

PowerPoint Tips

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Handout Note: Some of the pointers under “Intermediate” are actually somewhat advanced. On the other hand, a considerable amount of basic material is not addressed here. There are many Websites and other sources of information you can consult on elementary PowerPoint use. My purpose is to remind you of some of the basics, then share (in very condensed form) some of the tricks of this software I have found useful in my own presentations. And as we discussed in class, note that many of the features of PowerPoint described below are available to you in other software programs.

Beginning I:

1. Views (& collapse/expand)
Normal, Outline, Show
2. Promoting/Demoting text
3. Changing Slide Order
4. Adding/Deleting Slides
5. Printing (note options)

Beginning II:

1. Layout
2. Shapes
3. Textbox
4. Slide Master
(font, color, bullets,
footers, transitions, logos)

Please see this Website for further details: <http://isds.bus.lsu.edu/CVoc/learn/introit/ppoint/>

You may also want to consider:

<http://www.actden.com/pp/>

<http://www.rdpslides.com/pptfaq/>

<http://www.bcschools.net/staff/PowerPointHelp.htm>

Intermediate I:

The importance of organization

Meaningful, descriptive title & subtitle; Introduction; Overview

Use of slide transitions, bulleted animations (know how; use in moderation)

The Toolbars: Especially Standard, Formatting, and Drawing

View Ruler; View Grid

Position cursor, hold SHIFT, Hold Left-Click to move Grid Guides

The Drawing Toolbar:

Snap to Grid

Nudge (highlight object, use menu OR hold CTRL + arrows)

Align or Distribute

Rotate or Flip

Order

Group / Ungroup Objects

a. Select 1st object, hold SHIFT, select 2nd object, Draw, Group

b. OR, draw a rectangle completely around objects, then Group

Other features of the Drawing Toolbar...

Use of the Hide Slide function

Use ALT + PRINT SCREEN to cut & paste window screen images

Intermediate II:

Tables (be mindful of font COLOR; black will not show on black)

PowerPoint tool

- a. Insert, New Slide, choose the preformatted slide with table
- b. Similarly, highlight object box, Insert, Table
- c. Note, incidentally, the Insert New Slide, Organization Chart option

Inserting an Excel Worksheet as a Table (resize before insertion)

- a. Insert, Object, choose MS Excel Worksheet from among the options
- b. Insert, Object, choose Excel, Create New OR Create From File, Browse, Okay
- c. Highlight Worksheet Table, Copy, then in PP, Edit, Paste Special, as Picture

Inserting a table from MS Word into PP (format to approximate desired size first)

[Perhaps the preferred option. One advantage: decimal tabs to align numbers in columns]

- a. Insert, Picture, MS Word Table
- b. Save Word table in separate file, then in PP, Insert, Object, Word, Create from File, Browse, Okay
- c. Highlight table in Word and Copy, then in PP, Edit, Paste Special, as Picture

Charts

Insert New Slide with Chart Option

Double-click chart icon

Accept PP's default Excel worksheet that appears, and work within it to create chart, OR

Double-click chart icon, Edit, Import File, highlight appropriate worksheet, Open

When you are satisfied with the contents of your chart, close out the datasheet

With the datasheet closed but the chart active, you can double click on the following elements to alter appearance: Horizontal Axis, Vertical Axis, Gridlines, Legend, Chart Background, and individual Bars (then right-click to format data series).

Note that with the Chart box highlighted you also have related Menu options, including Chart, Chart Type, among others...

Click away from the Chart box

If there are unwanted other text or object boxes on the slide, delete them

Click once in the Chart area (to re-select) then resize and position as desired

Double-click to re-open for fine-tuning; click View Datasheet to revisit data

Challenge Question: How would you label a bar with vertical text, having the text displayed inside the bar?