Awesome PowerPoint Tricks for Effective Presentations
**VISUALIZATION**

- Identify all the individual elements that could be represented by a single object, icon, or picture
- How do they all relate to each other, and can you create an overall framework that links them together?
- What is the key message? Have the punchline in mind to determine the ‘end point’ of your sequence and help the audience understand
- Use different actions to play out the story between the players, to help the audience understand the flow and key messages

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**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

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**FORMATTING OPTIONS**

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

- Gradients
- Shadow
- 3D Effects
- Glow
- Artistic Effects

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**FORMATTING TRICKS**

Use keyboard shortcuts and tools to speed up working.

- Pick Up Object Style and Apply Object Style buttons to transfer formatting…
- …or keyboard shortcuts.
  - The format is stored until you close PowerPoint, so use it any time.

**Try effect out, but apply styles consistently**

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Contact information:

info@brightcarbon.com | +1 866 789 2482 | +44 161 883 0225 | @brightcarbon
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.

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

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

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.

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.

Home > Arrange > Align

File > Options > Quick Access Toolbar
**SELECTION PANE**

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

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

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**SETTING DEFAULT STYLES**

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

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.

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

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**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

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**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

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

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

CUSTOM IMAGE CROPPING
Create a freeform shape and fill with an image to crop out any shape.

CHANGE PICTURE
Quickly change a picture without losing formatting or animation effects.

The invisible box ensures your blurred image won’t have sharp edges
**GRAPH ANIMATION**

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

**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.

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.

**GROW & SHRINK BAR CHARTS**

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

**ANIMATION COMBOS**

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

**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

**USE THESE ANIMATIONS TO CREATE A PULSING CIRCLE**

**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

These points need to line up!

Don’t forget to delete the duplicate!

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

**HYPERLINKING**

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

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.

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

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

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
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
www.brightcarbon.com

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