

CTRL + Left Click on the Tip you wish to view

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Microsoft PowerPoint

Add PowerPoint Sections

1. Click the slide that you want to begin the section
2. Under the click “Section” in the “Slides” panel of the “Home” tab
3. Select “Add Section”

Note: To Expand or Collapse a section double-click the section title

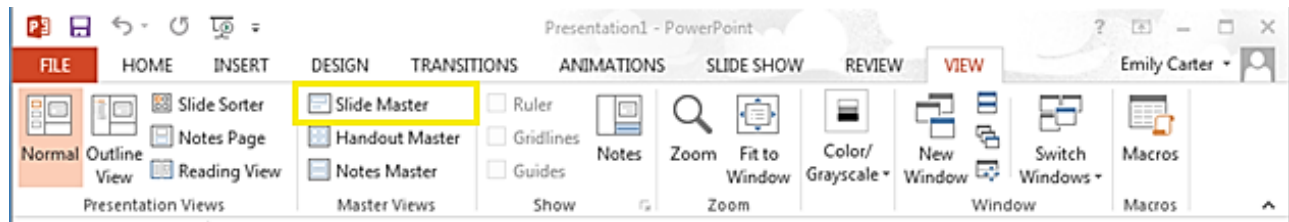
Rename Sections

1. Right click on the section title
2. Select “Rename Section”
3. In the dialog box that appears, type the name that you wish to title the section and then click “Rename”

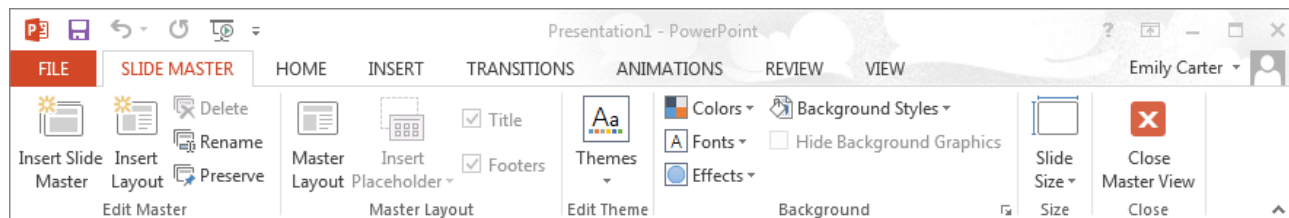
Change Default Font

For Entire File

1. Open Slide Master
 - Select the “View” tab



- Select the “Slide Master” button in the “Master Views” section
 - Note that this opens a new tab called “Slide Master” to the left of the “Home” tab



2. In the left-hand pane, select the top slide thumbnail
 - Changing the font in the top thumbnail will change the fonts in all the lower thumbnails
3. In the “Home” tab, select the fonts and sizes you desire to be the new default
 - Customize the fonts for both the **title** and the **body**
4. In the “Slide Master” tab, close the Master View by clicking the button on the far right
5. The font is now set for each slide in this PowerPoint file

For PowerPoint Program Overall

1. After completing the above steps, select the "File" tab and select the "Save As" option
2. Select "Computer" to save to your personal computer
3. Select "Browse" to choose the location in which to save the default
 - In the dialogue box that appears, select the "Templates" folder in C:\Users\Berea College\AppData\Roaming\Microsoft\Windows
 - In the "Save as Type" field, select "PowerPoint Template"
 - Change the file name to "Blank"
 - Making the file name "Blank" causes this template and its fonts to be the default every time PowerPoint is opened.

As Template

Instead of Step 3 above:

1. Select Browse to choose the location in which to save the template
 - In the dialogue box, navigate to C:\Users\YourUsername\Documents\Custom Office Templates
 - In the "Save as Type" field, select "PowerPoint Template"
 - When opening a new PowerPoint File, select the "Personal" tab above the list of templates featured to select your personalized template

Easy Alignment

Quick Alignment

1. Hold "Shift" and select each of the images you wish to align
2. Select "Arrange" under the "Drawing" tab at the top of the page
3. Select "Align" and then choose how you want the images to be aligned

Align By Hand

Add Gridlines

1. Right click off of the slide
2. Hover over "Grid and Guides"
3. Select "Gridlines"
4. Click on "Gridlines" again to remove them

