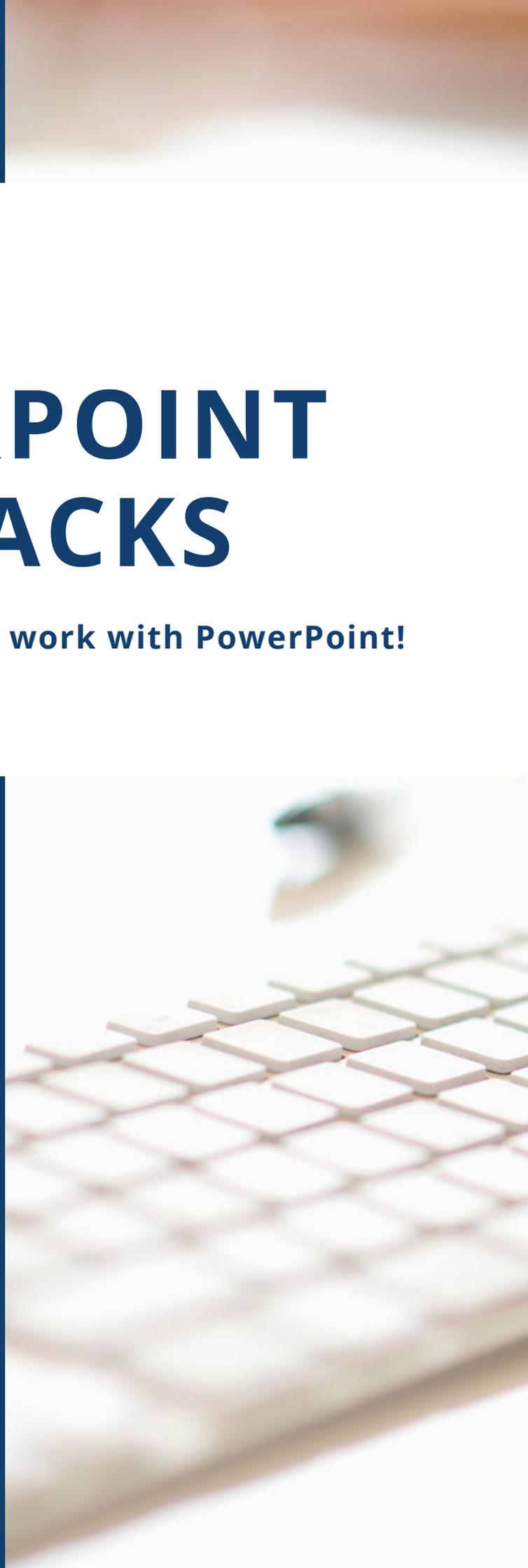


16 POWERPOINT EXPERT HACKS

that will change the way you work with PowerPoint!

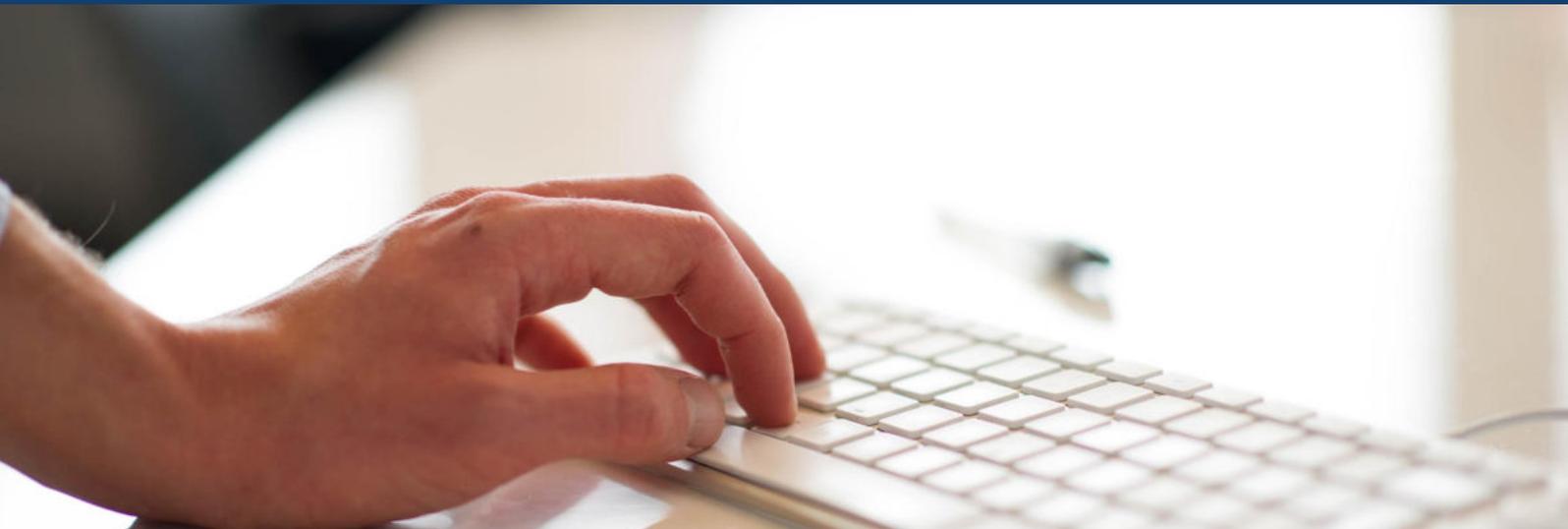


16 POWERPOINT EXPERT HACKS

Are you a PowerPoint expert?

You work with PowerPoint every day and know every PowerPoint hack and trick saving you precious time.

We're sure that we still have a few more expert hacks in store that you probably don't use and that can save you valuable time and help you produce better presentations.



16 POWERPOINT EXPERT HACKS

PowerPoint tips in general:

1. Useful PowerPoint shortcuts
2. Set up Quick Access Toolbar
3. Discover additional functions and commands on your own
4. Direct access to ribbon groups
5. Show and use the clipboard
6. Use layers like in Photoshop

Master and template areas:

7. Define an extended master text placeholder
8. Combine placeholders with individual shapes
9. Create your own shapes with the point editing function
10. Use shadows as spacers and style elements
11. Set colors of inverted bars in charts

Functional tips:

12. Links as actions and not as links
13. Use the zoom as a dynamic link
14. Use the morph effect
15. Create project plans without an add-in
16. Create mind maps with the help of anchor points

USING THE POWER OF AUTOMATION IN POWERPOINT

PowerPoint is used by millions of people every day. An average employee spends 20 hours a month with PowerPoint and 40 percent of that time is spent formatting. This is an average of eight hours per month, wasted on recurring and tedious tasks. With the power of automation we can reduce this by 34 percent, giving back precious time which allows employees to focus on other important tasks. Given the amount of time spent on formatting - do all slides in a presentation comply to the corporate design? We discovered that more often than not slides are in violation of corporate design.

Not only is PowerPoint usage at the expense of other important tasks, for which there remains less time, but also it also impairs brand communication both internally and externally.

Our findings were the results of a survey of more than 1,000 employees from companies in a wide variety of sectors, including finance, industry, and services. This representative PowerPoint study conducted by GfK on behalf of Made in Office is the most comprehensive study to date on the business use of MS PowerPoint.

