Converting an Older Presentation to PowerPoint 2010

If you've got a bunch of old PowerPoint 97-2003 presentations that you'd like to revamp using PowerPoint 2010, you can convert them into PowerPoint 2010 format. Converting saves the presentation as a PowerPoint 2010 file (.pptx) and allows you to use PowerPoint's new features.

Before you begin, however, it is important to note that some features from earlier versions of PowerPoint are not supported in PowerPoint 2010. Data associated with the following features will be lost when converted to Office 2010 format:

Presentation   Broadcast

Microsoft   Script   Editor

Publish   and   Subscribe

Send for Review

In PowerPoint 2010, open the presentation that you want to convert.

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

Information about your presentation appears.

Click the **Convert** button.

The Save As dialog box appears.

If necessary, rename the file, browse to the location to which you want to save the file, and click **Save**. PowerPoint converts the presentation to 2010 format.

Exercise

Exercise File: Cholesterol.ppt

Exercise: Convert the Cholesterol.ppt file to PowerPoint 2010 format.
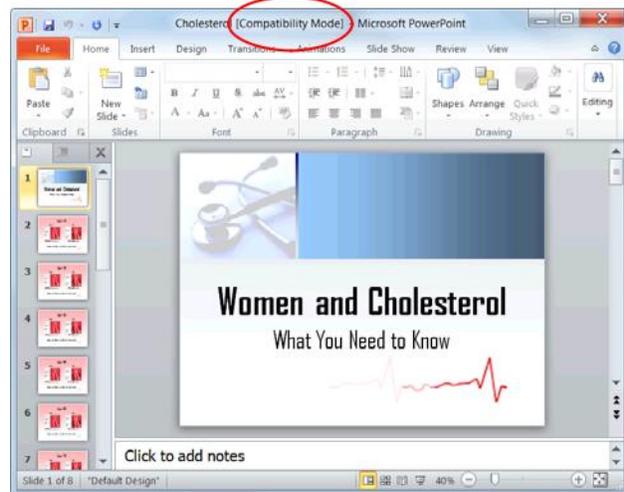
Figure 16-1: When a presentation created in an earlier version of PowerPoint is opened in PowerPoint 2010, it is opened in Compatibility Mode. To enable all features of PowerPoint 2010, you'll need to convert it to PowerPoint 2010 format.

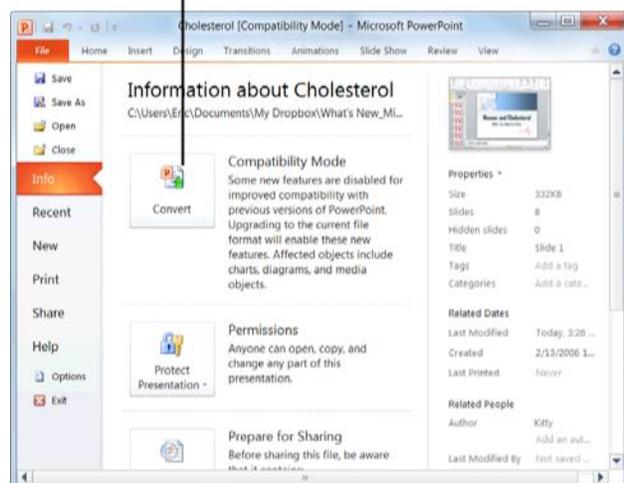Click here to convert the file to the newest file format.

Figure 16-2: The Compatibility Mode section contains information on how presentations made in previous versions of PowerPoint are affected by being converted to PowerPoint 2010.

Translating Text

Translating a document into a different language can be a difficult task. PowerPoint includes two translation tools to make it easier.

Select a translation language

Before you start translating text, select the language from which or into which you want to translate it.

Click the **Review** tab on the Ribbon and click the **Translate** button in the Language group.

A list of options appears.

Select **Choose Translation Language** from the list.

The Translation Language Options dialog box appears. Here you can select the language you would like the Mini Translator to use.

