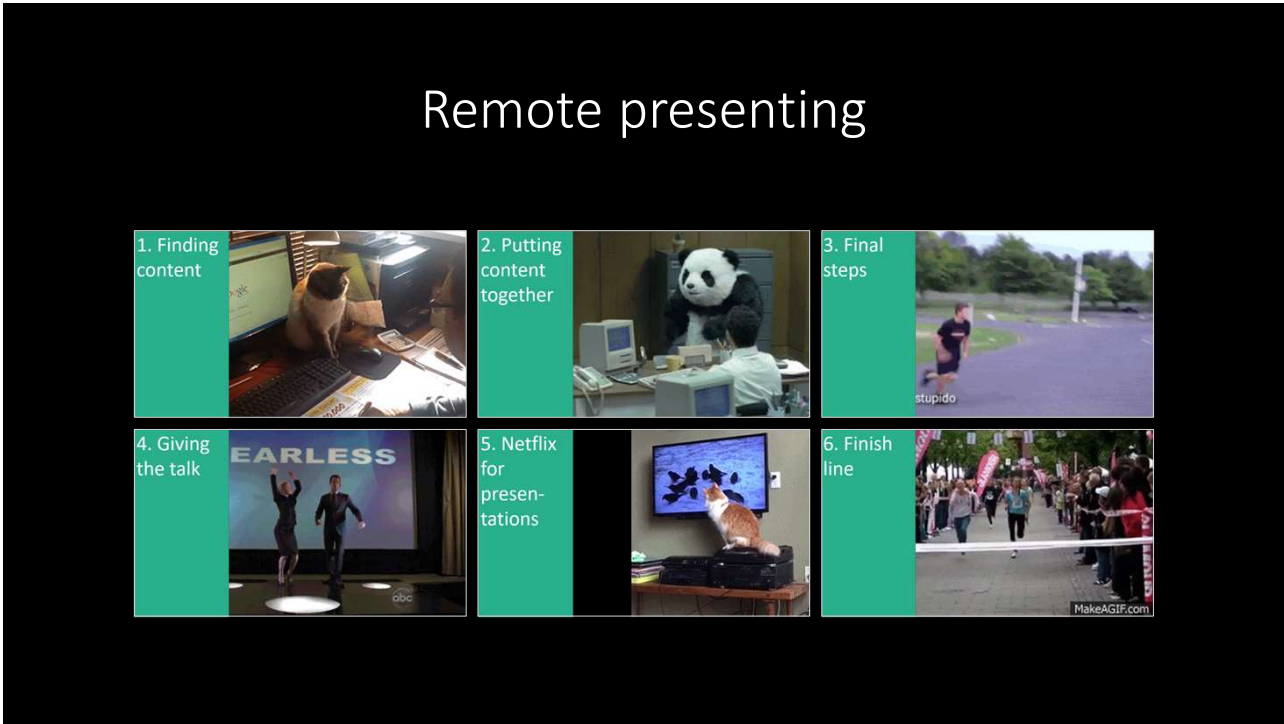




1




2




David Benaim


David Benaim MVP




ICAEW
accountant



Microsoft
Partner




Training
>1800




120
Organis-
ations

3

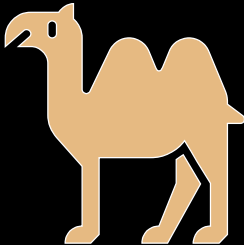
3 levels of image transparency



Use for full screen slides
(or with border). Insert>
Pictures> Stock images



Inside slide: From Google
with transparent filter



Can use many per slide,
colour is changeable. Insert >
Icons

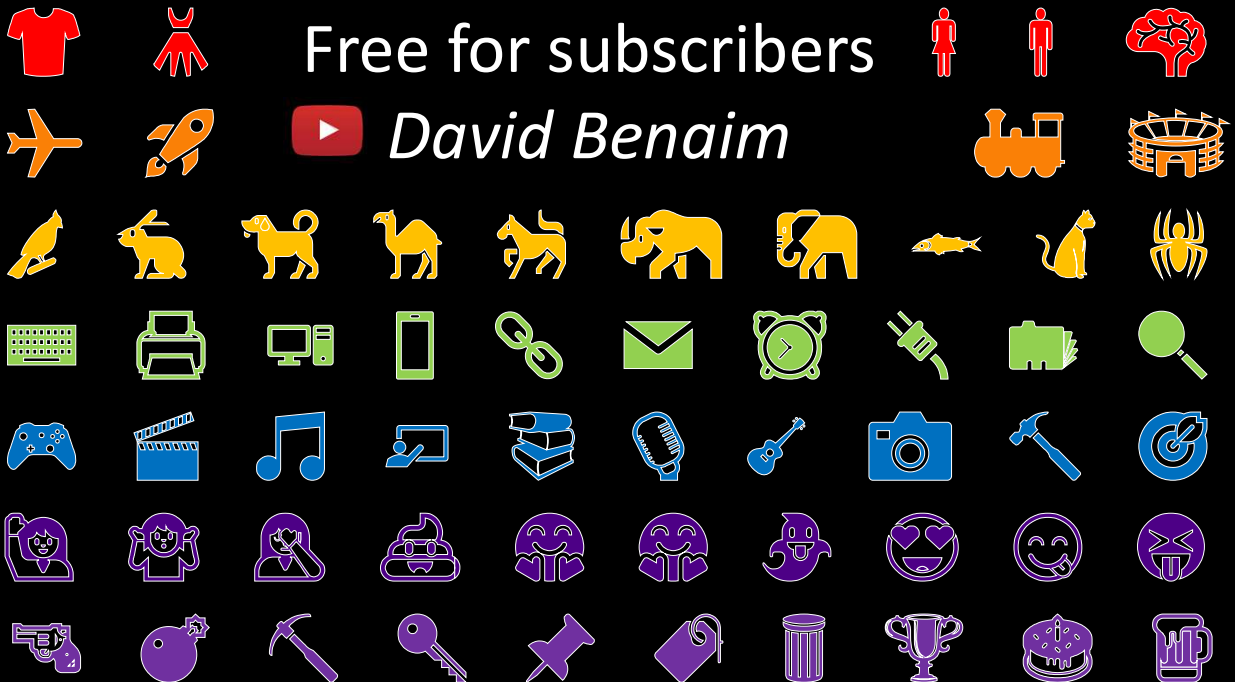
4



