



## Videos and Multimedia

### Advanced PowerPoint Objectives

In this lesson, you will learn how to:

1. Use the Video Play Ribbon to adjust the playback options.
2. Trim a video and edit the Fade in and out.
3. Apply a Style to a video or audio content.
4. Use the Video Format Ribbon to size and arrange the multimedia content.



Volume

Start: On Click  Loop until Stopped

Play Full Screen  Rewind after Playing

Hide While Not Playing

Video Options





## Lesson 5 : Videos and Multimedia



### 1. Readings

Read Lesson 5 in the Advanced PowerPoint guide, page 147-178.

### Project

An animated presentation that includes embedded videos.

### Downloads

[The Pere Marquette COMPLETE.pptx](#)  
[ToyTrain1.gif](#), [ToyTrain2.gif](#), [Train1.gif](#),  
[Train2.gif](#), [Train3.gif](#), [Train4.gif](#),  
[Train5.gif](#)  
[Polar Express Owosso, MI.mp4](#)  
[Using Swiffer.wmv](#)

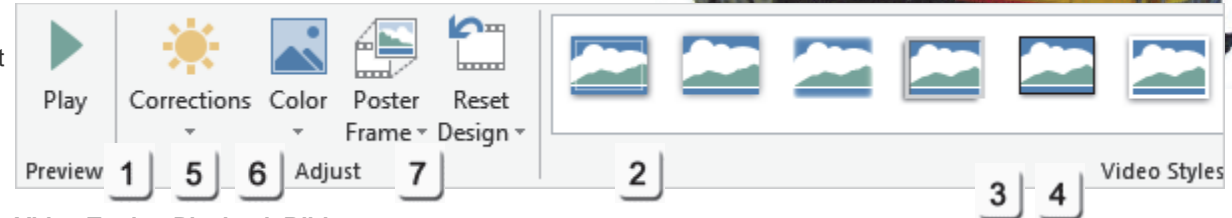
### 2. Practice

Complete the Practice Activity on page 179.

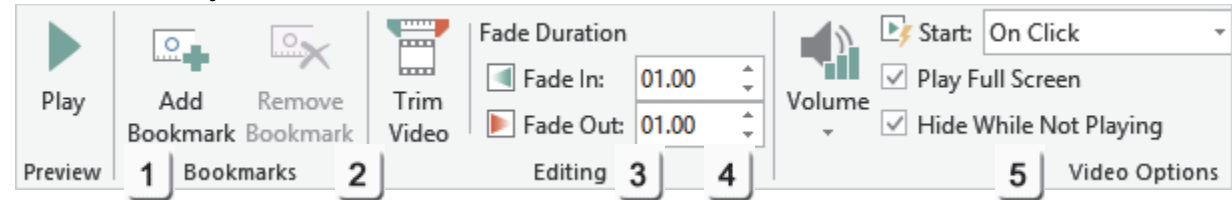
### 3. Assessment

Review the Test questions on page 180.

#### Video Tools->Format Ribbon



#### Video Tools->Playback Ribbon



### Menu Maps

From the **Insert Ribbon**

1. [Insert->Media->Video->Video from my PC](#), page 157
2. [Insert->Links->Hyperlink](#), page 176

From the **Video Tools-> Format Ribbon**

1. [Format ->Preview ->Play](#), page 159
2. [Format ->Video Styles](#), page 160
3. [Format ->Size](#), page 161
4. [Format ->Arrange](#), page 162
5. [Format ->Adjust ->Corrections](#), page 163
6. [Format->Adjust->Color](#), page 164
7. [Format->Adjust->Reset Design](#), page 165

### More Menu Maps

From the **Video Tools->Playback Ribbon**

1. [Playback-> Bookmarks](#), page 167
2. [Playback->Trim Video](#), page 168
3. [Playback-> Editing](#), page 169
4. [Video Tools ->Playback->Volume](#), page 170
5. [Playback-> Video Options](#), page 171

From the **Animations Ribbon**

1. [Advanced Animation-> Timing](#), page 172
2. [Advanced Animation->Trigger](#), page 173

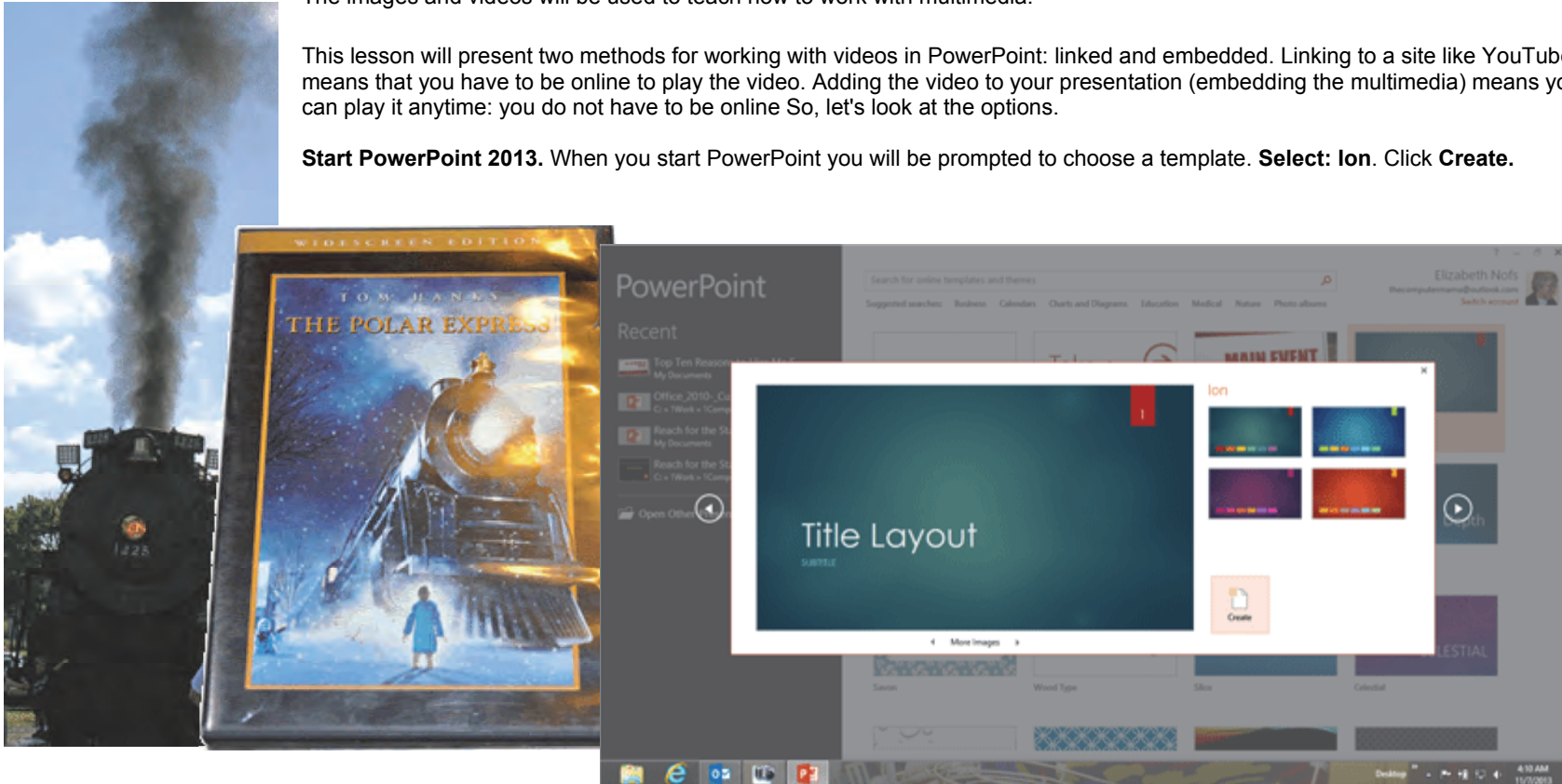


## Working with Multimedia

One of the best Christmas videos is the Polar Express, with Tom Hanks as the voice of the conductor. It is the story of children who travel to the North Pole in a special steam engine: No. 1225, the Pere Marquette. No. 1225 is the only steam engine named after a priest and it served for many years in Michigan. Our PowerPoint presentation will use the Pere Marquette as our theme. The images and videos will be used to teach how to work with multimedia.

This lesson will present two methods for working with videos in PowerPoint: linked and embedded. Linking to a site like YouTube means that you have to be online to play the video. Adding the video to your presentation (embedding the multimedia) means you can play it anytime: you do not have to be online So, let's look at the options.

**Start PowerPoint 2013.** When you start PowerPoint you will be prompted to choose a template. **Select: Ion.** Click **Create.**





## Before You Begin

This lesson introduces the **Video Tools**. There are two Video Ribbons: **Format** and **Playback**. We'll begin by adding titles, pictures and then...videos!

### 1. Try it: Add Slides to the Presentation

A new presentation should be open.  
Go to **Home ->Slides->New Slide**.  
Please add 4 new slides for a total of 5.

### And Try This: Change the Background

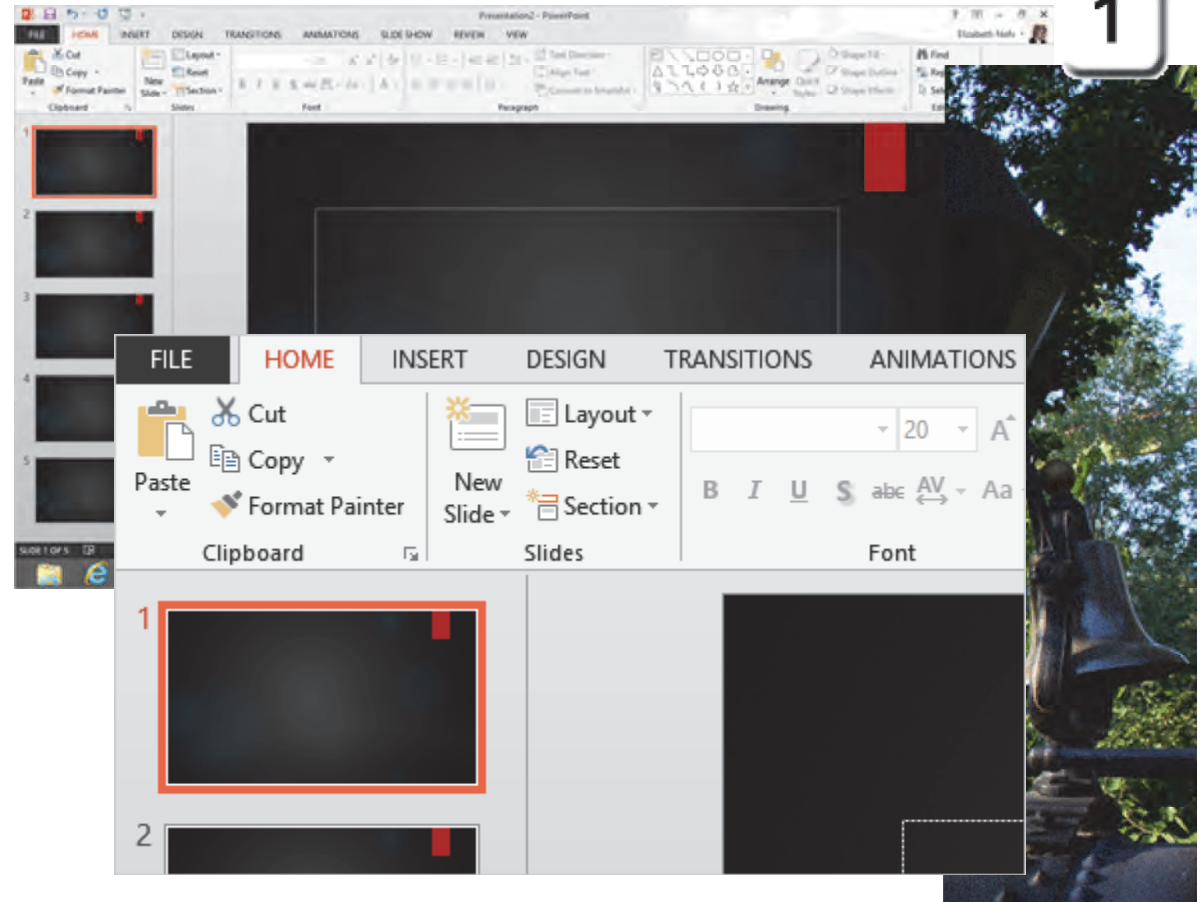
Go to **Design->Variants->More**.  
Go to **Background Styles: Style 12 (black)**.

Keep going...

**Memo to Self:** You can add your own pictures and videos if you wish. You do not have to **MATCH** the multimedia shown on these pages.

It is more important that you start with something and try the options.

