

PowerPoint® 2010 Advanced

Raising Slides From Other Presentations

1. In the **SLIDE** tab on the **Slide Sorter** view, [Click] **Bring Forward** to indicate where you would like the slide inserted.
2. Choose **HOME**, then **INSERT** > **SLIDE** > **SLIDE FROM OTHER PRESENTATION**.
3. In the **SLIDE SOURCE** task pane, select recently opened presentations from the **RECENT SLIDE SOURCES** list, then [Click] **+**.
Or, to access an Office SharePoint Server 2010 Web Site:
 - a. [Click] **BROWSE**, then **BROWSE SOURCE LIBRARY**.
 - b. Navigate to and **SELECT** the slide.Or, to raise slides from a PowerPoint file on your computer:
 - a. [Click] **BROWSE**, then **SOURCE FILE**.
 - b. Locate and select the presentation, then [Click] **OPEN**.
4. Check **KEEP SOURCE FORMATTING** to keep the original formatting in the imported slide. Leave blank to use the preceding slide's theme.
5. [Click] on the slide to insert.

Adding Placeholders to a Slide Master

1. Choose **VIEW**, then **SLIDE MASTER**.
2. Select one of the layout thumbnails  on the left side.
3. Choose **SLIDE MASTER**, then **MASTER**, then select the appropriate placeholder. The **CONTENT** placeholder allows any of the most types of content.
4. [Drag] on the slide layout to draw the placeholder.
5. Drag on the placeholder as needed (to move, rotate, or resize text, change fill colors, etc.).

Adding a Customized Layout

1. Choose **VIEW**, then **SLIDE MASTER**.
2. Select a layout on the left. The new layout will be inserted after this layout.
3. Choose **SLIDE MASTER**, then **NEW LAYOUT**.
4. Change the slide layout as desired.
5. To rename the layout, choose **SLIDE MASTER**, then **RENAME**.
6. [Click] **CLOSE MASTER VIEW** to return to the presentation.

Your custom layout will appear as an option of the presentation **HOME**, then **SLIDE SORTER**.

To use a customized layout from another file, use the **Other Master Themes** link in the **Theme Task Pane** (under **Office Document**).

Using a Theme from Another Office Document

Use a theme from another document if it has a customized design or elements such as colors, fonts, and slide layouts.

1. In the **SLIDE** tab on the **Slide Sorter** view, select the slide to which to apply the theme. If all slides are to be changed, the entire presentation is changed.
2. Choose **DESIGN**, then **THEMES** > **+** to expand the **THEME** gallery.
3. Select **BROWSE FOR THEMES**, locate and select the theme you want to use, then [Click] **APPLY**.

Creating Templates

1. Create a presentation in the normal way.
2. Choose **FILE**, then **SAVE AS**.
3. Change **SAVE AS TYPE** to **POWER POINT TEMPLATE**, then set options in the **TEMPLATE** dialog.
4. Type a file name, then [Click] **SAVE**.

Using Templates

To create a new presentation from a previously saved template, choose **FILE**, then **NEW**, [Click] **MY TEMPLATES**, select the template, then [Click] **YES**.

Making Changes to a Template

1. Open the template. PowerPoint's templates are usually stored in the **TEMPLATE** folder. To find the template folder, choose **FILE**, then **SAVE AS**, change **SAVE AS TYPE** to **POWER POINT TEMPLATE**, then click on the **TEMPLATES** folder, [Click] **OK**.
2. Choose **FILE**, then **OPEN** and select a template from the **POWERPOINT** folder, [Click] **OPEN**.
Or,
 - a. Choose **FILE**, then **RECENT**.
 - b. Select the template from **RECENT**.For more information, see the **Templates** header from **ITEM PLACES**.
To keep a template in the **TEMPLATES** folder in the **START** menu, [Click] **+**.
3. Make the application same and close the file.

Inserting an Audio Clip

To insert your own audio clip in a presentation:

1. Select the slide to add a clip.
2. Choose **INSERT**, then **AUDIO**.
3. Locate and select the audio file you want to add, then [Click] **INSERT**.

