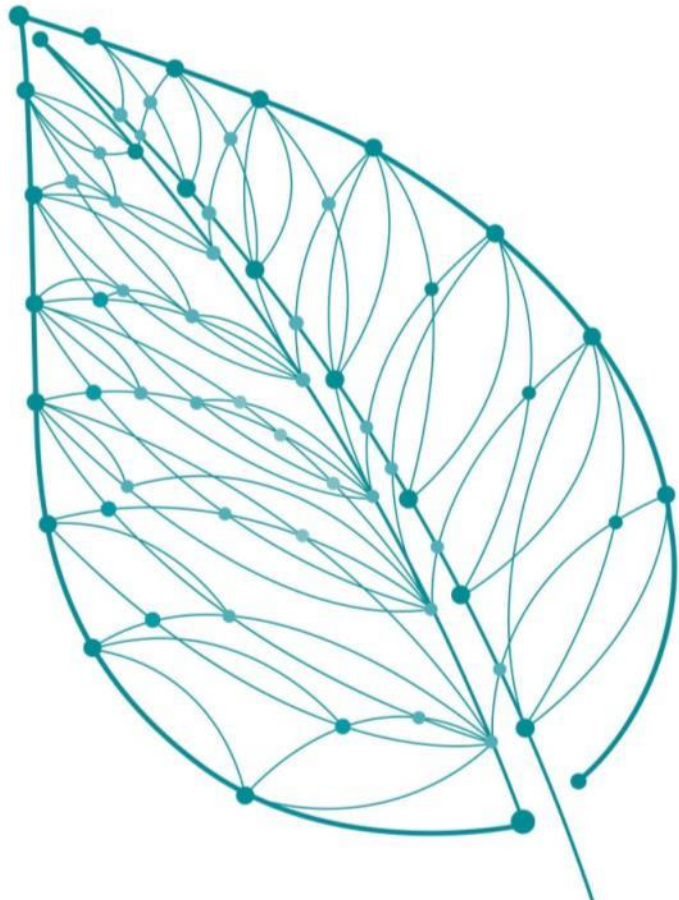


## PowerPoint Life hacks

Mila Zmitrovich

November 18, 2020



# Safety contact

## PREVENTION ADVICE COVID-19



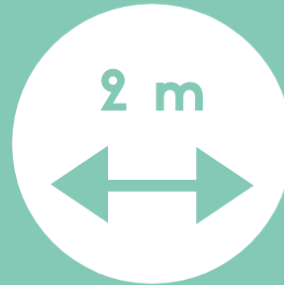
### Hygiene

Wash your hands often with soap and water or alcohol-based solutions



### Coughs and sneezes

Cover your nose and mouth by putting them into your elbow or with a single-use handkerchief



### Distance

Avoid contact with people when they sneeze, cough or have a fever



### Cleaning

Do not share food, cutlery or other objects without washing them properly



### Masks

Masks are not recommended if there are no symptoms

# Basic principles



ASK

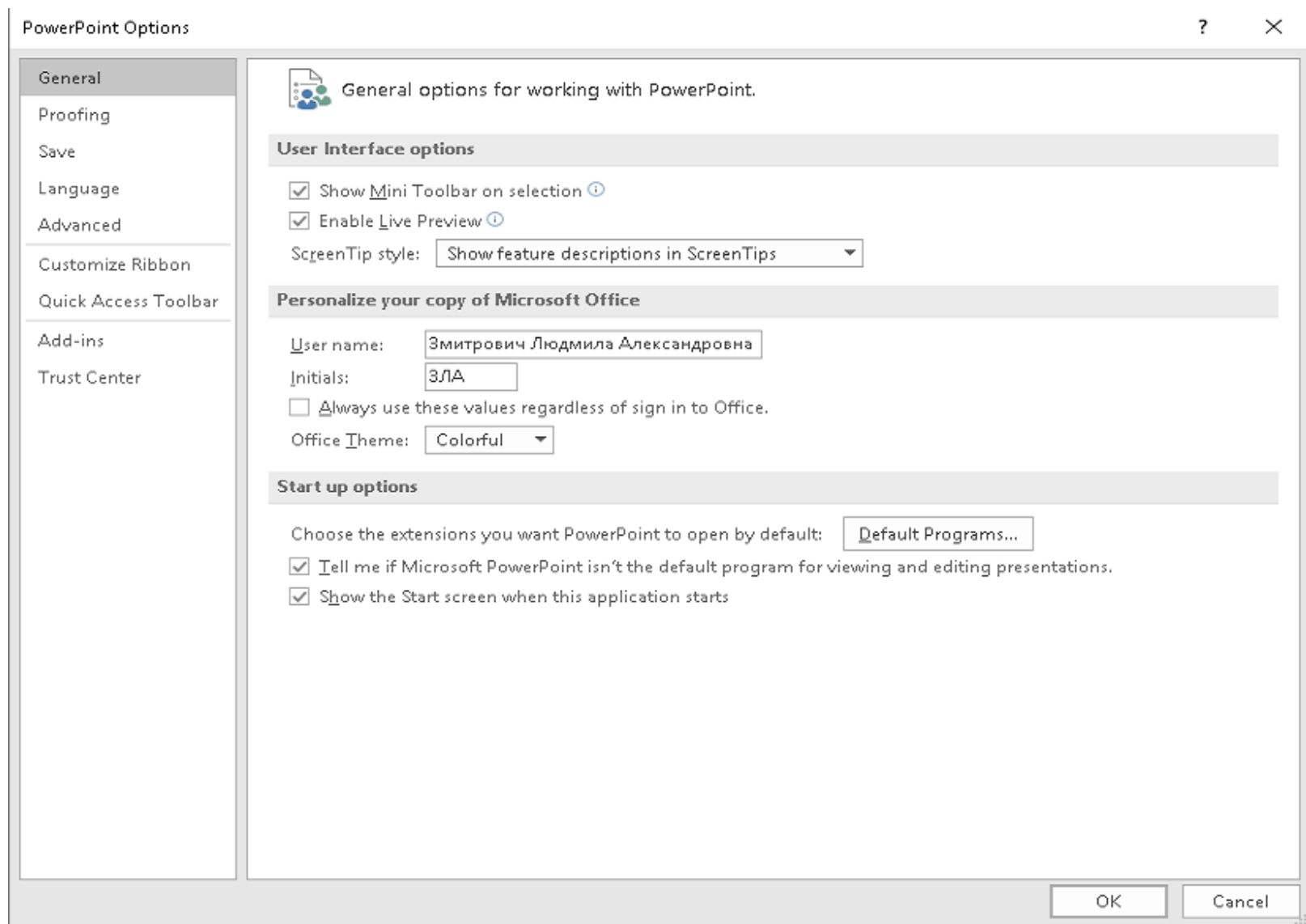


PARTICIPATE



CHECK

# Settings



# Settings - Advanced

Maximum number of undos:

Image Size and Quality

 Presentation1 ▼

Discard editing data ⓘ

Do not compress images in file ⓘ

Set default target output to:

# Settings - Save

Save files in this format:

PowerPoint Presentation

Save AutoRecover information every 10 minutes

Keep the last autosaved version if I close without saving

AutoRecover file location:

C:\Users\ZmitrovichLA\AppData\Roaming\Microsoft\PowerPoint\

Don't show the Backstage when opening or saving files

Show additional places for saving, even if sign-in may be required.

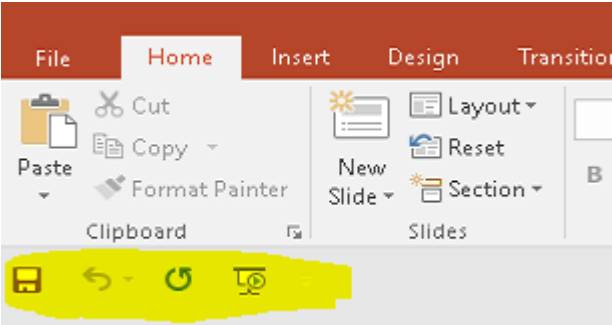
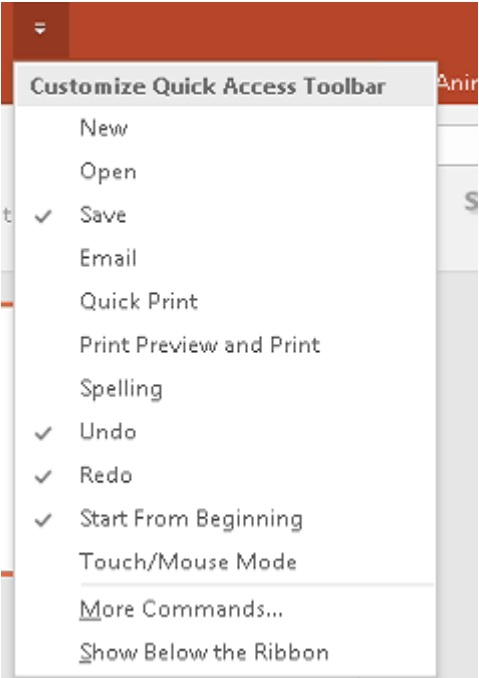
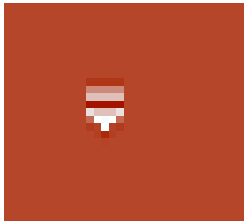
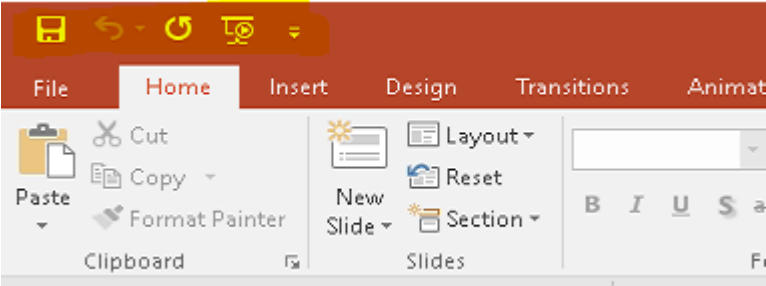
Save to Computer by default

