

# Getting Started with Microsoft PowerPoint 2010

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# Three Rules

1. Ask stupid questions
2. Cheat
3. Make Mistakes

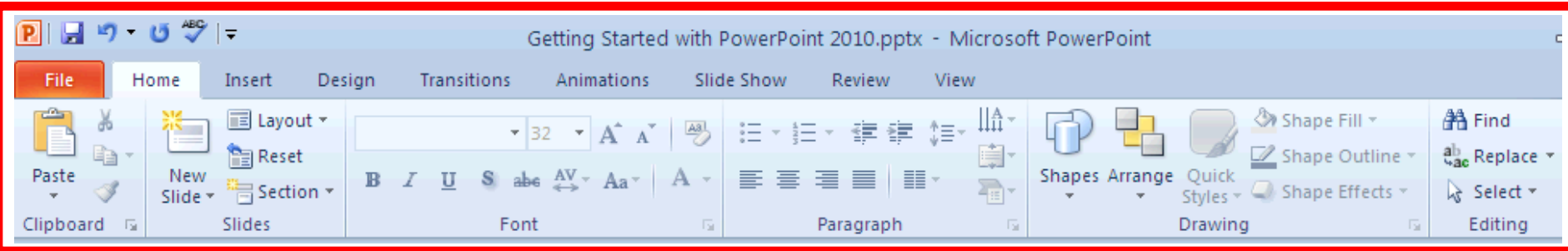
# Do you already know how to...

- How to use a mouse.
- How to work with windows, toolbars, command menus and dialog boxes.
- Use a Windows operating system (XP, Vista, Windows 7).
- Format text (make text bold, italic, underlined).
- Change font face and size.
- Use Undo and Redo.
- Select text (highlighting).
- Save presentations.

# What you will learn

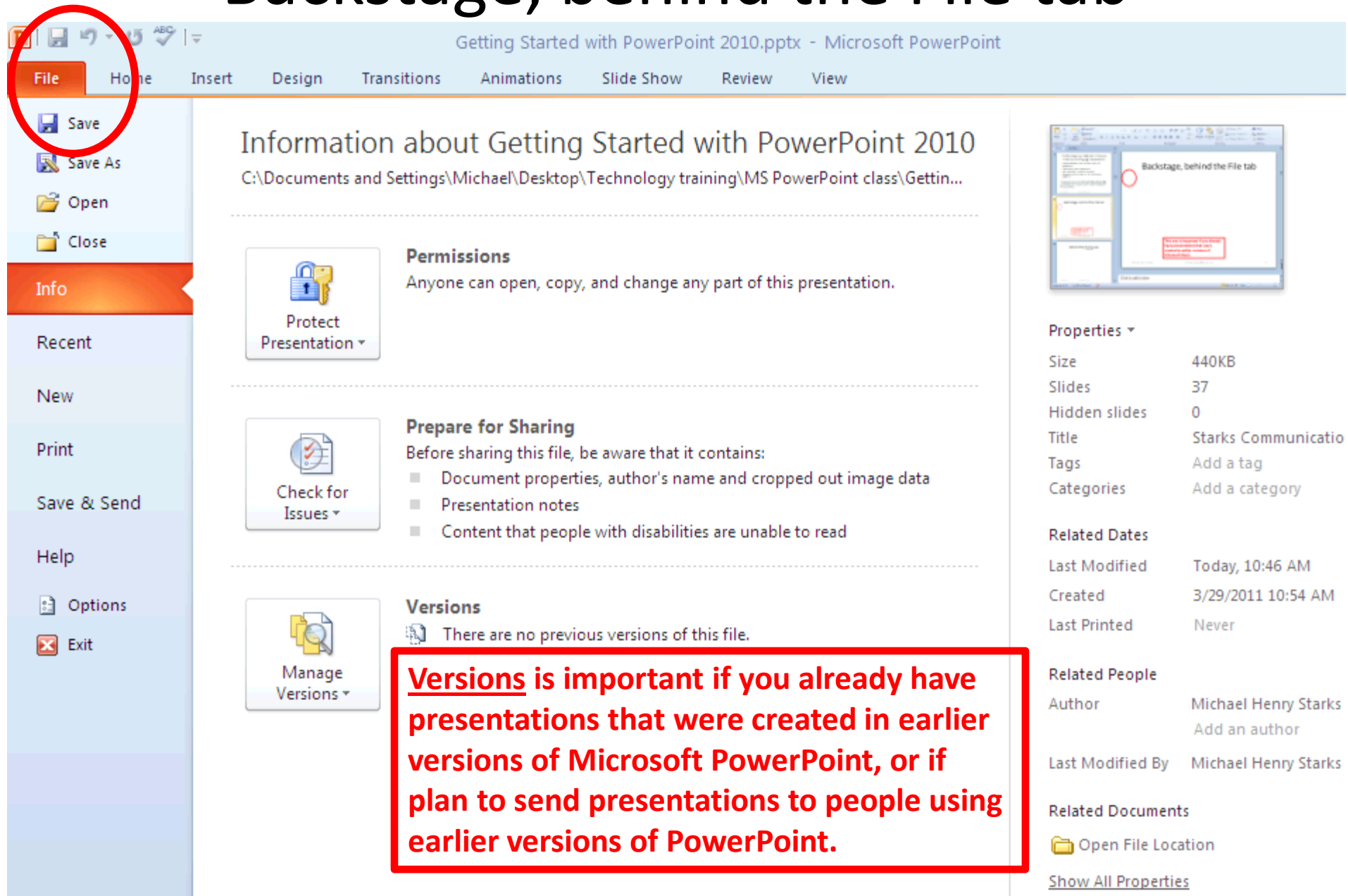
- Understanding the Ribbon and Backstage.
- Understanding the Tabs.
- Creating a presentation.
- Opening an existing file.
- Selecting a style for a presentation.
- Working with text and bullets.
- Working with non-text objects.
- Inserting existing slides into a presentation.
- Adding, rearranging and deleting slides.
- Checking spelling and grammar.
- Running a slide show.
- ***What else?***

