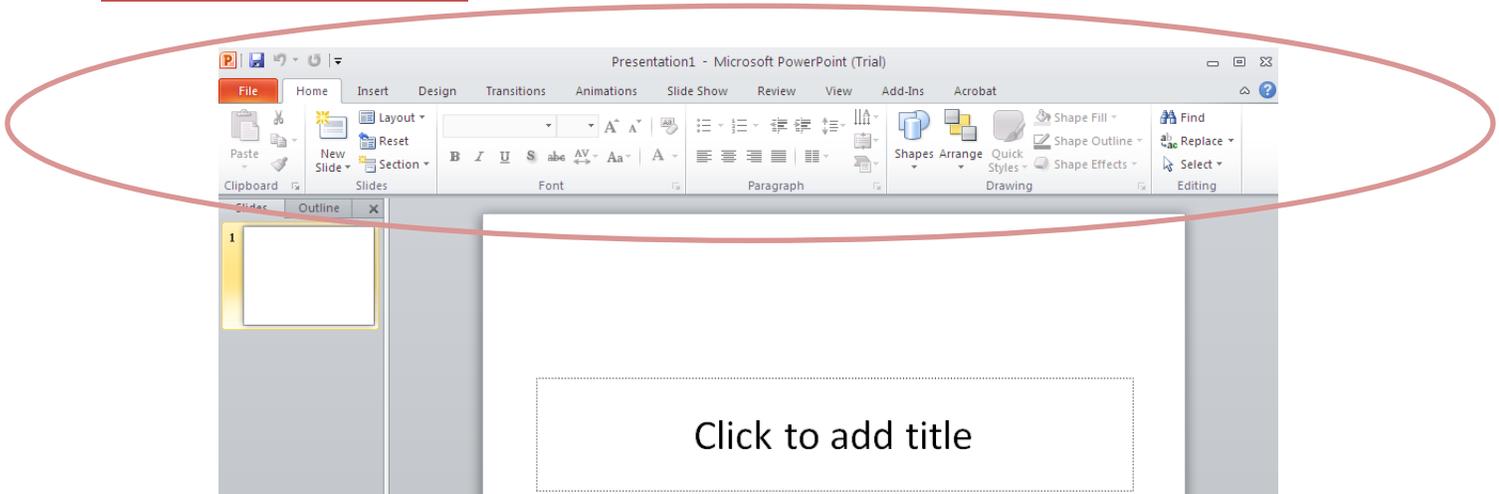


PowerPoint 2010 Introduction

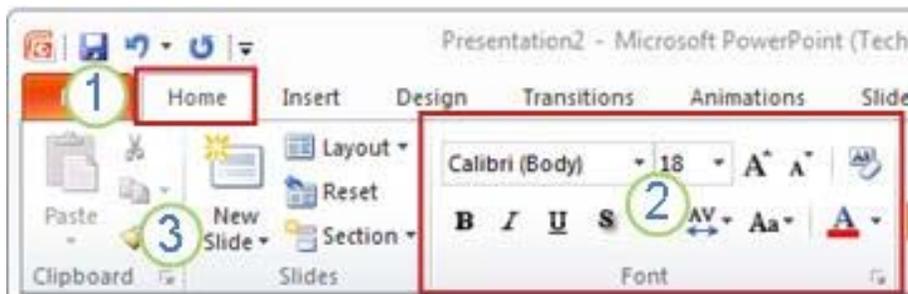
TOOLBAR - RIBBON



What is the ribbon?

The ribbon contains the commands and other menu items that were on menu and toolbars in PowerPoint 2003 and earlier. The ribbon is designed to help you quickly find the commands that you need to complete a task. This ribbon is similar to the 2007 version with some variations.

PRIMARY FEATURES



- 1 **Tab:** Each tab relates to a type of activity, such as inserting media or applying animations to objects.
- 2 **Group:** Commands are organized into logical groups and collected together under the tabs.
- 3 **Button:** For a command within a group.

OTHER FEATURES



Other things that you might see on the ribbon are contextual tabs, galleries, and dialog box launchers.

