WICHITA STATE
UNIVERSITY

POWERPOINT 2016: TIPS AND TRICKS

Academic Resources Conference

August 15, 2018
WSU Microsoft Office Training
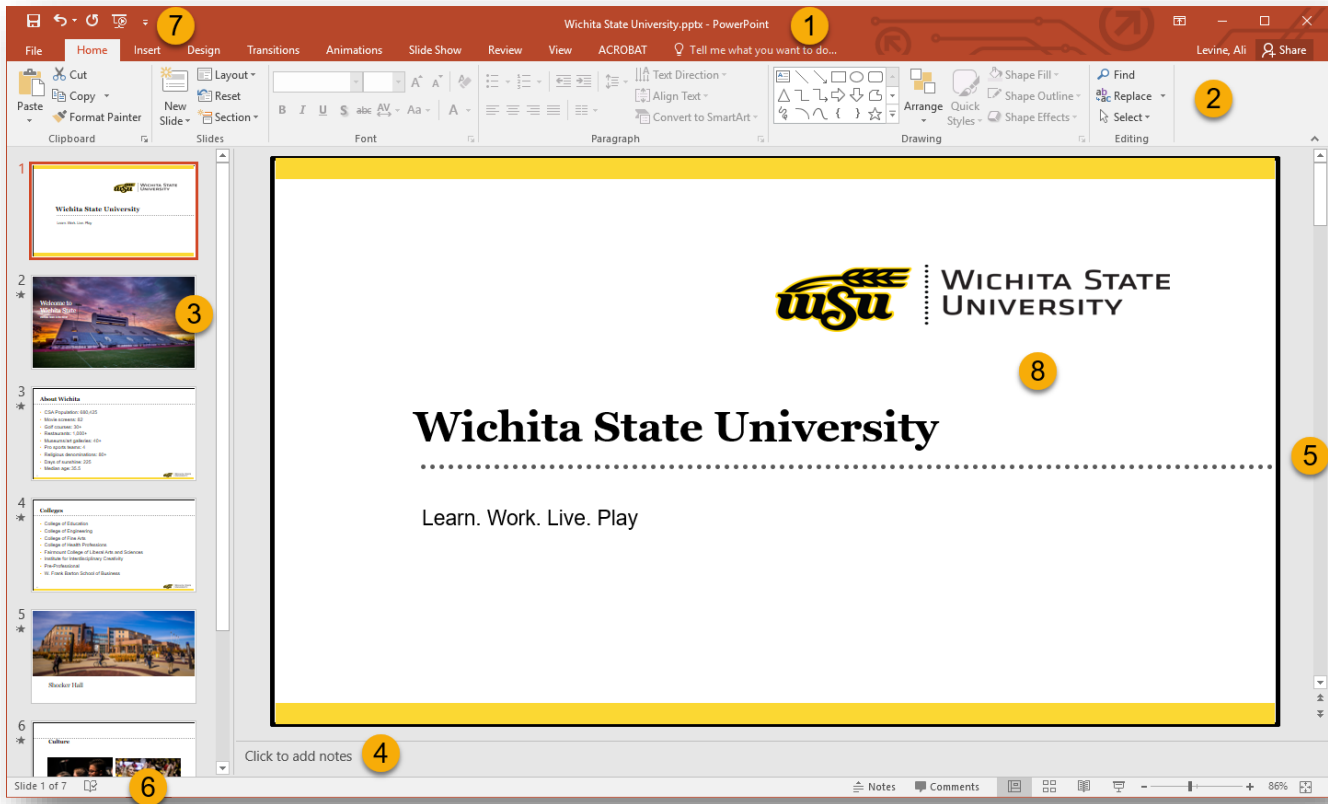For a full listing of training sessions on Microsoft Office products, visit myTraining in myWSU.

myTraining For Employees: Instructor Led, Online & Materials

Contents

PowerPoint Navigation

1. **Title Bar:** identifies the name of the current presentation
2. **Ribbon:** contains most of the commands needed for working with a PowerPoint presentation. The ribbon is divided into tabs according to groups of commands.
3. **Thumbnails:** enables quick navigation.
4. **Notes Pane:** for creating speaker notes for the presentation.
5. **Scroll Bars:** Along the right side and bottom. Use the scroll bars to display areas of the view the window is not displaying.
6. **Status Bar:** Displays information regarding the Design of the current presentation as well as the current slide number.
7. **Quick Access Tool Bar:** Quick commands that can be customized.

