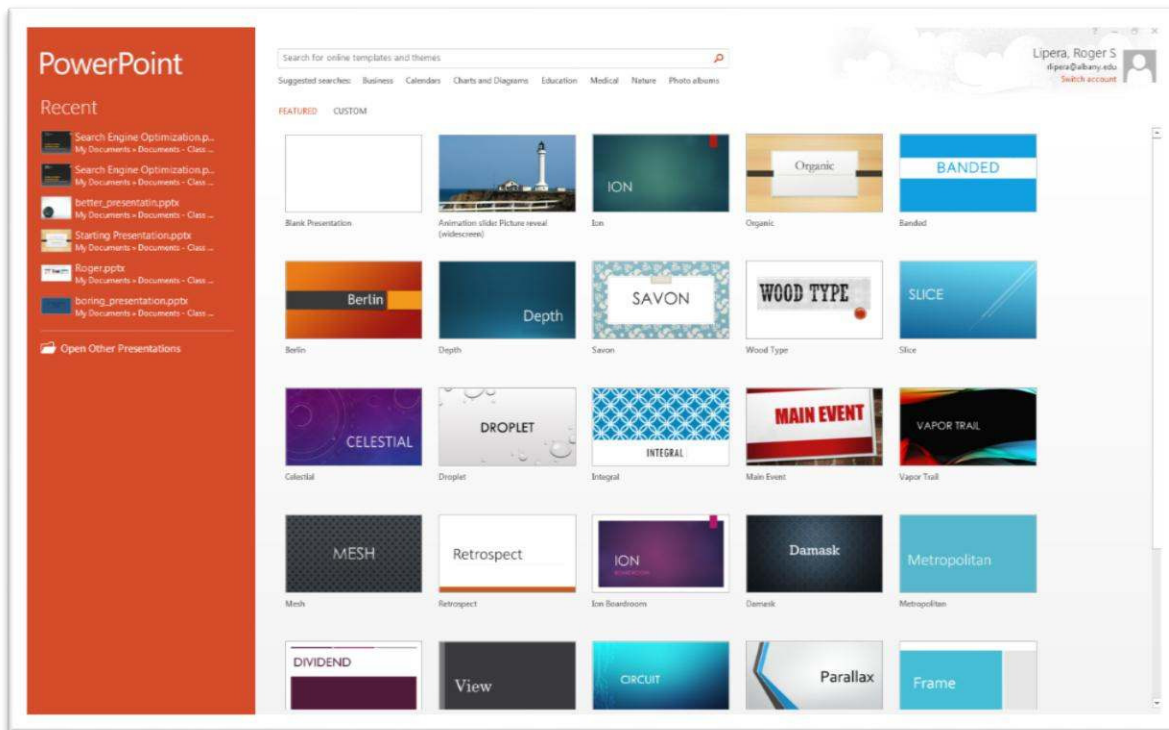




Working with Video in PowerPoint 2013

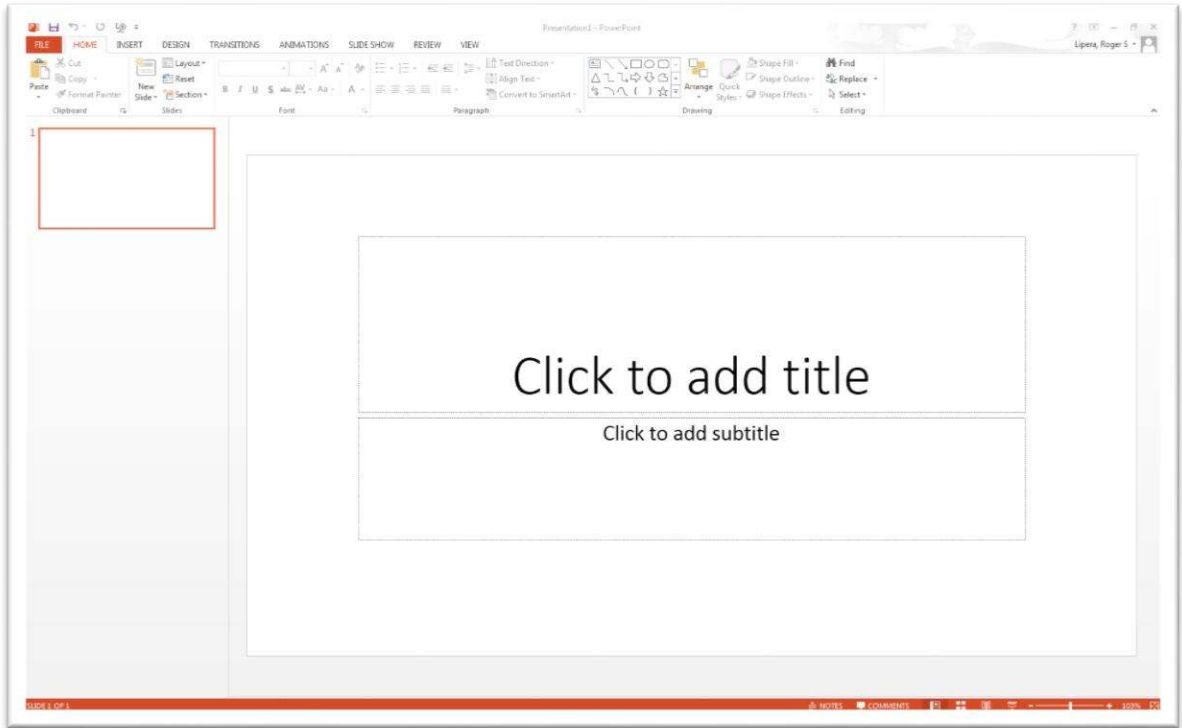
Adding video to a PowerPoint presentation can be very useful. In this handout we will explore many of the program's video options.

