Kennesaw
State UNIVERSITY ®

University Information
Technology Services

Microsoft

PowerPoint 2010

University Information Technology Services

PowerPoint 2010
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Introduction

Microsoft Office PowerPoint 2010 is a presentation software application that aids users in the creation of professional, high-impact, dynamic presentations. Slides are the building blocks of a PowerPoint presentation. By using slides, the focus is not only on the speaker, but on the visuals (slides) as well.

The latest version of Microsoft PowerPoint 2010 includes advanced and easy-to-use features. It helps you create powerful presentations as it includes new photo and video editing tools, transitions, and animations. With Microsoft PowerPoint 2010, you can easily capture and insert screenshots and images into your presentation. The video formatting tool allows you to change brightness, contrast, video shapes, borders, and effects. Two of the most striking and important features of Microsoft PowerPoint 2010 are the broadcasting and collaboration tools. Indeed, PowerPoint 2010 supports simultaneous editing of presentations by multiple users and lets you present a slide show over the Web.

Tips for creating electronic presentations:

Slide layout, font, color scheme, and content are the main components to developing a great presentation. You need to follow the guidelines below to create a good presentation:

- Identify the critical information that needs to be presented and include it in your presentation.
- Use no more than six bullet points per slide.
- Keep bullet points short and to the point. Incomplete sentences are okay.
- Minimize the number of font types used in your presentation.
- Keep font sizes consistent.
- Do not make all the text uppercase.
- For contrast, use a light-colored font on a dark background and vice versa.
- Use bold formatting to make appropriate words stand out.
- Minimize the use of italics. They are more difficult to read.
- Do not vary the look of one slide greatly from the next. Consistency is key.
- Identify text that can be represented pictorially and use appropriate graphics in its place.
- Remove unnecessary graphics that are not relevant to the information presented.
- Use consistent colors and font size on each slide.
- Do not use unusually bright colors.
- Do not clutter the slides with too many graphics.
- Use graphics and transitions sparingly.

Training Objectives

- Become familiar with PowerPoint's interface.
- Create a new presentation.
- Save a presentation for later use.
- Add slides to a presentation.
- Work with galleries.
- Work with themes and background styles.
- Use the various PowerPoint views.
- Enter and edit text.
- Insert graphics and other objects.
- Add transitions and animations.
- Time the presentation.
- Play the slideshow.
- Print handouts.

The Microsoft PowerPoint 2010 Interface

There are a number of prominent changes to the look and functionality of Microsoft PowerPoint. Let us have a look at its latest interface.
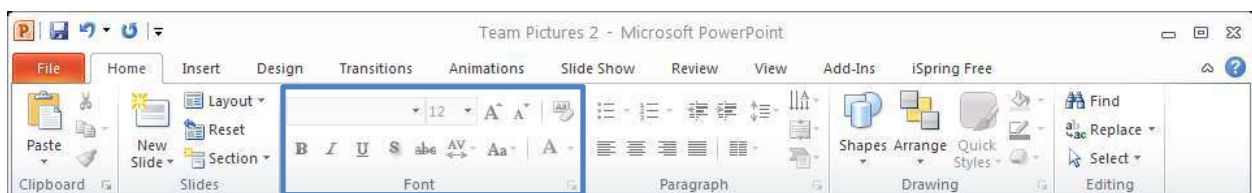
The Ribbon

Figure 1 - The Ribbon

The ribbon is a panel that contains functional groupings of buttons and drop-down lists organized by tabs. The ribbon is designed to help you quickly find the commands that you need to complete a task.

The ribbon is made up of a set of tabs that pertain to the different functionalities of PowerPoint, such as designing slides, inserting media onto slides, or applying animations. Each tab is further divided into logical groups (of buttons), such as the Font group shown above. There are also "contextual tabs" that appear, depending on what you are working on.

For example, if you have inserted pictures, the Picture Tools tab appears whenever a picture is selected (see Figure 2).
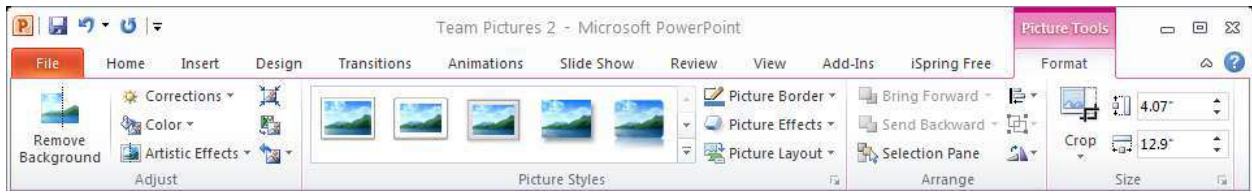
The Quick Access Toolbar

The Quick Access Toolbar is a small toolbar at the top left of the application window that you can customize to contain the buttons for the functions that you use most often.
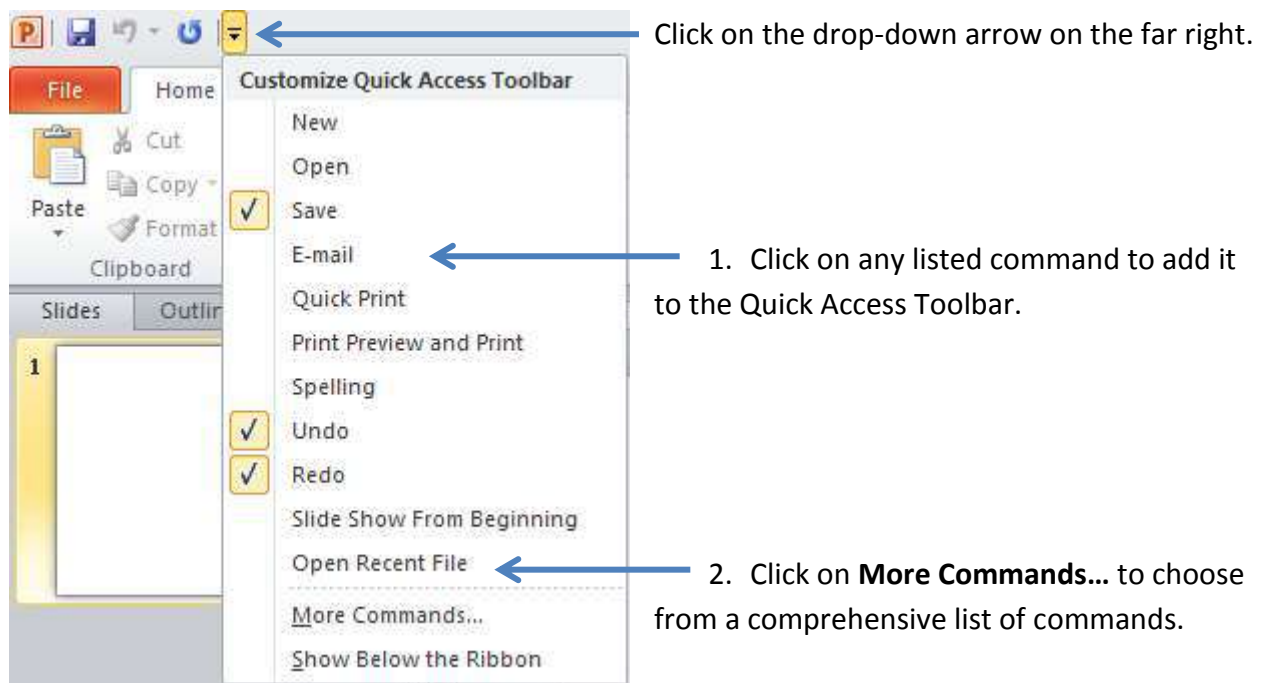
To customize the Quick Access Toolbar:

Click on the drop-down arrow on the far right.

