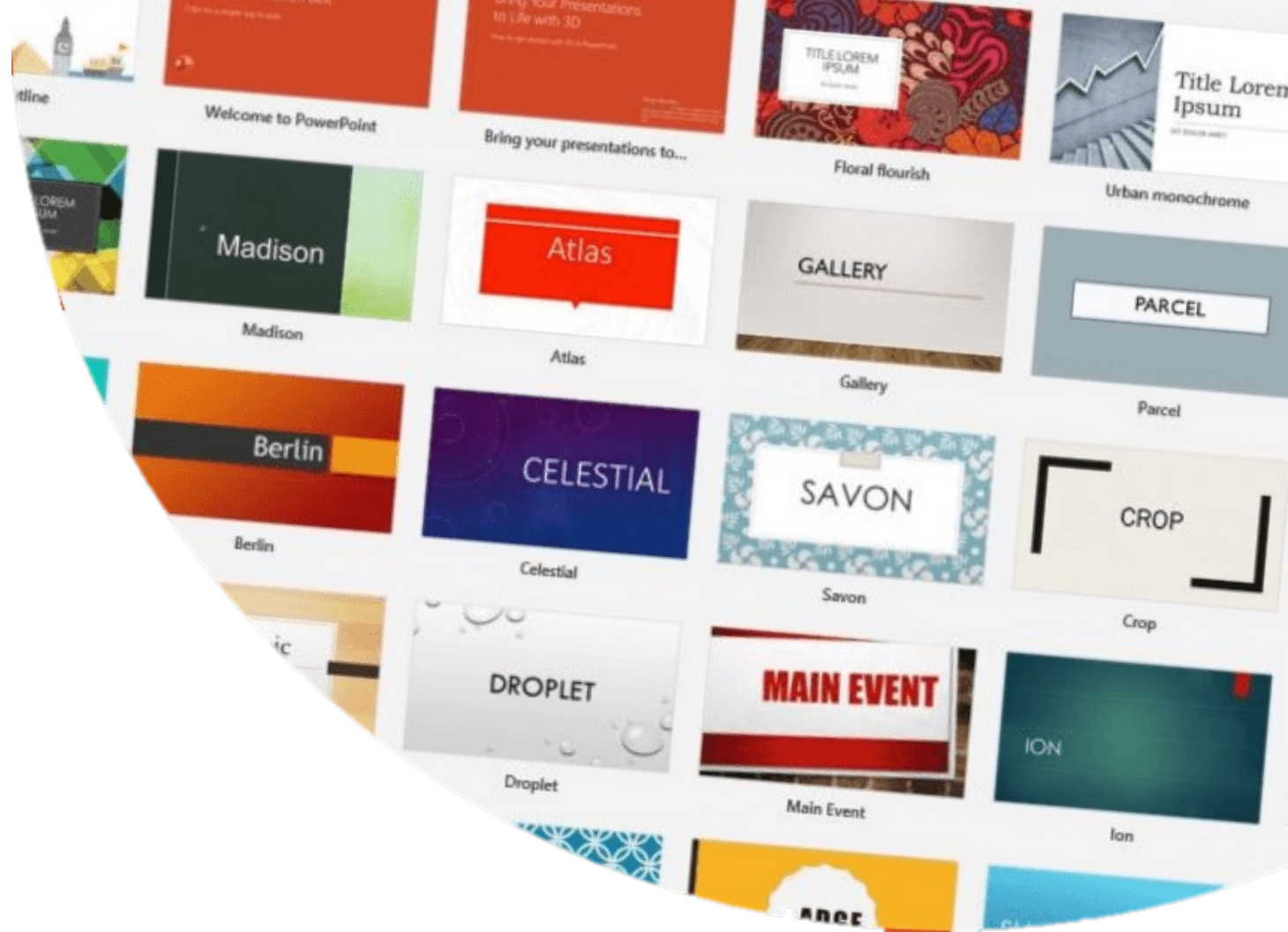




# Powerpoint – Tips & tricks



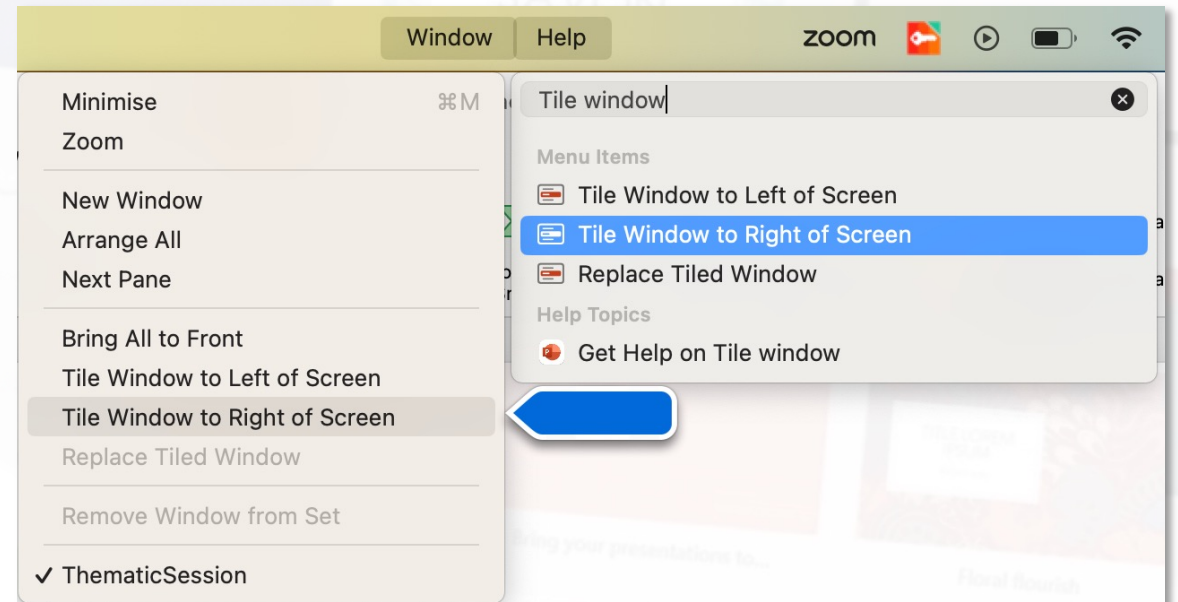
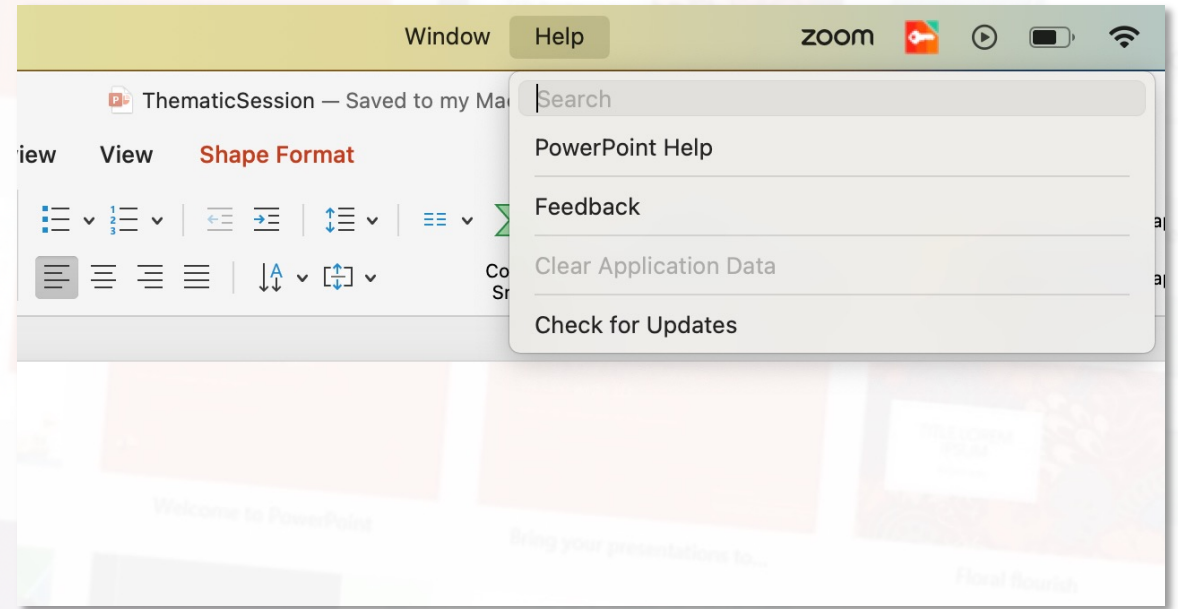
Merel de Leeuw den Bouter

12 June 2024

# Note

Please note that the instructions given here (for the most part) assume you are using Powerpoint for Mac. It could be that in Powerpoint for Windows, the discussed functionalities are located elsewhere.

However, if you know the functionality you are looking for, you can always use the Help bar to search for its exact location.

