# Working with PowerPoint 2010 (Windows)

A University of Michigan Library Instructional Technology Workshop

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## INTRODUCTION

Although Microsoft Office 2010 looks very similar to Office 2007, there are a couple of changes. One of the changes is that the Office Button has become the File Ribbon in Office 2010. The File Ribbon contains such standard features as Open, Close, Print, Save, etc. In addition, this menu allows you to quickly manage PowerPoint settings (Permissions, Sharing ,Versions, Properties, and Options).

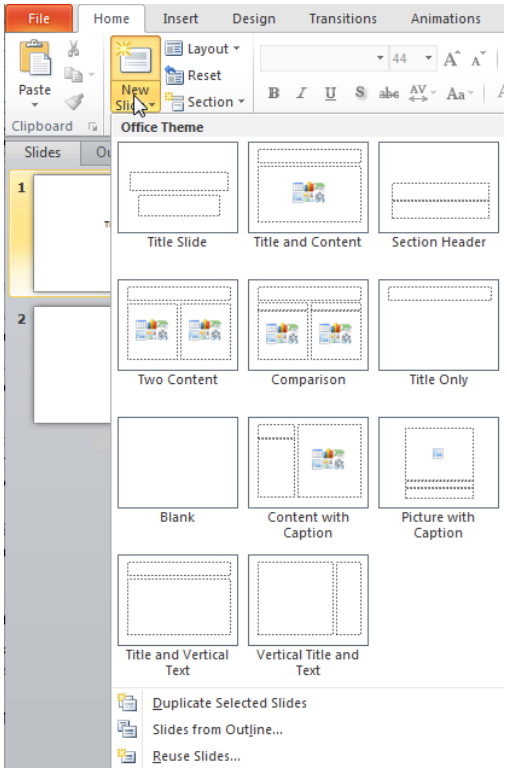
## NEW TOOLS

- **Turn your mouse into a laser:** Hold the *Control* key and click and drag the mouse pointer around in the slide during a Slide Show.
- **Saving a presentation as a video:** In the File Ribbon, select *Save & Send*, click *Create a Video*.
- **Artistic effects:** After your image is selected, go to the **Adjust Group**, move your mouse over preset effects to preview how they would look on your image, and then click on the effect to apply it.
- **Duplicating effects**: Select the object with the animation effect(s) you would like to copy, go to the Animations Ribbon, click the Animations Painter, and select the object you want to copy the animation effect(s) to.
- **Inserting screen shots:** In the Insert Ribbon, there is now a Screenshot icon in the **Illustrations Group**. You can insert a screenshot of any open window on your screen, or you can choose a specific part of your screen (*Screen Clipping*) to insert.
- **Remove background tool:** In Office 2007 this tool could only separate single color backgrounds, but in Office 2010 it can remove more complicated background images as well. Even allowing you to choose more or less of the image to remove.

# Bare Basics

PowerPoint is an excellent tool for presentations of any kind, either in the classroom or at a conference. A PowerPoint presentation is made up of a series of "slides" that can be projected (displayed electronically) or printed in a variety of handout formats. When you open PowerPoint, a new presentation is created with a Title Slide in place. This section covers the bare basics that you need to know, and refers you to other sections in the document for more details if desired.

We **do not** recommend PowerPoint for creating conference posters; we suggest you use Illustrator instead (http://guides.lib.umich.edu/graphics).




## Inserting a New Slide

To add a new slide, go to the Home Ribbon.

- Click on the ***icon*** for new slide to insert a new slide with a duplicate layout as the current one selected in the presentation.
- Click on the ***text*** **New Slide** to select any layout, duplicate from what's selected, or reuse slides from a different presentation.

The new slide will be added after the currently selected slide.

**Move between your slides** by clicking on the appropriate slide icon in the left sidebar, or use the double arrows at the bottom of the right scrollbar.

## Changing the Layout of a Slide

You can always change the layout by going to the Home Ribbon and clicking on the Layout icon. However, if you already have content on the slide, you may have to move things around a little.

## Adding Content

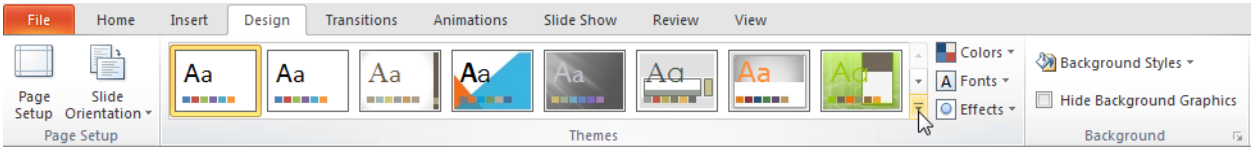
**To add text**, click in any box that says ***Click to add text*** and start typing. If there is a **bullet**, push *Enter* on the keyboard to get a new bullet; to get a **subpoint**, push *Tab* on that blank line and the text will indent further and become smaller. To change the bullets, font, etc. on all slides, use the Slide Master (see page 6).

**To add graphics, charts, etc.**, click on the appropriate icon (before you type text in the box) and choose the file you would like on the slide. Notice that it will resize to fit into the box.

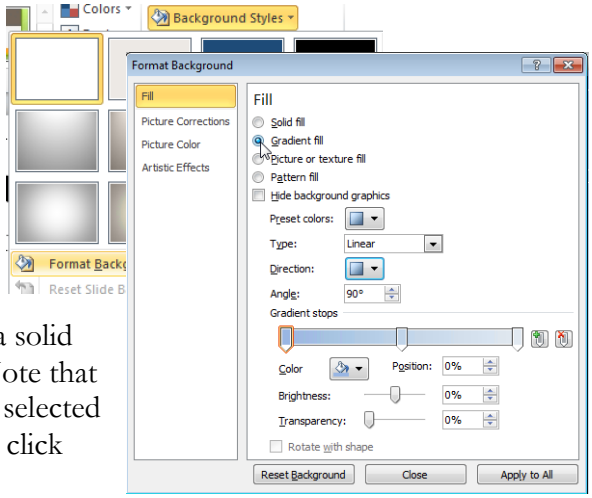
Also note that when you add one type of content, the other options disappear. You can always go to the Insert Ribbon to add more images, text boxes, etc. (see page 8).

## ADDING A DESIGN/CHANGING THE BACKGROUND

Design templates are the fancy backgrounds you may have seen on other presentations. Generally, you want to use the same design for all of the slides in your presentation. Click on the Design Ribbon, and as you move your mouse over the different images in the **Themes Group**, you should see what that design would look like on your slides. Click on the design image to actually apply it. Click on the More icon ( ) to see other options. If you don't like any of the designs, you can click on the Expand icon in the **Background Group** and just change the background color.




Once you've chosen a general look from the **Themes Group**, you can customize it further by using built-in color or font schemes (the Colors and Fonts icons next to the theme images).

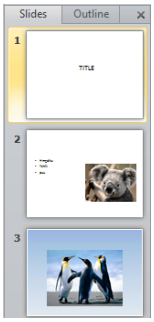



You can also change the background of the slide by clicking on the Background Styles icon, or for more control, click on the Expand icon in the **Background Group** (or choose the *Format Background…* option in the Background Styles dialog box).

