

CHAPTER SIX: INSERTING MULTIMEDIA ELEMENTS & USING SPELLING AND RESEARCH TOOLS

This Chapter Will Include:

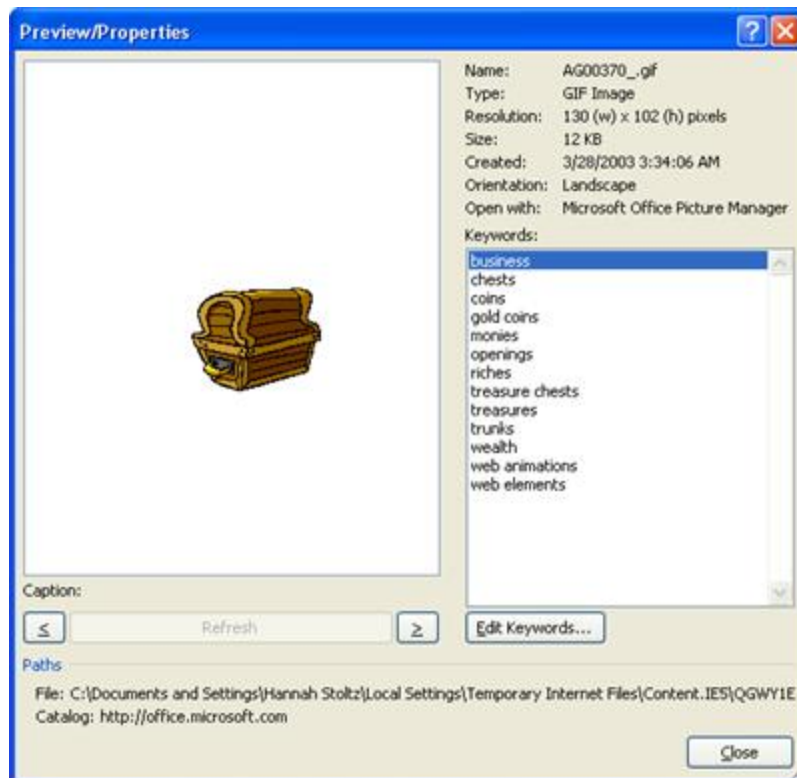
- Inserting Motion Clips
- Inserting Sound Clips
- Inserting Pictures From File
- Finding and Replacing Text
- Using the Spelling Tool
- AutoCorrect
- AutoFormat
- Using the Thesaurus

Inserting Motion Clips

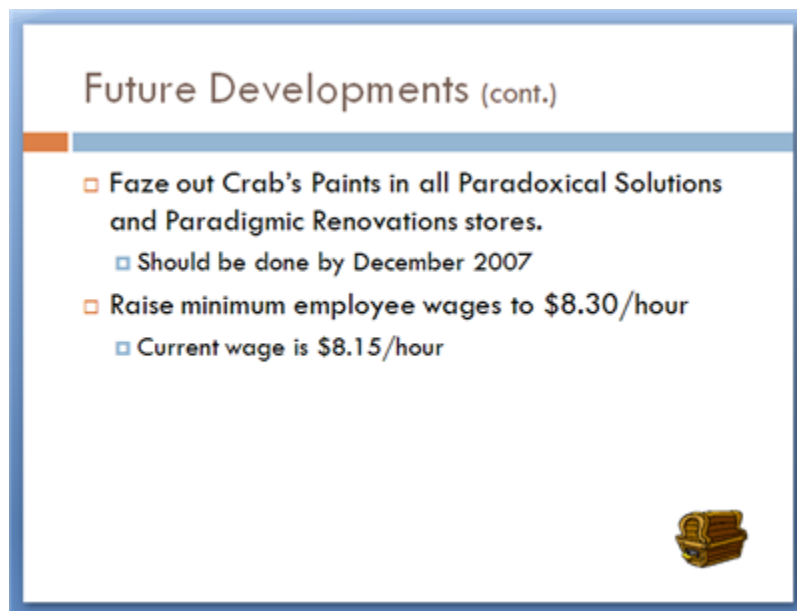
Motion clips are animated images that run on a loop; that is, they continuously repeat an action.

