



# **Microsoft Powerpoint 2010 Tutorial**

# GETTING STARTED

Microsoft PowerPoint is one of the most popular presentation programs supported by both Mac and PC platforms. Microsoft PowerPoint can be used to create interactive presentations for classroom, business, or personal use.

## TABLE OF CONTENTS

01: Getting Started .....	Pg. 3
02: Saving .....	Pg. 3
03: Toolbar .....	Pg. 5
04: Formatting .....	Pg. 6
05: Inserting and Adding Objects .....	Pg. 7
06: Printing .....	Pg. 10
07: Other Helpful Functions .....	Pg. 11
08: Shortcut Keys For Microsoft Office.....	Pg. 12

# 1. GETTING STARTED

To begin Microsoft PowerPoint, go to **Start Menu > All Programs > Microsoft Office > Microsoft PowerPoint 2010** (Figure 1). Select PowerPoint Presentation from the Project Gallery if a blank document does not open.

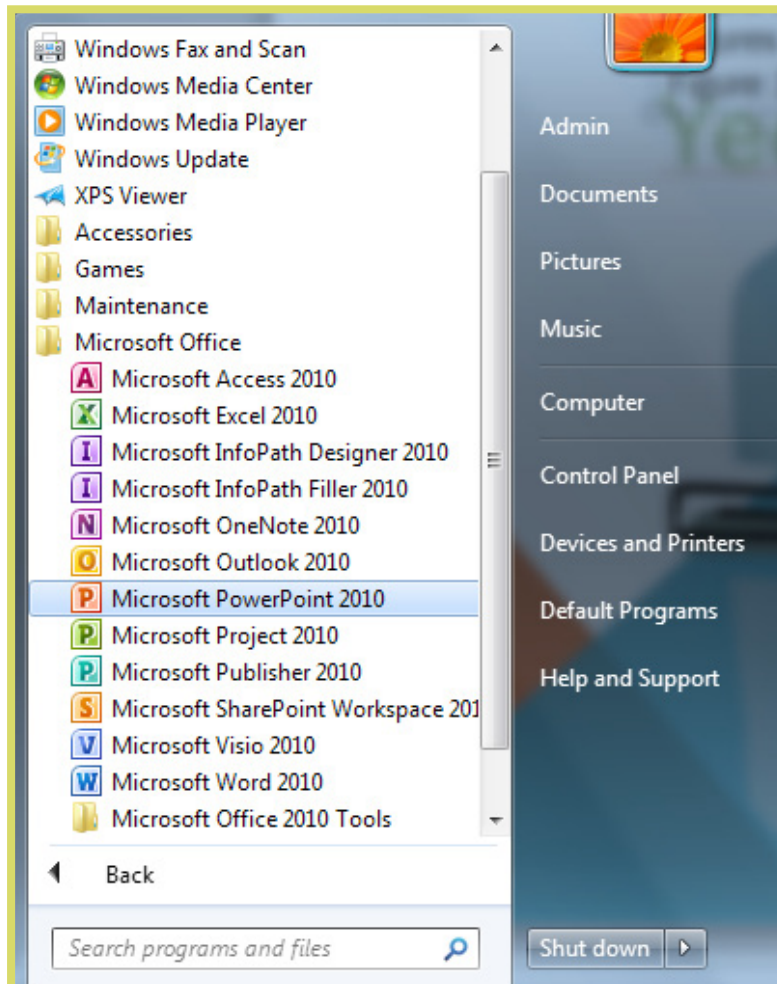


Figure 1. Navigation to Microsoft Powerpoint on a PC

# 1. SAVING

Computers crash and documents are lost all the time, so it is best to save often!

## Saving Initially

Before you begin to type, you should save your document. To do this, go to **File > Save As** (Figure 2). Microsoft PowerPoint will open a dialog box where you can specify the new file's name and location where you want it saved. Once you have specified a name and a place for your new file, press the **Save** button. By default, the format for PowerPoint 2010 is **.pptx** (Figure 3) not **.ppt** like in previous versions.

Note: If you want to save your document on a Mac and then open it on a PC you must specify a file extension (i.e. .ppt). Usually your computer will do this for you, but if it does not you must do this process while in **Save As**. Once you have named your document, you change the file extension by clicking **Save As Type > PowerPoint 97-2003 Presentation** (Figure 4).

