

Rules for PowerPoint Presentations

After recording the audio for each slide in Audacity, you should open the slide show and go to the first slide with audio.

Clear charts and graphs

6 text-only pages in a row



Rules for PowerPoint Presentations

- 6-9 slides per page
- Show only the points
- Use simple, clear charts and graphs
- 6 text-only pages in a row

I will demonstrate adding audio to one slide.





Arial

Outline Slides



New Slide

Duplicate Slide

Side Number

Date and Time...

Symbol...

Comment

Slides from Files...

Slides from Outline...

Picture

Diagram...

Text Box

Movies and Sounds

Chart...

Table...

Object...

Hyperlink... Ctrl+K

Click
Insert

Rules for PowerPoint Presentations

- 6-6-6 Rule
- Show only key points
- Use simple, clear charts and graphs

no more than...

6 words per item

6 bulleted items per page

6 text-only pages in a row





Arial

Outline Slides



- New Slide Ctrl+M
- Duplicate Slide
- Slide Number
- Date and Time...
- Symbol...
- Comment
- Slides from Files...
- Slides from Outline...
- Picture
- Diagram...
- Text Box
- Movies and Sounds**
- Chart
- Table...



Rules for PowerPoint Presentations

- 6-6-6 Rule → no more than...
 - 6 words per item
 - 6 bulleted items per page
 - 6 text...
- Show only key points

Go down to Movies and Sounds...

Select Sound from file...



Insert Sound

Look in: Management Communications

An Insert sound dialog box opens



My Recent Documents



Desktop



My Documents



My Computer



My Network Places

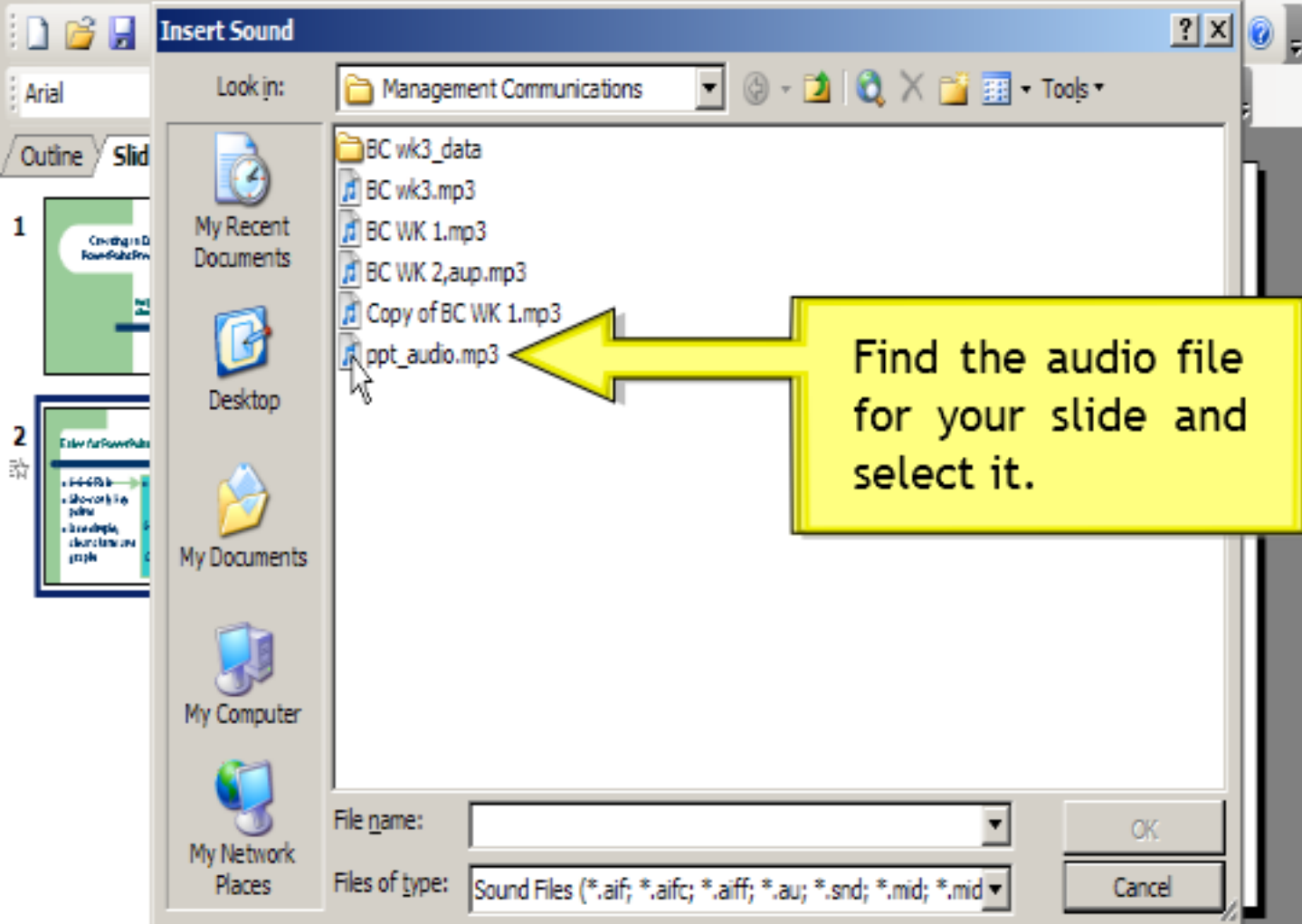
- BC wk3_data
- BC wk3.mp3
- BC WK 1.mp3
- BC WK 2,aup.mp3
- Copy of BC WK 1.mp3
- ppt_audio.mp3