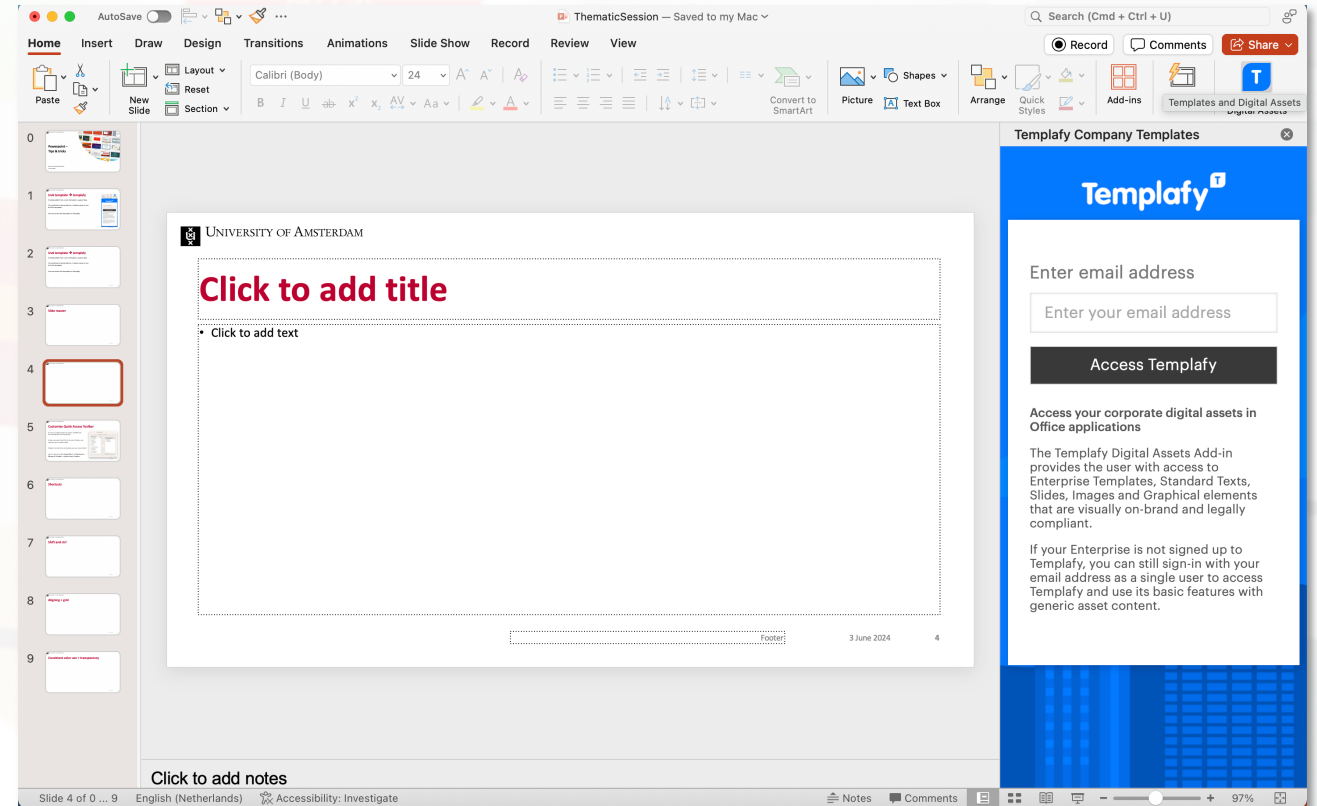


# Style template

Creating slides from a style template is a good idea (under **File > New from template**)

For professional presentations, it makes sense to use an UvA template

You can enable this template under **Home > Templates and Digital Assets** (log in using your UvA account)



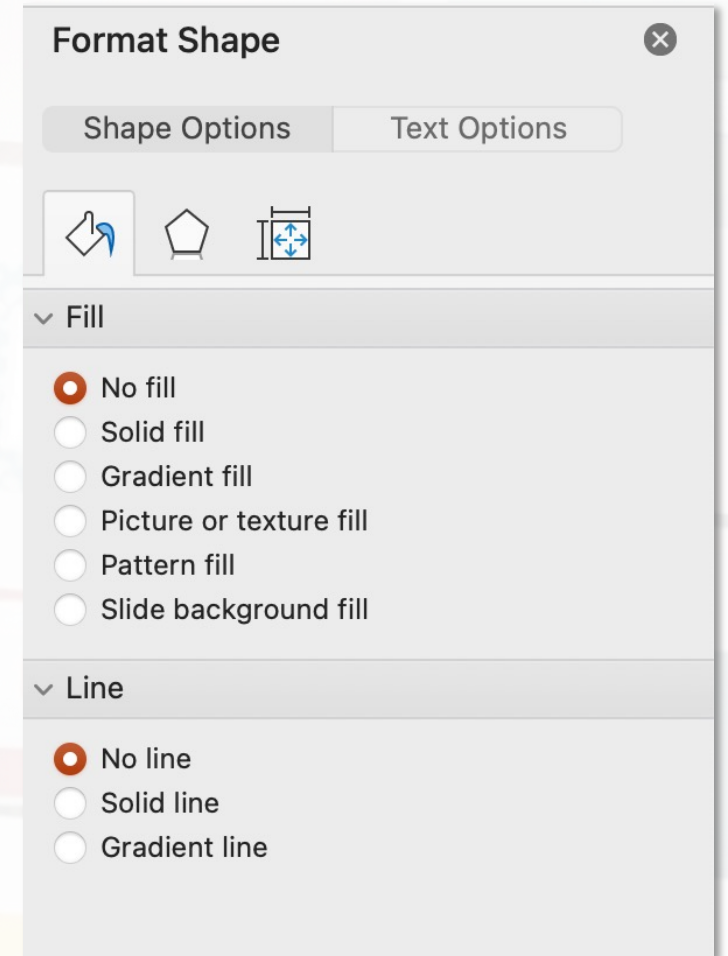
# Formatting

Formatting any object in Powerpoint can be done using the Format Pane

You can access the Format Pane

1. By right-clicking on the object you want to format and selecting **Format Shape** (or Format Picture, or ...)
2. By clicking **Home > Shape Format > Format Pane**