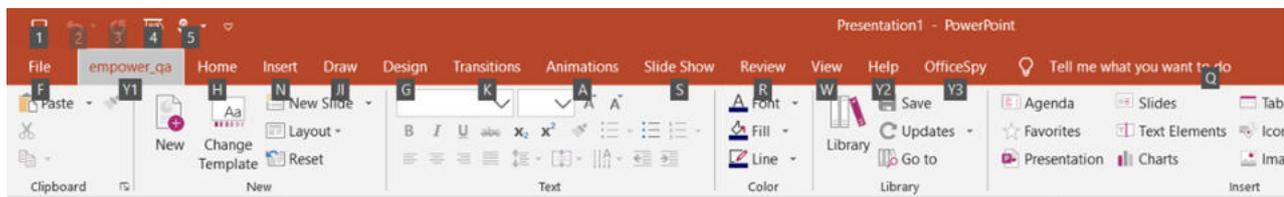
[>>Here you can download the study for free.](#)

1. USEFUL POWERPOINT SHORTCUTS

Everyone knows the most popular shortcuts, such as copying with CTRL + C or, most importantly, undoing with CTRL + Z. In the following table, we have collected a few shortcuts that you may not yet know and might find helpful.

Function	Command Windows
Zoom	STRG + scroll
Transfer animation (copy)	ALT + SHIFT + C
Transfer animation (insert)	ALT + SHIFT + V
Select all objects	STRG + A
Show guide lines	ALT + F9
Edit header and footer	ALT + SHIFT + D
Show ruler	ALT + SHIFT + F9

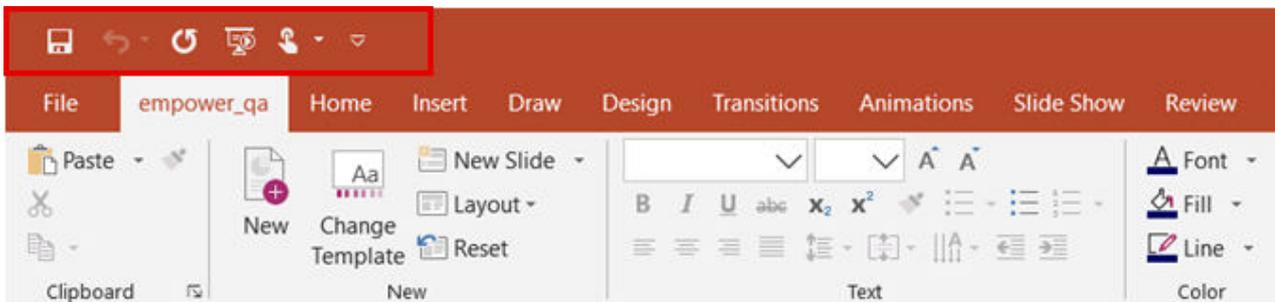
By the way: You can also display the shortcut commands in PowerPoint by pressing the ALT key. Then all the shortcut commands will be displayed above the corresponding areas.



In Word you can create your own shortcuts. Unfortunately this is no longer possible since PowerPoint 2013 and can only be done via VBA programming. How to create your own shortcuts in Word is [explained in this article](#).

2. SET UP QUICK ACCESS TOOLBAR

Have you already set up your own Quick Access Toolbar? If not, it's time because it can be your number 1 timesaver. The toolbar can be positioned above or below the menu bar.



In the Quick Access Toolbar, you can store your favorite features. This means that you will no longer have to click your way through ribbon menus, but can get to your desired function with just one click.

PowerPoint offers a very simple way to add favorite functions with a single click via the integrated context menu. Simply right-click on the desired function within the Ribbon and click on "Add to Quick Access Toolbar".

[Add to Quick Access Toolbar](#)

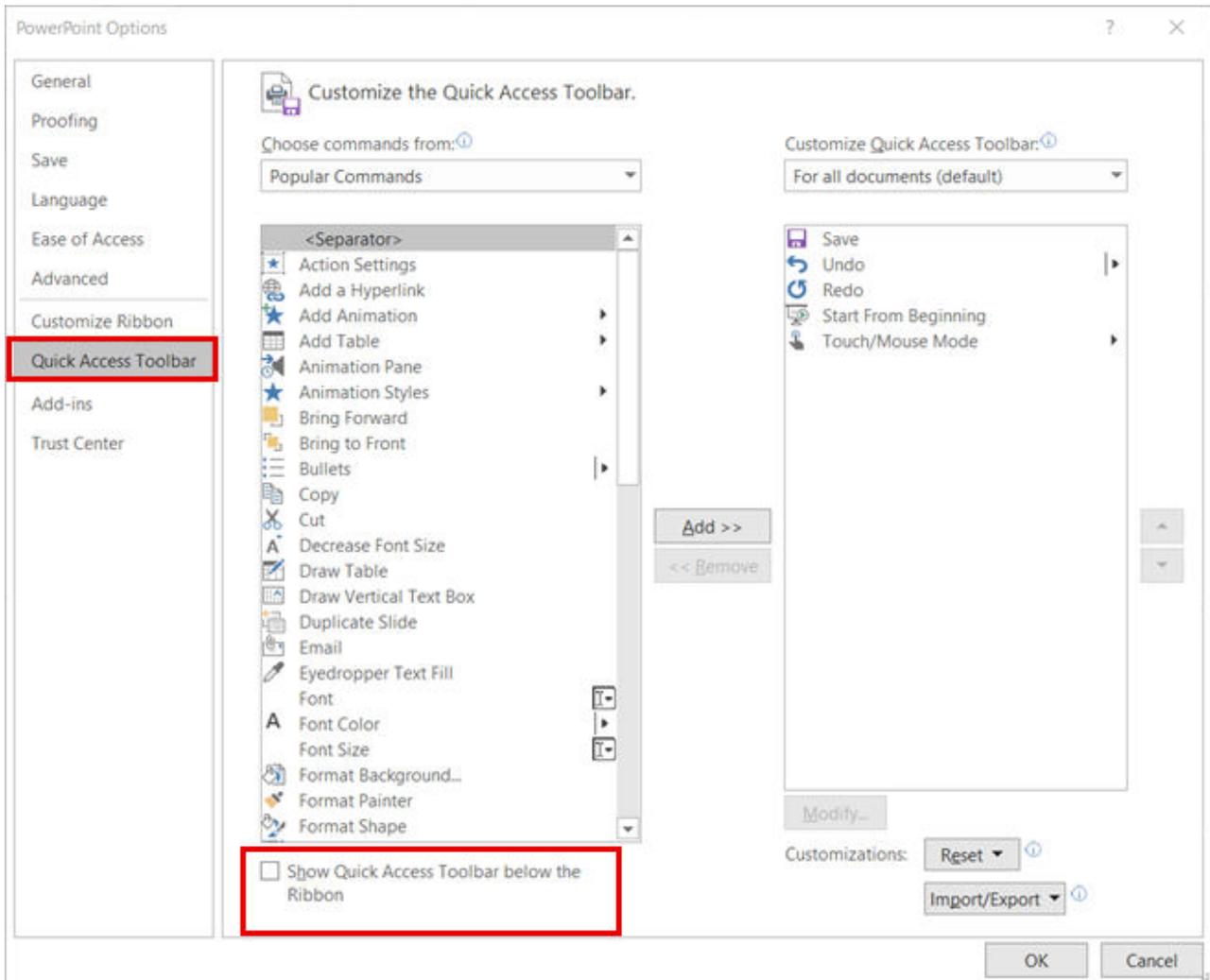
[Customize the Ribbon...](#)

[Collapse the Ribbon](#)

The desired function will be available immediately in Quick Access Toolbar.

