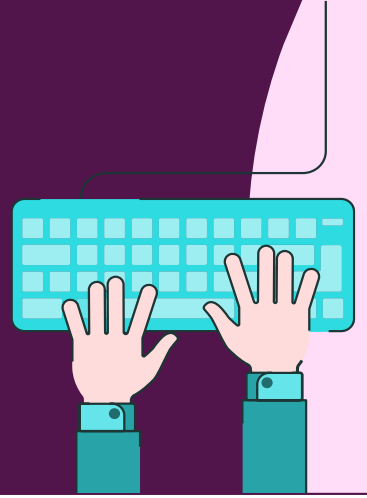
SESSION: Mind-blowing PowerPoint.
No, really!

SPEAKER: Richard Goring

Keyboard shortcuts for Windows

Be a PowerPoint productivity superhero with the top shortcuts that will have you creating amazing slides in seconds.



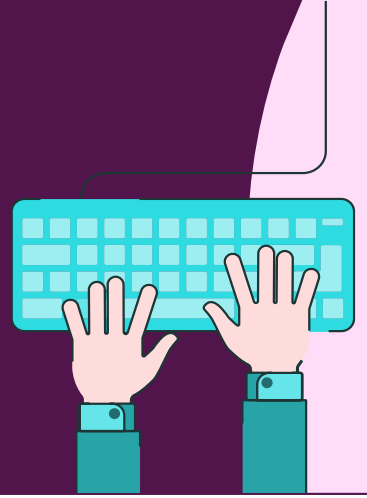
View full list here

Group	Ctrl + G
Ungroup	Ctrl + Shift + G
Decrease/Increase font size	Ctrl + [+]
Change type casing	Shift + F3
Find and replace text	Ctrl + H
Duplicate objects	Ctrl +
Cycle through layers/objects	Tab

Run slideshow	F5
Run slideshow from current slide	Shift + F5
Jump to specific slide (slideshow mode)	Slide number <#> + Enter
Copy style formatting	Ctrl + Shift + C
Paste style formatting	Ctrl + Shift + V
Move on a straight axis	Shift +
Keep aspect when resizing	Shift +

Keyboard shortcuts for Mac

Be a PowerPoint productivity superhero with the top shortcuts that will have you creating amazing slides in seconds.



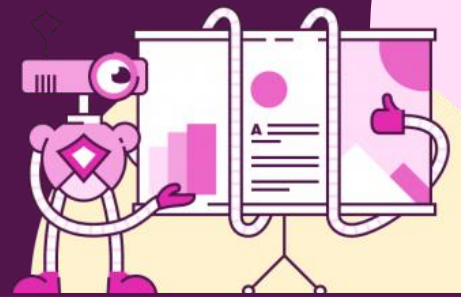
View full list here

Group	Cmd + Option + G
Ungroup	Cmd + Option + Shift + G
Decrease/Increase font size	Cmd + Shift + < + >
Change type casing	Shift + F3
Find and replace text	Cmd + F
Duplicate objects	Ctrl +
Cycle through layers/objects	Tab

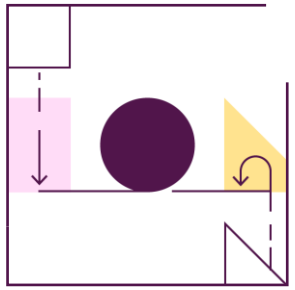
Run slideshow	Cmd + Shift + Enter Return
Run slideshow from current slide	Cmd + Enter Return
Jump to specific slide (slideshow mode)	Slide number <#> + Enter Return
Copy style formatting	Cmd + Shift + C
Paste style formatting	Cmd + Shift + V
Move on a straight axis	Shift +
Keep aspect when resizing	Shift +

BrightSlide

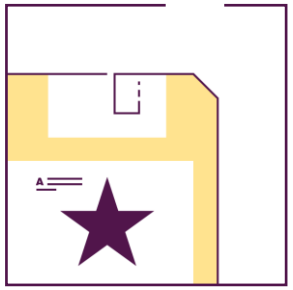
Created by PowerPoint experts the BrightSlide add-in will help you create, polish, and edit presentations at speed. It draws on industry-standard shortcuts to boost your workflow and provides amazing, extra functionality PowerPoint users have only dreamed of. And it's all yours, for free!



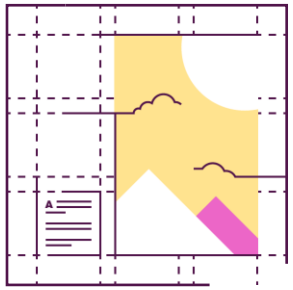
View video tutorial



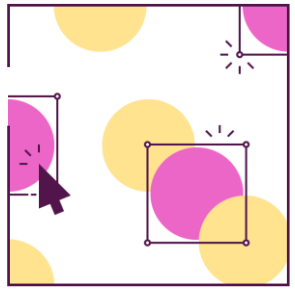
Align with precision



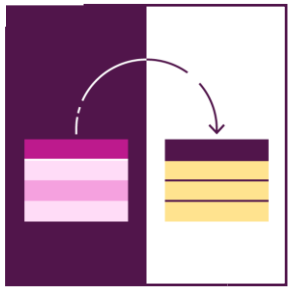
Save animation combinations



Easy custom grids

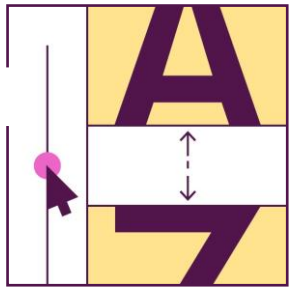


Update slides in seconds

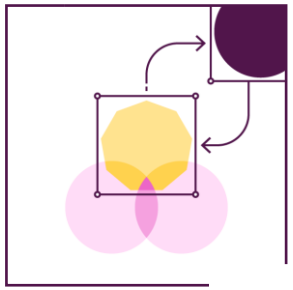


Tidy and tame tables

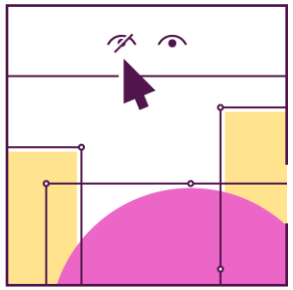
Download here



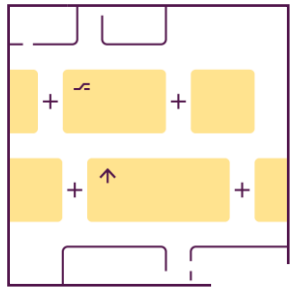
Advanced typography



Swap objects with ease



'So long' to the Selection Pane



Super shortcuts

We developed BrightSlide as the ultimate productivity add-in to tackle the pitfalls of PowerPoint. And, because we love the presentation community almost as much as we love PowerPoint, we are sharing BrightSlide with you for free!

Useful PowerPoint add-ins

There are many different add-ins you can use to improve or extend PowerPoint's capabilities, from sources of content, to design studio tools, to being able to do more than ever before with full enterprise solutions. Some of the add-ins you may find helpful are below. Click on each image to learn more.

Noun Project
thenounproject.com

Pexels
pexels.com

Picket
picket.com

Adobe Stock
stock.adobe.com

BrightSlide
brightcarbon.com

Thor's Hammer
pptools.com

Tabler
pptalchemy.co.uk

Build-a-Graphic
build-a-graphic.com

BrandIn
brightcarbon.com

PresentationPoint
presentationpoint.com

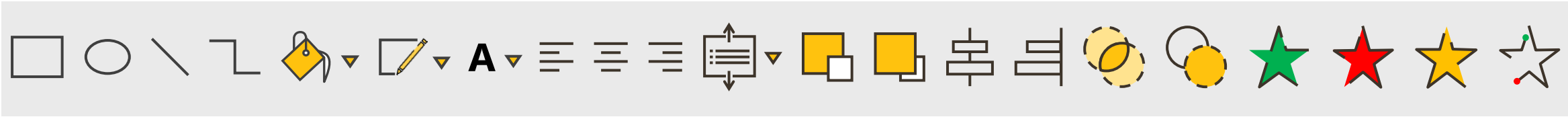
Shufflrr
shufflrr.com

Lucidchart
lucidchart.com

Quick Access Toolbar

Add shortcuts to your Quick Access Toolbar to access the things you use more quickly.

