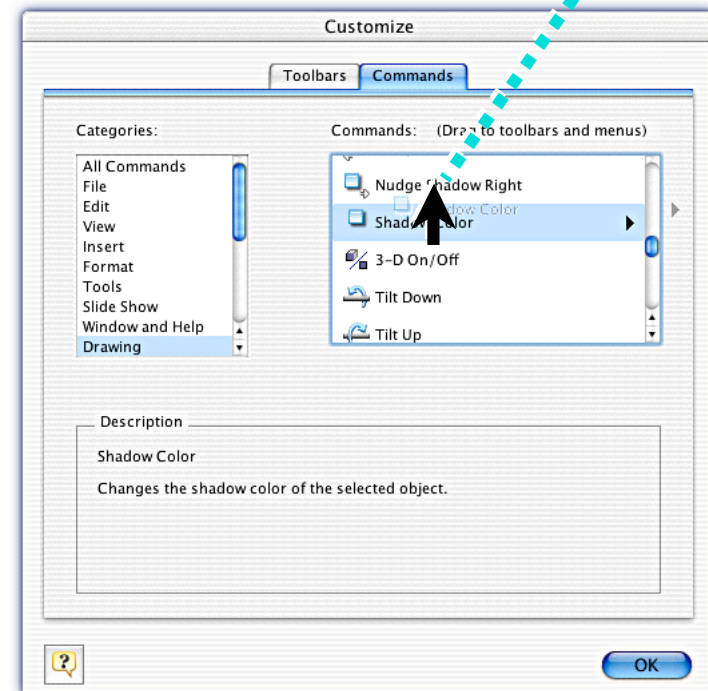
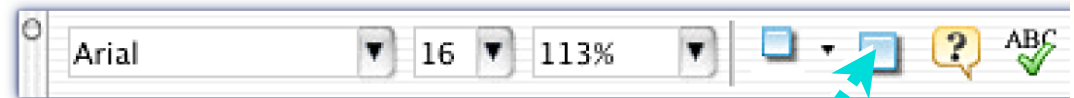


Customize Toolbar

□ **Tools > Customizing > Toolbars, Commands and Options^(PC):**

Select **Command's Property** or **Icon** and *Move to Toolbar*

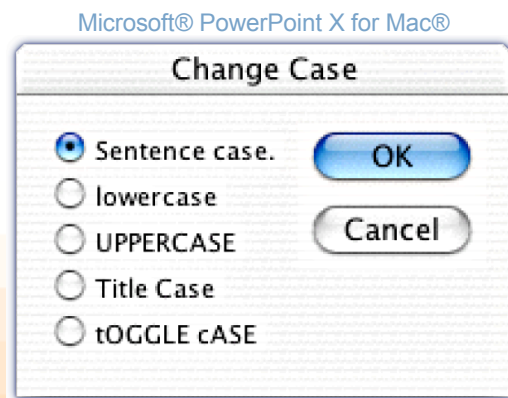
Motive: Easy to reach, therefore a number of different Tool Actions can be done instantly.



Microsoft® PowerPoint X for Mac®

Copy Fixes:

Change Casing

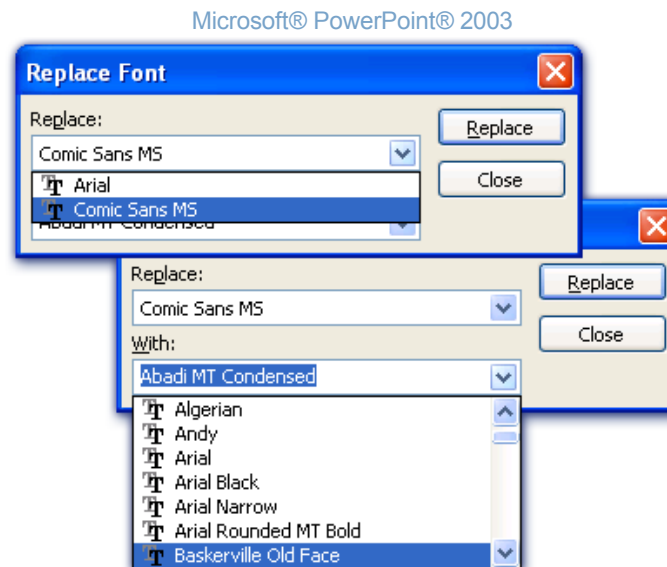


Text Box must be Selected

Format > Change Case

Motive:
Word Consistency

Replace Fonts



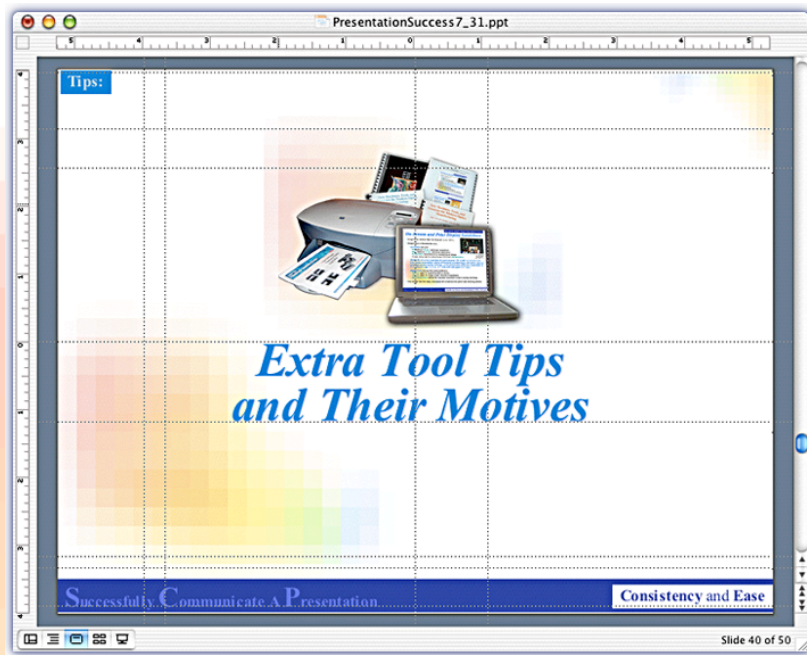
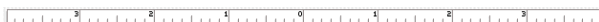
Format > Replace Fonts

Motive:
Remove unwanted fonts therefore eliminate possible font errors.

Object Controls:

Ruler

☐ **View > Ruler**



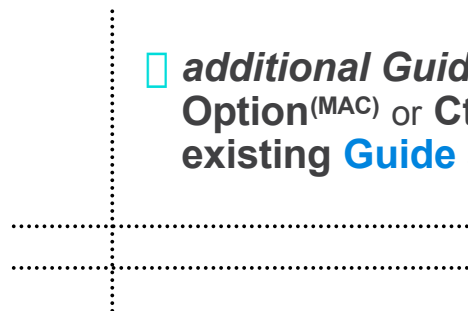
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Guide

☐ **View^(MAC) > Guides** or **Command + G**

View^(PC) > Grid and Guides: Display drawing guides on screen or **Ctrl + G**

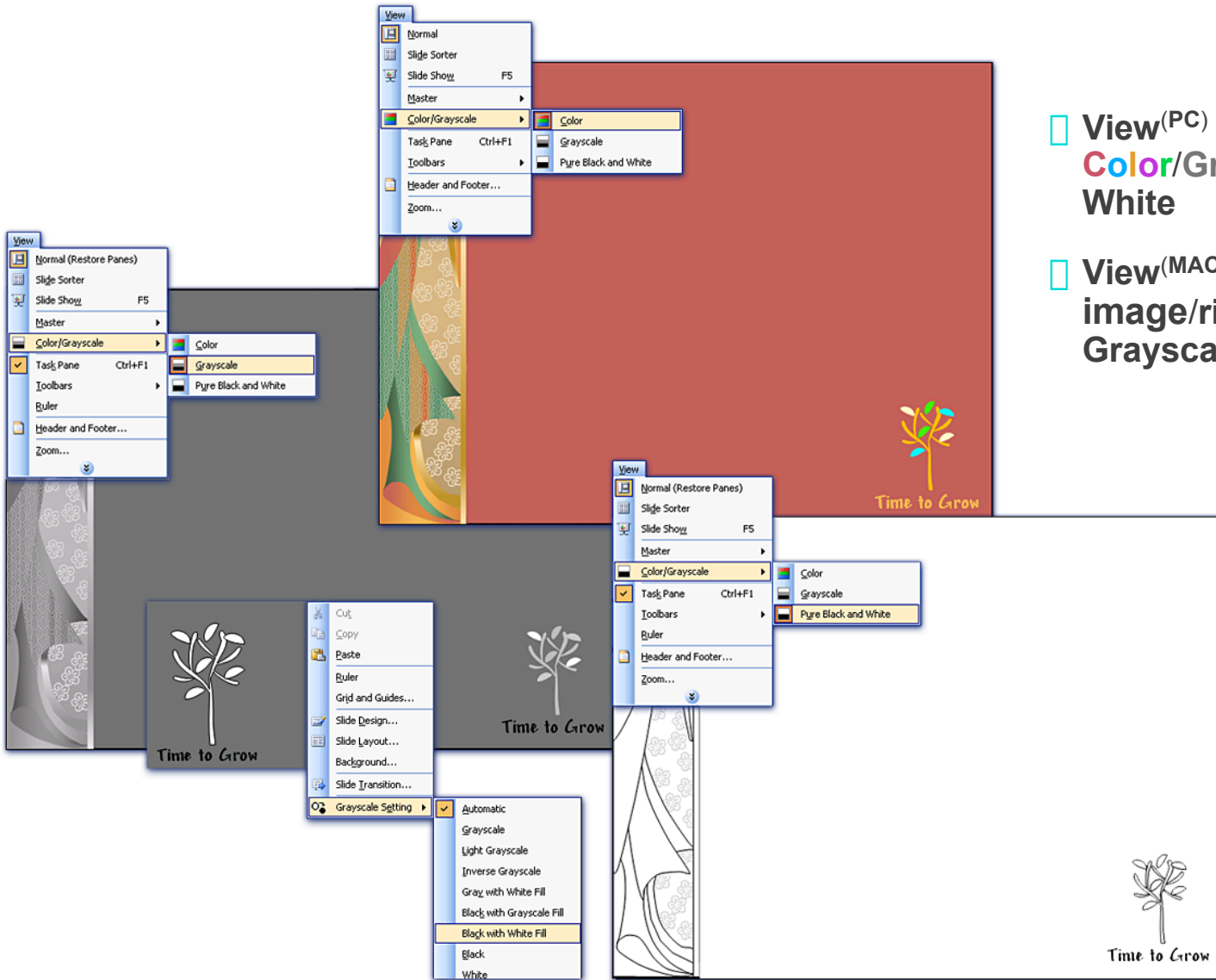
☐ **additional Guide(s):** **Option^(MAC) or Ctrl^(PC) plus select existing Guide and Drag)**



