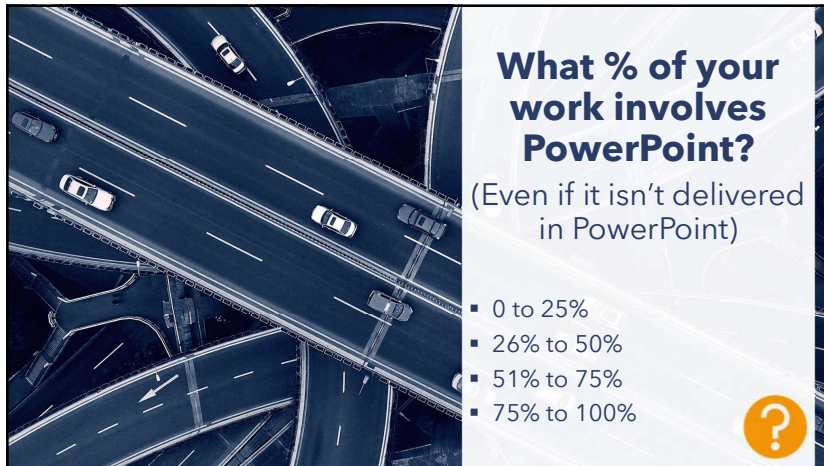




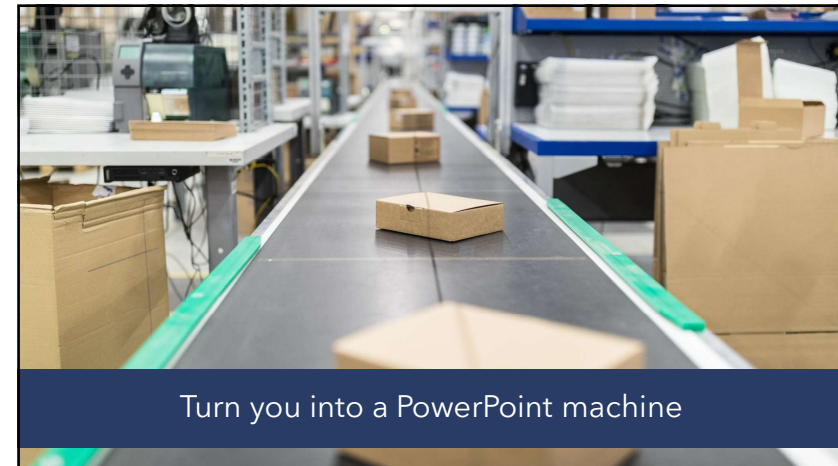
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2



3



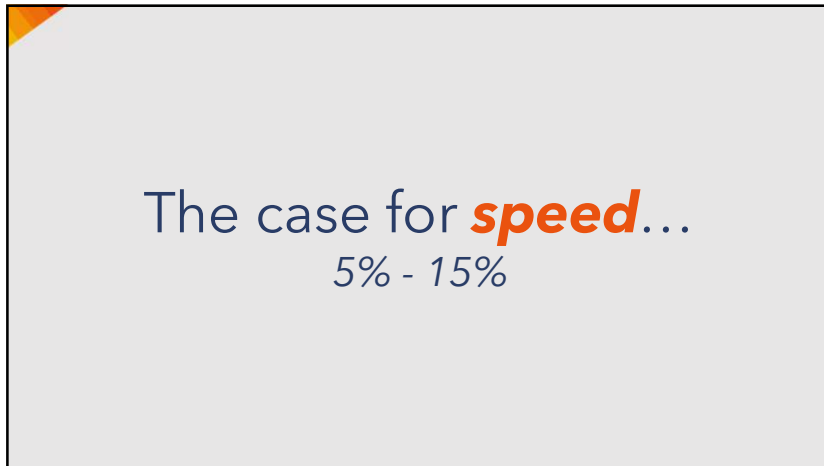
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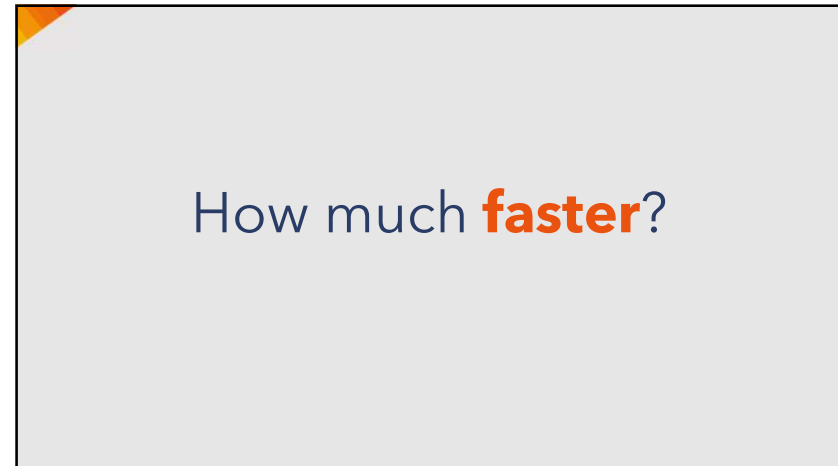
5



6



7



8

How much **faster**?
2x, 3x, 4x

9

"My business partner and I have a small consulting firm, I told him [...] for sure this has made me about **6 times faster**. This is not 3 times faster, because the stuff I'm doing is really complicated, so there is a lot of **repetitive sh*t** in there and just crushing all of that has taken so much time out."

Tony, PowerPoint 3X graduate

10



Imagine that for a second

11



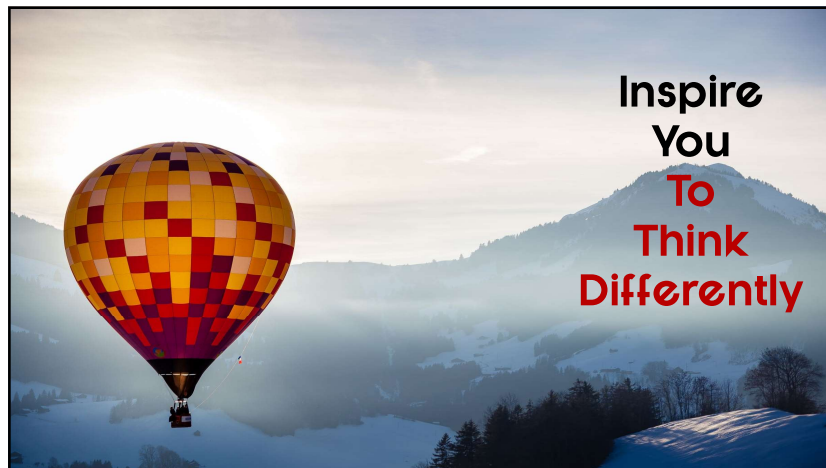
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13



14



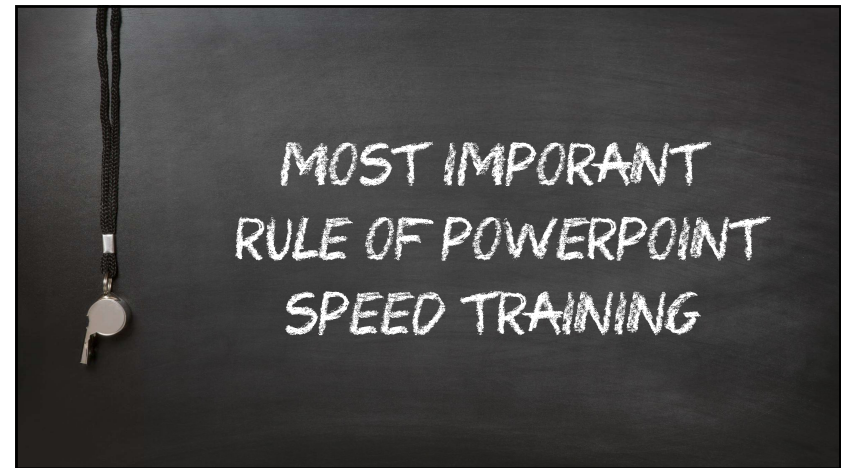
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16



17



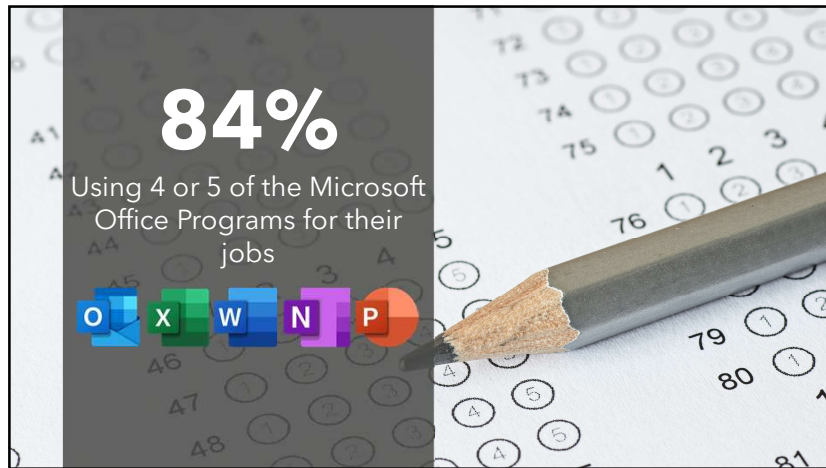
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19



