

Communicate effectively with dynamic visual PowerPoint



One thing to remember

Objective, audience, action + 'so what?'



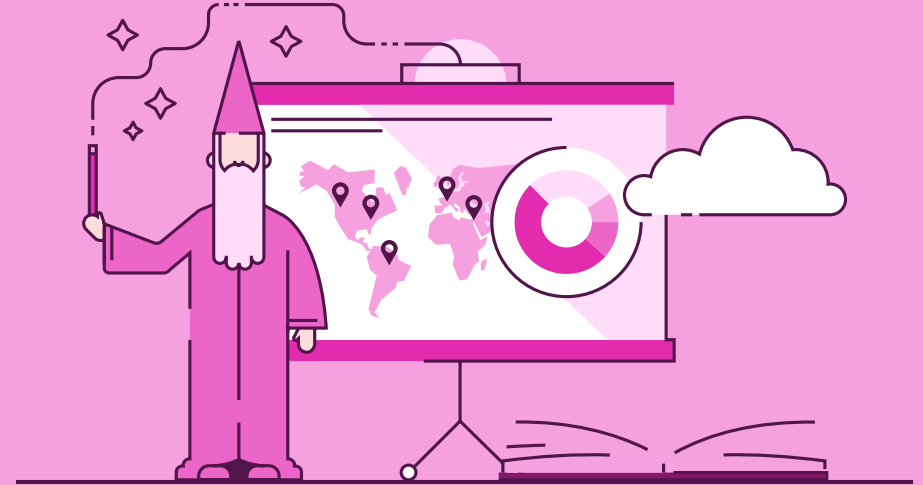
A couple of things to try

Columns and grid for greater clarity

Highlighting key elements for focus

Three beat story structure

For help creating presentations email
info@brightcarbon.com



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Productivity

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info@brightcarbon.com

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Design and layout

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Iconography and images

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Visual storytelling

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Interactivity

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Click any of the thumbnails to get to the relevant section



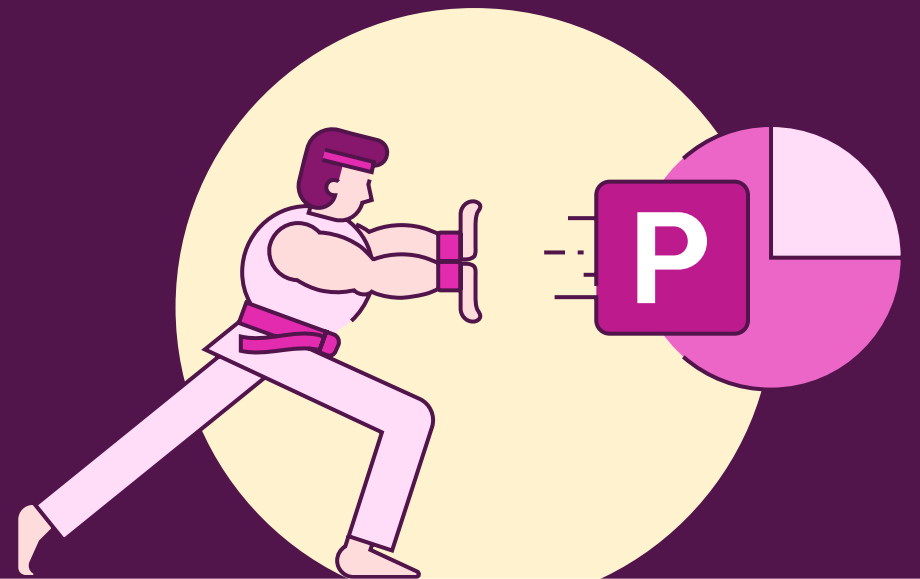
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Productivity



Keyboard shortcuts for Windows

	Undo	Ctrl + Z
	Redo	Ctrl + Y
	Cut	Ctrl + X
	Copy	Ctrl + C
	Paste	Ctrl + V
	Paste special	Ctrl + Alt + V
	Duplicate objects	Ctrl + mouse button
	Move on a straight axis	Shift + mouse button
	Keep aspect when resizing	Shift + mouse button
	Rotate by 15° increments	Shift + mouse button
	Multiple object select	Ctrl or Shift + mouse button
	Select all	Ctrl + A
	Nudge move	↑ ← ↓ →
	Cycle through layers/objects	Tab

	Group	Ctrl + G
	Ungroup	Ctrl + Shift + G
	Decrease/increase font size	Ctrl + [or]
	Change type casing	Shift + F3
	Find and replace text	Ctrl + H
	Add new slide	Ctrl + M
	Duplicate slide	Ctrl + D
	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
	Animation painter	Alt + Shift + V

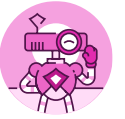


Keyboard shortcuts for Mac

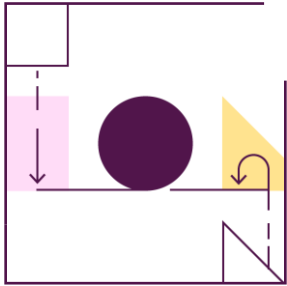
	Undo	Cmd ⌘ + Z
	Redo	Cmd ⌘ + Y
	Cut	Cmd ⌘ + X
	Copy	Cmd ⌘ + C
	Paste	Cmd ⌘ + V
	Paste special	Cmd ⌘ + Ctrl + V
	Duplicate objects	Ctrl + ⌘
	Move on a straight axis	Shift + ⌘
	Keep aspect when resizing	Shift + ⌘
	Rotate by 15° increments	Shift + ⌘
	Multiple object select	Ctrl or Shift + ⌘
	Select all	Cmd ⌘ + A
	Nudge move	↑ ← ↓ →
	Cycle through layers/objects	Tab

	Group	Cmd ⌘ + Option + G
	Ungroup	Cmd ⌘ + Option + Shift + G
	Decrease/increase font size	Cmd ⌘ + Shift + < or >
	Change type casing	Shift + F3
	Find and replace text	Cmd ⌘ + F
	Add new slide	Cmd ⌘ + Shift + N
	Duplicate slide	Cmd ⌘ + D
	Run slideshow	Cmd ⌘ + Shift + Enter/Return
	Run slideshow from current slide	Cmd ⌘ + Enter/Return
	Jump to specific slide (slideshow mode)	Slide number + Enter/Return
	Copy style formatting	Cmd ⌘ + Shift + C
	Paste style formatting	Cmd ⌘ + Shift + V
	Animation painter	Alt + Shift + V + C

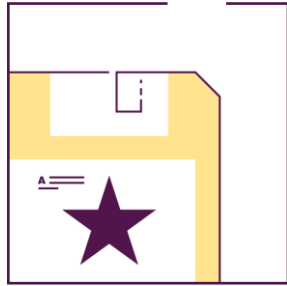




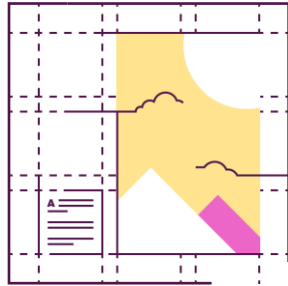
Created by PowerPoint experts the BrightSlide add-in will help you create, polish, and edit presentations at speed. It draws on industry-standard shortcuts to boost your workflow and provides amazing, extra functionality PowerPoint users have only dreamed of. And it's all yours, for free!



