

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 (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 select objects and text in any direction.

Changing the Slide Size

1. Choose **DESIGN**, then **PAGE SETUP**.
2. Choose a size from the **SLIDES SIZES 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 last placeholder.

Adding Other Text on the Slide

- To add text where there is no text placeholder:
1. Choose **HOME** then  in the **WRITING** 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. **Calibri (Default)**.

Changing the Text Size

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

Enhancing Text: Bold, Italic, etc.

1. Select the text.
2. Choose to turn **Bold** on or off, <I> for **Italic**, <U> for **Underline**, <A> for **Text Shadow**, or <F> for **Text Outline**. 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 **SLIDES 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 **Background Styles**, 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 & AFTER** 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 **Scroll bar** in the vertical scroll bar until the number of the desired slide appears, then release.

Tip: move here...

- First 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

Show shortcuts during show	F1
Go to a slide number	<Number> then <Enter>
Black/White the screen	B or / (period)
White/Black the screen	W or / (comma)
Next slide or step	[Click] Speaker Enter or <F> or <D>

Black/White the screen.
White/Black the screen.
Next slide or step.

Previous slide or step	Page Down Backspace P < or <↑> Page Up
Stop/Start Automatic Show	S or <
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+J
Erase screen annotations	E

Microsoft Powerpoint 2010 Reference Guide

David W. Beskeen



Microsoft Powerpoint 2010 Reference Guide:

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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

Citrix XenDesktop & XenApp 7.7/7.8 Goeran Eibel, 2016-03-31 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

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

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

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Illustrated Course Guide: Microsoft PowerPoint 2010 Basic David W. Beskeen,2012-12-19 Loved by students for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for learning Microsoft PowerPoint 2010 regardless of your experience level Each two page spread focuses on a single skill making information easy to follow and absorb The Illustrated Course Guides split PowerPoint 2010 concepts and skills into two manageable levels Basic and Advanced perfect for workshops or accelerated courses Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Teach Yourself VISUALLY PowerPoint 2010** Bill Wood,2010-12-17 Fast easy way to get the very most out of PowerPoint 2010 Present your work in style in a PowerPoint presentation using the tips and techniques in this visual guide to PowerPoint 2010 It covers the basics as well as all the

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