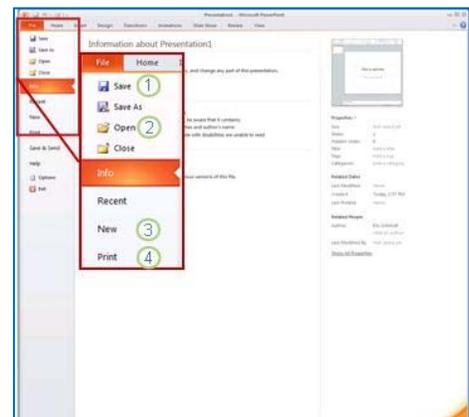
- 1 **Gallery:** Are rectangular windows or menus that present an array of related visual choices.
- 2 **Contextual tab:** To reduce clutter some tabs are shown only when they are needed. For example, the **Picture Tools** tab is shown only if you insert a picture on a slide, and then select the picture.
- 3 **Dialog Box Launcher:** Arrow located on the right lower level of the Group area.

Location of popular commands on the ribbon

FILE TAB

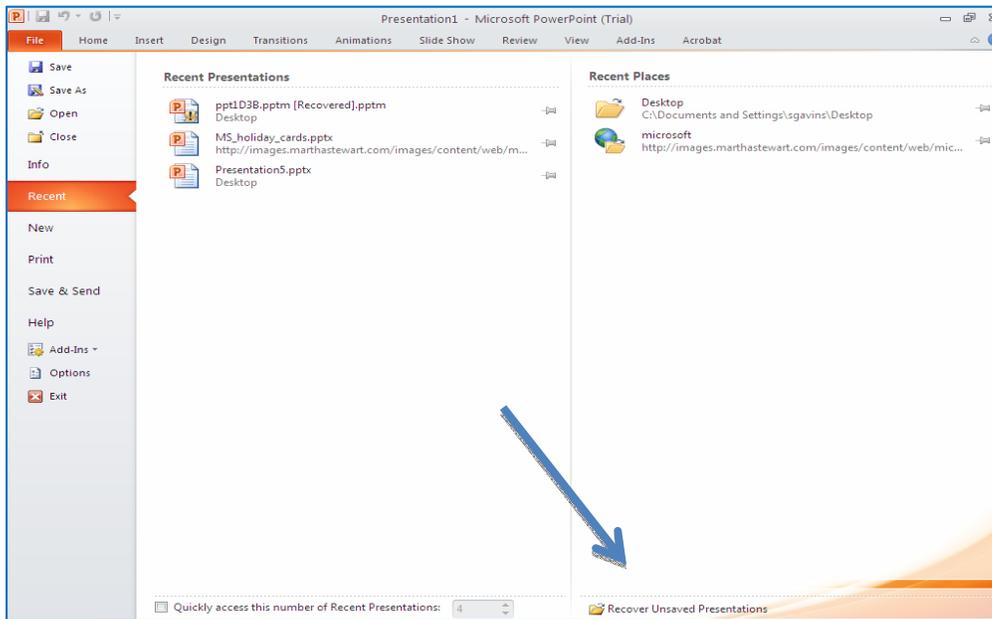
The **File** tab is where you can create a new file, open or save an existing file, and print your presentation.

- 1 **Save as**
- 2 **Open**
- 3 **New**
- 4 **Print**



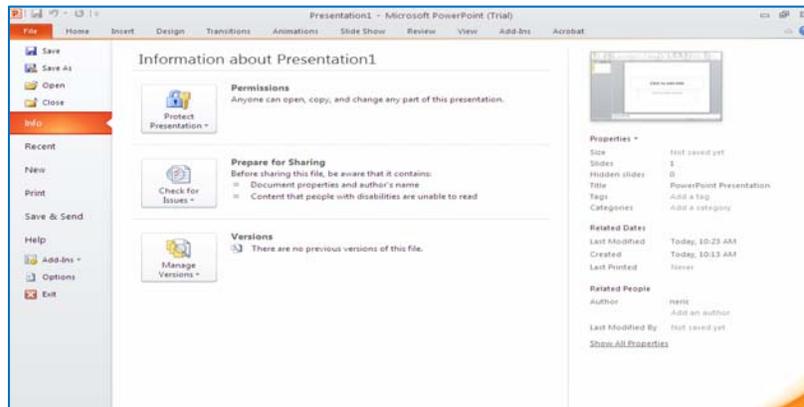
Backyard View

The **Backyard View** is found under the **File tab** located on the **Ribbon**. When clicked opened, it will default to **Recent**, which will show you recent presentations that have been saved or worked on, and places you have visited while working on your presentation. New to 2010 is the ability to recover unsaved presentations! You will see a folder located at the bottom of the screen that will allow you to recover “unsaved” presentations.



