

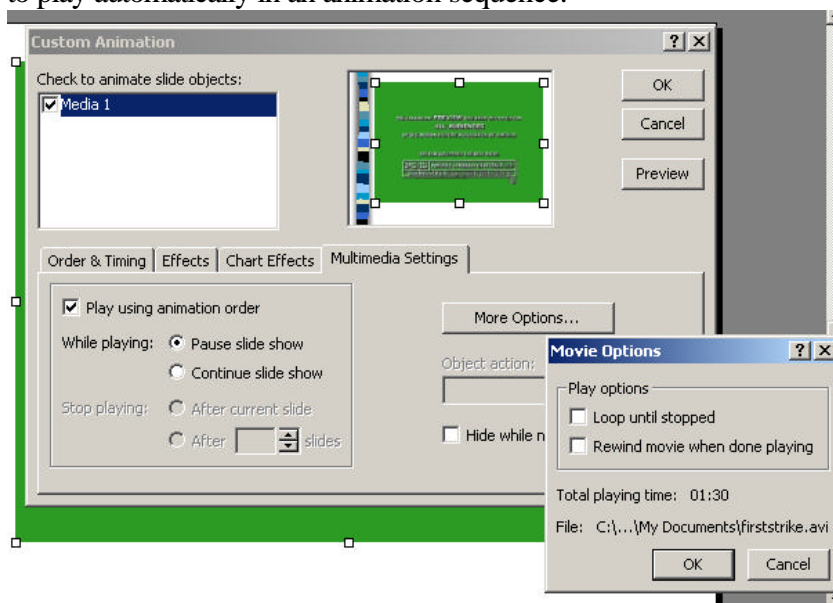


UNT Computing Center HelpDesk Support Services
Information Sciences Building – Room 119
UNT Box 305398 - Denton, TX 76203 940-565-2324
Open Monday-Friday 8am-8pm, Saturday 9am-2pm, Sunday 5pm-10pm

Creating a WOW Presentation in PowerPoint 2000

I. Using a Video Clip during your show

- a. Display the slide you want to add the video to
- b. On the **Insert** menu, point to **Movies and Sounds**
- c. To insert a video from the Clip Gallery, click **Movie from Gallery**, and then locate and insert the video you want.
- d. To insert a video from another location, click **Movie from File**, locate the folder that contains the video, and then double-click the video you want.
- e. A message is displayed. If you want the movie to play automatically when you move to the slide, click Yes; if you want the movie to play only when you click the movie during a slide show, click No.
- f. To preview the movie in normal view, double-click the movie.
- g. You insert a music, sound, or video clip on a slide where you want it to play during a slide show. You can choose either to have the sound or video start automatically when you move to the slide, or to have the sound or video start only when you click its icon during a slide show. To change how the clip starts or to add a hyperlink to the clip, click **Action Settings** on the **Slide Show** menu.
- h. You can also add animation effects and change play settings by clicking **Custom Animation** on the **Slide Show** menu. For example, you can set a sound or video to play automatically in an animation sequence.



- i. Sounds, music, and videos are inserted as Microsoft PowerPoint objects. If PowerPoint doesn't support a particular media type or feature, you might want to use Media Player to play the file. To play a sound or video as a Media Player object, click **Object** on the **Insert** menu, and then click **Media Clip**. This method uses the Media Player — installed with Microsoft Windows 95 — to run the sound or video. The Media Player plays multimedia files and controls such playback devices as compact disc and video disc players. For more information about the Media Player, see Media Player Help.
- j. You can resize a video — just as you can resize any other object in Microsoft PowerPoint — by dragging a sizing handle. To achieve the best results for viewing in a slide show, however, use this procedure.
 - i. Click the video you want to resize.
 - ii. On the **Format** menu, click **Picture**, and then click the **Size** tab.
 - iii. Select the **Best scale for slide show** check box, and then click **Reset**.
 - iv. Selecting the **Best scale for slide show** check box prevents videos from skipping when they're played.