

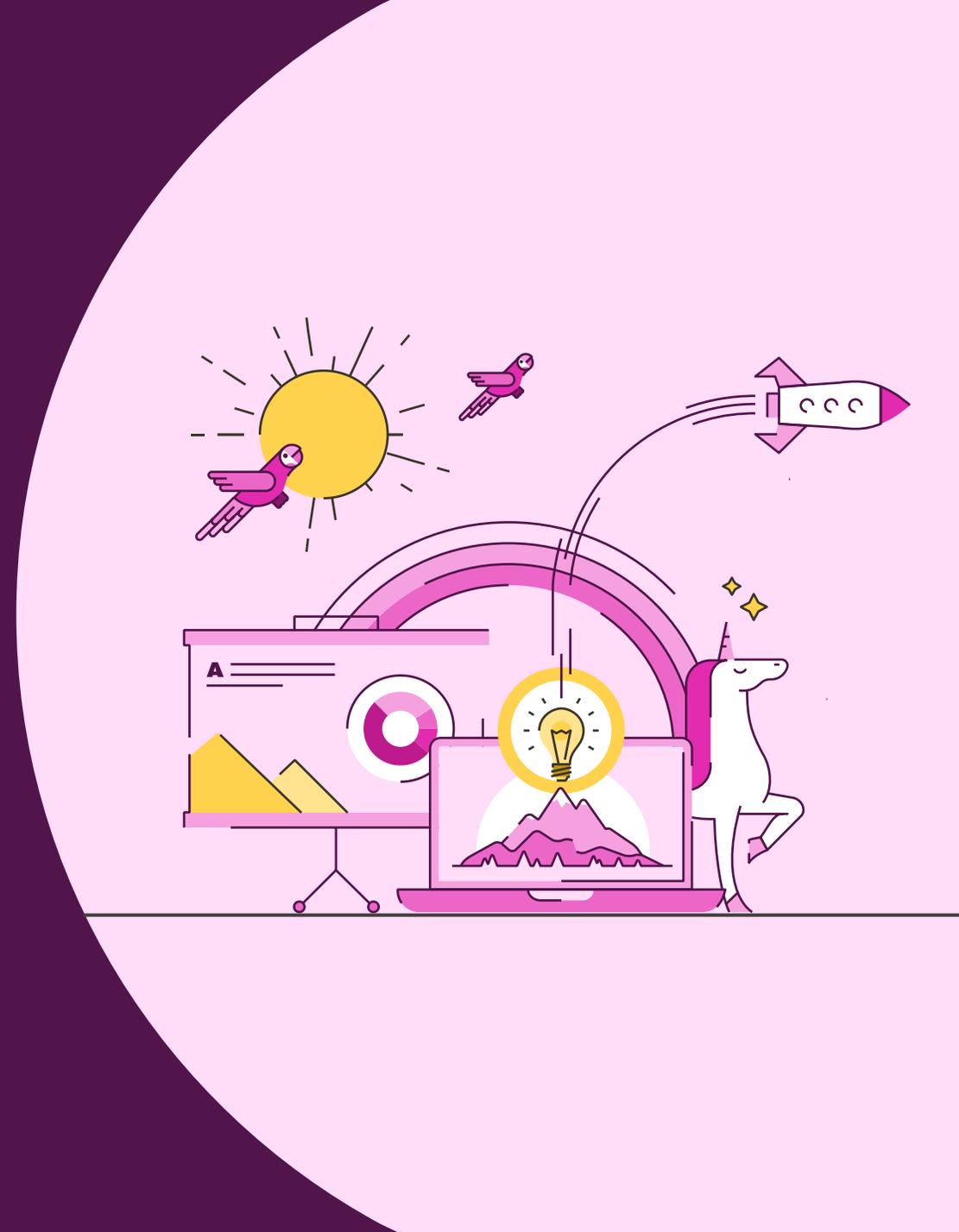


BrightCarbon

Visual conversations,
visible results

Awesome PowerPoint tricks for effective presentations

www.brightcarbon.com

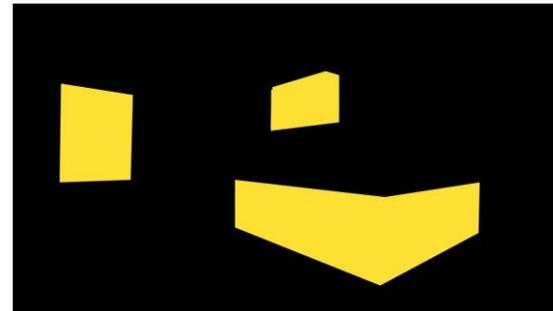


Highlighting content

Banish the drudgery of content-heavy, detailed slides by using this technique to focus attention on what's important and bring your stories to life. Use highlighting to help your audience understand the key ideas and remember them.



