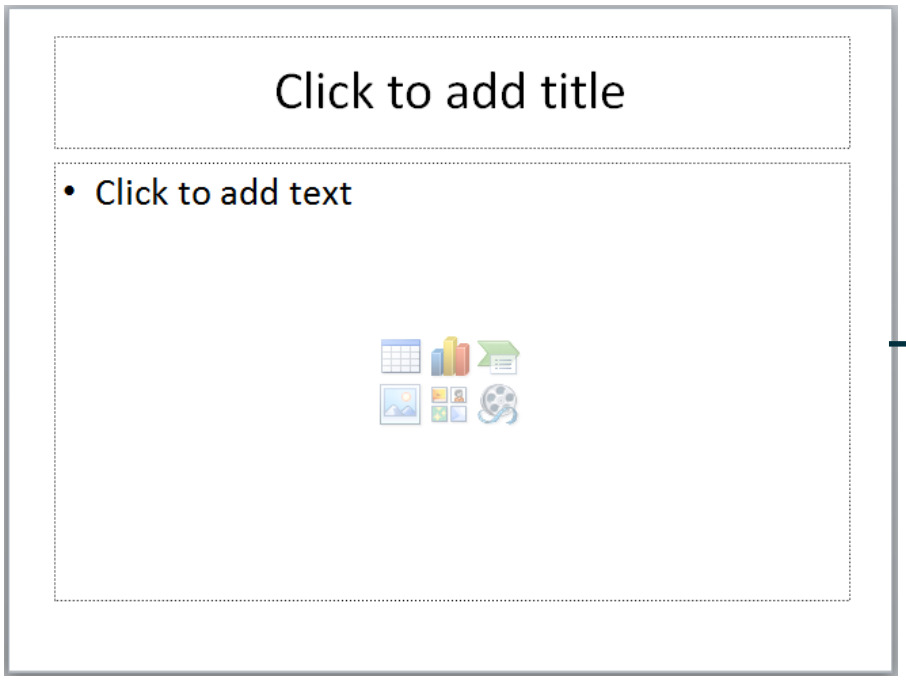
- Now , you can type your text in it.

- The contextual **Drawing Tools Format** tab will appear to enable to add extra format to the text box.

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Skill 6 - Inserting a Table to a Slide

Objective
Method



Inserting Tables

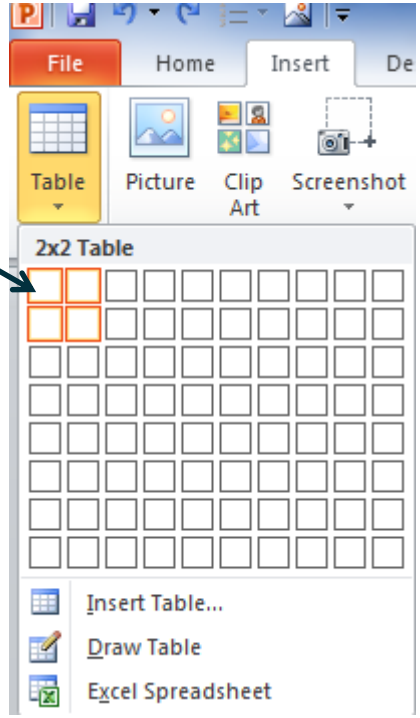
Face-to-face Education	**Generally, in most of the Turkish Higher Education Institutions, face-to-face type of education is practiced. In this type of education, students are required to attend their courses or practical work sessions**
Distance Education:	Students may follow their programs through radio, television or training tools. Since 1982, the Open Education Faculty of Anadolu University has offered distance education delivering two-year and four-year undergraduate programs. Today, in addition to the Open Faculty of Anadolu University, many other higher education institutions are offering distance education via internet (e-campus).

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Skill 6 - Inserting a Table to a Slide

To insert a table to a slide:

- On the **Insert** tab, in the **Tables** group click on the **Table** button, drag across the grid until you select the desired numbers of rows and columns, and then release the mouse button.
- The table will be inserted into the slide.
- To format your table, use the two Table Tools contextual tabs: **Design** and **Format** like what you have done in Word 2010.



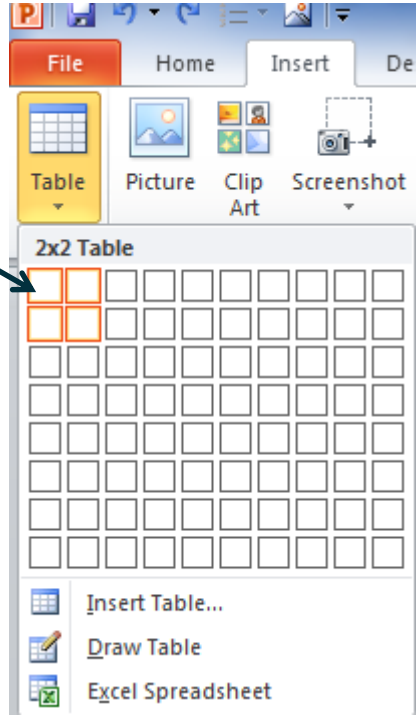
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Skill 6 - Inserting a Table to a Slide

Objective
Method

To insert a table to a slide:

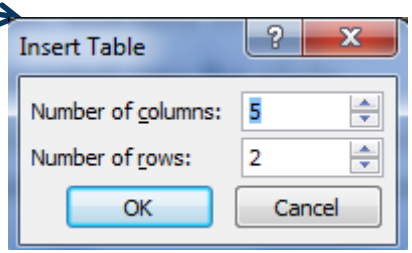
- On the **Insert** tab, in the **Tables** group click on the **Table** button, drag across the grid until you select the desired numbers of rows and columns, and then release the mouse button.
- The table will be inserted into the slide.
- To format your table, use the two Table Tools contextual tabs: **Design** and **Format** like what you have done in Word 2010.



Note:

If you want to insert a table with more than 8 rows or 10 column:

- Click the **Table** button, click **Insert Table** to open the **Insert Table** dialog box.
- Enter the desired numbers of rows and columns, and then click the **OK** button



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Skill 7 - Inserting an Image to a Slide

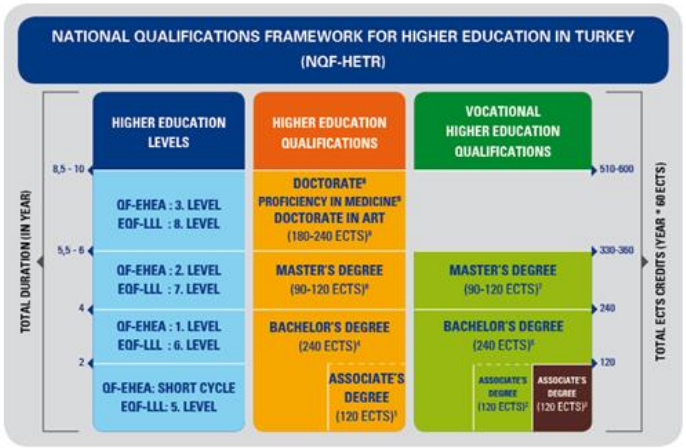
Objective
Method

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Click to add title

- Click to add text

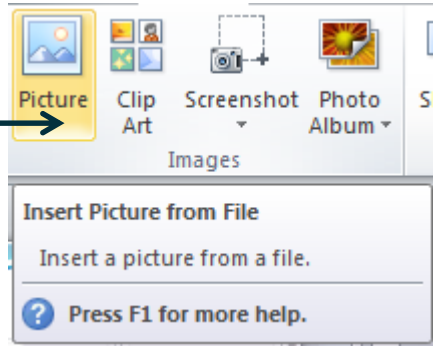
Inserting Images



Skill 7 - Inserting an Image to a Slide

To insert an image to a slide:

- On the **Insert** tab, in the **Images** group click on the **Picture** button.



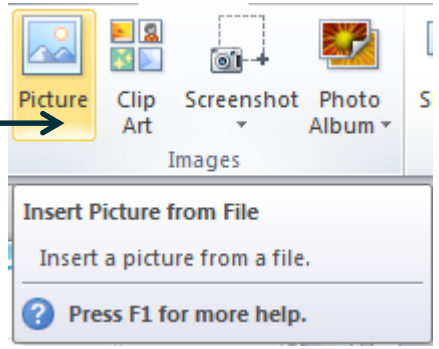
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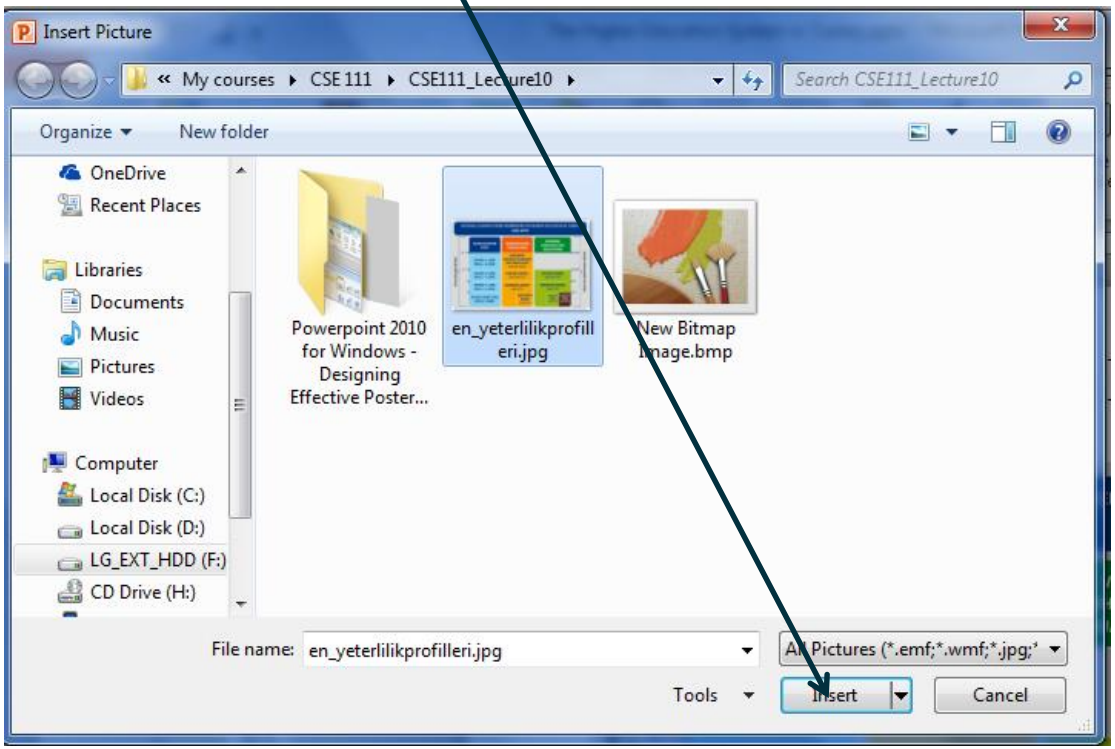
Skill 7 - Inserting an Image to a Slide

Objective
Method

To insert an image to a slide:

- On the **Insert** tab, in the **Images** group click on the **Picture** button.
- In the **Insert Picture** dialog box, locate and select the image that you want to insert, and then click the **Insert** button





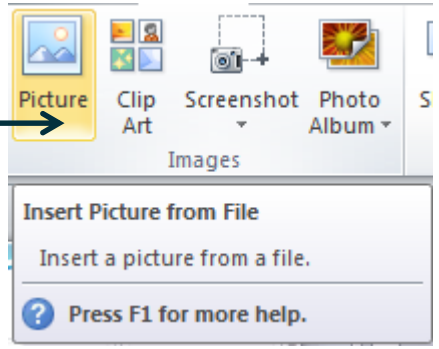
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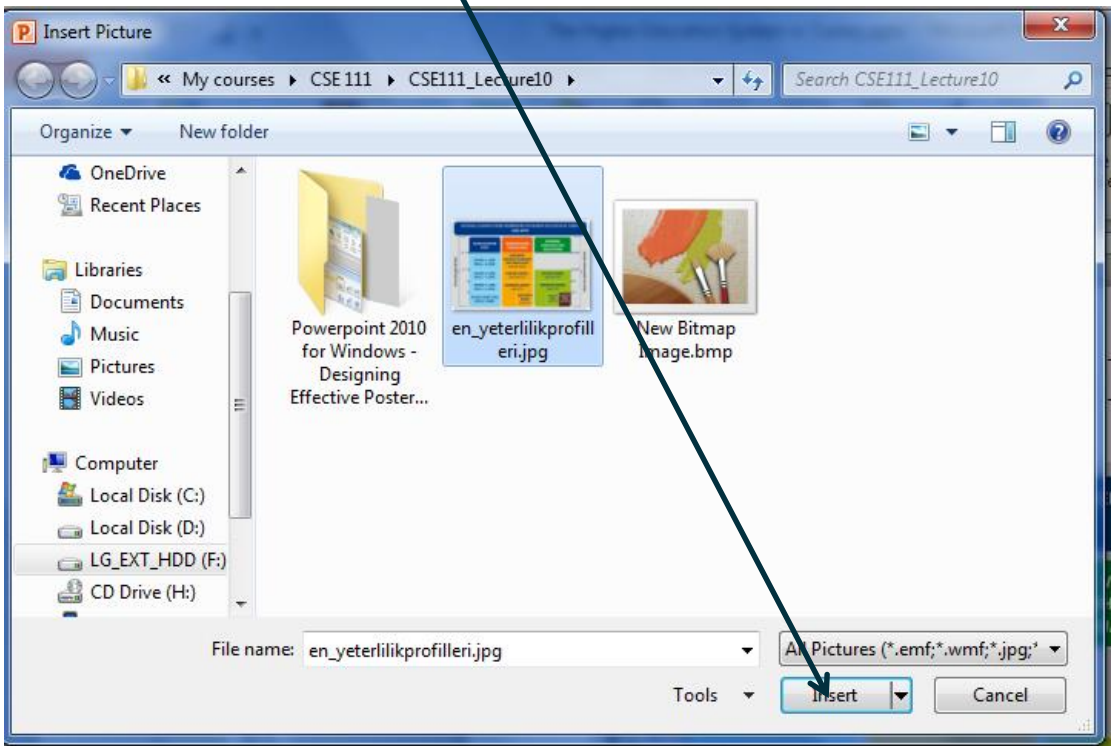
Skill 7 - Inserting an Image to a Slide

Objective
Method

To insert an image to a slide:

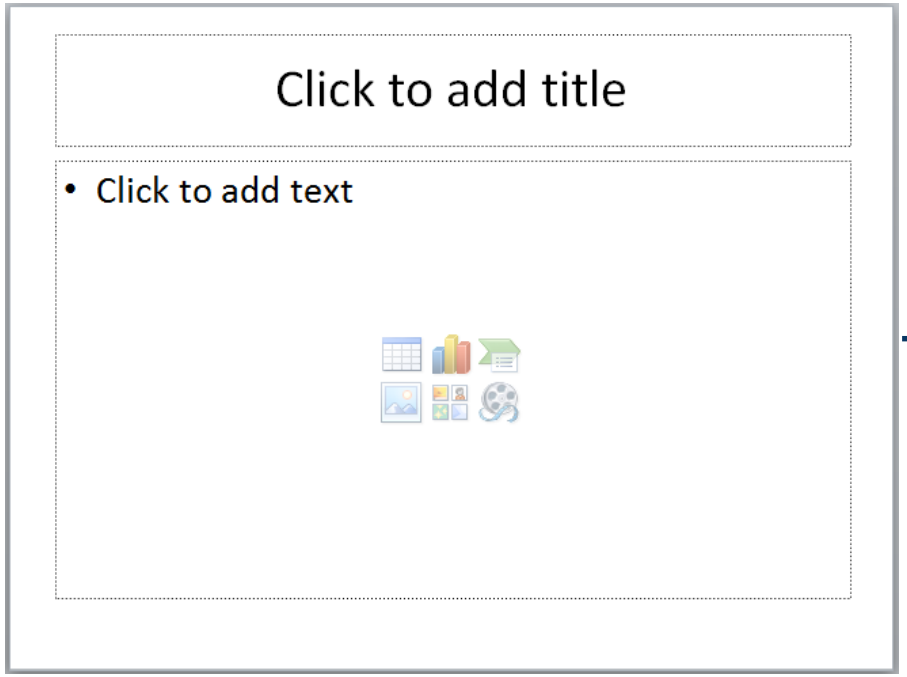
- On the **Insert** tab, in the **Images** group click on the **Picture** button.
- In the **Insert Picture** dialog box, locate and select the image that you want to insert, and then click the **Insert** button
- The picture will be inserted into the slide and the contextual **Picture Tools Format** tab will appear to enable you to adjust your image.