Home ->Slides->New Slide



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides: Add Slides



## Enter the Titles

### 2. Try This: Change the View

Go to **View->Presentation Views->Outline.**

### And Do This: Add Text to the Titles

Slide 1: The Pere Marquette

Slide 2: Engine, Engine No 9

Slide 3: Going Down Chicago Line

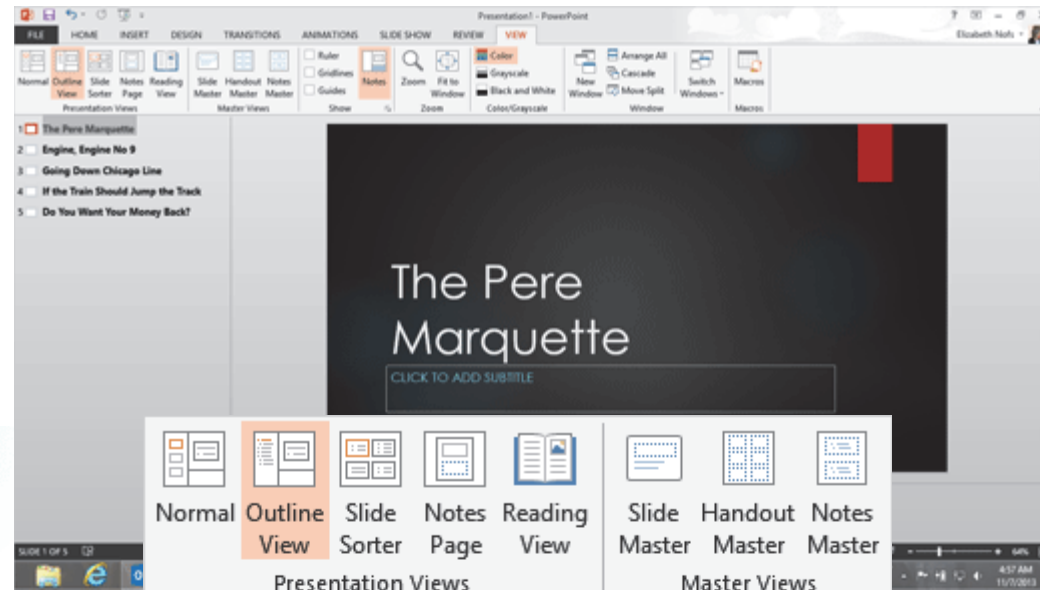
Slide 4: If the Train Should Jump the Track

Slide 5: Do You Want Your Money Back?

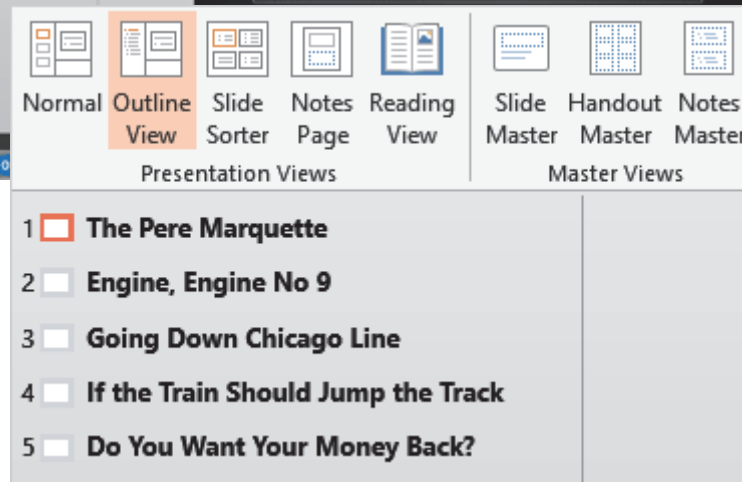
Keep going...



## View ->Presentation Views-Outline



2



Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.1 Insert and Format Text: Enter Text



### Add the Pictures

Please add a picture to every slide. You can use the sample files for this presentation if you wish. You are also welcome to use your own pictures.

#### 3. Try it: Add pictures

Select Slide 1.

Go to **Insert ->Images->Picture**.

**Browse** to your Documents folder.

Select a picture: Train1.gif

Please add a picture to each slide.

Slide 2, insert: Train2.gif

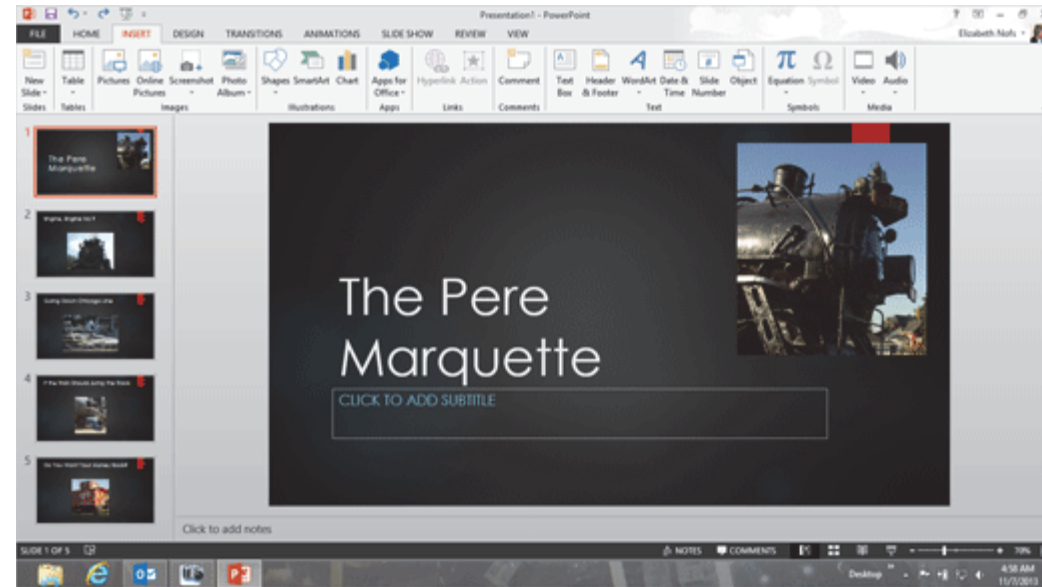
Slide 3, insert: Train3.gif

Slide 4, insert: Train4.gif

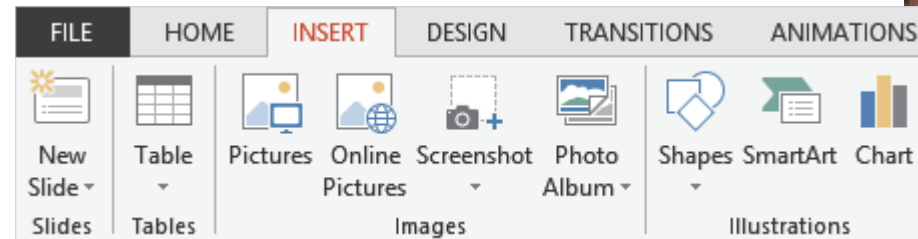
Slide 5, insert: Train5.gif

Please keep going...

Insert ->Images ->Picture



3



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.5 Insert and Format Images: Pictures



## Add Another Picture

Now, add something to the slide to keep their attention for a few seconds.

### 4. Try it: Insert Another Picture

Select Slide 2.

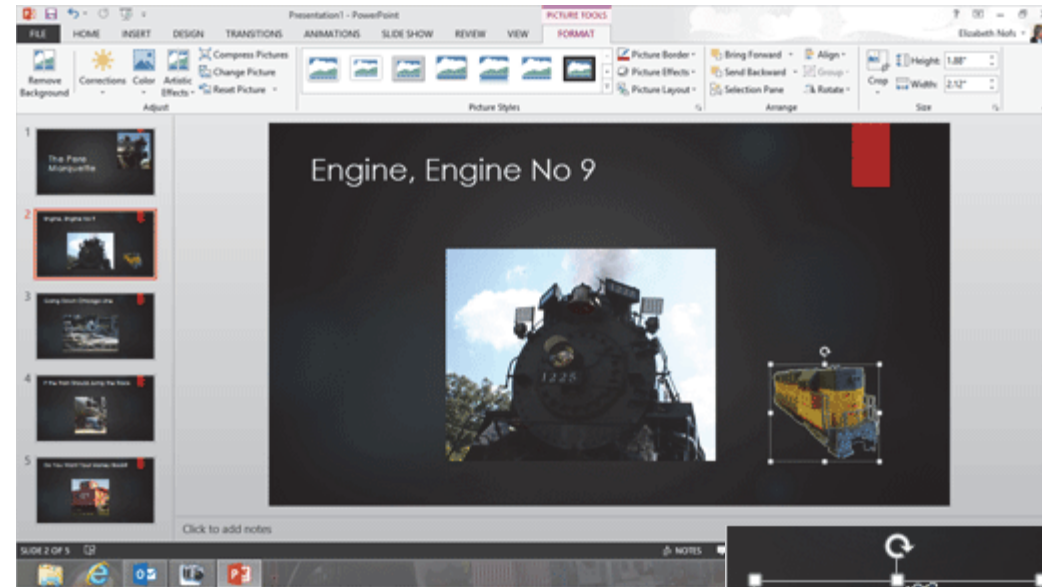
Go to **Insert ->Images->Picture**.

Browse to your Documents folder.

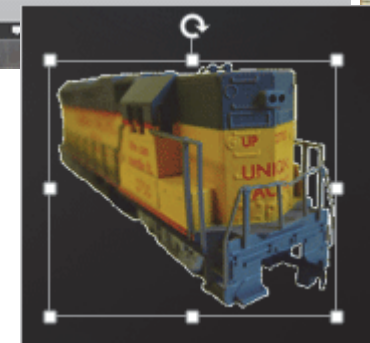
Select a picture: **ToyTrain1.gif**.

Place the toy train in the bottom right corner. Please keep going...

Insert ->Images ->Picture



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Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.5 Insert and Format Images: Pictures



## Animate a Picture

### 5. Try This: Animate the Picture

ToyTrain1.gif on Slide 2 is selected.  
Go to **Animations ->Animation->Fly In**.

### And Try This: Modify the Animation

ToyTrain1.gif on Slide 2 is still selected.  
Go to **Animations ->Animation**.  
Go to **Effect Options->From Top Left**.

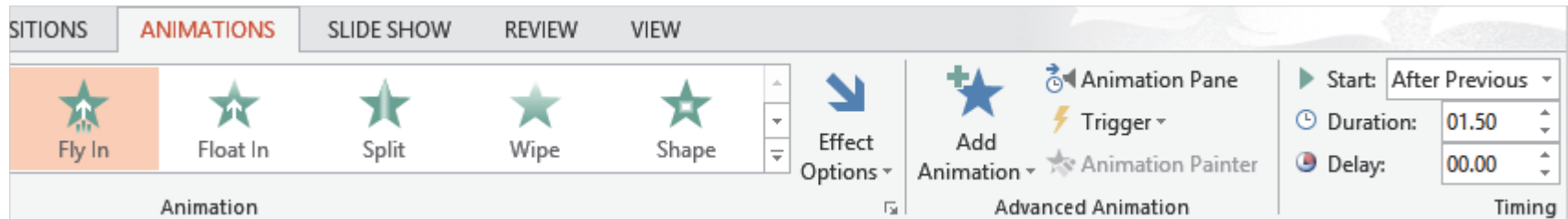
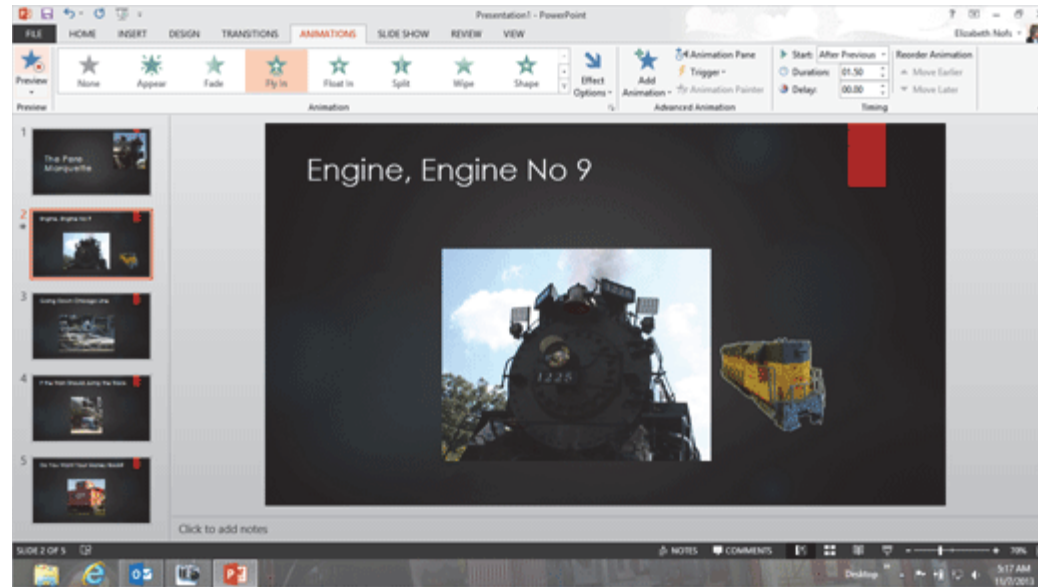
### Go to Animations->Timing.