File name:

Files of type: Sound Files (*.aif; *.aifc; *.aiff; *.au; *.snd; *.mid; *.mid)

OK
Cancel





Insert Sound

Look in: Management Communications

- BC wk3_data
- BC wk3.mp3
- BC WK 1.mp3
- BC WK 2,aup.mp3
- Copy of BC WK 1.mp3
- ppt_audio.mp3

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name:

Files of type: Sound Files (*.aif; *.aifc; *.aiff; *.au; *.snd; *.mid; *.mid)

OK

Cancel

Insert Sound

Look in: Management Communications

- BC wk3_data
- BC wk3.mp3
- BC WK 1.mp3
- BC WK 2,aup.mp3
- Copy of BC WK 1.mp3
- ppt_audio.mp3**

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name:

Files of type: Sound Files (*.aif; *.aifc; *.aiff; *.au; *.snd; *.mid; *.mid)

OK

Cancel

Click OK



Insert Sound

Look in: Management Communications

- BC wk3_data
- BC wk3.mp3
- BC WK 1.mp3
- BC WK 2,aup.mp3
- Copy of BC WK 1.mp3
- ppt_audio.mp3

File name:

Files of type: Sound Files (*.aif; *.aifc; *.aiff; *.au; *.snd; *.mid; *.mid)

OK

Cancel

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

Outline Slides

1 Creating a D...
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2 Enter the PowerP...
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...

Insert Sound

Look in: Management Communications

- BC wk3_data
- BC wk3.mp3
- BC WK 1.mp3
- BC WK 2,aup.mp3
- Copy of BC WK 1.mp3
- ppt_audio.mp3

File name:

Files of type: Sound Files (*.aif; *.aifc; *.aiff; *.au; *.snd; *.mid; *.mid)

OK

Cancel

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

Outline

Slide

1

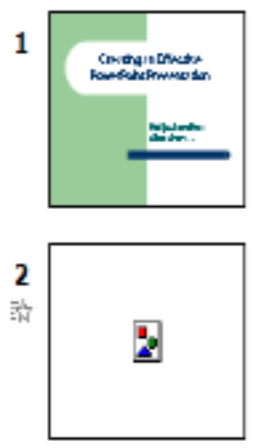
2

Click to add notes



Arial 18 B I U S [List Icons] A A [Color Picker] Design New Slide

Outline Slides



Rules for PowerPoint Presentations

clear charts and graphs

Microsoft Office PowerPoint

How do you want the sound to start in the slide show?

Show Help >>

Automatically

Since you are posting these for others to watch, you want the sound to start automatically.





Outline Slides

1



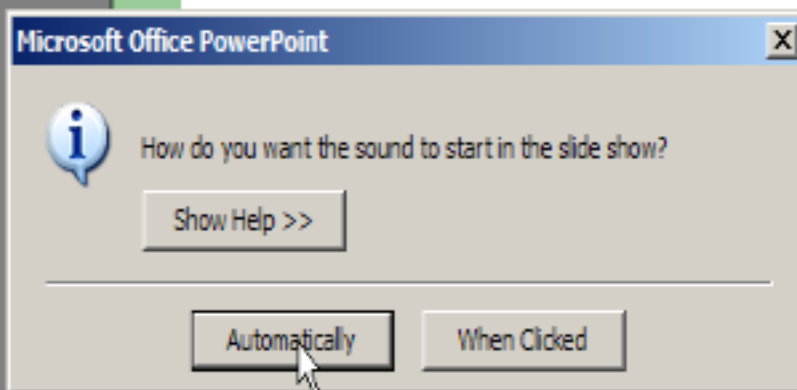
2



Rules for PowerPoint Presentations

...
em
s per
page
6 text-only pages in
a row

clear charts and
graphs





Outline Slides X

1



2

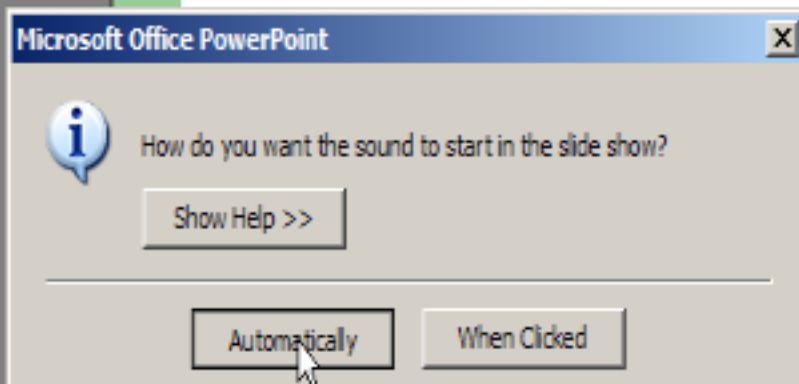
☆



Rules for PowerPoint Presentations

...
em
s per
page
6 text-only pages in
a row

clear charts and
graphs





Outline Slides X

1



2

☆



Rules for PowerPoint Presentations

- 6-6-6 Rule → no more than...
6 words per item
- Show only key points
6 bulleted items per page
- Use simple.

