PowerPoint
Tips and tricks

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We have marked particularly significant tricks with this symbol

The exact location of functions may vary according to your setup (Mac vs. PC, software version etc.)

What can you use this guide for?

The purpose of this guide is to make you familiar with the most important features in PowerPoint. It is not an exhaustive manual, but rather the functionalities that we experience make the use of PowerPoint effective. Please notice that you probably are also expected to comply with the template of your organisation. Our advice is not in competition with or contrary to this – it's just a matter of familiarizing yourself with PowerPoint so you do not see it as a limitation when it comes to making presentations. To use it as a reference, please know that the structure follows the menus (ribbons) at the top of PowerPoint. Starting with HOME, then INSERT, etc. And at the end of the document, good advice for working with pictures as well as our favourite shortcut keys follow.

Do you need further training?

If you or your colleagues need training in presentation techniques, PowerPoint or virtual presentations, do not hesitate to reach out to us. We have trained more than 20,000 people since 2005, and we look forward to making you better too. Write to epo@epo.as.

The menu: HOME

The first option you'll meet under the menu HOME is **Paste**. By pressing the little arrow below, you can choose whether the elements you've copied, will be inserted using the template (colours and so on) from the new presentation or from where it's copied. This is important to know if you copy from different templates.

The little **Format Painter** icon is a particular smart way to copy the design of a shape or picture. Let's say you've applied a shadow, a special font, and maybe other adjustments, then you don't have to repeat this manually on the subsequent elements. You can simply start by clicking the element, that has the format you want, then the format painter icon, and then the element you want to overwrite. If you need to copy from one element, to multiple elements, double-click the format painter icon. This can save you *a lot* of clicks.
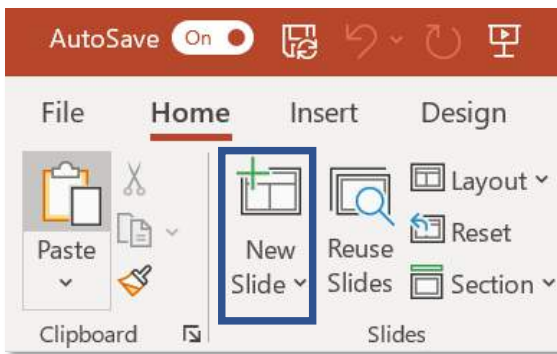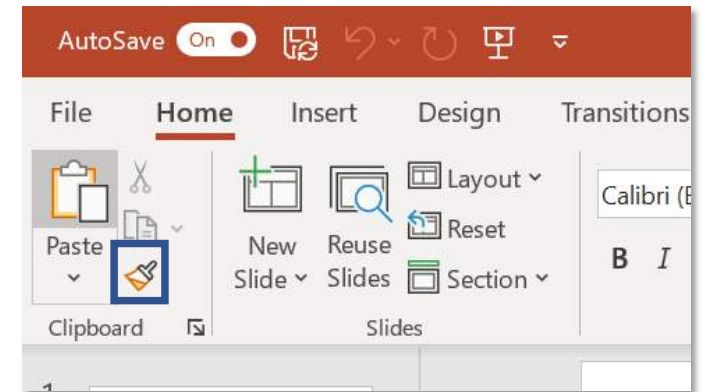
New Slide gives you the option of inserting a new slide. The little arrow to the right of it, can be used to choose the design of the new slide. The options offered will either be defined by your organisation's template or PowerPoint's default.
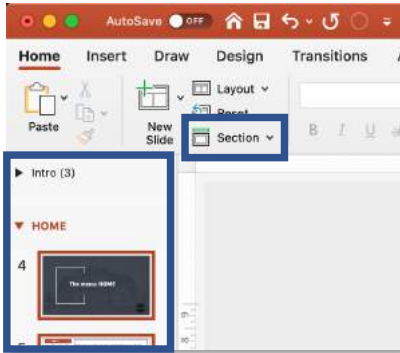
You can use **Section** to divide your presentation into logical chapters. If you have a lot of slides, sections make it easier to navigate. To the left you can see two examples of sections. These can be opened and closed by pressing the arrow outside of the sections name. If you want to rename a section, right-click the current name.

What you see in the marked section above, is very similar to Word and Excel. You can change the text font and colour. You can edit bullets, indent, line spacing etc. Try using the different options and getting comfortable with them. There are two things we would like to highlight. First and foremost this functionality A˄ A˅ With these you can easily make the text larger or smaller and decide what looks best. It's much easier to choose which size you want this way, compared to looking at all the font size numbers on a long list.

The other thing we want to highlight is pretty amazing. Let's say you're choosing the font colour. Underneath *more colours* there is an **Eyedropper**. Pressing that, you'll see a kind of magnifying glass. With this, you can select the exact colour from the any element on the slide that you want for text, backgrounds, shapes, and so on.

