Microsoft® PowerPoint® 2010 Training

Make the switch to PowerPoint 2010

Overview: Making the upgrade

If you're switching from an earlier version of PowerPoint, particularly from PowerPoint 2003 or earlier, this course is for you.

Here, you'll get familiar with changes to the interface in PowerPoint 2010 — such as the design for menus and toolbars known as "the ribbon" — and find out how do the things you'd typically do to create a presentation.

Course goals

1. Work comfortably with the ribbon interface.

2. Do essential things such as create slides, apply a slide design, and insert slide elements.

3. Manage files using the **File** tab.

4. Benefit from new views, toolbars, and shortcuts.

Office

Office Environment in PowerPoint

Window controls and Help

Quick Access Toolbar

Presentation1 - Microsoft PowerPoint

Ribbon

Click to add title — **Title Block**

• Click to add text

Text Block

Scroll Bar

Status Bar

View options and Zoom control

Slide 2 of 2   "Office Theme"
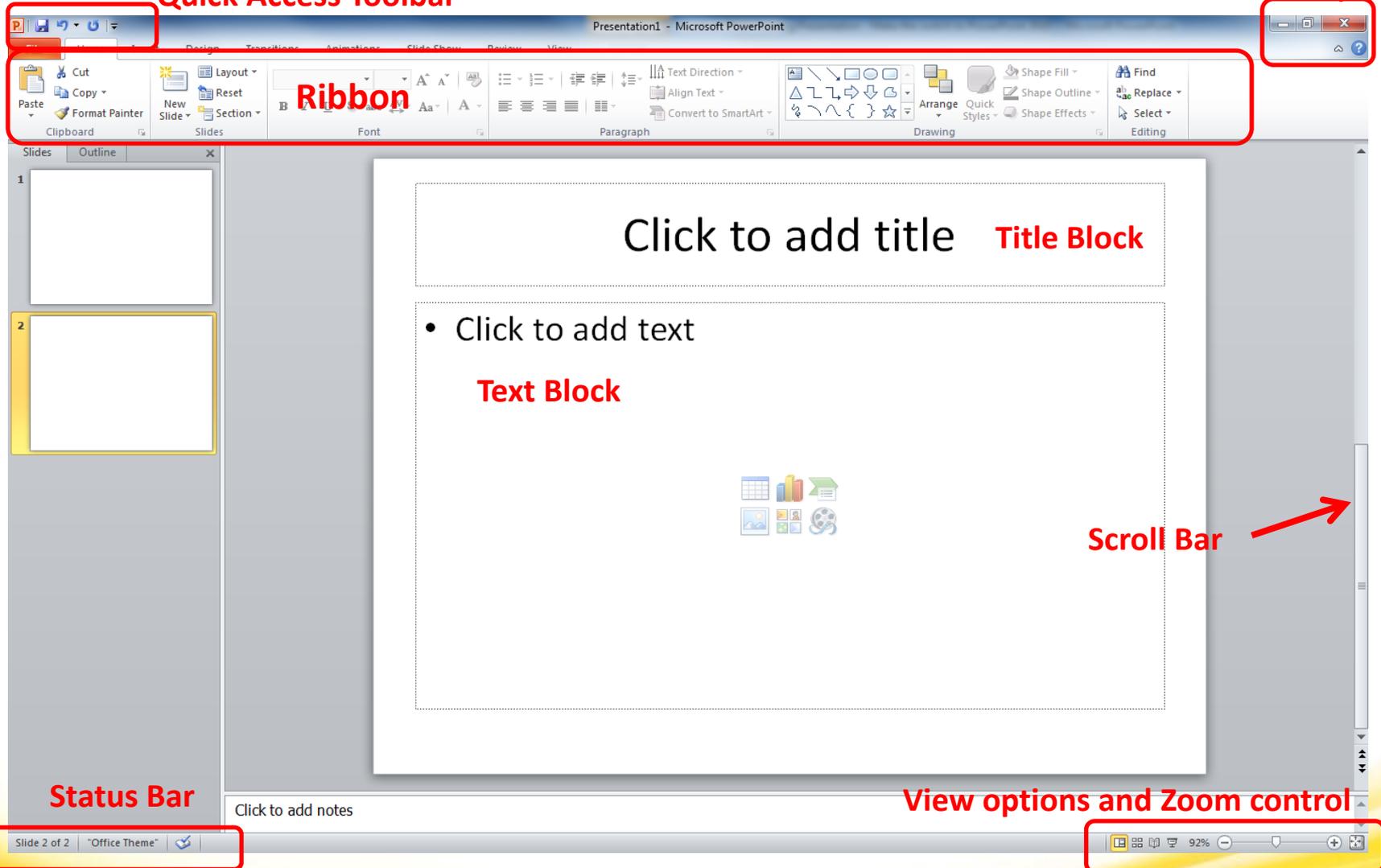
PowerPoint 2010 Ribbon
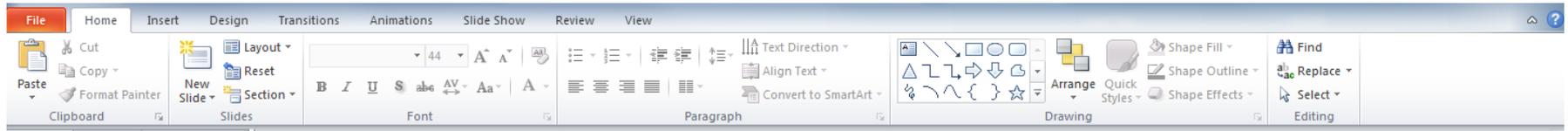
- File
- Home
- Insert
- Design

