



WANNA BE A NINJA AT POWERPOINT PRESENTATIONS?



3 ninja tips to help your PowerPoint presentations look
more professional!



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INTRODUCTION

Hello and thanks for downloading my ebook!

First off a little bit about myself... originally from Leicestershire, UK I moved to Ireland back in 2007 with my other half and a suitcase!

After a few years in Ireland, not to mention the 18 years in the UK, of working in a variety of administrative roles for other people, I decided to take the plunge and start my own business in 2010.

And that's when [OutofhoursAdmin](#) was born; a virtual assistant service providing remote admin support to businesses throughout Ireland and the UK.

After receiving numerous questions about MS Office from clients, I decided to share my answers in the form of tutorials which I post regularly on my [blog](#).

I often help clients with their PowerPoint presentations, setting up their master slides and checking for spelling, inconsistency etc. This ebook contains my top 3 tips to think about next time you're setting up your slides which will help your PowerPoint presentation look more professional. Each tip is followed by a short step by step tutorial. I hope you will find them useful.

If you want an extra pair of hands to help with any of your administration, get in touch by emailing me at sharon@outofhoursadmin.ie or you can connect with me on [Facebook](#), [LinkedIn](#) or subscribe to my [YouTube](#) channel.

Thanks,

Sharon



Microsoft®
Office 2010





WHICH VERSION OF MICROSOFT OFFICE DO I HAVE?

I'm often asked how to do things in Excel, Word or PowerPoint by clients. My first question is always "what version of Office do you use?" to which the response is usually "I have no idea, where does it tell me that?". So this short guide is to show you how to find it...

The following screen shots are all from using Word 2010, however the same would also apply if you were in Excel or PowerPoint.

Click on **File** in the top left corner of the ribbon, then click **Help**, and the version is displayed over on the right...



Alternatively, you can click the **search** icon on your desktop toolbar & type **Microsoft** into the search bar, which should then list all Microsoft programs along with the version that you're using.

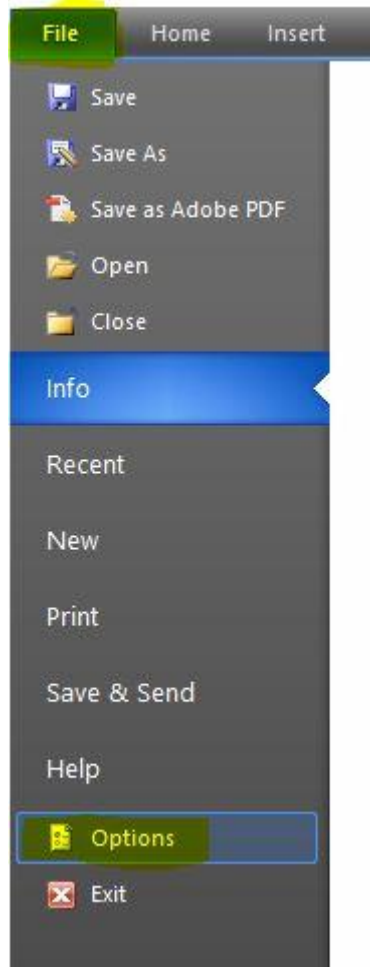


HOW TO CUSTOMISE YOUR RECENT FILES LIST

It's always handy to have your most recent documents displayed at the top of the list when you click into **Recent Documents**, however you can customise this list so it contains as many documents as you wish.

The following is using Word 2010, however it's also the same process in Excel and PowerPoint.

Click on **File**, select **Options...**





Click on **Advanced** from the menu on the left, scroll down to the **Display** section, change the number of the **Recent Documents** and click **OK**...

Word Options

Word Options dialog box, Advanced tab, Display section.

General

Display

Proofing

Save

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center

Use draft font in Draft and Outline views

Name: Courier New

Size: 10

Font Substitution...

