PowerPoint Tips 2016-03-02

Using PowerPoint Effectively

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2016-03-02

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Topics

- Introduction
- Presentation Basics
- Home Functions
- •Insert Menu
- View Functions
- Design Functions
- •Transitions Menu
- Animations Menu
- Slide Show Controls
- Review
- Printing

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About this Course

- Definitely NOT theory
- PRACTICAL orientation
- •TRY IT OUT
- No harm Ctrl Z to UNDO
- If nervous, SAVE as version before radical experiment

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Presentation Basics

- NOT writing textbook
- NOT publication
- •NOTES only keywords!
- NO complete sentences
 - >NO articles, verbs
 - >Images useful
- Look at AUDIENCE, not back at display!
 - Can check own computer screen for notes

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Getting Used to Your PowerPoint User Interface

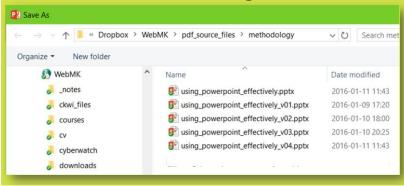
- Backups Working Copies & AutoSave
- Help
- Quick Access Toolbar
- Creating a New Presentation
- Outline Views
- Home Functions
- View Functions
- •The Bottom-Right Toolbar

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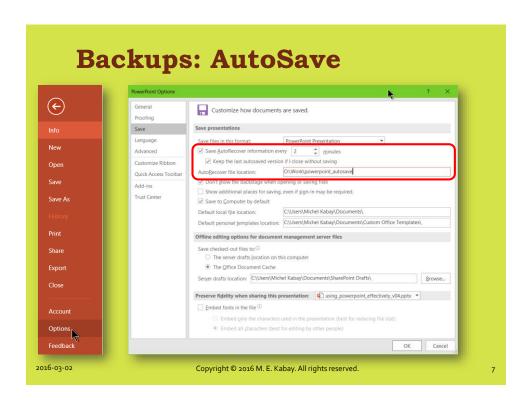
Backups: Working Copies

- Canonical version: no version #
 - > Always open to resume work
 - > Always save at end of work
- Backups: version #s
 - >SAVE AS after saving canonical version



