

# how to make Proposal in PowerPoint

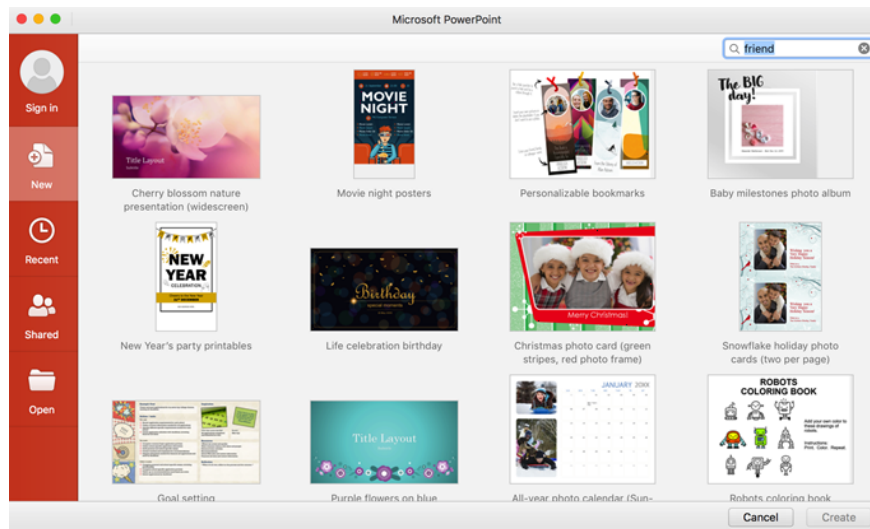
Today TipsMake will guide you to a few PowerPoint tips for making Proposal. Hope to help better PowerPoint design. From layout, images, colors, to icons, to presentation of content.

Just take a few minutes to read this article. It will certainly save you a lot of time later. And note below is only available in Microsoft 365 license version.

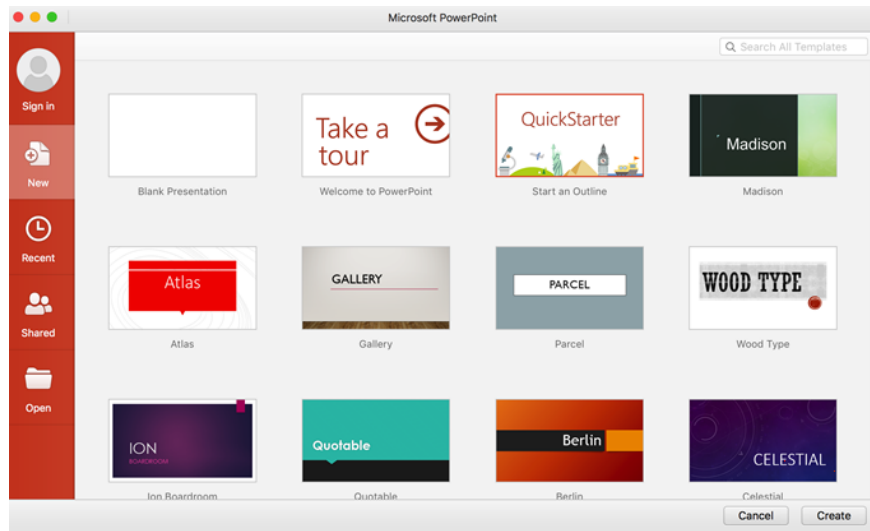
## 1. Make use of the existing Template and Quick Starter repository

These two tools, hearing the name only, will also imagine that it will help you solve the 'TIMES CHALLENGE' because of the convenience.