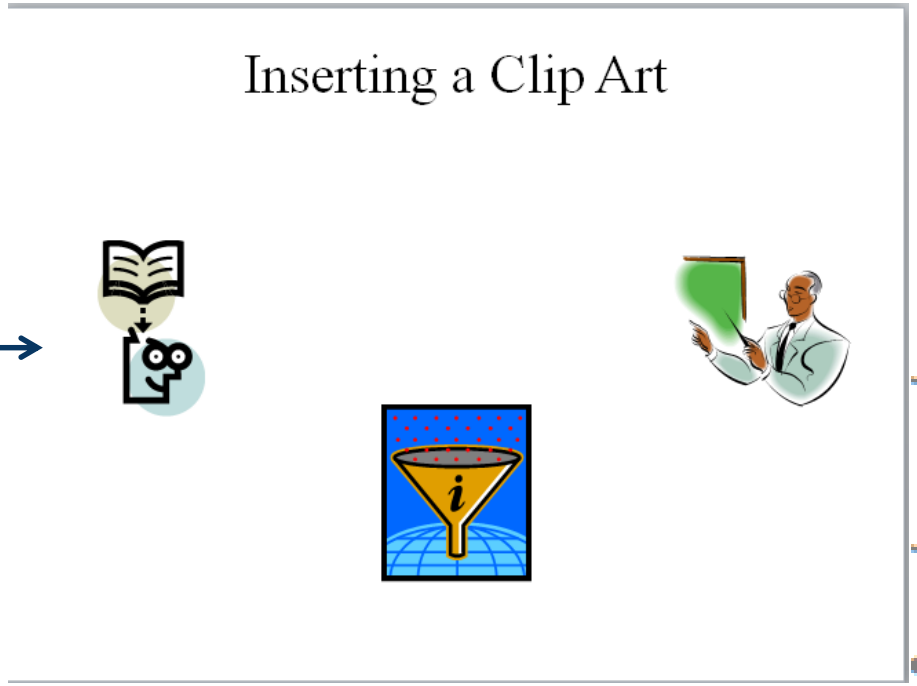




T.C. Adnan Menderes University Faculty of Engineering

Skill 8 - Inserting a Clip Art to a Slide





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Skill 8 - Inserting a Clip Art to a Slide

To insert a Clip Art to a slide:

- On the **Insert** tab, in the **Images** group click on the **Clip Art** button.



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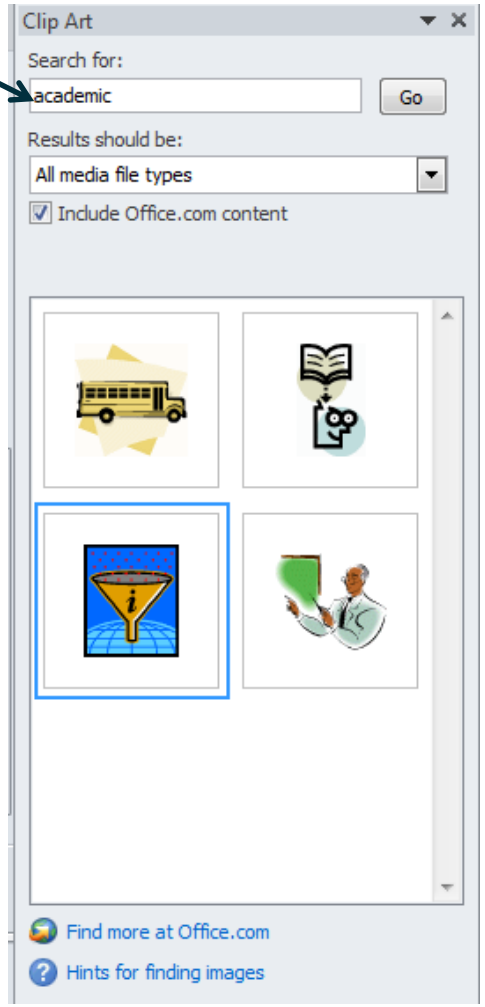
Skill 8 - Inserting a Clip Art to a Slide

Objective
Method

To insert a Clip Art to a slide:

- On the **Insert** tab, in the **Images** group click on the **Clip Art** button.
- In the **Clip Art** dialog box, type a name for the desired Cilp Art in the **Search for:** field**,** then click on the button **Go**.





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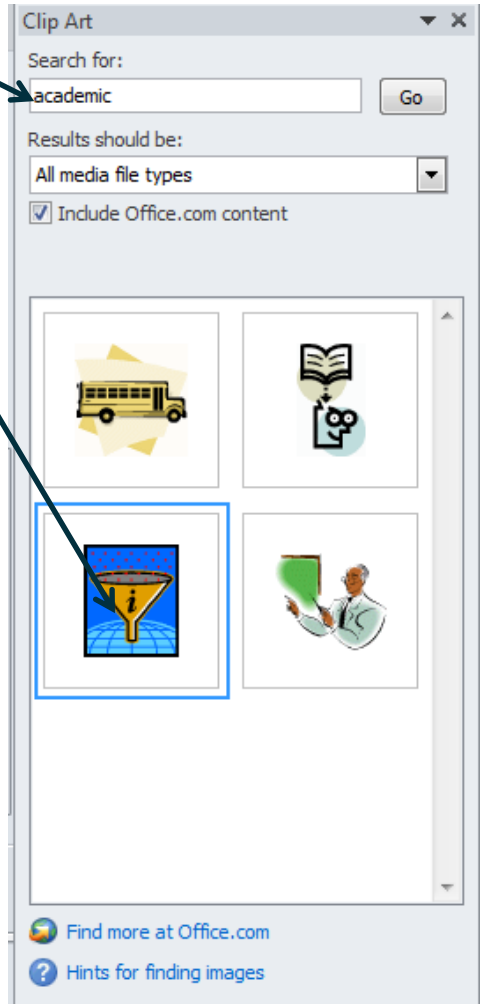
Skill 8 - Inserting a Clip Art to a Slide

Objective
Method

To insert a Clip Art to a slide:

- On the **Insert** tab, in the **Images** group click on the **Clip Art** button.
- In the **Clip Art** dialog box, type a name for the desired Cilp Art in the **Search for:** field**,** then click on the button **Go**.
- Once the search is finished, click on one of the clips of the search results to have it inserted into the slide.





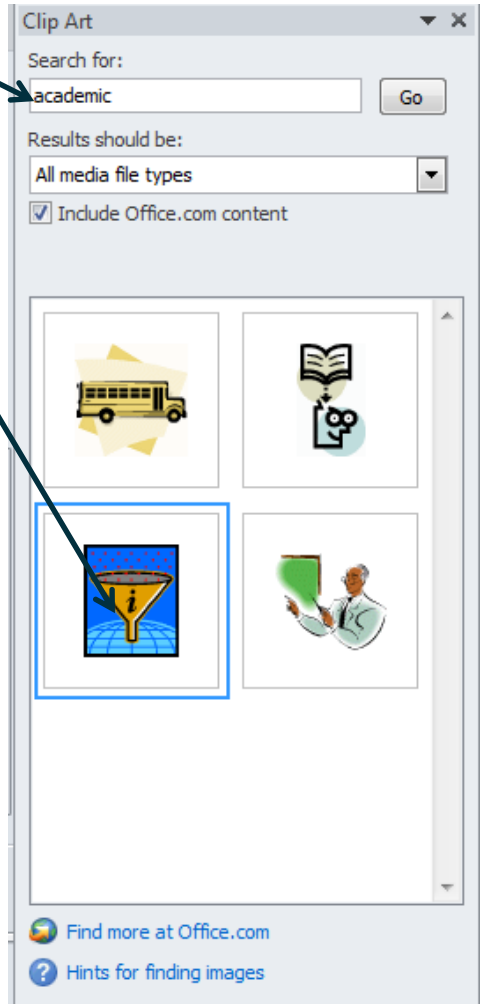
T.C. Adnan Menderes University Faculty of Engineering

Skill 8 - Inserting a Clip Art to a Slide

To insert a Clip Art to a slide:

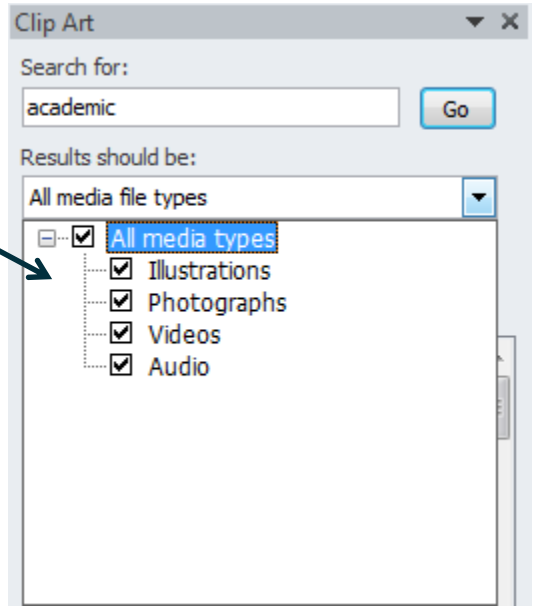
- On the **Insert** tab, in the **Images** group click on the **Clip Art** button.
- In the **Clip Art** dialog box, type a name for the desired Cilp Art in the **Search for:** field**,** then click on the button **Go**.
- Once the search is finished, click on one of the clips of the search results to have it inserted into the slide.





Note:

We can filter the search results by selecting the media type.



T.C. Adnan Menderes University Faculty of Engineering

Skill 9 - Inserting a Screenshot to a Slide

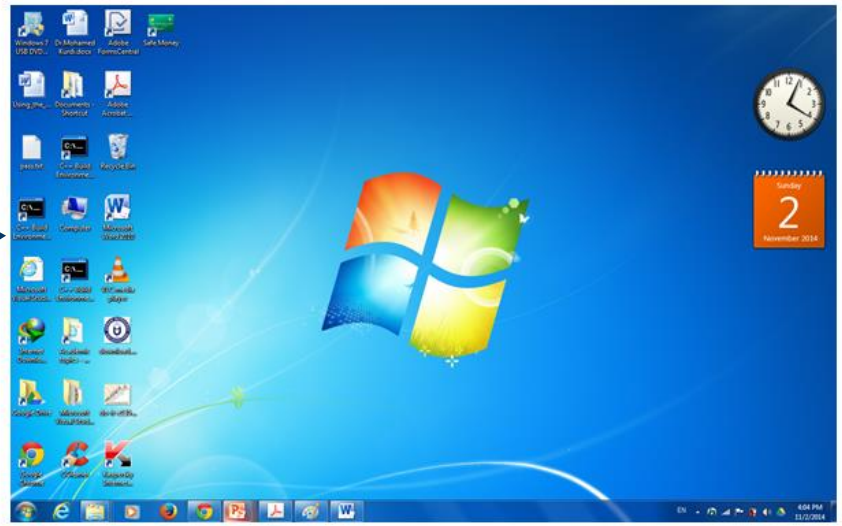
Objective
Method

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Click to add title

- Click to add text

Inserting a Screenshot



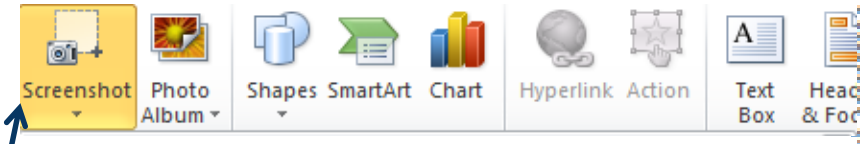
Skill 9 - Inserting a Screenshot to a Slide

1- A screenshot of an opened Window

Objective
Method

To insert screenshot of an opened (maximized) window:

- On the **Insert** tab, in the **Images** group click on the **Screenshot** button.



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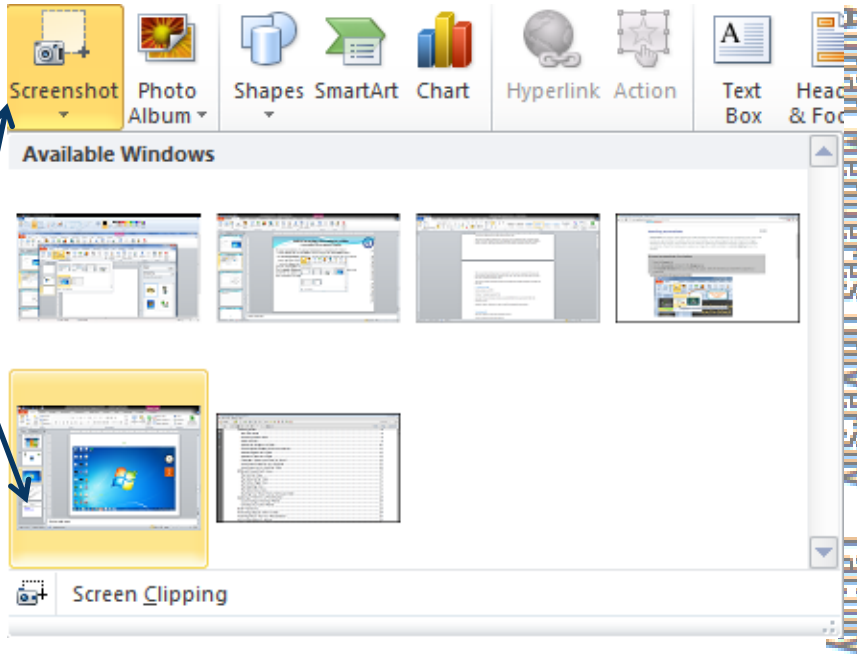
Skill 9 - Inserting a Screenshot to a Slide

1- A screenshot of an opened Window

Objective
Method

To insert screenshot of an opened (maximized) window:

- On the **Insert** tab, in the **Images** group click on the **Screenshot** button.
- The **Available Windows** from your desktop will appear. select the window you would like to capture as a screenshot, The screenshot will appear in your slide.



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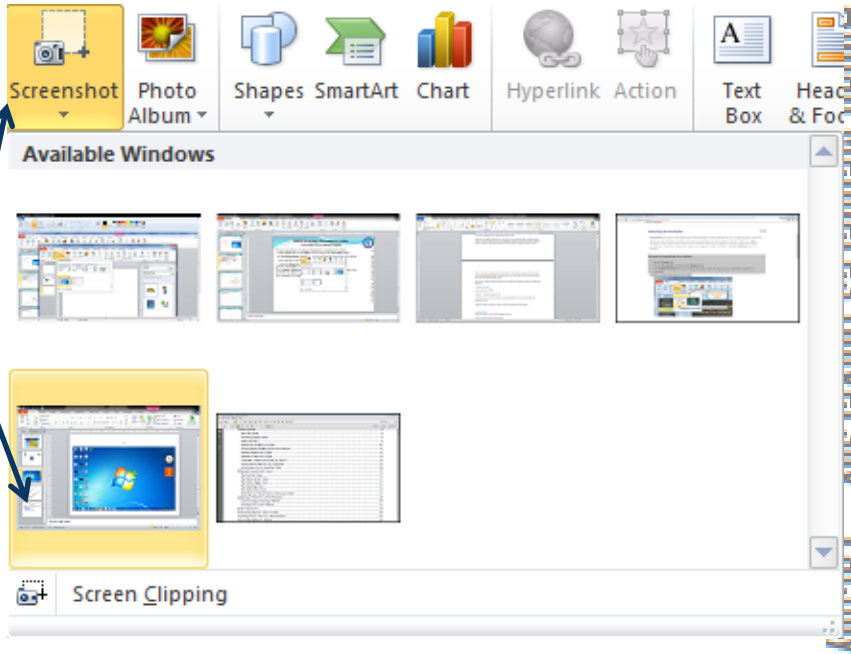
Skill 9 - Inserting a Screenshot to a Slide

1- A screenshot of an opened Window

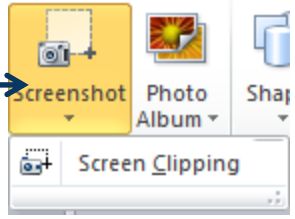
Objective
Method

To insert screenshot of an opened (maximized) window:

- On the **Insert** tab, in the **Images** group click on the **Screenshot** button.
- The **Available Windows** from your desktop will appear. select the window you would like to capture as a screenshot, The screenshot will appear in your slide.



Note1: if all windows are minimized to the taskbar, the available windows list will be empty.



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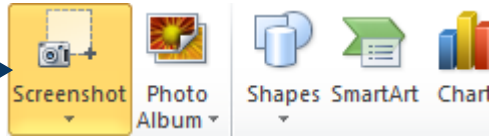
Skill 9 - Inserting a Screenshot to a Slide

2- A Screen Clipping from a Window

Objective
Method

To insert screen clipping of an opened (maximized) window:

- On the **Insert** tab, in the **Images** group click on the **Screenshot** button.