In the Format Background dialog box, you can choose to have a solid or gradient as your background as well as a picture or texture. Note that if you close the dialog box, the changes will happen only on the selected slides. To change all slides (including ones that aren't made yet), click on the *Apply to All* button.

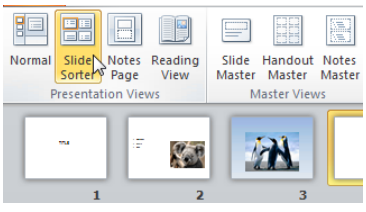
To hide the default graphic, check the box that says *Hide background graphics* either in the Format Background dialog box or in the Design Ribbon.

## CHANGING THE ORDER OF YOUR SLIDES




If the slides you want to move around are next to each other, you can "drag and drop" them in the Normal View. Click on the small image of the slide in the left column, and drag it where you want it to be. When you see the horizontal line, let go, and the slides will change places.

If you have a lot of slides, it might be easier in the Slide Sorter View. Go to the View Ribbon and click on the Slide Sorter icon (or click on the icon in the Status Bar ). This view allows you to view multiple slides at once; click, hold, and drag the slide until you see a gray vertical line appear where you want the slide positioned, and then let go of the mouse button.

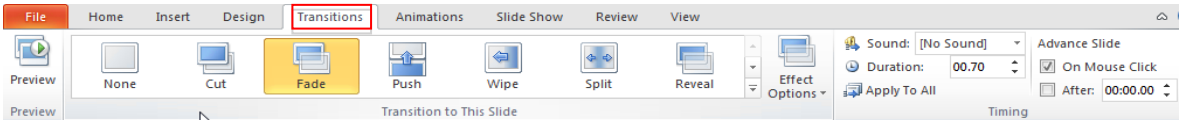



To move multiple slides at the same time, hold down the *Shift* key as you click to select consecutive slides (*Control* if they are not consecutive), then drag them to the new location. You can also select slides and copy and paste them into a different presentation.

Double-click on a slide or click the Normal icon to return to the Normal View.

## ADDING TRANSITIONS

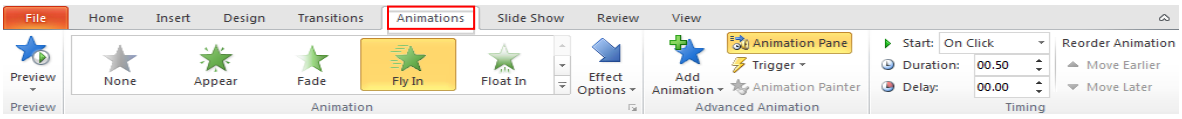
Transitions happen ***between*** one slide and the next. To add a transition, go to the Animations Ribbon and choose one from the **Transition to this Slide Group**. Just like the design themes, as you move your mouse over the images, you will see a preview on your slide of the transition. Click on the transition image to actually apply it. Click on the More icon ( ) to see other options.




Note that you can apply the transition to the selected slide, or you can click on the Apply To All icon. Usually the default is fine, but it can be adjusted as needed. Generally you will want to move to the next slides only when you press the *Spacebar* (or click the mouse), but if you choose, you can change the *Advance Slide* checkbox to *Automatically After:* however many seconds you would like. This is handy if you are not actually presenting the slideshow, but it is running on its own.

## ADDING ANIMATIONS

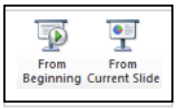
Animation effects happen *within* an individual slide (bulleted text appearing one at a time, objects appearing on the slide). We go into more details on page 14, but here are the basics:



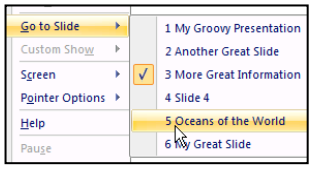

1. On the slide, select the object/text that you want to animate.
2. Go to the Animations Ribbon.
3. As you move your mouse over the images, you will see a preview on your slide of the effect. Click on the effect image to apply it.

You have the option to add an entrance, emphasis, or exit animation to an object. All work in the same fashion. Again, more details on page 14.

## VIEWING THE PRESENTATION




View your presentation at any time by going to the Slide Show Ribbon and clicking on either the From Beginning or From Current Slide icons. Another way of starting the presentation from the beginning is by clicking on the Slide Show icon ( ) in the lower right corner of your window.



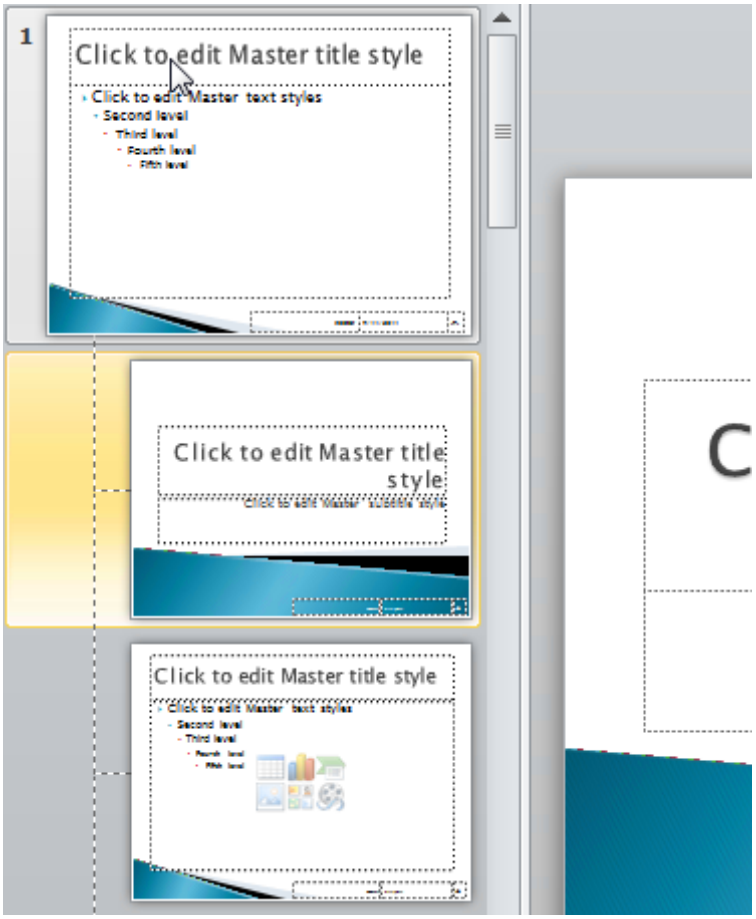

While you are in the Slide Show View, advance your presentation by pressing the *Spacebar* on the keyboard. To go back a slide, use either the left or up arrow key on your keyboard. Navigate to any slide by:

1. Right-clicking anywhere on the slide, and choose **Go to Slide** from the shortcut menu.
2. Click on the appropriate slide. If the slide doesn't have a title, it will say ***Slide #*** (see Slide 4 at right).

To exit your presentation (and return to the editing view), press the *esc* key on the keyboard.

