

# Making a Powerful Point with PowerPoints

## Embedding Video

### **Simple Box**

- 1) "Insert" from the top tool bar
- 2) "Movies and Sounds" .... "Movie from File"
- 3) Browse and Select Your Movie... Click "OK"
- 4) Choose "Automatically" or "When Clicked"

### **Media Player**

- 1) "Insert" from the top tool bar
- 2) "Object" ... near bottom
- 3) Object Type: "Windows Media Player" ... scroll to bottom... click "OK"
- 4) Right Click on Player... "Properties" ... "Custom" ... "..."
- 5) "Browse" ... "Open"
- 6) Remove check from "Auto Start"
- 7) "OK"

## Hyperlinks

(note: hyperlinks only work in Slide Show mode)

### **To another slide**

- 1) Create all slides for PPT
- 2) Click and/or highlight what needs to be linked
- 3) Right Click... "Hyperlink" **-OR-** "Insert"... "Hyperlink"
- 4) "Place in This Document"
- 5) Select Slide (if slide titles are not visible hit + next to "Slide Titles")
- 6) "OK"

### **To another file (i.e. Movie/Song/Sound Effect)**

- 1) Click and/or highlight what needs to be linked
- 2) Right Click... "Hyperlink" **-OR-** "Insert"... "Hyperlink"
- 3) "Existing File or Web Page"
- 4) "Browse" ... "OK"

### **To a website**

- 1) Click and/or highlight what needs to be linked
- 2) Right Click... "Hyperlink" **-OR-** "Insert"... "Hyperlink"
- 3) "Existing File or Web Page"
- 4) Type URL in "Address" box ... "OK"

### **Action Buttons**

- 1) "Slide Show" from top tool bar
  - 2) "Action Buttons"
  - 3) Draw button
  - 4) Select where you would like it to hyperlink to
  - 5) "OK"
- ❖ Remember actions buttons should be in the same place on every slide
  - ❖ You can copy and paste on to other slides to save time
  - ❖ Action buttons are simply hyperlinks... so anything including images, text, etc can become your action button