9. Power Point Tricks for Genealogists

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1. What This is About
   a. We are going to show you some simple PowerPoint Tricks to fix images
      i. Family Photos and Historical Documents
      ii. Paper Narratives, Maps and Charts, Graphic Treasures
2. Agenda
   a. Introduction to PowerPoint
   b. Four Simple Tools
   c. Choosing Page Size
   d. Four Wonderful Tools
   e. Capturing Images
   f. Some Ribbon Tools
   g. Backgrounds and Depth
   h. Examples

3. PowerPoint Useful for:
   i. Making presentations, fixing photos and images, Creating captions, Making genealogy trees, Creating timelines, Sharing family documents

4. Opening a New Blank Presentation in PowerPoint
   a. Open PP, then select New then Blank Presentation

5. Next, we want to pick a slide/paper size and slide/paper orientation
   a. Select the Design at the top, then select Slide Size on the right

6. Common Paper Page Sizes
   a. Digest 4 ¼ x 5 ½
   b. Letter (Portrait) 8 ½ x 11, Letter (Landscape) 11 x 8 ½
   c. Legal 8 ½ x 14
   d. Tabloid 11 x 17, Ledger 17 x 11
   e. Electronic 12 x 18

7. Four Simple Image Tools
   a. Copy: Control + C
   b. Paste: Control + V
   c. Cut: Control + X
   d. Duplicate: Control + D

8. Clipboard Button
   a. Holds 24 items (Last on top)

9. Example: A Quick Family Tree

10. Four Special Tools
    a. Print Screen
    b. Crop Tool
    c. Set Transparent Color
    d. Remove Background Tool

11. Print Screen (Shift + Print Screen)
    a. The image does not appear on the clipboard but is available for pasting (Control + V)

12. Example Screen Captured from Ellis Island Online

13. Paste and Crop Screen Capture
    a. Do a Control + V to paste, then Crop the Ship Record

14. Final Passenger Ship Record after Cropping & Enlarging

15. PowerPoint Crop Tool

16. Getting the Crop Tool on the Ribbon
    a. Drop down menu for the Ribbon

17. Getting the Crop Tool on the Ribbon
    a. Option Selection Menu to add/subtract on the Toolbar

18. Getting the Crop Tool on the Ribbon
    a. Select Picture Tools / Picture Format Tab
    b. Select Crop Tools
    c. Click Add Button

19. Getting the Crop Tool on the Ribbon
    a. Note: New Crop Tool shown on the red ribbon Toolbar

20. The Crop Tool

21. Using the Crop Tool
    a. Highlight the photo, Select the Crop Tool, Remove shaded part

22. Make New Pair using the Crop Tool

23. Set Transparent Color
    a. Remove the White Boarder

24. Set Transparent Color
    a. Remove only one Color

25. Remove Background Tool

26. Out with the Pink
    a. Turns select areas pink (note 4 choices)

27. Just left with the Elephant

28. Elephant is now attending UD

29. PowerPoint has Depth
    a. Arrange objects order, group objects, position objects

30. First, we need a Family Photo
    a. Use images to enhance your genealogy

31. Next, we need a Picture Frame
    a. Search Google Images, Select Tools, Select Creative Commons Licenses, Select Creative Commons Licenses

32. Past the Frame over the Monkey
    a. Control + V

33. Move the Frame Over the Monkey
    a. Use the Transparent Tool to see through the white canvas

34. References
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    b. Teach Yourself Visually PowerPoint 2016, Barbara Boyd/Ray Anthony
    c. Cutting Edge PowerPoint for Dummies, Geetesh Bajaj
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    e. Better PowerPoint, Stephen M. Klosslyn
    f. PowerPoint Advanced Techniques
    g. Beyond Bullet Points, Judy G. Russell
    h. The Legal Genealogist (www.legalgenealogist.com)

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