PowerPoint Shortcuts

This document provides a variety of shortcuts for working in PowerPoint 2007.

Using Slides from Other Presentations

To add a slide from an existing presentation to the current presentation,

1. On the Home tab, in the Slides group, click the New Slide button and choose Reuse Slides.

2. The Reuse Slides pane opens up on the right side of the screen. Click the Browse button to browse for the presentation that contains the slide(s) you want to use.

3. Thumbnails of each slide in that presentation will appear. Hover on a slide to see a close-up view. To insert a slide into your current presentation, simply click it. If you
want it to retain its original formatting (as opposed to adopting the format of the current presentation), click **Keep source formatting**.

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**Working with Slide Masters**

Similar to templates, slide masters allow you to make a change just once and apply it to every slide in your presentation, including slides that have yet to be added.

1. It is a good idea to create a slide master before you start to build individual slides, rather than after.
   a. When you create the slide master first, all of the slides that you add to your presentation are based on that slide master.
   b. However, if you create a slide master after you start to build individual slides, some of the items on the slides may not conform to the slide master design.

2. To work with slide masters, go to the **View** tab and choose **Slide Master**.
   a. A shortcut for getting to the Slide Master view is to hold the **Shift** key while clicking the **Normal View** button in the status bar in the lower right corner of the window.
3. What you now see is not the content of the slides, but rather the layout of the slides. The slide thumbnails that appear on the left side of the window are slide masters for each of the different layouts available.

4. Changes made to any of the slide masters will apply to all slides of that layout (both those that are already created as well as any future slides).

5. To close the Slide Master view, click **Close Master View** on the **Slide Master** tab.

Using Multiple Backgrounds

Most of the time, it is a good idea to keep backgrounds consistent. However, there may be times when you want to change the background for a particular slide or group of slides (for example, to indicate a new topic or new presenter).
1. From the **Design** tab, in the **Background** group, click **Background Styles**.

2. **Click Format Background.**

3. Select the desired background. Note the many options for a solid fill, gradient fill, picture or texture fill. **Click Close** when finished. The formatting will be applied to only the current slide. **Do NOT click Apply to All unless you want all slides to be formatted with this background.** Note the **Hide background graphics** option. Checking this option will remove any objects that are part of the slide master.

To apply one of PowerPoint’s built-in themes to a particular slide,

1. **From the Design tab, right-click the desired theme and choose Apply to Selected Slides.**
2. The remaining (unselected) slides will retain their original theme or background.

Decreasing the Size of Presentation Files

The most common cause for large PowerPoint files are graphics. For viewing on a screen, 150 dpi is sufficient. For printing purposes, 220 dpi is recommended.

In addition, images are often cropped in PowerPoint (as opposed to being cropped in a photo editing application, like Photoshop). Cropping in PowerPoint does NOT reduce the size of the image.

To utilize PowerPoint’s compression features,

1. Select an image.

3. Leave the Apply to selected pictures only option unchecked to compress all images. Click the Options button.

4. Make the appropriate selections. Click OK when finished.

Grouping Objects

Shapes, pictures, or other objects can be grouped together, which often allows you to work faster. Grouping allows you to flip, rotate, move, or resize all objects at the same time as though
they were a single object. The attributes of all of the shapes in a group can be changed at one time, for example, by changing the fill color or adding a shadow. However, effects cannot be applied to the group as if they are one object. For example, the shadow effect would apply to all of the objects in the group and not to the outline of the group.

You can select an item within a group and apply an attribute without ungrouping the shapes, or you can create groups within groups to help you build complex drawings.

To group objects,

1. Select the objects. Objects can be selected in multiple ways:
   a. While holding the **Shift** key, click each object.
   b. From the **Home** tab, in the **Editing** group, click **Select**.

   i. To select all of the objects and placeholders on the slide, click **Select All**.
   ii. To select objects that are hidden, stacked, or behind text, click **Select Objects**, and then draw a box over the objects.
   iii. To open the selection pane, where you can select, multiselect, show, hide, or change the order of objects, click **Selection Pane**, and then click the options that you want.

   c. Lasso the objects.

