

Transcript | Quick Hacks for Better Slide Decks

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00:00:08.170 --> 00:00:17.669

Joel Smith: Hello, everybody! Hello and welcome, you are in the right place. I'll just let everybody filter in.

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00:00:17.790 --> 00:00:18.900

Joel Smith: ...

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00:00:19.440 --> 00:00:40.889

Joel Smith: Hello. Okay, brilliant. Hello and welcome, everyone, to this quick-fire Masterclass on hacks for better slide decks. My name is Joel Smith, I am an Events Manager here at Apolitical. It would be great to hear from you all, so please do post in the chat where you're joining us from, and what organization you work for.

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00:00:40.890 --> 00:00:55.269

Joel Smith: For those of you who may be joining us for the first time, first of all, welcome. Apolitical is the world's largest community for government, used by over a quarter of a million public servants and policymakers from more than 170 countries.

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Joel Smith: Our mission is to make government smarter, and we do this by equipping public servants worldwide with the knowledge and skills they need to lead the change. So I'll just quickly jump into the chat and see who we have joining us. Wow, it's a very busy chat today. I can see joining from the Ministry of Justice UK, from Ontario, Canada, from the Scotland Cabinet Office.

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00:01:20.860 --> 00:01:25.179

Joel Smith: City of Barry, hi from Halifax.

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00:01:25.300 --> 00:01:50.279

Joel Smith: Wow, we've got people all over the world joining us today. Welcome! Yeah, too many to read, but please do keep introducing yourself. It's always lovely to see, where everyone's

coming in from. Today's session is going to be a compact 30 minutes, tightly focused on building your skills with slide decks. We know that as public servants, you are likely short on

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00:01:50.280 --> 00:01:56.720

Joel Smith: And we want these events to suit your learning needs and work with your busy schedules.

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00:01:56.720 --> 00:02:06.619

Joel Smith: We're going to get into the presentation very shortly, but just before we do, I'd like to extend an invitation to all of you to join Apolitical's Life in Government community.

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00:02:06.620 --> 00:02:18.680

Joel Smith: This is a space for public servants to share questions, insights, and resources relating to the experience of working in government. Slide decks are a part of the daily fabric of government life.

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00:02:18.680 --> 00:02:29.620

Joel Smith: So as attendees of today's event, I hope you'll find that community useful long after we leave this Zoom webinar. So my colleague, I believe, has just posted a link to that in the chat now.

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00:02:29.940 --> 00:02:40.739

Joel Smith: Secondly, quick bit of technical bit to get through, I must let you know that this event is recorded for on-demand viewing on the apolitical website. Please do not record it yourself.

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00:02:40.740 --> 00:02:59.960

Joel Smith: Contact details for privacy concerns are in the apolitical homepage footer, and closed captions are available and can be toggled on or off in your screen settings. Okay, now onto the main event. It is my pleasure to welcome back David Benin, who is our speaker for today.

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00:02:59.960 --> 00:03:18.649

Joel Smith: David is an Excel and PowerPoint vlogger, trainer, and comedian. He runs Excel Consulting, which helps organizations optimize operations via spreadsheets. He also runs a highly popular YouTube channel with over 20,000 subscribers, covering tech tutorials.

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00:03:18.650 --> 00:03:31.020

Joel Smith: In 2020, David was awarded the Microsoft Most Valuable Professional Award for Excel and PowerPoint, and continues to liaise with Microsoft regularly about future directions for Excel and PowerPoint.

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00:03:31.020 --> 00:03:53.290

Joel Smith: David is currently at the Edinburgh Fringe Festival, doing what is probably the world's first-ever hour-long comedy special on spreadsheets, and is taking a break to join us for this webinar, which we very much appreciate. Thank you, David. You can read David's full bio by visiting the resources tab at the bottom of your Zoom screen and heading to the speaker section.

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00:03:53.440 --> 00:04:13.299

Joel Smith: So, David, it is an absolute pleasure to have you with us. I'm now going to just hand over to you for the next, kind of, 20 minutes, and then we're going to have a few minutes reserved at the end for Q&A. So, attendees, do remember to submit your questions for David in the Q&A tab. But, David, over to you. The floor is yours.

