

Gloucester County Library System

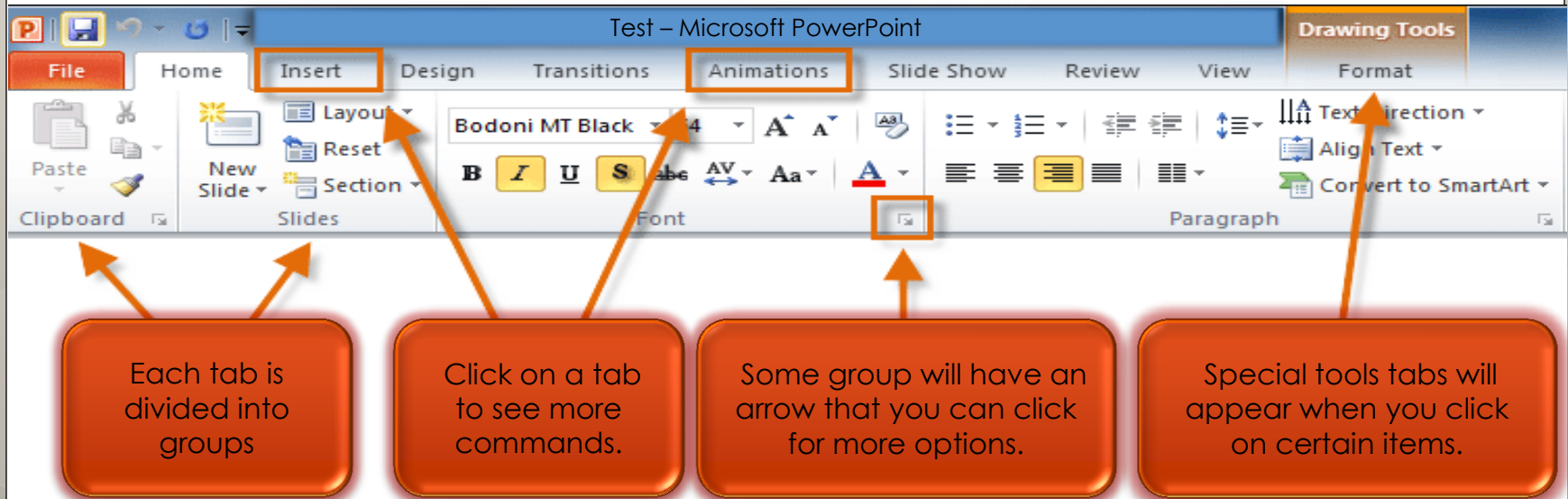


**Microsoft 2010
PowerPoint**

PowerPoint 2010 is a presentation software that allows you to create dynamic slide presentations that may include animation, narration, images, videos and more. In this lesson, you will learn your way around the PowerPoint 2010 environment, including getting to know the new Backstage view. We will also show you how to use and modify the Ribbon and the Quick Access Toolbar, in addition to learning how to create new presentations and open existing files. After this lesson, you will be ready to get started on your first presentation.



The Ribbon

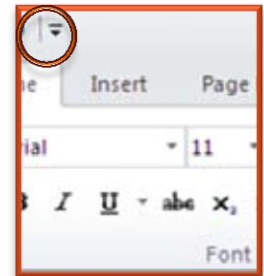
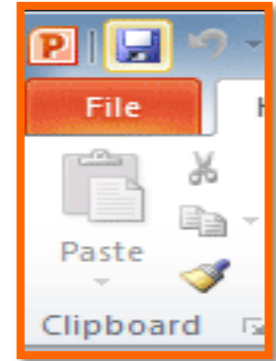


The Ribbon runs across the top of the window.

Some tabs are only available when a particular item is selected. For example, the Picture Tools tab is only shown when a picture is clicked on.

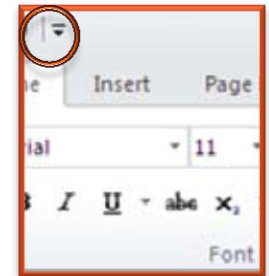
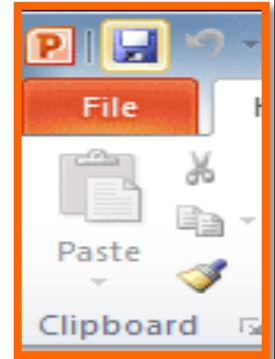
Using the Ribbon

- Click on the desired tab.
- The commands under each tab are grouped. The name of the group is at the bottom.
- Some groups have a Dialog Box Launcher button which opens the dialog box with more commands.



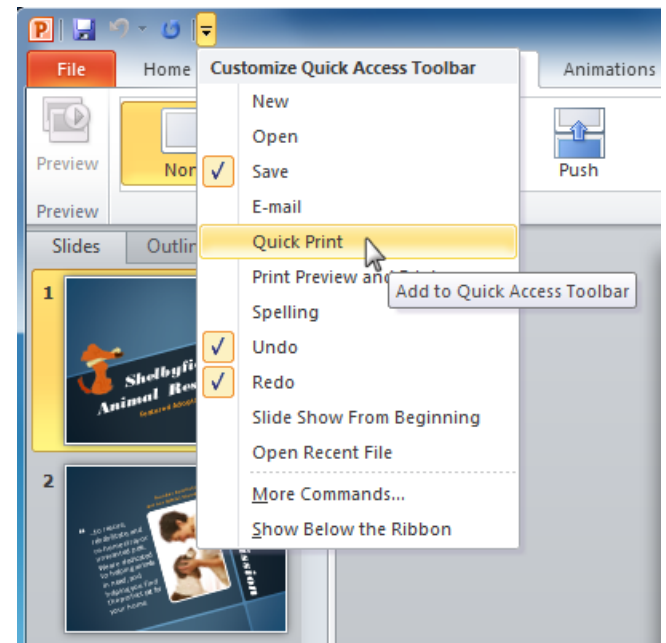
Minimizing/Restoring the Ribbon

- To minimize the Ribbon, click on the Customize Quick Access Toolbar drop down arrow and choose Minimize the Ribbon (a checkmark is now displayed in front of Minimize the Ribbon)
- OR double click on the currently selected tab on the Ribbon.
- To display the Ribbon, click on the Customize Quick Access Toolbar drop down arrow and choose Minimize the Ribbon (the checkmark in front of Minimize the Ribbon is removed.)
- OR double click on the currently selected tab on the Ribbon.



The Quick Access Toolbar

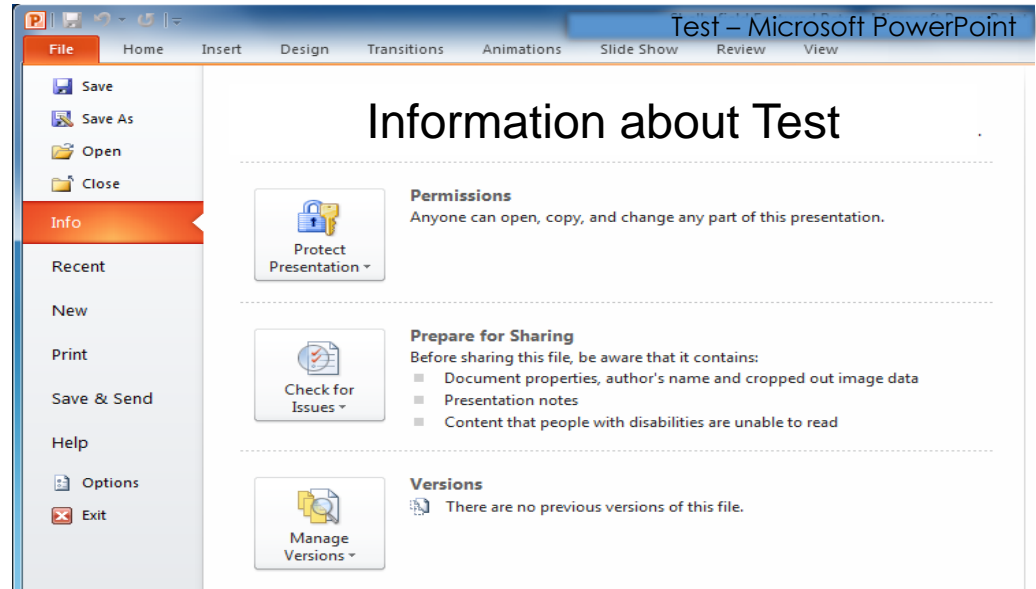
- The **Quick Access Toolbar** is located above the Ribbon, and it lets you access common commands no matter which tab you are on. By default, it shows the **Save**, **Undo**, and **Repeat** commands. You can add other commands to make it more convenient for you.
- Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
- Select the **command** you wish to add from the drop-down menu. To choose from more commands, select **More Commands**.



Backstage View

Backstage view gives you various options for saving, opening a file, printing, or sharing your document.

