



This is “Microsoft PowerPoint Techniques”, chapter 14 from the book [Designing Business Information Systems: Apps, Websites, and More \(index.html\)](#) (v. 1.0).

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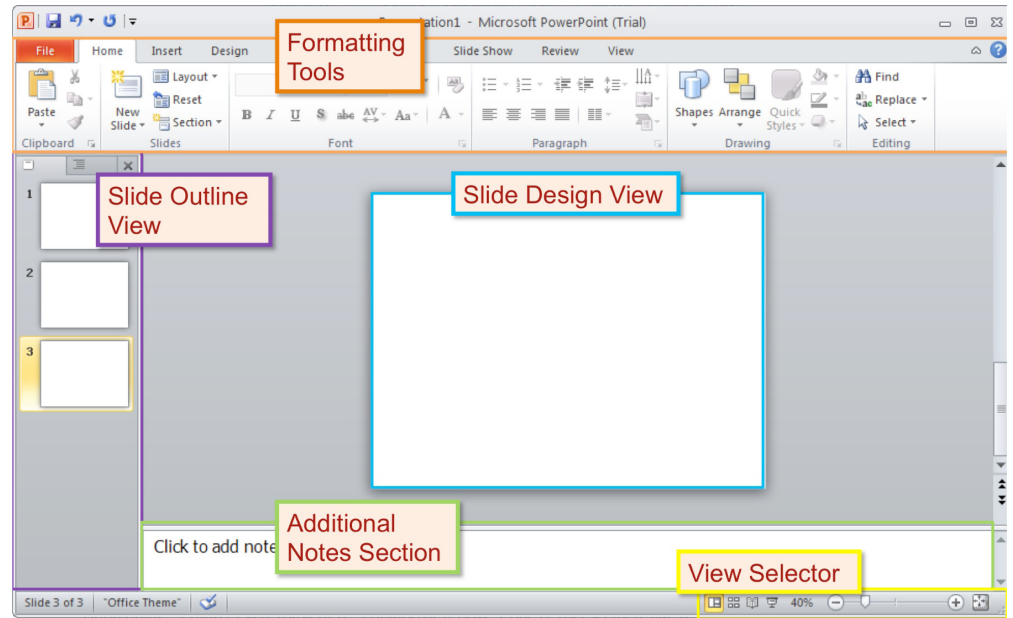
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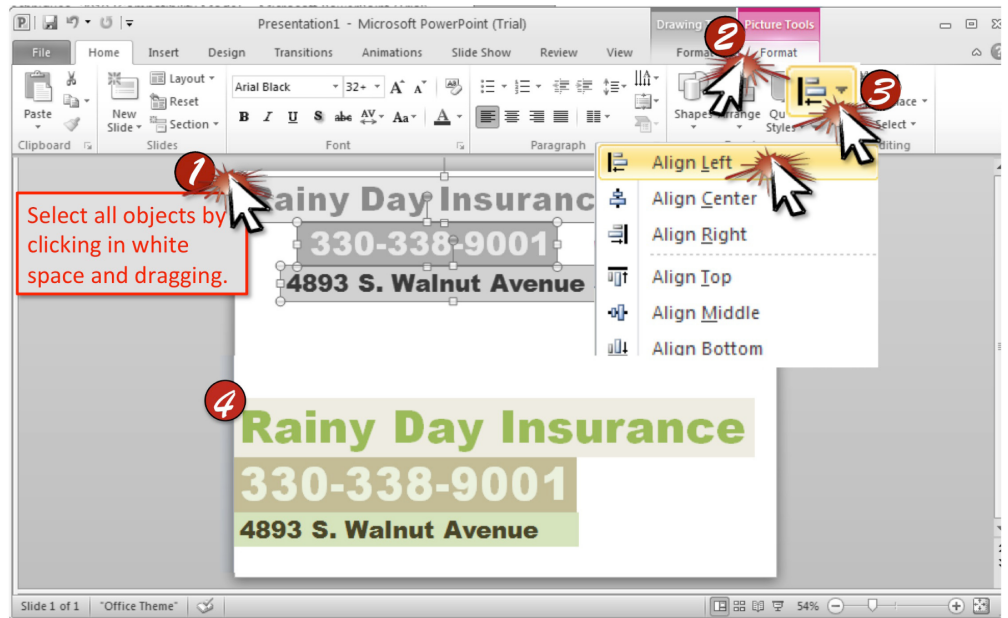
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# Chapter 14