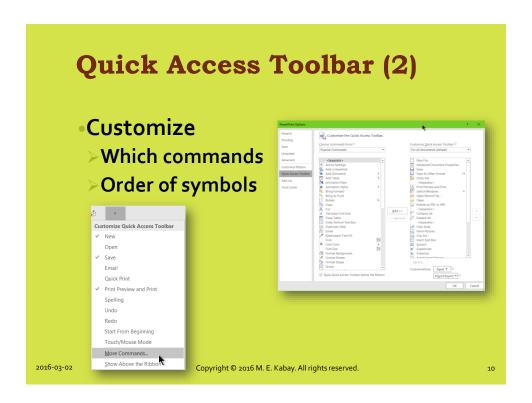
DATA

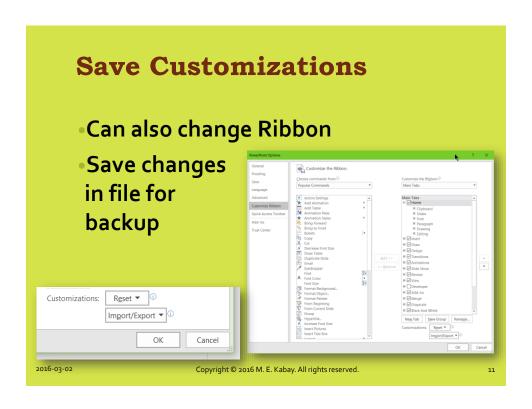
BACKUP





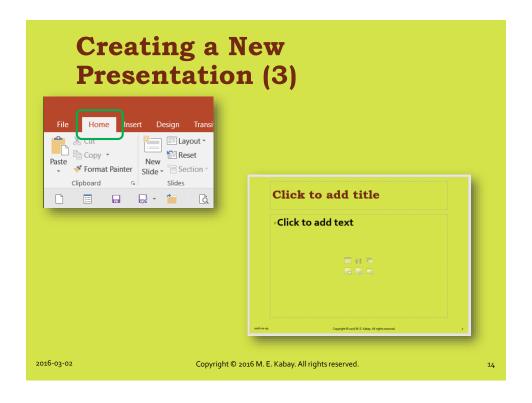








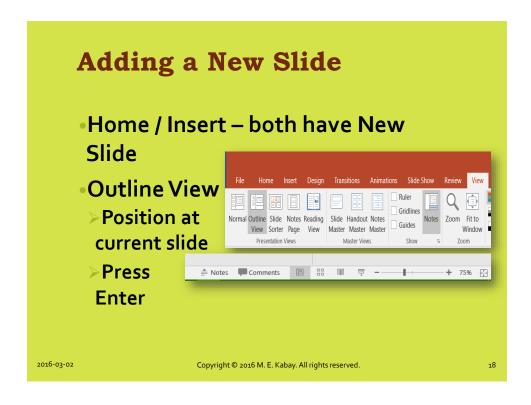


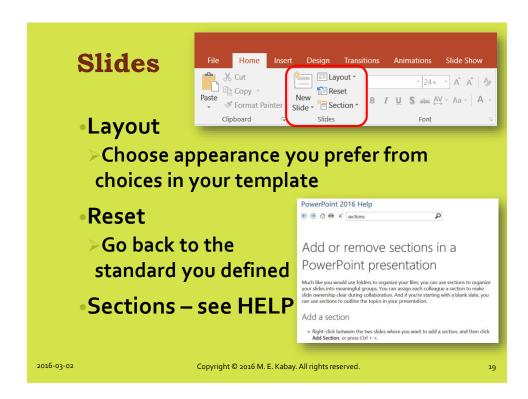


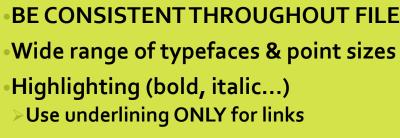












•Colors*

Font

> Avoid stark contrasts such as

purple on black

red on green

*This slide is in what Norwich students call "Kabay vomit-yellow;" Kabay prefers to call it "Pickett Slide-Rule Yellow" — the color at which the human eye sees most clearly. It is the color of sunlight filtered through green leaves.

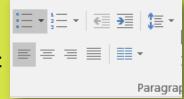
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Paragraph (1)

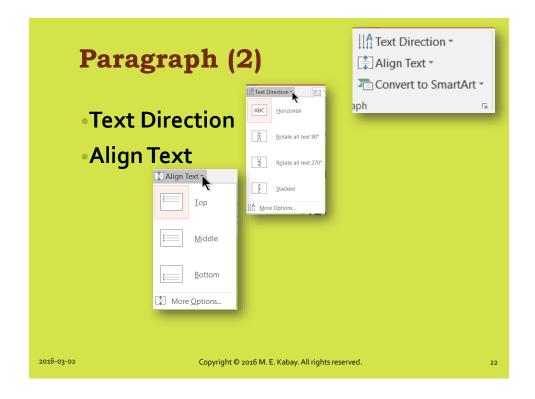
Add various bullet point styles

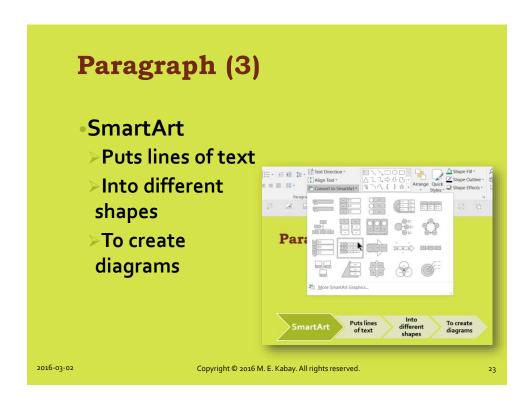


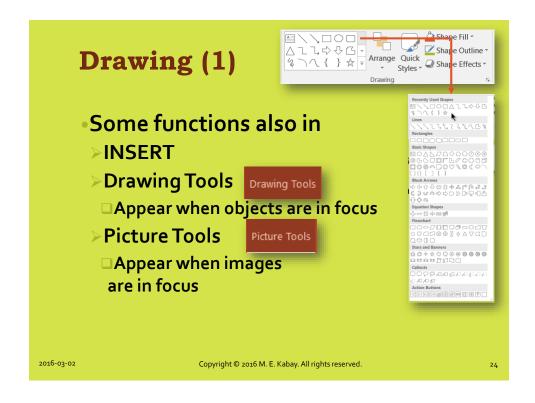
- Several numbering styles
 - Move text back or forward in depth of numbering or bullets (same as TAB or Shift-TAB)
- Change line spacing
- Left, center, right adjust
- >Do not use JUSTIFY short lines end up with big gaps.

