



## Microsoft PowerPoint 2010 Handout

PowerPoint is a presentation software program that is part of the Microsoft Office package. This program helps you to enhance your oral presentation and keep the audience focused on your subject. PowerPoint is widely used in business and is an effective tool when used for training purposes. With PowerPoint, you create the following presentations that look like a professional designed them:

- Business presentations
- Homework projects
- Educational content
- Government presentations
- Electronic greeting cards
- Quizzes
- Posters

You will learn how to create slide shows, add text, artwork and special effects to make your slide show lovely and engaging to watch.

### To Open PowerPoint:

- Click Start
- Click Programs
- Mouse to Microsoft Office
- Click Microsoft PowerPoint 2010.

The first thing you see when you open PowerPoint is the application window. If you have worked with PowerPoint for the last several versions of the program, you will find that PowerPoint 2010 has a new interface. There are three new features to remember as you work with PowerPoint 2010:

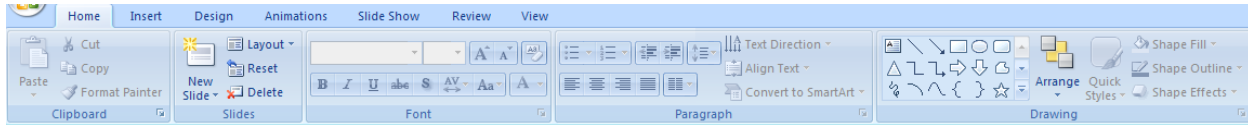
### The File Tab



### The Quick Access Toolbar



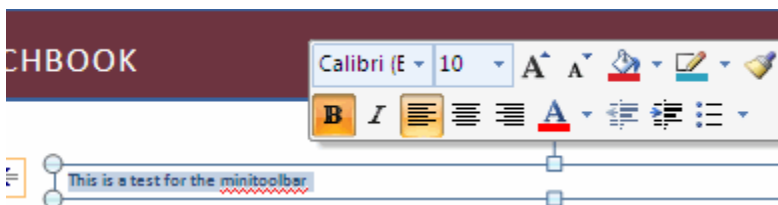
## The Ribbon



Let's look at the new PowerPoint window:

- **File Tab** – a tab on the top left of the interface that works almost the same way as the File menu or Office Button in earlier versions of the program. It contains basic file management commands: **New, Open, Save, Print** and **Close**.
- **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**. You can also add items to the quick access toolbar. To add items, click on the **arrow** at the end of the toolbar and **checkmark** the command you want to add. You can also right click on any item on the **Ribbon** and click **Add to Quick Access Toolbar** and a shortcut will be added.
- **Ribbon** - is the panel at the top portion of the window, it has seven tabs: **Home, Insert, Design, Animations, Slide Show, Review** and **View**. Command buttons of the Ribbon are arranged logically into groups. For example, all the paragraph formatting options are located within the Paragraph group of the Home tab of the Ribbon.
- **Dialog box launcher** – are small arrows below some groups that launch a related dialog box. Commonly utilized features display on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.
- **Status bar** - provides information and viewing options.

The **Mini Toolbar** is a feature of Office 2010. 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*.



The PowerPoint window is divided into different areas:

- **Slide pane**, where you create the look and feel of your presentation with color, fonts, text, and design elements
- **Dotted borders** identify placeholders where you can put text or insert pictures, charts and other objects
- **Slide navigation menu** - shows a thumbnail version of each slide or you can switch to *Outline* tab to view the topic of each slide and each piece of text information included in a slide
- **Notes pane** where you can add notes to accompany a slide.

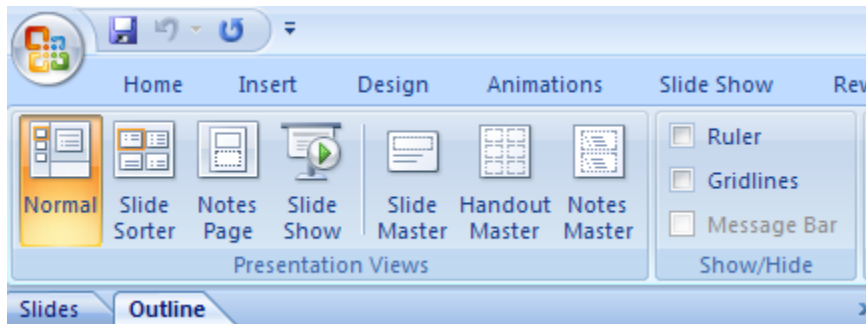
The **Outline tab** on the Slide Navigation Menu can be extremely useful for those who like to write an outline of their presentation and then add design elements later. For example:

- Click on Slide 1 and you'll see a cursor appear. You can start typing a title for your presentation.
- Then hit **ENTER** on the keyboard and hit **TAB**. You can now type a subtitle.
- If you hit **ENTER** again, it will allow you to type text on another line in the slide. If you don't want to type on the existing slide, hold down the **SHIFT** key and hit **TAB** again. It will start a new slide. This outline view uses the basic Microsoft outline principles and keyboard shortcuts that it uses for Microsoft Word.