Click the **Translate To** list arrow and select the language you are translating to.

Click **OK**.

You are ready to translate text into the language you selected.

Translate selected text

PowerPoint's Research pane lets you translate words and phrases into another language.

Select the text you wish to translate.

The text is highlighted blue.

Click the **Review** tab on the Ribbon and click the **Translate** button in the Language group.

A list of options appears.

Select **Translate Selected Text** from the list.

The Research pane appears. A translation language is selected by default, but you can easily change this language to meet your needs.

🍊 **Other Ways to Translate Selected Text:**
Right-click the selected text and select **Translate** from the contextual menu.

Click the **To** list arrow and select the language you would like the text translated to.

Your translation is displayed beneath the list arrows.

Exercise

Exercise File: Tourism Assessment16-2.pptx

Exercise: Navigate to Slide 2 and translate the first bullet point on the slide into a language of your choice. Translate a word in the presentation into French.

Figure 16-3: The Translate button.

Figure 16-4: Select your languages in the Translation Language Options dialog box.

Figure 16-5: The Research Pane.

Translate a single word

The Mini Translator lets you translate a single word by pointing to it with your mouse.

Click the **Review** tab on the Ribbon and click the **Translate** button in the Language group.

A list of options appears.

Select **Mini Translator** from the list.

You are now ready to use the Mini Translator.

Point to the word you wish to translate. The

Mini Translator displays the translation.

✅**Tips**

Click the **Play** button in the Mini Translator to listen to the word's pronunciation.

PowerPoint's translation software is not perfect. No matter which translation tool you use, always proofread your presentation carefully for any mistakes.
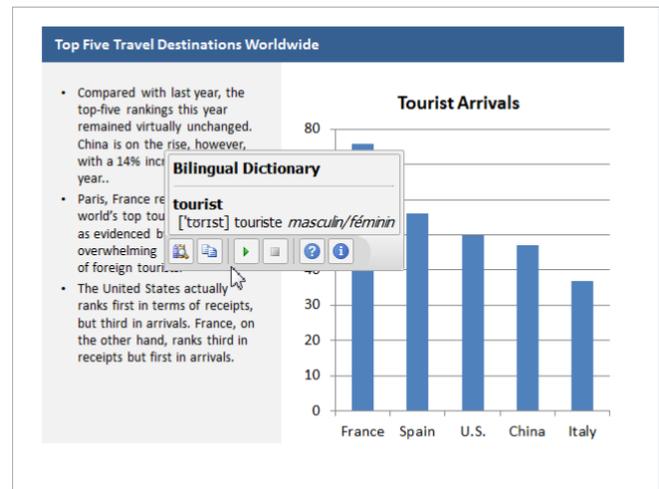

Figure 16-6: Use the Mini Translator to translate a single word in a presentation.

Viewing Document Properties and Finding a File

Document properties are bits of information that describe and identify a presentation. This information includes the title, author name, subject, and keywords in the presentation. You can also add your own tags to properties to help organize and identify the presentation later.

View document properties

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

The standard document properties appear on the right side of the window. You can also view more advanced properties.

Click the **Show All Properties** link at the bottom of the screen.

All document properties are displayed.

✅ **Tip:** To add or change properties, click the appropriate field and enter the desired information.

Once you are done viewing and editing document properties, you can return to your presentation.

Click the **File** tab on the Ribbon.

Any changes you made to document properties are saved automatically.

Show the Document Panel

You can also view and edit a presentation's properties by opening the Document Panel.

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

Information about your presentation appears.

Click the **Properties** button list arrow and select **Show Document Panel** from the list.

The presentation returns to Normal view, and the Document Information Panel appears with the presentation's standard properties displayed.

To modify the presentation's standard properties, click the appropriate field and enter the desired information.

The information is modified. You can also view more advanced properties.

Exercise

Exercise File: Tourism Assessment16-3.pptx

Exercise: View the Tourism Assessment.pptx document properties and add "Management" to the Subject property.

