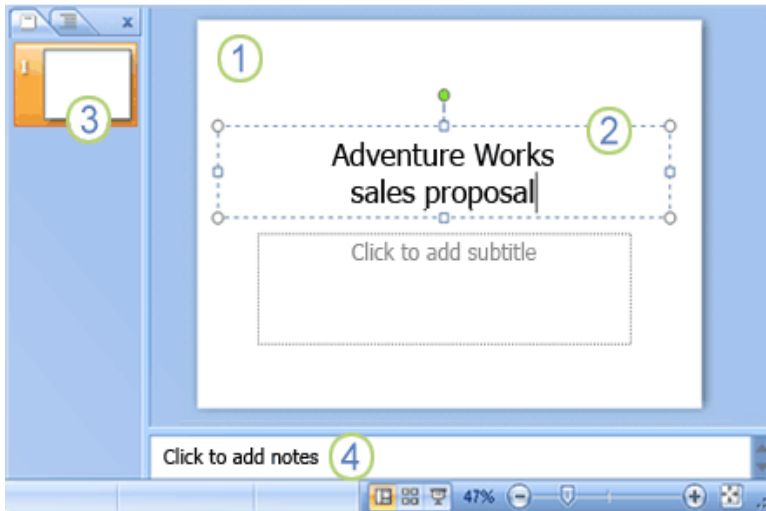


Introduction to PowerPoint 2010

PowerPoint is a system in the Microsoft Office Suite that enables you to present information in office meetings, lectures and seminars to create maximum impact in a minimal amount of time. PowerPoint presentations can amplify your message, accelerate the information being absorbed and assist with comprehension enabling faster decision making.

New PowerPoint Document

When you first open PowerPoint you will see what's called the **Normal** view.



- 1 The **slide pane** is the big area in the middle. This is the area you will work in to create your slides.
- 2 On each slide, you will see various boxes with the dotted borders which are called **placeholders**. This is where you type your text. Placeholders can be customized to different sizes and can contain pictures, charts, and other non-text items.
- 3 On the left of the screen are **thumbnail** versions of the slides in your presentation; the slide you're working will be highlighted.

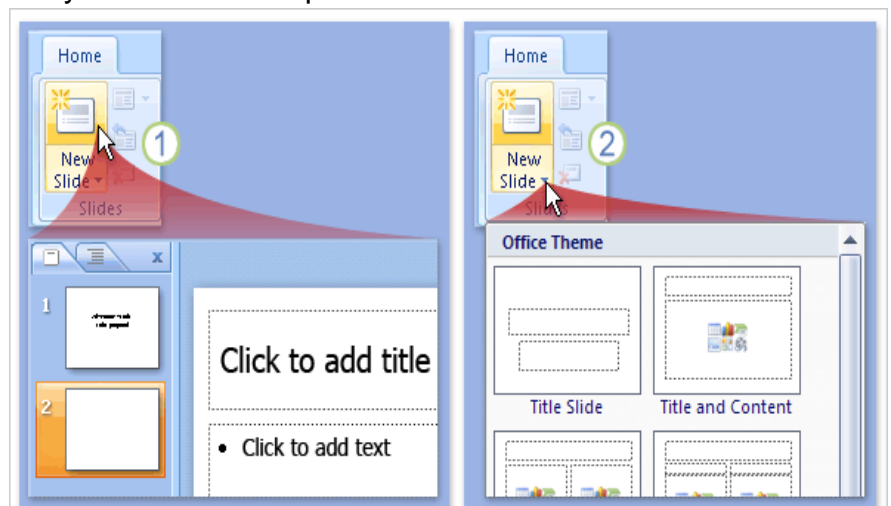
- 4 The bottom area is the **notes pane**, this is where you type speaker notes that you can refer to when you present. You can also print speaker notes to use when presenting a slide show.

Adding Additional Slides

When you open a new PowerPoint document you will only see one slide. In order to add more slides you need to create them, to do this you have a few options.

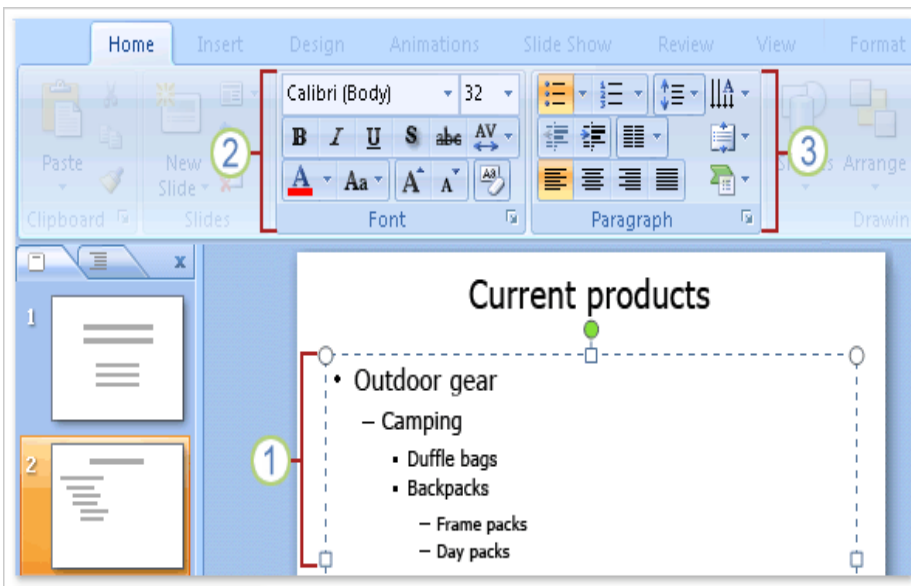
- 1 Clicking on the top portion of the **New Slide** command, on the **Home** tab is the easiest method because a new slide will be added immediately. PowerPoint will automatically insert a **Title and Content** slide when using this method of adding slides.

