



THE
BOB PIKE GROUP

Engineer Curiosity

BECOME A POWERPOINT NINJA



In this webinar you will:

- Acquire 5 basic PowerPoint tips for beginners
- Explore 5 PowerPoint tips for advanced users
- Obtain a quick reference guide for function keys



Presented by
Becky Pike Pluth, M.Ed., CSP, MPCT

December 2018

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With more than 15 years as a training professional and two training industry best-selling books on the market, Becky Pluth, The Bob Pike Group's President and CEO, doesn't rest on her laurels. "Continuing education, whether formal or informal, is critical for those of us in education!" Becky said.

"And, for many of us in this industry, I think the desire and passion for learning comes naturally."

As proof of her desire to continuously strive for "great," Becky was named one of *Training* magazine's Top 40 under 40 in 2012.

Becky has more than 17 years of exposure to Bob Pike's Creative Training Techniques® (CTT) and vast experience in cross-functional training design and delivery, project management and business operations. She easily employs a participant-centered approach to classroom training, one-on-one training and blended e-learning. Becky also infused CTT into all of her design and development while working as a corporate trainer for Target Corporation and overseeing the training department at Event Think, a multi-million dollar event management and communications company.

Programs she has particularly enjoyed designing and delivering include Webinars that Work, organizational-change management, systems training, and leadership and team development.

Becky's charismatic personality and facilitation style place participants at ease, and she empowers each learner to leave their training setting and immediately put their insights into action. Sustainable, practical change and strong adult learning principles in practice are her foci.

Becky has helped many Bob Pike Group clients realize cost savings and training efficiencies through utilizing a participant-centered approach. Some Bob Pike Group clients who have consulted with Becky are: Bose, Cisco Systems, Coca-Cola, Hewlett Packard, Intel North America, Interval International, Karl Storz, Kellogg's, Kimberly Clark, Kraft, Medica, Microsoft, Minnesota Education Association, National Park Service, Sepracor, Tampa Electric, Target Corporation, Uline, USA TODAY Education and Wells Fargo.

Becky is a certified K-12 teacher and received her master's degree from St. Mary's University. She is a member of the American Society for Training and Development and the National Speakers Association. She also is the author of the award-winning *101 Movie Clips That Teach And Train* and *Webinars with WoW Factor*.



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Use or Lose in your PowerPoint

_____	Sans Serif Font	_____	A consistent background (template) for the full presentation
_____	Font size of 18-24		
_____	One concept for each slide	_____	Duplicate final slide
_____	Multiple ideas should be listed out	_____	Photos, Images, Vector Art
_____	1 minute per slide rule	_____	Clip Art
_____	A theme for each slide	_____	Up to 7 colors on a slide
_____	Dark background with light words	_____	Paid images for best backgrounds and photos
_____	Light background with dark words	_____	Regularly placed transitions and builds
_____	16:9 PowerPoint layout (vs. 4:3)	_____	Slide sorter to double check design
_____	Blank slides inserted between main ideas		



5 Basic PowerPoint Tips

1. Start the Show!
Name the file with a _____ (or _____). Double click to start and ESC to exit. No more messing views of the presentation first.
2. Jump to any slide
PowerPoint has a feature that allows you to be able to move quickly and seamlessly to any slide in your presentation. 1. Know the slide numbers. The easiest way to print a list of the slide numbers and associated slide titles is to go to the Outline View and collapse the details for each slide (there is a button on the left side of the screen in this view that will do this). Then print the view. 2. Enter the slide number on the keyboard and press the Enter key. This will move you directly to that slide.
3. Insert _____ and for upcoming events as a soft opener.
4. Use slides as a _____ for breaks and lunch.
5. Use as a visual and a prop
 - Games
 - Fill-in the blank answers
 - Pre-made discussion questions
 - Rules for activities
 -
 -
 -
 -
 -

Bonus

6. Insert movie scenes
7. _____ and place an icon to remind when to click (so you can step away from your computer), OR use _____.

