

Tips and Tricks for PowerPoint Presentations

- Font size should be between 28 and 32 point (the heading above is 16 point, this text is 12 pt)
- One idea per slide
- Four (4) to five (5) bullet points per slide
- About five (5) words per bullet
- Approximately one slide per minute
- USE NORMAL SENTENCE CASE FOR YOUR BULLET POINTS, NOT ALL CAPS
- USE PICTURES! Text is boring! No one came to read text off your slides, they came to listen to what you had to say and to see interesting pictures!
- Use High contrast colors
- Use plain and unpatterned backgrounds
- Make sure you use the correct white space!
- Although serif fonts (Times New Roman) are thought to be easier to read on paper, sans serif fonts (Arial) may be easier to read on a screen or for those with impaired vision.

A Not Bad Slide

Remembering Passwords

- Physical Items
 - T-Rex Eats Shuttle!
 - TRex_3ats_Shuttle!
- Your Favorite Characters
 - Admiral Akbar
 - Barney Miller
- Combinations
 - Barney Miller & Admiral Akbar fight crime!



A Not Good Slide

Terms of Service

- **3.1.1 NameDrop Data** Any and all data generated and/or collected by NameDrop, by any means, may be shared with third parties. For example, NameDrop may be required to share data with government agencies, including the U.S. National Security Agency, and other security agencies in the United States and abroad. NameDrop may also choose to share data with third parties involved in the development of data products designed to assess eligibility. This could impact eligibility in the following areas: employment, financial service (bank loans, insurance, etc.), university entrance, international travel, the criminal justice system, etc. Under no circumstances will NameDrop be liable for any eventual decision made as a result of NameDrop data sharing.
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The Biggest Lie on the Internet: Ignoring the Privacy Policies and Terms of Service Policies of Social Networking Services

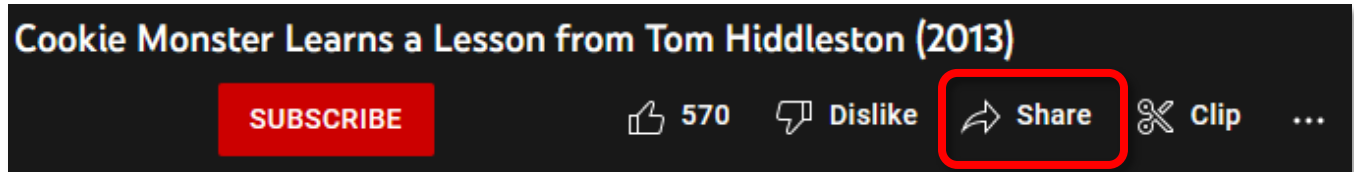
Video

YouTube videos can easily be added to your presentation. It is highly recommended that you find the specific video you want before starting the insert process, so you can be certain you have selected the correct one.

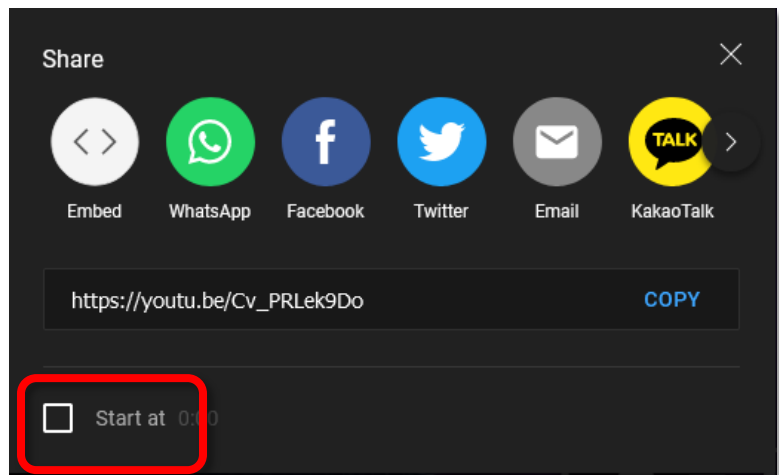
These steps are for newer versions of PPT. If you have an older version, you can still add a video but the process has more steps.

Adding a YouTube Video

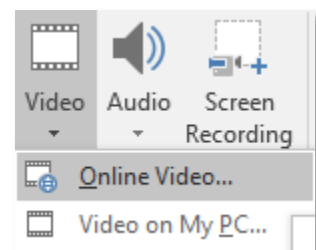
1. Go to YouTube and find the video you want to use.



