

# Power of PowerPoint

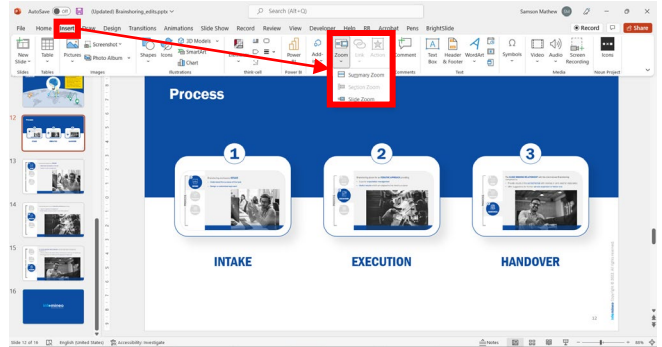
Some tips to effectively use your PowerPoint application

## 1 Use "Zoom" instead of slide screenshots or hyperlinks

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

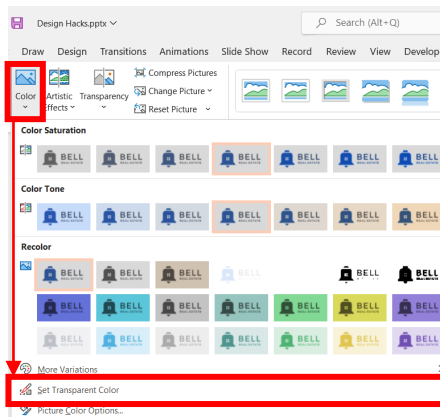
It also has a cool animation effect to it.

On the ribbon, select **Insert > Zoom**



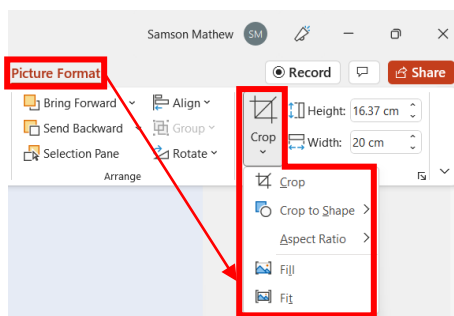
## 2 Make a background transparent

- 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.