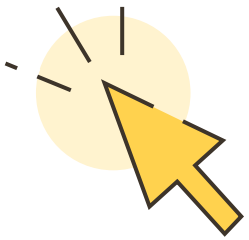
View video tutorial



Add to Quick Access Toolbar
File > Options > Quick Access Toolbar

or

Right-click on anything in the menus to add to the Quick Access Toolbar

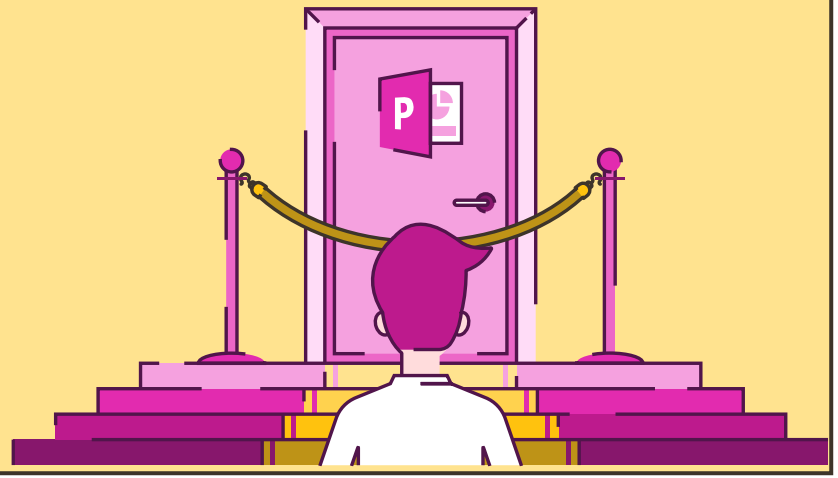


Download BrightCarbon's most used PowerPoint functions in our own customized toolbar
www.brightcarbon.com

Search:
Quick Access Toolbar

or

Click this box



Transforming bullet points | spilt content

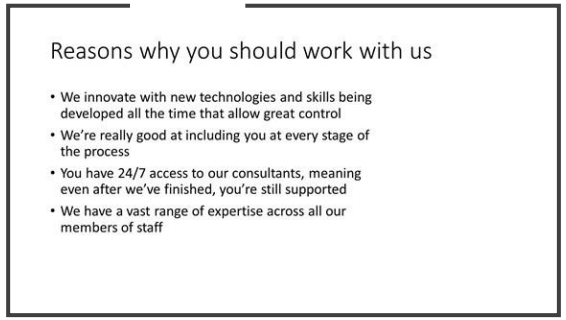
If you can't change content on a bullet point slide, then there are many ways to create a design that is both more attractive and easier for your audience to follow.

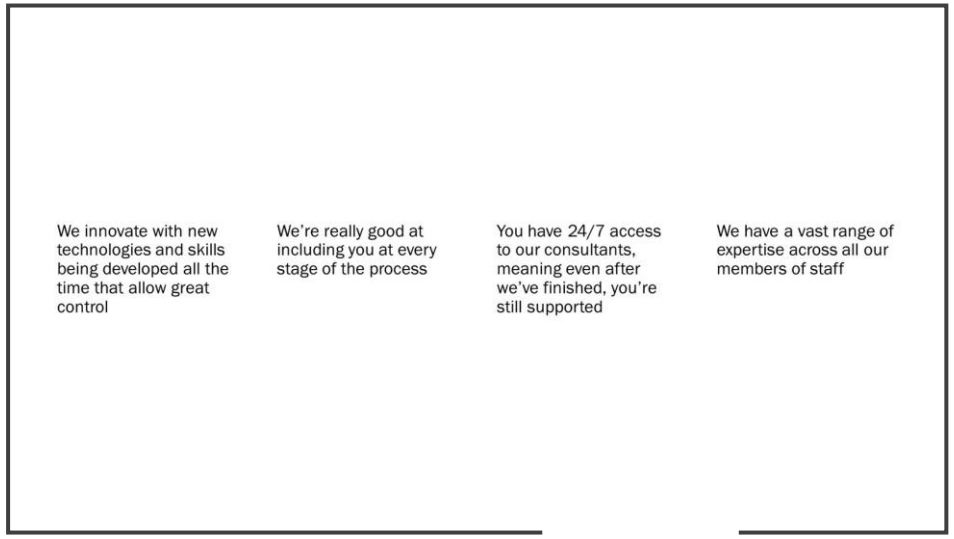
Long line lengths and large, cramped blocks of text are difficult to read and generally look unappealing and naff*.

Splitting the bullet points into separate text boxes gives you much greater freedom to control line length and position them anywhere on the slide.

You can do this easily using the free BrightSlide add-in
BrightSlide> Selection & Object > Split Text

Use the alignment tools to ensure everything is nealtly aligned and spaced
Home > Arrange > Align





*British term that means **STOP DOING IT!**

Transforming bullet points | content separators

If you can't change content on a bullet point slide, then there are many ways to create a design that is both more attractive and easier for your audience to follow.

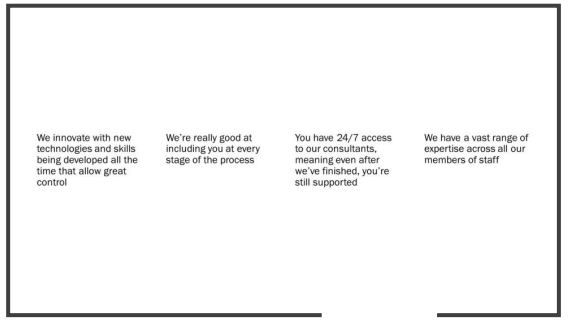
A nice way to ensure clear differentiation between points is to use content separators.

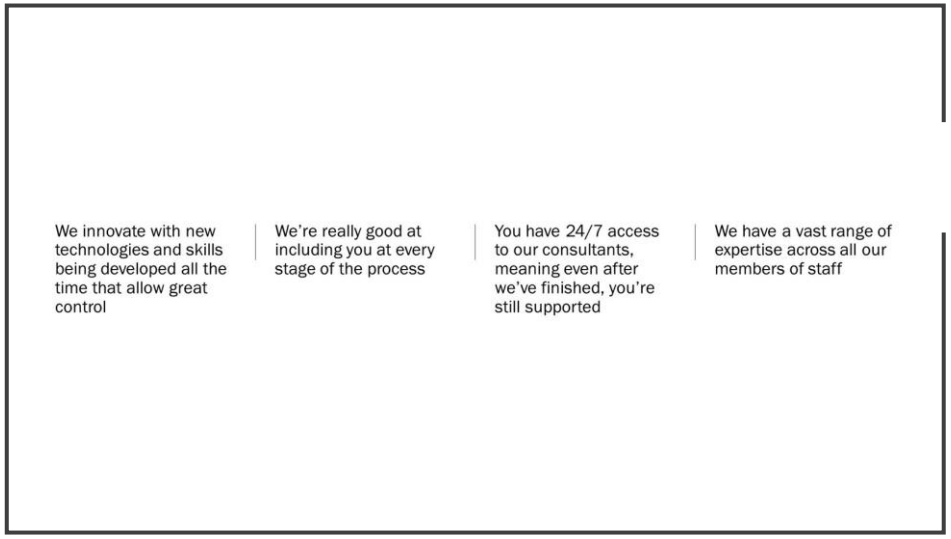
Simple lines work nicely. You can make them long, short, thick thin, dark or colourful.

Ensure that they are straight (use the **Shift** key when drawing the line).

And copy drag the lines using **Ctrl + Shift** to quickly create new separators that are all lined up.

Also use the Distribution tools to ensure they are evenly spaced.
Home > Arrange > Align





Transforming bullet points | text hierarchy

If you can't change content on a bullet point slide, then there are many ways to create a design that is both more attractive and easier for your audience to follow.

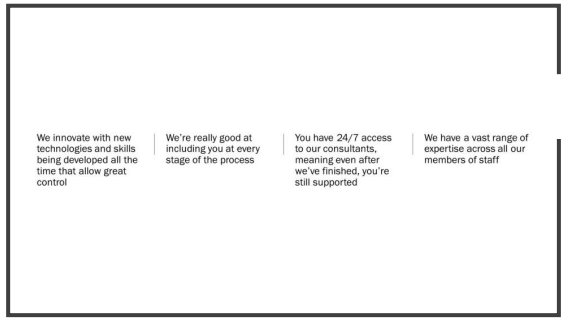
Too much text in a presentation isn't a great idea (documents are different), so can you help people scan through the main idea without having to hunt through loads of text?

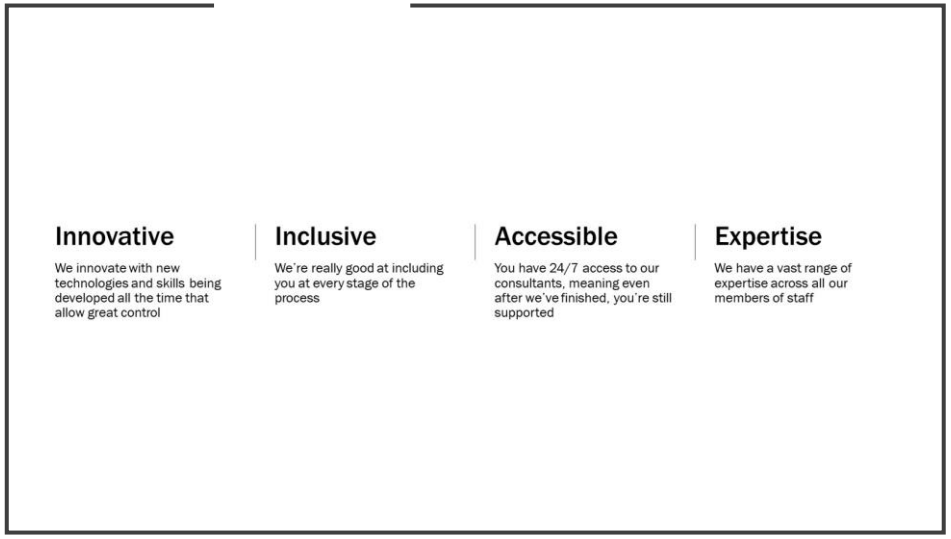
One approach is to use text hierarchy, with larger, more prominent text for a few words.

