Norwegian
Business School

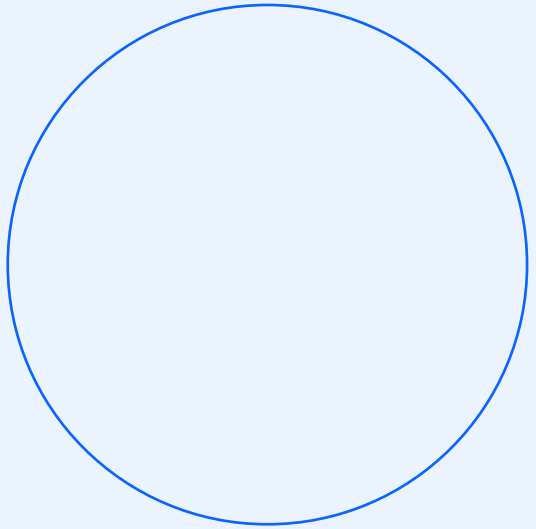
How to use the BI PowerPoint template

Quick tips for building presentations

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Getting started

Layouts and reusing old slides

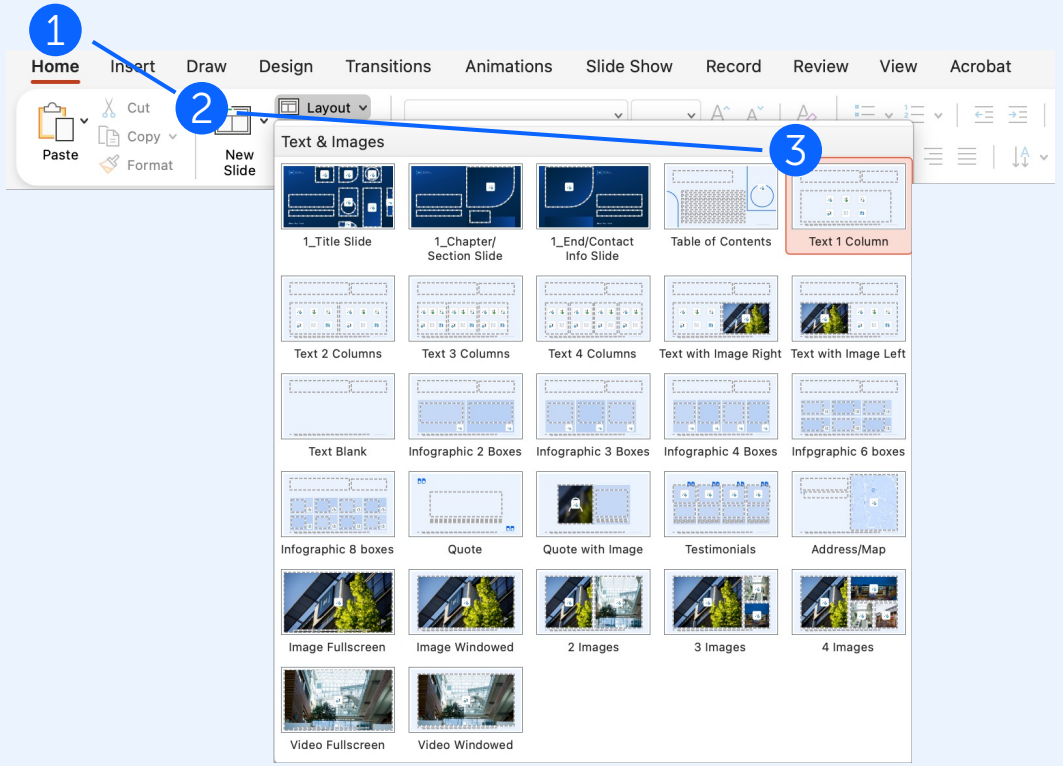
01

Getting started

Layouts come with the right fonts, colours and image frames

1. Go to the **Home** tab.
2. Select **Layout**.
3. Click the layout that fits your content.

Some layouts come with a **BI photo** placeholder. Keep it, replace it with your own, or pick a layout without an image.



