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Few useful tricks for making PowerPoint presentations

1. Use of Smart Art

2. Customize Shapes

Use of SmartArt

SmartArt is a visual representation of information that can be created quickly and easily. It is an effective way to communicated messages/ideas.

User has the option to select from multiple SmartArt options based on what he want to communicate to the audience.

- List
- Process
- Cycle
- Hierarchy
- Relationship
- Matrix
- Pyramid
- Picture

In PowerPoint, Go to **Insert, Select SmartArt**
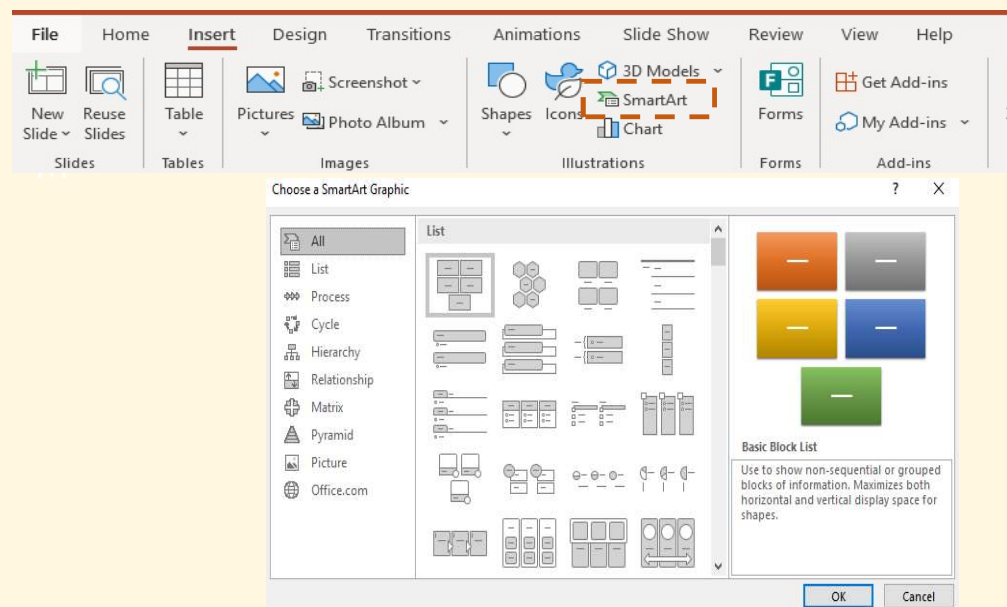
Insert SmartArt to your presentation

- In SmartArt, choose the relevant option based on your message and type your message.

- Below we have chosen a SmartArt from Basic Process.

| Input | ➡ | Processing | ➡ | Output |

- In SmartArt, the font size automatically gets adjusted based on the typed content.

- User has the flexibility to change the shape color, size, font based on his preference.
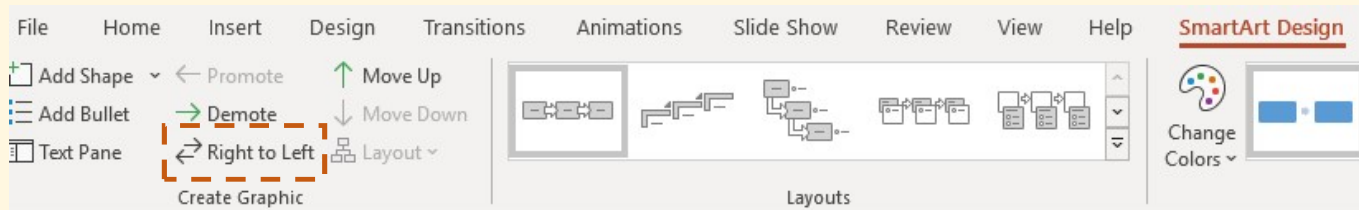
Change the SmartArt Format

