HACKS, TRICKS, AND SHORTCUTS...OH MY!
DISCOVER POWERPOINT TRICKS EVEN THE PROS DIDN’T KNOW ABOUT!

Taylor Cronquist

Thank You!
### Agenda

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THEORY</strong></td>
<td></td>
</tr>
<tr>
<td>#1</td>
<td>Make the case for speed</td>
</tr>
<tr>
<td>#2</td>
<td>Show you my setup</td>
</tr>
<tr>
<td>#3</td>
<td>Demonstrate some PowerPoint tricks</td>
</tr>
</tbody>
</table>

These Are Not Random Tricks...
Instead...
### Example of Content Heavy Slide

Operating metrics of acquisition target

<table>
<thead>
<tr>
<th>Facility</th>
<th>Years Owned</th>
<th>Sales (Million)</th>
<th>Square Feet</th>
<th>Staff</th>
<th>Sales / Foot ¹</th>
<th>Sales / Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>10</td>
<td>18.2</td>
<td>150,000</td>
<td>1,200</td>
<td>121.5</td>
<td>16,568</td>
</tr>
<tr>
<td>#2</td>
<td>5</td>
<td>15.5</td>
<td>140,000</td>
<td>950</td>
<td>110.7</td>
<td>16,316</td>
</tr>
<tr>
<td>#3</td>
<td>5</td>
<td>12.2</td>
<td>110,000</td>
<td>900</td>
<td>110.9</td>
<td>13,556</td>
</tr>
<tr>
<td>#4</td>
<td>3</td>
<td>11.1</td>
<td>100,000</td>
<td>900</td>
<td>111.0</td>
<td>12,333</td>
</tr>
<tr>
<td>#5</td>
<td>2</td>
<td>9.9</td>
<td>90,000</td>
<td>850</td>
<td>110.0</td>
<td>11,647</td>
</tr>
</tbody>
</table>

¹ Sales / Foot = Sales / Square Feet

2 Sales / Staff = Sales / Staff
### Example of Content Heavy Slide
Operating metrics of acquisition target

<table>
<thead>
<tr>
<th>Facility #</th>
<th>Years Owned</th>
<th>Sales</th>
<th>Square Foot</th>
<th>Staff</th>
<th>Sales / Foot</th>
<th>Sales / Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6</td>
<td>18.2 million</td>
<td>31,000</td>
<td>43,200</td>
<td>55.15</td>
<td>67.568</td>
</tr>
<tr>
<td>2</td>
<td>7</td>
<td>15.5 million</td>
<td>32,000</td>
<td>44,350</td>
<td>56.107</td>
<td>65.316</td>
</tr>
<tr>
<td>3</td>
<td>8</td>
<td>12.2 million</td>
<td>33,000</td>
<td>45,300</td>
<td>57.109</td>
<td>66.556</td>
</tr>
<tr>
<td>4</td>
<td>9</td>
<td>11.1 million</td>
<td>34,000</td>
<td>46,300</td>
<td>58.110</td>
<td>70.333</td>
</tr>
<tr>
<td>5</td>
<td>10</td>
<td>9.9 million</td>
<td>35,000</td>
<td>47,350</td>
<td>59.110</td>
<td>72.647</td>
</tr>
</tbody>
</table>

20 Mins to 2 Mins
Happy Hour!

Don’t get bent out of shape about the slides
Speed!

“Speed is on the keyboard”
- Taylor
“WOW...the QAT is a game changer! You aren’t joking that it’s the most underappreciated and underutilized tool in PowerPoint”.