1. Click on any listed command to add it to the Quick Access Toolbar.

2. Click on **More Commands…** to choose from a comprehensive list of commands.

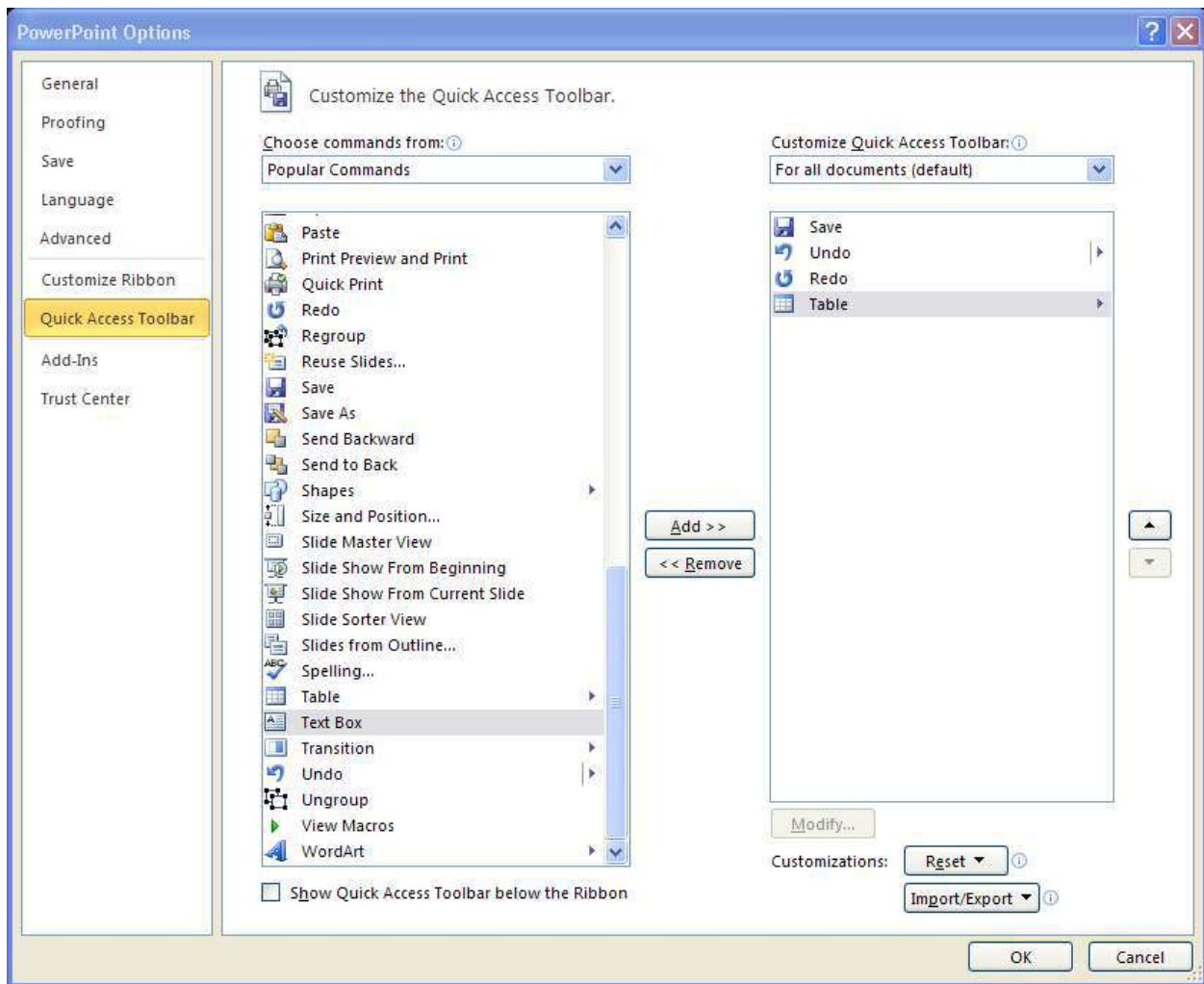3. Select a command from the list by clicking on it.

Figure 5 - Customize the Quick Access Toolbar with additional commands

4. Click on the **Add** button.

5. Repeat steps 4 & 5 to add additional commands.

6. Click on the **OK** button to confirm your selection.

Galleries

Figure 6 - Themes Gallery under the Design tab

A Gallery is a collection of pre-defined formats which can be applied to various elements in Office applications, such as the Themes Gallery in PowerPoint. A Gallery most often appears as a result of clicking on an item on one of the Ribbon Tabs.

The selections in a Gallery incorporate a feature called **Live Preview**. When the mouse cursor hovers over a selection in a Gallery, your document takes on the formatting attributes of that selection in order to give you a preview of how that selection will look when applied to your document.

Mini Toolbar

Figure 7 - Mini Toolbar

The Mini Toolbar is a semi-transparent toolbar that appears when you select text. When the mouse cursor hovers over the Mini Toolbar, it becomes completely solid and can be used to format the selected text.

Status Bar

The Status Bar can be customized to display specific information. Below is the default Status Bar for PowerPoint:
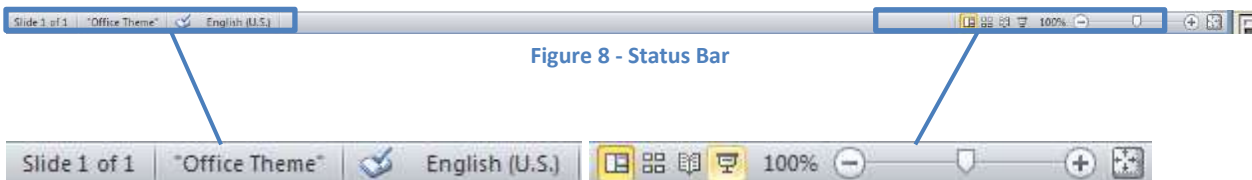

Figure 8 - Status Bar

Right-clicking on the Status Bar brings up the following menu which enables you to change the contents of the Status Bar by checking or un-checking an item:
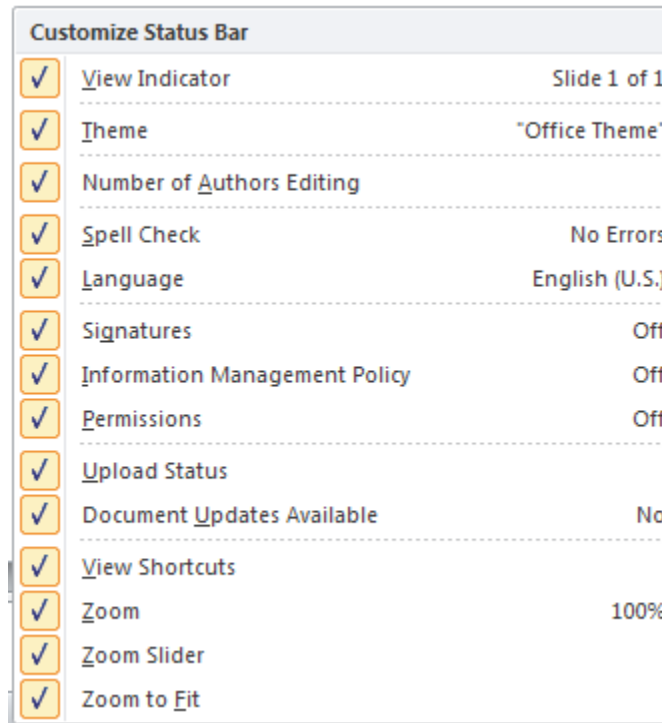

	Customize Status Bar	
✓	View Indicator	Slide 1 of 1
✓	Theme	"Office Theme"
✓	Number of Authors Editing	
✓	Spell Check	No Errors
✓	Language	English (U.S.)
✓	Signatures	Off
✓	Information Management Policy	Off
✓	Permissions	Off
✓	Upload Status	
✓	Document Updates Available	No
✓	View Shortcuts	
✓	Zoom	100%
✓	Zoom Slider	
✓	Zoom to Fit	

Figure 9 - Customize Status Bar

Themes

A Theme is a set of formatting options that is applied to an entire presentation. A Theme includes a set of colors, a set of fonts, and a set of effects. Using themes shortens formatting time and provides a unified, professional appearance.
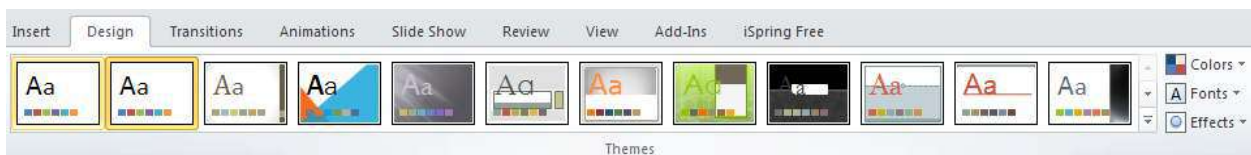

Figure 10 – PowerPoint Themes

The Themes group is located on the Design tab; it allows you to select a theme from the Themes Gallery, as well as customize the colors, fonts, and effects of a theme.
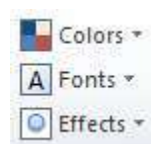