The next section of HOME shows some of the commonly used functions.
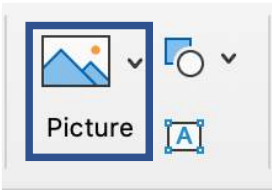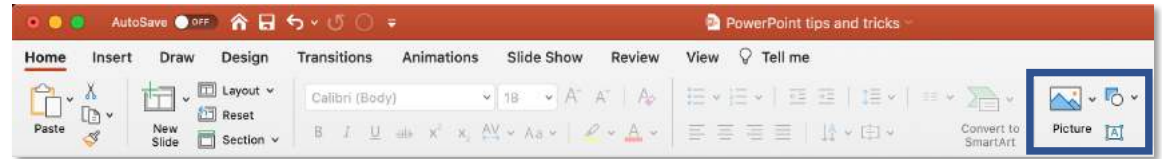
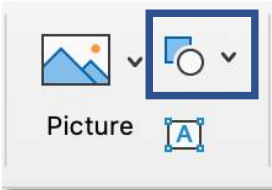If you press **Pictures,** you have the option of inserting a picture from your computer, which is by far the easiest way to work with images. If you find pictures online, save them on your computer first, and then insert them.

If you press **Shapes**, you get a load of different shapes, which you can insert. This includes boxes and arrows, which are probably the most typically used. On the next page we'll show you how to format – i.e. change the layout of – these figures.
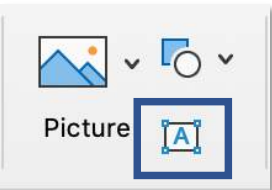
When you press **Text Box**, at first sight nothing will happen, but if you click on the slide, a text box will be created, and you can write or insert text. Notice, that you can also find a text box in the shapes section.

Once you've inserted an element, you can format it. In this context format simply means to edit the way it looks. You can design shapes, pictures, and text, as you will see on the next page. This is one of the important things to master, when making a neat presentation.
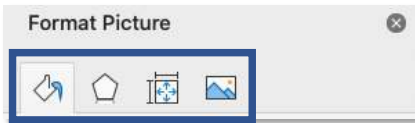
Format Picture

If you double-click an image (or right click and choose format picture) you'll see this menu to the right on your screen. There are four categories in the menu, and we'll show you the basics.

Format Picture
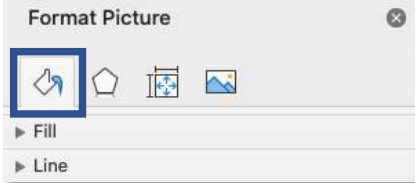
▶ Fill
▶ Line

The two typical selections are **Fill** and **Line**. Fill is the background colour of the shape (not relevant if it is a picture). The typical choice is solid fill in your preferred colour. Line is the outline around the shape or picture. In most cases no line looks best.

Format Picture

▶ Shadow
▶ Reflection
▶ Glow
▶ Soft Edges
▶ 3D Format
▶ 3D Rotation
▶ Artistic Effects

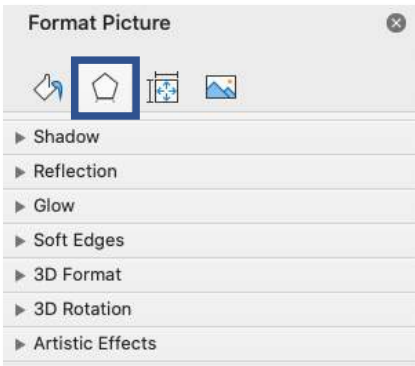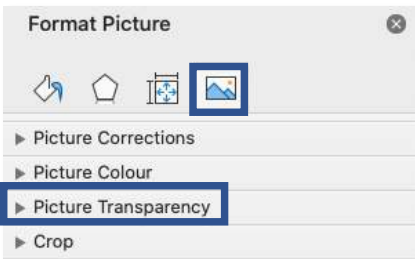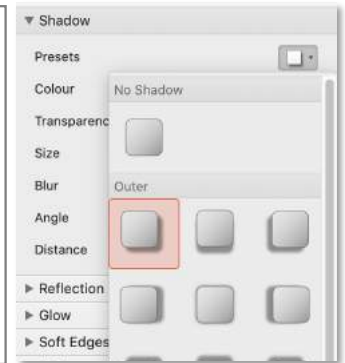The next category is all about the effects tied to the picture. The most elegant is probably a discreet **Shadow** (which is used on all the pictures in this pdf). Another nice option is **Soft Edges**, which is useful if the edges of the picture shouldn't be sharply cut. Something that goes for all pictures is that **Presets** is way easier to choose. This is a standard choice that saves time. In 99% of the cases we use the first option under **Shadow – Outer**, as you can see to the right.

▼ Shadow
Presets
Colour   No Shadow
Transparency
Size
Blur   Outer
Angle
Distance
▶ Reflection
▶ Glow
▶ Soft Edges

Format Picture

▶ Picture Corrections
▶ Picture Colour
▶ Picture Transparency
▶ Crop

Another important option is **Picture Transparency**. If you like to put e.g. text on top of a picture, and the picture should not stand out too much, transparency could work.
Please notice that transparency of shapes is set under **Fill**.

A menu called PICTURE FORMAT also appears when you double-click pictures.
That menu will be reviewed later.

