Supercharge Your Presentations
Updated 12/14/05

Create a Photo Album

Microsoft PowerPoint creates a new presentation when you use the photo album feature. Any presentations you currently have open in PowerPoint will not be affected by this task.

1. Go to **Insert → Picture → New Photo Album**.
2. In the *Photo Album* dialog box, add the pictures you want to appear in your photo album.
3. Under *Album Layout*, do any of the following:
   - If you want to select the layout of your pictures and text boxes on the slides in your photo album, select a layout in the **Picture layout** list. If you select **Fit to slide** as your picture layout, you are unable to add or change frame shapes and design templates.
   - If you want to select the shape of a frame to use with your pictures, select a shape in the **Frame shape** list.
   - If you want to select a design template to use for your photo album, click **Browse**, and then in the **Choose Design Template** dialog box, locate the design template you want to use, and then click **Select**.

   > ⓘ Always use the **Format Photo Album** dialog box when making changes or updates to your photo album.

4. Click **Create**.

Add captions to a photo album

1. Open the photo album you want to make changes to.
2. Go to **Format → Photo Album**, and then under **Picture Options**, select ☑**Captions below ALL pictures**.
   ⓘ If your picture layout is **Fit to slide**, you cannot add captions below your pictures.
3. Click **Update**.
4. In normal view, add the text you want in each text box under each picture— if you don't add your own text for each caption, Microsoft PowerPoint will automatically use the file name of each picture as the caption.

Move pictures and text boxes in a photo album

1. Open the photo album you want to make changes to.
2. Go to **Format → Photo Album**.
3. In the *Format Photo Album* dialog box, under *Pictures in album*, select a picture or text box, and then click **Move Up** ⬆ or **Move Down** ⬇.
4. Click **Update**.

Set layout and design options in a photo album

1. Open the photo album you want to make changes to.
2. Go to **Format → Photo Album**.
3. In the *Format Photo Album* dialog box, under *Album Layout*, do any of the following:
   - If you want to select the layout of your pictures and text boxes on the slides in your photo album, select a layout in the **Picture layout** list. If you select **Fit to slide** as your picture layout, you are unable to add or change frame shapes and design templates.
   - If you want to select the shape of a frame to use with your pictures, select a shape in the **Frame shape** list.
   - If you want to select a design template to use for your photo album, click **Browse**, and then in the **Choose Design Template** dialog box, locate the design template you want to use, and then click **Select**.
4. Click **Update**.

Create a Custom Design Template

Create a Custom Color Scheme

A color scheme consists of the eight colors used in the design of the slide. A presentation's color scheme is determined by the design template that's applied. View a slide's color scheme by selecting the slide and then displaying the **Slide Design-Color Schemes** task pane.
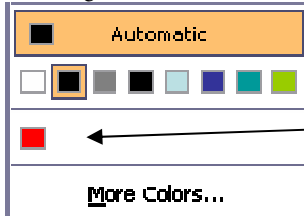
Colors in the color scheme

New colors added to the presentation. You can add and display up to eight new colors. Colors you add that aren't in the color scheme will not change or update if you reapply the scheme or make changes to the design template.
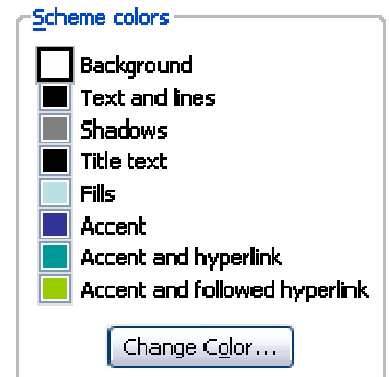
Change the Background

1. Go to **Format → Background**
2. Click the *Background fill* drop-down list and select a color or choose **Fill Effects**
3. Click the appropriate button to apply to the current slide or all slides of the presentation.
* To hide graphics for an active or selected slide, on the **Format menu** click **Background**. Then, in the **Background** dialog box, select **Omit background graphics from master**.
* You can add a Title Master to use different formatting and graphics on title slides from other slides in your presentation. To do this, switch to **Slide Master View**. Then, select **New Title Master** from the **Insert** menu.