- Charles
## Nuts & Bolts Speed Training
### Tools of the Trade

### Keyboard

<table>
<thead>
<tr>
<th>Esc</th>
<th>F1</th>
<th>F2</th>
<th>F3</th>
<th>F4</th>
<th>F5</th>
<th>F6</th>
<th>F7</th>
<th>F8</th>
<th>F9</th>
<th>F10</th>
<th>F11</th>
<th>F12</th>
<th>↓</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Backspace</td>
</tr>
</tbody>
</table>

| Tab | Q   | W   | E   | R   | T   | Y   | U   | I   | O   | P   |   |   |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     |     |     |     |     |     |     |     | Enter |

<table>
<thead>
<tr>
<th>Shift</th>
<th>Z</th>
<th>X</th>
<th>C</th>
<th>V</th>
<th>E</th>
<th>N</th>
<th>M</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Shift</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Fn</th>
<th>Del</th>
<th>01</th>
<th>Spacebar</th>
<th>Alt</th>
<th>Ins</th>
<th>Del</th>
</tr>
</thead>
</table>

### Mouse

- Track Pad
- Track Pad dot
Nuts & Bolts Speed Training
Tools of the Trade

Keyboard

Mouse

Nuts & Bolts Speed Training
Tools of the Trade

Keyboard

Mouse
Nuts & Bolts Speed Training
Tools of the Trade

Keyboard

Mouse
Nuts & Bolts Speed Training
Tools of the Trade

Keyboard

Mouse

Nuts & Bolts Speed Training
Tools of the Trade

Keyboard

Mouse
Now let's talk about my setup

Ribbon + Quick Access Tool Bar (QAT)
Ribbon guides vs. QAT guides

Ribbon Guides

QAT Guides
Using the Ribbon Guides
Adding, removing or changing bullet points

QAT Setup
Ribbon guides vs. QAT guides

QAT Guides
#1: Does not have a keyboard Shortcut

#2: More than 4 or 5 ribbon guides deep
The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
Keyboard + QAT
(don’t forget your mouse)

Trick #1
Breaking Tables and Charts
(world class smart-cuts!)
Poll #1:
How long would it take you?

Trick #1: Breaking Tables and Graphs
Getting at your information!

### Historical Company Sales
USD Millions

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue</th>
<th>Net Income</th>
<th>Net Income %</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>1,041.0</td>
<td>18.3</td>
<td>1.8%</td>
</tr>
<tr>
<td>2011</td>
<td>1,308.0</td>
<td>19.4</td>
<td>1.5%</td>
</tr>
<tr>
<td>2012</td>
<td>2,000.0</td>
<td>39.9</td>
<td>2.0%</td>
</tr>
<tr>
<td>2013</td>
<td>3,068.0</td>
<td>73.7</td>
<td>2.4%</td>
</tr>
<tr>
<td>2014</td>
<td>3,967.0</td>
<td>106.4</td>
<td>2.7%</td>
</tr>
</tbody>
</table>
## Trick #1: Breaking Tables and Graphs
### Getting at Your Information

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</thead>
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<td>Revenue</td>
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</tr>
<tr>
<td>2014</td>
<td>3,967.0</td>
</tr>
</tbody>
</table>

### Poll #1:
How long would it take you?
- [ ] Less than 1 min
- [ ] Roughly 5 min
- [ ] Way more than 5 min
- [ ] All day
**Trick #1: Breaking Tables and Graphs**

Getting at your information!

**Historical Company Sales**

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<td>2.7%</td>
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</table>

**Historical Company Net Income**

<table>
<thead>
<tr>
<th>Year</th>
<th>Net Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>18.3</td>
</tr>
<tr>
<td>2011</td>
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</tr>
<tr>
<td>2014</td>
<td>106.4</td>
</tr>
</tbody>
</table>
**Trick #1: Breaking Tables and Graphs**

Bonus trick!

<table>
<thead>
<tr>
<th>Default Chart</th>
<th>Formatted Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td>USD Millions</td>
<td>USD Millions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<th>2012</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

That's Trick #1

Breaking Tables / Charts

(world class smart-cuts!)
Trick #2
Breaking SmartArt
(ayah...karate chop)

Poll #2:
How do you feel about SmartArt?

