



RESOURCES

Check the State Civil Service YouTube Channel for this webinar or any of the shows you might have missed at: <https://goo.gl/Yc1PdK>

Success Series WEBINARS

Third Thursdays
1:00 pm



For handouts from all the Success Series Webinars, visit: <https://bit.ly/2Kbn6Qa>

2019

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What's wrong with this slide?

What do you think?



A lot of things.

You can share your thoughts about this and other slides as we do slide makeovers during our *Power Up Your PowerPoints* webinar. Plus, you can discover many more ways to sharpen your slides inside this handout.

If you miss this webinar, remember to watch for the recording coming soon to the State Civil Service YouTube channel.

POWERED-UP POWERPOINT TIPS

- PowerPoint shortcuts can be found at: <https://bit.ly/2FYsIfD>
- Great PowerPoint presentation tips: <https://bit.ly/2X1hVsf>
- PowerPoint Design ideas: <https://bit.ly/2viybaU>
- PowerPoint hacks and expert tips: <https://bit.ly/2UHHXmC>

TIPS FROM THE WEBINAR

- Try **ALT** to discover some of the **shortcut** keys.
- Use **View: Slide Masters** to customize or create your own templates.
- Try the **Selection Pane** to handle layers.
- Use **Export** to create a **video** from your presentation.
- Use **Export** to create handouts with notes for your script.
- Try the **Rule of 7**. One idea per slide. 7 lines per slide. 7 words per line. 28 pt minimum.
- Turn on **grids** for easier alignment.

- Always **resize** with a corner to retain picture proportions.
- If color choices are difficult, try using the **Design** tab for color sets.
- Use **SmartArt** as a tool to change a box of bullet points into visual chunks of information.
- Use **F5** for quick start up.
- Lose your remote? Use the **Arrow** keys.
- Use **CTRL key** and click and drag your mouse as a laser pointer.
- Use **CTRL + =** to zoom in and **Arrow** keys to move around on the slide.
- Hide your pointer and navigation with **CTRL + H**.

ADDITIONAL TIPS

- Write on your slides with your mouse by hitting **CTRL + I** and use your mouse to highlight or draw on your slides. CTRL + M will hide the ink.

- Crop standard images to make the image stand out.
- F5** starts up your presentation instantly from the first slide. **Shift + F5** starts it from the current slide that you are viewing.
- Add a hyperlink to your slide show with **CTRL + K** and then add the slide or browser address into the pop up.
- Save unusual text as an image if your custom font might not be installed on the computer you'll be presenting on.
- Did you know that you can change the fonts in all the boxes on the screen by just **selecting all** and then selecting the new font and size?
- Create attractive photo groupings and shapes by selecting a number of photos. Click on one of the photos so **Picture Tools** opens. Open Picture Layout and select from the drop down choices to see what you can do with the photos.
- Select an image and drag while holding the CTRL key to quickly create a duplicate.

- For perfect proportioned shapes such as circles or straight lines, hold SHIFT before releasing the mouse button.
- To create lines between existing shapes, select a connector. Hover over shape so red points appear. Select one red point. Click and drag to red point on other image. Release and they are connected. If you move shapes, the connector moves too.
- Great templates and PowerPoint ideas can be found online at sites such as:
 - ⇒ <https://slidemodel.com/>
 - ⇒ <https://www.goskills.com/Microsoft-Office/Articles/Best-free-PowerPoint-templates>
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Coming August 15, 2019

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