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Chad Buleen Linking Word Document to PowerPoint document may be necessary if you want to have easy access to Word documents while you present a PowerPoint presentation. The process you follow to link a Word document to a PowerPoint document is similar to the process of inserting a website hyperlink into a PowerPoint presentation. Click on the text or image in the PowerPoint presentation you want Word to be associated with. Click on the Insert menu and select Hyperlink. Click the Existing File or Web page button and use the navigation tool to search for a Word document. Click GOOD. If you're creating a presentation that requires participants to think about specific upcoming dates, the calendar is a natural addition. PowerPoint has several different calendar templates to choose from. Choose the one you like and copy the month you want to your presentation. Insert the calendar into the PowerPoint presentation Open the PowerPoint presentation, select the slide where you want the calendar, and then click the File. In the left glass, choose the New one. At the search bar, enter the calendar and find Enter to search. Browse the available templates and choose the one you like. If you don't find the one you like, you can browse through many of the available Office calendar templates online. Once you've selected, you'll see a template description. Go ahead and click the Create button. The calendar will appear in the new PowerPoint presentation; every month appears on a different slide. Scroll through the usual view on the left side and select the month you'd like to use in your existing presentation. In this example, we will use the month of October. Click the right button of the slide and select Copy from the menu. Alternatively, you can use the Ctrl-C label. next, head back to the existing presentation. Tap the right button of the slide in the regular view bar where you want to insert the calendar. In the contextual menu, select Keep formatting the original items from the Insert options. This will allow the background of the calendar to take on the topic used in the presentation. In addition, you can use the Ctrl-V label. Now that the calendar is inserted into the presentation, you can choose every day and enter the relevant information. If you want to share this presentation with the relevant participants so they can keep up with important dates, click share at the top right of the screen. You will be asked to choose a method in which you would like to share. In this example, we'll share it as a PowerPoint presentation. Once selected, your default email client will open with a document already attached. Enter the recipient's email and click send. Images and clip art add meaning and visual interest to PowerPoint Presentations. If you want to your audience think something about, add an image that helps your story. Choose your own photos or search the web for images licensed according to Creative Commons. The instructions in this article apply to PowerPoint 2019, PowerPoint 2016, PowerPoint 2013, PowerPoint 2019 for Mac, PowerPoint 2016 for Mac, PowerPoint for Mac 2011, PowerPoint Online, PowerPoint for Microsoft 365 and PowerPoint for Microsoft 365 for Mac. PowerPoint offers several ways to add a clip of art and photos to your presentation. Perhaps the easiest way to do this is to choose a Layout slide that contains a placeholder for content such as clip art and photography. Choose the slide you want to follow with the new image slide. Select Home. Select the New Slide down arrow. Choose a type of slide that contains content. For example, select a header and content layout or a picture with a caption layout. Select the Image icon on the slide to add an image from your computer. The icon looks like a picture with a computer monitor in front of it. In the Insert Picture dialog box, check to find the image you want to add and select Insert. Choose an Online Pictures icon to add a clip of art or another graphic not on your computer. This icon looks like a picture with a globe in front of it. In the Online Pictures conversation box, type in a word or phrase, describing the image you want, and click Enter. Check the licensing requirements for each image you upload. Some Creative Commons images require you to add photo credit along with the image. Choose the picture you want to use and select Insert. You can also add any type of image or clip to the slide from the Insert tab. Choose a slide where you want to add an image. Choose a box. Choose pictures to add an image from your computer. In the Insert Pictures dialog box, check to find the picture you want to add and select Insert. Choose Online Pictures to search the web for an art clip or another graphic not on your computer. In the Online Pictures conversation box, type in a word or phrase, describing the image you want, and click Enter. Choose the picture you want to use and select Insert. Photos come in different sizes. Some will be larger than your slide while others will be smaller. Either way, you may need to change the measures for the image miser you want to include in the presentation. When you select an image at the edges of the image, white circles appear. These are called size pens (or pens of choice). Drag one of these handles to enlarge or reduce the image. The best way to size an image is to use the sizes of the handles located on the corners of the image rather than the ones in or the sides of the image. Use angular handles to keep the image in proportion when reusing it. If you don't maintain the proportion of the image, it may look distorted or fuzzy in the presentation. Also, use tools in the group sizes of the image toolkit. Select a picture to activate image tools If the slide is not quite in the right place, hover over the middle of the slide. The pointer turns into a four-headed arrow. This is the Move arrow for graphic objects. Drag the