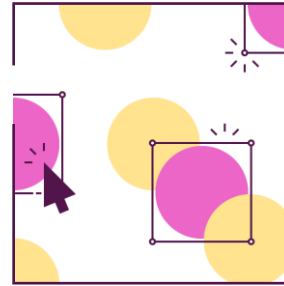
Align with
precision



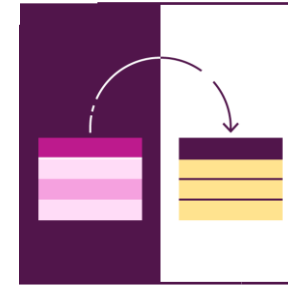
Save animation
combinations



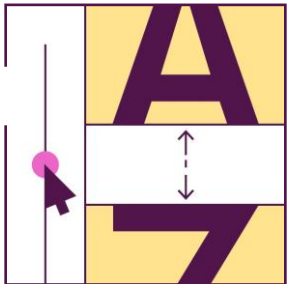
Easy custom grids



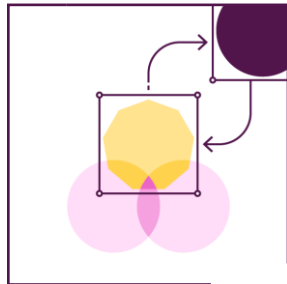
Update slides in
seconds



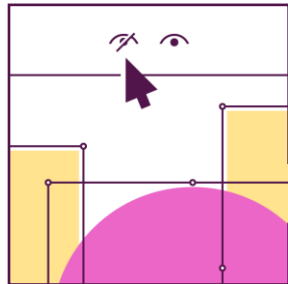
Tidy and tame
tables



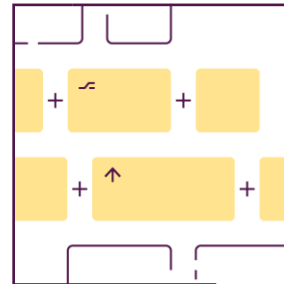
Advanced
typography



Swap objects with
ease



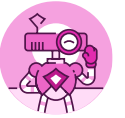
'So long' to the
Selection Pane



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!





The Format group has a collection of tools that help you save time by making editing multiple objects at once, or copying complex formatting, super simple.



Multi-painter allow you to copy size, position, formatting, adjustments, and animations from any object to any other object.

These tools work like any other painter in PowerPoint, except we've made them sticky by default so you can copy properties across slides and presentations.

If nothing is selected, you can pick up properties from the slide itself — like size and position. This is great for filling the entire slide with an image.

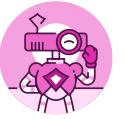
The painter can be used in Batch Mode or Solo Mode. Batch Mode turns the tool into a customisable Multi-painter, which allows you to paint multiple properties in one go. Using the painter in Solo Mode will separate the five settings into individual Painters which you can add to your Quick Access Toolbar.

Size Painter and **Position Painter** make use of the reference point setting for added flexibility. This sets the point where your objects get resized from, and how they get aligned. When painting size, having the reference point set to centre will resize all objects from their centrepoin. When painting position, the central reference point setting will reposition all of your target objects so that their centrepoin perfectly overlap.

Paint Format and **Format Painter+** do a number of different things depending on what you use it on. At its core, it acts exactly like the Format Painter you know from PowerPoint. But you can also use it on charts and tables, easily allowing you to copy a table's or chart's formatting to another table or chart.

Adjustment Painter copies adjustment settings from one object to another. This is great for ensuring all of your rounded rectangles are using a consistent corner radius throughout your content, or making sure that your chevrons all look the same.





The Format group has a collection of tools that help you save time by making editing multiple objects at once, or copying complex formatting, super simple.



Match Tools allow you to copy size, position, format, adjustments, and animations from any object to any other object.

These tools match your selection to the reference object. The Set Reference Object setting can be found by clicking Settings in the BrightSlide tab.

If a single object is selected, the slide itself will become the reference object — this is great for filling the entire slide with an image.

The tool can be used in Batch Mode or Solo Mode. Batch Mode turns the tool into a customisable Match Tool, which allows you to match multiple properties in one click. For example, turning on size, adjustments, and format will match those three properties in one click. Using the tool in solo mode will separate the five settings into individual Match Tools which you can add to your Quick Access Toolbar.

Match Size and **Match Position** make use of the reference point setting for added flexibility. When using Match Size, having the reference point set to centre will resize all objects from their centrepoinets. When using Match Position, the central reference point setting will reposition all of your target objects so that their centrepoinets perfectly overlap.

Match Format does a number of different things depending on what you use it on. At its core, it acts exactly like the Format Painter you know from PowerPoint. But you can also use it on charts and tables, easily allowing you to paste a table's or chart's formatting.

Match Adjustments copies adjustment settings from one object to another. This is great for ensuring all of your rounded rectangles are using a consistent corner radius throughout your content, or making sure that your chevrons all look the same.

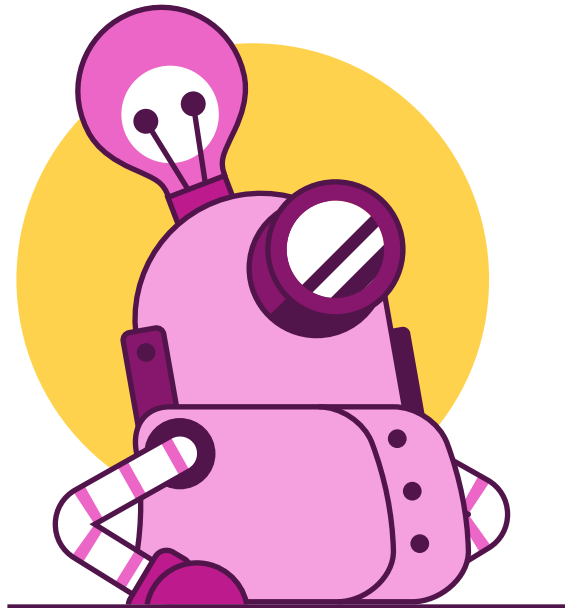


Introducing BrandIn

BrandIn is an add-in for PowerPoint and Word.

It connects SharePoint content libraries to PowerPoint and Word so you can access curated brand-approved assets without having to leave the app you're using.

BrandIn is for all PowerPoint and Word users and is most effective when deployed to your team of content creators. BrandIn works on Windows, MacOS and Online.



Curate your asset library on your organisation's SharePoint

Set up your library using your preferred folder structure. There are no upload limits – that is dictated purely by your organisation's SharePoint storage, your asset library and your imagination.



Connect the library to BrandIn

Once the connection has been made the content library will appear in the populated BrandIn pane in PowerPoint or Word. If the library needs updating, any changes made on SharePoint will update in real time in the destination app.

