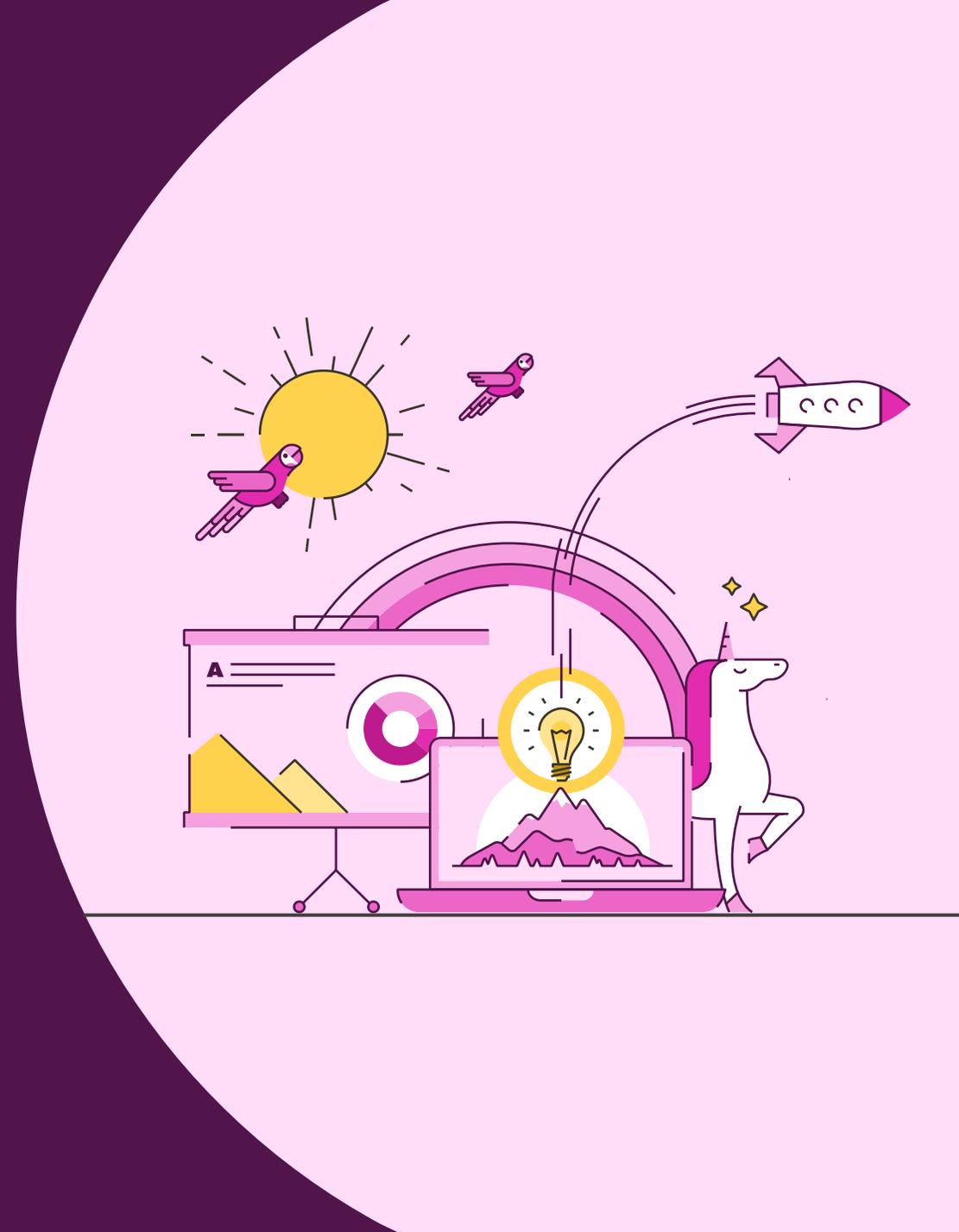# BrightCarbon

Visual conversations,
visible results

New PowerPoint functions
in Office 365

www.brightcarbon.com

Keyboard shortcuts

Be a PowerPoint productivity superhero with the top shortcuts that will have you creating amazing slides in seconds.