Show   Review   View   Help   **Picture Format**

Picture Border
Picture Effects
Picture Layout
Alt Text
Bring Forward
Send Backward
Selection Pane
Picture Styles   Accessibility   Arrange
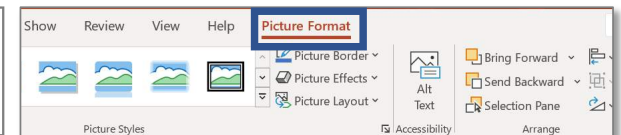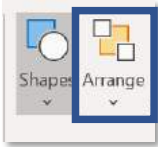
Arrange in the menu HOME is one of the key functions. There, you'll find a lot of useful tools to design your slides. When you click arrange, you get the following options.

Order Objects decides what's in the front. Let's say you have a picture and text. In that case you have to make sure that the text box is on top. But if you've inserted the picture *after* the text box, it requires that you move the text box one layer up. This way you can "stack" the different layers correctly.

Group Objects decides what sticks together. If you have a text box and picture/icon, and you'd like to make sure they stay together when you move them, you can group them. You mark them (drag a box completely around all objects) and press group. If you want to undo this, you can simply select the group and choose ungroup.

Position Objects gives you an opportunity to position objects much smarter than manually. All of this happens with **Align**. If you have several elements, you can make them align with each other, or you can make them exactly the same distance from each other. You can rotate and mirror objects with **Rotate**.
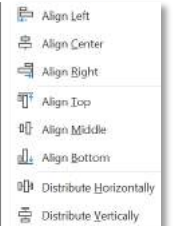
The Menu: INSERT

The menu INSERT is, as the name suggest, the place where you insert stuff. We've already talked about pictures and text boxes etc., which can be inserted from the HOME menu. So this time we'll focus on what's unique for this menu.

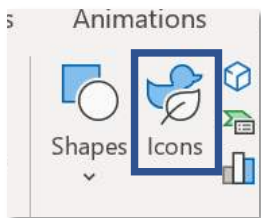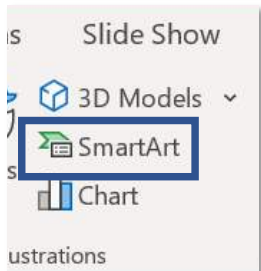**Icons** can make your presentation more interesting and improve your visual expression. PowerPoint has a lot of standard icons, which are sorted into categories. However, you can also search manually for whatever you need.

If you need to visualise lists, processes, hierarchies etc., then you should check out **SmartArt.** It offers a lot of models, that can save significant time, since you don't have to create the shapes manually. The amount of elements is adjusted automatically relative to how many text elements you insert or delete. Text is inserted in the text box you can open.
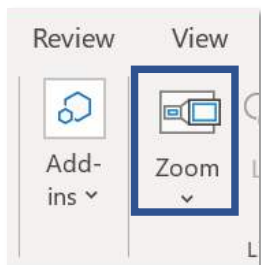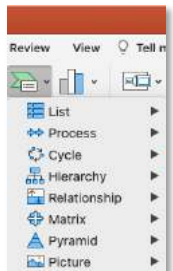
Zoom gives you the opportunity to insert links to slides or sections. You can adjust the size and visual expression of the links. When you click the link in full screen mode, you "jump" to that specific slide, and by clicking back (left arrow on keyboard) you go back to the slide you started at. You can use this for a flexible agenda slide, which make it possible for you to jump between different agenda points.

Link or **Action** also make it possible to skip elements. Action is probably the most intuitive, if you want to create a jump internally in the presentation, whereas link is commonly used to link to a given external file. You have to select an element (picture etc.) before you can apply link/action.
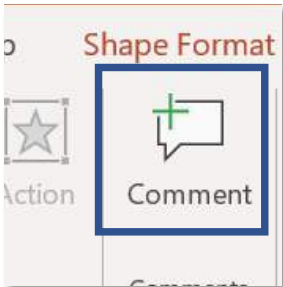
You can insert a **Comment**, if you are reviewing a PowerPoint presentation. In other words, this functionality is not something you need to present material, only to give or receive feedback. The comm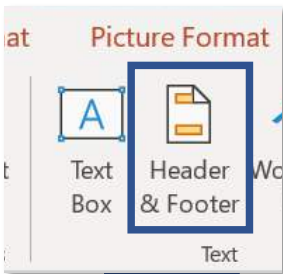ent is marked as a little speech bubble where you apply it. The text itself is in a box to the right, which appears when you press the speech bubble. Click the comment and the cross, which appears, in order to delete the comment.

You can edit **Header & Footer**, but bear in mind that this, in many cases, is something which is already determined in your corporate template (i.e. not something you should mess with). This function can be used to e.g. apply page numbers. You can choose to apply it on all slides or only on the selected (see illustration to the right).

