



# AL-Mustaqbal University



## Microsoft PowerPoint

### Lecture 7

### Insert Tab – Inserting Objects V

By M.Sc. Duaa Alkhafaje

College of Engineering and Technology

Department of Medical Instrumentation Techniques  
Engineering



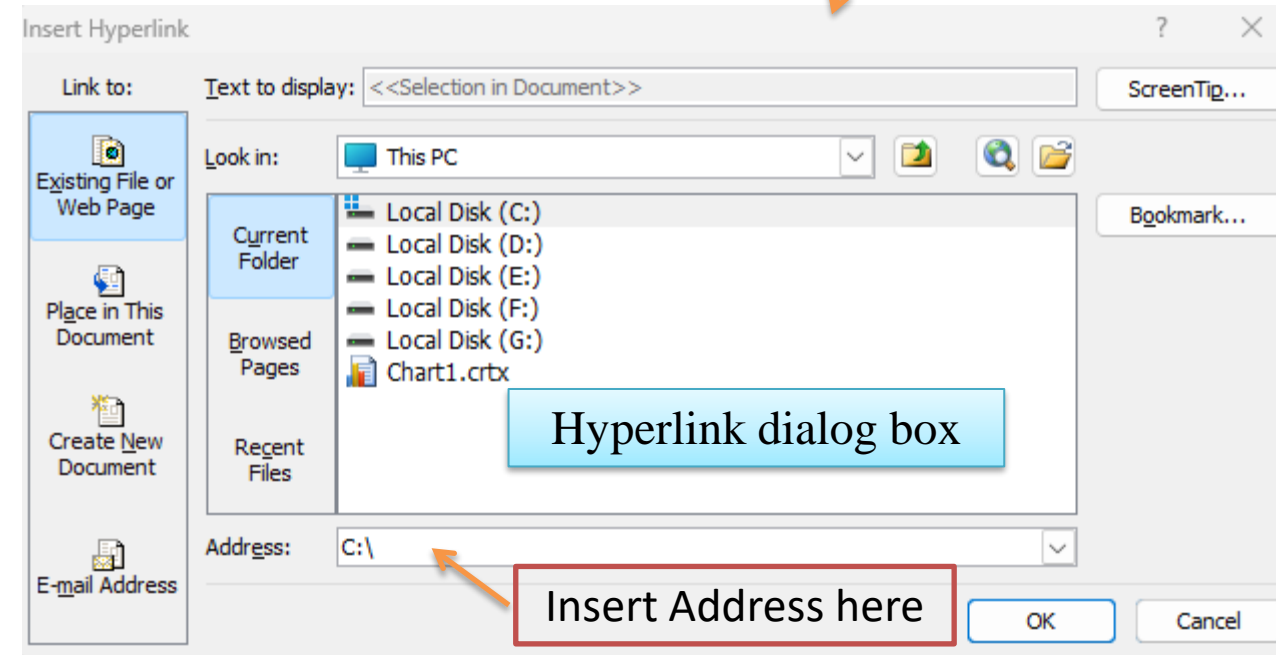
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**IV. Links:** the "Links" group is typically associated with adding hyperlinks to your slides. You can insert **hyperlinks** to navigate to different slides, websites, email addresses, or files.



- **To Insert Hyperlink:** Go to the "Insert" tab in the Ribbon at the top of PowerPoint. In the **Links** group, click on the "Hyperlink" button. This will open the Insert Hyperlink dialog box.





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- ❑ **Choose the Link Type:**
- ❑ In the Inserted Hyperlink dialog box, you can select the type of hyperlink you want to create from the options on the left:
  - **Existing File or Web Page:** Link to a file on your computer or a web page by providing the file path or URL.
  - **Place in This Document:** Link to another slide within the same presentation by selecting a slide from the list.
  - **Create New Document:** Link to a new, blank document.
  - **Email Address:** Link to an email address, and you can specify the subject and body of the email.



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- ❑ After choosing the link type and providing the necessary details, click "**OK**" or "**Insert**" to confirm and insert the hyperlink.
- ❑ **Test the Hyperlink:**
  - Enter Slide Show mode by pressing **F5** or clicking the **Slide Show** button at the bottom of the screen.
  - Click on the hyperlinked text to test whether it takes you to the specified location.

