

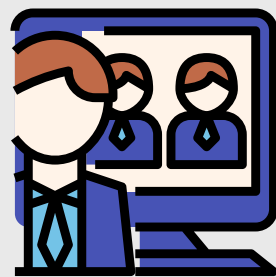
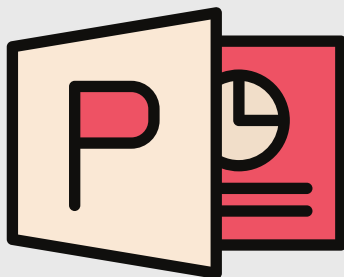
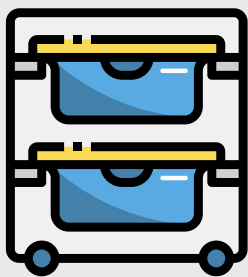
LEVEL UP!



POWERPOINT SLIDES

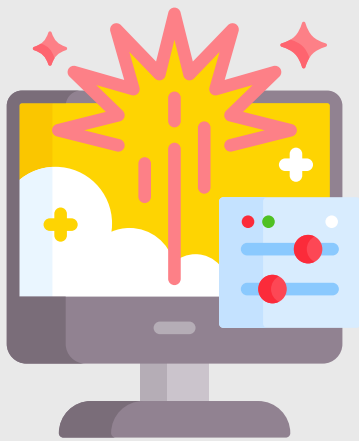
Boosting your teaching and learning game is all about being a growth-minded educator. Do you consistently lecture using PowerPoint? If so, it is time for you to Level Up! Read the tips below and up your teaching game.

LONG PRESENTATION? USE SLIDE SORTER



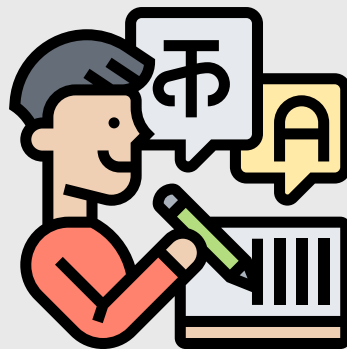
If you have a long presentation, you can view all of your slides using Slide Sorter View. Click the "View" tab, then "Slide Sorter." This allows you to move your slides around and adjust your presentation. You can also get to Slide Sorter View during your presentation by pressing the "G" key. This briefly shows all slides so you can select a particular slide. Press "G" again to be taken back to presenter mode.

AVOID SPECIAL EFFECTS

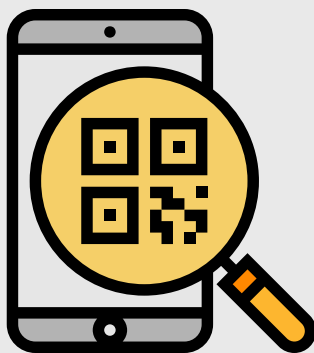


Slide transitions and text animations should be limited, as they are a distraction from the actual content. If using a transition, make sure it is purposeful.

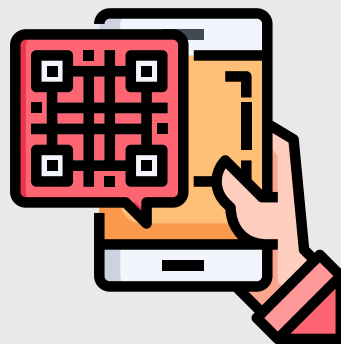
TRANSLATE



Highlight text, go the "Review" tab, and then click the "Translate" button. You can select multiple languages to translate to/from.



QR4OFFICE



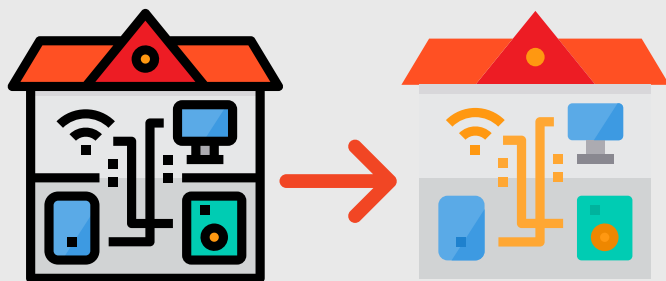
Instantly add a QR code to your presentation. QR codes let learners scan from their mobile device to go directly to a website. For example, if learners are to add to a word cloud or take part in a game, provide a QR code to easily get them there. In PowerPoint, click on the "Insert" tab, choose "Get Add-in," and search for QR4Office. Click "Add." Enter the URL or email you would like to encode, and move the resulting QR code anywhere on your slide!

ALIGN OBJECTS

Make sure all objects on the slide are intentional and intentionally placed. Align them using "Arrange" in the options bar, then click "Alignment Type."



REMOVE IMAGE BACKGROUND



Want to use an image, but don't want to keep the background? Select the image, choose the "Picture Format" tab, then click "Remove Background." Use the "Mark Areas" buttons to adjust, then click "Keep Changes."

KEYBOARD SHORTCUTS

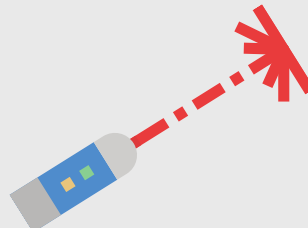
While in presentation mode, press these keys to...



Black out the screen.
Press: The letter "B"



White out the screen.
Press: The letter "W"



Draw on the screen.
Press: "Ctrl" + "P"



Erase marks on the screen.
Press: The letter "E"

Press the same button again to bring back the presentation or to stop using the function.