Tips, tools and buttons you should use to make your slides faster, easier, and better looking.

1. Don’t rely on slide layouts.
2. Extract media from other presentations.
3. Create a custom color palette.
4. Convert text to (good) SmartArt.
5. Learn to edit your shapes.
6. Crop, align, distribute, repeat.
7. Own your axes.
8. Make table tweaks.
9. Discover the equation maker.
10. Use your handout master.
11. Know your presenter mode.
12. Bring a remote.