PowerPoint Tips
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What do you want to do?	How you do it in Powerpoint 2003	How you do it in Powerpoint 2007
Animation, creating	To have words zoom in, peek in, dissolve in, or use other effects, select Custom Animation. Click on the text box or words to animate. Select Add Effect. To have the words appear on a mouse click, select Entrance and then one of the effects. To have the words appear larger or disappear, select one of the options below entrance. Motion paths are a fancy way for the letters to move.	Select Animations, Custom Animations. See the rest of the directions to the left for Powerpoint 2003.
Arrow pointing to something, creating	Select arrow on the drawing toolbar. Use the arrow to adjust the angle, length, and change the color of the arrow with the line color on the drawing toolbar.	Select the arrow you want in the drawing box. Use Shape Fill to change the color of the arrow and Line Fill to change the border of the arrow. Click on the corners of the image to drag to change the size or direction of the arrow.
Background color, adding to a page	Select Page, Format, Background, select a color from the row of recently used colors, or more colors. Point to the color desired on the hexagon. Apply to the slide or to all slides. For different backgrounds, use one of the fill effects. To use a picture as the background, select Fill Effects, Picture, Select Picture. Browse to the location of the picture.	The design tab allows you to select one of the standard backgrounds. Select the box called Colors to the right of the standard backgrounds. Click one, and then click on background styles. You'll see different backgrounds available in that color scheme.
Background color, adding to a text box	Insert, Text Box, Format, Text Box, Color- select a color from those displayed or pick more colors.	Click the text box that you want to add a fill to. To add the same fill to multiple text boxes, click the first

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		text box, and then press and hold SHIFT while you click the other text boxes.
		Under Drawing Tools, on the Format tab, in the Shape Styles group, click Shape Fill, and then do one of the following: To add or change a fill color, click the color that you want, or to choose no color, click No Fill.
		To change to a color that is not in the theme colors, click More Fill Colors, and then either click the color that you want on the Standard tab, or mix your own color on the Custom tab. Custom colors and colors on the Standard tab do not update if you later change the document these.
		You can also adjust the transparency of the text box by clicking More Fill Colors. At the bottom of the Colors dialog box, move the Transparency slider, or enter a number in the box next to the slider. You can vary the percentage of transparency from 0% (fully opaque, the default setting) to 100% (fully transparent).
		To add or change a fill picture, click Picture, locate and click the picture that you want to use, and then click Insert.
		To add or change a fill gradient, point to Gradient, and then click the gradient variation that you want.

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		To customize the gradient, click More Gradients, and then choose the options that you want. To add or change a fill texture, point to Texture, and then click the texture that you want. To customize the texture, click More Textures, and then choose the options that you want.
Blanking the screen	Hit B to turn the screen to black. Hit W to make the screen white. This is useful when you want the audience to focus on you and not on the slide you just presented.	Same
Blank slide, inserting	In slide sorter view, insert cursor where desired slide should be inserted. Select Insert, New Slide.	In slide sorter view, insert cursor where desired slide should be inserted. Right click, and select new. Click on the slide view on the left side. Hit CTRL and M. This will insert a new slide. Go to Home, New Slide.
Bullets, adding	Click on the bullets icon. To add color to bullets, select Format, Bullets and Numbering, and then color. Pick the color from the hexagon.	In the pane that contains the Outline and Slides tabs, click a slide thumbnail. On the slide, select the lines of text in a text placeholder or table that you want to add bullets or numbering to. On the Home tab, in the Paragraph group, click Bullets or Numbering.
Caps, avoiding	Avoid all caps on slides. ALL CAPS ARE DIFFICULT TO READ	Same
Circle around something, creating	On the drawing toolbar, select the circle. Place it around the object to be highlighted. Select fill effect. Click on the arrow	Select the circle in the drawing section of the toolbar. Hold your cursor down to adjust the size of the circle. Select Shape Fill, No Fill to get an empty

