



Software Application Tutorial



Microsoft PowerPoint 2010



Copyright 2010, Software Application Training Unit, West Chester University. No Portion of this document may be reproduced without the written permission of the authors.

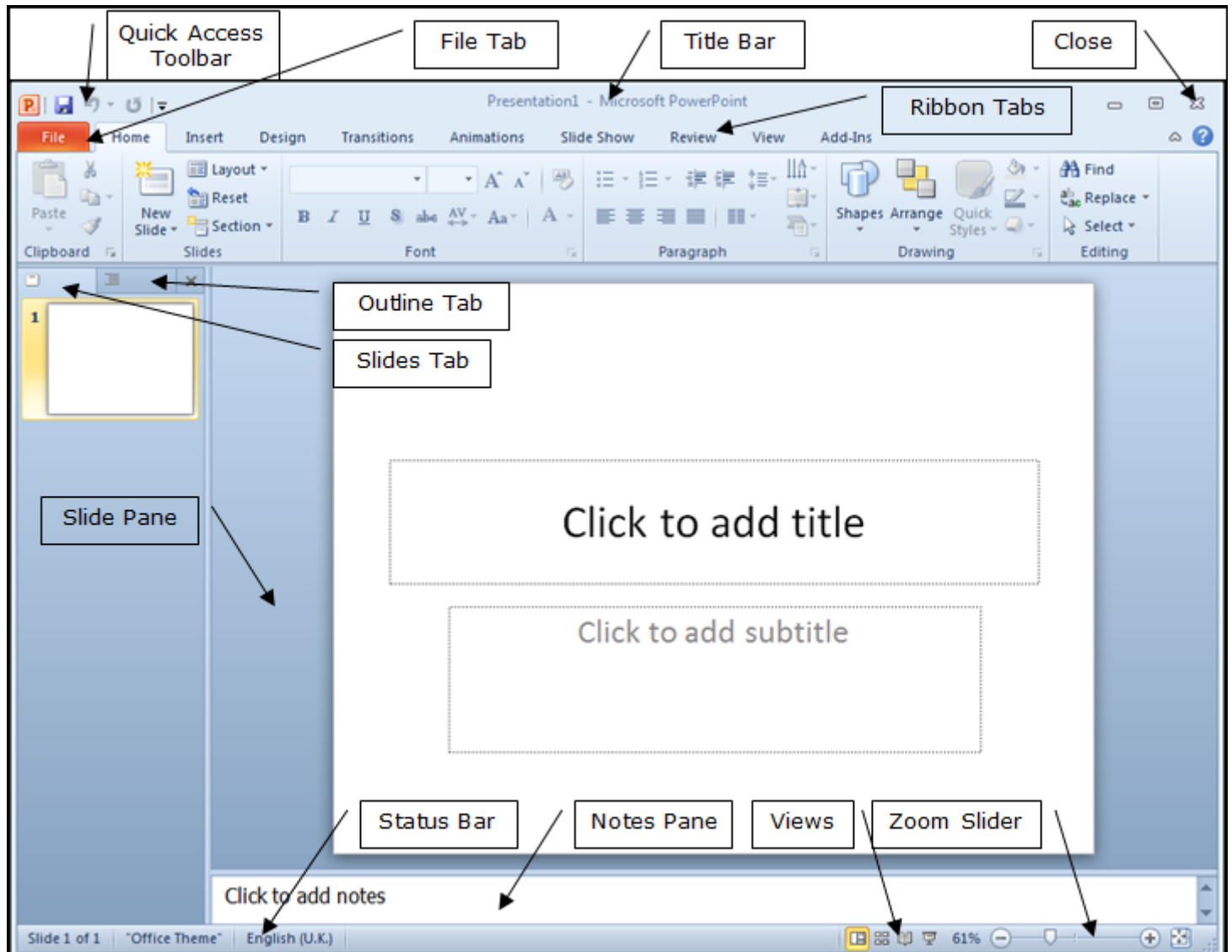
For Assistance Call x3350

A Member of the Pennsylvania State System of Higher Education

PowerPoint 2010 Introduction

Home Screen

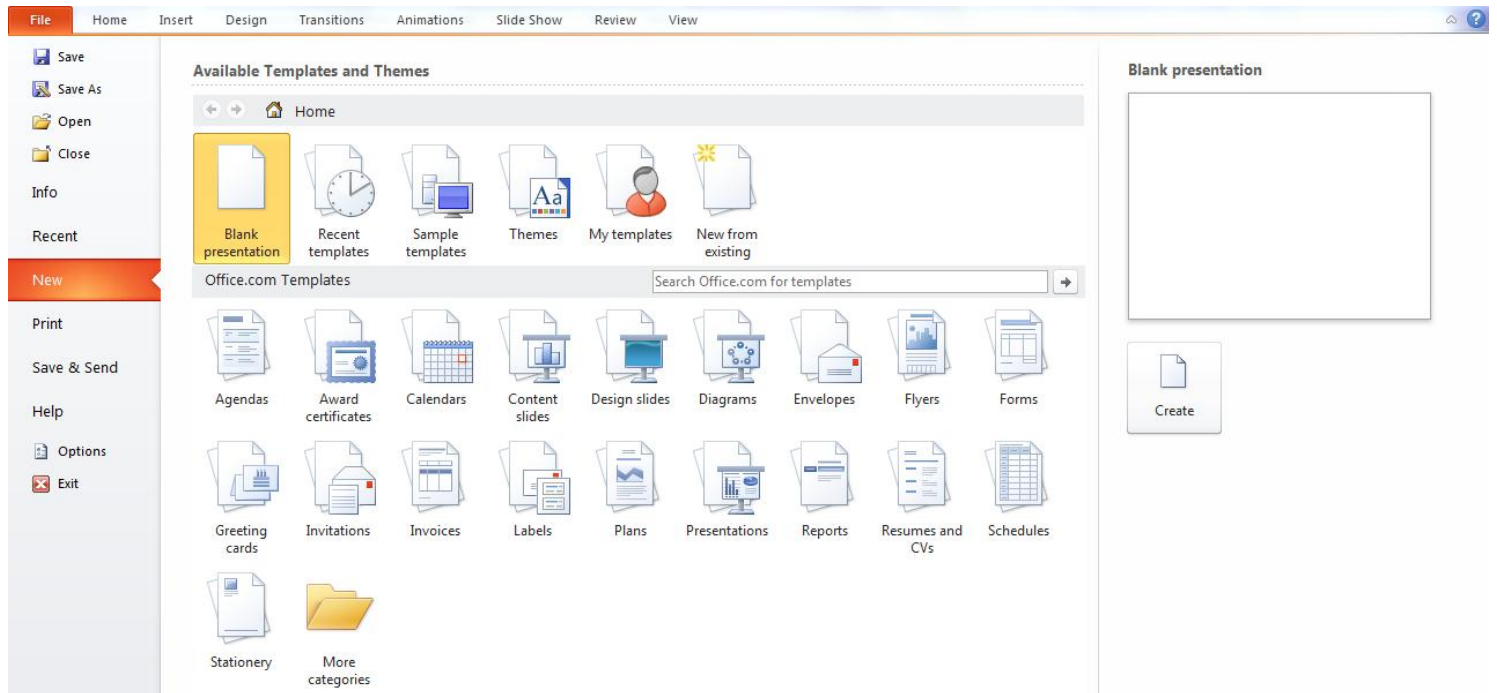
The Microsoft PowerPoint 2010 interface is an updated version of PowerPoint 2007 with a few changes. Rather than the “Open” button, there is now a **File** tab located in at the upper left section