

# Microsoft PowerPoint

## *Hints, Tips and Tricks*

### **Distribute Your Text over Multiple Slides in PowerPoint 97**

If you have a slide with too much text in PowerPoint 97 to distribute it over multiple slides, just select **Tools** -> **Expand Slide**.

If you're not happy with the automatic formatting you can tweak the new slide with any of PowerPoint's tools.

### **Create User-Defined Charts**

If you find yourself using the same chart over and over, you can create a user-defined chart to reuse in all your PowerPoint presentations this way:

1. Format a chart within PowerPoint exactly as you want it (fonts, colors, legend, etc.)
2. Select **Chart/Chart Type**.
3. Select the **Custom Types** tab.
4. Click the **User-defined** button.
5. Click **Add**.
6. Provide a description.
7. You can also set this as the default chart (lower left corner of **Chart Type** dialog box).

### **Duplicate slides quickly**

If you want to change the color scheme for a few slides in a special section of your presentation, or you have several slides that require special text formatting or a special layout, there's hope. Once you have the slide layout you want, the slide color scheme defined perfectly, and that special text formatting applied to one slide, you can quickly make copies of it. Display the slide you want to copy. (You can select a slide or slides in slide sorter view, or in the outline pane in normal view.) To duplicate a single slide, click any of the text for that slide in the outline or slide pane. Then, press <Ctrl><Shift>**D**.

### **Save Graphics in the Clip Art Gallery**

You can easily save diagrams, logos and other graphics in the Clip Art Gallery this way:

1. After creating a diagram, drag & drop it into an existing category in Clip Art Gallery, or create a new category.
2. Provide keywords as prompted.
3. Re-use the graphic in any presentation