

PowerPoint Basics

(Updated for Microsoft Office 2007)

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Using PowerPoint

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Office 2007 Interface Changes

Microsoft Office 2007 introduces significant changes to the interface of PowerPoint. For the most part, it does the same things it has always done, but certain functions have moved or been re-labeled. These changes have made it much easier to learn the program, but if you are familiar with previous versions of Office there will be a period of (possibly frustrating) adjustment.

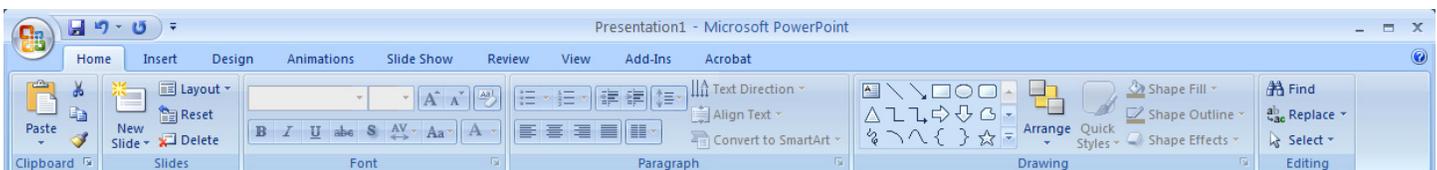
The “File” menu is now a button with a squiggle on it

The common commands such as “Save”, “Save As” and “Print” are now accessed by clicking the “Microsoft Office Button” (the one in the upper left corner with the colorful squiggle on it.)



Menus have been replaced with tabbed “Ribbons”.

Instead of drop-down menus, Office 2007 uses “ribbons” of iconic options under a series of tabs. If you have used PowerPoint before, these tabs and ribbons correspond (mostly) to the menus of previous versions. In fact, these ribbons can make it easier to find tools that were once buried deep within sub-menus or hidden tool bars.



Presentation Design Tip:

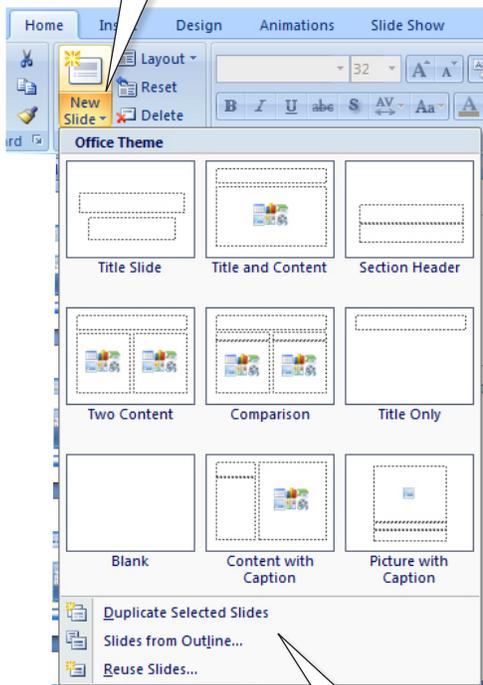
Put as little text as you can on your slides; just enough to introduce the idea you will be talking about.

Single words, short phrases, or quotations are best.

Avoid replicating your lecture notes on your slides as bullet lists. This merely leads to the accursed act of “reading your slides to the audience”.

If you need lecture notes, use the “Notes” view or keep the slides to yourself and don’t project them.

To Insert a new slide, click this menu.



To Duplicate a slide, click this option.

Creating a Simple Presentation

Editing Text on a Slide

When you open PowerPoint the *Title* slide will automatically appear. Place cursor in *Click to add Title* text box and add the title of your presentation; Some layouts may also have “Click to add Subtitle” (could be an actual subtitle or your name and dept.).

- Click on the title text - a text box will appear around it.
- Edit the title text as you would in a word processor.
- Move the text box to another location on the slide by clicking the border around the text and dragging the mouse.
- You can change the shape of the text box by dragging on the handles that appear on the border when you select it.
- To delete the text box, click to select it, then press the **Backspace** (or **Delete**) key. To bring it back use **Edit > Undo**.

Adding a New slide

1. Select the **Home** tab then the **New Slide** popup menu. A menu of slide layouts will appear.
2. Select the kind of slide you want to add.
3. Enter text into the pre-set text areas.

