



PowerPoint Trade Secrets

Tips, tools and buttons you should use to make your slides faster, easier, and better looking.



GATHERING INTELLIGENCE

1. Don't rely on slide layouts.
2. Extract media from other presentations.
3. Create a custom color palette.



DODGING BULLETS

4. Convert text to (good) SmartArt.
5. Learn to edit your shapes.
6. Crop, align, distribute, repeat.



DECODING DATA

7. Own your axes.
8. Make table tweaks.
9. Discover the equation maker.



KILLING YOUR PRESENTATION

10. Use your handout master.
11. Know your presenter mode.
12. Bring a remote.

RESEARCH *and*
GRADUATE STUDIES
UtahStateUniversity



PowerPoint Trade Secrets

Tips, tools and buttons you should use to make your slides faster, easier, and better looking.



GATHERING INTELLIGENCE

1. Don't rely on slide layouts.
2. Extract media from other presentations.
3. Create a custom color palette.



DODGING BULLETS

4. Convert text to (good) SmartArt.
5. Learn to edit your shapes.
6. Crop, align, distribute, repeat.



DECODING DATA

7. Own your axes.
8. Make table tweaks.
9. Discover the equation maker.



KILLING YOUR PRESENTATION

10. Use your handout master.
11. Know your presenter mode.
12. Bring a remote.

RESEARCH *and*
GRADUATE STUDIES
UtahStateUniversity