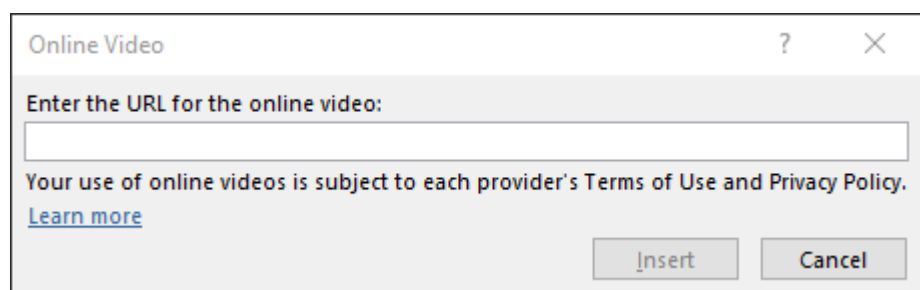
2. Underneath the video, click the **Share** button.
3. A dialog box opens. Copy the URL in the box. **NOTE:** you can start the video at a specific point, with the **Start At** check box.
4. Go back to PowerPoint.



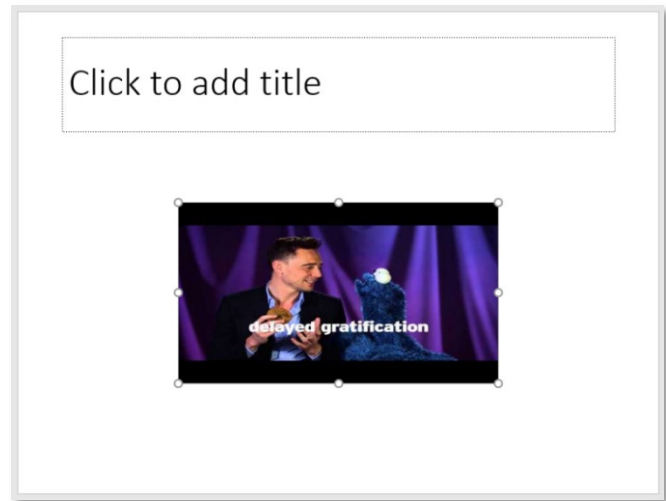
5. Select the Insert tab of the Ribbon.
6. Click the **Video** button.
7. From the drop down menu select **Online Video**.



8. **Paste** the URL from YouTube into the text box.
9. Click **Insert**.



10. The selected video is inserted into your presentation. You can move and resize it as necessary.



Adding Pictures to Your Presentation

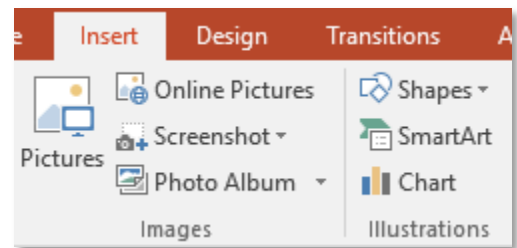
The ability to add pictures to a lecture or presentation is at the very root of why PowerPoint exists. Although text is useful, pictures make a presentation.

Inserting a Picture

1. In the Insert tab click the **Pictures** button.
2. Browse to where the file is saved.
3. Select the image and click **Insert**.

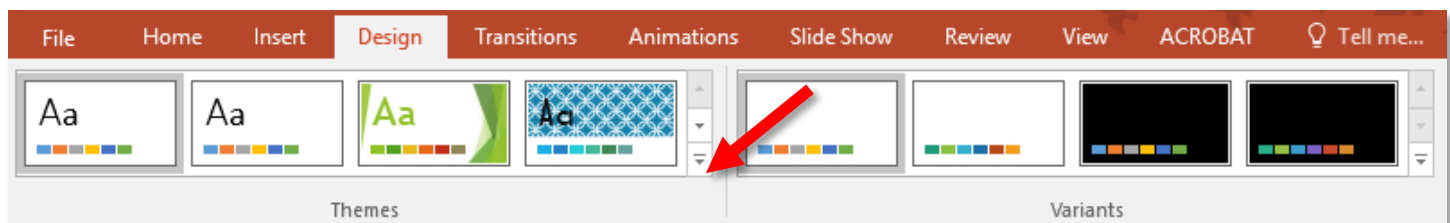
OR

1. Open a Windows folder that contains the picture.
2. Drag an image from the folder into the slide.



Themes

Themes can allow you to add color and visual interest to your presentation. **HOWEVER**, Themes can also be distracting and make your presentation hard to read if you aren't careful. It is far better to have a boring looking presentation that can be read by everyone than to have one viewers can't read (or that gives them a migraine).

