

This week's tips are timesavers for working with objects in MS PowerPoint

1. Quickly make a copy of any object by holding down the CTRL and dragging the object to wherever you want the copy to be placed.
2. Use the arrow keys to move objects very small distances by select the object and then
 - a. then use your arrow keys to move the object one "grid unit" (1/12th of an inch) up, down, left, or right.
 - b. Hold down the CTRL key while using the arrows to move the object one pixel up down, right, or left.
 - c. Hold down the SHIFT key while using the arrows to expand the size of the object.
 - d. Hold down the ALT key while using the left or right arrows to rotate the object clockwise or counterclockwise.