

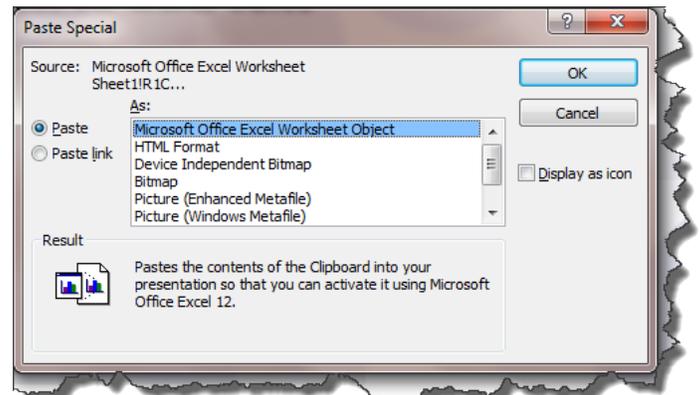
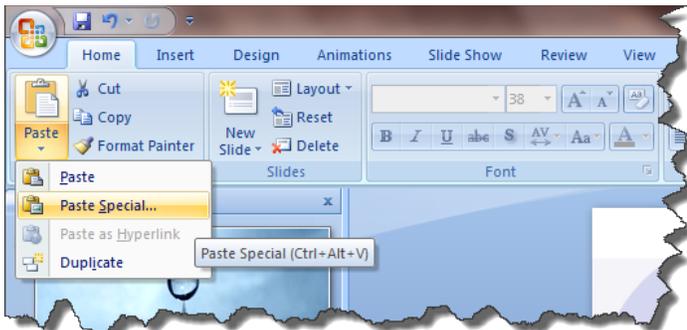
A few tips for preparing your PowerPoint presentation

Inserting Excel data and graphs into a PowerPoint slide

1. Complete your Excel worksheet, keeping your data consistently organized so that it can be compared and charted.

	A	B	C	D	E
1		Iron	Chlorine	Lead	Fluoride
2	River	1	0.5	0.3	0.1
3	Tap	2	0.6	0.4	1
4	Drinking fountain	2.5	0.5	1	1.2
5	Evian	0.05	1	0	0

2. To insert data, highlight what you want to include and **Copy** it (from Home tab or any other way you are comfortable with)
3. Open/create your PowerPoint file. When you are on the slide for your data, access the Paste menu and select **Paste Special**.
4. This will bring up the Paste Special window. **Select Microsoft Office Excel Worksheet Object** and hit **OK**.

