



Efficient Elements. Click. Done.

# Efficient Elements for presentations

## Getting Started

Sign up for a free webinar  
[www.efficient-elements.com/webinar](https://www.efficient-elements.com/webinar)

# Getting Started – Contents

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1 Introduction

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2 Presentation

3 Wizards

4 Smart Elements

5 Position | Size | Shape

6 Color | Text

7 Navigation & View



Work efficiently –  
present successfully

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# What is Efficient Elements for presentations?

Efficient Elements for presentations is an add-in for Microsoft PowerPoint that helps to create more professional presentations in less time.

# Create professional presentations in less time



TIME SAVING

30%<sup>1)</sup>

SLIDE QUALITY

100%

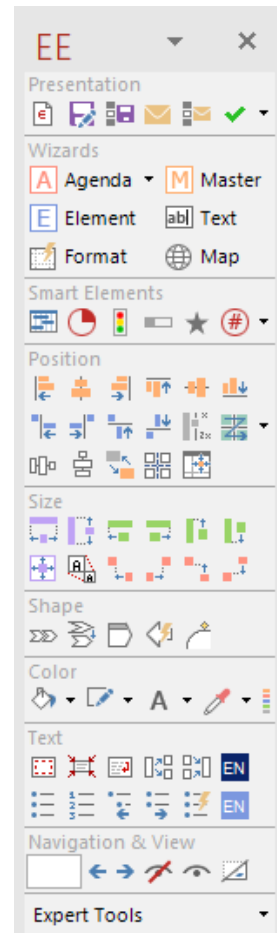
STYLE GUIDE  
COMPLIANT

100%

<sup>1)</sup> Siemens Efficiency Study 2010

# Efficient Elements is located on a task pane on the right side of your screen

## Overview



Send or save selected slides, ...

Create agendas, use the slide library, show / hide content in the master, apply predefined formats, ...

Use Smart Element to create a project plan (Gantt) and easily customize status information and indication, ...

Adjust, dock, stack and swap objects, ...

Adjust sizes, stretch objects, use the Magic Resizer, ...

Align process chains, block arrows and rounded rectangles, ...

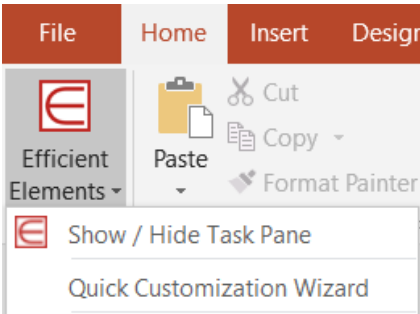
Use your specific color palettes or the color pipette, ...

Format bullets and enumerations, ...

Jump between previous and next slide in history, ...

# The Quick Customization Wizard lets adjust the content area and main colors used by Efficient Elements (1/2)

## Quick Customization Wizard



The screenshot shows the Microsoft PowerPoint ribbon with the 'Efficient Elements' tab selected. The 'Quick Customization Wizard' dialog box is open, displaying options to customize a style for a template. The dialog box has a title bar with the Efficient Elements logo and a close button. It contains sections for 'Style', 'Base Style', 'Content Area', and 'Colors'. Red lines with dots point from the explanatory text on the right to specific fields in the dialog box.

After selecting your template click on 'Next'. A new dialog as well as a sample presentation will open.

Assign a name for your template

Choose the **Style** you would like to set as default for your template.

Define the **content area** by adjusting the data in the fields for **Left/Width** and **Top/Height**. You will see a preview of the content area in the sample presentation.

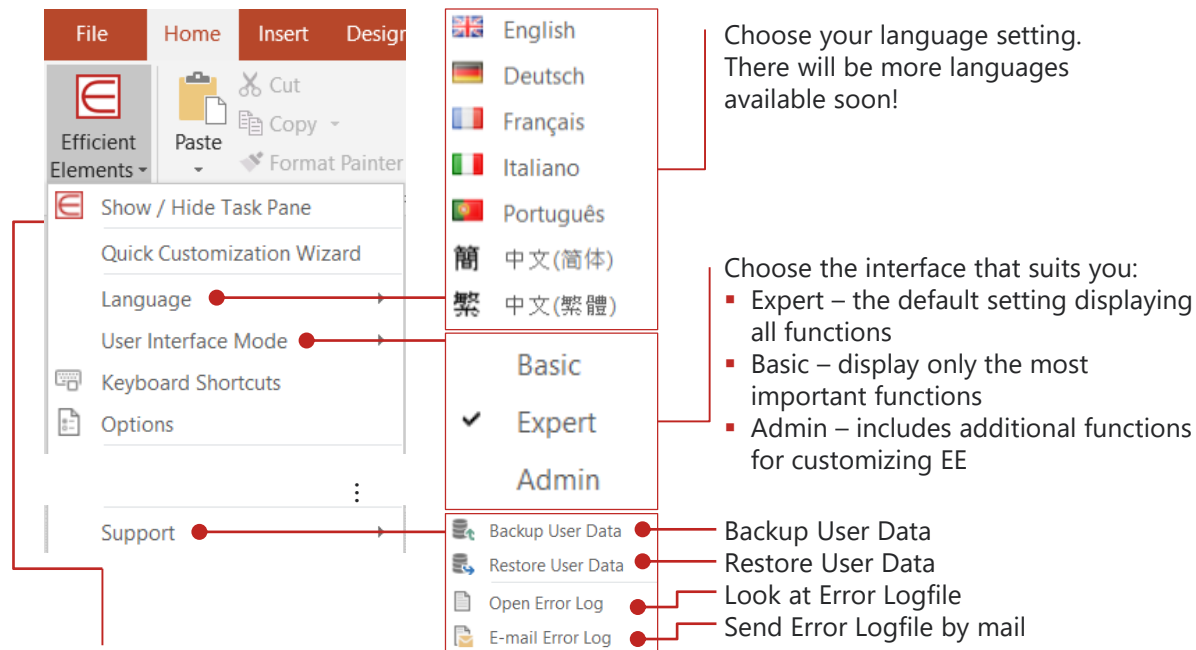
Set the Primary and Contrast colors Efficient Elements will use. You will see the changes you make in the sample presentation.

Hints:

- Set the Guides in your PPT template to indicate the content area before you start
- Make sure to select two colors with high contrast

# You can customize the Efficient Elements user interface to fit your personal needs

## Set Language & User Interface Mode



Choose your language setting. There will be more languages available soon!

Choose the interface that suits you:

- Expert – the default setting displaying all functions
- Basic – display only the most important functions
- Admin – includes additional functions for customizing EE

Backup User Data

Restore User Data

Look at Error Logfile

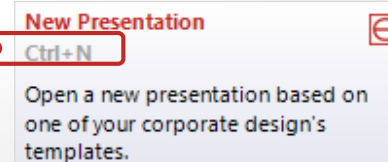
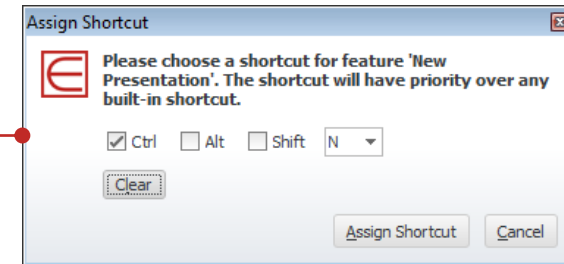
Send Error Logfile by mail

If you have closed the EE task pane you can open it again by clicking on "Show Task Pane"

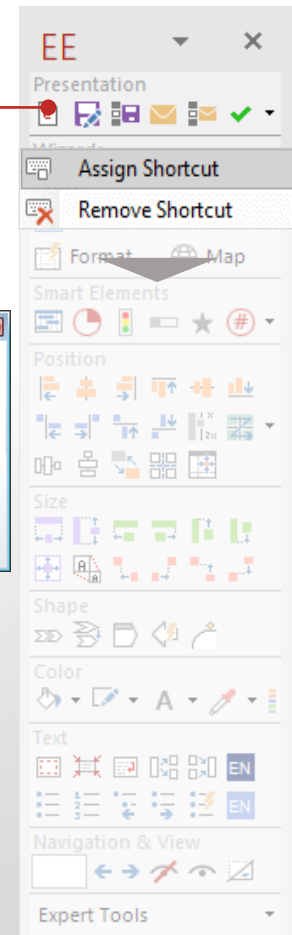
## Assign Shortcuts

Right-click on button to be assigned – choose to assign or remove shortcut

Assign desired shortcut



The assigned shortcut is indicated in the button's tooltip



# Customize and add templates in the EE New menu

The screenshot displays the 'EE New' menu interface. At the top, a 'Presentation' window is shown with the 'EE' logo. Below it, the 'New Presentation from Template...' option is highlighted. The main menu area is titled 'Please select a template from the following list'. It contains a 'Template' list with items like 'EE New Style' and 'EE Master 16:9'. A context menu is open for 'EE Master 16:9', showing options such as 'Make Default for New Presentations', 'Apply Template to Current Presentation', and 'Quick Customization Template'. The 'Quick Customization Template' sub-menu is also visible, listing 'Edit', 'Rename', 'Delete', 'Make Default for New Presentations', and 'Apply Template to Current Presentation'. At the bottom, the 'Actions' dropdown is shown with 'Add Current Presentation to Templates' and 'Import Style Package'.

**Your presentations and templates in the EE New menu**

**Custom styles and templates**

- 1 Open the desired template
- 2 Define template as default for new presentations \*
- 3 Apply the elected template to the current presentation

**Client and QCW styles / templates**

- 1 Open and edit the desired template
- 2 Rename style / template
- 3 Delete style / template
- 4 Define Template as default for new presentations \*
- 5 Apply the elected template to the current presentation

**Add new Style / Template**

- 1 Add the current presentation as a template
- 2 Import new style package

\* Opens automatically when PowerPoint is started

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# The "Presentation" section contains functions for creating, saving and sending presentations as well as ...



## New Presentation

Select a template to start a new presentation. The available templates depend on your individual customization.