Text with  
Hyperlink



Google

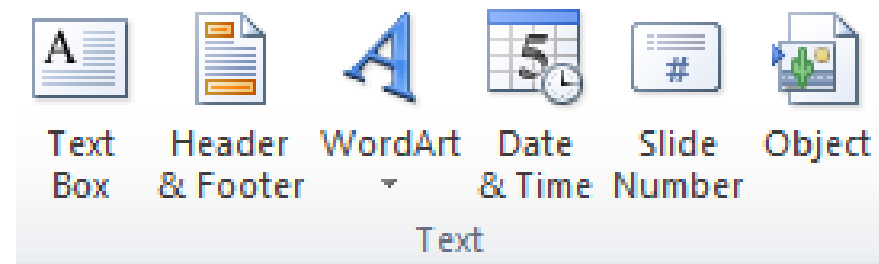


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## V. Text Group:

- **Text Box:** This command allows you to insert a text box onto your slide. Text boxes are useful when you want to add text in a specific location on your slide rather than within a placeholder.
- **WordArt:** WordArt enables you to create stylized text with various formatting options, such as different fonts, colors, and styles. It's a way to make your text visually appealing.





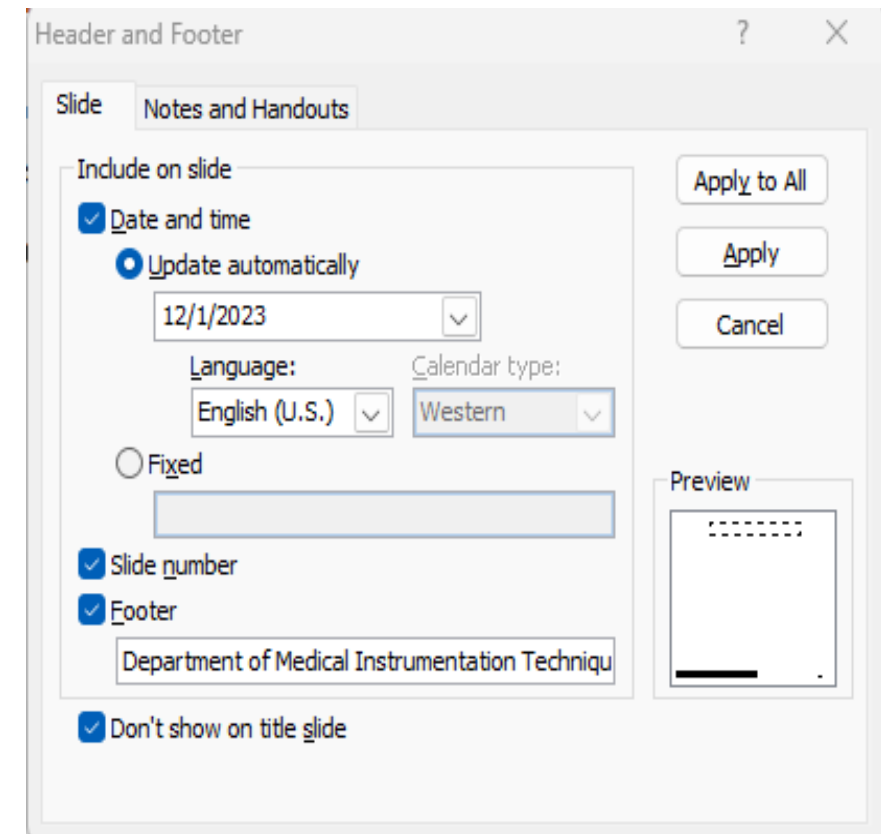
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- **Header & Footer:** Header & Footer lets you add a header or footer to your slides. You can include **date and time**, **slide numbers**, and **custom text**.
- **Set Header and Footer Options:** In the "Header and Footer" dialog box, you can choose from various options:

## 1. Slide Tab:

- ✓ **Date and time:** Let you include the current date and time.
- ✓ Add the **slide number** to each slide.
- ✓ **Footer:** Adds text to the bottom of each slide.
- ✓ **Don't show on title slide:** This allows you to exclude the header and footer on the title slide.



