

PowerPoint 3X Student Bonus Tips

The Email Sequence, All In One Go!

Welcome to the PowerPoint 3X community, where we are going to significantly iron out the PowerPoint learning curve for you!

Now, you've already taken a big step - you've joined us here inside PowerPoint 3X. But the biggest step is still to come...And that's actually watching the material and putting the learning into action.

Taylor and I want to make this as easy for you as possible so that you get the most out our PowerPoint 3X.

While you'll be hearing Taylor's chirpy little voice (and occasional bad joke) in the videos, you'll be getting some hidden tips and tricks from me in this handy PDF to push you in two ways:

#1: Keep you on track, working your way through the course;

#2: And give you some added insights along the way.

You are free to work through the course at any speed you like (you do have lifetime access), but my hope is these little emails with tips and pointers add some extra *oomph* to your game.

As you work your way through the course, don't forget that we are here to help!

If you run into anything PPT related doesn't make sense...just shoot us an email and we will get back to you.

To better slides and making it to Happy Hour!

Yours truly,

Camille "Bonus Tips and Tricks" Holden

P.S. You can email either me at Camille@NutsandBoltsSpeedTraining.com or Taylor at Taylor@NutsandBoltsSpeedTraining.com.

P.P.S. You can jump to each bonus tip (one for each unit), by clicking on these links: [Unit 1](#), [Unit 2](#), [Unit 3](#), [Unit 4](#), [Unit 5](#), [Data Viz Tables](#), [Data Viz Charts](#).

Bonus Tip #1

Love at first shortcut

Howdy, Camille here!

Now, I hope that you're falling in love with your keyboard....

Why? Because it will love you back!

Despite what you might have been told elsewhere, the keyboard is the true "Secret to Speed" for any program you run on your computer...

PowerPoint, Excel, Word, Outlook, Gmail, your Internet Browser, Photoshop, Camtasia...etc.

The way I see it is:

Shortcuts = Speed = Work Done = More Money, Time and Options!

Do you know Ctrl + C to Copy and Ctrl + V to paste?

And could you ever go back to NOT using those shortcuts?

No, because it's fused into your brain and your fingers.

Well we're about to open your mind to the amazing possibilities that are hidden inside your keyboard, and show you how you can leverage it to help you GET MORE DONE, with:

Ribbon shortcuts -> Sequenced keystrokes that allow you to get at commands that are buried deep in the Ribbon and that typically don't have normal keyboard shortcuts.

Hybrid shortcuts -> Mouse + keyboard combinations to get at commands not in the Ribbon.

QAT shortcuts -> These make up the ULTIMATE secret sauce of productivity (I can't stress how much I LOVE these!). They're the shortcuts we create ourselves for the frequently used commands that are normally either too long or buried deep in the Ribbon.

And the beauty of these types of shortcuts is they **transfer** over to Word, Excel and Outlook - 3 *other Office programs I'm guessing you also use all the time.*

In summary - Don't skip Unit 1 and don't skimp on learning these shortcuts.

I guarantee you, they will REVOLUTIONIZE the way you use any Office program and they'll instantly put you head and shoulders over all of your peers.

So if you haven't already watched Unit 1, [click here to sign in and get started](#).

Now above and beyond the PowerPoint 3X shortcuts...here's my bonus tip to make sure you really push your productivity on all cylinders:

Step 1: Think of another program in which you spend a good portion of your time.

Step 2: Find a shortcut cheat sheet for that program (**JFGI** - Just Freaking Google It) and skim through the list looking specifically for...

Step 3: Commands that you use all the time...most likely formatting, followed by navigation.

My recommendation is to start with just 1 or 2 so you aren't overwhelmed and then build from there.

Once you start absorbing one or two new shortcuts, you may find that you can't stop...like your fellow student, Anastasia:

"Your shortcuts got me thinking about how I use Gmail, and now I'm shortcutting my way through my emails so fast! It's amazing how much time I'm saving."

So again, if you haven't already watched Unit 1, [click here to sign in](#) and then start thinking about the other software you could turbo-charge with just a couple extra shortcuts.

Rock on!

Camille "I L.O.V.E my Q.A.T." Holden

Bonus Tip #2

The broken shortcuts clinic

Camille here.

So what did you think of Unit 2? Holy smokes...right?!