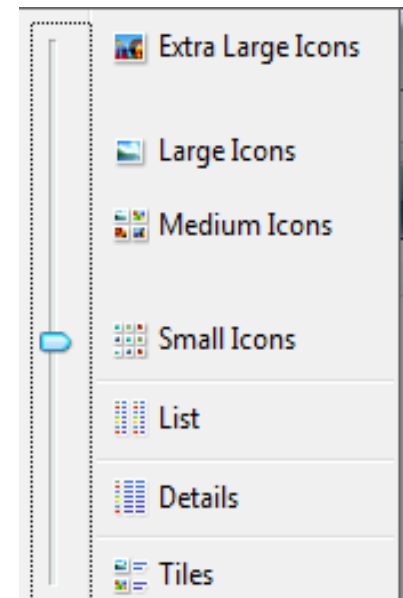
It is similar to the Office Button Menu from PowerPoint 2007 or the File Menu from earlier versions of PowerPoint. However, instead of just a menu, it is a full-page view which makes it easier to work with.



Opening a Document

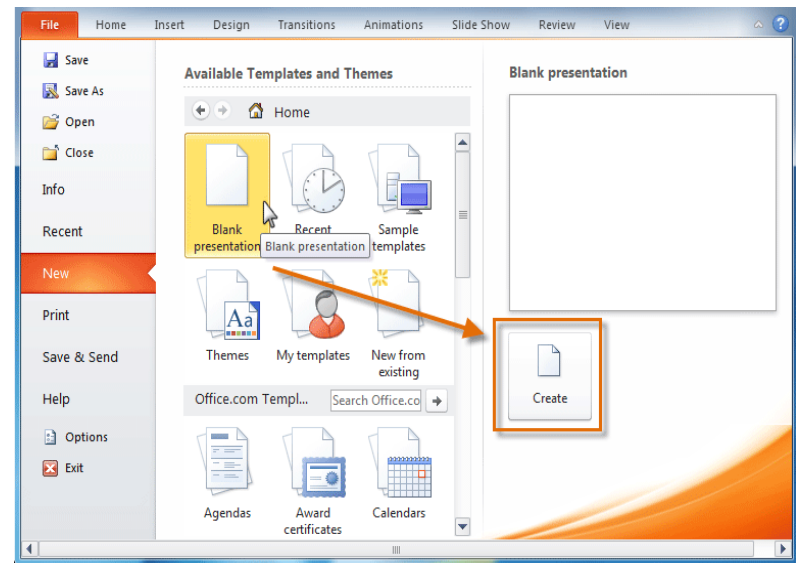
- Click on the **Microsoft File Button**.
- Choose the name of the **file** to work with and click on the Open button

(Optional) Click on the Views button and choose



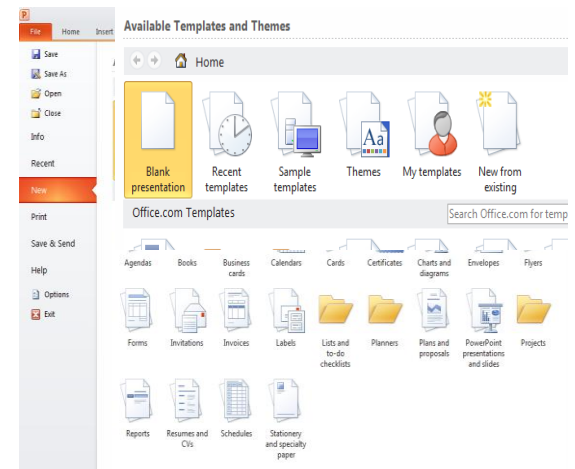
Starting a Blank Presentation

- Click on the **File Button** and then click on **New**.
- In the Templates pane, click on Blank and Recent.
- In the Blank and Recent pane, click on Blank Presentation.
- Click on the Create button.

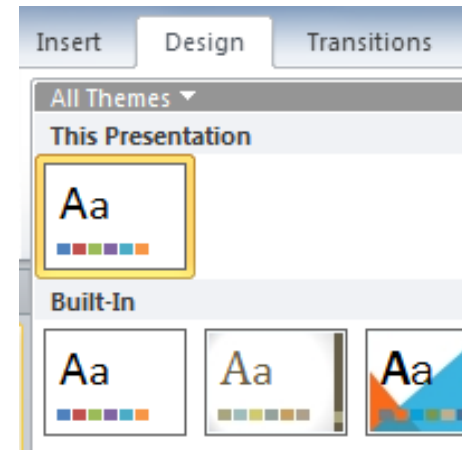


Templates

- Templates provide the basic format of a document.
- Click on the **File Button** and then click on **New**.
- The Templates section displays templates available on the computer.
- Choose the category of template desired.
- Click on the desired template.
- Click on the Create button.



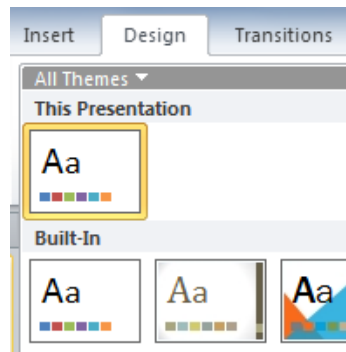
Applying and Customizing a Theme



- On the **Ribbon**, click on the Design tab.
- In the **Themes group**, click on the More button located to the far right of the thumbnails.
- Click on the desired theme.
- In the **Background group**, click on the Background Styles button and choose the desired background effect.

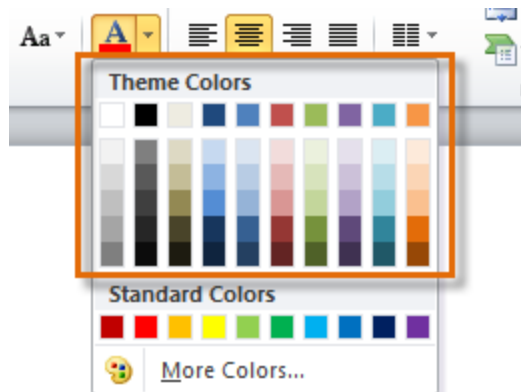
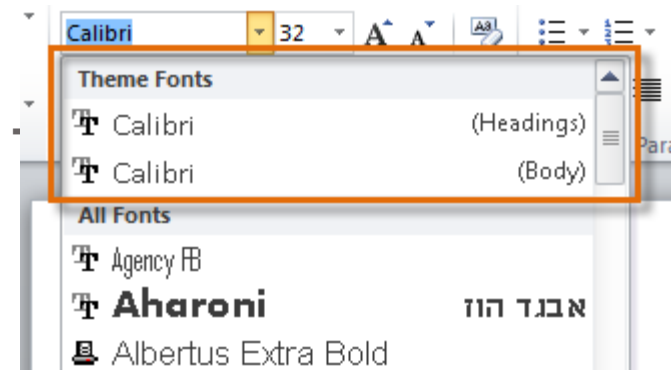
Applying and Customizing a Theme

- In the **Themes group**, click on the **Colors button** and choose the desired color scheme.
- In the **Themes group**, click on the **Fonts button** and choose the desired font theme.
- In the **Themes group**, click on the **Effects button** and choose the desired effect.

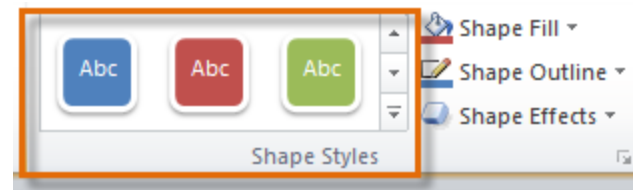


Theme Elements

- Every PowerPoint theme, including the default Office theme, has its own theme elements.

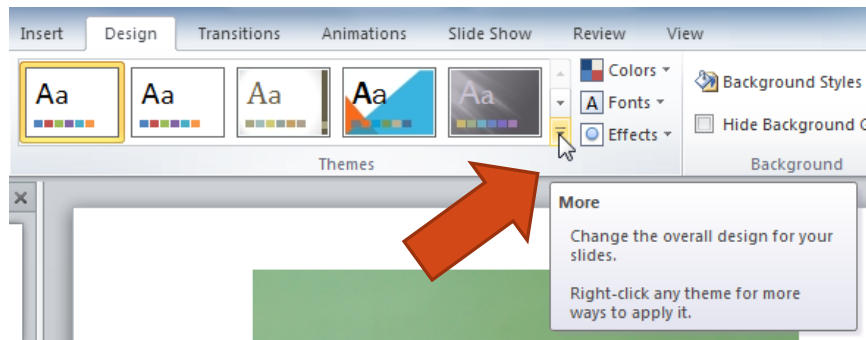
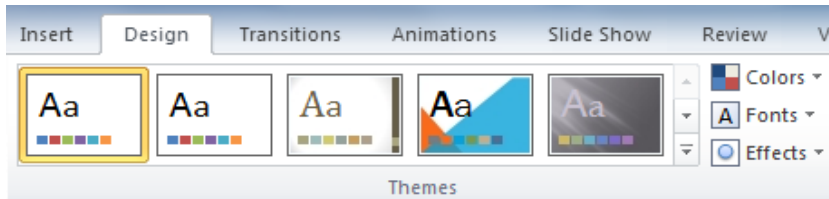


