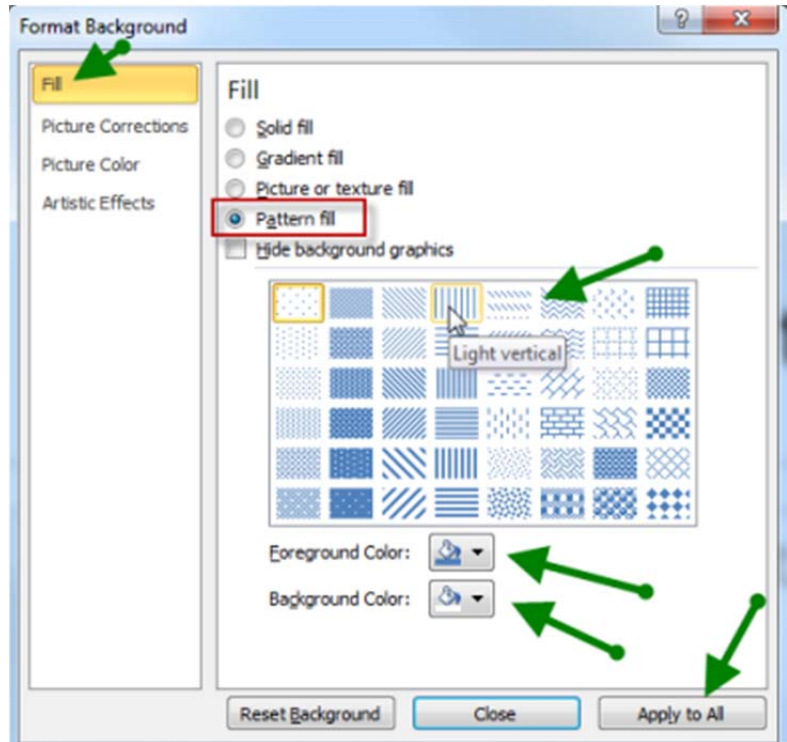*The following pages contain some extras that you <u>might</u> also like to try - the list is endless but here are a few other examples of the power of PowerPoint*

Fill effects - Pattern

Go to ☐ Design ┘ tab, 🖰 on

🔲 Background Styles ▾ down arrow, 🖰 on

Format Background   You can choose a pattern and change colours used, 🖰 on Apply to All

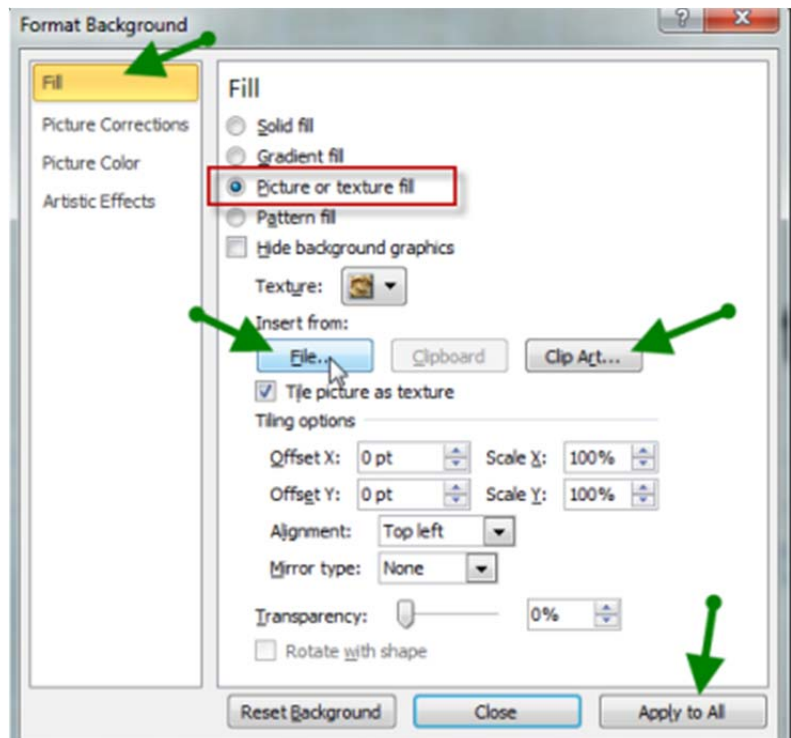## Fill effects - Picture

Go to ☐ Design ┘ tab, 🖰 on

🔲 Background Styles ▾ down arrow, 🖰 on

Format Background

Navigate to a picture you have stored on your computer or go to Clip Art and search for an image to use as background. 🖰 on Apply to All