Display

Show this number of Recent Documents: 25

Show measurements in units of: Centimeters

Style arge pane width in Draft and Outline views: 0 cm

Show pixels for HTML features

Show all windows in the Taskbar

Show shortcut keys in ScreenTips

Show horizontal scroll bar

Show vertical scroll bar

Show vertical ruler in Print Layout view

Optimize character positioning for layout rather than readability

Disable hardware graphics acceleration

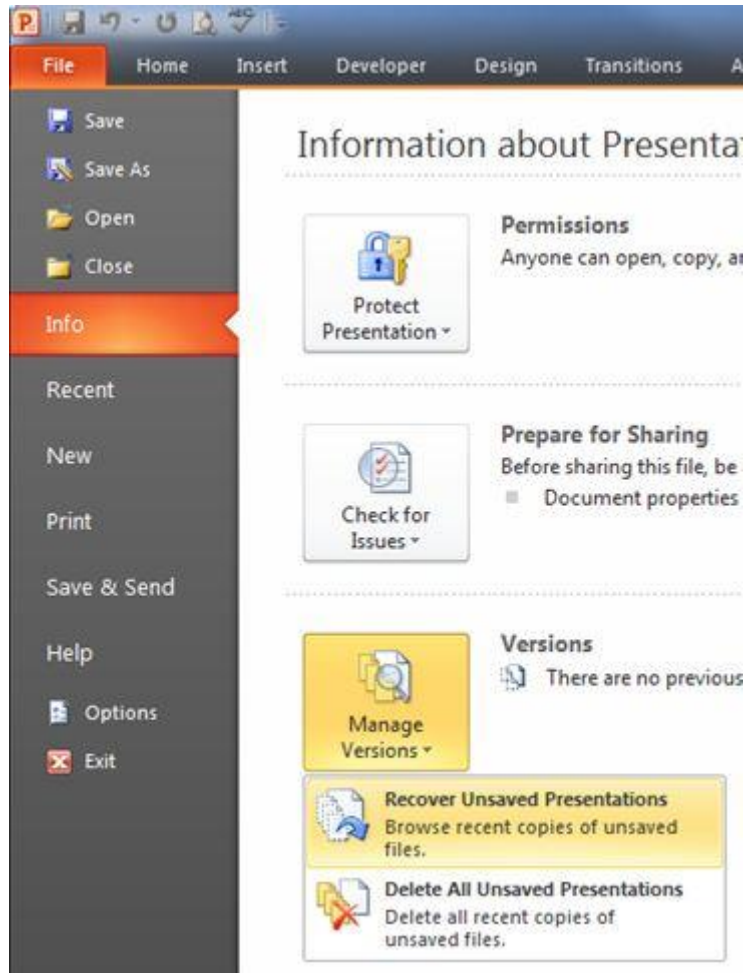
That's it!



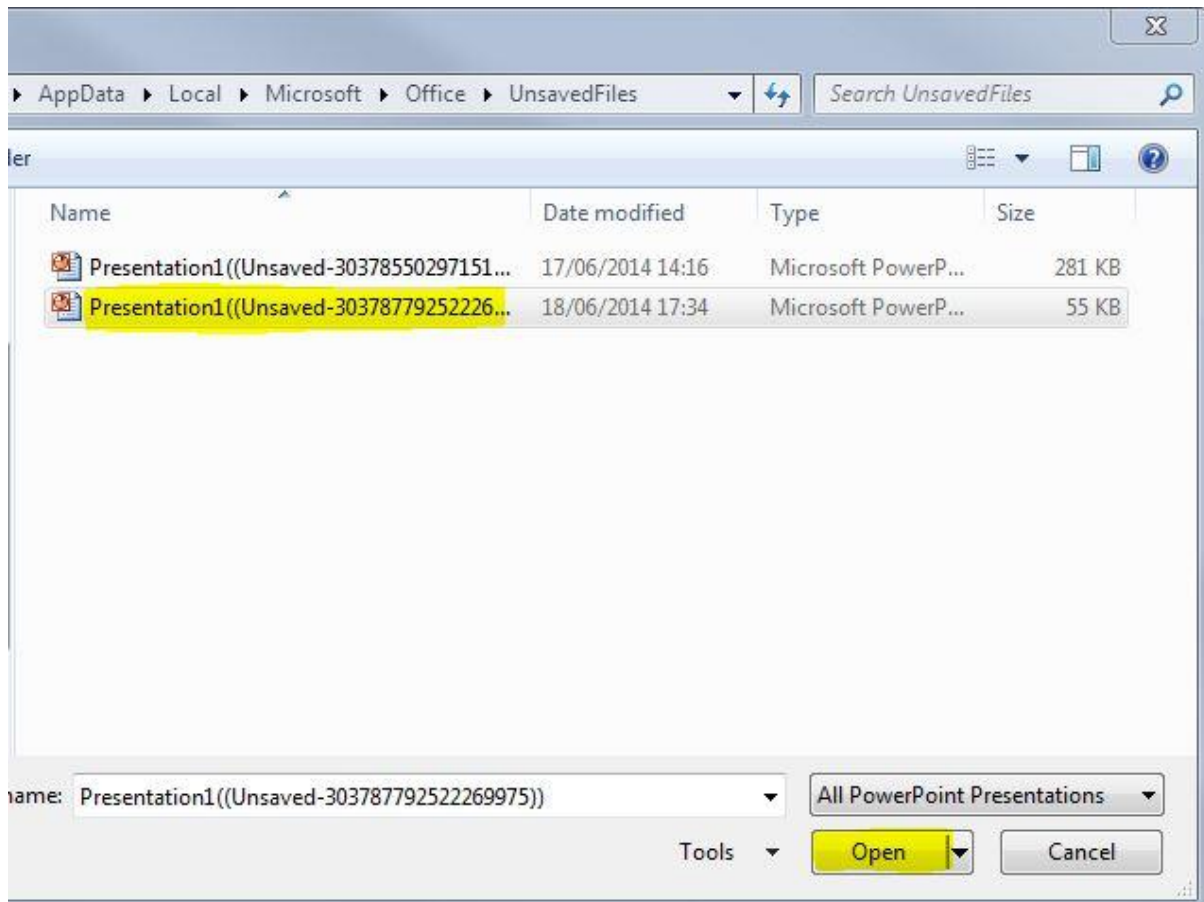
HOW TO RECOVER AN UNSAVED FILE IN MS OFFICE 2010

