

MS PowerPoint: Tips or making rich slide shows

PowerPoint is a program to build the most popular slide shows available today. The following article will guide you to some good tricks in using PowerPoint. With PowerPoint, you can easily present your ideas through images, texts and sounds. The tips below, hopefully help

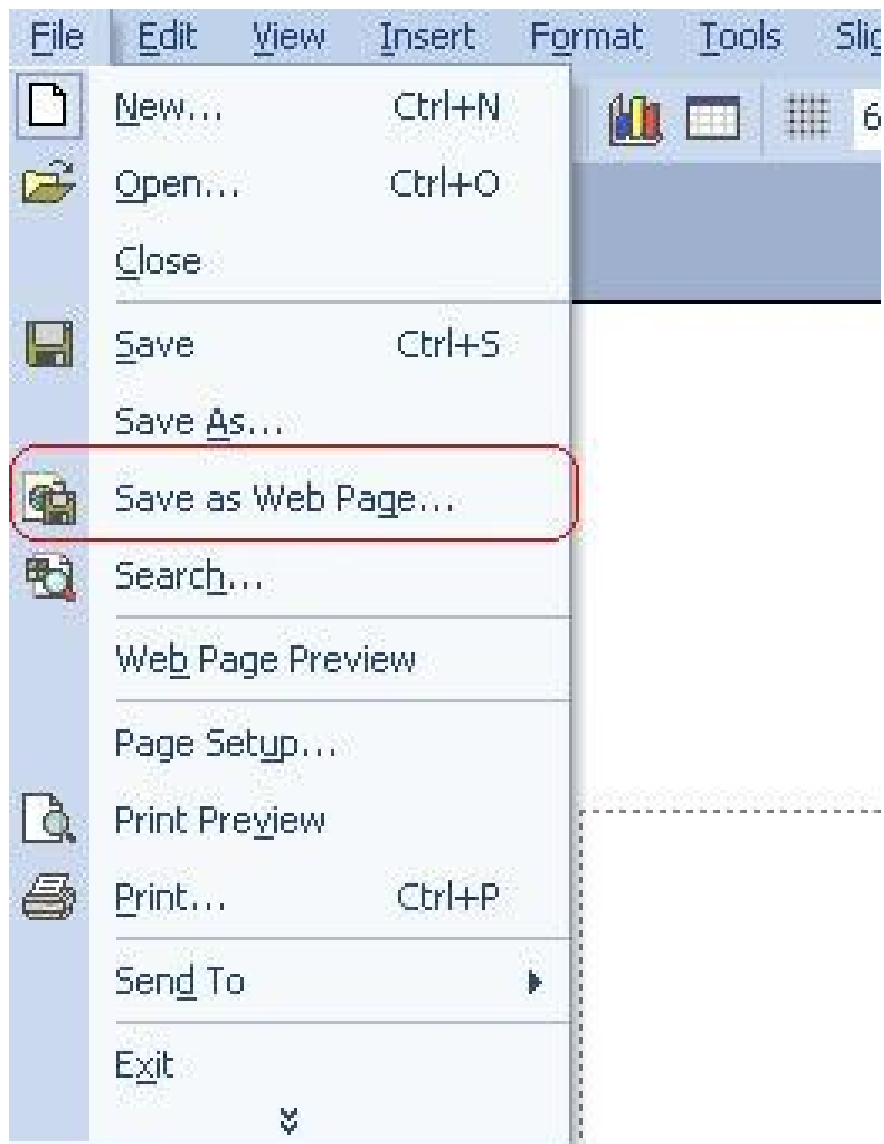
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With PowerPoint, you can easily present your ideas through images, texts and sounds. The tips below, hopefully will help present your ideas with PowerPoint.

PowerPoint presentation via Internet:

In PowerPoint, you can easily convert documents to HTML files. This means you can show PowerPoint through the Internet. To do this, follow these steps:

- First, open the PowerPoint file you want to show on the Internet using Microsoft PowerPoint.
- Next, click **File** on the toolbar, select **Save as Web Page** .



- A small dialog box will appear. Here, you choose where you want to save the file, with the file name filled in the **File name** frame. Also, in this dialog box, click the **Publish** button to select advanced options.



- After the **Publish** button is added, a new dialog box will appear. Here, you can choose to include all slides into an HTML file, or just select certain Slides. To do this, enter the number of slides to select in the **Slide number** frame. Next, also in this dialog box, click the **Web Options** button and select the details of the generated HTML file.

+ *General Card* is used to set the display of Slide content on the website.

