Microsoft PowerPoint 2010: Let's Get Started

PowerPoint is a powerful and versatile program for creating presentations. This document will show you how to complete some of the basic tasks involved in creating presentations, including starting a new presentation, inserting new slides and preparing to print.

- Opening PowerPoint & Starting a New Presentation
- Saving a Presentation
- Opening a Presentation & Inserting New Slides
- Preparing to Print

Opening PowerPoint

When PowerPoint is opened, a blank Title slide appears by default as the first slide in your new presentation. You can start a new presentation by following the steps below.
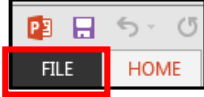
From the **File** tab click on **New, Blank presentation.**
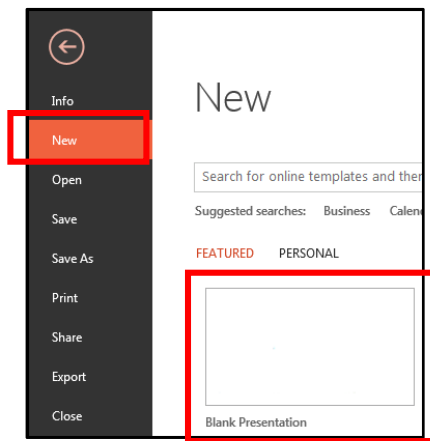
PowerPoint opens. A blank Title slide appears as the first slide in your presentation.
To add slides, on the **Home** tab, in the **Slides** grouping, select **New Slide** and click to add the desired layout slides. By default, the new slide's layout and theme will be the same as the preceding slide. To change the slide layout, in the Slides tab, right click the new slide, select **Layout,** the desired theme. The selected layout is applied to the slide.
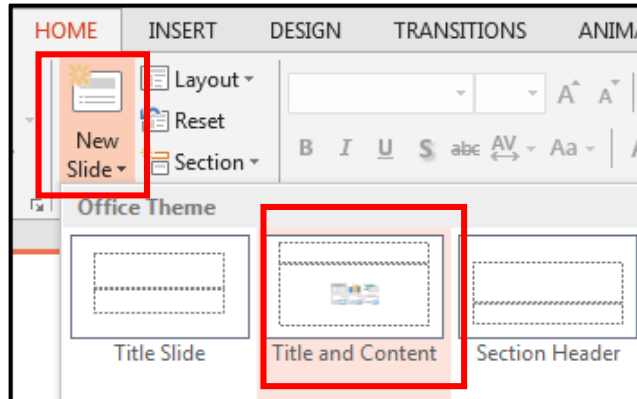
To choose a design theme, from the **Design** command tab, in the **Themes** group, select the desired theme.

Saving a Presentation

PowerPoint presentations are saved just as any other Office document.

Saving: First Time

From the **File** tab, select **Save As.** The Save As dialog box appears.
Using the Save in pull-down list, navigate to the desired save location
Type a file name and click **Save.** Your presentation is saved.

Saving: Subsequent Times

From the **File** tab, select **Save** or from the Quick Access toolbar, click **Save** or Press
Ctrl + **S.** Your presentation is saved.

Opening a Presentation: File Menu Option

From the **File** tab, select **Open** or Press **Ctrl** + **O**, The Open dialog box appears.
Using the Look in pull-down list, navigate to and select the desired presentation
Click **Open.** Your presentation is opened.

PowerPoint Terminology
PowerPoint is a program that allows you to present ideas with text, graphics, sounds, video, and animation.

Animations
Animation is a visual or sound effect accompanying text or graphics. For example, you can have an Excel pie chart appear one slice at a time, allowing you to discuss one slice before the next appears. This feature is available with printed presentations but is most effective with electronic presentations.

Clip Art
Clip Art is the collection of pictures available in the PowerPoint Clip Art gallery.

Master
A Master contains formatting and design elements common to every slide in your presentation. There are three types of master slides: the Slide Master, Handout Master, and Notes Master.

Objects
An Object can be an item that you create or a graphic that you import from another source (such as a scanned image). Some examples include text boxes, Clip Art, WordArt, SmartArt, and shapes.

Presentation
The Presentation is the file containing the collection of slides. A PowerPoint file has a **.pptx** extension.

Slide Show
A Slide Show is the presentation of your PowerPoint slides. A slide show can be viewed online, on a computer (e.g., set to loop continuously in a display booth), or projected to a screen (e.g., live conference presentation).

Template
A Template contains slide default settings. These characteristics include colors, fonts, bullet types, and special elements such as graphics.

