

# PowerPoint

## 2010

## Basics

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# Microsoft Office PowerPoint 2010 Basics

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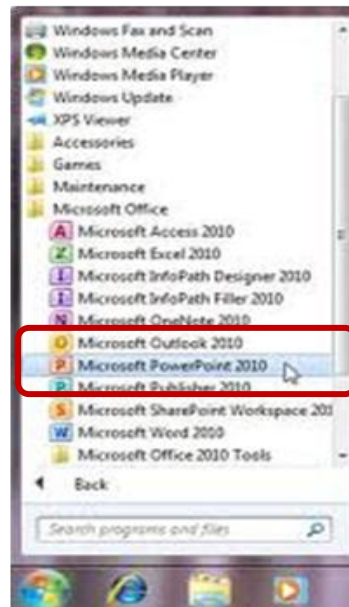
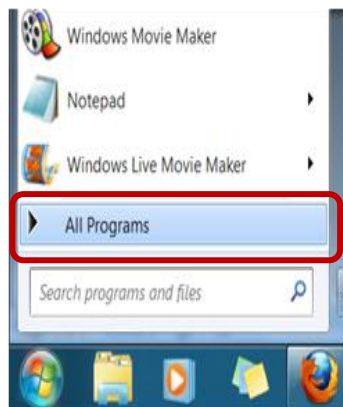
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# Microsoft Office PowerPoint 2010 Basics

## Open Microsoft Office PowerPoint

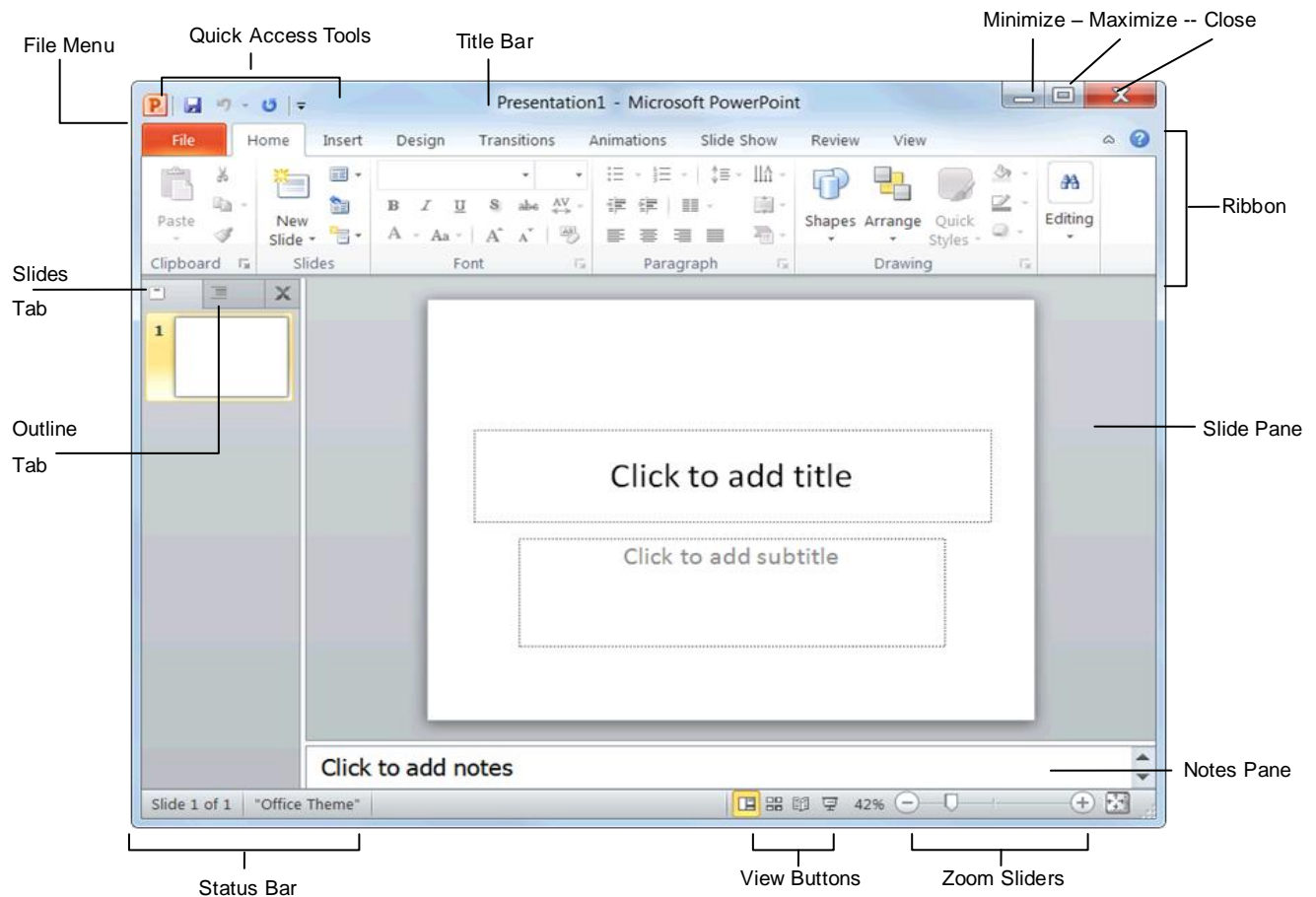
1. Click on Start menu button  at bottom left corner of screen
2. Click on All Programs (in Vista and Windows 7)
  - a. For Windows XP, you only need to point to All Programs and the menu will open at right
3. Scroll down menu to Microsoft Office and click on it





