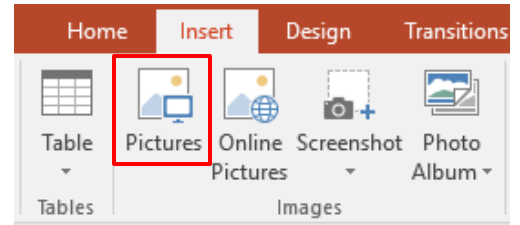


## PowerPoint Tips

### Inserting Images

1. Click on the slide you wish to insert the image.
2. Click the **Insert** tab on the ribbon.
3. Click **Pictures**.
4. Navigate to the location of the image you wish to insert.
5. Select the image, and click **Insert**.
6. Your image should appear in the presentation.
7. You can also click **Online Pictures** to search the internet for a suitable image.

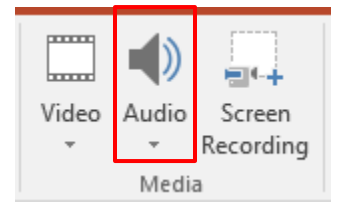


### Inserting Audio

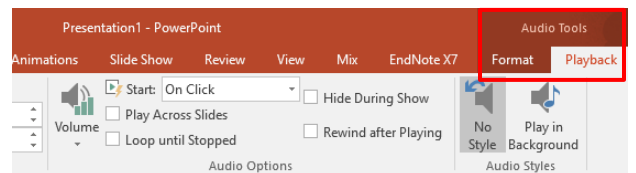
1. Click on the slide you wish to insert the audio.
2. Click the **Insert** tab on the ribbon.
3. Click the **Audio** drop-down button.

From here, you can:

- Click the **Audio on My PC** option, and select a pre-recorded file on your device.
- Click the **Record Audio** option to create audio for you presentation. This requires a recording device to be available on your computer, or a headset with a built in microphone.



Once the audio is inserted and selected, you gain additional options for the format and playback of the the audio.



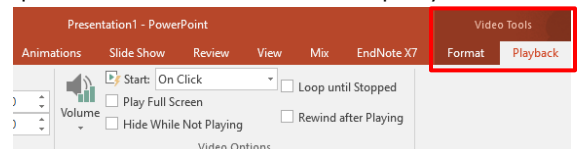
### Inserting Video

1. Click on the slide you wish to insert the video.
2. Click the **Insert** tab on the ribbon.
3. Click the **Video** drop down option.

From here, you can:

- Click the **Video on My PC** option to insert a video file from your device.
- Click on **Online Video** option to search YouTube or paste a video embed code for an online video.

Once the video is inserted and selected, you gain additional options for the format and playback of the video.



## Transitions

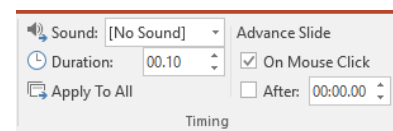
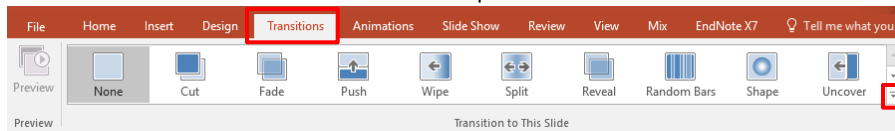
Transitions are effects that occur between slide changes within your presentation. The effect of the transition is visible when the PowerPoint switches to the slide that has the transition applied to it.



Transitions play at the beginning of the slide that they are applied to. For example if you apply a transition to your second slide, the effect will happen between slide 1 and slide 2.

To Apply a Transition:

1. Ensure that the slide you wish to apply the transition to is active.
2. Click the **Transitions** Tab, click on the transition you wish to apply. You can click the drop-down arrow to see other transition options.



Other options that can be applied are:

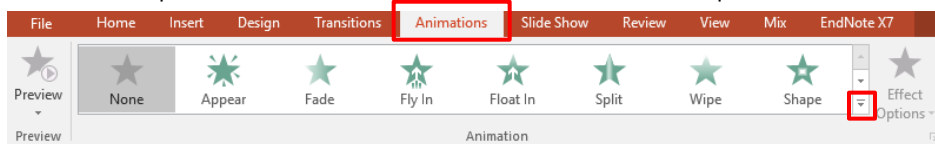
- Sounds to play during the transition.
- Options to advance slides in your presentation automatically after a specified period of time, or on a mouse click.

## Animations

Animations can be applied to objects within the presentation slide. These objects can include headings, text, images, graphs, etc.

To apply an animation:

1. Click on the object you wish to apply the animation.
2. Click on the **Animations** Tab, then click on the animation effect you wish to apply. You can click the drop-down arrow to see other animation options.



The Animation Pane can be turned on by clicking Animation Pane within the Animations Tab. This allows you to change and sort the order the animations within the slide play, you can also choose if animations play after a mouse click, or automatically after a set period.

