

Keenan[®]

PowerPoint Training



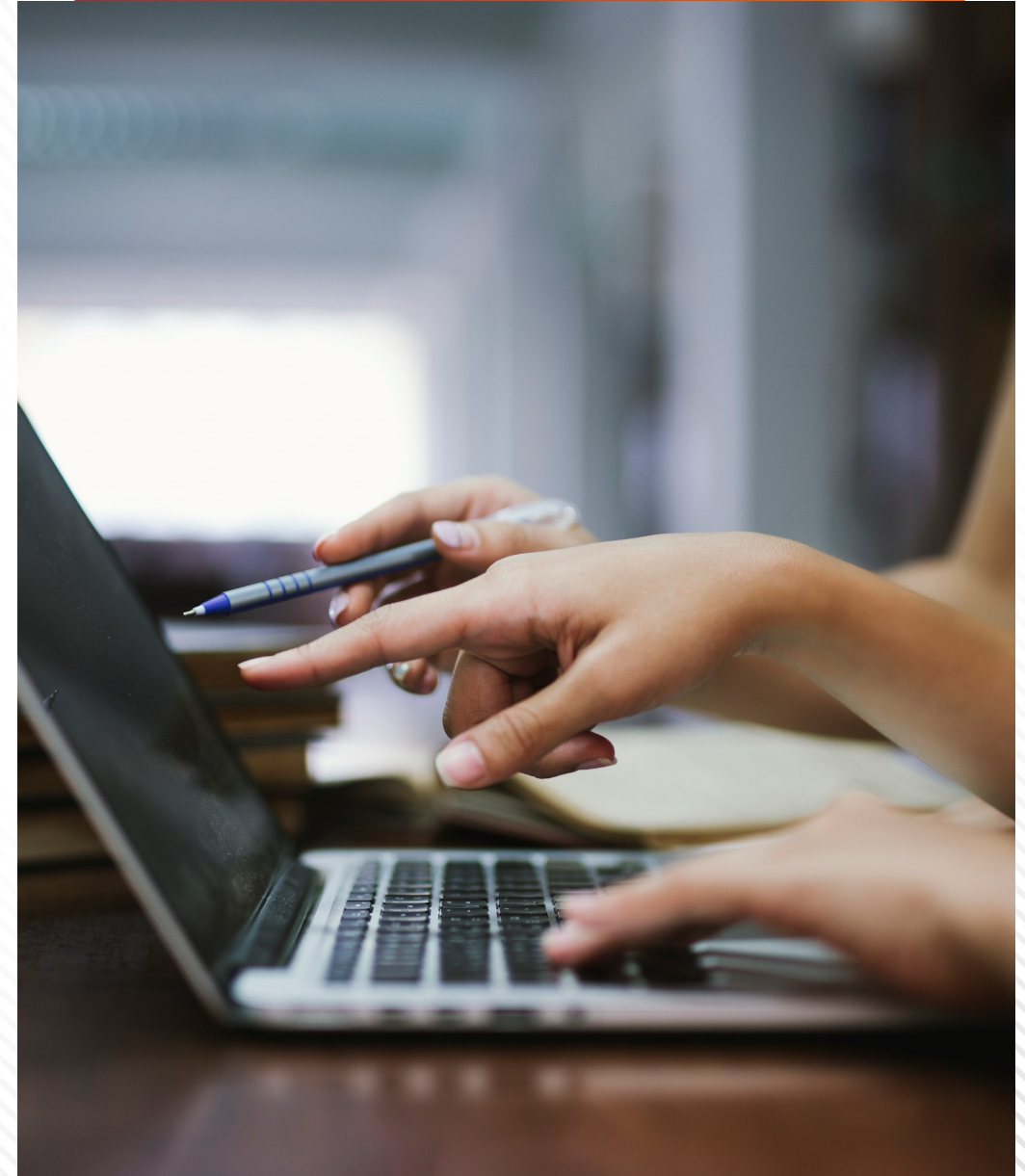


Marketing Resources

Resources

[Marketing SharePoint Site](#) (Tips and Tricks)

- Step-by-step how-to **flyer** to create and save a custom color theme, which you can access throughout Microsoft products (Excel, Word..)
- Step-by-step how-to **video** that shows you how to update an old PPT presentation to a new PPT template
- PPT Tips and Tricks flyer that shows you how to insert an image and re-size it without distortion, when to use standard and when to use the wide format, animations, and a list of keyboard shortcuts to use **AND MORE!**



Resources

[Marketing SharePoint Site](#)

Where can I find PowerPoint templates?

New templates [here](#)!

*Marketing SharePoint Site>Print
Materials>Presentations and Slides*

Free and ready to use, download today!

