

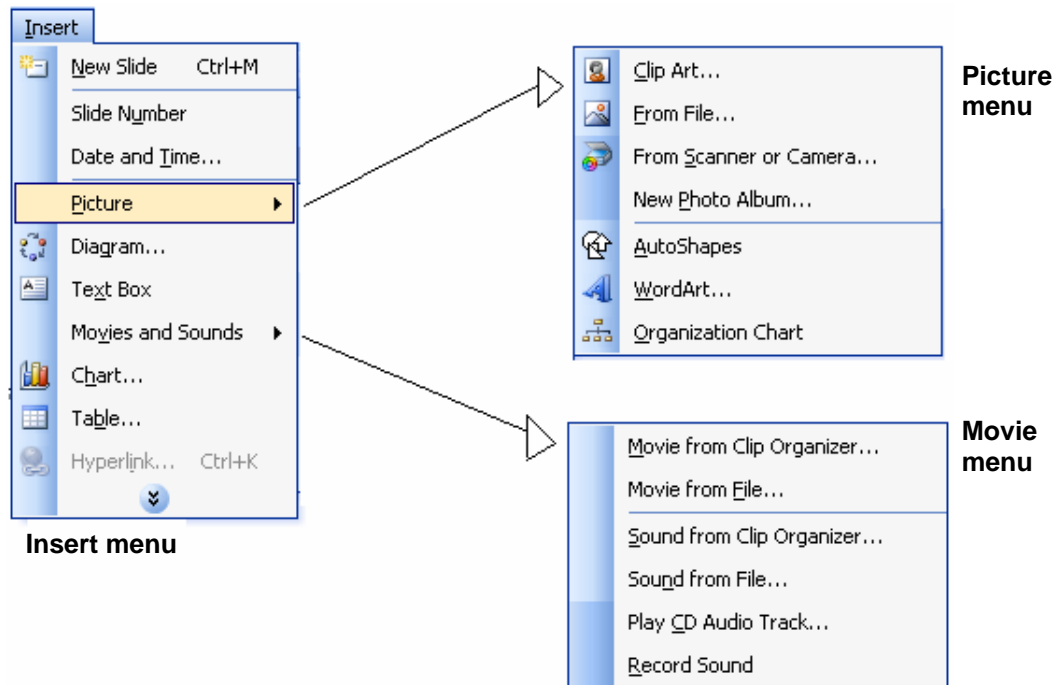
# Adding Picture and Media Files to Powerpoint Presentations

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*This reference card describes how to insert pictures, movies, wordart, organizational charts, auto-shapes and hyperlinks into a Powerpoint presentation. All of these features are useful in making a presentation standout.*

The insert menu appears by clicking on the insert menu in Powerpoint. Each of the sub menus on the right side are based on the "Picture" and "Movies and Sounds" menu.

This reference card assumes that the user is familiar with basic use of PowerPoint.



## Inserting a Picture

Step-by-step guide for inserting a picture on your PowerPoint presentation, go to the slide where you want to insert the picture:

1. Click on the Insert menu, select picture and then "from file".

Pictures are shown in the box that appears. These pictures are part of the MS Office Program. The list on the left side lets you choose pictures from various locations.

2. Select the folder where your picture is located, mark the picture, and click OK.

## Inserting Media Files

Step-by-step guide for inserting movies into your PowerPoint presentation:

1. Go to the slide where you want to insert the movie.
2. Click on the Insert menu, and select "movies and sounds" > "movie from file".
3. The list on the left side allows you choose pictures from various locations.
4. Select the folder where your movie is located, mark the movie, and click OK.

## Guideline for downloading picture from a website:

1. Go to one a free image website.
2. Select one of the picture categories.
3. A list of various images in that category appears.
4. Click on the picture that you want to use.
5. Let the picture appear on the screen.
6. Place the cursor over the image and click the right mouse button.
7. Select Save Picture As (Microsoft IE) and select an area of your hard disc to save to.

