

PowerPoint Hints

Discussion October 27, 2016

- Choosing a template vs. Starting a blank presentation
 - Start PowerPoint as a blank:
 - File/Options/General, and remove check from Show Start screen...
 - From then on to get the template screen, go to File/New.
- Format Background
 - Right-click and Format Background.
 - Add picture or graphic as background, or use texture.
 - Use fill type, color, etc. to change as desired.
 - Vary transparency.
 - Hide background graphics... from an unwanted template graphic.
- Work with Titles
 - Change text in the title box.
 - By default, title text is capitalized.
 - Change case by using Font Expansion button and removed All Caps check.
 - Remember the Title box is just a pre-formatted text box.
 - Remove title box altogether.
 - Using the same manner as selecting a box or object to move, delete, or format (using the right-click menu).
 - Move boxes by hovering over border (not from within) until the four-directional arrow appears, and now click to select that text box.
 - Now manage the object, such as dragging to another location, deleting the object, or choosing to format the object using the right-click (context) menu or various ribbons.
 - Expand title box by dragging "handles" (sides and corners).
 - Similarly manage sub-title boxes.
- Add Text boxes, pictures, graphics, shapes, arrows, etc. from the Insert menu.
- Change case of text quickly using the keyboard shortcut SHIFT-F3.
 - Remember if there is no period at the end of the selected text, it toggles between All Caps, all small case, or Title case (capitalizing each word).
 - If a period exists, it toggles Sentence case instead of Title case.
- Edit graphics and pictures by selecting the picture or graphic, and then use the Picture Formatting ribbon.
- Change Styles, or other effects (3-D, Shadow, etc).

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- Apply animations to inserted objects using the Animation ribbon.
 - Be sure to select the object you want to apply the animation to.
 - Some animations will have "Live preview", but others won't be visible until chosen (clicked upon).
 - Notice, each object with animation has a number to its side.
 - This number displays the order of animations.
 - Change order and timing of animation again at the far right of the Animation ribbon in the Timing group.
- Apply Transitions to slides using the Transitions ribbon.
 - The main group on this ribbon is labeled "Transition to this slide Group".
- Automatically change from slide to slide by adding timing to slides using the Timing Group at far right on Transitions ribbon.
 - Add timing to multiple slides at once by Selecting all and give each slide the same timing.
 - Select all by using CTRL plus letter A (CTRL-A).
 - On the Home ribbon at the far right in the Editing group, is Select; choose Select All.
 - Change individual timing by selecting just that slide and varying the time individually.
- Duplicate slides by right-clicking,
 - Or on the Insert menu use the New Slide drop-down from the Slides Group at far left.
- Add Audio also from the Insert menu (music, sounds, recordings such as **narration**).
 - Note the Audio Playback and Formatting ribbons.
 - Embed instead of link?
 - How to know if embedded?
 - How to change options for embedding?
 - How to switch from linked to embedded?
- Understanding Embed vs. Link of content