Instructions follow this convention: RIBBON tab> Group name> FUNCTION icon

HOME > DRAWING > SHAPES

- Quick Styles, colors, effects
- Drawing Tools:
  - Format: Change shape, select outline/fill colors/effects, re-size, arrange

INSERT > Illustrations> TABLE

- Table Tools:
  - Design: Add style, effects, change borders
  - Layout: Delete/insert, merge/split, cell size, alignment

INSERT > Illustrations > PICTURE or CLIP ART

- Picture Tools:
  - Format: Make adjustments, add a frame, crop, re-size

INSERT > Illustrations > PHOTO ALBUM

- Use Shift-Click to select photos next to each other
- Use Ctrl-Click to pick and choose
- Options: Insert Text Box, make all black & white, change order, rotate, adjust, choose layout
- To edit: Insert > Photo Album > Edit Photo Album

INSERT > Illustrations > SHAPES

- Drawing Tools:
  - Format: Change shape, select outline/fill colors/effects, re-size, arrange

INSERT > Illustrations > SMARTART

- Options: List, Process, Cycle, Hierarchy, Relationship, Matrix, Pyramid
- Click on option to preview on right
- Click OK or double-click to select
- Enter text on SmartArt or in text field box
- SmartArt Tools
  - Design: Add shape/bullet, change layout, change colors/style
  - Format: Change shape, set shape/WordArt styles, re-size
INSERT > Illustrations > CHART created in PPT

- Options: Column, Line, Pie, Bar, Area, XY (scatter), Stock, Surface, Donut, Bubble, Radar
- Click OK or double-click to select. An Excel workbook appears.
- Enter column/row headings and data
- To resize chart data range, drag lower right corner of range.
- Saving the workbook is not necessary. To make changes in the data, click on the chart in PPT and go to CHART TOOLS> DESIGN> Data> EDIT DATA
- If you choose to save the Excel workbook, do not change the name as you will lose the connection.
- Chart Tools:
  - Design: Change chart type, switch row/column, change layout & styles
  - Layout: Add labels, show/hide axes, format background
  - Format: Change shape/WordArt styles, re-size

NOTE: To Insert Chart created in Excel

- Right-click on edge of the chart in Excel to select > Copy
- Right-click on PPT slide > Paste
- Any change made to the chart in Excel will be reflected in the chart in PPT
- To edit data from inside PPT, click on the chart in PPT and go to CHART TOOLS> DESIGN> Data> EDIT DATA. The Excel workbook will open.

INSERT > Text> WORD ART

- Click to select
- Enter text in box
- Drawing Tools:
  - Format: Change/WordArt styles/colors/effects, re-size

INSERT > Media Clips> MOVIE

- From File or Clip Organizer
- Picture Tools:
  - Format: Make adjustments, change style/frame/shape/effects, re-size

Linking to YouTube videos (or other websites)

- Create a hyperlink using text, image, or screen shot
  - In YouTube video page, click Share
  - Highlight & copy the address from the “Link to this video” box
  - Return to PPT and select the desired text or object to link
  - INSERT> Links> HYPERLINK
  - Make sure you are on the Existing File or Web Page tab at left
  - Paste the copied web address into the Address field at the bottom
Click OK

To activate the link during your presentation, place your cursor over the object until it becomes a hand. Click.

➤ NOTE: There are ways to actually embed the video into the presentation, which alleviates having to go to the Internet, but the directions are not clear. Stay tuned for further documentation!

ANIMATION > Animations> CUSTOM ANIMATION (to make objects move on the slide)

➤ Click on object to be animated
➤ Add an effect for Entrance, Emphasis, Exit, or Motion Path
➤ Modify the effect’s start mechanism (on click, etc), property (i.e. direction), speed
➤ Change the order
➤ Preview
➤ NOTE: To create bullets that enter one at a time, select the down-arrow next to the object listed in the Custom Animation panel
   o Select Effect Options from menu
   o Select Text Animation tab
   o Select “By 1st Level Paragraphs” from Group Text menu if you only have one level
   o Select “By 2nd Level Paragraphs” if you have subpoints (or 3rd, 4th, etc)
   o Select “All paragraphs at once” to have the entire list appear together

ANIMATIONS > Transition to this Slide > Transition menu

➤ To preview a style, hold cursor over icon
➤ To apply to all slides, click Apply to All
➤ Add sound, change speed, select mode of advancement (on click vs. automatic)
➤ NOTE: This can also be done in Slide Sorter View

GROUPING

➤ Left click on first object; hold Shift and left-click on remaining objects; release Shift. Handles will appear on all objects.
➤ Right click on the group > Group > Group
➤ To ungroup: Right click on object > Group > Ungroup

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