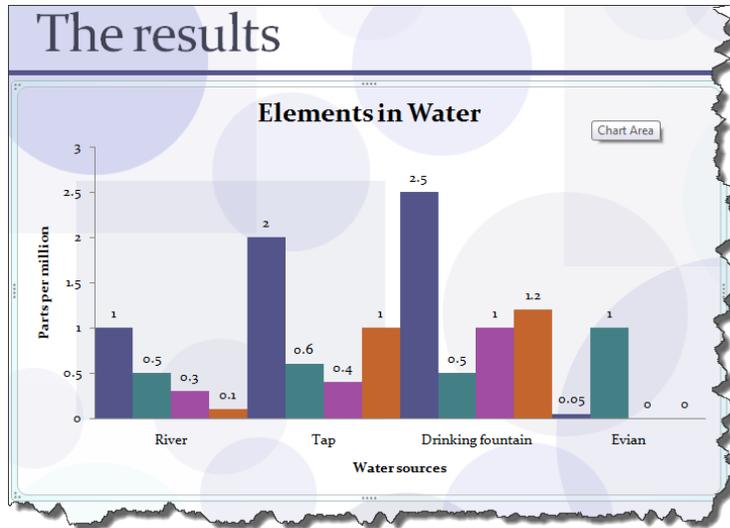


5. Your data should now be on your PowerPoint slide in its original format.

The results

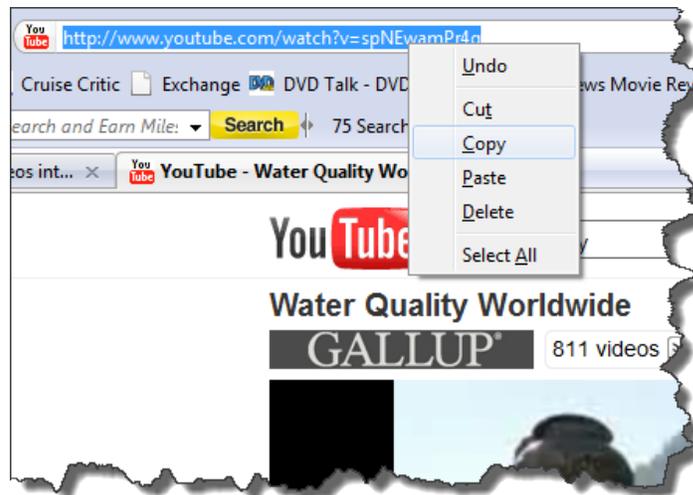
	Iron	Chlorine	Lead	Fluoride
River	1	0.5	0.3	0.1
Tap	2	0.6	0.4	1
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6. In order to insert a chart, follow the same steps, only select your chart instead of the data.



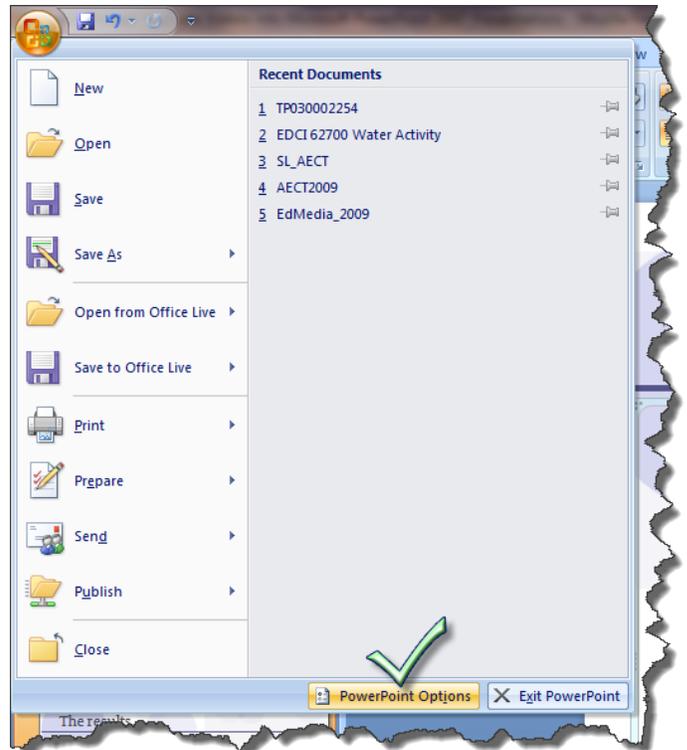
- Using **Paste Special** is the best way to ensure that there are no formatting or distortion problems.

Embedding a YouTube video without needing to download the video

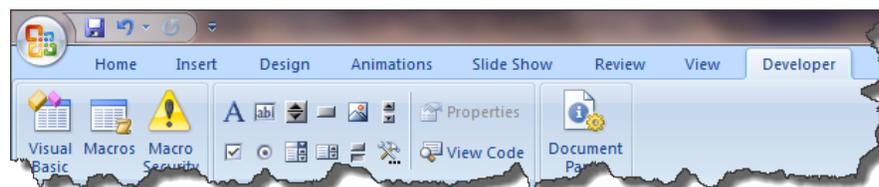
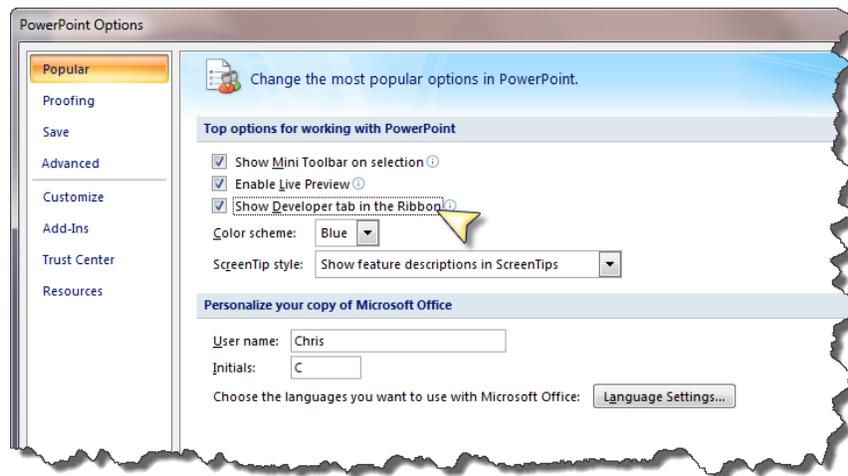


