Handout

Contents

Keyboard Shortcuts

We all have favorite keyboard shortcuts, but there are so many we are not using.

Slide Show

These shortcuts are helpful if you have to quickly start your slide show, perhaps when you are standing next to your laptop at the front of them room.

Operation	Shortcut
Start slide show from beginning	F5
Start slide show from current slide	Shift + F5

Non-breaking Spaces and Hyphens

These shortcuts are helpful when replacing a normal space or hyphen with a non-breaking space or hyphen.

Operation	Shortcut
Create a non-breaking space	hold Alt; type 0160 on number keypad
Create a non-breaking hyphen	hold Alt; type 8208 on number keypad

Objects

These shortcuts are helpful when breaking apart icons, templates, SmartArt, and shapes and putting them back together to meet your needs.
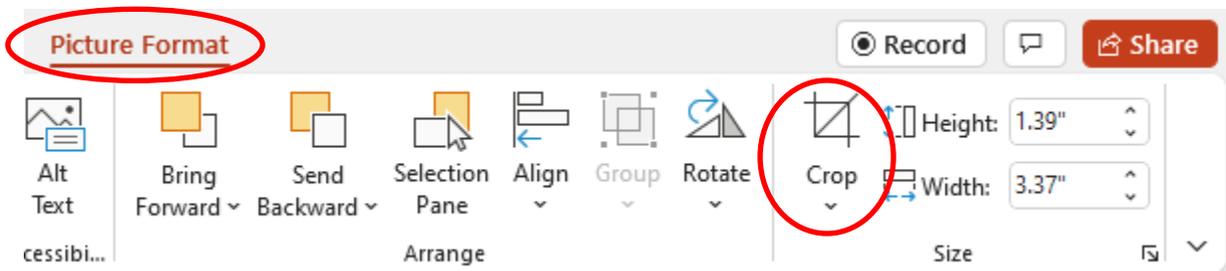
Operation	Shortcut
While moving an object, it will copy it	hold Ctrl
While moving an object, it will keep it in line (vertically or horizontally)	hold Shift
Select all objects	Ctrl + A
Group objects	Ctrl + G
Ungroup objects	Ctrl + Shift + G

Graphics

Crop

To crop an image:

1. Click the image.

2. Go to **Picture Format** tab.

3. In the **Size** group, click **Crop**.

4. When you see black bounding bars, pull them inward to cut off whatever part of the image you don't want:

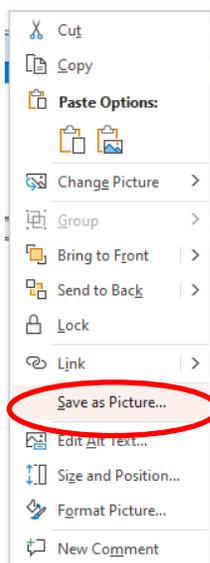- If you pull in a corner, the box will shrink in two directions.

- If you pull in using one of the lines in between the corners, the box will shrink in one direction.
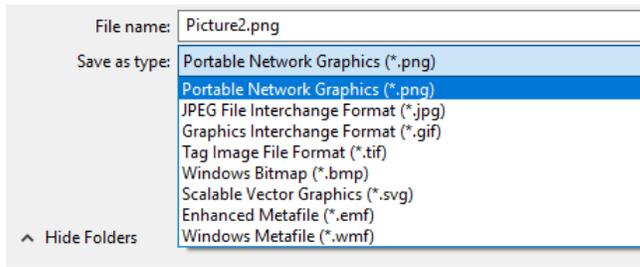

Save as Picture

To save an image as a picture:

1. Right-click on the image.

2. Click **Save as Picture**.

3. Give it a name in the box next to **File name**.

4. Choose what type of file in the box next to **Save as type**.

Note: Unless asked for a particular file type, I tend to use.png for web and.jpg for Word docs and PowerPoints.

Templates

Updating one of the many templates available in PowerPoint allow you get a quick start on a project. As an example, maybe you want to create an infographic, but have no idea how to get started.