# The Ribbon menu contains the set of commands for working in a presentation.



- Very similar to the Ribbon in MS Word 2010.
- Organizes PowerPoint's many features into related tabs.
- Makes it easier to quickly access those you need.

# Backstage, behind the File tab



The screenshot shows the Microsoft PowerPoint 2010 Backstage view. The File tab is selected and circled in red. The ribbon includes File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The main area displays information about the presentation 'Getting Started with PowerPoint 2010.pptx'. The left sidebar contains options like Save, Save As, Open, Close, Info (selected), Recent, New, Print, Save & Send, Help, Options, and Exit. The main content area is divided into sections: Permissions (Protect Presentation), Prepare for Sharing (Check for Issues), and Versions (Manage Versions). A red box highlights the Versions section with a red text box containing a warning. The right sidebar shows Properties (Size, Slides, Hidden slides, Title, Tags, Categories), Related Dates (Last Modified, Created, Last Printed), Related People (Author, Last Modified By), and Related Documents (Open File Location, Show All Properties).

Getting Started with PowerPoint 2010.pptx - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View

Save  
Save As  
Open  
Close

Info

Recent

New

Print

Save & Send

Help

Options

Exit

## Information about Getting Started with PowerPoint 2010

C:\Documents and Settings\Michael\Desktop\Technology training\MS PowerPoint class\Gettin...

### Permissions

Anyone can open, copy, and change any part of this presentation.

Protect Presentation

### Prepare for Sharing

Before sharing this file, be aware that it contains:

- Document properties, author's name and cropped out image data
- Presentation notes
- Content that people with disabilities are unable to read

Check for Issues

### Versions

There are no previous versions of this file.

Manage Versions

**Versions is important if you already have presentations that were created in earlier versions of Microsoft PowerPoint, or if plan to send presentations to people using earlier versions of PowerPoint.**

### Properties

Size	440KB
Slides	37
Hidden slides	0
Title	Starks Communicatio
Tags	Add a tag
Categories	Add a category

### Related Dates

Last Modified	Today, 10:46 AM
Created	3/29/2011 10:54 AM
Last Printed	Never

### Related People

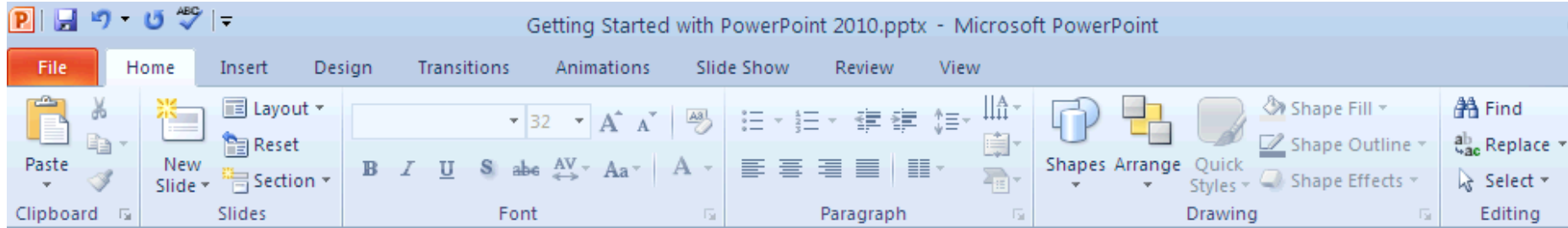
Author	Michael Henry Starks Add an author
Last Modified By	Michael Henry Starks