You can also insert **Video** (or **Audio**). By pressing this, you get to choose which file to display, ("video from file"). Pretty straightforward. But notice that you can choose whether the file is played automatically or on click. You can choose this in the menu PLAYBACK, which appears when you click the video.
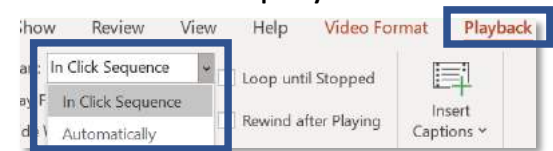
The Menu: TRANSITIONS

The menu TRANSITIONS controls what happens *between* slides. It should be used with caution, since fancy transitions between slides creates unnecessary noise. We suggest that you limit yourself to the below mentioned.
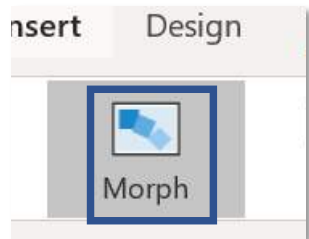

Morph is used if you want to highlight an element from one slide to another, by for example zooming in or moving the element. A prerequisite is that you have the same picture or figure element on two consecutive slides. Choose morph on the second slide to create a transition from the first slide, for example moving a picture to a new position in an elegant way.
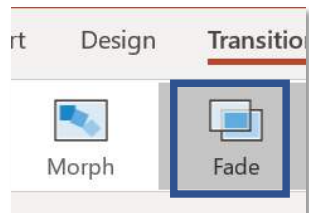
If you are looking for a discreet transition between slides, we suggest **Fade**. This will not get unnecessary attention, since it is a very minimalistic effect, but it does create a bit smoother change of slides.

This is also the menu where you set your slides to transition by the click on the mouse, or after a certain amount of time. This is relevant if you want a presentation that runs on its own, for example automatically on a big screen.
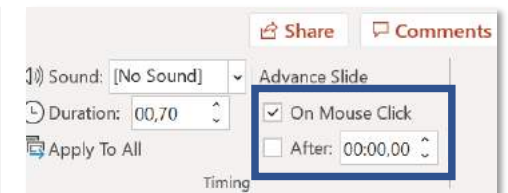
The Menu: ANIMATIONS
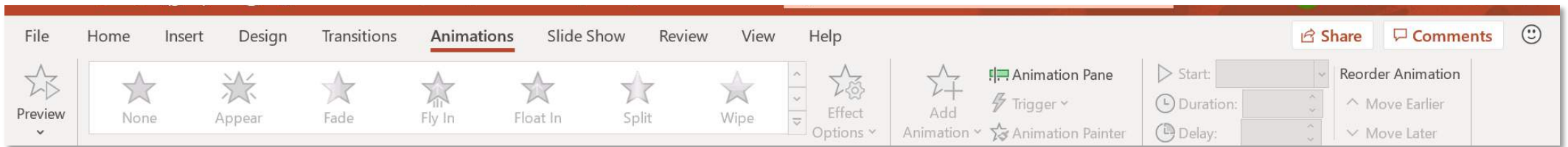
The menu ANIMATIONS controls how elements appear on the slide (where transitions are the link *between* slides). But just like transitions it should be used with caution to prevent too much noise. We suggest that you limit yourself to the below mentioned (maybe your organisation has an internal animation policy you need to comply with).
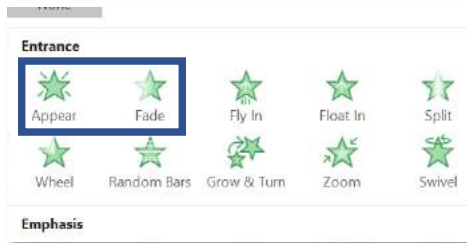
You can use the green entrance animations to control how elements enter the slide. **Appear** and **Fade** are the only two entrance animations we use. We use them a lot, though. In every presentation, we want things to appear exactly when we need them. This ensures flow and timing.