Figure 11 - Customize Colors, Fonts, and Effects of a Theme

The File tab

Figure 12 - File tab

The **File** tab provides a centralized location called the Microsoft Office Backstage View, for all tasks related to PowerPoint file management: opening, creating, closing, sharing, saving, printing, converting to PDF, emailing, and publishing. The Backstage View also allows for viewing document properties, setting permissions, and managing different versions of the same document.
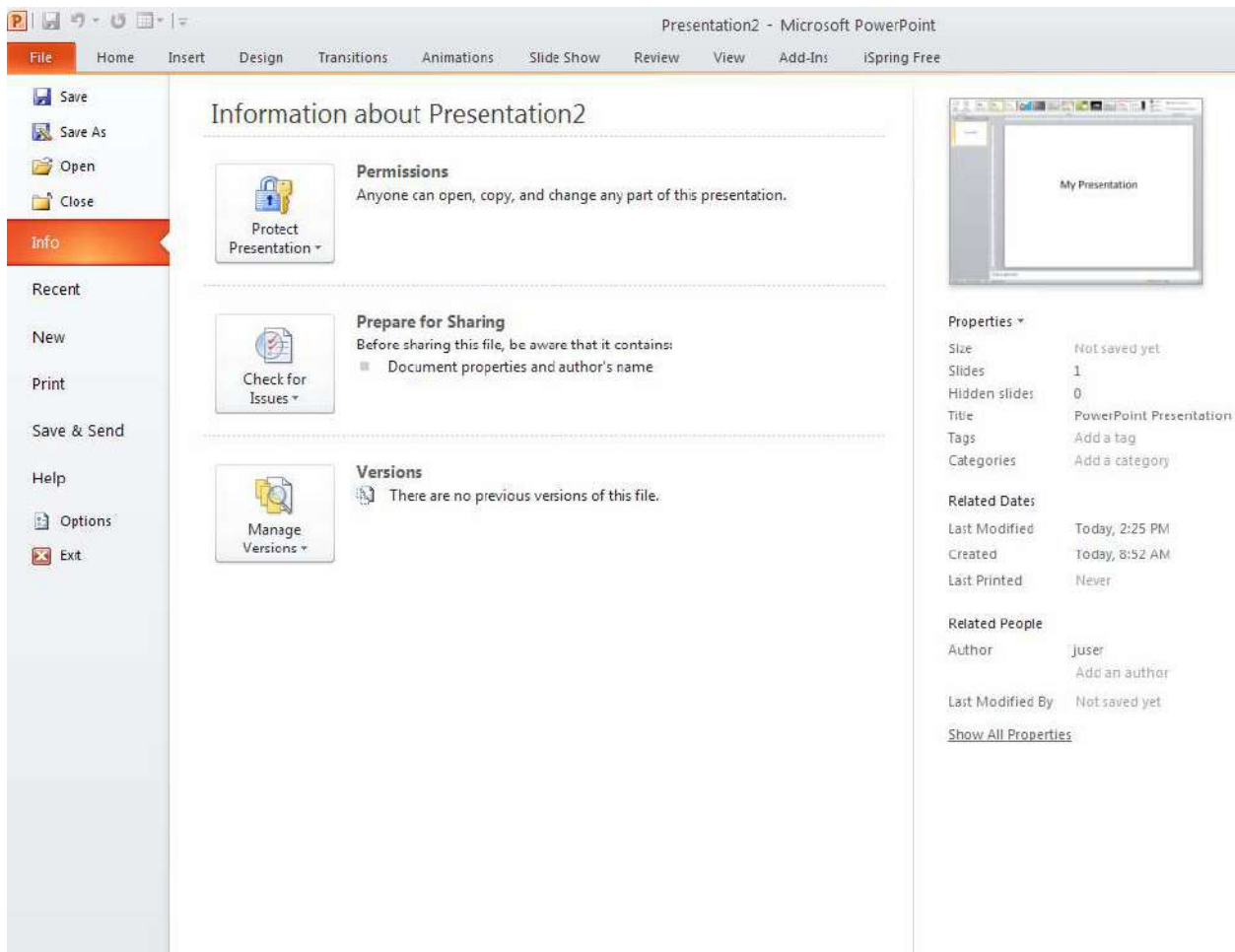

Figure 13 - Backstage View

Navigation

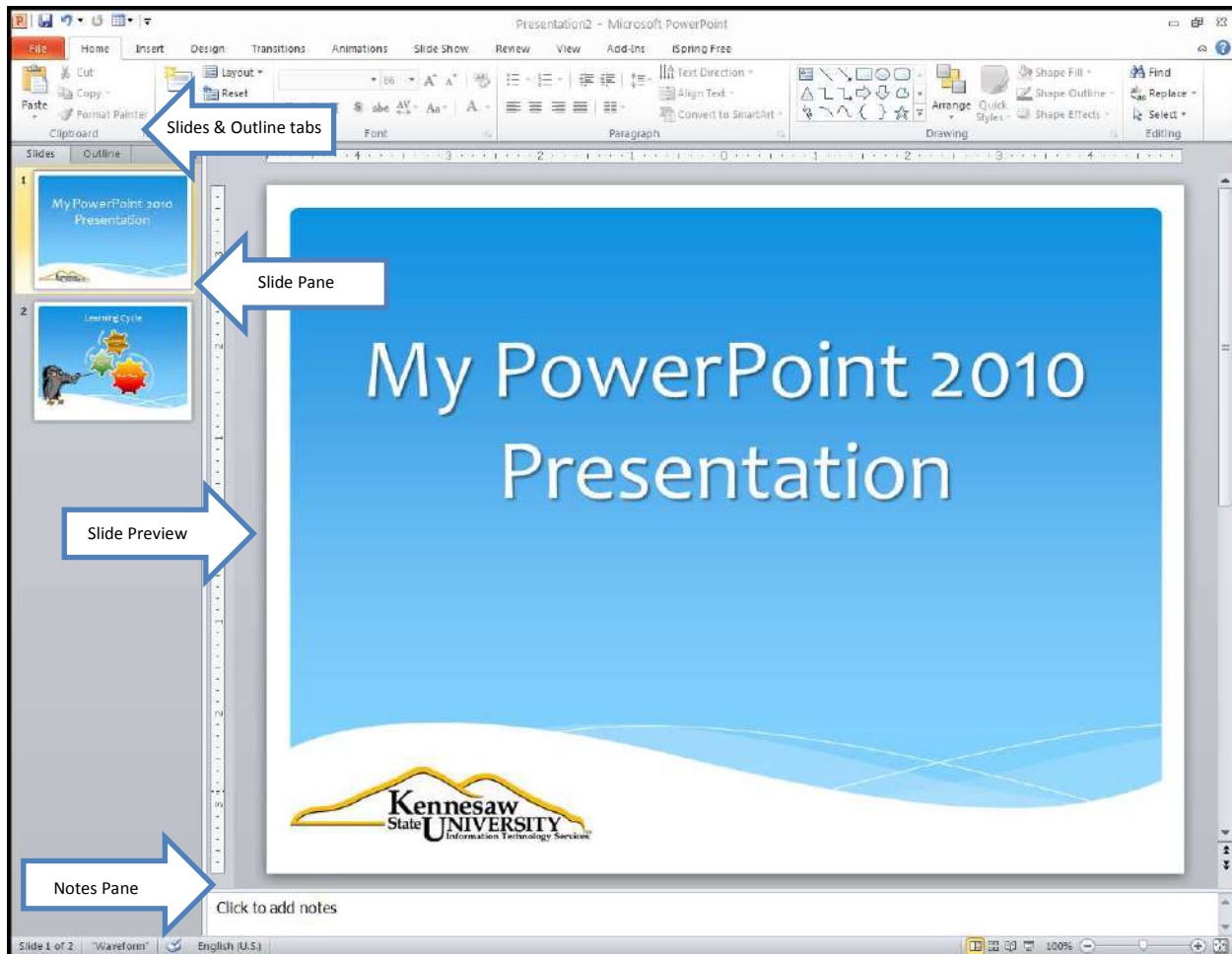PowerPoint 2010 opens in the Normal View showing the Slides tab on the left side of the window.

Slides Tab

The Slides tab displays all the slides available in a presentation and helps to navigate through the presentation. The slides are listed in sequence and you can shuffle the slides by dragging a slide from the current location and placing it in the preferred location. In the slide pane, you can see how your text looks on each slide. You can add graphics, movies, and sounds, create hyperlinks, and add animations to individual slides.

Outline Tab

Use the outline pane to organize and develop the content of your presentation.

Notes Pane

It can be helpful to use the Notes Pane to remind yourself of speaking points for your presentation. These personal notes can also be printed out for future referencing. Notes entered in the Notes Pane will not appear on the slide show.

Changing Views

PowerPoint 2010 allows you to see and edit your slides in several "views". To work with your presentation in a different view, click the **View** tab on the ribbon and select the appropriate view, or, click on the appropriate **Shortcut button** at the bottom right area of the Status Bar.
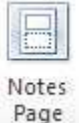
View Tab
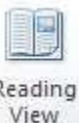
Figure 15 - View Tab

Status Bar

Figure 16 - Status Bar

View	Icon On View Tab	Shortcut Icon On Status Bar
Normal View Displays the outline pane, slide pane, and notes pane.	Normal	
Slide Sorter View Displays a small version of each slide and is useful for reorganizing your slides.	Slide Sorter	
Notes Page Displays a miniature slide with space below to type notes for the presenter.	Notes Page	No shortcut
Reading View Makes the presentation easy to review.	Reading View	
Slide Show View Runs the slide show beginning with the current slide.	No button on tab	

How to Create a New Presentation

1. Click on the **File tab**.
2. Choose **New**.
3. Select **Blank presentation**.
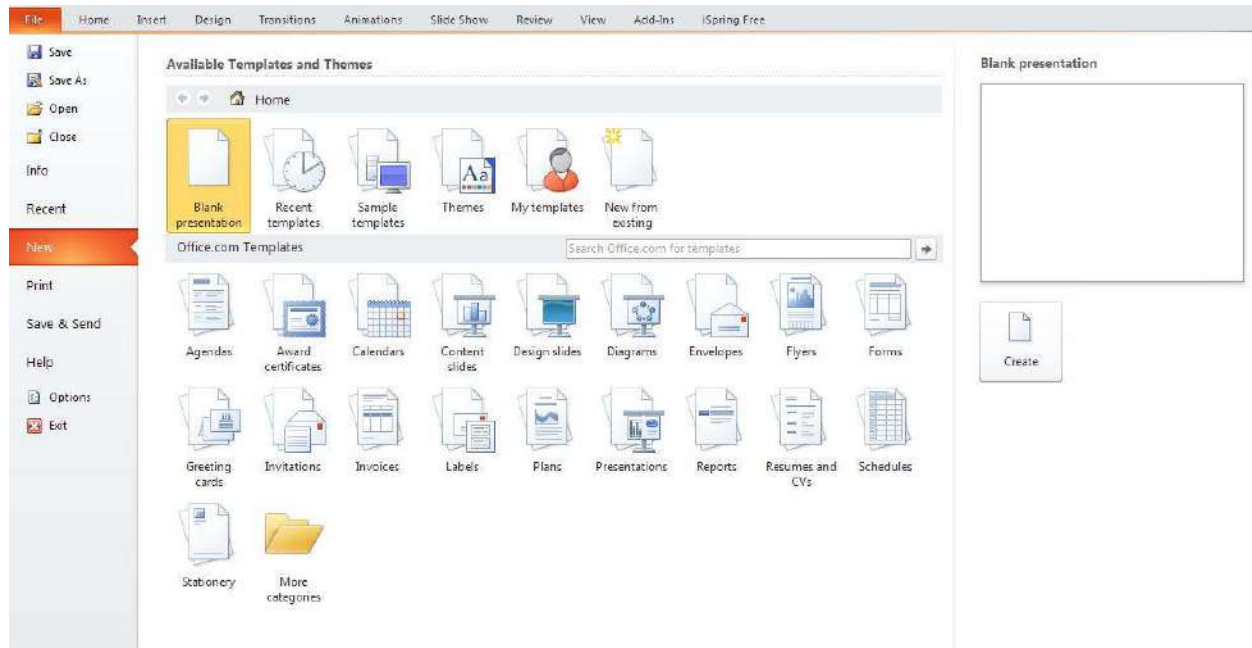4. Click on the **Create** button.