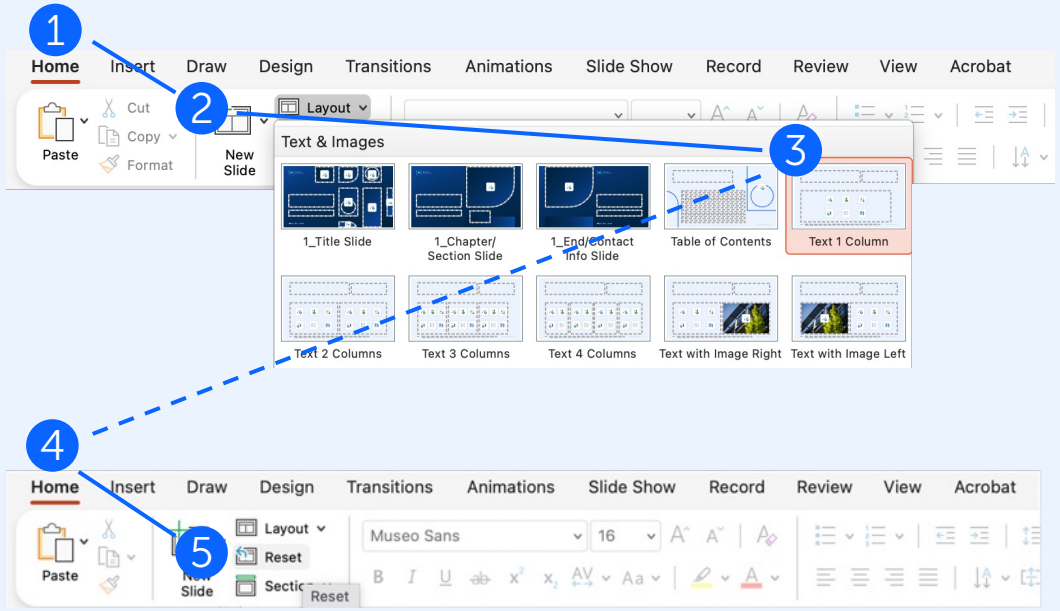
How to update old slides and presentations with the new template

Pasted slides keep their old look until you give them a template layout.

First, create a new presentation from the BI template. Copy the old slides and paste them into it.

Then, for each pasted slide:

1. Go to the **Home** tab.
2. Select **Layout**.
3. Pick the layout that matches the content.
4. Go back to the **Home** tab.
5. Select **Reset** so the slide takes the template formatting.



Might look a little different on Windows/Mac/Online

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Working with text

Bullets, line breaks and placeholder text

02

Bullets and soft breaks

Text starts as plain paragraphs.
Add bullets, lists or breaks when needed

1. Mark text and press **Tab** to turn the line into a bullet.
2. Press **Shift+Enter** for a new line inside the same bullet or paragraph.
3. Press **Enter** to create a second bullet
4. Mark text and press **Shift+Tab** to remove bullet

Line of text.

- Line of text **with "tab"**
  Line with **"Shift+Enter"**
- Line with normal **"Enter"**

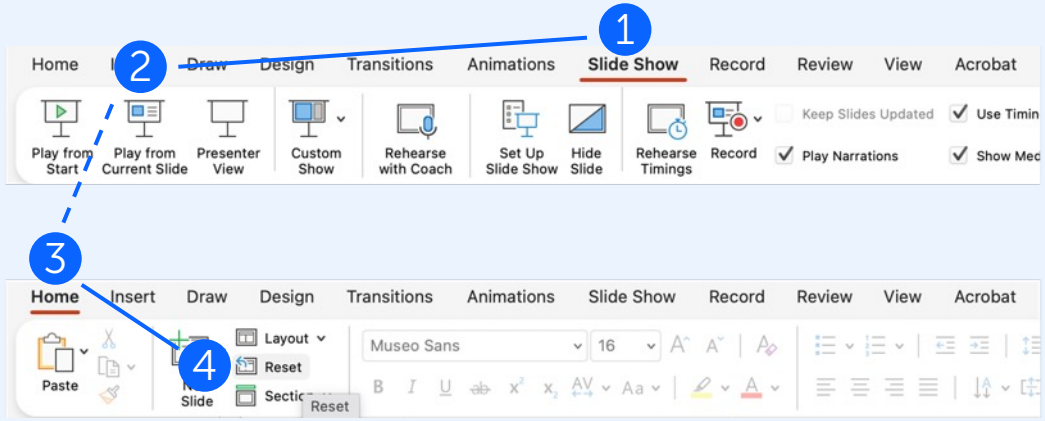
Line with **"Shift+Tab"**

Placeholders text boxes

Prompts like “Click to add text” only show while you edit, never in presentation mode

1. To check, go to the **Slide Show** tab.
2. Select **From Current Slide** (Mac: **Play from Current Slide**). Unused placeholders don’t appear.
3. Deleted one by mistake? Go to the **Home** tab.
4. Select **Reset** to bring it back.

