

# Powerful PowerPoint Presentations

*How to create the effects described in the presentation*

## Import and Insert Clip Art

1. Click on the *Insert* menu.
2. Select *Picture/Clip Art*.
3. Click on *Clips Online* to search for more clips, *or* select an available clip from the Clip Gallery.
4. If using *Clips Online*, search, select, and download preferred clips, then select one from the Clip Gallery.
- ☞ TIP! Clips obtained from *Clips Online* can later be found in the *Downloaded Clips* category in the Clip Gallery.
5. Once clip has been inserted, it can be moved and resized.

## Change Colors of Clip Art

1. Select the clip to be altered.
2. Right click on the clip, then select *Grouping/Ungroup*.
3. Click *Yes* if asked, '*This is an imported picture, not a group. Do you want to convert it?*' Clip is now broken into its component parts.
4. Click on the part of the clip to recolor.
5. Click the *Fill Color* button (paint can icon located at bottom of page) *or* right click and select *Format Auto Shape* to change color.
6. Repeat with other areas of clip as needed.
7. When complete, use the mouse to click and drag, selecting ALL portions of the clip.
8. When all portions of clip are selected, right click and select *Grouping/Group*.

## Rotate Clip Art

1. Follow steps from *Change colors of Clip Art*, above, to ungroup and regroup clip (if not already completed).
2. Click on *Draw* (usually in lower left corner) to bring up menu, then select *Rotate or Flip/Flip Horizontal*.
3. If entire clip does not flip, use *Undo* to go back and try again, making sure to select ALL portions of the clip.
- ☞ TIP! If it is difficult to select the entire clip, copy and paste or reinsert it on a blank slide so there is no confusion with text boxes or other items, complete the operation, and then copy it back to the original location.

## Using the Slide Master to Customize Bullets

1. From the *View* menu, select *Master/Slide Master*.
  2. Right click on the text level to customize and select *Bullets and Numbering*.
  3. Click *Picture* for a picture bullet (additional options available by clicking *Clips Online*) or click *Character* for a character bullet (more characters available by selecting a different font—try *Wingdings* or *Symbol*).
  4. Repeat for other text levels if desired.
  5. Click the floating *Close* button to make changes and return to editing slides.
- ☞ TIP! Use the Slide Master to quickly and easily make formatting changes across all slides, instead of changing each and every slide.

## Add Animation to a Slide

1. Right click on the text block to be animated.
  2. Select *Custom Animation*.
  3. Check the box next to the items you want to animate.
  4. Use the *Order and Timing* tab to create animations that occur in a certain order.
  5. Use the *Effects* tab to select the type of animation.
- ☞ TIP! Use the additional options on the *Effects* tab to add sound, change the color of an item after animation, or add additional effect options.
6. Use the *Chart Effects* tab to add animation to charts and graphs.

## Create “Pop-Up” Slides

1. Create a slide with the material to be contained in the pop-up.
  2. From the *Slide Show* menu, choose *Hide Slide* (this will prevent the slide from showing as part of the regular presentation; it will only be seen as a pop-up).
  3. There are several options for creating the link to the pop-up:
    - Select the item to be linked to the pop-up.
    - Use the *Text Box Tool* (button with the letter 'A' and lines at the bottom of the page) and create a box for the text to be linked to the pop-up.
    - Use the *Draw Rectangle Tool* (button that looks like a box at the bottom of the page) to draw a rectangle with no fill and no line (invisible) over the area of the slide you want linked.
  4. Right click on the item, the text box, or the invisible rectangle and select *Hyperlink*.
  5. Select *Page in this Document* from the option icons on the left.
  6. Choose the hidden slide with the pop-up content from the menu and click *OK*.
  7. On the slide with the material for the pop-up, follow the same process to create a hyperlink back to the original page.
- ☞ TIP! Use the *Draw Rectangle Tool* to create a box with no fill and no line (invisible) over the entire slide and hyperlink the invisible box back to the original slide. Any click on the pop-up slide will return to the original.