Note: The title block translates into headings used in the navigation when you save the show for the Web or in PDF.

4. To add an additional slides to your presentation, go to **Home tab > New Slide**.

In PowerPoint 97-2003:
Select **Insert** menu > **New Slide**

Duplicating a Slide

(use this when you want to use the same slide with minor changes.)

- **Home tab > New Slide > click “Duplicate Selected Slides”.**
- A copy of the slide will appear. Edit as needed.

In PowerPoint 97-2003:
Select **Insert** menu > **Duplicate Slide**

Adding a Text Box to a Slide

1. Go to **Insert > Text Box**.
2. Click where you want the upper left corner of the box to be.
3. Hold and drag to the right until it is the width you need.
4. Start typing.
5. The box will expand downward as you type. Drag the handles if you want to adjust the width of the text box.

In PowerPoint 97-2003:
Select the Text Box icon in the Drawing tools bar:



Presentation Design Tip:

The best alternative to text is a picture. This gives you something to talk about (rather than read) and gives the audience something to ponder while you talk (rather than read).

Take photos yourself or look for images on sites that offer public domain or "Creative Commons" licensed work.

Select images that directly relate to the topic, theme, or emotion you want the audience to consider while you talk.



A vertical image will not fill the screen as nicely as a horizontal image.

Consider cropping vertical images to focus on the most important part of the image.

Preparing Images for PowerPoint

Start with a good scan

- Resolution:* 96 ppi (higher if you will print the slides)
- Color depth:* 24 bit — for color photos
8 bit grayscale — for gray scale photos
- Dimensions:* 10 x 7.5 inches to fill screen
- File Formats:* JPEG (best uncompressed!) PCT, BMP
TIF, GIF, and others work, but with quirks)

Use images that fit your slide layout

Slides are horizontal - 10 in. x 7.5 in.
(You will have to crop or shrink vertical images.)

Leave a bit of border on all sides, especially when the image doesn't fill the screen, or if different screens in a presentation show images of various heights and widths.

Leave room on the screen for your captions.
Consider captions before you prepare all of your images.

If Quality Matters

If you want to project full-screen images in PowerPoint at the best possible quality, they should be sized for the screen or projector. An image that is lower resolution will show pixels. An image which is higher resolution will lose some detail as the pixels are "averaged" to fit the lower screen resolution. An exact match is best.

Check the screen settings for your computer. The most common sizes are: 800 x 600, 1024 x 768 or 1280 x 1,024 pixels. Often the control panel for a computer will let you switch between resolutions.

Check the resolution of the projector. For best results, set the resolution of your computer to match the resolution of the projector:

- SVGA = 800 x 600 pixels
- XGA = 1024 x 768 pixels
- SXGA = 1280 x 1024 pixels

Don't Enlarge Images in PowerPoint

Ideally you should only insert images at the matching size. If you enlarge an image that does not have enough pixels, it will only enlarge the pixels. If you shrink a higher resolution image, it will take up unnecessary space in the file and slow down or crash your presentation.

Don't Resave Compressed JPEG Images

You should always save JPEG files from an original uncompressed file (such as PSD, TIF, or uncompressed JPEG). Saving a file as compressed JPEG creates visual artifacts. Re-saving a JPEG as a JPEG exaggerates artifacts and reduces the quality of the image.

Presentation Design Tip:

It is possible to create an entire made entirely of images without text. In these presentations, the images provide a backdrop for the speaker.

If an image needs a caption, use as little text as necessary. If you want the image to fill the slide, add the text to an area with a neutral background.

To keep the text readable, make sure that there is high contrast between text and image, Don't place text over "busy" parts of the image.

How to Insert an Image on a Slide

1. Size all images based on inches. (at least 96 ppi - higher if the slides will be printed.) 10 in. wide x 7.5 in. tall will fill the screen.
2. Save images JPG or GIF
3. In PowerPoint select **Insert > Picture >** from file...
4. The image will appear on the slide.
If it is the wrong size you may want to repeat step one.

Manipulating Images with Picture Tools

When you select an image, the "Picture Tools" ribbon will appear at the top of the screen. This ribbon provides several special effects that can be applied to images (some subtle, some less-so).



Note: Each image enlarges the presentation file

Images are embedded in your presentation. You do not need to carry the original file with you when you give your presentation (although you should keep a backup of it somewhere).

