

# POWERPOINT Intermediate

PHONE: 504-838-1144 IT Training Team Jefferson Parish Library EMAIL: jpltrain@jplibrary.net

# In this class you will learn to:

- Create a photo album
- Use templates
- Delete slides
- Insert video and audio clips
- Insert a slide from a different presentation
- Create sections
- Insert SmartArt
- Rehearse timings
- Use pens and highlighters





## **CREATE A PHOTO ALBUM**



- Click Insert → Photo Album → New Photo Album. The Photo Album dialog box will appear.
- Click File/Disk.

Insert picture fro Elle/Disk Insert text: New Text Box Picture Options: Captions belo ALL pictures b	W <u>A</u> LL pictures	Pictu <u>r</u> es in album:	Preview: No preview is available for this selection
Album Layout			
Picture layout;	Fit to slide		▼
	Rectangle		
Frame shape:			





- Navigate to the pictures you want to include in your album.
- Select your pictures while holding down the Ctrl key. Click Insert. The Photo Album dialog box will reappear.





# **CREATE A PHOTO ALBUM**

- Click the Picture layout dropdown menu to select a layout (i.e., how many pictures per slide).
- Click Frame shape to pick what kind of border you want around your picture.
- Click Theme to choose a theme.
- Click Create.
- To make changes to a photo Album, click Insert → Photo Album → Edit Photo Album. Make your changes and click Update.

Photo Album Edit Photo Album	1			\$	? ×	
Insert picture fr	om:	Pictures i	n album:	Preview:		
<u>File/Disk</u>		1	Chrysanthemum			
Insert text:		2	Desert Hydrangeas			
New Text Box	< )	3	Jellyfish Koala			
Picture Options:	Picture Options:		Lighthouse Penguins Tulips	No preview is available f selection	or this	
ALL pictures	blac <u>k</u> and white					
		Ţ	Remo <u>v</u> e		×1 ×1	
Album Layout						
Picture layout:	2 pictures		•			
Frame shape: Simple Frame, Black						
Theme:	Couture Browse					
Changes you have made to photo album slides outside of the Format Photo Album dialog box, such as slide background and animations, may be lost when you click Update. You can recover those changes by clicking Undo on the Edit menu.						



#### **USING TEMPLATES**

Templates are pre-built presentation frameworks you can use to make creating your own presentations faster and easier.

To open a template, click File  $\rightarrow$  New.

Choose a template from one of the following locations:

- Recent templates
- Sample templates
- Themes
- My templates
- Office.com Templates

Double click location you want to open, then double click the presentation you want to open.

le Home	Insert Design	Transitions	Animations	Slide Show	Review Vi	iew			Presentation6 -	Microsoft PowerPoint
Save	Available Tem	plates and T	hemes							Blank presentation
Save As	۰ ا	Home								
🖞 Close					0	×				
ecent	Blank presentation	Recent templates	Sample templates	Themes	My templates	New from existing				
	Office.com Te	emplates			Sear	ch Office.com	for templates		+	
rint										
lelp	Abstract	Agendas	Analysis	Animals	Animation	Annual	Arts	Brochures	Business	Create
) Options Exit			0.0 0.0							
	Certificates	Charts	Diagrams	Education	Entertainmen t	Event	Financial Management	Forms	Holiday	
	Industry	Labels	Maps	Marketing	Medical	Monthly	Nature	Papers and Reports	Personal	
	Presentations	Projects	Sales	Science	Surveys	Technology	Themes	Timelines	Travel	





## **DELETE SLIDES**

- Go to the Slides/Outline pane.
- Right-click the thumbnail for the slide you want to delete.
- Select "Delete Slide" from the right-click menu.
- Alternatively, you can left-click the thumbnail and hit Delete on the keyboard.





#### **INSERT VIDEO CLIPS**

- Click Insert  $\rightarrow$  Video  $\rightarrow$  Video From File.
- Navigate to the video you want to insert. Click the file, then click Insert.

