

# Section 4

# Multimedia

**By the end of this Section you should be able to:**

**Insert Sounds and Movies**

**Change Animation Settings**

**Change Animation Sequence**

To gain an understanding of the above features, work through the **Driving Lessons** in this **Section**.

For each **Driving Lesson**, read the **Park and Read** instructions, without touching the keyboard, then work through the numbered steps of the **Manoeuvres** on the computer. Complete the **S.A.E.** (Self-Assessment Exercises) at the end of the section to test your knowledge.

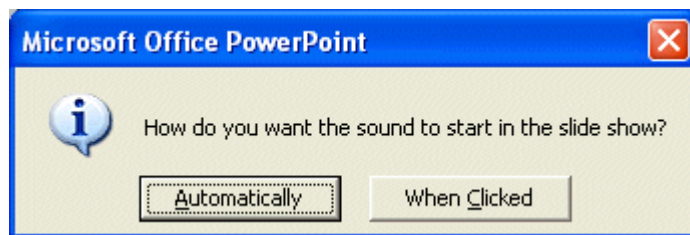
## Driving Lesson 29 - Inserting Sounds

### **P** Park and Read

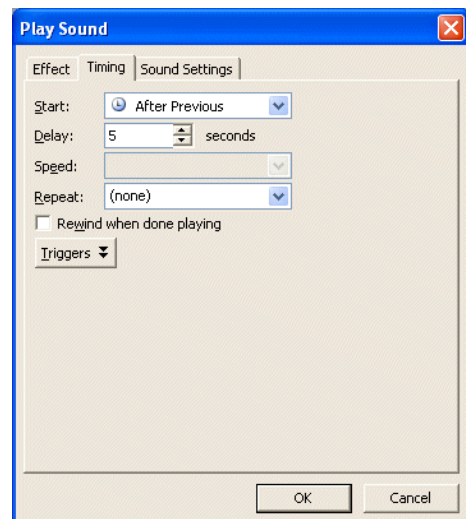
A sound can be inserted on to a slide and will then play when that slide is viewed in the slide show. An audio track from a CD can also be inserted.

### Manoeuvres


1. Open the presentation **Holiday Choice** and move to slide **2**.
2. To insert a sound select **Insert | Movies and Sounds | Sound from File**.
3. From **Look in** select **Local Disk (C:)/Windows/Media** and select the **chord.wav** file (this is an example of a sound file, if you can't locate it, choose any other).
4. Click **OK** and the following prompt appears.

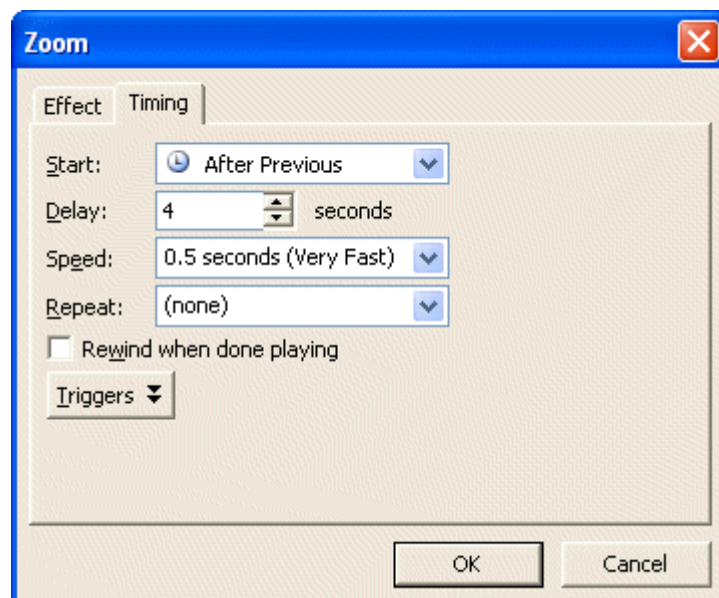



5. Click **Automatically** to play the sound automatically.
6. Click the **Slide Show** button. The sound will play when the slide appears. Press **<Esc>**.
7. To control when the sound will play, select **Slide Show | Custom Animation**.
8. In the **Task Pane** click the drop down arrow for the sound file (it may be called **Media 6**) and select **Timing**.
9. To change the timing, set the **Start** to **After Previous** with a **Delay** of 5 seconds.
10. Click **OK** then click the **Slide Show** button. The slide will appear and 5 seconds later the sound will play.
11. Press **<Esc>**.



