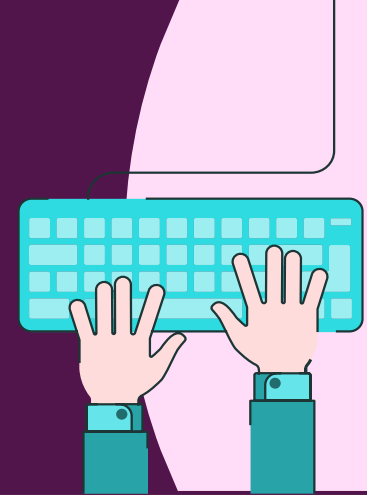**Awesome PowerPoint tricks**
for effective presentations

www.brightcarbon.com
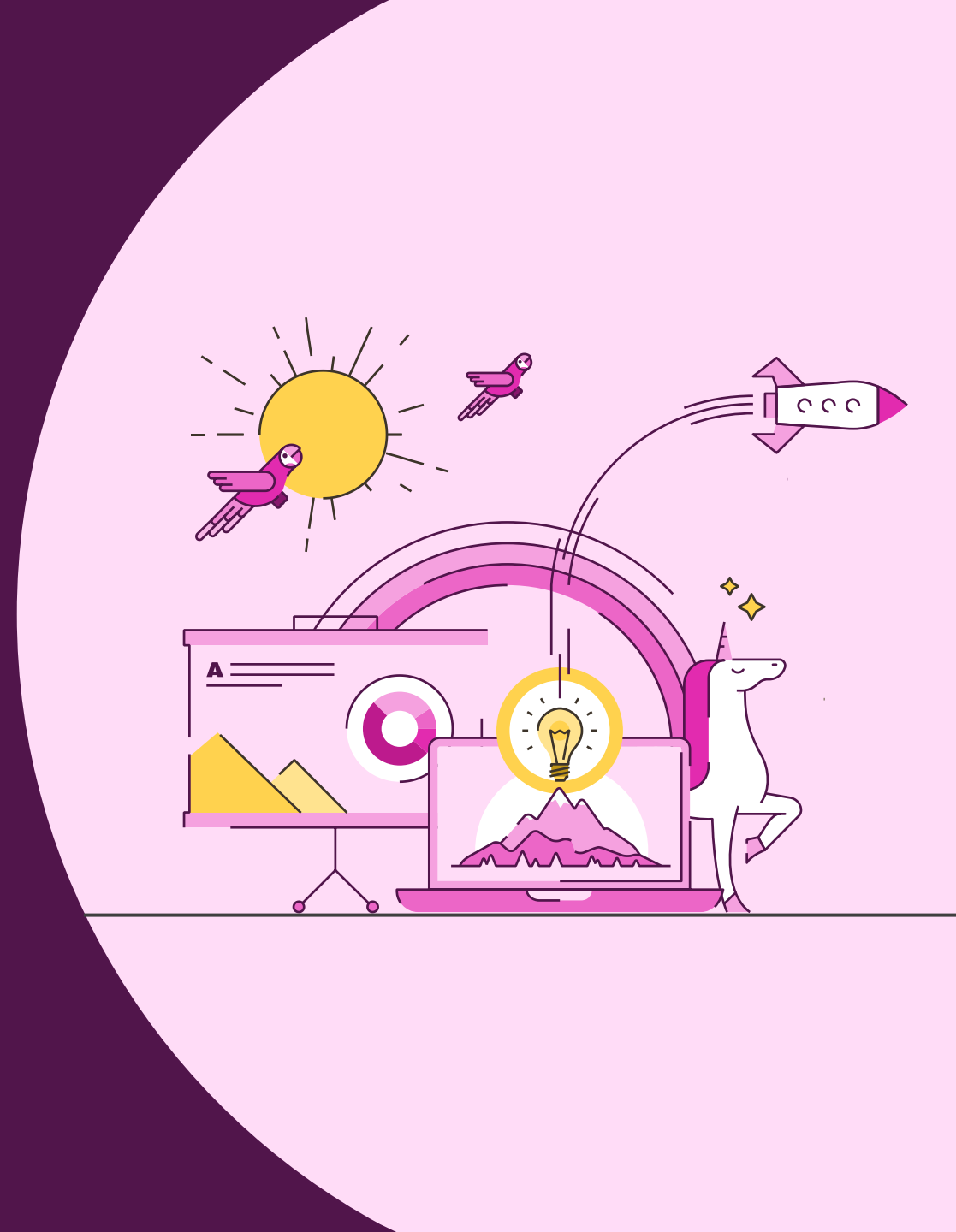
Keyboard shortcuts

Be a PowerPoint productivity superhero with the top shortcuts that will have you creating amazing slides in seconds.
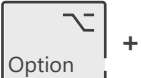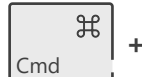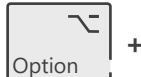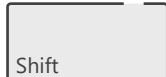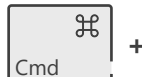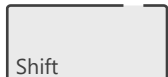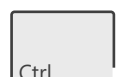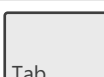
Shortcut	Keys
Group	Ctrl + G
Ungroup	Ctrl + Shift + G
Decrease/Increase font size	Ctrl + [+]
Change type casing	Shift + F3
Find and replace text	Ctrl + H
Duplicate objects	Ctrl + (mouse)
Cycle through layers/objects	Tab

Shortcut	Keys
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 + (mouse)
Keep aspect when resizing	Shift + (mouse)

Keyboard shortcuts for Mac

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

|	Shortcut	
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	

	Shortcut	
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 for PC users 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!
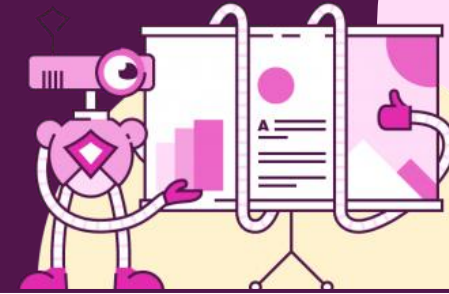
View video tutorial
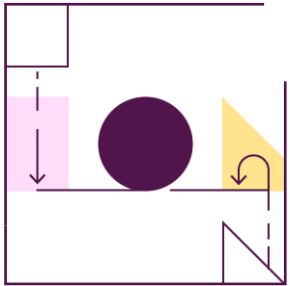
Align with precision
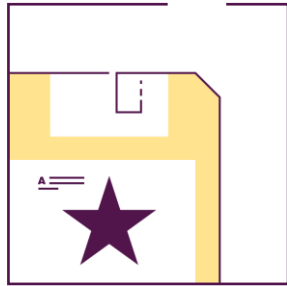
Save animation combinations
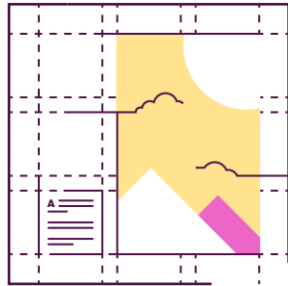
Easy custom grids
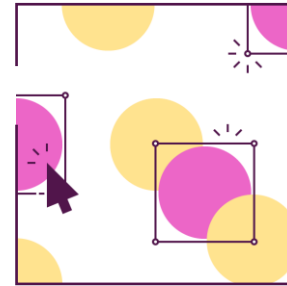
Update slides in seconds
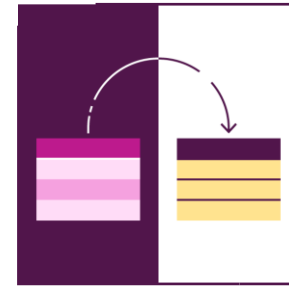
Tidy and tame tables

Download here
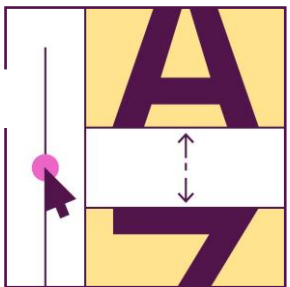
Advanced typography
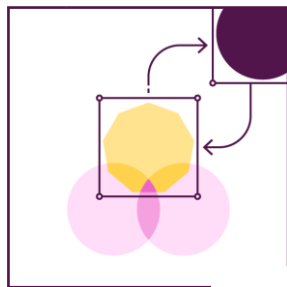
Swap objects with ease
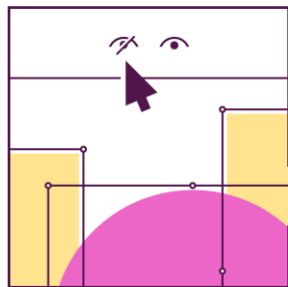
'So long' to the Selection Pane
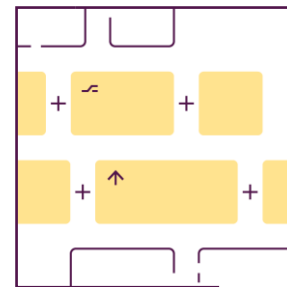
Super shortcuts

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!

Windows only. PowerPoint 2013 or later.

Quick Access Toolbar

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

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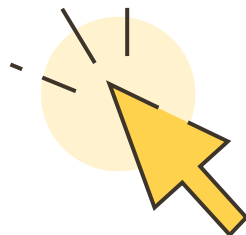
Download BrightCarbon's most used PowerPoint functions in our own customized toolbar
www.brightcarbon.com

Search:
Quick Access Toolbar

or

Click this box
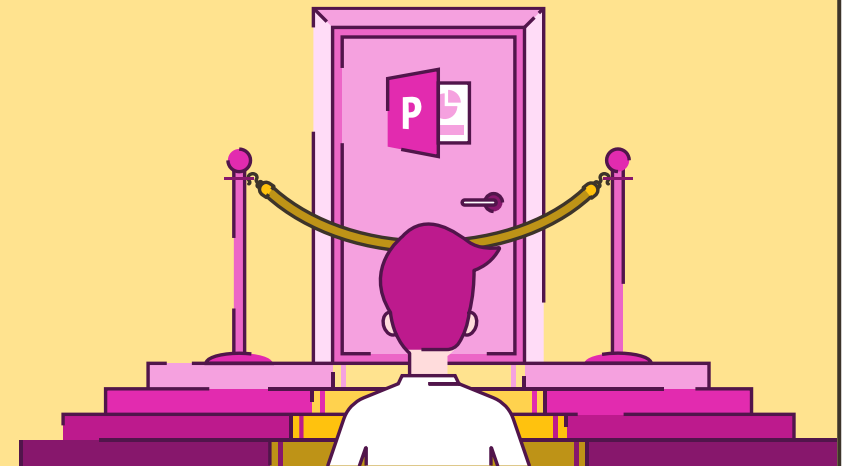
Copy & paste formatting

Use keyboard shortcuts to speed up content creation by copying and pasting formatting between objects, rather than creating graphic effects from scratch each time.
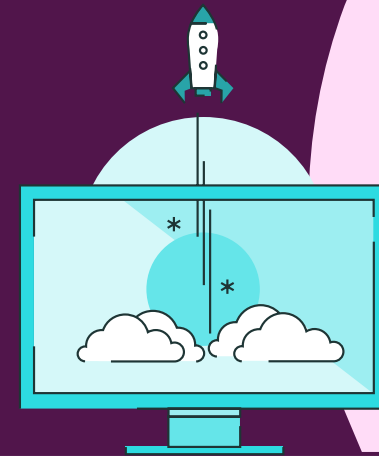
View video tutorial

Quick Access Toolbar > Pick Up / Apply Object style

The format is stored until you close PowerPoint, so use it any time, across any object, any slide, or any deck.

Using keyboard shortcuts can help boost productivity further.

Copy style formatting | Ctrl | + | Shift | + | C |

Paste style formatting | Ctrl | + | Shift | + | V |
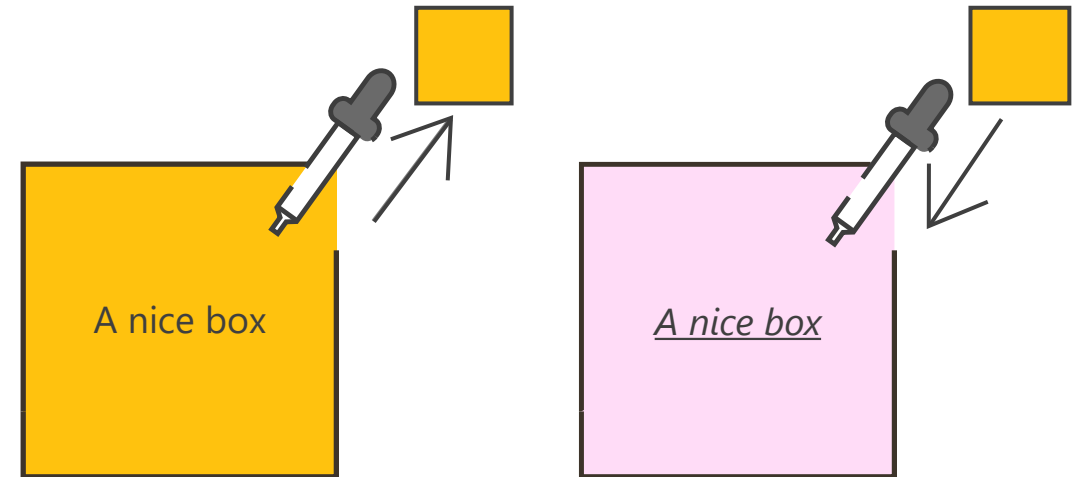
These shortcuts also work across Office programs, so you can copy formatting from PowerPoint to Word, or use these shortcuts in Outlook to format emails.

A nice box

A nice box

Animation painter

Copy and paste animations using this neat tool, so that you don't have to recreate everything from scratch each time.
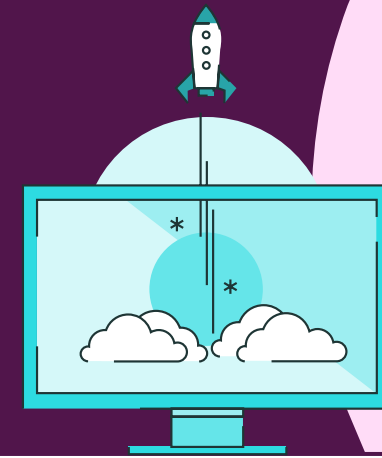
Animations > Animation Painter

Select an object with animations you want to re-use, click Animation Painter to copy the animations, and then click on another object to paste the animations to.

It only works once each time it's selected.

Also note that any existing animations on the second object will be removed, and that the new, pasted animations will all appear at the bottom of the animation timeline.