To create an infographic from a template in PowerPoint, do the following:

1. Open PowerPoint.

2. Click **File**, then **New.**
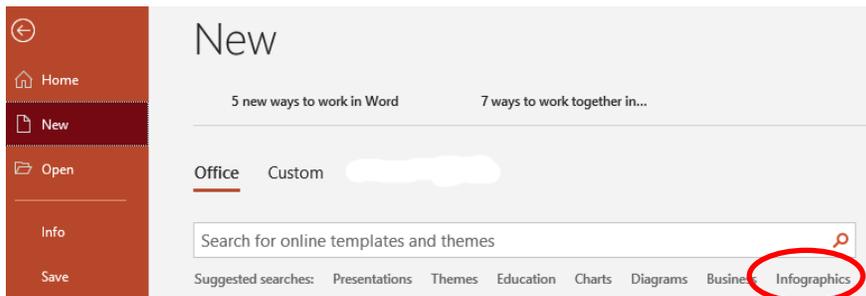
3. Select **Infographics**.

4. Choose a template that either seems to fit your needs or that has an appealing color scheme or layout.

    Once in the template, you'll want to start adding your text, playing with the shapes, changing colors, and moving things around.

5. Click a text box to select the text, then type your text.

6. Click a graphic element, then go to the **Graphics Format** tab.

7. In the **Graphics Styles** group, use the **Graphics Fill** and **Graphics Outline** to change its color.
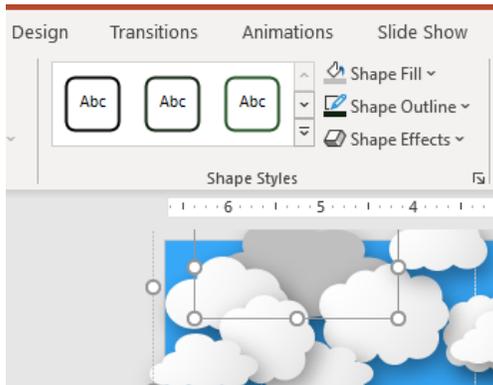

Note: Function names often change, as evidenced by the screenshot above taken a couple of years ago. It might say Shape or Picture or Image or Graphic, but it probably has the same functionality!

8. Click on the circles at the corners of the bounding box to change the size.
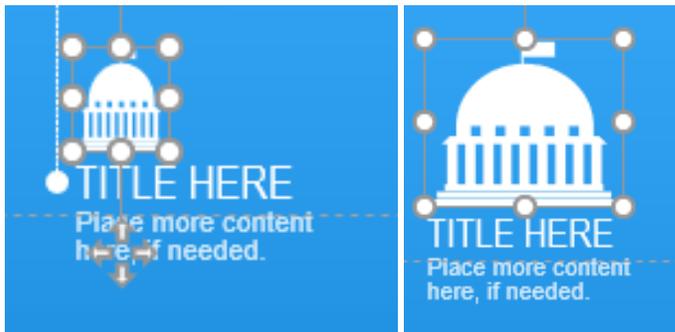
9. If you want to take more control of the size, go to the **Shape Format** tab, within the **Size** group to choose the dimensions of your object.
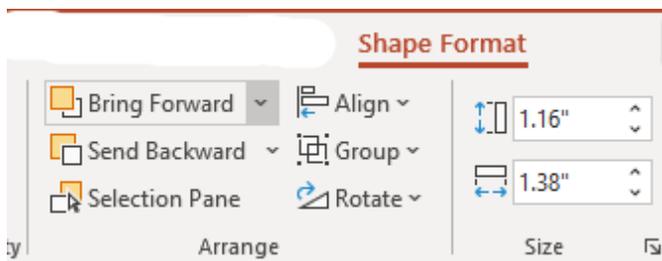
To keep the item from looking distorted as you change its size, click the dialog box launcher to open the **Format Shape** menu, which allows you to lock the aspect ratio as you make the item larger or smaller.
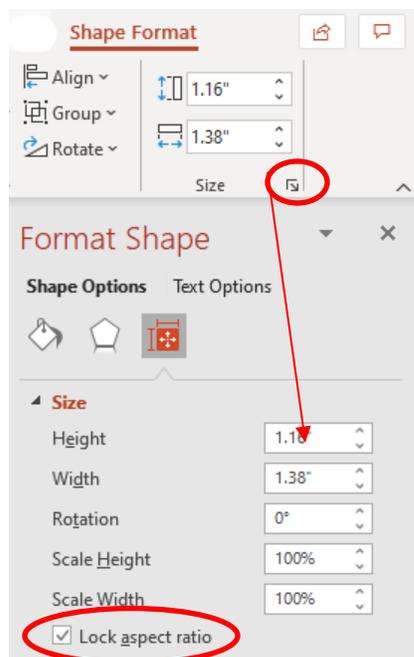
If you get deeper into PowerPoint and infographics, you'll want to become more familiar with the **Shape Format** tab; lots of cool stuff in here.