The red exit animations remove elements from the slide. **Fade** is the most subtle. It also works well, if you want to reveal parts of a picture in sequence. Then you can place background coloured boxes on top of the picture, and remove them using exit effects.
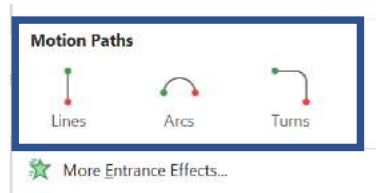
Motion Paths can be used if you want elements to move around the slide. The easiest one is Lines, which can be used to move elements on a linear path. As a ground rule, avoid moving elements on the slide, but in some cases, you might justify this animation type.
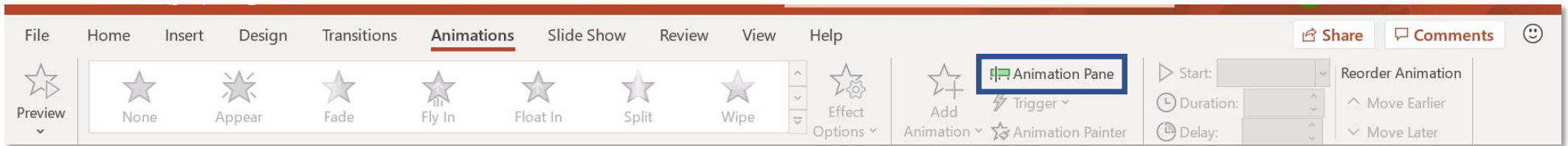
When working with animations, we recommend that you always open the **Animation Pane**.
Then you get a menu to the right. This creates a great overview of the animations on your slide.
Animations with the same number will be executed (e.g. appear) at the same time.
You can easily rearrange the order of animations, simply by dragging one animation up or down.
You can delete the animation on the red cross after selecting it.
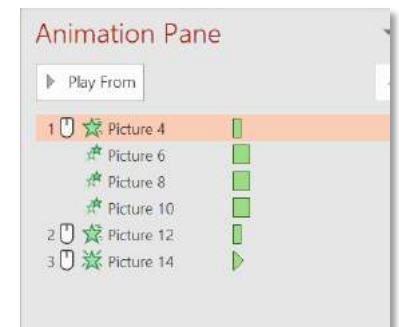
You can choose when and how the different animations are executed under **Timing.** This could be "on click", "together with previous" or "after previous". You can also edit duration of the animations and a delay if necessary.
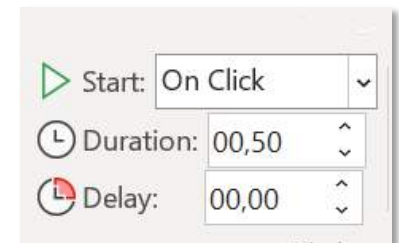
You might recall the format painter under the menu HOME. Under ANIMATIONS, you find the convenient **Animation Painter.** If you have already applied an animation to an element, and you want to copy these settings to other elements, you can do this by using the animation painter.
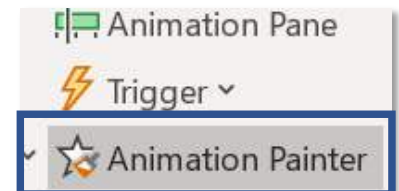
The menu: SLIDE SHOW
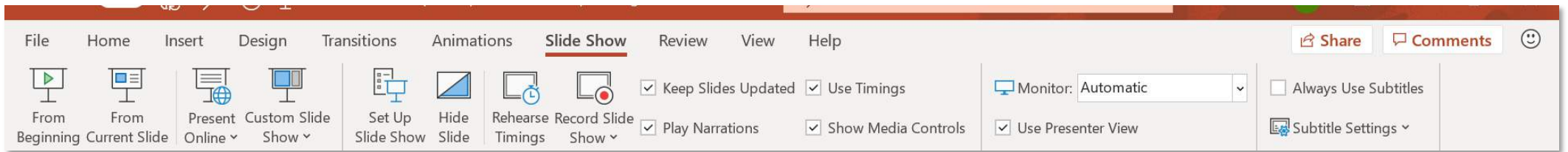
In the SLIDE SHOW menu, you can test your presentation, either by starting at the first slide, or the one you are currently viewing. A more accessible option is at the bottom right corner of your screen.

To the right of the bottom right corner you'll find the zoom tool.
Press the box shape to adjust the slide to fit the window.

You can also tick the box **Use Presenter View** in the menu, if you want to see full screen slides on the projector or screen, with the notes and next slide on your own screen (as shown below).
We recommend to always use this view.

Current slide

Next slide

Notes

Slide sequence

In the SLIDE SHOW menu you can select to hide a slide (this can also be done by right-clicking a slide in your slide view in the left side of the screen). If you'd like to know how long your presentation takes, or even how long each slide takes, press **Rehearse Timings**.
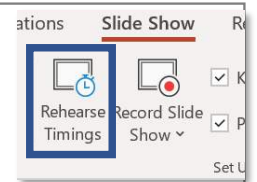
The menu: VIEW
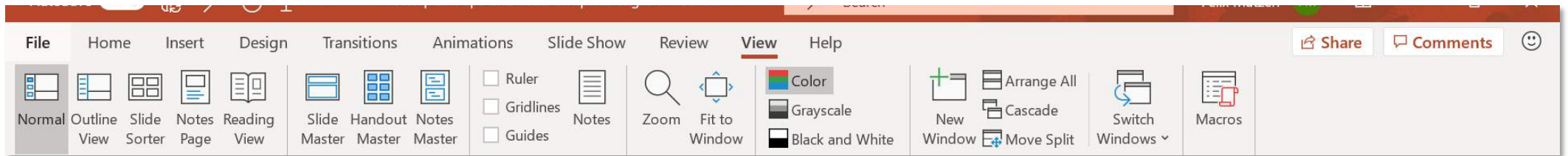
The menu VIEW enables you to adjust what you see, when you work on your presentation.

