# Lecture 7: MS PowerPoint 2013 – More about PPT

#### Insert Action:

### To Insert ACTION:

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

FILE	ном	E INSERT	DESIGN	TRANSI	TIONS	ANIMA	TIONS	SLIDE SH	HOW	REVIEW	VIEW
<b>*</b>			0		$\bigcirc$			5			<b>*</b>
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Slide 👻	-	Picture	5 T	Album -	*			Office 🔻	4		
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The following window will be appear:

Act 1 tings 2	8 2
Action on click	
<ul> <li>None</li> <li>Hyperlink to: 3</li> </ul>	
Next Slide	<b></b>
Run <u>m</u> acro:	<u>B</u> rowse
Object <u>a</u> ction:	· · · · · · · · · · · · · · · · · · ·
Play sound: 4	
[No Sound]	<b></b>
	OK Cancel

- □ 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 *Covert to SmartArt* to select *SmartArt Graphic (1)*.

Choo	e a SmartArt Graph	ic			23 8
Σ	All	List		•	
	List Process Cycle Hierarchy Relationship Matrix Pyramid Picture			III III	Basic Block List Use to show non-sequential or grouped blocks of information. Maximizes both
				•	horizontal and vertical display space for shapes.