

Company Profiles in PowerPoint

- **Lately:** I've been doing a lot of PowerPoint work, preparing ~50 lessons for our new course
- **Today:** I'm going to share one trick that we teach in this new course for alignment and distribution on a crowded slide, such as a company profile
- **What's a Company Profile?** Used to “describe” companies – usually buyers or sellers – in a concise way and list the key stats such as valuation multiples

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- **Assumptions:** We recommend customizing the Quick Access Toolbar (QAT) in PowerPoint... but we'll just use the standard shortcuts here
- **Credit To:** “Nuts and Bolts Training” (<https://nutsandboltsspeedtraining.com/>) and Taylor Croonquist – fantastic PowerPoint course
- He came up with this idea – I'm just going to show you how to apply it to IB-style presentations

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- **Task:** How do you properly distribute text labels and pie charts across a big box or category label?
- **The usual** shortcuts like “Align Middle” and “Center” will not work correctly here!
- Problem is that you **lack** a reference frame for alignment/distribution
- **Solution:** Ninja Lines! (or “Alignment Lines”)

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- **Step 1:** Insert “Fake Lines” on the left and right sides of the box, and make them extend as far as possible
- **Step 2:** Select both lines and then each text label, and Distribute Horizontally (Alt, H, G, A, H)
- **Step 3:** Select both lines and then each pie chart, and Distribute Horizontally (Alt, H, G, A, H)
- **Step 4:** Put all the text labels and connectors in place

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- **Step 5:** Delete the lines... and re-use them elsewhere on the slide if you need
- **Select Multiple Shapes:** Shift + Click
- **Insert Shape:** Alt, N, SH
- **Distribute Horizontally:** Alt, H, G, A, H
- **Distribute Vertically:** Alt, H, G, A, V
- **Group:** Ctrl + G
- **Ungroup:** Ctrl + Shift + G