View video tutorial



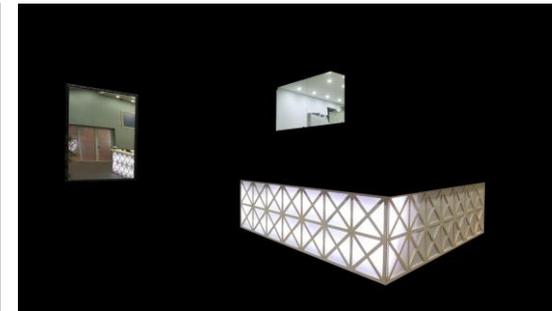
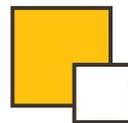
Use the Freeform Shape Tool to draw around parts to highlight. Click to start, release the mouse button, move to the next point and click to continue. Click on start point to finish.

Home > Shapes > Lines > Freeform



Create full slide black box and send back using the layer tools, to reveal the freeform shapes.

Home > Arrange > Send Backward



Select the black box, then shift click the highlight shapes and use the Merge Shapes Subtract tool to cut out the highlights.

Format > Merge Shapes > Subtract



Make black box semi-transparent (30%) and add labels to highlighted areas.

Right-click on shape > Format Shape > Fill > Transparency



Keyboard shortcuts

Be a PowerPoint productivity superhero with the top shortcuts that will have you creating amazing slides in seconds.



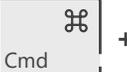
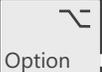
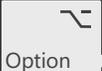
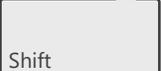
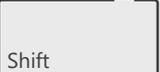
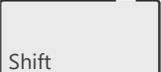
	Group	Ctrl	+	G		
	Ungroup	Ctrl	+	Shift	+	G
	Decrease/Increase font size	Ctrl	+	[+]
	Change type casing	Shift	+	F3		
	Find and replace text	Ctrl	+	H		
	Duplicate objects	Ctrl	+			
	Cycle through layers/objects	Tab				

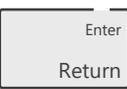
	Run slideshow	F5				
	Run slideshow from current slide	Shift	+	F5		
	Jump to specific slide (slideshow mode)	Slide number <#>	+	Enter		
	Copy style formatting	Ctrl	+	Shift	+	C
	Paste style formatting	Ctrl	+	Shift	+	V
	Move on a straight axis	Shift	+			
	Keep aspect when resizing	Shift	+			

Keyboard shortcuts for Mac

Be a PowerPoint productivity superhero with the top shortcuts that will have you creating amazing slides in seconds.

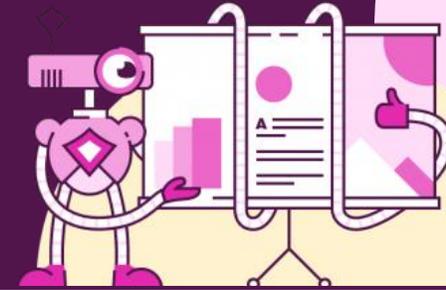


	Group	 +  + 
	Ungroup	 +  +  + 
	Decrease/Increase font size	 +  +  + 
	Change type casing	 + 
	Find and replace text	 + 
	Duplicate objects	 + 
	Cycle through layers/objects	

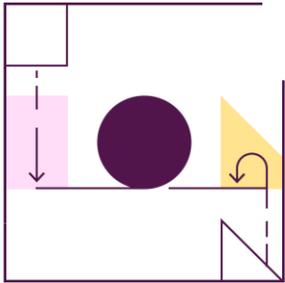
	Run slideshow	 +  + 
	Run slideshow from current slide	 + 
	Jump to specific slide (slideshow mode)	 + 
	Copy style formatting	 +  + 
	Paste style formatting	 +  + 
	Move on a straight axis	 + 
	Keep aspect when resizing	 + 