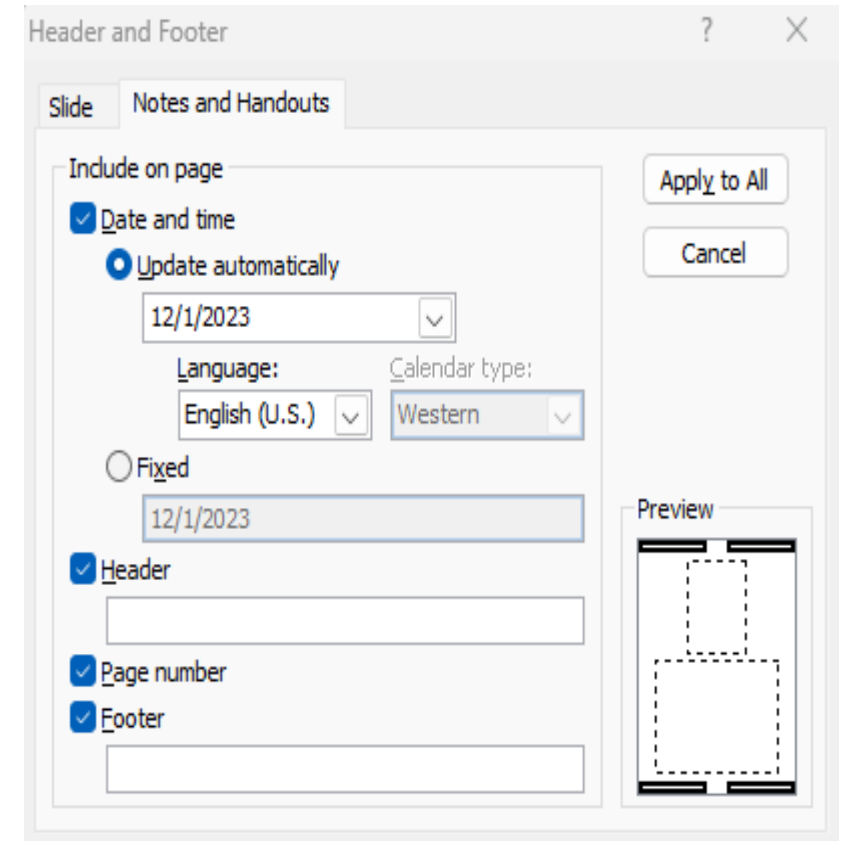


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## 2. Notes and Handouts Tab:

- ✓ **Date and time:** Let you include the current date and time.
- ✓ **Header:** Adds text to the top of each slide.
- ✓ Add the **slide number** to each slide.
- ✓ **Footer:** Adds text to the bottom of each slide.
- **Apply to All or Apply:**  
Choose whether to apply the changes to all slides or only to the selected slide.

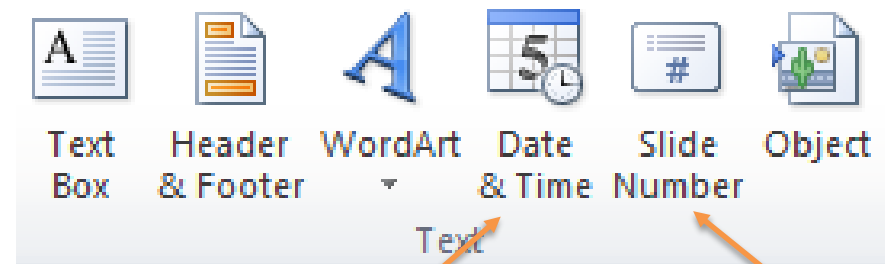




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- **Date & Time Option:** This command allows you to insert the current date and time onto your slide. You can choose from various date and time formats.
- **Slide Number Option:** Slide Number lets you add slide numbers to your slides. You can customize the format and positioning of slide numbers.



Date &  
Time

Slide  
Number





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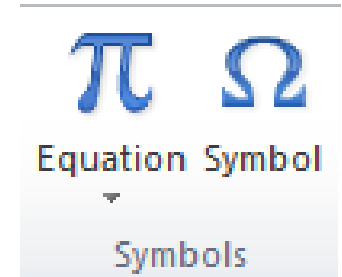


## VI. Symbols Group:

The utilization of **symbols** and **equations** in PowerPoint presentations offers numerous benefits, enhancing both visual appeal and communicative precision.

**Symbols**, with their universal recognition and ability to convey concepts concisely, add clarity and professionalism to slides, making them particularly advantageous for international or technical content.

**Equations**, on the other hand, provide a means to accurately represent **mathematical** and **scientific** relationships, contributing to the precision and professionalism of the presentation. Together, these visual elements not only improve engagement and accessibility but also cater to diverse learning styles.





