

Communicating in the Workplace

Administrative Accounting and Bookkeeping Program

Handout 5A: PowerPoint Tips

Creating a New Presentation

PowerPoint is used to create Presentations made up of one or more Slides. The New command presents a Template Gallery with a variety of pre-built templates creating a new presentation:

Add slides to your presentation by clicking the **New Slide** button on the Home Ribbon. By default, the new slide will have the same *Layout* as the previous slide. You can change the layout of slides at any time by clicking the **Layout** button on the Home Ribbon.

Design Templates & Slide Layouts

Templates: provide the common elements for your slides: backgrounds; fonts; colours; and bullet styles. Normally you choose a design when the presentation is created. You can switch to a different template after creating your Presentation, however, by clicking the Design Ribbon and selecting a new template from the gallery. This will completely change the appearance of your presentation.

Slide Layouts: the position of text boxes and graphic elements on each individual slide determined by its **Layout**. Normally you choose the layout when the slide is created, but you can reapply the layout (useful for fixing mangled slides) by clicking the **Reset** button on the Home Ribbon. You can also switch to a different layout by clicking the **Layout** button.

PowerPoint Views

The View Ribbon provides the following main views:

Normal: shows one slide at a time for easy text entry or slide layout, with slide thumbnails to the left so you can easily navigate through your presentation. You can also enter *Notes* for each slide in this view.

Slide Show: runs your presentation as an animated, full screen show.

Slide Sorter: shows all slides as thumbnails for a nice overview of your presentation. You can easily reorganize your slides here by dragging them.

Slide Shows

Slide Show is PowerPoint's term for running your presentation as a full screen show with transitions and animations. Start your Slide Show from the Slide Show ribbon. Exit the Slide Show at any time by pressing the **Exc** key. Advance from slide to slide with a mouse click or any of the keyboard shortcuts listed below.

A **Transition** is the dissolve effect between slides. Set one for all your selected slides with the **Slide Show | Slide Transition** command. (You can also choose a transition and then click **Apply to All**.)

Morph Transition

Basic Morph

Morph is a special transition that smoothly blends the contents of one slide into the next. It can create some amazing effects and is easy to use:

- Create your first slide.
- Use the **Duplicate** command to make a copy of it.
- Move, resize, or delete objects on the second slide.
- Select both slides and apply the Morph to them from the Transition ribbon.

In Slide Show view the first slide will smoothly transform into the second.

Advanced Morph

Morph can even convert one object into another. Since this occurs between different objects they can't just be duplicated from the first slide to the second. Instead:

- Use the Selection Pane (Cmd+Opt+U / Alt+F10) to rename both objects to be morphed.
- The names must be identical and start with two exclamation marks (!).

Animations

Animations are transitions within a slide; set them from the Animations Ribbon.

Bullet Points & Smart Art

Bullet points can be

Multi-Media

Recent versions of PowerPoint make it much easier to add sound and video to a slide show.

Sound

PowerPoint has a collection of built-in sounds for transitions and, additionally, can insert and play sound files in many common formats. To insert a sound clip from a file

1. Go to the Insert Ribbon | Audio drop down and select Audio From File;
2. Select a sound file in the standard Open Dialogue box that appears and click **OK**.
3. You'll be asked whether it should play automatically (when the slide starts) or when clicked. The sound will appear on the slide as a megaphone icon. (You can always change options by selecting the megaphone and going to the **Sound Tools | Options** ribbon that appears.)

You can also choose to record sound if you want to add pre-recorded narration.

Transition Sounds

You can have one of PowerPoint's built-in sound effects play during a transition to the next slide. Use this feature sparingly! (perhaps for a round of applause when at the last slide of the show).

1. Select the slide you'll transition to.
2. From the **Animations Ribbon | Transition** group, select the sound from the **Transition Sound** drop-down.

Movies

PowerPoint comes with some simple animations in its clip organizer and additionally, can insert and play video files in most common formats. To insert a movie from a File

1. Go to the Insert Ribbon | Movie drop down and select Movie From File.
2. Select a Movie file in the standard Open Dialogue box that appears and click **OK**.
3. You'll be asked whether it should play automatically (when the slide starts) or when clicked. The movie will appear on the slide as a graphic image. (You can always change options by selecting the megaphone and going to the **Movie Tools | Options** ribbon that appears.)

Inserting a movie from Microsoft's built-in media clip collection follows the same procedure

Multi-Media Tips

Movie and long sound files can be very large. Therefore, by default, PowerPoint does not copy movie or sound files over a certain size into the actual presentation file itself (the .pptx file). Instead, it *links* to them, meaning you'll need to include the media files if you copy the presentation onto a flash drive or send it to another person.

PowerPoint is unable to play some sound (AAC) and movie (mp4) formats that are popular on other computer platforms. If you have such a file you want to include in a presentation, you can download the free **Handbrake** program and use it to convert your file into one PowerPoint can play. Handbrake can convert almost any media file into almost any format.

PowerPoint Windows Shortcuts

Slide Editing Shortcuts

Tab:	Demote Line One Level
Shift + Tab	Promote Line One Level
Ctrl+M	New Slide
Alt+F10	Show Selection Pane
Ctrl+Shift+C	Copy Object Style
Ctrl+Shift+V	Paste Object Style

Slide Show Shortcuts

→ :	Next Slide
Space Bar	Next Slide
Mouse Click:	Next Slide
← :	Previous Slide
Page Up:	Previous Slide
Esc:	Exit Slide Show

Standard Shortcuts

F1:	Help
Ctrl+Z:	Undo Last Action
Ctrl+N:	Create New Presentation
Ctrl+O:	Open an Existing Doc
Ctrl+S:	Save the Current Doc
Ctrl+P:	Print the current Doc
Ctrl+C:	Copy to Clipboard
Ctrl+X:	Cut to Clipboard
Ctrl+V:	Paste from Clipboard
Ctrl+A:	Select All
Ctrl+B:	Bold Selected Text
Ctrl+I:	Italicise Selected Text
Ctrl+U:	Underline Selected Text
Alt+F4:	Exit Program

PowerPoint Mac Shortcuts

Slide Editing Shortcuts

Tab:	Demote Line One Level
Shift + Tab	Promote Line One Level
Cmd+Shift+N	New Slide
Cmd+Opt+U	Show Selection Pane
Cmd+Shift+C	Copy Object Style
Cmd+Shift+V	Paste Object Style

Slide Show Shortcuts

→ :	Next Slide
Space Bar:	Next Slide
Mouse Click:	Next Slide
← :	Previous Slide
Esc:	Exit Slide Show

Standard Shortcuts

Cmd+Shift+?:	Help
Cmd+Z:	Undo Last Action
Cmd+N:	Create a New Presentation
Cmd+O:	Open an Existing Doc
Cmd+S:	Save the Current Doc
Cmd+P:	Print the current Doc
Cmd+C:	Copy to Clipboard
Cmd+X:	Cut to Clipboard
Cmd+V:	Paste from Clipboard
Cmd+A:	Select All
Cmd+B:	Bold Selected Text
Cmd+I:	Italicise Selected Text
Cmd+U:	Underline Selected Text
Cmd+Q:	Quit Program