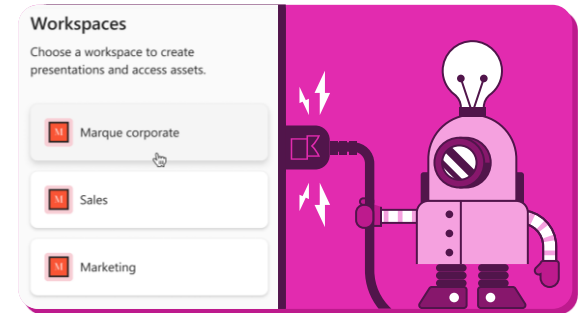
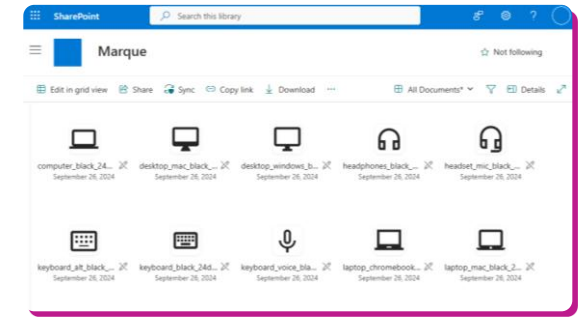


Create using the assets in the library

Open up BrandIn and users have the option to apply a template, add in some model slides, and then insert any number of branded elements like icons or images.



See it in action in [this short video](#)



Useful PowerPoint add-ins

There are many different add-ins you can use to improve or extend PowerPoint's capabilities, from sources of content, to design studio tools, to being able to do more than ever before with full enterprise solutions. Some of the add-ins you may find helpful are below. Click on each image to learn more.



Noun Project
thenounproject.com



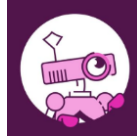
Pexels
pexels.com



Picket
picket.com



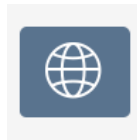
Adobe Stock
stock.adobe.com



BrightSlide
brightcarbon.com



Slidewise
neuxpower.com



Web Viewer
appsource.microsoft.com



Build-a-Graphic
build-a-graphic.com



BrandIn
brightcarbon.com



PresentationPoint
presentationpoint.com



Shufflrr
shufflrr.com



Lucidchart
lucidchart.com

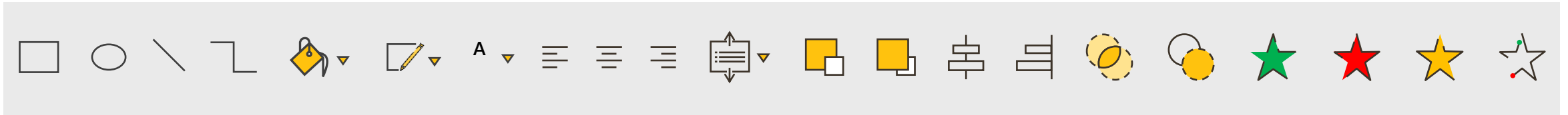


Quick Access Toolbar

Download here



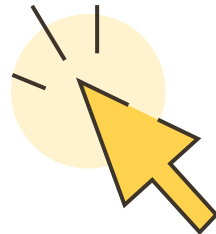
Add shortcuts to your Quick Access Toolbar to access the things you use more quickly.



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

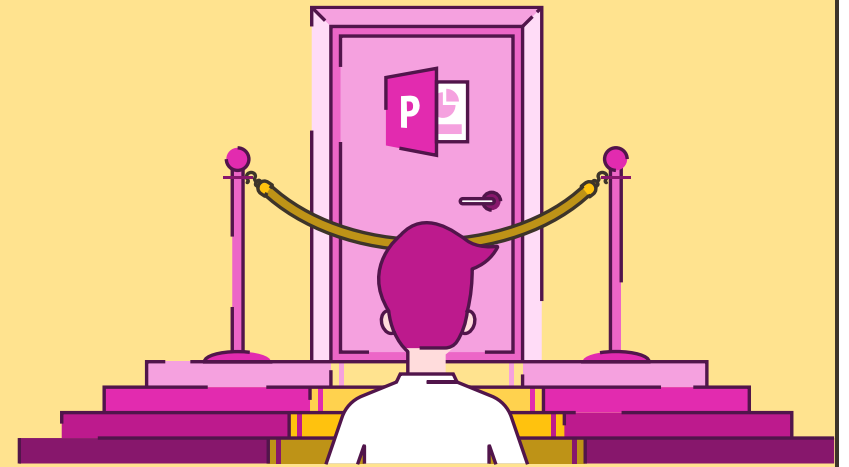


Download BrightCarbon's most used PowerPoint functions in our own customized toolbar
www.brightcarbon.com

Search:
Quick Access Toolbar

or

Click this box



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 

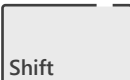
 Stop/Restart automatic show 

 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  +  / 





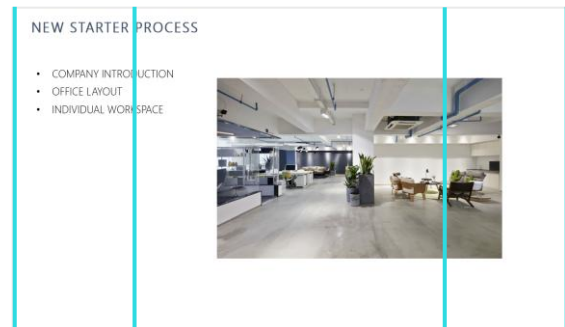
Design and layout

Grids and guides

Watch video
tutorial here



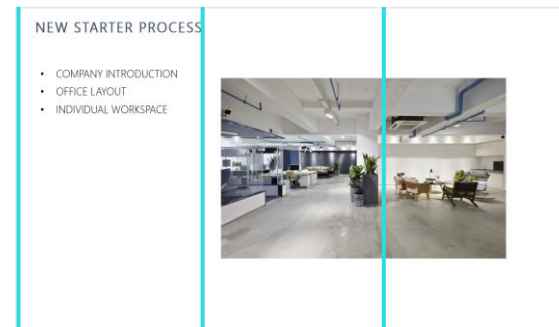
Using a grid provides a classic design layout for your slides. A 3x3 grid – the rule of thirds – is a good start. PowerPoint guides can help form the grid clearly and make your text, images, and other content look more uniform, and instantly more pleasing to look at. Everyone loves a tidy slide.



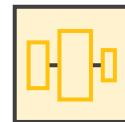
Draw four vertical lines, ensuring there are two on the outer edges of your document. Click and drag to move the lines roughly into the position you need.



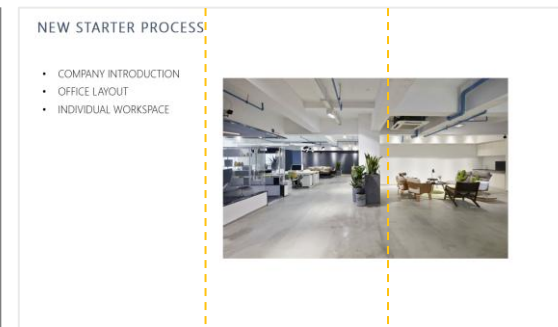
Insert > Shapes



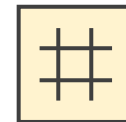
Select all of the lines, and use the distribute tool to automatically space them correctly.