# Changing the Formatting of All Slides with the Slide Master

To make changes to the format of all your slides at once, using the Slide Master is probably the best idea. The Master is what controls how your slides will look: what fonts, colors, bullets, etc. that will be used on each slide. Within the **Master View**, any of the formatting for your presentation can be changed at once and then applied to all slides immediately; for example, you can change the font of the title or text, the type of bullets used, add an image to the background, add an image to every slide, etc. and once you close the master, this format will be in affect on all slides – including the ones you later add.




To access the Master Slide, go to the View Ribbon, and then click on the Slide Master icon in the **Master Views Group**.

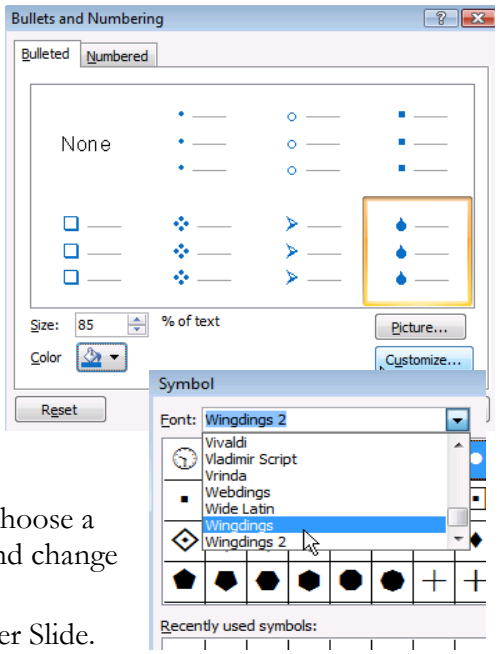
In Office 2010, when you enter the Master View, you land on the layout of the slide you were on (in the example at the right, the *Title Slide* layout). The problem with this is that any changes you make will only affect slides that use that layout; if you want to change the title font on all slides – regardless of the layout used – you need to click on the big slide that is at the very top of the list. Then your changes will affect all slides.

## Master Slide Example 1: Changing the Title Formatting

1. Make sure you are on the Main Slide Master (the one at the very top in the left column).
2. Highlight the *Click to edit Master title style* text.
3. Click on the Home Ribbon and choose a font, size, and color from the **Font Group**.
4. Click on the Slide Master Ribbon (to the **left** of the Home Ribbon) to return to the Slide Master View.
5. If you are finished, click the Close Master View icon at the right end of the Slide Master Ribbon.

## MASTER SLIDE EXAMPLE 2: CHANGING BULLETS

1. Make sure you are on the Main Slide Master (the one at the very top in the left column).
2. Put your cursor anywhere in the *Click to edit Master text style* text.
3. Right-click and choose **Bullets** (or **Numbering**) from the shortcut menu. If you like one of those options, choose it; if not, click on the *Bullets and Numbering…* button at the bottom.
4. In the Bullets and Numbering dialog box, click on the *Customize* button to bring up the Symbol dialog box. Depending on what font is already being used, you may have to choose something else from the *Font:* pulldown menu such as *Wingdings* or *Webdings*.
5. Once you've chosen the desired font, click on the image you want as your bullet and click *OK*.
6. Back in the main Bullets and Numbering dialog box, choose a different color if you want from the *Color* pulldown, and change the *Size:* if desired.
7. Click *OK* to exit the dialog box and return to the Master Slide.

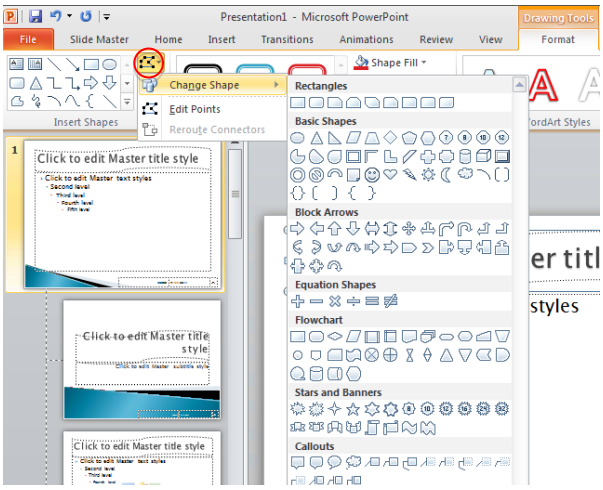



If you want to change one of the other bullets, repeat the above steps.

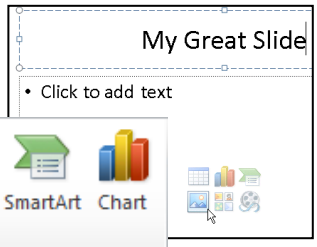
When you are all finished, click the Close Master View icon at the right end of the Slide Master Ribbon.

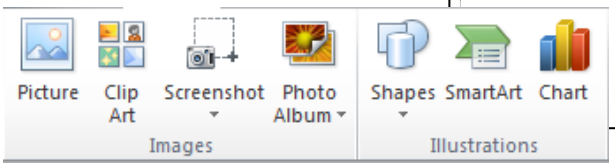
## MASTER SLIDE EXAMPLE 3: CHANGING THE SHAPE OF THE TITLE TEXT BOX

1. Make sure you are on the Main Slide Master (the one at the very top in the left column).
2. Click on the edge of the Title text box, then go to the Drawing Tools Format Ribbon.
3. Click on the *Edit Shape* button, then choose *Change Shape,* and pick the style you would like.
4. Add color to the text box by clicking on the arrow next to the Shape Fill icon.
5. Add color to the line around the box by clicking on the arrow next to the Shape Outline icon.
6. When you are all finished, click the Close Master View icon at the right end of the Slide Master Ribbon.



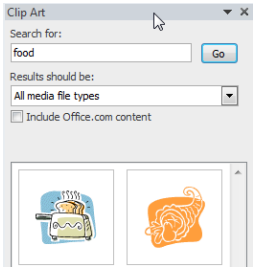
## Inserting and Manipulating Objects




Photographs, ClipArt, shapes, charts, and other graphics can enhance PowerPoint presentations. If you reduce the size of your picture in PowerPoint, it usually looks fine, but some pictures will become "pixely" when you increase their size. You can insert images, ClipArt, shapes, screenshots and so on by clicking on the appropriate icon on one of the various slide layouts or by going to the Insert Ribbon and then clicking on the object of your choice in the **Images** or **Illustrations Group**.

Once you insert an object, a contextual Format Ribbon will appear with additional options (see next page for examples).

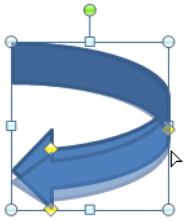



**To create shapes**, choose the shape from the Shapes icon – if you click and release on your slide, you will get a standard sized shape that then you can resize; if you click, hold, and drag on the slide, you will draw out the shape. They can then be resized, moved, and colored as described below.

**To add ClipArt**, type a term in the search box in the right sidebar that appears and click *Go*. The results display below the search box; click once on the image and it is inserted onto the slide.

**SmartArt** is a special form of shape, and is described in more detail below, as are the **Photo Album** and **Chart** tools.