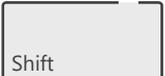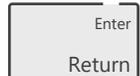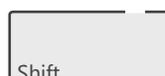|		
Group	Ctrl + G	
Ungroup	Ctrl + Shift + G	
Decrease/Increase font size	Ctrl + [+]	
Change type casing	Shift + F3	
Find and replace text	Ctrl + H	
Duplicate objects	Ctrl + (mouse)	
Cycle through layers/objects	Tab	

Run slideshow	F5
Run slideshow from current slide	Shift + F5
Jump to specific slide (slideshow mode)	Slide number <#> + Enter
Copy style formatting	Ctrl + Shift + C
Paste style formatting	Ctrl + Shift + V
Move on a straight axis	Shift + (mouse)
Keep aspect when resizing	Shift + (mouse)

Keyboard shortcuts for Mac

Be a PowerPoint productivity superhero with the top shortcuts that will have you creating amazing slides in seconds.

|	Shortcut	Keys
	Group	Cmd ⌘ + Option ⌥ + G
	Ungroup	Cmd ⌘ + Option ⌥ + Shift + G
	Decrease/Increase font size	Cmd ⌘ + Shift + < + >
	Change type casing	Shift + F3
	Find and replace text	Cmd ⌘ + F
	Duplicate objects	Ctrl + mouse
	Cycle through layers/objects	Tab
	Run slideshow	Cmd ⌘ + Shift + Enter/Return
	Run slideshow from current slide	Cmd ⌘ + Enter/Return
	Jump to specific slide (slideshow mode)	Slide number <#> + Enter/Return
	Copy style formatting	Cmd ⌘ + Shift + C
	Paste style formatting	Cmd ⌘ + Shift + V
	Move on a straight axis	Shift + mouse
	Keep aspect when resizing	Shift + mouse

BrightSlide

Created for PC users by PowerPoint experts the BrightSlide add-in will help you create, polish, and edit presentations at speed. It draws on industry-standard shortcuts to boost your workflow and provides amazing, extra functionality PowerPoint users have only dreamed of. And it's all yours, for free!
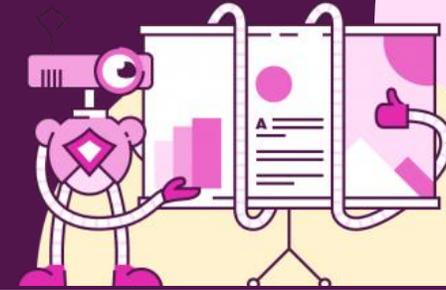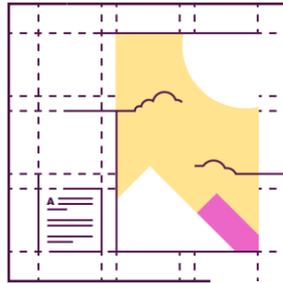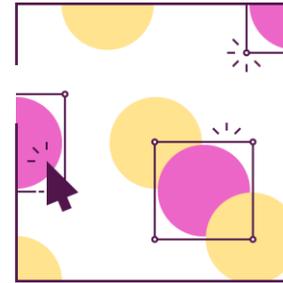
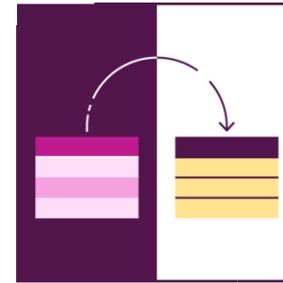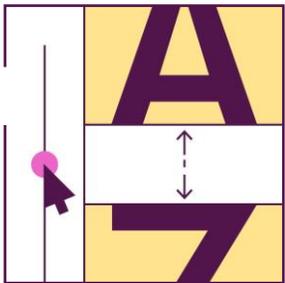**View video tutorial**
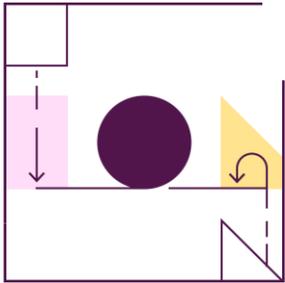
Align with precision
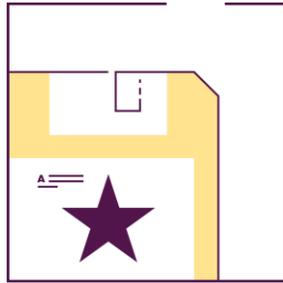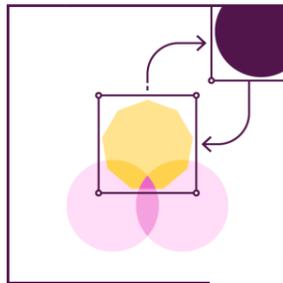
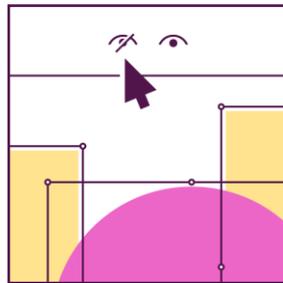Save animation combinations