10. Click and delete any extraneous elements.

11. Reassemble the remaining elements on a different size slide if needed.
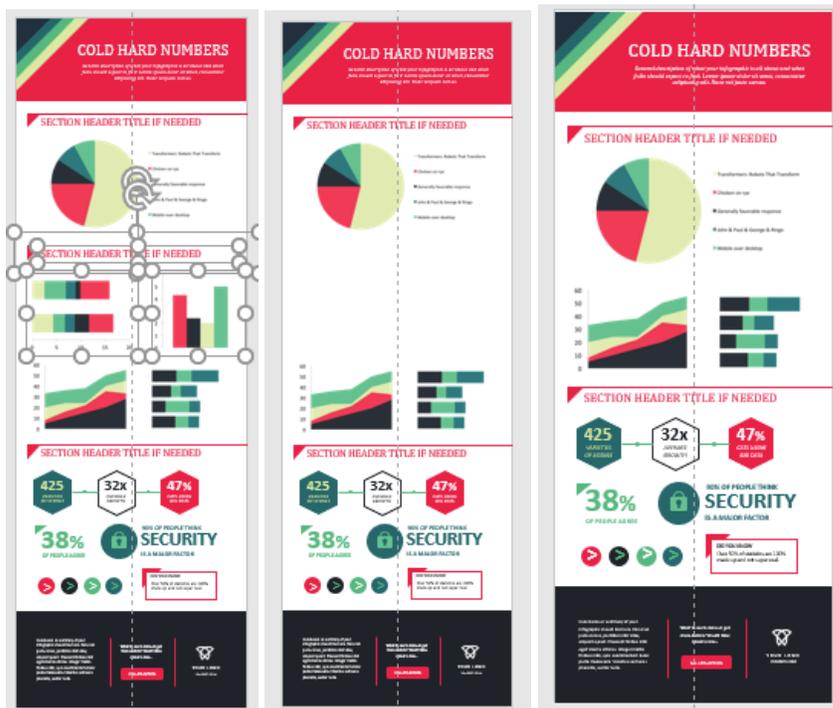
a. From the **Design** tab, click **Slide Size**.
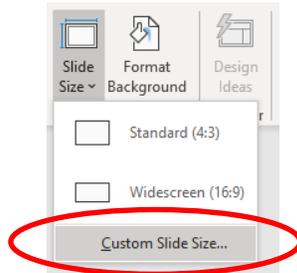
b. Select **Custom Slide Size**.

c. Type in a smaller height, then click **OK**.
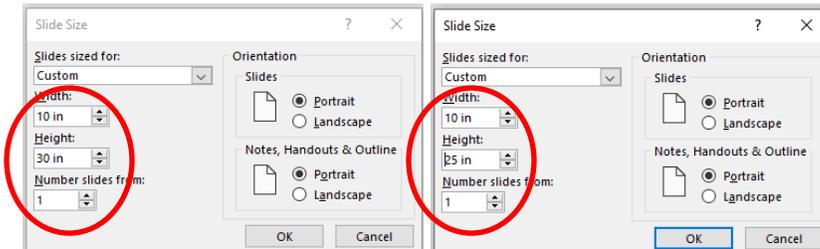
Note: This is largely a guessing game as far as I can tell. Try something that seems reasonable, then Undo if you don't get the desired consequences.

d. Click **Maximize**.

Note: You can choose **Ensure Fit**, but I have found there is less cleanup work to do when I select Maximize.

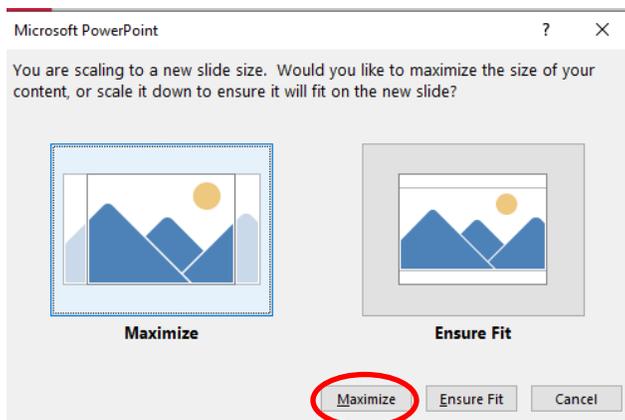e. Fit all of the content back onto the slide background. See below where the top and bottom are now off the slide background. Select the content that moved off the slide background and use the arrow key to move it back up or down to fit onto the slide background.

