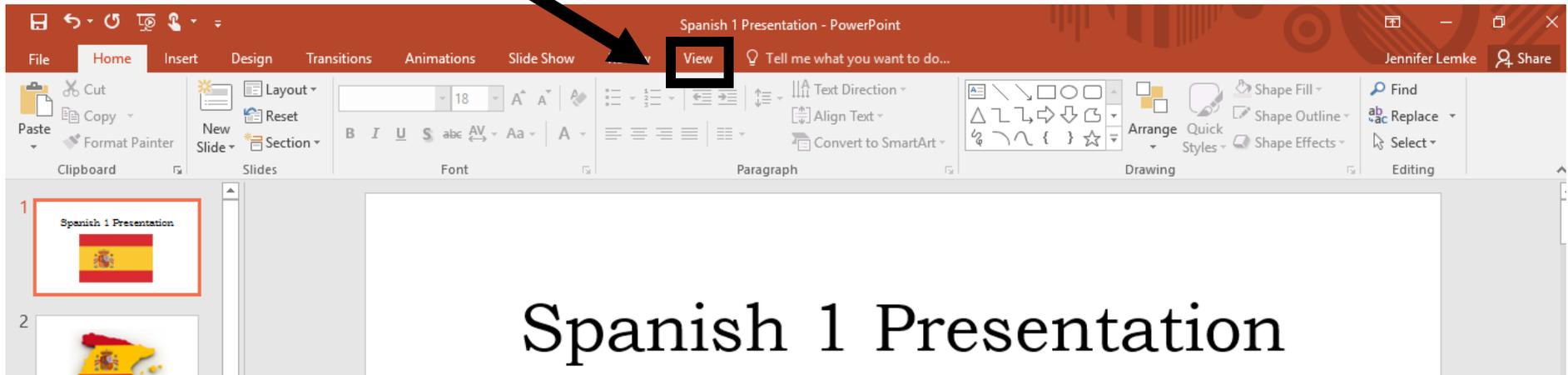


To create transitions between slides finish all content first.