Figure 17 - Creating a new presentation

Saving a Presentation

You created a new presentation. Now, you may want to save the presentation so that you can use it later. The Save command, available from the File tab, is used to save a newly created presentation or to save the changes made to an existing presentation. When saving a file for the first time, you are prompted to enter a file name for the presentation, and you are asked in which location you would like the file to be saved.

File Formats

PowerPoint 2010 uses PowerPoint Presentation (.pptx) as the default file format. Additional formats include PowerPoint 97-2003 (.ppt), PowerPoint Show (.ppsx), PowerPoint Show 97-2003 (.pps), Windows Media Video (.wmv), as well as GIF, JPEG, PNG, TIF and BMP. The PowerPoint Show is a presentation that always opens in Slide Show view rather than in Normal view.

How to Save a Presentation

1. Click the **File tab**.
2. Choose **Save** to save the presentation with a new name in any location.
   a. If necessary, create a new folder in which to save your presentation.
      i. Using the **Save in:** drop-down list, navigate to the location where you want to create a new folder.
      ii. Right-click and choose **New→Folder**.
      iii. Type a name for the new folder and press Enter
3. In the **File Name** text box, type the name of the file.
4. Click **Save As**, and then do one of the following:
   - For a presentation that can be opened only in PowerPoint 2010 or PowerPoint 2007, in the **Save as** type list, select PowerPoint Presentation (*.pptx).
   - For a presentation that can be opened in either PowerPoint 2010 or earlier versions of PowerPoint, select PowerPoint 97-2003 Presentation (*.ppt).
5. Click **Save**.

Note: From now on, you can press CTRL+S or click **Save**   near the top of the screen to save your presentation quickly at any time.
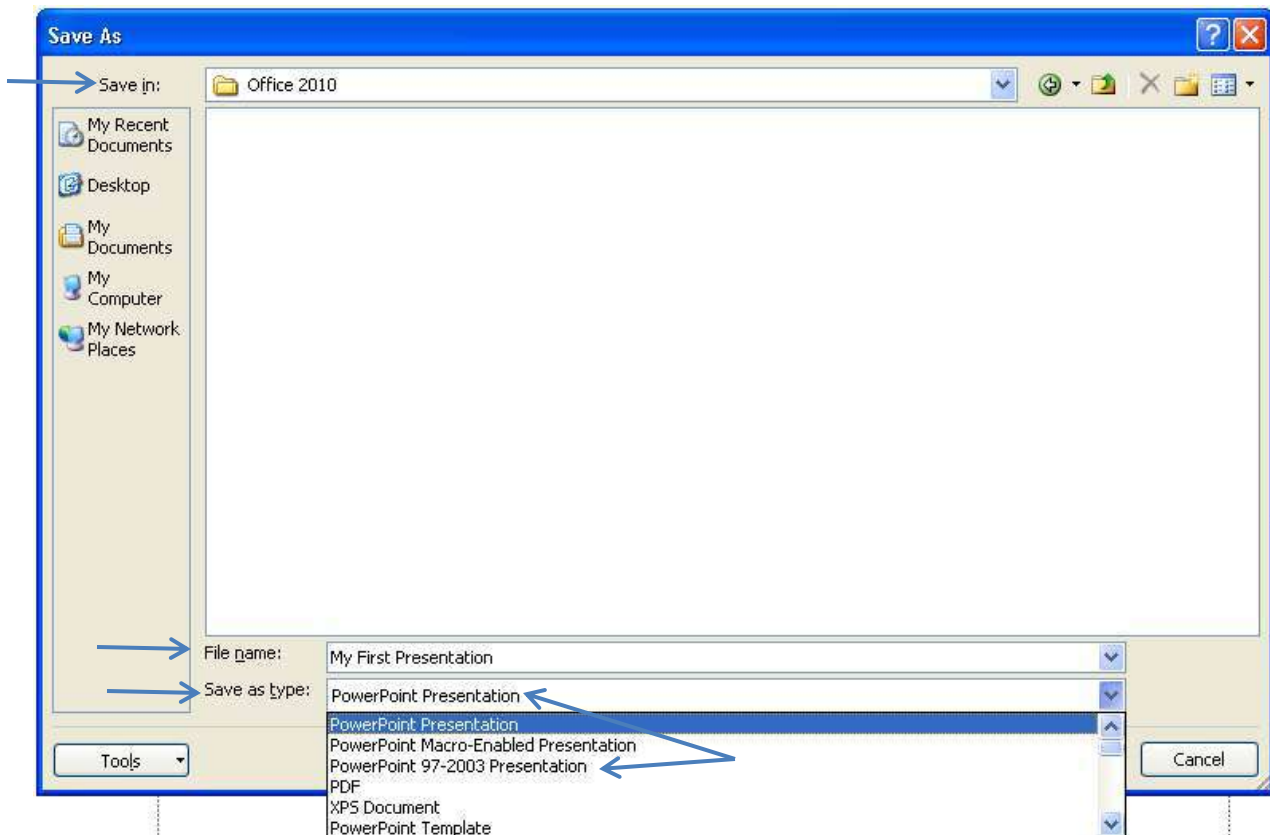

Figure 18 - Saving a presentation

Appearance

Slides

You are familiar with creating a new presentation and saving the changes you make to an existing presentation. You may need to add slides to the presentation to include more information.

Before you begin creating a presentation it is important that you decide on a design and layout. Slides and layouts are the basic building blocks of any presentation. For a presentation to be effective, care should be taken to apply the right slide layouts. Being able to add the appropriate slide layout to your presentation will enable you to present information more relevantly to your audience. PowerPoint offers several built-in slide layouts to deliver visually effective presentations.

Adding a New Slide

1. On the **Home tab**, in the **Slides group**, click **New Slide** to display the default list of layouts.
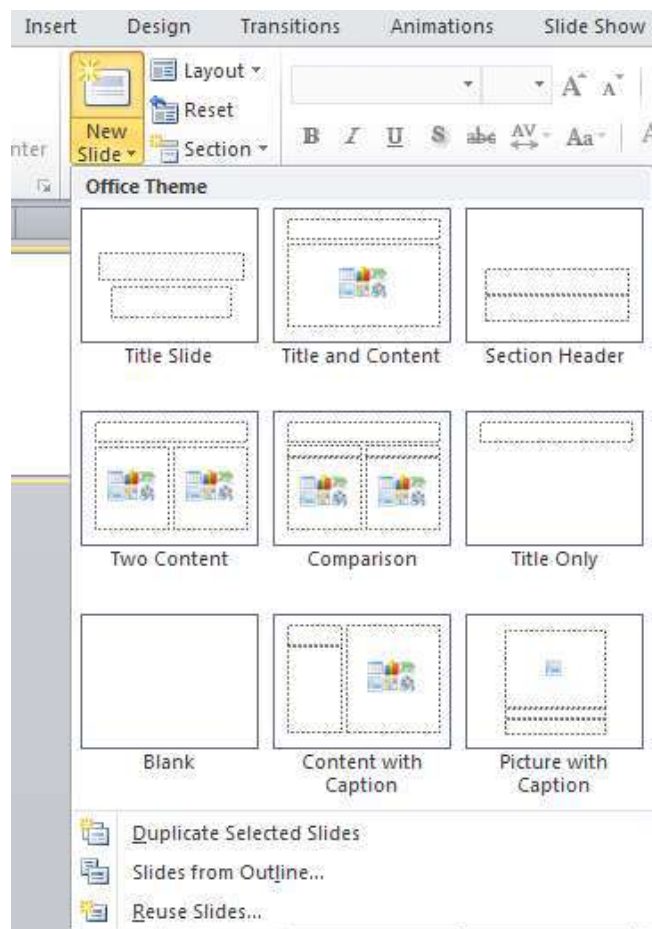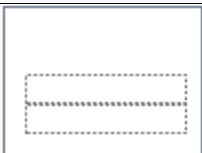2. From the **New Slide** drop-down list, select a layout to insert.
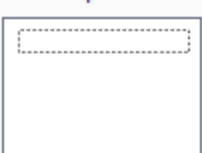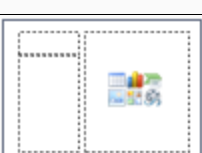
Figure 19 - New Slide options

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Types of Slide Layouts

Title Slide	Title Slide	This layout includes placeholders for a main title and a subtitle.
Title And Content	Title and Content	This layout includes a placeholder to enter slide title and a place for text, charts, tables, pictures, clip art, and SmartArt graphics.
Section Header	Section Header	This layout allows space for section and sub-section titles.
Two Content	Two Content	Much like the Title and Content slide layout, this layout offers a place for slide title text and two content places for text, charts, tables, pictures, clip art, and SmartArt graphics.
Comparison	Comparison	This layout is just like the Two Content layout with the addition of two text placeholders to aid in compare and contrast slides.
Title Only	Title Only	This layout offers a place to enter title text.
Blank	Blank	This is a blank slide with no placeholders.
Content With Caption	Content with Caption	With this slide you can enter a title, text, and content such as additional text, charts, tables, pictures, clip art, and SmartArt graphics.