Animating Box → Static Box
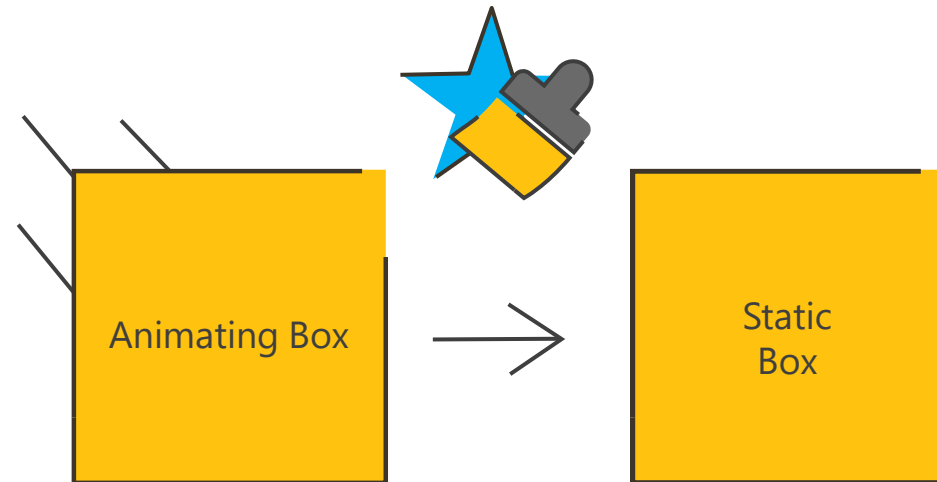
Freeform shapes

Create custom shapes and edit existing shapes using the Freeform shape tool and Edit Points.
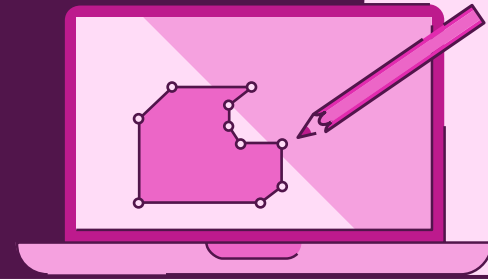
Insert > Shapes > Lines > Freeform Shape Tool

Use the Freeform Shape Tool to draw any object. Click near the start or double click anywhere to finish drawing.
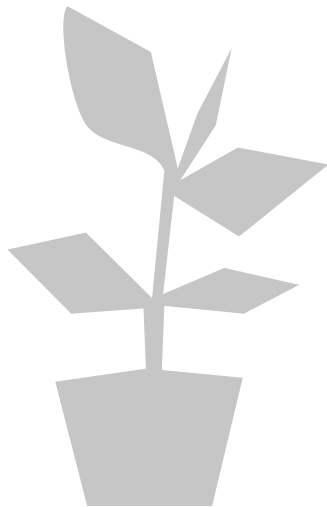
Right-click Shape > Select Edit Points

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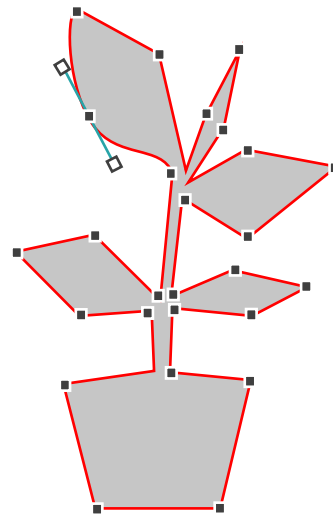
Customise further by clicking on any black edit point to reveal the Bézier vector handles. Right-click the black edit point to choose smooth, straight, or corner point. Move the white box edges of the Bézier to change the point shape or curve.

Merge shapes tools

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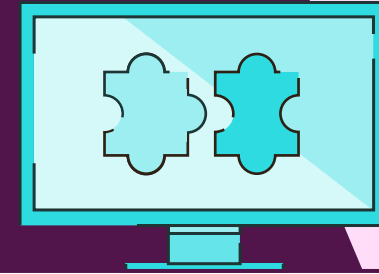
View video tutorial

Insert > Shapes

Arrange the shapes in the correct positions then select two of them.
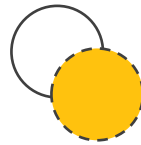
Shape Subtract
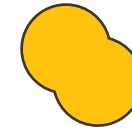
Shape Union
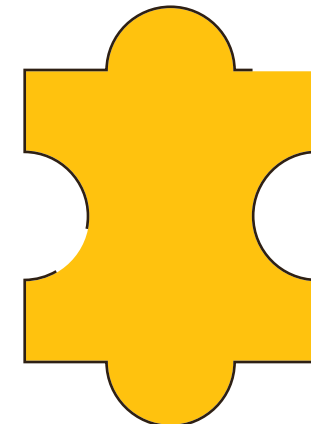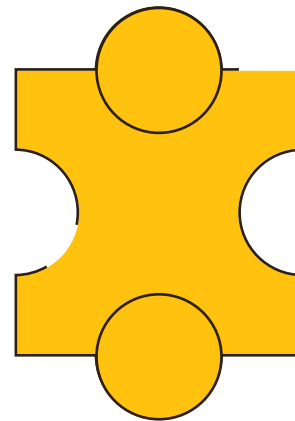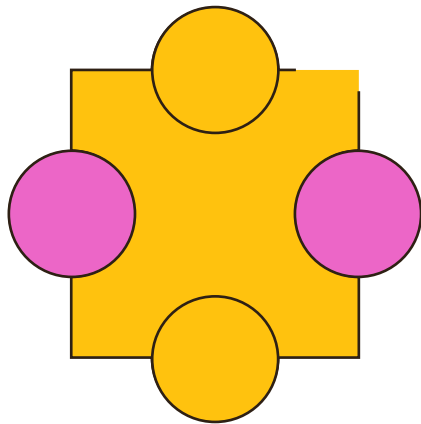
The Merge Shapes tools are only available through the Quick Access Toolbar in PowerPoint 2010. They're in the Format tab in PowerPoint 2013, 2016, 2019, and Office 365

Alignment & distribution

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

View video tutorial

Home > Arrange > Align
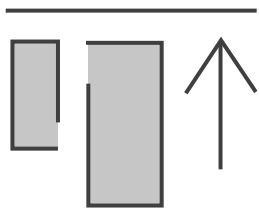
Align objects top

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.
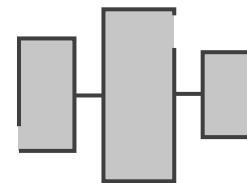
Distribute horizontally

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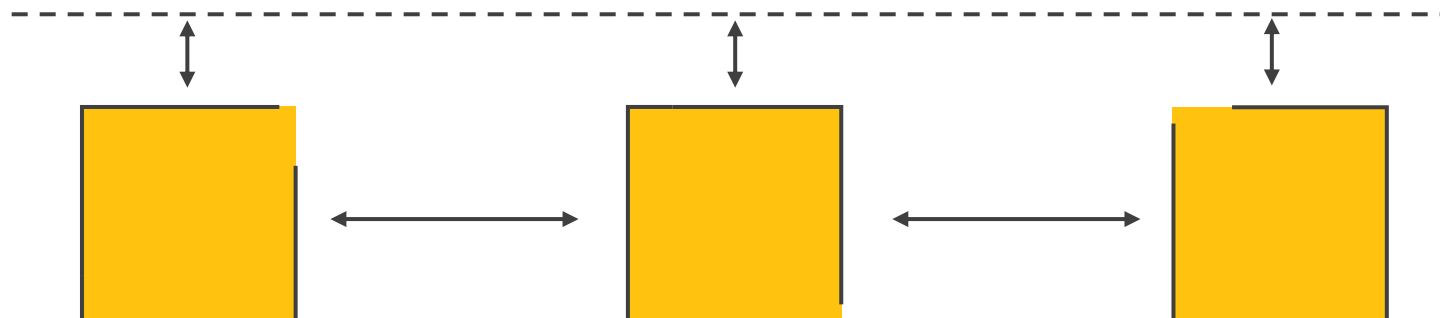
Selection pane

The Selection pane lets you see every object, control the layers, and hide/show objects on layered slides.
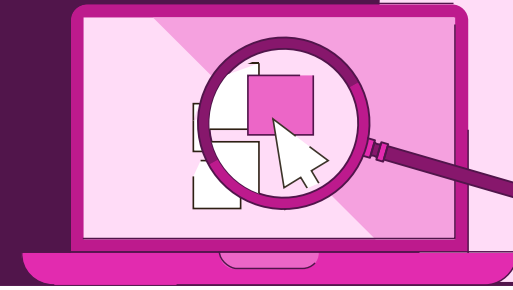
View video tutorial

Home > Arrange > Selection Pane

Click on any of the eye icons to remove the object from view to work on other objects behind it.

Arrow buttons or left click > Drag

Moving objects up the list brings them forward in the layers. Moving objects down sends them back.

Selection

| Show all | Hide all |

Bones

X-Ray Machine

Power Ranger

Background
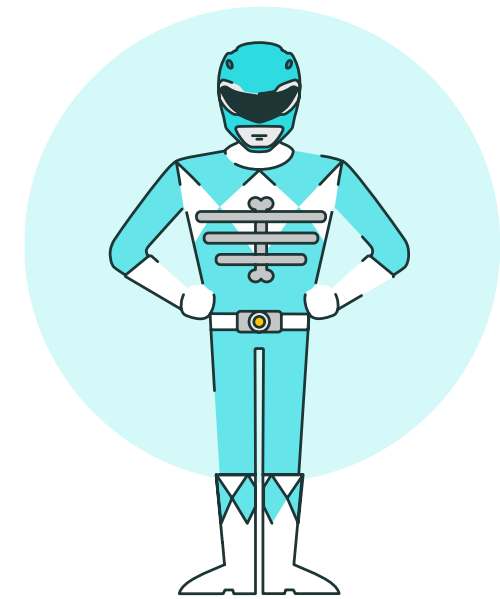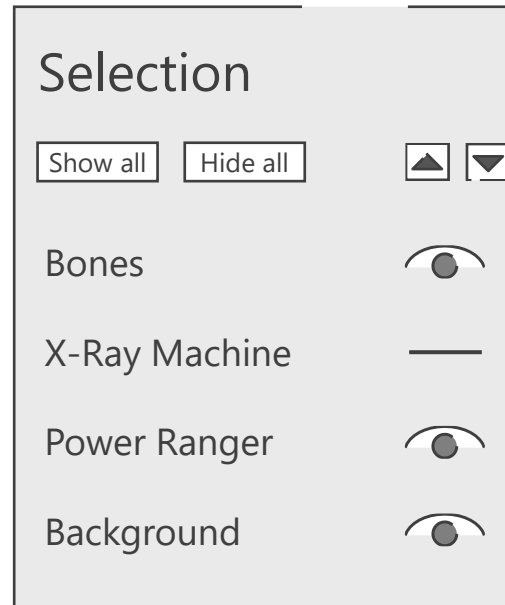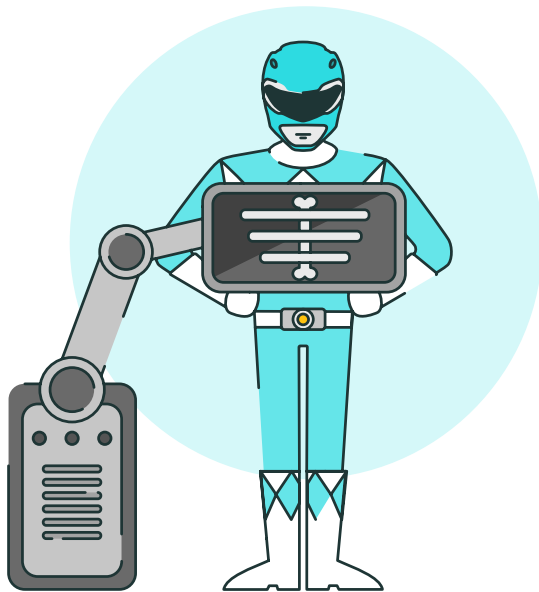
Setting default styles

Quickly ensure consistency by using the Set as Default Shape, Line, and Text Box functions.

View video tutorial
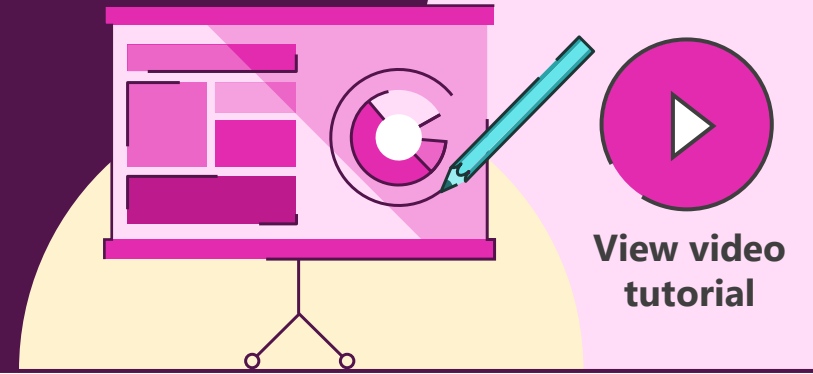
Insert > Shape

Create a shape, text box or line use the format tools to create a style that you like.

A nice text box

Right-click > Set As Default Shape

Once you are happy with the style, set the shape, text box or line as the default.

Set as Default Shape

A nice text box
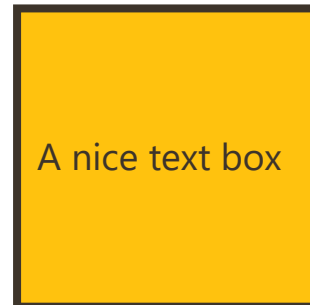
Insert > Shape

Now when you draw a new shape, line or text box, it will have the formatting that you set. This is much quicker than altering styles through the slide master.

A nice text box

PowerPoint icons

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

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
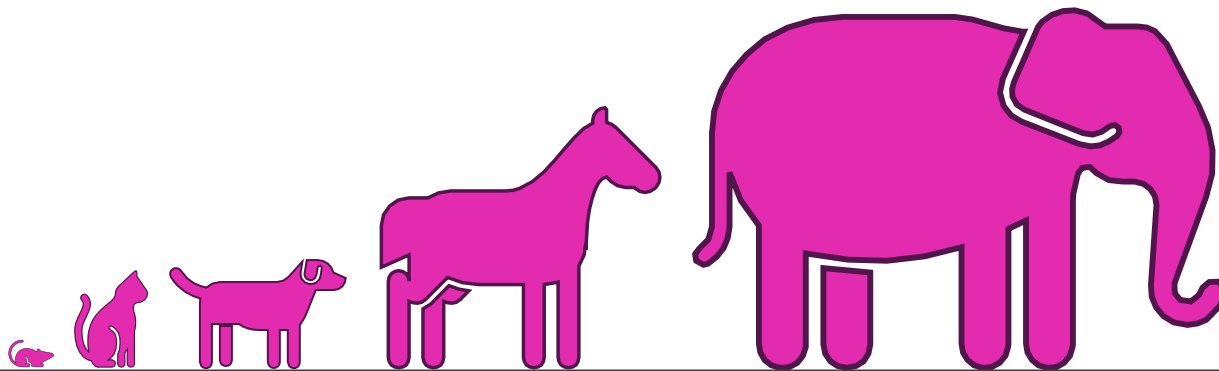
Photography

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.
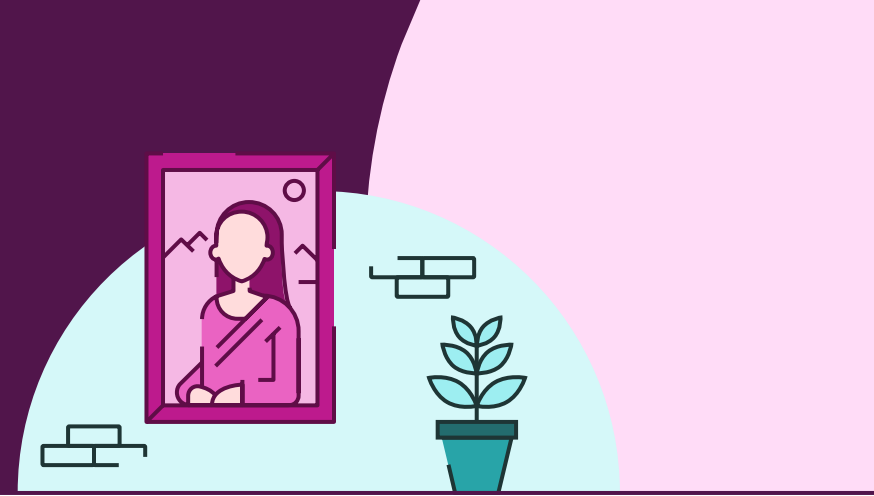
Pexels
pexels.com

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

Rich backgrounds

Add richness and depth by adding a full screen background image with blur so it doesn't interfere with content.