And then much smaller, less prominent text for the detailed content.

Always try to use fonts at least two font size stops apart for clear differentiation.

You could also consider using different fonts, different weights, and different colours.





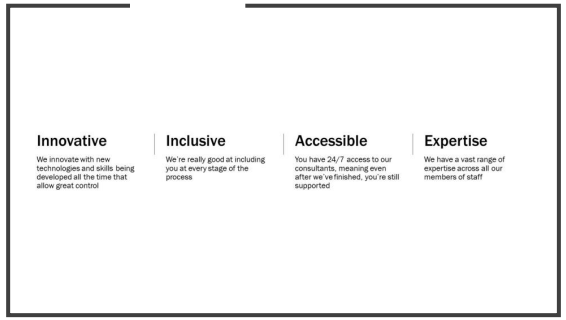
Transforming bullet points | iconography

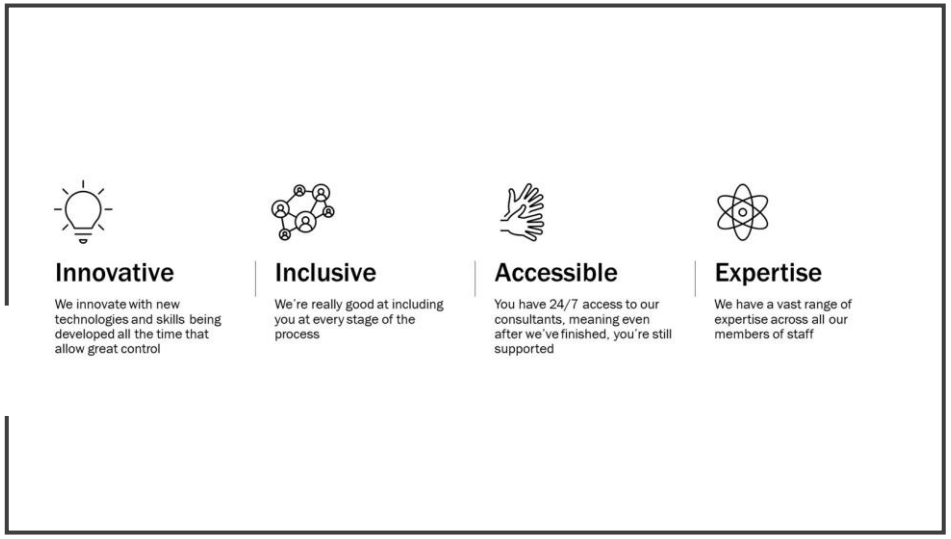
If you can't change content on a bullet point slide, then there are many ways to create a design that is both more attractive and easier for your audience to follow.

Iconography can be a great way to support key messages and ideas, helping your audience more easily understand and connect with the content. They can also be useful to anchor the points more clearly.

Icons can be found in many different places, including directly in Office 365.
Insert > Icons

Ensure that icons are consistent – the same family style, similar detail level, and appropriately sized.





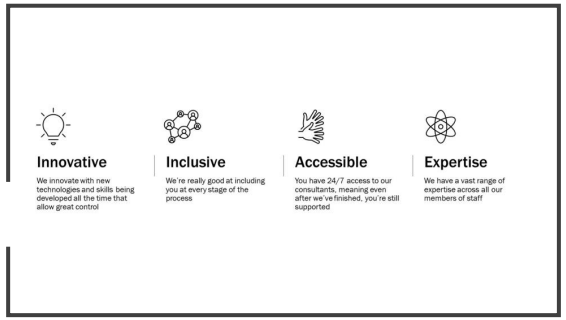
Transforming bullet points | block colours

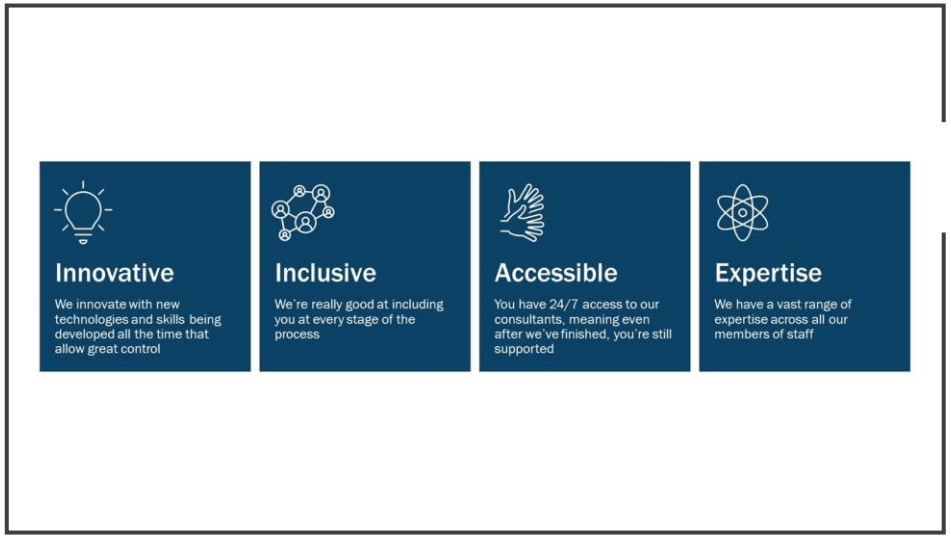
If you can't change content on a bullet point slide, then there are many ways to create a design that is both more attractive and easier for your audience to follow.

Using large blocks of colour can help anchor your content and make it stand out. It transforms the slide away from a feeling of traditional bullet point content.

Allow a sufficient margin around your content to avoid things feeling cramped.

Ensure that there is good contrast between the colour block and the content so that everything can be clearly seen, and check your final presentation medium too – projector, screen, print – as it may appear different to your laptop.





Transforming bullet points | reducing text

If you can't change content on a bullet point slide, then there are many ways to create a design that is both more attractive and easier for your audience to follow.

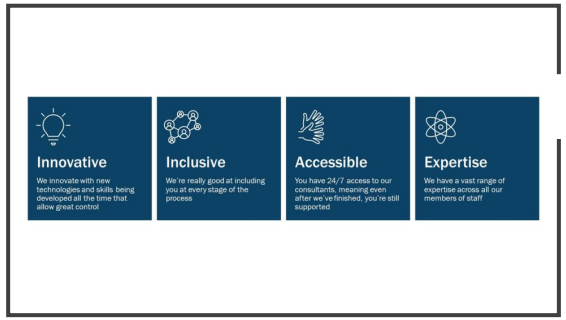
We should have done this immediately, but do you really need all that text? Can you put it into the speaker notes and just use the key points instead?

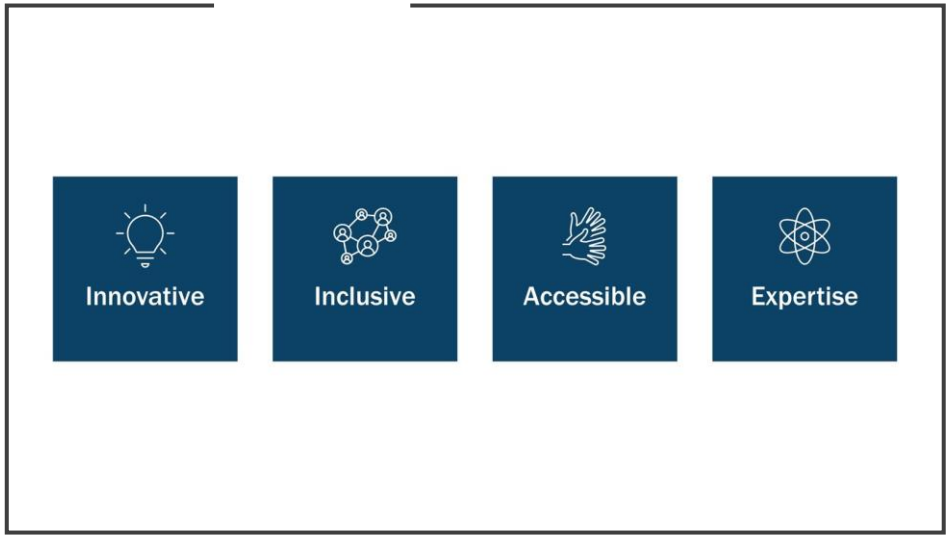
Cut down text to ideally 2-3 words per point.

You may be able to make the font size larger.

