EFFECTIVE LEARNING STARTS WITH COMPELLING CONTENT

Awesome PowerPoint Tricks for Effective Presentations
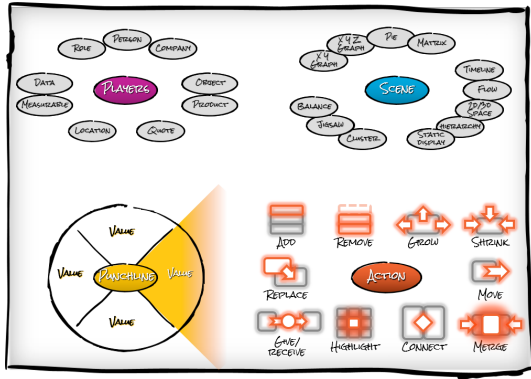
BrightCarbon

Visual Conversations, Visible Results

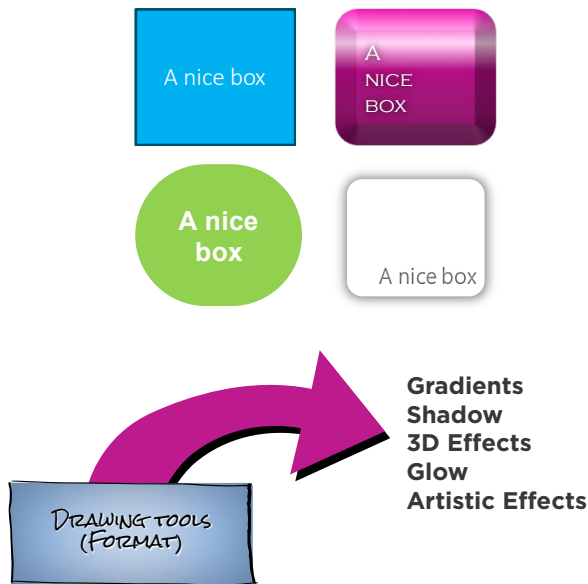Instructional Design and Content Creation
for Live Training and eLearning

VISUALIZATION

- **[magenta]** Identify all the individual elements that could be represented by a single object, icon, or picture

- **[blue]** How do they all relate to each other, and can you create an overall framework that links them together?

- **[yellow]** What is the key message? Have the punchline in mind to determine the 'end point' of your sequence and help the audience understand

- **[orange]** Use different actions to play out the story between the players, to help the audience understand the flow and key messages

CREATING CONTENT

CREATING

Create any PowerPoint shape by selecting the shape, then left click and hold to form one corner of shape. Move cursor, release left click to form opposite corner.

shift: perfect 'square'   **ctrl:** from center
shift+ctrl: center + square

MOVING

Move any PowerPoint shape by selecting it with left click, then hold down left click and drag the shape to any position on the slide.
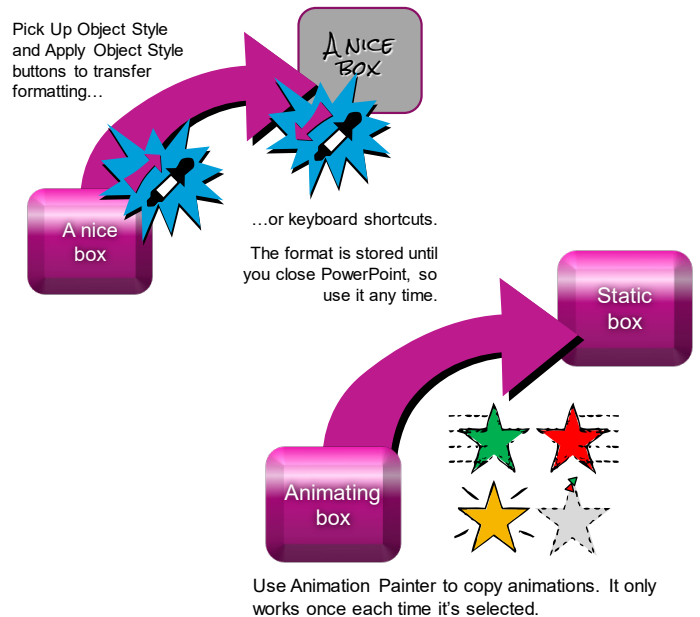
shift: horizontal or vertical