Shape Styles

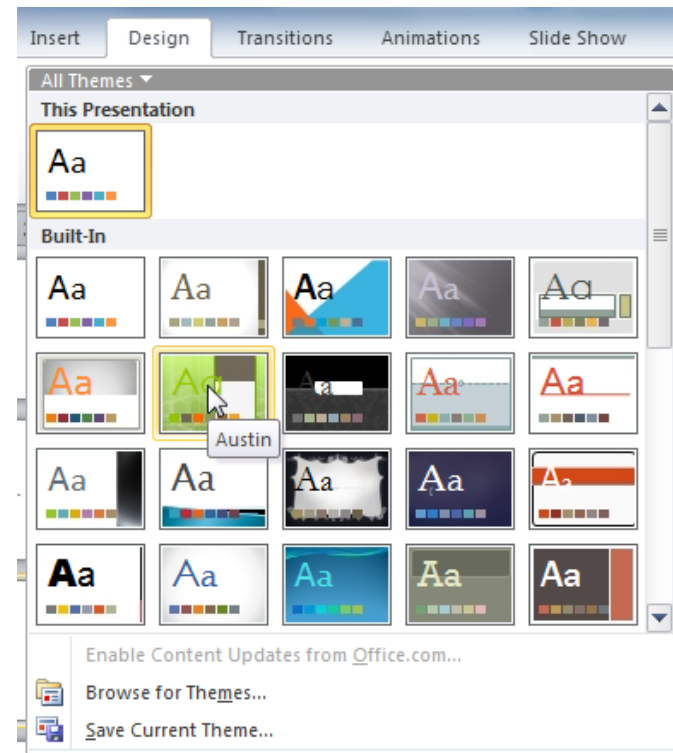


Theme Groups

Themes group. Each image represents a theme.

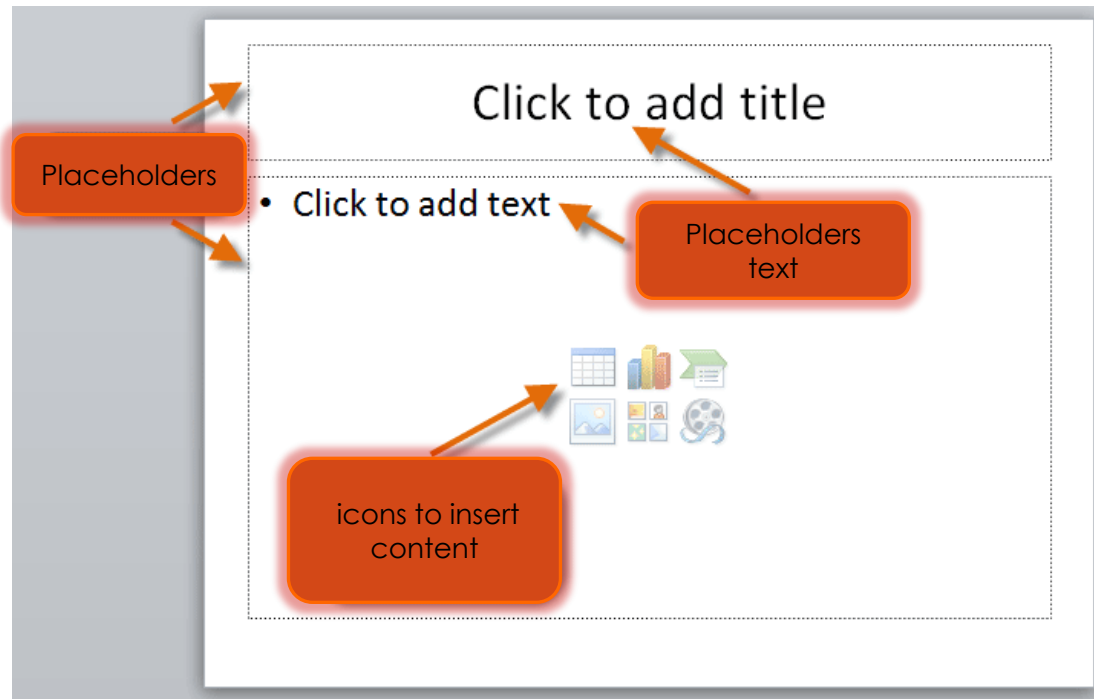


Click the drop-down arrow to access more themes.



Changing the Size of the Panes

- Place the cursor over the line that divides the panes.
- Click and drag to the desired size.



Zooming in on the Slide in Normal View

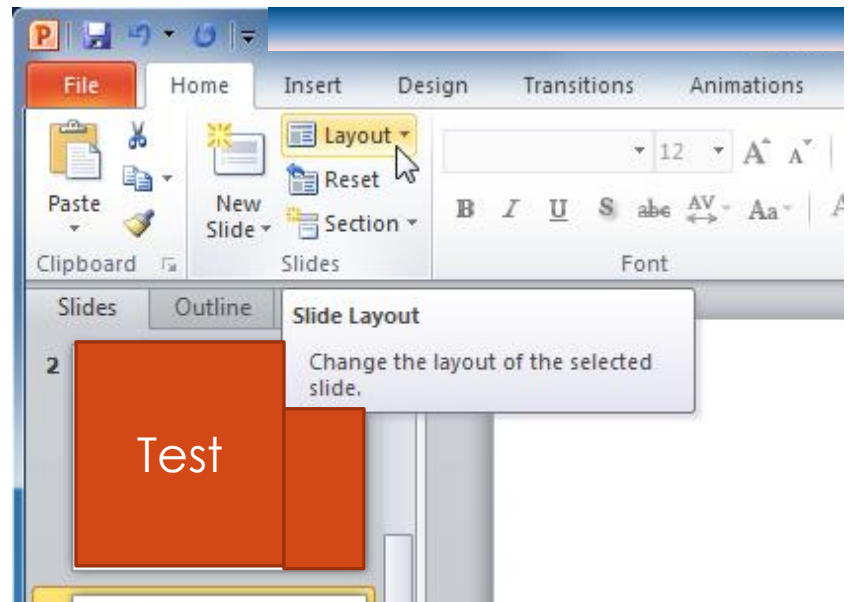
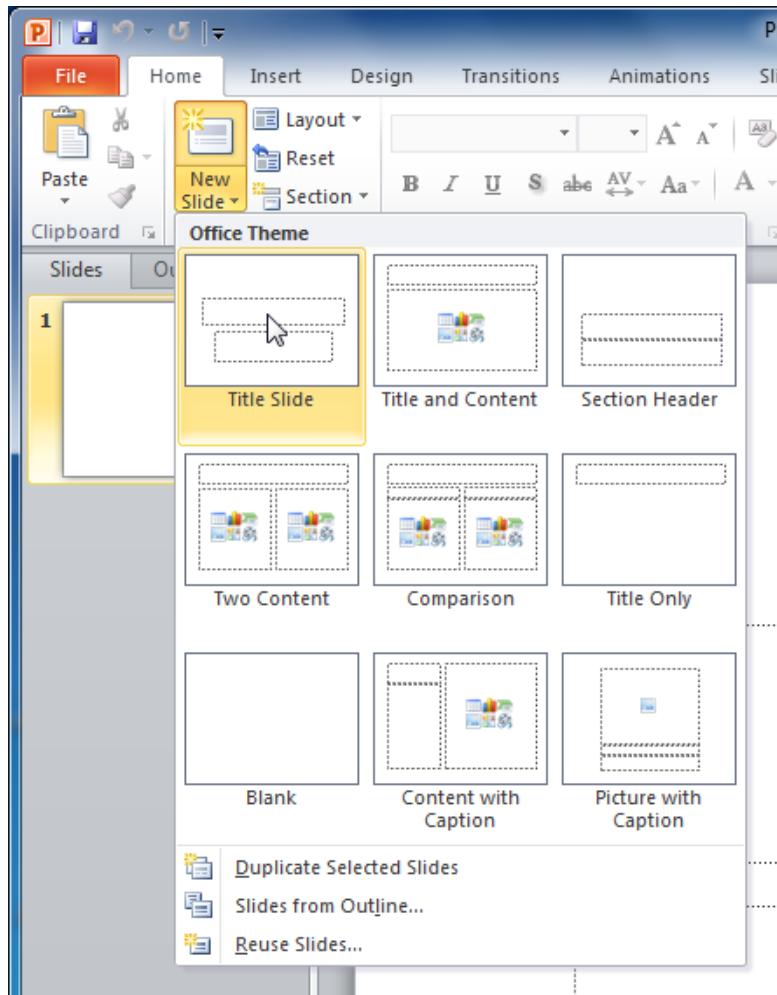
The Zoom bar is in the bottom right corner of the window.

Click on the Zoom slider and drag it until the slide is the desired size.

To make full use of the size of the Slide Pane, click on the Fit slide to current window button to the right of the Zoom slider.