# Microsoft Office PowerPoint 2010 Basics

## PowerPoint Screen Description

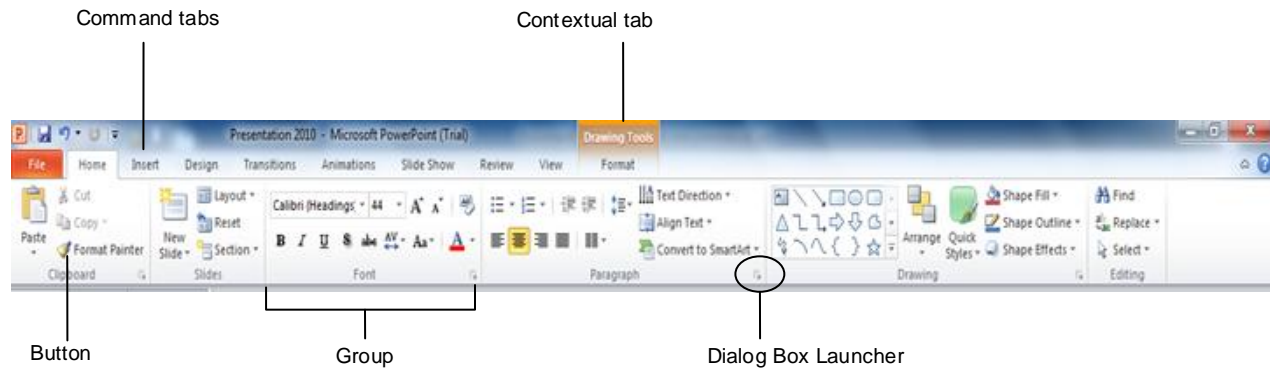



<b>File Menu:</b> Options to Open, Save, Save As, Close, Info, Recent, Print, New, Share, Help and program Options.	<b>Slide pane:</b> Displays the slide you are currently working on.
<b>Quick Access Toolbar:</b> Contains common commands such as Save, Undo, and Print or add more commands by clicking on the menu and choose the tools.	<b>Notes pane:</b> Type notes you want to use during a presentation. These are used when printing the presentation to use as notes when speaking.
<b>Title bar:</b> Displays the name of the program and document you are currently working on.	<b>Zoom slider:</b> Click and drag the slider or use the + and – buttons to enlarge or reduce size of slide.
<b>Minimize button:</b> Removes window from view, but not closing the program.	<b>View buttons:</b> These buttons enable switching between Normal, Slide Sorter, and Slide Show views.
<b>Maximize/Restore button:</b> Enlarge or reduce size of window	<b>Status bar:</b> Displays information about your presentation, such as your current location in the presentation. Right-click the status bar to specify what information is shown.
<b>Close button:</b> Close the current presentation. If only one presentation is open, clicking this button will close the PowerPoint program as well.	<b>Outline tab:</b> Focuses on the content of your presentation rather than its appearance. Use the Outline tab when you want to add large amounts of text to a presentation.
<b>Ribbon:</b> The tabs on the Ribbon replace the menus and toolbars found in previous versions of PowerPoint.	<b>Slides tab:</b> Contains a thumbnail image of every slide in the presentation. Click a thumbnail to jump to that slide.



# Microsoft Office PowerPoint 2010 Basics

## Ribbon Description



<b>Command Tab</b>	<b>Home, Insert, Design, Animation, Slide Show, Review</b> and <b>View</b> command tabs that hold the tools for each type of task.
<b>Group</b>	Each command tab is divided into groups. The group name is at the bottom of the ribbon. <b>Ex. Clipboard, Font, Paragraph, Styles</b> and <b>Editing.</b>
<b>Buttons</b>	The tools on the command tabs used to perform a task by clicking on the tool.
<b>Dialog Box Launcher</b>	Opens dialog boxes with more options to format or change settings. 
<b>Contextual Tab</b>	These tabs become visible when you click on an object or text; <b>Design, Layout</b> or <b>Format.</b>



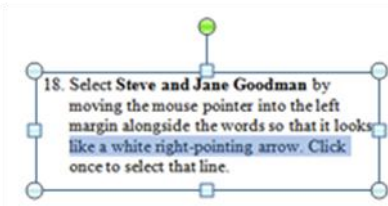
# Microsoft Office PowerPoint 2010 Basics

## Formatting Text and Objects

**To format objects, you must always select the object by clicking on it and showing the resize handles.**

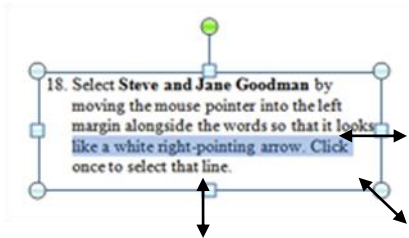
### To format text:

1. Click in the text in the text box or highlight it by clicking on the text and drag across it
2. Choose format options in the Font or Paragraph group
  - a. Multiple changes such as font color, size, underline, borders, and style can be made while text while it is selected



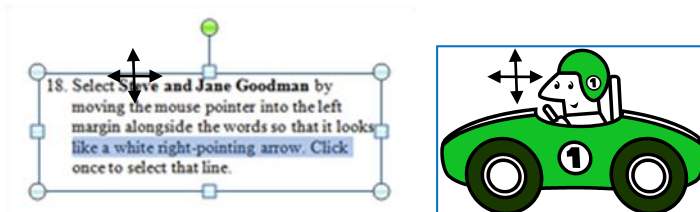
### To resize pictures, clipart, and text boxes

1. Click on the object to select it
2. Resize handles will appear on sides and corners
3. Point to a handle until the two-sided arrow appears, click and drag to resize



### To move objects:

1. Click on the object to select it
2. Place pointer over the object until you see the four-sided arrow, click and drag
  - a. Moving text boxes the four-sided arrow will appear on the border
  - b. Moving other objects the four-sided arrow will appear anywhere on the object





# Microsoft Office PowerPoint 2010 Basics

## To change angle of objects:

To format objects, you must always select the object by clicking on it and showing the resize handles.

