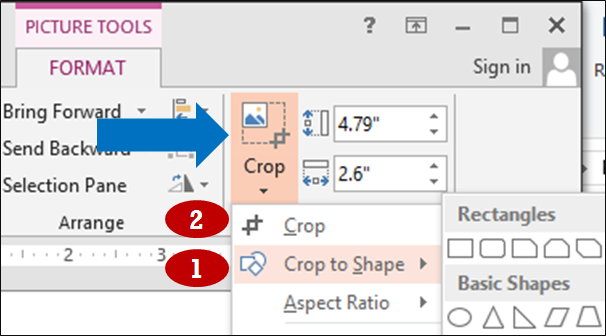
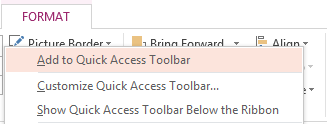
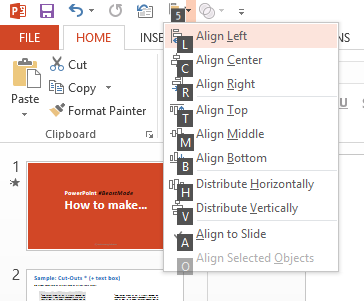
**Creating Magnifier Effect**



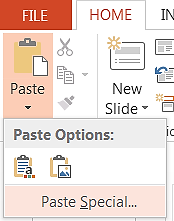
1. **Crop to Shape**
2. **Crop**

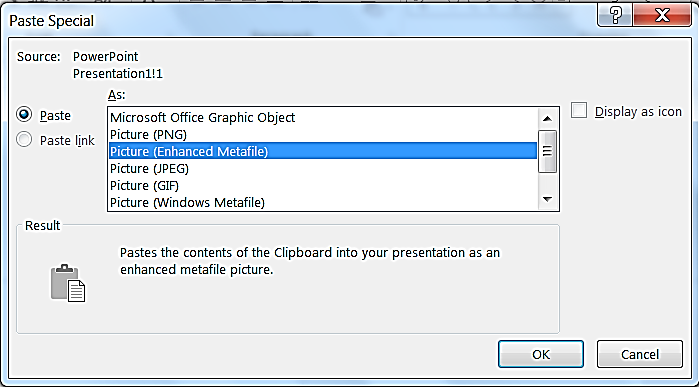
**Object Alignment (automatic) – use it with QAT**

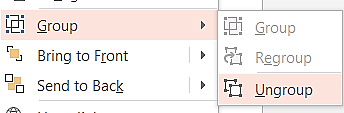




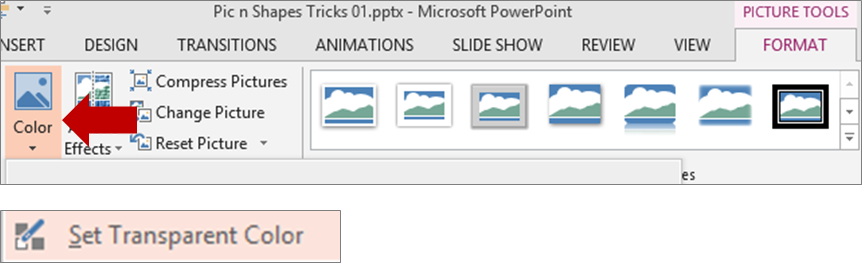
**De-Assembling Objects into individual components: Chart, SmartArt, Table**