### Related Documents

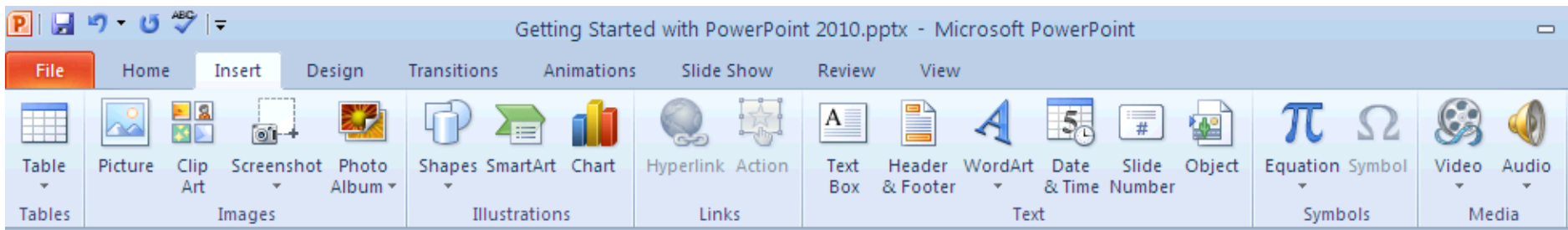
Open File Location

Show All Properties

# Behind the Home tab



# Behind the Insert tab



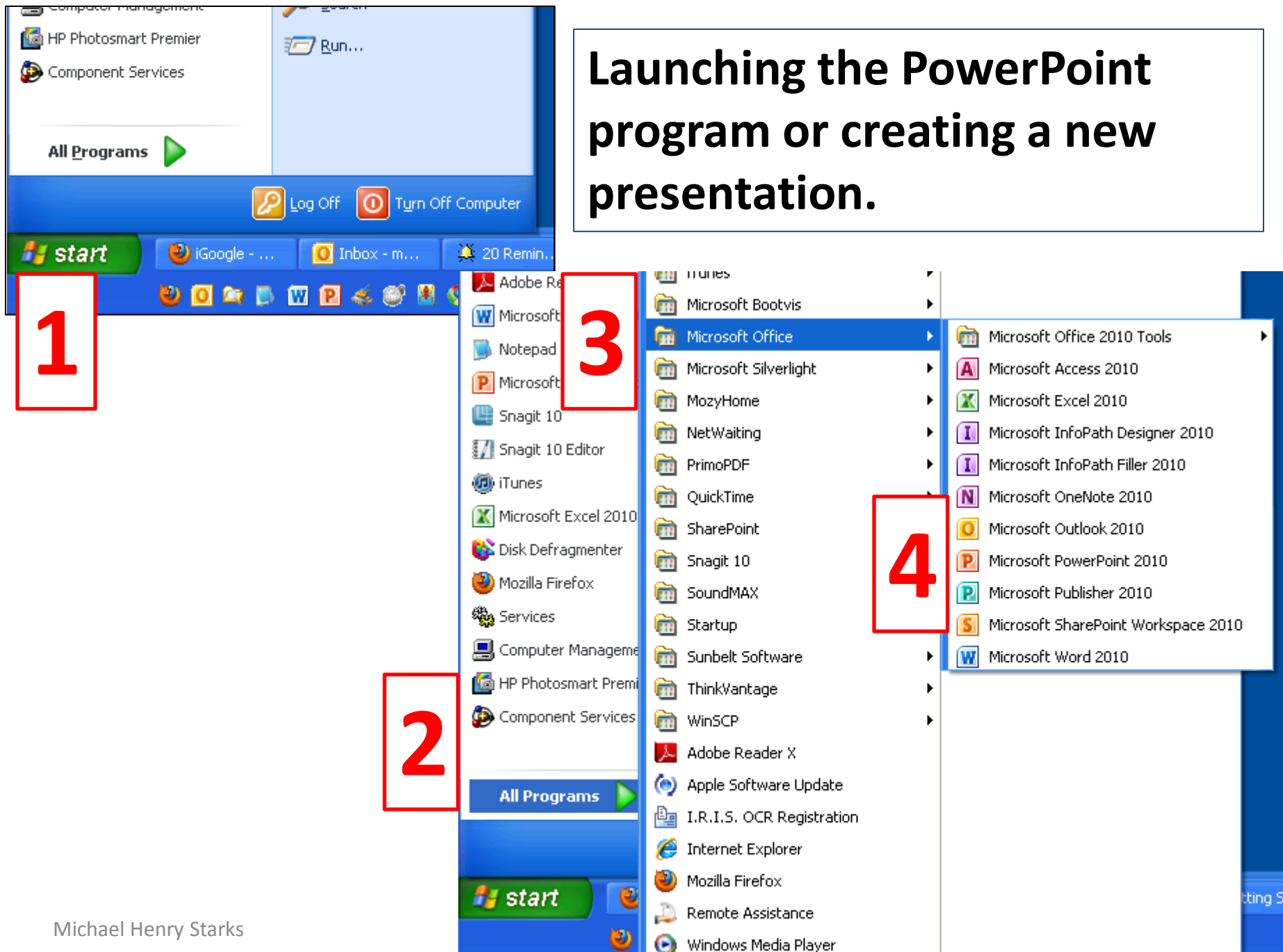
# Working with a presentation

- Creating a presentation.
- Opening an existing file.
- Selecting a style for a presentation.