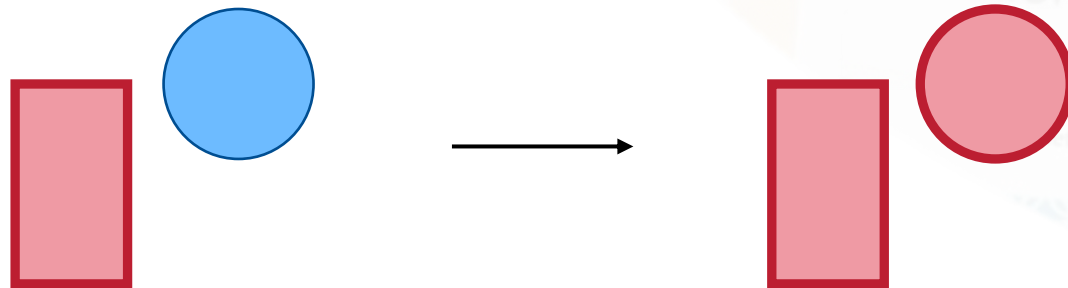
It will show up on the right side of your screen, providing you with a multitude of ways of formatting your object



# Copy + paste formatting

If you have two or more objects and you want their formatting to be consistent, you can use Format Painter (located next to the **Paste** symbol in the **Home** tab).

1. Select the object whose formatting you want to copy.
2. Click Format Painter (or use shortcut **Shift + Cmd/Ctrl + P**). Double-click to apply formatting to multiple objects.
3. Select target object(s).



# Moving/copying objects using Shift and Ctrl

## **Shift**

*To move an object, while keeping it on the same line*

## **Ctrl**

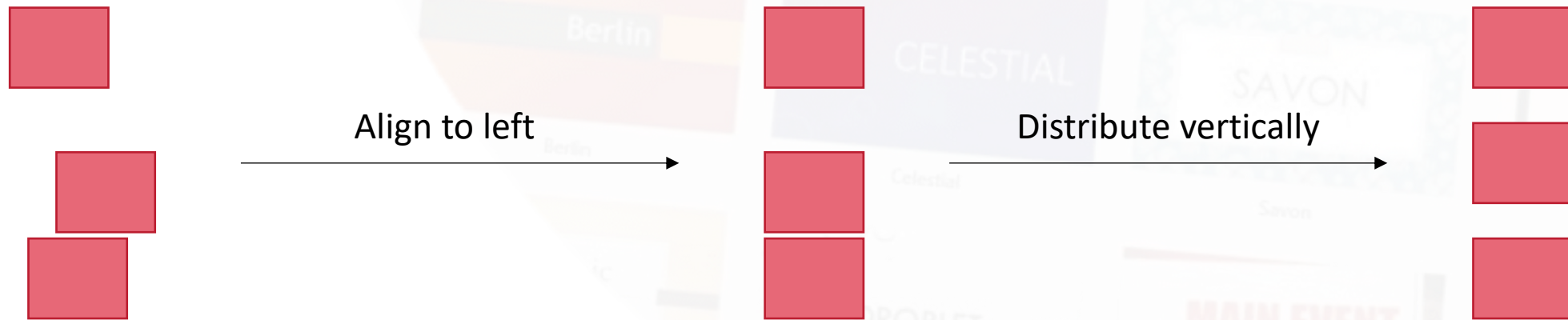
*To duplicate an object*

## **Shift + Ctrl**

*To duplicate an object and keep it in the same line as the original*

# Aligning

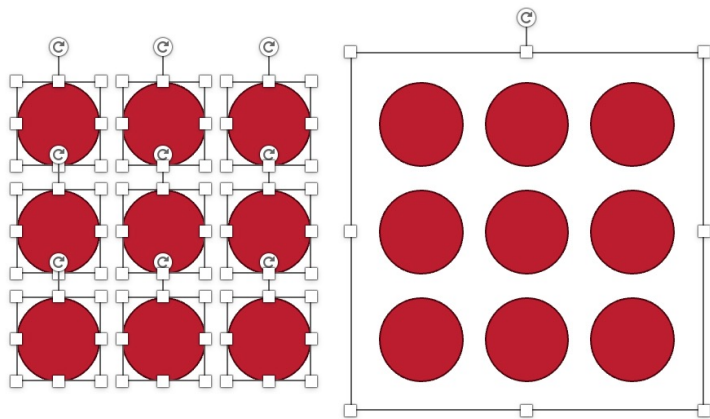
Consistent alignment makes your slides look more polished. You can easily align and distribute different objects using the Align functionality, to be found under **Home > Arrange > Align**