View video tutorial

Insert > Picture

Add a picture to your slide and resize to fill the slide.

Picture Format > Artistic Effects

Using the Artistic Effects, choose blur to take away the sharpness and help it blend into the background.

Choose an image in keeping with your brand, but try not to make it too busy.

Leading innovation

Care & service

24/7 support

Expertise to guide you

Achieve your goals

Focus shift

Animate in a second blurred version of an image over the top of the first to shift focus.
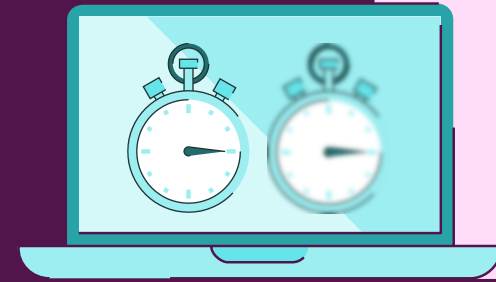
View video tutorial

Group Objects > Copy Paste as Picture > Picture Tools Format > Artistic Effects > Blur

Create an invisible box over your objects and group. Select the group then copy and paste as picture. The invisible box ensures your blurred image won't have sharp edges.

Animations > Add Animation > Entrance Fade

Add animation to blurred image. Add your object of focus on top of the blurred image to make it stand out.

Custom image cropping

Create a freeform shape and fill with an image to crop out any shape.
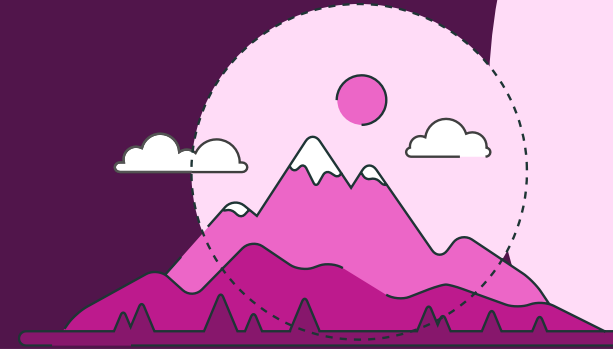
Insert > Shape > Freeform Shape

Trace around the part of the picture you want to crop.

In PowerPoint 2013 or later, use the Boolean tools Shape Intersect to cut out the image.

Format Picture > Crop

Crop picture to outer edges of the freeform trace then copy picture (Ctrl + C).

Use the Alt key to snap the cropped picture to the freeform trace.

Format Shape > Picture Fill > Insert from Clipboard

Right-click on your freeform trace and insert your cropped image.
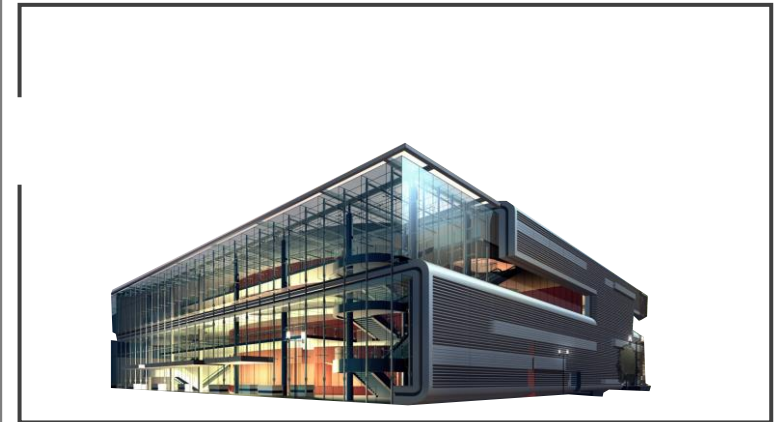
Use the Soft Edges formatting tool to remove any harsh edges.

Change picture

Quickly change a picture without losing formatting or animation effects.

View video tutorial

Insert > Picture

Format the picture to fit your slide.
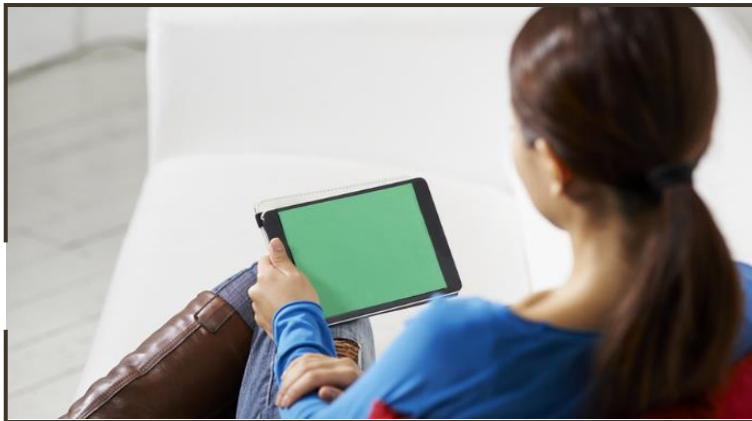
Right-click > Change Picture

Duplicate a single picture multiple times and then use Change Picture to have a series of screenshots all the same size.
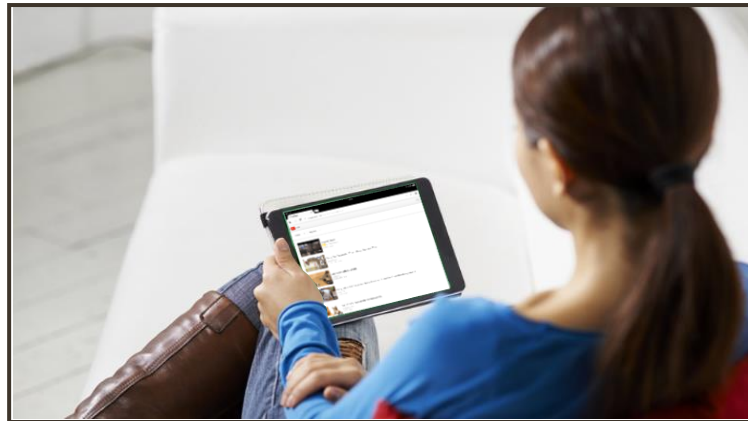
Choose new picture

Select a new picture from your computer files or your clipboard.
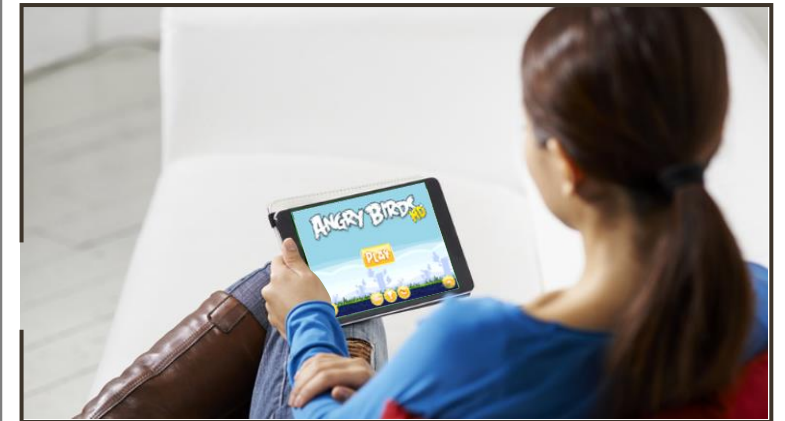
Graph animation

Animate graphs piece by piece using the Chart Animation function, making them easier to understand.

Animations > Add Animation >Entrance > Double Click >Animation Event > Chart Animation
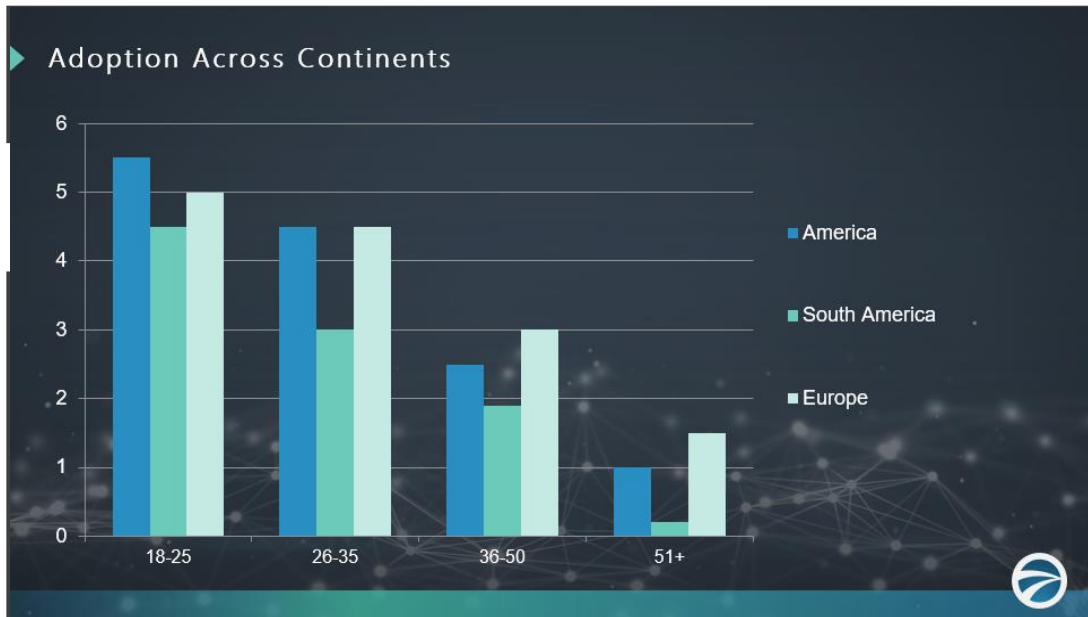
1) Animate chart using **Add Animation** on the Animations tab.

2) Double click on the animation event in the **Animation Pane** and select **Chart Animation**.

3) Animate the chart by series, category, or individual element for greater control.
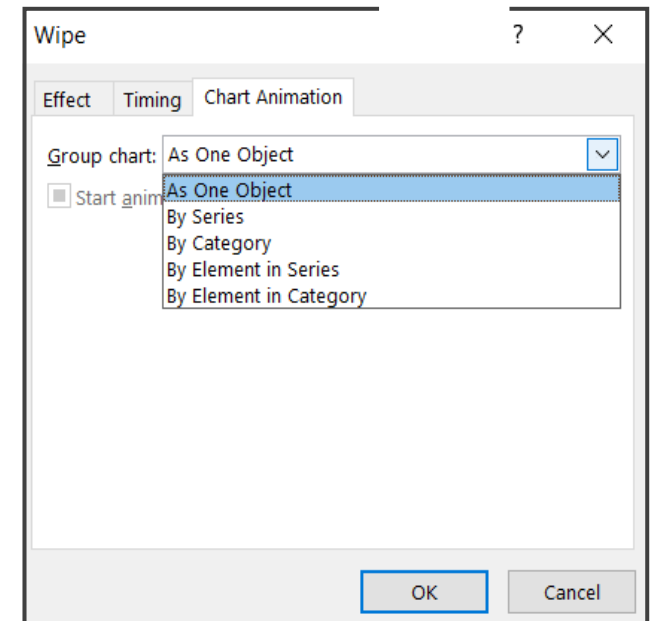
Growing & shrinking bar charts

Create duplicates of bar chart columns and group them to get grow/shrink animations to work effectively.
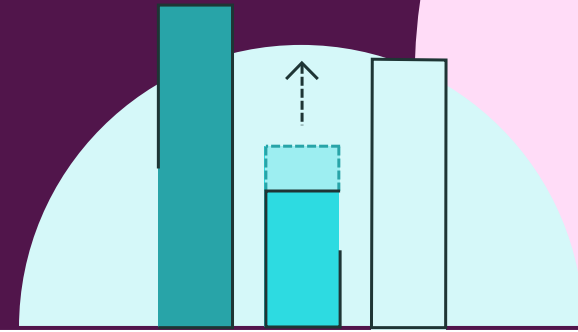
View video tutorial

Duplicate your bar, making the second invisible. Duplicating and grouping your shape means it will appear to grow or shrink from the axis.

