

NOTE: This handout covers versions of PowerPoint on Windows or MacOS previous to the Office 2007 Upgrade.

If you are using a more recent version of PowerPoint, consult the updated version of this handout.

PowerPoint Basics

(for versions 97 to 2003)

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Using PowerPoint

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OIT Academic Computing

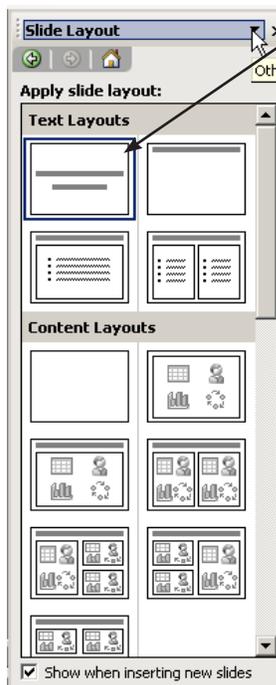
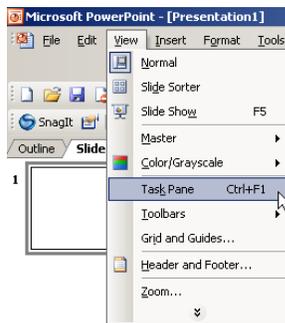
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Creating a Simple Presentation

Open a New Slideshow

1. Open PowerPoint.
2. From the View menu make sure that *Task Pane* is selected. The *Task Pane* will open on the right of the slide view
3. At the top of the *Task Pane*, click **Getting Started**. A pop up menu will open. From the drop down menu choose **Slide Layout**.
4. A selection of slide designs will appear, select the **Title Slide**.

Editing Text on a Slide

When you open PowerPoint the *Title* page 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 **Delete** key (To bring it back use **Edit > Undo**).

Adding a New slide

1. From the top menu select **Insert > New Slide**. A layout menu 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 slide to your presentation, go to **Insert > New Slide**.

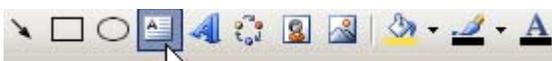
Duplicating a Slide

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

- From the top menu go to **Insert > Duplicate Slide**.
- A copy of the slide will appear. Edit as needed.

Adding a Text Box to a Slide

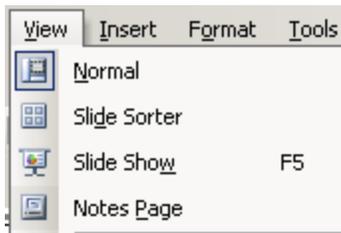
1. Go to **Insert > Text Box**.
2. Click where you want the upper left corner of the box to be.
3. Hold and drag to the right until it is the width you need.
4. Start typing.
5. The box will expand downward as you type. Drag the handles if you want to adjust the width of the text box.



Text Box Icon

Two Essential Tips: Using Views and Master Slides

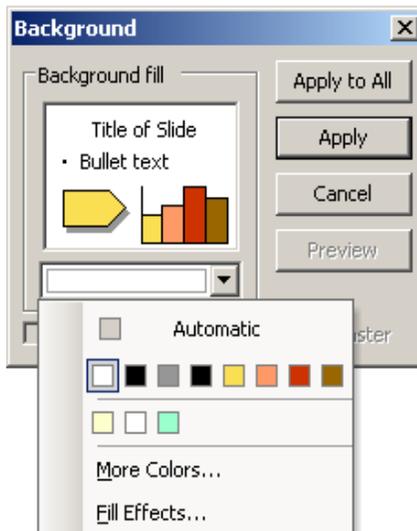
If you do not already have a presentation to work with, open a sample presentation to experiment with the following:



Master Slide View



To add Header and Footer information, go to **Menu bar > View > Header and Footer**. Fill out the fields you want included on your slides.



Different Views for Different Tasks

From the top menu choose *View*, then select a view option.

Note: If any of these options are not visible in the drop down menu, click on the double arrows at the bottom of the menu to expand it.

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.

Slide Show – Displays the slide show on your computer screen. Use this to present and review shows. Clicking the mouse or pressing the space bar will advance the slides. Esc ends the show.

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

Use a Master Slide to Control the Design

Designing the look of a presentation using a Master Slide 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 Master Slide, 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 Master Slide

To create a Master Slide, on the menu bar select **View > Master > Slide Master**. On the *Master Slide* view, create the general “look” of your presentation. Change the slide as you would any slide. Remember any text or images you add to this slide will appear on every slide.