Fill the placeholders you need and leave the rest.

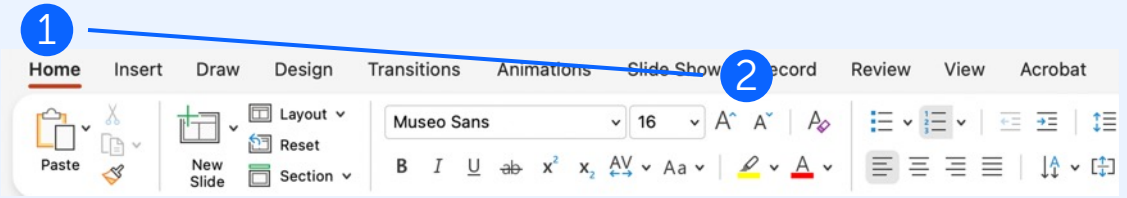


Might look a little different on Windows/Mac/Online

Tools for resizing text and keeping a consistent look across slides

Size consistency across slides makes the deck look professional.

1. Select the text, then go to the **Home** tab.
2. Select the large **A** to make text bigger, or the small **A** to make it smaller. Each click moves one step.



Shortcut font size: **Ctrl+Shift+>** and **Ctrl+Shift+<**
On Mac, use Cmd instead of Ctrl.

Use the same size for titles, and for body text, across the deck, or at least on the same slide.

Use **Shift+Enter** for line breaks.

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Icons and charts

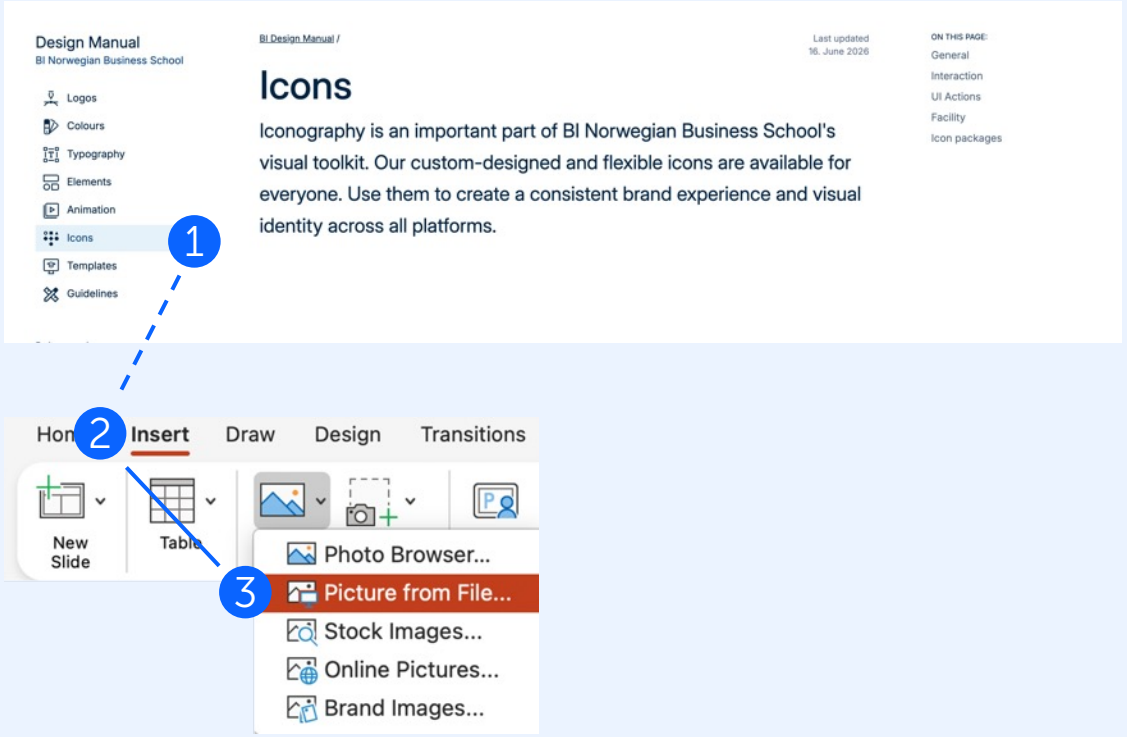
03

Need a BI Icon for your presentation?

The BI icon library matches the template's style and colours.

1. Go to design.bi.no/icons, find the icon you need and download it as .png.
2. In PowerPoint, go to the **Insert** tab.
3. Select **Pictures** and then **Picture from File**.

