Advanced Microsoft PowerPoint - F85999 Georgi Tihomirov

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Chapter 1. Create new blank PowerPoint presentation

Create new blank PowerPoint presentation

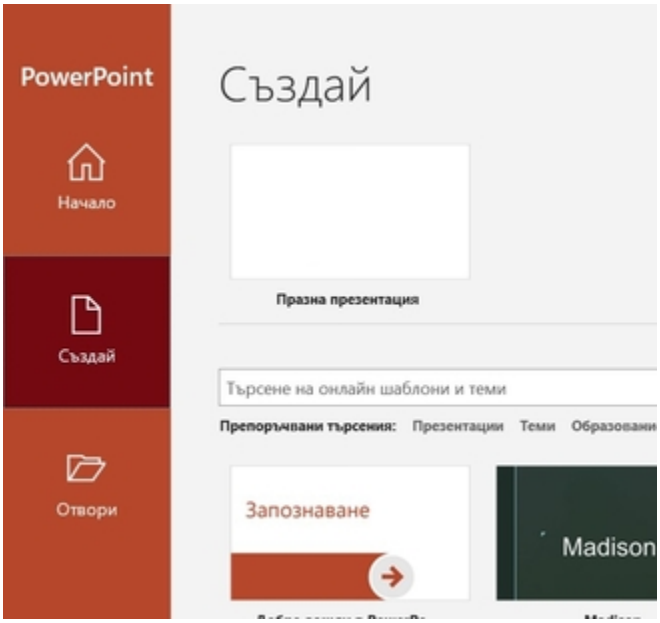
In this section, you will learn how to create a blank PowerPoint presentation.

You must have

- Microsoft PowerPoint 2007 or newer
- Windows 7 or newer

Steps:

1. Open PowerPoint from the Desktop icon or the icon in the Start menu.
2. Select **Create**.
3. Select **Blank Presentation**.



You will create a new blank PowerPoint presentation.

If you have completed the steps, you will see this on the screen:

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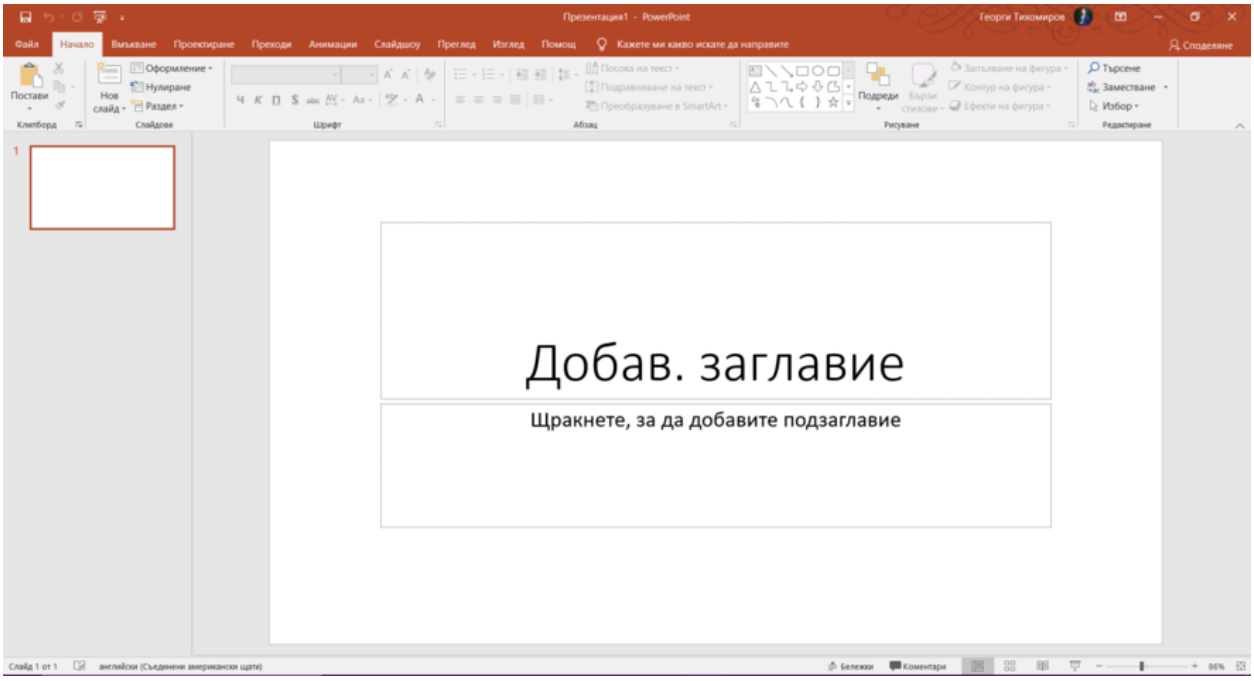