Did you ever imagine how many tasks you could obliterate with just a little bit of strategy?

And then when combined with all of the shortcuts, it just gets CRAZY fast.

If you haven't had a chance to check out Unit 2 yet, [click here to get cranking](#).

Okay, so what if some of your shortcut keys aren't working?

Maybe you tried a shortcut like CTRL+G for group and it didn't work, or maybe you hit a function key like F2 but nothing happened (funny how Fn kind of sounds like "F-ing"...).

Is that a glitch in the program? Is it a problem with your computer? Nope...

Don't worry.

What's most likely happening is that you're getting interference from **other programs**, a **language bar** and/or **blocked function keys**...all of which can be fixed.

Let me show you.

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Other Programs

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The main culprit of malfunctioning PowerPoint shortcuts is that other programs are gobbling them up...

Here are three common programs that definitely override your Office shortcuts:

- > Evernote
- > Camtasia Studio
- > Dragon

And I'm sure there are WAY more...but the same troubleshooting procedure should work for those too:

#1: Dive into the program's options section (usually in the Tools section);

#2: Find the Configure Hotkeys section (it might be labeled differently in your program);

#3: Either clear or reassign whatever the culprit hotkey is that you are trying to free up.

If it's not intuitive to find quickly, I would recommend Googling something like "How to change shortcuts in [insert the name of the program]".

Note: If you don't know which program it is and/or the shortcut use to work, go to uninstall programs on your machine and filter your programs by date installed and work backwards.

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The Language Bar

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The most common culprit if you haven't installed many programs besides Office onto your computer, is the language bar, which allows you to use multiple input languages.

To troubleshoot your language bar, follow these steps:

#1: Navigate to the Language control panel (hit the Windows key and just type Language);

#2: Select Advanced Settings;

#3: Find the 'Switching input methods' section and click the 'Change language bar hot keys';

#4: Within the dialog, select Switch Input Method and set a new hotkey to flip between whatever languages you're using. Be careful to use a new hotkey that doesn't conflict with any existing Office or Windows shortcuts.

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Blocked Function Keys

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To see whether this is an issue or not (maybe you haven't noticed yet), first read this the next paragraph, then follow the instructions....

Okay, you are going to flip to an open program (not the one you are reading this in as it might immediately close when you do this) and hit ALT+F4.

Okay, go do it...flip to another program and then hit ALT+F4.

What happened?

Did the program immediately close...or did you have your microphone (or something similar) turn on or off?

If the program didn't immediately close, it means that your function keys are inversed...which is a new default on a lot of computers.

What that means is that your function keys are set to be single keys to system functions like screen brightness, volume controls, wifi, etc.

And although that can be nice for the one-off occasion, this inverting means that to get at the CLASSIC F-shortcuts in Office, you now have to press the Fn key, which is a royal pain (did we mention, we're all about saving time?).

To flip this (which used to be the default and what I highly recommend), you just have to flip the layout in your BIOS (see instructions below).

Again, I highly recommend doing this (that's how Taylor's is set up too) as it frees up some great PowerPoint shortcuts like:

- **F2 for moving in and out of shapes**
- **F4 for the redo shortcut**
- **F12 for the save as shortcut**
- ALT+F9 for Guides
- ALT+SHIFT+F9 for the rulers
- SHIFT+F9 for gridlines
- **ALT+F10 for the selection pane**

To set this up, print and follow these steps (it requires restarting your computer):

#1: Restart your computer and as the computer restarts, during the Windows boot screen, you'll see instructions to interrupt the normal setup. It's most likely ENTER, but don't worry, it will tell you what the key is just below the word Windows.

#2: You will be taken to an old DOS looking screen where you will hit F1 to enter the BIOS of your machine.

#3: Within the BIOS section, you want to navigate to the CONFIG tab (you'll have to use your arrow keys and the ENTER key).

#4: Within CONFIG, navigate to the Keyboard/mouse options.

#5: Change the F1-F12 keys to Legacy or Enable/Disable them (hit the arrow keys and ENTER to change the values). Basically, just choose the reverse of whatever it currently says.

#6: Save and exit BIOS mode by hitting F10.

Once Windows starts up, you will have reclaimed your F1 through F12 keys, freeing up all of the shortcuts I mentioned above.

And just as a heads up...

