

PresentationXpert Webinar

“Presenting End of the Year Data Results: Hacks with Tables and Charts”

Thanks for joining our webinar, hosted by PresentationXpert, where Taylor covered hacks, tips and tricks for fast tracking through tables and charts (which he explains are difficult object classes in PowerPoint) to get the data visualization you are aiming for in your presentations.

This is the handout to accompany the webinar, in which we provide you with a few more ways to learn some of our best material, and where we cover the Quick Access Toolbar in more depth.

Enjoy!

Taylor & Camille
Co-Founders, Nuts & Bolts Speed Training

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#1: How to Save 40 Hours this Year in PowerPoint

Check out our free video mini-series, with 4 tricks (and a couple bonuses) that will help you fulfill the PresentationXpert New Year Resolution.... I guarantee you don't know half of these!

Save 40 Hours In The New Year
With These 4 Weird-Little PowerPoint
Hacks *That Work Like Crazy!*

With these hacks, you'll be able to:

- ➔ Generate thousands of layout ideas in seconds...
- ➔ Leverage Excel to build your PPT slides faster...
- ➔ Exploit a hidden PowerPoint picture "glitch"...

Free mini-series reveals all...and more!

➔ SHOW ME HOW
Click here to join the FREE training.

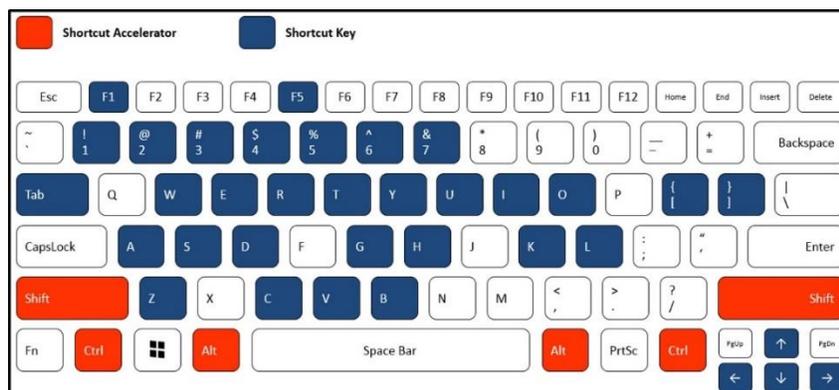
Click [here](#) or on the image to sign up.

#2: Tools of the Trade

Although the below tools sound obvious, we've found that a lot are leaving their LIVES on the table, when it comes to using these tools correctly, so don't take these for granted.

Keyboard:

The first key to speed is using your keyboard for just about EVERYTHING! You want to avoid splitting your hands as much as possible between your keyboard and your mouse. Learn your shortcuts, use your ribbon guides and set up your Quick Access Tool Bar (see below)



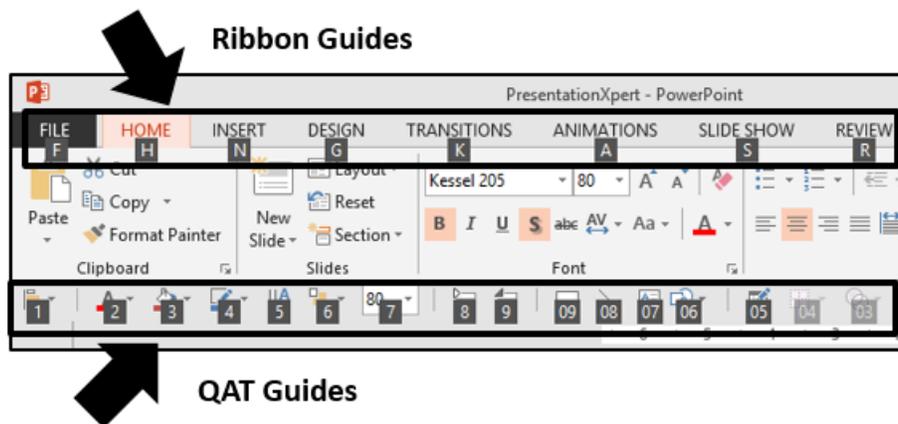
Dedicated Mouse:

Besides your keyboard, if you are using PowerPoint, you need a dedicated mouse.