View Buttons
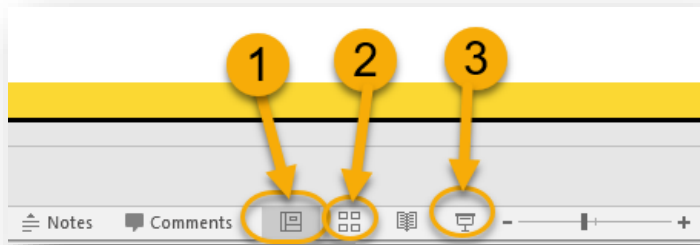
1. **Normal View:** This view is used for most slide development.
2. **Slide Sorter:** View most of the slides in the presentation at once.
3. **Slide Show:** Display the slide show. This view removes all the toolbars and development objects and displays the slide at full screen size.

THEMES AND TEMPLATES

Themes

Themes can be accessed upon initially opening PowerPoint, or by going to **Design Tab → Themes**. Themes may be changed at any time during the creation of a PowerPoint Presentation.
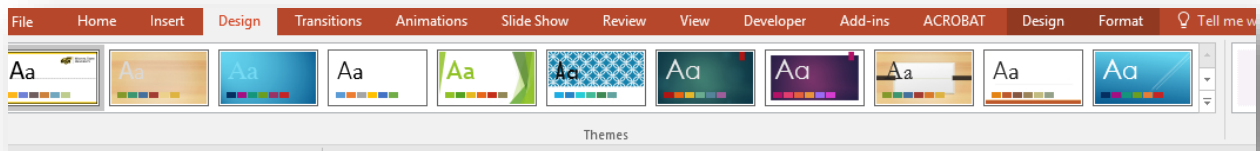

WSU Design Templates

Wichita State University has several templates for employee use made by Strategic Communications. To access these templates:

1. Go to: Wichita.edu/visualstandards
2. In the navigation, select Powerpoint Templates
3. Download the desired template.
4. Open the template in Powerpoint,
5. Go to File → Save As

6.   Click Browse
7.   Under File Type, select **PowerPoint Template**

File name: Wichita State University.potx

Save as type: PowerPoint Template (*.potx)
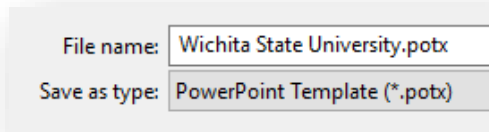
Applying a Design to an Existing Presentation

Sometimes a presentation needs to be refreshed to use again in a different setting. It is a good idea to change the design as well as some of the text in the presentation

1. Open the presentation
2. Select the Design Tab
3. Choose a Theme from the Gallery.
   ✓ Many Themes have color variations
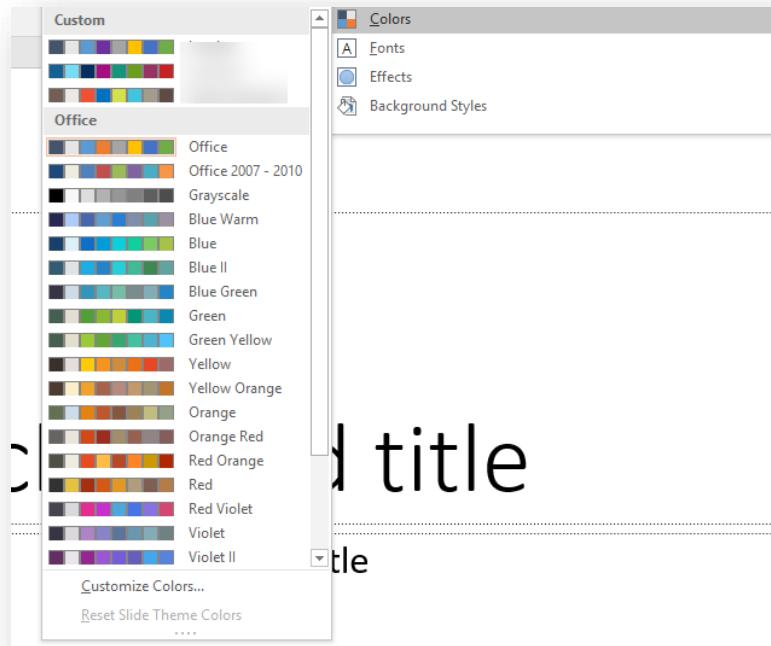4. Browse through the presentation and make adjustments as necessary.