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00:04:13.860 --> 00:04:18.620

David Benaim: Thank you, Joel. Thank you, Joel. Really good to be here. Yeah, and as you said, I actually...

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00:04:19.209 --> 00:04:38.130

David Benaim: Just finished my show 35 minutes ago, and I'm really excited because there's 4 days left of the fringe, and it's looking like it's gonna be a sold-out run. Every day is consistently sold out, so I'm super happy about that. I'll just drop my socials into the chat so you can follow me on LinkedIn.

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00:04:38.130 --> 00:04:45.790

David Benaim: YouTube, where I do tech tutorials. I'm also the Excel comedian on Instagram, and yeah, here's my show about Excel comedy and maths.

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00:04:46.030 --> 00:04:56.690

David Benaim: 20,000 subscribers on YouTube. So, we are going to go through some speed of line tricks, then some slide surgery, then some clickable agenda slides.

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00:04:57.560 --> 00:04:59.899

David Benaim: And then summarize.

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00:05:00.400 --> 00:05:08.850

David Benaim: And I'm following the chat on my phone, so if you have anything, you can type on the chat, and I will see that pop up as a second screen.

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00:05:09.480 --> 00:05:15.280

David Benaim: So, just gonna go through a lot of these directly in the thing.

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00:05:15.460 --> 00:05:34.449

David Benaim: So, a lot of people know about the Format Painter, but not many people know that you can actually double-click it. And if you double-click it, then you can select that, change this, then select there, then go to another slide, change it there, for example. So yeah, you can actually double-click the Format Painter, and it locks it in place.

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00:05:34.450 --> 00:05:37.180

David Benaim: You can press escape to get out of that.

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00:05:37.180 --> 00:05:44.389

David Benaim: So yeah, give me a... give me a reaction. Oh, gosh, I'm not sharing my screen, you're right, I'm sorry about that.

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00:05:44.480 --> 00:05:59.139

David Benaim: Yes, sorry. Good point. Yes, great. All right, now I'm sharing my screen. So here we go. So let me show you that again. If you select some text with special formatting, you can double-click the format painter, and then go here.

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00:05:59.420 --> 00:06:06.589

David Benaim: And go here, and it actually locks in the format that you're changing, even on a separate slide as well, like that.

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00:06:08.410 --> 00:06:11.240

David Benaim: So that's good. Can you guys see my screen now?

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00:06:12.340 --> 00:06:19.070

David Benaim: Yep, good, good, good, good, great. Also, a lot of people don't realize that the format paints are actually,

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00:06:19.360 --> 00:06:21.010

David Benaim: actually can...

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00:06:21.810 --> 00:06:29.780

David Benaim: do a lot of other things. So, for example, you can do it on shapes, like this. You can double-click it on an image.

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00:06:29.980 --> 00:06:42.759

David Benaim: And then it will apply, like, the recoloring and the border to these other pictures. And again, you can go between slides and apply that as you wish. So, there's so much that the Format Painter can do that a lot of people don't realize.

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00:06:44.160 --> 00:06:46.080

David Benaim: So when you guys slide like this.

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00:06:46.370 --> 00:06:58.009

David Benaim: Some of you might think, oh, these lines are not parallel, but actually these lines are parallel. This is something called an optical illusion. Many of you have probably seen these before. They are actually horizontal straight lines.

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00:06:58.040 --> 00:07:08.590

David Benaim: However, because of the way that our brain works, it actually sends mixed messages to our brain, which means our eyes and our brain are trying to

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00:07:08.760 --> 00:07:18.249

David Benaim: move the objects so that they do align, because of the way the black and white squares work. And the same thing happens if you have objects that are not perfectly aligned, like this.

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00:07:18.570 --> 00:07:24.410

David Benaim: Your brain will actually stop learning as much if you have things that should be more aligned than they are.