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Drawing (2)

- Moving objects
 - ➤ Click the edge
- > Hold down left mouse button
- >Move by discrete steps
- Moving continuously
 - > Hold down Alt key while moving
- Align objects using Drawing Tools and Picture Tools
 - > Select more than one object using Ctrl key while left-clicking



Home

Align Height 5.15"

Align Center
引 Align Right
可 Align Top

Align Middle

Align Bottom
Distribute Horizontally

✓ <u>A</u>lign to Slide

Align Selected <u>O</u>bjects

뭄 Distribute Vertically

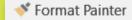
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Clipboard

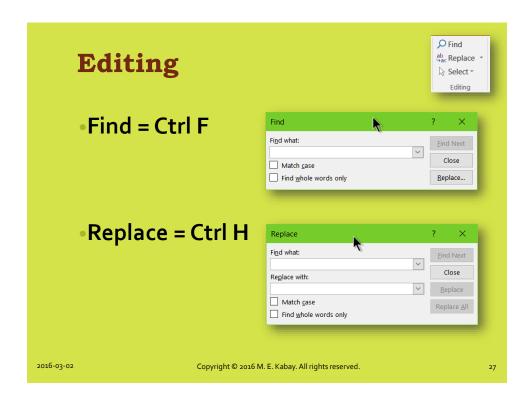
- •Cut = Ctrl X
- Copy = Ctrl C
- Paste = Ctrl V
- Format Painter
 - > Highlight text or object to pick up format
 - >Click Format Painter brush



≻Apply 🛓

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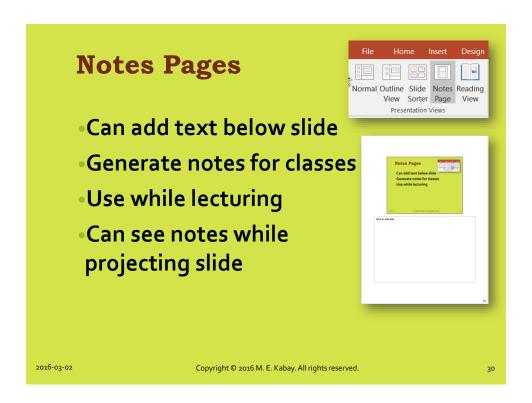
View Functions

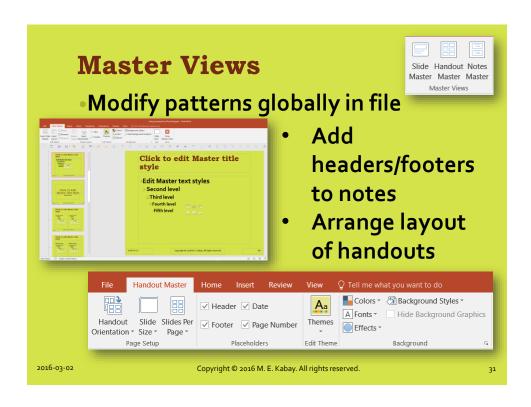
- Presentation Views
- Master Views
- Show
- Zoom
- •Color/Grayscale
- Window
- Slide Sorter
- Bottom-right Toolbar