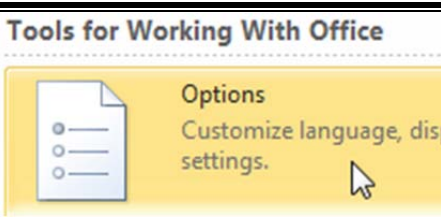Your picture will appear in the preview box.

Slide Show Options

Popup menu

Tools for Working With Office

Options
Customize language, dis[ ]
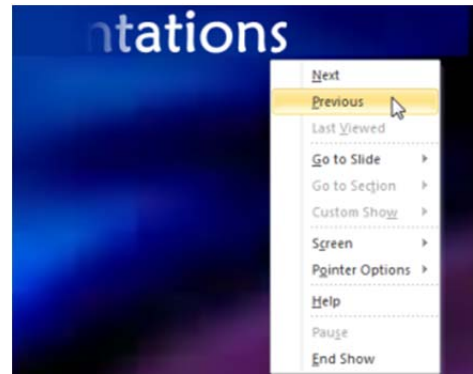settings.

🖰 on **File** tab, 🖰 on **Help**, choose

🖰 on **Advanced**, check these options

Slide Show

☑ Show menu on right mouse click ⓘ
☑ Show popup toolbar ⓘ
☑ Prompt to keep ink annotations when exiting
☑ End with black slide

Popup menu on right mouse click - Check this box if you want to be able to access the shortcut menu during a presentation.

ntations

Next
Previous
Last Viewed
Go to Slide   ▶
Go to Section   ▶
Custom Show   ▶
Screen   ▶
Pointer Options   ▶
Help
Pause
End Show

Show popup toolbar - Check this box to activate the toolbar that appears in the bottom, left corner of the screen during a presentation.

End with black slide

The last slide you speak to should not be the last slide in your presentation. The final slide should be a blank slide so that if you go through all the other slides, you have a final backup from dropping into the program. This final slide can be a black slide.

A black slide looks like this:
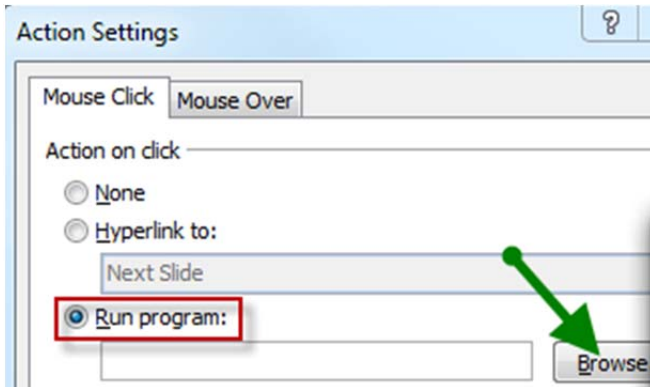
End of slide show, click to exit.
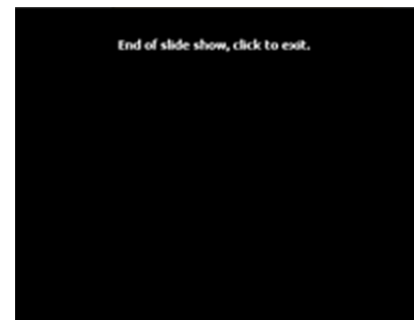
Open and use Excel (or Word) from within PowerPoint