## Driving Lesson 29 - Continued

12. To create a 'previous event' to trigger the sound, select the sandcastle. Click **Add Effect** from the **Task Pane**.
13. Select **Entrance** and then **Zoom**. **Picture frame 4** appears in the animation order area of the **Task Pane**.
14. Click the **Move Up** button, , from **Re-Order** so that it occurs before the sound, **Media 6**. Now the sound will play 5 seconds after that image is animated.
15. With **Picture frame 4** still selected, click the drop down arrow and select **Timing**.
16. From **Start**, select **After previous**, (which is after the slide opening).
17. Change the **Delay** to 4 seconds.



18. Click **OK** to apply the settings.
19. Click the **Slide Show** button, . The slide appears without the sandcastle image. After 4 seconds the image 'zooms' in, and after a further 5 seconds the sound will play.
20. Save the presentation as **Holiday Choice2**.
21. Leave it open for the next Driving Lesson.

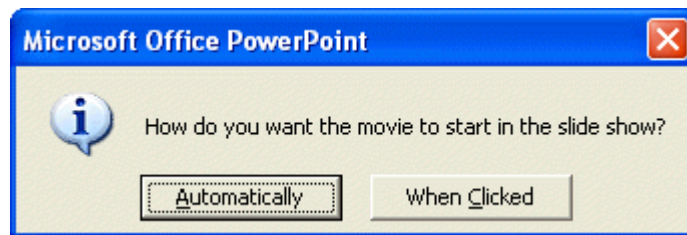
## Driving Lesson 30 - Inserting Movies

### **P** Park and Read

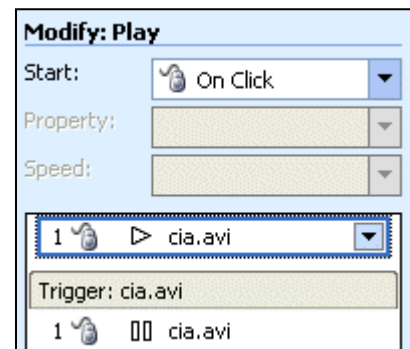
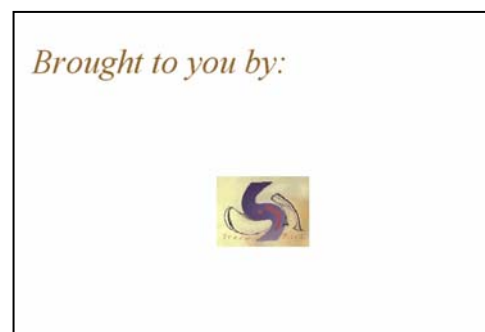
Movies are also easily added to slides.

### Manoeuvres

1. Insert a new **Title Only** slide at the end of the presentation.
2. Add the title **Brought to you by:**
3. To insert a video clip select **Insert | Movies and Sounds | Movie from File**.
4. Locate the data folder and select the **cia.avi** file and click **OK**. The following prompt appears:



5. Select **Automatically** so that the movie will automatically play.
6. Click the **Slide Show** button to view the current slide in action.
7. Press <Esc> to end the show.
8. To change the movie so that it plays only when the mouse is clicked, select **Slide Show | Custom Animation**.
9. Select the first item in the **Task Pane**.
10. Click the **Start** drop down list and select **On Click**.
11. View the slide show for this slide again.
12. Click to see the movie, then press <Esc> to stop the movie and <Esc> to end the show.
13. Leave the presentation open for the next Driving Lesson.