Chapter 2. Save a PowerPoint presentation

Save a PowerPoint presentation

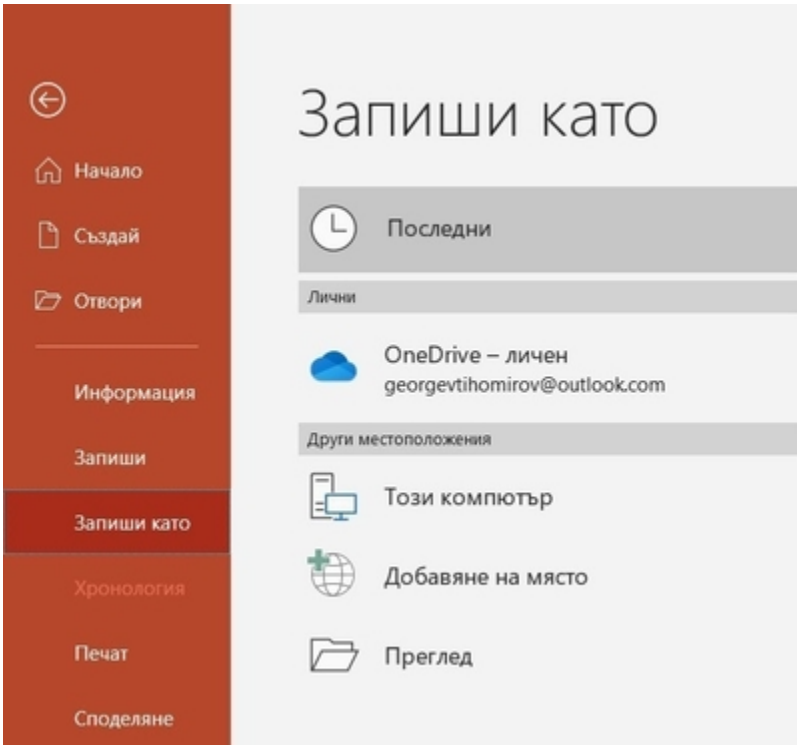
In this section, you will learn how to save a PowerPoint presentation.

You must have

- Windows 7 or newer
- Microsoft PowerPoint 2007 or newer
- A PowerPoint presentation

Steps:

1. Select **File**.
2. Select **Save** to save the current presentation, or **Save As** to save a new presentation on your device or in **OneDrive**.



You have saved a PowerPoint presentation on your device.

Chapter 3. Insert a new slide in a PowerPoint presentation

Insert a new slide in a PowerPoint presentation

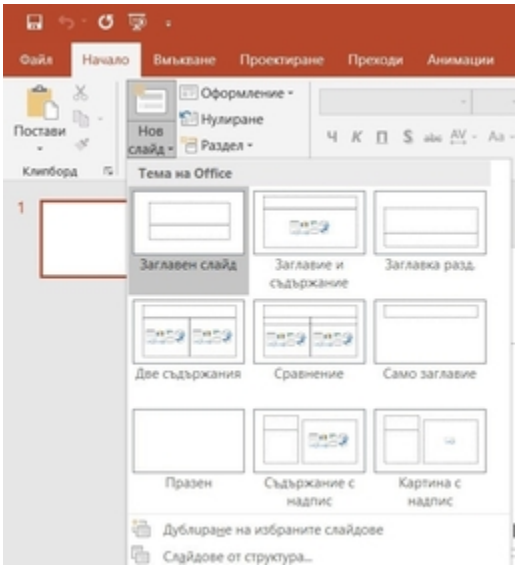
In this section, you will learn how to insert a new slide in PowerPoint presentation.

You must have

- Windows 7 or newer
- Microsoft PowerPoint 2007 or newer
- A PowerPoint presentation

Steps:

1. Select **Home**.
2. Select **New Slide** and select the desired Slide Layout.



You have inserted a new slide in the PowerPoint presentation.

