FastCourse Series

PowerPoint Chapter 3: Adding Graphics, Animation, and Sound

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Learning Objectives

- After studying this chapter, you will be able to:
  - Add pictures, screenshots, and shapes to a presentation
  - Remove backgrounds and apply artistic effects to slide images
  - Add transition effects to a slide show
  - Add animation to objects on a slide
  - Add sound effects to transitions and animations

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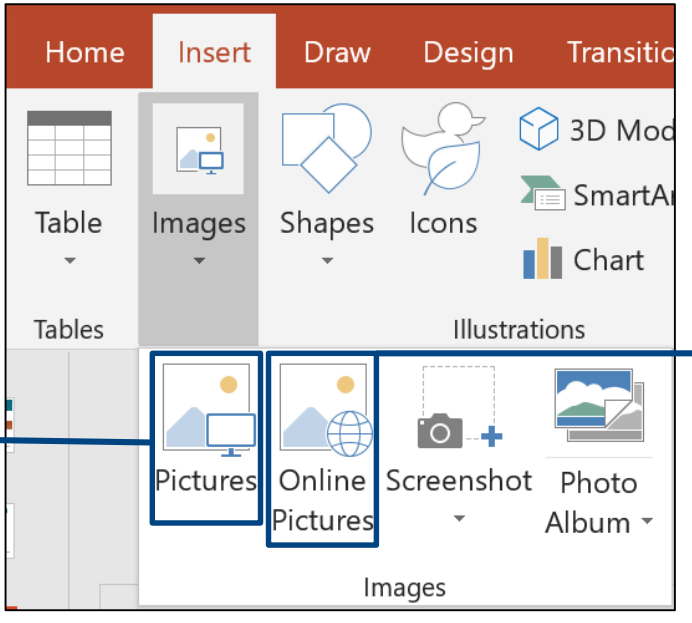
Working with Online Pictures

- Use to emphasize key points and add polish.
- Pictures are all graphic elements, including clip art and photographs.
- Clip art is pre-drawn artwork added to computer docs.

The Pictures button allows you to search for images on your computer.



The Online Pictures button allows you to search for images on the Internet.

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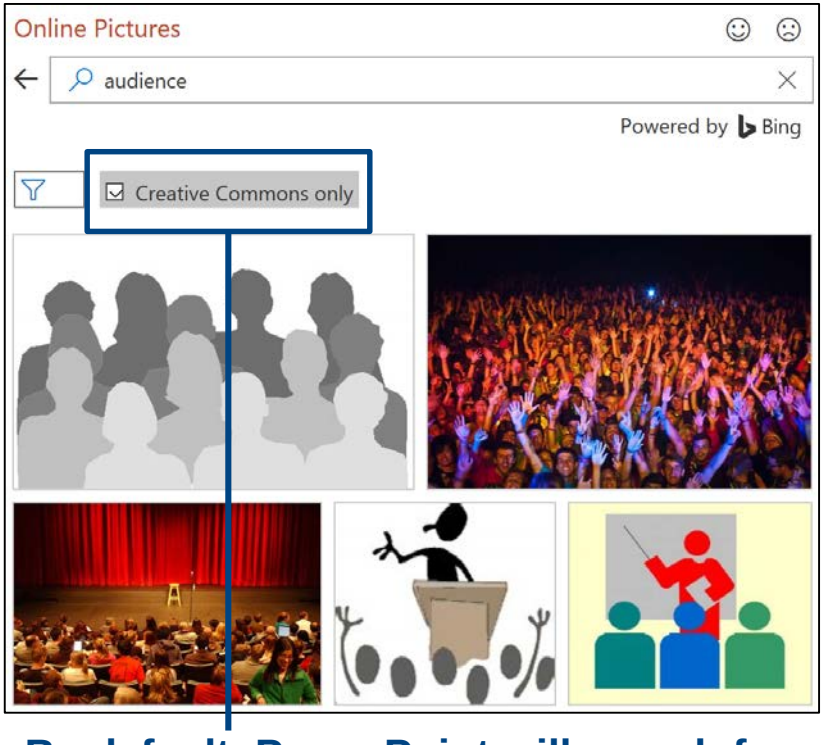
Obeying Copyright Law

- It is illegal to use copyrighted images without the consent of the copyright owner.
- Bing picture search displays only pictures licensed under Creative Commons, which can be used freely in your presentation.