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	next to fill effect, and select no fill to have a clear circle. The Line Color can be used to color the rectangle. Line Style is used to adjust the thickness of the lines making up the rectangle.	circle. Use Shape Outline to change the floor of the circle outline. Experiment with Shape Effects to change the way the circle looks.
Font, selecting	Select the font type and size in the toolbar. Use san serif fonts (without curls on letters.) Arial is a san serif font. Avoid using anything smaller than a size 32 on slides. Ideal sizes are 36-40. After composing a slide with text, take ten steps away from the monitor. If you can read the slide, it is large enough to project in a room.	Home, Font. The rest is the same.
Headlines, legible	1. If a headline or title of a slide is partially covered by a photo, right click on the photo. On the shortcut menu, click order, Send to Back. 2. Change the color of the font to a different color to improve legibility. Hold down shift key and click on the title area. Click the font color button on the formatting toolbar. In the drop down list, select the color. 3. Use bold. 4. Add a transparent rectangle below the title area. On the drawing toolbar, click the rectangle button. Click and drag to create a rectangle that covers the entire title area. Use the sizing handles to adjust. Double click the rectangle to open the format autoshape dialog box, and in the line section of the	Use a light background for ease of viewing letters. 1. If a headline or title of a slide is partially covered by a photo, right click on the photo. In the Format, Arrange tab, click Send To Back. 2. Change the color of the font to a different color to improve legibility. Hold down shift key and click on the title area. Click the font color button on the Home toolbar. In the drop down list, select the color. 3. Add a rectangle below the title area. On the drawing toolbar, click the rectangle button. Click and drag to create a rectangle. Use the sizing handles to adjust the size. Click on the Shapes Style toolbar to adjust the appearance of the box. Click on the right down arrow to see the options.

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	colors and lines tab, click the color drop down arrow and click no line. In the fill section, click the color drop down arrow, click fill effects. In the fill effects dialog box, click the gradient tab. In the color section, select two colors, and set both color 1 and color 2 to black. In the transparency section, leave the "from" slider at 0%. Drag the "to" slider to 100%. In the shading styles section, click vertical. Click OK to close the fill effects dialog box and then click OK to close the format autoshape dialog box. Right click on the rectangle, and on the shortcut menu, click Order, Send To Back. Then right click the photograph, and on the shortcut menu, click Order, Send To Back. The title area should now be in the top layer.	
Labels, inserting	On the drawing toolbar, click autoshapes, callouts. Click on the style you want. After adding the label to the slide, modify it by adding text and adjusting the format.	On the home page, look at the shapes in the drawing toolbar. Click on the down arrow next to the first set of shapes to see more.
Margins	Use the handles on photographs that are inserted into a slide to keep the margins to one inch all around. This will permit the slides to print with images visible, and will reduce the risks associated with using LCD projectors that cut off part of the image.	Same
Navigating between slides	Use the page up or page down, arrow up or arrow down keys on the keyboard.	Same

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Notes view, changing to	View, Notes Page. Click on bottom rectangle to add notes. You can reduce the font to get more notes on a page. To print Notes Pages, go to Print, Print What and select Notes Pages.	Go to Home, View, Notes page.
Pack and Go	Pack and Go permits you to play your presentation on a computer that does not have Powerpoint on it (or your version of Powerpoint). Select File/Pack and Go. Click OK. Select your presentation and choose the destination for the packed file, such as a thumb drive or CD. Choose to include linked files and fonts. Choose to include Powerpoint Viewer. To unpack, put your CD or thumb drive in the laptop. Double click on Pngsetup icon on the CD or thumb drive. Specify where to put the unpacked file (usually the laptop's desktop.) Click OK. The file will copy onto the desktop.	Open the presentation that you want to copy, or, if you are working with a new presentation that has not been saved, save the presentation. Do one of the following: If you are copying your presentation to a CD, insert a CD into the CD drive. You can copy to a blank recordable CD (CD-R), a blank rewritable CD (CD-RW), or a CD-RW that contains existing content that can be overwritten. In PowerPoint, if you copy your presentation to a CD, make sure that you copy all of the files in a single operation. After the first set of files is copied, you cannot add any more files to the disc by using PowerPoint. However, you can use Windows Explorer to copy additional files to a CD-R or CD-RW that contains existing files. On the Microsoft Office Button, point to the arrow next to Publish, and then click Package for CD. In the Package for CD dialog box, in the Name the CD box, type a name for the CD or the folder that you want to copy your presentation