Aligning can be done to top, bottom, left, right, center and middle, and distributing can be done horizontally and vertically

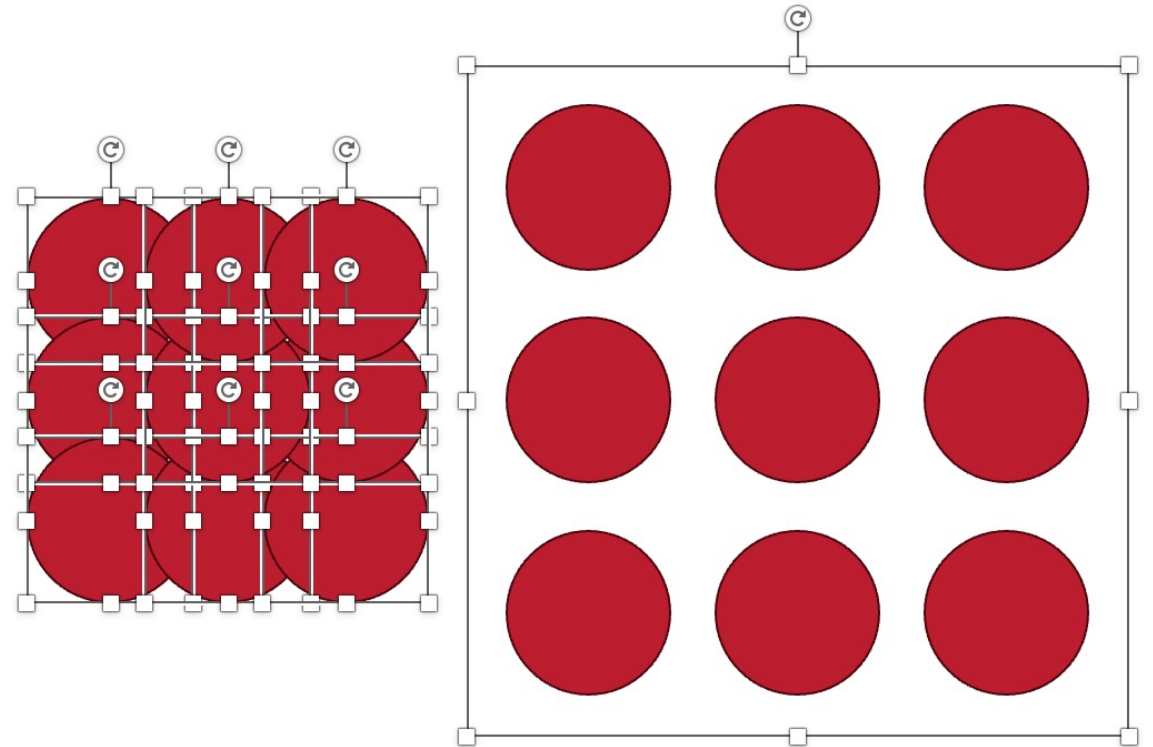
# Grouping

It is possible to group a collection of shapes (under **Arrange > Group**). This means that you treat the collection as one object. This can be convenient when you want to move or change the size of the collection of objects.