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00:07:24.410 --> 00:07:44.380

David Benaim: So, a lot of people don't know this feature in PowerPoint. Well, two things. Firstly, you can actually drag and drop and select these objects inside like that. Secondly, if you go to Arrange, you have this, Align. Everyone should be using this. Check this out. You can choose Align Top, and they will jump to the right level, and you can choose

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00:07:44.380 --> 00:07:56.810

David Benaim: align and distribute horizontally, and they will have the same space between them. Can do them here again. So, align and distribute horizontally, and also

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00:07:57.040 --> 00:08:00.919

David Benaim: Align bottom, and they will go to the lowest object, like that.

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00:08:02.110 --> 00:08:03.720

David Benaim: So that is pretty good.

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00:08:05.710 --> 00:08:17.360

David Benaim: There are lots of other tricks that you can do as well. For example, I'll just throw this in one, this one in here, because people seem to be enjoying this. So let's say that you want this object to be

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00:08:17.910 --> 00:08:22.469

David Benaim: the same duplicated and aligned. You can actually...

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00:08:22.650 --> 00:08:28.830

David Benaim: If you go to the copy, you have duplicate here. You can also do it with CTRL-D, D for duplicate.

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00:08:29.040 --> 00:08:47.410

David Benaim: That is just doing what you expect, it's like copy and paste, but here is a trick that you definitely didn't know. If you move that to a special place like this, PowerPoint will actually memorize the distance between the first two objects, and then if you duplicate again, or press Ctrl-D, it will

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00:08:47.410 --> 00:08:54.380

David Benaim: do the same distance again and again and again, like that. So, something that I use a lot for, kind of, mass

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00:08:55.110 --> 00:09:01.450

David Benaim: doing objects next to each other. Tessellating, that's the word I was looking for, tessellating.

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00:09:02.180 --> 00:09:04.399

David Benaim: So, some slide surgery tricks.

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00:09:05.890 --> 00:09:23.770

David Benaim: So, often people will accidentally drag this and resize this. I hate doing this. Never do this. It just makes it look weird. If you want to reset it, you can go to the Picture Format tab and choose Reset Picture. Reset Picture and Size, and then we'll go back to the right dimensions.

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00:09:24.050 --> 00:09:38.059

David Benaim: Also, if it isn't resizing in the right way, hold down Shift as you resize. So regular would be that, Shift would make sure it keeps the same aspect ratio correctly, whatever object you're in.

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00:09:38.760 --> 00:09:43.950

David Benaim: The same if you insert For example.

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00:09:46.040 --> 00:09:53.869

David Benaim: Let's say that you want to insert a Like this, a... Perfectly square shape.

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00:09:54.300 --> 00:09:59.199

David Benaim: you can actually hold down Shift, and it keeps the aspect ratio to make a square.

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00:09:59.890 --> 00:10:10.249

David Benaim: If you want to make a circle, you choose this one, and instead of getting it more or less like that, you hold down Shift to make sure it's exactly a circle, like this.

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00:10:10.690 --> 00:10:14.569

David Benaim: So hold down Shift as you do it, really, really helps you for that.

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00:10:15.550 --> 00:10:30.020

David Benaim: If you have an imperfect square, and you want to fix it, what you can do is you can go to the shape format and take your height and copy and paste it into here, like that. And then it will be a perfectly square shape.

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00:10:31.640 --> 00:10:33.310

David Benaim: Same with the circle.

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00:10:33.630 --> 00:10:38.929

David Benaim: If you want to make this line completely horizontal, but someone has made it not horizontal.

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00:10:39.710 --> 00:10:53.680

David Benaim: This one, I didn't think about it until someone showed it to me, and I'm like, oh, that's so... that's so obvious, once you know the answer. So the height of a perfectly horizontal line is up here, it is zero, and that will be a perfectly horizontal line.

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00:10:55.240 --> 00:10:59.260

David Benaim: If you want to align colors, here's a useful one.

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00:10:59.570 --> 00:11:19.229

David Benaim: that not many people know. Let's say that I want to get this to be the exact red from the train. So, I could guess if I wanted to, like, that one is kind of close, but I want to be more specific. You have this thing called the eyedropper. Not many people use the eyedropper. This allows you to pick up a color from your

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00:11:19.230 --> 00:11:34.259

David Benaim: slide, somewhere else in your slide. So if I want the exact red from the train, I can click there, and then it just matches it perfectly and beautifully, like that. So that's the eyedropper, it's in shape fill, it's in shape outline, it's in...

