Tips and Tricks for Microsoft PowerPoint 2007

Table of Contents

PLAY THE SAME SOUND THROUGHOUT AN ENTIRE SLIDE SHOW

1. Click the **Insert** tab on the Ribbon, click the bottom half of the **Sound** button and click **Sound from File** or **Sound from Clip Organizer**.

2. Click the **Animations** tab on the Ribbon and click **Custom Animation**.

3. In the *Custom Animation* Task Pane, click the down arrow to the right of the inserted sound and select **Effect Options**.

4. On the *Effect* tab, under *Stop playing*, select **After** and choose the number of slides in your presentation, as shown below.
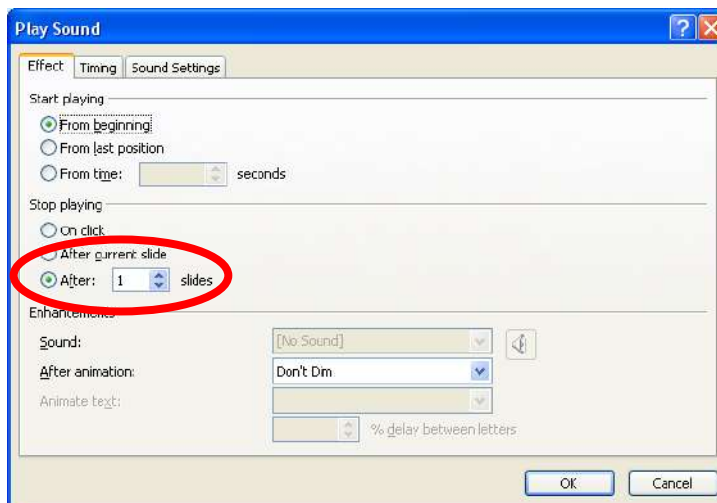
Note: You many also want to turn on the *Hide sound icon during slide show* option on the *Sound Settings* tab.
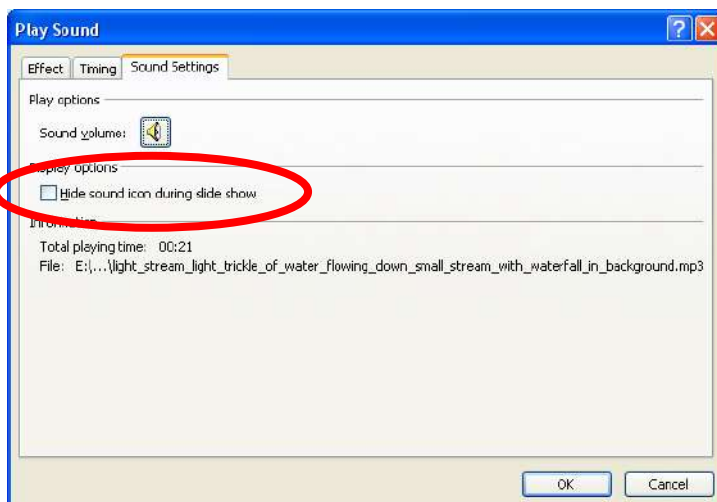
SAVE FONTS

Have you ever saved a PowerPoint presentation and brought it to another computer only to find that all of your fonts have changed? When you save a PowerPoint presentation, it only *saves* the *names* of the fonts it needs to show each slide.   If the computer you're sitting at doesn't *have* a particular font, it *substitutes* a font of its choice... usually one which looks terrible!

