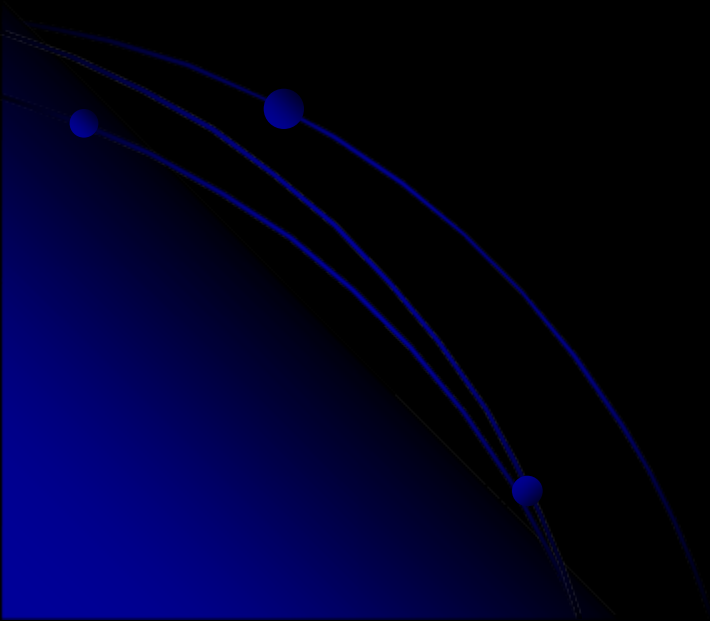


PowerPoint

Tips and Tricks



Important Guidelines to Remember

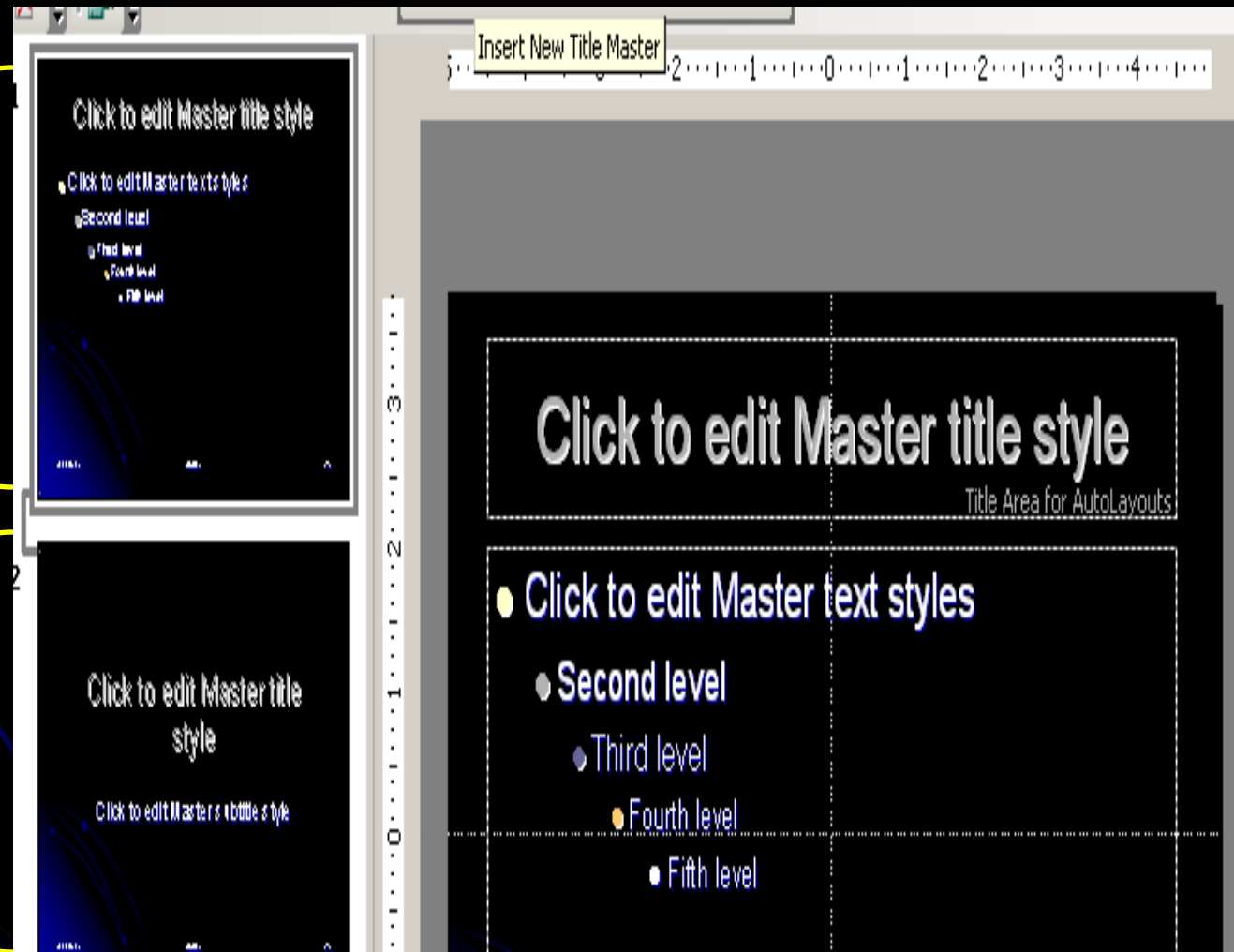
- Use contrasting colors for background and text
- Use easy to read fonts
- Five or six bullets per page with only 5 or six words in a bullet
- Over use of animations and sounds may distract from the message being presented
- Be consistent throughout the presentation

Slide Master

On the View drop down menu, select **Master**, then **Master Slide**.

Slides in the presentation

Title slide – first slide only



Master Slide continued

- There are two slides showing in the Master Slide view – one is the title slide and the other is the slide used for slides included in the presentation (top slide).
- Any changes or deletions from the Master Slide view will appear on all slides.
- Upon completion of changes, return to the **VIEW** drop down menu and select **Normal** to return to begin work on presentation.

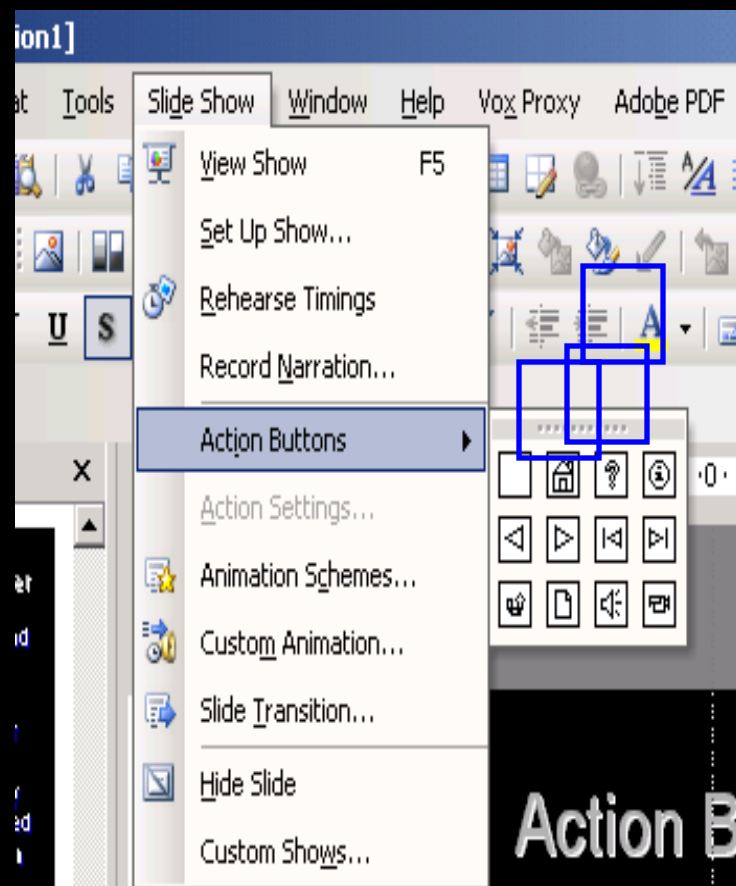
Edit the Master Slide

- Add a slide design
- Edit the font and color on the original
- Add the date
- Add a picture to serve as a logo
- Dotted lines do not appear in slideshow mode.
- Return to **Normal view**