Other tasks available under this view are: **Save, Save As, Open, Close, Info, New, Print, Save & Send, and Help**. In addition, there is an **Add-In** and **Options** section, as well. **Options** are where you will find all of the set-up preferences available for **PowerPoint**.

Most of the tools found under the **File tab** work the same as in previous versions of **PowerPoint**. New to this area is the **Info** section. Here you will find information about your presentation with options to protect, check for compatibility with other **Office** products, and manage multiple versions of your presentation if they exist.



HOME TAB



The **Home** tab is where you can insert new slides, group objects together, and format text on your slide.

- 1 If you click the arrow next to **New Slide**, you can choose from several slide layouts.
- 2 The **Font** group includes the **Font**, **Bold**, **Italic**, and **Font Size** buttons.
- 3 The **Paragraph** group includes **Align Text Right**, **Align Text Left**, **Justify**, and **Center**.
- 4 To find the **Group** command, click **Arrange**, and under **Group Objects** select **Group**.

INSERT TAB



The **Insert** tab is where you can insert tables, shapes, charts, headers, or footers into your presentation in addition to other options. Take a look in each group within the Toolbar Ribbon and experiment with the different selections.

- 1 **Table**
- 2 **Shapes**
- 3 **Chart**
- 4 **Header & Footer**

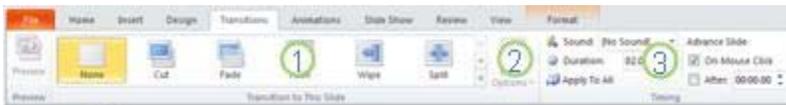
DESIGN TAB



The **Design** tab is where you can customize the background, theme design and colors, or the page setup of your presentation.

- 1 Click **Page Setup** to launch the **Page Setup** dialog box.
- 2 In the **Themes** group, click a theme to apply it to your presentation.
- 3 Click **Background Styles** to select a background color and design for your presentation.

TRANSITIONS TAB



The **Transitions** tab is where you can apply, change, or remove transitions to your current slide.

- 1 In the **Transitions to This Slide** group, click a transition to apply it to the current slide.
- 2 In the **Sound** list, you can select from several sounds to play during your transition.
- 3 Under **Advance Slide**, you can select **On Mouse Click** to make the transition occur when you click.

ANIMATIONS TAB



The **Animations** tab is where you can apply, change, or remove animations to objects on your slide.

- 1 Click **Add Animation**, and select an animation to apply to the selected object.
- 2 Click **Animation Pane** to launch the **Animation Pane** task pane.
- 3 The **Timing** group includes areas to set the **Start** and **Duration**.

SLIDE SHOW TAB



The **Slide Show** tab is where you can start a slide show, customize the settings for your slide show, and hide individual slides.

- 1 The **Start Slide Show** group: includes **From Beginning** and **From Current Slide**.
- 2 Click **Set Up Slide Show** to launch the **Set Up Show** dialog box.
- 3 **Hide Slide**

REVIEW TAB



The **Review** tab is where you can check the spelling, change the language in your presentation, or compare changes in the current presentation against another presentation.

- 1 **Spelling**, to start the spelling checker.
- 2 The **Language** group, which includes **Editing Language**, where you can select the language.
- 3 **Compare**, where you can compare changes in the current presentation against another presentation.

VIEW TAB



The **View** tab is where you can view the slide master, notes master, slide sorter. You can also turn on or off the ruler, gridlines, and drawing guidelines.