Perhaps centre align the text and icon in the colour block
Home > Arrange > Align

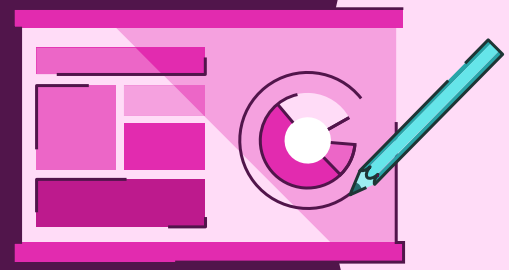
This looks much cleaner and has fewer distractions for the audience.





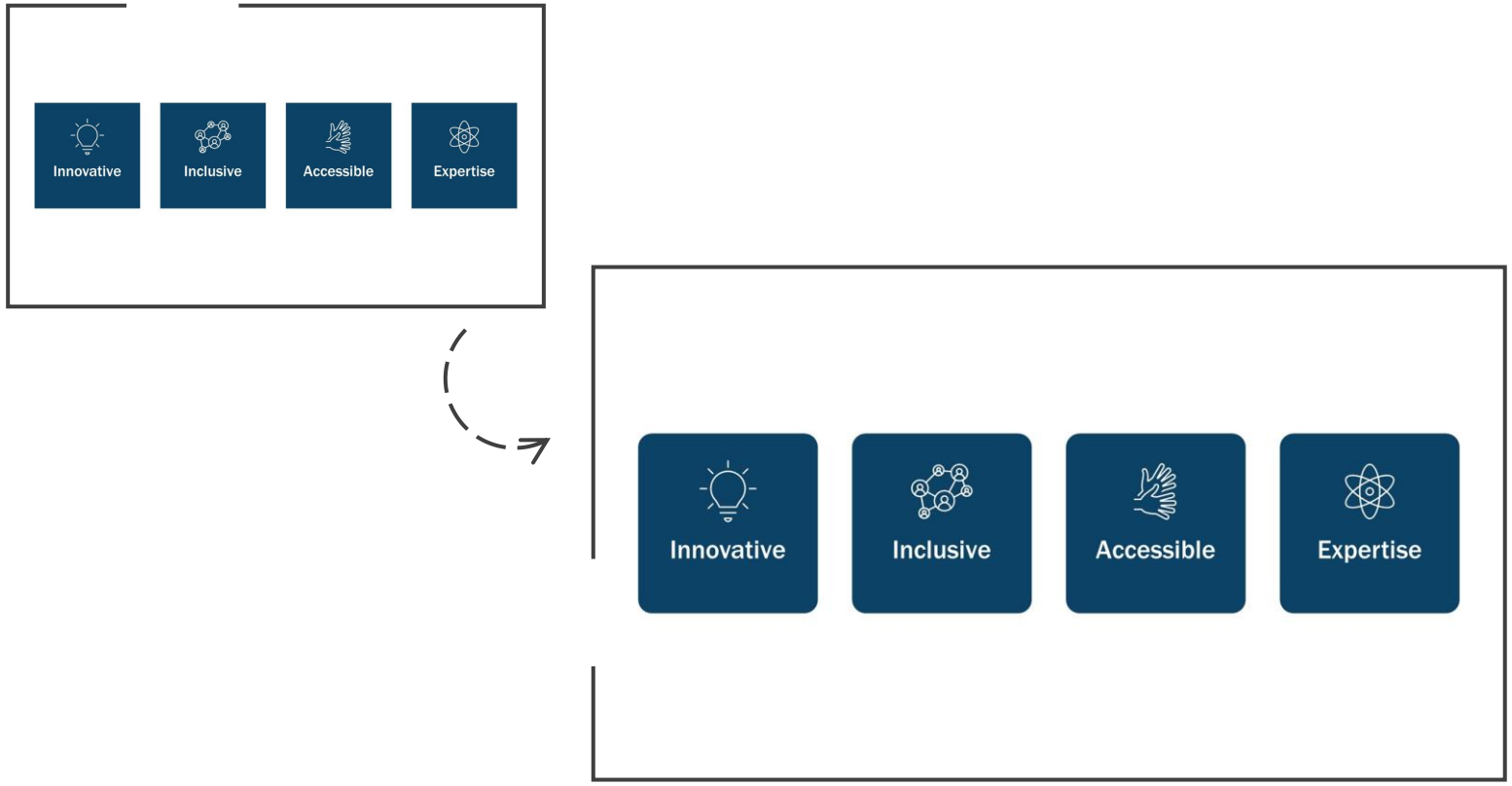
Transforming bullet points | changing shape

If you can't change content on a bullet point slide, then there are many ways to create a design that is both more attractive and easier for your audience to follow.



You could use different shapes to hold your content. Rounded rectangles, circles, parallelograms, or custom shapes can all work well, if they match your brand and other elements in your design.
Shape Format Edit > Edit Shape > Change Shape

Many shapes can be altered using the yellow adjustment handles. The free BrightSlide add-in has an adjustment painter that allows you to copy/paste the same adjustment position across multiple shapes.
BrightSlide > Format > Adjustment Painter



Transforming bullet points | gradient fills

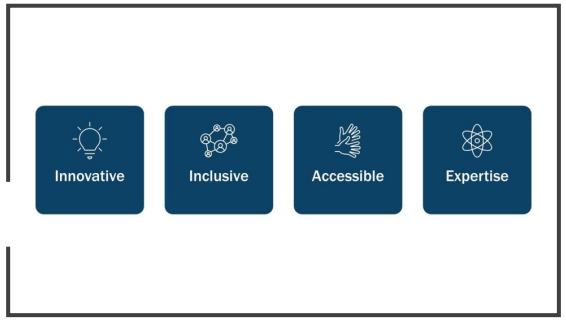
If you can't change content on a bullet point slide, then there are many ways to create a design that is both more attractive and easier for your audience to follow.

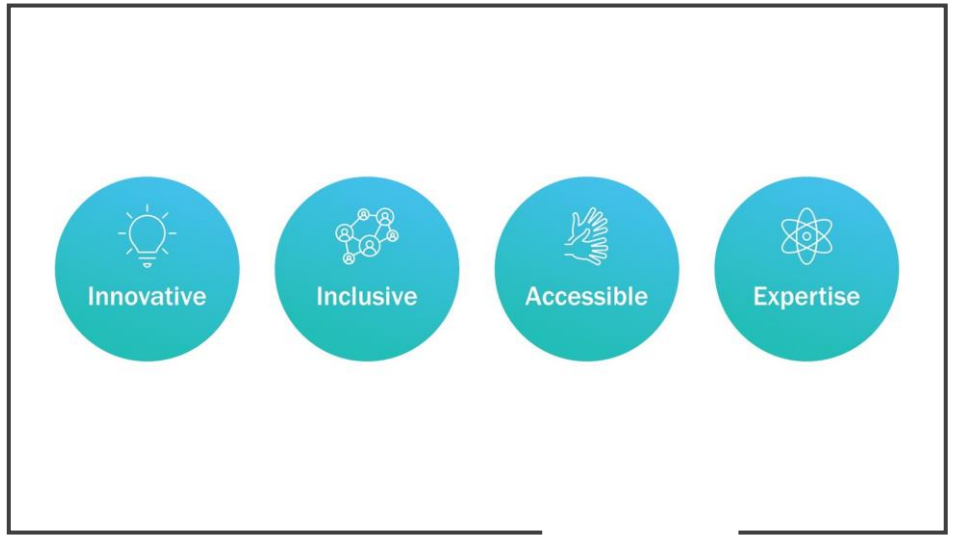
If your brand doesn't support large blocks of solid colour, then gradient fills can help blend things together a little better, but also add a richness and depth to the slide.

Standard gradients provided by PowerPoint can be a little plain, but are quick to apply.
Shape Format > Shape Fill > Gradient

Consider altering the gradient to use some of the more advanced options.
Right-click > Format Shape > Fill > Gradient Fill > Preset Gradients

Or create custom gradients using different colours, types, and angles. Even transparency for part or all of the gradient.





Transforming bullet points | gradient flood

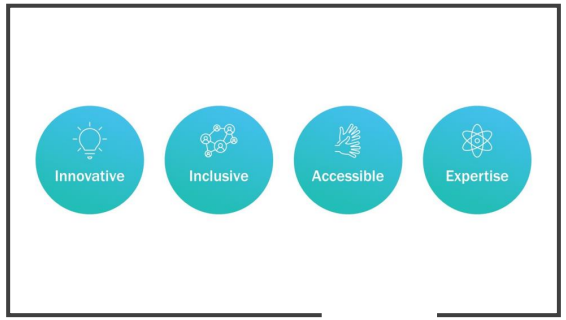
If you can’t change content on a bullet point slide, then there are many ways to create a design that is both more attractive and easier for your audience to follow.

If your brand support it, large, bold, full slide gradient floods look dramatic.

Invert the colour scheme, with a large gradient flood fill of the slide and contrasting flat content blocks.

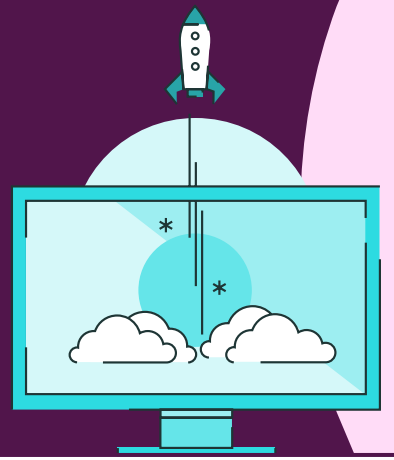
Also ensure that the content in the content blocks is clear with sufficient contrast.