1. Click on object
2. Point to the green handle at the top until the pointer changes to a circle with an arrow
3. Click and drag to tilt the object



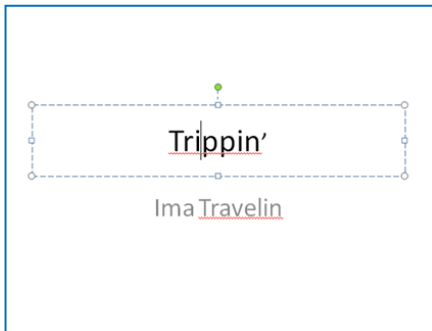




## Creating Slides

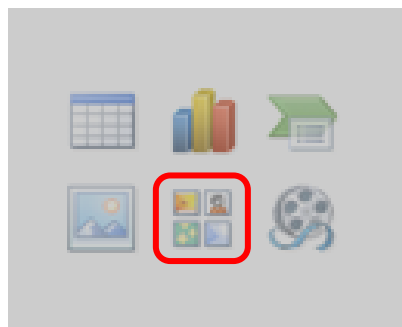
### Slide #1

1. Click in the Title text box and type **Trippin'**
2. Click in the Subtitle text box type **Ima Travelin**



### Slide #2

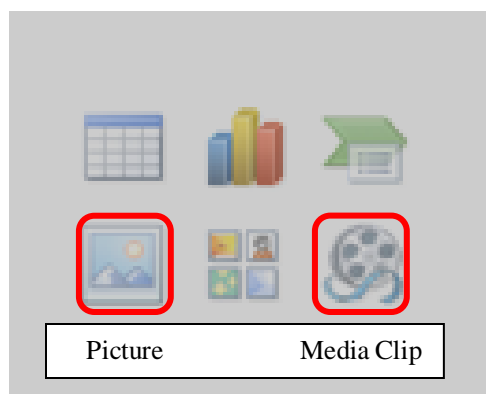
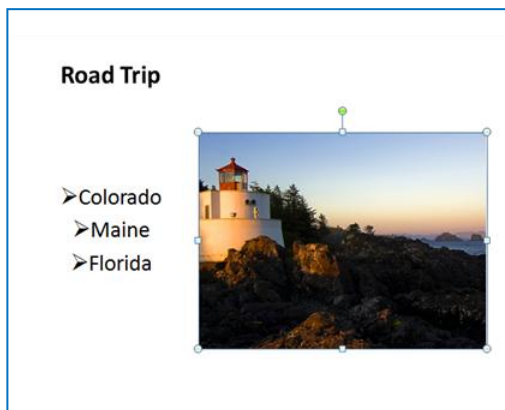
3. On the Home tab, Click on the New Slide menu arrow and choose the **Title and Content slide**
4. Click in the Title text box and type **Wheels are Rollin'**
5. In the Content section click on the **Clipart icon** to open the Clipart pane on the right side of screen
  - a. Clipart icon is the center icon on the bottom row
6. In the **Search for box** type **cars**
7. Click **one** time on the green race car
8. Resize and move the car where you want it





## Slide #3

9. On the Home tab, Click on the New Slide menu arrow and choose the **Content with Caption** slide
10. Click in the Title text box and type **Road Trip**
11. Click in the Text box
12. On the Home tab in the Paragraph group click on the **Bullets menu arrow** and choose a bullet style by clicking on it
13. In the Text box:
  - a. Type **Colorado** and press Enter key
  - b. Type **Maine** and press Enter key
  - c. Type **Florida** and press Enter key
14. In the Content box click on the **Insert Picture from File** icon
  - a. Click on **Pictures** at left in the Folder pane
  - b. Double Click on the **Sample Pictures** folder
  - c. Double Click on a Picture of your choice



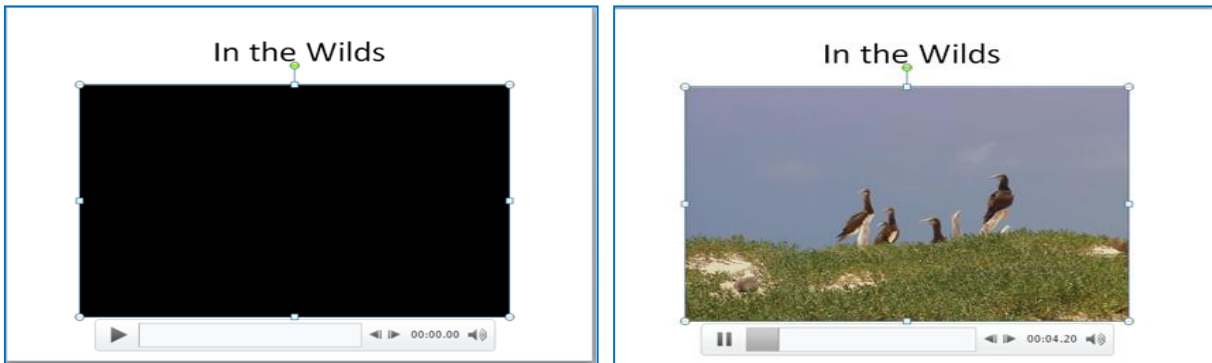
## Slide #4

15. On the Home tab, Click on the New Slide menu arrow and choose the Title Only slide
16. Click in the Title box and type **In the Wilds**
17. On the Insert tab in the Media Clips group click on the Movie menu arrow and choose Movie from File **OR** click on the **Insert Media Clip icon** (pictured above)
18. In the Folder pane click on **Videos folder**
19. Double click the **Sample Videos**
20. Double click the **Wildlife video**
  - a. You may need to resize the video
21. Use the Preview bar buttons to play the video