Then search for "tourism" (a keyword for the Tourism Assessment16-4.pptx presentation) in the Search box under the Start button.
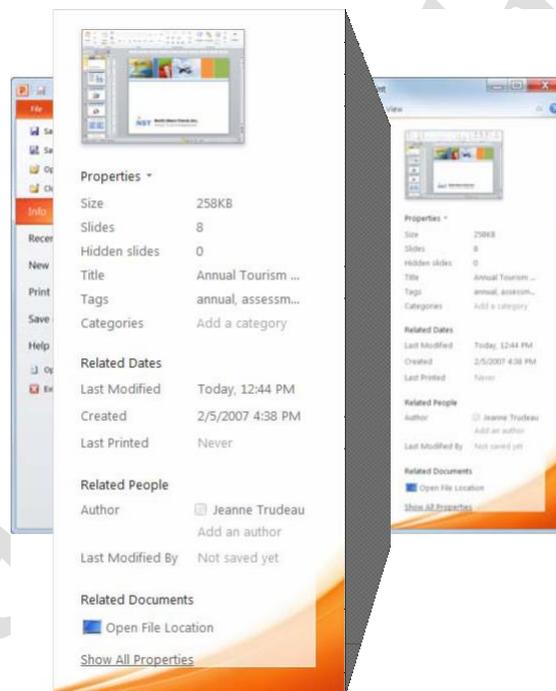

Figure 16-7: The Properties pane on the Info tab in Backstage view.

Click the **Document Properties** list arrow in the upper-left corner of the Document Panel and select **Advanced Properties**.

The Properties dialog box appears. Use these tabs to view and change more document properties.

Make any changes as necessary and click **OK** when you're finished.

The Properties dialog box closes.

Click the **Close** button in the Document Panel.

The Document Panel closes.

Find a file

It is just as easy to misplace and lose a file in your computer as it is to misplace your car keys—maybe easier! Luckily, Windows comes with a great search feature that can track down your lost files. Search can look for a file, even if you can't remember its exact name or location.

Click the **Start** button and type what you want to search for.

Instant Search looks for file names, file contents, and file keywords that match the text you are searching for and displays the results in the Start menu.

Click the file that matches your

search. The selected file appears.

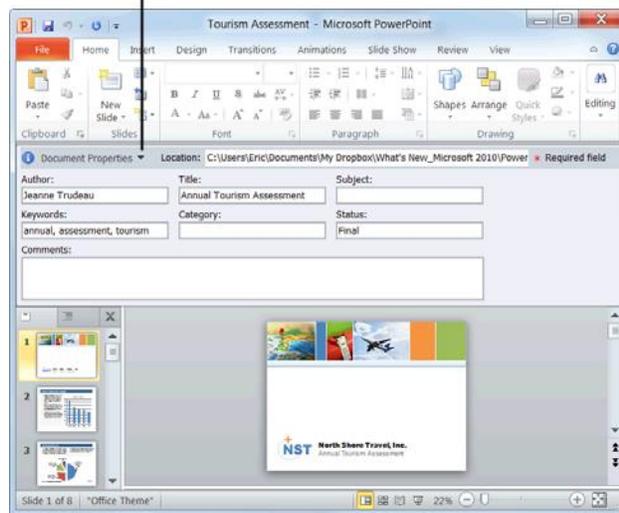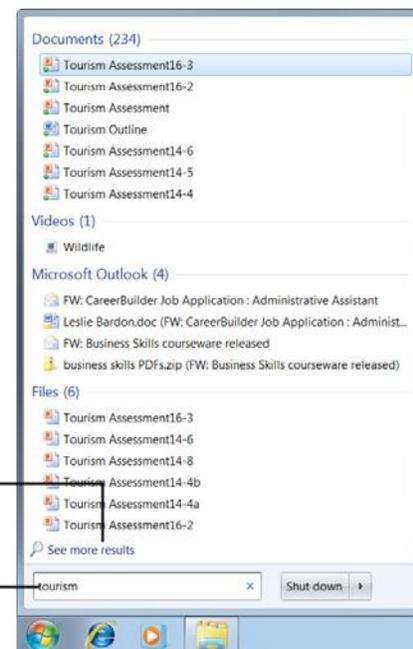Click the Document Properties list arrow to view more advanced document properties.