If you are working on an outdated presentation, update the design by clicking on "Apply template to entire presentation" in the dropdown

## Quick Customization Wizard

Create a new style on the fly adjusted to your PPT-template regarding

- Style: Box, Line or Shadow
- Drawing area
- Primary and contrast color



## Save or E-Mail Presentation or Selected Slides

Attach either the entire presentation or selected slides to a new email or save them either as a

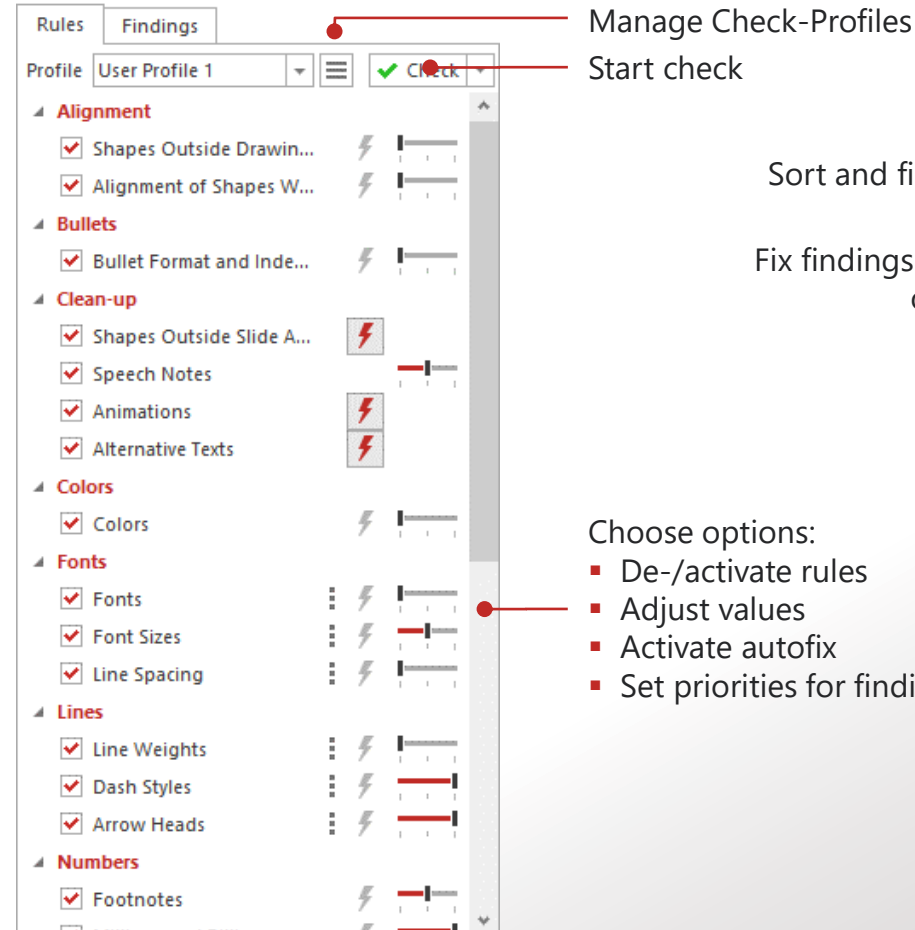
- PowerPoint file or
- (protected) PDF file

You will be able to choose a standardized file name format or create you own file name (for the former choose 'Show Details').

**Hint:** By saving the selection to the clipboard you can paste it to an existing email.

# ... a presentation check to find and fix deviations from your corporate design

## Rules



Manage Check-Profiles

Start check

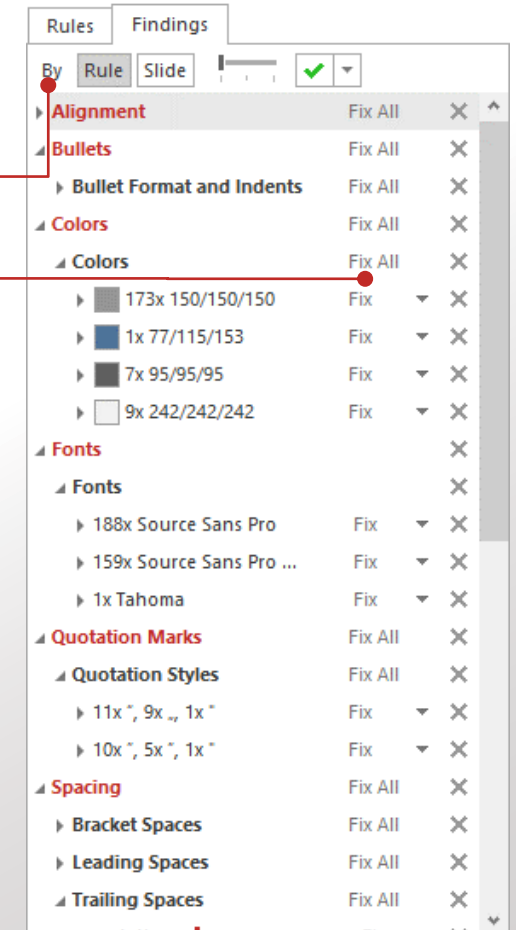
Sort and filter findings

Fix findings individually or in groups

Choose options:

- De-/activate rules
- Adjust values
- Activate autofix
- Set priorities for findings

## Findings



# Getting Started – Contents

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3 Wizards

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3.1 Agenda Wizard

3.2 Master Wizard

3.3 Map Wizard

3.4 Element Wizard

3.5 Text Wizard

3.6 Format Wizard

4 Smart Elements

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# The “Wizards” section provides you with a variety of powerful functions



## Agenda Wizard

Generate the agenda or content page for your presentation:

- Show time slots or page numbers
- Multiple agendas per presentation
- Insert line-breaks
- Automatically hide sub-items
- ...



## Master Wizard

Insert/remove elements in/from the slide master:

- Confidentiality/Status note
- Logos or images



## Map Wizard

Format Maps using Excel functionality



## Element Wizard

Insert elements from a comprehensive library in the current slide



## Text Wizard

Insert text snippets in the current text range



## Format Wizard

Apply predefined formats/positions to any given element



## My Elements | My Texts | My Formats

Easily reuse and manage your own favorite slide elements, text snippets and formats

## 3.1 Create or update your agenda in seconds

Agenda Wizard

New Agenda +

Agenda Name: New Agenda Actions

Title: Quick Tour Content

Subtitle:

Layout: EE Sizing Mode: Fit to Slide Auto Collapse Font Size: 16

Columns: ☒ Responsible ☒ Time Slot ☐ Page Number ☐ Free Column

Time Format: 24h Start Time: 09:00 End Time: 13:00 Start Item No.: 1

Contents:

Add Item

#	Topic	Responsible	Min.	Time
1	Introduction		30	09:00
2	Presentation		30	09:30
3	Wizards		30	10:00
3.1	Agenda Wizard		30	10:30
3.2	Master Wizard		30	11:00
3.3	Element Wizard		30	11:30
3.4	Text Wizard		30	12:00
3.5	Format Wizard		30	12:30

Delete Item

Create: ☐ Single Agenda Slide (w/o highlighting) ☒ Agenda Separating Slides ☐ PowerPoint Sections ☒ Base

### Agenda Wizard

- Create or update agenda and index slides automatically
- Reorganize your agenda via drag & drop – your content slides will be moved correspondingly
- Automatic time slots and slide numbers
- Many additional features

- ✓ Fast
- ✓ Flexible
- ✓ Easy to use

# Agenda Wizard - Basic functions

Set time format and start time

Add agenda item

Move items up and down

Decrease/increase indent level

Agendapunkte löschen

## Hints:

- Use "tab" / "shift+tab" to jump between cells
- Click in an empty row to create a new agenda item
- Click "Enter" to insert a line break

The screenshot shows the 'Agenda Wizard' dialog box. Red lines and dots connect various UI elements to the text labels on the left:

- A red dot on the 'Time Format' dropdown (set to '24h') and the 'Start Time' spinner (set to '09:00') is connected to 'Set time format and start time'.
- A red dot on the 'Add Item' button is connected to 'Add agenda item'.
- Red dots on the up and down arrow buttons are connected to 'Move items up and down'.
- Red dots on the left and right arrow buttons are connected to 'Decrease/increase indent level'.
- A red dot on the 'Delete Item' button is connected to 'Agendapunkte löschen'.
- A red dot on the 'Min.' column of the table (row 3.5) is connected to 'Set the duration of the agenda item'.
- A red box around the 'EE' icon in the top right corner is connected to the 'EE' logo in the top left of the dialog.

The dialog box contains the following fields and controls:

- New Agenda** (+)
- Agenda Name**: New Agenda (with an **Actions** dropdown)
- Title**: Quick Tour Content
- Subtitle**
- Layout**: EE (dropdown)
- Sizing Mode**: Fit to Slide Auto Collapse (dropdown)
- Font Size**: 16 (dropdown)
- Columns**: ☒ Responsible, ☒ Time Slot, ☐ Page Number, ☐ Free Column
- Time Format**: 24h (dropdown)
- Start Time**: 09:00 (spinner)
- End Time**: 13:00 (spinner)
- Start Item No.**: 1 (spinner)
- Contents**:
  - Add Item** button
  - Up and down arrow buttons
  - Left and right arrow buttons
  - Delete Item** button
- Table**:

#	Topic	Responsible	Min.	Time Slot	Flags
1	Introduction		30	09:00 – 09:30	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2	Presentation		30	09:30 – 10:00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3	Wizards		30	10:00 – 10:30	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3.1	Agenda Wizard		30	10:30 – 11:00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
3.2	Master Wizard		30	11:00 – 11:30	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
3.3	Element Wizard		30	11:30 – 12:00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
3.4	Text Wizard		30	12:00 – 12:30	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
3.5	Format Wizard		30	12:30 – 13:00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
- Create**: ☐ Single Agenda Slide (w/o highlighting), ☒ Agenda Separating Slides, ☐ PowerPoint Sections, ☒ Backup Slide
- OK** and **Cancel** buttons

Set the duration of the agenda item

# Agenda Wizard - Advanced functions

Insert additional agenda  
(e.g. for a multi-day workshop)

Delete, import and export agenda

Pick layout and sizing mode  
(e.g. auto collapse sub-items)

Select the desired columns

## Hints:

- Page numbers will be automatically updated upon saving
- Use the "Free Column" to add information such as participants or location
- When moving agenda items up or down the corresponding content slides will be moved as well
- Use the "Backup" slide to separate back-hand slides

The screenshot shows the 'Agenda Wizard' dialog box. Red lines and dots highlight specific features: a 'New Agenda' button at the top left; an 'Actions' dropdown menu at the top right; a 'Layout' dropdown and 'Sizing Mode' dropdown in the middle; a 'Columns' section with checkboxes for 'Responsible', 'Time Slot', 'Page Number', and 'Free Column'; a 'Time Format' dropdown and 'Start Time', 'End Time', 'Start Item No.' fields; a table of agenda items with columns for '#', 'Topic', 'Responsible', 'Min.', 'Time Slot', and flags; and a 'Create' section at the bottom with checkboxes for 'Single Agenda Slide (w/o highlighting)', 'Agenda Separating Slides', 'PowerPoint Sections', and 'Backup Slide'. Red boxes also highlight the 'OK' and 'Cancel' buttons.

