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Launch Tip of the Month September 2023

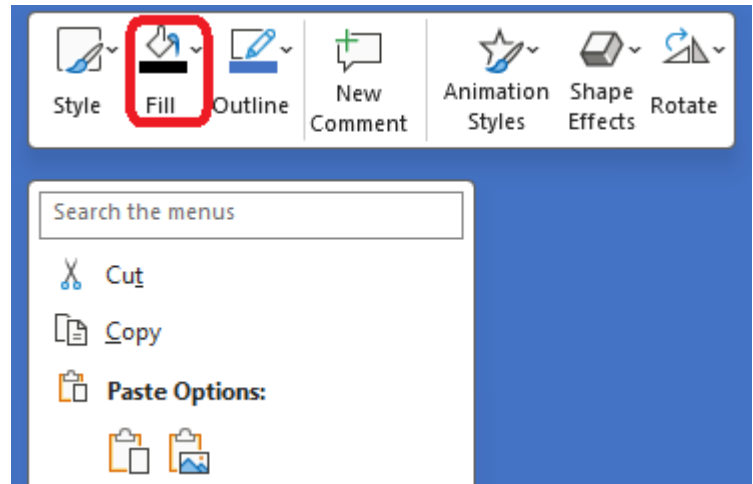
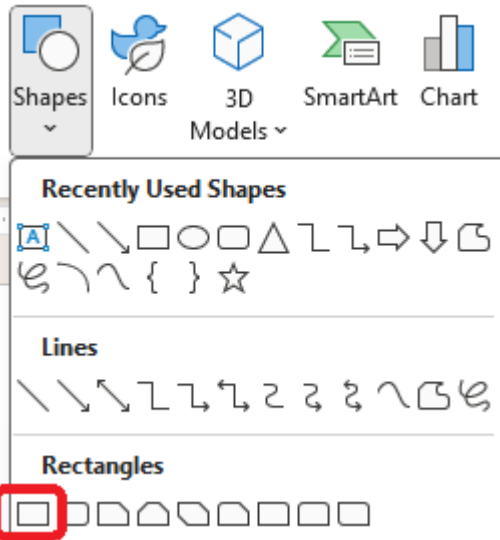
Perhaps you've recently seen PowerPoint presentations with video inside text and wished you could wow your audience in the same way. Let me show you how!

Note: View the PowerPoint slide we create below at <https://www.launchtraining.com/ppvideointext>

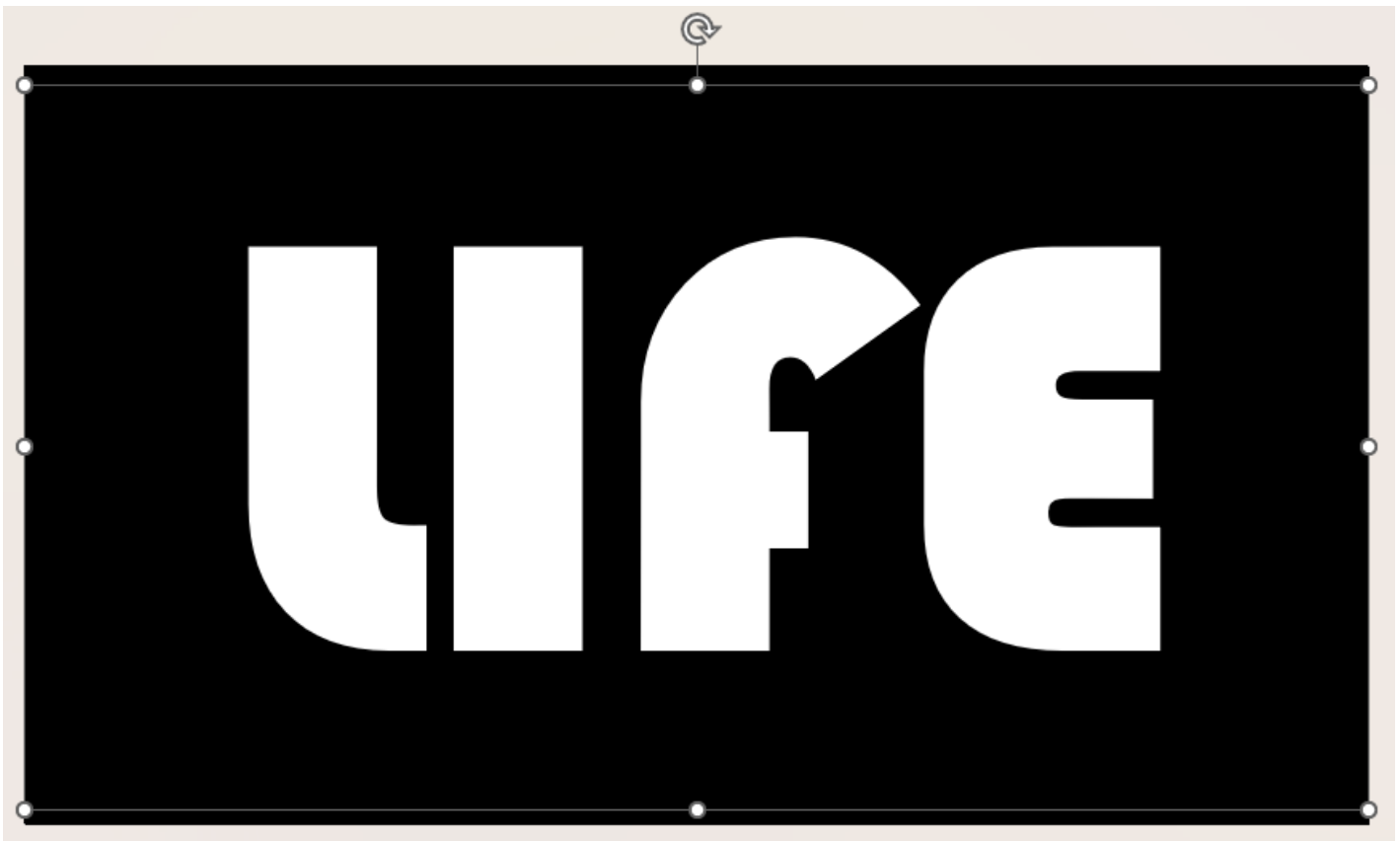
1. Start by inserting video on a blank slide by selecting Insert>Video and selecting your desired video. (I used a sample file that came with Microsoft Office called Wildlife.wmv and which can be found online by searching for it by name.)