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## VII. Media Group:

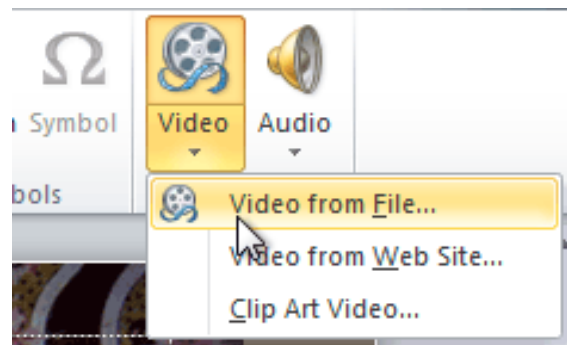
### ■ Inserting videos

Adding a video to your presentation can help emphasize certain points and provide an example. Once you add a video, you can edit it and format its appearance.



### ➤ To insert a video from a file on your computer:

- From the Insert tab, click the **Video** drop-down arrow and select **Video from File**.

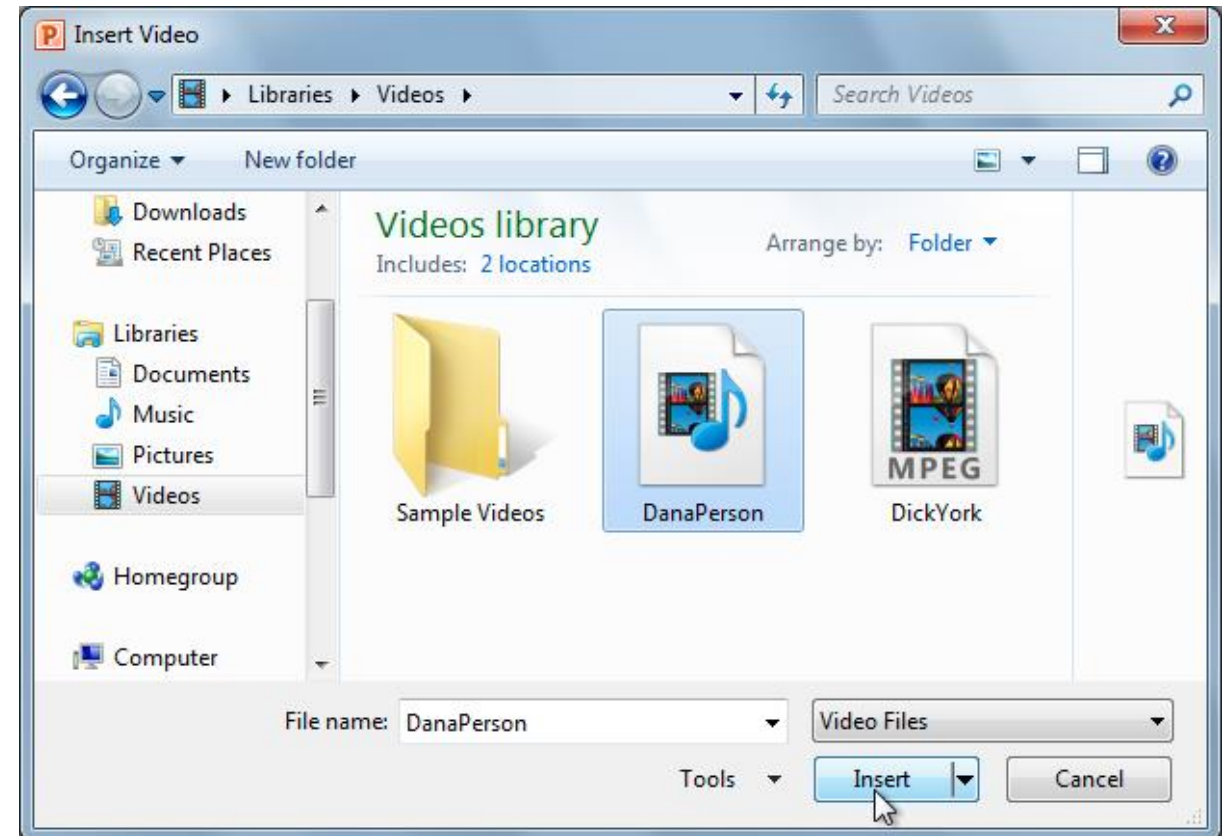




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- Locate and select the desired video file, then click Insert.
- The video will be added to the slide.



