Maximizing Your Professional Presentations with Office 365

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Abstract: PowerPoint is a Microsoft Office application created for producing slideshows and presentations. Although many applications and online tools are competing with it, it is widely used around the world in different fields. Microsoft continues to enhance PowerPoint with many features to develop its use and keep it up to date with the fast-growing requirements by lecturers and presenters. In this paper, we will present the advanced features and tools in Microsoft PowerPoint 365. We will show how PowerPoint can be used not only in creating presentation, but also documents, videos and in graphic design.

Keywords: PowerPoint, Slideshow, Presentation, Microsoft Office.

I. INTRODUCTION

Presentations are considered an effective and common way of sharing and displaying information, from introducing new concepts and ideas in the professional setting to sharing results from research and analysis. With the increasingly diverse applications and functions of the modern office, finding a way to effectively create professional presentations without sacrificing quality can be a difficult task. Microsoft Office 365, a subscription-based suite of office tools, provides powerful capabilities and tools that enable users to easily and quickly create stunning presentations with minimal effort.

Figure 1 PowerPoint 365 LOGO

II. POWERPOINT FEATURES

The main feature of PowerPoint 365 is its ability to create professional, appealing and creative presentations using a wide range of variable templates, themes and designs. In addition, PowerPoint provides its users with their choice of multimedia to create, add and edit with formatting tools embedded in PowerPoint for each type: videos, images, audio files, .. etc.

The ease of use is considered a major feature of PowerPoint. Its simple and familiar interface increases its popularity and helps it compete amongst other presentations applications. This interface is an advantage of being a Microsoft Office application consisting of an easily customizable quick access toolbar, a well-categorized set of groups and ribbons, and a user-friendly interface (
Figure 2).

Being part of the Microsoft Office, collaboration is a key factor in working with PowerPoint for remote teams. Users can easily share projects with others, and it is easy for multiple users to collaborate on the same document at the same time, where everyone can provide their feedback at the same time.
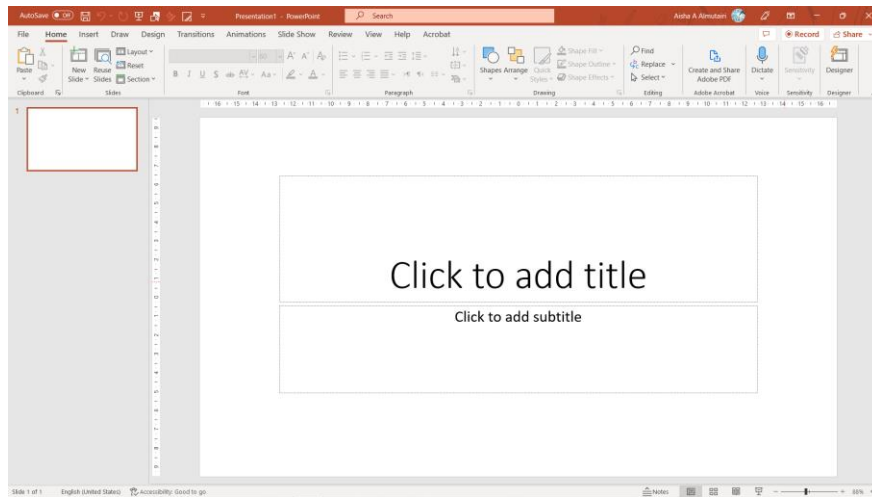
Figure 2 PowerPoint Interface

III. CREATING A PRESENTATION

A PowerPoint presentation consists of separate pages called slides where the content in one page can not move to the other unless the user interferes, which makes it a perfect choice for users creating documents without worrying of section breaks and blank page breaks in Microsoft Word. In short, creating a presentation means adding slides for which there are many sources.

To create a presentation, you have many options:
1- Starting with a blank presentation, adding slides and within inserting your content.
2- Choosing a template (
3- Figure 3) which office 365 provides, and searching online if the suggested templates for your chosen topic are limited.
4- Adding used slides from previously created presentations in your local device or in the cloud, whether created by the user or shared with the user.
5- Importing an outline from Microsoft Word where each line in level 1 constitutes a title of a new slide with body text as its content.
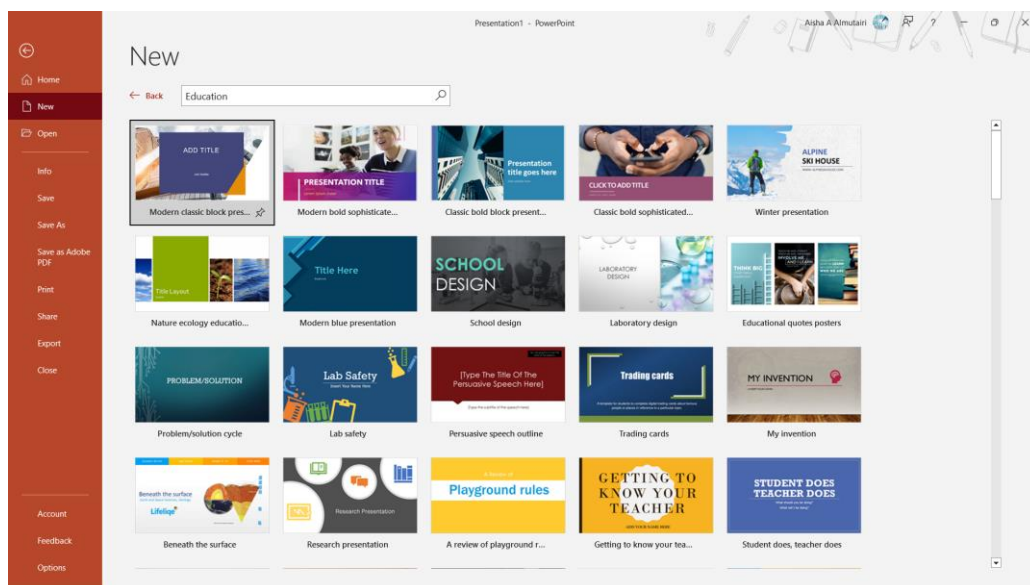