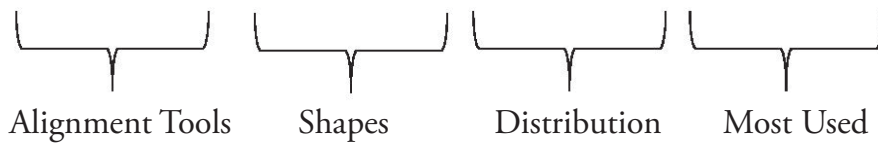


5 PowerPoint Tips for Advanced Users

1. Create your “Quick Access Toolbar”

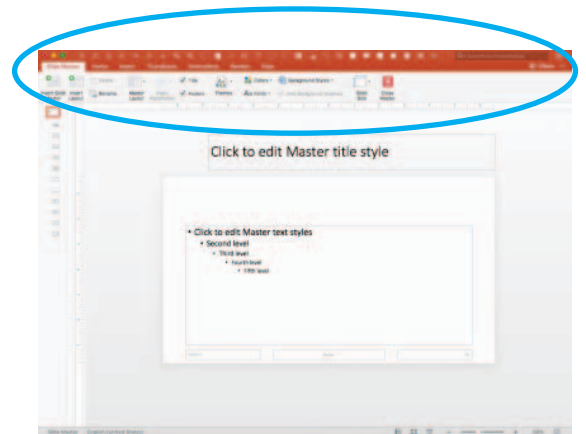
Select tools that you use frequently and bucket them into like areas

Example:

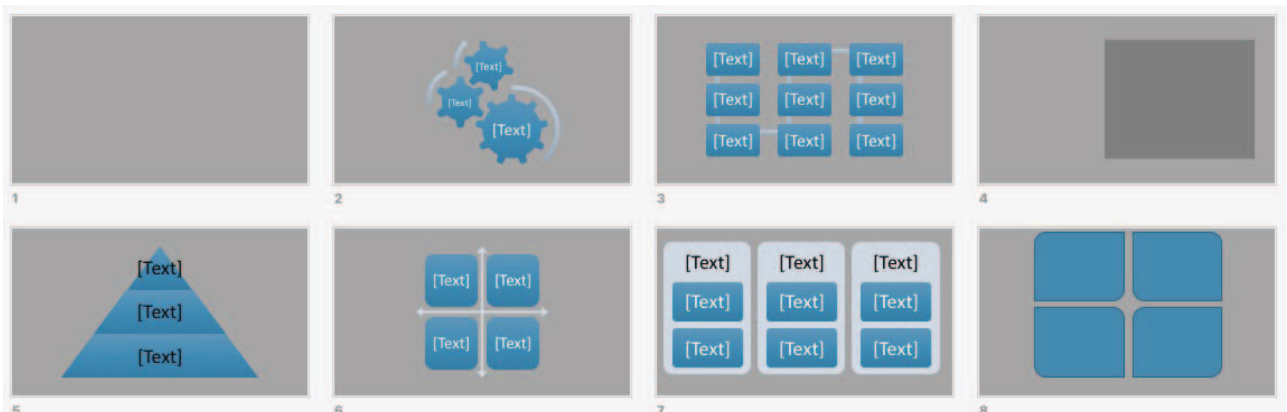


2. Before you start designing create your _____ with your own _____ that are open and flexible.

First master slide should be totally blank (moving the title off the to the side). Customize your fonts here.

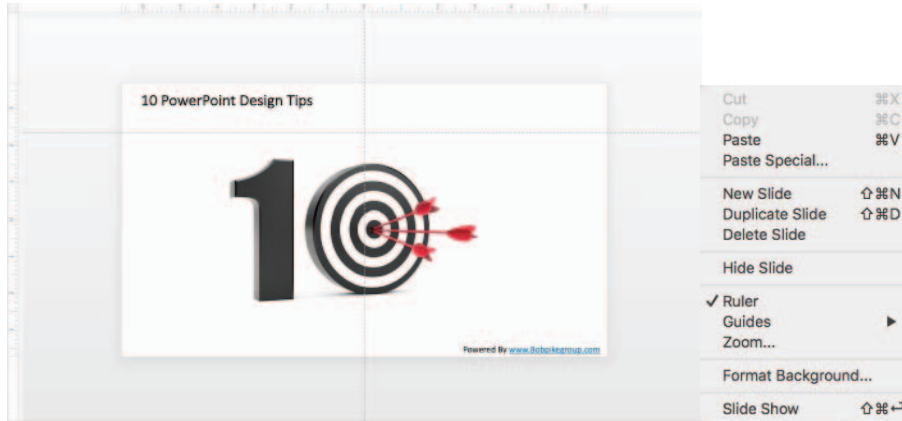


3. Use _____ as new master slides. For example, each of the “slides” below would be a new master. Modify colors and fonts at the master level and everything else at the sub-layout level.





