

Now Presenting Adding New Slides Into PowerPoint



PowerPoint can offer a myriad of different options and features. Each one can make your life easier, if you know how to use it. This month we will talk about some simple ways to bring both .pot (PowerPoint) and .jpg files into your current presentation with ease.

Adding additional slides to your presentation:

With PowerPoint there are many different ways to accomplish the same thing. This is especially true when inserting a current PowerPoint slide into a different existing file. I'm going to show you what I think is the simplest way to do this.

1. Start by opening new PowerPoint file where you want to add slides.
2. Select the "insert" menu at the top of the screen
3. Select the option "Slides from File"

By selecting this option you will be able to add multiple slides simultaneously into your current presentation. If you don't see the option, remember to press the down arrow to reveal all of the options for this tab.

4. Select "browse" on the new *slide finder* that appears on the screen.
5. Find the other PowerPoint document you'll be pulling slides from.

Remember this only works for moving slides from PowerPoint to PowerPoint. If you are using an Oxygen CD-ROM you will find the PowerPoint files, in the artwork file, and choose the art by name.

6. After you find the appropriate file, click on it to open
7. Choose the slides you want by clicking on each thumbnail.
8. ***This is the most important step in the process.*** Check the box labeled "Keep source formatting" located in the lower left corner of the slide finder. This allows you to bring the slides in as they appear. If you forget to choose this option all of the slides will look like your current master slide (we'll get to that in another class).
9. You should now have the new slide(s) in your current presentation.

Adding a .jpg file as a background

These steps will allow you to insert any .jpg file as a background. The advantage to this method is that it will be sized for the slide and will not be affected by any changes you make to the body of the slide.

1. Open your presentation.
2. Right click on the slide you want to work on. Make sure you point to the body of the slide and not one of the elements, such as a text box.
3. Select the background option
4. Click on the down arrow next to your current slide color.
5. Select the *fill effects* option.
6. Select the picture tab located at the top of the fill effects box.
7. Choose the *select picture* option and browse to your image file.

This may seem like a long process but it will make the background easier to work with, because it will now be imbedded into the slide.

Remember PowerPoint has many ways of getting the job done and these are only a few. I hope these tips give you some of the tools you need to create presentations quickly and easily. If you have any suggestions or questions feel free to email us at support@oxygen-multimedia.com.