PowerPoint: Video, Sound, and Pictures

Version 1: 11/2/2016

Workshop Overview

This course will cover PowerPoint features that can be used to enhance a basic presentation.

Inserting Pictures and Using Picture Effects

You can insert a picture from files saved on your computer, or from clip art provided to you by Microsoft. Adding pictures can make your presentation visually appealing and a great way to present a visual example of what you are trying to present.

Activity: Inserting Picture from File

Inserting a Picture from File

1. Click on the **Insert** tab
2. In the **Images** group select **Picture**
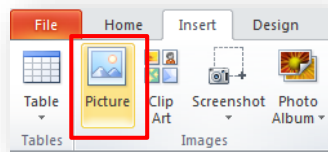3. Locate the picture you want to insert and double click on it

Figure 1. Add a picture from the Insert tab.

Inserting a Picture from Clip Art

1. Click on the **Insert** tab
2. In the **Images** group select **Clip Art**
3. Locate the picture you want to insert from side pane and double click on it

Inserting Alt text for Images

To make your PowerPoint accessible for any user, all images should have Alt Text. Alt Text is used to present the context and function of the picture to a visually impaired user. Alt Text should not repeat what the body text already says but introduce how the image relates to the context.

1. Right click on the picture
2. Select **Format Picture…**

3. On the left hand side of the dialog box click on **Alt Text**
4. You will be prompted to enter a **Title** and **Description**
5. Be sure to enter Alt Text in the description box since this is what will be read back to the user
6. Can enter a short title if you wish but the description box should always have alt text in it

Vector Images

1. Go to the insert tab
2. Go to online Pictures
3. Select and insert a vector image from clip art
4. Select image Go to the format tab
5. Select the group dropdown menu
6. Select ungroup
7. Select ungroup again
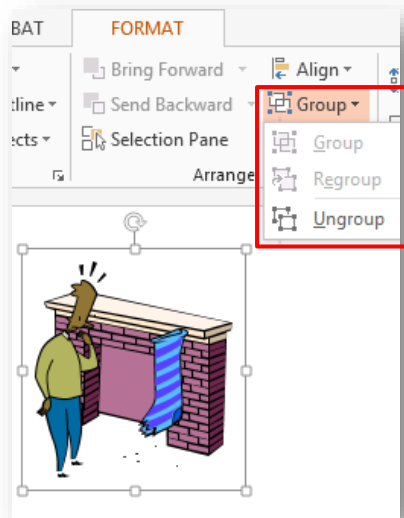8. Pull piece out that you want to use

Figure 2. Vector images are made from grouped objects.

Formatting the Picture

1. When a picture is selected the **Format** tab appears in the ribbon under **Picture Tools**
2. In the **Adjust** group you can add **Corrections**, **Color**, and **Artistic Effects** to the picture

3. In the **Picture Styles** group you can apply quick styles, change the shape, border and effects of the picture
4. If you have multiple pictures or objects you can use the **Arrange** group to bring the picture to the front or to the back if they overlap
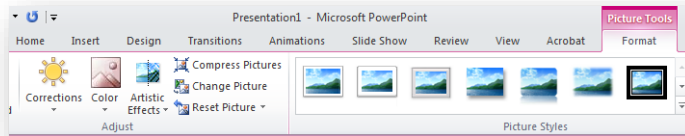5. In the **Size** group you can change the height, width and crop the photo

Figure 3. The Picture Tools tab contains many editing options.

**Activity:** Formatting pictures using picture effects.

Removing Background from Pictures

In PowerPoint 2010 you can now remove the background from a photo to accent or highlight the subject of the picture. Removing the background is a good way to isolate only the part of the picture you want to show.

Activity: Removing background from a picture.

Remove the Background of a Picture

1. Click the picture that you want to remove the background from
2. Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Remove Background**
3. Drag the marquee lines to include the portion of the picture you wish to keep
4. Under the **Background Removal** tab in the **Refine** group you can **Mark Areas to Keep**, and **Mark Areas to Remove**
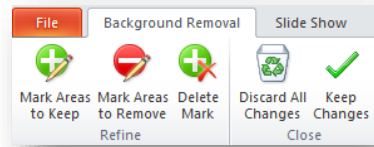5. Click **Keep Changes** to close the group and save all the changes
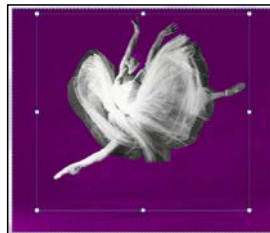
Figure 4. Mark backgrounds to remove.

Adding Audio Clips

Adding sound effects or music to your slides can enhance the presentation.