Edit the **Start**: After Previous.  
Edit the **Duration**: 01.50

Way cool. Keep going...!

## Animations ->Animation->Fly In

5



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content : Apply Animations to Shapes (Pictures)





## Add the Transitions

### 6. Try it: Add a Slide Transition

Go to **View->Presentation Views**.

Click on **Slide Sorter**.

Select all of the slides: Slide 1-5.

Go to the **Transitions Ribbon**.

Go to **Transition to this Slide->Fade**.

**What Do You See?** Each slide has a little star indicating that it has a Transition.

### Do This: Save Your Presentation

Go to **File->Save**.

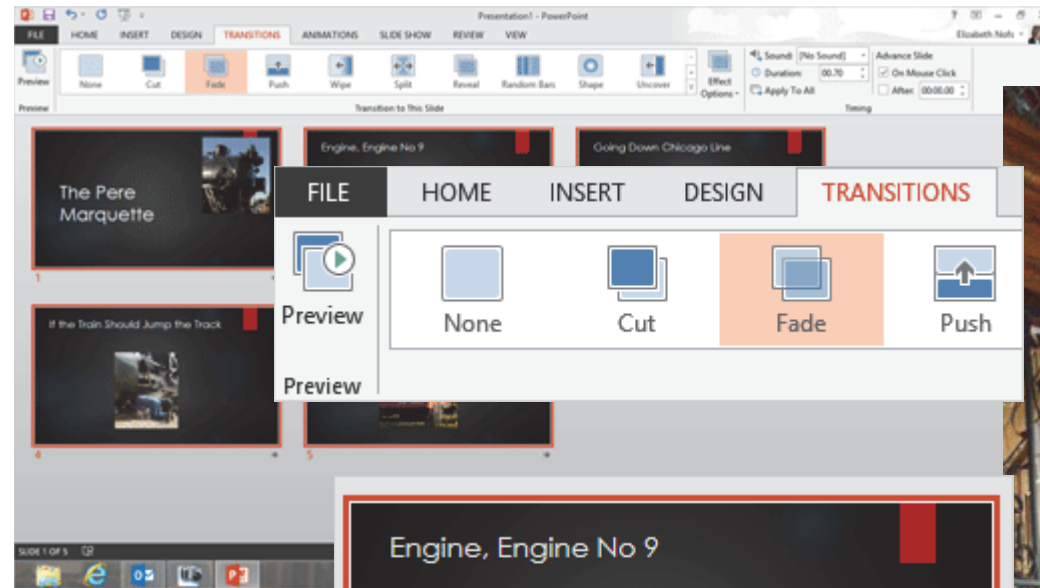
**Browse** to your Documents folder.

Enter a **File Name**: The Pere Marquette.

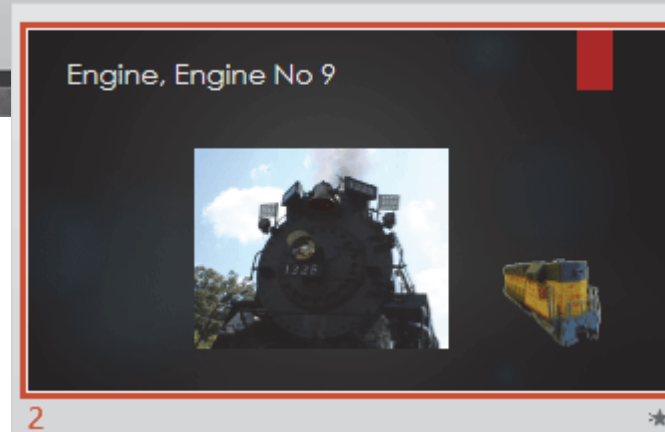
**Save. Save. Save.**

Please return to the **Normal View** and keep going...

## Transitions ->Transition to This Slide->Fade



6



Exam 77-422: Microsoft PowerPoint 2013

4.0 Apply Transitions and Animations

4.1 Apply Transitioning Between Slides: Insert Transitions Between Slides



## Linked or Embedded Videos

This lesson looks at two methods for adding a video to a PowerPoint presentation: Insert from a file on your computer or link an Internet Website, such as YouTube.

When you insert a video from a file on your computer, this will create an **embedded video**. It will be included in the PowerPoint presentation. If the video is large, the size of the PowerPoint presentation will be large as well.

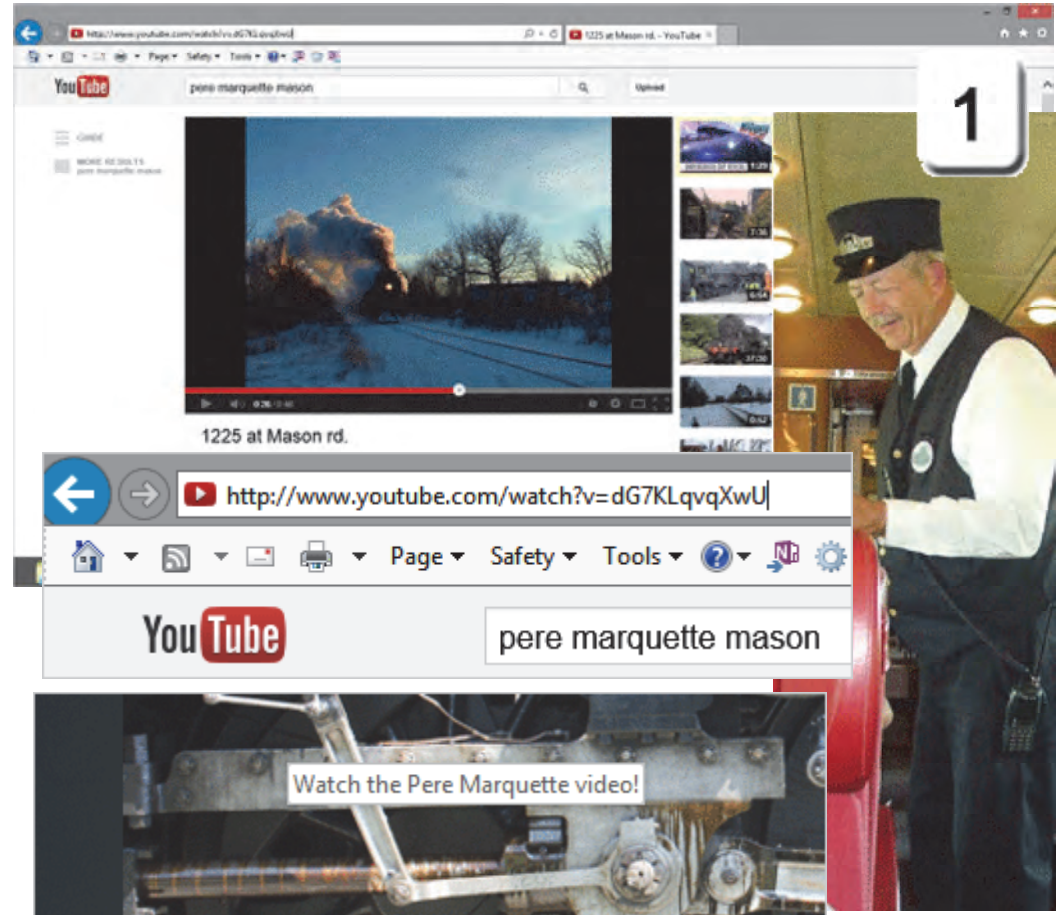
When you add a hyperlink to a video that is on a website the video will not be added to your slide, just the **link** to it. So the size of the presentation will not increase. However, the link only works if there is an online connection.

### 1. Before You Begin: Download a Video

Download a video to your Documents folder:

[Polar Express Owosso, MI.mp4](#)

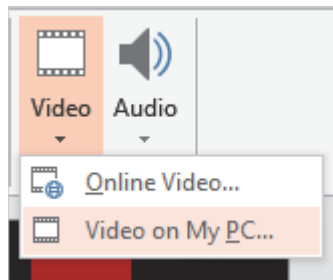
Keep going...





## Insert a Video

2. Try it: Insert a Video from Your Computer  
Select Slide 4.  
Go to **Insert ->Media->Video**.  
Click **Video on My PC...**

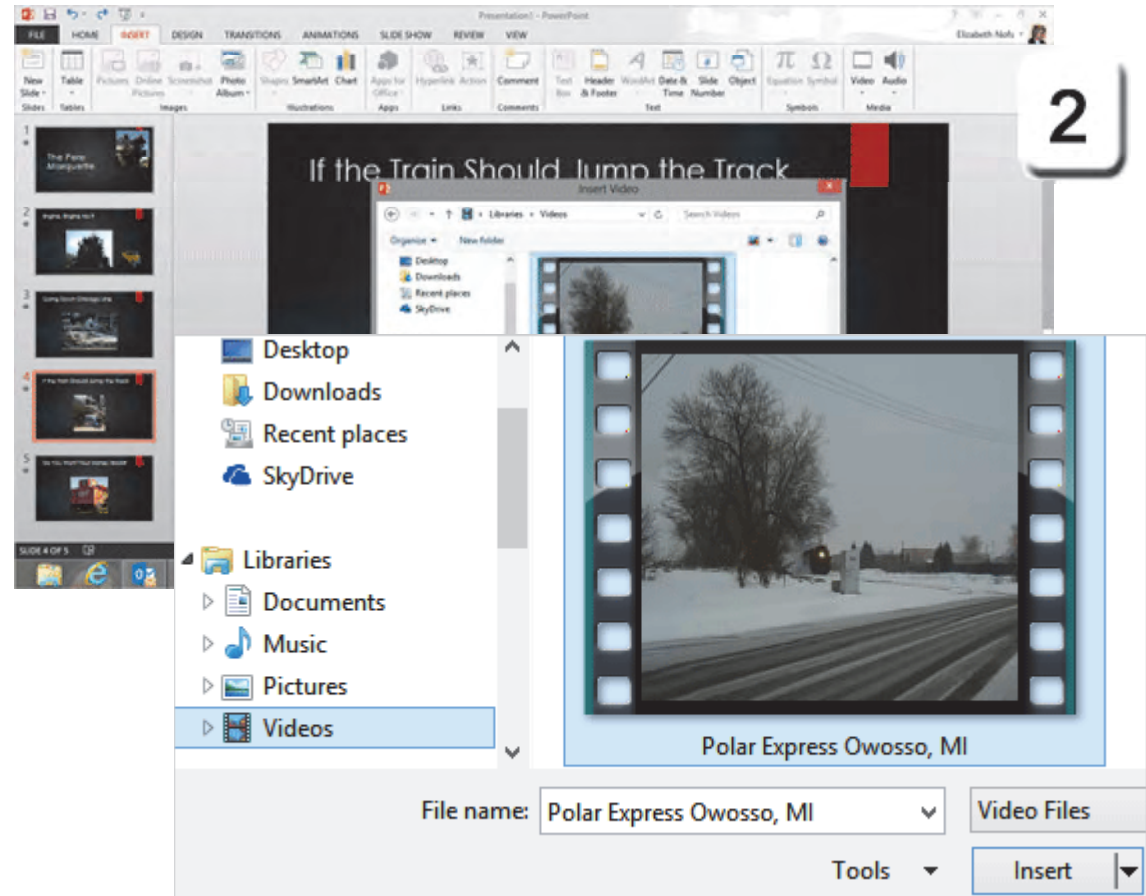


You will be prompted to browse to your Documents folder and select a video:  
[Polar Express Owosso, MI.mp4](#)

Click **Insert**. Keep going...

**Memo to Self:** The example shown in this lesson is: [Polar Express Owosso, MI.mp4](#). You may need the QuickTime player to play this video. You can use a different video if you wish.

Insert ->Media->Video-> Video on my PC...



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Video on My PC



## Video Tools: Format

Hello, Video! The video should be displayed in a black frame on Slide 4.

There are two Video Ribbons available: Format and Playback.