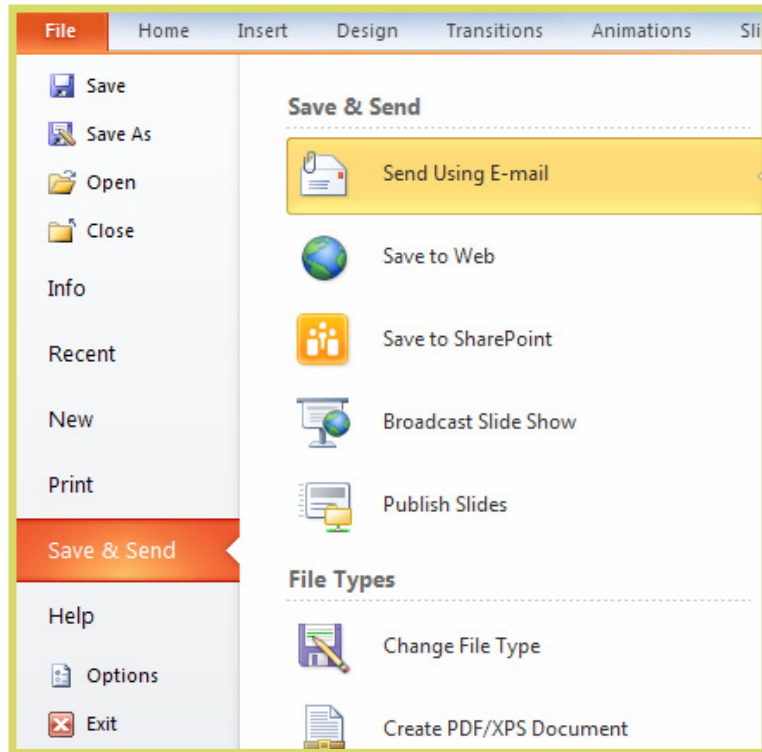


Figure 2. Saving

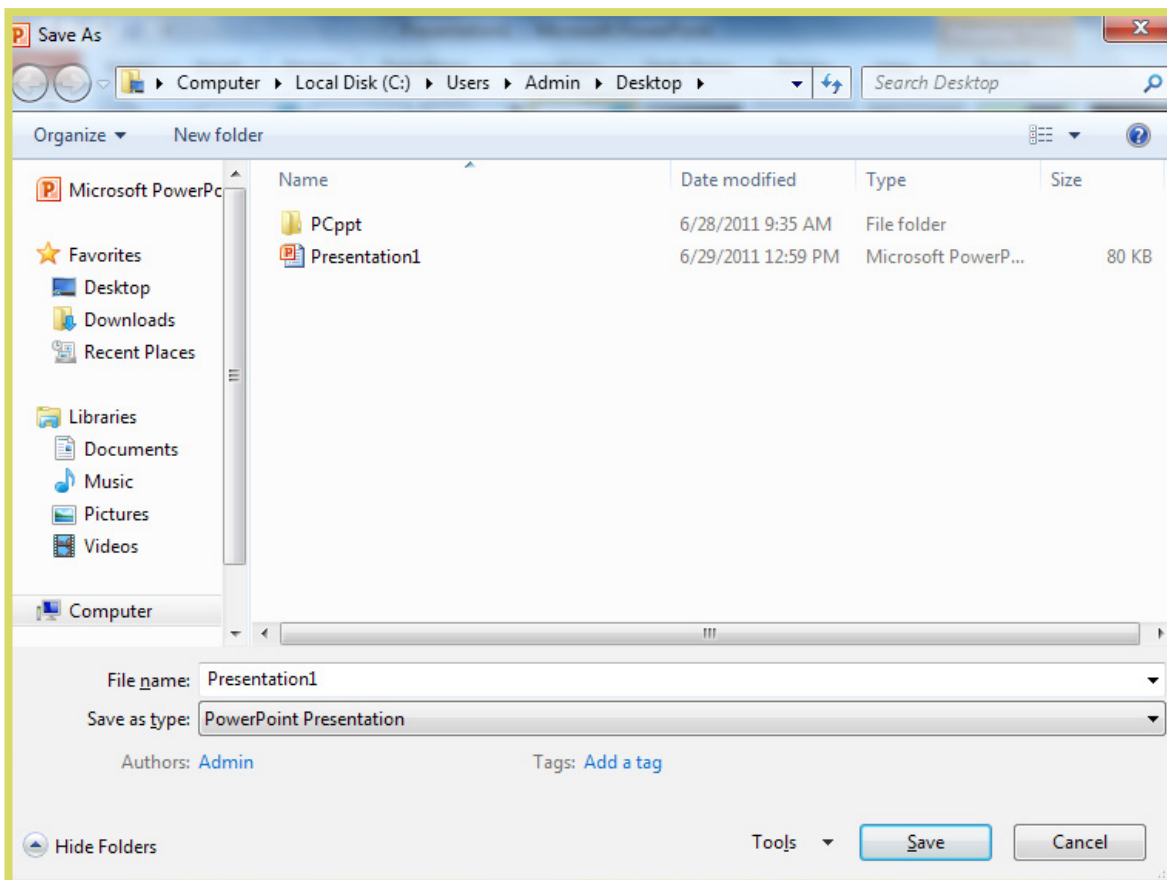


Figure 3. Saving Dialog Box