

Starting PowerPoint 2010

In order to use a program, you must start—or launch—it first.

Windows Vista and Windows 7

Click the **Start** button.

The Start menu appears.

Click **All Programs**.

The left pane of the Start menu displays the programs and menus installed on your computer.

Click **Microsoft Office**.

Select **Microsoft PowerPoint 2010**.

The PowerPoint 2010 program screen appears.

Other Ways to Launch a Program:

Click the **Start** button and type the program name in the Search box. Click the program in the search results to launch it.

Tips

If you use PowerPoint 2010 frequently, you might consider pinning it to the Start menu. To do this, right-click **Microsoft PowerPoint 2010** in the All Programs menu and select **Pin to Start Menu**.

Windows 7 users can also pin a program to the taskbar. To do this, right-click the **PowerPoint** button in the taskbar and select **Pin this program to taskbar** from the contextual menu.

Exercise

Exercise File: None required.

Exercise: Start the Microsoft Office PowerPoint 2010 program.

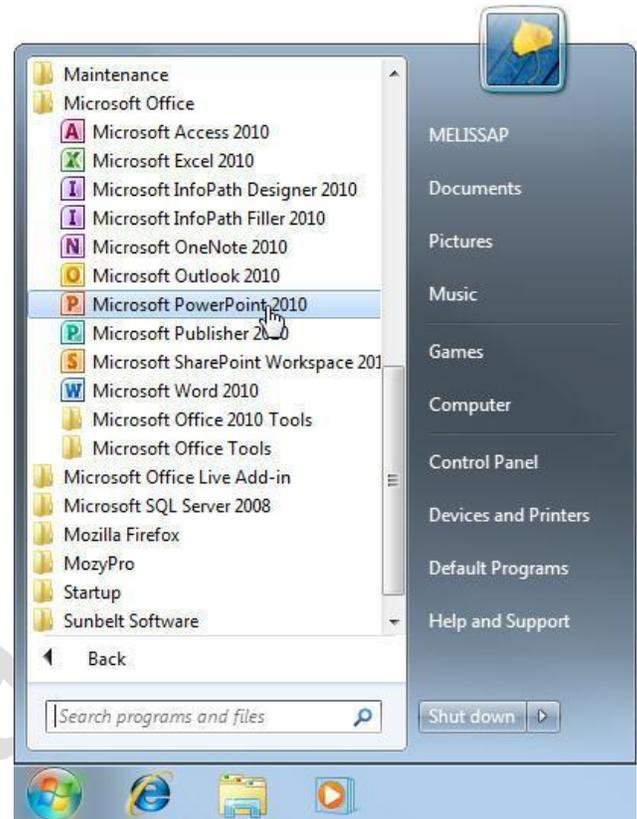


Figure 1-1: The All Programs menu in Windows 7.

What's New in PowerPoint 2010

PowerPoint 2010 is very different from previous versions. The table below gives you an overview of what to expect.

Exercise

Exercise File: None required.

Exercise: Review the new features in Microsoft Office PowerPoint 2010.

Table 1-1: What's New in PowerPoint 2010

Improved Ribbon	The Ribbon makes all the commands needed to work with a program readily available. The Ribbon was introduced in PowerPoint 2007, but has been improved in PowerPoint 2010: now you can create your own tabs and groups for the Ribbon. You can also rename or change the order of default tabs and groups.
Backstage View	Backstage view is where you open, save, print, share, and manage your files and program options. To access Backstage view, click the File tab on the Ribbon.
Presentation Management	Three new tools help you manage, protect, and share your presentations: Recover previous versions lets you revert to an earlier version of your presentation. Protected view helps protect your computer from online attacks when opening files from the Internet. Trusted documents remembers which files you trust so you aren't prompted each time the file is opened.
Paste with Live Preview	Allows you to preview how pasted content will look with various paste options before you paste it.
More Themes and Styles	Predefined styles and themes let you change the overall look and feel of a presentation in just a few clicks. Now Office 2010 has even more themes you can apply to your documents.
Improved Picture-Editing Tools	There are many new ways to edit pictures and images in your presentations. Insert screenshots: You can take a screenshot or screen clipping and add it to your presentations. Improved SmartArt: Now you can add SmartArt that uses photographs. Other tools: New picture editing tools let you refine the brightness, contrast, or sharpness of a picture; add artistic effects; and control cropping and compression.
Accessibility Checker	The Accessibility Checker lets you find and fix issues that can make it difficult for people with disabilities to read or interact with your presentation.
Language Tools	Improved language tools let multilingual users set preferences for language settings in Office 2010.
Organize Presentations	Organize slides into sections for simplified editing and navigation.
Insert Equations	PowerPoint 2010's built-in Equation Tools make it easier to write and edit equations in your slides.
Improved Transition and Animation Tools	The ability to apply and edit transition and animation effects has greatly improved in the new edition of PowerPoint. Besides the addition of great new effects, animations and transitions now each have a dedicated tab on the Ribbon. You can also apply copied animation effects with the use of the new Animation Painter tool.
New Audio and Video Tools	There are some great new features for using audio and video clips in your presentations. All audio and video clips are automatically embedded in the file so you no longer have to manage multiple files. You can now insert Web videos directly into your presentation so you no longer having to leave the presentation to play Web-based videos. New editing tools allow you to trim the length of clips, fade in and out, and use bookmarks to navigate clips or trigger animation effects.
Media File Size Management	Inserting audio, video, and images into your presentation can make the file size unruly. The Compress Media tool allows you to reduce the size of the media files to make sharing easier.
Broadcasting Presentations	Have an off-site audience with whom you want to share your presentation? All they need is a Web browser. You can now broadcast your presentation over the Internet using the PowerPoint Broadcast Service through Windows Live, or another service.
Sharing Presentations	Share presentations via e-mail in several different file formats, including video.
Collaboration Tools	If you have a SharePoint 2010 server, you can save your presentation to a shared space where several users can work on a presentation simultaneously. If that isn't an option, you can use the new Compare command to compare and merge different versions of the same presentation.
Laser Pointer Tool	With a simple keystroke combination, you can turn your mouse pointer into a laser pointer.