Left: ungrouped, right: grouped

Increase size →

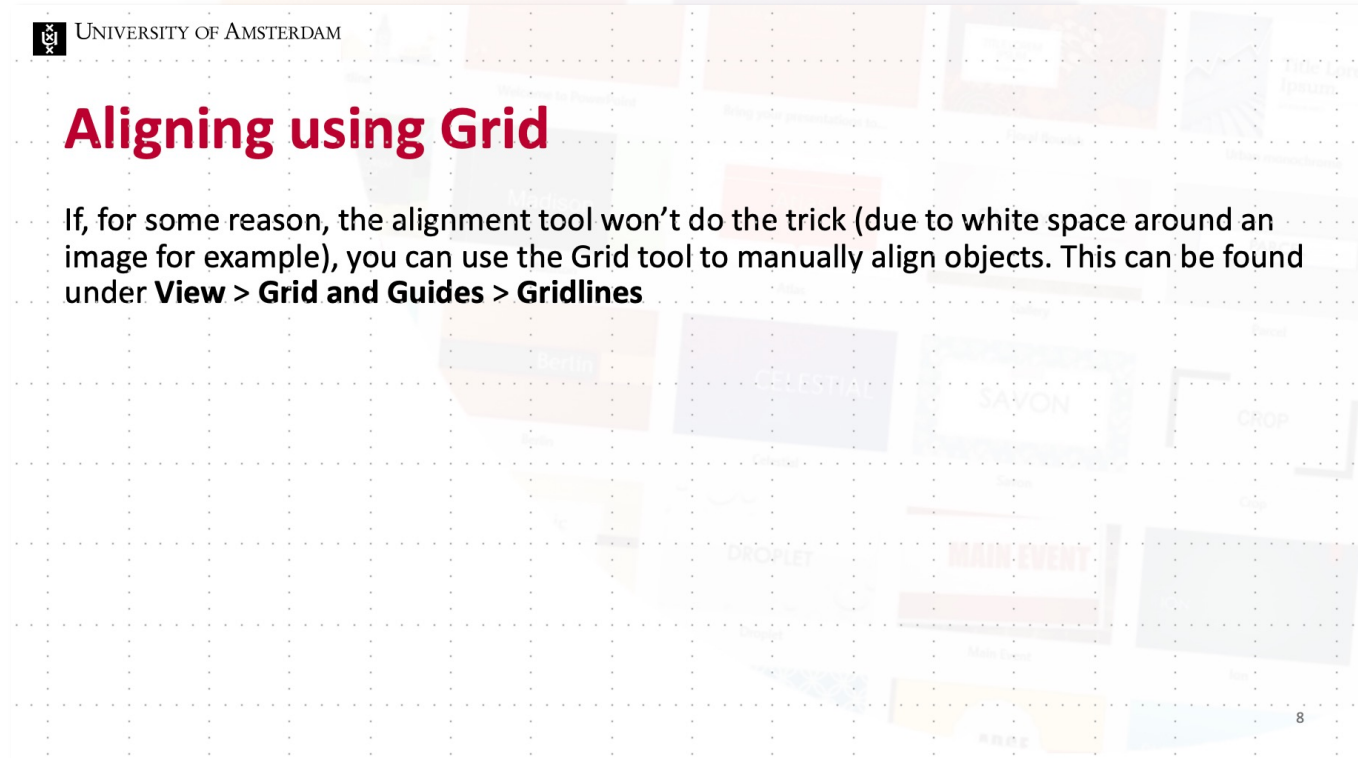




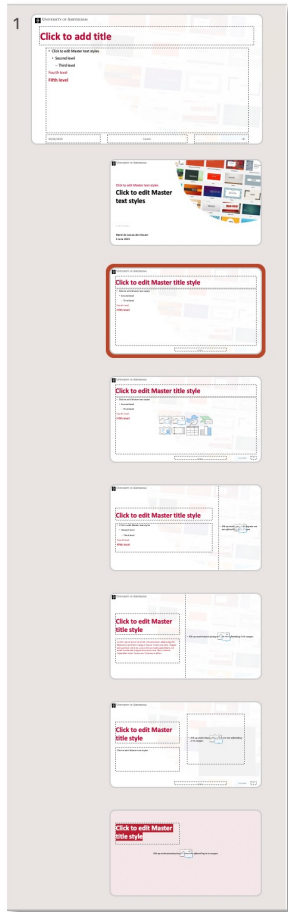


# Aligning using Grid

If, for some reason, the alignment tool won't do the trick (due to white space around an image for example), you can use the Grid tool to manually align objects. This can be found under **View > Grid and Guides > Gridlines**



# Slide Master



Slide master allows you to edit the template you are working with. It ensures consistency in the visual aspects of your presentations. It can be found under **View > Slide Master**

Elements common to all slides, like fonts, logos, background, etc, should be included in the Master Slide (the large one at the top of the left panel)

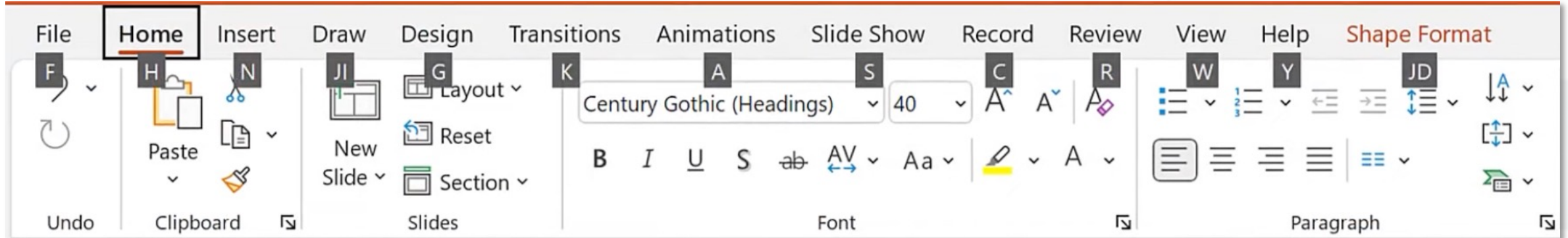
Individual layouts, like the title slide, can be altered as well

When you are done creating your template, you simply click **Close Master**, and your slides will automatically be consistent with the new template

# Shortcuts in Powerpoint (Windows only... 😞)

On Windows computers, you can use keyboard shortcuts for any functionality in Powerpoint. See [this](#) YouTube video for a demonstration

When the Alt key is pressed, all tabs on the Ribbon will show a letter. By pressing this letter, you can move to the desired tab. You can sequentially move towards your desired functionality by hitting the appropriate keys