This icon indicates there is sound attached to the slide.





Outline Slides X

1



2



Rules for PowerPoint Presentation

- 6-6-6 Rule
- Show 6 points
- Use simple, clear charts and graphs

Let's drag the icon to the upper right to get it out of the way.

6 bulleted items per page

6 text-only pages in a row





Outline Slides X

1



2



Rules for PowerPoint Presentations

- 6-6-6 Rule → no more than...
 - 6 words per item
 - 6 bulleted items per page
 - 6 text-only pages in a row
- Show only key points
- Use simple, clear charts and graphs





Outline Slides X

1



2



Rules for PowerPoint Presentations

- 6-6-6 Rule →
- Show only key points
- Use simple, clear charts and graphs

no more than...

6 words per item

6 bulleted items per page

6 text-only pages in a row





Outline Slides X

1



2



Rules for PowerPoint Presentations

- 6-6-6 Rule →
- Show only key points
- Use simple, clear charts and graphs

no more than...

6 words per item

6 bulleted items per page

6 text-only pages in a row





Outline Slides X

1



2



Rules for PowerPoint Presentations

- 6-6-6 Rule → no more than...
 - 6 words per item
 - 6 bulleted items per page
 - 6 text-only pages in a row
- Show only key points
- Use simple, clear charts and graphs





Outline Slides X



Rules for PowerPoint Presentation

- 6-6-6 Rule
- Show only key points
- Use simple, clear charts and graphs

6 words per item

6 bulleted items per page

6 text-only pages in a row

Now right-click on the icon.

Cut

Copy

as Picture...

ound

ound Object

Show Picture Toolbar

Grouping

Order



Custom Animation...

Action Settings...



Format Picture...



Hyperlink...





Outline Slides X

1



2



Sound Options

Play options

 Loop until stopped

Sound volume:



Display options

 Hide sound icon during slide show

Information

Total playing time: 02:21

File: \\Dccadmin\BLong\...lppt_audio.mp3

OK

Cancel

PowerPoint Presentations

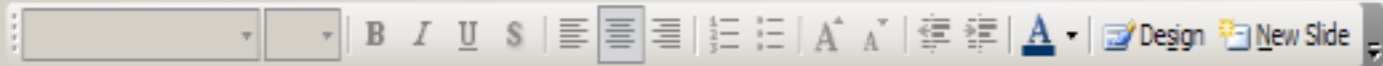
no more than...

6 words per item

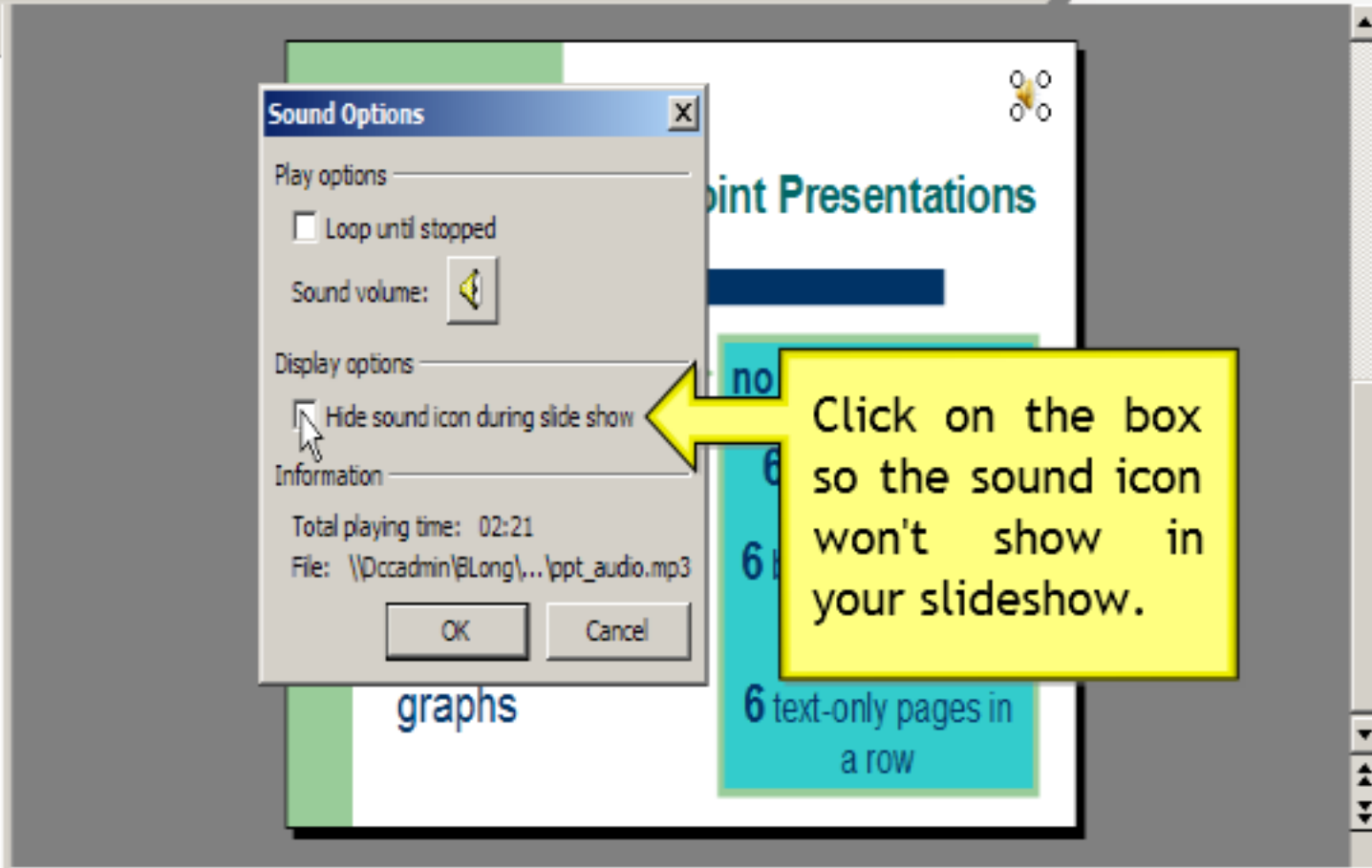
6 bulleted items per
page6 text-only pages in
a row