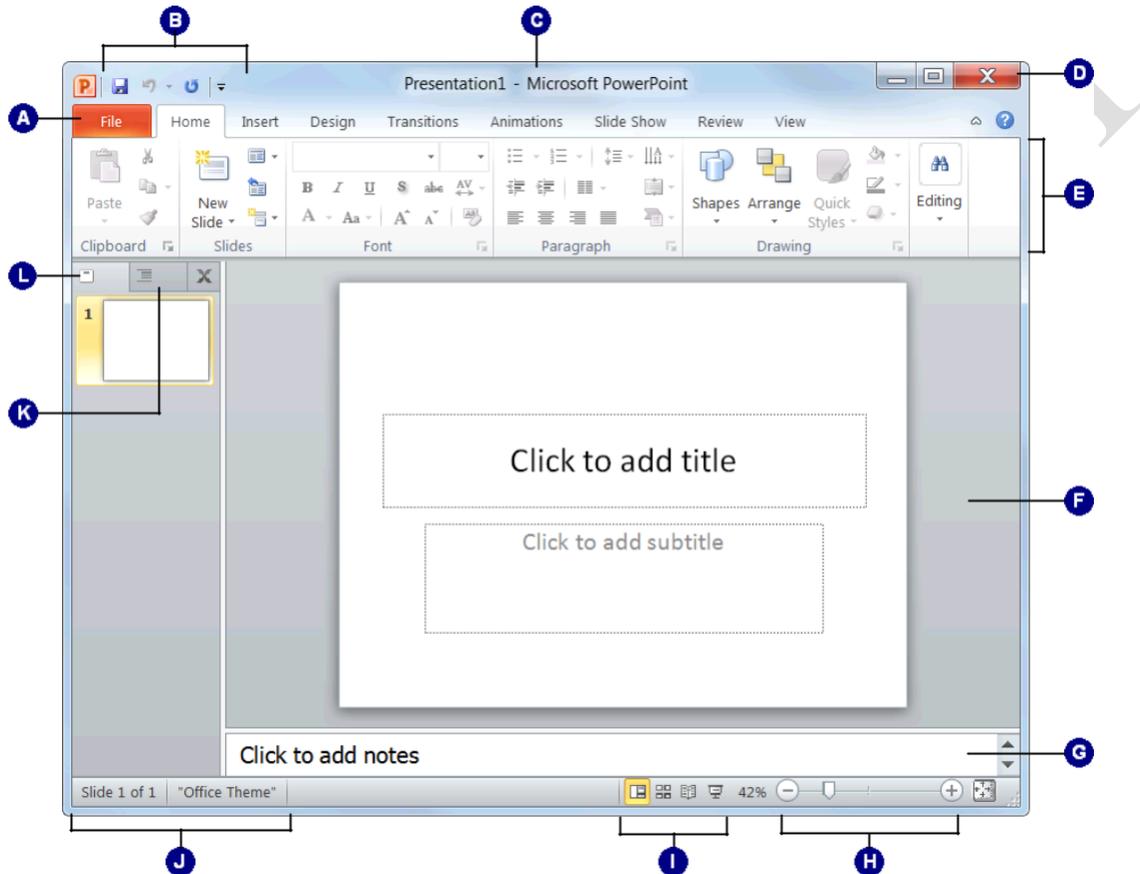
Understanding the PowerPoint Program Screen

The PowerPoint 2010 program screen may seem confusing and overwhelming at first. This lesson will help you become familiar with the PowerPoint 2010 program screen as well as the new user interface.

Exercise Notes

Exercise File: None required.

Exercise: Understand and experiment with the different parts of the Microsoft Office PowerPoint 2010 screen.



<p>A File tab: Contains basic file management commands—such as New, Open, Save, and Close—and program options.</p>	<p>G Notes pane: Type any notes you want to use during a presentation here.</p>
<p>B Quick Access Toolbar: Contains common commands such as Save and Undo. You can add more commands as well.</p>	<p>H Zoom slider: Click and drag the slider to zoom in or out of a window. You can also use the + and – buttons.</p>
<p>C Title bar: Displays the name of the presentation you are working on and the name of the program you are using.</p>	<p>I View buttons: Use these buttons to quickly switch between Normal, Slide Sorter, Reading and Slide Show views.</p>
<p>D Close button: Click the close button in the Title bar to close the current presentation or to exit the PowerPoint program entirely.</p>	<p>J Status bar: Displays messages and feedback on the current state of PowerPoint. Right-click the status bar to configure it.</p>
<p>E Ribbon: The tabs and groups on the Ribbon replace the menus and toolbars found in previous versions of PowerPoint.</p>	<p>K Outline tab: Focuses on the content of your presentation rather than its appearance. Use the Outline tab when you want to add large amounts of text to a presentation.</p>
<p>F Slide pane: Displays the slide you are currently working on.</p>	<p>L Slides tab: Contains a thumbnail image of every slide in the presentation. Click a thumbnail to jump to that slide.</p>

Giving Commands

PowerPoint 2010 provides easy access to commands through the Ribbon. The Ribbon keeps commands visible while you work instead of hiding them under menus or toolbars.

Ribbon

The Ribbon is made up of three basic components: tabs, groups, and buttons. It is the primary way to give commands in PowerPoint.