Chapter 4. Insert a picture from your device in a PowerPoint presentation

Insert a picture from your device in a PowerPoint presentation

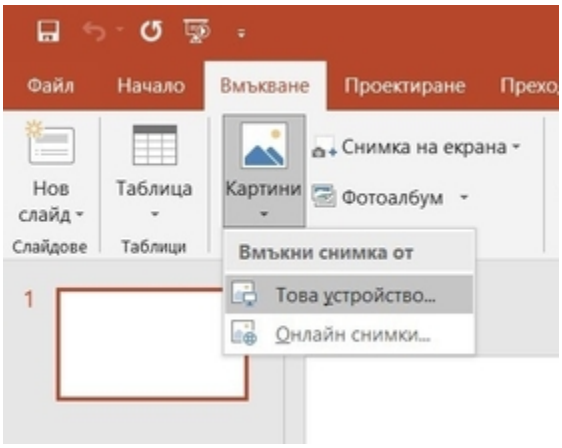
In this section, you will learn how to insert a picture from your device in a PowerPoint presentation.

You must have

- Windows 7 or newer
- Microsoft PowerPoint 2007 or newer
- A PowerPoint presentation
- A picture to be inserted to the presentation

Steps:

1. Select **Insert**
2. Select **This device** and navigate and select the desired picture.



You have inserted a picture from your device in the PowerPoint presentation.

Chapter 5. Insert a picture from Internet in a PowerPoint presentation

Insert a picture from Internet in a PowerPoint presentation

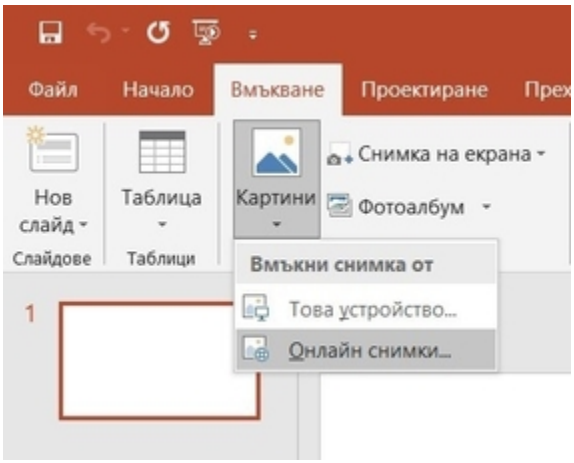
In this section, you will learn how to insert a picture from Internet in a PowerPoint presentation.

You must have

- Windows 7 or newer
- Microsoft PowerPoint 2007 or newer
- A PowerPoint presentation
- Internet connection

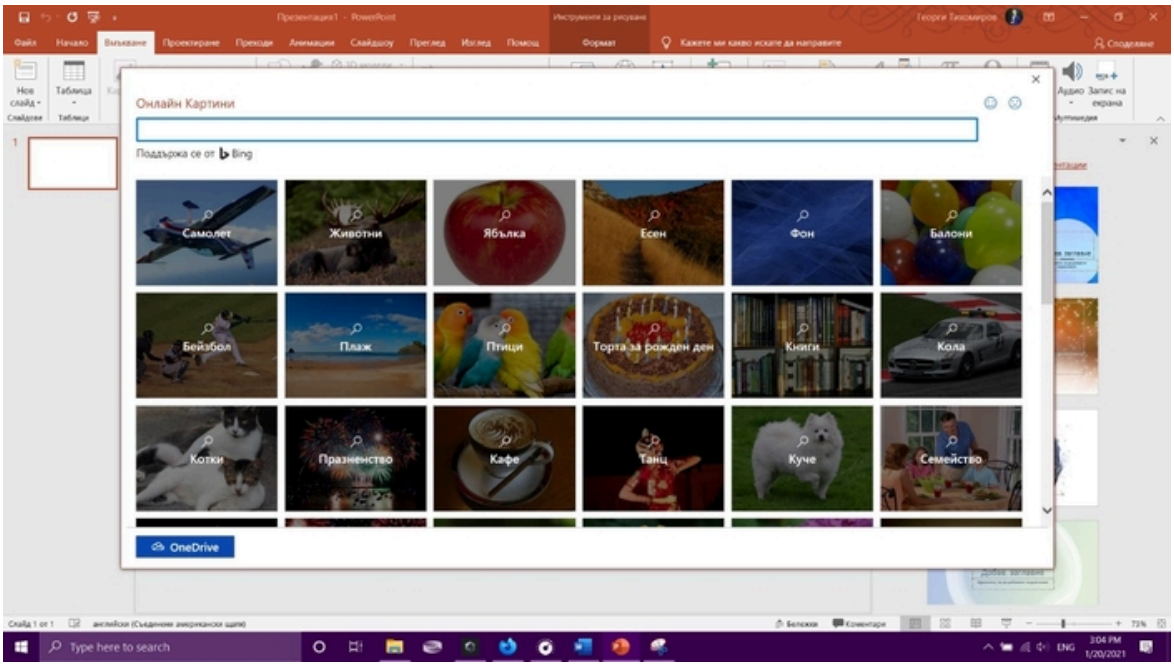
Steps:

1. Select **Insert**.
2. Select **Online Pictures**.



3. Type the image in the **Search bar** and press **Enter**.
4. Select the desired image.

5. Select **Insert**to insert the picture in the current slide.



You have inserted a picture from Internet in the PowerPoint presentation.

Chapter 6. View a PowerPoint presentation

View a PowerPoint presentation

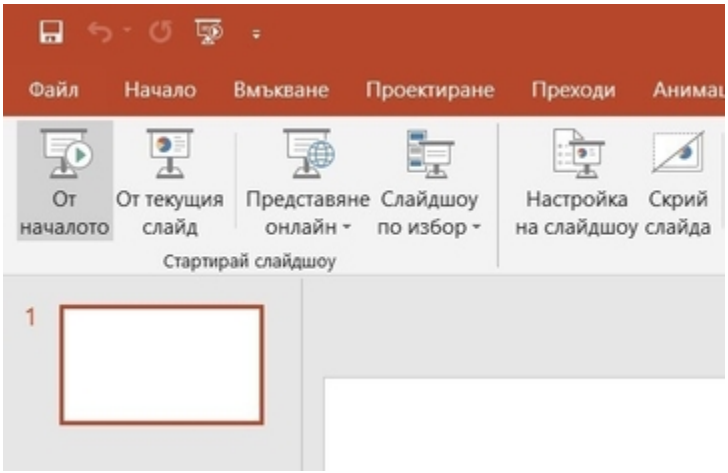
In this section, you will learn how to view a PowerPoint presentation.

You must have

- Windows 7 or newer
- Microsoft PowerPoint 2007 or newer
- A PowerPoint presentation

Steps:

1. Select **Slideshow**.
2. Select **From beginning** to view a PowerPoint presentation.



Your PowerPoint will be visualized on your screen.

Chapter 7. Playing sound through entire slideshow

Playing sound through entire slideshow

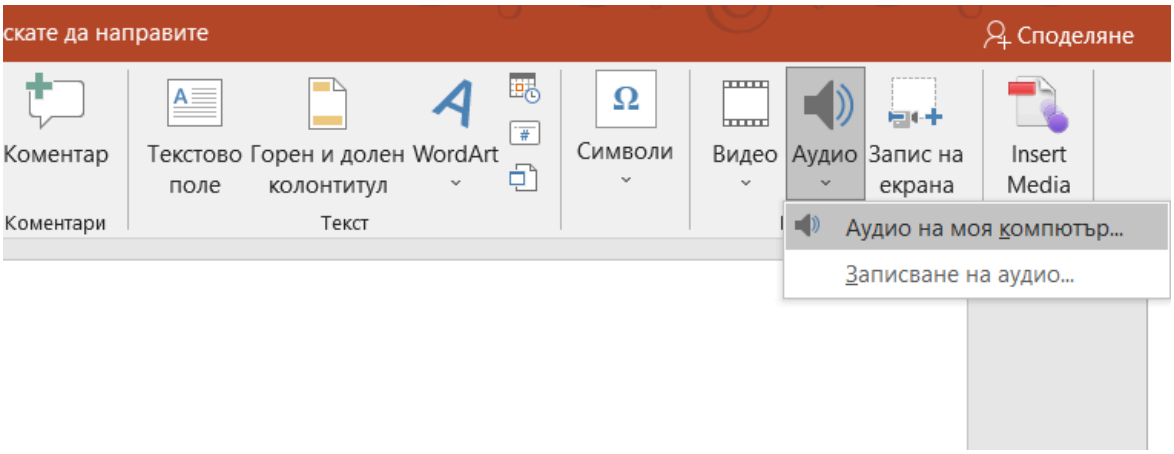
In this section, you will learn how to play a sound through the entire slidshow.