This means the presentation file will increase in size each time you insert an image. If this presentation will need to be posted on a Web site or emailed, try to keep it small.

Techniques for Keeping Presentation Sizes Small

If you have a presentation with many images in it, here are some techniques for keeping the file size down:

- If you are using the same image several times, insert it once and then copy the image from slide to slide (each insertion adds another copy to the file size).
- Save images as JPG files at the lowest resolution you need for your presentation (more for print, less for screen). Save two versions if you need both print and screen versions.
- Crop and resize images before you insert them. Although PowerPoint lets you resize and crop images in the slide window, this does not affect the image file size.
- Compress images in the presentation. On the Windows versions of PowerPoint, there is a "Compress Image" command that will automatically compress and crop the images in the file. (On the Picture Tools ribbon in 2007, in the "Format Image" window in earlier versions.

Drag handles to
resize the shape.

Drawing in PowerPoint

In PowerPoint 2007, drawing tools are available under the **Home** tab.

In PowerPoint 97-2003:

If the Drawing Toolbar is not visible, select
View > Toolbars > Drawing.

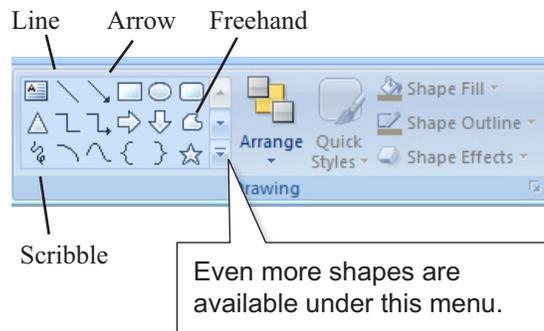
How to draw and edit a simple shape

Select the **Rectangle**, **Oval** or other shape tool. Click and drag to make the box the size and proportions you want. Now adjust the shape:

- **To move a shape**, click on it and drag (anywhere except on the square handles at the corners and middle of the sides.)
- **To adjust the size or proportion of a shape**, drag the square handles.
- **To rotate a shape**, drag the green circle handle.
- **To delete a shape**, select it and press Backspace (or Delete).
- **To change the fill color**, select the “Shape Fill” menu (a bucket)
- **To change the line color or thickness** select the “Shape Outline” menu (a pencil)
- If the shape has a pointer (such as a voice balloon). Drag the yellow handle to reposition the pointer.

In PowerPoint 97-2003:

To access a full collection of insertable shapes
click the “Autoshapes” icon in the Drawing toolbar.



How to Draw Lines

Line, and **Arrow**: click where you want the line to start and click again where you want it to end. The style of the line is controlled in the same way as other shapes.

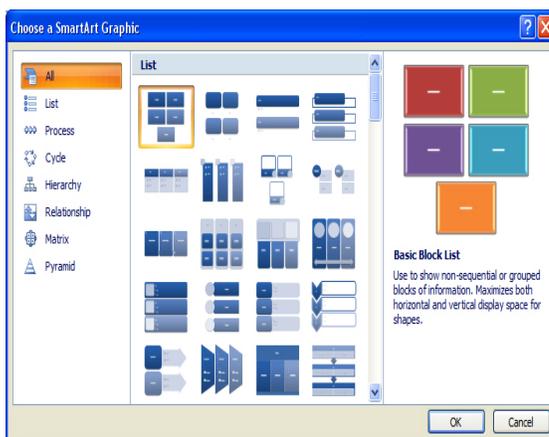
Freehand shape: Click to start and click again when you want to make a corner. Double-click to finish the shape. The fill and border styles are controlled the same way as other shapes.

Scribble lines are hard to control unless you have a pen tablet. Hold down the button and move the mouse (or a tablet pen) to draw a line. Release the mouse to finish the line.

New in PowerPoint 2007: Smart Art

On the Insert ribbon, there is a new feature of PowerPoint 2007 called “Smart Art”. This is a collection of diagrams which you can insert and label with your own content. This is a good way to break away from bullet lists, because many bullet lists can be translated into illustrations that give a better sense of how the concepts are related (sequences, cycles, hierarchies, etc.)

Use this with caution, be sure that the diagram is making a concept easier to understand, not just decorative.



