







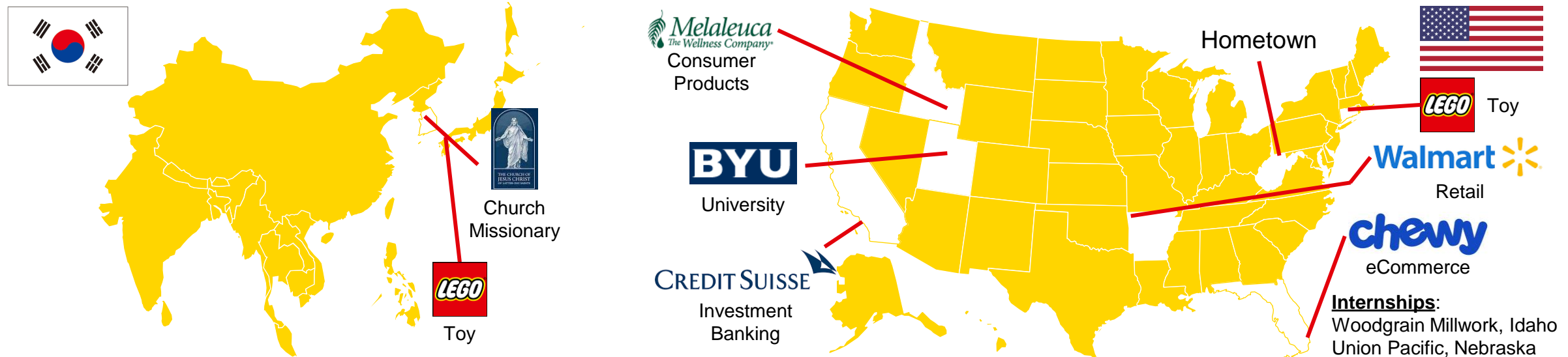


# PowerPoint Training – Preview

Supplemental Materials

# Who is Matthew Herbert? An extremely hard working and loyal individual who is passionate and dedicated in all aspects of his life

Youth	Church	Education	Family	Work	Interests
<ul style="list-style-type: none"> <li>#5 of 7 children (6 boys; 1 girl)</li> <li>Grew up mostly in West Virginia</li> <li>Physically active</li> </ul> 	<ul style="list-style-type: none"> <li>Life-long member</li> <li>Leader</li> <li>2-year missionary service in Seoul, South Korea</li> </ul> 	<ul style="list-style-type: none"> <li>Brigham Young University                             <ul style="list-style-type: none"> <li>Marriott School of Management</li> </ul> </li> <li>Finance Emphasis</li> </ul> 	<ul style="list-style-type: none"> <li>17-year marriage</li> <li>Concert pianist wife</li> <li>1 son</li> <li>1 daughter</li> </ul> 	<ul style="list-style-type: none"> <li>Finance and Strategy</li> <li>16 years</li> <li>Multiple industries</li> </ul> 	<ul style="list-style-type: none"> <li>Programming (self-taught)</li> <li>Gym goer</li> <li>Markets (FX, Options, Equities)</li> </ul> 

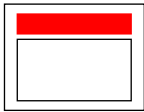


# Small investments in 3 areas will boost your PowerPoint presentations: communication principles, shortcut keys, and basic software functions

## Communication principles

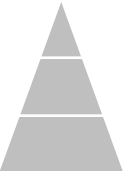
- Communication principles help readers feel intelligent and solicit engagement

Title



- Deliver the main idea
  - 2 lines max

Pyramid Principle



- Main idea (title)
- Support
- Detail

Visuals



- Pictures/Icons
- Charts and call outs

Opinion



- Bring a perspective to the slide

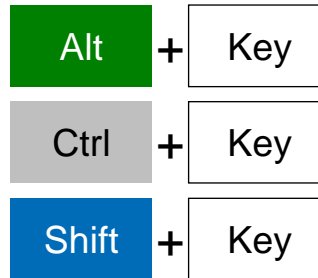
## Shortcut keys

- Shortcut keys avoid laborious mouse clicks and significantly speed up productivity

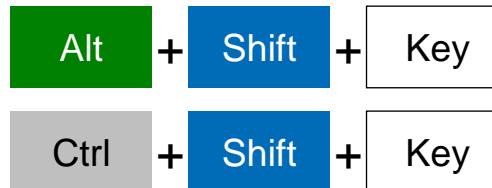
Ribbon



Keyboard (Single)



Keyboard (Combo)



## Basic software functions

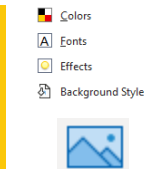
- Basic PowerPoint software functions improve content and covertly engage the reader

