TOP TIPS FOR POWERPOINT 2016

Tip #1: Construct in this order to maximize consistency as well as make the construction process easier.

1. **Choose a Slide Size:**

   In the **Design** tab, select **Slide Size** ▼

   Choose either "Standard (4:3)" or "Widescreen (16:9)".

2. **Enter the text using the Outline panel:**

   In the **View tab**, select **Outline View.**

   Enter text in Outline panel by:

   - hitting "**Enter**" after each line of text
   - using "**Tab**" or "**Shift-Tab**" to change the outline level of each line as necessary

3. **Choose a Design Theme, if desired:**

   Go to the **Design tab** and select from the **Theme gallery** a new theme, if desired.

   From the **Variant gallery**, select a color-font-effects variant, if desired.

4. **Use the Slide Master to make changes** that you want on every slide or a particular slide layout:

   In the **View tab**, go to the Master Views Group and click the **Slide Master** icon.

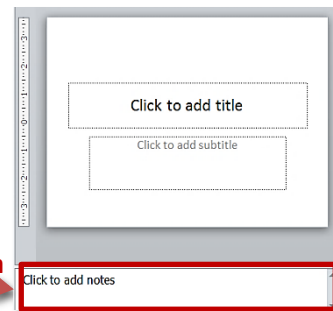   Make the changes to the appropriate Layout Master.
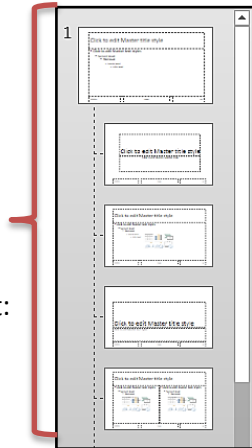
5. **Do individual slide edits:**

   - Individual slide edits must be done last.
   - The design theme and master slides do not overrule changes on individual slides.
   - All individual slide edits override everything.

Tip #2: Use the **Notes** area to type in notes for yourself or others who will give the presentation.

Notes area

Tip #3: Use **ESC** key to quickly select an entire content box so you can modify a property of everything contained inside.

ESC

Tip #4: Use the **Tab** key to cycle through the objects on the slide and to select an object that may be behind another.

Tip #5: Use the **slide master** to make global changes. The most common use of the **main master** is to change background color, font color, and font style for every slide and to add a picture to every slide.

Main Master
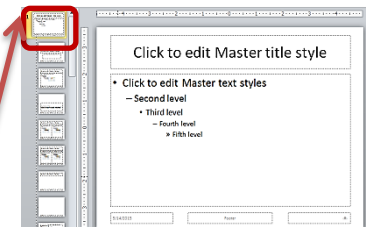
Tip #6: If a slide is not following formatting shown on the slide master, then you have done an individual slide edit. Click on "**Reset**" on the Home tab to reset the position, size, and formatting of the placeholders to the settings of the slide master.

Tip #7: **F5** is useful for starting the slide show because it will automatically start the show at the **beginning**. **Alt-F5** will allow you to run through the show with presenter tools on your screen without having to connect to an external display device.