Picture With Caption	Picture with Caption	This layout offers a place for a picture and caption text.

Themes

As mentioned earlier, it is important to maintain a professional look in your presentations. Using a consistent background color, font color, and font style will help you create consistent presentations. Themes are pre-built templates that give a consistent visual look to your presentation. If you like most aspects of a theme, but something isn't quite perfect, you can modify the colors, fonts, or effects of a theme after it has been applied to the presentation to better suit your needs.

Applying a Theme to a Presentation

1. On the Ribbon, select the **Design tab**.
2. In the **Themes group**, select a theme from the available choices.
   a. Click the arrows to scroll to additional themes.
3. Select a theme by clicking on the preview.

Figure 20 - Theme Selection
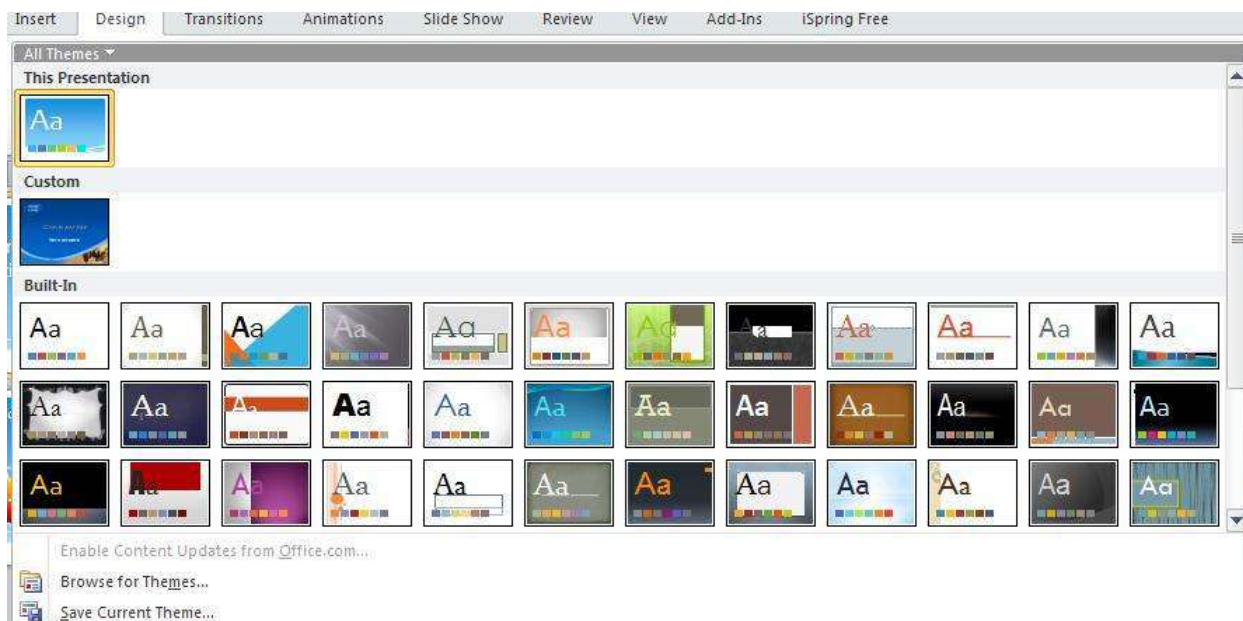
Figure 21 - Additional Themes

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Changing the Color Scheme of a Theme

It may be necessary to change the color of a theme to better suit your presentation. In order to change the color scheme after applying a theme to your presentation:

1. Click **Colors** on the **Design tab**.
2. Select the desired color scheme.
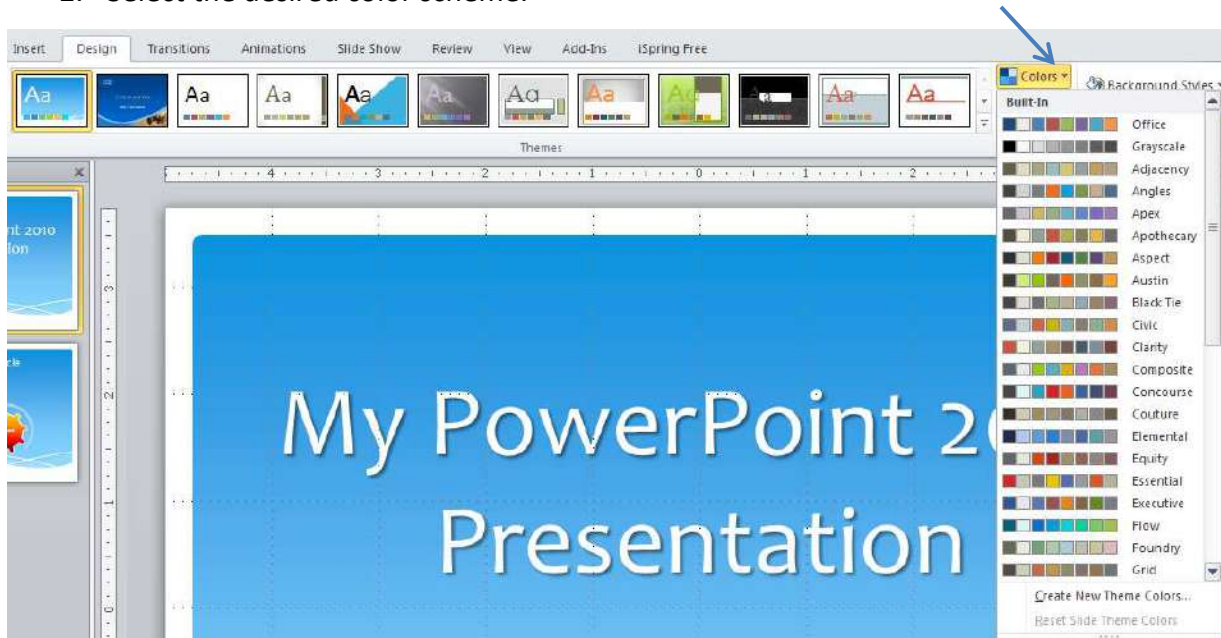
Figure 22 - Changing Theme Colors

Changing the Fonts of a Theme

In order to change the fonts of an applied theme:

1. Click **Fonts** on the **Design tab**.
2. Select the desired group of fonts.

Changing the Effects of a Theme

In order to alter the visual effects of an applied theme:

1. Click **Effects** on the **Design tab**.
2. Select the desired visual effect.

Figure 22 - Changing Theme Effects

Figure 23 - Changing Theme Fonts

Text

A presentation is not all about pictures and background color; it depends mostly on the text. The message of your presentation is conveyed through the text. The visual aids are simply cosmetics to help support your message.
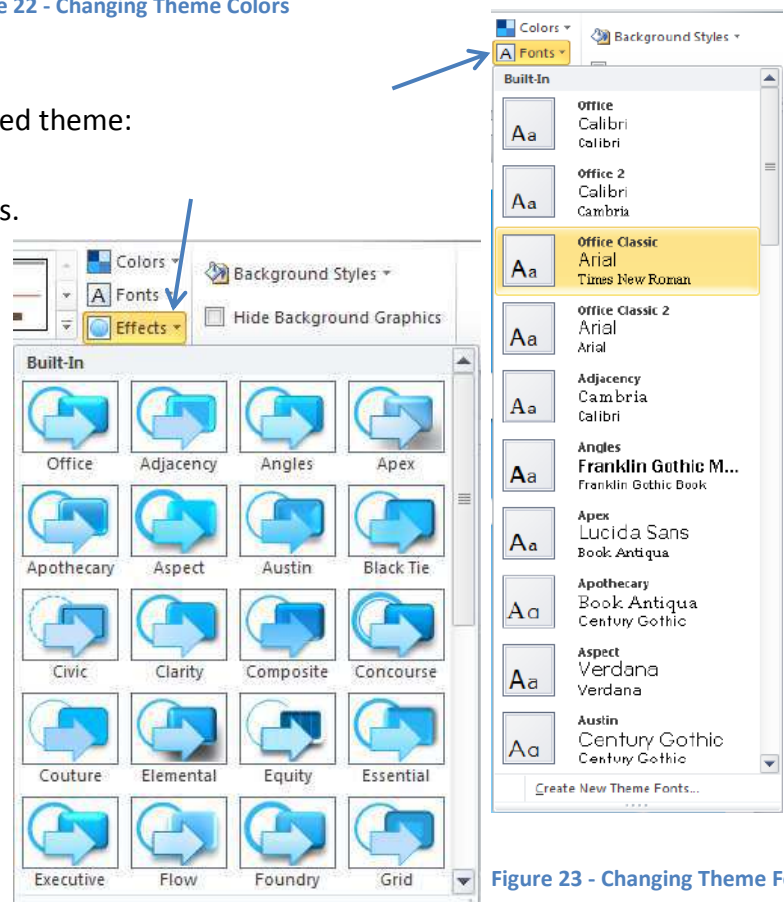
Entering Text

Most slides contain one or more t*ext placeholders*. These placeholders are available for you to type text on the slide layout chosen. In order to add text to a slide, click in the placeholder and begin typing.