Default local file location:

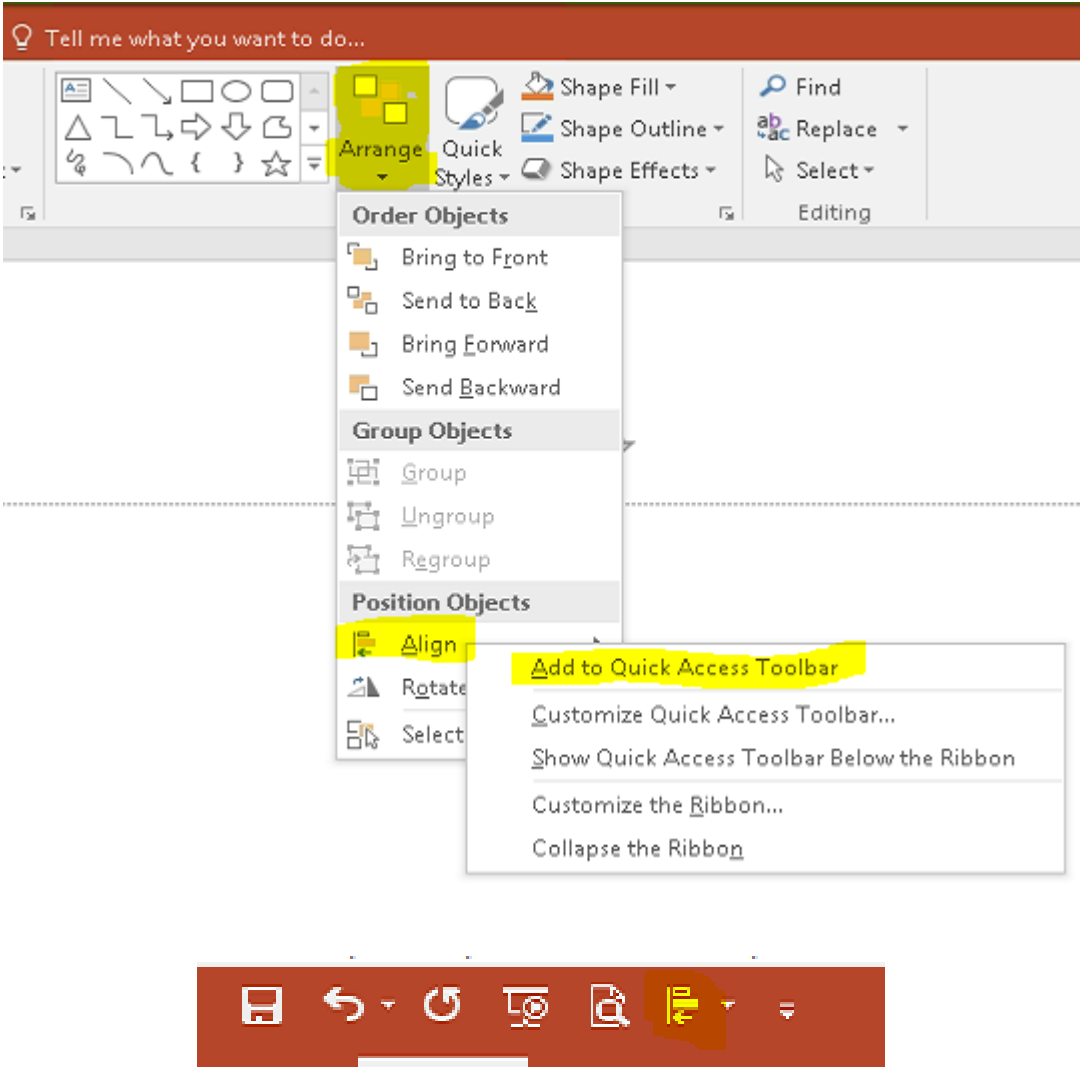
C:\Users\ZmitrovichLA\Documents\

Default personal templates location:

# Quick access toolbar

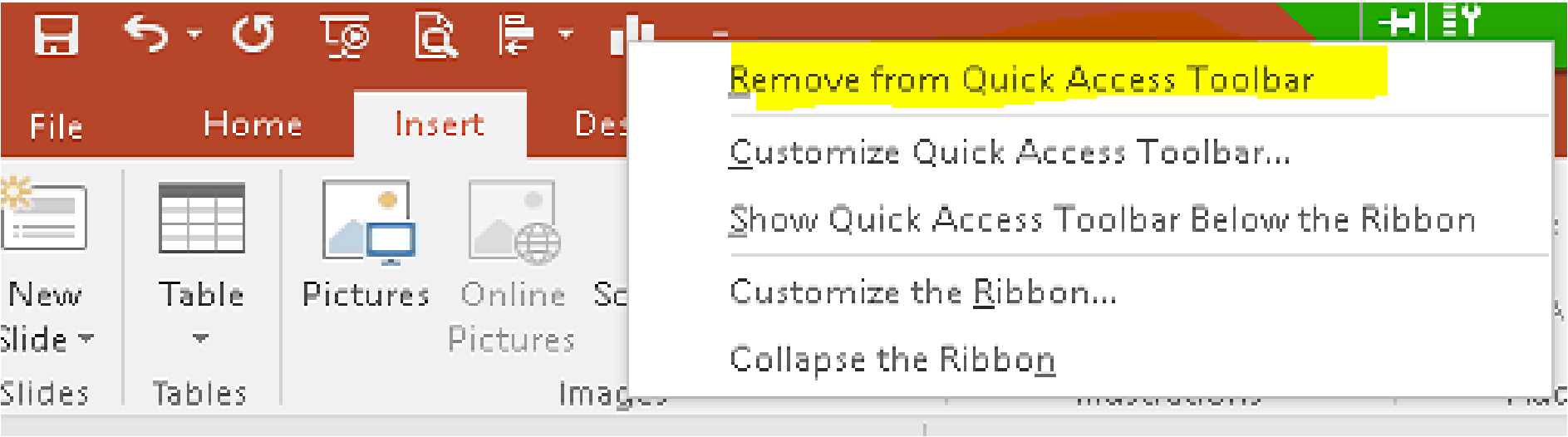
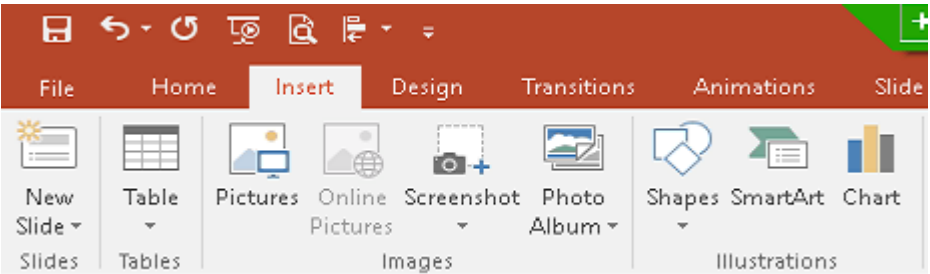