Tabs: Commands are organized into *tabs* on the Ribbon. Each tab contains a different set of commands. There are different types of tabs:

Command tabs: These tabs appear by default whenever you open the PowerPoint program. In PowerPoint 2010, the Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View tabs appear by default.

Contextual tabs: Contextual tabs appear whenever you perform a specific task, or when a specific object is selected. The tabs offer commands relative to only that object or task. For example, whenever you select an image, the Picture Tools tab appears on the Ribbon.

Groups: The commands found on each tab are organized into *groups* of related commands. For example, the Font group contains commands used for formatting fonts. Click the **Dialog Box Launcher** (☰) in the bottom-right corner of a group to display even more commands. Some groups also contain galleries that display several formatting options.

Trap: Based on the size of the program window, PowerPoint changes the appearance and layout of the commands within the groups.

Buttons: One way to issue a command is by clicking its *button* on the Ribbon. Buttons are the smallest element of the Ribbon. Click a button to give a command.

Tips

You can hide the Ribbon so that only tab names appear, giving you more room in the program window. To do this, double-click the currently displayed command tab. Or, right-click a Ribbon tab and select **Minimize Ribbon** from the contextual menu. To display the Ribbon again, click any tab.

Exercise

Exercise File: None required.

Exercise: Click each tab on the Ribbon to view its commands.

Click the File tab to view Backstage view.

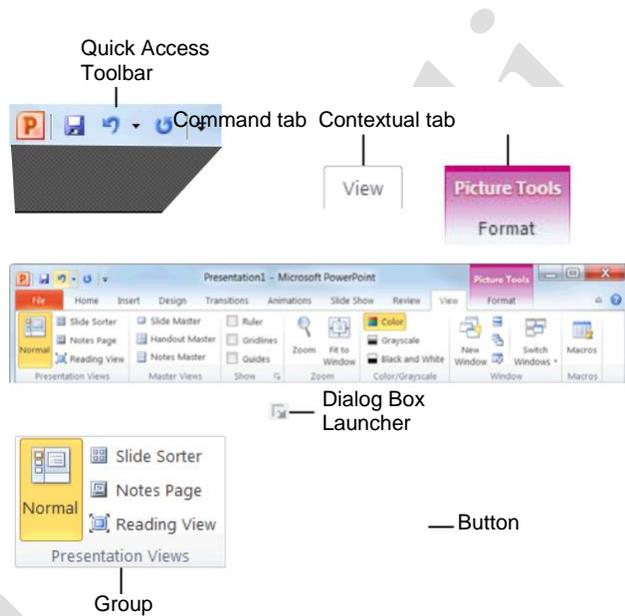


Figure 1-2: Elements of the Ribbon.

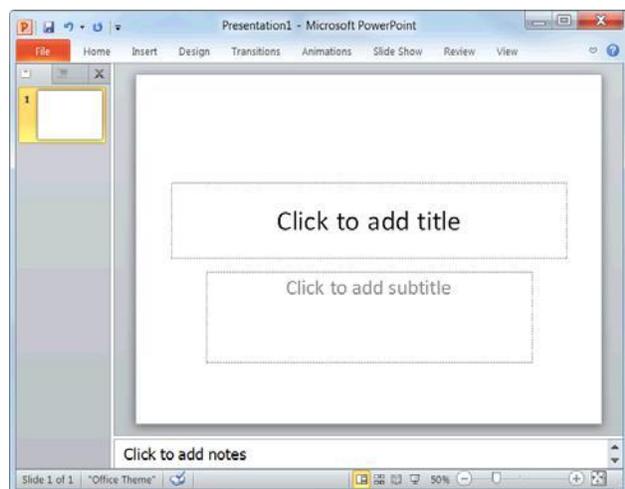


Figure 1-3: Hiding the Ribbon gives you more room in the program window.

File tab

The *File tab* appears in the upper-left corner of the program window. When clicked, it opens *Backstage view*, which is where you find commands for basic file management, including New, which creates a new file; Open, which opens an existing file; Save, which saves the currently opened file; and Close, which closes the currently opened file. This is also where you find commands for controlling program options and sharing.

Tips

The File tab replaces the File menu and Office Button found in previous versions of PowerPoint.

Quick Access Toolbar

The *Quick Access Toolbar* appears above the File tab and provides easy access to the commands you use most frequently. By default, the Save, Undo and Redo buttons appear on the toolbar; however, you can customize this toolbar to meet your needs by adding or removing buttons.

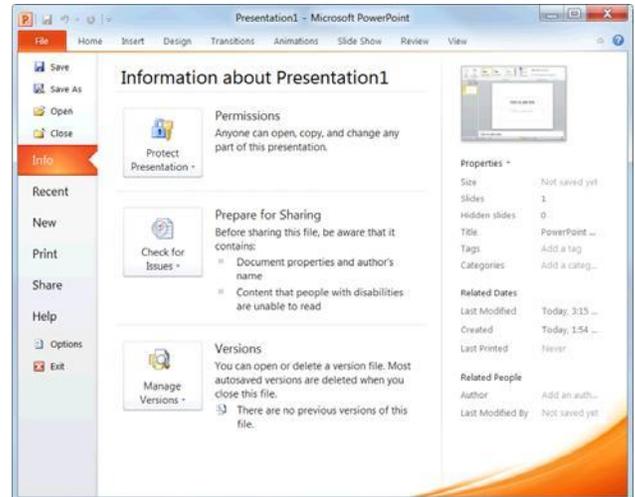


Figure 1-4: The Info tab in Backstage view.

