

Working with PowerPoint - Advanced

- Hyperlinks
- Images
- Video



PowerPoint Presentations

The following examples will give you a good starting point in beginning the process of creating powerpoint presentations.

How to create a hyperlink to a slide within a PowerPoint slideshow:

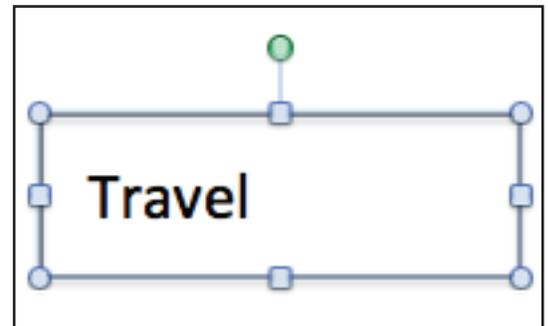
Note: All of the steps and images were generated using the PowerPoint 2010 software. If you are using another version of PowerPoint your steps and screens might be slightly different.

Before you start any of these actions it is assumed that you already created the slide (location) that you want this hyperlink to travel to.

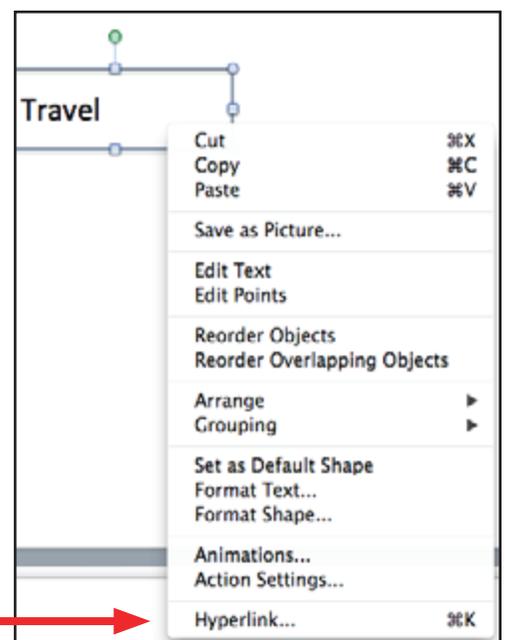
Also it is assumed that you have already either created the image or text block in your slide. If you haven't then make sure you create the text block or follow the steps outlined below to include an image in your slide before you try any of these steps.

1. Select the image or text block you wish to use as your hyperlink point.

(Note: When you select the text block you will notice a new "border" that will appear around the text block.)

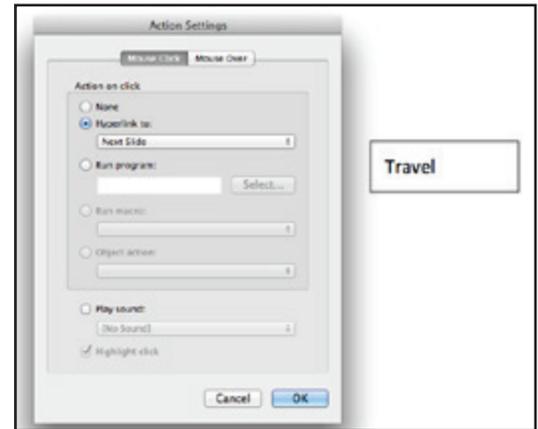


2. In our example we are going to use the "Travel" button on the 2nd slide.
3. "Right-Click" on the image or text block to bring up the menu. Often it is best to "Right-Click" on the patterned border that is around the text block.
4. Select the "Hyperlink" option towards the bottom of the menu.



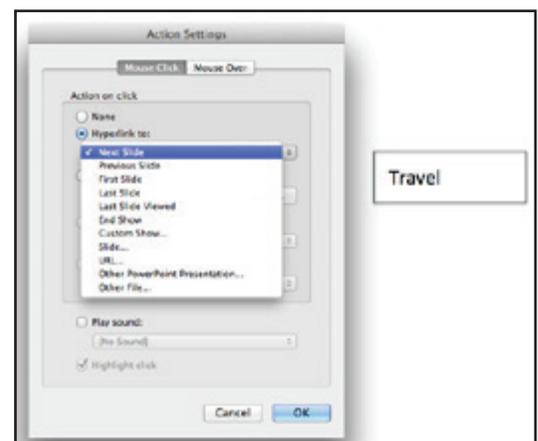
(Note: This will cause the Insert Hyperlink box to appear.)