# Quick access toolbar

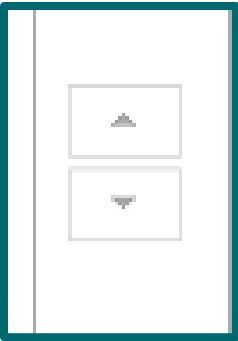
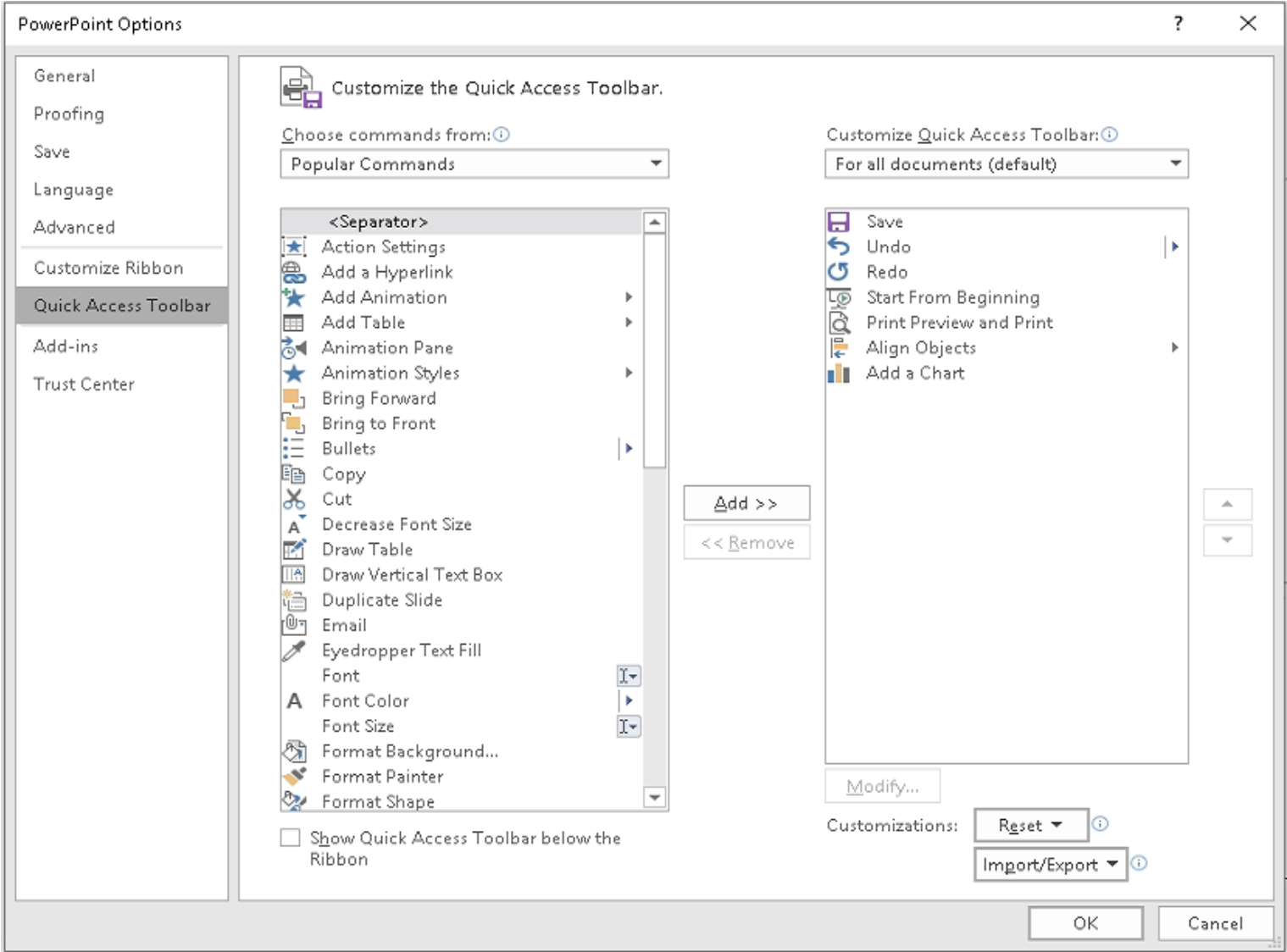




# Quick access toolbar



# Quick access toolbar



# Keyboard Shortcuts - System

To do this	Press
Create new presentation.	Ctrl+N
Add a new slide.	Ctrl+M
Make selected text bold.	Ctrl+B
Change the font size for selected text.	Alt+H, F, S
Cut selected text, object, or slide.	Ctrl+X
Undo the last action.	Ctrl+Z
Save the presentation.	Ctrl+S
Insert a picture.	Alt+N, P
Insert a shape.	Alt+N, S, H
Select a theme.	Alt+G, H
Select a slide layout.	Alt+H, L
Go to the next slide.	Page down
Go to the previous slide.	Page up
Start the slide show.	F5
End the slide show.	Esc
Close PowerPoint.	Ctrl+Q

# Keyboard Shortcuts - System

Ctrl + scroll wheel

F4

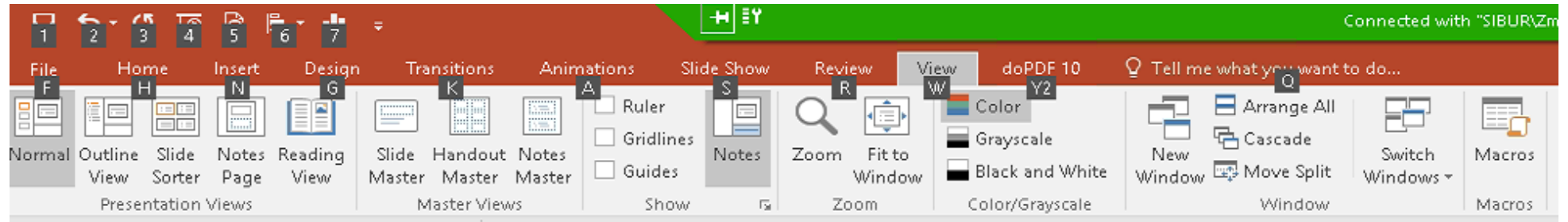
F12

Ctrl + D

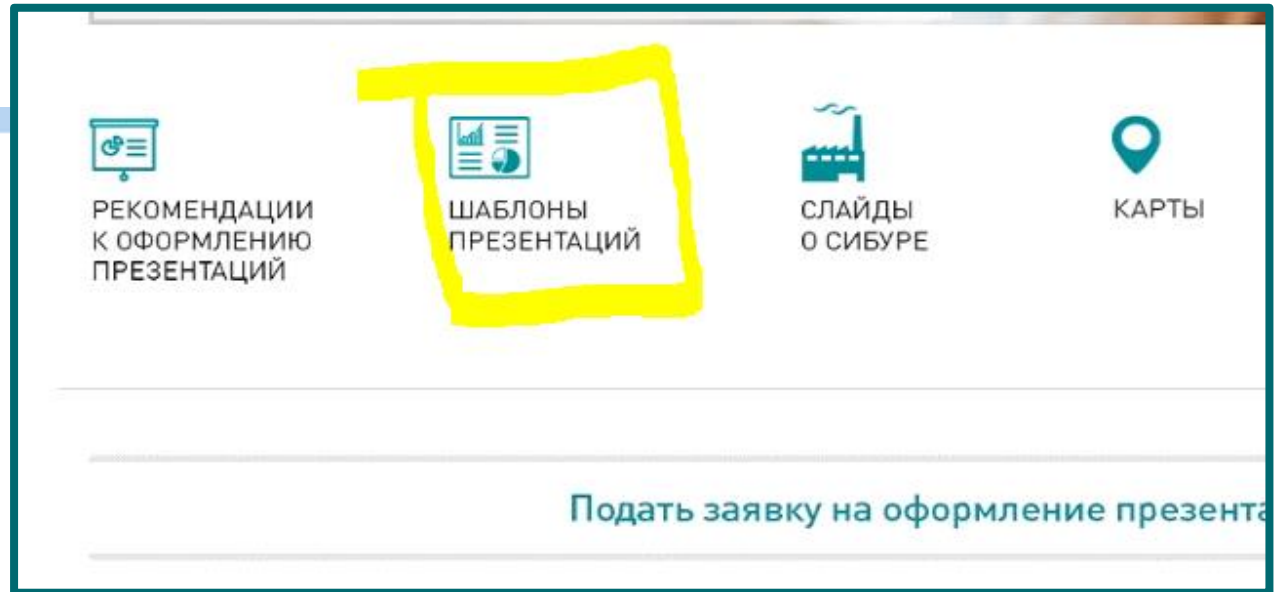
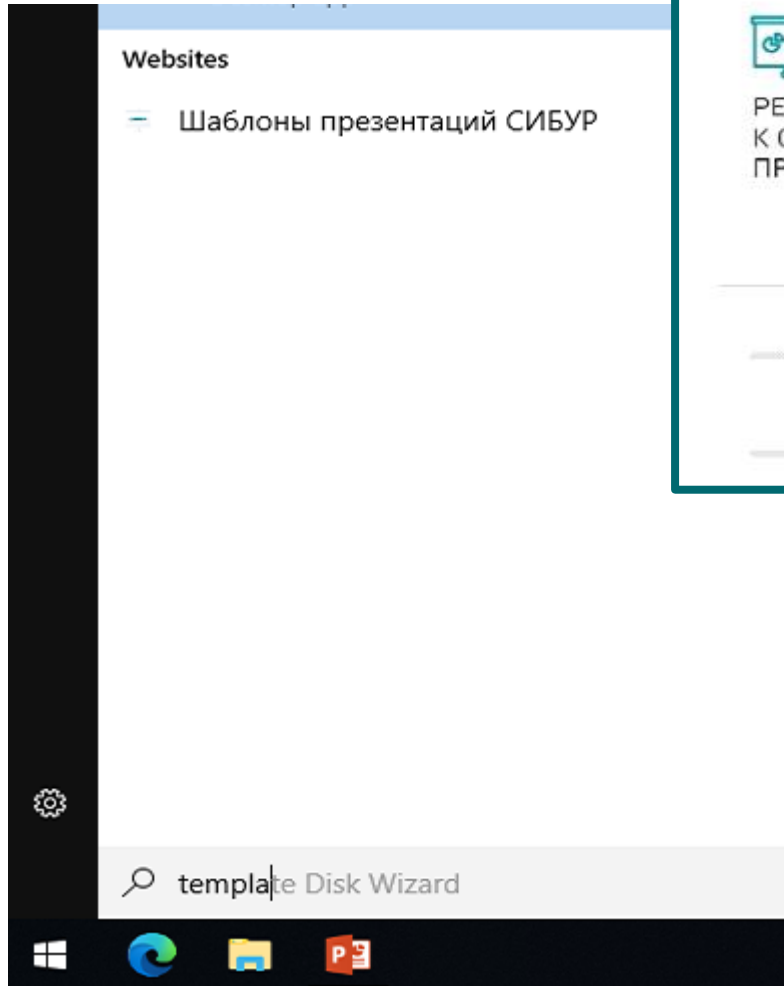
Enter

