Digital Skills Training on Microsoft Office

PowerPoint Tutorial

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Lesson 4: More Objects

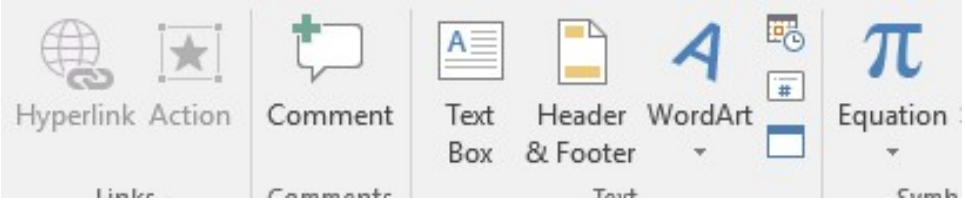
Inserting Videos

PowerPoint allows you to **insert a video** onto a slide and play it during your presentation. This is a great way to make your presentation more engaging for your audience.

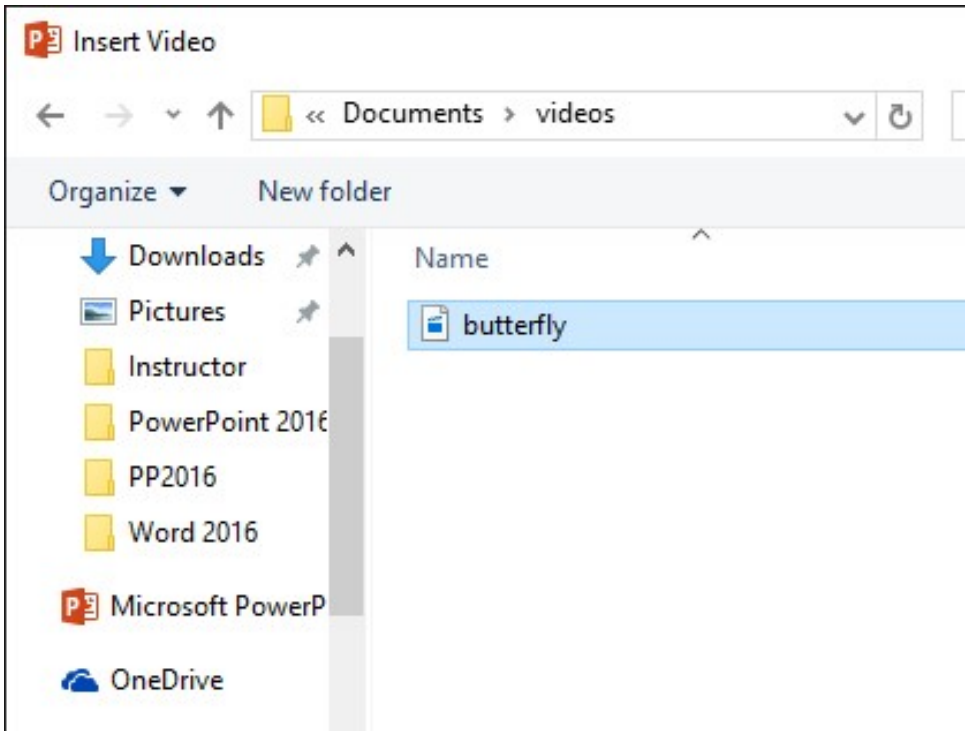
You can even **edit** the video within PowerPoint and customize its appearance. For example, you can **trim** the video's length or add a **fade in**.

To insert a video from a file:

1. From the **Insert** tab, click the **Video** drop-down arrow, then select **Video on My PC**...



2. Locate and select the desired video file, then click **Insert**.

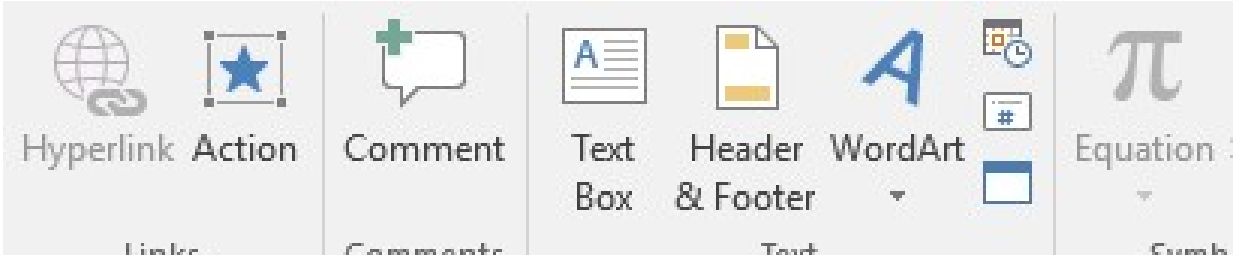


3. The video will be added to the slide.

With the Screen Recording feature on the Insert tab, you can create a video of anything you are doing on your computer and insert it into a slide.

To insert an online video:

Some websites—like YouTube—allow you to **embed** videos into your slides. An embedded video will still be hosted on its original website, meaning the video itself won't be added to your file. Embedding can be a convenient way to reduce the file size of your presentation, but you'll also need to be connected to the Internet for the video to play.



Working with videos

To preview a video:

1. Click a video to select it.
2. Click the **Play/Pause** button below the video. The video will begin playing, and the **timeline** next to the Play/Pause button will advance.
3. To jump to a different part of the video, click anywhere on the **timeline**.

To resize a video:

- Click and drag the **corner sizing handles** until the video is the desired size.

The corner sizing handles will resize a video while preserving its **original aspect ratio**. If you use the side sizing handles, the video will become **distorted**.

To move a video:

- Click and drag to **move** a video to a new location on a slide.

To delete a video:

- Select the video you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

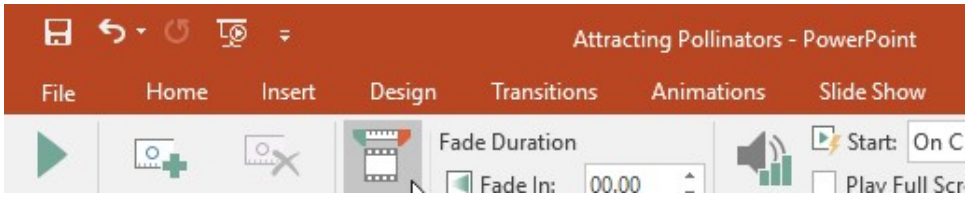
Editing and formatting videos

The **Playback** tab has several options you can use to **edit** your video. For example, you can **trim** your video to play an excerpt from the original, add a **fade in** and **fade out**, and add **bookmarks** that allow you to jump to specific points in the video.

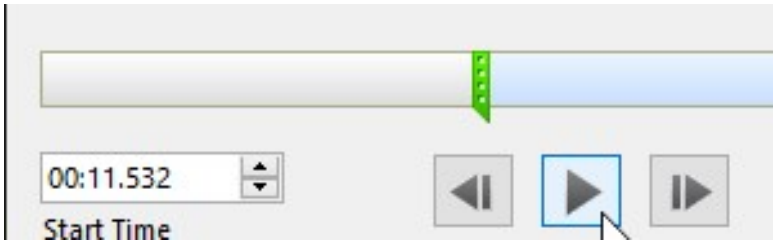
Most of the features on the Playback tab can only be used with videos that are inserted **from a file**. They will not work with embedded videos.

To trim a video:

1. Select the video, then click the **Playback** tab on the Ribbon.
2. Click the **Trim Video** command.



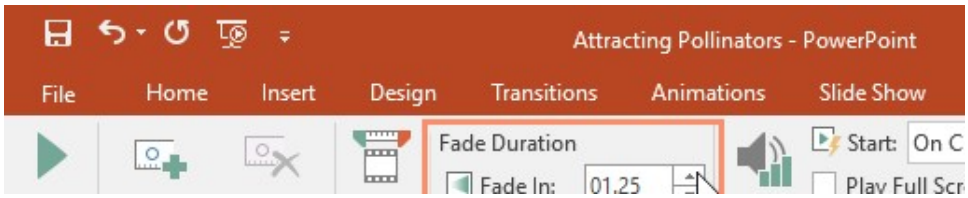
3. A dialog box will appear. Use the **green handle** to set the **start time** and the **red handle** to set the **end time**.
4. To preview the video, click the **Play** button.



5. When you're done trimming the video, click **OK**.

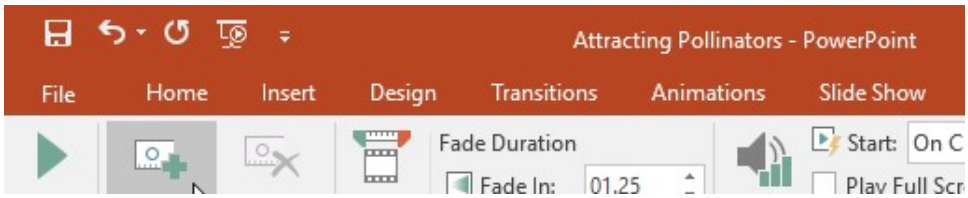
To add a fade in and fade out:

1. On the **Playback** tab, locate the **Fade In:** and **Fade Out:** fields.
2. Type the desired values, or use the **up** and **down** arrows to adjust the fade times.



To add a bookmark:

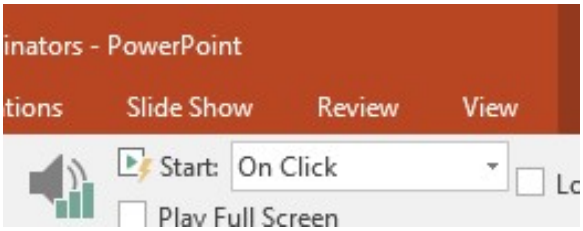
1. Click the **timeline** to locate the desired part of the video.
2. From the **Playback** tab, click the **Add Bookmark** command.



3. The bookmark will appear on the timeline. Click the bookmark to jump to that location.

Video options

There are other options you can set to control how your video will play. These are found in the **Video Options** group on the **Playback** tab.



- **Volume**: This changes the audio volume for the video.
- **Start**: This controls whether the video starts **automatically** or when the mouse is **clicked**.
- **Play Full Screen**: This lets the video fill the entire screen while playing.

- **Hide While Not Playing**: This hides the video when it's not playing.
- **Loop until Stopped**: This peplays the video until it is stopped.
- **Rewind after Playing**: This returns the video to the beginning when it is finished playing.

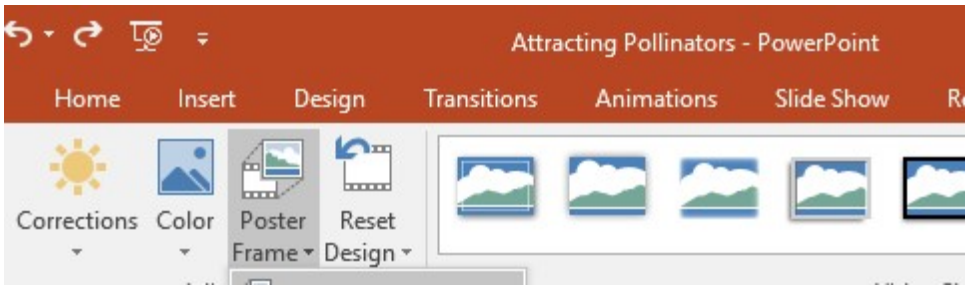
Formatting the appearance of a video

Like **pictures**, PowerPoint allows you to **format the appearance** of a video by applying a **video style**, adding a **border**, changing the **shape**, and applying various **effects**.

To create a poster frame:

You can add a **poster frame** to a video, which is the **placeholder image** your audience will see before the video starts playing. The poster frame is usually just a **frame** taken from the video itself.

1. Click the **timeline** to locate the desired part of the video.
2. From the **Format** tab, click the **Poster Frame** command. Select **Current Frame** from the menu that appears.