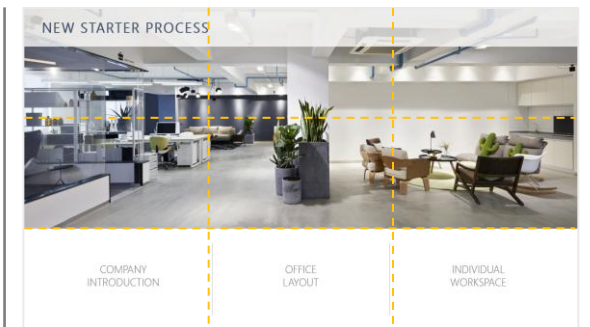
Format > Align >
Distribute Horizontally



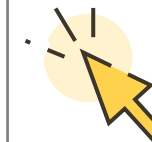
Right-click to begin bringing guides into your document. Holding Ctrl while dragging will copy your existing guide. Place your guides over the lines you have drawn to create an accurate three column grid.



Right-click >
Grid and Guides



Repeat this step using horizontal lines to complete your 3x3 grid.



Repeat steps horizontally





Alignment & distribution

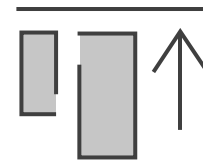
Use alignment and distribution tools to easily center and equally space your objects.

Home > Arrange > Align

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. Just select everything that you want lined up, go to the Home tab on the ribbon, then Arrange, then Align, and choose the appropriate function for where you want them to line up to. The dark line on the icon shows you where you're aligning things to.

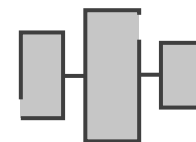
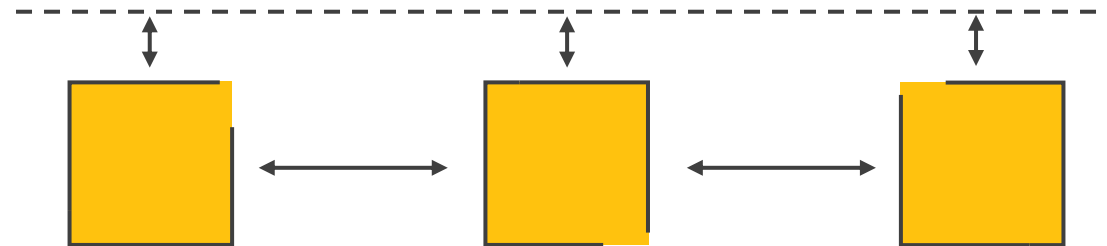
The **Distribute** tools allow you to evenly space a set of shapes horizontally or vertically. The functions are in the same place.

You have the optioning of aligning or distributing your content relative to the slide, rather than the other objects selected, but to be honest it's rarely that useful. Rather than having to flip back and forth between that option, we tend to recommend creating some extra shapes just off the slide and including those in your group of objects to achieve alignment or distribution across the entire slide. Then delete them afterwards. Much quicker.



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.

Transforming bullet points

If you can't change content on a bullet point slide, then there are many ways to create a design that is both more attractive and easier for your audience to follow.

Splitting content

Long line lengths and large, cramped blocks of text are difficult to read and generally look unappealing and naff*. Splitting the bullet points into separate text boxes gives you much greater freedom to control line length and position them anywhere on the slide. Do this easily using SmartArt. Select a text box and go to **Home > Paragraph > Convert to SmartArt > Horizontal Bullet List**

To further enhance the design, convert the Smart Art to shapes on **SmartArt Design > Convert > Convert to Shapes** and then **Ungroup**.

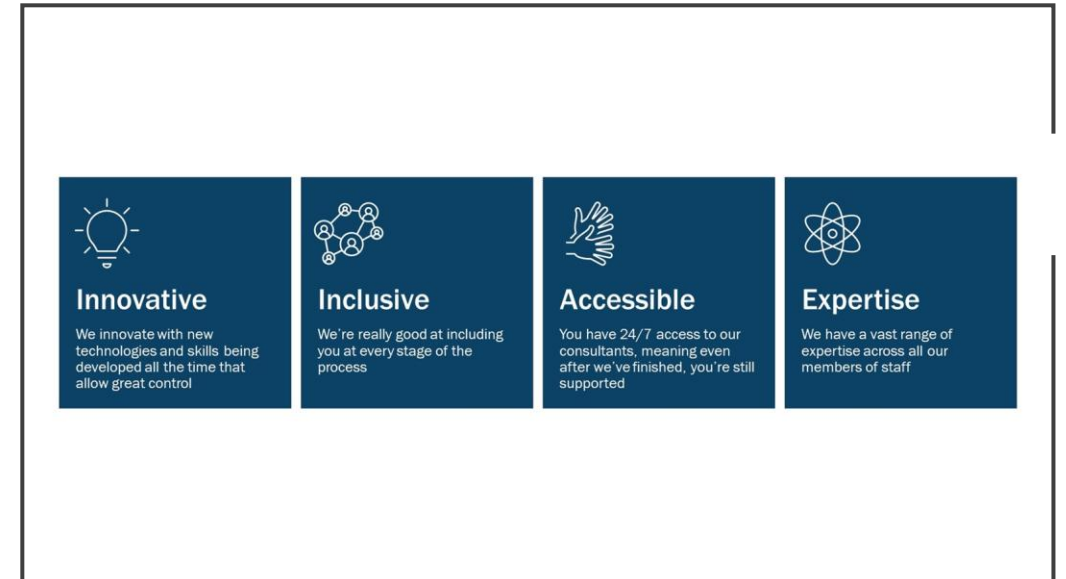
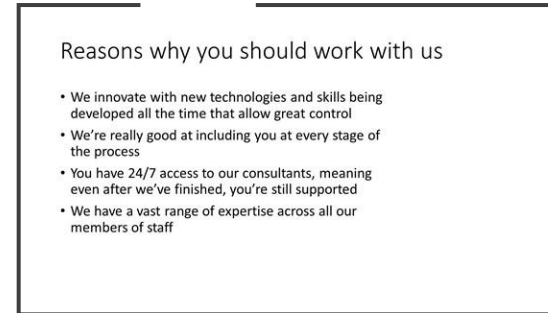
Text hierarchy

Too much text in a presentation isn't a great idea (documents are different), so can you help people scan through the main idea without having to hunt through loads of text? One approach is to use text hierarchy, with larger, more prominent text for a few words, and then much smaller, less prominent text for the detailed content. Always try to use fonts at least two font size stops apart for clear differentiation. You could also consider using different fonts, different weights, and different colours.

Iconography

Iconography can be a great way to support key messages and ideas, helping your audience more easily understand and connect with the content. They can also be useful to anchor the points more clearly. Icons can be found in many different places, including directly in Office 365 through **Insert > Icons**

Ensure that icons are consistent – the same family style, similar detail level, and appropriately sized.