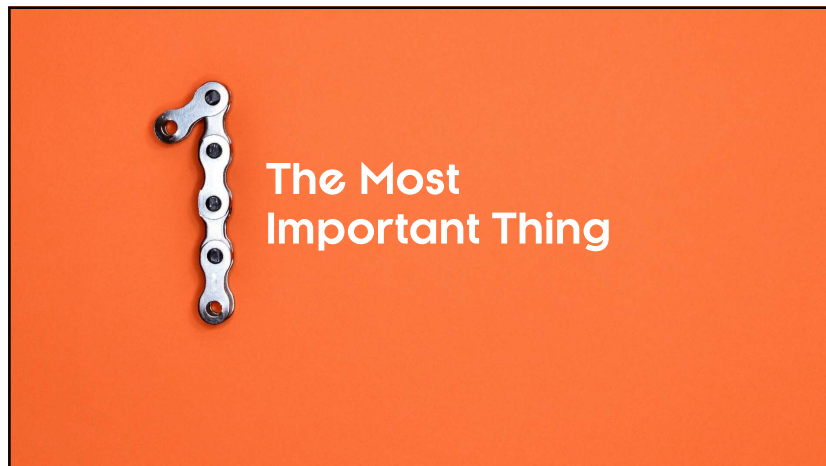
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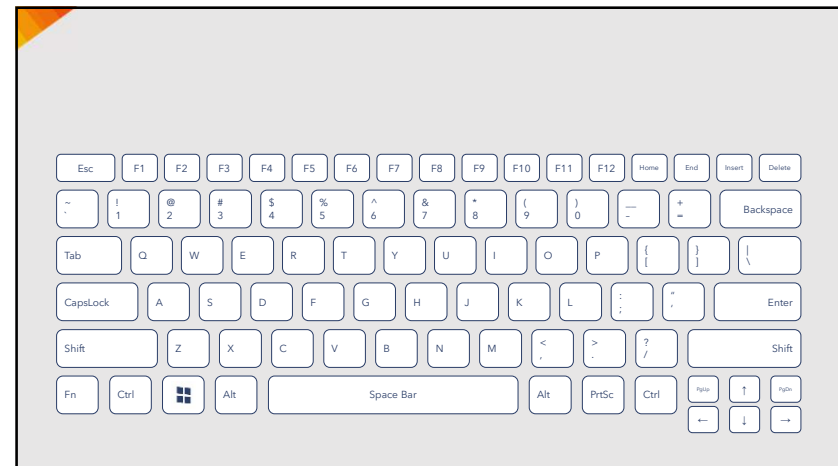
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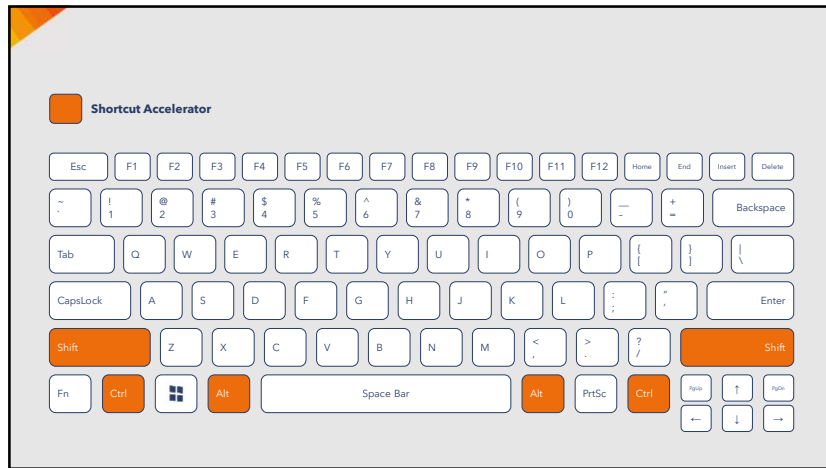
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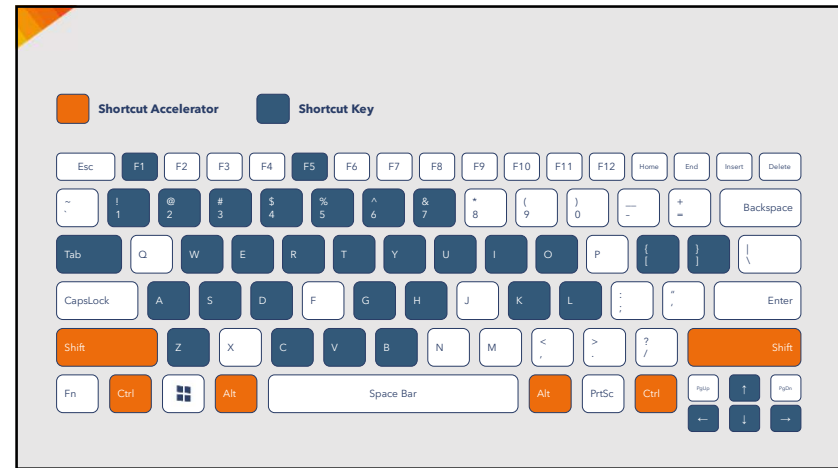
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24



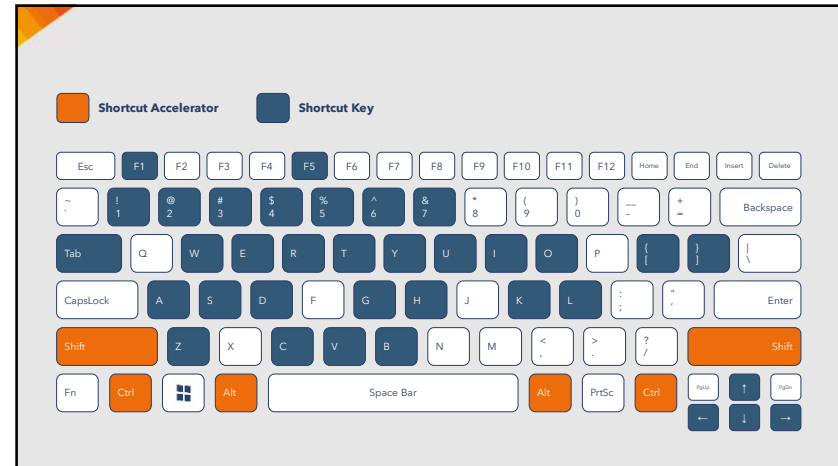
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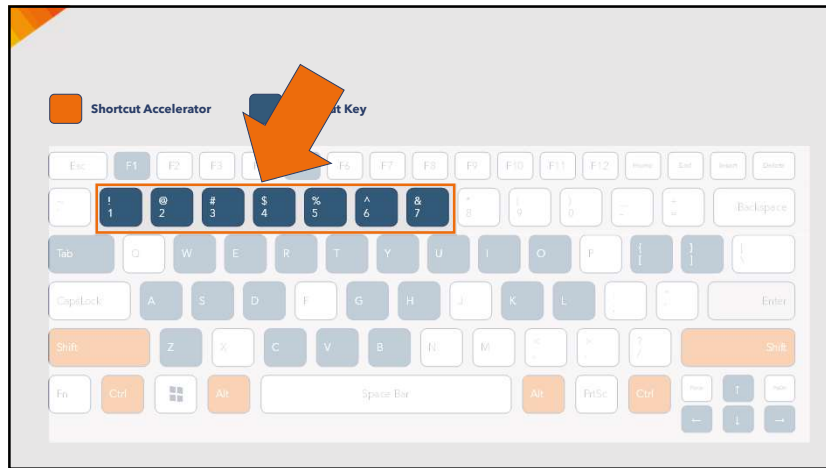
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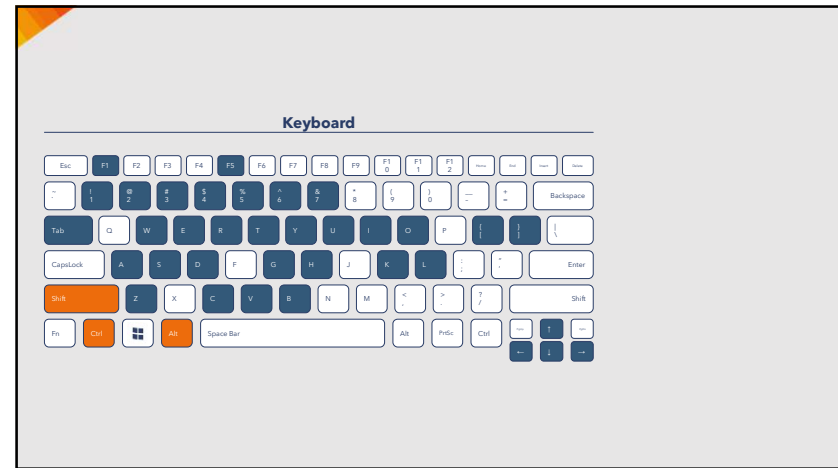
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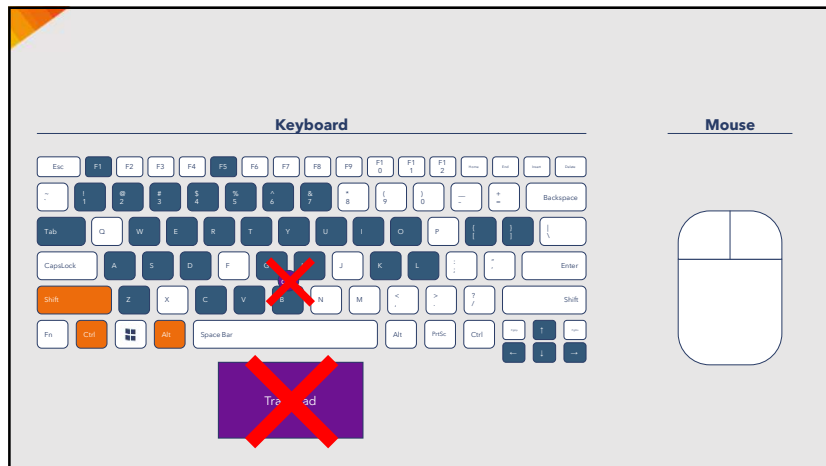
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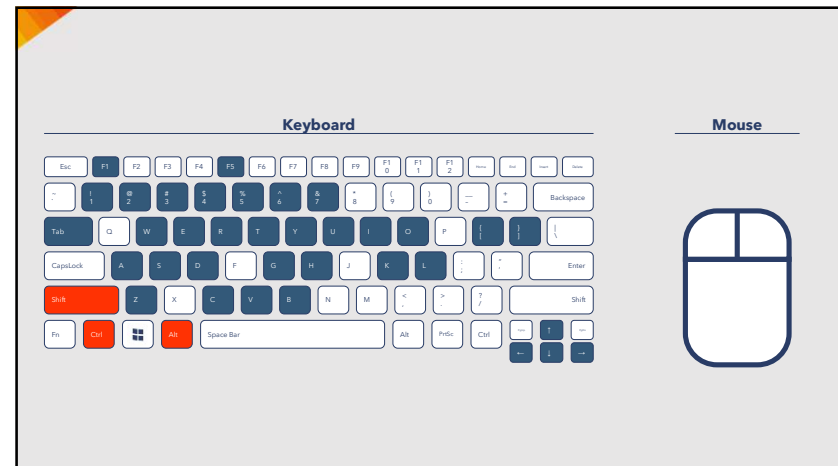
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30



