

PowerPoint® 2010 Introduction

Creating a New Presentation

You are presented with a blank, new presentation whenever PowerPoint is launched. If PowerPoint is already running, to quickly create a blank document, press <Ctrl+N>, or for more options:

1. Choose FILE, NEW.
2. Choose BLANK PRESENTATION, or to use a template:
 - From office.com (Click a category under OFFICE.COM TEMPLATES or to search, type keywords like e.g. project report) in SEARCH OFFICE.COM FOR TEMPLATES, and press <Enter>
 - Select one of the RECENT TEMPLATES or SAMPLE TEMPLATES.
3. (Click) CREATE or DOWNLOAD.

Adding a New Slide

Choose HOME, then NEW SLIDE.

To choose a slide layout when creating the new slide, (Click) .

Changing a Slide's Layout

Choose HOME, then , then select a layout.

Changing the Slide Orientation

1. Choose DESIGN, then SLIDE ORIENTATION .
2. Choose PORTRAIT or LANDSCAPE.

All slides change to the new orientation. While all slides in a presentation must have the same orientation, you can orient objects and text in any direction.

Changing the Slide Size

1. Choose DESIGN, then PAGE SETUP .
2. Choose a size from the SLIDES SIZED FOR list, or enter your own WIDTH and HEIGHT. (Click) OK.

Entering Text into a "Click to add..." Bulleted List Placeholder

1. (Click) on the placeholder and type the text.
2. To add another line or paragraph, press <Enter>.
3. To create an indented paragraph, press <Tab> at the beginning of the paragraph. To "unindent" a paragraph, press <Shift+Tab> at the beginning of the paragraph.

Starting a New Line Without a Bullet

To break a line of text without creating a new paragraph (and a new bullet), press <Shift+Enter>.

Moving from Title to Body with the Keyboard

When finished typing the title, press <Ctrl+Enter>. This moves to the body text placeholder. Press <Ctrl+Enter> when you are in the body text placeholder to move to the text placeholder, or create a new slide if you are in the text placeholder.

Adding Other Text on the Slide

- To add text where there is no text placeholder:
1. Choose HOME, then  in the DRAWING group.
 2. (Click) where the text is to begin.
 3. Type the text. (Click) outside the box when finished.

Changing Level of Indentation

1. (Click) in the paragraph to change.
2. Choose HOME, then  or .

Using the Outline Tab

Use the Outline tab to see an overview of your slide's main points, add a lot of text, and rearrange points. To display the Outline tab, (Click)  in the left pane. To show slide text, (Double-Click) .

Rearranging Bullet Points or Paragraphs

For paragraphs, the following steps must be done using the Outline tab.

1. (Press) to the bullet of the paragraph. If there is no bullet, (Point) to the left of the paragraph in the Outline tab. The mouse pointer changes to .
2. (Drag) the paragraph up or down to the new position.

Changing the Text Font

1. Select the text to change.
2. Choose HOME, then select from the Font list, e.g. .

Changing the Text Size

1. Select the text to change.
2. Choose HOME, then select from Font Size , or set the number and press <Enter>. Or, (Click) Increase or Decrease Font Size  or  to change size in increments.

Enhancing Text: Bold, Italic, etc.

1. Select the text.
2. Choose HOME, then from , , , , or .

To remove enhancements, ensure that the text is selected, and (Click) the same buttons.

Turning Off/On Bullets

1. Select the paragraph(s) to change.
2. Choose HOME, then .

Formatting Text with the Mini Toolbar



Use the Mini toolbar for quick access to common formatting options.

1. Select the text to change with your mouse.
2. (Right-Click) or move the mouse pointer up and to the right.

Viewing Many Slides at Once

Choose VIEW, then SLIDE SORTER .

Rearranging Slides

In Slide Sorter view or the SLIDES tab of the left pane, (Drag) the slide to the new position.

Applying a Design Theme

Themes are coordinated sets of fonts, colors, and graphics.

- Choose DESIGN, then select from the THEMES group. (Click)  to see all themes.

The new theme will be applied to all slides that have the same theme as the current slide.

Or, first select the slides to which the SLIDES tab or Slide Sorter view to apply the theme to those slides.

Changing the Background of a Slide

1. In the SLIDES tab or the Slide Sorter view, select the slide(s) whose background is to be changed. To select multiple slides, <Ctrl> (Click) the slides. If all slides are to be changed, this is not necessary.
2. Choose DESIGN, then , then a style. Or for more options, choose FORMAT BACKGROUND.

Adding a Header or Footer

1. Choose INSERT, then HEADER & FOOTER .
2. Specify options and (Click) APPLY or APPLY TO ALL.
3. Move header/footer elements like any other object.

Creating Speaker Notes

1. In Normal view, (Click) in the bottom pane.
2. Type your text.
3. To see more of the notes pane, (Drag) the top border of the pane.

