

PowerPoint Software Shortcuts & Tips

April 2010 Newsletter:

If your graphics seem to take long to load or your file is too large, check out the pixel size of your graphics. Rule of thumb – keep your graphics at the same pixel size as your monitor settings.

January 2010 Newsletter:

Save your presentation in a format that fits your purpose:

- ppt – versions before 2007 – presentation
- pptx – version 2007 presentation
- pps – opens in slide show mode
- pptm – if macros are included
- pdf – if sharing via the Internet

September 2009 Newsletter:

When you insert a sound file into PowerPoint, a speaker icon appears in the bottom-right corner of the visible slide. You can configure this sound file so that it loops repeatedly until you advance to the next slide or end your slide show. Right click on the speaker icon and choose EDIT SOUND OBJECT. Select LOOP UNTIL STOP check box in the Play Options panel. When you launch your slide show and get to the slide with the speaker icon, click on the speaker to start the sound file. It will play until you advance to the next slide, or click ESC to exit your show.

January 2009 Newsletter:

Drawing Toolbar

The drawing toolbar is mostly used in PowerPoint, but is also available in Word and Excel. It defaults to showing at the bottom of your screen. If it is not visible, open the View menu and choose Toolbars, then choose Drawing. This toolbar is handy because it has shortcuts for creating all types of shapes, lines, word art, diagrams, and other graphics within your presentation, document, or spreadsheet. At the right of the toolbar are icons to adjust the thickness or type of a line or arrow as well as boxes that lead to menus of shadow and 3D options for your various graphics. Experiment with this and let your creativity show!

Internet Extras:

Motion paths can add an interesting element to a presentation. You can use a motion path to make an object bounce across the slide or lead readers' eyes to critical ideas. PowerPoint includes a number of pre-configured motion paths, but you can also draw your own. These are found in Slide Show / Custom Animation / Add Effect / Motion Path – several presets and a link to even more!

PowerPoint Software Shortcuts

Don't create slides from scratch if the ones you need (or similar ones) are already in another presentation. Instead, insert slides from a previous presentation. Display your current presentation (the destination) in slide sorter view and click to see the insertion point where you want the slide(s) to appear. Choose Insert / Slides from Files. On the Find Presentation page, type the filename and press Enter. Click on the slides you want, then click on the Insert button.

Similarly, if the text you want already exists in Word, don't retype it! Simply open the word file from within PowerPoint and the software will do its best to transform your word document into a presentation! File / Open, click on the Files of type drop down arrow and choose All Files, navigate to your word document, select it, and click OPEN.

October 2008 Newsletter:

Package for CD is an option on the FILE menu. The default settings in this option will create a CD with the currently open presentation and all linked files plus a PowerPoint viewer so you can play the presentation on any computer. However, you can also use this feature to export a PowerPoint presentation and all its linked files to any available drive – local or networked. The down side – it won't let you save over an existing presentation in the same location so you'll need to delete an old copy before saving the new one.

June 2008 Newsletter:

We all make mistakes and early on in school we learned how to 'erase' our mistakes. Here are several ways to 'erase' mistakes in Word where the function is called UNDO.

- Edit/Undo (erases the last action)
- The Undo icon on the standard toolbar. (Arrow curved and pointing left)
- The drop down arrow next to the Undo icon on the standard toolbar – allows 'erasing' of up to 99 actions.
- CTRL + Z

February 2008 Newsletter:

When moving objects on a slide, hold down the SHIFT key while dragging the object and though it may jump a little at first, it will end up staying in line with its original position when you stop dragging it to its new position.

February 2006 Newsletter:

Quickly access your Master Slide views by holding down SHIFT as you click the Slide View Button

PowerPoint Software Shortcuts

Internet Extras:

To draw and erase during PowerPoint slide shows, you can use the shortcut command Ctrl+P to access the pen tool and E to erase everything you've drawn.

October 2005 Newsletter:

- Align multiple graphic items on a slide by selecting them as a group (use the Shift key) and then use ALIGN from the Draw menu.
- Exporting your presentation to WORD is a quick way to create handouts or marketing materials.

Internet Extras:

Using Master Views? Get there quickly hold down the Shift key and click the Slide View button in the lower left corner.

Slide master makes it simple to have consistency within your presentation – especially so that a graphic always appears in the same location. However, there's usually one slide in the presentation where you don't want that same graphic. Navigate to that slide, choose Format / Background and then check Omit Background Graphics From Master, and click Apply. This eliminates the Master graphic from the slide you are viewing.

Remember the countdown clock in the movies? Here's how to make one for your PowerPoint presentation:

Find your clock graphic and insert it on a blank slide

Ungroup the picture and delete one of the clock hands.

If not already there, place the numbers you want (I use 1-10) in the clock.

Press Ctrl-A to select all the elements

Now Copy the elements and then paste them to your slide 9 times for a total of 10 graphics

Set each clock to a number from 1 to 10 and after setting each clock, group each clock to make them easier to relocate.

Use Custom Animation to control each clock showing up 60 seconds after the prior one

Tadaa! You have a count-down or count-up clock!

January & May 2005 Newsletters:

In these newsletters we repeated tips from early newsletters.

