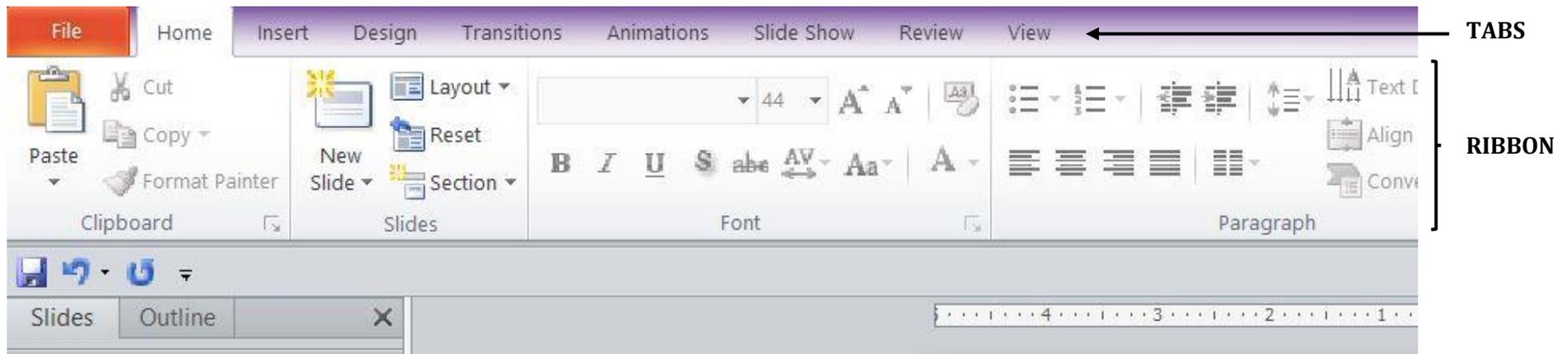


Popping Perfect PowerPoint Presentations Workshop

Question and Answer Chat

30 January 2021

Remember that there are two layers at the top of your working page. The top layer are tabs. Just below the tabs is the Ribbon which changes depending on which tab you have highlighted. Special tabs like Picture Format and Shape Format are added in the Tab line (beside View) when the object is “activated” by clicking on it. An activated object will have dots at the corners and the centres of sides. So to have Design Ideas available as a choice, you must click on the Design Tab first. This will change the Ribbon to the Design Ribbon where Design Ideas is available at the very right of the Ribbon.



| TIME | Question | Answer |
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| 10:06:36 | I am interested in creating a slide with a family tree as the background theme -- or any other changed theme. | Go to: Insert/Text box. Go to you slide and click where you want the first box. Enter the name. Copy and past the number of boxes you need and change the text to different names. Arrange as required. Change the shape outline as |

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| | | desired. Add connecting lines : Go to Insert shape: line. Click on centre dot of text box 1 and then click on centre dot on text box 2. The two boxes should now be linked and the line will adjust as you move the boxes around. Please watch the video again to see Duncan create the family tree. |
| 10:19:27 | Is there a reason why you would not choose "autosave on"? | Autosave only works if you are saving your document to OneDrive. If it is grayed out, it is because your document does not reside on OneDrive (or a SharePoint server). Move and store your document on OneDrive and the AutoSave button will become active automatically. Or simply click on the Autosave button to save your file to OneDrive and start AutoSave. |
| 10:20:29 | What version of PowerPoint is Duncan using? | We were demonstrating PowerPoint 365. Some functions we show are not available in earlier versions. |
| 10:23:16 | I want to know how to represent pedigree trees. I have seen people use animation to great effect. | See above and watch Duncan's final section on animation |
| 10:28:11 | What did you click to get the water effect under your title? | The water effect opening slide was found in suggested Design Ideas based on the words and image that Duncan had inserted on the page. Design Ideas is only available in PP 365. |
| 10:28:17 | Could you show how to do the linked boxes again? | Connect text boxes 1. Click Home > Draw Text Box and drag the cross shaped cursor to draw a box where you want text. |

