

PowerPoint 2010

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★ Obtaining PowerPoint 2010

- PowerPoint is one program in a series called Microsoft Office. It is usually purchased separately from a computer.
- A free, open source alternative to Microsoft Office is Open Office. Both program suites have similar functions but may have a different appearance. Download Open Office at www.openoffice.org
- All Macon public libraries have Microsoft PowerPoint on their public use computers.

★ Key Features in PowerPoint Tabs

- **Home** - add a new slide, arrange objects, change the slide layout, font formatting, paragraph formatting
- **Insert** - add a table, clip art, photo, movie/sound clip, text box, Word art
- **Design** - select a theme for your slides, theme colors, background styles
- **Transitions** - set & adjust transitions between slides
- **Animations** - set & adjust animations for parts of slides (text boxes, images, etc.)
- **Slide Show** - rehearse & present your slide show
- **Review** - spell check, research, provide commentary when editing/proofreading slides
- **View** - change presentation views, rulers

★ Creating a Slideshow

Select a slideshow theme, found in the “**Design**” tab. You can change your theme after you’ve worked on your presentation, but you may have to re-arrange the elements of your slides to fit the new theme.



Access multiple **themes** by clicking the small arrow, as shown circled to the left.

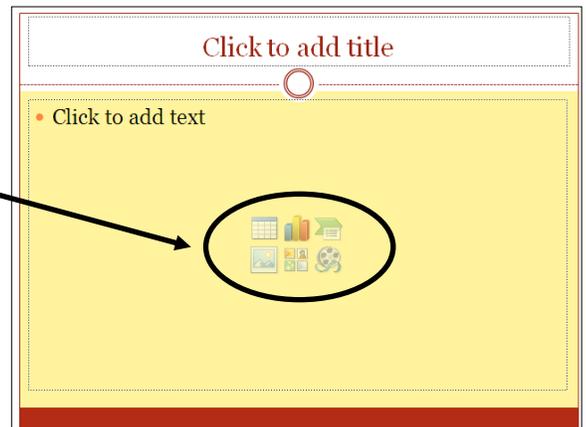


Adding a New Slide

Click the “Home” tab and click “New Slide.” You can change the layout of the new slide by clicking “Layout” and selecting a desired format.

You can use the **slide layouts** provided to create your slideshow. The icons in this text box allow you to easily insert clip art, an image, a film clip, etc.

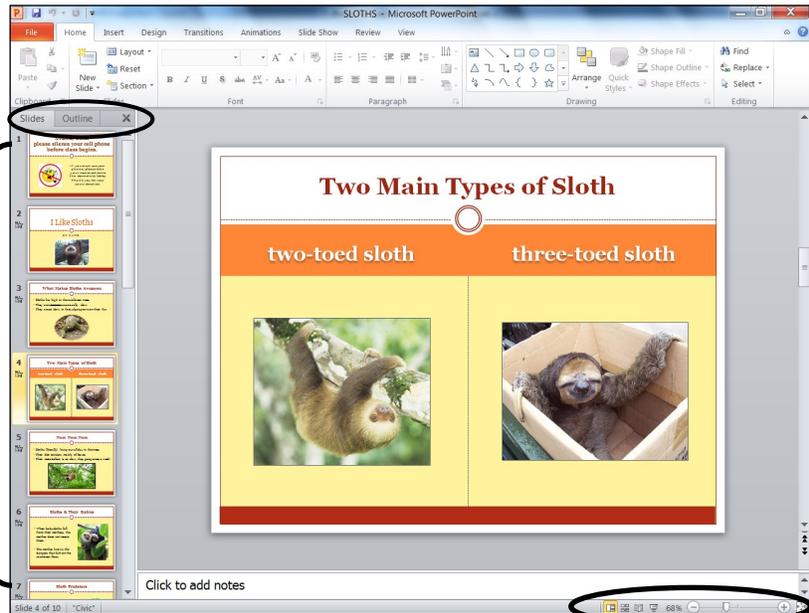
Alternatively, you can add your own text boxes and graphics using the tools in the “Insert” tab.



Viewing & Sorting Slides

Clicking the “outline” button arranges the text of your slides in outline form.

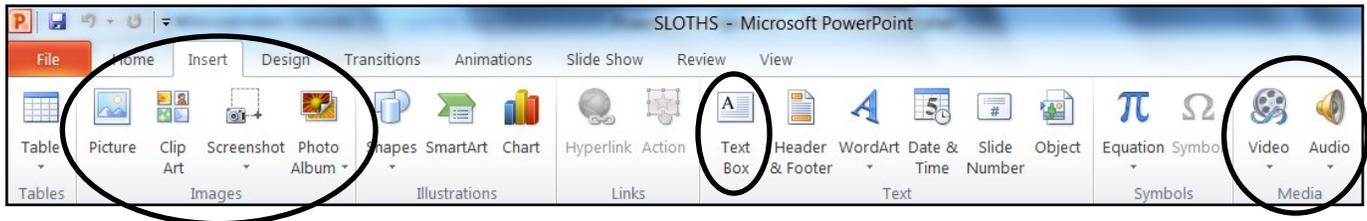
The **slide pane** lets you easily arrange your slides and view their order.



