

Power Point for Everyone

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Power Point Tips

- ❖ If you want to see all the selections on the drop down menus Choose Tools, Customize then click the Options tab. Remove the checkmark next to Menus Show Recently Used Commands First. This prevents PowerPoint from "hiding" menu items you don't use often.
- ❖ Never open from or save to a diskette directly. Always copy presentations to your hard drive, open them, save them to your hard drive, then copy them back to diskette if necessary.
- ❖ To copy images on the screen quickly, left click on object while holding down the CTRL key and drag away from image and release mouse.
- ❖ Use good contrasting colors to make slides readable. If you are using dark backgrounds use letters in white and yellow. Light backgrounds use letters in black or blue.
- ❖ Try using clip art from other sources than Microsoft. Buy inexpensive clip art packages. It will make your presentation stand out.
- ❖ Utilize photos and digital pictures to add life to your presentation. It breaks up the monotony of bulleted lists.
- ❖ Don't overcrowd the slide with long bulleted lists in small font sizes that will be difficult to read.
- ❖ Avoid using many different fonts throughout your presentation. It looks more uniform to use the same fonts for titles and body text.
- ❖ Use the right mouse click to get to menu items quickly
- ❖ If you want to copy all the images and text on one slide - Click EDIT Menu and click on "Select All" Then use copy function and paste information on another slide. (If you want to use the same custom animations settings they will be copied with images)
- ❖ Utilize Slide Sorter View to get a quick picture of your slide show. It enables you to move slides around quickly.
- ❖ When enlarging pictures hold down the shift key while increasing the size to keep the correct proportion of the picture.
- ❖ Use the "Slide Master" page to design the style of your pages BEFORE you start designing your presentation. This is the place to put your company logo, instead of placing it on every single slide put it on the slide master. This is also the place to set up all your fonts, size, and "slide colour scheme". This will save you hours of extra work formatting every single slide

Power Point Tips Online - Websites

www.bitbetter.com/powertips.htm
www.actden.com/pp/index.htm (good tutorial online)
<http://www.pptbackgrounds.fsnet.co.uk/pptips.htm>
<http://www.ieee-kc.org/library/computer/powerpointtips.htm>
www.southmed.usouthal.edu/com/mps/powerpointtips.htm
www.computertips.com/Microsoftoffice/MsPowerPoint/aheader.htm
www.fgcu.edu/support/office2000/ppt/
www.engr.psu.edu/www/trg/TIPS/Tip-ppt.htm
www.rdpslides.com/pptfaq/FAQ00034.htm
<http://www.microsoft.com/office/powerpoint/>
<http://www.microsoft.com/powerpoint/default.asp>
<http://plato.acadiau.ca/sandbox/ppt/howto.htm>
www.rdpslides.com/pptfaq/

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