POWERPOINT TIPS

Here are some tips, created by *Kwelanga Training's* Daniel Steyn to help you with your PowerPoint Presentation.

1. **Hide Slide** – right click on slide- will hide – good for summary/when don't want to show detail

2. **Slide Sorter view** – little 4 window mosaic box at bottom to hide and/or click and drag to change sequence of slides.

3. **F5** – starts slide show from beginning.

4. **Go to Slide** – during presentation, you may need to quickly refer back to a slide. On 'Full Slide'- 'Go to Slide' –shows list of all slides, left click on slide you want.

5. **Pointer option** – highlighter right click. To remove what you have highlighted –'Eraser' – right

6. **Sub-bullets**- 'Enter'(creates bullet), then press TAB. Press "Shift" + "TAB" will take back levels. Every time you press "Enter + Tab" another level appears.

7**. Downloading from net/camera**:
   - Google – at top tab – go to "images"
   - Right click on pic you like and can open more images.
   - When you like one click – save image as jpeg(less space). Click corners of picture to resize.
   - "Format" tab – changes shape of pictures
   - To save – right click on slide and save to PC.
   - If pic background is white on dark background slide, -click on "Format – Recolour – transparent". *Note: This doesn't work for pictures.*

8. **Video clip** – "Slide layout" scroll to bottom where you see clip picture (Win 2007 has on Slide screen)

9. **Inserting slides from one presentation to another**.
   New Slide – reuse slides – browse to PC – preview slides – click on slides

10. **Hyperlink** – short cut to get to another source e.g., you may want to shift between two different documents: Shapes – Action button – "other File" Insert Hyperlink.

11. **Design** – "Save Theme" to save desired Slide.