P Insert Video		×
😋 🕞 🗕 📕 🕨 Librarie	s 🕨 Videos 🕨 Sample Videos	✓ 4y Search Sample Videos P
Organize 🔻 New fol	lder	<b>□ - □ 0</b>
Microsoft PowerPc	Sample Videos	Arrange by: Folder 🔻
Desktop Desktop Downloads IT Training	Wildlife	
Libraries     Documents     Music     Pictures     Videos	Size: 25.0 MB Length: 00:00:30	
<ul> <li>Computer</li> <li>Local Disk (C:)</li> <li>USB20FD (E:)</li> </ul>		
File	name:	▼ Video Files     ▼ Tools ▼ Insert ▼ Cancel



B							
Video •	Audio *						
<u>()</u> v	G Video from <u>F</u> ile						
Video from <u>W</u> eb Site							
<u>c</u>	<u>C</u> lip Art Video						





#### **INSERT VIDEO CLIPS**

There are two contextual tabs for video clips. The Format tab controls the appearance, size, and positioning of the video icon.



The Playback tab contains tools for editing video play, e.g., bookmarks, volume control, cutting tape, etc.





#### **INSERT AUDIO CLIPS**

- Click Insert  $\rightarrow$  Audio  $\rightarrow$  Audio from File.
- Navigate to the audio clip you want to insert. Click the file. Click Insert.



P Insert Audio								
Uibraries	Search Sample Music > Search Sample Music > Sample Music > Sample Music > Search Sample							
Organize 🔻 New folder								
P Microsoft PowerPc	Music library Sample Music					Arrange by: Fo	older 🔻	
☆ Favorites	Name	Contributing artists	Album	#	Title			
Desktop	谢 Kalimba	Mr. Scruff	Ninja Tuna	1	Kalimba			
IT Training	谢 Maid with the Flaxe	Richard Stoltzman	Fine Music, Vol. 1	2	Maid with the Flaxen H			
🗐 Recent Places	谢 Sleep Away	Bob Acri	Bob Acri	3	Sleep Away			
<ul> <li>☐ Libraries</li> <li>☐ Documents</li> <li>→ Music</li> <li>☐ Pictures</li> <li>☑ Videos</li> </ul>								
🖳 Computer								
Local Disk (C:)								
USB20FD (E:)						A		
File na	me:				▼ [ Tools ▼ [	Insert 🔽	Cancel	





# **INSERT AUDIO CLIP**





#### **INSERT AUDIO CLIPS**

There are two contextual tabs for audio clips. The Format tab controls the appearance, size, and positioning of the audio icon.



The Playback tab contains tools for editing audio play, e.g., bookmarks, volume control, cutting tape, etc.





## **INSERT A SLIDE FROM ANOTHER FILE**

- Click Home → New Slide dropdown menu → Reuse Slides. The Reuse Slides pane will appear on the left.
- Click Open a PowerPoint File. The Browse dialog box appears.
- Navigate to the presentation file you want. Open it.
- Slides will appear in the Reuse Slides task pane. Double click the slide you want.







## **CREATE SECTIONS**

- Click in the Slides pane where you want your section to go.
- Click Home  $\rightarrow$  Section  $\rightarrow$  Add Section.
  - Alternatively, you can right-click on the Slides pane and select Add Section from the right-click menu.
- An Untitled section will appear in the Slides pane.
- To rename the section, right-click it and select Rename Section. Type the new name in the dialog box.
- To remove a section, click Remove Section in the right-click menu.







#### **INSERT SMARTART**



Click Insert → SmartArt. The SmartArt dialog box will pop up.

Select the type of SmartArt you want. Click OK.







#### **INSERT SMARTART**

- Enter text into your flowchart by clicking where it says Text and typing.
- Click on the picture icon to insert a picture.





