

# PowerPoint Tips & Tricks for Translators



Seventh Annual ATA GLD Members in Europe Workshop  
Erfurt  
February 7-9, 2020

# Agenda

1. Tips for translating in someone else's files
  - Selecting objects
  - (Seemingly) 'unselectable' objects
  - Aligning & moving objects
  - Translating in diagrams
2. The basics of animation
  - Why animate?
  - How to animate your own presentation
  - Animation ideas & having fun with pictures

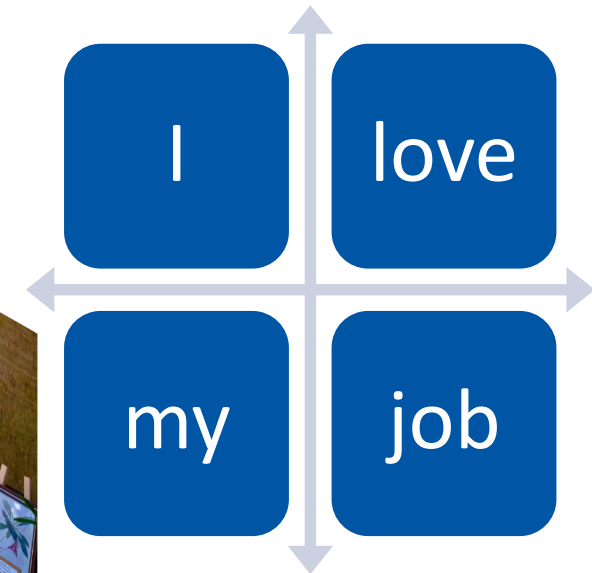


## Selecting objects (1)

# Translators rule



- Left click to select object
  - Multiple objects: continuously press CTRL, right click each object until all desired objects are selected
  - Keep it pressed and click again to deselect an object selected by accident
  - To select text box: click on the frame



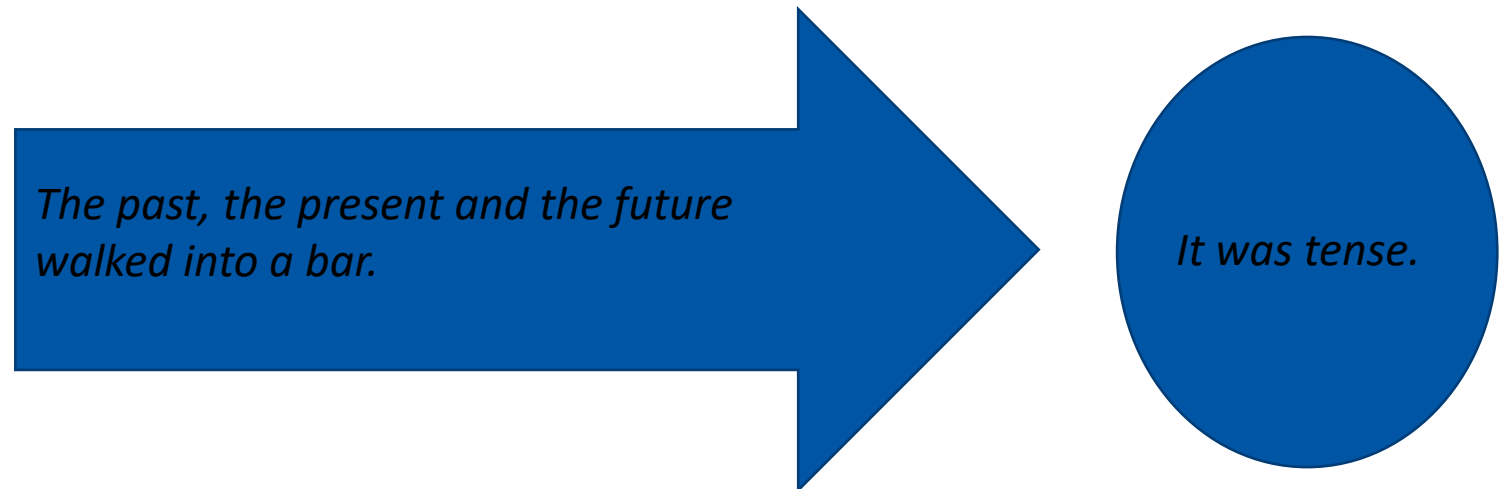
## Selecting objects (2)

Lasso/box – start outside the slide (or on slide but avoiding other objects), hold left click and move the mouse - lasso desired object(s)

To select everything on page, to change the language, for example, use same shortcut as Word: CTRL + A