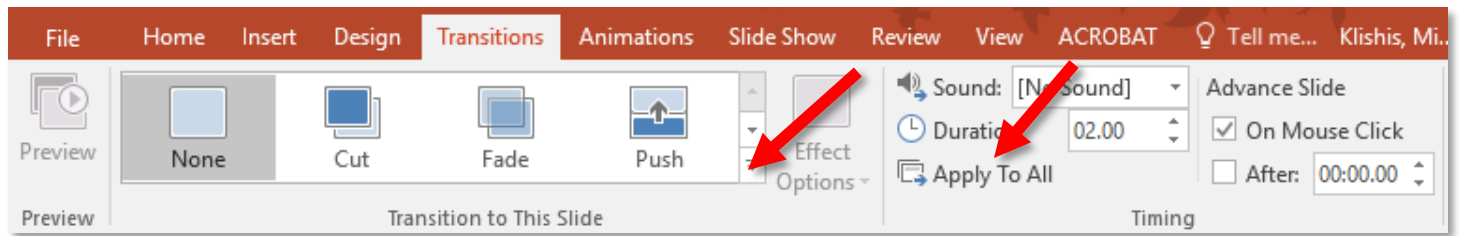


Adding a Theme

1. Select the Design tab.
2. In the Themes section, click the more button to see more themes at one time.
3. Scroll through the list until you find theme you like. Holding your cursor over a theme will preview the select slide as that theme.
4. Once you have found one you like, click on that theme to apply it to your entire presentation.

Transitions

Transitions are a way to add visual interest to the change from one slide to the next. They can be useful in livening up a presentation, but they can also be extremely distracting. If you feel your presentation needs transitions, pick a single transition to use for your entire presentation.

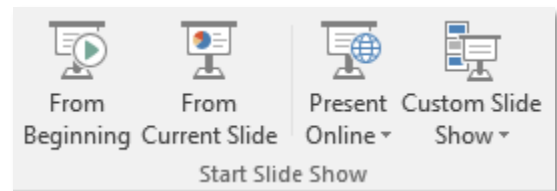


Applying Transitions

1. Select the **Transitions** tab.
2. In the Transition to This Slide area, click more to see additional transitions.
3. Scroll through the list until you find a transition you like.
4. When you select a transition, you will see a brief preview on the selected slide.
5. Once you have found your transition, click the **Apply to All** button to apply the same transition to all the slides in your presentation.

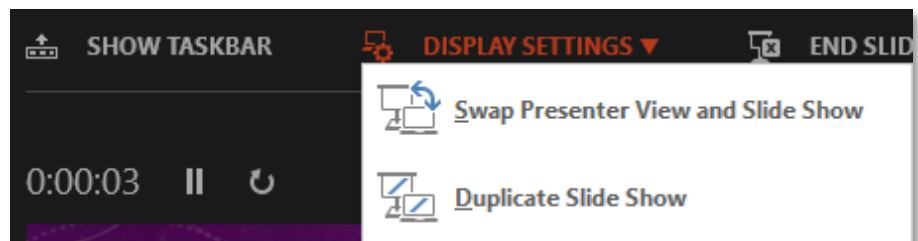
Giving a Presentation

1. In the Document Views area, click on the **Slide Show** button,
OR
Press the **F5** key on the keyboard,
OR
In the View tab click the **From Beginning** or **From Current Slide** button.