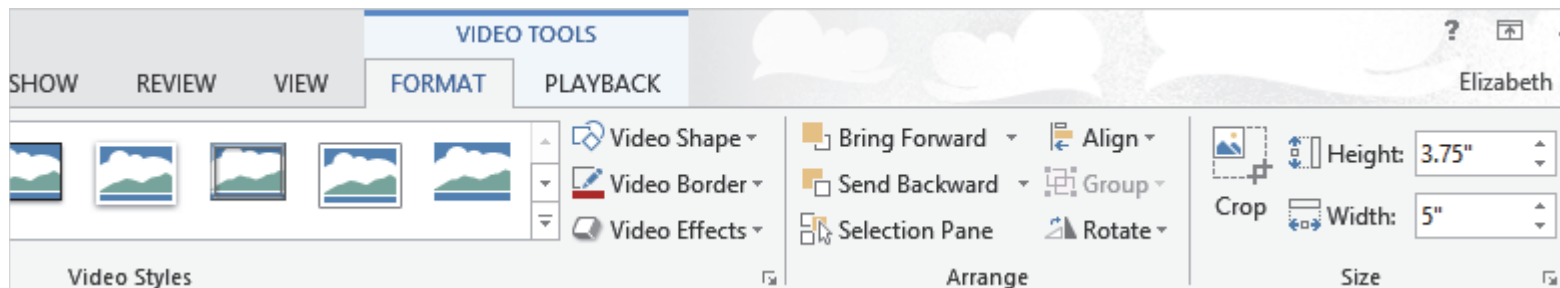
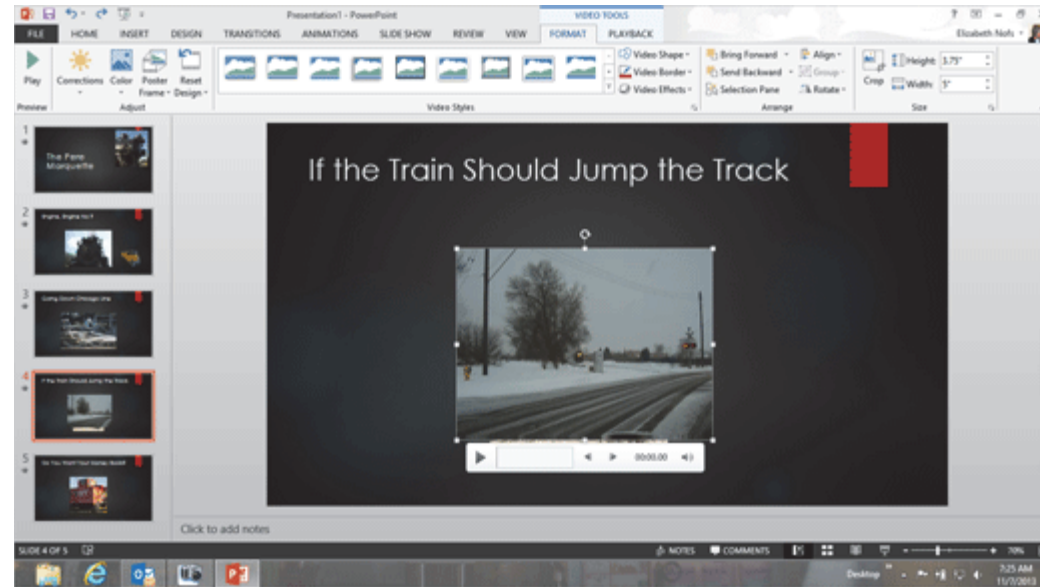
### 3. Try it: Review the Video Tools

The Format options include:

- Preview
- Adjust
- Video Styles
- Arrange
- Size

Keep going...

## Video Tools: Format



Exam 77-422: Microsoft PowerPoint 2013  
 3.0 Create Slide Content  
 3.6 Insert and Format Media: Video Tools (Format)



## Video Format: Play

You probably already did it, but here are the steps to Preview the video.

### 4. Try it: Preview the Video

Go to **Video Tools ->Format ->Preview**.

Go to **Preview ->Play**.

**What Do You See?** The video will play in the little **Media Player**. The Media Player has simple buttons to Start/Pause, Previous/Next and adjust the Volume. The time is shown.

Again!

Video Tools ->Format ->Preview ->Play

The screenshot displays the Microsoft PowerPoint 2013 interface. The 'VIDEO TOOLS' ribbon is active, showing the 'FORMAT' tab. The ribbon contains the following groups: 'Play' (with a play button), 'Adjust' (with 'Corrections', 'Color', 'Poster', 'Frame', and 'Design' buttons), and 'Reset' (with a reset button). Below the ribbon, a video player is embedded in a slide titled 'If the Train Should Jump the Track'. The video player shows a train crossing with a large plume of smoke. The video player controls include a play button, a progress bar, a volume icon, and a time display of 00:20:59. A large number '4' is overlaid on the right side of the slide.

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Video Tools (Play)



## Video Format: Styles

The video was placed in a Shape, so the formatting tools are the same ones we have seen before. You can edit the Video Shape, Border and Effects. You can also apply a Video Style that formats all of these options.

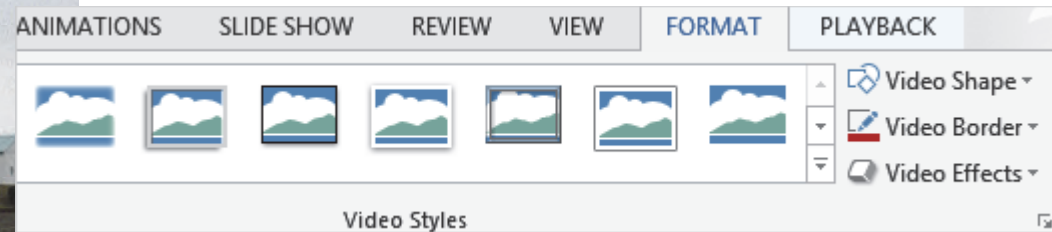
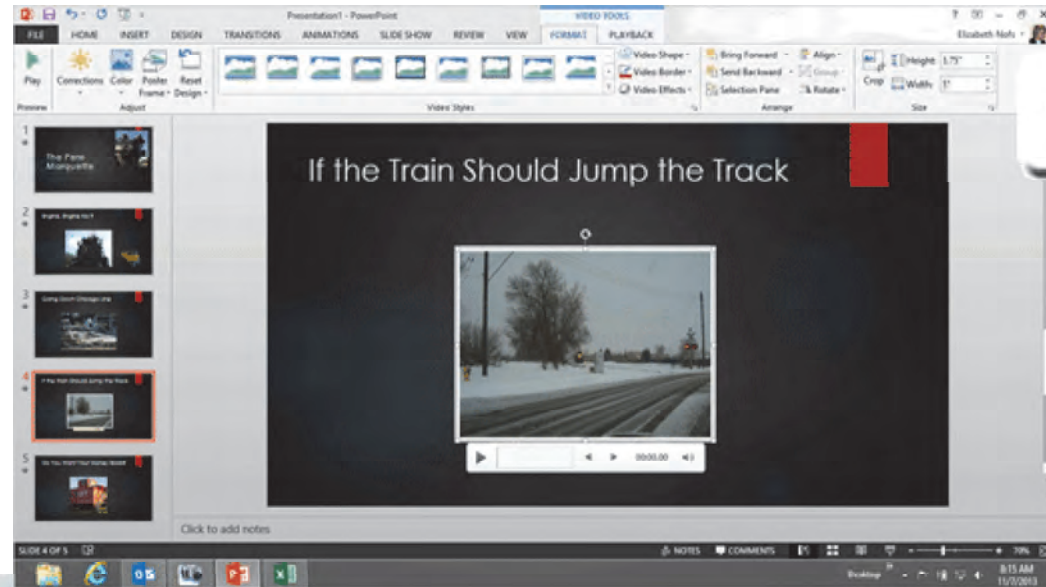
### 1. Try it: Apply a Style to a Video

The video on Slide 4 is still selected. Go to **Video Tools->Format->Video Styles**. Select a **Style**: Simple Frame, White.

**What Do You See?** The border around the Video has been formatted white.

Keep going...

## Video Tools ->Format ->Video Styles



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Format Video Style

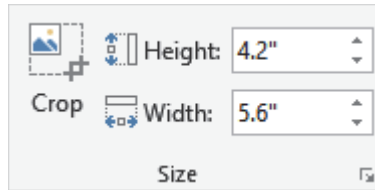


## Video Format: Size

Say you wanted to make the Video bigger so that it fills up more of the slide. Here are the steps to change the **Size**.

### 2. Try it: Format the Video Size

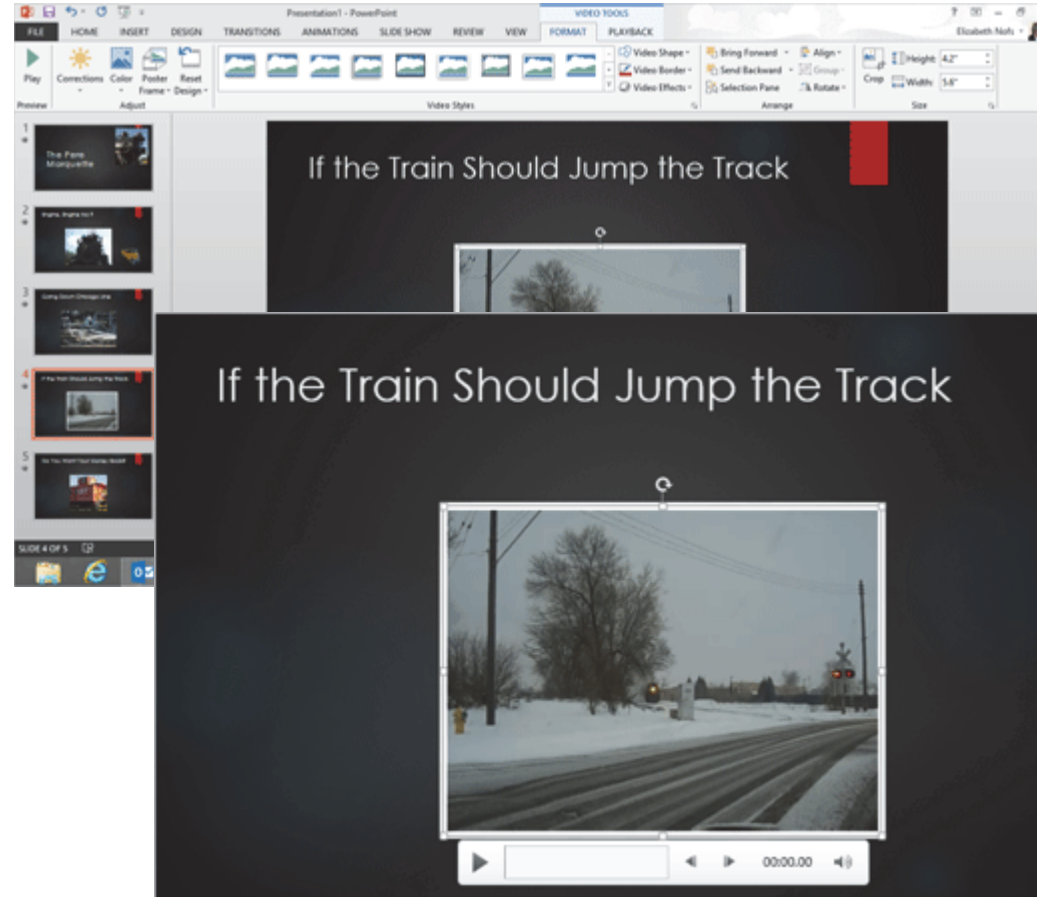
The Video on Slide 4 is still selected. Go to **Video Tools ->Format ->Size**. Edit the **Width: 4.2"**



When you click **ENTER** on the keyboard, the height will resize to match the same proportions.

Keep going...

### Video Tools ->Format ->Size



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Format Video Size



## Video Format: Arrange

When we inserted the Video, by default it was placed in the center of Slide 4. You can **Align** the Video if you wish: left, right, middle, top, bottom and center.