- User also has the option to change the SmartArt Format, if required.
- Click on **SmartArt Design** from the Menu bar and select the option based on your choice
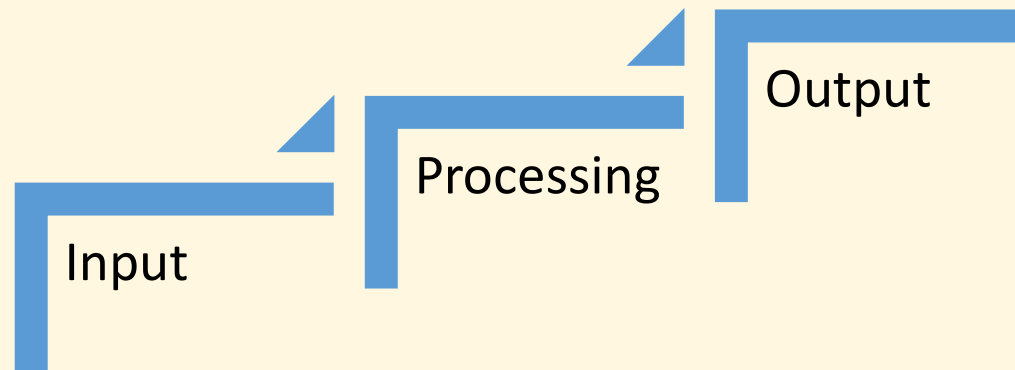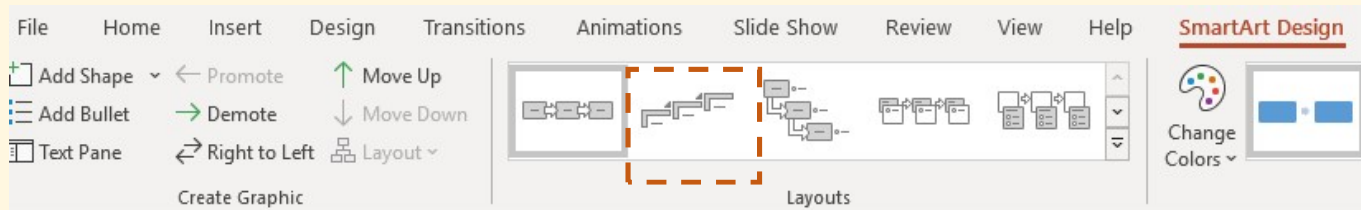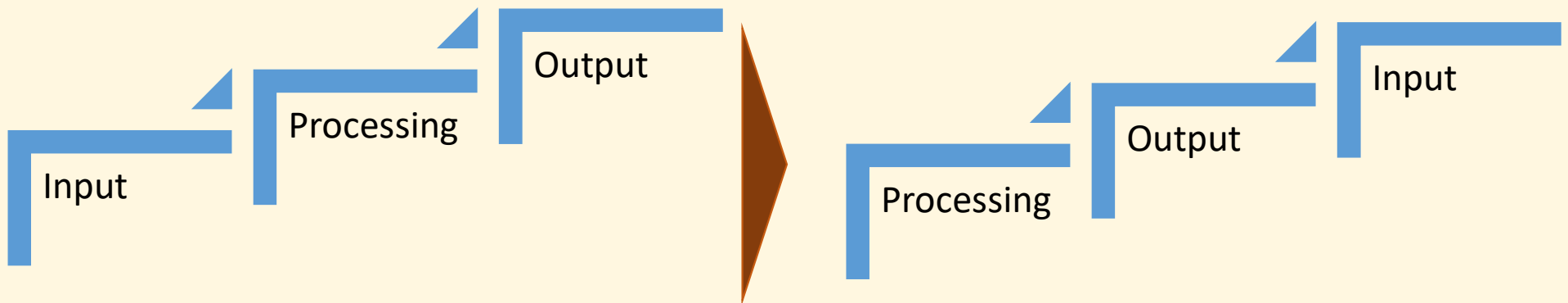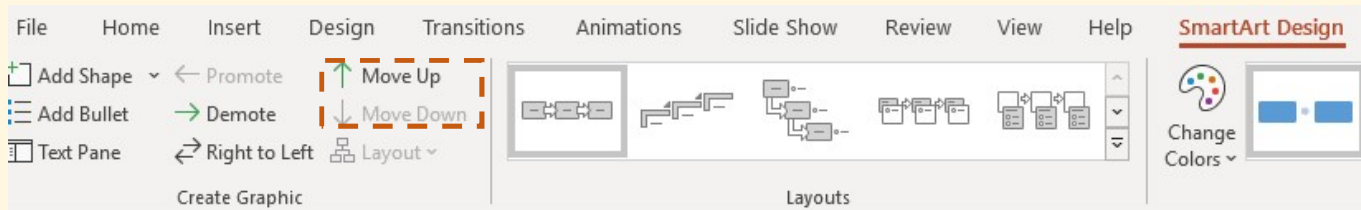
Change of SmartArt Layout