1 Slide Sorter

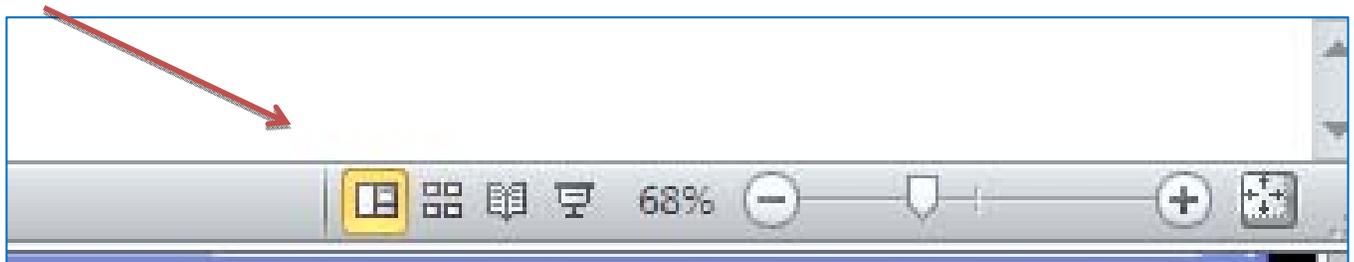
2 Slide Master

3 Ruler and Gridlines within the **Show** group.

Changing Your View

You will notice at the bottom of the slide that the **View Buttons** are located on the right side. Here you will see the normal, slide sorter, and slide show as well as a zoom slider, which will allow you to enlarge or reduce the page for easier viewing.

Remember there is also the **View Tab** on the ribbon that will allow you to perform the same tasks as the bar at the bottom of the page.

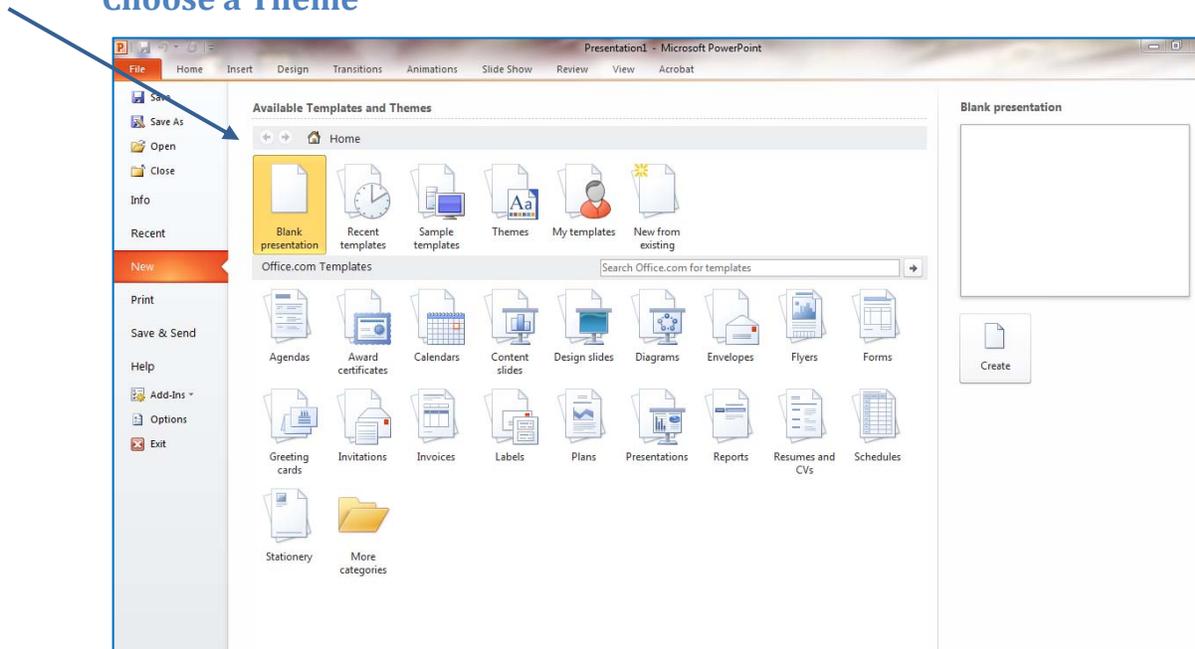


I. Start a New Presentation

To begin a brand new presentation, click the **file tab** and then click **new**.

Click on Blank Presentation or feel free to choose one of the many template options available.

Choose a Theme

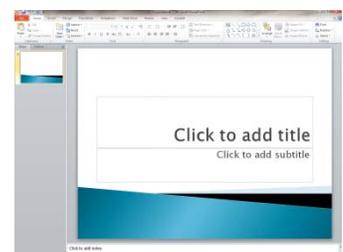
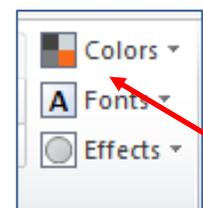


The first thing we will do is choose a background/theme for the presentation. To do this, locate the **Design Tab** on the ribbon. Take your mouse and hover over each of the choices. Notice how your slide takes on the design under your mouse. This cool updated feature allows you to preview an option before choosing it.