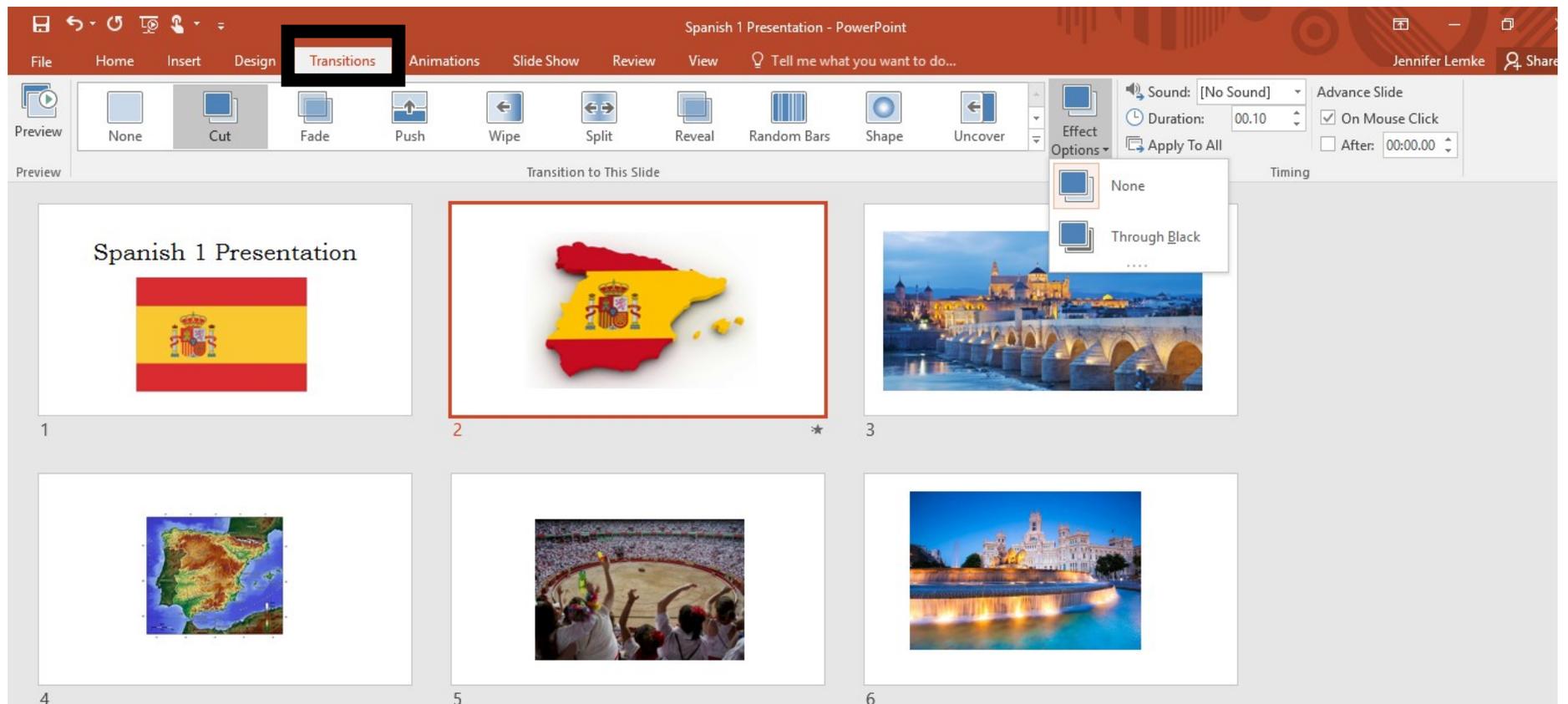
Then go to View



Choose Slide Sorter



Go to the Transitions tab.



There are 9 different types of transitions you can apply to you to your slides. Click on a slide and choose the transition you would like. Each type also has options. You can use different transitions on each slide or apply the same setting to all slides.

To insert accents on letters follow these instructions in Microsoft Word and cut and paste the text into PowerPoint.