You must have

- Windows 7 or newer
- Microsoft PowerPoint 2007 or newer
- A PowerPoint presentation
- A sound in supported file format

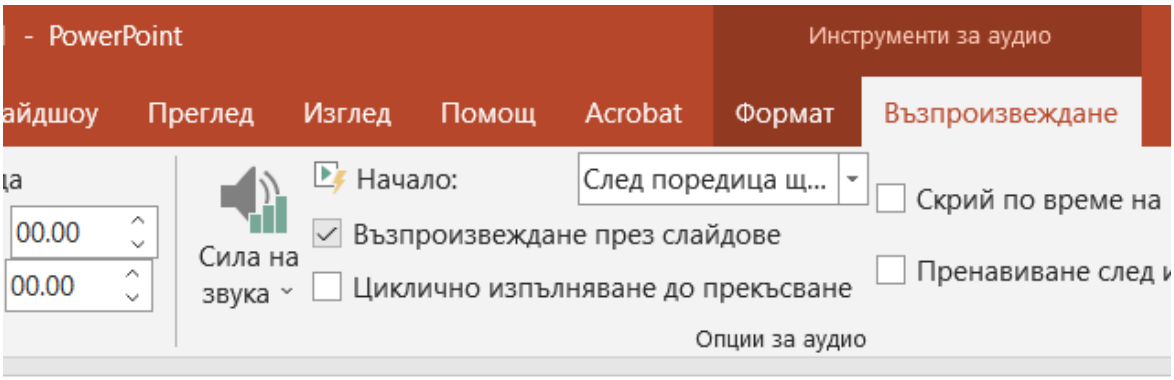
Steps:

1. Select **Insert**.
2. Select **Audio** and then select **Audio on My PC**.



3. Select the audio file you want to add.
4. Select **Insert**.
5. Select the audio icon and then select the **Audio Tools Playback** tab.

6. Select **Play Across Slides**.



Your audio file will play through slides without interuption.

Chapter 8. Slideshow timing for individual slides

Timing the slideshow for individual slides

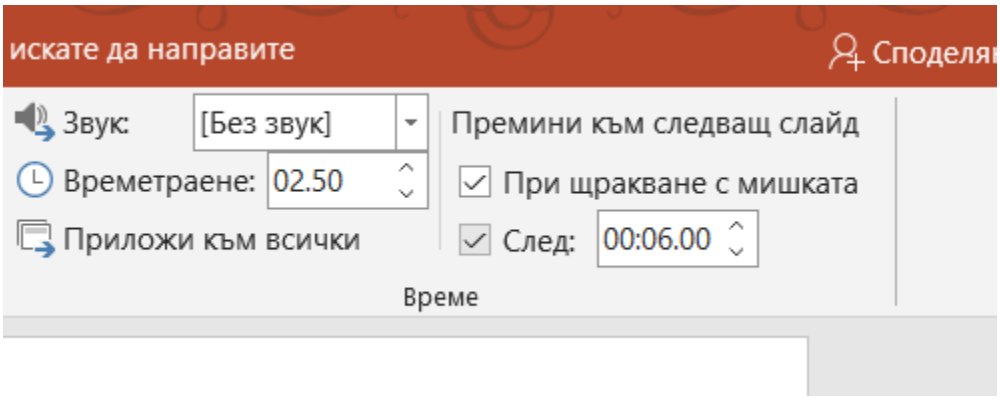
In this section, you will learn how to set timing to each individual slide.

You must have

- Windows 7 or newer
- Microsoft PowerPoint 2007 or newer
- A PowerPoint presentation

Steps:

1. Select the desired slide.
2. Select **Transitions** and navigate to **Timing**.
3. Select **After** and type in the desired time.



After doing the steps for each individual slide, your slideshow will play automatically.

