

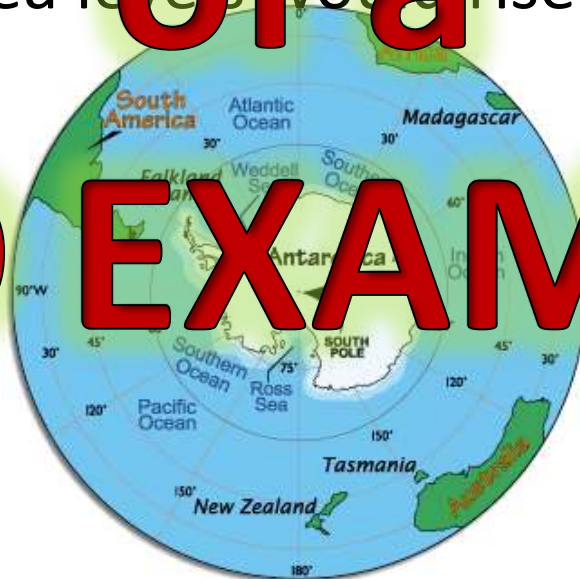
How to bling up a PowerPoint

(title slide = poor example)

Ice Sheets

- Enormous ice masses that flow in all directions and cover all but the highest land
- Antarctica is covered by an ice sheet
 - It contains 80% of the world's ice and 2/3 of Earth's freshwater
 - If melted, sea levels would rise 60 to 70 meters!

BAD EXAMPLE



Ice Sheets

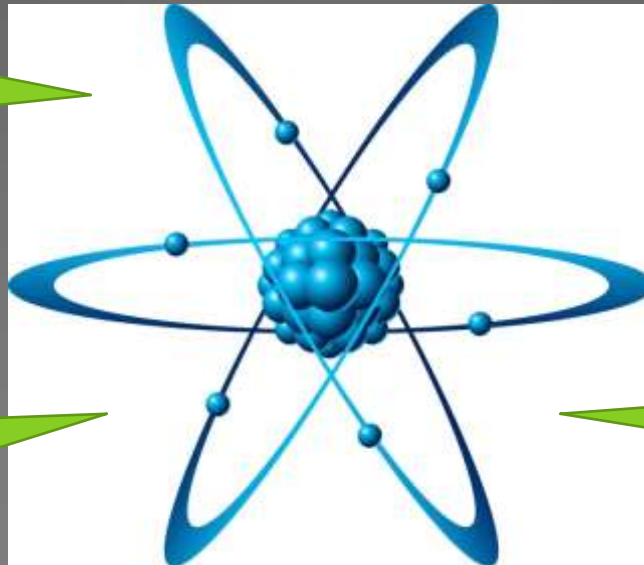


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Atoms

The basic unit of a chemical element

What is this?



What is
THIS?!

Beautiful slide...

unnecessary &
ugly background

Cool Trick!

Have you ever inserted an image and wished the background were transparent? Here's how to do it!

1. Open Google Images and search for something

2. Click on "Search Tools"

3. Click on the "Color" menu and change it to "transparent"

4. Click on an image you like

The screenshot shows the Google search interface with 'orange' in the search bar. The 'Search tools' button is highlighted. Below it, the 'Color' menu is set to 'Transparent'. Four images of oranges are displayed in a row. A yellow callout box points to the third image, which is a cartoon-style orange with a green leaf.

Continued on next slide...

Continued on next slide...

Cool Trick!