Easy custom grids

Update slides in seconds

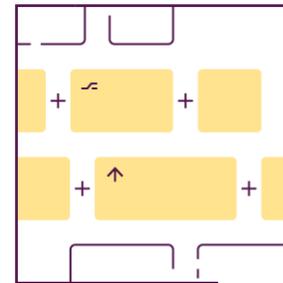Tidy and tame tables

Download here

Advanced typography

Swap objects with ease

'So long' to the Selection Pane

Super shortcuts

We developed BrightSlide as the ultimate productivity add-in to tackle the pitfalls of PowerPoint. And, because we love the presentation community almost as much as we love PowerPoint, we are sharing BrightSlide with you for free!

Windows only. PowerPoint 2013 or later.

Useful PowerPoint add-ins

There are many different add-ins you can use to improve or extend PowerPoint's capabilities, from sources of content, to design studio tools, to being able to do more than ever before with full enterprise solutions. Some of the add-ins you may find helpful are below. Click on each image to learn more.
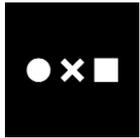
Noun Project
thenounproject.com

Pexels
pexels.com

Picket
picket.com

Adobe Stock
stock.adobe.com

BrightSlide
brightcarbon.com

Thor's Hammer
pptools.com

Tabler
pptalchemy.co.uk

Build-a-Graphic
build-a-graphic.com

Empower Slides
made-in-office.com

PresentationPoint
presentationpoint.com

Shufflrr
shufflrr.com

Lucidchart
lucidchart.com

Quick Access Toolbar

Add shortcuts to your Quick Access Toolbar to access the things you use more quickly.
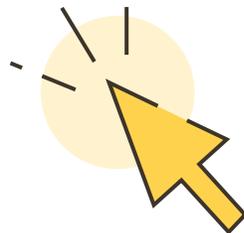
Add to Quick Access Toolbar
File > Options > Quick Access Toolbar

or

Right-click on anything in the menus to add to the Quick Access Toolbar

Download BrightCarbon's most used PowerPoint functions in our own customized toolbar
www.brightcarbon.com

Search:
Quick Access Toolbar

or

Click this box

PowerPoint icons

Add icons to your slide directly from PowerPoint, with scalable, vector graphics that you can resize and recolour easily.

Insert > Icons

Find a range of icons, all from within PowerPoint in Office 365. These icons are all scalable, so you can resize them with no loss of quality. They can also be recoloured in PowerPoint, just like any other shape.

More free icons are available from these websites. Sites at the top are completely free and open, while those at the bottom require attribution for the icon source. Click on any of the logos to check out the site.

