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PePeTe tips on using Power Point (.ppt)

Did you know that one of the most frequent complaints from audiences relates to graphs and the difficulty in reading those 'busy' ones? When using graphs to show trends, make your graphs clutter-free for maximum impact. Go for the "clean" look.

Some recommend that even though PPT has a huge clipart gallery, you should ignore it as everyone else is using this same boring clip art.

Make it easy on yourself! Don't forget Power Point's text tools: Find, Replace, Spelling, and AutoCorrect. You can also replace fonts globally. Power Point has a Style Checker to help you put the final polish on your presentation.

You can turn your screen black at any time during a presentation. To do so, Go to the Pointer Popup menu, and select Screen then Black Screen. You can even use the pen tool to write on the black screen

How To Loop PowerPoint Slide Shows-

Suppose you want to continually show a PowerPoint slide show. The best way to do this is to choose the Kiosk mode. Run PowerPoint and open your slide show. Now, choose Slide Show>>Set Up Show.

When the dialog box opens, select the "Browsed at a kiosk (full screen)" radio button and click OK to close the dialog box and save your selection.

You'll need to set up some timings, so choose Slide Show>>Slide Transition. Select the check box labeled "Automatically after" and set the time you want between slides. Click Apply to All to set all the slide timings to the same value and close the dialog box.

You'll need to press Esc to stop the show.