To add motion clips, follow these steps:

1. Find the **Movie** icon in the **Media Clips group** on the **Insert** tab. Clicking the upper half of the icon allows you to insert a clip that you have saved on your computer. Clicking the lower half of the icon allows you to insert a motion clip from the clip art gallery.
2. If you choose to insert a motion clip art, the **Clip Art Task Pane** will open. Under **Results Should Be**, make sure only **Movies** is selected.
3. Enter a keyword in the **Search for** box and click **Go**.
4. To preview an animation before adding it to your slide, click the **down arrow** on the right side of a file and click **Preview/Properties**. In the **Preview/Properties Dialog Box**, you can scroll through the motion clips list that matched your keyword and preview each animation by clicking on the \geq or \leq buttons below the animation.



5. Click **Close** to close the Preview/Properties Dialog Box.
6. To insert a motion clip, click the thumbnail in the Clip Art task pane. You can resize the clip as much as necessary.



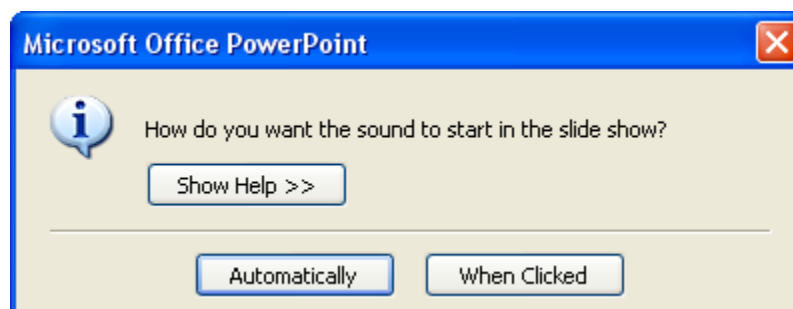
7. To view the animation as it would appear in a presentation, switch to the **Slide Show View**.

Inserting Sound Clips

Sound clips can be added to a slide to help emphasize a point in your presentation. To use a sound clip effectively, you need to have speakers connected to your computer (if you have a laptop, speakers come built-in). Sound clips appear as a microphone icon. You can choose to have sound play automatically, or you can have it play when the icon is clicked on.

To add sound clips, follow these steps:

1. Find the **Sound** icon in the **Media Clips group** on the **Insert** tab. Clicking the upper half of the icon allows you to insert a sound file that you have saved on your computer. Clicking the lower half of the icon allows you to insert a sound file from the clip art gallery.
2. If you choose to insert a sound from the Clip Organizer, the **Clip Art Task Pane** will open. Under **Results Should Be**, make sure only **Sounds** is selected.
3. Enter a keyword in the **Search for** box and click **Go**.
4. To listen to a sound before adding it to your slide, click the **down arrow** on the right side of a file and click **Preview/Properties**. In the **Preview/Properties Dialog Box**, you can scroll through the sound clips list that matched your keyword and preview each by clicking on the \geq or \leq buttons below the clip.
5. Click **Close** to close the Preview/Properties Dialog Box.
6. To insert a sound clip, click the thumbnail in the Clip Art task pane. A window will appear asking whether you want the clip to play automatically or only when clicked.