## Adjusting Your Images, Shapes, and Text Boxes

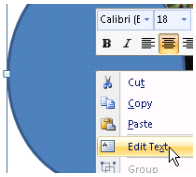


After you have inserted the object, you can change it in many ways. Make sure it is selected (click on it once) to do the following:

**To move it**, click on it, hold, and then drag it to the desired location.

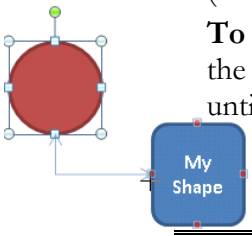
**To resize it**, click and drag one of the little circles that appear in the corners –dragging from the corner keeps it proportionate. Note that depending on the file type, your image may become distorted if you make it bigger.

**To rotate the image/shape**, click and drag on the green circles at the top.



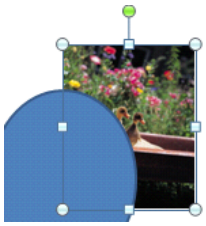

**To modify the proportions of a shape**, click, hold, and drag one of the yellow diamonds that appear on the shape.

**To add text to a shape**, right-click and choose **Edit Text…**. A cursor appears in the shape - start typing. The text will automatically fit inside the shape. To edit or modify the text (color, size, font, etc.), highlight the text and make the change.

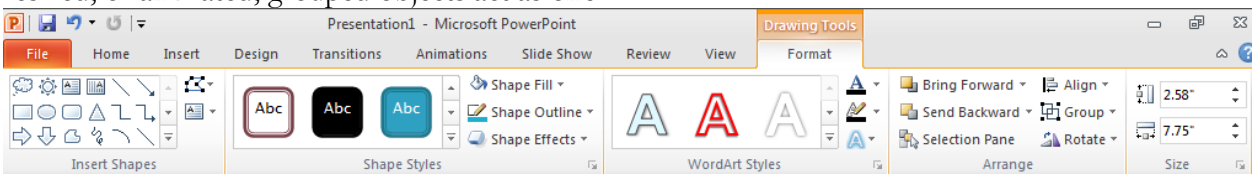



**To connect lines between objects**, choose a line from the Shapes icon, move your cursor over the object until you see a red square. Click and hold on the red square, drag to the other object until you see a red square again, and then let go of the mouse button.

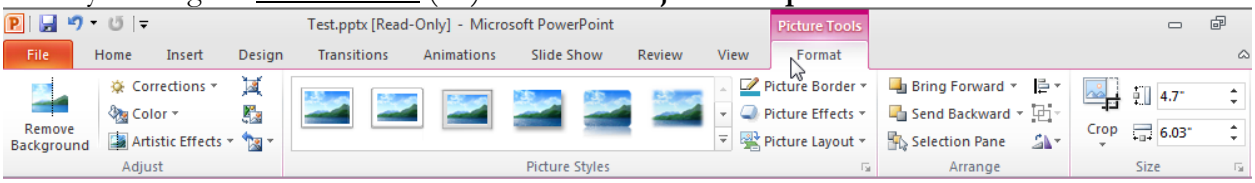
**To change the order of the objects**, click on the Bring Forward or Send Backward icon in the **Arrange Group** of the Picture (or Drawing Tools) Format Ribbon – use the arrow next to the icon for more options.



**To group objects together**, select one, hold down the *Shift* key on the keyboard and select the other(s), then click on the Group icon in the **Arrange Group** of the Picture (or Drawing Tools) Format Ribbon. When moved, resized, or animated, grouped objects act as one.



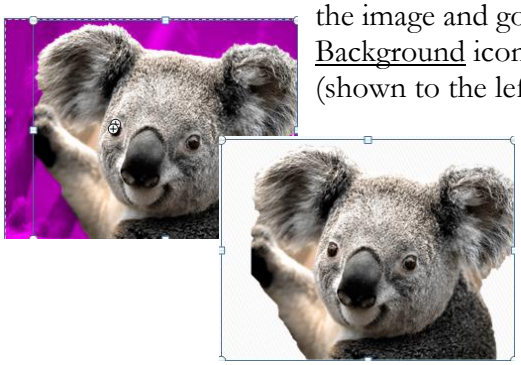

**To crop the image/shape**, click the Crop icon in the Picture Tools Format Ribbon. Cropping handles will appear – move these by clicking and dragging, and the image will automatically be cropped. Note that unlike a program like Photoshop, the cropped portion of the image is still in the document unless you compress the image (as described below). You can get the cropped area back by clicking the Reset Picture ( )icon in the **Adjust Group**.



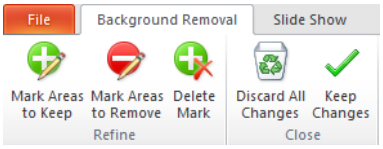

**To compress the image/shape**, click the Compress Pictures icon – this will make your presentation file size smaller. If you have cropped an image, the cropped area is now gone permanently.

**To change the color (inside or out)**, use the appropriate Fill (inside), Outline, or Border (line around the image, text box, or shape) options in the Format Ribbon.

**To make the background of an image transparent**, so it blends to your background, click on the image and go to the Picture Tools Format Ribbon. Click on the Remove Background icon, then PowerPoint will guess which part of the image to remove (shown to the left in purple), and bring up the Background Removal Ribbon. This Ribbon allows you to make adjustments to the area that will be removed. This tool does well with single color removal, but it can also work on more complicated backgrounds as well, as shown to the left.





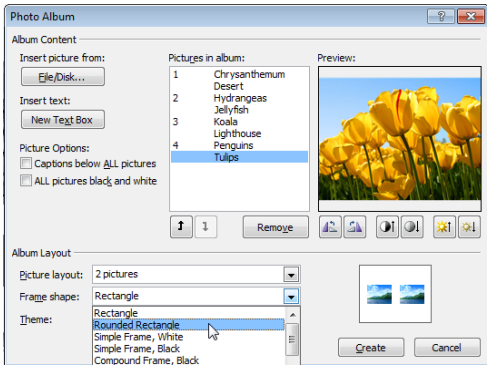



You can play with the brightness, contrast, and color using the options in the **Adjust Group** or modify the shape, border and effect in the **Picture Styles Group**. A new tool in Office 2010 is Artistic Effects, found in the **Adjust Group**. Move your mouse over preset effects to preview how they would look on your image, and then click on it to apply it.

## Creating a Photo Album

If you would like to create a slide show just of pictures or have a section of your presentation just be pictures, you can use the Photo Album tool to create slides.

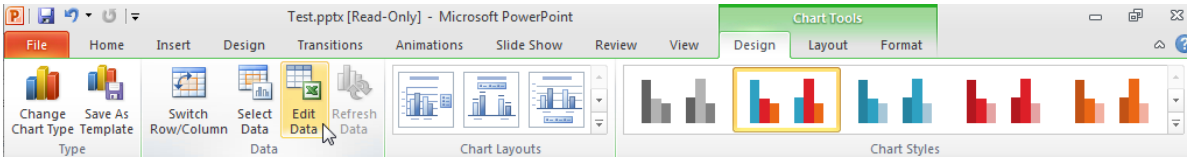
1. Go to the Insert Ribbon, click on the Photo Album icon and choose *New Photo Album*….
2. Below the text *Insert picture from:*, click on the *File/Disk*… button to choose your images.
3. Select your images using the *Shift* key (contiguous) or *Control* key (non-contiguous) to select multiple files and then click *Insert*.
4. Notice that the list in the *Pictures in album:* is alphabetical – you can change the order by using the up and down arrows at bottom of that list.
5. In the *Album Layout* section, choose how many images you would like per slide with the *Picture Layout:* pulldown and if you'd like a *Frame shape*. Click on the *Create* button, and the slides will be created. Note that even if you choose this option while in a presentation, a new presentation is created with the new slides. You can then copy and paste them into your original presentation.
6. Further changes can be made by clicking on the Photo Album icon and choosing *Edit Photo Album*… or by selecting the image and modifying it as described on the previous page.