**To insert this**

à, è, ì, ò, ù,  
À, È, Ì, Ò, Ù

**Press**

CTRL+ ` (ACCENT GRAVE), the letter

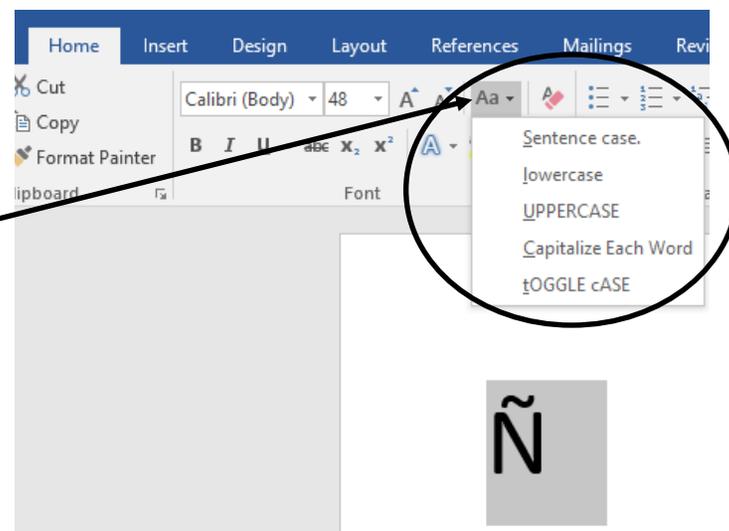
á, é, í, ó, ú, ý,  
Á, É, Í, Ó, Ú, Ý

CTRL+' (APOSTROPHE), the letter

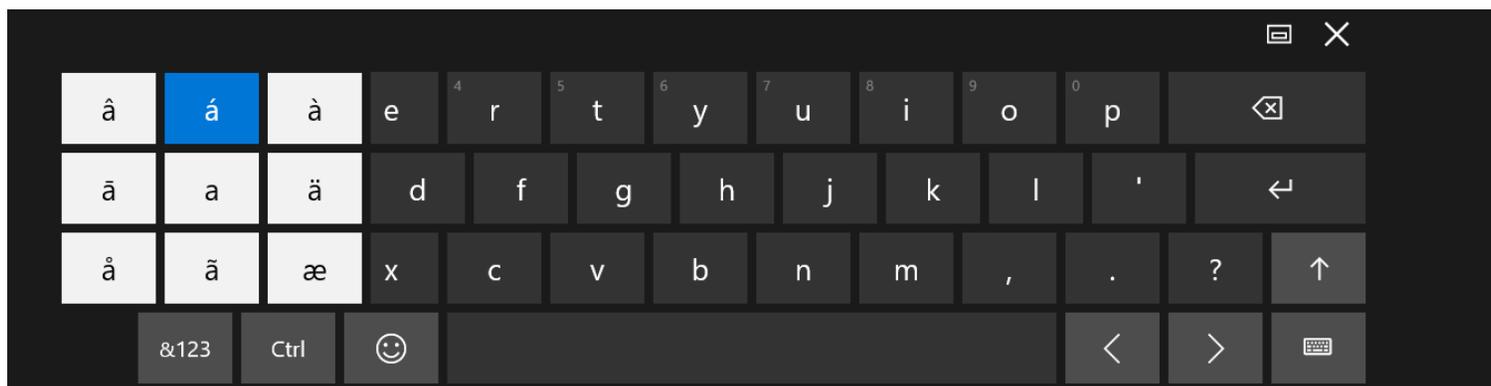
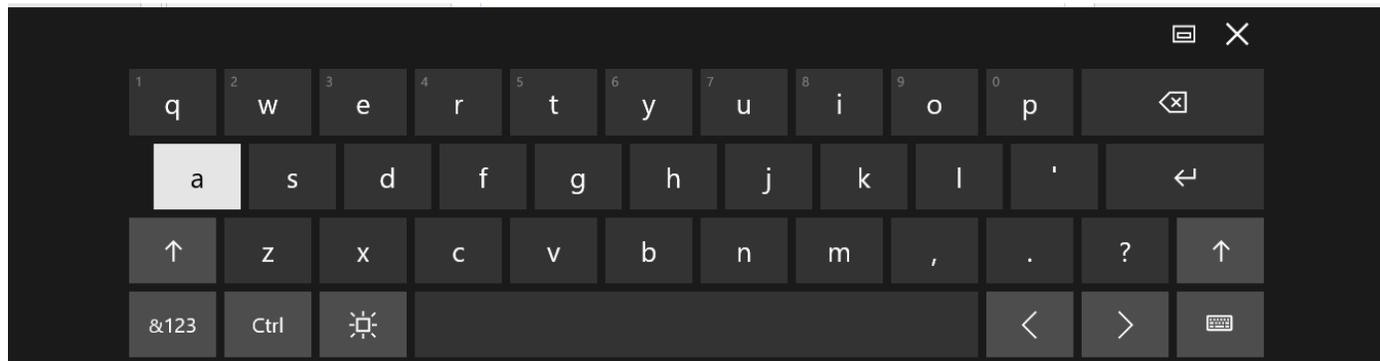
ã, ñ, õ  
Ã, Ñ, Õ