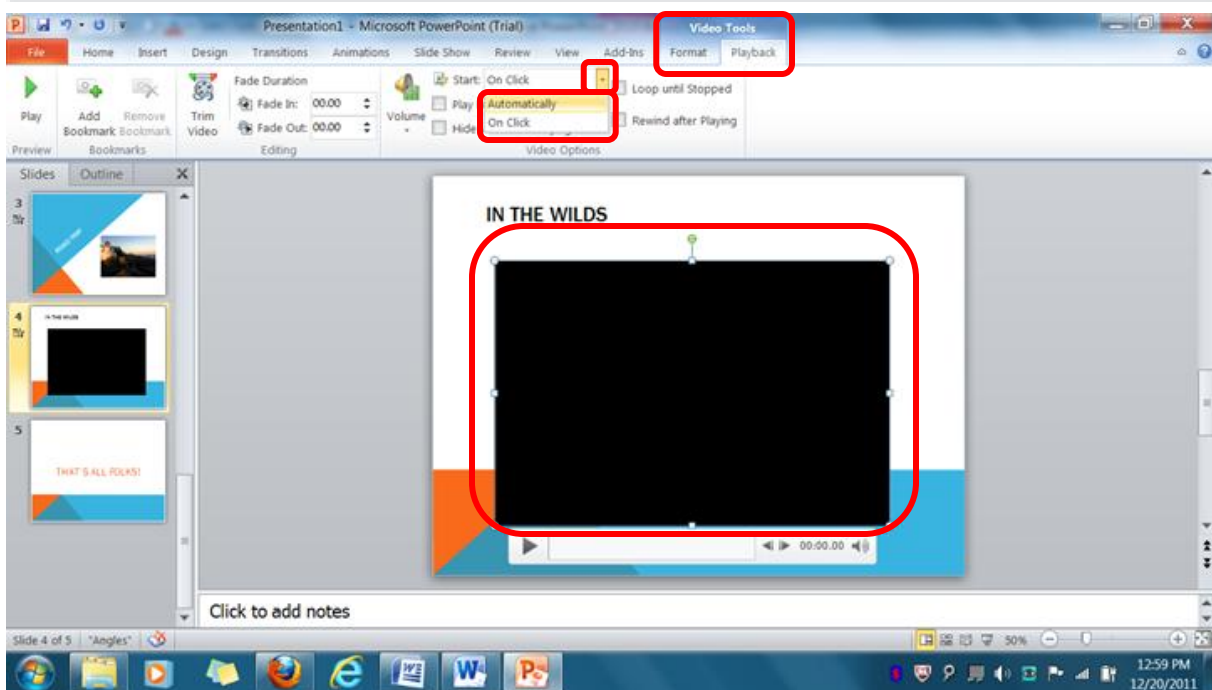
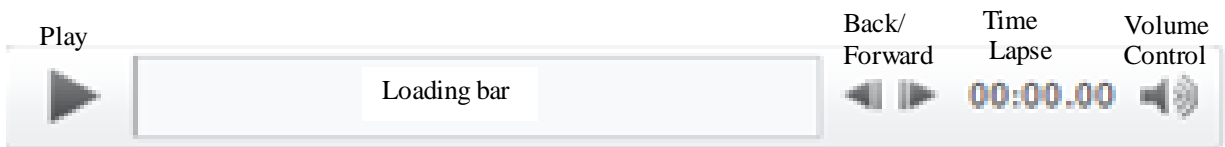


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- a. If you are in the Slide Show view, move the mouse over the bottom of the video to use the Preview bar buttons



Pause



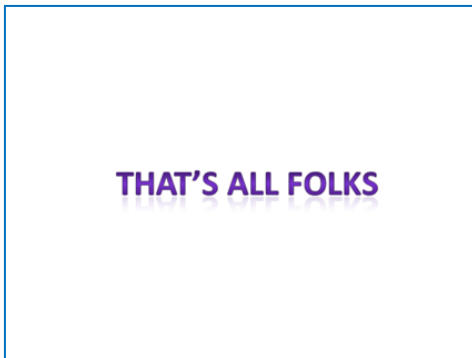
To make video **to play automatically** when the presentation plays:

1. Click on the Video block on the slide
2. On the Video Tools-Playback contextual menu click the list arrow to the right of Start On Click option
3. On the menu, click on Automatically



## Slide #5

22. On the Home tab, Click on the New Slide menu arrow and choose the Blank slide
23. On the Insert tab in the Text group click on the Word Art menu arrow and choose a style by clicking on it
24. When the Text box appears type **That's All Folks!**