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| | | <ol style="list-style-type: none"> 2. Click in the text box you want as the first text box in the story. 3. On the Text Box Tools Format tab, in the Linking group, click Create Link. 4. The mouse pointer changes to a pitcher text box linking pitcher, used to link text boxes. 5. Click in the text box you want as the next in the story. 6. This text box is now connected to the first box and any text in the overflow now appears in the next box. 7. To connect more text boxes to the story, repeat steps 3 and 4. |
| 10:32:38 | Where was the Design Ideas button? | When in the Home ribbon, Design Ideas button is at the upper right side of the Ribbon. It is only available in PP365. |
| 10:34:29 | Did you use text boxes for your tree and, if so, how do you create the lines around the text boxes? | Here is a link to creating borders on your text box https://support.microsoft.com/en-us/office/add-a-border-around-text-226abe57-a927-4621-8348-a979dc2fb150 |
| 10:34:35 | | Participant's suggestion for similar software that is free: If you are frugal Google Presentations is free. |
| 10:38:01 | grouping objects – doesn't seem to work the same way on Mac version - still trying | Neither of us use a Mac. My suggestion would be to search online for help with this. |

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| 10:39:42 | Where do I find the button to insert the background colour? | Click on the Design tab at the top of the Ribbon. On the right side in the Ribbon you will see Format Background. Or you can right click in the middle of your slide and Format Background will be one of the choices in the menu that comes up |
| 10:43:07 | A further question: please remind how do we Group boxes in a tree? | To group boxes in a tree (and the lines connecting them if you want): Hold down the control (Ctrl) key and click on each object you want to group so they are "active" with dots at the corners of the boxes and ends of the lines. In the tabs at the top, you will find Shape Format at the right side of the tabs in a different colour; click on that. This brings up the Ribbon for formatting your shapes. In the arrange section to the right of the Ribbon you will see Align, Group and Rotate as choices, all with little down arrows next to the word. Click on the down arrow next to Group and you will be given the choice of Group, Regroup or Ungroup (only available if the shapes are already grouped). Click on group and your shapes are grouped together until you "ungroup" them (using the ungroup key as above). |
| 10:51:47 | I don't see the crop function | Activate the image by clicking on it. There will be visible dots around the image when it is active. This provides the Ribbon choice of Picture Format on the right of the Ribbon. Click on that. The Crop button is at the upper right of that ribbon. |
| 11:05:49 | Is that an automatic source citation that comes from Online Pictures? | It is not a proper citation but provides the creator's name and the agreement under which it is licenced in Creative |

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| | | Commons (CC). It does not provide a citation or licencing for images from other websites, only CC |
| 11:07:04 | I missed it. Where did you get these pictures from? Do you need permission to use and/or change them? | See answer at 11:13 Creative Commons images do not require permission to use or change so long as you share your image under the same licencing agreement and acknowledge the original artist. PP 365 goes to CC automatically when you insert images from the web. |
| 11:08:10 | What was the program that you use to straighten the photo | Microsoft Photos is an app installed on Microsoft using computers.. |
| 11:09:19 | Are you using Photos from Google or Microsoft? Which software do you prefer? | From Barbara Tose: I prefer Adobe Photoshop Elements (https://www.adobe.com/ca/products/photoshopfamily.html). For free ware GIMP (https://www.gimp.org/) or Irfanview (https://www.irfanview.com/) come recommended. Microsoft Photos is good for basics in a hurry. |
| 11:10:26 | How do you paste or drag the small portion of a photo that you've cropped/selected (like one person in the group photo) back onto the entire group photo? | Once you have your cropped image, click on it to be sure it is active (round dots along edges and at corners); Click with your left mouse button and hold down; drag the image to where you want it and release the mouse button. To enlarge the image, click and hold one of the corner dots and drag to the size required. |
| 11:13:02 | How did Barbara set up her Online Images request to go to Creative Commons? | It goes to Creative Commons when you first go to Insert/Pictures/Online Picture. You actually have to unclick Creative Commons to search outside CC.. |

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| 11:14:00 | My PowerPoint is MS Office 10 and does not have all the features. How do you get the Office 365 version? | <p>You will have to pay to upgrade.</p> <p>Regarding the purchase of Microsoft 365, one of the most economical ways of getting it, is online through Costco.ca if you have a Costco membership. It is \$74.99 for a one-year subscription. You may have other sources of discounts. PowerPoint is included in the suite with Word, Excel, Outlook and 1TB of storage. You can also purchase directly from Microsoft. For those of you who prefer a free option, Google offers a similar suite, but it is not as powerful and the features are not exactly the same. However, you can export your work to PowerPoint.</p> |
| 11:14:00 | Under Picture Effects in PPT, I used 3D Rotation on Z to straighten my photo. No need to go to another program. | Yes, you can rotate your image in Effects/3D Rotation but you can't crop to create a straight image on the page. It crops at the angle it is on. |
| 11:17:22 | Please show how to do a caption again. Thanks | In the upper Ribbon, click on Insert then go to the right on the Ribbon to Text Box. Click on that and then in your slide. Enter your text within the box that appears. |
| 11:17:41 | How did Barbara move the credit for the photo off the web onto the slide? | Click on the text box and hold your mouse button down. Drag it to where you want it and release the mouse button. |
| 11:17:57 | Any hints on how to place census files that can be read on a slide | Placing a whole census file on a page so it can be read is not possible. However, you can enlarge portions of it to show the important information like I did with my letter of recommendation. |

