

# CEDC Coffee Chat

PowerPoint Skill Building

Tools To Save You Time And Support Accessibility



College of Health Sciences  
Wyoming Institute  
for Disabilities



# Presenter

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Falling in love with Accessibility since 2020.



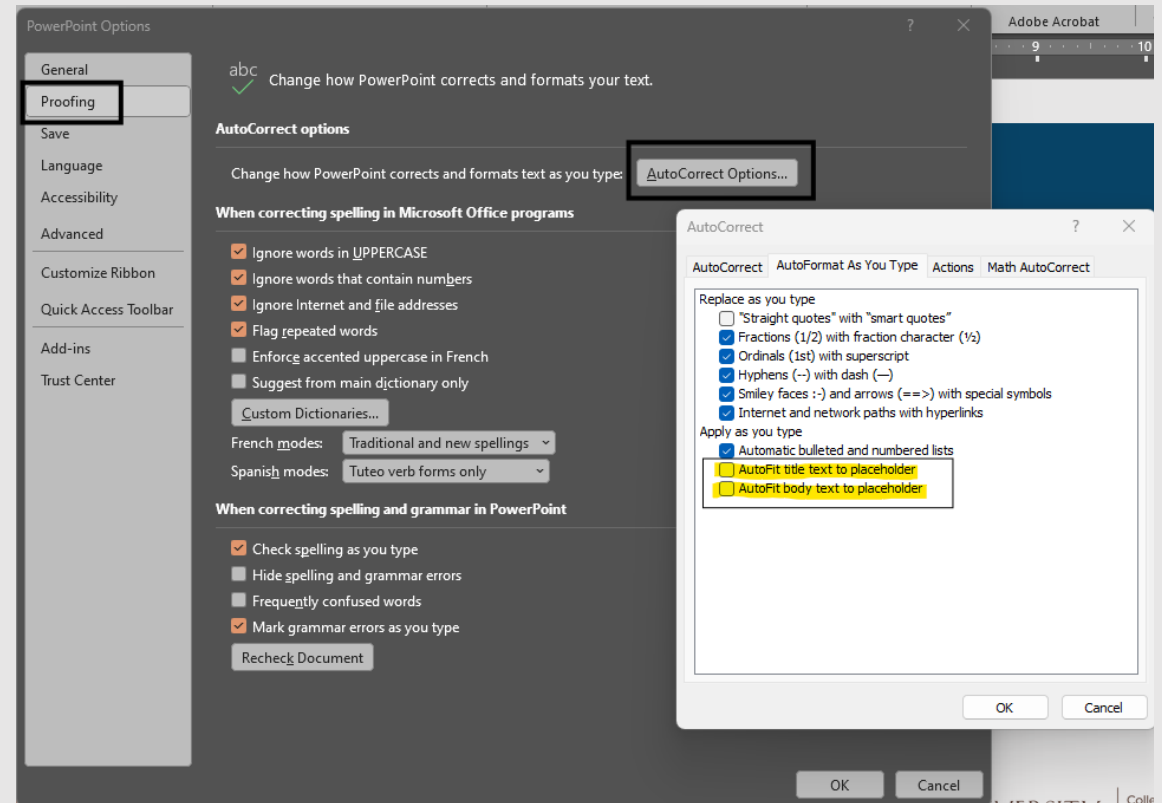
# 4 Tools Go A LONG Way



- Master Slides
- Slide Layouts