4. If you do a lot of layering in each of your slides (eLearning developers or interactive webinar designers) discover how the “_____” can save time and make things precise! No more objects not perfectly straight.
5. Set up grids, guides and rulers to help with alignment.



6. If all of this is too much try purchasing pre-made templates for \$15–\$20. For example: <https://graphicriver.net/> is one I have used before.



Quick Reference Guide for Function Keys

Know and Use Keyboard Shortcuts



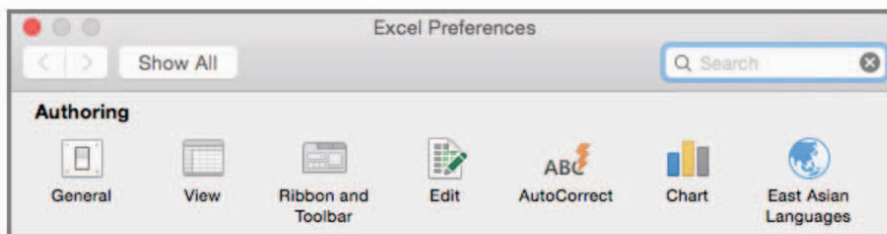
If on a mac
control is
command or
the short cut
may not work

Insert Slide: Ctrl M	End slide show: Esc	Insert Hyperlink: Ctrl + K
Select all Shapes Ctrl + A	Change the order of bulleted text in text boxes: Alt + Shift + Up/Down Arrow Key	Increase/Decrease Font Size: Ctrl + Shift + > <
Select all slides from thumbnail: Ctrl + A	Change the indent-level of bulleted text in text boxes: Alt + Shift + Right/Left Arrow Key	Change case: Shift + F3
Duplicate object: Ctrl + drag object	Resize an object while keeping them regular and in proportion: Hold Shift while you're resizing an object with your pointer/mouse	Apply superscript formatting: Ctrl + Equal sign
Move object horizontally or vertically: Shift + move object	Duplicate your shape or object without copy & paste: Ctrl + Drag the shape	Apply subscript formatting: Ctrl + Shift + Plus sign
Move object precisely: Alt + move object		Activate the pen tool during a show: Ctrl + P
Start slide show from beginning: F5 Start		Change the pen to a pointer during a show: Ctrl + A
Slide show from current slide: Shift + F5		

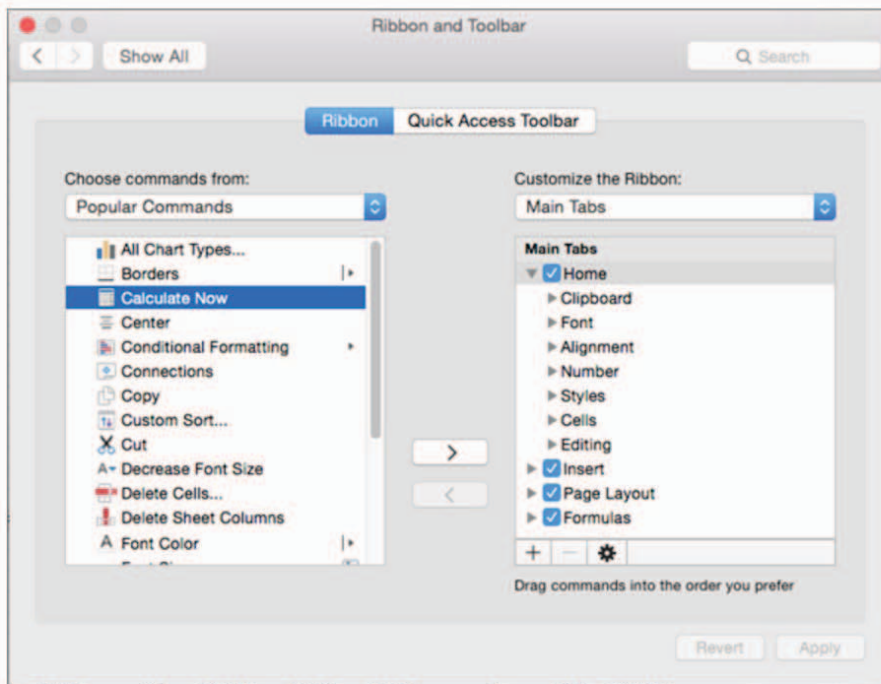
Customize the Ribbon

NOTE: This feature is only available if you have an [Office 365 subscription](#). If you are an Office 365 subscriber, [make sure you have the latest version of Office](#).

