2 Interesting Tips on PowerPoint

One to "automate" and one to juice up your visuals

Been tasked with doing a presentation

And you already have a Word document outlining your ideas?

Or you have written a document in Word explaining new concepts or new ideas you've discovered?

And you really don't want to re-do all of that in PowerPoint?

You might be able to automate the process.
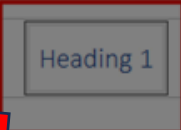
"Automate PowerPoint"
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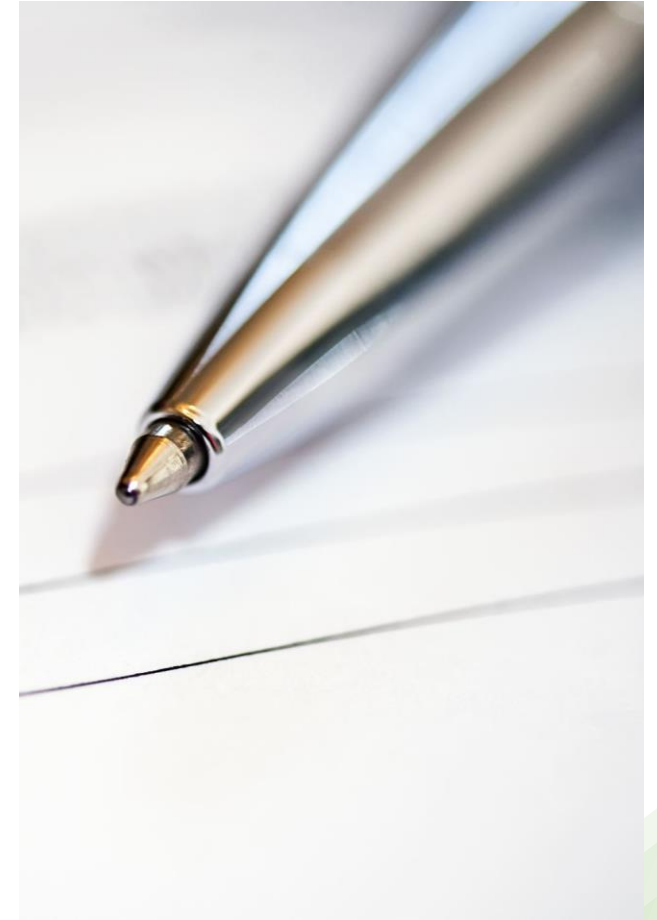
How?

Start in Word

Why?

Because you want to focus on how to present your ideas, not the pretty pictures. So, create an outline of what you want to convey.

Word document in outline form

The Keys: Heading 1

The highlighted lines are in Heading 1 and they will flow into the PowerPoint. Anything in Heading 1 becomes the slide title.

And Heading 2

Heading 2 becomes the bullet points. Again, the highlights in background image are those words in heading2 format.
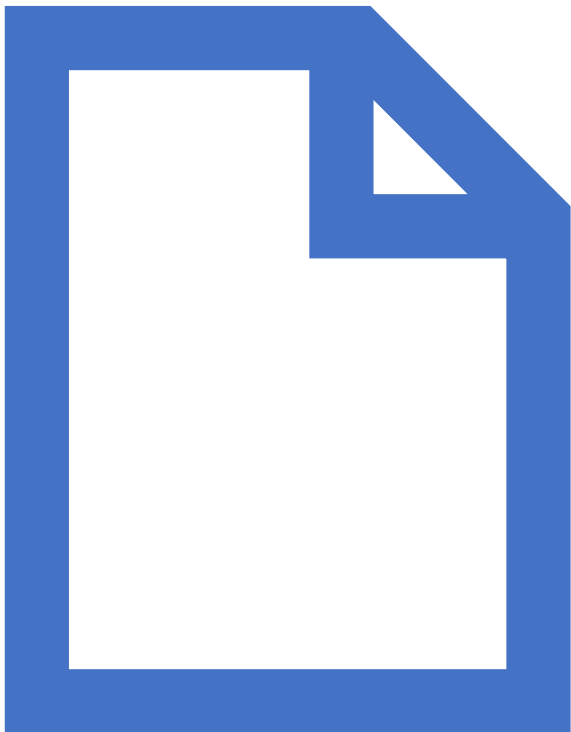
PowerPoint will not bring in the outline from the Word document until it is closed.