Cursor placement is important:

- In text box, entire text is marked
- Outside text box, all elements on page are marked





# ‘Unclickable’ objects that can’t be selected (1)

If the text/object is on every page, check:

- Ansicht/View, then select Folienmaster/Slide Master
  - There may be more than one master in a presentation, so make any necessary changes on each one

If that doesn’t work, try double clicking the Notizenmaster/Notes Master

Still not it? Try Hintergrund formatieren/Format Background

# ‘Unclickable’ objects that can’t be selected (2)

- It’s not on the master, so where is it?
  - A slide may have objects in layers, so another object may be in front of it: Go to Start/Home – Anordnen/Arrange
  - The object may be totally or partially in the background, try moving it completely forward or just by layers
    - In den Vordergrund/Bring to Front and Ebene nach vorne/Bring Forward

Text to be translated

More text to be translated

Übersetzer



TRANSLATOR



TRANSLATE



DICTIONARY



SIGN LANGUAGE  
INTERPRETER

# Aligning & moving objects

Accidentally moved something and it's too late to undo?

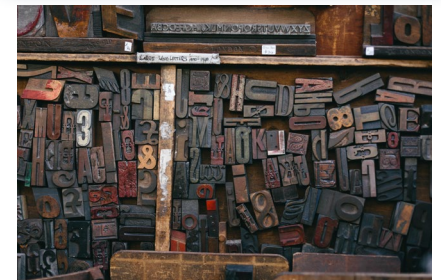
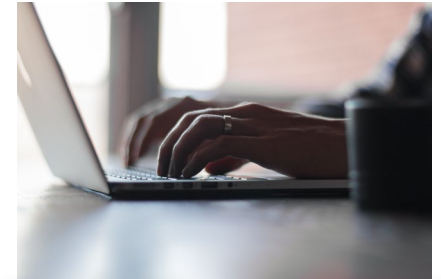
Go to Start/Home and then Anordnen/Arrange.

Here you can:

- Center the objects you have selected vertically or horizontally
- Align them on the left or right side, top or bottom
  - Move them using the arrow keys

To move objects in very small increments, press and hold CTRL while pressing the arrow keys.

When you freely move text boxes or objects, PowerPoint shows you a line when it aligns with another object.





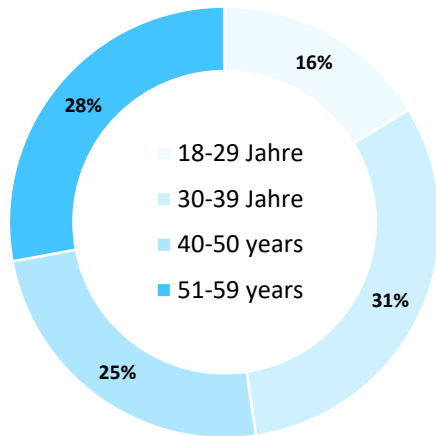
# Translating in diagrams (1)

## Tips:

Before you start, copy a page (Ansicht/View → Foliensortierung/Slide Sorter → copy/paste or CTRL + left click & move the mouse to right or left) so in case you make a mistake, you still have the original.

