

A COLLECTION OF 12 MUST-SEE POWERPOINT TIPS

**POWERPOINT
POWER**

HACKS

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SPEEDING UP THE ANIMATION PROCESS

At first glance, this very quick time-saving animation tip might seem like a small thing... but that's one of the secrets to better productivity.

Combine all of the little time-saving tricks together and you can suddenly find yourself a lot more productive.

By default, any animation applied automatically previews.

We all know what a fade looks like. Turn it off! It saves a few seconds and it all adds up...



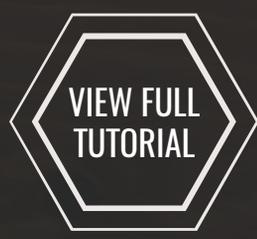
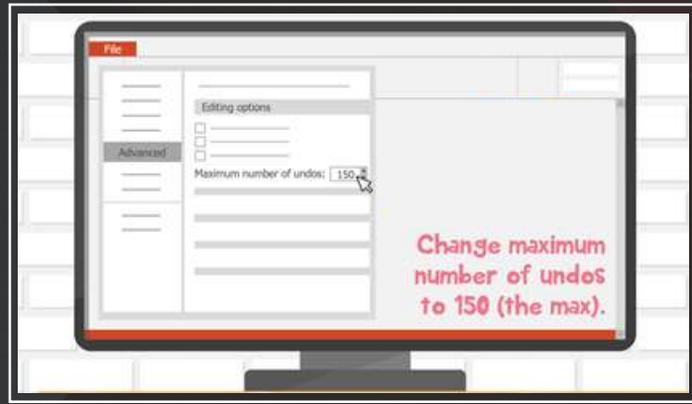


ADDING UNDOS

Here is another top-tip that may seem minor, but may prove crucial as the default setting in PowerPoint only allows you to hit undo a certain amount of times.

With just a few clicks, you can adjust your settings to have the maximum amount of undos.

This means no more panicking that you can't go back to a previous version.

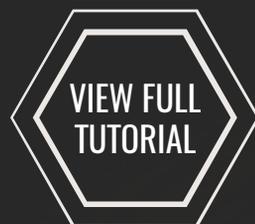
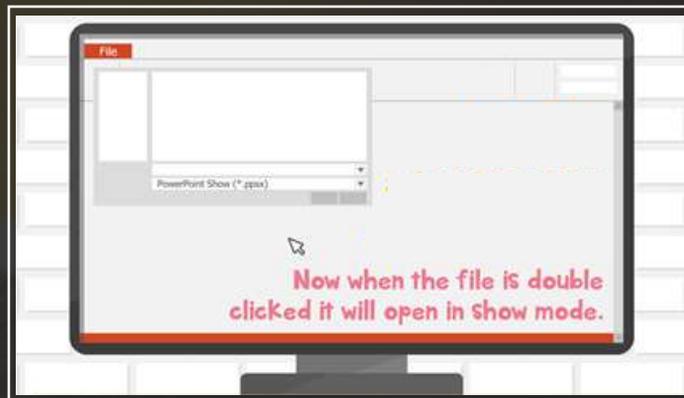




SAVING AS A PPT SHOW

You may find yourself wishing that you could email a presentation to someone and it would open in play mode as soon as they click. Well, with this quick-tip you can do just that.

And even more beneficial, sending a presentation as a PowerPoint show makes it a lot harder to edit so you retain the control of that presentation.

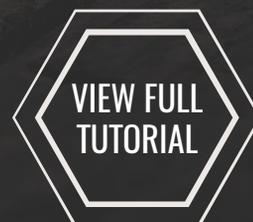
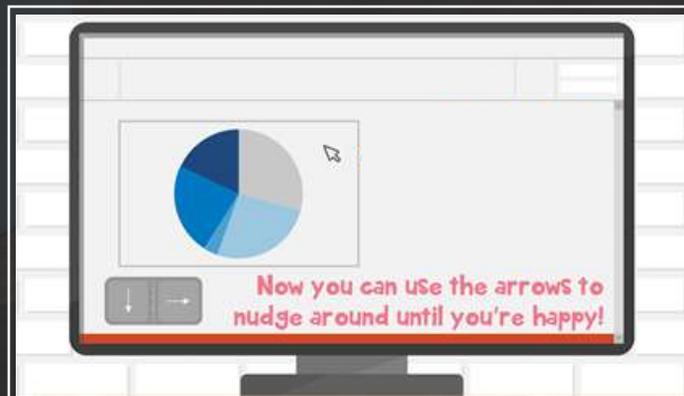