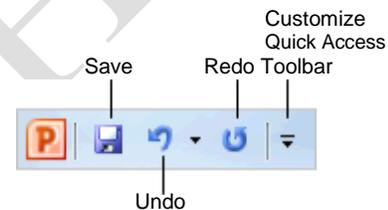


Figure 1-5: The Quick Access Toolbar.

Using Command Shortcuts

Command shortcuts provide other ways to give commands in PowerPoint. Shortcuts can be a time-saving and efficient alternative to the Ribbon. Use shortcuts for the commands you use most frequently.

Keystroke shortcuts

Without a doubt, *keystroke shortcuts* are the fastest way to give commands in PowerPoint. They're especially great for issuing common commands, such as saving a presentation.

In order to issue a command using a keystroke shortcut, you simply press a combination of keys on your keyboard. For example, rather than clicking the Copy button on the Ribbon to copy a cell, you could press and hold the copy keystroke shortcut, <Ctrl> + <C>.

Contextual menus

A *contextual menu* displays a list of commands related to a specific object or area. To open a contextual menu:

Right-click an object or area of the slide or program screen.

A contextual menu appears, displaying commands that are relevant to the object or area that you right-clicked.

Select an option from the contextual menu, or click anywhere outside the contextual menu to close it without selecting anything.

Mini Toolbar

The *Mini Toolbar* appears when you select text or right-click an object, and contains common text or object formatting commands.

Select text or right-click an object.

The Mini Toolbar appears above the text or object you selected.

Trap: Sometimes the Mini Toolbar can be hard to see due to its transparency. To make the Mini Toolbar more visible, point to it.

Tip: To close the Mini Toolbar while text is still selected, press <Esc>.

Click a button on the Mini Toolbar. The command is given in PowerPoint.

Exercise

Exercise File: None required.

Exercise: Memorize some common keystroke shortcuts.

Open a contextual menu in the main part of the program window.

Table 1-2: Common Keystroke Shortcuts

<Ctrl> + <O>	Opens a presentation.
<Ctrl> + <N>	Creates a new presentation.
<Ctrl> + <S>	Saves the current presentation.
<Ctrl> + <P>	Prints the presentation.
<Ctrl> + 	Toggles bold font formatting.
<Ctrl> + <I>	Toggles italic font formatting.
<Ctrl> + <C>	Copies the selected text or object.
<Ctrl> + <X>	Cuts the selected text or object.
<Ctrl> + <V>	Pastes the selected text or object.
<Ctrl> + <Home>	Moves to the first slide in the presentation.
<Ctrl> + <End>	Moves to the last slide in the presentation.

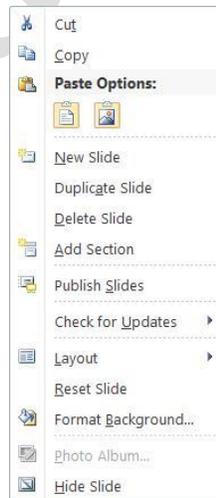


Figure 1-6: A contextual menu.



Figure 1-7: The Mini Toolbar.

✓ Tips

If you don't want the Mini Toolbar to appear every time you select text, click the **File** tab and click **Options**. Click the **General** category, uncheck the **Show Mini Toolbar on selection** check box, and click **OK**.

A larger version of the Mini Toolbar and a contextual menu appear when you right-click an object or area of the slide window.

Key Tips

Key Tips appear whenever you press the <Alt> key. You can use Key Tips to perform just about any action in PowerPoint, without ever having to use the mouse.

To issue a command using a Key Tip, first press the <Alt> key. Tiny letters and numbers, called *badges*, appear on the Quick Access Toolbar, and all of the tabs on the Ribbon. Depending on the tab or command you want to select, press the letter or number key indicated on the badge. Repeat this step as necessary until the desired command has been issued.



Figure 1-8: Press the <Alt> key to display Key Tips.

Creating a New Presentation

Creating a new presentation is one of the most basic commands you need to know in PowerPoint. You can create a blank new presentation, such as the one that appears when you open PowerPoint, or you can create a new presentation based on a template.

Create a new blank presentation

Click the **File** tab on the Ribbon and select **New**.

The New tab of Backstage view appears. By default, the Blank presentation option is already selected.

Make sure the **Blank presentation** option is selected and click **Create**.

The new blank presentation appears in the PowerPoint application screen.

Other Ways to Create a Blank Presentation: Press **<Ctrl> + <N>**. Or, double-click the **Blank presentation** option in Backstage view.

Create a presentation from a template

Click the **File** tab on the Ribbon and select **New**.

The New tab of Backstage view appears. There are several ways to create a new presentation from a template.

Recent templates: Select a template in the Recently Used Templates area and click **Create**.

Sample templates: Click this category to view templates that are already installed on your computer. Select the template you want to use and click **Create**.

Themes: Click **Themes** to open a gallery of presentation themes. Select a theme you want to use for your presentation and click **Create**.

My templates: Select **My templates** to open a dialog box that displays templates you have created and saved on your computer.

New from existing: Select **New from existing** to open a dialog box that allows you to browse for a presentation on your computer that you want to base a new presentation on. This is like creating a copy of an existing file.

Office.com Templates: Click a category to view templates that you can download from Office Online. Find the template you want to use and click **Download**.

Exercise

Exercise File: None required.

Exercise: Create a new blank presentation.

Create a new presentation from a Microsoft Office Online template.