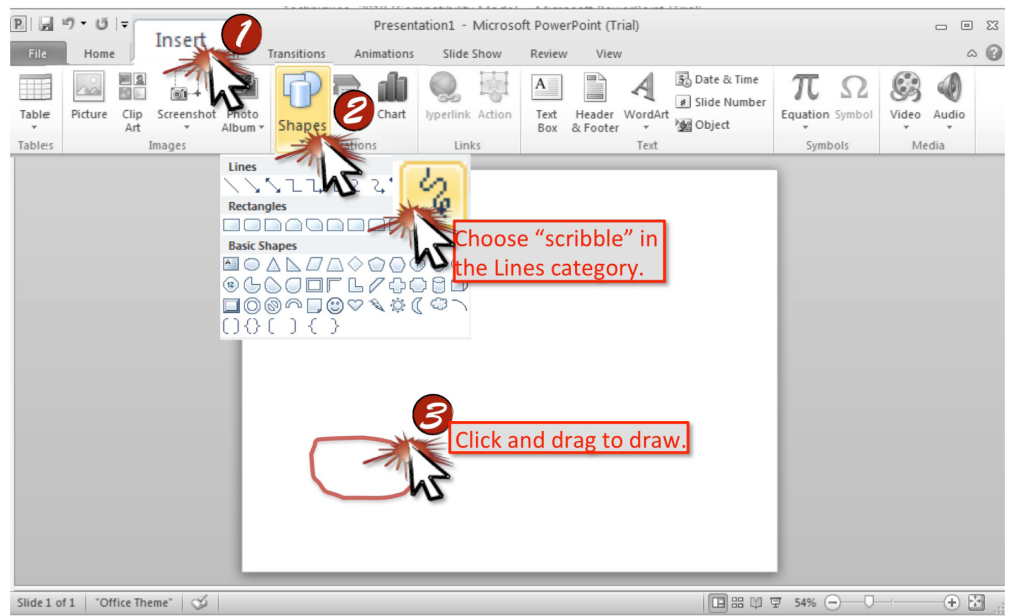
## Microsoft PowerPoint Techniques



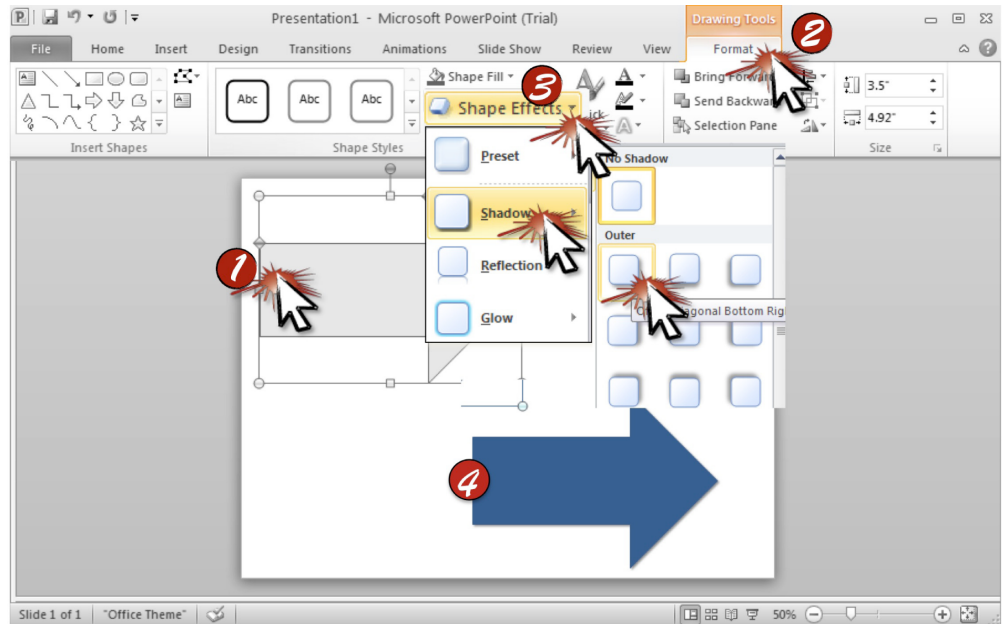
**Overview Map of Interface**—Reference this map to navigate the PowerPoint interface.



**Align**—Use this tool to automatically arrange objects or text on a straight line. Align each object or piece of text with at least one other object on the Slide to create a cohesive and professional-looking document.