Figure 16-8: The Document Information Panel appears between the Ribbon and the presentation.

Click here to see more search results.

Enter what you want to search for here.

Figure 16-9: Search results from the Search box in the Start menu.

Recovering Your Presentations

Computers don't always work the way they're supposed to. Nothing is more frustrating than when a program, for no apparent reason, decides to take a quick nap, locks up, and stops responding to your commands—especially if you lose the precious presentation that you're working on!

Fortunately, Microsoft realizes that people might want to recover their work when Microsoft PowerPoint locks up or stops responding. If PowerPoint 2010 encounters a problem and stops responding, you can restart the program or your computer and try to recover your lost presentations. Sometimes PowerPoint will display a dialog box similar to the one shown in Figure 16-10 and automatically restart itself.

Understand how AutoRecover works

If AutoRecover is enabled in PowerPoint, you don't have to do anything to make it work. When PowerPoint suddenly crashes, PowerPoint will automatically restart and return—as best it can—to the state that the program was in before the crash. For example, if you had several presentations open, PowerPoint would reopen all the presentations to the same window size and status.

> Restart Microsoft PowerPoint (if it doesn't restart by itself).
>
> In the majority of cases, PowerPoint will restart on its own.
>
> Select the best recovered file in the Document Recovery task pane.
>
> Sometimes PowerPoint will display several recovered presentations in the Document Recovery task pane, such as the presentation based on the last manual save and a recovered presentation that was automatically saved by AutoRecover. You can view the status of a recovered presentation by pointing at the recovered presentation for a second or two.
>
> Click **Close** to close the task pane.
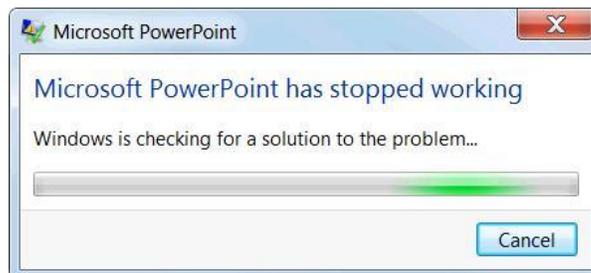>
> You can resume working with the presentation(s).

Figure 16-10: Most of the time a dialog box similar to this one will appear before PowerPoint closes abnormally (crashes).
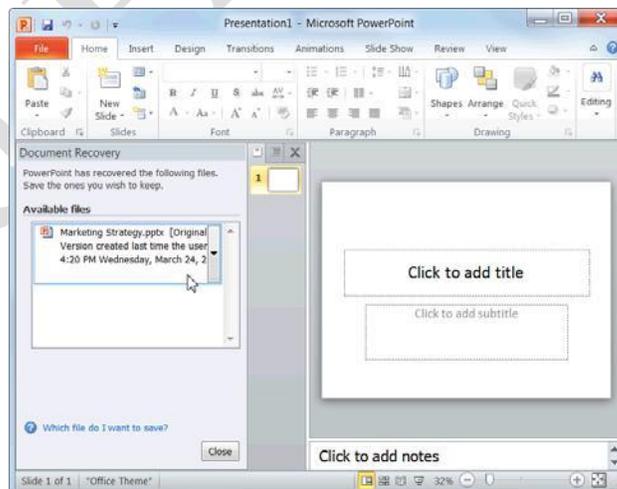

Figure 16-11: The Document Recovery task pane appears when PowerPoint reappears after closing abnormally.

Table 16-1: Status Indicators in the Document Recovery Task Pane

Original	Original file based on last manual save.
AutoSaved	File recovered during recovery process or file saved during an AutoRecover save process.
Repaired	PowerPoint encountered problems while recovering the presentation and has attempted to repair them.

