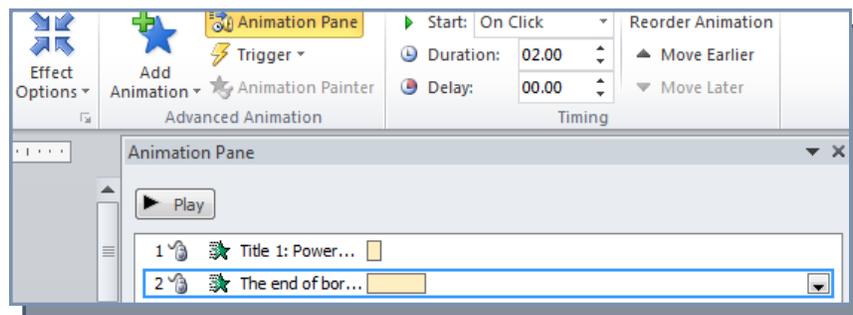


POWERPOINT THE END OF BORING

Design Tips

1. Who is your *audience*?
 2. What is the presentation *format*?
 - Online*: When the speaker is not visible, a visual change is recommended every 30 seconds.
 - In Person*: Change recommended every two minutes.
 3. Be consistent. Maintain logos, color, fonts, theme etc. throughout presentation for a polished look.
 - For SMU brand guidelines visit: <http://www.smu.edu/DevelopmentExternalAffairs/PublicAffairs/IntegratedMarketing>
 4. Keep it *simple*. Focus on all text and images enhancing or reinforcing your message.
 - Avoid distracting animation
 - Minimize text– Recommended no more than 5 points per slide. Note: Speakers who place all their notes on slides reduce their credibility by appearing as if they are reading their notes, even if they are not.
 - Use graphics to emphasize points
 - Whenever possible replace text with SmartArt or graphic displays of information.
- GOAL:** Keep attention and reinforce points.



Animation Pane

Allows for advanced manipulation of all transitions applied to the active slide.

To display the Animation pane:

On the **Animations** tab, in the **Advanced Animation** group, click the **Animation Pane** button.

To change the order of the animations on a slide:

In the **Animation** pane, click the animation you want to reorder, and then at the bottom of the pane, click the **Re-Order Up** or **Re-Order Down** arrow or click and drag to your desired location.

To open the effect options dialog box for an animation:

In the **Animation** pane, click the animation, click the arrow that appears, and then click **Effect Options**.

To animate text by word or letter:

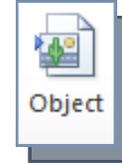
On the **Effect** page of the Effect Options dialog box for the animation, in the **Enhancements** area, display the **Animate text** list, and then select **All at once**, **By word**, or **By letter**.

POWERPOINT THE END OF BORING

Insert Chart

To Create a new embedded Excel chart:

1. Click on the slide where you want to place the embedded object.
2. On the **Insert** menu, click **Object**.
3. Click **Create new**.
4. In the **Object type** box, click **Microsoft Excel Chart**, and click **OK**.
5. A chart with sample data is added to the slide.
6. Click **Sheet1** to replace the sample data.



Create a linked or embedded Excel chart from an existing file:

1. Click in the text box of the item where you want to place the linked object or embedded object.
2. On the **Insert** menu, click **Object**.
3. Click **Create from file**.
4. In the **File** box, type the name of the file you want to create a linked or embedded Excel chart from, or click **Browse** to select from a list.
5. To create a linked object, select the **Link** check box.

To open the attached worksheet to edit the chart data:

Right-click the chart, and then click Edit Data

OR

Click the chart, and then on the Design contextual tab, in the Data group, click the Edit Data button.

NOTE: To select the entire chart, click in an empty area in the chart. Otherwise, a specific chart element will be selected.

Format Video

You can apply shadows, reflections, glow effects, soft edges, bevels, and 3-D rotation to a video all from the **Format Video** pane.