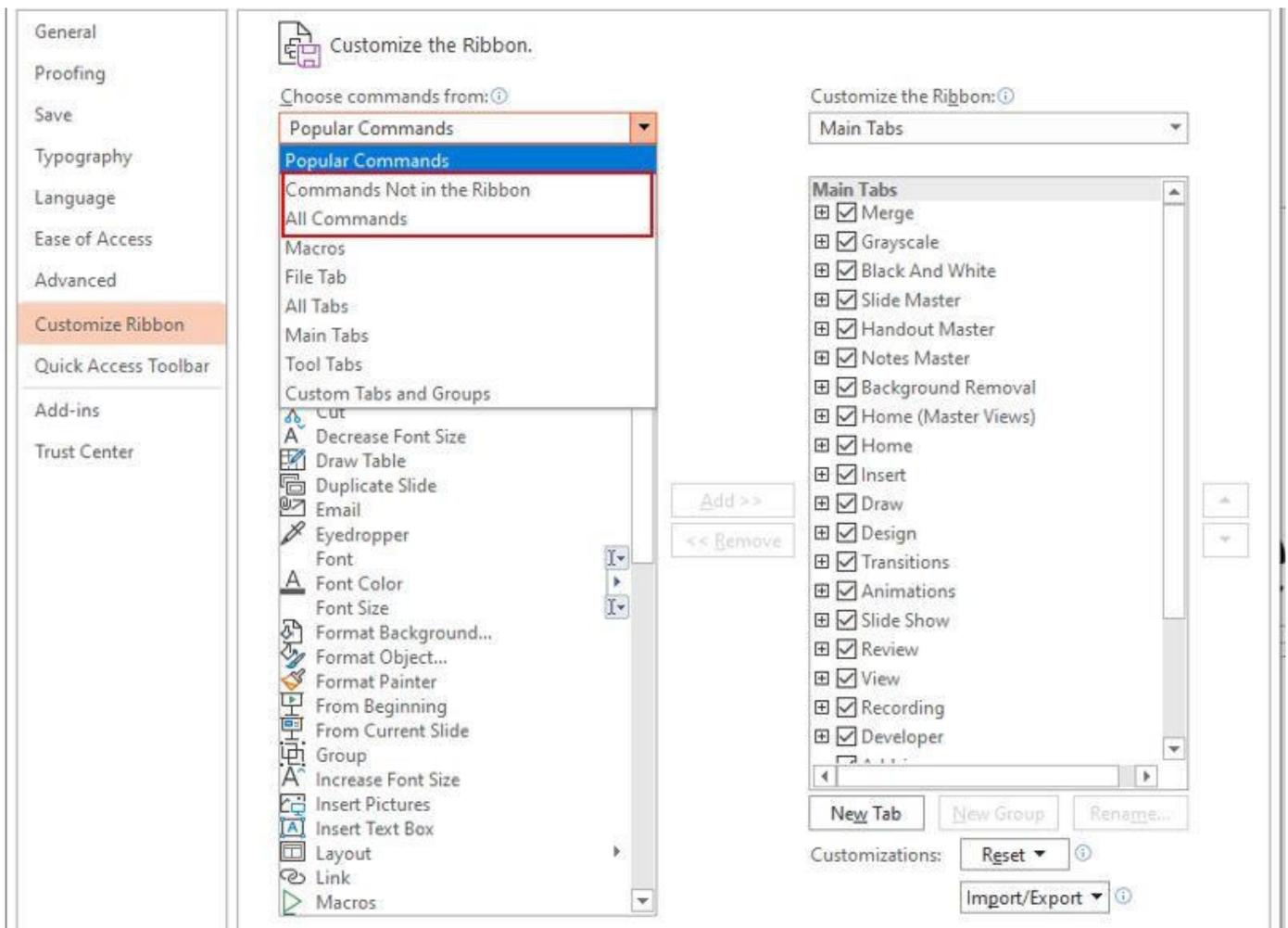
POWERPOINT TIPS IN GENERAL - #2 QUICK ACCESS

Over time, you will certainly have identified and added a number of features. Now, it will be necessary to bring some order into your access bar. You can also manage the toolbar for quick access under "File", then "Options" and then "Quick Access Toolbar". A list of the most frequently used commands is displayed here. You can add these to your toolbar. At this point, you can also adjust the menu display by checking the box "Show Quick Access Toolbar below the ribbon". From now on, the Quick Access Toolbar will be displayed below your main menu.



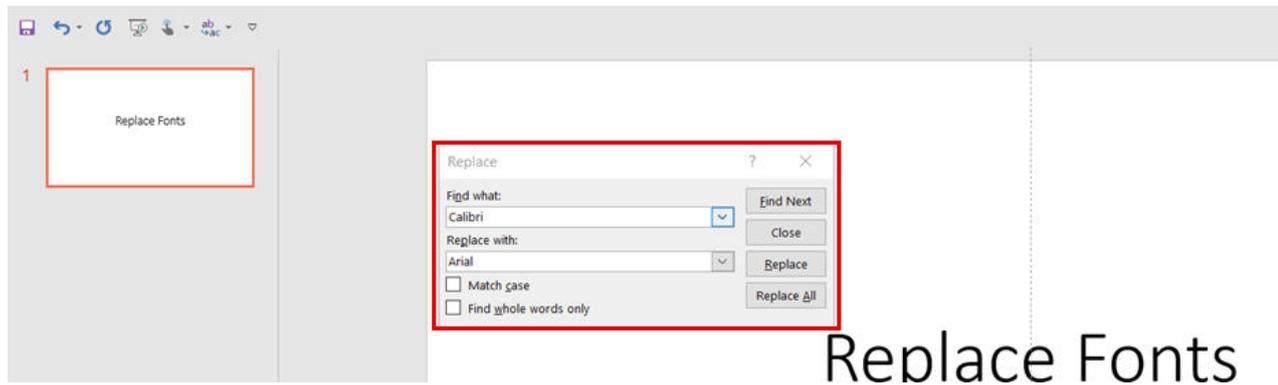
3. DISCOVER ADDITIONAL FUNCTIONS AND COMMANDS ON YOUR OWN

In addition to the standard functions in the ribbon, there are many other hidden functions. If you want to browse them, you can use the menu item "File", then "Options" and "Customize Ribbon" to search for additional functions (commands) and add them to the menu. Perhaps you will discover a new personal time saver which you haven't had in mind yet. Be sure to explore what else is hidden under the other command lists in the drop-down menu.



POWERPOINT TIPS IN GENERAL - #3 FURTHER FUNCTIONS

One of these helpful and rather unknown functions is, for example, "Replace Fonts". This function is usually not displayed in the standard menu bar, but can be very useful. Who hasn't run into a case where different fonts have crept into the presentation and only one of them correspond to the corporate design? With this function, you can automatically replace unwanted fonts in the presentation.