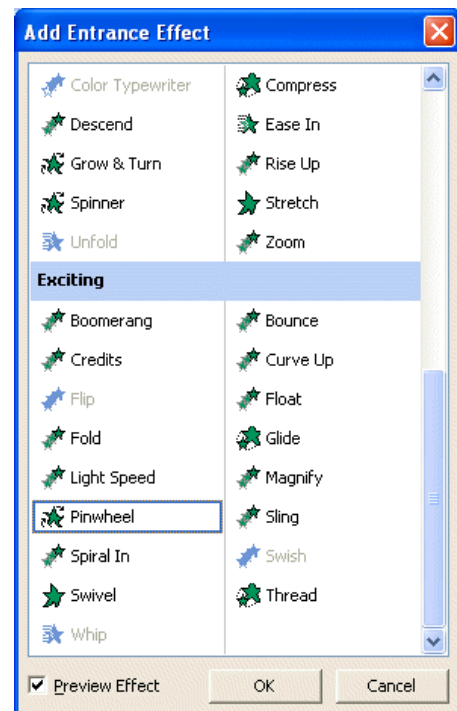
# Driving Lesson 31 - Introducing Animation

## **P** Park and Read

It has been seen that different items on a slide can be animated. These items can be introduced with a click of the mouse, or automatically after a specified time.

## Manoeuvres

- Using the **Holiday Choice2** presentation, move to slide 1.
- Make sure the **Custom Animation Task Pane** is displayed.
- Select the **WordArt** and then click **Add Effect**.
- Select **Entrance | More Effects** and then **Wedge**. Click **OK**.
- Make sure **Start** shows **On Click**.
- Now select the picture and click **Add Effect**.
- Choose **Entrance | More Effects**, scroll down to the bottom of the dialog box and select **Pinwheel**.
- Click **OK**.
- From the **Task Pane**, select the entry for the **WordArt** and click the drop down arrow.
- Choose **Effect Options** and from the **Sound** drop down list select **Drum Roll**. Click **OK**.
- Apply the sound **Laser** to **Picture frame 2**.
- View the slide show. Click to display the text and click again to reveal the picture, then end the show.
- Apply timing, to start **After previous** with a delay of **4** seconds, to both objects.
- Click **OK** and view the show again but this time do not click the mouse button. Notice now the animation is activated automatically.
- End the show, but leave the presentation open.




## Driving Lesson 32 - Animation Sequences

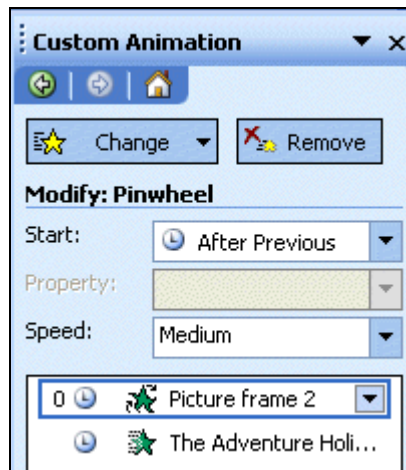
### **P** Park and Read

The order in which objects are animated can be changed. What happens after they are animated can also be specified.



### Manoeuvres

1. View slide 1 of the **Holiday Choice2** presentation in **Normal View**.
2. To apply the picture's animation first, from the **Custom Animation Task Pane**, select **Picture frame 2** and click the **Re-Order Up** button, .



3. View the slide show for the first slide and notice how the picture now appears first.
4. End the show.
5. Change the animation sequence back to how it was originally.
6. Save the changes to the presentation and close it.
7. Open the **Kittens** presentation and move to slide 2.
8. Use **AutoShapes | Basic Shapes** to draw a small smiley face at the left of the title text and colour it yellow.
9. Select the bulleted list on the left of the slide and in the **Task Pane** apply the **Entrance** effect **Fly In**.
10. From the **Effect** tab in **Effect Options**, make sure **Direction** is **From Bottom** and **Animate text** is set to **All at once**.