5. Make sure that the “Place in This Document” is active on the left hand side of the Insert Hyperlink box.



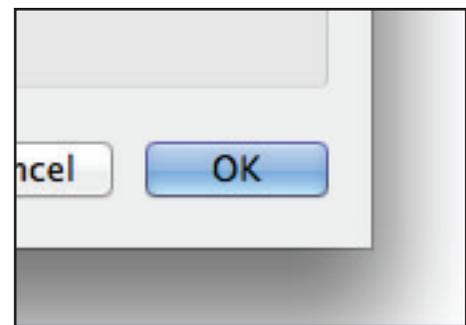
6. Find the slide you want to link to on the selection located in the left-hand side of the middle section of the Insert Hyperlink box.

(Note: When you select the slide, the right-hand side of the middle section of the box should show a “preview” of the side. This helps you to ensure you are selecting the correct location for the hyperlink.)



7. When you have the correct slide selected and you see the proper preview in the “preview” side of the window you can now click the “OK” button located in the bottom right of the “Insert Hyperlink” window.

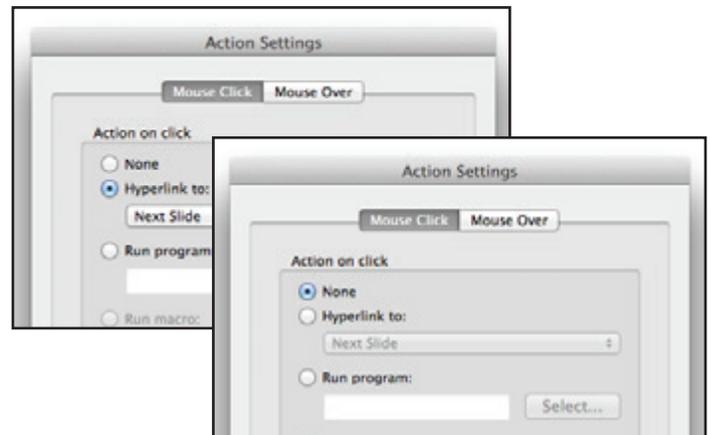
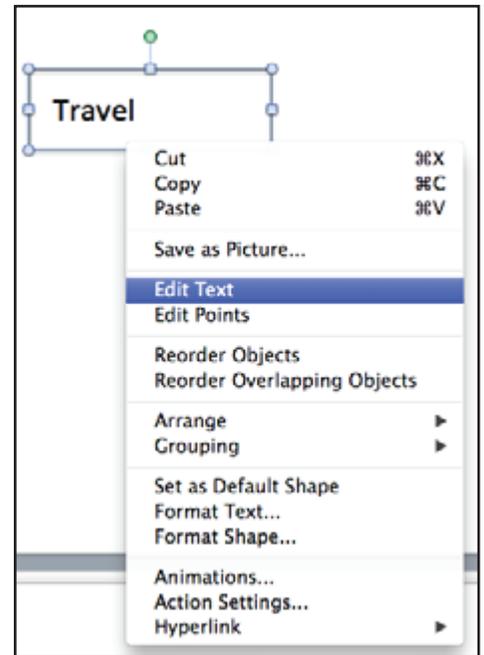
That's it. You now have a hyperlink action on the image or text block that will take you to that slide when you are in the “Slideshow” mode.



What to do if you want to edit or remove a hyperlink from an image or text block.

Before you try any of these actions it is assumed that you have already created a hyperlink to an image or text block. See the steps outlined above if you haven't already completed them.

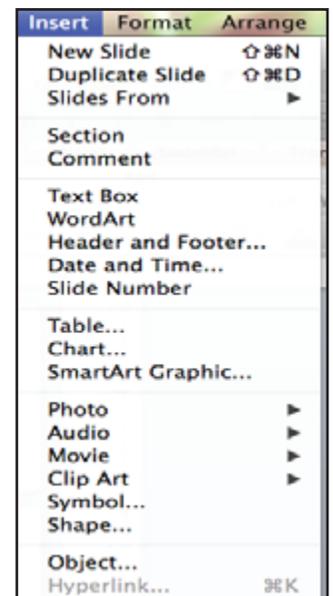
1. Right click on the image or text block which has the hyperlink you want to either edit or remove.
2. Select the appropriate option from the menu based on what you want to do:
 - Open Hyperlink: to see where the hyperlink would take you if you clicked on it in "Slideshow" mode
 - Remove Hyperlink: to delete the hyperlink from the image or text block select "None"
3. If you selected the the Hyperlink option for the purpose of editing the same type of window shown to the right will appear for inserting a hyperlink.



