Introduction to Microsoft PowerPoint 2010

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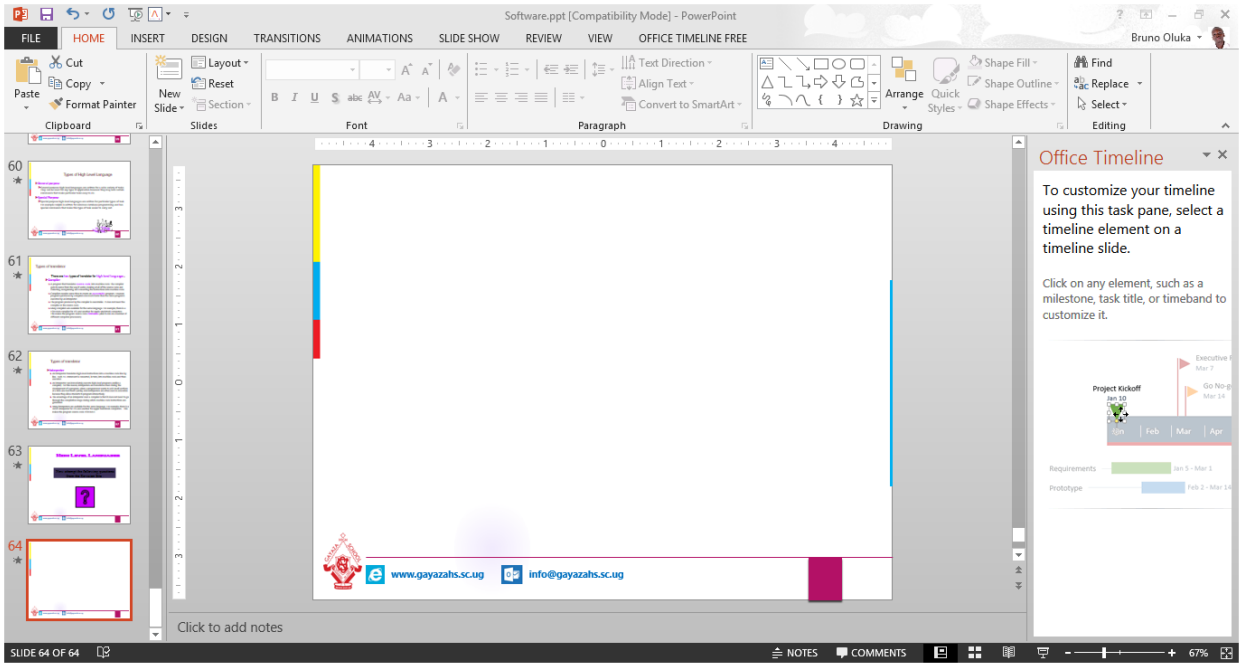
Tips

- Design Tips
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- Spell Check

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Getting started

The first time you start your PowerPoint 2010 you will notice that there are many similar features to previous versions and more specific PowerPoint 2007. You will quickly notice the new design and the many new features that you'll be able to use. Like it's predecessor, PowerPoint 2010 has three features that allow you to work efficiently with your presentations; the Microsoft Office Backstage view, the Quick Access Toolbar, and the Ribbon. The function of these features will be more fully explored below.



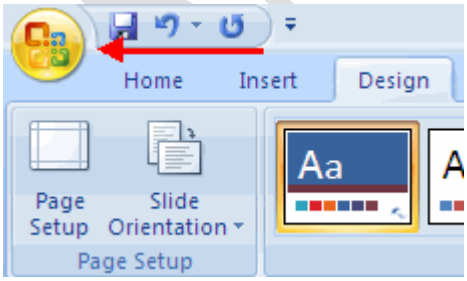
Presentations

a ***presentation*** is a collection of data and information that is to be delivered to a specific audience.

A PowerPoint presentation is a collection of electronic slides that can have text, pictures, graphics, tables, sound and video. This collection can run automatically or can be controlled by a presenter.

Microsoft Office Button

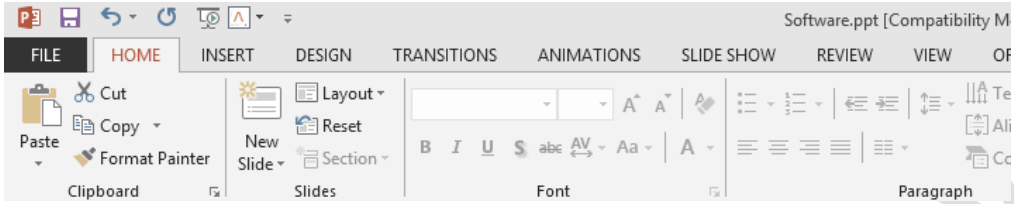
The Microsoft Office Button is found in PowerPoint 2007 version and performs many of the functions that were located in the File menu of older versions of PowerPoint. This button allows you to create a new presentation, Open an existing presentation, save and save as, print, send, or close.



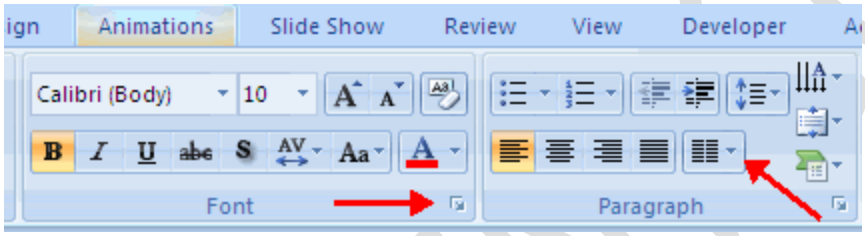
Backstage View File Tab

Ribbon

The ribbon is the panel at the top portion of the document It has seven tabs: Home, Insert, Design, Animations, Slide Show, Review and View. Each tab is divided into groups. Groups are logical collections of features designed to perform function that you will utilize in developing or editing your PowerPoint slides.



Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the dialog box launcher (arrow) at the bottom right corner of each group.

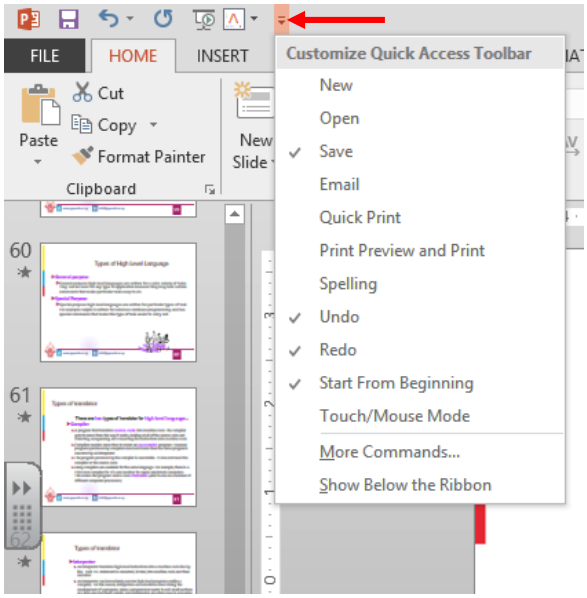


Home: Clipboard, Slides, Font, Paragraph, Drawing, and Editing
Insert: Tables, Illustrations, Links, Text, and Media Clips
Design: Page Setup, Themes, Background
Animations: Preview, Animations, Transition to this Slide
Slide Show: Start Slide Show, Set Up, Monitors
Review: Proofing, Comments, Protect
View: Presentation Views, Show/Hide, Zoom, Window, Macros

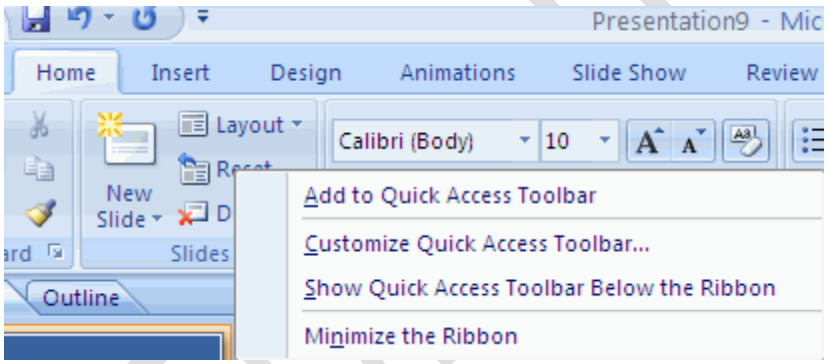
Quick Access Toolbar

The **quick access toolbar** is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click **Show Below the Ribbon**.

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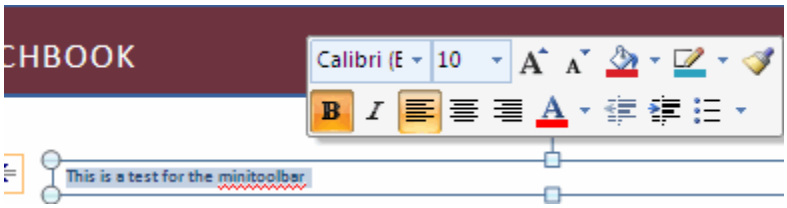


You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click Add to Quick Access Toolbar and a shortcut will be added.



Mini Toolbar

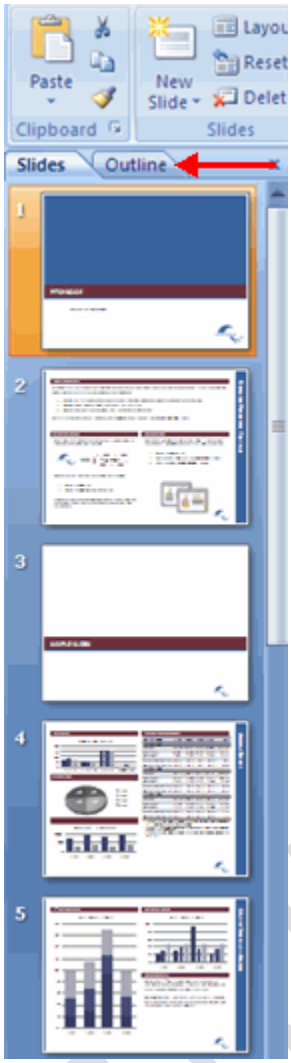
Another great feature in Office 2010 is the Mini Toolbar. This is a floating toolbar that is displayed when you select text or right-click text. It displays common formatting tools, such as Bold, Italics, Fonts, Font Size and Font Color.



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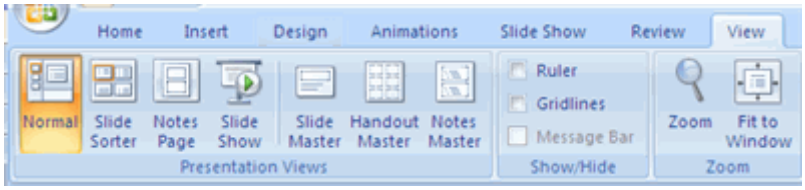
Navigation

Navigation through the slides can be accomplished through the Slide Navigation menu on the left side of the screen. Also, an outline appears from materials that have been entered in the presentation. To access the outline, click the outline tab.



Slide Views

Presentations can be viewed in a variety of manners. On the View tab, the Presentation Views group allows you to view the slides as Normal, Slide Sorter, Notes Page, Slide Show, Slide Master, Handout Master, and Notes Master.



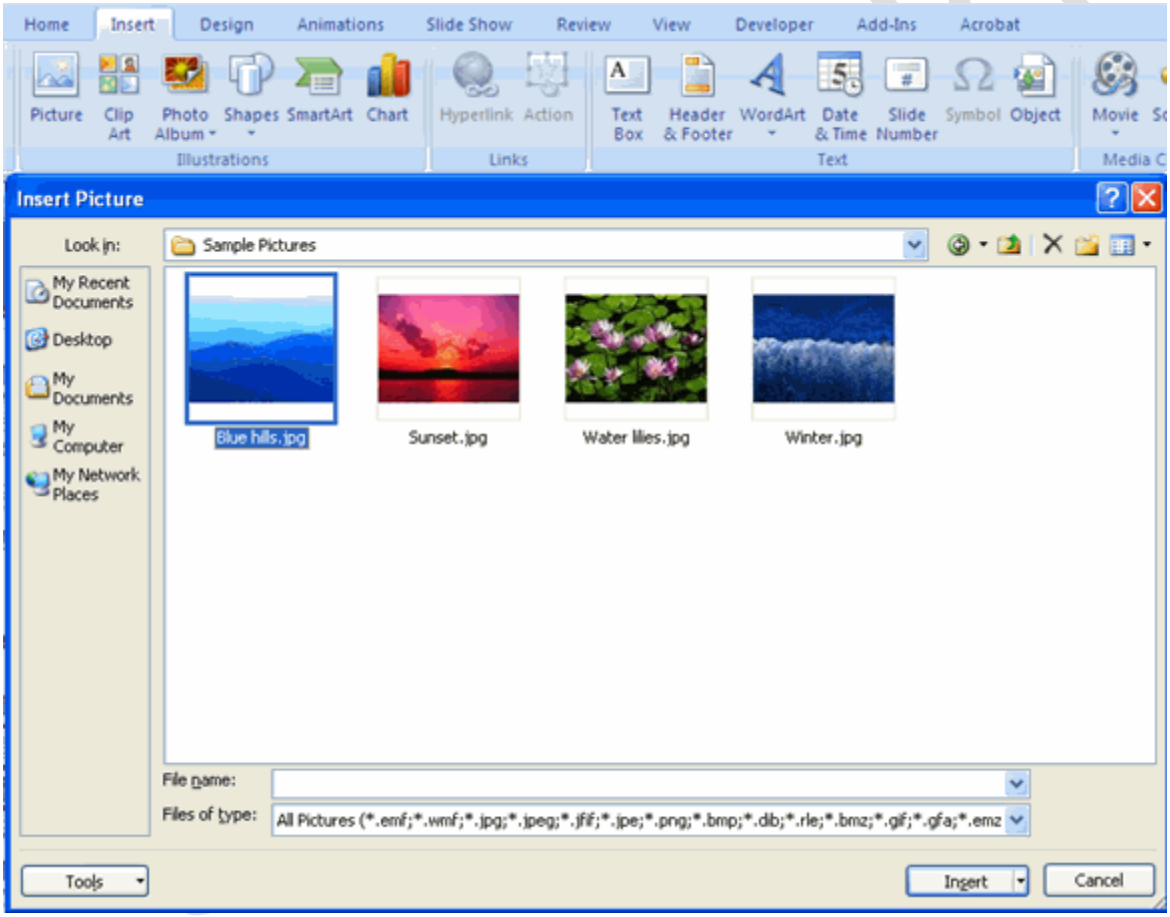
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Graphics

Adding Picture

To add a picture:

- Click the **Insert** Tab
- Click the **Picture** Button
- Browse to the picture from your files
- Click the **name** of the picture
- Click **insert**
- To move the graphic, click it and drag it to where you want it

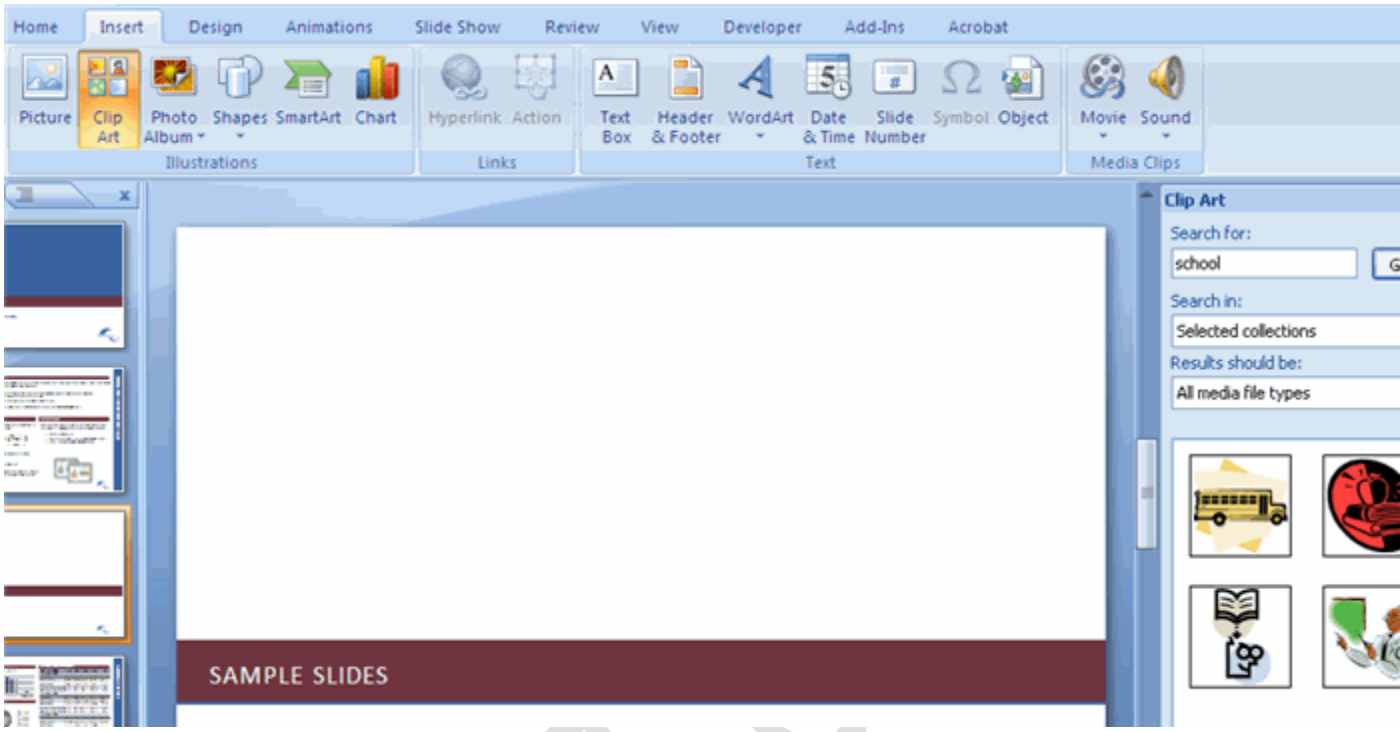


Adding Clip Art

To add Clip Art:

- Click the **Insert** Tab
- Click the **Clip Art** Button
- Search for the clip art using the search Clip Art dialog box
- Click the **clip art**

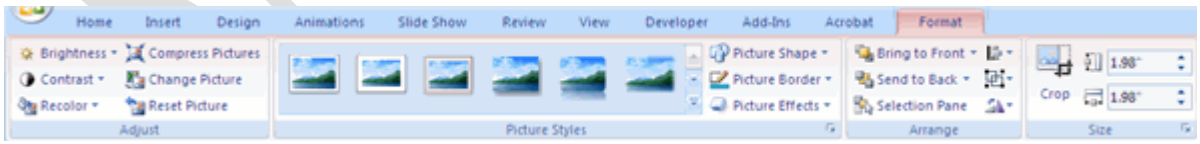
- To move the graphic, click it and drag it to where you want it



Editing Pictures and Clip Art

When you add a graphic to the presentation, an additional Tab appears on the Ribbon. The Format Tab allows you to format the pictures and graphics. This tab has four groups:

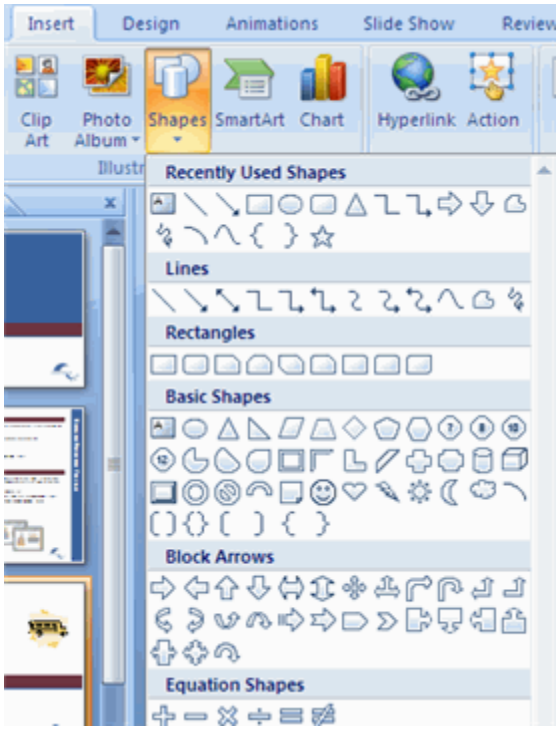
Adjust: Controls the picture brightness, contrast, and colors
Picture Style: Allows you to place a frame or border around the picture and add effects
Arrange: Controls the alignment and rotation of the picture
Size: Cropping and size of graphic



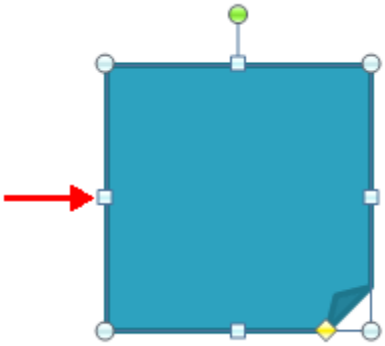
Adding a Shape

To add Shapes:

- Click the **Insert** Tab
- Click the **Shapes** Button
- Click the shape you choose

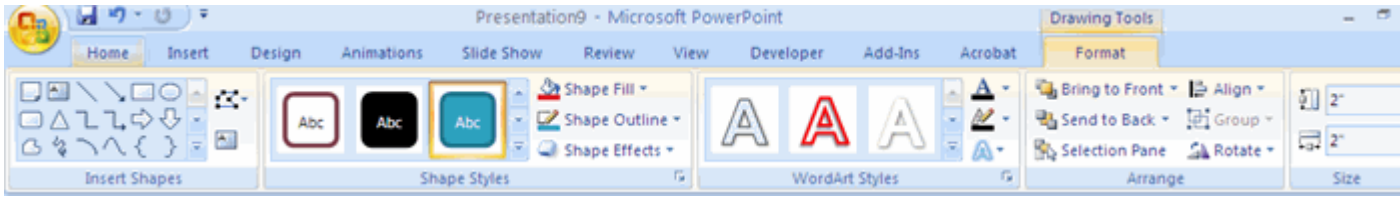


- Click the **Slide**
- Drag the **cursor** to expand the Shape



To format the shapes:

- Click the **Shape**
- Click the **Format** tab

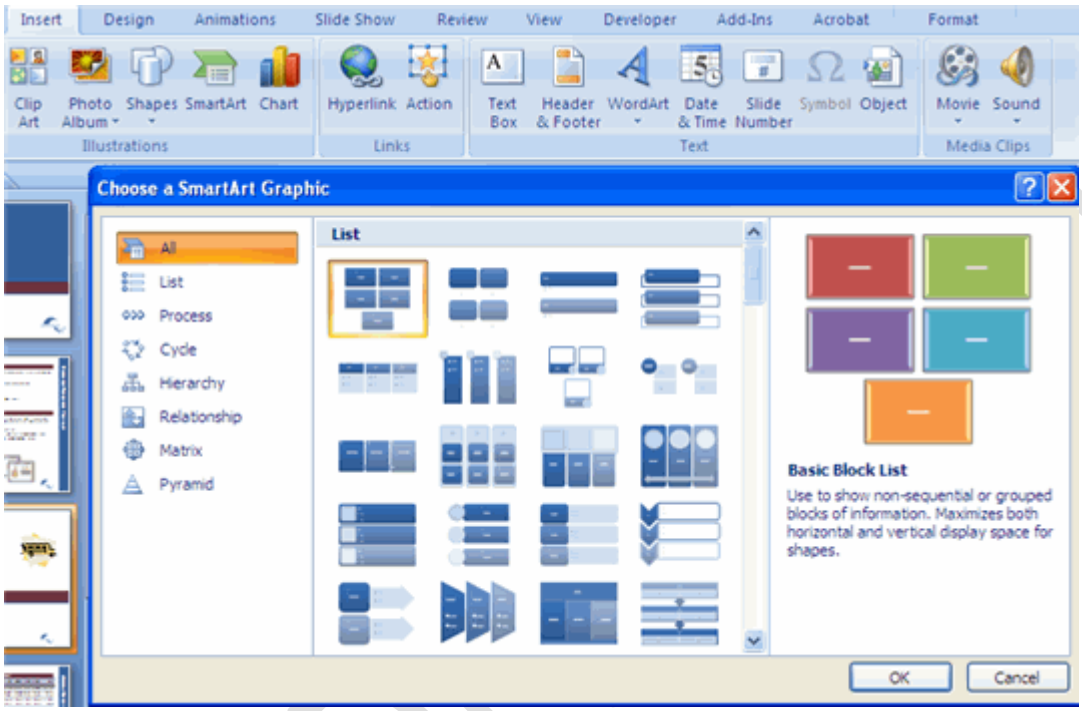


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Adding SmartArt

SmartArt is a feature in Office 2007 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes. To add SmartArt:

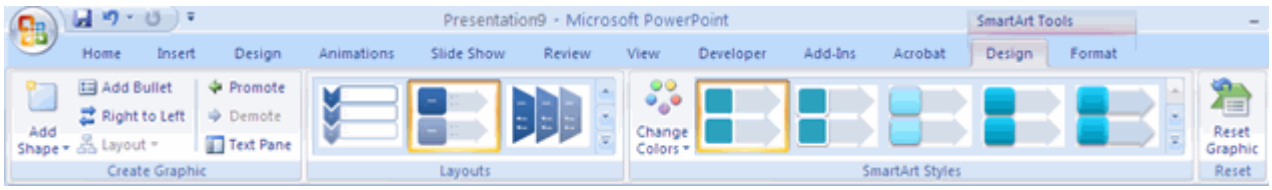
- Click the **Insert** Tab
- Click the **SmartArt** Button
- Click the **SmartArt** you choose



- Click the **SmartArt**
- Drag it to the desired location in the slide

To format the SmartArt:

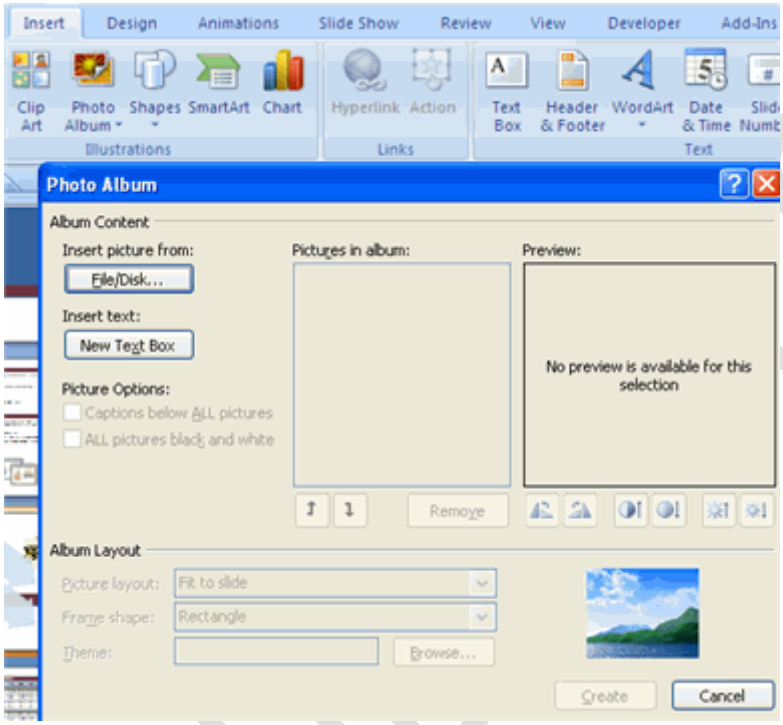
- Click the **SmartArt**
- Click either the **Design** or the **Format** tab
- Click the **SmartArt** to add text and pictures.



Adding a Photo Album

The photo album feature is new in PowerPoint 2010 and allows you to easily create a photo album to share pictures. To create a photo album:

- Click the Photo Album button on the Insert tab
- Click New Photo Album
- Click File/Disk to add pictures to the photo album
- Move the pictures up and down in the order of the album but clicking the up/down arrows

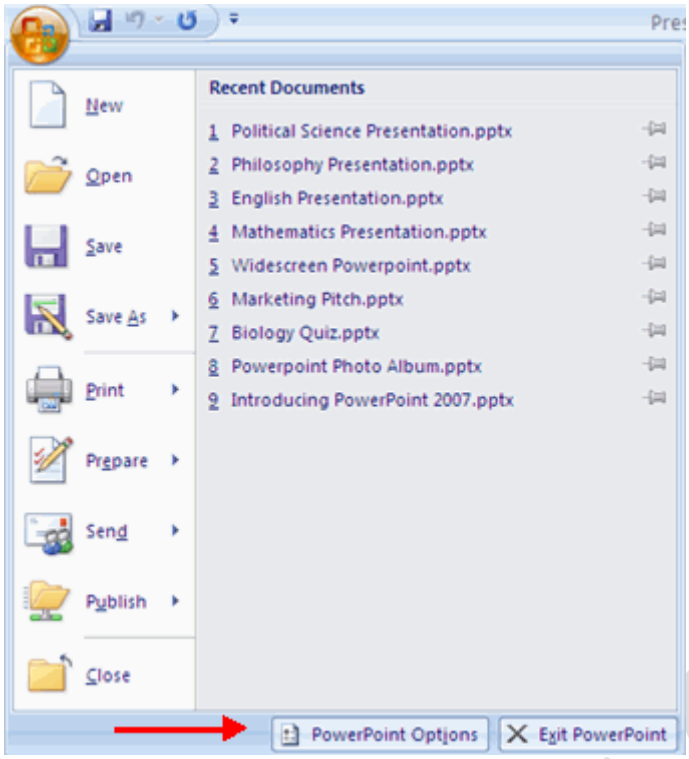


Customize PowerPoint

PowerPoint 2010 offers a wide range of customizable options that allow you to make PowerPoint work the best for you. To access these customizable options:

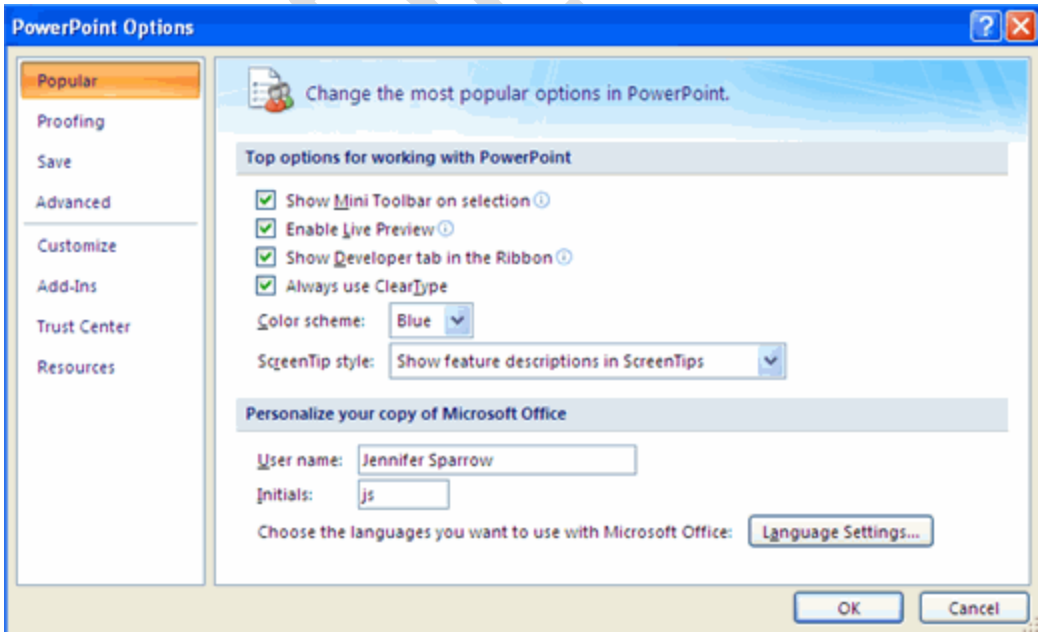
- Click the **File Menu**
- Click **PowerPoint Options** include picture of OB menu.

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Popular

These features allow you to personalize your work environment with the mini toolbar, color schemes, personalize your user name and allow you to access the Live Preview feature. The Live Preview feature allows you to preview the results of applying design and formatting changes without actually applying it.