#	Topic	Responsible	Min.	Time Slot	Flags
1	Introduction		30	09:00 – 09:30	[ ] [x] [x]
2	Presentation		30	09:30 – 10:00	[ ] [x] [x]
3	Wizards		30	10:00 – 10:30	[ ] [x] [x]
3.1	Agenda Wizard		30	10:30 – 11:00	[ ] [x] [ ]
3.2	Master Wizard		30	11:00 – 11:30	[ ] [x] [ ]
3.3	Element Wizard		30	11:30 – 12:00	[ ] [x] [ ]
3.4	Text Wizard		30	12:00 – 12:30	[ ] [x] [ ]
3.5	Format Wizard		30	12:30 – 13:00	[ ] [x] [ ]
4.					[ ] [ ] [ ]

Generate agenda  
overview

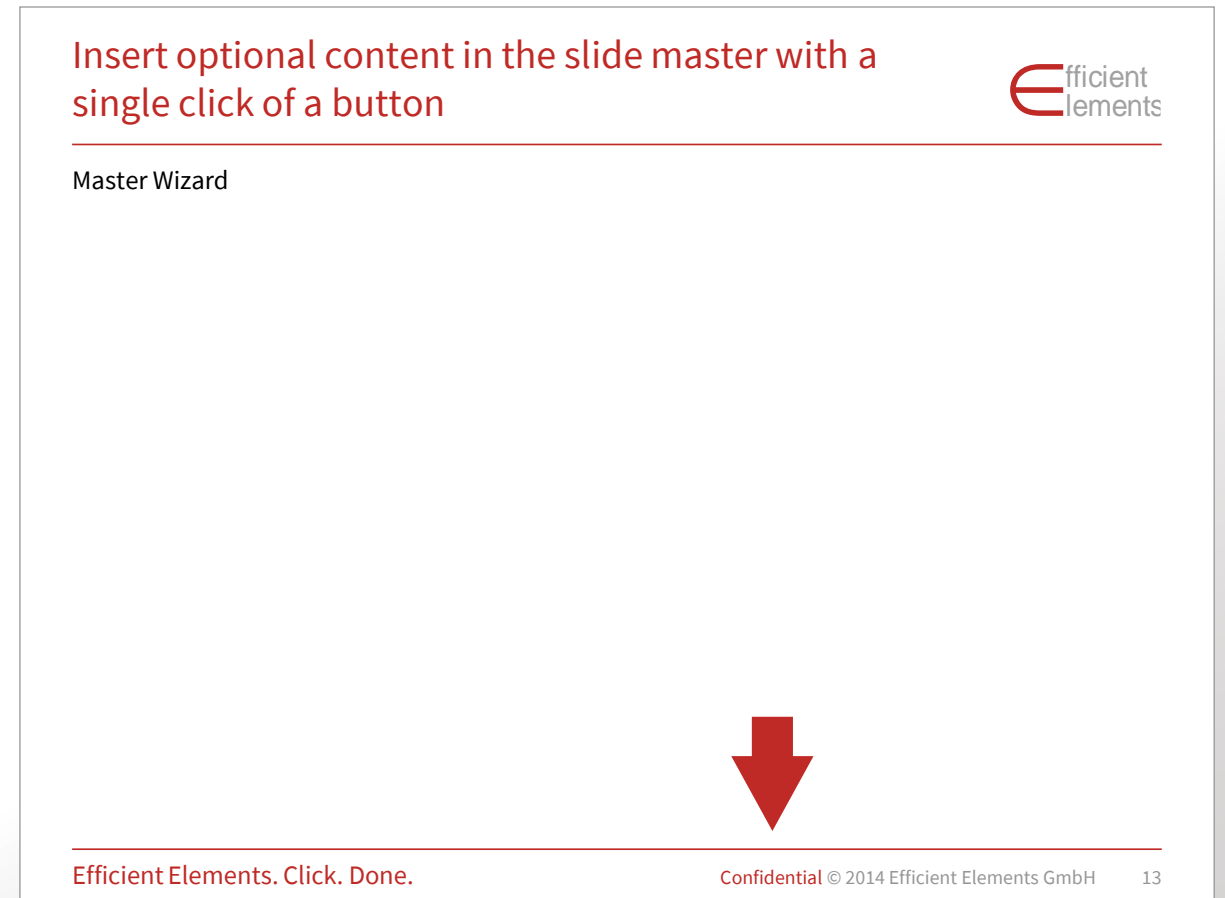
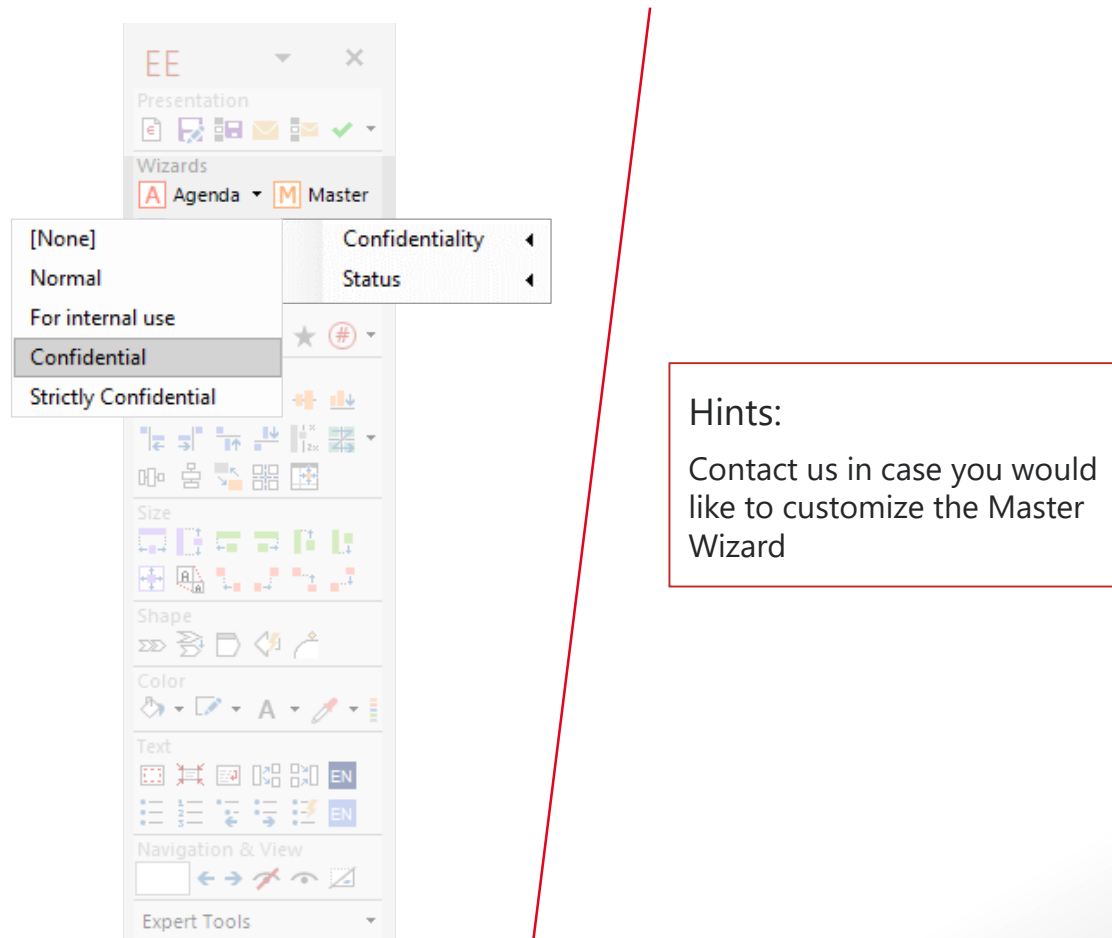
Generate  
separating slides

Create Power-Point  
sections for items

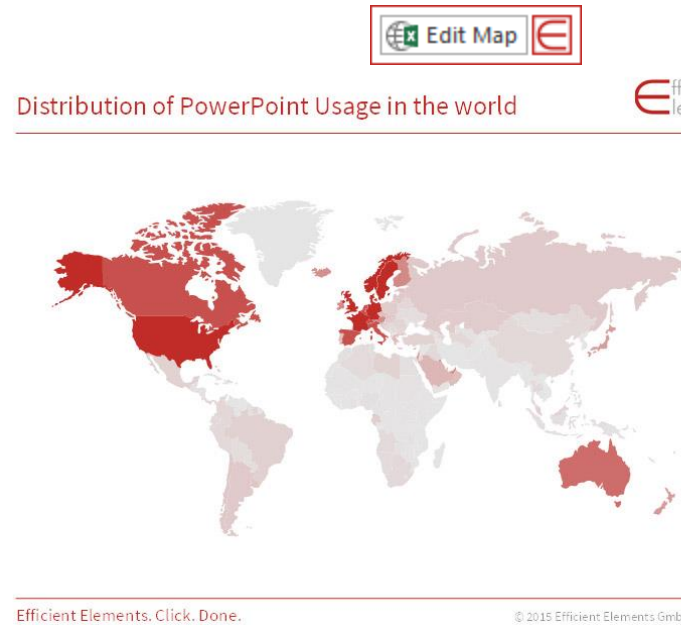
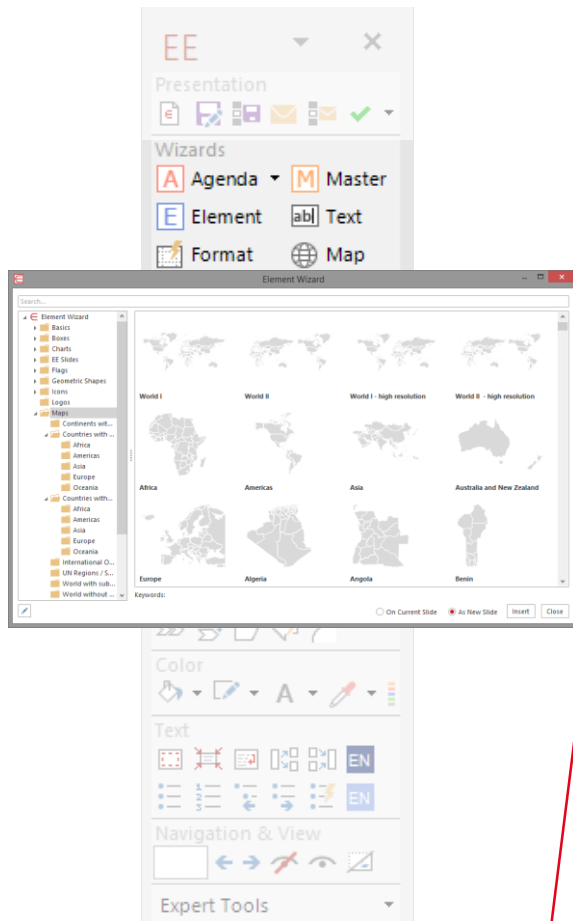
Create backup  
slide