Design Ideas

If you have a newer version of PowerPoint, you might have access to Design Ideas. If it doesn't come up automatically on the right of your screen when you open up a blank slide, do the following:

1. Under **Design** tab, in **Designer** group, click **Design Ideas**.
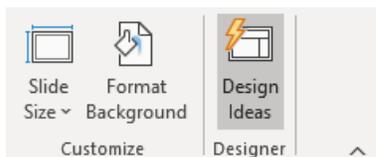
2. On the right of your screen a new window will open with options, based on the colors in your template, for the slide you are working on.

If your slide is totally empty, the sample slide will be similarly empty.
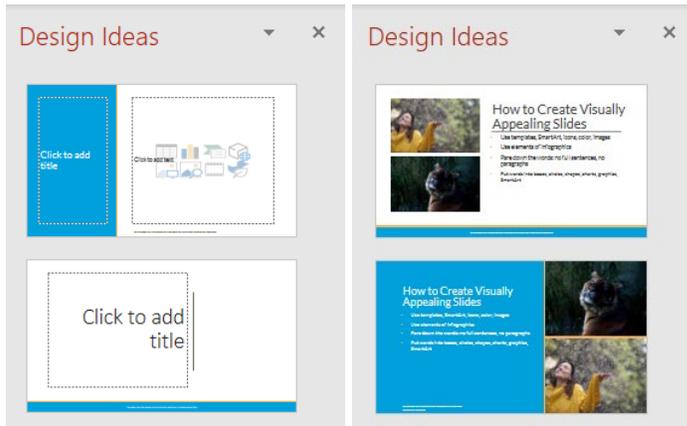
If you have a heading and some bullets, or an image or even two and some bullets. it gets a little more interesting.

BUT if you add too much to your slides, like a SmartArt or a bunch of icons, it will stop showing options. Shapes, specifically, are not supported.

3. Click on an option to change your slide to that idea.

Bulleted/Numbered Lists to SmartArt

To convert a bulleted or numbered list to SmartArt in PowerPoint:

1. Select the bulleted list.

2. On **Home** tab, click **Convert to SmartArt**.
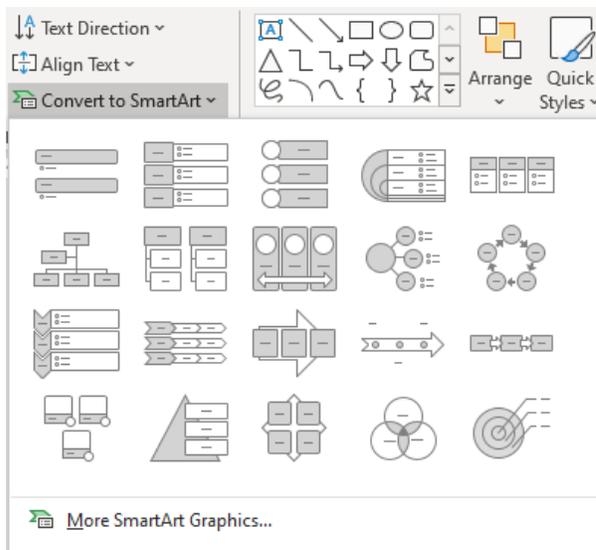
3. Choose a type of SmartArt that fits your text. If you don't see anything that appeals, click **More SmartArt Graphics**.