## Inserting Charts

You can insert a chart by choosing a slide layout with a Chart icon ( ), going to the Insert Ribbon and choosing the Chart icon from the **Illustrations Group**, or copying it from Excel and then pasting it on the slide (be sure to have your cursor in the *Click to add text* box so the pasted chart fills the whole space.

When you do copy and paste from Excel, editing the data from the chart in PowerPoint actually changes the original Excel document. On the Chart Tools Design Ribbon, click the *Edit Data* button in the **Data Group** to edit the data of a selected chart – Excel will open. If you edit your data in Excel, click the **Refresh Data** button in the **Data Group** to see an updated version.

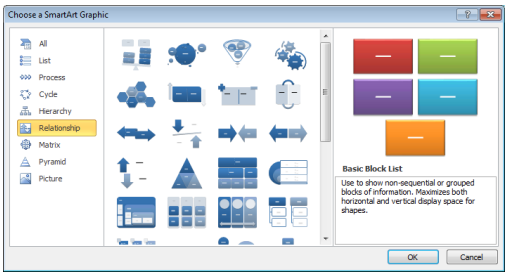



Note that when you add a chart into PowerPoint, you have three new Chart Tools Ribbons.

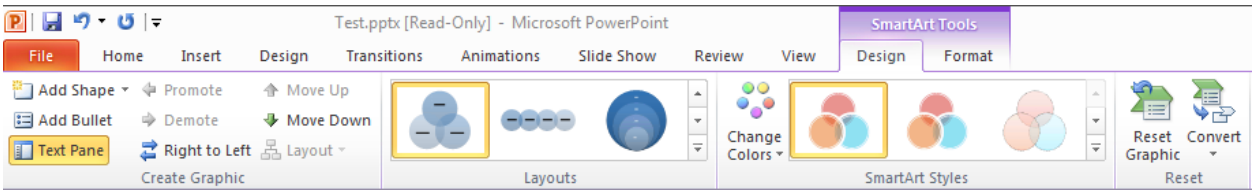
- **Edit the data**, change the layout, and change the style in the Chart Tools Design Ribbon.
- **Change the position** and settings for the labels, axes, and chart background in the Chart Tools Layout Ribbon.
- **Change the shape style, color**, arrangement and size of a series (or element in a series) in the Chart Tools Format Ribbon.

## WORKING WITH SMARTART

When you click on the SmartArt icon in a layout or choose it from the Insert Ribbon, you are presented with a dialog box that shows your choices, divided into various categories such as *List*, *Process*, *Relationship* and so on. Choose the one that best suits your needs – you can always change it later (without having to retype anything!) You can also add more shapes if you need four overlapping elements instead of three, for example.



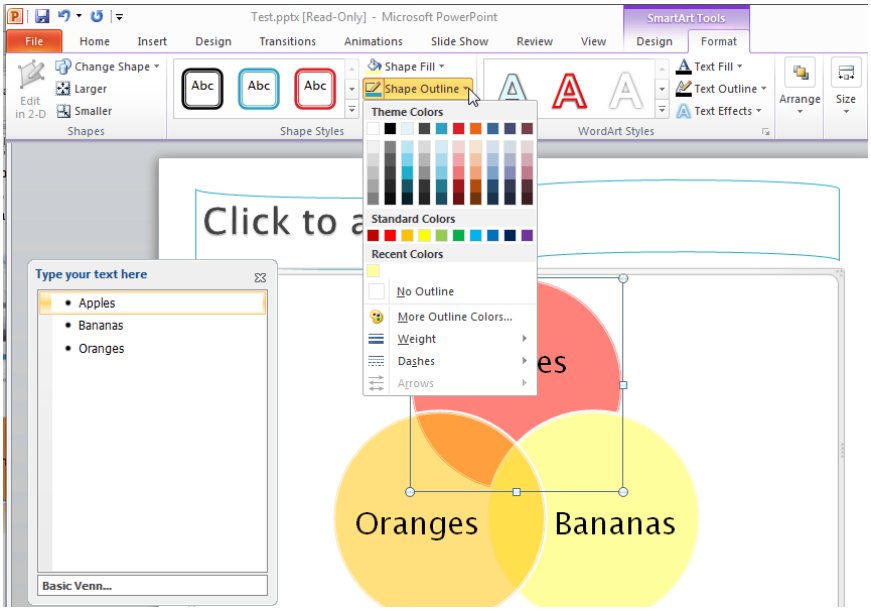

When you add SmartArt, the SmartArt Tools Design Ribbon will appear. Changes made on this Ribbon affect all of the shapes in the diagram. To change individual shapes, go to the SmartArt Tools Format Ribbon. You can add text from either Ribbon.




**Change the layout** by choosing a new look in the **Layouts Group** or click on the More icon ( ) to see the *More Layouts…* button and get to the other categories (Design Ribbon).

**Change overall look, effects,** or **colors** by using the **SmartArt Styles Group** (Design Ribbon).

**Add text to the shapes** by clicking in the shape or using the Text Pane (to the left of the diagram). In the Text Pane, press *Enter* on the keyboard to get type in the next shape; if you press *Enter* from the last bullet, a new shape will be added to your diagram.




**Change the size of one of the shapes** by selecting it then clicking on the Larger (or Smaller) icons in the **Shapes Group** (Format Ribbon).

**Change one of the shapes** to emphasize it by clicking on the Change Shape icon in the **Shapes Group** (Format Ribbon).

**Change the Fill or Outline** of a shape by clicking on the appropriate icon in the **Shape Styles Group** (Format Ribbon).

# HYPERLINKS

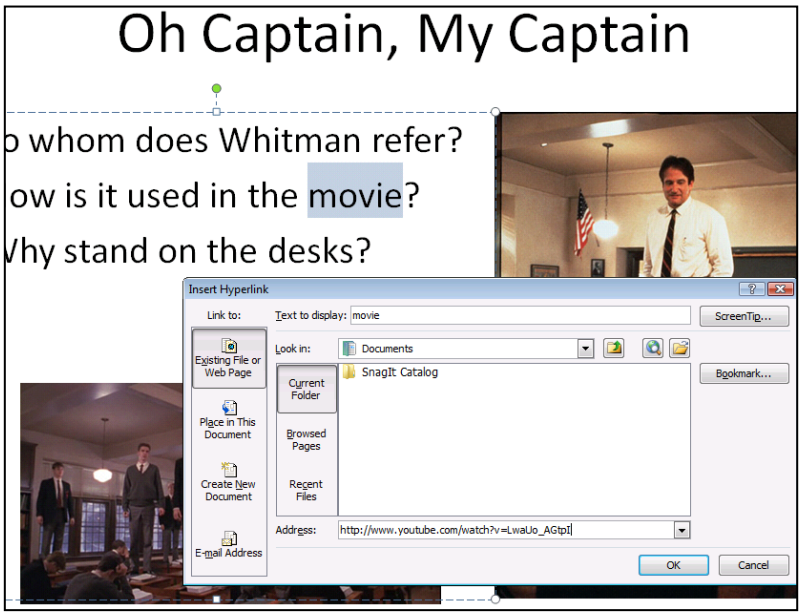
Hyperlinks in PowerPoint are similar to links you might have seen on a web site. They allow you to jump back and forth between specific slides in your presentation, to movie files that don't work on PowerPoint slides, to other files, or to a webpage (if you are connected to the Internet). If you have an Internet connection, this is the easiest way to show YouTube or other videos that are already online, but remember, you will move from the PowerPoint presentation to the web browser. You'll then need to click back to your presentation (or use *Alt-Tab* on the keyboard).