Color Pallets and Fonts

Each theme comes with a color and font set, but this can easily be adjusted.

1. Go to **Design Tab**
2. Click the dropdown arrow to the lower right of the **Variants** group
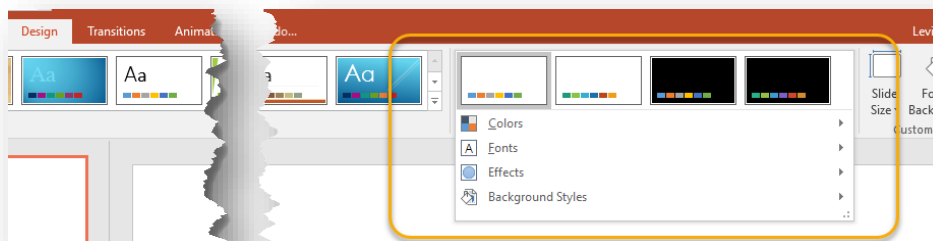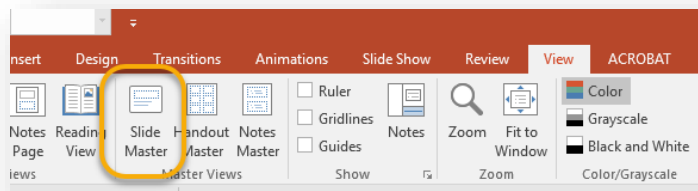
Select from the preset color or font sets, or customize through the last option in each dropdown.
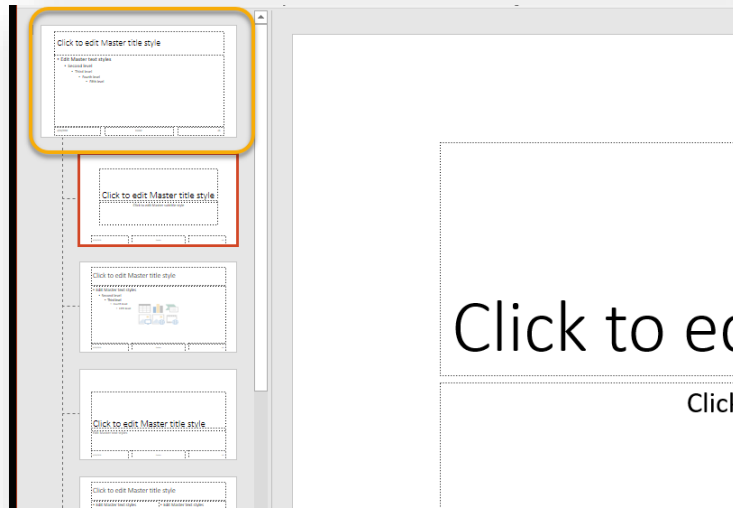
THE MASTER SLIDE

Changing the Master Slide will change the default for all slides in the presentation.

1. Go to View Tab, and select Slide Master

2. Scroll all the way to the top on the left to make changes to all slides, or select a specific slide type (e.g. Title and Content) to just change one style.
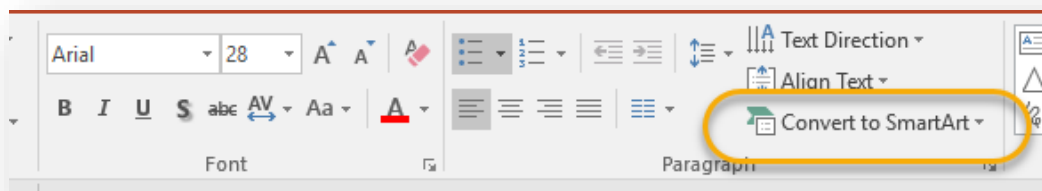
3. When finished, in the ribbon, go to the Slide Master tab, and click Close Master View.

SMARTART

SmartArt, also a feature in Word, is a great way to add some visual variety to a presentation. Consider using this option if the presentation has several lists.

