

Microsoft PowerPoint

Tips & Tricks - Basic Level

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To create a new photo album:

- From the main menu, select **File > New** to open the New Presentation task pane.
- Choose Photo Album to open the **Photo Album** dialog box.

To insert captions:

- Check the **Captions below ALL pictures** box in the **Album Content** area in the Photo Album dialog box.

To add a picture layout:

- Select the layout you want from the **Picture layout** drop-down menu in the Photo Album dialog box.

To insert an organization chart:

- From the main menu, select **Insert > Diagram**.
OR
Click the **Insert Diagram** or **Organization Chart** button on the **Drawing** toolbar or on the slide **Content placeholder**.

To insert an Organization Chart shape:

- Select the shape you want to add a new shape **next to** or **below**.
- Click the down arrow on the **Insert Shape** button on the **Organization Chart** toolbar.
- Select the desired shape.

To add a preset Design Scheme to an Organization Chart:

- Click the **Autoformat** button on the **Organization Chart** toolbar.

To insert a table:

- From the main menu, select **Insert > Table**. This opens the **Insert Table** dialog box.
- Select the number of columns and rows you want by clicking on the up or down arrows.
- Click **OK**.
OR
- Click the **Insert Table** button on the **Standard** toolbar.
- Drag your mouse over the rows and columns until you have your desired table size.
- Left click to insert the table.

To insert Columns and Rows:

- Click in the **table area** you want the row or column to be inserted in.
- Click the down arrow on the **Table** button on the **Tables and Borders** toolbar.
- Select a row or column to insert.

To insert a chart:

- From the main menu, select **Insert > Chart**.
OR
Click the **Insert Chart** button on the slide **Content** layout.
OR
Click the **Insert Chart** button on the **Standard** toolbar.
- This opens the Microsoft Graph **chart** and **datasheet**.

To change the chart type:

- Click the down arrow on the **Chart type** button on the **Standard** toolbar.
OR
- From the main menu, select **Chart > Chart Type**.
- Click the **Standard Types** or **Custom Types** tab.
- Select the chart type you want. Click **OK**.

To add titles to a chart:

- From the main menu, select **Chart > Chart Options**.
- Click the **Titles** tab.
- Enter a name for the **Chart title** or **Category axes**.
- Click **OK**.

To link objects from part of a file:

- Open the file containing the information you want to link.
- Select the information you want to link.
- Click the **Copy** or **Cut** button on the **Standard** toolbar.
- Go to the slide where you want to insert your information.
- From the main menu, select **Edit > Paste Special**.
- Check the **Paste link** box.
- Select the file format you want to link from the **As** box. Click **OK**.

To break a link:

- Select the linked object.
- From the main menu, select **Edit > Links**.
- Click the **Break Link** button.
- Click **OK**.

To add entrance effects:

- Select the item you want to animate.
- Click the **Add Effect** button on the **Custom Animation Pane**.
- From the drop-down menu, select **Entrance > More Effects**. This opens the **Add Entrance Effect** dialog box which displays the full list of entrance effects available.
- To preview an effect, make sure the **Preview Effect** box is checked.
- Click on different entrance effects to preview them.
- When you have decided on the entrance effect you want, click **OK**.

To start an animation with a mouse click:

- Select the animation you want to enhance in the **Custom Animation list**.
OR
Click the **numbered tag** on the slide that correlates to the effect in the Custom Animation list that you want to modify.
- In the **Modify effect** area on the **Custom Animation Task Pane**, select **On Click** from the **Start** drop-down menu.

To time animation:

- Click the down arrow next to the animation you want to delay in the **Custom Animation list**.
- Select **Timing**.
- Adjust the timing and click **OK**.

To insert a movie or animated GIF from the Clip Organizer:

- From the main menu, select **Insert > Movies and Sounds > Movie from Clip Organizer**.
- This opens the **Insert Clip Art Pane** displaying movie and animated GIF results.
- Click the movie or animated GIF you want.

To loop a movie:

- Right-click on the **Movie** button/thumbnail on the slide.
- Select **Edit Movie Object**. This opens the **Movie Options** dialog box.
- Check the **Loop until stopped** box.

To record a macro:

- From the main menu, select **Tools > Macros > Record Macro**.
OR
Click the **Record Macro** button on the **Visual Basic** toolbar.
- This opens the **Record Macro** dialog box.
- Enter a **macro name**, select the file where you want to **store the macro**, and add a **description** of the macro.
- Click **OK**.

To run a macro:

- From the main menu, select **Tools > Macro > Macros**.
OR
Click the **Run Macro** button on the **Visual Basic** toolbar.

To insert sounds from the Clip Organizer:

- From the main menu, select **Insert > Movies and Sounds > Sound from Clip Organizer**. This opens the **Insert Clip Art Pane** displaying sound results.
- Click the **sound** you want.
- This opens the **Office Assistant** dialog box asking if you would like to play the sound automatically or when you click on it.
- Click on the preferred action.
- To preview your sound before inserting it into your slide, click the down arrow next to the sound you want to hear, and select **Preview/Properties**.

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