of the Ribbon. The **File** tab is used to create a new slideshow, open an existing file, print, and save your presentations. The **Quick Access Toolbar** is still located at the top of the screen for easy editing (undo/redo) and saving.



Creating/Opening a Presentation and Adding Slides

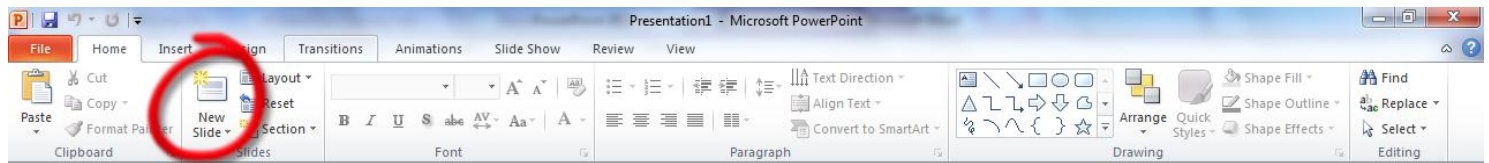
Open PowerPoint 2010

Opening PowerPoint 2010 will create a blank presentation. The first slide is the title slide. Click in the textbox to add a title and/or subtitle if you wish. Click on the **File** tab and select **New** to create a new blank presentation, or select **Open** to open an existing one.