Now click on the down arrow found on the bottom right hand corner of the theme gallery. You have many more choices of backgrounds. Go ahead and single click on **Concourse**. It should be the last choice on the first row.

A. Modify Your Design

You've picked your theme but now you have the option of changing the color, font, effects, and background of each slide you create. To the right of the Design Gallery you will see 3 choices –**color, font, and effects**. Click on **Colors** and up pops a panel with many color combinations. As you hover your mouse over each example, notice how the colors on your slide change. Do the same with **Font** and **Effect** (you will need to create multiple slides in order to activate the **Effects**



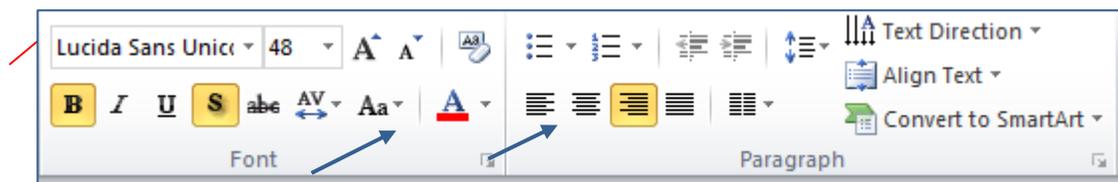
feature) to see how your slide will look with any of the examples given. Go ahead and choose a color and font for your slide. You can always change it later. Now look further to the right of design gallery.

You will see **Background Styles** and a down arrow. Click on the down arrow to get a panel of background style choices. **Background Style** adds texture to your slides. Hover and choose a style to your liking. To keep this presentation simple, I'm not going to make any changes right now to my slide.

B. Adding Text

There are two text boxes on your first slide that are added by default. To add or change text, click on the box that says "**Click to add title**" and begin typing. My presentation is going to be "*Interesting Facts about Dogs*". Click on the lower box that says "**Click to add subtitle**". Now you can add secondary text. I will type "*A Brief Presentation by Sara Gavens*". If you would like to change the font colors, highlight the text, go up to the ribbon and find the box with the uppercase "**A**" underscored by a line. Click on the down arrow and then pick any color of your choosing. You can *Right Justify* the text by clicking on the **right align text** button just above the word **paragraph** on the ribbon.

C. Adding a Picture from a file or Clip Art



Since my presentation is about dogs, it would be nice to add a graphic depicting a dog. You can either insert a picture from a file or go to clip art to find the appropriate graphic. On the ribbon find the **Insert** tab. Directly underneath the tab you will see many selections to use in your presentation. Click on **Clip Art**. A panel will open up on either side of your presentation. Using the search option, type in **dogs** and then look for a cute picture. To insert the picture, double click and the picture will automatically copy and paste itself directly into your presentation. Move the picture by clicking and dragging it to where you want to place it.

The last thing I am going to do on this slide is move the title text box up on the page. Click on the text. A box will appear. Hover near the corner of the box until you see a crossbar. Grab the



crossbar with your mouse and then click and drag the box up.

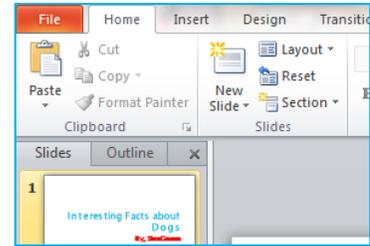
D. Add a New Slide

I am now ready to add additional slides to my presentation.

Click on the **Home** tab. Directly underneath is the button for **New Slide**. Click on the **down arrow** on the right of the button. A gallery will open up with different layout options.



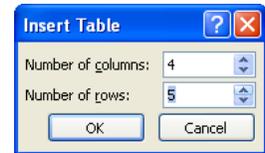
Click on the second option – **Title and Content**. You will notice that some of the design formatting has been repeated and also there is a neat feature in the center of the slide. It is called the **Title and Content Layout**. This handy element will allow you to choose any number of insert options including: table, chart, *SmartArt* graphic, picture from a file, clip art, or video file. I want to display some interesting facts about dogs so I am going to click on the **chart icon** and add it to my second slide.



number of insert options including: table, chart, *SmartArt* graphic, picture from a file, clip art, or video file. I want to display some interesting facts about dogs so I am going to click on the **chart icon** and add it to my second slide.

