

# Powerful PowerPoint Slides

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## Why Use Moving Slides?

- People enjoy videos
- Static pictures are boring
- Movement can convey more information

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## Note

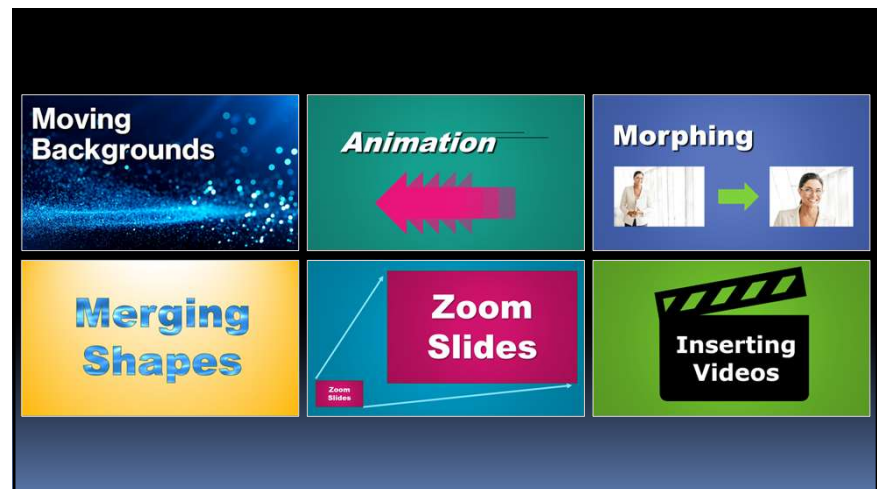
- A PDF copy of this slide show is at:  
[www.techhelptoday.com/videos](http://www.techhelptoday.com/videos)

- Or

[bit.ly/library-101](http://bit.ly/library-101)



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# Moving Backgrounds



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## Use Videos as Backgrounds

- Click background of a slide
- Click: **Insert** > **Icon** > **Video**
- Choose a subtle video
  - Or, use an "animated gif" file
- Click: **Video Format** > **Send Backward**
  - Until text is visible

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## CAUTION:

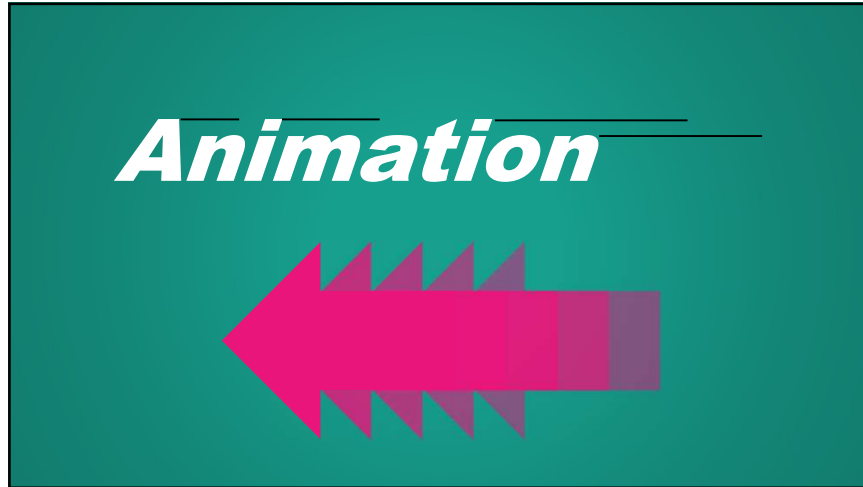
- Video files are huge
- Make sure text is readable
  - Use Shadows
  - Insert a transparent shape behind text

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## Moving Background Exercise

- Create a moving background for this slide

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## Animation

- Can make objects appear, disappear, or move
- Text
- Shapes
- Pictures
- Best use: Annotation

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## Annotations

- Underlines
- Arrows 
- Boxes 
- Circles 

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## How to Animate Objects

- Select the object(s) or text
- Click the **Animations** tab
- Choose the desired animation

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## Annotation Exercise

Annotate the text below using the shapes indicated

- Underlines
- Arrows
- Boxes
- Circles

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## Dimming Bullet Points

- Each bullet point appears
- And the previous ones are dimmed
- Helps audience focus on current point

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## How to Dim Bullet Points

- Show the **Animation Panel**
- In the panel, select all but the last bullet point
- Rt-click and choose **Effect Options**
- Change **After Animation** to **More Colors ...**
- Choose a medium gray color

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## Morphing



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## Transitions

- Easily animates the transition between slides

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## How to Add Transitions

- Select slides
- Click the **Transitions** tab
- Choose a desirable transition

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## CAUTION:

- Audience may view transitions as distracting
- Use only when appropriate
- Keep it simple

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## Morph — The Best Transition



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## Morph — The Best Transition

The Easiest Way  
to Animate Slides



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## How to Morph a Slide

- Choose a slide with a picture or shape
- Rt-click it and choose **Duplicate**
- In the duplicate, change the picture or shape:
  - Move it
  - Change its size it
  - Crop or uncrop it

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## Morphing Exercise

Crop the picture below to show just the face  
Then have it morph into the full size picture



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# Merging Shapes

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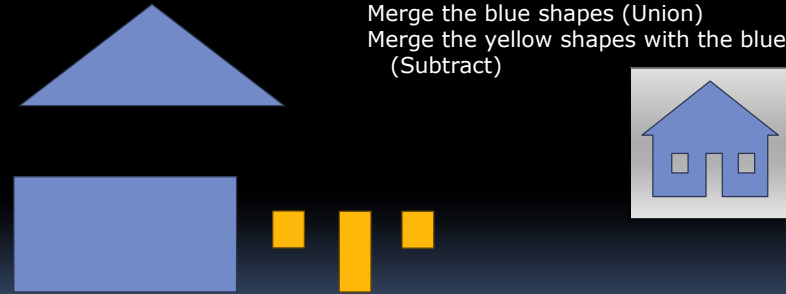
## Merging Shapes

- Create complex shapes by merging simple ones
  - Select all the shapes
  - Click: **Shape Format** > **Merge Shapes**
  - Choose: **Union** or **Subtract**
- In Subtraction, the 2nd object is subtracted from the 1st

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## Merge Shapes: Example

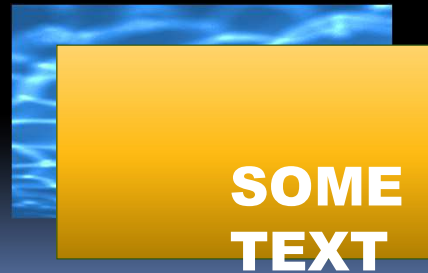
Merge the blue shapes (Union)  
Merge the yellow shapes with the blue  
(Subtract)



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## Merge Text with Shapes

- Subtract the text from the yellow shape
- Then move the new shape over the blue video



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# Zoom Slides

Zoom Slides

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## Zoom Slides

- A great way to create a “Table of Contents”



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## How to Zoom

- Select a blank slide
- Click: **Insert > Zoom > Zoom Slide**
- Choose the slides to include
- Arrange the Zoom Slides as desired

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## Zoom Slide Exercise

- Set up 3 Zoom Slides in the space below

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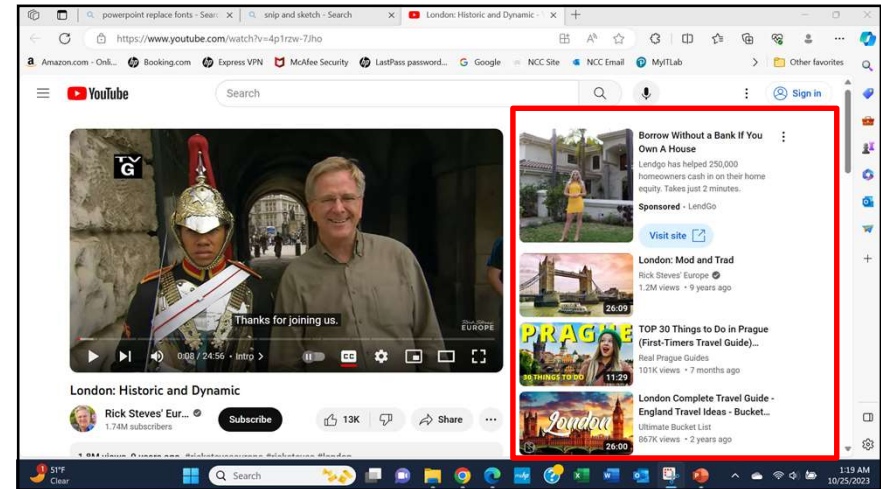
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## CAUTION:

- Don't just paste a video link on a slide
- This will show the YouTube page
  - And video thumbnails based on your past viewing

~~<https://www.youtube.com/watch?v=4p1rzw-7Jho>~~

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## How to Embed a YouTube Video

- In your browser, find the desired YouTube video
- Copy the address at the top
- Return to PowerPoint
- Click: **Insert > Video > Online Videos**
- Paste the address
- Adjust the embedded video as desired

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## YouTube Video Exercise

- In the space below, embed a video from YouTube

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## Adding Videos from Your Phone

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# QUESTIONS?

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# THANK YOU

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