You can get the content to match the gradient of the background, but it’s fiddly and the best approaches (using Merge Shape cut outs) often mean it’s harder to edit slides. Be careful not to go too far, as too many gradients will likely look garish.



Transforming bullet points | seamless transitions

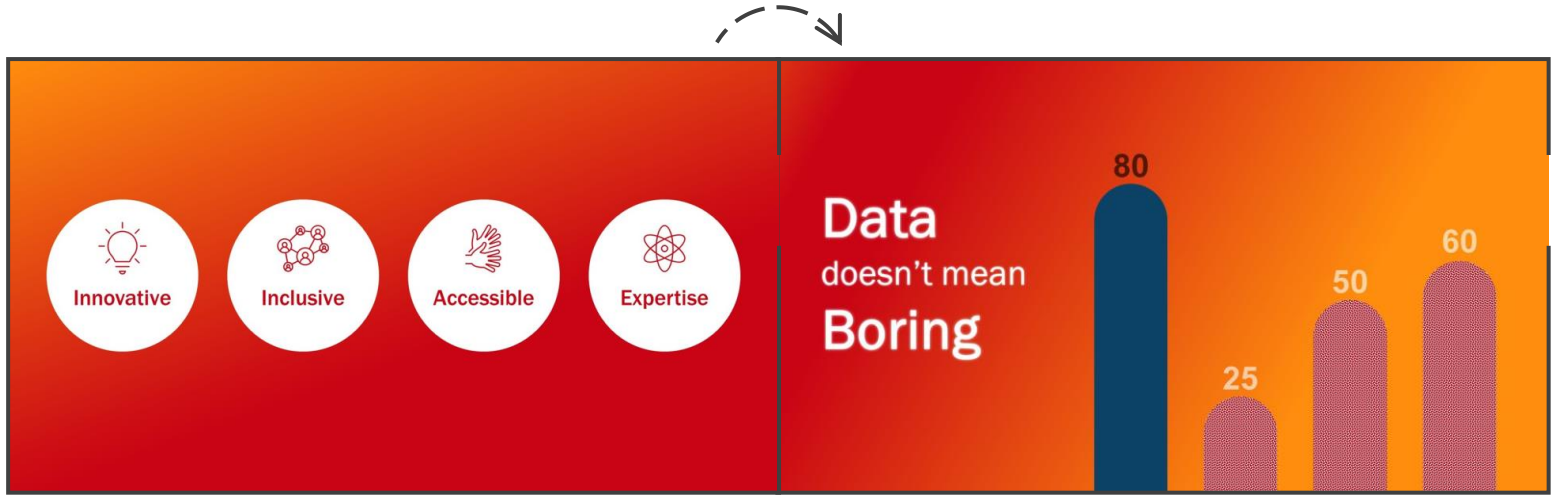
If you can’t change content on a bullet point slide, then there are many ways to create a design that is both more attractive and easier for your audience to follow.



If you use full bleed gradients, you could consider creating a canvas-style presentation, by altering the gradient on subsequent slides so that they match up. For example, make the right-hand edge of one gradient matches the left-hand edge of the next slide’s gradient.

Then apply a Push (From Right) transition to the slide, to make it appear that you’re panning across a large canvas of content. **Transitions > Push > Effect Options > From Right**

You could also do the same with flood fill background images mixed with colour blocks.



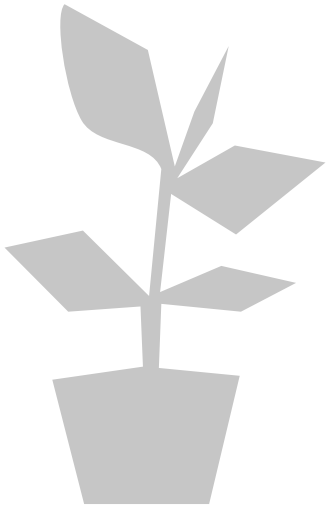
Freeform shapes

Create custom shapes and edit existing shapes using the Freeform shape tool and Edit Points.

View video tutorial

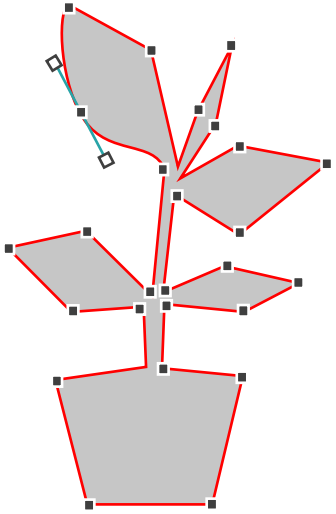
Insert > Shapes > Lines > Freeform Shape Tool

Use the Freeform Shape Tool to draw any object. Click near the start or double click anywhere to finish drawing.



Right-click Shape > Select Edit Points

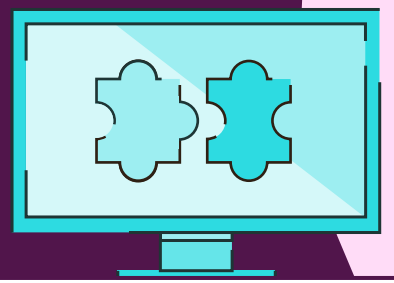
Move any black edit points to alter the shape. Create new points by left clicking on the red outline. Remove points by holding the Ctrl key and left clicking on the point to be deleted.



Customise further by clicking on any black edit point to reveal the Bézier vector handles. Right-click the black edit point to choose smooth, straight, or corner point. Move the white box edges of the Bézier to change the point shape or curve.

Merge shapes tools

Add the Merge Shapes tools to your toolbar to create custom icons and graphics by merging and cutting out shapes.



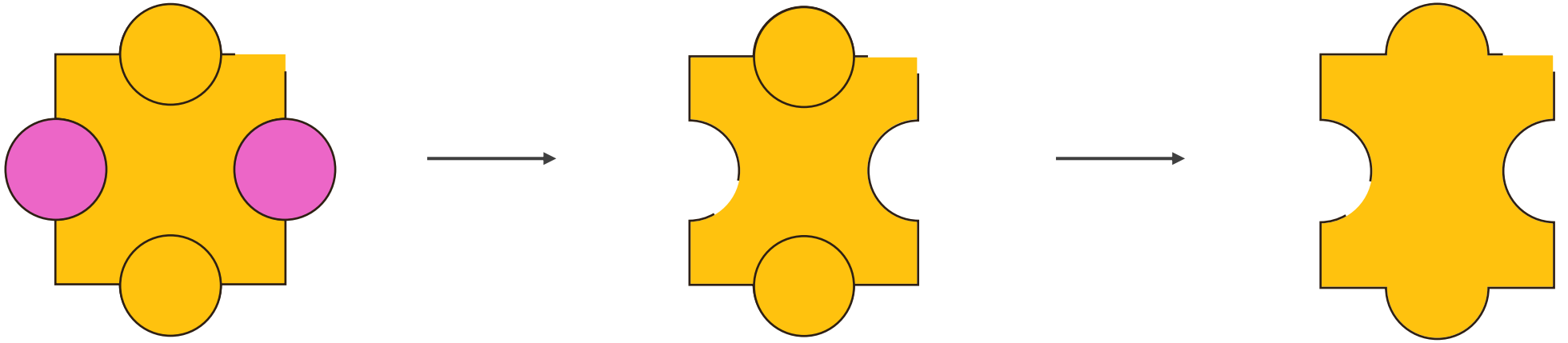
View video tutorial

Insert > Shapes

Arrange the shapes in the correct positions then select two of them.

Shape Subtract

Shape Union



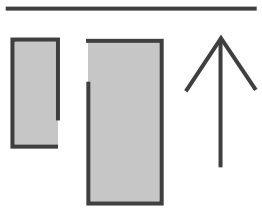
The Merge Shapes tools are only available through the Quick Access Toolbar in PowerPoint 2010. They're in the Format tab in PowerPoint 2013, 2016, 2019, and Office 365

Alignment & distribution

Use alignment and distribution tools to easily center and equally space your objects.