Close your Word document

Now go to Powerpoint

To bring in the outline from Word document, do Insert (1) – New Slide (click on down arrow) (2) - Slide from Outline… (3)

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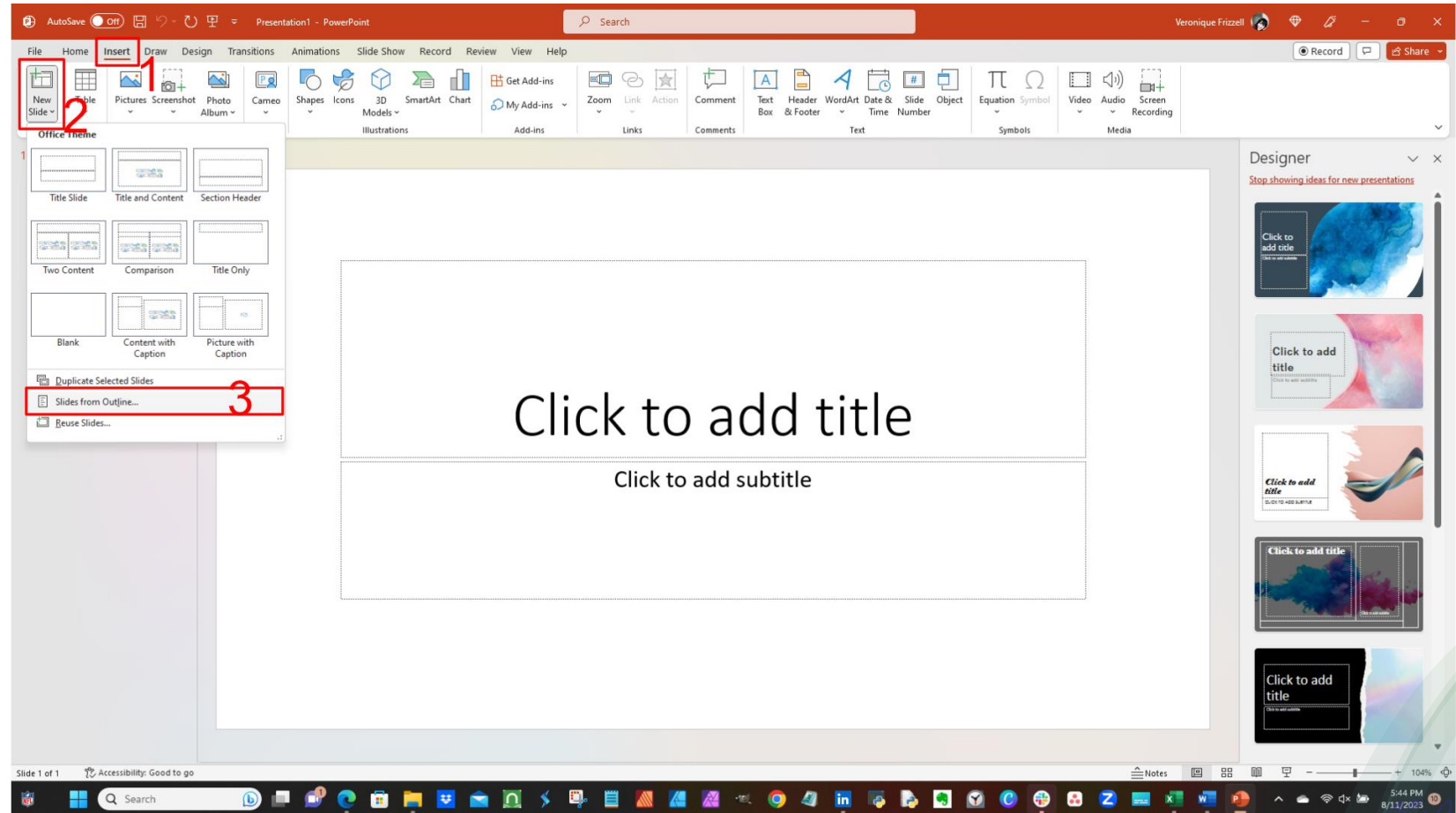
Then select Word document file containing the outline from the directory.
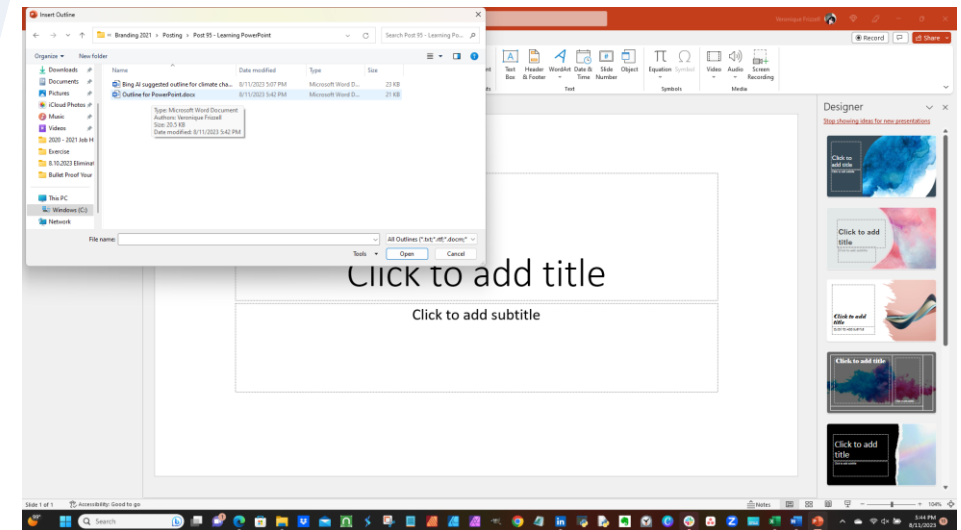
Boom!