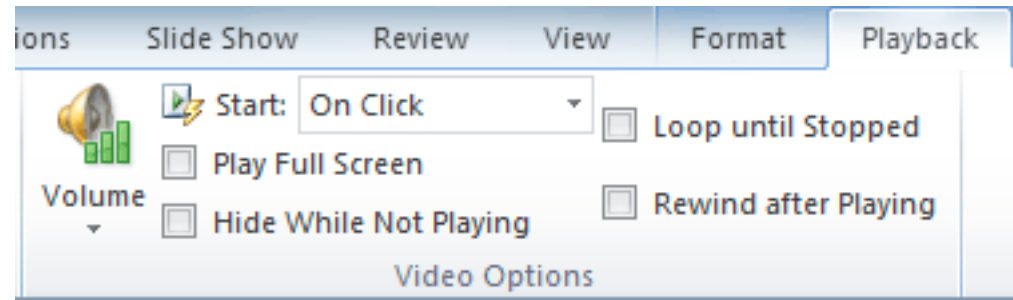


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## ❖ Video options

There are other options you can set to control how your video plays. These are found in the Video Options group on the Playback tab.



- **Volume:** This changes the audio volume in the video.
- **Start:** This controls whether the video file starts automatically or when the mouse is clicked.
- **Play Full Screen:** This lets the video fill the entire screen while it's playing.



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- **Hide While Not Playing:** This hides the video when it's not playing.
- **Loop Until Stopped:** This causes the video to repeat until it is stopped.
- **Rewind After Playing:** This causes the video to return to the beginning when it's finished playing.

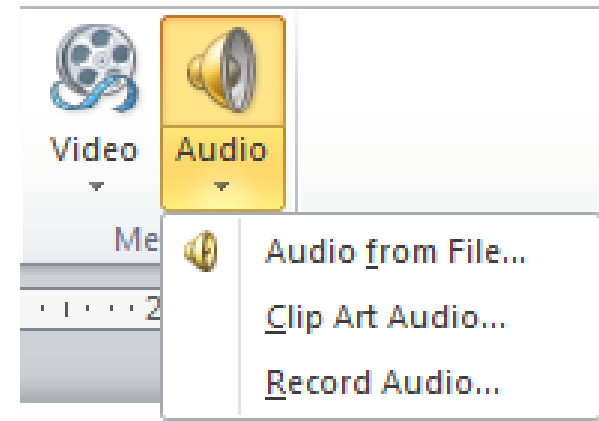


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## ■ Inserting Audio

- PowerPoint allows you to add sound to your presentation, which opens up many possibilities. Perhaps you want to add background music to one slide, a sound effect to another, and some narration or commentary to a few slides. You can either add an audio file from your computer or browse PowerPoint's collection of clip art audio. You can then edit the sounds within PowerPoint so they are tailored to your presentation.

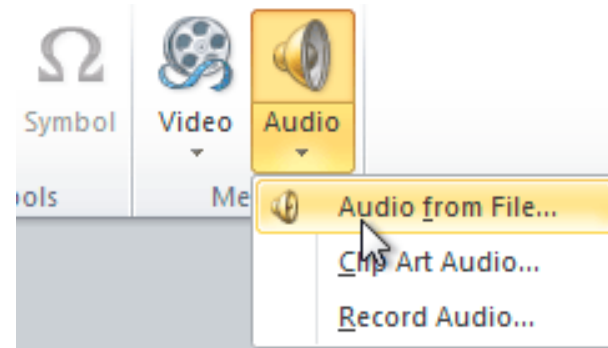




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- PowerPoint allows you to insert audio files from your computer, or you can search the Clip Art Studio to find the audio you need. Once you've inserted audio, you can then edit it.
- **To insert audio from a file on your computer:**
- From the Insert tab, click the Audio drop-down arrow and select Audio from File.