To save your fonts with the presentation:
1. Click the **Office Button** and click **Save As**.
2. In the *Save As* dialog box, click **Tools** and then **Save Options**
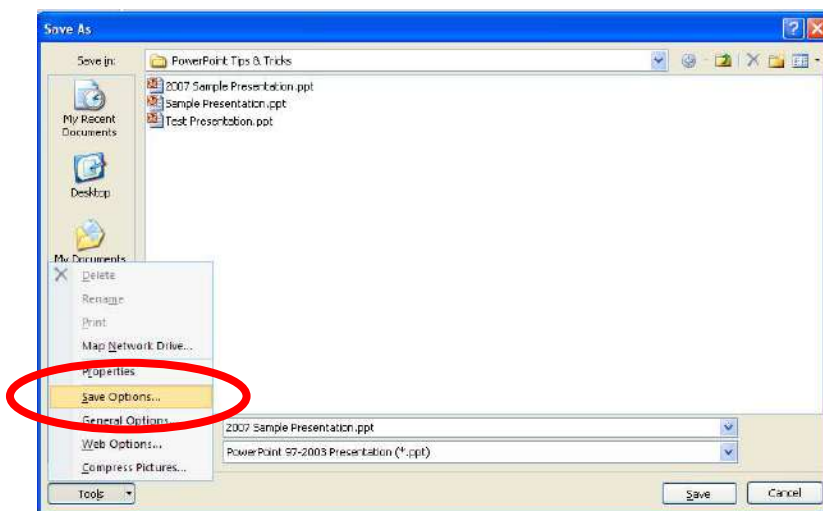
Choose **Embed fonts in the file** and click **OK**.
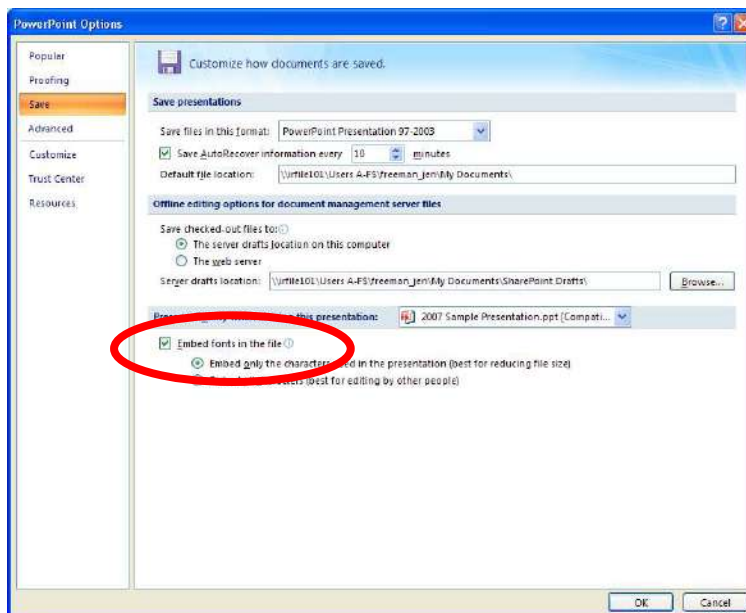
LAYOUT & DESIGN TIPS

- Draw proportionate shapes: Hold down the **[Shift]** key as you draw a shape to create a perfectly proportionate shape. To maintain the proportions as you resize the shape, hold down the **[Shift]** key as you resize the shape.

- Copy a shape: Hold down the **[Ctrl]** key as you drag a shape to create a copy, or select the shape and press **[Ctrl] + [D]** to create a duplicate of the shape.

- Add and manage text within a shape: To add text to a shape, simply click the shape and begin typing. To align the text within a shape, select the shape and click the **Home** tab on the Ribbon.   In the *Paragraph* group, click the **Left**, **Center**, **Right** or **Justify** button to change the horizontal alignment. Click the **Align Text** button and choose **Top**, **Middle** or **Bottom** to change the vertical alignment. For more formatting options, click the **Align Text** button and select **More** Options.

- Nudge objects: To move an object just a little, select it and use an arrow key. For even more control, press **[Ctrl]** as you press an arrow key.

- Align objects perfectly: For a professional-looking layout, make sure your objects line up. Select two or more objects and click the **Format** tab on the Ribbon, click **Align** and select one of the alignment options.

- Center an object(s) on a slide: Select the object(s) to be centered and click the **Format** tab on the Ribbon. Click **Align** and select **Align to Slide**. Click the **Align** button again and select **Align Center** and/or **Align Middle**.