- Sections
- Accessibility Checker

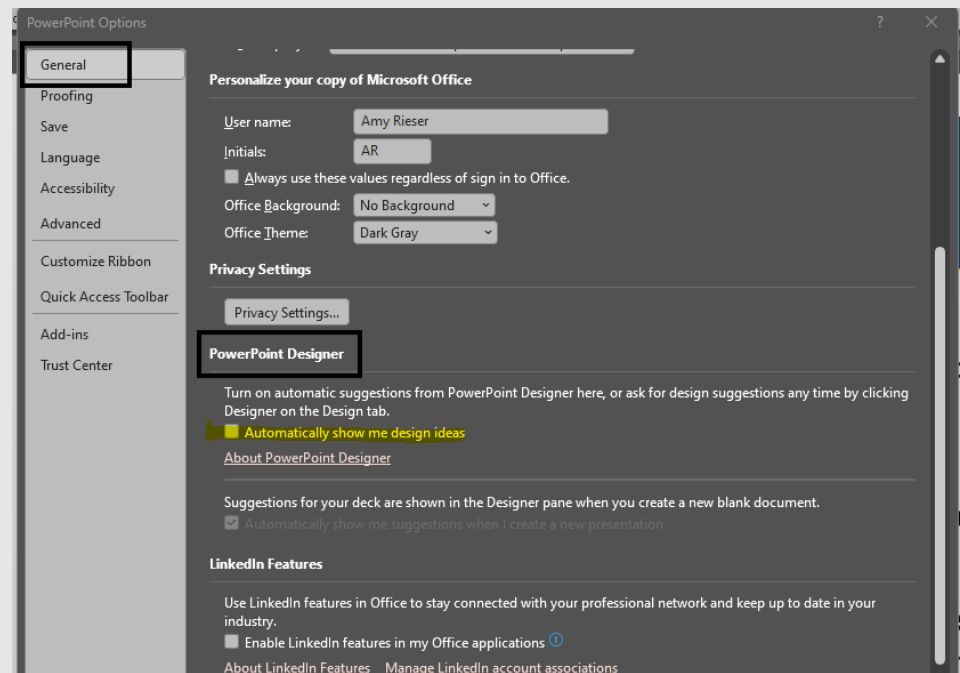
# Neat Settings – Font Size

- Automatically keep your fonts an accessible size.
  - Use sans-serif, easy-to-read fonts (Ariel, Helvetica, Calibri).
  - Minimum font size 20, larger if projecting presentation to live audience.
- File – Options – Proofing – AutoCorrect Options
  - Uncheck auto fit