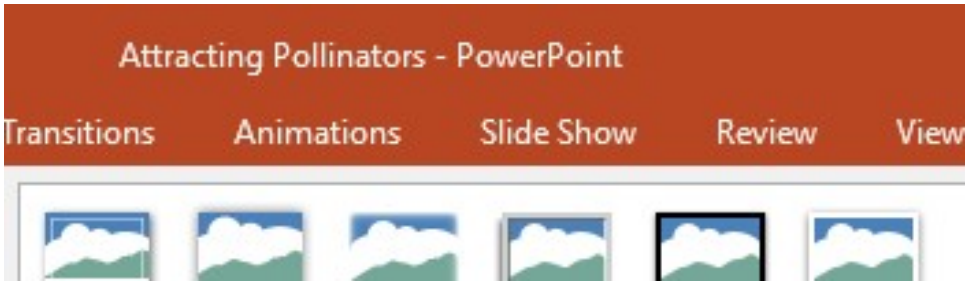


3. The current frame will become the poster frame.

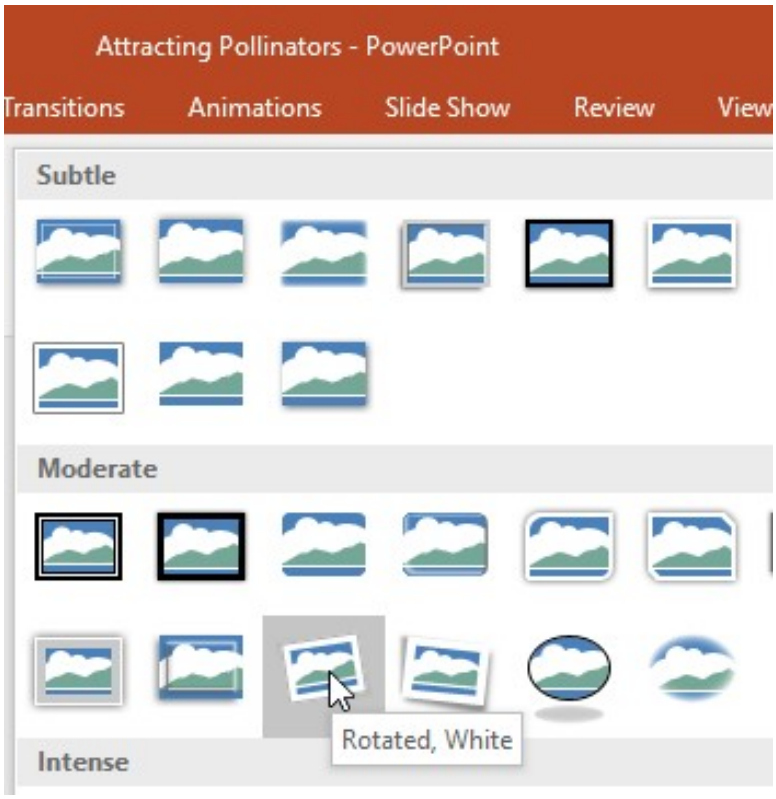
If you want to use a picture from your computer, select **Image from file**.

To apply a video style:

1. Select the video, then click the **Format** tab on the Ribbon.
2. In the **Video Styles** group, click the **More** drop-down arrow to display available video styles.



3. Select the desired style.



4. The new style will be applied to the video.

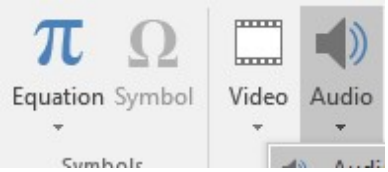
Inserting Audio

PowerPoint allows you to add **audio** to your presentation. For example, you could add **background music** to one slide, a **sound effect** to another, and even record your own **narration** or **commentary**. You can then **edit** the audio to customize it for your presentation.

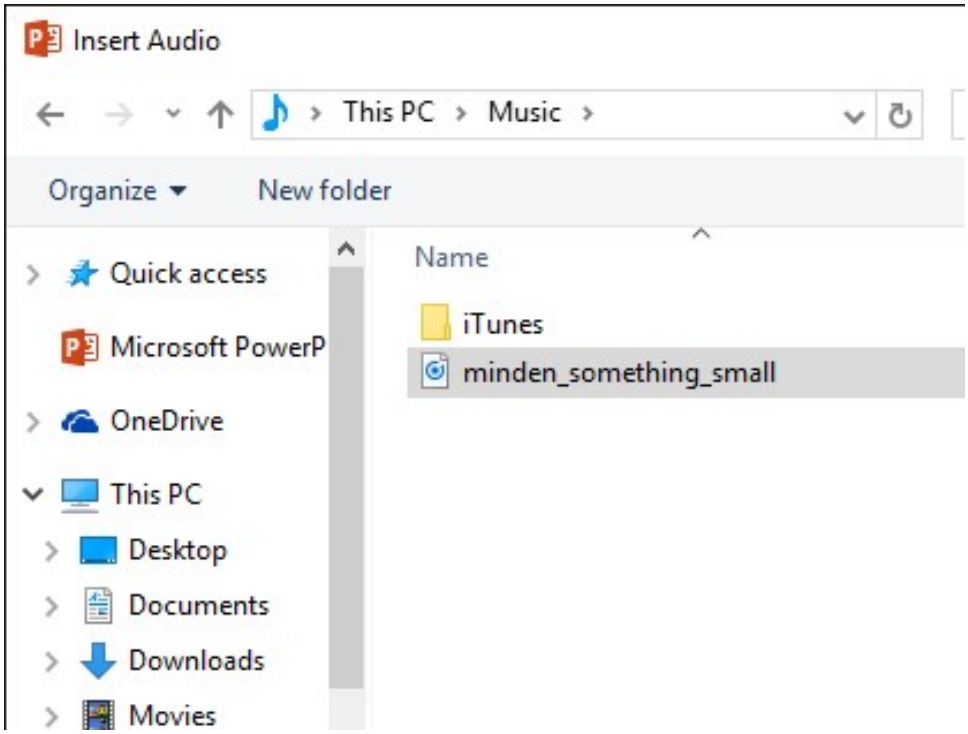
To insert audio from a file:

In our example, we'll **insert an audio file** saved locally on our computer. If you'd like to work along with our example, right-click this **link to our example file** and save it to your computer (music credit: Something Small (Instrumental) by Minden, **CC BY-NC 3.0**).

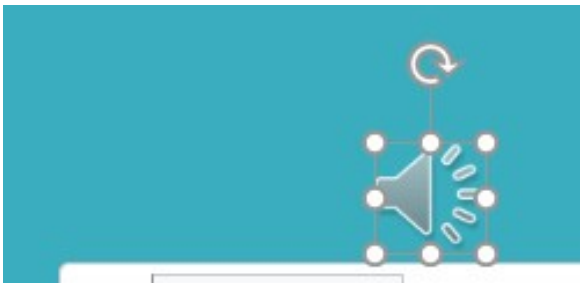
1. From the **Insert** tab, click the **Audio** drop-down arrow, then select **Audio on My PC**.



2. Locate and select the desired audio file, then click **Insert**.



3. The audio file will be added to the slide.

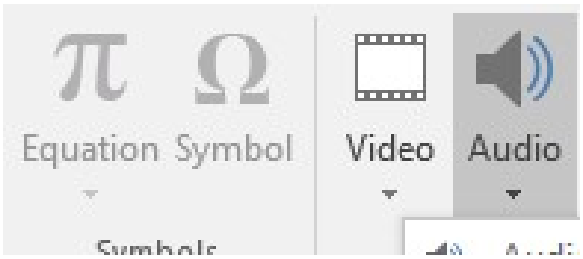


Recording your own audio

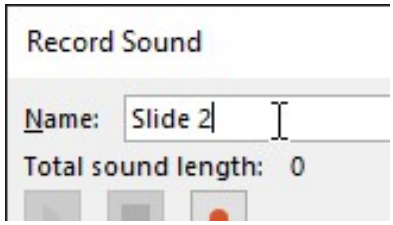
Sometimes you may want to **record** audio directly into a presentation. For example, you might want the presentation to include **narration**. Before you begin, make sure you have a **microphone** that is compatible with your computer; many computers have **built-in microphones** or ones that can be **plugged in** to the computer.

To record audio:

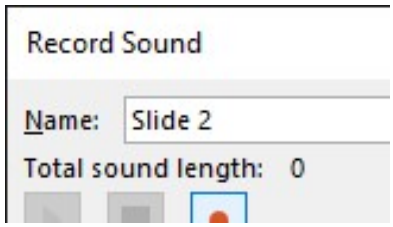
1. From the **Insert** tab, click the **Audio** drop-down arrow, then select **Record Audio**.



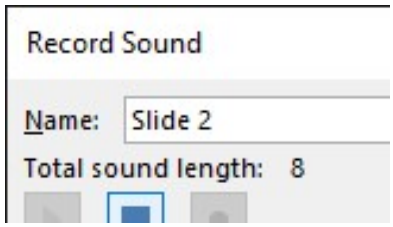
2. Type a **name** for the audio recording if you want.



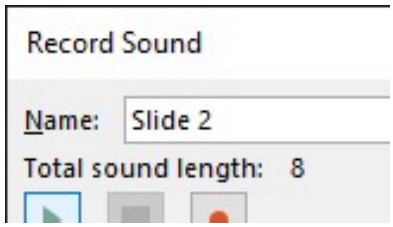
3. Click the **Record** button to start recording.



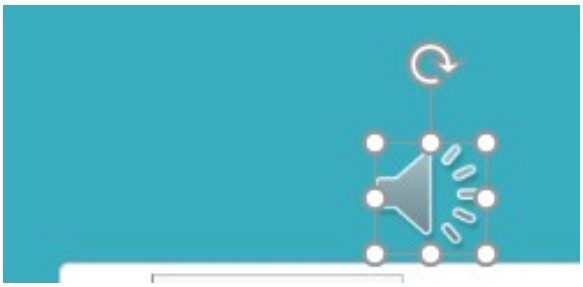
4. When you're finished recording, click the **Stop** button.



5. To preview your recording, click the **Play** button.



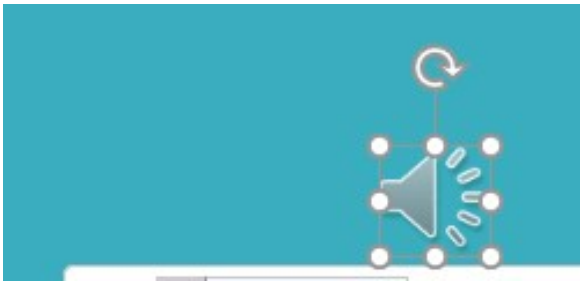
6. When you're done, click **OK**. The audio file will be inserted into the slide.



Working with audio

To preview an audio file:

1. Click an audio file to select it.
2. Click the **Play/Pause** button below the audio file. The sound will begin playing, and the **timeline** next to the Play/Pause button will advance.



3. To jump to a different part of the file, click anywhere on the **timeline**.

To move an audio file:

- Click and drag to **move** an audio file to a new location on a slide.

To delete an audio file:

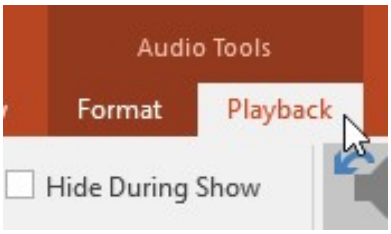
- Select the audio file you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

Editing audio

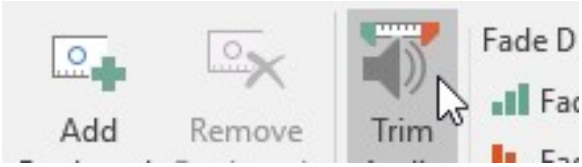
You can modify your audio files using the commands on the **Playback** tab. For example, if you add a song to a slide you can **trim** it to play only a brief section. You can also add a **fade in** and **fade out** and can add **bookmarks** that allow you to jump to specific points in the audio file.

To trim an audio file:

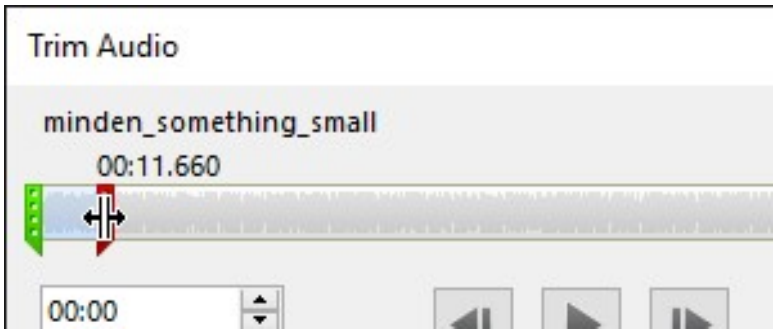
1. Select the audio file, then click the **Playback** tab on the Ribbon.



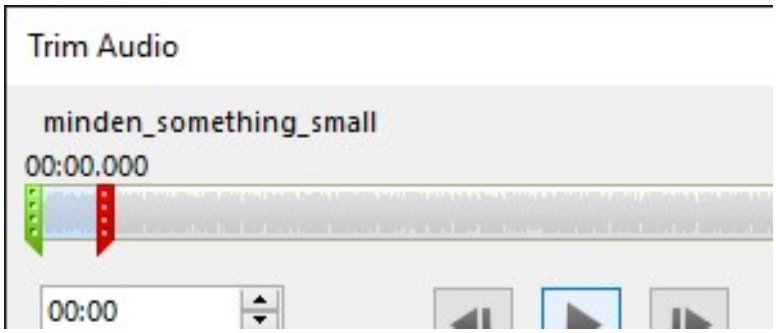
2. Click the **Trim Audio** command.



3. A dialog box will appear. Use the **green handle** to set the **start time** and the **red handle** to set the **end time**.



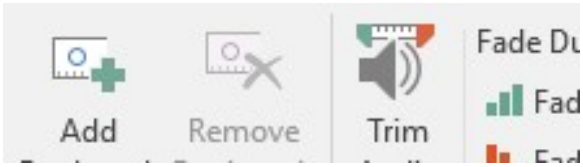
4. To preview the audio file, click the **Play** button.