Transitions
A Transition is the effect that takes place when you advance from one slide to the next. This feature is available only with Slide Shows.
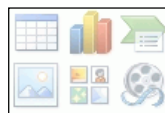
Working with Text

You have many text options to help you increase the visual appeal of your presentation. You can add text anywhere on your slide as well as change its size, style, color, and more.

Adding Text

Any text that appears in a slide must be typed in a text box. PowerPoint offers numerous pre-defined slide formats. Each of these slide formats contains text boxes in which you can type titles, text, and add tables, and other objects.
1. Click the text box
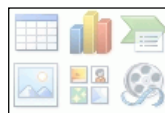
If the text box possesses media buttons , be sure you do not click them. The default text disappears and an insertion point appears in the text box.
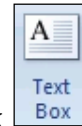
Click to add title

2. Type your text and when finished, click outside of the text box

Using Text Boxes

Text boxes appear in many different forms. They appear in new slides and new slide formats. You may also create your own text box and customize its dimensions as you like.

Creating a Text Box

1. From the **Insert** tab, in the **Text** grouping, click **Text Box**
   Your cursor changes to an insertion point.
2. In the slide, click and drag your cursor to create the dimensions of your text box
3. Release the mouse button. The text box appears and an insertion point appears in it.
4. Type your text and when finished, click outside the text box in a blank area.

Deleting a Text Box

Deleting a text box will also delete all its contents.
1. Select the border of a text box. The border is highlighted.
2. Press **Delete** key. The text box is deleted.

Formatting Text

PowerPoint offers many options for formatting your text. You can change its size, style, color, and other options easily.
1. Select the text you want to change
2. From the **Home** tab, use the options in the **Font** grouping to format your text.

Using WordArt

WordArt is a feature that offers additional formatting options, like shadows, textures, rotated text, 3-D effects and much more.

Working with Images

Adding visual components to your slides can enhance your presentation. Clip art images, Internet images, or scanned images can be added to your PowerPoint slides. You can also add visual components by using PowerPoint's drawing tools. You can add images in a couple of different ways:

Adding Images: Clip Art

The Microsoft Clip Organizer contains numerous images in several different categories. It is easy to enhance your slides with appropriate clip art from the organizer.

Adding Images: Other Electronic Images

You can also add electronic images from other sources (scanned images, images downloaded from the Internet).

1. From the **Insert** tab, in the **Images** grouping, click **Picture** The Insert Picture dialog box appears.
2. Using the Look in pull-down list, locate and select the image to be added
3. Click **Insert.** The image appears in your slide.

Formatting Images

Once you have inserted an image into your slide, you can easily adjust positioning, resize, or add borders as needed. PowerPoint also includes a variety of design options for enhancing the effect of your image.
1. Select the image you would like to change. The Format tab appears.
2. From the Format tab, using the buttons, select the desired option(s)

Format Tab Options

When you insert an image into your PowerPoint slide, the Format tab appears. The Format tab provides basic image editing features (such as cropping and brightness control) as well as design features (e.g., 3D rendering, shadows, and reflections). The Picture Styles group contains a gallery which provides an array of different preset styles for use with images. For many of these options, resting the mouse over a selection will offer you a preview of the change.

Button		Action
Brightness		Allows you to brighten or darken your image
Contrast		Allows you to increase or decrease the contrast of your image
Recolor		Allows you to alter the coloration of your image
Compress Pictures		Compresses pictures in the presentation, decreasing the size of the file
Change Picture		Switches the currently selected picture for another of your choice
Reset Picture		Resets the currently selected picture to its default formatting
Picture Shape		Allows you to crop your image into pre-designed shapes, or make your own shape
Picture Border		Allows you to create and add a border to your image (includes colors, border weight)
Picture Effects		Provides a variety of special effects for your image (reflections, shadows, 3D rendering)
Bring to Front		Sets the currently selected image as the top layer of your slide
Send to Back		Sets the currently selected image as the bottom layer of your slide
Selection Pane		Opens the Picture Selection pane, which organizes all images and image groups on your slide for easy modification
Align		Provides a variety of ways to align your image with other objects/images on the slide
Rotate		Allows you to rotate your image
Group		Allows you to group two or more images together so they behave as one object on your slide

Making Your Presentation

PowerPoint has many features that will help you give a smooth and professional presentation.
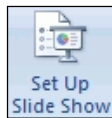
Rehearsing Presentations