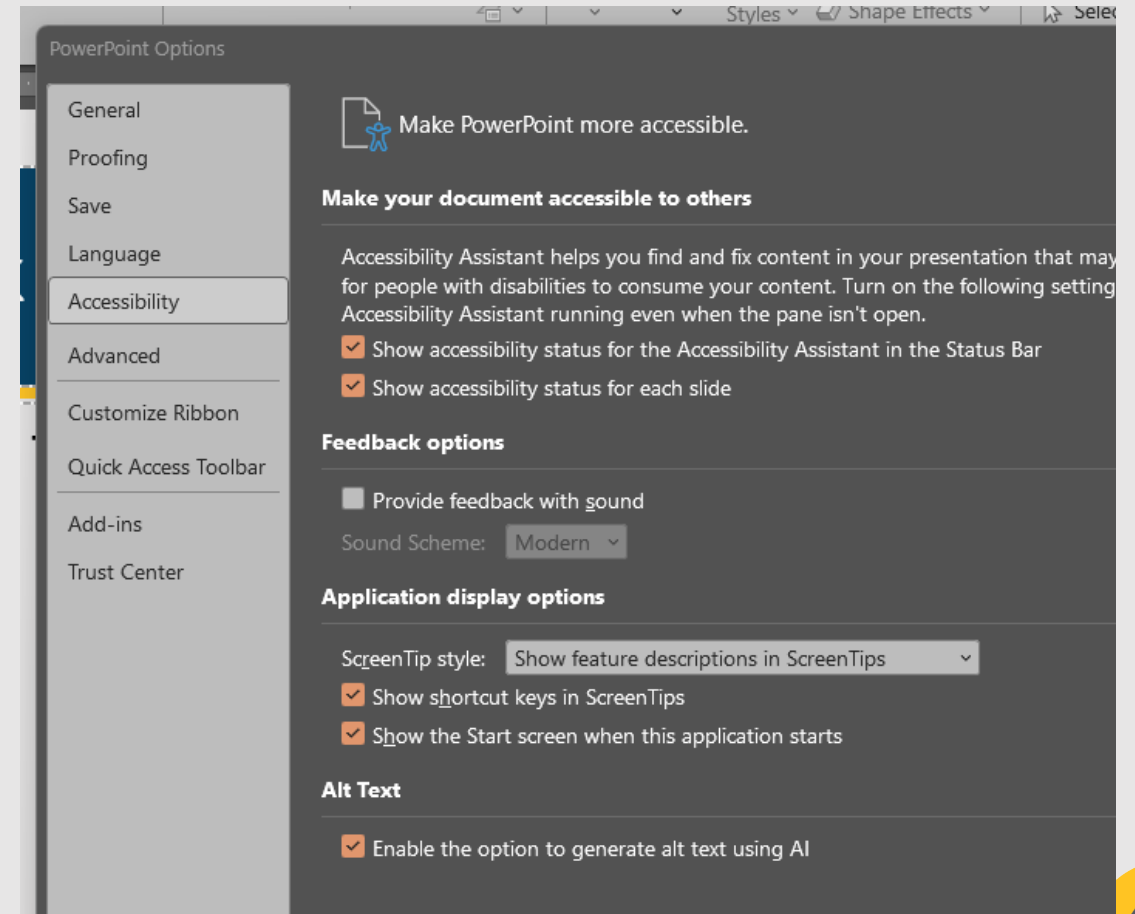
# Neat Settings – Turn off Design Ideas

- Turn off Designer (Design Ideas)
  - Design ideas are not accessible
- File – General – scroll down – PowerPoint Designer
- Uncheck the "Automatically show me design ideas"



# Accessibility Options

- File – Options – Accessibility
- Check:
  - Show accessibility status.
  - Enable or disable AI generated alt text.



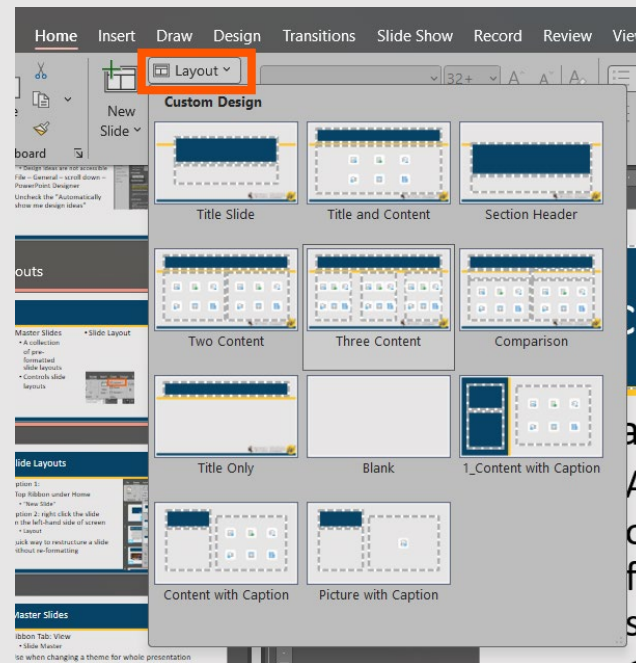
# Master – Layout - Slide

- Master Slides

- A collection of pre-formatted slide layouts.
- Controls slide layouts.

- Slide Layout

- Pre-formatted slide designs.



- Slide

- Based on slide layouts.
- Controlled by Slide Master.

