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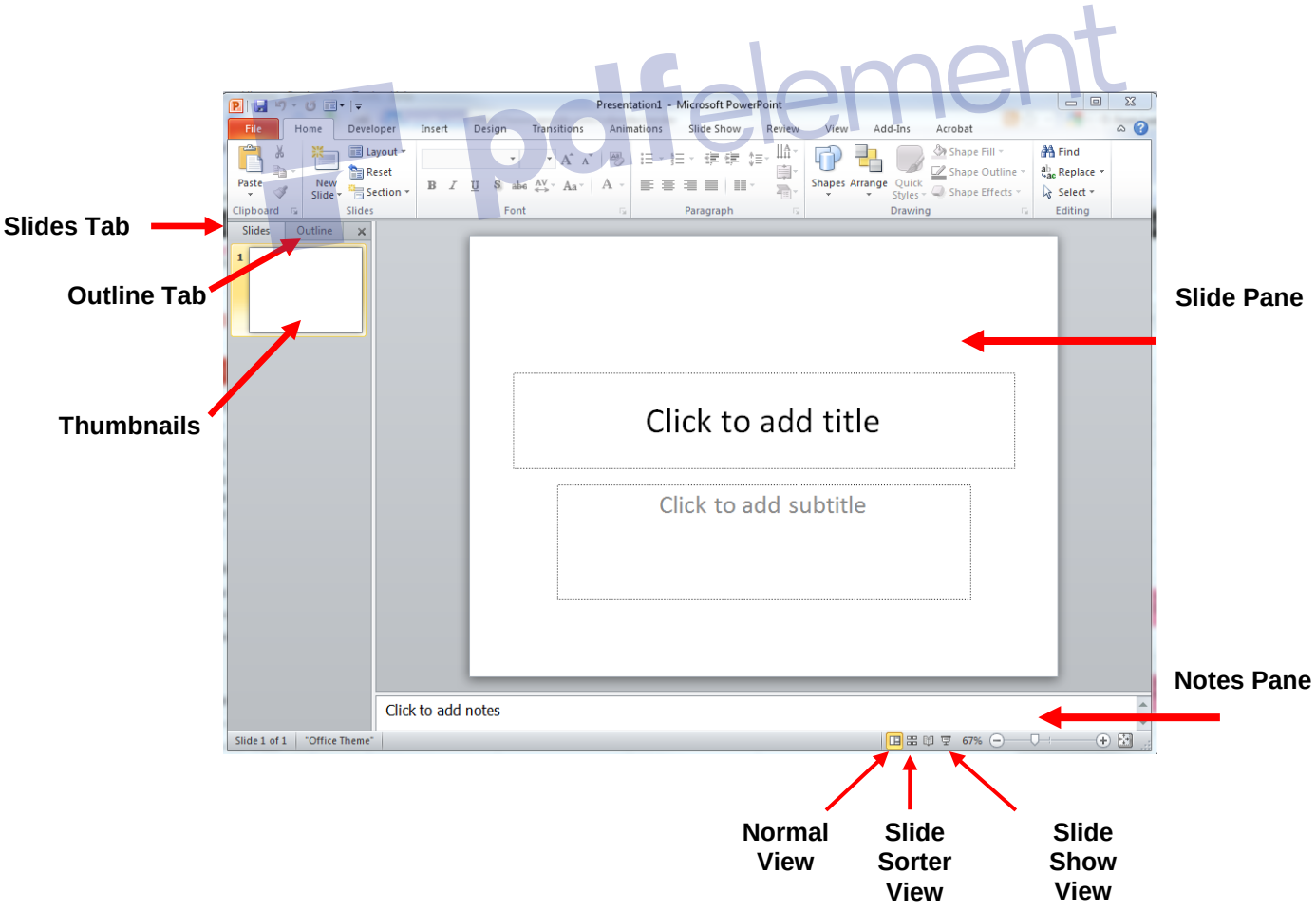
Introduction to PowerPoint 2010

Viewing a Presentation

When you start PowerPoint, the workspace opens in **Normal view**. Normal view is divided into three areas:

1. **Slide Pane** - shows the full layout of a slide
2. **Slides Tab and Outline Tab** – shows slide thumbnails and text-only hierarchical versions of the slides
3. **Notes Pane** – used to input text relevant to a specific slide

Other views include **Slide Sorter view** which shows thumbnails of the entire presentation and **Slide Show view** where you preview your presentation as your audience will see it.