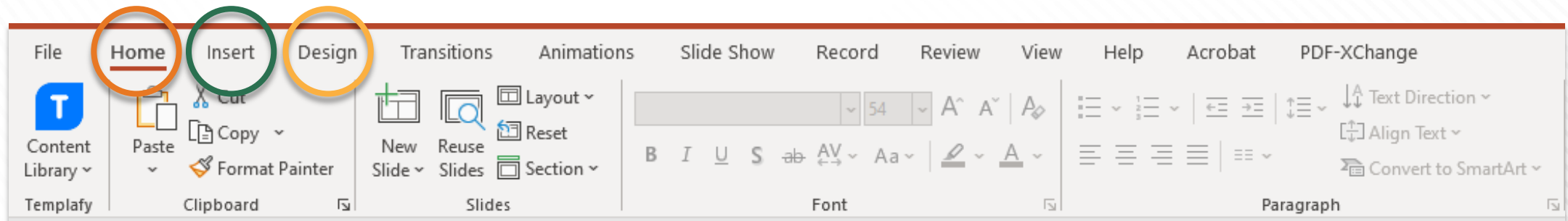




Tabs

Tabs

PowerPoint tabs, also known as the ribbon, are a row of labels that appear at the top of the program when a document is opened. The tabs are organized by purpose and tools are grouped by corresponding features.



Insert Tab



- The Insert tab it allows users to add visual elements to their slides, such as pictures, shapes, charts, and videos
- Best way to insert image and graphics without distortion or blurriness

From This Device



Stock Images



Stock Icons



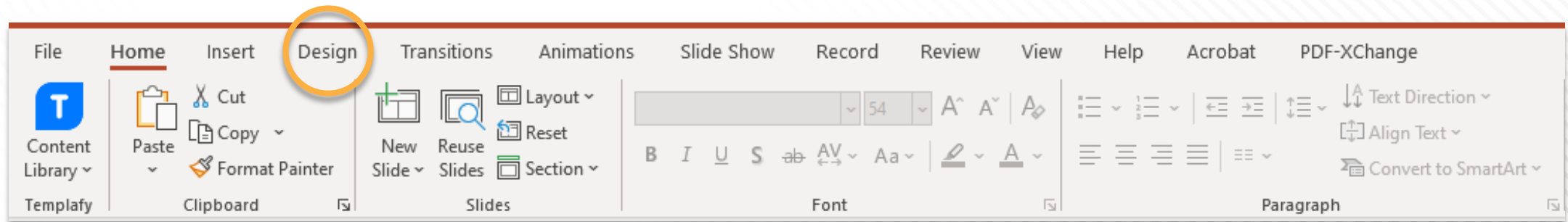
Good Ideas/Keep in Mind...

- Keep in mind any effect you already have in place in your presentation you should carry that throughout on all other slides
- Sometimes less is more, your photo will be more effective if the effects and formatting you use subtly highlight the image rather than compete with it
- An image that isn't properly formatted or resized is usually easy to spot and can throw off your entire presentation **however**, an image that is properly formatted and re-sized can elevate your presentation a great deal
- Keep text effects to a minimum, readability is key

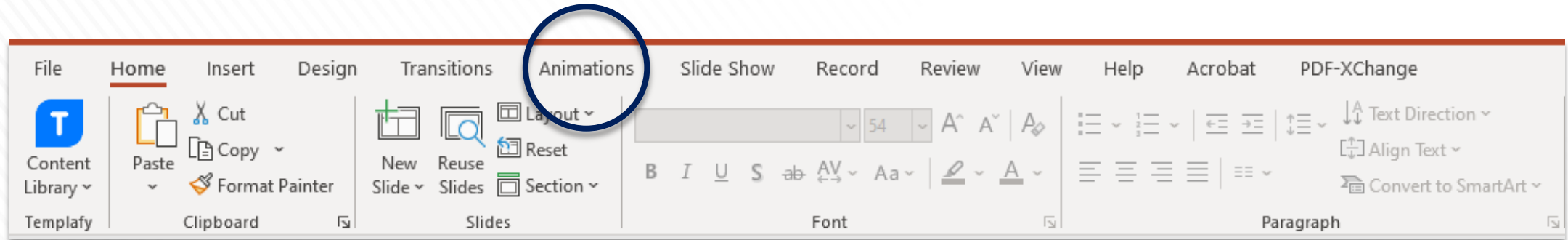
Design Tab

Slide size is it important?

- PowerPoint has 2 slide sizes: standard and wide format. The wide format is the larger slide size of the two and will give you more room per slide to play with. Going from a standard format slide to a wide format will require more manual formatting.
- Typically, wide format is suggested for presenting as it displays best on digital media. If printing is necessary, that is when you would want to use standard format over the wide format.



Animations



Good Ideas/Keep in Mind...

- Less is more, multiple images/objects with multiple animations can be distracting to your audience and take away from what you are talking about
- If an animation is distracting or you find that it disrupts the pace of your presentation it is usually better to remove it
- Animations do not need to be on every slide or image/object

Any Questions?

Keyboard Shortcuts

- **F4:** repeats the last thing you did in PowerPoint (for the most part)
- **CTRL:** holding down **Control and left mouse click** on an object allows you to copy that object and drag it anywhere on the slide
- **ALT:** tapping the **ALT** key will bring up the shortcut's menu
- **CTRL + B** = Bold
- **CTRL + I** = Italics
- **CTRL + U** = Underline
- **Window Key + Right or Left Arrow Key:** this will help you align your program in equal quadrants of the screen. Great for aligning two PPT presentations next to each other without having to manually drag boundary lines.

Guides

Guides are a great tool to use to help you align imagery

While nothing is selected Right click>Grid and Guides>Pop out Menu> Add Horizontal Guides or Add Vertical Guides

To Remove: Right click>Grid and Guides>Pop out Menu> Guides and select.

Any Questions?

THANK YOU!