COPYING

Copy any PowerPoint shape by using the copy/paste function on the home tab.

ctrl+move: copy drag
ctrl+shift+move: copy drag horizontal or vertical
ctrl+c: copy   **ctrl+v:** paste
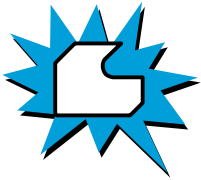
FORMATTING OPTIONS

Use **formatting tools** to customize the look and feel of your slides.

A nice box

A NICE BOX

A nice box

A nice box

Gradients
Shadow
3D Effects
Glow
Artistic Effects

DRAWING TOOLS (FORMAT)

Try effect out, but apply styles consistently

FORMATTING TRICKS

Use **keyboard shortcuts** and **tools** to speed up working.

Pick Up Object Style and Apply Object Style buttons to transfer formatting…

A NICE BOX

A nice box

…or keyboard shortcuts.

The format is stored until you close PowerPoint, so use it any time.

Static box

Animating box

Use Animation Painter to copy animations. It only works once each time it's selected.
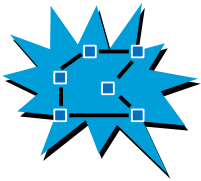
ctrl+shift+c: pickup format style
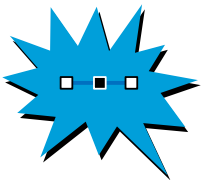**ctrl+shift+v:** apply format style

FREEFORM SHAPES

Create custom shapes and edit existing shapes using the **Freeform Shape Tool** and **Edit Points.**

Use the Freeform Shape Tool (Insert > Shapes > Lines) to draw any object. Left click once to start, release the mouse button, click again for another point, and continue. Click near the start or double click anywhere to finish.

Right click any shape and select Edit Points. Move any black edit points to alter the shape. Create new points by left clicking on the red outline. Remove points by holding the Ctrl key and left clicking on the point to be deleted.
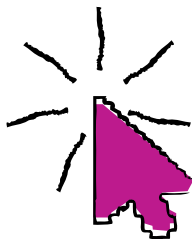
Customize further by clicking on any black edit point to reveal the Bézier vector handles. Right click the black edit point to choose smooth, straight, or corner point. Move the white box edges of the Bézier to change the point shape or curve.

BOOLEAN SHAPE TOOLS

Add the **Boolean Tools** to your toolbar to create custom icons and graphics by merging and cutting out shapes.

Shape Union

Shape Subtract

Shape Intersect

The Boolean tools are only available through the Quick Access Toolbar in PowerPoint 2010. They're in the Format tab in PowerPoint 2013 & 2016.

File > Options > Quick Access Toolbar > All Commands Drawing Tools Format > Merge Shapes

QUICK ACCESS TOOLBAR

Add shortcuts to your **Quick Access Toolbar** to access the things you use more quickly.

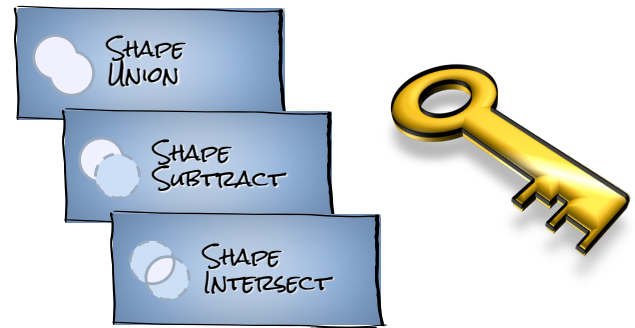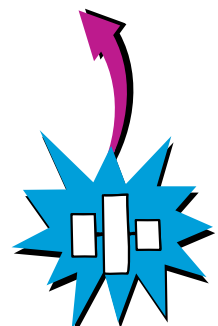Right click on anything in the menus

to add to the quick access toolbar

Download BrightCarbon's most used PowerPoint functions in our own customized toolbar www.brightcarbon.com/resources/powerpoint-help/ quick-access-powerpoint-toolbar

File > Options > Quick Access Toolbar

ALIGNMENT & DISTRIBUTION

Use **Alignment** and **Distribution** tools to easily center and equally space your objects.