Rehearsing is just as important as the work you put into creating your presentation. It is especially important if you have applied builds, transitions and/or other elements, and are working in the automatic advance mode because you will need to keep control of the timing of all these elements to prevent mistakes.
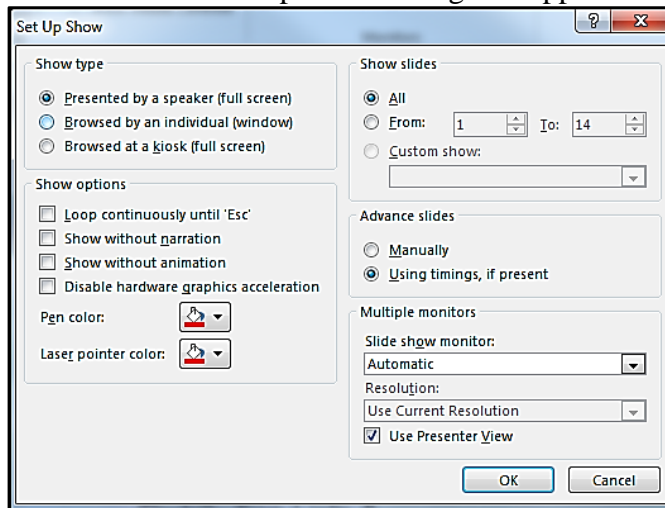PowerPoint has a rehearsing feature that can time you while you practice your presentation. Each slide displays the number of seconds that elapses while that specific slide is displayed during the presentation.

Setting Up the Slide Show

1. From the **Slide Show** tab, in the **Set Up** grouping, click **Set Up Slide Show**

 The Set Up Show dialog box appears.

2. Under Show type, select **Presented by a speaker (full screen)**
3. To rehearse using all of the slides in your presentation, in the Show slides section, select **All**
    To rehearse using only a range of slides, in the Show slides section, select **From** and specify the range
4. To manually advance the slides, in the Advance slides section, select **Manually**
    To have the slides advance automatically, under Advance slides, select **Use timings, if present.** The **Use timings** option will automatically advance your slides according to the times you have preset.
5. Click **OK**

Rehearsing the Slide Show

When you are rehearsing your slide show, the Rehearse Timings option allows you to rehearse your PowerPoint slide and/or record timings.
1. From the Slide Show tab, in the Set Up group, click **Rehearse Timings**
   The slide show starts and the Rehearsal dialog box appears recording the time.
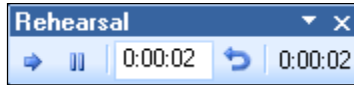
2. Rehearse your presentation. When you want to change slides click the mouse. After clicking to the next slide, PowerPoint automatically records the time spent on that slide. If you know the time you want to spend on each slide, in the Rehearsal dialog box, type the times. When you are finished, an alert box appears asking if you would like to record timing.
3. To discard the recorded timing, click **No.** To save the recorded timing, click **Yes.** In the **Slide Show** tab, in the **Start Slide Show** grouping, preview your slide show **From Beginning** or **From Current Slide.**
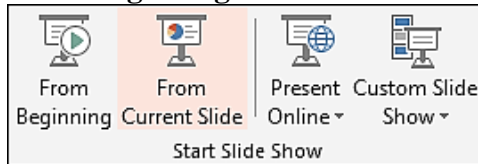
Working with Slide Timing

PowerPoint offers a number of options in regard to the timing of the slides in your presentation. You can assign timing manually, suppress it during a presentation, or remove it.

Assigning Slide Times Manually

1. From the **View** tab, in the **Presentation Views** grouping, click **Slide Sorter**
   or on the lower right side of your screen, click **Slide Sorter**
   Working in Slide Sorter view lets you set the slide timings for all of your slides without changing views.
2. Select the slide to which you want to manually assign a time.
3. From the **Transitions** tab, in the **Timing** grouping, under **Advance Slide**, select the amount of time that the slide should stay on the screen or Use the nudge buttons to select the desired time. In order to have the option to manually advance your slides while the time recording is running, select **On Mouse Click.** The option is selected if a checkmark appears before it. Repeat steps 2-6 for each additional slide or to apply this timing to all slides in the current presentation, click **Apply To All.**

Suppressing Slide Timing During a Presentation

Depending on when and where you are giving your presentation, the timing you have set for your slides may not be appropriate. You can suppress the timing that you have set up without removing the timing.

