

MS PowerPoint 2007 - Lesson 12: Tips for using PowerPoint

Using design tips will help you create and manipulate presentations more efficiently.

Design tips

- Slides should be designed consistently throughout the presentation
- Use graphics and reasonable images
- Remove unnecessary information and graphics
- Use the contrast between background color and text color
- Save the font number used in the slide show from 3
- Store fonts during the slideshow design process

Tips for the slideshow

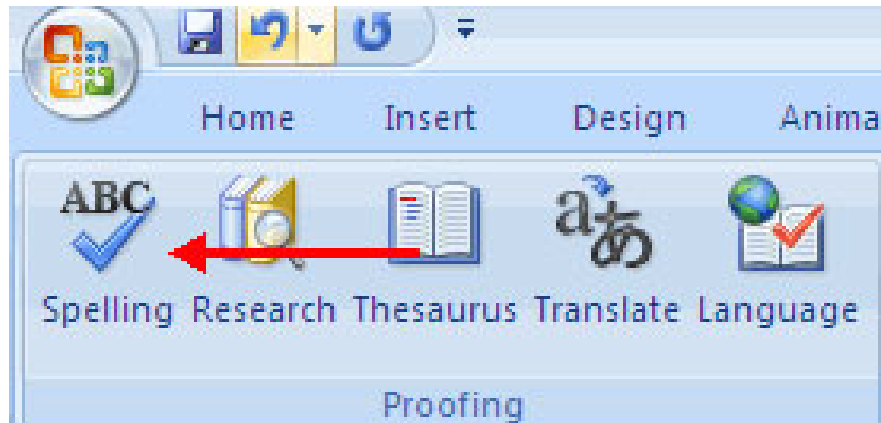
- Identify important information for your presentation
- Use no more than 6 bullets (points commonly used as headings) on a page
- Bullets should show short opinions, not represent long sentences
- Start the Slide slideshow, click Slide Show on the Presentation Views group on the View tab
- Use the arrow keys to forward or backward between slides in a slideshow
- Press the Escape key to end the Slide presentation
- The pen tool available is used to paint on the screen. Press Ctrl + P or right-click at any time and a popup window appears. Select Pen and the cursor will change into a pen, allowing you to draw freely on the screen. Press E to delete pen strokes. Press Ctrl + A to disable the pen feature and restore the pen back to a cursor.
- If you want to use the Pen tool to draw on a white screen during a presentation, press B or W, or select Screen / Black Screen from the Popup menu and the screen will reappear. Press B or W again and select Next from the Popup menu to return to the slideshow when you finish drawing.
- To hide the cursor and button from the screen, press A.

- Be sure to preview the slides using a projector before you lecture because the words and graphic images may be cut by the screen of the printer.

Check for spelling errors

To check for spelling errors during the presentation:

- Click the **Spelling** button in the **Proofing** group on the **Review** tab.



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