

Microsoft PowerPoint

Tips & Tricks - Basic Level

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To show the Outline and Slides

- From the main menu, select **View > Normal**.

To display the Task Pane

- From the main menu, select **View > Task Pane**.

To view your presentation in Slide Sorter view

- From the main menu, select **View > Slide Sorter**
OR click the **Slide Sorter View** icon at the bottom of the View pane

To view your presentation in Slide Show view

- From the main menu, select **View > Slide Show**
OR click the **Slide Show** icon at the bottom of the View pane.

To access the Help task pane

- From the main menu, choose **Help > Microsoft Office PowerPoint Help**
OR click the **Help** button on the mail standard toolbar
OR press the **F1** key on the keyboard.

To create a new blank presentation

- Click the **Blank Presentation** link in the **New Presentation Pane**
OR click the **New** icon on the **Standard** toolbar.

To save a presentation

- From the main menu, select **File > Save**
OR click the **Save** icon on the **Standard** toolbar.

To insert a new slide

- From the main menu, select **Insert > New Slide**
OR click the **New Slide** icon on the **Formatting** toolbar
OR click on, or between slides in the **Outline and Slides** tab area and press **Enter**.

To reorder slides with the Outline tab

- Click (and hold) the slide **icon** next to the slide number and drag the slide to its new destination.

To apply text and content layouts to a slide

- Locate the text and content slide layout you want from the **Slide Layout Pane** and click on it.
OR
Click the down arrow next to the text and content slide layout you want and select **Apply to Selected Slides**.

To select a Slide Background Fill Effect

- From the main menu, select **Format > Background** and click the down arrow.
- Click **Fill Effects**. This will open a **Fill Effects** dialog box.
- Click on the **Gradient, Texture, Pattern, or Picture** tabs to apply the fill effect.

To resize a placeholder for a single slide

- In **Normal View**, click on the placeholder border.
- Click (and hold) the **sizing handle** and drag the placeholder to the preferred size.

To insert slide numbers for all slides

- From the main menu, select **View > Header and Footer**.
- Click the **Slide number** check box.
- The Slide Number will appear where the slide number placeholder is located on the Slide Master.

To add or remove bullets

- Highlight the paragraph/s you want to add or remove bullets from.
- Click the **Bullets** icon on the **Formatting** toolbar.

To change bullet style

- From the main menu, select **Format > Bullets and Numbering**.
- Click on the bullet style you want.
- Click **OK**.

To add a text box

- Click the **Text Box** icon on the **Drawing** toolbar
OR from the main menu, select **Insert > Text Box**.

To rotate a text box

- Click (and hold) the **rotate handle**.
- Drag the text box until you reach the angle required.

To insert WordArt

- Click the **WordArt** icon in the **Drawing** toolbar **OR** from the main menu, select **Insert > Picture > WordArt**.
- Select a WordArt Style and click **OK**.
- Type your text and click **OK**.

To use the format painter

- Click in or highlight the word that has the desired font and formatting attributes.
- Click the **Format Painter** icon on the **Standard** toolbar.
- Highlight the text you want formatted with the new attributes.

To display the Slide Design Pane

- Click the **Slide Design** icon on the **Formatting** toolbar **OR** from the main menu, select **Format > Slide Design** **OR** click the down arrow at the top right of the task pane and choose **Slide Design**.

To apply a Design Template to All Slides

- Locate the Design Template required and click on it **OR** click the down arrow to locate the Design Template required.

To apply an Animation Scheme to All Slides

- Select the animation you want.
- Click on the **Apply to All Slides** button at the bottom of the Slide Design – Animation Schemes Task Pane.

To apply a Color Scheme to One Slide

- Click the down arrow next to the **Color Scheme** you want.
- Click **Apply to Selected Slides**.

To customize Color Schemes

- At the bottom of the Slide Design – Color Schemes Task Pane, click **Edit Color Schemes** to open the **Edit Color Scheme** dialog box.
- Click on the element you want to customize and click **Change Color**.
- Select a color and click **OK**.
- When you have completed customizing your colors, click **Apply**.

To draw a Line

- Click the **Line** icon on the **Drawing** toolbar.
- Click on the slide and drag the mouse pointer until you have the line you want.

To change the Fill Color

- Select the object to be filled.
- Click the down arrow next to the **Fill Color** icon on the **Drawing** toolbar.
- Click the required color.

To add a Shadow Style

- Select the object you would like to add a shadow to.
- Click the **Shadow Style** icon on the **Drawing** toolbar.
- Click on the preferred shadow style.

To add an AutoShape basic shape

- Click the down arrow next to the **AutoShape** icon on the **Drawing** toolbar.
- Select **Basic Shapes** from the AutoShape menu **OR** click the **Basic Shapes** icon on the **AutoShapes** toolbar.
- Select the shape you want.

To free rotate an object:

- Click on the down arrow next to the **Draw** icon on the **Drawing** toolbar.
- Select **Rotate or Flip > Free Rotate**.
- Click on the object to be rotated.
- Click (and hold) the **rotate handle** and drag the object until to the preferred angle.

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