Illustrio
illustrio.com

Endless Icons
endlessicons.com

Material Design
material.io/tools/icons

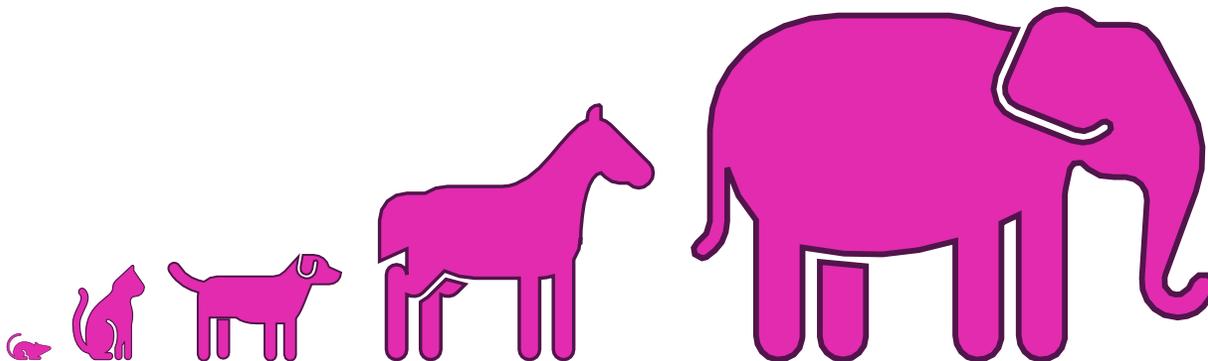**The Noun Project**
thenounproject.com

Orion Icon Library
orioniconlibrary.com

Flat Icon
flaticon.com

Icons8
icons8.com

Photography

Use images in your presentation to convey your messages in a way that is compelling, clear, and persuasive, as well as looking slicker and more professional. All these sites give you free access to beautiful images that you can use in any presentation.

Pexels
pexels.com

Pixabay
pixabay.com

Life of Pix
lifeofpix.com

Unsplash
unsplash.com

StockSnap.io
stocksnap.io

Reshot
reshot.com

EVERYPIXEL

Every Pixel
everypixel.com
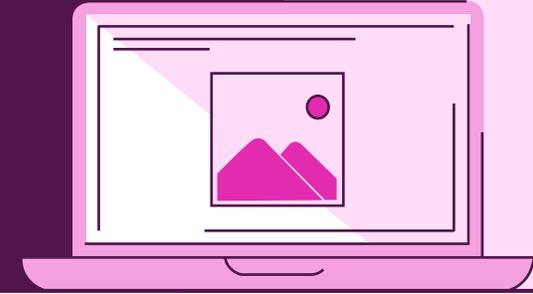
Burst
burst.shopify.com

Gratisography
gratisography.com

These sites also offer free videos

Screenshot

Screenshots are a great way to share real-world examples with people, and they're really simple to do.
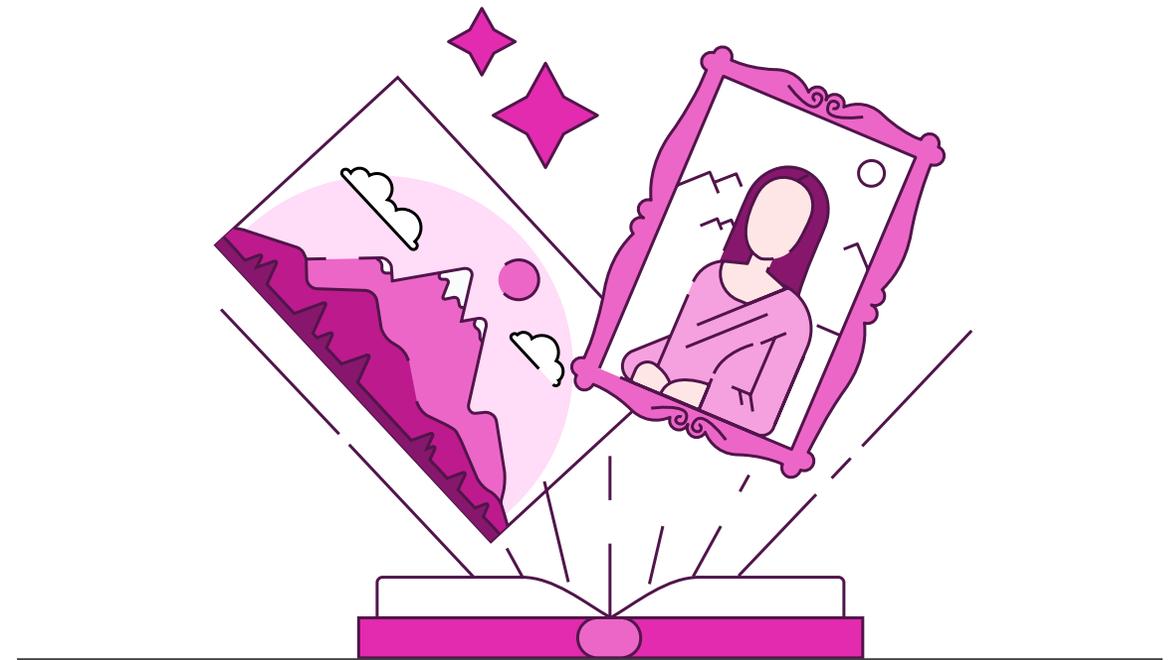
Use the cursor to select just a small portion of your screen, or select from one corner to the opposite corner to select the entire screen.