You could use this to make notes in the other program as the presentation is being shown
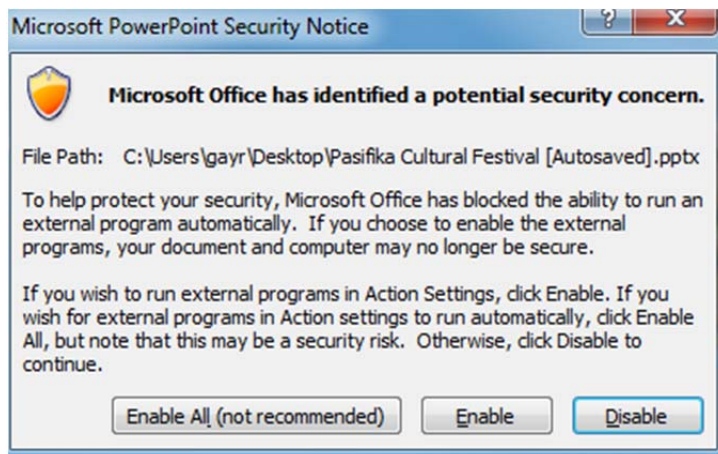
Add a shape to a slide. 🖱 on the shape. 🖱 on

Choose 🖱 on Browse to open Excel/ Word (To do this you need to know where your program files or program file shortcuts are)

for example 🖱 on the required program eg

View your slide show and click your Action Button. You may get a security notice - 🖱 on Enable

A document/worksheet will open on the screen and you could key into it any points your audience might come up with (from a discussion) then print each person in your audience a copy and discard or save the file and close Word/Excel (you would then be back in PowerPoint).

Jump to a page/slide

This can be useful when making a presentation, that you are "speaking" to. Use the printout of your slideshow to show you the slide numbers. Note which slide number has the link to Word on it.

View your Slide Show.

Key the slide number for the slide and press the Enter key.

The slide will appear.

This gives a professional touch to your presentation as it appears seamless to the audience.

Some Extra PowerPoint Tips:

Shortcut keys during a presentation, Press F1 to see this list. Some of these are VERY useful, try B or W – excellent to focus your audience on YOU

Try Ctrl H (or you may need to use Ctrl L) to hide your mouse pointer
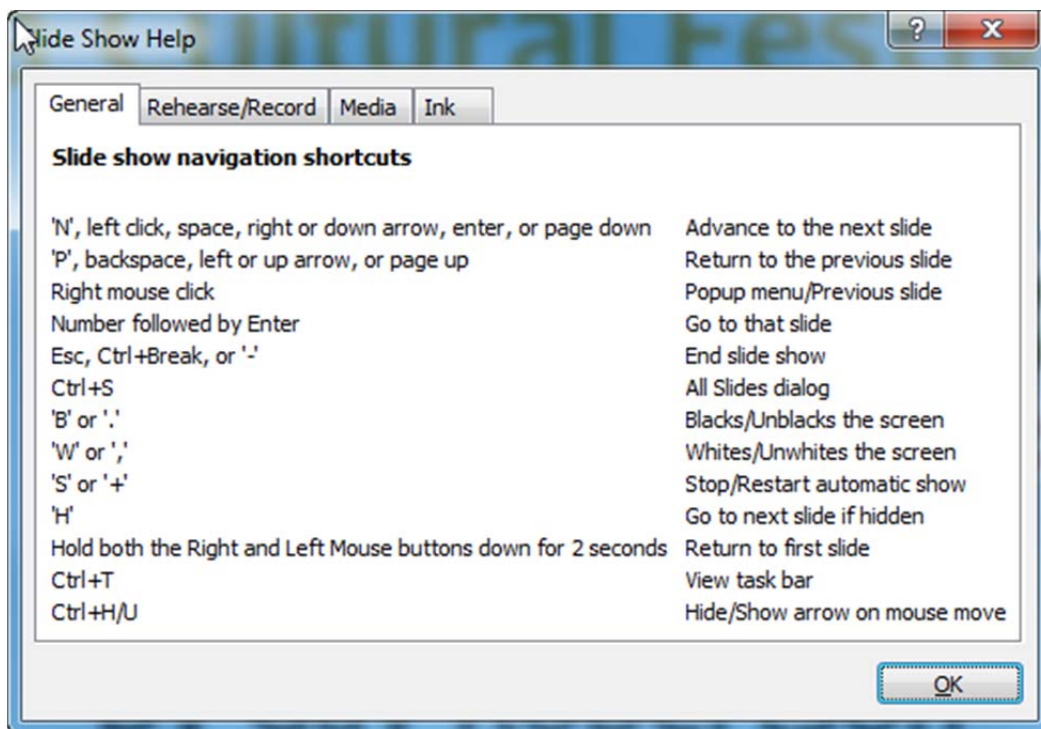
Useful Shortcut Keys