5. Adjust the handles again if necessary, then click **OK**.

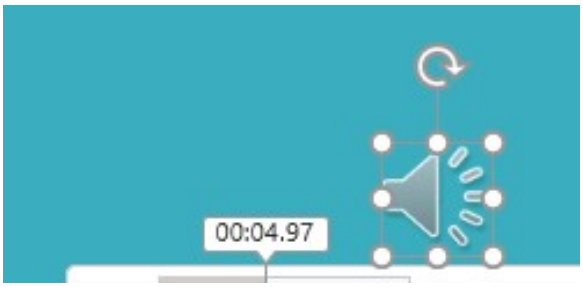
To add a fade in and fade out:

1. On the **Playback** tab, locate the **Fade In:** and **Fade Out:** fields.
2. Type the desired values, or use the **up** and **down** arrows to adjust the times.



To add a bookmark:

1. Click the **timeline** to locate the desired part of the audio file.

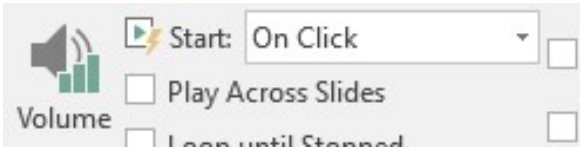


2. From the **Playback** tab, click the **Add Bookmark** command.

3. The bookmark will appear on the timeline. Click the bookmark to jump to that location.

Audio options

There are other options you can set to control how your audio file will play. These are found in the **Audio Options** group on the **Playback** tab.

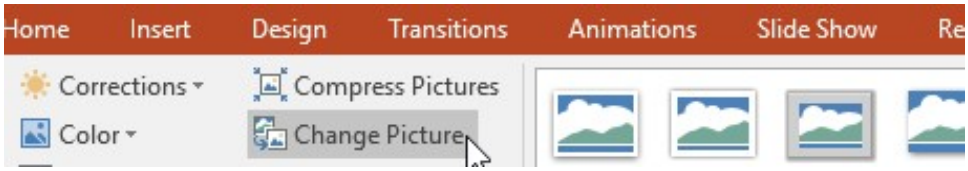


- **Volume**: This changes the audio volume.
- **Start**: This controls whether the audio file starts **automatically** or when the mouse is **clicked**.
- **Hide During Show**: This hides the audio icon while the slide show is playing.
- **Play Across Slides**: This continues playing the audio file across multiple slides instead of just the current slide.
- **Loop until Stopped**: This replays the audio file until it is stopped.
- **Rewind after Playing**: This returns the audio file to the beginning when it is finished playing.

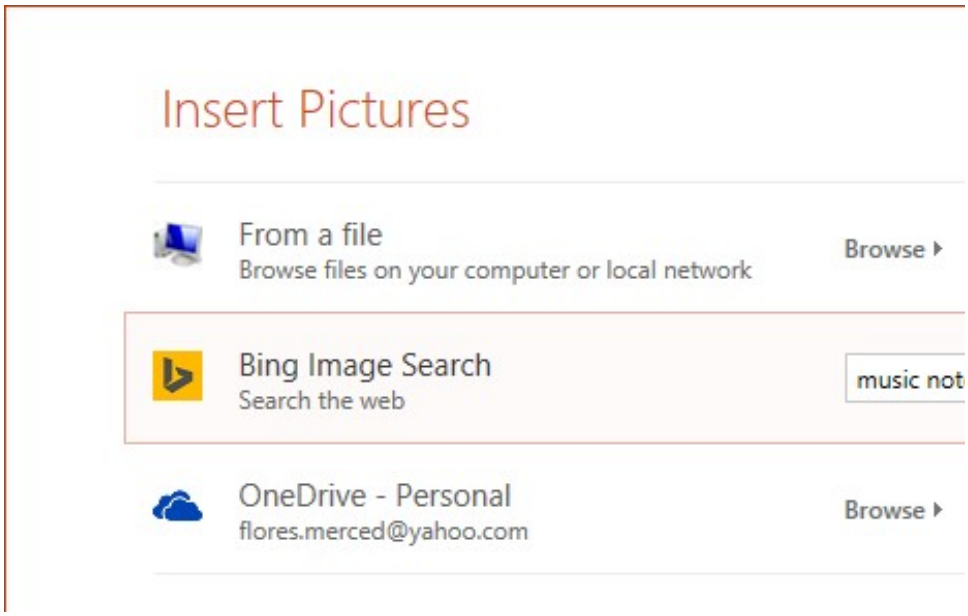
To change the audio icon:

By default, an audio file will appear as a **speaker icon** in the slide. If you want, you can change the icon to a different picture.

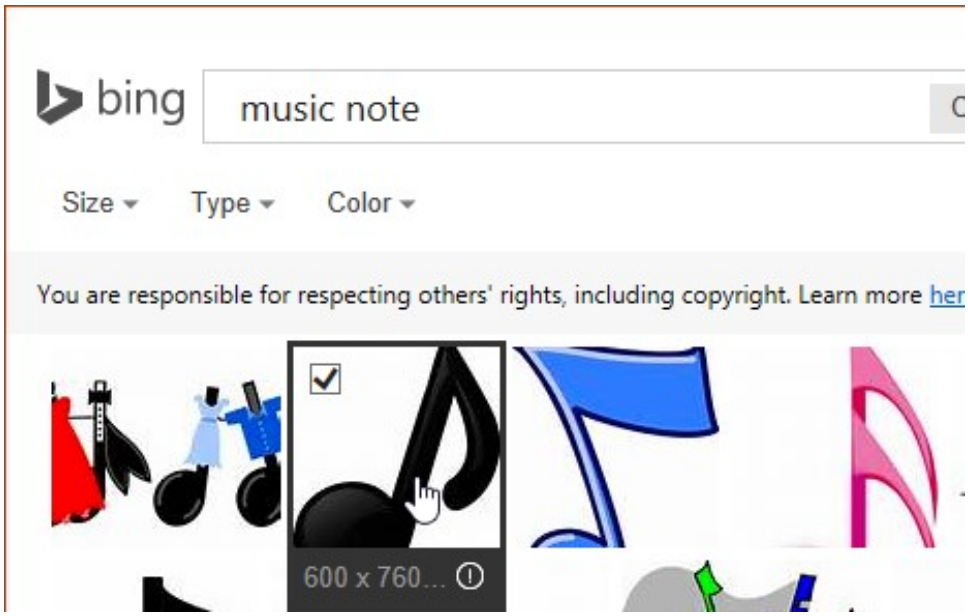
1. Select the audio file, then click the **Format** tab.
2. Click the **Change Picture** command.



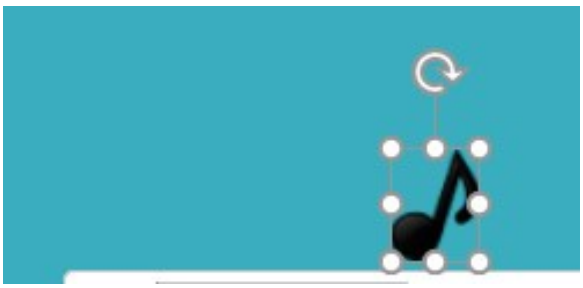
3. The **Insert Pictures** dialog box will appear. Click **Browse** to select a file from your computer. You can also use the **online image search tools** to locate an image online. In our example, we'll search using the phrase **music note**.



4. Locate and select the **desired picture**, then click **Insert**.



5. The icon will change to the new picture.

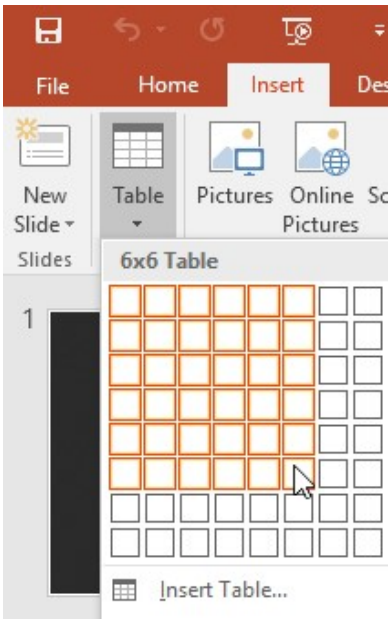


Tables

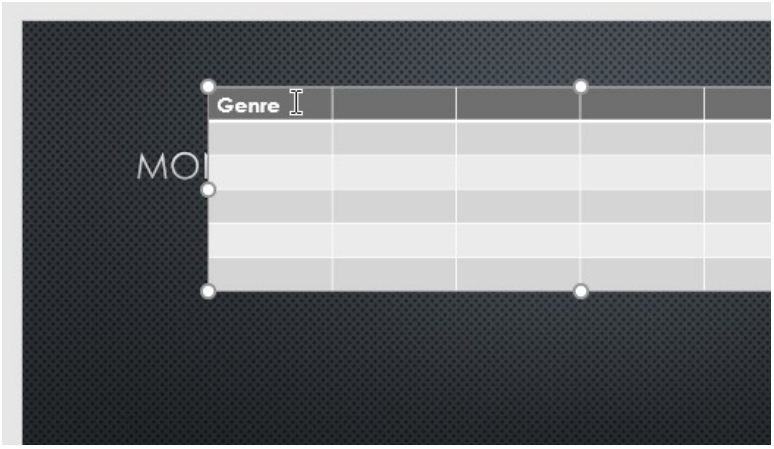
Tables are another tool you can use to display information in PowerPoint. A table is a grid of cells arranged in **rows** and **columns**. Tables are useful for various tasks, including presenting text information and numerical data. You can even **customize** tables to fit your presentation.

To insert a table:

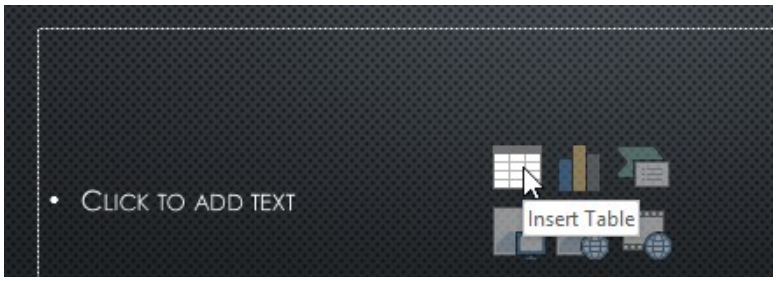
1. From the **Insert** tab, click the **Table** command.
2. Hover the mouse over the grid of squares to select the desired number of **columns** and **rows** in the table. In our example, we'll insert a table with **six rows** and **six columns** (6x6).



3. The table will appear on the currently selected slide. In our example, that's slide 3.
4. Click anywhere in the table and begin typing to add text. You can also use the **Tab** key or the **arrow keys** on your keyboard to navigate through the table.



You can also insert a table by clicking the **Insert Table** command in a **placeholder**.



Modifying tables

PowerPoint includes several options for customizing tables, including **moving** and **resizing**, as well as **adding rows** and **columns**.

To move a table:

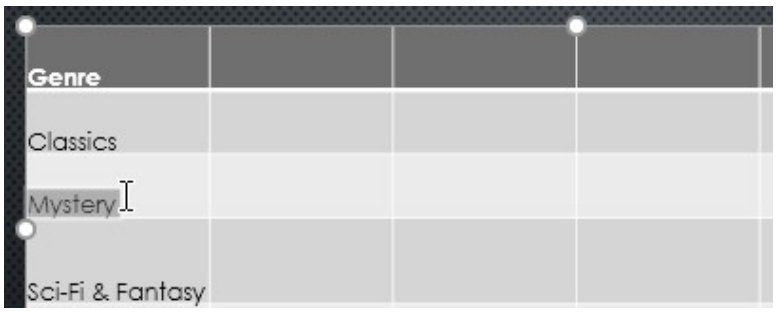
- Click and drag the **edge** of a table to **move it** to a new location on a slide.

To resize a table:

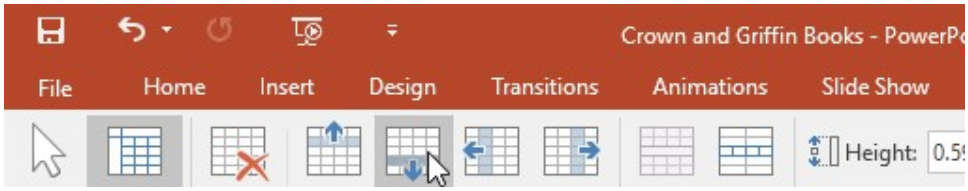
- Click and drag the **sizing handles** until the table is the desired size.

To add a row or column:

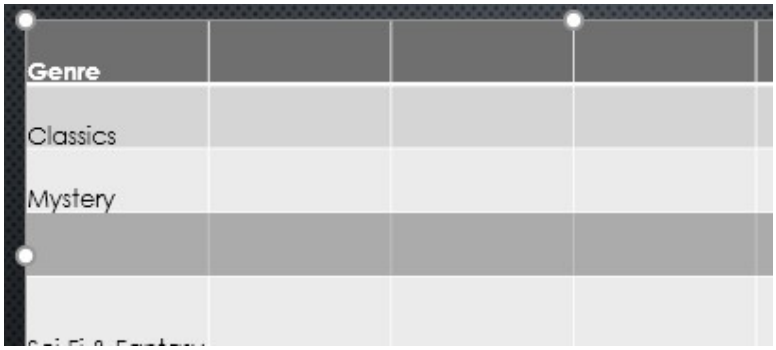
1. Click a cell **adjacent to** the location where you want to add a row or column. In our example, we'll select the cell that says **Mystery**.