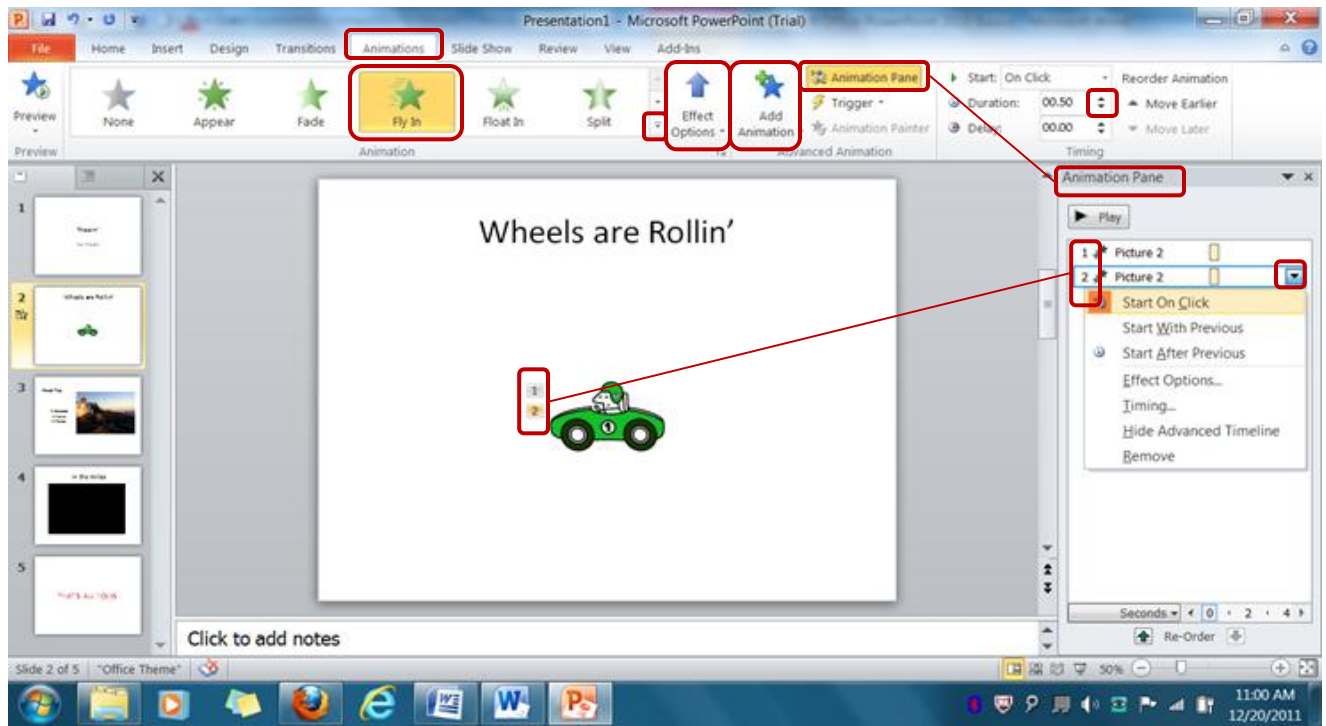


*For **Preview** of Slide Show Click on the Slide Show Tab and click on From the beginning at the left. You will need to **click to advance to next slide**. Press the Escape key to end the slide show at any time.*

Reminder: **To format objects, you must always select the object by clicking on it and showing the resize handles.**



## Animation



### To Animate Objects (Text boxes, Pictures, Clip Art):

**To work with animations, the object must always be selected for the tools to be activated.**

1. Click on the **Animation Command Tab**.
2. Click on **Animation Pane** in the Animation Group.
  - a. Animation Task Pane opens at the right of screen.
3. Click on **Object to add an effect**.
4. In the **Animation Group**, Click on **Fly In**.
  - a. A number will appear next to the object you are animating.
  - b. The animation will do a preview action.
  - c. To add additional animations to the same object, click on the list arrow at the bottom right of **Add Animation** and choose from the drop down menu.



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5. **In the Animation task pane** click on the list arrow right of the animation name to change how the animation effect starts or to remove it.
6. Click on **Effect Options on the ribbon** to open the menu and change **entrance direction**.
7. In the Animation Pane, click on the animation if you want to change the speed time (duration). In the **Timing group**, click on the **up and down arrows** to the right of **Duration** to change how fast or slow you want the animation to work.
  - a. In the Animation Pane you will see a small graph next to the object name to show a longer or shorter duration.
8. Select an animation in the Animation Pane, click on arrows below the list to **change order** of animations.
  - a. In **Reorder Animation** on the ribbon, click on the Move Earlier or Move Later options to change the order.
9. Click on **Play** in the Animation pane to see all animations run for the current slide.



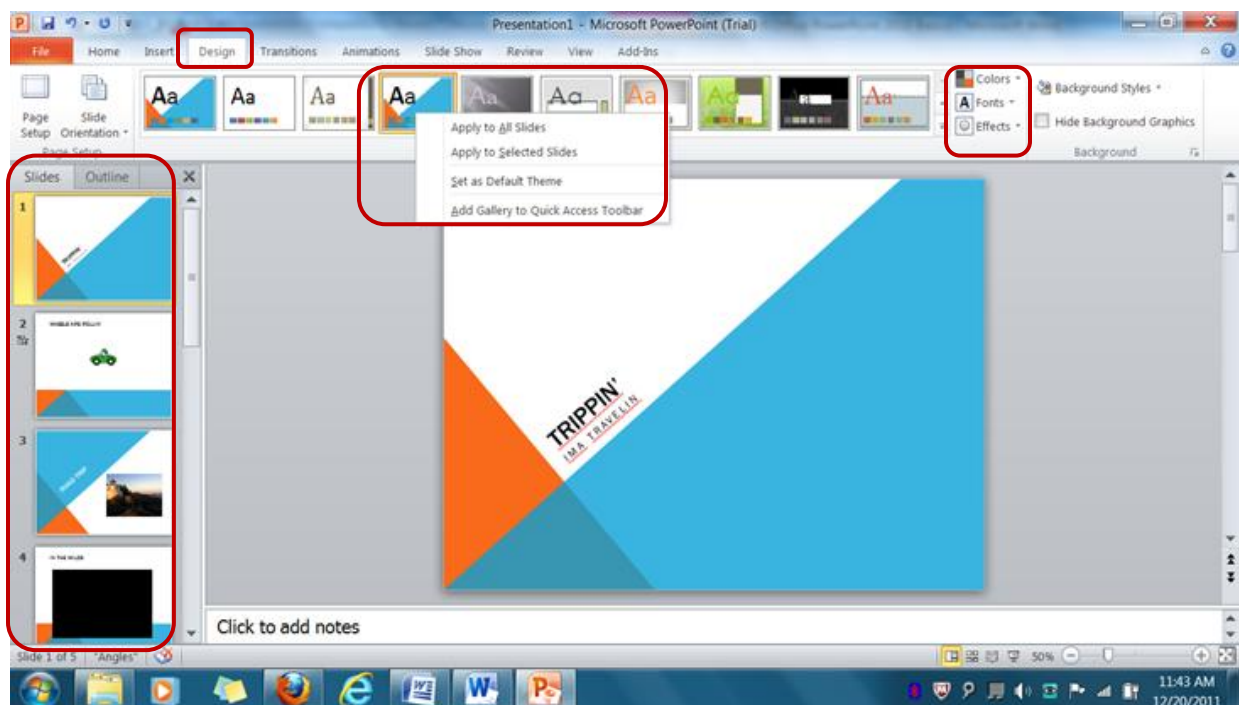
# Microsoft Office PowerPoint 2010 Basics