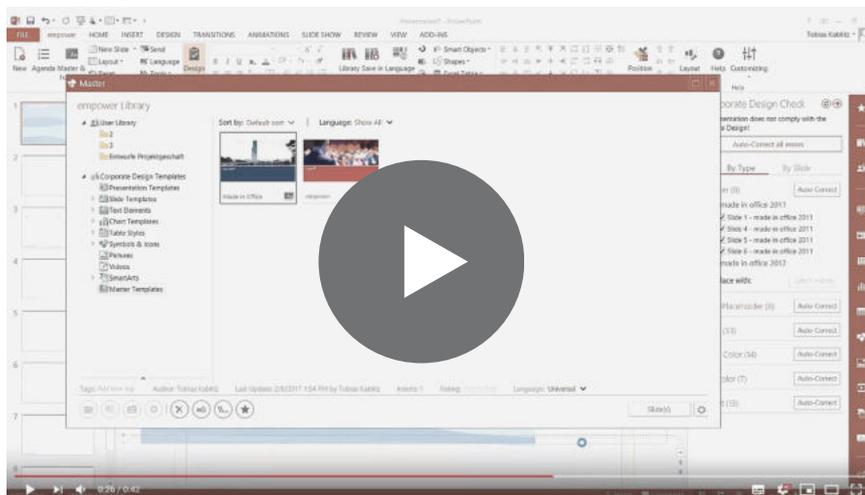


Do you already use the Design Check in empower® slides to replace fonts? In this case, our smart add-in goes one step further. With the Design Check you can check the entire PowerPoint deck all formatting errors and have them corrected automatically with a single click. This includes checking title placeholders (logo protection), layout specifications, fonts, font sizes, font colors, fill colors, line colors, bullet colors, and bullet style.

[>>A detailed description of the Design Check can be found here.](#)

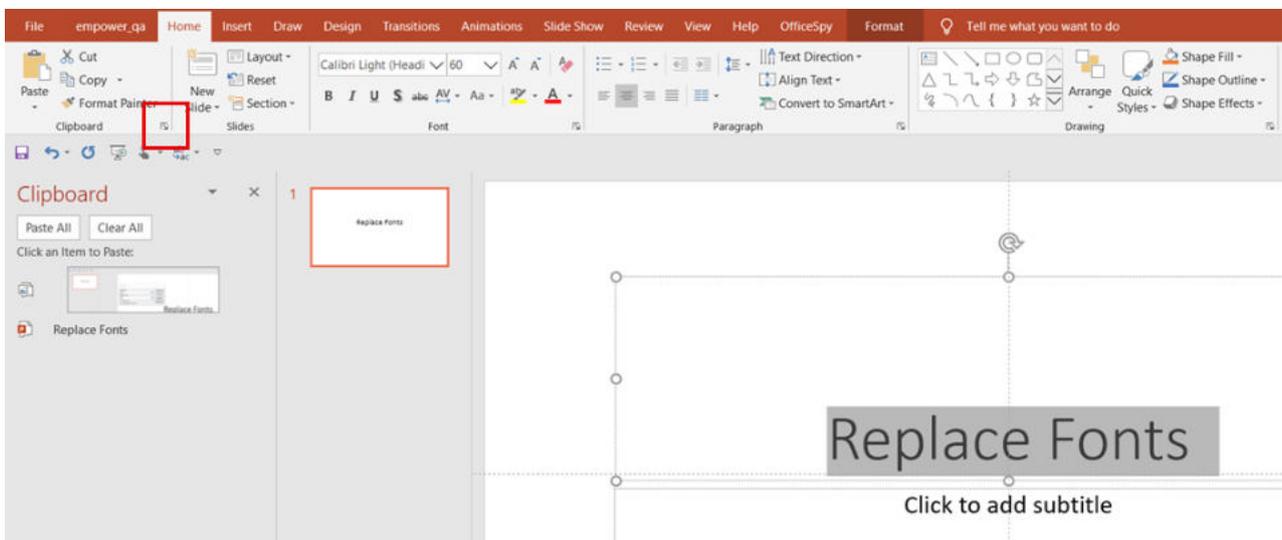
We have also created a video that shows it in action.

[>>Click here for the video.](#)



4. DIRECT ACCESS TO EXTENDED RIBBON GROUPS

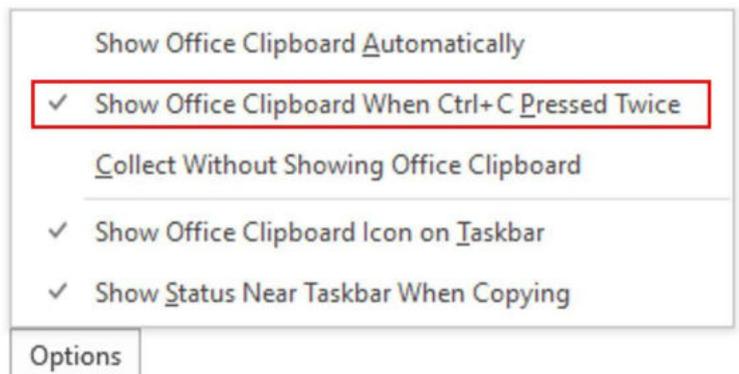
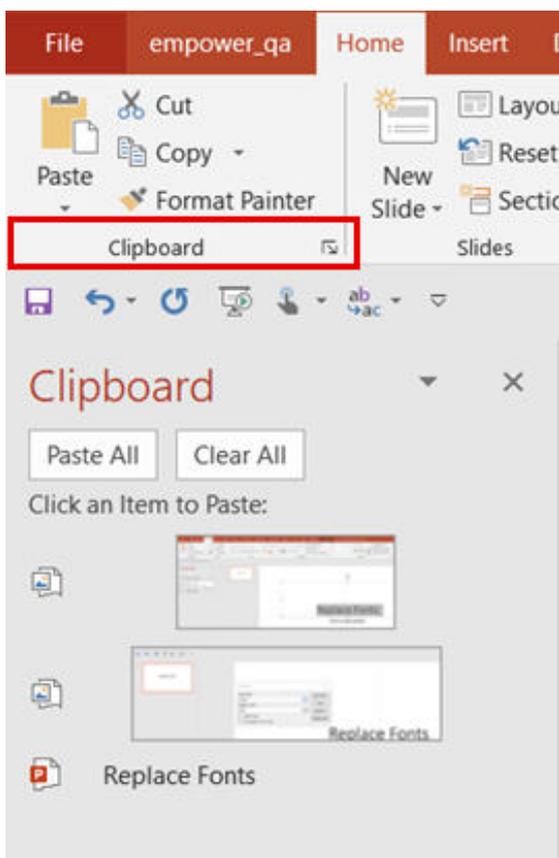
Did you know that all ribbon groups can be expanded? You may have noticed the small arrow in the lower right corner of the Home ribbon tab. This function is very helpful if you want to quickly access the additional features without taking detours.



5. SHOW AND USE THE CLIPBOARD

Do you often work with the clipboard? Did you know that you can also have it displayed? This is especially helpful if you used the clipboard to store several different pieces of information and want to paste them individually on slides. In this additional dialog window, you can view up to 24 cached elements and then insert them into your slides one by one.

The clipboard can be found under the ribbon tab "Start". A small arrow icon next to the word "Clipboard" allows you to expand the additional dialog box.

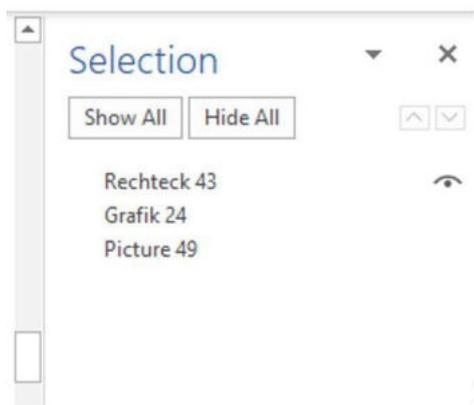


HACK #5: BY ACTIVATING THE FOLLOWING OPTION YOU OPEN THE CLIPBOARD ALSO AS A SHORTCUT: CTRL+C+C!