View options: normal, slide sorter, & slide show views

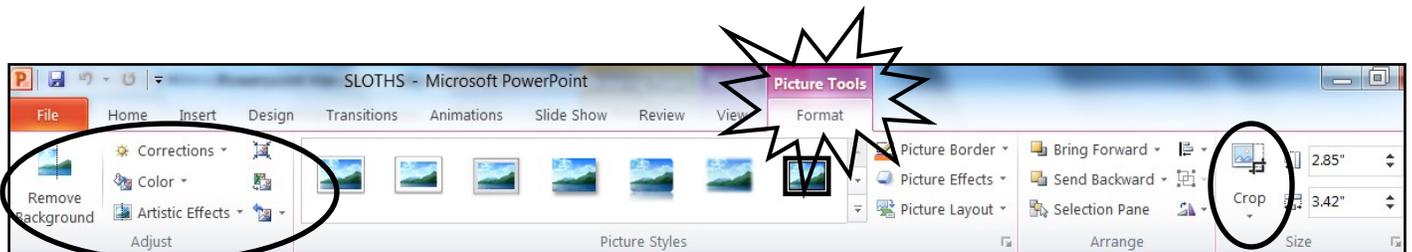
Adding Text, Images, and More to Your Slides

Use the **Insert** tab to add various features to your slides.



Editing Images & Objects

When you have selected an object, such as an image or a text box, you can format it in PowerPoint. When the Drawing/Picture Tools menu is active, it will appear orange (**Drawing Tools**) or red (**Picture Tools**). The Picture Tools menu is especially helpful, allowing you to edit a photo (crop, brighten, darken, etc.), as shown below:



Slide Transitions

Slide transitions are visual effects used when a slide moves on or off the screen.

- To add a transition, click the slide in the Slide pane to the left of your screen. Then click the **Transitions tab** to choose an effect. Clicking the transition will provide a brief preview of how it will look AND will set the transition as such unless you click “None.”
- Once you have chosen a transition effect, you may want to select “Apply to All.” This keeps your presentation looking consistent and professional.
- **NOTE:** These same concepts are used for the **“Animations” tab**, only to use animations, you will first select an object within your slide — an image, text box, etc. — THEN click the desired animation to apply it.



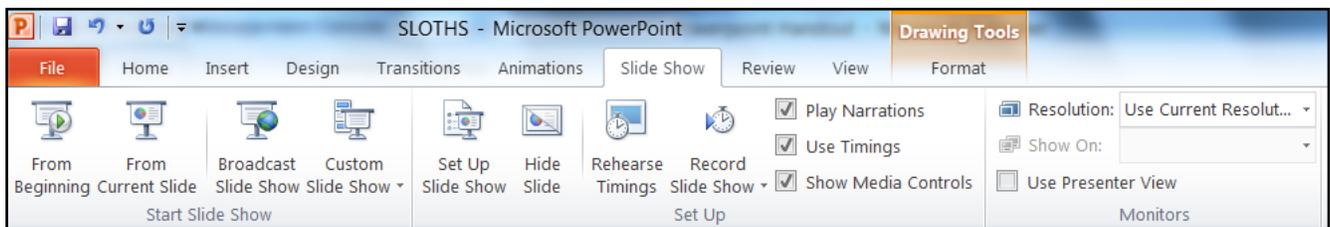
Transition choices (click these to preview & apply the transition to the selected slide)

View more transitions by clicking this small arrow

Apply to All applies a single transition to each slide in your presentation.

★ Presenting Your Powerpoint

The **Slide Show tab** contains the controls used when presenting your slide show.



When viewing your presentation in full screen mode, you can navigate slides using your **cursor arrow keys** (← goes back, → goes forward). To exit full-screen mode, press the **Escape (Esc)** key.

★ Tips for Creating a Professional Presentation

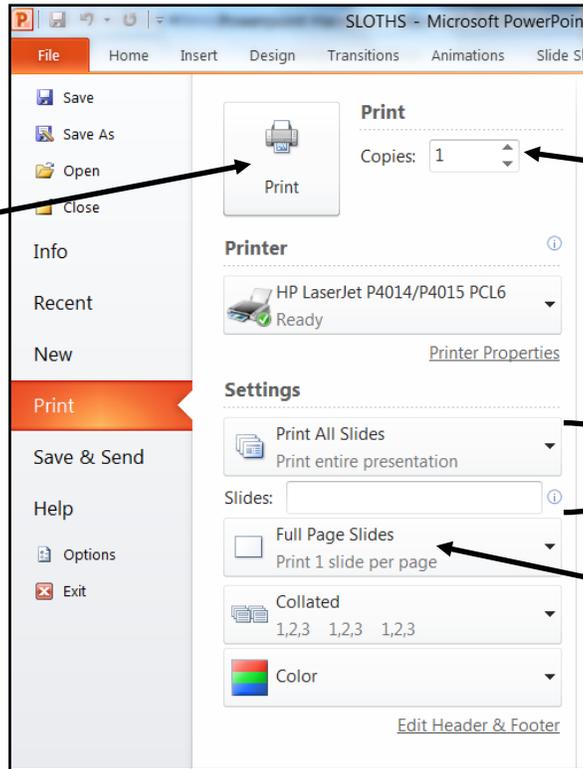


- When choosing a theme, pick something that is easy on the eyes.
- Excessive use of different fonts & text colors can be difficult to read. Stick with a simple font & text color.
- Limit your slide transitions to one or two effects.
- Avoid crowding your slides with excessive sounds, images, and/or animations.
- Always test your slide show before presenting it.
- Aim to use your presentation as an outline and not a full report; avoid reading your PowerPoint to your audience.

★ Printing in PowerPoint

To print, click the File tab and "Print." You will see a preview of your slide to the right. You'll have several options for printing. You may choose to print one or multiple **slides** per page. You may choose to print a **handout** form of the slideshow (meaning you will have 3-6 small slides per page). Alternatively, you may print just **notes pages** (meaning only the notes you have typed in the Notes box for each slide will print).

Click here when you're ready to print.



If you want to print more than one copy of your slideshow, designate the number in the "Copies" box.

Select which slides you want to print.

Select what you want to print: slides, handouts, notes pages, or outline view.



Feeling stuck?

Click the **help button** in the upper right corner of your screen!



NOTES