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00:11:34.720 --> 00:11:50.309

David Benaim: font colors as well. Annoyingly, the eyedropper only exists in PowerPoint and not in Excel, Word, or Outlook, which I think is odd, because I would completely use it in those other apps as well, but they've only put it inside this thing.

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00:11:51.980 --> 00:11:53.150

David Benaim: Alright.

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00:11:53.500 --> 00:12:00.230

David Benaim: So, you may have noticed that I do have, in my slides, I have this at the beginning.

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00:12:00.400 --> 00:12:01.949

David Benaim: Now, this is...

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00:12:02.720 --> 00:12:23.410

David Benaim: it's a kind of agenda slide, but it's got magic special powers, because I can click to go anywhere I want to. If I want to immediately go into this section, I can click there, it runs through those slides, and then it brings me back there, then I can click on there, it goes there, I can click back here. So it's kind of an interactive, clickable

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00:12:23.670 --> 00:12:34.620

David Benaim: slide deck. And this is something that you can do in PowerPoint fairly easily, but I have never seen anyone who's not me do it. It came out in 2000...

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00:12:35.030 --> 00:12:41.620

David Benaim: 18? So it's new-ish, but it's still about 7 years old. Here's how you do it. It's actually pretty easy.

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00:12:42.640 --> 00:12:47.719

David Benaim: What you do is, I'm going to save this file as another blank file.

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00:12:49.480 --> 00:12:54.749

David Benaim: By the way, F12 is the shortcut for Save As. I love that one, it's just a...

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00:12:55.810 --> 00:13:06.120

David Benaim: Just, much faster than clicking File than everything else. So, I'm going to remove all sections, because you guys are probably not using sections.

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00:13:06.240 --> 00:13:19.710

David Benaim: what you can do is you can... you can make the first part of every section should be a similar format, like that. So here it's the color on the sidebar with an icon, you'll see that it's consistent throughout. So I've pre-made these slides.

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00:13:19.710 --> 00:13:34.150

David Benaim: I'm sure all of you are capable of doing that. And then, if you click in between the slide right before the start, you can go to Insert, and you can choose Zoom and Summary Zoom. This is a feature that no one knows exists, and it's just fantastic.

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00:13:34.150 --> 00:13:39.719

David Benaim: You just click on every slide that starts your sections, like this.

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00:13:39.840 --> 00:13:45.380

David Benaim: And then you click insert, and PowerPoint will create these sections

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00:13:45.650 --> 00:13:58.580

David Benaim: So section, you can manually insert sections by right-clicking and add section, but PowerPoint has done it for you if you click that. And now this is kind of done, so if you go to slideshow mode, you can click on this one.

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00:13:58.750 --> 00:14:01.340

David Benaim: It goes through your slides, comes back.

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00:14:01.900 --> 00:14:08.039

David Benaim: And then you can click on this one, go through your slides, comes back, etc. So.

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00:14:08.450 --> 00:14:10.830

David Benaim: Yeah, so that is the summary Zoom.

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00:14:12.100 --> 00:14:16.779

David Benaim: It is just a PowerPoint object and a slide, so here you can give it another title.

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00:14:17.200 --> 00:14:32.940

David Benaim: And you can add whatever you want. If you want to add an icon, you can do that as well. There's a summary zoom, really, really fantastic feature. You can give these borders, sometimes I do that. You can change. These are a couple of options for what to do with Zoom, does it return or not?

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00:14:32.940 --> 00:14:39.119

David Benaim: Yeah, so really, really fantastic tool. Let me go back to the other one.

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00:14:40.150 --> 00:14:46.509

David Benaim: With the original setup. But yeah, really, really amazing tool. I feel like everyone should be using them.

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00:14:49.330 --> 00:14:59.589

David Benaim: Okay, so... You can create consistent... yeah, do create consistent section headers that look kind of like this.