Ctrl + D
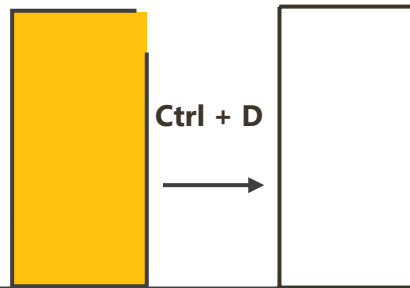
Position second bar directly below the axis and group together with the first (Ctrl + G). Bars below axis should be completely invisible (select 'No Fill')

Animations > Add Animation > Emphasis > Grow/Shrink

Effect Options > Vertical

Rotating objects

Draw large shapes over objects and group to enable you to rotate around a false central point.
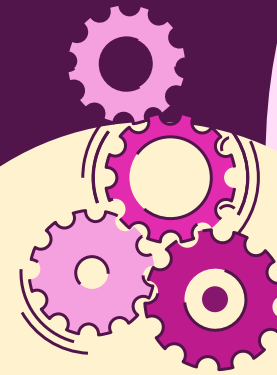
Animations > Add Animation > Emphasis > Spin

Create a shape starting at the center point of rotation, using the Ctrl key to make that point the center, and make sure it's larger than anything else.
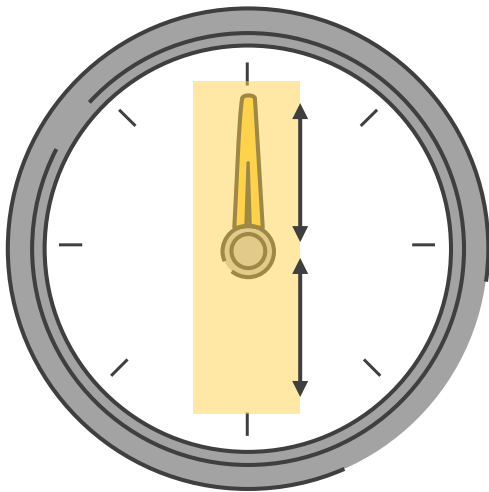
Make the large shape invisible (select 'No Fill') and group it with any objects that need to rotate.
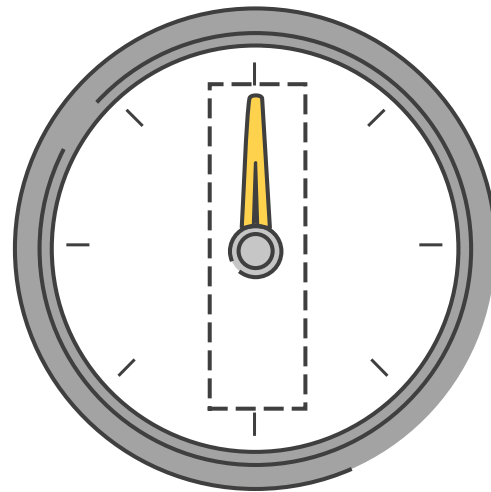
Use a Spin animation on the group. The entire group will rotate around it's center point, which is controlled by the large invisible shape, making it look like other objects are rotating around their end point.
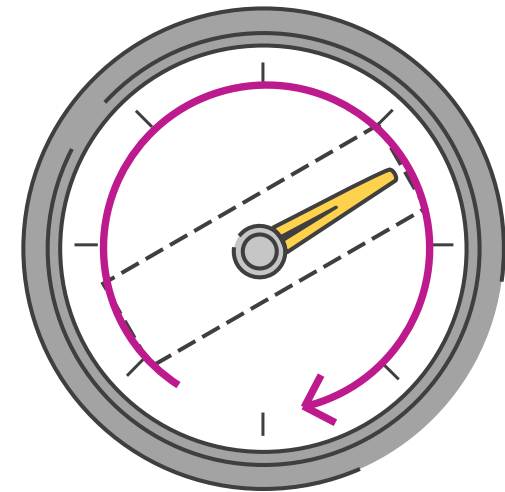
Precise motion

Duplicate your shape and use motion paths on both objects as a guide to get them to line up precisely.
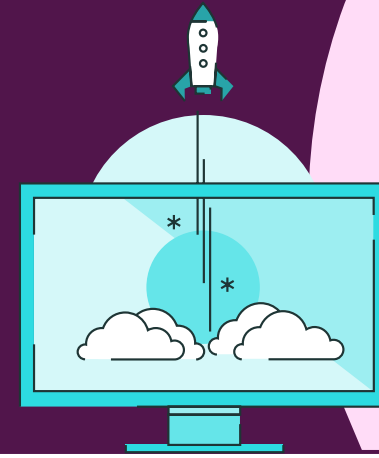
Animations > Add Animation > Motion Paths > Lines

Add a motion path to your object.
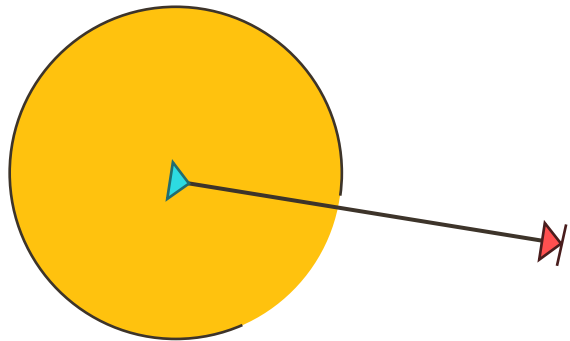
Copy > Paste

Duplicate your shape, so that now both have an identical motion path.
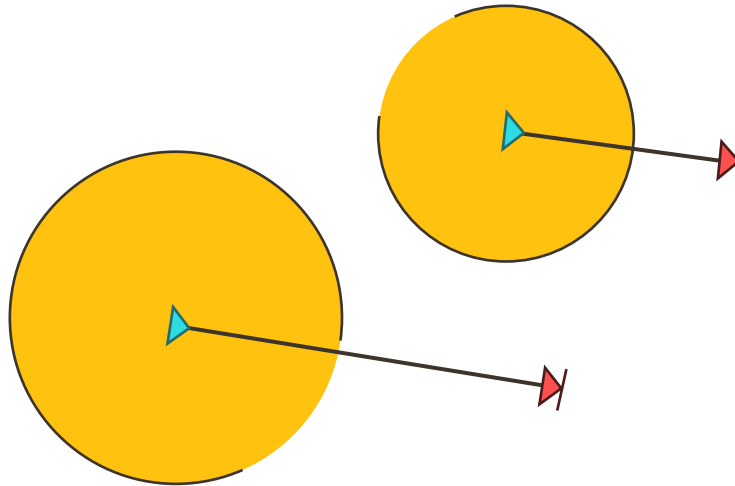
Adjust your original motion path so that the end matches up with the start of your second path. Then delete your duplicate shape.
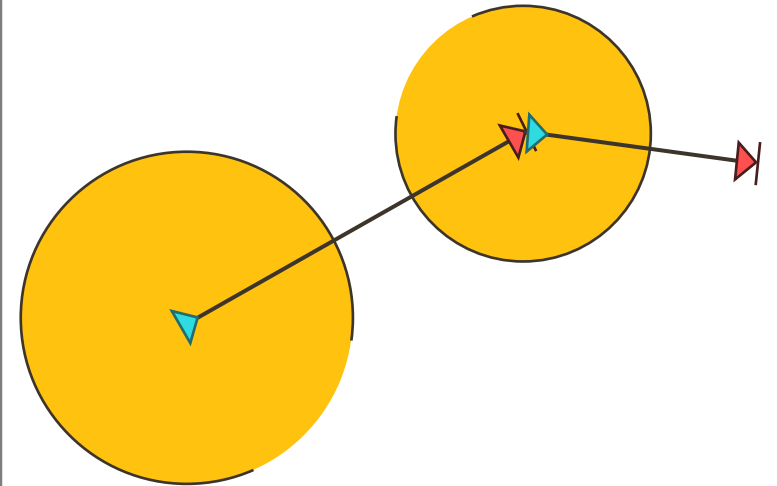
Screenshot

Screenshots are a great way to share real-world examples with people, and they're really simple to do.
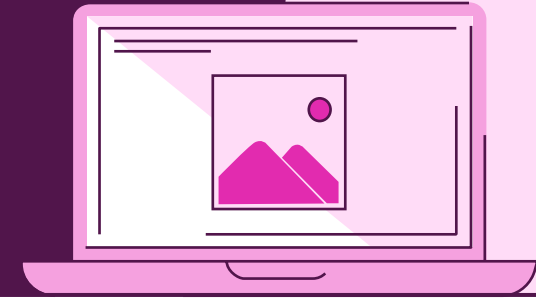
Use the cursor to select just a small portion of your screen, or select from one corner to the opposite corner to select the entire screen.

Capture a screenshot   ⊞   +   Shift   +   S

This works for any part of your screen, any program, or browser.

The screenshot is stored in the clipboard, so once captured, go into PowerPoint and paste (Ctrl + V) to put the image on your slide.

Screen recording

Sometimes video is the best way to demonstrate a technique or process. PowerPoint gives you an excellent screen recording option.
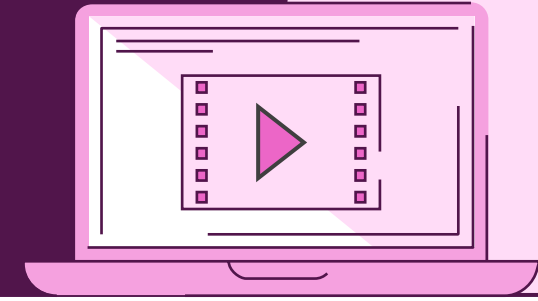
Insert > Screen Recording
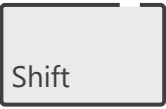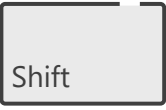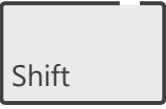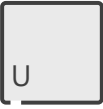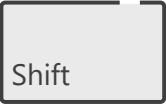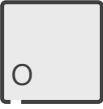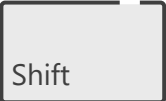
Use the cursor to select just a small portion of your screen, or select the entire screen by clicking at the top and dragging down to the bottom.

Once the recording area has been selected, PowerPoint will minimize (although you can maximize it again), allowing you record anything on your desktop, within a program, or a browser.

Record live audio as you capture the screen too.

Once finished, stop recording, and the video will be inserted into your PowerPoint deck.

You can resize, trim, and edit the video in the Video Tools tab.

▶	Record screen	⊞	+ Shift	+	R
■	Stop recording screen	⊞	+ Shift	+	Q
⬊	Select custom area	⊞	+ Shift	+	A
🎤	Record audio	⊞	+ Shift	+	U
✶	Record pointer	⊞	+ Shift	+	O
📌	Lock control panel dock	⊞	+ Shift	+	I

Video bookmarks

If you want other things to happen next to, or over the top of, a video, then using bookmarks to trigger animations can be a great help.
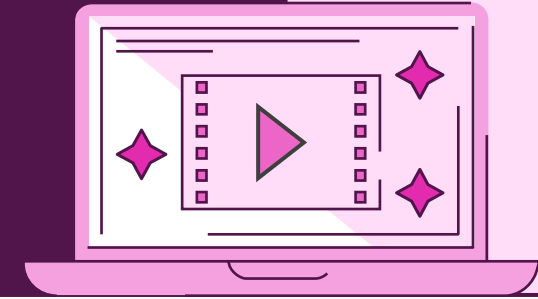
Playback > Add Bookmark

Select a video and use the media controls underneath to navigate to a time point. Choose Add Bookmark on the ribbon and repeat to create as many bookmarks as required.
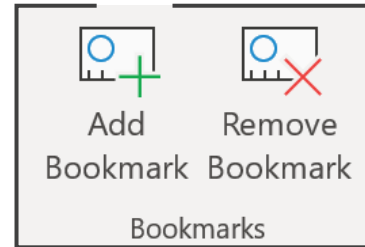
Animations > Triggers > On Bookmark

Any animated content can be timed to animate with a specific bookmark. Select an animation and choose the Triggers drop down on the Animation tab. Choose the appropriate bookmark.
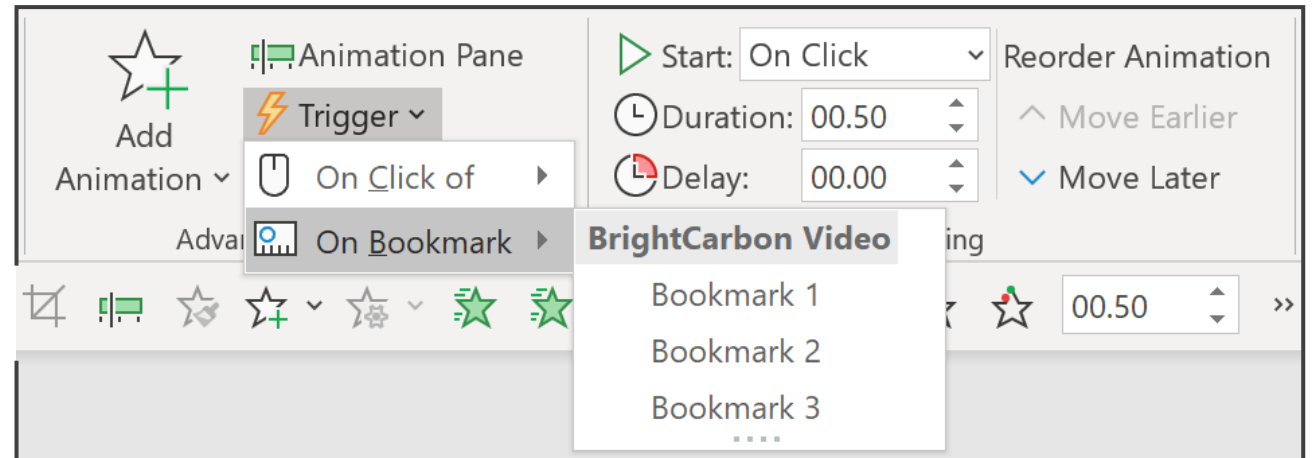
Image cropping

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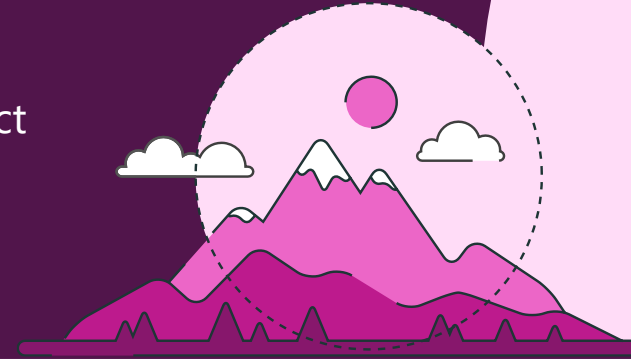
View video tutorial

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
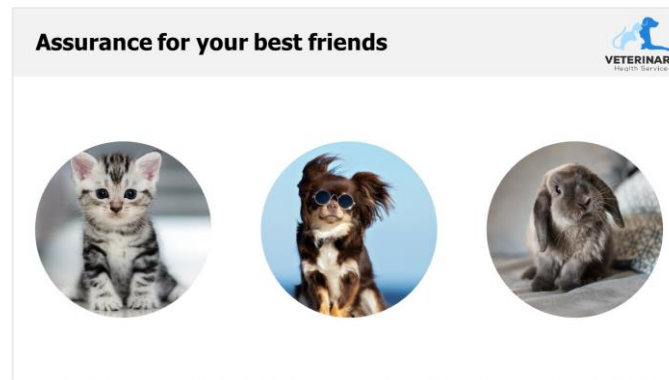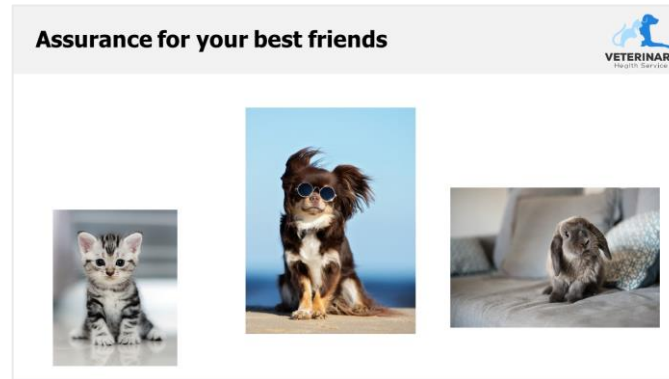
Repeat this step across the remaining images
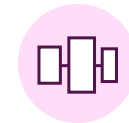
Use the distribution tool to align your images accurately
Format > Align

Assurance for your best friends
VETERINARY
Health Service

Assurance for your best friends
VETERINARY
Health Service

Crop to zoom and recolour images

Standard tools like cropping and recolouring can really change the look and meaning of your presentation. Crop to zoom can help your pictures look consistent and your slides more professional, whilst recolouring may suggest different topics or be used to create a segue.

View video tutorial

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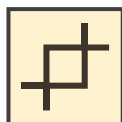
Format > Crop

Use the white size grab handles to make the image larger so that you can see only the laptop within the crop area.

Format > Crop > Enlarge white handles

Select an image and apply a colour wash to each image to represent different topics, or use one highlight colour and others in grayscale as a segue.

