

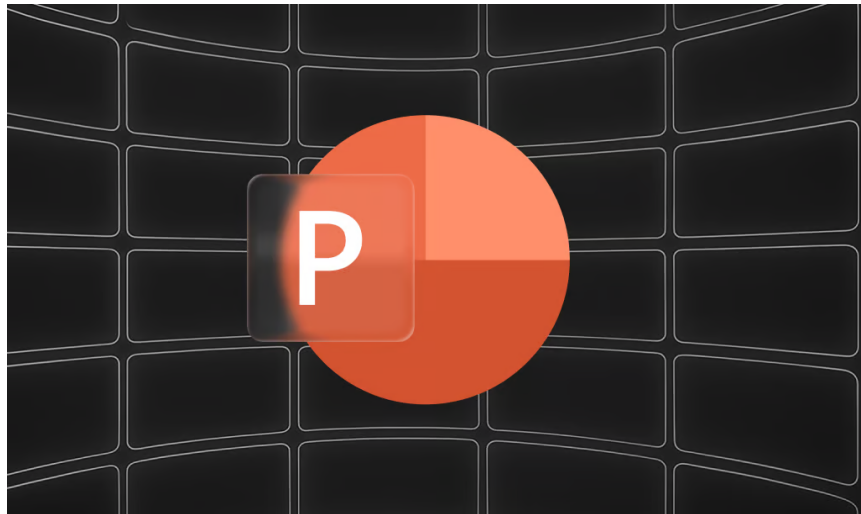


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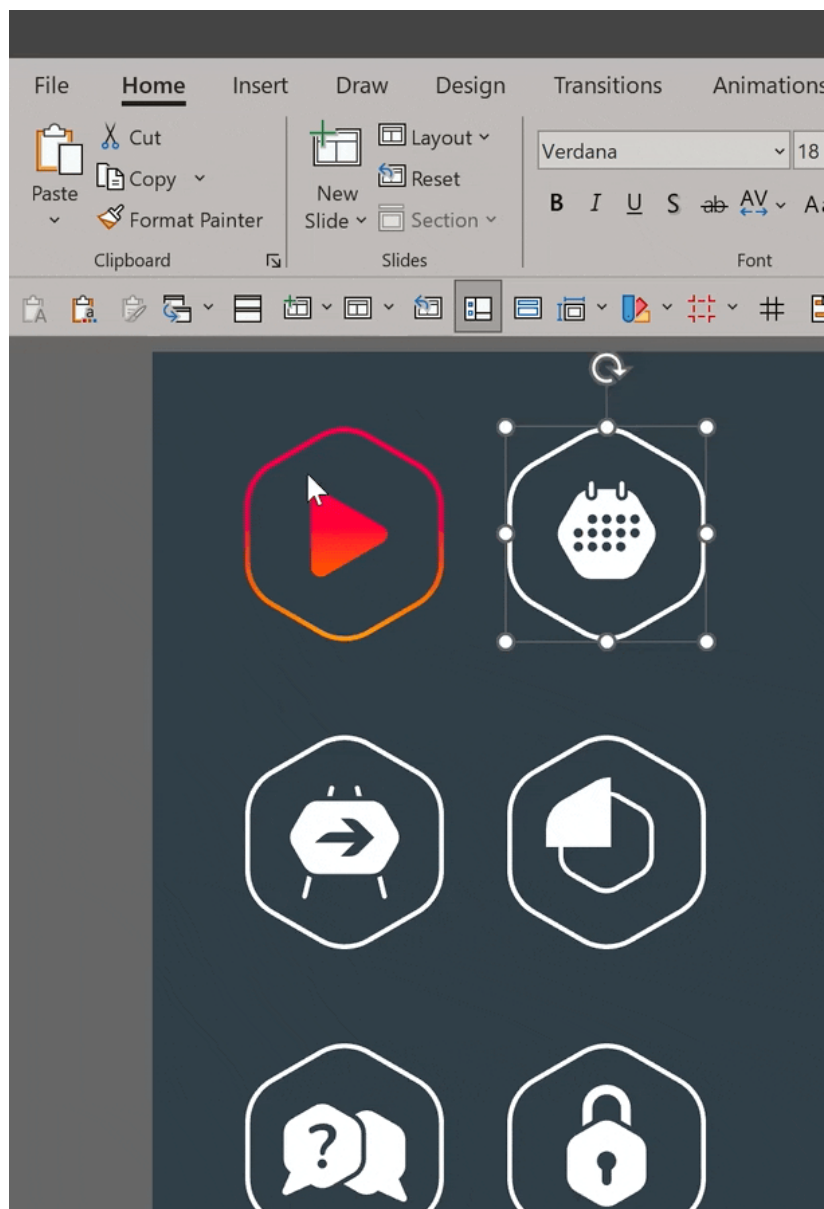
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Five Not-So-Obvious PowerPoint Features to Speed Up Your Workflow