Modify the Slide Master

Go to **View → Master ▶ Slide Master**.

Format Text

1. Click a text placeholder to edit/add text *OR* press CTRL+ENTER to activate the next placeholder on a slide, then go to **Format → Font** *OR* right-click the selected text and choose **Font** *OR* use the Formatting toolbar.

Format Line Spacing

1. Go to **Format → Line Spacing…**
2. Make appropriate changes, and then click OK.

Format Bullets

1. Go to **Format → Bullets and Numbering…**
2. Select the bullet style you want.
3. Click OK.

Save a Custom Design Template

1. Go to **File → Save as…**
2. Give your template a name and *Save as type:* **Design Template (*.pot)**.
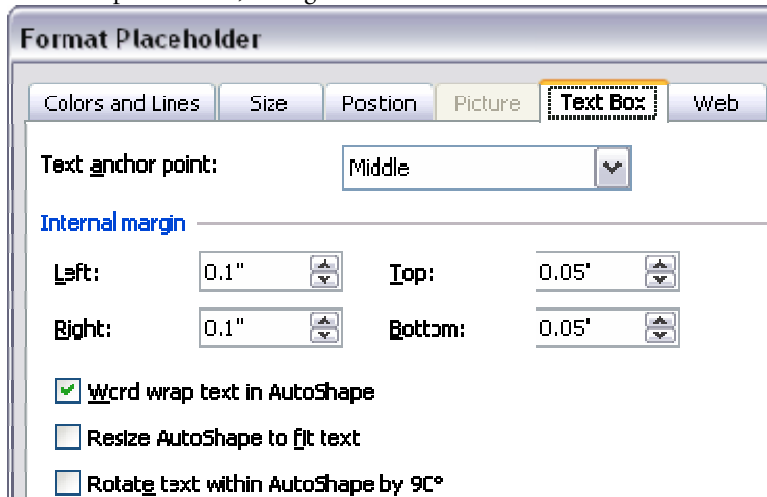3. Click Save.

Advance Formatting Options

Copy and paste formatting

1. Select the text that contains the formatting you'd like to copy.
2. Click **Format Painter** (CTRL+SHIFT+C) on the Standard toolbar to turn it on. Double-click the button is you'd like it to remain on for multiple applications.
3. Select the text you'd like to have the formatting applied to (CTRL+SHIFT+V).

Placeholder formatting options

Select the placeholder, then go to **Format** → **Placeholder** *OR* double-click the placeholder

Replace a font

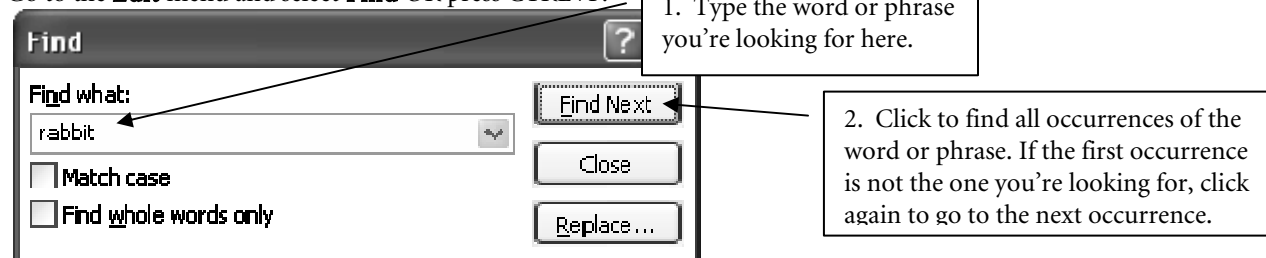Go to **Format** → **Replace Fonts**…

Embed fonts

1. Go to **File** → **Save As**.
2. On the toolbar, click **Tools**, click **Save Options**, select ☑**Embed TrueType Fonts**, and then do one of the following:
   - To embed only those characters used in the presentation, select **Embed characters in use only (best for reducing file size)**.
   - To embed all the characters in the font set, select **Embed all characters (best for editing by others)**.