1. Select the list
2. Go to **Home Tab → Paragraph Group → Convert to SmartArt**

3. Select from one of the SmartArt Layout options
4. Two contextual tabs appear for SmartArt. Note the ability to alter colors and apply SmartArt Styles.
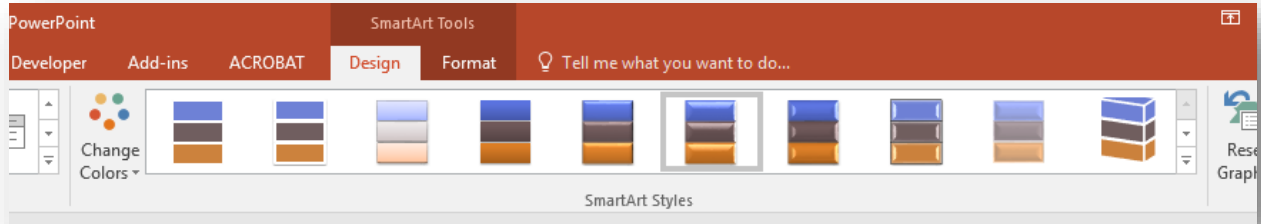

✓ SmartArt can also be created from the **Insert Tab → Illustrations Group**, or from the quick button in the Content section of certain slides (e.g. Title and Content).
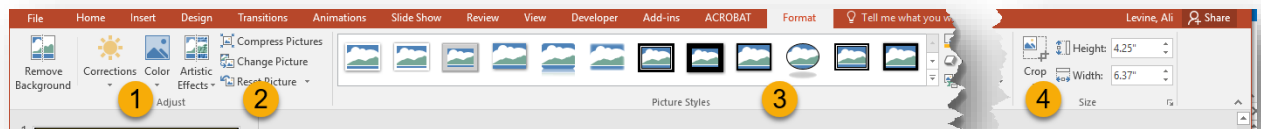
IMAGES

Images may be inserted through the quick buttons in the content section of certain slides, or through **Insert Tab → Images Group.** There are a couple options:

1. **Pictures**: Inserts a picture from the local computer
2. **Online Pictures:** searches Bing for Creative Commons Pictures
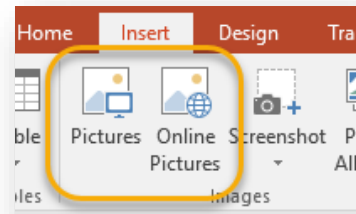
Once an image is inserted, the **Picture Tools** contextual tab appears. In this tab, there are options to:

1. Correct and alter color and apply artistic effects
2. Compress large pictures, reset an image that has had alterations applied
3. Apply a picture style
4. Crop an image

ANIMATIONS

Applying Animations to Objects

Applying animations to your objects is a great way to bring your presentation to life. You can animate any object in Powerpoint; text, images, tables, etc. To do so:

1. Select the object.
2. Go to the Animations Tab in the ribbon.
3. Explore the options in the dropdown menu.
   A. Entrance animations are actions the objects will perform upon entering the presentation.
   B. Emphasis animations happen after the object is already present.
   C. Exit animations happen as the object leaves the slide.
   D. You may select more than one animation for any object.
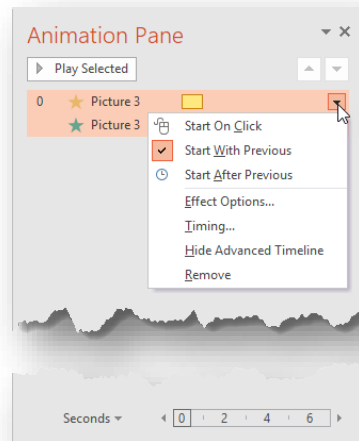
Adjusting Animations

After you have created animations, you have more control from the Animation Pane. In the Animations Tab, click on "Animation Pane" to access this pane.
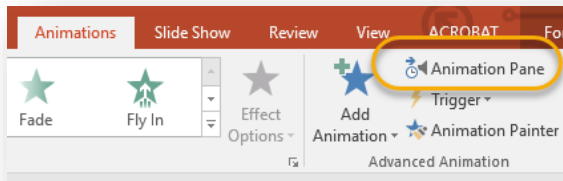

From the Animation Pane, you can:

1. Quickly view the animations assigned to a slide.
2. Adjust the order of the animations (via drop down)

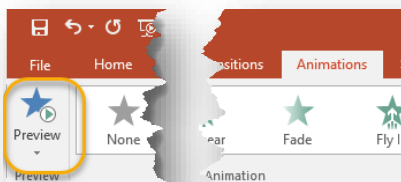3. Decide how to activate the animation; by mouse click, or after a certain amount of time.

