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Microsoft PowerPoint 2010

Professional Presentations

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1 Repetition of the most important basic technics

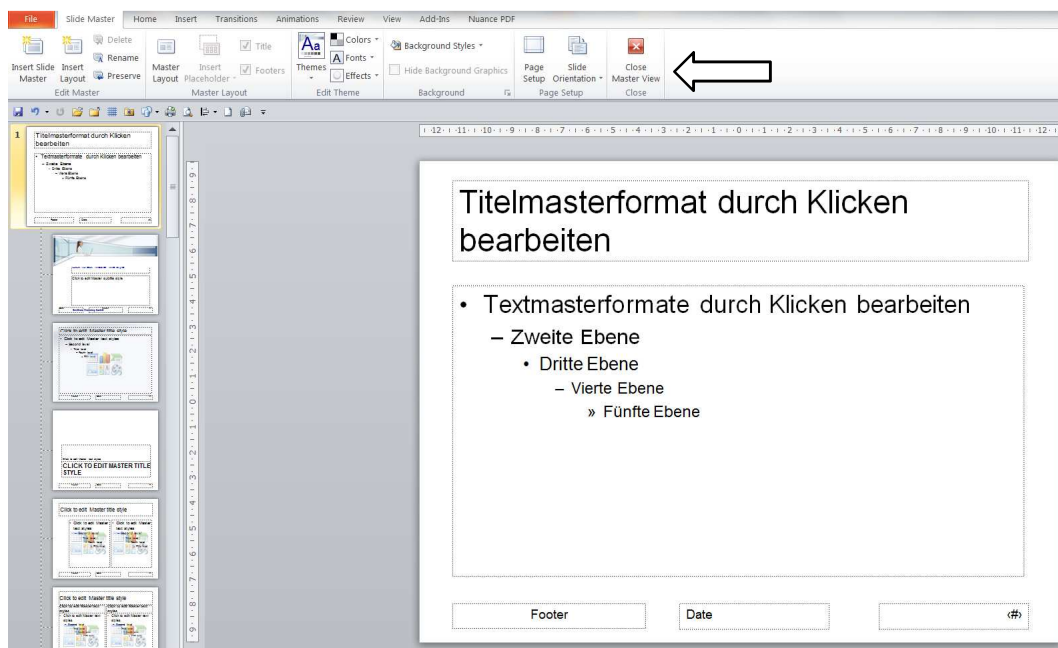
1.1 What is a Master

This topic is explained extensively in my PowerPoint Tips and Tricks book. However, here the most important points about a Master:

The Master is a very important element of your presentation. Here you define the common elements on all the slides such as company logo, font size etc. If you copy a slide from one presentation to another the inserted slide automatically adjusts to the master of the destination presentation. The better a master is defined the easier you can work.

These elements you can define in a Master:

- Colors
- Fonts
- Bullets
- Header and Footers
- Location of graphics e.g. company logo
- You find the Master in the **View-Ribbon -> Slide Master**.
- To return to the normal view click on **Close Mater View**.



Tip: By the way, there is also a master for handouts and speaker notes.

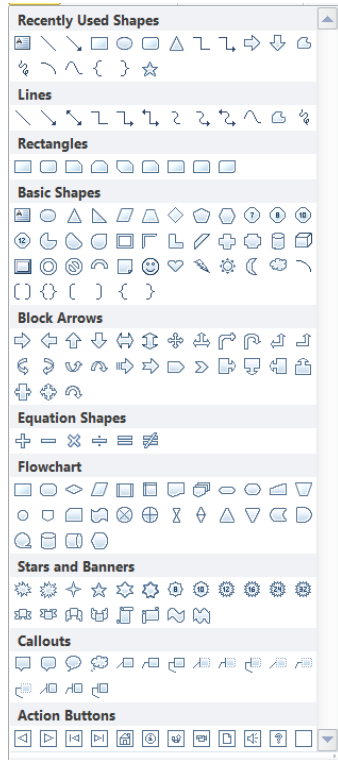
1.2 Corporate Templates and Colors (Corporate Identity)

In the course we use your Company Template. If the template is not available, we just use a PowerPoint Template.

2 Drawing with PowerPoint Tips and Tricks

Here you find the most important technics. For further instructions consult the PowerPoint 2010 Tips and Tricks book.

2.1 Working with Shapes



A lot of the shapes can be used with the **SHIFT-Key**:

Without SHIFT	With SHIFT
Oval	Circle
Rectangle	Square
uneven Line	even Line

Shapes

Without SHIFT-Key

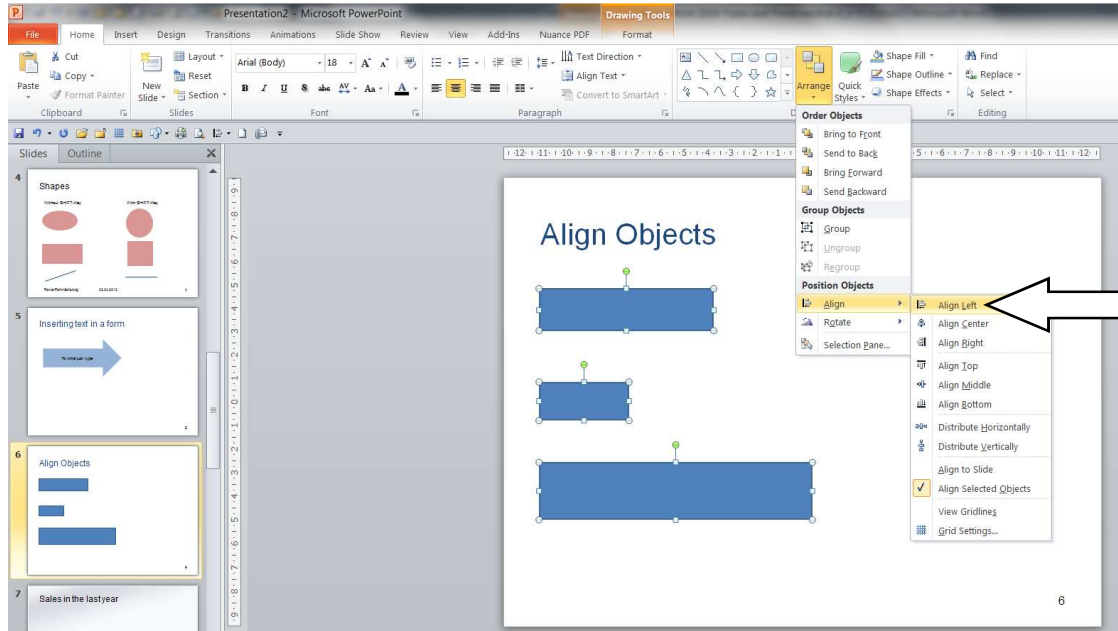
With SHIFT-Key

8

2.2 Align Objects

With the align command you can fast and easy arrange objects on the slide.

- Draw three rectangles and highlight them.
- **Drawing Tools Format -> Arrange -> Align -> Align Left.**



Tip: Add the align icon to the Quick Access Toolbar. To achieve this just **right click** on the Icon and select **Add to Quick Access Toolbar**.