TIP: Drawing Complex Illustrations

Build up images using simple shapes

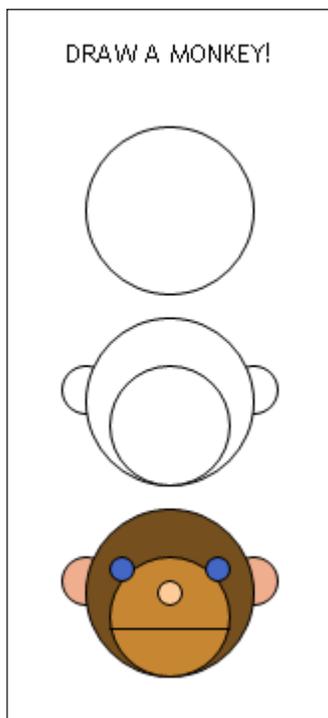
The easiest way to create a picture is to look carefully at the simple shapes that could be used to build it up in parts. Leave out any unnecessary details or special effects.

Arrange and align shapes

Under the **Home** tab, use the **Arrange** menu to access several options for adjusting objects on the slide

In PowerPoint 97-2003:

Access these controls through the “Draw” menu on the Drawing Toolbar.



Use the same techniques shown in kid’s books on drawing (building complex shapes by breaking them into smaller shapes) to build your own images.

Arrange – moves objects in front or behind others.

Rotate (Flip) – select the object and rotate it 90 degrees or flip it. To rotate by hand, drag the object by its green handles.

Align (Distribute) – select several objects with Shift-click or by dragging a selection box around them. **Align** moves all the objects to line up with an edge or center. **Distribute** spaces all the objects evenly between the two objects on the ends.

Group shapes

Once you have created a multi-layered object, select all the shapes that encompass it and select **Group**. Now this group can be moved and resized as one. To break up a group into parts, select **Ungroup**.

Duplicate Shapes

Once you have one version of an object, you can duplicate it by copying-and-pasting or by dragging it while holding down on the **CONTROL** key.

In PowerPoint 97-2003:

Duplicate shapes by holding the ALT (or OPTION) key while dragging.

TIP: Designing with Masters

Designing the look of a presentation using a Slide Master means that all the slides you create will look consistent. If you change the Master Slide all the slides will change.

When you add objects, images, or headings to a Slide Master, or make changes to font type, size, and color, these will appear on every slide in the presentation. While these appear on every slide initially, individual slides can be changed separately if needed.

How to Use the Slide Master

Select **View tab > Slide Master**.



This will open the “Slide Master” ribbon, which contains controls to make it easy to change the look of the entire presentation. Any changes you make to the Slide Master will retroactively appear in any slides that have already been created and any text or images you add to the Slide Master will appear on every slide.

Start by selecting a Theme

Under the “Themes” popup menu is a selection of prefabricated designs that can be applied to designs. This is the easiest way to try out different looks for your presentation.

To change the Color Scheme:

Select the “Colors” popup and select from one of the many schemes available. It is possible to also change individual colors of elements.

To change fonts:

Select the “Fonts” popup menu and select a font. Fonts are labeled by the tone they set as well as the name of the font.

To change the background:

Select the “Background Styles” popup menu (different themes will have different options available.). To create your own background, or to use an image file as a background, click “Format Background”.

When you are finished with the Slide Master, click the red “Close Master View” button to return to the regular view.

Presentation Design Tip:

Use the “Slide Sorter” view to check your presentation for both readability and visual variety.

If you can read the slides in this view, they will be readable in the largest auditorium.

If you see very little difference between slides, your presentation may be visually monotonous. Consider adding more images and variety.

If you have a tablet, schoolpad or other pen-based interface, consider leaving space on your slides for live annotation. PowerPoint will ask if you want to save these notes when you end the presentation. This annotated version can be saved as a PDF and posted on a Web site or emailed.

COMPATIBILITY ALERT!

PowerPoint 2007 is a new upgrade. Not everyone will have upgraded yet. If you plan to show your presentation on another person’s computer, be sure save a copy of your presentation in a “backward-compatible” format such as “PowerPoint 97-2003” or PDF.

***No PowerPoint?**

If you are not sure the presentation computer will have PowerPoint, consider saving your presentation as a PDF. If you save a PDF version of the slides using Acrobat (the full version) you can show the slides using the “Full Screen” mode of the free Acrobat Reader (like using printed slides – no animations or effects).