Shift + F3

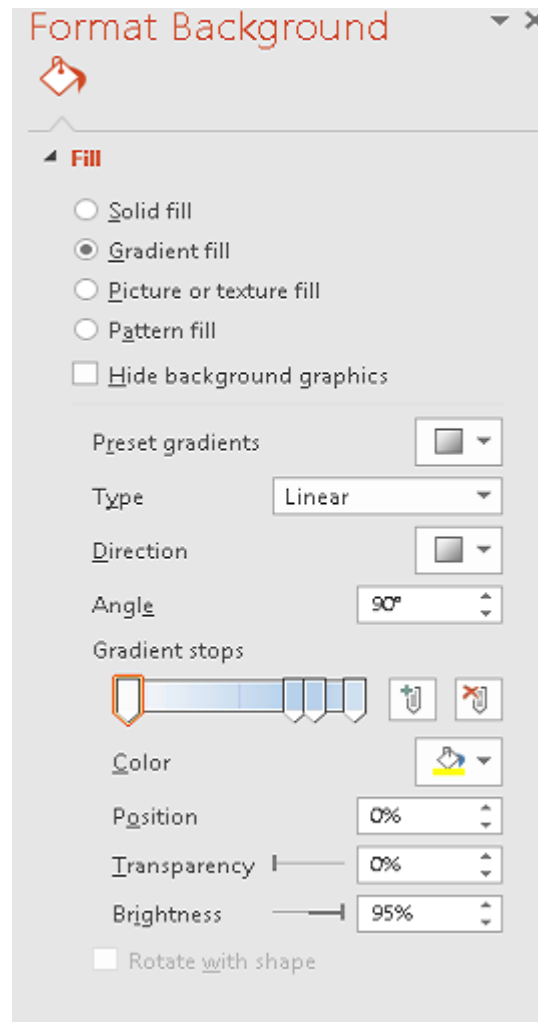
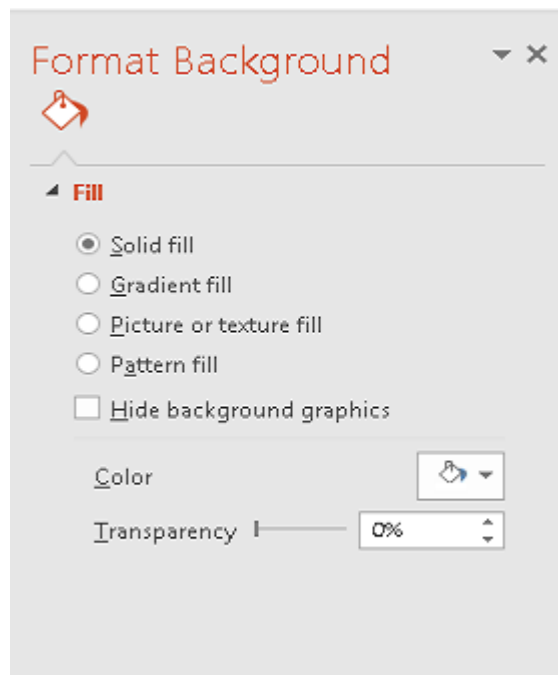
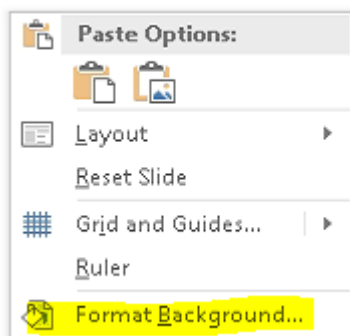
# Keyboard Shortcuts - Alt



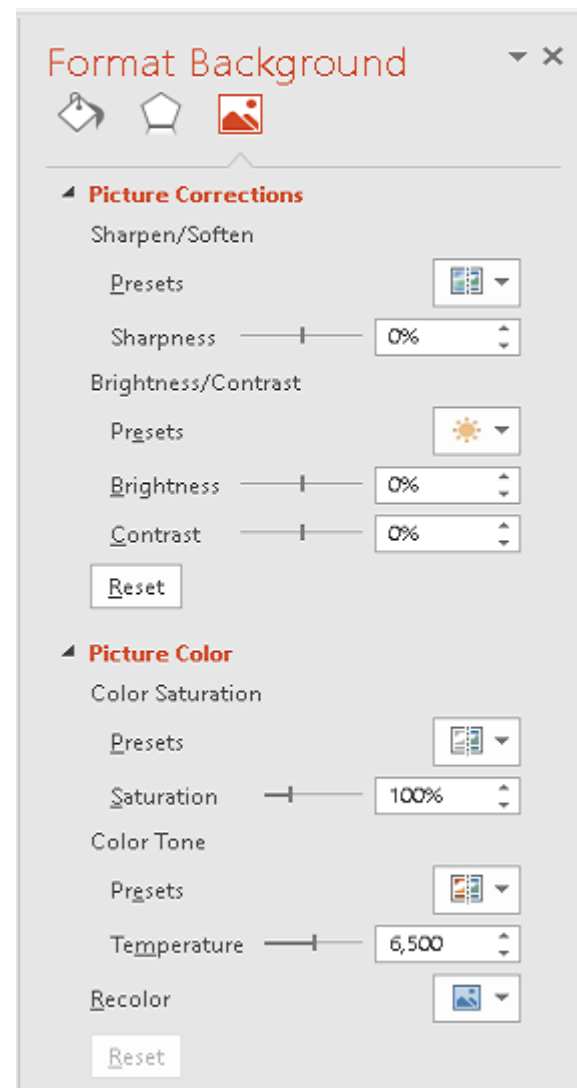
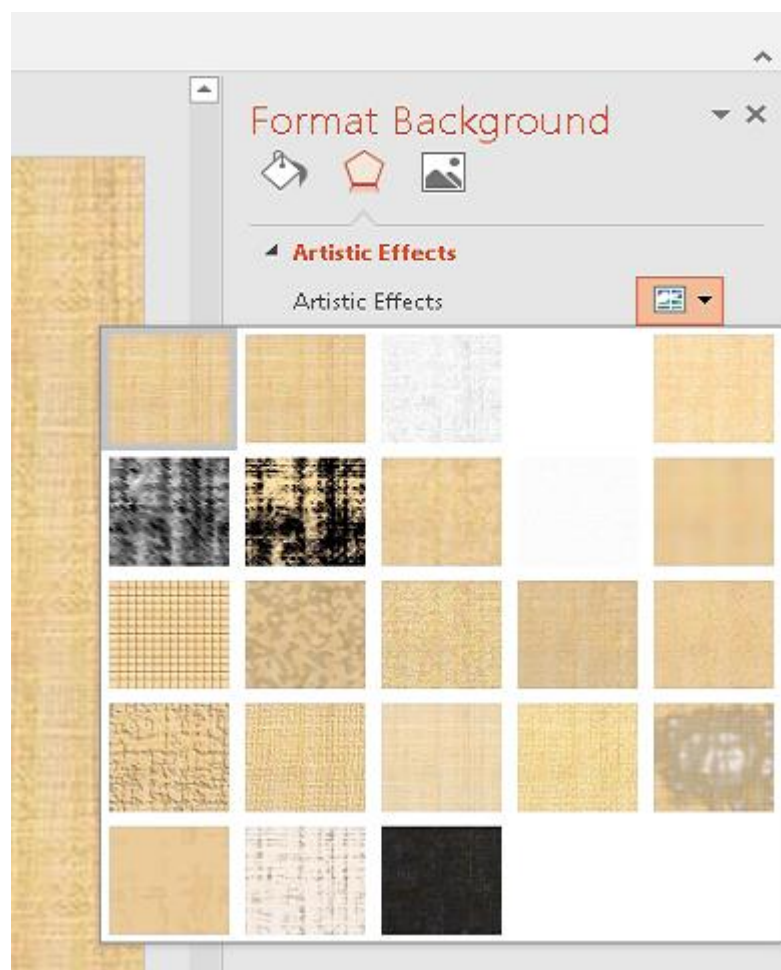
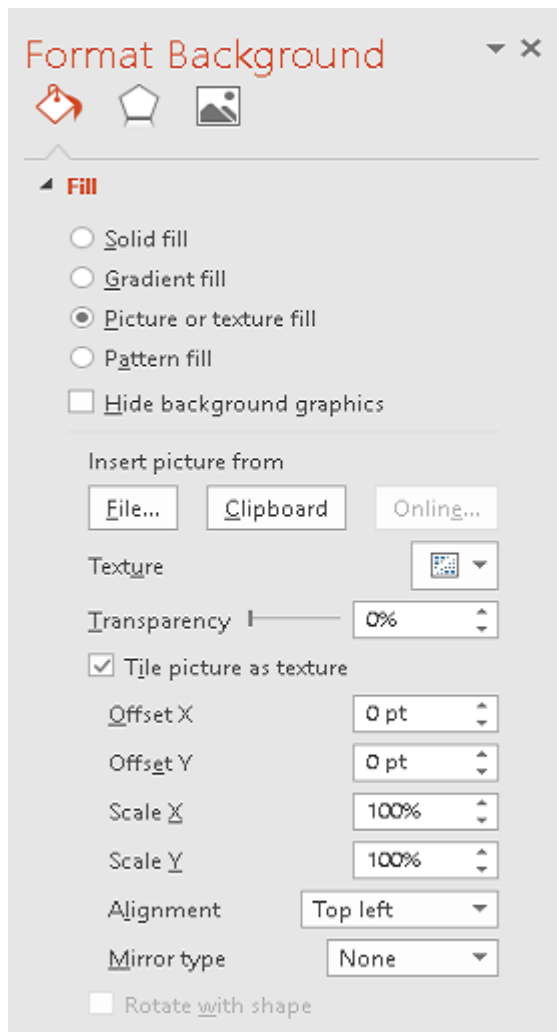
# Corporate templates