BrightSlide

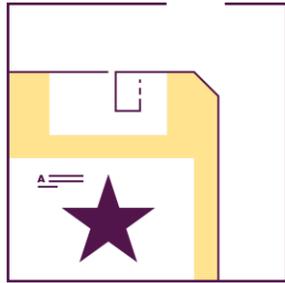
Created by PowerPoint experts the BrightSlide add-in will help you create, polish, and edit presentations at speed. It draws on industry-standard shortcuts to boost your workflow and provides amazing, extra functionality PowerPoint users have only dreamed of. And it's all yours, for free!



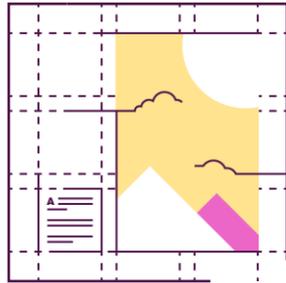
**View video
tutorial**



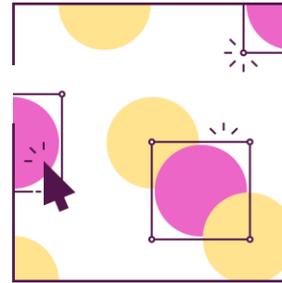
Align with
precision



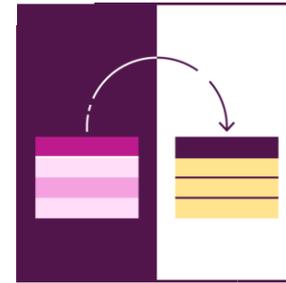
Save animation
combinations



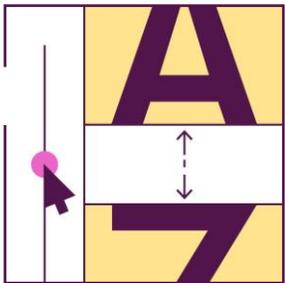
Easy custom
grids



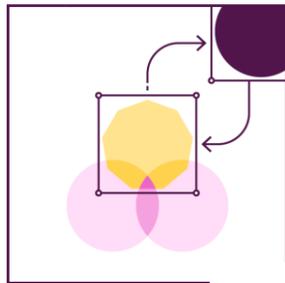
Update slides in
seconds



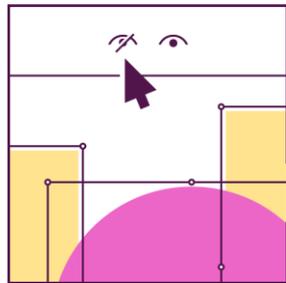
Tidy and tame
tables



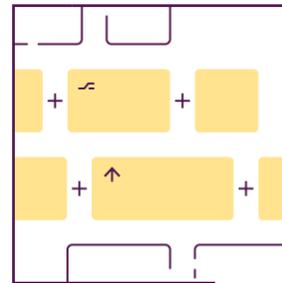
Advanced
typography



Swap objects
with ease



'So long' to the
Selection Pane



Super shortcuts

We developed BrightSlide as the ultimate productivity add-in to tackle the pitfalls of PowerPoint. And, because we love the presentation community almost as much as we love PowerPoint, we are sharing BrightSlide with you for free!

Quick Access Toolbar

Add shortcuts to your Quick Access Toolbar to access the things you use more quickly.