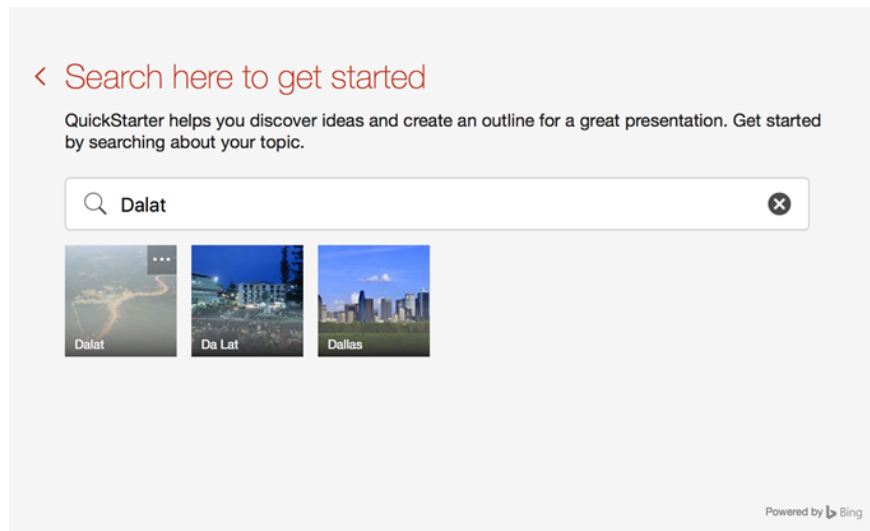
The first great tool: 'Template'. From File ? New ? Search All Templates. In the example below I search with the keyword: friend



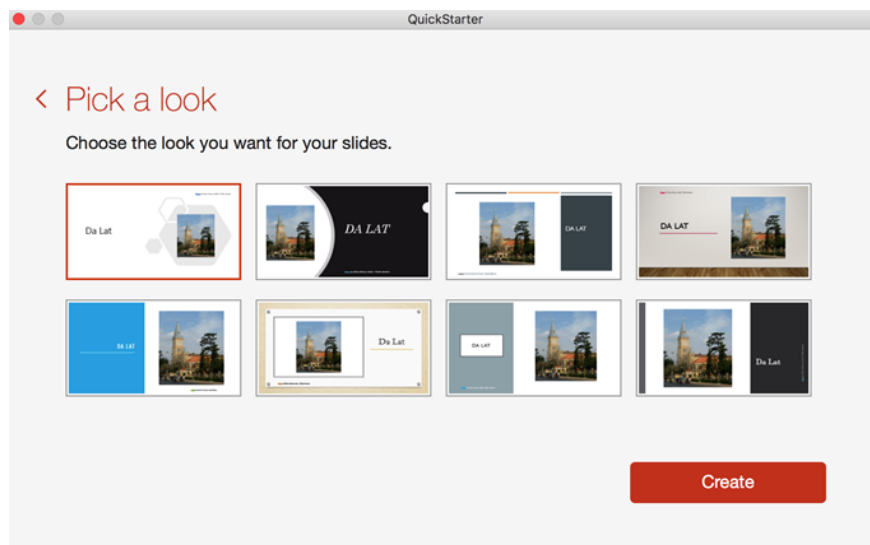
A similar feature with PowerPoint Template is Quick Starter. From File ? New ? Quick Starter - Start an outline. Quick Starter helps you quickly get up to a professional slide frame, with layouts and images related to the topic you are looking for.



Step 1: Select QuickStarter



Step 2: Enter the topic you are about to present to find the right template

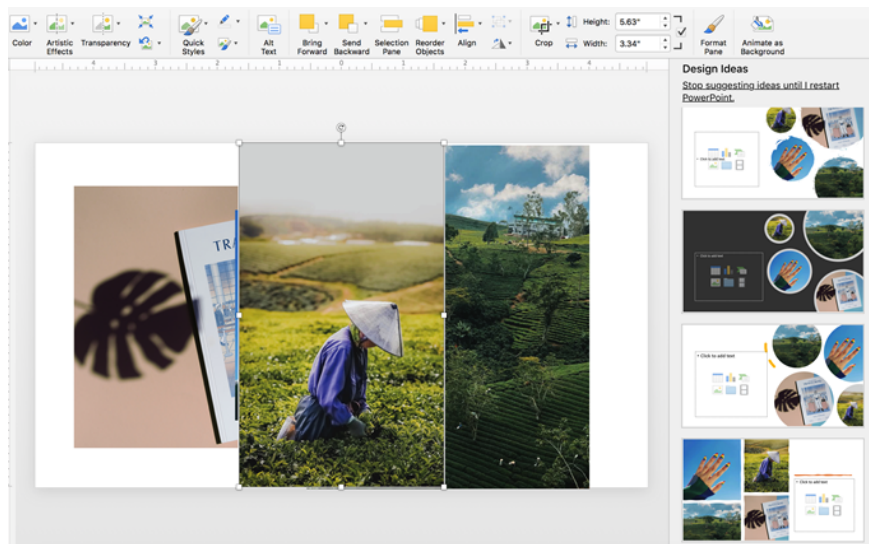


Step 3: PowerPoint will suggest a few different templates. Just choose the design you like best, choose Create, and you're done with building the layout for your presentation. Great and fast, isn't it?