Layouts



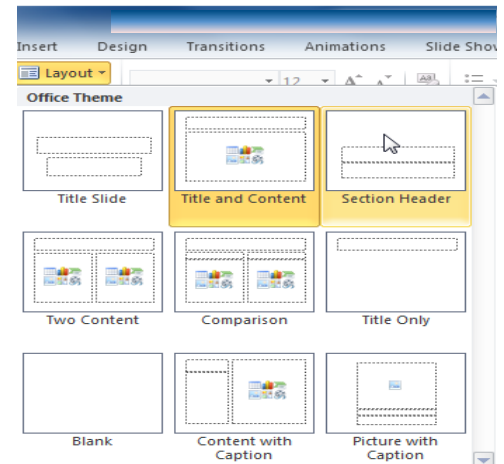
Adding More Slides

- Click on the **slide thumbnail** where the new slide should go.
- The new slide will be inserted after the selected slide.
- On the Ribbon, click on the **Home tab**.
- In the **Slides group**, click on the down arrow of the **New Slide** button and click on the desired layout for the new slide.

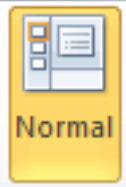


Changing the Layout of a Slide

- Click on the slide thumbnail to be changed.
- On the Ribbon, click on the **Home** tab.
- In the Slides group, click on the Layout button and choose the desired layout.



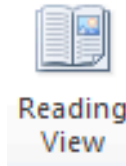
Changing the View



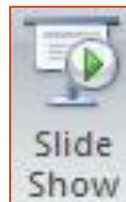
Normal View Click on this button to see the three panes.



Slide Sorter View Click on this button to see thumbnails of the slides Double click on a slide to open it in the Slide Pane.



Reading View: This view fills most of the computer screen with a preview of your presentation. Unlike Slide Show View, it includes easily accessible buttons for navigation, located at the bottom right.



Slide Show View Click on this button to play the show starting with the slide that is currently selected.

Slide Sorter View

- To change the order of the slides, click and drag a slide to the new location
- OR Cut and Paste:
- Right click on the slide to be moved and choose **Cut**.
- Right click on the slide at the desired location and choose **Paste**.
- The new slide will be pasted after the selected slide.
- To change the size of the thumbnails, click on the slider of the Zoom bar and drag it to adjust the thumbnails to the desired size.

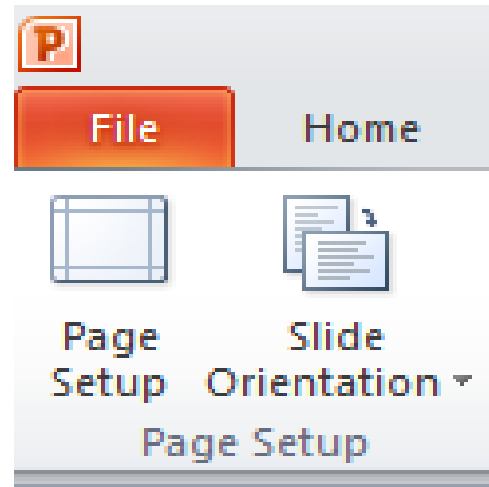
Undo and Redo



- To reverse the last change made, click on the **Undo** button on the Quick Access Toolbar.
- To change things back, click on the **Redo** button on the Quick Access Toolbar.
- To see the undo history, click on the down arrow next to the button.
- To perform multiple undo's, click on the Undo down arrow and click on the desired item in the list. The action clicked on and all others above it in the list will be undone.

Landscape or Portrait Orientation

- On the **Ribbon**, click on the design tab.
- In the **Page Setup group**, click on the **Orientation button** and choose Portrait or Landscape.

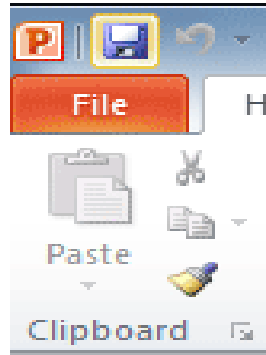


Mini toolbar



- The Mini toolbar is a semi-transparent toolbar which appears when text is selected.
- Highlight text to be formatted.
- Use the buttons on the Mini toolbar to make the desired changes to the text.
- If the Mini toolbar has disappeared, right click on the highlighted text to bring up the Mini toolbar.

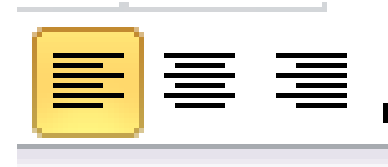
Format Painter



- Select the text that has the desired formatting.
- On the Ribbon click on the **Home** tab.
- In the Clipboard group, click on **Format Painter**.
- Notice - The cursor changes to a paintbrush.
- Click and drag over the text to be formatted.

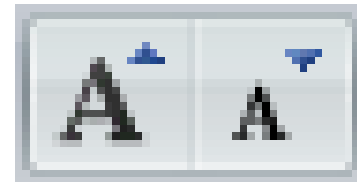
Formatting Text

- Highlight the text to be changed.
- On the Ribbon, click on the **Home** tab.
- In the Font group, change the font and font size as desired.
- Click on the **Grow Font** or **Shrink Font** buttons to quickly adjust the font size.
- Note - By clicking on the Font down arrow or the Font Size down arrow and resting the cursor over the desired choice, the highlighted text changes to preview the effect of the choice.



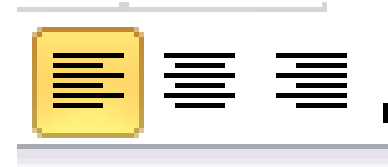
Exact Font Size

- The exact font size desired can be typed in the Font Size box.
- Click in the Font Size box.
- Type in the desired size (i.e. 11.5), and press the Enter key.



Alignment

- Highlight the text to be formatted.
- On the Ribbon, click on the **Home** tab.
- In the Paragraph group, click on the appropriate alignment button on the toolbar.
- **Left** – Text aligns to the left with an uneven edge on the right.
- **Center** – Text aligns to the center.
- **Right** – Text aligns to the right with an uneven edge on the left.
- **Justify** – Text aligns with even edges on left and right by spacing words across the page.



Changing the Default Font

On the Ribbon, click on the **Home** tab.

In the Font group, click on the Dialog Box Launcher button at the bottom right corner.

Choose the desired font and font size.

Click on the Default button at the bottom left.

Click yes

Changing Case



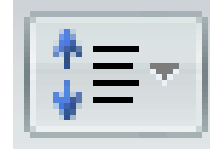
Highlight the text to be formatted.

On the Ribbon, click on the **Home** tab.

In the Font group, click on the Change Case button.

Choose the case. (Sentence case, lowercase, UPPERCASE, Capitalize Each Word, TOGGLE cASE)

Adjusting Line Spacing

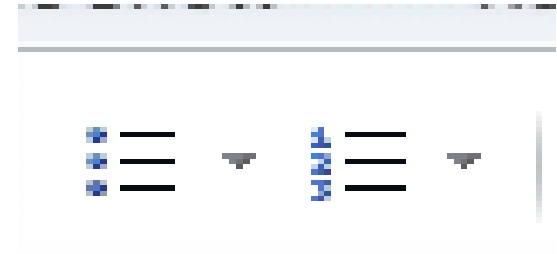


- Click in the paragraph to be formatted or highlight the paragraphs if formatting more than one.
- On the Ribbon, click on the **Home** tab.
- In the Paragraph group, click on the Line Spacing button and choose the desired spacing.

Bullets

Creating a Bulleted List

- Click in the line of text to be bulleted.
- On the Ribbon, click on the **Home** tab.
- In the Paragraph group, click on the **Bullets** button.

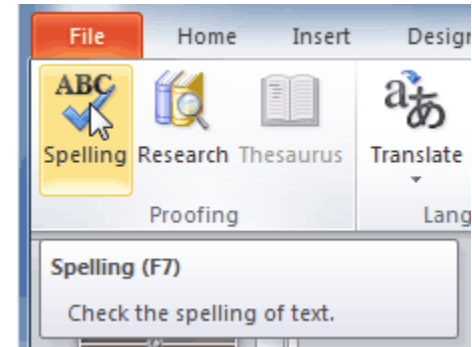
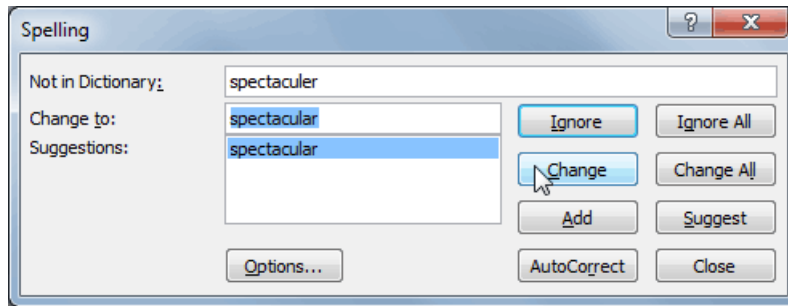


Turning Off Bullets

- Click in the line of text that is bulleted.
- On the Ribbon, click on the **Home** tab.
- In the Paragraph group, click on the **Bullets** button

Spelling Check

- On the **Ribbon**, click on the **Review** tab.
- In the Proofing group, click on Spelling & Grammar.



