

PowerPoint 2007 Tips and Tricks

These tips and tricks are divided into two groups. *Production tips* – how to make better PowerPoint presentations, and *Presentation Tips* – how to do a better presentation of material with PowerPoint.

*Tips with an * are unique to PowerPoint 2007, other tips are available in earlier versions of PowerPoint.*

1. Preview a slide

a. Hold down the **Control** Key and Click on the **Show Slide** (Screen) button and PowerPoint will open a small window that will display the slide as it will look in presentation mode. You close the preview window by clicking the **Esc** key. You will see the editing window; by clicking in the editing window, you can make changes. This is much easier than running the show and going back to edit mode.

b. You can start the slide show from the current slide by clicking on the **Show Slide / Screen** button in the bottom right of the window.

2. *Splitting a slide into two slides

a. It's best to input all of your text content at once, concentrating on the content, not the 'look' of the slide. Using this technique, it's easy to put too much information on a slide. It's easy to split a slide in PowerPoint 2007.

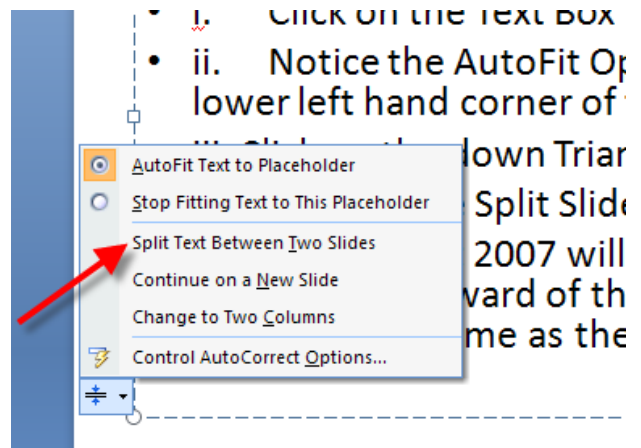
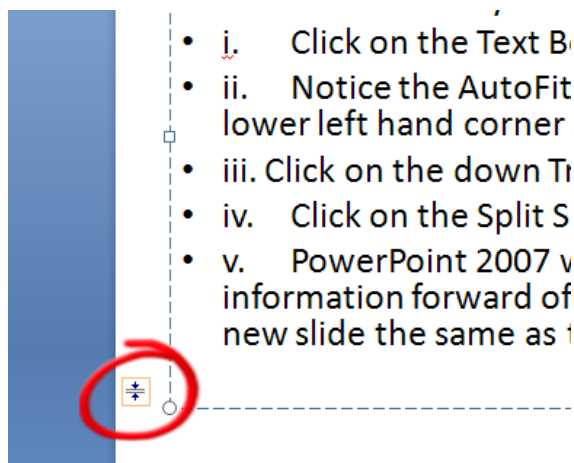
i. Click on the Text Box on the slide

ii. Notice the **AutoFit Options** box that appears in the lower left hand corner of the text box

iii. Click on the down Triangle to open the options

iv. Click on the **Split Slide option**

v. PowerPoint 2007 will create a new slide with all of the information forward of the cursor. PowerPoint will title the new slide the same as the original

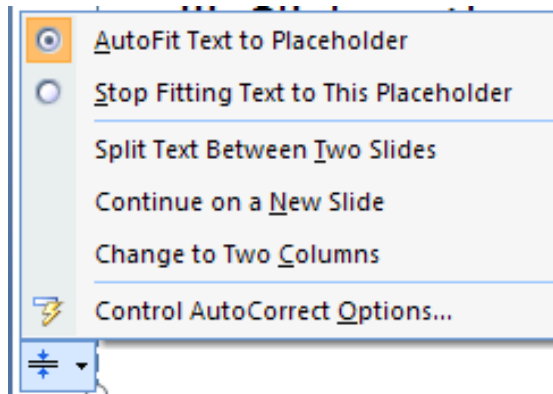


3. *Other AutoFit Options

a. AutoFit to placeholder

b. Stop Fitting text to this placeholder

- c. Split Text between two slides
- d. Continue on a New Slide
- e. Change to Two Columns
- f. Control Auto Correct Options
 - i. Auto Format Options
 - ii. Auto Correct Options