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| 11:24:05 | | For any document like a census you could either just enlarge and crop on what you want to highlight (like a family entry) to make it readable or insert it twice meaning one picture of the overall image (census page) and then one of the cropped/enlarged area (the family) to focus on it and either box or otherwise highlight the enlarged/cropped image picture to make it stand out |
| 11:19:13 | When inserting a picture from online pictures, where did you get the info on where it came from? | There is a text box attached to the bottom of the image that gives the artist name and licencing. The text box can be moved, added to or enlarged. (see above and video) |
| 11:19:57 | I think some of these features are not on older versions of PPT (2007)?? Like the Crop and Rotate or Corrections. If they are there, where are they? | You must have the image active to see the Picture Format tab at the top right of the Ribbon. Click on the image until there are small circles along the edges and at the corners, then look to the upper right of the Ribbon for the tab Picture Format. Click on that and it will provide a new Ribbon. Crop is on the Right of the Ribbon. If you click on down arrow next to Selectin Pane, just to the left of Crop, it will bring up a pane on the right of your image with menus for each of the icons there. Click on each to explore what each one does. Some features may not be available in earlier versions and the farther back you go, the more likely it is that they aren't available or are located elsewhere. |
| 11:21:51 | I am creating new slides, and when I change the background in the new | You should be able to change just one slide by clicking on the slide you wish to change in the pane of slides on the left |

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| | slide it changes all the previous slides to the new background. How do I make it just change the current slide? | side of your screen. Then go to the Design tab at the top of the Ribbon and choose a design style or on the right side of the Ribbon click on Format Background. Or you can right click on the slide on the left List of Slides and choose Format Background. If the panel on the right that comes up when you do this does not have Reset Image in black text (unavailable) then that likely means that the Apply to All button has been activated. Making a change on a slide seems to reset things to affecting only one slide. If you still have trouble, try looking online for help or click on help within the program. |
| 11:26:13 | | From Karen Prytula : Just make sure you are 'clicked' in the slide before going to Design tab, and Background button. When you pick your colour the background will only change the slide you are 'clicked' in. |
| 11:31:30 | I've seen presentations where the presenter's cursor looks like a yellow spotlight to bring attention to something. How is that done? | From Duncan Monkhouse : The yellow spotlight is a separate application. Check online for a cursor editor In Presentation View, you can choose (lower left corner) a highlighter, a pen or a laser pointer - or an eraser |
| 11:36:40 | Thank you for the tip about embedding fonts! I've seen that happen before. | To embed your fonts go to: File/Options/Save/Embed fonts |

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| 11:39:14 | <p>I tried clicking on the thumbnail (left slide), selected format background, changed the background, and it still changed the background for every slide.</p> <p>When I click on format background there is "an apply to all" button at the bottom right. It stays on "apply to all" mode whether or not I click that button, so there must be a separate button somewhere where I can select "apply to current slide only" but I can't find that option.</p> | <p>I'm not sure why this is happening. Try searching online or in the Help in PP for assistance on this. If we find an answer, we will post something on our website with the Chat document.</p> |
| 11:40:41 | <p>What version of widows has the photos program</p> | <p>I'm using Microsoft 2010 and the Photos app came with it.</p> |
| 11:45:48 | <p>I have latest pp but still can't find Design Ideas.</p> | <p>You must click on the Design Tab at the top of the Ribbon – 4th Tab from left. Once that Ribbon is activated, you should see the Design Ideas button to the right on the Ribbon.</p> |
| 11:53::08 | <p>I can't seem to save the chat. How can I save it?</p> | <p>Participants cannot save the chat. We will save it and release pertinent information with the video.</p> |
| 11:58:15 | | <p>From Gail Ryan: a tip for proofreading is to read backwards. It forces your brain to see what is there.</p> |

