



TIPS & TRICKS

POWERPOINT 2000, 2002 XP



TIPS & TRICKS

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POWERPOINT 2000

Quick-Start your PowerPoint Slide Show

Want a quick and easy way to launch a PowerPoint presentation? Save it as a PowerPoint slide show file, and when you double-click it, it opens right up in slide show view. No need to shuffle around inside PowerPoint when you just want to give a presentation, not create one. To save your presentation as a slide show file, do the following:

1. Open the presentation you want to save as a slide show.
2. On the **File** menu, click **Save As**.
3. In the **Save as type** list, click **PowerPoint Show**. Your slide show file will be saved with a .pps file extension.

When you open this file from your desktop, it will automatically start your presentation in slide show view. When you're done, PowerPoint automatically closes and you return to the desktop. If you want to edit the slide show file, you can always open it from PowerPoint by clicking **Open** on the **File** menu.

Note: In Microsoft Windows® Explorer, simply right-click any PowerPoint presentation and then click **Show** to start the show.

Take a Break during a PowerPoint Slide Show

Here's an easy yet very useful tip for those who give presentations using PowerPoint slide shows. When you want to stop for a break in your presentation without losing your place in the slide show, just press the lowercase **B** key or press the **PERIOD** (.). This will make the screen go black, and if it is a self-running presentation, it will pause. When you are ready to resume the show, press either key again, and you will start right where you left off.

Ten Favorite PowerPoint Shortcuts

Here are some easy ways to make your PowerPoint slide show go smoothly:

1. **Advance to the next slide**
N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse)
2. **Return to the previous slide**
P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
3. **End a slide show**
ESC or HYPHEN
4. **Stop or restart an automatic slide show**
S or PLUS SIGN
5. **Go to slide <number>**
<number>+ENTER

6. **Display a black screen, or return to the slide show from a black screen**
B or PERIOD (.)
7. **Display a white screen, or return to the slide show from a white screen**
W or COMMA
8. **Hide the pointer**
CTRL+H
9. **Redisplay hidden pointer and/or change the pointer to an arrow**
CTRL+A
10. **Return to the first slide**
Both mouse buttons for 2 seconds

Tweaks the Layout of PowerPoint Slides

When you need to fine-tune the placement of a graphic or text box on a PowerPoint slide, use the arrow keys. Here's how you do it:

- * First select the graphic, then simply press the **UP, DOWN, LEFT, or RIGHT** arrow keys to move the graphic in the desired direction.
- * To move things in even smaller increments try the following:
 1. Select the graphic or text box.
 2. Press and hold down the **CTRL** key.
 3. Use the arrow keys to move graphic or text up, down, right, or left.

You will notice that you have more precise control over how far the image moves.

Display Shortcuts during a Slide Show

If you need quick access to keyboard shortcuts during your PowerPoint slide show, press **F1** (or **SHIFT+?**) and Slide Show Help will display automatically.

Apply Transition Effects to Multiple PowerPoint Slides

Here's a shortcut that enables you to apply the same transition effect to multiple slides at once:

1. On the **View** menu, click **Slide Sorter**.
2. Select the slides you want to apply the transition effects to by clicking one slide, and then holding down the **CTRL** key while you click each additional slide.
3. On the **Slide Show** menu, click **Slide Transition**.
4. In the **Effect** box, click the transition you want, and then select any other options you want.
5. Click **Apply**.

Now your slide show has a consistent, seamless look.

Creating a Summary Slide in PowerPoint

You've just created a quick PowerPoint presentation, but you haven't added an introduction, agenda, or conclusion. PowerPoint provides a quick method of adding a Summary Slide to your existing presentation. This slide can be renamed Introduction or Agenda, or you can copy it to the end of your presentation and rename it **Conclusion** or **Review**.

To create a summary slide from the titles of other slides, do the following:

1. Open the completed presentation you want to add a summary slide to.
2. On the **View** menu, click **Slide Sorter**.
3. In slide sorter view, select the slides with the titles you want to use. To select multiple slides, hold down CTRL and click the slides you want. (Be sure to select the slides that will best summarize your presentation.)
4. On the **Slide Sorter** toolbar, click **Summary Slide**. A new slide, titled "Summary Slide," with bulleted titles from the selected slides, appears in front of the first selected slide.
5. Double-click the new slide to edit it. You can change the title, edit existing bullets, or add new ones.