CTRL+SHIFT+~ (TILDE), the letter

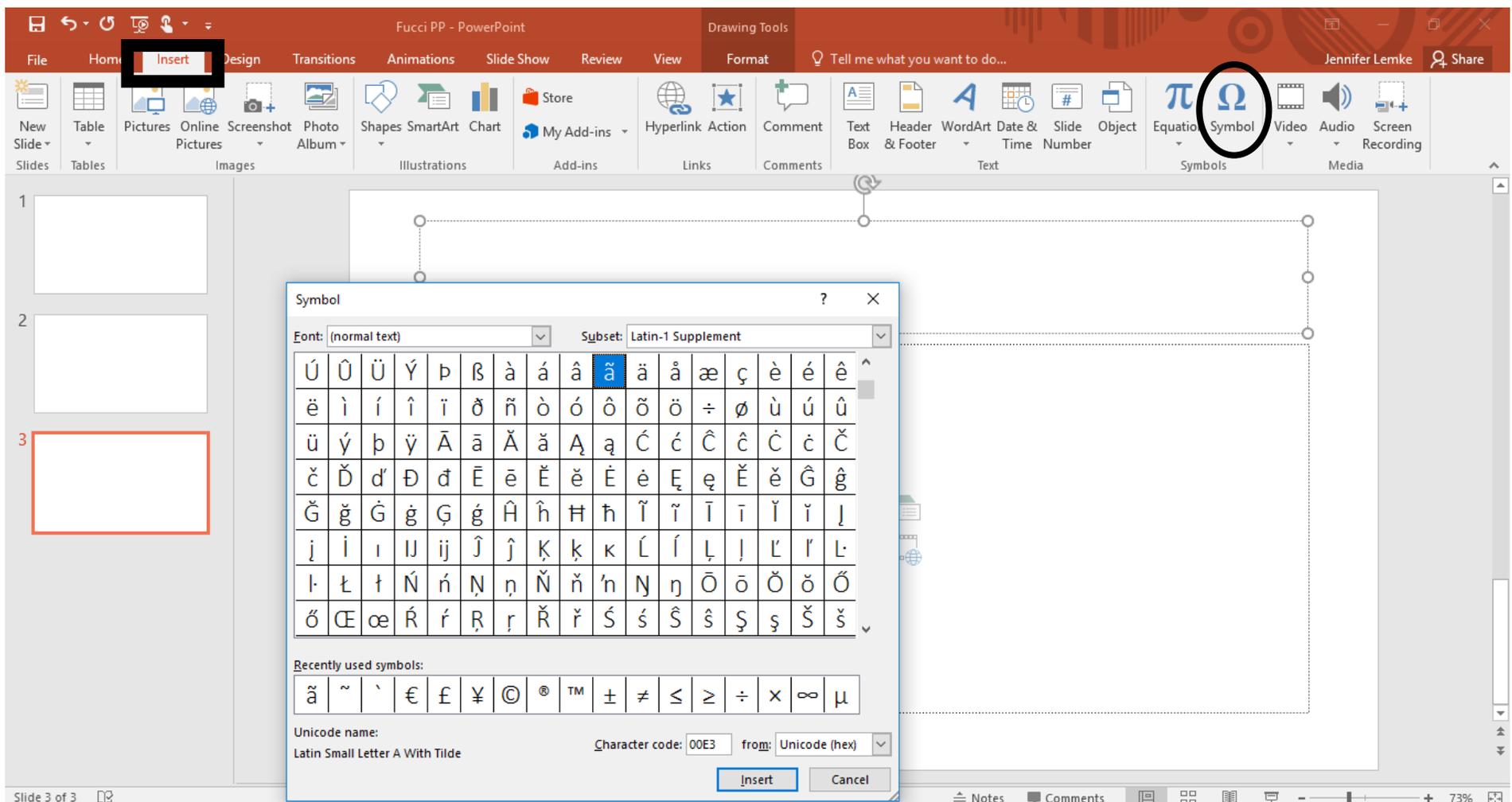
If you need to change a letter to lower or upper case, highlight the letter and go to Aa icon and choose the proper case.



