

Tech Tip of the Week

May 11th, 2020

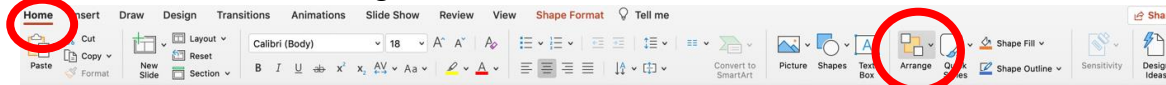
Microsoft PowerPoint Tips and Tricks

Microsoft PowerPoint is an application for creating formal presentations. Here are some tips to help you create better presentations.

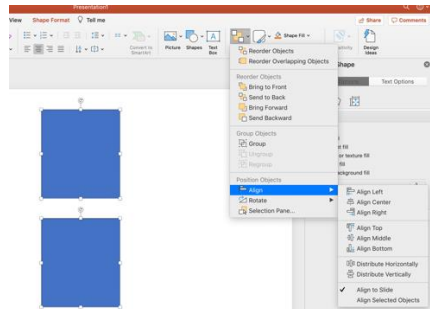
Align Images

PowerPoint has a built-in feature to help you line up images easily.

1. Click one object and then hold down the Shift key and click the rest of the objects.
2. In the Home tab click Arrange.



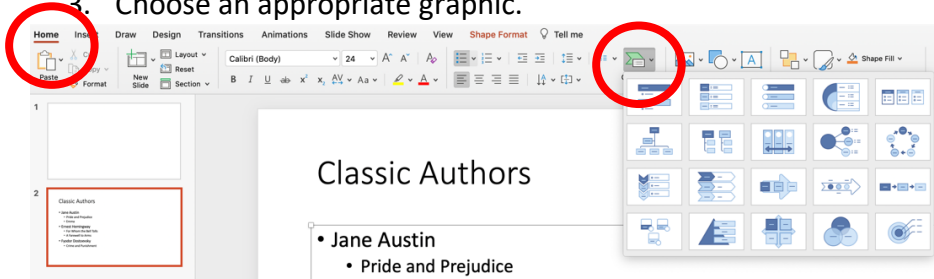
3. Next, select how you would like the shapes to be distributed and aligned.



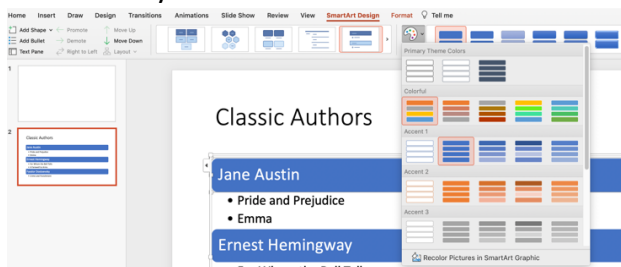
SmartArt

Consider using illustrations instead of bullet points for a polished look to your presentation.

1. Select the text box with the bullet points.
2. Click Convert to SmartArt
3. Choose an appropriate graphic.



From there you can edit the colors and font.



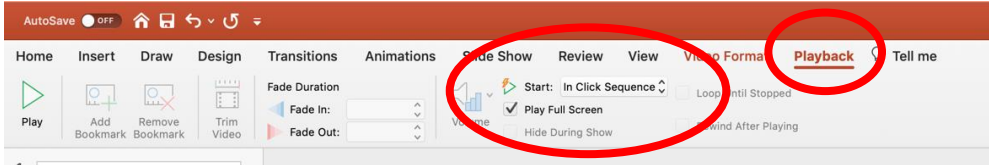
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Insert Video

From the Insert tab click video and select where it is coming from. If you are adding a video from the web, click online movie and paste in the URL from the video.

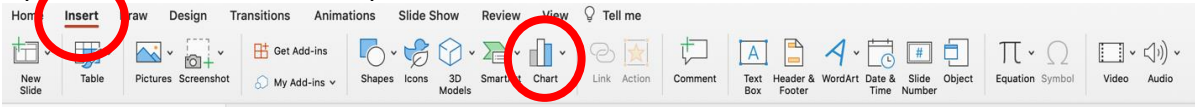
If you want the video to play automatically when you reach the slide click Playback and change the start menu option.



Insert and Edit Charts

Use charts to help viewers understand data visually.

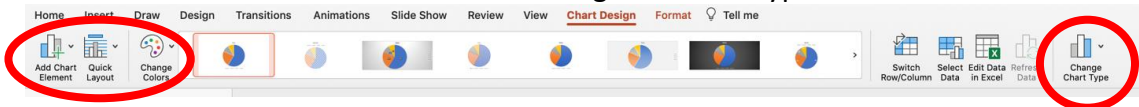
1. Open and select a chart template.



2. Once you have selected a chart type, Excel will automatically open.
3. Enter your data into Excel and the PowerPoint chart will update.

	A	B	C
1		Books read	
2	January	3	
3	February	4	
4	March	2	
5	April	3	
6			
7			

4. You can continue to edit the chart and change the chart type.



Present Mode

Use Present Mode when giving your presentation. It will allow you to see your notes along with the next slide. This feature also includes a laser pointer and allows you to draw on the slides.