Action Buttons

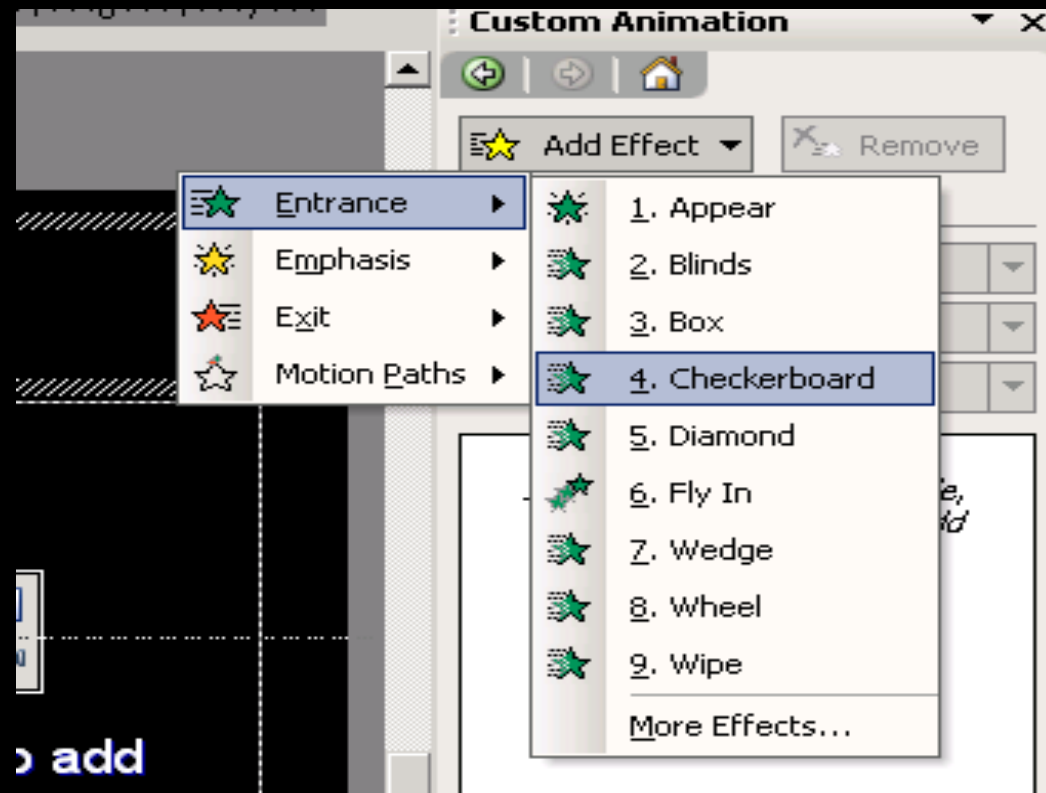
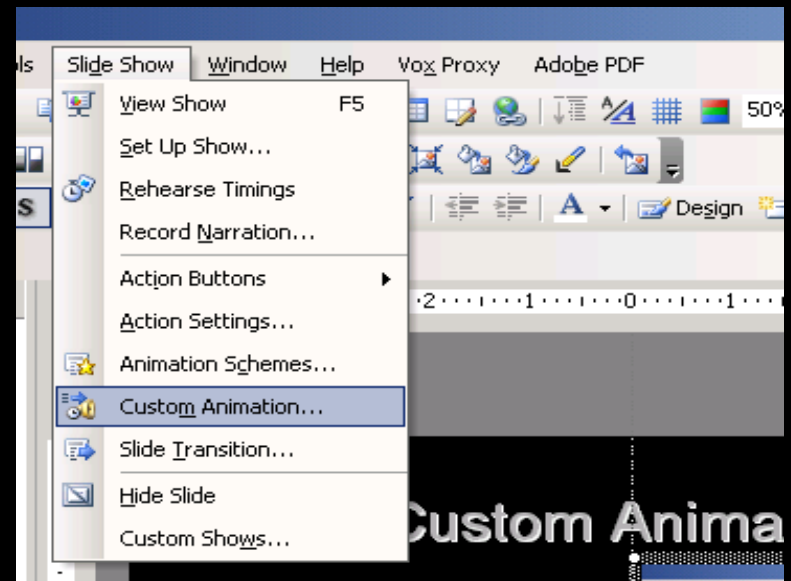
Use action buttons when you want to include buttons with commonly understood symbols for going to the next previous, first, and last slides.

- From the Slide Show drop down menu, select **Action Buttons**
 - Add buttons to move to **Next Slide**
 - Add buttons to move to **Previous Slide**
 - Add a button to move to **Home**

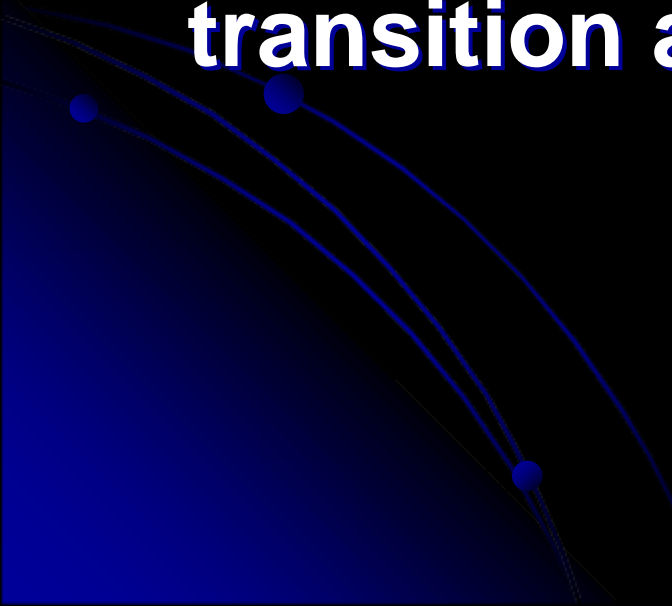


Custom Animation

- Select **Slide Show** from the task bar
- Next select **Custom Animation**
- Observe options



Slide Transition

- From the Slide Show drop down menu, select **Slide Transition**. This may be applied to one, selected, or all slides. There is also a random transition application.
- 