If there may not be a computer:

Carry transparencies (see *Printing Presentations Handouts*). Prepare an alternative version of the talk that relies on using printed handouts (see printing handouts and notes).

TIP: Viewing and Showing Slides

Different Views for Different Tasks

Select the **View** tab, then select a view option.

Normal – For editing individual slides (in some versions this view also displays the outline and a view of the notes).

Slide sorter – For viewing and organizing the slide show. You can rearrange slides, delete slides, and copy slides in this view.

Notes view – Displays each slide on a page with room to write notes. These can be used as lecture notes or for handouts.

Slide Show – Displays the slide show on your computer screen. Use this to present and review shows.

In PowerPoint 97-2003:

Access views in the Views Menu

Showing Slides from a Computer

If you are showing slides from a computer complete the following steps:

1. Open the slideshow file in PowerPoint*.
2. Select **Slide Show > View Show > From Beginning**.
 - Use the arrow keys on the keyboard to move between slides **Right** to go forward, **Left** to go back.
 - Press the **Alt** key + **Tab** (**Option-Tab** on Mac) to switch between the presentation, the slide editing view, and other programs or files you have open on your computer
 - To access special tools (including on-slide pens), move the mouse and look for the controls in the lower left of the slide.
3. To end the presentation, press the **Esc** key.

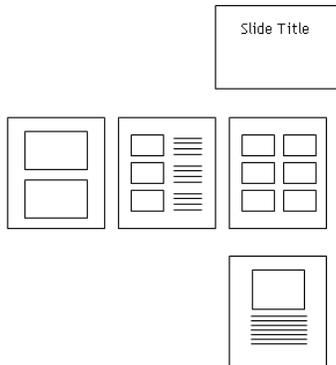
Special Presentation Tools

When you move the mouse in Slideshow view, faint controls will appear in the lower left of the screen. These are slightly different depending on the version and operating system, but typically include the following:

- Basic show controls: Previous, Next, Start, and End Show
- Jump (or Go) to specific slides
- Pointer and Pen tools (including different colors and styles)
- Black or White screens (for hiding slides during discussion)

Printing Presentations

You can print your presentation in a variety of formats: slide-by-slide, outline, several slides per page, or with notes. What you choose depends on how you expect your audience to use the materials.



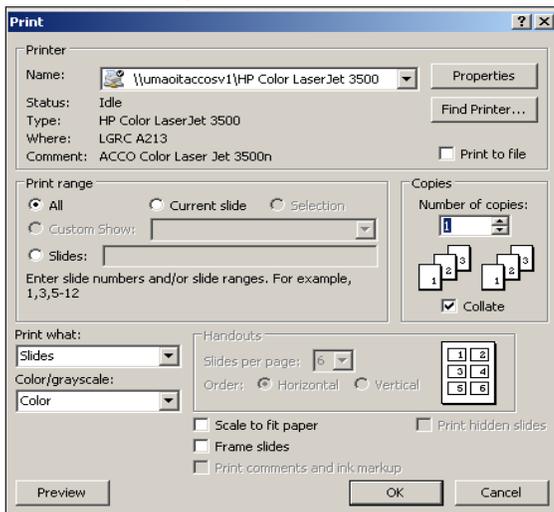
Slides – One slide per page, full size - (7.5 x 10 inches). Good for printing transparencies or handouts of slides with lots of text, numbers, or tiny details.

Handouts – Choose 2, 3, 4, 6 or 9 slides per page. Uses less paper, good for slides with large type. Three slide handout prints note-taking lines in right column

Notes – One slide per page with notes included on bottom of page. Excellent way to simplify slides and still provide audience with extra details.

How you print from PowerPoint depends on your system and printer. Here are two common setups:

Printing from Windows XP



Printing from Windows XP 2003

(similar to the PowerPoint 2007 settings.)