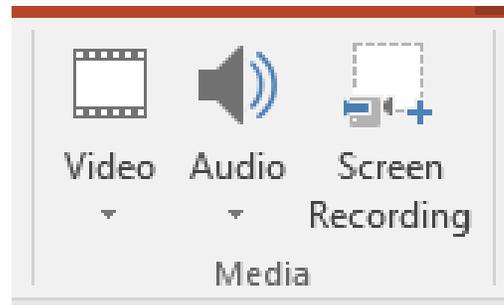
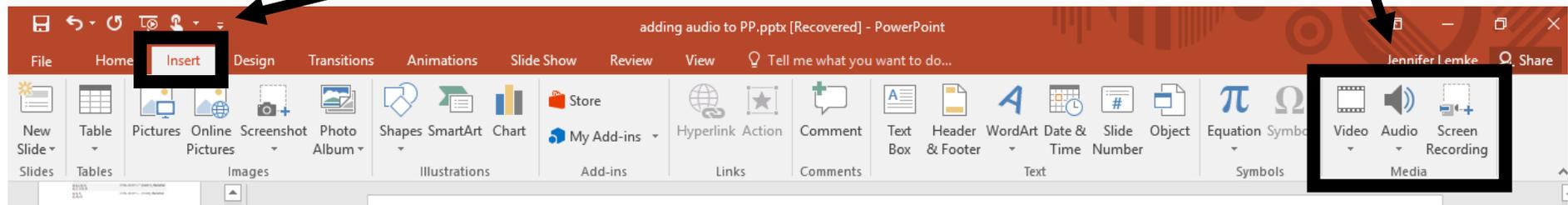
Use the touch screen keyboard at the bottom of your screen. Press down on the letter you need and hold your finger/mouse button down. Additional options for that letter will appear. Slide to the appropriate punctuation and then release your finger/mouse.



You can also go to Insert tab and choose Symbol. If Symbol is grayed out, make sure your cursor is in a text box and it will appear blue and then allow you to choose a symbol. You can do this in PowerPoint or Word.