graphs





Outline Slides



Sound Options

Play options

Loop until stopped

Sound volume:

Display options

Hide sound icon during slide show

Information

Total playing time: 02:21

File: \\Dccadmin\BLong\...lppt_audio.mp3

OK Cancel

Click on the box so the sound icon won't show in your slideshow.



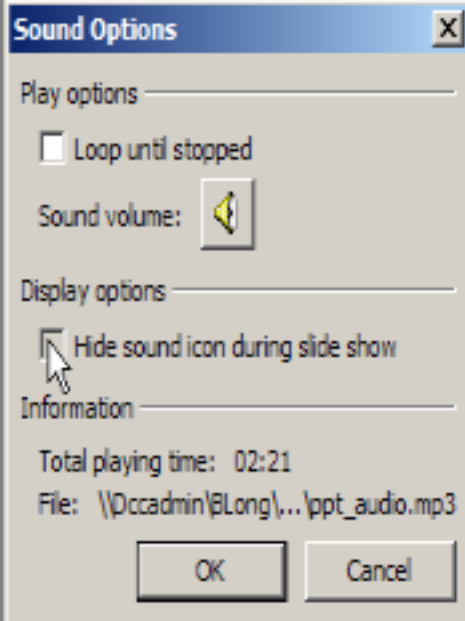


Outline Slides X

1



2



PowerPoint Presentations

no more than...

6 words per item

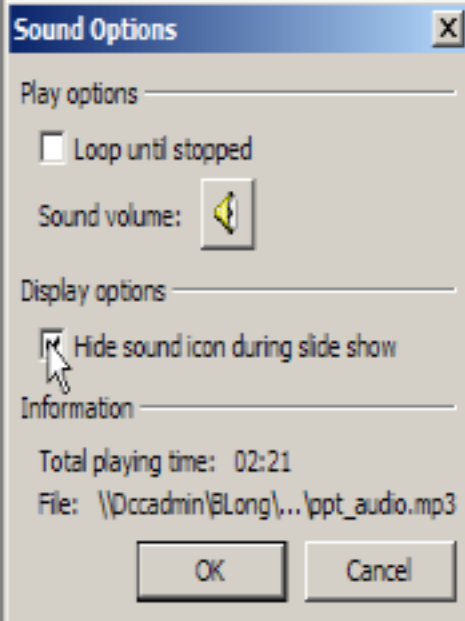
6 bulleted items per
page6 text-only pages in
a row

graphs





Outline Slides X



PowerPoint Presentations

no more than...

6 words per item

6 bulleted items per
page6 text-only pages in
a row

graphs



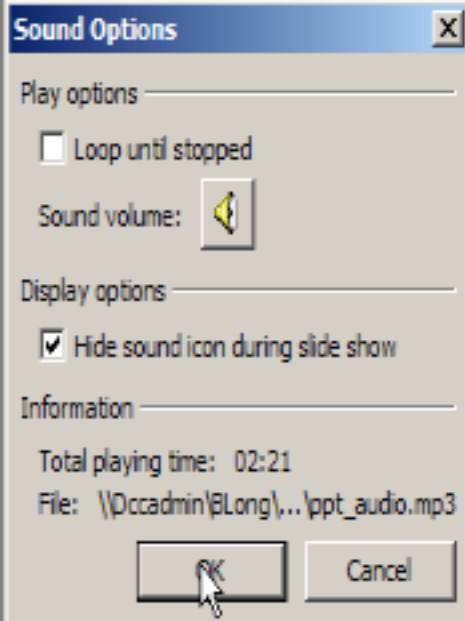


Outline Slides X

1



2



PowerPoint Presentations

no more than...