#### **INSERT SMARTART**

There are two SmartArt Tools contextual tabs. This is the Design tab:



#### This is the Format tab:

P	H	א) ∧ Q   ≏		Presentation10 - Microsoft PowerPoint			SmartA	rt Tools										
Fi	le	Home Ins	ert Design	Transitions	Animations	Slide Show	Review	View	Design	Format							~ 🤇	?
Is		🖓 Change Shape	Abc	Abc Abc	Abc	Abc Abc	Abc	sh	nape Fill <del>▼</del> nape Outline	-			A Text Fill ▼ ✓ Text Outline ▼	Bring Forward *	Align -	Height: 1.69	÷	
Ed in 2	it -D	Smaller	$\Box$					₹ 🥥 Sh	ape Effects		<i>[</i> 7]		A Text Effects 🔻	Selection Pane	A Rotate -	Width: 2.81	\$	
		Shapes			Sha	pe Styles				Gi i	Wo	rdArt Styles	E.	Arrange	2	Size	- Gi	



#### **REHEARSE TIMINGS**

You can rehearse timings for your presentation by clicking Slide Show → Rehearse Timings.

You will go into slide show presenter mode. A timer will appear in the upper left corner of the screen.

At the end of the presentation, you will be invited to save your timings for each slide.



Recordin	g		- ×
➡ 11	0:00:03	5	0:00:03





#### **USE PENS AND HIGHLIGHTERS**

Run the slide show. Click the pen icon on the on-screen toolbar.

Click pen or highlighter.

Click and drag your mouse pointer to mark up the slide.

You can erase the markup or change the ink color from the toolbar.





#### **EXERCISES**

Open a new template. Click File → New. Double-click Sample templates → Quiz Show.

Delete a slide.

Right-click on the second slide. Choose Delete from the right-click menu.

Insert an audio clip.

Click slide # 1.

Click Insert  $\rightarrow$  Audio  $\rightarrow$  Audio from file.

Double-click the Kalimba file.

When the audio clip icon appears on the slide, click and drag it to the bottom left corner.

Click the Audio Tools Playback contextual tab.

In the Audio Options group, click the dropdown arrow under Start and select Play across slides.



#### **EXERCISES**

Create sections.

Click in the Slides pane between slides 2 and 3. Click Home  $\rightarrow$  Section  $\rightarrow$  Add Section. Click in the Slides pane between slides 3 and 4; repeat. Click in the Slides pane between slides 5 and 6; repeat. Click in the Slides pane between slides 6 and 7; repeat.

Rename your sections.

Right-click the first section (Default Section) above slide 1. Choose Rename Section from the right-click menu. Type "Introduction" in the dialogue box. Click Rename. Repeat for the remaining slides with the following titles: True or False

Fill in the Blank Multiple Choice Matching





Move a section.

Click and drag the Multiple Choice section above the Fill in the Blank section.

Rehearse timings.

Click Slide Show  $\rightarrow$  Rehearse Timings. Click through the slideshow. Use the pen and highlighter features to indicate your answers to the quiz questions.

FOR MORE INFORMATION AND EXERCISES—see these videos on Lynda.com:

PowerPoint Essential Training (2010, 2016, Office 365, etc.) PowerPoint Tips Weekly PowerPoint Quick Tips PowerPoint Shortcuts PowerPoint: Designing Better Slides And many more



# **COMMON KEYBOARD SHORTCUTS**

CTRL + A	Select entire document/page
CTRL + C	Copy selected text/object
CTRL + X	Cut selected text/object
CTRL + V	Paste selected text/object
CTRL + Z	Undo your last action
CTRL + F	Find specific text in the current document
CTRL + S	Save the current document
CTRL + P	Print the current document
CTRL + B	Bolds the selected text
CTRL + I	Italicizes the selected text
CTRL + U	Underlines the selected text
CTRL + N	Create a new document



## **ADDITIONAL RESOURCES**

Additional helpful resources can be accessed through our homepage www.jplibrary.net

• From the JPL homepage, click on the Digital Content Tutorials (blue rectangle) next scroll bar.