2. Click the **Layout** tab on the right side of the Ribbon.
3. Locate the **Rows & Columns** group. If you want to insert a new **row**, select either **Insert Above** or **Insert Below**. If you want to insert a new **column**, select either **Insert Left** or **Insert Right**.

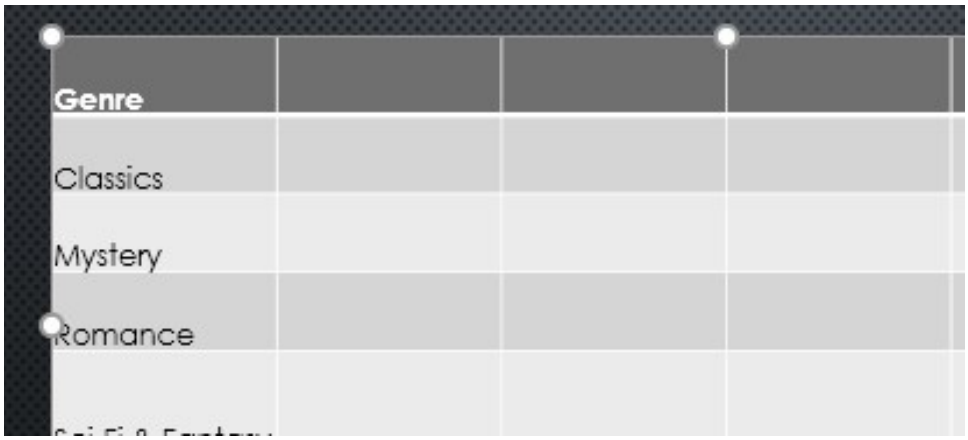


4. The new row or column will appear.

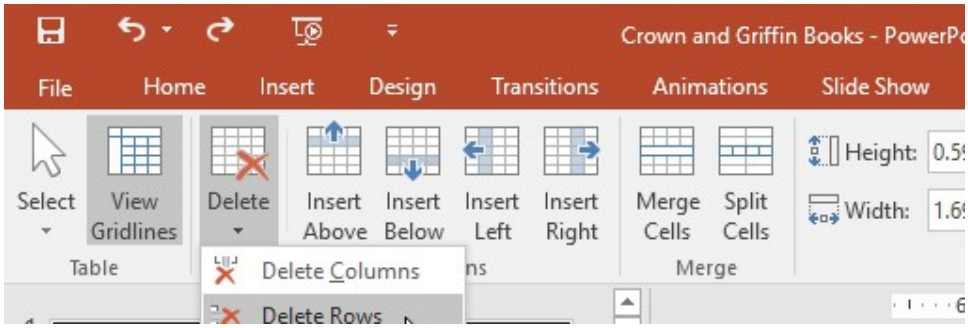


To delete a row or column:

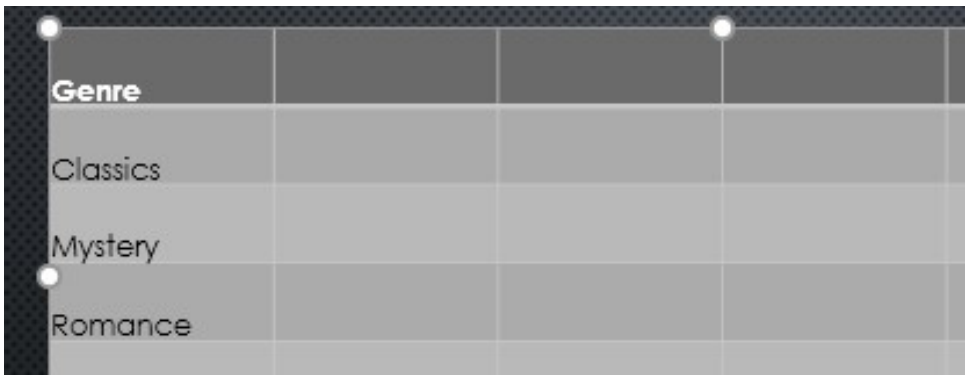
1. Select the desired row or column. In our example, we'll select the **empty row** at the bottom of the table.



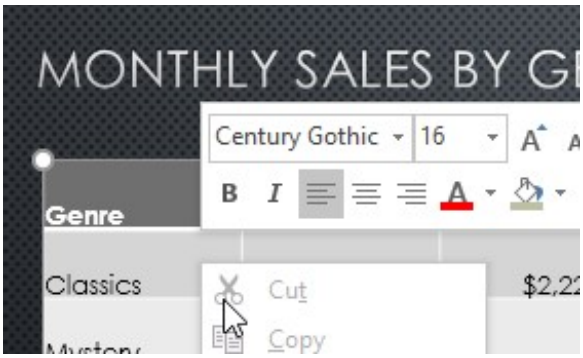
2. From the **Layout** tab in the **Rows & Columns group**, click the **Delete** command, then select **Delete Rows** or **Delete Columns** from the menu.



3. The selected row or column will be deleted.



You can also access the **Insert** and **Delete** commands by right-clicking a table.



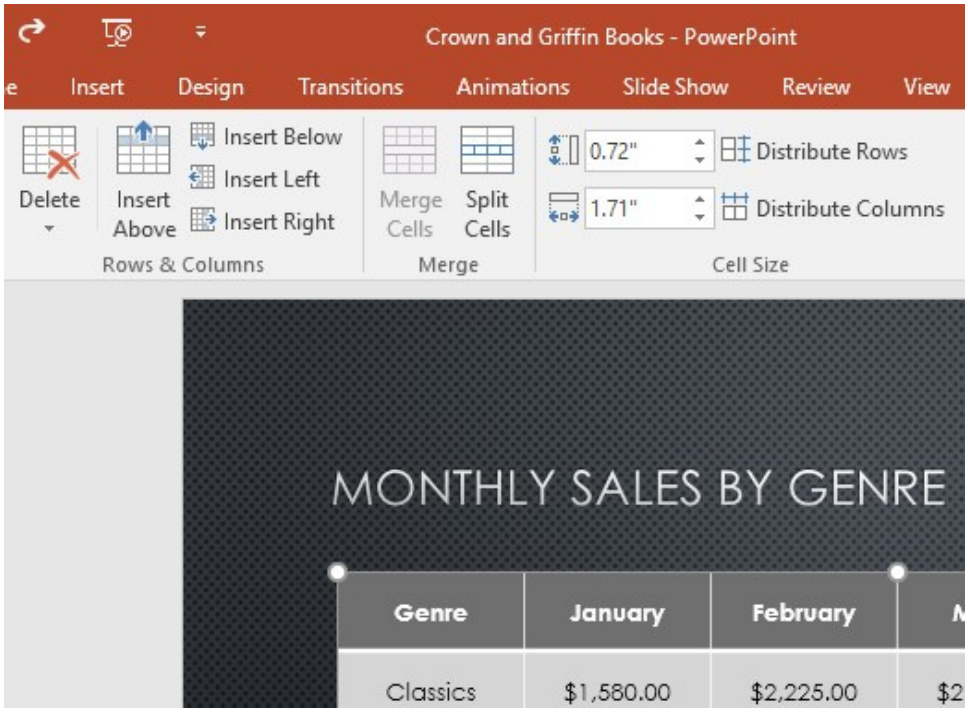
To delete a table:

- Click the edge of the table you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

Modifying tables with the Layout tab

When you select a table, the **Design** and **Layout** tabs will appear on the right side of the Ribbon. You can make a variety of changes to a table using the commands on the **Layout** tab.

Click the buttons in the interactive below to learn about the different commands on the Layout tab.



Customizing tables

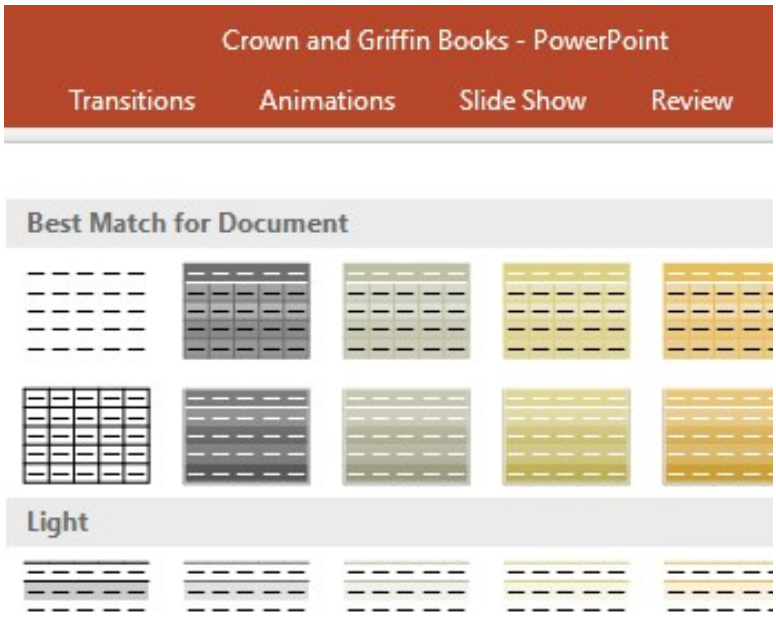
PowerPoint makes it easy to change the look and feel of your tables. For example, you can quickly apply different **table styles** and customize the **table borders**.

To apply a table style:

1. Select **any cell** in your table, then click the **Design** tab on the right side of the Ribbon.

2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see available table styles.

3. Select the desired style.



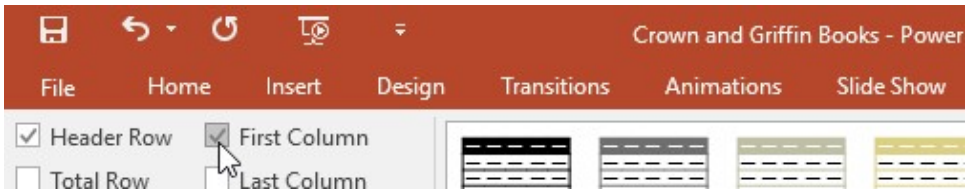
4. The selected table style will be applied.

Genre	January	February	March
Classics	$1,580.00	$2,225.00	$2,326.00
Mystery		N/A	$2,640.00
Romance	$3,236.00	$4,390.00	$3,022.00

To change table style options:

You can turn various options **on** or **off** to change the appearance of the table. There are several options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Select **any cell** in your table.
2. From the **Design** tab, **check** or **uncheck** the desired options in the **Table Style Options** group.

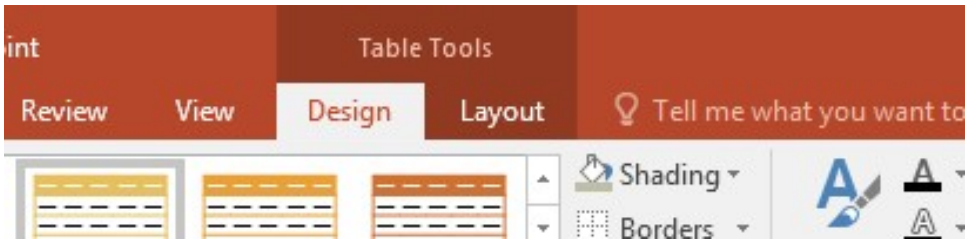


These options can affect your table style in various ways, depending on the type of content in your table. You may need to experiment with a few options to find the exact style you want.

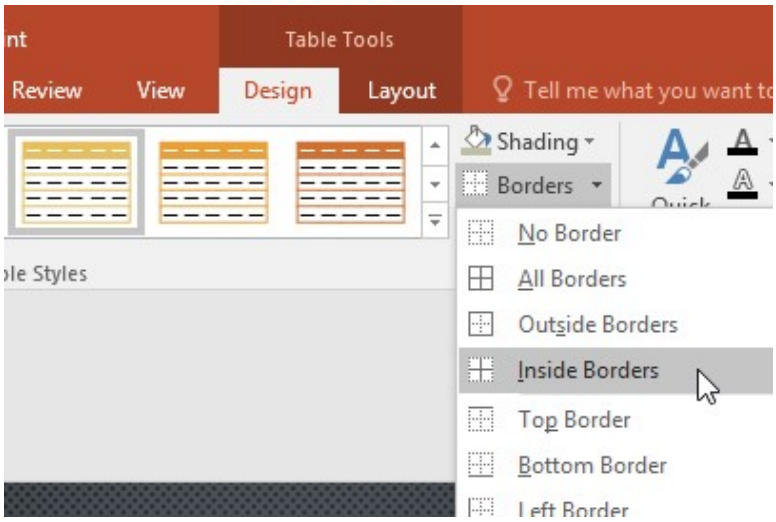
To add borders to a table:

You can add **borders** to help define different sections of a table. Certain table styles may include borders automatically, but it's easy to add them manually or customize them. You can control the border **weight**, **color**, and **line style** for some or all of a table.

1. Select the cells where you want to add borders. In our example, we'll select **every cell** in our table.
2. From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.