## 2. Up design layout super fast with Design Ideas

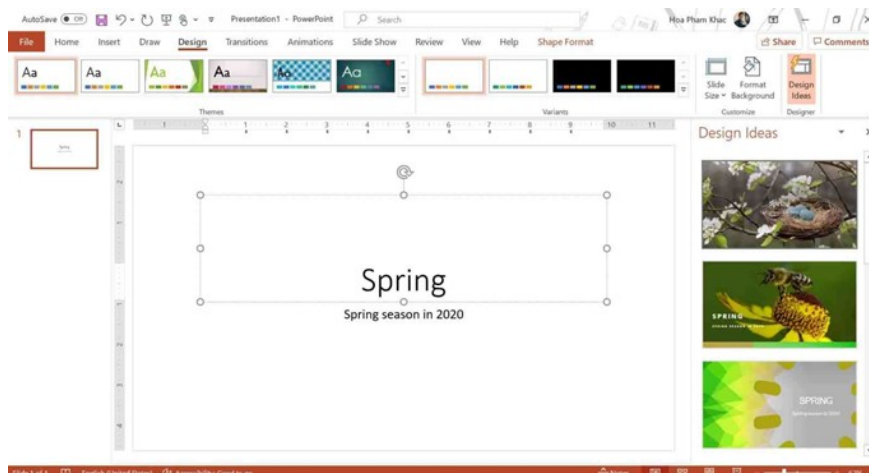
Perhaps the presentation of images, text, videos to have a beautiful, professional layout is the most time consuming. Most people have this problem. But it will be a small thing with the Design Ideas feature of Microsoft 365 PowerPoint.

It's very simple, you just need to copy the image to the blank slide. Click the Design ? Design Ideas button. The right hand side of the screen will show you some suggestions for how to present the most suitable and professional star image.



After adding images to the slide, look in the right corner, the powerpoint will automatically suggest you the standard layout templates for you to freely choose.

Even more interestingly, Microsoft 365 PowerPoint will use keywords typed on the slide to suggest related images and themes. In the example below, the keyword 'Spring' - Spring.



Or you can quickly draw milestone, chart with just 2 taps. Too fast too dangerous, right? In the past, drawing these charts took me about 5-7 minutes, but with Design Ideas, the number shortened to 5-7 seconds.



## Step 1

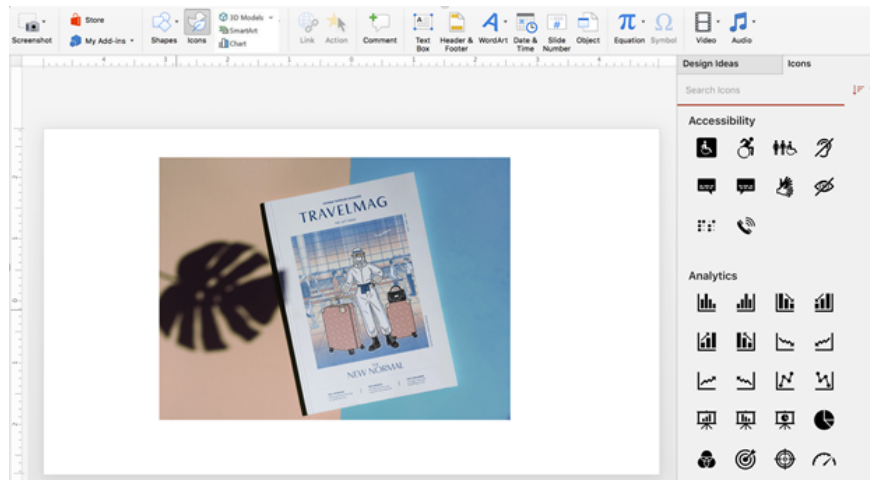
In Microsoft PowerPoint, add your raw content