You can also drag the file straight onto the slide.



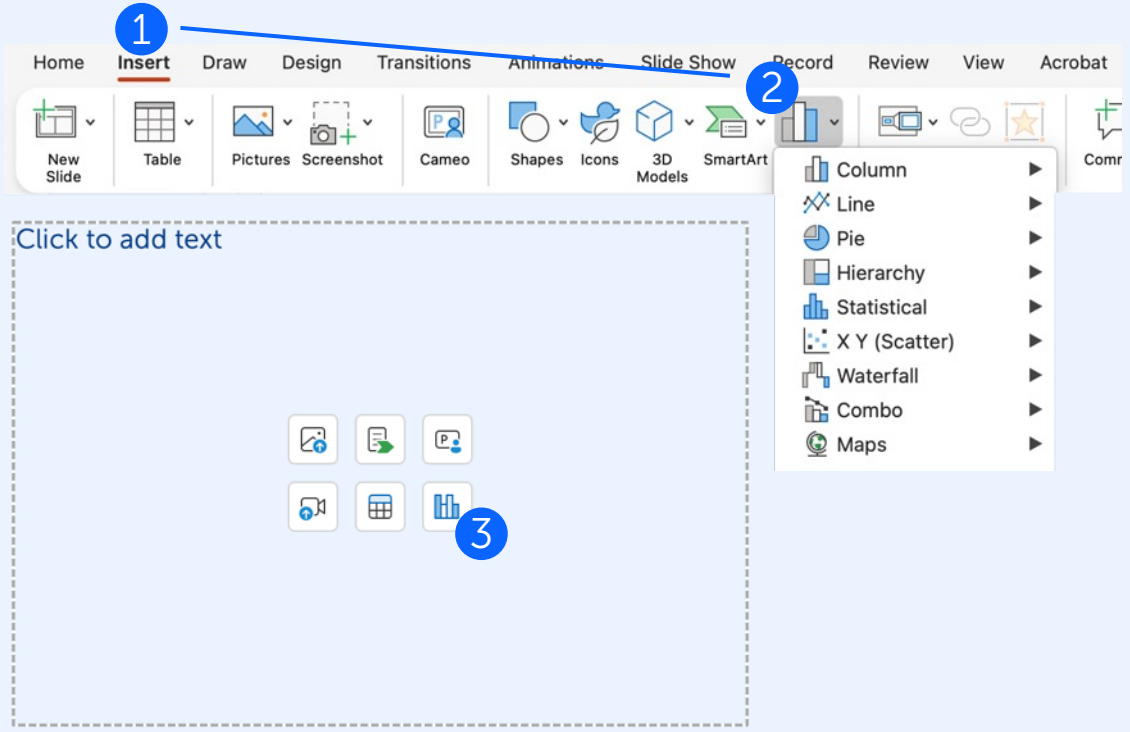
Might look a little different on Windows/Mac/Online

Charts

The BI palette is built into the template, so new charts need no recolouring.

1. Go to the **Insert** tab.
2. Select **Chart** and choose a chart type.
3. Or select the **chart icon** inside a content placeholder.

Enter your data in the sheet that opens. The chart uses BI colours from the start.



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Working with images

Crop and compress pictures

04

Crop pictures to fit and frame images

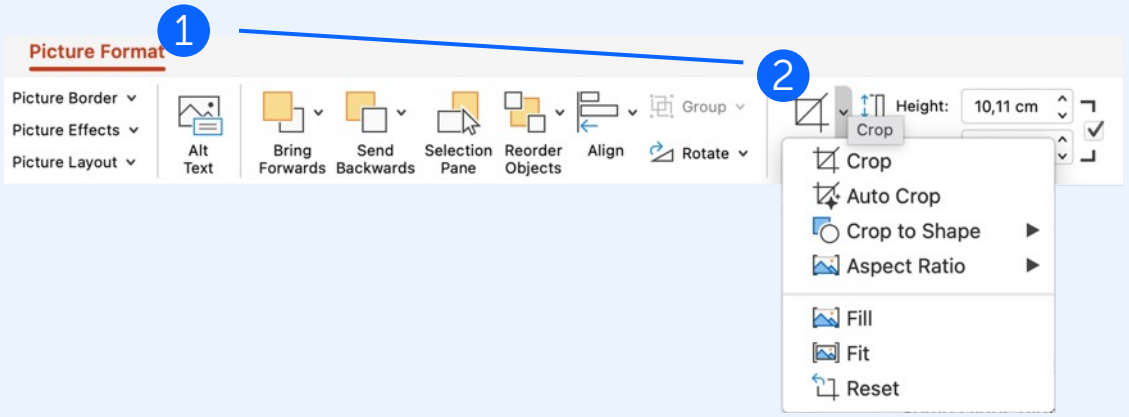
Cropping cuts away what you don't need and lets you create a custom frame size.