The placeholder is movable and you can position it anywhere on the slide. You can also resize a text placeholder by dragging the sizing handles. Removing an unwanted text placeholder from a slide is as simple as selecting it and pressing Delete.

A text placeholder can contain multiple lines of text and will adjust the size of the text and the amount of space between the lines if the text exceeds the allowed space.
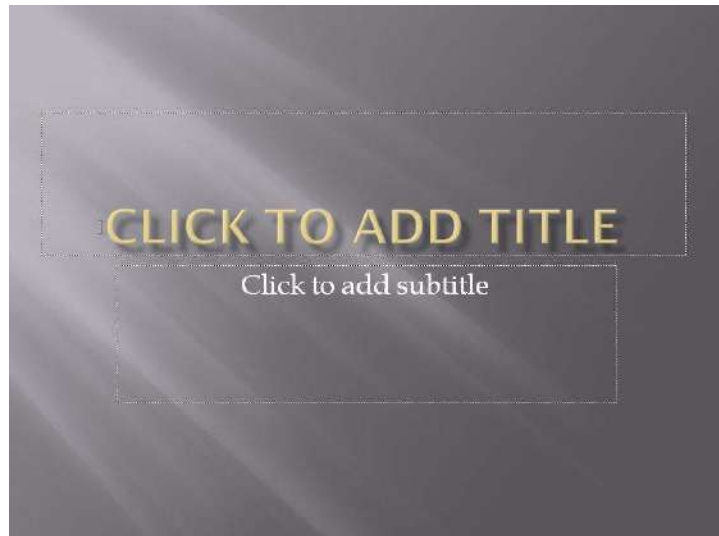
Text Boxes can be added to any slide in order to provide additional room outside of the text placeholders.

Adding a Text Box

1. From the **Insert** tab, click on **Text Box**.
2. Left-click on the area of the slide where you want to add text.
3. While maintaining the left-click, drag the mouse cursor down a bit and then to the right, then release. The dashed text box appears.
4. Left-click once inside the text box and start entering your text.
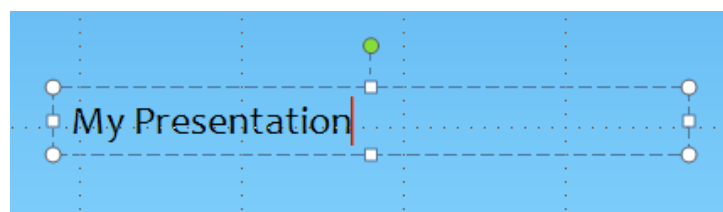
Figure 25 - Entering Text in New Text Box

Editing Text

When creating a presentation, it is likely that you will be doing some editing. In order to edit text on a presentation:

1. Select the text (by left-clicking and maintaining the left-click while dragging the mouse cursor across the text).
2. Use the Font Group on the **Home** tab or right-click on the selected text and choose formatting options from the **Mini Toolbar**.
3. Make necessary changes to the font and click outside of the text placeholder to accept the changes.

Figure 26 - Formatting Text

Graphics

Another way to add emphasis to your presentation is to have visual aids or graphics. Although we learned earlier that the most important part of your presentation is the message, it is always helpful to use graphics to get your point across more concisely and in a shorter period of time.

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Clip Art

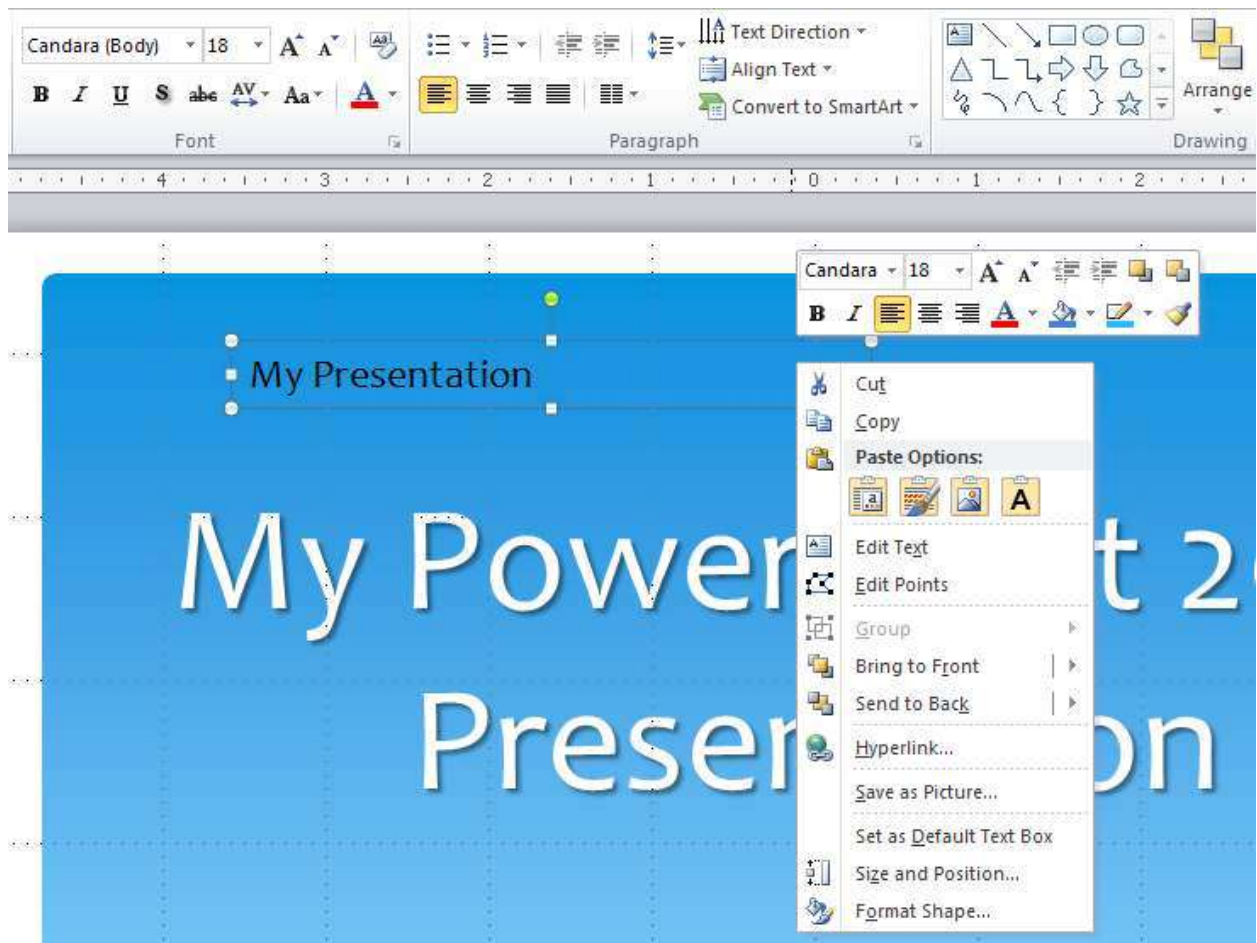*Clip art* is pictures that are available in PowerPoint that can be inserted into your presentations. A collection of clip arts is available in the form of a gallery—the Clip Art gallery. In addition to pictures, the Clip Art gallery also contains a wide variety of photographs, movies (animated clip arts), and sounds that are ready for you to insert and use on your slides.

Inserting Clip Art

When inserting clip art onto a preselected slide layout:
1. Go to the **Insert** tab.
2. Click the **Clip Art** button. This will open the Clip Art Gallery.
3. In the **Search For** field, type the name of the object you wish to find clip art for.
4. Click **Go**.
5. Scroll through the given results to find your desired clip art.
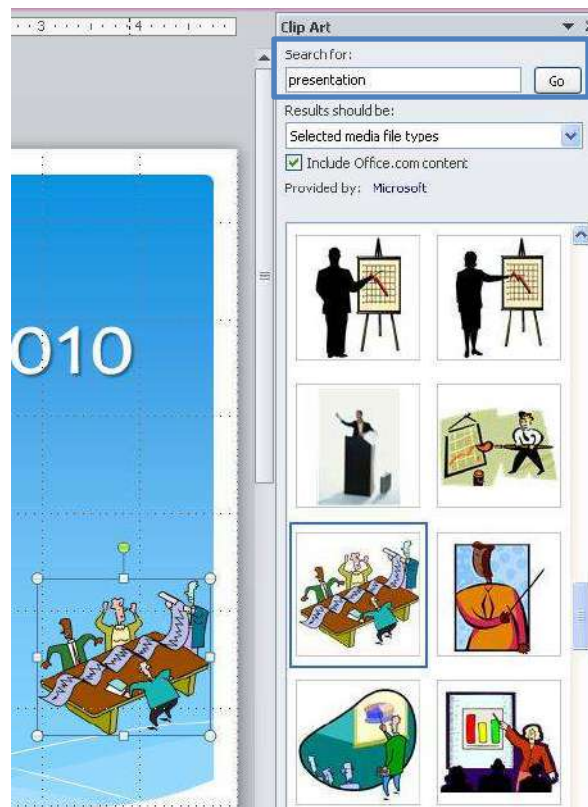6. Once found, click on the image to insert it onto your slide.