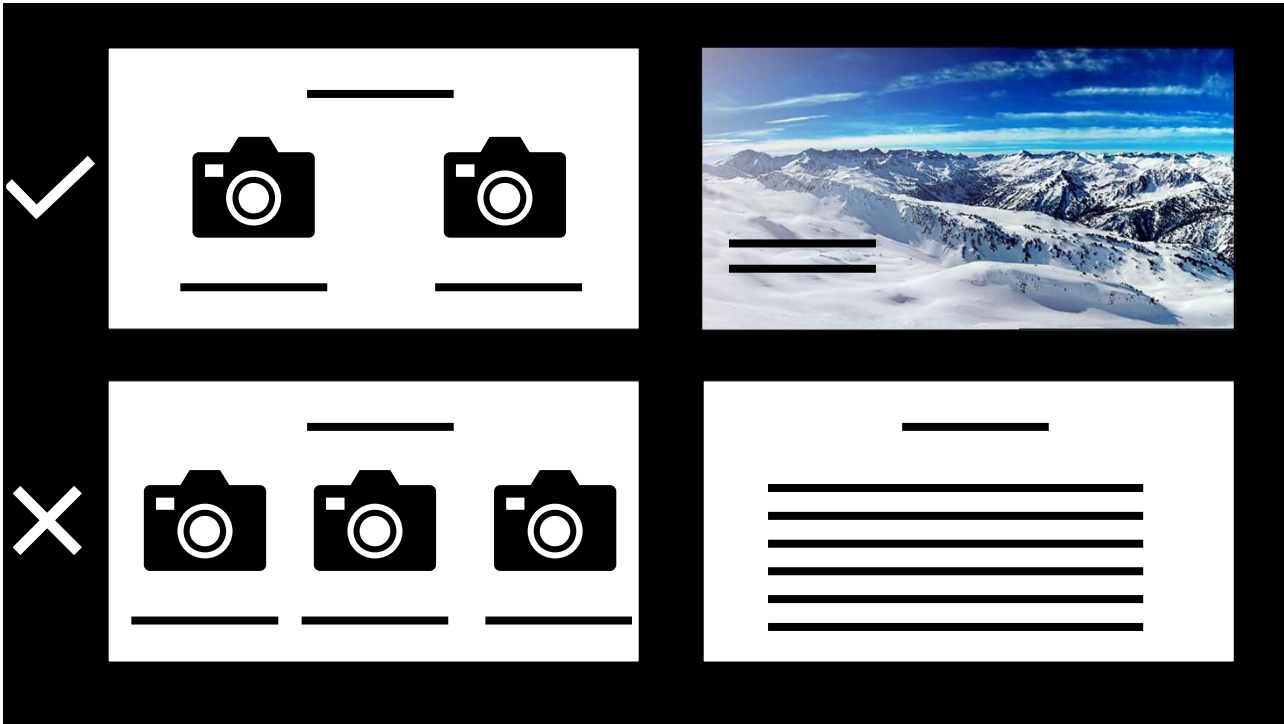
A screenshot of the Google search interface. The search bar at the top contains the word 'elephant'. Below the search bar, the 'All' tab is selected, and the 'Images' tab is highlighted with a blue underline. A purple circle with the number '2' is next to the 'Images' tab. To the right of the tabs is a 'Tools' button. Below the tabs, there are two dropdown menus: 'Color' and 'Usage rights'. A green circle with the number '1' is next to the 'Usage rights' dropdown.