Writing on a Slide

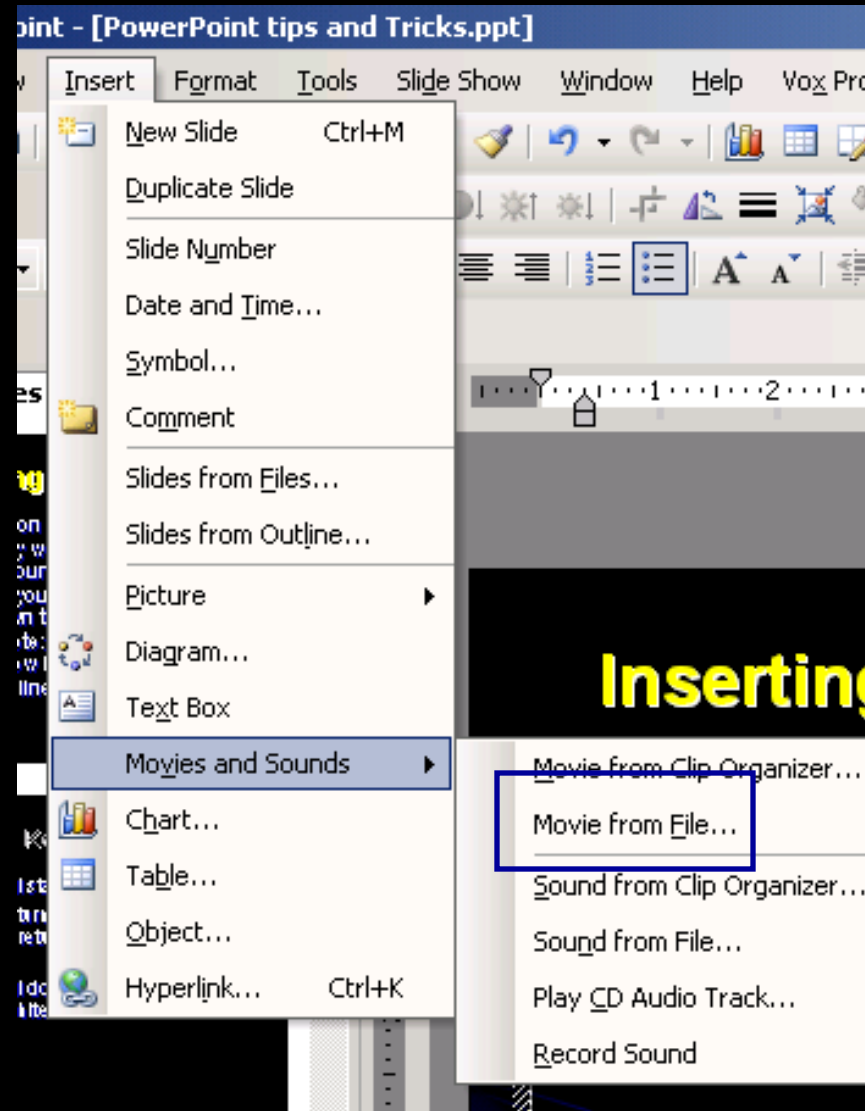
- To call attention to anything on your slide, you may wish to use the pen to draw a line around the word or object. To exchange your arrow cursor for the pen, hold down the **Ctrl key** and **press the P key**. [Note: this only works when your slide show is running] The **E key** will erase the lines that are drawn.

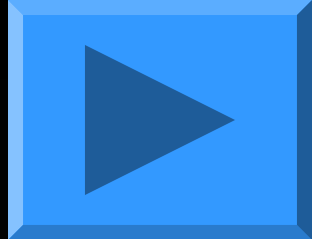
Some other Keyboard Short Cuts

- The **F5 key** will start your slide show
- The **B key** will turn the screen black and
The B key will return to you PowerPoint
show also.
- The **W key** will do the same except the
screen turns white.

Inserting a Movie

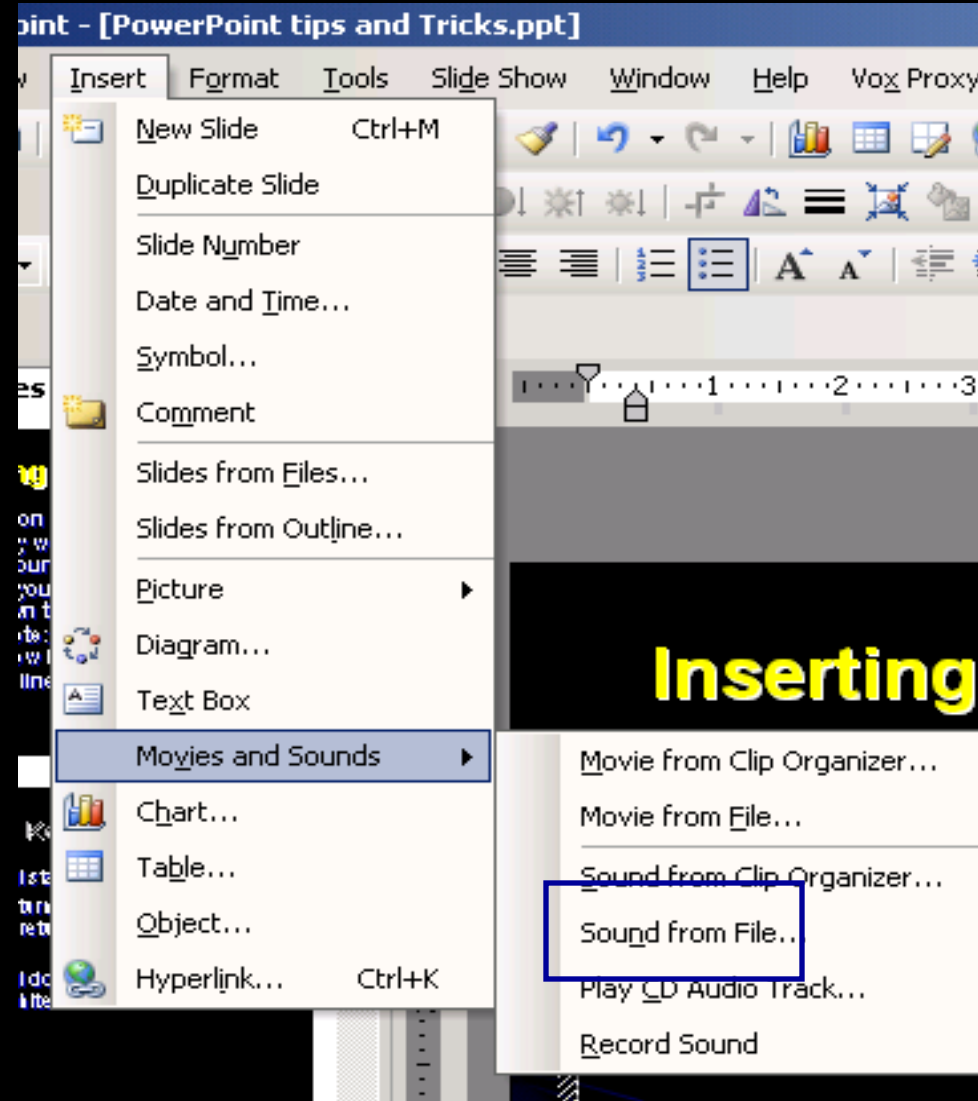
- From the Insert drop down menu, select movies and sounds
- Select from file (this is the way to use an United Streaming clip in your presentation
- Determine if the movie will begin automatically or with a click





Inserting a Sound

- From the Insert drop down menu, select movies and sounds
- Select from file
- Determine if the sound will begin automatically or with a click

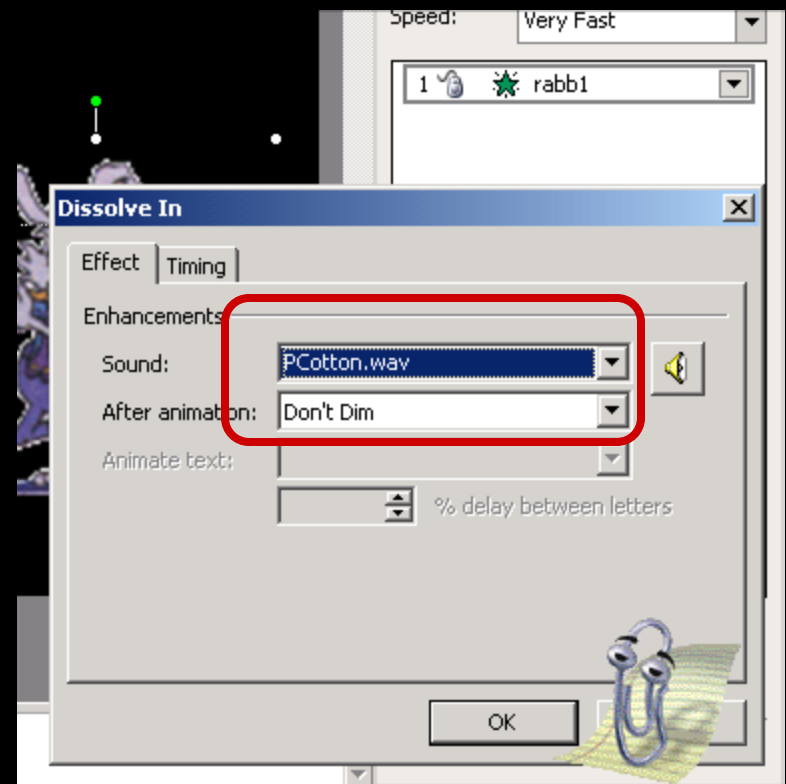
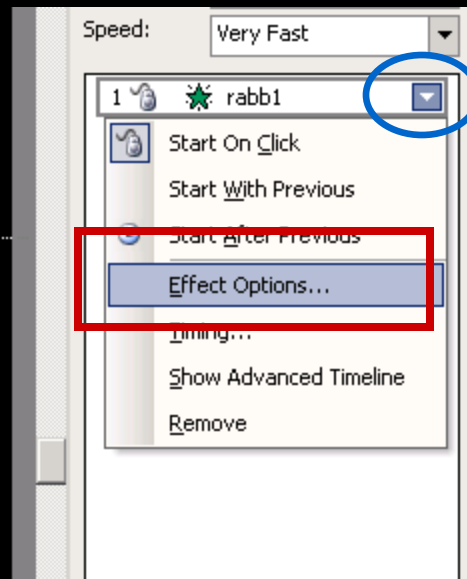