6. USE LAYERS LIKE IN PHOTOSHOP (ALT + F10)

Do you work with the "Selection" pane? This is a view that most people probably know better as the layer view in Photoshop. In PowerPoint, however, this view can be very helpful when working with many different objects and layers and can also be a true time saver when creating complex slides. This pane is hidden under the item "Select" in the ribbon's "Start" tab. Once there, click on "Selection Pane".

By clicking on the eye icons to the right of the selection objects, you can now show or hide them.



7. DEFINE AN EXTENDED MASTER TEXT PLACEHOLDER

Surely, you have already customized the placeholders in your master. But did you know that you can define bullets beyond the fifth level? At first glance, "only" five bullets are displayed, but the numbering goes up to the ninth level. This gives you much more room for defining a clean numbering scheme.

Many users don't know that they can use all numbering and bullets in every level. The advantage of proper enumeration numbering in placeholders is that the distances and the enumeration marks are uniform on all slides. Template-specific elements (e.g. special bullets) can also be included.

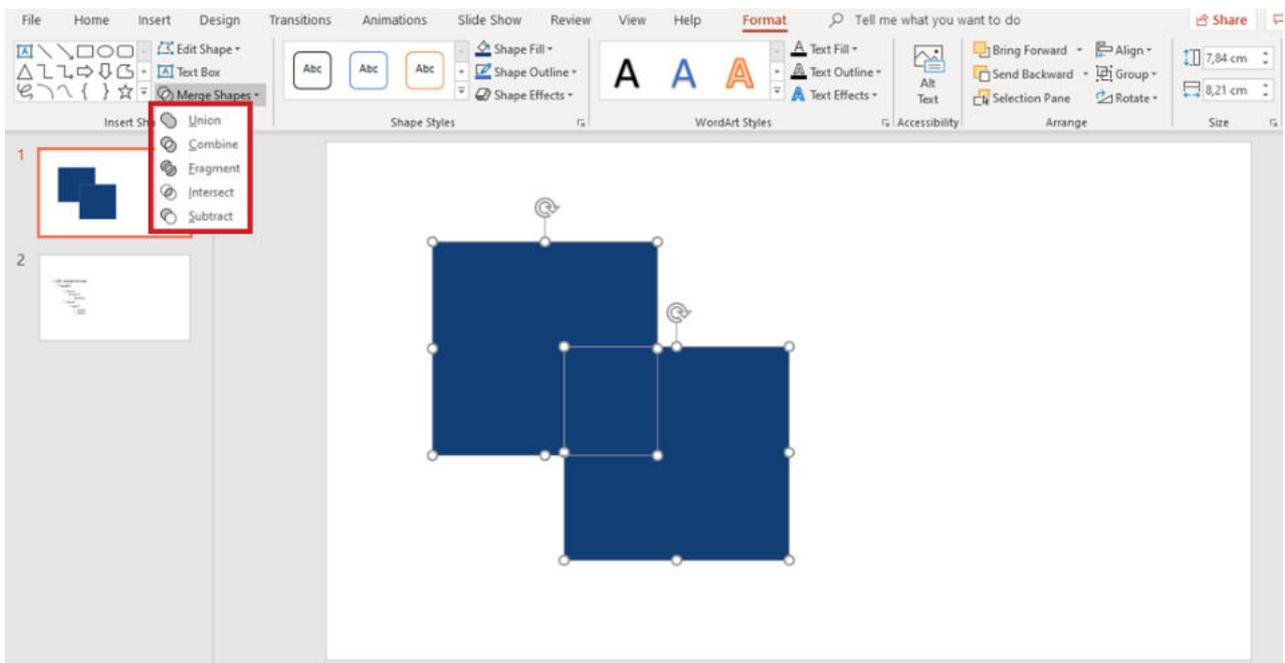


8. COMBINE PLACEHOLDERS WITH INDIVIDUAL SHAPES

A tip for customizing points in shapes is to cut and paste.

Certainly, you know the issue where you had to deviate from a standard shape before. This is often the case when dealing with text placeholders, where another object or image protrudes into the text and the text is supposed to flow around it.

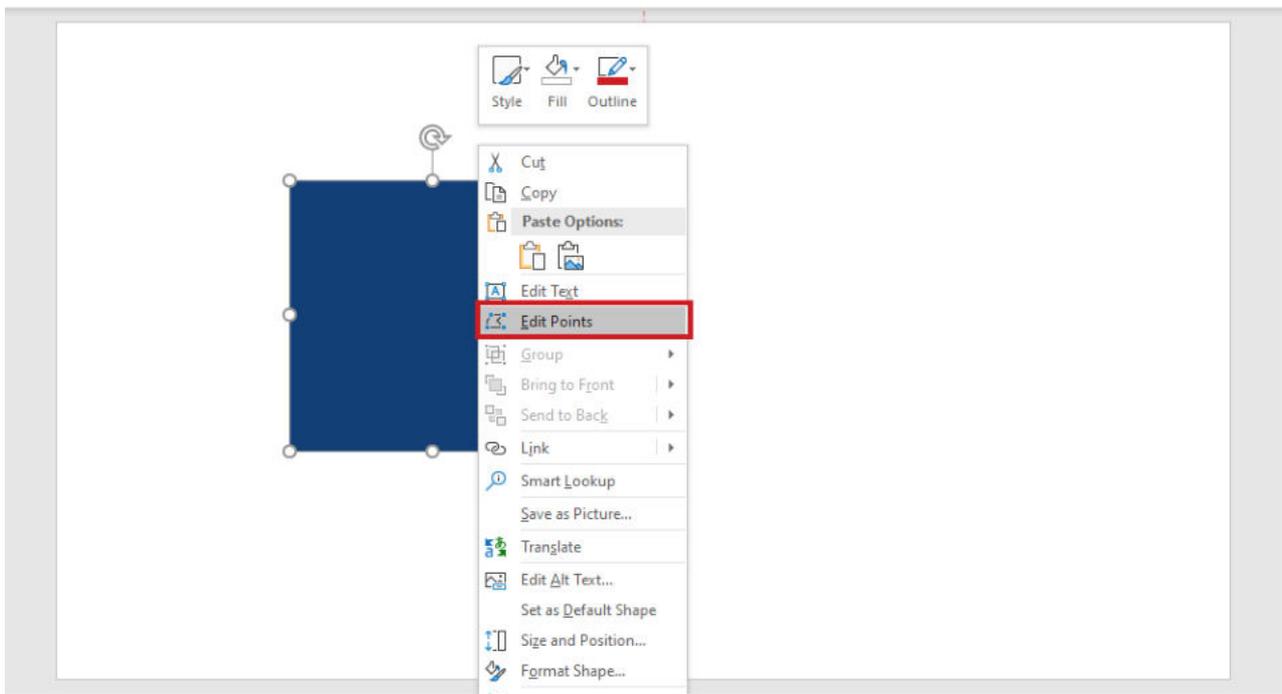
In this case, you can also add or subtract an individual shape from a text placeholder. Try it out for yourself!



9. CREATE YOUR OWN SHAPES WITH THE POINT EDITING FUNCTION

Did you know that you can change shapes at will?