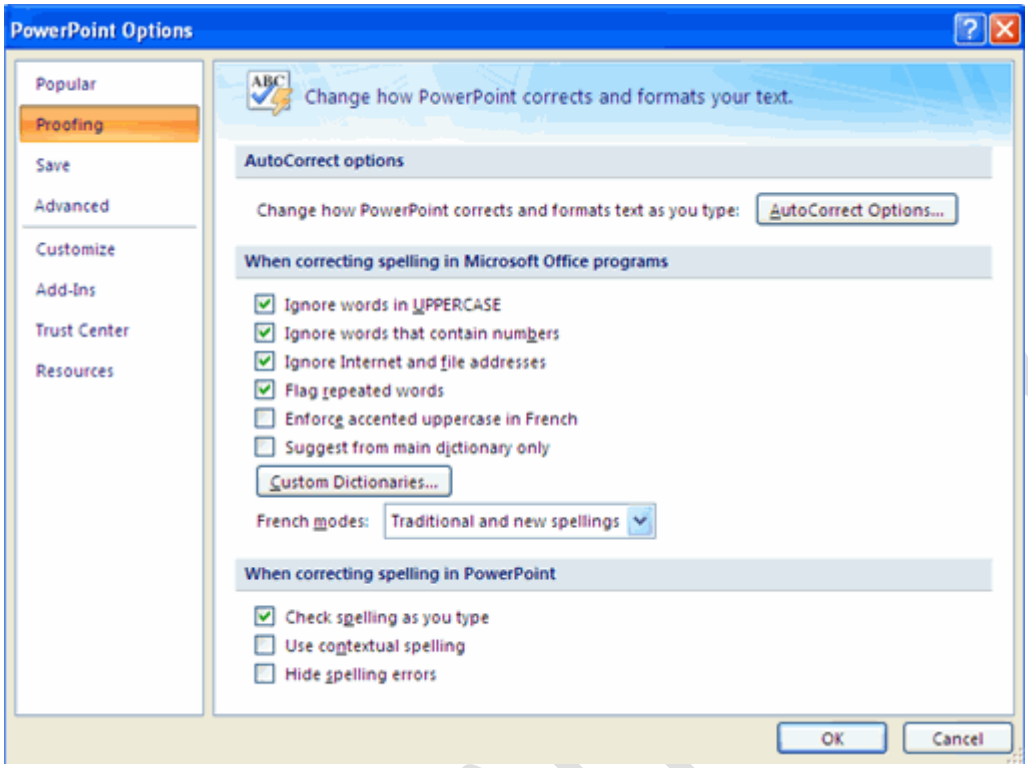


Proofing

This feature allows you personalize how word corrects your text. You can customize

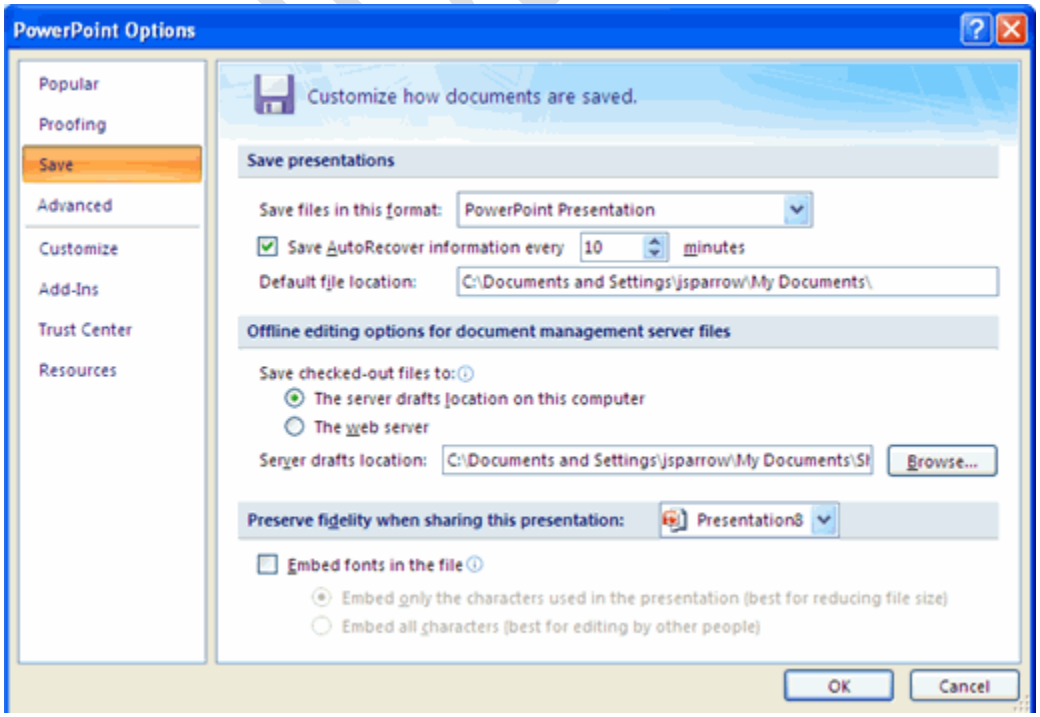
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auto correction settings and have word ignore certain words or errors in a document through the Custom Dictionaries.



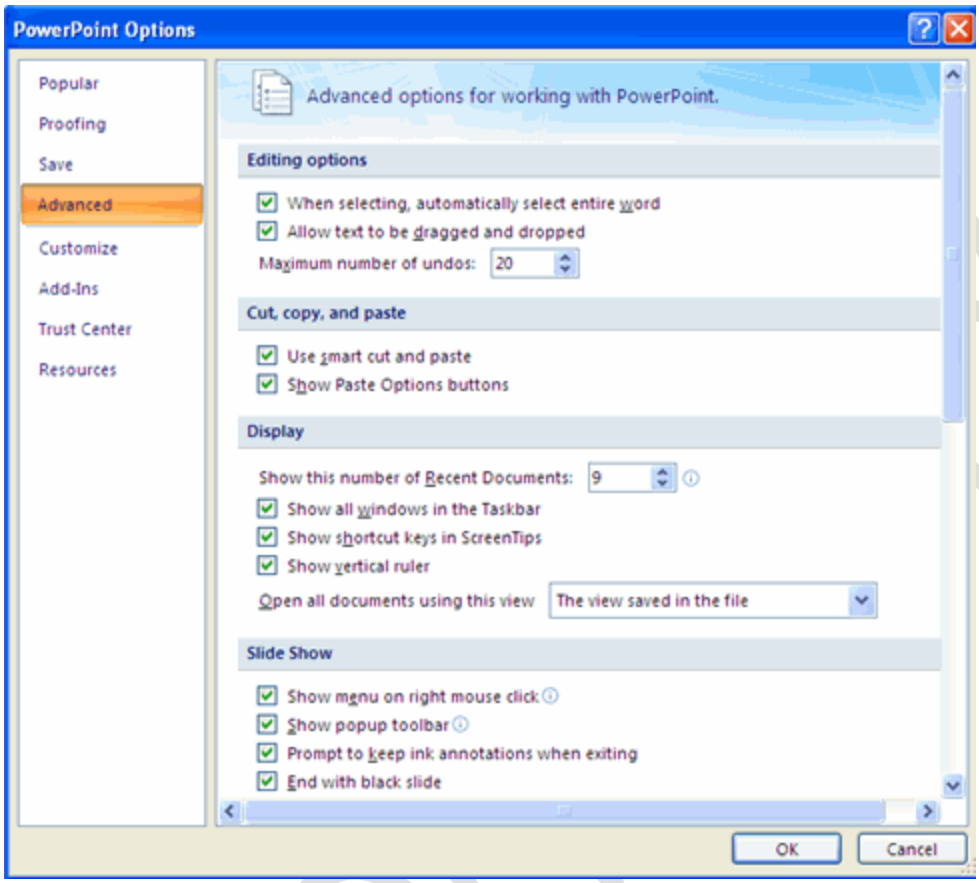
Save

This feature allows you personalize how your workbook is saved. You can specify how often you want auto save to run and where you want the workbooks saved.



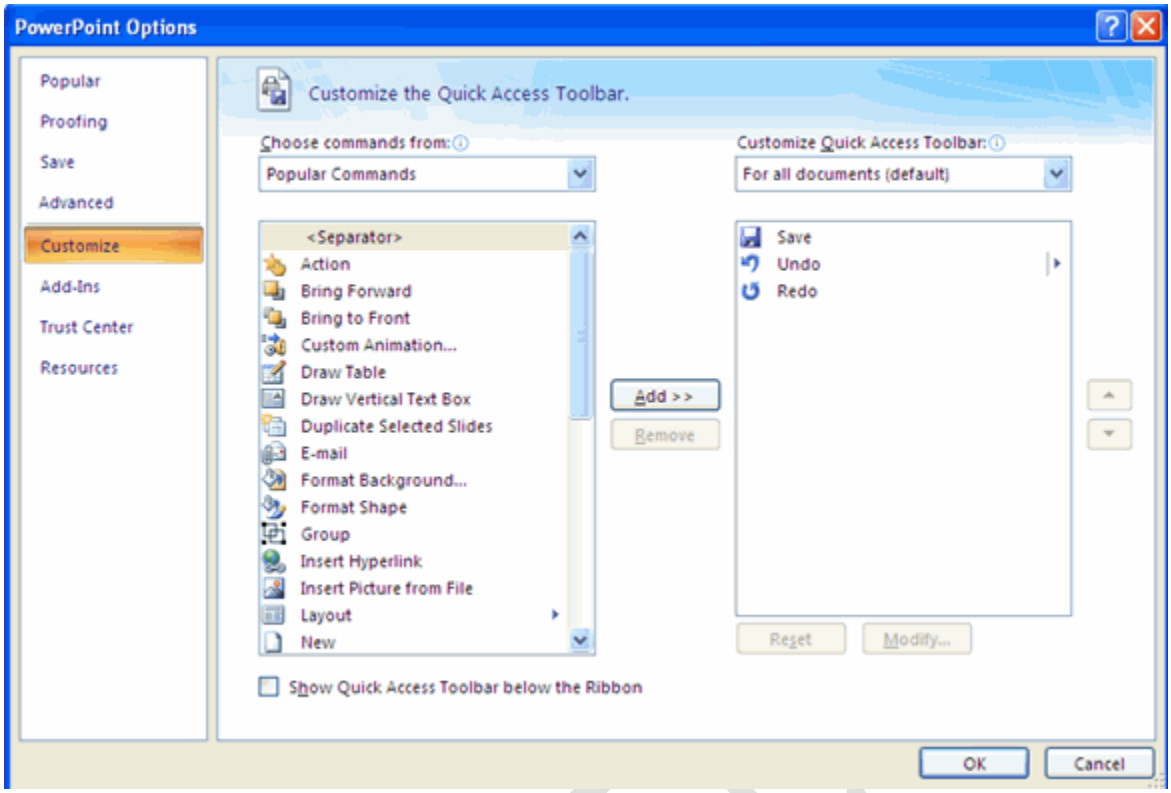
Advanced

This feature allows you to specify options for editing, copying, pasting, printing, displaying, slide shows, and other general settings.



Customize

Customize allows you to add features to the Quick Access Toolbar. If there are tools that you are utilizing frequently, you may want to add these to the Quick Access Toolbar.



Tables

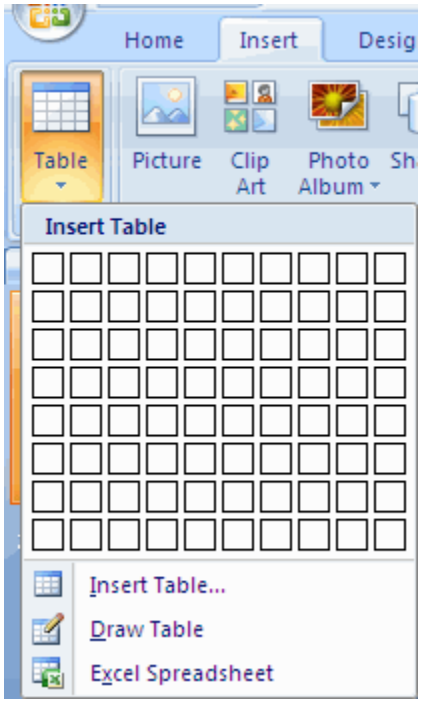
Tables are used to display data in a table format.

Create a Table

To create a table:

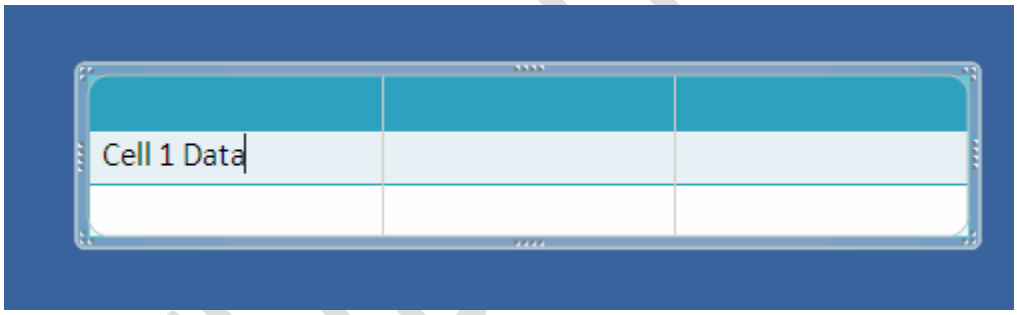
- Place the cursor on the page where you want the new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group. You can create a table one of four ways:
    - Highlight the number of row and columns
    - Click **Insert Table** and enter the number of rows and columns
    - Click the **Draw Table**, create your table by clicking and entering the rows and columns
    - Click **Excel Spreadsheet** and enter data

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Enter Data in a Table

Place the cursor in the cell where you wish to enter the information. Begin typing.



Modify the Table Structure and Format a Table

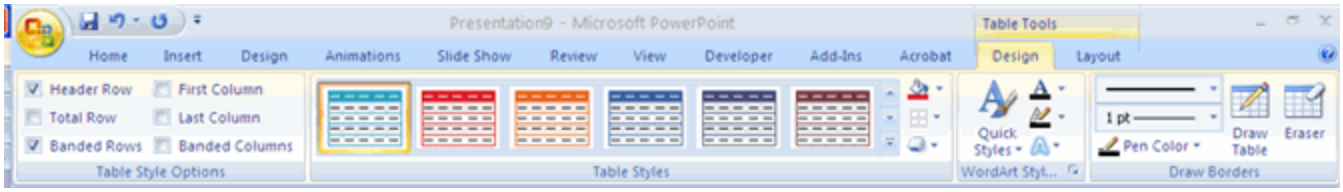
To modify the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: **Design and Layout**. These pertain to the table design and layout.

On the Design Tab, you can choose:

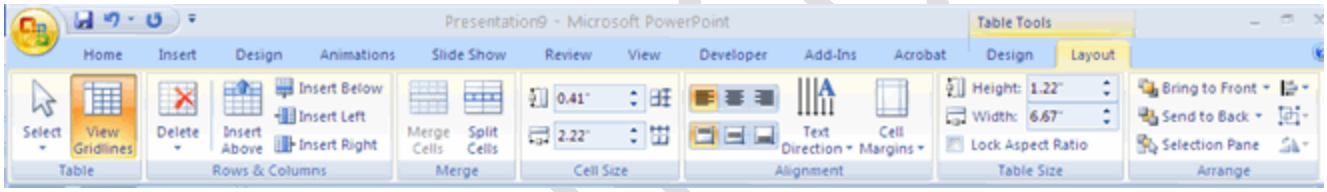
- **Table Style Options**
- **Table Styles**
- **Draw Borders**

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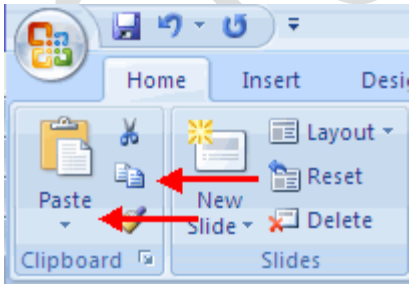
To format a table, click the table and then click the **Layout** Tab on the Ribbon. This Layout tab allows you to:

- **View Gridlines** and **Properties** (from the Table Group)
- **Insert Rows** and **Columns** (from the Rows & Columns Group)
- **Delete** the Table, Rows and/or Columns (from the Rows & Columns Group)
- **Merge** or **Split** Cells (from the Merge Group)
- Increase and decrease **cell size** (Cell Size Group)
- **Align text** within the cells and change text directions (Alignment Group)



Insert a Table from Word or Excel

- Open the Word document or Excel worksheet
- Select the **chart**
- Click **Copy** on the Home tab
- Go to the **PowerPoint** document where you want the chart located
- Click **Paste** on the Home tab



