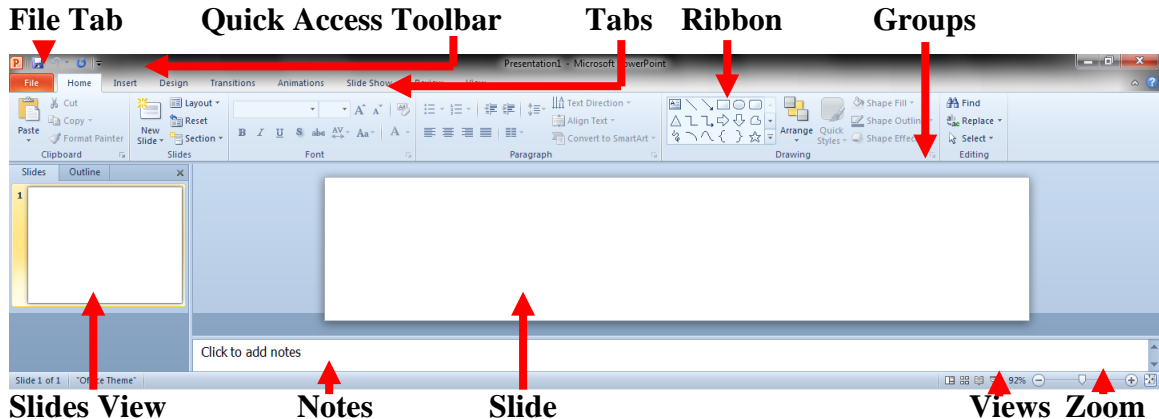


Microsoft PowerPoint 2010 Beginner

To start Microsoft PowerPoint:

- Go to **Start > Search > Word**.
- You can also double-click any Microsoft PowerPoint document.

Layout




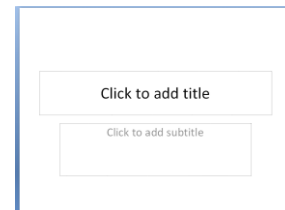
- **File Tab** – New, Open, Save, Save As, Print & Close commands.
- **Quick Access Toolbar** – List of most used commands.
- **Tabs** – Commands grouped together by common task
- **Ribbon** – List of commands changes depending on the selected **Tab**.
- **Groups** – Groups of commands on the **Ribbon**.
- **Slides View** – Thumbnail view of the slide.
- **Notes** – Notes for the presenter.
- **Slide** – The current slide.
- **Views** – Switches between different views of the slideshow.
- **Zoom** – Allows you to change the slide zoom level.

Slides View



- **Slides Tab** – Allows you to see thumbnails of all of your slides.
- **Outline Tab** – Allows you to see just the slide text in an outline view.

Layout & Placeholders

- Placeholders are used by the slide layout to prepare for content to replace it.
- To change the slide layout click the **Layout** button () and choose the desired layout.
- When you click on a placeholder, notice how the text disappears and is ready to be replaced.
- To remove a placeholder, click the outer edge and hit the **Delete** key.



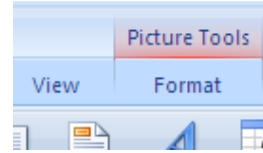
New Slides / Delete Slides

- Click **New Slide** () (**Control + M**). By clicking the top portion of the button, you can insert a new slide. By clicking the bottom portion () you can choose the slide layout to use.

- To delete a slide, click on the slide in the **Slides View** column and hit the **Delete** key.

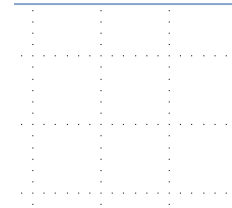
Insert Tables, Pictures, Clip Art, Shapes, SmartArt and Charts

- To insert **Tables, Pictures, Clip Art, SmartArt** or **Charts**, click the **Layout** button and choose a layout with a **Content** placeholder.
- **Or** click the **Insert** tab and choose the item to insert.
- **Note:** when a one of the items listed is selected on the slide, the **Format** tab appears above the **Ribbon**. The **Format Tab** lists all of the options to edit your content.