Choose VIEW, then NOTES PAGE  to show and edit notes pages as they will look when they print.

Text Selection Shortcuts

A word	(Double-Click)
A paragraph	(Triple-Click) within the paragraph.
A bullet and sub-bullets	(Click) on the bullet.
All text in the text block	<Ctrl+A>
Multiple separate areas	Press <Ctrl> while selecting text.

Moving Among Slides

- (Click) the Next Slide  or Previous Slide  buttons below the vertical scroll bar.
- (Click) on a slide in the SLIDES tab.
- (Click) the Slide Sorter view button  at the bottom of the screen to view all slides, then (Double-Click) a slide.
- (Drag) the Small box in the vertical scroll bar and the number of the desired slide appears, then release.

Tip: move here...

Next or last slide
Next slide
Previous slide

Press this...

Home or End
Page-down
Page-up

Shortcuts

Increase/decrease indent: Alt+Shift+> / <
Move paragraph up/down: Alt+Shift+↑ / ↓
Copy shape attributes: Ctrl+Shift+C
Paste shape attributes: Ctrl+Shift+V
Increase/decrease font size: Ctrl+Shift+> or <

Slide show shortcuts

View shortcuts during show: F5
<Number> then <Enter>

Black/white the screen: B or / (period)
White/black the screen: W or . (comma)

Next slide or step: (Click) Speaker
Enter
F4
> or <

Previous slide or step: Backspace
F4
< or ↑
Page Up

SoftPrint Automatic Show End show: ESC or Ctrl+Break
Show laser pointer: Press <Ctrl> while (Clicking)

Change pointer to pen: Ctrl+P
Change pointer to arrow: Ctrl+A
Change pointer to eraser: Ctrl+E
Hide pointer and buttons: Ctrl+H
Automatically show/hide pointer and buttons: Ctrl+S
Erase screen annotations: E

Microsoft Powerpoint 2010 Reference Guide

Rod Stephens



Microsoft Powerpoint 2010 Reference Guide:

Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Beezix Software Services, 2010-06-10 *Microsoft PowerPoint 2010 Advanced Quick Reference Guide* Beezix Software Services, 2010 **Microsoft PowerPoint 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, 2010-08-09 **PowerPoint 2010 All-in-One For Dummies** Peter Weverka, 2010-04-29 A fully updated guide to creating dynamic presentations with PowerPoint 2010 PowerPoint dominates the presentation landscape With the changes in PowerPoint 2010 including the availability of an online version PowerPoint users need this comprehensive reference to make the most of the program PowerPoint 2010 All in One For Dummies features in depth coverage of the elements and the process involved in creating knockout presentations Seven minibooks cover all the new 2010 features providing a great education for beginners and showing PowerPoint veterans lots of new tricks PowerPoint is the leading presentation software used in business and education new features in PowerPoint 2010 include an online version and expanded audiovisual capabilities Seven self contained minibooks cover getting started building a presentation tables charts and diagrams graphics and shapes adding audio video and animation giving the presentation and PowerPoint for power users Explains how to use the interface and tools and shows how to represent data visually for greater impact Provides important tips on adding the human element when making a presentation Gives advanced users advice on creating templates collaboration automation and more PowerPoint 2010 All in One For Dummies gets novices up to speed and helps experienced users take their skills to the next level **Microsoft PowerPoint 2010** EZ-Ref Courseware, 2010-12-01 B W Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the basic concepts of Microsoft PowerPoint 2010 To download the exercise files that accompany this title please visit http://www.ezref.com/exercise_files For information regarding unlimited printing with the ability to customize our courseware please visit our website www.ezref.com Topics covered in Microsoft PowerPoint 2010 One Day 6 8 hours PowerPoint Basics Screen Menus Opening a Presentation Using Help Running a Slide Show Changing Views Spell Checking your Presentation Working with Objects Moving Copying Resizing Deleting Customizing Objects Entering Editing Text Creating a New Presentation Using the Outliner Adding Headers and Footers Working with Text Charts Find Replace Saving Your Presentation Printing Adding Deleting Slides Working with Bullet Lists Drawing Objects Using the Ruler to Set Tabs Indents Adding Tables Inserting ClipArt Creating WordArt SmartArt Creating and Customizing Charts Creating Slide Shows Adding Animation Transition Effects Document Recovery Editing Master Slides Creating Custom Backgrounds Using Creating Templates Adding Hyperlinks **Microsoft PowerPoint 2010** EZ-Ref Courseware, 2010-12-01 Color Instructor Guide for instructor led computer training Meant to be used with our companion student training manuals for learning the basic concepts of

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Desktop - My Book of Computer Science Class 5 Sayan Banerjee, Swati Goel, Goyal Brothers Prakashan, 2013-04-01 Goyal Brothers Prakashan