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| 11:58:15 | Will the tip sheet be available for non-members? | The tips in the chat, and the handout with helpful links, will be available for download to non-members for the two-week period that the video will be available to the public. It will then be moved into our Members Only section of our website. |
| 11:59:55 | How do you highlight the line of a census that you pasted into PowerPoint? I can't find the yellow highlighter feature. | The yellow highlighter feature is only available in the Presentation View not the design/creation working view. |
| 12:00:55 | How do you make animation apply to all the slides of a presentation? | Animation must be applied to each object on each slide. You can select all objects on one slide and animate all of those at once but you must do each slide separately. However, you can choose a transition from one slide to another and then apply that to all. Click on Transitions, choose the transition you want and then to the right of that portion of the Ribbon, you will see Sound, Duration and Apply to All. |
| 12:01:42 | So where do you turn Design Ideas on? | Click on the Design tab at the top of the Ribbon tabs – 4 th from the left. It also will bring up a panel to the right when you insert an object into a slide unless you have turned that off for that work session. |
| 12:02:14 | What version of windows and what is the program that us used to straighten the photo | I'm using Microsoft 2010 and the app is Microsoft Photos to straighten the image. |
| 12:02:23 | Would you recommend starting with a blank presentation, then choose a | Each person will have their personal preference. I prefer to choose my design first. Duncan, on the other hand, prefers to |

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| | theme/colours afterwards? (Theme didn't seem to allow for changing to a black background when a picture was inserted) | start with a blank slate and add the design later. If you want to change the background colour from slide to slide rather than have one, unifying colour throughout, then it might be best to start from a blank page. |
| 12:02:52 | We have a new genealogy group starting and I don't know if everyone would want to purchase or would already have Office and PowerPoint. Are there any free presentation programs you can recommend like Prezi? | I'm afraid I've always had access to PowerPoint so I haven't worked with others. Regarding the purchase of Microsoft 365, one of the most economical ways of getting it, is online through Costco.ca if you have a Costco membership. It is \$74.99 for a one-year subscription. You may have other sources of discounts. PowerPoint is included in the suite with Word, Excel, Outlook and 1TB of storage. You can also purchase directly from Microsoft. For those of you who prefer a free option, Google offers a similar suite, but it is not as powerful and the features are not exactly the same. However, you can export your work to PowerPoint. |
| 12:03:28 | I don't think all versions come with design ideas? | Make sure you have clicked on the Design Tab at the top of the Ribbon – 4th tab from the left. You must do this to access the special design features and tools |
| 12:05:09 | Comment: dark color backgrounds with lights out, tend to make me drowsy. | That may be so in some cases. However, if you've done your slides right and follow David Phillips' tips, people will be kept awake by your fascinating visual aid that pops. |

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| 12:05:47 | How do you change the style of your bullets? | <p>Just as you would in Word. Click on the Home Tab and you will find tabs under the Paragraph section of the Ribbon, you will find the tab choices.</p> <p>From Marianne Rasmus : You can also highlight on each bullet within a text box and add an animation to each line</p> |
| 12:06:05 | How long should a presentation typically be? | <p>It depends on the host/venue. Some societies want short talks, others want long talks. Generally, a short talk would be 15-20 minutes; a longer talk about 45-60 minutes. About 10-15 minutes for questions should be allowed at the end of the presentation. Your host will let you know what time they need filled. If you are doing it for family, it will depend on how long they will tolerate listening to you. Are they interested in your family history, too? Then a little longer one might be OK; if they roll their eyes the minute you mention family history, leave them wanting more. Keep it short and sweet.</p> |
| 12:08:54 | How many pages can you have in a power point presentation - is it unlimited? | <p>I've never tested it but assume it is unlimited. However, the size of your file might affect how smoothly it presents. The length of your presentation, and how many slides you choose to present the content, will determine the number of slides.</p> |
| 12:09:23 | Great advice from participant, Ken McKinlay: Play with the software to discover what can be done. You can't break it. | <p>From Ken McKinlay : Keep in mind that the more you play (really...PLAY!) with PowerPoint the better you will become with using and finding the features.</p> |

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| 12:12:53 | | From Ken McKinlay : Don't forget that some transitions/animation won't work well if presenting via Zoom. They might look awesome on your computer but the delays created by Zoom or other online presentation systems might make those transitions look jerky on the viewer's screen |
| 12:20:39 | Starting a bit later would be helpful for those of us far away! Great opportunity to connect with knowledge across the country! | Make sure and say that on the survey... |