Align Objects Top

The Alignment tools allow you to line up objects relative to each other along the top, middle, bottom, left, right, or center of a set of shapes.
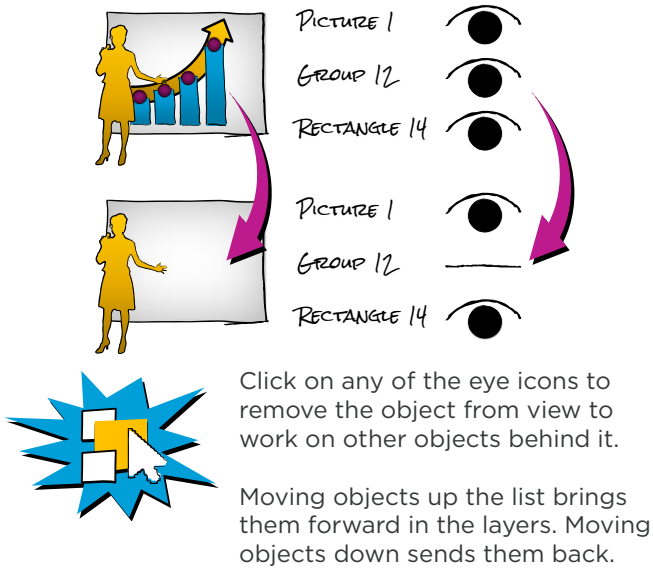
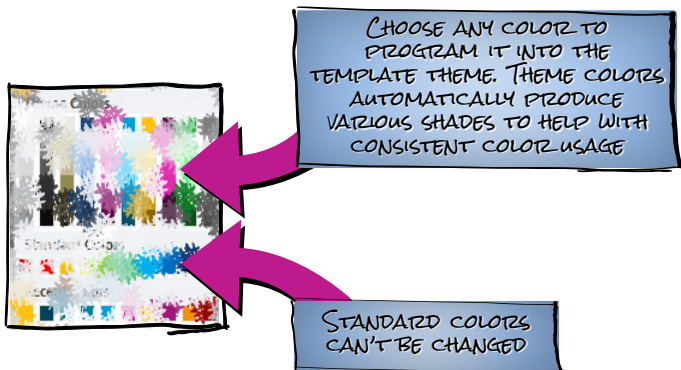The Distribute tools allow you to evenly space a set of shapes horizontally or vertically.

Distribute Horizontally

Home > Arrange > Align

SELECTION PANE

The **Selection Pane** lets you see every object, control the layers, and hide/show objects on layered slides.

Picture 1
Group 12
Rectangle 14

Picture 1
Group 12
Rectangle 14

Click on any of the eye icons to remove the object from view to work on other objects behind it.

Moving objects up the list brings them forward in the layers. Moving objects down sends them back.

Home > Arrange > Selection Pane

SETTING DEFAULT STYLES

Quickly ensure consistency by using the **Set as Default Shape**, **Line**, and **Text Box** functions.

Right click on any shape, line, or text box and choose 'Set as Default'

Create any style that you want for shapes, text boxes, and lines, then right click to choose that style as the default for all new shapes, lines, and text boxes. This is much quicker than altering styles through the Slide Master.

Text
Text   Text
Text

This sets the style for this file even after shutting down or sending to others

CREATING COLOR THEMES

Set the colors with a **Color Theme** to ensure consistency and adhere to your brand.