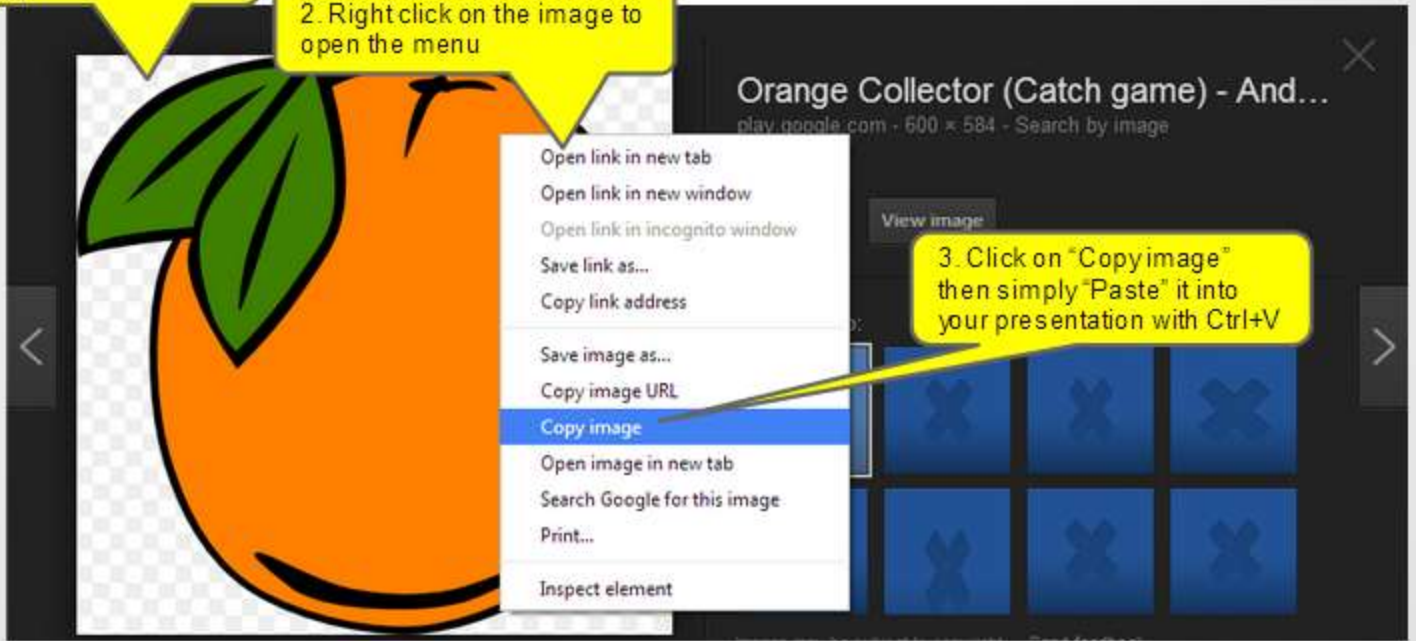
The image will appear at a higher resolution. If you see a checkered background, this image will have a transparent background when you copy/paste it into your Powerpoints and Prezi's

1. The checkered pattern indicates a transparent background

2. Right click on the image to open the menu

- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...
- Copy link address
- Save image as...
- Copy image URL
- Copy image**
- Open image in new tab
- Search Google for this image
- Print...
- Inspect element

3. Click on "Copy image" then simply "Paste" it into your presentation with Ctrl+V



Remove Background Tool:



- Click on the photo
- Click on the Format menu
- Click on the Remove Background button
- Resize the bounding box until the image is in the safe zone
- Click outside of the image to lock it in



Bling: The Easy Way

Adding a built-in theme is an easy way to dress up a slide

Try changing the theme throughout your presentation to prevent it from getting boring

1) Click the "Design" tab

2) Right Click a theme

3) Click "Apply to selected slides"



Shadows, Bevels, Reflections, oh my!

- You can apply a variety of effects to both pictures and text
 - Click on the item you want to apply the effect to
 - Click the “Format” menu
 - Choose a built in option, or customize your look using the options under the Fill, Outline, and Effects menus

Before

Example



After

Example

Example

EXAMPLE

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Before



After



Inserting Useful Shapes

- Click on the “Insert” tab and select “Shapes”
 - Draw a shape and then bling it up with the tools on the “Format” tab



Balancing Form & Function

- Adding a picture in the background can be the most striking way to bring up a slide
 - But it does no good if you can't read the content



Balancing Form & Function



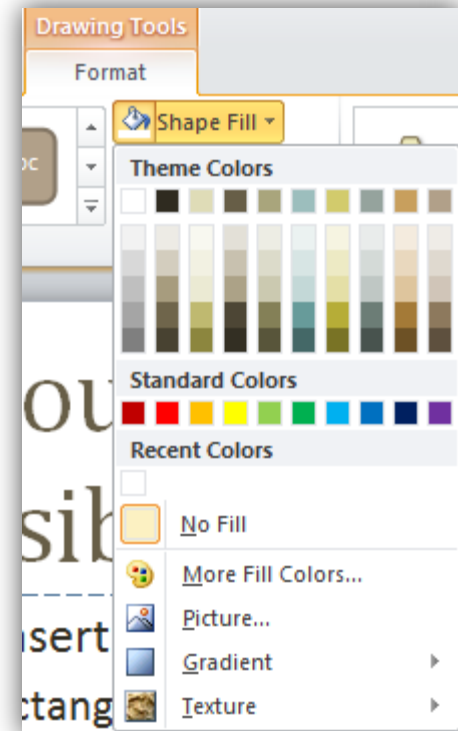
- Adding a picture in the background can be the most striking way to bling up a slide
- But it does no good if you can't read the content