## Step 2

Design Ideas uses AI to automatically suggest illustrations, layouts and graphics to bring your content to life

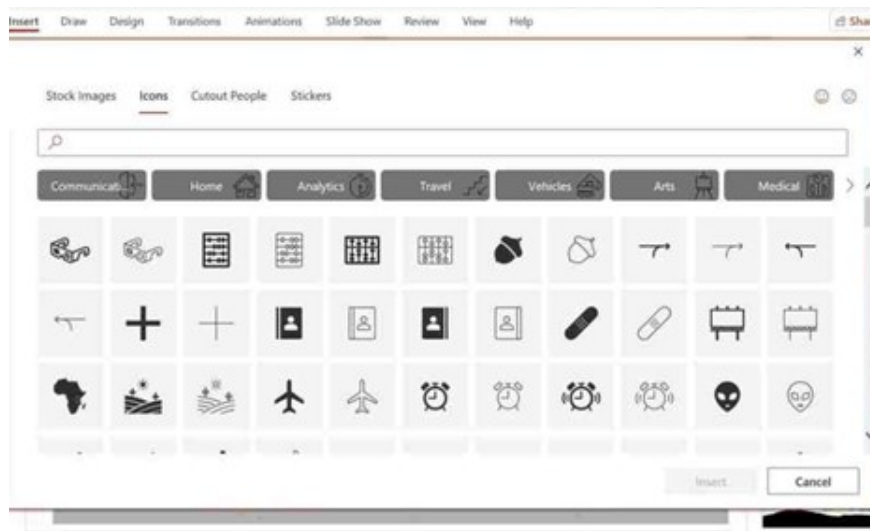
Step 1: Enter the text of the landmarks you want to show on the slide



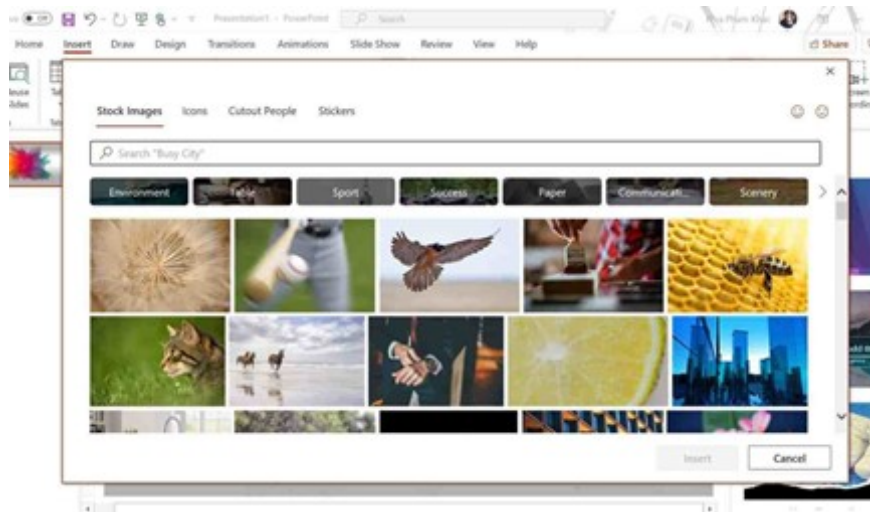
Step 2: Design Ideas will automatically suggest suitable charts on the left-hand corner, your job just needs to choose the right slide.