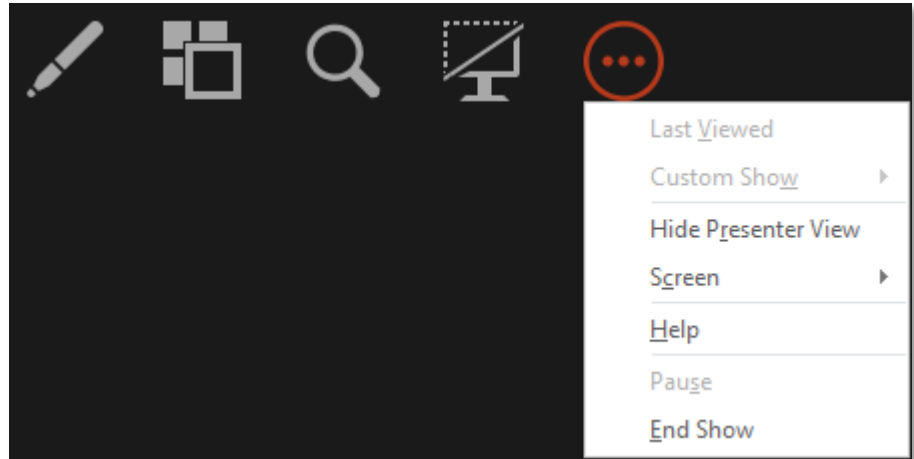
Switching Display Settings

1. At the top of the window, click **Display Settings**.
2. From the drop down menu, select **Duplicate Slide Show** to exit the presenter view.



Hiding the Presenter View

1. To hide the presenter view completely giving your presentation, towards the center of the screen, click the circled ellipse button.
2. From the drop down menu, select **Hide Presenter View**.



Moving through a Presentation

1. Press the **Space Bar**, **Left click**, press **Enter**, press the **Down** or **Right** arrow.
2. Press the **Left** or **Up** key, **Right click** in the presentation and choose **Previous**.

Ending a Slide Show

1. Press the **Esc** key.

OR

Right click and choose **End Show**.

OR

In the Presenter View, towards the top of the window, click **End Slide Show**.

Photo Album

You may often want to insert a large number of pictures into a PowerPoint presentation. This is easily done by creating a Photo Album in PowerPoint.

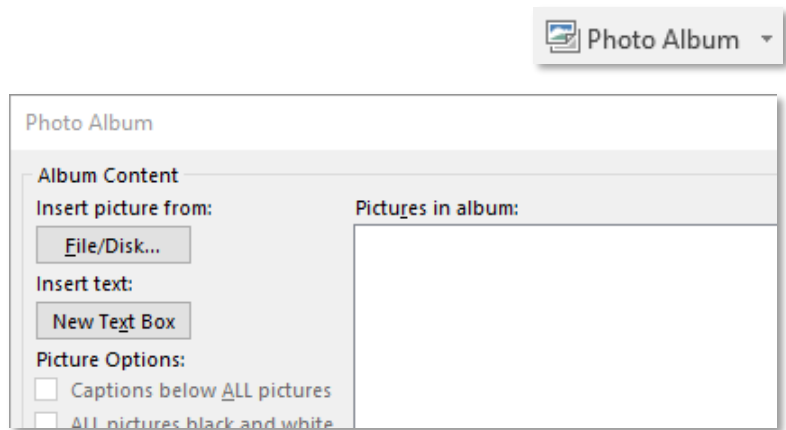
Depending upon the age of your computer and the size of your pictures, there may be a lag during steps of this process. **DON'T PANIC.**

Wait patiently and the processor should catch up and continue creating your photo album.

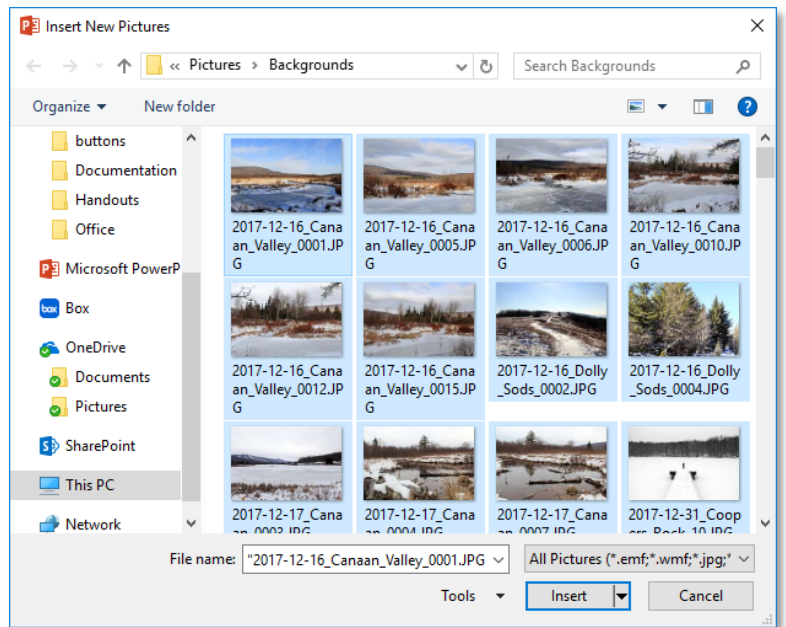
While you are reviewing the pictures, and know the order in which you want to show them, you can add numbers at the beginning of the file names. This should place them in your desired order when you insert from PowerPoint.

