

PowerPoint 2010

Basics

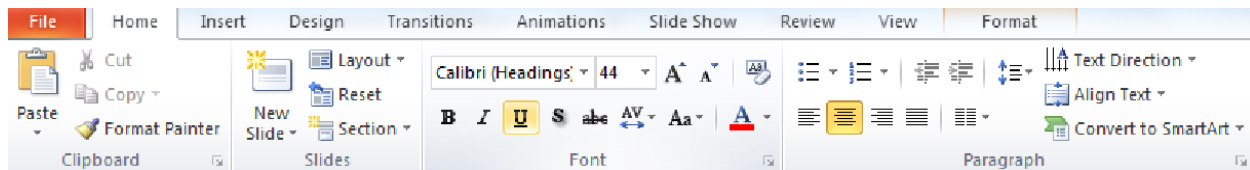


PowerPoint is currently the software most commonly used for making visual aids for presentations. It has been redesigned for the 2010 release with a much more user-friendly and intuitive layout than earlier versions of the application.

When you open PowerPoint 2010, 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

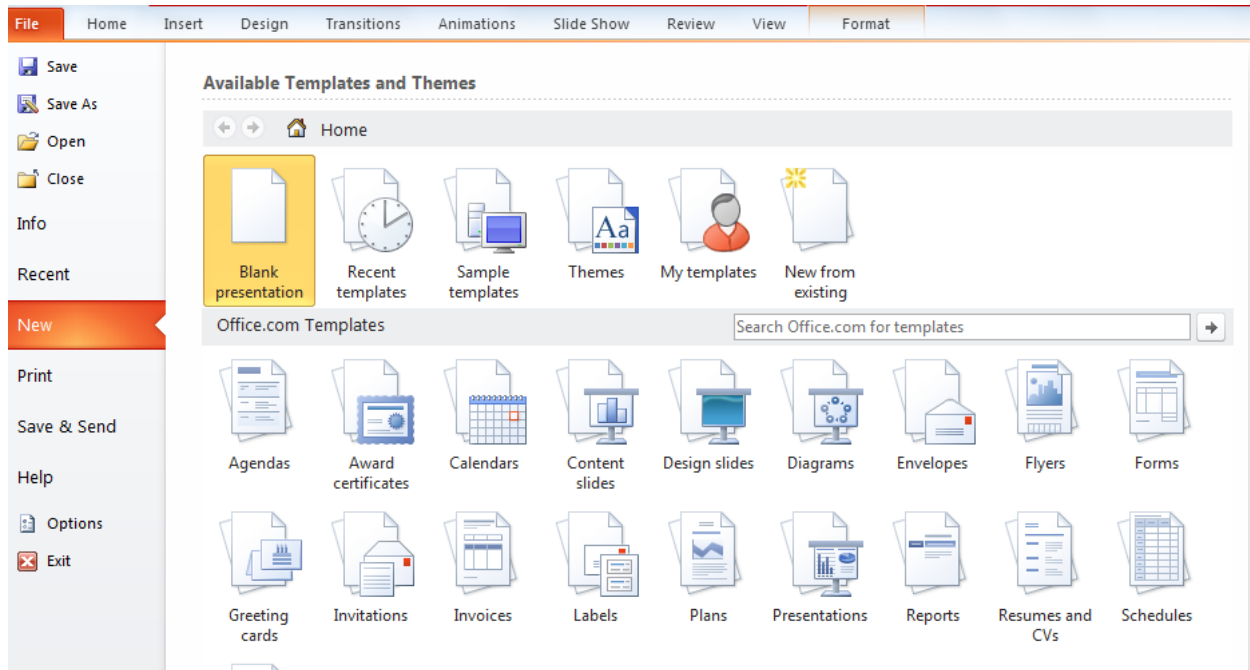
Review: Proofing, Comments, Protect

View: Presentation Views, Show/Hide, Zoom, Window, Macros

Start a New Presentation

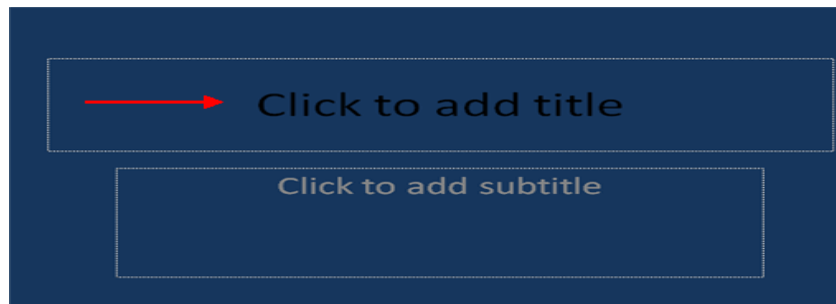
You can start a new presentation from a blank slide, a template, or an existing presentation. To create a new presentation from a blank slide:

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.