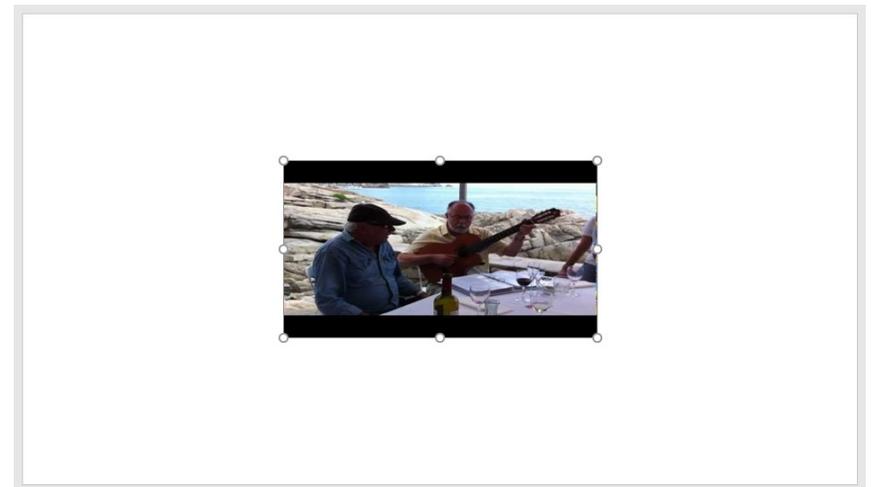
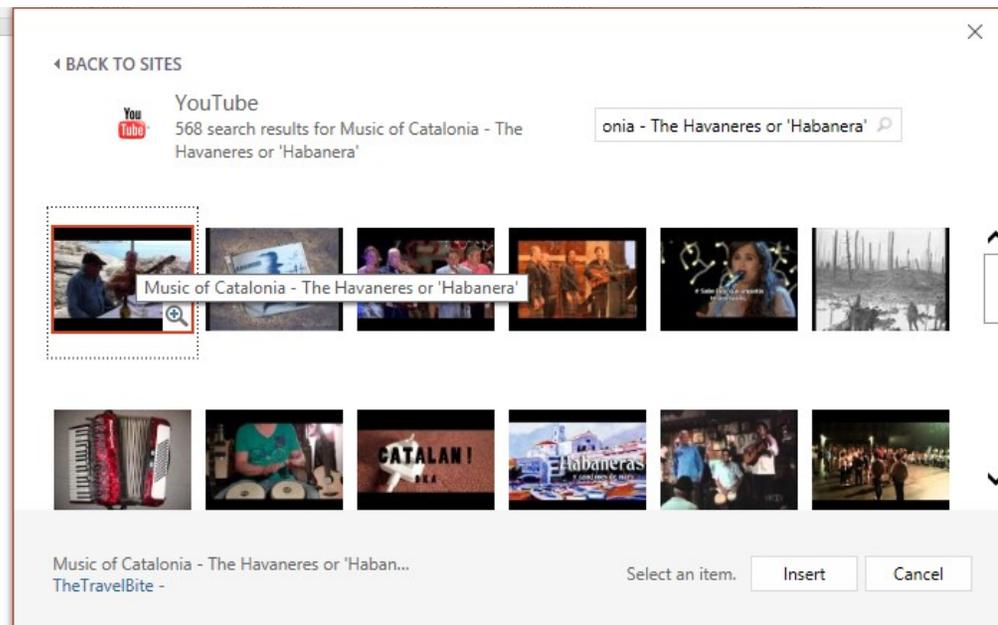
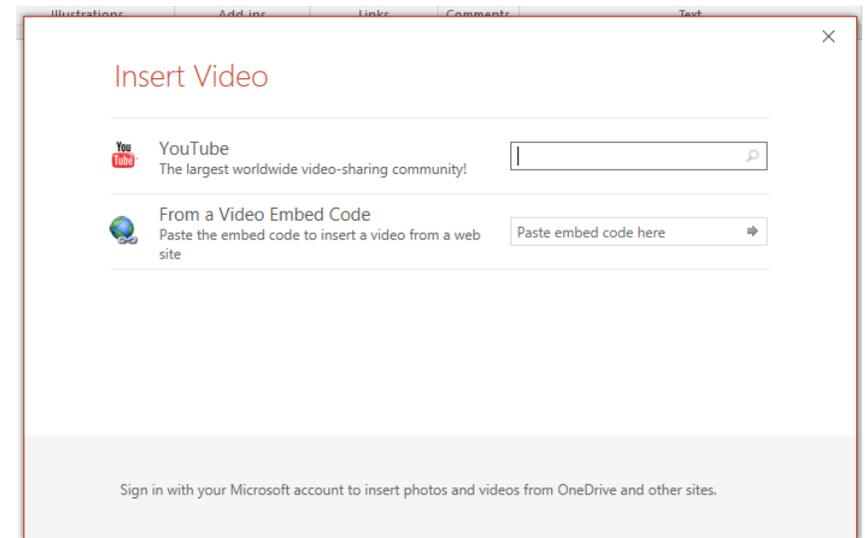
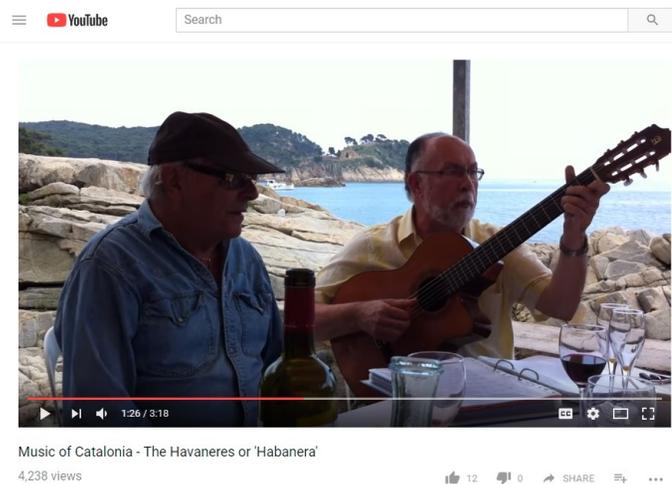


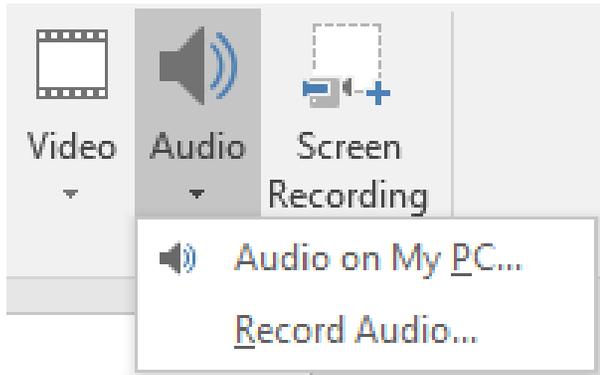
To add music go to the Insert tab, then look at the right of screen