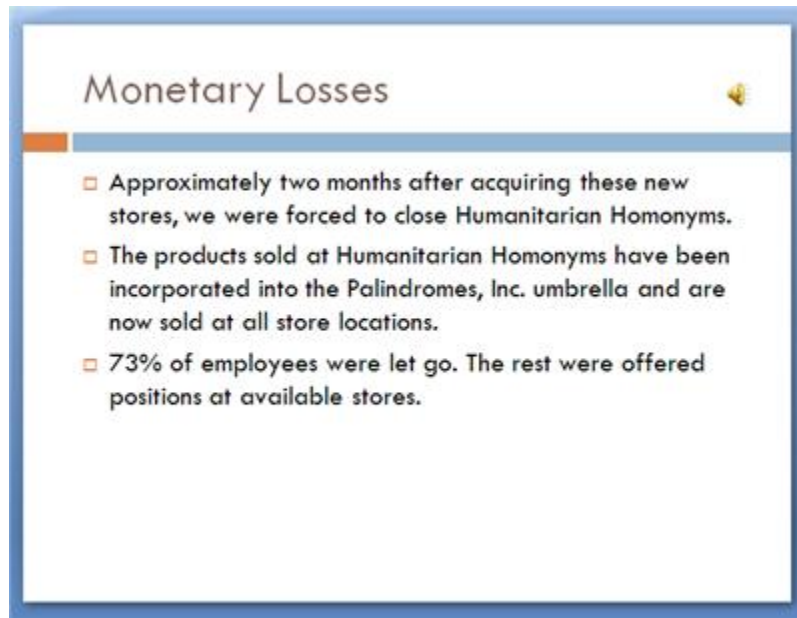


7. Click the method you prefer. Once you have done this, an icon will appear in your slide:



You can move the icon anywhere you want in the slide.

8. To view the clip as it would appear in a presentation, switch to the **Slide Show View**.



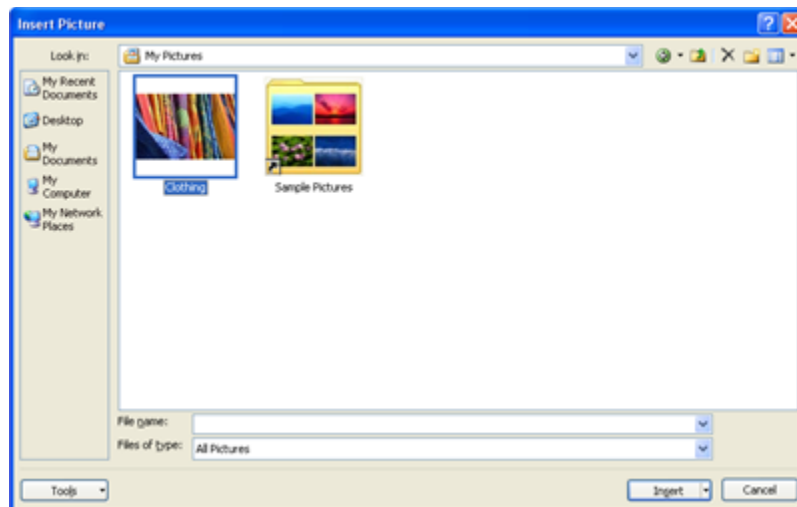
9. To make adjustments to how the clip is played, select the microphone icon. Notice that the **Options** tab now appears on the Ribbon. In this tab, you can preview the clip, select the volume of the clip, hide the icon during the presentation, and more.

Inserting Pictures from File

In addition to adding clip art, animated graphics, and sounds, you can also add images that have been saved to your computer. Pictures saved from the internet or taken with a digital camera can easily be added and edited to a presentation.

To add a picture, follow these steps:

1. Make sure you are on the slide you want to add a picture to.
2. Click the **Picture** icon in the **Illustrations group** on the **Insert** tab.
3. The **Insert Picture Dialog Box** will automatically open in the **My Pictures** folder. You can use the **Places toolbar** or the **Look In menu** to open a different folder. When you have the picture you want, select it and click **Insert**.



4. As with Clip Art and other objects, pictures inserted from file can be adjusted as necessary using the **Format** tab.



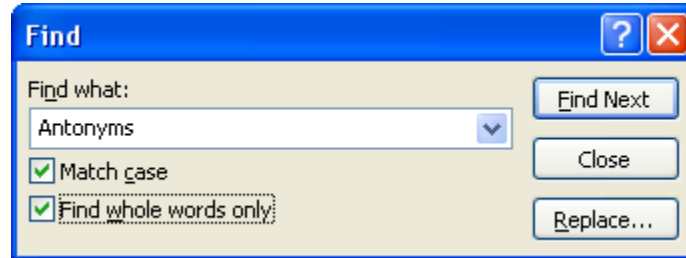
Finding and Replacing Text

The **Find** and **Replace** tools can be used when looking for specific words in a presentation. You can choose to simply find the words, or you can replace a specific word with another word.

