

# PowerPoint 2008: Using Multimedia

Using Multimedia Slides and Inserting Objects

## Overview

Microsoft PowerPoint is a presentation application used to create electronic slide shows for presenter-run or automated presentations. This guide will cover the use of the Multimedia Slide and inserting objects into a presentation.

## Slide Layout

PowerPoint starts with a blank presentation; which contains a default title slide. These slides can be altered into a different layout by navigating to the Slides Layout tab in the gallery. The gallery menu will show a variety of different layouts that can apply to a slide. The various layouts include title slides, slides with media (Multimedia Slides), and generic blank slides. Another easy way to change the layout is to right click the slide to be changed and click layout or navigate to Format → Slide Layout in the file menu bar.

## Multimedia Slides



This guide will focus on using the slide layout with the media, called Multimedia Slides. These multimedia slides make it easy to insert objects. These layouts already designed for inserting objects will display six different icons to select, each representing the object they insert. The gallery will change or a window will appear after the icon has been selected to locate a file and insert it into the presentation. PowerPoint will size the object proportionally.

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## Inserting a Table



The first icon in the Multimedia Slide is the insert table icon. To insert a table simply click on the icon. A box will appear that asks how many columns and rows there are going to be. Columns are vertical and rows are horizontal. Choose how many by moving the arrows up or down.

After the column and row numbers are selected click ok. The gallery will appear and change to show the options under the Table Styles tab. Within the tab are 5 options for styles:

- All Table Styles shows all the different styles available for tables.
- Best Match for Document selects a few table styles that best match the presentation theme that is being used.
- Light, Medium and Dark shows the lighter, medium and darker color table themes.

To select one of the styles just click the arrows on the right to change pages until there is one that fits the presentation and then click the style in the gallery. To see the options of emphasizing certain rows or columns navigate to the Options button on the left side of the gallery. Click the button and a drop down will appear with various choices. When one option is clicked, it changes not only in the presentation but also in the gallery. Use the Formatting Palette in the Toolbox to continue editing the table and to change the number of rows or columns as well.

## Inserting a Chart

## Quick Guide



To insert a chart click on the chart icon in the Multimedia Slide. The gallery will change to the Chart tab and within the tab there will be all the categories of charts available. **Note: Excel will always open when inserting a chart and you cannot edit the chart data without using Excel.**

Use the arrows on the right side of the gallery to explore all the chart styles and click the one that fits the needs of the presentation. Once the chart is selected Microsoft Excel will open. The open Excel sheet will have sample data already entered. To change the data, enter the correct data to be displayed in the chart where the sample data is. Once the data is inserted, switch back to PowerPoint.

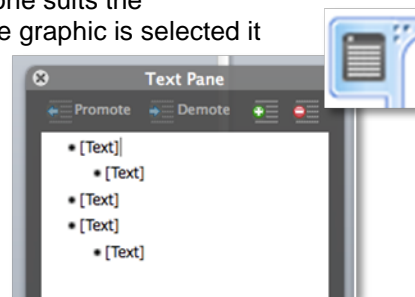
To continue editing the chart, click on the parts of the chart to be edited and navigate to the **Toolbox → Formatting Palette** and use the different tabs depending on what is being edited. Simple edits can also be made by double clicking parts of the chart. If Excel is closed and data needs to be edited, hold **ctrl + click (or right click on a mouse)** on the chart and click **Edit Data**. Excel will open and the data can be changed in the spreadsheet.

## Inserting SmartArt Graphics



A SmartArt graphic is a visual representation of information that can be quickly and easily created by choosing among many different layouts, to effectively communicate message or ideas. These graphics are especially effective when presenting flow charts or organizational charts.

To insert a SmartArt graphic, click on the icon in the Multimedia Slide. The gallery will change to the SmartArt Graphics tab. There are a variety of styles to choose from. Choose which one suits the presentation and use the arrows to view all the pages and options. Once the graphic is selected it will appear on the presentation in the slide selected and a Text Pane will appear. Use the text pane or type directly on the graphic to add text to the graphic. Click the “x” in the upper left hand corner of the pane to close it, to make it re-appear click on the tab on the upper left side of the SmartArt editing box. Use the Formatting Palette to edit the styles and colors (the SmartArt Graphics Style pane should appear in the palette).

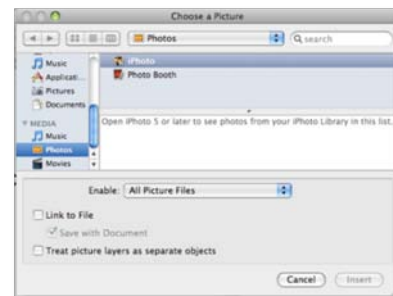


## Inserting a Picture from a File

There are two types of images that can be inserted into a presentation. The first type is a picture or image from a file. There are many types of image file formats that can be inserted into a presentation. Jpeg (jpg), gif, tiff, and png files work best, with jpeg (jpg) having the highest quality. Try to avoid using PSD (Photoshop document) files. This is because they are larger and can cause the presentation to become a larger file and in turn make the presentation move slower.