# Text Formatting - background



# Text Formatting - background



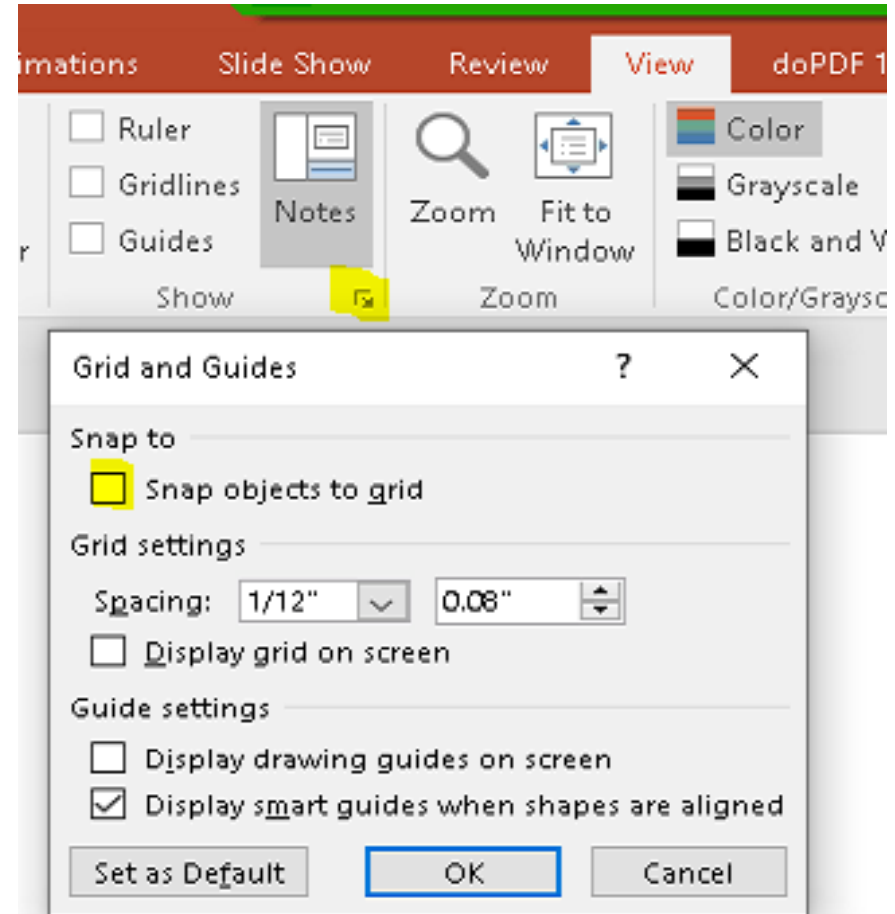


# Text Formatting

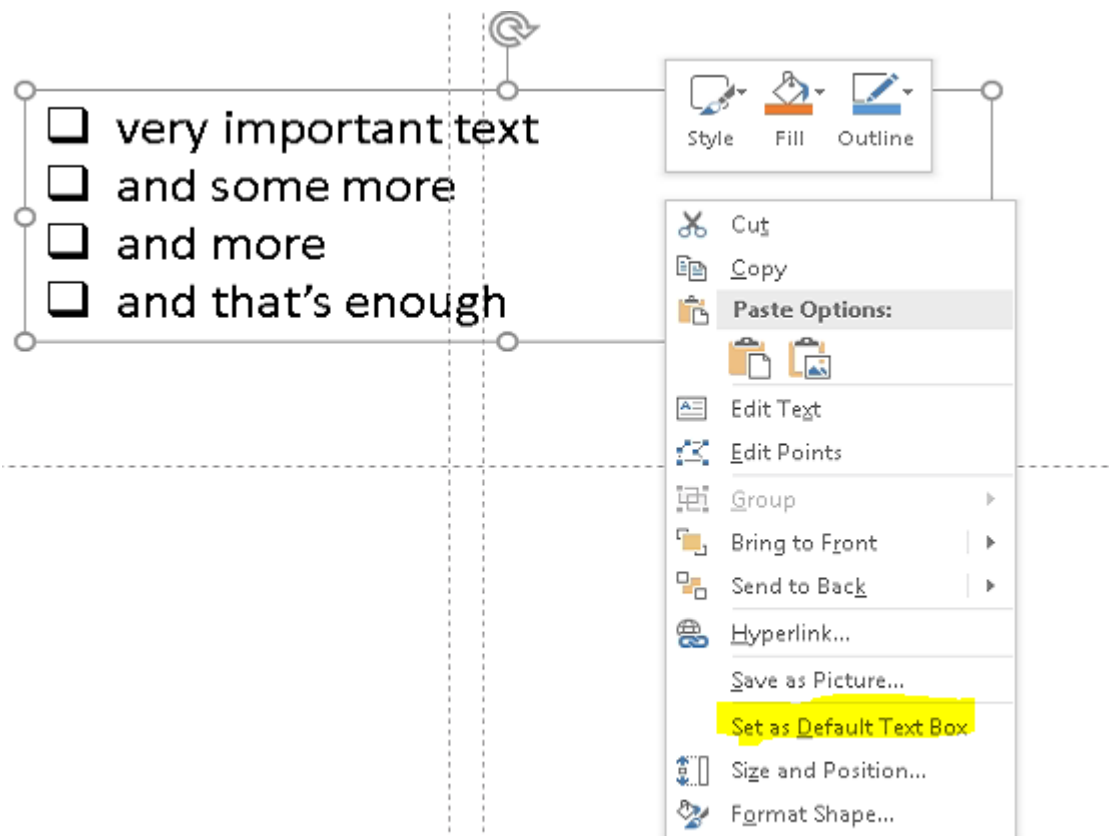
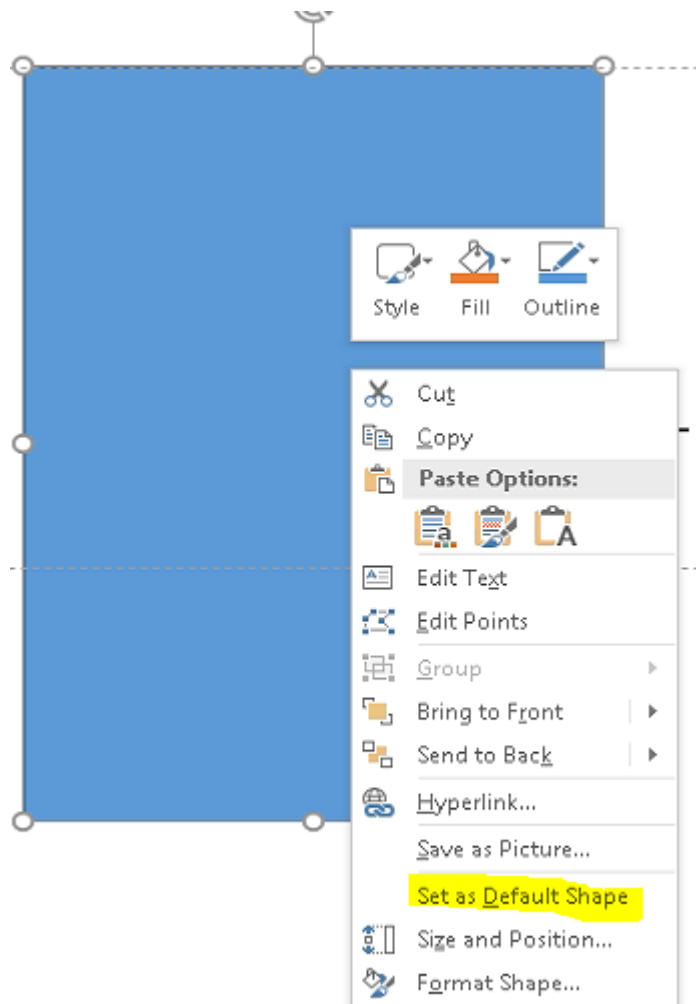
She sells seashells on the seashore. The shells that she sells are seashells, I'm sure. She's so selfish, she should sell shellfish, but shellfish shells seldom sell.

