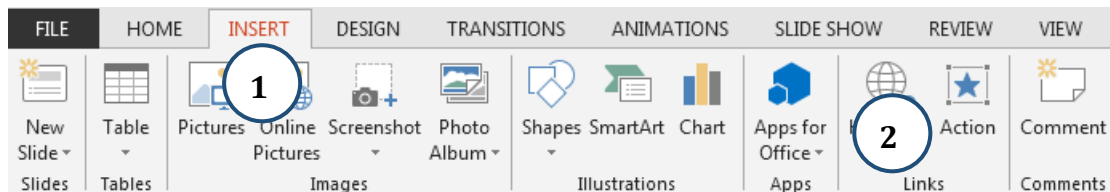


## Lecture 7: MS PowerPoint 2013 – More about PPT

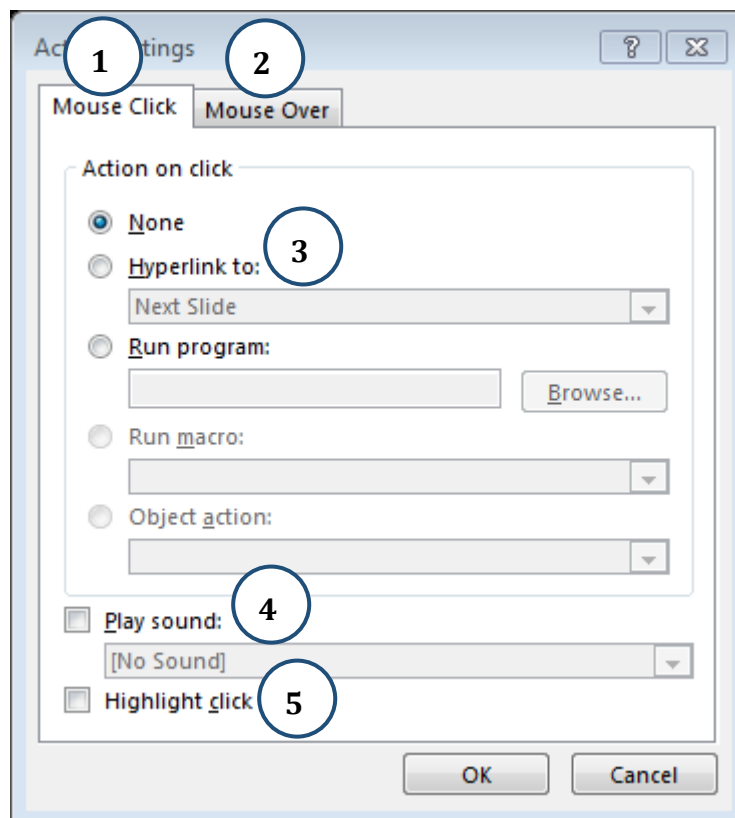
### Insert Action:

#### To Insert ACTION:

- Select **Shape, Text**, or any **object** in the **slide**.
- Go to **Insert** Tab (1).
- Click **Action** (2).



The following window will be appear:

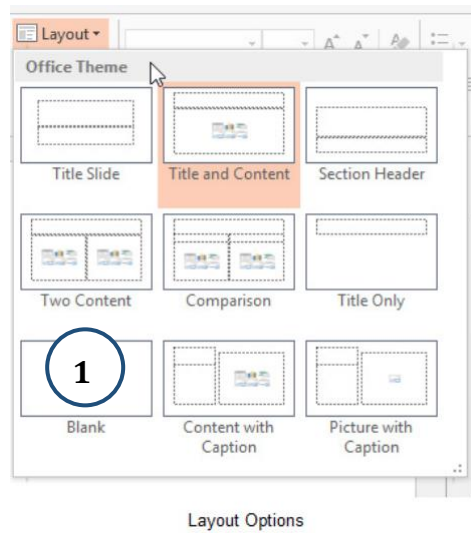


- Do **Action** when click the mouse (1).
- Do **Action** when **move** the cursor over object (2).
- Make the object as **Hyperlink**, such as **Next Slide, First Slide, previous Slide**, and so on (3).
- Play **sound** with this **Action** (4).
- When click the object make **Highlight** over this object (5).

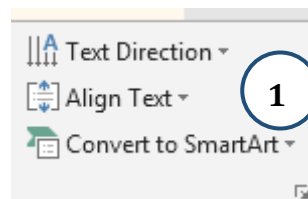
## ☰ Copy Text from MS Word:

To copy text from MS Word, do the following:

- Make the **Layout** of the Slide **Blank (1)**.
- Open MS Word, and **copy** the text (**Ctrl + C**).
- Paste** this text in the Slide (**Ctrl + V**).



## ☰ Convert the Text to SmartArt:



- Write the text in **Slide**.
- Go to **Home** Tab.
- Click the arrow of **Convert to SmartArt** to select **SmartArt Graphic (1)**.

