

## What does Intermediate PowerPoint do for a presentation?

With the additional power of PowerPoint, added effects can be introduced to your slide shows. On this course we will explore how to use these to give added interest to our audience.

## Inserting photographs

To insert a photograph, if you choose the large blank slide if your image is large, this gives a better resolution, or any slide is capable of inserting an object.

Double click to insert and choose from the options either create from new or from file, the image below is to create from new

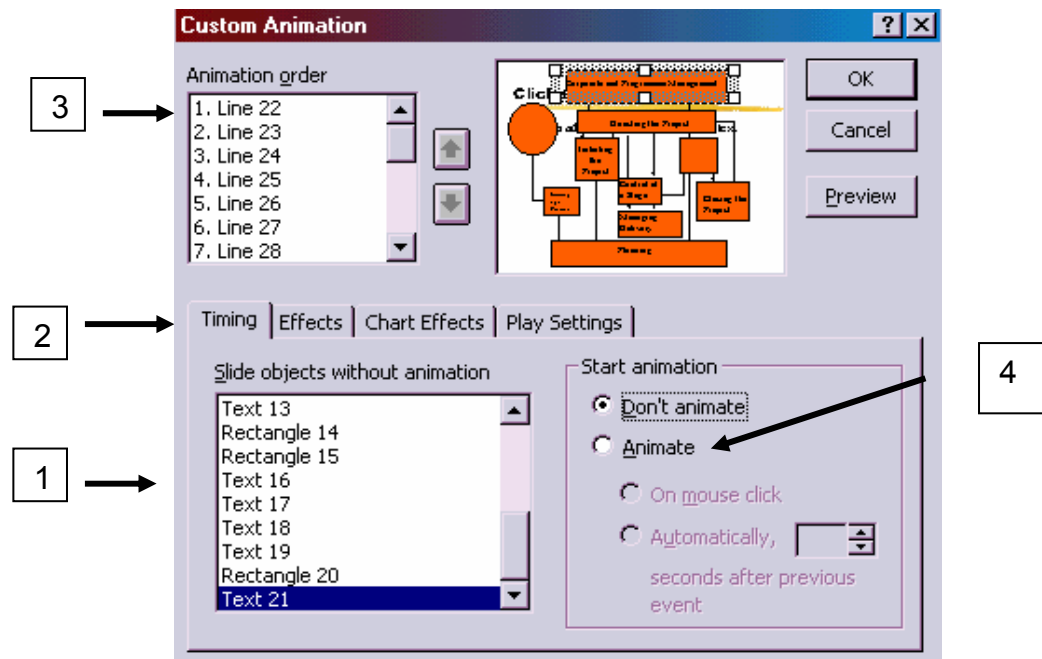
Just click on your choice either from the Hard drive, CD or Camera



## Animation

On the left-hand side (1) we have a list of the entire objects in our slide. At this moment they are inactive, (they will all move on our slide in one lump, not very interesting) See that we are on the timing tab (2)

Item 3 is a list has been chosen for animation this is achieved by selecting the object and clicking on animate identified by the number (4)



The up /down arrows denote the order the object will move in on slide.

**Observation:**

## Inserting Photographs into Charts

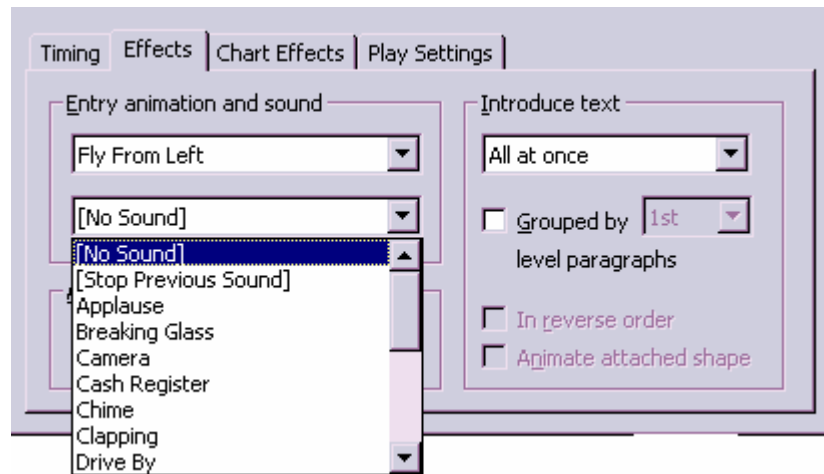
First we need to create a chart by choosing a slide “chart” from our list

On many occasions an organisation will need to share facts and figures with other, a very professional way of achieving this is to put you chart in a slide show presentation.

Remember the different types of slides, this time we will choose a chart Slide. Just to recap from the Introduction to PowerPoint course.

In the centre of our blank slide are instructions “ Double Click to add chart “ That is exactly

## Apply sound & Music to Slides



Here we look at incorporating sound with the introduction of the object /text or clip art to our