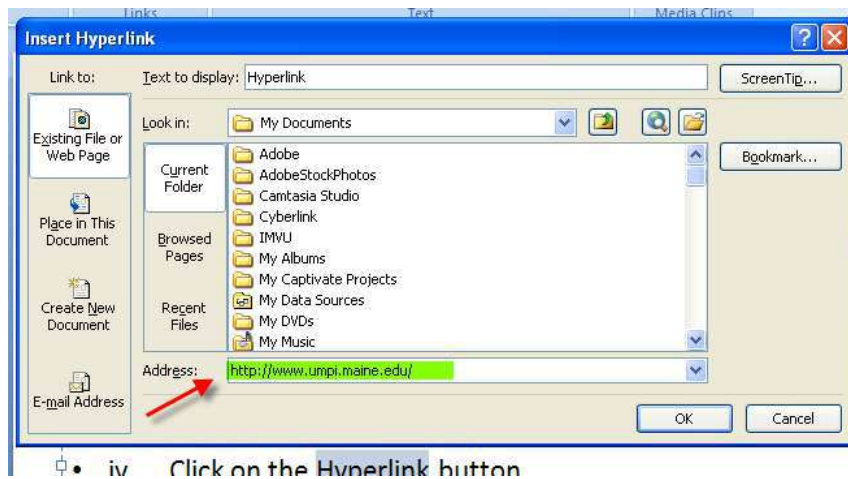


4. Adding a Link / Hyperlink

- a. Hyperlinks are connections to web sites, other files or other slides. You can use PowerPoint as the center point of your instruction and use it to go to other resources with Hyperlinks
 - i. A hyperlink is connected to an object – text or graphic.
 - ii. Select the text or graphic you want to be the trigger for the link
 - iii. Click on the **Insert** Tab
 - iv. Click on the **Hyperlink** button
 - v. A window opens, you can type in a web address or select a file to open with the hyperlink