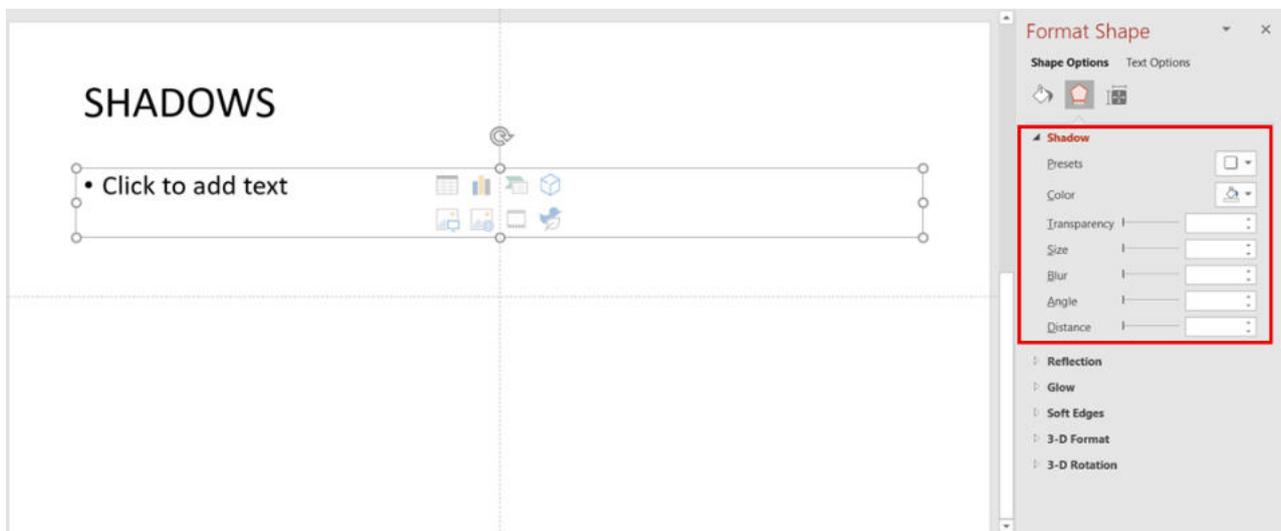
Choose the shape you want to change. Here you can, as usual, use all the shapes provided from PowerPoint. Once you have inserted and selected the shape, you can right-click to select "Edit points". Otherwise, you will also find the option in the ribbon under "Format", then "Edit shape" and "Edit points".



Now, you can change the individual points as you like. You can also edit the individual points of placeholders this way.

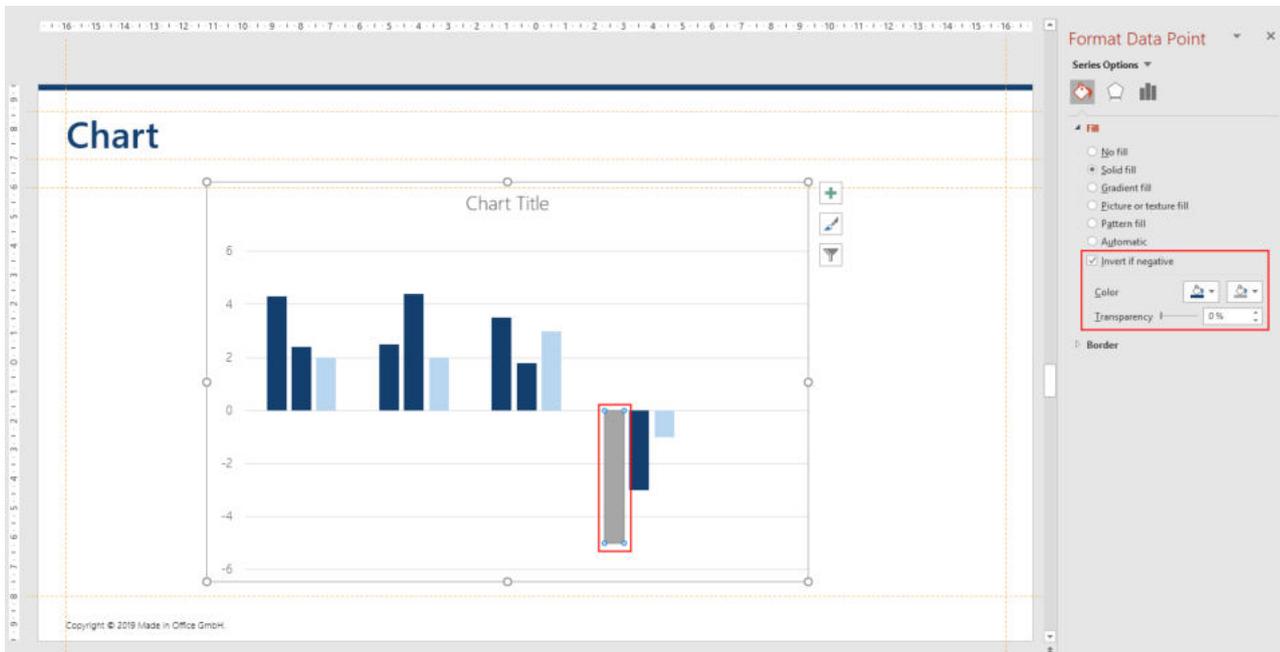
10. USE SHADOWS AS SPACERS AND STYLE ELEMENTS

We have developed a simple but effective trick for spacers on master slides. Think about the following example: You want to set a certain distance between a text and an image. In order not to measure this distance again and again, the shadow option offers an interesting solution to this problem. With a white inner shadow, for example, you can assign a white inner bar to images, which you can position on the slide with the image placeholder. This is not possible with an added shape on the master slide. Shapes remain fixed on the master slide and cannot be repositioned on the presentation slides. Shadows can also be used as style elements, for example, if you want to permanently add a line as an underscore to a text. To accomplish this, you can assign a text placeholder with a clearly defined shadow on one side in the master, which then appears as a line below the text in the presentation view.



11. SET COLORS OF INVERTED BARS IN CHARTS

Did you know that you can also define negative colors (inverted colors) for charts in PowerPoint? The definition can be very useful to control the color selection and to exclude unwanted color deviations.