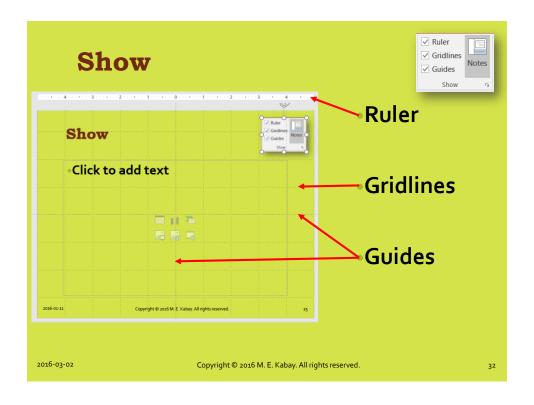
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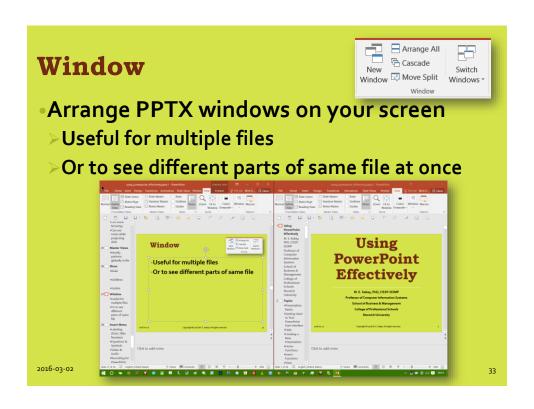
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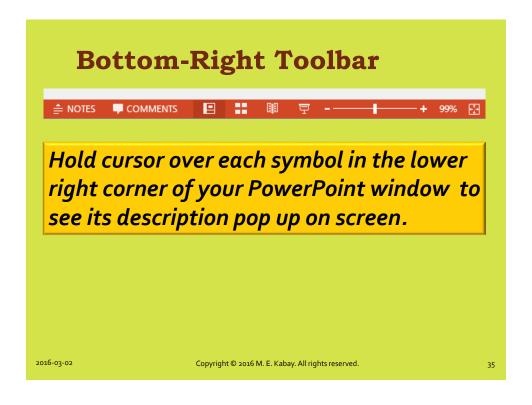


