



Module 1, Lesson 8

PowerPoint Pro 3.0: Duplicating Objects and Using Default Shapes to Accelerate Slide Creation

Welcome to the next lesson in this PowerPoint course. This is going to be another relatively shorter lesson because we're covering just two specific subjects here — how to duplicate objects in PowerPoint and then how to use something called default shapes to make it easier and faster to create slides and replicate layouts.

The outline for this lesson is as follows. We will start by going over the shortcuts for duplicating shapes and objects and text boxes and lines, and I'll show you a few methods that are faster than just the normal copy and paste commands. Then we'll go into default shapes, and I will show you how to create templates for lines, text boxes, and shapes whenever you insert new ones in your presentation.

And then we will go into your exercise where you will create the last two segments of the Executive Summary slide by using some of these tips to duplicate objects. You will also do a bit of work with default shapes here. But the main point of this exercise, looking at the reference slides here, is to create something like the very bottom right here, these two parts, with Strategic Alternatives and Proposed Process.

[01:06]

Let's go into duplicating objects first. Sometimes, in PowerPoint, you want to recreate specific layouts or add rows or columns or additional sections to a slide. Now, one option for doing this is to use the Ctrl + C and Ctrl + V shortcuts to copy and paste everything.

Let's look at an example, and let's go over here to the reference slides, the Summary of Operational Forecasts one. Let's say that I figure out that I want to add another one of these columns. So we have the Management case, the Consensus case, and the Downside Case. But now I say, "You know what, let's add another column on this slide, and then let's resize everything." I could just use the mouse and select everything here and press Ctrl + C and then Ctrl + V, and this is certainly an option. Everything is still selected, and now I can just use the mouse and move it up and then move it over to the right. I have to scroll over a bit more to do this. I could even hold down the Shift key and move it over while keeping the horizontal axis constant.

[02:01]



So that is certainly an option for copying and pasting shapes here, but there are some slightly faster and better options as well. Specifically, these shortcuts help a lot with this process.

First, there is Ctrl + D for duplicating an object. So the object can be a shape, it can be a text box, it can be a line, and we'll get into some other objects later on, like Excel paste-ins and images. It also works for those. You can also use the Ctrl + Shift + drag shortcut to duplicate objects in place. Let's do a quick demo of these, and then I'll explain some of the finer points.

First, I'm going to delete everything that I just added over here. With the Ctrl + D shortcut, if I click on something like the Xywav Peak Sales and I hit Ctrl, hold it down, and then press D, it's essentially the same as Ctrl + C, Ctrl + V. And I can press Ctrl + D again, and I keep getting all these shapes. I'll press Ctrl + Z to undo these.

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So Ctrl + D is really the same as Ctrl + C followed by Ctrl + V except it is just two keystrokes rather than four keystrokes. It doesn't seem like a big deal necessarily, but when you enter these commands hundreds or even thousands of times per day, small savings can add up. And if you use Ctrl + D rather than Ctrl + C and then Ctrl + V, you're not going to save an hour of time each day, but, sure, you might be able to save 5 or 10 minutes, depending on what you're doing. So it does add up over time, and then you combine that with the other time savings from other efficiency tricks in PowerPoint.

Now, the Ctrl + Shift + drag shortcut has the main advantage of positioning because objects start from their current position and then they stay locked in place as you move them. Let's look at an example here. Going back to that one I showed you before, with adding an additional column on this slide. So if I just use the mouse and select everything here, and now I press Ctrl and then Shift and I hold both of these down at the same time, and then I use the left mouse button to drag this over, you can see how it works. I started from the exact position of the original shapes right here, and then I just dragged them over to the side right here, and they stayed locked in place the whole time.

[04:09]

I press Ctrl + Z to undo that and let's look at a few other examples. I can select these shapes over here, Ctrl, hold it down, Shift, hold it down, and then use the left mouse button to drag these over. And you can see they start in the original position, and then I can move them over or I can move them down, depending on what I want to do.