- Transitions
- Animations
- Slide Show
- Review
- View

Backstage View

The File menu in Power Point 2010 opens what is known as Backstage view.

Backstage view is where you can manage your files (open, save, print, find info, etc.) and set program options (formerly accessed through Tool/Options).

Office Microsoft

Creating a new presentation

❖ When you start PowerPoint, you'll see a new blank presentation (Presentation1). You can begin typing in that presentation or choose to create a new one.

❖ To create a new presentation, go to File/New then click Create (under Blank Slide on right side of screen)
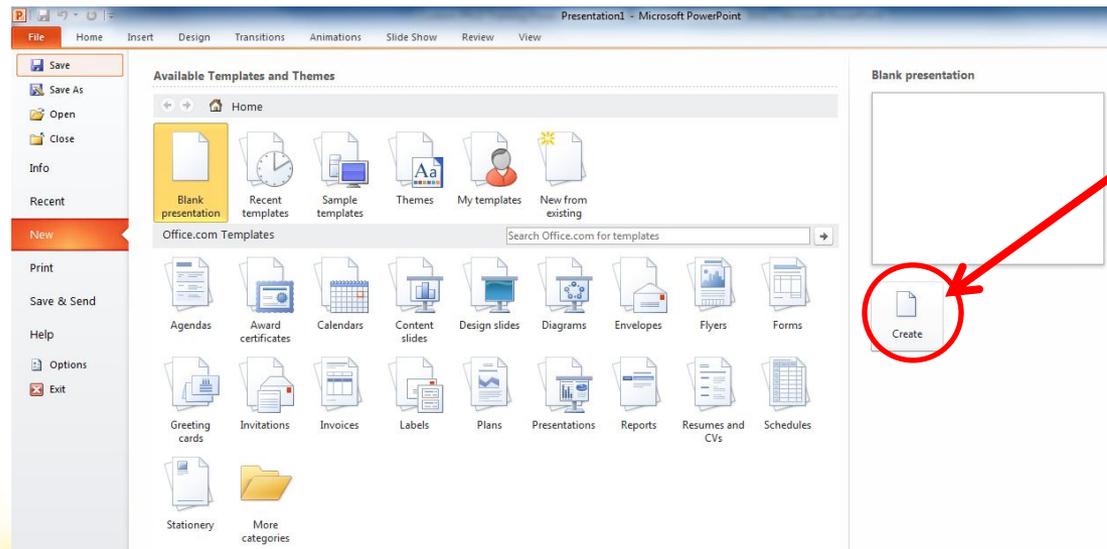
Inserting Elements