Keep Track of Action Items during a Slide Show

When giving a presentation, have you ever needed to make a list of ideas, comments, suggestions, or action items? Instead of using a flip chart, use PowerPoint. Here's how:

1. In Slide Show view, right-click anywhere in the slide, and then, on the shortcut menu, click **Meeting Minder**.
2. Click the **Action Items** tab.
3. Type your information into the **Description**, **Assigned To**, and **Due Date** boxes, and then click **Add**.
4. Repeat step 3 if you want to add more action items, and then click **OK**.

Your items appear on a new slide at the end of your slide show. You can use this slide as a way to review the ideas or suggestions that came up during the slide show or as a reminder of the action items that need to be addressed. **Note:** You can export your action item list to Word or Outlook:

1. On the **Tools** menu in PowerPoint, click **Meeting Minder**.
2. In the **Meeting Minder** dialog box, click **Export**.
3. To create a new Word document that contains your list of ideas or action items, select the **Send meeting minutes and action items to Microsoft Word** check box.
4. To place them on your task list in Outlook (and assign each task to the appropriate person later), select the **Post action items to Microsoft Outlook** check box.
5. Then, click **Export Now**.



POWERPOINT 2002 XP

Important Note:

You are advised to try TIPS in the **PowerPoint 2000 Tips & Tricks** section as well and do not ignore them. They are also safe and tested to work in the XP version to enhance your output. It does not make a sense; we repeat all those PowerPoint 2000 Tips in this section.

Make Your Favorite Working View the Default

The default editing view in Microsoft PowerPoint® 2002 is the normal view, with the **Slides** and **Outline** tabs, notes pane, and slide pane displayed. But if you prefer a different default view — say, just the slide pane with no slide thumbnails, outline, or notes — you can select one. The default view you select is the view that PowerPoint will always open in. To change the default view, follow these steps:

1. On the **Tools** menu, click **Options**, and then click the **View** tab.
2. Under **Default View**, select the view you want.

Note: If you select **The view saved in the file**, you will get the precise view you have saved with a given file whenever you open that file. When you open other files, the original default view (normal view with **Slides** and **Outline** tabs, slide pane, and notes pane) is displayed.

More Design Options for Your PowerPoint Presentations

A new feature of PowerPoint version 2002 is that you can use multiple slide masters in a single presentation. The slide master is an element of the design template that stores information, including styles, placeholders, and color schemes. With it, you can make global changes—such as replacing a font style—across all the slides in your presentation. When using multiple slide masters, remember that if you want to make a global change to your presentation, you need to change each slide master. To insert a slide master:

1. On the **View** menu, point to **Master**, and then click **Slide Master**.
2. Do one of the following:
 - To insert a slide master that uses the default styles in PowerPoint, on the **Slide Master View** toolbar, click **Insert New Slide Master**.
 - To insert a slide master by adding a new design template, on the **Formatting** toolbar, click **Design**, point to the design you want, click the arrow, and select one of the options on the shortcut menu.

To replace or add slide masters:

1. On the **View** menu, point to **Master**, and then click **Slide Master**.
2. On the toolbar, click **Design**.
3. If you want to replace selected, rather than all, masters in the presentation, select the masters in the thumbnails on the left.
4. In the **Slide Design** task pane, point to the design template you want, click the arrow, and then do one of the following:
 - To replace selected masters with masters for the new design template, click **Replace Selected Designs**.
 - To replace all the current masters with masters for the new design template, click **Replace All Designs**.
 - To add a new design template and its masters to the presentation, click **Add Design**.

Note: All the design templates you're currently using appear in the **Slide Design** task pane under **Used in this presentation**. You can apply them to slides when you're working in normal view.