31



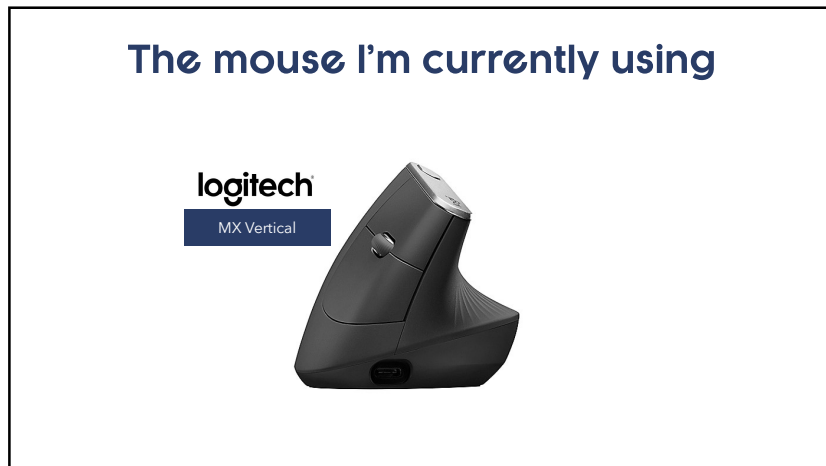
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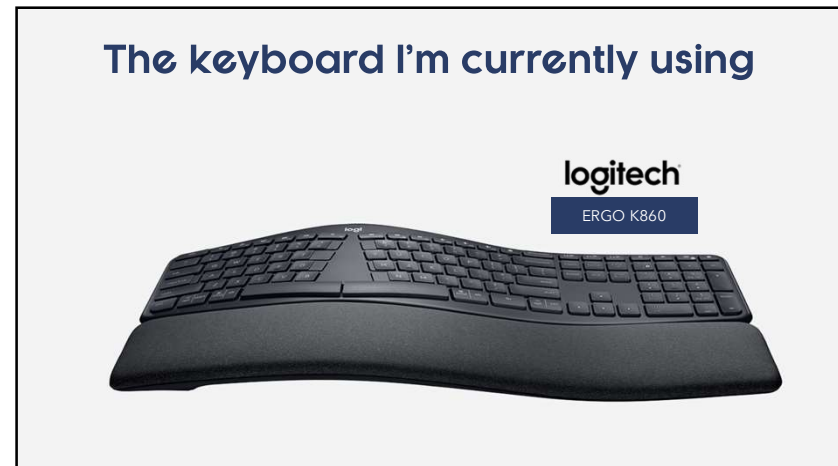
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34



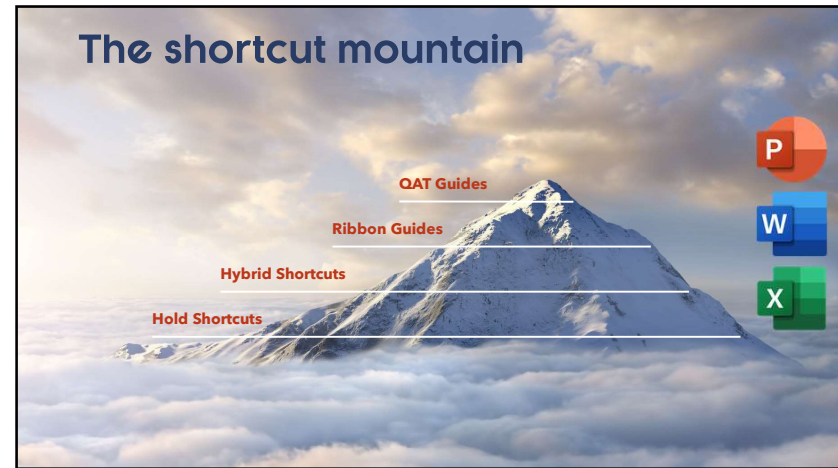
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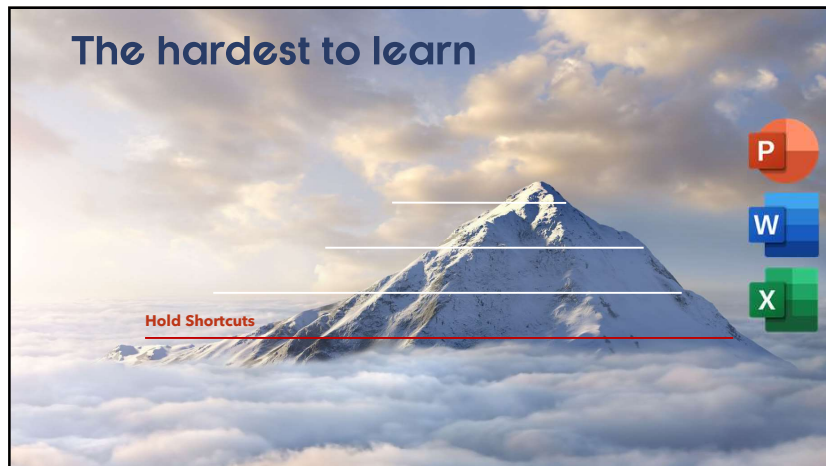
36



37



38



39



40

Disposable keyboard shortcuts



41

BONUS: Screen Clipping shortcut



42

Type #1

Hold Shortcuts


43

HOLD Shortcut Characteristics

1	What most people think of as a shortcut
2	Includes the Alt , Shift and/or Ctrl keys
3	Need to HOLD down the keys to make it work
4	You need to memorize (for the most part)

44

Quiz: Hold Shortcuts

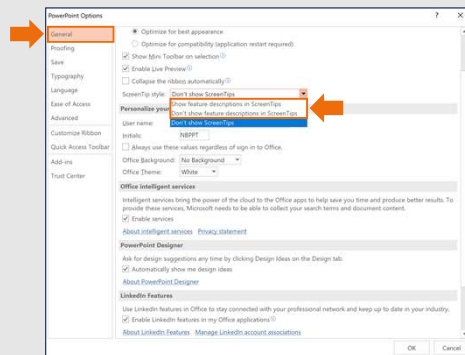
	Copy	Ctrl	+	C		
	Redo	Ctrl	+	Y		
	Duplicate	Ctrl	+	D		
	Paste Special	Ctrl	+	Alt	+	V

45

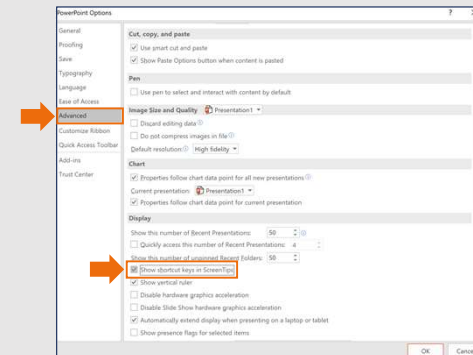
Hover to Discover

✓	Copy	Ctrl	+	C		
✓	Redo	Ctrl	+	Y		
✓	Duplicate	Ctrl	+	D		
✓	Paste Special	Ctrl	+	Alt	+	V