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00:14:59.620 --> 00:15:05.860

David Benaim: and then create a summary zoom. The other thing you can do with a summary zoom is you can actually drag and drop

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00:15:05.860 --> 00:15:24.060

David Benaim: a slide into another one. So I can take this slide, and I can drag this into the existing slide, and now this becomes a zoom, and it's clickable. So I can click on this one to navigate to it. I don't use that as much as the others, but yeah, it is a useful one.

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00:15:24.530 --> 00:15:27.920

David Benaim: PowerPoint has sections, I showed you this very briefly.

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00:15:28.260 --> 00:15:30.439

David Benaim: It can be a useful tool, and...

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00:15:30.920 --> 00:15:43.530

David Benaim: I find that using this kind of agenda, or the summary Zoom forces you to split your slides into sections, which will give you a better way to structure your talks as well. So I do it for pretty much all of my presentations.

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00:15:43.780 --> 00:15:48.390

David Benaim: ... Alright, so...

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00:15:49.020 --> 00:15:53.499

David Benaim: We're gonna go into a summary, but I still have a couple more tricks to show you.

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00:15:54.820 --> 00:15:56.129

David Benaim: So, quick hacks.

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00:15:56.340 --> 00:16:02.499

David Benaim: for better slide decks, one more thing we're gonna do is something called Morph.

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00:16:03.180 --> 00:16:16.619

David Benaim: So, Morph is kind of with Zoom, it's the most underused feature in PowerPoint. They came out at a similar time, they both came out in, like, 2017-18. Watch what Morph can do. So.

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00:16:16.740 --> 00:16:21.220

David Benaim: If this is my slide, it can do a video-like sequence to the next slide.

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00:16:21.350 --> 00:16:24.520

David Benaim: Like that You see that?

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00:16:25.690 --> 00:16:36.980

David Benaim: So, it doesn't look as smooth when you're sharing it on a Zoom call as it does when it is in person. In person, it looks like it's completely smooth, like you're watching a movie.

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00:16:37.390 --> 00:16:41.220

David Benaim: So, what you have to do to make this happen, it's actually pretty easy.

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00:16:42.320 --> 00:16:52.550

David Benaim: You take this slide, and I'm going to duplicate it, right-click and duplicate slide. The second slide, I can change the color of things, I can

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00:16:52.750 --> 00:16:55.909

David Benaim: Resize things, maybe rotate them.

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00:16:57.650 --> 00:16:58.920

David Benaim: Oh, that was...

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00:16:59.950 --> 00:17:04.920

David Benaim: supposed to be there, again, change the color of it, something like that. I can take this font.

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00:17:05.089 --> 00:17:12.790

David Benaim: And I can change the font to something very different, and I can resize the text.

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00:17:12.900 --> 00:17:16.080

David Benaim: And move it, maybe change the text color.

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00:17:17.609 --> 00:17:20.679

David Benaim: And this image, I'm going to crop it.

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00:17:20.930 --> 00:17:23.060

David Benaim: You can do all sorts of things.

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00:17:23.319 --> 00:17:24.310

David Benaim: with Morph.

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00:17:25.260 --> 00:17:28.810

David Benaim: So there you go, focusing on these buildings, like that.

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00:17:30.100 --> 00:17:33.439

David Benaim: this icon, as well, I'm going to...

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00:17:34.460 --> 00:17:37.270

David Benaim: Just go like that and rotate it.

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00:17:37.860 --> 00:17:39.799

David Benaim: And yeah, just keep going.

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00:17:41.460 --> 00:17:48.730

David Benaim: move things around, resize them, make them smaller, etc, etc. This one, I'm going to make it a different color as well.

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00:17:49.710 --> 00:17:51.650

David Benaim: And a different outline.

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00:17:52.530 --> 00:18:12.460

David Benaim: And then all you have to do is you go to... in the second slide, you go to the Transitions tab, and you choose Morph. Now, I never like transitions, I think transitions are really tacky, but Morph is a new transition that I think deserves its own category outside of transition, so people would actually find it, and then this happens.

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00:18:12.460 --> 00:18:14.130

David Benaim: How cool is that?

