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

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

What’s wrong with this slide?

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](https://bit.ly/2FYsIfD)
- **Great PowerPoint presentation tips:** [https://bit.ly/2X1hVsF](https://bit.ly/2X1hVsF)
- **PowerPoint hacks and expert tips:** [https://bit.ly/2UHHXmC](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.

### ADDITIONAL TIPS

- **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.**

- **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://slidemodel.com/)
  - [https://www.goskills.com/Microsoft-Office/Articles/Best-free-PowerPoint-templates](https://www.goskills.com/Microsoft-Office/Articles/Best-free-PowerPoint-templates)

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