Figure 23 - Inserting a Clip Art

Images from a File

Images from your own collection and experiences may also add value to your presentation. You must have the image saved prior to adding it to your presentation.

Inserting an Image

1. Place your cursor where you would like the image to appear.
2. Select the **Insert** tab.
3. Click **Picture**.
4. In the Insert Picture dialog box, search and select your image.

Figure 28 - Insert a Picture from File

Draw Shapes

Shapes are simple geometric objects that are pre-created by PowerPoint and can be modified. A shape can contain text or can appear without it. It can also be filled with color, and the outline of the shape can be given a different style and color.

Inserting a Shape

1. Select the **Insert** Tab.

2. Click **Shapes**.

3. Select the shape you wish to draw.

4. Your cursor becomes a small black plus sign.

5. In the Slide pane, point the crosshair mouse pointer to the upper-left corner of the area where you want to draw the shape, hold the left mouse button down, and then drag diagonally down to the right to create the shape.

Figure 29 - Drawing a Shape

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Altering a Shape

1. You can now move your shape if necessary by clicking on the object, holding down the left mouse button, and dragging it to another location.

2. You may also alter the look of your shape by selecting the shape and clicking the Format Tab.

3. In the Shape Styles group, scroll through additional styles and click on the desired style to apply it to the shape.

Figure 30 - Altering a Shape

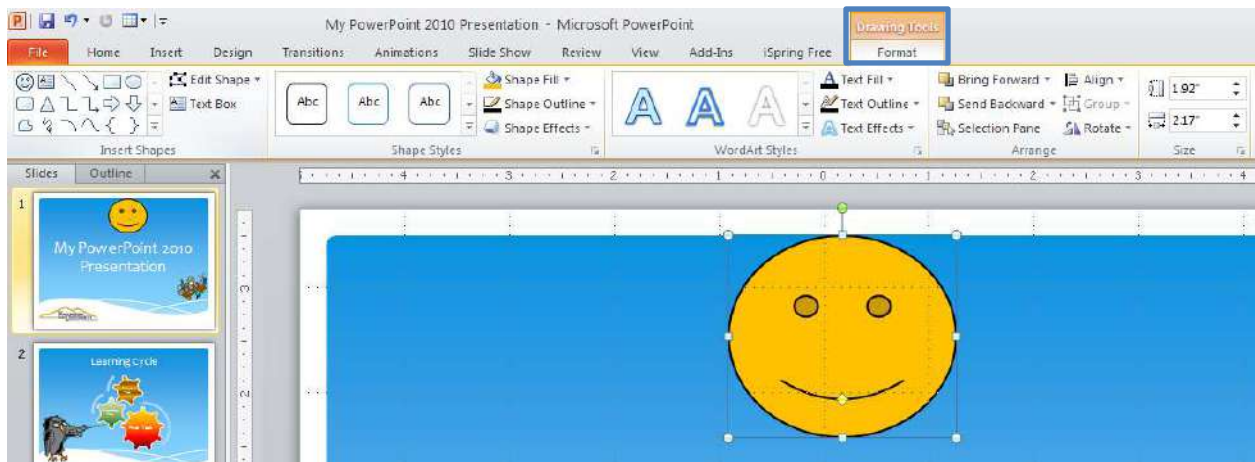## Hyperlinks

You may have an additional document or a great website to enhance your presentation. Adding hyperlinks into your presentation can allow you to quickly jump to supplemental information while you are presenting.

Adding a Hyperlink

Figure 31 - Hyperlink

1. Select the text that you would like to change to a hyperlink
2. Select the **Insert tab**.
3. Click **Hyperlink**.

4. From the **Hyperlink** dialog box, select where you would like to link to.
   a. Browse through your local computer for an existing document.
   b. Click the **Browse the Web** button and navigate to the website of your choice. This will automatically populate the *Address* field.
5. Click **OK**.

Figure 32 - Insert Hyperlink
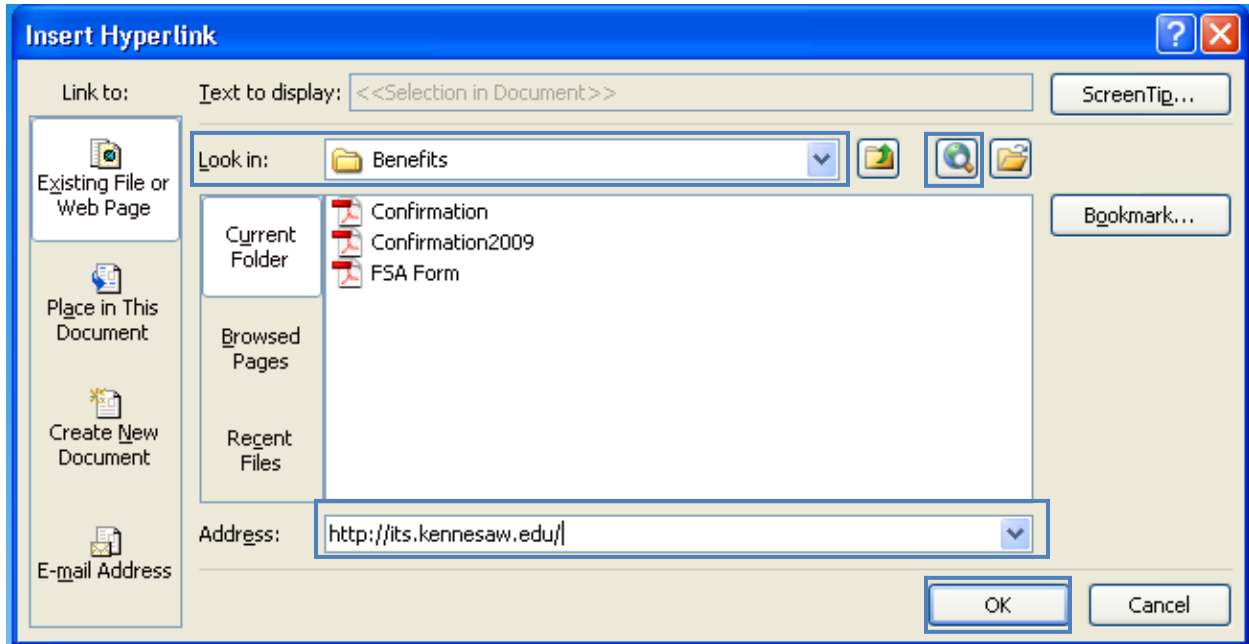
Header and Footer

Occasionally it is necessary to add information to the Header or Footer of a PowerPoint presentation, just the printout, or both. This may be information such as the author's name, date and time, organization, class information, etc.

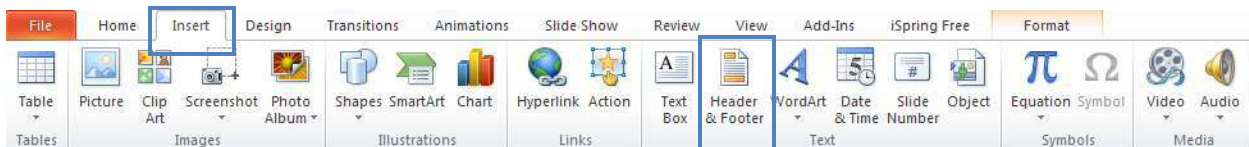### Adding a Header or Footer

Figure 33 - Insert Header & Footer

1. Select the **Insert tab**.
2. Click **Header & Footer**.

3. Select whether you would like to add these settings to the **Slides** or **Notes and Handouts** by selecting the appropriate tab.
4. Click inside the checkbox to add the Date and Time or Slide Number.
5. Type additional information such as the author's name in the **Footer** box.
6. If you would like this information to appear on all slides, click **Apply to All**.

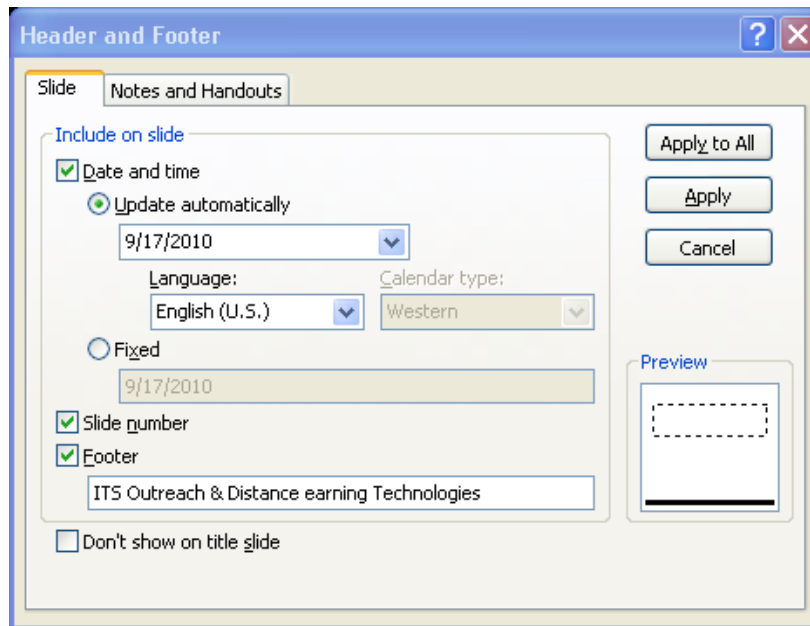Figure 34 - Header & Footer Settings

Transition

Rather than simply changing from one slide to the next, you can apply special effects to the slides as they transition.