- 2 If you click the bottom part of the **New Slide** command, a box will appear and you will see a gallery of **layouts** for you to choose from which will be inserted after your previous slide once you click on your preferred slide option.



Formatting Text

Many of your slides will require you to enter text in the placeholder boxes.



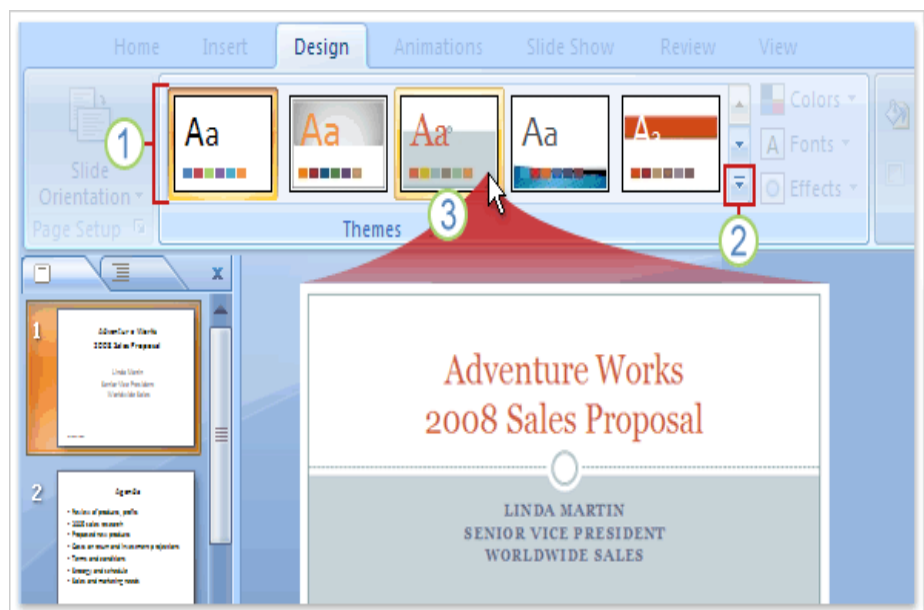
- 1 When typing text PowerPoint will automatically place the text into bulleted lists to make minor points under major points. PowerPoint will also automatically text fit the text reducing font size and line spacing to fit everything into the placeholder boxes.
- 2 To change the text font, color and size use commands in the **Font** group.
- 3 To change paragraph

formatting such as bullet type, text indentation, and line spacing use the commands in the **Paragraph** group.

Adding a Design Theme

A theme includes a background design, color scheme, font types, font sizes, and placeholder positions in one package. Every new presentation starts out with the default theme, called **Office** theme, which is a white background and black text. However you can change the theme to a wide variety of options. To find and apply a theme, click the **Design** tab on the Ribbon.

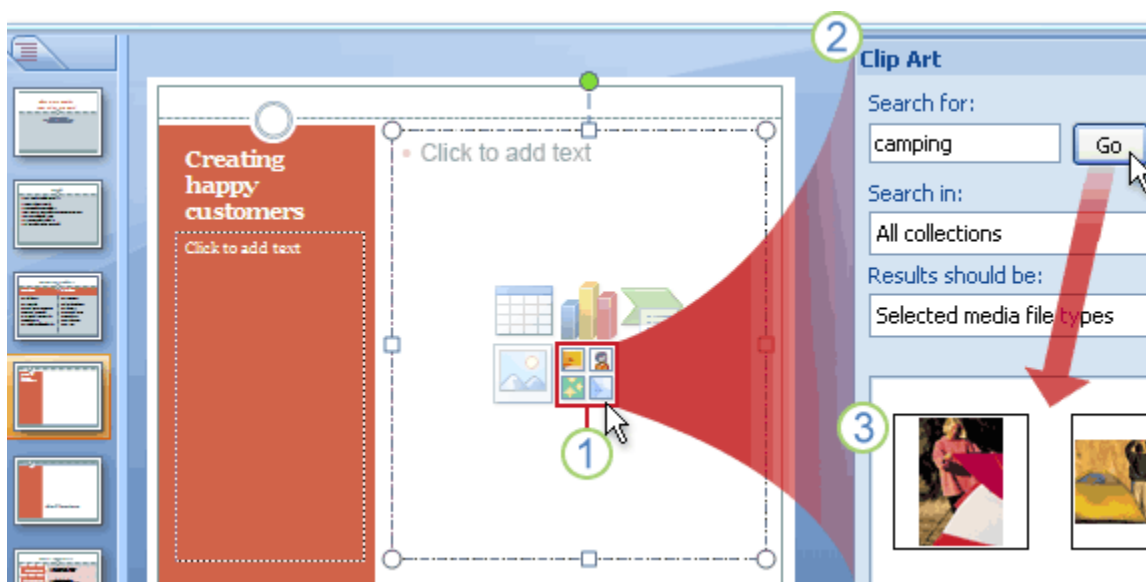
- 1 The **Themes** group provides thumbnails of different design options.
- 2 To see additional themes, click the **More** arrow button on the right of the group.
- 3 When you point and hover on any theme thumbnail, a preview of the theme will appear on the slide. To apply the theme to your slides, click on the thumbnail design you like.



