Step by Step for the Leonardo da Vinci PowerPoint

1. Design Tab
   1. Select Flow (generally in the second row)
2. Insert Tab
   1. Clip Art
      1. Search for Leonardo da Vinci
         1. Select top row, second column
         2. Insert the image
         3. Place the image in the lower right corner
3. Go to Slide 2
4. Home Tab
   1. Layout
      1. Choose Two Content
      2. Insert Picture from File
      3. Select Mona\_Lisa\_by\_Leonardo\_da\_Vinci\_\_large
   2. Format Tab
      1. Contextual Picture Tab
         1. Select Soft Edge Rectangle
5. Go to Slide 5
6. Home Tab
   1. Layout
      1. Choose Two Content
      2. Insert Picture from File
      3. Select Drawing\_of\_an\_Anatomical\_Study\_by\_Leonardo\_da\_Vinci\_\_large
   2. Format Tab
      1. Contextual Picture Tab
         1. Select Bevel Perspective Left White (normally row two)
7. Go to Slide 6
   1. Select the video
      1. Video Tools Tab
         1. Contextual Format Tab
            1. Select Soft Edge Rectangle
         2. Contextual Playback Tab
            1. Trim Video

Trim to 1:05

1. Go to Slide 1
   1. Transition Tab
      1. Select Switch
      2. Apply to All
2. Save
3. Press F5 to view the Slide Show

## Voice Audio and PowerPoint to Video Options

*Audio can be added in multiple methods… Pre-recorded, Record inside of PowerPoint and through Record Slide Show.*

Pre-recorded or Record inside PowerPoint method

1. Insert Tab
   1. Click Audio
      1. Select Record Audio (Audio from file if pre-recorded)
         1. Record audio if not using pre-recorded.
      2. Select the Icon
         1. Audio Tools Tab
            1. Playback Tab

Set Start to Automatically

* + - 1. Repeat this process for each slide (Including Slide 6 (Video slide))

1. Slide Show Tab
   1. Rehearse Timings
2. File Tab
   1. Share
      1. Create Video

Record Slide Show method

1. Slide Show Tab
   1. Record Slide Show
      1. Record audio etc..
2. File Tab
   1. Share
      1. Create Video