Choose any color to program it into the template theme. Theme colors automatically produce various shades to help with consistent color usage
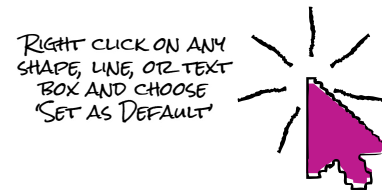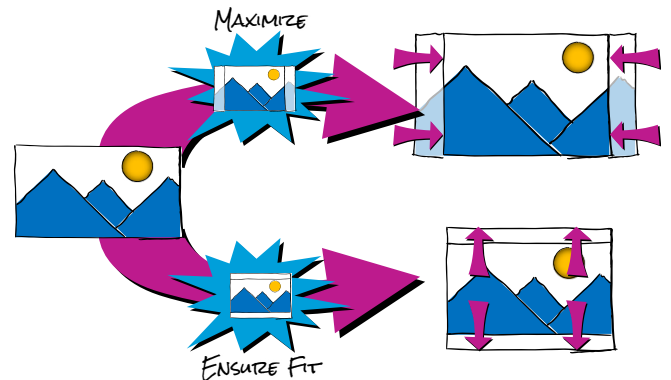
Standard colors can't be changed

Theme colors on objects will change to match new themes. Standard and custom colors on shapes won't change with a new theme

Design > Variants > Colors > Customize Colors

QUICK ASPECT RATIO CHANGE

Convert your entire presentation to a different **aspect ratio** without your content getting distorted.

Maximize

Ensure Fit

Background graphics will stretch, so go to the Slide Master view to change the background manually

Design > Slide Size

RICH BACKGROUNDS

Add richness and depth by adding a full screen **background image** with **blur** so it doesn't interfere with content.

Add a picture to your slide and make it full screen

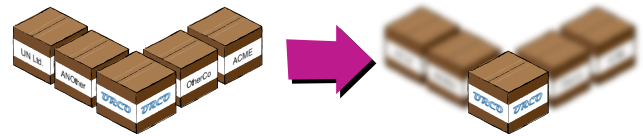*Use the Artistic Effects and choose blur to blend the picture into the background*

Choose an image in keeping with your brand, but try not to make it too busy

Picture Tools Format > Artistic Effects > Blur

FOCUS SHIFT

Animate in a second blurred version of an image over the top of the first to **shift focus**.

The invisible box ensures your blurred image won't have sharp edges

Create an invisible box over your objects and group. Select the group, Copy and Paste as Picture. Picture Tools Format > Artistic Effects > Blur

Add animation to blurred image. Animations > Add Animation > Entrance Fade

CUSTOM IMAGE CROPPING

Create a **freeform shape** and **fill** with an image to crop out any shape.

Trace around the part of the picture you want to crop with the Freeform Shape Tool

In PowerPoint 2013 or later, use the Boolean tools Shape Intersect to cut out the image

Crop picture to outer edges of freeform trace and copy picture (Ctrl + C)

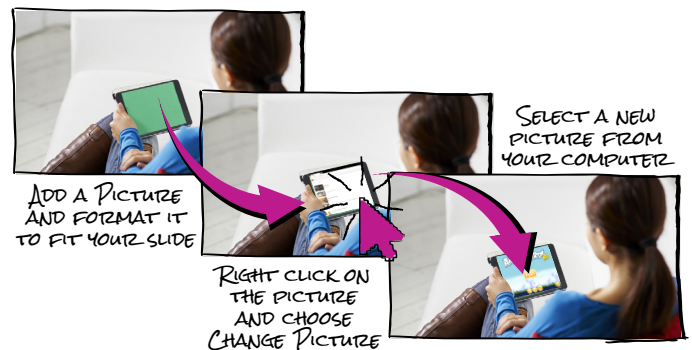Use the Alt key to snap the cropped picture to the freeform trace

Right click freeform trace > Format Shape > Picture Fill > Insert from Clipboard

Use the Soft Edges formatting tool to remove any harsh edges

CHANGE PICTURE

Quickly **change a picture** without losing formatting or animation effects.

