

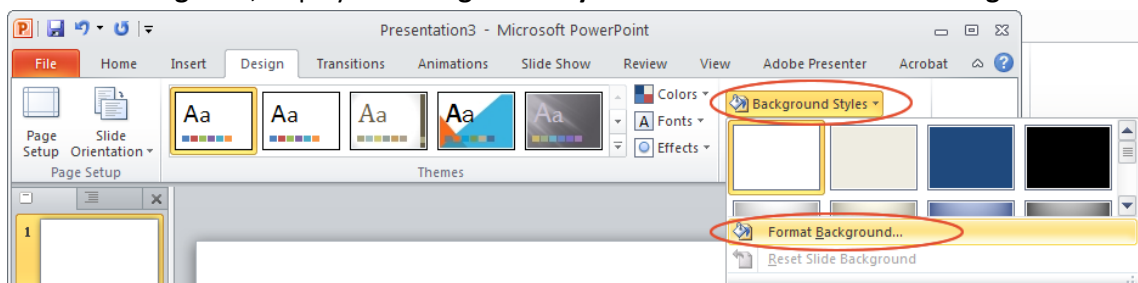


DANIEL VON STURMER *The Object Of Things (Sequence 2)*

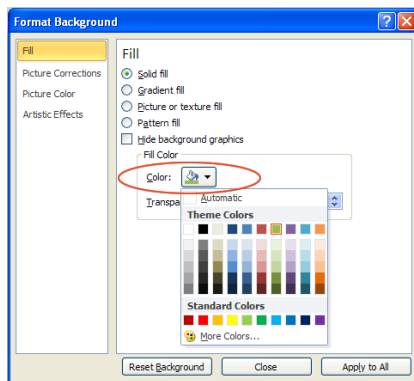
Step-by-step guide for creating a PowerPoint slide with sound effects

Follow these steps to create a PowerPoint slide with sound effects:

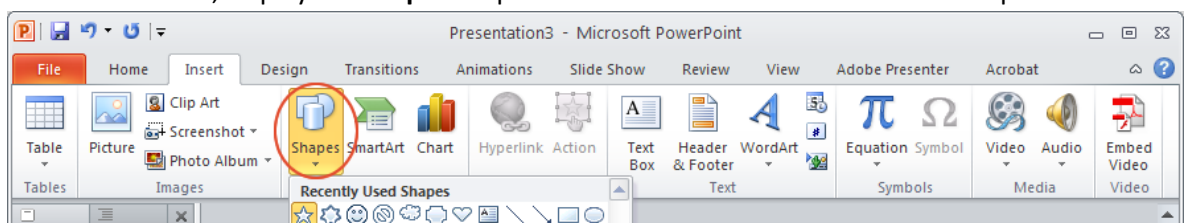
1. Create a blank slide in a new PowerPoint document. (Delete any items included on the slide.)
2. Choose a background colour.
 - a. From the **Design** tab, display the **Background Styles** menu and select **Format Background**.



- b. In the **Format Background** dialogue box, display the **Fill** options, click the **Color** drop-down menu and choose a fill colour from the palette.



3. Add shapes to your slide.
 - a. On the **Insert** tab, display the **Shapes** drop-down menu and click on the desired shape.



- b. Insert the shape on your slide by doing one of the following:
 - click on the slide to insert the shape at the default size
 - click and drag to resize the shape as it is inserted.

- c. Repeat step 4 (or copy and paste the shape) until you have created the number of shapes you want (about ten). Drag the **sizing handles** to change the size of a selected shape.
4. To change the colour and transparency of a shape, right click on it and select **Format Shape** from the drop-down menu.
 - a. To change the fill colour, click on **Fill** in the left-hand menu and then choose an option on the right. For example, to change the colour, click the **Color** menu and choose a colour from the palette. Adjust the transparency of the fill by dragging the **Transparency** slider.
 - b. To change the line colour, click on **Line Color** in the left-hand menu and then choose an option on the right. For example, to change the line colour, click the **Color** menu and choose a colour from the palette. Adjust the line transparency by dragging the **Transparency** slider.

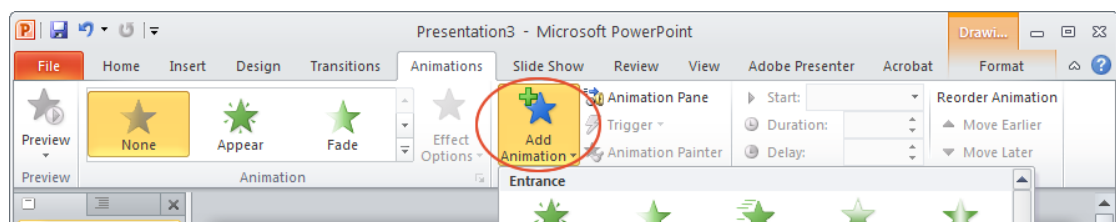
5. Move the shapes to the place where you want them to appear.

6. To rotate a shape, click on it and then drag the green circle above the shape.



7. Apply entrance animations to each of the shapes in the order you want them to appear.

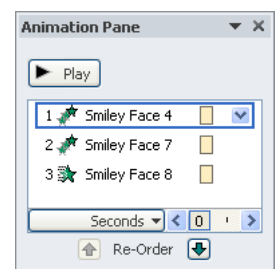
- a. Select the shape you want to appear first. On the **Animations** tab, display the **Add Animation** menu and choose an **Entrance** effect.



- b. Repeat the previous step until you have applied an entrance animation to each shape in the order you want them to appear.

8. Set each shape to appear after the previous one and add a sound effect.

- a. Display the **Animation Pane** from the **Animations** tab.
- b. Select all the animations in the Animation Pane (click on the first animation and then press **Shift** while clicking on the last animation).
- c. Right click on any selected animation in the list and choose **Start After Previous** from the drop-down menu.
- d. Right click on any selected animation in the list and choose **Effect Options**. In the next dialogue box select a sound effect from the **Sound** drop-down menu and click **OK**.



9. Click **Play** in the **Animation Pane** to review your work and check that it meets the agreed specifications.

10. Save your work.