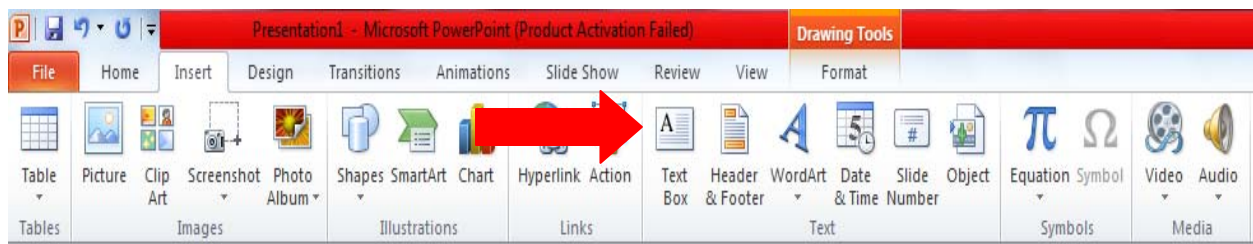
Slide Backgrounds

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

Adding a Text Box

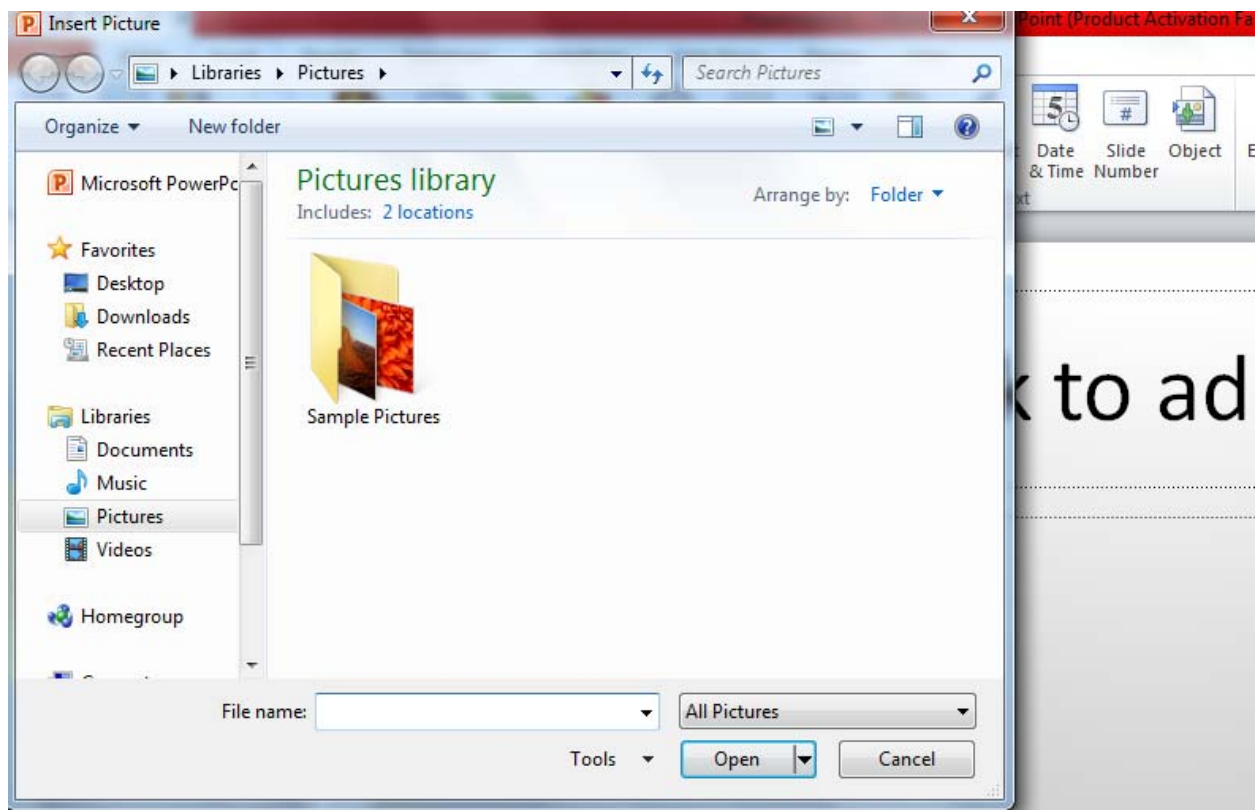
- Select the **slide** where you want to place the text box
- On the **Insert** tab, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- Type in the text



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

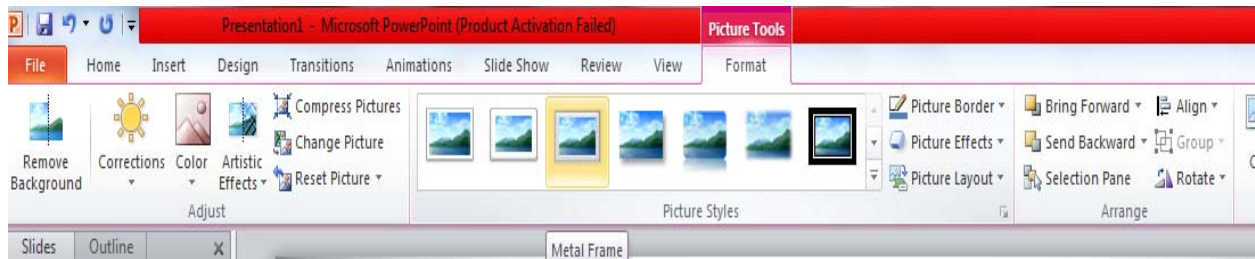
When you add a graphic to the presentation, an additional Tab appears on the Ribbon. The **Format** Tab allows you to format the pictures and graphics. This tab has four groups:

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

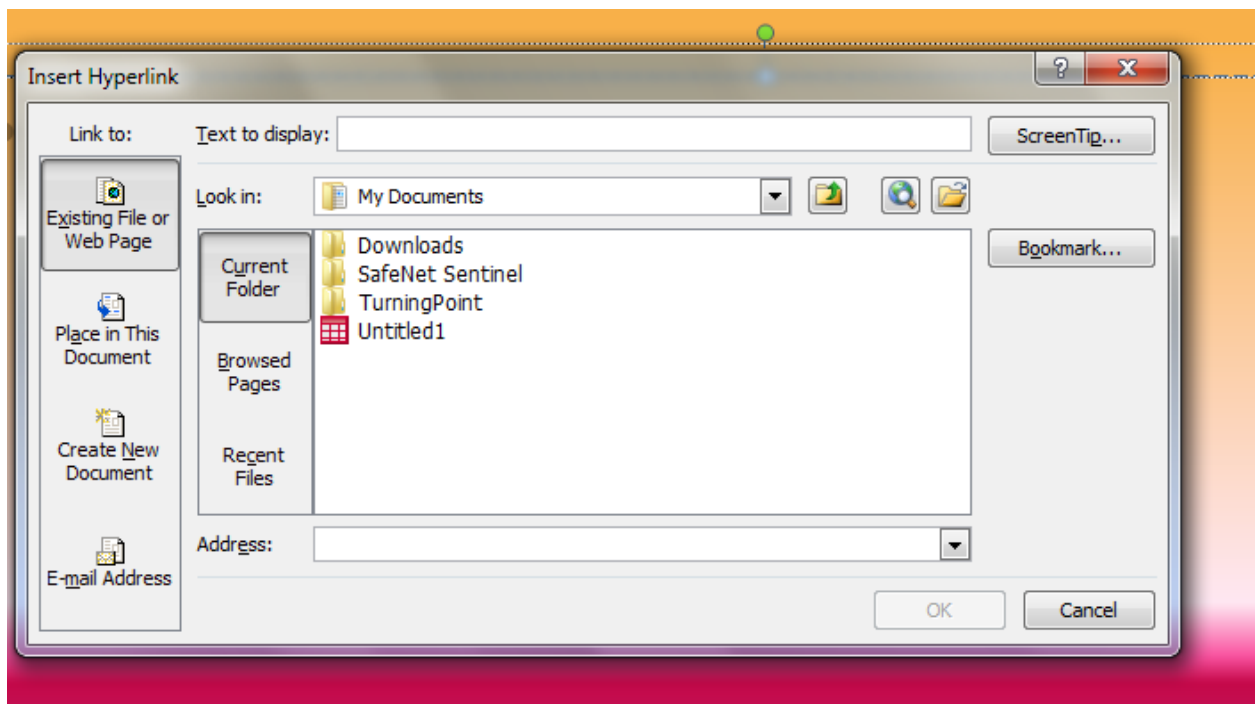
Size: Cropping and size of graphic



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.

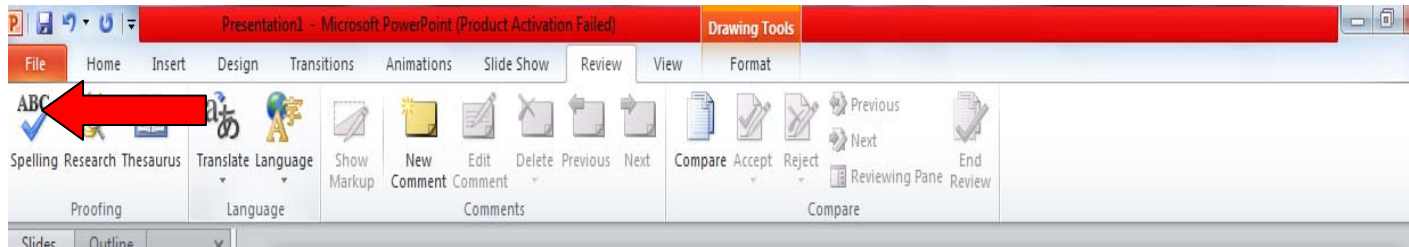
- Highlight the text in the slide that you would like to make into a **Hyperlink**.
- Click the **Hyperlink** button on the Insert tab
- Choose the file or web page to make a hyperlink in your presentation.



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**