

# USING ADVANCED FEATURES OF POWERPOINT 2003

This tutorial explains how to create and deliver listener-centered oral presentations using PowerPoint 2003. If you are using a different program or get stuck, click on your program's **Help** menu for assistance.

For more information on creating organizational charts, see Chapter 17 in Paul V. Anderson's *Technical Communication: A Reader-Centered Approach*.

## Insert Sound File

You can add sound files to any slide

1. From the **View** menu, choose **Normal**.
2. Click on the slide to which you wish to add the sound.
3. From the **Insert** menu, click on **Movies and Sounds**.
4. In the window that opens, click on the source of the sound.
5. Navigate to the sound.
6. Click on the icon or file for the sound.
7. A dialogue box asking "**How do you want the sound to start in the slide show?**" will appear.
8. Choose the appropriate option.
  - Click on **Automatically** if you want the sound to play whenever the slide is displayed.
  - Click **When Clicked** if you want the sound to play when you click on a sound icon will appear on the slide.
9. To ensure PowerPoint will always find your sound file, move it into the same folder as your presentation.
10. To speed up the loading of your sound file, place the presentation and sound file inside the PowerPoint folder: MSofficePowerpnt.

## Insert Movie File

You can add a movie file to any slide

1. From the **View** menu, choose **Normal**.
2. Click on the slide to which you wish to add the sound.
3. From the **Insert** menu, click on **Movies and Sounds**.
4. In the window that opens, click on the source of the movie.
5. Navigate to the movie.
6. Click on the icon or file for the movie.
7. A dialogue box asking "**How do you want the movie to start in the slide show?**" will appear.
8. Choose the appropriate option.
  - Click on **Automatically** if you want the sound to play whenever the slide is displayed.
  - Click **When Clicked** if you want the sound to play when you click on a sound icon will appear on the slide.
9. To speed up the loading of your movie file, place the presentation and sound file inside the PowerPoint folder: MSofficePowerpnt.
10. To ensure PowerPoint will always find your movie file, move it into the same folder as your presentation.

## Insert an Internet Link

You can link to a Web page, E-mail address, location in the PowerPoint presentation you are creating, and another document. **NOTE:** The hyperlinks only work in the **Show** view.

1. From the **View** menu, choose **Normal**.
2. Click on the slide to which you wish to add the sound.
3. From the **Insert** menu, click on **Hyperlink**.
  - A window will appear from which you can choose files or type in the URL for the linked page.
4. If you want to link to a web page, perform the following steps.
  - a, Under the words **Browse for**, click on **Web Page**.
  - b, Navigate to the page.
  - c, Click **OK**.
  - d, Enter the text for the link that will display on the PowerPoint slide.
  - e, Click **OK**.
5. If you want to enter an E-mail Address, perform the following steps.
  - a, Click on **E-mail address**.
  - b, Enter the **E-mail address** and **Subject for the e-mail**.
  - c, **Enter** the text for the link that will display on the PowerPoint slide.
  - d, Click **OK**.
6. If you want to link to a place in this PowerPoint Presentation, perform the following steps.
  - a, Click **Place in this Document** to enter a hyperlink to another slide in the presentation.
  - b, Click on the slide to which you want to link.
  - c, Enter the text for the link that will display on the PowerPoint slide.
  - d, Click **OK**.
7. If you want to link to another document, perform the following steps.
  - a, Click on **Create New Document**.
  - b, Click on **Change**.
  - c, Navigate to the file to which you want to link.
  - d, Click **OK**.
  - e, Enter the text for the link that will display on the PowerPoint slide.
  - f, Click **OK**.

## Publish a Presentation as a Web Page

To make the presentation more accessible, you can publish your presentation as a Web page. This technique preserves the formatting of the original document.

1. From the **File** menu, choose **Save As**.
  - The **Save As** dialogue box will appear.
2. Type in **File Name**.
3. Click on the arrow next to **Save as Type**
4. On the menu that appears, click **Web Page**.
  - The **Save As** dialogue box will appear.
5. Click **Publish**.
  - The **Publish as Web Page** dialogue box will appear.
6. Enter the appropriate information.
7. Click **Publish**.