MOVING GRAPHS

If you work with PowerPoint on a regular basis, you'll know how easy it is to nudge objects around with your arrow keys EXCEPT when it comes to graphs.

Thankfully, one of Eyeful's Senior Designers has another top time-saving tip which reveals the mystery on how to nudge graphs.

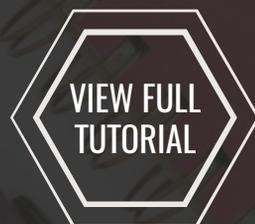
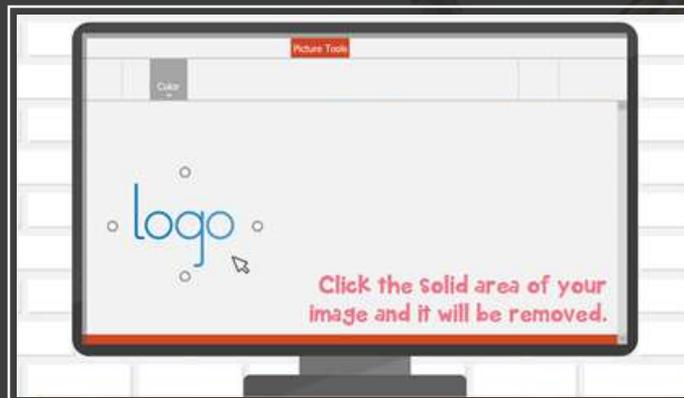




REMOVING WHITE BACKGROUNDS

If you've ever dropped a logo into a PowerPoint slide, you might have been left frustrated by its background colour standing out.

Well not anymore! Our top-tip reveals a little 'Photoshop style' magic without ever leaving PowerPoint.

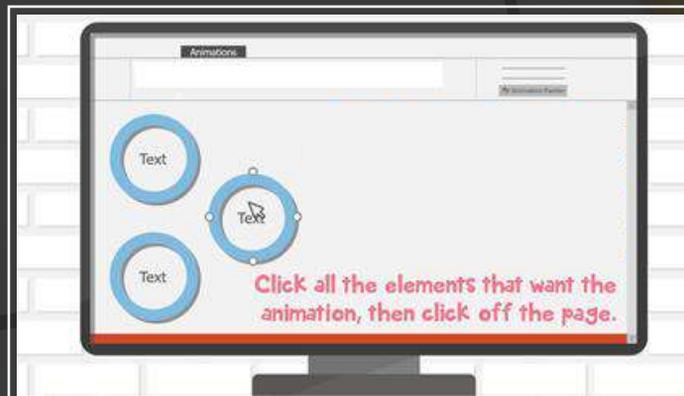




'PAINTING' ANIMATION MULTIPLE TIMES

This top time-saving tip shows you how to 'paint' the same animation onto multiple items, rather than wasting your time manually adding lots of animation to individual items.

This allows you to spend your time working on your presentation more efficiently.