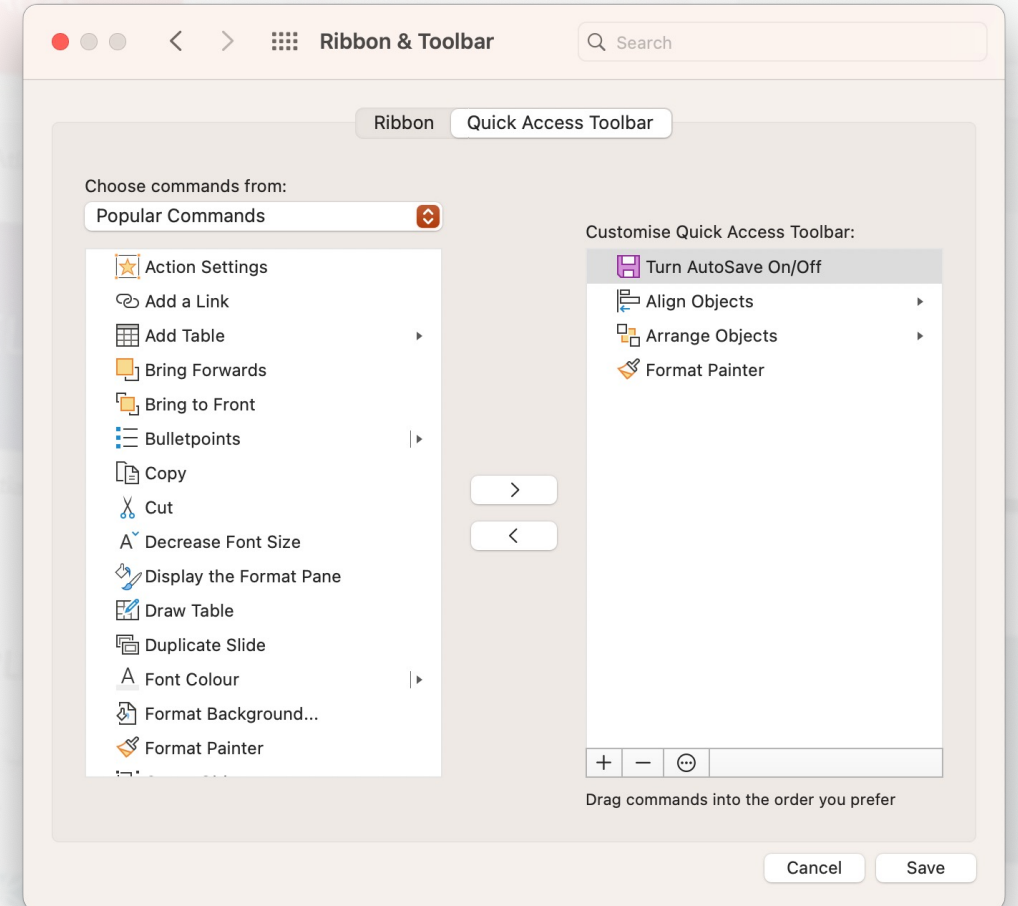
# Customize Quick Access Toolbar

It can be cumbersome to locate Powerpoint's different functionalities

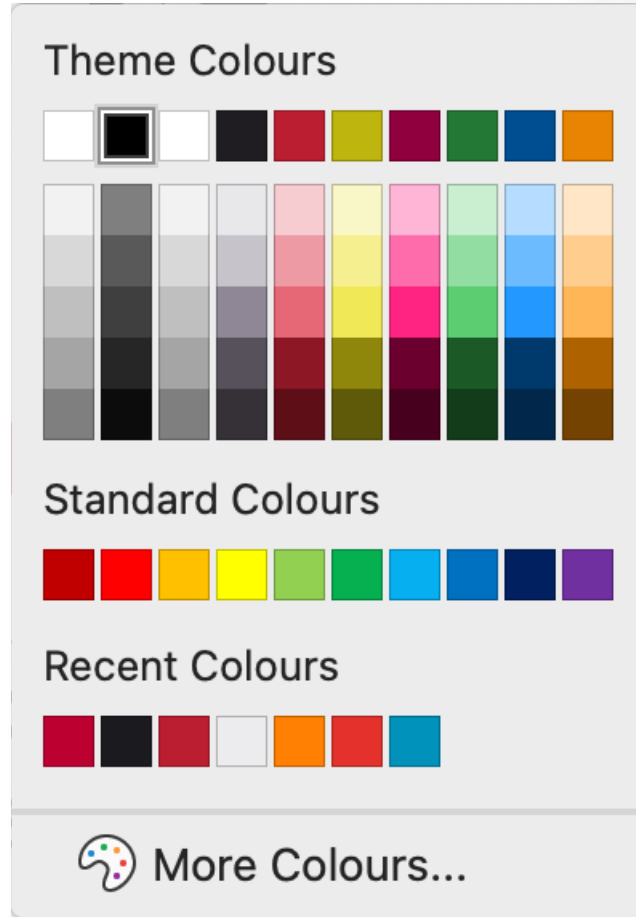
Using a personalized Quick Access Toolbar can improve your productivity

Simply include the commands you use most often!