You still have access to all of your volume controls and other system functions, you now just need to hit the Fn + 'F-whatever-key' to access them.

This is again my recommended setting as you will soon be rocking these shortcuts out in PowerPoint (they work in Excel and Word too) much more frequently than you will be using the volume controls.

If however you don't like the new setup, you can follow the steps above to go back the other way.

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Quick Recap

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So that's it...

If your shortcuts aren't working properly, check for 'turkey' programs or settings that are gobbling up your shortcuts and/or check whether your Fn keys are inverted.

If you have any questions about the above or have a question about a specific program that might be blocking your shortcuts, just shoot me a note and I'll be happy to help you out.

Yours truly,

Camille "Ain't Nothin' Gonna Keep Me From My Shortcuts" Holden

P.S. If you haven't had a chance to check out Unit 2 yet, [click here to get cranking](#).

Bonus Tip #3

Are Zomb-jects eating you alive?

Ah...the beauty of perfect alignment and positioning!

If you've gotten to Unit 3, then you know that not only do Ninja lines help you achieve the impossible, but the more you use them, the more uses you will find for them.

And Taylor did such a good job of showing you all of the Ninja Line variations that I'm almost stumped on what to give you as your bonus tip for [Unit 3](#)...

Keyword...**ALMOST** :)

So while Taylor robbed me of bonus tips for Unit 3, I've got an ace up my sleeve: **the Hammer Tool**.

This Hammer Tool (that's its name, no joke), is a free add-in that we use all of the time at Nuts & Bolts and it makes inter-slide alignments SOOO easy.

Inter-slide-a-what-s?

Basically, the tool lets you copy the position of an object on one slide, and then paste its position onto another object on a different slide.

And just like the Format Dipper, it remembers the position that you copied until you copy another object's position.

The benefit is that as you flip between your slides, objects that are supposed to be in the same position between your slides, are IN FACT in exactly the same position...!

Eliminating what I like to call "Zomb-jects".

You know, those things that are supposed to be in dead precision alignment between your slides (like your titles) but as you flip between your slides they somehow come to life?

And your audience is like "ahhhhhhhh"...in their head.

That's what the Hammer Tool helps eliminate. And it beats the heck out of just about every other odd-ball technique I've seen people use to achieve this.

It's hands down the fastest way to solve your inter-slide-alignment issues...and it's FREE.

Now I realize not everyone can use add-ins at their office (company policy) but if you can, I HIGHLY recommend checking out the post below which deals with two types of inter-slide alignments.

Level 1 Un-Alignments - Placeholders that are set on your Slide Master that come out of position (which you can easily reset).

Level 2 Un-Alignments - Anything else that is not set on the Slide Master, which needs to be hammered back into place.

Use the links below to check out the Hammer Tool (it really is free!) or see how to use it first before making your decision.

[>> Check out how to get the Hammer Tool](#)

[>> Check out the Hammer Tool demonstration](#)

Again, this is a killer symbiotic trick for Ninja Lines!

If you haven't seen all the ways to use Ninja Lines yet, click the link below to login and go to Unit 3.

[>> Check out Unit 3](#)

Yours truly,
Camille "Zomb-ject Killer" Holden

Bonus Tip #4

Where have you been all my life?

When people first see the lock drawing mode trick in action to hook up a hierarchy in one go, they are like...

"Holy Lines of PowerPoint! Where has that trick been all my life!?"

But it's quickly followed up with a not so enthusiastic...

"Ah....I just wish there was a faster way to build out my hierarchies in PowerPoint in the first place."

Any guesses what I'm going to teach you how to do in this email? :-)

Now, you'll need to stick with me on this one, because at first you're going to be horrified with me. Because I'm going to make liberal use of the "S" word...

But it's a fact of PowerPoint life...it's just plain impossible to out-perform **SmartArt**. Yes, I said it, SmartArt!

When it comes to building hierarchies and cranking them out fast, SmartArt is king. Even Taylor and I can't build them faster than SmartArt can!

So we build the hierarchy with SmartArt, and then we break it.

But there's a catch you need to be aware of when we break it, to make sure can properly hook up your lines.

Don't forget that what Taylor mentioned in [Unit 4](#) about proper and improper connections...

So where most people get frustrated and just give up...by the end of this email you'll know exactly what to do!