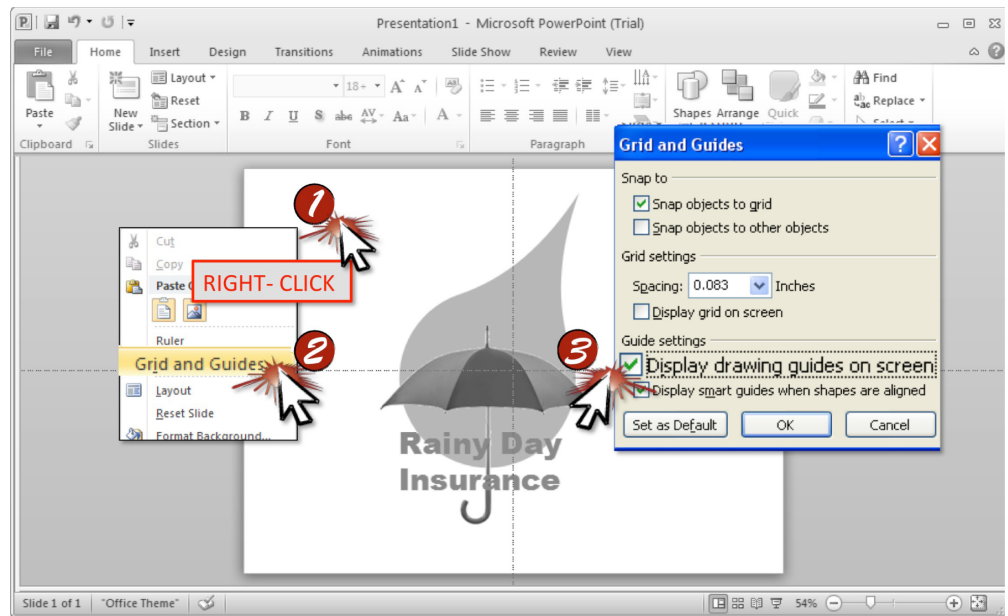


**Draw Freehand**—Use this tool to draw custom images. Choose the appropriate color and thickness of your lines.

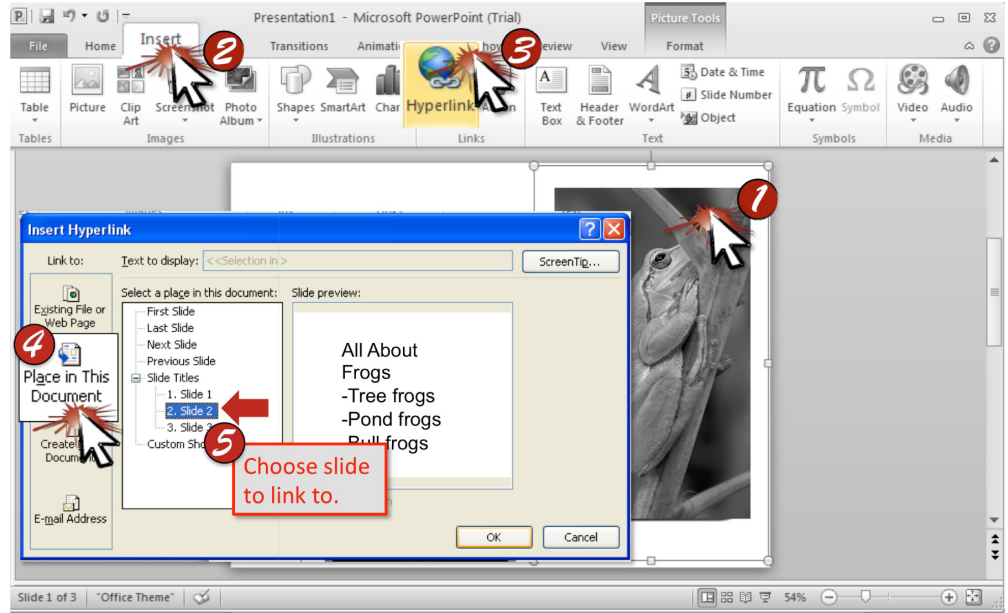


**Drop Shadow**—Increase the slide’s contrast by adding a shadow effect. Create a three-dimensional perspective to objects and images on a slide.

\*\*Note for Pictures: Select the *Picture Tools* Format ribbon and click *Picture Effects* to add a shadow.



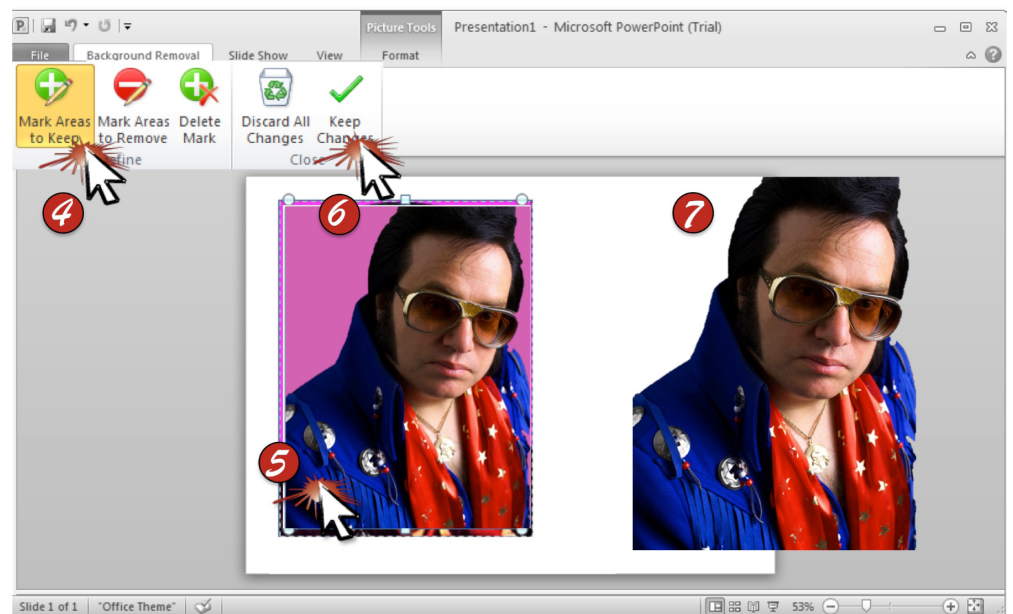
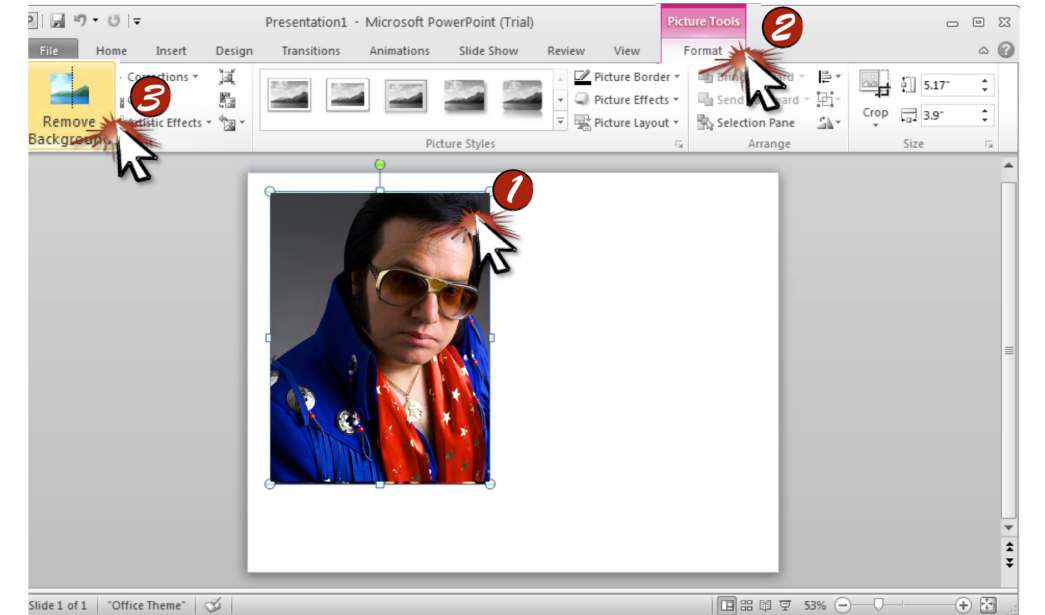
**Guide Lines-View**—Use guide lines to help you align objects on your slide. To add guidelines, hold CONTROL, click and drag an existing guide line. To move existing lines, hold SHIFT, click and drag the line.



