

# **How to use Powerpoint**

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## **Do formatting on the master**

Get the master view with

- View>Master

Get rid of the master view with

- View>Normal

Avoid formatting individual slides

## **Do color with a color scheme**

Right panel

- Slide design > Color Schemes
- Edit color schemes...

Set all the colors to be useful colors

Use colors from the scheme

- Ignore the names
- Avoid using the more colors option

## **Poor man's animation is usually enough**

Make things appear and disappear

- Copy slides
- Edit the content

Animation lets you do horrible things

- But you sometimes need them
- When you use an effect, make sure it adds something.

## **Don't fine tune till the talk makes sense**

Fine tuning is things like

- Making drawings and other art
- Getting the wording exactly right
- Organizing things across slides

Talk makes sense if

- It's the right length
- It's in the right order
- It makes a clear, comprehensible argument

## **Practice talks**

Rough draft – for coauthors

Working draft – for lab

Real draft – for wide audience

## **Practice talks help a lot**

Making an argument

Deciding what content is needed

Understanding the flow of the talk

Timing – knowing how much you can say

## **Tricks for making things fast**

Write diagrams on paper and scan them

- Hill 354

- ARC – media scanning room

Brainstorm...don't polish!

## **Little powerpoint secrets**

### Keyboard shortcuts

- Ctrl-M is new slide
- Shift-return is newline without new point  
so here you can format something sensibly
- F-5 starts the show from the beginning
- “screen” (or toilet) icon starts show from  
where you are