Find and Replace

Find

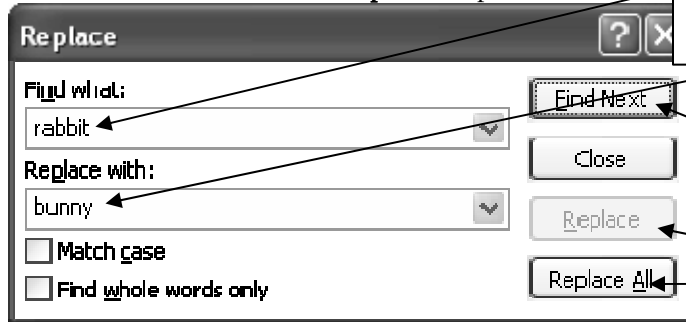Go to the **Edit** menu and select **Find** *OR* press CTRL+F.

1. Type the word or phrase you're looking for here.

2. Click to find all occurrences of the word or phrase. If the first occurrence is not the one you're looking for, click again to go to the next occurrence.

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Replace

Go to the **Edit** menu and select **Replace** *OR* press CTRL+H.

Replace dialog box:
- Find what: rabbit
- Replace with: bunny
- ☐ Match case
- ☐ Find whole words only
- Buttons: Find Next, Close, Replace, Replace All

1. Type the word or phrase you're looking for here.

2. Type the word or phrase to replace the found word or phrase with.

3. Click to find all occurrences of the word or phrase. If the first occurrence is not the one you're looking for, click again to go to the next occurrence.

4. Click to replace the currently selected occurrence or to replace all occurrences at once.

Use Media Effectively in your Presentation

It's easy to lose your presentation's focus if your slides are filled with too many graphic elements, animations, and special effects. Your slides should follow a simple design that keeps you and your audience from being distracted by too much happening on the screen.

You use PowerPoint well when people don't notice that you use PowerPoint at all. Call attention to your ideas, not to the medium itself. The most important outcome of the presentation is that the audience understands the meaning you intend to communicate. When you finish the presentation, you want the audience to talk about your special ideas, not your special effects.

Use sound recordings when sending a presentation electronically

A clean slide that emphasizes key points is more effective than a slide that contains every word you intend to say. But, what do you do if you're sending your presentation electronically? Consider recording narration to accompany your slides.

- To record sound for a single slide, go to **Insert → Movies and Sounds → Record Sounds**.

Record a voice narration or sound in a slide show

1. Go to **Slide Show → Record Narration**. A dialog box appears showing the amount of free disk space and the number of minutes you can record.
2. To insert the narration on your slides as an embedded object and to begin recording, click **OK**. To insert the narration as a linked object, select ☑Link narrations in, and then click **OK** to begin recording.
3. Advance through the slide show and add narration as you go.
4. At the *end* of the show, a message appears. To save the timings along with the narration, click **Yes**. To save only the narration, click **No**.

A sound icon appears in the lower-right corner of each slide that has narration.

> ⓘ Because voice narration takes precedence over all other sounds, if you're running a slide show that includes both narration and other sounds, only the narration will be played.

Insert music or sound on a slide

1. In normal view, display the slide you want to add music or sound to.
2. Go to **Insert → Movies and Sounds**.
3. To insert a sound from the Clip Organizer, click **Sound from Clip Organizer**, and then double-click the sound you want as it appears in the task pane on the left of the screen.
   To insert a sound from another location, click **Sound from File**, locate the folder that contains the sound, and then double-click the sound you want. A sound icon appears on the slide.