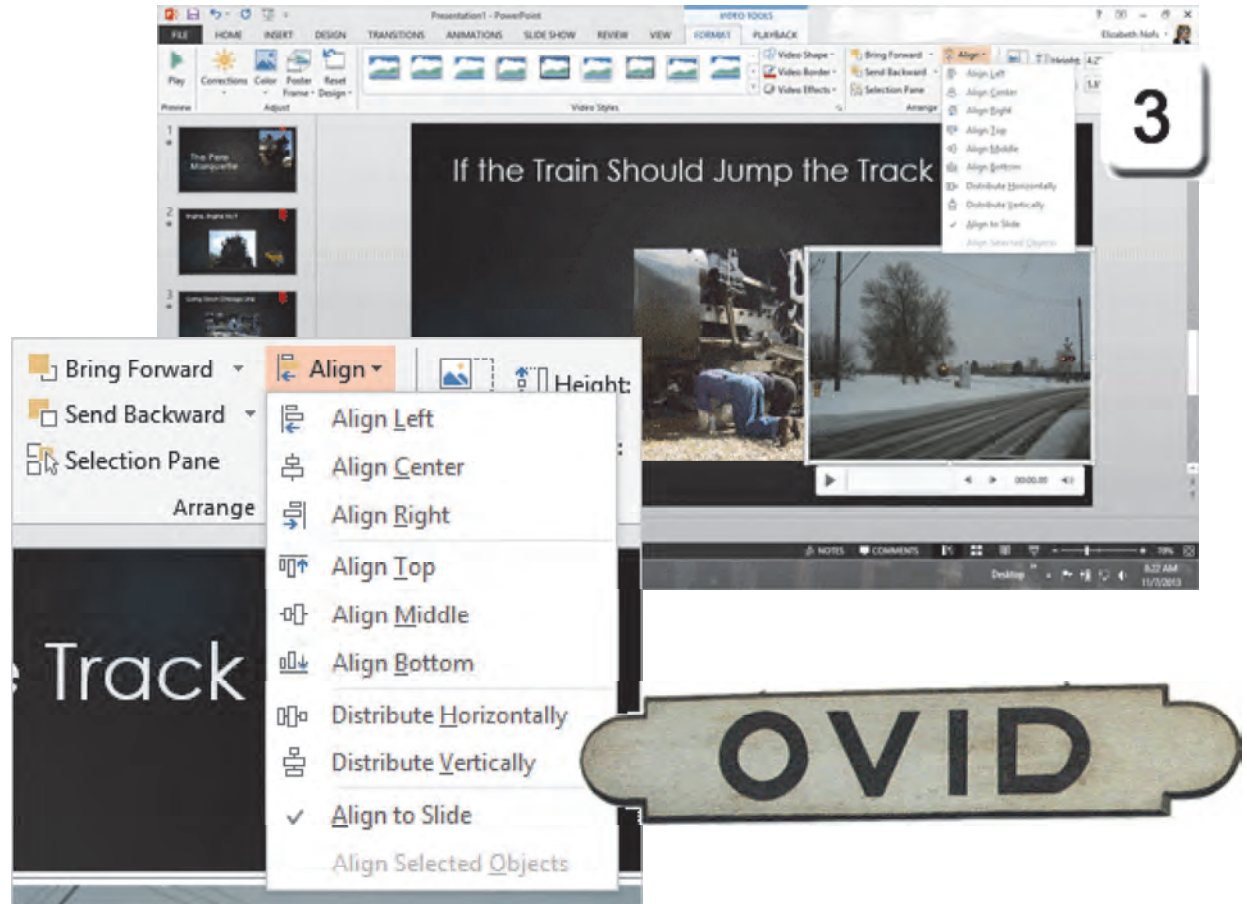
**3. Try it: Arrange the Video**  
Go to **Video Tools ->Format**.  
Go to **Arrange->Align Right**.

**What Do You See?** The Video has been placed on the right.

Please place the video in the center, again, and keep going...

**Memo to Self:** You can go to **View Gridlines** if you would like to arrange the objects to the **Grid**.

Video Tools ->Format ->Arrange->Align Right



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Format Video Alignment





## Video Format: Corrections

You can make **Format** a video inserted from a file just as you would a picture you inserted. For example, you can make **Corrections** to the **Brightness** and **Contrast**.

### 4. Try it: Adjust the Contrast

The Video on Slide 4 is selected.

Go to **Video Tools ->Format**.

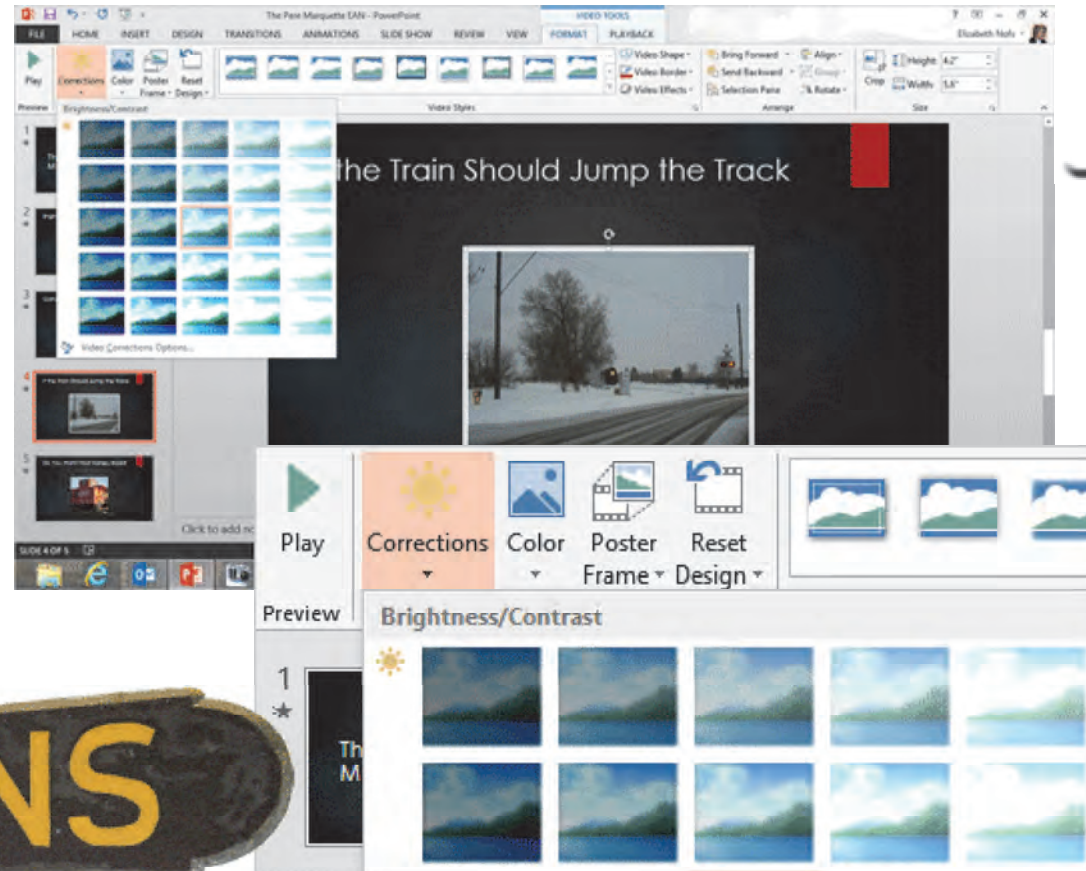
Go to **Adjust ->Corrections**.

Select: **Brightness 0, Contrast +20%**

**What Do You See?** Increasing the Contrast made the snow whiter and the red signal lights more noticeable.

Keep going...

Video Tools ->Format ->Adjust ->Corrections



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Format Video (Corrections)



## Video Format: Color

Say you wanted to make the video look like an old fashion movie. You can apply a Color filter.

### 5. Try it: Adjust the Color

The Video on Slide 4 is selected.

Go to **Video Tools ->Format**.

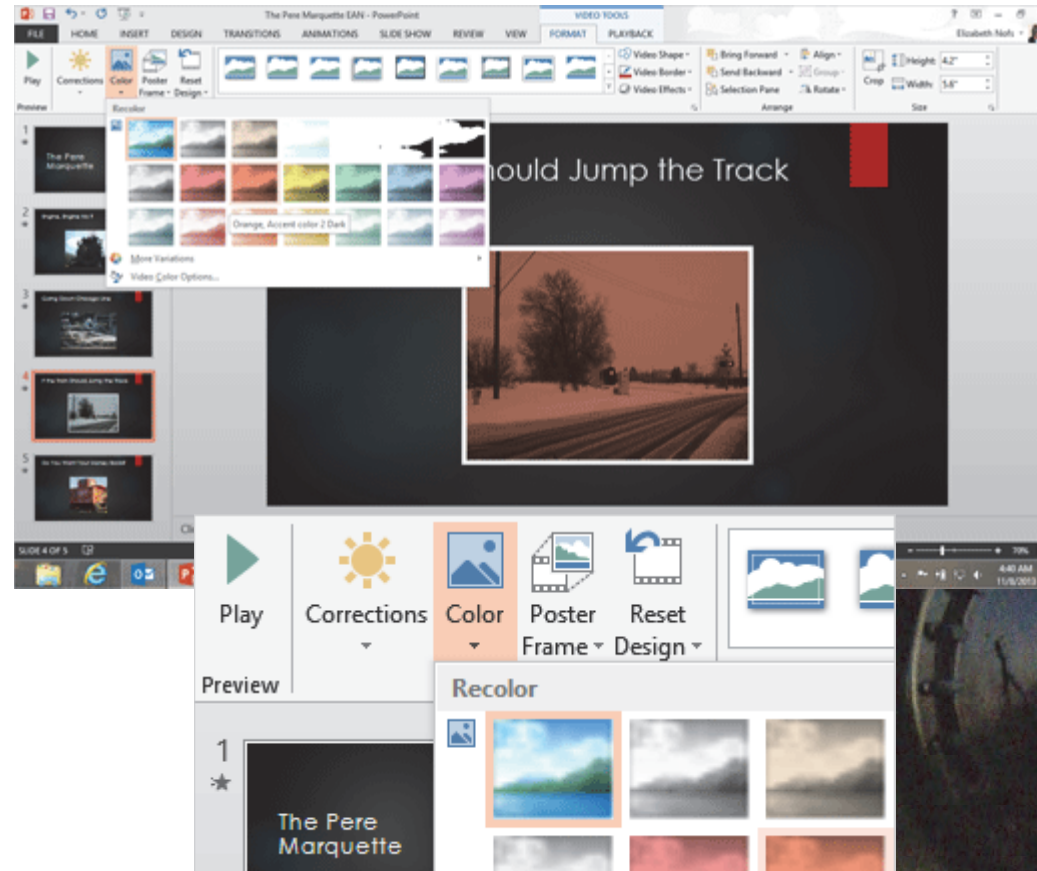
Go to **Adjust ->Color**.

Select: Orange

**What Do You See?** The video has been colored.

Keep going...

Video Tools ->Format ->Adjust ->Color



5

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Adjust Video (Color)



## Format: Reset Design

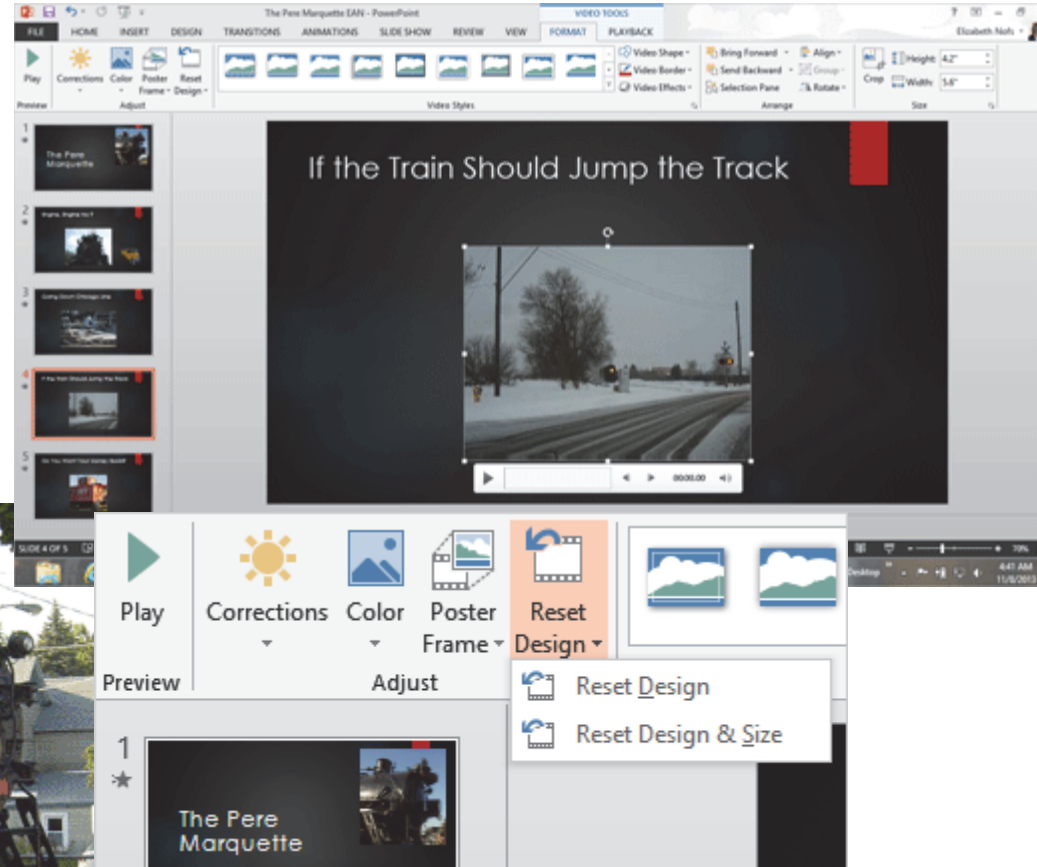
Maybe the formatting didn't turn out as good as you were hoping. You can return to the original video with **Reset Design**.