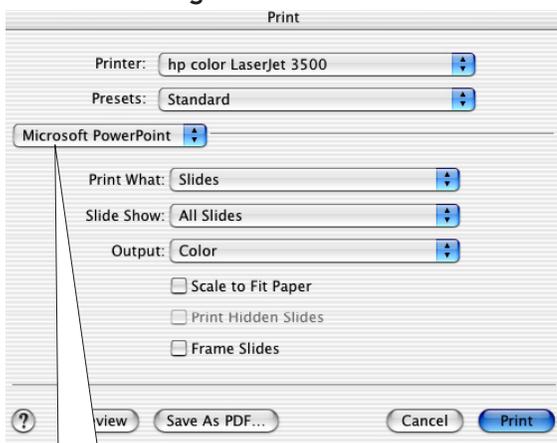
Print Range: How much of the presentation do you want to print (the entire presentation, one slide, a few slides)?

Print What: Select the type of prints you want: Slides, Handouts, Notes or Outline. Under “Handouts” you select how many slides you want on a page. **Note:** three slides on a page prints lines for notes to the right of each slide.

Copies: Allows you to print multiple copies.

Output: You have the option to print in color, grey scale, or black and white. We recommend **Black and White** if you are going to make photocopies.

Printing from MacOS X



If PowerPoint's print settings are not visible under “Copies and Pages”, select “Microsoft PowerPoint” from this menu.

Printing from Macintosh OSX:

Print What: Select Slides (one per page), Handouts (multiple slides per page), Notes, or Outline. Under “Handouts” you can select how many slides you want on a page. **Note:** three slides on a page prints lines for notes to the right of each slide.

Output: You also have the option to print in color, grey scale, or black and white. This is good option if you are going to make photocopies of the printout.

Printing to PDF:

If you have Adobe Acrobat (the full version, not the free Reader) or MacOS, you will have the option to “Print” your handouts to PDF. This is a quick and easy way to post a printed version of your presentation handouts on a Web site, SPARK, or UDrive.

Saving Presentations for Online Access

If you want to send your presentations over email or post them on a Web site, you need to save them in a format your audience can view.

COMPATIBILITY ALERT!

PowerPoint 2007 is a new upgrade. Not everyone will have upgraded yet. If you plan to show your presentation on another person's computer, be sure save a copy of your presentation in a "backward-compatible" format such as "PowerPoint 97-2003" or PDF.

PowerPoint Files - only if necessary.

Posting PowerPoint files (.ppt) for sharing is not recommended unless you need the recipient to edit the file. These files will be very large and will require that the recipient have the PowerPoint software to be able to view them.

* If you save your presentation in one of the following fomrats, be sure to keep a copy in .ppt format as a backup.

PowerPoint Shows - to preserve transitions

PowerPoint shows (.pps) are self-contained presentations that include all animations and transitions. The recipient doesn't need PowerPoint to view slides, they simply open the file to start the presentation. PPS files are read-only, so the recipient can't edit or change the content. These will also be very large files.

PDF files - to share printed handouts

We recommend making PDF files (.pdf) which are created with full version of Adobe Acrobat. Saving as a PDF captures the printed version of a presentation (as slides, handouts or notes). This PDF file can be read on MacOS or Windows using the free Acrobat Reader. This also creates the smallest files.

HTML version - not recommended

PowerPoint presentations can be saved as HTML files and posted on a Web site, but this process creates an unwieldy collection of files that can be difficult to manage.

Screencast - to share the whole presentation

Software such as Camtasia, Captivate (for Windows) and SnapZ (for MacOS) allows you to record your presentation with accompanying narration for posting on Web sites. This process creates relatively small files and makes it easy for the viewer to control playback.

Insert Graphs in PowerPoint

PowerPoint 2007 Uses Excel for Graphs

Previous versions of PowerPoint used an internal spreadsheet or the “Microsoft Graph” tool for creating graphs. PowerPoint 2007 connects directly to Excel (if installed) to manage the data when you insert a graph.

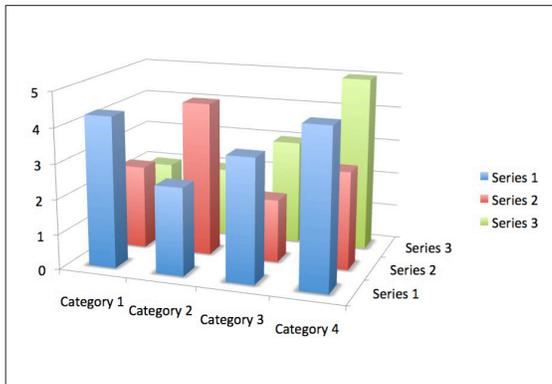
Creating A Graph in PowerPoint

1. **Insert > Graph**
2. This opens a split screen with Excel, paste or edit the data in the Excel view to create the graph.
3. This process embeds the data for the graph in the presentation. To update the data, select and edit the graph.