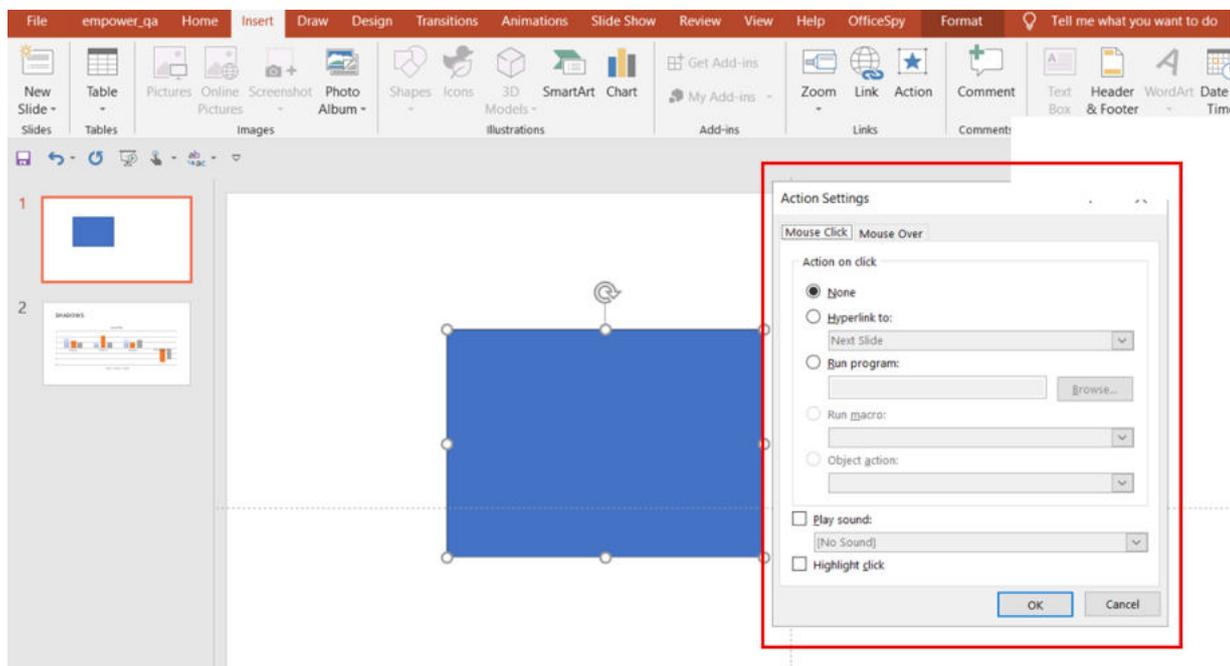
12. LINKS AS ACTIONS AND NOT AS LINKS

Do you already use the "Action" function in PowerPoint? Many PowerPoint users are familiar with adding links by right clicking and selecting the "Hyperlink" feature. But the "Action" function in the ribbon offers more possibilities than just adding a simple link (URL). You can define many more actions here, such as "jump to next slide", "jump to first slide", "end presentation", "open another presentation", "open file", etc. You can run programs with one click, play a sound, select objects or even open macros. To do so, you have to set the mouseover effects option in addition to the actions mentioned above.

With actions you can create eye-catching effects for an interactive PowerPoint presentation. Taking a look at this function is definitely worthwhile!

You can learn more about interactive presentations and mouseover effects in our article "A new take on PowerPoint presentations". There, we have summarized all effects and possible use cases with step-by-step instructions and video tutorial.

[>> Watch the video here.](#)

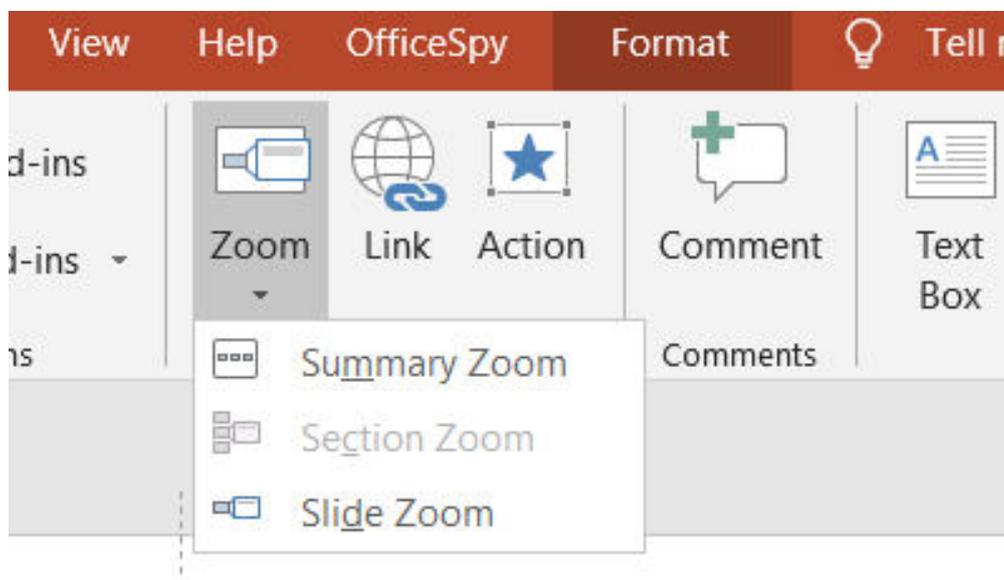


13. USE ZOOM AS DYNAMIC LINK

Have you ever used the Zoom feature in PowerPoint? If you want to make your presentation more dynamic and effective, you should try the Zoom. This function is a nice alternative to traditional linking via actions.

For example, the Zoom is suitable for jumping from certain slides and sections to other slides in your presentation. When zooming, small thumbnails of the selected slide are created, which are enlarged in the next step with a mouse click and thus become the active slide. This effect then works like "zooming out" from the original slide, with the effect that the viewer is cleverly guided to the desired slide. You will find the zoom under "Insert" and "Zoom". There are different variants to choose from: The Summary Zoom, the Section Zoom and the Slide Zoom.

Make sure you give it a try when creating your next presentation.



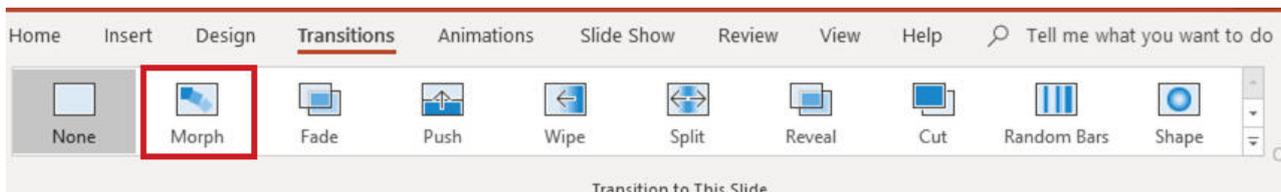
14. USE THE MORPH EFFECT

There has been a great deal of buzz around the morph effect. This effect is a fast, simple, and effective animation that provides a seamless transition between slides. In addition, this effect allows you to consciously direct the viewer's focus to specific slide elements. Another advantage of the morph transition is that the animation does not create additional slide pages when printing the presentation, which can be the case with other animations. For morphing you can use all elements, such as images, text, shapes, etc. Essentially, only diagrams are excluded from this.

To create a morph effect, you duplicate two slides and change the content on the second slide (scale, move, etc.). You can find the morph effect in the ribbon under "Transitions" and "Morph". To use the morph effect, you need PowerPoint for Web, PowerPoint 2019 or PowerPoint for Office 365.