Figure 3 PowerPoint Templates for Education topic

IV.   PRESENTATION CONTENTS

Adding content to the slides adds value to the presentation. PowerPoint contents vary between text, pictures, illustrations, videos, audio and many more objects

 (
Figure 4). Each item can be inserted into a slide from different resources:

- Tables: manually draw a table, choose the numbers of rows and columns, or attach an Excel spreadsheet.
- Pictures: saved on the PC or in cloud, high quality stock images, or online pictures.
- Illustrations: regular shapes, icons, SmartArt, charts and icons.
- Text, Equations and Symbols.
- Videos: saved on the PC, online videos, screen recording, camera feed.
- Audio: recorded audio, audio saved on the PC.
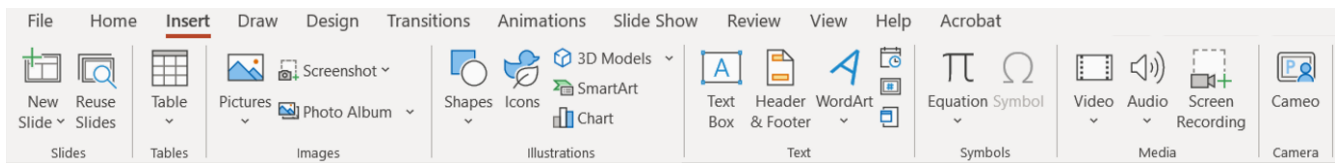- Draw: manually draw the content using the Draw tab
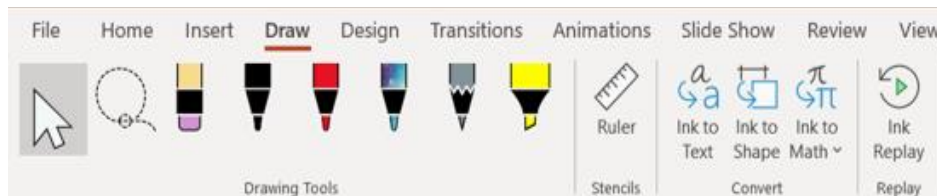- (
- Figure 5).

Figure 4 Insert Tab in PowerPoint

Figure 5 Draw tab in PowerPoint

V.   EDITING AND FORMATTING SLIDE CONTENTS

PowerPoint facilitates the formatting of each inserted element with different options (Ribbon) based on the type of the selected element.

Figure 6 shows the Playback options for a video in PowerPoint with which you can trim a video, add fade effects to its beginning or end, control its volume and insert captions. However, some formatting may produce a newly created item like in the Merge Shape options (
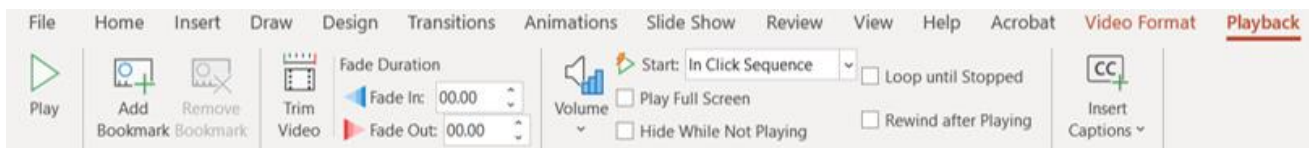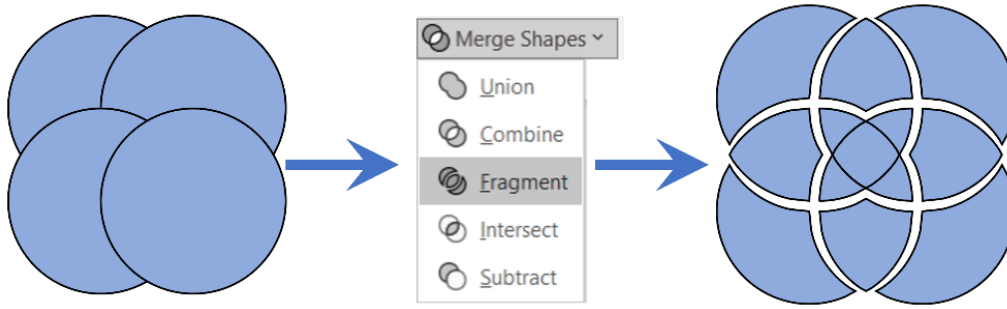Figure 7).