To use the find tool, follow these steps:

1. On the **Home** tab, find the **Editing group** and click the **Find** icon. This opens the **Find Dialog Box**.
2. In the **Find what** box, type in a word that can be found in your presentation.

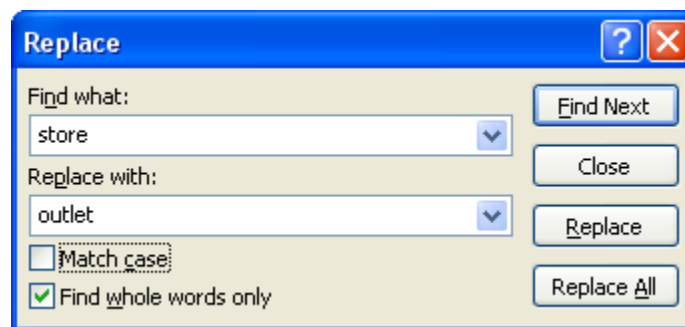
3. There are two additional options:
 - a. **Match Case:** finds words only if they have the same upper and lowercase letters as they appear in your word typed into the Find what box
 - b. **Find Whole Words Only:** this is useful if you are looking for small words such as "in" or "of." By checking this box, words such as "intelligence" or "officer" will be ignored.



4. Click **Find Next** to have PowerPoint search for your word. The program will highlight the first appearance of your word as it appears after the slide you are currently viewing. Continue to click the Find Next button until the program returns to the first appearance of the word.

To use the replace tool, follow these steps:

1. On the **Home** tab, find the **Editing group** and click the **Replace** icon. By default, this opens the **Replace Dialog Box** where you can replace any instances of a word with another word. You can also choose to replace one type of font with another by clicking the **down arrow** to the right of the Replace icon and choosing **Replace Fonts**.
2. Enter the word you want to change in the **Find What** box and its replacement in the **Replace With** box.
3. Click **Replace All** to replace all instances of the word in the presentation.

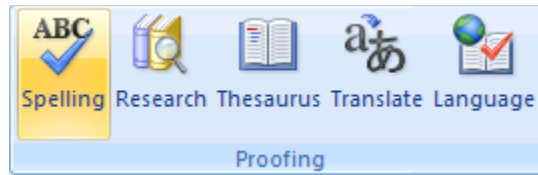


Using the Spelling Tool

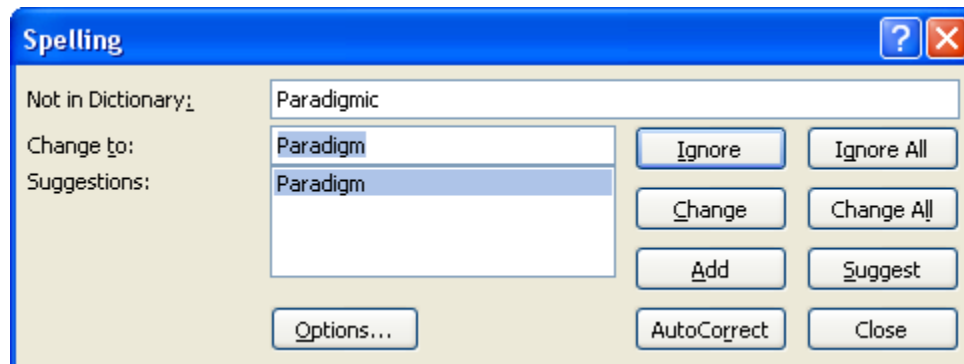
The **Spelling** tool checks the spelling in your presentation against a dictionary built in to Microsoft PowerPoint. When a word is misspelled, a **red squiggly line** appears beneath it.