Adding a Slide Transition

1. Select the slide you wish to apply a transition to.
2. Select the **Transitions tab**.
3. Click the transition effect from the *Transitions to this Slide* group

Figure 35 - Adding a Slide Transition

If you would like the same transition for all slides in the presentation, click **Apply To All** in the *Timing* group.

Figure 36 - Apply Transition to All Slides

Changing the Properties of a Transition

Occasionally you may that the transition speed is too fast or too slow. You may also want to add sound to a transition effect to enhance your presentation as well as control how the slide advances. In order to change these settings:

1. On the Timing group, click the down arrow for **Sound** or **Duration** on the **Transitions tab**.
2. Make your selection. Click on the **Preview** button in the Preview group to test your settings.
3. If you would like the same setting for all slides within the presentation, click **Apply to All**.
4. You can also set how the slide will advance; either by a mouse click or after a certain amount of time has elapsed.
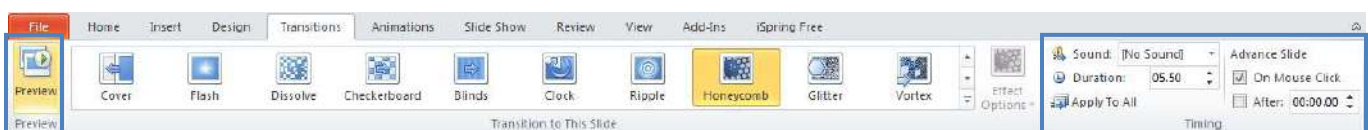

Figure 37 - Changing Properties of Transition

Timing the Presentation

A good way to determine how long it will actually take you to do the presentation is to use the **Rehearse Timings** tool.

1. On the **Slide Show** tab, in the **Set Up** group, click **Rehearse Timings**.

The **Rehearsal** toolbar appears and the **Slide Time** box begins timing the presentation.

The Rehearsal toolbar

1 Next (advance to next slide)
2 Pause
3 Slide Time
4 Repeat
5 Total presentation time

2. While timing your presentation, do one or more of the following on the **Rehearsal** toolbar:
    - To move to the next slide, click **Next**.
    - To temporarily stop recording the time, click **Pause**.
    - To restart recording the time after pausing, click **Pause**.
    - To set an exact length of time for a slide to appear, type the length of time in the **Slide Time** box.
    - To restart recording the time for the current slide, click **Repeat**.
3. After you set the time for the last slide, a message box displays the total time for the presentation and prompts you to do one of the following:
    - To keep the recorded slide timings, click **Yes**.
    - To discard the recorded slide timings, click **No**.

Slide Sorter view appears and displays the time of each slide in your presentation.

Presenting

Now that you have created your PowerPoint Presentation and applied numerous details, it is time to present. PowerPoint presentations are meant to be supplemental information, not a script. Review your presentation for content and try to avoid reading directly from the slides. It can be helpful to use the Notes Pane to add speaking points. These notes can be printed later.

Presenting

1. Select the **Slide Show** tab.
2. Click **From Beginning** to begin the presentation from the first slide or click **From Current Slide** to begin the presentation from the slide which currently appears in the Slide Preview pane.
3. You can advance to the next slide by pressing **Enter**, the **Spacebar**, or by clicking the left mouse button. You will also notice arrows to the right and left if you mouse over the bottom-left corner of the slide. Clicking one of these arrows will advance the presentation to the next slide or the previous slide.
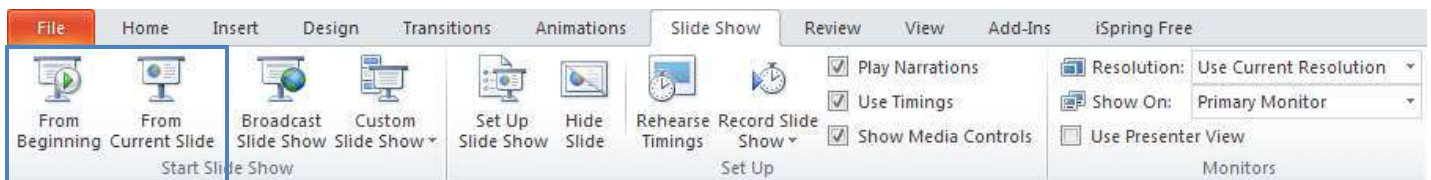4. Pressing the **Escape (Esc)** key will end your presentation and return you back to the Normal View.

Figure 38 - Playing the Slide Show

Printing

PowerPoint 2010 allows you to print your presentation in order to aid you in presenting or to give your audience something to take notes on. There are multiple formats available when printing; you should choose a format which best suits your presentation and audience needs.

Printing Your Presentation

1. Click the **File tab**.
2. Click on **Print**.
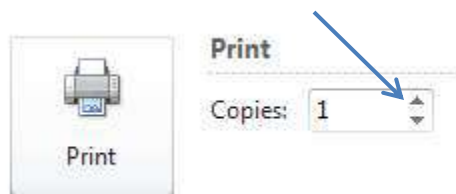3. Indicate the number of copies.

Figure 39 - Number of Copies

4. Select the printer.

From the **Settings** section:

5. Click on **Print All Slides**. If you do not need to print all slides, you may select another option in the window.
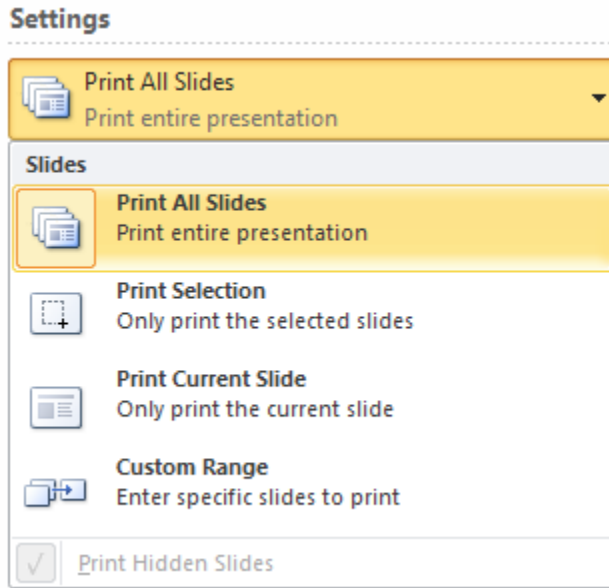
6. Click on **Full Page Slides** to access Print Layout options such as Handouts and Notes Pages.
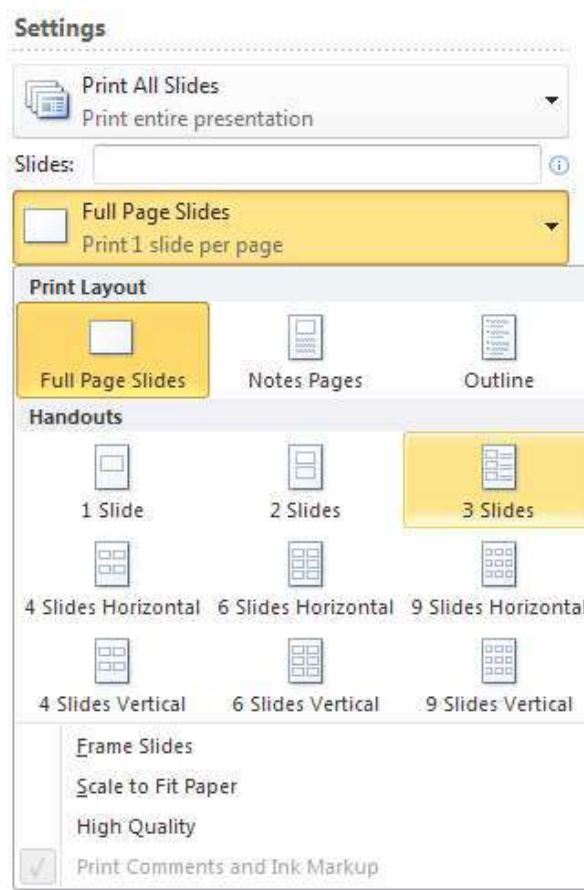

Figure 40 - Print Layout Options

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7. Make your selection from the Print Layout drop down.

   Note: If you select **Handouts**, choose the amount of slides that should appear on the printed page from the Handouts box. The *3 Slides* option allows for notes to be written on the handout.

8. Click on **Print One Sided** to access options to print on both sides of the paper.

9. Click on **Color** to access options to print in grayscale or black & white.

10. Once you are ready to print, click on the **Print** button.

Figure 41 - Print Button