Change AutoRecover settings

You can further protect your work by using the AutoRecover feature to periodically save a temporary copy of the presentation you're working on. To recover your work after a power failure or similar problem, you must have turned on the AutoRecover feature before the problem occurred. You can set the AutoRecover save interval to occur more frequently than every 10 minutes (the default setting). For example, if you set it to save every 5 minutes, you'll recover more information than if you set it to save every 10 minutes. Here's how to change the AutoRecover save interval…

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

The PowerPoint Options dialog box appears.

Click the **Save** tab.

Options for how to customize save settings appear.

Ensure that the **Save AutoRecover information every** check box is checked and specify the desired interval, in minutes, in the minutes box.

You can't specify the interval if the check box is not selected.

Click **OK** when you're finished.

PowerPoint will automatically save copies of your presentations at regular intervals as you work on them.

✅ **Tips**

Even with PowerPoint's document recovery features, the best way to ensure that you don't lose much information if your computer freezes up is to save your work regularly.
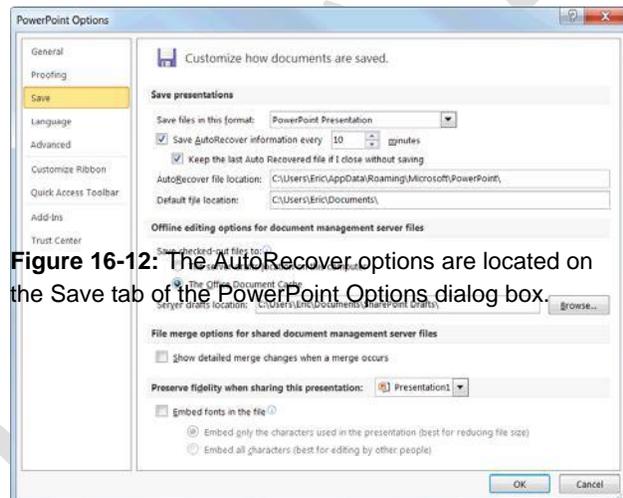

Figure 16-12: The AutoRecover options are located on the Save tab of the PowerPoint Options dialog box.

Figure 16-13: Change AutoRecover settings in the PowerPoint Options dialog box.

Managing Versions

No matter how many warning dialog boxes PowerPoint displays, sometimes you close a presentation without saving it. PowerPoint makes it easy for users to recover presentations that were automatically saved using the AutoRecover option.

✅ Tips

PowerPoint stores unsaved presentations for four days after the presentation has been closed.

Recover unsaved presentations

You can recover new presentations that you created but closed without saving.

Open Microsoft PowerPoint.

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

Information about the current presentation appears.

Click the **Manage Versions** button and select **Recover Unsaved Presentations** from the list.

The Open dialog box appears with a list of unsaved presentations.

🔶 **Other Ways to Recover Unsaved Presentations:** Click the **File** tab on the Ribbon, select **Recent** , and click the **Recover Unsaved Presentations** button.

Select the file you want to open and click **Open**.

The presentation opens in a new PowerPoint window.

✅ **Tip:** If you want to save the file, click the **Save As** button on the Info bar.

Recover previously saved presentations

If you make edits to a saved file and then close it without saving, you can recover the last autosaved version.

Open the saved presentation.

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

Information about the current presentation is displayed.

Under the Versions section, select the version of the file labeled **(when I closed without saving)**.