1. From the Slide Show tab, in the Set Up group, click **Set Up Slide Show** The Set Up Show dialog box appears.
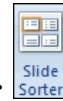2. In the Advance slides section, select **Manually** and click **OK.**

Removing Slide Timing from Individual Slides

If you find that the timing you have set for a slide(s) is not needed, you can remove it.

From the View tab, in the Presentation Views group, click **Slide Sorter**

or on the lower right side of your screen, click **Slide Sorter** Working in Slide Sorter view lets you set the slide timings for all of your slides without changing views.
1. Select the slide from which you want the time removed.
2. From the **Transitions** tab, in the **Transitions to This Slide** grouping, under **Advance Slide**, deselect **After**
3. Repeat steps 2-4 for each additional slide to apply this removal of timing to all slides, click **Apply To All.**

Showing Your Presentation

When you present your slide show, the slides will fill the entire computer screen. To start the show, follow the steps below:
1. Open the presentation and verify that your presentation is set up to present as desired.
2. From the **Slide Show** tab choose from the beginning.

Printing Your Presentation

When printing with PowerPoint, you can choose the format of your printed page. PowerPoint allows you to print slides, outlines, notes, and handouts ranging from one to nine slides per page.

Printing Slides, Outlines, Notes, or Handouts

1. Open your presentation and from the **File** tab, click **Print.**
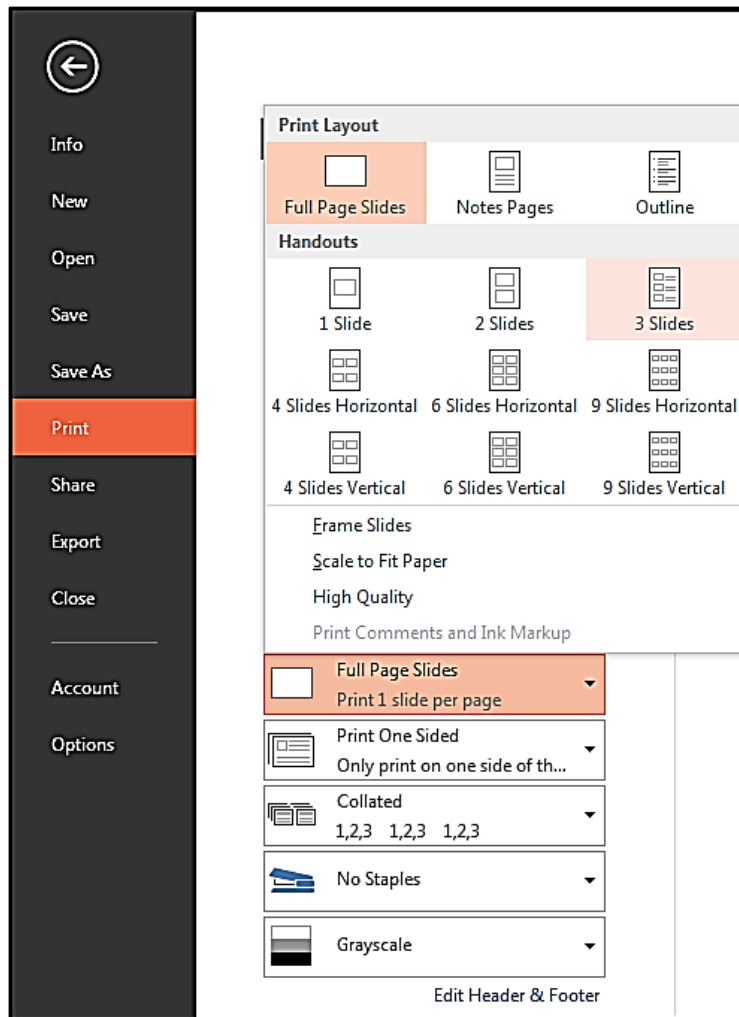
2. To print more than one copy, in the Number of copies text box, click the number of copies

3. Under **Settings,** From the Print what pull-down list, select the presentation format you want to print
   If you are printing handouts, three slides per page is often the best choice; slides are printed large enough to be easily read, and there is space on one side of the page for your audience to take notes.

4. From the Color/grayscale pull-down list, select the presentation color option you want to print

5. To print a specific slide(s),
   a. Select the **Slides** option
   b. In the Slides text box, type the slide number(s)
      To print a range of slides, type the beginning number, a hyphen, and the ending number (to print pages seven through twelve, type **7-12**). To print non-consecutive slides, type the numbers of the slides separated by commas (e.g., to print pages seven and twelve, type **7,12**).

6. Click **OK.** The desired information prints.