- Ctrl + B
- Ctrl + Shift + <
- Ctrl + Shift + >
- Shift + Enter
- Shift + F3
- Ctrl + Shift + C

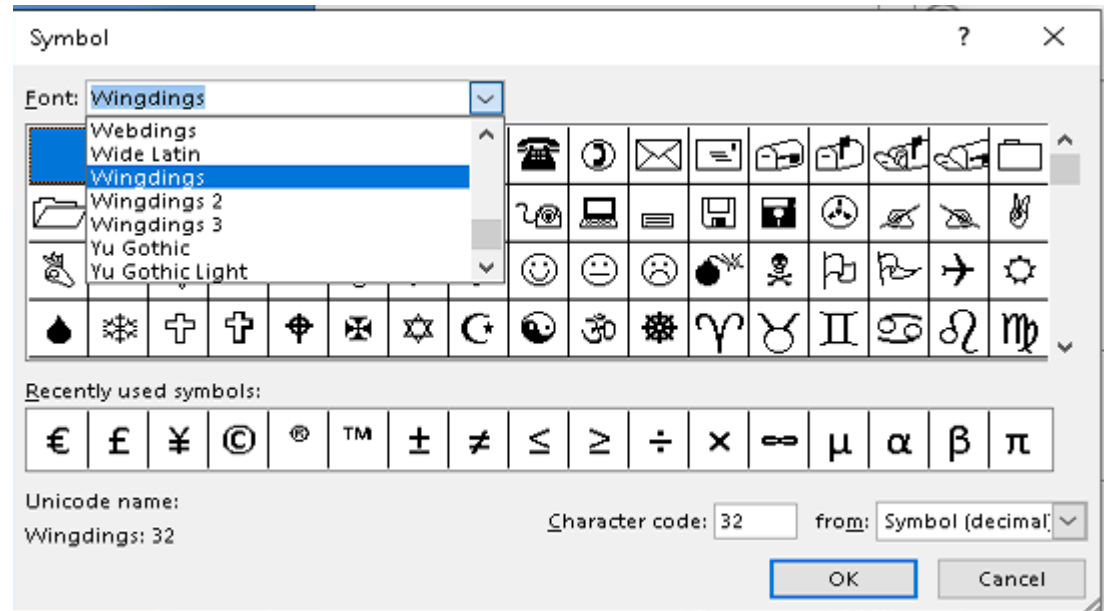
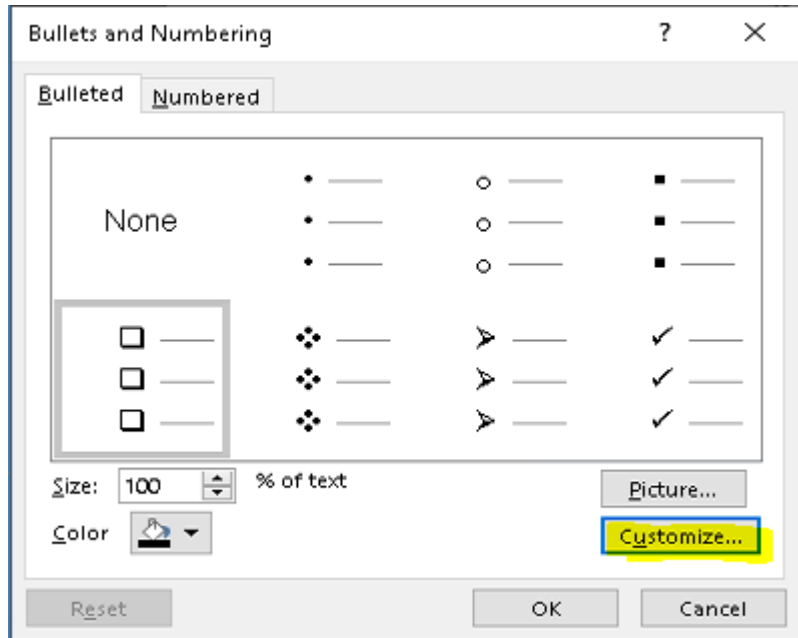
*Robert Rowley rolled a round roll 'round;  
Around roll Robert Rowley rolled 'round;  
If Robert Rowley rolled a round roll 'round,  
Where rolled the round roll Robert Rowley rolled round?*



# Text Formatting – Default shapes



# Text Formatting - Bullets



# Text Formatting – Default fonts

The screenshot displays the Microsoft PowerPoint 2010 interface. The ribbon is set to 'Format', and the 'Font' tab is active. The ribbon includes options for 'Colors', 'Effects', and 'Background Styles'. The 'Office' font category is selected in the font list, showing 'Office Calibri Light' as the current font. A text box on the slide contains a list of four items, each with a square checkbox:

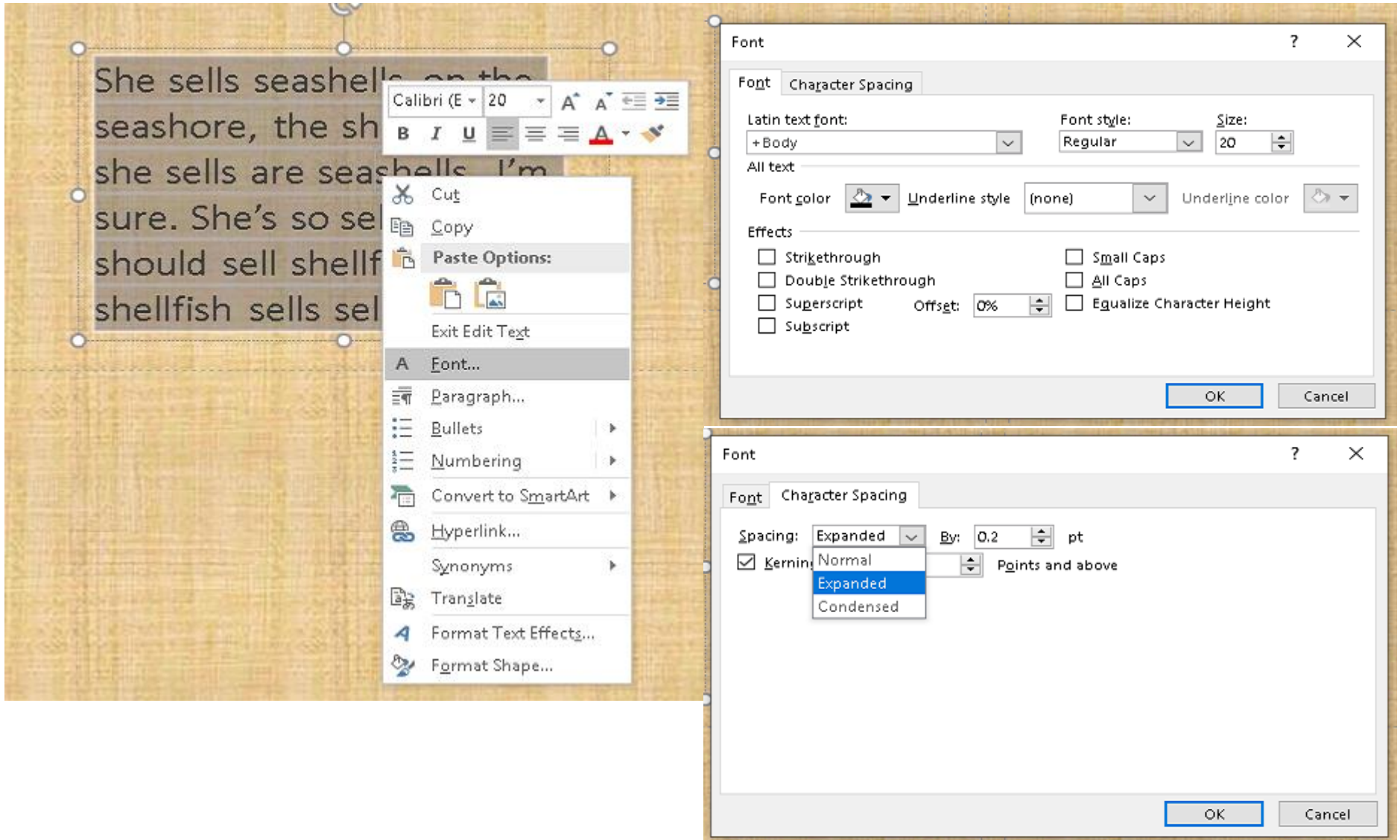
- very important text
- and some more
- and more
- and that's enough

The font list on the right side of the ribbon includes the following entries:

- Office Calibri Light Calibri
- Office 2007 - 2010 Cambria Calibri
- Calibri Calibri Calibri
- Arial Arial Arial
- Corbel Corbel Corbel
- Candara Candara Candara
- Franklin Gothic Franklin Gothic M... Franklin Gothic Book
- Century Gothic Century Gothic Century Gothic
- Tw Cen MT Tw Cen MT Tw Cen MT
- Cambria Cambria Cambria

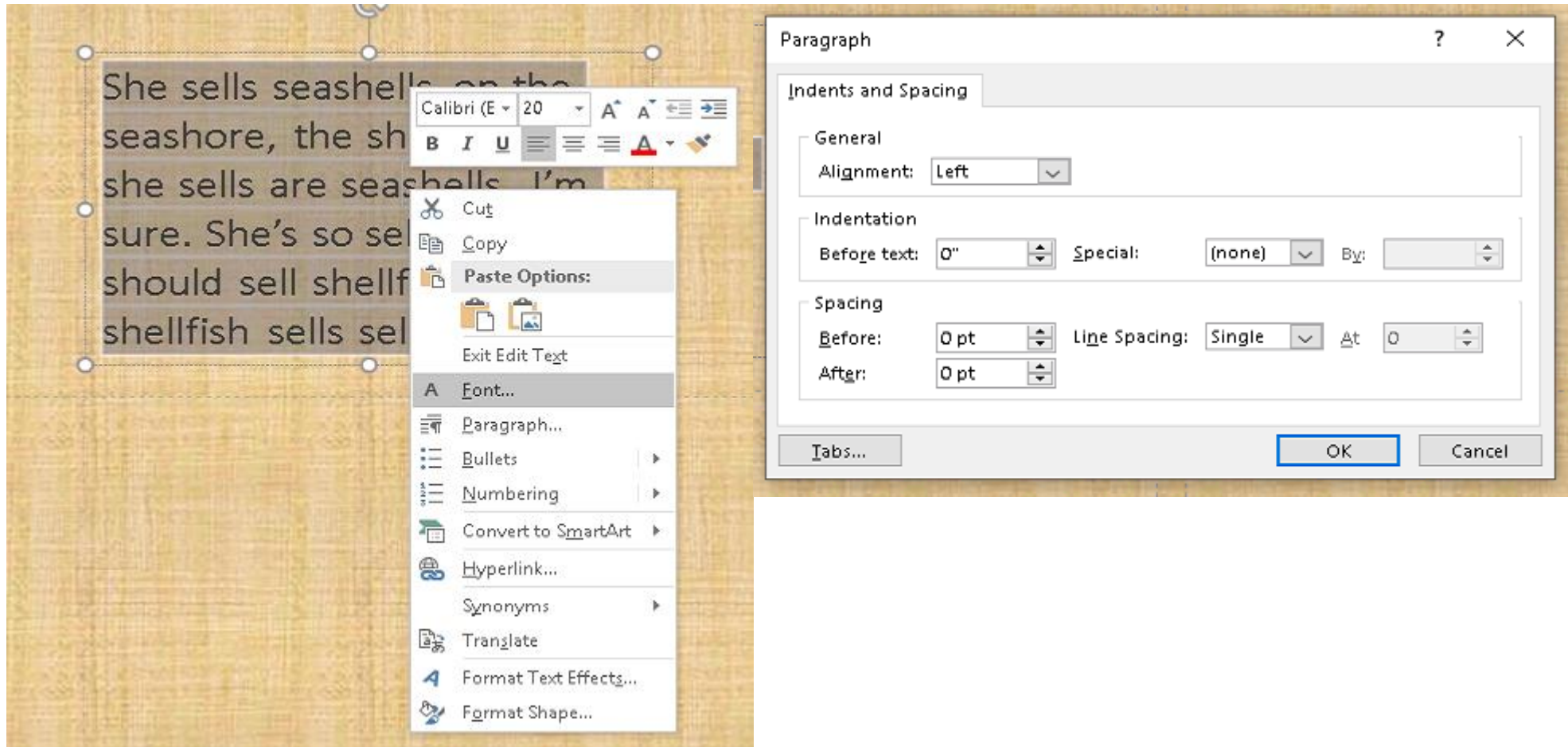
A 'Customize Fonts...' button is visible at the bottom of the font list.

# Text Formatting – Font

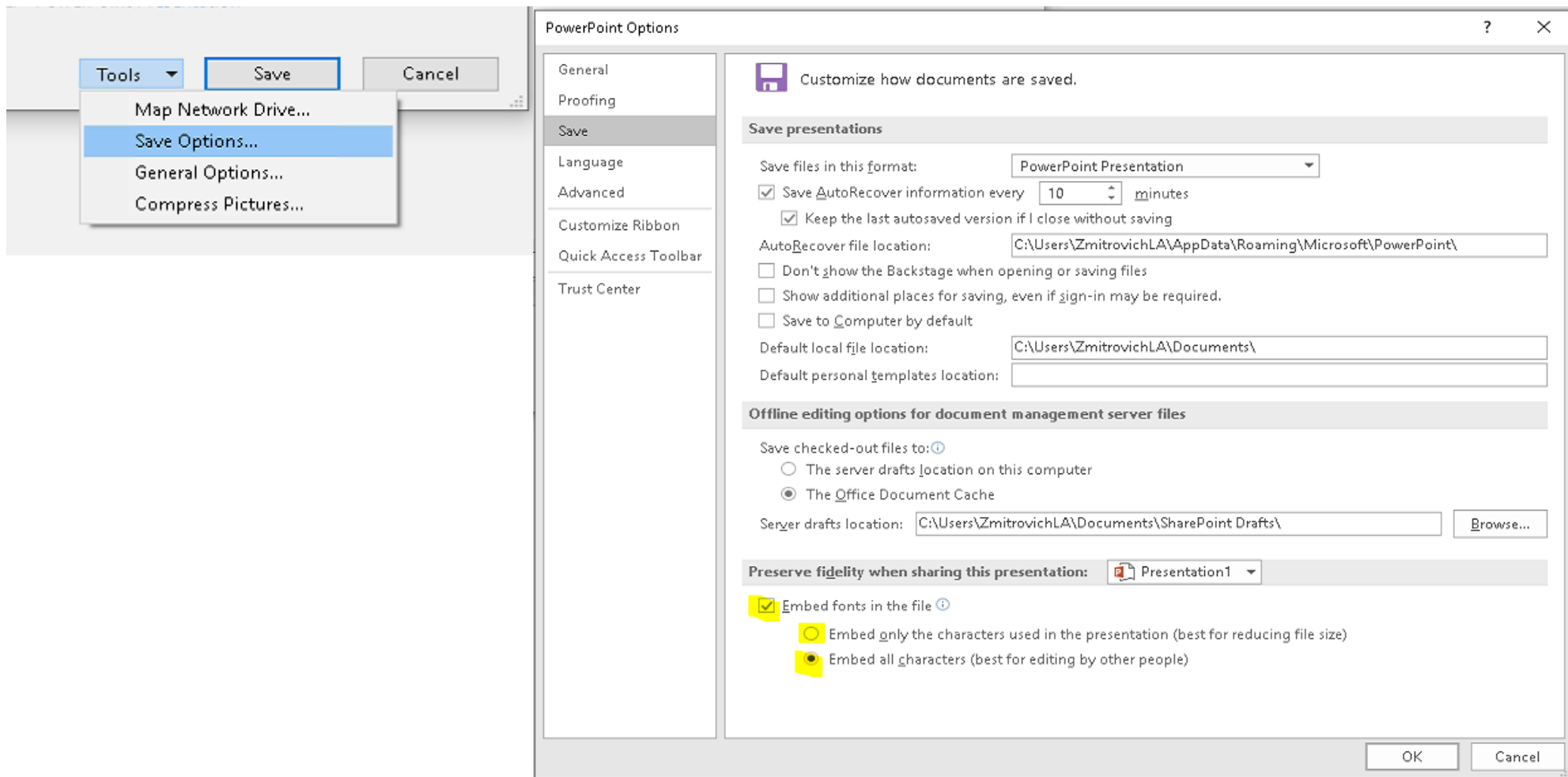


The image illustrates the process of applying a font style to text in a PowerPoint slide. On the left, a text box contains the text "She sells seashells on the seashore, the shells she sells are seashells I'm sure. She's so sure she should sell shellfish, the shellfish she sells are shellfish." A context menu is open over the text, showing options like Cut, Copy, Paste Options, and Font... The Font... option is selected, opening the Font dialog box. The dialog box is shown in two states: the top one shows the general font settings (Latin text font: +Body, Font style: Regular, Size: 20), and the bottom one shows the Character Spacing settings (Spacing: Expanded, By: 0.2 pt, Kerning: Normal). The Kerning dropdown menu is open, showing options for Normal, Expanded, and Condensed.