4. Choose a duration of time.
5. Keep in mind that you can adjust timing (speed up or slow down) animations, along with many other options, in the Animations Tab.
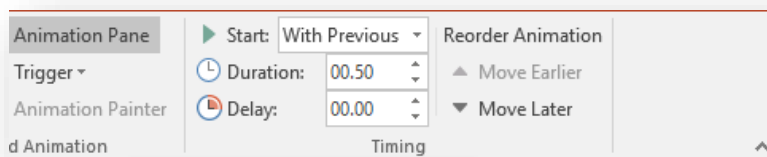

Preview Animations

At any time, you can preview animations for a slide, by clicking "Preview" in the Animations Tab.

TRANSITIONS

Transitions are another excellent way to bring your presentation to life. To add a transition to a slide:

1. Go to the Transitions tab in the ribbon.
2. Many options are present in the ribbon, but you can also expand the options by clicking on the arrow in the lower right of the transition group.
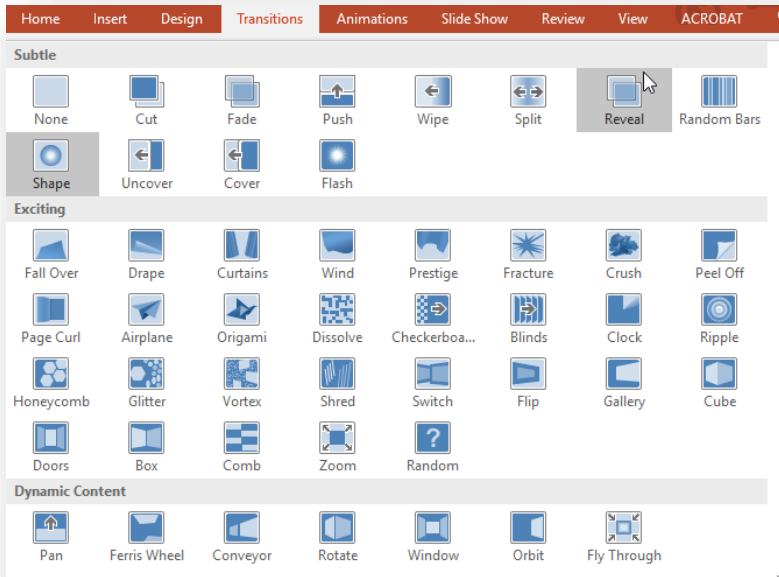
3. Once an option is selected, preview it by clicking "Preview" in the Transitions Tab

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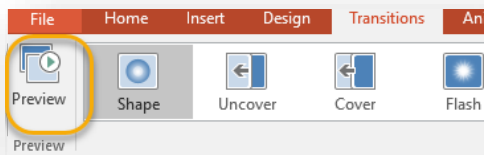
4. Keep in mind that you can adjust the duration (speed up or slow down) transitions, along with other options in the Transitions Tab.

✓ Notice how there is an option to advance the slide after a certain amount of time, rather than on a mouse click. This is an excellent setting to use if the final document will be exported as a video (see Export Options section).
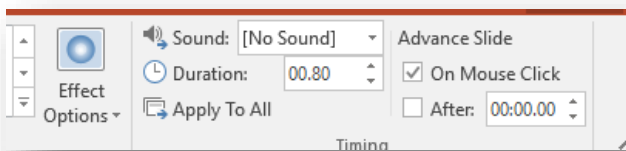
PRINT SPEAKERS NOTES AND HANDOUTS

Notes pages include the slide along with any notes that were typed in the notes section. The notes section will print below the slide and utilize one piece of paper per slide.

Handouts can be printed with two, three, four, six or nine slides per page.

8. From the File tab, select Print.
9. Under the Print What heading locate Handouts.
10. Set the number of handouts as desired. Notice that portrait and landscape became active.
11. There are also color options.
   A. Color.
   B. Grayscale – this is recommended when printing without color.
   C. Pure black and white.

