PowerPoint® 2010 Introduction

Creating a New Presentation

You are presented with a blank, new presentation whenever PowerPoint is launched. If PowerPoint is already running: To quickly create a blank document press <Ctrl-N>, or for more options:

1. Choose FILE, NEW.
2. Choose BLANK PRESENTATION.
   Or to use a template:
   - From office.com: [Click] a category under OFFICE.COM TEMPLATES or to search, type keywords (e.g. project report) in SEARCH OFFICE.COM FOR TEMPLATES, and press <Enter>.
   - Select one of the RECENT TEMPLATES or SAMPLE TEMPLATES.
3. [Click] CREATE or DOWNLOAD.

Adding a New Slide

Choose HOME, then NEW SLIDE.
To choose a slide layout when creating the new slide, [Click].

Changing a Slide's Layout

Choose HOME, then Layout, then select a layout.

Changing the Slide Orientation

1. Choose DESIGN, then SLIDE ORIENTATION.
2. Choose PORTRAIT or LANDSCAPE.

All slides change to the new orientation. While all slides in a presentation must have the same orientation, you can orient objects and text in any direction.

Changing the Slide Size

1. Choose DESIGN, then PAGE SETUP.
2. Choose a size from the SLIDES SIZED FOR list, or enter your own WIDTH and HEIGHT. [Click] OK.

Entering Text into a "Click to add..." Bulleted List Placeholder

1. [Click] on the placeholder and type the text.
2. To add another line or paragraph, press <Enter>.
3. To create an indented paragraph, press <Tab> at the beginning of the paragraph.
   To "unindent" a paragraph, press <Shift-Tab> at the beginning of the paragraph.

Starting a New Line Without a Bullet

To break a line of text without creating a new paragraph (and a new bullet), press <Shift-Enter>.

Moving from Title to Body with the Keyboard

When finished typing the title, press <Ctrl-Enter>. This moves to the body text placeholder. Press <Ctrl-Enter> when you are in the body text placeholder to move to the next placeholder, or create a new slide if you are in the last placeholder.

Adding Other Text on the Slide

To add text where there is no text placeholder:
1. Choose HOME then in the DRAWING group.
2. [Click] where the text is to begin.
3. Type the text. [Click] outside the box when finished.

Changing Level of Indention

1. [Click] in the paragraph to change.
2. Choose HOME then.

Using the Outline Tab

Use the Outline tab to see an overview of your slides' main points, edit a lot of text, and rearrange points. To display the Outline tab, [Click] Outline in the left pane. To show/hide slide text, [Double Click].

Rearranging Bullet Points or Paragraphs

For paragraphs, the following steps must be done using the Outline tab.

1. [Point] to the bullet of the paragraph. If there is no bullet, [Point] to the left of the paragraph in the Outline tab. The mouse pointer changes to.
2. [Drag] the paragraph up or down to the new position.

Changing the Text Font

1. Select the text to change.
2. Choose HOME, then select from the Font list, e.g. Calibri (Body).

Changing the Text Size

1. Select the text to change.
2. Choose HOME, then select from Font Size 32, or edit the number and press <Enter>.
   Or, [Click] Increase or Decrease Font Size to change size in increments.

Enhancing Text: Bold, Italic, etc.

1. Select the text.
2. Choose HOME then from for Bold, Italic, Underline, Text Shadow, or Strikethrough.

To remove enhancements, ensure that the text is selected, and [Click] the same buttons.

Turning Off/On Bullets

1. Select the paragraph(s) to change.
2. Choose HOME then.

Formatting Text with the Mini Toolbar

Use the Mini toolbar for quick access to common formatting options.
1. Select the text to change with your mouse.
2. [Right Click] or move the mouse pointer up and to the right.

Viewing Many Slides at Once

Choose VIEW, then SLIDE SORTER.

Rearranging Slides

In Slide Sorter view or the SLIDES tab of the left pane, [Drag] the slide to the new position.

Applying a Design Theme

Themes are coordinated sets of fonts, colors, and graphics.
- Choose DESIGN, then select from the THEMES group. [Click] to see all themes.