Format > Color > Apply colour wash

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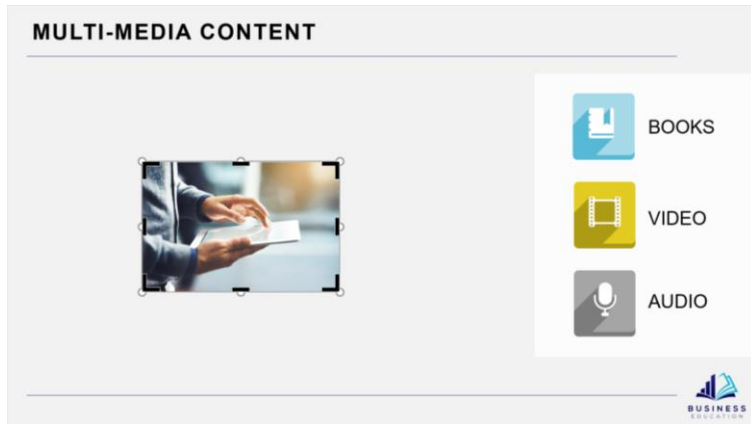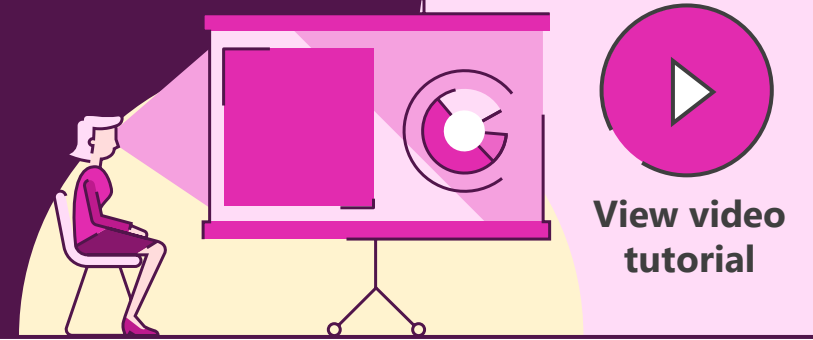
Select the image, and choose Crop to reveal black cropping grab handles.
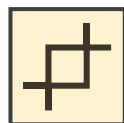
Format > Crop

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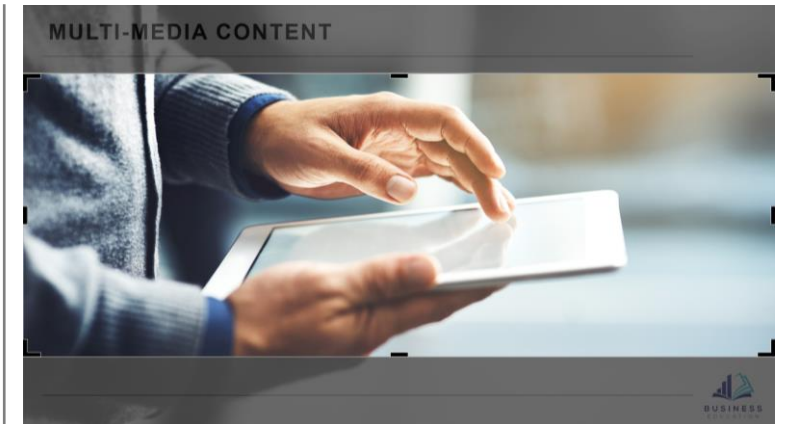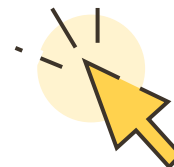
Use the white size grab handles to make the image larger so that it fills the crop area completely.

Format > Crop > Enlarge white handles

Image-enhanced story

Turn a standard image into an effective visual tool that will enhance communication and get your message across more clearly. Simple highlighting can represent relevant stats more powerfully than numbers alone.

View video tutorial
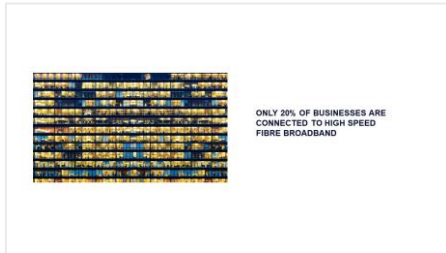
Fill screen with image

Create duplicate image
Ctrl + C > Ctrl + V
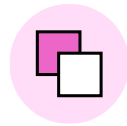
Send images to back
Home > Arrange

Align images to slide edges
Home > Arrange > Align

Recolour top image
Format > Color > Grayscale

Crop grey image to 80% of full image width
Format > Crop

Resize text to 40pt and increase text box size
Home > Font
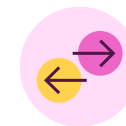
Triangle to link text to image and highlight message
Home > Drawing

ONLY 20% OF BUSINESSES ARE CONNECTED TO HIGH SPEED FIBRE BROADBAND

Image combination

Using only PowerPoint you can edit images to make you look like a Photoshop expert. Combining two images and using the blur effect can make your slide stand out.
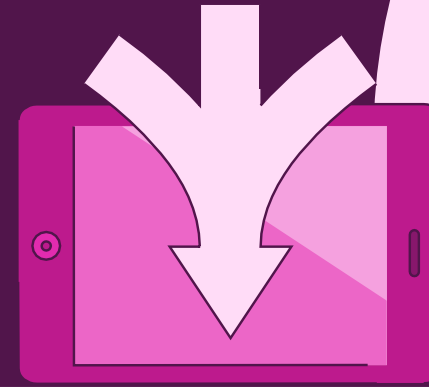
View video tutorial

Resize images with background filling entire slide

Remove white from phone image
Format > Color > Set Transparent Color

Copy/paste mountains image and resize and reposition over phone
Ctrl + C > Ctrl + V

Send small mountain image behind phone and crop to fit screen
Home > Arrange

Blur background image
Format > Artistic Effects > Blur

Whitespace image and text formatting

White space doesn't necessarily have to contain a lot of white. It's about using areas of contrast to focus attention on specific elements. You can use actual white space, but also other colours, and even images to create the effect.
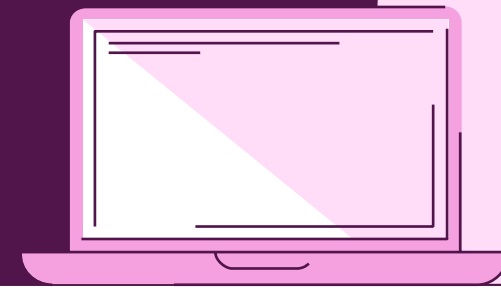
View video tutorial

Overcrop image and expand across full slide, positioning key focus to one side
Format > Crop

Change text to Body font and change text colour to white
Home > Font

Add shape around text and send back, behind text to add contrast
Home > Arrange

30% transparency to shape box to link with image
Right-click > Format

Align text left and change paragraph font size to 20pt
Home > Font
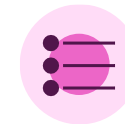
Change bullet text font size to 24pt, make Bold, and toggle off bullets
Home > Font
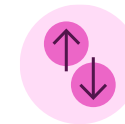
Select bullet text and apply 1.5x line spacing
Home > Paragraph > Line Spacing

Add lines to demark individual text lines
Home > Drawing

iHeart App

Motivates you to reach your health and fitness goals by tracking your activity, exercise, sleep, weight, and more.

- Heart Rate Tracking
- Health & Fitness Tracking
- 4+ Day Battery Life
- Real Time Notifications

iHeart App

Motivates you to reach your health and fitness goals by tracking your activity, exercise, sleep, weight, and more.

Heart Rate Tracking

Health & Fitness Tracking

4+ Day Battery Life

Real Time Notifications

Grids and guides

Using a grid provides a classic design layout for your slides. A 3x3 grid – the rule of thirds – is a good start. PowerPoint guides can help form the grid clearly and make your text, images, and other content look more uniform, and instantly more pleasing to look at. Everyone loves a tidy slide.
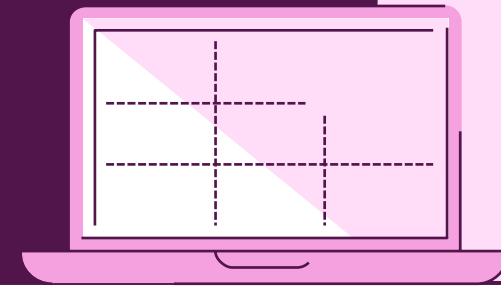
View video tutorial
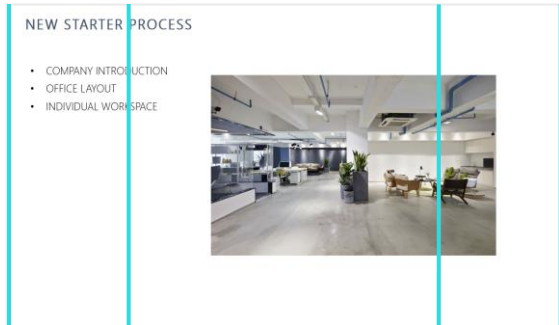
Draw four vertical lines, ensuring there are two on the outer edges of your document. Click and drag to move the
lines roughly into the position you need.

Insert > Shapes
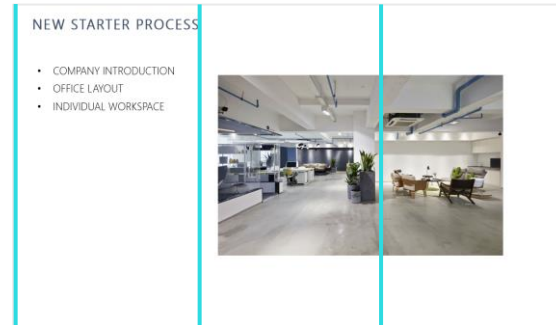
Select all of the lines, and use the distribute tool to automatically space them correctly.

Format > Align > Distribute Horizontally
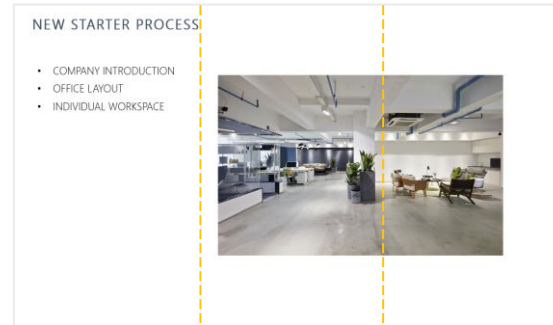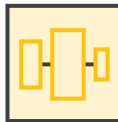
Right-click to begin bringing guides into your document. Holding Ctrl while dragging will copy your existing guide.
Place your guides over the lines you have drawn to create an accurate three column grid.

Right-click > Grid and Guides
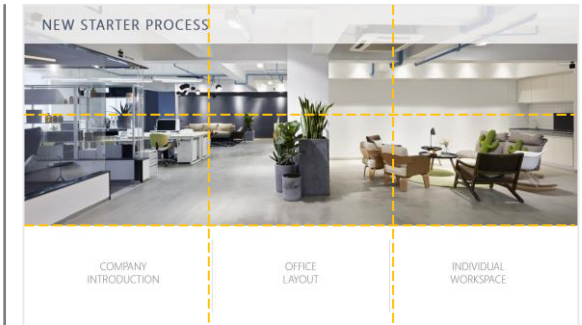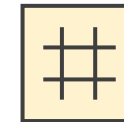
Repeat this step using horizontal lines to complete your 3x3 grid.

Repeat steps horizontally
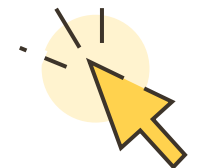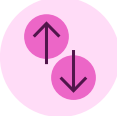
Text formatting

Formatting text appropriate can help your audience understand what they need to read first, and the importance of the words on the slide. Avoid confusion by simplifying the style, creating a sense of hierarchy, and cutting back on the effects you use.

View video tutorial

Aa Choose a single font and size to use across your text
Home > Font

B Remove any bold type by selecting the bold tab
Home > Font > Bold

Apply a consistent style and colour to all bullet points
Home > Font > Bullets

Select all text and increase 'after' spacing to 12pt
Right-click > Paragraph

Global Smartphone Market

- Global smartphone market is highly competitive, but only two players – Apple and Android
- Android is the dominant operating system with 85.9% market share, with iOS trailing significantly at only 14.1%
- Apple has the four top selling smartphones worldwide, with the iPhone X selling 16 million models in Q1 alone
- The Android market is highly fragmented across many other providers and phone categories, so no one is dominant

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B Add bold and colour to points of focus within the text
Home > Font

Fill text box with a dark colour, and adjust transparency to 30%
Right-click > Format Shape

Resize text box to around ⅔ of the slide size
Right-click > Format Shape

Add an appropriate picture
Insert > Pictures
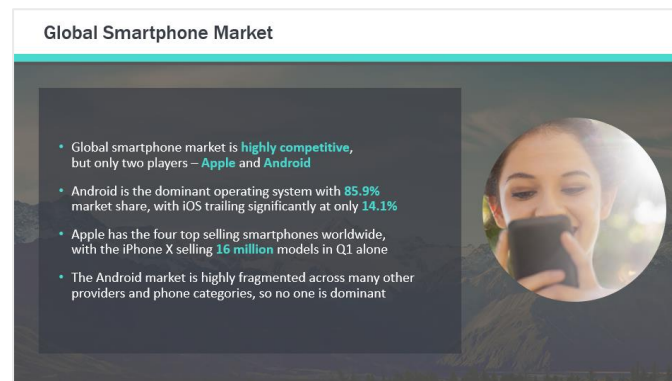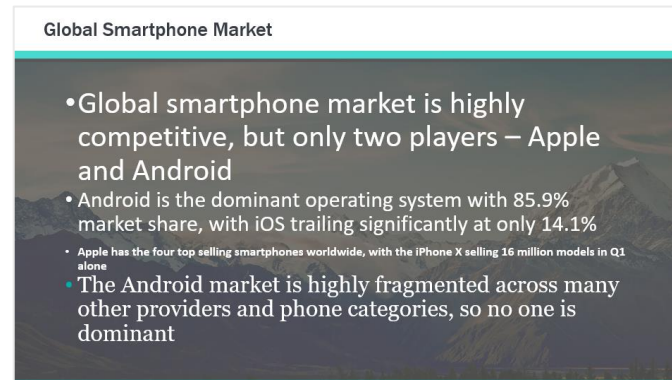
Setting theme colours

The best way to handle colours in PowerPoint is to set your template correctly. Keeping everything consistent and on brand helps to make your slides recognisable and full of impact.
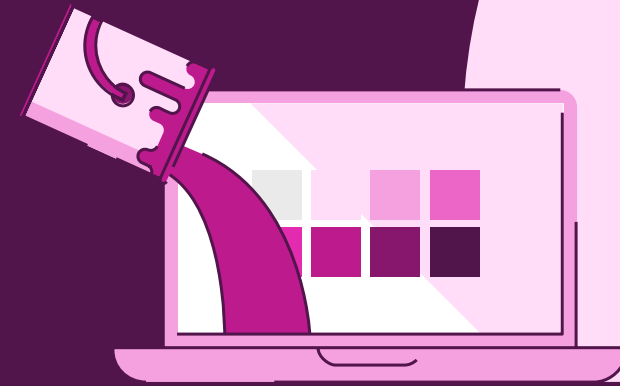
View video tutorial

Open the colour menu within the current theme
Design > Variants > Colors

Select Customize Colors to change the programmed swatches
Design > Variants > Colors > Customize Colors

Select your colours, or insert colour values to create your personalised theme

Brand Iconography

Colour to convey meaning

Colours can have specific meanings – red for bad or green for good. Clever use of colour can enhance your message and help your audience to understand your story more quickly and more easily.