Considerations for linking or embedding

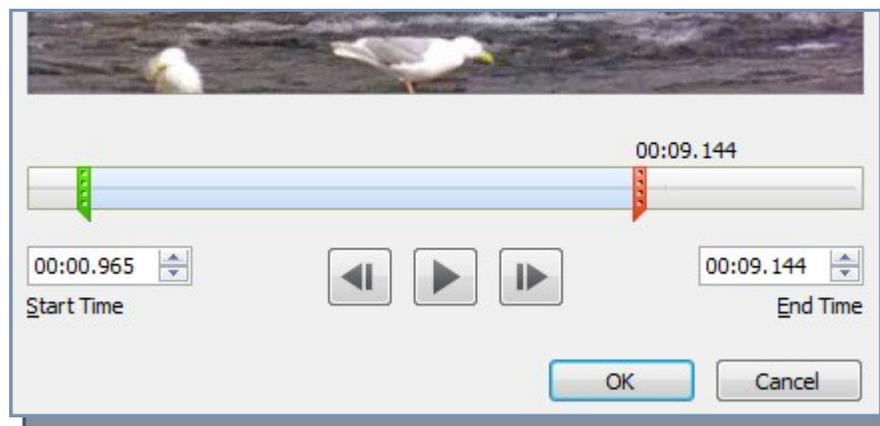
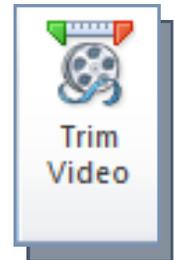
When your presentation contains linked video or audio files, if it is possible, it is a good idea to embed them instead. Embedding media files will guarantee their playback, but will also make the presentation file significantly larger. Linking files will allow you to change or update the media file. However, it is not possible to optimize linked video or audio files for compatibility. If the media is embedded, you will want to optimize the media in your presentation for compatibility.

If you must link to videos instead of embedding them, make sure that you have a working internet connection at the site where you plan to deliver your presentation. Also, be sure to test the connection before presenting. This will help you to identify problems before you start the presentation. A benefit of linking to the media is that the presentation file size will be smaller. However, be sure to copy the linked media files into the same directory as the presentation so that they will surely play.

POWERPOINT THE END OF BORING

Trim a video

1. In **Normal** view, select the video frame on the slide.
2. Under **Video Tools**, on the **Playback** tab, in the **Editing** group, click **Trim Video**.
3. To determine where you want to trim your video footage, in the **Trim Video** dialog box, press **Play**.
4. When you reach the point where you want to make the cut, press **Pause**.
Tip: Use the **Next Frame** and **Previous Frame** buttons to specify precise timing.
5. Do one or more of the following:
 - To trim the beginning of the clip, click the start point (shown in the image above as a green marker, on the far left). When you see the two-headed arrow, drag the arrow to the desired starting position for the video.
 - To trim the end of the clip, click the end point (shown in the image above as a red marker, on the right). When you see the two-headed arrow, drag the arrow to the desired ending position for the video.



Benefits of Sections

Much like you would use folders to organize your files, you can use sections to organize your slides into meaningful groups. You can assign each colleague a section to make slide ownership clear during collaboration. And if you're starting with a blank slate, you can use sections to outline the topics in your presentation.

Add a section

Right-click between the two slides where you want to add a section, and then click Add Section.

Rename a section

1. To rename an existing section, right-click the **Untitled Section**, and click **Rename Section**.
2. Enter a meaningful name for the section, and then click **Rename**.

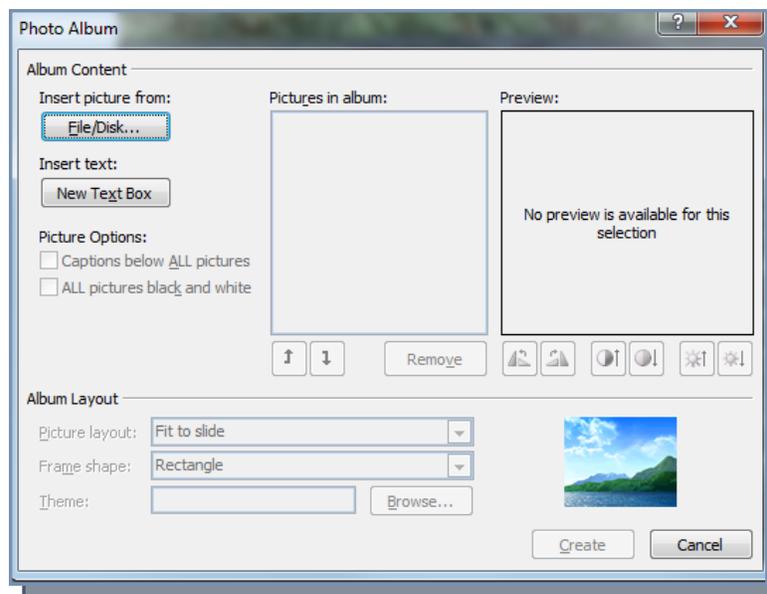
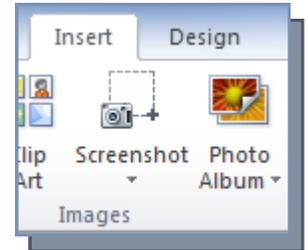
TIP: In **Slide Sorter** view, you will see thumbnails of all the slides organized into sections.