- Distribute objects evenly: To make three or more objects equidistant, select them all and click the **Format** tab on the Ribbon. Click **Align** and select either **Distribute Horizontally** or **Distribute Vertically**.

- Create text hyperlinks to other slides: Select the text to be converted to a hyperlink. Click the **Insert** tab on the Ribbon and then click the **Hyperlink** button, or press **[Ctrl] + [K]**. Click **Place in This Document**, select the desired slide and click **OK**.

- Use shapes to hyperlink to other slides: Draw and format the shape of your choice. With the shape selected, click the **Insert** tab on the Ribbon and then click the **Hyperlink** button, or press **[Ctrl] + [K]**. Click **Place in This Document**, select the desired slide and click **OK**.

- Preserve a drawing containing multiple shapes: Select all shapes in the drawing. Click the **Format** tab on the Ribbon, click the **Group** button and select **Group**.

- Flip the clip: To make a piece of clip art face the opposite direction, select the clip art and click the **Format** tab on the Ribbon. In the *Arrange* group, click the **Rotate** button and select **Flip Horizontal.**

- Eliminate unwanted portions of a picture: Select the picture, click the **Format** tab and click **Crop**. With the mouse, drag the appropriate cropping handles to hide the unwanted portions of the picture.

- Reduce file size by compressing pictures: Select the picture you wish to compress. Click the **Format** tab in the Ribbon and click **Compress Pictures**. If necessary, click **Options**, set the desired options and click **OK**. To compress the selected picture only, select **Apply to selected pictures only** and click **OK**. To compress all pictures, simply click **OK**.

GRAPHICS & MULTIMEDIA TIPS

- Widen the bars in a bar chart for readability: T o make your column or bar chart stand out more clearly, widen the columns or bars. Right-click on one of the columns or bars and select **Format Data Series.** In the *Series Options* category, drag the **Gap** Width slider towards the *No* Gap option and click **Close**.

- Save a custom chart: After you've spent hours formatting a chart, you can save its formatting for use in another presentation. Click the chart that you want to save as a template. Click on the **Design** tab in the Ribbon and click **Save As Template**. In the *Save in* box, make sure that the Charts folder is selected. In the *File name* box, type an appropriate name for the chart template and click **Save**. To use the template for future charts, click on the **Home** tab on the Ribbon and insert a new slide that contains a *Content* placeholder.   Click the **Insert Chart** icon in the *Content* placeholder. In the *Chart Type* list in the *Insert Chart* dialog box, click **Templates**. Select the desired template and click **OK**.

- Create custom shadows: Select the object and click the **Format** tab on the Ribbon.   Click the **Shape Effects** button, point to **Shadow** and click **Shadow Options**. Change the **Color**, **Angle**, **Distance** and other options, as necessary. Click **Close** to save the changes.

- Use gradients to create a professional look: Select the object to which you wish to add a gradient and click the **Format** tab on the Ribbon. Click the **Shape Fill** button and point to **Gradient**. Select a pre-defined gradient, or click **More Gradients** to create your own.

- Animate charts: Display your charts series by series or category by category. Select the chart and click the **Animations** tab on the Ribbon. Click the down arrow next to **Animate: No Animation**. Under the desired animation effect, select **By Series**, **By Category**, **By Element in Series** or **By Element in Category**, as desired.

   Note: to use an effect not listed in this menu, select the chart and click **Custom Animation** on the **Animations** tab. In the *Custom Animation* Task Pane, click **Add Effect > Entrance > More Effects**. Choose the desired effect and click **OK**. In the list of animations in the *Custom Animation* Task Pane, click the down arrow to the right of the animation you just added and choose **Effect Options**. On the **Chart Animation** tab, select the appropriate option in the **Group chart** list and click **OK**.

USEFUL KEYBOARD SHORTCUTS

Slide Show Controls

You can use the following shortcuts while running your slide show in full-screen mode.