Inserting a Sound with an Animation

Insert the image to associate with the sound and then select the animation effect. After selecting the animation effect, click on the drop down arrow on the animation box. Next select **Effect Options**.

From the drop down menu on the effect option, click on the effect tab. Select your sound.

1

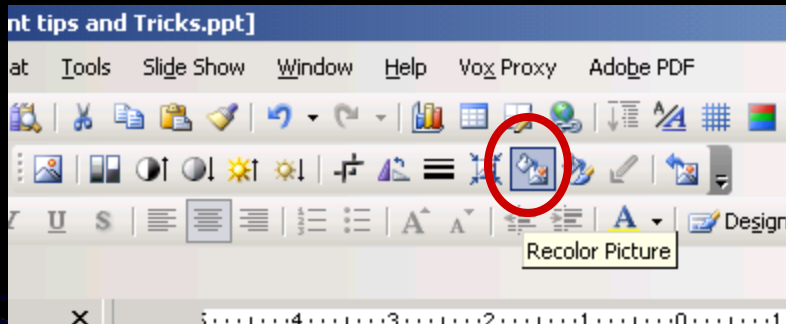


Inserting a Sound with an Animation

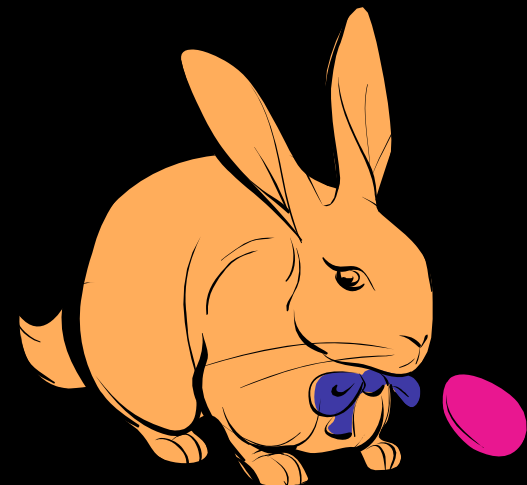
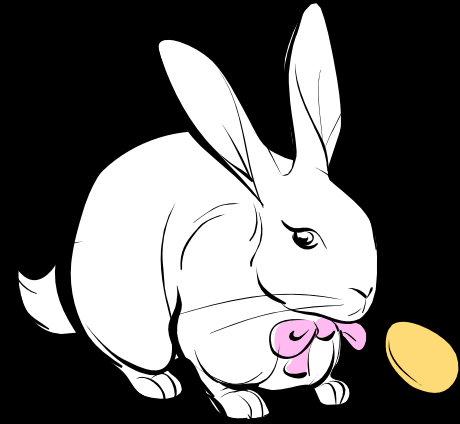
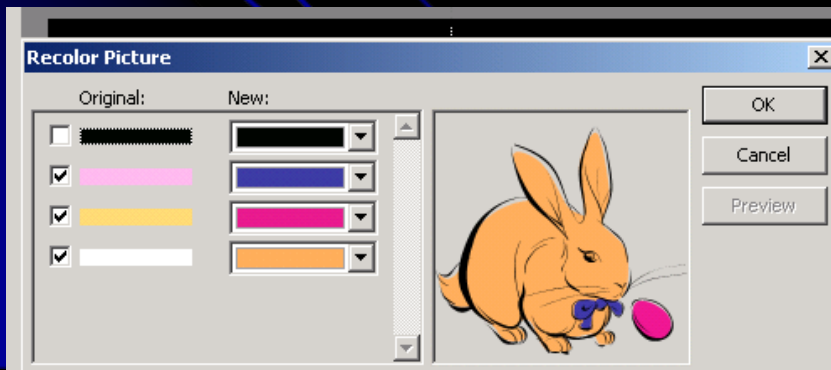


Recoloring Clipart

- Select the image and from the picture tool bar, click on the recolor icon.



Select the desired colors



Inserting a Graph with Animation

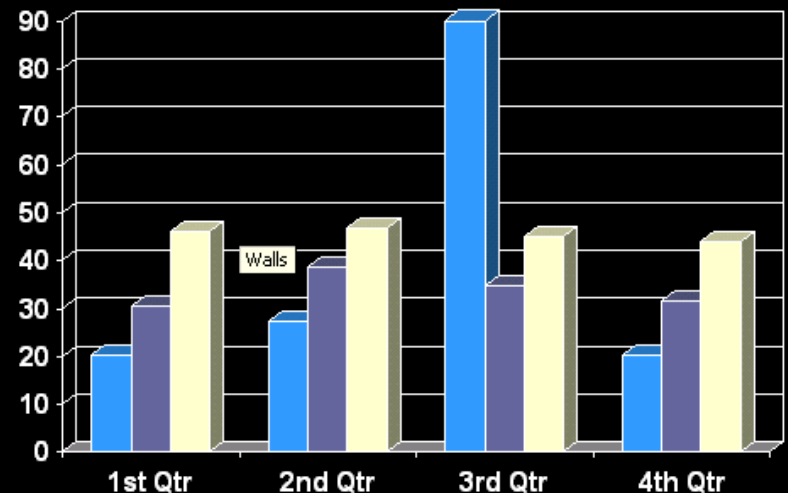
Click on the chart icon



The preformatted graph and table will appear. Alter the information in the table and delete any data that is not new.