1. Select a picture and go to the **Picture Format** tab.
2. Select **Crop**. To fill a frame exactly, select the arrow under Crop and choose **Fill**.

Drag the black crop handles inwards to cut away the edges.

Drag the picture inside the frame to choose which part shows, for example to centre a face.

Click outside the picture to finish.

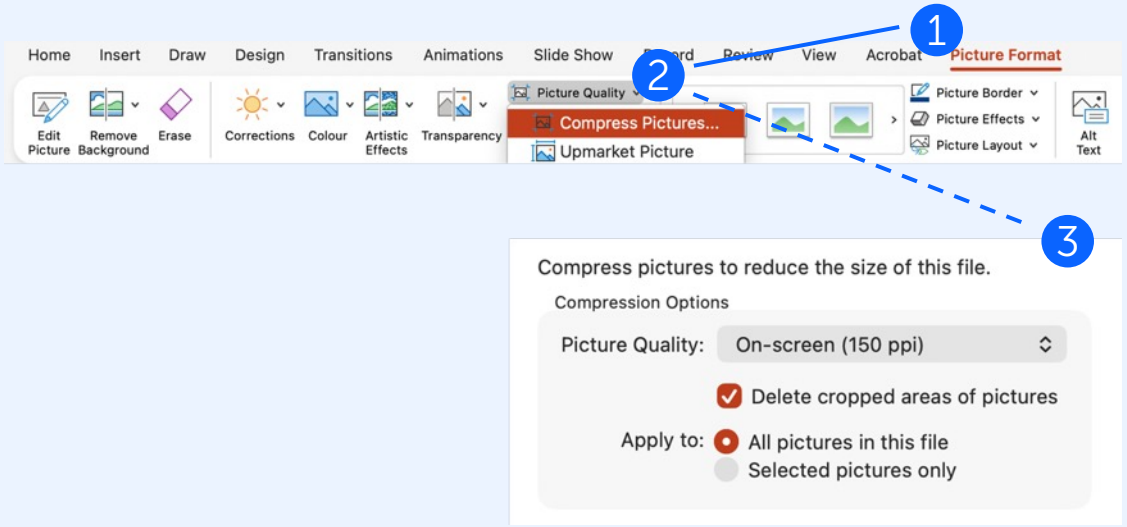


Compress pictures to keep the file size low

Large photos make a file slow to open and hard to email. Compressing shrinks them with no visible loss on screen.

1. Select any picture and go to the **Picture Format** tab.
2. Select **Compress Pictures**.
3. In the window, work from the top:
   Choose **On-screen (150 ppi)**.
   Tick **Delete cropped areas of pictures**.
   Choose **All pictures in this file** and select **OK**.

Crop your pictures first, as deleted cropped areas can't be brought back.