- User can also change the layout from Right to Left.
- Click on **SmartArt Design** from the Menu bar and select the option Right to Left
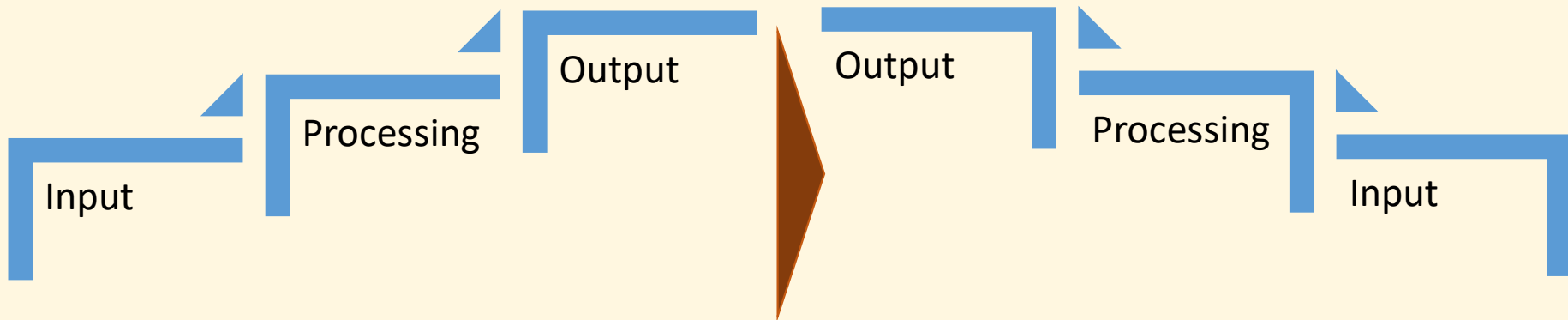
Move the content of SmartArt

- The content of the shape can also be moved Up and Down, if required
- Click on **SmartArt Text, then SmartArt Design** from the Menu bar and Move Up or Move Down