### 6. Try it: Reset Design

The Video on Slide 4 is still selected. Go to **Video Tools ->Format ->Adjust**. Go to **Reset Design->Reset Design**.

**What Do You See?** The Video will be back to the original contrast and color.

Video Tools ->Format ->Adjust ->Reset Design



6



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Adjust Video (Reset Design)



## Video Tools: Playback

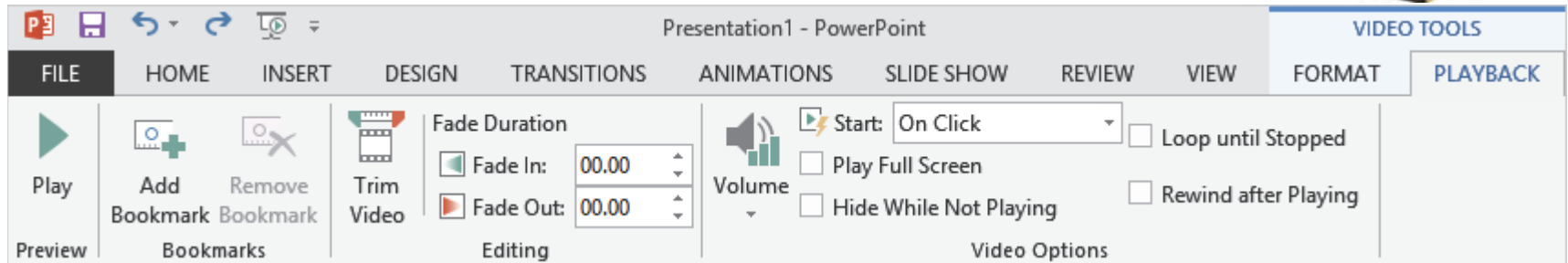
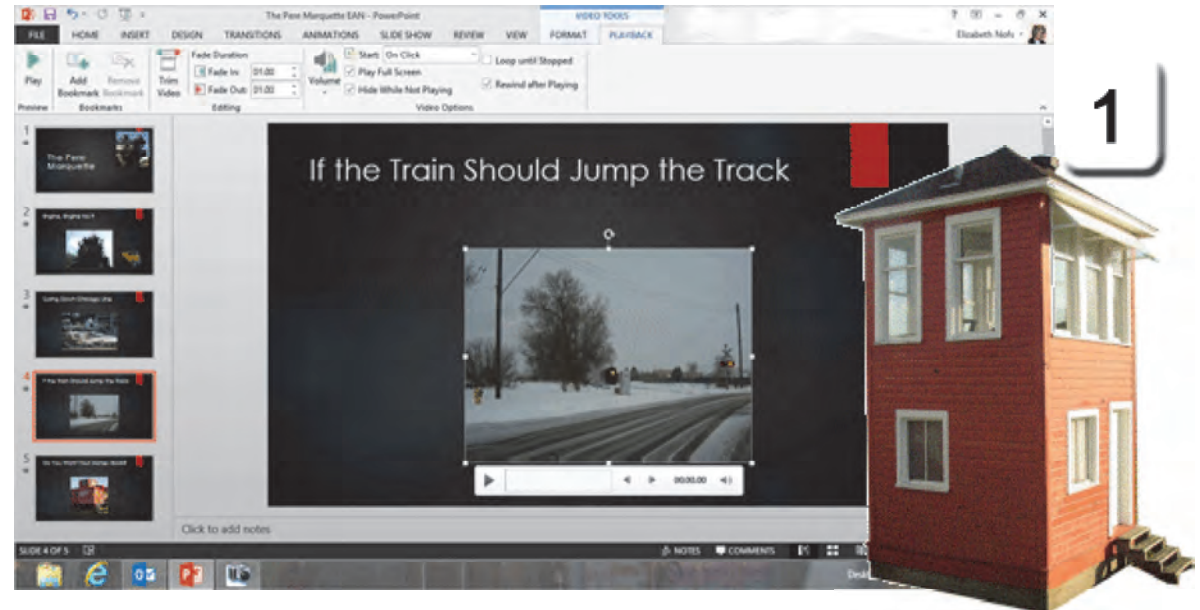
The **Playback** Ribbon lets you program your video presentation. The options are simple, but effective.

**1. Try it: Review the Playback Ribbon**  
The Video on Slide 4 is still selected.  
Go to **Video Tools ->Playback**.

**What Do You See?** The Groups include:  
Preview  
Bookmarks  
Editing  
Video Options

Keep going...

### Video Tools ->Playback



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Video Playback Tools



## Video Tools ->Playback-> Bookmarks

### Playback: Bookmarks

A **Bookmark** lets you quickly select a place in the video. You can have several Bookmarks if you wish.

#### 2. Try it: Add a Bookmark

Play the video.  
Pause it at 00:05.03 seconds or so.  
Go to **Video Tools ->Playback.**  
Go to **Bookmarks-> Add Bookmark**

**What Do You See?** The Bookmark appears as a dot on the timeline.

**What Else Do You See?** When you select a Bookmark, you cannot move it, but you can remove it if you wish.

#### Try This, Too: Remove a Bookmark

Select a Bookmark on the timeline.  
Go to **Video Tools ->Playback.**  
Go to **Bookmarks->Remove Bookmark.**

Keep going...

The screenshot shows a video player interface. The main video area is split into two panels: the left panel shows a snowy street with a railroad crossing, and the right panel shows a close-up of a train engine. A yellow dot on the video timeline indicates a bookmark. A white box with the number '2' is overlaid on the top right of the video frame. Below the video player is a control bar with play, pause, and volume icons, and a time display showing 00:05.03. At the bottom of the screenshot is a ribbon menu with the following options: Preview (Play icon), Bookmarks (Add Bookmark icon with a plus sign and Remove Bookmark icon with a minus sign), Trim Video (Trim icon), and Editing (Fade In and Fade Out icons with duration fields set to 00.00).

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Add Bookmarks



## Playback: Trim Video

Say you wanted to begin the video when the camera is steady. You can edit the Playback with the **Trim** function. Trim doesn't delete any of the video. It simply sets the start and stop times.

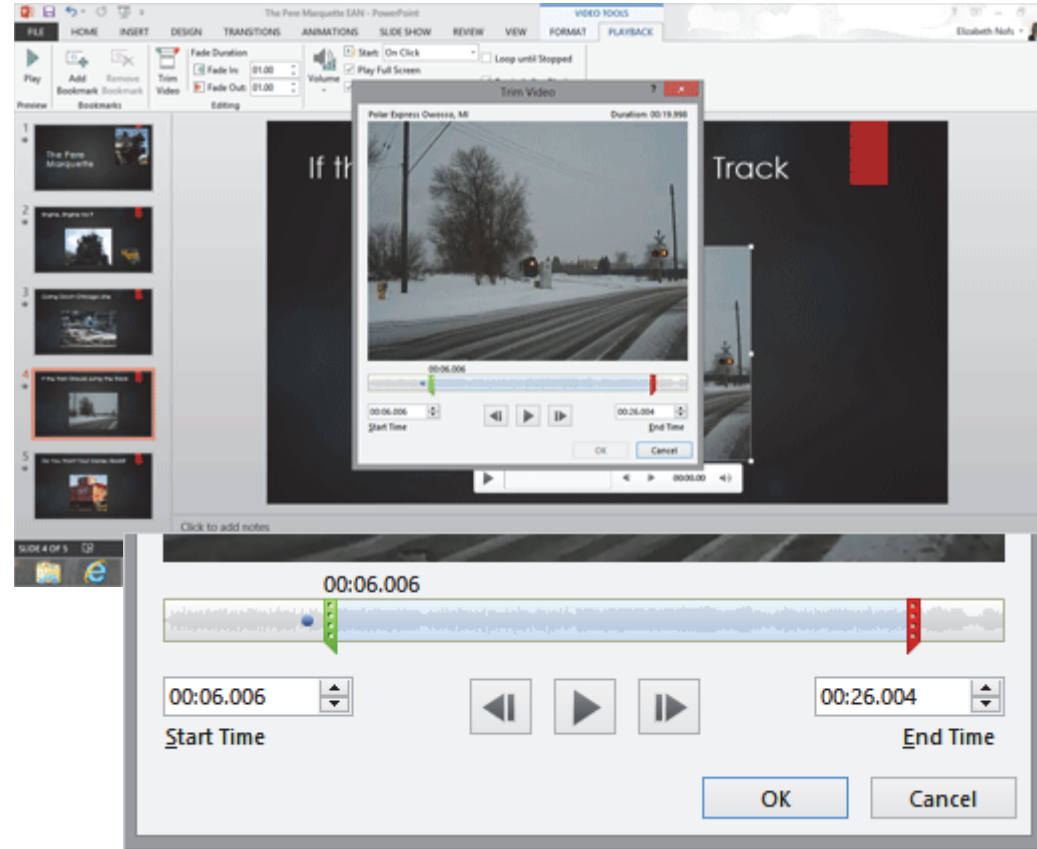
### 3. Try it: Trim the Video

The Video on Slide 4 is still selected. Go to **Video Tools ->Playback->Editing**. Click on **Trim Video**.

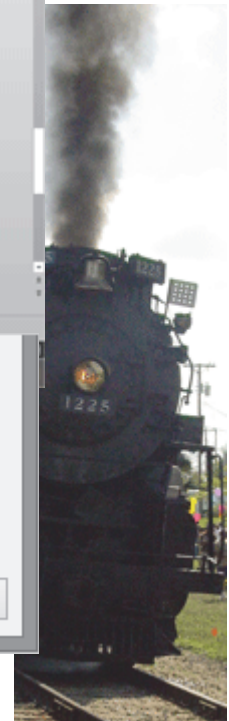
You will be prompted to enter the **Start Time** and the **End Time**. You can use the playback buttons to set the time very precisely if you wish.

Click **OK** and keep going, please.

## Video Tools ->Playback->Editing->Trim Video



3



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Edit the Playback (Set Start/Stop Times)



## Playback: Fade Duration

### 4. Try it: Edit the Fade Duration

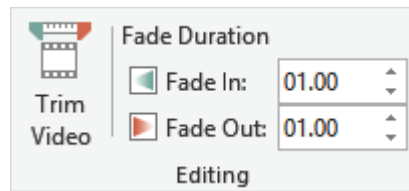
The Video on Slide 4 is still selected.

Go to **Video Tools ->Playback ->Editing**.

Go to **Fade Duration**.

Enter the **Fade In:** 01.00 (it's one second)

Enter the **Fade Out:** 01.00



**What Do You See?** When you **Play** the video, the Video will Fade in and Fade Out gradually for a second.

**What Else Do You See?** If you use the player to advance to the last second of the video frame by frame, you will see that the video fades back to the start. In this little example, the video fades through the steam back to the beginning for a very cool effect.

Keep going...

## Video Tools ->Playback->Editing->Fade Duration

The screenshot displays the Microsoft PowerPoint 2013 interface. The 'VIDEO TOOLS' ribbon is active, with the 'PLAYBACK' sub-ribbon selected. The 'EDITING' group is visible, showing the 'Fade Duration' task pane. The 'Fade In' and 'Fade Out' values are both set to 01.00. The main slide area shows a video player with a video of a train in a snowy landscape. The video player has a progress bar and a volume icon. The text 'If the Train Should Jump the Track' is overlaid on the video. A large number '4' is in the top right corner.

Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.6 Insert and Format Media: Edit the Playback (Fade Duration)



## Playback: Volume

Raise your hand if you do not like being blasted by loud music when you click on something? Let's look at the **Volume** controls...