4. Click **Change Colors** if you don't like the default color.

SmartArt to Shapes

While SmartArt is convenient, it can slow down your progress if its default boxes are too small for your text, or it might take up more space than is really need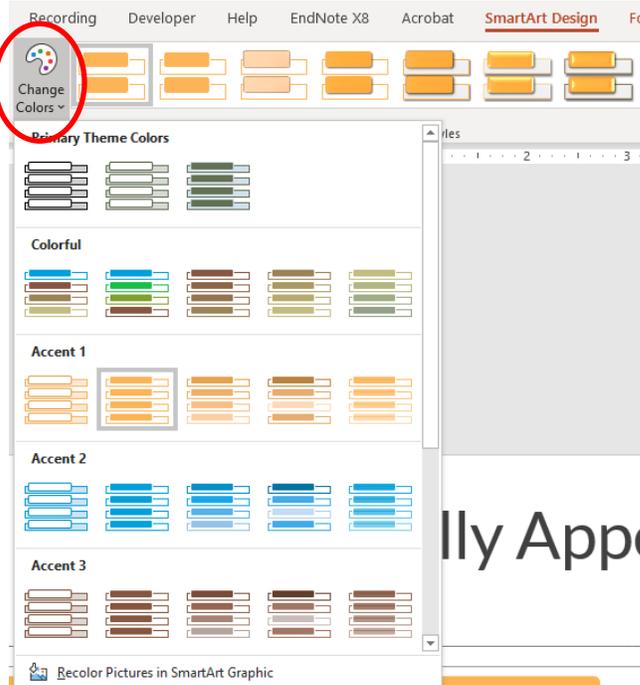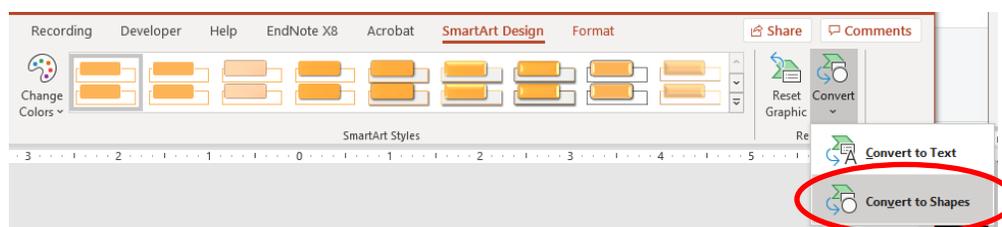ed. While it can be a great tool, do NOT make your text fit the SmartArt. Convert the SmartArt to shapes, so you can better control how it displays your data.

To convert a SmartArt to shapes:

1. Select the SmartArt by clicking on the outermost box.

2. From **SmartArt Design** tab, click **Convert to Shapes**.

3. Adjust the whole shape or the individual items within it as needed.

Note: If you have just changed a bulleted list or other text to SmartArt, ungrouping twice will also achieve this with the added benefit that the objects are now ungrouped.

This allows you greater control of text size, shape size, and how the shapes move within the larger shapes.

Icons

If you are in a recent version of PowerPoint with icons, you can insert and change them as needed to provide visual appeal to your slides:

1. From **Insert** tab, in **Illustrations** group, click **Icons**.

2. Search for a topic, like *Medical*, or a specific item.

3. Click the box of as many items as you think you might use. They will all appear in your slide.

4. Select one or more icons.

Above, there are two versions of the same icon, which could give a different feel depending on the color and size you ultimately use; there are usually two versions of each icon, though they are not normally together in the icons list.

5. From **Graphics Format** tab, in **Graphics Styles** group, change the color as needed:

a.   Select arrow next to Graphics Fill to change the fill of the icon. In the first pair, the fill is blue.


b.   Select arrow next to Graphics Outline to change the outline of the icon. In the second pair, the outline is yellow.

6.   If you need to adjust the size, do the following:
a.   From **Graphics Format** tab, in **Size** group, click the dialog box launcher.
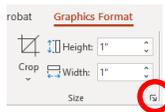
b.   The **Format Graphic** menu will open. Click **Lock aspect ratio**, then change the size by adjusting the numbers in the Height or Weight boxes.
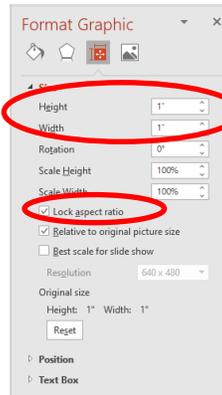

Stock Photos

More so than infographics, slides can often benefit from stock images to break up text, illustrate ideas, or provide visual interest. Newer versions of PowerPoint contain stock images, or they can be acquired from sites like Pixabay, Unsplash, and Canva.

To insert stock images from PowerPoint, do the following:

1.   From **Insert t**ab, click **Pictures**, then click **Stock Images**.
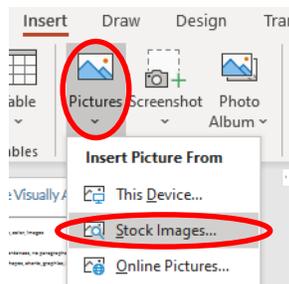
2. Type a topic or item in the Search box to see what they have available.
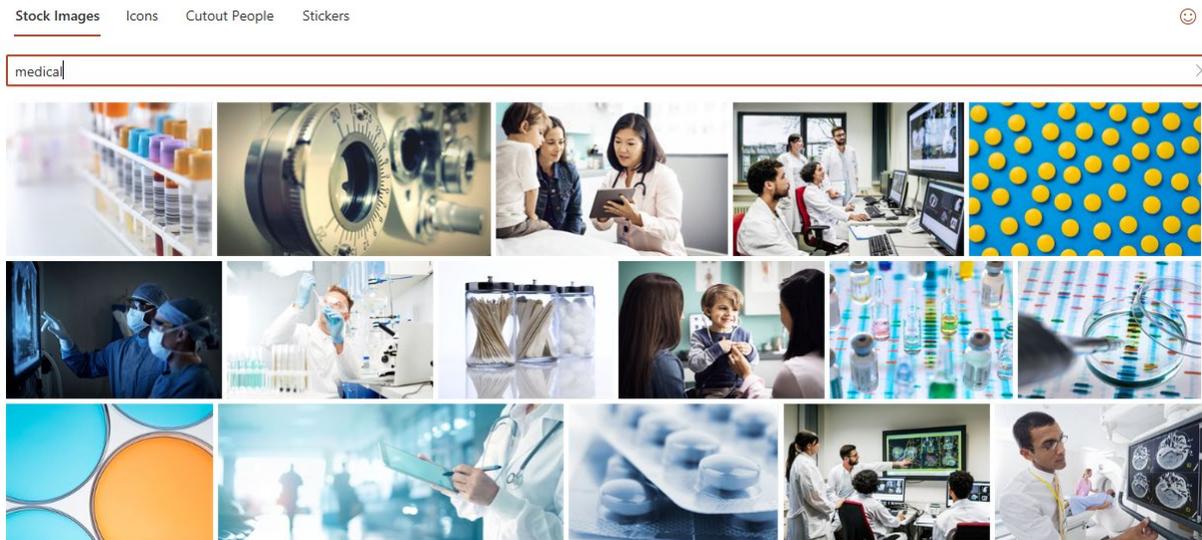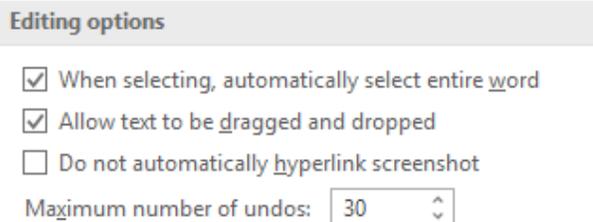

3. Select some options, and they will appear in your slide.

4. Adjust their location on your slide as needed.

5. Adjust their size as discussed earlier with icons or crop them as needed to work for your topic and space available.

Operations

Maximum Number of Undos

To adjust the maximum number of undos in PowerPoint:

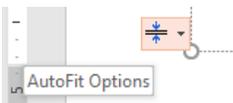1. Go to **File > Options > Advanced**.

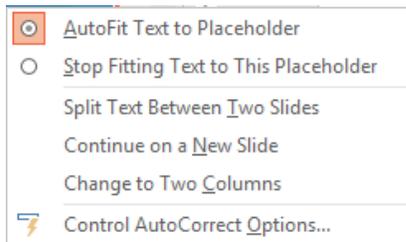2. Increase the number next to Maximum number of undos.

AutoFit Text to Placeholder

To use AutoFit Text to Placeholder:

1. Click within a text box.

2. Click **AutoFit Options** on left side of text box.

3. Select how you want to reduce the amount of text on the slide, by either selecting **Split Text Between Two Slides or Change to Two Columns**.

Merge Shapes

To use the Merge Shapes function:

1. Create two identical shapes.

2. Select them both.

3. In the **Shape Format** tab, click the arrow next to **Merge Format** to choose a type:

   - When you choose **Union**, the two shapes become one.

   - When you choose **Combine**, the two shapes join everywhere but where it overlaps.

   - When you choose **Fragment**, you are provided with the overlap as one shape and the top and the bottom as two separate shapes.

   - When you choose **Intersect**, you are left with just the shape where they overlap.

   - When you choose **Subtract**, you are left with the shape on top of the other shapes, with the overlap taken out.

Resources

- Presentation Guild - https://presentationguild.org/
- Presentation Summit - https://www.betterpresenting.com/summit/

References

- "PowerPoint Design Ideas Not Working? Try These 9 Fixes." Nuts and Bolts Speed Training website. https://nutsandboltsspeedtraining.com/powerpoint-tutorials/powerpoint-design-ideas-not-working
- Theresa Spiller. "A List of the most useful PowerPoint charts." Empower Suite website. https://www.empowersuite.com/en/blog/list-powerpoint-charts
- "16 PowerPoint Expert Hacks."ebook available from https://www.empowersuite.com/en/blog/infographic-7-powerpoint-expert-hacks