



[PowerPoint Ninja] Masterclass – Revision Notes by [www.yodalearning.com]

(A)	Top 10 Shortcuts	What does it do
1	CTRL D	Creates a duplicate of the selected Object
2	Keep <SHIFT> <CTRL> pressed & then drag objects	Create instant replicas with alignment
3	CTRL + Y or F4	Repeat last action
4	Keep <CTRL> pressed & then drag objects	Create instant replicas
5	CTRL + G & CTRL + SHIFT + G	Group and Ungroup selected Objects
6	Keep <SHIFT> pressed and then draw/resize Shapes	Symmetrical drawing/resizing
7	ALT ← →	Rotate in 15° increments
8	CTRL + SHIFT + C	Copy format (text, shapes)
9	CTRL + SHIFT + V	Pastes copied format (text, shapes)
10	Alignment using Quick Access Toolbar: Alt + 5	Align to Slide vs. Selected Objects
11	Merge Shapes (Fragment)	
12	Text Heavy Slides: Right Click -> Convert to SmartArt; Also, useful when copied to MS Word	
13	Ungroup SmartArt: CTRL + SHIFT + G twice	
14	Picture Collage using SmartArt: Picture Tools -> Format -> Picture Layout	
15	Blend picture background: Set Transparent Color <used for logos>; Remove Background	
16	Magnifier Effect for pictures: (1) Ctrl D for duplicate (2) Crop to Shape (3) Crop (4) Picture effects (Blur)	
17	De-assemble Charts & Tables: Cut -> Paste Special (Enhanced Metafile) using Alt, E, S -> CTRL + SHIFT + G twice	
18	Others: Eyedropper (Color Picker); Replace Font*; Lock Drawing Mode (Shapes); Curved Text (Effects -Transform)	
19	“Floating” Toolbar upon Right-click  (2013+)  (2010)	
(B)	Text Editing Shortcuts	What does it do
20	Ctrl Shift > vs. Ctrl Shift <	Text Size Increase vs. Decrease
21	Ctrl R vs. Ctrl L vs. Ctrl E	Text Alignment (Right – Left – Center)

Extra: (1) MS OneNote: Copy text from picture (OCR), (2) Word Macros: Avoid Delete – Space

(C) 6 tricks to make Tables, Charts & Illustrations tell a story	
1	Symbols: <ul style="list-style-type: none"> • Level of Risk, Criticality, % completion = <i>Wingdings (Dot)</i> • Legends at the slide Bottom = <i>Wingdings (Numbers 0 – 10)</i> • Harvey Balls = <i>Arial Unicode MS (Geometric Shapes)</i> • Picture-like icons = <i>Webdings</i>
2	Highlighter (dashed outline) = rectangle, circle, line
3	No. Pointers
4	Callouts
5	De-Highlighter (white/colored semi-transparent shape); Greyed-out Text
6	Clustering or Grouping using curly braces shape (e.g. 75%:25%)

EXTRA NOTES:

(D) Bonus Trick: Convert Font Symbols to editable shapes (v. 2013 onwards)	
1	Insert a FRESH text box
2	Insert Symbols (Wingdings, Webdings)
3	Draw a shape on top of the text box
4	Select BOTH text box and the shape
5	Go to MERGE > FRAGMENT

(E) For self-reading: Framework for Business writing for pitching for new business

Inspired from the SCQA Framework (Situation, Complexity, Question, Answer) by *Barbara Minto*

Introduction: The standard “About Us” PowerPoint templates doesn’t carry the “hook” that catch the attention of the target reader.

S	Situation: Refers to an event (change in law, policy rules, organization structural change). It sets the context.
C	Complexity: It “pin-points” the problem. The same should be quantified (loss of time or money or both). It should carry a flavor of “instilling fear of loss due to inaction”. E.g. there is no automated reconciliation system currently, and its lack results in \$0.68 million opportunity loss every quarter.
Q	Question: The question is framed with a razor-sharp precision and with attention to detail to the environmental challenges. E.g. how can we integrate SAP with Enterprise Data Warehouse within next 45 days, given that the department staff is occupied with the US GAAP audit?
A	Answer: The proposed solution should quantify investment and timeframe of implementing the solution. Examples of similar projects successfully undertaken in the past will help cement credibility in the given context.