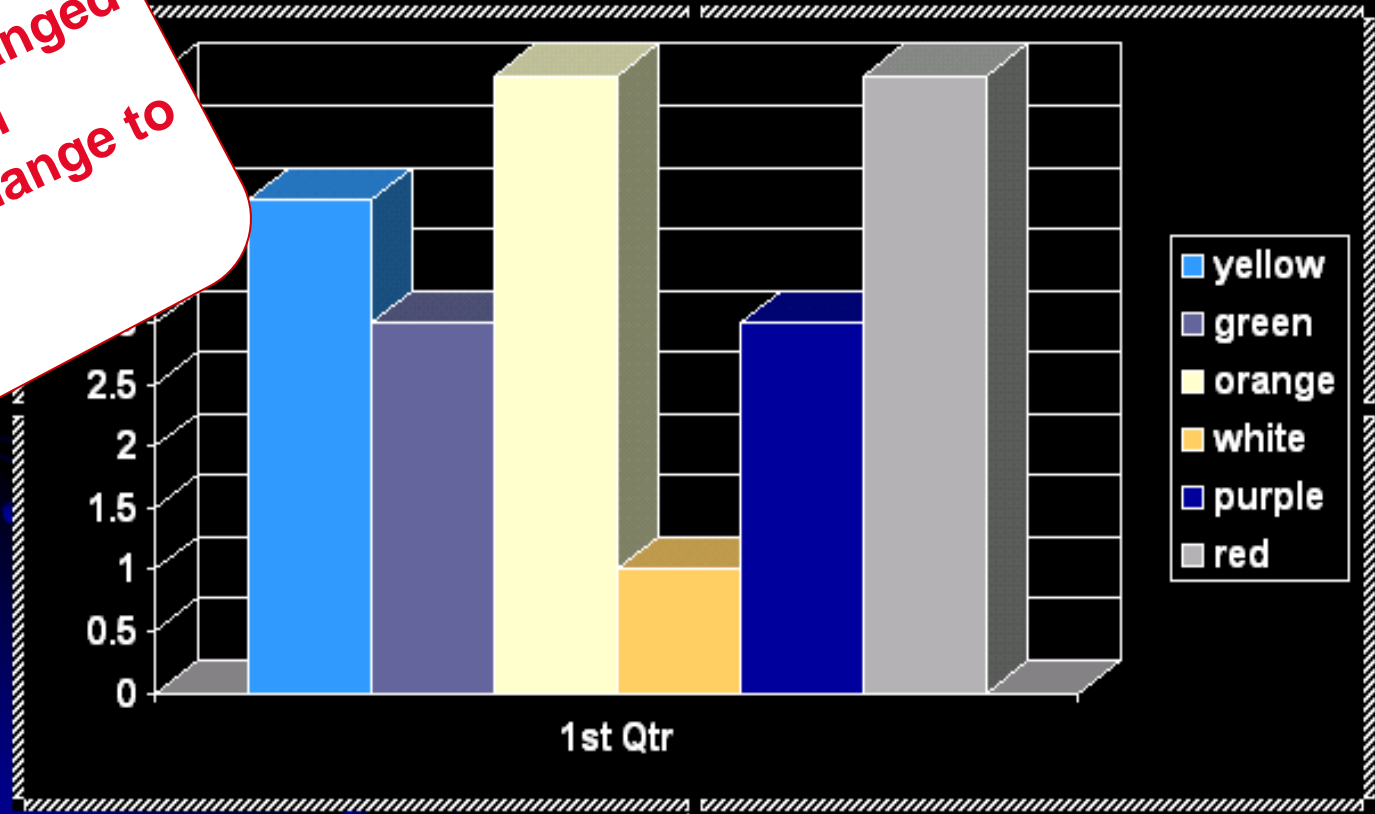
Change and delete data

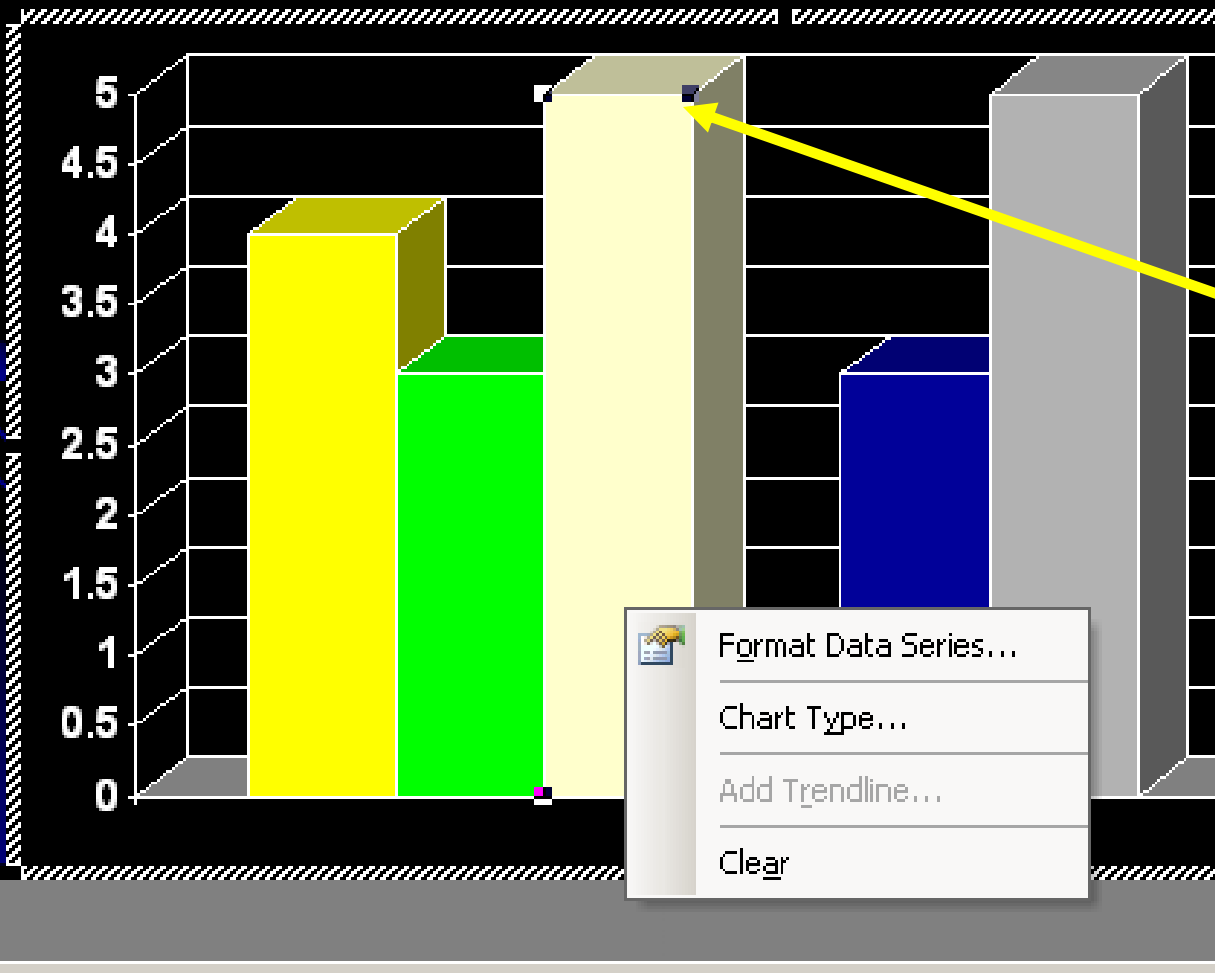
		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						
5						



		A	B	C	D	E
		1st Qtr				
1	yellow	4				
2	green	3				
3	orange	5				
4	white	1				




Information in the data table has been changed and the graph will automatically change to reflect the data alteration.