1. To customize the Ribbon, open or create a Word, Excel, or PowerPoint document.
2. Go to the app **Preferences** and click **Ribbon and Toolbar**.



3. On the **Ribbon** tab window, select the commands you want to add or remove from your Ribbon and click the add or remove arrows.

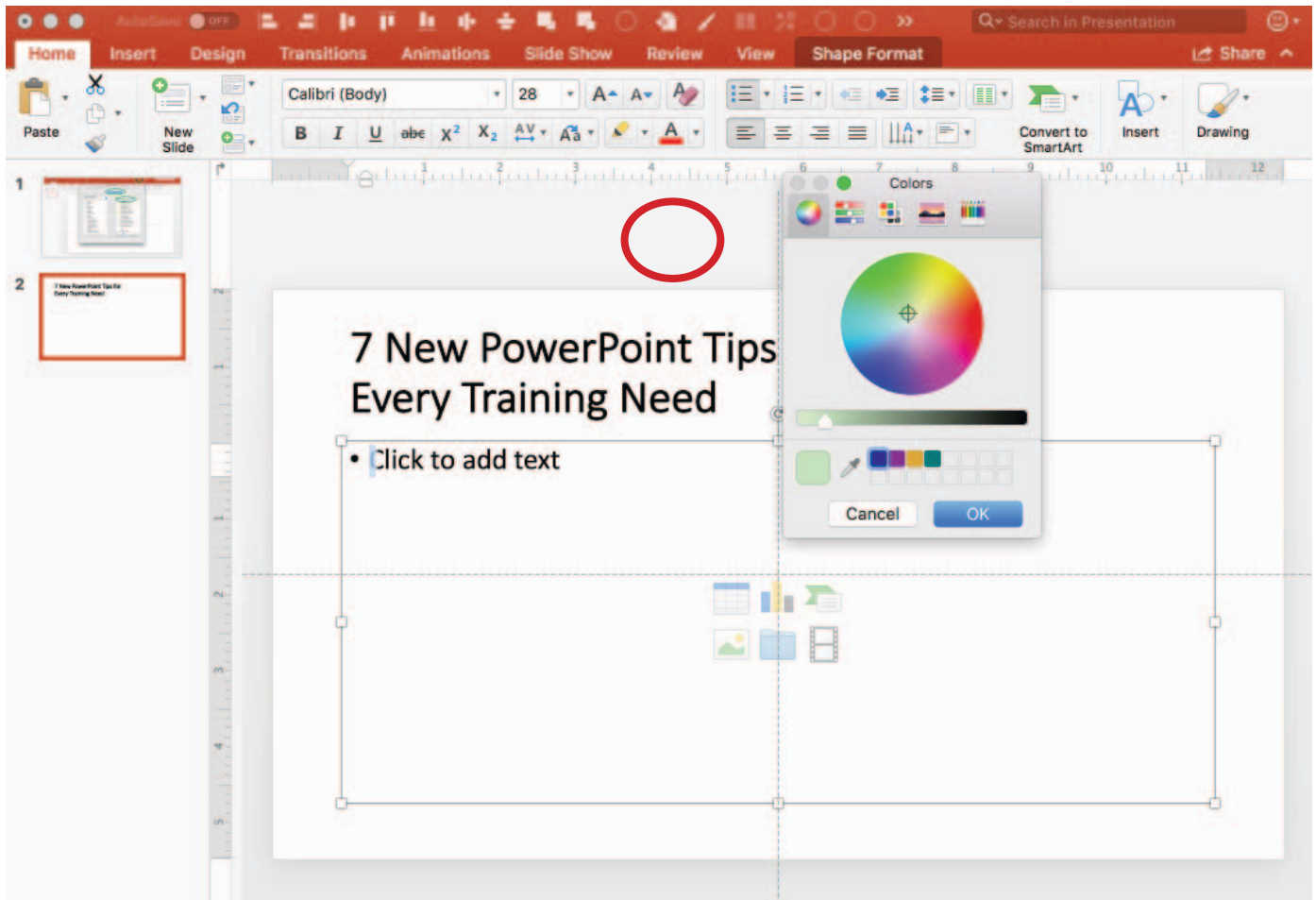


NOTE: To remove the default tabs or commands like the **Home** or **Insert** tab from the Ribbon, uncheck the relevant checkbox in the **Customize the Ribbon** box.