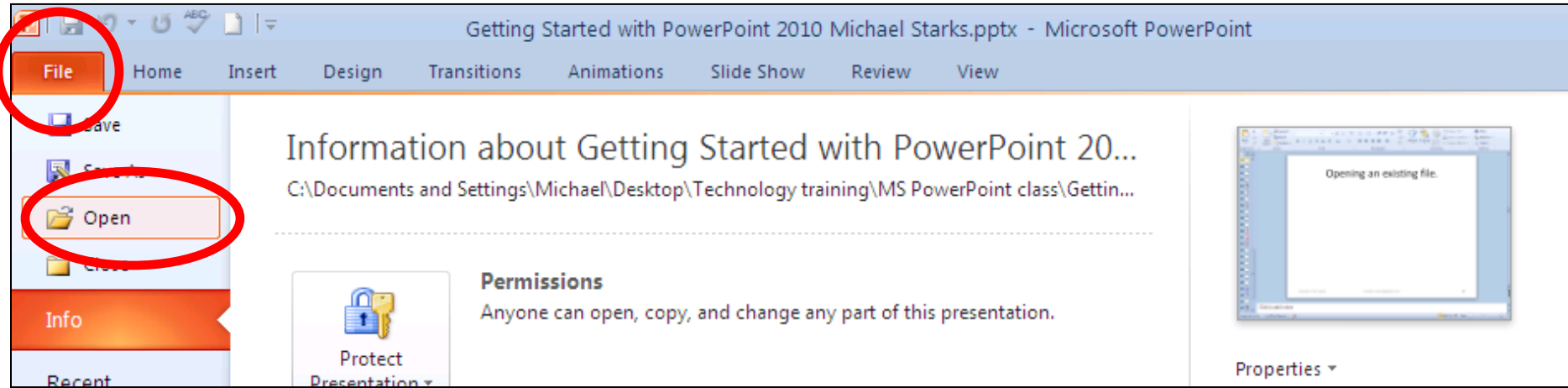
# Creating a new presentation.

- One way: Start → All Programs → Microsoft Office → Microsoft PowerPoint 2010
- Another way: Red File tab → New
- Yet another: “New” button in Quick Access Toolbar
  - If you don’t see a little picture of a blank page, click the down arrowhead at right end of Quick Access Toolbar → New (adds the “New” button to your Toolbar) → New button.

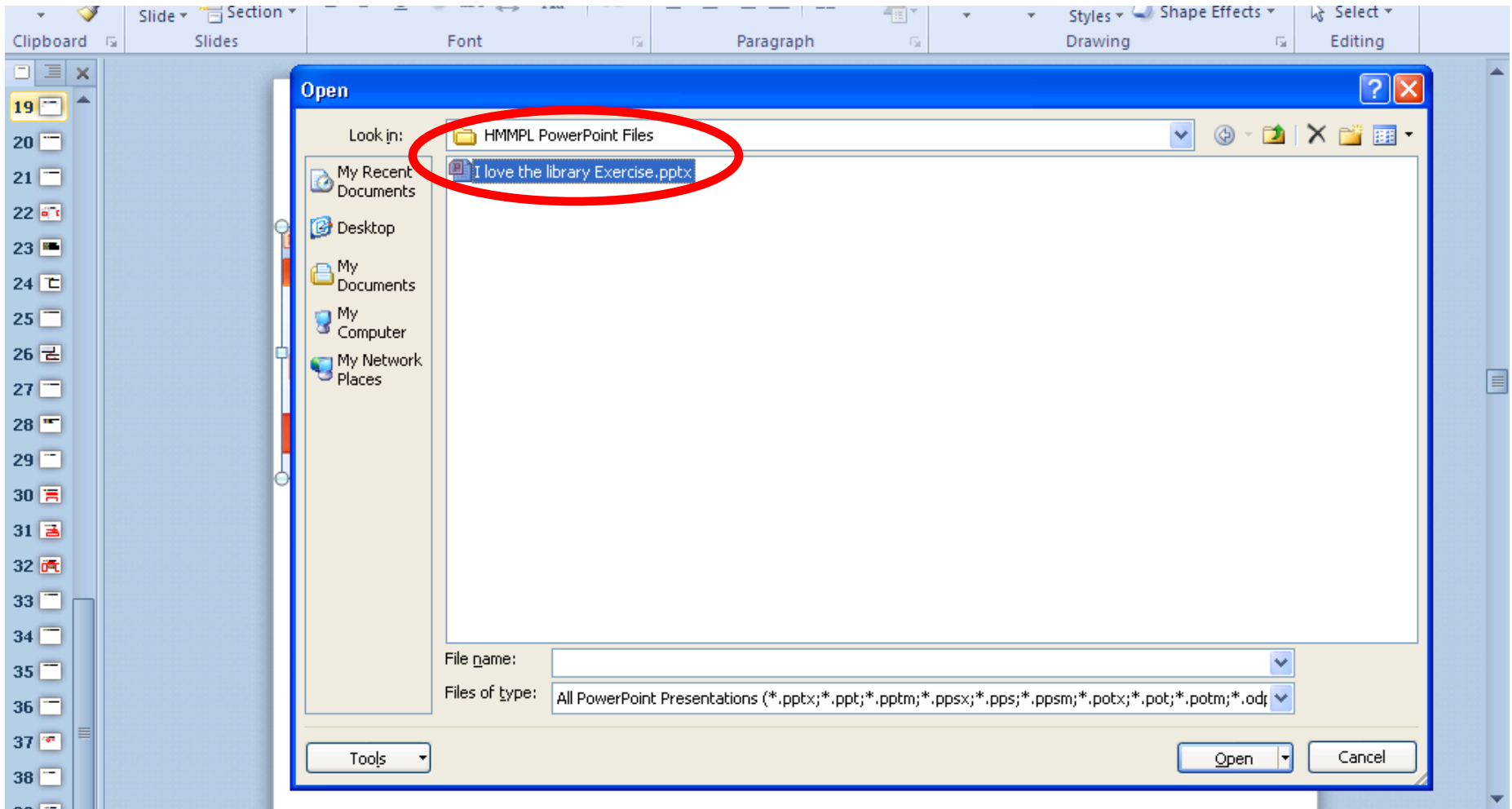
# Launching the PowerPoint program or creating a new presentation.



