Appendix D

POWERPOINT BASICS AND TOP 20 POWERPOINT TIPS

POWERPOINT BASICS

When opening PowerPoint 2016, you will find the **Ribbon** in the screen display of the command area. It displays the commands in task-oriented **groups** in a series of **tabs** (Figure D.1). Clicking on the **Dialog Box Launcher** allows you to display additional commands within the groups. Clicking on the **File Tab Button** lets you access a drop-down menu containing a number of options, such as *open*, *save*, *send, recent,* and *print.* For tasks you perform frequently, you can customize the Quick Access Toolbar to contain buttons such as *save, print preview,* and *undo move.* Note that the window size and screen resolution affect what you see in the command area of the program. Also, see Chapter 9 on how to compose figures and tables and Chapter 30 on how to structure an oral presentation.

TOP 20 POWERPOINT TIPS

The following instructions apply to PowerPoint for Windows (PC version). On the Mac, most commands are the same but may have to be accessed differently.
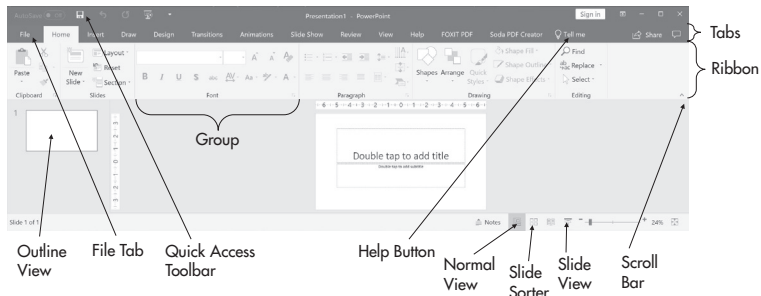

Figure D.1 Command area in PowerPoint.

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Tip 1.   If you do not know how to perform a specific function in Power-Point, click on the **help button**, which looks like a light bulb in the tab band of the command area, and type in the key word or question you have. The help function provides you with different options to narrow down your specific concerns and gives you a step-by-step explanation to follow.

Tip 2.   To apply the same formatting of an already formatted text section to another section, use the **Format Painter**, which can be found in the Home-Clipboard group. Highlight the source text, click the format painter button, and then select the text to which you want to apply the formatting.

Tip 3.   If you need to **add a special character**, mathematical symbol, and/or foreign letter (e.g., α, β, or μ), choose the Insert tab and then the **Symbol group**. Select *more symbols* and then the symbol/character you want followed by *insert*. If you go back to that same dialog box, PowerPoint displays the symbols you have most recently used.

Tip 4.   To adjust **line spacing before, after, or within paragraphs**, highlight the text for which you want to adjust the line spacing. For spacing within paragraphs, in the Home-Paragraph group select the line spacing button and choose the line spacing option (1.0 for single, 2.0 for double, a specific value in between, etc.) that you would like. For spacing before or after paragraphs, click anywhere within or highlight the paragraph and go to the Home-Paragraph group. Click on the lower right arrow and go to the Spacing section in the dialog box. Then, click on the before and/or after arrows until you get to 0 pt for both, and click OK.

Tip 5.   To **bullet or number text**, click within the paragraph that you would like to bullet or number and then select the bullet or numbering you want from the Bullets or Numbering button in the Home-Paragraph group. If the numbered list does not start where you want, click the small arrow next to the numbering button, select *set numbering value,* and choose the value you want.

Tip 6.   To **crop a picture or object in** PowerPoint, left-click the picture, which brings up the Picture-Format group. Click on Format, and then click on Crop in the Size group. This will create a broken border around the picture. Position the cursor just tangent to one of the border segments, and then the curser will change to a "handle" you can use to adjust the size of the picture as you see fit. Once you move the cursor away from the picture, the picture will remain the cropped size, and you can then enlarge it if necessary. (Note that the original, full picture/object is still available from the cropped version if you want to undo this.)

Tip 7.   To **turn on and off the ruler and gridlines** in order to help you to place text and objects in PowerPoint, right-click in the empty

space on a slide and select ruler and/or grid and guides from the dialog box. Click OK.

Tip 8.   If you want to **align two or more objects or text boxes** relative to each other, go to the Drawing group in the Home tab and select Arrange. In the dialog box, choose Align and then select the alignment you want (align left, align top, etc.).