## Slide Design

Slide Design adds background styles to the slides. When you use these, you have the option to add the same background to all slides or a different design to each slide.

### To add a slide design to a whole presentation using Themes:

1. Click on the **Design** Tab
2. In the **Themes** group click on the menu arrow at the right
3. Choose the style you want, **all slides** will have that choice of background
  - a. Depending on the theme, it may rearrange objects on the slides
4. Right click a design style on the ribbon to format a **single selected slide**
  - a. On the menu choose **Apply to selected slides**-that is the slide visible in the workspace
5. To change theme colors or font style use the menus at the right of the themes:
  - a. Colors, Fonts and Effects
  - b. Click on the effect to change it in the Presentation

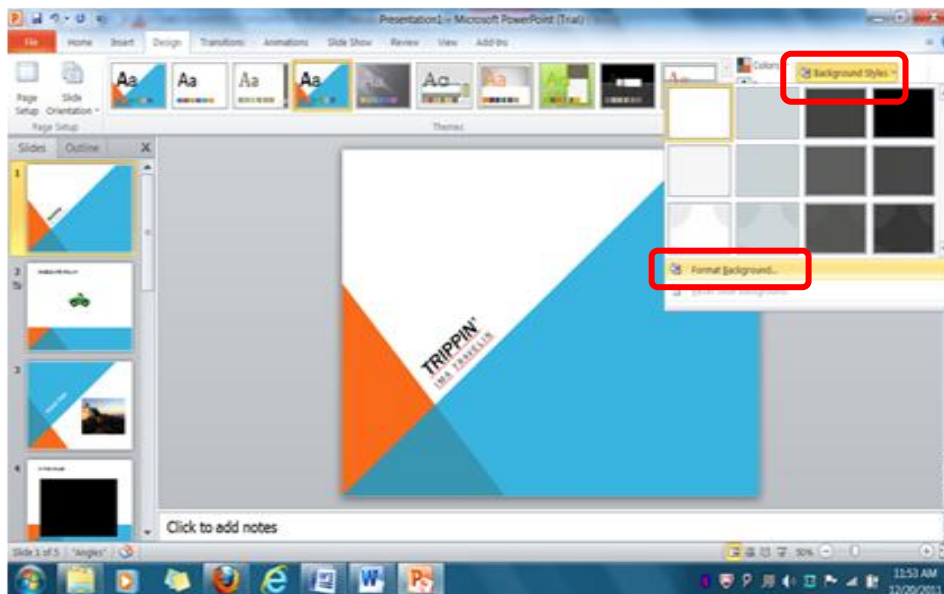


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To add your own design background to individual slide in the presentation

1. Click on **Background styles** in the **Background group**  
**OR**
2. Click on the menu arrow next to the Background Styles
  - a. Then click on Format Background
  - b. This color chart/styles menu has variations of color that can be applied to all slides