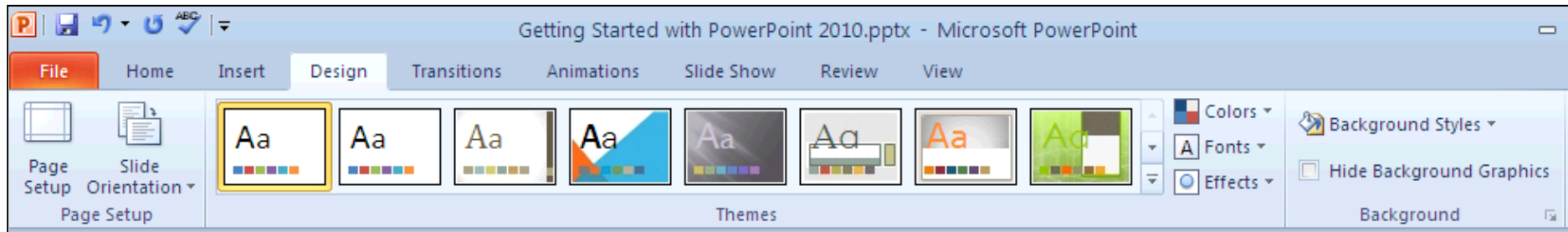
# Opening an existing file.



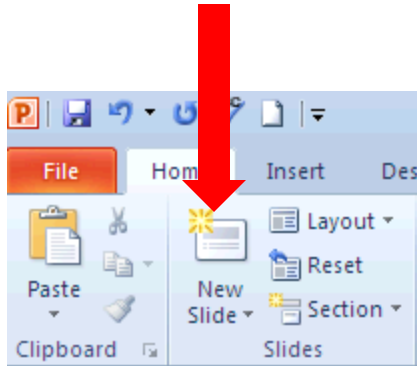
# Opening an existing file.



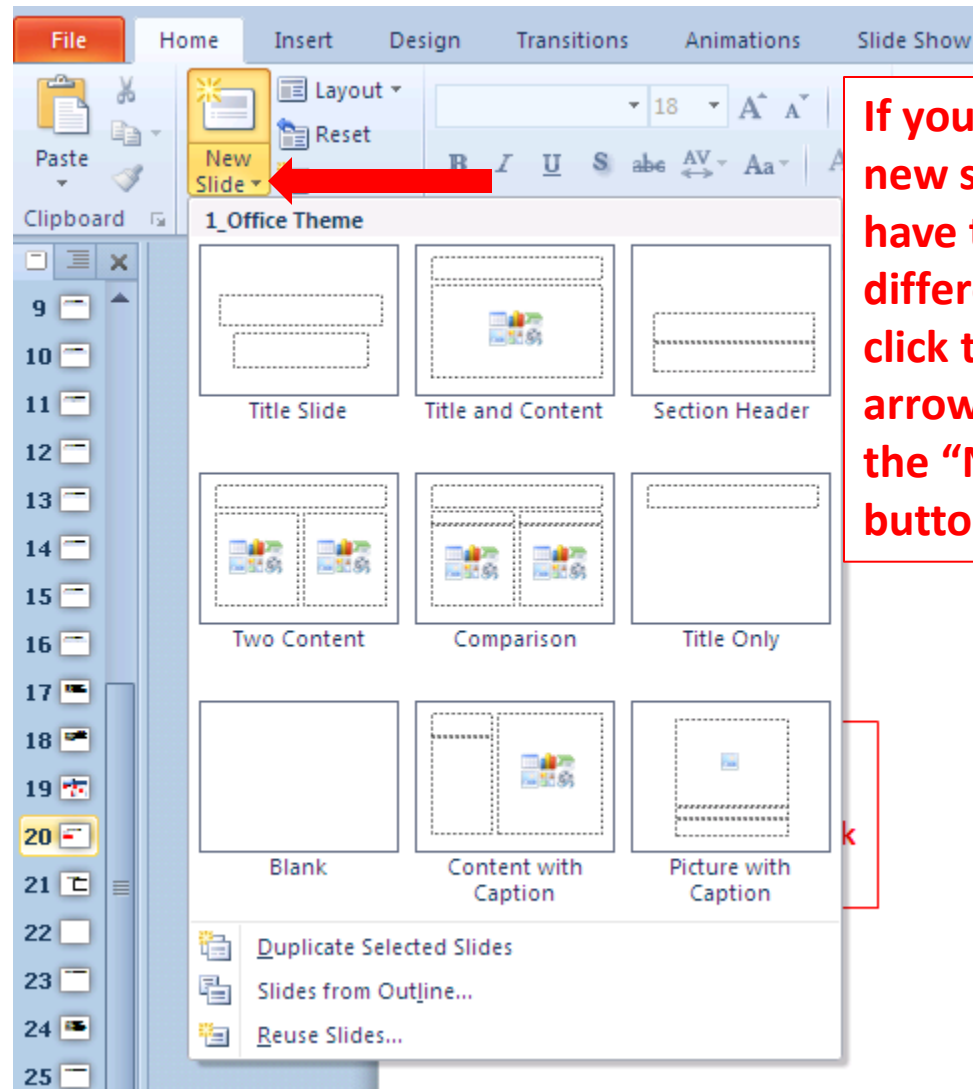
# Selecting a style for a presentation.