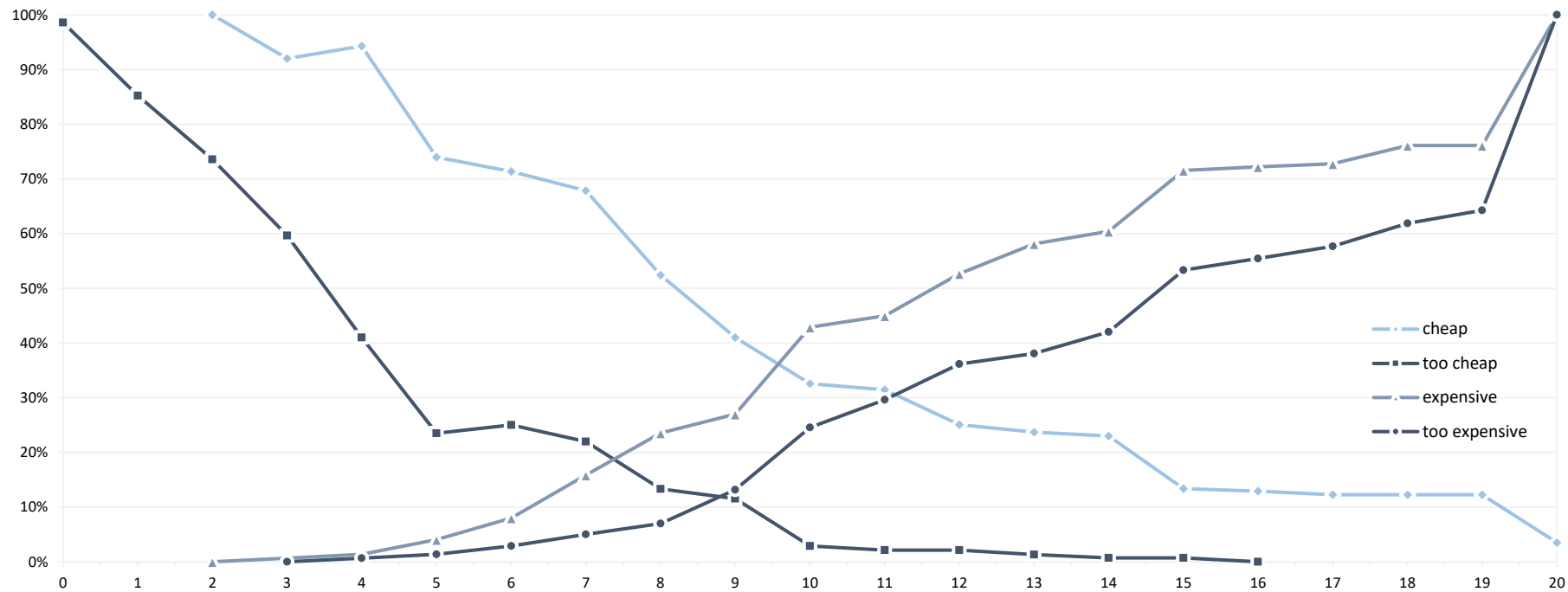
Find & Replace does not work on graphics, nor does changing the language of the page with Select All.

## Translating in diagrams (2)



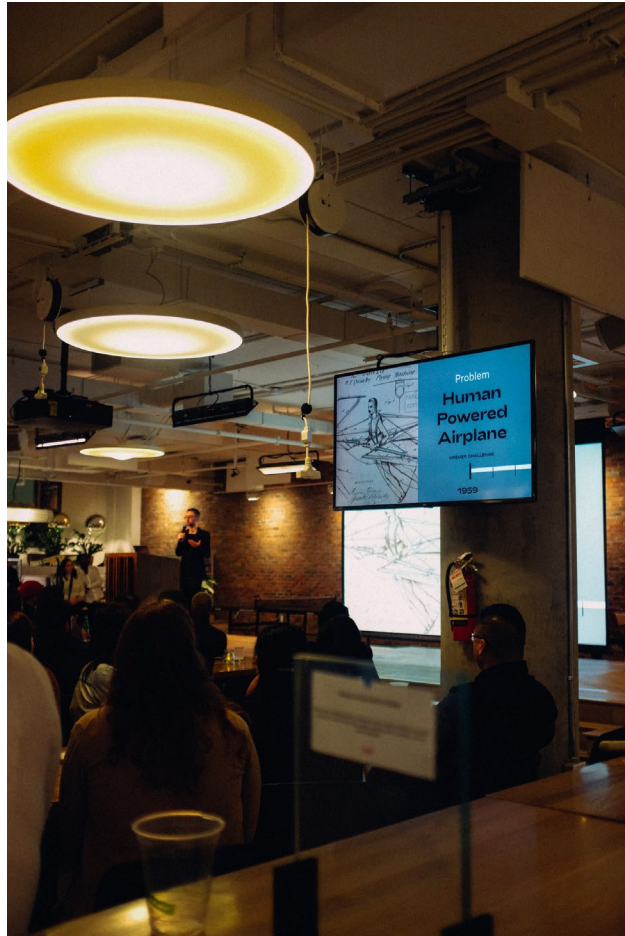
Right click on the diagram, select Daten bearbeiten/Edit Data. An Excel file will open and you can make the changes in there. Close the diagram after making your changes. The undo command will not undo any changes you have made once you have closed the file with the changes.

# Translating in diagrams (3)



# Why animate?

Animation makes any presentation more interesting to look at, whether it's school outreach, client acquisition materials, presenting at a conference, etc., and you look more professional!