By default, PowerPoint will search for images licensed under Creative Commons.

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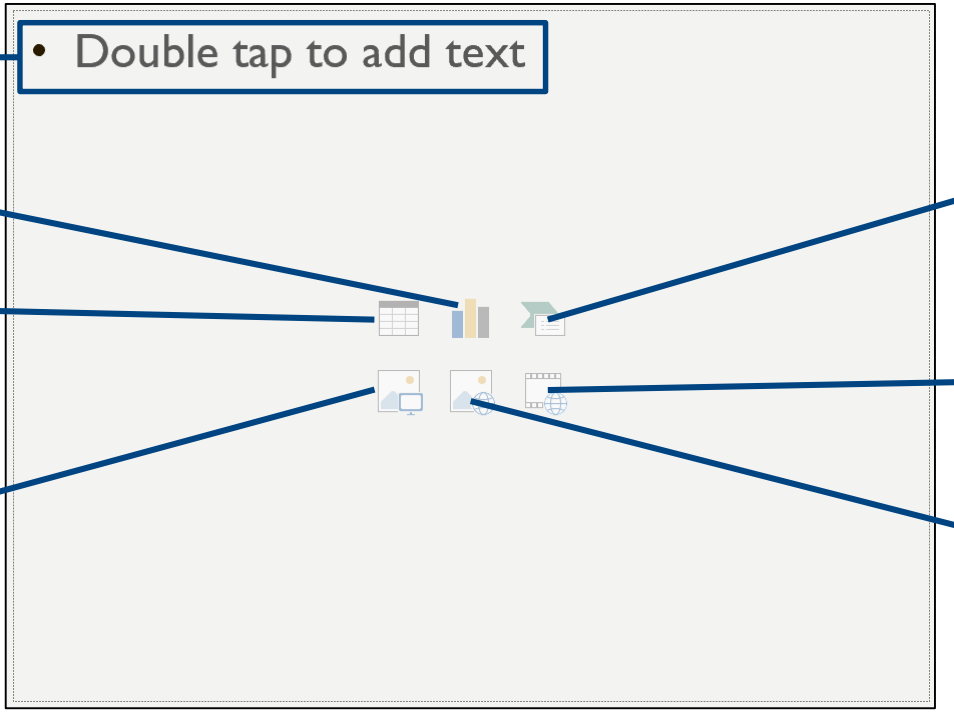
Using Text and Object Layouts

Some slide layouts include a group of six icons that provide a placeholder for various types of content.



Add text/bullets.

Add a chart.

Add a table.

Add a picture from your computer.

Add a SmartArt graphic.

Add a video.

Add an online picture.

This placeholder allows you to easily add seven different types of content.

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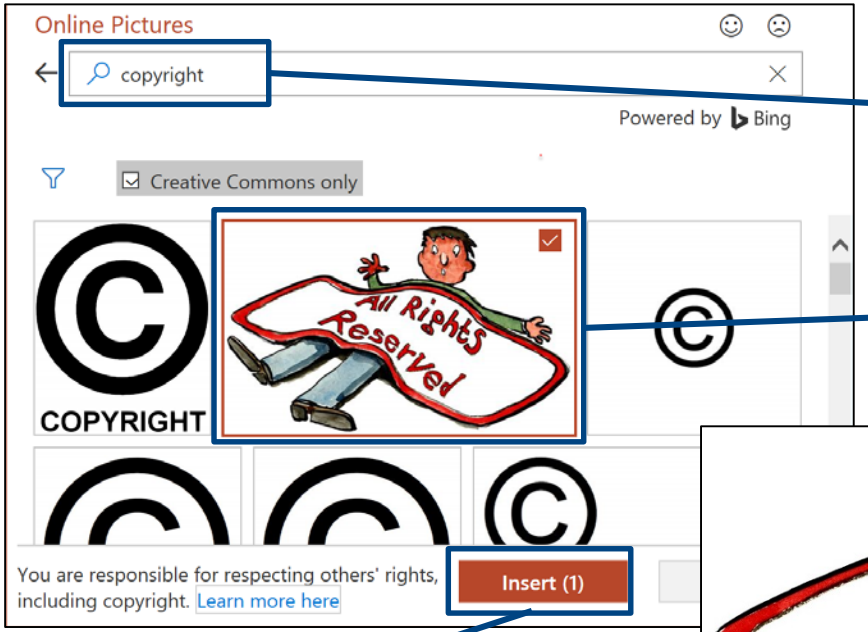
Searching for and Inserting Online Pictures