Copy / Cut the Object and then Paste Special - 

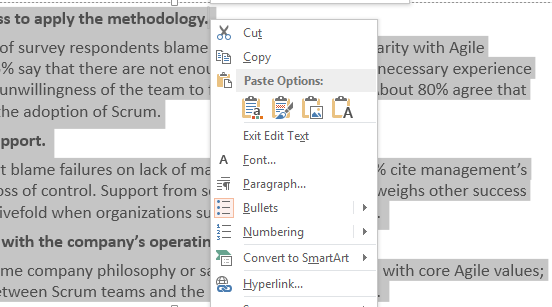


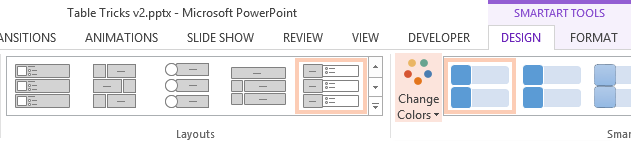
 x 2 times

**Set Transparent Color (image blending with background color)**

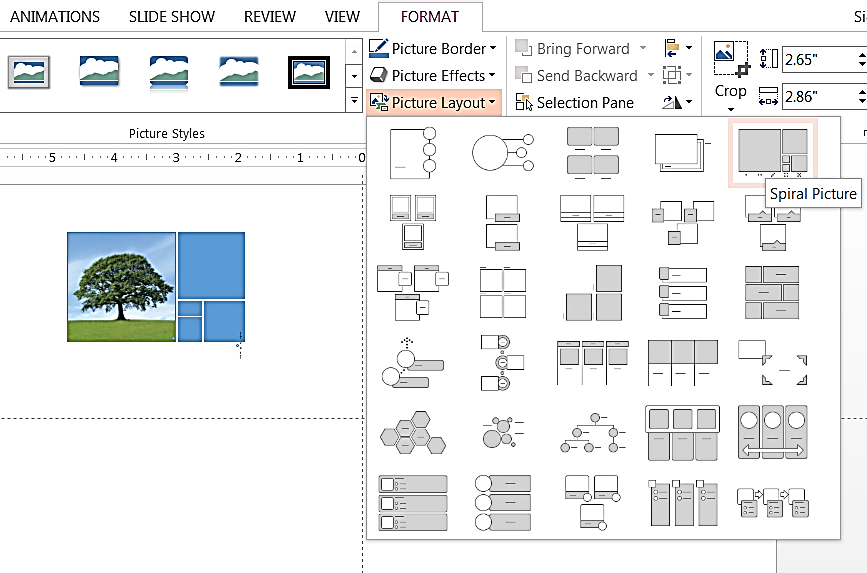


**Organizing Text: Convert to SmartArt**

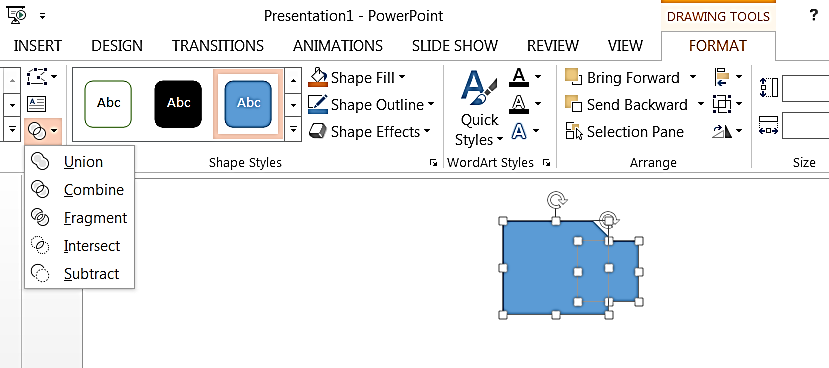




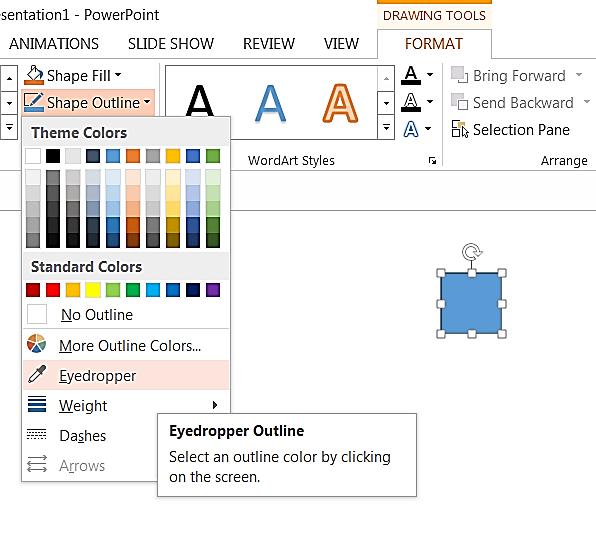
**Organizing Picture: Picture Layout (SmartArt + Picture)**



**Merge Shapes (New in v. 2013) – Use Fragment to create innovative shapes**



**Color Picker (New in v. 2013)**



**Table Formatting Tricks**

* For changing borders, first change Pen attributes (weight, dash type, color), and then activate borders
* Columns / Row can be distributed for equal cell sizes
* A table can be de-assembled\*