# Creating a slide



If you want the new slide to have the same layout as the slide you're viewing, just click the "New Slide" button.



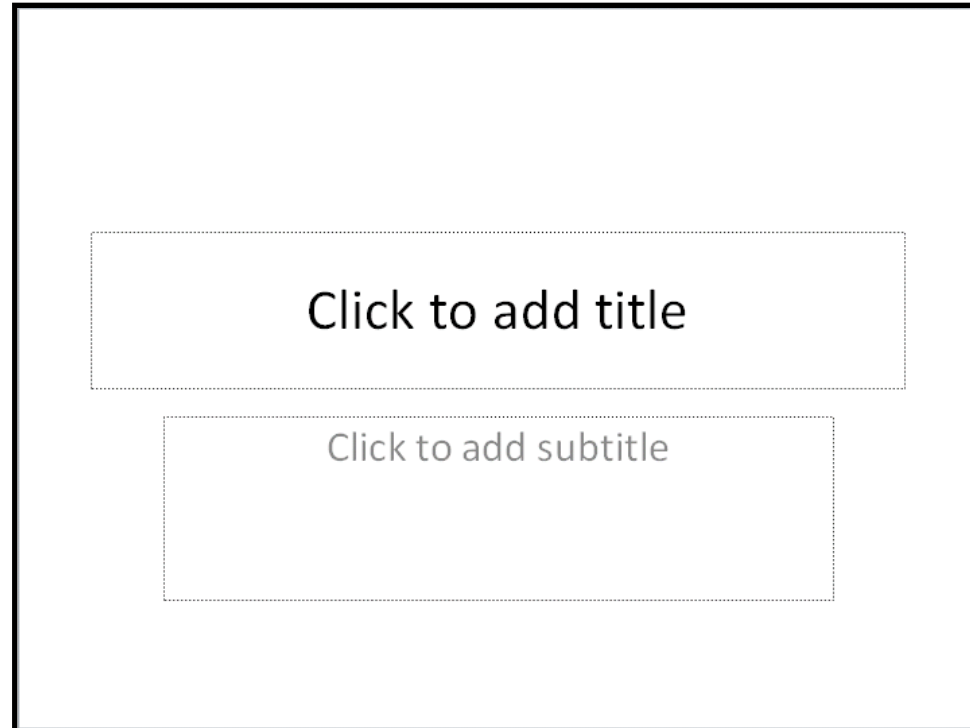
If you want the new slide to have the a different layout, click the down arrowhead on the "New Slide" button.

# Working with the slides.

- Working with text and bullets.
- Working with non-text objects.
- Inserting existing slides into a presentation.
- Adding, rearranging and deleting slides.
- Checking spelling and grammar

# Adding text

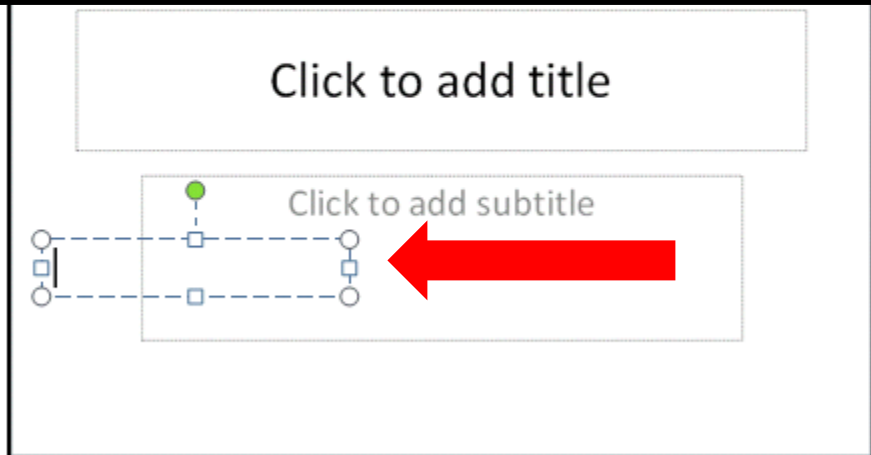
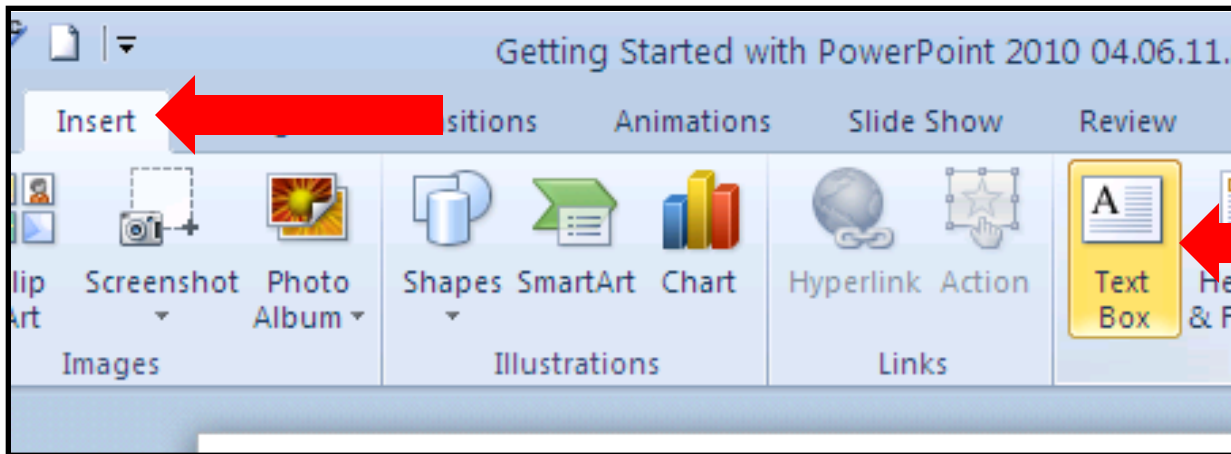
- Just click where it says “Click to add...” and your text will automatically adjust to fit that space.
- *Create a Title Page:*
- **Click:** “Click to add title”
- **Type:** *I Love The Library*
- **Click:** “Click to add subtitle”
- **Type:** *(Your Name)*