2. Insert a rectangle on top of the video by selecting Insert>Shapes and clicking the rectangle tool. Draw the rectangle so that it covers the entire slide. You can change the color of the rectangle by right clicking the slide and selecting a fill color.

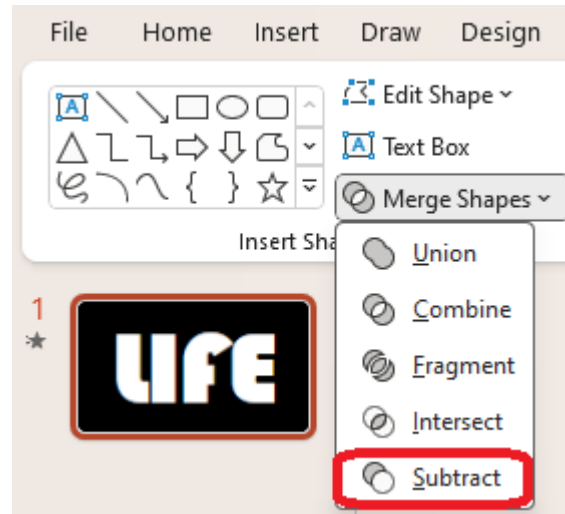


3. Insert a text box on the slide by selecting Insert>Text Box and dragging a large rectangle on the slide. Type your text. Resize the text to be very large. For my example, I used 420 point, bold, white, Bauhaus 93 font. The larger the text, the more of the video you will see.



4. Select the rectangle that covers the video, hold down the Shift key and then select the text box.

5. Select Shape Format>Merge Shapes>Subtract. This removes the text from the rectangle covering the video. In effect, you've created a window to look through the "curtain" and view the video!



6. Play the video by selecting Slide Show>From Current Slide or by pressing Shift+F5. The video now plays inside the text!



Interested in learning more about Microsoft PowerPoint? Schedule a class at your location or via the web!

Featured Course: Useful Features in Microsoft PowerPoint

3 Hour and 6 Hour Formats Available with Different Number of Topics

- Working with Themes
- Inserting Slides from an Outline
- Using the Designer
- Inserting a Cameo
- Using the Morphing Transition
- Creating a Table
- Creating a Chart
- Inserting Slides from another File
- Inserting 3D Models
- Converting Bulleted Lists into SmartArt
- Embedding a New or Existing Excel Spreadsheet
- Replacing One Font with another Font
- Using Gridlines and Guides
- Using the Office Clipboard
- Inserting Icons
- Merging Shapes
- Putting Pictures in Shapes and Video in Text
- Using the Eyedropper to Match Shape Fills and Text Fills
- Animating Slides
- Animating bulleted lists, charts, and SmartArt.
- Rehearsing Slide Timings
- Rehearsing with Coach
- Using Transitions
- Working with Slide Masters
- Using Action Buttons
- Saving a File as a Templates
- Creating a Presentation Using a Template You Have Saved
- Creating Section Breaks
- Creating a Section Zoom, Summary Zoom, or Slide Zoom
- Using Search, Synonyms and Translate
- Running a Slide Show
- Preparing a File to be Sent to Someone or Presented on the Road

Visit <https://www.launchtraining.com/outlines> to view all of our class outlines.