

Microsoft PowerPoint 365

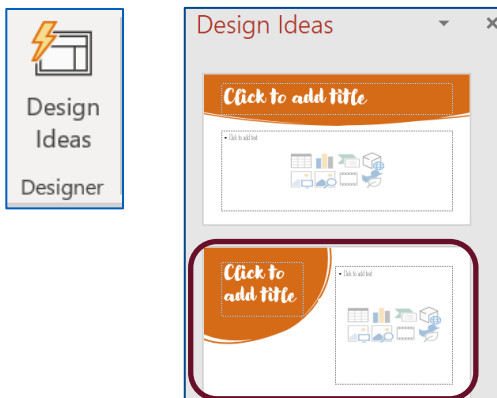
This documentation will introduce users to some hints and tips in the use of Microsoft PowerPoint 365.

Hints and Tips

Design Ideas

The Design Ideas panel automatically opens when a blank presentation is opened or an image is added to a blank slide.

- Insert an **Image** to a slide and the **Designer** panel will open, select a design to use it.
- or
- Select **Design Ideas** from the **Home** or **Design** tab and the **Design Ideas** pane will appear on the right hand side of the screen.
- Select a design for the presentation.

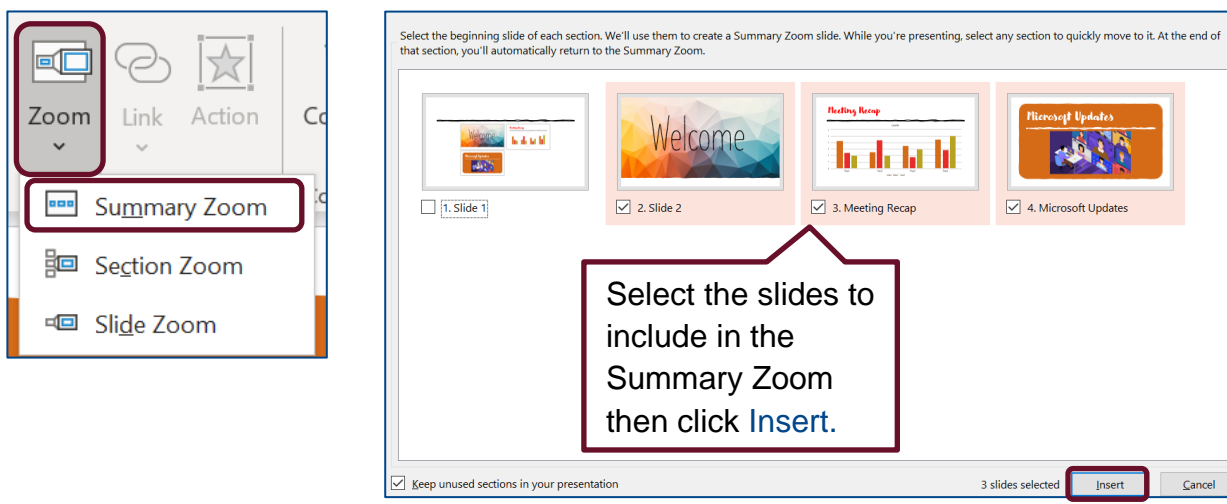


Create a Summary Zoom

Organise the presentation into sections and create a new slide with a Summary Zoom.

This allows users to select sections and move through the slides in any order.

- Click **Insert** → select **Zoom** → **Summary Zoom**.

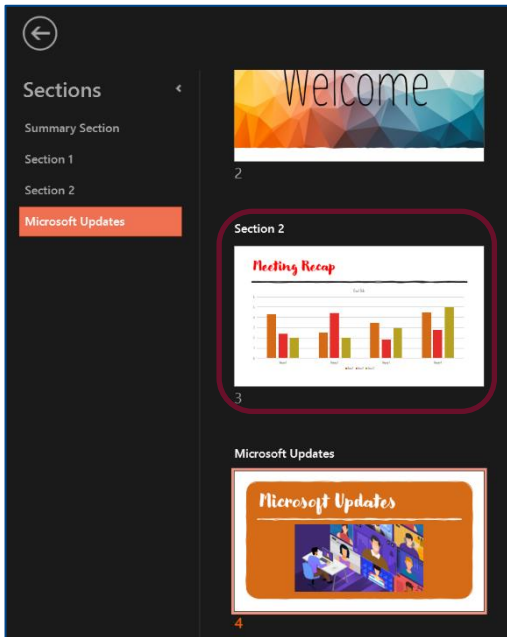


The **Summary Zoom** will appear as a new slide before the first slide included.

- In presentation mode, click on the **Summary Icon** at the bottom left of the slide.



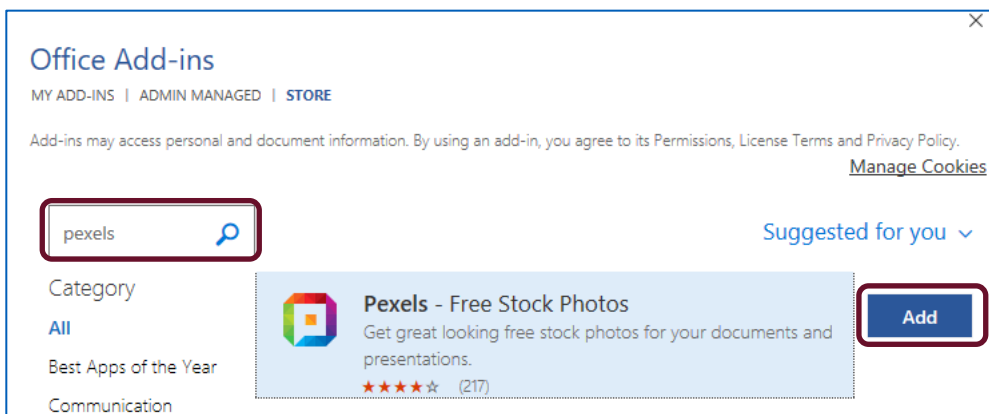
- The **Summary Screen** will appear, click on a section to present and use the arrows to move through the slides.



Add-ins

New functionality in Office helps simplify tasks and connects to other available services that can be used to enhance the content of the presentation.

- Click the **Insert** tab → **Get Add-ins** → Search for **Add-ins** (i.e Pexels - free stock photos, Pixton Comic Characters, EasyTimer, Pr Word Cloud) → Click **Add** to use.



To book training or speak to a trainer, please get in touch via:
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