for 2011 Version (.pptx).

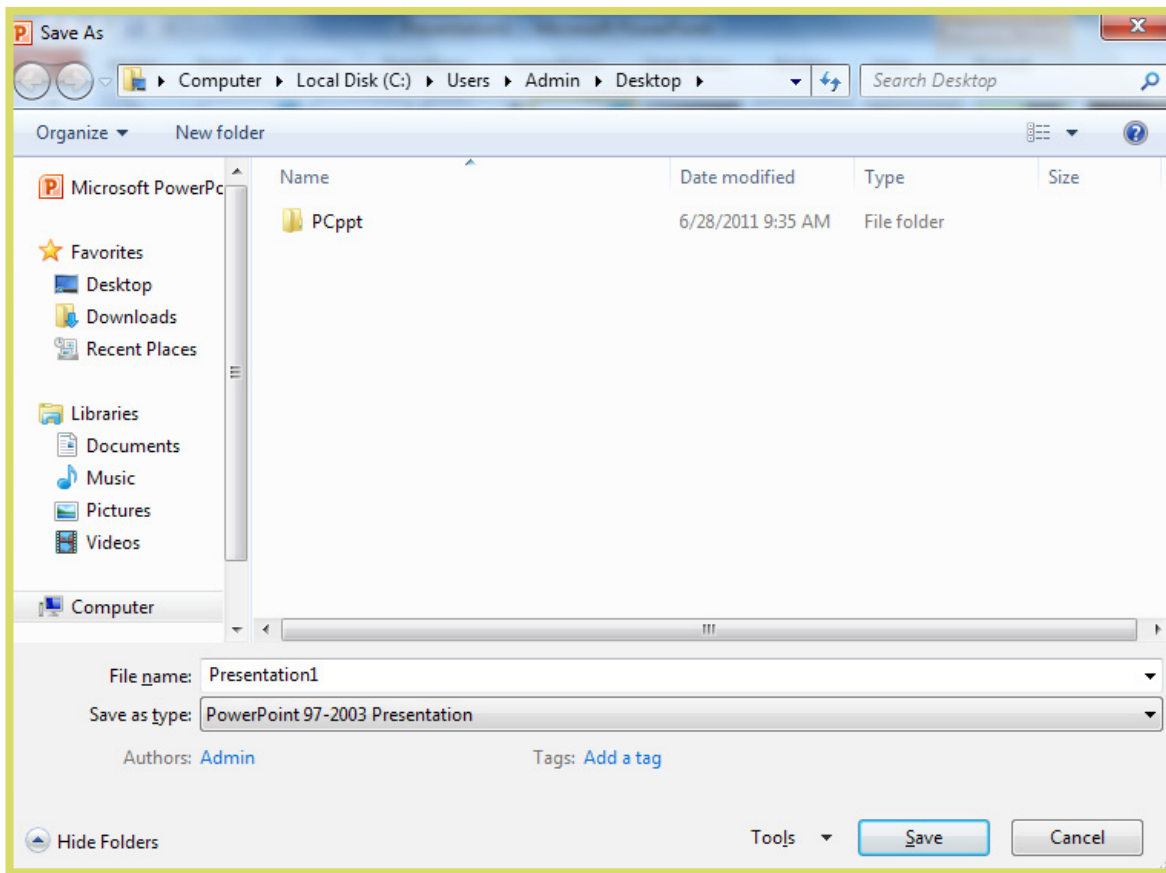


Figure 4. Saving Dialog Box for Compatible Version (.ppt).

