PowerPoint Strategies for Enhancing Presentations

**Embossing Feature**
1. Highlight text on the slide that you wish to emboss.
2. Go to “Format,” then “Font.” When you click the “emboss” box in the lower-left corner and hit “OK,” you’ll notice that the text appears buried on the slide.
3. If you have a slide with, for example, 3 speaking points, then you would need to copy and paste that slide three times into your slide menu. You can then emboss each slide differently (each click will bring in subsequent speaking points).

**Call-Out Boxes**
1. On the slide’s bottom menu bar, click on the rectangle shape (word “rectangle” will appear) and click anywhere in your slide.
2. To format the box, right click on it, and then go to “Format AutoShape.”
3. In this new menu, you can make the box transparent (use “no fill” for color) and create a dark and vivid border. Once you’ve manipulated the box accordingly, you can then drag over data to isolate key financials or other data.
4. To further enhance the call-out box, you can draw arrows (click on arrow at bottom of menu bar and then click on slide) and connect arrows to text boxes (also found on bottom menu bar). Use these text boxes to add explanatory text or simply expand the size of key information.