POWERPOINT THE END OF BORING

Photo Album

Create Photo Album

1. Click **Photo Album**
2. Click the '**File/Disk....**' Button (which opens the Insert New Pictures dialog box).
3. Navigate to where your photos are and select the desired pictures. Click **Insert**.
4. The Photo Album dialog box provides several options such as re-ordering the pictures, picture adjustments, picture layouts, and Themes. Select desired formatting and click **Create**.



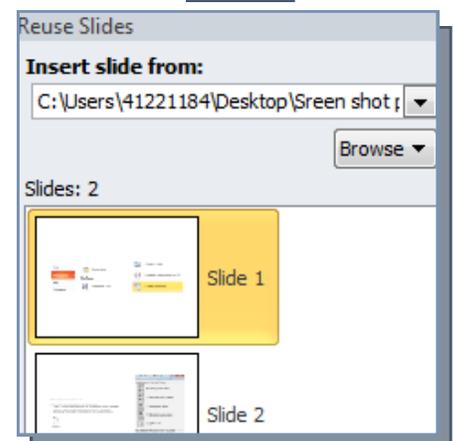
Insert slides from other presentation

1. On the **Home** tab, in the **Slides** group, click the arrow below **New Slide**, and then select **Reuse Slides**.
2. In the **Reuse Slides** pane, click **Open a PowerPoint File**.
3. In the **Browse** dialog box, locate and click the presentation file that contains the slide that you want, and then click **Open**.

Tip: In the **Reuse Slides** pane, PowerPoint displays thumbnail of the slides from the presentation that you selected. Rest the pointer on a thumbnail to see a larger version of the slide's contents.

4. In the **Reuse Slides** pane, do one of the following:

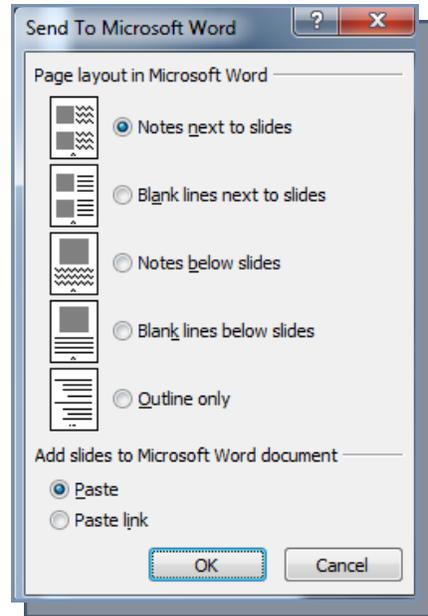
Note If you want the slide that you are adding to the destination presentation to maintain the formatting of the original presentation, select the **Keep source formatting** check box before you add the slide to the destination presentation.



POWERPOINT THE END OF BORING

Create handout with Microsoft Word

1. On the **File** tab, select **Save & Send**
2. Select the **Create Handouts** option, and click the **Create Handouts** button
3. Select desired layout and click **OK**.



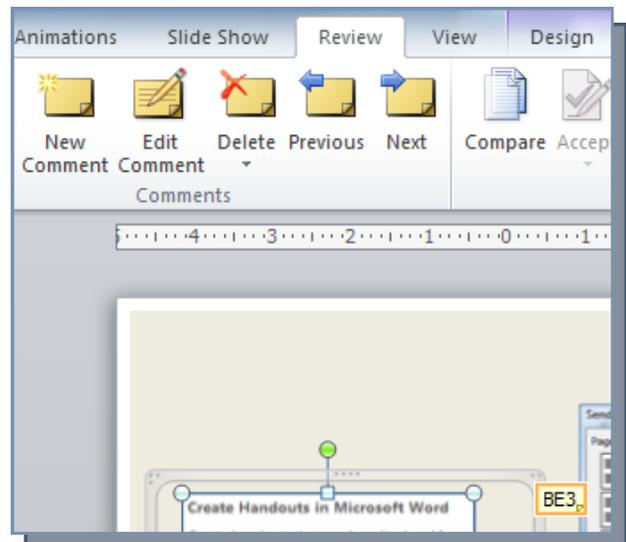
Transitions

Tip: Begin by applying transitions that you wish to be applied to most with Apply All. Any individualized transitions will be over-written by the Apply All feature.

NOTE: When using transitions, it is best to keep it simple and be consistent. Using too many different or overly exciting types of transitions can be distracting.

Comments: Allow for collaboration between multiple contributors.