## CREATING HYPERLINKS

1. Select the text or image that will have the hyperlink.
2. Go to the Insert Ribbon and click on the Hyperlink icon in the **Links Group**.
3. Paste the link in the *Address:* field.
4. Click the *OK* button.

Remember, you need to have a live connection to the Internet for this to work. If you've saved the file locally on your computer, you can navigate to it and then click the *OK* button.

The hyperlink only works in the Slide Show View.

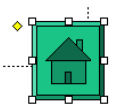


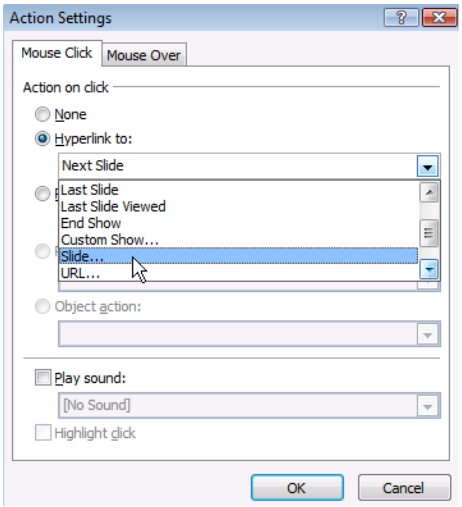

## LINKING TO OTHER SLIDES OR FILES

If you want to link to another slide in your presentation,

1. Highlight the text or image and click on the Actions icon in the **Links Group**.
2. Change the radio button to *Hyperlink to:* and choose the appropriate item. Note that you can insert Internet hyperlinks (using the *URL* option) via this method as well as the way described above.
3. Click *OK* when you are ready.

There is a set of **Action Buttons** under the Shapes icon in the Insert Ribbon if you want one of the standard icons. When you choose one of these, the Action Settings dialog box opens automatically. Resize, recolor and change Action Buttons as you would any shape, as described on page 8.





# WORKING WITH AUDIO AND VIDEO

While how you insert a movie or sound file is similar to inserting a picture (go to the Insert Ribbon and click on the Video or Audio icon), how PowerPoint deals with these files is different. Unlike an image file, which is **embedded** into your presentation, media clips are **linked**, and so you must retain the media clip and move it as well if you move your presentation. For this reason, we recommend that you always store the media clips in the same location as the presentation that will use them; that way, if you move the presentation, you can move the media file and keep it in the same relative location to the presentation.

Also, be sure that the computer you're using has speakers. If you are in a large room, make sure that you can hook your computer to the in-room audio, or no one will be able to hear your video!

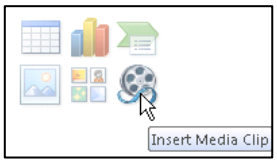
## FILE TYPES

While it's true that the media file is linked to the PowerPoint presentation, if you use one of the formats described below, it will still display on the PowerPoint slide – if you don't use one of these formats, you can hyperlink to the file and play it outside of PowerPoint (in QuickTime Player, for example). Then, after you finish showing the clip, you'll need to get back into PowerPoint to continue your presentation. For longer clips, you may want to just play it directly from the DVD.

Not all audio and video file types work in PowerPoint 2010, and many are not cross-platform, so you need to know what computer you are using (Mac or Windows) as well as what additional software is available if you are presenting on a computer that is not your own.

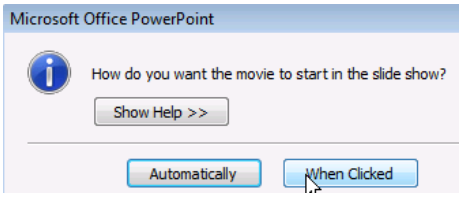
**Sound formats** that work with PowerPoint 2010 include: .wav, .mp3., .wma, .midi, .aiff, and .au. RealAudio (.ra) files **will not** work directly in PowerPoint, and will need to be converted.

**Video formats** that work with PowerPoint 2010 include: .avi, .mpg, and .mpeg. QuickTime (.mov) and RealVideo (.ram or .rv) **will not** work directly in PowerPoint, and will need to be converted or hyperlinked.

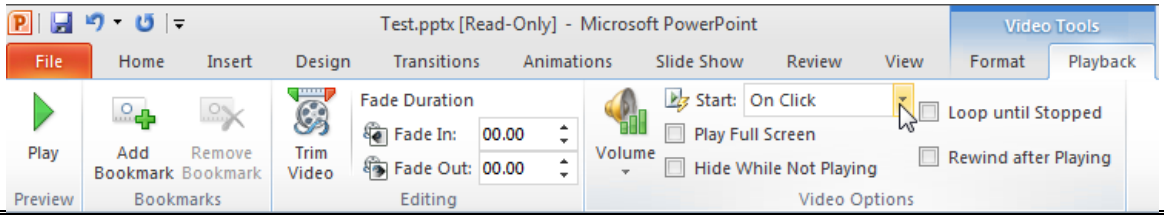



## INSERTING SOUND OR VIDEO

1. To insert a sound or video, either click on the Film Reel icon on the slide, or go to the Insert Ribbon and click on the Video or Audio icon and choose **Video** or **Audio from File…**.
2. Navigate to the correct clip, and click the *OK* button.



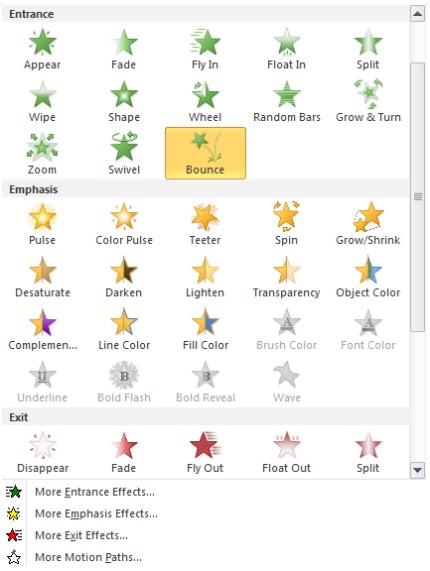

3. A dialog box will appear asking if you want the sound to start automatically or when clicked. If you change your mind later, click once on the movie/sound, then go to the Video Tools Playback Ribbon and change it. You can also choose to play audio across slides.