By default, the sound will start when you click the sound icon during a slide show. To change how you start a sound:
1. Go to **Slide Show → Custom Animation**.
2. Click on the object in the list as it appears in the task pane.
3. Click on the down arrow beside the object and select **Effect Options…**
4. Click on the *Timing* tab.
5. Select from the list.

How to keep playing a sound through several slides
Normally, a sound added to one slide plays only while that slide is showing and stops when you go to the next slide. To keep a sound (music or other sound) playing through several successive slides:
1. Add the sound as usual to the slide where the sound will *start* playing.
2. Click once on the sound icon to select it.
3. Go to **Slide Show → Custom Animation**.
4. Click on the object in the list as it appears in the task pane.
5. Click on the down arrow beside the object and select **Effect Options…**
6. Click on the *Effect* tab.
7. Adjust the Stop playing action.

Insert a CD audio track on a slide
1. In slide view, display the slide you want to add a CD audio track to.
2. Go to **Insert → Movies and Sounds → Play CD Audio Track**
3. Select the track and timing options you want, and then click **OK**. A CD icon will appear on the slide.

ⓘ You DO need to insert the CD in the drive to have the music play while presenting. If you don't want to need the CD while presenting, copy the sound file to your computer first using the Windows Media Player. Put a copy of the audio file in a folder along with your PowerPoint Presentation, where it should be inserted into the PowerPoint *from*.

Play music throughout a Presentation
1. Open the **Slide Transition** task pane.
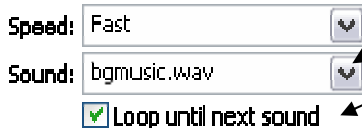
2. Select your sound (wav).

3. Select to loop.

Your sound must be saved as a .wav file. It will play until you have another sound, so do not include any more sounds from this point forward. It will continue to play until the end of the presentation.

Drawing Object and Clip Art Tools

Using the Grid and Guides
Go to **View→ Grid and Guides**….
The grid will overlay a grid over the top of your slide.
The guides will split the slide vertically and horizontally.

If you like using guides, but wish there were more, you can create additional Guides by simply holding down CTRL while dragging on an existing Guide. This will create a new guide. To get rid of guides, just drag them off the edge of the slide.
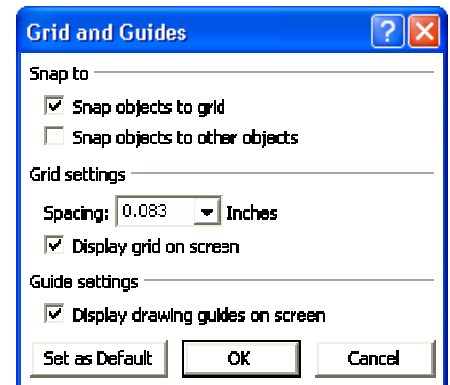
Microsoft PowerPoint 2003, Level 200

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Use the Drawing Tools

Open the Drawing toolbar by right-clicking any toolbar and select **Drawing**
OR go to **View → Toolbars → Drawing**.