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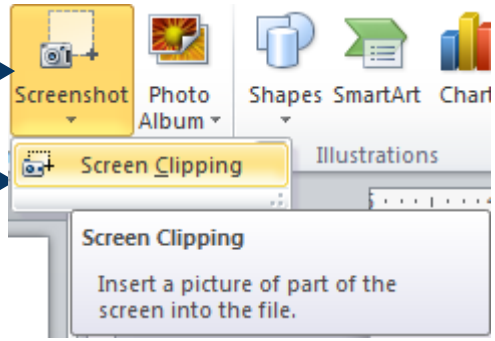
Skill 9 - Inserting a Screenshot to a Slide

2- A Screen Clipping from a Window

Objective
Method

To insert screen clipping of an opened (maximized) window:

- On the **Insert** tab, in the **Images** group click on the **Screenshot** button.
- Click **Screen Clipping**.



T.C. Adnan Menderes University Faculty of Engineering

Skill 9 - Inserting a Screenshot to a Slide

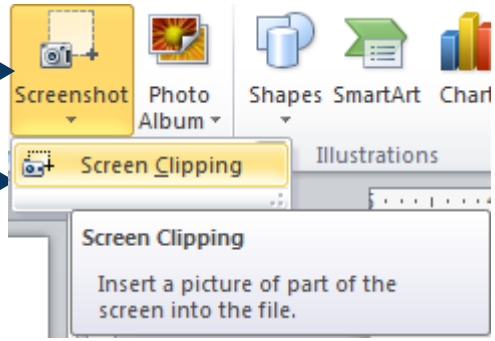
2- A Screen Clipping from a Window

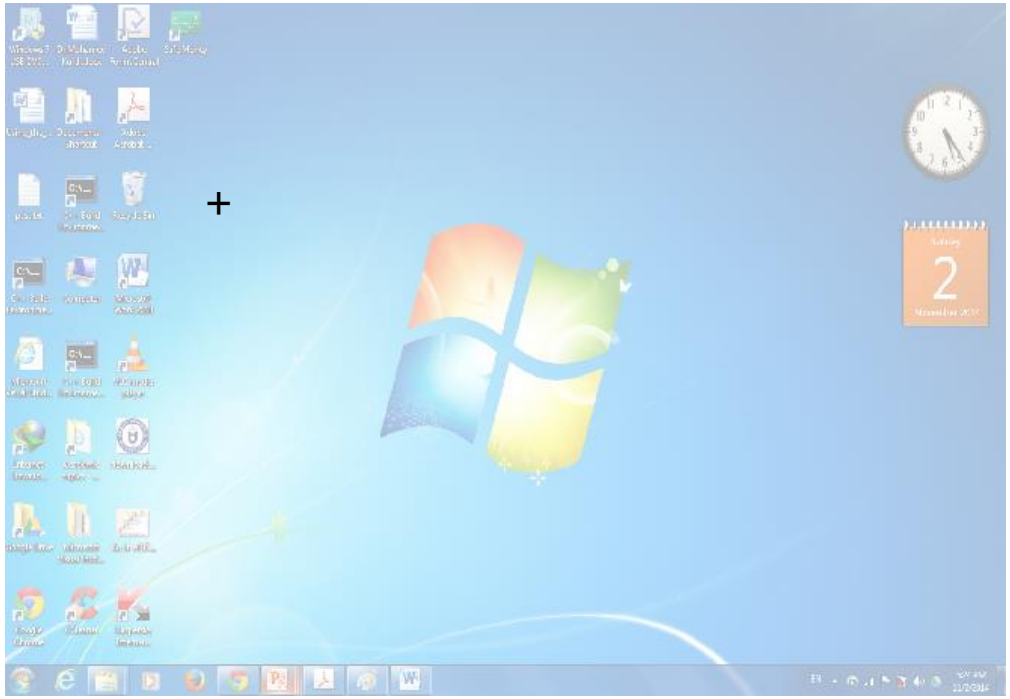
Objective
Method

T.C. Adnan Menderes University Faculty of Engineering

To insert screen clipping of an opened (maximized) window:

- On the **Insert** tab, in the **Images** group click on the **Screenshot** button.
- Click **Screen Clipping**.
- A faded view of your current desktop will appear, and your cursor will turn into a cross shape +.





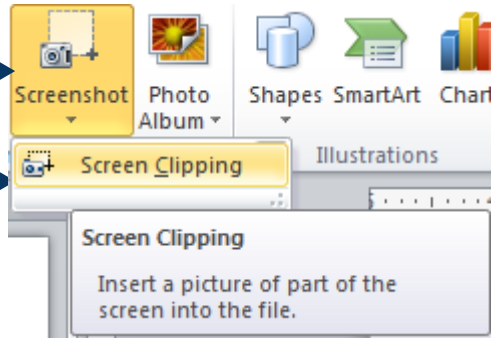
Skill 9 - Inserting a Screenshot to a Slide

2- A Screen Clipping from a Window

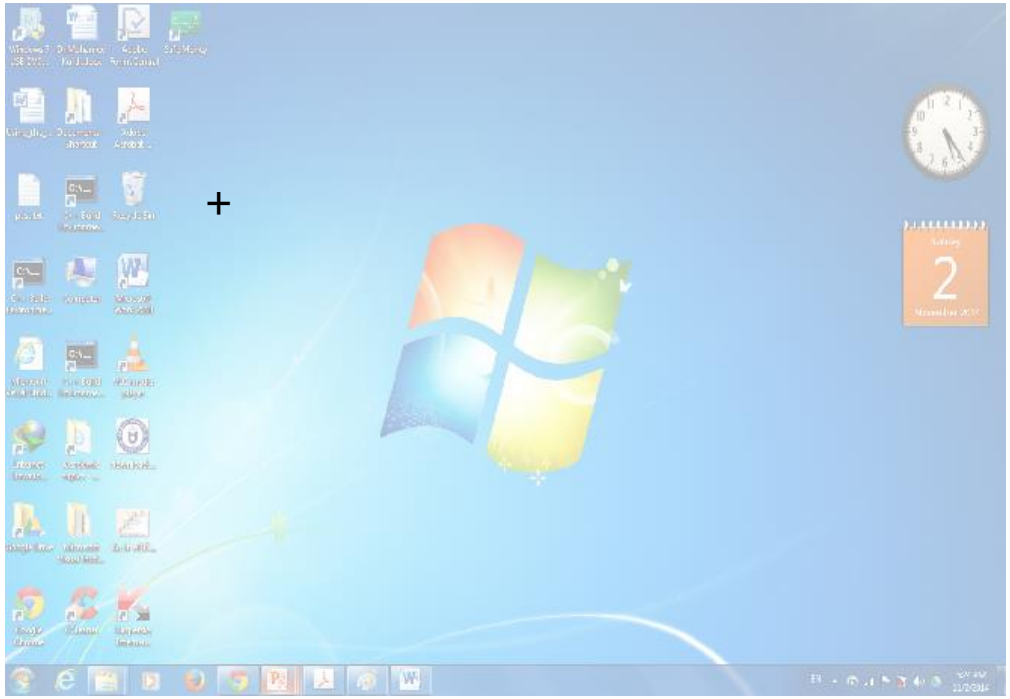
T.C. Adnan Menderes University Faculty of Engineering

To insert screen clipping of an opened (maximized) window:

- On the **Insert** tab, in the **Images** group click on the **Screenshot** button.
- Click **Screen Clipping**.



- A faded view of your current desktop will appear, and your cursor will turn into a cross shape +.
- Click, hold, and drag on the area of the window that you want to capture.
- The screen clipping will appear in your slide.



Skill 9 - Inserting a Screenshot to a Slide

3- A Screenshot of the current view

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To you want to insert a snapshot of whole screen including the current PowerPoint window:

- Press the **PrintScreen** key.

Skill 9 - Inserting a Screenshot to a Slide

3- A Screenshot of the current view

To you want to insert a snapshot of whole screen including the current PowerPoint window:

- Press the **PrintScreen** key.
- Press **Ctrl+V** keys.

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Skill 9 - Inserting a Screenshot to a Slide

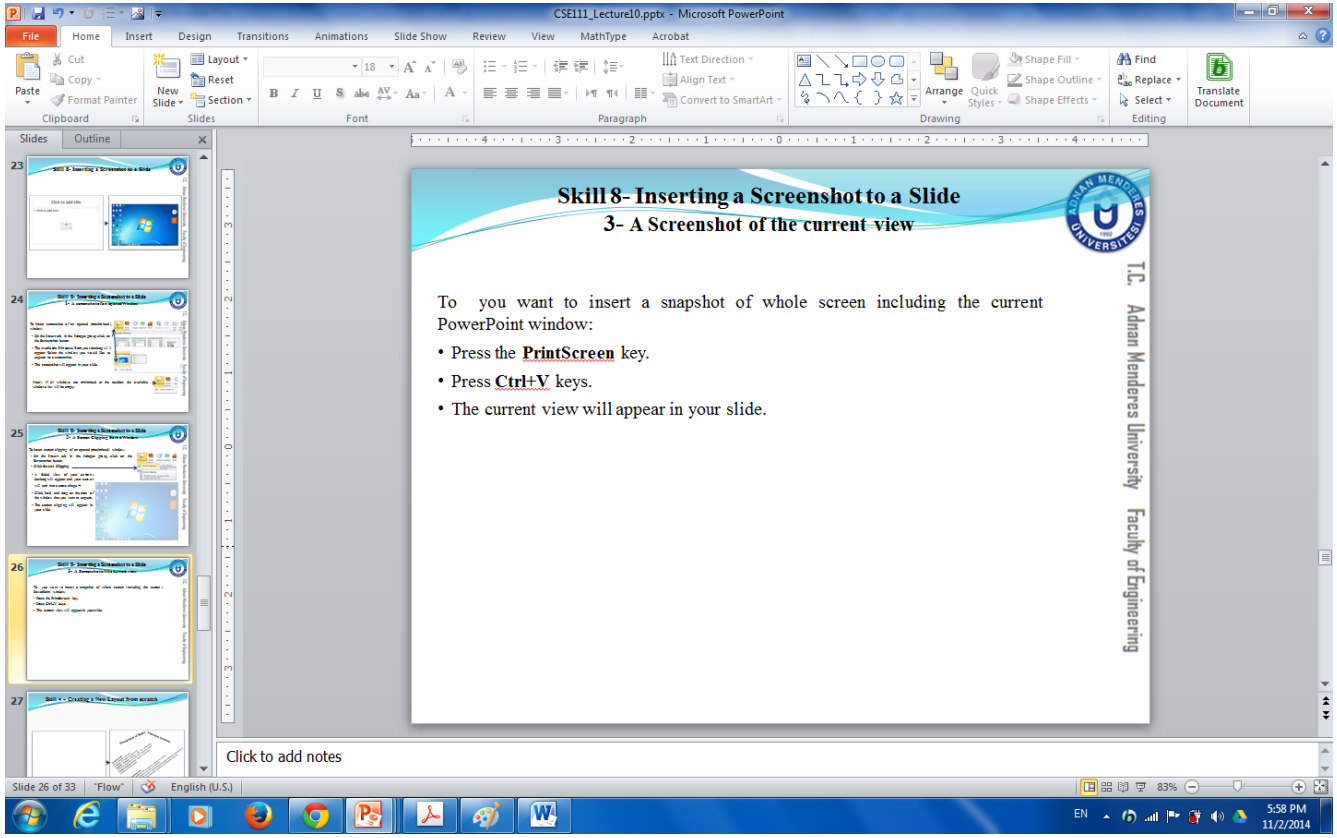
3- A Screenshot of the current view

Objective
Method

T.C. Adnan Menderes University Faculty of Engineering

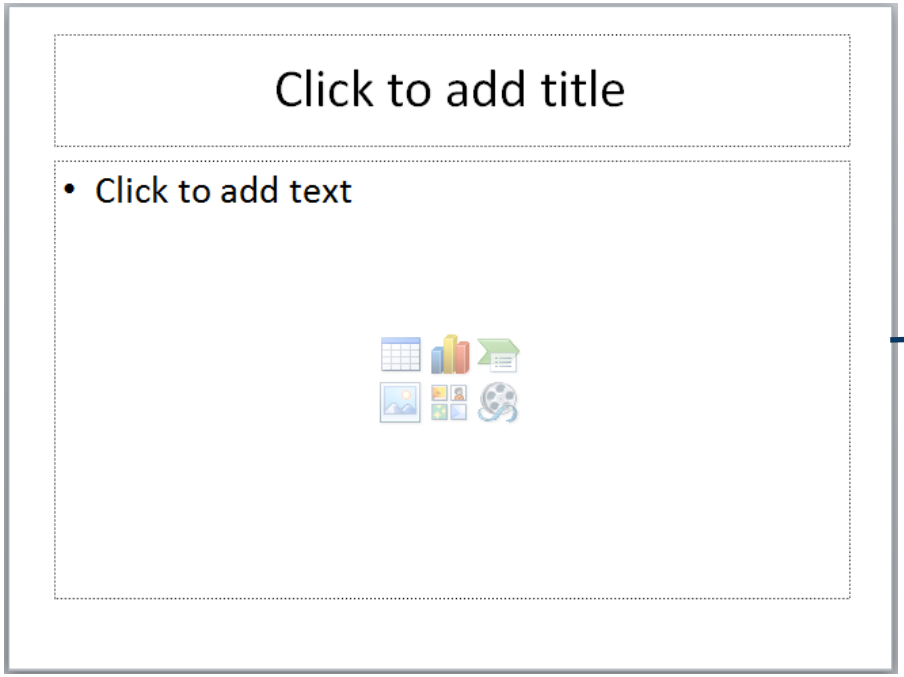
To you want to insert a snapshot of whole screen including the current PowerPoint window:

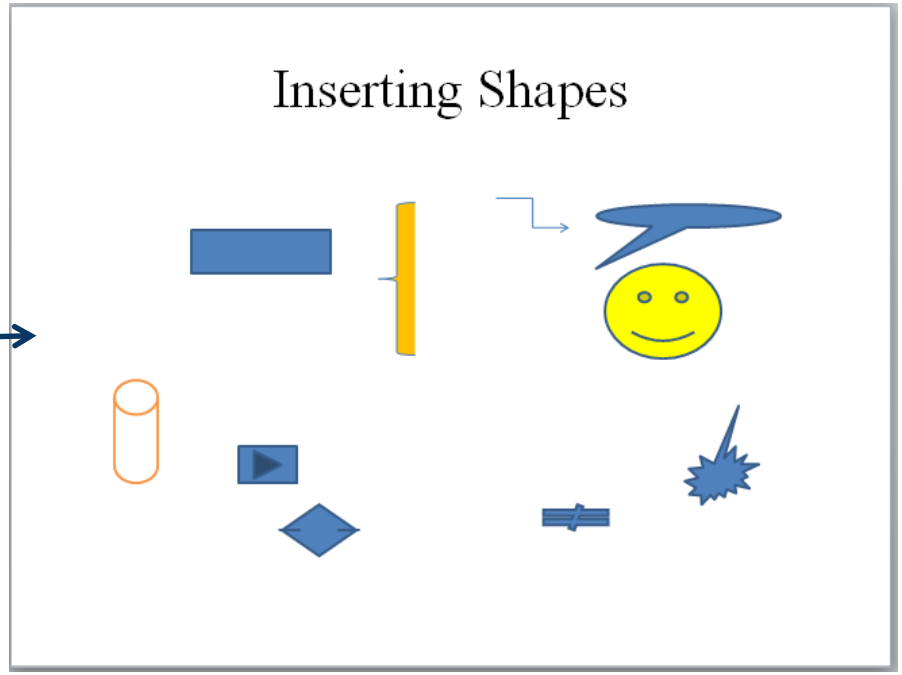
- Press the **PrintScreen** key.
- Press **Ctrl+V** keys.
- The current view will appear in your slide.