Add Shapes to SmartArt

- User can also Add shapes/before or after in the SmartArt
- Click on **SmartArt Text, then SmartArt Design** from the Menu bar and Move Up or Move Down
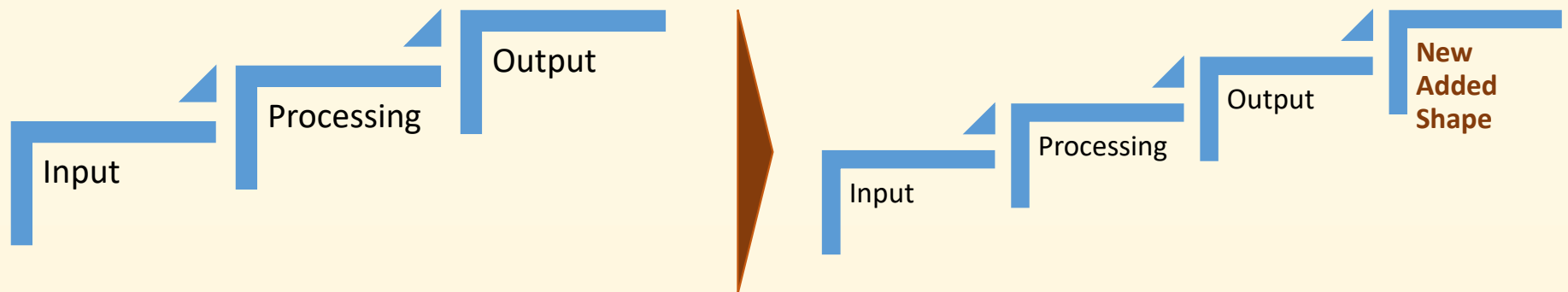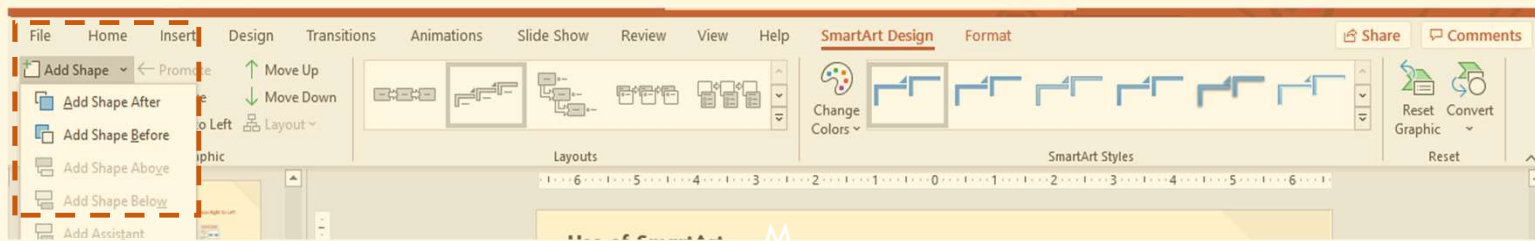
SmartArt Graphics are an efficient way to produce impactful presentations in PowerPoint

1. Use of Smart Art

2. Customize shapes
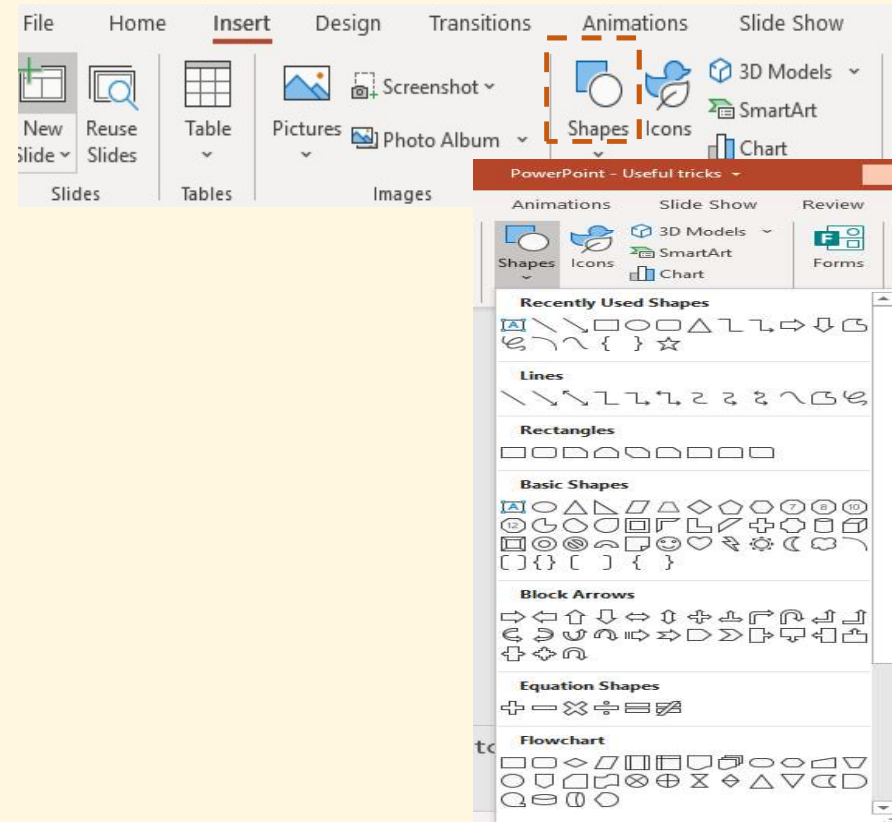
Insert Shapes

In PowerPoint user has the option to insert shapes from multiple available options.