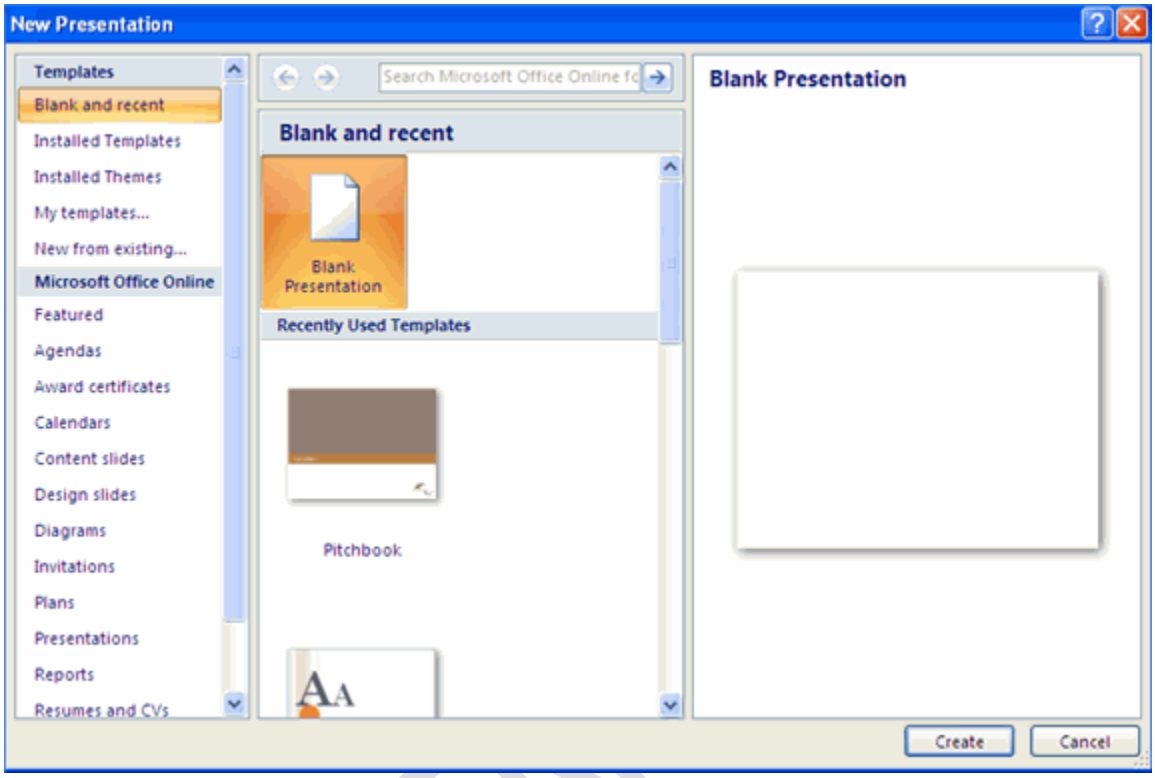
Creating a Presentation

New Presentation

You can start a new presentation from a blank slide, a template, existing presentations, or a Word outline. To create a new presentation from a blank slide:

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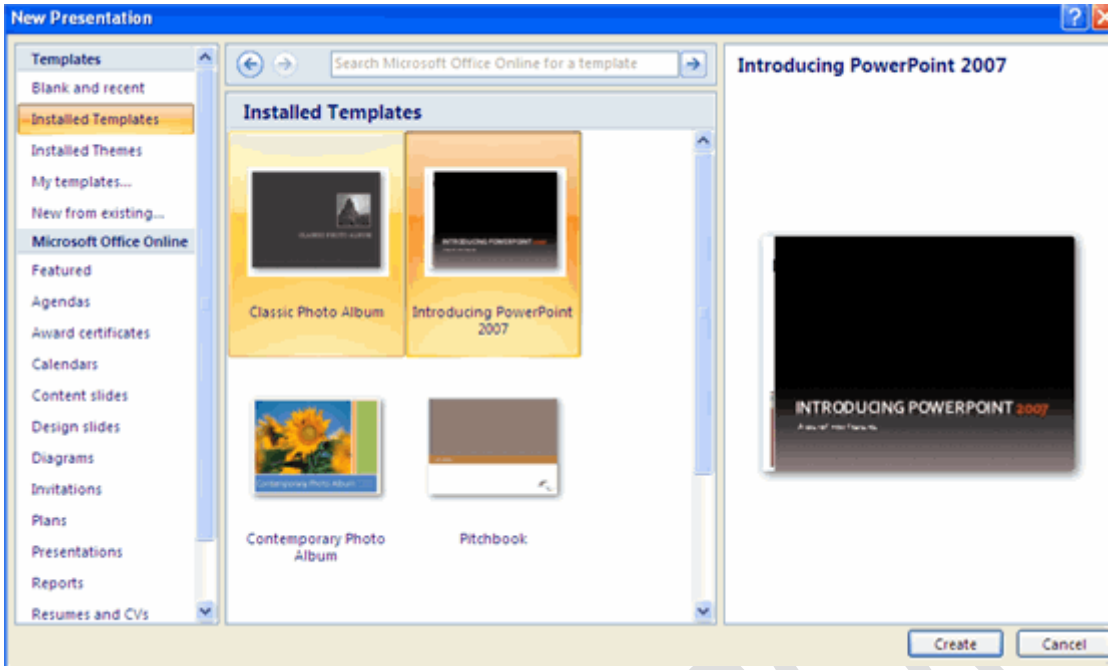
- Click the **Microsoft Office Button**
- Click **New**
- Click **Blank Presentation**



To create a new presentation from a template:

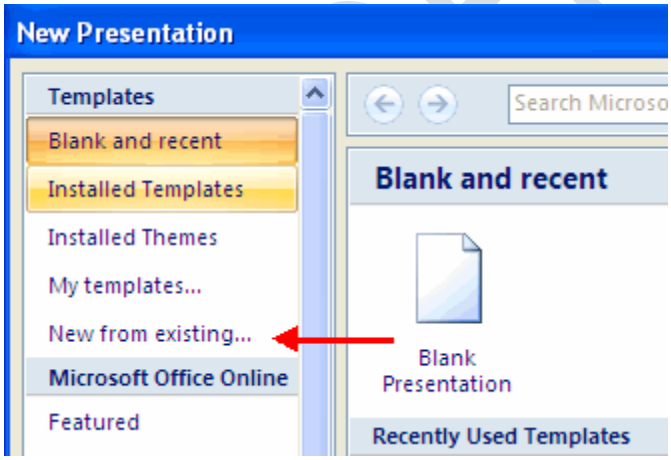
- Click the **Microsoft Office Button**
- Click **New**
- Click **Installed Templates** or **Browse through Microsoft Office Online Templates**
- Click the template you choose

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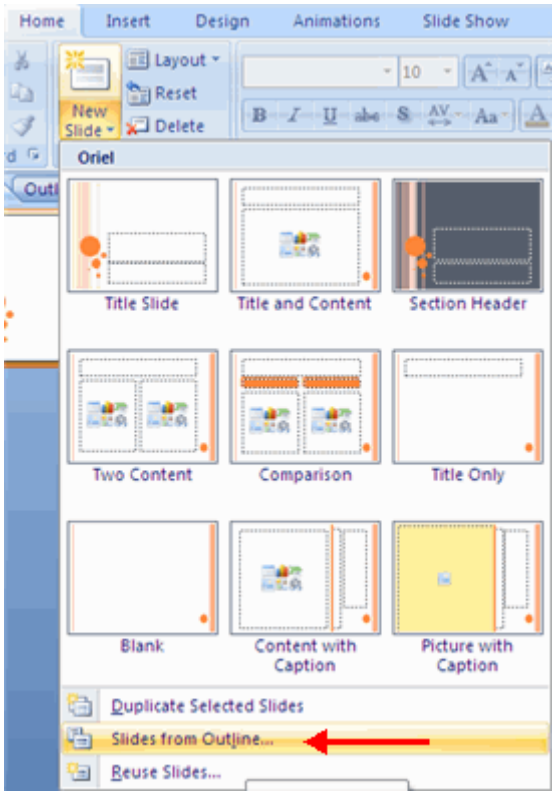
To create a new presentation from an existing presentation:

- Click the **File Menu**
- Click **New**
- Click **New from Existing**
- Browse to and click the presentation



To create a new presentation from a Word outline:

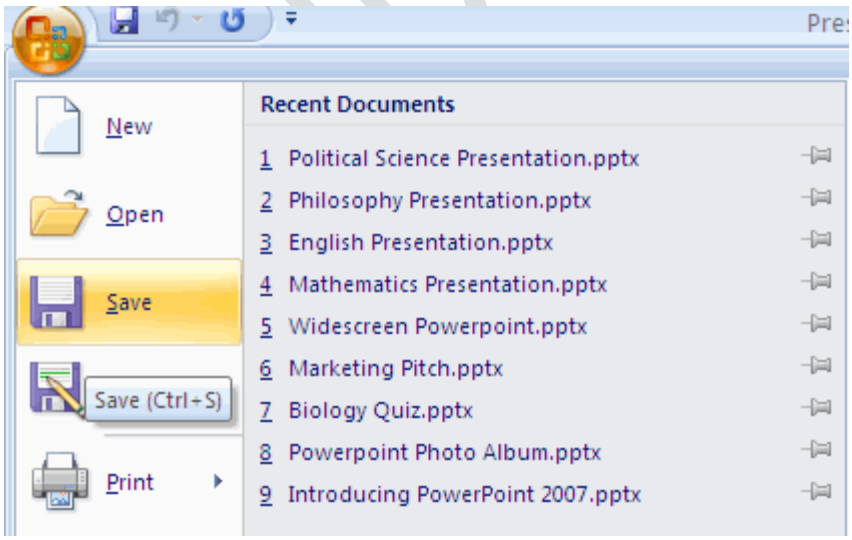
- Click the slide where you would like the outline to begin
- Click **New Slide** on the **Home** tab
- Click **Slides from Outline**
- Browse and click the Word Document that contains the outline



Save a Presentation

When you save a presentation, you have two choices: **Save** or **Save As**.
To save a document:

- Click the **File Menu**
- Click **Save**

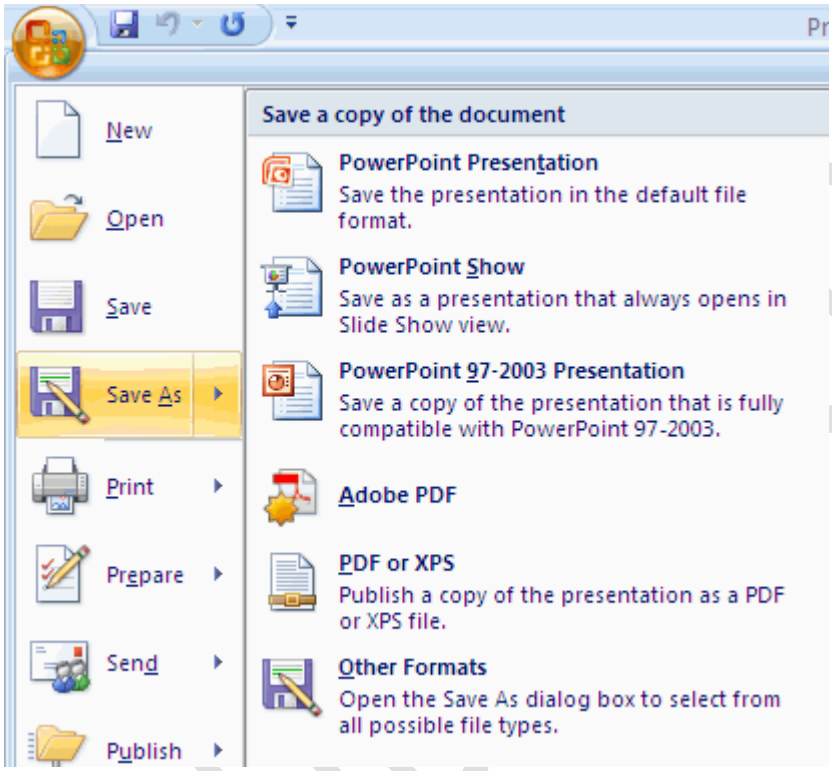


You may need to use the **Save As** feature when you need to save a presentation under a different name or to save it for earlier versions of PowerPoint. Remember

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that older versions of PowerPoint will not be able to open PowerPoint 2010 presentation unless you save it as a PowerPoint 97-2003 Format. To use the **Save As** feature:

- Click the **File Menu**
- Click **Save As**
- Type in the name for the Presentation
- In the **Save as Type** box, choose **Excel 97-2003 Presentation**

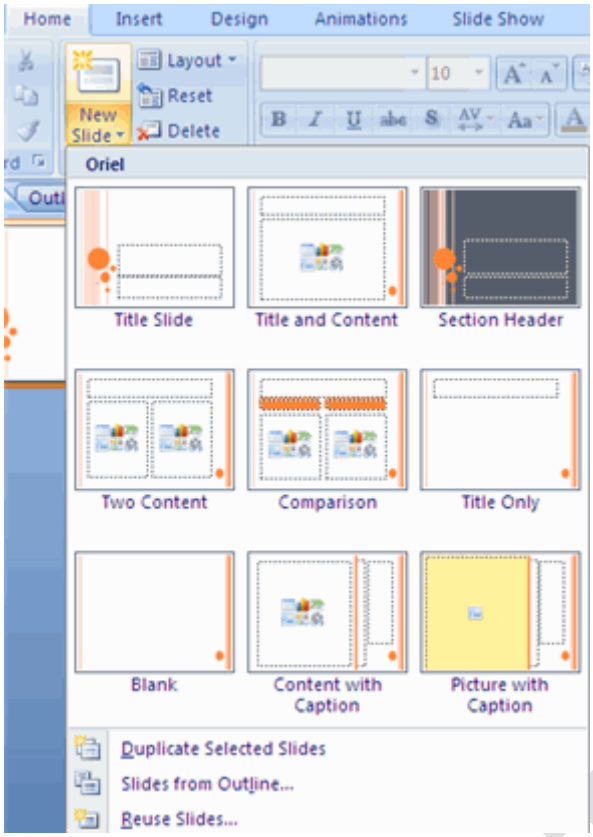


Add Slides

There are several choices when you want to add a new slide to the presentation: Office Themes, Duplicate Selected Slide, or Reuse Slides.
To create a new slide from Office Themes:

- Select the slide immediately **BEFORE** where you want the new slide
- Click the **New Slide** button on the **Home** tab
- Click the slide choice that fits your material

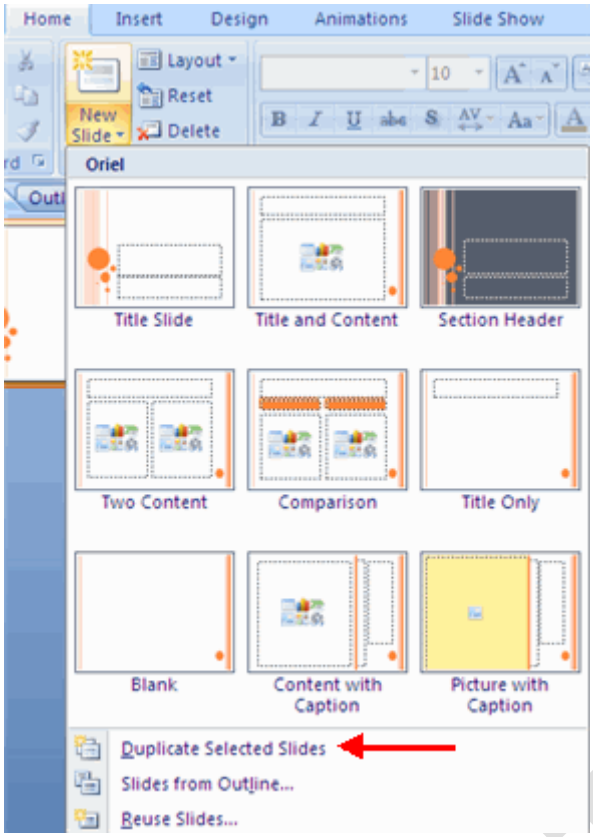
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To create a slide as a duplicate of a slide in the presentation:

- Select the slide to duplicate
- Click the **New Slide** button on the **Home** tab
- Click **Duplicate Selected Slides**

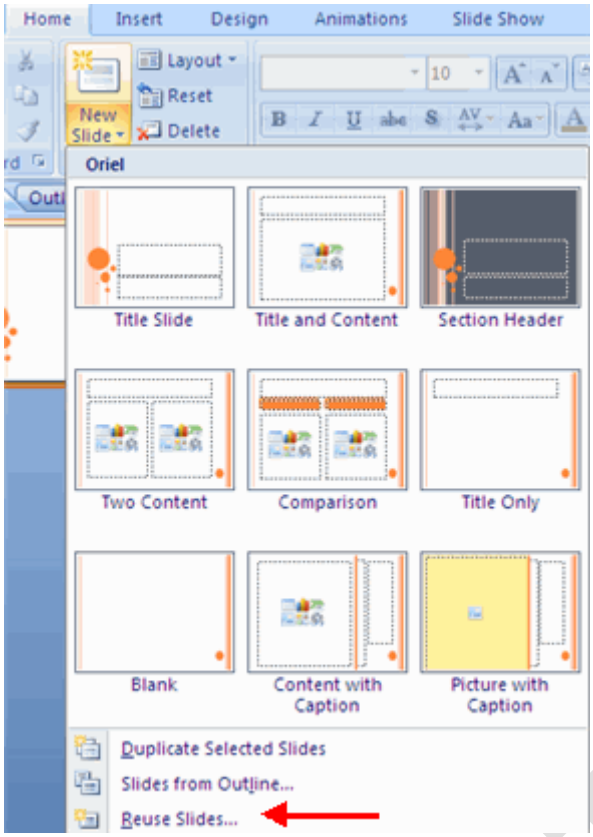
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To create a new slide from another presentation:

- Select the slide immediately BEFORE where you want the new slide
- Click the **New Slide** button on the Home tab
- Click **Reuse Slides**
- Click **Browse**
- Click **Browse File**
- Locate the slide show and click on the slide to import

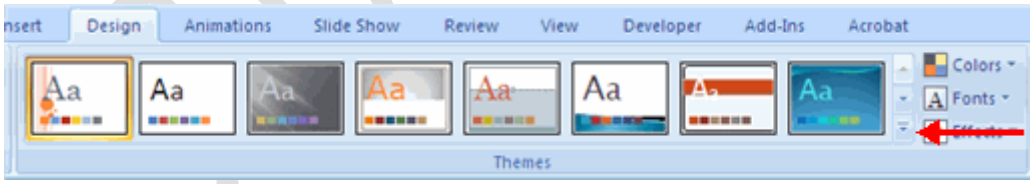
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Themes

Themes are design templates that can be applied to an entire presentation that allows for consistency throughout the presentation. To add a theme to a presentation:

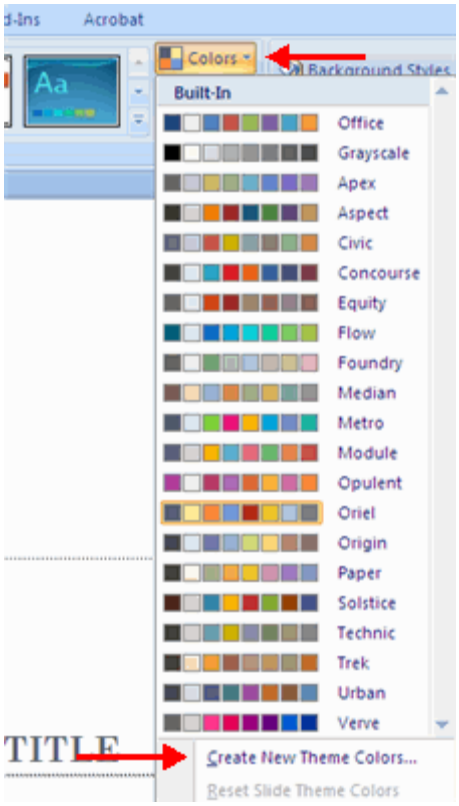
- Click the **Design** tab
- Choose one of the displayed **Themes** or click the **Galleries** button



To apply new colors to a theme:

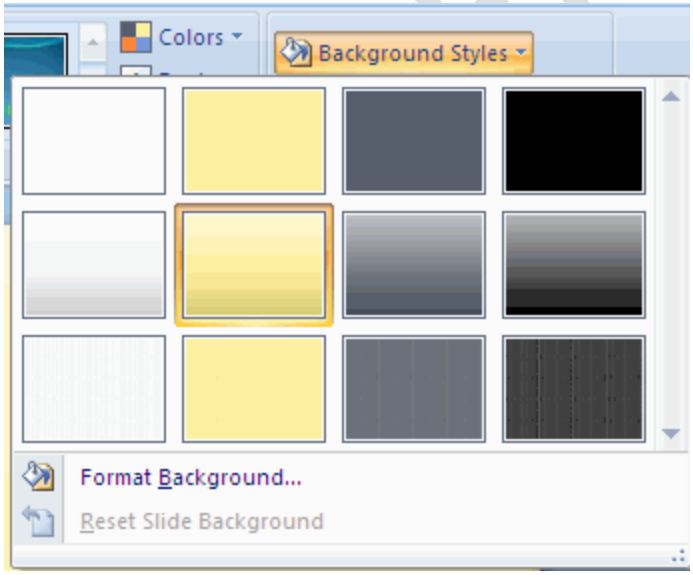
- Click the **Colors** drop down arrow
- Choose a color set or click **Create New Theme Colors**

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To change the background style of a theme

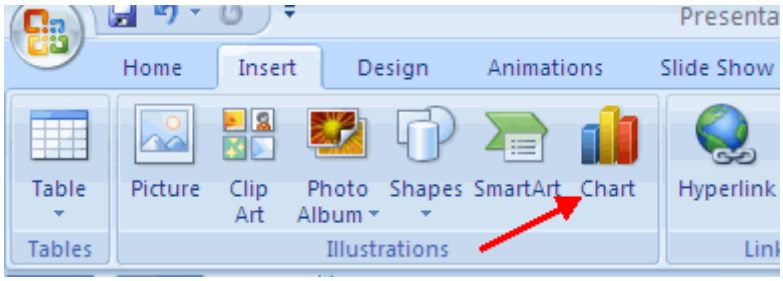
- Click the **Background Styles** button on the **Design** tab



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Charts

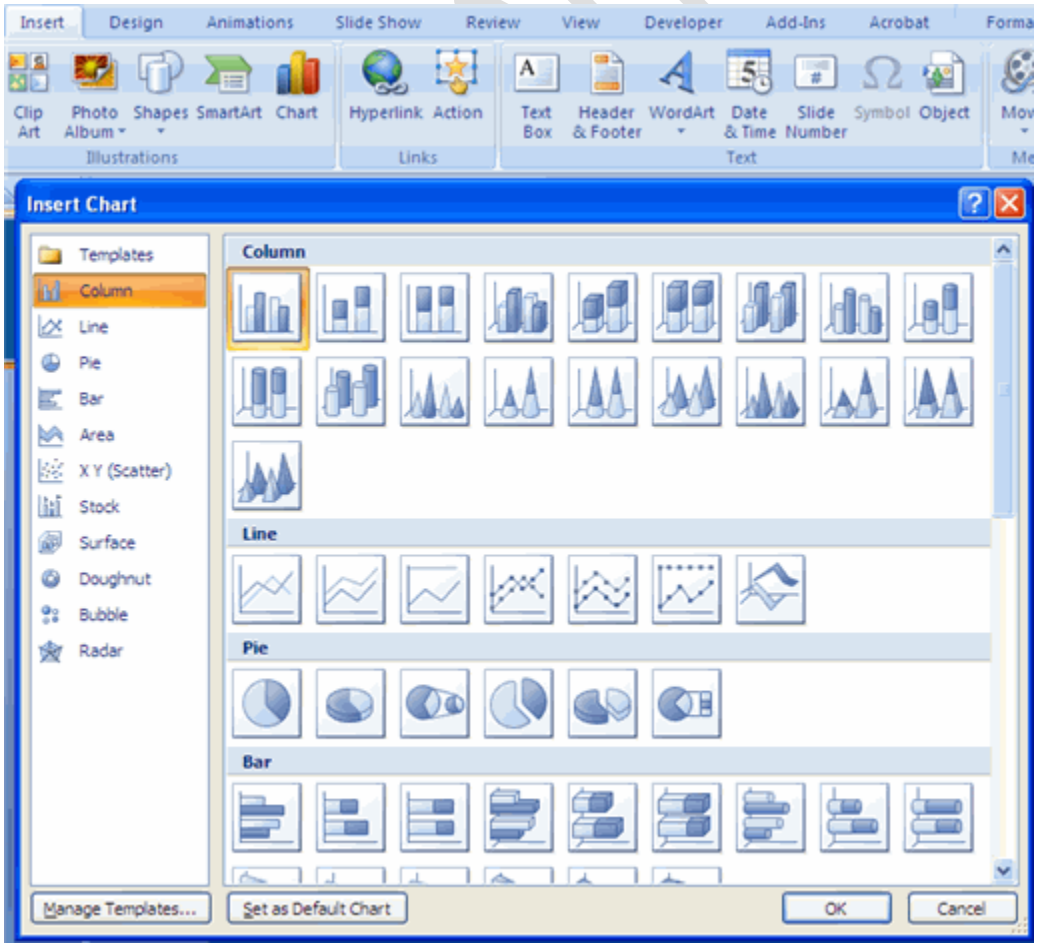
Charts allow you to present information contained in the worksheet in a graphic format. PowerPoint offers many types of charts including: Column, Line, Pie, Bar, Area, Scatter and more. To view the charts available click the Insert Tab on the Ribbon.



Create a Chart

To create a chart:

- Click the **Insert** tab on the ribbon
- Click the type of **Chart** you want to create
- Insert the **Data** and **Labels**

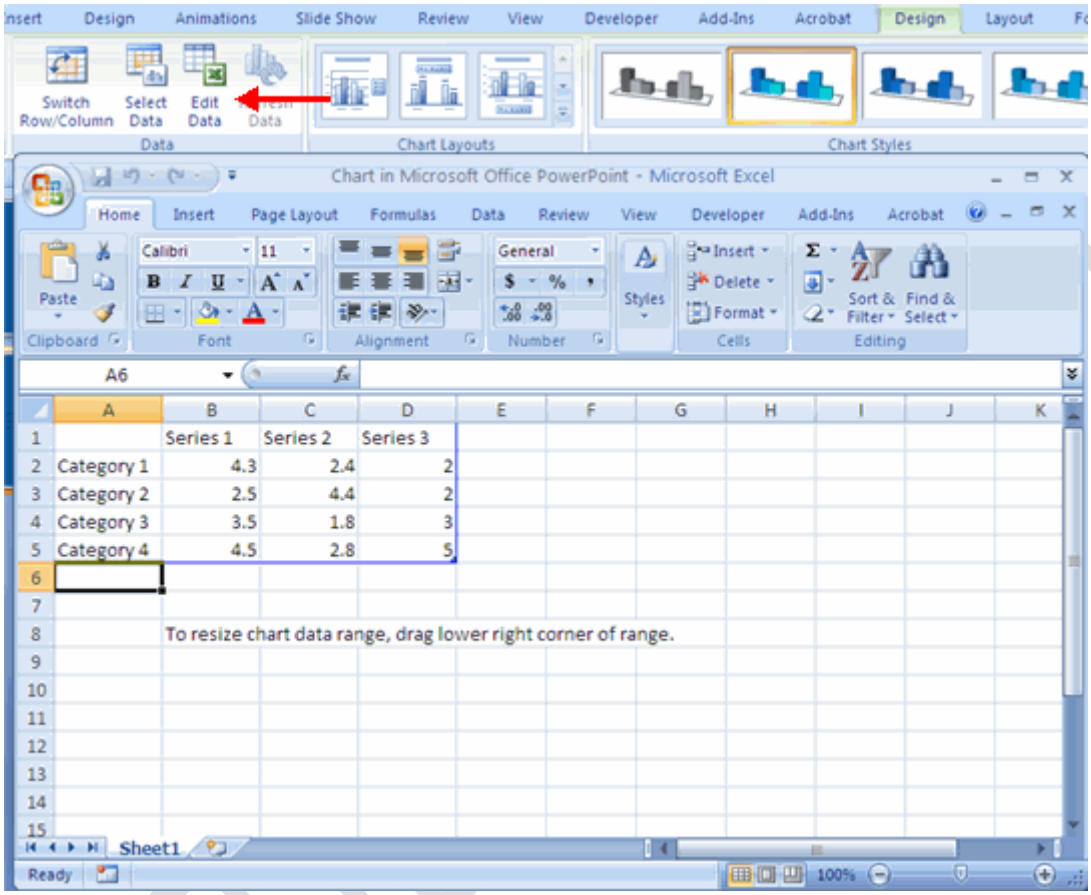


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Edit Chart Data

To edit chart data:

- Click on the chart
- Click **Edit Data** on the Design tab
- Edit data in the spreadsheet



Modify a Chart

Once you have created a chart you can do several things to modify the chart.

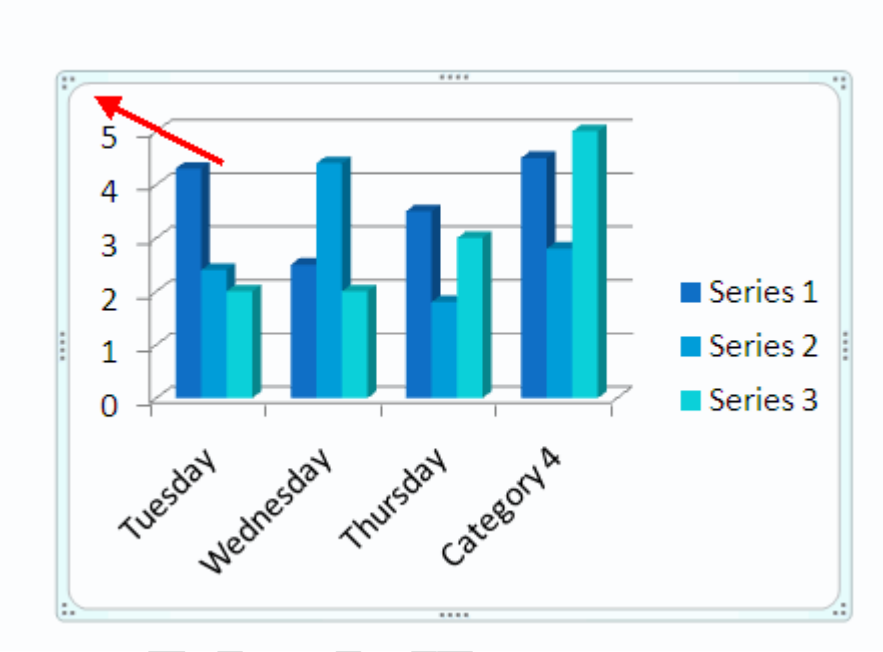
To move the chart:

- Click the **Chart** and Drag it another location on the same slide, or
- **Copy** it to another slide
- Choose the desired location and click **Paste**



To modify the chart size:

- Click the **Chart**
- Click on any of the corners and drop and drag to resize



To modify the labels and titles:

- Click the **chart**
- Click the **Layout** tab
- Choose the appropriate label to change

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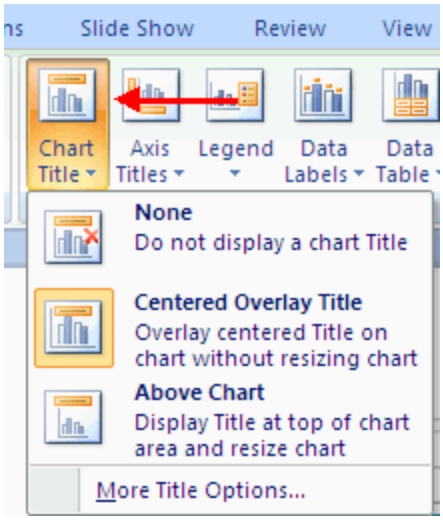
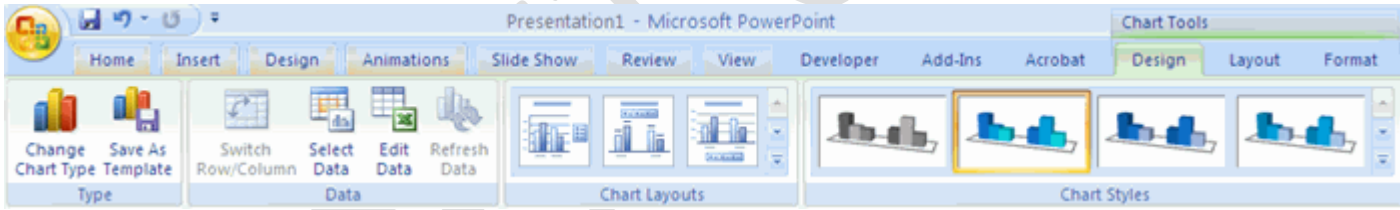


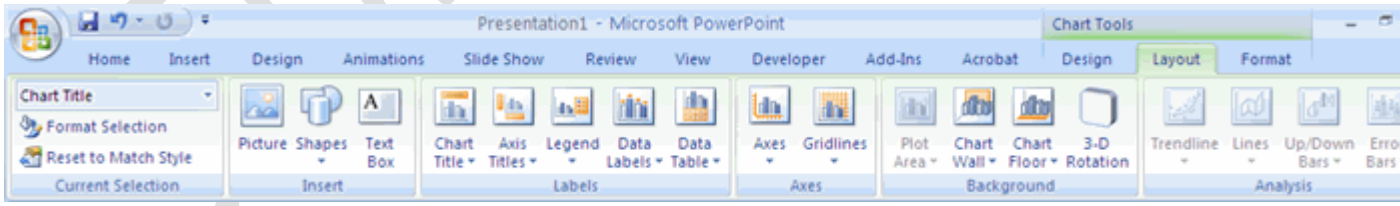
Chart Tools

The Chart Tools appear on the Ribbon when you click on the chart. The tools are located on three tabs: Design, Layout, and Format.