### 3. Huge selection of icons & 3D Stock Photo chains

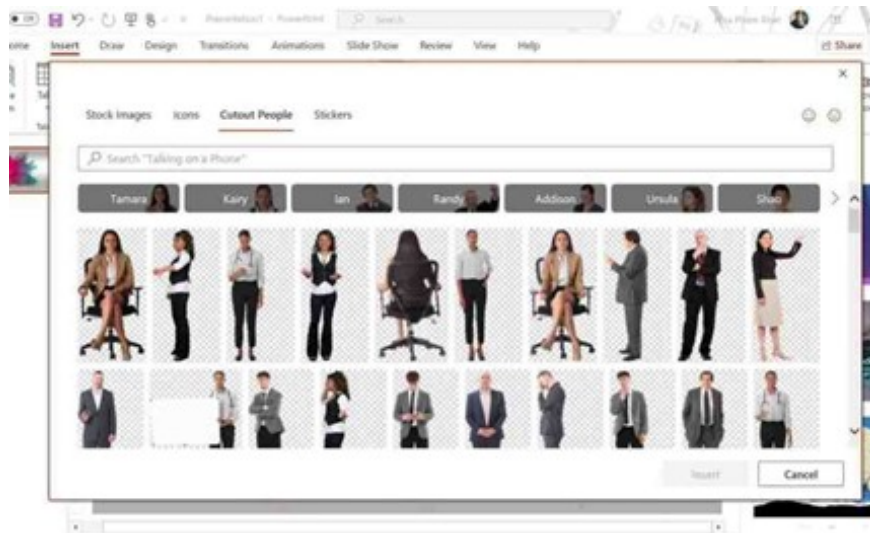
A presentation will be deducted immediately if too much text. Instead let the icons or images take over. If before, I would go to Google and search for keyword combo: [search icon name + icon + transparent (this word is intended to get plain background icons)], for Microsoft 365, I simply choose: Insert ? Icons. A variety of Icons, 3D, Stock Image - Stock Images, Cutout People, Stickers in different fields from travel, art, transportation, emotion, career . are ready for you to use. And in particular, these images are copyrighted.



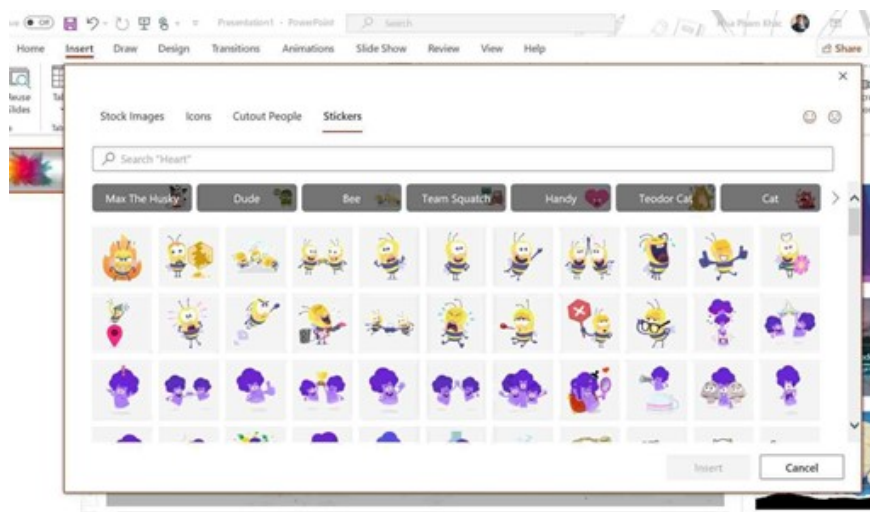
The familiar icons in PowerPoint on different topics for users to choose.



Stock Images - Huge stock images with a variety of themes and copyright.

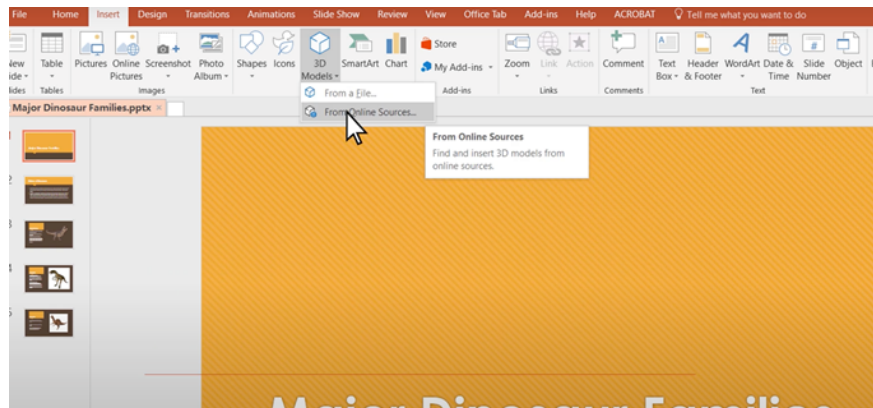


Cutout People: The character image has removed the background for you to easily insert on the image.