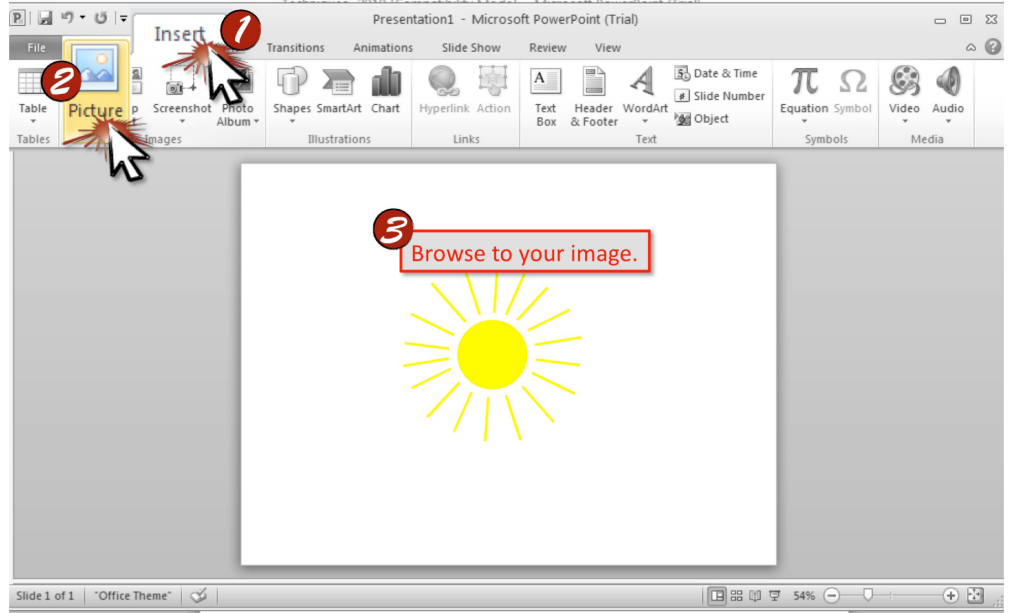
**Hyperlink**—Use this feature to link to another slide within the same document upon a click by the user. You can hyperlink any object on your slide including an image, shape, piece of text.



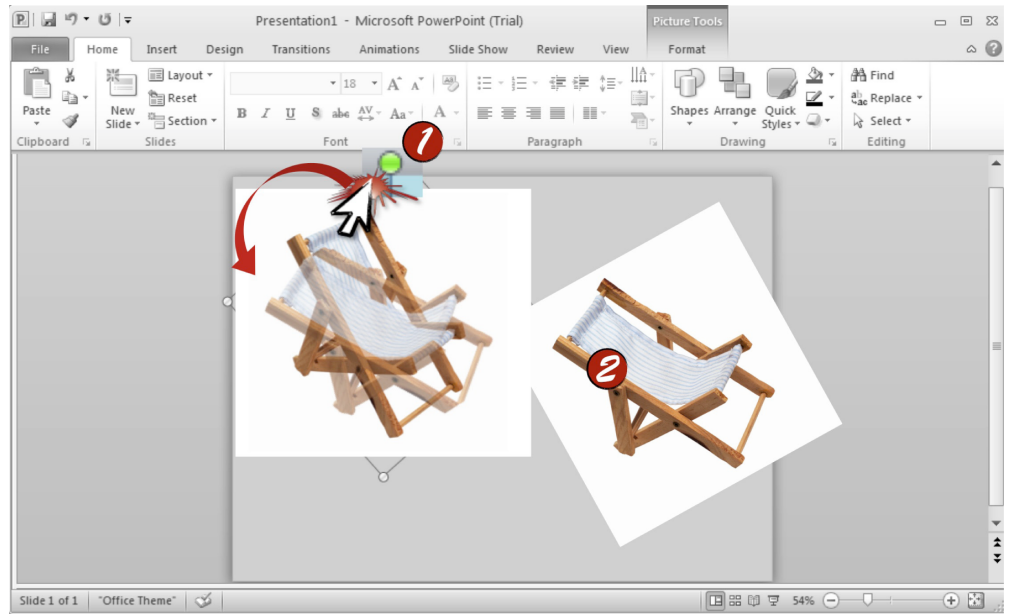
**Image-Crop**—Trim an image into a more focused version than its original form. Eliminate parts of an image that are irrelevant to your purpose.



