

Fix 6 common errors on PowerPoint slides

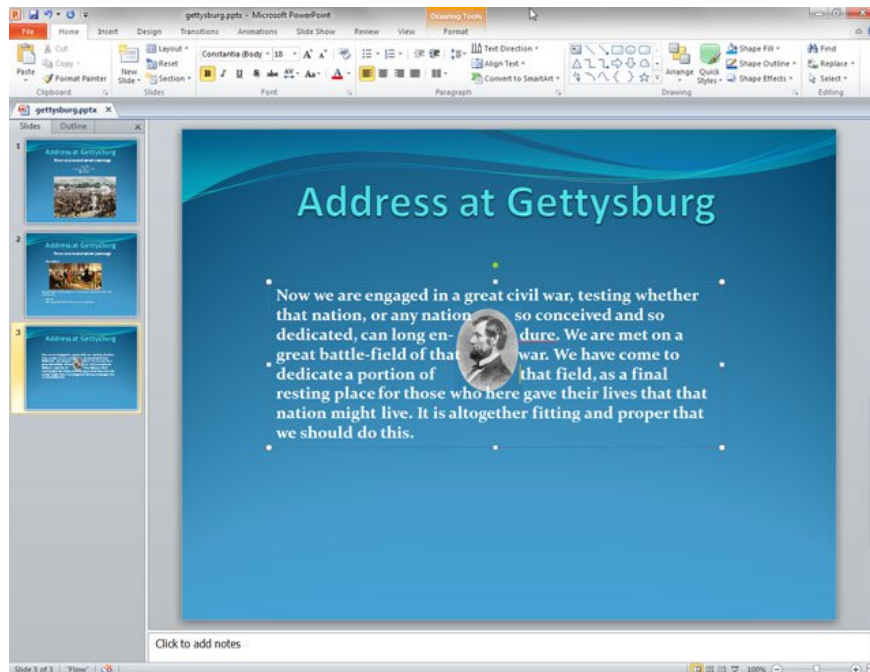
What could be worse when you are preparing to report in front of people and unexpectedly discover that your presentation slide is so prepared to show very unusual signs.

What could be worse when you are preparing to report in front of people and unexpectedly discovering your presentation PowerPoint slides is very unusual.

Not only are spelling errors in one or several slides, but these errors are very serious and can affect your entire report. The six ways listed below are ways to help fix some of the common mistakes on PowerPoint to avoid such unfortunate situations.

PowerPoint error cannot run text around images

For some reason, the formatting of the word and PowerPoint's image is always more difficult than the Word brother. However, if you have to do this, you have to choose the best way to do it manually, which is to create the space between the words to place the image in the middle.

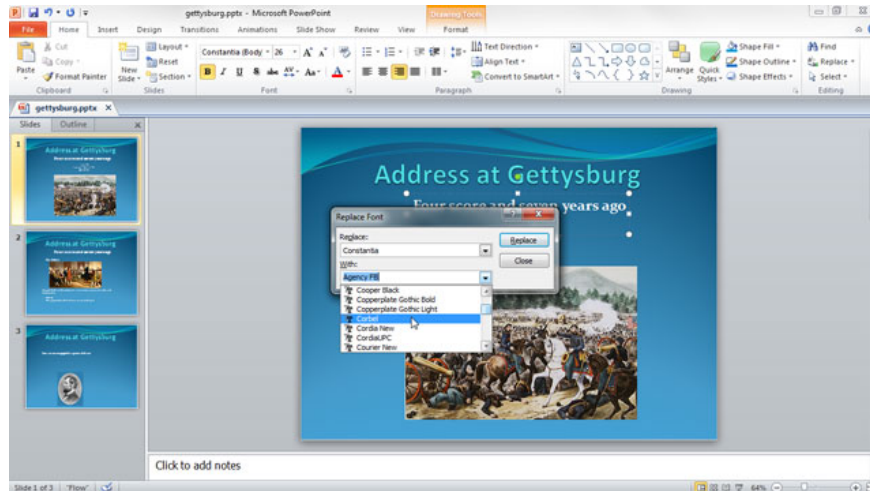


To do this, you need to place the text and image on the same slide, adjust the image size freely, right-click the image and select **Send to Back** . Then, increase the distance between the words overlaid on the image until your image is no longer masked by the text. Although simple, but this way of doing manual is quite time consuming

and has a huge disadvantage, that is you have to do this last step, because just change any parameters of the word, you will have to do again edit the distance between words to create space for the image.