Can be found under **PowerPoint > Preferences > Ribbon & Toolbar > Quick Access Toolbar**



# Consistent color use



Each Powerpoint template comes with theme colors. Whenever you alter the color of any object, you will see them

The theme colors are shown in the top row. Underneath, you will see darker or lighter versions of the same colors in five rows

For a consistent look to your slides, stick to these six rows

You can change one or more of the theme colors in Slide Master

# Icons

Icons can be helpful in getting your message across, without using (too much) text. They can be found under **Insert > Icons**. You can use the search bar to find the most appropriate icons. Other icons can be found online, for example on [Flaticon](https://flaticon.com).

*We use icons because...*



They are cool!



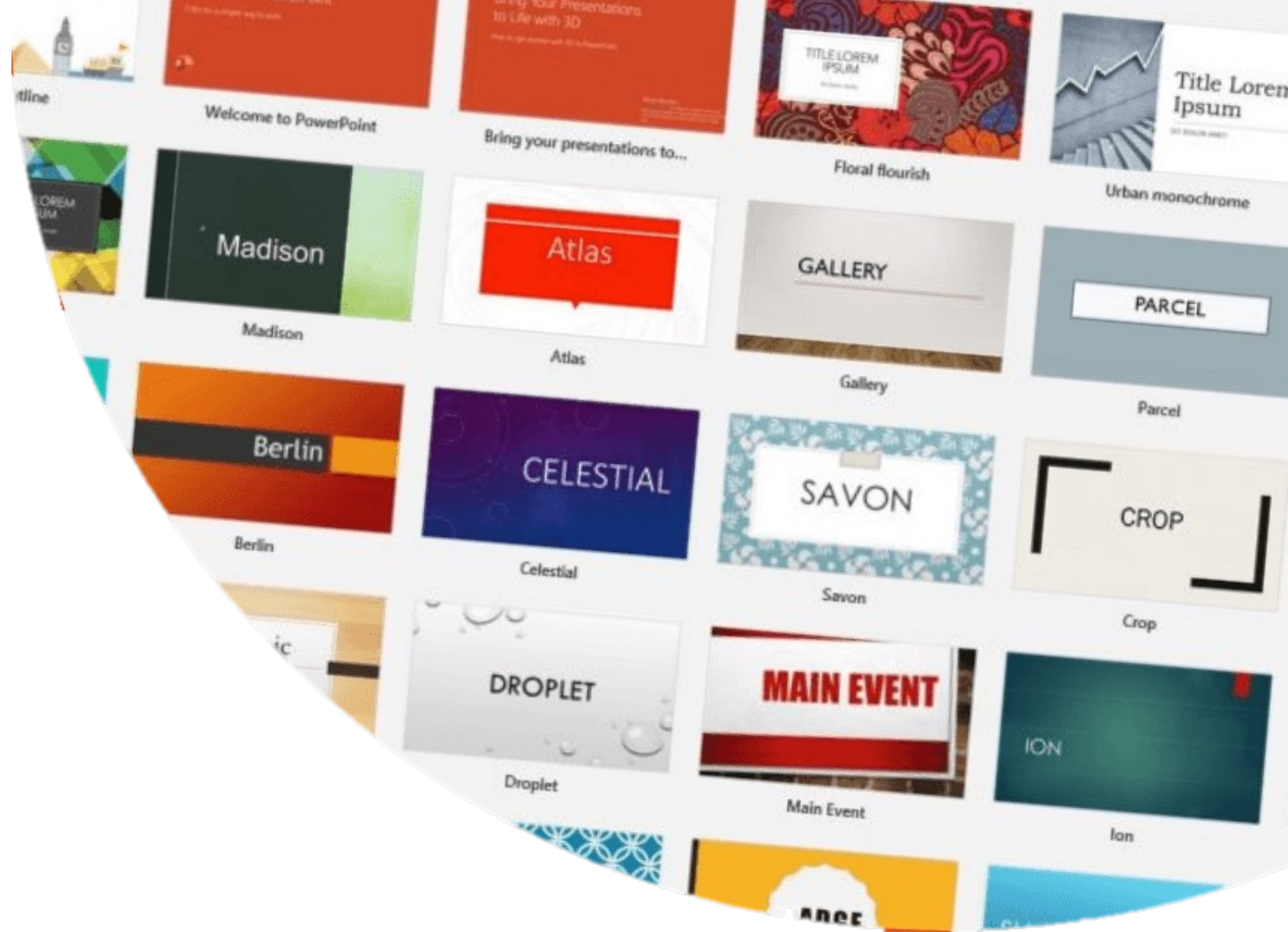
They add an interesting  
visual element to your slides



They can make your slide  
look clean



# Powerpoint – Tips & tricks



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