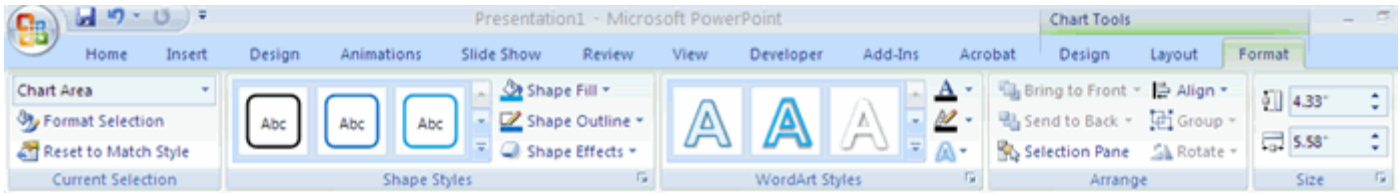
Within the **Design tab** you can control the chart type, layout, styles, and location.



Within the **Layout tab** you can control the insertion of pictures, textboxes, and shapes, labels, backgrounds, and data analysis.



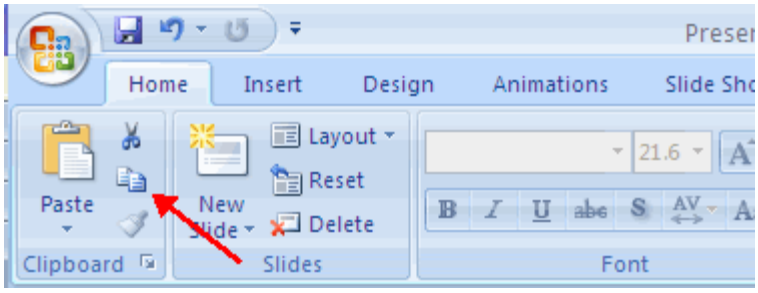
Within the **Format tab** you can adjust the Fill Colors and Word Styles.



Paste a Chart from Excel

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- Open the Excel worksheet
- Select the **chart**
- Click **Copy** on the Home tab
- Go to the **PowerPoint** document where you want the chart located
- Click **Paste** on the Home tab



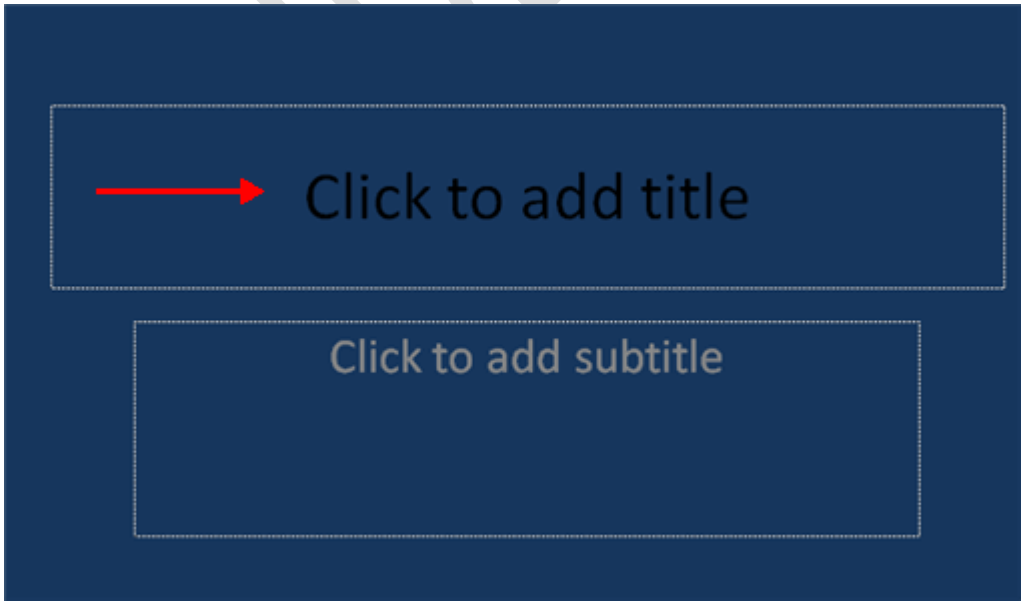
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Working with Content

Enter Text

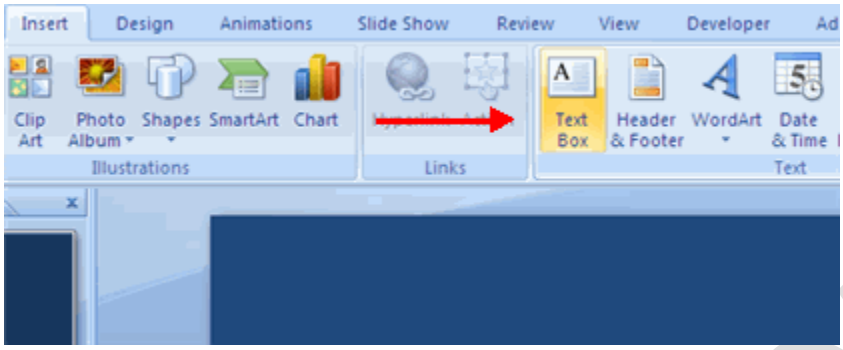
To enter text:

- Select the **slide** where you want the text
- Click in a **Textbox** to add text



To add a text box:

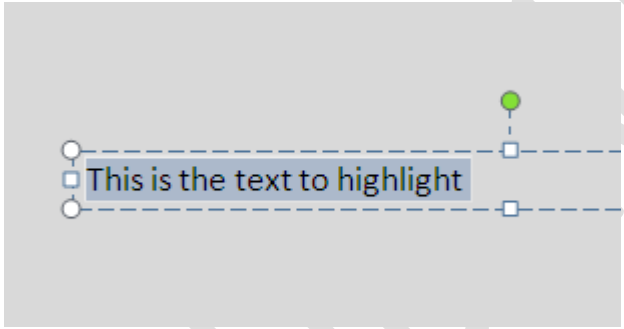
- Select the **slide** where you want to place the text box
- On the **Insert** tab, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- Type in the text



Select Text

To select the text:

- Highlight the text

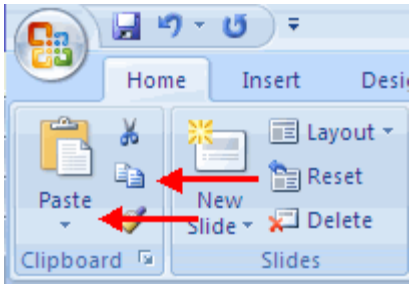


Copy and Paste

To copy and paste data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Copy**
- Select the item(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**

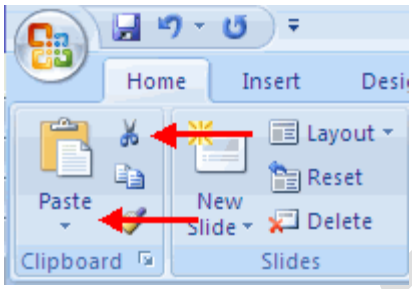
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Cut and Paste

To cut and paste data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Cut**
- Select the items(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**



Undo and Redo

To undo or redo your most recent actions:

- On the **Quick Access Toolbar**
- Click **Undo** or **Redo**

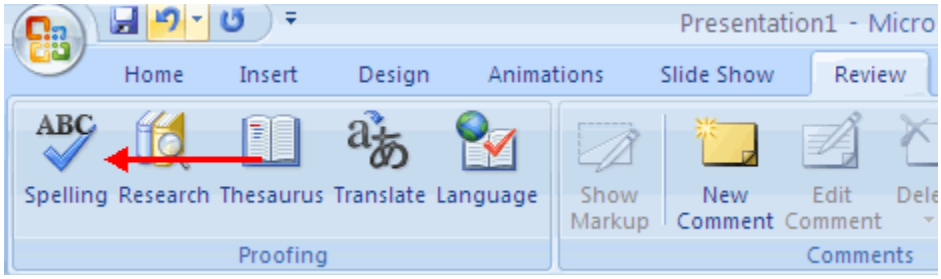


Spell Check

To check the spelling in a presentation:

- Click the **Review** tab
- Click the **Spelling** button

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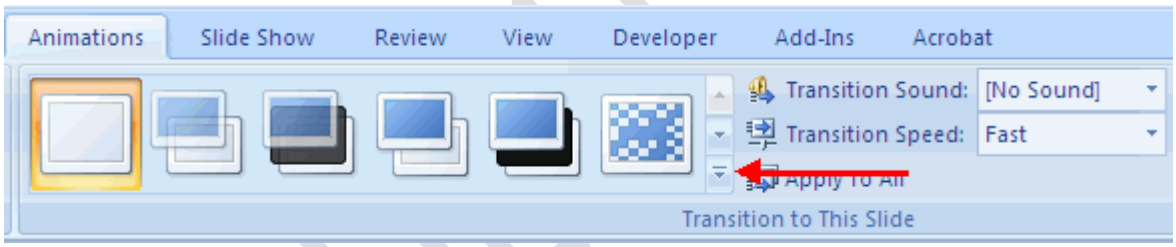


Slide Effects

Slide Transitions

Transitions are effects that are in place when you switch from one slide to the next. To add slide transitions:

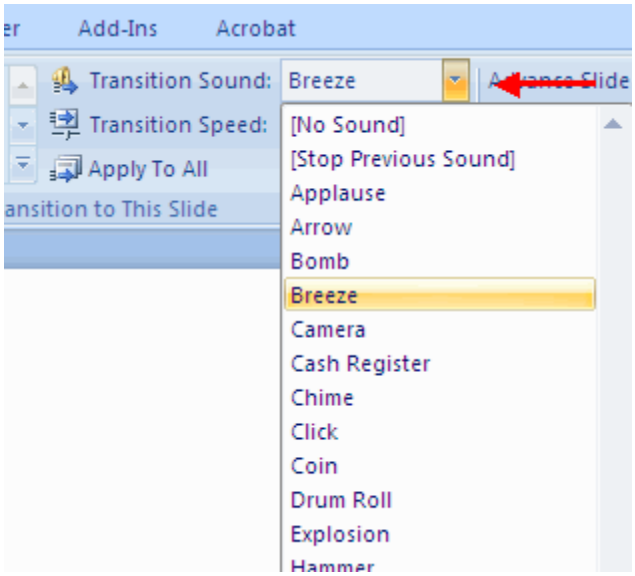
- Select the slide that you want to transition
- Click the **Animations** tab
- Choose the appropriate animation or click the **Transition** dialog box



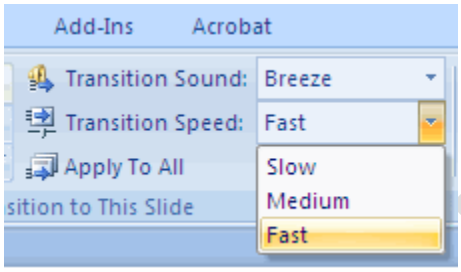
To adjust slide transitions:

- Add sound by clicking the arrow next to **Transition Sound**

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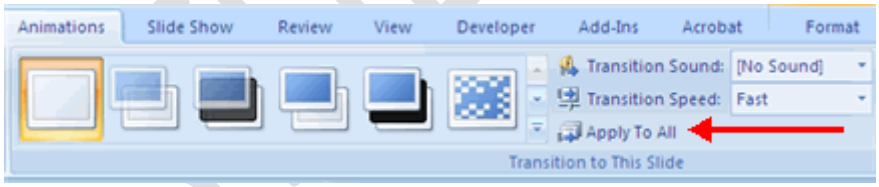


- Modify the transition speed by clicking the arrow next to **Transition Speed**



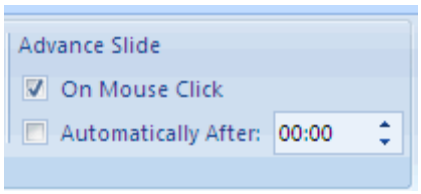
To apply the transition to all slides:

- Click the **Apply to All** button on the **Animations** tab



To select how to **advance a slide**:

- Choose to **Advance on Mouse Click**, or
- Automatically after a set number of seconds

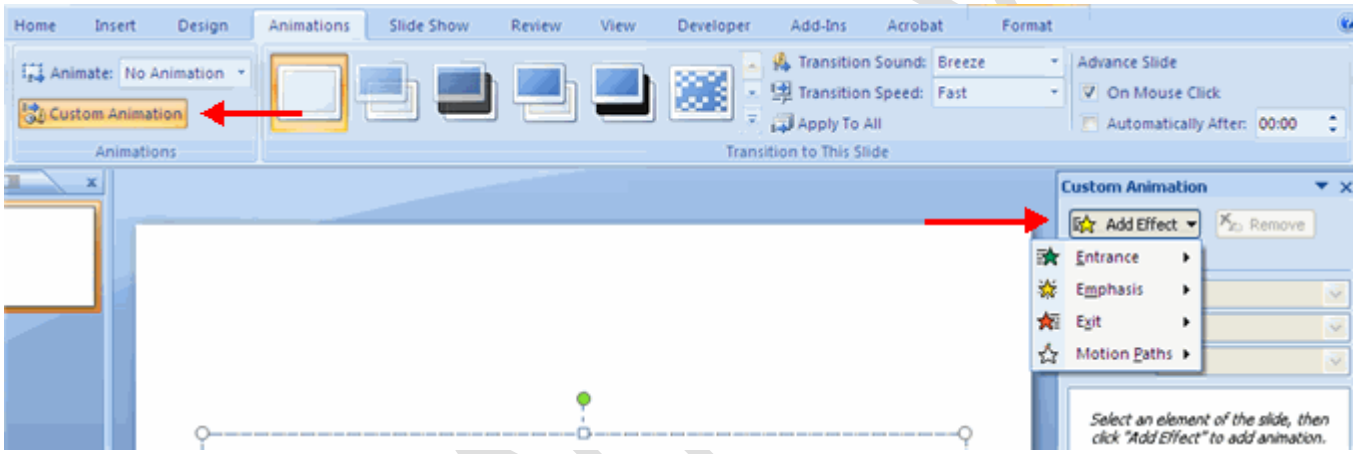


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Slide Animation

Slide animation effects are predefined special effects that you can add to objects on a slide. To apply an animation effect:

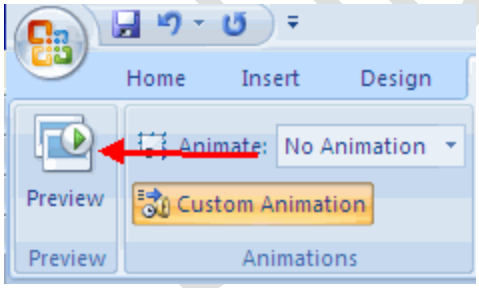
- Select the object
- Click the **Animations** tab on the Ribbon
- Click **Custom Animation**
- Click **Add Effect**
- Choose the appropriate effect



Animation Preview

To preview the animation on a slide:

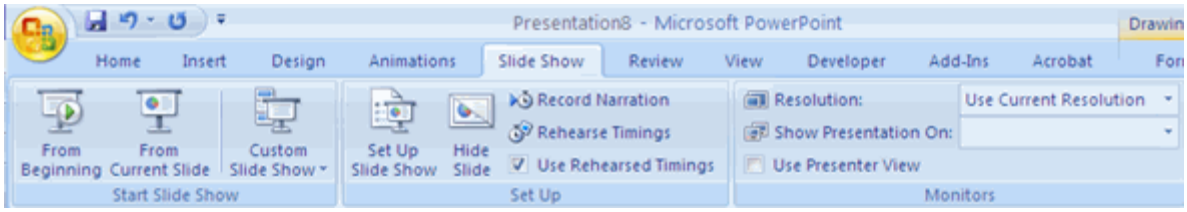
- Click the **Preview** button on the **Animations** tab



Slide Show Options

The Slide Show tab of the ribbon contains many options for the slide show. These options include:

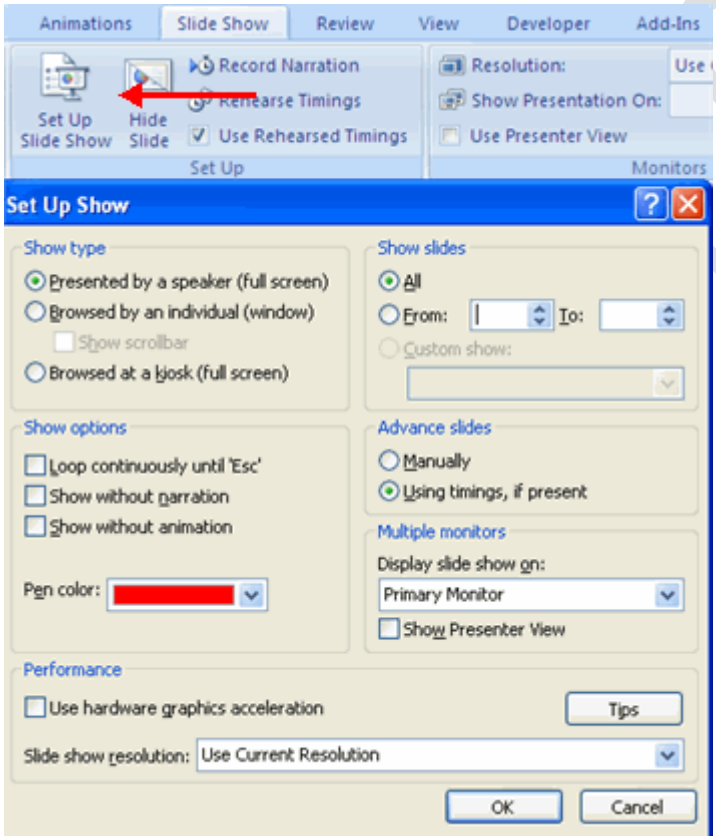
- Preview the slide show from the beginning
- Preview the slide show from the current slide
- Set up Slide Show