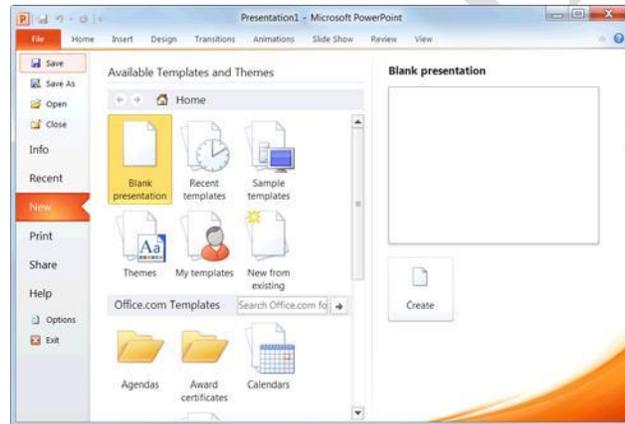


Figure 1-9: The New tab of Backstage view.

Opening a Presentation

Opening a presentation lets you use a presentation that you or someone else has previously created and then saved. This lesson explains how to do this.

Open a presentation

You can locate presentation on your computer and simply double-click it to open it, but you can also open a presentation from within the PowerPoint program.

Click the **File** tab and select **Open**.

The Open dialog box appears. Next, you have to tell PowerPoint where the file you want to open is located.

Other Ways to Open a Presentation: Press <Ctrl> + <O>.

- **Navigation:** Navigate to the location of the saved file.

The Open dialog box has several controls that make it easy to navigate to locations and find files on your computer:

Address bar: Click a location in the Address bar to open it. Click the arrow to the right of a location to view a list of folders within that location. Select a folder from the list to open it.

Folders List: Shortcuts to common locations on your computer, such as the Desktop and Documents library.

Search box: This searches the contents—including subfolders—of that window for the text that you type. If a file’s name, file content, tags, or other file properties match the searched text, it will appear in the search results. Search results appear as you enter text in the search box.

Select a file and click **Open**.

PowerPoint displays the file in the window.

Tips

To open a presentation that has been used recently, click the **File** tab, click **Recent**, and select a presentation from the Recent Presentations list.

You can pin a presentation to the Recent Presentations list so that it is always available there. Click the **Pin this document to the Recent Documents list** button next to the presentation that you want to always be available. Click it again to remove the presentation from the Recent Presentations list.

Exercise

Exercise File: Marketing Strategy.pptx

Exercise: Open a presentation.

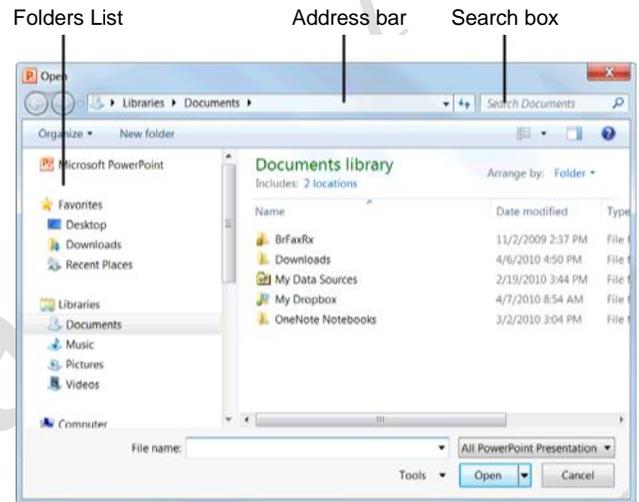


Figure 1-10: The Open dialog box. To open a file, you must first navigate to the folder where it is saved. Most new files are saved in the Documents folder by default.

Previewing and Printing a Presentation

Once you have created a presentation, and your computer is connected to a printer, you can print a copy. Before you do this, it's a good idea to preview how it's going to look.

Click the **File** tab and select **Print**.

Notice that the print settings and a preview of the document appear together, with print settings on the left and a preview on the right.

Tip: Use the scroll bar or the page navigation controls below the preview to view other pages in the document.

Other Ways to Preview and Print:

Press **<Ctrl> + <P>**.

After previewing the document, you can specify printing options, such as which pages or the number of copies to print.

Specify printing options and click the **Print** button.

The document is sent to the printer.

Exercise Notes

Exercise File: Marketing Strategy.pptx

Exercise: Preview and print the presentation.