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00:18:14.450 --> 00:18:22.649

David Benaim: Let me know in the chat if you like that. How cool is that? Let me know by reacting, actually, that's pretty good. I like the reactions, these are really fun.

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00:18:24.190 --> 00:18:34.969

David Benaim: Great. Good, yeah. So that's Morph, and I use Morph again in pretty much all of my presentations. You can create video-like sequences to go from one slide to another one.

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00:18:35.500 --> 00:18:43.479

David Benaim: Okay, good. So, we have got another couple of minutes, so I'm going to show you some extra things that I had as backup.

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00:18:44.200 --> 00:18:49.500

David Benaim: So, over here, A lot of people...

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00:18:49.860 --> 00:18:52.930

David Benaim: Don't know these kind of combo shortcuts.

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00:18:53.100 --> 00:19:03.519

David Benaim: So you have the ability to use your mouse with a keyboard key, and it will do certain things. So I already kind of showed you shift. If you use Shift and drag.

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00:19:04.890 --> 00:19:14.960

David Benaim: If you shift and resize, I showed you this one, it will make sure to keep your right aspect ratio. Rather than that, it will keep your right... the same aspect ratio of

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00:19:15.210 --> 00:19:22.030

David Benaim: length and width, so that is really good. So, keep aspect ratio is the technical term for that.

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00:19:22.760 --> 00:19:39.689

David Benaim: If you use Shift and Drag, I love this one, this is one of my favorites, but if you're dragging something and you want it to be in line with the original, hold down Shift, and it will keep it exactly, even if I move right and left, it's still keeping it exactly in line with where it started.

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00:19:39.690 --> 00:19:46.050

David Benaim: So, hold down Shift as you drag, and that is just a game changer with how you can do it. So, keep in line.

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00:19:47.890 --> 00:19:55.069

David Benaim: Hold down Ctrl and drag. Now, this one I don't use so much, it expands in all directions, centers it.

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00:19:55.710 --> 00:20:05.629

David Benaim: But here's what's really cool. Actually, this one. This one is center. This one. Ctrl and drag. Let's do this on a... on another slide.

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00:20:07.900 --> 00:20:14.970

David Benaim: Like this one. If I press Ctrl and I drag, watch what's happening. It's actually duplicating the object.

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00:20:15.320 --> 00:20:27.190

David Benaim: So it's a very quick way, again, to tessellate, and if you use a combination of both, you use Ctrl, Shift, and drag, you duplicate, and you also keep them in line, like that, which is pretty cool.

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00:20:27.920 --> 00:20:29.949

David Benaim: You can also go vertically.

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00:20:30.360 --> 00:20:35.639

David Benaim: Like that, keep going, keep going, keep going. Yeah, really, really fast way to do this.

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00:20:35.950 --> 00:20:51.290

David Benaim: And the last one is Alt. Alt is pretty important, because I'm sure you've been in the situation where you're resizing it, and PowerPoint is trying to jump you to these red lines, but you don't want it to be that exact red line. Well, if you use Alt as you drag.

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00:20:51.940 --> 00:20:55.689

David Benaim: It will actually allow you to do it smoothly, like this.

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00:20:55.940 --> 00:21:00.709

David Benaim: So you're not under any constraints if you use Alt as you drag, or resize.

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00:21:00.850 --> 00:21:06.019

David Benaim: If you use Alt as you drag, you're also not jumping like this.

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00:21:06.610 --> 00:21:07.770

David Benaim: So, yeah.

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00:21:08.380 --> 00:21:17.009

David Benaim: These are... they are keyboard shortcuts, so a lot of people think, well, I'm not a keyboard shortcut person, but these things, you can't use them

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00:21:17.110 --> 00:21:31.029

David Benaim: without using the keyboard shortcuts. So I think they're super important, especially Alt and Shift and keep in line. I think these ones are absolutely priceless if you want to speed up your game when it comes to PowerPoint.

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00:21:32.010 --> 00:21:39.650

David Benaim: So I've shown you this one, and this was a duplicate trick that I've shown you as well. Ctrl-D, move into position, Ctrl-D again.