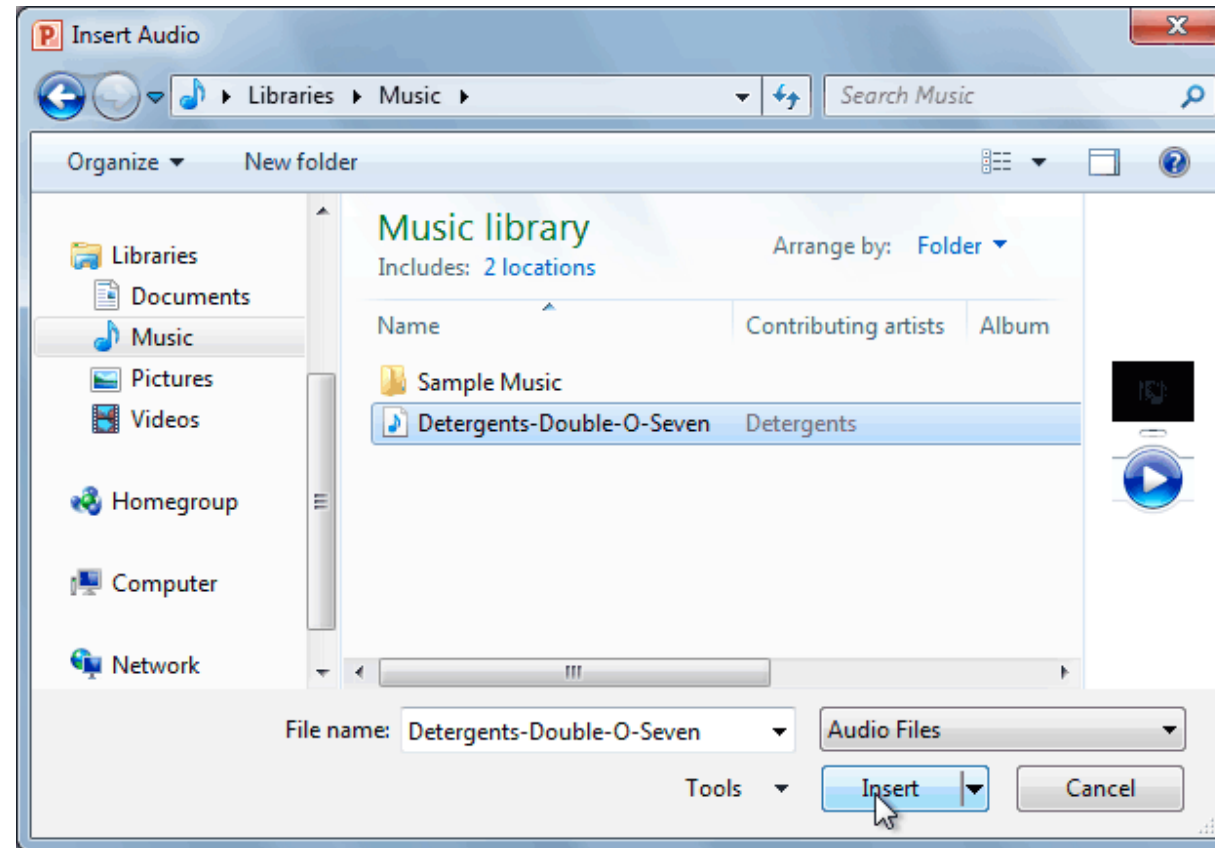




# Insert Tab – Inserting Objects V



- Locate and select the desired audio file, then click Insert. To insert audio from a file on your computer:







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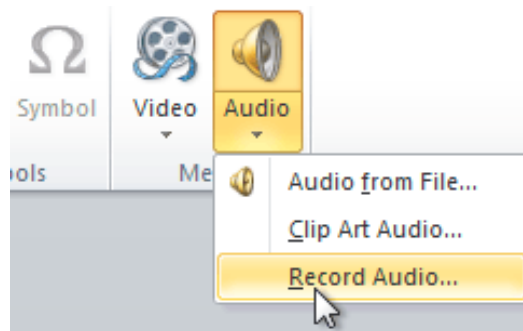


- The audio file will be added to the slide.



## ➤ To record audio:

- From the Insert tab, click the Audio drop-down arrow and select Record Audio.