General

Open a Presentation **<Ctrl> + <O>**

Save a Presentation **<Ctrl> + <S>**

Print a Presentation **<Ctrl> + <P>**

Close a Presentation **<Ctrl> + <W>**

Undo **<Ctrl> + <Z>**

Redo or Repeat **<Ctrl> + <Y>**

New Slide **<Ctrl> + <M>**

Help **<F1>**

Navigation:

The Previous Slide **<Page Up>**

The Next Slide **<Page Down>**

The First Slide **<Ctrl> + <Home>**

The Last Slide **<Ctrl> + <End>**

Formatting

Bold **<Ctrl> + <B>**

Italics **<Ctrl> + <I>**

Underline **<Ctrl> + <U>**

Slide Show Delivery

(These shortcut keystrokes only work in Slide Show View)

End Slide Show **<Esc>**

Start Show **<F5>**

Pause Show <**Break**>

Duplicate <Ctrl> + <D>

Editing

Cut **<Ctrl> + <X>**

Copy **<Ctrl> + <C>**

Paste **<Ctrl> + <V>**

Find **<Ctrl> + <F>**

Replace **<Ctrl> + <H>**

Select All **<Ctrl> + <A>**

Internet searching tips

See page **Error! Bookmark not defined.**

Where to go for help when searching

Go to this site to search for help finding images http://images.google.com/help/faq_images.html
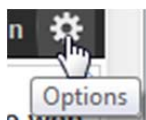
Use Advanced search ... to limit file size

Go here for help http://www.google.co.nz/support/ on all areas of searching

When looking for a **definition** of a term, key eg   define pasifika

When doing a "**phrase**" search   "pasifika festival 2012"   use "quote" marks

The Slide Master

A PowerPoint Slide Master contains objects that you want to appear on <u>every</u> slide in your presentation. With a Slide Master, you only have to include/ format/ position an item once on the Slide Master and PowerPoint will automatically include the item on every slide. Some things are automatically set up by PowerPoint (for example; place for slide title and text) so you don't have to create them each time. If you want to add additional items to your Slide Master, you can at any time.

This is what the Slide Master looks like:

The Slide Master has boxes already set up for the slide title and text. They're called the Master Title and the Master Body objects.

The format of these objects determines the way your text will look on every slide in the presentation. You can always make individual slides look different from the Slide Master, but a Slide Master gives you a consistent starting point.

The Slide Master is flexible. You can move objects around, add art, add headings or labels, change colours and fonts.

As you create any slide, you have the option of using or not using the elements from the Slide Master. To change the entire presentation, you simply change the format of the Slide Master. PowerPoint will then change all your slides accordingly.
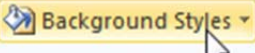
Change the Slide Master