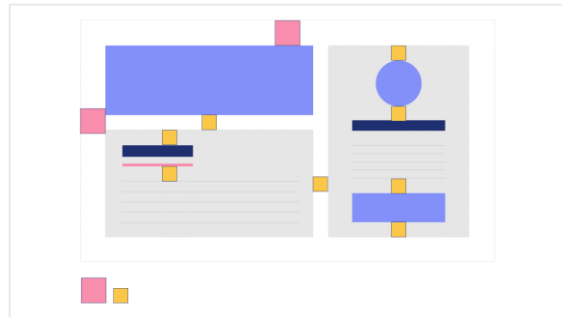
*British term that means **STOP DOING IT!**





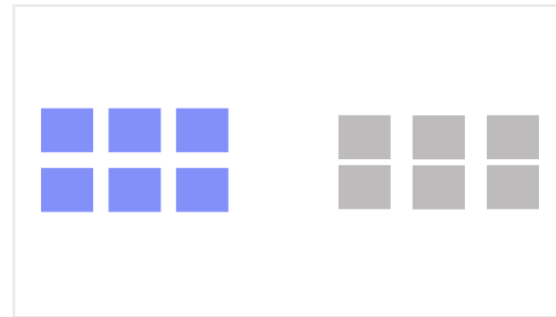
Whitespace presentation design tips

Whitespace doesn't necessarily have to contain a lot of white. It's about using areas of contrast to focus attention on specific elements. You can use actual white space, but also other colours, and even images to create the effect.



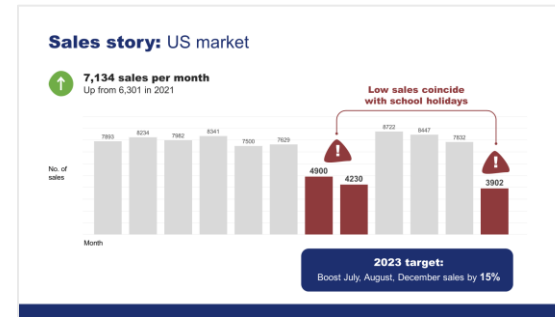
Better layouts

Add margins and gutters to slides to give content breathing room. Use that spacing consistently around elements with the 'two squares' technique to generate clear layouts with suitable hierarchy.



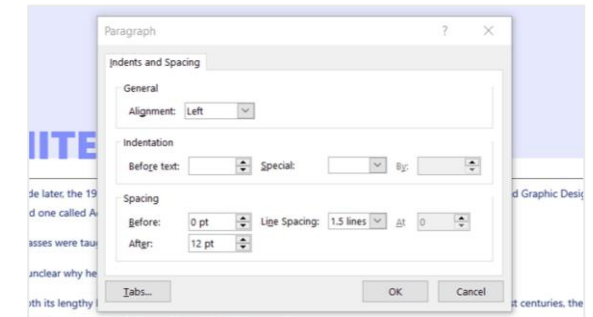
Better storytelling

How objects are positioned and how they are related. Equal amounts of space gives the impression that each object is of equal importance. On the right-hand side, the gaps between the squares form distinct columns which implies that there are three categories of object.



Draw attention

People focus on contrast. Use that to draw their attention to what's important. Whitespace doesn't have to be white, but is negative compared to the main content. Give your content room by splitting it over multiple slides, and use colour and layout to provide suitable focus.



Clear text hierarchy

Solid blocks of text are impenetrable, but by using paragraph spacing, you can chunk out content making it far easier to parse. Character spacing can also help, especially if using **ALL CAPS** which can be harder to read when condensed.





Presentation design: Less is more

We know text-heavy slides look bad, but it's difficult to put your finger on what is bad about the presentation design, or to know how to make the design more effective. Let's have a look at the theory behind minimalist design, and then some great tips to help you make it work for you in your presentations.

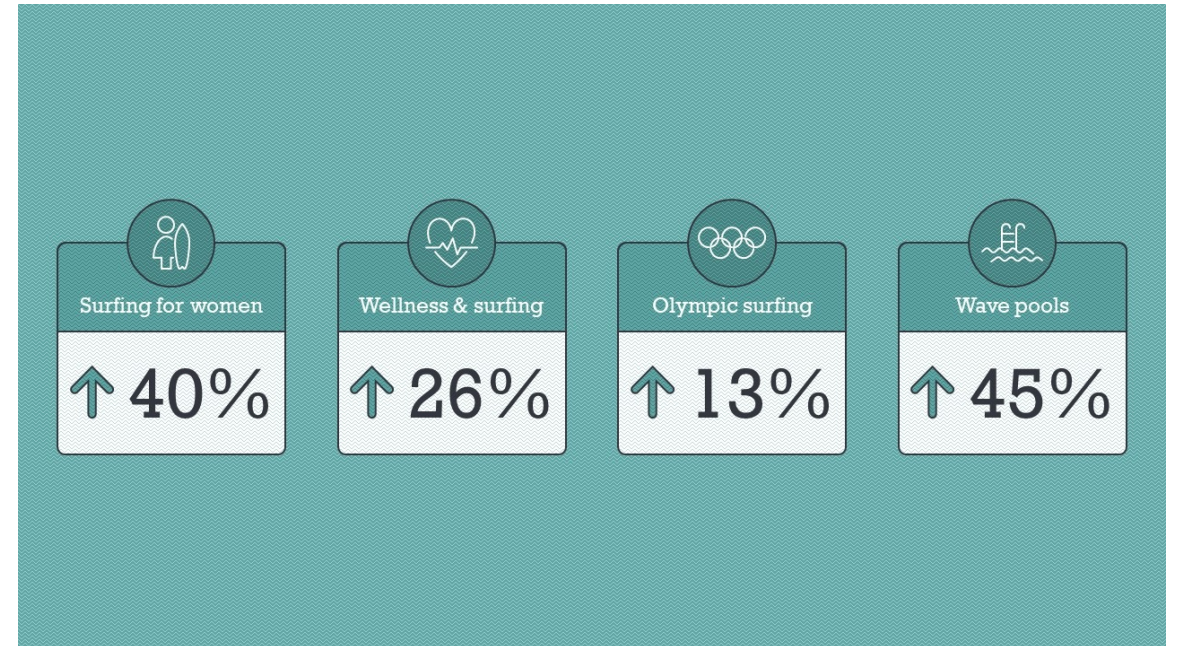
Limit colours | Too much colour can be confusing. Using just two tones can create hierarchy and order. If you want to create a contrasting pop of colour make sure to use it sparingly – it will draw the audience's focus instantly, so use in for the key message.

Don't go picture crazy | One strong, relevant image can be much more effective than a collection of different images.

Let icons do the talking | Instead of relying solely on text use iconography for more efficient and intuitive communication.

Pick fonts wisely | Use no more than two fonts, with a consistent hierarchy. This ensures your slides are clear and concise. If you need to create further contrast between titles and text then play around with the thickness i.e. bold, semi bold, italic...etc.