- Find a YouTube video you want to include in your PowerPoint presentation and **Copy** the URL.

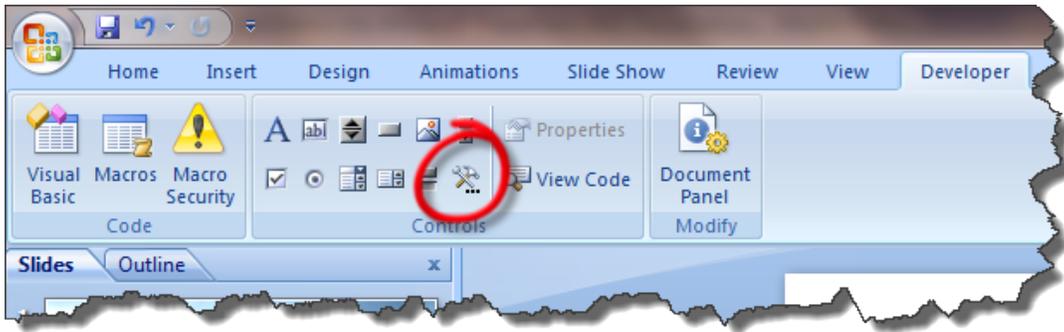
- In PowerPoint, you will need to access the Developer Tab. This is not a standard tab, so you may have to turn it on by going to the Office Button and selecting PowerPoint Options at the bottom of the screen (there's a check mark added above this button in the image).



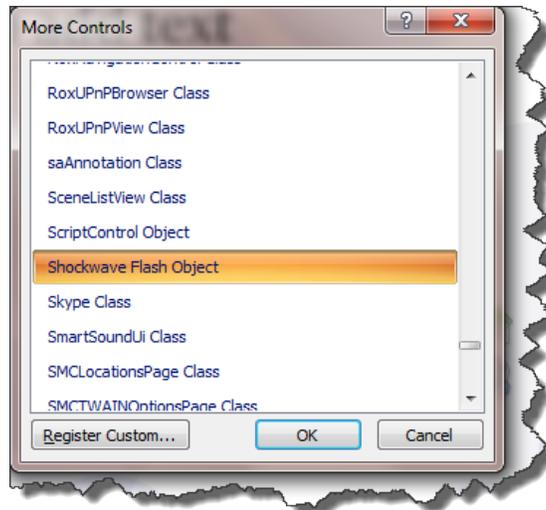
- Select **Show Developer tab in the Ribbon** from the **Popular** menu. It should now appear on the ribbon.



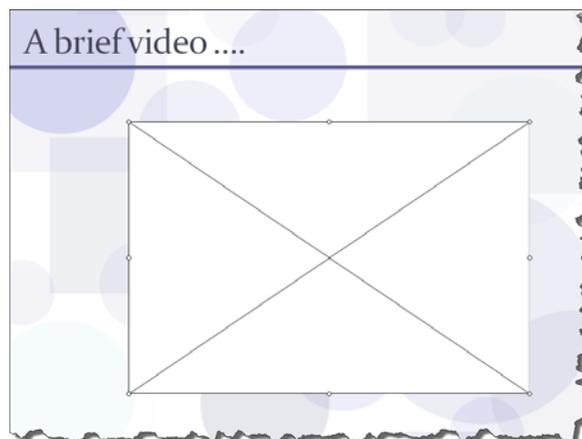
4. On the Developer tab, click on the button with the hammer and wrench for **More Controls**.