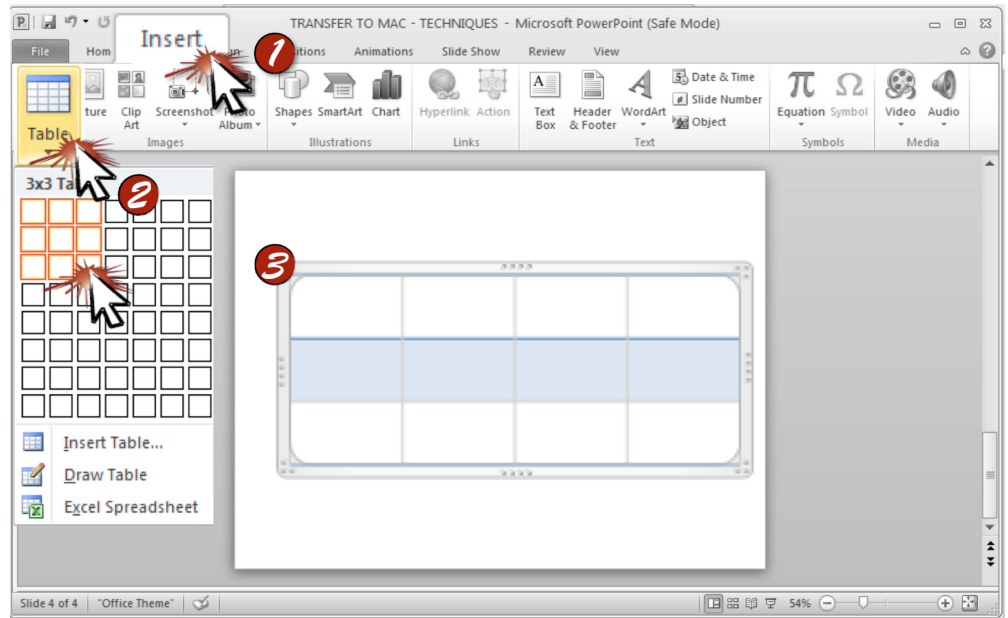
**Image-Delete Background**—Eliminate unwanted space surrounding an image. Create more effective images that will stand out with no border.



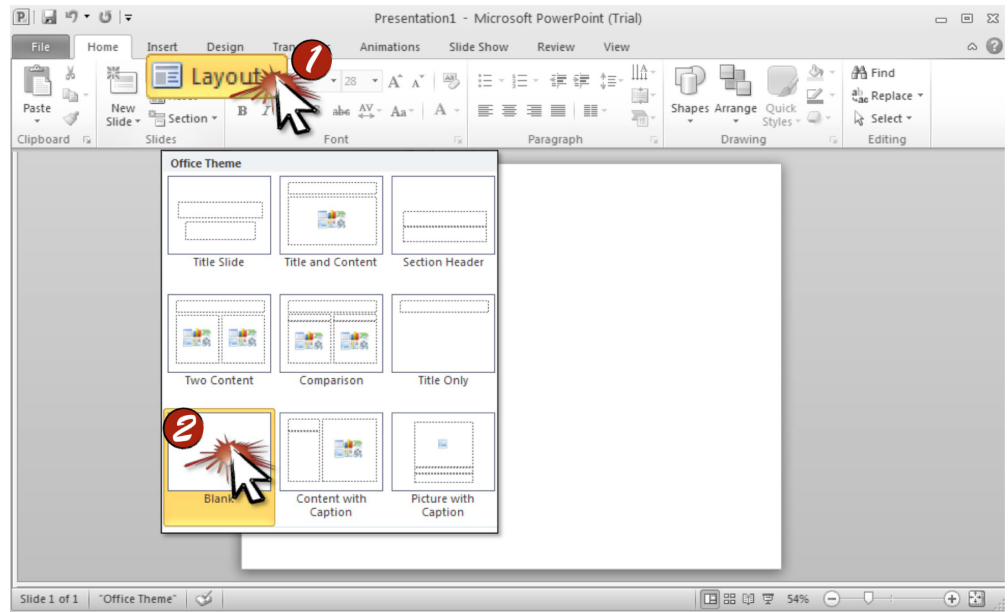
**Image-Insert**—Place graphics onto a slide. Use images to highlight a main point or illustrate a concept.