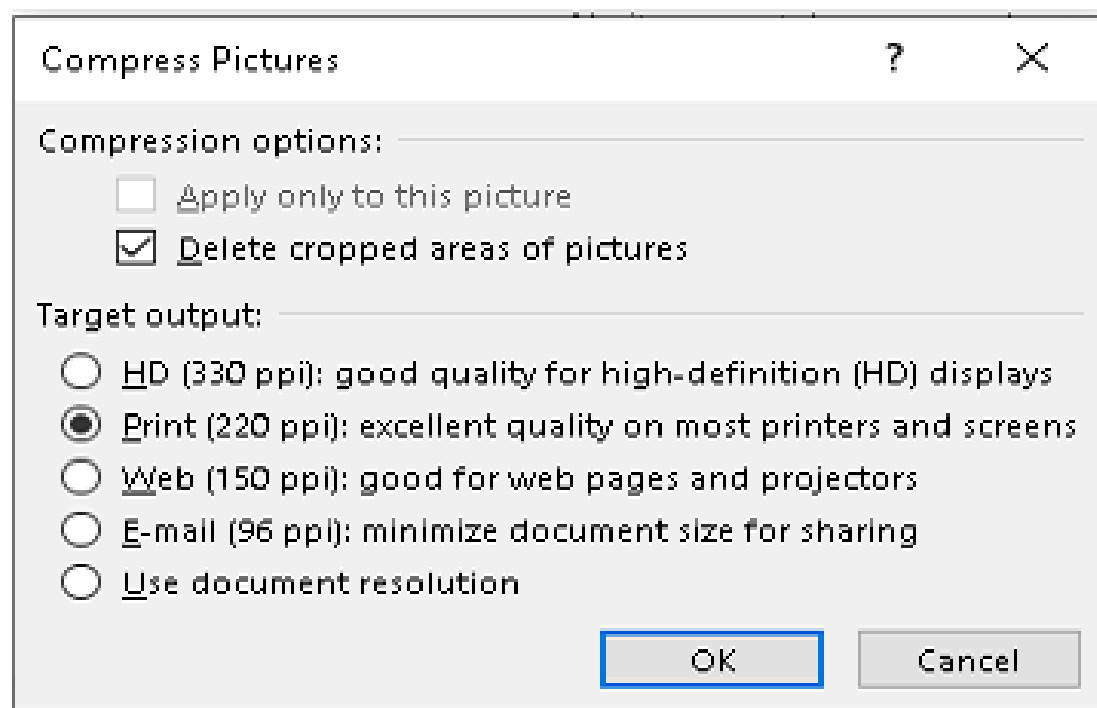
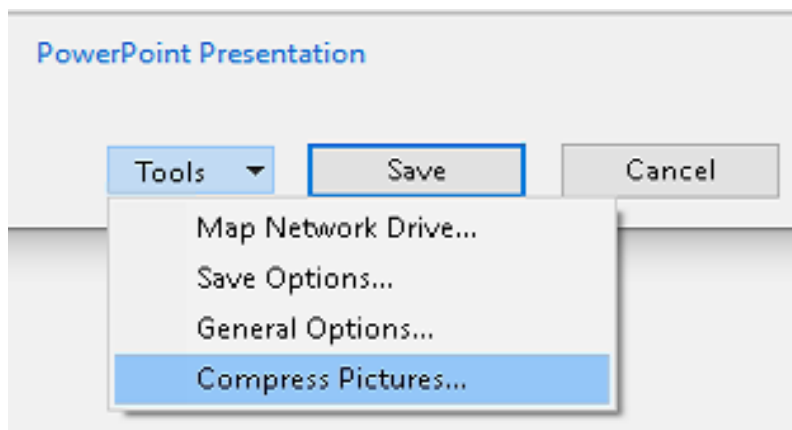
# Text Formatting – Paragraph



# Text Formatting – Commercial fonts

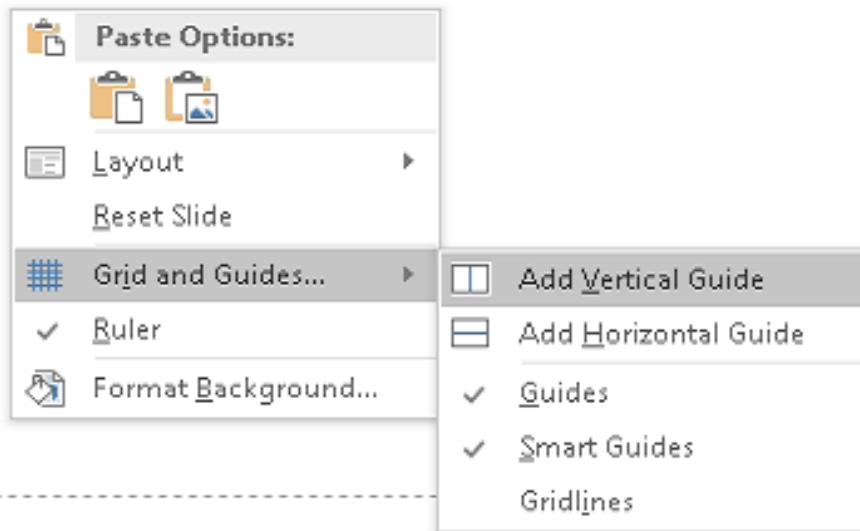
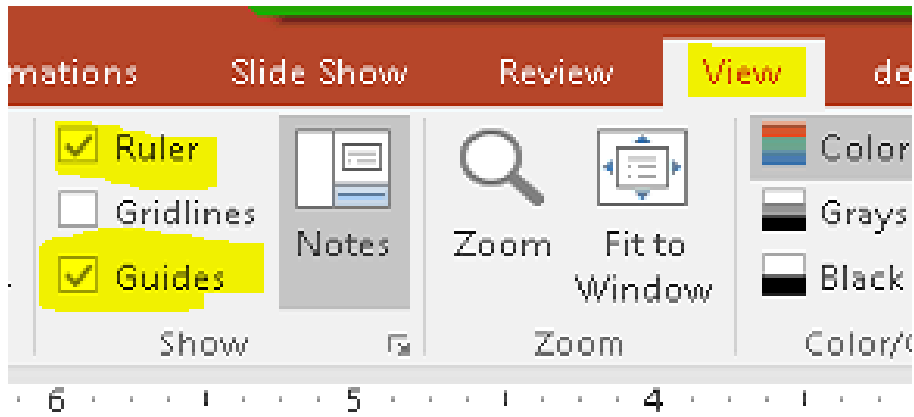


# Saving options





# Formatting – Ruler and guidelines



# Working with Shapes – Ctrl/Shift



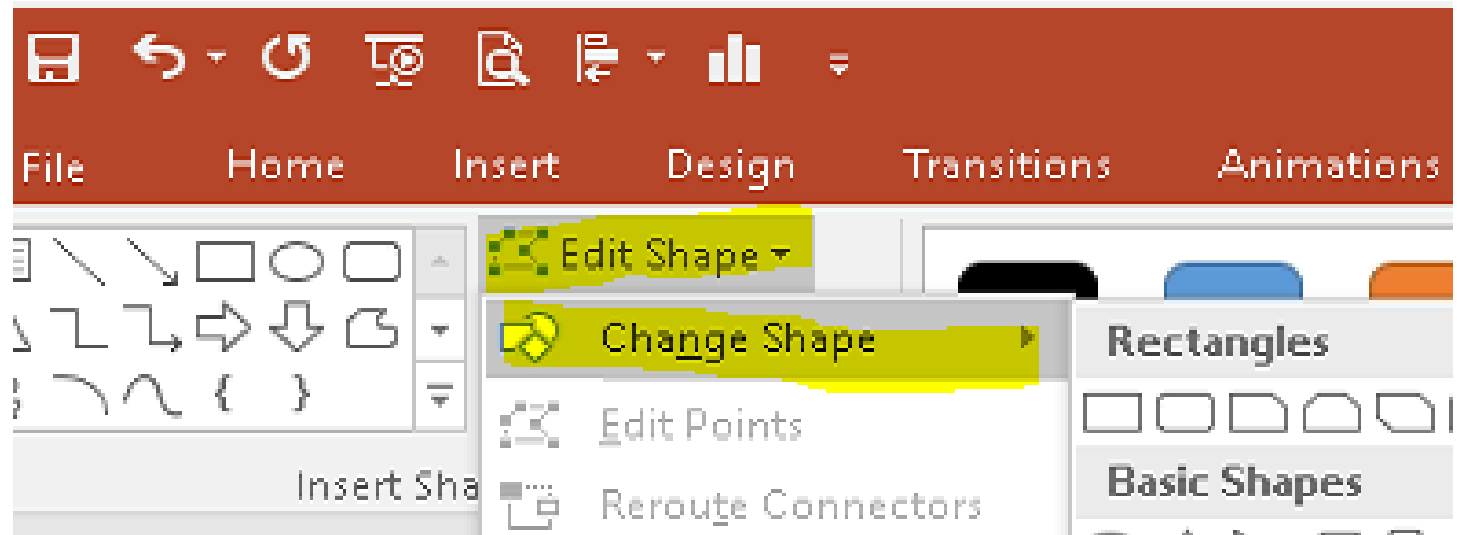
Ctrl

Shift

Ctrl+D

Ctrl+A

# Working with Shapes – Changing shapes



# Working with Shapes – Changing parts

