

Tips & Tricks of PowerPoint

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Choosing a Layout

- Format
 - Slide layout
 - Pick your favorite text, content, text and content, or other layout!

Choosing a Template

- Format
 - Slide Design

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Making Changes to a Template via the Master Slide

- The Master Slide is where you can make changes to the fonts, bullets, etc.
- View
 - Master
 - Slide Master

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Adding a New Slide

- Insert
 - New slide

Deleting a Slide

- Edit
 - Delete Slide

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Fonts, Colors, Bullets & Indentations

- Changing fonts
- Increasing font from the toolbar
- Changing font color
- Increasing or decreasing indentation from the toolbar
- Adding & Changing bullets

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Inserting a Picture

- Insert
 - Picture
 - From File

Capturing a Screen Shot

- View screen as you would like it captured
 - Hit the Print Screen button on the keyboard
 - Hit Ctrl-V to insert the screen shot

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Adding Notes

- Along the bottom of the slide, there is a small box with the text "Click to add notes"
- When you type notes in this box, they will be visible to you when reviewing the slides. They will not appear if handouts are printed or when in presentation mode.

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Rearranging Slides

- Click on the slide that you would like to move on the left task pane and drag it to the new position.

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Practicing with a Timer

- Slide Show
 - Rehearse Timing
 - Automatically starts your presentation with a timer!

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Printing Options

- File
 - Print
 - Print what: Handouts
 - Slides per page: 6
 - Slides per page: 3 (Comes with note lines on the side)
 - Options:
 - Gray-scale (and remove background color for faster printing!)
 - Scale to Fit Paper
 - Frame Slides

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Adding “Pizzazz” to Your Presentation

- Slide Show
 - Slide Transition
- Insert
 - Music
- View
 - Header and Footer
 - Date & time
 - Slide number
 - Footer

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Saving as a PDF

- File
 - Save
 - Close PowerPoint program, locate file, right click
 - Convert to Adobe PDF
 - Note: Presentation should be in final form before converting to a PDF!

Saving to Your Y: Drive

- Click File
 - Save as:
 - Desktop
 - User Network Folder (Y)

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Questions?

Thanks for coming!
Phil