Cranking Through A Hierarchy With SmartArt

Step 1: Whipping Through Your Hierarchy

Okay, so first you are going to start with SmartArt.

Go to the Insert Tab, select SmartArt, pick a hierarchy that is close to what you want...

And just start banging out your shapes by typing and/or pasting text into the graphic.

SmartArt will BLAST out your shapes with your text much faster than you could yourself...

Trust me, Taylor and I have raced and the SmartArt technique always wins.

And by the way, don't get all bent out of shape at this point about what it looks like, we'll be breaking it apart in just a second. At this stage you are just knocking out all of the shapes.

Step 2: Break Your Graphic

With your shapes ready (we'll re-arrange them in a second), you want to break your SmartArt graphic.

So select the graphic and hit CTRL+SHIFT+G to ungroup it twice.

Ungroup once....SmartArt breaks into a group of shapes.

Ungroup a second time...the group of shapes breaks into the individual pieces...

Now I'm 99.99% sure you **CAN'T POSSIBLY GUESS** what I'm going to say next...and it's going to be weird....so don't stop reading yet :)

Step 3: Dealing With The Wrong Shapes

Now with your hierarchy broken down, what you have what looks like, feels like and smells like, normal PowerPoint objects (lines, rectangles and/or circles)...

But they are NOT...they are freeform shapes.

And the reason you care about this, is that freeform shapes do not hook up to lines as Taylor showed you how to do in [Unit 4](#).

Instead of having connection points in the middle, it only has them in the corners of the objects...similar to when you create your own connection points.

So here's what you'll need to do:

First - delete the lines. They are not something we can work with.

Second - select your shapes, navigate to the Drawing Tools Format tab, on the left find the Edit Shape drop down, select Change Shape and then find your shape.

*If you have a freeform rectangle, find the normal rectangle
If you have a freeform circle, find the normal circle.*

And that's it! Your freeform, unworkable shapes, are now the normal PowerPoint shapes that will hook up to line like they should!

Step 4: Arrange Your Hierarchy

At this point (we have not added the lines back in yet) you'll want to make sure the shapes in your hierarchy are set the way you want them.

I recommend setting up the formation first before adding the lines.

Step 5: Add The Lines With The Lock Drawing Mode

Just as Taylor showed you how to do in [Unit 4](#), you want to navigate to the shapes gallery, right-click the elbow connector and select "lock drawing mode"...

With the mode selected, you can now freestyle draw in all of your lines.

And presto change-o...your hierarchy is all set up!

So that is the fastest way that I know of to quickly knock out a hierarchy from scratch, while maintaining full control over it.

If you haven't made it through Unit 4 yet, you can jump right in using this link:

[>> Check out Unit 4 - Connectors](#)

Each unit is made of short little chirpy videos that you can watch at your own leisure.

If you get stuck at any point or need help with anything, just hit reply and let me know and we'll get back to you.

Yours truly,
Camille "Presto Change-O!" Holden

Bonus Tip #5

The 10 min deck

I once had a colleague send me a disaster slide deck that was due in exactly 10 minutes. He innocently asked me:

"Is there anything we can do to make it look better before we send it to the client?"

This was a draft proposal and was roughly 45 slides long and other than our company logo, I don't think there was one single visual element in that presentation...

Not one!

So what did I do? I boxed the heck out of that deck, just as Taylor showed you how to do in [Unit 5](#).

And it worked! It wasn't the prettiest deck (many of the slides had the same exact layout), but hey...

It was done in 10 minutes and...

It was 10 times better than the random floating text my colleague was going to send along to the client, essentially saying:

"Yes, we are super professional company, here is a bunch of unstructured regurgitated text on blank, non-visual slides...please hire us!"

The moral is, use boxes...but vary your layouts.

At the time I didn't know about implied boxes with flying carpets and odd-shaped boxes...

Had I known what you know now, I could have quickly sprinkled a bit more variety into that 10 minute deck and it would have been even better!

And that's a key point I want to make here.

Variety is important in your layouts, and there is no magic formula. You have to use your common sense.

That said, if you are caught between a rock and a deadline, I'd rather see **EVERYTHING boxed up rather than free-floating** around on your slides.

Heck, Taylor even showed you that you can throw pictures into boxes and you'll see later in the course that tables and charts can be boxed up too.

Okay...so here's your bonus tip for [Unit 5](#).

