

How to use powerpoint very professionally

If your work often has to present or present some solution ideas, you want it to be professional but you don't need to invest too much time in it.

1. Use designs available in Power Point

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

How to choose these templates as follows: From the Microsoft Power Point menu.Select Format Select Slide Design . On the right hand side of Microsoft Power Point will appear the available design templates and you can choose any template that suits your presentation content.

- 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 the Microsoft website.

Once you've selected a template to use then, you can still edit it to perfectly suit your requirements.How to do the following:

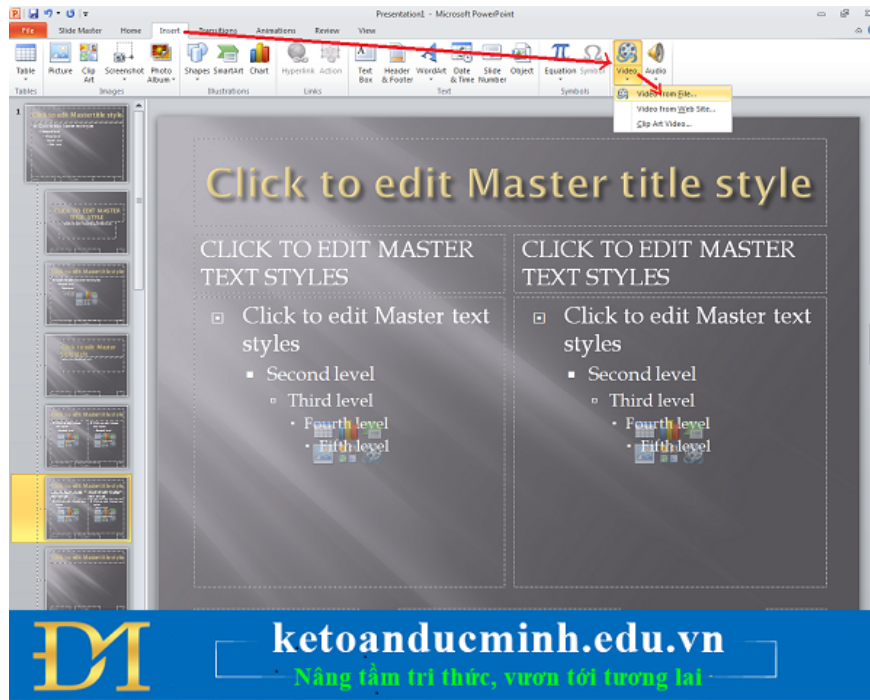
From the Microsoft Power Point 2010 menu, select View Select Master, select Slide Master.At this point PowerPoint will show the original design of the template.From here you can edit everything in this template and when finished, click the Close Master View button on the Slide Master View bar.

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

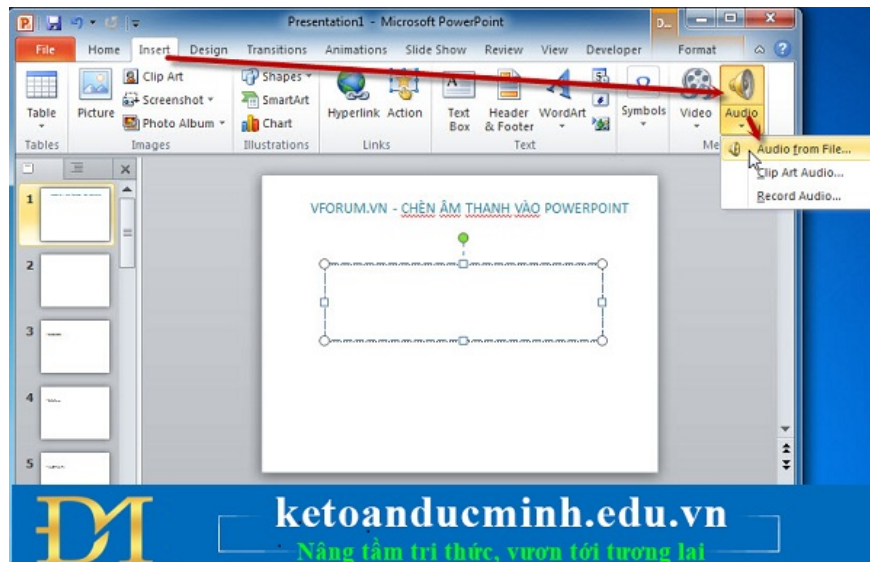
2. Use animation effects (Animation) or insert pictures .video, make the slide more vivid

a) Insert videos, photos, etc. into the Slide

If you want to show a video in your presentation, you should do the following: From the Insert menu of Power Point select Movies and Sounds and then select Movie from file.From here you can choose which video file you want to insert into the Slide.



How to insert audio into Slide similar as above.



b) Use animation effects (Animation)

A good presentation, in addition to having visual illustrations, describing the processes by motion, sound, visual effects (collectively called Animation) also works well for the viewer.

To set up an object in Slide you can move the animation as you like. You must point to the object Select Custom Animation.

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



3. Save beautiful fonts often used in your Slide to follow Power Point

This is useful when your Slide is edited with uncommon fonts (TCVN, VNI, calligraphy font, .), it helps you when bringing this Power Point file to another computer to perform on this computer. without those fonts, your Slide will still display the desired content.

How To: When you finish editing Slide, on the File menu of PowerPoint Select Save as. In the Save as dialog box, select Tools (on the right, on the top), Select Save Option .

A new dialog box opens and the bottom has the option of Embed Truetype fonts. After selecting this box, continue to select 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 can not edit, change the text using these special fonts. .On the contrary, it helps to reduce the size of PowerPoint files.
- 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 using these fonts. On the contrary, it enlarges the size of the PowerPoint file significantly.

4. Make operations faster by using useful shortcuts



- Convert capital letters fast: Highlight the characters to be converted and press Shift + F3 simultaneously.
- Turn off the demonstration screen temporarily: Press B - Black screen. Press B again - The screen returns to normal. Similarly press W - White screen. Press W again - The screen returns to normal.
- Press F5 key to start Slide show. To display the current Slide, press Shift + F5 simultaneously.
- To return to the first Slide: Press 1 + Enter.
- To jump to certain Slide: Press the number of slides to jump to + Enter

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