The file opens, and you have the option to restore the file.
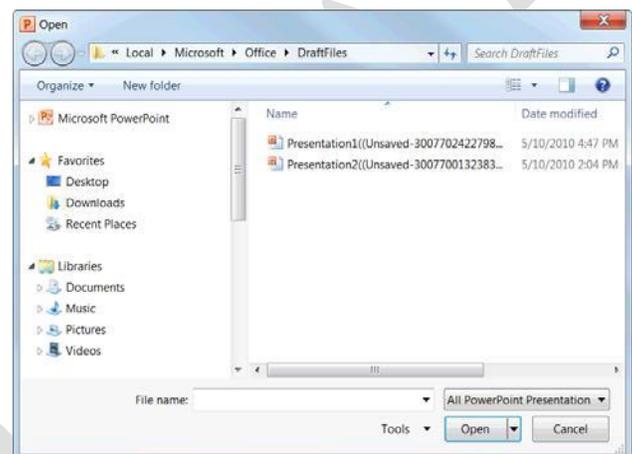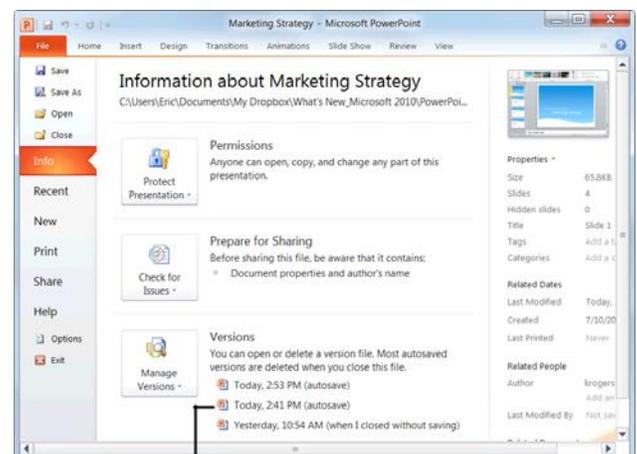
Figure 16-14: New presentations that were closed without being saved are temporarily saved as drafts.

Click an autosaved version to open and restore it.

Figure 16-15: Autosaved versions of a presentation can be found under Versions on the Info tab in Backstage view.

Click the **Restore** button on the Info bar.

PowerPoint saves and overwrites any previously saved versions with the selected autosaved version of the presentation.

Restore earlier versions of the current presentation

You can also restore the file you are working on to an earlier version.

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

Information about the presentation appears.

Under the Versions section, click the version of the file that you wish to view.

The file opens, and you have the option to restore the file.

Click the **Restore** button on the Info bar.

PowerPoint saves and overwrites any previously saved versions with the selected autosaved version of the presentation.

> **Tip:** Most autosaved versions of your open presentation will be deleted when you close the file.
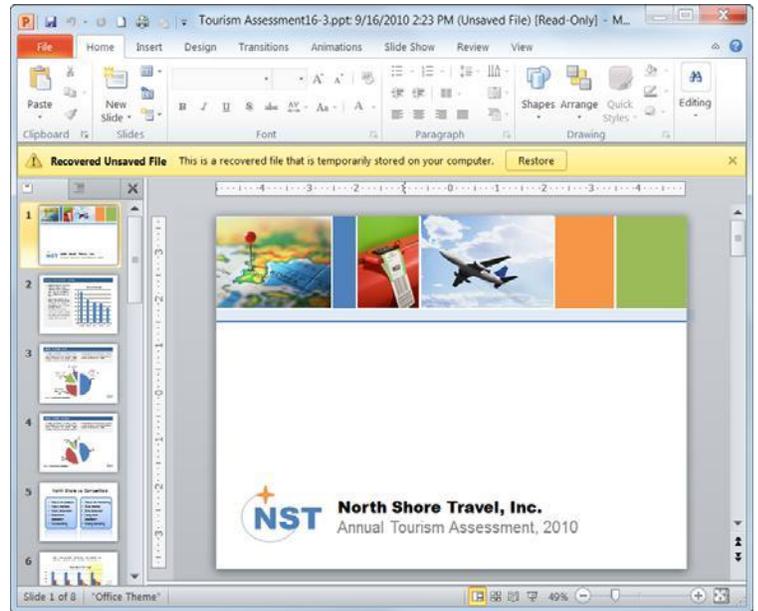

Figure 16-16: When you open an autosaved version of a presentation, you can choose to restore the autosaved presentation by clicking the Restore button on the Info bar.

Reference: **Custom Guide** Online Learning