5. This will bring up the More Controls menu. Scroll down until you find **Shockwave Flash Object**, click on it, then hit **OK**.



6. You will then be taken back to your slide and your cursor will now be a cross. Click and drag on your slide to draw the box for the video you will be embedding. You can move/resize this box later so it doesn't have to be perfect now. Your box will have an X running through it at the moment.



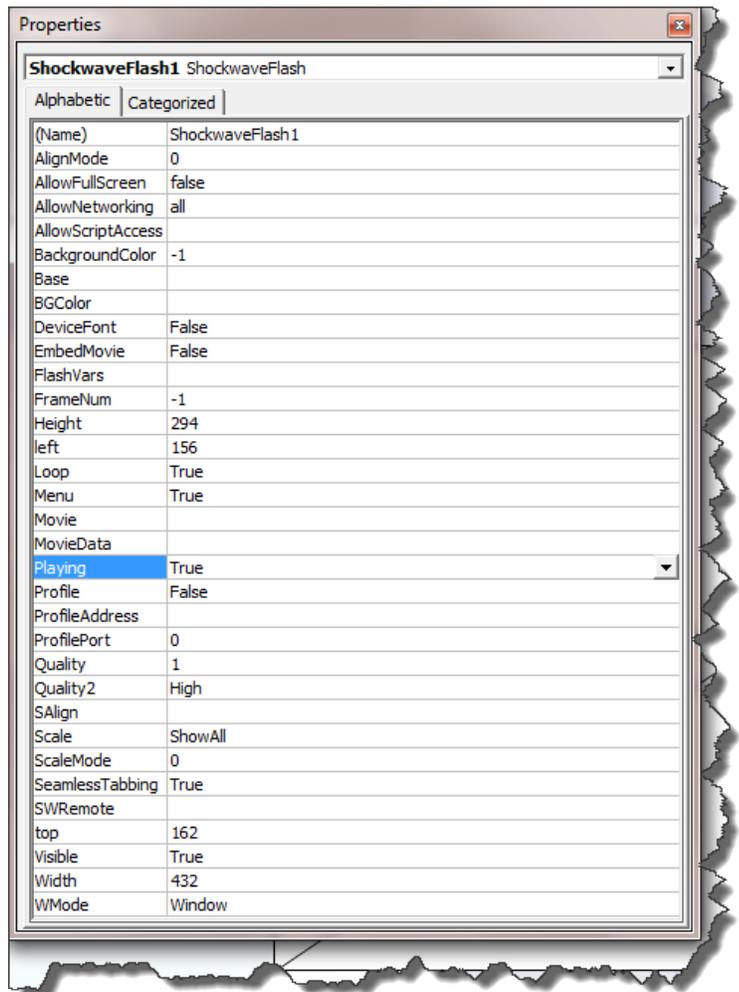
7. Right click on the box you just created and click on **Properties**. This will bring up a large window of settings for your video window. The most important ones we will be focusing on will be :
 - a. Movie
 - b. Loop
 - c. Playing
8. For **movie**, click on the blank space and **Paste** (right-click>paste or CTRL-V) your YouTube video URL into it. We'll also have to edit the URL a little bit.

For example:

<http://www.youtube.com/watch?v=spNEwamPr4g>

We will be deleting the “watch?” and turning the “=” after the “v” into a “/”.

<http://www.youtube.com/v/spNEwamPr4g>



9. **Loop** determines whether or not the video will loop on the slide. This can be changed to True (loop) or False (do not loop) with the dropdown menu.
10. **Playing** controls whether or not the video will be playing when you start the slide, and again the options are True (start playing automatically) and False (do not start playing automatically).
11. You can leave the rest of the options alone and close the window. Your slide will look the same, with a large box, until you play the slideshow. Once playing, however, the video should be embedded.

Notes:

- The movie is not downloaded so an internet connect is required when showing your presentation.
- Some videos (usually commercial) are blocked from being embedded in this way.