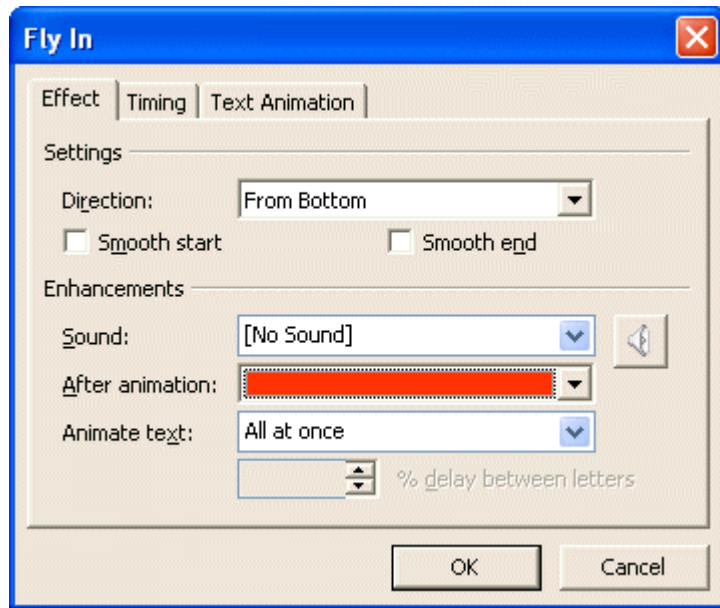


## Driving Lesson 32 - Continued

- To change the appearance of the bulleted points after they have been animated, from **After animation** drop down the list and select a **Red** colour.



**After animation** effects can be applied to any text.



- Click **OK**.
- Apply the same settings to **Text 3**.
- Select the smiley face and apply the **Entrance** effect **Pinwheel**. **After animation** apply **White** to dim the object.
- To change the sequence of the animation effects just applied, in the **Task Pane**, move the smiley face up to the top of the list.
- View the slide show for slide 2 only, clicking the mouse to view the effects. The slide will appear with only the title and the cat image displayed. The first click will introduce the face (yellow). At the next click the face will turn white, in effect disappearing, and the first line of text will appear. As the mouse is repeatedly clicked, each item of text will turn red as the next is displayed.
- End the show and close the presentation without saving.

## Driving Lesson 33 - S.A.E.

This is not an ECDL test. Testing may only be carried out through certified ECDL test centres. This is a Self-Assessment Exercise. Try to complete it without any reference to the Driving Lessons in this section.

1. Open the presentation **Assessment**.
2. View slide **4** in **Normal View**.
3. View the **Custom Animation Task Pane**.
4. Change the animation order for **Shape 11 Open** to appear immediately after **Text 2** (position **3**).
5. Apply a different **Entrance** animation effect to each of the puzzle pieces (**Shape 3** to **Shape 11**).
6. View the slide show for this slide.
7. Close the presentation without saving.

If you experienced any difficulty completing this S.A.E. refer back to the Driving Lessons in this section. Then redo the S.A.E.

## Driving Lesson 34 - S.A.E.

This is a Self-Assessment Exercise. Try to complete it without any reference to the Driving Lessons in this section.

1. Open the presentation **Kittens**.
2. On slide **1** apply an **Entrance** animation effect of **Zoom** to the picture of the cat (**Picture frame 3**).
3. Insert the **Growl** sound from the supplied data files as a separate item.
4. Set the sound up to play **automatically**, **4** seconds after the previous event (that is 4 seconds after the cat image appears).
5. View the slide show for slide **1** to hear the sound.
6. Close the presentation without saving.

If you experienced any difficulty completing this S.A.E. refer back to the Driving Lessons in this section. Then redo the S.A.E.

Once you are confident with the features, complete the Record of Achievement Matrix referring to the section at the end of the guide. Only when competent move on to the next Section.