I've been working as a presentation designer since 2015. I spend between five and ten hours a day in PowerPoint and continually discover ingenious features in this remarkable piece of software. Here are some lesser-known tricks to help you build your next deck more quickly.



Lock Format Painter and Lock Drawing Mode





Double-click the Format Painter on the Home tab to lock it in place—then you can apply formatting to as many objects as you like. It works the same way with the Animation Painter.



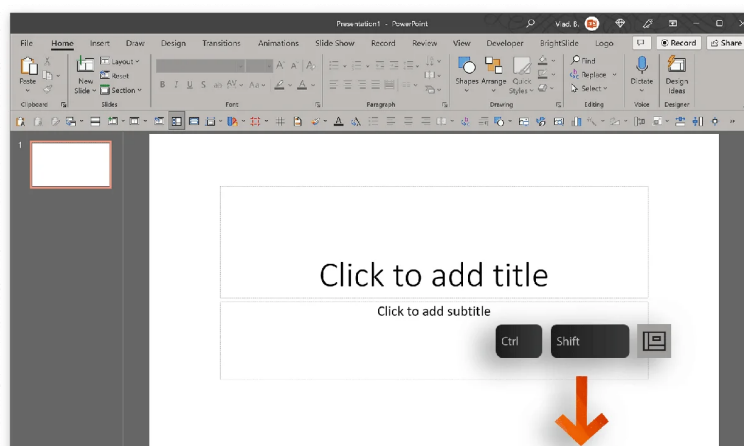
Right-click the shape you want and choose Lock Drawing Mode—then you can click repeatedly to create multiple copies of it.

Picture Layout



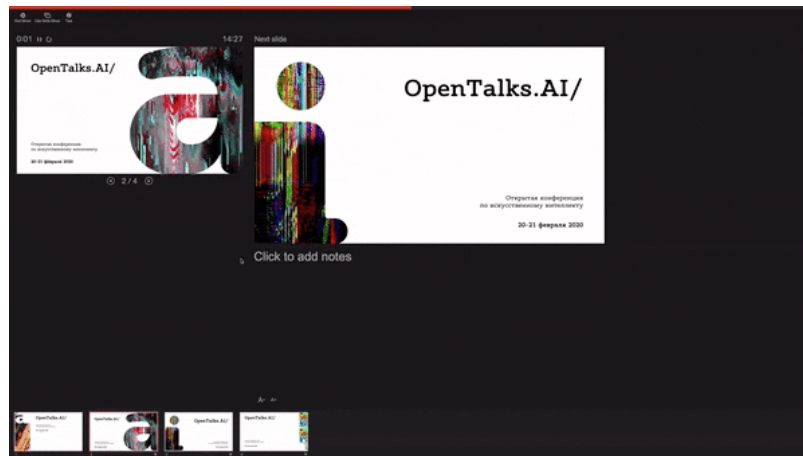
This feature lets you resize and distribute multiple images in an instant. Simply select the layout you require from the Picture Layout on the Format Picture tab.