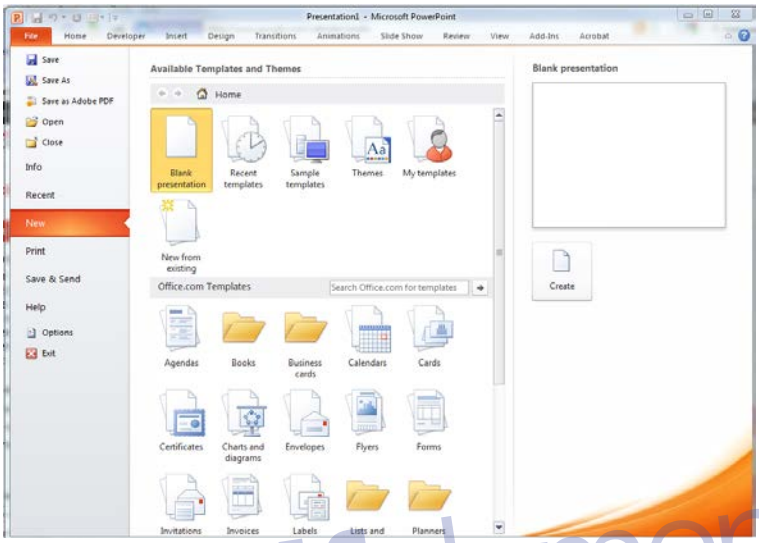


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Creating a New Presentation

To Create a New Presentation:

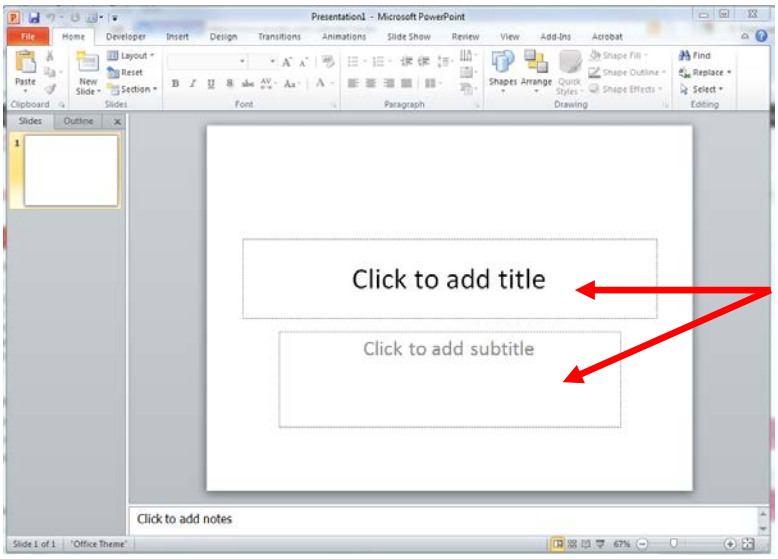
1) Click on the **File** tab
2) Click on **New**
3) Select either a **Blank Presentation** or one of the **Office.com Templates**
4) Click **Create**



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Entering Text on a Slide

When you create a new presentation, the first slide to appear is a **Title slide**. It contains two placeholders: a **title placeholder** and a **subtitle placeholder**. To add text, click within the placeholder and type.