View video tutorial

Monthly KPI Results

Metric A — 26%
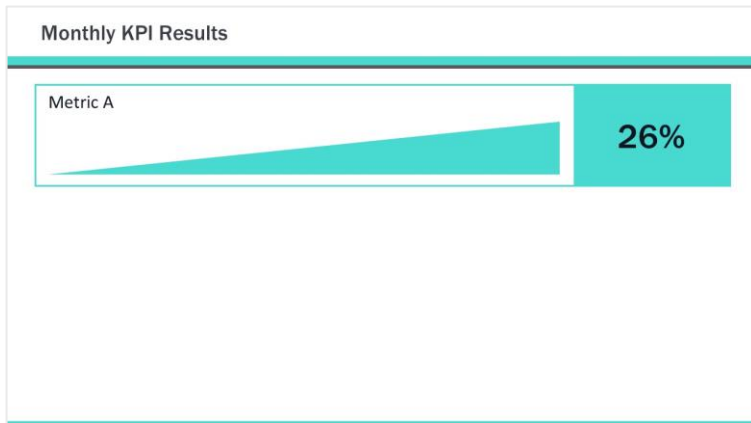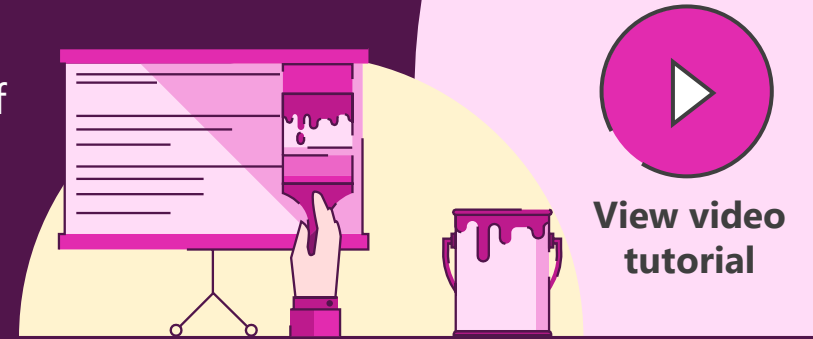
Draw a triangle, and flip the shape so that the right-hand side is tallest. Resize and reposition the triangle to fit the appropriate area on the slide.

Insert > Shapes
Home > Arrange > Rotate > Flip Horizontal

Monthly KPI Results

Metric A — 26%
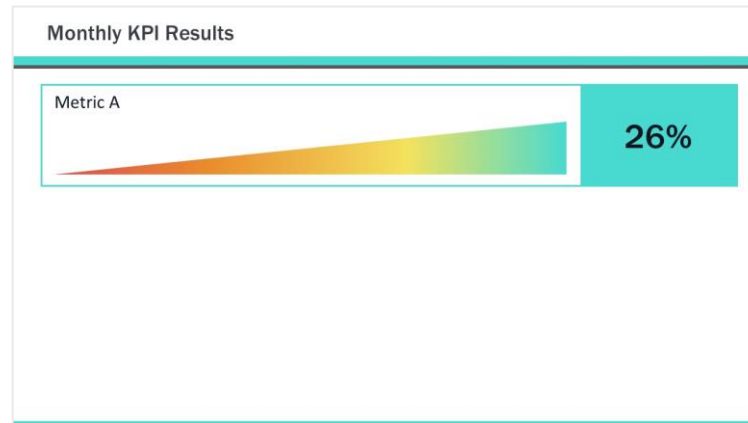
Use the gradient fill effects to create a scale, from red through yellow, and into green, to give a sense of scale.

Right-click > Format Shape

Monthly KPI Results

Metric A — 26%
Metric B — 64%
Metric C — 82%
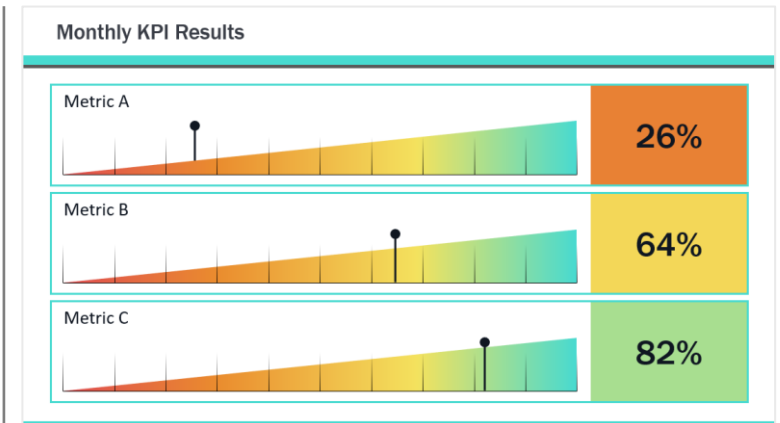
Add markers and use the distribute tool to space them accurately. Create a single thicker line to act as a gauge

Format > Align > Distribute Horizontally
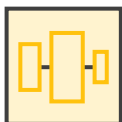
Colour highlighting

Using colour well with charts is critical – you can use it to help your audience quickly understand exactly what the key messages are.

View video tutorial

Select the bars relating to the important data on the graph, and fill these with a bold colour.
Format > Shape Fill
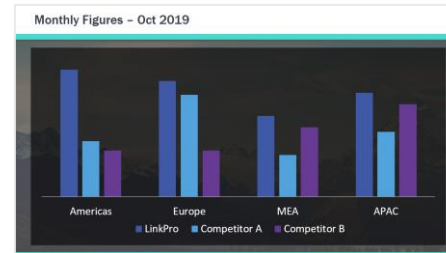
Select the bars relating to non-essential data on the graph, and fill these with a dull colour that makes them less eye catching.
Format > Shape Fill
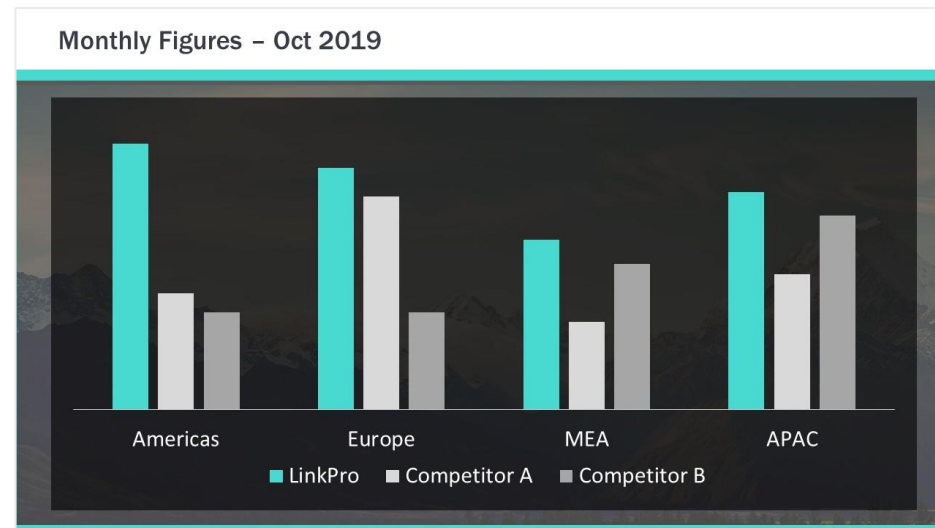
Make sure to use two shades of the dull colour to differentiate between the results.

Monthly Figures – Oct 2019

Americas   Europe   MEA   APAC
LinkPro   Competitor A   Competitor B

Monthly Figures – Oct 2019

Americas   Europe   MEA   APAC
LinkPro   Competitor A   Competitor B

Monthly Figures – Oct 2019

Americas   Europe   MEA   APAC
LinkPro   Competitor A   Competitor B

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.

View video tutorial

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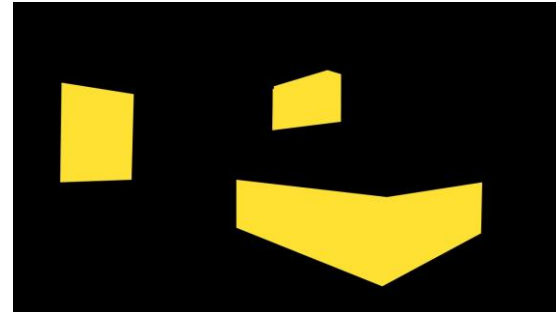
Create full slide black box and send back using the layer tools, to reveal the freeform shapes.

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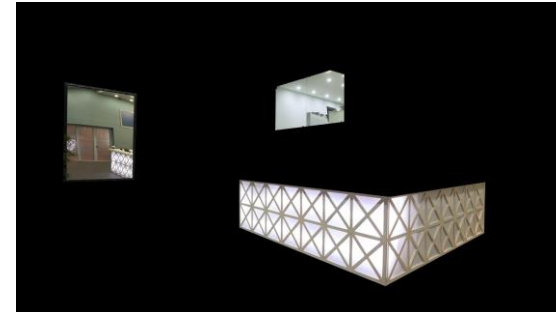
Select the black box, then shift click the highlight shapes and use the Merge Shapes Subtract tool to cut out the highlights.

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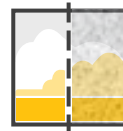
Paste a new image. Use the Freeform Shape Tool to draw around parts to highlight. Click to start, release the mouse button, move to the next point and click to continue. Click on start point to finish.

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
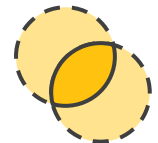
Storytelling with animations

Far from being a luxury, animations in PowerPoint are incredibly useful for telling stories. Learn how to master the different types of animations to create a dynamic visual sequence that communicates elegantly and effectively.
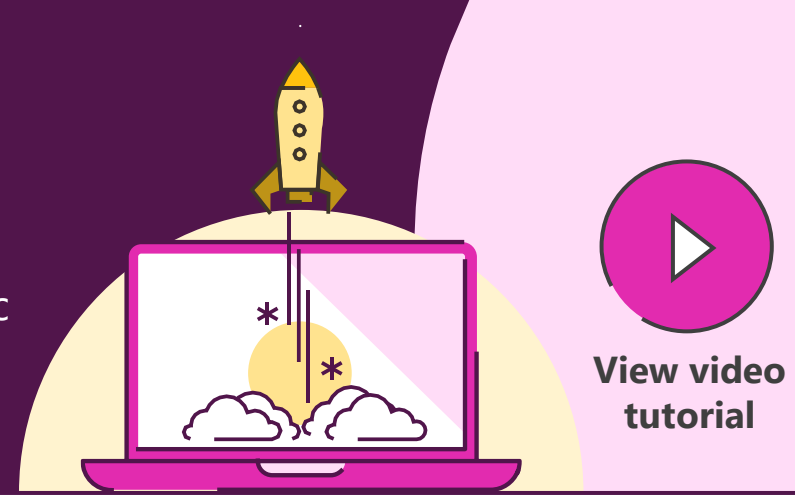
All animations are in the Animations tab on the ribbon. Choose **Add Animation** to find the four categories and different types of animation.

Process Change

ZER◉ LOGISITCS
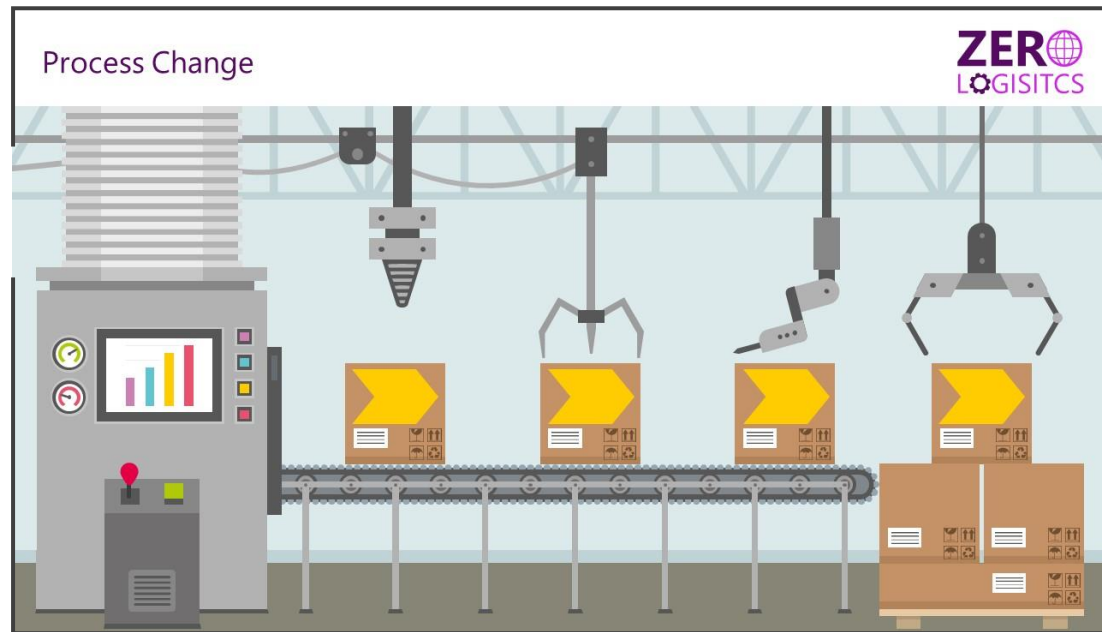
Use **Entrance animations** to make content appear on the slide to provide pacing and help focus attention on new content.

Use **Emphasis animations** to change content. Use the **Fill Color** to alter the color and **Grow/Shrink** to change the size. Click the **Effect Options** button to change the color or size of the object for each.

Use **Exit animations** to remove unnecessary content from the slide so that it doesn't distract or clutter up the slide.
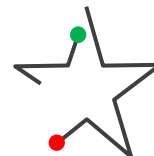
Use **Motion Paths** to move objects around a slide. The **green arrow** indicates the **start point** and the **red arrow** is the **end point,** with the shape moving along the black dotted line. Select either end point to resize, position, and shape the motion path.

Interactive content with trigger animations

Create interactive presentations with triggers! Develop slides where you choose what content to share with each audience, giving you a responsive PowerPoint and a great deal of flexibility. Create interactive content like short quizzes, using them for maximum effect.

