

# Lesson 4 MaxShow's Multimedia Working with Slides

## Sounds and Movies

The **Sounds and Movies** features allow you to record sounds, insert movies and attach sounds to the slides in a presentation.

### Attaching a Sound to a Picture or Text

The Sounds function allows you to attach a sound to a picture or text.

#### How to attach a sound

1. Select a picture or text box.
2. Click the **Attach Sound** button.

The Attach Sound dialog box will be displayed.

3. Select a sound.

You can click the **Play** button to listen to the sound.

4. When you have found the sound that you want to attach, make sure it's selected (it will appear with red border).

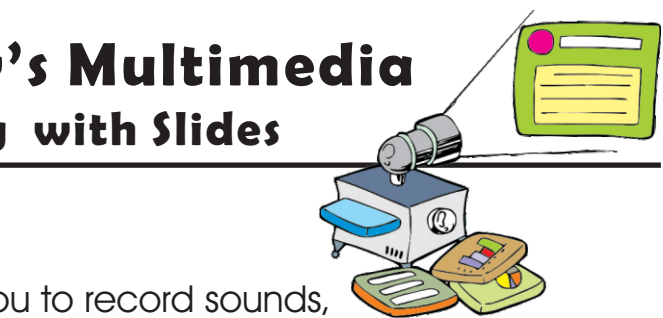
5. Click the **OK** button.

6. To hear the sound that you have attached to your picture, click the **Run Slide Show** button.

When you move your mouse over the picture or text, the sound will play.

The Insert Sound from File button enables you to access sounds from anywhere on your PC, network, floppy disk, or CD Rom using the standard Office Insert Picture dialog box.

Note: Only **wav** files can be inserted.



## Deleting a Slide

1. Make sure that the slide you want to delete is the one that you can see on the screen.
2. Click the **Delete Slide** button. The Delete Slide dialog box will be displayed.
3. Click the **OK** button to delete the slide or click the Cancel button to leave the slide in your presentation.



## Inserting a Movie

The Sounds and Movies features allow you to record sounds, insert movies and attach sounds to the slides in a presentation.

The Insert Movie feature allows you to attach a movie to a presentation.

### How to insert a movie into a presentation

1. Click the **Insert Movie** button.

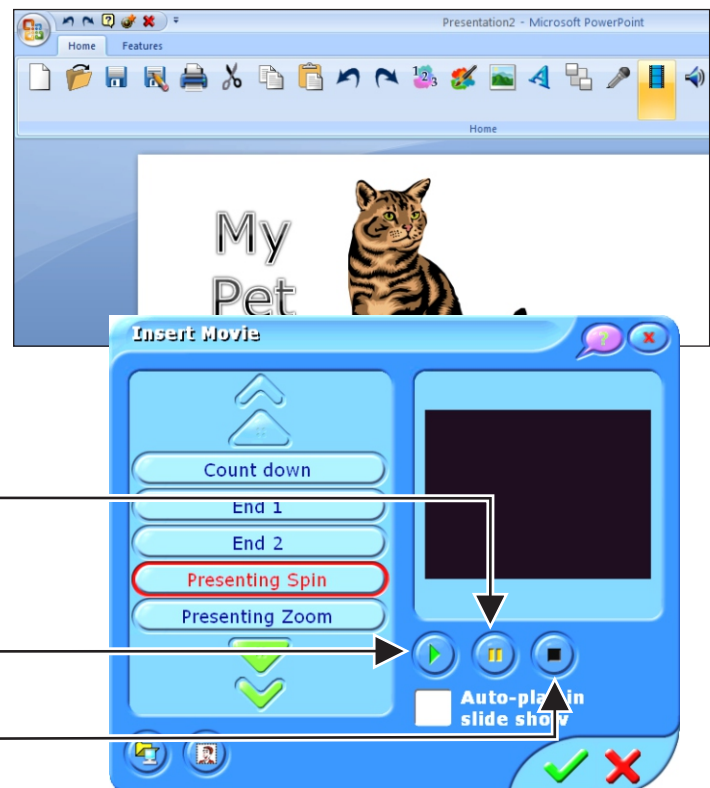
The Insert Movie dialog will be displayed.

2. Select a movie. You can then:

Use the **Pause** button to pause the movie.

Use the **Play** button to view the movie.

Use the **Stop** button to stop the movie.



3. When you have found the movie that you want to insert into your presentation, select the movie (it will appear with red border).

4. Click the **OK** button.

5. When Auto-Play in slide show is selected, the movie will play automatically during the presentation. Otherwise, click the movie image while the slide is playing in order to view the movie.



## Inserting a Slide

1. Click the **New Slide** button.

The Insert Slide dialog box will be displayed.

2. Select a slide (it will appear with red border).

3. Click the **OK** button.



## Printing Your Work

How to print a presentation

1. Click the **Print** button.

The Print dialog will be displayed.

2. Select a printer (it will appear with red border).
3. Click the **OK** button to print your presentation.



## Undoing and Redoing your Action

1. Click the **Undo** button from the Home tab to reverse the last action performed.

Undo will reverse a single or sequence of actions depending on the feature last used.

2. Click the **Redo** button from the Home tab to redo the last action performed.

Redo will redo a single or sequence of actions depending on the feature last used.

Undo and Redo are also available on the Quick Access Toolbar.

