

5 tips for using professional PowerPoint

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1. Use Microsoft available PowerPoint templates to take advantage of professional designs (Microsoft PowerPoint templates)

These pre-designed templates, in addition to professional graphic decorations, have also been defined with fonts, alignment, page numbers, dates, and so on.

How to choose these templates is as follows: From the menu of Microsoft PowerPoint 2003 Select Format Select Slide Design . The right hand side of Microsoft PowerPoint 2003 will have pre-designed templates and you can choose any template that matches the content of the presentation. Your presentation.

The bottom of these templates has the following 2 special squares (see picture).

- ***Additional Design Templates*** : This is a function that allows you to add templates to PowerPoint's existing template library. These templates can be downloaded from the internet or copied from another computer

- ***Design Templates on Microsoft Office Online*** : This function allows you to find and get more PowerPoint templates on Microsoft website.

After choosing a template to use it, you can still edit it to perfectly fit your requirements. How to do the following:

From the Microsoft PowerPoint 2003 menu Select View Select Master Select Slide Master. PowerPoint will now display the original designs of the template. From here you can edit everything in this template and when finished, press the Close Master View button on the Slide Master View bar.

This editing result will be applied to all existing slides for new created Slides.

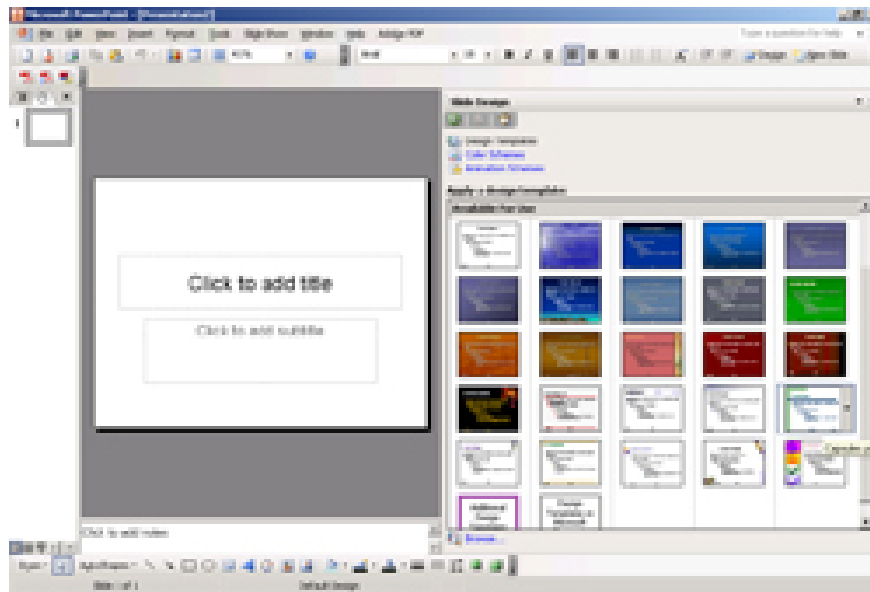
2. Using animation effects (Animation)

A good presentation aside from having visual illustrations, the description of processes by movement, sound, visual effects (collectively called Animation) also works well for viewers.

To set up an object in your Slide, you can move the animation as you like. You point right at the object Select Custom Animation

On the right hand side of the screen will appear a dialog box so you can add animation effects to this object. Press the Add Effect button Select effects (Blink, fly from left to right, fall from top to bottom, .).

3. Save the fonts used in your Slide following the PowerPoint file



This is useful when your Slide is composed of unpopular fonts (TCVN, VNI, calligraphic font, etc.), which helps you when you bring this PowerPoint presentation to another computer and show it. If there are fonts, your Slide will still display the desired content.

How to do it : When you're done editing Slide, on the PowerPoint File menu Select **Save as** . In the Save as dialog box, select **Tools** (right hand side, top), Select Save Option .

New dialog opens and Embed Truetype fonts are selected at the bottom. After selecting this box, you continue to choose one of the two options below:

- ***Embed characters in use only (best for reducing file size)*** : This option helps PowerPoint save the fonts needed to display Slide for you, but users do not edit, change the words that use these special fonts . On the contrary, it helps to make the PowerPoint file size compact.

- ***Embed all characters (best for editing by others)*** : This option helps PowerPoint save the fonts needed to display Slide for you and allows users to edit and change the words that use these fonts. On the contrary, it makes the size of PowerPoint files grow quite large.

4. Insert videos, photos, . into Slide

If you want to show a video in your presentation, do the following: From PowerPoint's **Insert** menu Select **Movies and Sounds** Select **Movie from file** From here you can choose which video file you want to insert into Slide.

How to insert images and sound into Slide is similar to the above.

5. Use keyboard shortcuts usefully

- Quick case conversion: Quickly black out the characters to convert and press Shift + F3 simultaneously
- Turn off the temporary display screen: Press B button Black screen: Press B again The screen returns to normal. Similarly press the W key. White screen: Press the W key again. The screen returns to normal.
- Press F5 to start Slide presentation. To display the current Slide, press Shift + F5 simultaneously.
- To return to the first Slide: Press 1 + Enter
- To jump to a certain Slide: Click the slide number to jump to + Enter

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