PowerPoint Software Shortcuts

Sept 2004 Newsletter:

When making a presentation, you can manipulate the screen with very few keystrokes:

- Turn the screen black – B
- Back to current slide – B
- Return to next slide – spacebar
- Turn the screen white – W
- Back to current slide – W

If you need to return to the beginning of your presentation during the show – forget the methods that interrupt the flow of your show – simply press and hold both the right and left mouse buttons for about two seconds. PowerPoint will display your first slide.

Internet Extra:

When you insert a sound file into PowerPoint, a speaker icon appears in the bottom-right corner of the visible slide. You can configure this sound file so that it loops repeatedly until you advance to the next slide or end your slide show. Right click on the speaker icon and choose EDIT SOUND OBJECT. Select LOOP UNTIL STOP check box in the Play Options panel. When you launch your slide show and get to the slide with the speaker icon, click on the speaker to start the sound file. It will play until you advance to the next slide, or click ESC to exit your show.

2004 Newsletter:

When developing a presentation, you may want to temporarily disable your animation effects. Choose SLIDE SHOW / Set Up Show, select the Show Without Animation check box and then click OK. When you want to display your animation, reverse your selection.

If you have hyperlinks in your presentation and want to display them quickly, try to open the host application before you begin your presentation. This should speed up the process during your presentation and make it more seamless.

Loop your sound files within your presentation so it plays repeatedly until you end your show or advance to the next slide. Right click on the speaker icon and select Edit Sound Object. Then select Loop Until Stop.

PowerPoint Software Shortcuts

Internet Extras:

When you insert multimedia elements into your presentation, the icon that appears on the slide is not always compatible with your presentation. You can resize the icon, hide it to the side or behind something else, or you can edit it using the Picture toolbar! While unable to re-color most icons, you can adjust the contrast and brightness and crop the edges to remove part of the original graphic. Also, by using Image Control, you can change the icon to grayscale, black & white, or a watermark.

January 2004 Newsletter:

Ever try to rotate or flip a graphic only to be disappointed that the feature is not available? Make it available by selecting the graphic, choose Ungroup on the draw menu, and then choose Group. This changes the graphic to a drawing object eligible for more manipulation.

September 2003 Newsletter:

Use Ctrl-Home to jump right to the first slide in a presentation or Ctrl-End to jump to the last slide while editing.

February 2003 Newsletter:

To pause your presentation without keeping the active slide displayed, press B to switch to a black screen. To redisplay your slide, press any key.

To use a digital photograph as a slide background, right click the background of your slide, choose background, then choose Fill Effects and select the Picture tab and browse to find the photograph. Click OK and then Apply as appropriate – either one or All slides.

Internet Extras:

Make sure your graphics point toward the primary object on the slide. Your audience's eyes will follow the graphic!

September 2002 Newsletter:

To create a self-running show (one where the audience's PC doesn't need PowerPoint), when you save the file, use SAVE AS. In the drop down box at the bottom of the dialog box, choose POWERPOINT SHOW (.pps) In this format, the show starts without making PowerPoint visible.

PowerPoint Software Shortcuts

May 2002 Newsletter:

To omit a Slide Master graphic from one slide, navigate to the slide that you don't want the graphic on, choose Format | Background to open the Background dialog box, and then check Omit Background Graphics From Master. Then click Apply so the graphic is only omitted from the slide that you're currently on. All of the other slides still have the graphic, but now you have one slide that benefits from the versatility built into the Slide Master feature.

Internet Extra:

SHIFT+ the insert new slide button and SHIFT+Enter are two quick ways to insert a new slide into a PowerPoint presentation. Both will bypass the New Slide dialog box and insert a blank slide

February 2002 Newsletter:

To create dramatic animated effects often takes layering multiple copies of the same picture within your slide. For instance, a traffic light that changes color is done with three copies of the light, each with a different circle in color.

September 2001 Newsletter:

If you find yourself taking too much time on a given slide in your presentation, set a visual clue to remind you to move along. Draw a small shape in a lower corner of the slide and animate it to Flash Once, Fast, setting the time to when you want your reminder to appear.

February 2001 Newsletter:

If you want to flip or rotate an item from the Clip Art Gallery and the options are not available, try using the Ungroup option on the DRAW menu of the drawing toolbar first. This may change the object from clip art to a drawing object.

Keyboard shortcuts:

- CTL+Shift+> will increase font size
- CTL+Shift+< will decrease font size
- CTL+T displays the font dialog box
- CTL+B toggles the BOLD attribute
- CTL+I toggles the *Italic* attribute

PowerPoint Software Shortcuts

September 2000 Newsletter:

Create an automatic summary slide in slide sorter view –select each slide to be included and click the icon for Summary Slide (far right of the toolbar)

Internet Extras:

When you pause during a PowerPoint presentation, you can set the screen to black by pressing the B key, pressing any key will return the screen to the slide show.

If the rotate or flip feature is not available for your piece of clipart, select Draw / Ungroup and then Draw / Group. This will convert the object to a drawing object that can be rotated or flipped.

Using the Master Slide feature can save you a lot of formatting work - set things up once and have the software apply them to each slide.

Create interesting builds, transitions, and animations. Consider revealing your information one piece at a time to allow the listener to absorb what you are saying.

PowerPoint Software Shortcuts

April 2000 Newsletter:

Align multiple graphic items on a slide by selecting them as a group (use the Shift key) and then use ALIGN from the Draw menu.

October 1999 Newsletter:

Exporting your presentation to WORD is a quick way to create handouts or marketing materials.