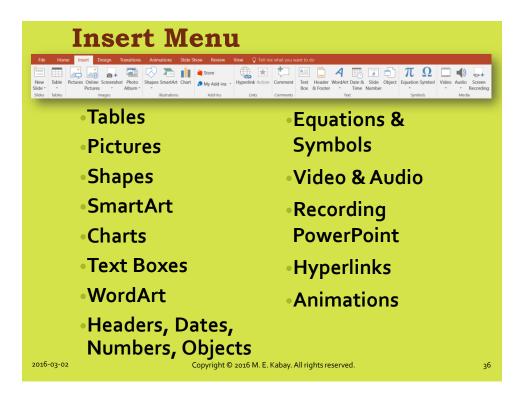


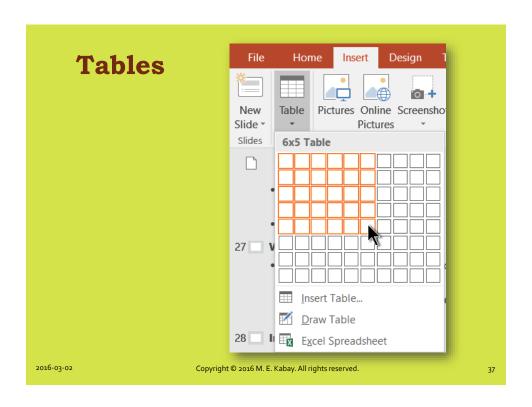


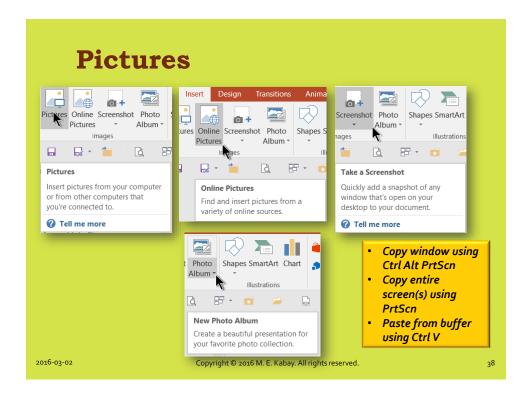


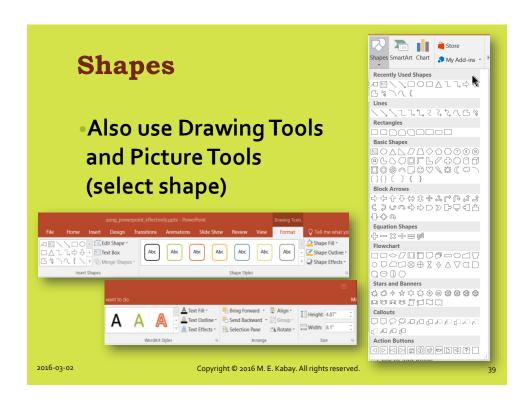


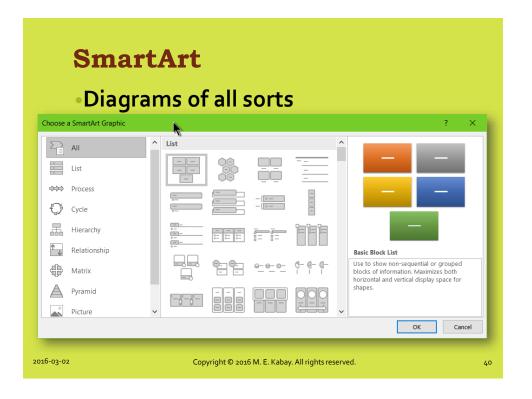


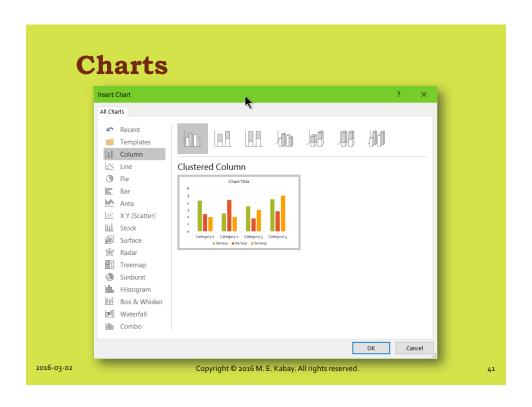


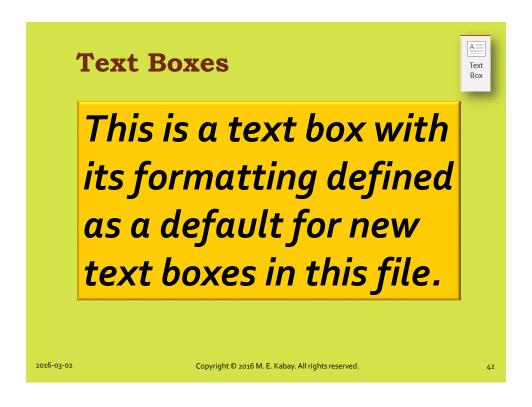


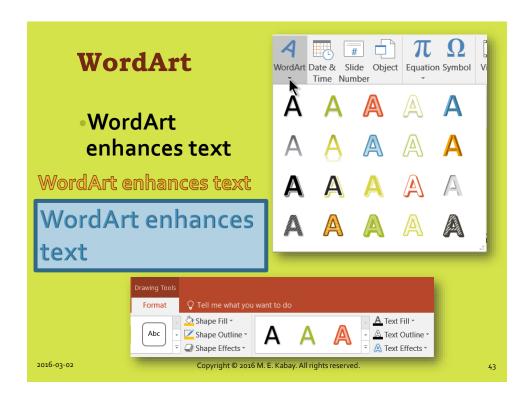


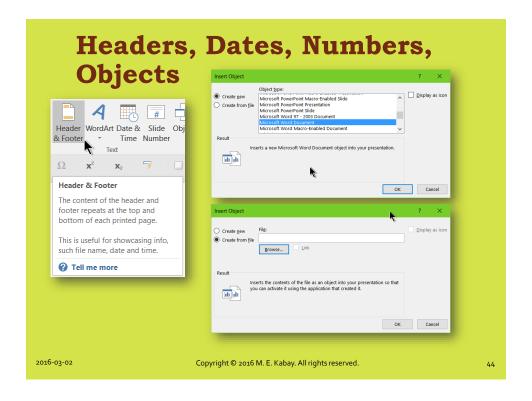


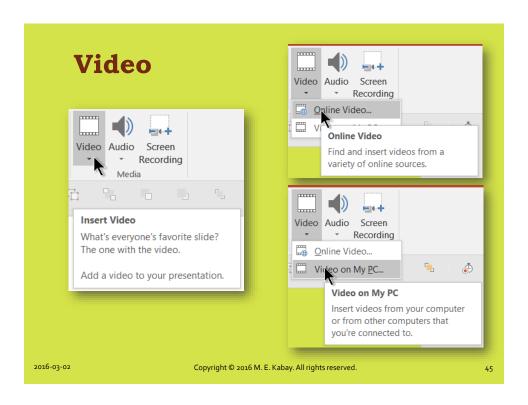




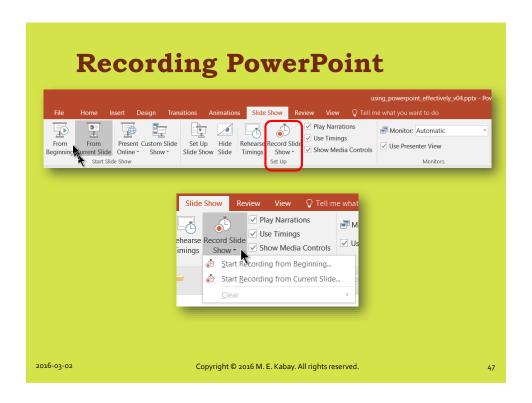


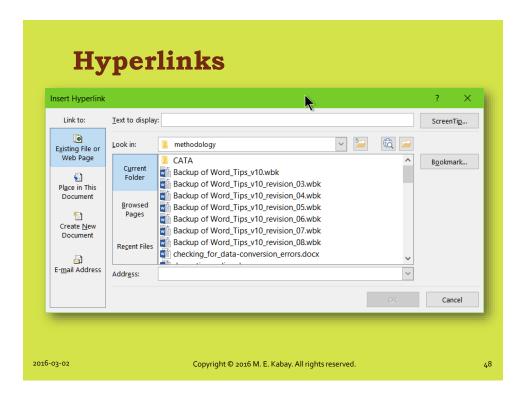


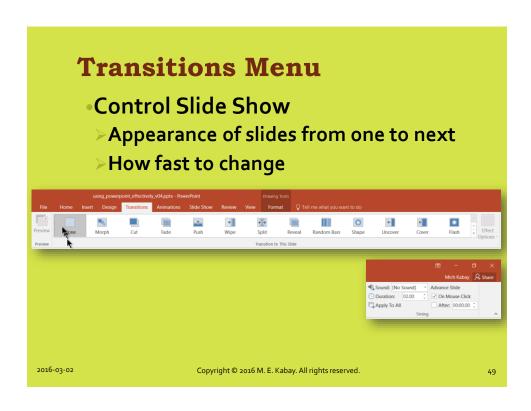