6 words per item

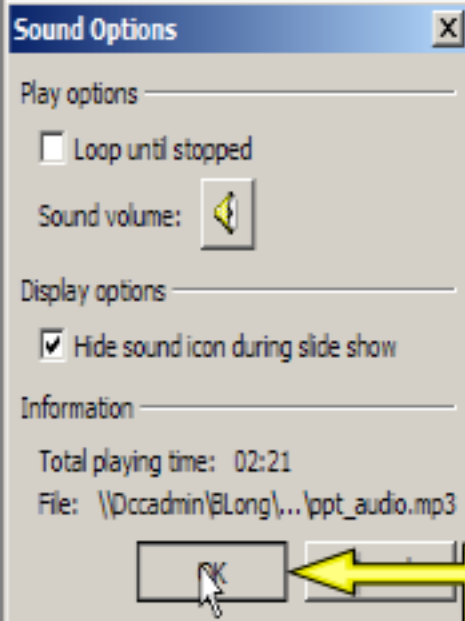
6 bulleted items per
page6 text-only pages in
a row

graphs





Outline Slides X



graphs

PowerPoint Presentations

no more than...

6 words per item

6 bulleted items per

Click OK

a row





Outline Slides X

1



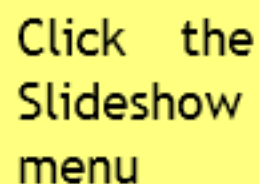
2



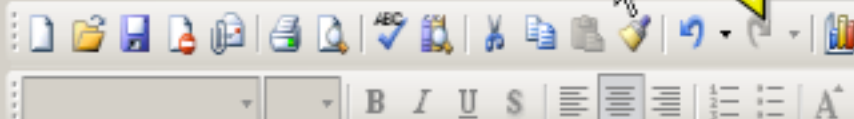
Rules for PowerPoint Presentations

- 6-6-6 Rule → no more than...
 - 6 words per item
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- Show only key points
- Use simple, clear charts and graphs





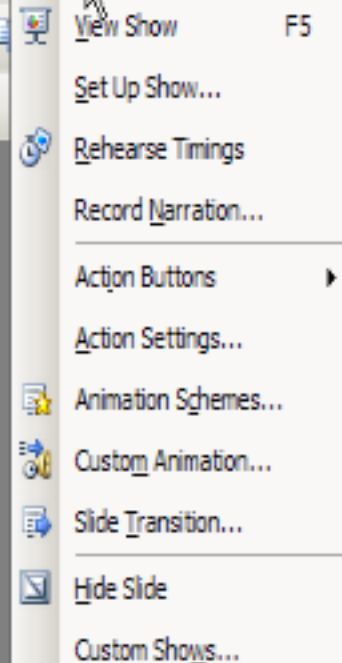
Click the
Slideshow
menu



Rules for PowerPoint Presentations

- 6-6-6 Rule → no more than...
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Outline Slides X



PowerPoint Presentations

no more than...

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- 6 bulleted items per page
- 6 text-only pages in a row

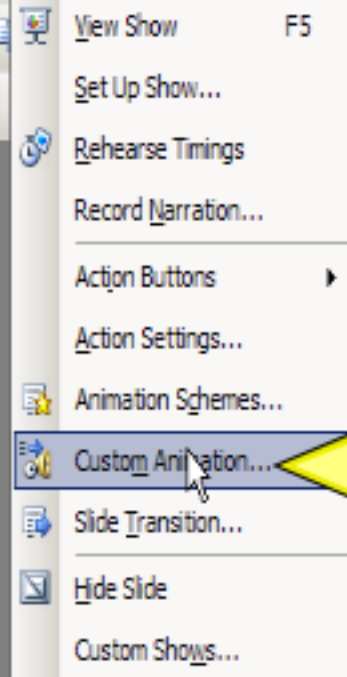
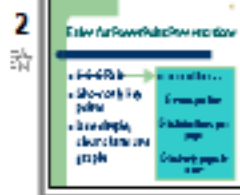
- Use simple, clear charts and graphs





B I U S

Outline Slides X



PowerPoint Presentations

Select Custom Animation...