Insert Text Box, Gridlines & Duplicate

- **Text Boxes** are used to add text to a slide. To insert a **Text Box**, click the **Layout** button and choose a layout with a **Text** placeholder.
- **Or** click the **Insert** tab and choose the item to insert.
- **Note:** Unlike **Microsoft Word**, **Text Boxes** must be used to add text to a slide.
- **Gridlines** help to assure content is aligned from slide to slide. To turn **Gridlines** on and off, click the **View** tab and check or uncheck **Gridlines**.
- **Duplicate (Control + D)** duplicates the current object and paste a copy on the slide.
- **Note: Duplicate** will also work on entire slides if they are selected in the **Slides View** pane.



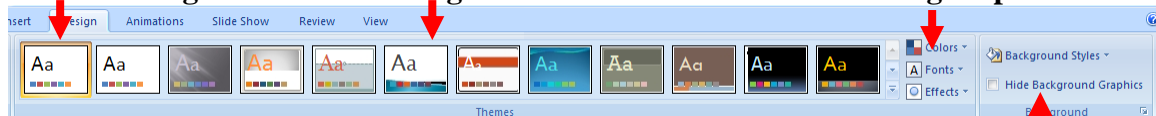
Slide Design

- Click the **Design** tab.

Current Design

Designs

Design Options



Background Options

- **Current Design** – The current design for the slideshow. This includes the background, font & font color.
- **Designs** – These are available designs to choose from. Hover the mouse over to see how it will look when applied to the slideshow. Click the design to apply it.
- **Design Options** – Allows you to change the colors of the backgrounds and fonts and font types used on the design.
- **Background Options** – Allows you to change the background color or picture.
- **TIP:** In order to make a style or background change to a single slide, **Right-click** the style or background and choose **Apply to selected slides**.

Transitions

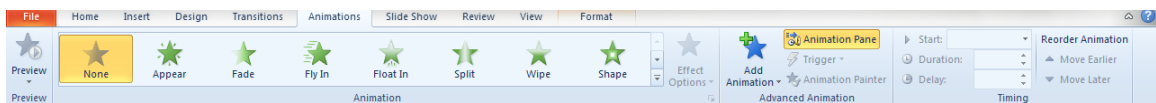
- Click the **Animations** tab.



Apply to all Transition Speed

- **Transitions** – Hover over the transition to see it demonstrated. Click it to apply it to the current slide.
- **Transition Sound** – Allows you to add a sound during the transition.
- **Advance Slide** – Allows you to choose how a slide advances to the next.
- **Apply to all** – Applies the transition to all slides.
- **Transition Speed** – Changes the speed the transition completes.

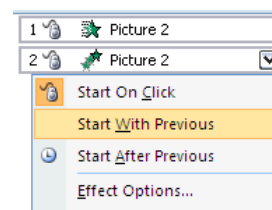
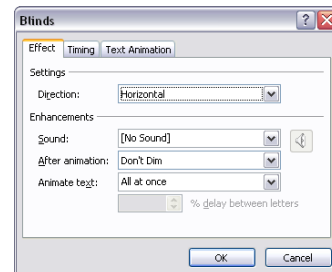
Animation



- Click **Animation Pane** on the **Animations** tab. The **Animation Pane** sidebar will open.
- Select the item you want to add an effect to and hover over the effect to preview it. Use the **Up** and **Down Arrows** to scroll through the effects.
- **TIP:** Click the **More** button to see all available effects.
 - o **Entrance** – How an object appears.
 - o **Emphasis** – How an object acts once on the slide.
 - o **Exit** – How an object disappears.
 - o **Motion Path** – How an object moves on the slide.
- **Modify** allows you to change how an effect starts, its course and its speed.