1. Slide Two- Add a Table

Click the **Table** icon on the **Title and Content Layout**. A dialogue box will pop up, which will ask you to choose number of rows and columns. For my presentation I chose 4 columns and 5 rows. Now my table is ready to be filled out. Click in the title box and type in your title. I typed *“Interesting Tidbits”*. On the table you can quickly and easily type text directly into the boxes. To simplify my slide and to save time, I combined some facts together.



Popular Names for Dogs	Tallest Breeds Smallest Breeds	Oldest Breeds Youngest Breeds	Odd Facts
Max Buddy	St. Bernard Great Dane	American Foxhound - 1650	First domesticated from Wolves 17,000 years ago
Jake Rocky	Irish Wolfhound Old English Mastiff	Alphons Hound- BCE	Dogs live 9-15 years of age. Oldest dog lived 29 years
Molly Maggie	Chihuahuas Pekingese	Chow Chow- Tibet - 12th Century	Normal body temperature is 101.2 degrees Fahrenheit
Daisy Lucy	Brussels Griffon Toy Fox Terrier	Sabuki - Egypt 2100 BCE	Smiling at dogs is a sign of aggression

2. Slide Three- Comparison

Slide three is going to contain information about famous dogs. The easiest way to set up this slide is to create a comparison layout. Go to the **Home Tab** and click on the **down arrow** next to **New Slide**. The fifth layout is **Comparison**. Choose it and *PowerPoint 2010* automatically will set up your slide with a comparison chart.

Put the title of the slide in the top box – *Famous Dogs*. Then click on the bottom of the lower box on your left. Type *“Fictional Dogs”*. Click on the lower box on your right and type *“Real Dogs”*. These become your comparison headers or in this case, footers. Click on the box above to your left and begin typing your list of fictional dog names. You will notice that a bulleted list is being created as you



type. Finish up typing your list of real dogs on the right. Don't worry about formatting your bullets at this point. We will do that on our last slide.

The last thing I did to this slide was to add interest by inserting a picture from my picture file. To accomplish that, I clicked on the **Insert Tab**. A new layer automatically appears on the Ribbon with several insert options. If you click on **Picture**, it will automatically open up your documents file. If you have an appropriate picture saved there, you can click on it and it will insert itself directly onto the slide. In the interest of time, let's save *adding pictures* to our next slide. You can always go back and add a picture to this slide later.

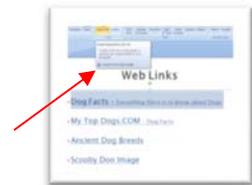
3. Slide Four – Dog Picture Gallery

The next slide I am going to create is a picture gallery. I want the same layout as the first slide so I am going to click the down arrow and choose the second layout. Where you see the **Title and Content** icon, click on the **four tiny Clip Art boxes**. Now there is an option to include automatically all available clips from Office.com. Be sure that the box under the search fields has been checked.



4. Slide Five – Web Links (We are almost done!)

The last slide is the easiest to do. It is simply a bulleted list of the websites you used to create this presentation along with its hyperlinked sources. Go ahead and click **New Slide**. You are becoming an expert now! In the title box type and center the heading: *“Web Links”*. Now click the box below



and begin typing the names of the websites you visited to obtain your facts about dogs. You can copy my links for practice. To add a hyperlink, **highlight and copy the text** you want to link and then under the **Insert tab** click the **hyperlink** button. A dialogue box will open up. Paste the text into the top line **Text to Display** box. In the **Address** box below, copy and paste the URL of the website where the information was obtained. Click **OK**, and you are good to go! Sites used in this presentation are:



www.dogfacts.org

www.mytopdogs.com/dogfacts.shtml

http://en.wikipedia.org/wiki/Ancient_dog_breeds

http://i.zdnet.com/blogs/scooby_doo-thumb.JPG



You can easily change the style and color of bullets on this slide. Highlight the text and then under the **Home** tab click on the down arrow next to the 3 dots and lines button. This is your bullets list. You will see several different styles choices. I picked the diamond pattern for my slide. Remember, if you place your mouse and hover over each of the patterns, it will show you a preview on your slide until you click your choice. To change the color, highlight all of the text and go back to the down arrow on the bullet button. Towards the bottom of the list you will see the words **bullets and numbering**. Click on it and a dialogue box will open where you can change the color and the bullet style.