Normal view is a slide overview in the left column, and the most possible space to work with the current slide. But sometimes it might be nice to have an overview of all the slides. This is possible with **Slide Sorter**, where you can zoom in and out. If you've chosen to work with sections, you'll get a neat overview of slides, sorted into sections.
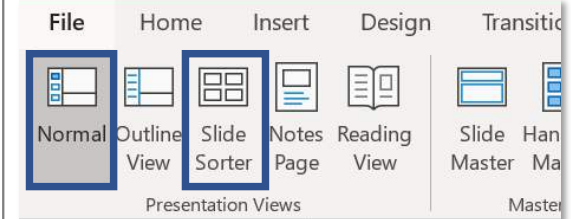
Most people work in a corporate template, where this is decided for them, but if you want to display slide number, slide name or other info on each slide, this can be done under **Slide Master**. Here you can also change the language of all the slides at the same time. Doing it manually on each slide is a huge workload.
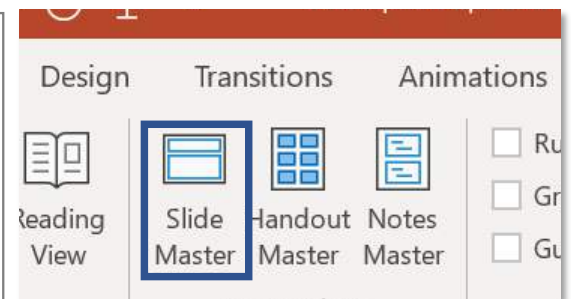
When you move around elements on the slide, dynamic guides help you make sure elements are aligned. Furthermore, extra **Guides** can be enabled to help position text boxes, shapes, and pictures perfect on all slides.
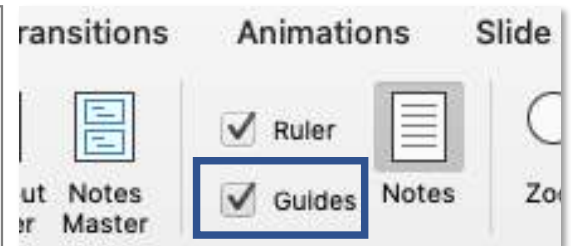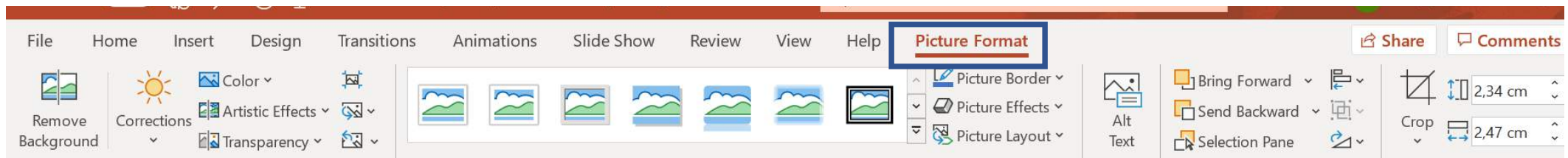
When you have selected a picture, you can choose the menu PICTURE FORMAT. Another easy way to select the menu is to double-click on a picture. Here you can find essential design features.

Colour can you help you to recolour your pictures, so that they fit your design. But you can also use this feature to remove the background of your picture. Click the little arrow and select **Set Transparent Colour.** Click on the part of the picture that you want to make transparent. Notice that you can only make one colour transparent, and the area that need to be removed has to have the exact same colour.
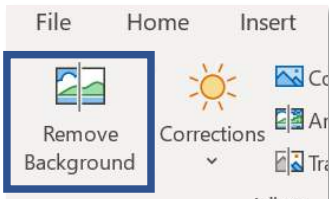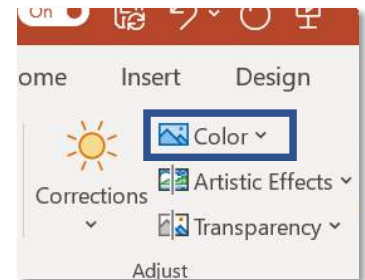
Another way is to choose **Remove Background**. Then you can use the pencil to choose between **Mark Areas to Keep**, or **Mark Areas to remove**. The purple colour indicates everything that will be removed when you click **Keep Changes.**
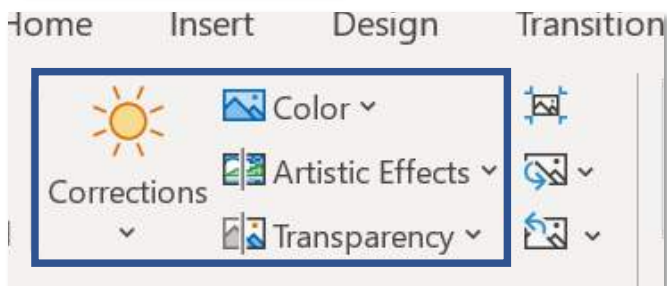
The next three format options **Corrections, Colour,** and **Artistic Effects** will also be visible when you double-click a picture. Here you can adjust brightness, contrast, and much more. **Artistic Effects** gives you, among other things, the blur option, for example if you want to show text, that shouldn't be readable.
Reset if you want to end up with the original picture.
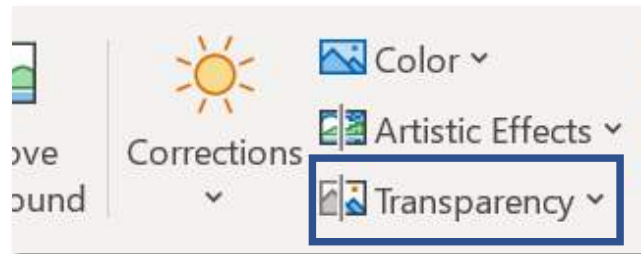
Transparency works in the same way as it would with a shape or textbox. Here you have the option to choose if the picture stands out clearly or not. This can be relevant if you want to highlight some text in front of a picture, or if you want to create a watermark effect.