To achieve a consistent look and feel, a Master slide is attached to the presentation. It is used to format titles and the main text on your slides, including fonts, size, colour and such special effects such as shadowing. You can also set up animations of text, and transitions, on the slide master.
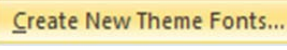
🖱 on ⟨ View ⟩ tab, choose Slide Master . Ribbon will appear
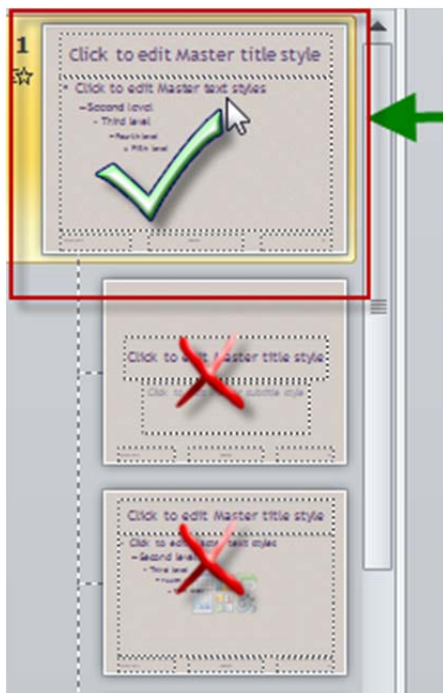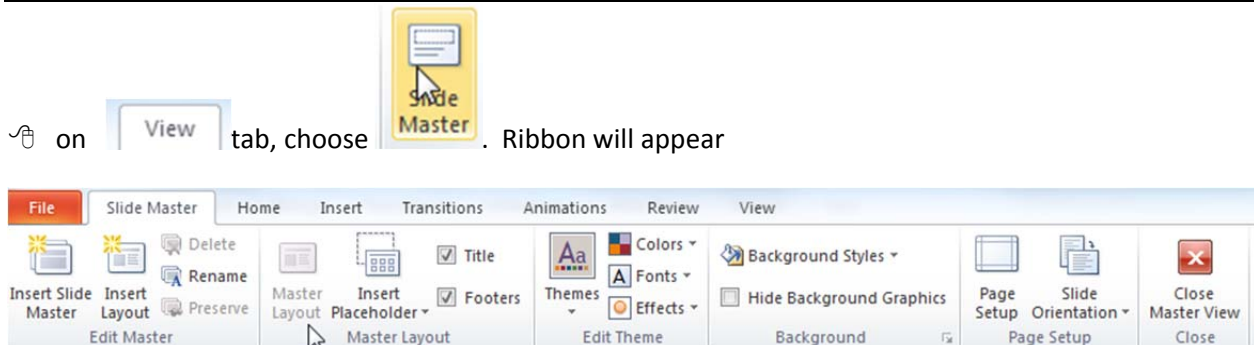
Very important

You must move to this slide in the Navigation pane

Very important

🖱 on Background Styles ▾ . Choose eg a Fill Effect, Two colour (dark / medium colours). Apply to All Slides

🖱 on A Fonts ▾ down arrow, choose Create New Theme Fonts... and set up as required

Change font colours. Select the text in the title box or bulleted items box. Change the font colour (to be light, bright and look good with your background)
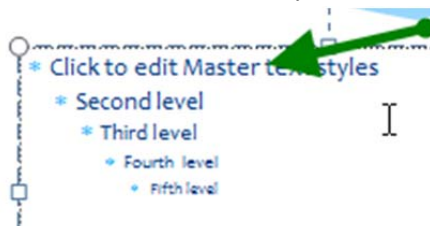
Change font sizes. Select the text in the title box or bulleted items box. Change the font sizes (to easily read)
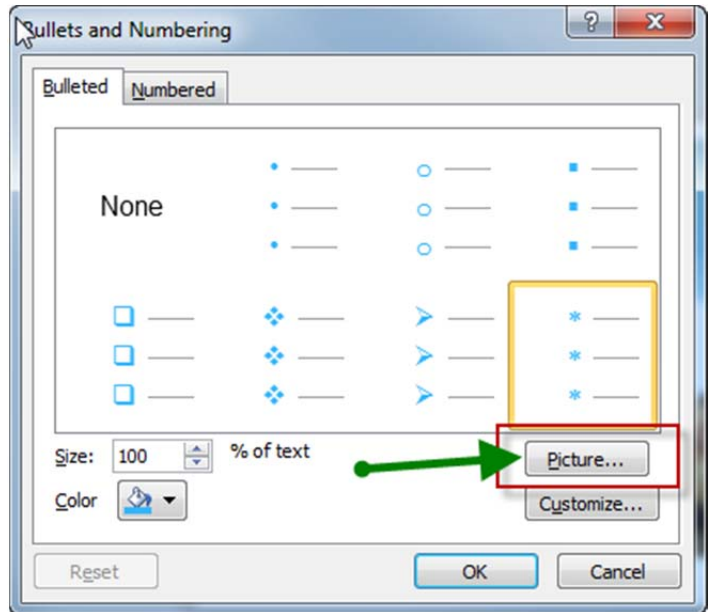
(Remember the target audience)