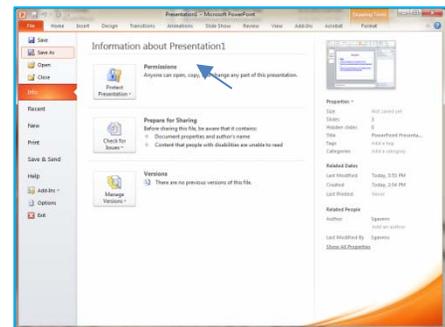
II. Check the Show!

Now that your presentation is completed, check to be sure everything is working! Click on your title slide on the slide panel and then go to the bottom right hand corner of your PowerPoint. Click on the Slide Show option. Your show should open up right to your first slide. Click on each slide until you get to the end. Check out the links and make sure they work.

III. Saving Your Presentation

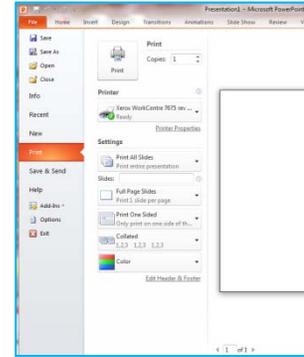
Saving **PowerPoint 2010** can be a little tricky because this version is not compatible with the 97-2003 versions. While you can always open up and view a PowerPoint presentation from 2003 or earlier using 2010, you cannot use a 2003 or an earlier version to view a presentation **saved as 2010**. What does this mean? It means that you need to make a decision about which format you are going to use to save your work.

1. **Save as 2010** – To save your document in version 2010 go to the **File** tab located in the top left hand corner of the page. Click and open up the drop down menu. Click **Save As** and a dialogue box will open. Choose the top option – **PowerPoint Presentation**. You will notice that the new file extension “.pptx” has now been added to the file name.
2. **Save as 2003 or earlier** –To save your document in an earlier version go back to the **File** tab and click open the drop down menu. Click **Save As** and instead of choosing the top option, click on the third option – **PowerPoint 97-2003 Presentation**. Although others, who may not have *PowerPoint 2010*, will be able to access your presentation, they will not be able to utilize any of the new features found only in *PowerPoint 2007* and *2010*.
3. Presentations saved in 2010 are able to be opened and viewed using *Microsoft PowerPoint 2007*.

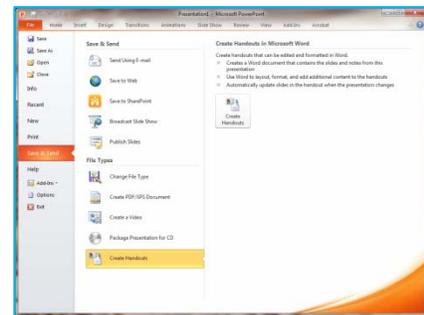


IV. Printing Your Presentation

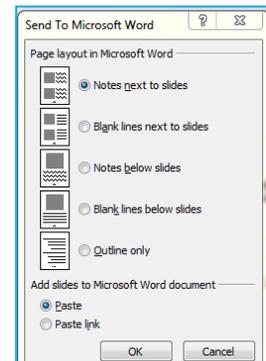
Now that your presentation is completed and saved, you may want to print it for your audience to have in hand. Your presentation can be printed in several different formats such as: Individual slides (one per page), handouts with 2-9 slides per page, note pages, and outline view. You also have the option of printing in color, grayscale or black & white.



1. To print slides: Click on the **File** tab at the top of the page and choose **Print**. A print panel will open with several options.
 - a. Printer – will allow you to choose where to send the presentation.
 - b. Settings – Gives options for printing all slides, or a custom range.
 - c. Full Page Slides – Gives options for printing different hand-out formats.
 - d. Print One Sided – Gives options for printing back-to-back and flipping the orientation.
 - e. Collated and Color - Gives options for collating presentation and printing either in color, black and white, or gray scale.



2. To print handouts: Click the **File** tab and choose the **Save & Send** option.
 - a. Under **File Types** click the **Create Handouts** link.
 - b. When you click the **Handouts** button located on the right side of the box a small pop-up box will appear. Choose any of the available options, choose **Paste** and then click **OK**.
 - c. Handouts of your presentation will open automatically in **Microsoft Word 2010** and will be ready to print.



Congratulations
You've now created your first
PowerPoint 2010