
Intermediate PowerPoint®

Center for Innovation in Teaching and Research

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Objectives:

- Create slides with action buttons and hyperlinks.
- Create a non-linear presentation.
- Add a graphic as a link.
- Embed a YouTube video.
- Add background sound to a presentation.
- Save the presentation.

Create Slides with Action Buttons and Hyperlinks



- Open PowerPoint from the Ribbon, select **New > Blank Presentation**.
- Select the **Home** tab > **New Slide**.
- Add a Title slide and content slide.
- Add more slides from the **Home** tab > **New Slide**.
- Select the **View** tab > **Slide Master**.
- Add Action Buttons.
- Select the **Insert** tab > **Shapes > Action Buttons**.
- Add topic sections using Text boxes. (Format Fill, Outline, and Effects)
- To add a background design, go to the **View** tab > **Normal** view.
- Select the **Design** tab, choose a design.
- (Note: some background graphics will not allow new items to show – Select Hide Background Graphics on the Slide Master.)
- Change colors and fonts if needed.
- Save as a PowerPoint (.pptx).

Create a Non-linear Presentation

- Select the **View** tab, **Normal** layout.
- Add slides and content.
- When finished adding all slides format the links on the Master Slide.
- Go to **View > Slide Master**.
- Select the text box to add the action. Choose the **Insert** tab > **Action**



- Select **Hyperlink to:** and choose the slide to link to.
- Continue adding hyperlinks to the slide master until complete.
 - Add web site links, sounds, or movies as other embedded objects.
- Finish with setting up the slide show transitions and custom animations.

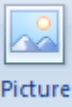


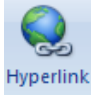
Add a Hyperlink to Text



- Highlight the text to link from, on the **Insert** tab, select **Hyperlink**.

- In the **Link to:** area select the appropriate item to link to; Existing File or Web Page, Place in This Document, Create New Document, or E-mail Address.
- Enter the needed information such as URL, E-mail Address, or link. Select **OK**.

Add a Graphic as a Link (Hyperlink within a Presentation)

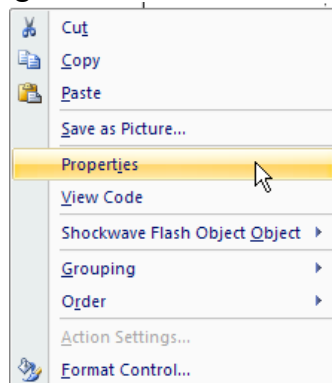
- Select the **Insert** tab > **Picture** .
- Select the graphic, choose the **Insert** tab > **Action** .
- Select the **Hyperlink To** radio button.
- From the pulldown menu choose the slide to hyperlink to, **OK**.
- Select the **Insert** tab > **Picture** .
- Select the graphic, choose the **Insert** tab > **Hyperlink** .
- Choose the item to **Link to:** and select where to link to, **OK**.

Embed a YouTube Video

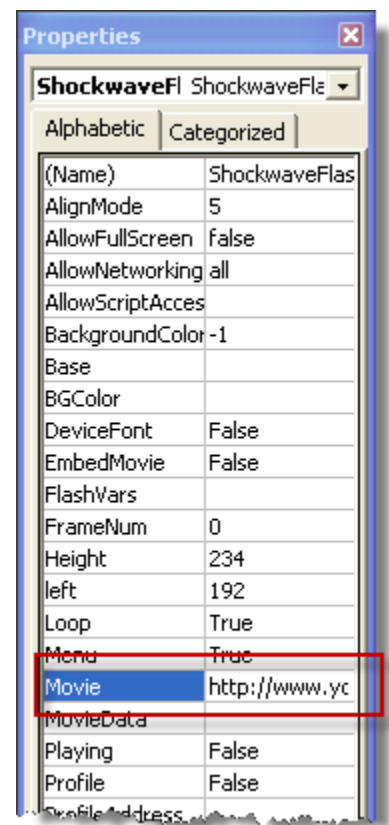
- Create a Shockwave Flash place holder on a slide for the YouTube video.
 - Add the Developer tab to the Office Ribbon by clicking on the button  > **PowerPoint Options** .
 - Select **Show Develop Tab in the Ribbon**. Click **OK**.
 - Under the Developer tab, Controls, select **More Controls**  icon.
 - In the scrolling list select **Shockwave Flash Object** > **OK**.
 - Click and drag your cursor on the PowerPoint slide to draw a placeholder box for the YouTube video.
- Add the video:
 - Go to: www.youtube.com.
 - Search for the video you want to embed.
 - Copy the YouTube URL to the clipboard, **CTRL + C**.



- On the PowerPoint slide click on the flash object area you defined for the video.
- **Right-click** on the area > select **Properties**.



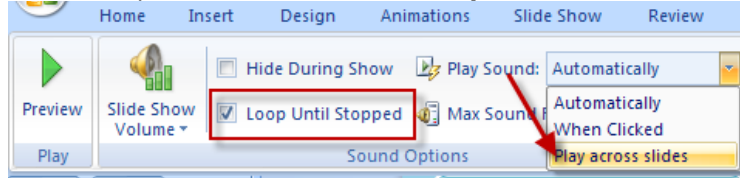
- Go to the Movie row and copy the URL into the field by using the **CTRL + V** keys.
- Edit the URL with the following changes:
 - Where it says "**watch?**" delete it.
 - Replace the "**=**" with a **/**.
- Close the Properties window. Save the PowerPoint.



Add Background Sound to a Presentation

- Select the **Insert** tab.
- In the Media Clips group, click the down arrow beneath the **Sound** button. Select **Sound from Clip Organizer...**
- Select the sound you want to insert, choose **Automatically**.
- Make sure the Sound file you inserted is selected.
- Select the **Options** tab.
- Choose **Loop Until Stopped** in the Sound Options group.

- In the Play Sound area select **Play across slides**.



Save the Presentation

Save the presentation, using **Save** or **Save as** on the ribbon.
Name the presentation and save as a PowerPoint file.

Congratulations! You have completed the Intermediate PowerPoint exercise!