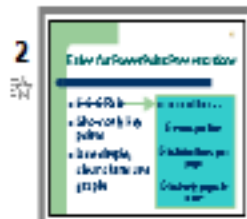
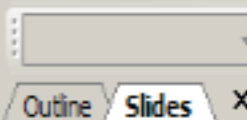
- Use simple, clear charts and graphs

6 words per item

6 bulleted items per page

6 text-only pages in a row

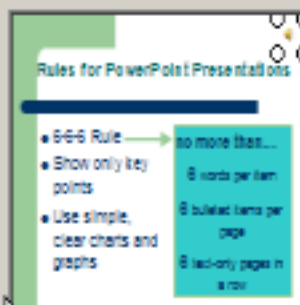




Custom Animation

Check to animate slide objects:

- Title 1
- Text 2
- Shape 3
- Line 4
- Media 5



OK

Cancel

Preview

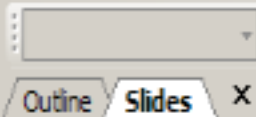
Order and Timing Effects Chart Effects Multimedia Settings

 Play using animation orderWhile playing: Pause slide show Continue slide showStop playing: After current slide After slides

More Options...

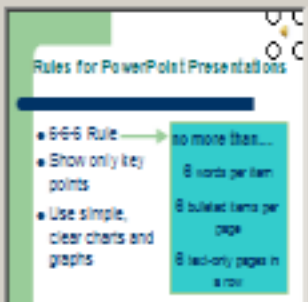
Object action:

 Hide while not playing



Custom Animation

- Check to animate slide objects:
- Title 1
 - Text 2
 - Shape 3
 - Line 4
 - Media 5



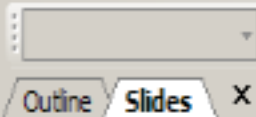
OK
Cancel
Preview

You may have created the PowerPoint so that new lines of text come in as you click the mouse. This dialog box shows those animated objects.

Order and Timing Effects Chart

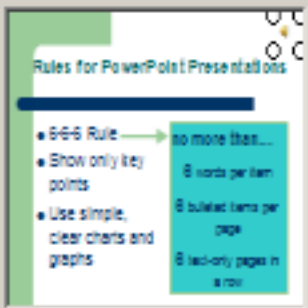
- Play using animation order
- While playing: Pause slide show Continue slide show
- Stop playing: After current slide After [] slides





Custom Animation

- Check to animate slide objects:
- Title 1
 - Text 2
 - Shape 3
 - Line 4
 - Media 5



- OK
- Cancel
- Preview

Order and Timing

- Play using animation order
- While playing:
 - Pause slides
 - Continue slides
- Stop playing:
 - After current slide
 - After [] slides

Unfortunately, it takes very intricate design to get the audio to coordinate automatically with separate lines of text coming in.





Arial

Custom Animation

Check to animate slide objects:

- Title 1
- Text 2
- Shape 3
- Line 4
- Media 5

OK

Cancel

Preview

Order and Timing Effects Chart Effects

 Play using animation orderWhile playing: Pause slide show Continue slide showStop playing: After current slide After [dropdown]

Therefore, for the distribution of our narrated PowerPoints, we need to have the entire slide come up and have the audio play.





Arial

Custom Animation

Check to animate slide objects:

 Title 1 Text 2 Shape 3 Line 4 Media 5

OK

That means unchecking the boxes beside each element of your slide except for the "Media" element--which is your audio file.

Order and Timing Effects Chart Effects

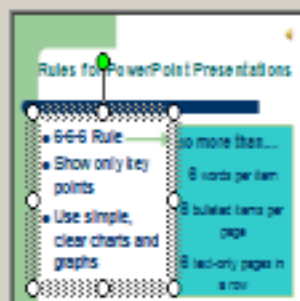
 Play using animation orderWhile playing: Pause slide show Continue slide showStop playing: After current slide After slides Hide while not playing



Arial

Custom Animation

Check to animate slide objects:

 Title 1 Text 2 Shape 3 Line 4 Media 5

OK

Cancel

Preview

Order and Timing

Effects

Chart Effects

Multimedia Settings

 Play using animation orderWhile playing: Pause slide show Continue slide showStop playing: After current slide After slides

More Options...

Object action:

 Hide while not playing

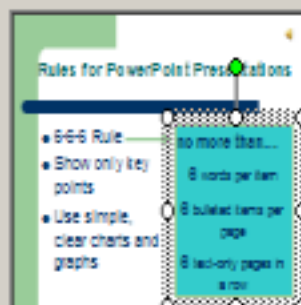


Arial

Custom Animation

Check to animate slide objects:

- Title 1
- Text 2
- Shape 3
- Line 4
- Media 5



OK

Cancel

Preview

Order and Timing

Effects

Chart Effects

Multimedia Settings

 Play using animation order

- While playing:
- Pause slide show
 - Continue slide show
- Stop playing:
- After current slide
 - After slides

More Options...

Object action:

 Hide while not playing

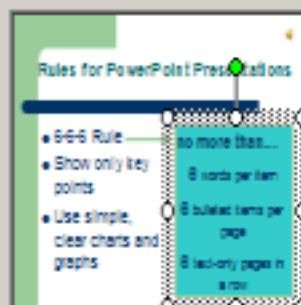


Arial

Custom Animation

Check to animate slide objects:

- Title 1
- Text 2
- Shape 3
- Line 4
- Media 5



OK

Cancel

Preview

Order and Timing

Effects

Chart Effects

Multimedia Settings

 Play using animation order

- While playing:
- Pause slide show
 - Continue slide show
- Stop playing:
- After current slide
 - After slides

More Options...