### 5. Try it: Adjust the Volume

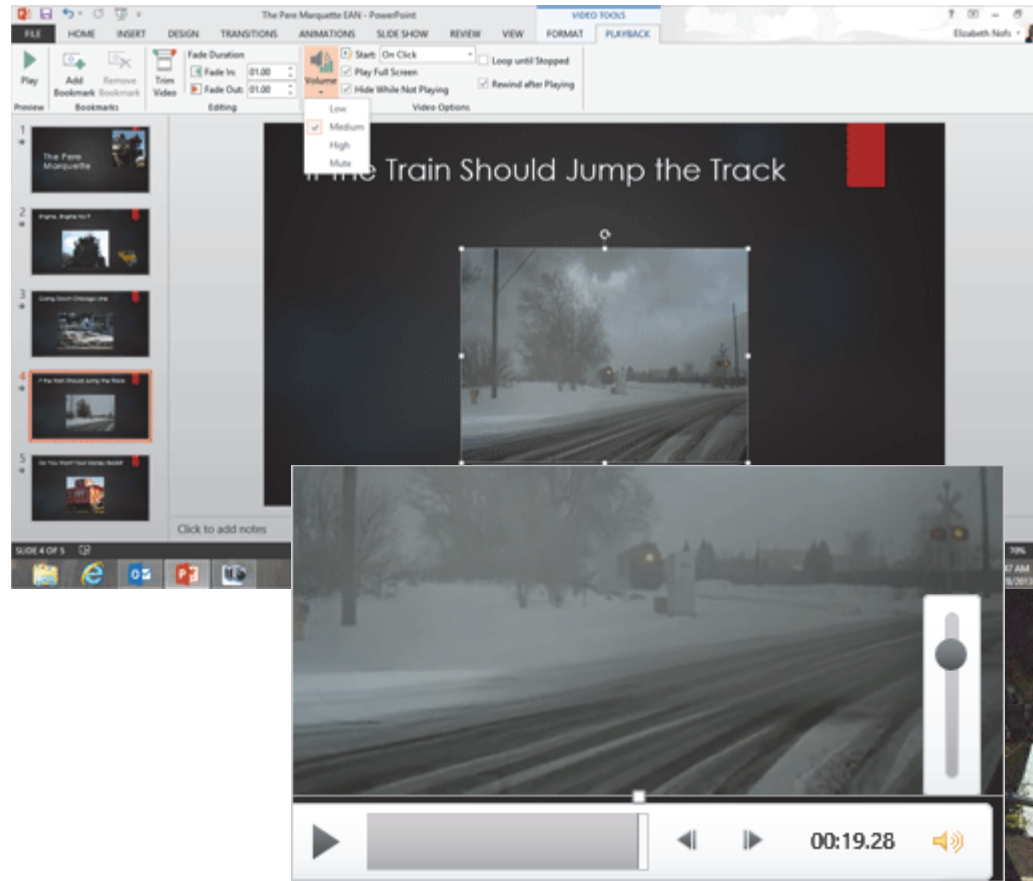
The Video on Slide 4 is selected.  
Go to **Video Tools -Playback**.  
Go to **Video Options->Volume**.

**What Do You See?** There are four options: Low, Medium, High and Mute.

**What Else Do You See?** You can also adjust the volume with the **speaker** control in the video player.

One more set of options.

## Video Tools ->Playback->Video Options->Volume







## Playback: Video Options

The **Video Options** are similar to the ones we used on Transitions and Animation. You can program how the video starts and plays.

### 6. Try it: Edit the Video Options

The Video on Slide 4 is still selected.

Go to **Video Tools ->Playback**.

Go to **Video Options**.

#### Edit the following:

**Start: On Click.**

Select: **Play Full Screen.**

Select: **Hide While Not Playing.**

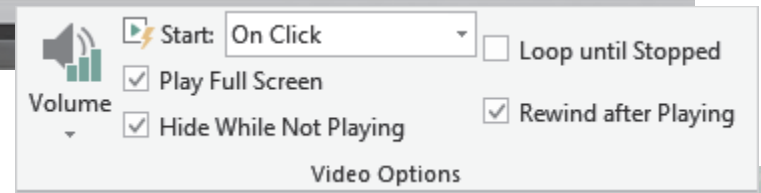
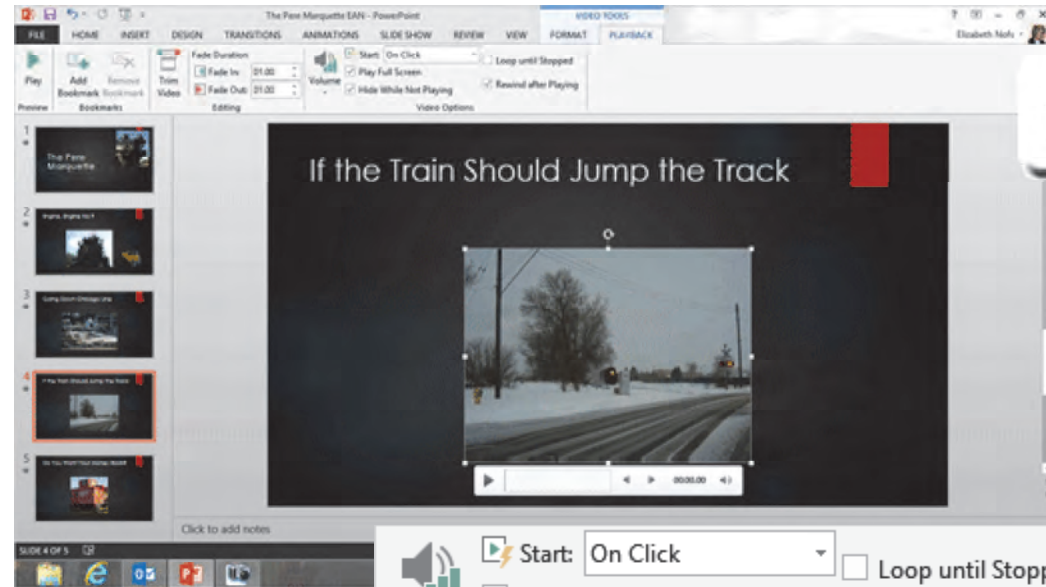
Select: **Rewind after Playing.**

These Video Options will play the video big--full screen--when you click it.

Keeeeeeep going... This is the good part.

**Memo to Self:** If you select **Hide While Not Playing**, you will not see the little video to click on it. The following pages will show you a new method for starting the video.

## Video Tools ->Playback->Video Options->Start



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Set Start/Stop Times



## Animate the Sequence

You can use an Animation Effect as a Trigger, or a command button, to start your embedded video. When you click the Trigger, the video will play. The Trigger can be added to a Title Textbox or a [Content Placeholder](#) (a picture, shape or chart).

### 7. Do This, Please: Arrange the Objects

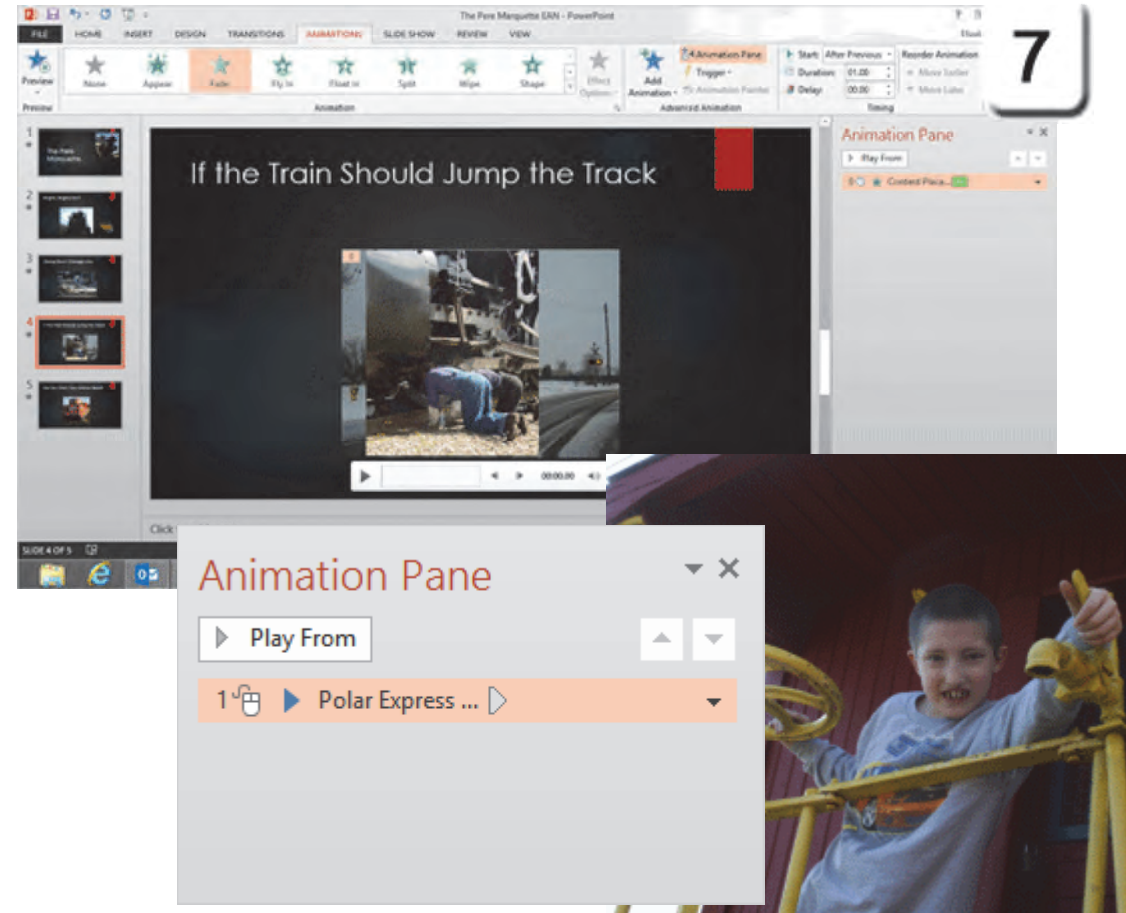
Select the Video on Slide 4.  
Go to **Video Tools ->Format ->Arrange->Align**.  
Select **Align Center**.  
Go to **Video Tools ->Format ->Arrange**.  
Go to **Send Backward-> Send to Back**.

### And This: Animate the Video

The Video on Slide 4 is selected.  
The Animation Pane is open.  
Go to **Animation->Animation->Play**.  
The Video now has an animation.

Keep going...

## Video Tools ->Format-> Arrange



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.3 Order and Group Shapes and Slides: Align and Group Shapes



## Animation Triggers

Anything on the slide can **Trigger** the **Play** Animation. In this example, clicking on the picture will play the video. The picture is framed in a Placeholder. Here are the steps.

### 8. Try This: Trigger the Animation

The Video on Slide 4 is selected.  
Go to **Animation->Advanced Animation**.  
Go to **Trigger->On Click of...**

**What Do You See?** There are three options:  
Title 1  
Polar Express Owosso (the Video)  
Content Placeholder 3 (the Picture)

Select: **Content Placeholder 3**.

Keep going...

## Animation->Advanced Animation->Trigger

The screenshot shows the PowerPoint 2013 interface. The slide title is "If the Train Should Jump the Track". The Animation Pane is open, showing a list of objects on the slide: "Title 1", "Polar Express Owosso, MI", and "Content Placeholder 3". The "Polar Express Owosso, MI" object is selected. The "Trigger" menu is open, showing "On Click of" selected. The "Content Placeholder 3" option is checked, indicating it is the trigger for the animation. The "Animation Pane" dialog box is also visible, showing "Play From" and "Trigger: Content Placeholder 3".

8

Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Use Animation Triggers



## Play It!

**9. Try it: Play the Animation Sequence**  
Slide 4 is selected.  
Go to **Slide Show->Start Slide Show.**  
Click on **From Current Slide.**

When the Slide Show begins click on the  
Picture on Slide 4..

**What Do You See?** Did the Video play? Did it  
start and end on the Trim marks? Did the  
video fade and then return to Slide 4?

Very good. End the show.

Well, we always save things that work.  
Save, Save, Save.

Slide Show->Start Slide Show-> From Current Slide



9



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Present Slideshows



## Let's Do That Again

This first video was a file on your PC that was inserted into the presentation. It is part of the slide show: not a separate file or linked to a webpage.

The second video will be linked to a website. Keep in mind that you need to be online, connected to the Internet, when you work with this presentation.