Your slides fill with the outline as a *starting* point.

Off to the right is the initial image. The left-hand side of the image shows the slides with the words from the outline.
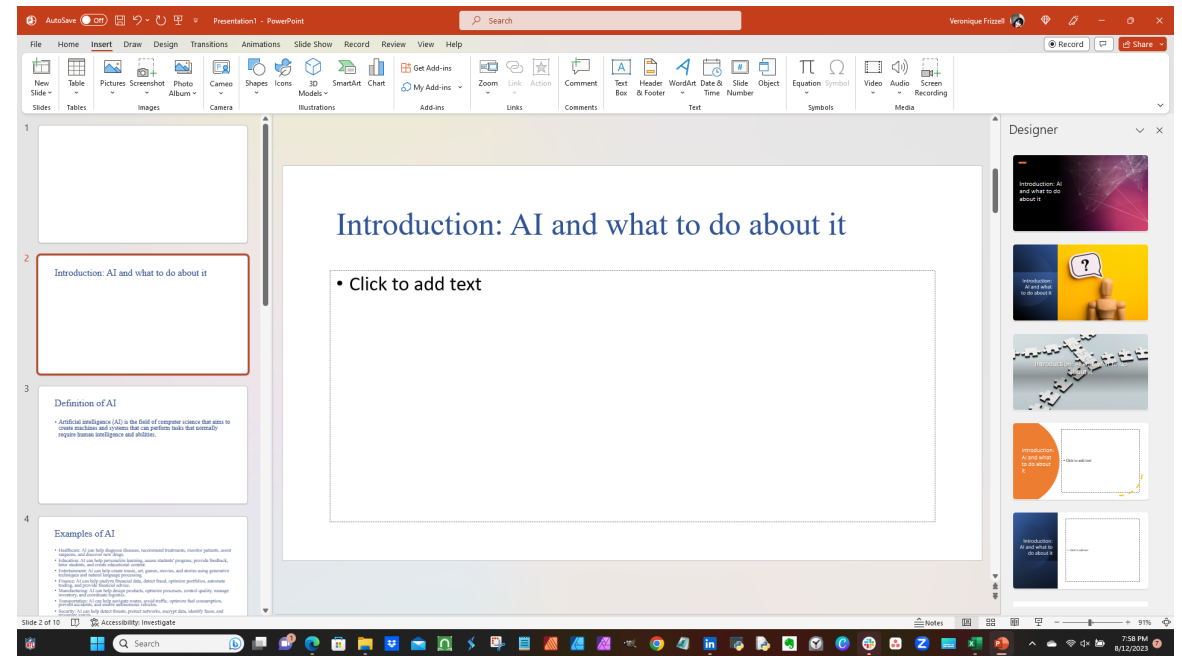
Here's a larger view:
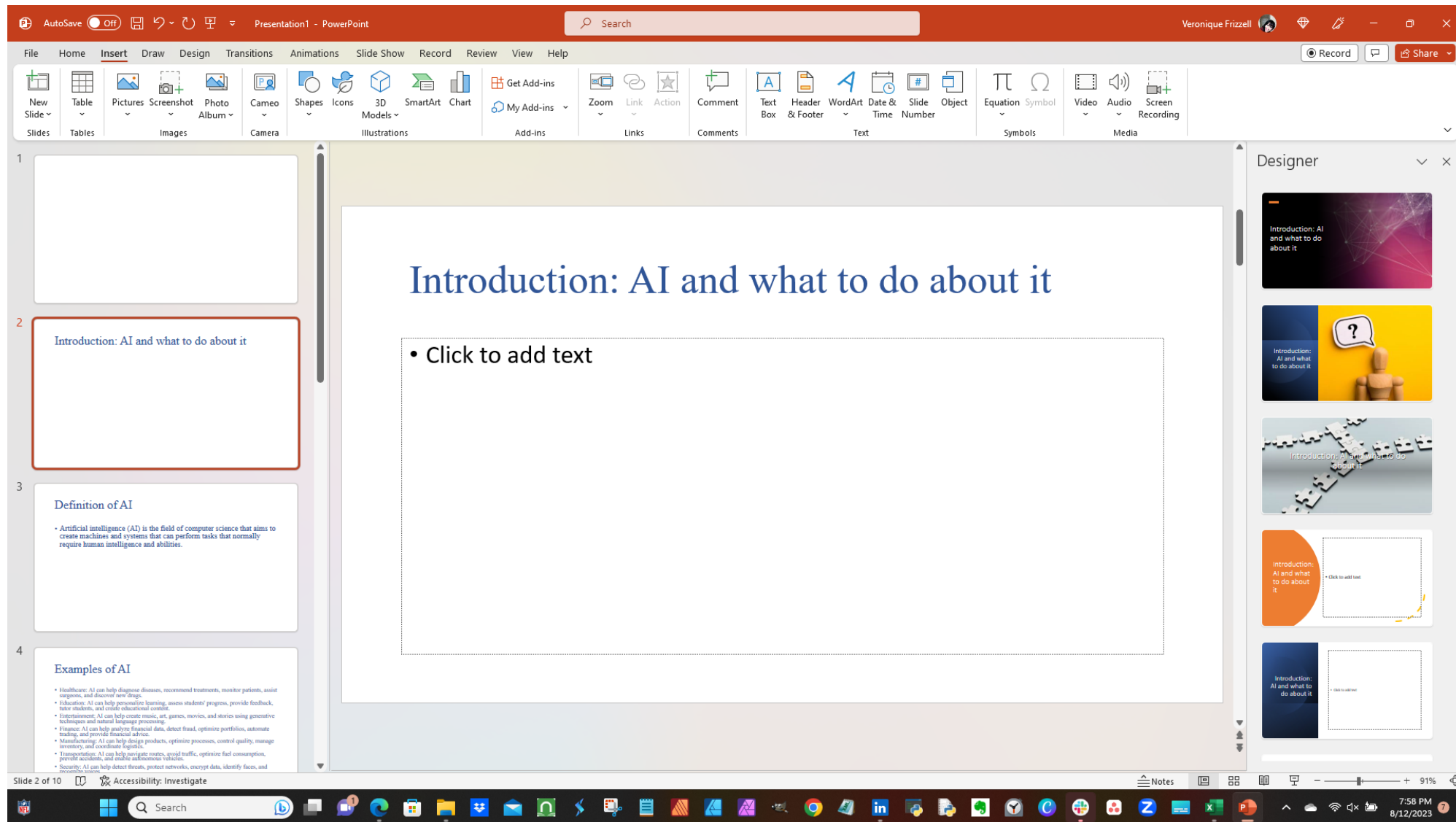
Left-hand side is the view of imported outline from Word.
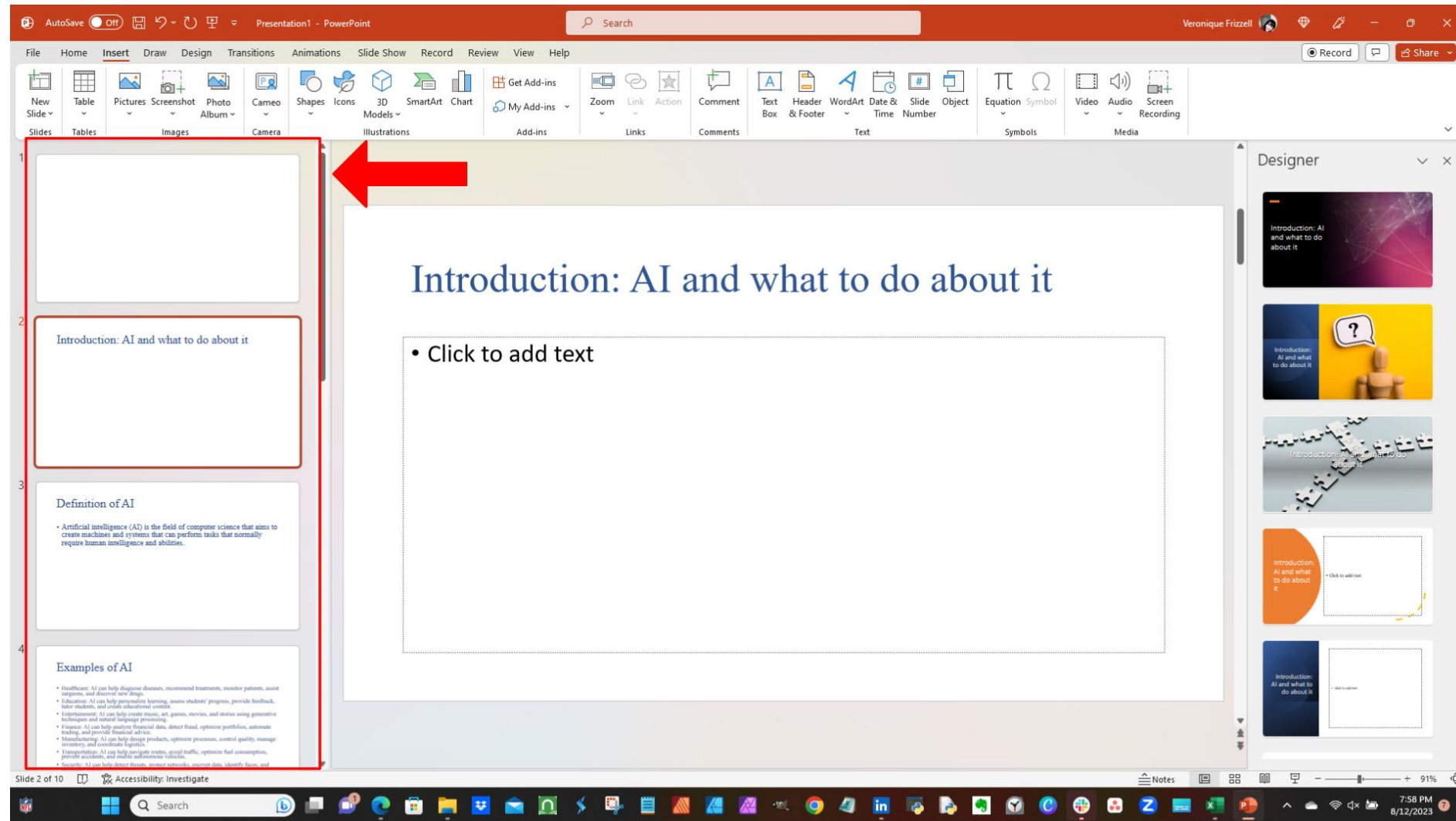