Bullets change / customise

Note: this can also be done on the Slide Master so that all bullets are changed throughout presentation

🖱 on the first bulleted item level you want to

change

on 	down arrow, choose

Bullets and Numbering...	🖱 on Picture, search
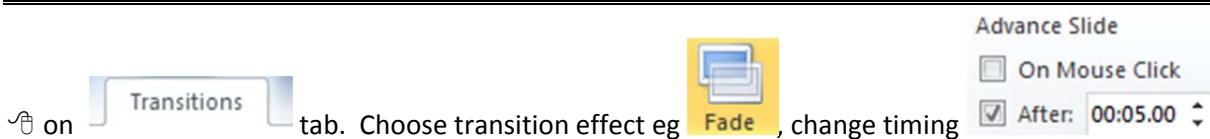
for a picture or choose a picture

Repeat for other levels on the master slide.

Adding animation to the master slide

Select the placeholders by holding shift and 🖱 on the title and the text placeholders

🖱 on 	Animations 	tab, choose animation 	Appear 	, change timing

Adding transition to the master slide

🖱 on 	Transitions 	tab. Choose transition effect eg 	Fade 	, change timing

VERY IMPORTANT - 🖱 on 	Apply To All

Close the master slide

🖱 on 	Slide Master 	tab, 🖱 on 	Close Master View

Set Up a Slide Show to run Automatically – browse by an individual

Open My animation.ppt. 🖱 on Slide 1. 🖱 on [Slide Show] tab go to [Set Up] group, 🖱 on [Set Up Slide Show]

🖱 on Browsed by an individual (window)

🖱 on OK
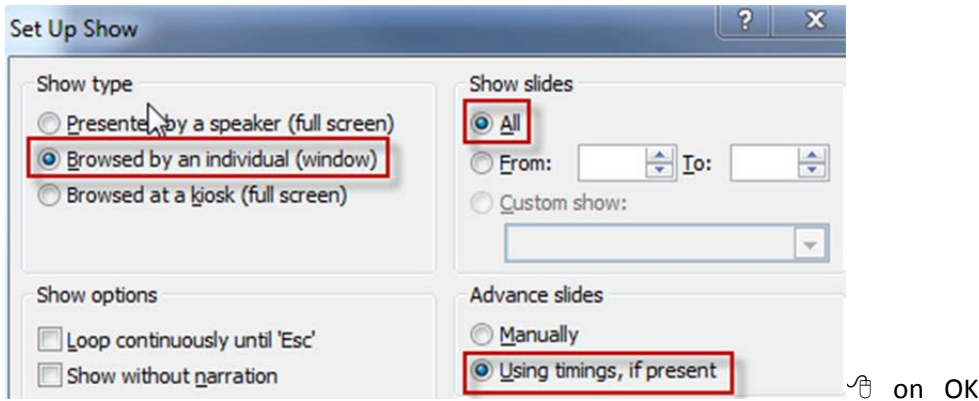
Change to Slide Show View ([Esc] to exit). Your presentation will be shown in a window rather than full screen. You will still have to restart the presentation if you want it repeated. Save and close.

Save the changes. Save the file with a new name [File name: browse at a kiosk]

Set Up a Slide Show to run Automatically –rolling presentation

A rolling presentation is a presentation that runs in a continuous loop until the user presses the [Esc] key. Ideal for an Expo!

Go to Slide 1. 🖱 on [Slide Show] tab go to [Set Up] group, 🖱 on [Set Up Slide Show]

Choose Browsed at a kiosk (full screen) Note: the show will loop continuously in full screen view.

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