View video tutorial

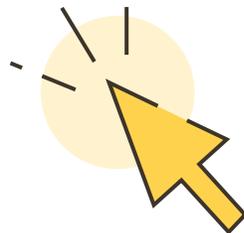


Add to Quick Access Toolbar

File > Options > Quick Access Toolbar

or

Right-click on anything in the menus to add to the Quick Access Toolbar

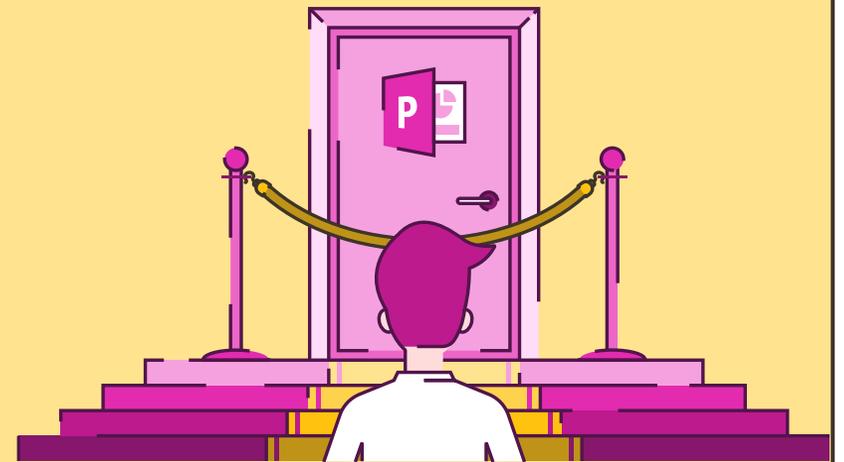


Download BrightCarbon's most used PowerPoint functions in our own customized toolbar
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Search:
Quick Access Toolbar

or

Click this box



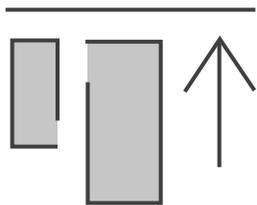
Alignment & distribution

Use alignment and distribution tools to easily center and equally space your objects.



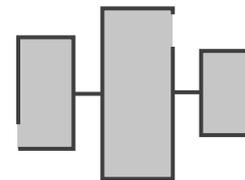
**View video
tutorial**

Home > Arrange > Align



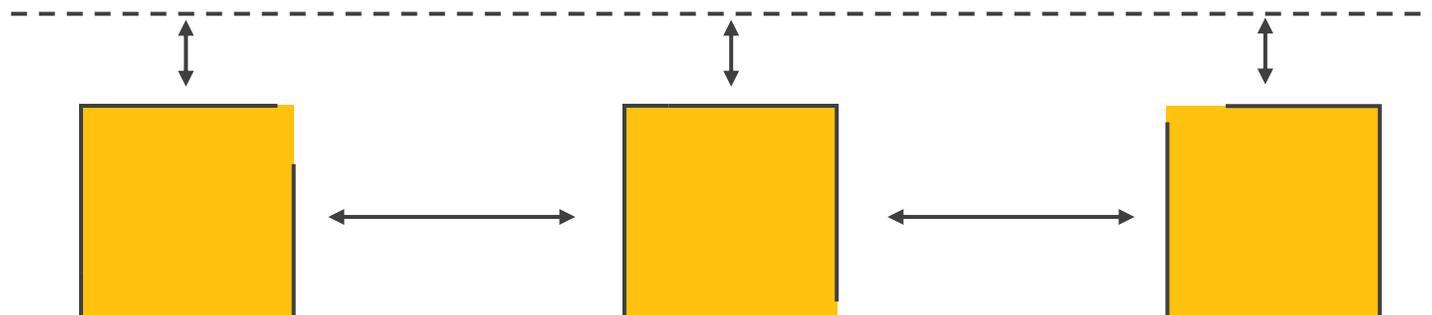
Align objects top

The alignment tools allow you to line up objects relative to each other along the top, middle, bottom, left, right, or center of a set of shapes.



Distribute horizontally

The distribute tools allow you to evenly space a set of shapes horizontally or vertically.



Capturing attention

Want to make an impact? Learn how to capture attention in PowerPoint, transforming your slides from dull and boring walls of text, into beautiful and impactful visual slides that capture your audience's attention and leave them thinking about what's most important in your story.



**View video
tutorial**



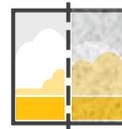
Copy the image (Ctrl + C) to build up multiple layers. Then make the initial image grayscale so that the highlight later stands out.

**Format > Color >
Grayscale**



Paste a new image (Ctrl + V) and align with the original. Then apply a grayscale recolor and blur using Artistic Effects to create contrast.

**Format > Artistic
Effects > Blur**



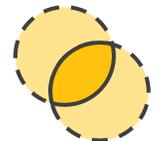
Paste a new image. Use the Freeform Shape Tool to draw around parts to highlight. Click to start, release the mouse button, move to the next point and click to continue. Click on start point to finish.