2. From the **Drawing Tools Format** tab, in the **Arrange** group, click **Group**, then **Group**.

3. You can now move, resize, format, etc the group, as desired.

To ungroup objects,

1. Select the group.
2. From the **Drawing Tools Format** tab, in the **Arrange** group, click **Group**, then **Ungroup**.
Nudging Objects

When objects need to be relocated on a slide, we often use the mouse to drag and drop them. However, using the mouse makes it difficult to precisely position an object.

The arrow keys can be used to move objects very small distances.

1. Select the object
2. Each press of the arrow key will move the object one ‘grid unit’ (which is $\frac{1}{12}$ of an inch).

Preview Slide Show Effects

While editing a presentation, hold down the CTRL key while clicking the slide show view button; this will open a tiny preview window showing that slide in slide show mode.

Tips for Running Presentations

1. There are multiple ways to navigate the slides:
   a. Advancing a slide
      i. Click the mouse
      ii. ‘Enter’ on the keyboard
      iii. ‘N’ on the keyboard (for Next)
      iv. The ‘arrow down’ key
      v. The ‘arrow right’ key
      vi. The ‘spacebar’ key
      vii. Right-click and choose Next
b. Returning to the previous slide
   i. ‘P’ on the keyboard (for Previous)
   ii. The ‘arrow up’ key
   iii. The ‘arrow left’ key
   iv. The ‘Backspace’ key
   v. Right-click and choose Previous

c. Navigating to a particular slide
   i. Right-click and choose Go to Slide
   ii. Using the keyboard, type the number of the slide you want to go to and press Enter
   iii. The ‘End’ key takes you to the last slide
   iv. The ‘Home’ key takes you to the first slide

2. Utilize PowerPoint’s highlighting and pen features to emphasize a point.
   a. While presenting, right-click and choose Pointer Options.
      
      ![Pointer Options Menu]

      i. Arrow is the default option.
      ii. Ballpoint Pen allows you to draw with a fine pen.
      iii. Felt Tip Pen allows you to draw with a thicker pen.
      iv. Highlighter allows you to draw with a thick pen.
      v. Ink Color allows you to change the color of your drawing tool.

      1. There are several colors to choose from, including colors that complement your theme.

   b. Press the ‘E’ button on your keyboard to erase your drawings during the presentation.

   c. When you are finished with the presentation, you will have an option to keep or discard your drawings. **Keep** saves the drawings so that they will appear the next time you present the slideshow. **Discard** removes the drawings.
3. To refocus the audience’s attention on you instead of your slide, use the ‘B’ button on the keyboard to turn the screen black. Or use the ‘W’ button on the keyboard to turn the screen white. Press the button again to return to your slide.

Incorporating Sound Files

PowerPoint allows you to insert sound clips into your presentations. To prevent possible problems with links, it is a good idea to copy the sounds into the same folder as your presentation before they are added to the presentation.

To insert sound on a slide,

1. On the Insert tab, in the Media Clips group, click the arrow under Sound.
2. Do one of the following:
   a. Click Sound from File, locate the folder that contains the file, and then double-click the file that you want to add.
   b. Click Sound from Clip Organizer, scroll to find the clip that you want in the Clip Art task pane, and then click it to add it to the slide.
   c. Click Play CD Audio Track to play sound from a CD.
   d. Click Record Sound to use a microphone to record your own sound/narration.
3. Use the features available in the Sound Tools tab to customize your sound options, for example to adjust the volume. This tab is only available when the sound clip is selected.
4. To set additional options, go to the Animations tab and click Custom Animation.
a. From the **Custom Animation pane**, click the arrow next to the sound object and select **Effect Options**.

b. Advanced options can be set from the **Effect**, **Timing**, and **Sound Settings** tabs.