PowerPoint error changes the font in bulk

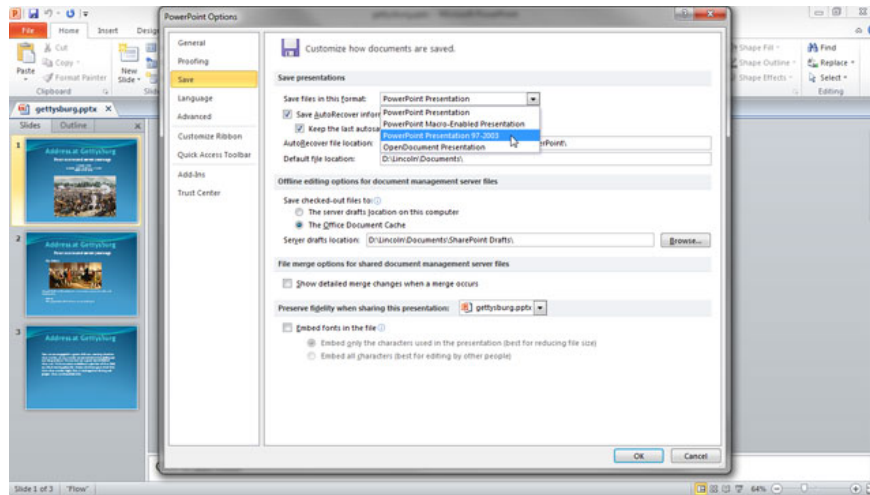
You want to change the font you have selected for your presentation slide without having to do this for each page? All you have to do is click the small arrow next to the **Replace** button on the **Home** tab, select **Replace Fonts** and choose the font you need to change.



Which PowerPoint version is selected?

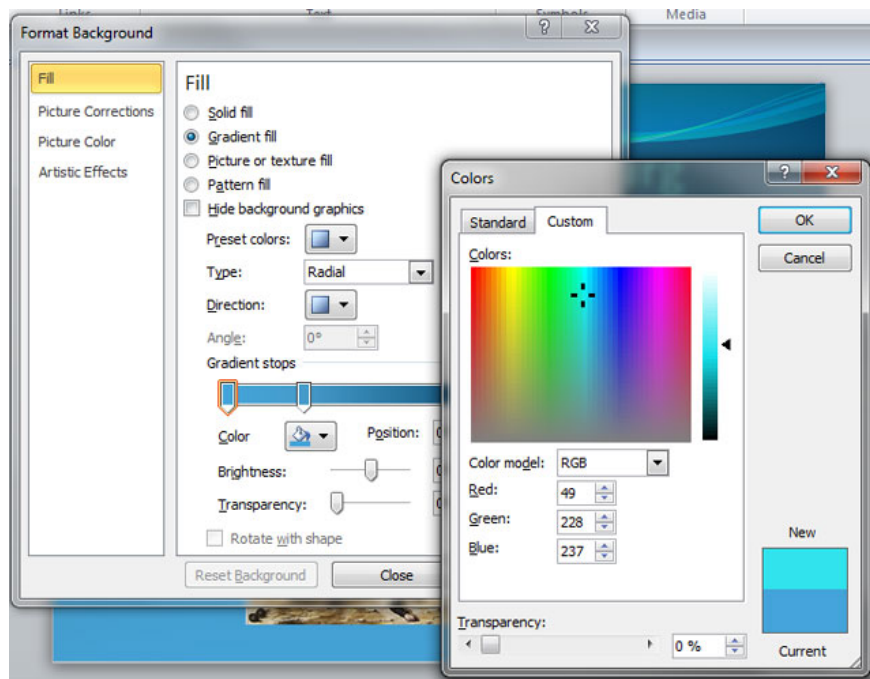
One of the most unfortunate accidents with PowerPoint files in particular and Microsoft Office in general is that you cannot open the file just because of the different version. As you all know, there was a lot of change between Office 2003 and 2007, and the biggest change was in the format of the text. We can easily recognize this at the end of the file, such as .doc file and .docx file. The problem is that while Office 2007 and later versions can read both new and old formats, versions from 2003 and earlier cannot read new files.

In order to avoid this unfortunate situation, it is best to carefully save both new and old formats. In addition, for PowerPoint to save your slides by default in the old format, you can go to PowerPoint's **Option** (**Office** > **Powerpoint Option** in PowerPoint 2007 or **File** > **Option** in PowerPoint 2010), select **Save** . On the *Save file in this format* , select **PowerPoint 97 - 2003** .



The font color is not clear when using the projector

When you need to show your slides via a projector, especially low-quality projectors, what you have to accept is that the display colors cannot be as perfect as on a computer screen, not to mention the effects. negative due to environmental lighting. It is these things that can cause difficult to read text because it blends into the background color.