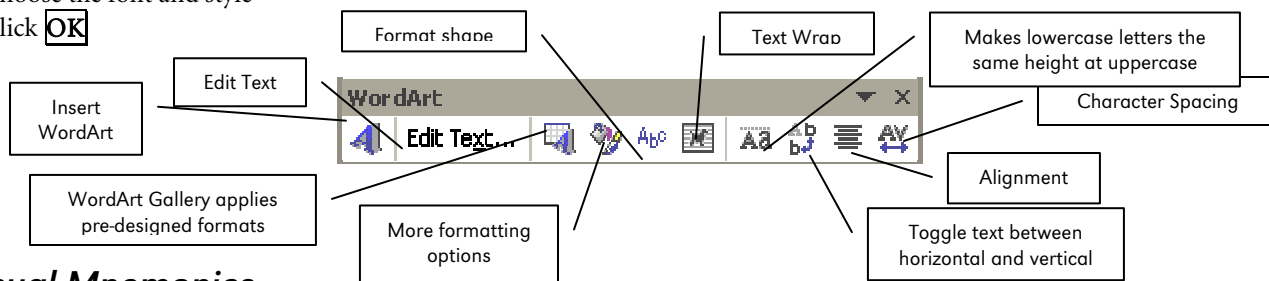| To do this	Do this
More modifications options	Right-click → **Format AutoShape…** to open the *Format AutoShape* dialog box
Constrain an object to perfect proportions	Hold SHIFT while drawing or resizing
Draw or resize the object from the center	Hold CTRL while dragging
Duplicate a selected object	Press CTRL+D *OR* go to **Edit → Duplicate**
Add text to a shape	Right-click → **Add Text**
Align objects	**Draw ▾** → **Align or Distribute**
Change orientation (rotate or flip)	**Draw ▾** → **Rotate or Flip** *OR* click **Free Rotate** (green dot) handle on the object and drag to rotate
Change the shape	**Draw ▾** → **Change AutoShape**
Change the layering order	**Draw ▾** → **Order**

Group and Ungroup Objects

1. Select the objects to group. (Use SHIFT-click or draw a pointer marquee)
2. On the *Drawing* toolbar, go to **Draw → Group**.

Use WordArt

1. Click **WordArt** 4 on the Drawing toolbar.
2. Select the style and click OK
3. Type the text.
4. Choose the font and style
5. Click OK

Use the WordArt and Drawing toolbars to modify and format the text.
(If you don't see the toolbar, click on the WordArt text to make it active.)

Format shape

Text Wrap

Makes lowercase letters the same height at uppercase

Edit Text

Character Spacing

Insert WordArt

WordArt Gallery applies pre-designed formats

More formatting options

Alignment

Toggle text between horizontal and vertical

Use Visual Mnemonics

Having problems trying to remember what you want to say? Try using graphic elements to trigger your memory about key points. For example, if you plan to make six key points in the presentation, use a photo that can be associated with each point, such as a ship's steering wheel. Each handle of the wheel can act as a reminder of each of your points.

When you use an image on a slide as a visual mnemonic, you can make your ideas, as well as the presentation, memorable.
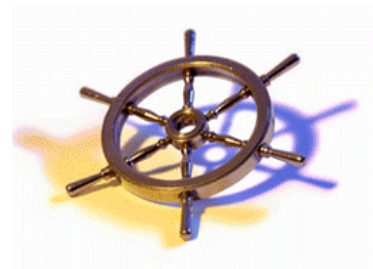
Modify Clipart

Recolor Clipart

1. Select the picture you want to modify.
2. On the **Picture** toolbar, click **Recolor Picture** .
3. To choose a different color, click the arrow next to the new color to see more colors.