3. Click the **Borders** drop-down arrow, then select the desired **border type**.



4. The border will be added to the selected cells.

Genre	January	February	March
Classics	$1,580.00	$2,225.00	$2,326.00
Mystery	N/A		$2,640.00
Romance	$3,236.00	$4,390.00	$3,022.00

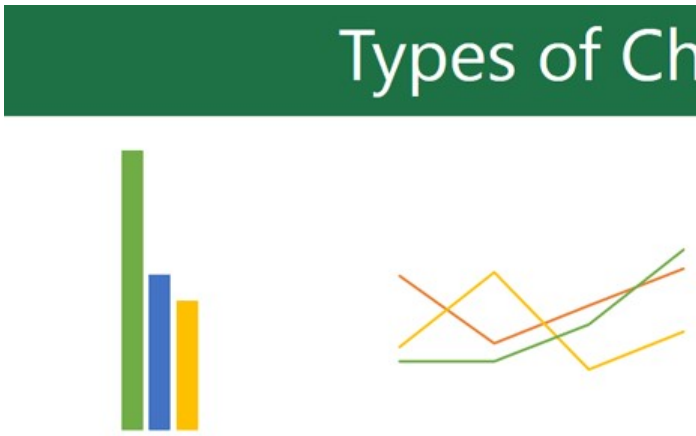
5. To **remove** borders, select the desired cells, click the **Borders** command, and select **No Border**.

Charts

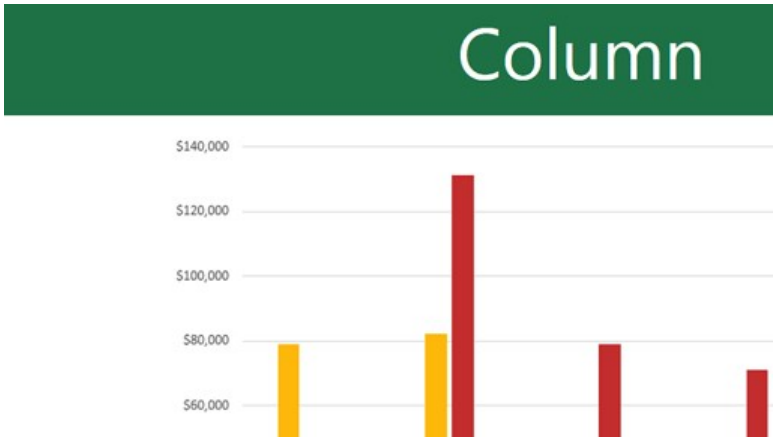
A **chart** is a tool you can use to **communicate data graphically**. Including a chart in a presentation allows your audience to see the **meaning behind the numbers**, which makes it easy to visualize **comparisons** and **trends**.

Types of charts

PowerPoint has several types of charts, allowing you to choose the one that best fits your data. To use charts effectively, you'll need to understand how different charts are used.

- 

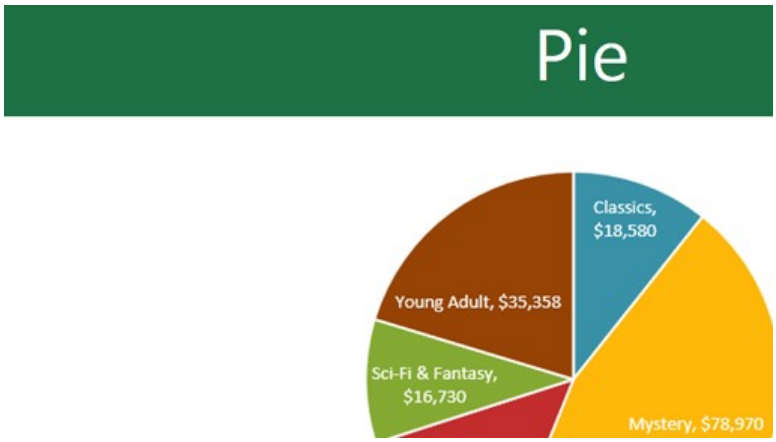
  PowerPoint has a variety of chart types, each with its own advantages. Click the arrows to see some of the different types of charts available in PowerPoint.

- 

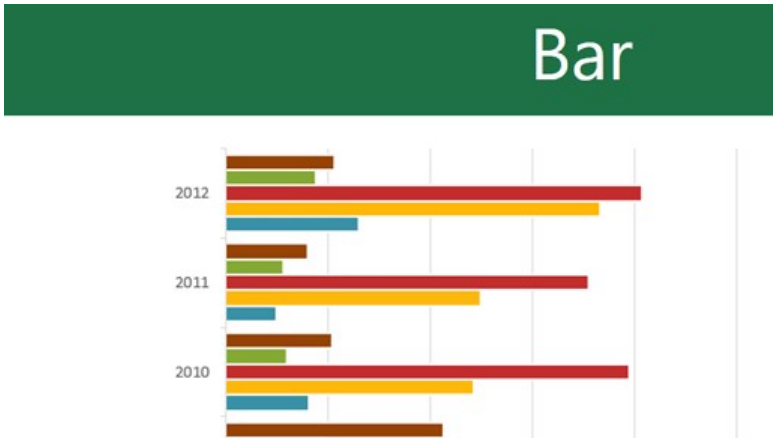
  Column charts use vertical bars to represent data. They can work with many different types of data, but they're most frequently used for comparing information.

-

Line charts are ideal for showing trends. The data points are connected with lines, making it easy to see whether values are increasing or decreasing over time.

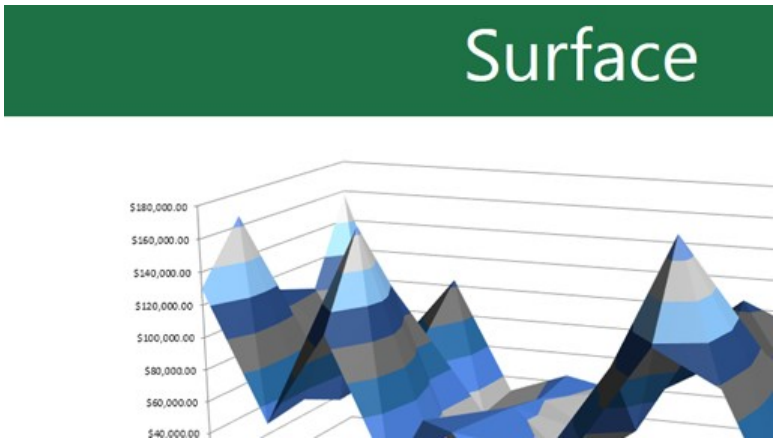
- 

Pie charts make it easy to compare proportions. Each value is shown as a slice of the pie, so it's easy to see which values make up the percentage of a whole.

- 

Bar charts work just like column charts, but they use horizontal bars instead of vertical bars.

- Area charts are similar to line charts, except the areas under the lines are filled in.



- Surface charts allow you to display data across a 3D landscape. They work best with large data sets, allowing you to see a variety of information at the same time.

Identifying the parts of a chart

In addition to chart types, you'll need to understand how to **read a chart**. Charts contain several different elements—or parts—that can help you interpret data.

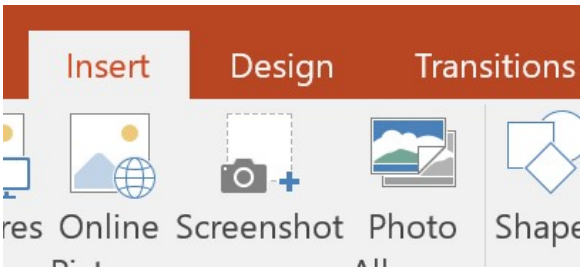
Click the buttons in the interactive below to learn about the different parts of a chart.

Inserting charts

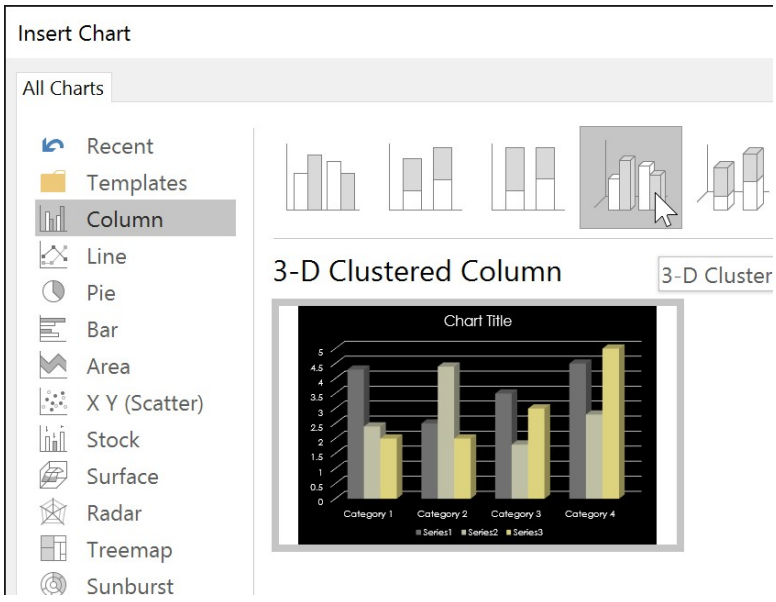
PowerPoint uses a **spreadsheet** as a placeholder for entering chart data, much like **Excel**. The process of entering data is fairly simple, but if you are unfamiliar with Excel you might want to review our Excel **Cell Basics** lesson.

To insert a chart:

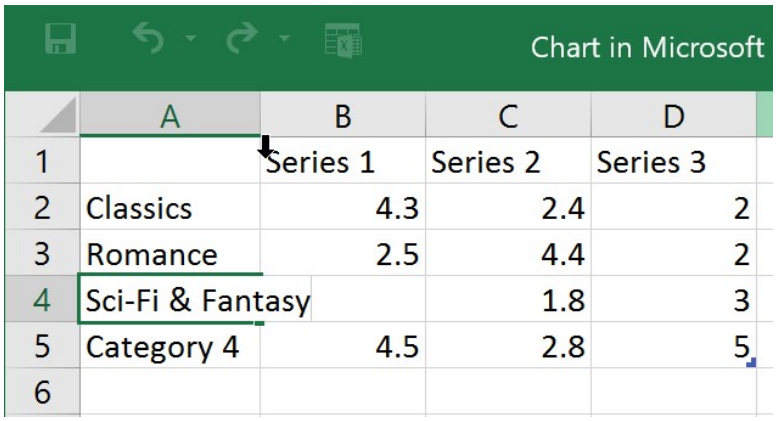
1. Select the **Insert** tab, then click the **Chart** command in the **Illustrations** group.



2. A dialog box will appear. Select a **category** from the left pane, and review the **charts** that appear in the right pane.
3. Select the desired **chart**, then click **OK**.

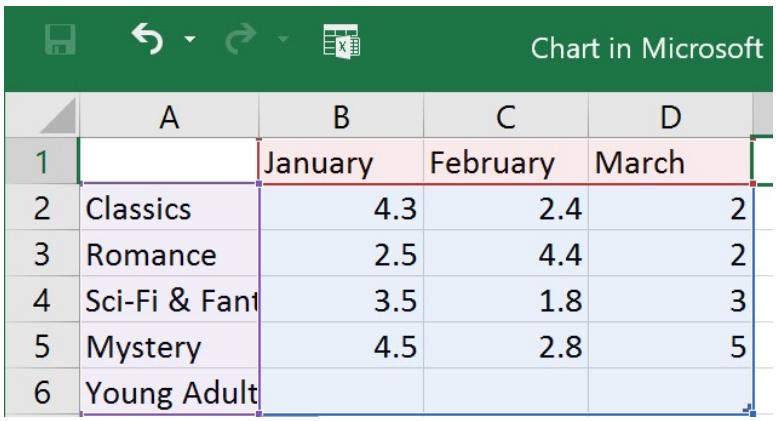


4. A chart and spreadsheet will appear. The data that appears in the spreadsheet is **placeholder source data** you will replace with your own information. The source data is used to create the chart.
5. Enter **data** into the worksheet.



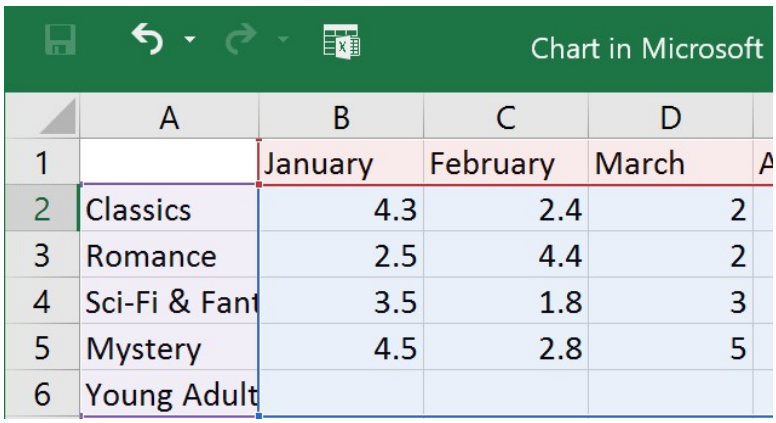
	A	B	C	D
1		Series 1	Series 2	Series 3
2	Classics	4.3	2.4	2
3	Romance	2.5	4.4	2
4	Sci-Fi & Fantasy		1.8	3
5	Category 4	4.5	2.8	5
6				

6. Only the data enclosed by the blue lines will appear in the chart, but this area will expand automatically as you continue to type.