- Love It!
- Hate It!
- Don’t Care or Don’t Know What it is.
SmartArt
Great 4
Inspiration

NOT Great 4
Everything Else
It looks like SmartArt

**Trick #2: Breaking SmartArt**

Getting down into shapes, lines and text boxes

---

**Online and Offline Sales Channels**

- **Retail**
  - Retail through brick and mortar stores

- **In-store Kiosks**
  - In-store Kiosks offer customers a chance to checkout at a central location, pay for online and offline purchases at one time

- **Online**
  - Online through Staples.com, Quill.com, and StaplesLinks.com (e-procurement)

- **Mail-order**
  - Mail-order via Catalogs
**Offline Sales Channels**

- **Retail Locations**
  - Retail through brick and mortar stores

- **In-store Kiosks**
  - In-store Kiosks offer customers a chance to checkout a one central location, pay for online and offline purchases at one time

**Online Sales Channels**

- **Mail-order**
  - Mail-order via Catalogs

- **Online**
  - Online through Staples.com, Quill.com, and StaplesLinks.com (e-procurement)

---

**Trick #2: Breaking SmartArt**

Getting down into shapes, lines and text boxes

---

**Trick #2: Breaking SmartArt**

Fixing your hierarchies
Trick #2: Breaking SmartArt
Fixing your hierarchies

SmartArt
Great 4
Inspiration
That's Trick #2

Breaking SmartArt

(ayah...karate chop)

Trick #3

Breaking Bullets

(regardless of how you get them)
Poll #3
Do you use lots of bullets points and sometimes struggle to lay them out visually?

☐ Yes
☐ No

Most of the clients for whom I work WANT bullets and, in fact, the delivery of the type of information they supply is bullet-summary stuff...

...so the real challenge I've faced with is to take standard bullet slides and make them interesting, informative, attractive and conceptual.

-F. Burggraf
Trick #3: Breaking Bullets
Way to get lists of bullets

#1: Type
- The quick brown fox jumps over the lazy dog.
- The quick brown fox jumps over the lazy dog.
- The quick brown fox jumps over the lazy dog.
- The quick brown fox jumps over the lazy dog.
- The quick brown fox jumps over the lazy dog.

#2: Excel

#3: Outline View

#4: Shapes

<table>
<thead>
<tr>
<th>Regional Sales By Product</th>
<th>USD Millions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Region #1</td>
</tr>
<tr>
<td>Product #1</td>
<td>1,041.0</td>
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<tr>
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</tr>
<tr>
<td>Product #3</td>
<td>2,000.0</td>
</tr>
<tr>
<td>Product #4</td>
<td>3,068.0</td>
</tr>
<tr>
<td>Total</td>
<td>7,417.0</td>
</tr>
</tbody>
</table>
### Percent of Sales Per Category

- 42% - Office Supplies; services and others
- 30% - Office Automation (copiers, fax, etc.)
- 21% - Computers and associated products
- 7% - Office furniture (desks, chairs, etc.)
Trick #3: Breaking Bullets

Breaking Bullets with SmartArt

KOL Programs Lead Directly to Target Audience

<table>
<thead>
<tr>
<th>Incentive Program 1</th>
<th>Incentive Program 2</th>
<th>Incentive Program 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treat KOLs to Specially Designed VIP Theater Experience</td>
<td>Blog About Topics Relevant to Each KOL</td>
<td>Online Contest</td>
</tr>
<tr>
<td>1. Send tailor-made tickets</td>
<td>1. Identify topics</td>
<td>1. Design contest just for KOLS</td>
</tr>
<tr>
<td>2. Deck out the VIP room</td>
<td>2. Post article</td>
<td>2. Announce winner with fanfare</td>
</tr>
<tr>
<td>3. Introduce during the show</td>
<td>3. Link to KOLS</td>
<td>Prize: memorable Gala Dinner Experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Give the full VIP treatment</td>
</tr>
</tbody>
</table>
Trick #3: Breaking Bullets
Two variations of SmartArt

Option #1: Chevron List

- Incentive Program 1
  - Treat KOLs to Specially Designed VIP Theater Experience
  - Send tailor-made tickets
  - Deck our the VIP room
  - Introduce during the show
  - Create hashtag