To insert **Clip Art**, **Audio** in a presentation:

1. Select the slide to add a clip to.
2. Choose **INSERT**, then **CLIP ART**.
3. [Click] on the audio clip you want to add to the slide.

Inserting a Video

1. Select the slide to add video to.
2. Choose **INSERT**, then **VIDEO**.
3. Locate and select the video file you want to add, then [Click] **INSERT**.

For more information, see **Inserting a Video** in **PowerPoint 2010**.

Inserting an Excel Table

1. Choose **INSERT**, then **TABLE** > **INSERT TABLE**.
Or, to insert an existing workbook, copy paste the workbook, then **PowerPoint** > **Table** > **Table**, then **PowerPoint** > **Table**, then **Table** > **Table**.
Or, to insert a table from an Excel spreadsheet, [Click] **OK**.
2. The ribbon changes to the **Excel** ribbon. Move to and enter data in the usual way.
3. When done, [Click] away from the Excel object. To edit or change what the spreadsheet displays, [Double-Click] the Excel object.

WordArt Effects

YOUR TEXT HERE

1. Text can have WordArt effects such as outlines, fill, glow, reflection, and shadows.
2. Select the text.
3. Choose **DRAWING TOOLS** > **FORMAT**, then select from the **WORDART STYLES** gallery, or customize with one of **TEXT FILL**, **TEXT OUTLINE**, or **TEXT EFFECTS**.
4. To insert a text box with a WordArt style:
 1. Choose **INSERT**, then **WORDART**.
 2. Select a WordArt style. The style is applied to the current content of the document. Changes to the theme will not change text formatted using one of the WordArt styles.

To clear WordArt effects:

1. Select the text, then choose **DRAWING TOOLS**, **FORMAT**.
2. [Click] **+** in the **WORDART STYLES** gallery, then select **THAT WAS HERE**.

Recoloring a Picture

1. Select the picture.
2. Choose **PICTURE TOOLS**, **FORMAT**, then **RECOLOR**.
3. Select one of the options.

Ungrouping Clip Art

Ungrouping allows each piece of the clip art to be selected separately and deleted or modified.

1. Select the clip artwork on the slide.
2. Choose **PICTURE TOOLS**, **FORMAT**, then **UNGROUP**, [Click] **YES** in the resulting message.
3. [Click] the piece to change. If you are unable to select the piece, use the **Select** and **Selectability** pane **HOME**, **SELECT**, **SELECTOR PANES**.

Organizing Slides With Sections

Use sections to separate slides into groups of slides with similar features. You can quickly print and apply effects to just one section. To create a section:

1. Select the first slide of the section to be created in the **SLIDES** pane or **Slide Sorter** view.
2. Choose **HOME**, then **SECTION**, **ADD SECTION**.
3. To rename, [Right-Click] the section name, then select **RENAME SECTION**.
4. To identify slides in a section, [Click] **All** or **Off**, or to hide/show all slides, [Right-Click] a section name, then select **COLLAPSE/EXPAND ALL**.
5. To number, [Right-Click] the section name, then select **NUMBER SECTIONS**, **NUMBER ON** [Drag] the section to the new location to name when **Slide Show** is collapsed.
6. To move, [Right-Click] the section name, then select **MOVE SECTION** or **MOVE SECTION TO SLIDES** (slides added, or **MOVE ALL SECTIONS**).
7. To quickly change all slides in a section, [Click] the section name, if an apply a theme or transition.
8. To print a section, choose **FILE**, **PRINT**, [Click] **PRINT ALL SLIDES**, if the chosen one of the **SLIDES** (Slide **PRINT**).