This has happened to me a few times... you've spent a while working on a document in MS Office, go to close it & it asks if you want to save changes, and for some unknown reason you press No! Panic! What do you do?

Click **File** then **Info** and then click on the drop down arrow next to **Manage Versions...**



Select **Recover Unsaved Presentations** (in PowerPoint) / **Documents** (in Word) / **Workbooks** (in Excel), this will then open a dialog box listing any unsaved files. Select the file and click **Open...**



There will be a yellow bar at the top of the page asking you to save the file, click **Save As** and continue as normal...



And that's it... panic over!





1. BE CONSISTENT

Consistency is key to helping your presentation look professional.

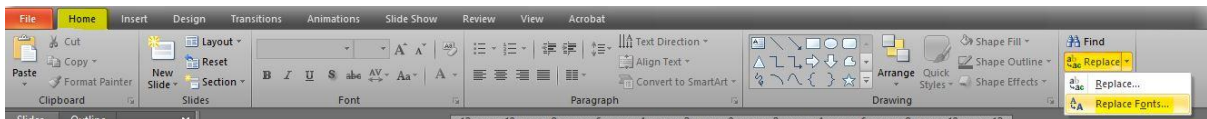
Logos, bullet points, spelling, fonts... everything needs to be the same throughout the slides. One quick way to do this is to set up our Master Slide.

If you use a specific formatted style of bullet point, make sure the same style is repeated every time.

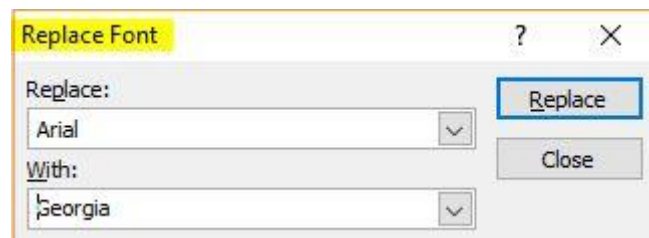
If you use the American way of spelling certain words with a “z” instead of an “s” e.g. realize instead of realise, organize instead of organise, then make sure you’re consistent.

If you’ve copied slides from one presentation to another and find that the fonts are all different, it can be time consuming to go through manually changing the fonts. Below is a quicker way of doing this...

In the **Home** tab on the ribbon, go to the **Editing** section and click on the drop down arrow to the right of **Replace** then click **Replace Fonts...**



This will open up a dialog box where you select the font you want to change from the drop down list under the **Replace** heading, and under the **With** heading choose the new font that you’d like. Click on **Replace** and the original font will now be replaced with the new one throughout the whole presentation.



And that’s all there is to it!



