COOL ^PowerPoint TRiCKS...

Semi-Transparent Shapes:

Very often in PowerPoint you may wish to place text or another element on top of a busy background. Creating a semi-transparent shape between the background and the element is a simple and very effective way to make the element stand out. Here is how you do it.

1. Draw a shape that you will place between the background and the object you wish to separate. **Insert > Shape**
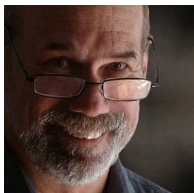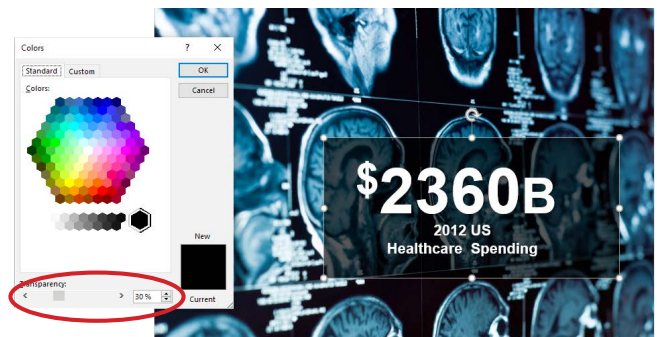
2. Send that shape backward so that it is between the two layers.
Select the shape; Format > Send Backward

3. Change the color of the shape (usually to black or white).
Select the shape; Format > Shape Fill > More Fill Colors

4. Finally, adjust the **Transparency Slider** at the bottom of the color pop up menu. (I usually start with 30 - 50%)

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Tom Nixon is a recognized authority on all things PowerPoint. Whether he is creating a high-stakes presentation for the CEO of a $40 billion company in India or leading a hands-on workshop for public health experts at the CDC in Atlanta, Tom knows how to build and deliver powerful, persuasive PowerPoint. For more information please visit TomNixonDesign.com, call 770.289.0752 or email tomn@tominxondesign.com to discuss.