Using Several Design Templates in a Presentation

In Microsoft PowerPoint® 2002, you can use more than one design template in your presentation. This means that you can create a presentation with groups of slides, or even individual slides that have a unique style. This also means that you can combine several different presentations into one without losing the unique look of each section. Using multiple design templates do the following:-

1. On the **Formatting** toolbar, click **Design**. (If you already have the **Slide Design** pane open with color schemes or animation schemes displayed, click **Design Templates** at the top.)
2. On the **Slides** tab, select the thumbnails for the slides you want to apply the template to.
3. In the task pane, point to the template and click the arrow, and then click **Apply to Selected Slides**.
4. Repeat steps 2 and 3 until you have applied the design templates you want.

Note: Design templates you have applied appear in the **Slide Design** task pane under **Used in this presentation**. All available design templates appear under **Available for use**.

Keep the original formatting when you copy

Because you can use multiple design templates in a presentation, you can choose to keep the original formatting (use the original design template) of the slides that you copy from another presentation. By default, when you copy slides between presentations, the copied slides take on the formatting of the slides they follow. If you want the copied slides to keep their original formatting, do one of the following:

- If you copy and paste the slides using the **Slides** tab, click the **Paste Options** button, which appears under the slides you pasted, and on the button menu, click **Keep Source Formatting**.
- If you copy slides with the slide finder, clear the **Match destination formatting** check box in the **Slide Finder** dialog box.

Set Default Formatting for Drawing Objects

In Microsoft PowerPoint® 2002, you can set the formatting of one drawing object and make those formatting properties the default for all other objects you add.

For example, if you have created a square box that has a fill color of green, a blue dotted border, and a transparency of 50 percent, you can specify that any object you now draw will have those properties.

1. Create a drawing object with the look, line style, color, and other formatting that you want.
2. Select the object.
3. On the **Format** menu, click **AutoShape**.
4. On the **Colors and Lines** tab, select the **Default for new objects** check box and then click **OK**.

All new AutoShapes that you create (even if they're not the same shape as the one you selected in step 2) will have this formatting.

Some Quick Editing Tips

- **Change the size of the slide thumbnails**
Drag the vertical splitter bar on the right side of the tab.
- **Retain a slide's formatting when you copy/cut and paste**
Click the **Paste Options** button, which appears near the pasted slide. To retain the slide's original formatting, click **Keep Source Formatting** on the button menu.
- **See slide titles in the thumbnails even when text is very small**
Rest the pointer over the slide to see a tool tip with the slide title.
- **Increase text legibility on slide thumbnails**
Smooth the fonts: Click **Start**, point to **Settings**, click **Control Panel**. Double-click the **Display** icon, click the **Effects** tab. Select the **Smooth edges of screen fonts** check box.
- **Specify the destination of a new or pasted slide**
Click beneath the slide you want the new slide to follow and watch for the blinking horizontal bar, then paste or click **New Slide**. When you drag a slide, the bar appears between slides when you point.
- **Quickly insert a new slide**
Click between thumbnails or click the slide you want the new slide to follow, then press Enter.

- **Select multiple slides**

To select slides in a row, click the first slide, press **SHIFT**, then click the last slide. To select slides not in a row, press **CTRL** and then click each slide.

- **Get Move or Copy options when dragging a slide**

Press the right mouse button as you drag and release the button where you want the slide. Choose an option from the context menu.

- **Reset the horizontal and vertical splitter bars to their default positions**

Press **CTRL** as you click the **Normal View** button in the lower-left corner of the window.

Get Slide Miniature View

In Microsoft PowerPoint® 2002, slide miniature view does not appear by default, but you can add a menu item or toolbar button for activating it. The view shows a small version of the current slide within the slide pane. Slide miniature view is useful if you are working on the **Outline** tab (instead of the **Slides** tab, where thumbnails are visible) or with only the slide pane displayed. You can zoom in the slide in the slide pane or view it in grayscale, while the slide miniature stays the same, providing a view of the entire, formatted slide.

To create a button or command for the view:

1. On the **Tools** menu, click **Customize**, click the **Commands** tab.
2. In the **Categories** list, click **View**.
3. From the **Commands** list, drag the **Slide Miniature** button to the menu or toolbar you want to add it to (a menu displays when you point to its name on the menu bar). A plus sign appears on the pointer, and a black line indicates where the command will be placed.
4. Click **Close**.
5. Click the button or command to activate slide miniature view.