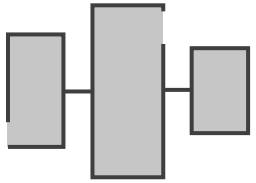
View video tutorial

Home > Arrange > Align



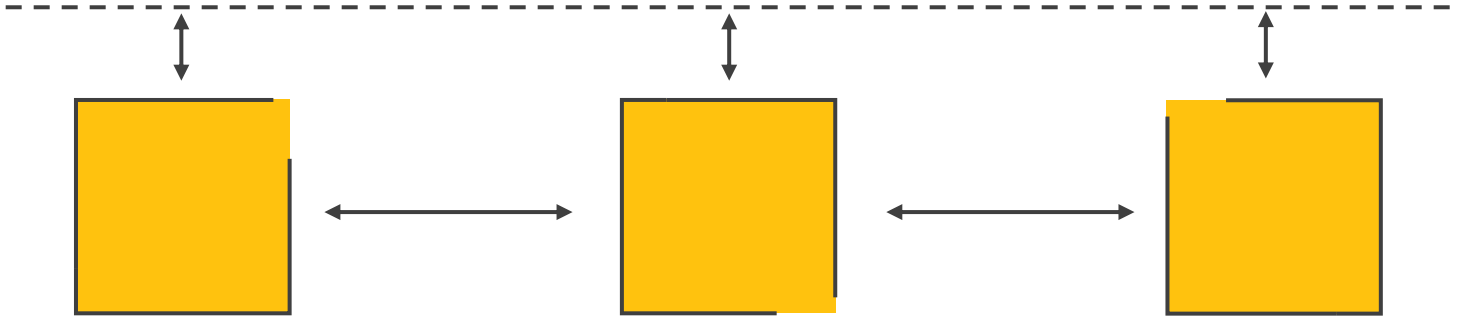
Align objects top

The alignment tools allow you to line up objects relative to each other along the top, middle, bottom, left, right, or center of a set of shapes.



Distribute horizontally

The distribute tools allow you to evenly space a set of shapes horizontally or vertically.



PowerPoint icons

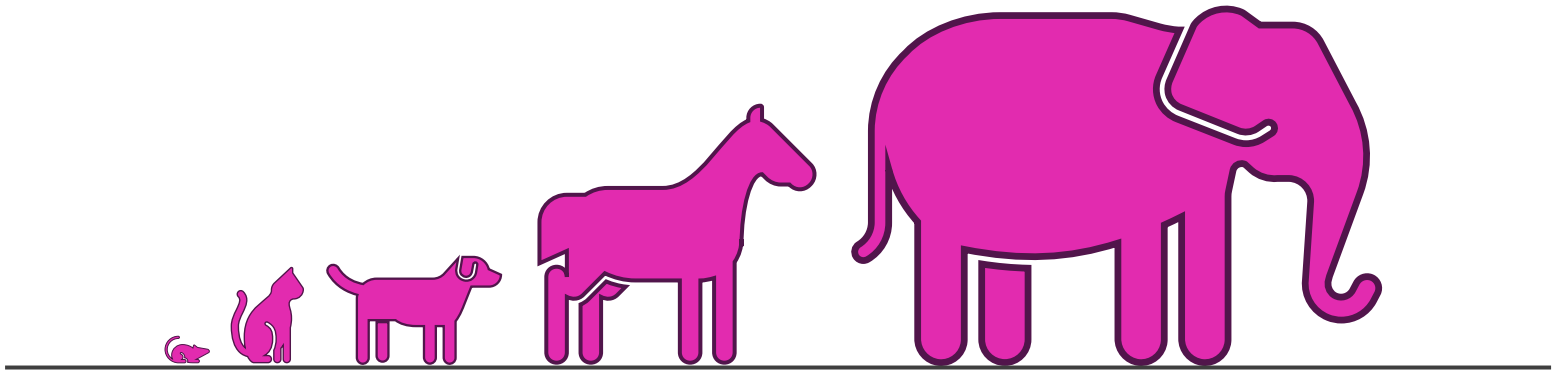
Add icons to your slide directly from PowerPoint, with scalable, vector graphics that you can resize and recolour easily.

View video tutorial

Insert > Icons

Find a range of icons, all from within PowerPoint in Office 365. These icons are all scalable, so you can resize them with no loss of quality. They can also be recoloured in PowerPoint, just like any other shape.

More free icons are available from these websites. Sites at the top are completely free and open, while those at the bottom require attribution for the icon source. Click on any of the logos to check out the site.



Illustrio
illustrio.com

Endless Icons
endlessicons.com

Material Design
material.io/tools/icons

The Noun Project
thenounproject.com

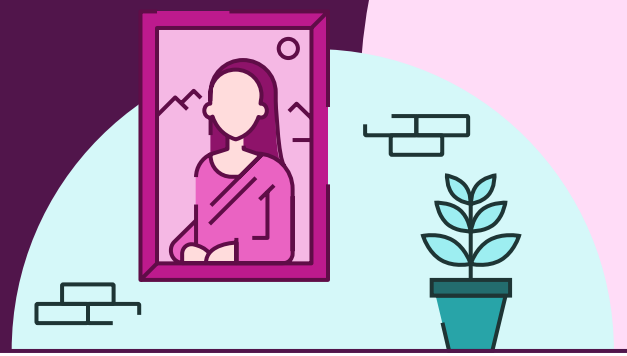
Orion Icon Library
orioniconlibrary.com

Flat Icon
flaticon.com

Icons8
icons8.com

Photography

Use images in your presentation to convey your messages in a way that is compelling, clear, and persuasive, as well as looking slicker and more professional. All these sites give you free access to beautiful images that you can use in any presentation.



Pexels
pexels.com

Pixabay
pixabay.com

Life of Pix
lifeofpix.com

Unsplash
unsplash.com

StockSnap.io
stocksnap.io

Reshot
reshot.com

Every Pixel
everypixel.com

Burst
burst.shopify.com

Gratisography
gratisography.com

These sites also offer free videos

Image cropping

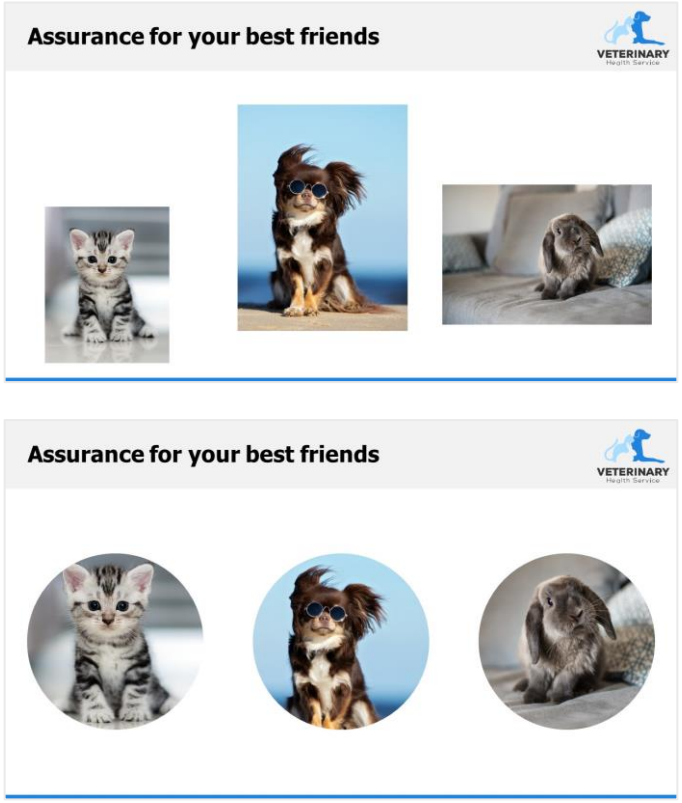
Cropping a photo can completely change the focus of the image and the effect that it can have on your slide.

View video tutorial

Select your image and crop into a circle
Format > Crop > Crop to Shape

To create a more accurate circle, use the 1:1 aspect ratio tool
Format > Crop > Aspect Ratio

Use the crop tool, and hold the shift key whilst resizing your image to fill the shape accordingly
Format > Crop

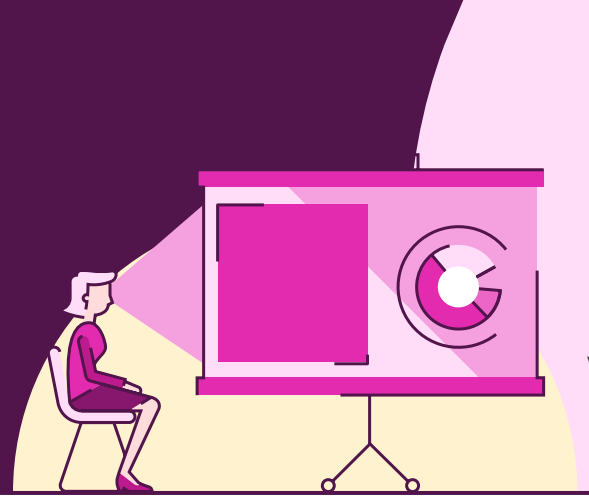


Repeat this step across the remaining images

Use the distribution tool to align your images accurately
Format > Align

Overcrop to create full bleed image

Make your slides more eye-catching with the use of full bleed images that you control – not just filling the background.