NOTE: A theme can be selected at any time during the creation of your slides however; themes can alter the position of placeholders, so your text maybe automatically adjusted to properly fit the placeholder of the theme causing unexpected formatting changes to your slides.

Inserting Clip Art

If you would like to add an additional dimension to a PowerPoint slide you can add Clip Art to your slides. Clip Art includes pictures, sounds and videos. There are two ways to initiate inserting Clip Art depending on where you would like the graphic to be located.

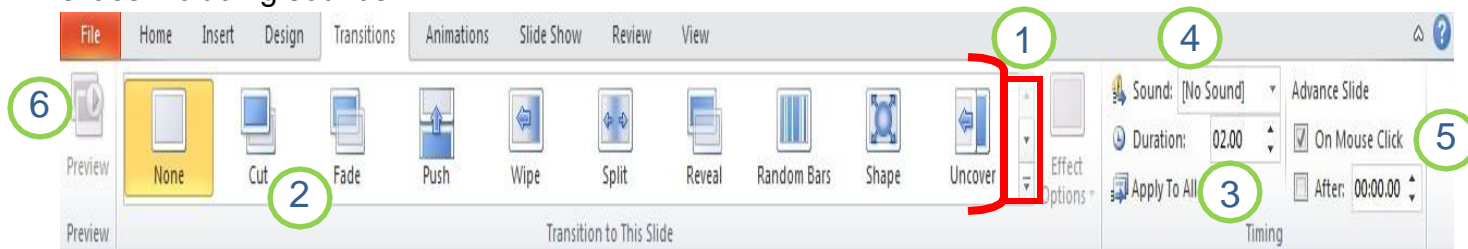


- 1** The first method is to go to the **Insert** Ribbon and click on the **Clip Art** command. You can also click on the **Audio** or **Video** commands and opt to pick from the Clip Art gallery. The second method is to click on the **Clip Art** icon in a placeholder.
- 2** The **Clip Art** task pane will then open on the right. Type a keyword in the **Search for** box that suggests the type of clips you may want. Use the **Results should be** drop down to select the media type to search in then click **Go**.
- 3** Clips that fit the keyword will appear in the box below. Click on the clip that you would like on your slide and it will be automatically appear.

NOTE: When inserting a graphic using the icon in a placeholder causes the graphic to be automatically sized and positioned within the placeholder preventing you from entering text in the same placeholder. Inserting a graphic through the Insert Ribbon will insert the graphic on the slide without removing the placeholder enabling you to enter text on the slide without having to further modify your slide.

Slide Transitions

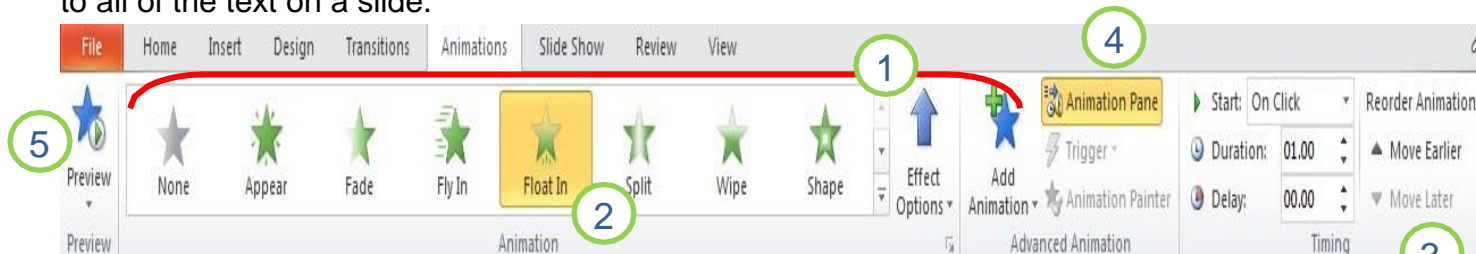
Slide transitions provide an animated effect to each slide when moving from one slide to the next during a slide show. There are a variety of transitions that can be applied to each or all slides including sounds.



- 1 The **Transition to This Slide** group provides thumbnails of various slide transition options.
 - To see all of the transitions options click on the up and down arrows or the **More** arrow to the right of this group.
- 2 When you point and hover over any transition thumbnail, a preview of the theme will play. To apply the transition to your slide, click on the thumbnail you like.
- 3 To apply the same transition to all of your slides click on the **Apply To All** command after selecting the Design transition of your choice.
- 4 To apply a **Sound**, click on the sound drop down arrow. Then Click on the sound you would like to chime during the slide transition. Click the **Apply To All** command to have the chime occur during each transition.
- 5 The **Advance Slide** group, allows you to decide if a transition should appear when the mouse is clicked or after a specified time. Click the **On Mouse Click** box for transitions to occur only when forced. Click on the **After** box for the slide to transition at the time specified such as 5 seconds or 1 minute.
- 6 Finally, when all transitions are applied you can preview the current slide by clicking on the **Preview** command.

