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Pushing PowerPoint

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What's new in PowerPoint 2007?

- **Add SmartArt** – Quickly create instructional diagrams - you can even animate them
- **Simple Ribbon** – Easily locate any function in PowerPoint
- **Slide Show Control** – better control of your slide show, such as starting your show with any slide

What's new in PowerPoint 2010?

- **Easier to use** - For example, embedding YouTube videos now takes two steps (adding YouTube to PowerPoint 2003 and 2007 is very complicated – see the instructions below)
- **Create Screenshots** - PowerPoint now has a built-in tool for screenshots – you no longer need a separate tool like SnagIt
- **Export Videos** - Instantly create videos of your presentations

Helpful hints for PowerPoint 2003

- **New Slide** - "Ctrl-M"
- **Use the Task Pane**: Manage your PowerPoint's design with a few clicks. Find the task pane under the menu: **View** > **Task Pane**. Use "Slide Layout" to position images and text. Use "Slide Design" to choose your background and colors.
- **Custom Templates**: Want to use Chicago-Kent themed templates? Find them in the Educational Technology Library Guide. Your administrative assistant can also help with this.

Intermediate PowerPoint 2003 – How do I:

Add an image?

Go to the menu: **Insert** > **Picture** > **From File…** , then select image from your computer or H Drive.

Include a chart?

Go to the menu: **Format** > **Slide Layout.** Choose the layout you want to use for the slide. Click the "chart" icon. You'll see a small table. Add data for the chart. The chart will be created automatically.

Prefer to use Excel to create charts? You can also copy an Excel chart and paste it directly into your PowerPoint.

Embed a video?

Go to the menu: **Format** > **Slide Layout.** Choose the layout you wish to use for the slide. Click the "video" icon. Select your video from your computer or H Drive.

Advanced PowerPoint – How do I:

Adding YouTube videos and recording directly into PowerPoints can be pretty complicated. I've included the basic instructions here, but we'll be posting more detailed information with images in the Educational Technology Library Guide.

Add a YouTube video?

1. Go to menu: **View** > **Toolbars**. Select "**Control Toolbox**"
2. In the Control Toolbox, select "**Shockwave Flash Object**." Look for it under the "More Options" icon in the lower right corner of the toolbar.
3. Your arrow cursor will change to a plus sign. Move the cursor in the upper-left section of your slide, then click, but don't let go of your mouse button. While holding down the mouse button, create a rectangle by dragging your cursor to the lower-right section of your slide, then let go. You'll see a box with a big X inside.
4. On the website with your YouTube video, click the "Share" button. You'll see an address like "http://www.youtube.com/**watch?v**=Da6PVo_1cWA." Copy the address and paste it to a Word file. Change the part in the middle from **watch?v=** to **v/.** The changed URL should look something like this: http://www.youtube.com/**v**/Da6PVo_1cWA . Copy the modified URL.
5. Go back to your PowerPoint. Right-click the box with big X and select "Properties." You'll see a list of a lot of different properties. Most of these are not important so we'll ignore them. Find the **Movie** property (about half-way down). Paste the URL you copied here. Don't close the properties box yet.
6. Change the properties of these two drop-down menus:
    a. **Playing** – change from "True" to "False"
    b. **Loop** – change from "True" to "False"
7. Close the properties box.   You're done!

Record directly into my presentation?

This is the fastest way to add audio to PowerPoint, but you likely won't get a perfect recording. PowerPoint often will cut off a little of the beginning and end of the audio for each slide. Pausing between slides helps. For best results, record the audio separately and then sync the audio and PowerPoint using SlideShare (http://www.slideshare.net).

1. Go to menu: **Slideshow** > **Record Narration**
2. Click the box to link your narrations to where your original PPT is located. Be sure to check the file location. You may need to click "Browse" to save your presentation to the right place.
3. When you are ready to begin your lecture, click **OK.**
4. When you are finished with the lecture, click "**Save**" to "save the slide timings."
5. Upload your PPT to your TWEN, Blackboard, or other website. Note that your file will be large.