Select break, show  
agenda item, generate  
separating slide

## 3.2 Master Wizard - Insert optional content in the slide master with a single click of a button



# 3.3 The Map Wizard allows you to format maps using Excel functionality

The screenshot shows an Excel spreadsheet titled 'Worksheet in Status6.pptx - Excel'. The table has the following columns: ID, Column 1 (Country Name), Fill Color, Line Color, and Label. The data is as follows:

ID	Column 1	Fill Color	Line Color	Label
3	AE United Arab Emirates	44552		
4	AF Afghanistan	678		
5	AL Albania	4565		
6	AM Armenia	3173		
7	AO Angola	5964		
8	AR Argentina	14709		
9	AT Austria	49039		
10	AU Australia	64578		
11	AZ Azerbaijan	7900		
12	BA Bosnia and Herzegovina	7900		
13	BD Bangladesh	1033		
14	BE Belgium	80000		
15	BF Burkina Faso	303		
16	BG Bulgaria	7328		
17	BI Burundi	303		
18	BJ Benin	806		
19	BO Bolivia, Plurinational State of	4619		
20	BR Brazil	11173		
21	BS Bahamas	23639		
22	BT Bhutan	2633		
23	BW Botswana	7120		
24	BY Belarus	7577		
25	BZ Belize	4619		
26	CA Canada	80000		
27	CD Congo, the Democratic Republic of the	806		
28	CF Central African Republic	806		
29	CG Congo	806		
30	CH Switzerland	81276		
31	CI Côte d'Ivoire	806		

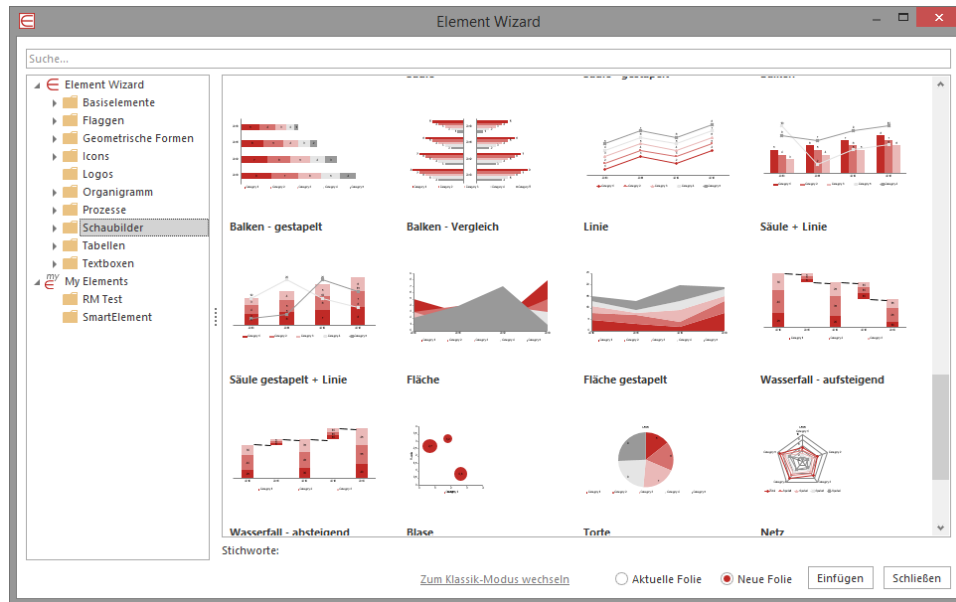
## Hints:

- Adjust fill and line color of individual countries manually using the Excel color palette ...
- ... or use Excel's Conditional Formatting function for databased formatting (see example above)
- You can create a label for each individual country (e.g. data point or country name)
- The Map Wizard will only recognize maps if they are grouped – ungrouped maps can be fixed by regrouping

# 3.4 Element Wizard

## Pick from a comprehensive set of useful slide elements

Fully customizable



### Element Wizard and Map Wizard

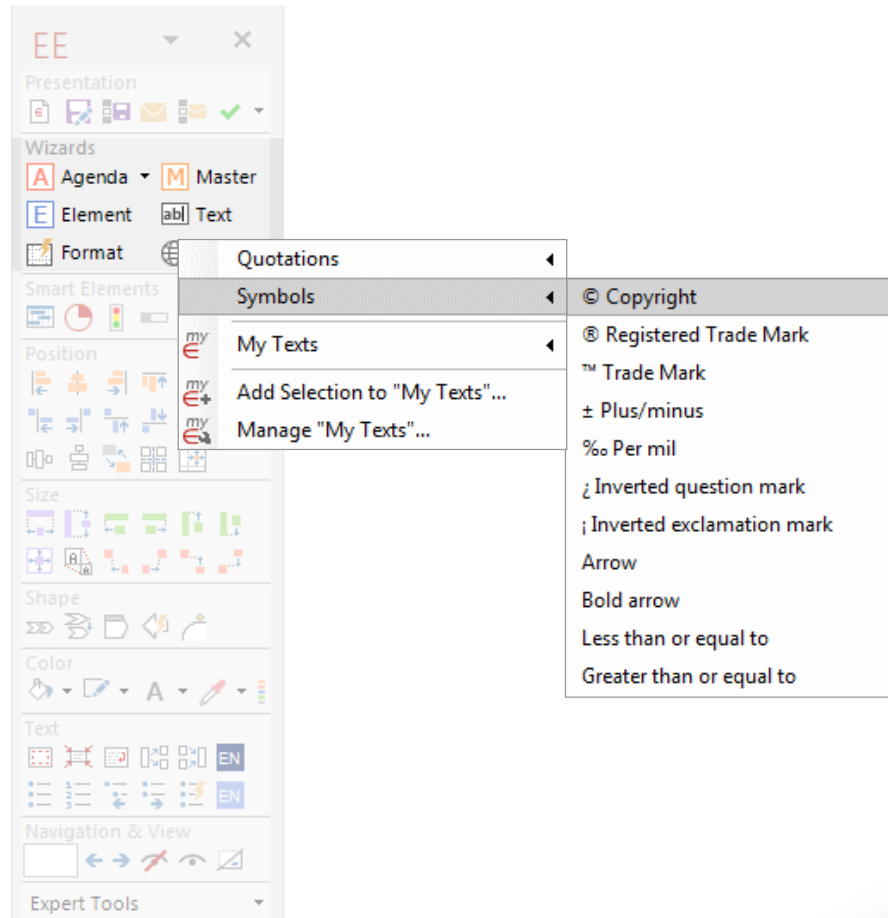
- Huge collection of slide layouts
- Custom made slides and elements
- High-quality maps, editable in Excel
- Create your own elements with *My Elements* and share them with your colleagues

- ✓ Insert complete slides
- ✓ Always in your corporate design
- ✓ Always up to date

#### Hints:

- Use the "My Elements" feature to store and reuse elements you have created yourself
- Click on "Manage My Elements" to export and import collected elements

# 3.5 Text Wizard - Insert special text symbols or characters and store your own text snippets



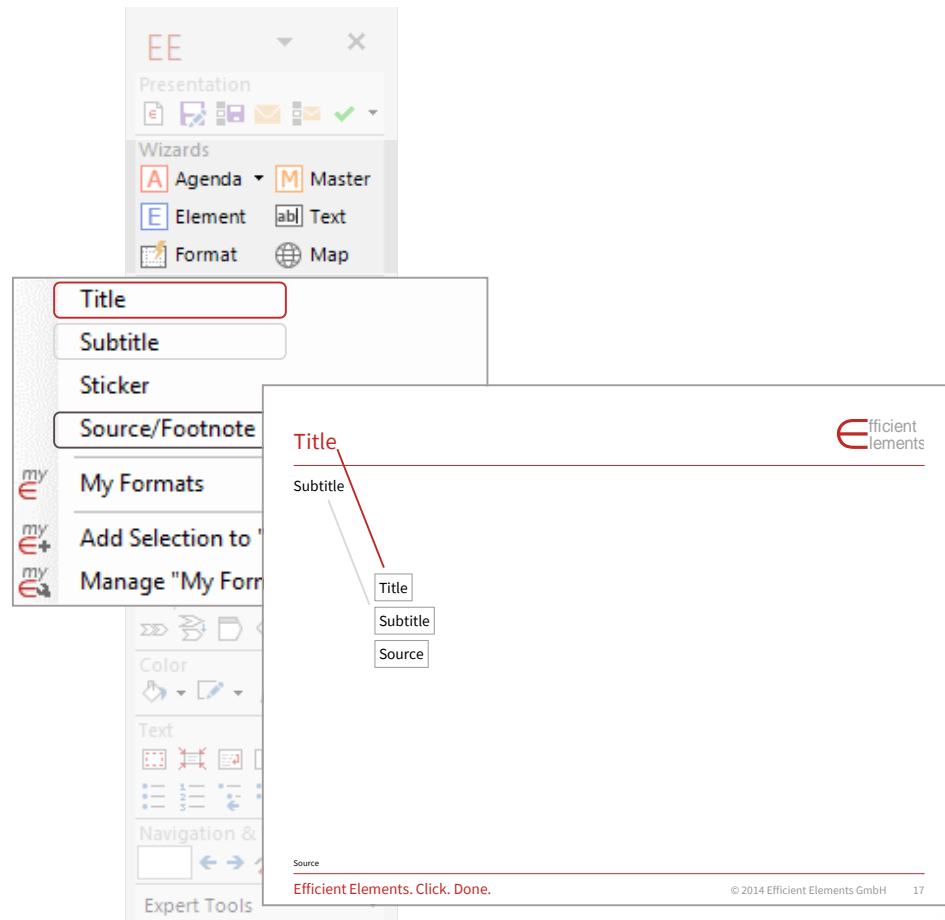
## Hints:

- Use the "My Texts" feature to store and reuse text snippets you have created yourself
- You can store text snippets with or without formatting
- Click on "Manage My Texts" to export and import collected text snippets

# 3.6 Format Wizard

## Apply pre-defined formats with one click

With this feature you stay in form.