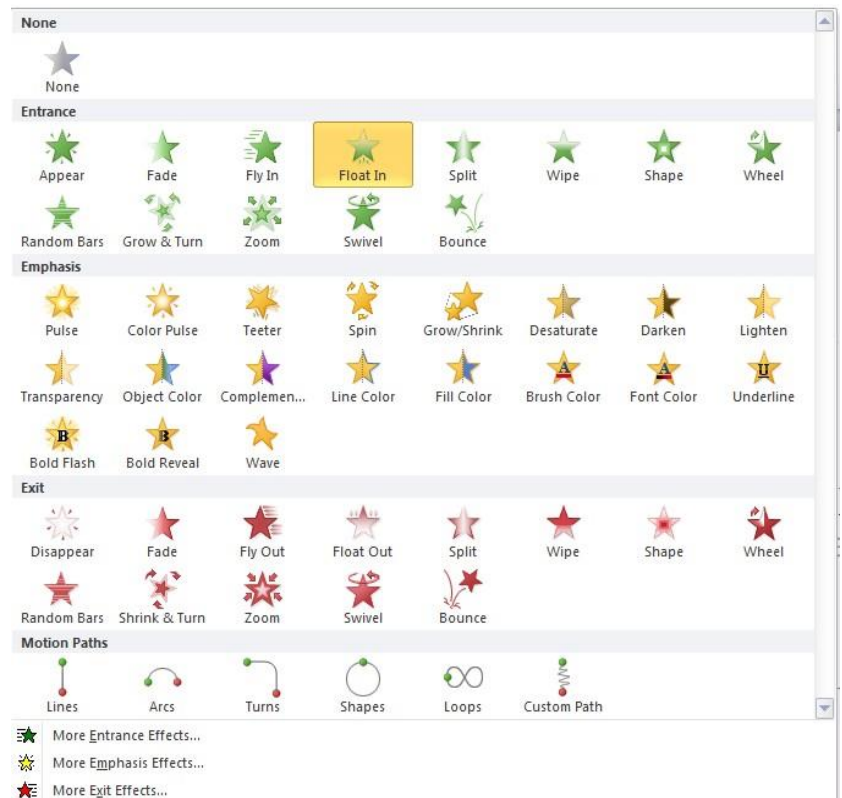
Slide Animations

Slide animations create animated effects to text and graphics during a slide show. There are a variety of animations that can be applied to text or graphics in multiple ways from a single word to all of the text on a slide.

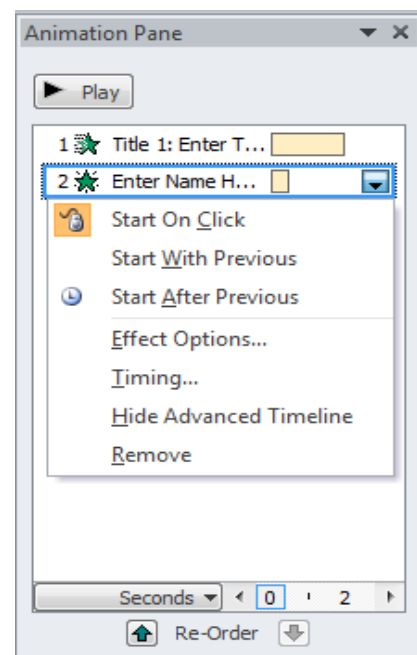


- 1 The **Animation** group provides a variety of option to apply animations to text and graphics within each slide.
 - To see all of the animation options click on the **Up Row**, **Down Row** and **More** arrows to the right of the **Animation** group.

- The **Effect Options** command provides additional animation options for each animation command in the **Animation** group.
- The **Add Animation** command provides a visual of all of the animation options to animate text and graphics upon **Entrance**, **Exit** and as an **Emphasis**. These commands are the same as the commands in the **Animation** group.

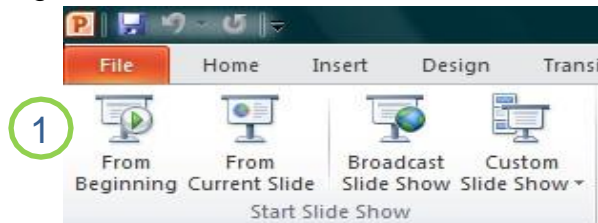


- 2 When you point and hover over any animation command, it will be highlighted in a golden color and a preview of the animation will appear. To apply an animation, highlight text or select a graphic that you would like the animation to be used on, then click on the command, the selected command will remain highlighted in a golden color.
- 3 The **Timing** group allows you to modify the sequence and timing of the animations selected. You can decide if an animation should appear when the mouse is clicked or after a specified time. You can also decide if text should be animated together or separate as well as reordering the animations. Use the **Start** drop down arrow to opt for animations to occur only when clicked or with other text. Click on the **Duration** box for the text or graphic to animate at a specified time.
- 4 The **Animation Pane** displays all of the animations you have applied to each slide. It also enables you to modify each animation similar to the **Timing** group and play the animations applied to the slide.
- 5 Finally, when all animations are applied you can preview the current slide by clicking on the **Preview** command.