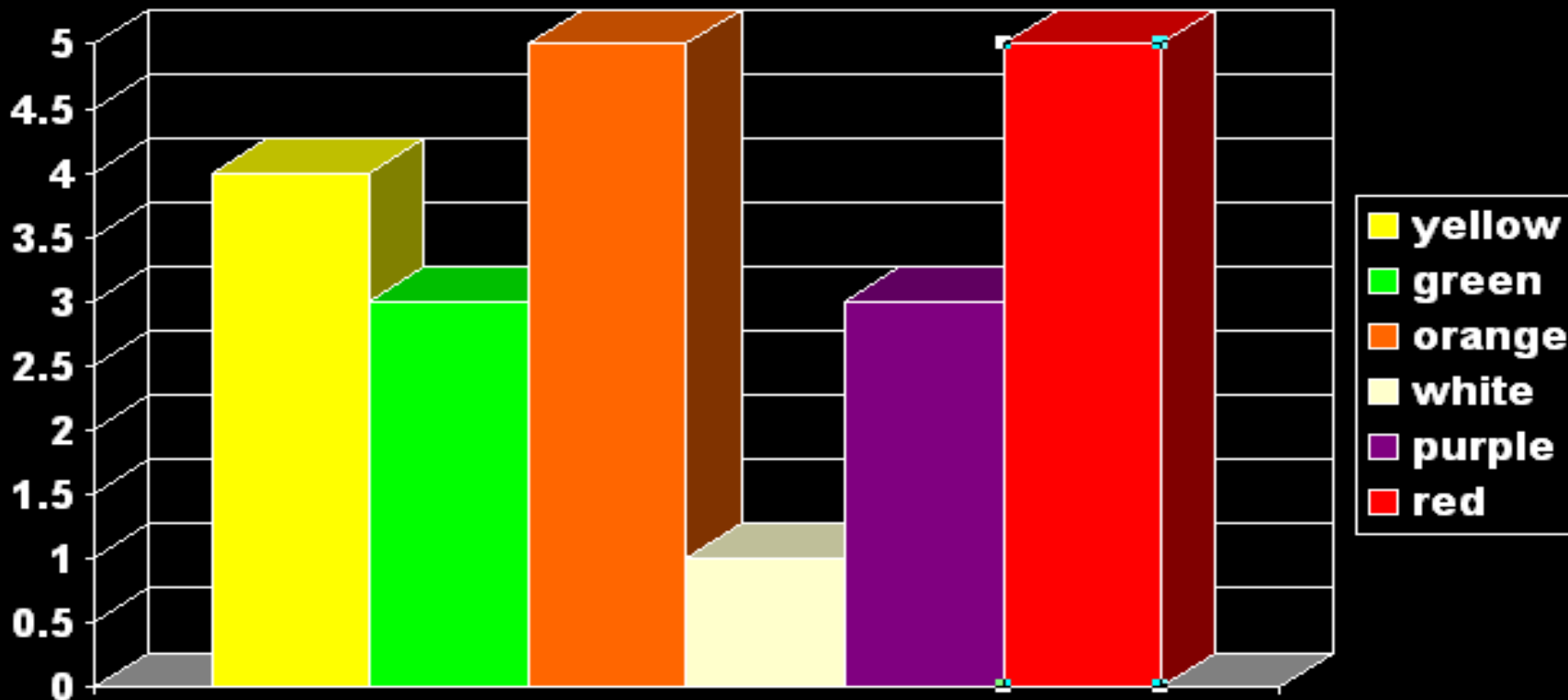




1. **Select the graph**
2. **Double click on a single column (sometimes you have to try a couple of times before you can select a single column)**
3. **Right click and the window Format Data Series will appear.**
4. **Click on Format Data Series and select the desired color.**

Presentation1 - Datasheet

		A	B	C	D	E
4		white	1			
5		purple	3			
6		red	5			
7						
8						

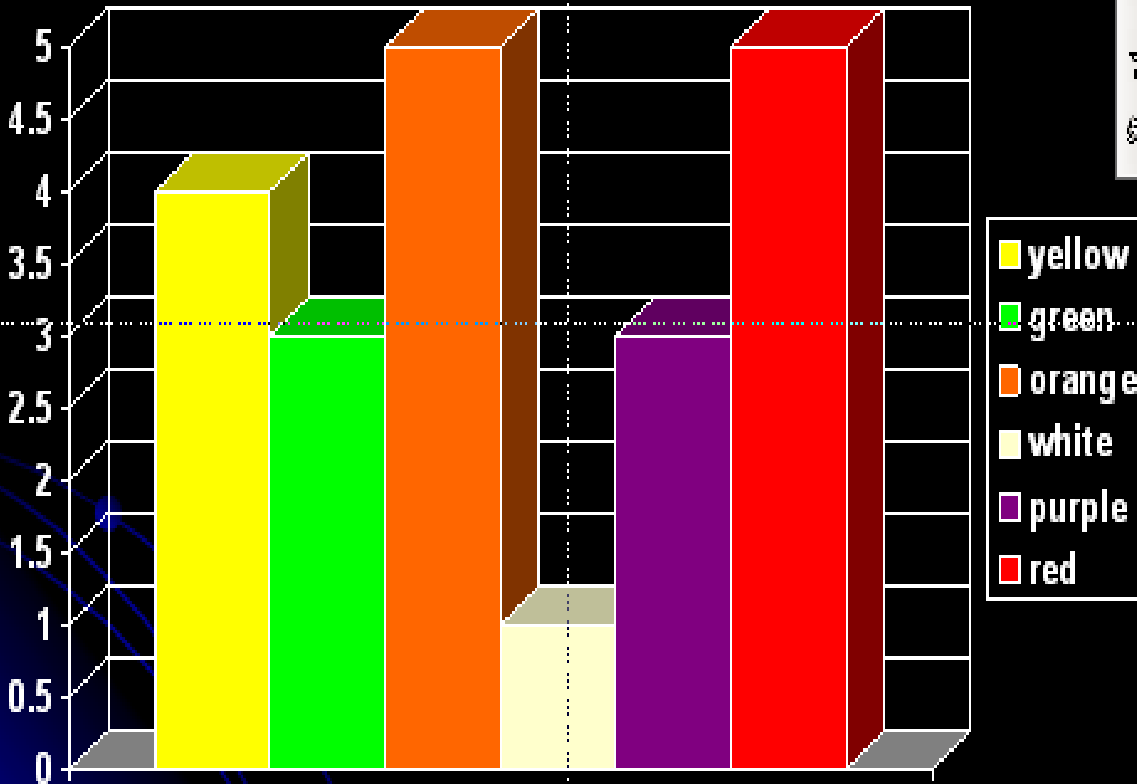


Continue formatting until all the columns are the appropriate color.

Animate

- Select Slide Show from the task bar, then **custom animation**
- **Add Effect** and select an **Entrance** effect
- From the drop down menu of the selected effect, select **Effect Options**.
- There will be three tabs, select the **Chart Animation** tab.
- From the drop down menu, choose how the chart should be animated. (usually category or series depending on data organization.)
- See the next three slides for screen shots.

Click to add title



- yellow
- green
- orange
- white
- purple
- red

Custom Animation

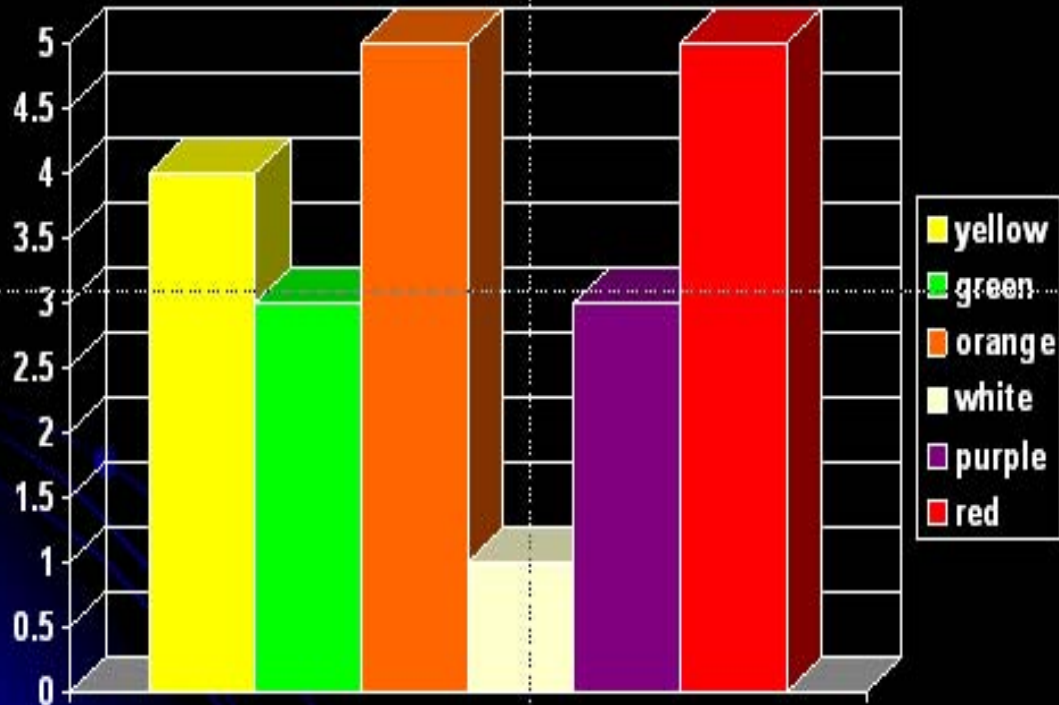


★ Add Effect ▼ ✖ Rem

- ★ Entrance ▶
 - ★ 1. Appear
- ★ Emphasis ▶
 - ★ 2. Box
- ★ Exit ▶
 - ★ 3. Circle
- ★ Motion Paths ▶
 - ★ 4. Dissolve In
- ★ Object Actions ▶
 - ★ 5. Fly In
 - ★ 6. Pinwheel
 - ★ 7. Wedge
 - ★ 8. Wheel
 - ★ 9. Wipe
 - More Effects...