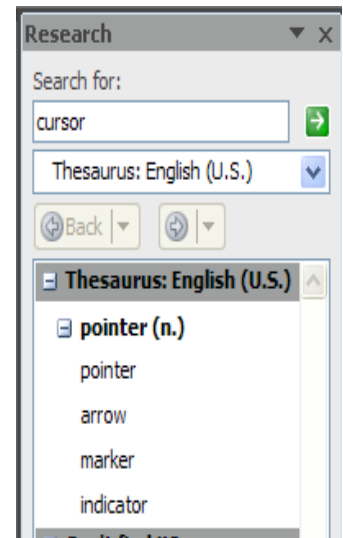
Right Click Correct

Right click on the word in question. (The word is marked with red underscore.)

Select from the words at the top of the box or Click on Spelling and use the Spell Checker.

Thesaurus

- Right click on the desired word.
- Place the cursor over **Synonyms** and then click on the desired word.
- Thesaurus
- Right click in the word to look up.
- Place the cursor over **Synonyms** and then click on **Thesaurus** at the bottom of the list.



Thesaurus

- Click on the desired meaning if the list of words is not showing.
- Right click on the desired word and choose **Insert**.
- Looking Up a Different Word
- Click on a word showing in the window of the Search for box.
- Type in the desired word and click on the green arrow

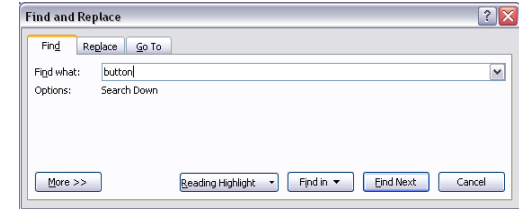
Find

- On the Ribbon, click on the **Home** tab.
- In the Editing group, click on **Find**.
- In the Find what box, enter the word or phrase to be found.
- Click on the **Find Next** button.



Find and Replace

- On the Ribbon, click on the **Home** tab.
- In the Editing group, click on **Replace**.
- In the Find what box, enter the word or phrase to be found.
- In the Replace with box, enter the word or phrase to replace it with.
- Click on the **Find Next** button to find the word(s) in the text.
- Click on the **Replace** button to replace the word in the text.

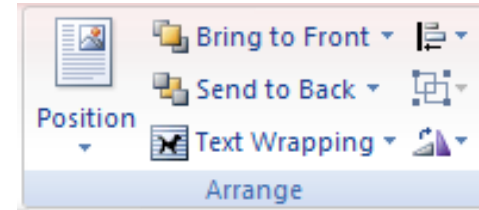


Inserting a Picture from Clip Art

- On the **Ribbon**, click on the **Insert tab**.
- In the Illustrations group, click on **Clip Art**.
- In the Clip Art pane, type a word in the Search text: box and click on the **Go** button.
- If a message appears asking if pictures should be included from the Microsoft site, click on the **Yes** button.
- Scroll through the collection and find the desired picture.
- Click on the desired picture.



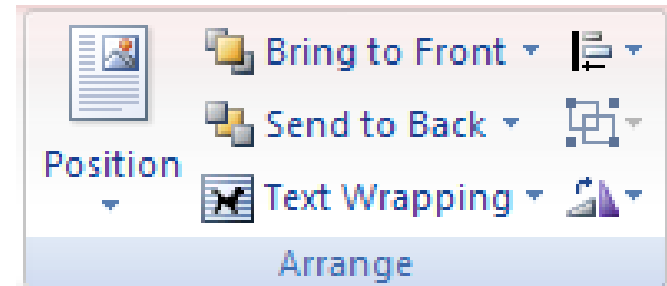
Positioning Pictures in Power Point



- Double click on the picture.
- The **Format** tab of Picture Tools comes up on the Ribbon.
- In the **Arrange** group, click on the **Text Wrapping** button and choose **Square** or **Tight**.
- Square causes the text to line up on a straight edge on the side of the picture.
- Tight causes the text to wrap closely to the picture, following the shape for the picture.
- Click on the picture and drag it to the desired position.

Rotating the Picture

- Double click on the picture.
- The **Format** tab of Picture Tools comes up on the Ribbon..
- In the **Arrange** group, click on the **Rotate** button and choose the desired rotation.
- OR click on the green dot above the picture and drag the picture to the desired angle.

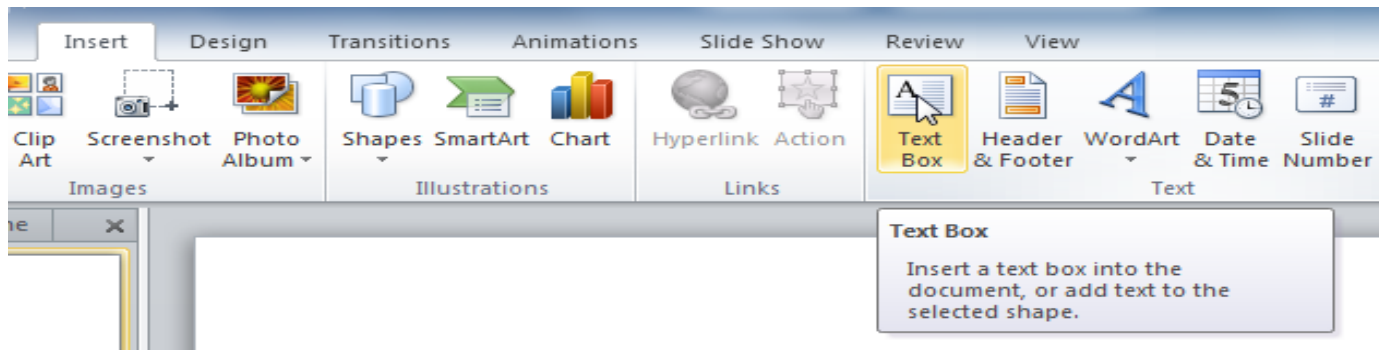


Creating a Text Box

- On the Ribbon, click on the **Insert** tab.
- In the **Text** group, click on the **Text Box** button.
- Click and drag on the slide to create the text box.

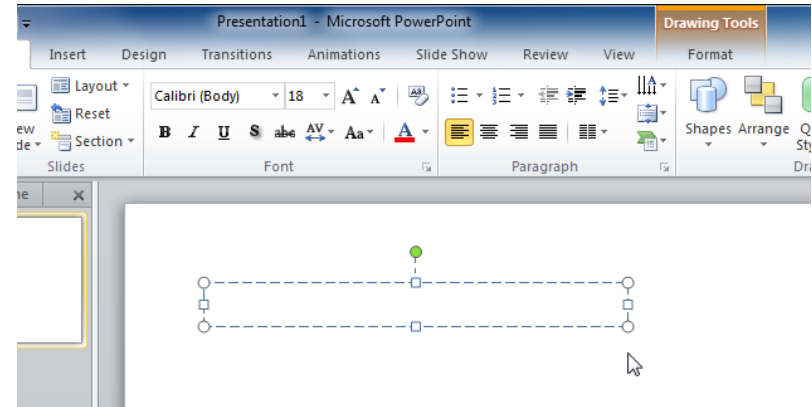
Moving a Text Box

- Click in the text box.
- Move the cursor to the edge of the box.
- Click and drag the box to the desired location.



Resizing a Text Box

- Click in the text box.
- Move the cursor to a corner of the box. (The box at the corner is called a handle.)
- **Note** - The cursor changes to a two-headed arrow.
- Click and drag to change the size of the box.

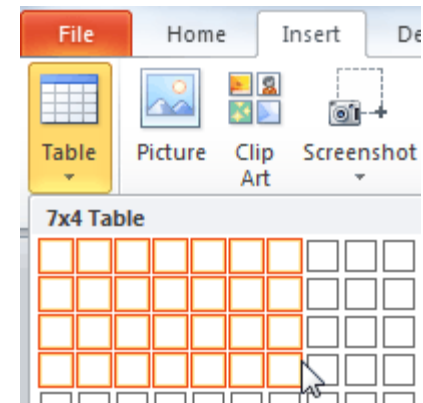
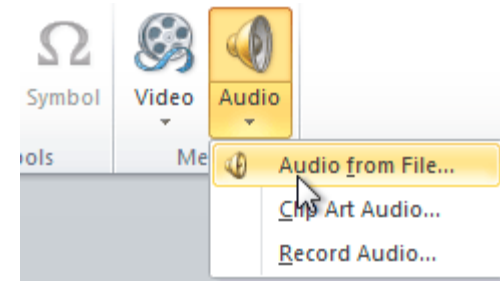
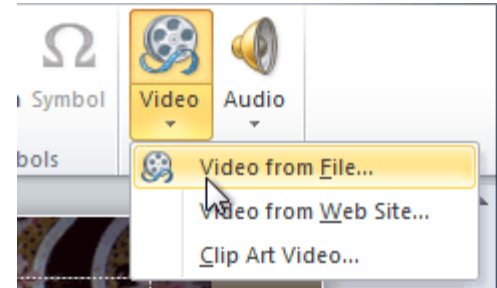


Deleting a Text Box

- Click in the text box.
- Click on the border of the text box.
- Press the Delete key on the keyboard.