# You can also add text anywhere on a slide by creating a Text Box.

*Create a Text Box in the lower left corner of your Title slide.*

- **Click:** Insert tab → Text Box (under the Text Group).
  - An upside-down cross will appear in place of the mouse arrow.
- *Click and hold down the left mouse button while dragging the icon to make a dotted line box.*
- **Type:** Hussey-Mayfield Memorial Public Library
  - If the box is too small for the font size, you can enlarge the box OR reduce the font size.
  - To enlarge the Text Box, click-and-drag a corner of the box away from the center of the box.



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# Adding and changing bulleted text

In the Title Text Box, click on the line of text (“Click to add title”):

- **Type:** “Reasons why I love the library”

In the Object Placeholder, click on the first line (“Click to add text”).

- **Click:** Home Tab →
- **Click:** Bullets icon on the Paragraph panel.
- **Type:** “I love to read.”
- Press the **Enter** key.
- **Type:** “I love to learn.”
- Press the **Enter** key.
- **Type:** “I love to connect.”

# Reasons why I love the library

- I love to read.
- I love to learn.
- I love to connect.

# Working with lists

To make a numbered list, **Click:** the Numbers icon on the Paragraph panel.

To indent all three lines of text, highlight all three lines:

- **Click:** the indent-right icon on the Paragraph panel

To “outdent” the text, highlight all three lines:

- **Click:** the outdent icon on the Paragraph panel

On the Paragraph panel, you can also make your text flush left, centered, flush right, or fully justified.

# Working with non-text objects

**FIRST: Stop your cursor over each of the images below and see what appears for each one, but DON'T CLICK.**

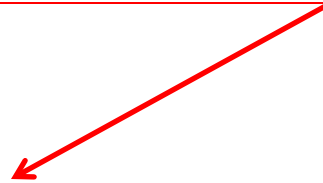
**SECOND:**

- 1. Click on Insert Table.**
- 2. Click on Insert Chart.**
- 3. Click on Insert SmartArt Graphic**
- 4. Click on Insert Picture from File**
- 5. Click on Clip Art**
- 6. Click on Insert Media Clip**



# Adding a picture

**Click on Insert Picture from File.**



**Find the folder called HMMPL PowerPoint Files.**

- **Double-click the folder to open it.**
- **Double-click on the file called “Salisbury, England”**

# Working with pictures

**Click once on this picture.**

**Place your cursor over the little circle in any corner of the picture.**

- **Hold down the left mouse button.**
- **Move the cursor away from the center of the picture.**



**Raise your finger and rest the cursor to the little square on any side of the picture.**

- **Hold down the left mouse button.**
- **Move the cursor away from the center of the picture.**