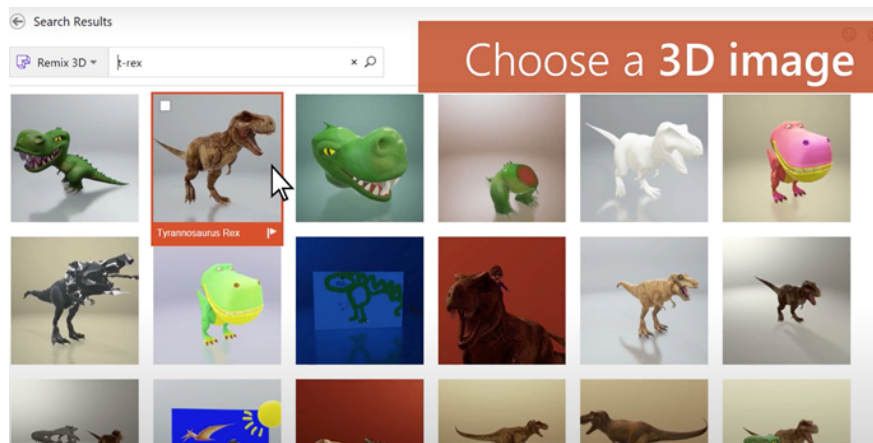


You can even add emotional stickers to the slide. It's interesting, isn't it?

Not yet. You can also insert 3D images into slides, including moving 3D images.



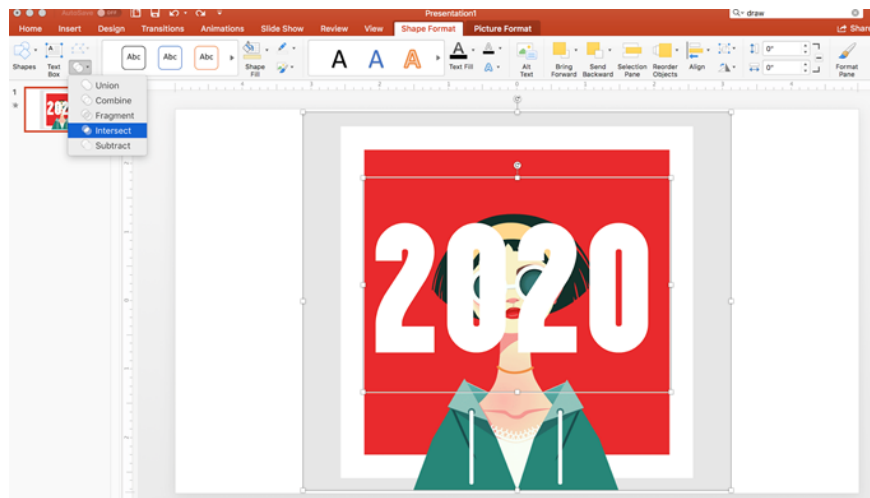
Step 1: choose Insert ? 3D Models ? From Online Sources



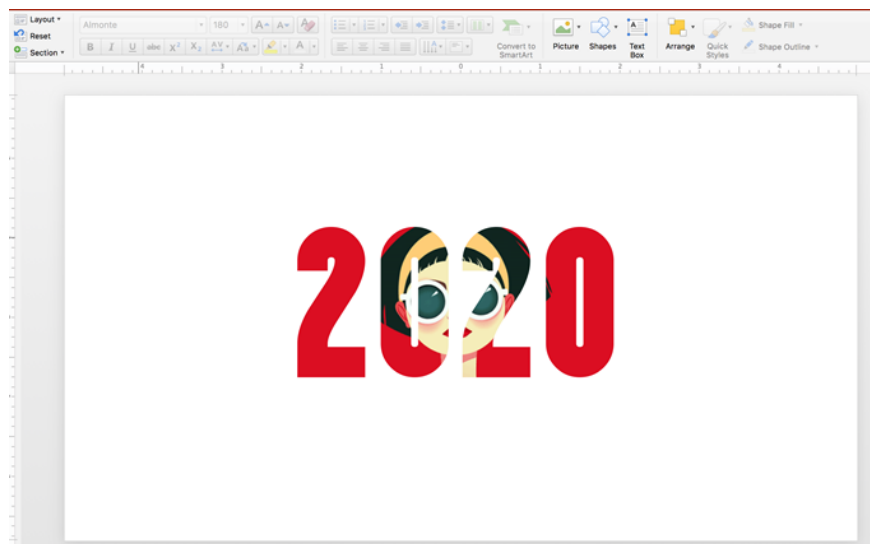
Step 2: Search for the 3D image you are looking for.