Go to **Insert** and **Select Shapes**

Or

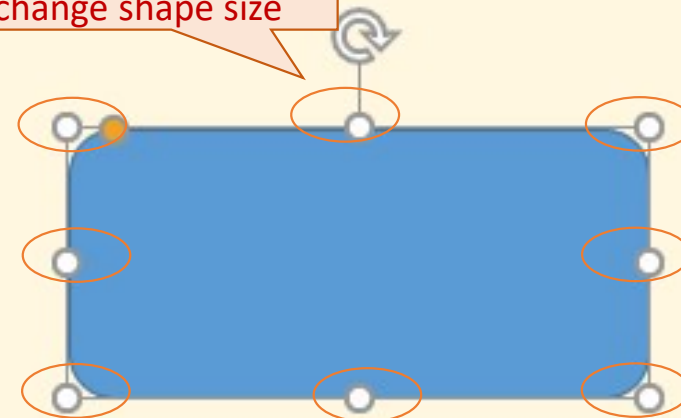Use Shortcut >>> **Alt & N & SH**

Format Shape

User can edit shape by clicking on shape and making the following changes as required;

- **Change the shape size**
- **Change Shape Fill**
- **Change color of the shape outline**
- **Alter the alignment**
- **Rotate the shape**

Drag any of the points with the mouse to change shape size

Shape fill and outline

Shape Alignment

Shape angle

Shape size

Editing shapes

To edit shape Right click on the shape and select Edit Points.

✂	Cu_t
📋	_Copy
📋	Paste Options:
	📋 📝 🖼
A	Edit Te_xt
⟨⟩	Edit Points
🔲	_Group >
🔲	Bring to F_ront >
🔲	Send to Bac_k >
🔗	_Link >
🔍	Smart _Lookup

When the user selects Edit point, he/she can edit each point in the selected shape independently.