# Inserting existing slides into a presentation.

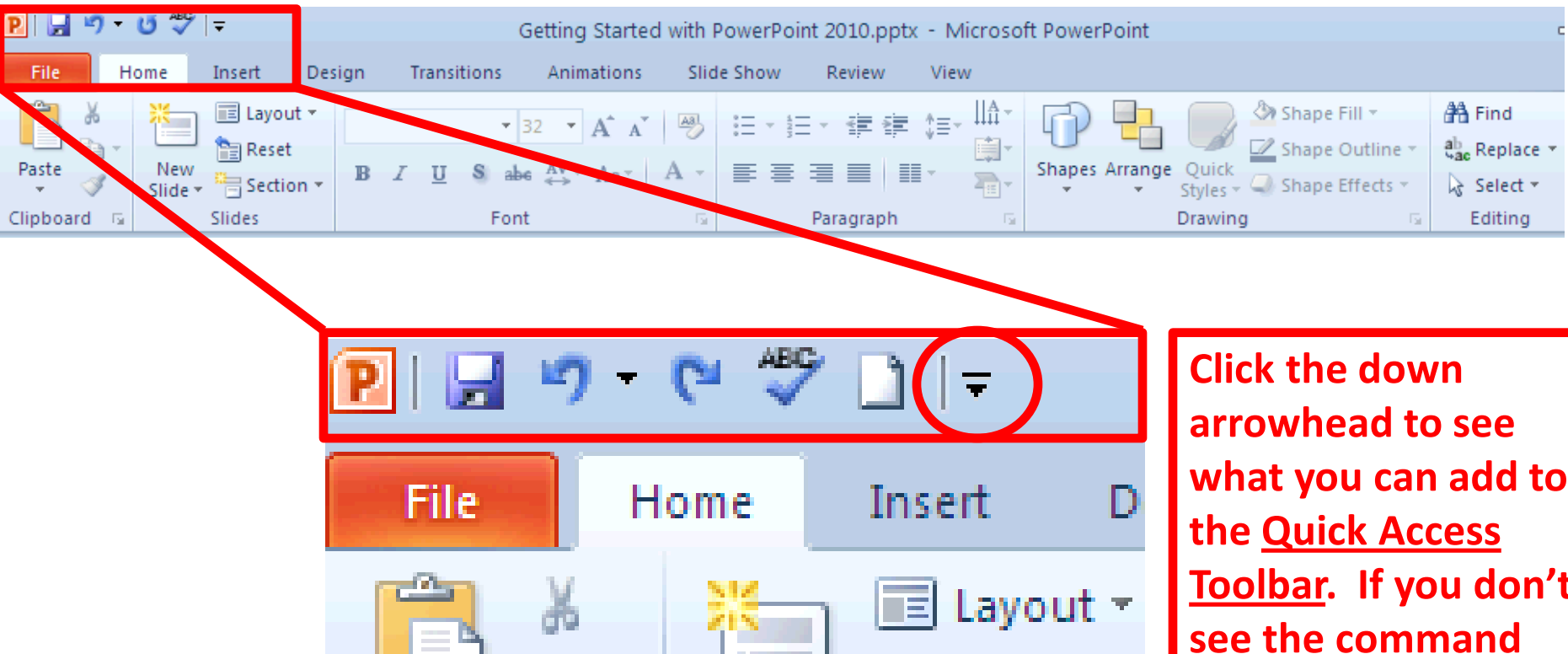


# Adding, rearranging and deleting slides.



# Checking spelling and grammar.

# Quick Access Toolbar: Put into one place the commands you use most often.



Click the down arrowhead to see what you can add to the Quick Access Toolbar. If you don't see the command you want, click More Commands.

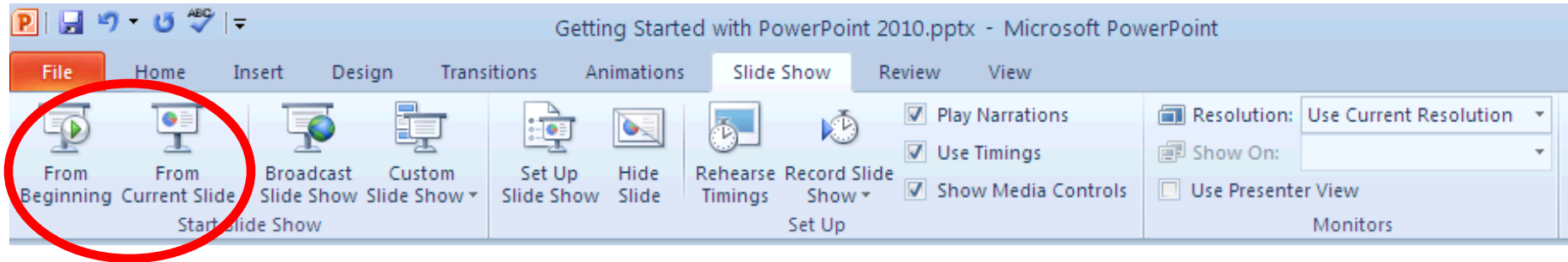
# Instructions for customizing the Quick Access Toolbar

The Quick Access Toolbar is a small toolbar that appears directly above the **File** and **Home** tabs on the Ribbon.

**To add other commonly used commands to this toolbar, do the following:**

- To open the **Customize Quick Access Toolbar** menu, click the arrow next to the toolbar.
  - Choose one of the commands on the menu. If you don't see the command you want, click **More Commands**.
  - In the **Choose commands from** box, click **Commands Not in the Ribbon** or one of the other options.
  - Click a command you want from the list.
  - Click **Add**.
  - To save your customizations, click **OK**.
- or -
- On the Ribbon, click the tab containing the command that you want to add to the Quick Access Toolbar.
  - Right-click the command, and then click **Add to Quick Access Toolbar**.

# Running your slide show.



# What did we learn?

- Understanding the Ribbon and Backstage.
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- Checking spelling and grammar.
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