Chapter 9. YouTube videos and automatic playback

Insert videos from YouTube and set automatic playback

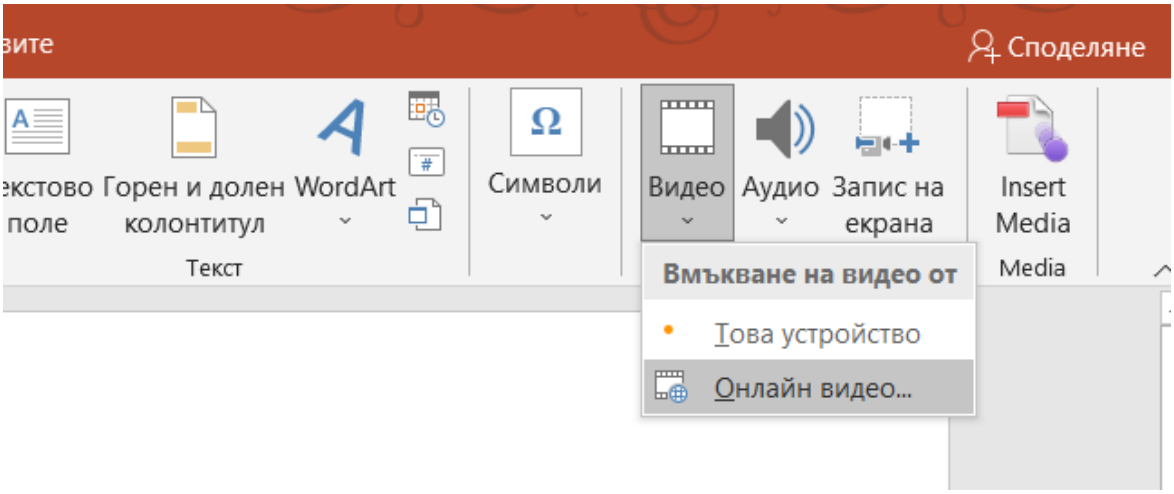
In this section, you will learn how to add videos from YouTube and set an automatic playback.

You must have

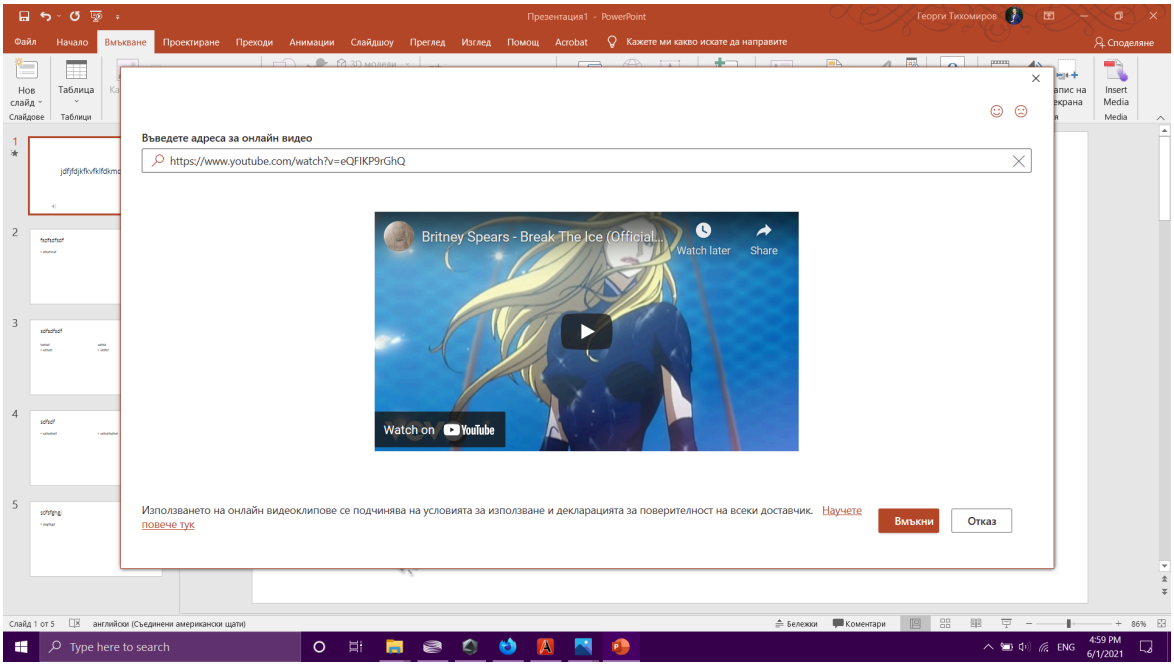
- Windows 7 or newer
- Microsoft PowerPoint 2007 or newer
- A PowerPoint presentation
- Internet connection
- A web browser

Steps:

1. Open your browser and navigate on YouTube to the video, that you want to add.
2. Copy the video's URL from the **Address** bar.
3. Open **PowerPoint** and select the slide, on which you want to place the video.
4. Select **Insert**.
5. Navigate to **Multimedia** and select **Video**.
6. Select **Online video**.



7. In the **Online Video** dialog box paste the URL you copied in step 2.
8. Select **Insert.**



9. Select the video.
10. Navigate to **Video tools** and select **Playback**.
11. Next to **Start**, click the down arrow, and select **Automatically**.

You have inserted a video from YouTube, which plays automatically when you open the slide in Slideshow view.