**Home > Shapes >
Lines > Freeform**



Select the color image, then shift click the highlight shape and use the Merge Shapes Intersect tool to cut out the highlight on the color image.

**Format > Merge
Shapes > Intersect**



Morph magic

Morph is a stunning way to seamlessly transition between slides, but also to create motion, emphasis and tell stories. Note that it only works with Office 365 or PowerPoint 2019. Earlier versions of PowerPoint will simply use a Fade transition.



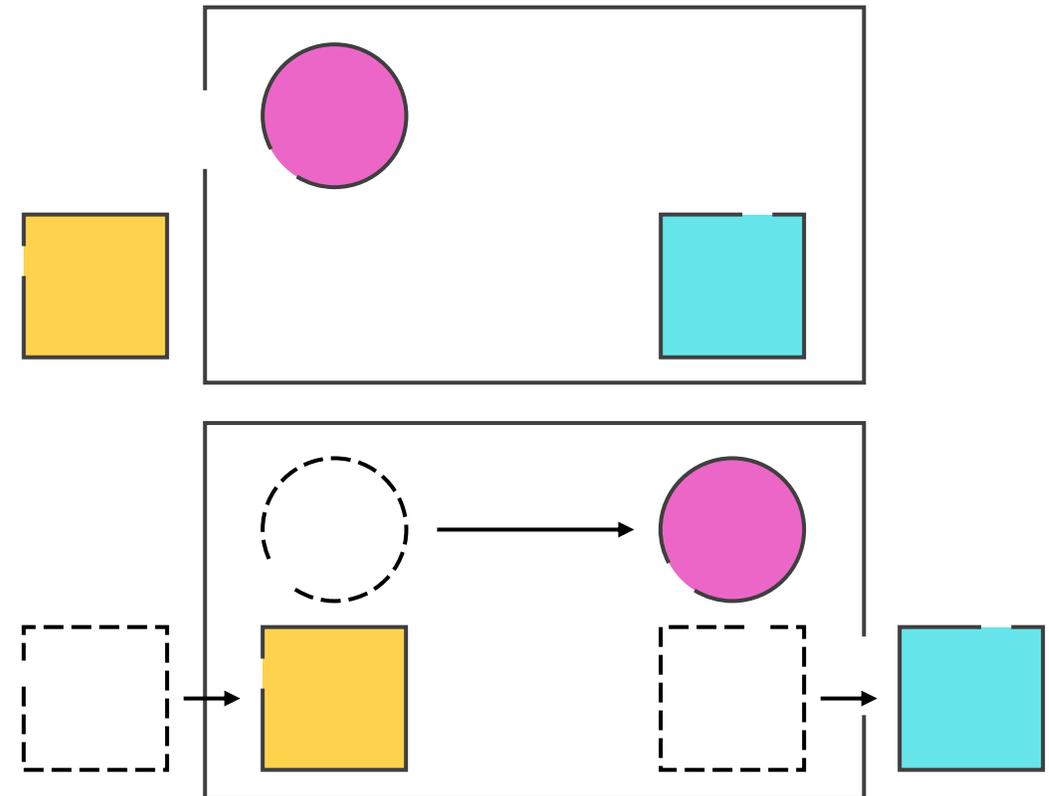
View video tutorial

Transitions > Morph

Morph recognizes objects across slides and will seamlessly move, resize, recolour, and rotate objects. You can use this to change content on your slide. Objects have to be on both slides to create any change using morph, otherwise, the transition appears like a fade.

Introduce objects by having them off the edge of the first slide canvass and on the second slide, or remove them by having them on the first slide and off the edge of the second slide canvass.

Give the effect of moving around a more complex diagram with content moving off and onto the slide, by creating a diagram that only partly fits on the slide canvass. On the second slide, move the diagram so that a different part is on the slide canvass, and morph will pan around the diagram. Zoom into particular elements by making the diagram larger on the second slide.



Morph magnify

Morph isn't just for transitioning between slides, it can be used for interesting effects to tell stories, such as creating a magnifying lens to highlight content. Note that it only works with Office 365 or PowerPoint 2019. Earlier versions of PowerPoint will simply use a Fade transition.