Editing shapes

Point to be edited in the example

Point to be edited in the example
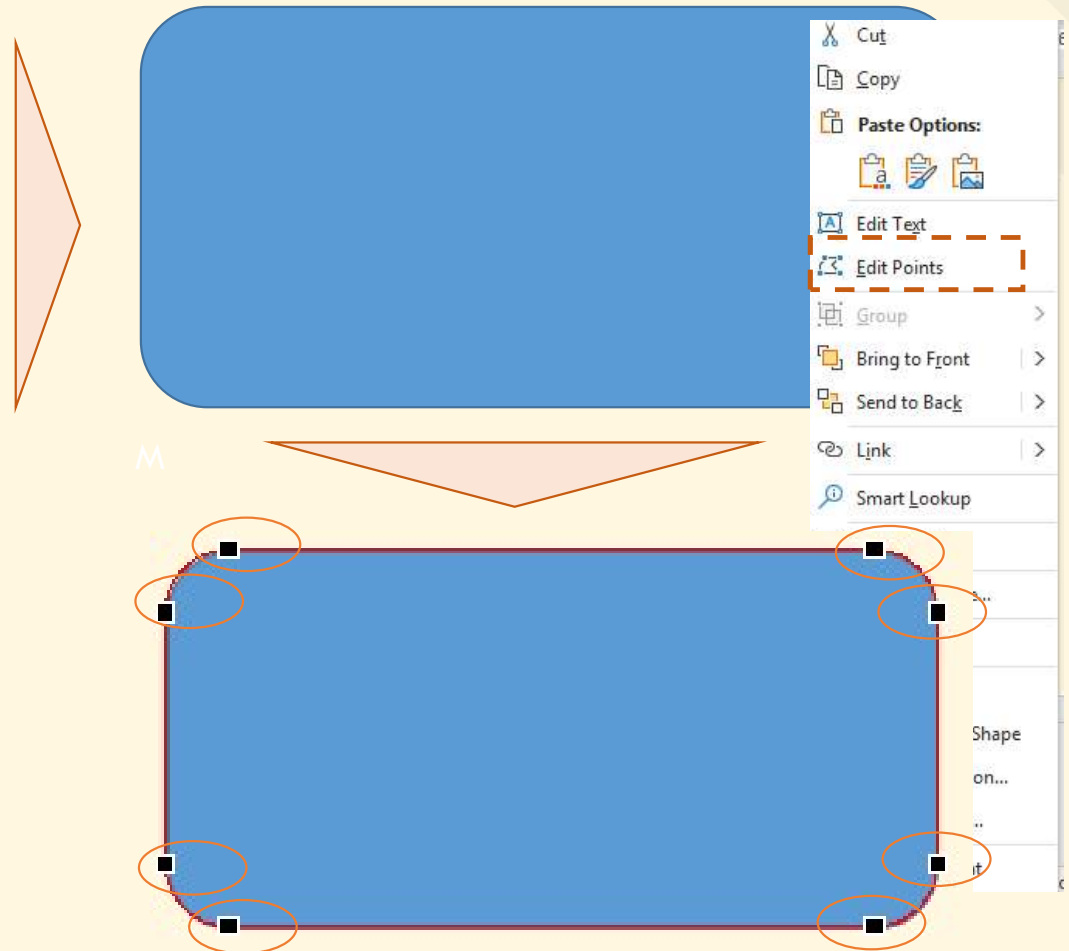
Shape can be edited by clicking on and dragging the point which the user wants to edit

Edited Shape
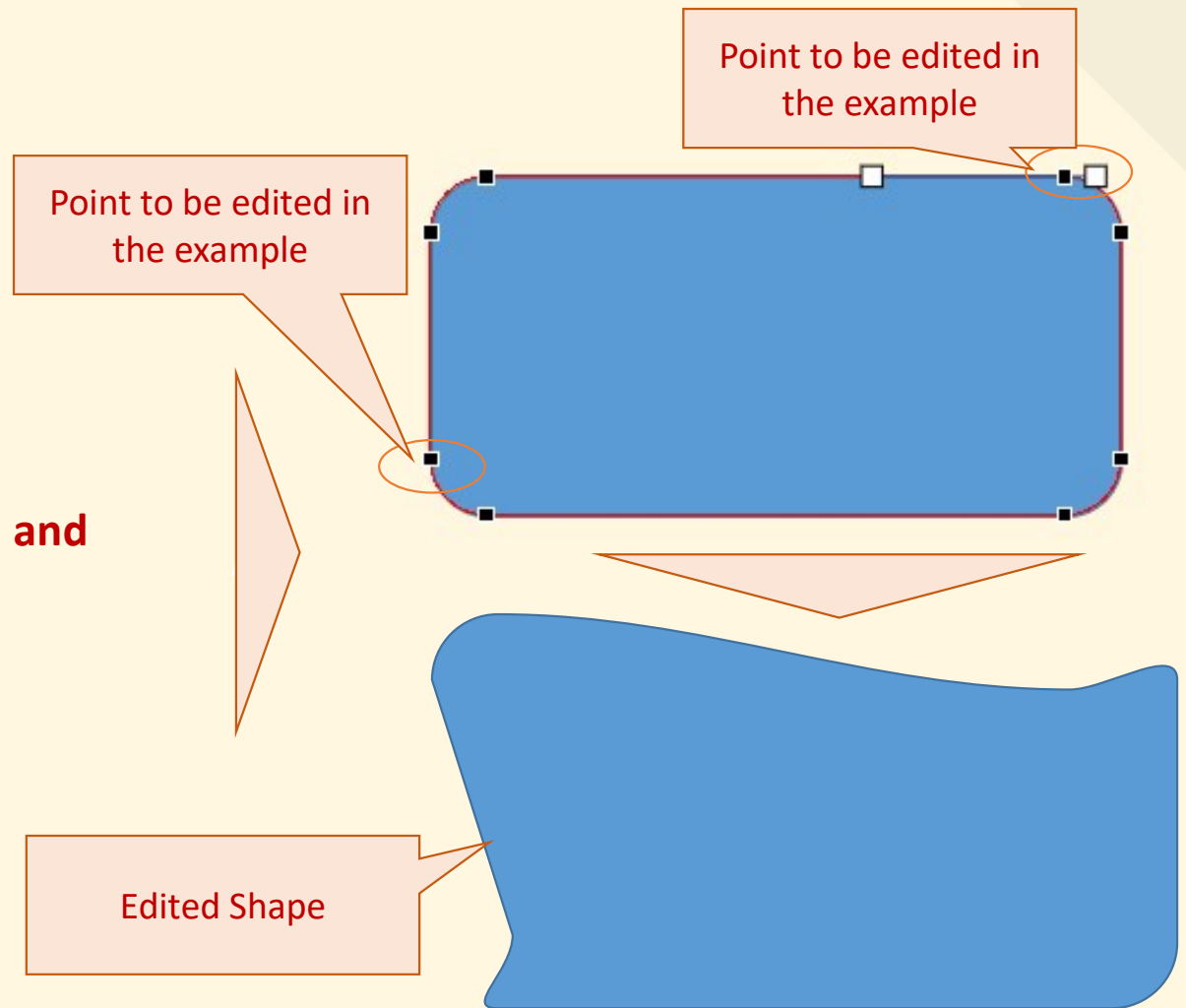
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Editing shapes