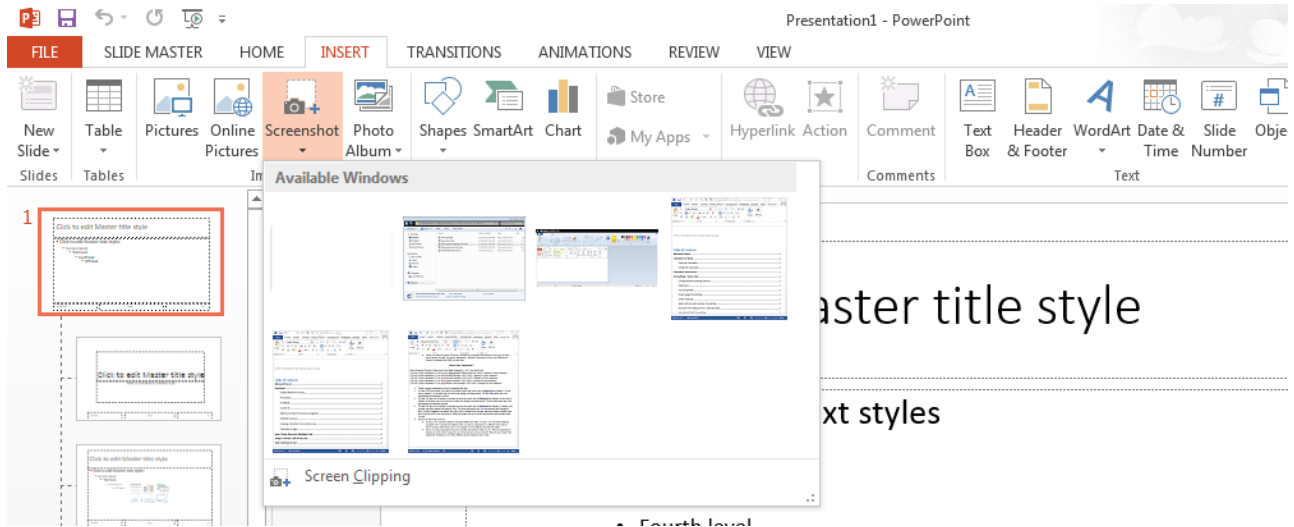
Add Guides

1. Right click off of the slide
2. Hover over "Grid and Guides"
3. Select either "Add Vertical Guide" or "Add Horizontal Guide"
Note: To remove a guide right click it and select "Delete"

Insert a Screenshot

1. Click the "INSERT" tab

2. Select screenshot
3. Select which screenshot you want from your maximized windows



To Crop Screenshot

1. With the Screenshot selected, click "FORMAT" under the "Picture" tools tab at the top of your screen
2. Select crop under the "size" panel to the left of the ribbon
3. In the drop down menu select crop
4. Drag the black corners/borders presented to crop the image
5. Click off of the image once you have cropped the portion that you wish to keep

Keyboard Shortcuts

Delete Entire Words

1. Hold CTRL + BACKSPACE to delete the entire preceding word

Change Font Size Easily

1. Select the text you want to change
2. Hold CTRL + SHIFT
3. Press the > key to increase font size
4. Press the < key to decrease font size

Create a Blackout or a Whiteout

1. Press the B key while presenting to turn the screen black
2. Press the W key while presenting to turn the screen white

Note: Pressing the key again, or pressing any key, will return you to your slide

Quickly Jump Around Your Slides

1. Start your Slide Show

2. Type the number of the slide that you wish to skip to and press “ENTER”

Utilizing Presentation Features

Laser Pointer

1. Start your Slide Show
2. Select the Pen symbol (the one farthest to the left underneath the slide)
3. In the pop-up box select “Laser Pointer” (Note: to deselect the laser pointer click this again)

Multi-Pane View

1. Start your Slide Show
2. Click the square icon underneath the slide
3. Click on the slide that you wish to skip to

Pen or Highlighter

1. Start your Slide Show
2. Select the Pen symbol (the one farthest to the left underneath the slide)
3. In the pop-up box select “Pen” (or “Highlighter”)
4. Click and drag to add markings to your slide

Erase Marks Made

1. Select the Pen symbol (the one farthest to the left underneath the slide)
2. In the pop-up box select “Erase”
3. Click on the mark you want to get rid of
4. OR Click “Erase All Ink On Slide” to get rid of all markings made

Zoom In On Your Slide

1. Start your Slide Show
2. Select the Magnifying Glass symbol
3. Click the portion of the slide that you wish to zoom in on
4. To zoom back out click once again on the magnifying glass symbol

Insert Tutorial Video

1. Under the “Insert” tab click screen recording