



Increasing your productivity in PowerPoint

Using the PowerPoint Productivity Toolkit

0.9 BETA

What is the PowerPoint Productivity Toolkit?

The PowerPoint Productivity Toolkit is an add-in for Microsoft PowerPoint 2007, 2010, 2013 and 2016 (Windows versions). When installed, it adds a "ribbon" into the PowerPoint interface that helps you simplify cumbersome and repetitive tasks such as creating Agenda Pages, annotating your slides, arranging and aligning shapes and much more. This presentation describes how to use the capabilities of the plugin.



Functionality in the PowerPoint Productivity Toolkit

- Agenda pages
- Comments
- Stamps
- Arrange & align shapes
- Shape styles
- Set language
- Reference shapes

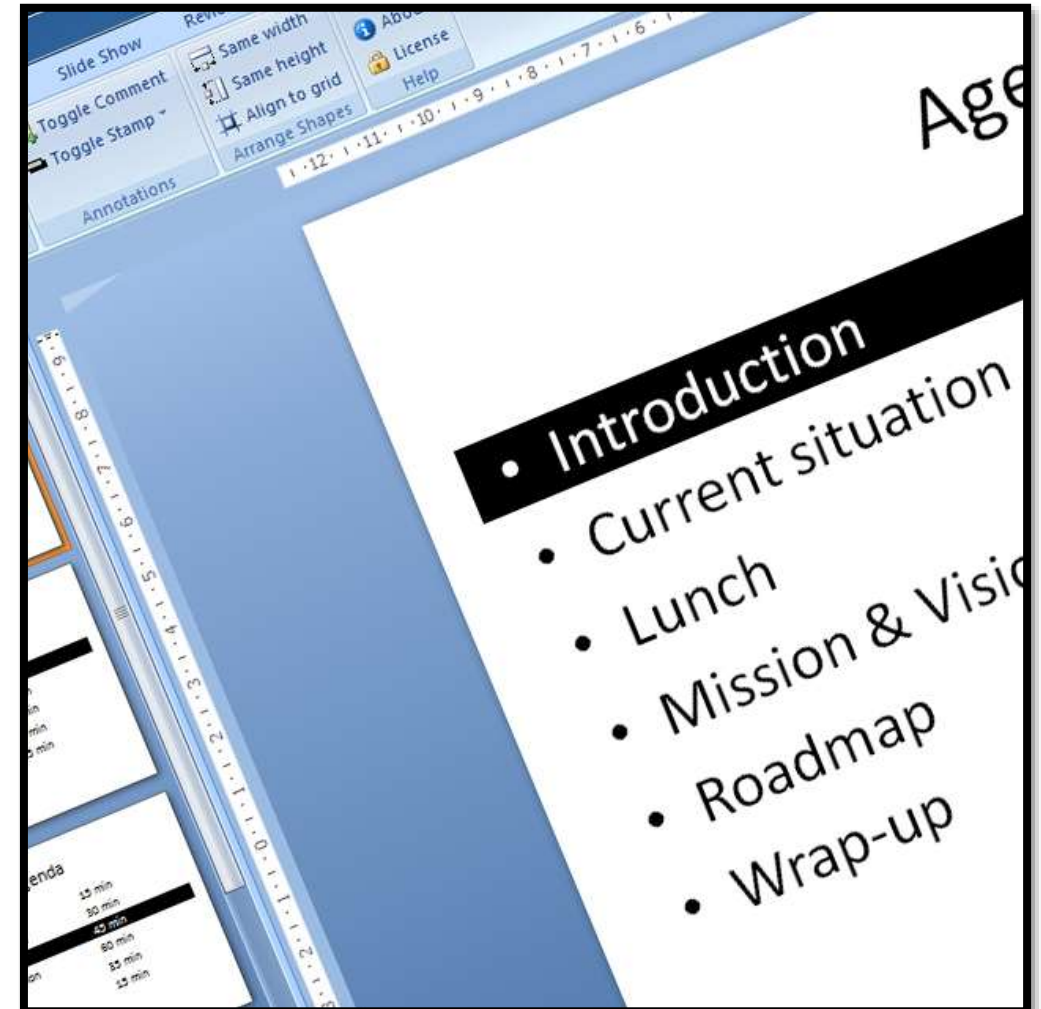
Use the Agenda Pages functionality to quickly create and update agenda slides for your presentation



