



## Microsoft PowerPoint Tips and Tricks

### Setting up PowerPoint

To embed a movie into PowerPoint select **Insert - Movies and Sounds - Movie from File** from the top menu.

Select whether you want the movie to play automatically or when clicked by the user.

The movie may be re-sized and/or repositioned by selecting the handles around the sides of the movie frame.

Please Note: The movie does NOT live within PowerPoint but is actually an external link to the movie file. Ensure the movie resides in the same folder as when it was initially inserted or the movie will not run.

### Pausing the Movie

The movie may be paused within PowerPoint if required. When the cursor is wholly within the movie frame a hand icon will appear. Whilst this hand icon is visible a left mouse click will pause the movie. A further left click will resume playing the movie. Please Note: If the cursor is OUTSIDE the movie frame a left click will cause PowerPoint to move immediately to the next slide.

### External Displays

When setting up a laptop to display through a projector or onto an external device there can be some issues with the graphics output. Some laptop computers cannot play the movie simultaneously on both devices. If this is the case please cycle the display settings so the display is restricted to just the output device. The movie will now play correctly.

**Good Luck.**