

## Presentation & PowerPoint Tips and Tricks

Aka How to Avoid PowerPoint Poisoning/Pointlessness

### Presentation Basics

- Prepare presentation prior to opening PowerPoint.
  - Organize your content.
  - Consider your audience.
- A good presenter/presentation will
  - Intro – tell them what you are going to tell them
  - Body – tell them
  - Conclusion – tell them what you told them
- Max of six bullets per slide, six words per bullet.
- Write with phrases NOT sentences.
- DO NOT read from slides.
- Practice.

### Design Basics

- Consistency is key.
  - Colors – Avoid high contrast colors (red on green) [[more info](#)]
  - Fonts – pick simple, standard fonts (Tahoma, Arial, Georgia) [[more font info](#)].
- Animation- Fade in/Fade out.
- No sounds.

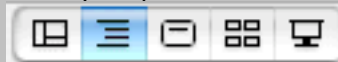
### PowerPoint Basics

Start a new presentation. **File > New**. You only do this once for each presentation you are creating. A presentation is made up of multiple slides. To insert a new slide click **Insert > New Slide**.

Keep all files in one folder. Any images, excel files/charts and other supporting presentation material should all be in the same folder as the presentation file. Test run the presentation outside the folder before presenting



After starting a new presentation, switch to outline view or use the outline pane to quickly create the content of your presentation.



### Keyboard Shortcuts for Outline View

Return (Enter): New slide or New Line  
Tab: Indent, Create bullet  
Shift + Tab: Un-Indent, Move back left

### Slide Designs

Pick a design- **Format > Slide Design**. . . Do not adjust your color scheme if you pick a slide design. If you do change your – make sure all text is readable on ALL slides.

## Charts & Graphs

Create your chart in Excel.

Copy and paste into PowerPoint. The data is linked, when you double click on the chart you can make changes to the data and the chart will change accordingly.

## Animation & Slide Transition

To animate the text on a slide

1. Select a slide by clicking on the slide title.
2. Click **Slideshow > Preset Animation > Fade in. . .**
3. If you plan on having all text fade in you can click anywhere in the left pane and click **Edit > Select All**. Now complete step 2 above.

To create a transition between slides

1. Click **Slideshow > Slide Transition**.
2. Select **Fade Smoothly**, do not change the other settings.
3. Click **Apply to All**.

## Adding Text Boxes

You may want to place a line or block of text on the slide to cite a source or point out a feature of a photo or chart.

1. Click **Insert > Text Box**.
2. Click on your slide.
3. Add your text and then adjust the size, shape and position of the text box as needed.

## Adding Arrows and Shapes

Arrows and underlines can be useful to draw attention to features in photos and charts.

1. Turn on your Drawing toolbar. **View > Toolbars > Drawing**.
2. Click the add Lines or AutoShapes buttons.
3. Click and drag on your slide to draw.

## Header & Footer

Headers and footers can be useful to display information on all slides or on the handouts. If you choose to have headers and or footers displayed make sure that they do not overlap with your content text.

1. Click **View > Header and Footer**.
2. Select desired options.
3. Switch to **Notes and Handouts** box.
4. Add your name and date to footer.

## Keyboard Shortcuts for Presentations

Action	OSX Shortcut	Windows Shortcut
Start Slide show from first slide	Control+shift+s	F5
Start slide show from current slide	Control+shift+b	Shift + F5
Next slide	Spacebar, Right arrow, right-click mouse	Spacebar, Right arrow, right-click mouse
Previous slide	Left arrow	Left arrow
black screen/return to presentation	B	B
In-show menu, skip to slide, pen pointer, end show	Right-click with mouse	Right-click with mouse
End show	Esc	Esc

Last Tip: Use Help, **F1** on windows **Help > PowerPoint Help** on OSX