## Slide Views

Each page in a PowerPoint presentation is a **slide**. PowerPoint presentations run just like the slide shows of old, only they broadcast through a computer instead of a slide projector.

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*.



A faster way to change views is to use the view tab on the lower-right corner of the PowerPoint window.



**Normal View:** This is the default view where you create and edit your slides. You can also move slides in the Slides tab in the pane on the left.

**Slide Sorter View:** In this view, miniature slides are arranged on the screen. You can drag and drop slides to easily reorder them, and see more slides at one time. This is a good view to use to confirm that you have all the needed slides and that none have been deleted.

**Reading View:** This view fills most of the computer screen with a preview of your presentation. Unlike Slide Show View, it includes easily accessible buttons for navigation, located at the bottom right.

**Slide Show View:** This view completely fills the computer screen, and is what the audience will see when they view the presentation. Slide Show View has an additional menu that appears when you hover over it, allowing you to navigate through the slides, and access other features you can use during a presentation.

The **Notes pane** is handy for those who like to write a script of what to say during their PowerPoint presentation. You can write your text in the notes pane for each slide and then print them off to have during your practice sessions or during the presentation itself.



You can zoom a view of a slide by dragging the **Zoom** bar on the Status bar at the bottom of the PowerPoint Window or click the **View** tab on the Ribbon, and click the **Zoom** button to select a zoom percentage.

## Inserting Slides and Slide Layouts

The single slide provided automatically on your presentation has two placeholders, one formatted for the *title* and the other formatted for a *subtitle*. The arrangement of placeholders on a slide is called a *layout*. When you add the slide to your presentation, you can choose a layout for the new slide at the same time.

How to choose layouts when you insert a slide:

- Right click the slide
- Choose **Layout** from the menu to see the **Layout gallery**
- Click the layout you want apply to the slide

To add text to a slide click the placeholder text and type or paste the text.

### Insert a new slide

- In **Normal View**, Click the **Home** Tab.
- Click on **New Slide** in the **Slides** group
- If you click the drop down arrow next to New Slide, you can choose your layout before inserting the slide.

## Text, Clip Art, Pictures, Shapes, and Charts

### To Insert Text:

Text can be inserted into both **placeholders** and **text boxes**. A **placeholder** is a kind of text box, but is unique because it is part of the **slide layout**, and often contains formatting specific to the slide (for example, a larger font size for the title of your presentation). Inserting an extra **text box** allows you to **add** to the slide layout, so you can include as much text as you want.

- Click on the **Insert** Tab, and click **Text Box**.
- Click the placeholder or text box where you want to insert text.
- The **insertion point** appears.
- Type directly into the placeholder or text box.

- Some placeholders automatically format your text in a **bulleted list**. This is because bulleted lists are so frequently used in PowerPoint. To remove the bullets, deselect the **Bullets** command in the **Paragraph** group on the **Home** tab.
- You can format the text any way you want, including changing the font, text alignment, making it a paragraph and not a bulleted list, changing the colors, etc

## Moving, resizing, and deleting objects

### To Move:

- Click the box you would like to move.
- Position your mouse on the **border** of the box so it changes to a **cross with arrows**
- Click and hold the mouse button as you **drag** the box to the desired location.

### To Resize:

- Click the box you wish to resize.
- Position your mouse over any one of the **sizing handles** that appear on the corners and sides of the box. The cursor will become a pair of **arrows**
- Click, hold, and **drag** your mouse until the text box is the desired size.
- Release the mouse button. The box will be resized.

### To Delete:

- Mouse over the text box until the cursor becomes a cross of arrows.
- Hit Delete on the keyboard.

## Insert Clip Art

- Select the **Insert** tab.
- Click the **Clip Art** command in the **Images** group.
- The clip art options appear in the **task pane** to the right of the document.
- Enter keywords in the **Search for:** field that are related to the image you wish to insert.
- Click the drop-down arrow in the **Results should be:** field.
- Deselect any types of media you do not wish to see.
- If you would like to also search for clip art on Office.com, place a checkmark next to **Include Office.com content**. Otherwise, it will just search for clip art on your computer.
- Click **Go**.

### To Insert an Image From a File:

- Select the **Insert** tab.
- Click the **Picture** command in the **Images** group. The Insert Picture dialog box appears.
- Select the desired image file and click **Insert**.
- The picture will appear in your slide.