View video tutorial

Triggers cause animations to start when you click an object on the slide. Use triggers to reveal and hide additional information, click to change colour to highlight something, or play media.
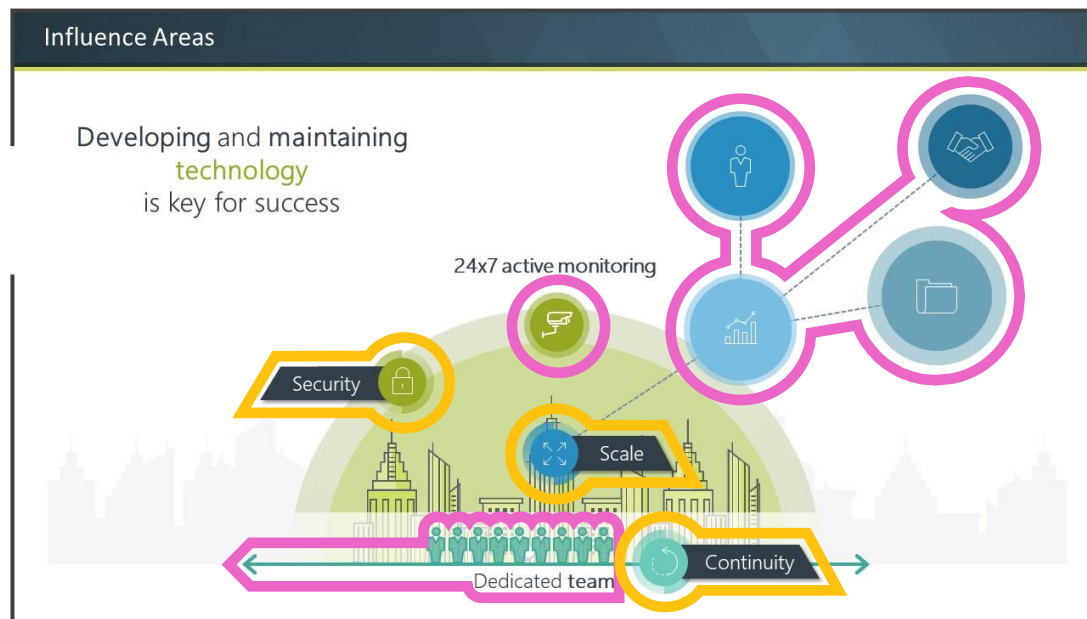
Add an **Entrance animation** to additional information.

Double click animation event, select **Timing,** then **Triggers**, and choose which object to act as the **clickable button.**

Using both an entrance and an exit animation means you can turn the pop-up on and off.
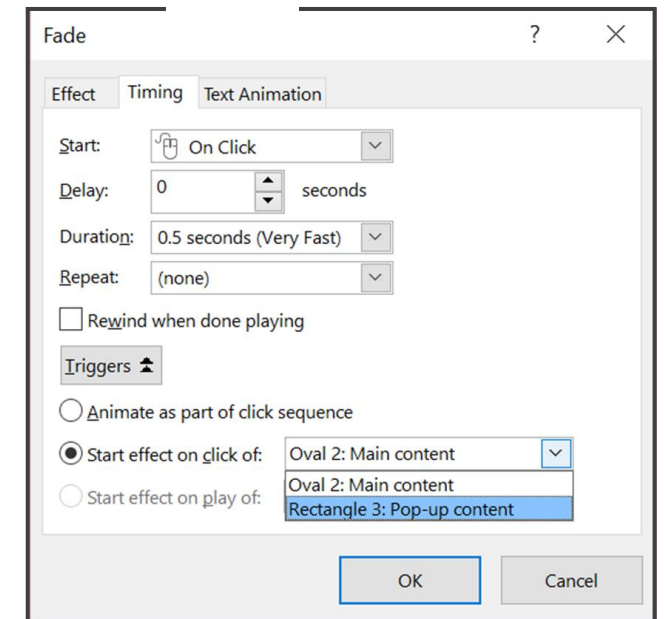
Flexible navigation using hyperlinks

Create flexible navigation within your PowerPoint presentation using hyperlinks to move around the deck seamlessly and effortlessly with clickable menus. It makes for a more interactive presentation and discussion with your audience and it's really easy.

View video tutorial

Section 1   Section 2   Section 3   Section 4
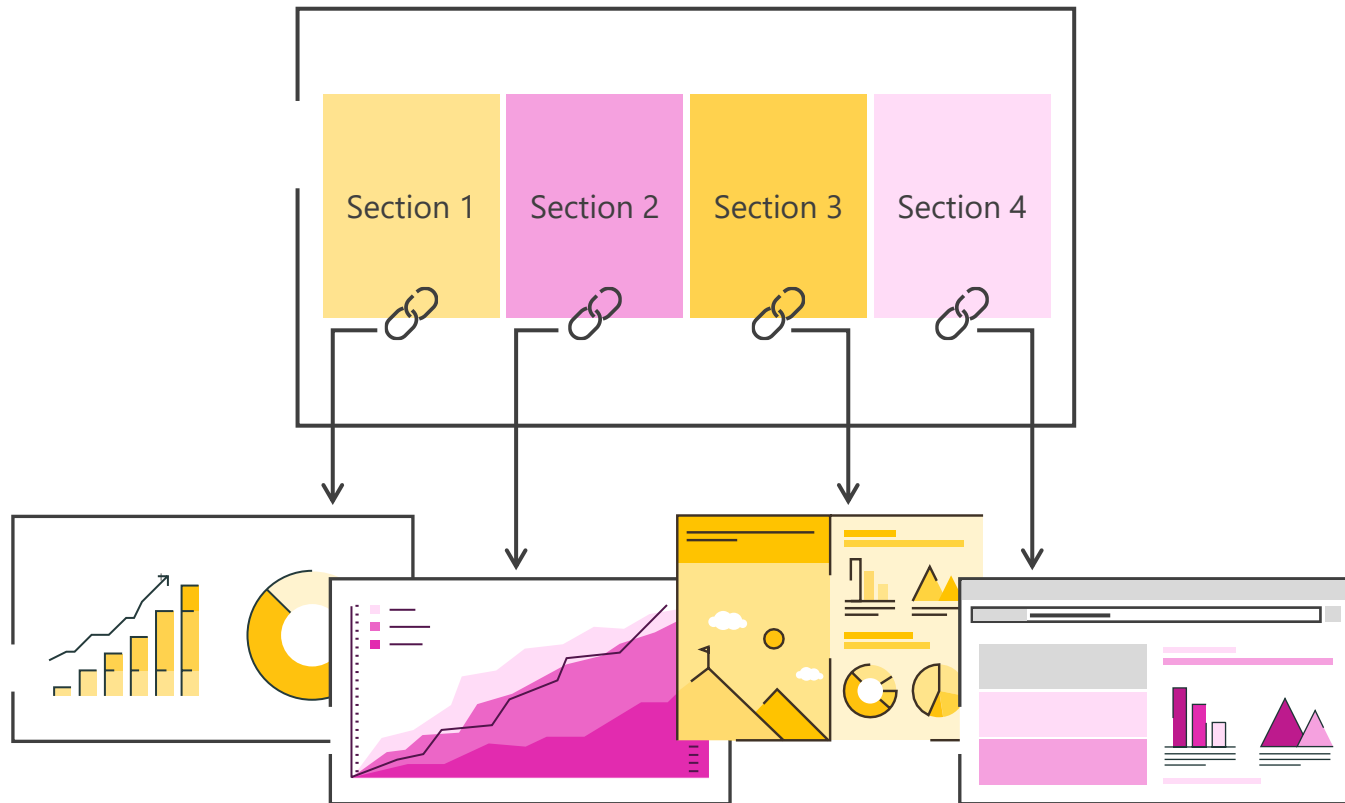
Right-click on an object (not a group) and choose **link**.

Hyperlink any object to travel to a slide, webpage or document.

Hyperlink boxes on menu slides to jump to different chapters.

Hyperlink invisible boxes over multiple objects or groups.

Hyperlink logos to return to menu.

Supercharging interactive presentations with VBA (Part 1)

Use VBA macros to create menus that populate across your entire presentation automatically, without having to manually paste them, saving a huge amount of time, and ensuring accuracy and consistency.

View video tutorial

If you have an interactive menu that covers content, animating it over the content by clicking a trigger button can be helpful, but animations don't reset when you come back to the slide.

Using VBA macros to reset the animations on each slide whenever you come back to it, so you see a fresh version each time. The VBA code for the next slide macro is:

```
Public Sub NextSlide(ByRef oShp As Shape)
    Dim oSld As Slide
    Set oSld = oShp.Parent
    lIdx = oSld.SlideIndex + 1
    If lIdx = ActivePresentation.Slides.Count Then lIdx = 1
    SlideShowWindows(1).View.GotoSlide lIdx, msoTrue
End Sub
```

Supercharging interactive presentations with VBA (Part 2)

In this second part of our series on supercharging PowerPoint interactive presentations with VBA we look at how you can provide your users with visual feedback for active areas of your slide using a mouse hover technique.
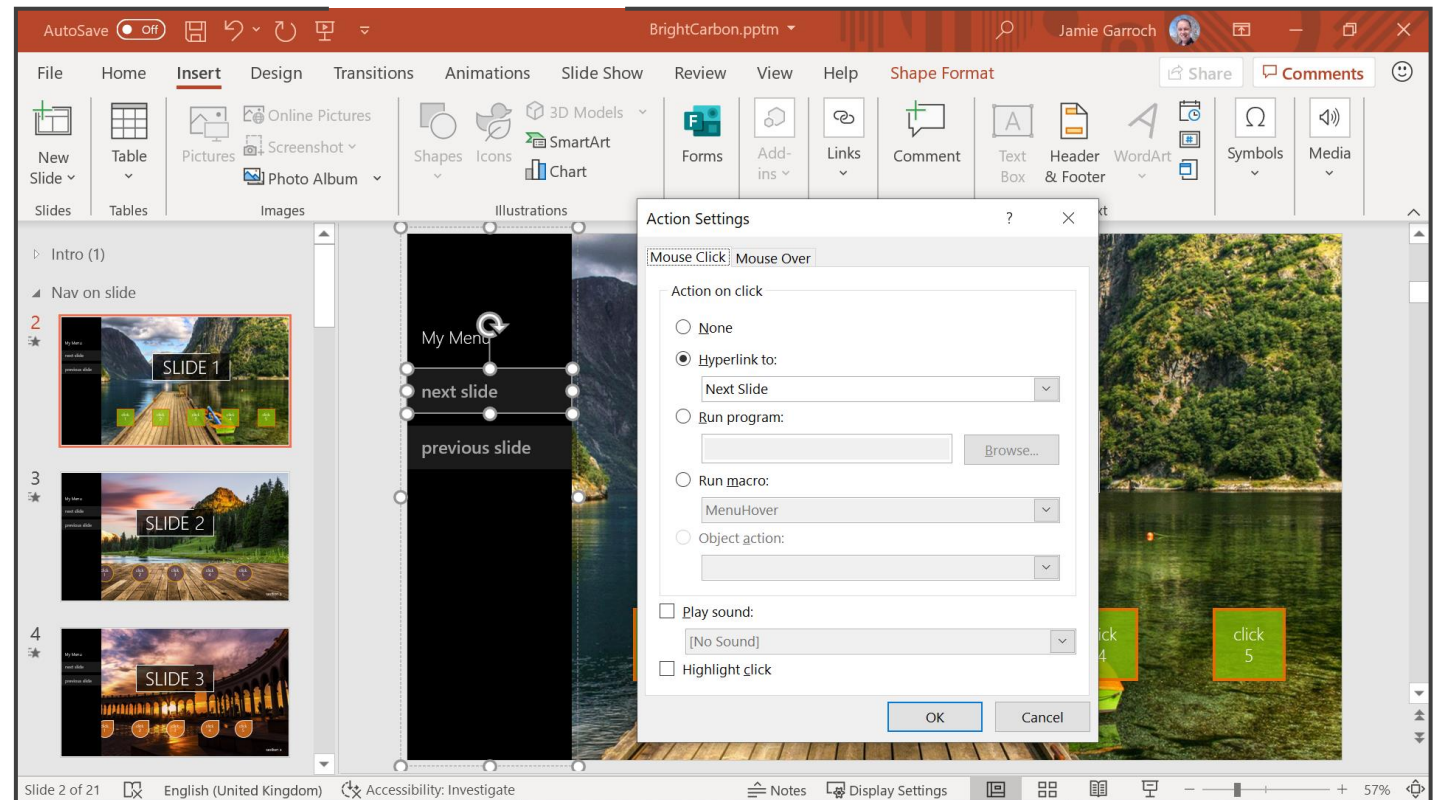
View video tutorial

You can use VBA macros to provide extensive visual feedback when mousing over a hyperlinked object. The VBA code for highlighting active objects is:

Public Sub GraphicHover(**ByRef** oGraphic As Shape)

  oGraphic.Fill.ForeColor.ObjectThemeColor = msoThemeColorAccent1

End Sub

This macro changes the fill colour of the object (called a Shape in VBA) to Accent 1 from the theme. Once you've added this to your PowerPoint file then you can uncheck the PowerPoint highlighting feature and instead assign the Mouse Over event to Run macro, selecting the GraphicHover macro.

Now when you move the mouse over the icon during a slide show the fill colour changes.

sea	land	air
Lorem ipsum dolor sit amet, consectetuer adipiscing elit.	Lorem ipsum dolor sit amet, consectetuer adipiscing elit.	Lorem ipsum dolor sit amet, consectetuer adipiscing elit.
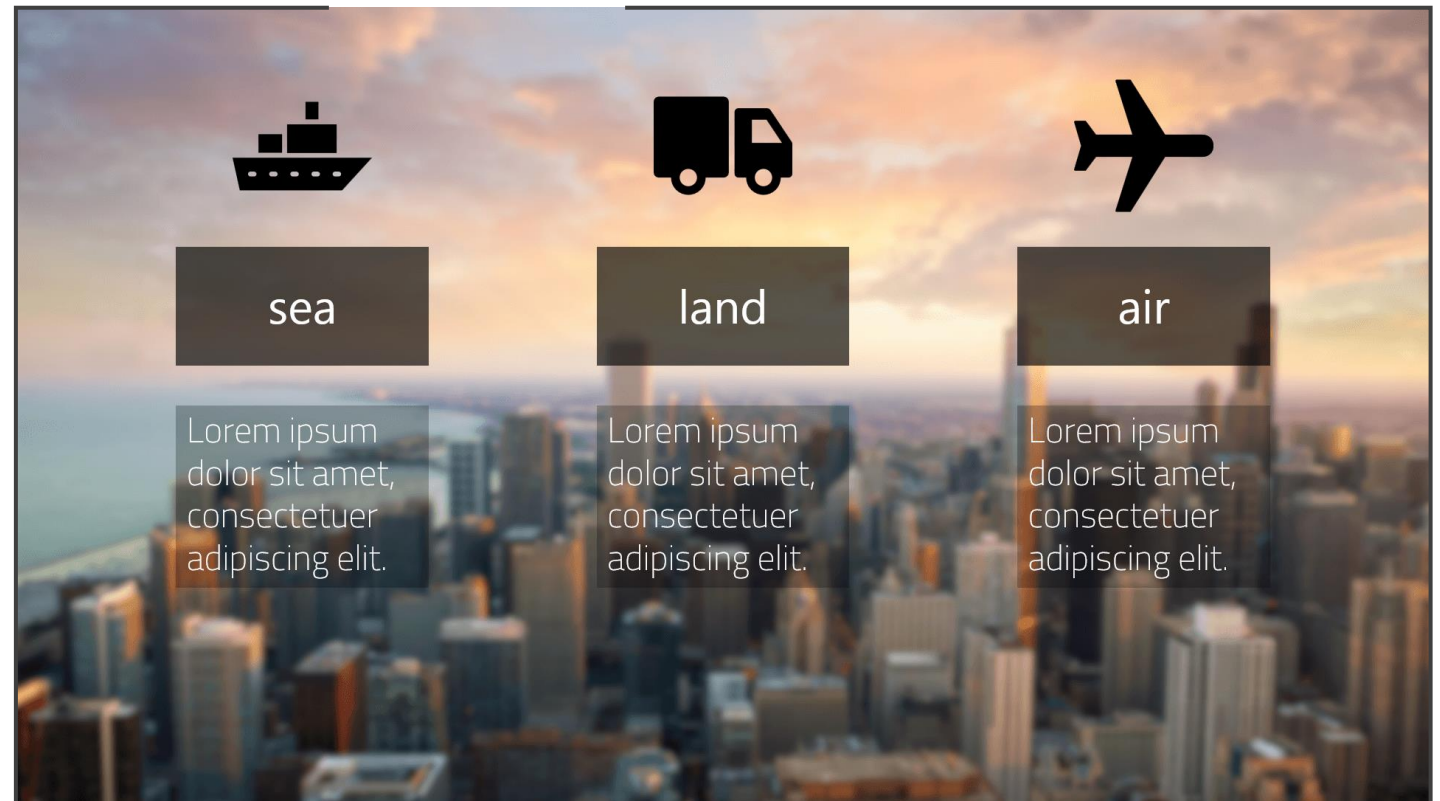
Morph magic