Hiding Thumbnails Pane



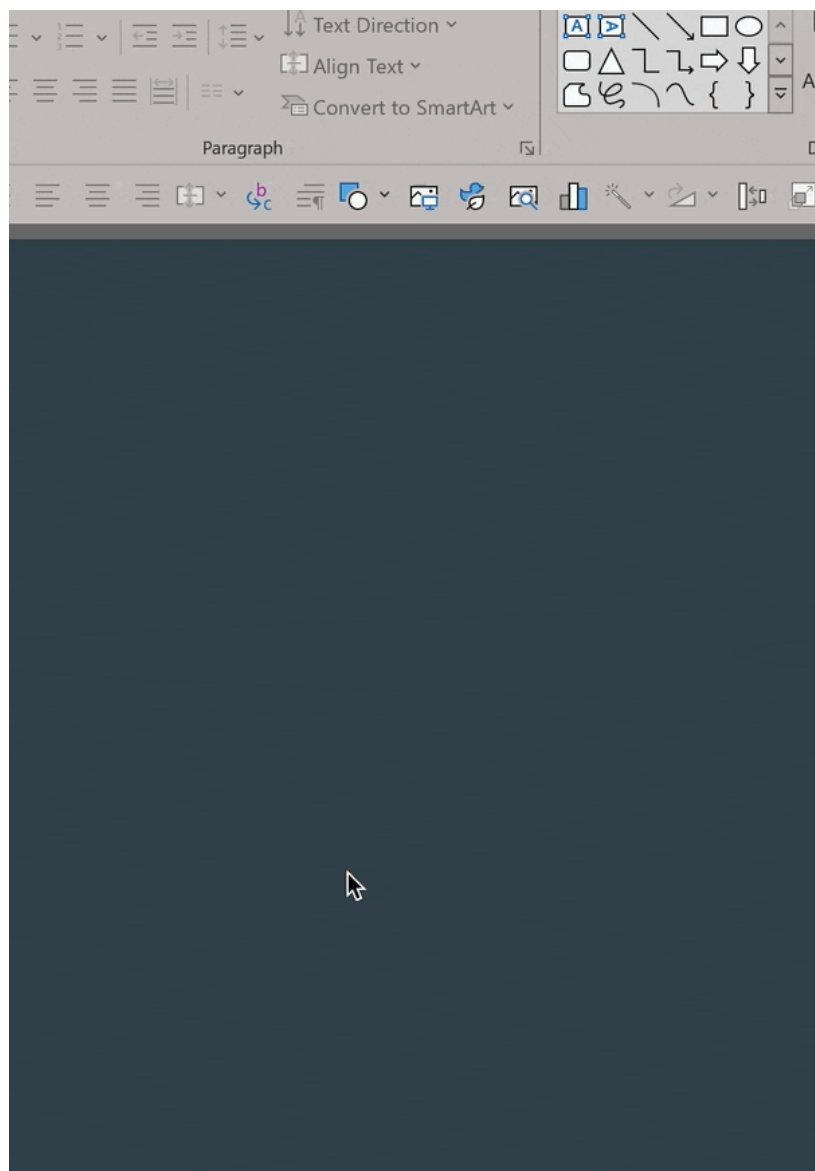
To toggle the thumbnails pane, hold Ctrl + Shift and click the Normal View icon on the status bar.

Adjusting Presenter View



Drag the Next Slide or Notes section to resize it—ideal when you have extensive notes.