Add a picture and format it to fit your slide

Select a new picture from your computer

Right click on the picture and choose Change Picture

Duplicate a single picture multiple times and then use Change Picture to have a series of screenshots all the same size

GRAPH ANIMATION

Animate **graphs** piece by piece using the Chart Animation function, making them easier to understand.

ANIMATE CHART USING ADD ANIMATION ON THE ANIMATIONS TAB

DOUBLE CLICK ON THE ANIMATION EVENT IN THE ANIMATION PANE AND SELECT CHART ANIMATION

ANIMATE THE CHART BY SERIES, CATEGORY, OR INDIVIDUAL ELEMENT FOR GREATER CONTROL

Animations > Add Animation > Entrance > Double Click Animation Event > Chart Animation

GROW & SHRINK BAR CHARTS

Create duplicates of bar chart columns and group them to get **grow/shrink** animations to work effectively.

DUPLICATE YOUR BAR, MAKING THE SECOND INVISIBLE

POSITION SECOND BAR DIRECTLY BELOW THE AXIS AND GROUP TOGETHER WITH THE FIRST

BARS BELOW AXIS SHOULD BE COMPLETELY INVISIBLE (SELECT 'NO FILL')
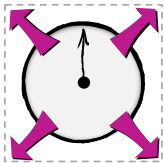
GROW/SHRINK THE GROUP (CHANGE EFFECT OPTIONS TO VERTICAL)

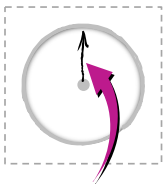Duplicating and grouping your shape means it will appear to grow or shrink from the axis

Animations > Add Animation > Emphasis > Grow/Shrink > Effect Options > Vertical

ROTATING OBJECTS

Draw large shapes over objects and group to enable you to **rotate around a false central point.**
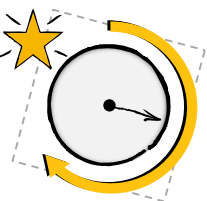
Create a shape starting at the center point of rotation, using the Ctrl key to make that point the center, and make sure it's larger than anything else.

Make the large shape invisible (select 'No Fill') and group it with any objects that need to rotate.

Animations > Add Animation > Emphasis > Spin

Use a Spin animation on the group. The entire group will rotate around it's center point, which is controlled by the large invisible shape, making it look like other objects are rotating around their end point.

ANIMATION COMBOS

Combine animations to create new effects to help communicate your message.

Use these animations to create a pulsing circle

Entrance > Basic Zoom
[Effect Options > Out]

Emphasis > Grow
[Effect Options > 350%]
[After Previous]
Exit > Fade
[With Previous]
[Duration > 2 seconds]

Effect Options > Repeat > 3 times

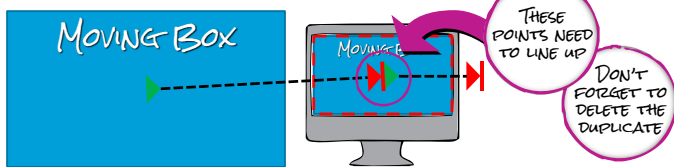USE THE ANIMATION START FUNCTION TO COMBINE ANIMATIONS

EFFECTS THAT START 'WITH PREVIOUS' WILL HAPPEN TOGETHER WITH THE PREVIOUS ANIMATION

Animations > Add Animation

PRECISE MOTION

Duplicate your shape and use motion paths on both objects as a guide to get them to **line up precisely.**

Duplicate your shape, resize, and position correctly

Moving Box

Moving B...