	A	B	C	D
1		January	February	March
2	Classics	4.3	2.4	2
3	Romance	2.5	4.4	2
4	Sci-Fi & Fant	3.5	1.8	3
5	Mystery	4.5	2.8	5
6	Young Adult			

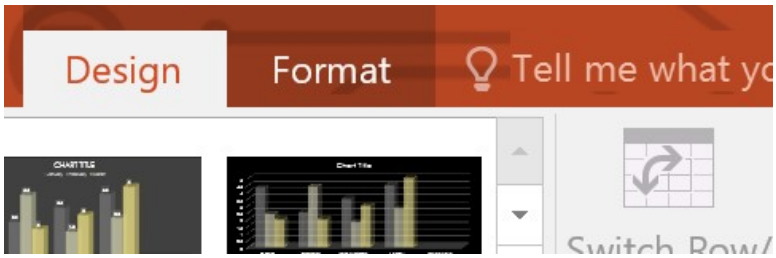
7. When you're done, click **X** to close the spreadsheet.



	A	B	C	D
1		January	February	March
2	Classics	4.3	2.4	2
3	Romance	2.5	4.4	2
4	Sci-Fi & Fant	3.5	1.8	3
5	Mystery	4.5	2.8	5
6	Young Adult			

8. The chart will be completed.

You can edit the chart data at any time by selecting your chart and clicking the **Edit Data** command on the **Design** tab.



You can also click the **Insert Chart** command in a placeholder to insert a new chart.

Creating charts with existing Excel data

If you already have data in an existing **Excel file** you want to use for a chart, you can transfer the data by **copying** and **pasting** it. Just open the spreadsheet in Excel, select and copy the desired data, and paste it into the source data area for your chart.

You can also **embed** an existing Excel chart into your PowerPoint presentation. This may be useful when you know you'll need to update the data in your Excel file and want the chart to automatically update whenever the Excel data is changed.

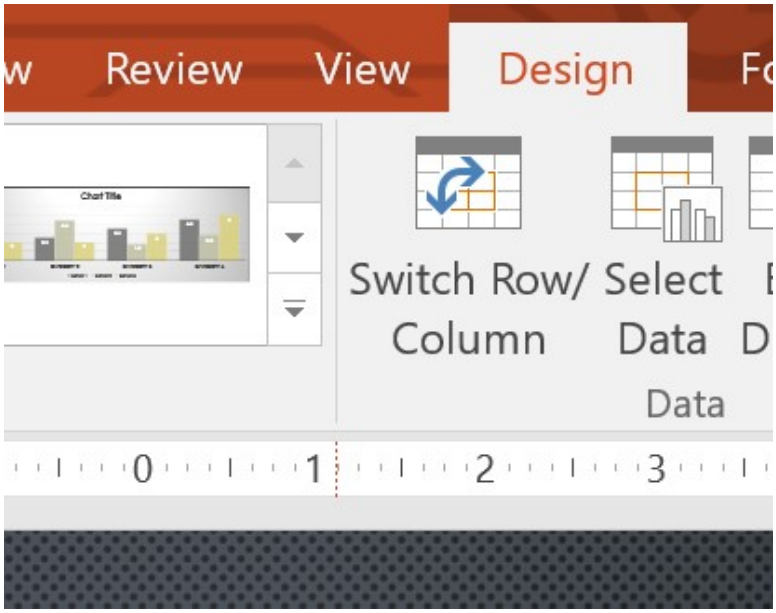
Modifying charts with chart tools

There are many other ways to customize and organize your charts. For example, PowerPoint allows you to change the **chart type**, **rearrange** a chart's data, and even change the **layout** and **style** of a chart.

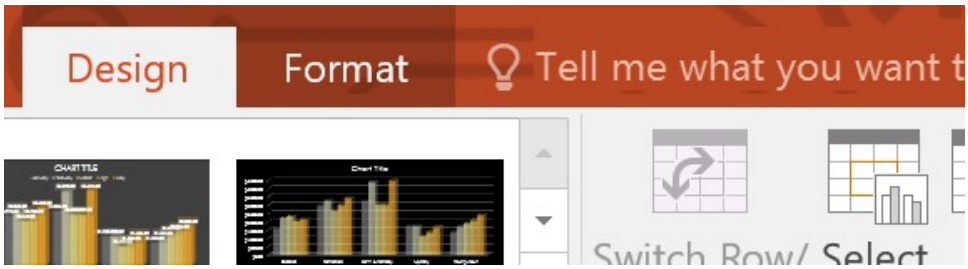
To change the chart type:

If you find that your data isn't working with a certain chart, it's easy to switch to a new **chart type**. In our example, we'll change our chart from a **column** chart to a **line** chart.

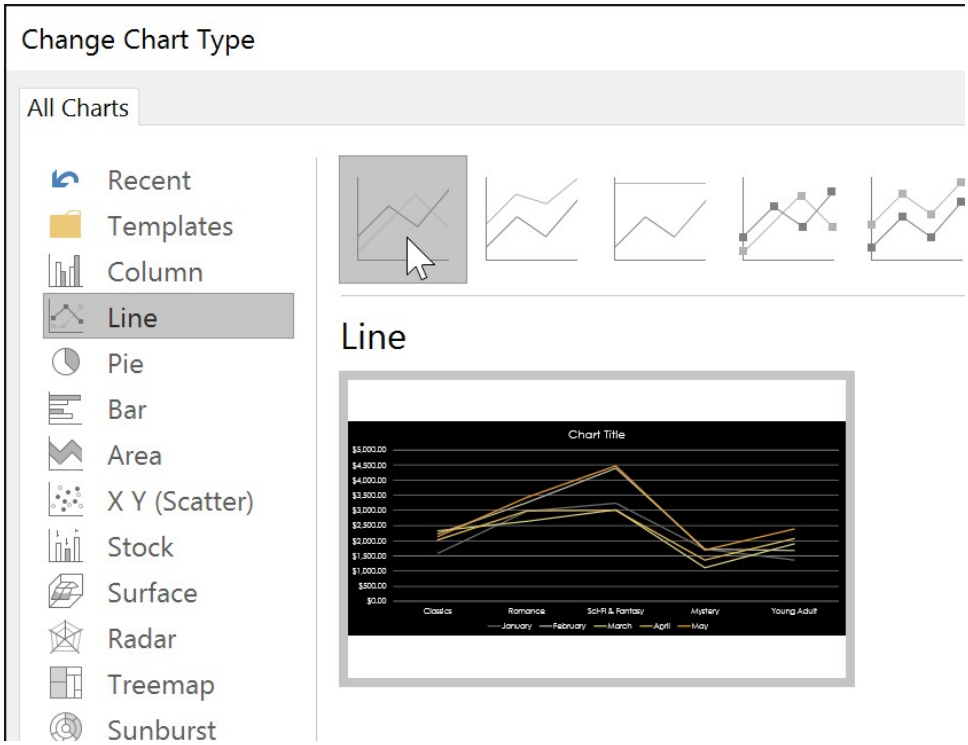
1. Select the chart you want to change. The **Design** tab will appear on the right side of the Ribbon.



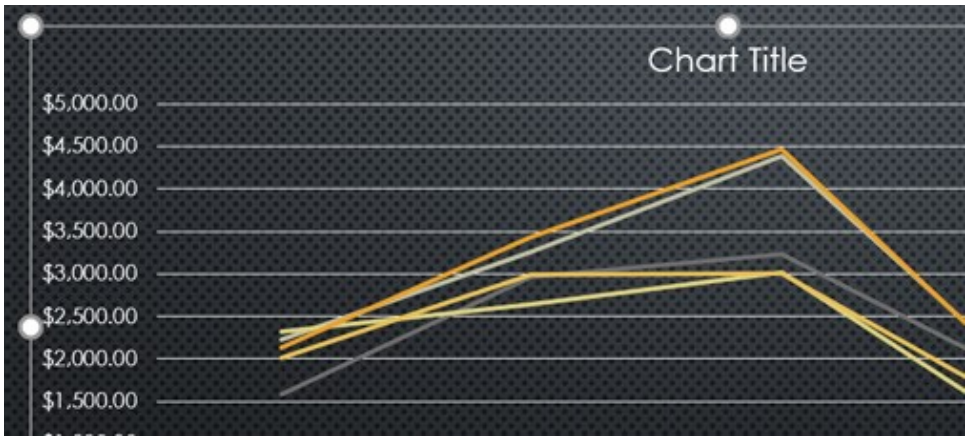
2. From the **Design** tab, click the **Change Chart Type** command.



3. A dialog box will appear. Select the desired chart **type**, then click **OK**.



4. The new chart type will appear.

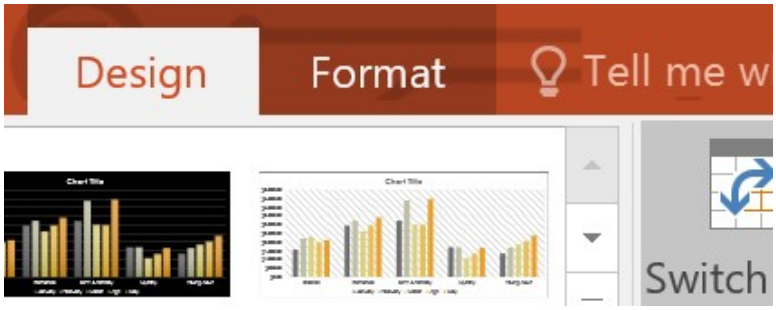


To switch row and column data:

Sometimes you may want to change the way charts **group** your data. For example, in the chart below the book sales data is grouped **by genre**, with lines for **each month**. However, we could switch the rows and columns so the chart will group the data **by month**, with lines for **each genre**. In both cases, the chart contains the same data; it's just organized differently.

1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, select the **Edit Data** command in the **Data** group.

3. Click the **chart** again, then select the **Switch Row/Column** command in the **Data** group.



4. The rows and columns will be **switched**. In our example, the data is now grouped by month, with lines for each genre.

We've noticed that when **numerical data** has been entered in the **first column** of the spreadsheet, switching rows and columns may cause unexpected results. One solution is to **type an apostrophe before each** number, which tells the spreadsheet to format it as **text** instead of a numerical value. For example, the year **2016** would be entered as **'2016**.

To change the chart layout:

Predefined chart layouts allow you to modify chart elements—including **chart titles**, **legends**, and **data labels**—to make your chart easier to read.

1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, click the **Quick Layout** command.

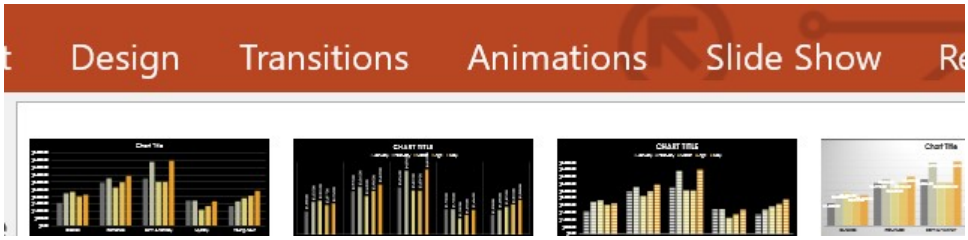
3. Select the desired predefined layout from the menu that appears.

4. The chart will update to reflect the new layout.

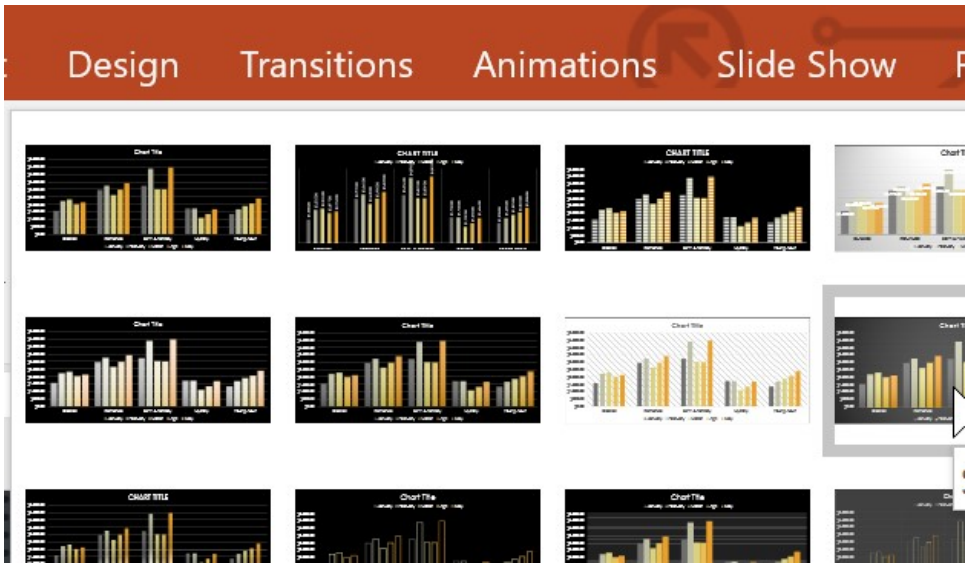
To change the chart style:

Chart styles allow you to quickly modify the look and feel of your chart.

1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, click the **More** drop-down arrow in the **Chart Styles** group.