Starting a Slide Show

The best way to view your slides as a show, whether you are previewing your documents or presenting to an audience, go to the **Slide Show** tab on the Ribbon.

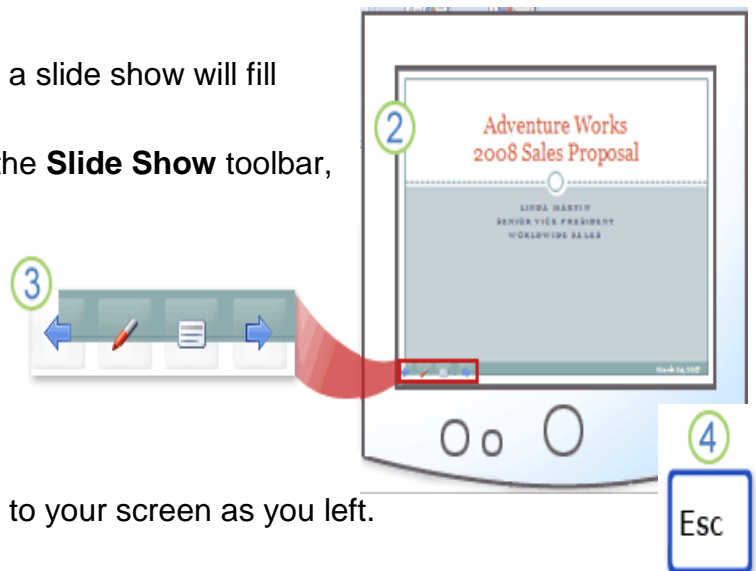


1 To view your slide show go to the **Start Slide Show** group. To start on the first slide click the **From Beginning** command. To start on the current slide click the **From Current Slide** command.


2 Your computer screen will disappear and a slide show will fill your computer screen.

3 To move from slide to slide you can use the **Slide Show** toolbar, at the bottom left of the screen.

Navigational arrows will appear when you position your cursor in that area. You can also move from slide to slide by clicking the mouse button or using the right and left arrows on the keyboard.



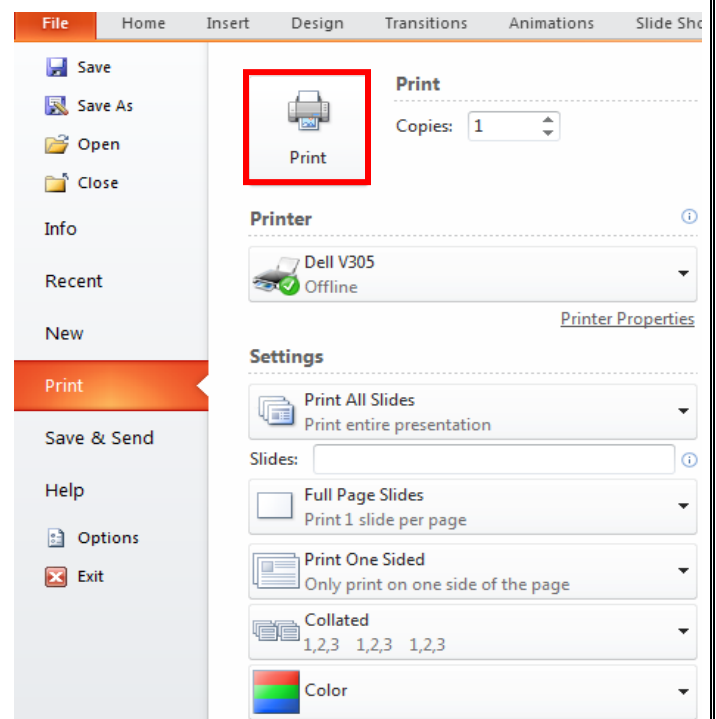
4 To end your slide show press the **ESC** button on your keyboard. This will return you to your screen as you left.

NOTE: Another way to quickly preview a slide is to click on the **Slide Show** button in the lower right part of the PowerPoint window. The slide show will begin from the slide selected on the **Slides** tab. 

Printing Slides

One new feature in PowerPoint 2010 is the **File** tab. This tab incorporates many of the features in the 2003 and 2007 versions of PowerPoint but makes them much more user friendly.

- To print your slides click on the **File** tab, then the **Print** command.
 - When you select the **Print** command, you will notice all of your printing options including a preview of your document are right at your fingertips.
- Select your Print options and click on the **Print** command.



PowerPoint provides a variety of Print options such as automatically previewing your document and selecting specific formats in which your slides will print.