### To Insert Shapes:

- Select the Insert tab.
- Click on Shapes in the Illustrations group.
- Choose a shape, such as a Star.
- Click anywhere on the page you wish to put the star.
- You can change the shape of the star by resizing it like you did the text box.

- You can also change the appearance of the star:
  - Double click on the star and an **orange drawing tools** box will appear on the top right.
  - Click on it and pick a **Shape Style**
  - Change the **Shape Fill** color
  - Change the **Shape Effect**

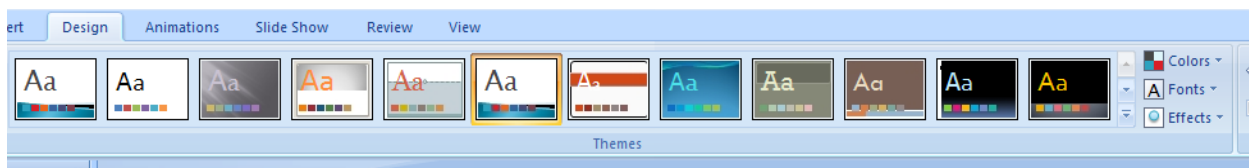
## Design Themes

PowerPoint 2010 provides a wide variety of **design themes** that make it easy to change the overall look of your presentation. A theme is a set of design elements that provides a specific, unified appearance for all of your Office documents by using particular combinations of colors, fonts, and effects.

- Click the **Design** tab in the **Themes** group
- Click the document theme that you want to apply

To preview how the current slide looks with a particular theme applied, rest your pointer on the thumbnail of that theme.

To see thumbnails of additional themes, click the arrows next to the row of thumbnails.



## Transition effects

You can go from slide to slide with style by applying a transition effect:

- Click the **Slide Sorter View** button
- Click the Slide you wish to apply a transition effect
- Click the **Transitions** tab on the **Ribbon**
- You can scroll through available transition effects
- You can click the **More** button to view all the transition effects
- You can move the mouse pointer over the transition to learn more about the effect
- Click a transition
- PowerPoint displays a preview of the transition effect
- PowerPoint adds an transition icon below the slide

### To remove a transition effect:

- Select the slide containing the transition you want to remove in **Slide Sorter** view
- Click the **Transition** tab
- Click the **None** option in the **Transitions list** box

## Animation effects

You can assign an animation to any object on a slide, including text boxes, shapes, and pictures.

- In normal view, click the slide element you want to edit
- Click the **Animation** tab on the **Ribbon**
- Click **Add Animation**
- Click an animation effect
- PowerPoint assigns the effect and previews the effect on the slide. You can click the **Preview** button to preview the effect again.

To remove an animation effect:

- Select the slide element containing the effect that you want to remove
- Click the **Animation** tab
- Click **Animation Pane**
- Click on the animation you want to remove to select it.
- Click on the drop down arrow on the right and choose **remove**.

## Templates

We've been working with a blank presentation. By default, PowerPoint 2010 applies the **Blank Presentation** template. Blank Presentation is a good template to use when you first start working with PowerPoint because it is straightforward and can be adapted to many presentation types. However, you also have the option of using Templates, preformatted presentations that vary from a shell outline to fully animated and content included slides.

To create a new presentation that is based on a **Template**:

- Click the **File Tab**
- Click **New**
- Notice the variety to choose from.
- Click on **PowerPoint presentations and slides**.
- Choose **Design Slides with Content**
- Scroll through and pick a presentation to show the class.

## Practice!

Try these 2 projects to practice what you learned today.

### Project 1 – Using a Template

1. File >> New
2. Choose a template, it can be any you like!
  - a. Suggestions:
    - i. Choose a **Theme** and go from there.
    - ii. Click on PowerPoint Presentations and Slides >> Choose a Design Slide or Business Presentation.
    - iii. Try making a calendar or card for something fun
3. Fill out the first 3 slides of the presentation.

4. Add 3 or more pictures from clipart and/or Internet
5. Add 2 animations to objects on your slides
6. Add or change the transitions on your 3 slides.

## Project 2 – **Photo album/Scrapbook**

1. File >> New >> Blank presentation >> Create
2. Choose a theme for your slide.
3. Add two slides.
4. Click the **Insert** Tab. Click the **Photo Album** command in the **Images** group and select **New Photo Album**. The Photo Album dialog box appears. Locate and click on the **File/Disk Button**. Choose the **My Documents** folder, and then double click on **My Pictures**. Double click on **Sample Pictures**. Select all Pictures in the folder and click **Insert**. Choose a **Picture Layout**. When ready, click **Create**.
5. Add at least 2 animations to 2 pictures.
6. Add at least 3 slide transitions