Right-hand side shows the Designer section.
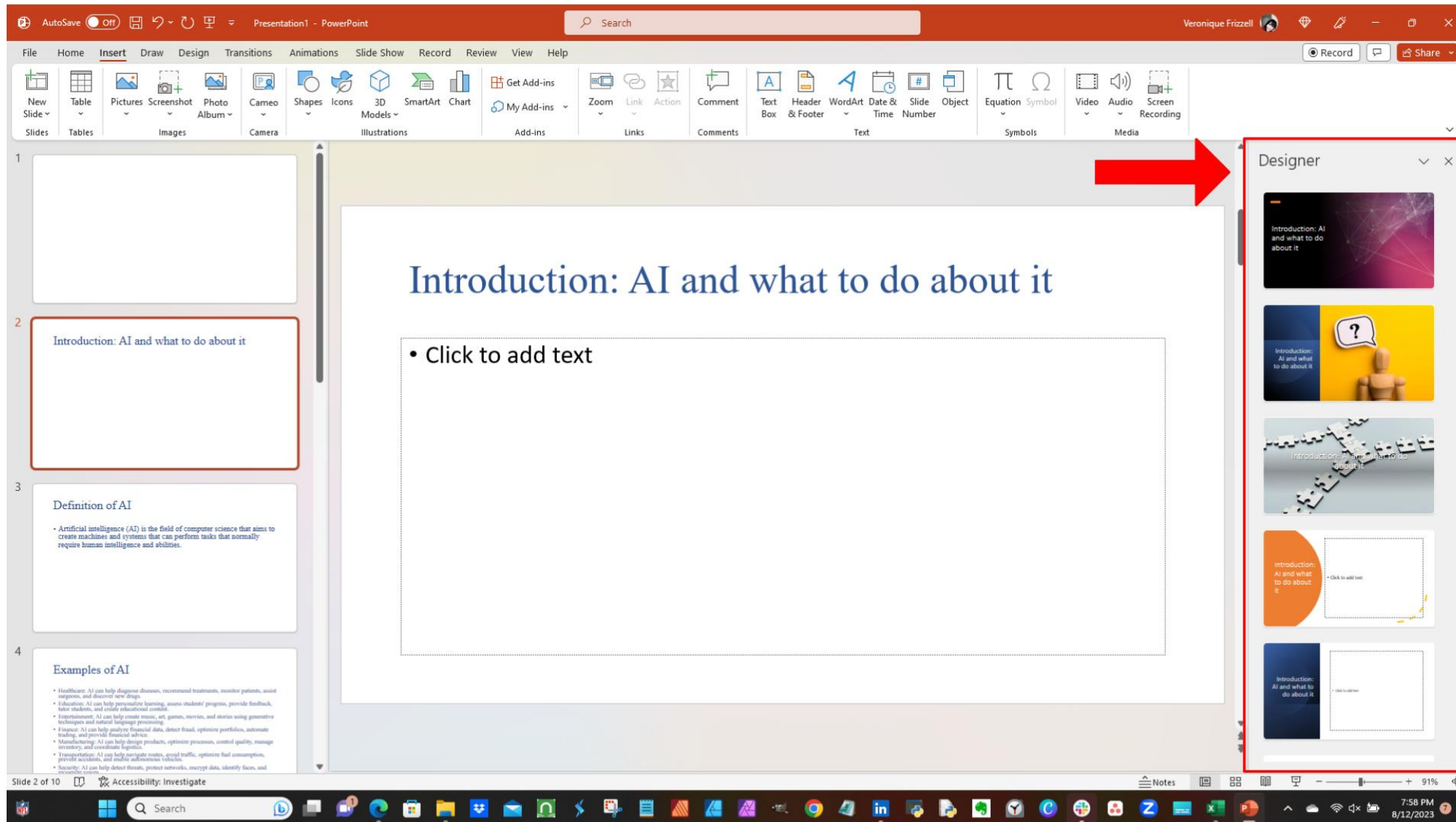
Now the fun part comes in. I can spend all day on this.