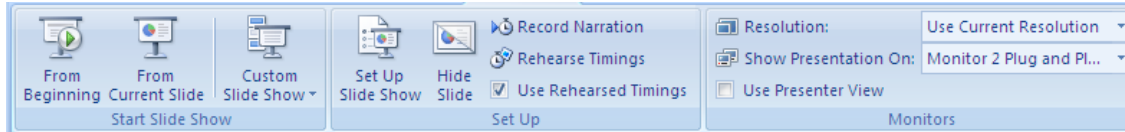
Effect Options / Combine Effects






- Click on the **Down Arrow** next to the effect in the **Animation Pane** and choose **Effect Options...**
 - o **Effect** – Change the direction, dim the object after the effect or change how text enters.
 - o **Timing** – Change the speed and delay.
 - o **Text Animation** – Change how text enters by paragraph level.
- To combine effects:
 - o Add two or more effects to a single object or objects. Use the **Add Animation** button to do so.
 - o Click the **Down Arrow** next to the bottom effect and choose **Start With Previous**.

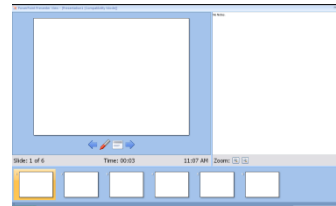


Viewing a slideshow

- Click the **Slide Show** tab.



- To play a slide show: click **From Beginning** (), click **Slide Show** () or **F5**
- To play a slide show from the current slide: click **From Current Slide** () or **Shift + F5**
- **Set Up Slide Show** – Allows you to turn on and off setting like narration, animation, and slide advancement.
- **Show Presentation On:** Allows you to choose an external monitor or projector.
- **Use Presenter View:** Uses one screen (projector) to present the slide show while the other displays notes, slide thumbnails and tools.
- To go to the next slide or item you can do any of the following: **Left Mouse Click**, **→ Button**, **↓ Button**, **Page Down**, **Space Bar**, **Enter**.
- To go back a slide or item you can do any of the following: **← Button**, **↑ Button**, **Backspace**, **Page Up**.
- Move the mouse until the **Curser** appears. In the bottom left-hand corner are several options.
 - o  - Goes back a slide or item.
 - o  - Goes to the next slide or item.
 - o **Pen** – Allows you to use a pen to write on the screen.
- To exit a slideshow, hit **Esc**.



Printing

- Open up the **Print** menu under the **File** tab (**Control + P**).
- You can choose what needs to be printed. Click the button that says **Print All Slides**. You can change it to print some or all slides.
- Click the button that says **Full Page Slides**. You can choose how slides are printed.
 - o **Slides** – Prints the entire slides (1 per page).
 - o **Handouts** – Prints small slides on the page. You can set the number of slides per page. **TIP:** Choosing 3 slides per page will print lines next to them for people to take notes.
 - o **Notes Pages** – Prints the slide at the top of the page with room below to take notes.
 - o **Outline View** – Prints just the text from the slides in an outline.

Shortcuts

<u>Task</u>	<u>Key Combo</u>	<u>Action</u>
All	Control + A	Selects everything in the document.
Bold	Control + B	Toggles on Bold text.
Cut	Control + X	Cuts the selected text or object out of the document.
Copy	Control + C	Copies the selected text or object.
Duplicate	Control + D	Duplicates the current object or slide.
Find	Control + F	Opens the find windows.
Italic	Control + I	Toggles on <i>Italic</i> text.
New	Control + N	Opens a new document.
Open	Control + O	Opens the Open window.
Paste	Control + V	Paste the copied text or object.
Print	Control + P	Prints the document using current settings.
Redo	Control + Y	Redoes the last action.
Save	Control + S	Saves the open document.
Underline	Control + U	Toggles on <u>Underline</u> text.
Undo	Control + Z	Undoes the last action taken.

Quick Keys

Hit the **Alt** key to turn **Quick Key** commands on and off in the **Tabs** and **Ribbon**.

Screen Shots

<u>Key Combo</u>	<u>Result</u>
Fn + Shift + F11	Takes screen shot of entire screen.
Fn + Alt + Shift + F11	Takes screen shot of just the active window.
Control + V	Paste the screen shot.