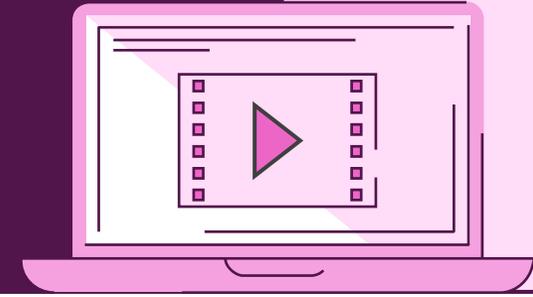Capture a screenshot **⊞** + **Shift** + **S**

This works for any part of your screen, any program, or browser.

The screenshot is stored in the clipboard, so once captured, go into PowerPoint and paste (Ctrl + V) to put the image on your slide.

Screen recording

Sometimes video is the best way to demonstrate a technique or process. PowerPoint gives you an excellent screen recording option.
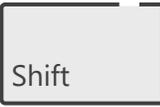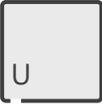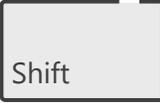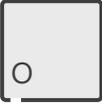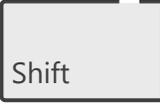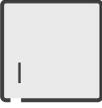
Insert > Screen Recording

Use the cursor to select just a small portion of your screen, or select the entire screen by clicking at the top and dragging down to the bottom.

Once the recording area has been selected, PowerPoint will minimize (although you can maximize it again), allowing you record anything on your desktop, within a program, or a browser.

Record live audio as you capture the screen too.

Once finished, stop recording, and the video will be inserted into your PowerPoint deck.

You can resize, trim, and edit the video in the Video Tools tab.

Icon	Action	Shortcut
▶	Record screen	⊞ + Shift + R
■	Stop recording screen	⊞ + Shift + Q
⬈	Select custom area	⊞ + Shift + A
🎤	Record audio	⊞ + Shift + U
↖	Record pointer	⊞ + Shift + O
📌	Lock control panel dock	⊞ + Shift + I

Morph magic

Morph is a stunning way to seamlessly transition between slides, but also to create motion, emphasis and tell stories. Note that it only works with Office 365 or PowerPoint 2019. Earlier versions of PowerPoint will simply use a Fade transition.

View video tutorial

Transitions > Morph

Morph recognizes objects across slides and will seamlessly move, resize, recolour, and rotate objects. You can use this to change content on your slide. Objects have to be on both slides to create any change using morph, otherwise, the transition appears like a fade.

Introduce objects by having them off the edge of the first slide canvass and on the second slide, or remove them by having them on the first slide and off the edge of the second slide canvass.

