



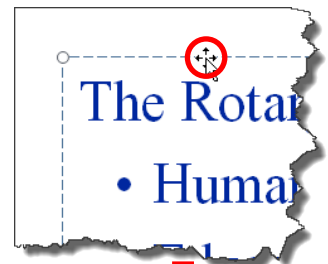
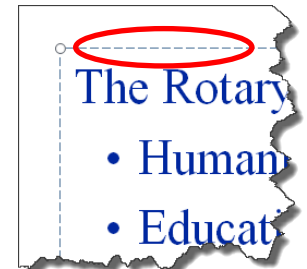
PowerPoint: Faster Formatting & Quick Duplication

Any text on a PowerPoint slide – be it a numbered/bulleted list or a paragraph – is contained in a text box/frame.

You know that any time you want to format text that has already been typed – you must first select the text.

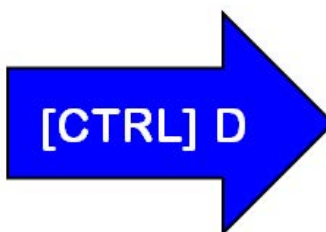
You can quickly select your text with only 1-2 clicks. No need to point, hold down your mouse button, drag and release.

1. Click someone within the text – so you can see the dashed text box frame (1st picture) surrounding the text.
2. Now, point to the text frame so the mouse pointer is a four-headed arrow (2nd picture) – and click on the text box frame – so that the frame turns into a solid line (3rd picture). There! You just select ALL the text in that frame.



Bonus Tip: Give me a Double!

Any time you have one object that you want an exact duplicate of – just select the object and press [CTRL] D (the keyboard shortcut for Duplicate).



You can also duplicate entire slides: Select a slide (in the Slide Pane that goes down the left-hand side of the Normal view) and pressing [CTRL] D.

And... [CTRL] D also duplicates *objects* (not text) in Word, Excel and Outlook!