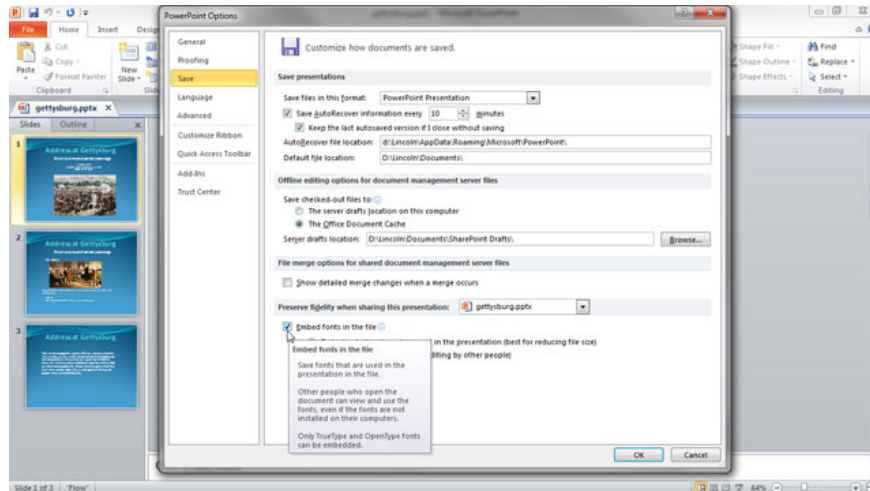


In order to avoid this situation, it is best to choose the font colors - backgrounds with high contrast and comfort for the eyes of the viewer. Typical are four pairs of colors: white - black, red - blue, green - pink and blue - yellow.

The font is changed when playing on another computer

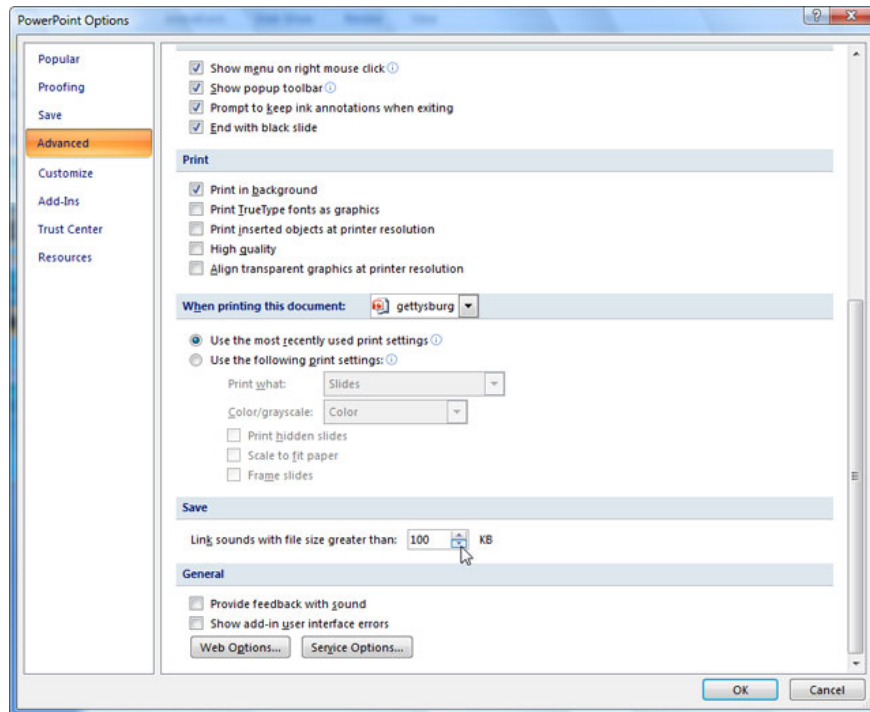
It takes a very long time to choose the right font and color for your presentation, but when opening with another computer, you suddenly realize that this is not the font that I have chosen. This not only affects the aesthetics of a presentation slide, but also presents problems, such as placing images in the middle of the text mentioned above.

To avoid this, the best way to save a presentation slide is to embed the fonts you used during the slide design process, by going to PowerPoint's **Options** section, selecting **Save** and checking for **Embed fonts** section **in the file**.



PowerPoint audio files are inaudible

Just like fonts, audio files with your presentation slides are also things that can disappear if you're not careful when you bring the slide to another computer. However, unlike fonts, to solve this problem, you don't just embed the audio file in the slide, because each version of PowerPoint has different ways to insert sound files, so when If you embed an audio file in a PowerPoint 2010 slide, even PowerPoint 2007 may not be readable.



The best way to bring an audio file into a presentation slide is to link it directly to the audio file instead of embedding it in a slide. To do this, you must first create a folder containing both the slide and audio files you use. For PowerPoint 2007, go to **PowerPoint Option** , select **Advanced** , scroll down to **Save** , in the section *Link sound with file size greater than* , please adjust so that this parameter is smaller than your smallest audio file size. Unlike PowerPoint 2007, the 2010 version does not have this option, so whenever you insert an audio file, in the **Insert Audio** panel, select the file you want by clicking on the file, go to the **Insert** menu at the bottom corner. Right of the table and select **Link to File** . From here, every time you want to move your presentation slide, you just need to copy an entire folder, it will definitely not happen the lost audio file.

You finished reading the article "**Fix 6 common errors on PowerPoint slides**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.