To change fonts:

Highlight the desired text. From the Menu Bar select **Format > Font** to edit the text style (font type, size, & color).

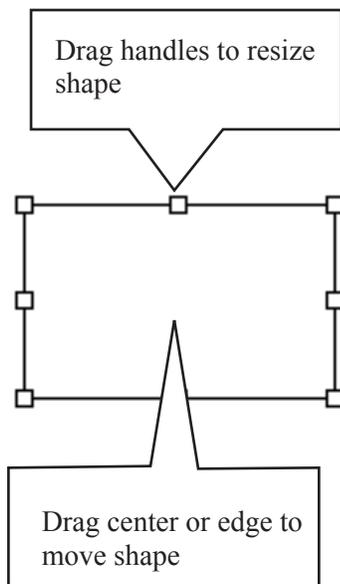
To change the Color Scheme:

On the *Task Pane* select **Slide Design > Color Schemes**.

Select an existing *Standard* scheme from the examples shown or choose **Edit Color Schemes** to create your own color scheme (select element, select color, choose **Change Color**, then choose **Apply**).

To change the background:

In the format menu select **Background**. Select a color from the drop-down menu, then click **Apply**. When finished click **Close Master View**.



Lines Palette



Line, Arrow, Double Arrow
Curve, Freehand, Scribble

Autoshapes Collection:



Drawing in PowerPoint

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

How to draw and edit a simple shape

Select the rectangle 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 delete a shape, select it and press Backspace (or Delete).
- To change the fill color, select the popup fill menu (a bucket)
- To change the line color, select the popup line color menu (a pencil)
- To change the thickness of the line, select the lines style menu (lines)

Note: The last color selected is displayed on the popup graphic. If you want to color a shape with this color, simply click the popup icon instead of holding down for the menu.

How to Draw Lines

Line, **Arrow** and **Double Arrow** (the top row) all work by clicking at the start and clicking again where you want the line to end. The style of the line is controlled in the same way as other shapes. The style and proportion of the arrows can be adjusted in the Formatting Palette.

Freehand lines (the shape in the bottom row) are the next easiest to control. 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 a rectangle.

Curves also work by clicking to change direction, but curve the line as you drag to the new position. Double-click to finish the shape.

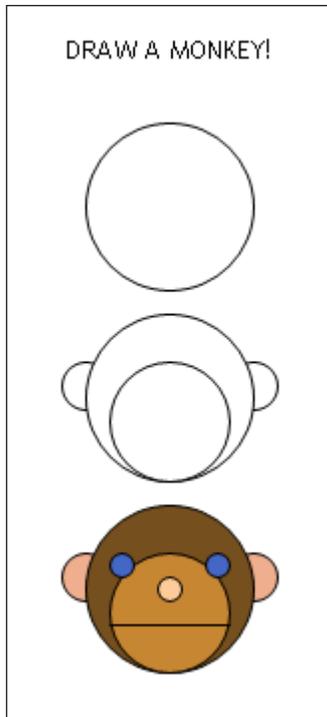
Scribble lines are hard to control unless you have a pen tablet. Hold down the button and move the mouse (or pen) to draw a line. Release the mouse to finish the line.

How to insert other shapes (Autoshapes)

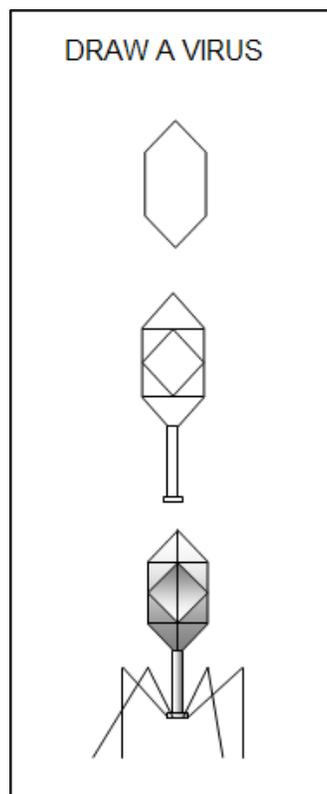
Powerpoint's "Autoshapes" menu contains several sets of basic shapes (connectors, arrows, stars, callouts and others) that can be used to add simple enhancements to an image or build up complex images. Select the image you want, click on the slide and drag out to the size and proportions you want.

Adjusting the shape is the same as with the rectangle (see above). If the shape has a pointer (such as the triangle on a voice balloon) you can adjust the pointer by dragging the yellow handle near its tip.