So I almost always use this shortcut. It's my preferred method of copying and pasting shapes, especially when you have them in some type of intricate layout or some type of layout that involves some form of complicated or non-standard alignment, sort of like what we're doing right here.

There isn't necessarily a huge time savings versus just copying and pasting and then using the Shift and drag shortcut. So we could go back and do that, and I could just do Ctrl + C, Ctrl + V, and then hold down the Shift key and then just move this over and then move this up. And keep holding Shift to do the same thing. But I think it is slightly more efficient, and you might save a second or two of time if you use the Ctrl + Shift + drag shortcut instead.

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So those are a few methods of duplicating shapes. Let's now talk about default shapes in PowerPoint and how to use them.

The idea here is that you can set default for shapes, lines, and text boxes, and the shortcut to do this is the right mouse button + D. So you can activate the right mouse button by literally clicking the right mouse button on your mouse, or you can just use the right mouse button keyboard shortcut on your keyboard. It depends a little bit on the type of keyboard and system you're using, but either one can work.

So when I do this, let's say I go in and I click on Xywav Peak Sales, and then I will just click my right mouse button here. And, okay, so let me zoom in and scroll down a little bit so you can see this better on screen. Unfortunately, default shape appears at the bottom, so it's a bit hard to see. If I right click this now, you can see this option for Set as Default Shape.

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Now, when I click this and then I go up and let's say I go to insert another shape right now. So Alt, 09 for Insert Shape, and then I select the rounded rectangle. I start typing text, and just like the Xywav Peak Sales one, it uses the same fill color. It uses the same font color. It's still center-aligned. It has the same font size and the same font type or font face. So that is a basic example of how a default shape works.

The overall effect here is that whenever you insert a new shape, line, or text box, it will use the default style that you have set for shapes, lines, or text boxes. The styles are stored separately for each type here. So the shape style can be different from the line style, which, in turn, can be



different from the text box style. Let's look at an example for some of those. So I'll go back and go here. I can do the same thing with lines.

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So I can just click the right mouse button and go to Set as Default Line down here. And then, when I insert a new line, so Alt, O8, and I draw the line and I press Shift to draw it so it stays straight as I'm drawing it down, you can see it's exactly the same blue line, the same style, the same width, everything like that.

And then I can do the same thing for text boxes as well. So I can click on something like Per Jaguar Management, and then you can see this option, Set as Default Text Box. So I'll do this. And then, if I insert a text box, so Alt, N to do this, you can see that it's still using the same size 14 font. And if we go and take a look at the internal margins, it's a left margin of 0.1 of an inch, just matching this one right here as well.

So default shapes can be very useful. You'll notice also, if you're paying really close attention, that if you click on some of these, like the Summary of Operational Forecasts, so if I right click this and then I go here, I don't actually see an option to set this as a default text box or as a default shape.

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We'll get into why this happens later on, but I do want to point out that, depending on how your slide and presentation are set up, you're not necessarily going to see this for everything. But we'll get to that and address it actually in Module 3 of this course because it gets into some more advanced features of PowerPoint.

Let's talk about the limitations with default shapes because the limitations are critical to understand if you're going to use these. First of all, just like copying and pasting shape formatting, default shapes will only copy the formatting for the first line of text. So if you have something like our font arrangement down here, if you set this to a default text box or a default shape, you're only going to get size 24 bold font because this is the one listed at the very top. So it's the same limitation that comes with copying and pasting shape formats.

Another limitation is that you can only make the default one style per shape, per line, and per text box at once. So you can't store a palette of 8 or 10 or 20 different styles per shape in your presentation. It's only one per shape, line, and text box, and they're all stored separately.

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Another limitation is that default shapes only apply to your current file, and then they also save with the file. But you may not view this as a limitation. You might actually think it is a good thing that it does this, but I'm going to show you some of the problems with this setup.

So I'll go to the reference slides right here, and let's say I click on this one, the "Normal shapes w/text" box. Let's just scroll and zoom a little bit so you can see this. So I'll say set as default shape. And now, whenever I insert a rectangle here, I get something like this.