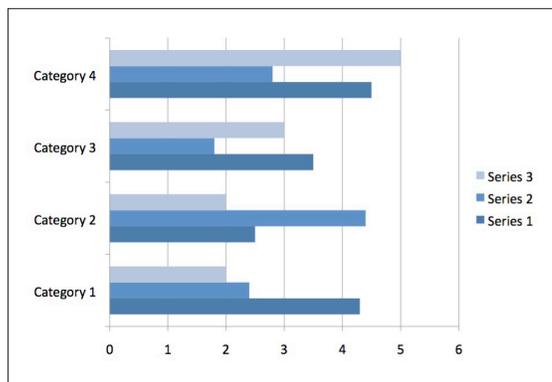
Importing graphs from Excel

1. In Excel, select the chart you want to copy, and then click **Copy**
2. Open PowerPoint, then go to slide in which you want to insert the chart.
3. Paste the Graph

This process keeps a connection between the graph in the presentation and the Excel file. When you update the data in the Excel file, the Graph will be automatically updated. *Note that the Excel data file must be kept in the same folder as the presentation for this to work.*



Special effects on charts can obscure meaning...



...so choose chart styles that are simple and clear.

Selecting the right type of chart

Graphs and charts are a way to make complex sets of numbers easier to understand. They do this by illustrating the relationships between numbers using visual comparisons (size, position, color, etc.) In order for a chart to be understood, you need to choose the one that makes the relationships clear. Some tips:

Choose a graph that is mathematically correct for the data. Different graphs emphasize different relationships. If you choose a pie chart, it shows the percentages of a whole. If this is not the relationship you want to show, the chart will be confusing.

Avoid unnecessary decoration and 3D effects

Most of the special effects that PowerPoint provides for making graphs “more interesting” can actually obscure the meaning and the relationships. Simple flat graphs with a single hue (color) will actually be more understandable.

Adding Audio to a Presentation

Playing tracks from a Compact Disc

This only works if the presentation computer can play audio CDs and the CD is in the drive when you give the presentation.

1. Insert an audio CD.
2. Go to the slide where you want the sound to begin.
3. From the menu bar select **Insert > Sound > Play CD Audio Track**
4. The “Insert CD Track” dialog allows you to choose the track(s), seconds played, looping, volume and other settings.

Inserting an MP3 File

If you want to include the audio files on the disk with your presentation, convert them to MP3 format.

1. Place the MP3 files in the same folder as your presentation. Keep the MP3 and the presentation file together and copy them together whenever you move the presentation. PowerPoint needs these files to play the sound, and if the audio file is not in the same folder, the sound will not play.
2. Go to the slide where you want the sound to begin.
3. Select **Insert > Sound > Sound from File...**
4. Locate the MP3 file you want using the *Insert Sound* dialog, click **OK**.
5. Select the appropriate options to tell PowerPoint if you want the sound to play automatically or when clicked.
6. An icon will appear in the center of the slide. You can move this file elsewhere on the slide (or off the slide if you don't want to see it). If you delete this icon you will delete the audio from the presentation.



Adding Video to Presentations

Use the Correct Video File Format

For video to work in PowerPoint, the video file is in a compatible file format and saved using a compatible “codec” (compression scheme). This can depend on the system you are using (Windows or Macintosh) and the extensions you have installed (Quicktime is included on MacOS, but requires installation in Windows).

Compatible Video Formats: .avi, .mpg, .wmv, .asf, and .mov (Quicktime movies, but only the older files created before version 3.)

There are many different codecs for each video format. The most common codec that works in PowerPoint is Cinepak (for avi and older mov/Quicktime files). The latest version of Quicktime uses the Sorenson codec which does not work with PowerPoint on Windows.