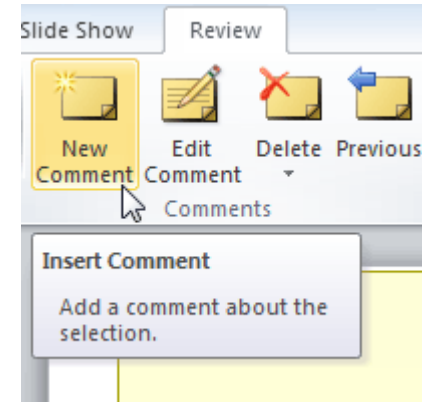
Insert Tab

- From the **Insert** tab, click the **Video** drop-down arrow and select **Video from File**.
- From the **Insert** tab, click the **Audio** drop-down arrow and select **Audio from File**.
- On the **Insert** tab, click the **Table** command.
- Hover your mouse over the diagram squares to select the number of **columns** and **rows** in the table.



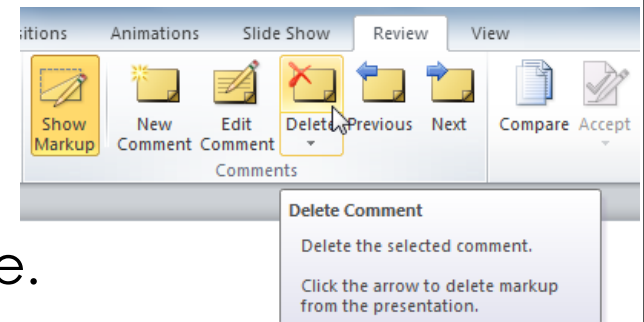
To Add a Comment:

- Select the text or click on the area of the slide where you would like the comment to appear.
- Select the **Review** tab and locate the **Comments** group.
- Click the **New Comment** command.



To Delete a Comment:

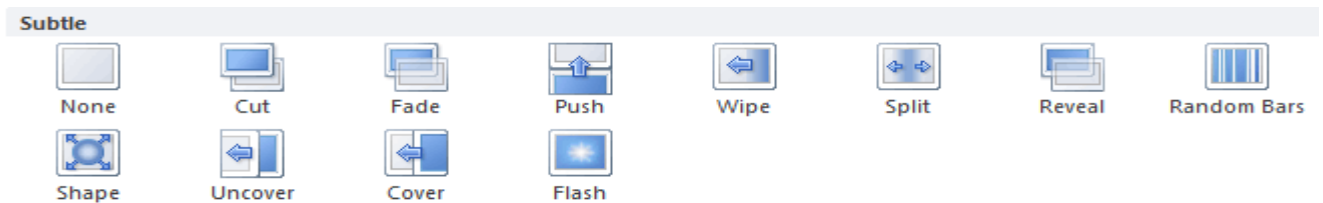
- Select the comment you wish to delete.
- From the **Review** tab, click the **Delete** command.



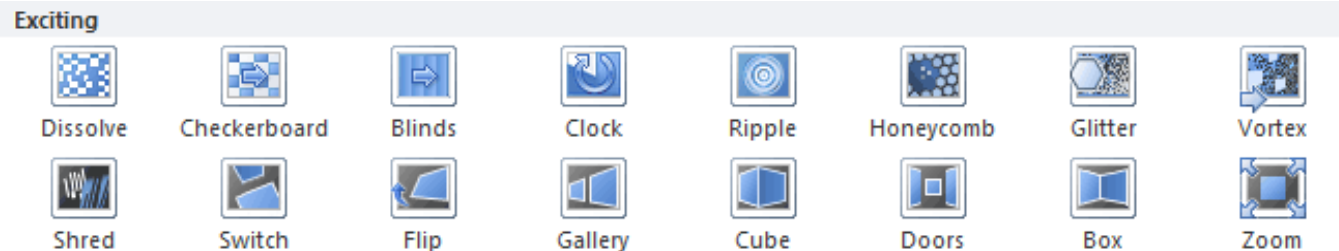
You can apply different transitions to some or all of your slides to give your presentation a polished, professional look.

There are three categories of unique transitions to choose from, all of which can be found on the Transitions tab:

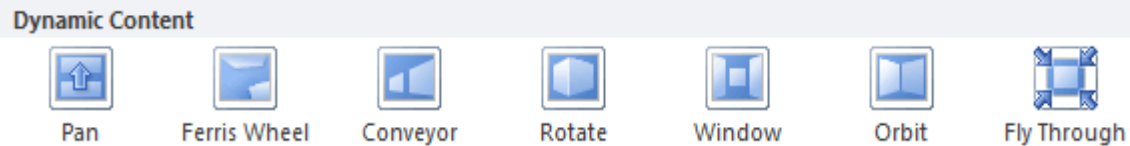
Subtle (slight transitions)



Exciting (strong transitions)

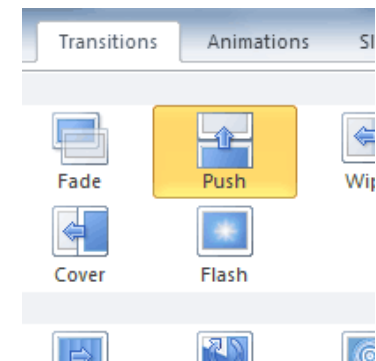


Dynamic Content (strong transitions that affect only the content, such as text or images)



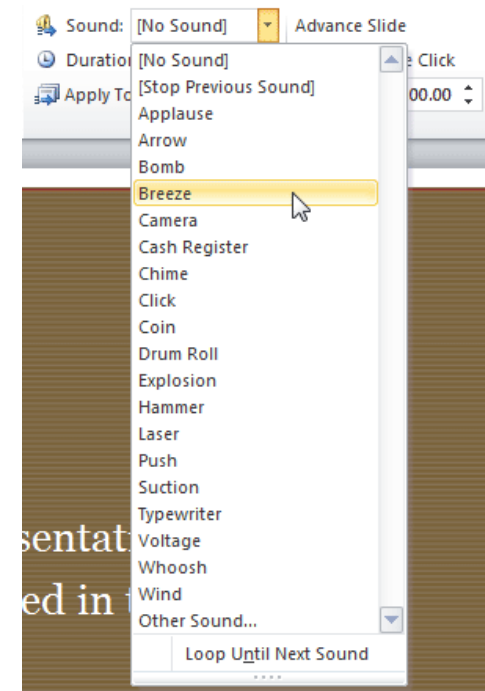
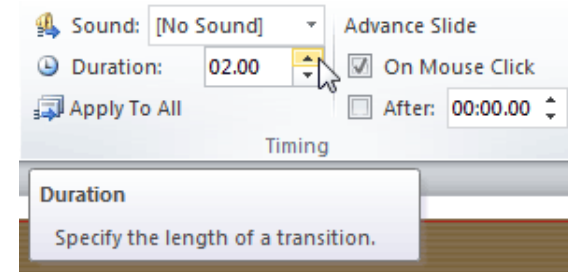
Slide Transitions

- On the **Ribbon**, click on the **Transition Tab**.
- Click on the desired transition.



Slide Transitions

- Add a sound by clicking on the **Transition Sound** down arrow and making the desired choice.
- In the **Advance** slide section, choose either **On Mouse Click**, or set a time for the automatic advance of the slide.
- To apply this transition to all of the slides in the presentation, click on the **Apply to All** button.



To Remove a Transition:

- Select the slide you wish to modify.
- Choose **None** from the gallery in the **Transition to This Slide** group.
- Repeat this process for each slide you want to modify.



Animating an Object

There are many different animation effects that you can choose from, and they are organized into four types:

- **Entrance:** These control how the object enters the slide. For example, with the Bounce animation, the object will "fall" onto the slide and then bounce



Appear



Fade



Fly In



Float In



Split



Wipe

- **Emphasis:** These animations occur while the object is on the slide, often triggered by a mouse click. For example, you can set an object to Spin when you click the mouse.



Pulse



Color Pulse



Teeter



Spin



Grow/Shrink



Desaturate

Exit: These control how the object exits the slide. For example, with the Fade animation, the object will simply fade away.



Shape



Wheel



Random Bars



Shrink & Turn



Zoom



Swivel

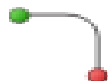
Motion Paths: These are similar to Emphasis effects, except the object moves within the slide along a pre-determined path, for example a circle.