 *David Benaim*



David Benaim




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The perfect slide...

Word Word Word
Word Word Word
Word Word Word
Word Word Word
Word Word Word

3-15 words



1-3 pictures/ icons

**6 objects per
slide max**

30+ font size

8



Office 365/2019 only tips



Get ideas for
layouts (Design tab)



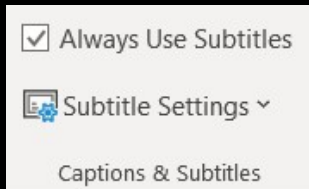
Morph

Videolike sequences
(Transition tab)



Zoom

Click to go to slides (works
best using sections feature)



Auto-transcripts & live
translations as you present
(Slide Show tab)

9

PowerPoint Online Slideshow tab

1. PowerPoint Live: Live stream to mobile devices, users can translate to their own language, react to slides, feedback
2. Presenter coach: Get AI feedback on your talk including talk speed, reading slides, inclusive language, filler words etc. & export report after



10



David Benaim

Format once reuse often - think:

01

Can I select multiple objects?

02

Set consistent sizes/straight lines?

Height:

Width:

03

Pick up a colour?

Eyedropper

04

Reuse colours or pic frame? Double click...

Format Painter

05


Position: Ctrl + Shift + drag & use...


Align


Duplicate


11

Before you go

 Presentation coach


 Subtitles

 PowerPoint Live


 Forms

12


Screen share tricks




Zoom in (Win +)



Coauthor live



Mobile on side




Screen shots

13

PowerPoint features by version

Click File> Account to check which you have.

Type PowerPoint Online into Google and sign in with either your work or personal Microsoft accounts



FEATURE	DESCRIPTION	VERSION
Format painter	Double click & apply to shapes/text	2007
Align	Align top/left, distribute vertical etc.	2007
Eyedropper	Pick up colour from elsewhere	2013
Presenter view	Alt F5. see next slide,	2013
Morph	Video like sequence between slides	2019
Slide zoom	Clickable slide menu	2019
Icons	Single colour vector images	2019
Zoom out of slides	Press - in Slideshow mode	2019
Subtitles	Live translations in real time	365
Simultaneous edits	Multiple people can edit at same time	365
Stock photos	1000s of premium photos	365
Design ideas	AI ideas. Bullets>Icons, cropped image layouts, looping videos	365
PowerPoint live	Audience gets slides on mob device, live translations, go back, react etc.	Online
Presenter coach	AI feedback on your talk	Online

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David Benaim