Tip 9.   To **insert a shape**, including a ring, bracket, or arrow, select the shape of choice from the Drawing group in the Home tab or from the Illustrations group under the Insert tab. Then drag out the shape to the desired size. To modify the shape, click on the Format tab under drawing tools. Here, you can change the shape fill color (or no fill), outline color, and shape effect. You can also adjust these under the Drawing group in the Home tab.

Tip 10.   To **animate text and objects** in PowerPoint, go to the Animations tab and select the animation in the Animations group. An Animation pane dialog box will appear on the left side of the screen. To animate an object, select the object, and then select *trigger* in the Advanced Animation and *timing* and *order* in the Timing group. Fine-tune the animation by right-clicking on the animation in the Animation pane and selecting Effect Options.

Tip 11.   To add slide transitions or motion effects to your slide show that occur when you transition from slide to slide during a presentation, select the slide and then click on the Transitions button and choose the transition you like from the Transition To This Slide group. A larger selection of transitions appears when you click on the more button (the down-arrow at the bottom right of the group). When you use transitions, you can choose the speed, insert sound, and even adjust the properties of transition effects. The transition will be shown just before the chosen slide is displayed.

Tip 12.   To **make text bullets appear one-by-one**, select the text in the Animation pane, then right-click and select Effect Options Text Animation Select by first-level paragraph.

Tip 13.   To **hyperlink a slide** to another, or an object within a slide to another slide or file, right-click on the text or object, word, or design element, then select Hyperlink from the dialog box. Choose Place in this document (or other address), then select the slide or file.

Tip 14.   You can add diverse **Backgrounds**—such as solid or gradient color designed background themes, and even imported pictures— to individual slides or to all slides in your presentation. There are two principal ways to add background to slides:

    a.   *From the Design Tab*

        • Under the Design tab of the ribbon, you can select various backgrounds in PowerPoint such as predesigned color schemes or custom background styles.

- Clicking on Background Styles allows you to individualize colors, gradients, patterns, and more by selecting Format Background from the menu.
 b. *Directly from the Slide*
   - When you right click next to or on a blank area of the slide, you can select Format Background from the shortcut window.
   - Select Fill to choose an individual background color and style.

Tip 15. You can **add photos, illustrations, or documents** to your slides by simply cutting and pasting. You can also click on the Insert button in the ribbon and then select the image or illustration type you would like to add. Videos and audio may also be added to PowerPoint. Images and illustrations in PowerPoint can be formatted using the Format tab of the Picture Toolbox.

Tip 16. To **resize an image without distorting** it, hold down the Shift key while grabbing and dragging the corner of the image. For illustrations or pictures that are too big for a slide, you may have to zoom out of the slide first (i.e., press and hold the control button while rolling the mouse wheel toward you).

Tip 17. To **change Views** in PowerPoint, you have several options (see also Figure D.1):
- *Normal View* is used primarily when you work on your slides.
- *Slide Sorter View* shows your slides as lined-up thumbnails, which you can view in different sizes by zooming in or out. This view allows you to rearrange your slides more easily by dragging and dropping them where needed.
- *Slide View* shows a full screen version of your slides as they are projected onto a screen.

Tip 18. You can **adjust the order of objects** in PowerPoint by selecting one of the commands in the Order Objects Menu within the Drawing-Arrange group in the Home tab.

Tip 19. To **print more than one slide per page**, select Print from the File Tab Button, and then choose Handouts or Notes pages from the Print Settings options. Click Print.

Tip 20. To **paste text or an object or slide without losing its original layout and format**, paste the text or object into the slide, and then look for the Paste Options button that appears close to the inserted text, object, or slide. Left-click this button, and select Keep Source Formatting.

POWERPOINT SPECIAL CHEAT SHEET

Keyboard Shortcuts

Escape	Ends the presentation mode
Ctrl+B; lowercase b; or full stop (.) during presentation	Blackens the screen during a presentation; click it again to continue
Ctrl+W	Whites the screen during a presentation; click it again to continue
H	Go to hidden slide
Holding Shift while dragging a shape	Allows you to drag the shape in only one direction to help in alignment
Holding Shift while drawing a shape	Makes shape perfectly symmetrical