The Agenda Pages function creates a series of agenda slides based on a template slide. Select the text box containing the agenda items and click the Agenda Pages button. One agenda slide per paragraph in the text box will be created. To update all agenda slides, click the Agenda Pages button again with master slide selected

Tip #1: *Use SHIFT+ENTER to create a row break within the same agenda item*

Tip #2: *You can change the style of the black agenda box and click Agenda Pages again*



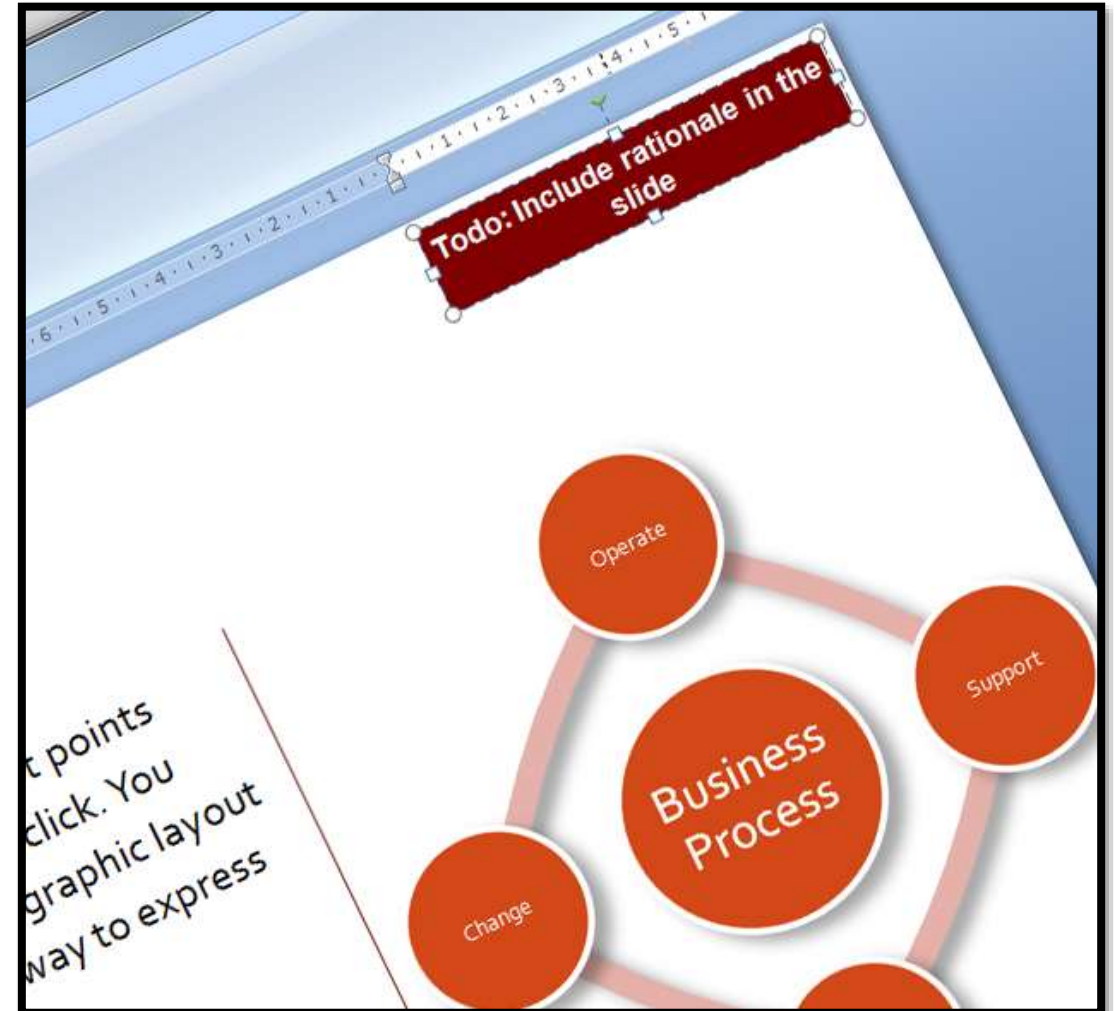
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Use the Toggle Comment function to annotate your presentations as part of the creation or review process



