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| Eye Dropper FeatureSelecting a colour The eye dropper feature is a very quick method of matching a colour   * Click on the shape/text/WordArt that you want to be a specific colour * Click on the Shape Fill or Shape Outline option as applicable * Click Eyedropper * Hover the eye dropper over the colour you want to make a replica of  * Once you can see the colour in the small box, click and the colour will be applied to the original object selected.  Reusing eyedropper colours  * Once a colour has been selected it remains in the colour palette * Click the next object that you want to colour * Click Shape Fill or Shape Outline as required * The colour will be shown  ShapesMerging shapes PowerPoint can now quickly make new shapes from a combination of shapes that you may be using. This can be more efficient and effective than grouping shapes   * Select all the shapes you want to use * Click Drawing Tools > Format Tab > Insert Shapes Group > Merge Shapes * From these two shapes the following combinations could be created | Drawing Shapes  * To get a true shape circle/square etc, hold down shift as you drag and draw the shape  Changing Shapes If you have created a series of shapes and formatting them to your exact requirements, the shape can be changed without losing any formatting or text   * Click on the shape(s) to be changed * Click Drawing Tools > Format Tab > Insert Shapes Group > Edit Shape > Change Shape * Select the new shape required * No formatting or text is lost  PresentingScreen Size PowerPoint will automatically assume you are working on a wide screen but this default can be changed.   * Click Design Tab > Customise Group > Slide Size  Presenter View  * Click Slide Show Tab > Monitors Group > Use Presenter View * When Presenting the slide is shown on the projector and a preview and notes are shown on your laptop   Own machine  Screen |
| Screen Recording Screen recording allows a screen recording of an action on the PC to be recorded and then played backed during a presentation.   * Ensure you have the application open that you want to demonstrate * Click the Insert Tab > Media Group > Screen Recording * IMPORTANT: Pin the control panel * Click select area and draw a box around the area to record * Click Record * To control your recording: * Click Pause to temporarily stop the recording (Windows logo key+Shift+R). * Click Record to resume recording (Windows logo key+Shift+R). * Click Stop to end your recording (Windows logo key+Shift+Q) * The video will now be embedded into the slide  Saving the file as a mp4 To reuse the recording in other presentations   * Right click over the file > select Save media as  Sections Sections can now be added to the slides, these are not visible during the actual presentation but are a useful aid in the building of the presentation.   * Click in between two slides * Click Add Section > Name as required  Moving Slides  * Click on the arrow in front of the section name to collapse a section * Drag the complete section to a new location in the presentation | Reusing Slides To use slides from another presentation   * Click in the location you want the additional slides to be places * Click Home Tab > Slides Group > New Slide > Reuse Slides * Click Open a PowerPoint File * Navigate to the presentation you want to extract slides from * The slides will all be shown along the left hand side * Click on the required slides * By default, the slides will pick up the colour scheme of your current presentation. To keep the original colour scheme click Keep Source formatting at the bottom of the panel  SmartArt Graphics can easily be inserted into PowerPoint of other applications using SmartArt. Smart Art are preformatting images to make presentation of information easier. One such use is for an organisation chart.   * Click Insert Tab > Illustrations Tab > SmartArt * Many different options are available for an organisation chart click Hierarchy * Select the required option > Click OK * Click in the panel to the left to enter the information * Use the SmartArt Tools Ribbon to make amendments to the style and to add further layers. Most SmartArt objects can have extra layers added. |