# Animation Effects

Animation effects happen *within* an individual slide: making objects appear, bringing in one bullet point at a time, etc. Effects can be automated, so they begin at a set time after the last effect, or even immediately as soon as the slide is shown. **Custom Animation** allows you to tailor the effects to your particular needs.

You can choose **Entrance, Emphasis**, **Exit**, or **Motion Path** custom animations. Click the More icon ( ) to view the effects in a larger window. From this window you can also select to view all of the effects of one category.

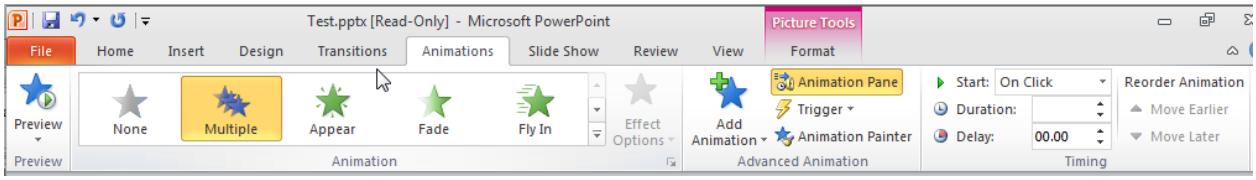



*Entrance effects* all begin with your object off screen and have the object enter the show with effects such as sliding, zooming, or bouncing in. *Exit effects* are the opposite of *Entrance*, causing your object to spin, flip, or zoom off-screen.

*Emphasis effects* include color changes and wiggling, without moving the object. *Motion paths* enable you to move your object around a predefined path or draw your own by choosing **Draw Custom Path**.

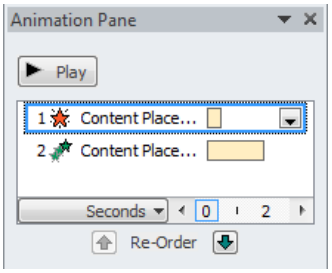
In the example below, we'll add an Entrance Effect, but the other types of effects are similar.

1. On the slide, select the object/text that you want to animate.
2. Go to the Animations Ribbon and then click on the More icon ( ) in the **Animation Group**.
3. Choose an **Entrance** effect; as you click on the various options, you'll see an automatic preview.




**To change the effect**, select the item and choose a new effect.

**To change when the item animates**, click on the *Start:* pulldown in the **Timing Group** and choosing *On Click*, *With Previous* or *After Previous*. With any of these options, you can set the duration and delay in the **Timing Group**.



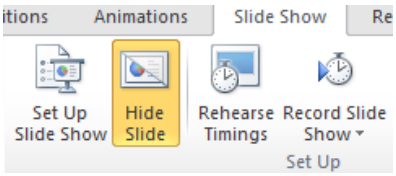

**To change the order in which items appear on the slide**, use the Move Earlier and Move Later icons in the **Timing Group** or click the Animation Pane icon in the **Advanced Animation Group**, and then use the up and down arrows at the bottom of the Pane.

**To duplicate effects**, select the object with the animation effect(s) you would like to copy, go to the Animations Ribbon, click the Animations Painter, and select the object you want to copy the animation effect(s) to.

**Animate charts** in the same way; choose your effect(s) from the Animations Ribbon.

## HIDDEN SLIDES

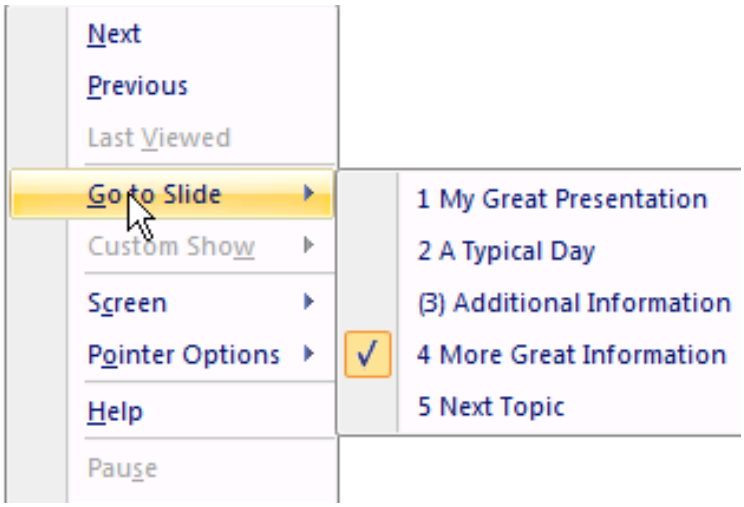
*Hidden Slides*, as the name suggests, are slides that will not appear in your presentation but are still part of your presentation. They might be slides that you had put in your presentation but later choose to hide because you foresee time limitations, or they might be slides containing statistics to back up a claim in your presentation.




Go to the slide you wish to hide then go to the Slide Show Ribbon, and click on the Hide Slide icon in the **Set Up Group**.

Now it will be hidden during your presentation unless you specifically navigate or link to it – if you are in Normal View (seeing the slide and smaller versions of the slides on the left of the screen) you should notice that the hidden slide has a line through the number and seems a little grayed out.

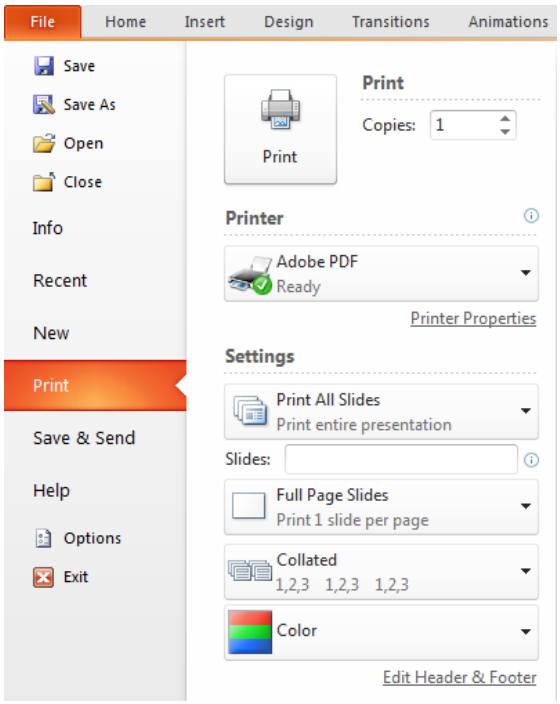
The Slide Sorter View is convenient if you are hiding multiple slides at a time; here hidden slides display with a gray hash mark through the slide number.




To go to a hidden slide during your presentation, right-click anywhere on the current slide, choose the **Go to Slide** option, and then pick your hidden slide. The hidden slide will have parentheses around the slide number.

When you show a *Hidden Slide* and then click or press the spacebar to advance to the next slide in the sequence, it will jump to your next "real" slide, not the next *Hidden Slide* (even if one happened to be next).