Click to add title

1



Custom Animation



Add Effect Remove

Modify: Appear

Start: On Click

Property:

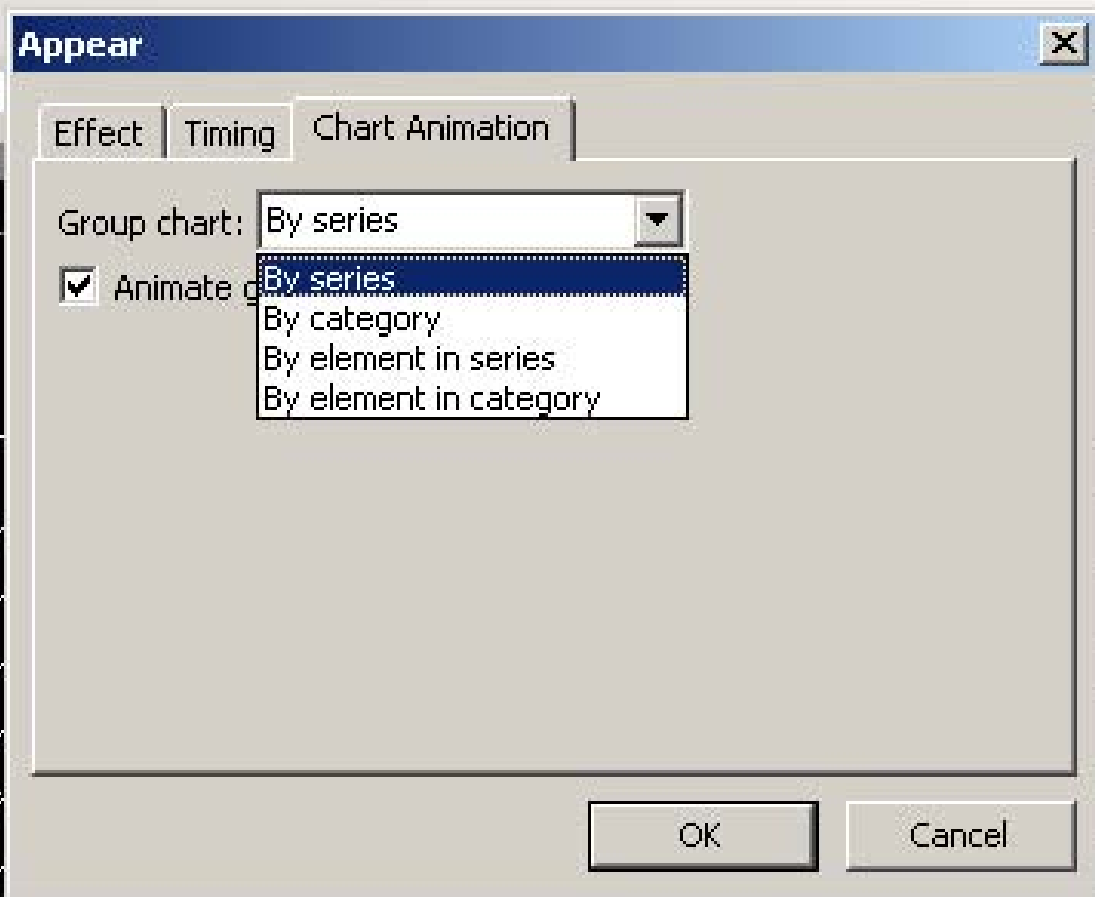
Speed:

1 Chart 2

- Start On Click
- Start With Previous
- Start After Previous
- Effect Options...**
- Timing...
- Show Advanced Timeline
- Remove