Give the effect of moving around a more complex diagram with content moving off and onto the slide, by creating a diagram that only partly fits on the slide canvass. On the second slide, move the diagram so that a different part is on the slide canvass, and morph will pan around the diagram. Zoom into particular elements by making the diagram larger on the second slide.
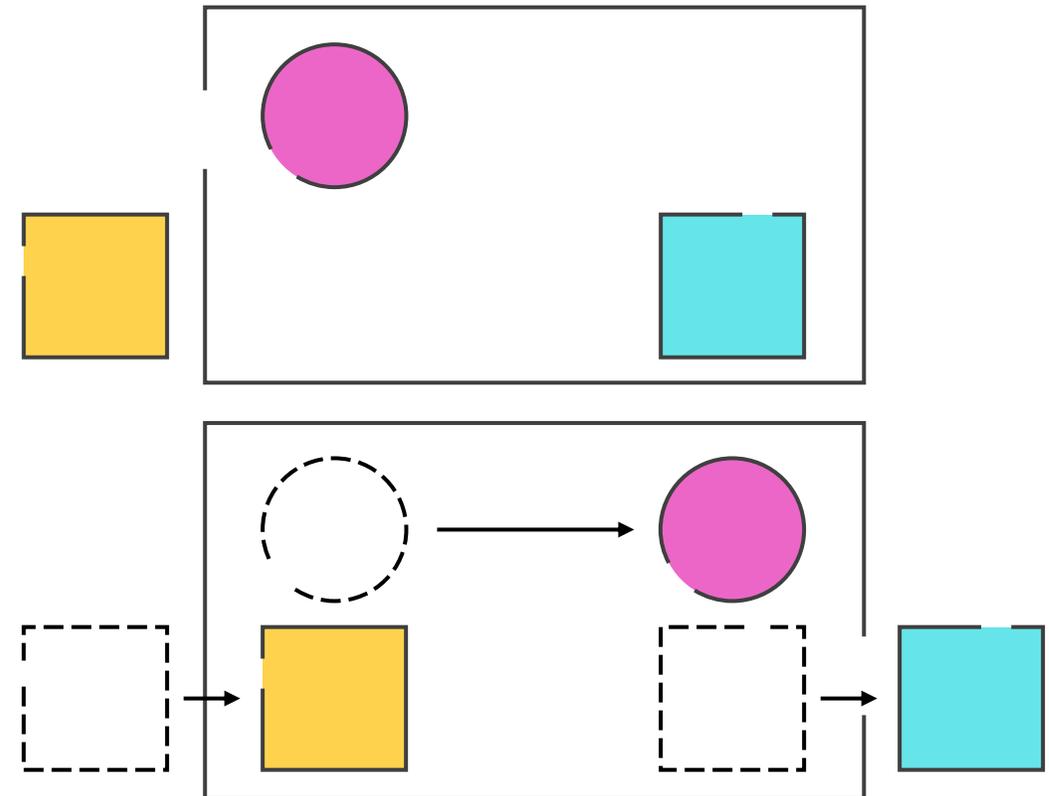
Morph magnify

Morph isn't just for transitioning between slides, it can be used for interesting effects to tell stories, such as creating a magnifying lens to highlight content. Note that it only works with Office 365 or PowerPoint 2019. Earlier versions of PowerPoint will simply use a Fade transition.