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Arranging objects

Align, group and select objects

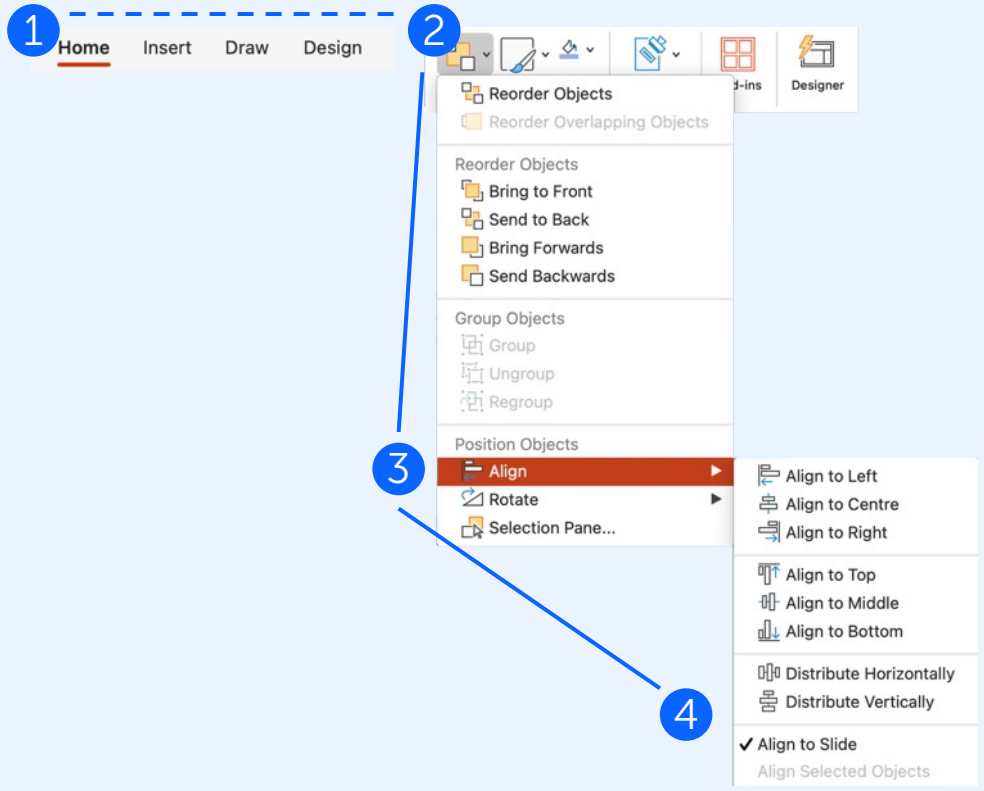
05

Align tool

Align, text, boxes, objects and more. Keeping things aligned give a clear visual read and a professional look.

First, hold **Shift** and click each object you want to line up.

1. Go to the **Home** tab.
2. Select **Arrange**.
3. Select **Align** and pick an edge or centre, such as **Align Left** or **Align Middle**.
4. Select **Distribute** to space three or more objects evenly, or tick **Align to Slide** to place an object on the slide itself.



Group objects to move, align and scale them as one

A group keeps its parts in place relative to each other, so a diagram never comes apart when you move it.

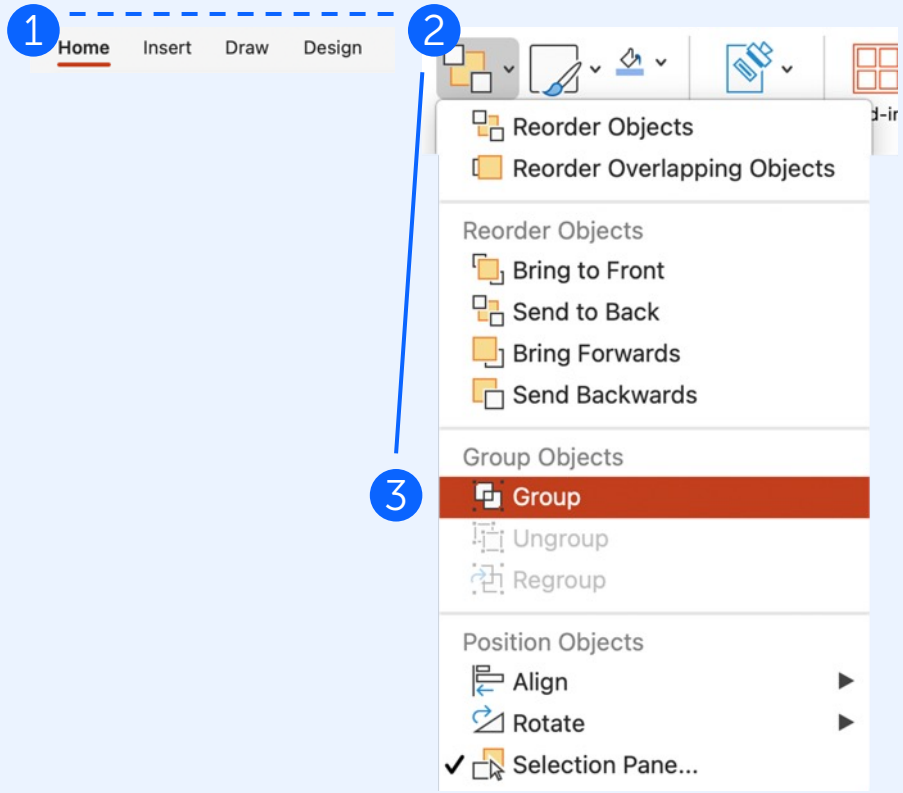
First, hold **Shift** and click each object you want in the group.

1. Go to the **Home** tab.
2. Select **Arrange**.
3. Select **Group**.

Shortcut: **Ctrl+G** (Mac: **Cmd+Option+G**).