The Insert Tab is the key screen for adding elements to your presentation. Here you can add images, illustrations, links, text, symbols and media.
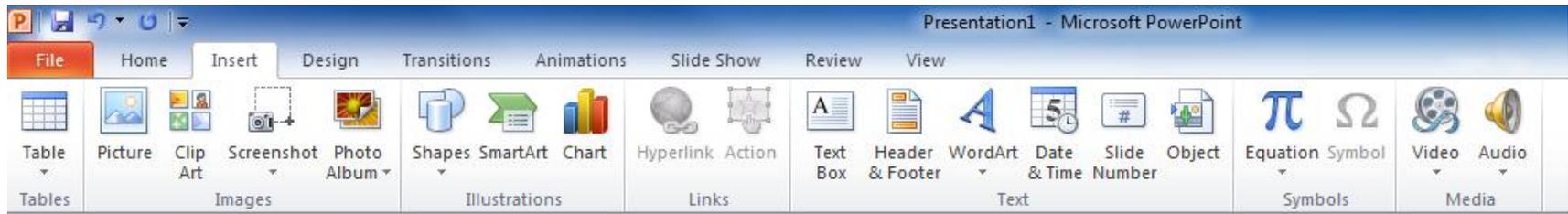
Slide Design

The Design Tab allows you set a common theme for your presentation as well as adjusting margins, and slide orientation.
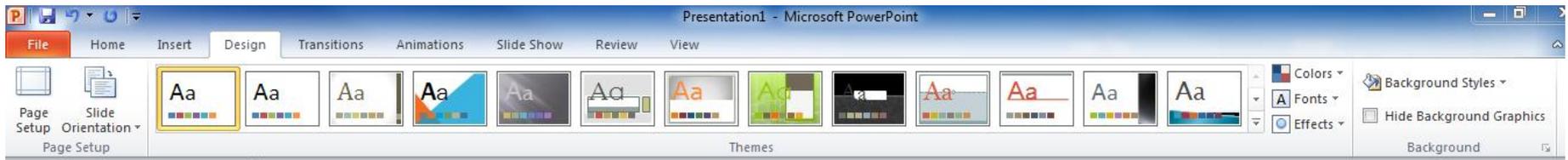
Creating Transitions

Adding transitions between slides adds movement to the presentation. However be conservative, going overboard will be a distraction to the audience. Your message will get lost in the delivery.

Click the lower arrow to see an expanded list of options.

Animations

Animations can bring your slides to life. However just like transitions, too much can be a distraction to the audience. Use animations in key points of your presentation to steer the audience to see elements sequentially.

Slide Show

The Slide Show Tab is used to manage your presentation delivery. You can preview the show and adjust timings.
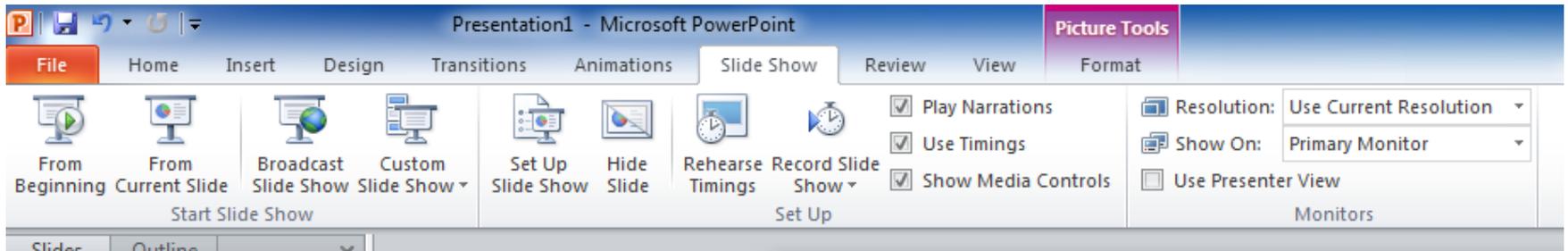
Review and View