View video tutorial
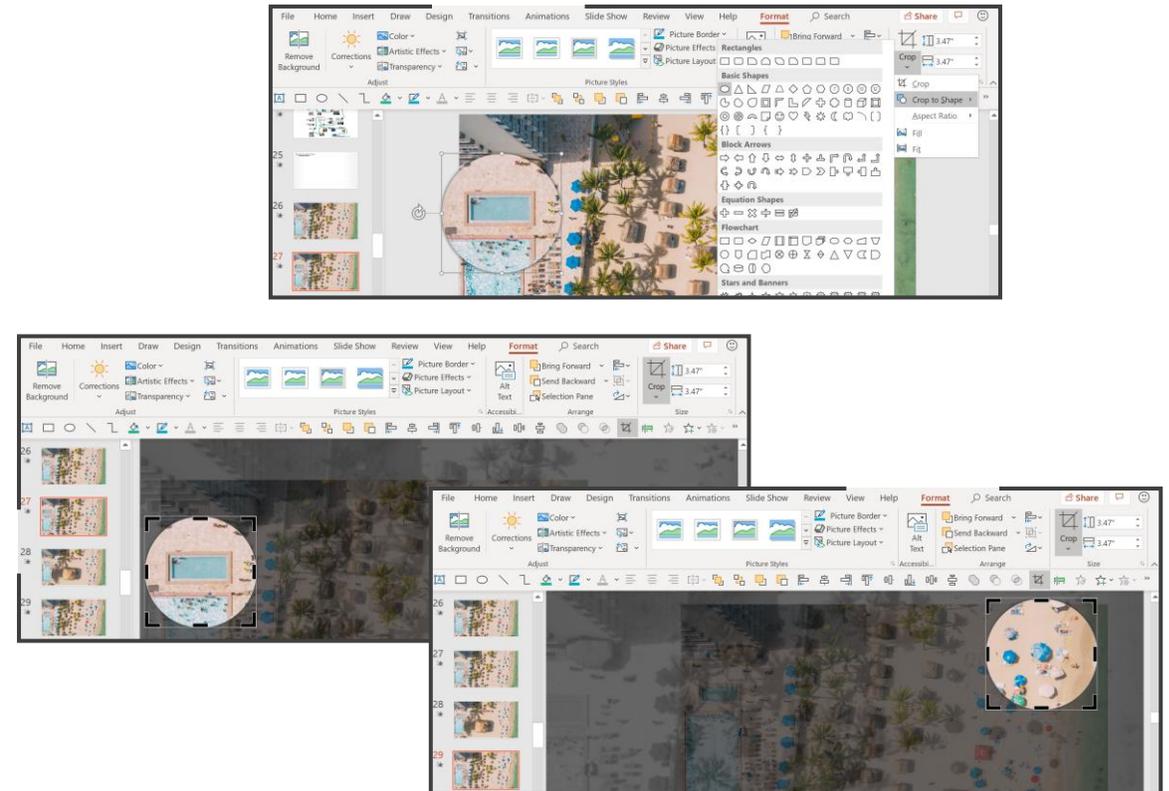
Transitions > Morph

Insert an image on the slide, copy, paste, and align the new image on top of the original.

Crop the top image to a rough square focusing on a specific area, set the **Crop to Shape** (Oval), and set the **Aspect Ratio** to 1:1 (**Picture Tools Format > Crop**).

Add a shadow or outline to the new cropped circle image and make it larger (use **Shift** and **Ctrl** to expand in proportion and the correct position).

Duplicate the slide (Ctrl + D) and on the new slide, move the circle image to a different position.

Select **Crop** on the circle image, but now move the image within the circle placeholder, so that it matches the image behind in the new position.

Interactive morph

Morph is a stunning way to seamlessly transition between slides, but also create a fantastic way to navigate around a complex scene using hyperlinks and morph combined for great effects.

Transitions > Morph

Draw boxes over parts of the slide or diagram. Change the fill colour to No Fill and line colour to No Outline.

Right-click each invisible box and choose Link from the pop-up menu. Hyperlink to the relevant slide.

On the main slide featuring the content full-screen, apply the Morph transition to achieve the effect of seamlessly moving from the complex diagram or menu slide to the appropriate content slide.