If your presentation is to big, you can click **Compress Pictures**. It reduces the file size significantly – especially with many large pictures. You can adjust the quality depending on whether your material is for screen only or also need to be printed.
Change Picture is a smart way to change or update a picture, keeping the existing size and effects.
Reset picture is a good way to return to the originally inserted picture, if you don't like the formatting or effects anyway.
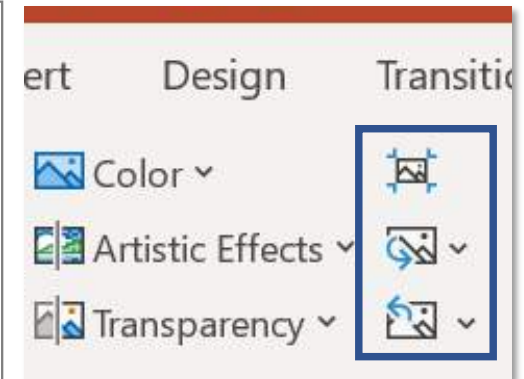
Crop is one of the best picture formatting options and you need to master this, when working with pictures. Crop enables you to remove undesired parts of a picture. Please notice that cropping is not the same as adjusting the size of the picture. Resizing a picture is done by dragging the white corners, whereas cropping is done by adjusting the black handles.
Click the small arrow if you want to crop to a shape. This means that you can 'cut out' the picture in any shape – for example a circle, triangle etc.

5 tips when working with pictures

Never use images in poor resolution!

Never change the height / width ratio of a picture, as even a few percent distortion makes it look strange. Instead, drag the corner of a picture to resize, and never the side or bottom. If the picture does not exactly match the frame, crop it instead (see page 24).

If you want a full screen picture, place it in the upper left corner of the slide and then drag the lower right corner of the image. If your image does not have the same height / width ratio as the slide, drag the image over the slide to cover both the height and width. Afterwards, use the crop function to make the picture fit the slide. Finally, you have the option (still in the crop function) to move the image around inside your adjusted frame for fine tuning.

If permitted by your internal policies, you can find free, high-quality photos that are not copyright protected on the following sites: www.pixabay.com, www.unsplash.com, and www.freeimages.com. Be sure to check whether your organisation already has access to a professional stock photo service.

You can find free icons at www.iconfinder.com.

Shortcut keys and other tricks for PC

F5 — Starts full screen presentation from first slide

Shift + **F5** — Starts full screen presentation from current slide

Alt + **F5** — Starts presentation in presenter view (as if you had an external monitor / projector connected)

B or **W** — Makes screen black or white (in full screen view)

Slide number + **Enter** — Jumps to selected slide number (in full screen view)

Ctrl + **M** — Inserts new slide

Ctrl + **D** — Duplicates any element. This is an alternative to manual copy / paste

Ctrl + **G** — Groups a number of elements

Ctrl + **Shift** + **G** — Divides a group of elements again

Ctrl + **]** — Brings an element to the front

Ctrl + **[** — Brings an element to the back

Save in .ppsx format if you want to send your presentation in a "view only" format, where the recipients do not have access to the work file, but can only see the presentation in full screen (as if you had pressed F5 for them).

Filformat: PowerPoint-show (.ppsx)

Annuller   Gem

Above the top menu, you can define quick access to smart shortcuts.

Automatisk lagring ● FRA   PowerPoint
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Press **Ctrl** when you drag a corner of a picture, if you want to change the size but keep the center position.
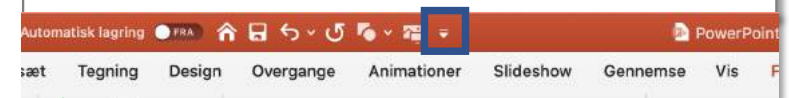
Press **Ctrl** when you drag a picture (or shape) if you want to make a copy.

Press **Ctrl** + **Shift** when you drag a picture or shape if you want to make a copy and move it in a locked straight line.

Shortcut keys and other tricks for Mac

| Shift | + | Command | + | Enter | | Starts full screen presentation from first slide |

Shift + Command + Enter — Starts full screen presentation from first slide

Command + Enter — Starts full screen presentation from current slide

Option + Enter — Starts presentation in presenter view (as if you had an external monitor / projector connected)

B eller W — Makes screen black or white (in full screen view)

Slide number + Enter — Jumps to selected slide number (in full screen view)

Shift + Command + N — Inserts new slide

Command + D — Duplicates any element. This is an alternative to manual copy / paste

Option + Command + G — Groups a number of elements

Shift + Option + Command + G — Divides a group of elements again

Shift + Command + F — Brings an element to the front

Shift + Command + B — Brings an element to the back

Save in .ppsx format if you want to send your presentation in a "view only" format, where the recipients do not have access to the work file, but can only see the presentation in full screen (as if you had pressed Command+Enter for them).