The Review tab is used for spelling and grammar editing.
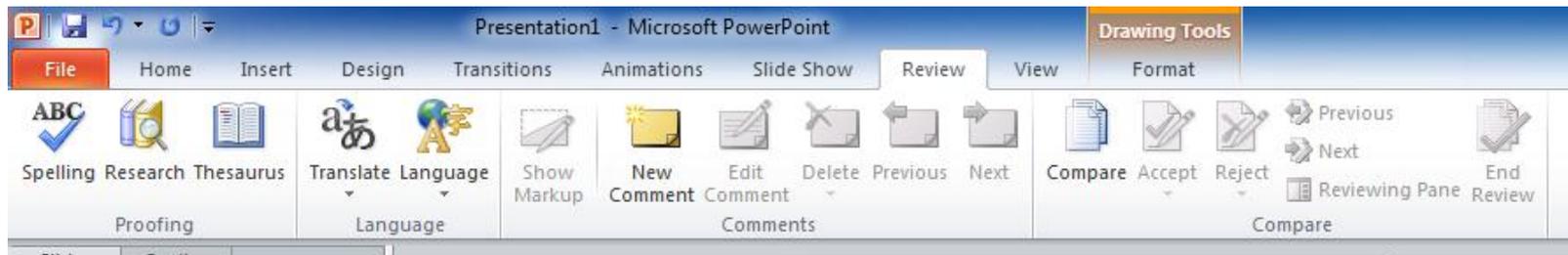
The View Tab manages how your screen looks as you create your presentation.

PowerPoint 2010
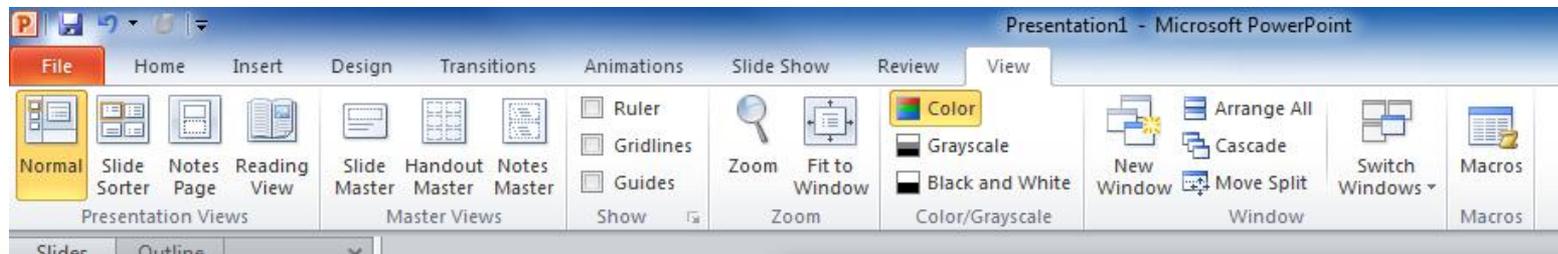
Saving

❖ Be sure to save your work as you go. There is a Save button in the Quick Access Toolbar – click it often.

❖ The first time you save a presentation (Presentation1, etc.) you will be in the Save As dialog box where you will enter the name of the file. Use any combination of letters, numbers, spaces and special characters.
  Note - there are a few special characters that cannot be used: (" * : < > ? \ / |.).
  While in Save As, be sure to note the location of the document so you can find it later – usually defaults to My Documents.

  ❖ Automatic Saving – PowerPoint 2010 is very efficient and will save your work as you go even if you do forget. Go to File/Options/Save to view or update save options.