Lists



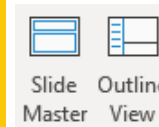
- Indentation
- Tabs
- Bullets

Design & Coloring



- Variants
- Picture / Icon
- Color Palette

Slide Master



- Placeholder
  - Outline View
- Footer


Grid & Guides

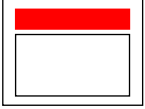


- Snap to
- Grid settings
- Guide settings

# Communication principles guide the reader in a natural way that engages the reader to develop a perspective about the content

**Title**



 **Key**



**Nail the title!** This is the first content the reader will see

- Deliver the main idea
  - 2 lines max
- Pretend nothing exists on the slide except the title. The title should stand on its own

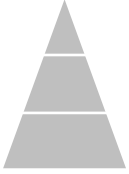
**Visuals**

**No one wants to read plain text; it's boring!** You will lose the reader

- Use pictures and icons to help communicate ideas and reduce the need to read
- Charts are great to visualize results, trends, rank ordering, etc.
  - Using call outs (or annotations) on charts is an added bonus


**Pyramid principle**



The pyramid principle is often used as a proven framework to convey the message as follows:

- Main idea (title)
- Support to the main idea
- Detailed support (“less is more”)

**Opinion**



- Bring a perspective to the slide
  - The natural reaction to content is to consider the “now what”

**Create another bullet?  
This space feels empty**

Title is key! If a reader reads the title only, the reader should know the story line and perspective

# Shortcut keys accelerate your ability to perform Ribbon tasks quickly. Less time on mouse clicks means more time for other things

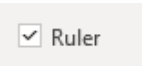
Access Ribbon	Alt	,	Letter(s)	Align Objects	
	Alt	,	H, G, A		

Keyboard (Single)	Alt	/	Ctrl	/	Shift	+	Key		Ctrl	+	G	→	Group
	Alt	+	F9	→				Ctrl	+	↑ ↓ ← →	→	Nudge	
	Ctrl	+	C	→				Ctrl	+	S	→	Save	
	Ctrl	+	V	→				Shift	+	Click	→	Select object	
	Ctrl	+	L/E/R	→				Shift	+	↑ ↓ ← →	→	Resize object	
	Ctrl	+	D	→				Shift	+	F9	→	Show / hide gridlines	

Keyboard (Combo)	Alt	+	Shift	/	Ctrl	+	Shift	/	Key		Ctrl	+	Shift	+	G	→	Ungroup
	Alt	+	Shift	+	↑ ↓	→				Ctrl	+	Shift	+	C	→	Copy format	
	Alt	+	Shift	+	← →	→				Ctrl	+	Shift	+	V	→	Paste format	

# Basic software functions support consistency across formats, text, and visuals, yielding a polished look that is not distracting to the reader

## Lists



Ruler

**Activate the Ruler (View | Ruler)**

- Stop using spaces to align text!

Indentation

- First line indent
- Paragraph indent

Tabs

- Left / justified / right / decimal

Bullets


- Adjust size, color, and image

Size: 100

Color

- Align levels
- Consider a secondary image (e.g. dash “-”) for easier tracking

## Slide Master



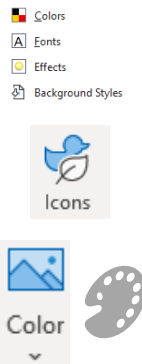
Slide Master

Outline View

Slide Master View (View | Master Views | Slide Master)

- Helps create template-level slides (Home | Slides | New Slide) that can be added for consistency across color, text, bullets, etc.
- Placeholders are visible in Outline View (View | Presentation Views | Outline View)
- Footer
  - Avoid selecting the footer in Normal View by using a text box rather than Header & Footer

## Design & Coloring



Colors

Fonts

Effects

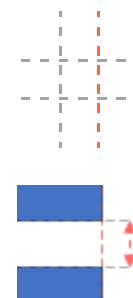
Background Styles

Icons

Color

- Variants (Design | Variants) help apply presentation-level changes
- Pictures and icons make the slide more visually appealing
  - Change the color with “Color” tools
- Consider adopting a color palette

## Grid & Guides



Gridlines and guides help provide visual markers to ensure object alignment

- Settings (View | Show | launch dialog) allow for:
  - Object snapping
  - Drawing guides and smart guides

# Experiment with the design process to find a method that works for you. I prefer to work in stages across analog and digital methods

- Build around your main message. Be patient. Practice often. Make mistakes. Test and learn
- Look at others' presentations and learn from them – find those who are good at their work product

Hand draw  
(Pen to Paper)

Create a rough draft

Set it aside and come back later

Revise to final state

Check headers only  
(Assess flow and story line)

- Print and work at a location away from your desk
- Use Outline View (View | Presentation Views | Outline View) and collapse the detail (Alt+Shift+1)

Check content  
(Does it support the title?)

- Run spell check (F7)