The Toggle Comment function lets you quickly insert or remove a box that you can use for annotating the current slide. It places the text box in the top right corner of the slide, visible but with the intent of not obstructing the view of the slide.



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Use the Toggle Stamp function to clearly mark the current slide for the audience of the presentation

The Toggle Stamp function lets you insert a stamp in the top right corner of the current slide that guides the reader of the presentation with respect to the contents of the slide.

Examples include:

- Illustrative – the contents intend to show structure or process rather than actual data*
- Non-exhaustive – the contents of the slide are partial or incomplete*
- For discussion – the contents of the slide are intended for discussion, not as final material*



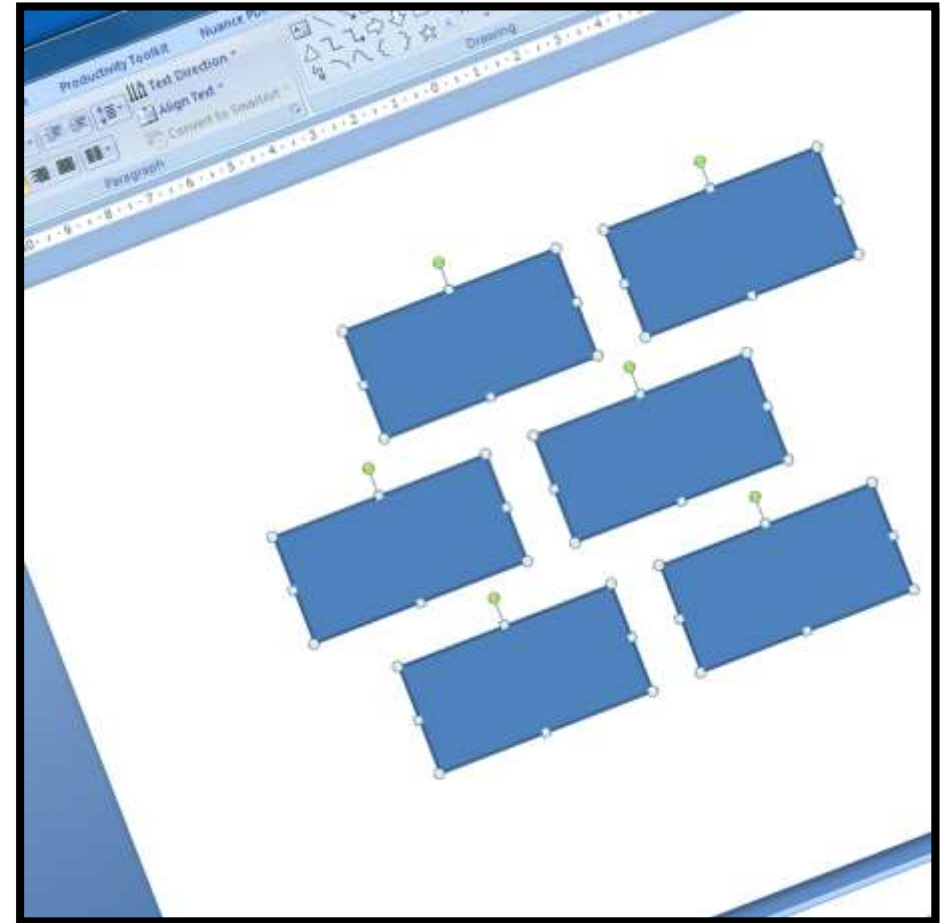
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Use the functions in the Arrange Shapes tool group to quickly arrange shapes in the way you need them...

The Arrange Shapes function group lets you quickly perform actions on a group of selected shapes.