Print Preview

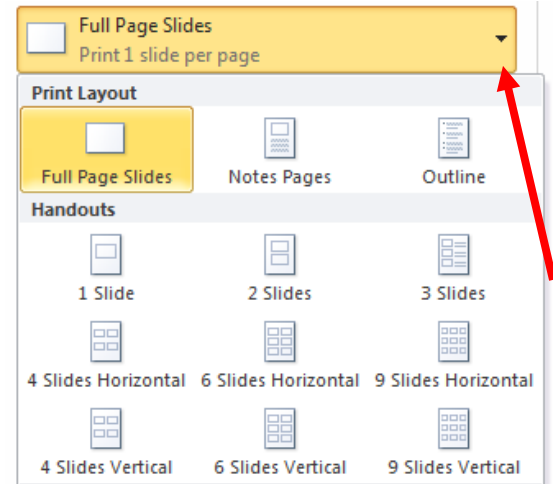
When you select the **Print** command under the **File** tab, your document will automatically appear in as a preview of what will print. If you change your print options, the preview will change accordingly. To view each page click on the left or right arrows next to the page number in the box and the bottom middle section of your

Print Layout

You are able to select how you would like your slides to be printed by selecting the drop down arrow next to the **Fill Page Slides** command.

- Then, click on the format would like your slides to print in. The different options are:
 - **Full Page Slides** – print out with each slide on a full page
 - **Handouts** - print out with up nine slides per page
 - **Notes Page** - print out of one slide per page including any notes you may have added in the **Notes Pane** while creating your presentation
 - **Outline View** - print out of your text from all of your slides in an outline format.
- Once you select your printing format, a preview of your slides will appear. When you're ready to print, click the **Print** command.

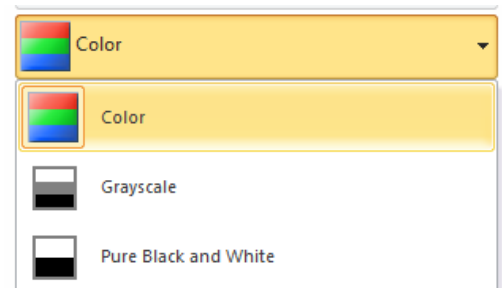
NOTE: If you would like to print slides that also include lines for audience notes you need to select **Handouts (3 Slides Per Page)**.



Slide Color

Another helpful printing option allows you to print your slides in different hues. This can reduce the amount of expensive color ink when printing PowerPoint slides.

- Click on the **Color** command.
- Select the color you would like your slides to appear.
- Preview the slides and then click on the **Print** command.



Saving Slides

To **Save** your slides, go to the **File** tab and select **Save** or **Save As**.

- **Save As** – use when you save any document for the first time, it will automatically asked you where to save the document on your computer and to change the name of the document.
- **Save** – automatically saves the document to a default location and name or the location and name you selected when first using the **Save As** feature.




Additional Features

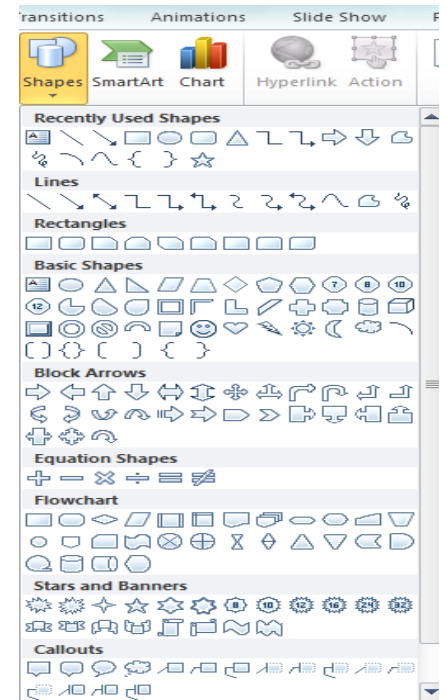
The information above provides you with a basic understanding of how to create a PowerPoint presentation. However, there are many additional features PowerPoint offers to make your presentation incredible. Many of these features are also used in Microsoft Word and Excel as well as other Microsoft programs.

Insert Shapes

Shapes can be used in PowerPoint as a graphic to enhance the presentation or to insert text into to add visual appeal to a slide.


- 1 Go to the **Insert** Tab
- 2 Click on the **Shapes** command
- 3 A large selection of shapes will appear in a drop down menu
- 4 Double click on the shape you want to insert
- 5 The shape will appear on the slide
- 6 Move the shape to any area of the slide by clicking on the edge of the shape and dragging it. Expand or shrink the shape by clicking on the circles surrounding the shape and drag.

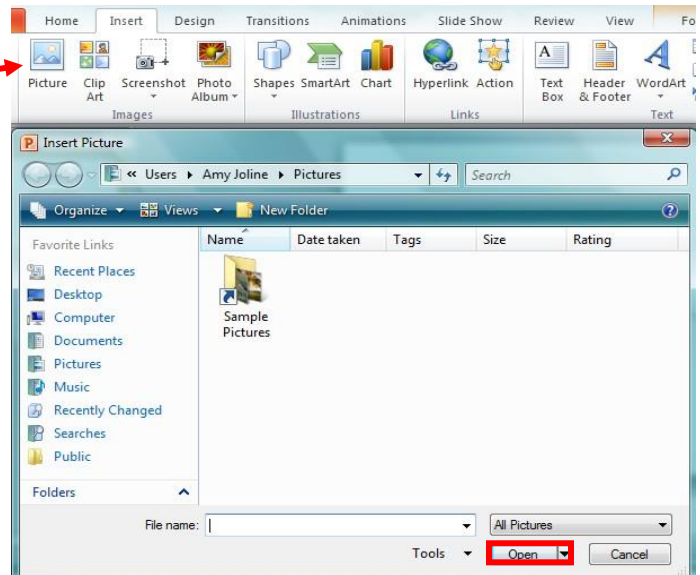
NOTE: Inserting a **Text Box** is done in the same manner except when it is inserted a cursor will appear inside the box so you can enter text. 