See on the right-hand side the Designer section?

You might have to do Home – Designer to pull Designer pane up.

But here is where you can pick and choose how you want your slide to look like.

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This Designer part *might* speed up your work process. (If you are not a perfectionist!)

If your presentation is for inside the corporation, you don't have to worry as much about the perfection of the design.

You just pick and choose your layout.

And maybe you tweak the wordings to flow better.

Some things to be aware of about Designer

- In the name of consistency, the first image you select can drive what other images are offered for other slides.

- You can upload your own images.

- The fonts will probably need to be fixed for consistency purposes.

- Some designs offered may have some animation of some sort.

- **Updating your Word document does NOT update the PowerPoint slide!**

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Once everybody starts using Designer, the visual design becomes table stakes because it's so easy.

You won't be able to go back to just using text for your PowerPoint slides

Do you really want to see this kind of presentation?

Or...

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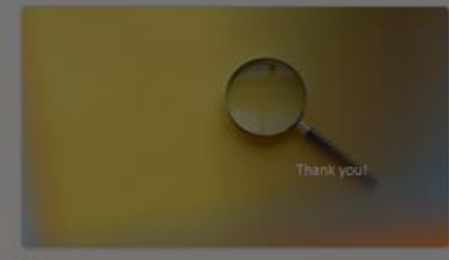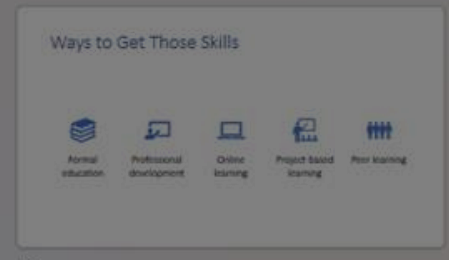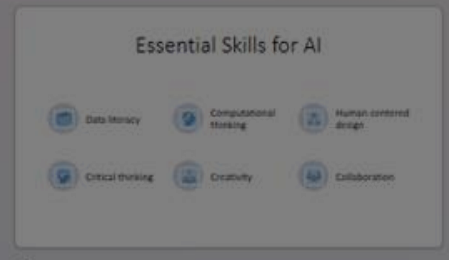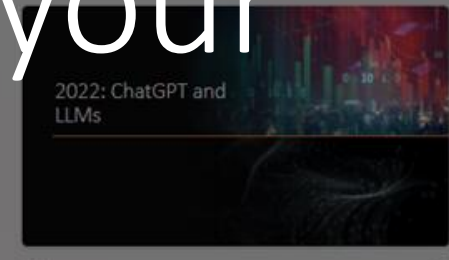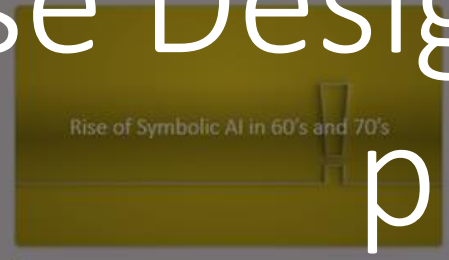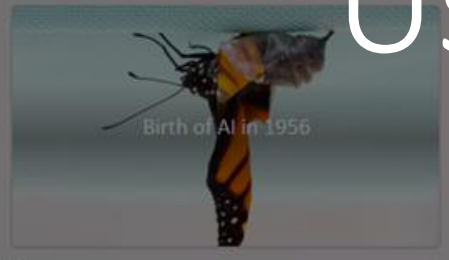
Use Designer to enliven your presentation.

There you have it: two tips on using PowerPoint: 1. automating the first draft and 2. jazzing up your imagery.

If anything is unclear, you can connect with me on LinkedIn at:

https://www.linkedin.com/in/veroniquefrizzell/

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