To correct spelling, follow these steps:

1. On the **Review** tab, find the **Proofing group** and click the **Spelling and Grammar** icon.



- If there are no errors, a dialog box will tell you the check is complete. If there are errors, however, the **Spelling Dialog Box** will appear with suggestions for correcting each misspelled word or grammatical error.



- The **Change To** box displays PowerPoint's suggestion for correcting the word, while the **Suggestions** box displays a list of similar words.
- To correct an error, select the suggestion from the list and click **Change**. To correct all instances of this error, click **Change All**.
- If you want to add a word to the dictionary, click **Add**.
- To ignore an error, click **Ignore** to have the check skip over the error once, or **Ignore All** to have the check ignore all appearances of this error.
- When the check is complete, a dialog box will tell you so.
- As you type, you may notice that PowerPoint flags spelling errors as soon as they appear. To correct these errors as you type, simply right-click on a word or group of words with a red squiggly line beneath it.
- A drop-down menu will appear beside the word. This menu strongly resembles the Spelling Dialog Box in compact form.



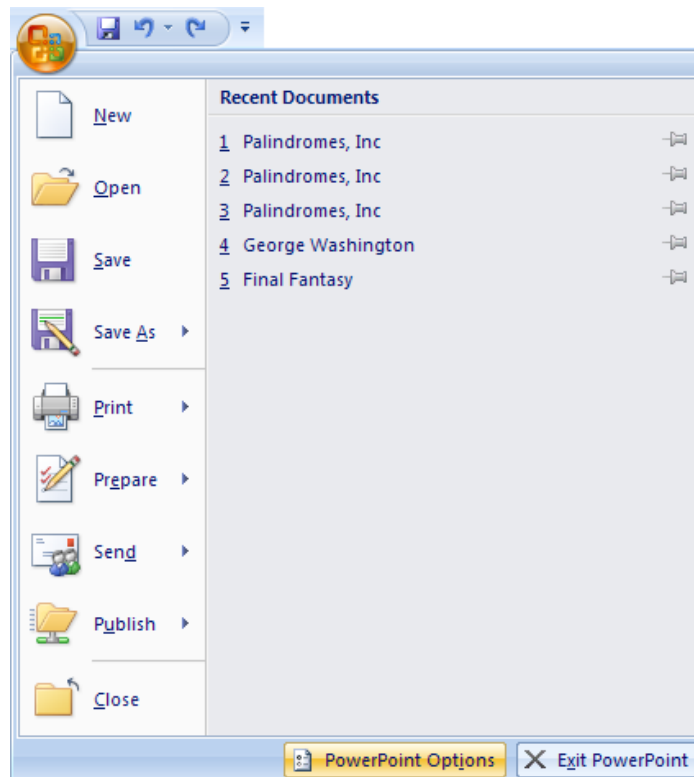
- To make changes, select the correct word from the list or choose either **Ignore All** or **Add to Dictionary**.
- In this menu, only a select number of spelling suggestions appear. If you are looking for more suggestions, you can open the Spelling Dialog Box by choosing **Spelling** from the drop-down menu.
- When you have made a change, the red line will disappear and the drop-down menu will close.