Note: In many ways, the slide thumbnails that appear on the **Slides** tab in PowerPoint 2002 serve the function of the original slide miniature view. You can use them to keep in view a full, miniature version of the slide and to view slide transitions and animation effects.

Create a Photo Album Presentation

Did you know you could use PowerPoint version 2002 to create a photo album? Here's how:-

1. On the **Insert** menu, point to **Picture**, and then click **New Photo Album**.
2. In the **Photo Album** dialog box, you can choose to add pictures from your hard disk or a peripheral device, such as a scanner or digital camera.

To add a picture from a file or disk

Do the following:-

- a. Under **Insert picture from**, click **File/Disk**.
- b. Locate the folder or disk that contains the picture you want to add to your photo album, click the picture file, and then click **Insert**.
3. Repeat Step 2 for as many pictures as you want to add to your photo album. Or to capture them all at once, hold down the CTRL key, click each picture file you need, and then click **Insert**.
4. Next, specify the look of the album under **Album Layout**.
5. Then click **Create**.

Note: If you want to change or update your photo album after you have created it, use the **Format Photo Album** dialog box from the Format menu.

Get Flashy with PowerPoint Animations

Forget about learning complicated animation programs. In Microsoft PowerPoint® version 2002, adding animation for professional-looking presentations is not only easy, it's fun. To apply a custom animation, follow these steps:

1. In normal view, display the slide that has the text or objects you want to animate.
2. Select the object you want to animate.
3. On the **Slide Show** menu, click **Custom Animation**.
4. In the **Custom Animation** task pane, click **Add Effect**, and do one or more of the following:
 - If you want to make the text or object enter the slide show presentation with an effect, point to **Entrance** and then click an effect.
 - If you want to add an effect to text or an object that is on the slide, point to **Emphasis** and then click an effect.
 - If you want to add an effect to text or an object that makes it leave the slide, point to **Exit** and then click an effect.

Cut PowerPoint Graphics Down to Size

Add a few images—a photo here, an illustration—there and the size of your PowerPoint presentation can become huge. You could compress images manually, but there's a simpler way: PowerPoint 2002 can do it for you.

1. On the **Picture** toolbar, click the **Compress Pictures** button. If you don't see the **Picture** toolbar, point to **Toolbars** on the **View** menu, and then click **Picture**.

2. To compress all pictures in the presentation, click **All pictures in document**.
3. Under **Change resolution**, select how you intend to use your presentation by clicking either **Web/Screen** or **Print**.
4. To further reduce file size, select the **Delete cropped areas of pictures** check box.
5. Click **OK**.

Note: If you compress pictures or delete the cropped areas, you won't be able to restore your pictures to their original resolution or size. This tip also works in Microsoft Word version 2002.

Protect Your PowerPoint Presentations

Want to make sure your presentations are safe from changes by other users? With Microsoft PowerPoint 2002, you can protect your presentations while you are working on them.

1. On **Tools** menu, click **Options**, and then click the **Security** tab.
2. Decide on a password, and type it in either the **Password to Open** or **Password to Modify** box, depending on whether you want to protect the document from viewing or from modification.
3. Click **OK**.

Write on a Slide during a Presentation

As a presenter, haven't you wished you could write on a slide—to draw a diagram or underline a word, for example—in the middle of a slide show? PowerPoint includes a virtual annotation pen that enables you to write on a slide while giving a presentation. To use the annotation pen during a slide show, follow these steps:

1. Open the presentation in Slide Show view.
2. Right-click in the window, point to **Pointer Options**, and click **Pen**.
3. When you are done using the pen, press ESC.

Note: All annotation pen markings are cleared when you leave the slide, so don't use the annotation pen to make notes you'll use later. Use the **Meeting Minder** or **Speaker Notes** for any notes you want to save.

Show Your Slides out of Order during a Presentation

If you are in the middle of a Microsoft PowerPoint® presentation and want to open a slide out of order, just type the slide number and press **ENTER**. This works best when you know the number of the slide you want.

Hint: It's a good idea to print out a copy of your presentation for reference beforehand.