Skill 10 - Inserting a Shape to a Slide

Objective
Method





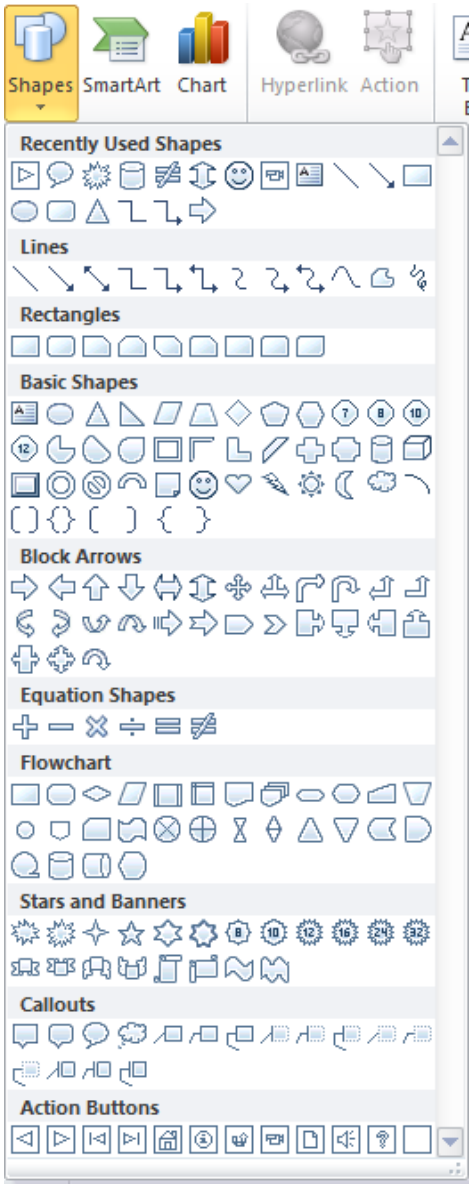
T.C. Adnan Menderes University Faculty of Engineering

Skill 10 - Inserting a Shape to a Slide

Objective
Method

To insert a shape to a slide:

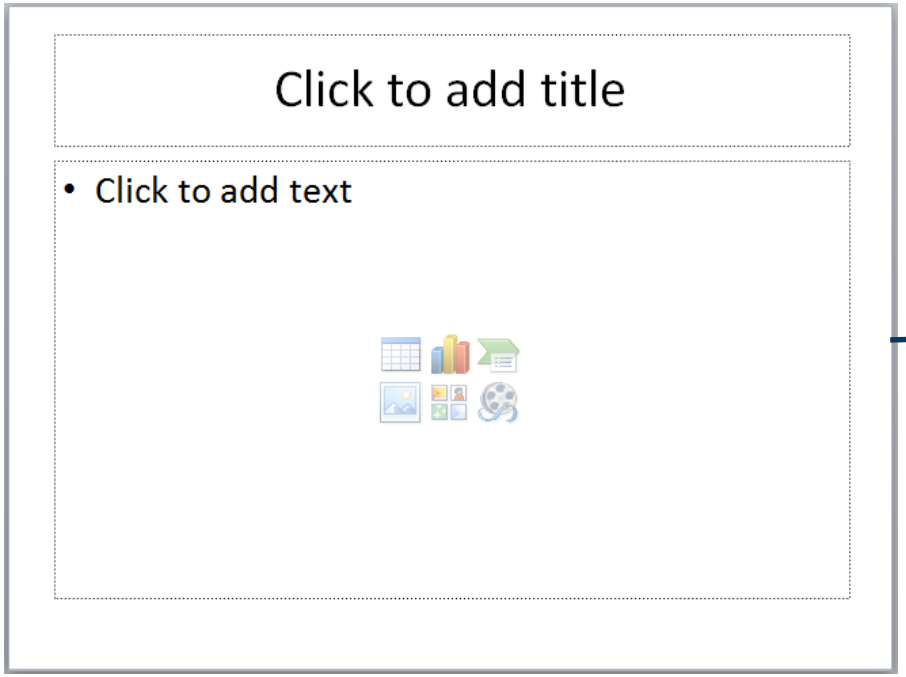
- Click once in the blank portion of the slide.
- On the **Insert** tab in the **Illustration** group, click on the **Shapes** button.
- Click once on the desired shape icon from within the gallery.
- Your cursor will appear as a thin plus-sign +.
- Using your mouse, draw the shape on the slide.
- The shape will be inserted and the contextual **Drawing Tools Format** tab will appear.
- Click once on it to make it active, and use it to format the shape.

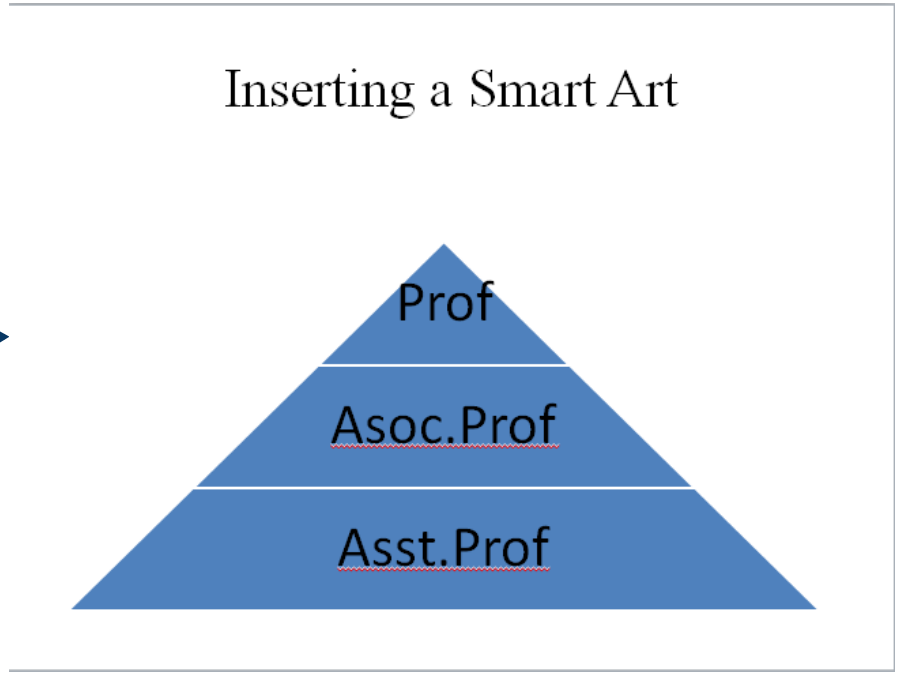


T.C. Adnan Menderes University Faculty of Engineering

Skill 11 - Inserting a Smart Art to a Slide

Objective
Method





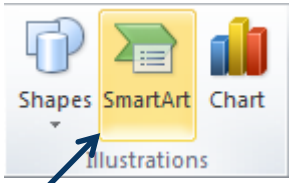
T.C. Adnan Menderes University Faculty of Engineering

Skill 11 - Inserting a Smart Art to a Slide

Objective
Method

To insert a Smart Art to a slide:

- Click once in the blank portion of the slide.
- On the **Insert** tab in the **Illustration** group, click on the **SamrtArt** button.



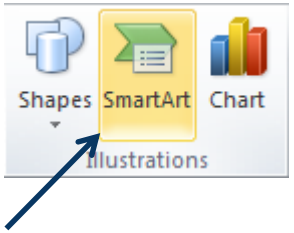
T.C. Adnan Menderes University Faculty of Engineering

Skill 11 - Inserting a Smart Art to a Slide

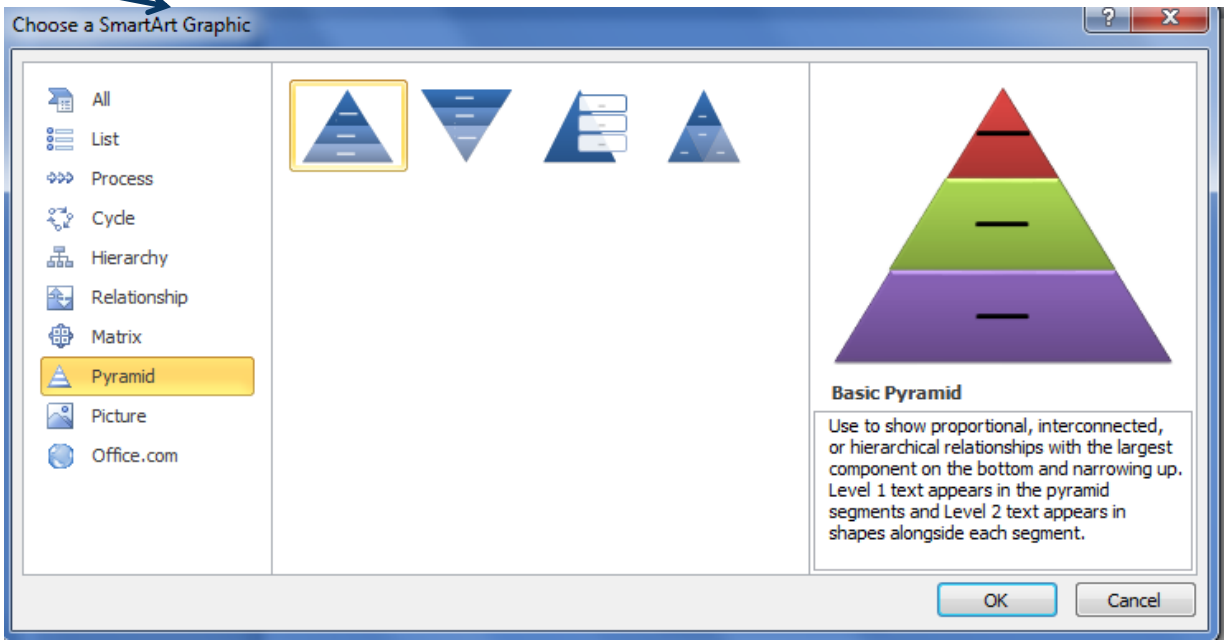
Objective
Method

T.C. Adnan Menderes University Faculty of Engineering

To insert a Smart Art to a slide:



- Click once in the blank portion of the slide.
- On the **Insert** tab in the **Illustration** group, click on the **SamrtArt** button.
- On the dialog box **Choose a SmartArt Graphic** double click on the desired smart art icon from within the gallery.

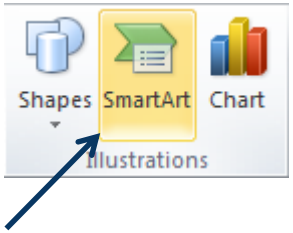


Skill 11 - Inserting a Smart Art to a Slide

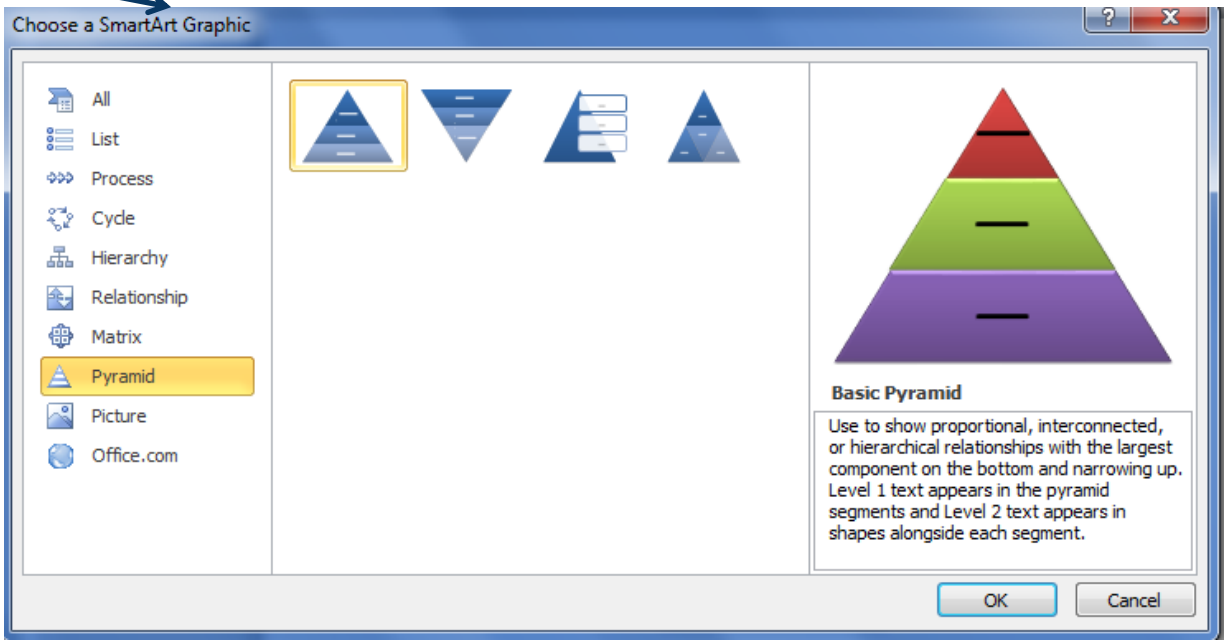
Objective
Method

T.C. Adnan Menderes University Faculty of Engineering

To insert a Smart Art to a slide:



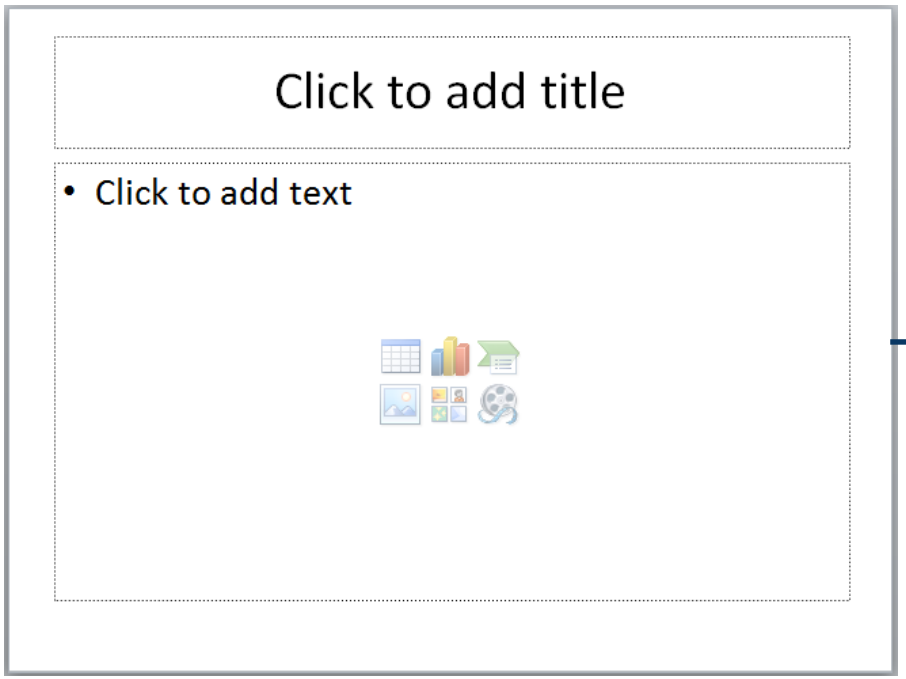
- Click once in the blank portion of the slide.
- On the **Insert** tab in the **Illustration** group, click on the **SamrtArt** button.
- On the dialog box **Choose a SmartArt Graphic** double click on the desired smart art icon from within the gallery.

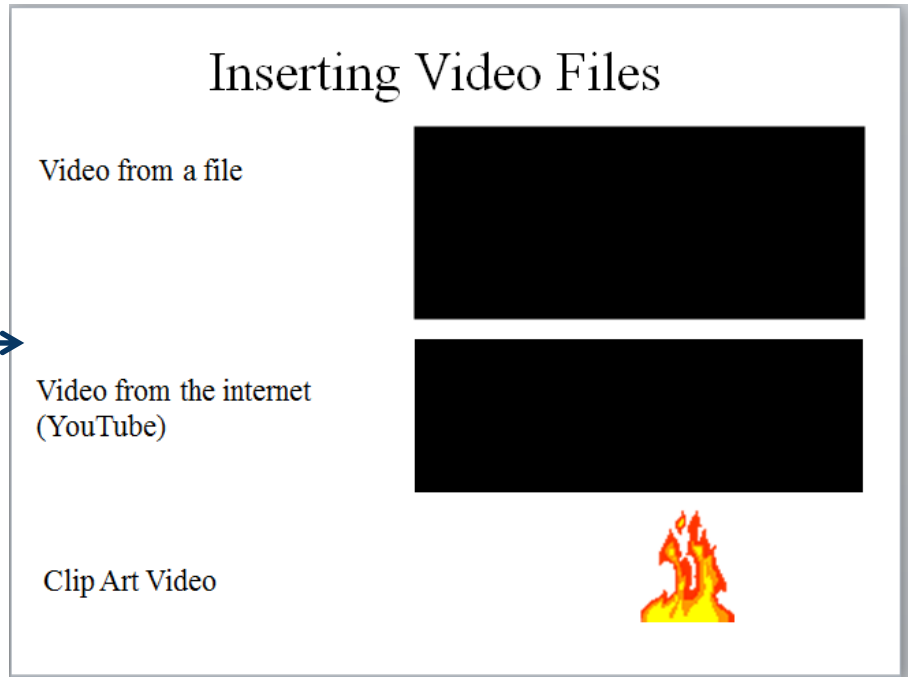


- The smart art will be inserted, and the two SmartArt Tools contextual tabs **Format** and **Design** will appear.
- Use these two tabs to format your smart art.