Inserting an Audio Clip

1. Click on the **Insert** tab and under the **Media** group select **Audio**
2. From the drop down menu select **Audio from File**, **Clip Art Audio**, or **Record Audio**
3. After you add an audio clip you will see a sound icon appear
4. When you select an audio clip the **Format** and **Playback** tabs will appear under **Audio Tools**
5. In the **Playback** tab you can **Trim Audio** (Can also right click audio icon and select **Trim Audio…**)
6. Move the green bookmark to where you want the audio to start and the red bookmark to where you want the audio to end
7. In the Playback tab you can also add a **Fade In** and a **Fade Out** effect, set the **Volume** level, and use the **Start** drop down menu to decide if the clip starts automatically, on click, or play across all slides
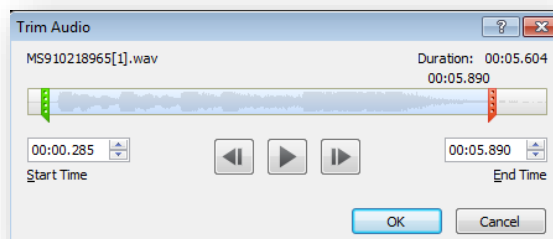

Figure 5. You can trim audio clips directly in PowerPoint.

Note: You should be prepared to provide a text based version of the audio, if necessary to meet accessibility needs.

Adding Video Clips

Adding a Video Clip is a great way to show a visual example of what you are presenting. You can insert videos from File, Clip Art, or from the Web.

Inserting a Video from File and Clip Art

1. Click on the **Insert** tab and under the **Media** group and select **Video**
2. From the drop down menu select **Video from File**, or **Clip Art Video**
3. Locate the video from your files or select the clip art video of your choice from the side pane

Activity: Adding video clip from the web.

Example of embedded code from YouTube on PowerPoint 2013:

1. Click the Insert tab
2. Go to media Then Video
3. Click online video
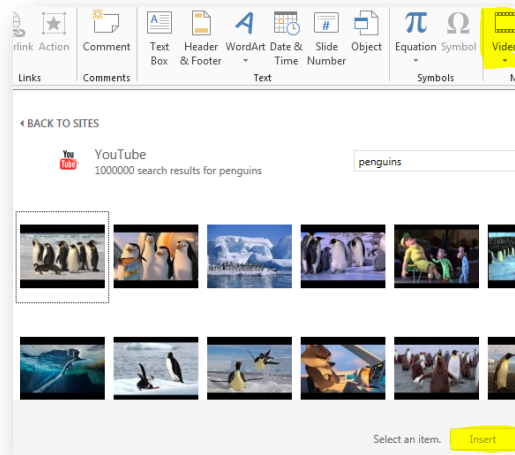4. Then search for your video on YouTube and select it

Figure 6. Insert videos directly from YouTube.

Cropping Video Clips

1. If you inserted a video from file you can trim the video clip
2. When you have the video clip selected the **Format** and **Playback** tabs will appear under **Video Tools**
3. In the **Playback** tab you can **Trim Video (**Can also right click video clip and select **Trim Video…**)
4. Move the green bookmark to where you want the video to start and the red bookmark to where you want the video to end
5. In the Playback tab you can also add a **Fade In** and a **Fade Out** effect, set the **Volume** level, and use the **Start** drop down menu to decide if the clip starts automatically, on click, or play across all slides

Video Editing

1. Select video
2. Go to the format tab
3. Select any of the styles, color changes, or corrections you would like to apply to your video
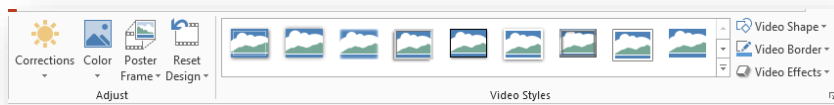

Figure 7. There are a variety of video styles and editing options to explore.

Activity: Explore and apply the various "Adjust" and "Video Styles" effects to your video.

What we learned

Formatting a Presentation

- Inserting pictures and using picture effects
- Removing backgrounds from photos
- Saving the design template

Adding Audio and Video

- Adding an audio clip

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- Adding video

Cropping video

What is the Student Tech Center?

The Student Tech Center (STC) is a division within the IRT Department that offers one-on-one computer help for students.

Mission

The mission of the Student Technology Center is to *teach* students the technology needed to complete their coursework *collaborate* with faculty on the use of technology in courses and *develop* the professional skills of our Student Staff.

Additional services include:

- Tutoring to students on technology and software needed for class assignments
- Assistance on a first-come-first-serve basis or tutoring by appointment to individuals and small groups
- On-going workshops focused on course related software and computer technology
- Consultation with Faculty to directly support the use of technology in their classes
- Large scale printing resources to students with a direct course need
- 24/7 access to self-help technology resources

Hours and contact information
Mon-Thu: 10:00am-7:00pm
Fri: 10:00-4:00pm

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Email: stc@csus.edu
Web: http://www.csus.edu/irt/stc
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