Tip: You can press F1 during a slide show to see a list of controls.

Key	Result
N, ENTER, or the SPACEBAR (or click the mouse)	Advance to the next slide
P or BACKSPACE	Return to the previous slide
<number>+ENTER	Go to slide <number>
B	Display a black screen, or return to the slide show from a black screen
W	Display a white screen, or return to the slide show from a white screen
S	Stop or restart an automatic slide show
ESC	End a slide show
E	Erase on-screen annotations
H	Go to next hidden slide
T	Set new timings while rehearsing
O	Use original timings while rehearsing
M	Use mouse-click to advance while rehearsing
Both mouse buttons for 2 sec.	Return to the first slide
CTRL+P	Change the pointer to a pen
CTRL+A	Change the pen to a pointer
CTRL+E	Change the pointer to an eraser
CTRL+H	Hide the pointer and button temporarily
CTRL+L	Hide the pointer and button always
SHIFT+F10 (or right-click)	Display the shortcut menu

Keys for deleting and copying text and objects

Key	Result
BACKSPACE	Delete one character to the left
CTRL+BACKSPACE	Delete one word to the left
DELETE	Delete one character to the right
CTRL+DELETE	Delete one word to the right
CTRL+X	Cut selected object
CTRL+C	Copy selected object
CTRL+V	Paste cut or copied object
CTRL+D	Duplicate the currently selected object

Keys for working in an outline

Tip: You can use the same keys in slide view as you do in outline view to promote and demote paragraphs and to move selected paragraphs up and down.

Key	Result
ALT+SHIFT+LEFT ARROW	Promote a paragraph
ALT+SHIFT+RIGHT ARROW	Demote a paragraph
ALT+SHIFT+UP ARROW	Move selected paragraphs up
ALT+SHIFT+DOWN ARROW	Move selected paragraphs down
ALT+SHIFT+1	Show heading level 1
ALT+SHIFT+PLUS	Expand text below a heading
ALT+SHIFT+MINUS	Collapse text below a heading
ALT+SHIFT+A	Show all text or headings
SLASH (/) on the numeric keypad	Turn character formatting on or off

Keys for moving around in text

Key	Result
LEFT ARROW	One character to the left
RIGHT ARROW	One character to the right
UP ARROW	One line up
DOWN ARROW	One line down
CTRL+LEFT ARROW	One word to the left
CTRL+RIGHT ARROW	One word to the right
END	To the end of a line
HOME	To the beginning of a line
CTRL+UP ARROW	Up one paragraph
CTRL+DOWN ARROW	Down one paragraph
CTRL+END	To the end of a text box
CTRL+HOME	To the beginning of a text box
CTRL+ENTER	To the next title or body text placeholder
CTRL+F	Opens the Find dialog box

Keys for selecting text and objects

Key	Result
SHIFT+RIGHT ARROW	One character to the right
SHIFT+LEFT ARROW	One character to the left
CTRL+SHIFT+RIGHT ARROW	To the end of a word
CTRL+SHIFT+LEFT ARROW	To the beginning of a word
SHIFT+UP ARROW	One line up
SHIFT+DOWN ARROW	One line down
CTRL+A	All objects (slide view)
CTRL+A	All slides (slide sorter view)
CTRL+A	All text (outline view)
TAB or SHIFT+TAB until the object you want is selected	Cycles through the object on the slide

Keys for working with menus

You can choose any menu command by using the keyboard. Just press ALT followed by the letter underlined in the menu name, and then press the letter underlined in the command name. For example, to display the Ruler, press ALT+V, and then press R.

Key	Result
SHIFT+F10	Display a shortcut menu that shows a list of commands relevant to the selected object
ALT+SPACEBAR	Display the program Control menu
DOWN ARROW or UP ARROW	Select the next or previous menu command
LEFT ARROW or RIGHT ARROW	Select the menu to the left or right
LEFT ARROW or RIGHT ARROW	Switch between a submenu and its main menu