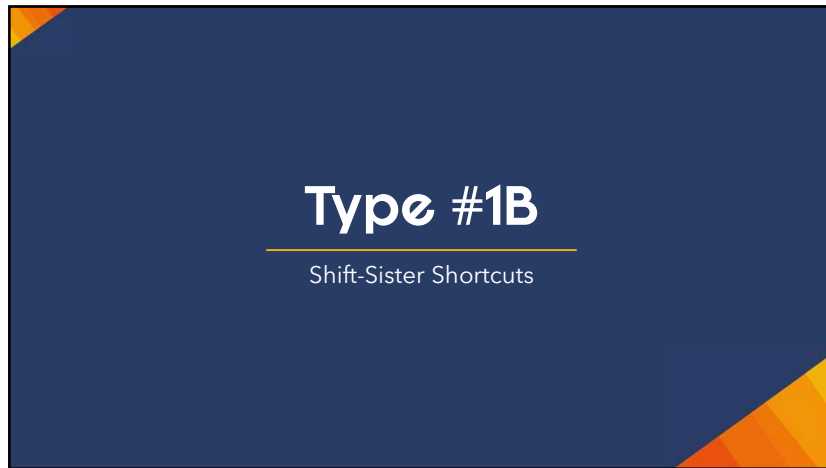
46



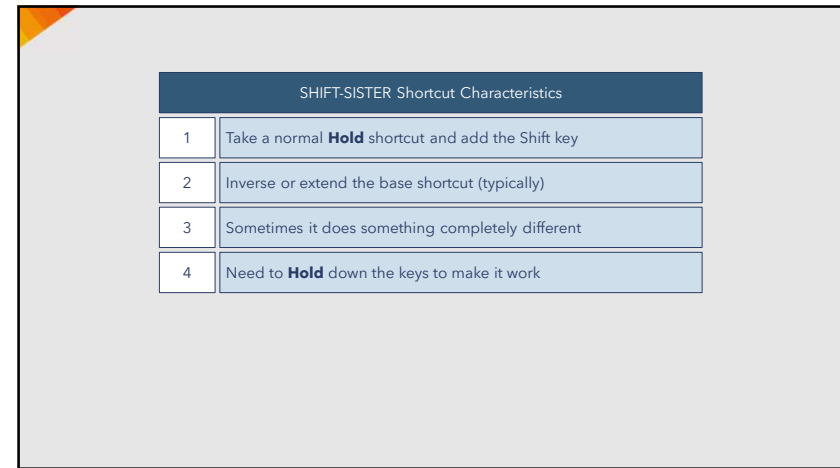
47



48



49



50



51



52

Quiz: Shift-Sister Shortcuts

☒ Ctrl + F1 Collapses the Ribbon
☒ Ctrl + Shift + F1 Hides the Ribbon

Extends the command

53

The Ultimate Workspace

Ctrl + Shift + [Thumbnail Icon] Hides your thumbnails
 Ctrl + Shift + F1 Hides the Ribbon

54

Quiz: Shift-Sister Shortcuts

☒ F5 Slide Show: From Beginning
☒ Shift + F5 Slide Show: From Current

Extends the command

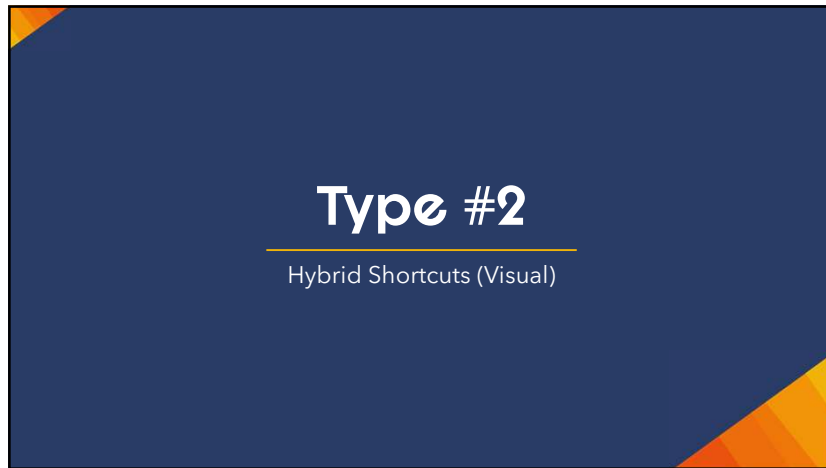
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Quiz: Shift-Sister Shortcuts

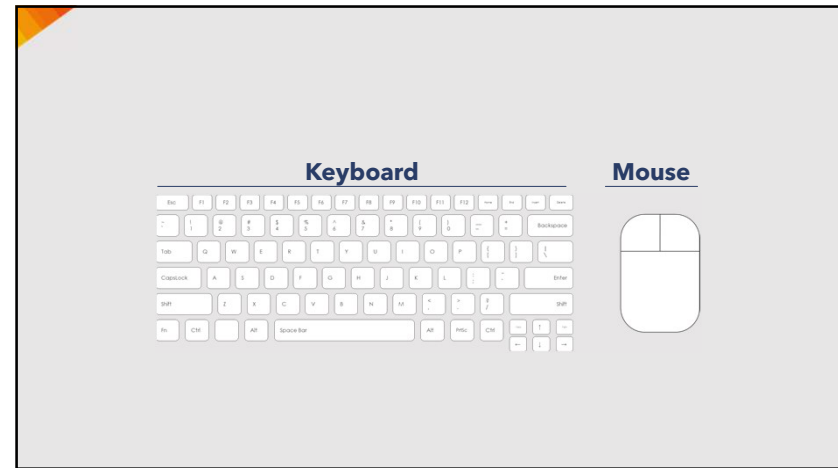
☒ Ctrl + C Copy
☒ Ctrl + Shift + C Copy Formatting
☒ Ctrl + V Paste
☒ Ctrl + Shift + V Paste Formatting

Extends the commands

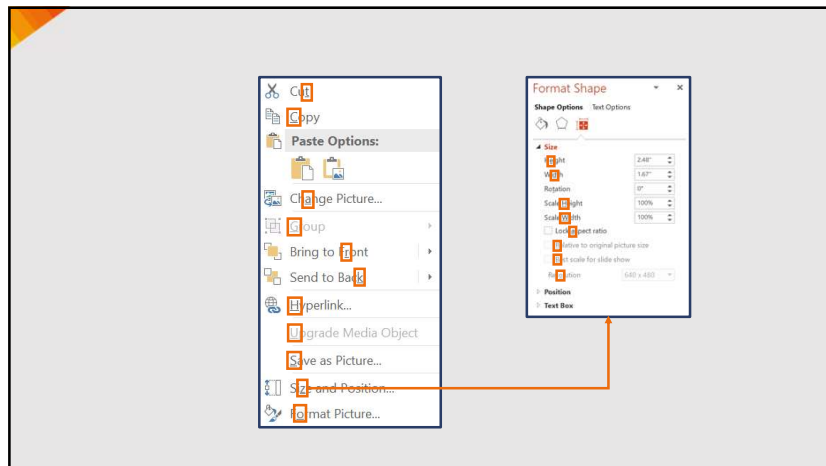
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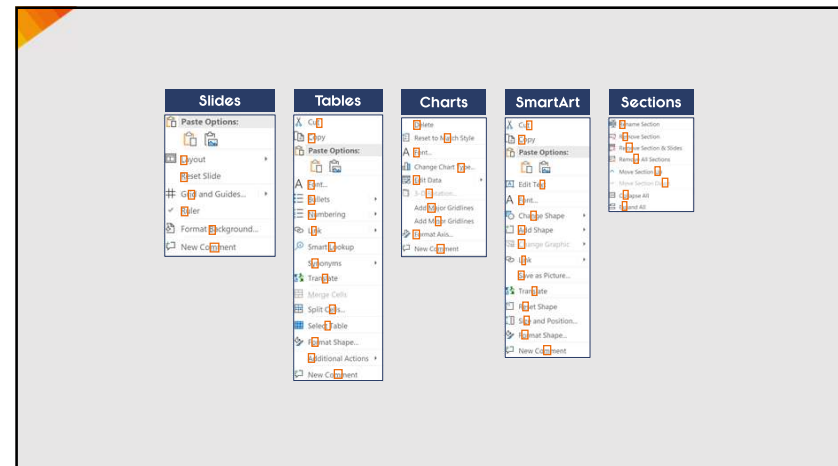
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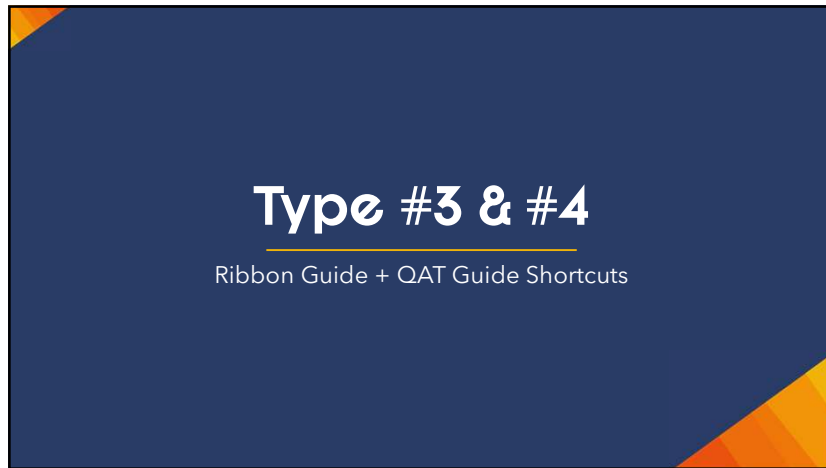
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59