Then consider changing content between the slides and using morph to create interesting effects as the content changes.
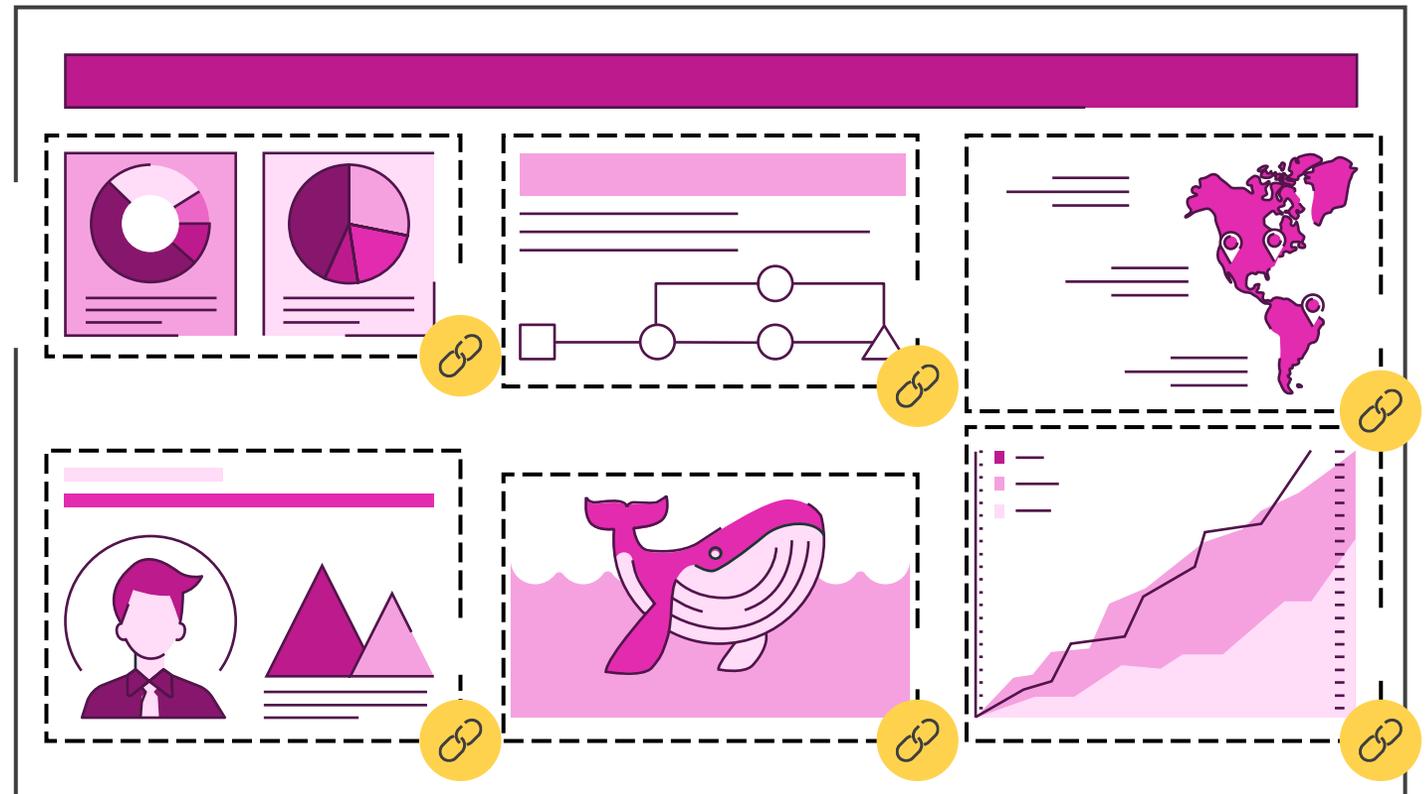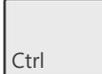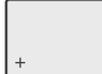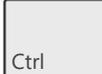
Slide show functions

Be a PowerPoint productivity superhero with the top shortcuts that will have you creating amazing slides in seconds.

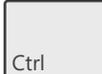|		
See all the slides	G
Zoom out of a slide	‒ / Ctrl + ‒
Zoom in on a slide	+ or Ctrl + +
Go to that slide	Slide number <#> + Enter ↵
End Slide show	Esc
All Slides Dialogue	Ctrl + S
Blacks/Unblacks the screen	B or > .

Whites/Unwhites the screen	W or < ,
Stop/Restart automatic show	S
Go to next slide if hidden	H
Return to first slide	+ + 2 secs.
View task bar	Ctrl + T
Hide/Show arrow on mouse move	Ctrl + T / U
Return to previous zoom slide	Shift + < / ^
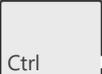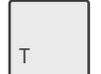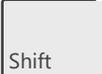
BrightCarbon

www.brightcarbon.com
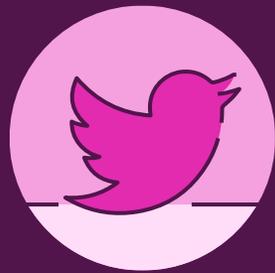
@brightcarbon

info@brightcarbon.com

UK +44 161 883 0225
USA +1 866 789 2482