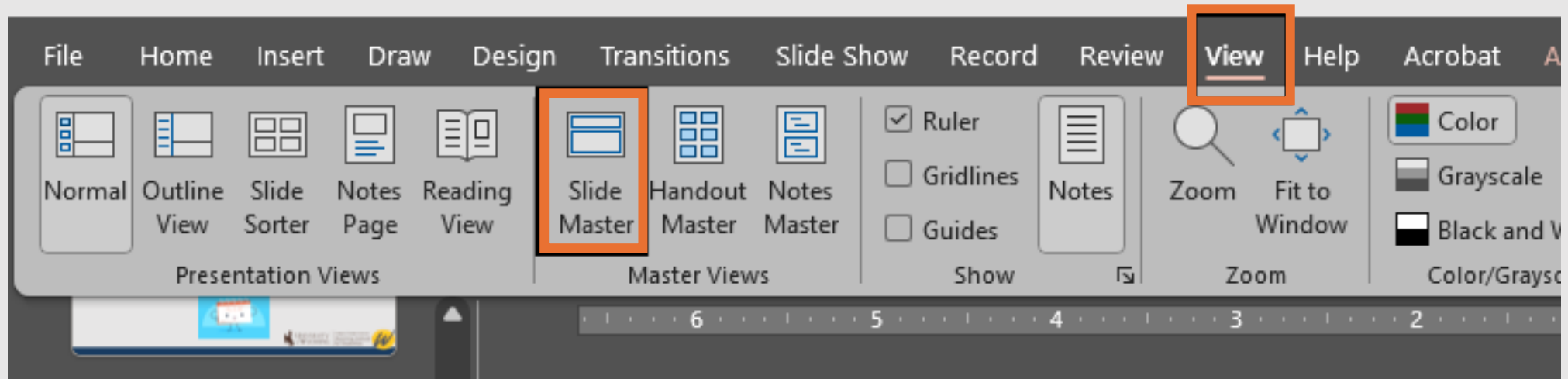
# Slide Master

- Control everything!!
  - Color schemes (including logos).
  - Backgrounds.
  - Font Choices.
  - Font Sizes.
  - Bullets.
  - Spacing and Alignment.
  - Footers, Page Numbers, Dates.
- Slide Master Groups = Families
- Parent Slide
  - (Almost) all child slides inherit the parent changes.
- Can have multiple "families" or multiple Master Slide layouts.

# Accessing Master Slides

## Ribbon Tab: View

- Slide Master.