60



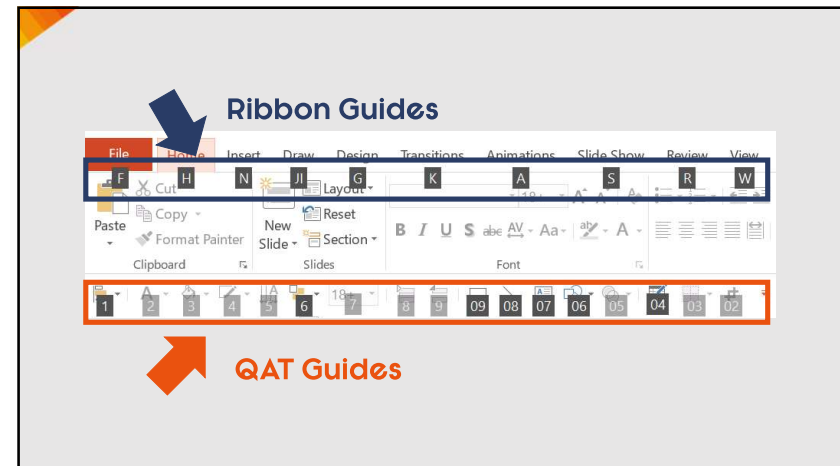
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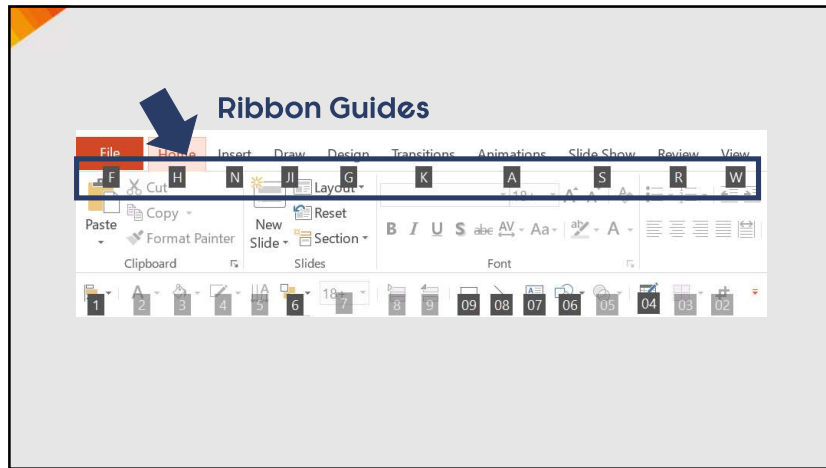
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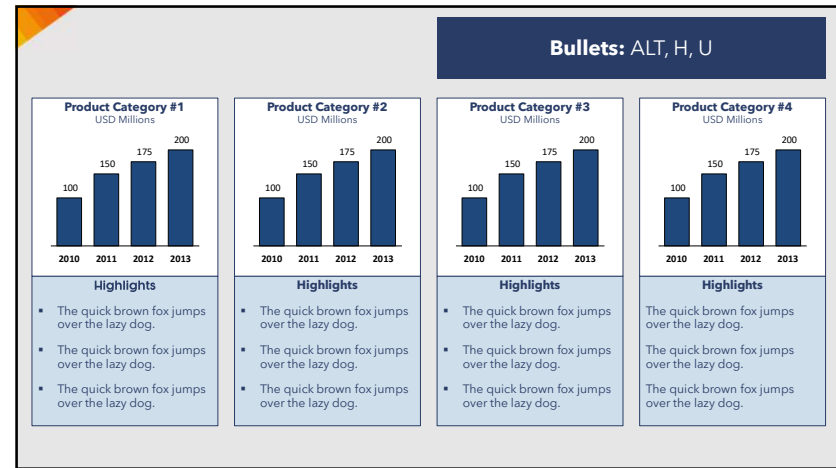
63



64



65



66

Layout Shortcut

- Topic Point #1
 - Bullet #1
 - Bullet #2
 - Bullet #3
- Topic Point #2
 - Bullet #1
 - Bullet #2
 - Bullet #3

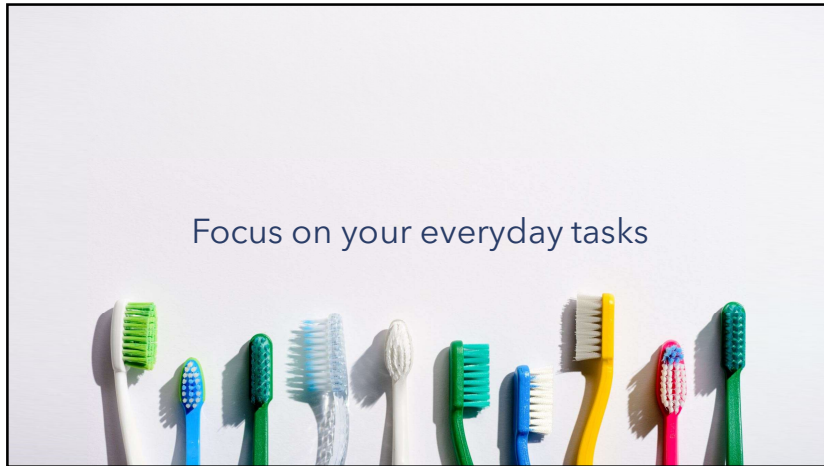
Change Layouts: ALT, H, L

Reset Layout: ALT, H, Q

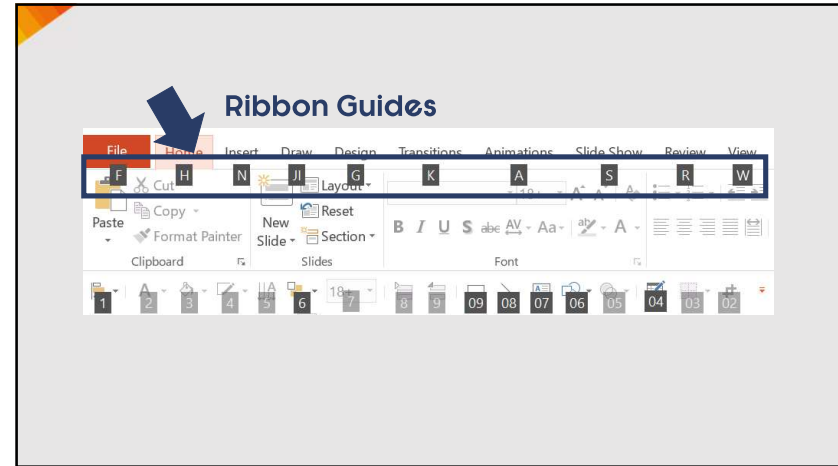
67

Don't try and memorize all of them...

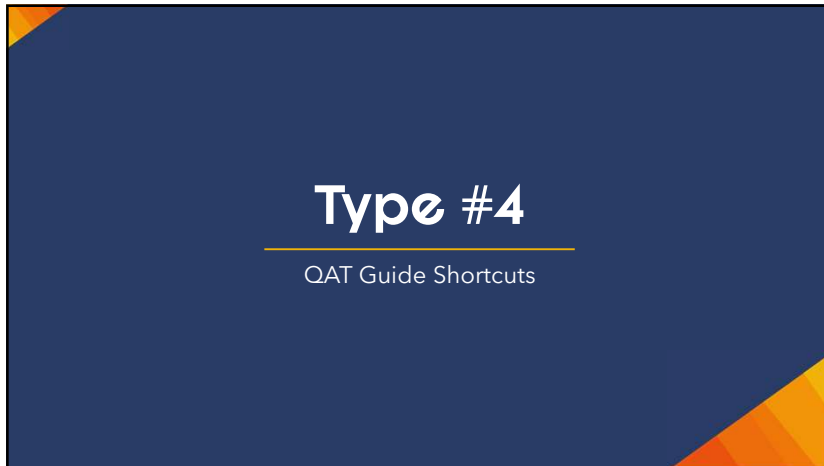
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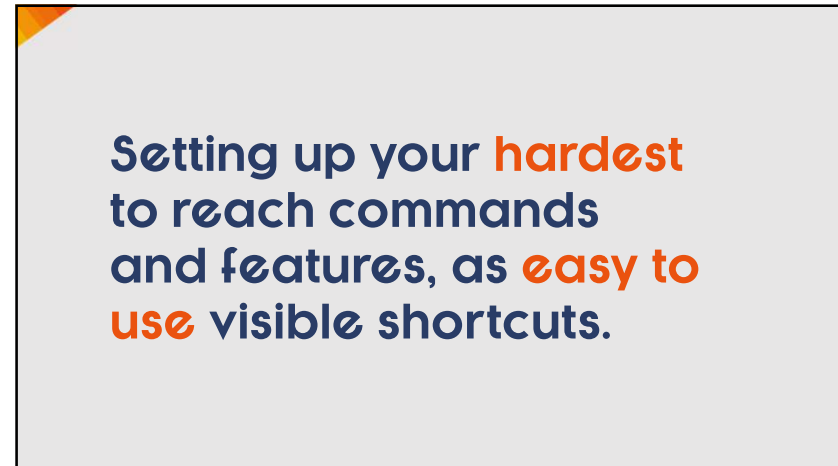
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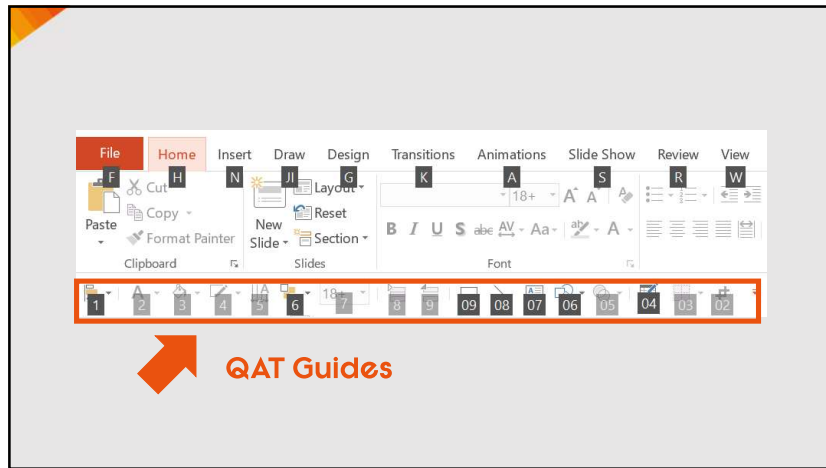
70



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72



73

QAT Shortcut Characteristics	
1	Do NOT hold them down
2	Alt to activate the shortcuts
3	Follow the #'s to move forwards
4	Esc to walk backwards
5	Alt (a second time) to exit out of them
6	Fully customizable (disposable shortcuts)
7	Shorter than Ribbon Guide shortcuts

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Add a command to your QAT	
1	Right-Click
2	Add to Quick Access Toolbar
Remove a command from your QAT	
1	Right-Click
2	Remove from Quick Access Toolbar

76

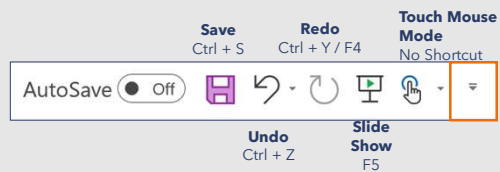
5 QAT strategies to maximize your QAT workflow