2. BE MORE VISUAL

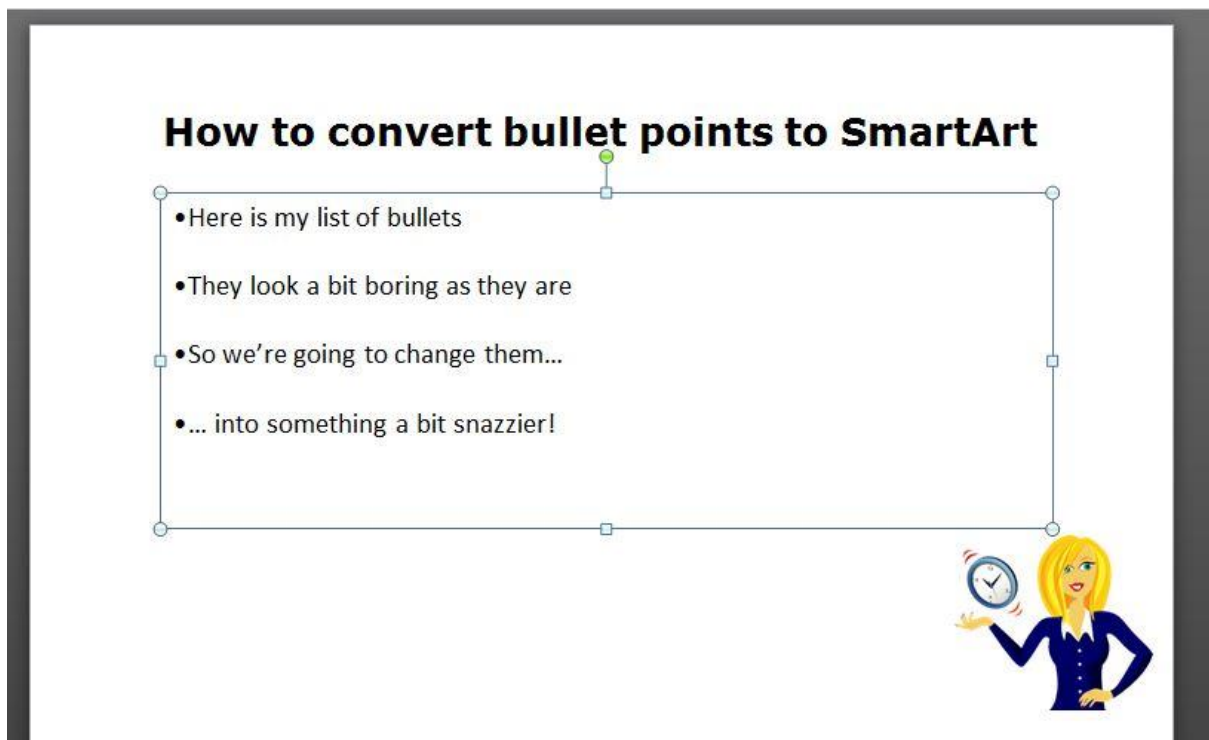
Everyone's heard the saying "a picture speaks a thousand words" and PowerPoint slides should be used more as a visual tool rather than paragraph after paragraph of text.

Try to make slides visually appealing and interesting.

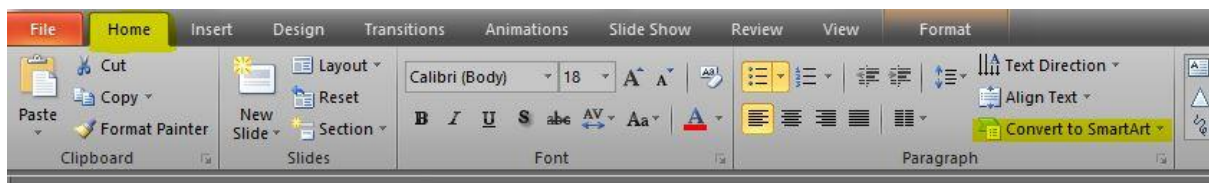
Use different formats of bullet points instead of the standard black dot. Try using a symbol or special character or even a picture unique to your brand.

Alternatively change your bullet points to graphics instead using **SmartArt**. Below is a quick tutorial on how to do that...