User also has the option to add or delete an Edit Point in a Shape and make the changes as required.
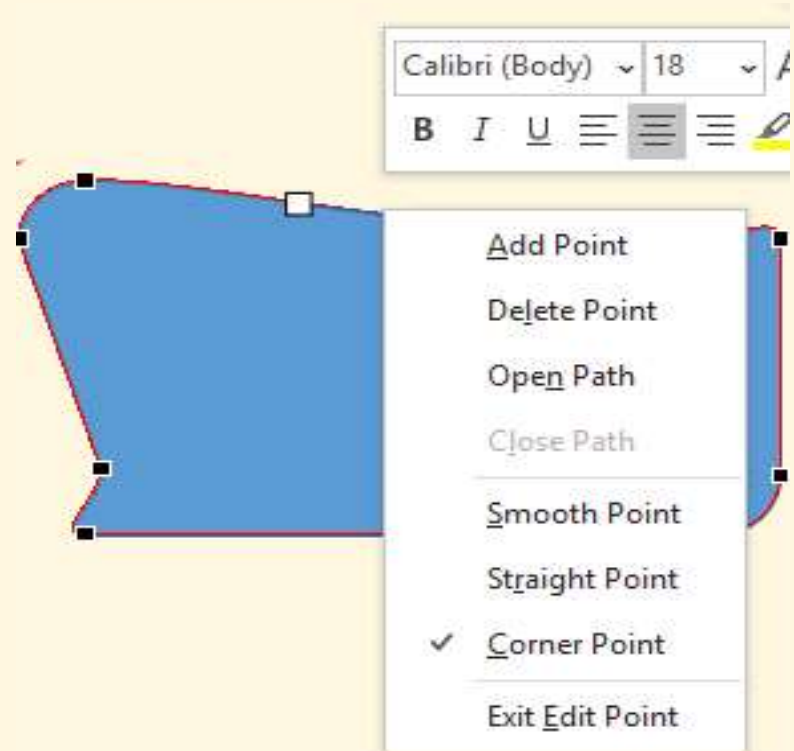
Editing Shapes feature helps the user to customize the shape as per his requirement.

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For more details please visit;
Business Presentation Skills Training in PowerPoint

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