View video
tutorial

Transitions > Morph

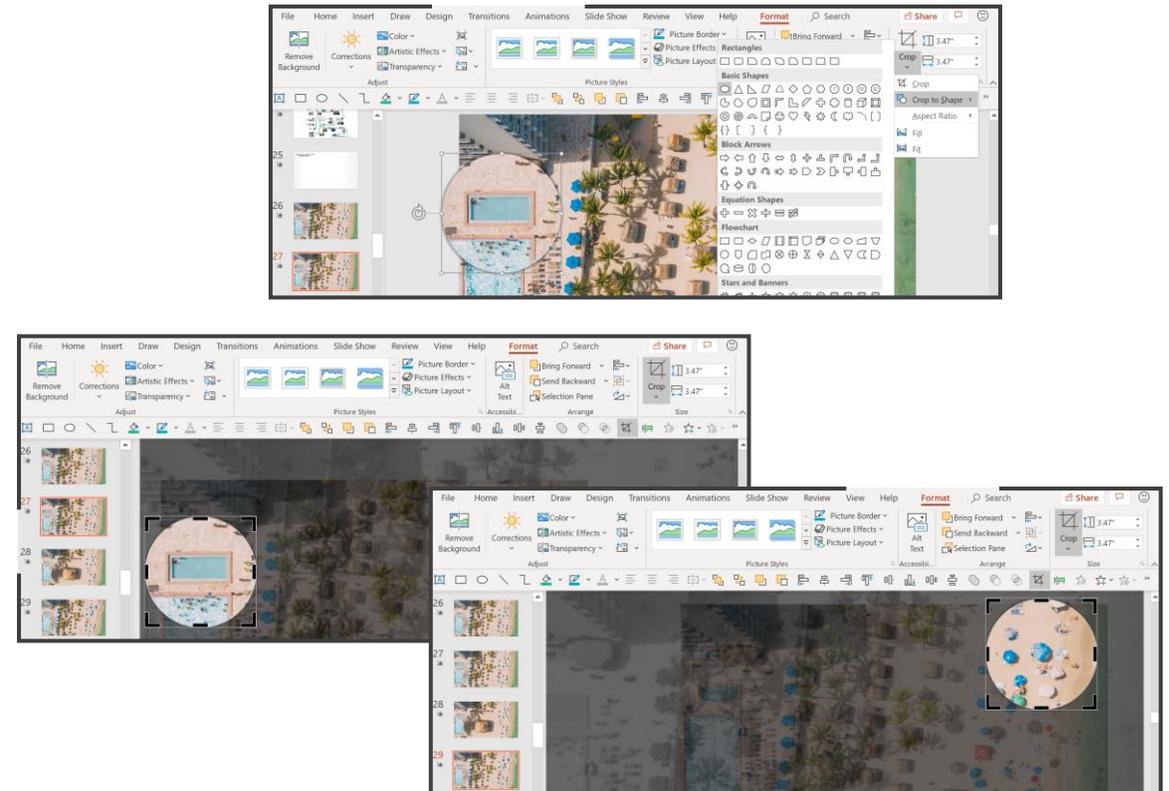
Insert an image on the slide, copy, paste, and align the new image on top of the original.

Crop the top image to a rough square focusing on a specific area, set the **Crop to Shape** (Oval), and set the **Aspect Ratio** to 1:1 (**Picture Tools Format > Crop**).

Add a shadow or outline to the new cropped circle image and make it larger (use **Shift** and **Ctrl** to expand in proportion and the correct position).

Duplicate the slide (Ctrl + D) and on the new slide, move the circle image to a different position.

Select **Crop** on the circle image, but now move the image within the circle placeholder, so that it matches the image behind in the new position.



Zoom navigation

Zoom in PowerPoint is a terrific tool that allows you to jump straight to the content you want and supports a seamless interactive presentation. It's really quick and straightforward to do.