# Let's Create a New Slide Layout

- Create a 3-column layout

# Slide Layouts

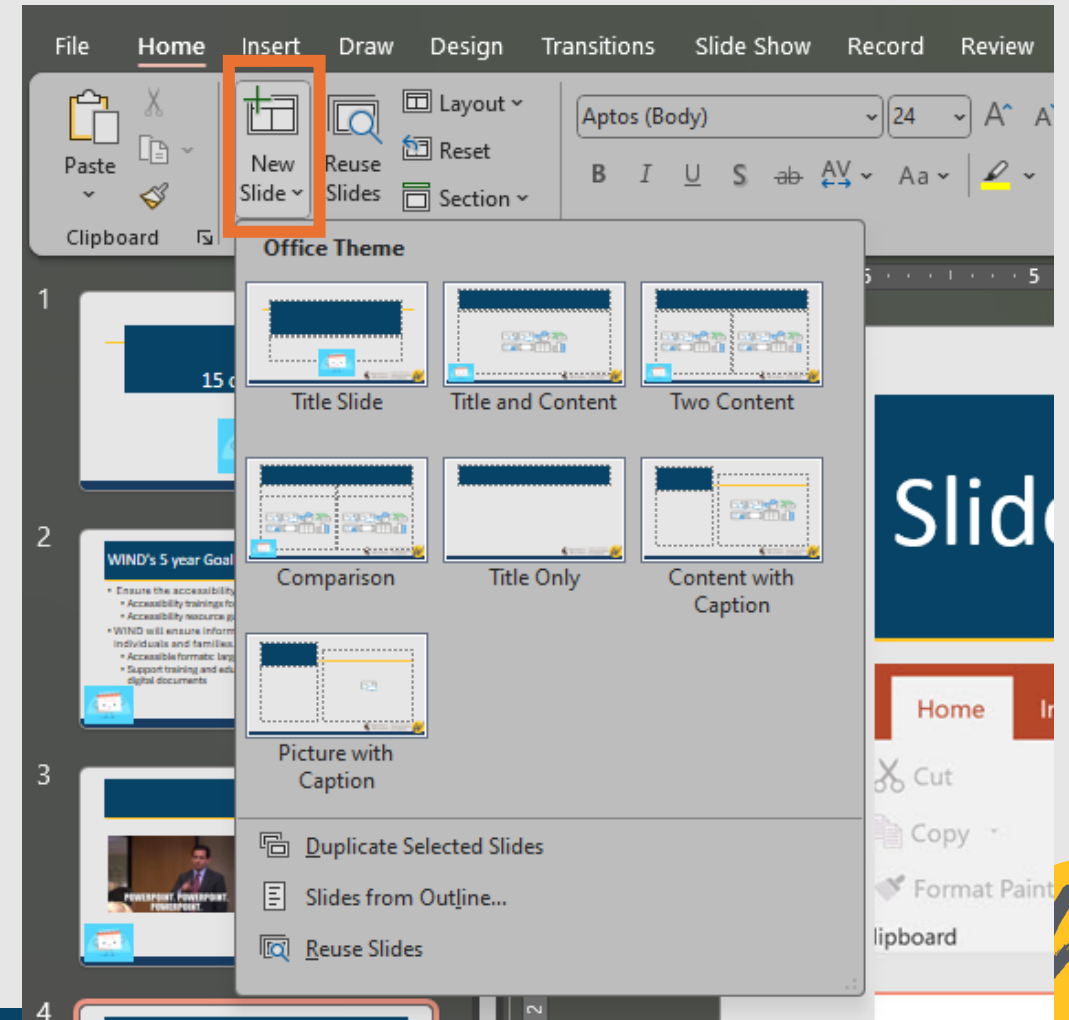
## Option 1:

- Top Ribbon under Home.
  - "New Slide."

## Option 2: right click the slide on the left-hand side of screen.

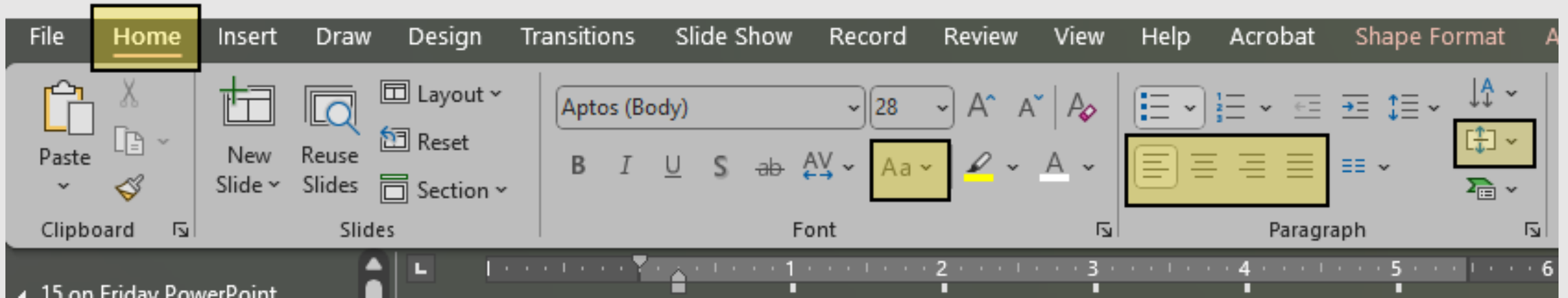
- Layout.

Quick way to restructure a slide without re-formatting.