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		to.
		To choose the presentations that you want to copy and the order in which you want them to play, do the following:
		To add a presentation, click Add Files, select the presentation that you want to add, and then click Add. Repeat this step for each presentation that you want to add.
		If you want to add other related, non-PowerPoint files in the package, you can. These files will be copied, but Office PowerPoint Viewer 2007 will not play them.
		If you add more than one presentation, the presentations will play in the order in which they are listed in the Files to be copied list. To change the order, select a presentation that you want to move, and then click the arrow buttons to move the presentation up or down in the list.
		The presentation that is currently open automatically appears in the Files to be copied list. Files that that you linked to the presentation are included automatically, but they do not appear in the Files to be copied list.
		To remove a presentation or file from the Files to be copied list, select the presentation or file, and then click Remove.
		Click Options.

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		Under Package type, do one of the following:
		To specify how a presentation will play in the PowerPoint Viewer, click Viewer Package (update file formats to run in PowerPoint Viewer), and then select an option in the Select how presentations will play in the viewer list.
		To make a package that you are certain viewers will view on a computer that has PowerPoint or PowerPoint Viewer installed, click Archive Package (do not update file formats).
		Use this option when you want to package an Extensible Markup Language (Extensible Markup Language (XML): A condensed form of Standard Generalized Markup Language (SGML) that enables developers to create customized tags that offer flexibility in organizing and presenting information.) presentation (and files linked to it) in its original file format to preserve fidelity and quality without saving it as a binary file format.
		Under Include these files, do one or both of the following:
		To ensure that files that are linked to your presentation are included in the package, select the Linked files check box. Files that are linked to your presentation can include Microsoft Office Excel worksheets that are linked to

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		charts, sound files, movie clips, and more.
		Click OK to close the Options dialog box.
		Do one of the following:
		If you are copying your presentation to a network or to a local disk drive on your computer, click Copy to Folder, enter a folder name and location, and then click OK.
		If you are copying your presentation to a CD, click Copy to CD.
Photo or object, inserting	Insert picture from file. Browse to the location of the image to be used.	Insert, Picture, and then browse to the location of the image. Go to Format, Picture Styles, to adjust the appearance of the picture. Select any of the effects by clicking on the sample in the toolbar to see what happens.
Picture, cropping	Display the Picture toolbar by clicking view, toolbars and selecting picture. Click the photo, and on the picture toolbar, click the crop button. Cropping handles will appear. Drag the handles until the picture is the size you desire.	Select the picture that you want to crop.
		Under Picture Tools, on the Format tab, in the Size group, click Crop.
		If you do not see the Picture Tools and Format tabs, make sure that you selected a picture.
		Do one of the following:
		To crop one side, drag the center cropping handle on that side inward.
		To crop equally on two sides at once, press and hold CTRL while you drag the center cropping handle on either side inward.
		To crop equally on all four sides at once, press and hold CTRL while you drag a corner