**Image-Rotate**—Reposition an image by revolving it. Customize your slide by using creative image design.



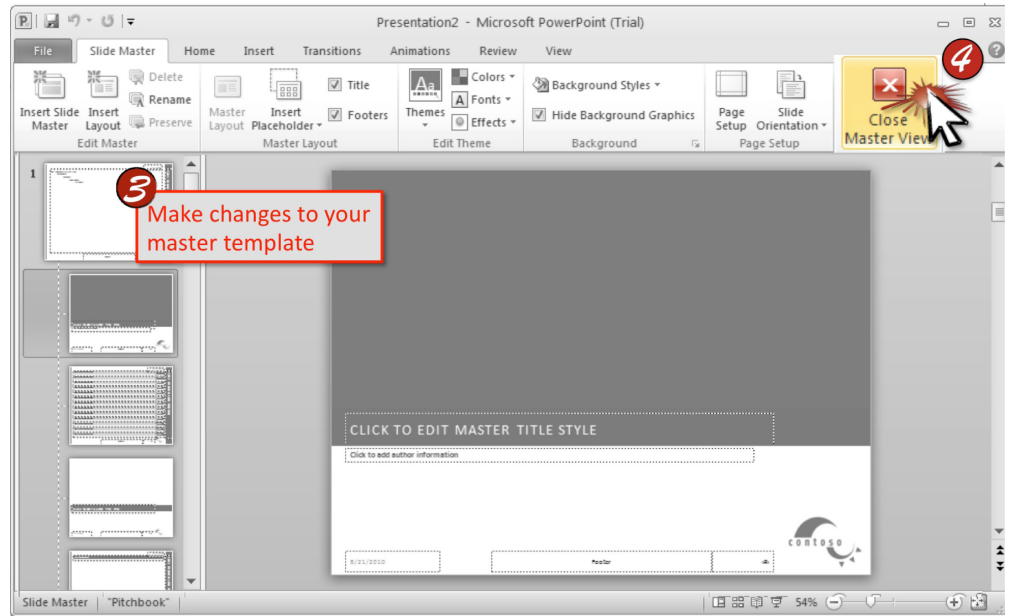
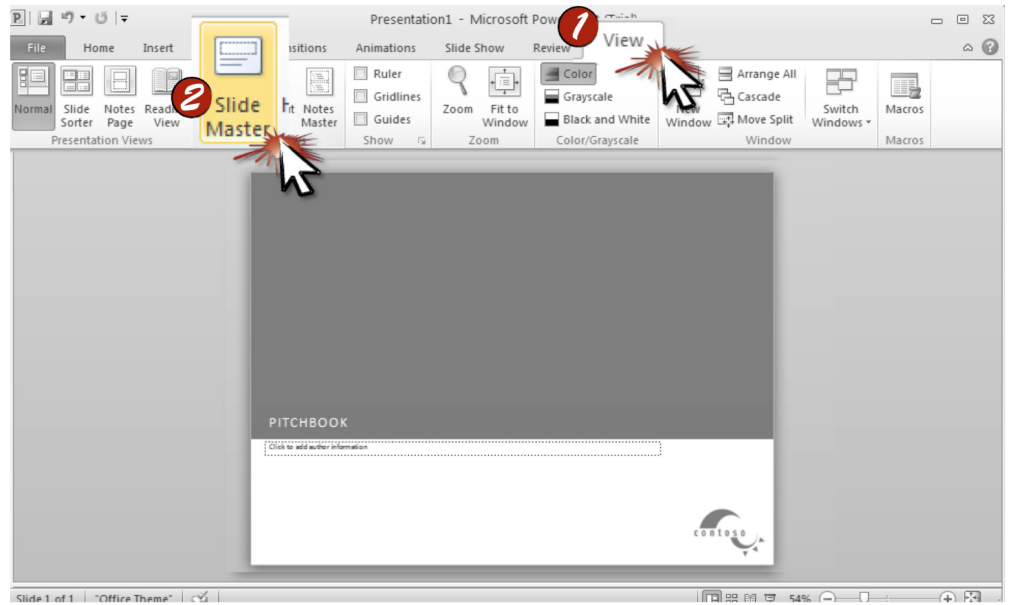
**Insert-Table**—Insert a table to organize your information in a presentation or report.



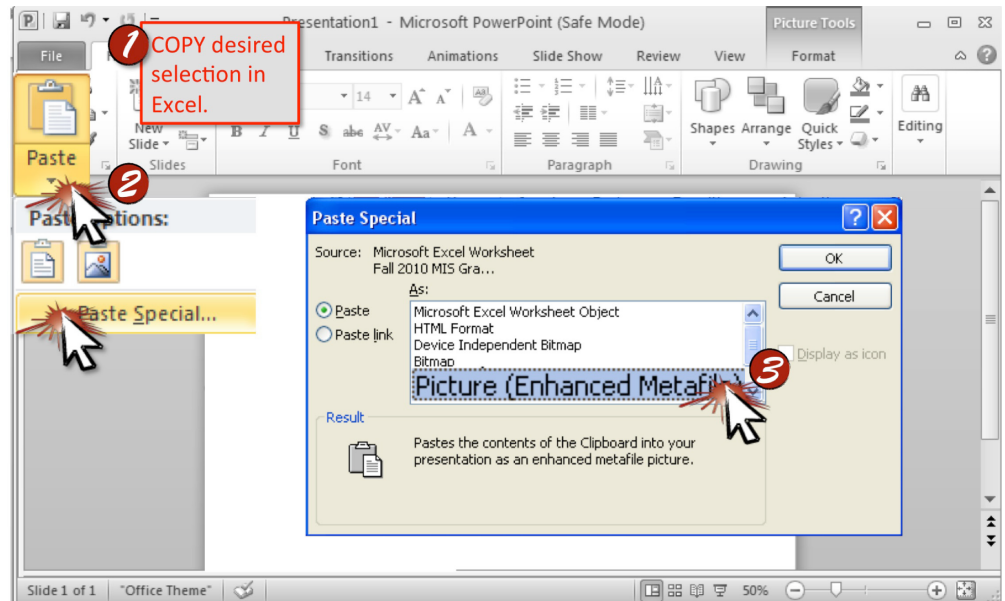
**Layout-Change**—Pick a layout that meets each slide’s needs. Slide layouts have combinations of title areas, columns of body text areas, and empty space.