### Saving Later

After you have initially saved your blank document under a new name, you can begin writing your paper. However, you will still want to periodically save your work as insurance against a computer freeze or a power outage. To save, click **File > Save**.

# 1. TOOLBAR

## The Design Ribbon toolbar:

The **Design Ribbon** toolbar (Figure 5) contains several categories for formatting the design and elements of your presentation. These include: **Home**, **Insert**, **Design**, **Transitions**, **Animations**, **Slide Show**, **Review** and **View**. These icons are convenient but will not bring up dialogue boxes that allow you to change the settings of these actions. You should use whichever method works the best for you.

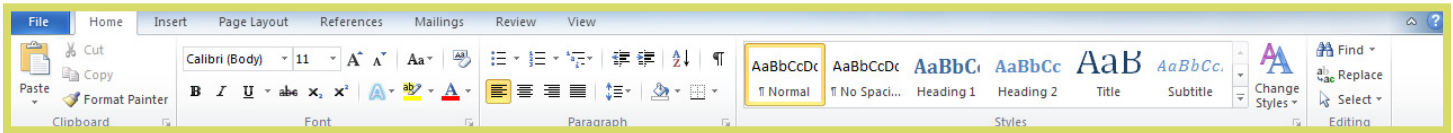


Figure 5. Design Ribbon (PC)

- The **Home** bar: This has features that allow you to edit **Slides**, **Fonts**, **Paragraph**, **Drawing** and **Editing**.
- The **Insert** bar: This has features that allow you to add **Tables**, **Images**, **Illustrations**, **Links**, **WordArt**, and **Media Clips**.
- The **Design** bar: This allows you to edit how your presentation will look. It includes features such as **Page Setup**, **Themes**, and **Background Styles**.
- The **Transitions** bar: This allows you to edit **Slide Transitions**, **Effects**, and **Transition Timing**.
- The **Animations** bar: This allow you to add custom animations to your presentation. You can select from **Preview**, **Animations**, **Advance Animation**, and **Animation timing**.
- The **Slide Show** bar: This has features that allow you to select how your presentation will be displayed. From here, you can **Start your Slide Show**, **Set Up your Slide Show**, and **Adjust Monitor Settings**.
- The **Review** bar: This allows you to **Proofread**, **Translate Languages**, **Comment Slides**, and **Compare your Presentation**.
- The **View** bar: This has features that allow you to set the **View** of your **Presentation**, **Create Master Views**, **Show/Hide Features**, **Zoom**, **Switch** from **Color** to **Grayscale**, **Adjust Windows**, and **Add Macros**.

# 1. FORMATTING

## Formatting Your Presentation

The default slide design for **Microsoft PowerPoint** documents is a blank slide. Therefore, if you want your slides to have a specific design, you must add one. To do this on a PC, go to the **Design Ribbon > Themes**. To change the theme of your presentation, click on the theme that you like and it will automatically apply to your slide.

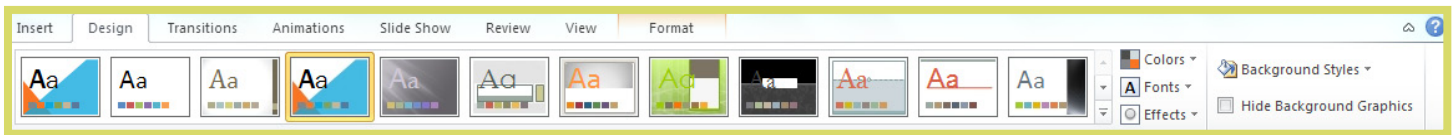


Figure 6. Slide Themes

To apply a **Slide Layout**, select the **Design Ribbon > Home > Layout** (Figure 7) to customize the layout of your document. From here, you can specify how the content on your slide is displayed. To apply a layout to your slide click the layout button, and choose your preferred style.