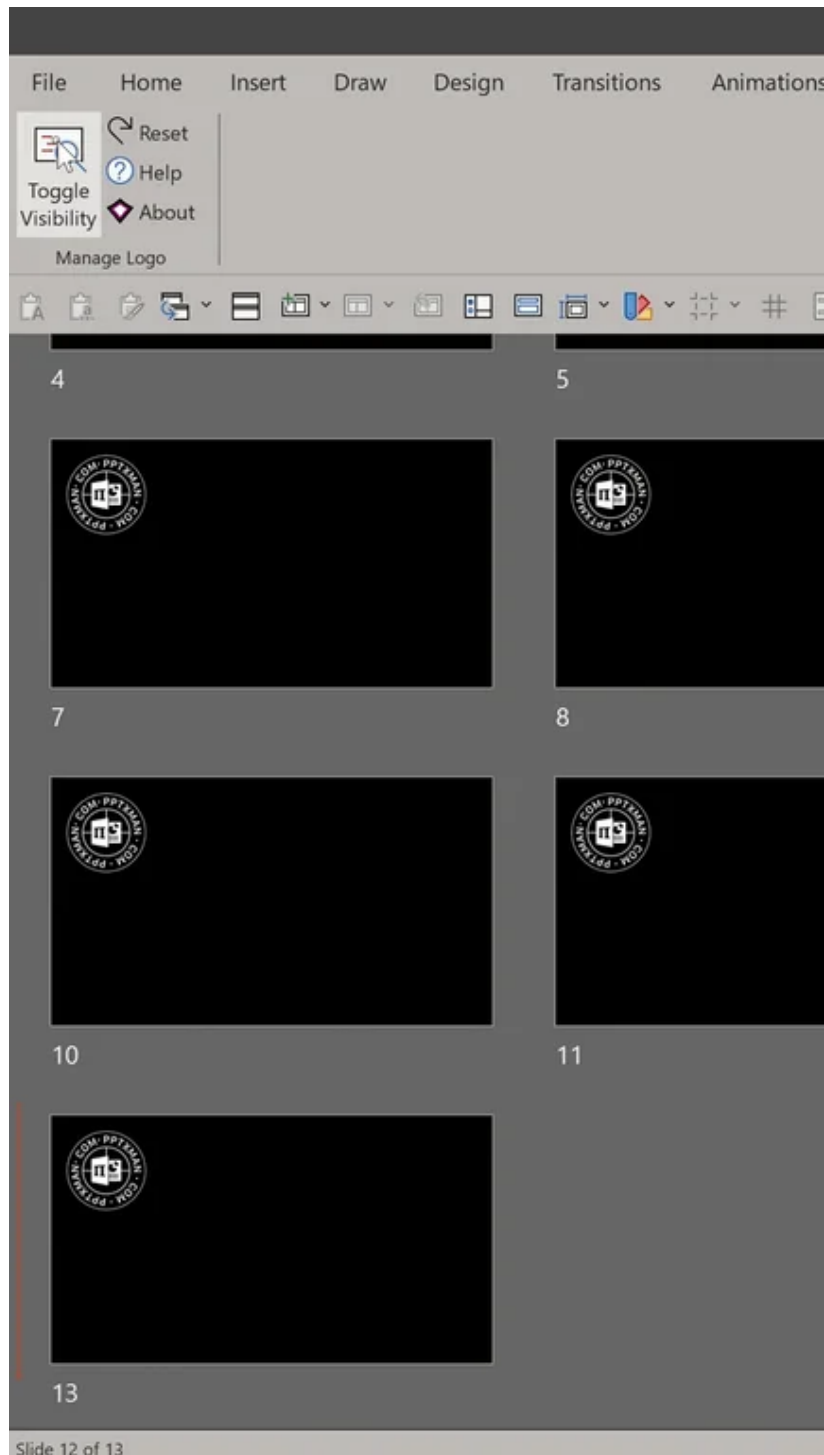
Ambiguous “Grid and Guides...” Menu





It looks like a drop-down menu item, but clicking it opens a dialog box—which is rather misleading.

Logo Toggle Add-in by BrightCarbon



A compact yet handy add-in lets you swiftly show or hide your logo throughout your deck.

1. [Download](#)
2. Install by double-clicking the "Logo Toggle.ppsm" file—you'll then see a new Logo

2. Install by double-clicking the `Logo Toggle.pptm` file—you'll then see a new Logo tab on the PowerPoint ribbon

3. In the **Selection Pane**, add the word “logo” (case sensitive) to any object's name
Now, every time you press the Toggle Visibility button, all objects with “logo” in their name will be shown or hidden

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