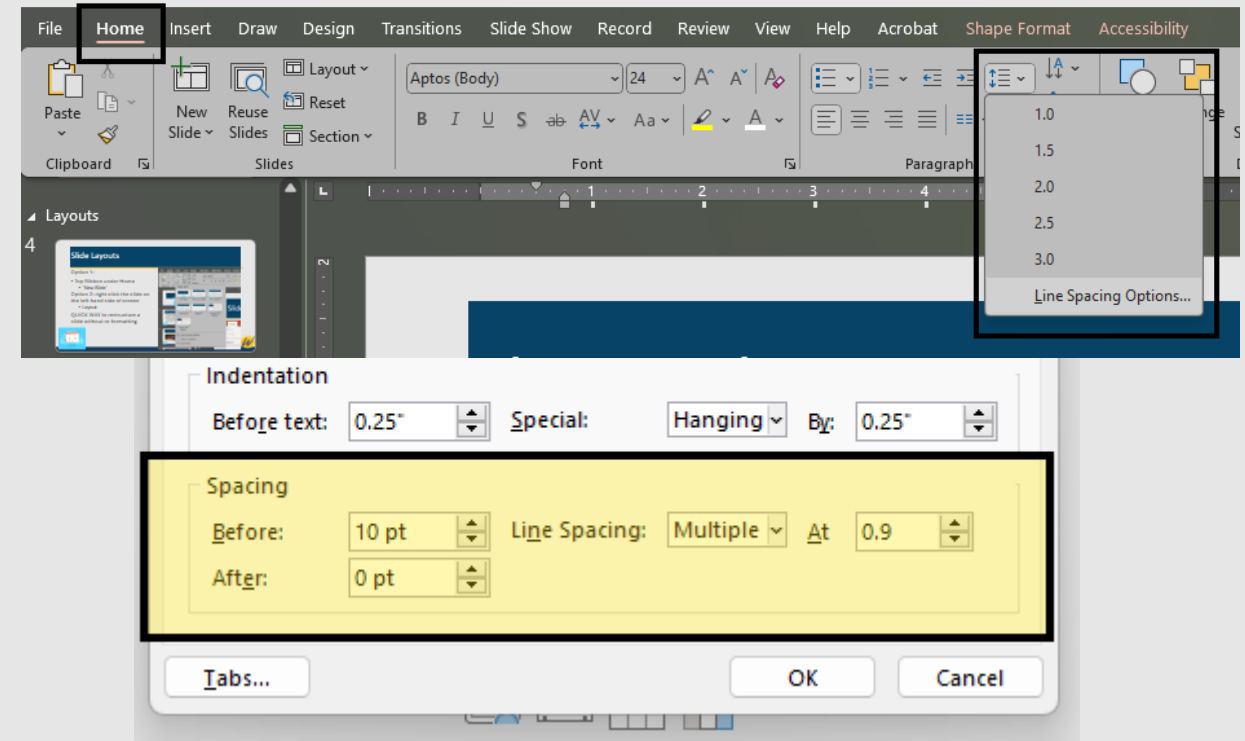
# Know Your Ribbon

- Justify
- Text Alignment
- Upper Case (Change Case)



# Line Spacing: A better way to format

- DO NOT USE THE SPACE BAR TO FORMAT.
  - Difficult to clean up.
  - Every space is read by the screen reader.
- USE "Line Space Option"
  - Home Ribbon – Paragraph – Line Space Option



# Organize with Sections

- Sections organize slides into meaningful groups.
- Add a section
  - Right-click between slides
    - select **Add Section**.
  - **Rename Section**
  - To collapse a section, click the triangle next to the section name.
  - The numeral by the section name shows the number of slides in that section.
- Move or delete a section
  - Select View - Slide Sorter.
  - To move a section
    - drag the section title to where you want it.
  - To delete a section
    - right click and select Delete.