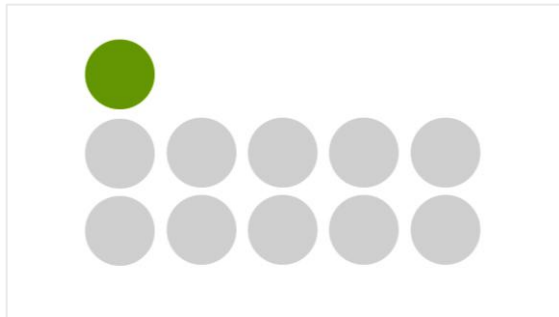
Embrace negative space | Give elements on the slide room to breathe! Negative space helps define specific areas within slides, allowing the audience to digest information more clearly and easily.





Visual hierarchy tips for effective presentation design

When designing presentations, it can be easy to get swallowed up by the desire to exercise cool design tricks. However, it is critical to keep in mind how a person might absorb the information onscreen. This is where it is essential to understand visual hierarchy to ensure effective communication in presentations.



Show where to begin

Western audiences will look at content in the top left first, but using colour, bolding, hierarchy, or contrast can change the initial focus to help the story flow more naturally and intuitively.



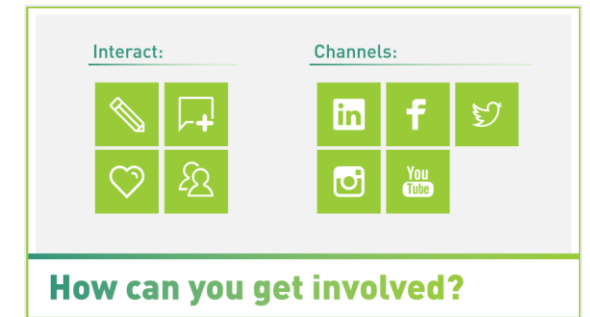
Bigger = more important

A viewer's eye is likely to be drawn to bigger elements on a slide first, which gives you the freedom to arrange elements away from a traditional 'title-top-left'. Bear in mind that bigger objects demand more attention, so try to design with the idea that 'bigger = more important'.



Use colour wisely

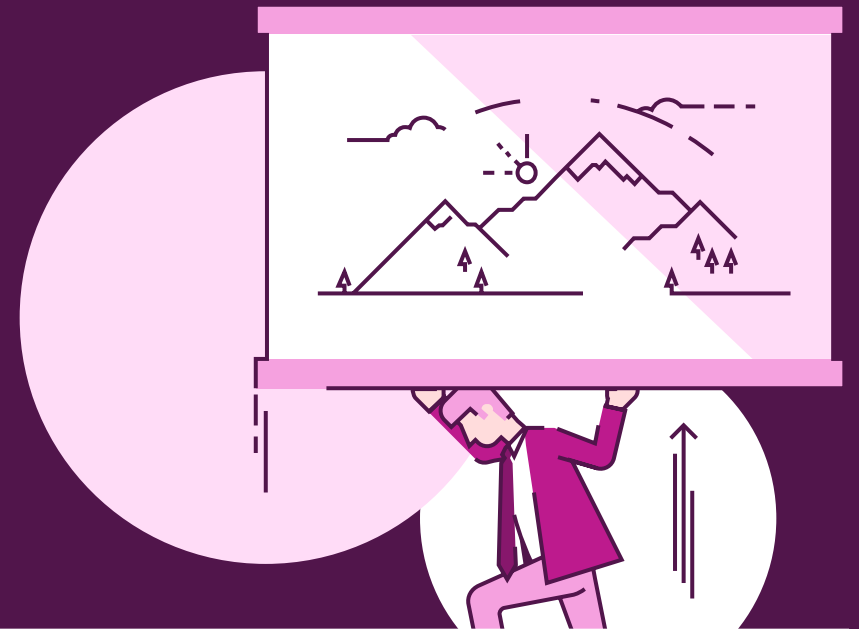
Adding colour can create visual hierarchy. Colour intensity or shade can give an idea of how important certain elements are. Colour can also create unity throughout a presentation, both in terms of visual identity and by recalling themes or key ideas.



Proximity creates relationships

An audience reads how elements are placed within space, and in building slides you can design sections and sub-sections by visually grouping content within the space. Placing elements in close proximity tells the audience that they are related.





Iconography and images

Iconography

Watch video
tutorial here



Add icons to your slide directly from PowerPoint, with scalable, vector graphics that you can resize and recolour easily.

Insert > Icons

Find a range of icons, all from within PowerPoint in Office 365. These icons are all scalable, so you can resize them with no loss of quality. They can also be recoloured in PowerPoint, just like any other shape.

More free icons are available from these websites. Sites at the top are completely free and open, while those at the bottom require attribution for the icon source. Click on any of the logos to check out the site and the available styles.



Illustrio
illustrio.com



Endless Icons
endlessicons.com



Material Design
material.io/tools/icons



The Noun Project
thenounproject.com



Orion Icon Library
orioniconlibrary.com



Flat Icon
flaticon.com



Icons8
icons8.com



Photography

Use images in your presentation to convey your messages in a way that is compelling, clear, and persuasive, as well as looking slicker and more professional. All these sites give you free access to beautiful images that you can use in any presentation.



Pexels
pexels.com



Pixabay
pixabay.com



Life of Pix
lifeofpix.com



Unsplash
unsplash.com



StockSnap.io
stocksnap.io



Reshot
reshot.com

EVERYPIXEL

Every Pixel
everypixel.com



Burst
burst.shopify.com



Gratisography
gratisography.com

These sites also offer free videos



Incorporating graphics

PowerPoint has built-in images, graphics, illustrations, and cartoon people. While they may not be a perfect fit for your brand, when used consistently and with care, they provide a great deal of choice to convey ideas elegantly.

How to interact during induction

It's a great idea to interact with other new team members during induction week. Here are a few tips on how...

- Really Listen. Most of us do more talking than listening...
- Come Alongside The Other Person...
- Don't Give Unwanted Advice...
- Check Your Tone And Body Language...
- Be Real...
- It's Not All About You...



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Explore PowerPoint's cartoon people through **Insert > Icons > Cartoon People** and note the various tabs that allow you to choose components of people to mix and match your own characters and scenes that are relevant to the story.

Replace standard bullet points with various placeholders, in this case, simple circles of different sizes and a contrasting colour.

Consider using the **Illustrations** or **Pictures** options in the same menu for other styles.