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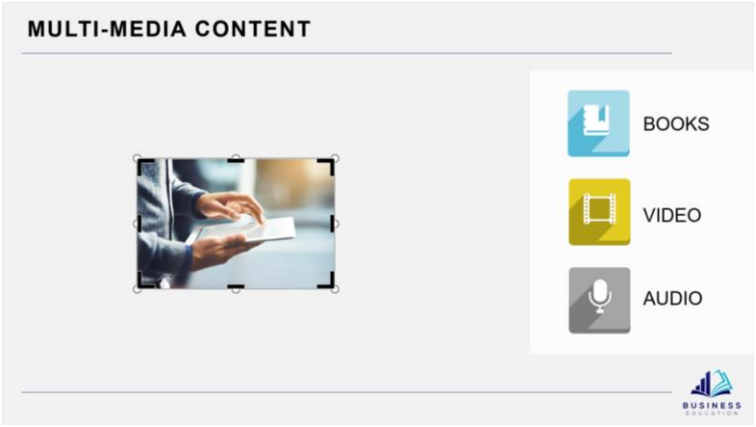
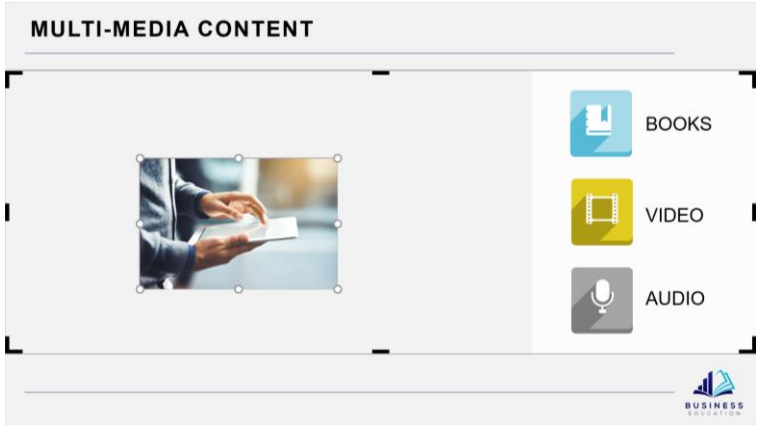


Select the image, and choose Crop to reveal black cropping grab handles.

Format > Crop



Use the black crop grab handles to drag the crop area to the edge of the slide, or new larger image limits.

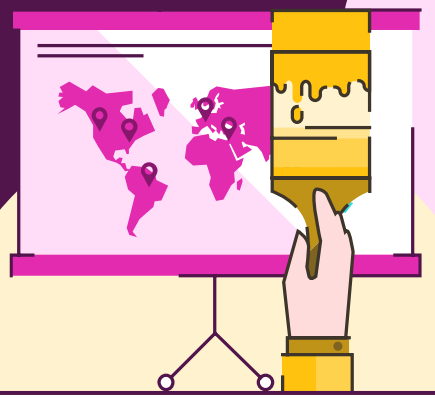
Enlarge black handles

Use the white size grab handles to make the image larger so that it fills the crop area completely.

Format > Crop > Enlarge white handles

Highlighting content

Banish the drudgery of content-heavy, detailed slides by using this technique to focus attention on what's important and bring your stories to life. Use highlighting to help your audience understand the key ideas and remember them.



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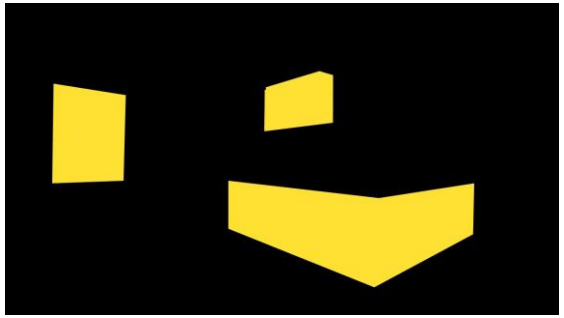
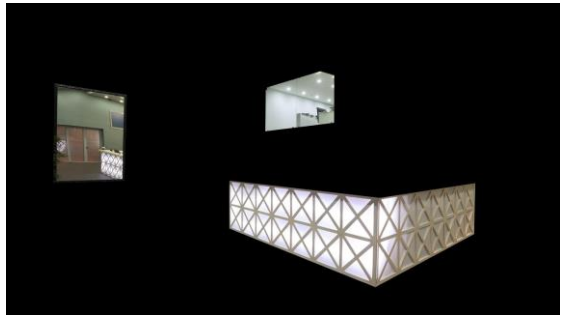
Use the Freeform Shape Tool to draw around parts to highlight. Click to start, release the mouse button, move to the next point and click to continue. Click on start point to finish.

Home > Shapes > Lines > Freeform



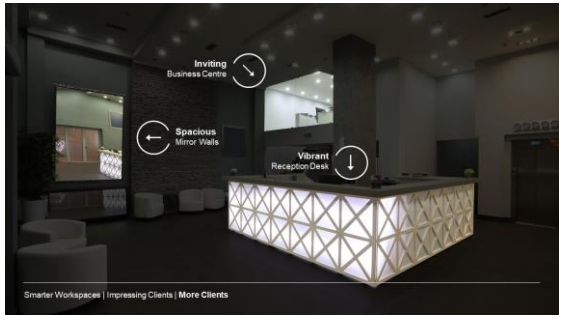
Create full slide black box and send back using the layer tools, to reveal the freeform shapes.

Home > Arrange > Send Backward



Select the black box, then shift click the highlight shapes and use the Merge Shapes Subtract tool to cut out the highlights.

Format > Merge Shapes > Subtract



Make black box semi-transparent (30%) and add labels to highlighted areas.

Right-click on shape > Format Shape > Fill > Transparency

Capturing attention

Want to make an impact? Learn how to capture attention in PowerPoint, transforming your slides from dull and boring walls of text, into beautiful and impactful visual slides that capture your audience's attention and leave them thinking about what's most important in your story.

View video tutorial

Copy the image (Ctrl + C) to build up multiple layers. Then make the initial image grayscale so that the highlight later stands out.

Format > Color > Grayscale

Paste a new image (Ctrl + V) and align with the original. Then apply a greyscale recolor and blur using Artistic Effects to create contrast.

Format > Artistic Effects > Blur

Paste a new image. Use the Freeform Shape Tool to draw around parts to highlight. Click to start, release the mouse button, move to the next point and click to continue. Click on start point to finish.

Home > Shapes > Lines > Freeform

Select the color image, then shift click the highlight shape and use the Merge Shapes Intersect tool to cut out the highlight on the color image.

Format > Merge Shapes > Intersect

Morph magic

Morph is a stunning way to seamlessly transition between slides, but also to create motion, emphasis and tell stories. Note that it only works with Office 365 or PowerPoint 2019. Earlier versions of PowerPoint will simply use a Fade transition.

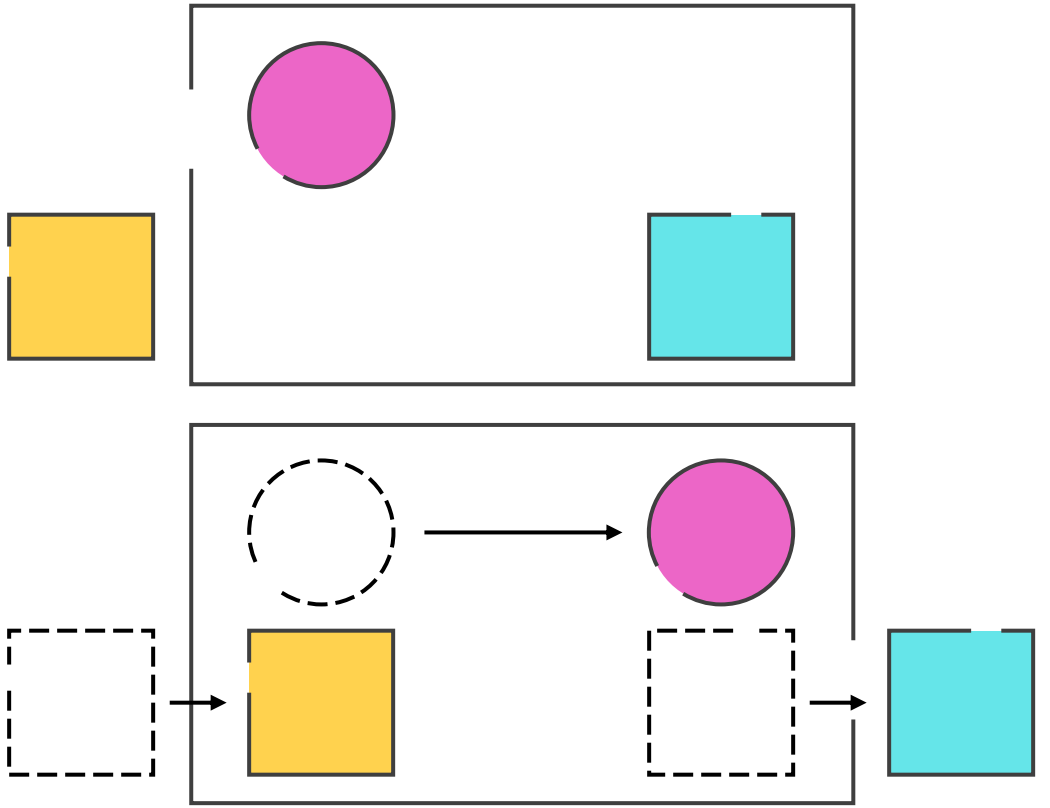
View video tutorial

Transitions > Morph

Morph recognizes objects across slides and will seamlessly move, resize, recolour, and rotate objects. You can use this to change content on your slide. Objects have to be on both slides to create any change using morph, otherwise, the transition appears like a fade.