Pay more attention to **magazines, internet ads** and **billboards**.

Not so much the ad itself, but the layout.

People always ask me for layout advice for their content., especially when they have a lot of it.

But they forget that we are literally **SWIMMING through content on a daily basis**, and all of that content is designed by people who get paid the big bucks to design it!

Want more inspiration for how to lay stuff out on your slide so you have more variety and inspiration to pull from...

Just keep your eyes peeled for billboards as you drive to work tomorrow. Pay attention to those magazine advertisements as you are flipping through whatever you read...

Heck, I even saw a cool layout on twitter the other day with Cam Chancellor (I'm a big Seahawks fan). See the image below...



Via Twitter @seahawks

Would that make for a cool layout if you had a picture that lined up with it?

Heck yeah!

And once you start observing all the design layouts around you, you'll find that there is **NEVER any shortage of layout ideas** you can pull from.

Yours truly,
Camille "Boxes the Heck out of her Slides" Holden

Bonus Tip #6

And the MPMO award goes to...

And the award for the MOST PAINFUL and MOST DIFFICULT PowerPoint object class goes to...

TABLES!

Yeahhhh....tables, you suck :-)

Okay, that's not very nice, but it's kind of true.

Taylor talks about it in the [Data Viz unit on Tables](#), and gives you some awesome tips that make working with them SIGNIFICANTLY EASIER...along with what NOT to do.

I personally almost never use tables...I like to build implied tables using other shapes that are MUCH easier to work with.

Okay, so besides avoiding tables as much as possible, what's my special tip here?

Reuse, reduce and recycle...

Which goes right back to **Format Once, Reuse Often (FORO)**.

The biggest table trick I know of is NOT getting stuck building them from scratch as much as possible.

I like to have a fully formatted table or two on call for a specific deck so that I can simply copy and paste it into my deck...

And then I just have to worry about the content and slight adjustments to the columns and rows.

So that's my tip for you. If you have any specific table questions, feel free to shoot them my way.

Truly yours,

Camille "you can't like EVERY object class" Holden

P.S. If you have to use lots of tables in your presentations, it would be worth shopping around for a PowerPoint add-in for tables, like [this one by IDMB Advisory](#).

If it saved you just two or three hours a month with the add-in, it would be worth the price.

Bonus Tip #7

Even the stubborn people do this

Now that you're through uncharted territory and charted it in the [second unit of Data Viz...](#)

Okay, that was a bad charting joke...hehe.

So for charts, Taylor covered so many great things already...quick chart formatting, common pitfalls to avoid, linking vs. embedding, creating advanced charts (most people don't know you can build these in PPT)...so much good stuff!

So instead of giving you a new tip, what I want to do is reemphasize the point of using Chart templates, because these will **save you hours** in a number of different ways.

#1: You can use your chart templates ACROSS the Microsoft Office suite.

So if you are building a financial model in Excel, a pitch book in PowerPoint and an investment memorandum in Word...

Format your chart once, save it as a chart template and reuse it across all your documents.

Which is crazy efficient!

I once had an intern who was investing hours and hours of his time crawling an investment memorandum making the same small tweaks to all of the charts.

I showed him how to do it with Chart templates in 100th of the time it was taking him and he almost passed out.

#2: Chart templates make creating native charts in PowerPoint easy.

People love to copy and paste their Excel charts into PowerPoint as pictures, or link the data, or whatnot.

But reaffirming what Taylor said in the [charting unit](#), native PowerPoint charts are ALWAYS easier to work with...

And the single thing that stops most people, is building and formatting them.

Well if you are working with chart templates, you can simply apply your chart formatting in **just a few seconds** (I think it takes 5).

So unless you HAVE to link your charts or you are just plain stubborn...

I can't think of any reason why you shouldn't be using chart templates.

And I can't understand why no one ever really talks about them. But, you heard it here at Nuts & Bolts, and we stand by it! :-)

Yours truly,
Camille "stubborn Chart Templates user" Holden

That wraps up the bonus tips. We hope you've enjoyed them
and that you've enjoyed watching the course.

Most importantly, we hope you've learned A TON and that
you're one giant step closer to making it to Happy Hour!

**If you could take a minute to leave us a review by [emailing us](#)
or filling out the form on [this page](#), we'd greatly appreciate it.**