



# Infusing Magnificent Multimedia - Microsoft PowerPoint 2007 & 2010

## Course Aims

This in-depth one-day instructor-led course provides students with the knowledge and skills to incorporate multimedia elements into Microsoft® PowerPoint® presentations. Participants will be able to play sounds in a presentation, make the sound play when they want, for as long as they want. Participants will also learn how to make a sound repeat, get tips on hiding the sound icon on a slide and playing music from a CD with the slide show. In this course, participant will also work with movie files and learn how to insert them, play them, and set other options for them. For visual impact, create buttons that play, pause, and stop a movie.

## Pre-requisites

Basic knowledge of creating a PowerPoint presentation.

Level	Duration	Time
Advanced	1 Day / 7.5 Hours	9:00 am to 5:30 pm

### Module 1. Play a sound file

This module looks at how to play sounds that you insert from a file or from the Clip Art task pane. You'll learn what your choices are for starting the sound and for continuing it past the current slide.

- Inserting the sound
- Starting the sound
- Continuing the sound
- More sound options
- Linked vs. embedded files
- Practice

### Module 2. Play music from a CD

In this module, you'll see how to make your presentation play the tracks you want.

- Setting up tracks
- Practice

### Module 3. Play a movie

In this module, you'll insert a movie file, and you'll see how to make it play the way you want.

- Insert a movie
- Decide how to start it
- Create a delay; extend play
- Go full screen
- Linked files and your presentation
- Practice

### Module 4. Create "Play" buttons

In this module, you'll get familiar with the Play, Pause, and Stop movie effects, which are available for you to apply just like other animation effects are.

- Movie effects
- Create buttons
- Set up the buttons as triggers
- Practice

### Module 5. Adding Special Effects

- Applying an Animation Scheme
- Animating Text and Objects
- Setting Animation Timing
- Animating a Chart
- Inserting Sounds and Video
- Changing Multimedia Settings
- Inserting Animated GIF's
- Practice