The new theme will be applied to all slides that have the same theme as the current slide.

Or, first select the slides in either the SLIDES tab or Slide Sorter view to apply the theme to those slides.

Changing the Background of a Slide

1. In the SLIDES tab or the Slide Sorter view, select the slide(s) whose background is to be changed. To select multiple slides, <Ctrl> [Click] the slides. If all slides are to be changed, this is not necessary.
2. Choose DESIGN then Background Styles, then a style. Or for more options choose FORMAT BACKGROUND.

Adding a Header or Footer

1. Choose INSERT, then HEADER & FOOTER.
2. Specify options and [Click] APPLY or APPLY TO ALL.
3. Move header/footer elements like any other object.

Creating Speaker Notes

1. In Normal view, [Click] in the bottom pane.
2. Type your text.
3. To see more of the notes pane, [Drag] the top border of the pane.

Choose VIEW, then NOTES PAGE to view and edit notes pages as they will look when they print.

Text Selection Shortcuts

A word	[Double Click]
A paragraph	[Triple Click] within the paragraph
A bullet and sub-bullets	[Click] on the bullet
All text in the text block	<Ctrl-A>
Multiple separate areas	Press <Ctrl> while selecting text.

Moving Among Slides

- [Click] the Next Slide or Previous Slide buttons below the vertical scroll bar.
- [Click] on a slide in the SLIDES tab.
- [Click] the Slide Sorter view button at the bottom of the screen to view all slides, then [Double Click] a slide.
- [Drag] the Scroll box in the vertical scroll bar until the number of the desired slide appears, then release.

To move here...	Press this...
First or last slide	Home or End
Next slide	Page down
Previous slide	Page up

Shortcuts

Increase/decrease indent	Alt-Shift-→ / ←
Move paragraph up/down	Alt-Shift-↑ / ↓
Copy shape attributes	Ctrl-Shift-C
Paste shape attributes	Ctrl-Shift-V
Increase/decrease font size	Ctrl-Shift- > or <

Slide show shortcuts:

Show shortcuts during show	F1
Go to a slide number	<Number> then <Enter>
Black/unblack the screen	B or . (period)
White/unwhite the screen	W or , (comma)
Next slide or step	[Click] Spacebar Enter N → or ↓ Page Down
Previous slide or step	Backspace P ← or ↑ Page Up
Stop/Start Automatic Show	S or +
End show	ESC or Ctrl-Break
Show laser pointer	Press <Ctrl> while [Clicking]
Change pointer to pen	Ctrl-P
Change pointer to arrow	Ctrl-A
Change pointer to eraser	Ctrl-E
Hide pointer and buttons	Ctrl-H
Automatically show/hide pointer and buttons	Ctrl-U
Erase screen annotations	E

Microsoft Powerpoint 2010 Standard Quick Reference Guide

Patrick Vollmar

Microsoft Powerpoint 2010 Standard Quick Reference Guide:

Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software Microsoft Official Academic Course,2011-10-11 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Office PowerPoint 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader also helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics **Office and SharePoint 2010 User's Guide** Michael Antonovich,2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment **IC3: Internet and Computing Core Certification Global Standard 4 Study Guide** Ciprian Adrian Rusen,2015-04-27 Hands on IC3 prep with expert instruction and loads of tools IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the ideal all in one resource for those preparing to take the exam for the internationally recognized IT computing fundamentals credential Designed to help candidates pinpoint weak areas while there s still time to brush up this book provides one hundred percent coverage of the exam objectives for all three modules of the IC3 GS4 exam Readers will find clear concise information hands on examples and self paced exercises that demonstrate how to perform critical tasks This useful guide includes access to a robust set of learning tools including chapter review questions a practice test environment electronic flashcards and author videos that explain complex topics The certification consists of three separate exams Computing Fundamentals Key Applications and Living Online Candidates are given fifty minutes to answer forty five