Move, align or resize the group as if it were one object. To edit one part, click the group and then click the part.

To split the group, select **Ungroup** or press **Ctrl+Shift+G** (Mac: **Cmd+Shift+Option+G**).

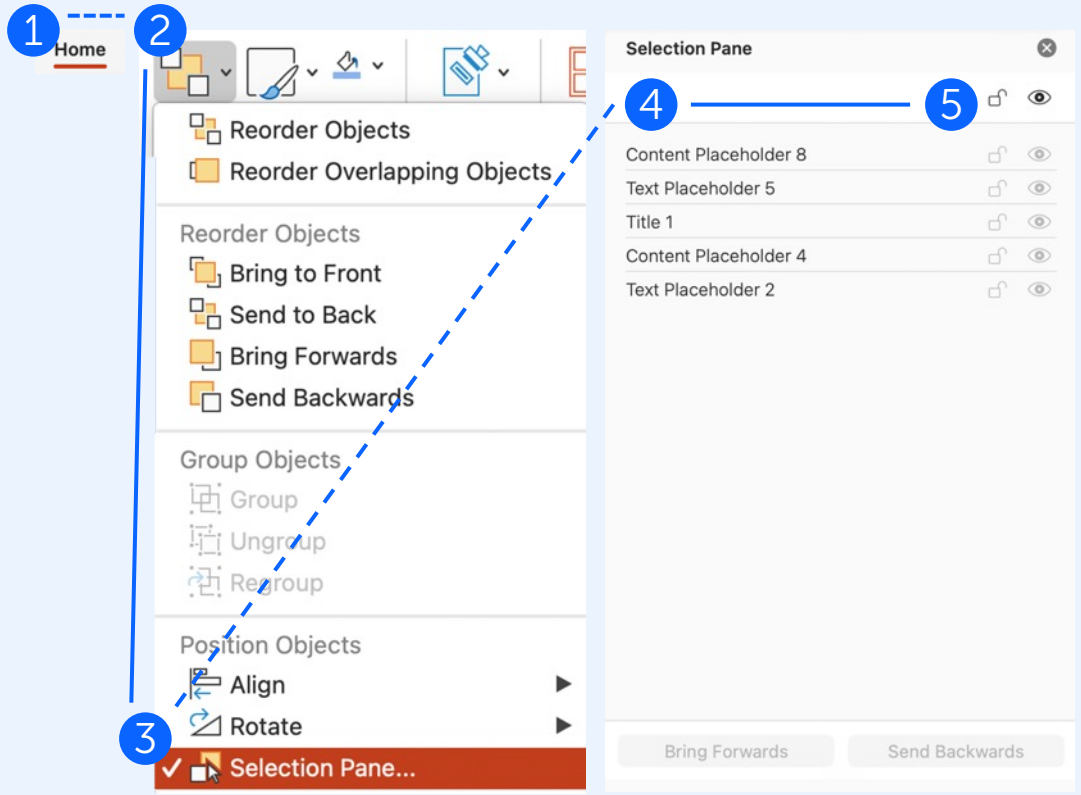


The Selection Pane lists every object on the slide as a layer

Use it to grab objects hidden behind others, change which one sits in front, and hide or lock layers.

1. Go to the **Home** tab.
2. Select **Arrange**.
3. Select **Selection Pane**.
4. Click a name in the list to select that object, even when it sits behind another.
5. Select the **eye** icon to hide an object, or the **lock** icon so it can't be moved by accident.

Drag names up or down to change the order. The top of the list is in front.



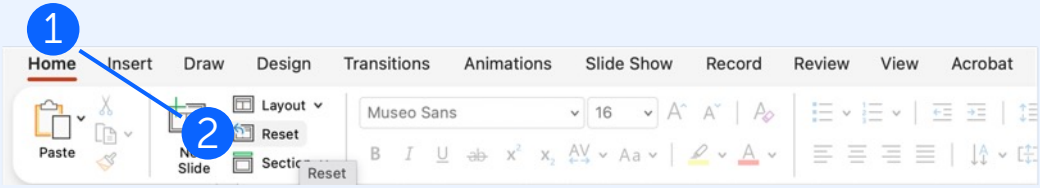
Reset puts a slide back to its default layout

Your text and images stay. Only position, size and formatting go back to the template.

First, select the slide that looks off.

1. Go to the **Home** tab.
2. Select **Reset**.

Placeholders snap back to their default position, size and formatting.