❖ **Saving in PowerPoint 97-2003 format**: 2003 and previous versions cannot open PowerPoint 2010 documents. When you choose Save As, you can specify that the document be saved as a *PowerPoint 97-2003 Document* so you can open the document in older versions of PowerPoint.

Remember to save your work as you go. You can click the Save button as often as you'd like.

Opening a presentation

❖ Go to File/Open – locate the folder that contains the file you would like to open, click the file and click Open (or double-click the filename).
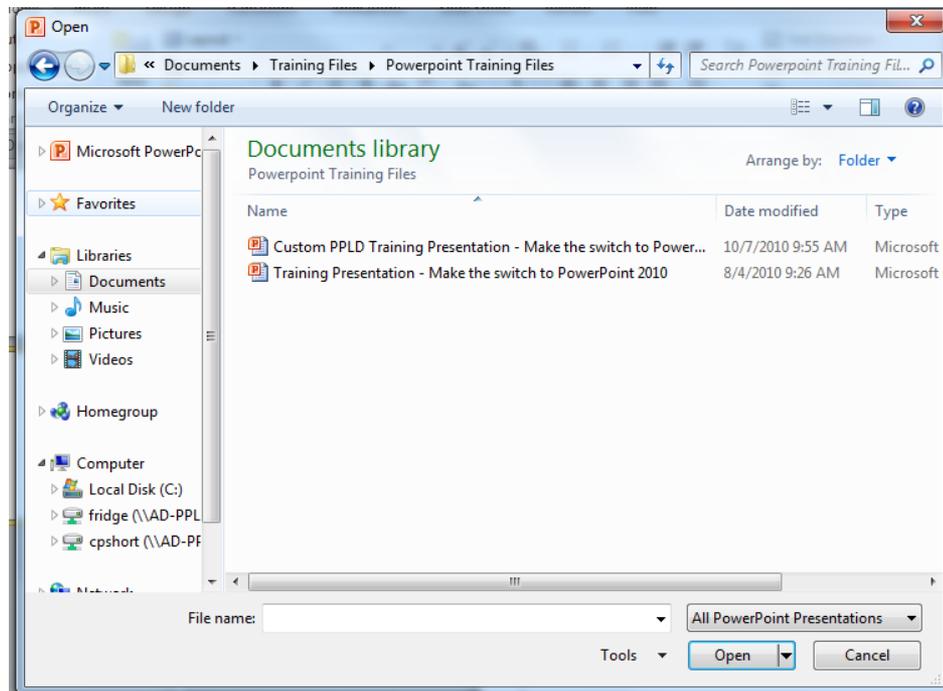
Closing a document

❖ Go to File/Close. If changes were made since you last saved, you will be prompted to save the document.
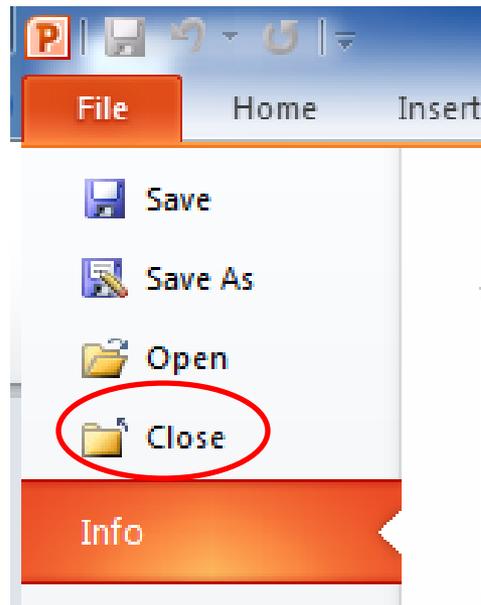
Getting Help in Office

➢ In any Office 2010 program, go to File/Help/Getting Started. This brings you to the Office website for that program where you can:

    ➢ See what's new in a program

    ➢ Make the switch from a previous version

    ➢ Find menu items in the ribbon and learn basic tasks

PowerPoint 2010 Getting Started web page:

If you know PowerPoint 2007, used an earlier version of PowerPoint, or have never used PowerPoint before, explore these resources to begin learning how to use the latest version.