### Format Wizard

- You can define attributes for position, size, shape, format, text options, paragraph, font and bullets
- Use the *My Formats* feature to define your own formats
- Click on *Manage My Formats* to export and import collected formats

✓ Consistent format

✓ Precise positioning

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**4 Smart Elements**

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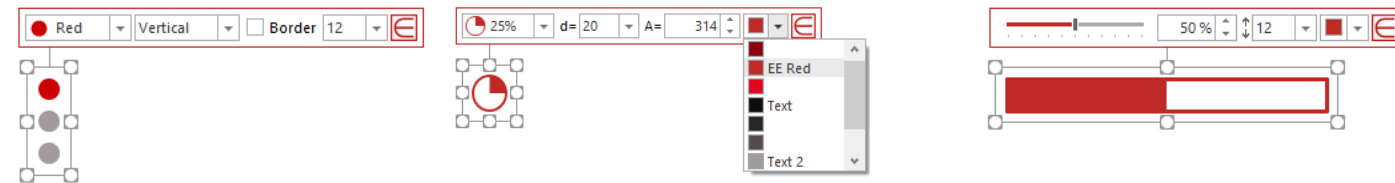
7 Navigation & View

## Adjust options of Smart Elements and special PPT shapes directly on the slide

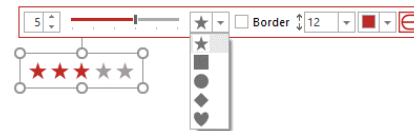
## Smart Elements

Via the Smart toolbar you can change the settings of Smart Elements directly on the slide:

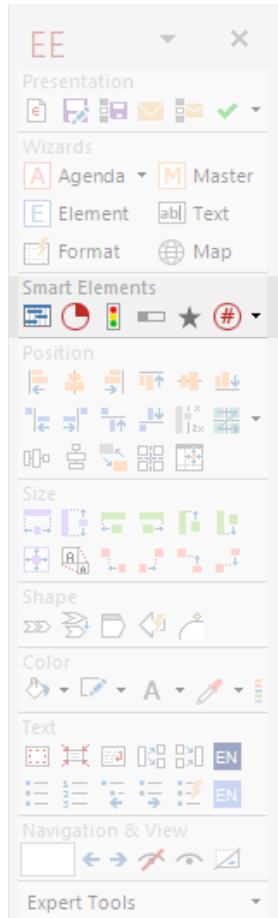
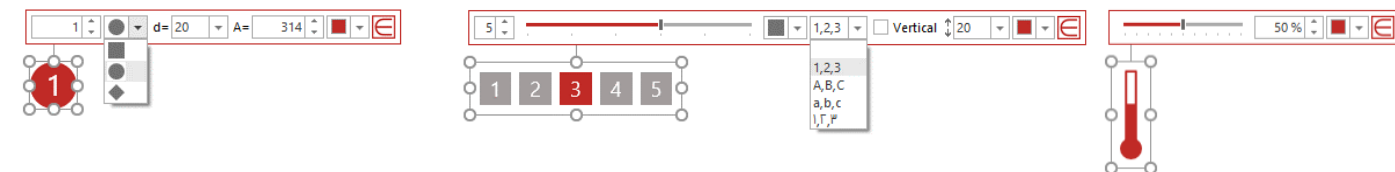
e. g. status information ...



... evaluation ...

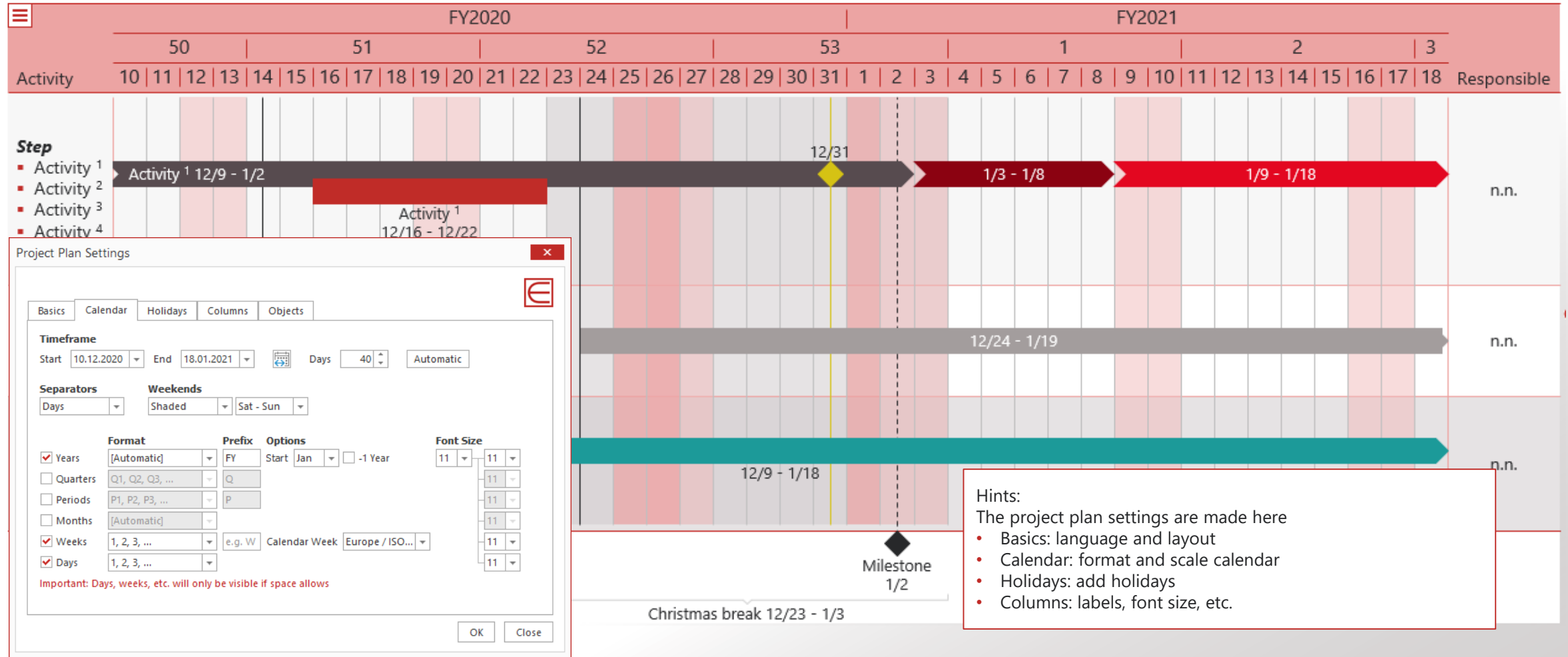


... status indication ...



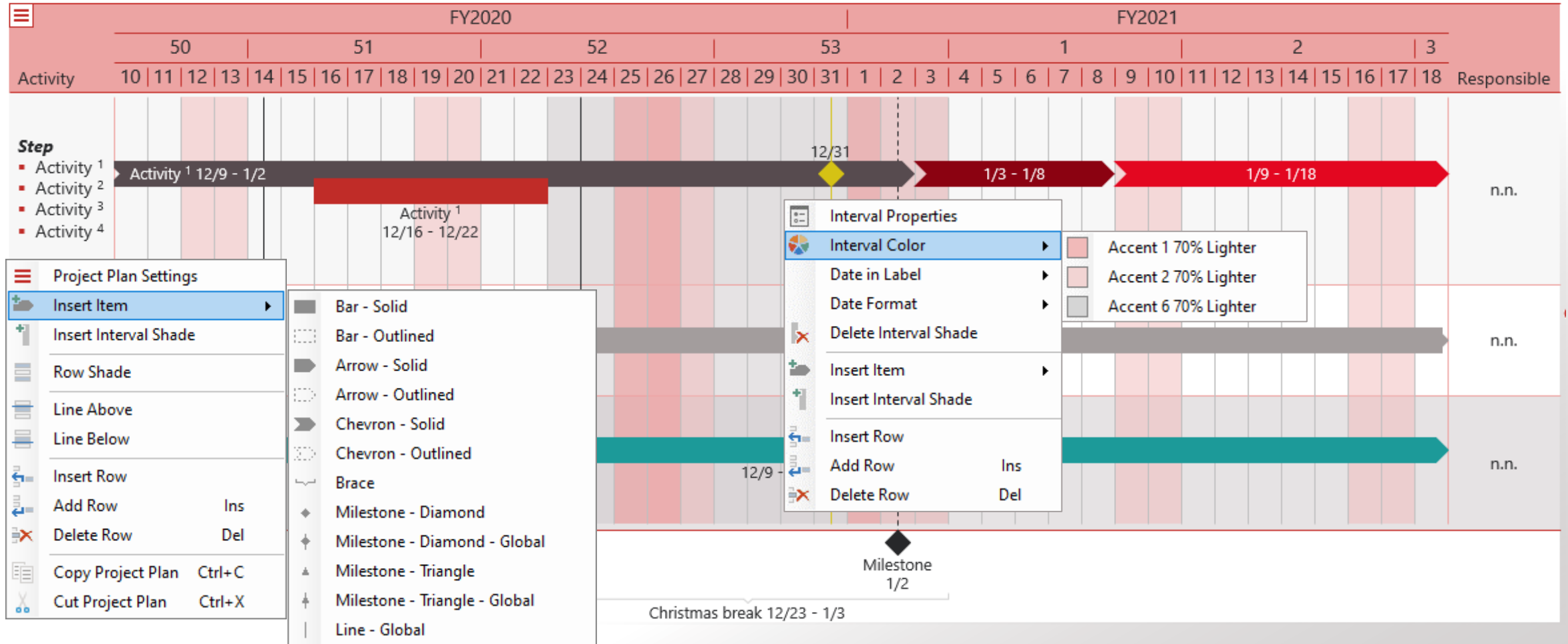
# Create detailed project plans with just a few clicks

## Smart Elements: Project Plan (Gantt Chart)



# Adjust bars and milestones via drag & drop

Smart Elements: Project Plan (Gantt Chart)



# Color and label bars, arrows, chevrons, milestones & position them

## Smart Elements: Project Plan (Gantt Chart)

The screenshot displays the Smart Elements Project Plan (Gantt Chart) interface. The main view shows a Gantt chart for FY2020 and FY2021. A context menu is open over a red bar, and an 'Item Properties' dialog is displayed. A 'Hints' box is in the bottom left.