How to calculate your budget

All budget calculations are to be recorded in the company app

- 1 Log in to company app on either laptop or mobile.
- 2 Create new "sheet" to begin your calculations
- 3 Once all entries are inserted, submit budget report
- 4 An auto response will be sent to your email address confirming receipt

PERFORMANCE REVIEWS AND AUDITING

- VISITS**
 - Ad-hoc site visits
 - Operational management visits
 - Personnel performance assessment visits
 - Out of hours supervision visits
- REVIEWS**
 - Monthly performance review
 - Quarterly account operations review
 - Annual portfolio strategy review
- AUDITS**
 - Independent compliance audits
 - Business continuity planning





Visual storytelling

Visual storytelling | Highlighting content

Watch video
tutorial here

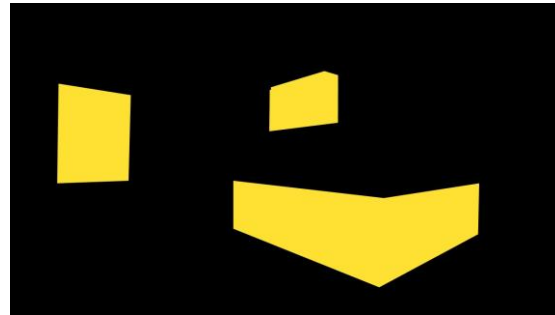


Banish the drudgery of content-heavy, detailed slides by using this technique to focus attention on what's important and bring your stories to life. Use highlighting to help your audience understand the key ideas and remember them.



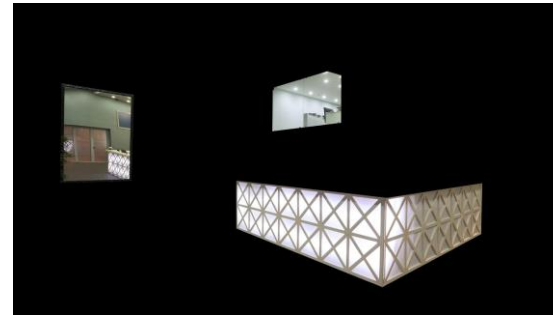
Use the Freeform Shape Tool to draw around parts to highlight. Click to start, release the mouse button, move to the next point and click to continue. Click on start point to finish.

 Home > Shapes > Lines > Freeform




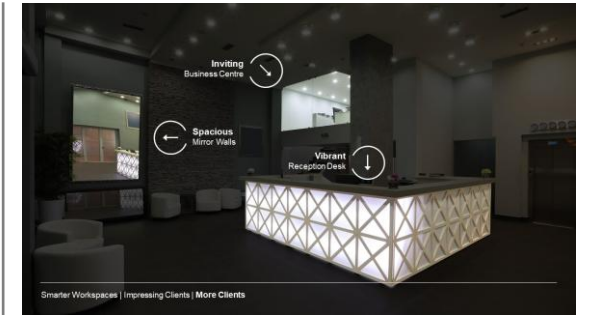
Create full slide black box and send back using the layer tools, to reveal the freeform shapes.

 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



Visual storytelling | Three beat structure

Removing bullet points and ending death by PowerPoint isn't about making pretty looking slides (that's a bonus). Instead, consider your audience, your objective, and the story you need to tell to get them to change behaviour and act upon your suggestions. Visual storytelling is the persuasive and engaging tool to help.

What did we do?



- ▶ One key step was to determine early on what needs to change:
- ▶ More than 85% of talent development resources go to Baby Boomers and Generation X, despite Generation Y (Millennials) making up 30-40% of healthcare staff.
- ▶ Identify individuals currently in the organization who are capable of stepping into leadership roles.
- ▶ Accelerate the development process of nurse leaders by using a model that uses a symbolic jungle gym.

Consider the key points that help your audience to move towards your objective.

What is the main message?

What is the setup/context?

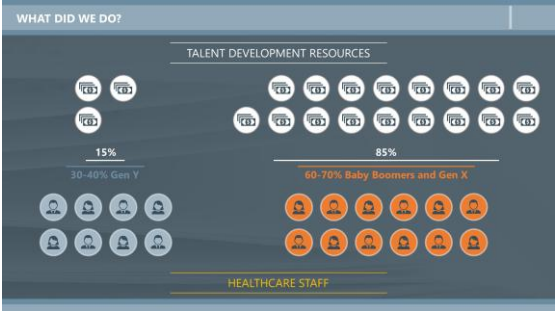
What information is needed to move between the two?

Baby Boomers and Generation X	Generation Y (Millennials)		
85% of talent development resources	15% of talent development resources	Identify individuals	symbolic jungle gym
70-60% of healthcare staff	30-40% of healthcare staff	leadership roles	Accelerate development

2-3x

Chunk the content into related blocks that ideally make up a three-beat story. In this case situation > action > outcome.

What visuals can you use to convey these ideas? How can you combine those visuals together into a seamless sequence?



How can you apply those visuals in PowerPoint? Is there a consistent design style that ties everything together? Use a grid, colour, and space to show relationships and differences.

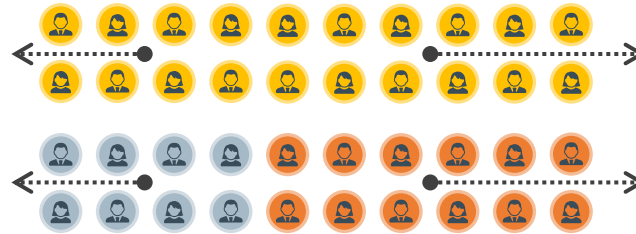
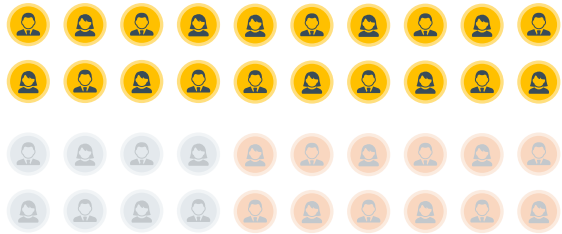


Animation helps to pace the flow of information, but also to show change, contrast, emphasis, or flows and is valuable for storytelling. Don't overdo it or use animation that could be distracting. Keep it focused on helping the audience understand.



Visual storytelling | Animation to tell the story

Animations are terrific in PowerPoint for all sorts of things. To tell a story more elegantly, consider combining several together for unique styles. Use the **Add Animation** button the **Animations** tab to add cumulative animations on a single object.



For a sequence to show a group of elements both separating and changing colour, create a double layer with the original under the recoloured groups.

Apply a **Motion Path** line animation to the original groups and resize and reposition the lines to place the groups where you need them.

Use the **Animation Painter** to paste the motion paths from the original groups to the recoloured groups and line them up on top of each other.

Use **Add Animation** to add an **Entrance Fade** animation to the recoloured groups.

Open the **Animation Pane** and move the **Entrance Fade** animations before the **Motion Path** animations to ensure that the recoloured objects don't appear at the start of the sequence.

In **Slide Show** the original icons will appear, and on a click they will move while the recoloured icons cross fade over the top, giving the appearance of a colour change and providing clear differentiation between the groups.



Visual storytelling | Delivering the key information

Sometimes you have to be ruthless and remove content that's not adding value, helping you achieve your object, or is not relevant to your audience. Removing unnecessary content allows you to focus on the key ideas and ensure your presentation is more powerful and effective.

