Lesson (5) Power Point Music – Looping – Timing

1. Open up power point
2. Create a sub folder with the same name of the presentation, for your power point (place **POWER POINT** AND **MUSIC** in this folder)
3. Save Power Point so it is inside of this folder.
4. In power point Click on Layout (down arrow) Choose blank. I like this one as it works well.
5. Many Options to follow:
   a. Place mouse in background and chose type you want.
   b. Careful not to hit apply to all unless you want the same image on all.
   c. Important to make sure the background applies to what you are presenting
   d. Make font is at least 28 (Comic Sands Bold Black) so people in back of room may see what your presenting. Color of font depends on what is easiest to see.
      i. Choose Insert and Text box
         1. Once box is created click on box and then determine Font Size and color.
6. Click again and choose **DEFAULT** (This will permit the same size on all slides. Complete Power Point presentation and (SAVE)

INSERTING MUSIC IN POWER R POINT

7. Your music must be placed in the same folder as the power point.
8. Go to first slide of power point where you want the music to start.
9. Go to Insert – Audio – file should be inside of same file as your power point (Important must be in the same file) You should now have **two** items in this folder 1. Power point 2. Music.
10. Click on Playback TAB. Start music Automatic and play across all slides.
    a. If you have multiple songs determine where one ends and the second one begins.
    b. You have Fade in and Fade out (Sounds better with this)
    c. Choose Hide during show.
    d. You may trim audio if you want (often not necessary)
    e. Loop until stopped --- rewind after playing (options)

Transitions

1. Click on Transition and choose the special affect you like.
2. To the right you may advance slide after so many seconds and hit apply to all or Important (Look for **Tab** that says **SLIDE SHOW**)
3. Slide shows use this if you wish to get your presentation perfect in timing for viewing and music.
4. Start your side show (rehearse timings) and computer will record time for each slide.
5. Click on Record slide show. You will watch presentation and listen to music, then click to go to the next slide. All of this depends on you!   At the end you will be asked if you want to keep the presentation. You will be in the sorter view. You may adjust your slide if needed. Go back to transition and then click on that one slide. Look at sorter view.   F5 will start your presentation.