

## PowerPoint Pro: Program Outline

The topics in *PowerPoint Pro* teach you everything you need to know about PowerPoint for investment banking or private equity.

If you're in a time crunch and needed answers yesterday, you can skip to whatever you need help with – but if you want to go through everything from top to bottom, you can do that too.

Even if you sign up now but don't have time to use it or can't use it right away, no worries. You have **lifetime access**, so you can come back to the program whenever you need it – whether that's in 1 month, 1 year, or 10 years.

There are 28 videos total, with accompanying PowerPoint 2003, PowerPoint 2007 / 2010, and Excel files. That amounts to over 7 hours of video altogether, which may seem like a lot. But don't worry: everything is broken into bite-sized chunks so you can digest it easily.

All the content is available for download in MP4 (works with QuickTime and most other media players), iPad, iPhone, and iPod formats: you can watch everything on the site, or download it to your iPad, iPhone, iPod, or laptop if you're on the road a lot.

And as you move through the lessons, you can check off what you've completed and what's still on your "to-do" list and keep track of everything – and you can get answers to your questions when you have them.

### PowerPoint Pro

In this module, you'll become a PowerPoint Pro by creating a buy-side M&A pitch book for Apple from the ground up.

You'll learn how to create objects, slides, text boxes, and diagrams and how to edit existing objects and paste in data from Excel and Word.

Then we'll cover how to create and paste in key Excel graphs, and show you how to align, group, distribute, and format objects so that each slide in the presentation is as precise as possible.

Finally, we'll conclude by giving you some lessons on attention to detail and showing you how to add in page numbers, footnotes, and labels, fix formatting problems, and customize PowerPoint for maximum efficiency.

### Resources:

- PowerPoint Shortcuts – Quick Reference



- Completed Buy-Side M&A Pitch Book – PPT 2007 / 2010
- Completed Buy-Side M&A Pitch Book – PPT 2003

## **Module 1: Slides, Text & Objects**

In this set of lessons, you'll learn how to set up PowerPoint presentations with grids, drawing guides, and template slides and how to navigate through individual slides and objects.

You'll also learn how to edit text properly and adjust font styles and alignment, and how to insert and delete slides, shapes, and tables.

### **1.1 Overview (Video Length: 13:05)**

In this lesson, you'll learn about what we're going to cover in this set of PowerPoint tutorials, the key shortcuts you need for finance, and how you'll learn everything by creating a buy-side M&A pitch book for Apple from the ground up.

### **1.2 Shortcuts You Already Know (Video Length: 12:49)**

In this lesson, you'll learn how common Windows shortcuts for opening files, closing programs, and copying and pasting work in PowerPoint and you'll get practice combining 2 separate PowerPoint files.

### **1.3 Grids, Rulers & Drawing Guides (Video Length: 15:51)**

In this video, you'll learn how to set up grids, rulers and drawing guides in PowerPoint and why we need to have them in place before creating or manipulating slides, text, and objects.

### **1.4 Navigation & Object Selection (Video Length: 10:28)**

You'll learn how to navigate throughout a PowerPoint presentation without using the mouse and how to properly select and move around objects in this lesson.

### **1.5 The Slide Master (Video Length: 11:35)**

In this lesson, you'll learn how to set up templates for all your slides so that you save time when making changes to headers, text, titles, and other common items.

### **1.6 Inserting Text (Video Length: 15:00)**

You'll learn the basics of how to insert and move around text boxes in this lesson, and you'll get practice creating and editing text in the slide master view to provide additional information.

### **1.7 Editing Text – Fonts (Video Length: 16:41)**



In this lesson, you'll learn how to change font sizes, bullet styles, and how to set up different font cases for title text in your presentations.

### **1.8 Editing Text – Alignment (Video Length: 21:29)**

You'll learn how to properly align text and how to adjust the line spacing to make sure that everything shows up correctly in this lesson.

### **1.9 Editing Text – The Ruler (Video Length: 12:32)**

In this video, you'll get practice using the ruler and tab stops in PowerPoint to more appropriately align business descriptions and financial information on company profile slides – and you'll see how the ruler works differently in PowerPoint 2003 and 2007 / 2010.