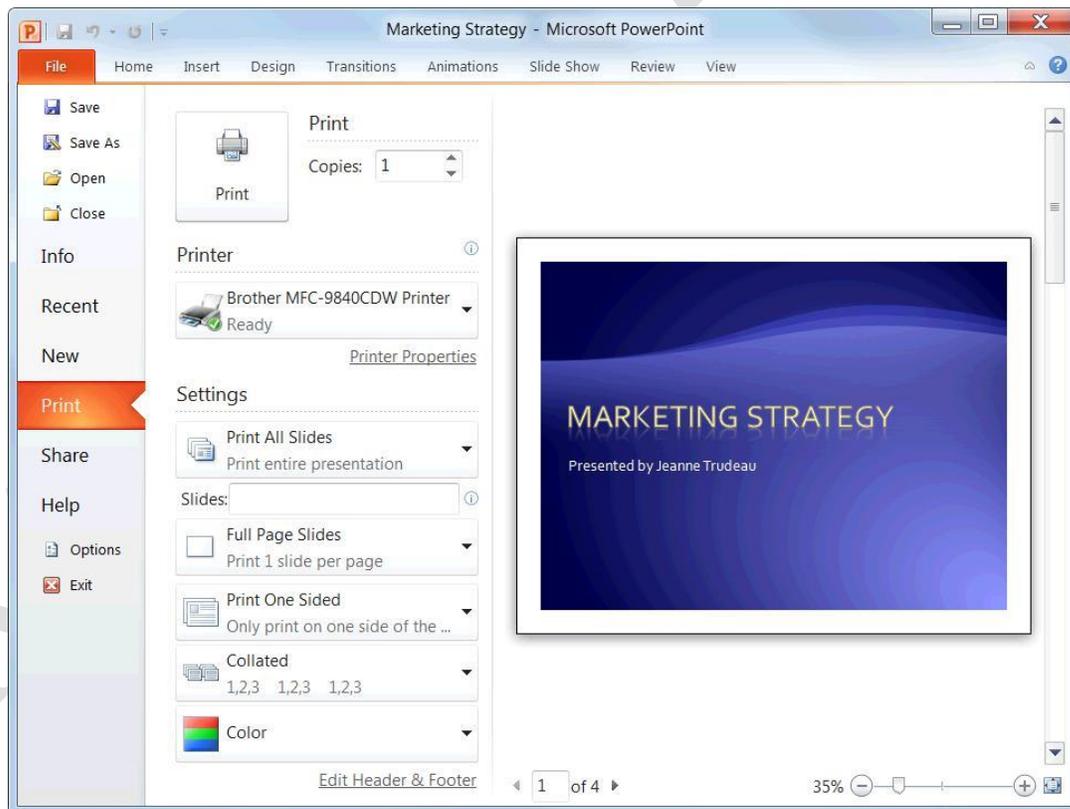


Figure 1-11: The Print settings and Print Preview as shown in Backstage view. Use the print settings in the left column to control how the document is printed. Use the print preview area in the right column to preview how the document will look when printed.

Saving a Presentation

After you've created a presentation, you need to save it if you want to use it again. Also, if you make changes to a presentation you'll want to save it. You can even save a copy of an existing presentation with a new name, to a different location, or using a different file type.

Save a new presentation

Click the **Save** button on the Quick Access Toolbar. The Save As dialog box appears.

- Other Ways to Save:**
 Press <Ctrl> + <S>. Or, click the **File** tab and select **Save**.

Specify the drive and/or folder where you want to save your presentation.

The Save As dialog box has several controls that make it easy to navigate to locations on your computer:

Address bar: Click a location in the Address bar to open it. Click the arrow to the right of a location to view a list of folders within that location. Select a folder from the list to open it.

Folders List: Shortcuts to common locations on your computer, such as the Desktop and Documents library.

Search box: This searches the contents—including subfolders—of that window for the text that you type. If a file's name, file content, tags, or other file properties match the searched text, it will appear in the search results. Search results appear as you enter text in the search box.

Enter the file name in the File name text box.

Click **Save**.

Exercise Notes

Exercise File: None required.

Exercise: Create a new presentation and save it with the file name "Saved Presentation".

Type a title on the first slide and save the presentation with a new name: "Updated Presentation".

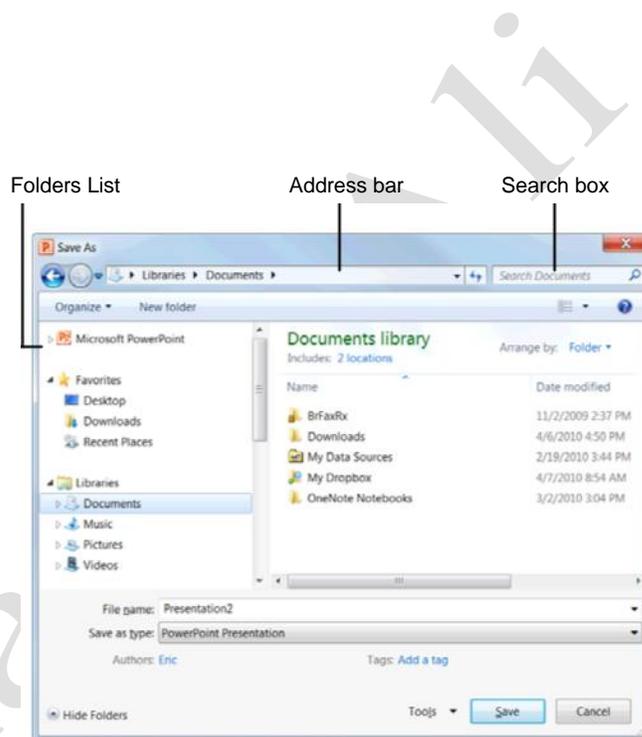


Figure 1-12: The Save As dialog box. The Documents library is the default location for saving, but you can change the save location as necessary.

Save presentation changes

Once you make changes to a presentation you've saved before, you need to save it again.

Click the **Save** button on the Quick Access Toolbar.

Any changes you have made to the presentation are saved.

Other Ways to Save:

Press <Ctrl> + <S>. Or, click the **File** tab and select **Save**.

Save a presentation under a different name and/or location

You can save another copy of a saved document using a new name or in a new location.

Click the **File** tab and select **Save**

As. The Save As dialog box appears.

Enter a different name for the file in the File name text box

Navigate to a new location to save the file as necessary.

Click **Save**.

Save a presentation as a different file type

Just as some people can speak several languages, PowerPoint can read and write in other file formats, making it easier to share information between programs.

Click the **File** tab and select **Save**

As. The Save As dialog box appears.

Click the **Save as type** list arrow and select a file format.

Click **Save**.

Table 1-3: Common Presentation File Formats

File Type	Description
PowerPoint Presentation (.pptx)	The default format for PowerPoint 2010 presentations.
PowerPoint Macro-Enabled Presentation (.pptm)	This file format supports macros in PowerPoint 2010.
PowerPoint 97- 2003 Presentation (.ppt)	Presentations in this format can be used by all versions of PowerPoint.
PDF (.pdf)	Use this format for files you want to share, but do not want to be changed.
PowerPoint Show (.pps, .ppsx)	Presentations saved in this format will always open in Slide Show view instead of Normal view.
Windows Media Video (.wmv)	The format for presentations that are saved as videos.