#### 4. Use Shape Format to create text effects

This is one of the interesting applications of PowerPoint but few people know. Just with a few simple steps, you have an amazing design.



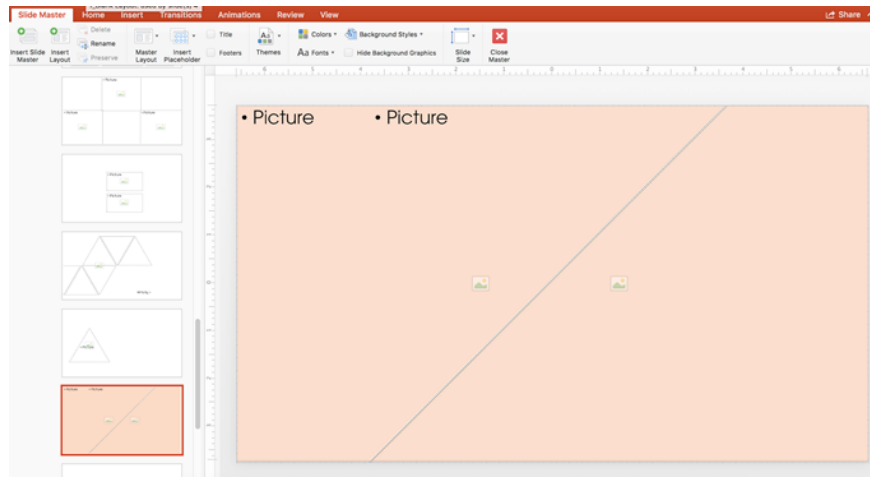
Step 1: Add the image and text you need to combine on the slide, click on both ? Shape format ? Intersect



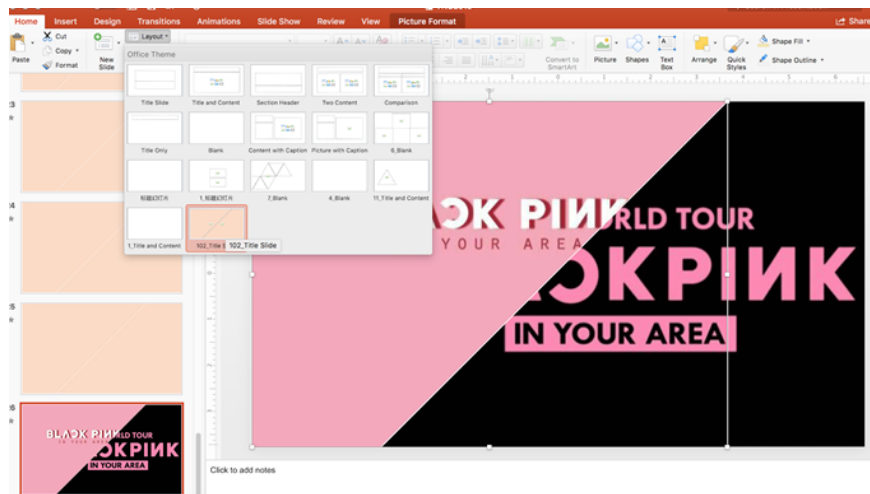
Tada, here are the results. You can try longer text and more colorful images.

## 5. Get familiar with Slide Master

Anyone who is just starting out in PowerPoint must start with Slide Master. This tool helps you to draw preset shapes or layouts as you like. After drawing, these templates are automatically saved in the 'Layout' section, and you can use them over and over again. Easier to imagine, if you do not use Design Ideas, you can go to Slide Master and draw templates with personal color.



In the master slide, you can freely use the Insert tools, such as insert pictures, icons, . to create the desired shape or template.