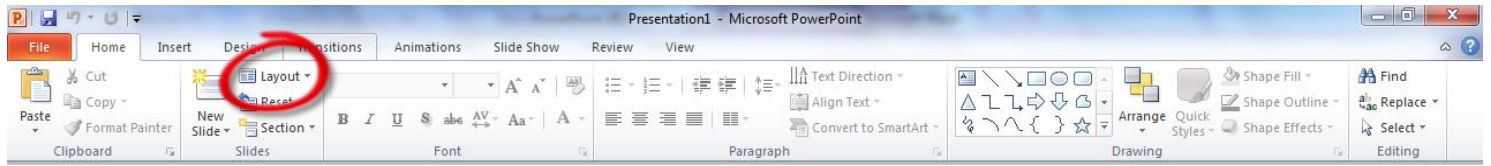
Add slides

The **New Slide** button can be found on the Ribbon (the **Home** tab) which allows you to quickly add slides to your presentation, while clicking on the text label/downward-pointing arrow allows you to select a particular slide layout.

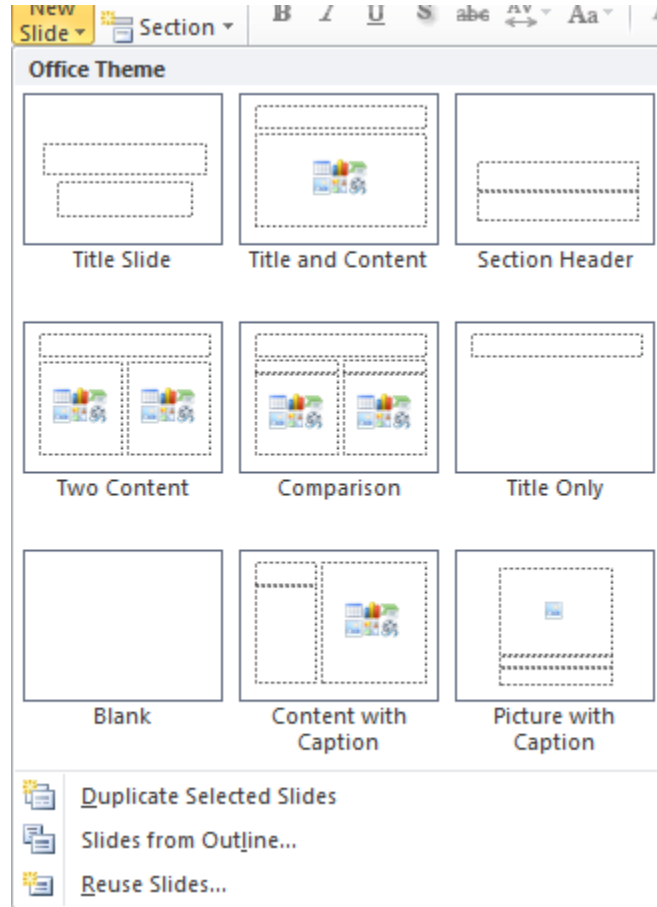


Slide Layouts

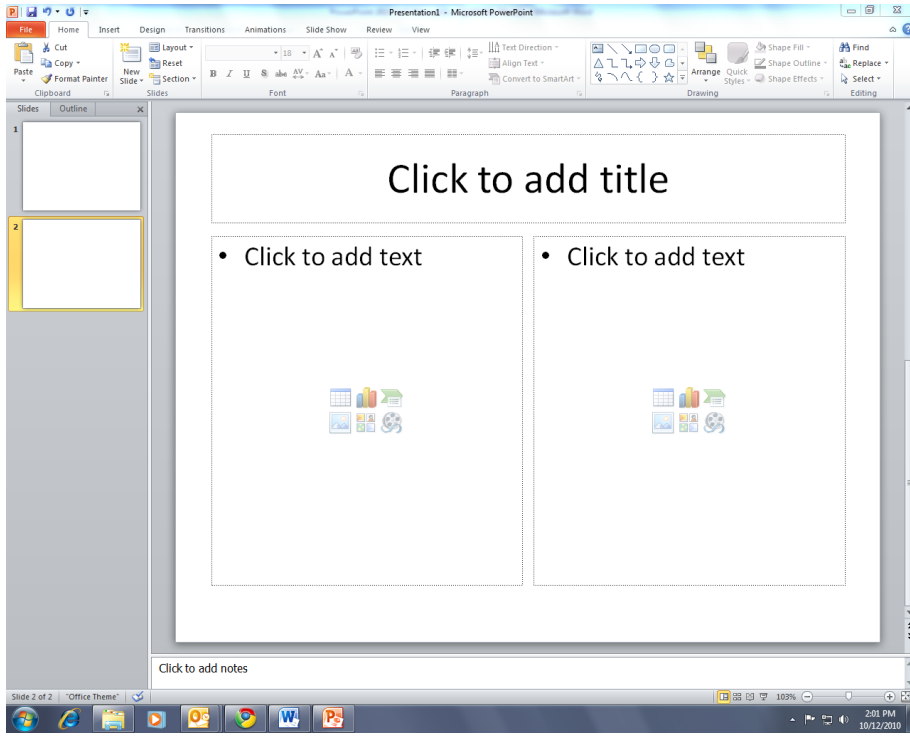
Slide **layouts** define containers, positioning, and formatting for all of the content that appears on a slide. Placeholders are the containers in layouts that hold such content as text (including body text, bulleted lists, and titles), tables, charts, SmartArt graphics, movies, sounds, pictures, and clip art.



When you click layout, this gallery will appear:

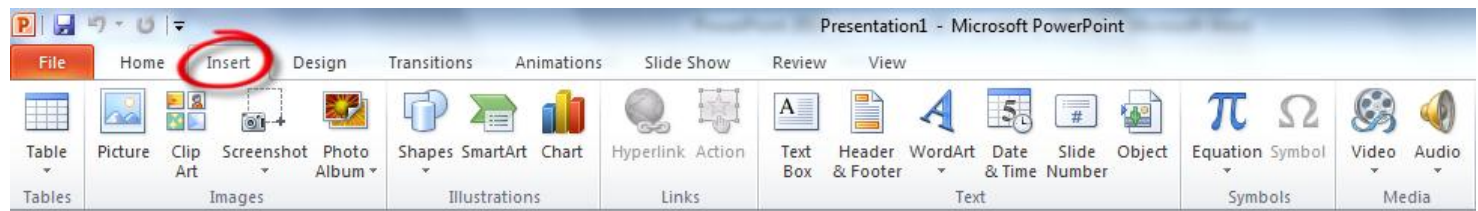


Select which layout you wish to use, and that slide will then appear in your slide pane (Two Content Slide selected):



The Insert Tab

If you wish to insert a picture, clip art, Smart Art, or other media, click on the **Insert** tab to get started.



From here, you can:

- add a table to your presentation
- add a picture from your computer or another file by clicking the Picture button
- add clip art to your presentation
- add Smart Art to your presentation
- add a Header or Footer to your presentation.

Text Boxes

Go to the **Insert** tab and select **Text Box**. The cursor should change to a sword. Click and drag to make a text box of whatever size you want.

If your box appears too small or not the shape you wanted:

1. Right click on the text box and select **Format Shape**, and then select **Text Box**.
2. Put a check next to **Wrap text in shape**.
3. Choose other options, such as **Resize Shape to fit text**, **Text Layout**, and **Internal Margins**.

Notice that many other options exist under the Format dialog; feel free to experiment and see what happens. The options here allow you to affect many different aspects of the shape.