Tips for drawing complex illustrations



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.



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

The Draw menu in the Drawing Toolbar has many controls that help arrange collections of shapes:

Arrange – moves objects in front or behind others.

Rotate or Flip – select the object and rotate it 90 degrees or flip it with the obvious menu items. To rotate any degree, select **Free Rotate** and drag the object by the green handles.

Align or 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 end.

Snap - As you move objects you can set them to jump from one grid line to another (sometimes this is helpful, sometimes you want finer control.)

Edit Points - Once you have drawn a shape using a line tool, this option lets you reposition individual points on the line.

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 **ALT** (or **OPTION**) key.

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)



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.

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

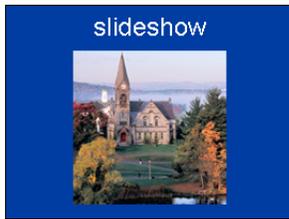
Don't Enlarge Images in PowerPoint

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.

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.

Note: Each image enlarges the presentation file

The image will be 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.

Suggested techniques:

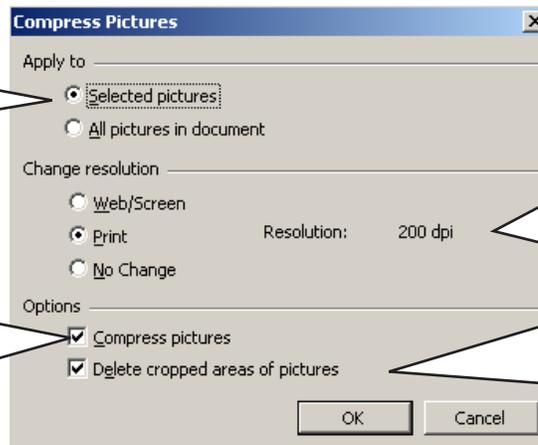
Although PowerPoint lets you resize and crop images in the slide window, this does not affect the image file size. On the Mac, prepare images at the right size and right resolution and crop before you insert them. On Windows you can compress images in the “Format Image” window.

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).

If you need a high-resolution version for printing, save it and make a separate (smaller) version for posting and email.

Windows Shortcut for Compressing Images

In the Windows version of PowerPoint you can set the resolution and all images in a presentation at once. Double-click on any image and click on the “Compress Images” icon in the Images toolbar (Not available on PowerPoint for Mac):



This can be applied to all images in the presentation.

If file size doesn't matter and you are concerned about quality, don't compress.

Resolution is limited to 96 ppi (Web/Screen) or 200 ppi (Print)

“Delete Cropped” saves space by removing unseen areas of cropped images.

Delivering a PowerPoint Presentation

*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).

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. From the Menu bar select **Slide Show > View Show**.
 - 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)

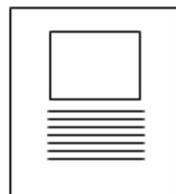
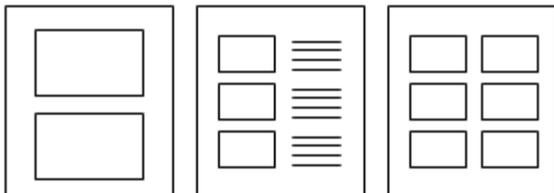
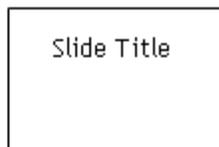
Printing Presentation Handouts

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.

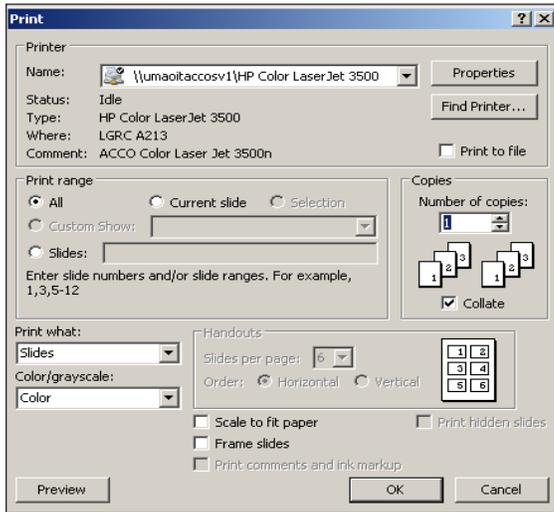
Slides – One slide per page, full size - (7.5 x 10 inches). Good for printing transparencies or handouts of slides with lots of text, numbers, or tiny details.