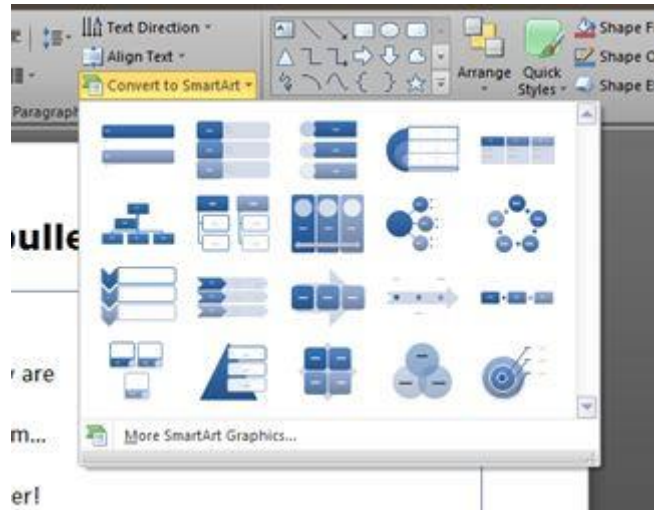
Firstly make sure the text box that contains your bullet points is selected...



Go to the **Home** tab on the ribbon and click on **Convert to SmartArt** in the **Paragraph** section...



Click on a graphic that you like and your bullet points will change...



If you want to change the colours, make sure the graphic is selected, go to **Design** under **SmartArt Tools** and click on **Change Colours...**





How to convert bullet points to SmartArt



And that's it! A quick way to "jazz" up your bullet points list in PowerPoint.



3. BE SHORTCUT SAVVY

Knowing a few keyboard shortcuts when giving your presentation will help when you want the audience to focus on what you're saying instead of the slide.

Press **b** on your keyboard and this will black out the screen. Press **b** again to get your slides back. The same applies if you press **w** which turns the screen white instead of black.

If you want to add written points to the slides during the slideshow press **Ctrl+p** and the pointer will become a pen. Press **Ctrl+h** to hide the pen/pointer again.

Another way of looking a bit more professional is how you open the actual slideshow.

Do you normally...

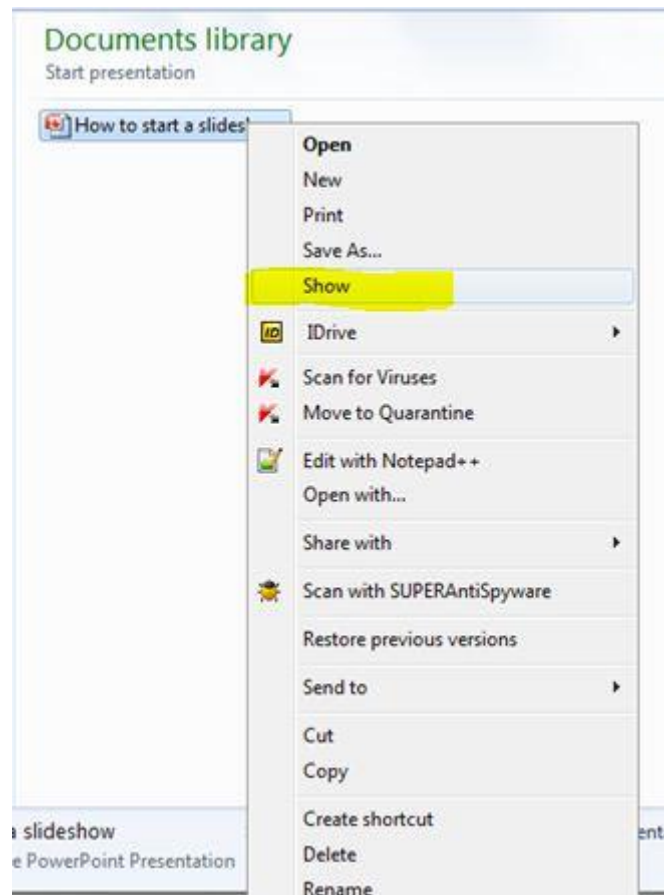
...double click on the file that contains the presentation to open it, then select **Slideshow** in the ribbon and click **From Beginning?**



If you do, you should bear in mind that the audience can see the slides / thumbnails and any notes that you have before the presentation has even started.

A better way to start the slideshow would be...

...instead of double clicking the presentation to open it, **right click** on the name and choose **Show...**



This launches straight into the slideshow without revealing any of the slides to the audience first so it looks a bit more professional.

And there you have it – 3 quick & easy tips that can make all the difference to your presentation!



Thanks for downloading this free ebook – I hope you have found it useful and have learnt at least one little nugget of information!

I update my [blog](#) with MS Office tutorials on a regular basis, so please keep checking back for any others that you might find useful.

If you find you need any help with MS Office, feel free to contact me via [OutofhoursAdmin](#).

Thanks again,

Sharon