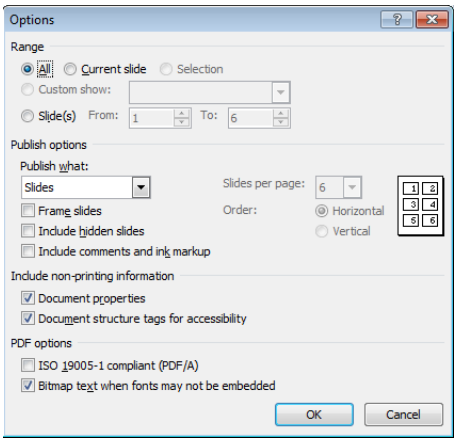
## PRINTING AND SAVING AS PDF




Whether you choose to print your presentation or save it as a PDF to put on the web, the choices are similar, so we'll discuss them together.

**To print your presentation,** go to the File Ribbon, and choose **Print**. If you choose **Quick Print** from the Quick Access Toobar, you will skip the dialog box shown to the lower right, and it will default to printing the individual slides in color.

**To save as a PDF**, go to the File Ribbon, choose **Save As**, and then choose **PDF or XPS**. Click on the *Options…* button to access the dialog box shown at the right.

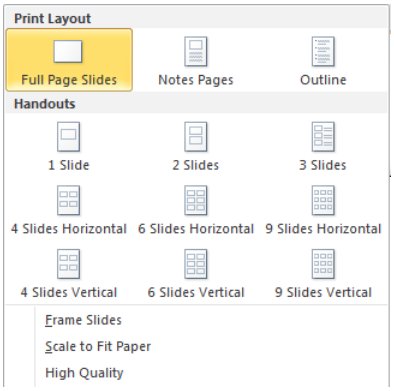



Print Settings:

**Slides**: This is where you can choose to print all slides, one slide, or a custom range of slides (type the range of slides in the box underneath).

**Print Layout**: This is where you can choose the size of your slides, and if you want to print them as a handout.

**Color Settings**: You can print your slide in color, grayscale, or black and white.




Press *Print* to print or exit the Options dialog box for the Save as PDF. For the Save as PDF, press the *Save* button to create the PDF.

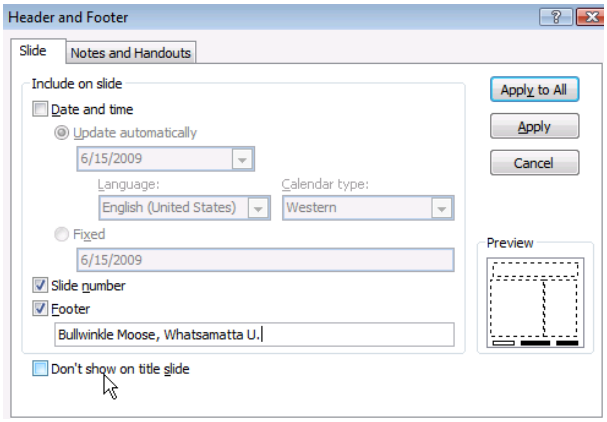
# INSERTING SLIDE NUMBERS, DATE, AND FOOTERS

Go to the Insert Ribbon and click on the Header & Footer icon in the **Text Group**.

Choose the options you would like, including typing text in the *Footer* box, and then click either the *Apply* or *Apply to All* button.

If you want to change the position of the header or footer, move the placeholder text box on the Master Slide (see page 6 for more information about the Master Slide).

Notice that by default, you are editing the header and footer for the slide that will display during your presentation. Click on the *Notes and Handouts* tab to edit the header on those instead.




# DESIGN TIPS

## BACKGROUNDS AND COLORS

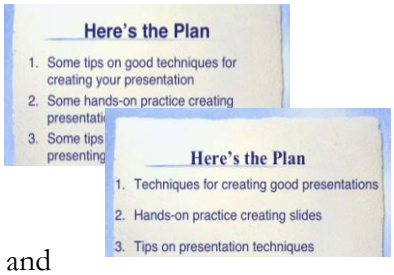
Consistency in font, background, color scheme are important. PowerPoint has templates that come with their color schemes. Use them or choose your own, but be deliberate in your choices.

Can you see colors in the **Wood** slide? Is it appropriate?
Notice in the **Portfolio** slide, if you change the background color, it only changes the color on the edge, not the main part (which is an image).
The **Note Pad** slide has difficulty lining the text on the lines.

The **Black slide** doesn't have enough color distinction with the text.

**The lighting of your presentation room could change how your slide appears.*

## BULLETS, FONTS, AND TEXT




**Limit text** to 5 or 6 words per line, 5 or six bullets per slide.

Use **concise wording**, and elaborate as you speak.

Try to stick with **22 point fonts** or larger.

People often use serif fonts for titles and san-serif for the bullets.

Use fonts that are **easy to read** – avoid script fonts or ALL CAPS!

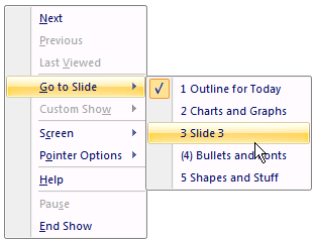
Be consistent in your use of **headline or sentence capitalization** for the titles and bullets.

Generally, **left-justify bullets**; centered looks ragged (don't use bullets if centering).

Some fonts exist on Mac but not on Windows and visa versa. This can affect your text/bullets.

When at all possible, use the text boxes that come with the layouts. The Master Slide controls these, not text boxes you add manually.

## GRAPHICS/CHARTS/MULTIMEDIA



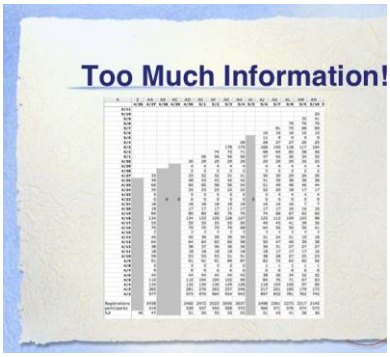

If you don't give it a title, "Slide X" will display in the slideshow navigation.

Add the title, and then move it behind the image. It won't show on the screen, but you can use the information to navigate.

Media should have a purpose; don't put it on if it doesn't have a place.

**Balance text and graphics**; pay attention to placement of the image.

There is **limited editing** capability within PowerPoint; you may need to adjust your images in Photoshop or some other editor.




To quickly create several slides with images, use the Photo Album.

Use animations to highlight graphics if appropriate.

Make sure your chart is legible and displays the right type of information.

## GENERAL POWERPOINT TIPS

You can read what's on the slide in case people can't see it, but then be sure to expand on each point.

Print the Notes Pages to keep track of what you want to say on each slide.

Check your spelling!

Know how to move back and forth between slides without exiting the show (right-click on the slide to bring up the navigator, use *Alt+Tab* to move between the show and a web browser).

Use hidden slides to have information ready "just in case".

Know what your last slide is – blank, "Questions?", contact info, etc. – and when it's coming!

## GENERAL PRESENTATION TIPS

Know your equipment if possible; arrive early and test it.

Bring back ups (jump drive, CD, printout, etc.).

PRACTICE out loud!!

Speak loudly and clearly with enthusiasm and make eye contact with the audience.

Ask audience questions to make sure they are with you (if appropriate).

## EXAMPLES

http://www.tlccreative.com/port_ppt.htm

http://www.indezine.com/products/powerpoint/cool/index.html

http://www.youtube.com/watch?v=cagxPlVqrtM&feature=related