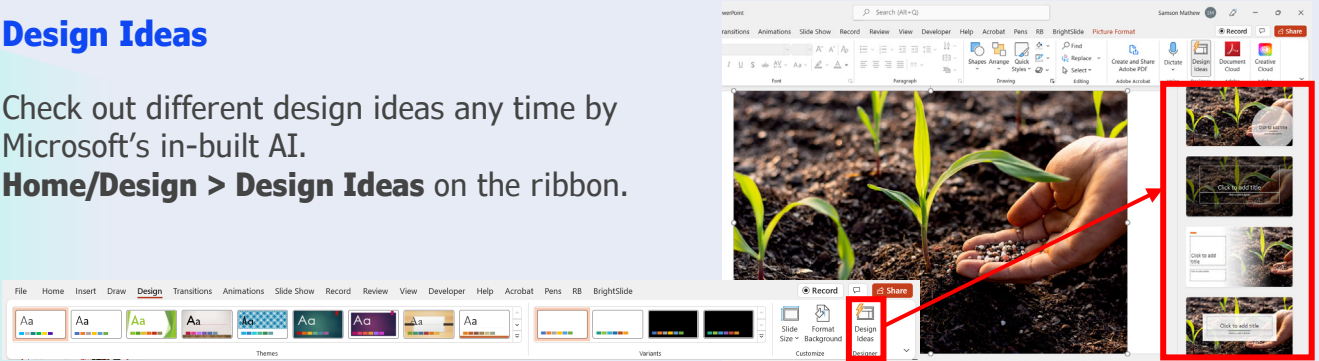


# TOP 5 PowerPoint hacks for great presentations

## 1 Design Ideas

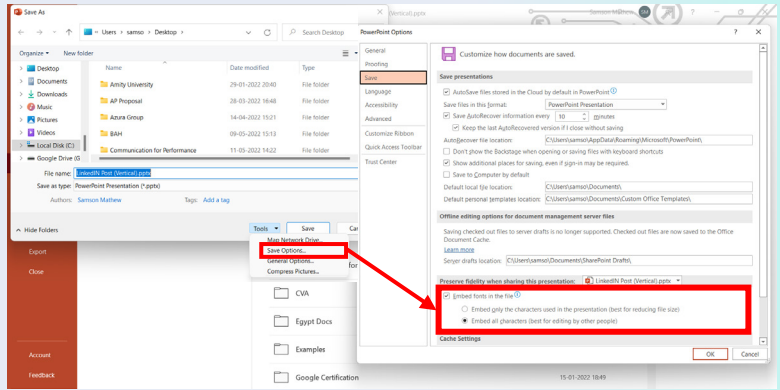
Check out different design ideas any time by Microsoft's in-built AI.  
**Home/Design > Design Ideas** on the ribbon.



## 2 Save your fonts along with your presentation

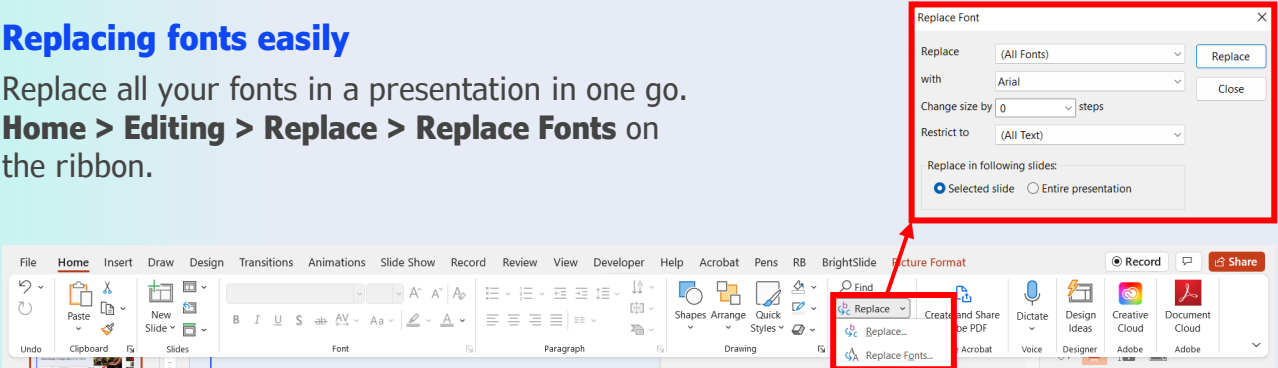
- 1) Go for **"Save As"** option and
- 2) Click on **"save option"** under tools button
- 3) Check on the option **"embed fonts in file"**

NOTE: This option will increase your file size.



## 3 Replacing fonts easily

Replace all your fonts in a presentation in one go.  
**Home > Editing > Replace > Replace Fonts** on the ribbon.



## 4 Adjust line spacing for better readability

**Increase line spacing when using smaller font sizes**

Example:  
<Paragraph style>

Font size: 8 pt

Linespacing:  
Multiple (1.1pt)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua eiusmod tempor dolor sit sed do adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore maga.

**Decrease line spacing when using large font sizes**

Example:  
<Title fonts> or  
<Big messages>

Font size: 24

Linespacing:  
Multiple (0.9pt)

Title of the Presentation

## 5 Install add-ins for inserting Icons and Great photos

Use add-ins to quickly insert icons, great images or custom illustrations.