Filformat: PowerPoint-show (.ppsx)

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Automatisk lagring ● FRA 🏠 🖫 ↩ ∨ ↻ 🖫 ∨ 🖾 ▾   🄿 PowerPoint
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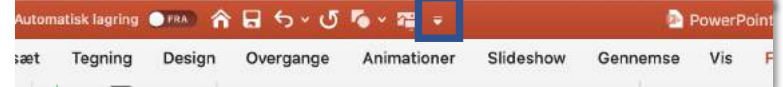Press Ctrl when you drag a corner of a picture, if you want to change the size but keep the center position.

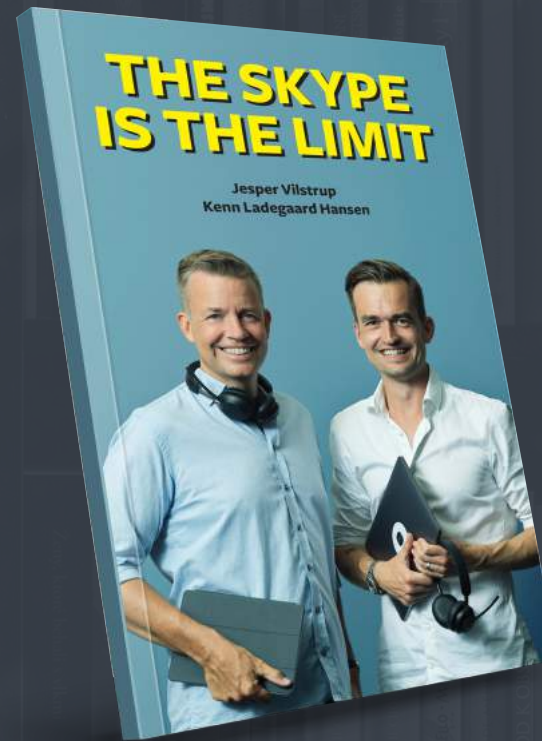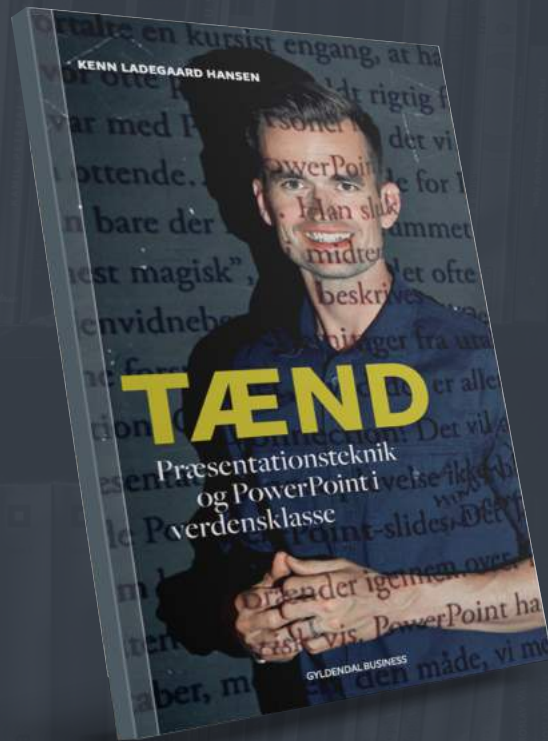Press Ctrl when you drag a picture (or shape) if you want to make a copy.

Press Ctrl + Shift when you drag a picture or shape if you want to make a copy and move it in a locked straight line.

These were our favourite PowerPoint tips. But the technical part is actually not our speciality. Instead, we have spent the last 15 years training people in developing and delivering better presentations. We have written two books about this.
TÆND is in Danish, and it is about effective use of PowerPoint and world-class presentation technique.
THE SKYPE IS THE LIMIT in English is our latest book on virtual presentations.
You can buy the books by writing to books@epo.as.
On the next page, you can see an overview of what we do already in Denmark's largest companies and organisations.

PowerPoint

How do you communicate effectively with PowerPoint?
The training enables you to make a great storyline, using a very efficient 4-step model to develop presentations. You will also get five concrete areas to optimize audience focus. The theory behind "Best Practice PowerPoint" shows you effective ways to create world-class slides.

The ability to create impressive presentation material for yourself and others.

Presentation Technique

How do you make an impact and catch people's attention?
This requires an understanding of the three areas comprising credibility. You will also be trained in the ability to get a perfect start, so the audience follows you from the very first minute. An important part is body language. We will analyse what already works well for you, and how you can improve.

The ability to make an impact and communicate with confidence.

Virtual Presentations

How do you succeed managing the virtual constraints and opportunities?
10 virtual principles provide concrete tips to increase the quality significantly and improve your virtual readiness.
A brand-new approach to virtual meetings will improve the decisiveness and efficiency of your sessions, and the training includes concrete exercises in all of these areas.

The ability to create excellent presentations in the virtual context.

EPO

Training is delivered to groups or individuals

PowerPoint
Tips and tricks

EPO