When you start PowerPoint your screen will resemble the illustration below.



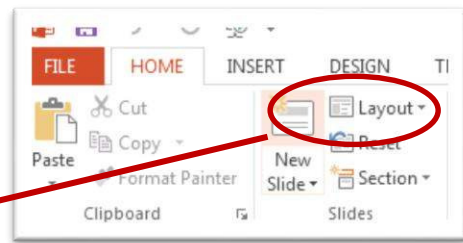
Click the Blank Presentation option.

A blank slide will be displayed. Your screen will resemble the example below.



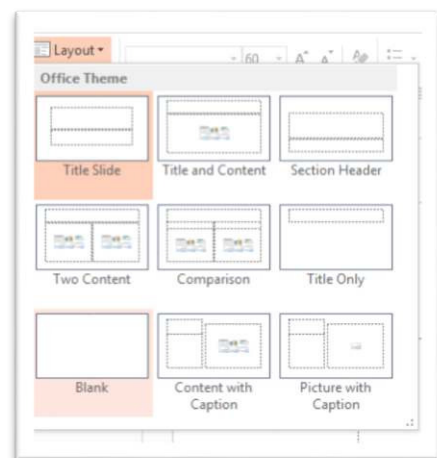
Make sure the Home tab on the ribbon is selected, then click the Layout button in the Slides zone.

Layout button



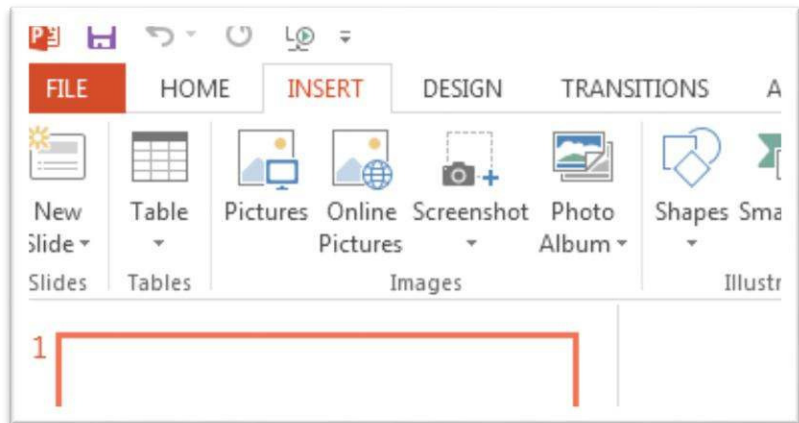
Select the Blank layout from the panel. This layout will be easiest to work with right now.

You will now have a blank slide.



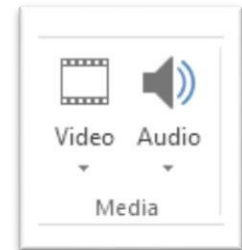
Click the Insert tab on the Ribbon.

All of the insert options will be displayed on the Ribbon.



Find the Video button in the Media section of the Ribbon. It is at the right hand end.

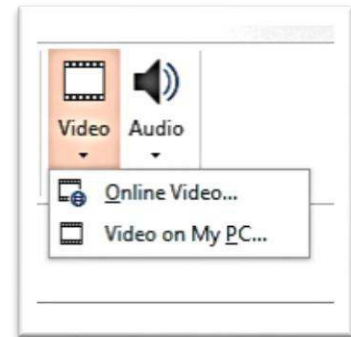
Click the Video button.



You will now have the option of inserting video from an online source or from your own computer.

If you elect to obtain a video from an online source you should be aware that those sources are very limited. It does not necessarily mean that you can insert video from YouTube, Vimeo, or similar resources.

It does mean that you can insert video that you have stored on your Skydrive account, possibly Facebook, but not much else. You will be asked to login with your Microsoft account. If you are a student or on the staff or faculty of UAlbany, you already have a Skydrive account. If you are not in one of those groups you can establish an account at skydrive.com. Your Outlook or Hotmail login may also serve the purpose.