Re-Order

Play Slide Show

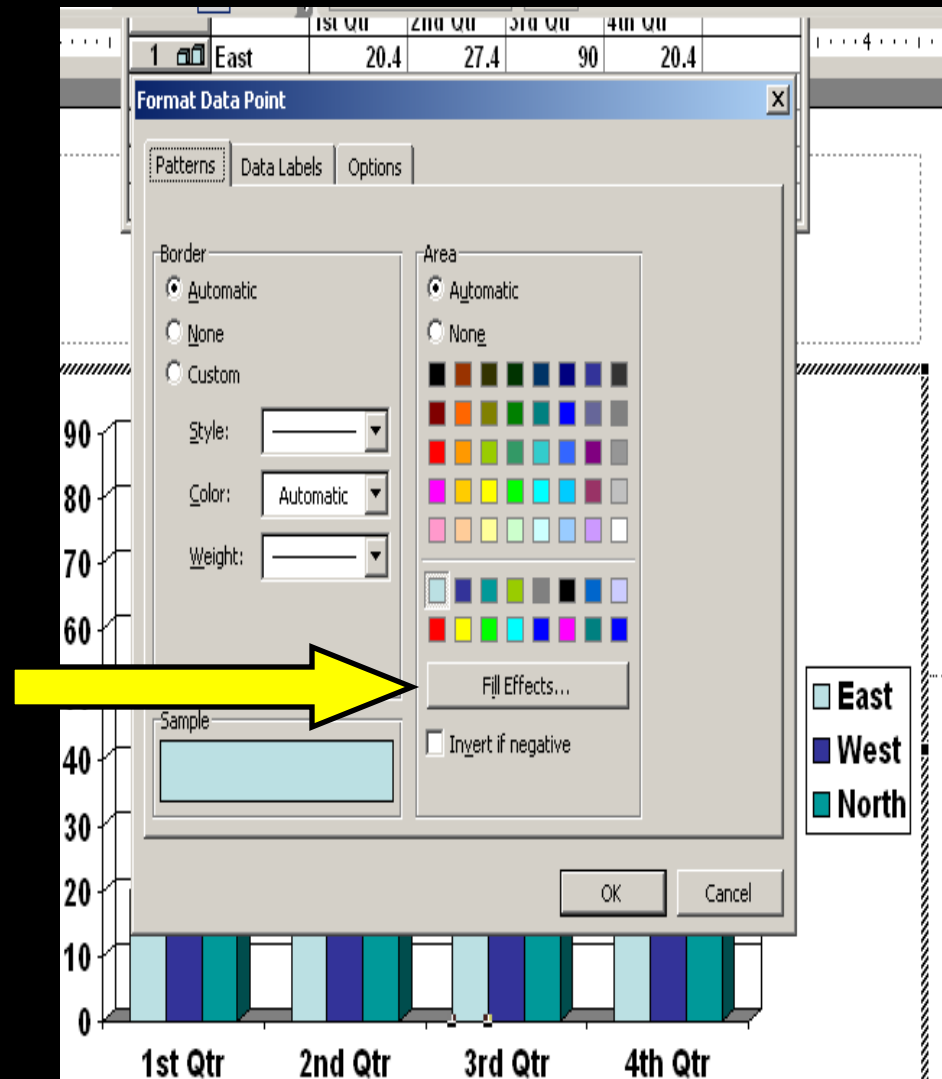


- yellow
- green
- orange
- white
- purple
- red

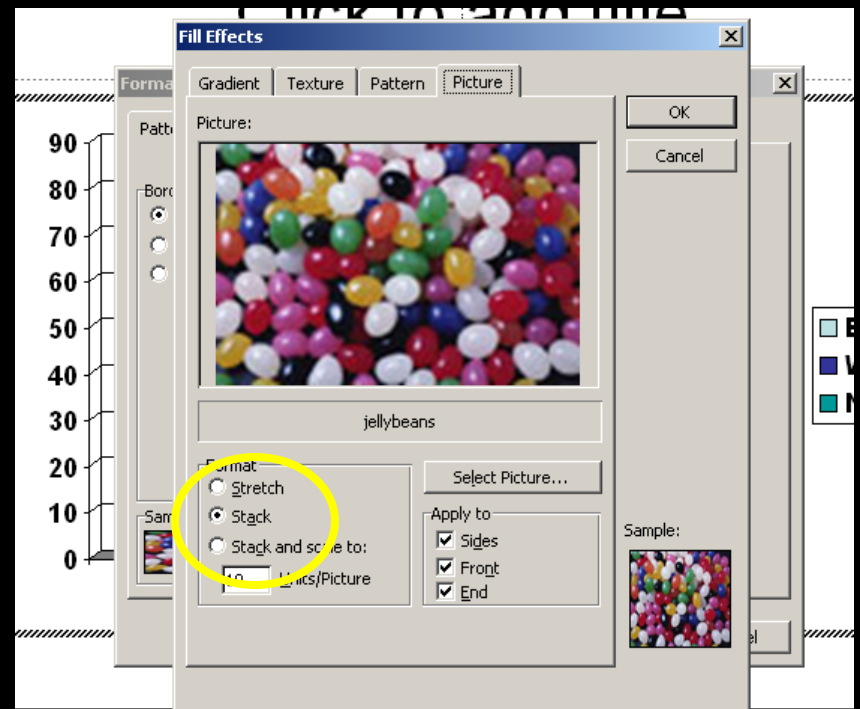
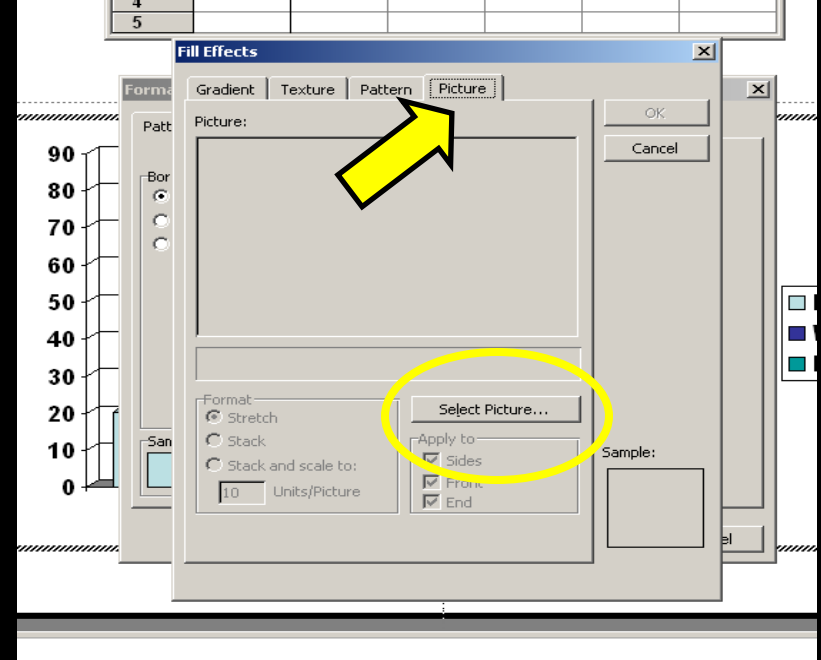
Now, view your chart animation in show mode.

Formatting the data series with an image

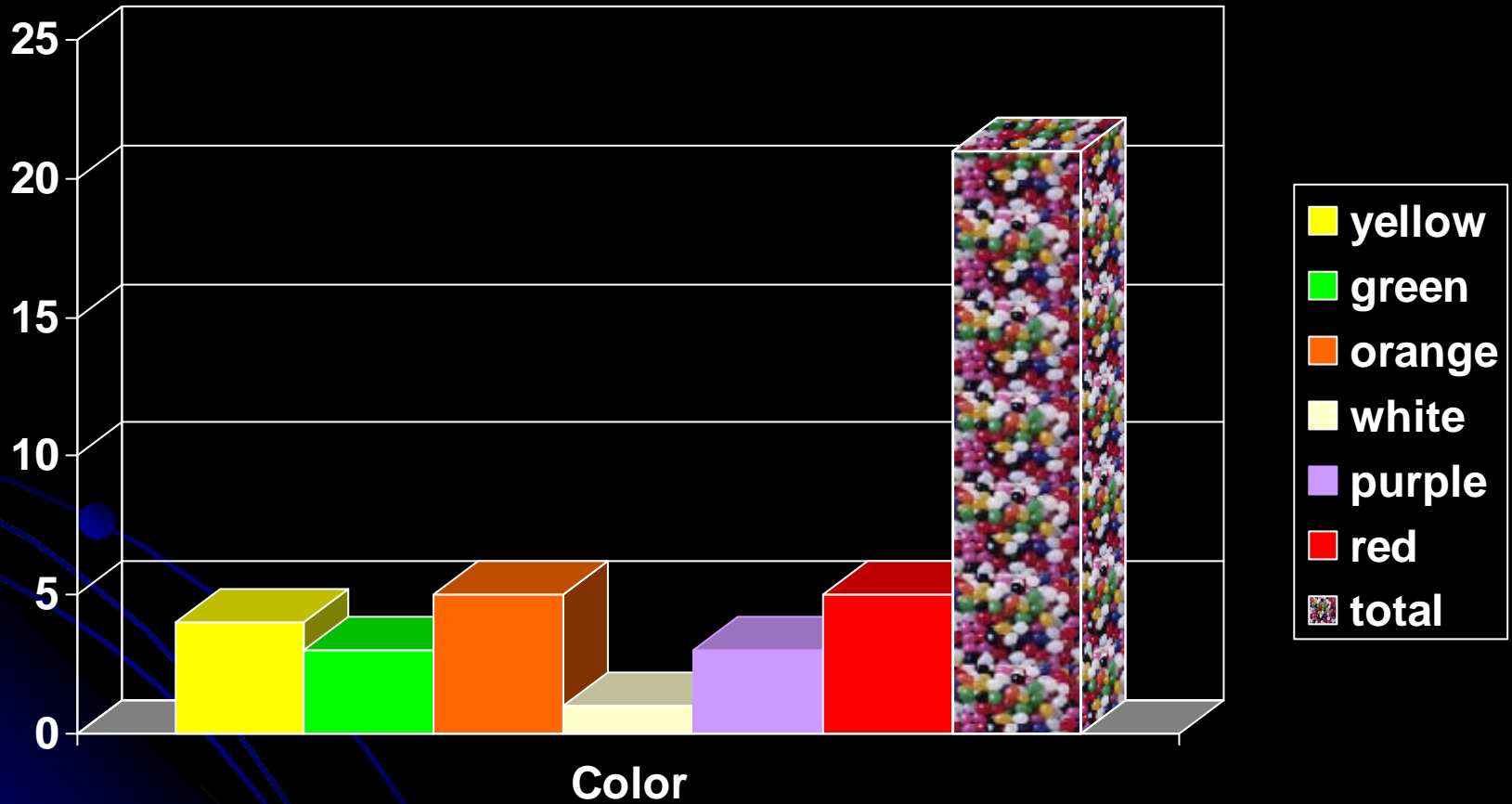
- To fill the data series with an image, follow the same steps listed above but instead of selecting a color choose **Fill Effect** instead.



- Select the picture tab
- Select picture
- With picture selected, also check stack and then ok
- The data series will now be filled with the picture.



Jellybeans





**Preview your presentation for
animations, color, and
correctness.**