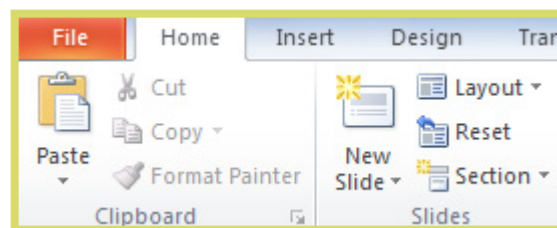


Figure 7. Slide Layout

# 1. INSERTING AND ADDING OBJECTS

## Clip Art

When trying to enhance your word document you may want to include **Clip Art** and/or **Word Art** (Figure 8). Microsoft PowerPoint comes with a Clip Gallery that contains a large variety of images including pictures, borders, and backgrounds. To find a desired image, you can either click on topics or type in the search box to find exactly what you are looking for.

### To insert Clip Art:

Go to **Insert > Clip Art** (Figure 8) and then select the desired picture in the Clip Gallery. The picture will be inserted at the location of your cursor within your document. If you need to modify your **Clip Art**, click on it once to select it, and small boxes will appear around the corners. Once your **Clip Art** is selected, you can resize your picture by clicking and dragging on the boxes. Holding shift while clicking and dragging will resize the **Clip Art** proportionately.

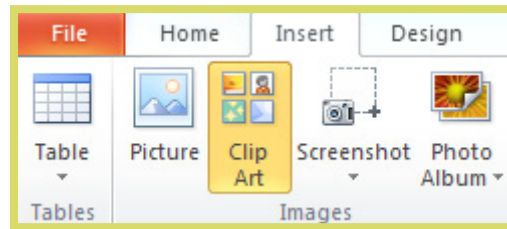


Figure 8. Inserting Clip Art

### Word Art

**WordArt** is inserted similar to **Clip Art**. To insert **WordArt**, go to **Insert > WordArt** (WordArt). Afterwards, you will be prompted to insert your text. To select your **WordArt**, click on it, and small boxes will appear in the corners. Moving the small boxes will allow you to resize the **WordArt**. You can also change the effects of the **WordArt** by clicking the options in the design ribbon toolbar.

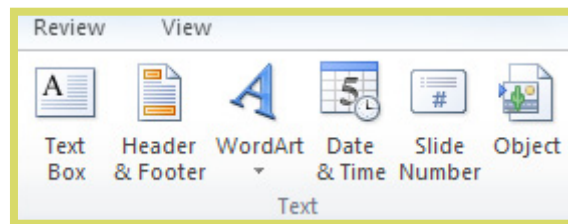


Figure 9. Inserting WordArt

### Pictures

To insert a picture into your presentation select **Insert > Picture** (Figure 10). You can choose either to get the photo from a browser, or from a file and then locate the image that you want to put into your document and click Insert.

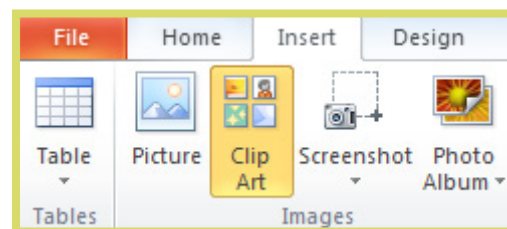


Figure 10. Inserting Pictures

## Creating a table

To create a table within your document, go to the **Insert > Table** (Figure 11). Choose the desired table size by moving your cursor over the grid and until you have the appropriate amount of rows and columns and then click to insert the table into the document. To navigate within your table, use the arrow keys.

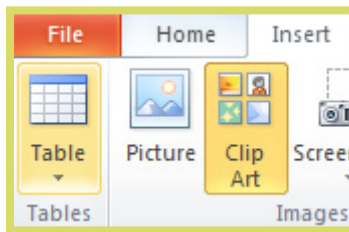


Figure 11. Inserting Tables

## Charts

**Charts** are used to create diagrams in Microsoft PowerPoint.

To insert a **Chart** in PowerPoint, click the **Design Ribbon > Insert > Chart** (Figure 12). Once the **Chart** button is expanded, you will have several options to choose from, such as Column, Line, Pie, etc.

To insert **SmartArt**, click the **Design Ribbon > Insert > SmartArt** (Figure 13). When the **SmartArt** button is expanded, you will have several options to choose from, such as List, Process, Cycle, Hierarchy, etc.

To insert **Shapes**, click the **Design Ribbon > Insert > Shapes**. To resize the **Shapes**, simply click and drag any of the four corners on the object.

