

HOW TO POWERPOINT



How to PPT: The Big Picture

When trying to balance the look of a presentation, it helps to take a step back and look at things in Slide Sorter mode. It gives you a bird's-eye view of color and graphic usage throughout the presentation. It's often easier to spot inconsistencies and patterns. If a particular slide stands out among the rest, take a closer look – that's usually a sign it may need to be adjusted.



In this image above, you can see the slide with the purple background stands out from the rest of the slides. Unless this is a critical slide that you *want* to stand out, consider updating the background to match the rest of the file.

Did you like this "How to PPT" email?



Yes! - I would like more tips now!

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Are you ready to learn how we can make your communication goals a reality? Give me a call at [203.610.1795](tel:203.610.1795), or email ssanford@infinitelybig.com.

Many thanks,

Steve

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