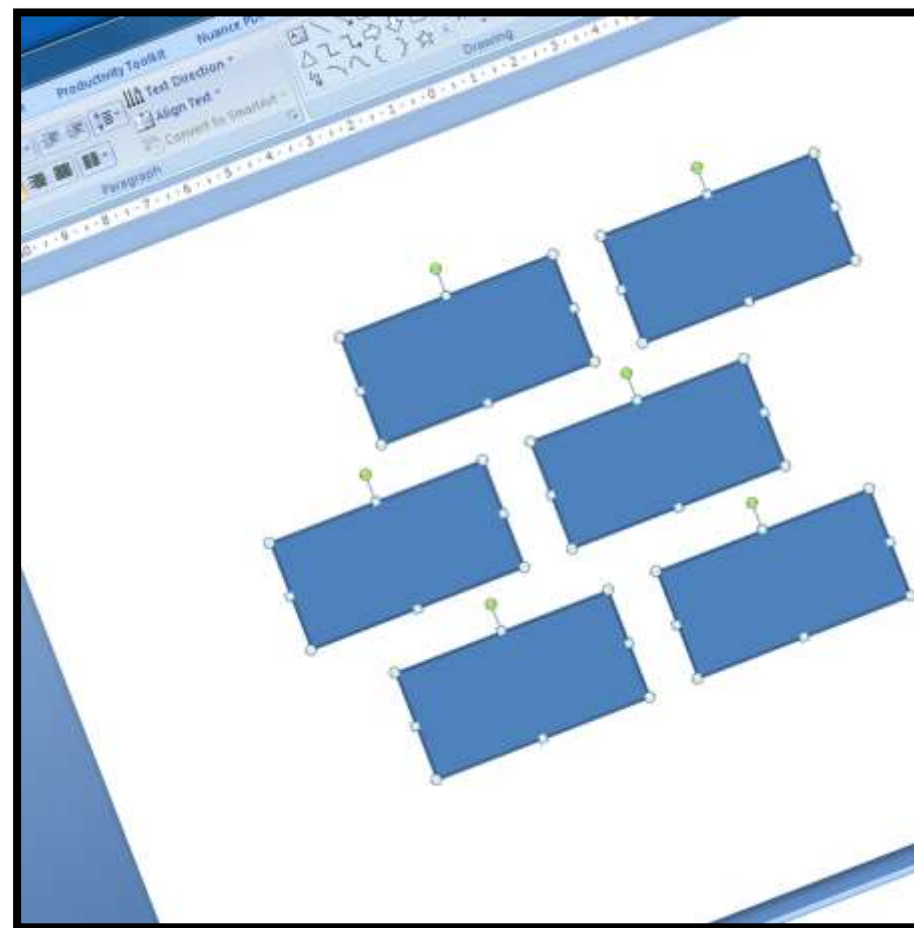
The Same Width and Same Height functions makes all selected shapes have the same dimension. The last selected shape becomes the template for the size. The Align to Grid adjusts the position and size of the shapes such that they are aligned to the grid, and the Edge-to-Edge function places shapes right next to each other.



...or let Align magic do the work for you

The Align Magic function tries to align left, right, top and bottom edges of shapes that are close but not fully aligned. By using the Align Magic tool, you can quickly increase the professional look of your page or make creating presentations with many shapes much easier.

Tip: *Align magic will only move one edge per click, so try repeatedly clicking the button until you get the look you want. If you don't get the effect you want, simply press Undo or CTRL+Z to undo the operation*



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Use the Shape Styles functions to make multiple shapes have the same look, such as chevrons



Getting multiple chevrons or pentagons to have the same angle, or the same "incline" in percent of their width used to be a tedious task. Now, you can simply make all chevrons have the same angle by using the Chevron Angle function.