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Infographic boxes

Tips and tricks

06

Infographic boxes

Tips for getting the most out of the infographic box slides. They come in 2, 3, 4, 6 and 8 box versions.

Place body text inside the box. You don't need to resize or change the text.

Need a heading?

Type the heading, make it bold and press **Shift+Enter** twice after it. Change the size if needed, but keep sizes consistent.

100%

To show a key number, make it bigger with the **A** buttons next to the font size.

Need an icon?

An icon can help explain or emphasise your point. Download one from design.bi.no/icons and place it in the picture box in the lower right.



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AI and add-ins

Connect AI and other systems to your presentation

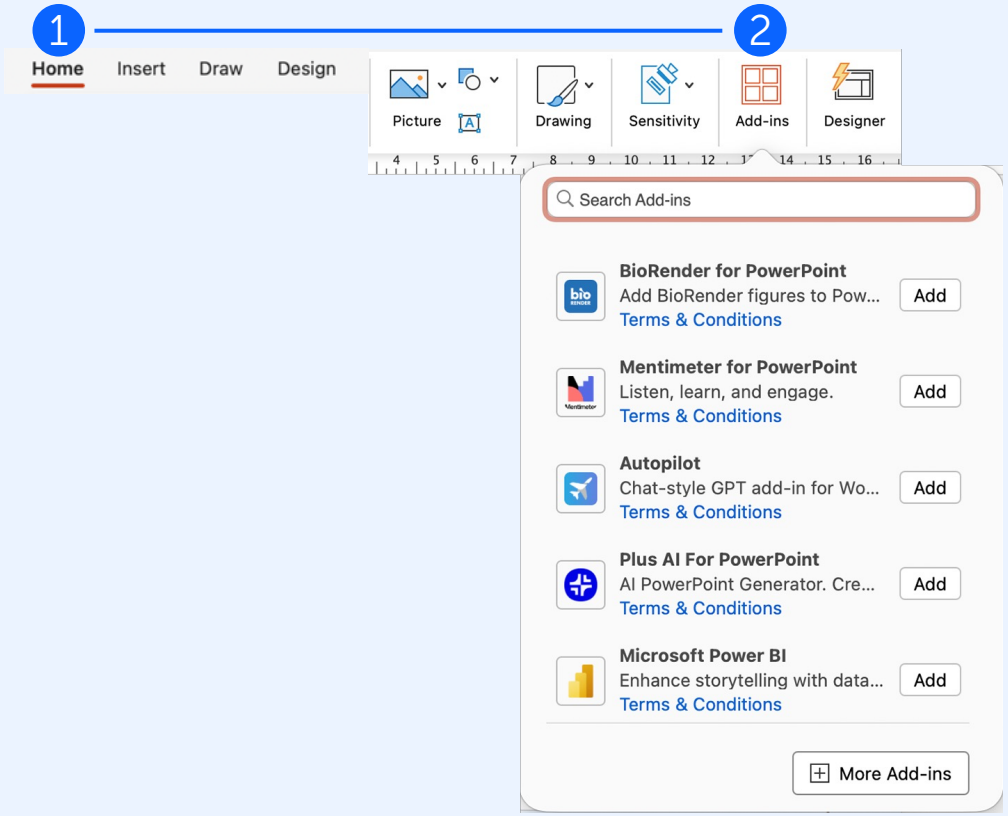
07

AI and add-ins

Add-ins are plugins for Office. Use the add-ins panel to browse third party tools you can use in your presentation.

1. Go to the **Home** tab.
2. Select **Add-ins.**

The add-ins panel work like an app store for your office programs. You can connect you favourite AI chatbot, like Claude or ChatGPT. You can also add other third-party apps like, Mentimeter, Power BI and more.



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Quick reference

08

Quick reference

Pick a layout	Home > Layout
Reuse old slides	Paste into a template deck, then Home > Layout, then Reset
Add or remove bullets	Tab adds a bullet, Shift+Tab removes it
New line, same bullet	Shift+Enter
Change text size	Home > A buttons, or Ctrl+Shift+> / < (Mac: Cmd)
Placeholder text	Unused placeholders don't show in Slide Show
Icons	Download .png files from design.bi.no/icons
Charts	Insert > Chart. BI colours are built in
Crop pictures	Picture Format > Crop
Shrink file size	Picture Format > Compress Pictures
Line objects up	Home > Arrange > Align
Group objects	Ctrl+G (Mac: Cmd+Option+G). Add Shift to ungroup
Find, hide or lock layers	Home > Arrange > Selection Pane
Slide looks off	Home > Reset