1. If you want to use a web site, you have to enter the complete web address – starting with **http://**



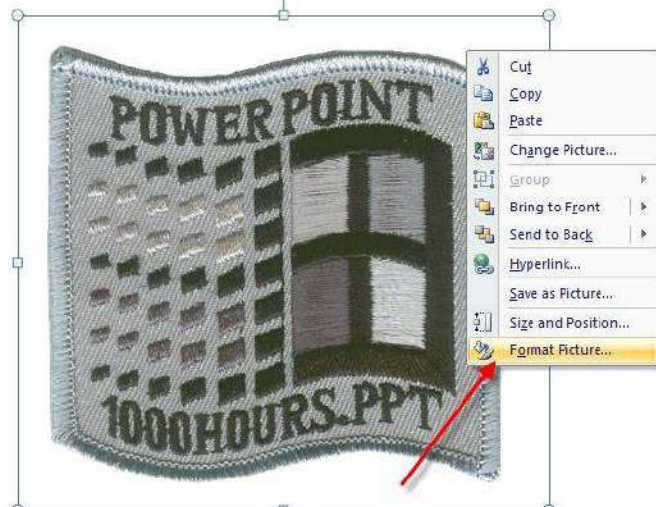


iv. Click on the Hyperlink button

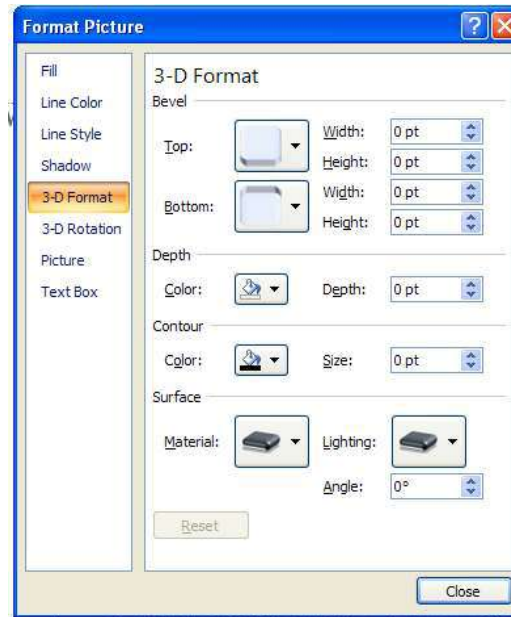
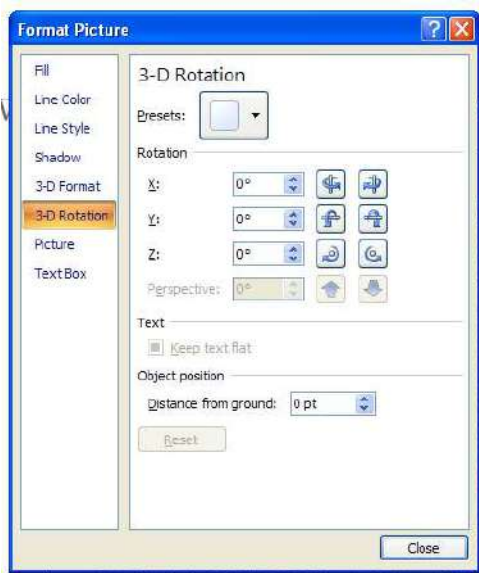
5. *New Format Picture Options

- a. Select a picture on a slide
- b. Right Click to get the contextual Menu
- c. Click on **Format Picture** – last option

NEW FORMAT PICTURE OPTIONS



- i. Default option is size – not new
- ii. 3D Rotation – new
 1. Rotate the picture in 3 dimensions
- iii. 3D Format – new
 - 1 Apple 3D effects
 - 2 Control Bevel, Depth, Contour and Surface attributes
- iv. Shadow – new?
 1. Create and control a shadow effect around picture
- v. Line Style & Line Color– new
 1. You control a border around picture



6. Creating a Template

- a. If you have a slide design you like or one you've customized to your liking, you can save that design as a Template for future use.
 - i. If not already open, open the slide show you want to create the template from
 - ii. Delete any slides with content or delete the content from your slides. You want to only have empty slide formats to create the template
 - iii. Click on **Slide Master** under the **View** tab.



- iv. After you are done making changes to the slides you can then save by clicking on the **Office** button, then **Save As**. In the **file name** box type a file name you want and then In the **Save as type list**, click **PowerPoint Template**, and then click **save**.

You can save you templates to the Templates folder at C:\Program Files\Microsoft Office\Templates\ to make them easier to locate

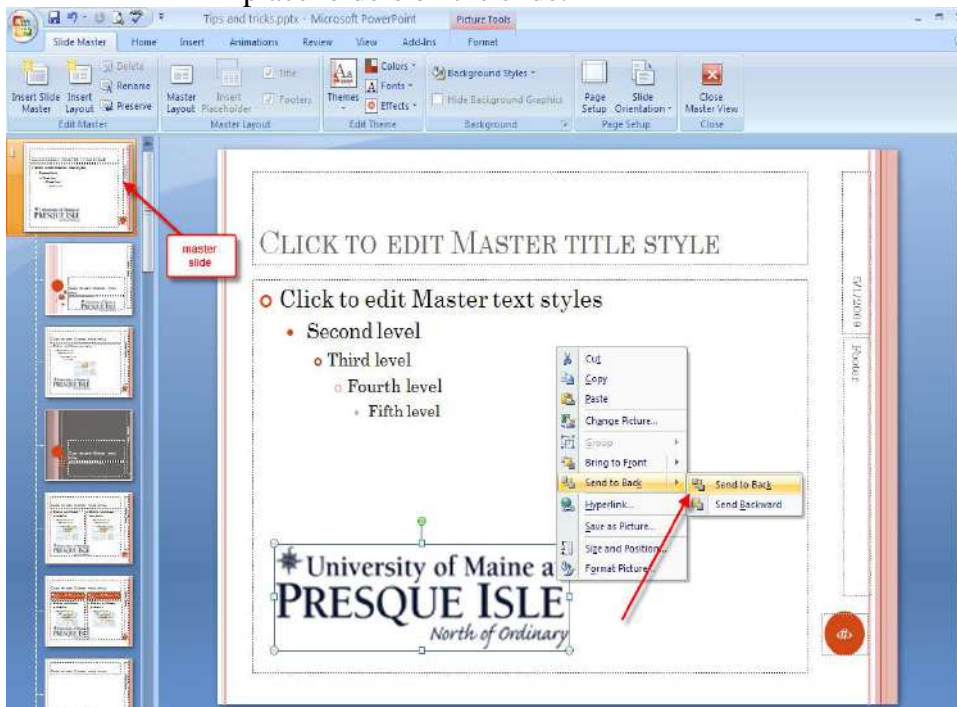
7. Customizing your Slides – Slide Master