Microsoft Office PowerPoint 2010 QuickSteps Carole Boggs Matthews, 2010-07-06 Step by Step Full Color Graphics Start using PowerPoint 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful presentation application Follow along and quickly learn how to create great looking slides add text tables charts graphics sound and video and deliver a polished presentation guaranteed to impress Get up to speed on PowerPoint 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks Need to need facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid Carole Matthews co creator of the QuickSteps series is the author or coauthor of more than 50 books including Photoshop QuickSteps and QuickSteps to Winning Business Presentations

EBOOK: Using Information Technology Complete Edition Brian Williams, 2012-03-16 EBOOK Using Information Technology Complete Edition

Citrix XenDesktop & XenApp 7.7/7.8 Göran Eibel, 2016-05-04 This book provides an in depth insight into the new architectures and concepts of current Citrix XenDesktop and XenApp technologies for central provisioning of desktops and applications It is aimed both at newcomers to the Citrix virtualization world and at those upgrading from previous versions All the necessary steps for the creation of a design and the development and operation of a complete scalable virtualization environment are discussed in a detailed and practical manner Valuable advice and comprehensive background information also feature in this solution oriented compendium making it an indispensable companion for IT solution architects consultants and administrators

Boot-Click-Enter - 4 Gurpreet Bindra, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The CCE compliant series is based on an interactive approach to teach various concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest

technologies and the interests of the 21st century learners The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2010 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD

A Speaker's Guidebook with The Essential Guide to Rhetoric Dan O'Hair, Rob Stewart, Hannah

Rubenstein, 2012-02-01 A Speaker's Guidebook with The Essential Guide to Rhetoric includes a full tabbed section that provides brief yet comprehensive coverage of rhetorical theory from the classical to the contemporary and its practical applications

AARP PowerPoint 2010 For Dummies Doug Lowe, 2011-11-01 Add some pizzazz to your presentations Slideshows are one of the best ways to captivate your audience during a presentation and this one of a kind mini guide will show you how to build great looking slides add sound and video animate your slideshow graphics and more Whether you're showing off pictures from your summer vacation or trying to raise money for your favorite cause PowerPoint 2010 is sure to add the power you need to all your presentations Open the book and find What's new in PowerPoint 2010 Tips on navigating the Ribbon How to create and edit a slide presentation Hints for working in Backstage View How to set up a presentation

Visual Basic 2010 Programmer's Reference Rod Stephens, 2010-03-26 Visual Basic expert Rod Stephens shows you how to leverage the latest features of VB 2010 Microsoft Visual Basic VB is the most popular programming language in the world with millions of lines of code used in businesses and applications of all types and sizes The new release of Visual Basic 2010 is tightly integrated with the Windows operating system and the .NET programming environment Renowned VB authority Rod Stephens provides a comprehensive guide to Visual Basic programming including the latest enhancements to the VB language and programming environment with Visual Studio 2010 The tutorial is packed with detailed and practical code examples that show readers how to master all of the features of VB Visual Basic authority Rod Stephens presents a must have resource on Visual Basic the most popular programming language in the world Fully covers the newest features of Visual Basic 2010 such as array literals and initializers collection initializers implicit line continuation Lambda expressions and more Features extensively revised and tested code to ensure compliance with the latest release With this essential resource you'll be able to quickly review the details of important programming objects properties methods and events Note CD ROM DVD and other supplementary materials are not included as part of eBook file

Computer quick reference charts

Beezix Software Services, 2010 A collection of laminated quick reference guides showing step by step instructions and shortcuts for how to use Microsoft Office Word 2010 Powerpoint 2010 and Excel 2010 *Microsoft® PowerPoint® 2010*

Step by Step Joan Lambert, Joyce Cox, 2010-06-29 Experience learning made easy and quickly teach yourself how to create

dynamic presentations with PowerPoint 2010 With STEP BY STEP you set the pace building and practicing the skills you need just when you need them Topics include creating great looking slides using templates or your own designs creating sophisticated charts and diagrams using animation sound and other special effects creating presentations simultaneously with others over the Web delivering presentations and other core topics

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Microsoft PowerPoint 2010 Plain & Simple Nancy Muir Boysen, 2010-05-15 Get the guide that makes learning Microsoft PowerPoint 2010 plain and simple This full color no nonsense book shows you the quickest ways to solve problems and learn the tools using easy to follow steps and concise straightforward language You ll discover new and exciting ways to create and share dynamic presentations with any audience Here s WHAT you ll learn Create dynamic presentations for your audience Include charts tables clip art and other graphics Add video clips and CD music Animate slide and add transition effects Edit and polish your presentations with ease Create speaker notes and record narration Here s HOW you ll learn it Jump in whenever you need answers Easy to follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS exercises help apply what you learn right away

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