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00:21:39.650 --> 00:21:58.749

David Benaim: Yeah, so this is what I wanted to show you. We're gonna now open it up for Q&A. There are loads more speed-up tricks that PowerPoint can do, but we wanted to keep this within the half hour to give you some very quick tips and allow you guys to get back to work. So if you have any questions, please ask in the chat.

144

00:21:59.880 --> 00:22:05.620

Joel Smith: Brilliant. Thank you so much, David. Yeah, you blew my mind once again.

145

00:22:05.620 --> 00:22:06.130

David Benaim: We're so....

146

00:22:06.130 --> 00:22:24.380

Joel Smith: many tricks that I've never seen before, so yeah, so helpful. You can see the emoji reactions. The people are loving it and going wild, so that's lovely to see. Please do remember to keep sharing the questions you have. We do only have a few minutes for Q&A due to the shorter nature of today's event, but we will try to get

147

00:22:24.380 --> 00:22:33.710

Joel Smith: through a few, so I'm just gonna start with, a question. There's a few questions, actually, in the Q&A around, kind of, accessibility.

148

00:22:33.720 --> 00:22:47.390

Joel Smith: So, Lydia has asked if these features are accessible for, kind of, screen reader users, and Natasha has asked about how do you ensure the deck is accessible, so do you have any, kind of, tips on accessibility?

149

00:22:47.570 --> 00:22:55.860

David Benaim: Yes, very good question. So, PowerPoint and Microsoft, I'd say, have actually been very dedicated to improving accessibility through their apps.

150

00:22:55.880 --> 00:23:08.620

David Benaim: In the review tab, you have the Check Accessibility button, and this is pretty useful. Actually, we'll give you a tip on the side, and it will open up a new tab with some tips.

151

00:23:08.890 --> 00:23:22.240

David Benaim: So it will show you, for example, if you have a missing slide title. It'll show you if there's anything that's not obvious in how a screen reader would do it. Check reading order, like this, and you can just kind of troubleshoot it and go one by one.

152

00:23:22.300 --> 00:23:32.559

David Benaim: It will show you... this exists in Word and Excel as well. If there's anything with low contrast, I use it a lot for that. So, for example, if I have this text.

153

00:23:32.780 --> 00:23:39.259

David Benaim: And the font color is kind of an off... White, like a gray, then...

154

00:23:40.210 --> 00:23:46.980

David Benaim: It will identify when you have something with low contrast.

155

00:23:48.720 --> 00:23:55.030

David Benaim: Yeah, hard to read... hard to read contrast, this one. You can also choose inspect without color, and it will give you

156

00:23:55.130 --> 00:24:01.540

David Benaim: how a colorblind person can see it, and there's lots of things in here to help you. Old text, or ...

157

00:24:01.620 --> 00:24:15.799

David Benaim: If you have an image, you can add alt text to that image, of course. And another thing that Microsoft's done recently, which helps me a lot, is you... when you change a font color, you can choose high contrast colors only.

158

00:24:16.310 --> 00:24:26.040

David Benaim: Okay, it's disabled for me right now, but usually it works quite well, and you can toggle that on, and it's actually a really useful feature. This is in Excel and Word as well.

159

00:24:26.280 --> 00:24:34.990

David Benaim: Yeah, so check accessibility is in all of the apps as well, in the review tab, and the high contrast colors are as well.

160

00:24:35.260 --> 00:24:35.960

David Benaim: Yeah.

161

00:24:36.530 --> 00:24:54.140

Joel Smith: Brilliant. Okay, great. So yeah, if in doubt, navigate to that accessibility tab, and I'm sure you will find your answers. So we have another question here from Tanya, asking, are there any shortcuts to complete alt text content?

162

00:24:56.300 --> 00:25:05.559

David Benaim: For images... okay, good question. Yeah, just to show you, in Excel, you would have high contrast colors, and it would show you these ones. It's not...

163

00:25:05.660 --> 00:25:07.580

David Benaim: It's not done it to the dark theme.

164

00:25:07.730 --> 00:25:21.599

David Benaim: But dark theme is new in Excel, which is kind of nice, but if you use high contrast colors, then it's only showing you these ones that you can select. Take that toggle off, and you can select all the colors, so that's kind of useful. Complete old text.