**Before You Begin:** This demonstration uses a video that you can find on YouTube.

### 1. Try This: Find a Video

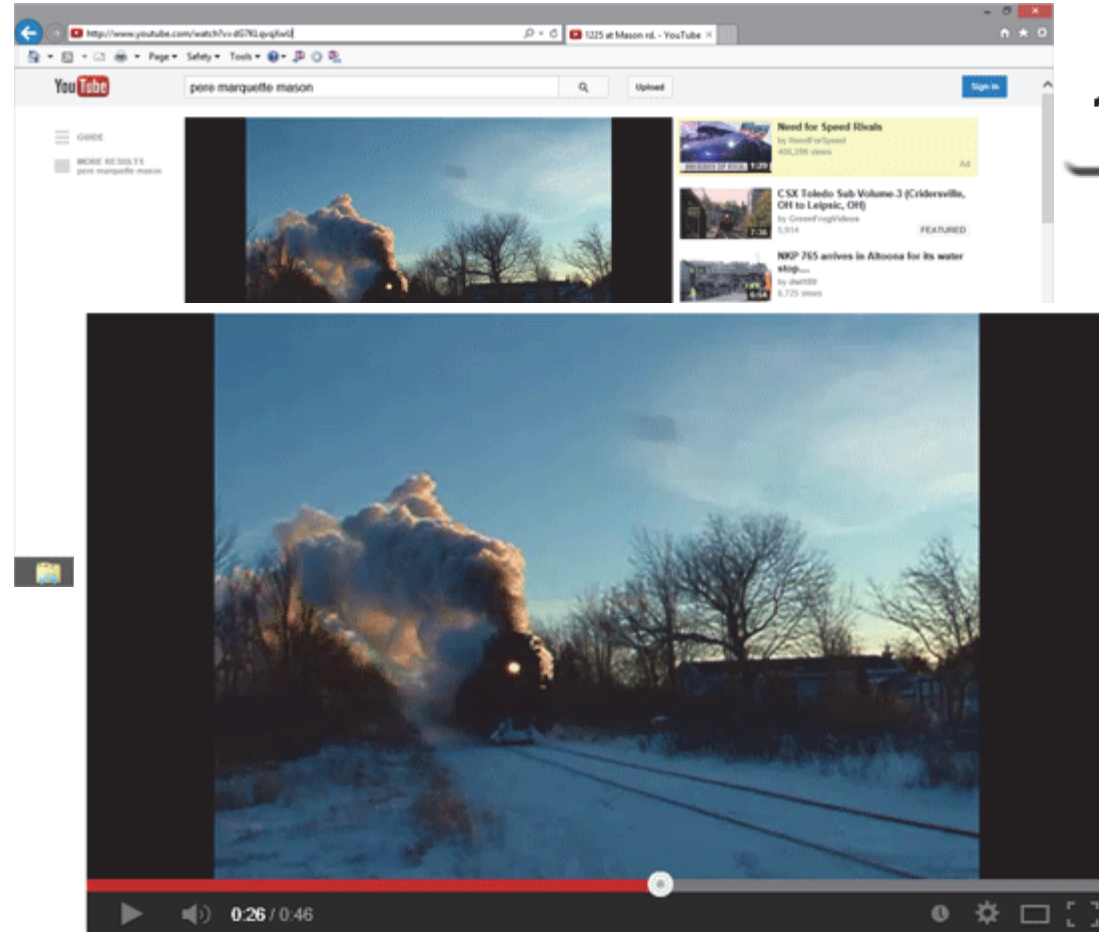
Open an Internet Browser.

Type the address: [www.youtube.com](http://www.youtube.com)

Search for: Pere Marquette Mason

Keep going...

www.youtube.com





## Copy the Address

Each object on the Internet is identified and found by an address, a Universal Resource Locator (URL). The goal is to find the Internet address, copy it, and paste it into PowerPoint as a hyperlink.

### 2. Try This: Copy the Internet Address

Place your cursor at the top on the address. The entire string should be highlighted. Type Ctrl+C to copy the code. (You can also Right-click->Copy).

Keep going...

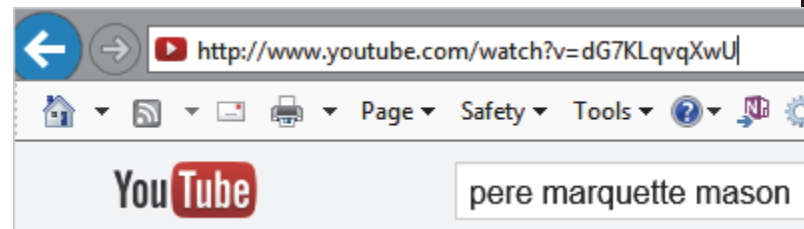
**FYI Sharing Videos:** When you click on Share, you should see options to Embed or E-mail. There may be options for Facebook, Twitter, LinkedIn or other social networking sites.

Click on **Embed**. The embed code should be displayed in the window. This is the code you need to copy into a program or webpage.

www.youtube.com



2



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Link to External Media



## Insert a Hyperlink

The next step places the address into your PowerPoint presentation as a hyperlink.

### 3. Try it: Insert a Hyperlink

Return to your PowerPoint presentation. Select the picture on Slide 3. Go to **Insert ->Links->Hyperlink**.

Edit the Hyperlink options:

**Link to:** Existing File or Web Page.

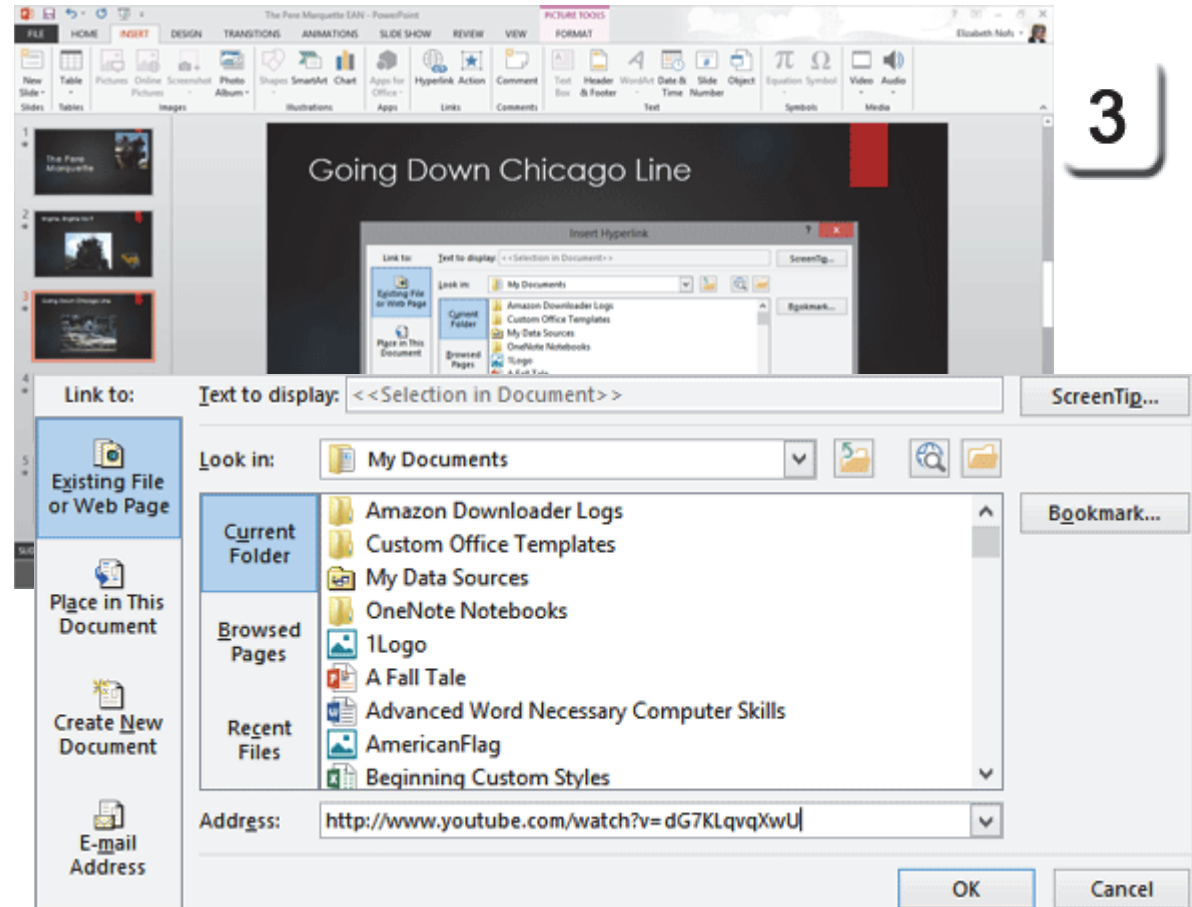
**Address:** Place your cursor in the box. Type **Ctrl+V**. This will paste the address you copied from the YouTube website.

**Screen Tip:** Watch the Pere Marquette video!

Click **OK**. Keep going...

**Memo to Self:** This presentation needs to be online, connected to the Internet, so that the source video can be played on youtube.com.

## Insert ->Links->Hyperlink



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Link to External Media



## Test the Links and Triggers

**Before You Close the Show:** The Computer Mama sez it is good practice to TEST the Animations, Links and Triggers.

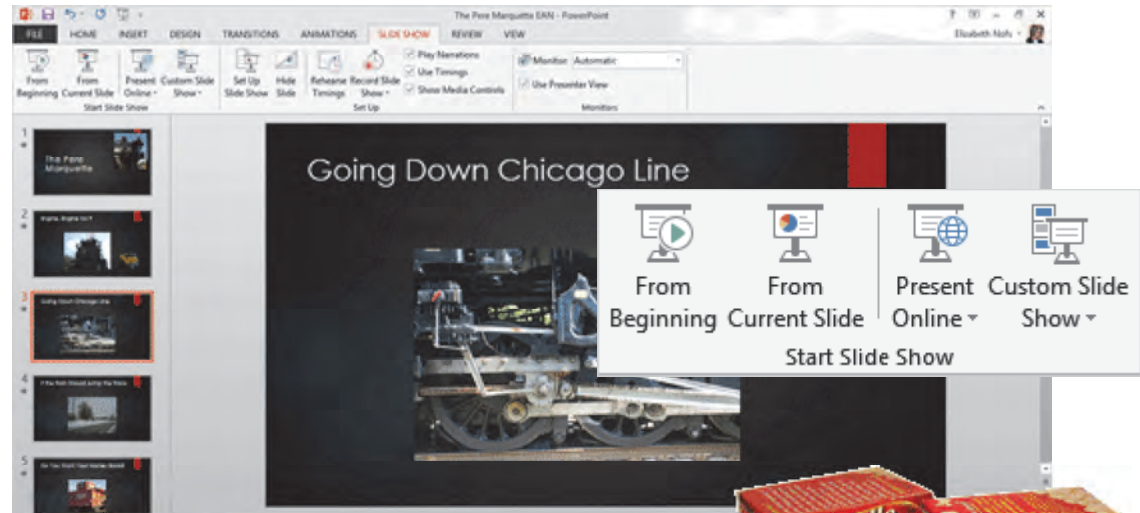
### Try This: Test the Multimedia and Links

The presentation is open in PowerPoint. Go to **Slide Show->Start Slide Show.** Select: **From the Beginning.**

Please click on the pictures on Slides 3 and 4. That is so fun it should come with popcorn!

Done and done.

## Slide Show ->Start Slide Show->From Beginning



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Link to External Media





# Practice Activity

## Lesson 5: Working with Multimedia

**Before You Begin: Start Microsoft PowerPoint.**

**Try This: Do the following steps**

1. Open a new blank PowerPoint presentation.
2. Add the title: Helpful Baby
3. Add two blank slides.
4. On Slide 2, insert a video from file. Insert the sample video [Using Swiffer.wmv](#).
5. Apply Video Style Snip Diagonal Corner, White to the video. Resize the video to be 3" tall.
6. Apply the Correction Brightness +20%, Contrast +20% to the video.
7. Add a bookmark to the video at a spot of your choice.
8. Trim the last 5 seconds off the end of the video.
9. Add a baby related picture of your choice. Resize the picture to be larger than the video placeholder.
10. Set the video to hide when not playing.
11. Add a Trigger to the Video. Select the picture on the slide as the Trigger with the video playing on click of the picture.
12. Go to Slide 3. Add the following video from YouTube titled Helping with Laundry.  
<http://www.youtube.com/watch?v=SFAwae5rwk4>
13. Add three baby or child themed ClipArt images to the slide show. Arrange the images so that two of them overlap the video. Arrange one of the overlapping images to be in front of the video and one of the overlapping images to be behind the video.
14. Test your slide show.
15. Save this file as Advanced PowerPoint Practice Activity 5.





## Test Yourself

1. Which is true about adding video to a presentation?

(Give all correct answers.)

- a. An embedded video is inserted from a file and increases the size of the PowerPoint file.
- b. A video inserted from a website increases the size of the PowerPoint file.
- c. An linked video uses a link to a website and does not increase the size of the PowerPoint file.

Tip: Advanced PowerPoint, page 156

2. A video linked from a website requires an internet connection to play.

- a. True
- b. False

Tip: Advanced PowerPoint, page 175

3. Which can be edited on an embedded video?

(Give all correct answers.)

- a. Brightness
- b. Contrast
- c. Color
- d. None

Tip: Advanced PowerPoint, page 163-165

4. Trim deletes the marked parts of a video.

- a. True
- b. False

Tip: Advanced PowerPoint, page 168

5. Which is true about Playback?

(Give all correct answers.)

- a. Uses a picture or other object to trigger a video or animation to play
- b. Command is on the Animation Ribbon
- c. Used to access media that is hidden on a slide

Tip: Advanced PowerPoint, page 173