Creating a Button to Jump to Another Slide or File During a Slide Show

1. In the **SLIDES** pane, select the **ACTION** button  on the slide.
 2. Drag the button by [Dragging] with the mouse. The **ACTION** button has a dialog box appears with options related to the type of action you choose.
 3. [Click] the **ACTION** **CLICK** or **HOVER** options to select whether [Clicking] the object or moving the mouse over the object will take you to the destination.
 4. Choose **HOVER** **CLICK** and make a selection from the drop-down. If necessary, choose the slide, or to open the other file to go to. Hidden slides have brackets around their numbers. [Click] **OK**.
 5. If jumping to another presentation, select which slide to start in it.
 6. [Click] **OK** in the **ACTION SETTINGS** dialog box.
- After jumping to the destination slide, when in the current presentation or another, PowerPoint will continue with the slides following the one you have jumped to, if you have jumped to another presentation, at the end of the slide provided, you will be returned to the original slide in the current presentation. If you have jumped to a file from another application, close the application to return to PowerPoint.

Displaying the Animation Pane

Use the animation pane to easily select, order, and modify animations.

1. Choose **WINDOW**, **ANIMATION**, then **Animation Pane**.

Microsoft Powerpoint 2010 Quick Check Answers

**Dr. Sandeep Srivastava, ,Dr. Mirza
Shab Shah, ,Er. Meera Goyal**

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MCTS Self-Paced Training Kit (Exam 70-662): Configuring Microsoft® Exchange Server 2010 Orin McLean, Orin Thomas, Ian McLean, 2010 This study guide for server administrators preparing to take the Microsoft Certified Technology Specialist MCTS exam 70 662 provides instruction and reference material on subjects covered by this business intelligence specialization certification test Topics discussed include installing Exchange Server 2010 mailboxes distribution groups configuring client access logging and reports transport servers and Exchange in high availability environments Each chapter includes screen shots and code examples and a companion CD ROM includes additional material and sample data sets as well as practice tests for each section Access to four networked Exchange servers is required to use the provided practice materials and advice on creating virtual servers is included *Computer 5: (For Standard 5) ENGINEER ARPIT*

JAIN, 2021-01-02 There has been an attempt to make this book survive through rapidly changing IT World As you must know computer world is evolving at a great pace so we should prepare for the latest technologies Super Computer is a series of computer books for primary and middle class students providing an insight into the world of computer technology All the textbooks have been designed to make the learning engaging and interactive ANSWERS OF THE EXERCISES FROM THE BOOK IS ALSO GIVEN **Fundamentals of Information Technology for Class IX (Based on MS Office) (Code 402)**

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Applications 4 Creating Business Appendix SYLLABUS Unit 1 Word Processing Introduction to word Processing Word processing concepts Use of Templates Working with word document Editing text Find and replace text Formatting Spell check Autocorrect Autotext Bullets and numbering Tabs Paragraph Formatting Indent Page Formatting Header and Footer Tables Inserting Filling and Formatting a Table Inserting Pictures and Video Mail Merge Including Linking with Database Printing Documents Creating Business Documents using the above Facilities Unit 2 Preparing Presentation Basics of Presentations Slides Fonts Drawing Editing Inserting Tables Images Texts Symbols Media Design Transition Animation and Slideshow Creating Business Presentations using above Facilities Unit 3 Spreadsheet and its Business Applications Spreadsheet Concepts Managing Worksheets Formatting Entering Data Editing and Printing a Worksheet Handling Operators in Formula Project Involving Multiple Spreadsheets Organizing Charts and Graphs Generally used Spreadsheet Functions Mathematical Statistical Financial Logical Date and Time Looking and Reference Database and Text Functions Unit 4 Creating Business Spreadsheet Creating Spreadsheet in the Area of Loan and Lease Statement Ratio Analysis Payroll Statements Capital Budgeting Depreciation Accounting Graphical representation of Data Frequency Distribution and its Statistical Parameters Correlation and Regression

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Exploring Microsoft Office 2003 Enhanced Edition- Adhesive Robert T. Grauer, Maryann Barber, 2005 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems *E Media Professional*, 1997-08 The Times Index, 2006 Indexes the Times Sunday times and magazine Times literary supplement Times educational supplement Times educational supplement Scotland and the Times higher education supplement

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