

Open “Introduction to PowerPoint Multimedia” file.

Step #1 – Acquiring a Video File from the Internet

- Go the **Quick Launch** section of **Taskbar** and click on **Internet Explorer** button
- In the **Address box**, type in NASA Image Exchange web site address: **nix.nasa.gov**
 - In the web site’s first **search box**, type in “**shuttle**”
 - In the **media type box**, select “**movie or video**”
 - Click on the **Search** button
- Click on the **link to the 01.01.95 Shuttle Launch**
- **Right-click** on the **shuttle launch image**
- From the quick menu, select “**Save Target as**”
 - If selected correctly, file name should be “**launch.mpeg**” and file type “**movie clip**”
- In the **Save As dialog box**, use the **Look In List** arrow to select **My Name** folder
- Click once on the **Save** button

Step #2 – Add a New Slide to an Existing Presentation

- Click on **Slide 3** on left side of screen
- Go the **Formatting Toolbar** and click on **New Slide** button
- In the **Slide Layout dialog box**, click on the **Title Only Slide** layout
- Add the following title text to the slide: “**Space Shuttle Launch**”

Step #3 – Insert Video File using Action Button

- Go to the **Slide Show** menu and select **Action buttons**
- From the **Action buttons submenu**, click on the **Action Button: Movie** icon
- Use the **Mouse Pointer** (cross hairs) to **draw a box about 2” x 2” in middle of slide**
- When you release the left mouse button, the **Action Settings dialog box** will appear
- In dialog box, click in **Run Program** box to select it and then click **Browse** button
- In the **Select Program** window navigate to **H:\My Documents** folder
- In folder, change **File Type** to **All Files** and left click on **launch.mpeg** file to select it
- Click on the **Okay** button to return to slide

Step #4 – Modify the Appearance of the Action Button

- Right click on **Action Button graphic** to access quick menu
- From quick menu, select **Format AutoShape**

- In the **Format AutoShape dialog box**, click on the **Colors and Lines tab**
- In **Colors and Lines section** of box, use down arrow to change **Fill Color** to **No Fill**
- Click on the **Okay button** to return to slide

Step #5 – Add a New Slide to an Existing Presentation

- Go the **Formatting Toolbar** and click on **New Slide button**
- In the **Slide Layout dialog box**, click on the **Title Only Slide** layout
- Add the following title text to the slide: **“Space Shuttle Launch – Part 2”**

Step #6 – Insert Video File into Slide Directly

- Go to the **Insert menu** and select **Movies and Sounds → Movies from Files**
- In the **Insert Movie dialog box**, use the **Look In List arrow** to select the **H: Drive**
- In the **My Name folder**, double-click on the **“launch.mpeg”** file to insert it
- In the dialog box, select **Automatically** to ensure that the video will start when the slide is activated.

Note: If you'd like to increase the size of the video display, click once on the image and use the pointer and white corner handles of the image to increase its size.

Step #7 – Save Changes and View Presentation

- Go the **Standard Toolbar** and click once on the **Save** button
- **On left side of window, click on Slide 4**
- Go to **View Toolbar** in lower left-hand corner of screen
- Click once on **Slide Show button** on toolbar
- **Click with left mouse button once in the center of the slide to activate video clip**
- Click on the **Close utility button** to close **Windows Media Player window**
- Press the **down arrow key** to move to the fourth slide

Note: The problem with the fourth slide is due to ActiveX controls being turned off on a computer that is running Microsoft Windows XP Service Pack 2

- Press the **Esc key** to return to the **Normal (Slide) view**

Exercise #2– Creating CD Copies and Web Versions of Presentations

Step #1 – Create Copy of Presentations for Use on Computers without PowerPoint

- Go to **File menu** and select **Package for CD***

*In older versions, feature is referred to as “Pack and Go”

- Click on the **Close button** to exit dialog box

Step #2 – Convert Presentation into Web Page

- Go to **File menu** and select **Save As Web Page**, click on the **Cancel button** to exit
- Go to **File menu** and select **Web Page Preview**
- In **Internet Explorer window**, view the presentation:
 - Using the **menu on left side of window**
 - Using the “**Slide __ of __**” **arrows at bottom on window**
 - By clicking on **Slide Show button** in lower right-hand corner of window
 - Left click with **Mouse Pointer** to advance slides, press **Escape key** to exit
- In the **Internet Explore window**, click on the **Close** utility button to exit program

Step #3 – Exit Microsoft PowerPoint

- Go to **File menu** and select **Exit**
- When prompted to save changes to presentation, click on **Yes** button