Skill 12 - Inserting a Video to a Slide

T.C. Adnan Menderes University Faculty of Engineering





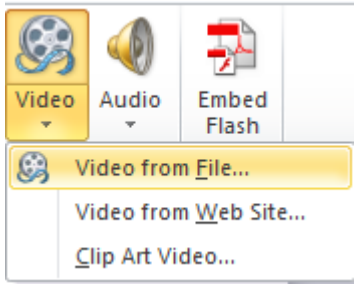
Skill 12 - Inserting a Video to a Slide

1- Inserting a Video from a File

Objective
Method

To insert a video from a file to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Video** icon**,** then click **Video from a File**



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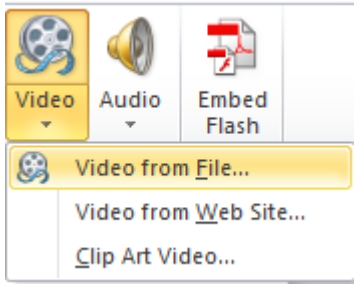
Skill 12 - Inserting a Video to a Slide

1- Inserting a Video from a File

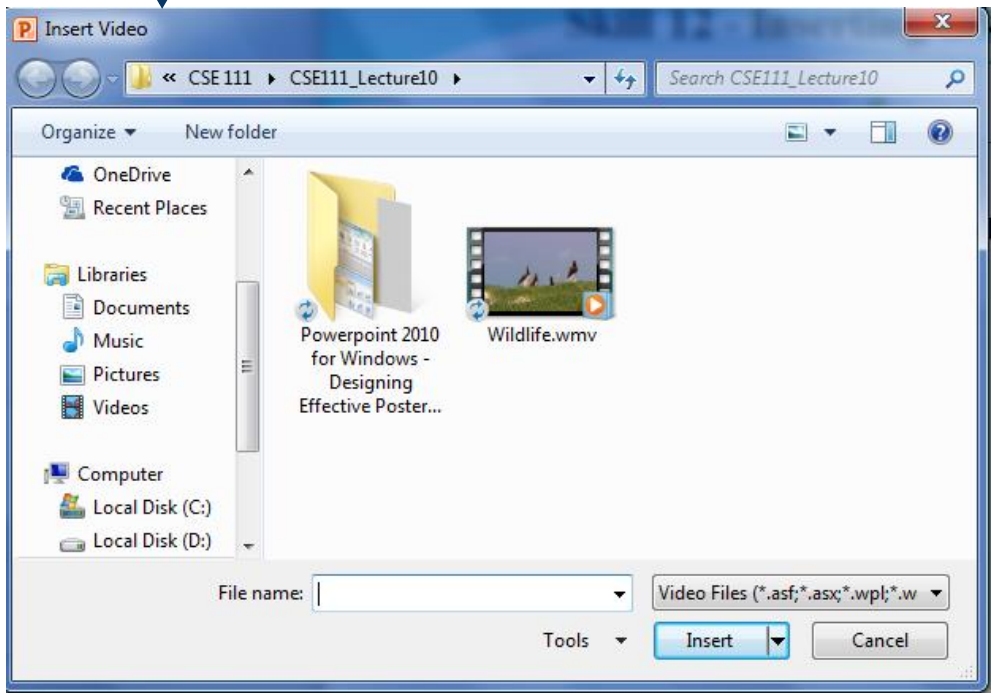
Objective
Method

To insert a video from a file to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Video** icon**,** then click **Video from a File**



- In the **Insert Video** dialog box, locate and select the video that you want to insert, and then click the **Insert** button.



T.C. Adnan Menderes University Faculty of Engineering

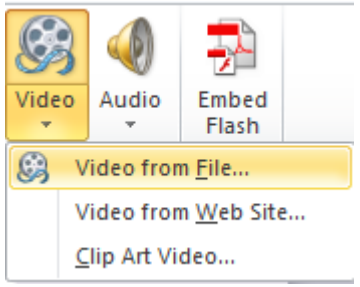
Skill 12 - Inserting a Video to a Slide

1- Inserting a Video from a File

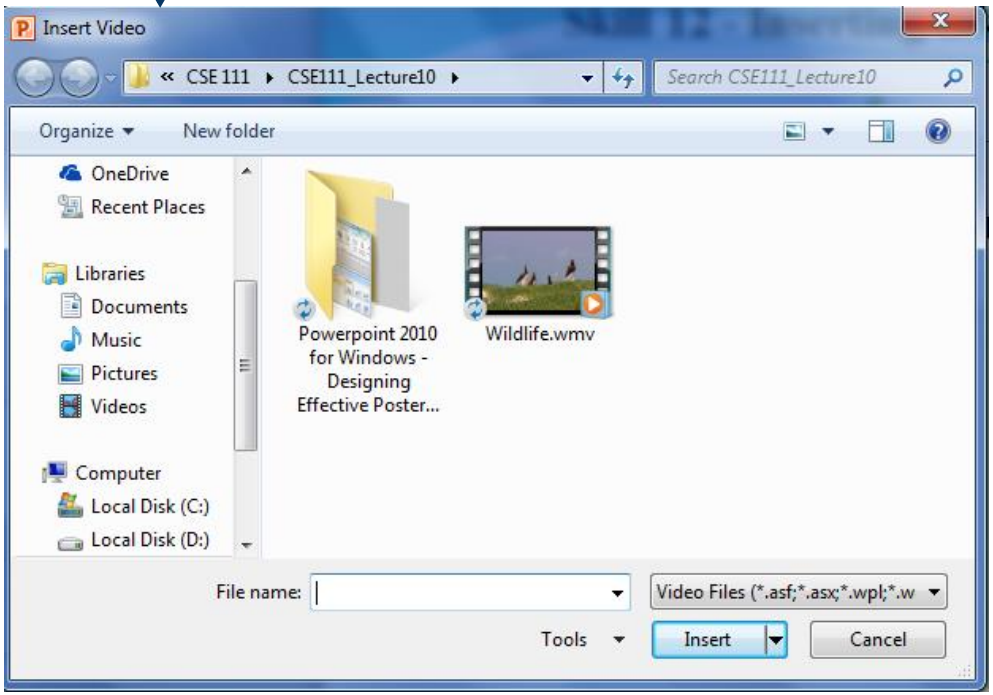
Objective
Method

To insert a video from a file to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Video** icon**,** then click **Video from a File**



- In the **Insert Video** dialog box, locate and select the video that you want to insert, and then click the **Insert** button.



- To format your video, use the two Video Tools contextual tabs **Format** and **Playback.**

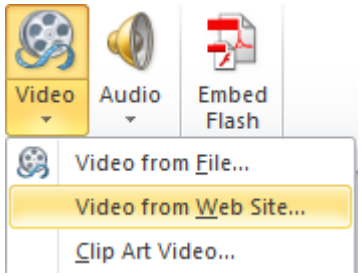
T.C. Adnan Menderes University Faculty of Engineering

Skill 12 - Inserting a Video to a Slide

2- Inserting a Video from a Web Site

To insert a video from a file to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Video** icon**,** then click **Video from a Web Site.**



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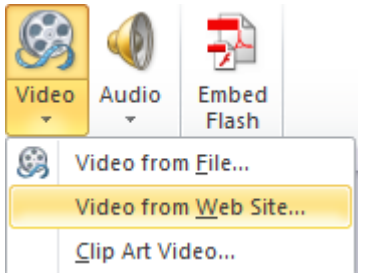
Skill 12 - Inserting a Video to a Slide

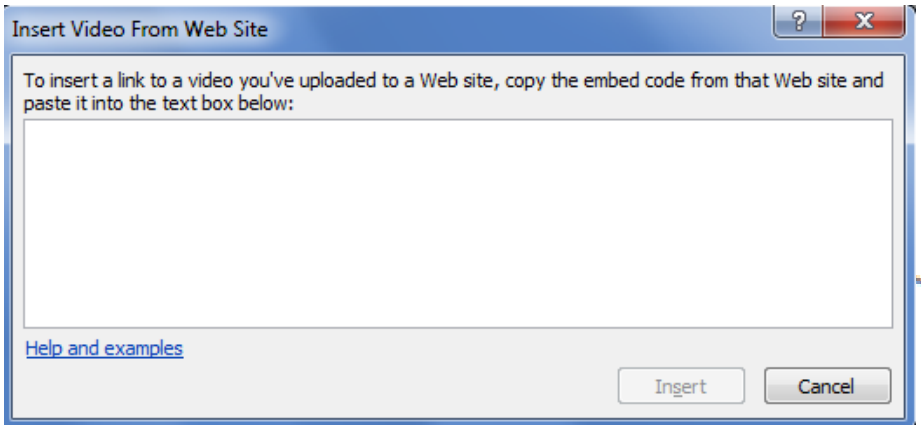
2- Inserting a Video from a Web Site

Objective
Method

To insert a video from a file to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Video** icon**,** then click **Video from a Web Site.**
- The **Insert Video From Web Site** dialog box appears.
- Copy the **embed code** **(~~URl~~)** of desired video.





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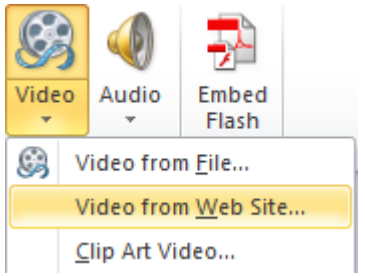
Skill 12 - Inserting a Video to a Slide

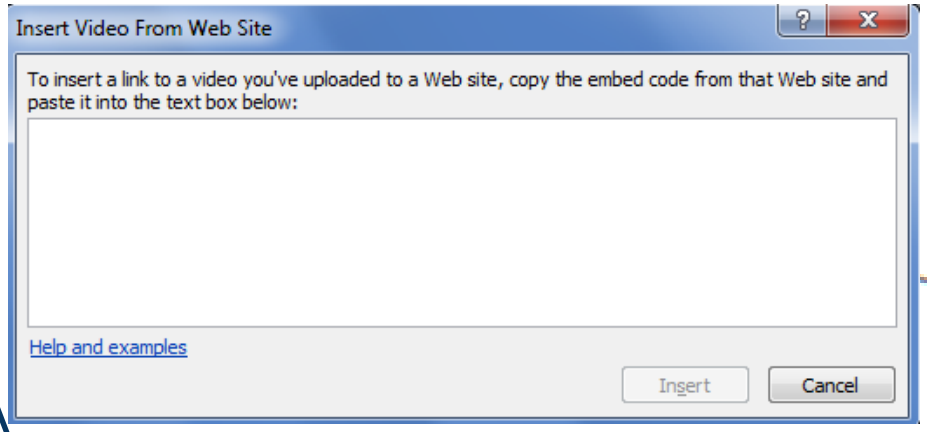
2- Inserting a Video from a Web Site

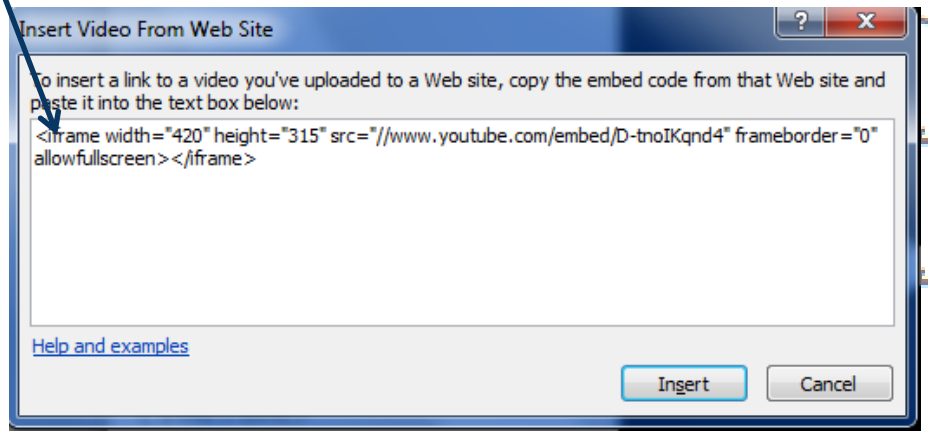
Objective
Method

To insert a video from a file to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Video** icon**,** then click **Video from a Web Site.**
- The **Insert Video From Web Site** dialog box appears.
- Copy the **embed code** **(~~URl~~)** of desired video.
- Paste it in the text box, and then click the **Insert** button.







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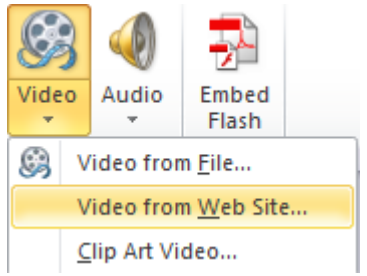
Skill 12 - Inserting a Video to a Slide

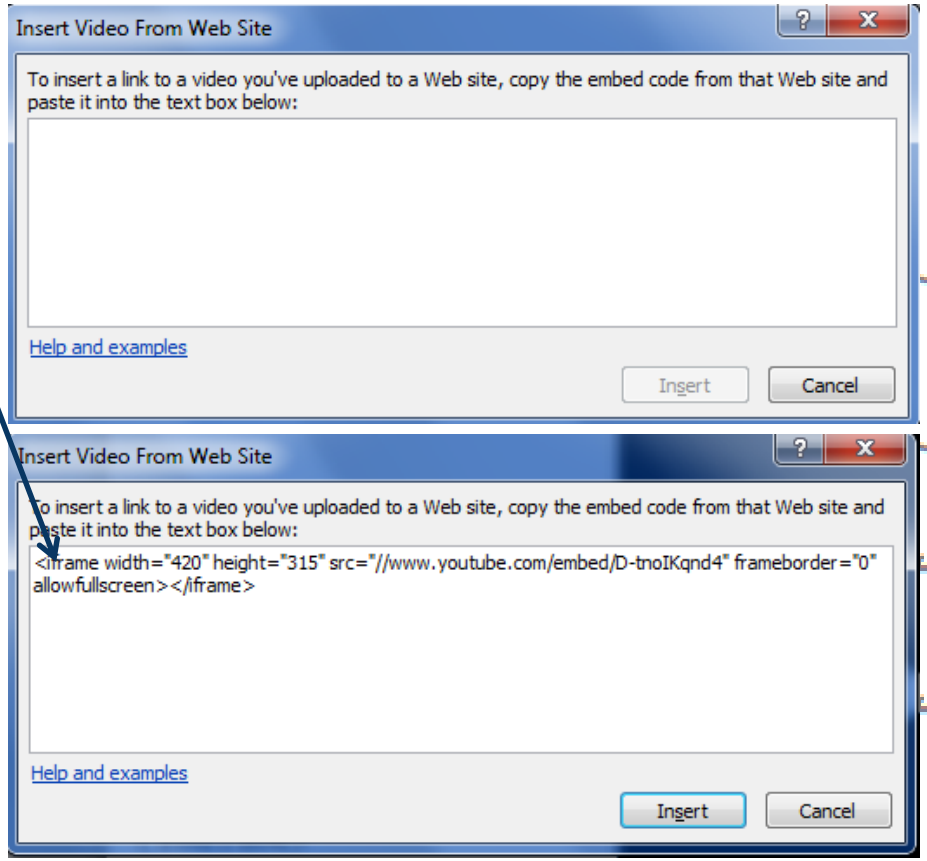
2- Inserting a Video from a Web Site

Objective
Method

To insert a video from a file to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Video** icon**,** then click **Video from a Web Site.**
- The **Insert Video From Web Site** dialog box appears.
- Copy the **embed code** **(~~URl~~)** of desired video.
- Paste it in the text box, and then click the **Insert** button.
- To format your video, use the two Video Tools contextual tabs **Format** and **Playback.**





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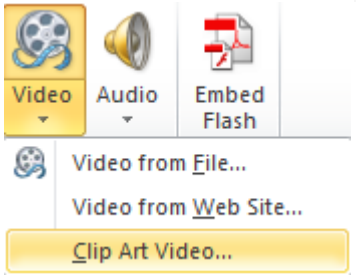
Skill 12 - Inserting a Video to a Slide

Objective
Method

3- Inserting a Clip Art Video

To insert a Clip Art Video to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Video** icon**,** then click **Clip Art Video.**



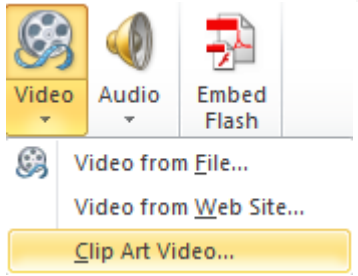
T.C. Adnan Menderes University Faculty of Engineering

Skill 12 - Inserting a Video to a Slide

3- Inserting a Clip Art Video

To insert a Clip Art Video to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Video** icon**,** then click **Clip Art Video.**
- In the **Clip Art** dialog box, type a name for the desired Cilp Art Video in the **Search for:** field**,** then click on the button **Go**.