Getting the MOST out of your QAT

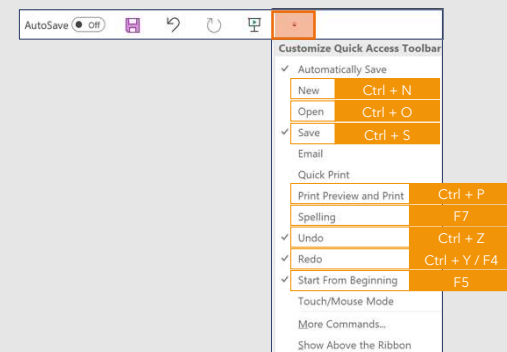
77

1. Focus on commands that **don't have a traditional shortcut** associated with them.

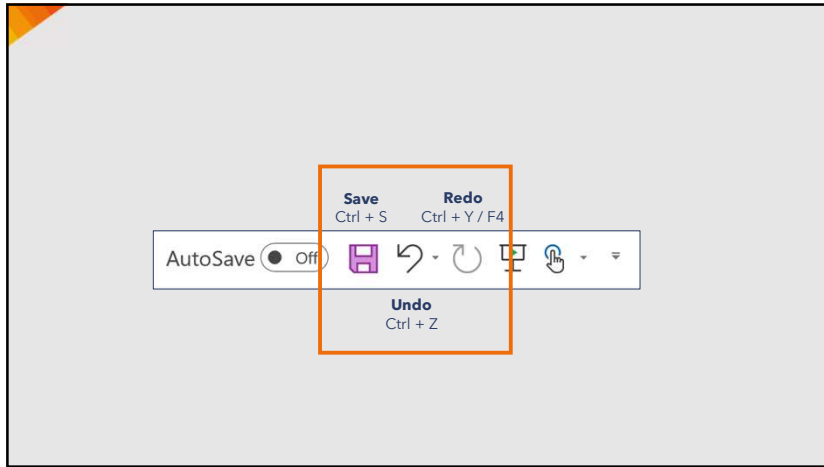
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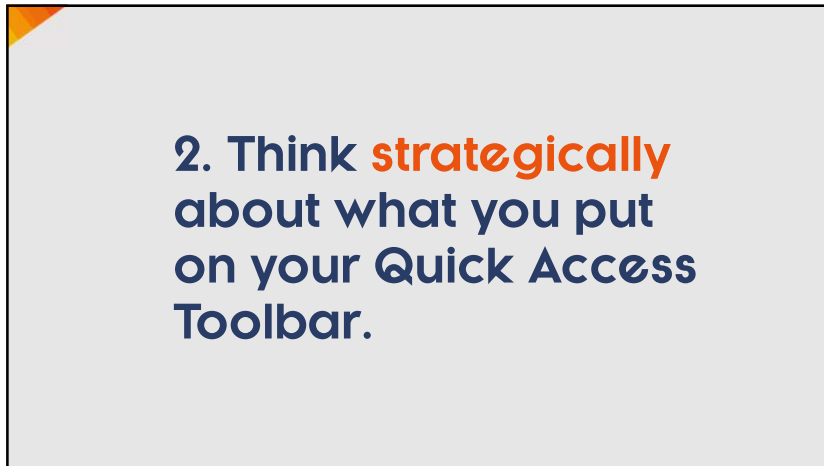
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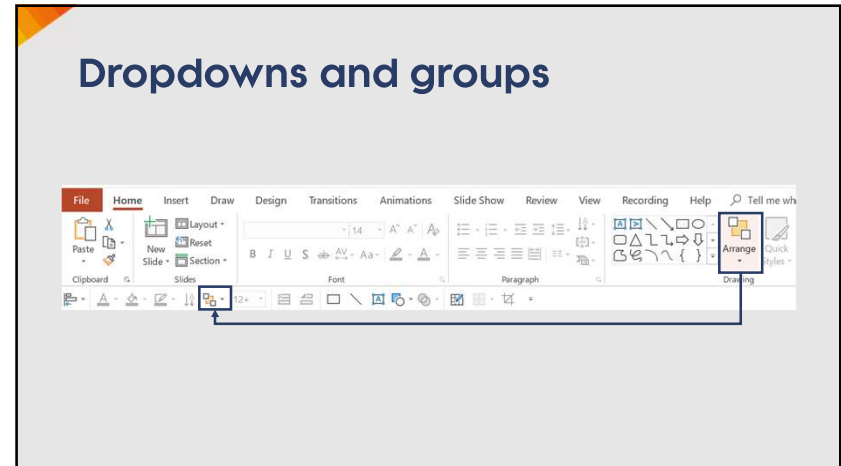
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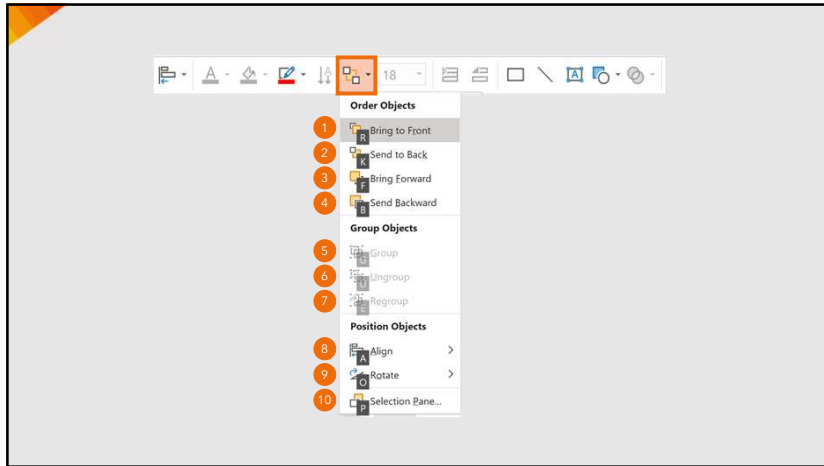
82



83



84



85

**3. Focus on
commands that are
more than 4 or 5
Ribbon Guides deep
in your Ribbon.**

86

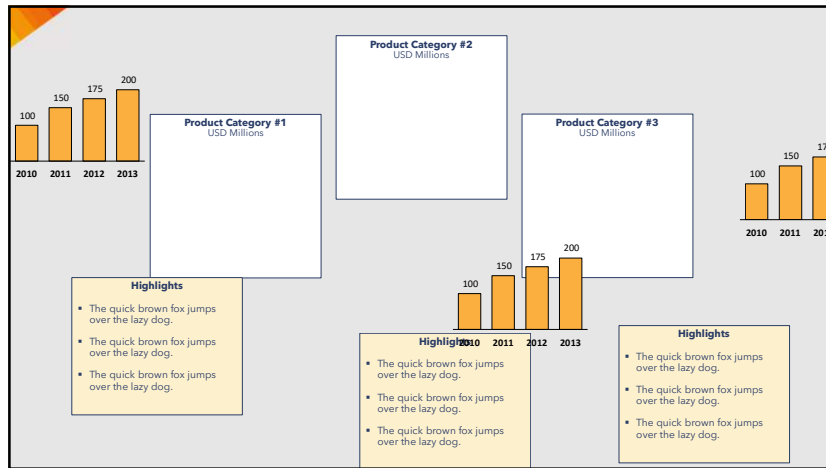


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The Million Dollar Shortcut

1. Navigate to the **Home** Tab
2. Open the **Arrange** Dropdown
3. Right-click the **Align** command
4. Select **Add to Quick Access Toolbar**
5. Open the **Customize Quick Access Toolbar** dropdown
6. Select **More Commands**
7. Position the alignment tool in the first position of your QAT
8. Click **OK**

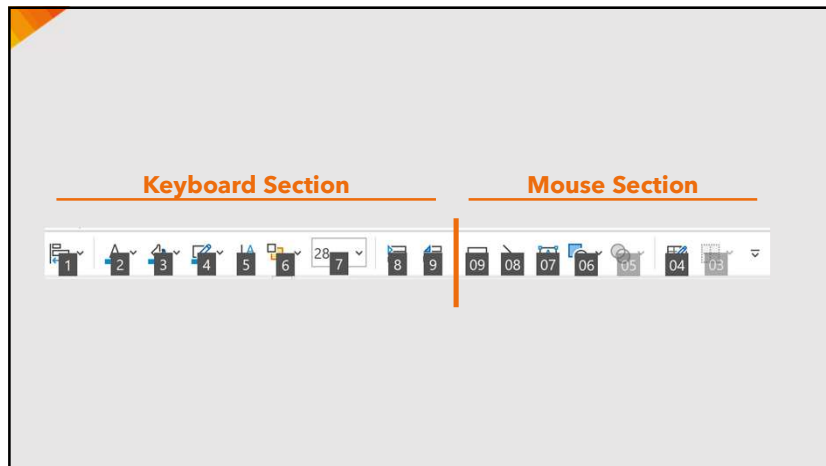
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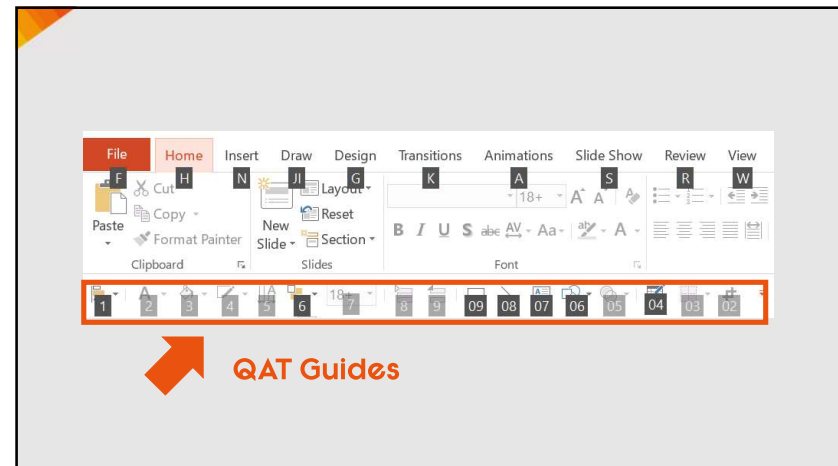
89