Identify and Match Exact Colors

The eyedropper tool can help you. It quickly identifies the exact color you are looking to match and applies it to the text or object you are trying to change. Quick and easy way to use branded guidelines.





Bad PowerPoint

Even if your content is amazing and you are the best speaker in the world when the first thing a participant sees is a badly designed PowerPoint their confidence level in you has dropped dramatically. Do not let something that can be fixed prior to the webinar take you down before it's even started.

Resolved: Follow a few simple rules for PowerPoint design for webinars. For more information on this topic purchase *Creative Training: A Train-the Trainer Field Guide* which dedicates an entire chapter to webinar PowerPoint design. Training Magazine Network also has at least three of Becky Pike Pluth's webinars on Powerpoint recorded and accessible.

Here are five biggies to get you started.

1. Use muted dark colors that are easy on the eye with light words for contrast. To give an idea of what "good" looks like search for high end car dealers colors of the year. Notice that you won't see bubble gum pink.
2. Reduce words, keep meaning. Think of each slide as a bill board with 3 seconds to view and read. If you can't get the gist of the slide in three seconds reduce words. An easy way to do this is to have one idea per slide.
3. Be as visual as possible. Use images to tell the story. Make the image the full size of the slide and place key words on top with a contrasting color to make words easy to read.
4. Make slides interactive. Have pre-made question slides for participants to text answers in or whiteboard slides that participants can easily write on. These slides should have a white background for ease of adding ideas.
5. Use a Sans Serif font on slides. For example, Gabriola is a Serif Font. Serif fonts are fine for books and handouts but harder readability on slides.



Resources

<http://bit.ly/BPGPantone> – Colors of the year

<http://bit.ly/BPGLexus> – Get color ideas from car makers

Free image websites:

www.Unsplash.com

www.pixabay.com

www.gratisography.com

www.pexels.com

<https://picjumbo.com/>

www.pikwizard.com

www.rawpixel.com

www.resshot.com

<https://morguefile.com/>

<http://www.stockvault.net/>





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Social Media

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Google+: <http://bit.ly/13EvLCf>

LinkedIn: www.linkedin.com/company/232681

Pinterest: www.pinterest.com/thebobpikegroup

Twitter: www.twitter.com/bobpikegroup www.twitter.com/@beckypluth



Upcoming Seminars and Webinars

For a complete listing of our upcoming seminars and webinars go to www.BobPikeGroup.com or call The Bob Pike Group (800) 383-9210



The Bob Pike Group

The Bob Pike Group's Creative Training Techniques™ help people learn twice as much in half the time. Each project is designed from the ground up using activities that have attendees participating in their own learning. These tools allow learners to “catch” what’s being taught while having fun. Participants take ownership of their learning and quickly discover on-the-job applications for their training.

Our participant-centered approach is successful because it focuses on the needs of learners. We understand that attention spans are short, so we routinely capture people’s interests. Even television directors understand this challenge, and they change camera angles every six seconds to keep viewers hooked.

Our techniques, grounded in adult learning theory and brain-based research, create buy-in, enthusiasm, and ultimately change behavior. After all, learning doesn’t occur until behavior changes. Companies large and small work with us to save time and money on training while improving measurable results.

The Bob Pike Group design and training consultants are experts with real-world experience so they know what it’s like to be on the frontlines of industries like technology, healthcare, government, and manufacturing.

We are the industry-leading firm to train your trainers, design your training programs and develop your leaders. Over 300,000 people on five continents have changed the way they train forever because our interactive methods achieve more with less.

If you would like to discuss any training or consulting topic in more detail or you would like more information on The Bob Pike Group’s comprehensive system of performance solutions, please fill out the form or call us at 1-800-383-9210 and ask for one of our Client Solution Directors. We would like to assist you in your on-going personal and professional development goals for your organization.