### **1.10 Inserting & Deleting Slides (Video Length: 10:34)**

In this lesson, you'll learn how to insert, delete, and hide slides in your presentation and how to use the slide sorter view to more effectively re-arrange your presentation.

### **1.11 Inserting & Deleting Shapes and Diagrams (Video Length: 22:34)**

You'll learn how to insert and delete shapes, charts, and diagrams in this lesson and you'll get practice inserting arrows and rectangles on the process recommendations slide of our pitch book.

### **1.12 Inserting Tables (Video Length: 16:42)**

In this lesson, you'll learn how to insert tables in PowerPoint and how to add and delete rows and columns, merge and split cells, and navigate between cells within your table.

## **Module 2: Pasting In Objects**

In this course, you'll learn how to paste Excel and Word data, graphs, and tables into PowerPoint and how to fix the formatting problems introduced by the 2007 / 2010 versions of these programs.

You'll also learn how to paste in and re-color logos, how to create Excel graphs for price-volume history and operating and valuation metrics, and how to properly paste them into PowerPoint.

### **2.1 Pasting In Excel Data (Video Length: 22:25)**



You'll learn how to paste in Excel data and financial models in this lesson, and you'll see how it works differently in Excel 2003 and 2007 / 2010 – and how to fix the problems that 2007 / 2010 introduces by removing gridlines and formatting data that you paste in.

## **2.2 Pasting In Logos (Video Length: 16:07)**

In this lesson, you'll learn how to paste in logos from the Internet for use on our public company comparables graph and you'll see how to re-color images and set transparencies to remove background colors.

## **2.3 Inserting Text & Objects from Word (Video Length: 10:06)**

You'll learn how to paste in unformatted text from Word and how to effectively paste in and format tables in this lesson.

## **2.4 Creating & Inserting Price-Volume Graphs (Video Length: 20:29)**

In this lesson, you'll learn how to create price-volume graphs for companies in Excel that show share price history and trading volume on the same graph, how to fix formatting errors, and how to paste these graphs into PowerPoint.

## **2.5 Creating & Inserting Public Company Comparable Graphs (Video Length: 14:48)**

You'll learn how to create clustered column graphs in Excel to display operating metrics and valuation multiples for comparable public companies in this lesson.

## **Module 3: Grouping, Aligning & Formatting**

In this set of lessons, you'll learn how to group, align, distribute, and format objects within PowerPoint so that each slide is pixel-perfect.

You'll get practice doing this by fixing company profiles and acquisition candidate slides, as well as some of the graphs and diagrams we've previously pasted in.

Finally, you'll learn how to format and distribute tables and how to add graphical effects to shapes and diagrams.

## **3.1 Grouping & Aligning Objects (Video Length: 17:33)**

In this lesson, you'll get practice fixing a company profile in our pitch book by properly grouping and aligning objects to make sure that all the text and images line up correctly.

## **3.2 Distributing Objects (Video Length: 13:32)**



You'll learn how to use the distribute objects command to properly arrange and space logos on a potential acquisition candidates slide in this lesson.

### **3.3 Ungrouping & Formatting Objects (Video Length: 22:48)**

In this lesson, you'll get practice properly formatting the clustered column graph for the public company comparables by using the group, ungroup, align, and distribute commands to arrange and resize the graph.

### **3.4 Sending Objects Forward & Backward (Video Length: 10:58)**

This video will teach how to properly format the process recommendations slide by ensuring that text and objects appear in the correct positions – and you'll learn to use the bring forward and send backward commands to do this.

### **3.5 Formatting Tables (Video Length: 13:34)**

In this lesson, you'll learn how to format table text and fix alignment and sizing problems by using the distribute rows and distribute columns commands within PowerPoint.

### **3.6 Formatting Shapes & Diagrams (Video Length: 13:46)**

You'll learn how to add colors, gradients, outlines, and shadows to objects in this lesson so that our process recommendations slide looks more professional – and you'll see why it's important not to use too many of these effects.

## **Module 4: Finishing Touches**

In this final set of tutorials, you'll hone your attention to detail by adding in features such as page numbers, footnotes, and labels to all the slides in this presentation.

You'll also learn how to improve the formatting of complex graphs and how to change around internal margins and spacing to precisely line up text.

