

25 Things You Didn't Know PowerPoint Could Do

1. Customize the Quick Access toolbar

1. Click the small drop-down arrow on the right-hand side of the toolbar.
2. Select one of the 11 commands listed.
– or –
2. Select **More Commands**.
3. Select a category from the **Commands** drop-down menu.
4. Select a command from the list on the left.
5. Click the **Add** button.
6. Repeat steps 3-5 as needed.
7. Click **OK**.

2. Use the Quick Access toolbar for keyboard shortcuts

1. Press the **Alt** key.
2. Press the number that shows up over the toolbar option you want.

3. Insert icons.

1. Go to the **Insert** tab.
2. Click the **Icons** button.
3. Select the icon you want.
4. Click the **Insert** button.

4. Take a screen capture.

1. Go to the screen you want to capture.
2. Go directly to PowerPoint.
3. Go to the **Insert** tab.
4. Click the **Screenshot** drop-down button.
5. Select **Screen Clipping**.
6. Click and drag your mouse around the area you want to capture.

5. Record a screen simulation.

1. Go to the screen you want to capture.
2. Go directly to PowerPoint.
3. Go to the **Insert** tab.
4. Select **Screen Recording**.
5. Click and drag your mouse around the area you want to capture.
6. Click the **Record** button.
7. Perform the steps you want to record.
8. Press the **Windows** key + **Shift** + **Q** to stop the recording.

6. Keyboard shortcuts: edit mode

Shift + Drag	Constrain
Ctrl + Drag	Make a copy
Ctrl + Shift + < or >	Resize font up/down
Ctrl + Shift + C or V	Copy/paste formatting

7. Keyboard shortcuts: presentation mode

F5	Launch presentation
# Enter	Go to that slide number
B	Turn screen black
W	Turn screen white
Ctrl + S	Show dialog box with slide list
Ctrl + P	Turn pointer to pen
Ctrl + A	Turn pen to pointer
Ctrl + E	Turn pointer to eraser
E	Erase what you've drawn
F1	See list of all shortcuts

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8. Change or create a color theme

1. Go to the **Design** tab.
2. Click the **Colors** drop-down button.
3. Select the theme you want.
– or –
3. Select **Create New Theme Colors**.
4. In the **Name** field, enter a name for the new theme.
5. Select the colors you want.
6. Click the **Save** button.
7. Select the new theme from the menu.

9. Remove an image background

1. Select the image.
2. Go to the **Format** tab.
3. Click the **Color** drop-down button.
4. Select **Set Transparent Color**.
5. Click in the image on the color you want to remove.
– or –
3. Click the **Remove Background** button.
4. Adjust the crop handles as needed.
5. Click the **Mark Areas to Keep** or **Mark Areas to Remove** button.
6. Click in the image on an area you want to keep or remove.

10. Automate common phrases with AutoCorrect

1. Go to the **File** menu.
2. Click the **Options** button.
3. Click the **Proofing** tab.
4. Click the **AutoCorrect Options** button.
5. In the **Replace** field, type the “shortcut” text to trigger use of the automated phrase.
6. In the **With** field, type the phrase you want to automate.
7. Click **Add**.

11. Create action buttons

1. Add the object you want to have as the button.
2. Go to the **Insert** tab.
3. Select **Hyperlink** or **Action**.
4. Add the action you want.
5. Click **OK**.

12. Organize your presentation into sections

1. Select the first slide of the section you want to create.
2. Go to the **Home** tab.
3. Click the **Section** drop-down button.
4. Select **New Section**.

13. Create a summary zoom

1. Go to the **Insert** tab.
2. Click the **Zoom** drop-down button.
3. Select **Summary Zoom**.
4. Select the slides you want to include.
5. Click the **Insert** button.

14. Add a bookmark to audio or video.

1. Play the media clip, and pause it where you want the bookmark.
2. Go to the **Playback** tab.
3. Click the **Add Bookmark** button.
 - Use **Alt + Home** and **Alt + End** to move to the previous/next bookmark in presentation mode.
 - Add a **Seek** animation to jump to a bookmark.

15. Trigger animations.

1. Add an animation to an object.
2. Go to the **Animations** tab.
3. Click the **Trigger** drop-down button.
4. Select the trigger type you want.
5. Select the object for the trigger.

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16. Create cutouts

1. Add the **Combine Shapes** tool to a tab or toolbar. (See procedure 1.)
2. Position the cutout shape on top of the background shape.
3. Select both objects.
4. Click the **Combine Shapes** drop-down button.
5. Select **Shape Combine**.

17. Draw with the bezier tools

1. Select a shape.
2. Go to the **Format** tab.
3. Click the **Edit Shape** drop-down button.
4. Select **Edit Points**.
5. Adjust the points to create the shape you want.
 - Click and drag a point to move it.
 - Ctrl-drag on the edge to add a new point.
 - Ctrl-click on a point to delete it.
 - Click on a point to display the angle handles.
 - Adjust the angle handles to create a curve.

18. Save objects/slide as a picture.

1. Select the object(s) you want to save.
2. Right-click the objects.
3. Select **Save as Picture**.
4. Enter a name and location for the file.
5. Click **Save**.
-- or --
 1. Go to the **File** menu.
 2. Select **Save As**.
 3. In the **Save as type** menu, select one of the image formats (PNG, GIF, etc.).
 4. Enter a name and location for the file.
 5. Click **Save**.
 6. Select **Just This One**.

19. Change picture

1. Right-click the picture.
2. Select **Change Picture**.
3. Find and select the image you want.
4. Click the **Open** button.

20. Apply artistic filters to images

1. Select an image.
 2. Go to the **Format** tab.
 3. Click the **Artistic Effects** drop-down button.
 4. Select the effect you want.
- For more control, select **Artistic Effects Options** from the drop-down menu.

21. Save as default shape/text box

1. Format the shape/text box the way you want it.
2. Right-click the object.
3. Select **Save as Default Shape** or **Save as Default Text Box**.

22. Manage objects with the Selection Pane

1. Go to the **Home** tab.
2. Click the **Select** drop-down button.
3. Select **Selection Pane**.
 - Select an object in the pane to select it on the slide.
 - Click the "eyeball" icon for an object to show or hide that object.
 - Double-click an object to rename it.
 - Use the **Re-order** buttons to change the layering of selected objects.

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23. Change the shape of a SmartArt element

1. Right-click the individual element you want to change.
2. Select **Change Shape**.
3. Select the shape you want.

24. Copy animations from one object to another

1. Select the object with the animation you want.
2. Go to the **Animations** tab.
3. Click **Animation Painter**.
4. Select the object you want to give the animation to.

25. Create complex animations

- Click the **Add Animation** drop-down button to add more than one animation to an object.
- Use the **Timing** section on the **Animations** tab to group and time animations.
- Show the **Animation Pane** (from the **Animations** tab).
- Click an animation and then its drop-down arrow for additional options.
- Click and drag an animation to change the order.