These points need to line up
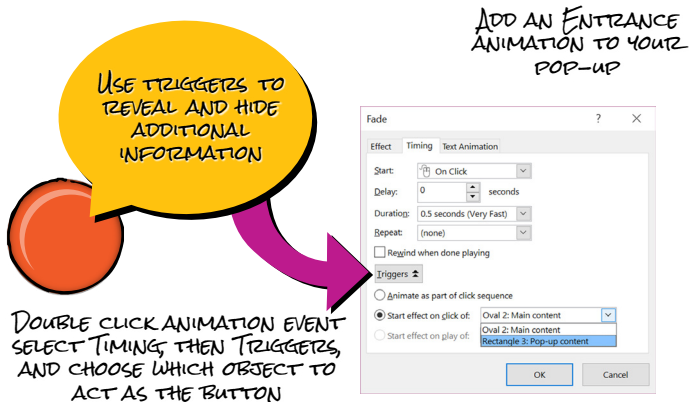
Don't forget to delete the duplicate

Apply Grow/Shrink animation and change % amount in Effect Options

Apply Motion Path animation to both objects and line up the end point of the first with the start point of the second

Animations > Add Animation > Emphasis > Grow/Shrink
Animations > Add Animation > Motion Paths > Lines

HYPERLINKING

Use **hyperlinks** to quickly and professionally navigate your presentation.

Section 1
Section 2
Section 3
Section 4

Right click on an object (not a group) and choose Hyperlink

Hyperlink any object to travel to a slide, webpage or document

Hyperlink boxes on menu slides to jump to different chapters

Hyperlink logos to return to menu

Hyperlink invisible boxes over multiple objects or groups

TRIGGERS

Use **triggers** to add interactivity to your slides. Create buttons for pop-up information.

Add an Entrance Animation to your pop-up

Use triggers to reveal and hide additional information

Double click animation event select Timing then Triggers, and choose which object to act as the button
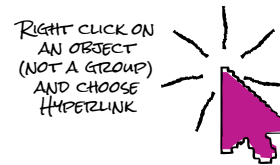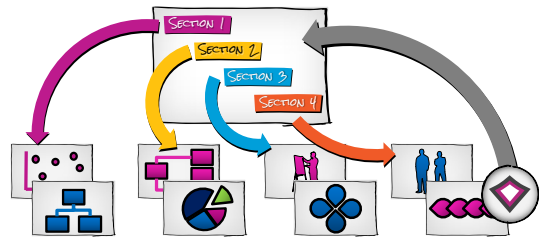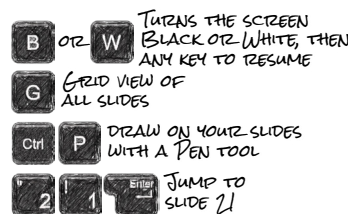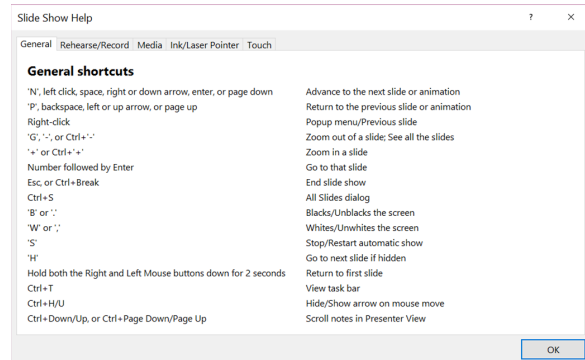
Using both an entrance and an exit animation means you can turn the pop-up on and off

Animation Pane > Double Click Animation Event > Timing > Triggers

SLIDE SHOW FUNCTIONS

Make presentation interactive with **slide show functions** shortcuts to encourage a conversation.

Turns the screen Black or White, then any key to resume

Grid view of all slides

Draw on your slides with a Pen tool

Jump to slide 21

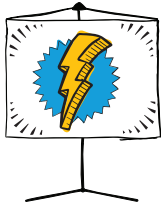Look at all the tabs in the menu for recording, media, inking, and touch shortcuts

Slide Show Mode (F5) > F1 > Full List of Shortcuts

For **video recordings** of each of these tricks in action go to
www.brightcarbon.com/PPTTricks

For your **free PowerPoint Toolkit** go to
http://goo.gl/Cu90EU

For further information and also to sign-up for our Online Master
Classes, on-demand courses and more free resources, go to
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