

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 the blank document icon.

1. Choose FILE>NEW.
2. Choose SLIDE PRESENTATION.
Or to use a template:
 - From the ribbon, click a category under DESIGN>THemes (to search, type keywords in a search box) or DESIGN>THemes (to search, type keywords in a search box).
 - Select one of the NEW THemes (to search, type keywords in a search box).
3. Click CREATE or OK (to create).

Adding a New Slide

Choose HOME>New Slide (to add).

To change a slide layout when creating the new slide, click the layout icon.

Changing a Slide's Layout

Choose HOME>Layout (to change).

Changing the Slide Orientation

1. Choose DESIGN>New Slide Orientation (to change).
 2. Choose HORIZONTAL or VERTICAL.
- All slides change to the new orientation. While all slides in a presentation must have the same orientation, you can select objects and text in any direction.

Changing the Slide Size

1. Choose DESIGN>New Slide Setup (to change).
2. Choose a size from the SLIDE SIZE FOR list, or enter your own WIDTH and HEIGHT. Click OK.

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

1. Click in the placeholder and type the text.
2. To add another line in the 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 (with 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 next 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>Text (to add).
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>Text (to change).

Using the Outline Tab

Use the Outline tab to see an overview of your slides, make notes, edit a list of text, and rearrange points. To display the Outline tab, click the Outline tab in the left pane. To show slide text, click the Slide tab in the left pane.

Rearranging Bulleted Points or Paragraphs

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

1. Point to the bullet of the paragraph, if there is one. Point to the left of the paragraph in the Outline tab. The mouse pointer changes to a four-pointed star.
2. Drag the paragraph up or down to the new position.

Changing the Text Font

1. Select the text to change.
2. Choose HOME>Font (to change).

Changing the Text Size

1. Select the text to change.
 2. Choose HOME>Font (to change).
- Or, click the Increase or Decrease Font Size buttons to change text in increments.

Enhancing Text: Bold, Italic, etc.

1. Select the text.
2. Choose HOME>Font (to change).

To remove enhancements, choose the text is selected, and click the same buttons.

Turning Off/On Bullets

1. Select the paragraph to change.
2. Choose HOME>Text (to change).

Formatting Text with the Mini Toolbar



The Mini Toolbar for quick access to common formatting options.

1. Select the text to change with your mouse.
2. Right-click to reveal the mouse pointer and to the right.

Viewing Many Slides at Once

Choose HOME>New Slide Sorter (to view).

Rearranging Slides

In Slide Sorter view, in the Sorter list of the left pane, drag the slide to the new position.

Applying a Design Theme

- Choose DESIGN>New Theme (to change).
- Or, click the Design tab in the ribbon.

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 theme is to be applied, then click the Design tab in the ribbon.

Changing the Background of a Slide

1. In the SLIDES tab in the Slide Sorter view, select the slides 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>Background (to change).
- Or, click the Background button in the ribbon.

Adding a Header or Footer

1. Choose FILE>New Header or Footer (to add).
2. Specify options, and click OK (to add).
3. Move Header/Footer elements (to 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>New Notes Page (to add).

Slide notes pages do not print when they print.

Text Selection Shortcuts

A word	(Double Click)
A paragraph	(Triple Click) within the paragraph
A bullet and subbullet	(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 button in the ribbon.
- Click the Previous Slide button in the ribbon.
- Click the Next Slide button in the ribbon.
- Click the Previous Slide button in the ribbon.
- Click the Next Slide button in the ribbon.
- Click the Previous Slide button in the ribbon.

To move from...	Press this...
From a text slide	Home or End
Next slide	Page down
Previous slide	Page up

Shortcuts	
Increase/decrease indent	Alt+Shift+Tab / Alt+Shift+Enter
Move paragraph up/down	Alt+Shift+Up / Alt+Shift+Down
Copy shape attributes	Ctrl+Shift+C
Paste shape attributes	Ctrl+Shift+V
Increase/decrease font size	Ctrl+Shift+> or <

Slide show shortcuts	
Show shortcuts during show	F5
Go to a slide number	<Ctrl>+G
Next slide or stop	<Next> or <Stop>
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Microsoft Powerpoint 2010 Standard Quick Reference Guide

Peter Weverka



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Pro SharePoint 2010 Development for Office 365 Dave Milner, Bart McDonough, Paul Stork, 2012-12-31 It s no secret that cloud based computing is the next big movement in IT and Microsoft is right there in the market with Office 365 a cloud based productivity suite which includes a hosted cloud focused version of SharePoint 2010 SharePoint 2010 developers who have traditionally developed for on premise environments will suddenly find themselves being asked to develop for the cloud While there is a lot of overlap between cloud based and traditional SharePoint development there are also some important differences and considerations that must be taken into account as well In particular the proliferation of cloud based solutions was a driving force behind certain new features in SharePoint 2010 like sandboxed solutions and the new client object model As the devil is always in the details Pro SharePoint 2010 Development for Office 365 helps you navigate the changes and develop compelling applications and solutions for SharePoint Online in Office 365 Authors Dave Milner Bart McDonough and Paul Stork bring to the table decades of experience in real world development of solutions for customers expertise that is the practical result of what works in real world customer environments This proven team will cover with you the architectural

landscape that SharePoint in the cloud represents discuss the steps in setting up a development environment and cover multiple real world development approaches technologies and considerations **Microsoft PowerPoint 2010**

Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Beezix, Beezix Software Services, 2010-06-10 *IC3: Internet and Computing Core Certification Key Applications Global Standard 4 Study Guide* Ciprian Adrian Rusen, 2015-04-27 Master word processing spreadsheets and presentations ahead of the IC3 exam IC3 Internet and Computing Core Certification Key Applications Study Guide is your ideal study guide when you want to focus on the Key Applications exam module in preparation for the IC3 This book covers common features and functions word processing spreadsheets and presentations all presented in a clear concise style Hands on examples and self paced exercises show you how to perform critical tasks needed to pass the exam and the companion website offers a diverse set of study tools including the Sybex test engine a preassessment test hundreds of practice questions videos and access to over one hundred electronic flashcards Test your skills and solidify your understanding of Key Applications for the IC3 Master the functions common to all programs and the most common features Review the basics of word processing with formatting and automation Understand spreadsheets and how to manipulate data with formulas Brush up on the creation and formatting of simple presentations When you are serious about certification IC3 provides the practice that inspires self confidence **Sage 50 Accounts 2013 in easy steps** Gillian Gilert, 2013-06-05 Sage 50 Accounts is the UK's market leading accounts software It lets you manage your day to day finances customers suppliers and VAT and keeps your finger on the pulse of your business It puts you in total control of your finances so you can spend more time running growing your business Sage 50 Accounts 2013 in easy steps clarifies everything from basic record keeping to utilising Sage as an information bank for making crucial business decisions Areas covered include setting up records and producing invoices reconciling your bank statements stock management keeping track of debtors creditors and bills all important month and year end procedures generating invaluable management reports *Fundamentals of Information Technology for Class 9*

Teacher Resource Book (Academic Year 2023-24), 2023-05-20 Fundamentals of Information Technology for Class 9 Teacher Resource Book Academic Year 2023 24 **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 **User Experience Methods and Tools in**

Human-Computer Interaction Constantine Stephanidis, Gavriel Salvendy, 2024-08-16 This book covers user experience methods and tools in designing user friendly products and services by encompassing widely utilized successful methods including elicitation analysis and establishment of requirements collaborative idea generation with design teams and intended users prototype testing and evaluation of the user experience through empirical and non empirical means This book Provides methods and tools tailored for each stage of the design process Discusses methods for the active involvement of

users in the human centered design process Equips readers with an effective toolset for use throughout the design process ensuring that what is created aligns with user needs and desires Covers a wide array of research and evaluation methods employed in HCI from the initiation of the human centered development cycle to its culmination This book is a fascinating read for individuals interested in Human Computer Interaction research and applications *PC Magazine* ,2004 *PC World* ,1995-07 [American Book Publishing Record](#) ,1995 *Journal of Technology Education* ,2010 **The Software Encyclopedia** ,1986 *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 **School and Community** ,2002 **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 **The British National Bibliography** Arthur James Wells,2009 **How to Learn Microsoft Office Powerpoint Quickly!** Andrei Besedin,2018-02-18 How to Learn Microsoft Office PowerPoint Quickly Have you ever wondered what type of application powers the most of the most of the presentations you have ever seen Of course it is PowerPoint It has been around since 1987 and till date it offers features for everything you could need in a presentation an even more Despite all the features that

the PowerPoint offers users lots of people still find it very difficult to deal with But we believe it doesn't have to be that way because you can create and edit basic presentations in PowerPoint with just a few clicks For this reason we decided to lighten your mind about PowerPoint by coming up with a powerful short book titled how to learn Microsoft Office PowerPoint quickly You might probably be thinking about all the fancy animations and features Of course it will take some more time to learn them but this amazing book will get you started Let's take a quick look at what you start to benefit from this affordable powerful product You will learn how to set up your PowerPoint slides add text and information create your slideshow and much more Easy to understand step by step guide on how to create a PowerPoint presentation Illustration graphics for better understanding Shortcuts for easy navigations while creating your slides Great navigation index that can be used for reference guides Wow You need to purchase this book so you can explore some other hidden benefits We cannot deny the fact that our product does not offer the best and ultimate information about Microsoft PowerPoint But our main aim is to ensure you learn PowerPoint quickly and make a presentation like a Pro even if it is your first time We know that almost all institutions in the world now do presentations every day and for you to meet up with the standard and stay in line with your colleagues you need to learn Microsoft PowerPoint as fast as possible To this you need to buy a copy of our book You would be saving more than 800 doing so You don't need to postpone buying this success proven book Remember you need to stay ahead of your colleagues when it comes to making a better PowerPoint presentation To improve in your PowerPoint presentation obtain your copy of the book with just one click There is a buy button at the upper right of this page click on it and make your purchase Stop wasting time Take that bold step and make your purchase today and now **Genetic Engineering & Biotechnology News** ,2008

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