Introduce objects by having them off the edge of the first slide canvass and on the second slide, or remove them by having them on the first slide and off the edge of the second slide canvass.

Give the effect of moving around a more complex diagram with content moving off and onto the slide, by creating a diagram that only partly fits on the slide canvass. On the second slide, move the diagram so that a different part is on the slide canvass, and morph will pan around the diagram. Zoom into particular elements by making the diagram larger on the second slide.



Morph magnify

Morph isn't just for transitioning between slides, it can be used for interesting effects to tell stories, such as creating a magnifying lens to highlight content. Note that it only works with Office 365 or PowerPoint 2019. Earlier versions of PowerPoint will simply use a Fade transition.

View video tutorial

Transitions > Morph

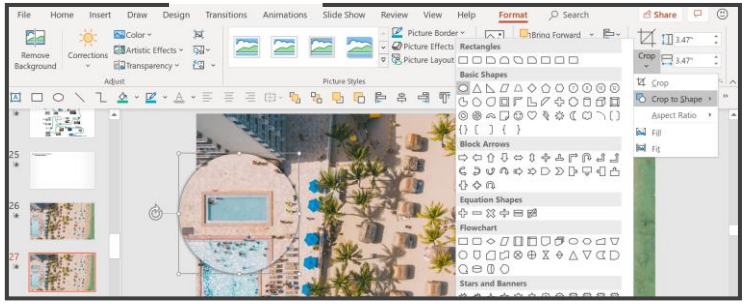
Insert an image on the slide, copy, paste, and align the new image on top of the original.

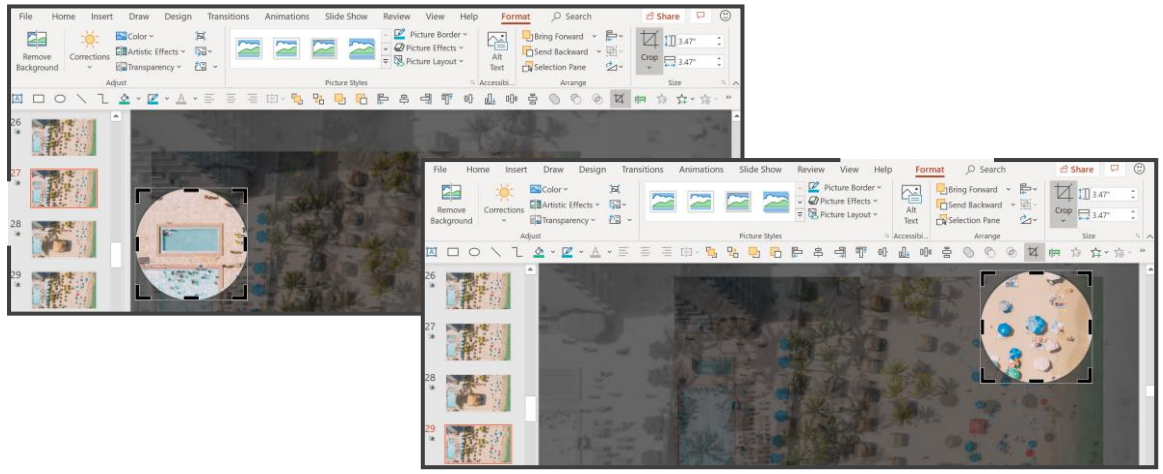
Crop the top image to a rough square focusing on a specific area, set the **Crop to Shape** (Oval), and set the **Aspect Ratio** to 1:1 (**Picture Tools Format > Crop**).

Add a shadow or outline to the new cropped circle image and make it larger (use **Shift** and **Ctrl** to expand in proportion and the correct position).

Duplicate the slide (Ctrl + D) and on the new slide, move the circle image to a different position.

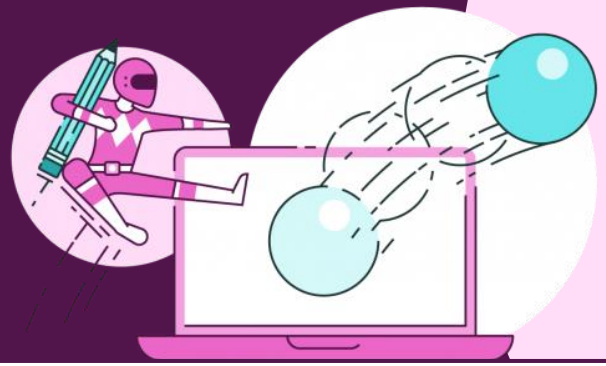
Select **Crop** on the circle image, but now move the image within the circle placeholder, so that it matches the image behind in the new position.





Morph | Dynamic photography

Morph allows you to create some amazing effects for beautiful, impressive, and professional slides. Especially when you consider niche techniques.



View video tutorial

With morph you can create interesting and dynamic photography effects. The trick is to morph between two different crops of the same photo

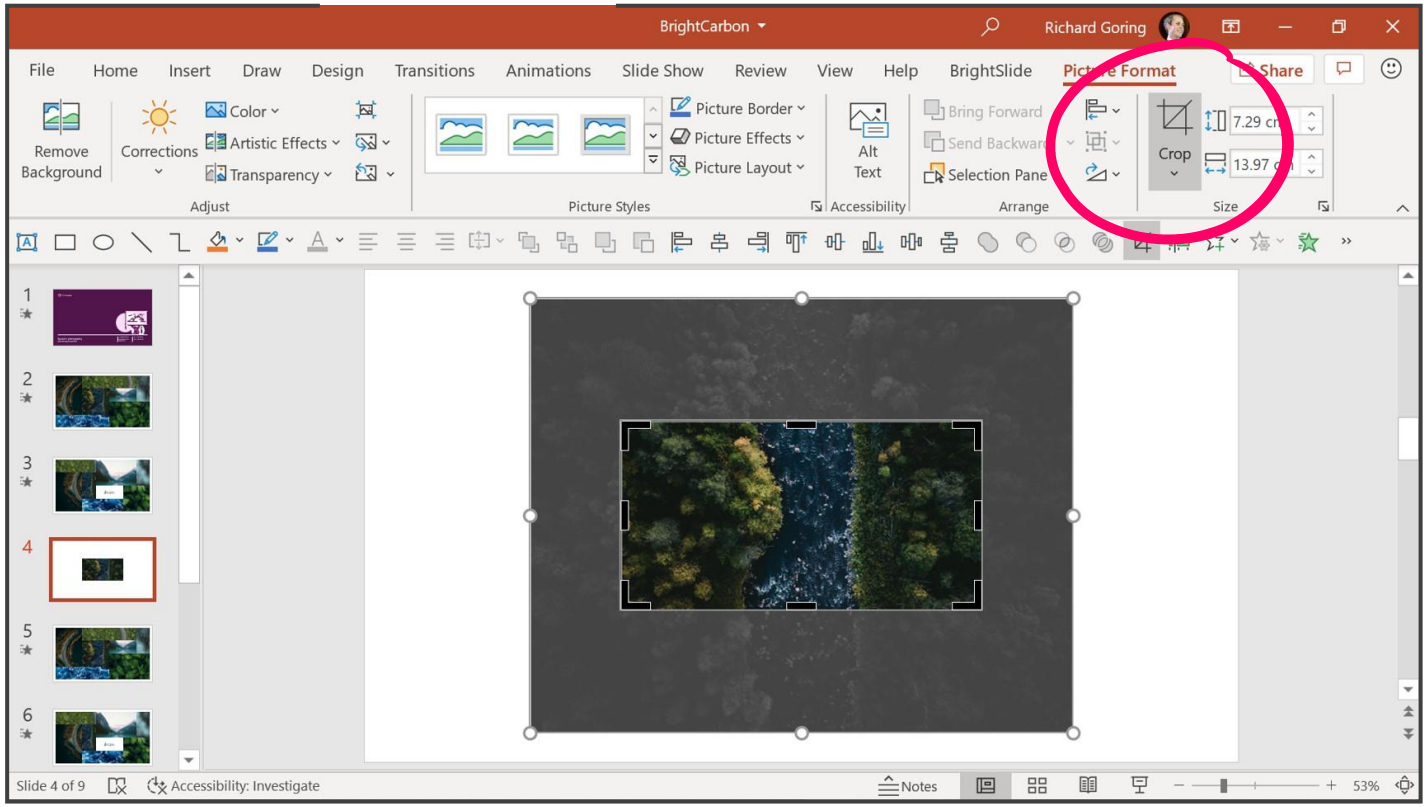
Picture Format > Crop

Crop an image to focus on a particular part of it.

Duplicate the slide (Ctrl + D) and crop the image on the second slide in a different way. Either a different focus, or different magnification, or both.

Transitions > Morph

Apply the morph transition to the second slide and see how the image changes seamlessly. Create even more interesting effects with several images all changing their crop focus at the same time.



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