Inserting Pictures

Pictures are another way to include graphics into a PowerPoint presentation. Many people like using this feature to incorporate pictures from their personal collection to distinguish their presentation.

- 1 Go to the **Insert** Tab
- 2 Click on the **Picture** command 
- 3 A **Insert Picture** box will appear
- 4 Select the picture to insert using the folders on the left of the **Insert Picture** box.
- 5 Click **Open**
- 6 The picture will appear on the slide
- 7 Move the picture to any area of the slide by clicking on the edge of the picture dragging it. Expand or shrink the picture by clicking on the circles surrounding the picture and drag.



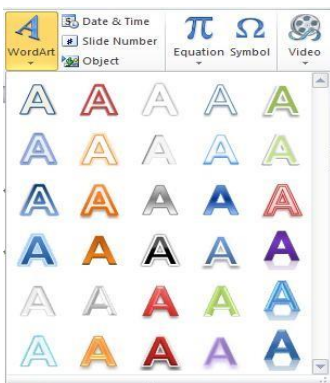
Modifying Graphics

Any graphical element inserted into the PowerPoint can be modified by using the Specialized **Picture Tools Format Tab** and **Drawing Tools Format Tab** that appear when working with graphics. For example the **Picture Tools Format Tab** allows you to change the shape, effects and colors of the picture you inserted.



Inserting WordArt

WordArt can be used to accentuate important words in a presentation such as the title.

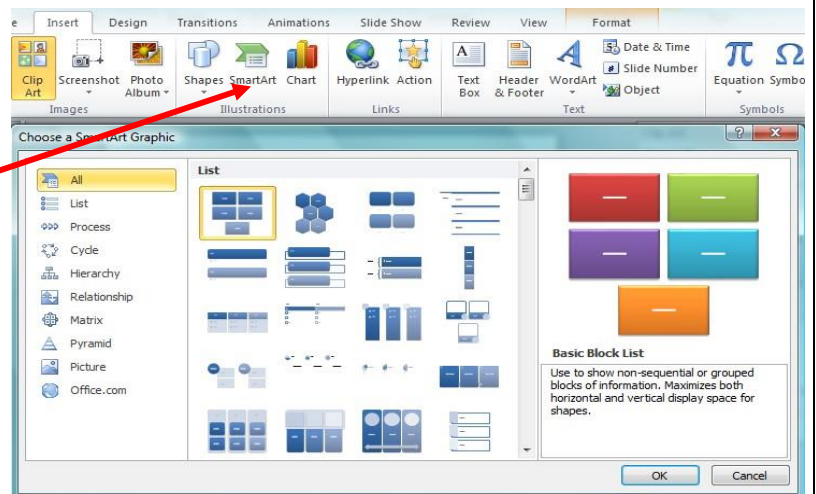


- 1 Go to the **Insert** Tab
- 2 Click on the **WordArt** command
- 3 A drop down menu of text options will appear
- 4 Click on the text design you prefer and a text box will appear on your slide.
- 5 Click in the text box to modify the text
- 6 Move the **WordArt** to any area of the slide by clicking on the edge of the text and dragging it. Expand or shrink the **WordArt** by clicking on the circles surrounding the text and drag.

Inserting SmartArt

SmartArt can be used similar to a graphic by inserting a SmartArt design and entering text in specified areas. This can be especially helpful when illustrating hierarchy structures and processes.

- 1 to the **Insert** Tab
- 2 Click on the **SmartArt** command
- 3 A **Choose a SmartArt Graphic** box will appear
- 4 Click on the graphic you prefer and it will appear on your slide.
- 5 Click in the areas of the **SmartArt** graphic to enter text in the graphic.



Inserting Tables or Charts

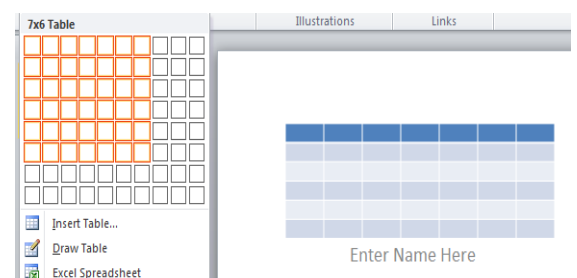
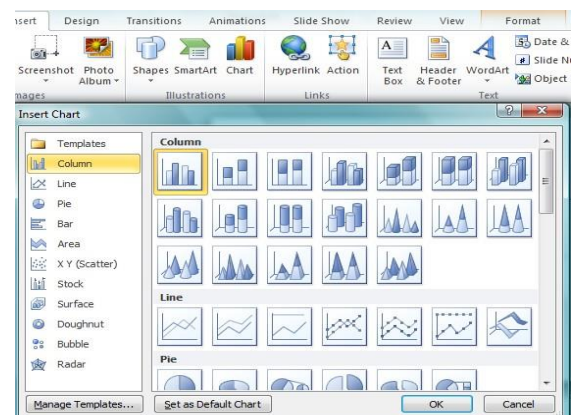
Tables and Charts can be used to express data in a presentation. First, go to the **Insert** Tab:

To insert a Chart:

- 1 Click on the **Chart** command
- 2 An **Insert Chart** box will appear
- 3 Click on the chart you prefer.
- 4 An Excel worksheet will open, enter the data in the Excel Document that you want displayed on the chart

To insert a Table:

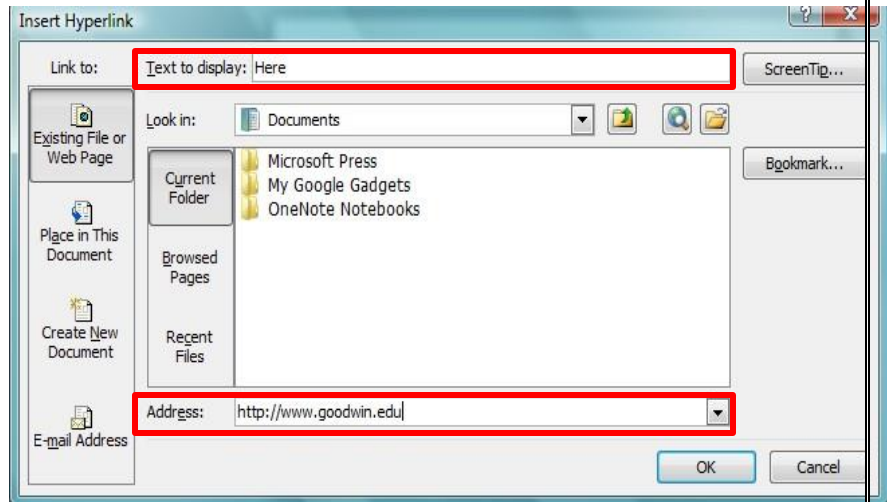
- 1 Click on the **Table** command
- 2 Highlight the number of cells you want in your table
- 3 Click for the table to appear on your slide.
- 4 Click on each cell to enter the data you need displayed



Inserting Hyperlinks

Hyperlinks are used to allow a presenter a way to access a website during the presentation by pressing a link inserted into the slide.

- 1 Go to the **Insert** Tab
- 2 Click or highlight the text you want to become the hyperlink
- 3 Click on the **Hyperlink** command
- 4 A **Insert Hyperlink** box will appear
- 5 Click on the **Existing File or Web Page** command on the left of the **Insert Hyperlink** box
- 6 Verify the information in the **Text to Display** box is accurate
- 7 Enter the web address in the **Address** box, then click **OK**
- 8 The hyperlink will appear in the text on your slide by changing the color of the text to blue and underlined
- 9 To use the link you must be viewing the slide show.

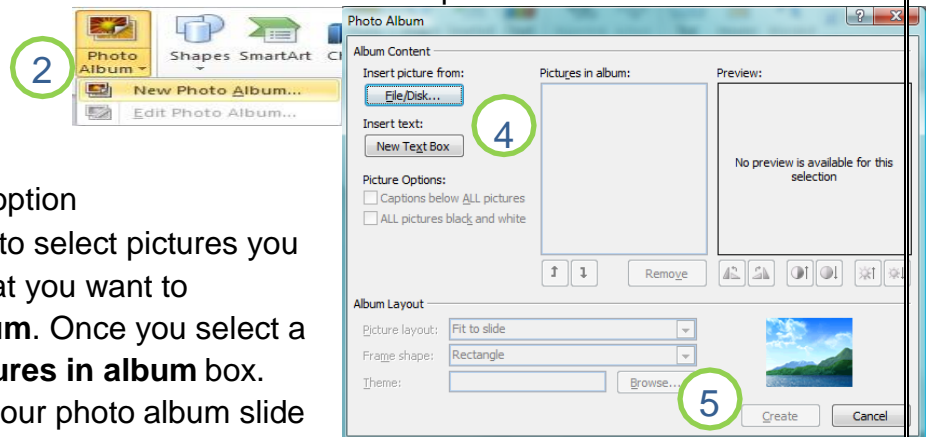


Creating a Photo Album

A PowerPoint photo album is a presentation that you can create to display your personal or business photographs using the same fun features as a PowerPoint presentation.

To create a photo album:

- 1 Click on the **Insert** tab
- 2 Click on the **Photo Album** command
- 3 Click on the **New Photo Album** option
- 4 Click on the **File/Disk** command to select pictures you have saved on your computer that you want to incorporate into your **Photo Album**. Once you select a picture it will be listed in the **Pictures in album** box.
- 5 Click the **Create** command and your photo album slide show will be created.



To modify your photo album:

- 1 Click on the **Edit Photo Album** command.
- 2 Use the **Album Layout** group to select the **Picture layout**, **Frame shape** and add a **Theme**.
- 3 Once all changes are complete, click on the **Update** command and the changes will be applied to your photo album.