

# *Building a Better Slide Presentation*

## **Animating Text**

1. Select the slide in 'working' mode. From the right click menu, click **Custom Animation**.
2. Click the check box of the objects you want to animate.
3. Click the **Order & Timing** tab to choose the order in which the objects appear.
4. Click the **Effects** tab to choose different modes of animation, the direction they come from, sound, colour, and other options.

**Tip:** A useful feature in animation is the **Preview** option.

## **Creating Layers**

- Slide # 1 shows a map (see importing images below) with one level of information represented by the color yellow.
- Slide # 2 is the same content of slide #1 with the second level of information (in pink) added.
- Slide # 3 is the same content of slide #2 with the third level of information (in red) added.

## **Importing Images**

1. Select the slide in 'working' mode. From the menu, click **Insert**, and then click **Picture**.
2. Depending on where your image is saved, click **Clipart**, **From File**, etc.

## Adding Sound

1. Select the slide in 'working' mode. From the right click menu, click **Custom Animation**.
2. Click the check box of objects you want to associate a sound with.
3. Click the **Effects** tab to choose a sound from the drop down menu. **No Sound** is the default.

**Tip:** Use **Preview** to make sure this is the sound effect you want.

## Creating a White Area to Contain Logos

1. Select the slide in 'working' mode. From the Drawing toolbar, click AutoShape, **Basic Shapes**.
2. Choose the rectangular shape (it will display a blue background).
3. Select the rectangle. From the right click menu, click **Format AutoShape**.
4. Change the fill color to white.

## Inserting Video Clips

1. Select the slide in 'working' mode. From the menu, click **Insert, Movies and Sounds, Movie from File**.
2. Choose the mp4 file (which you had saved previously).
3. Click **OK**. You can choose whether the video plays automatically or when clicked

**Note:** MP4 is a container format for a variety of multimedia content, including video, audio, subtitles and still images. Examples of branded MP4s are: Microsoft's Windows Media Video and Apple's QuickTime.

## Inserting Sound Files

1. Select the slide in 'working' mode. From the menu, click **Insert, Movies and Sounds, Sound from File**.
2. Choose the mp3 file (which you had saved previously).
3. Click **OK**. You can choose whether the sound plays automatically or when clicked

**Note:** MP3s are files of sound or music recorded and stored in MP3 format on computers. If you cannot do the recording and the exporting in the correct source file, you should contract out this service. You save it on your computer and insert following the steps above.

## Linking to Web pages

1. Select the slide in 'working' mode. From the right click menu, click **Hyperlink**.
2. Edit the hyperlink.
3. Check the objects you want to be linked
4. Type the file or Web page name
5. Click **OK**.