Now the problem is that there's no way to easily reset this, especially once I've saved the file. So once I've saved the file and then I reopen it, every shape I insert, every rectangle, rounded rectangle and so on that I insert is going to look something like this.

You can't actually reset an object to its original styles. So there's no easy way to do it within one specific file. Instead you need to open a brand-new PowerPoint file and then copy over the default styles from there.

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So to fix this, I would have to press Ctrl + N to open a brand-new file, and then I could insert a rectangle right here. And then I could do Ctrl + Shift + C and then go over here and Ctrl + Shift + V to copy and paste the shape formats. And then go to the right mouse button and then set this as the default shape. And now, when I go to Alt, 8, for example, to insert rectangles, we'll get something like this.

And then one final limitation is that it's not always clear what a shape is and what a text box is, and you sort of have to click on them and go through the menus to figure it out. For example, let's just delete this shape with the Del key, and I'll zoom out. And then I'll press Home to jump to the first slide. You might look at this slide and say that, clearly, the bullets here, this text should be set as the default text box because anything else we add is probably going to be like this. And then maybe one of these boxes or rounded boxes should be set as the default shape.

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Well, if I zoom in and then I right click on this text box right here, let's just scroll down a bit more so you can see this better, you can see that it's actually not a text box at all. It's actually a shape because it lists this as Set as Default Shape. So this is not even a text box, which means that if I set this as a default shape, it's going to overwrite whatever I set here if I clicked on Current Valuation and I set this to a default shape.



So you have to be really careful when you do this that you actually have different shapes and text boxes in your presentation. Lines are pretty easy to tell apart. But even something like this, the MARKET UPDATE AND SUMMARY, if I right click this and go to this, this is actually a text box. And I mentioned before how text boxes and shapes can be equivalent in PowerPoint, but for something like this, PowerPoint always remembers what you originally inserted it as.

So these are just a few examples of how you have to be careful with this feature and how it doesn't necessarily do everything you want and it doesn't necessarily work exactly the way you want all the time.

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So I think the bottom line is that it comes down to the "Spider-Man principle" here. "With great power comes great responsibility." Yes, default shapes can be useful in limited quantities, but they're not going to solve all your problems. They're not going to work to save every single format you have in your presentation. And honestly, in a lot of cases, rather than bothering with this, it's just easier to copy and paste entire slides and entire shapes and entire shape arrangements to new slides rather than worrying about always inserting them. Sometimes it's just faster to copy and paste and change around the text.

With all that said, let's now move to your exercise, which again involves the Executive Summary slide. So for your first task, I want you to set a default line, a default shape, and a default text box based on the most common formats. The line one should not require too much thought or effort. The shape one should also be fairly easy, though you have a few options.

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And the text box one may require a bit more effort because you might have to change some shapes or text boxes if they're not correct right now. So if you see something with a background color or a fill color, maybe it's actually a text box, so you might actually have to change that to a shape instead. So you should think about that.

And then, for your second task, I want you to use the Duplicate Shapes shortcuts to create the next two sections below the Current Valuation one, including the additional dashed line.

So again, the finished slide looks like this. I want you to create something like these bottom two sections, but I want you to do it by just copying and pasting this down, by using the Duplicate Shapes feature to do this and keep it locked so it doesn't move to the left or right even as you copy this down the slide.



Don't worry about pasting in the correct text or retyping the text. That's a waste of time. We'll just do that off-screen before the next lesson. I hope, by this point, you know how to type in text or copy and paste in text into a text box or a shape like this.

So pause the video right now. Try this yourself. When you're done, unpause this, and then we will walk through this together.

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Okay, good. So let's go back here. Let's start with the easy part first, which is probably the line. So I'll just zoom in a little bit more to make sure you can see this on screen. And I will right click the line, and I will set this as our default line. So that's the easy part.

Now, for the default shape, we have a couple of different options here. I would say though that probably one of these, either the "Jaguar is Significantly Undervalued" or the "Current Valuation" rounded rectangle is best. I'm actually going to go with the Current Valuation one here. So let's just right click this. And then this is already a shape, which is good news, so we can set this as our default shape.