AutoCorrect

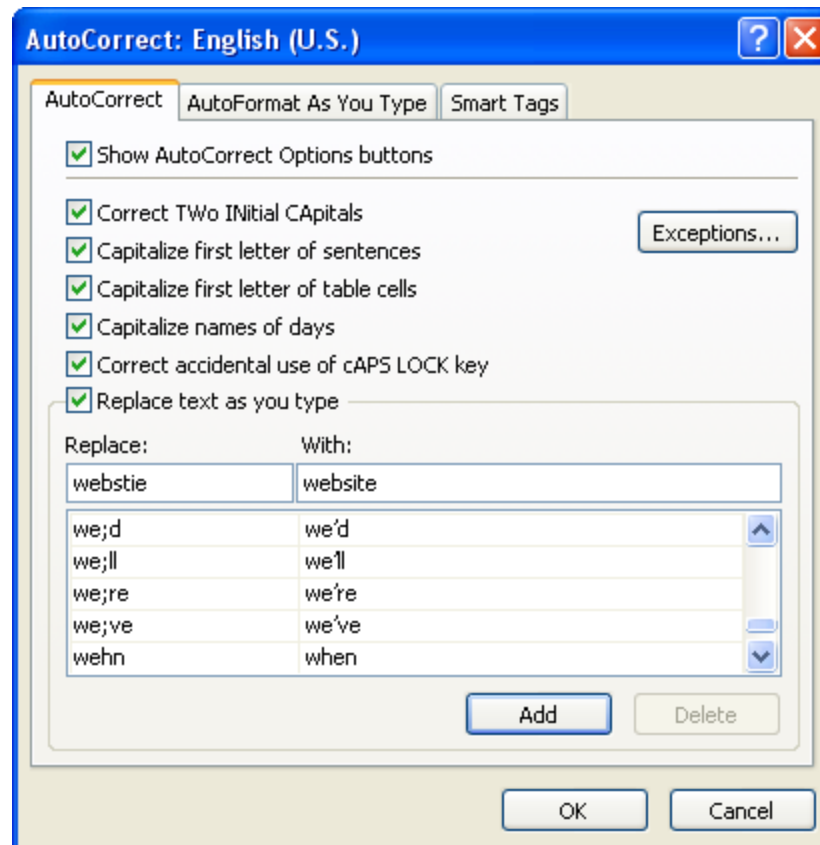
The **AutoCorrect** feature in Microsoft PowerPoint automatically corrects commonly misspelled words as you type. These common mistakes and their correct spellings are listed in a directory built in to PowerPoint. For example, if you type **teh** into a PowerPoint presentation, the program will automatically change your spelling to **the**. In addition to these basic corrections, you can also add and delete your own AutoCorrect entries.

To use AutoCorrect, follow these steps:

1. Click on the **Office Button** and select **PowerPoint Options** at the bottom.



2. Click on **Proofing** and then choose **AutoCorrect Options**. In the **AutoCorrect Dialog Box**, make sure the **AutoCorrect** tab is selected.
3. Under **Replace**, type **webstie**.
4. Under **With**, type **website**.
5. Click **OK**. In your presentation, type **webstie** and note that it automatically changes to **website**.



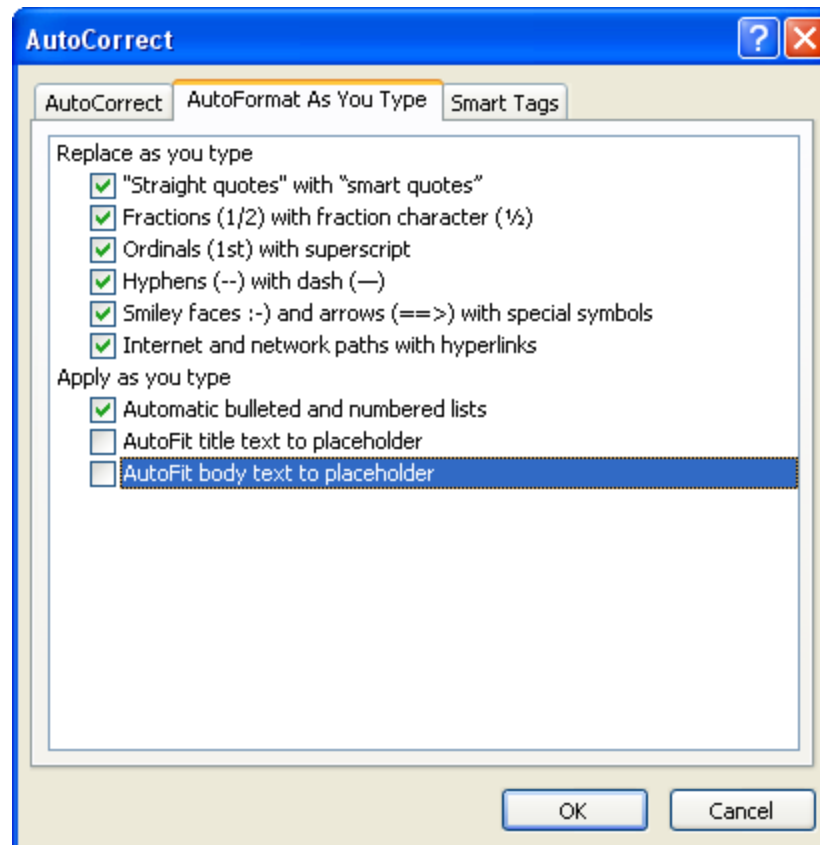
6. To delete an AutoComplete entry, open the AutoCorrect Dialog Box again, scroll through the list until you find your entry, and click **Delete**.
7. In a slide, type **webstie** and note that PowerPoint automatically changes it to **website**.
8. To delete the entry you just added from the list, return to the AutoCorrect Dialog Box. Scroll through the list until you find the "webstie" entry. Make sure it is selected and click **Delete**.

