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

HOME > Drawing > SHAPES
- Quick Styles, colors, effects
- Drawing Tools:
  - FORMAT: Edit/change shape, select outline & text/fill colors/effects, re-size, arrange

INSERT > Tables > TABLE
- Table Tools:
  - DESIGN: Add style, effects, WordArt; change borders
  - LAYOUT: Delete/insert, merge/split, cell size, alignment

INSERT > Images > PICTURE or CLIP ART
- Picture Tools:
  - FORMAT: Remove background, make adjustments, add a border/effects, crop, re-size

INSERT > Illustrations > SCREENSHOT
- Select the window to capture from the selection provided or use Screen Clipping to select area
- Picture Tools:
  - FORMAT: Remove background, make adjustments, add a border/effects, crop, re-size

INSERT > Illustrations > PHOTO ALBUM
- Click Insert Picture From: FileDisk and navigate to stored images
  - 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
- Click Create, opens album in new presentation
  - To edit: INSERT > Images > 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, Picture*
  *Picture option allows you to insert images into your graphic with ease
- 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, arrange, 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, edit data, change layout & styles
  - LAYOUT: Add images/labels, show/hide axes/gridlines, format background/analysis
  - FORMAT: Change shape/WordArt styles, arrange, re-size

NOTE: To Insert Chart created in Excel

- Right-click on edge of the chart in Excel to select it > 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 > Links > HYPERLINK

- Highlight word or image you wish to link FIRST
- Select HYPERLINK from INSERT ribbon
- Choose Link to: Existing file or Webpage
- Enter URL in Address field
- Click OK

NOTE: You may also link to other places with the document, to other documents, or to an email address
**INSERT > Text > WORD ART**

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

**INSERT > Media > Video**

- From File, Clip Organizer, or Website
  - **To embed a YouTube video:**
    - Find the video on YouTube
    - Click Share (under the video)
    - Click Embed
    - Highlight and copy the embed code
    - Paste into PPT dialogue box when prompted

- **Video Tools:**
  - **FORMAT**: Play, make adjustments, change style/frame/shape/effects, re-size
  - **PLAYBACK**: Play, add bookmarks, edit, other options

**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.
ANIMATIONS > Animations (to make objects move on the slide)

- Click on object to be animated
- Animation > Select an effect for Entrance, Emphasis, Exit, or Motion Path
- Animation > Select an Effect Option as appropriate
- Timing > Select Start mechanism: On click, with previous, after previous
- Timing > Reorder animation
- Preview (far left)
- Advanced Animation > ANIMATION PANE allows you to manage all animations in one place
- To create bullets that enter one at a time, open the Animation Pane
  - Select the object from the list and click down-arrow to the right
  - Select Effect Options from menu
  - Select Text Animation tab
  - Select “By 1\textsuperscript{st} Level Paragraphs” from Group Text menu if you only have one level
  - Select “By 2\textsuperscript{nd} Level Paragraphs” if you have subpoints (or 3\textsuperscript{rd}, 4\textsuperscript{th}, etc)
  - Select “All paragraphs at once” to have the entire list appear together

TRANSITIONS > Transition to this Slide (for effects from one slide to another)

- To preview a style, click icon in Transition to Slide
- Select an Effect Option as appropriate
  - NOTE: Transition applies only to the current slide
- To apply the transition to all slides, go to Timing > Apply to All
- Timing > Add sound, change duration, select mode of advancement (on click vs. automatic)
  - NOTE: This can also be done in Slide Sorter View

GROUPING (grouped objects can be copied, cut, pasted, moved, and formatted together)

- 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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