**Item Properties Dialog:**

- Start: 16.12.2020, End: 22.12.2020, Days: 7, 5 Working Days
- Label: Activity 1
- Color: Standard
- Type: Bar - Solid

**Hints:**

- To add text in the left or right column, click into the cell.
- To insert items, lines, rows etc. right-click on the calendar area.
- Edit items with a right-click and drag them to the desired position.
- To copy rows and / or items select them with CTRL and drag them to the new position

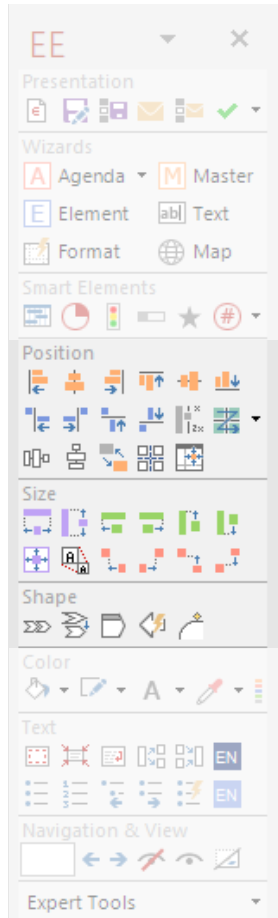
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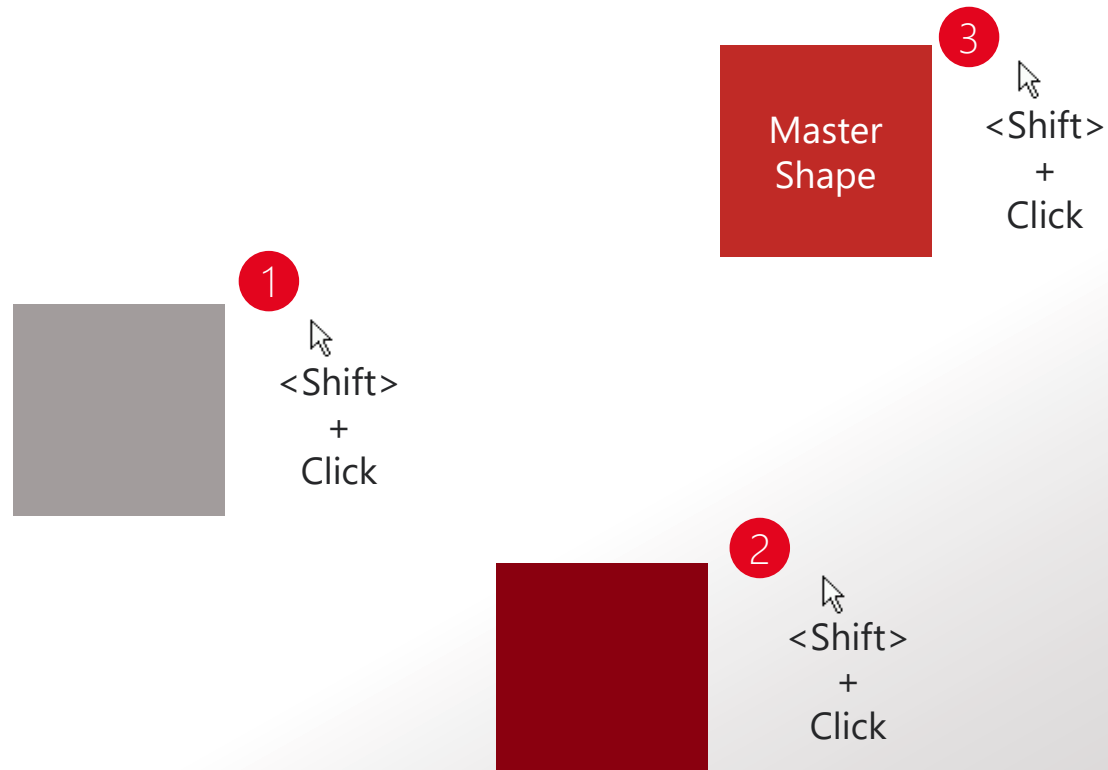
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- 6 Color | Text
- 7 Navigation & View

# The “Master Shape Concept” makes alignment of shapes much more precise and efficient

## Master Shape Concept

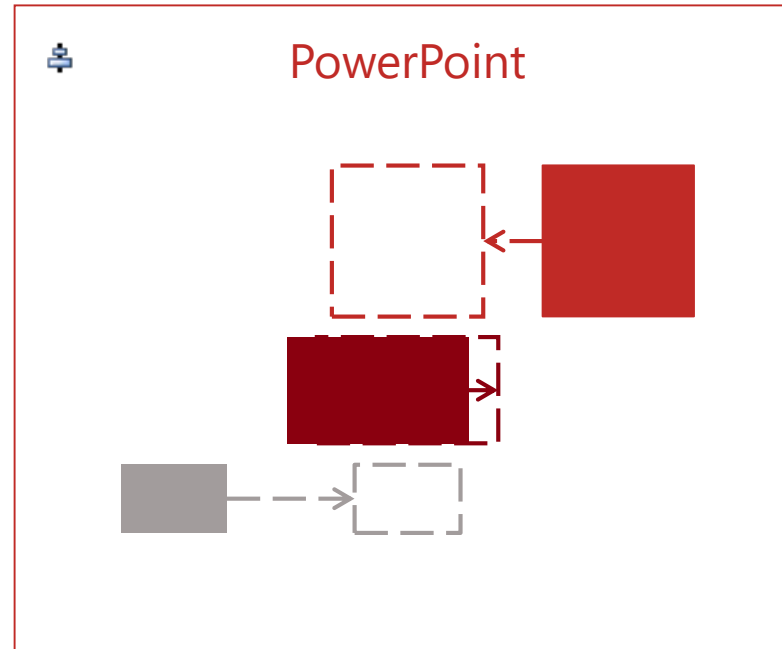
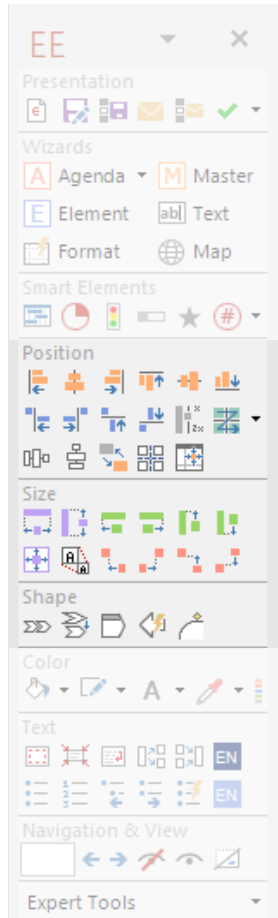


The shape that is selected last is called “**Master Shape**” and serves as a reference point for many alignment and sizing functions