To insert a picture from a file click the insert picture icon from the multimedia slide. A dialog box will appear to choose the file. Navigate to the pictures folder, desktop or any other folder by using the left side menu or drop down at the top of the box.



To select images directly from iPhoto or Photo Booth, scroll down to the

**Media** → **Pictures** and select iPhoto or Photo Booth from the window. Select the image to be inserted in the presentation and click insert at the bottom right corner.

To edit the image once it is selected, use the **Formatting Palette** in the Toolbox. Within the palette, use the **Picture** and **Quick Styles and Effects** menus to add desired effects such as shadows and reflections or modify the brightness, contrast, color and transparency.

## Inserting Clip Art



Clip Art is the second type of image that can be inserted into a presentation from the multimedia slide. Click the Clip Art icon from the slide and the **Clip Gallery** should appear.



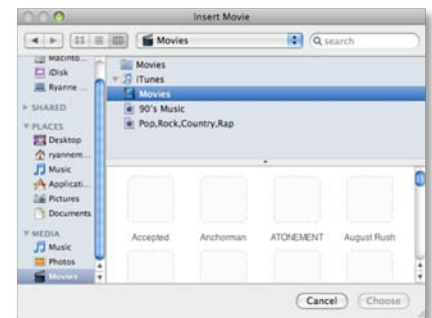
To find a picture using the categories list, navigate to the left side of the Clip Gallery and use the scroll menu to choose a category. The Clip Gallery also allows a user to search for an object at the top of the gallery. To **Preview** the object click the checkbox in the lower right corner and a larger version of the image should appear in a separate window. Once the image is selected, click **Insert** on the bottom right corner. (Use the **Formatting Palette** to edit these images as well).

## Inserting a Movie from a File



Similar to inserting images, there are certain file types that work and do not work well with PowerPoint. Files such as **mov**, **avi**, **mp4** and **mpg** (mpeg) work well in PowerPoint and are the most common video file types. Although **wmv** files are “windows media” files, they will also work on PowerPoint for Mac.

To insert a movie from a file click the insert picture icon from the multimedia slide. A dialog box will appear to choose the file. Navigate to the desktop or any other folder by using the left side menu or drop down at the top of the box.



To select movies or video directly from iTunes or the Movies folder, scroll down to the **Media** → **Movies** and select Movies or **iTunes** → **Movies** from the window. Select the movie file to be inserted in the presentation and click insert at the bottom right corner.

## Using Hyperlinks to Attach Movies from the Internet

Hyperlinks can be used to navigate to the internet to access a video or movie file outside of the presentation. To make a web address link to the page simply type or **Copy** → **Paste** the address in the presentation. It will automatically become a link.

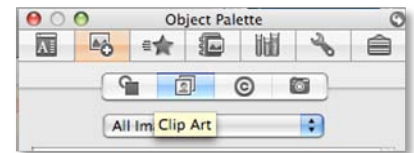
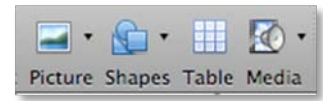
If it does not automatically create a hyperlink, highlight the text that is to become a link, right click and select

Hyperlink, type the appropriate link into the field provided and select OK. You can also make any word become a link by right clicking a word and adding the address as well, if the address is too long and confusing, adding Hyperlinks to words makes a cleaner presentation.

## Alternative Ways to Insert Objects



Although the **Multimedia** Slides are made to insert media, there are a variety of other ways to insert objects into a presentation. To insert an object go to the file menu bar and click **Insert** → **(what object you want to insert)** or one of the **icons** on the **standard toolbar**. Another way to insert objects (only pictures, clip art, symbols and shapes), is by navigating to **Toolbox**→**Object Palette**. Within the palette there are icons to select from and a window to choose the object to be inserted and then insert the object by clicking and dragging into the presentation.



## For More Information

A variety of support services are available from ITS if you would like additional help:

Computer training on a variety of topics is available to faculty, staff, and students at no charge through the Technology Learning Center (TLC). Check out the current TLC training schedule online at <https://www.ithaca.edu/its/workshops>

Online documentation and tutorials on IC-supported computing software and systems are available at <https://www.ithaca.edu/its/traindoc>

Frontline computing support is available through the ITS Helpdesk in 104 Job Hall; send e-mail to [helpdesk@ithaca.edu](mailto:helpdesk@ithaca.edu) or call 607-274-1000.

Backline consulting support is available in the Technology Learning Center, room 101 Friends Hall.

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