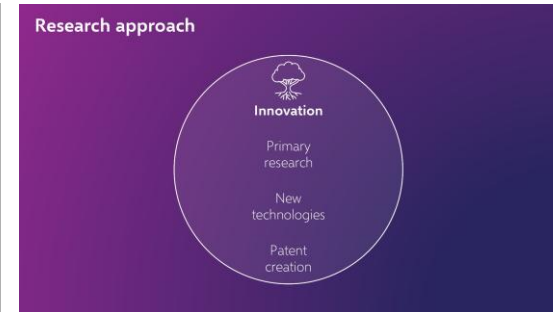


An overwhelming amount of content – a feature dump – is not ideal for people seeing the information for the first time. They don't have time to process it all and either no hierarchy or a confusing layout can make things worse.



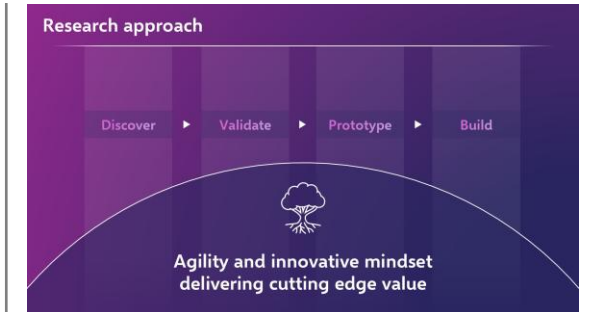
Consider what information is important to help achieve your objective, for this audience. Can you remove, consolidate, or reframe content so that it builds up a story that your audience can relate to?

Be brutal. Cut down repetition, secondary detail, jargon, repetition, irrelevant content, and repetition.



Sometimes diagrams can be more effective at convey a complex idea than images. Consider how each point relates to the others and whether a cohesive diagram can be made.

Splitting up the diagram into one or two sections or sequences can be achieved using Animations or the Morph transition easily.



Many slides often miss a punchline or call to action. Ensure that you tell the audience clearly what the value of this is, why they should care, and what they should do as a result. It's both more satisfying for the audience and more rewarding for you as you are more likely to achieve your objective.



Morph magic

Watch video
tutorial here



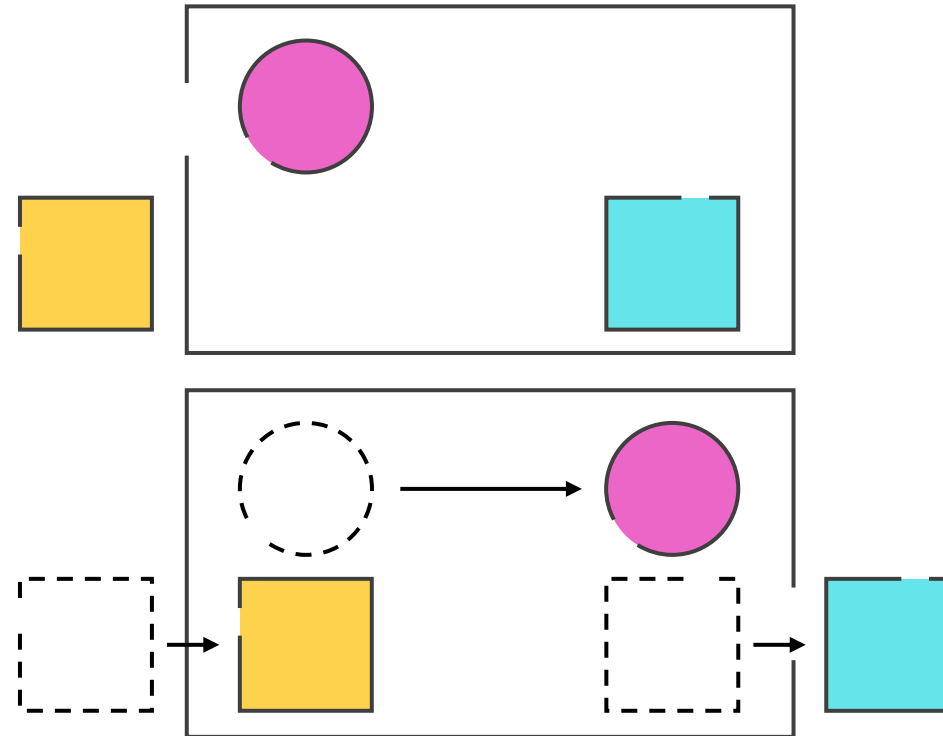
Morph is a stunning way to seamlessly transition between slides, but also to create motion, emphasis and tell stories. Note that it only works with Office 365 or PowerPoint 2019. Earlier versions of PowerPoint will simply use a Fade transition.

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

Watch video
tutorial here



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.

Transitions > Morph

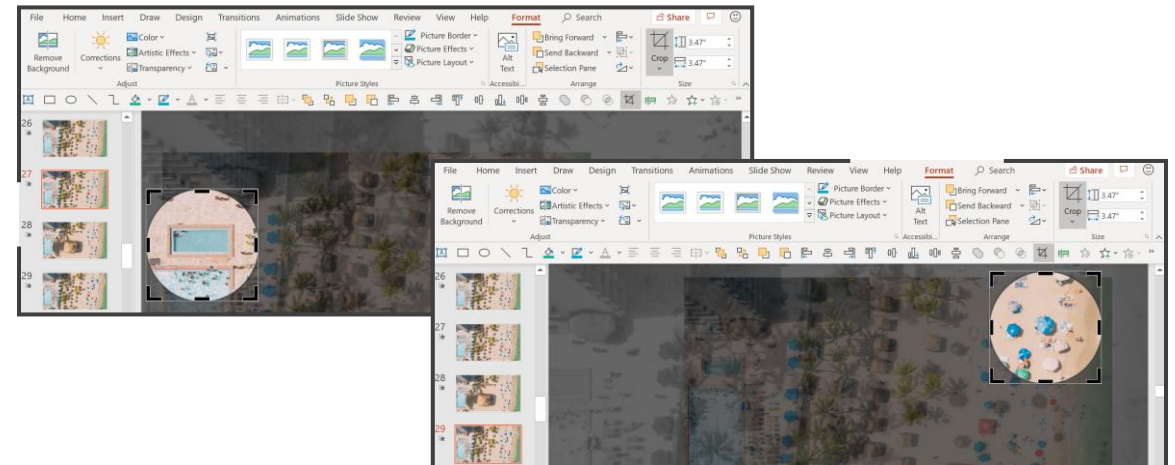
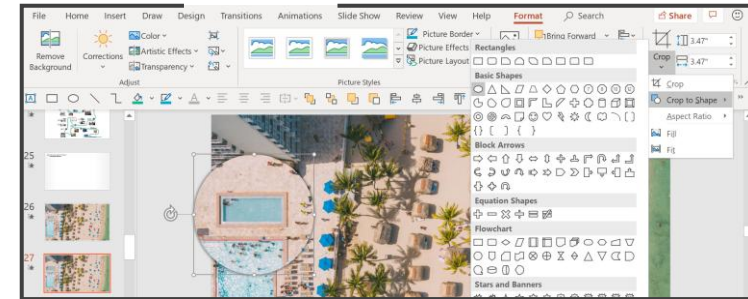
Insert an image on the slide, copy, paste, and align the new image on top of the original.

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.





Interactivity

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.