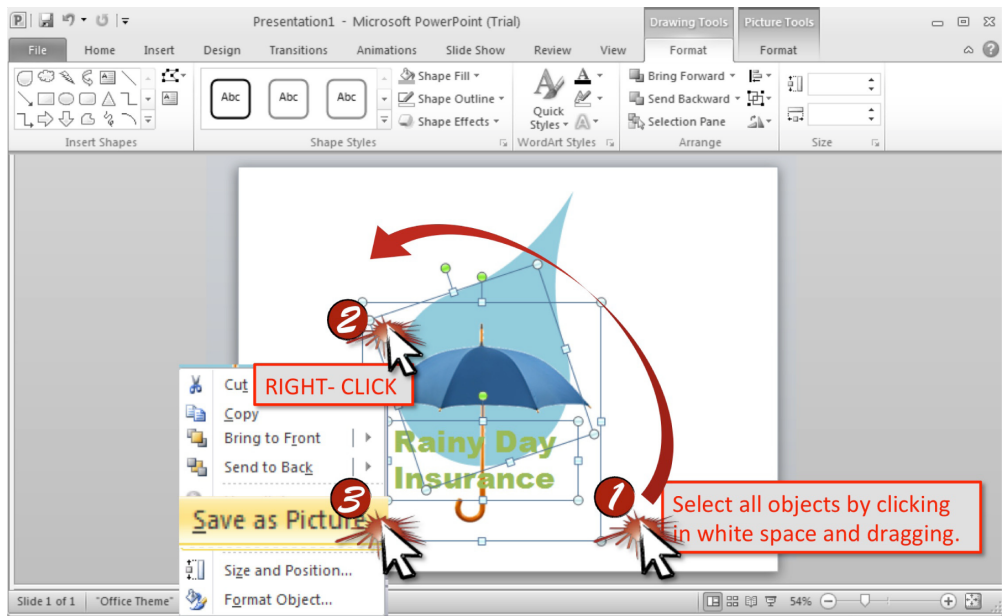
## Chapter 14 Microsoft PowerPoint Techniques



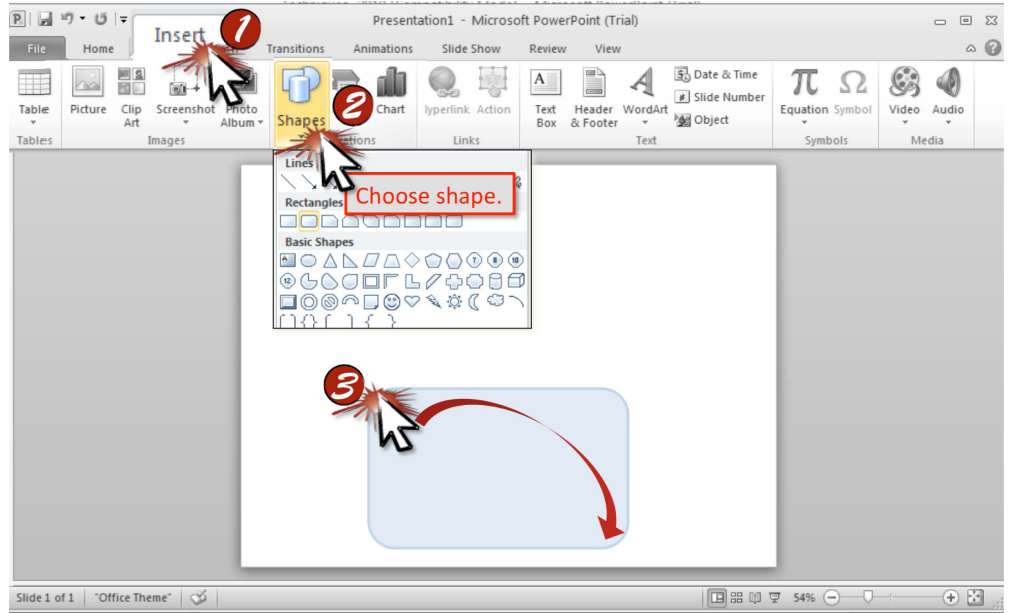
**Master Slide-Adjust**—Master slide templates provide a style guide to make your document consistent and professional. Adjust the slide master and layout masters beneath it to customize colors, fonts, and images.



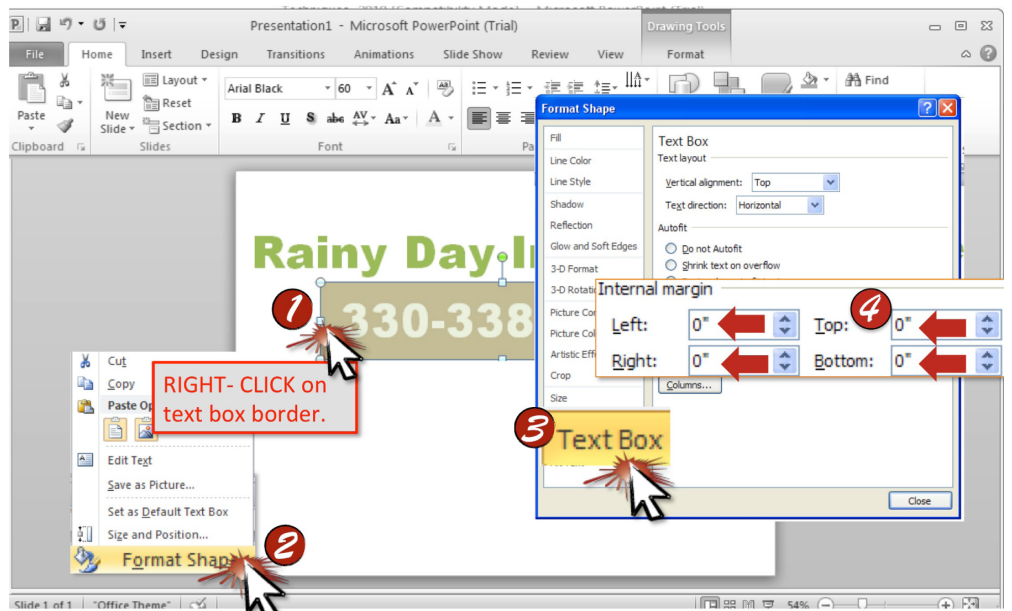
**Paste Special**—Insert graphics using this feature to preserve the quality of the original image in your document. This is commonly used when placing spreadsheets or charts from Excel into a PowerPoint presentation.



