

**TOP**  
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# PowerPoint hacks

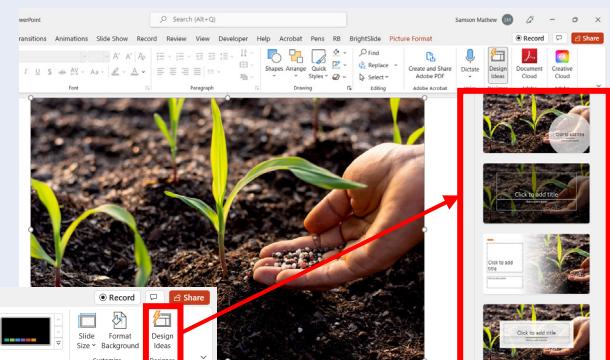
## for great presentations

**1**

### Design Ideas

Check out different design ideas any time by Microsoft's in-built AI.

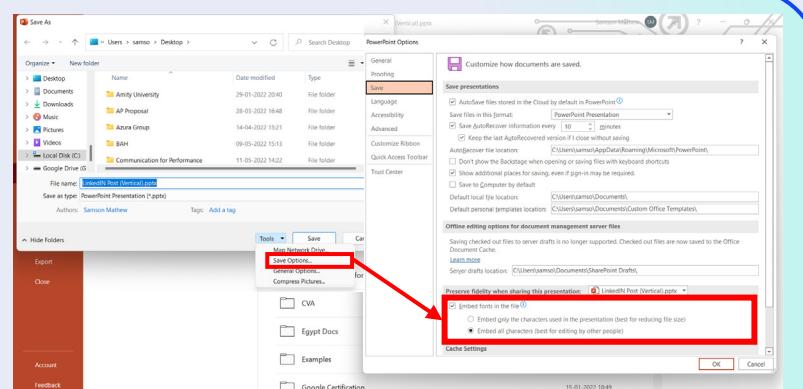
**Home/Design > Design Ideas** on the ribbon.

**2**

### Save your fonts along with your presentation

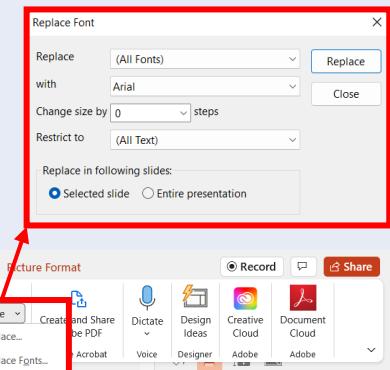
- 1) Go for "**Save As**" option and
- 2) Click on "**save option**" under tools button
- 3) Check on the option "**embed fonts in file**"

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)

Placeholder text: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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

Example:  
<Title fonts> or  
<Big messages>

Font size: 24

Linespacing:  
Multiple (0.9pt)

Placeholder text: Title of the Presentation

**5**

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

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