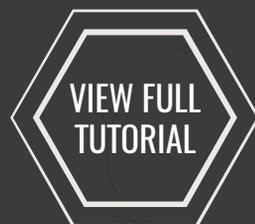
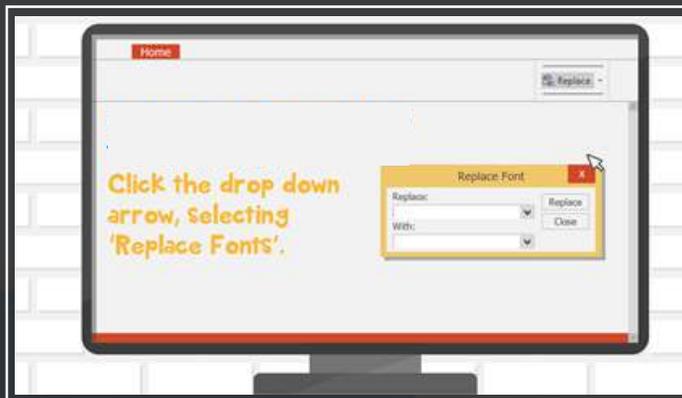
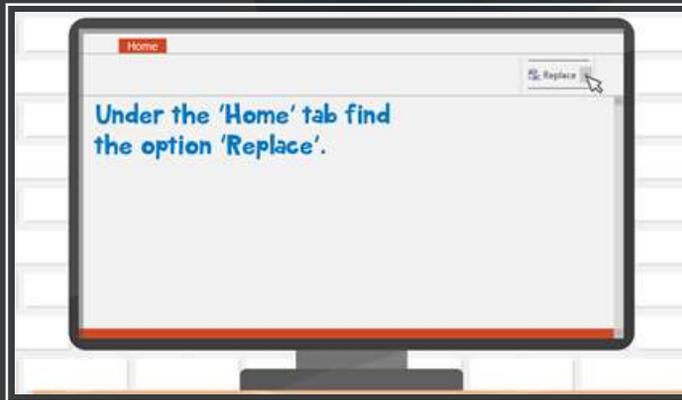
VIEW FULL TUTORIAL



REPLACING FONTS

Have you ever created a whole presentation, only to realise afterwards that you have used the wrong font?!

Instead of manually going through each and every slide, with our tip you can replace it throughout the whole deck in one fell swoop!

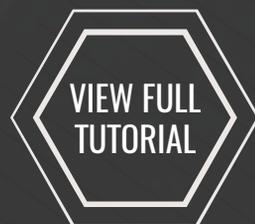
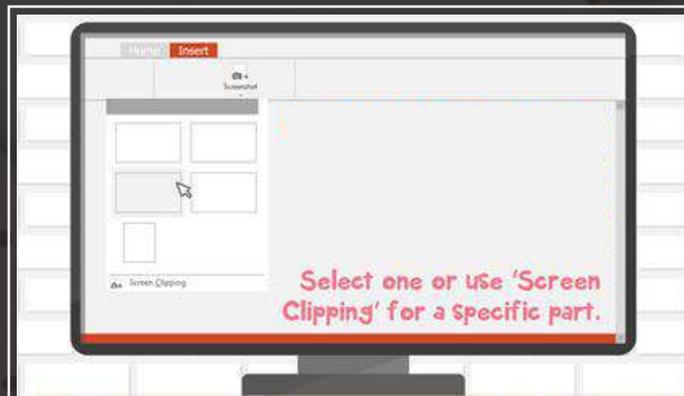




INSERTING SCREENSHOTS

Often when creating presentations, you need to insert screenshots.

Well, our quick tip shows you an easy way to add them to your presentation in just a couple of simple clicks.





ALIGNING ELEMENTS

Having a clean and professional presentation is vital when representing your company, brand or product.

With our top PowerPoint tip, we reveal how to quickly and easily align the elements in your presentation to keep it tidy.