1. Type in a keyword.

2. Click to select the image(s) you wish to use.

3. Click Insert to place the image(s) into your presentation.

This Photo by Unknown Author is licensed under CC BY-ND

4. Do not delete the attribution box, as it shows that you have the right to use the image under Creative Commons.

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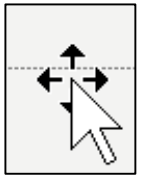
Moving, Sizing, and Rotating Objects

- Sizing handles and a rotate handle allow resizing and rotating of images.
- You can stack pictures, text, or other objects by moving them forward or backward.

Use the sizing handles to size or rotate an object.



When you see the move pointer, you can drag-and-drop the object to a new location on the slide.

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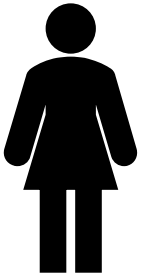
Adding Icons and 3-D Models

You can also insert icons (simple recognizable symbols) and 3-D models (more ornate).



An example of a universally recognizable icon

An example of a 3-D model with two different rotations of it

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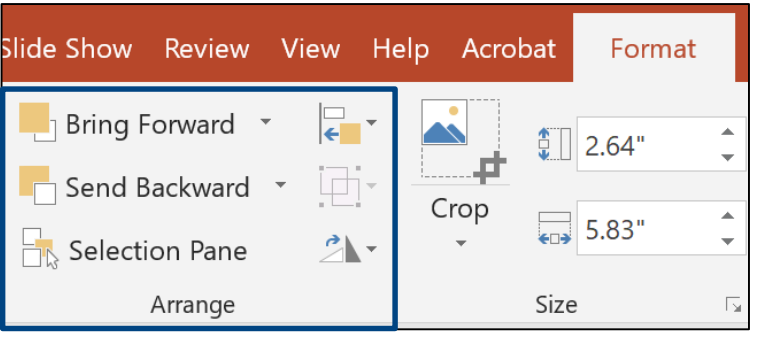
Ordering Objects

Overlapping images can be an issue, but you can change the stacking order by moving them forward or backward.

The commands to move an object forward or backward in the Arrange group on the Format tab of the Ribbon, when an object is selected



If an object is covering text…

…send it behind the text.

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Align and Group Objects

- PowerPoint provides tools to help you align the objects on a slide.
  - Guides: When they are turned on, dashed gray lines are shown on the screen and objects snap to them.
  - Smart Guides: These are dashed red lines that display automatically as you drag objects.
  - Gridlines: These are a grid of guidelines that overlay the entire slide
- Grouped objects behave as one object.

