PowerPoint 2010
Basics

PowerPoint is currently the software most commonly used for making visual aids for presentations. It has been redesigned for the 2010 release with a much more user-friendly and intuitive layout than earlier versions of the application.
When you open PowerPoint 20010, you will notice that it looks quite different from earlier versions. The same tools are all there, but they are arranged very differently and new features have been added. If you are already familiar with PowerPoint 2007, it may take you a while to adjust to this new arrangement of functions.

**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. The groups are logical collections of features designed to perform functions that you will utilize in developing or editing your PowerPoint slides.

- **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

**Start a New Presentation**

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

1. Click on the Microsoft **File** Button.
2. Click **New** on the menu that opens.
3. Choose an option in the **New Presentation** window.
4. Click on the **Create** button on the lower right hand side of the screen.
Inserting Text

- Click inside the pre-inserted text box.
- Type in the desired text.
**Slide Backgrounds**

*Design Tabs >> Background >> Background Styles*

- Click on the **Format Background** button at the bottom.
- Format Background window appears.
- You can set the color, solid or gradient, transparency or choose picture/texture fill.
- Click on **Close** button to apply changes only to the current slide.
- Click on **Apply to All** to apply changes to all the slide.

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**Adding 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.
Inserting Images
Images can be inserted into PowerPoint in many different ways. They can be inserted from the Clip Art gallery, from a storage device such as a USB, or by using the Copy and Paste method.

- 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.

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
Inserting a Hyperlink
Hyperlinks can be added to any slide. Hyperlinks can be added to your presentation to link to existing web pages, programs, files, or videos.

- Highlight the text in the slide that you would like to make into a Hyperlink.
- Click the Hyperlink button on the Insert tab
- Choose the file or web page to make a hyperlink in your presentation.
Spell Check
To check the spelling in a presentation:

1. Click the Review tab
2. Click the Spelling button

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
- Select the Graphic that best fits your need. Click on OK