Figure 6 Playback options for video

Figure 7 Merge Shape - Fragment

VI.   DESIGN

Design in PowerPoint is different from any other Office 365 application due to the core concept of slideshow presentations where colours and visual contents stand out. Whether a document is being created in PowerPoint, a video, a slideshow or an animation, design is crucial to the final output and users benefit from the diverse options offered by PowerPoint 365. Users with no background in graphic design can create professional presentations as good as those created by graphic designers. Design tab (
Figure 8) adds life to the presentation with the following list of options:

• A collection of themes.
• Variants of themes where the user can change the colour scheme, fonts, shape effects and background styles of the chosen and applied theme.
• Slide size options: standard, widescreen or custom.
• Formatting of the background.
• Designer Pane which uses AI is suggesting slide design based on its text content and slide layout.

Figure 8 Design Tab in PowerPoint

VII.   ANIMATIONS AND TRANSITIONS

The power of Microsoft PowerPoint becomes clear by its next level of media output with the addition of slide transitions (
Figure 9) and animations (
Figure 10) which gives presentations a more active and dynamic feel. Transitions are the animated effects happening when you move from one slide to another. Transitions are applied to slides whereas animations are applied to individual objects. Slide transitions are divided into three categories based on their movement and impact: Subtle, Exciting and Dynamic Content.
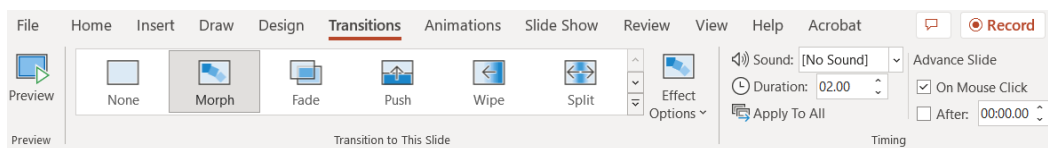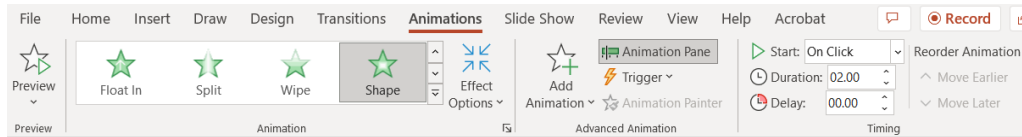
Figure 9 Slide Transitions

Figure 10 Animations

There are four main types of animations:
1. Entrance: animating the object's entry into the slide.
2. Emphasis: bringing attention to an existing option in the slide (e.g. changing colours).
3. Exit: causing the object's leaving the slide before the slide ends.
4. Motion Paths: moving the object from one point to another following the path created by the user.

VIII. EXPORTING PRESENTATIONS

All PowerPoint presentations consist of the same primary element; slides but can produce different type of output. Like any Microsoft Office file, PowerPoint can produce pdf files by changing the type in the (Save As) dialogue box, printing to Microsoft pdf printer, or exporting the presentation as pdf. In addition to producing a slideshow (presentation) which is the default type of file produced by PowerPoint, animations are captured by creating a video or an animated GIF (
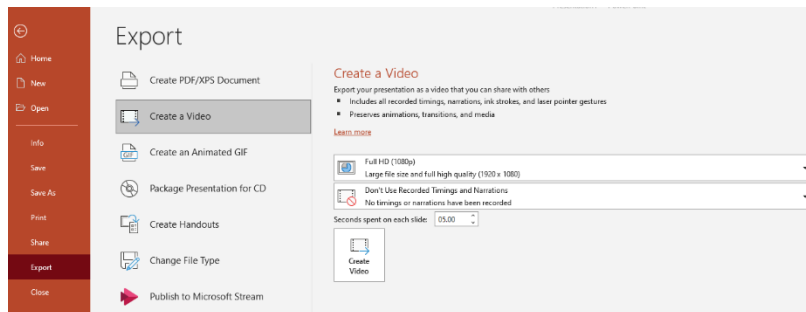Figure 11).

Figure 11 PowerPoint Export Options

IX. CONCLUSION

In conclusion, PowerPoint 365 offers an outstanding set of tools and features which allows regular users to create high-quality presentations simply and efficiently. Using previously created slides, animations, sound effects, and built-in themes, any user can quickly create professional presentations. The seamless integration of cloud services enables users to collaborate and share data, no matter their location. With Office 365, users can ensure that their presentations are always polished, high-quality, and professional.

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