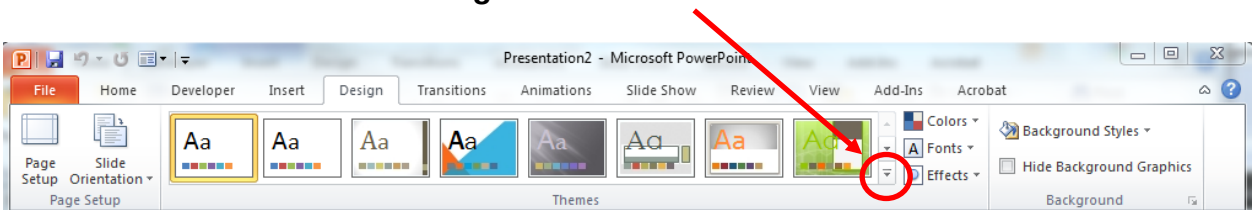
Formatting

PowerPoint provides a wide variety of themes that apply a distinctive look to the text, bullets, background colors, and graphics in a presentation. Using a theme is a big time-saver and immediately adds a professional touch to your presentation. You can apply a theme when you create a new presentation and you can change the theme as many times as you want.

To Apply a Theme:

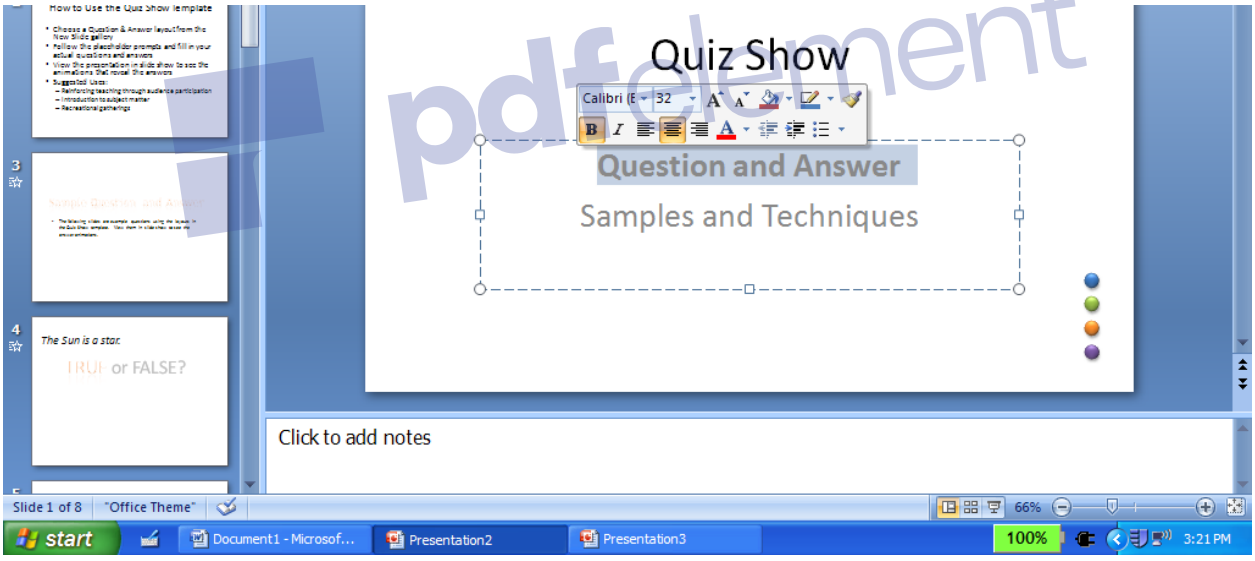
5) Click on the **Design** tab
6) Select one of the themes in the **Themes** group

To see more themes click on the **dialog box launcher.**



To Format Text:

1) Click within the placeholder
2) Select the text to format



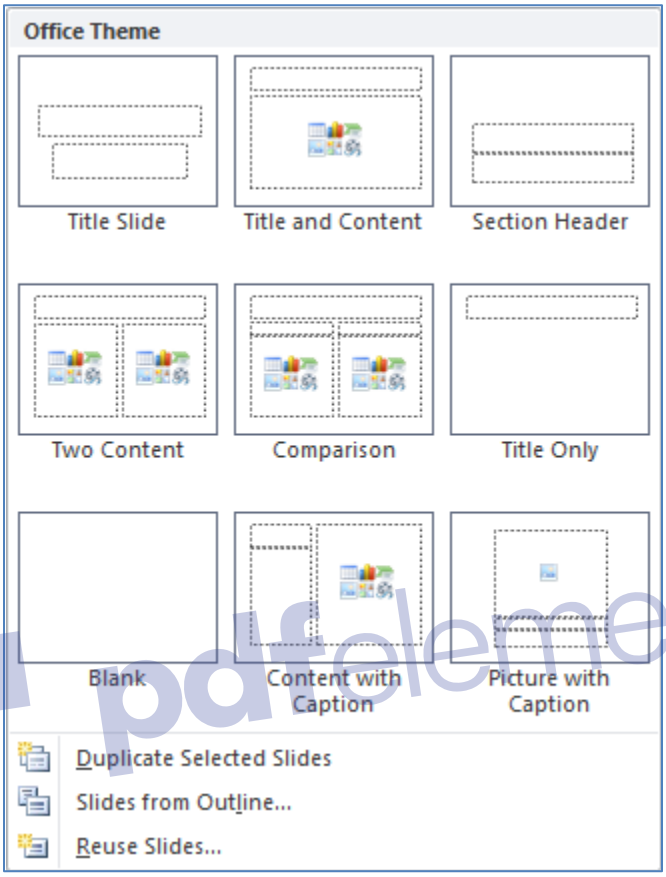
3) Click on the **Home** tab
4) Click on the formatting buttons in either the **Font** or **Paragraph** groups

You can also use the **Mini Tool Bar** that appears when the text is selected.

Adding New Slides

Each slide in PowerPoint has a slide layout. Slide layouts contain formatting, positioning, and placeholders for all of the content that appears on a slide.

PowerPoint includes nine built-in slide layouts:



To Add New Slides:

1) Click on the **Home** tab
2) Click on **New Slide** in the **Slides** group
3) Choose a **slide layout**



Content
There are six types of content:

1) **Tables**
2) **Charts**
3) **Smartart Graphics**
4) **Pictures**
5) **Clipart**
6) **Media**

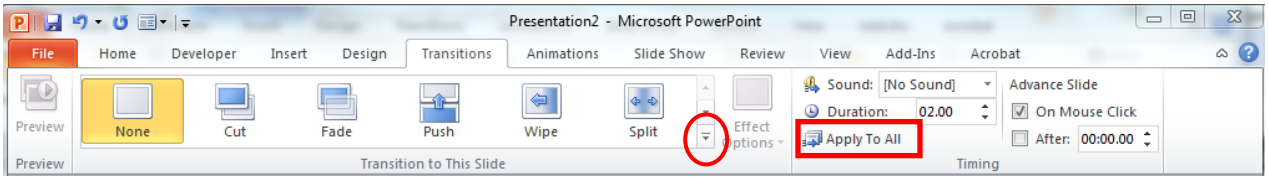
Click on the type of content you want to create and PowerPoint will provide the tools needed to create it.

Applying Slide Transitions

A transition is a special effect that determines how a slide appears as it enters or leaves the screen.

To Apply Transitions:

1) Click on the **Transitions** tab
2) Click on the drop down arrow in the **Transition to This Slide** group to see a listing of all available transitions
3) Click on the transition you want to apply
4) Click on **Apply to All** to apply the transition effect to the entire presentation