And now, just to test this a little bit, when we insert a line, clearly we are using the default line feature. And when we insert a shape, Alt, 09, and I'll click on the rounded rectangle, we're getting the same format as the Current Valuation box.

Now, for the text box, we have a couple of different options. We could use one of these, the Executive Summary or the Jaguar Could Achieve. But with text boxes, normally, you want to use text boxes that have some amount of formatting applied. Otherwise, it's a little bit pointless to make them default text boxes.

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So I would say the best option is actually this one, with these two bullet points. However, if you right click on it and go down, let's scroll or zoom in, rather, so you can see this a bit better. So let's right click on this. You can see that this is actually a shape right now because it says "Set as Default Shape." So we need to make some changes here.

So what I would probably do here is insert a text box with Alt, 9, and I'll just type some nonsensical text. I will then copy and paste all the text in here. So there are a couple of ways you can do it, but you can use the Ctrl + A shortcut to just select everything, as I mentioned in one of the earlier lessons, Ctrl + C, and then go here, and we can just select this whole thing and



press Ctrl + V. And then, to fix up the formatting, we can do Ctrl + Shift + C. We can select this shape or this text box and then do Ctrl + Shift + V.

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And now, for some reason, we get everything looking white. I don't know quite what happened there, but let's just go do Alt, 2 and change it back to a black font color. Let's also go and change the size of this so it aligns properly. So I'm just using the edges of this to drag it to the right positions. And then let's go down and drag this up.

I'm going to press Alt, 5 here and just "Resize shape to fit text." That's a trick I showed you before. Normally, you want to set to Do not Autofit, but when you're changing around the margins like this, it helps to actually resize the shape to fit text. And it seems like our margins here, the internal margins match up.

So what I'm going to do now is delete this old one and then just move this text box right up here. I'm using the Shift and the left click shortcut to drag this up here. And so we have that.

And now, finally, I can select this, and I can make this our default text box. So I'll do that. I will right click this and then go to Set as Default Text Box.

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So that was our first task here. Now, let's use duplicate shapes to create the bottom two areas. The first thing I'm going to do is use the mouse to just select all these, and I want to move these up a little bit so we have more space. So Shift and then just drag these up. And we can put this first one right here. Then let's select everything here. And then Ctrl + Shift and then just drag this down. So we have the dashed line.

And then, for the other area right below, if you look at the reference slides, you'll see that we don't actually have a dashed line right here at the bottom. So we're not going to include that in this part. Instead, I'm just going to select all this and then Ctrl + Shift and then move this down like this. And I accidentally selected the line, but I'll just click on this and delete it. And so we have that.

Now, you'll notice that this is not really distributed correctly because there's too much spacing right here, but then there's not enough spacing right here. We could try to fix this manually and just select everything and use Shift to move it up. That looks a little bit better. But to get the proper distribution here, you need some additional shortcuts and tips that we'll cover in the upcoming lesson after this one.



[18:06]

So that's it for this lesson. Let's do a quick recap and summary. I started by giving you some tricks and tips for duplicating shapes, namely the Ctrl + D shortcut for individual shapes, and then, when you have multiple shapes, I prefer the Ctrl + Shift + drag shortcut because it copies and pastes everything, but then it locks them into the same position on the horizontal or vertical axis. So I find it very useful for copying and pasting shapes and moving them around.

Then we went through the concept of default shapes and how you can create templates for lines, text boxes, and shapes when you insert new ones in your presentation. It is very useful, but there are some extreme limitations on them, and they're not going to work for everything you want. So use them when it makes sense, but don't rely on them 100% for everything. Sometimes it's honestly just faster to copy and paste entire slides or shapes rather than worrying about always inserting new ones.

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And then, for your exercise, you created the last two segments of the Executive Summary slide by duplicating some shapes there. And then, before that, you also set up some defaults for the line, the shape, and the text box in this set of slides.

That's it for this lesson. Coming up next, we will get into distribution, and you will learn how to fix some of the issues that still exist on the Executive Summary slide.