# SLIDE LAYOUT VIEW BOTTOM OF THE SCREEN (RIGHT HAND SIDE) THE FOUR SQUARES

▲ AUCD Coffee Chat PowerPoint Training

**CEDC COFFEE CHAT**

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Tools To Save You Time And Support Accessibility

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**PRESENTER**

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**4 TOOLS GO A LONG WAY**

- Master Slides
- Slide Layouts
- Sections
- Accessibility Checker

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▲ Helpful Settings

**NEAT SETTINGS – FONT SIZE**

- Automatically keep your fonts an accessible size.
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- Minimum font size 20, larger if projecting presentation to live audience.
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- Uncheck auto fit.

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**MORE NEAT SETTINGS**

- Turn off Designer (Design Ideas)
- Design ideas are not accessible
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- Uncheck the "Automatically show me design ideas"

5

**ACCESSIBILITY OPTIONS**

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- Check:
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▲ Layouts

**MASTER – LAYOUT - SLIDE**

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- Controls slide layouts.
- Slide Layout
- Pre-formatted slide designs.
- Slide
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**SLIDE MASTER**

- Control everything!!
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- Bullets.
- Spacing and Alignment.
- Factors, Page Numbers, Dates.
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- Parent (Almost) All child slides inherit the changes.
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**ACCESSING MASTER SLIDES – (LET'S ADD A LOGO)**

Ribbon Tab: View

- Slide Master.

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**SLIDE LAYOUTS**

Option 1:

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- "New Slide."

Option 2: right click the slide on the left-hand side of screen.

- Layout.

Quick way to restructure a slide without re-formatting.

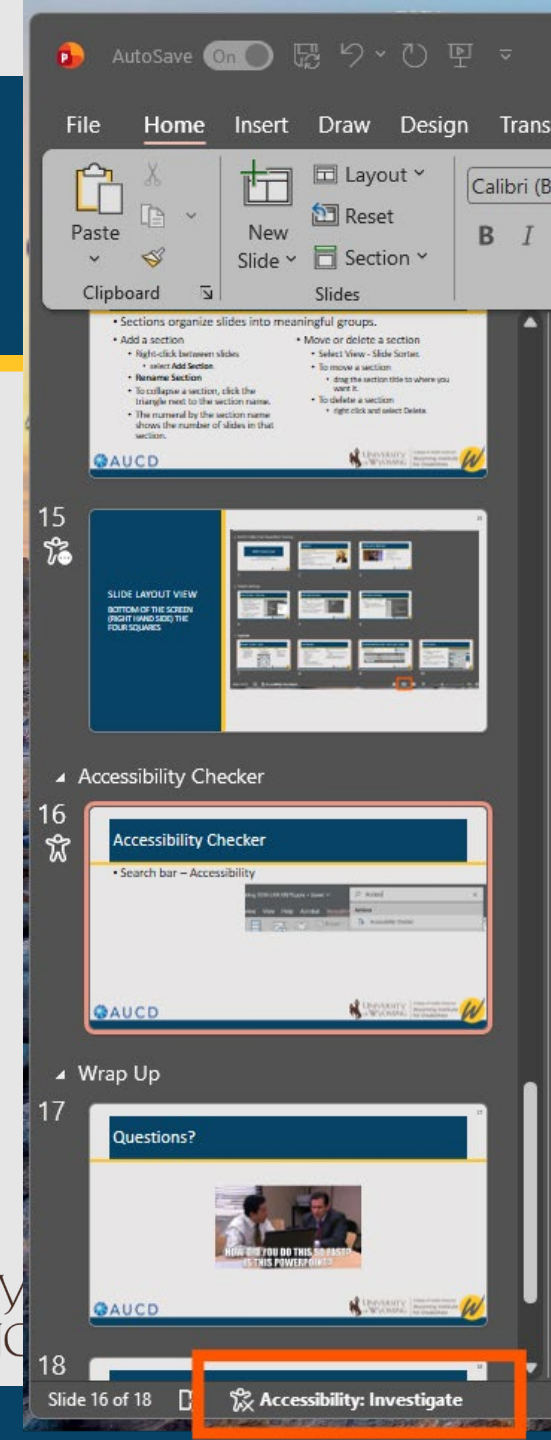
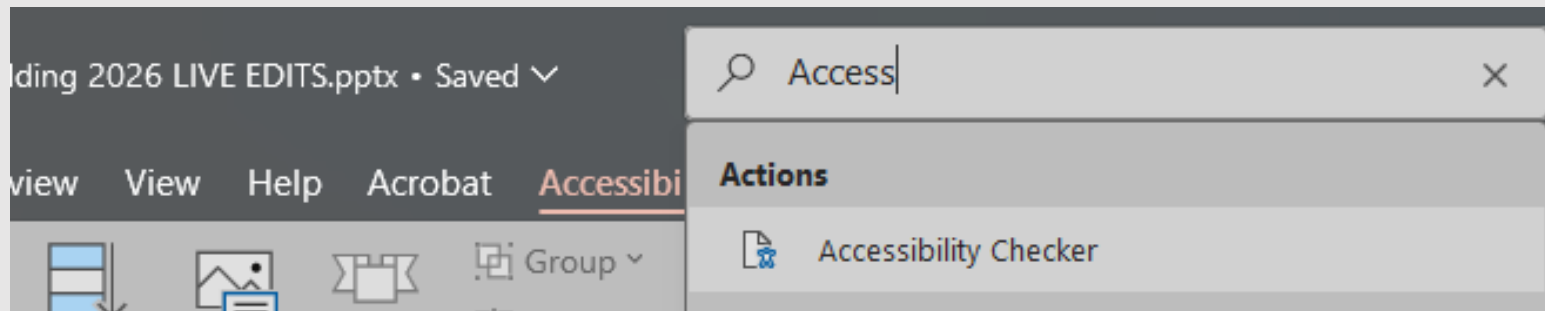
10