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Animations

Adding Animations to Objects

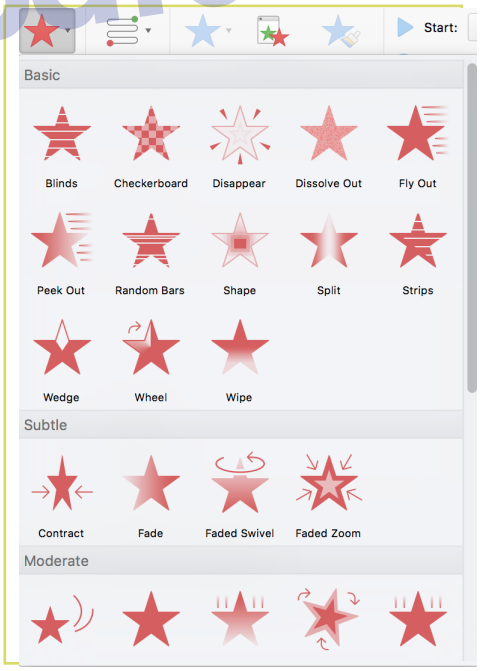
To add an Animation to an object, select the Animations Tab. You are then given a variety of different options. i.e., "Blinds". When you select an Animation it will show a preview on the existing slide. You must have text or an image within the slide to see a preview.



Exit Effect

To add an Exit Effect, select the red star located to the left of the Animation options). Select the object or sound you would like to add the effect to for a preview. This feature allows for the object to exit off of the slide by a certain style of choice.

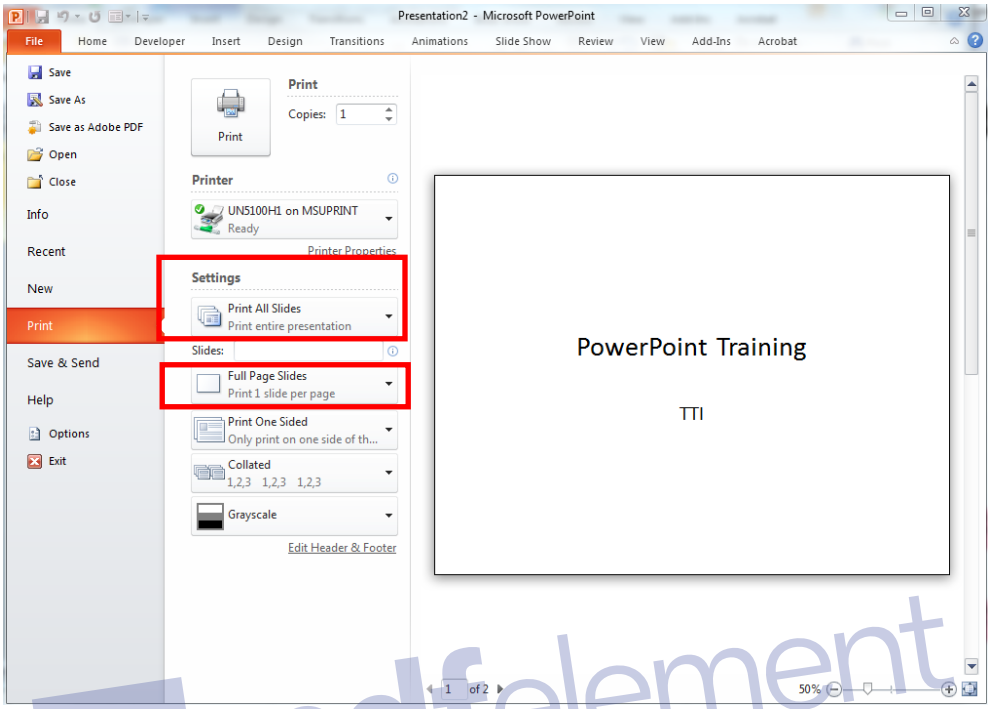
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Printing

To Print:

1) Click on the **File** tab
2) Click on **Print**



Under **Settings** click on **Print All Slides** and select one of the options to print:

- **Print All Slides** – print entire presentation
- **Print Selection** – only print the selected slides
- **Print Current Slide** – only print the current slide
- **Custom Range** – enter specific slides to print

Printing Handouts, Notes and Outline

Click on **Full Page Slides** and choose from the following:

- **Print Layout**
  - Full Page Slides
  - Notes Pages
  - Outline
- **Handouts**
  - Choose between 1 – 9 slides per page (horizontal or vertical)

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