Lesson 3: Adding Graphics, Animation, and Sound
Learning Objectives

After studying this lesson, you will be able to:

- Add clip art, photos, and screen shots to a presentation
- Remove backgrounds and apply artistic effects to slide images
- Add transition effects to a slide show
- Add animation to objects on a slide
- Add sound effects to transitions and animations
Working with Clip Art

- Add clip art to emphasize key points
- Microsoft Office clip art collection

Insert a digital photo or custom artwork
Open the Clip Art task pane
Working with Clip Art

- Search for clip art

▲ Keyword

Clip Art

Search for:

awards

Results should be:

All media file types

Include Office.com content

Find more at Office.com

Hints for finding images
Working with Clip Art

- Move, resize, and rotate objects
Formatting Clip Art

- From the Format tab, you can:
  - Resize clip art
  - Move clip art
  - Rotate clip art
  - Format clip art
Removing a Background

- Background is hidden, not deleted permanently.

- Original photo with background.
- Areas to be hidden, overlayed in purple.
- Background removed.
Applying Artistic Effects

- 23 artistic effects

Artistic effects gallery

Pencil sketch effect

Pencil sketch effect applied
Inserting a Screenshot

- Insert another program window
- Insert a folder window
- Insert a custom defined area of the screen

Insert any available window
Working with Shapes

- Resize and rotate just like clip art
- Add text
- Yellow diamonds change shape

Shape with text

Yellow diamonds alter shape design
Working with Slide Transitions

- Animates the transition between slides
- Applied to slide being entered

More than thirty transitions available

Transition sound

Transition speed
Using Slide Animation

- Animates text or object on a slide
- Can be combined with slide transitions

More than fifty animations available

Animation options
Using the Animation Pane

- Create custom animations

Access advanced options by clicking these menus
Adding Sound Effects

- Add sound to transitions and animations

Add sound to an animation via the Animation Pane
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