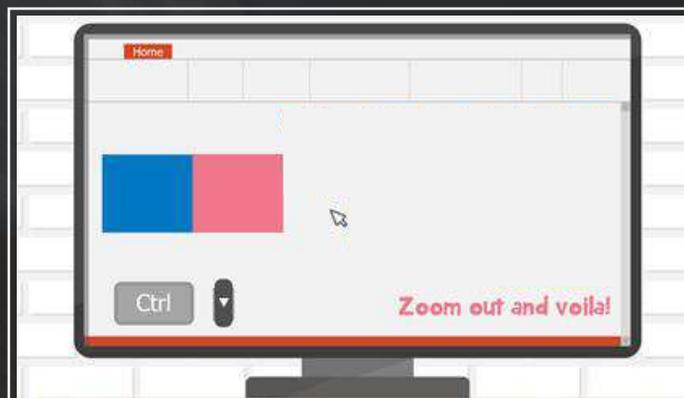
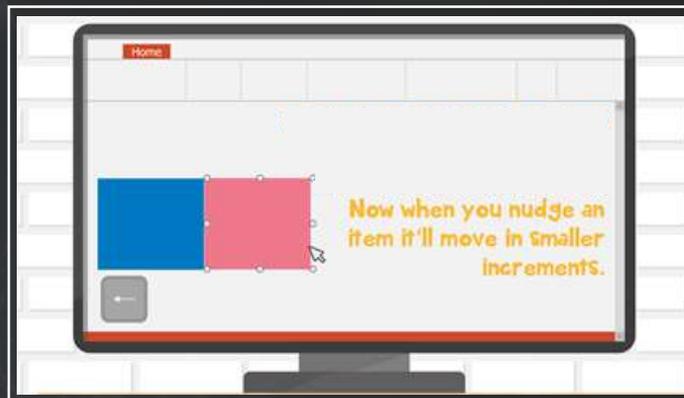
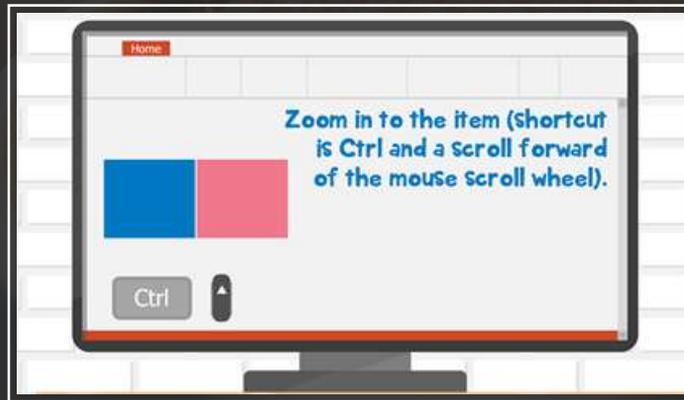




ZOOMING IN FOR TINY NUDGING

Have you ever found some elements in your presentation don't match up neatly when playing in full screen?

Well, here is a very quick time-saving tip on how to nudge items in smaller increments to ensure your presentation is consistent and neat when viewing.

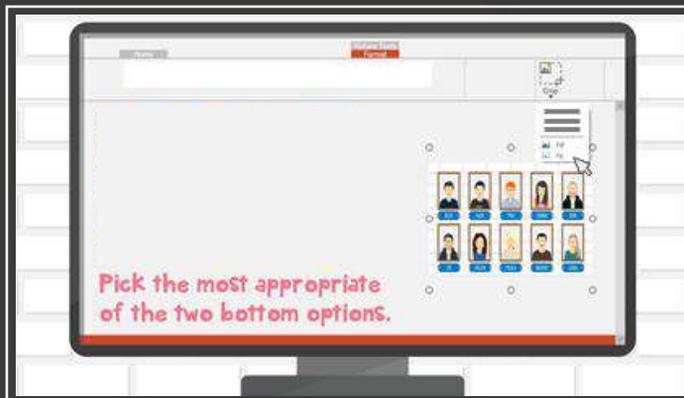




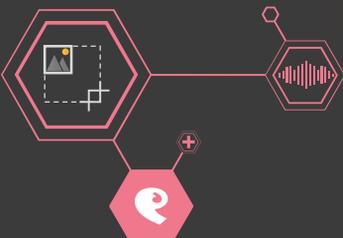
CROPPING IMAGES IN PROPORTION

Sometimes when inserting an image to an existing frame, the image is stretched and looks out of proportion.

With our quick tip, we show you how to crop the image in proportion to the frame.



VIEW FULL TUTORIAL





DISTRIBUTING ELEMENTS

Having a tidy and professional presentation can be the difference between winning or losing a pitch.

With our top PowerPoint tip, we show how to use the distribution tool to ensure that your presentation remains consistent and adds that extra bit of professionalism.



NEXT STEPS

There's no getting away from it – business presentations are tricky things to get right. BUT, when you do get them right the world is your oyster.

I will be in touch shortly to hear your thoughts on our top time-saving tips and answer any questions you may have.



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