Even with ALL of your keyboard shortcuts, PowerPoint is still a click and drag heavy program, so there are some things that are just plain faster with a dedicated mouse.

Note: Your track pad and/or the dot in the center of your keyboard DO NOT count as a dedicated mouse; using either one of them is SUPER slow. Only use them in extreme emergencies, like when sitting on a plane.

#3: Ribbon and Quick Access Toolbar (QAT) Guides



Ribbon Guides:

If you are using a PC version of PowerPoint, you can open the Ribbon guides by hitting and then letting go of the Alt key on your keyboard. The alphabetical guides across the ribbon act as visual shortcuts to the commands found across your Ribbon guides to the commands within your ribbon.

For example, using the Ribbon guides to open the bullets dropdown:

- #1: Hit and then let go of the Alt key – to open the Ribbon guides
- #2: Hit and let go of the H key – to open the Home tab commands
- #3: Hit and let go of the U key – to open the bullets drop down
- #4: Use the arrow keys on your keyboard to make your select and then hit Enter

Quick Access Tool Bar (QAT) Guides:

Hitting and letting go of the Alt key on your keyboard not only opens the Ribbon guides, but it also opens the QAT guides, which are represented by numbers (how many you have depends on how you’ve set up your QAT).

You can add commands to your QAT by right-clicking commands in the ribbon and selecting add to QAT.

The QAT is SUCH valuable real-estate (and there is only a little of it) there are a few strategy points you want to consider when adding commands to it:

QAT Strategy Point #1: Commands without a Dedicated Shortcut

The QAT is best reserved for hard to reach commands that do not have a CRL, SHIFT or ALT key already associated with them.

For example, the Copy (CTRL + C), Paste (CTRL + V) and Save (CTRL + S) commands are all useful, but because they already CTRL shortcuts associated with them, they are not good for the QAT.

QAT Strategy Point #2: Commands Exceeding 4 Ribbon Guides

The QAT is best reserved for hard to reach commands that exceed 4 Ribbon guides deep into the ribbon to access.

For example, the alignment tool is a great example of a command that is perfect for the QAT. It does not have a CTRL shortcut already associated with it, and access left alignment (for example) using the Ribbon guides is 5 keystrokes long. ALT, H, G, A, L for left alignment.

This is the kind of useful command you want to add to the QAT and I highly recommend adding it in the first position on the QAT.

QAT Strategy Point #3: Pay Attention to the Order



The QAT is best through as broken up into two sections. The numbers 1 through 9 and everything else after that.

You want to reserve the first ninth position for your MOST frequently used tools that are best accessed via the keyboard (they do not require the mouse to use). For example, the font color, shape fill, shape outline commands are perfect examples of these types of commands. They are frequently used, and do not require your mouse to apply them.

For anything after the ninth position, which requires two keystrokes to hit it, you want to place all your other frequently used commands and those that REQUIRE your mouse to interact with.

For example, the shapes gallery is a perfect example. You need to use it frequently, but as you need to draw the shape on your slide with your mouse after you select, there is no advantage to hitting it with your keyboard.

Additional Reading:

[PowerPoint Best Practices – Customize Your QAT](#) (blog post)

[Rapid-Fire Alignments](#) (YouTube Video)

#4: What's on our QAT

See how we've organized our QAT here at Nuts & Bolts, for maximum efficiency:



Keyboard Section

Mouse Section

- #1: The alignment Tool
- #2: Font color command
- #3: Shape fill command
- #4: Shape outline tool
- #5: More font options
- #6: the arrange tool
- #7: Font size command
- #8 Collapse all sections
- #9 Expand all sections

- #09: Rectangle
- #08: Line
- #07: Text box
- #06: Shapes gallery
- #05: Draw borders
- #04: Table borders
- #03: Merge shapes tool