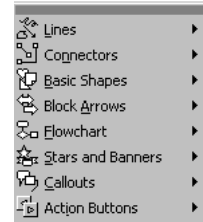
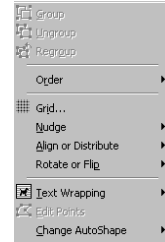


More Fun With PowerPoint

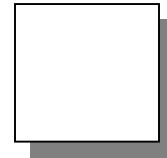
Adding AutoShapes:

1. Click **AutoShapes** and choose a shape. (i.e. callout, arrow, star, etc.)
2. Drag your mouse to make the shape.
3. You can use options from the Draw menu to put the shape behind text, flip, rotate, etc.



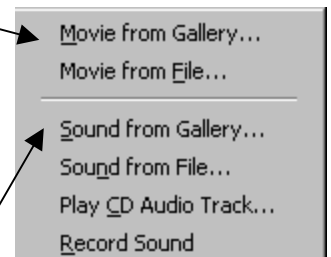
Shadowing AutoShapes:

1. Choose shape.
2. While shape is selected (framed) choose the **shadow button** on the Draw toolbar.



Adding Movies:




1. Select **Insert/Movies and Sounds** and choose **Movie from Gallery**.
2. Either search for a movie or click on the category icons to choose.
3. **Insert**.



Adding Sounds:

1. Select **Insert/Movies and Sounds** and choose **Sound from Gallery**.
2. Either search for a sound or click on the category icons to choose.
3. **Insert**.

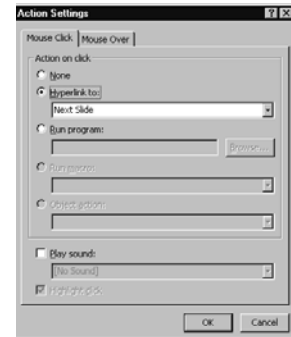
Adding a Voice:

1. Plug microphone into back of computer (red hole).
2. Select **Insert/Movies and Sounds** and choose **Record Sound**.
3. Be sure to name your sound.
4. Click the  button and speak into the microphone.
5. When you are finished recording, select the  button.
6. To play back, select the  button.
7. To save it and put it into your slideshow, click **OK**.



Adding Action Buttons:

1. From the **AutoShapes** menu, select **Action Buttons**.
2. Use your mouse to draw the button on your slide.
3. A new screen will come up where you will indicate where you would like the button to link (i.e. previous page, next page, URL, other PowerPoint presentation, etc.) Make your selection, then click **OK**.



Adding Colored Boxes behind Title:

1. Use the **rectangle tool** to draw a box around the title.
2. Use the **Fill Color** button (paint bucket), select a color and click in the box.
3. While the box is selected, click **Draw/Order/Send to Back**.