Slide 7 of 16 Accessibility: Investigate

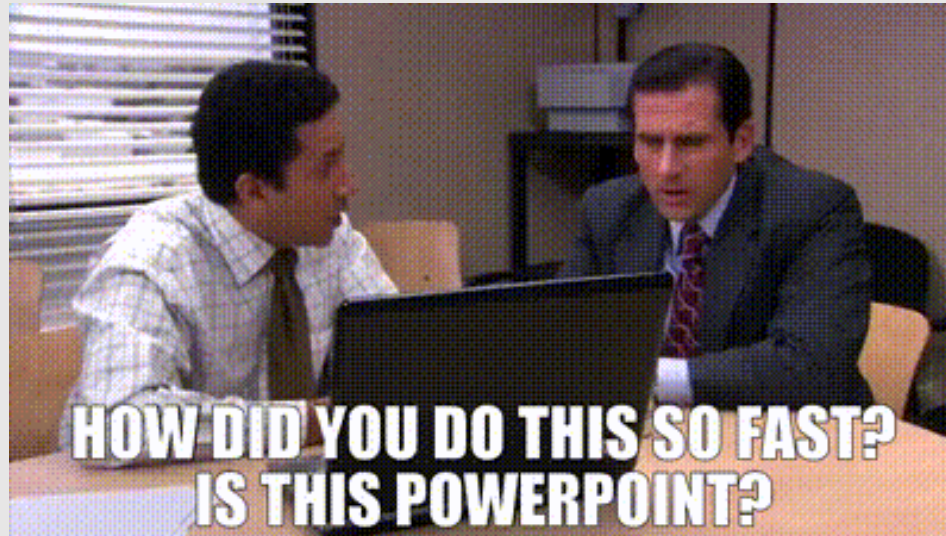
70%

# Accessibility Checker

- Search bar – Accessibility
- OR
- Bottom left of PowerPoint click
    - "Accessibility: Investigate"
    - (MUST be enabled under File-Options settings to show up!)



# Questions?



# Coming Up Next

- July 16, 2026: PowerPoint Reflection
  - Bonus: PowerPoints for Poster Presentations