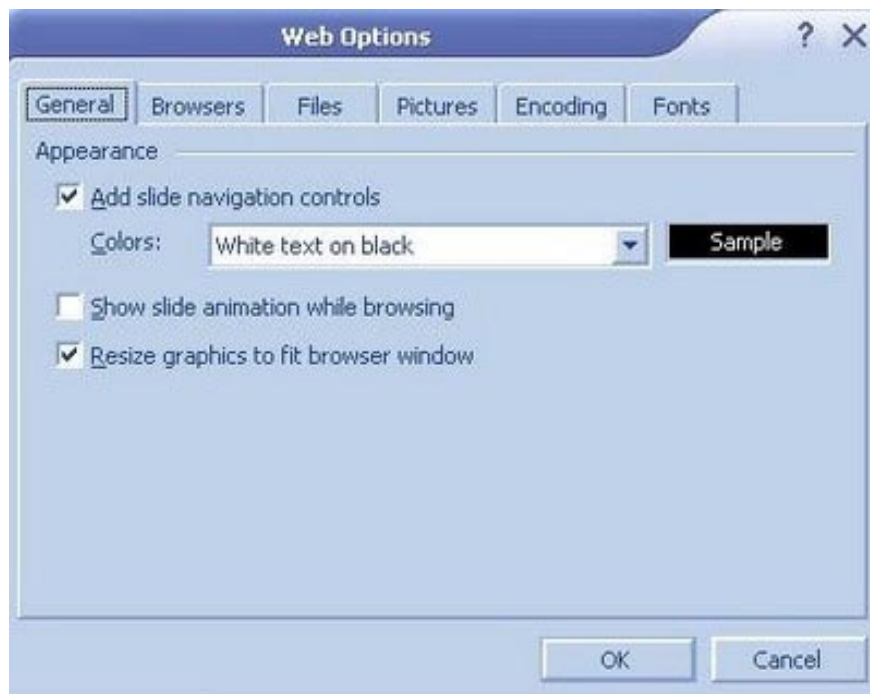
+ *Browser* tab used to select the browser used to view PowerPoint file content.

+ *File* card used to set file name and file location.

+ *Pictures* card allows you to select the screen size when displaying Slide content.

+ *Encoding* card allows you to choose the type of code used on the website. (usually for slides using Vietnamese, you choose Unicode UTF-8 encoding).

+ *Font* card used to change font and font size for text used on slides.



- After you have completed the necessary options, press the **OK** button to save the options and to close the Web Options window. Finally, click **Publish** to close the **Publish** window as web page .

- Now, go back to the Save As dialog box, select the location to save the PowerPoint file on your hard drive.

Your last job is to upload the generated HTML file to a web server, in order to display the contents of the slides via the Internet.

Insert Flash file into PowerPoint Slide

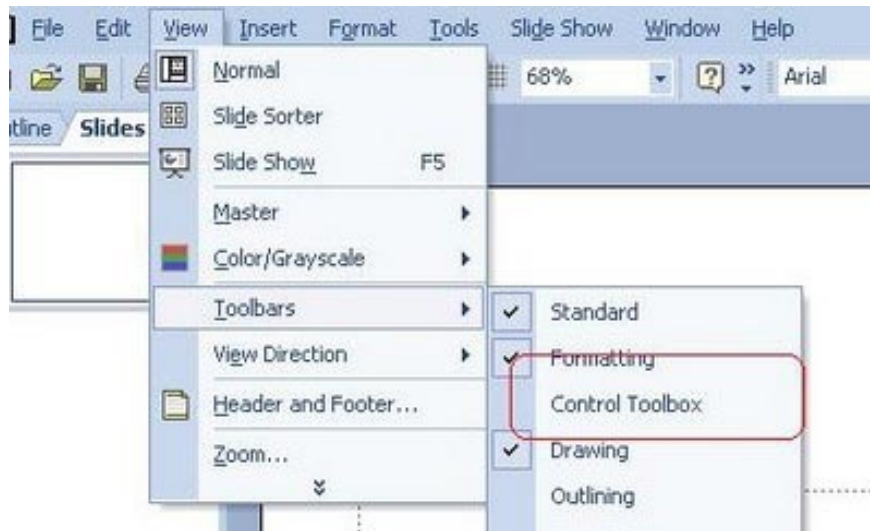
Similar to PowerPoint, Flash can also be used to present your ideas, even better than PowerPoint slides. Therefore, you can insert Flash movies into PowerPoint to make your presentation more impressive. Even small Flash files for relaxing during PowerPoint presentations.

However, it is important to note that before installing Flash to PowerPoint, your computer has installed the Flash Player program to play Flash files. If not, you can download and install Flash Player here.

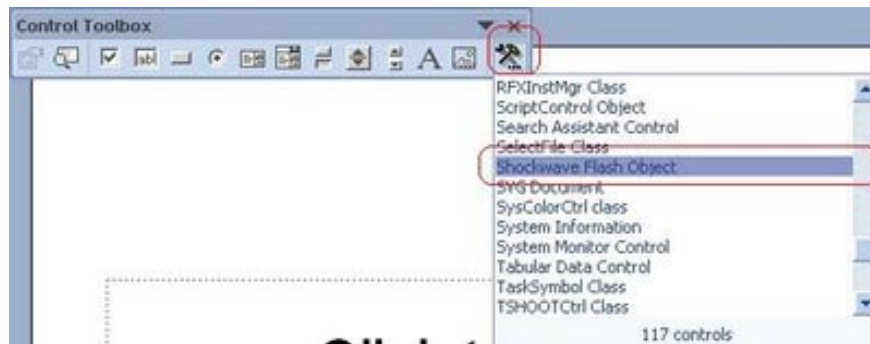
Here is how to proceed to insert a Flash file into PowerPoint slide.