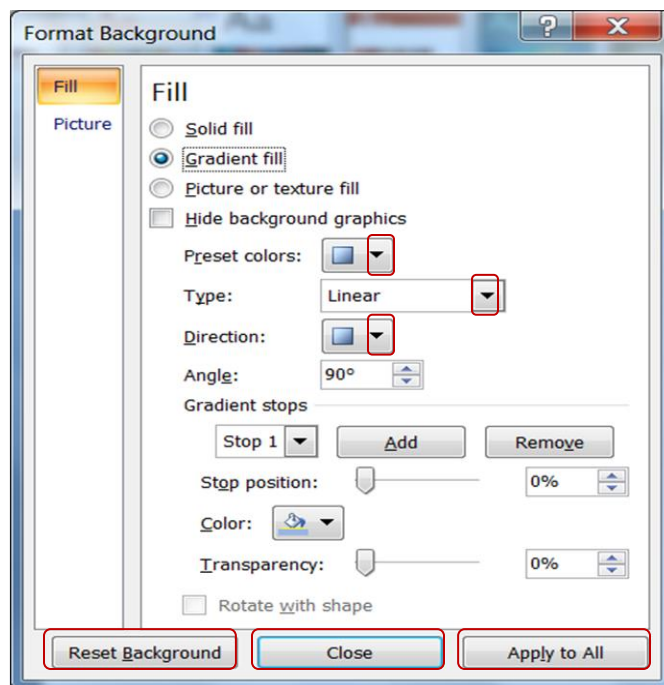






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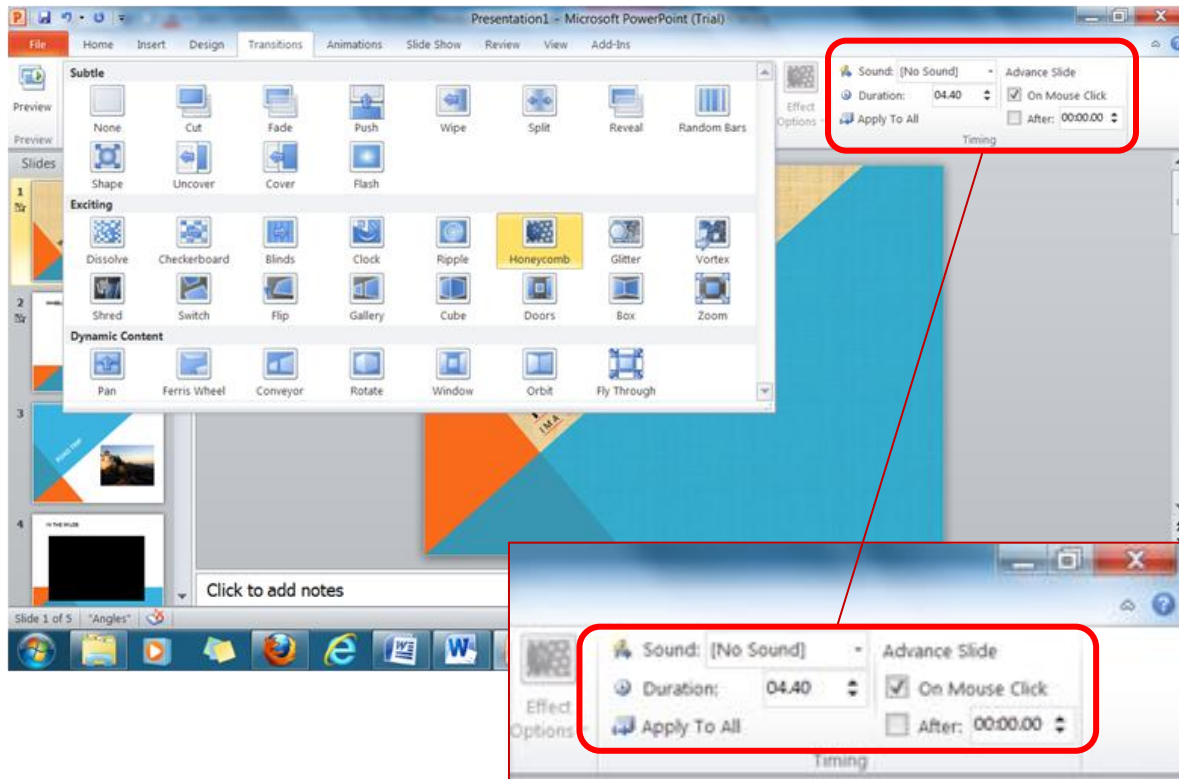
3. In the **Format Background** window there are different options for backgrounds
  - a. **Fill Options** - with a variety of choices
  - b. **Picture Options** – enable limited picture editing
4. To Reset the current background to a slide click on Reset Background
5. To Save the background of choice to an **Individual slide** click on Close
6. To Save the background of choice to **All slides** click on Apply to All



*For Preview of Slide Show, Click on the Slide Show Tab then click on **From the beginning** at the left. You will need to click to advance to next slide. Press the Escape key to end the slide show at any time.*



## Slide Transition



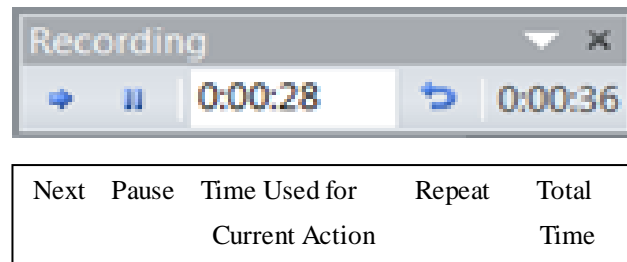
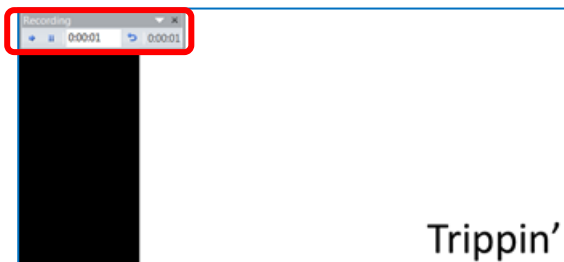
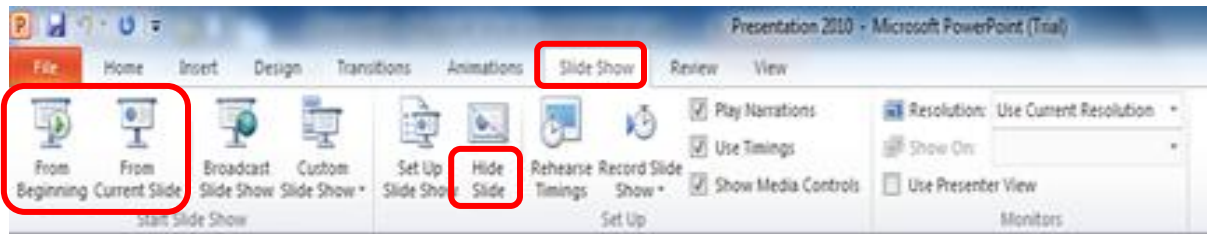
Slide transition settings enable you to set each slide to enter onto the screen with different directions and designs. *To use the same transition for all slides, click on Apply To All in the Timing Group.*

1. On the **Animation** command tab to view the **Transition to This Slide** group, click on the menu arrow at the right to see all options.
2. On the **Transition options** point to an option to see it work
3. Choose the transition you want by clicking on it
4. In the **Timing** group click on the up and down arrows set a duration
  - a. If you check **On Mouse Click**, you will need to click the mouse in the presentation for the transition to work when viewing presentation
  - b. If you check **Automatically After:** you can select how many minutes or seconds you want to pass before the next transition
    - i. This may be better accomplished in the Rehearse Timings (in the Slide Show settings-next section)
5. For **Preview** of Slide Show click on the Slide Show Tab and click on **From the beginning** at the left. You will need to click to advance to next slide. Press the Escape key to end the slide show at any time.