Closing a Presentation

When you're done working on a presentation, you need to close it.

Click the **File** tab and select **Close**.

The presentation closes. You can access the file again by opening it later.

Other Ways to Close a Presentation:
Press **<Ctrl> + <W>**. Or, click the **Close** button in the upper right corner of the PowerPoint window.

Tip: If you have multiple presentations open, clicking the active presentation's **Close** button only closes that one presentation. The other presentations remain open in their windows until you click their close buttons as well.

Trap: The Close button located in the title bar closes only the active presentation if there is more than presentation open. However, if there is only one presentation open, it closes the presentation *and* causes you to exit the PowerPoint program entirely.

Exercise Notes

Exercise File: Any open presentation.

Exercise: Close all open presentations.

Close the PowerPoint presentation.

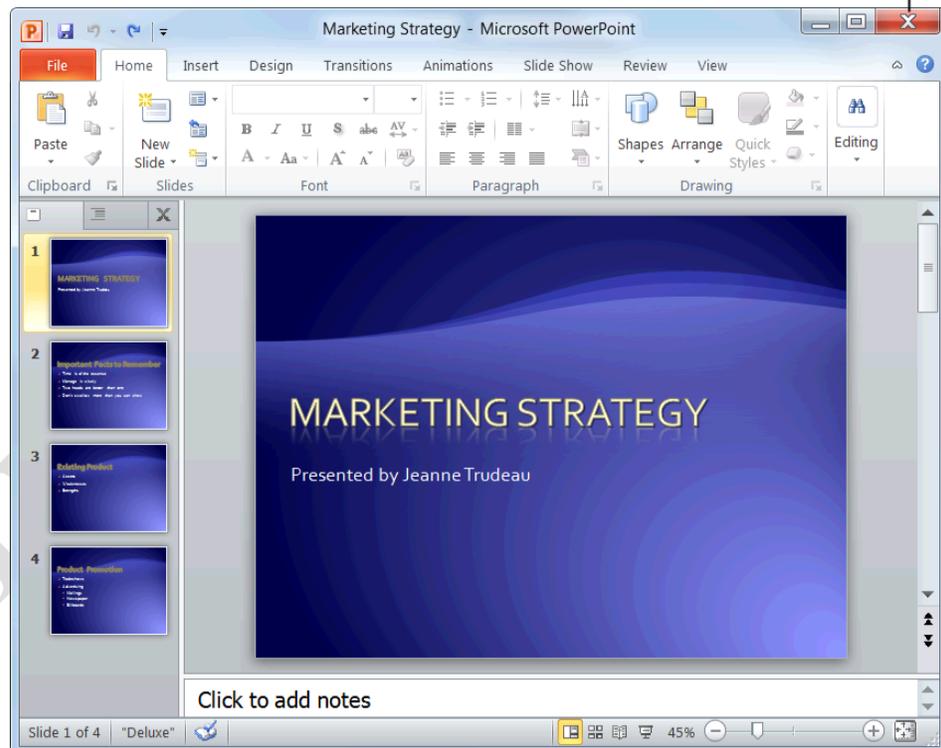


Figure 1-13: Closing a presentation.

Using Help

When you don't know how to do something in PowerPoint 2010, look up your question in the PowerPoint Help files. The PowerPoint Help files can answer your questions, offer tips, and provide help for all of PowerPoint's features.

Search for help

Click the **Microsoft PowerPoint Help** button (🔍) on the Ribbon.

The PowerPoint Help window appears.

Other Ways to Open the Help window:
Press <F1>.

Type what you want to search for in the "Type words to search for" box and press <Enter>.

A list of help topics appears.

Click the topic that best matches what you're looking for.

PowerPoint displays information regarding the selected topic.

Browse for help

Click the **Microsoft PowerPoint Help** button (🔍) on the Ribbon.

The PowerPoint Help window appears.

Click the category that you want to browse. The topics within the selected category appear.

Click the topic that best matches what you're looking for.

PowerPoint displays information regarding the selected topic.

Choose the Help source

If you are connected to the Internet, PowerPoint 2010 retrieves help from the Office Online database by default. You can easily change this to meet your needs.

Click the **Search** button list arrow in the PowerPoint Help window.

A list of help sources appears.

🔍 Exercise

Exercise File: None required.

Exercise: Search the term "formulas". Browse topics in the "Formulas" category of Help.

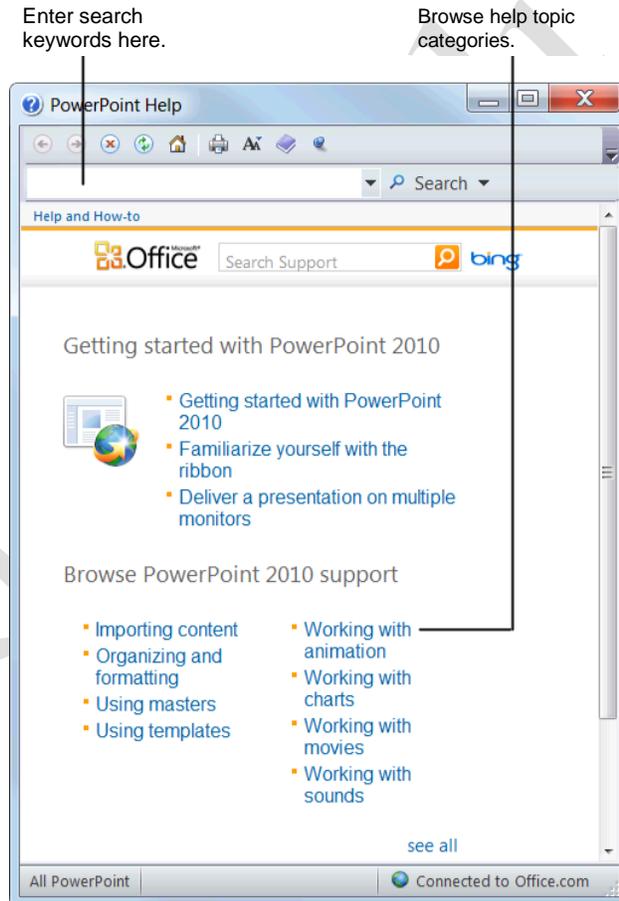


Figure 1-14: The PowerPoint Help window.