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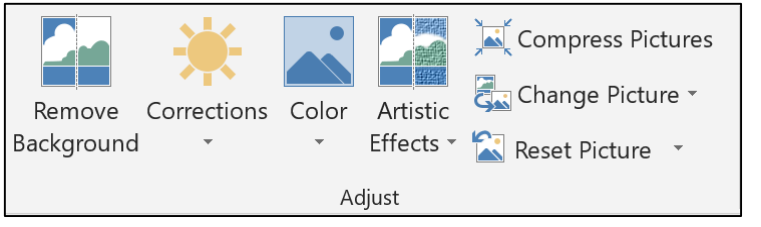
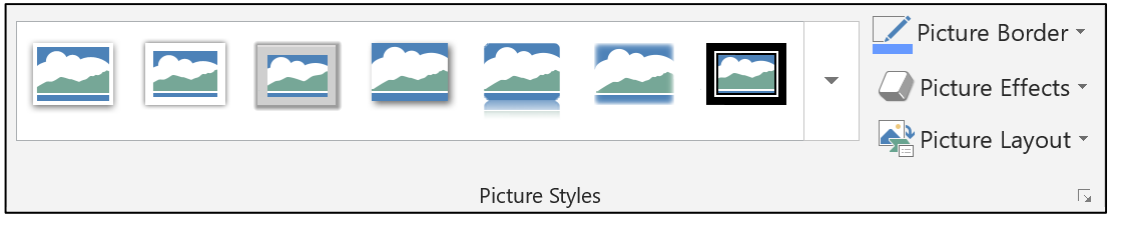
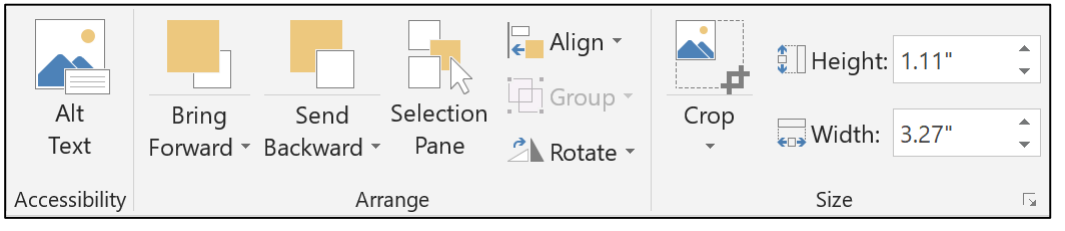
Formatting Graphics

- Use the contextual Format tab (it's only displayed when a graphic is selected).
- The Format tab will have different options displayed based on the type of object selected.

These images display the commands found on the Format tab of the Ribbon when a picture is selected.







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Adding Other Graphics

- Other features include the ability to:
  - Remove a background
  - Apply artistic effects
  - Insert a screenshot
  - Work with and manipulate shapes

PowerPoint has a great tool that allows you to remove the background of an image.

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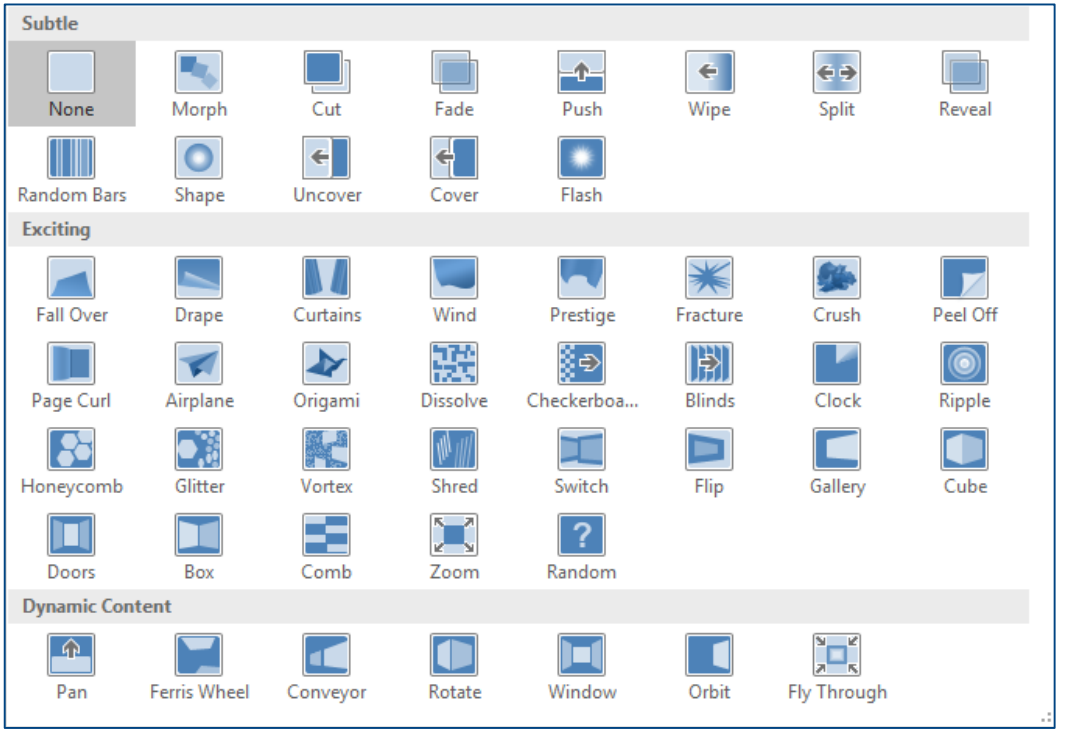
Working with Slide Transitions



A slide transition animates the change, or transition, from one slide to another.