Tip #1: *Use the angle versions to shape multiple chevrons with the same height to a specific angle.*

Tip #2: *Use the percent version to shape multiple chevrons with different heights to an angle that looks good when placed above each other.*

Chevron angle: 45 degrees



Chevron angle: 5 %



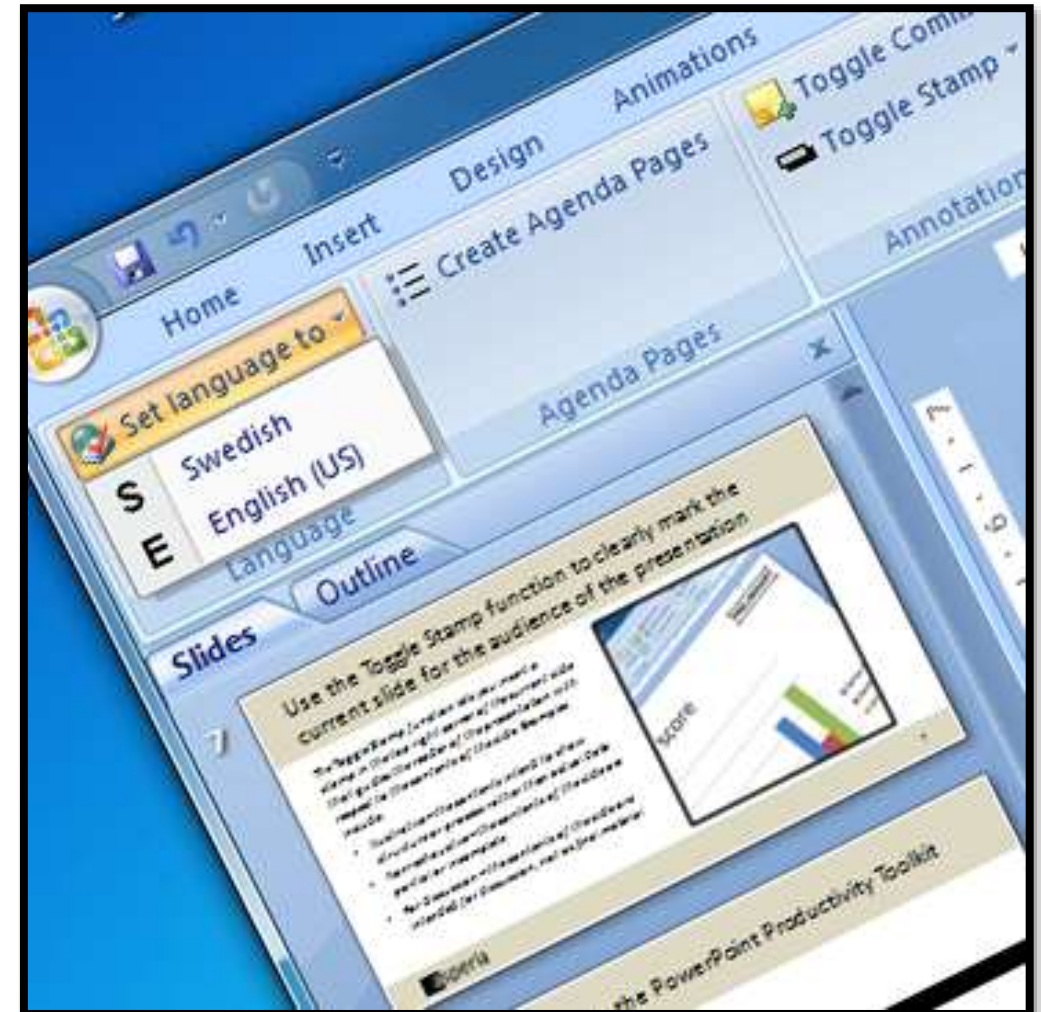
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Use the Set Language function to set the language of the entire presentation – not just the current slide

Microsoft PowerPoint has a bug that only allows you to change the language of one text box at a time.

Using the Set Language function, you can at the click of a button change the language of an entire presentation, including shapes containing text, grouped items and tables.



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Use the Reference Shapes available to quickly structure your content in a visually appealing way

Reference Shapes is a presentation that contains material that you may use to quickly created visually appealing content. It contains items such as:

- *Maps*
- *Signpost templates*
- *Text box templates*