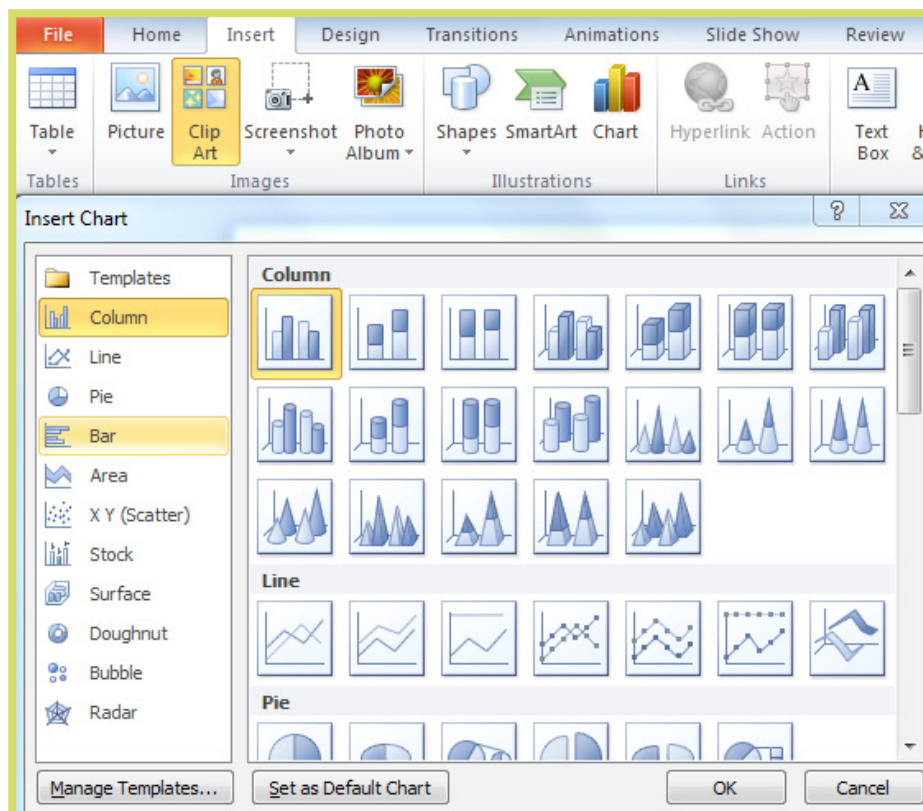


Figure 12. Inserting Charts



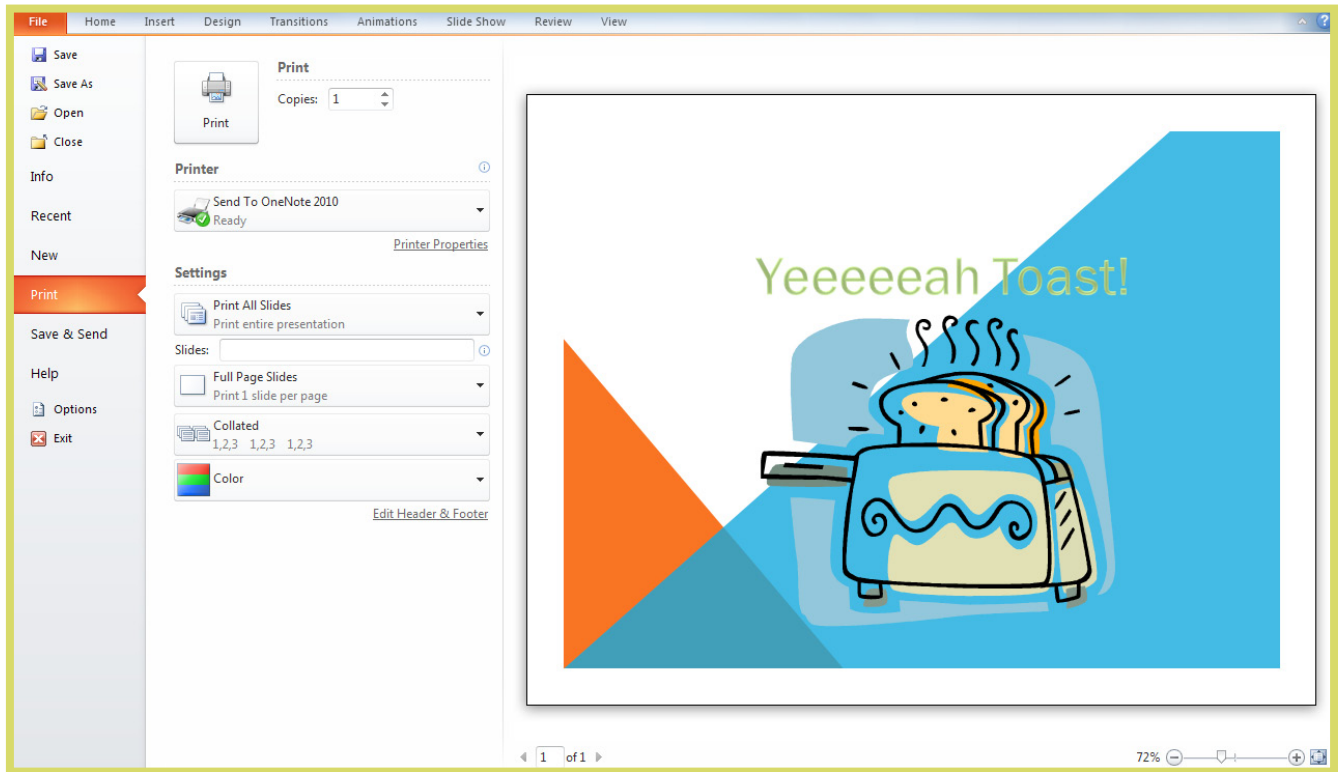


Figure 14. Printing

## 1. OTHER HELPFUL FUNCTIONS

### Saving as a pdf

To save your document as a PDF, go to **File** > **Save As** and select **PDF** from the drop-down and select **Save**.

### Undo and redo

In order to undo an action, click one of the two arrows located at the very top left of the screen. The shortcut for **Undo** is **Ctrl + z** and **Redo** is **Ctrl + y**. It is important to note that not all actions are undoable, thus it is important to save before you make any major changes in your document so you can revert back to your saved document.

### Quitting

Before you quit, it's a good idea to save your document one final time. Then, on a PC, go to **File** > **Exit**. This is better than just closing the window, as it insures your document quits correctly.

# 1. SHORTCUT KEYS FOR MICROSOFT OFFICE

Command	Keystroke
Bold	Ctrl-B
Close	Ctrl-W
Close	Ctrl-F4
Copy	Ctrl-C
Cut	Ctrl-X
Find	Ctrl-F
Italics	Ctrl-I
Menu bar	F10
Move to the end of the entry	End
New (slide)	Ctrl-N
Next window	Ctrl-F6
Open	Ctrl-O
Outline: Collapse	Alt-Shift -
Outline: Demote paragraph	Alt-Shift-Right
Outline: Expand	Alt-Shift +
