

Presentation Building Guidelines

- Understanding PowerPoint Templates, Linking & Proofing Tools is critical for quickly producing presentations. Use Quick Save Up (Excel) & Save Up (PowerPoint) to create a new version of a file with incremented version number.
- Macabacus Quick Charts can be inserted with structured sample data and provide additional helpful options. Frequently used charts can be uploaded to a Personal or Shared Library for use by others on your team.
- Use Macabacus Chart Add-Ons to quickly add a Statistics Line, Growth Arrow or other features to a chart. Use Smart Plot order to quickly reorder the series in a stacked column chart by the values in the last column.
- Centrally manage PowerPoint Templates (POTX) to a Personal or Shared Macabacus library for team access. Use Templates to control a dynamic table of contents, sections, flysheets, stamps and sticky memos.
- Use slide titles to communicate ideas & opinions so that the titles tell the story through a presentation. Ensure audience knows the presentation sequence with a table of contents, agenda style Flysheets & section titles.
- Import/Export settings can remove gridlines, chart borders and warn when exporting cells with formula errors. AutoColor colors can be selected and recolored to the default font color when exporting as well.
- Use a PowerPoint placeholder, Inserted Guide & Export Match None to avoid image movement & distortion. If a placeholder is not selected prior to export, linked image will maintain its position on the slide.
- Use text links from a single cell in Excel to create dynamic, linked text strings in PowerPoint. When exporting charts in Excel, consider selecting the cells around the charts to include additional information.
- Complete slides can be published to a Personal or Shared Library in Macabacus to expedite presentation building. Use Slide Links to get updated copies of inserted slides from a centrally controlled department or team.
- Use Manage Links dialog to easily filter, control & restore any broken links in the PowerPoint presentation. Use Highlight Links to visually see all links in a presentation in Slide Sorter view.
- Using Refresh Selected Links can be helpful to watch sensitivity & ensure new updates come through. Refreshing Slide Links allows slides to be centrally controlled and linked into several presentations.
- Meta Shapes are shapes in PowerPoint that can be filtered using multiple fields of data which is associated with them. These are efficient for inserting tombstones, biographies, headshots and various production descriptions.
- Visually balance PowerPoint slides horizontally and vertically using Macabacus alignment tools. Redundancies should be avoiding in formatting. If you can remove a formatting element, you should.
- Use Proofing Pane & Reformat View to locate and fix presentation inconsistencies related to formatting, layout, content. User can customize severity categories as: critical errors, major warnings, minor warnings.

| View | Keystroke |
|------------------|------------------|
| Maximize View | CTRL ALT SHIFT W |
| Zoom Out / In | CTRL ALT -= |
| Toggle Gridlines | CTRL ALT G |

| Inventory | Keystroke |
|------------------------------|-----------|
| Explorer Pane | ALT UE |
| Library Manager ¹ | ALT USEM |
| Library | ALT UK |

| Formatting | Keystroke |
|------------------|--------------|
| Fill Color Cycle | CTRL SHIFT K |
| Font Color Cycle | CTRL ' |
| Custom Format | CTRL 1 |

| Other | Keystroke |
|-------------------|----------------|
| Export Match None | CTRL ALT Right |
| Quick Save Up | SHIFT F12 |
| Snap to Gridlines | Hold ALT |

Consider adding these shortcuts to the Quick Access Toolbar to improve efficiency.^{9,2}

Our accelerator key has been set to 'U' for these keystrokes.