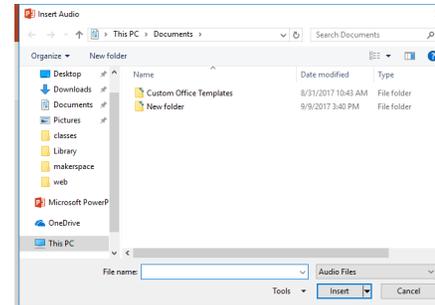
You can add music in several different ways: by inserting a YouTube clip, uploading a music file stored on your computer, recording music being played on your computer, or recording a video played on your computer.

To insert a YouTube video, go to Video and choose Online Video. Search for the title of the video you want. Click on the video then click insert. The video will be inserted into the center of the slide.

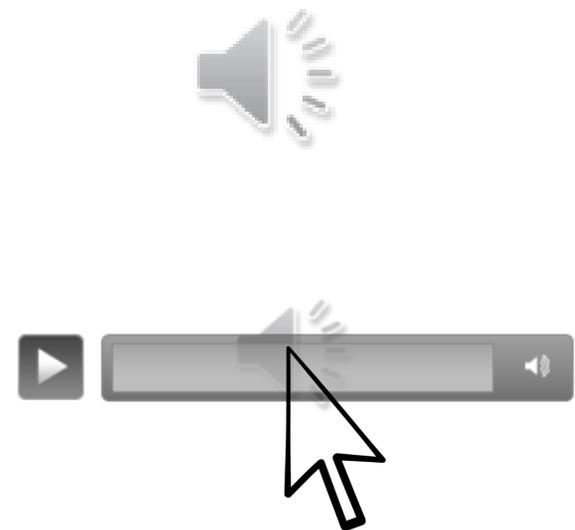
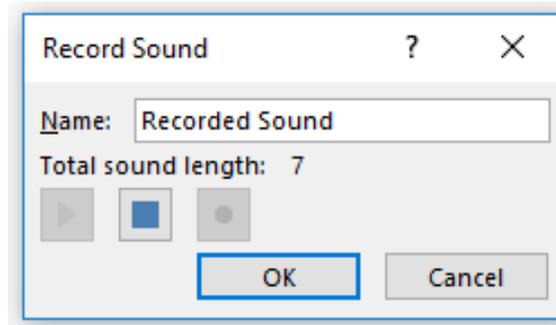
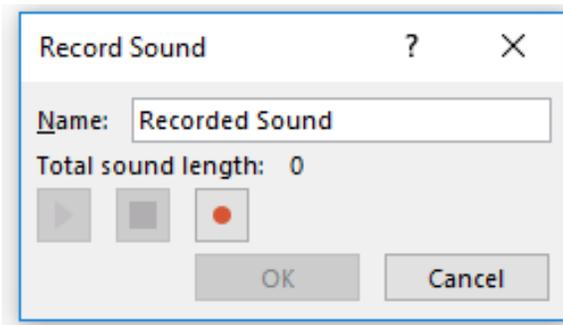




Insert an audio file saved on your computer the same way you would upload a file or attach it to an email.



To record audio, click Record Audio and the Record Sound box will appear. Begin playing the music on your computer that you want to record and click the red circle to begin recording. Click the blue box to stop recording and OK when you are finished. Your recording will appear like a speaker icon in your slide. Mouse over the icon and the option to play the file will appear.



To record video playing on your computer pull up the web page you want to record. Go back to PowerPoint and click Screen Recording. It will then bring you back to the previous screen. Choose Select Area and draw a box around the area you would like to record. Click Record. To stop recording press the Windows logo key  + Shift + Q