Creating a Photo Album

1. Select the **Insert** tab.
2. Click the **Photo Album** button.
3. The Photo Album dialog box opens. Click the **File/Disk...** button.

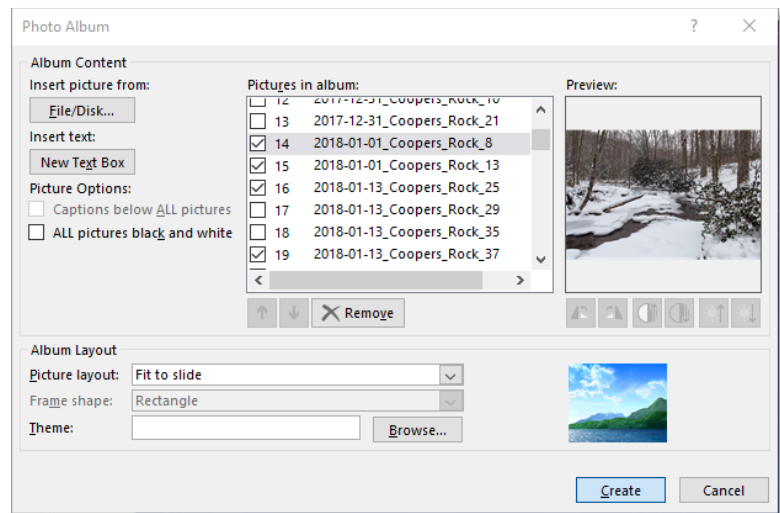


4. The Insert New Picture dialog box opens. Use **Ctrl + click** to select individual pictures or use **Ctrl + A** to select all the picture in the folder.
5. Once the images have been selected, click the **Insert** button.

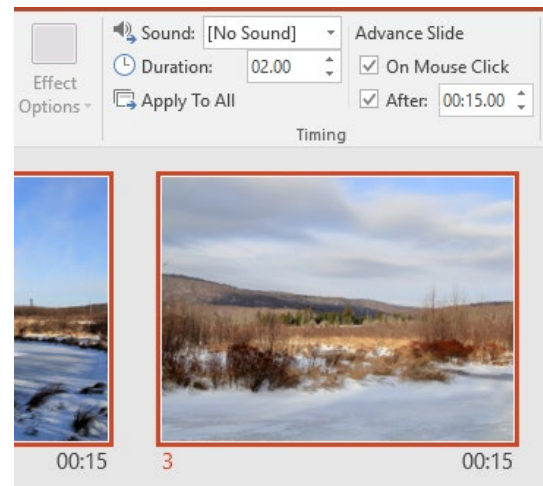


6. **Wait Patiently.**
If you have a lot of pictures, high resolution pictures, or an older computer, this process can take a while.

7. Beside Album Layout, choose how you would like the pictures to be displayed:
 - Fit to Slide
 - 1 Picture
 - 1 Picture with Title
8. Click the **Create** button.



9. **WAIT PATIENTLY.**
If you have a lot of pictures, high resolution pictures, or an older computer, this process can take a while. Perhaps you can go get a cup of tea.
10. Check through individual slides and reformat any images as needed.



Saving a Document as a PDF

In most cases you will not be able to send your PowerPoint slides because of size constraints.

Additionally, not all people have access to Microsoft Office. Because of this it is a good idea to make a pdf (portable document format) of your handout, as that format can be opened only all different kinds of systems as well as by web browsers.