3. Select the check box for each color you want to change.

4. To choose a different color, click the arrow to see more colors.
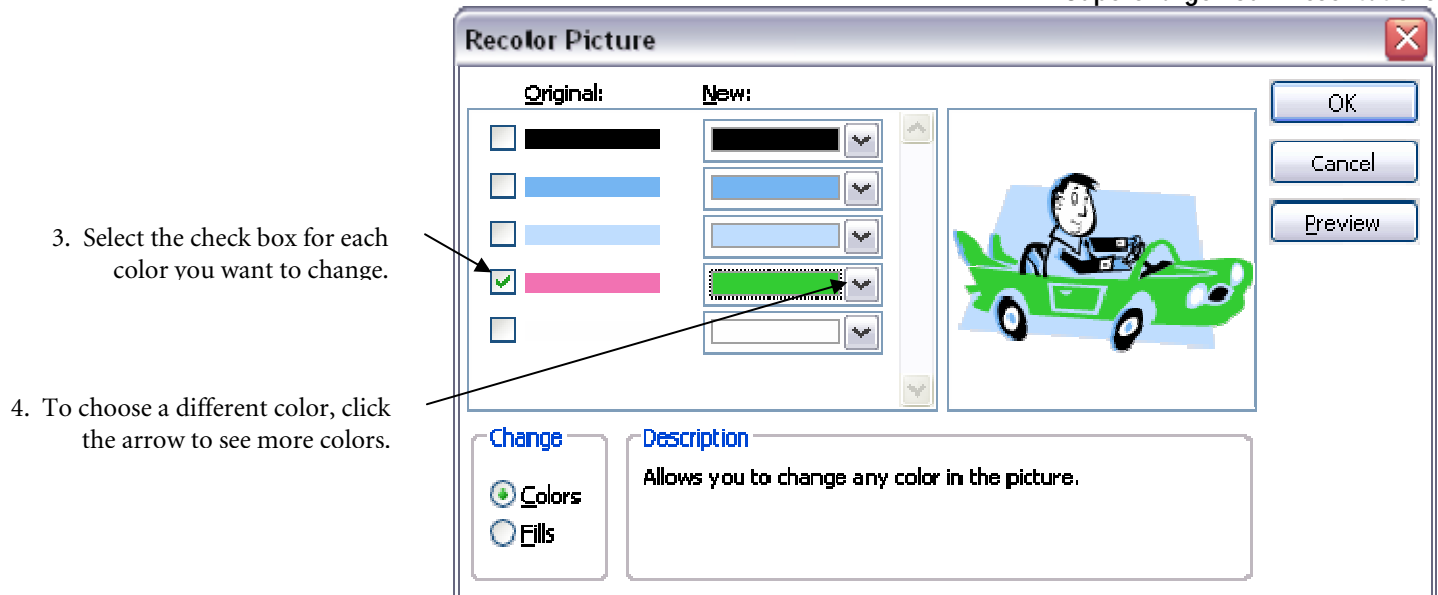
Convert Clipart into a drawing object
1. Right-click the Clip Organizer picture you want to modify and click **Edit Picture**.
2. Click Yes when the message box appears.
3. Use the tools on the **Drawing** toolbar to modify the objects.

Presentation Navigation

Add Hyperlinks
1. Select the object to be the hyperlink.
2. Go to **Insert → Hyperlink**
3. Under *Link* to section, select the type of hyperlink.
4. Click OK when finished.

Use Action Buttons
1. Select the slide you want to place a button on.
2. On the **Slide Show** menu, point to **Action Buttons**, and then select the button.
3. Click the slide.
4. In the **Action Settings** dialog box, set the actions that you want on the **Mouse Click** and **Mouse Over** tabs, and then click **OK**.

Hidden Slides
Slides can be hidden; this is useful if, for example, you want to give a slightly different talk to different audiences. To view a hidden slide, press H at the appropriate time in the slide presentation.
1. Select the slide to hide in *Slide Sorter* view.
2. Click **Hide Slide**. Notice that the slide number (below the slide) is crossed-out when a slide is hidden.
3. Click on **Hide Slide** again to restore the slide to the show.

Custom Shows
Custom shows let you create a presentation within a presentation. Instead of creating multiple, nearly identical presentations for different audiences, you can group together and name the slides that differ and then jump to these slides during your presentation.
1. Go to **Slide Show→Custom Shows→New**.
2. Under *Slides in presentation*, select the slides you want to include in the custom show, and then click Add. To select multiple slides, hold CTRL as you click the slides.
3. To change the order of slides, select a slide, and then click one of the arrows to move the slide up or down in the list.
4. Type a name in the *Slide show name* field, and then click OK.
5. To see a preview of a custom show, select the name of the show in the *Custom Shows* dialog box, and then click Show.

Review Presentations

Send a Presentation for Review

1. Go to **File → Save As…**
2. Name the presentation and
   Save As Type: **Presentation for Review**.
3. Send the presentation via network, e-mail or disk.