-f 💟 🖸 💀 🔽

Jefferson

Parish

Library

Find Books, DVDs, CDs, and more in the

Catalog Search

Log in to your

@ Your Library

Text-a-Librarian

Get email reminders for due dates

Become a Teen

HOW TO

**RENEW ITEMS:** 

1. Online thru

your account

2. Call TeleCirc at

(504) 885-8588

Books

by Mail 🤞

Volunteer

Search the collection of the American Italian Research Library

JPL Digital Content

Computer Classes

Full Screen 🗶 Close Select Language V Search De 17 JPL Digital Content Tutorials Q Locations 🗢 Services 🗢 Reference 🗢 Policies 🗢 Library Info 🗢 ILL Catalog. Digital Content Databases Childrens/Teens/Adults 🗢 Calendars Contact Us 🗢 Info 🗢 ILL Catalog D The Great Job Hunt at JPL > www Online Databases **NOTICE: Repairs require tempora** Ask a Librarian (e-\*\*Click and Learn JPL Digital Content Apps > mail) Users of East Bank Regional Library Homework Help with Free Online Tutors (Brainfuse) must enter through the ad \*\*JPL's Basic Computer Skills Learning Guide entrance on the right side of the library > s of East Bank Region Adult Learning Resources (Brainfuse) Click here for more information. ce on the right side of \*Homework Louisiana (Tutor.com) Tutorial -- Real, Free Online Tutoring for K-12 and College experts, waiting to help you now :k here for more infor udents meworkLouisiana) Interne Basics \*Internet Basics > ated Online Books Information for all Learn one o \*Joining Cisco Webex Meetings languages or p English as a Se > **Jefferson Parish Libraries** iformation fo The Jefferson Parish Library is open to the public, but hours (Pronunciator) \*Learn to Use Your Chromebook > Learn Languages Online - including ESL oigital Cor may vary by branch. Patrons can request and reserve items to pick up via curbside service or inside via self-checkout or rson Parish Li Mango) counter service. Distanced computers will be available for ø \*Zoom - Let's learn to use it! > use by advanced reservation and distanced seating will be **V**Di Parish Library is open to t available inside for patrons use. ranch. Patrons can reque Meeting and study rooms will be open, but are subject to curbside service or inside Advanced Internet Search Techniques > the capacity limitations established by the State of Louisiana :e. Distanced computers fferson Parish & Jefferson Parish. Patrons must wear a face covering or id Emergency tal Assistance :ed reservation and distar mask (which covers both the nose and mouth) and undergo Ancestry Library Edition Tutorial -- Access Billions le for patrons use. a temperature screening prior to entering. of Genealogical Records Program Single and larger study rooms will be available with limited study rooms will be open capacity and time management. mitations established by AtoZ World Food > rish. Patrons must wear A reservation for a meeting room is required. There will be :overs both the nose and a limited capacity for each individual meeting room due to Auto Repair Source - Automotive Information social distancing. Click here for meeting room capacities. > screening prior to enteri

After the course menu opens, click Full Screen

at the top of the course menu to view tutorials.



## **ADDITIONAL RESOURCES**

Additional helpful resources can be accessed through our homepage www.jplibrary.net

• From the library's homepage, click on the JPL Digital Content link or the Digital Content menu tab.



• Then click on the **LinkedIn Learning** icon to access online training using your library card number and pin.



Lynda.com is now LinkedIn Learning.







NOTES

Jefferson Parish Library authorizes you to view and download materials such as this handout at our web site (www.jplibrary.net) only for your personal, non-commercial use, provided that you retain all copyright and other proprietary notices contained in the original materials on all copies of the materials. You may not modify the materials at this site in any way or reproduce, publicly display, perform, distribute or otherwise use them for any public or commercial purpose. The materials at this site are copyrighted and any unauthorized use of any materials at this site may violate copyright, trademark, and other laws. If you breach any of these Terms, your authorization to use any materials available at this site automatically terminates and you must immediately destroy any such downloaded or printed materials.