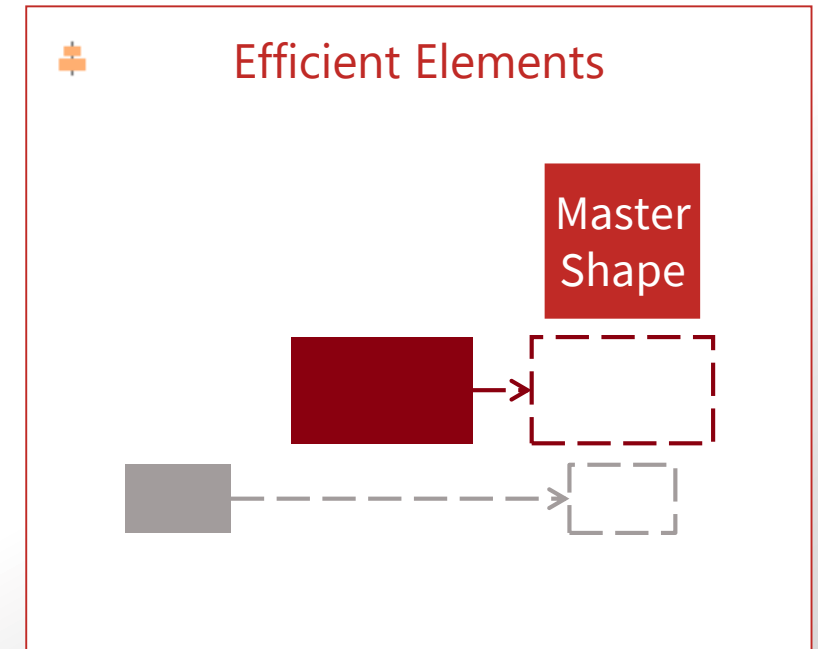


# The “Master Shape Concept” makes alignment of shapes much more precise and efficient

## Master Shape Concept

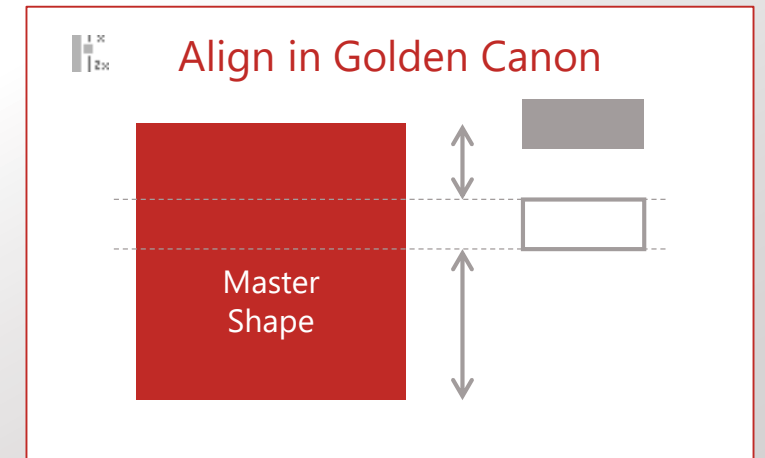
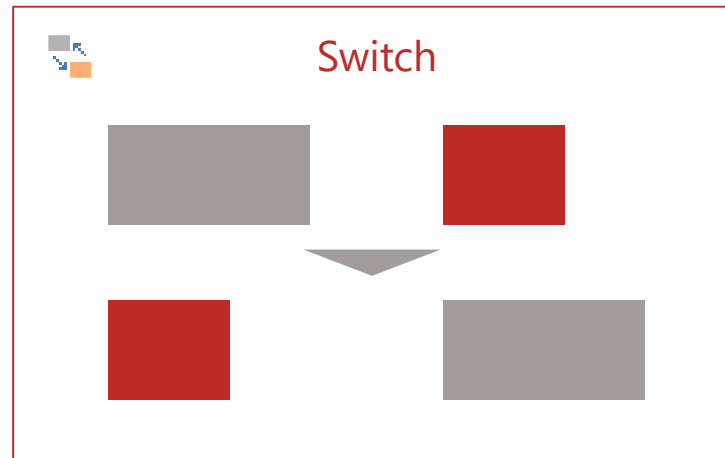
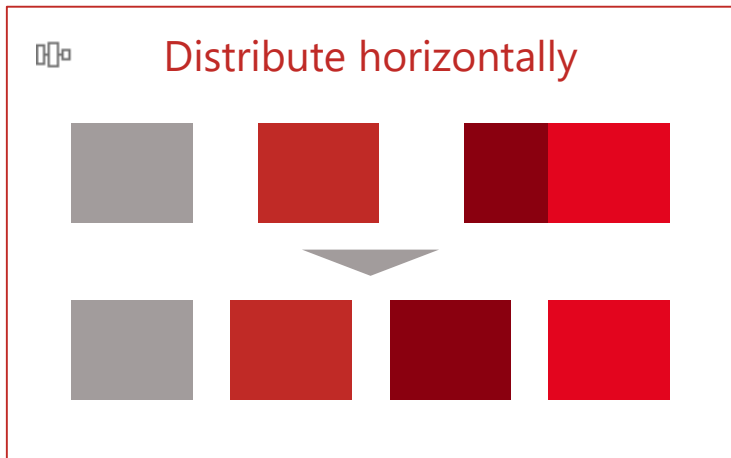
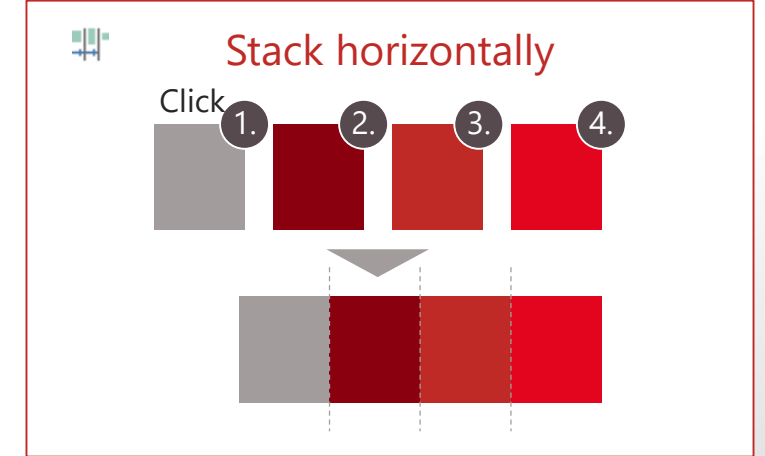
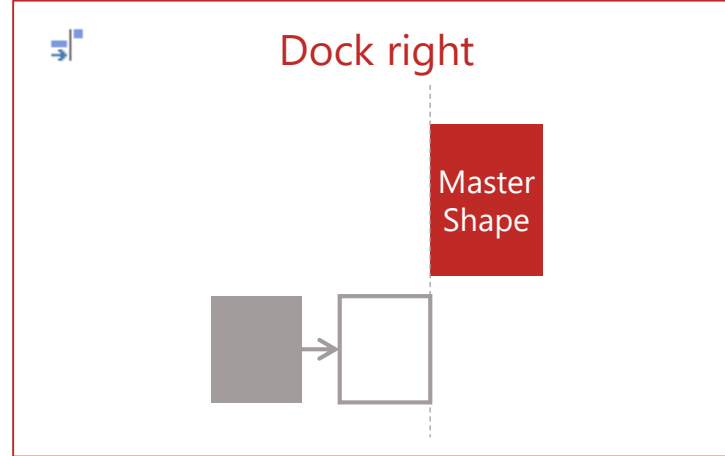
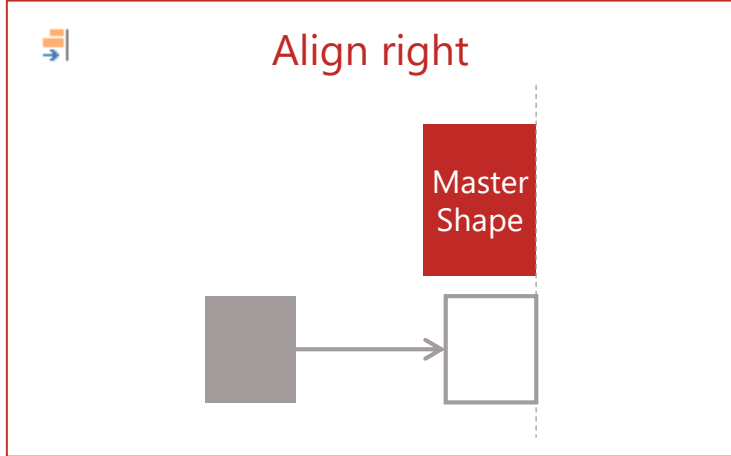


The standard PowerPoint functions do not allow for an alignment of objects with respect to another **specific** object

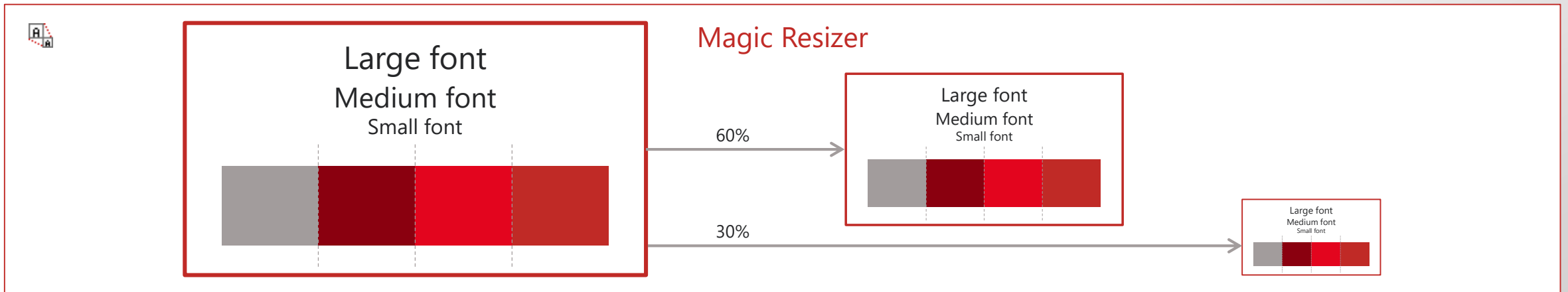
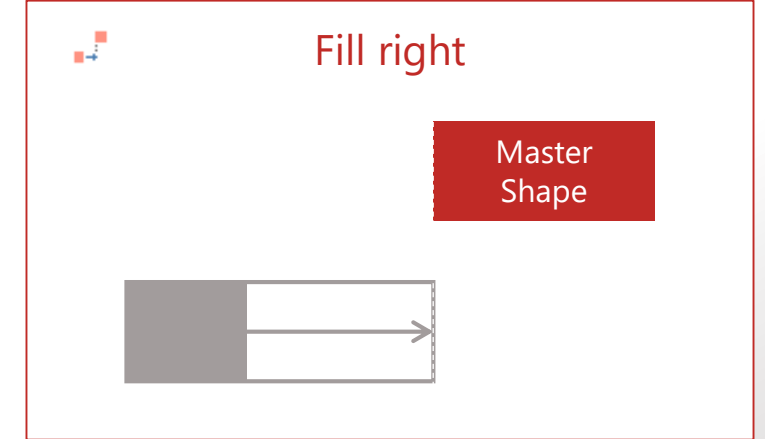
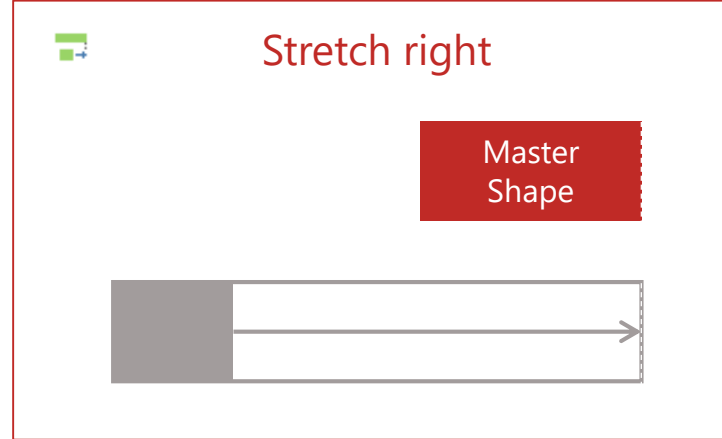
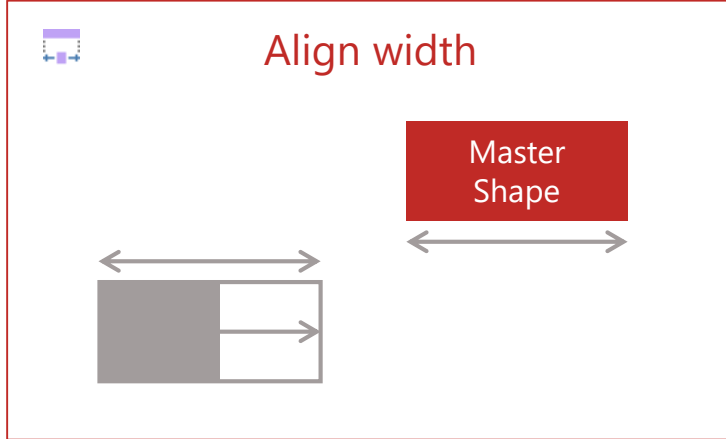


Efficient Elements lets you choose a **reference object** in respect to which all other objects will be aligned