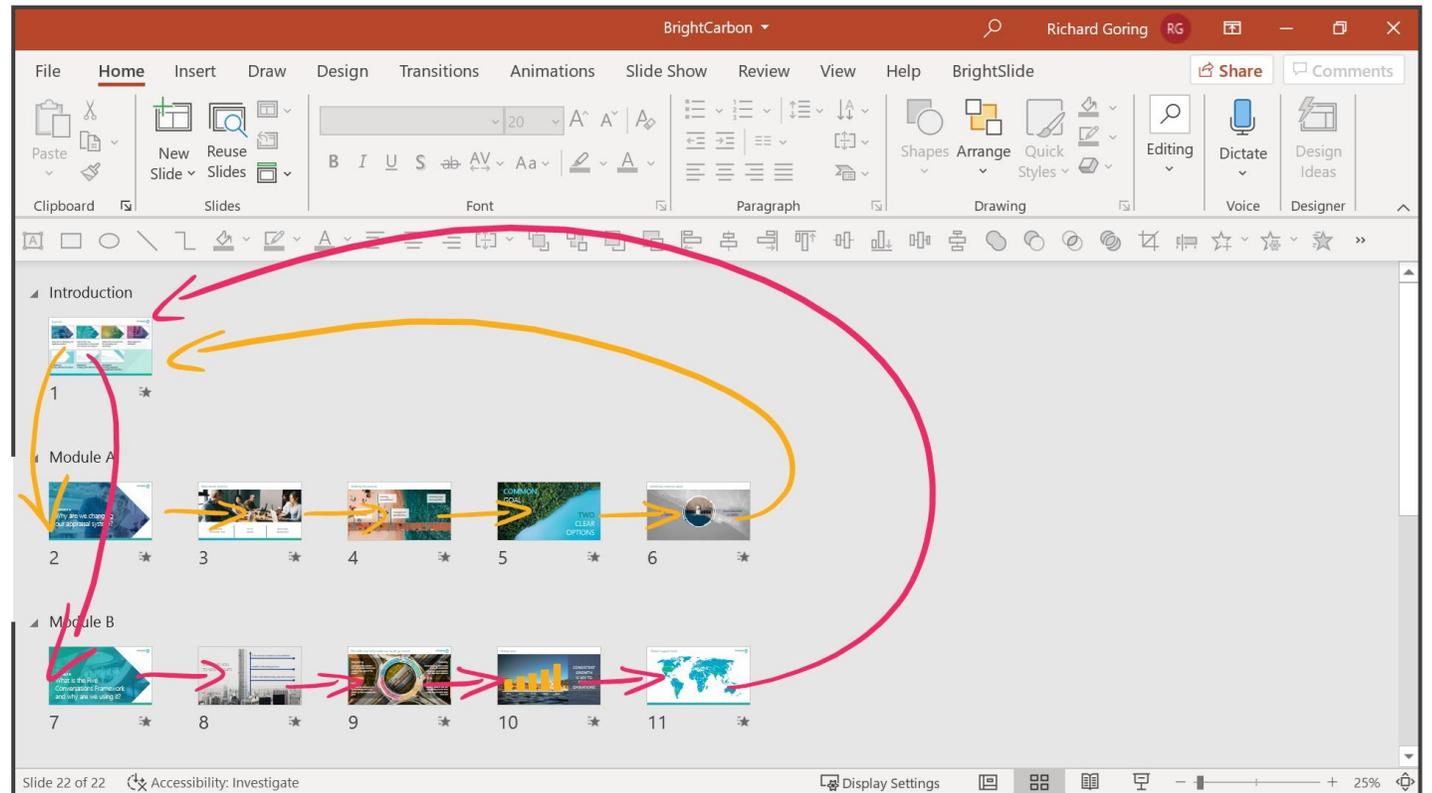


Home > Slides > Section > Add Section

Adding sections to your deck makes it much easier to manage and navigate through using Zoom. Create a section for each topic or subtopic that you might want to navigate to.

Insert > Links > Zoom

You can add three different types of Zoom, but Section Zooms are probably most useful as they will navigate through entire sections of your presentation before coming back to the menu or launch slide.

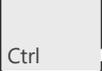


Slide show functions

Be a PowerPoint productivity superhero with the top shortcuts that will have you creating amazing slides in seconds.



	See all the slides	
	Zoom out of a slide	 / 
	Zoom in on a slide	 or 
	Go to that slide	
	End Slide show	
	All Slides Dialogue	
	Blacks/Unblacks the screen	 or 

	Whites/Unwhites the screen	 or 
	Stop/Restart automatic show	
	Go to next slide if hidden	
	Return to first slide	 +  + 2 secs.
	View task bar	
	Hide/Show arrow on mouse move	 / 
	Return to previous zoom slide	 +  / 



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