Lines



Arcs



Turns



Shapes

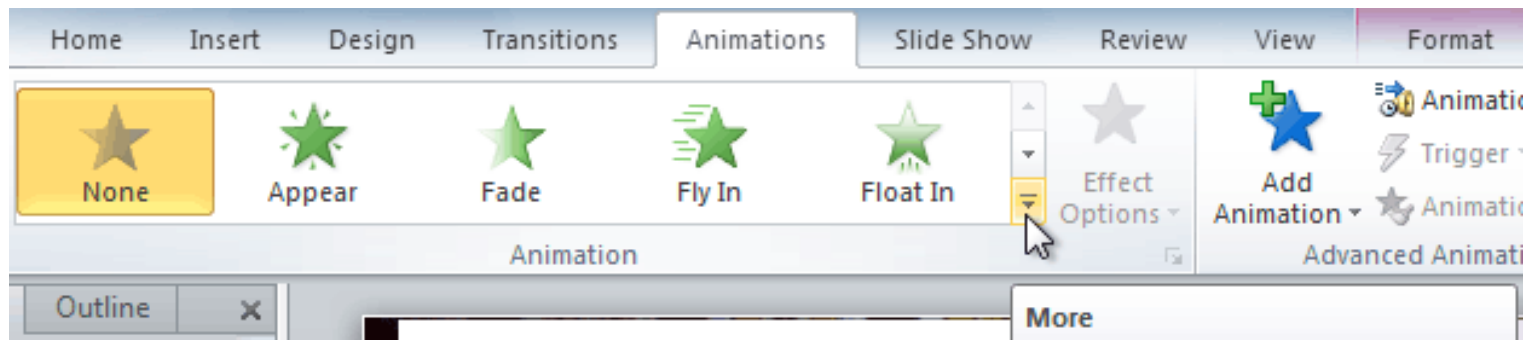


Loops

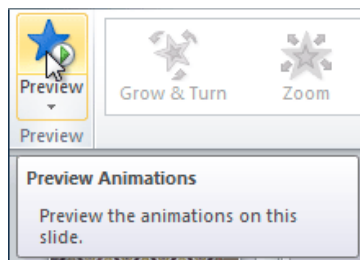
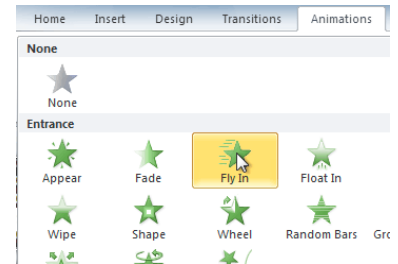


Custom Path

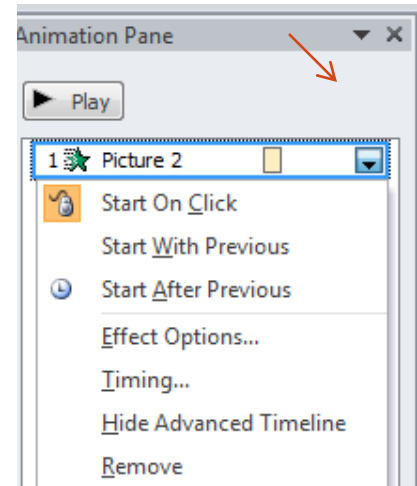
- Select an object.
- Click the **Animations** tab.
- In the **Animation** group, click the **More** drop-down arrow to view the available animations.



- Select the desired animation effect.
- The object will now have a small number next to it to show that it has an animation.
- Click on the **Animation Pane**, the slide will now have a star symbol next to it.
- Click on the **Remove** button in the **Custom Animation** pane to remove the previous choice

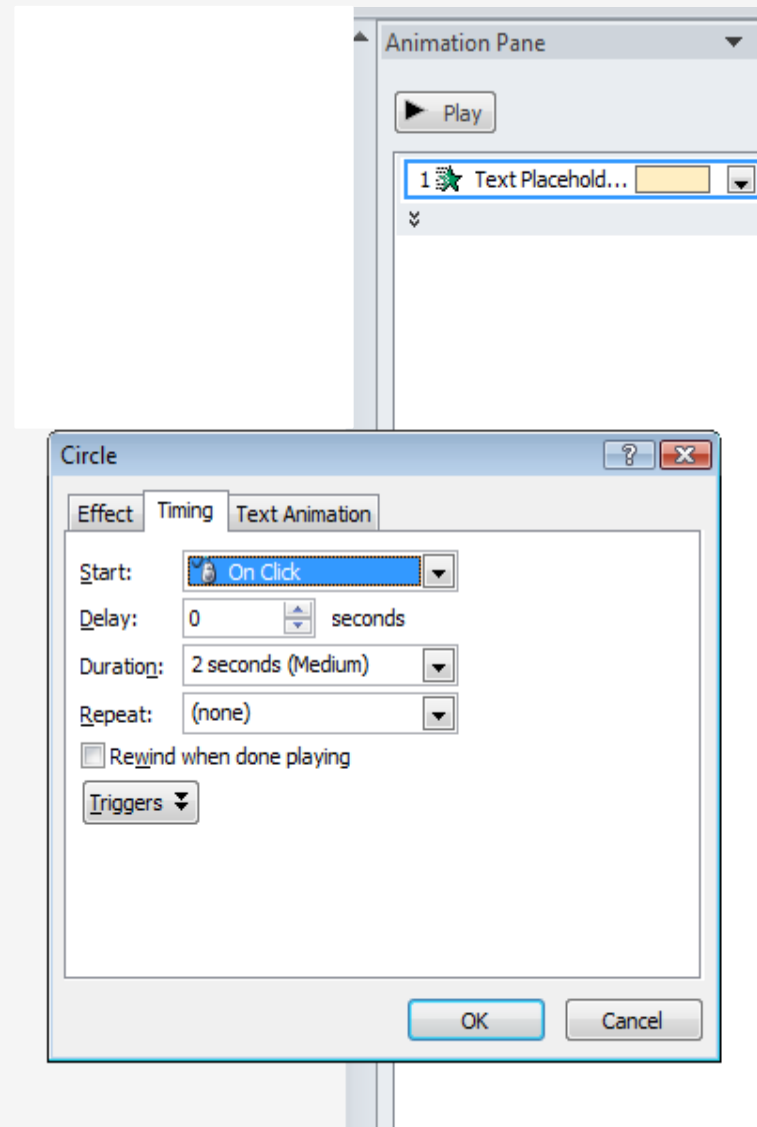


- From the Animations tab, click the Preview command. The animations for the current slide will play.

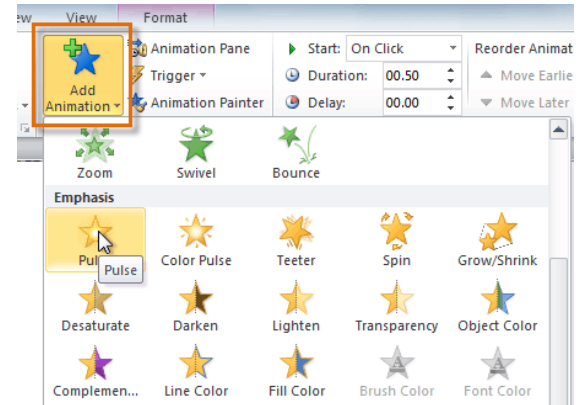
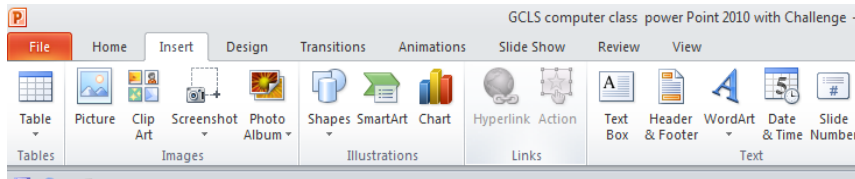


Adding a Delay to an Automatic Animation

- Click on the object.
- Click on the down arrow next to the corresponding number of the object in the animation list.
- Click on **Timing**.
- Change the **Delay** to the desired number of seconds.
- Click OK.



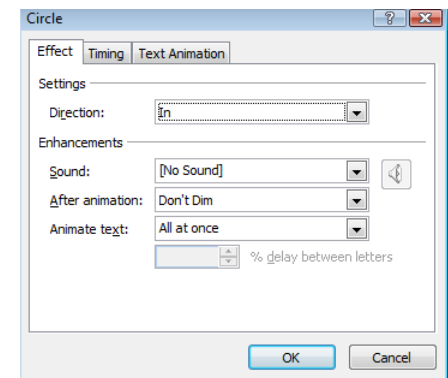
Adding Multiple Animations to the Same Object



- Click the **Animations** tab.
- In the **Advanced Animation group**, click the **Add Animation** command to view the available animations.
- Select the desired animation effect.
- If the object has more than one effect, it will have a different number for each effect. The numbers indicate the order in which the effects will occur.