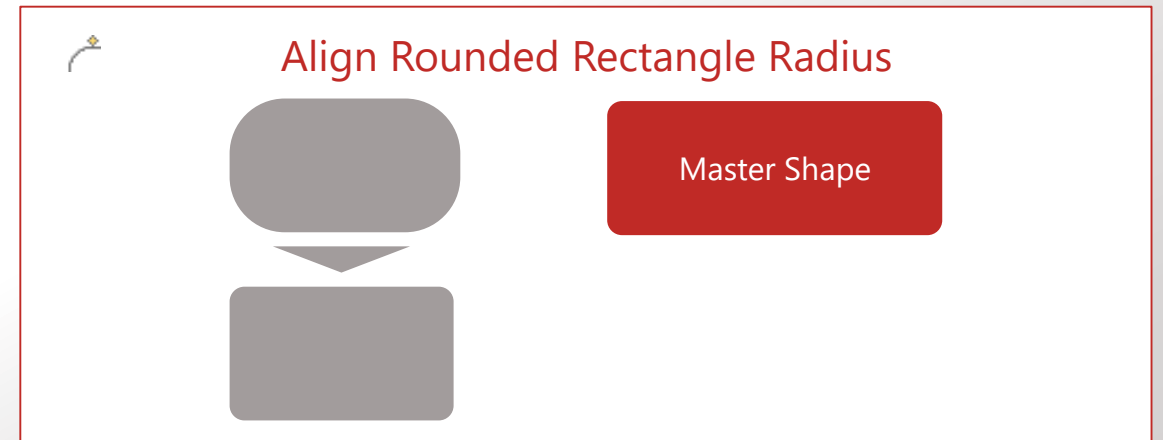
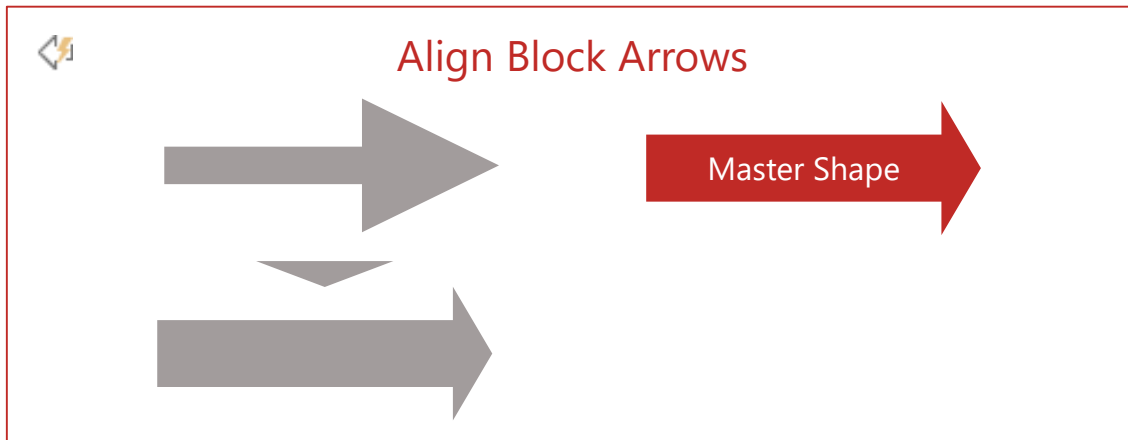
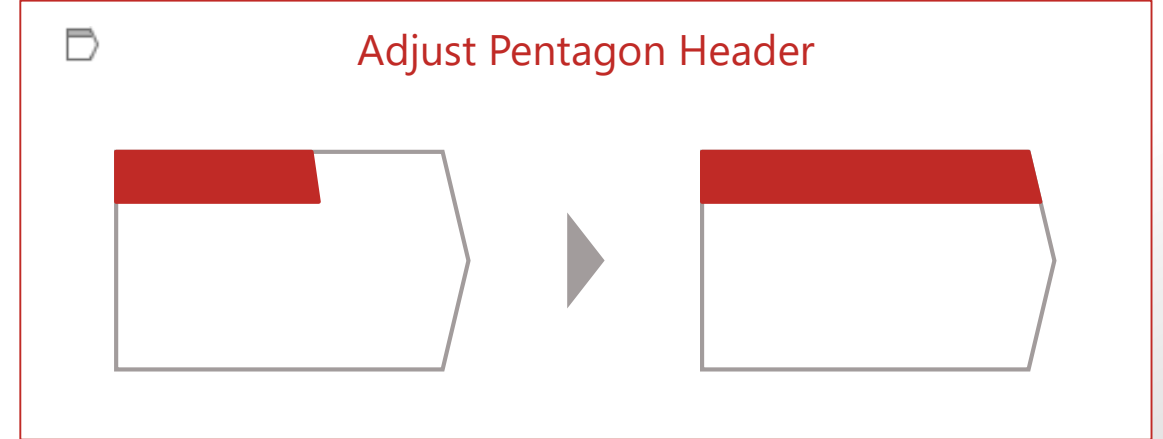
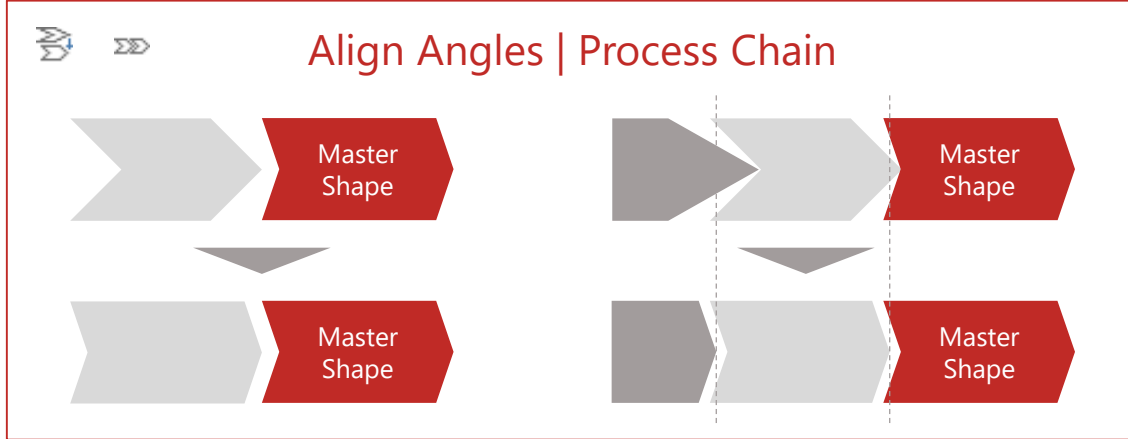
# The “Position” section allows you precisely arrange elements on a slide



# The "Size" section provides you with all tools needed for adapting the size of your elements



# The “Shape” functions empower you to make adjustments you would not be able to do manually



# Getting Started – Contents

- 1 Introduction
- 2 Presentation
- 3 Wizards
- 4 Smart Elements
- 5 Position | Size | Shape
- **6 Color | Text**

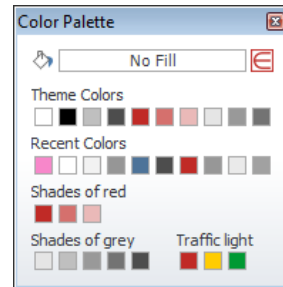
---
- 7 Navigation & View

# Find all colors allowed by your corporate design in the "Color" section



## Set Color

- Fill color
- Line color
- Font color

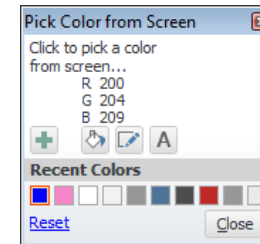


Select color from palette and apply it to selected element  
Available colors depend on your individual customization



## Pick Color

Pick colors from virtually any place on your screen



Either apply color directly or store it in the recent color palette for later use



## Convert to RGB

Make color independent of master template



## Convert to Theme

Assign matching colors to theme color palette



# Functions needed to format text fields and boxes can be found in the "Text" section



## Text Options

The text options give you quick access to frequently used formatting functions:

- Improved margins setting
- "Fit Form to Text" – Button
- "Wrap Text in Form" - Button

## Bullets & Numbering

- Show/hide bullets
- Show/hide numbering
- Decrease indent level
- Increase indent level
- Format existing bullets or numbering

## Split | Merge Text Boxes



# Functions needed to format text fields and boxes can be found in the "Text" section



## Set Spell Check Language

Right-click on a language button to open a menu. Here the language and the scope of the examination are defined:

*Dark blue button stands for*

- a passage of text
- a selection of elements

*Light blue button stands for*

- the entire presentation (all slides)
- optional: as basis for the current presentation

# Getting Started – Contents

- 1 Introduction
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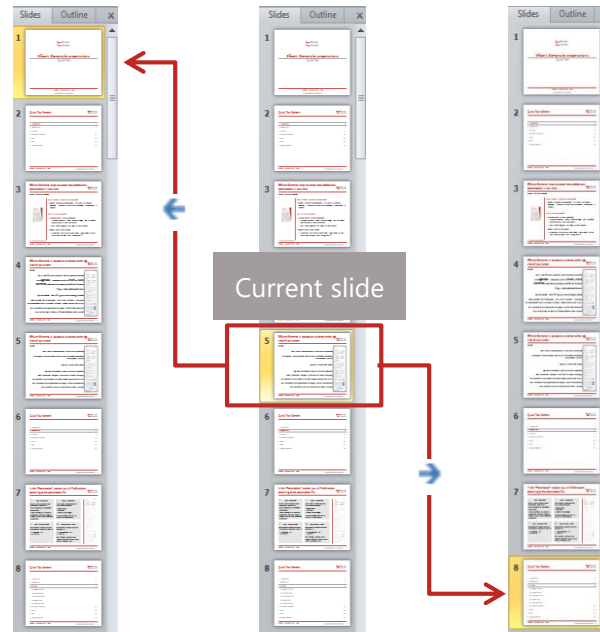
---

# Navigate long presentations quickly with the "Navigation" functions



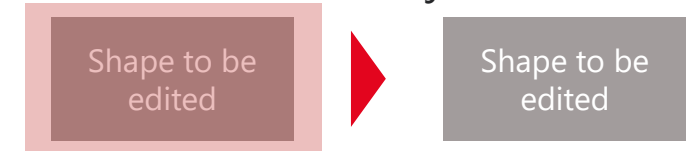
## Navigate presentation

- ☐ Enter number to jump to slide
- ← Jump back to previous slide
- Jump forward to next slide



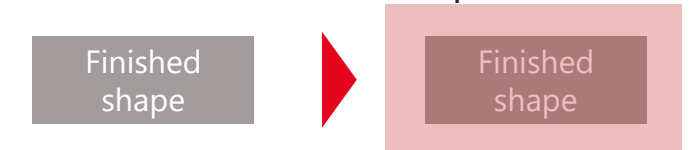
## Hide Selected Objects

Hide objects that obstruct access to other objects



## Unhide Selected Objects

Once you have finished editing unhide the hidden shape



## Hide/Show Master Objects

Temporarily hide logo etc. to prevent others from identifying the company

# Thank you!

Any further questions?

## Contact

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