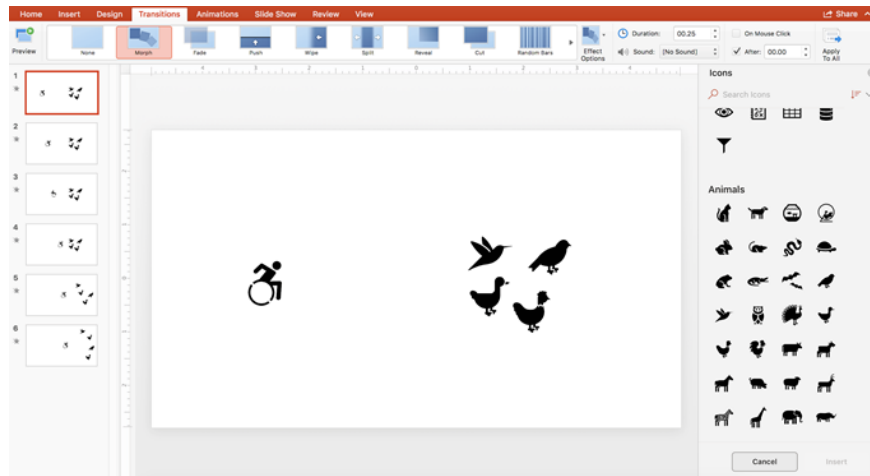
After drawing these templates in the master slide. You can easily find it in the external layout section, and click use multiple times.

## 6. Morph transition effects for cinematic motion

This is a new effect in PowerPoint, users can easily create slide transitions with items Transitions or Animations. Animation effects that move smoothly from slide to slide. To create this effect, you need to use Microsoft 365 or Office 2019.

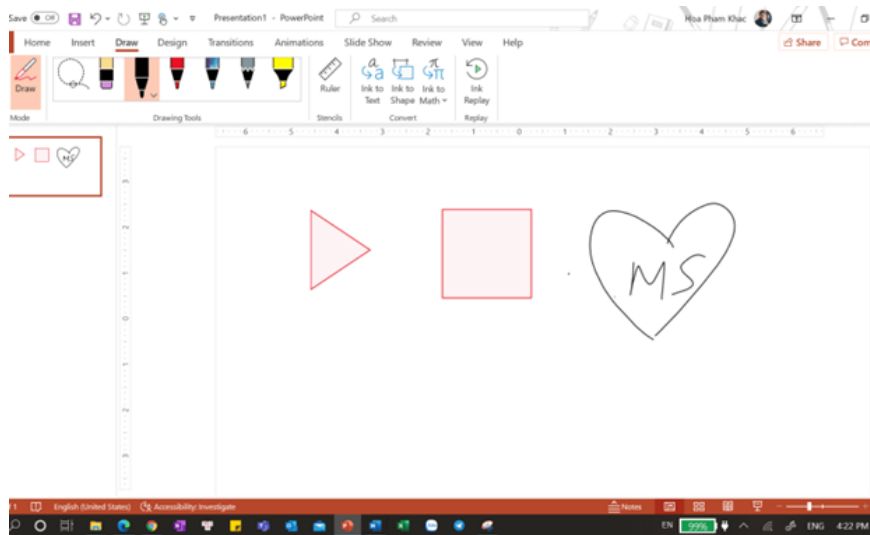
Proceed as follows:

1. First duplicate the slide, then move the object on the second slide to another position to create the movement in the direction you want.
2. Apply continue for slides 3, 4, 5, .
3. On the Transitions tab, select Morph.
4. Select Duration to customize how fast and slow the movement is.
5. Click Preview to enjoy Morph Transition transition on your slide.



## 7. Simulate idea with INK

For those who do creative work and often have to sketch out their ideas. Sincerely recommend using PowerPoint / or notes on the touch screen and digital pen. Allows you to create creative presentation ideas quickly, without having to spend time drawing the shape frame as the steps above. Just click on the Draw item, which will open you up a world full of unique Ideas.



## Conclude

Microsoft PowerPoint is and always will be the number 1 tool to help users build professional presentations. You do not need to spend a lot of time and effort to perfect your ideas. Whether you are a teacher, student / student, salesman, manager . or someone who does not know anything, just spend a bit of time researching the great features that Microsoft PowerPoint 365 brings. . You will be sure to produce quality slideshows soon. Not only that, it also saves you a lot of time compared to the traditional way of making slides. Try it!

Don't forget to equip Microsoft 365 right away to help you maximize your ability to work and study on any device from laptop, tablet to phone.

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