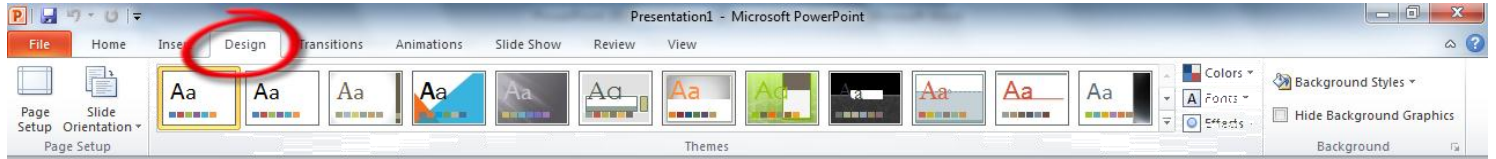
- Tip: To delete a Text Box or Clip Art object, click on the object once to select it. Then press the **Delete** key. For text boxes, make sure you click on the border before you press the Delete key. Otherwise, you may just end up deleting text within the Text Box.

Images and Clip Art

- Option #1 - For slides **WITHOUT** a placeholder for graphics: On the Insert tab, either select Picture and find your picture, or Clip Art and select from the Clip Art gallery.
- Option #2 - For slides **WITH** a placeholder for graphics: Click on the appropriate image placeholder and then select your desired graphic. Use the **Insert** menu if you have trouble.

The Design Tab and Applying Themes

Design Tab



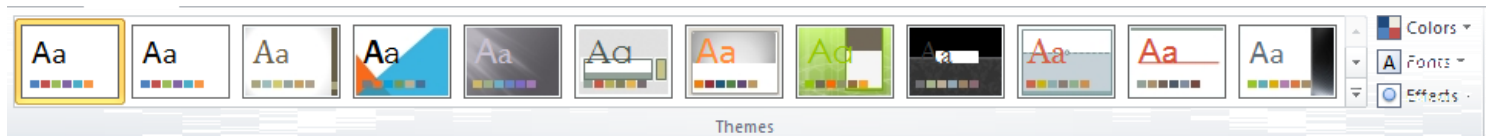
The **Design** tab allows you to change individual elements, rather than applying a general design to the whole presentation.

In the **Design** tab, there are a series of choices that allow you to change the look of your slide:

- **Background Styles:** Allows you to select the background and style of background. You can also use the checkbox immediately below **Background Styles (Hide background graphics)** to take away the background graphics. This can be useful when displaying charts or images.
- **Fonts:** Changes the font; use the text formatting options in the **Home** tab for more specific formatting options, like bold, italics, etc.
- **Colors:** Pre-formats the color of different elements of the slide. You can make your own by choosing **Create New Theme Colors...** at the bottom of the dropdown box.

Themes

Themes make a number of formatting choices for you, from font size and type to background color, however it is still possible to change these after selecting a theme. To apply a theme, go to the **Design** tab and choose from the themes that appear in the **Theme** section. Click the dropdown arrow on the **Themes** group for more suggestions.



The Transition and Animation Tabs

The Transition Tab



This feature allows you to apply various graceful transitions between slides.

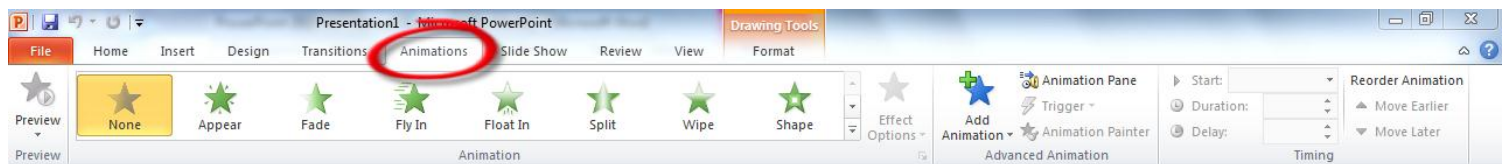
On the **Transitions** tab, there are a number of options that allow you to choose a special effect that will be applied during the transition between the previous slide and the current slide. Additional selections can be found via the dropdown menu at the lower right arrow of the **Transition to this Slide** group.

The Animation Tab

You can add animations to your presentation by going to the **Animations** tab, selecting the element(s) on your slide that you'd like to animate, and then choosing an effect either from the dropdown menu in the Ribbon or clicking on **Custom Animation**. If you choose **Custom Animation**, you simply pull down the "Add Effect" menu to choose the effect you'd like to add to that element. It will appear in your list of animated elements in the bottom half of the panel. You can now use the "Start:" pull-down to select whether you'd like the element's animation to start simultaneously with the previous animated element, or not until you click (or, if you like, after a timed delay). You can also set any options that apply to the effect you've chosen, such as the direction or speed of the effect.