3. Select the desired style from the menu that appears.



4. The chart will appear in the selected style.

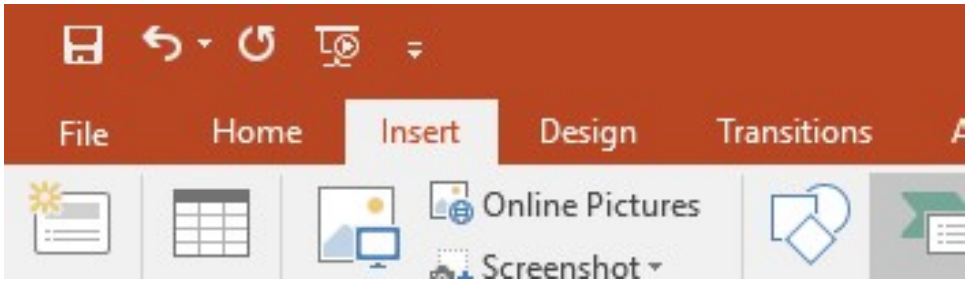
You can also use the chart formatting shortcut buttons to quickly **add chart elements**, change the **chart style**, and **filter** the chart data.

SmartArt Graphics

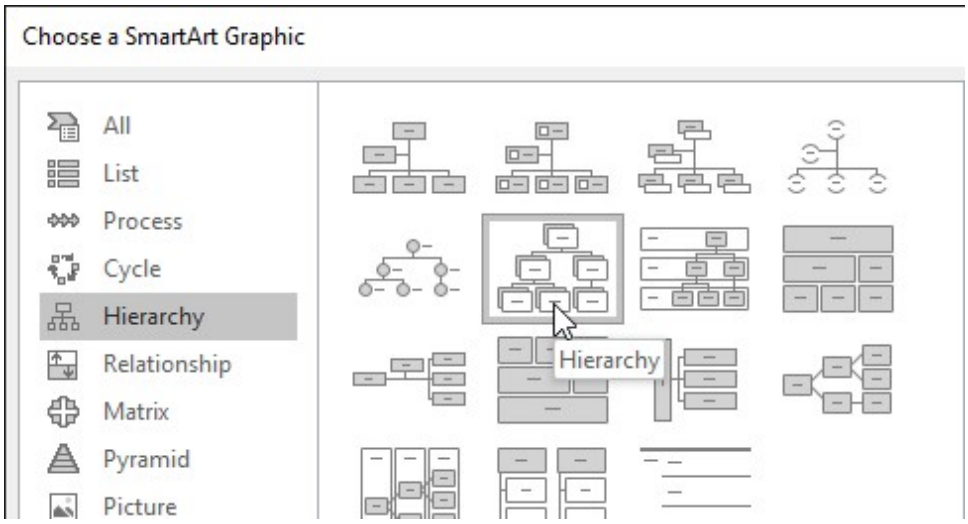
SmartArt allows you to communicate information with **graphics** instead of just using text. There are a variety of styles to choose from, which you can use to illustrate different types of ideas.

To insert a SmartArt graphic:

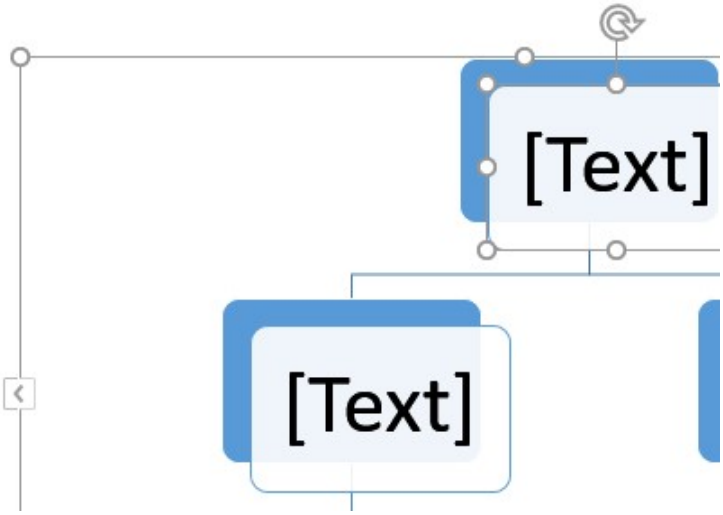
1. Select the slide where you want the SmartArt graphic to appear.
2. From the **Insert** tab, select the **SmartArt** command in the **Illustrations** group.



3. A dialog box will appear. Select a **category** on the left, choose the desired SmartArt graphic, then click **OK**.



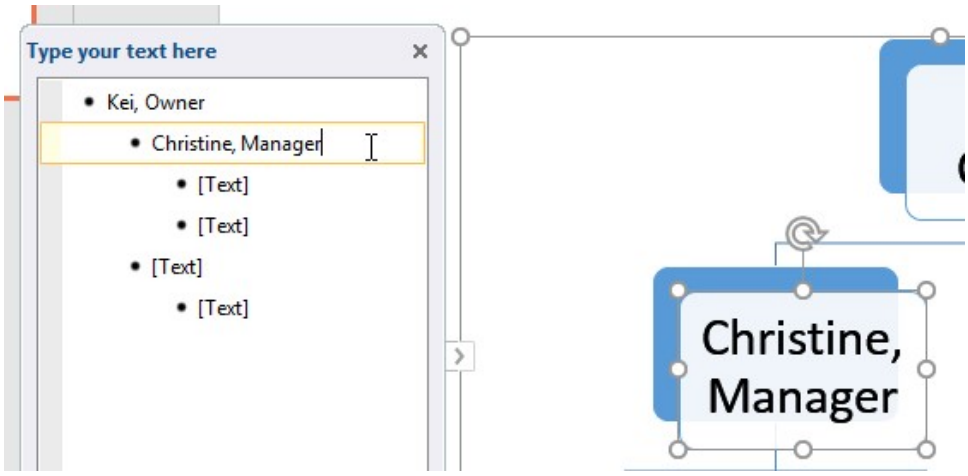
4. The SmartArt graphic will appear on the current slide.



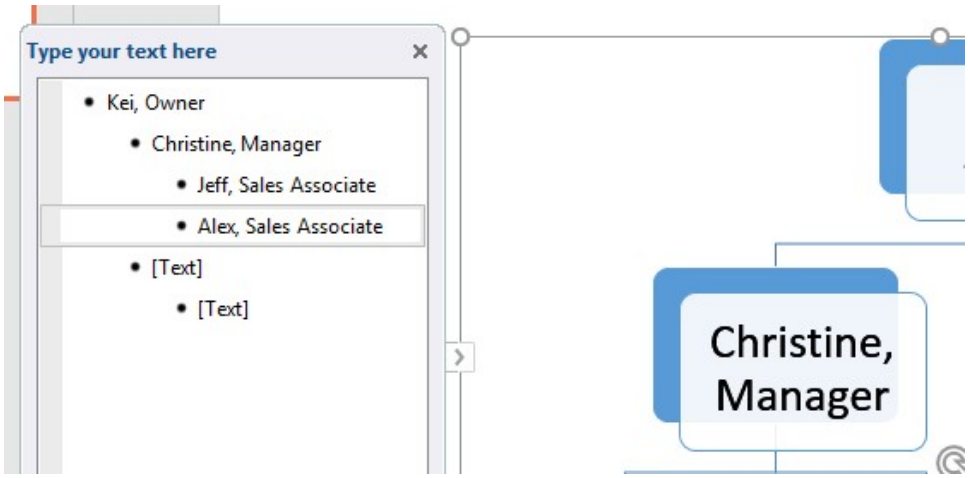
You can also click the **Insert a SmartArt Graphic** command in a **placeholder** to add SmartArt.

To add text to a SmartArt graphic:

1. Select the SmartArt graphic. The **text pane** will appear to the left.
2. Enter text next to each bullet in the text pane. The text will appear in the corresponding shape. It will be resized automatically to fit inside the shape.



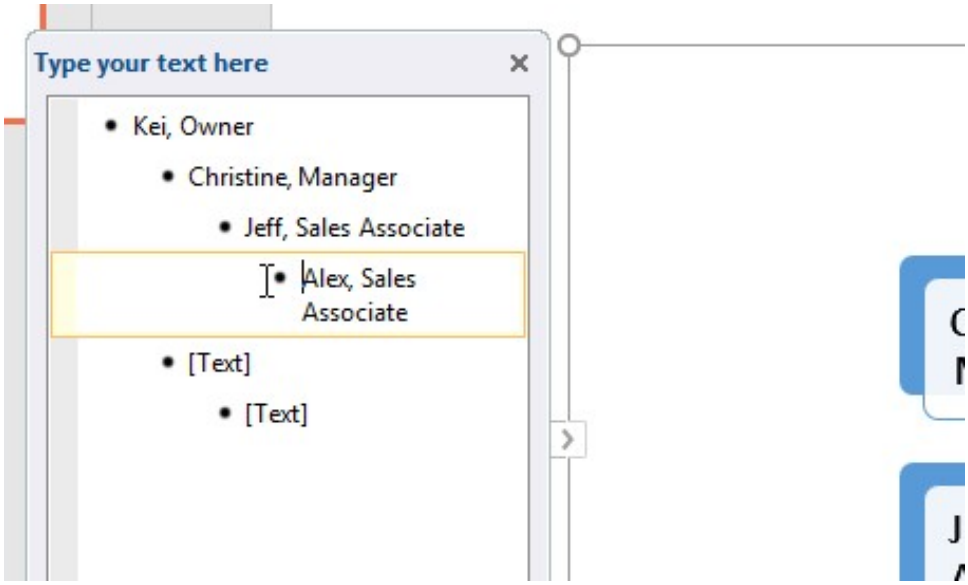
You can also add text by clicking the desired shape and then typing. This works well if you only need to add text to a **few shapes**. However, for more complex SmartArt graphics, working in the **text pane** is often quicker and easier.



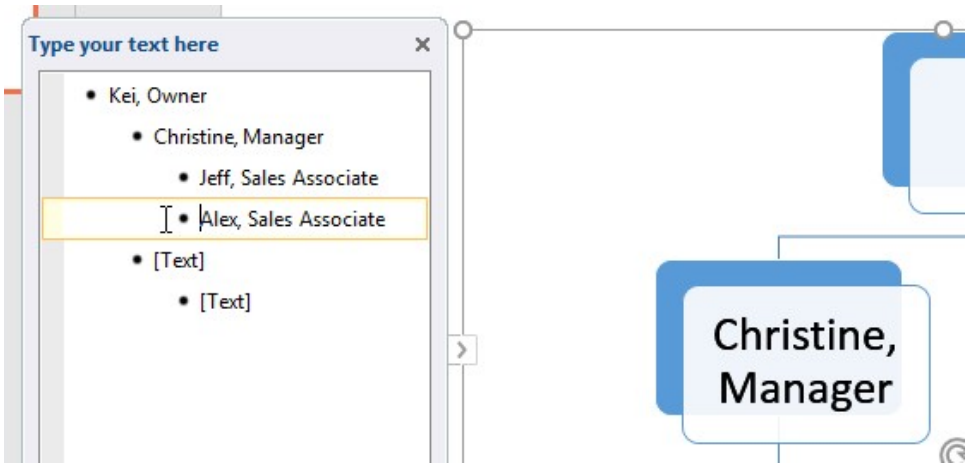
To reorder, add, and delete shapes:

It's easy to add new shapes, change their order, and even delete shapes from your SmartArt graphic. You can do all of this in the text pane, and it's a lot like creating an outline with a **multilevel list**. For more information on multilevel lists, you may want to review our **Lists** lesson.

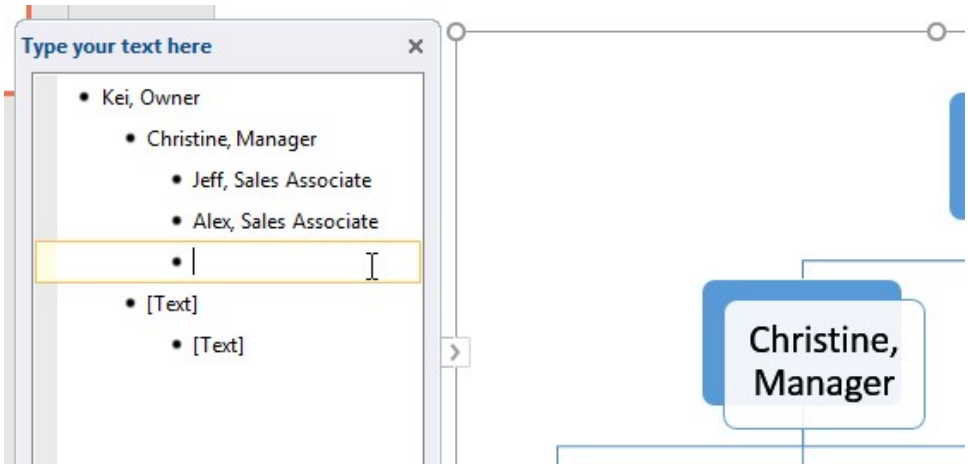
- To **demote a shape**, select the desired bullet, then press the **Tab** key. The bullet will move to the right, and the shape will move down one level.



