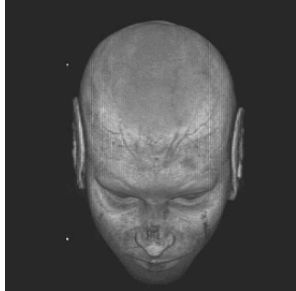


Powerpoint tips and tricks



Copyright 01/12/06
by Dean Van Vugt



Tips and tricks

- Shortcuts
- Do's and don'ts of animation
- Hyperlinks
- Multimedia (importing video)
- Pack and Go
- Posters

Short Cuts

- F5
 - Starts slide show (beginning)
- B key
 - Black screen when in slide show
- ALT TAB
 - Toggles between open programs

Short cuts

- Shift+f3
 - Toggles the text case between all caps, lower case, and initial capital styles
- Ctrl+home
 - Will take you to the first slide in a presentation
- Ctrl+end
 - Will take you to the last slide.

Short Cuts

- **Cntrl B** bolds highlighted words
- Cntrl U underlines highlighted words
- *Cntrl I* italicizes highlighted words
- Cntrl C copies highlighted words
- Cntrl V pastes clipboard content
- Shortcuts work in Word too

Animation

- Text
- Graphics
- Video

Text Animation

- Each point appears sequentially
- Enter from left, bottom, top, dissolve
- Previous point dims with addition of new bullet

Text Animation

- Each point appears sequentially
- Previous point dims with addition of new bullet
- Enter from left, right, bottom, top, dissolve in, etc

Text Animation Abuses

- Just because you can...
- Avoid complicated entrances
 - "appear" or "dissolve" good options
- Never swoop in
- Never one word at a time
- Never typewriter!

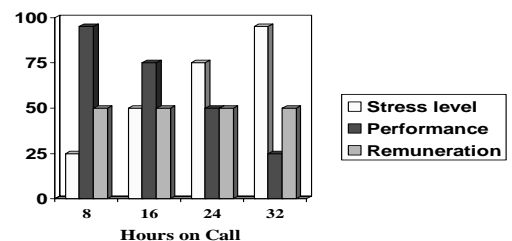
Slide Transition

- Determines how the slide is revealed
- "Endless" possibilities
- Choose wisely
- Never random
- Example

Graphic Animation

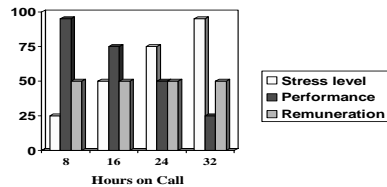
- Reveal various elements sequentially
- More orderly
- Less overwhelming

No Animation



Graphic Animation

- Reveal information in an orderly fashion



Indices of "life's successes"



Hyperlink Uses

- Jump to an internet site
- Jump to another program (Excel)
- Go to a different PP presentation

Hyperlink Using HL Icon

- Highlight text to be hyperlinked
- Click HL icon on toolbar
- Type or Paste Url
- Text you highlighted is linked to that URL

Hyperlink Using Action Button

- Use action button when linking to a specific slide in another PP presentation and back again
- Click on Slide show/action buttons
- left click on page (action button appears)
- select Hyperlink to PP presentation and specify slide

Inclusion of Video

From VCR

- Need software to capture
- Digital video camera
 - Direct
- Internet

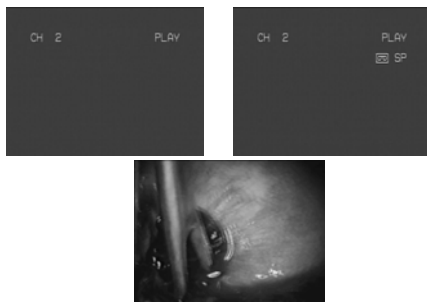
Laparoscopic Removal of Ectopic



Laparoscopic Removal of Ectopic



Laparoscopic Removal of Ectopic



Obstetrical Video



Pack and Go

- When you want to run a slide show on another computer
- Use the pack and go wizard
- Packages together all the files and fonts used in the presentation including linked files
- Copying presentation to CD copies the links, **not** the files, **unless** you use Pack and Go
- Test on a different computer before leaving

Slide Master

- Used to make global changes to slide format
 - color scheme
 - font and bullet detail; etc

Slide Master

- View Master
 - Slide Master, Handout Master, Note Master
- Click on Slide Master
 - Use to make changes to slide format that apply to all slides in the presentation
 - color scheme
 - font and bullet detail etc

Powerpoint Poster

- Specify size
 - Determined by printer
- Import elements
 - Graphs
 - Text
 - pictures