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		cropping handle inward.
		To crop your picture to exact dimensions, do the following:
		Under Picture Tools, on the Format tab, in the Size group, click the Dialog Box Launcher.
		On the Size tab, under Crop from, enter the size numbers that you want in the Left, Right, Top, and Bottom boxes.
		To reduce the file size of your picture and delete the cropped parts of the picture from the file, under Picture Tools, on the Format tab, in the Adjust group, click Compress Pictures. If you want to keep the cropped parts, you can change the automatic setting.
		To undo a crop before you save your document, click Reset Picture in the Adjust group or Undo on the Quick Access Toolbar.
Pictures, compressing	To compress a single photo, select it and on the Picture toolbar, click the compress pictures button. In the compress pictures dialog box, click the change resolution button next to Web/Screen. To compress all of the pictures in your presentation at one time, click the "apply to" button next to all pictures in document. When you've made your selections, click OK. If the picture toolbar is not showing, go to view and activate picture toolbar by clicking on it. Select icon that looks like a square with	To compress a single photo, click on it. In the Picture toolbar, click on the Compress Photos (in the upper left). Place a check box in the message "Apply to selected picture only." To compress all pictures in the presentation at one time, leave the check box in the message box blank. Go to the Options button and determine the resolution you desire: print, screen or email.

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	arrows pointing at four corners.	
Readability	Use no more than 6 lines of text, and no more than 6 words per line. Use a minimum of 32 font.	Same
Reuse slides from another presentation	Insert, Slide From File, Browse, and then locate the slide show. Click on the slides to be inserted. If you want the background to be carried over, click on keep source formatting. Be careful to deselect the pictures after they are inserted, otherwise all will be reinserted each time you skip ahead to another slide.	Go to Home, New Slide. At the bottom of the box, select Reuse Slides. Select browse file. Browse to the file on your computer that has the slide you want to reuse. The slides will be displayed. Click on the one you want to reuse. It will be inserted into your new presentation.
Screen saver	Turn off the screen saver to avoid the risk of the screen saver popping on at inopportune times. Go to control panel in Windows (access through the Start button in the lower left corner of the screen) or an icon on the desktop, display, screen saver, and change the timing.	Same, may vary with your version of Windows
Slide master	Click on the title box at the top of the slide and click Format. Click Font. Under the Size pull down menu, choose 40 *(Choosing a 40 point type size in your Slide Master allows you to clearly see and read the headlines in your presentation from this view).*Click OK.

With the title box still selected, click Format | Placeholder and choose the Text Box tab in the dialog box. Select Top from the pull down menu. Click OK.

With the title box still selected, click Format | Alignment and from the pull down menu and choose Align Left. Click on the | For each slide master that you want to create, do the following:

Open a blank presentation, and then, on the View tab, in the Presentation Views group, click Slide Master.

When you open Slide Master view, a blank slide-master with the default, associated layouts appears. If you want to add another slide master, do the following:

Click a location in the slide thumbnail (thumbnail: A miniature representation of a picture) pane where you want the new slide master to appear.

On the Slide Master tab, in the |

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	Close Master View button to return back to your slides. Click View | Slide Sorter to see your new PowerPoint storyboard. From Slide Sorter view click Edit | Select All Click Format | Slide Layout and click "Title and Content". This sets up all of your slides with a title at the top of the slide and a visual element below.	Edit Master group, click Insert Slide Master. In the slide thumbnail pane, the slide master is the larger slide image, and the associated layouts are positioned beneath the slide master. To create one or more custom layouts or to modify existing layouts, see Create a new custom layout. To add or modify placeholders in your layouts, see Add one or more content placeholders to a layout or Change a placeholder. To remove any of the built-in slide layouts that accompany the default slide master, in the slide thumbnail pane, right-click each slide layout that you want to delete, and then click Delete Layout on the shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.). To apply a design or theme (theme: A combination of theme colors, theme fonts, and theme effects. A theme may be applied to a file as a single selection.)-based colors, fonts, effects and backgrounds. To set the page orientation for all of the slides in your presentation, on the Slide Master tab, in the Page Setup group, click Slide Orientation, and then click either Portrait or Landscape. To add text that will appear as a footer at the bottom of all of the pages in your presentation, do the