Motive:

Promotes location consistency among elements and alignment control.

Optional Print Output Options:

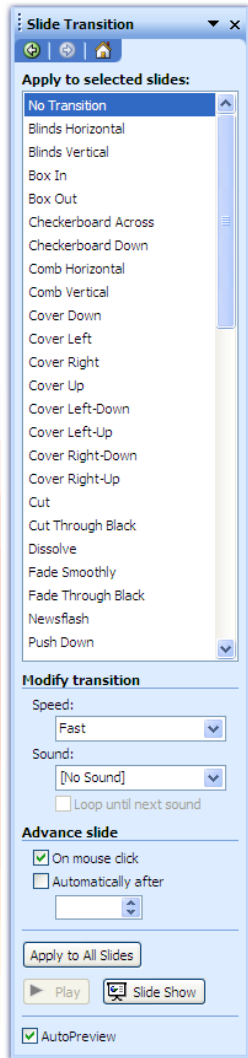


- View^(PC) > Color/Grayscale > Color/Grayscale/Pure Black and White
- View^(MAC) > Grayscale > select image/right-click/ Grayscale settings/etc.

Motive:
Use Grayscale prints for proofs – consumption of color ink can be costly, especially during edits.

Special Effects:

Slide Transition



□ **View > Slide Sorter**

or **Slide Pane/Slide View** or
Slide Sorter View + Shift + Click

A Slide Must Be Selected

□ **Slide Show > Slide Transition > Apply to select slides**

- **No Transition**
- **Blinds Horizontal**
- **Blinds Vertical**
- **Box In**
- **Box Out**

See Task Pane for more Transitions and other Special Effects

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Animation



First, An Element Must Be Selected Within a Slide

□ **Slide Show > Animation Schemes^(PC) or Animation^(MAC) > Slide Design^(PC PANE) > Apply Animation (click)**

Customize Animation or Modify Existing Animation Schemes by

□ **Slide Show^(PC) > Custom Animation**

Slide Show^(MAC) > Animation > Custom > Custom Animation

Motive:

To emphasize a particular point, to grab the audience's attention, and to create a self-running presentation.

Do not overdo it – special effects can be distracting.

Display Appearances

- PC

- **Screen Fonts:**

- Control Panel > Appearance and Themes > Display Properties > Appearance > Effect > Use The following method to smooth edges of screen fonts: *Clear Type*

- **Screen Resolution:**

- Control Panel > Appearance and Themes > Display Properties > **Settings**

- MAC

- **Screen Fonts:**

- System Preferences > General > Font Smoothing Style: *CRT or Flat Panel*

- **Screen Resolution:**

- System Preferences > **Displays**

- **MAC PowerPoint® Preferences:**

- PowerPoint® > Preferences > View > **Enable Quartz Text Smoothing**