TIP! To maintain consistency, avoid using different transitions within a presentation.

New in PowerPoint 2019, you have the ability to apply a morph transition that moves objects from the previous slide to their new location on the current slide.

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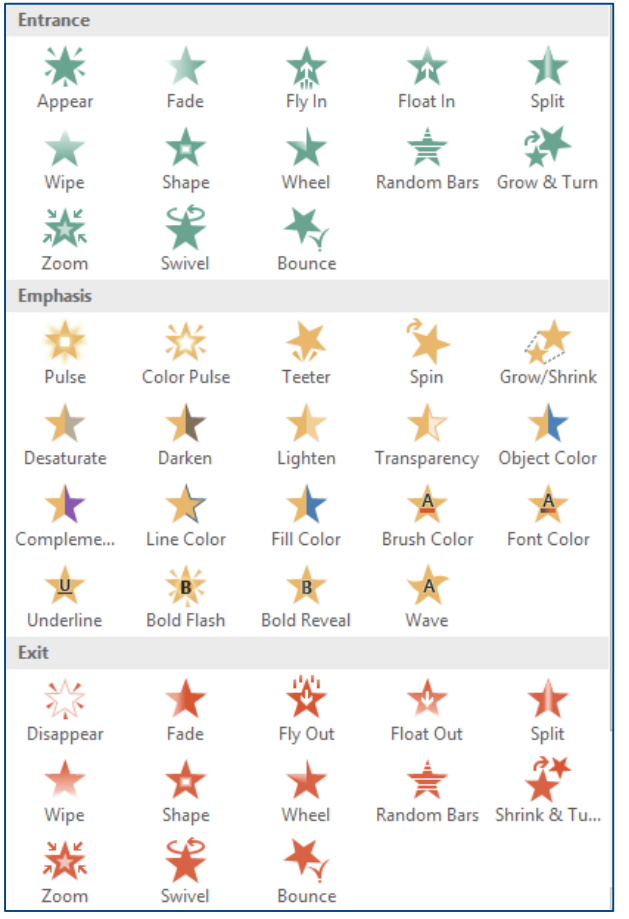
Using Slide Animation

- Animations are applied to individual objects on a slide.
- They begin only after any transition effect is completed.
- You can set animation options to control how animation works.



TIP! Less is more with animations. They can easily distract an audience, so don't overdo it!

New in PowerPoint 2019, you can add 3-D animations to 3-D objects in your presentation.

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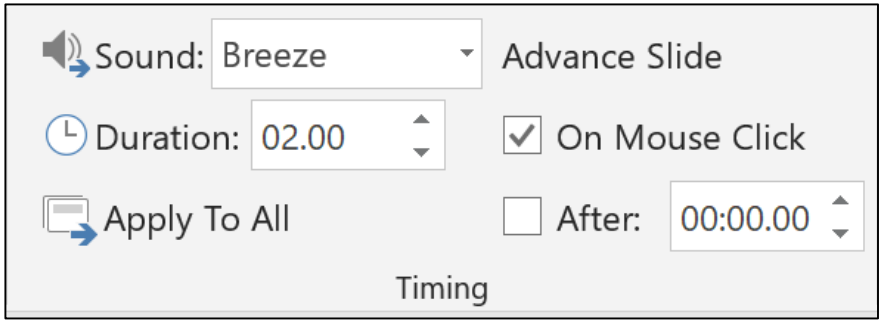
Adding Sound Effects

- Audio clips and sound effects can accentuate slide elements.
- They can be added to a slide transition or an animation.



Sound effects can be added in the Timing group on the Transitions tab of the Ribbon.

TIP! Just as with animations, less is better with sound effects, and they should only be added if they benefit the presentation material.

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