Object action:

 Hide while not playing

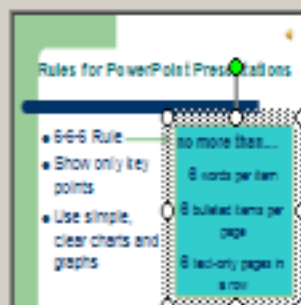


Arial

Custom Animation

Check to animate slide objects:

- Title 1
- Text 2
- Shape 3
- Line 4
- Media 5



OK

Cancel

Preview

Order and Timing

Effects

Chart Effects

Multimedia Settings

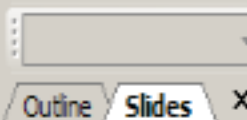
 Play using animation order

- While playing:
- Pause slide show
 - Continue slide show
- Stop playing:
- After current slide
 - After slides

More Options...

Object action:

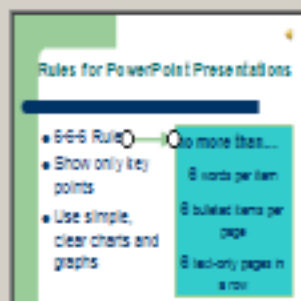
 Hide while not playing



Custom Animation

Check to animate slide objects:

- Title 1
- Text 2
- Shape 3
- Line 4
- Media 5



OK

Cancel

Preview

Order and Timing Effects Chart Effects Multimedia Settings

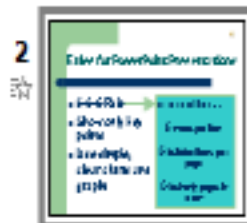
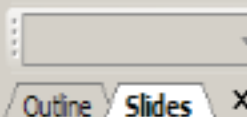
Play using animation order

- While playing:
- Pause slide show
 - Continue slide show
- Stop playing:
- After current slide
 - After slides

More Options...

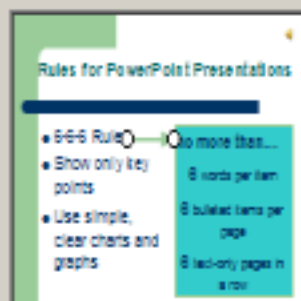
Object action:

 Hide while not playing



Custom Animation

Check to animate slide objects:

 Title 1 Text 2 Shape 3 Line 4 Media 5

OK

Cancel

Preview

Order and Timing

Effects

Chart Effects

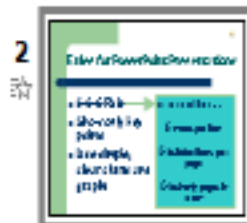
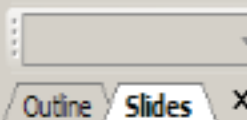
Multimedia Settings

 Play using animation orderWhile playing: Pause slide show Continue slide showStop playing: After current slide After slides

More Options...

Object action:

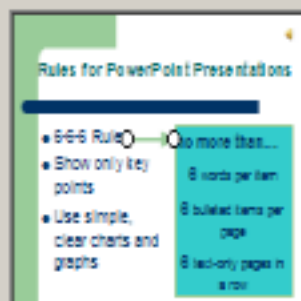
 Hide while not playing



Custom Animation

Check to animate slide objects:

- Title 1
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- Shape 3
- Line 4
- Media 5



OK

Cancel

Preview

Order and Timing Effects Chart Effects Multimedia Settings

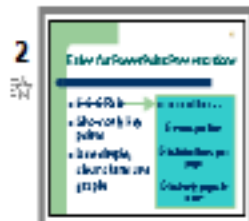
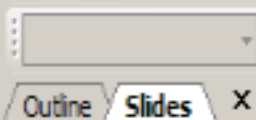
 Play using animation order

- While playing:
- Pause slide show
 - Continue slide show
- Stop playing:
- After current slide
 - After slides

More Options...

Object action:

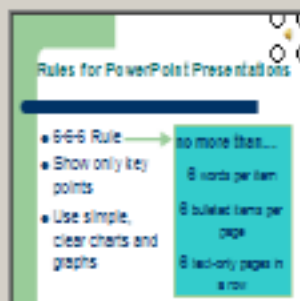
 Hide while not playing



Custom Animation

Check to animate slide objects:

- Title 1
- Text 2
- Shape 3
- Line 4
- Media 5



OK

Cancel

Preview

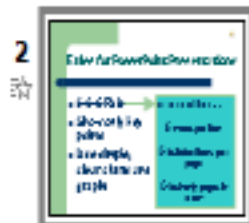
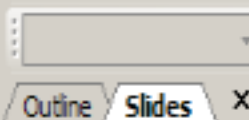
Order and Timing Effects Chart Effects Multimedia Settings

 Play using animation orderWhile playing: Pause slide show Continue slide showStop playing: After current slide After slides

More Options...