If you don't know the slide number, there's another method you can use: **Right-click** the slide, point to **Go** on the shortcut menu, point to **By Title**, and then click the slide title you want.

Create Bitmap Images of PowerPoint Slides

Want a quick way to send a single PowerPoint slide to someone? Try this tip to convert the slide into a bitmap image. You can resize, crop, and paste it into an e-mail message or an Office document. Here's how:

1. Open the slide you want use as an image.
2. On the **View** menu, click **Notes Page**. The slide will appear on the notes page as an image.
3. Right-click the slide image, and then click **Copy** on the shortcut menu.

The image is now stored on your Clipboard, and you can paste it as a resizable object into any Office document.

Save a Slide as an Image

Microsoft PowerPoint 2002 offers a unique tool to save your slide as an image. You can make beautiful greeting cards by using various available tools and save them in various image formats like; GIF, JPEG, for later use. You can resize or change the image format in any image viewer software like ACDSee. Here's how:-

1. It's a good to start your work in a text box.
2. When finished, select all (Ctrl+A) items of your work.
3. **Right-click** and select **Save as Picture**.
4. Type a name for your file.
5. Click **Save in** arrow box and select the location where you want to save your file.
6. Click the **Save as type** box and choose the format you preferred.
7. Click **Save**.

Replace Fonts Globally in PowerPoint

You can quickly perform a global replace of any font used in a Microsoft PowerPoint® presentation using the Replace Font dialog box. Here is how you can do this:

1. On the **Format** menu, click **Replace Fonts**.
2. In the **Replace Font** dialog box, click the font you want to replace in the **Replace** list.
3. In the **With** list, click the font you want to apply.
4. Click **Replace** and review the font change. If you like what you see, click **Close**. If not, you can continue making choices in the Replace Font dialog box until you find what you want.

Renumbering PowerPoint Slides

Inserting slide numbers on each slide is easy: use the **Insert>Slide Number** command from the main menu and check the box for the Slide Number. You use the same command to edit the feature i.e to turn slide numbers off.

Instead, move to the first slide in your presentation and choose **File>Page Setup** from the main menu. At the bottom of the dialog box, find the "Number slides from" option and enter the slide number you want

to start with. PowerPoint automatically renumbers the rest of the slides in your file.

Start Show from Current Slide; other Navigation Tricks

Pressing the **F5 key** or using the **Slide Show/View Show** command starts running at the very first slide. To start the slide show at the slide you are currently editing, click on the Slide Show icon at the bottom left corner of your screen. To move to the first slide during your presentation, press "1" on your keyboard and press Enter. (Actually, you can use this tip to move to any slide: type the slide number and press Enter to jump to that slide.) Another way to move to the first slide in your show is to press and hold down both mouse buttons for at least two seconds.

You can start your slide show without even opening PowerPoint itself. To start the show from the first slide, right-click on the PowerPoint file name from within a file manager (such as Windows Explorer). Choose "**Show**" from the pop-up menu. Alternately, you can save your presentation as a "slide show" (rather than a PowerPoint) file:

1. Open the presentation.
2. Use the **File/Save As** command from the main menu.
3. In the "Save as type" list, choose **PowerPoint Show**. The saved file will have a .PPS file extension rather than the typical .PPT extension.
4. To launch the show, open the file by double-clicking on its file name from within a file manager.

Once you save the file as a slide show, you can still edit it. From within PowerPoint use the File/Open command and select the .PPS file.

Splitting Contents in Slides

To build automatic overflow of text to a new slide (in much the same way that excess words flow to a new page in Word). However, once your presentation is designed, you can split a bullet list between two slides. Here is how to do this process manually:

1. In **Normal** view, switch to the **Outline** tab.
2. Move the insertion point where you want to split the text (at the beginning of the bullet item that you want to appear on the new slide, for example).
3. Press **Enter**.

To make this work, be sure you have your AutoCorrect option set properly. From the main menu, choose **Tools/AutoCorrect** Options. In the AutoFormat **As You Type** tab, find the Apply **As You Type** section. Un-check the "AutoFit body text to placeholder" option. Otherwise, PowerPoint will continue to shrink the font when you have more text than can be accommodated on a slide.