Set Up Slide Show

This option allows you to set preferences for how the slide show will be presented. The options include:

- Whether the show will run automatically or will be presented by a speaker
- The looping options
- Narration options
- Monitor resolutions

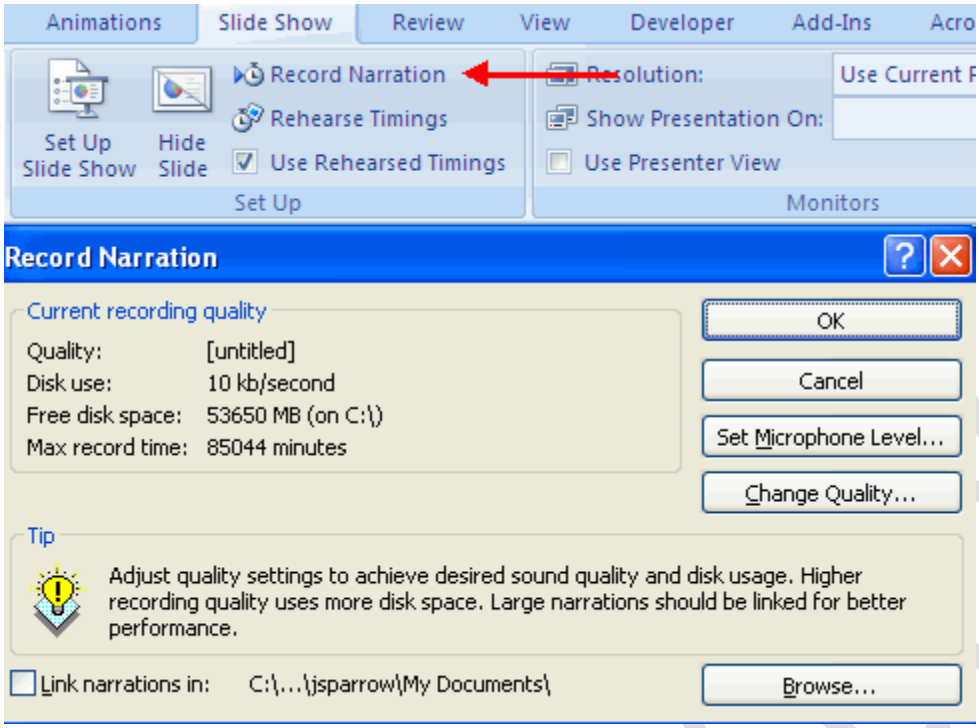


Record Narration

When you want to record narration for the slides:

- Click the **Record Narration** button
- Click **Set Microphone Level** to check the levels of audio input
- Click **OK** to record the narration

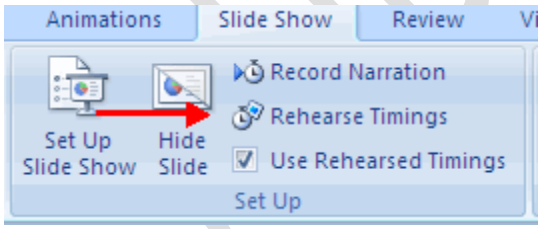
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Rehearse Timings

Use Rehearsed Timings to rehearse the timings of slide with audio.

- Click the Rehearse Timings button
- Practice speaking and advance the slides as you would in the presentation
- When you have completed this click through the end of the slide
- Choose whether or not to keep this timing or to retry



Formatting Text

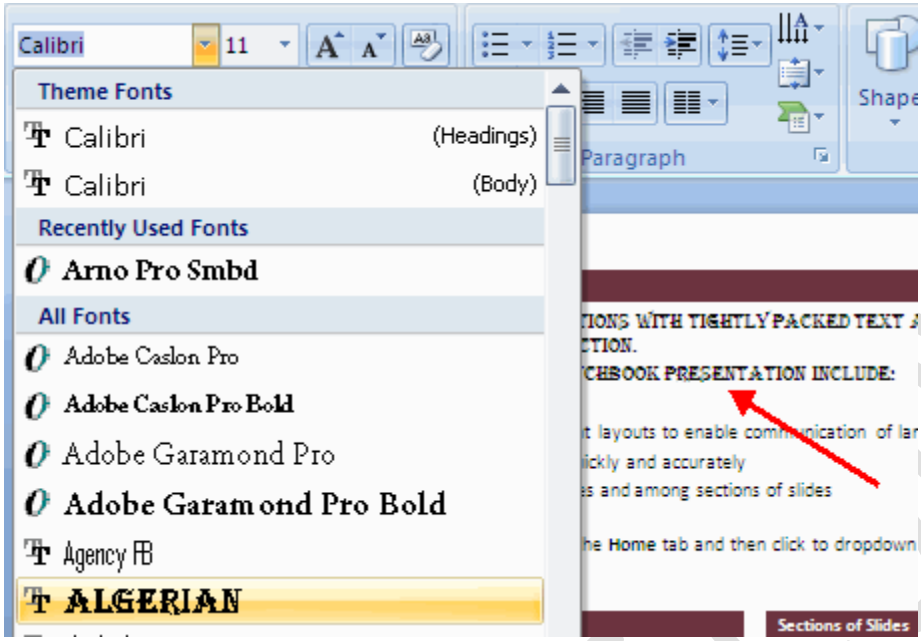
Change Font Typeface and Size

To change the font typeface:

- Click the **arrow** next to the font name and choose a font.

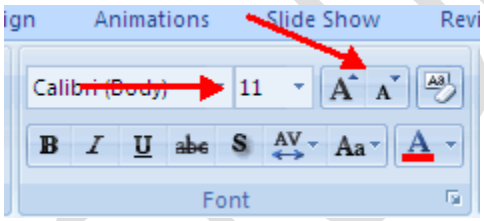
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- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.



To change the font size:

- Click the **arrow** next to the font size and choose the appropriate size, or
- Click the **increase or decrease** font size buttons.

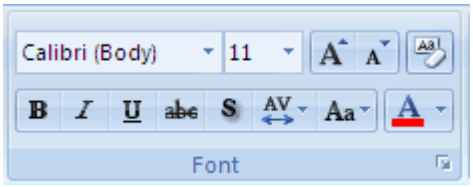


Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

- Select the text and click the **Font Styles** included on the Font group of the Home tab or
- Select the text and right click to display the font tools

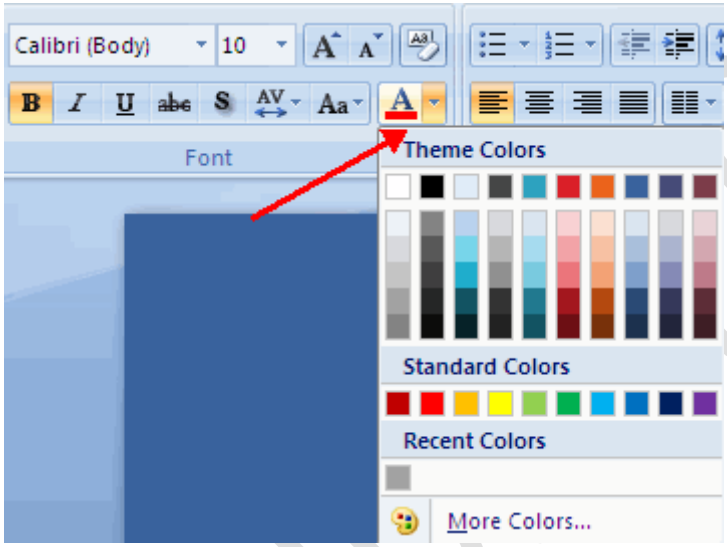
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Change Text Color

To change the text color:

- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.

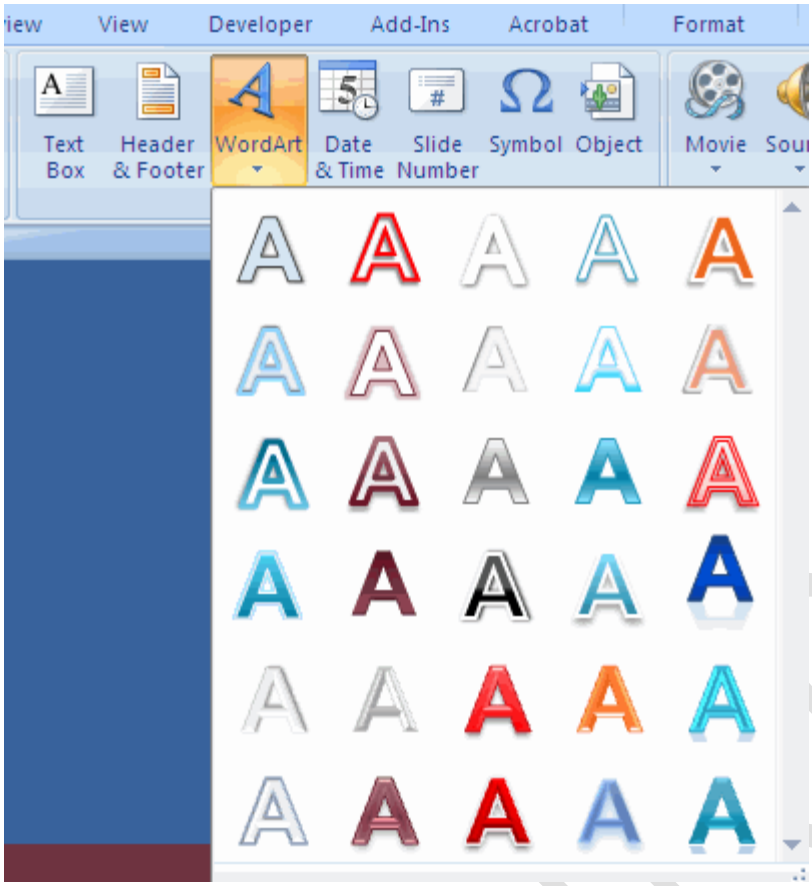


WordArt

WordArt are styles that can be applied to text to create a visual effect. To apply Word Art:

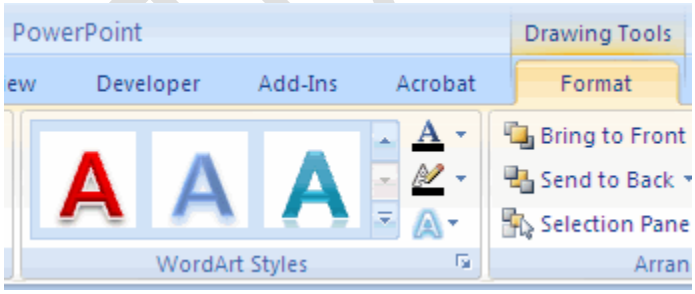
- Select the text
- Click the **Insert** tab
- Click the **WordArt** button
- Choose the **WordArt**

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To modify the styles of WordArt

- Select the WordArt
- Click the Format tab for the Drawing Tools
- Click the **WordArt Fill** button, the **WordArt Outline** button, or the **Text Effects** button



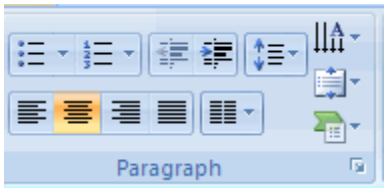
Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear. To change the alignment:

- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.

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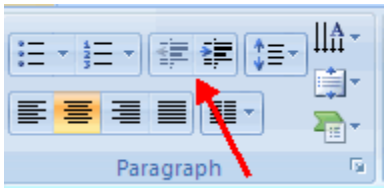
- **Align Left**: the text is aligned with your left margin
- **Center**: The text is centered within your margins
- **Align Right**: Aligns text with the right margin
- **Justify**: Aligns text to both the left and right margins.



Indent Paragraphs

To indent paragraphs, you can do the following:

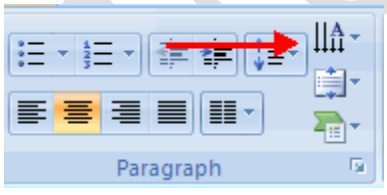
- Click the **Indent** buttons to control the indent.
- Click the **Indent** button repeated times to increase the size of the indent.



Text Direction

To change the text direction:

- Select the text
- Click the Text Direction button on the Home tab
- Click the selection



Printing

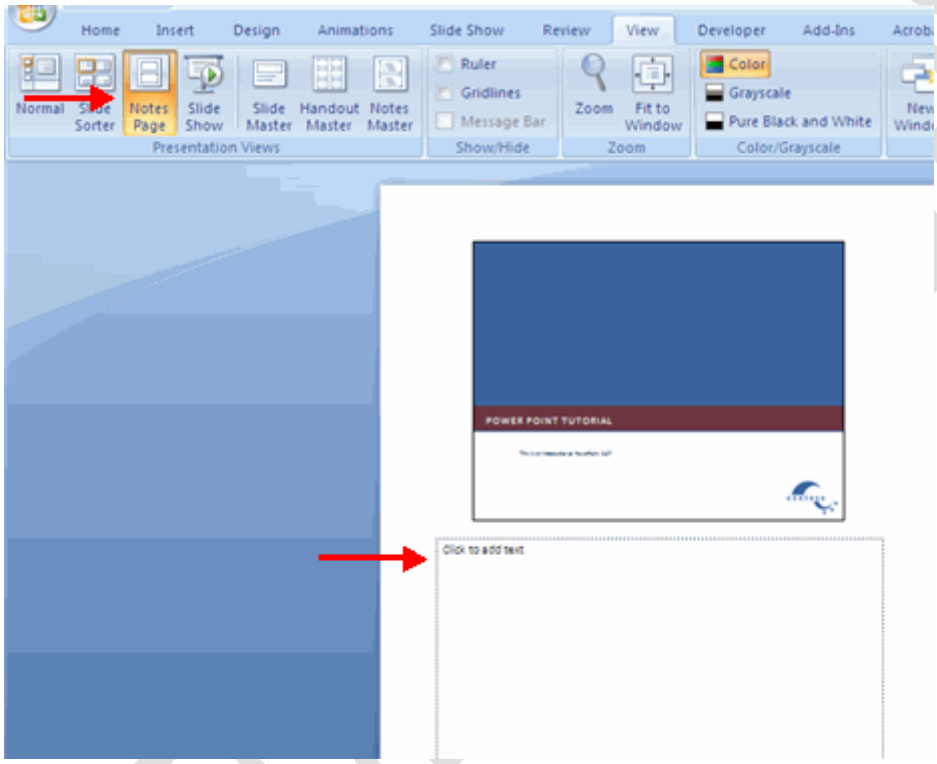
« Slide Effects Printing PowerPoint Tips »

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Create Speaker Notes

Speaker Notes can be added to allow you to create notes for each slide. To add speaker notes:

- Select the slide
- Click **View**
- Click **Note Pages**
- Click the **Click to add Notes** section of the screen
- Type in the **Notes** for that slide



Print a Presentation

There are many options for printing a presentation. They are:

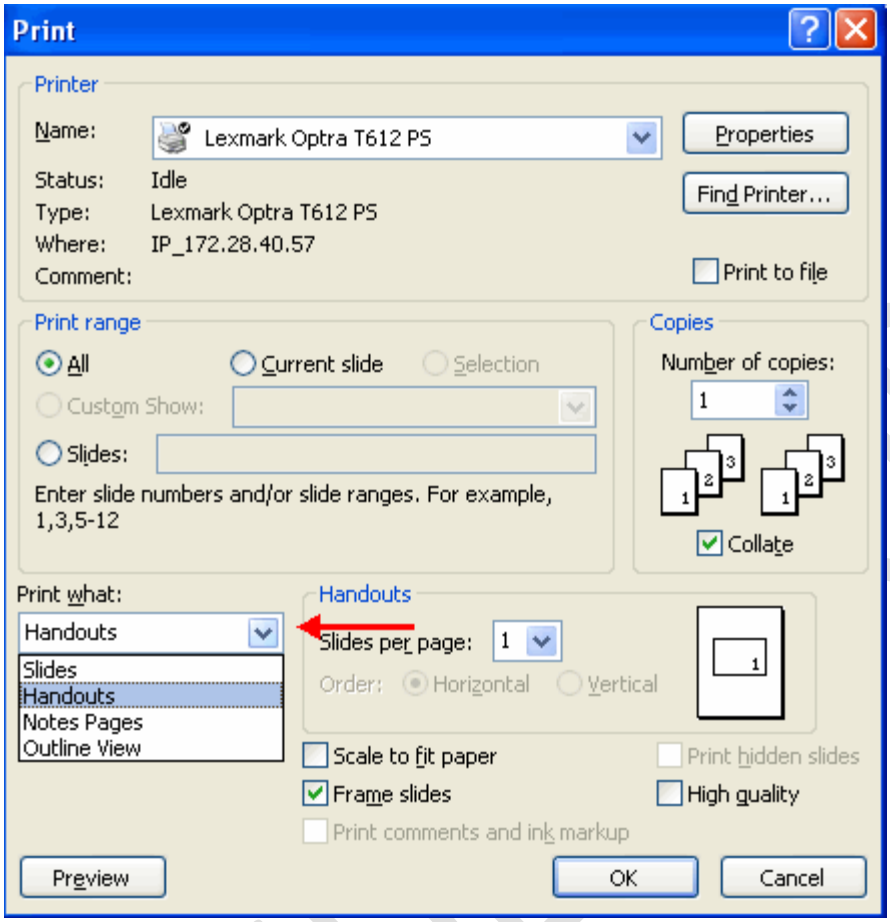
- **Slides**: These are slides that you would see if you were showing the presentation, one slide per page
- **Handouts**: 1, 2, 3, 4, 6 or 9 per page, this option allows for more slides per page
- **Notes Page**: This includes the slides and the speaker notes
- **Outline View**: This will print the outline of the presentation

To access the print options:

- Click the **Microsoft Office Button**

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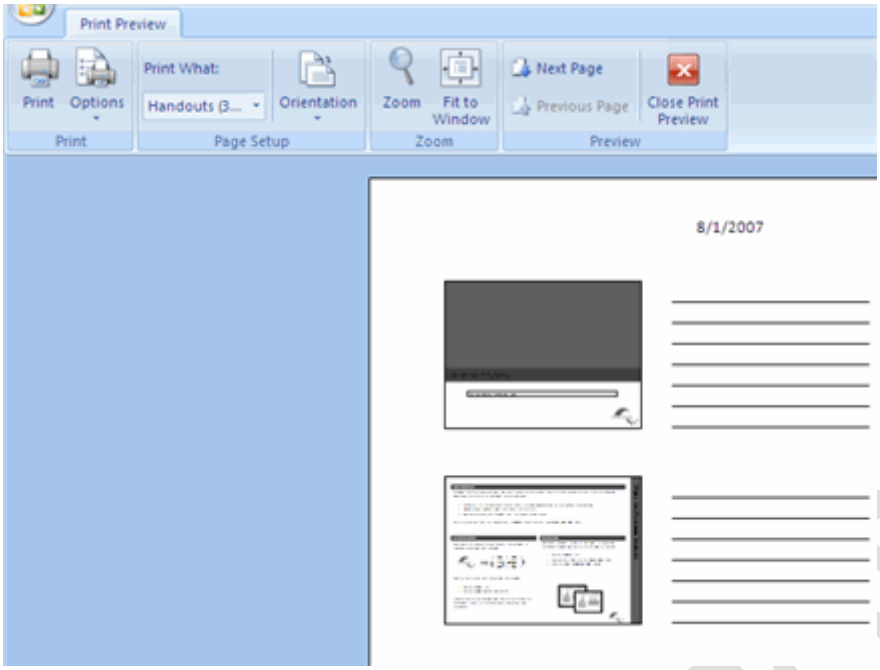
- Click **Print**
- In the Print Dialog Box, click the **arrow** next to **Print what**
- Choose the format and click **OK** to print



To print preview:

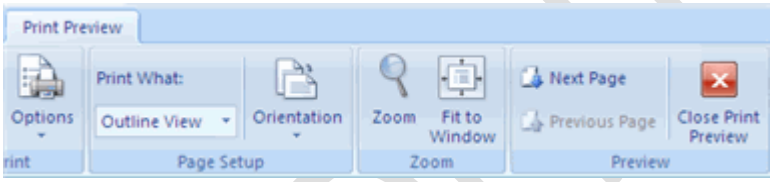
- Click the **Microsoft Office Button**
- Place the cursor over **Print**
- Click **Print Preview**
- Click the arrow next to **Print What** to change print options
- To print from Print Preview, click **Print**

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To Exit Print Preview:

- Click the **Close Print Preview** button

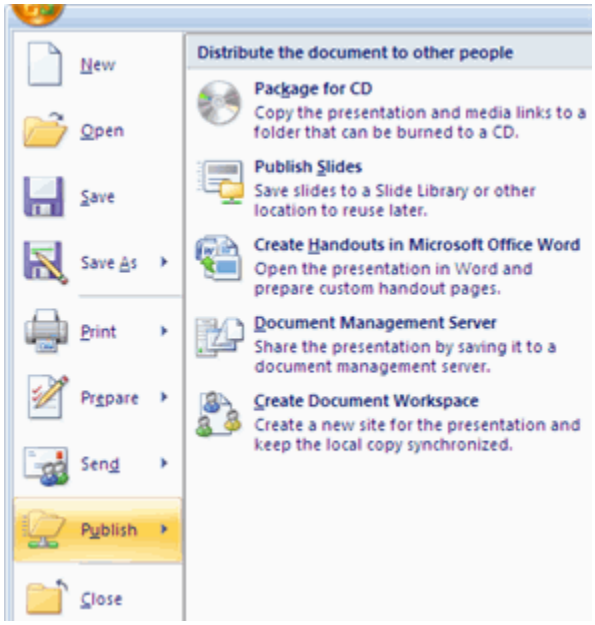


Package a Presentation

There are times when you want to package a presentation with all of the additional files attached as well. To package a presentation for CD:

- Click the **Microsoft Office Button**
- Click **Publish**
- Click **Package for CD**
- Type a name for the CD
- Click **Copy to CD** or **Copy to Folder**

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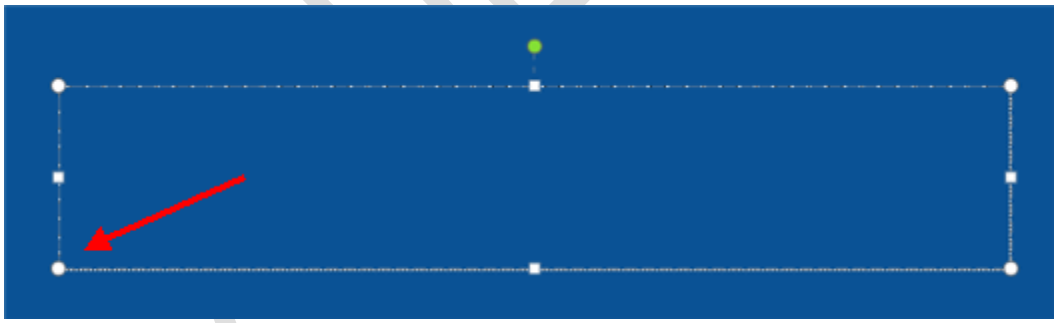


Adding content

Resize a Textbox

To resize a textbox:

- Click on the **textbox**
- Click the corner of the box and drag the cursor to the desired size

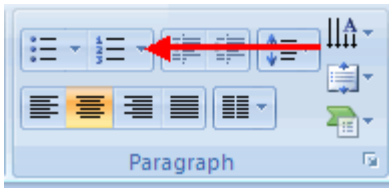


Bulleted and Numbered Lists

Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.
To add a list to existing text:

- Select the text you wish to make a list
- Click the **Bulleted or Numbered Lists** button

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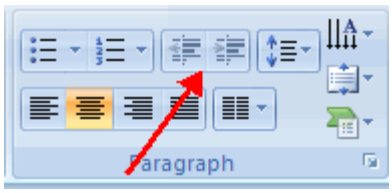
To create a new list:

- Place your cursor where you want the list in the document
- Click the **Bulleted or Numbered Lists** button
- Begin typing

Nested Lists

A nested list is list with several levels of indented text. To create a nested list:

- Create your list following the directions above
- Click the **Increase or Decrease Indent** button

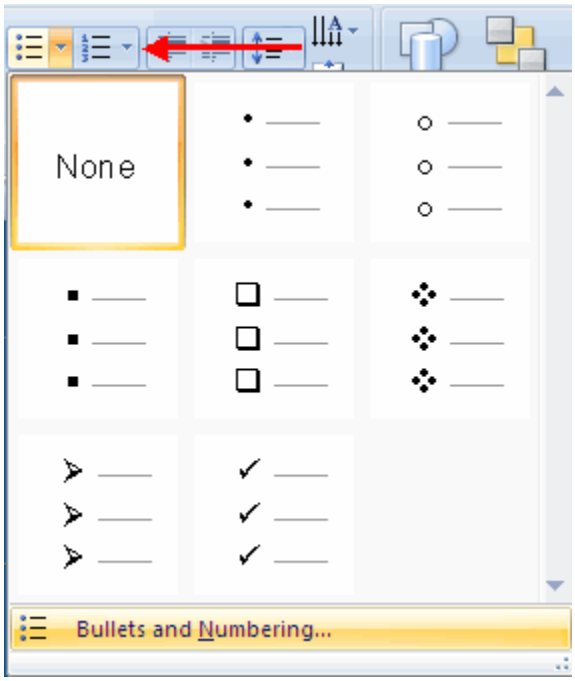


Formatting Lists

The bullet image and numbering format can be changed by using the **Bullets or Numbering** dialog box.

- Select the entire list to change all the bullets or numbers, or
  Place the cursor on one line within the list to change a single bullet.
- Click the **arrow** next to the bulleted or numbered list and choose a bullet or numbering style.

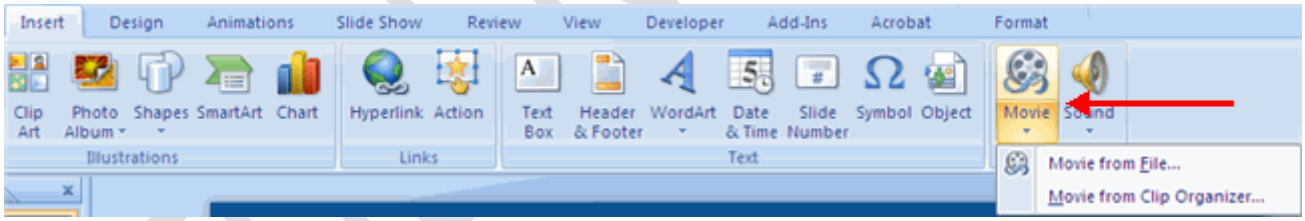
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Adding Video

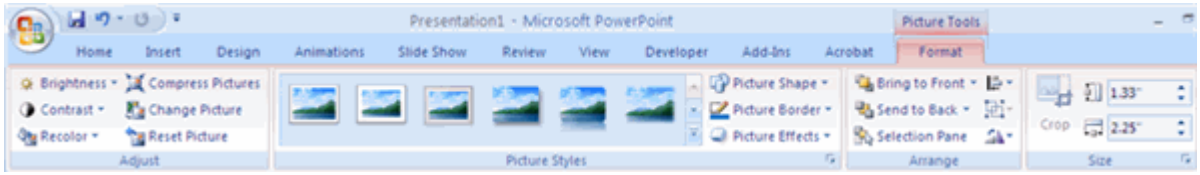
Video clips can be added to the presentation. To add a video clip:

- Click the **Movie** button on the Insert tab
- Choose **Movie from File** or **Movie from Clip Organizer**



To edit the video options:

- Click the movie icon
- Click the **Format** tab

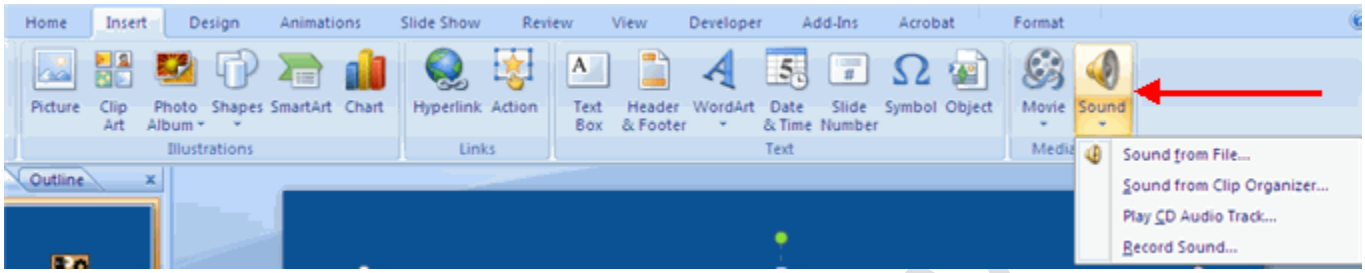


Adding Audio

Audio clips can be added to the presentation. To add an audio clip:

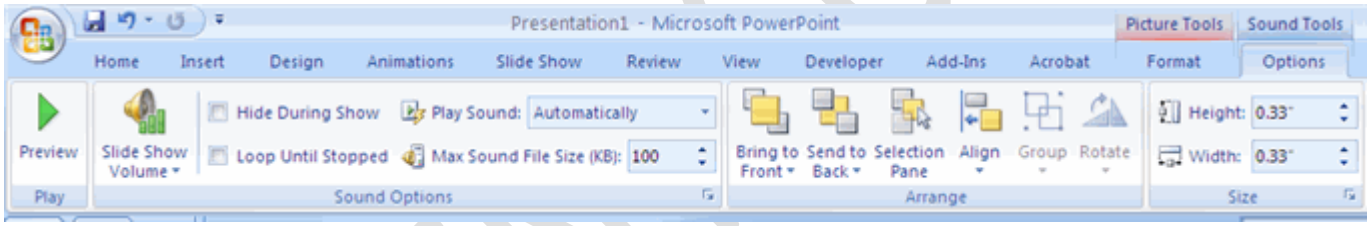
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- Click the **Audio** button on the Insert tab
- Choose **Sound from File**, **Sound from Clip Organizer**, **Play CD Audio Track**, or **Record Sound**



To edit the audio options:

- Click the audio icon
- Click the **Format** tab



Tips

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Design Tips

- Slides should be of a consistent design throughout the presentation
- Use graphics and pictures when possible
- Remove unnecessary information and graphics
- Use contrasting background and text colors
- Keep the number of fonts used in the presentation to 3
- Keep the fonts consistent throughout the presentation

Presentation Tips

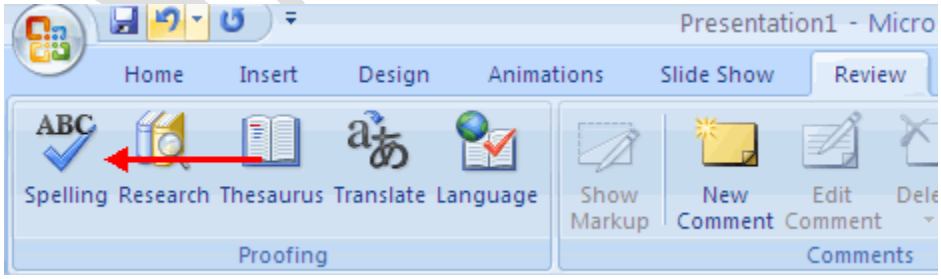
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- Identify the critical information for your presentation
- Use no more than 6 bullets per page
- Bullets should be short ideas, not complete sentences (these should be your talking points)
- To start the Slide Show, Click **Slide Show** on the **Presentation Views** group on the **View** tab
- Use the arrow keys to move forward or backward in a presentation
- Press the **Escape (Esc)** key to end the slide show
- A pen tool is available for drawing on the screen with the mouse. Press **CTRL+P** or click the right mouse button at any time and a popup window will appear. Choose **Pen** and the pointer will change to a pen that allows you to draw freehand on the screen using the mouse. Press the **E** key to erase all pen strokes. Press **CTRL+A** to disable the pen feature and revert the pen back to a pointer arrow.
- If you would like to use the pen to draw on a blank screen during a presentation, press the **B** or **W** keys, or select **Screen/Black Screen** from the popup menu and the screen will turn black. Press **B** or **W** again or choose **Next** from the popup menu to return to the presentation when you are finished drawing.
- To hide the pointer and button from the screen press the **A** key.
- Be sure to preview the slide show using a projector if one will be used during the presentation. Words or graphics that are close to the edge of the screen may be cut off by the projector.

Spell Check

To check the spelling throughout a presentation:

- Click the **Spelling** button in the **Proofing** group on the **Review** tab



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