# Microsoft Office PowerPoint 2010 Basics

## Slide Show Settings



*On the Slide Show command tab are options for presentation settings. This project will use the Rehearse Timings options.*

### From the Beginning

This plays the slide show beginning with the first slide. If the settings are on automatic, the presentation will advance automatically. If the settings are advance on click, you will have to click to advance the slides and the animations. Press the Escape key to end the slide show at any time.

### From Current Slide

This plays the slide show from a selected slide to the end. If the settings are on automatic, the presentation will advance automatically. If the settings are advance on click, you will have to click to advance the slides and the animations. Press the Escape key to end the slide show at any time. This helps when adding effects and transitions, just to see how it will look.

### Rehearse Timings

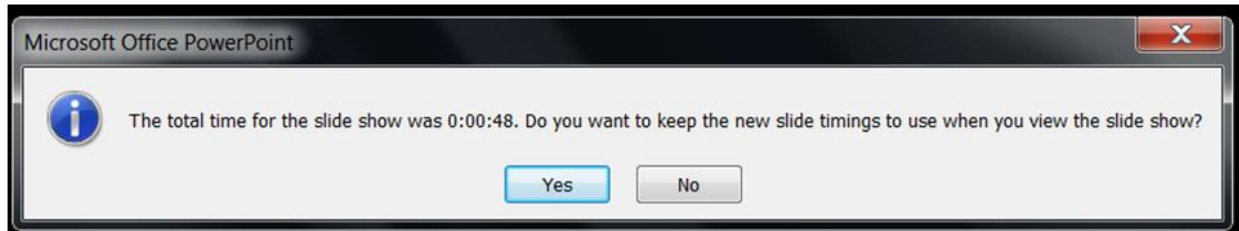
To rehearse timings:

1. Click on the Rehearse Timings options
  - a. If the video does not play immediately, click on play button under the video block
2. Slide show presentation will open
3. On the top left corner of screen the Rehearse Timings box will show
  - a. Next button – click for the next transition
  - b. Pause – stop the clock, click next to restart the clock
  - c. Clock – time used for current transition
  - d. Repeat – Repeat action
  - e. Total Presentation Time – total time for all transitions

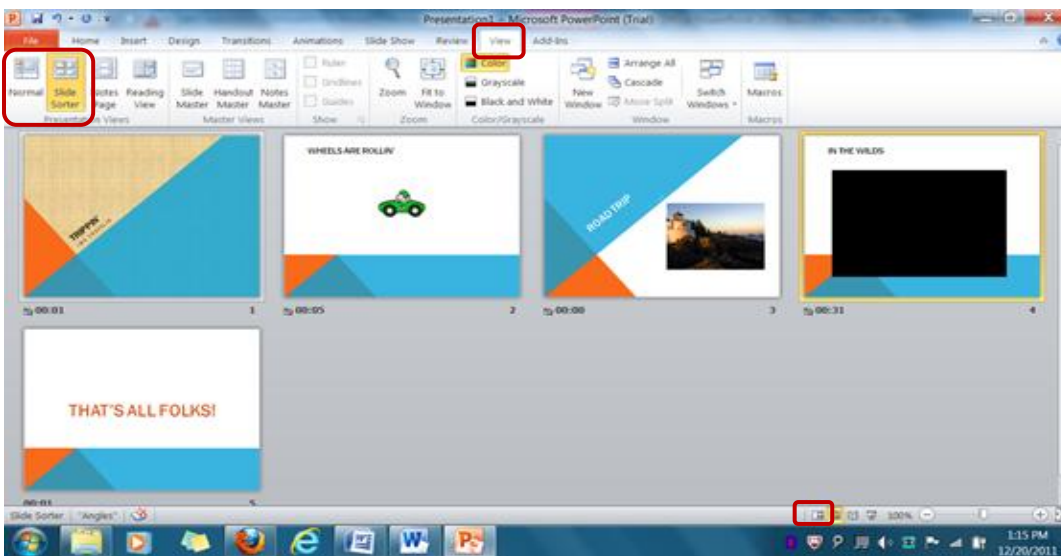


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4. When the presentation transitions are set a window will open asking if you want to keep timings
5. Click on Yes to save timings




6. The **Slide Sorter View** opens.
  - a. Click on the View Tab to find the Normal view button on the left **to return to Normal** view or use the Normal View button on the status bar below the sorter view.
7. In the **Slide sorter view**, you can click and drag a slide to change the order of the slides.
  - a. It does not change any animations, recording, or transitions settings
8. **Play presentation from the beginning** to make sure timings are what you want them to be
  - a. If the timings are not what you like, you can repeat the Rehearse Timings steps to change it.





# Microsoft Office PowerPoint 2010 Basics

## Save the presentation

1. Click on the File Menu  in the upper left corner of screen
2. On the menu click on Save As
3. File name text box-Text box will have Title from the first slide already inserted. If you want to change it, just begin typing to remove rename.
  - a. If you click in the box first, you will need reselect the text and type the new name.
4. Choose where you want to save it in your computer from the folder pane at left by clicking on the appropriate folder.
  - a. You may need to scroll up or down to see all areas/folders of the computer.
  - b. If you need a very specific folder, you may need to go to Documents to find and open it first
  - c. Look in the address bar to see the last folder name listed to be sure you are saving the presentation in the correct folder
5. Click on the Save button