You will also become more efficient at using PowerPoint by learning how to customize your toolbar for quick access to shortcuts.

### **4.1 Header, Footer & Page Numbers (Video Length: 9:42)**

You'll get practice inserting page numbers in the footer of each slide in this pitch book by using PowerPoint's built-in Header & Footer menu in this lesson.

### **4.2 Formatting the Football Field Graph (Video Length: 10:53)**



In this lesson, you'll learn how to format a "football field" valuation graph in PowerPoint by using the group, ungroup, and align commands to make sure that the margins are correct everywhere and that each border is the appropriate size.

#### **4.3 Footnotes & Labels (Video Length: 21:48)**

You'll improve your attention to detail in this lesson by scanning a pitch book for missing footnotes and labels and then copying or inserting text where necessary to clarify data and graphs in the presentation.

#### **4.4 Title Alignment & Spacing (Video Length: 14:20)**

In this lesson, you'll learn how to fix the text boxes in this presentation by changing around internal margins and alignment to make sure that all the text matches up with pasted in Excel models.

#### **4.5 Macros & Customizing the Toolbar (Video Length: 11:01)**

In this final lesson, you'll learn how to customize your toolbar so you can access key shortcuts more quickly and how to set up and access macros and add-ins from within PowerPoint.

### **Instructor Interaction and Your Questions... Answered**

Of course, you don't just get a lot of videos and PowerPoint files when you sign up for this. You also get to ask questions on anything you don't understand – whether it's an entire course or just one individual lesson.

A lot of programs "promise" support once you buy their products, but how many actually deliver?

Just look on the message boards and you'll see countless threads from people selling *other* financial modeling products – which means they're not getting the support they need.

You can't hire me as your own personal financial modeling trainer at any price. But you *can* ask me questions directly within the *Breaking Into Wall Street* site, and get the answers you're looking for – all as part of your membership in the program.

### **The Enrollment Fee... Now and in the Future**

Just like with the other programs on the site, I was going to list some competing products here and show how these tutorials are a great deal compared to the competition.



Only one problem: there aren't any "comps" because no other programs teach you **how to use PowerPoint specifically for investment banking**. So think of it this way instead:

If you tried to learn everything here by yourself instead, it would take you at least 30 – 40 hours – and you'd have no one to check your work and tell you whether you're right or not. Even if you make \$10 per hour, self-study would cost you at least \$300 – \$400 worth of time.

Once you're actually working in investment banking, you might be working on a pitch book at 3 AM – and suddenly realize that you don't know how to fix a formatting problem.

Leave in that kind of error and you won't hear the end of it in your year-end review – it's a competitive field and everyone else is hyper-attentive to detail.

Bonus tiers for Analysts can be \$5,000 to \$10,000 USD apart – so formatting mistakes in your pitch books could end up costing you thousands of dollars.

Or you could just sign up for *PowerPoint Pro* and prevent that from happening in the first place.

Your tuition is **\$97** for all 28 lessons as well as free future updates to the material. And if you're already a member of *Breaking Into Wall Street* via another course you've signed up for, your members'-only discounted enrollment fee is just **\$47**.

That saves you 30 – 40 hours of your own time – at the minimum, at least \$300 – \$400 – and prevents you from messing up your pitch books, getting bottom-tier bonus, and losing thousands of dollars in the long-run.

Try getting that kind of return on investment in the stock market – good luck.

## **The No-Hassle Money-Back Guarantee**

If you're not satisfied for any reason, you can request your money back. In fact, if you're not happy I *want* you to ask for your money back.

Take 60 days to evaluate everything inside the program, and if you're not 100% satisfied, simply contact us via the "Contact" link displayed on every page of the site and ask for your money back.

## **What Now?**

Once you sign up, you'll immediately have access to the 28 instructional videos, all the PowerPoint and Excel files, and the complete curriculum. And you'll have **access to me** to ask whatever questions you have.



With that comes **lifetime access** to the site, **free upgrades**, **new content** as we add it, and **support**.

Thanks for reading, and I'll see you on the other side.

Best Regards,

Brian DeChesare  
Mergers & Inquisitions  
Breaking Into Wall Street



<http://breakingintowallstreet.com>