Power of PowerPoint
Some tips to effectively use your PowerPoint application

1. Use “Zoom” instead of slide screenshots or hyperlinks

Use Zoom to jump to and from specific slides, sections, and portions of your presentations.

It also has a cool animation effect to it.

On the ribbon, select Insert > Zoom

2. Make a background transparent

1) To remove a logo/picture’s background, select the image
2) From the “Picture Format” menu, click on “Color”
3) Select the option “Set Transparent Color”
4) Click on the color you want to remove

3. Fix stretched images

1) To adjust a picture’s proportions, select the picture you want to adjust
2) Go to the “Picture Format” menu
3) Click on the dropdown menu and select either “Fill” or “Fit” depending on what you want to do

4. Lock an object in a PowerPoint slide

To quickly lock an object, right-click the object and choose “Lock” from the shortcut menu.

The object would be locked in its current position, which will ensure that it will not be accidentally moved.