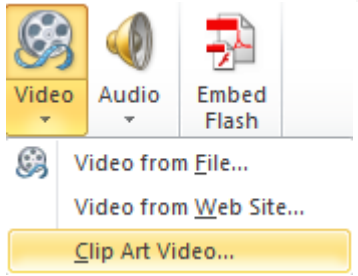
T.C. Adnan Menderes University Faculty of Engineering

Skill 12 - Inserting a Video to a Slide

3- Inserting a Clip Art Video

To insert a Clip Art Video to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Video** icon**,** then click **Clip Art Video.**
- In the **Clip Art** dialog box, type a name for the desired Cilp Art Video in the **Search for:** field**,** then click on the button **Go**.
- Once the search is finished, click on one of the clip art videos of the search results to have it inserted into the slide.

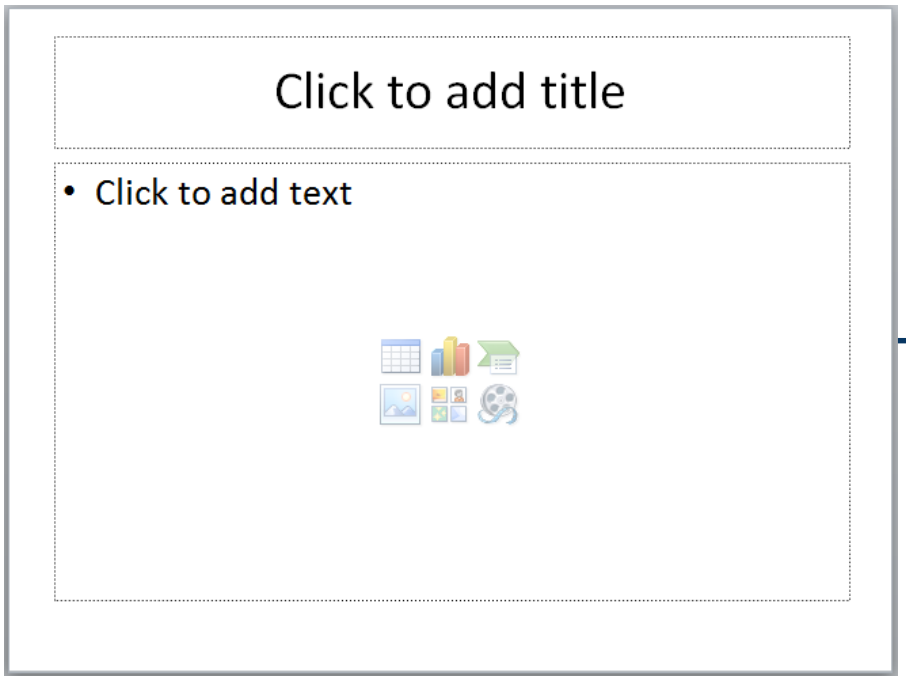


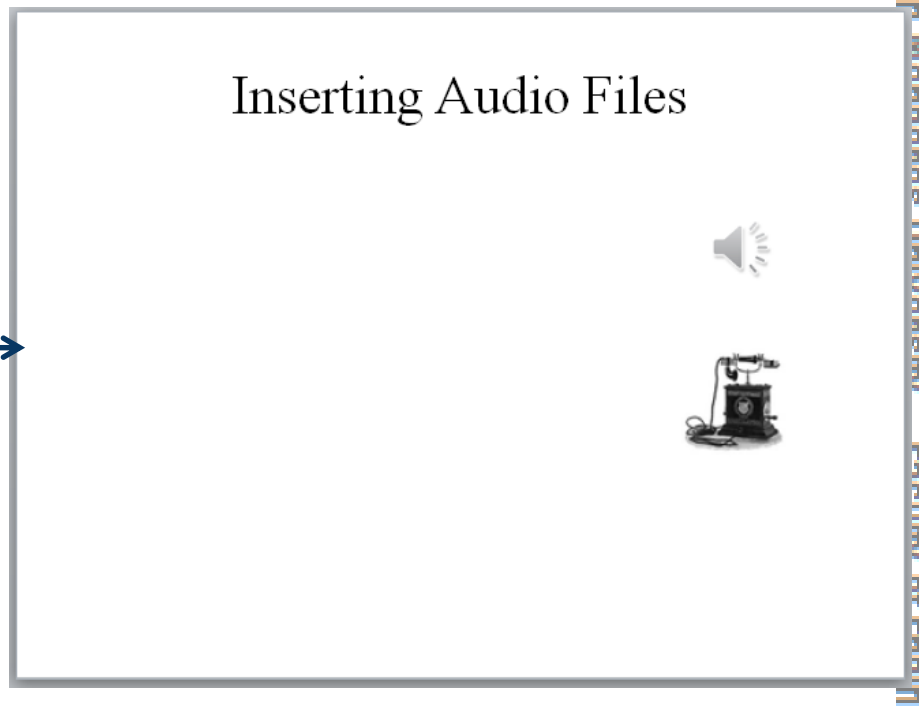


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Skill 13 - Inserting an Audio to a Slide

Objective
Method





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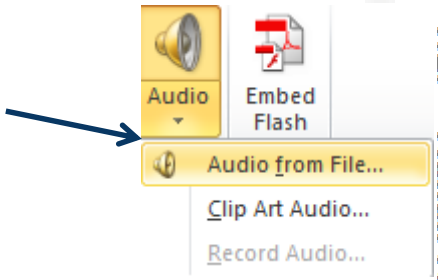
Skill 13 - Inserting an Audio to a Slide

Objective
Method

1- Inserting an Audio from a File

To insert an Audio from file to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Audio** icon**,** then click **Audio from File**.



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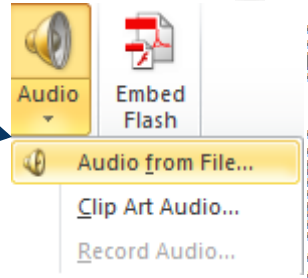
Skill 13 - Inserting an Audio to a Slide

1- Inserting an Audio from a File

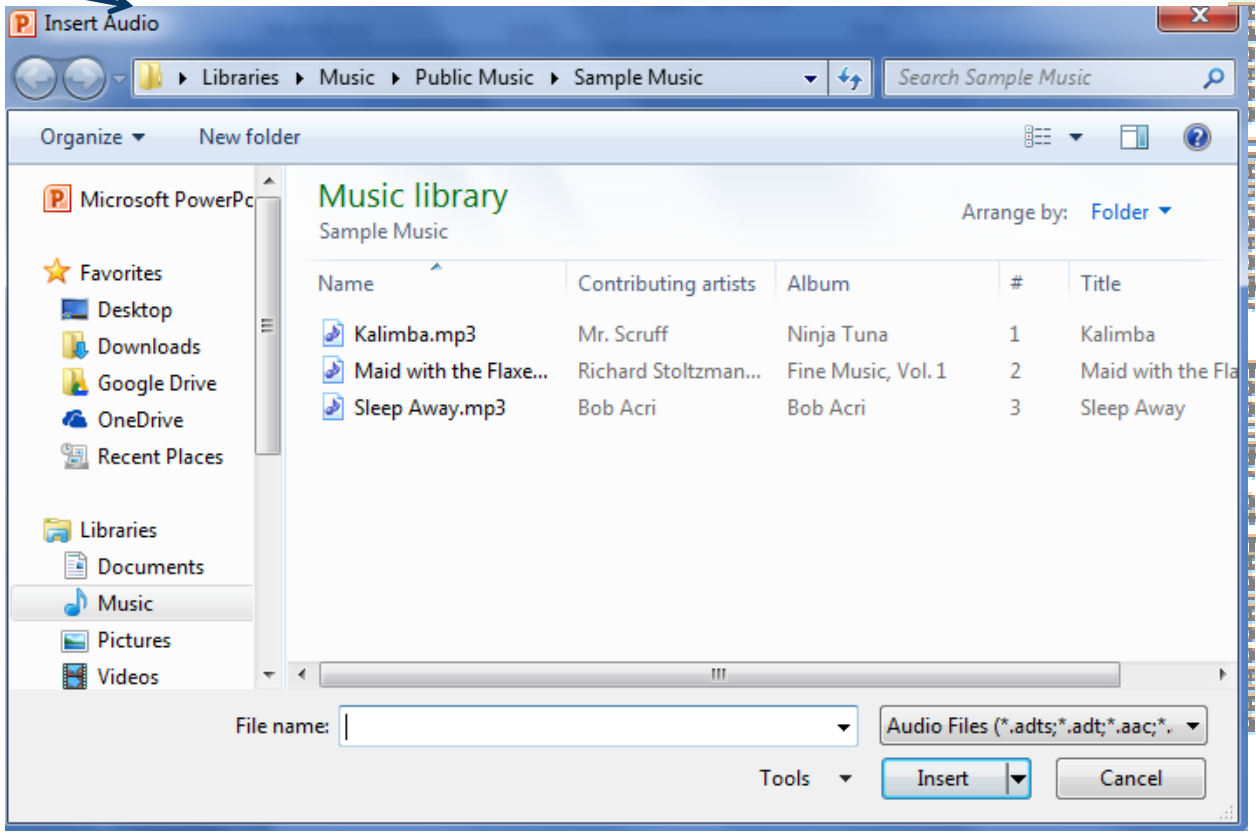
Objective
Method

To insert an Audio from file to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Audio** icon**,** then click **Audio from File**.



- In the **Insert Picture** dialog box, locate and select the Audio that you want to insert, and then click the **Insert** button.



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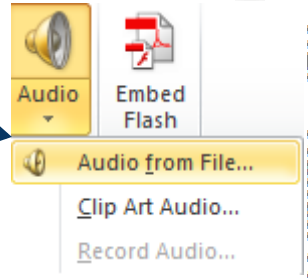
Skill 13 - Inserting an Audio to a Slide

1- Inserting an Audio from a File

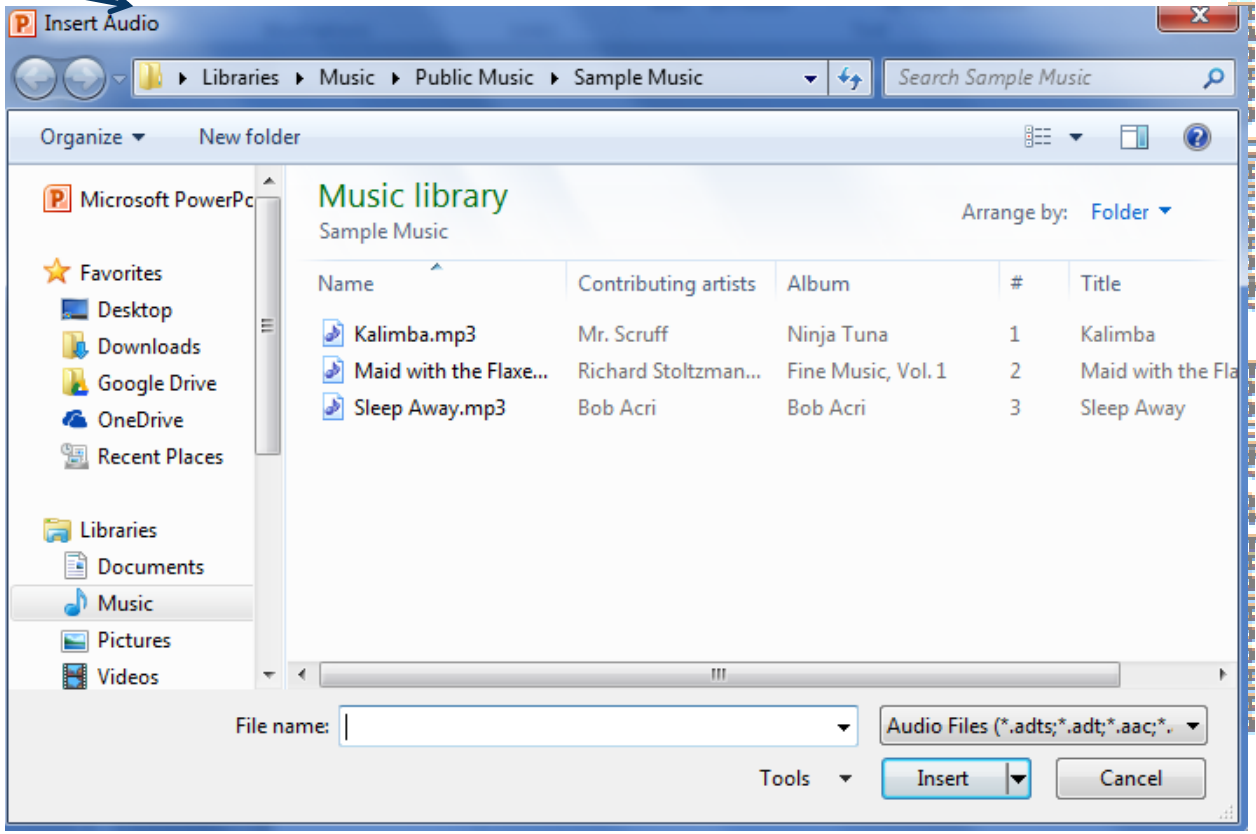
Objective
Method

To insert an Audio from file to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Audio** icon**,** then click **Audio from File**.



- In the **Insert Picture** dialog box, locate and select the Audio that you want to insert, and then click the **Insert** button.
- To format your Audio, use the two Audio Tools contextual tabs **Format** and **Playback.**



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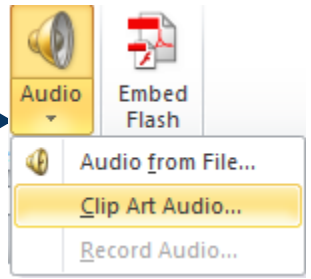
Skill 13 - Inserting an Audio to a Slide

2- Inserting an Audio from a Clip Art Audio

Objective
Method

To insert a Clip Art Audio to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Audio** icon**,** then click **Clip Art Audio**



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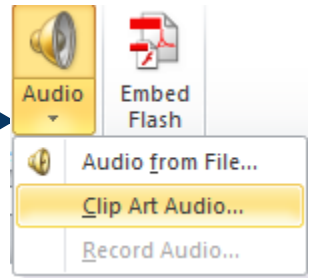
Skill 13 - Inserting an Audio to a Slide

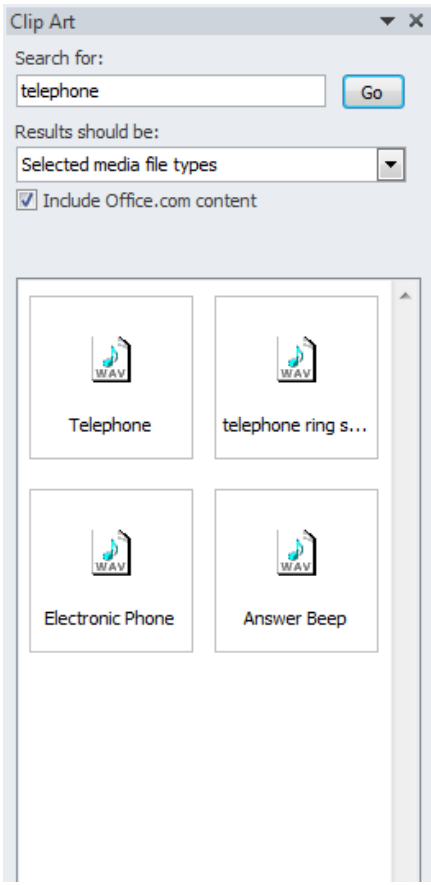
2- Inserting an Audio from a Clip Art Audio

Objective
Method

To insert a Clip Art Audio to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Audio** icon**,** then click **Clip Art Audio**
- In the **Clip Art** dialog box, type a name for the desired Cilp Art Audio in the **Search for:** field**,** then click on the button **Go**.