Inserting a Video File

1. Place the video files in the same folder as your presentation. Keep the video file and the presentation file together and copy them together whenever you move the presentation. PowerPoint needs these files to play the video, and if the file is not in the same folder, the video will not play.
2. Go to the slide where you want the video to appear.
3. Select **Insert > Movies > Video from File...**
4. Find the video file you want using the Insert Video dialog, click **OK**.
5. A box will appear in the center of the slide. You can move or resize this box (enlarging will decrease the quality). If you delete this box you will delete the video from the presentation.
6. When you click on the movie box, the *Movie Tools* ribbon will appear. This lets you control the playback with options such as **Play Full Screen**.



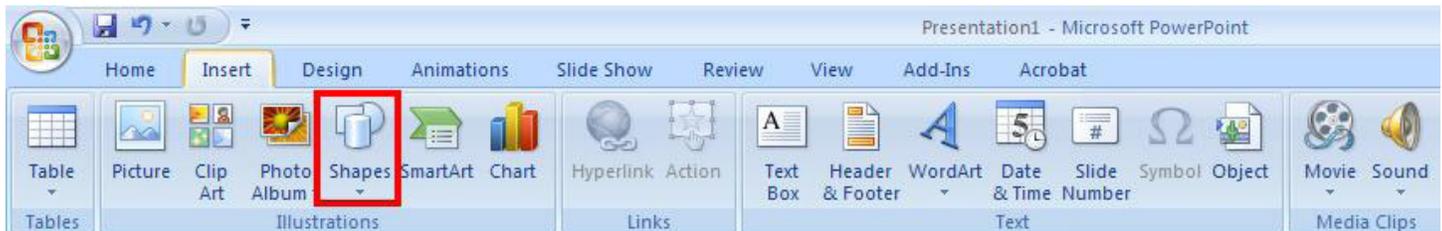
In PowerPoint 97-2003:

To access video options, right-click the movie and select **Edit Movie Object**.

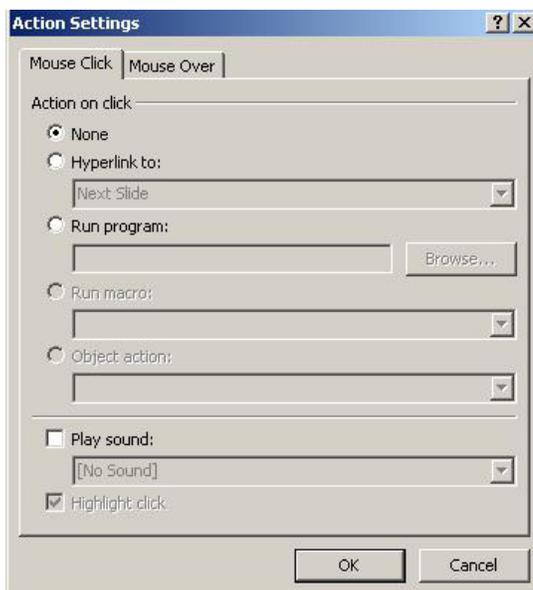
Adding Buttons to Slides

By assigning actions to shapes on a slide, you can move beyond basic linear presentations: skipping to specific slides, activating software, and launching Web pages, among other things.

1. On the **Insert** tab, in the Illustrations group, click **Shapes**, and then under **Action Buttons**, click the button that you want to add.



2. Click a location on the slide, and then drag to draw the shape for the button.
3. In the *Action Settings* dialog box, do one of the following:
 - To choose the behavior of the action button when you click it in *Slide Show* view, click the **Mouse Click** tab.
 - To choose the behavior of the action button when you move the pointer over it in *Slide Show* view, click the **Mouse Over** tab.
4. To choose the action that will take place when you click or move the pointer over the action button, do one of the following:
 - To use the shape without a corresponding action, click **None**.
 - To create a hyperlink, click **Hyperlink to**, and then select the destination (for example, the next slide, the previous slide, the last slide, or another PowerPoint presentation) that you want the hyperlink action to go to.
 - If you want the shape that you chose as an action button to perform an action, click **Object action**, and then select the action that you want it to perform.
Note The *Object action* settings are available only if your presentation contains an OLE (OLE: A program-integration technology that you can use to share information between programs. All Office programs support OLE, so you can share information through linked and embedded objects.) object.
 - To play a sound, select the **Play Sound** check box, and then select the sound that you want to play.
5. Click **OK**.



Resources

General PowerPoint Use

Beyond Bullets - Cliff Atkinson

<http://www.beyondbullets.com/>

Presentations Magazine – Web Site

<http://www.presentations.com>

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