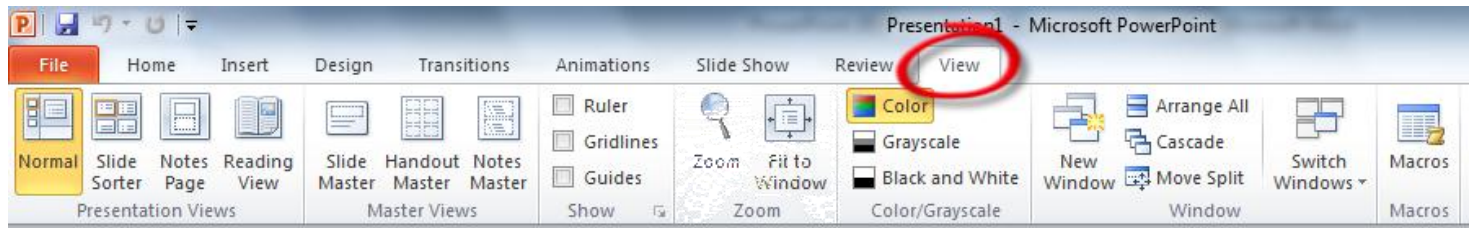
Repeat this procedure for any other element on the slide you'd like to animate.

On the other hand, slide transitions are the animation-like effects that occur in Slide Show view when you move from one slide to the next during an on-screen presentation. You can control the speed of each slide transition effect, and you can also add sound.



Viewing Slides

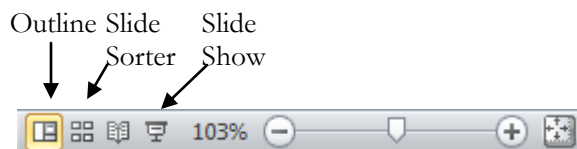
The **View** tab allows you to view your presentation in a variety of ways.



You will have the following "viewing" options:

- **Normal**
The default view.
- **Slide Sorter**
Displays the slides of your presentation in the order they appear in a "thumbnail" type format. It is an ideal view for deleting and/or rearranging slides. To move a slide, click and drag it to its new position.
- **Notes Page**
Displays the speaker notes created to go with each slide. They are not part of the presentation that the audience will see unless you choose them to be. Notes can be printed with the slides. The text of the notes is regular text that can be formatted however you choose.
- **Slide Show**
Shows the actual slide show. Right-clicking anywhere on the screen or clicking on the button next to the pen in the bottom left of the screen allows you to see the Slide Show menu. The pen allows you to draw on the slide (when a whiteboard or chalkboard is unavailable), while the menu gives you access to other features. Clicking on the slide itself will activate the slide show, and additional clicks will allow it to continue. You can also use the arrow keys or the navigation in the lower left corner to move through the slideshow.
 - **Esc Key:** The Escape key will end the Slide Show view and take you back to where you can work on the presentation.

Or, use the view buttons located on the lower right corner of the status bar:

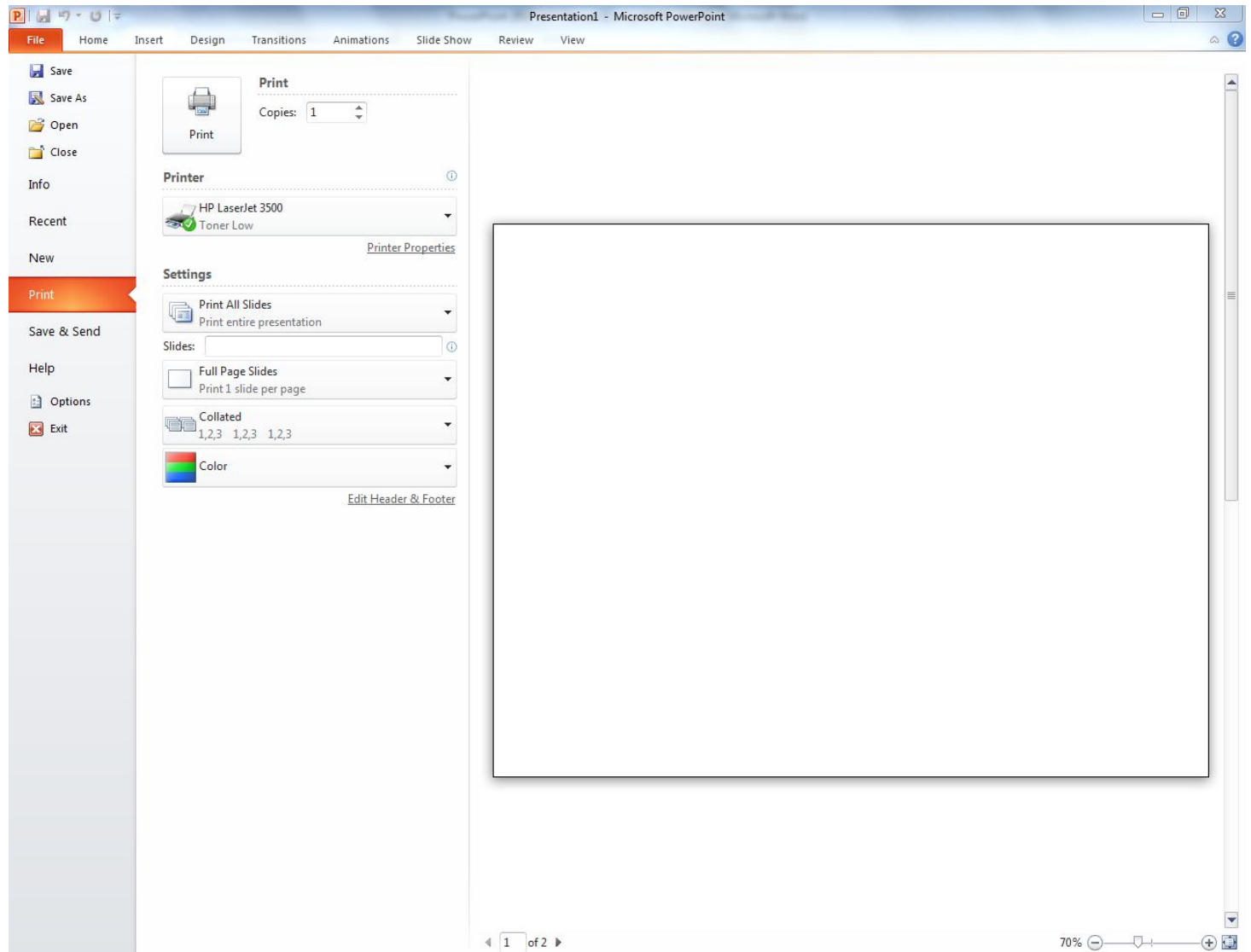


- **Outline (accessible through the left side of the screen, not the View tab)**
Provides the text of the slide show in an outline-type format. By clicking on one of the slide buttons and pressing enter, you can *insert* a new slide while in this view. The indent button on your toolbar can *promote* text (turn bullets into slide titles) or *demote* text (turn slide titles into bullets).

Printing Your Presentation

There are several different ways to print your presentation.

1. Begin by going to the **File** tab and selecting **Print**.



2. Select the printer and settings. Click the print button.

Details of the "Settings" drop down lists:

- *Print All Slides* = print entire presentation.
- *Full Page Slides* = adjust what view you would like to print, how many slides per page, etc.
- *Collated* = adjust what order you want your slides to print out.
- *Color* = adjust whether you want your slides to print in full color or black and white.

Saving Your Presentation

Under the **File** menu, choose **Save as**. A window will pop up. Select where you wish to save the file, name your presentation, and click save.

Saving Your Presentation on the Web

Under the **File** menu, choose **Save as**, and then choose **Web Page** as the file type. In the save dialog box, **DON'T CLICK Save**, click on **Publish**. Under Browser support choose either **IE 3.0+ and Netscape Navigator 3.0+** or **all browsers listed above**. Otherwise, your presentation will only display properly in IE. Choose where you want to save the presentation files and click on **Publish**.

When you save your presentation as a webpage, a large number of files are created. All of these files must travel together to the web server.