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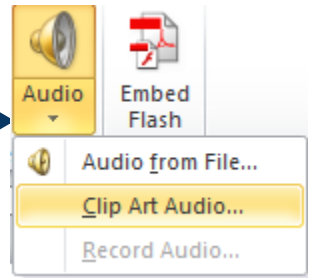
Skill 13 - Inserting an Audio to a Slide

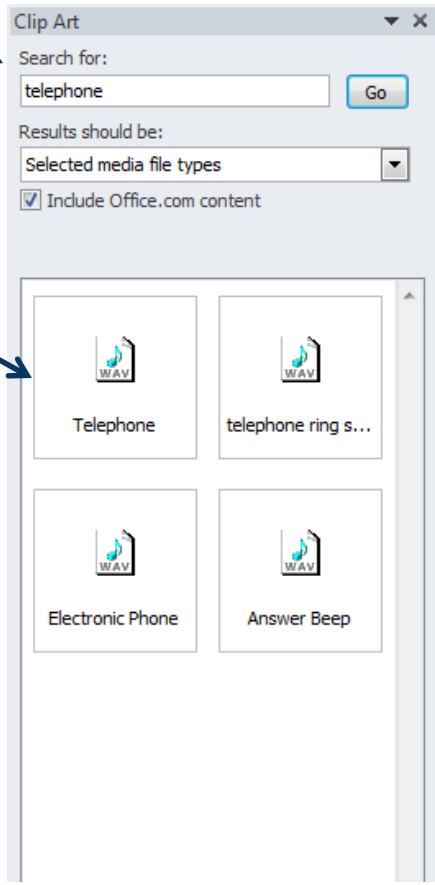
2- Inserting an Audio from a Clip Art Audio

Objective
Method

To insert a Clip Art Audio to a slide:

- On the **Insert** tab in the **Media** group, click on the bottom half of the **Audio** icon**,** then click **Clip Art Audio**
- In the **Clip Art** dialog box, type a name for the desired Cilp Art Audio in the **Search for:** field**,** then click on the button **Go**.
- Once the search is finished, click on one of the clip art Audios of the search results to have it inserted into the slide.

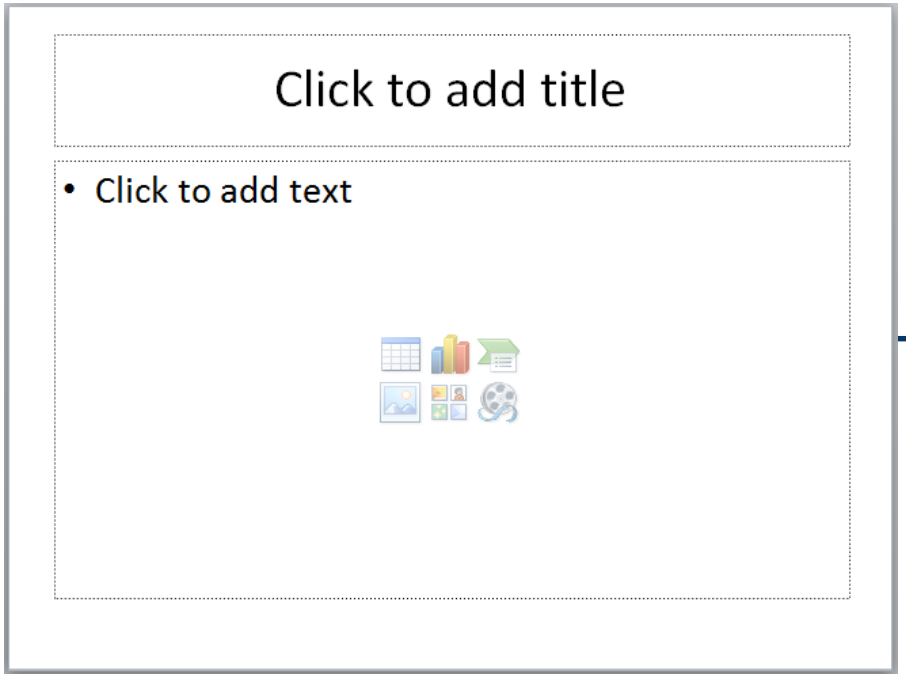


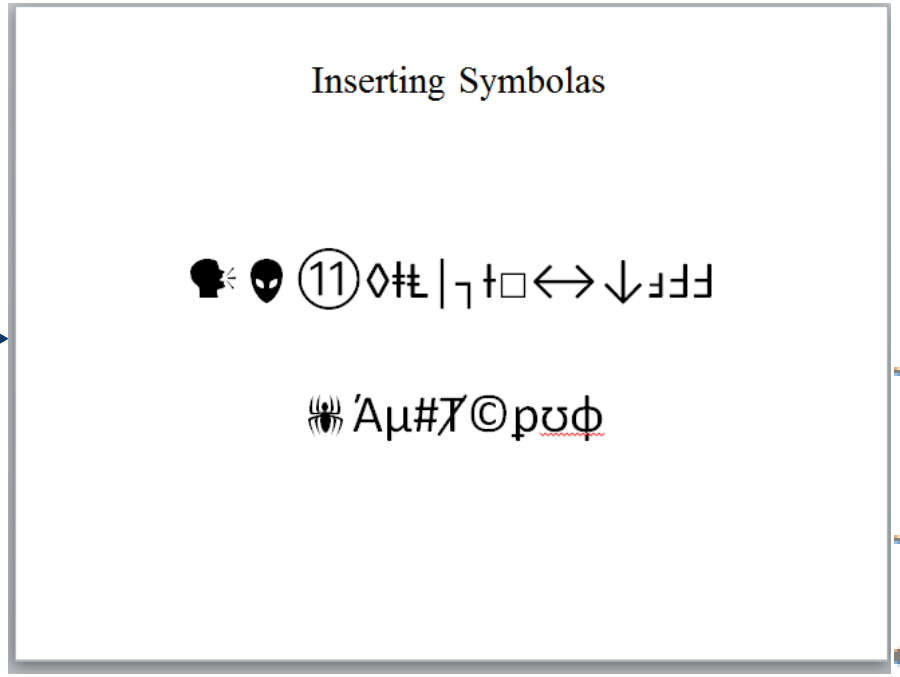


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Skill 14 - Inserting a Symbol to a Slide

Objective
Method



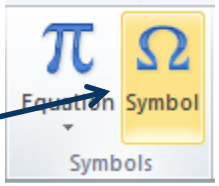


T.C. Adnan Menderes University Faculty of Engineering

Skill 14 - Inserting a Symbol to a Slide

To insert a symbol to a slide:

- Click on the slide where you would like to insert a symbol.
- On the **Insert** tab, in the **Symbols** group, click on the **Symbols** button.



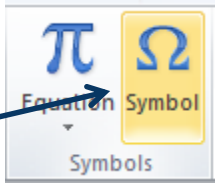
T.C. Adnan Menderes University Faculty of Engineering

Skill 14 - Inserting a Symbol to a Slide

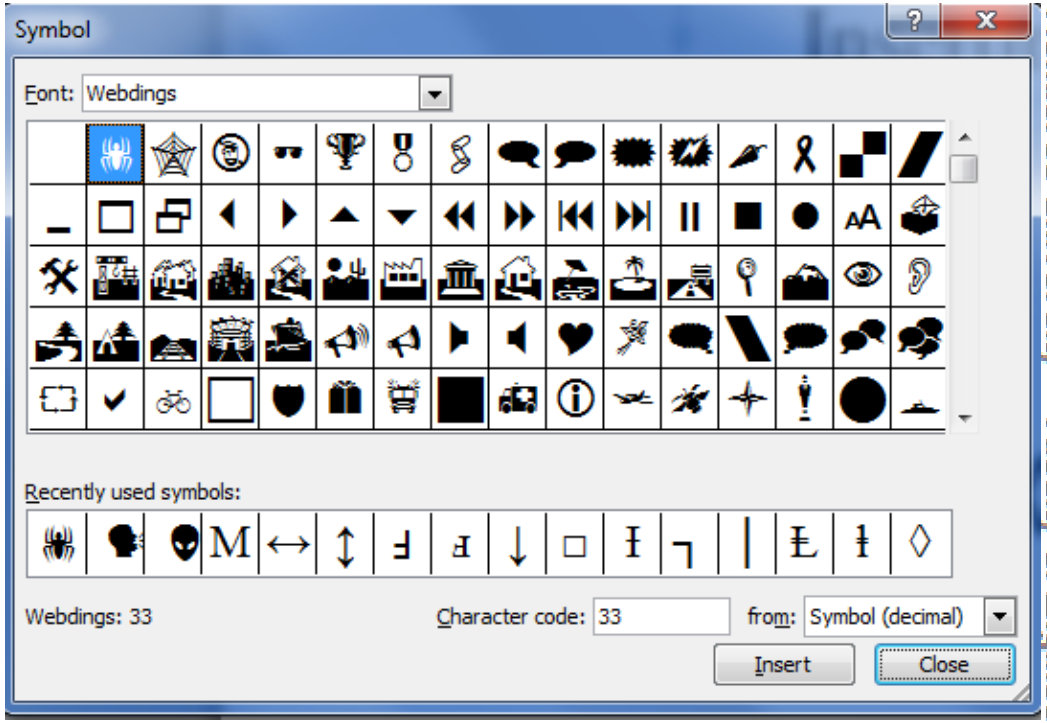
Objective
Method

To insert a symbol to a slide:

- Click on the slide where you would like to insert a symbol.
- On the **Insert** tab, in the **Symbols** group, click on the **Symbols** button.



- From the **Symbols** dialog box, select the desired symbol, then click **Insert**.



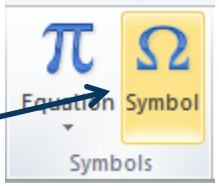
T.C. Adnan Menderes University Faculty of Engineering

Skill 14 - Inserting a Symbol to a Slide

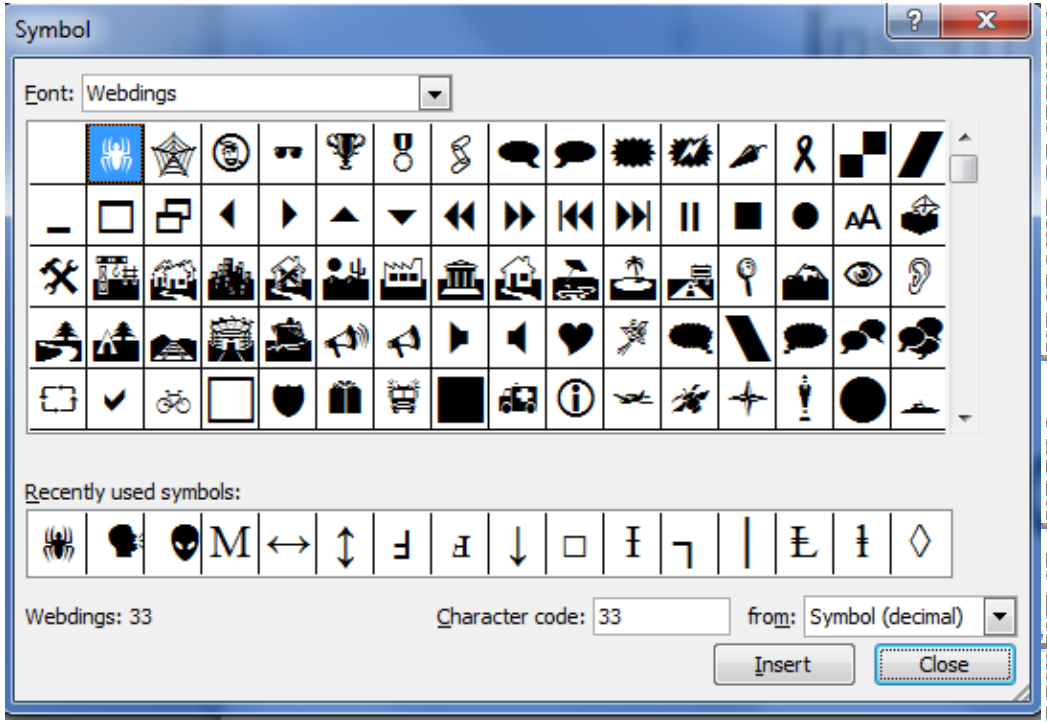
Objective
Method

To insert a symbol to a slide:

- Click on the slide where you would like to insert a symbol.
- On the **Insert** tab, in the **Symbols** group, click on the **Symbols** button.



- From the **Symbols** dialog box, select the desired symbol, then click **Insert**.
- When you finish click **close**.



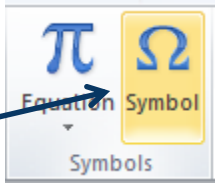
T.C. Adnan Menderes University Faculty of Engineering

Skill 14 - Inserting a Symbol to a Slide

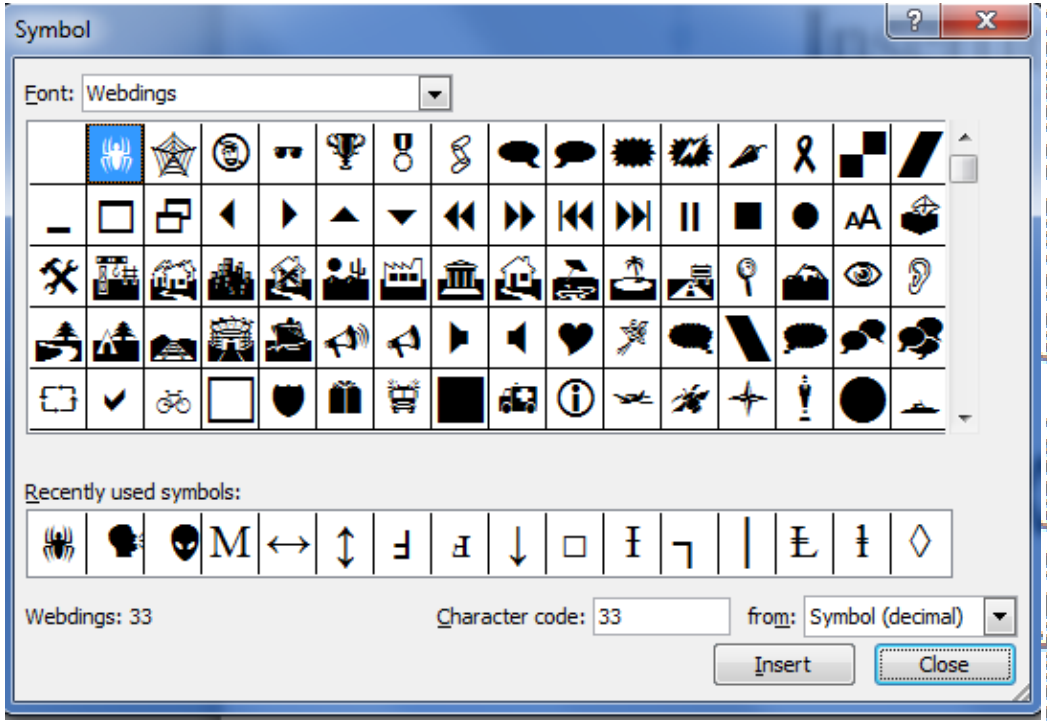
Objective
Method

To insert a symbol to a slide:

- Click on the slide where you would like to insert a symbol.
- On the **Insert** tab, in the **Symbols** group, click on the **Symbols** button.



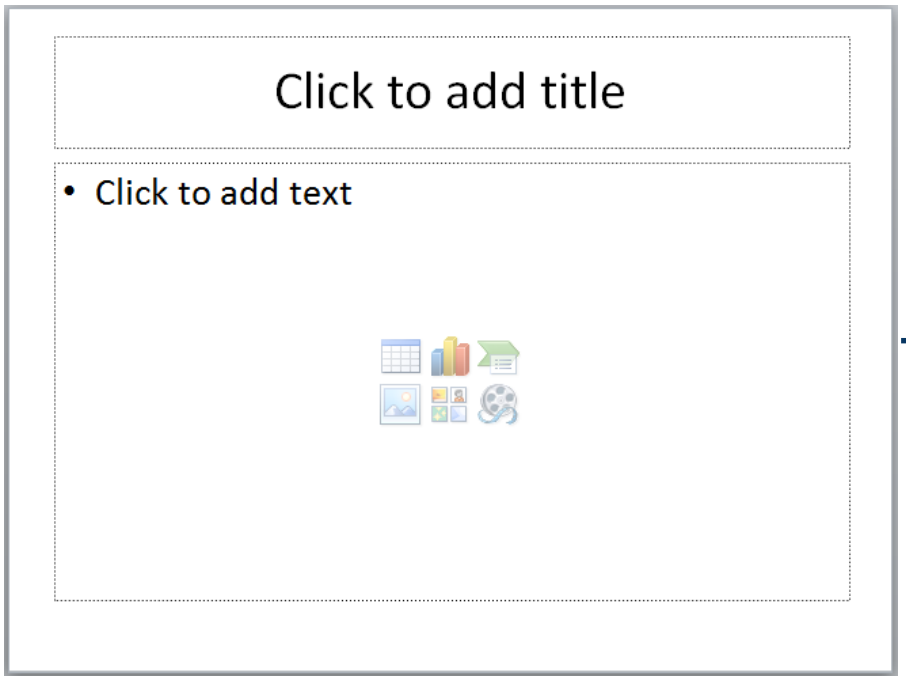
- From the **Symbols** dialog box, select the desired symbol, then click **Insert**.
- When you finish click **close**.
- The symbol will be inserted and the contextual **Drawing Tools Format** tab will appear.