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

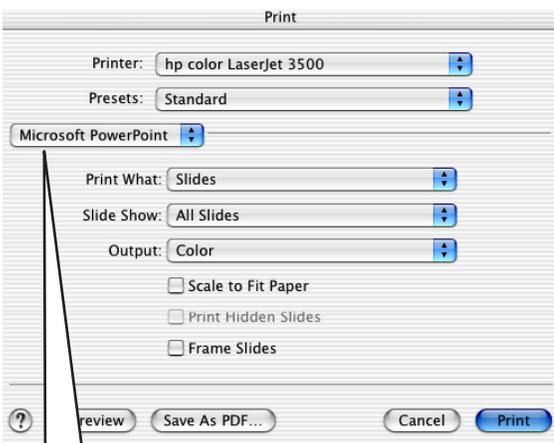
Notes – One slide per page with notes included on bottom of page. Excellent way to simplify slides and still provide audience with extra details.



Printing from Windows XP



Printing from MacOS X



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

Printing Presentation Handouts (continued)

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

Printing from Windows XP 2003 and G5 Mac

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 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.

Saving Presentations for Email or Web Delivery

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.

- 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.
- PowerPoint files (.ppt) are very large files. They can be viewed (and edited) only if the recipient has PowerPoint.
- 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.
- Web Versions: PowerPoint presentations can be saved as HTML files (which are typically large and difficult to manage)
- Third-party software such as Camtasia (available in the Instructional Media Lab) can capture the transitions, timing and even a narration for your presentation.

Inserting Graphs in PowerPoint

(Sections of this page taken directly from PowerPoint Help.)

PowerPoint's Graphing Tool

You can add data to a Graph chart by typing directly in the table of data associated with the chart, called a "datasheet." You can also copy and paste data from another program (such as Excel) onto the datasheet.

By embedding an Excel chart or linking to data files in other programs, you can change the graph in the presentation by changing the data in the original file.

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. On the "Edit" menu in Microsoft PowerPoint, click **Paste Special**.
4. Do one of the following:
 - To paste the chart so that you can size and position it as you would a picture, click **Picture**.
 - To paste the chart as an embedded object that you can edit in Excel, click **Microsoft Excel Chart Object**.

(Double-click the chart to edit it in Excel.)

Linking to data from other programs

When you link to data in another program to create a chart, Microsoft Graph will update the chart when the data in the source program changes. (Caution: When you link to data in another program, all existing data from the Microsoft Graph datasheet is deleted.)

1. In the source program, select the data you want to link to the Microsoft Graph datasheet. For example, if you are working in a Microsoft Excel worksheet, select a range of cells.
2. On the program's "Edit" menu, click **Copy**.
3. Switch to Microsoft Graph, or double-click the chart.
4. Click the datasheet window.
5. On the "Edit" menu, click **Paste Link**.

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 > Movies and 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 > Movies and Sounds > 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.

Controlling Audio Playback

Audio files are included as elements in the “Custom Animation” controls and can be included in the timelines of triggers and effects. To access these controls select **Slide Show > Custom Animation**. Select the listed audio file, click the popup menu next its name and select “Effect Options”. This will open several panels that can control the triggers and playback of the audio file.

For more details about controlling the insertion and playback of audio files, see the PowerPoint help or the PowerPoint Sound Tutorial at

<http://www.cadtutor.net/dd/power/mp3/mp3.html>

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.

For more details about video formats, codecs and playing videos in PowerPoint, check out Indezine’s article on PowerPoint and Video:

<http://www.indezine.com/products/powerpoint/ppvideo.html>

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 sound to begin.
3. Select **Insert > Movies and Sounds > Video from File...**
4. Find the video file you want using the Insert Video dialog, click OK.
5. Select the appropriate options to tell PowerPoint if you want the video to play automatically or when clicked.
6. 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 audio from the presentation.
7. If you want a video to play full screen, right click on the box and select “Edit Movie Object”. Check “Zoom to Full Screen”.

Controlling Video Playback

Video files are included as elements in the “Custom Animation” controls and can be included in the timelines of triggers and effects. To access these controls select **Slide Show > Custom Animation**. Select the listed video file, click the popup menu next its name and select “Effect Options”. This will open several panels that can control the triggers and playback of the video file.