Apply Reviewer Changes

1. Open both presentations to combine.
2. Click Yes to confirm that you want to merge the presentation.
3. Click a change marker, and then select the check boxes of the changes you want to apply to your presentation.
4. Repeat step 3 until all changes are made.
5. On the *Reviewing* toolbar, click End Review.
6. Click Yes to confirm that you want to end the review.

Review a Presentation

1. Open the presentation to review.
2. Make any necessary changes and save.

Compare and Merge Presentations

1. Open the edited copy of the presentation.
2. Go to **Tools → Compare and Merge Presentations**.
3. Select the original presentation, click the arrow next to *Merge*, and then do one of the following:
   - To display the results of the comparison in the original presentation, click *Merge*.
   - To display the results in the currently open presentation, click *Merge into current presentation*.
   - To display the results in a new presentation, click *Merge into new presentation*.

Deliver a Presentation

Set up an Automatic Show

1. On **Slide 1,** select **Slide Show → Rehearse Timings**
2. Read at a comfortable pace and click **Next** ➡
3. Continue for all slides until end of show.
4. Click Yes to save timings.
5. To use the timings, go to **Slide Show → Set Up Show**
6. Be sure *Browsed At A Kiosk (Full Screen)* is selected.
7. Click OK.

Add Emphasis during a Presentation

POINTER: In *Slide* Show view, right-click → **Pointer Options → Arrow** (CTRL+A)
PEN: In *Slide* Show view, right-click → **Pointer Options → Pen** (CTRL+P)

Start a Slide Show Automatically

1. Go to **File→Save As…**
2. Under *Save As Type*, select **PowerPoint Show (*.pps)**.
3. Name your file and click OK. The next time you open this file from outside of PowerPoint, your slide show will begin automatically.

Take Meeting Notes

1. In *Slide Show* view, right-click → **Meeting Minder → *Meeting Minutes* tab**
2. In the *Description* box, type your notes.
3. If necessary, click the *Action Item* tab.
   a. Provide a description, assignment and due date.
   b. Click Add to add more items.
   c. Click OK when finished.
4. Repeat for every action item and click OK.

Take a Presentation on the Road

This feature will set up your presentation (including linked files) on a CD or folder so that the slide show will run correctly for any recipient. It even adds a PowerPoint viewer so that the recipient's computer doesn't need PowerPoint to run the show.

1. Open the presentation that you want to package.
2. On the **File** menu, click **Package for CD**.

3. Type a name for the CD or folder.
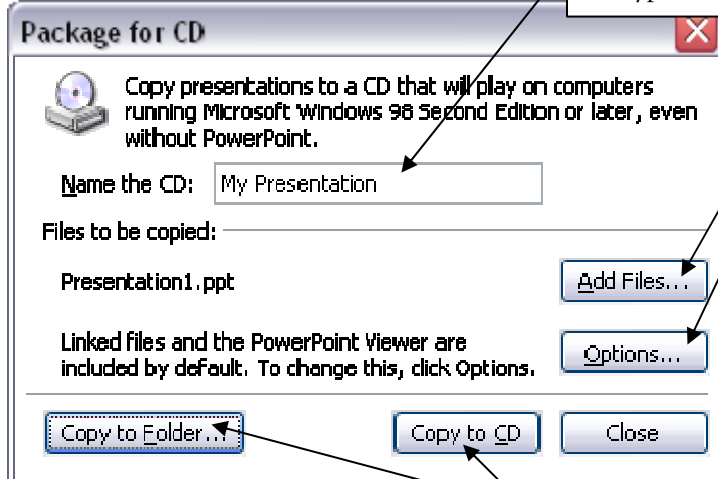
4. Click to specify the presentations that you want to include, as well as the play order.

5. Select any of the following:
   - ☑ To exclude the PowerPoint Viewer, clear the **PowerPoint Viewer** check box.
   - ☑ To prevent presentations from playing automatically, or to specify a different automatic play option, click an option in the **Select how presentations will play in the viewer** list.
   - ☑ To include TrueType fonts, select the **Embedded TrueType fonts** check box.

6. Click when finished.