EXPORT OPTIONS

There are several options available for exporting a document in PowerPoint. Most frequently used export options are PDF and Video. To access the Export options go to **File → Export.**
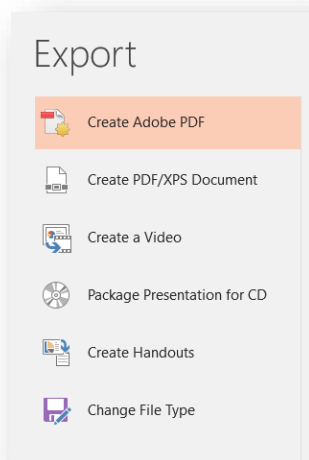
INSPECTION OPTIONS

There are three inspection options in PowerPoint (and many Microsoft Office programs). To see these options, Go to File → Check for Issues
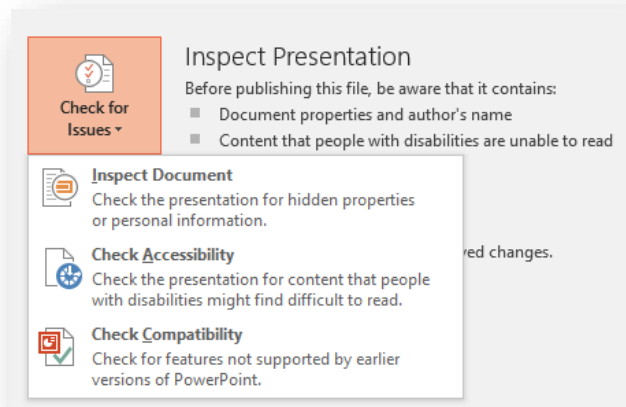
Inspect Document: This option is a great general check for a document before publishing. It will check for possible issues like, author information, printer information, picture crop information, headers and footers, and much more.

Check Accessibility: Checking for accessibility is very important. Your audience may be accessing your document with a screen reader, and this check will help ensure that they will be able to access all the various elements.

- ✓ Missing Alt Text is a common error. Alt Text is the text that will be read to somebody accessing a document with a screen reader to describe pictures and other elements.
- ✓ Remember that for most programs, Alt text may be found in a right click menu (Format Picture, or table properties are a couple examples).

Check Compatibility: This will inspect the document for compatibility across older versions of Excel and tell users possible issues that could arise with newer features (e.g. slicers).

EXTENDING DISPLAYS

When presenting with only one screen and viewing the presenter view with notes is preferred, computer settings may be altered to allow the presenter to treat the projector as an extension of the podium display.

1. Go to Desktop
2. Right click on the desktop and select Display Settings

3. Under Multiple Displays, change the setting from Mirrored to Extend these Displays
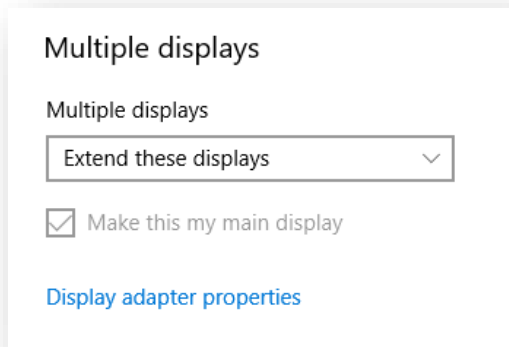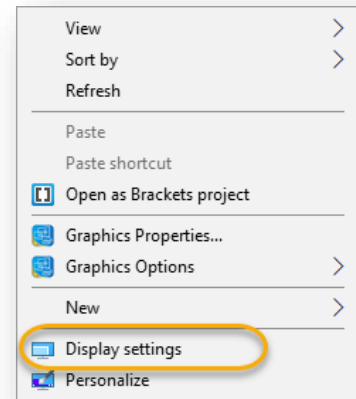
SHORTCUTS

Frequently Used Shortcuts

Frequently used Microsoft shortcuts	Key Command
Open a document	Ctrl+0
Create new	Ctrl+N
Save a document	Ctrl+S
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X
Close a document	Ctrl+W

Formatting Shortcuts

Formatting	Key Command
Italicize text	Ctrl+I
Bold text	Ctrl+B
Underline Text	Ctrl+U
Strikethrough	Ctrl+5
Align Left	Ctrl+L
Align Center	Ctrl+E
Align Right	Ctrl+R

Presentation Commands

During Presentation	Key Command
Next Slide	Page down or Enter or Mouse Click, or Right Arrow
Previous Slide	Page up or Left Arrow
Stop Show	Esc
See list of key commands	F1
Start Show	F5, or Slide Show Button

WSU MICROSOFT OFFICE POWER USER PROGRAM

Become a Power User! Attend a full suite of Microsoft Office trainings from ITS and receive a Power User Certificate. For more information, visit: wichita.edu/poweruser