image to the right place. If you have an existing Microsoft Word document that pre-politically document on which you are working, you have several options. But if you want the entire document to be added to the pages of the second Word document, it's best to know how to insert a document into Word. The instructions in this article include Word 2019, Word 2016, Word 2013, Word 2010, and Word for Microsoft 365. The word will insert the document into the current document without changing the formatting applied to one of the documents. Images, tables, shapes, and other objects in an existing document will also be transferred to the new Word file. Any changes made to the contents of the document inserted will not affect the original Word document. Start Word and open a document you want to insert into another Word document. Also, select a blank document to open a new blank Word document to insert an existing document. Place the cursor in place in the document where you want to insert an existing Word file. Choose the Insert tab. Select the drop arrow next to the

object in the text group. Select text from the file in the drop list that appears. The insert from the file's dialog window will open. If you select an object from the object drop-off menu, you can embed an existing Word document as a clickable file from the Create from the object's dialog window file. You can also create a new blank document that becomes an interactive object when you use the Create New tab in this dialog field. This is a useful way to link a document without importing text into an existing document. Go to the Word file you want to insert into the current Word document and select it. Choose a box. The word inserted the document into the current document. Save changes in the combined file if you want to. You can take steps to insert additional Word documents into the Word file you're currently working on. If the file you want to insert has blanks and varnishes that you want to carry into the new file, add a break in the section before choosing the insertion point in the new document. Place the cursor in place in the document where you want to insert an existing Word file. Choose the Layout tab. Select arrow drop out of breaks in page setting group. Either select next Page to add a break in the section and insert a Word document starting with the next page, or select Continuous to add a break in the section and insert a Word document starting on the same page. Insert the Word document using the same steps listed above. The title and footman will only apply to pages inserted document. Add PDF to PowerPoint slideshow to create richer rich Experience. Your options include: Insert the entire PDF as an object that can be viewed during the slideshowInsert image pageAdd text from the PDF fileCopy image used in the PDF Instructions in this article apply to PowerPoint 2019, 2016, 2013; PowerPoint for Microsoft 365; and PowerPoint for Mac. If you want to view the entire PDF file during the PowerPoint presentation, insert the PDF as an object. During the presentation, select the PDF on the slide, and the PDF file will open in the PDF viewer. Before you start, make sure the PDF file isn't open on your computer. Open the PowerPoint slide where you want to insert a PDF. Select Insert object to open the Insert Object dialog window. Select Creation from the file and then select View. Open a folder that contains the desired PDF file, select a PDF file, and then select OK. Select OK in the Insert Object dialog field. The PDF icon appears on the slide, and the PDF file becomes part of the presentation file. To open the PDF file, double-click the image in the regular view. To open the PDF file during the presentation, attach the action to the image. Make sure PowerPoint is in a normal view. Show the slide with a PDF object. Choose an image or icon for the PDF file. Select Insert Action. Select The Mouse Click tab if you want to open the PDF with one click. Choose the Mouse Over tab if you want it to be open when you point to the PDF. Select the object of the action and then select View from the drop-off list. In PowerPoint 2019, select activation content. Choose OK. If you only want to see the contents of one page of a PDF file, add it to the PowerPoint slide as an image. Open the PDF file and display the page you want to insert into PowerPoint. Open PowerPoint and go to the slide where you want to insert the PDF as an image. Select Insert a Screenshot. All available windows are available, including an open PDF file. Select the PDF file to add it to the slide as an image. Another way to add a certain PDF section to PowerPoint is to use Adobe Acrobat Reader. To insert text from the PDF file: Open the PDF file in Adobe Reader. Choose the tools of the major qgt; select. Choose the text you want to copy. Choose to edit copy. Open PowerPoint and display the slide where you want to insert PDF text. Choose your homemade pasta. Or click Ctrl-V. To insert graphics from the PDF file: Open the PDF file in Adobe Reader. Click the right button on the PDF and select Select Tool. Select the image and click Ctrl-C or click the right button and select Copy Image. Open PowerPoint and display the slide where you want to insert pdf graphics. Choose your homemade pasta. Or click Ctrl-V. When you insert a PDF into For Mac as an object, you can receive an error message that the type of file is not supported or the file is not available. This is because linkage and embedding is not fully implemented in Mac Office Office You can insert text and graphics from PDF into PowerPoint for Mac using the same steps as above. Another option is to zgt; in hyperlink's web page or file to make a link to a PDF. You can open a hyperlink during the presentation to display the PDF file. PDF files cannot be inserted or edited to PowerPoint Online. However, PDFs are displayed as expected when used in another version of PowerPoint. Powerpoint.