- a. The Master Slide contains all of the elements that will appear on your slides. By modifying the Master Slide, you change every slide in the show.

- b. **Adding a logo to every slide** – an easy way to personalize a standard design / template
 - i. From the **View Tab**, click on **Slide Master** to display the Master Slide
 - ii. There may be several Master Slides – one for each layout contained in this template.
 - iii. Pick the layout you want to edit. The most common layout is the bullet / content layout
 - iv. Once the proper Master Slide is selected, you can click on the **Insert tab** and insert your logo onto the Master Slide



- v. **Resize and locate the logo where you want it to appear on your slides.** You may want to **Send to Back** to make sure the logo is behind any content placeholders on the slide.



- vi. You can add any elements to the Master Slide. Remember anything on the Master Slide will appear on every slide.

8. Create an AutoRun presentation.

- a. Make your presentation run without you doing anything! Great for Open Houses,

Parent Conferences, etc.

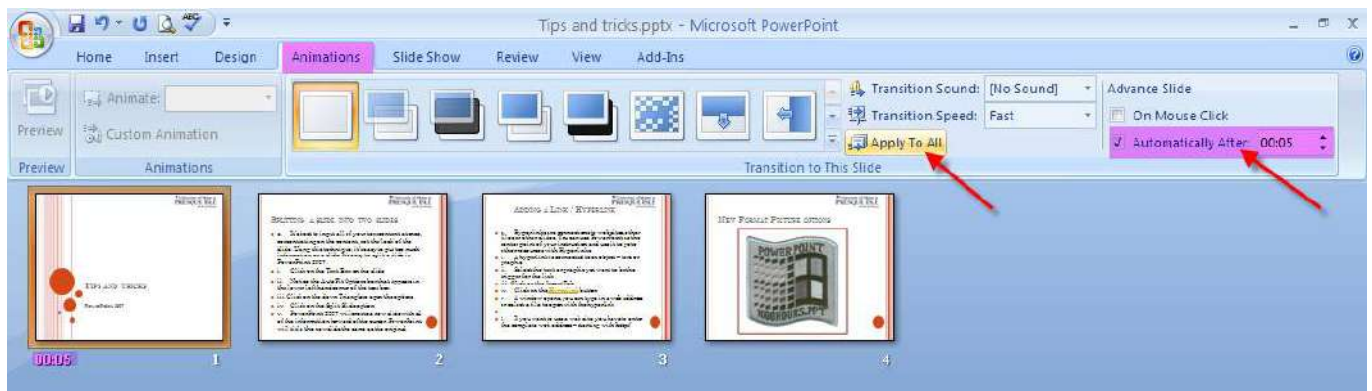
i. Switch to **Slide Sorter** view



ii. Click on the **Animation Tab**

iii. Under **Advance Slide** on the far right, click the Automatically After check box and set a time

iv. Click on **Apply to All**



v. Notice that the time you set will appear under each slide. Later you can adjust the timing for each slide as necessary

vi. It is recommended to run the show to test the timings

vii. You will probably want to customize individual slide timings. Not all slide need the same display time. You can change individual slide timings by selecting the slide (slide sorter view), clicking on the Animation Tab and changing the timing setting in the toolbar – right side of toolbar.

9. Blank the screen

a. **B** or **W** key will turn screen Black or White – hiding your presentation for uninterrupted discussion.