165

00:25:21.640 --> 00:25:29.689

David Benaim: The only thing, again, I can think of is going through the accessibility checker. There's no faster way to do that, unfortunately.

166

00:25:29.770 --> 00:25:39.100

David Benaim: In theory, the apps are starting to use AI to auto-generate old text, but it's not always very good and worth checking, for sure.

167

00:25:39.500 --> 00:25:57.130

Joel Smith: Yeah, sure. Okay, great, thank you. We only probably have time for one more question, so, actually, actually, let's maybe end on a fun one. Ben has asked, what, in your opinion, is the... or what is your opinion on the least tacky transitions to use?

168

00:25:57.130 --> 00:26:07.019

David Benaim: Okay, yeah, good question, actually. Obviously, morph, Morph I use all the time. One that I kind of get away with is...

169

00:26:07.180 --> 00:26:09.220

David Benaim: The mirror-breaking one?

170

00:26:10.150 --> 00:26:15.979

David Benaim: that's the only other one that I use. That one and the... there's the one that...

171

00:26:16.780 --> 00:26:29.800

David Benaim: wipes this, like, kind of goes to the next page. Yeah, Fracture. I use Fracture. I find it's, like, reveal, and it's... it's a bit tacky, but it's less tacky than the others. That one, and then...

172

00:26:30.640 --> 00:26:33.100

David Benaim: Is it this one?

173

00:26:33.440 --> 00:26:35.669

David Benaim: Yeah, this one I find is kind of...

174

00:26:36.090 --> 00:26:38.410

David Benaim: These two, rather, are kind of...

175

00:26:38.670 --> 00:26:46.550

David Benaim: they kind of look okay. In my opinion, PowerPoint is massively lagging behind in this. Like, Canva...

176

00:26:46.800 --> 00:27:00.249

David Benaim: Canva has way better transitions and animations that just look really slick, and it uses AI tool to detect what would work best. PowerPlay is massively lacking behind that, in my opinion, but I think Morph is fantastic, fantastic.

177

00:27:00.940 --> 00:27:25.919

Joel Smith: Yeah, yeah, those morph transitions are brilliant. Okay, brilliant. Well, I'm afraid that is all we have time for. We've had some incredible slide deck wisdom today, so I'd like you all to join me in giving David a huge virtual round of applause. I can see all the reactions coming in. And, most importantly, thanks to you, the attendees, for, as always, investing in your learning and being

178

00:27:25.920 --> 00:27:50.030

Joel Smith: so engaged in today's topic. If you could please complete this poll, too. My colleague's going to bring up a quick poll just to give us an idea of how you felt about today's event on a scale of 1 to 10, so if you can please just, vote us on that, that always helps us to kind of continue developing our content. Before you go, and while you're responding to that poll, I want to share a few

179

00:27:50.030 --> 00:28:14.570

Joel Smith: More events that you can register to join us at again soon. If you're not available to join live, remember that you can always register for the event in order to get sent the recording to catch up whenever suits you. We have coming up how to experiment with AI in government next Wednesday, including speaker Christian Wagner, who is the Global Public Policy Lead for Gemini Experiences and Search AI at Google.

180

00:28:14.730 --> 00:28:25.910

Joel Smith: And how to be an impeccable conversationalist, coming up in two weeks, with speakers from Brazil, Canada, the UK, to give you a truly global perspective on good communication.

181

00:28:25.910 --> 00:28:39.229

Joel Smith: Okay, that really is all we have time for today. We hope you found it helpful. A huge thank you again to you, David, for taking time out of the fringe. Good luck with the rest of your shows.

182

00:28:39.260 --> 00:28:56.129

Joel Smith: And thanks to everyone dialing in for taking time out of your busy days. Do, keep an eye out for the email coming your way with today's recording and the resources from today's event, and we hope to see you at another apolitical event very soon. Have a great day, everyone. Goodbye!

183

00:28:56.690 --> 00:28:59.269

David Benaim: And I put my socials there again. Goodbye, everyone.