## Recommended sites with free pictures:

[www.freefoto.com](http://www.freefoto.com)  
[www.freestockphotos.com](http://www.freestockphotos.com)  
[www.bigphoto.com](http://www.bigphoto.com)  
[www.1000pictures.com](http://www.1000pictures.com)  
[www.webshots.com](http://www.webshots.com)  
[www.freeimages.co.uk](http://www.freeimages.co.uk)  
[Www.freedownloadcenter.com](http://Www.freedownloadcenter.com)

Category	Description	Picture	Step by step
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**Wordart**

You can add unusually formatted text—curved, slanted, or three-dimensional text—by inserting a WordArt object.



1. On the **Insert** menu, select **Picture**, and then click **WordArt**.
2. In the **WordArt Gallery** dialog box, double-click the style you want.

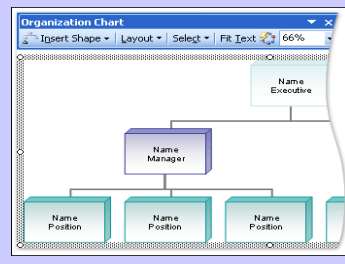
**Organizational chart**

You can use the diagramming tool on the drawing toolbar to create an organization chart to illustrate hierarchical relationships, such as department managers and employees within a company.



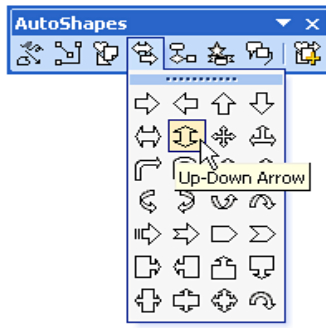
1. On the **Insert** menu, select **Picture**
2. Then click **Organization Chart**.

General information:  
<http://office.microsoft.com/en-us/powerpoint/HP030848491033.aspx>



**Autoshapes**

An AutoShape is a predefined or free-form figure—a line, oval, cube, flowchart symbol, banner, or free-form scribble—that you can quickly insert into a document and then customize.

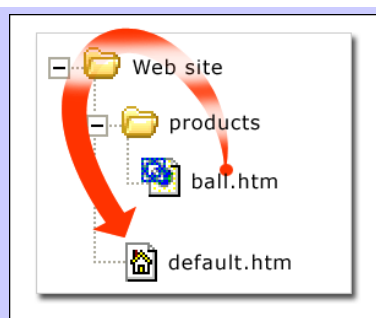



1. On the **Insert** menu, select **Picture**, and then click **AutoShapes**.
2. On the **AutoShapes** toolbar, click the button for the type of shape you want to insert.

**Hyperlink function**

In Microsoft PowerPoint, a hyperlink is a connection from a slide to another slide, a custom show, a Web page, or a file. The hyperlink itself can be text or an object such as a picture (graph, shape, or WordArt).

**Play movie, etc**



1. Select the text or object that you want to represent the hyperlink.
2. Click **Insert Hyperlink** . Under **Link to**, click **Place in This Document**.
3. Execute one of the following options:
  - A) Link to a custom show  
 In the list, select the custom how you want to go to. Click the **Show and return** check box.
  - or
  - B) Link to a location in the current presentation

**Definitions**

**custom show:** A presentation within a presentation in which you group slides in an existing presentation so that you can show that section of the presentation to a particular audience.

**Picture:** A file (such as a metafile) that you can ungroup and manipulate as two or more objects, or a file that stays as a single object (such as bitmaps).

**WordArt:** Text objects you create with ready-made effects to which you can apply additional formatting options.

**Action button:** A ready-made button that you can insert into your presentation and to define hyperlinks.

**Custom show:** A presentation within a presentation in which you group slides in an existing presentation so that you can show that section of the presentation to a particular audience.

**Hyperlink Basics:** <http://office.microsoft.com/en-us/templates/101481261033.aspxpid=CT102036971033>