- Incentive Program 2
  - Blog About Topics Relevant to Each KOL
  - Identify topics
  - Post article

Option #2: Vertical Bullet List

- Incentive Program 3
  - Online Contest
    - Design contest just for KOLs
    - Announce winner with fanfare
    - Prize: memorable Gala Dinner Experience
      - Provide designer hair & makeup styling session
      - Give the full VIP treatment

Trick #3: Breaking Bullets
KOL Programs Lead Directly to Target Audience

- Program #1
  - Treat KOLs to Specially Designed VIP Theater Experience
  - Send tailor-made tickets
  - Deck our the VIP room
  - Introduce during the show
  - Create hashtag

- Program #2
  - Blog About Topics Relevant to Each KOL
  - Identify topics
  - Post article
  - Link to KOLs
  - Offer ‘Thanks!’ coupon

- Program #3
  - Online Contest
  - Prize: memorable Gala Dinner Experience
  - Design contest just for KOLs
  - Announce winner with fanfare
  - Provide designer hair & makeup styling session
  - Give the full VIP treatment
Use SmartArt 4
Inspiration

That’s Trick #3
Breaking Bullets
(regardless of how you get them)
Trick #4
Photo Cropping
(to uniformity and beyond)

Poll #4:
How long would it take you?
Trick #4: Cropping and Resizing Photos
Using SmartArt with photos

Poll #4: How long would it take you?

- Less than 1 min
- Roughly 5 min
- Way more than 5 min
- All day

☑️
Trick #4: Cropping and Resizing Photos

Using SmartArt with photos

What happened to the picture
Trick #4: Cropping and Resizing Photos
Creating a transparent picture – one at a time

Trick #4: Cropping and Resizing Photos
Creating Multiple Transparencies at the Same Time
That's Trick #4

**Photo Cropping**
(my personal favorite)

---

Trick #5

**Breaking Shapes**
(doing the impossible!)
Poll #5: What’s the fastest way?

### Trick #5: Breaking Bullets
Getting at Your Information

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<thead>
<tr>
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<th>USD Millions</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Total</td>
<td>7,417.0</td>
</tr>
</tbody>
</table>
Poll #5:
What's the fastest way?

- Type the #s into Excel
- Mental arithmetic
- Use a calculator
- Other

---

### Trick #5: Breaking Bullets

Getting at Your Information

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Trick #5: Breaking Bullets
Breaking Back to Bullets!

Percent of Sales By Category

- 42% Office Supplies; services and others
- 30% Office automation (copiers; fax, etc.)
- 21% Computers and associated products
- 7% Office furniture (desks, chairs, etc.)
Trick #5: Breaking Bullets

Breaking Back to Bullets!

Percent of Sales By Category

- **42%**
  - Office Supplies; services and others

- **30%**
  - Office Automation (copiers; fax, etc.)

- **21%**
  - Computers and associated products

- **7%**
  - Office furniture (desks, chairs, etc.)
Trick #5: Breaking Bullets

Breaking Back to Bullets!

Percent of Sales By Category

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### Trick #5: Breaking Bullets

**Breaking Back to Bullets!**

<table>
<thead>
<tr>
<th>Percent of Sales By Category</th>
<th>Office Supplies: services and others</th>
<th>Office Automation (copiers; fax, etc.)</th>
<th>Computers + associated products</th>
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Breaking Back to Bullets!
### Trick #5: Breaking Bullets

Breaking Back to Bullets!

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Theory Recap:

- Speed
- Setup
Trick Recap:
1. Breaking table / charts
2. Breaking SmartArt
3. Breaking bullets

Trick Recap:
4. Cropping photos
5. Breaking shapes
Tip of the iceberg!

PowerPoint Speed Training
Make you 3X faster at PowerPoint!
No better course out there for you. Period.

Loving this!
I believe this course has saved me a night of working on PPT aligning everything and still having crazy objects here and there. Instead I went to bed at 10 and had no issues with the presentation! Thanks guys!

- Anastasia
Bonuses

For Attending...

- Speed Training Course ($98)

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