How to insert an image into your slide(s).

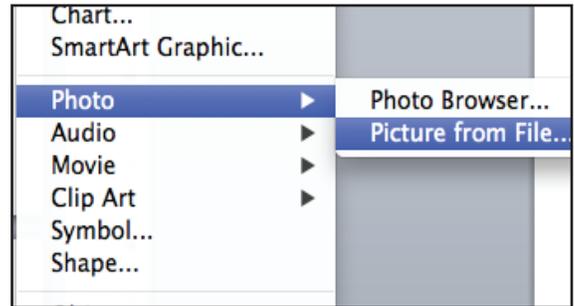
It is assumed that you have already created or obtained an image that you want to put in your slide. If you haven't then you need to either create the image with an image software package or obtain the image before you proceed with these steps.

1. Go to the slide where you want to insert the image. In our sample we are going to insert the "travel.jpg" file into the "Travel" side.
2. From the PowerPoint menu select the "Insert" menu.
3. From the toolbar select the "Picture", "Clip Art", "Screenshot" or "Photo Album" option. Selecting the "Picture" option brings up a new sub-menu.



4. Choosing “Photo” allows you to select the location where the picture is stored.

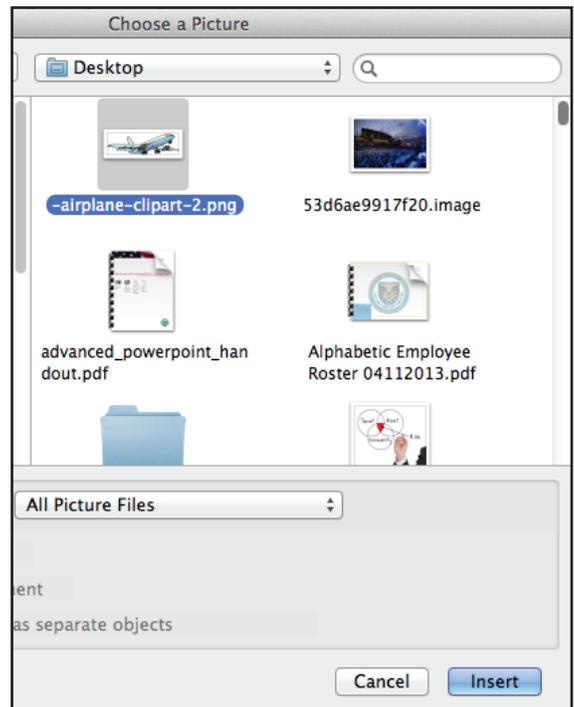
Use the “Clip Art” option if your image is already in your Clip Art list or if you want to insert a Microsoft supplied Clip Art. Jump down to step #7 if you want help when you select this option.



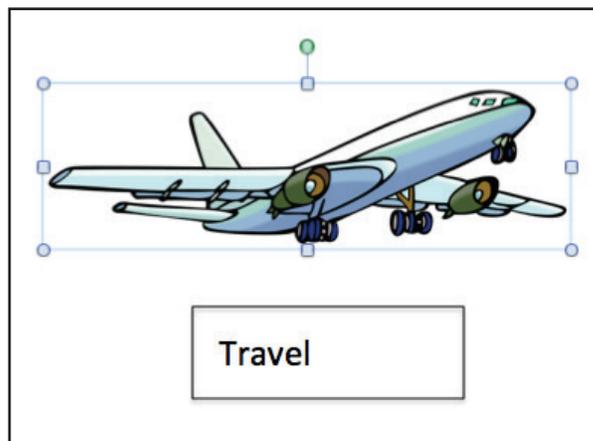
5. Based on your computer configuration the default Directory displayed could be your “Pictures” library. Navigate your computer to locate the image you want to insert into the slide.

For this example we will be selecting from our desktop.

6. When you have found the appropriate file select the “Insert” button. This will insert the image into your slide.



That's it for inserting an image from a file. If you selected the “Clip Art” option from the ribbon toolbar, then follow the steps below.

