

Powerful PowerPoint Tools

**shortcuts, timesavers,
and best practices for
creating powerful
PowerPoint decks**

Facilitated by Katrina Kennedy
katrina@katrinakennedy.com
www.katrinakennedy.com
(916)832-0698

Use Shortcuts

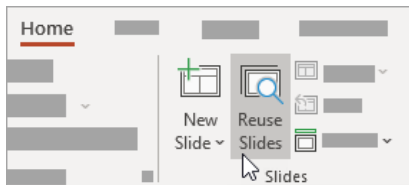
Create New Presentation



Design Ideas

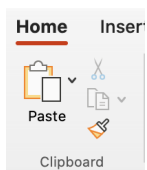
1. File/New Presentation (Cntrl+N)
2. Type relevant word on title
3. Select Home/Design Ideas
4. Select your preferred slide layout
5. Add new layouts in same theme (Cntrl+M)

Reuse Slides



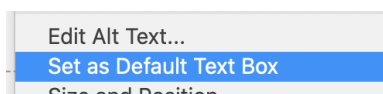
1. Home/Reuse Slides
2. Opens recently used slide decks
3. Click on slide(s) to import into deck

Copy Formatting



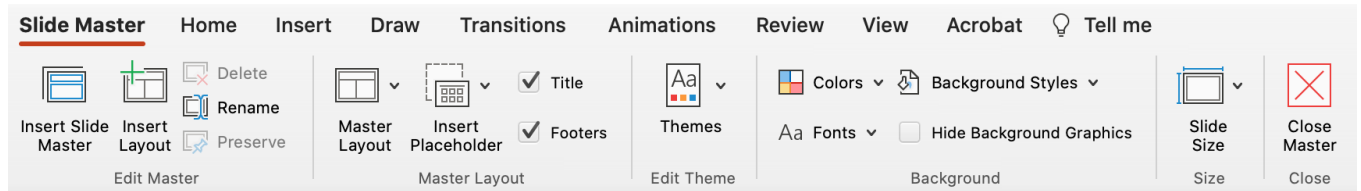
1. Select box with desired formatting
2. Select Home/Paintbrush
3. Click on object to format

Set Textbox Defaults



1. Insert/Text Box
2. Format as desired
3. Right Click/Select As Default Text Box
4. Settings will apply to all text boxes

Adjust The Master Slide



Change The Theme

1. Select View/Slide Master
2. Click Themes dropdown menu
3. Select a new theme or Save Current Theme
4. Close Slide Master

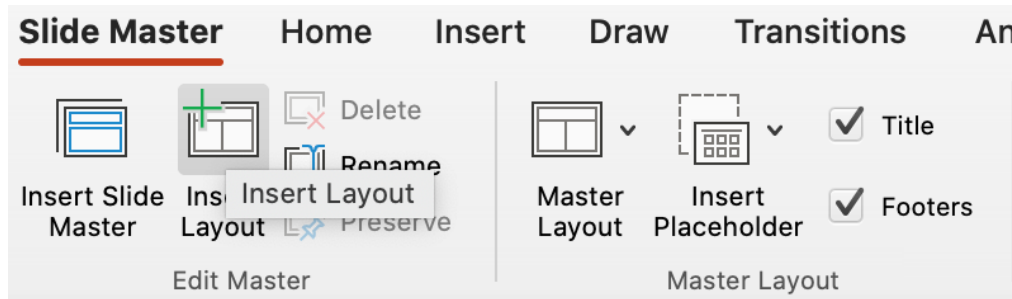
Change The Font

1. Select View/Slide Master
2. Select the Master Slide
3. Click Fonts dropdown menu
4. Select a new font
5. Close Slide Master

Change The Color

1. Select View/Slide Master
2. Select the Master Slide
3. Click Colors dropdown menu
4. Select a color palette OR create a custom
5. Close Slide Master

Add/Adjust Slide Layouts



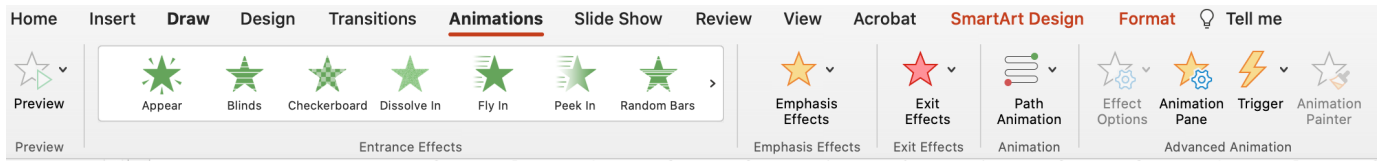
Create A New Slide Layout

1. Select View/Slide Master
2. Select Insert Layout
3. Select Insert Placeholder to add content
4. Select Rename
5. Rename Layout
6. Close Slide Master
7. Choose New Slide drop down to add slide

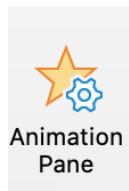
Create a Full Page Photo Layout

1. View/Slide Master
2. Insert New Layout
3. Insert Placeholder
4. Add photo to placeholder
5. Crop and adjust as needed
6. Rename Layout
7. Close Slide Master
8. Choose New Slide drop down to add slide

Transform Boring Bullets

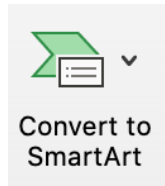


Animate Bullets



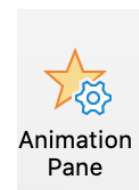
1. Select bullet box
2. Select Animations
3. Choose Style – “Appear”
4. Select Animation Pane
5. Select Timing/Start on Click

Convert Bullets To Smart Art



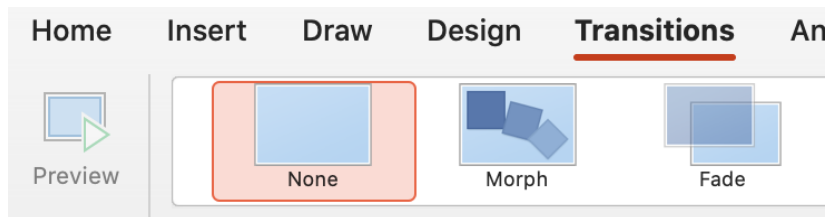
1. Select bullet box
2. Click Home/Convert to SmartArt
3. Select SmartArt Layout Style
4. Double click on Smart Art to open Smart Art Ribbon
5. Customize as desired

Animate Smart Art



1. Select Smart Art
2. Open Animations Pane
3. Select Smart Art Animation
4. Select Group Graphic: One By One

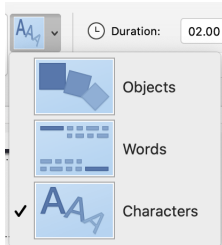
Morph Transition Effect



Show Detail of a Picture

1. Insert picture on slide
2. Duplicate slide (Shift+Ctrl+D)
3. Enlarge image on second slide
4. Select Transition/Morph on second slide

Reorder Letters To Word



1. Type characters on first slide
2. Duplicate slide (Shift+Ctrl+D)
3. Reorder characters on second slide
4. Select Transition/Morph on second slide
5. Select Effect Options/Characters