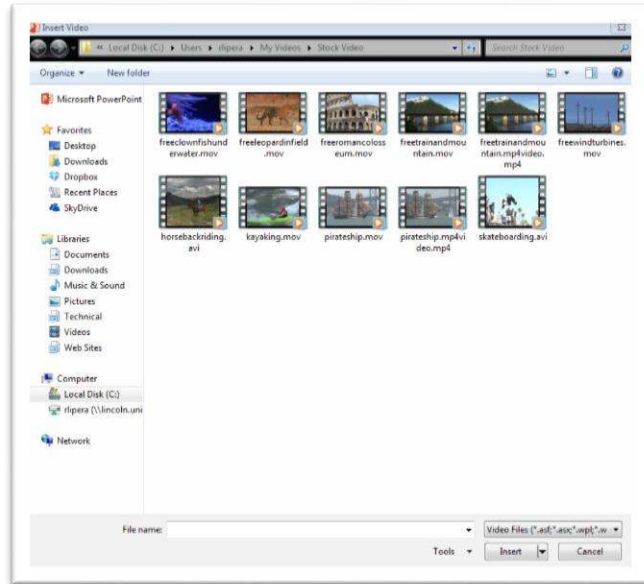
Because there are too many variables to address regarding online video, we will instead use video that is already on your computer.

Click the Video on My PC. Note that if you are a Macintosh user the label will be different.

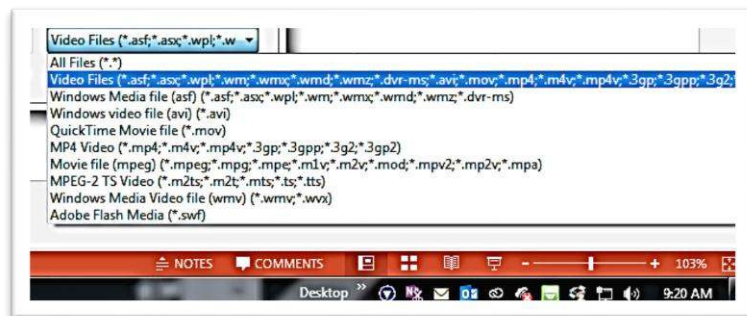
Navigation to the location in which your video is stored.

Select the video you wish to use.

Click Insert. You may also double click the video.

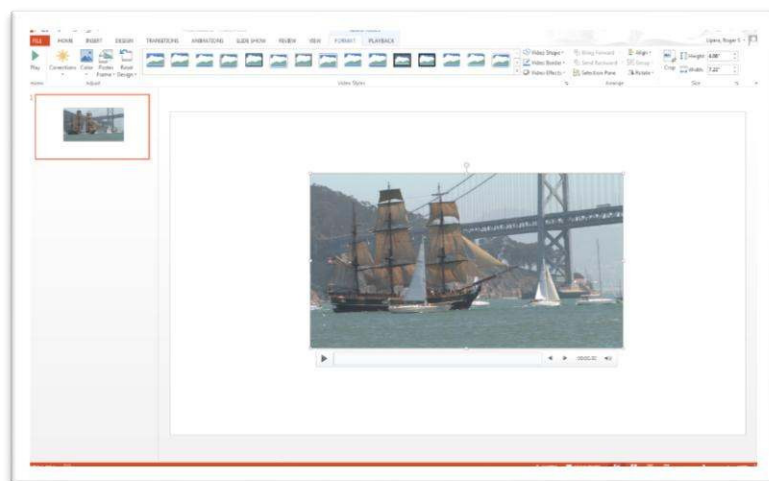


Note that there is a very wide range of video formats that you can insert into PowerPoint. Included are WMV, AVI, MOV, and MP4. You can click the Video Files button in the lower right corner to see the entire list of acceptable formats.



Your video will now be inserted into the slide.

The size of the inserted video will depend on the resolution of the clip. Clips that are low resolution or in standard definition formation will probably appear smaller in the slide.



Video clips in high definition or a higher resolution will almost certainly appear larger. The size of the inserted clip is calculated by PowerPoint so that it will be displayed as large as possible and still look good.

If the video clip is larger than you prefer, you can resize it in exactly the same manner as how a shape or image is resized.

Grab a resizing handle in a corner, top or bottom, of the centers of one of the sides. Drag the handle to change the size of the clip.

The resize handle at the center of the top can also be used to rotate the video.



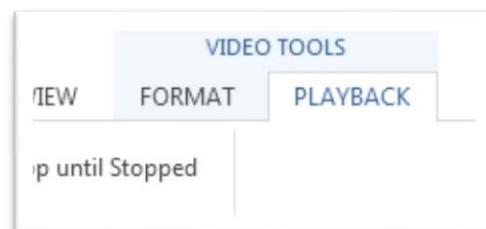
When the video clip is selected a control bar appears below the clip. This control bar, illustrated below, has a play/pause button, volume controls, advance and rewind buttons, and a timer. This allows to test and check the clip.



The clip can be edited within PowerPoint. This reduces the need to use external video editing programs.

Select the video. A Video Tools tab appears.

Click Playback.



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