For more details about controlling the insertion and playback of video files, see the PowerPoint help or Indezine’s article on PowerPoint and Video: <http://www.indezine.com/products/powerpoint/ppvideo.html>

Animations in PowerPoint

There are several ways to create the illusion of movement in a PowerPoint presentation. This is a very powerful way to create interest and call attention to the slide. However, if the animation does not directly relate to your presentation it will only distract the audience from your message. Use animations sparingly, and ideally only to illustrate processes in which the movement is necessary for comprehension.

Simple Animations using Multiple Slides

The simplest way to create an animation in PowerPoint is to duplicate a slide and change only certain aspects of the image (move an element, change a color, add a label). When you advance the slide, it will appear to animate.

Slide Transition Effects

You can apply special transition effects that cause the new slide to fade or move into position. When combined with duplicate slides, the elements that change will appear to transition while the rest of the slide stays the same.

To add transition effects:

1. Open the slide where you want the transition to appear.
2. From the Menu bar select **Slide Show > Slide Transitions**
3. From the “Slide Transition” menu choose a transition.
4. Set controls for timing, sound and advance (manual or auto).

On-Slide Animations

Individual elements of a slide can be set to move when clicked or as part of a sequence. Several basic types of animation are included, or you can create custom paths for the object to follow.

To add animation schemes:

1. Select the object within the slide that you want to animate.
2. From the Menu bar select **Slide Show > Animation Schemes**.
3. From the “Animation Schemes” menu choose an animation.
4. Click **Play** to preview the animation.

NOTE: To remove an animation from an object: select **No Animation** from the list of animations.

Custom On-slide Animations

By selecting **Slide Show > Custom Animations** you have access to even more possibilities (including a “Motion Paths” Effect that lets you draw a line on the screen and have an object follow that line). If you are interested in creating motion paths visit Microsoft’s Online Training Tutorial: <http://office.microsoft.com/training/training.aspx?AssetID=RC061174671033>

Creating Interactive Presentations

Creating a “button”

Any object on a slide can be made into a “button” that performs an action when it is clicked during a presentation.

1. Create or select an object on a slide.
2. From the Menu bar select **Slide Show > Action Settings...**
An “Action Settings” pop-up menu will open.
3. From the “Action Settings” menu select “Mouse Click” then choose what you want to happen when the user clicks this button:
 - **None** – nothing will happen.
 - **Hyperlink to:** - brings up other slides in your presentation, Web sites, additional PowerPoint presentations, or other files.
 - **Run Program:** – opens a program on your computer.
4. You can also add user feedback to the button in this dialog. This helps users tell when they have clicked a button.
 - **Play sound:** - plays the selected sound.
 - **Highlight click:** - flashes the button.

Note: These same actions can be activated when the mouse merely passes over the button (a “Mouse Over”.) You can set Mouse Over actions in the other section of this dialog box. Mouse Over actions will annoy or confuse your users unless they are very subtle.

Disabling Automatic Slide Advance

By default, PowerPoint advances to the next slide when you click the mouse during a presentation. If you want your user to follow your navigation, you should disable this feature:

1. From the Menu bar select **Slide Show > Slide Transition...**
2. From the “Slide Transition” menu uncheck **On mouse click** under the “Advance slide” option.
3. Click **Apply** to apply the changes to the slide that you are currently working on, or click **Apply to All** to apply the changes to all the slides.

Saving Self-Contained Presentations

If you want your presentation to run by itself without PowerPoint present (and without anyone to be able to jump around in it.)

1. From the Menu bar select **Slide Show > Set Up Show...**
2. In the “Set Up Show” pop-up window select “Show Type: **Browsed at a kiosk** (this will fill the screen.)
Set other settings as needed.
3. **File > Save As type:** PowerPoint Show (.pps)
This creates a (large) self-contained presentation file.

Resources

General PowerPoint Use

Beyond Bullets - Cliff Atkinson

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

Presentations Magazine – Web Site

<http://www.presentations.com>

InformIT - Presenting Professionally with PowerPoint - Tom Bunzel

<http://www.informit.com/guides/content.asp?g=msoffice&seqNum=66>

Microsoft's PowerPoint 2003 page:

<http://office.microsoft.com/en-us/FX010857971033.aspx>

Using Images, Audio and Video

Using Images in PowerPoint - University of Florida Extension

<http://mrec.ifas.ufl.edu/Special/Powerpoints/default.htm>

INDEZINE - PowerPoint And Video, Geetesh Bajaj

<http://www.indezine.com/products/powerpoint/ppvideo.html>

Finessing video into PowerPoint, Tom Bunzel

http://www.presentations.com/presentations/creation/article_display.jsp?vnu_content_id=1000622353