

## PowerPoint-Tips

Here you find some suggestions for using PowerPoint properly (from PowerPoint version 2010 onwards). See what you already know and try out what you don't know yet.

### Design-guidelines

1. Calculate at least 2 minutes per slide.
2. 25 words per slide max:  
Use phrases instead of 1 word or whole sentences.
3. Background: clear, appropriate.  
Use titles that already communicate content and nothing like "Agenda", "Goal", "Conclusion", etc.
4. Two font styles max. – No serifs – Min. 25 point.
5. Use invisible grid, align left.
6. Visualize!  
Use images & visuals instead of text.

### Use pictures from the web

- Mainly free images
  - [www.sxc.hu](http://www.sxc.hu)
  - [www.morguefile.com](http://www.morguefile.com)
  - [www.flickr.com](http://www.flickr.com)
- Low cost
  - [www.iStockphoto.com](http://www.iStockphoto.com)
  - [www.dreamstime.com](http://www.dreamstime.com)
- Professional
  - [www.gettyimages.de](http://www.gettyimages.de)
  - [www.plainpicture.de](http://www.plainpicture.de)
  - [www.corbis.de](http://www.corbis.de)
- Professional and focus on science
  - [www.sciencephoto.com](http://www.sciencephoto.com)
  - [www.visualsunlimited.com](http://www.visualsunlimited.com)
- Be careful about copyrights
- to save / copy: make a screenshot by PRINT or ALT & PRINT then paste into PPT by INSERT / CTRL-V. Or use "save as" dialogue by right click. (Apple screenshots: CMD & SHIFT & 3: whole screen, CMD & SHIFT & 4 to select an area)



## Use master slides

Use two different masters: a title and a slide master. Create your slides based on these two master slides. Create a PPT template (.potx file) with specific masters for all your upcoming presentations in a certain design.



Technical advice on using slide masters:

<https://support.office.com/en-us/article/Create-and-customize-a-slide-master-ofbcae59-6eda-4abe-b35f-821b87f5d03e>

## Use Graphic Tools

- Crop an image:  (PICTURE TOOLS – FORMAT – CUT – or select image, then right click, then ).
- Remove Background: select image – top left: “remove background”, then mark areas to keep / remove (up to PPT 2007, only one specific color can be set to transparent)
- Change layering of overlapping images (PC: right mouse – „to back- / foreground; Apple: if you haven’t set up your mouse having a right click: press CTRL Button for right mouse click effect)
- change contrast or brightness (right mouse – format graphic).
- Arrange / align different visuals: select them, then go to Home – arrange – align – ... (select your choice)

## Modifying text attributes

- Use everywhere the same, proper, horizontal distance between bullet and subsequent first character. Select the line, then VIEW – SHOW RULERS – then .
- Use everywhere the same line pitch:  
between two bullets a complete empty line would be too much line pitch.  
Modify by: Selecting the line, then START – PARAGRAPH – .

## Guides and Grid

Show / hide: right click on background of any slide (not on an object) – guides and grid – select choices appropriately

Or more easy: PC: ALT + F9; Apple: CMD G

- Copy a guide: PC: CTRL & dragging an existing guide; Apple: CMD , click and drag
- delete a guide: drag it out of the visible area
- unfortunately, guides cannot be saved with a template (.potx)

## Moving objects

- Big steps: Select & ARROW KEYS
- Small steps: PC: CTRL & ARROW KEYS; Apple: CMD key

Exercise: Try to place a copy of an object exactly on top of it.

### **Duplicate objects**

- PC: Press CTRL click and drag; Apple: Press ALT, click and drag.
- To duplicate object along vertical or horizontal axis: PC: Press SHIFT and CTRL (Apple: ALT)

### **User defined Animation**

Let two objects appear one after another.

Let the single lines of a text area appear one after the other.

No PPT „fun“ effects!

### **Slide transitions**

Try out several ones. Recommendable: »Fades and dissolves«, via white or black.

### **Modifying file size**

PPT 2010: File – save as – extras – ...

Earlier versions: right click an image, then »compress«.

Try this: change the resolution of all images to 96 dpi.

### **Insert sound and video**

Play around with »Insert -> Film and Sound«. Since PPT 2010 you can crop movies and sound files directly in PPT. You can insert bookmarks that trigger the animation of other objects.

Good ScreenCapture Software for grabbing movies „Camtasia Studio“.

## Useful Keyboard-Shortcuts

### In design mode:

|   |  |
|---|--|
| F5  | Starts the presentation at slide #1                          |
| Shift + F5                                      | Starts the presentation at the currently selected slide      |
| Apple: click on the icon for presentation mode, | the presentation will start at the currently selected slide. |

### In presentation mode:

|   |   |
|---|---|
| w | white screen (press any key to go back to presentation) |
| b | black screen (press any key to go back to presentation) |
| ? | Shows you an overview of keyboard shortcuts             |

Jump to any slide you want at any moment in the presentation:

<slide nr.> + ENTER directly jump to a slide <slide number> – e.g.:

2 → 3 → ENTER brings you directly to slide #23

This means put a print out of the overview on your table, including the numbers to be able to dynamically jump. It helps staying in time and answering Q&A!

|          |  |
|----------|--|
| CTRL & S | opens a dialogue to navigate to any slide by title (only PC) |
|----------|--|

### Under Windows

|               |  |
|---------------|--|
| ALT + TAB     | Switching between open windows               |
| SHIFT + Click | select single items, continuously            |
| CTRL + Click  | select single items, not continuously        |
| Print         | Screenshot of whole screen                   |
|               | is stored in clipboard, paste by CTRL + V    |
| ALT + Print   | Screenshot of active window                  |
|               | is stored in clipboard, paste by CTRL + V    |
| Drag-and-Drop | Drag images files from folder to a PPT slide |
| CTRL + C      | copy selection                               |
| CTRL + X      | cut selection                                |
| CTRL + V      | paste at current selection                   |

### With selected line of text

|             |                                     |
|-------------|-------------------------------------|
| TAB         | move down in hierarchy              |
| SHIFT + TAB | move up in hierarchy                |
| SHIFT & F3  | switch between upper and lower case |

### With selected graphical object

|                  |                        |
|------------------|------------------------|
| CTRL + drag      | create and move a copy |
| Arrow key        | move (large step)      |
| CTRL + Arrow key | move (small step)      |

## Possible problems in combination with PPT

**Videos** – Be careful with including video: often it only appears on the computer screen, not on the projection! Whenever you embed video: test it with the projector you will be using.

**Unusual Fonts** – Be careful using non-standard fonts: all fonts you use have to be installed on the machine where you run your presentation. So if you conduct your presentation on another machine, be sure to install all necessary fonts before – or use the ability to include fonts – hidden in the “save as” dialogue – under “extras”. Alternatively, show a PDF version instead. Here you don’t need to install fonts. But include them into the PDF before printing. When showing a PDF version you are not able to show any animation.

To be on the safe side:

Always also bring a **PDF version** of your slides on a **USB stick** to any presentation!