Using Slide Master ~ Themes
- Select the View tab
- In the Master View group, click Slide Master
- Click the first slide in the left pane
- In the Edit Theme group, click Themes
- Select a theme to apply to your presentation
- Close Master View and return to edit slides

Using Slide Master ~ Color & Font
- Select the View tab
- In the Master View group, click Slide Master
- Click the first slide in the left pane
- Click Color under the Edit Theme group
  – Select a desired color choice
- Click Font under the Edit Theme group
  – Select a desired font choice
- Close Master View and return to edit slides

Using Slide Master ~ Placeholder
- Select the View tab
- In the Master View group, click Slide Master
- Click the first slide in the left pane
- Select a placeholder to resize or reposition
  – Example: Footer, Date or Page #
  – Resize: Point to a sizing handle; when pointer becomes a two-headed arrow, drag handle
  – Reposition: Point to a border and when pointer becomes a four-head arrow, drag placeholder to new position
- Close Master View and return to edit slides

Using Slide Master ~ Logo
- Select the View tab
- In the Master View group, click Slide Master
- Click the first slide in the left pane
- Select the Insert tab
- In the Images group, Click the Picture icon
- Select the NIU logo image from the desktop
- Close Master View and return to edit slides
Applying Slide Transitions

- Click the Transitions tab
- In the Transition to This Slide group, click the More down arrow to view all options
- Click desired transition effect to apply
- Review additional options:
  - Transition Sound | Duration | Apply to All
  - Advance Slide
    - On Mouse Click | Automatically After > Enter Time

Adding Multimedia ~ Audio

- Select the slide for animation
- Click the Insert tab
- In the Media group, click Audio tool
- Select Clip Art Audio
  - Clip Art task pane will launch
- Click the desired sound to insert in slide

Tip: Drag sound icon off of slide to hide from view

Adding Multimedia ~ Video

- Select the slide for animation
- Click the Insert tab
- In the Media group, click Video tool
- Select Video from File
- Navigate to Desktop
- Click to select Genius Commercial

Tip: Click movie icon on placeholder to insert clip

Using Multimedia ~ Animation

- Select bullet for animation
- Click the Animations tab
- In the Animation group, click the down arrow to view all options
- Select desired effect or choose Custom Animation to launch task pane
- Click Add Effect button to review more options
Setting up an Automatic Slide Show

- Click the Slide Show tab
- In the Set Up group, click Set Up Slide Show
- Make the following selection:
  - Browsed at a kiosk (full screen)
    - Loop continuously until 'Esc' automatically checked
- Choose other desired options
- Review Tips to ensure a quality presentation

Tip: You can package PowerPoint to a CD

Search Keywords: powerpoint package for cd

Etcetera ~ Using Smart Art

- Select the SmartArt slide
- Highlight the bullet points
- Right-click on the highlighted area
- Click Convert to Smart Art
- Click desired style to convert to that graphic
- Right-click on graphic to review other options
- Click on graphic outline to move or resize

Etcetera ~ Inserting Charts

- Select the Inserting Charts slide
- Click the Insert tab
- Click the Chart tool
- Select a chart type and click OK
- Overwrite default data in the Excel Spreadsheet
- Click the Excel close button to return to slide
- The chart will appear on the slide
- Right-click on chart to review other options
- Click on chart outline to move or resize

Tip: You can copy / paste tables from Excel / Word

Etcetera ~ Inserting Tables

- Select the Inserting Tables slide
- Click the Insert tab
- Click the Table icon in the placeholder area
  - The Insert Table dialog box appears
- Set the number of columns and rows; click OK
  - The table appears in the slide
- Type information into the table's cells
- Use Table Tools on the Ribbon to apply basic formatting

Tip: You can copy / paste tables from Excel / Word