

# Public Speaking and Strategic Narratives for Leaders

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## *Microsoft PowerPoint Tips*

### Creating a New Presentation

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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

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**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

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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 as a whole. You can easily reorganize your slides here by dragging them up or down in the order. This is also a good view for setting Slide transitions and timings.

### Slide Shows

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**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 Esc 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 slides with the **Slide Show | Slide Transition** command. Choose a transition and then click **Apply to All**.

### Animations

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

## Multi-Media

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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.

## Program Options

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You can customize how PowerPoint works by clicking **Office Button | PowerPoint > Preferences**. Here are some recommended settings:

- **Popular | Language Settings:** Choose Canadian English, as the Primary Editing Language

You can also customize the **Quick Access Toolbar** by going to the Customize section and dragging over commands that you use frequently.

## **PowerPoint Windows Shortcuts**

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### **Slide Editing Shortcuts**

Tab: Demotes Bullet One Level

Shift + Tab Promotes Bullet Level

Ctrl+M New Slide

### **Slide Show Shortcuts**

→: Next Slide

Space Bar Next Slide

Trackpad / 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 a New Presentation

Ctrl+O: Open an Existing Document

Ctrl+S: Save the Current Document

Ctrl+P: Print the current Document

Ctrl+C: Copy Selection to Clipboard

Ctrl+X: Cut Selection 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**

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### **Slide Editing Shortcuts**

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Shift + Tab Promotes Bullet Level

Cmd+Shift+N New Slide

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Trackpad / Mouse Click:Next Slide

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Esc: Exit Slide Show

### **Standard Shortcuts**

Cmd+Shift+?: Help

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Cmd+S: Save the Current Document

Cmd+P: Print the current document

Cmd+C: Copy Selection to Clipboard

Cmd+X: Cut Selection 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