Select an option from the list.

Now you can search from that source.

 **Tips**

- ✓ Office 2010 offers enhanced ScreenTips for many buttons on the Ribbon. You can use these ScreenTips to learn more about what a button does and, where

available, view a keystroke shortcut for the command. If you see the message “Press F1 for more help”, press <F1> to get more information relative to that command.

- ✓ When you are working in a dialog box, click the **Help** button () in the upper right-hand corner to get help regarding the commands in the dialog box.

Table 1-4: Help buttons

	Back	Return to the previous help topic.
	Forward	Return to move forward to the next help topic after clicking Back.
	Stop	Stop the transfer of information from the online Help database.
	Refresh	Refresh the page to correct page layout or get the latest data.
	Home	Click here to return to the Help home page.
	Print	Click here to print the current help topic.
	Change Font Size	Click here to change the size of the text in the Help window.
	Show Table of Contents	Click here to browse for help using the Table of Contents.
	Keep On Top	Click here to layer the Help window so that it appears behind all other Microsoft Office programs.

Mustafa

Exiting PowerPoint

When you're finished using PowerPoint 2010, you should exit it. *Exiting* a program closes it until you need to use it again.

Click the **File** tab.

Click the **Exit** button.

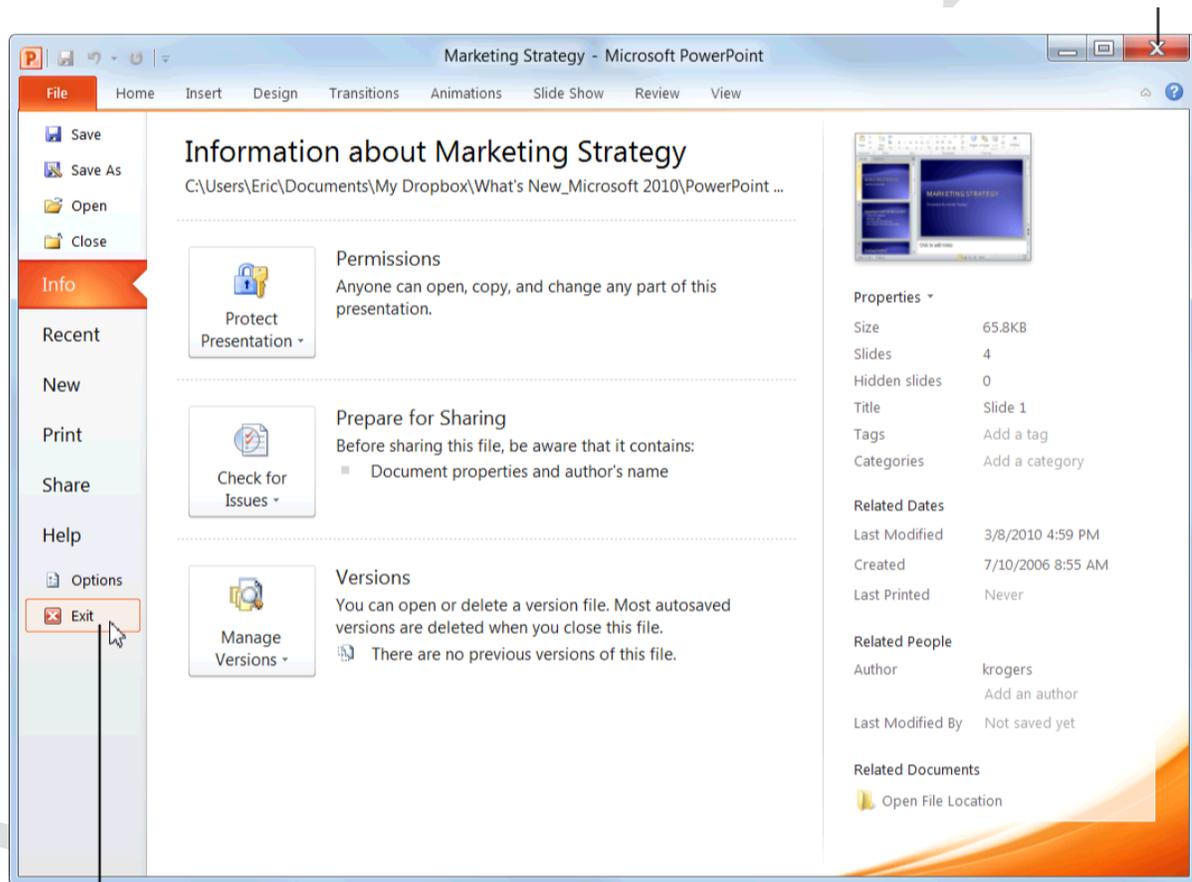
The PowerPoint program window closes.

Other Ways to Exit PowerPoint:

If there is only one PowerPoint program window open, click the **Close** button in the title bar. Or, right-click the **PowerPoint** button on the taskbar and select **Close window** from the Jump List.

Tips

Having too many programs open at a time could slow down your computer, so it's a good idea to exit all programs that aren't being used.



Exit the
PowerPoint
program.

Figure 1-15: Two ways to exit PowerPoint.