

PowerPoint® 2010 Advanced


Moving Slides From Other Presentations

1. In the **SLIDE** tab, in the **Slide Sorter** view, [Click] the arrow slider to indicate where you would like the slide(s) inserted.
2. Choose **HOMEB>FILE>Open>Recent>Source Slides**.
3. In the **SOURCE SLIDES** task pane, select recently viewed presentations from the **RECENT SLIDES** group box, then [Click] [X].
Or, to access an Office SharePoint Server 2010/2007 slide library:
a. [Click] **BROWSE>BROWSE SLIDE LIBRARY**.
b. Navigate to and SELECT the slide.
Or, to copy slides from a PowerPoint file on your computer:
a. [Click] **BROWSE>BROWSE FILE**.
b. Locate and select the presentation, then [Click] **OPEN**.
4. Check **KEEP SOURCE FORMATTING** to keep the original format of the imported slide. Leave blank to use the presenting slide's theme.
5. [Click] on the slide to insert.

Adding Placeholders to a Slide Master

1. Choose **VIEW>SLIDE MASTER** .
2. Select one of the layout thumbnails  on the left side.
3. Choose **SLIDE MASTER>Insert>Master>Text**, then select the appropriate placeholder. The **CONTENT** placeholder allows any of the more types of content.
4. [Drag] in the slide layout to draw the placeholder.
5. To edit the placeholder, as used (e.g., remove bullet or center text, change fill colors, etc.).

Adding a Customized Layout

1. Choose **VIEW>SLIDE MASTER** .
2. Select a layout on the left.
3. Choose **SLIDE MASTER>Insert>Layout** .
4. Change the slide layout as desired.
5. To rename the layout, choose **SLIDE MASTER>Rename** .
6. [Click] **CLOSE MASTER VIEW**  to return to the normal slide layout.

Your custom layout will appear as a new option when you choose **HOMEB>FILE>Open>Recent>Source Slides**.

To use a customized layout from another file, use the **Other Master Themes** link in the **Source Slides** pane.

Using a Theme from Another Office Document

Use a theme from another document if it features a different design or elements such as colors, fonts, and slide layouts.

1. In the **SLIDE** tab in the **Slide Sorter** view, select the slide to which to apply the theme. If all slides are to be changed, the content area is empty.
2. Choose **DESIGN>Apply to All**  to expand the **THEME** gallery.
3. Select **BROWSE FOR THEMES** to open and select the theme you wish to use [Click] **OPEN**.

Creating Templates

1. Create a presentation in the normal way.
2. Choose **FILE>SAVE AS**.
3. Change **SAVE AS FILE TO POWER POINT TEMPLATE** and save to the **TEMPLATES** folder.
4. Type a title name, then [Click] **SAVE**.

Using Templates

To create a new presentation from a previously saved template, choose **FILE>NEW>[Click] MY TEMPLATES**, select the template, then [Click] [X].

Making Changes to a Template

1. Open the template. PowerPoint's templates are usually stored in the **C:\Program Files\Microsoft Office\Templates** folder, choose **FILE>SAVE AS>Change With As Name to Power Point Template**. You are taken to the **TEMPLATES** folder [Click] **CANCEL**.
2. Choose **FILE>OPEN** and select a template from the **TEMPLATES** folder [Click] **OPEN**.
Or,
a. Choose **FILE>RECENT**.
b. Select the template from **RECENT**.
For slides that are saved in the **TEMPLATES** folder from **MY TEMPLATES**.
To keep a template on the **TEMPLATES** folder in the **MY TEMPLATES** [Click] [X].
3. Make the appropriate change and close the file.

Inserting an Audio Clip

To embed your own audio clip in a presentation:

1. Select the slide to add a clip to.
2. Choose **INSERT>Audio** .
3. Locate and select the audio file you want to add, then [Click] **INSERT**.

To embed Clip Art Audio in a presentation:

1. Select the slide to add a clip to.
2. Choose **INSERT>Image>Clip Art** .
3. [Click] the audio clip you wish to add, then [Click] **OK** to add it to the slide.

Inserting a Video

1. Select the slide to add video to.
2. Choose **INSERT>Video** .
3. Locate and select the video file you want to add, then [Click] **INSERT**.


For more details [Click]  for more details, go to [http://msdn.microsoft.com/office/aa154439.aspx](#).