Outline: Move paragraph down	Alt-Shift-Dn
Outline: Move paragraph up	Alt-Shift-Up
Outline: Promote paragraph	Alt-Shift-Left
Outline: Show All Headings	Alt-Shift-A
Outline: Show heading level 1	Alt-Shift-1
Paste	Ctrl-V
Print	Ctrl-P
Repeat Find	Shift-F4
Repeat/Redo	Ctrl-Y
Replace	Ctrl-H
Save	Ctrl-S
Select all	Ctrl-A
Slide Show: Begin the slide show	F5
Slide Show: Black screen show/hide	B
Slide Show: End	Esc
Slide Show: Erase annotations	E
Slide Show: Go to next hidden slide	H
Slide Show: Hide pointer and button always	Ctrl-L
Slide Show: Hide pointer and button temporarily	Ctrl-H
Slide Show: Mouse pointer to arrow	Ctrl-A
Slide Show: Mouse pointer to pen	Ctrl-P
Slide Show: Next slide	N
Slide Show: Previous slide	P
Slide Show: Set new timings while rehearsing	T
Slide Show: Stop/restart automatic slide show	S
Slide Show: Use mouse-click to advance (rehearsing)	M
Slide Show: Use original timings (rehearsing)	O
Slide Show: White screen show/hide	W
Spelling and Grammar check	F7
Switch to the next presentation window	Ctrl-F6
Switch to the next tab in a dialog box	Ctrl-Tab / Ctrl-Page Down
Switch to the previous presentation window	Ctrl-Shift-F6
Switch to the previous tab in a dialog box	Ctrl-Shift-Tab / Ctrl-Page Up
Turn character formatting on or off	Num /