4. Strategically order your QAT for ease of use

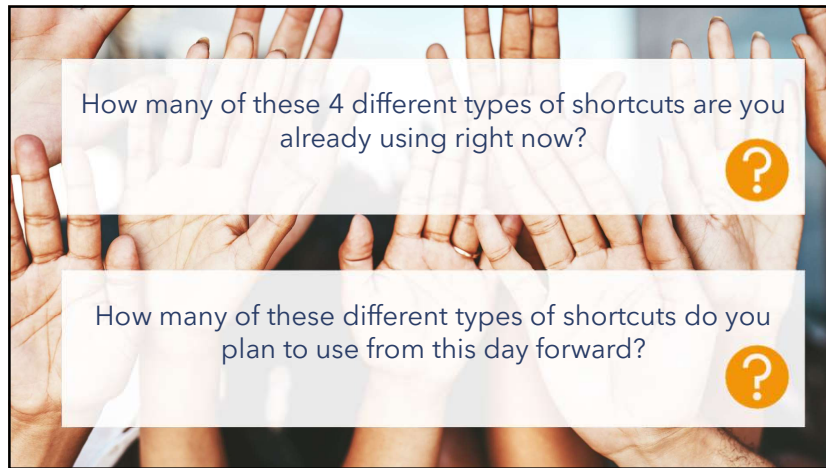
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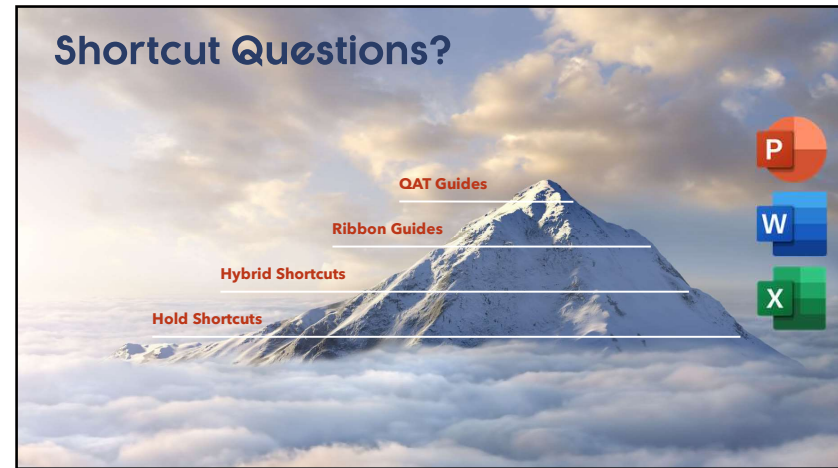
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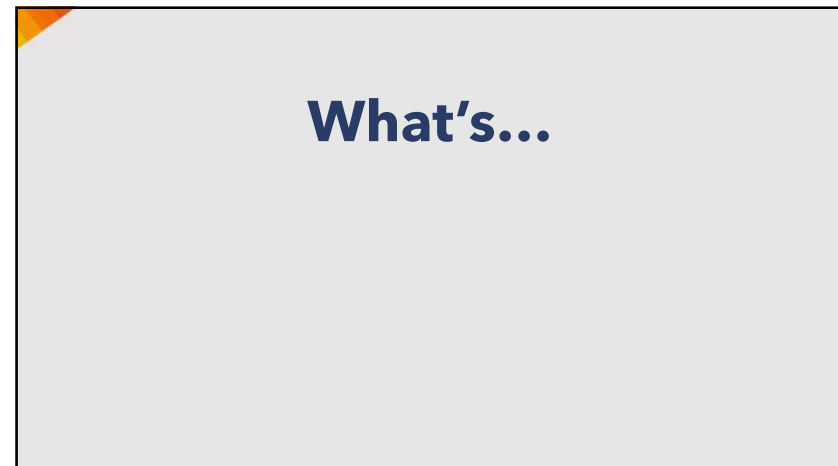
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96

What's...

Every color of the rainbow...

97

What's...

Every color of the rainbow...
Bound to get messed up...

98

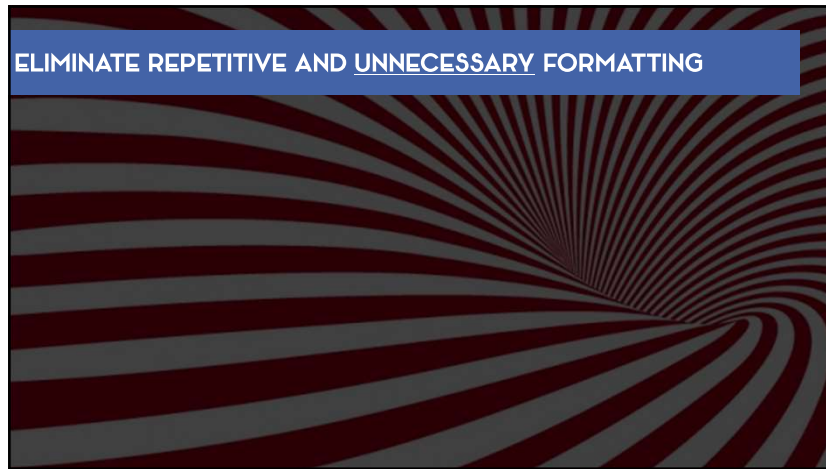
What's...

Every color of the rainbow...
Bound to get messed up...
Completely unavoidable....

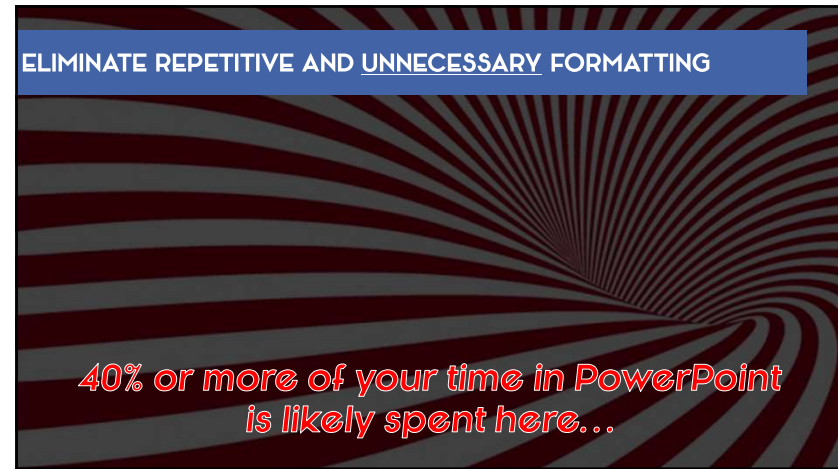
99

FORMATTING

100



101



102



103

	Years Owned	Sales	Square Feet	Staff	Sales / Foot ²	Sales / Staff
Facility #1	10	18.2 million	150,000	1,200	121.5	16,568
Facility #2	5	15.5 million	140,000	950	110.7	16,316
Facility #3	5	12.2 million	110,000	900	110.9	13,556
Facility #4	3	11.1 million	100,000	900	111.0	12,333
Facility #5	2	9.9 million	90,000	850	110.0	11,647

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Facility #	Owned	Sales	Square Foot	Staff	\$ / Staff
Facility #1	10	18.19 million	310,000	43,200	21.5
Facility #2	5	15.20 million	320,000	44,950	0.7
Facility #3	5	12.21 million	330,000	45,900	0.9
Facility #4	3	11.22 million	340,000	46,900	1.0
Facility #5	2	9.23 million	350,000	47,850	0.0

