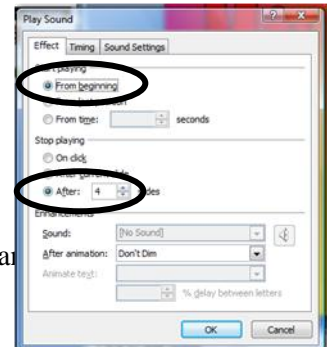
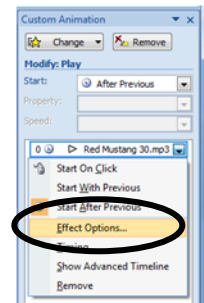
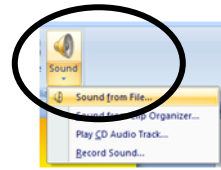


# PowerPoint Basics

## Lesson 3: Music, Hyperlinks, & Printing Options

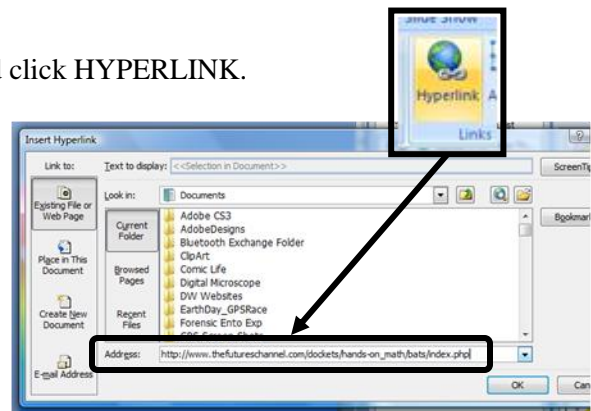
### 3A. Adding Music

- 1 – Click on your first slide (or title slide) in the left-hand part of the screen.
- 2 – Click the INSERT tab at the top and then choose SOUNDS → SOUND FROM FILE.
- 3 – Find your MY PROJECT folder on the server and click on the name of your song.
- 4 – Click OK to insert the song and choose AUTOMATICALLY when asked.
- 5 – Click the ANIMATIONS tab and choose CUSTOM ANIMATION. Make sure you have clicked on the sound object to select it.
- 6 – Click on the down arrow and choose EFFECT OPTIONS.
- 7 - Choose FROM BEGINNING in the first section.
- 8 - In the STOP PLAYING section, set it to stop playing after the # of slides you have in your presentation.
- 9 - Click the SOUND SETTINGS tab and choose HIDE SOUND ICON DURING SLIDE SHOW.
- 10 – Click OK when finished. Click the VIEW SHOW button to preview your song and make sure it works.



### 3B. Adding Links

- 1 – Copy the URL for the website you'd like to include in your presentation. You can also create a link to a specific page with a movie or picture.
- 2 – Insert a clip art image to use for your link, such as a movie reel or camera. You can also click-and-drag to select text on a slide to use for a link.
- 3 – Click on the clip art image, click the INSERT tab, and click HYPERLINK.
- 4 – Paste the URL into the ADDRESS box and click OK.
- 5 - When you are viewing your show, you can click on the linked object or text to open the page in a web browser.



**Don't forget ... Save your work often!**

### 3C. Printing Your Presentation

- 1 – Click the OFFICE button and choose PRINT.
- 2 – Choose the correct printer by pulling down the menu at the top.
- 3 - Choose HANDOUTS in the PRINT WHAT menu.
- 4 – Choose "6" for SLIDES PER PAGE.
- 5 - Click OK to print your presentation.