AutoFormat

The **AutoFormat As You Type** section of the **AutoCorrect Dialog Box** allows you to specify which formatting corrections PowerPoint makes automatically to your slides. By default, everything under the AutoFormat tab is turned on. However, you can turn off some of these formatting corrections as needed.

To do make formatting changes, follow these steps:

1. Return to the **AutoCorrect Dialog Box** through the **PowerPoint Options Dialog Box** and make sure the **AutoFormat As You Type** tab is selected. Uncheck the formatting corrections you would like to turn off and click **OK**.
2. To turn any of corrections back on, simply return to the AutoCorrect Dialog Box and check them once again.

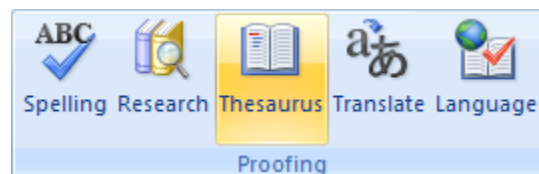


Using the Thesaurus

The **thesaurus** is a tool that can be used to find synonyms and antonyms for a selected word.

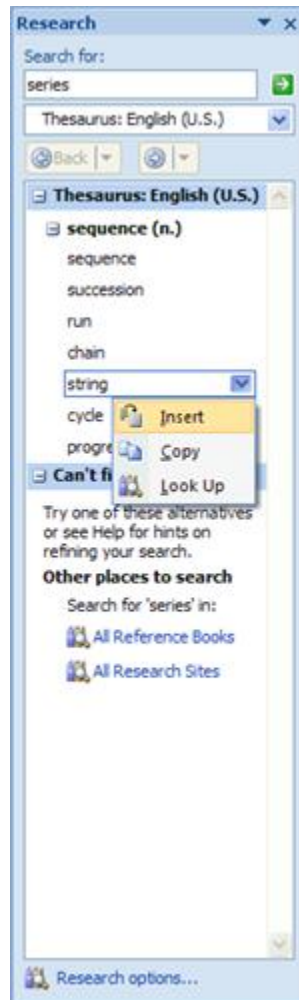
To use the thesaurus, follow these steps:

1. In a placeholder or text box, select the word you want to look up or replace using the thesaurus.
2. Click the **Thesaurus** icon in the **Proofing group** on the **Review** tab.



3. The thesaurus menu will appear in the task pane. The word you selected should be in the **Search for** box at the top, with a list of synonyms and antonyms appearing below it.
4. When you click on a word in the task pane, it will replace the current selected word and give you new synonyms and antonyms.
5. To replace the selected word with one from the list, hover your mouse over the word in the task pane and a down arrow should appear. Clicking on it gives you three options: **Insert**, **Copy**, and **Look Up**.

- a. **Insert:** inserts the word into the presentation. The word will replace any text already selected. To insert a word without replacing any text, deselect the current text.
- b. **Copy:** copies the word
- c. **Look Up:** finds new synonyms and antonyms for that word



- 6. When you are finished using the Thesaurus, close the task pane by either deselecting the **Research** icon in the **Proofing group**, or by clicking the X in the upper-right corner of the task pane.