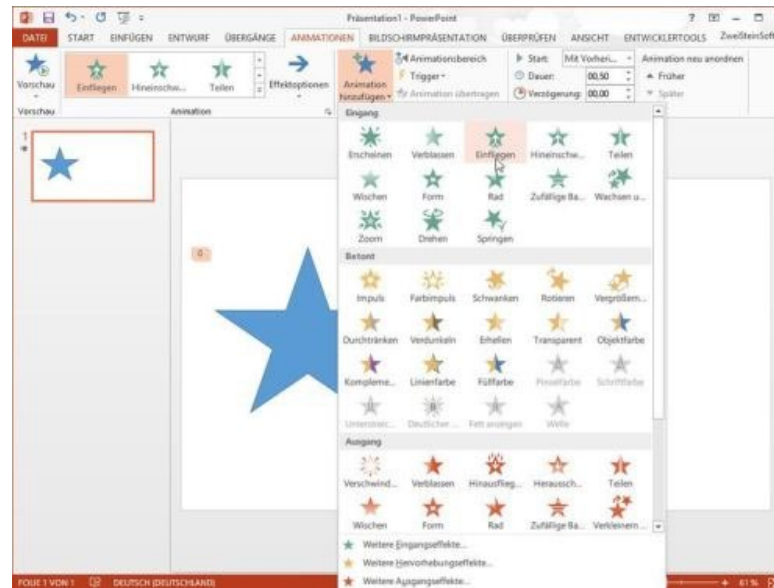
Studies show people experience tension when things are left incomplete, so you can keep the audience involved by revealing information in parts.



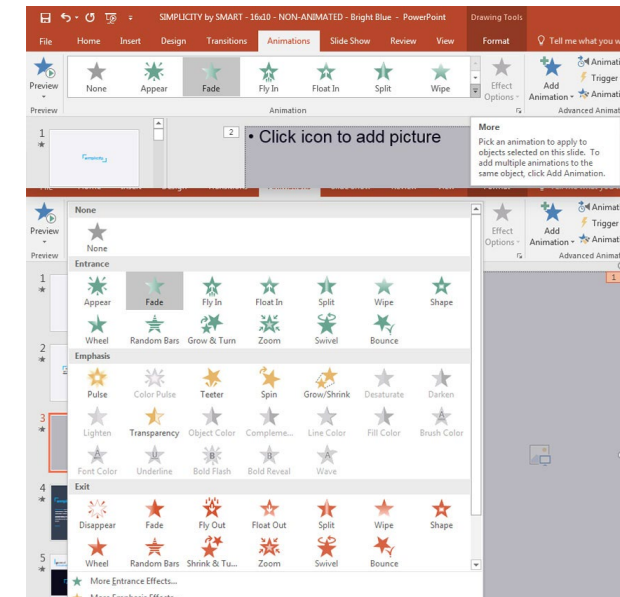
# How to animate your presentation

Click the first element, point, text box, etc. on your slide. Then select your animation in Animationen/Animation.

Define each element's animation and the order in which they should appear.



Repeat for all elements on the slide that you want to animate. Make sure you preview the entire slide's animation and make any necessary changes.



**IMPORTANT: Do not over-animate!** It distracts from the content, and over-animation is a sure sign of a newbie.



# Let's animate – practice page

## How to Become a Translator: 7 Steps to Your Dream Job\*

- Study your source language extensively. First, you must select a language and study it extensively.
- Get specialized training.
- Get certified.
- Target a specific industry and learn industry-specific terms.
- Hone your computer skills.
- Get some experience.
- To further grow your career, learn more languages.

*\*Source: <https://www.fluentu.com/blog/how-to-become-a-translator/>*

# Animation ideas

- Use SmartArt as a tool to divide your information into visual pieces. Select your text box of bullet points or paragraphs, and right-click, then choose Convert to SmartArt. Select a SmartArt graphic that contains horizontal boxes.

A linguistics professor was lecturing his class the other day.

“In English,” he said, “a double negative forms a positive. However, in some languages, such as Russian, a double negative remains a negative.

But there isn’t a single language, not one, in which a double positive can express a negative.”

A voice from the back of the room retorted, “Yeah, right.”

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# Playing with pictures





Any questions?



# Resources

## General information

- <https://www.thewindowsclub.com/powerpoint-tutorial-for-beginners>
- How to Learn PowerPoint Quickly (Complete Beginner's Guide):  
<https://business.tutsplus.com/tutorials/how-to-learn-powerpoint--cms-29884>
- PowerPoint for Dummies – shortcuts: <https://www.dummies.com/software/microsoft-office/powerpoint/powerpoint-2019-for-dummies-cheat-sheet/>
- Free 30-day PowerPoint demo: [https://www.chip.de/downloads/PowerPoint-2019\\_150188044.html](https://www.chip.de/downloads/PowerPoint-2019_150188044.html)

## Free pictures

- Unsplash.com
- Freepik.com



Thank you  
for your attention.

# Credits

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