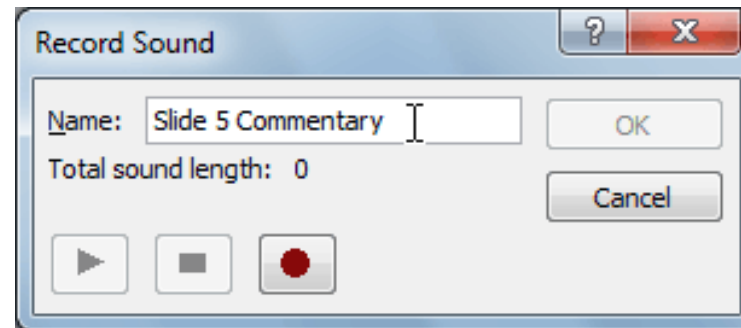




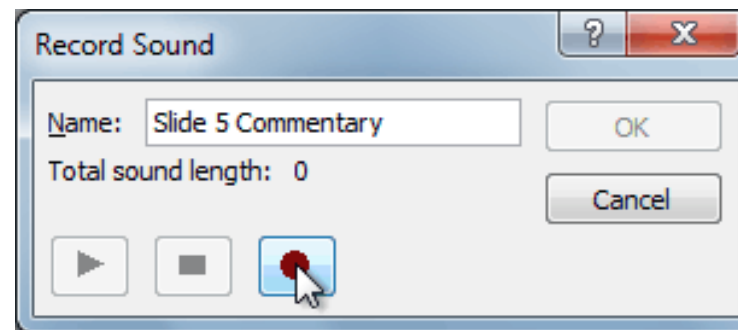
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- Type a name for the audio recording if you want.



- Click the red Record button to start recording.

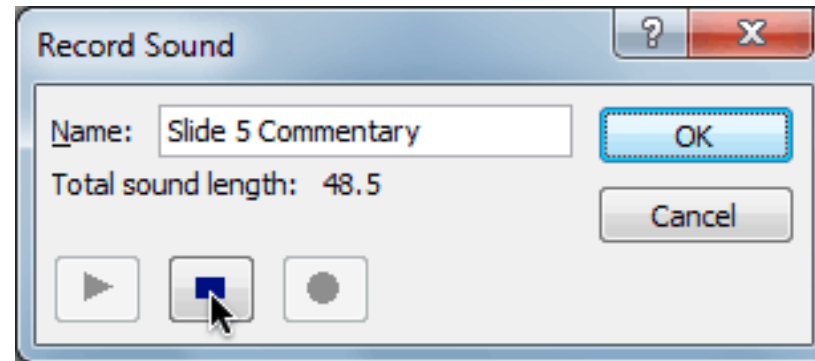




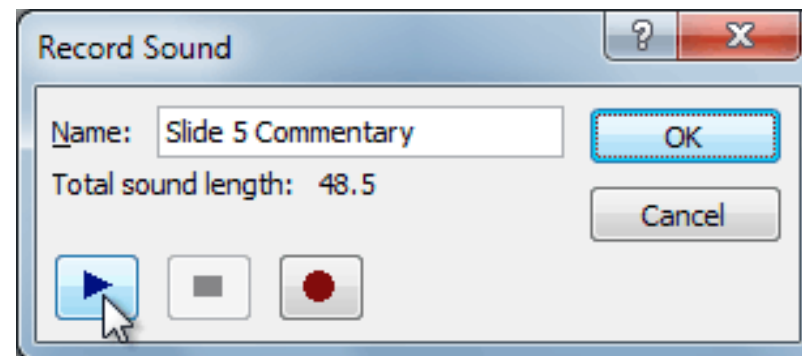
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- When you're finished recording, click the **Stop** button.



- To preview your recording, click the **Play** button.





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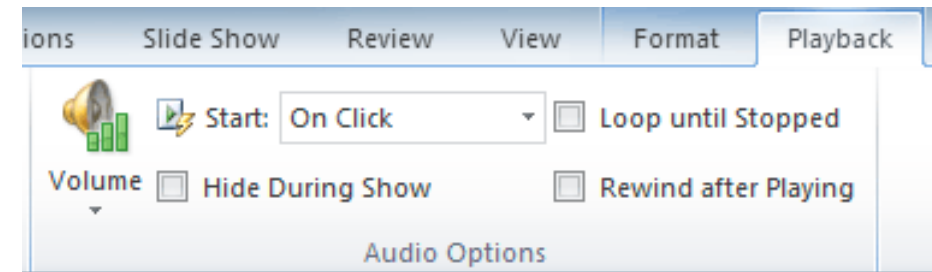


- When you're done, click OK. The audio file will be inserted into the slide.



## ❖ Audio options

There are other options you can set to control how your audio file plays. These are found in the Audio Options group on the Playback tab.





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- **Volume:** This changes the audio volume.
- **Start:** This controls whether the audio file starts automatically or when the mouse is clicked.
- **Hide During Show:** This hides the audio icon while the slide show is playing.
- **Loop Until Stopped:** This causes the audio file to repeat until it is stopped.
- **Rewind After Playing:** This causes the audio file to return to the beginning when it's finished playing.



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# Thank You