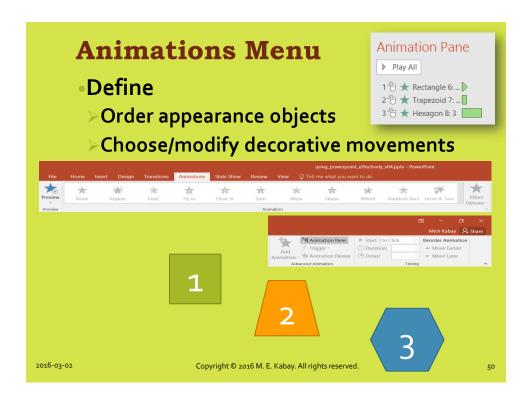
















Printing (1)

•Can use File | Print menu



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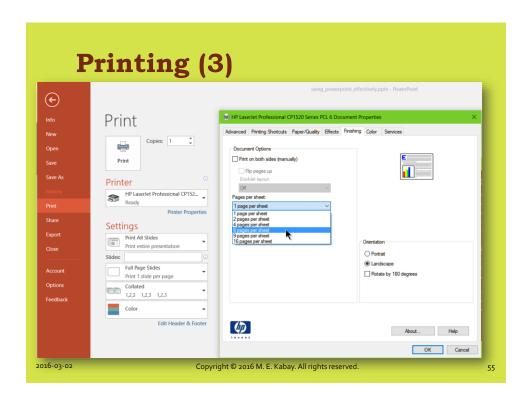
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Printing (2)

- Also can use Printer controls
 - >Print full page
 - > Choose how many to show on page
 - > Makes images bigger
 - > See next page (screenshots too large for this slide)

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Now go and study; i.e., TRY IT OUT!!! Copyright © 2016 M. E. Kabay. All rights reserved. 56