WHAT'S YOUR SITUATION?	WHERE TO GO
Familiar with PowerPoint 2007? Find out what is new for PowerPoint 2010 from the last version.	**What's new in PowerPoint 2010?**
Used an earlier version of PowerPoint? Take an online course to learn how to use this version of PowerPoint and what it can do for you.	**Make the switch to PowerPoint 2010**
Missing the menus? Use an animated guide that lets you point to menus, toolbars, and commands in PowerPoint 2003 to see where they are in PowerPoint 2010.	**Interactive menu to ribbon guides**
Never used PowerPoint before? Learn how to perform common tasks with PowerPoint 2010.	**Basic tasks in PowerPoint 2010**

Microsoft® Office

Commonly used tasks in PowerPoint 2010

- New
  - Click **File/New**
  - Choose type of Presentation (default is blank) then click Create
- Save
  - Click the **Save** button in the Quick Access Toolbar (above the ribbon) – we recommend using this button often – you can't wear it out!
- Save As (save a duplicate of the file with a new name)
  - Click **File/Save As**
  - Name the file, then click Save (you are now working with the new version of the file – the original has closed and will stay as you left it)
- Open
  - Click **File/Open**
  - Choose a file, then click Open

Commonly used tasks in PowerPoint 2010

- Close

  - Click **File/Close** to close the current presentation and continue working in PowerPoint. If you want to exit PowerPoint, you can click the x in the top right corner.

- Recent Files List

  - Click **File/Recent**
    You'll see a list of your recent files, newest at the top, as well as folders you have recently opened

  - To quickly access the most recent files, click the checkbox next to Quickly access this number of documents and set the number of documents (default is 4). They will appear just above Info.

- Print Preview

  - Click **File/Print** (the preview appears on the right side of the screen)

Commonly used tasks in PowerPoint 2010

- Print
  - Click **File/Print**.
  - Choose print settings as needed – to choose properties of the selected printer, click Printer Properties
- Format Painter (Word, Excel, PowerPoint)
  - Select the formatted text to copy, click **Home/Format Painter**.
  - Click where you would like to apply that formatting
- Slide Design
  - Click Design tab, there you will see a variety of options for your presentation as well as margins and slide orientation.

Office Microsoft®

Commonly used tasks in PowerPoint 2010

- – Undo
  - To undo the last task, click the **Undo** button in the Quick Access Toolbar (above the ribbon) – click multiple times to undo multiple tasks

- – Options
  - Click **File/Options** – categories are on the left. When making changes to options, make changes slowly so you can test and be sure PowerPoint is working the way you'd like it to work. You can undo options by unchecking each one, but there is no reset to return to the default options.

Customizing Office Programs

- **Customizing the Quick Access Toolbar**

    - Click the down arrow near the Undo button (top left of screen)
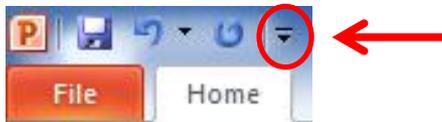
    - Choose from the common tasks shown. If there is no checkmark next to an option, click to turn on. If checked, click to turn the option off.
      Note: Click More commands...to open a window to choose any command to add to the Quick Access Toolbar

Resources

Books

❖ Beyond Bullet Points – Cliff Atkinson

❖ PowerPoint for Dummies – Doug Lowe

❖ Using Microsoft PowerPoint 2010 – Patrice-Anne Rutledge

❖ How to do everything with Microsoft Office PowerPoint 2007 – Ellen Finkelstein

❖ Teach yourself visually PowerPoint 2003 – Nancy Muir

Contact Information

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THANK YOU!