Background Photos: Cropping

- Do a Google Images search to find an image you want, then copy & paste it into PowerPoint
- Resize the image to fill the slide
 - Only use the resize handles in the corners! This will allow you to scale the image while maintaining the aspect ratio to prevent unnecessary distortion
 - If necessary, resize the image beyond the borders of the slide itself to fill the space you want
- Crop the photo to fit the slide:
 - Make sure the photo is selected by clicking on it one time
 - Click the “Format” tab and then click the “Crop” button
 - Adjust the cropping handles down significantly so you can see the transparent “ghost” of the slide behind the image. Then continue adjusting the cropping box until it fits the slide
 - Move the image around so it is centered over the slide. The cropping box will remain in one place as you move the image around
 - If you need to further resize the image, hold the shift key while dragging the handles to scale uniformly and eliminate distortion
 - Click anywhere outside of the picture to lock in your changes

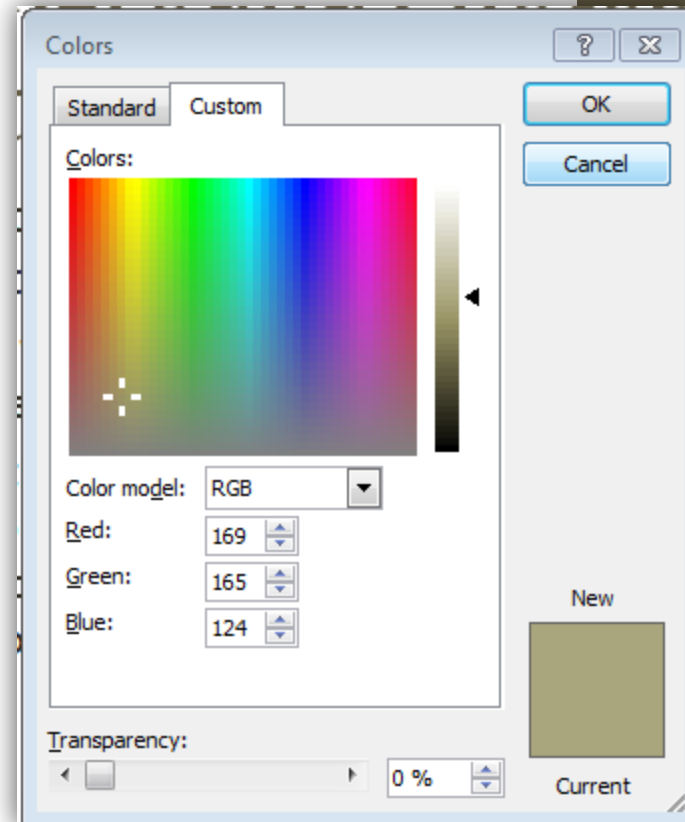
Background Photos: Increasing Text Visibility

- Click the “Insert” tab, then “Shapes”, and select “Rectangle”
 - Draw a rectangle on top of the photo where you want your text to go
 - With the rectangle still selected, click the “Format” tab and adjust the “Shape Fill” color to something that compliments the photo you are using
- Position your text box on top of the rectangle. If the rectangle is on top of the text, right click the text and select “Bring to Front”



Background Photos: Increasing Text Visibility

- Sometimes adding a little transparency to the background rectangle can really spice things up by allowing just a touch of the photo to show through:
 - With the rectangle still selected, click the “Format” tab, then “Shape Fill”, and finally “More Fill Colors”
 - There is a “Transparency” slider at the bottom of the colors dialog box. You should set this to a low number so only a little bit of the photo shows through. Too much transparency will make the text hard to read again



GIANT photos



- ☞ Sometimes the photos you paste from the web come out GIANT
- ☞ Simply hold the CTRL key while rolling the mouse wheel to zoom in and out. Resize the image and use the cropping techniques described in this guide to help you tame the beast



Inserting Sounds

- Don't insert sounds... it's lame.
- If you must, click the "insert" tab, then "audio"



Animations

- Animations can be dynamic if used properly
- Most people overuse them, which is almost as lame as sounds
- If you play a sound while bullet points fly in from off screen... slap yourself. No one does that anymore ;)





Animations

- Click on the item you want to animate to select it
- Click the “Animations” tab, then choose an animation from the menu
- When animating more than one item on a slide, click the “Animations Pane” button to show a list of animated objects. This will allow you to change the order of when things animate, as well as other properties such as when the animation starts (i.e. When you click the mouse, or automatically after the last animated object finishes)

Transitions

A wide-angle photograph of a vast field of white daisies with green foliage. The field stretches towards a horizon line where a bright, hazy sunset or sunrise is taking place. The sky is filled with soft, golden light and some wispy clouds. The overall mood is peaceful and natural.

Transitions between slides are preferable to animations within a slide, but can also be easily overused

*TRY TO MATCH THE
SUBTLETY OF YOUR
TRANSITION WITH THE
SLIDE CONTENT*

