PowerPoint Tip Sheet

Some PowerPoint Basics
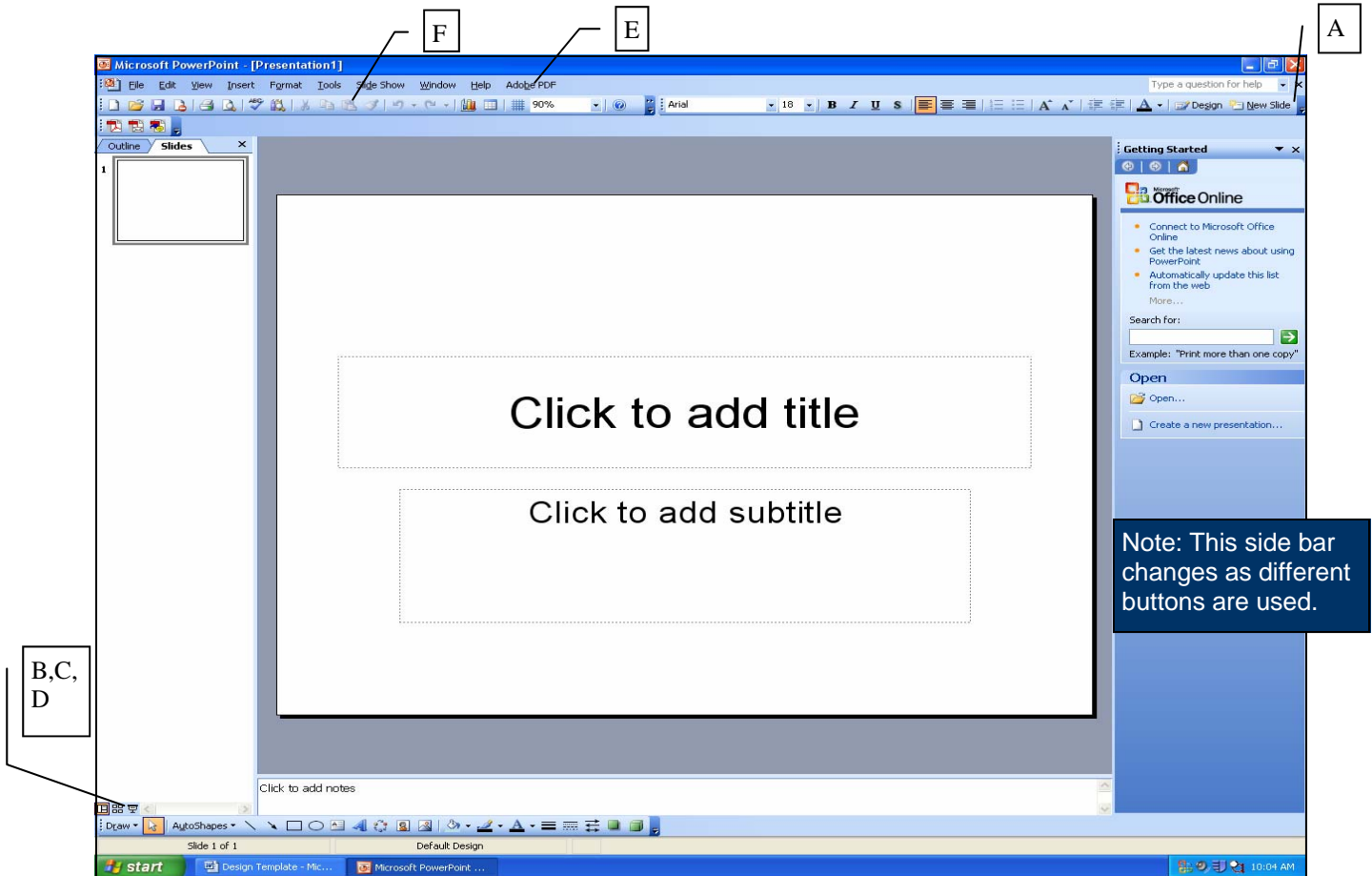
PowerPoint Interface

Understanding Basic Functions of the Toolbar

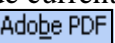**A.** [New Slide] **New Slide Button**. This button adds slides to your slideshow. When clicked, the slide layout column appears on the right side of the screen.

B. **Slide Sorter View Button**. This button lets you see all of your slides at once. In this view you can reorder slides by dragging and dropping.

C. **Normal View Button**. This button brings you back to the original view of the screen.

D. **Slide show from Current Slide**. This button starts your slide show from the slide currently on the screen.

E. [Adobe PDF] **Adobe PDF Button**. This button and its drop down menu convert your slideshow to Adobe PDF and/or email.

Adding Elements from Other Microsoft Programs

1. Copy the desired material from the original program using the Copy function under Edit on the top toolbar or the shortcut Ctrl+C. This copies the material to the Office Clipboard.

2. Switch to PowerPoint and the desired slide.

3. Insert cursor in the desired area of your slide.

4. Paste the material onto the slide using the Paste function under Edit on the top toolbar or clicking on the Clipboard icon on the top toolbar (F), or the shortcut Ctrl+V. This pastes the desired element into your slide.

5. Move and resize the inserted element as needed.

Professional PowerPoint Presentation Tips

These design principles are helpful in making a basic PowerPoint look more professional and effective.

Contrast makes a slide appear crisp and organized by using different elements to create a focal point. Contrast allows you to skim more easily to select needed information. Contrast pertains to text, graphics, colors, texture, and rules. The slide on the left is an example of poor contrast because the text is difficult to read. The slide on the right is a good example of contrast because it is easily readable with a larger dark font on a lighter background.

Bad   **Good**

Repetition unifies all parts of a design and organizes information. It allows for consistency and continuity by using the correct spacing. The slide on the left uses too many different bullets and does not emphasize the information effectively. The slide on the right has the same type of bullets and ideas together.

Bad   **Good**

Alignment unifies and organizes the page creating a clean appearance. Good alignment of text and graphics helps the viewer grasp the message easily. The slide on the left has the text scattered all over and is hard to focus on where one idea starts and another ends. The slide on the right looks cleaner in appearance leading you to read the slide from the left to right.

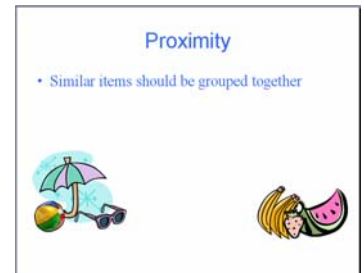**Bad**   **Good**

Proximity groups related items to visually connect their relationship. It increases organization and makes the page look smaller. The slide on the left has pictures and text scattered all over the slide without similar items together. The slide on the right has similar items grouped together and the appropriate number of pictures.

Bad   **Good**