To add a comment: Click on the review tab, Select the item or slide you wish to comment on, and click New Comment.



POWERPOINT THE END OF BORING

Compress Images/Video

NOTE: OIT recommends using Locker or Inside.SMU for sharing large files.

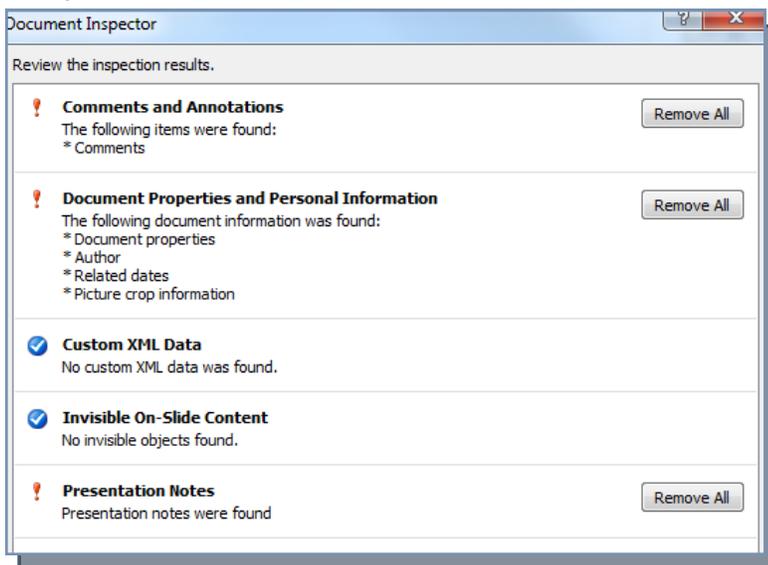
To compress a file:

1. Under **File** (backstage view) on the **Info** tab, click **Compress Media**
2. Select desired file size/ quality



Inspect

1. Click **File** (backstage view)
2. On **Info** tab click **Check for Issues**
3. Click **Inspect Document**
4. Select items to be inspected and click **Inspect**.
5. Complete desired item removal and close **Document Inspector** window.



File Types

PowerPoint 97-2003 Presentation- Use if you need to share with someone using an older version of PowerPoint.

PowerPoint Show- In PowerPoint 2010 or PowerPoint viewer, this file type will open in Slide Show view instead of Normal view.

GIF, JPEG, PNG, TIFF or other graphic format- These allow either a single slide or an entire show to be saved as images that can later be inserted into other documents.

Picture presentation- Saves each slide as a picture. Can be used if you wish to reduce file size.

Outline- When you want to use the text from the presentation in another document, you can save the presentation file as an outline in RTF format.

NOTE: One can also create a basic text slide show with a Microsoft Word outline by clicking **New Slide** and selecting **Slides from Outline**.

PDF or XPS- Saves the presentation as an electronic copy of the printed presentation. These files require a PDF or XPS viewer and can no longer be opened, viewed, or edited in PowerPoint.

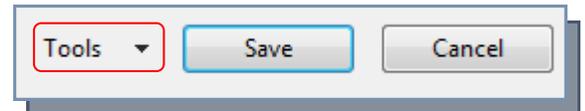
POWERPOINT THE END OF BORING

Mark Final

1. Click **File** (backstage view)
2. On the **Info** tab, click **Protect Presentation**
3. Select **Mark as Final** and click **OK**.

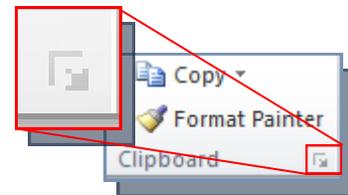
Password Protect

1. On the **File** tab (backstage view), click **Save As**
2. Click the **Tools** drop down arrow (by the Save button)
3. Select **General Options**
4. Enter a password to open and/or to modify. Click **OK**.
5. In the Confirm Password dialog box, retype the password(s) you previously entered and click **OK**.
6. In the **Save As** dialog box, click **Save**.



Tips and Tricks

Clicking on this icon will launch various dialog boxes throughout PowerPoint. It is usually located in the bottom right hand corner of different tab sections.



Useful Short Cut Keys

**Mac users see short cut keys on Custom Guide handout for PowerPoint 2011

Perform the next animation or advance to the next slide.	N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or SPACEBAR
Perform the previous animation or return to the previous slide.	P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
Go to slide number.	number+ENTER
Display a blank black slide, or return to the presentation from a blank black slide.	B or PERIOD
Display a blank white slide, or return to the presentation from a blank white slide.	W or COMMA
Stop or restart an automatic presentation.	S
Insert a hyperlink.	CTRL+K