- First, open the PowerPoint file you want to insert Flash with Microsoft PowerPoint.

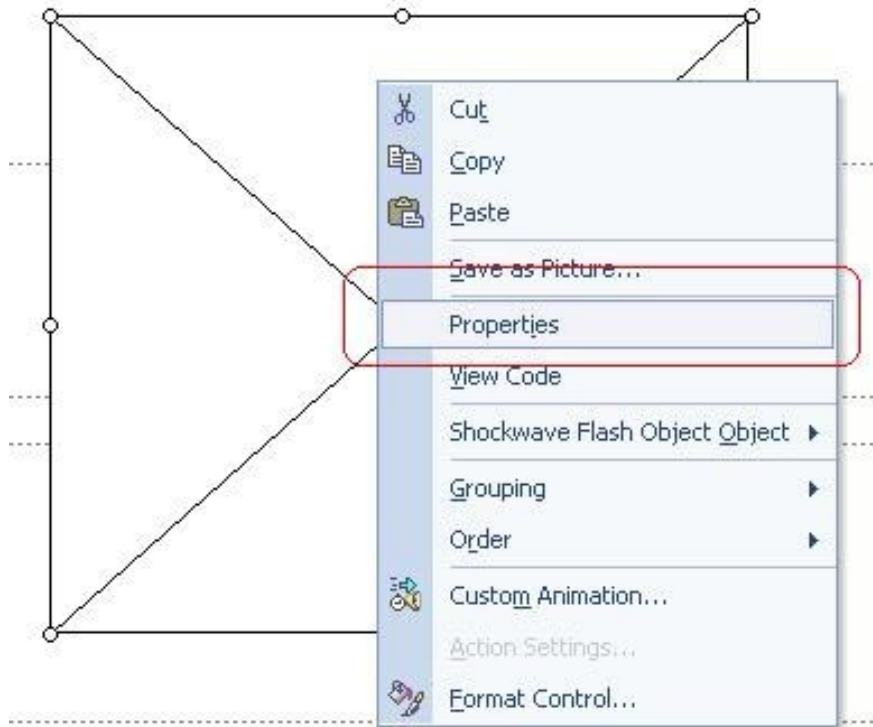
- Next, from the menu, select **View -> Toolbar -> Control Toolbox** .



- Here, a new dialog box will appear with the name Control Toolbox. In this dialog box, click on the More Control icon (rightmost) and a new drop down list. You select ' **Shockwave Flash Object** ' from this drop-down list.



- After selecting this option, a rectangular frame will appear, your Flash file will be displayed inside this frame. Now use the mouse, drag the frame to whatever position in the Slide you want the Flash file to display. After you have selected the appropriate location, right-click on this frame and select **Properties** .



- Properties dialog box will appear with new options. In this dialog box, under the **Alphabet** tab, navigate to the Movie option and fill in the full path of the Flash file you want to use in the box on the right. (Example D: FlashTest.swf)

Properties [X]

ShockwaveFlash1 ShockwaveFlash [v]

Alphabetic | Categorized

(Name)	ShockwaveFlash1	▲
AlignMode	0	
AllowFullScreen	false	
AllowNetworking	all	
AllowScriptAccess		
BackgroundColor	-1	
Base		
BGColor		
DeviceFont	False	
EmbedMovie	False	
FlashVars		☰
FrameNum	-1	
Height	306,125	
left	184,25	
Loop	True	
Menu	True	
Movie	D:\flash\test.swf	
MovieData		
Playing	True	
Profile	False	
ProfileAddress		
ProfilePort	0	
Quality	1	
Quality2	High	
SAlign		
Scale	ShowAll	
ScaleMode	n	▼

- Next, in the same **Alphabet** tab, at the **Playing** option, you set the value to ' **True** ' and the **EmbedMovie** option also sets the **True** value so that the Flash file automatically plays when playing to the Slide containing it. If you do not want to, you set the EmbedMovie value to False for manual control. In this **Properties** dialog box, you can also set Flash (Quality) quality, Flash size (Width) .

Properties



ShockwaveFlash1 ShockwaveFlash

Alphabetic

Categorized

(Name)	ShockwaveFlash1
AlignMode	0
AllowFullScreen	false
AllowNetworking	all
AllowScriptAccess	
BackgroundColor	-1
Base	
BGColor	
DeviceFont	False
EmbedMovie	False
FlashVars	
FrameNum	-1
Height	306,125
left	184,25
Loop	True
Menu	True
Movie	D:\flash\test.swf
MovieData	
Playing	True
Profile	False
ProfileAddress	
ProfilePort	0
Quality	1
Quality2	High
SAlign	
Scale	ShowAll
ScaleMode	0
SeamlessTabbing	True
SWRemote	
top	94,25
Visible	True

- Finally, close the Properties dialog box, save the PowerPoint file and edit and test the result again.

Hopefully, these 2 tips will help you get richer, more expressive presentation files.

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