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		following:
		On the Insert tab, in the Text group, click Header & Footer.
		In the Header and Footer dialog box, on the Slide tab, select the Footer check box, and then type the text that you want to appear in the center-bottom of your slides.
		Click Apply to All.
		Click the Microsoft Office Button , and then click Save As.
		In the File name box, type a file name, or do nothing to accept the suggested file name.
		In the Save as type list, click PowerPoint Template, and then click Save.
		On the Slide Master tab, in the Close group, click Close Master View.
Slide order, rearranging	In slide sorter view, click on the slide to be moved. Hold the button down and drag it to desired location.	Same
Slides, printing as handouts	To print slides, go to Print, Print What, and pick Handouts. Determine how many slides you want per page and whether you want them in color or greyscale.	Same
Slide transition, creating	Select Slide Show, Slide Transition, and one of the effects. In slide sorter view, click Edit, Select All. Click Slide Show, Slide Transition. In the slide transition panel, in the "apply to selected slide", select a subtle transition such as fade smoothly or fade through to black. In the modify transition	Go to the Animations toolbar. Select the effect you want. Click on the down arrow next to the choices to see more.

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	section next to speed, click on Speed in the drop down list. In the Advance Slide Section, select On The Mouse Click if you want to manually advance the slides.	
Slide, copying	In Slide Sorter View, click on the slide to be copied. Edit, Copy. Then place the slide where you wish it to go, click view, paste.	Same
Slides, timing of	Slide Show, Slide Transition, advance slide automatically after- fill in the number of seconds. Apply to all slides if you wish the timing to be uniform.	On the Slide Show tab, in the Set Up group, click Rehearse Timings. The Rehearsal toolbar appears, and the Slide Time box begins timing the presentation. **1** Next (advance to next slide) **2** Pause **3** Slide Time **4** Repeat **5** Total time for presentation While you time your presentation, do one or more of the following on the Rehearsal toolbar: To move to the next slide, click Next. To temporarily stop recording the time, click Pause. To restart recording the time after pausing, click Pause. To restart recording the time for the current slide, click Repeat.

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		After you set the time for the last slide, a message box displays the total time for the presentation and prompts you to do one of the following:
		To keep the recorded slide timings, click Yes.
		To discard the recorded slide timings, click No.
		Slide Sorter view appears and displays the time of each slide in your presentation.
Titles of slides	This technique enables you to create a whole set of slides without having to insert each title one at a time. In a Word document, type one headline per line. All should be flush left. Click file, send to, and click Microsoft Office Powerpoint. A series of new Powerpoint slides is created. A new statement is placed in the title area of its own slide. Click file, save, name the file, and save it.	To import word document into PowerPoint 2007: 1. Open your saved Word document 2. Click on office button> word option >customize 3. Select all command under choose command from 4. Select send to Microsoft office PowerPoint 5. Click on add and then click on ok 6. In Quick Access toolbar click on sent to office PowerPoint 7. It will send your word document into PowerPoint 8. Press F5 from your keyboard and it will run slideshow in your PowerPoint
Video, inserting	On the placeholder icon, chose insert Sound/Movie. Choose how to play- automatically or by mouse click.	Insert, Movie, and browse to the location of the video. Large files are not stored in PowerPoint. They are linked. Bring a pen/thumb drive with you with the files. You may have to relink to the files if you move your presentation to a thumb drive. If the video will not play, you may have to cycle through the input source (use the function key + CRT key) until

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		there is nothing showing on the laptop and the video placeholder is showing on the big screen created by the LCD projector. If you try to show the video on the screen and the computer, you may run out of memory and nothing will play. Wait until the cursor changes to a hand. One click starts the video. The second click pauses it.
Wording	Keep wording consistent. For example, start all bullet point items with the same format, such as locating, presenting, attending, etc. Avoid lengthy sentences. If a line has to word wrap, it may be too long.	Same

Sources: Microsoft PowerPoint Help and PowerPoint Top Ten Secrets, University of Washington School of Nursing

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http://www.patientsafetynow.com/ebooks or http://www.patiyer.com/ebooks