105

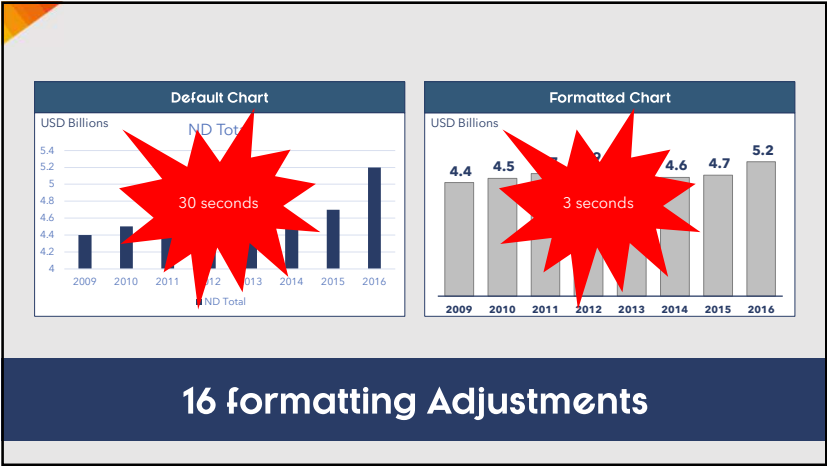
Fast Tracking Formatting

5 Ways To Reuse What You Already Have

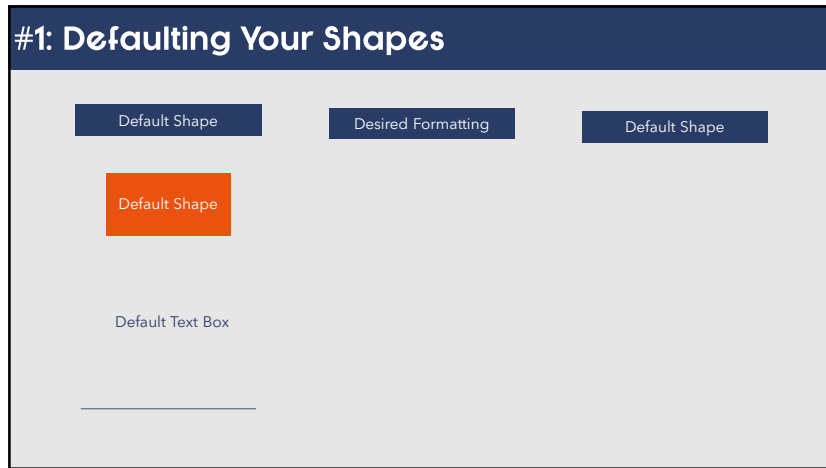
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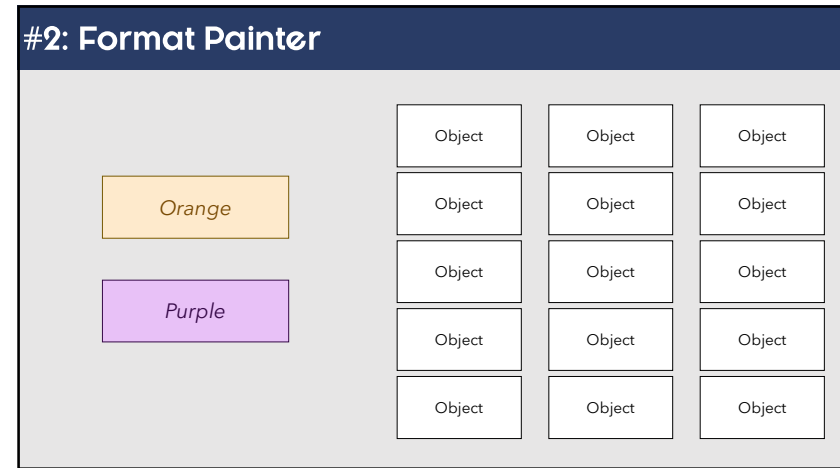
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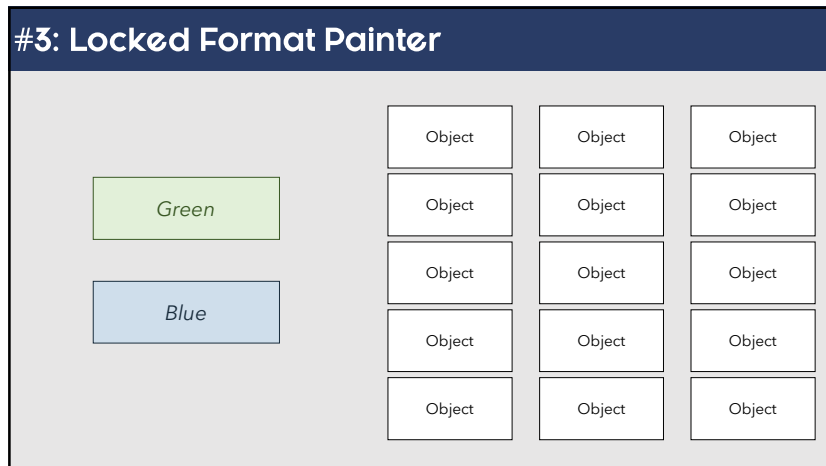
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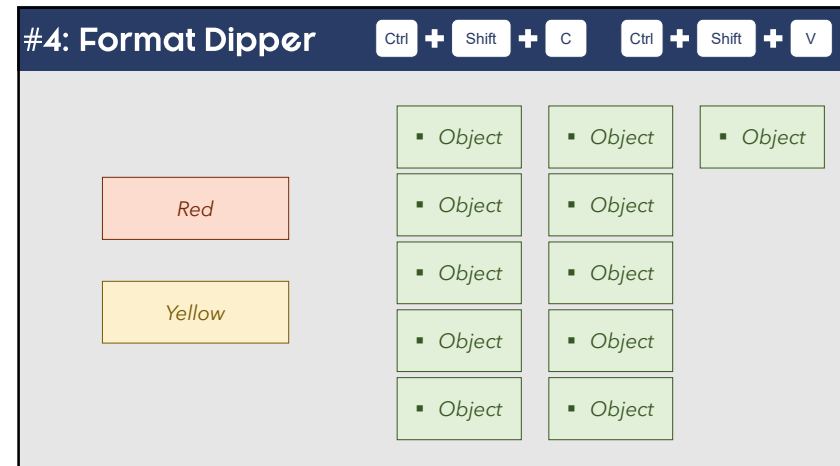
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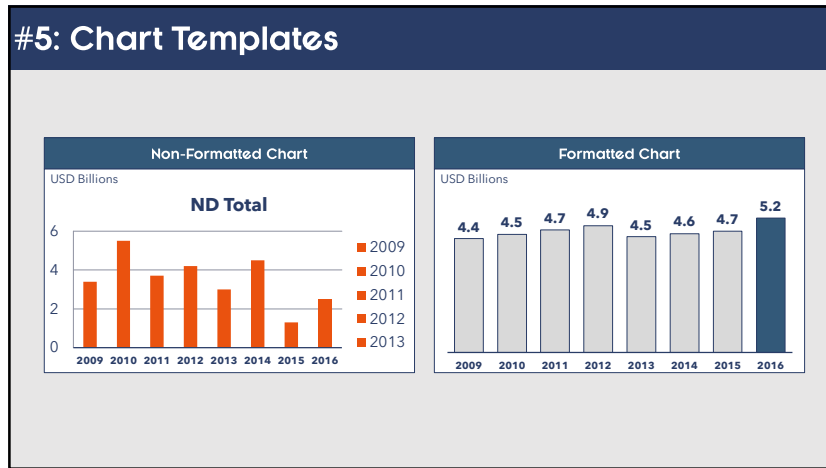
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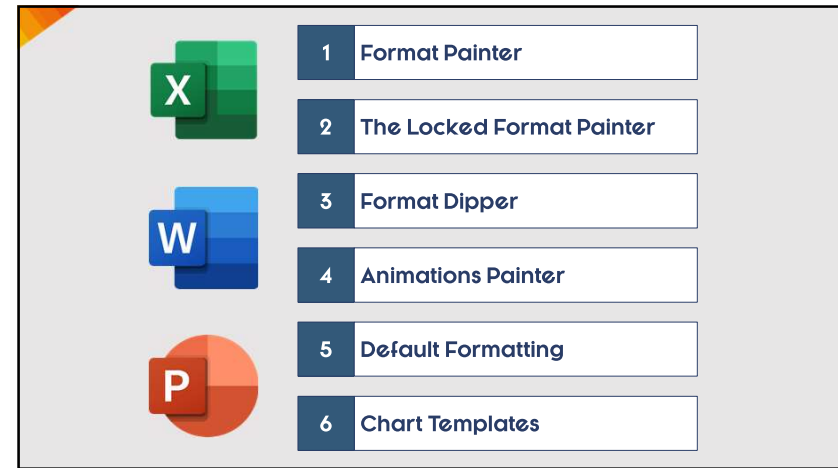
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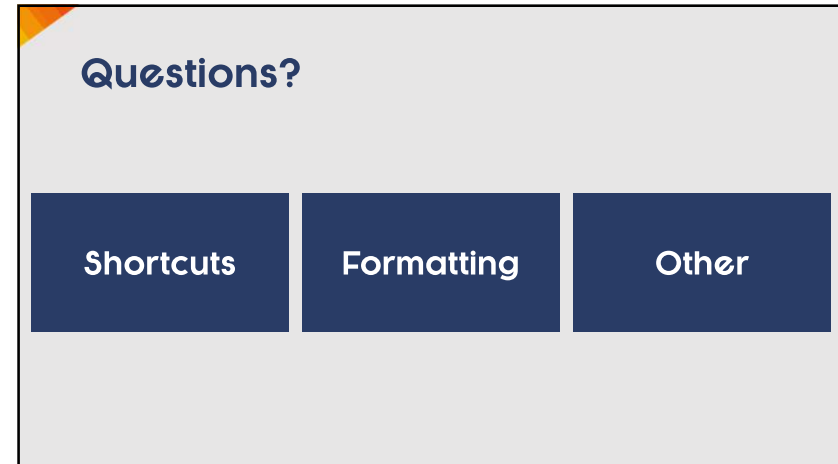
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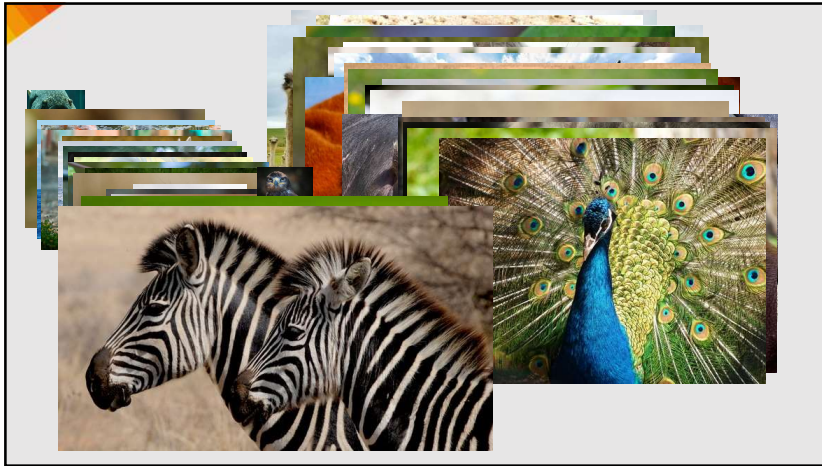
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