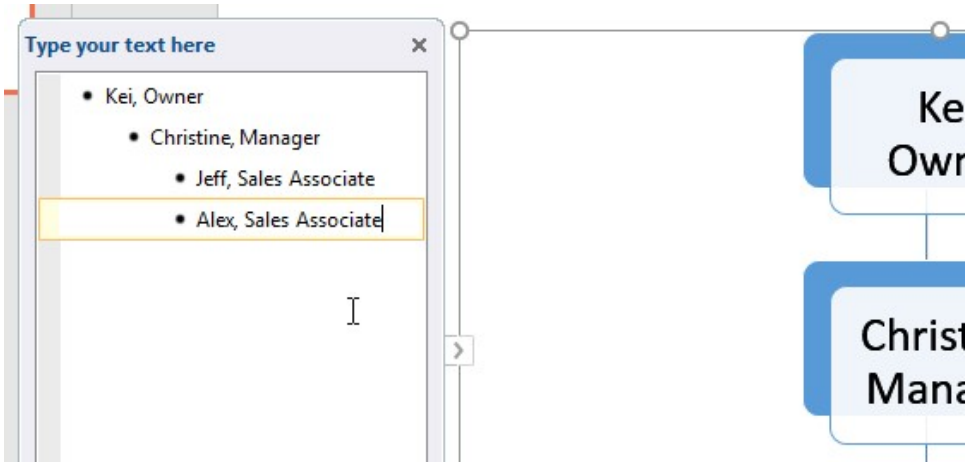
- To **promote a shape**, select the desired bullet, then press the **Backspace** key (or **Shift+Tab**). The bullet will move to the left, and the shape will move up one level.



- To **add a new shape**, place the insertion point after the desired bullet, then press **Enter**. A new bullet will appear in the text pane, and a new shape will appear in the graphic.



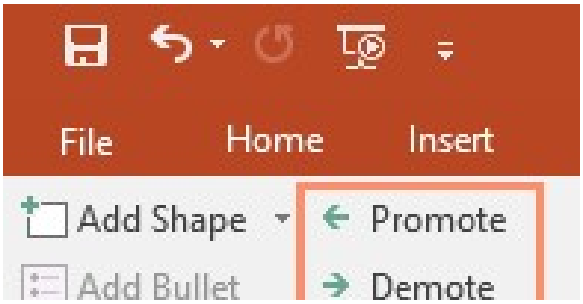
- To **remove a shape**, keep pressing **Backspace** until the bullet is deleted. The shape will then be removed. In our example, we'll delete all of the shapes without text.



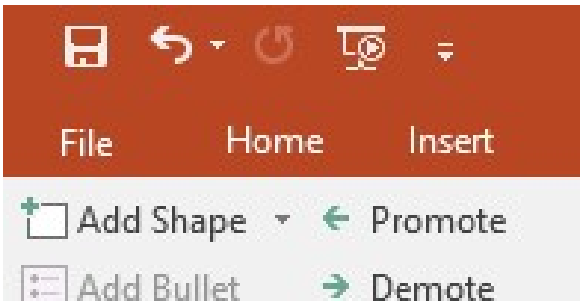
Organizing SmartArt from the Design tab

If you'd prefer not to use the text pane to organize your SmartArt, you can use the commands on the **Design** tab in the **Create Graphic** group. Just select the shape you want to modify, then choose the desired command.

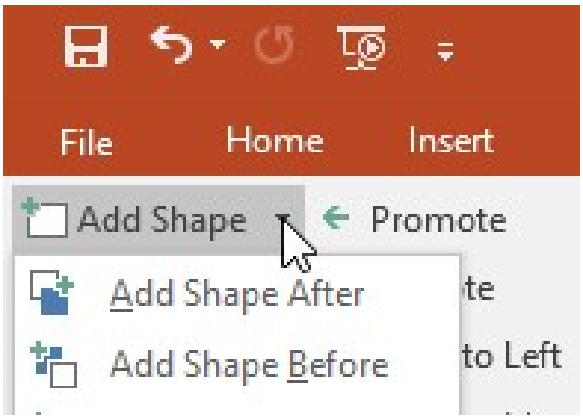
- **Promote** and **Demote**: Use these commands to move a shape up or down between levels.



- **Move Up** and **Move Down**: Use these commands to change the order of shapes on the same level.



- **Add Shape**: Use this command to add a new shape to your graphic. You can also click the drop-down arrow for more exact placement options.

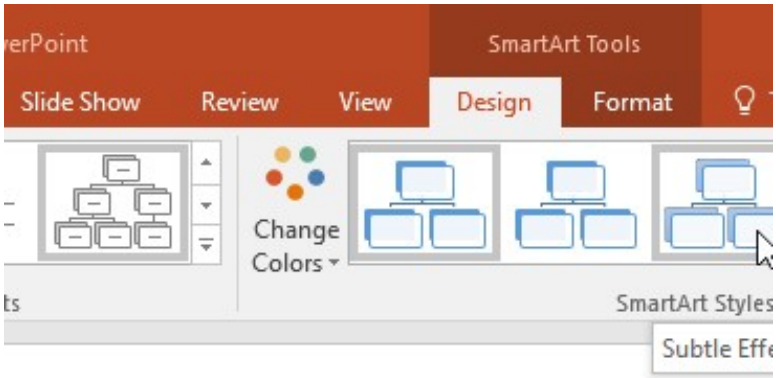


In our example, we've been organizing a graphic with a hierarchical layout. Not all SmartArt graphics use this type of layout, so remember that these commands may work differently (or not at all) depending on the layout of your graphic.

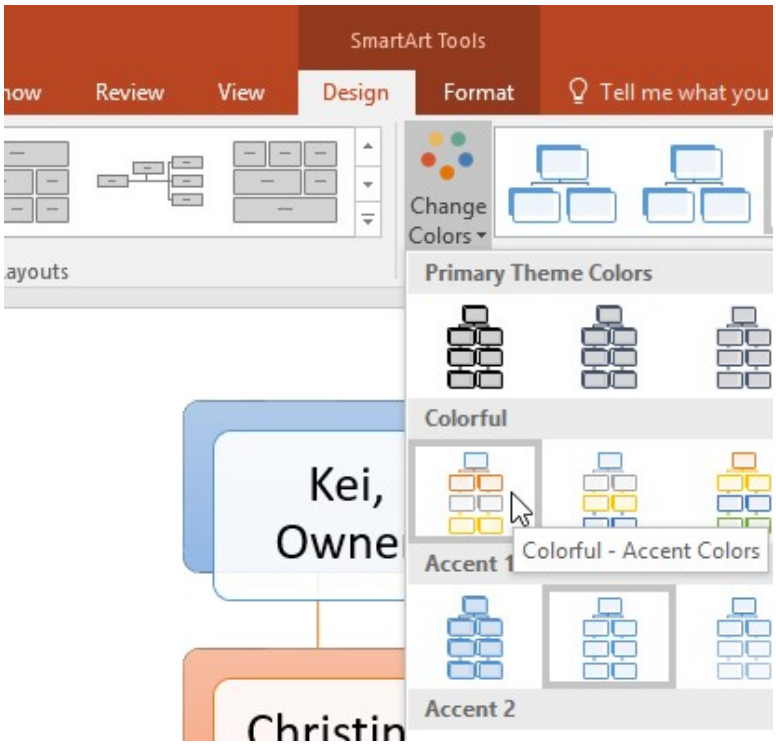
Customizing SmartArt

After inserting SmartArt, there are several things you might want to change about its appearance. Whenever you select a SmartArt graphic, the **Design** and **Format** tabs will appear on the right side of the Ribbon. From here, it's easy to edit the **style** and **layout** of a SmartArt graphic.

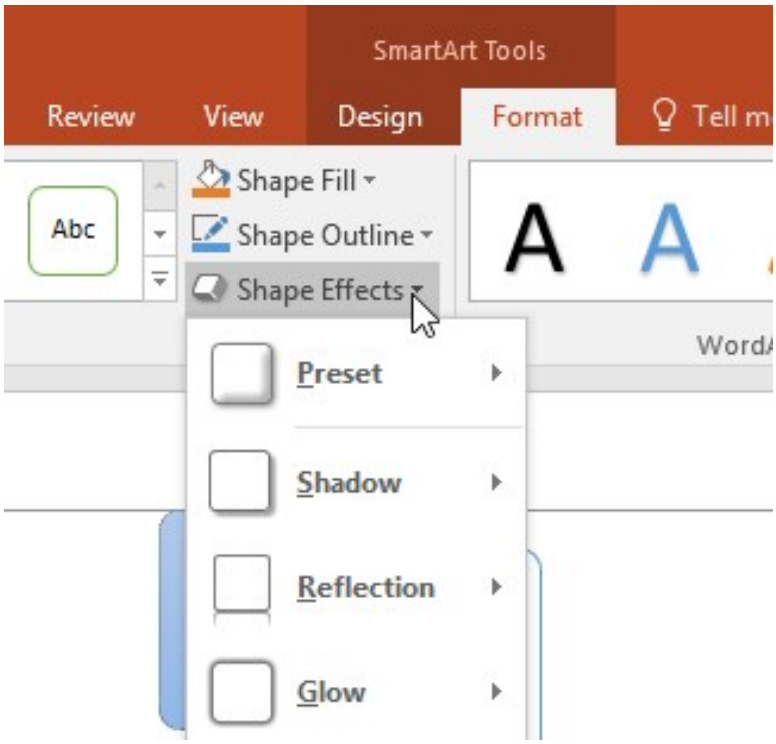
- There are several **SmartArt styles**, which allow you to quickly modify the look and feel of your SmartArt. To change the style, select the **desired style** from the **SmartArt Styles** group.



- You have a variety of **color schemes** to use with SmartArt. To change the colors, click the **Change Colors** command and choose the desired option from the drop-down menu.



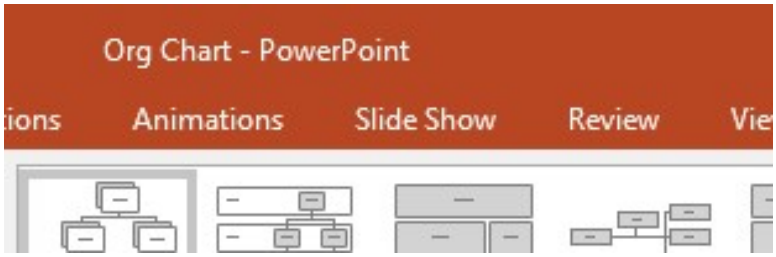
- You can also customize each shape independently. Just select any shape in the graphic, then choose the desired option from the **Format** tab.



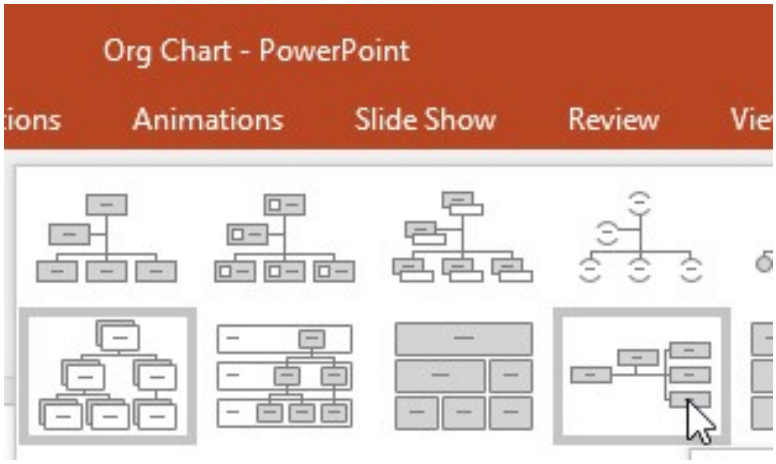
To change the SmartArt layout:

If you don't like the way your information is organized within a SmartArt graphic, you can always change its **layout** to better fit your content.

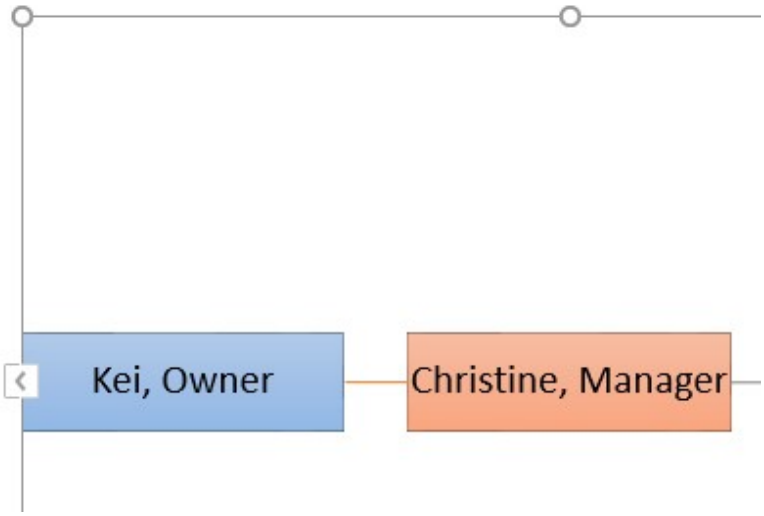
1. From the **Design** tab, click the **More** drop-down arrow in the Layouts group.



2. Choose the desired layout, or click **More Layouts** to see additional options.



3. The selected layout will appear.



If the new layout is too different from the original, some of your text may not appear. Before deciding on a new layout, check carefully to make sure no important information will be lost.