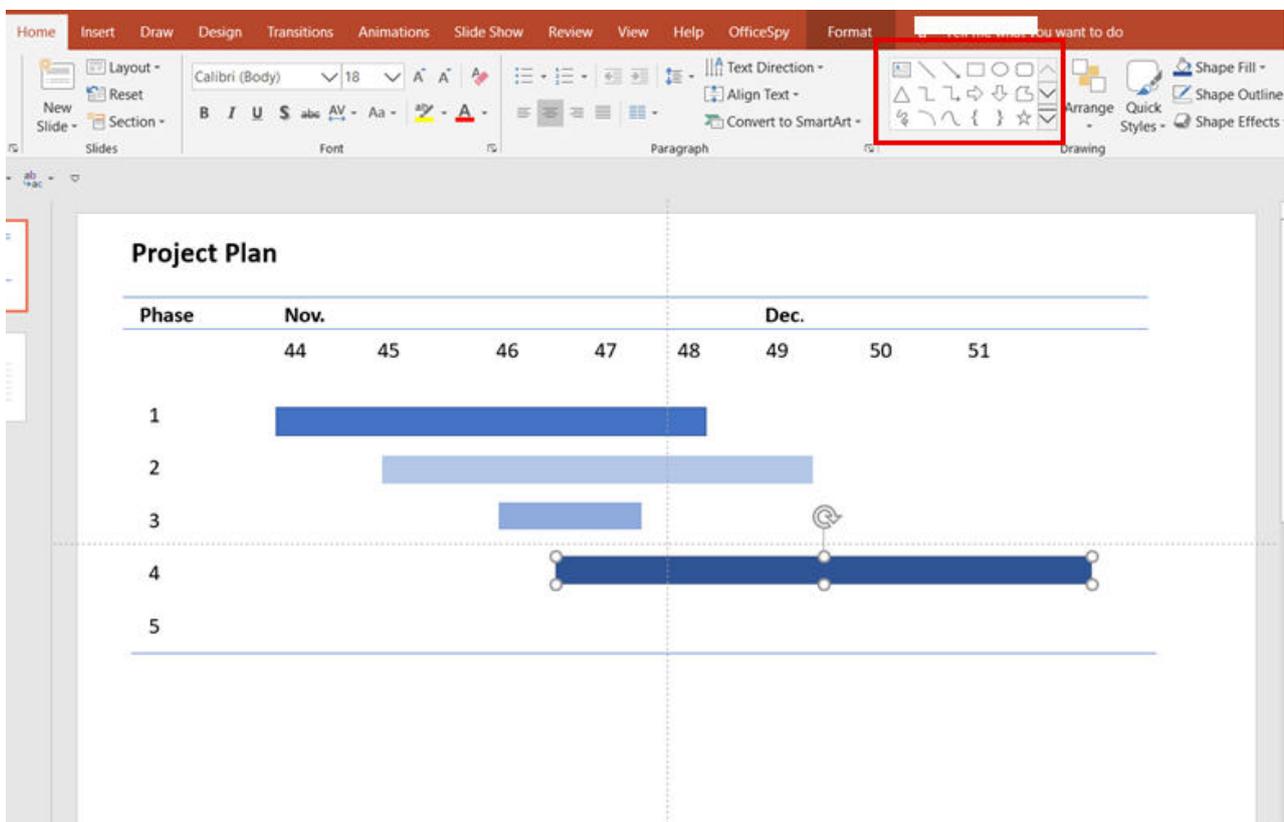
For the "morph effect" we have created an article with a video that shows the creation process step by step.

[>> Click here for the article.](#)



15. CREATE PROJECT PLANS WITHOUT AN ADD-IN

You want to create a project plan and are still looking for a quick solution for the implementation? There are many ways to create a project plan in PowerPoint. One way is using ready-made shapes. In this case, you first create a table with the number of boxes you need. Then you colorize them and in the next step place the shapes (as rectangles, arrows, etc.) on your table.



A better solution is to create a project plan in Excel. In this case, a project plan is created in Excel, which can then be copied into PowerPoint. You will find a detailed instruction for this method in this [>> article](#).

The easiest and fastest solution is to create a professional project plan (Gantt chart) with a modern add-in. With the empower® charts add-in you have the possibility to create elegant Gantt charts directly within PowerPoint – compliant to your corporate design. You can find further information [>>here](#).

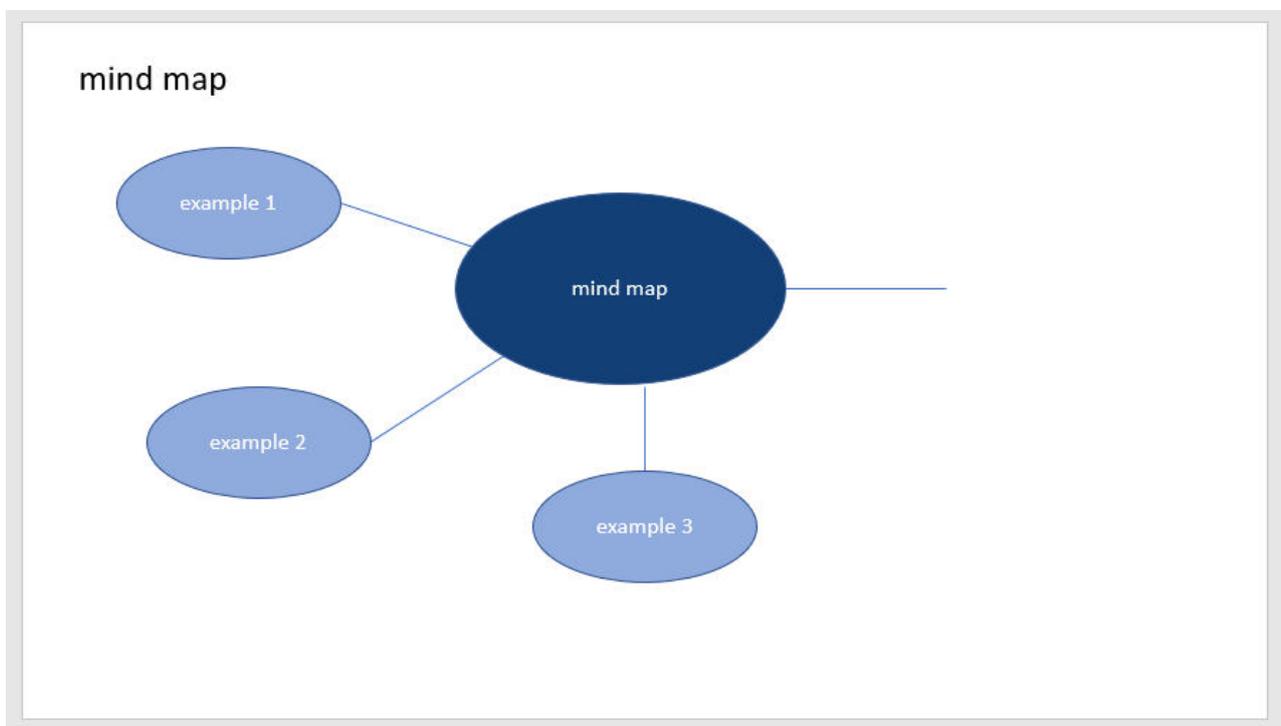
16. MIND MAPS WITH THE HELP OF ANCHOR POINTS

When creating mind maps, you may not think of PowerPoint at first, but PowerPoint is also suitable for impactful visualizations.

For this purpose, the ready-made shapes in PowerPoint work very well.

What many users don't know is that you can create beautiful mind maps with anchor points and connecting lines.

Begin with a starting object or any shape on a new slide. Then add another shape and connect these two objects with a line. When you move the line end point to the shape, the anchor point is automatically displayed here and you can connect the shape to the line.



OUR HACK CONCLUSION

We hope that we have been able to give you a few more practical hacks and tips that you will be able to put into practice. In our experience, many of them can make working with PowerPoint easier and more effective and simply lead to better and modern presentations.

We at empower® know MSOffice like the back of our hand. For over a decade we have spent days and nights together, getting to know its strengths and weaknesses. Therefore, we understand that formatting can be tedious and time-consuming and we can show you how to avoid it efficiently.

We develop MS Office solutions that enable users worldwide to work with Office applications more easily, consistently and efficiently. We want you to get the best out of yourself and to finally have time again for what really drives you. This is our mission.

We would like to show you how we can support you with our PowerPoint add-in empower® slides. The above-mentioned hacks will make your everyday work with PowerPoint easier, but this is no comparison to what you can achieve with empower®.

empower® provides you with ready-to-use templates, charts and graphics, which you can use to build impactful slides in no time at all. You can insert your own Excel charts and tables and format them with a single click.

We would be happy to show you how you could benefit from using empower® slides without obligation.

[>> Request empower® Demo now!](#)

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