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.
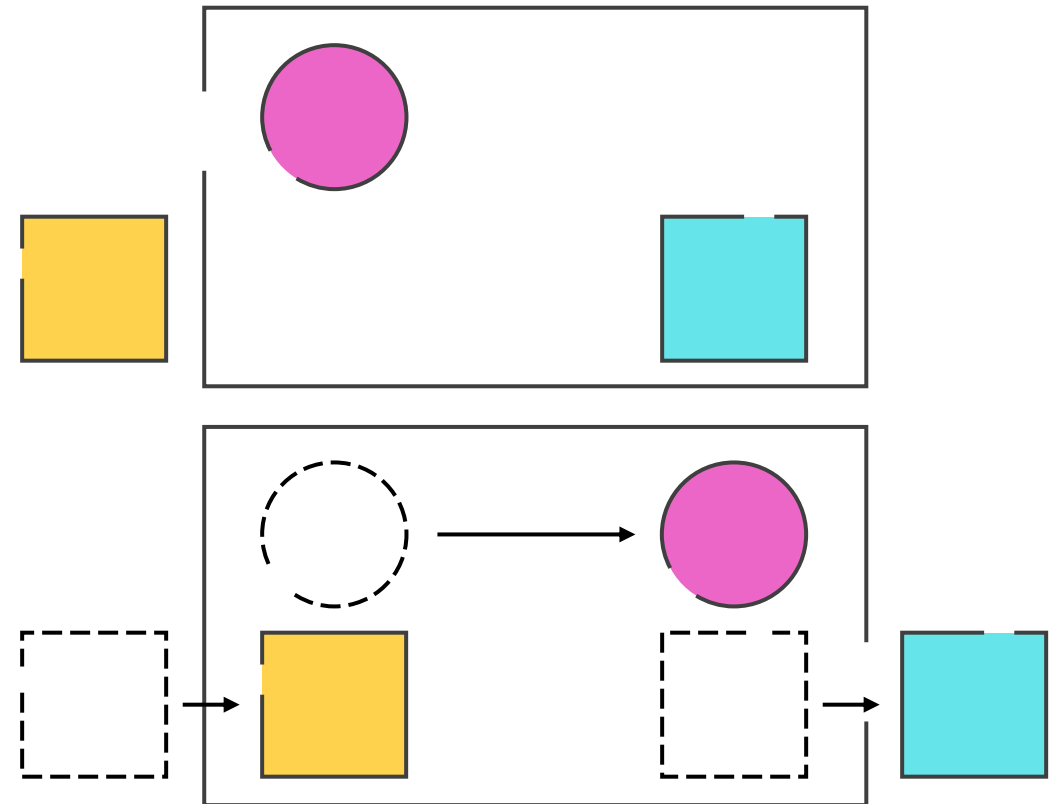
Transitions > Morph

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
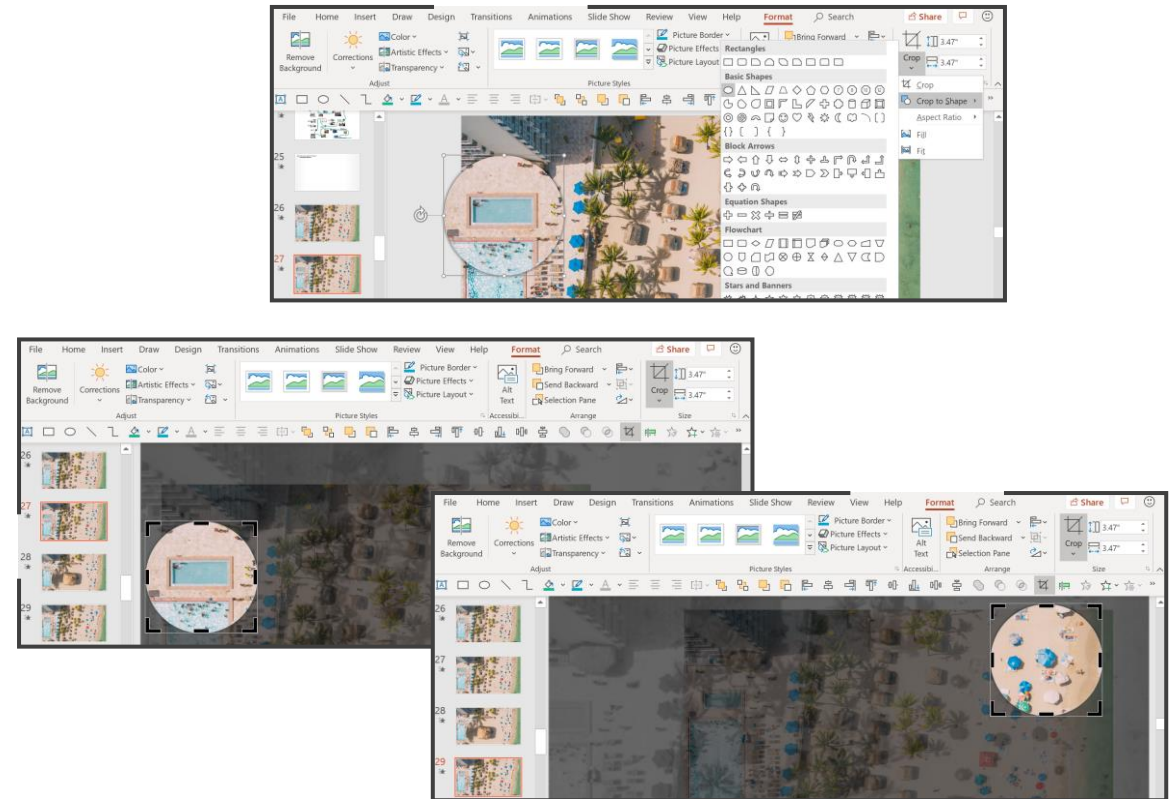
Transitions > Morph

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.

Interactive morph

Morph is a stunning way to seamlessly transition between slides, but also create a fantastic way to navigate around a complex scene using hyperlinks and morph combined for great effects.

Transitions > Morph

Draw boxes over parts of the slide or diagram. Change the fill colour to No Fill and line colour to No Outline.

Right-click each invisible box and choose Link from the pop-up menu. Hyperlink to the relevant slide.

On the main slide featuring the content full-screen, apply the Morph transition to achieve the effect of seamlessly moving from the complex diagram or menu slide to the appropriate content slide.

Then consider changing content between the slides and using morph to create interesting effects as the content changes.
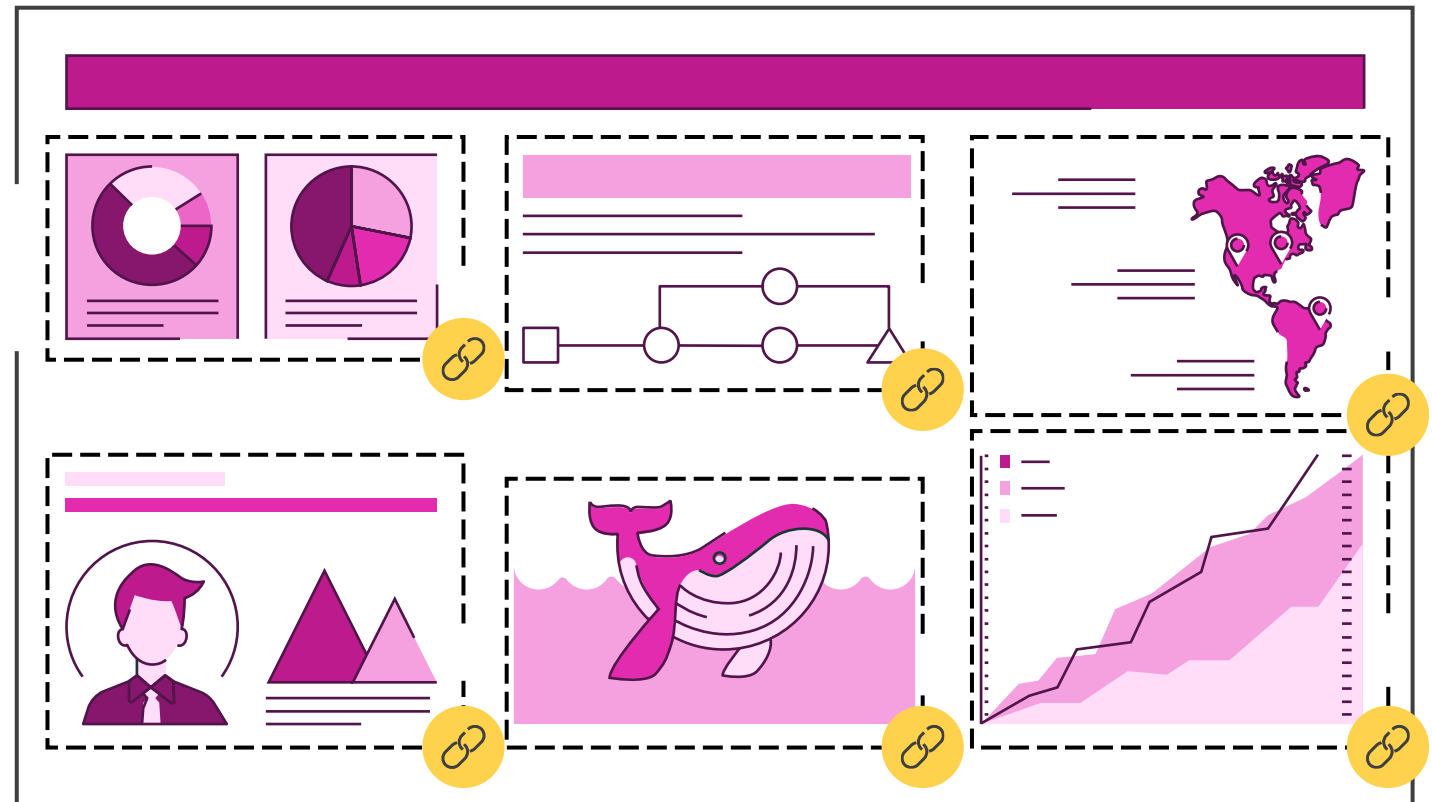
Slide show functions

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

See all the slides	G
Zoom out of a slide	- / Ctrl + -
Zoom in on a slide	+ or Ctrl + +
Go to that slide	Slide number <#> + Enter ↵
End Slide show	Esc
All Slides Dialogue	Ctrl + S
Blacks/Unblacks the screen	B or > .

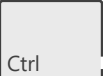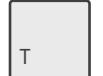|	
Whites/Unwhites the screen	W or < ,
Stop/Restart automatic show	S
Go to next slide if hidden	H
Return to first slide	+ + 2 secs.
View task bar	Ctrl + T
Hide/Show arrow on mouse move	Ctrl + T / U
Return to previous zoom slide	Shift + < / ^

Infographics in PowerPoint

Infographics help convey your message powerfully because they combine text with visuals in a way that tells a story and makes sense to the viewer. Watch this summary video to gain an understanding of infographic design theory so you can create some on your own.

View video tutorial
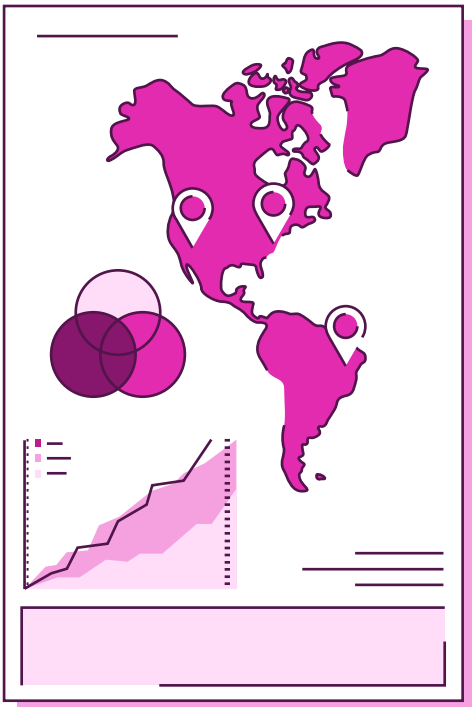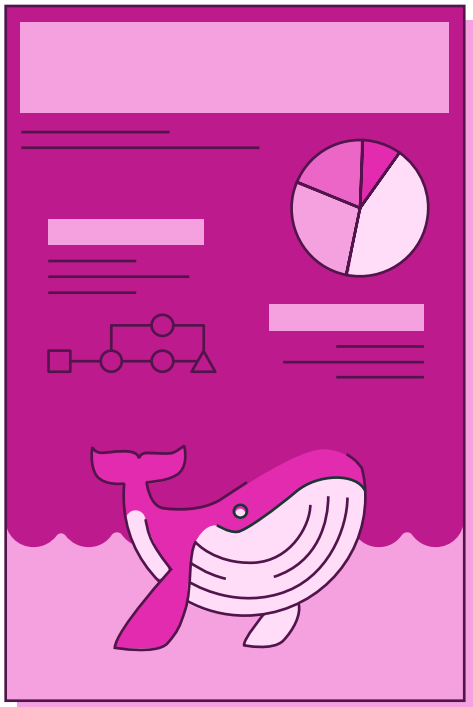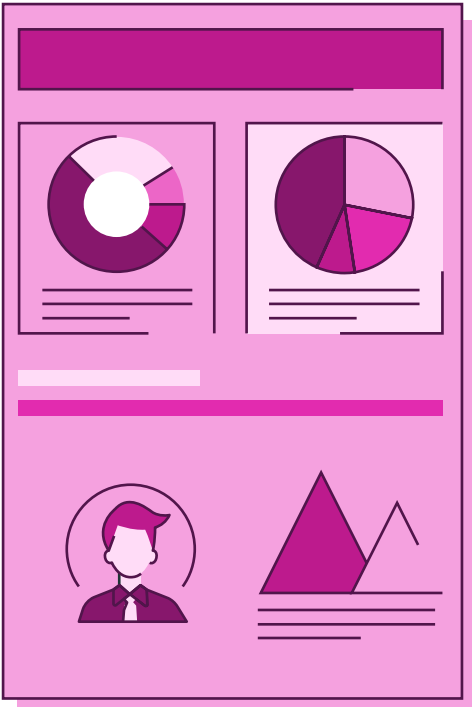
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