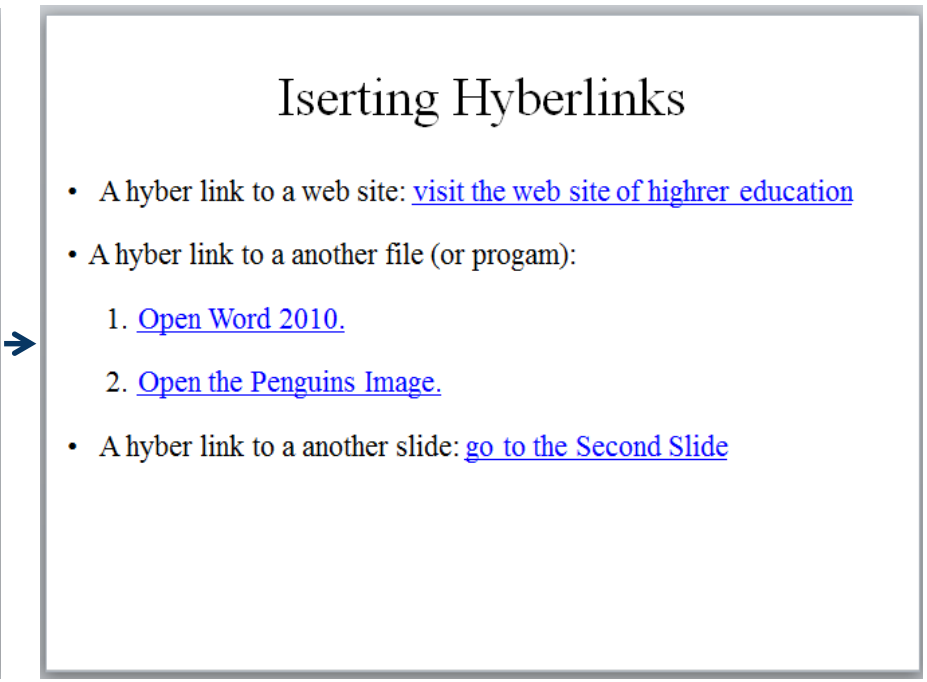


T.C. Adnan Menderes University Faculty of Engineering

Skill 15 - Inserting an Hyperlink to a Slide

Objective
Method





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Skill 15 - Inserting an Hyperlink to a Slide

Objective
Method

1- A Hyperlink for a Web site

To insert a Hyperlink for a web site:

- Go to the slide where you want to add a link, type the text that you want to turn into a link.

T.C. Adnan Menderes University Faculty of Engineering

Skill 15 - Inserting an Hyperlink to a Slide

Objective
Method

1- A Hyperlink for a Web site

To insert a Hyperlink for a web site:

- Go to the slide where you want to add a link, type the text that you want to turn into a link.
- Open your web browser, browse to the desired web site, then copy the URL.

T.C. Adnan Menderes University Faculty of Engineering

Skill 15 - Inserting an Hyperlink to a Slide

1- A Hyperlink for a Web site

To insert a Hyperlink for a web site:

- Go to the slide where you want to add a link, type the text that you want to turn into a link.
- Open your web browser, browse to the desired web site, then copy the URL.
- Return to your presentation, select the text that you want to turn into a link.

T.C. Adnan Menderes University Faculty of Engineering

Skill 15 - Inserting an Hyperlink to a Slide

1- A Hyperlink for a Web site

Objective
Method

To insert a Hyperlink for a web site:

- Go to the slide where you want to add a link, type the text that you want to turn into a link.
- Open your web browser, browse to the desired web site, then copy the URL.
- Return to your presentation, select the text that you want to turn into a link.
- On the **Insert** tab, in the **Links** gorup, click on the **Hyperlink** button.



T.C. Adnan Menderes University Faculty of Engineering

Skill 15 - Inserting an Hyperlink to a Slide

1- A Hyperlink for a Web site

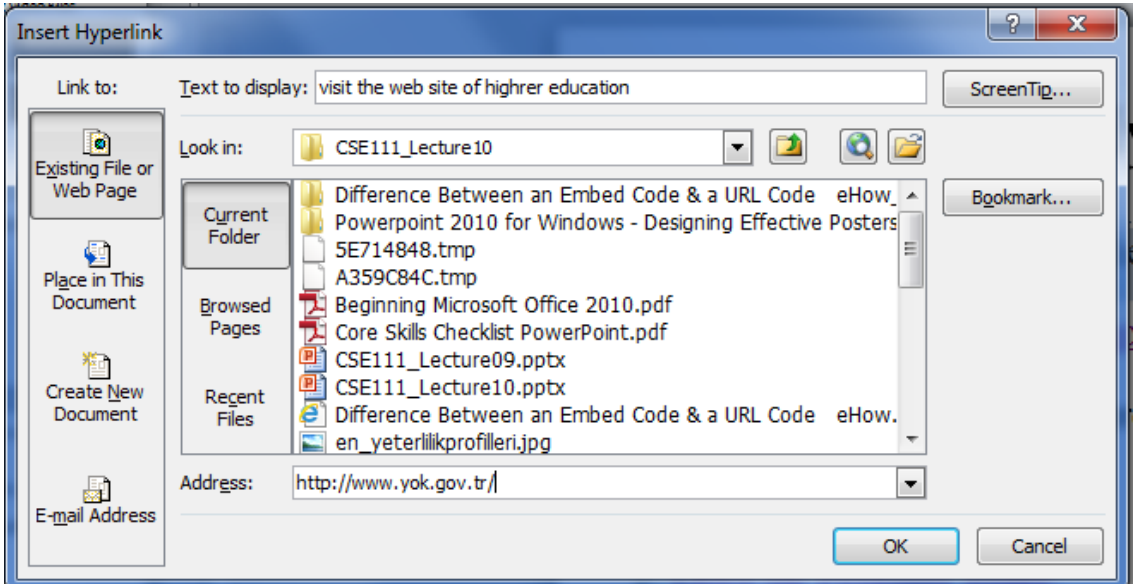
Objective
Method

To insert a Hyperlink for a web site:

- Go to the slide where you want to add a link, type the text that you want to turn into a link.
- Open your web browser, browse to the desired web site, then copy the URL.
- Return to your presentation, select the text that you want to turn into a link.
- On the **Insert** tab, in the **Links** gorup, click on the **Hyperlink** button.



- The **Insert Hyperlink** dialog box will open, on the left side of it, click **Existing File or Web Page**, paste the URL into the **Address** field.
- Click on the **OK** button, the text that you selected will now be a link that is usable during your show.



T.C. Adnan Menderes University Faculty of Engineering

Skill 15 - Inserting an Hyperlink to a Slide

1- A Hyperlink for a Web site

Objective
Method

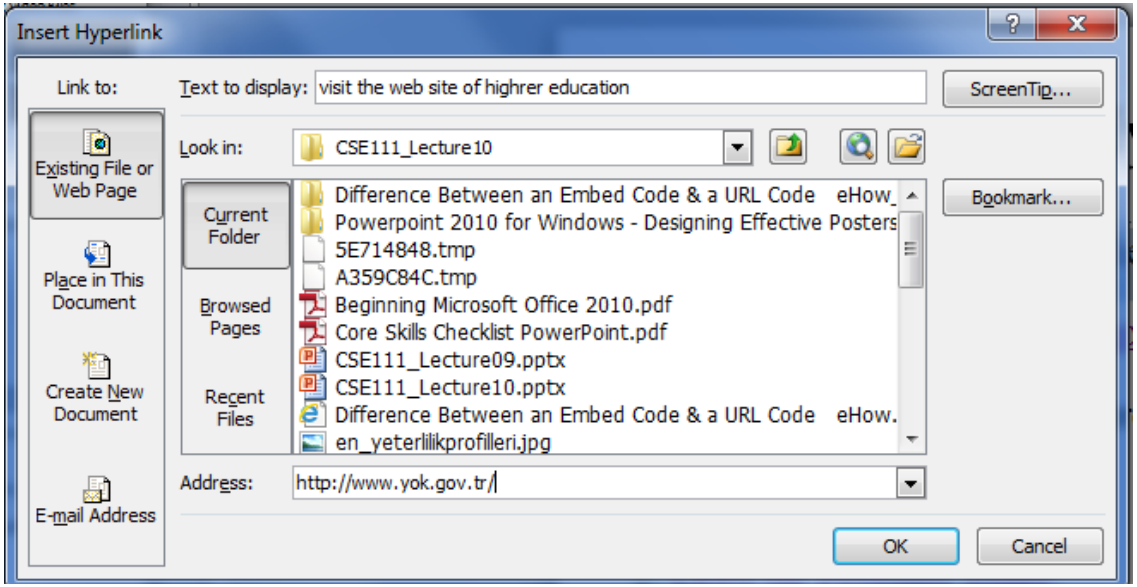
To insert a Hyperlink for a web site:

- Go to the slide where you want to add a link, type the text that you want to turn into a link.
- Open your web browser, browse to the desired web site, then copy the URL.
- Return to your presentation, select the text that you want to turn into a link.
- On the **Insert** tab, in the **Links** gorup, click on the **Hyperlink** button.



- The **Insert Hyperlink** dialog box will open, on the left side of it, click **Existing File or Web Page**, paste the URL into the **Address** field.
- Click on the **OK** button, the text that you selected will now be a link that is usable during your show.

Note: Hyperlinks only work when you are displaying your PowerPoint show. They do not work in the Normal view.



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Skill 15 - Inserting an Hyperlink to a Slide

2- A Hyperlink for a File

To insert a Hyperlink for a file:

- Go to the slide where you want to add a link, type and select the text that you want to turn into a link.

T.C. Adnan Menderes University Faculty of Engineering

Skill 15 - Inserting an Hyperlink to a Slide

2- A Hyperlink for a File

To insert a Hyperlink for a file :

- Go to the slide where you want to add a link, type and select the text that you want to turn into a link.
- On the **Insert** tab, in the **Links** gorup, click on the **Hyperlink** button.



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Skill 15 - Inserting an Hyperlink to a Slide

2- A Hyperlink for a File

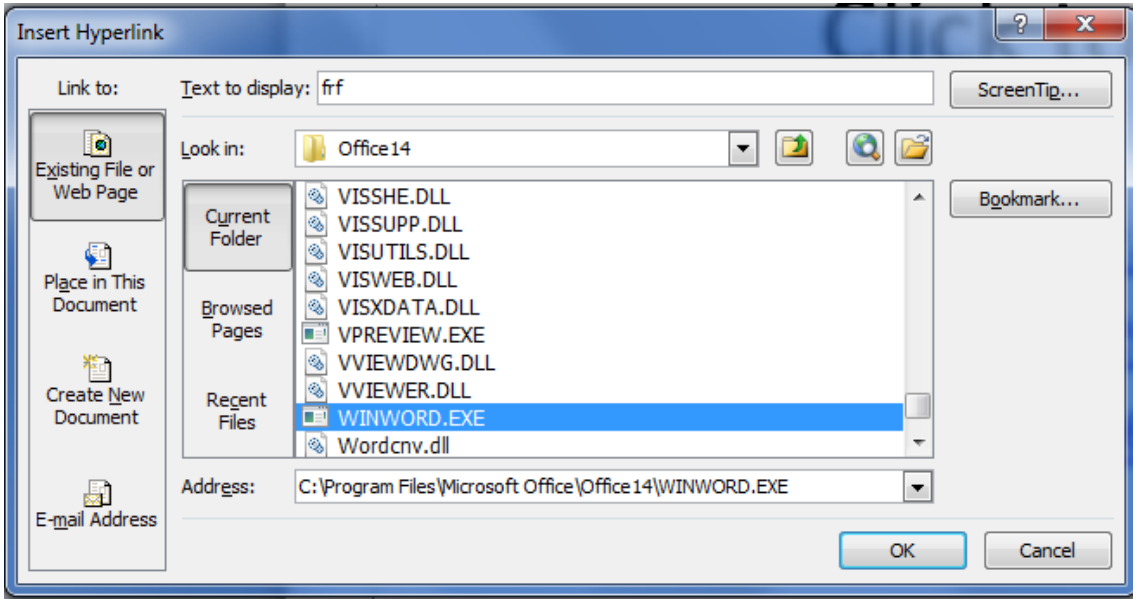
T.C. Adnan Menderes University Faculty of Engineering

To insert a Hyperlink for a file :

- Go to the slide where you want to add a link, type and select the text that you want to turn into a link.
- On the **Insert** tab, in the **Links** gorup, click on the **Hyperlink** button.



- The **Insert Hyperlink** dialog will open, on the left side of it, click **Existing File or Web Page.**
- Click the drop-down arrow to browse for your file, select the desired file, then click **OK**.
- The text that you selected will now be a link that is usable during your show.



Skill 15 - Inserting an Hyperlink to a Slide

3- A Hyperlink for another Slide

To insert a Hyperlink for a file :

- Go to the slide where you want to add a link, type and select the text that you want to turn into a link.

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Skill 15 - Inserting an Hyperlink to a Slide

3- A Hyperlink for another Slide

To insert a Hyperlink for a another slide:

- Go to the slide where you want to add a link, type and select the text that you want to turn into a link.
- On the **Insert** tab, in the **Links** gorup, click on the **Hyperlink** button.



T.C. Adnan Menderes University Faculty of Engineering

Skill 15 - Inserting an Hyperlink to a Slide

3- A Hyperlink for another Slide

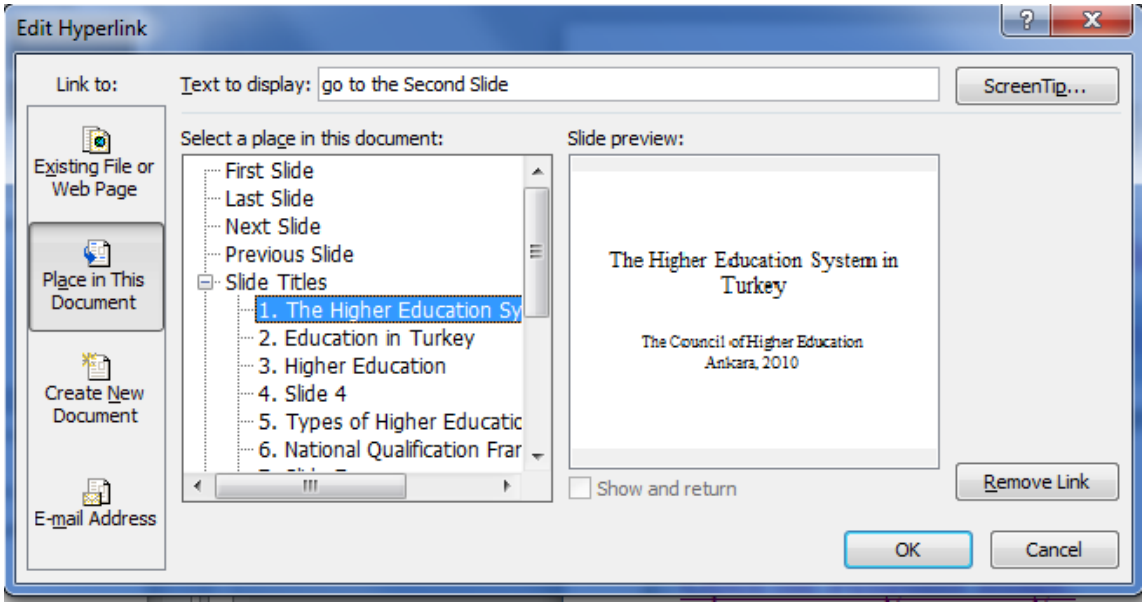
Objective
Method

To insert a Hyperlink for a file :

- Go to the slide where you want to add a link, type and select the text that you want to turn into a link.
- On the **Insert** tab, in the **Links** gorup, click on the **Hyperlink** button.



- The **Insert Hyperlink** dialog will open, on the left side of it, click **Place in this Document**.
- A list of the other slides in your presentation will appear, click the name of the slide you would like to link to, then click on the **OK** button.
- The text that you selected will now be a link that is usable during your show.



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References

- California State University, Los Angelos, Information Tecnonlogy Services, Microsoft PoerPoint 2010 Part 1: Introduction to PowerPoint. https://www.calstatela.edu/its/training/pdf/powerpoint2010p1.pdf
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- https://www.law.georgetown.edu/campus-services/ist/support-training/online-tutorials/microsoft-office/upload/PowerPoint2010.pdf
- www.gcflearnfree.org
- Microsoft PowerPoint 2010 Help.