Object action:

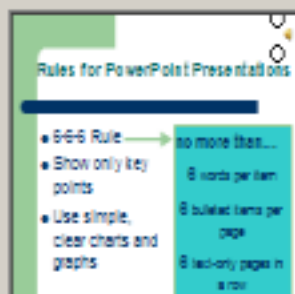
 Hide while not playing



Custom Animation

Check to animate slide objects:

- Title 1
- Text 2
- Shape 3
- Line 4
- Media 5



OK

Cancel

Preview

Order and Timing

Play using animation order

While playing: Pause slide show

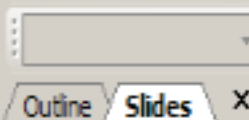
Continue slide show

Stop playing: After current slide

After slides

Hide while not playing

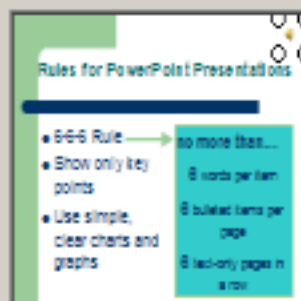
Click on the
"Order and
Timing" tab



Custom Animation

Check to animate slide objects:

- Title 1
- Text 2
- Shape 3
- Line 4
- Media 5



OK

Cancel

Preview

Order and Timing

Effects

Chart Effects

Multimedia Settings

Animation order:

1. Media 5



Move



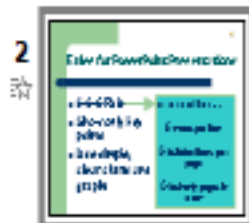
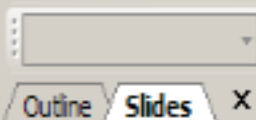
Start animation

 On mouse click Automatically,

00:00

seconds after previous event

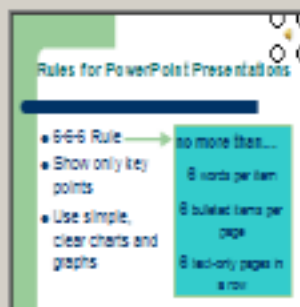




Custom Animation

Check to animate slide objects:

- Title 1
- Text 2
- Shape 3
- Line 4
- Media 5



OK

Cancel

Preview

Order and Timing Effects Chart Effects Multimedia Settings

Animation order:

- 1. Media 5



Move



Start animation

 On mouse click Automatically,

00:00

seconds after previous event





Custom Animation

Check to animate slide objects:

- Title 1
- Text 2
- Shape 3
- Line 4

Buttons: OK, Cancel, Preview

1. Media 5

Start animation:

- On mouse click
- Automatically, seconds after previous event

Buttons: Move (up/down arrows)

Annotations: A yellow callout box with the text "Set the audio to begin at automatically after a set time." has an arrow pointing to the "Automatically" radio button and the time input field.



Custom Animation

Check to animate slide objects:

- Title 1
- Text 2
- Shape 3
- Line 4
- Media 5

Order and Timing

Animation order:

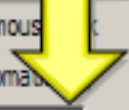
- 1. Media 5

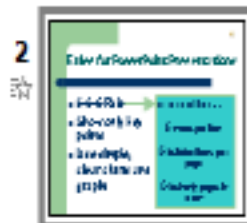
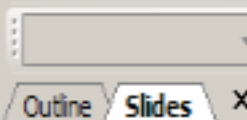
On mouse click
 Automatically

00:01 seconds after previous event

OK
Cancel
Preview

I changed the setting to 1 second, but you probably want it to begin immediately.

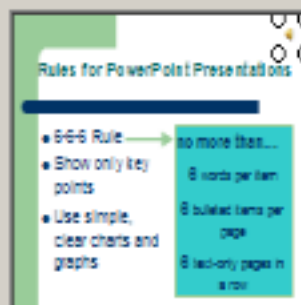




Custom Animation

Check to animate slide objects:

- Title 1
- Text 2
- Shape 3
- Line 4
- Media 5



OK

Cancel

Preview

Order and Timing Effects Chart Effects Multimedia Settings

Animation order:

1. Media 5



Move



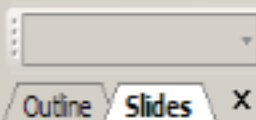
Start animation

 On mouse click Automatically,

00:01

seconds after previous event





Custom Animation

Check to animate slide objects:

- Title 1
- Text 2
- Shape 3
- Line 4
- Media 5

Click OK

OK

Cancel

Preview

Order and Timing Effects Chart Effects Multimedia Settings

Animation order:

1. Media 5

Move

Move

Start animation

On mouse click

Automatically,

00:01

seconds after previous event



Outline Slides X

1



2



Rules for PowerPoint Presentations

- 6-6-6 Rule →
- Show only key points
- Use simple, clear charts and graphs

no more than...

6 words per item

6 bulleted items per page

6 text-only pages in a row





Outline Slides

1



2



Rules for PowerPoint Presentations

- 6-6-6 Rule → no more than...
- Show only key

Now when you run the slideshow the audio will begin automatically.

a row