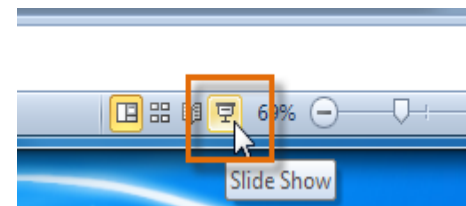
Adding an Automatic Sound to an Animated Object

- On the **Ribbon**, click on the Animations tab.
- Click on the animated object to which the sound is to be attached.
- In the **Animation pane**, click on the down arrow next to the animated object and choose **Effect Options**.
- Click on the **Effect tab**.
- In the **Enhancements** section, next to **Sound**, click on the down arrow and choose the desired sound.
- Click **OK**.



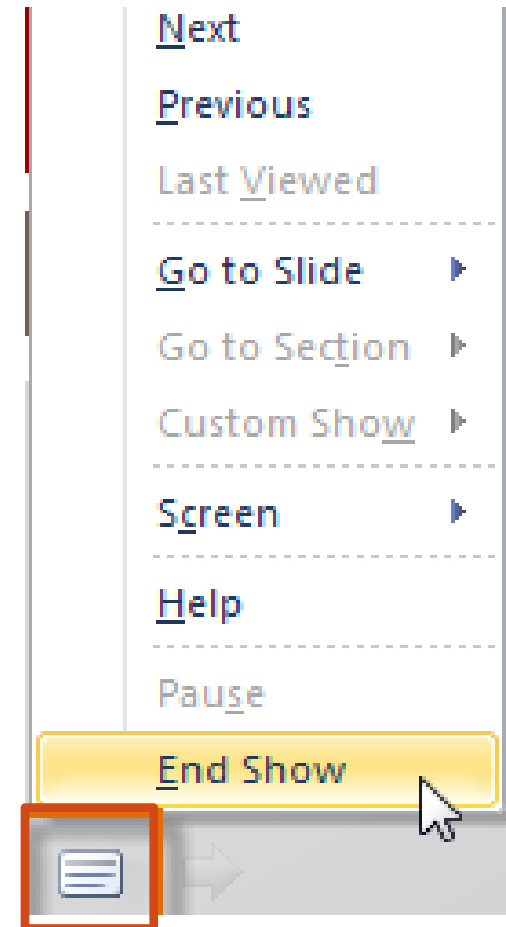
To start a slide show:

- Select the **Slide Show** tab.
- Click the **From Beginning** command in the **Start Slide Show** group to start the slide show with the first slide.
- Another option for starting the slide show is to select **Slide Show** view at the bottom of the window.



To End Slide Show:

- To end slide show, hover and select the **menu box options** command and click **End Show**. You can also press the "**Esc**" key at the top left of your keyboard to end show.



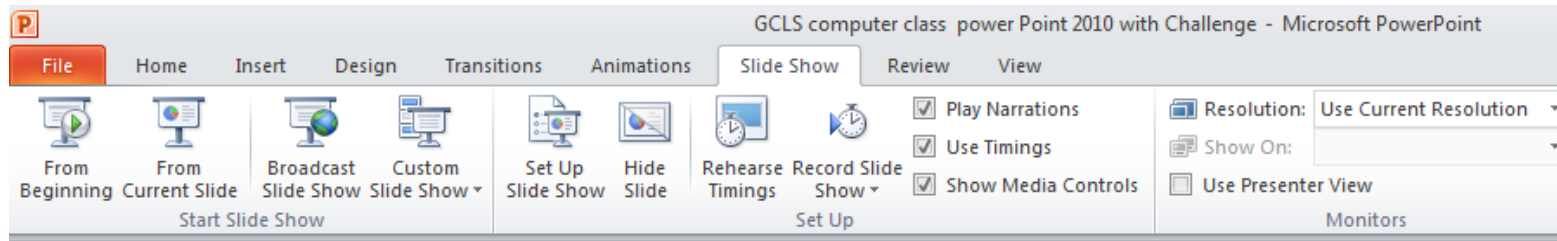
On the **Ribbon**, click on the **Slide Show** tab.

In the **Set Up group**, click on the **Rehearse Timings** button.

Click through the show at the desired pace.

Notice the timer in the upper left corner of the window which has controls for pause, etc.

At the end of the slideshow a message will appear asking if you want to keep the new slide timings.



On the **Ribbon**, click on the **Slide Show** button.

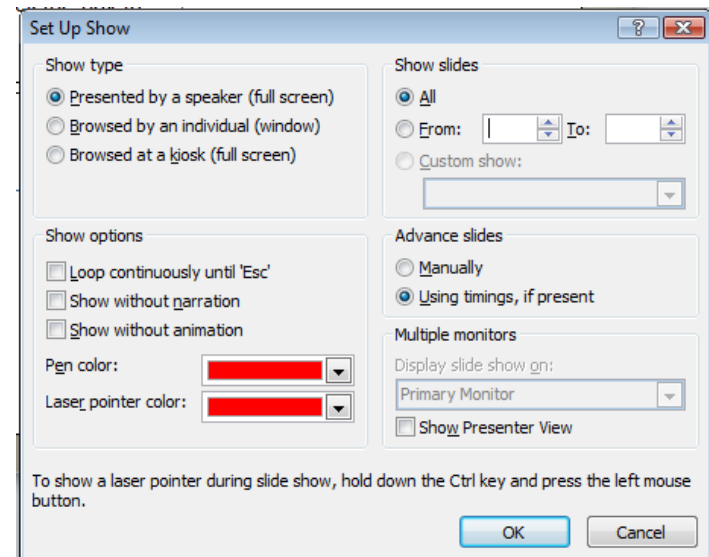
In the **Set Up** group,

click on the **Set Up Slide Show** button.

In the **Show Options** section, check the box to **Loop continuously until “Esc”**.

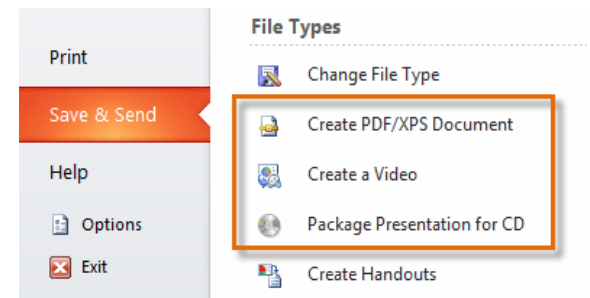
In the **Advance slides** section, choose **Using timings, if present**.

Click on **OK**.



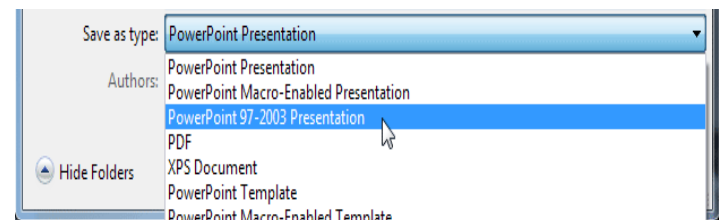
Saving a slide show

- Click on the **File** Button and then click on **Save As**.
- By default, PowerPoint saves documents to the My Documents folder as a .pptx file.
- Name the folder.
- Check the name of the document and make changes as needed.
- Click on the **Save button**. Or Select **Save & Send**.



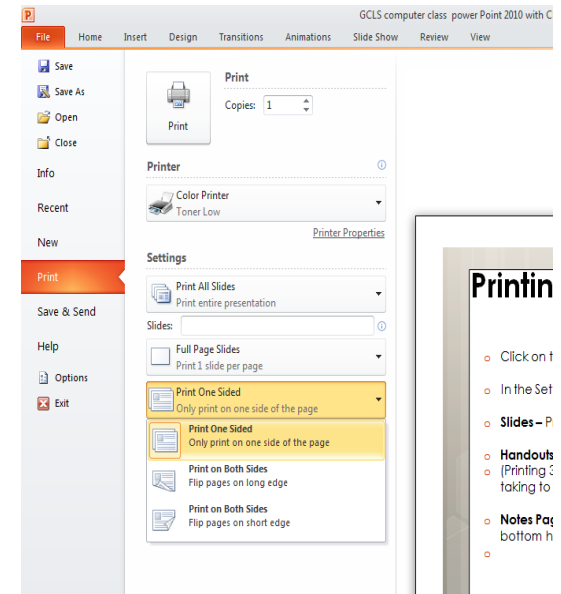
Saving to a Previous Version

- Files created with PowerPoint 2010 can be opened and worked on in the older versions, but a plugin is required.
- Click on the **File** Button and then click on **Save As**.
- Check the name of the slide show and make changes as needed.
- In the Save as type box, click on the down arrow and choose:
- PowerPoint 97-2003 Presentation.
- Click on the **Save button**.



Printing Slides

- Click on the **File** Button and choose **Print**.
- Under Setting, choose
- **Slides** – Prints 1 slide per page.
- **Handouts** – Prints the designated slides per page. Printing 3 slides per page also prints lines
- **Notes Pages** – Prints one slide per page with the speaker notes on the bottom half of the page.



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- **Handouts**
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- **Notes Pa**
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