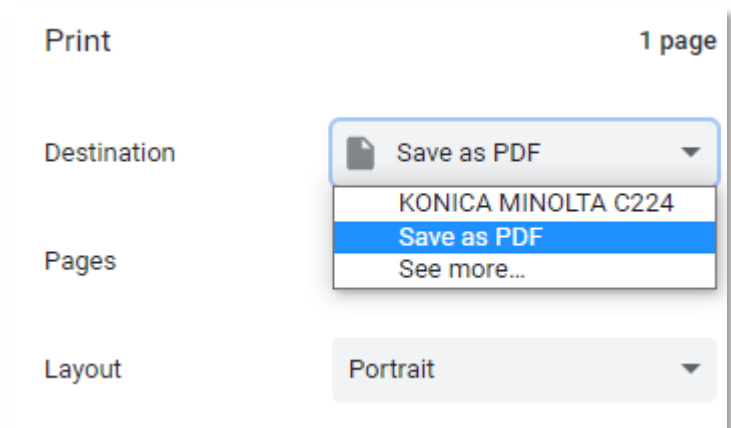
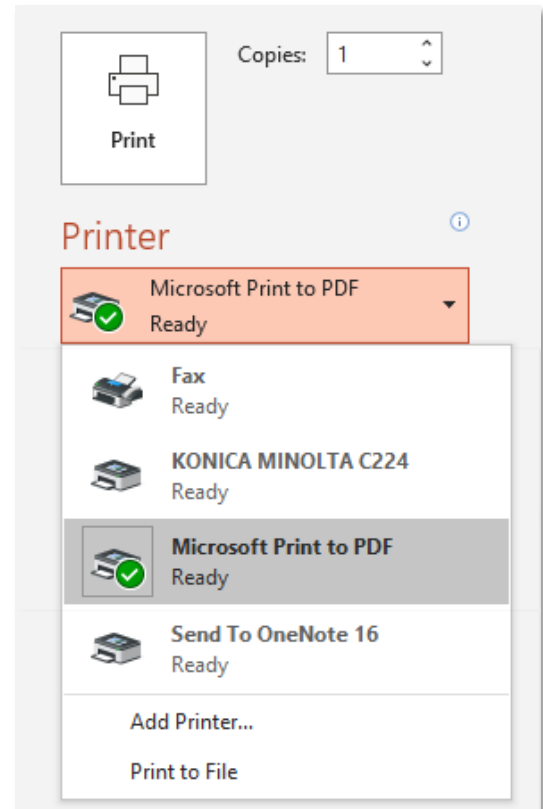
If you have a newer Windows system, it is easy to create a PDF from any document.

In your program, launch the Print Dialog Box (in most systems you can do this with the keyboard command **Ctrl + P**).














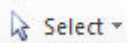



In the drop down menu to select the printer, choose **Microsoft Print to PDF** or it is sometimes just **Print to PDF**.

You will be prompted to select a location to save the pdf. If you select to save it on the Desktop, it will be easy to find later.

Give the document a name and click **Print**.



Shortcuts and Commands

Command	Tab Location	Other	Keyboard	Reference
Align Image	Drawing Tools Format > Arrange			
Bold	Home > Font	Mini Toolbar	Ctrl + B	B
Clear Formatting	Home > Font		Ctrl + Spacebar	
Compress Pictures	Picture Tools Format > Adjust			
Copy	Home > Clipboard	Right click	Ctrl + C	
Crop Image	Picture Tools Format > Size			
Cut	Home > Clipboard	Right click	Ctrl + X	
Hyperlink	Insert > Links	Right click	Ctrl + K	
Insert Slide	Home > Slides	Right click	Ctrl + M	
Italic	Home > Font	Mini Toolbar	Ctrl + I	<i>I</i>
Layout	Home > Slides	Right click		
New Slide	Home > Slides	Right click	Ctrl + M	
Open	File > Open		Ctrl + Open	
Paste	Home > Clipboard	Right click	Ctrl + V	
Paste Special	Home > Paste down arrow > Paste Special	Right click		
Save	File > Save or Save As	Quick Access Toolbar	Ctrl + S	
Select All	Home > Editing > Select button > Select All		Ctrl + A	
Slide Layout	Home > Slides	Right click		
Slide Show from Beginning	Slide Show > Start Slide Show		F5	
Slide Show from Current Slide	Slide Show > Start Slide Show	Presentation Views	Shift + F5	
Undo		Quick Access Toolbar	Ctrl + Z	