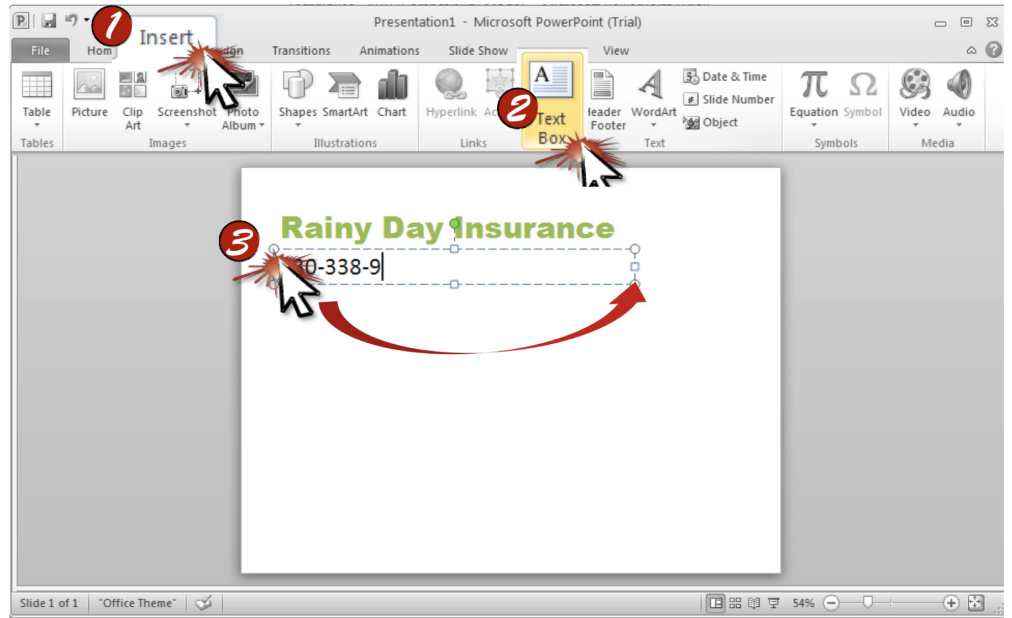
**Save as Picture**—Save images from your PowerPoint slides in a picture format to use in other documents. This will allow you to reuse images in other documents or contexts.



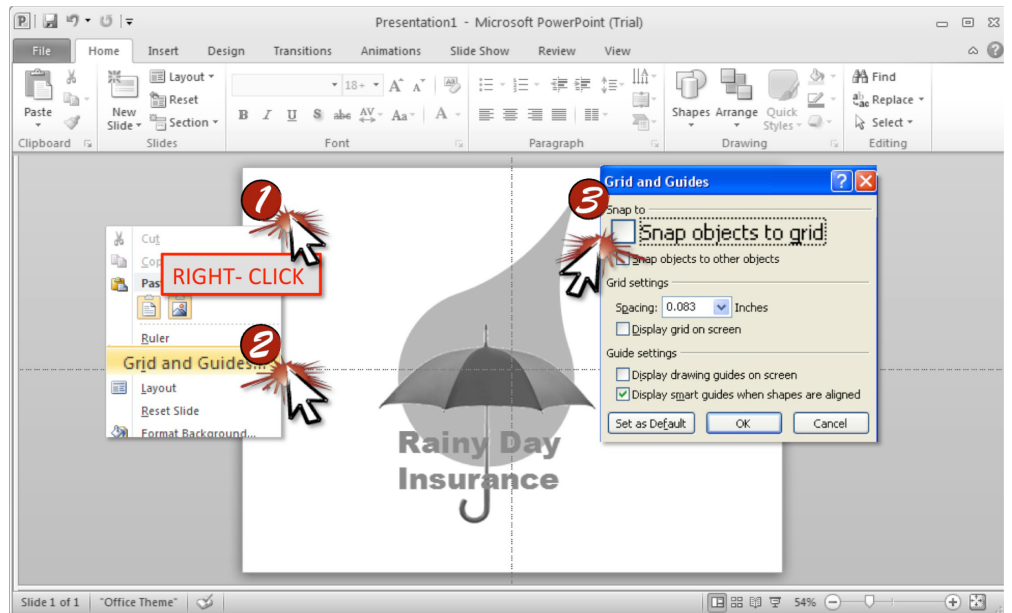
**Shape-Insert**—Use shapes to illustrate your message. Choose from a selection of geometric, custom, arrows, lines, and flowcharts.



**Text Box-Delete Internal Margin**—Eliminate the default border that appears around your text within a text box. This will provide you with more accurate alignment as it will align the top of your text rather than the top of the text box.



**Text Box-Insert**—Create a placeholder for your text on a slide. The text box will provide you with a default text format that is designated in the master slide.



**Turn off Snap to Grid**—Maintain greater control of your images by turning this feature off. If left on, images or text boxes will be automatically repositioned to align to the nearest gridline even if gridlines are not showing!