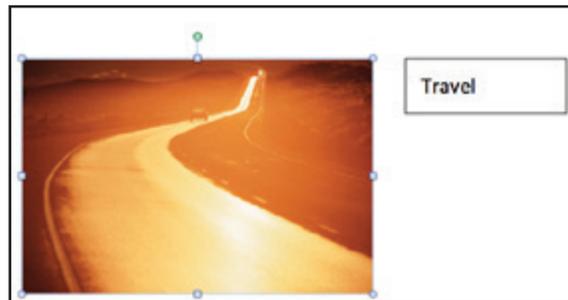
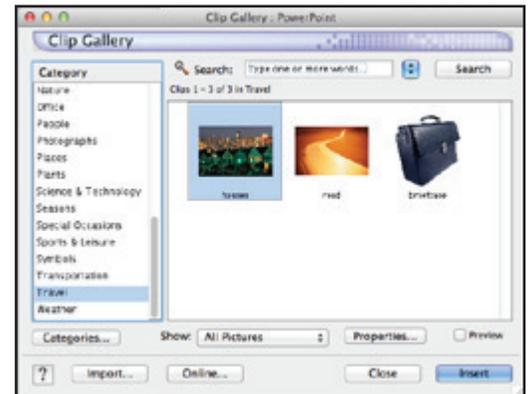
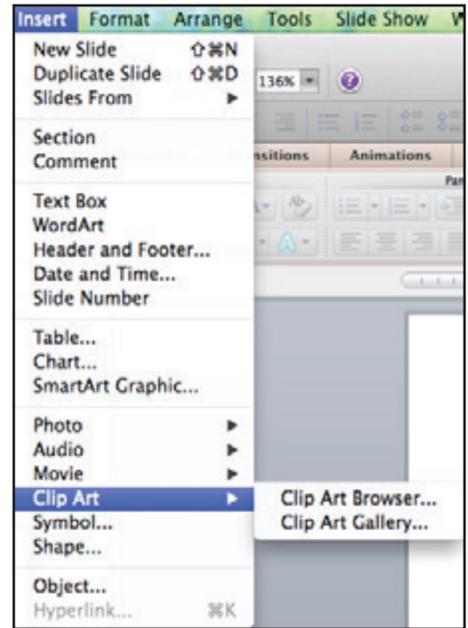


7. When you select the “Clip Art” option you should see a new side window appear on the right hand side of the PowerPoint window.

8. In our example we typed in the word “travel”. Just enter any term you wish to search the library for. Then press the “Go” button.

9. Once the system has completed the search it will display the results in the window.

Clicking on the image will automatically insert the graphic into your slide.



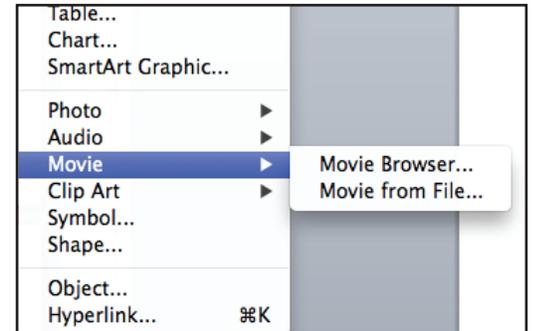
How to insert a video or audio clip or file into your slide(s).

It is assumed that you have already created or obtained a video or audio clip that you want to put in your slide. If you haven't then you need to either create or obtain the video or audio file before you proceed with these steps.

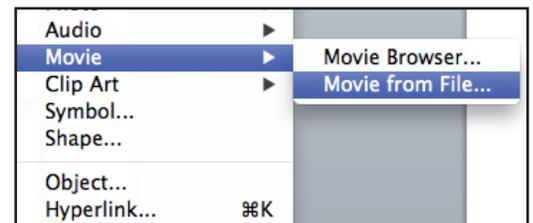
1. Go to the slide where you want to insert the video or audio clip.

In our sample we are going to insert a sample video entitled "882_JumpBack.mov" from the documents folder.

2. From the PowerPoint menu select the "Insert" menu.

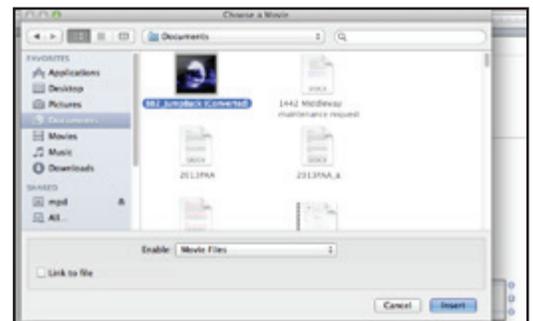


3. From the toolbar select the "Movie from File" selection. This will bring up the search window.



4. From this menu you can select either the location of your video, whether it be in a folder on your desktop or somewhere within a network connected drive.

For Audio, select the drop down arrow under the audio icon and follow the same steps as above. The audio menu also provides you the capability to record your own audio.



5. Once the video has been inserted you will have to click the “Play” button to start the video.



That's it for inserting a video into your slide.