Inserting an Excel Table

1. Choose **INSERT>Table**  then **EXCEL SPREADSHEET**.
Or, to insert an existing spreadsheet, copy paste the spreadsheet into PowerPoint, then choose **HOMEB>FILE>Save As>Power Point Template**. Select **MY TEMPLATES** folder [Click] **OK**.
Or, to insert a table from an Excel spreadsheet, choose **INSERT>Table** .
2. [Click] the table to insert from the spreadsheet.
3. The ribbon changes to the **Excel** ribbon. Navigate and enter data in the spreadsheet.
4. When done, [Click] away from the Excel object. To edit or change what is displayed, [Double-Click] the Excel object.

WordArt Effects


YOUR TEXT HERE

1. Text can have WordArt effects such as outlines, fill, glow, reflection, and shadows.
2. Select the text.
3. Choose **FORMAT>Font>WordArt**, then select from the **WORDART STYLES** gallery, or customize with one of **TEXT FILL, TEXT OUTLINE, or TEXT EFFECTS**.
4. To insert a word box with a WordArt style :
a. Choose **INSERT>Text>WordArt**.
b. Then select a WordArt style. WordArt styles are in the current theme of the document. Changes to the theme will also change your formatted text and all the WordArt styles.

To clear WordArt effects:

1. Select the text, then choose **DEVELOPER TOOLS, FontArt**.
2. [Click]  in the **WORDART STYLES** gallery, then choose **FontArt** .

Recoloring a Picture

1. Select the picture.
2. Choose **PICTURE TOOLS, FORMAT>Picture>Color** .
3. Select one of the options.

Ungrouping Clip Art

Images in Office 2010 each piece of the clip art to be selected separately and deleted or modified.

1. Select the clip art picture on the slide.
2. Choose **PICTURE TOOLS, FORMAT>Picture>Ungroup>[Click] YES** to the warning message.
3. [Click] the place to change. If you are unable to select the place, use the Selection and Visibility pane [Click] **SELECT**, **SELECTION PANE**.

Organizing Slides With Sections

Use sections to separate slides into groups of slides with sections. You can quickly print and apply effects to just one section. To create a section:

1. Select the first slide of the section to be created in the **SLIDES** pane or **Slide Sorter** view.
2. Choose **HOMEB>Section>ADD SECTION**.
3. To rename, [Right-Click] the section name, then select **RENAME SECTION**.
4. To hide/show slides in a section, [Click] [X] or [Y]. Or to hide/show all slides, [Right-Click] a section name then select **COLLAPSE/EXPAND ALL**.
5. To reorder, [Right-Click] the section name, then select **MOVE SECTION, UNDO/REDO**. Or [Drag] the section to the new location in order when slides hidden/collapsed.
6. To remove, [Right-Click] the section name, then select **REMOVE SECTION** or **REMOVE SECTION** in **SLIDES** (hidden slides), or **REMOVE ALL SECTIONS**.
7. To quickly change all slides in a section, [Click] the section name, then apply a theme or transitions.
8. To print a section, choose **FILE>PRINT>[Click] PRINT ALL SLIDES**, then choose one of the **SECTION** [Click] **PRINT** .

Creating a Button to Jump to Another Slide or File During a Slide Show

1. In the **SLIDE SHOW** view, choose **SLIDE SHOW>ACTION BUTTON>Change** .
 2. Draw the button by [Dragging] with the mouse. The **ACTION BUTTON CHANGING** box appears with options relating to the type of button you choose.
 3. [Click] the **ACTION BUTTON CHANGING** box to select to slide or whether [Clicking] the object or moving the mouse over the object will move you to the destination.
 4. Choose **HYPERLINK TO** and make a selection from the drop-down. If necessary, choose the slide, or locate the other file to go to. Hidden slides have brackets around their numbers. [Click] **OK**.
 5. In jumping to another presentation, select which slide to start in it.
 6. [Click] **OK** in the **ACTION SETTINGS** dialog box.
- After jumping to the destination slide, whether in the current presentation or another, PowerPoint will continue with the slides following the one you have jumped to. If you have jumped to another presentation, at the end of the other presentation, you will be returned to the original slide in the current presentation. If you have jumped to a file from another application, close the application to return to PowerPoint.

Displaying the Animation Pane

Use the animation pane to easily select, reorder and modify animations.

To show, choose **ANIMATION>Show**  **Animation Pane**.

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S Ashworth



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