questions so rapid recall and deep understanding are critical to success IC3 Internet and Computing Core Certification Global Standard 4 Study Guide provides expert instruction on everything candidates need to know including hardware software networking and more Review operating system basics and common application features Understand troubleshooting and safe computing Learn basic word processing spreadsheet presentation and database activities Study networking concepts digital communication and research fluency The exam includes both multiple choice and performance based questions and this guide provides plenty of both so candidates can get comfortable with both material and format More than just a memorization tool this book helps exam candidates understand the material on a fundamental level giving them a greater chance of success than just going it alone For the IC3 candidate who s serious about certification IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the complete hands on exam prep guide **Pro SharePoint 2010 Development for Office 365** Dave Milner,Bart McDonough,Paul Stork,2012-12-31 It s no secret that cloud based computing is the next big movement in IT and Microsoft is right there in the market with Office 365 a cloud based productivity suite which includes a hosted cloud focused version of SharePoint 2010 SharePoint 2010 developers who have traditionally developed for on premise environments will suddenly find themselves being asked to develop for the cloud While there is a lot of overlap between cloud based and traditional SharePoint development there are also some important differences and considerations that must be taken into account as well In particular the proliferation of cloud based solutions was a driving force behind certain new features in SharePoint 2010 like sandboxed solutions and the new client object model As the devil is always in the details Pro SharePoint 2010 Development for Office 365 helps you navigate the changes and develop compelling applications and solutions for SharePoint Online in Office 365 Authors Dave Milner Bart McDonough and Paul Stork bring to the table decades of experience in real world development of solutions for customers expertise that is the practical result of what works in real world customer environments This proven team will cover with you the architectural landscape that SharePoint in the cloud represents discuss the steps in setting up a development environment and cover multiple real world development approaches technologies and considerations *IC3: Internet and Computing Core Certification Key Applications Global Standard 4 Study Guide* Ciprian Adrian Rusen,2015-04-27 Master word processing spreadsheets and presentations ahead of the IC3 exam IC3 Internet and Computing Core Certification Key Applications Study Guide is your ideal study guide when you want to focus on the Key Applications exam module in preparation for the IC3 This book covers common features and functions word processing spreadsheets and presentations all presented in a clear concise style Hands on examples and self paced exercises show you how to perform critical tasks needed to pass the exam and the companion website offers a diverse set of study tools including the Sybex test engine a preassessment test hundreds of practice questions videos and access to over one hundred electronic flashcards Test your skills and solidify your understanding of Key Applications for the IC3 Master the functions common to all programs and the most common features

Review the basics of word processing with formatting and automation Understand spreadsheets and how to manipulate data with formulas Brush up on the creation and formatting of simple presentations When you are serious about certification IC3 provides the practice that inspires self confidence **Sage 50 Accounts 2013 in easy steps** Gillian Gilert,2013-06-05 Sage 50 Accounts is the UK s market leading accounts software It lets you manage your day to day finances customers suppliers and VAT and keeps your finger on the pulse of your business It puts you in total control of your finances so you can spend more time running growing your business Sage 50 Accounts 2013 in easy steps clarifies everything from basic record keeping to utilising Sage as an information bank for making crucial business decisions Areas covered include setting up records and producing invoices reconciling your bank statements stock management keeping track of debtors creditors and bills all important month and year end procedures generating invaluable management reports **Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix,Beezix Software Services,2010-06-10 Fundamentals of Information Technology for Class 9 Teacher Resource Book (Academic Year 2023-24) ,2023-05-20 Fundamentals of Information Technology for Class 9 Teacher Resource Book Academic Year 2023 24 Microsoft Office 2010 with Microsoft Office 2010 Evaluation Software Microsoft Official Academic Course,2012-01-24 This Microsoft Office 2010 text introduces students to the various applications included in Microsoft Office The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Automated grading via OfficeGrader saves instructors time and enables consistent grading Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics System Center Service Manager 2010 Unleashed Kerrie Meyler,Alexandre Verkinderen,Anders Bengtsson,Patrik Sundqvist,David Pultorak,2011-08-03 System Center Service Manager 2010 offers enterprises a complete integrated platform for adopting and automating service management best practices such as those found in ITIL and Microsoft Operations Framework MOF Now there s a comprehensive independent reference and technical guide to this powerful product A team of expert authors offers step by step coverage of related topics in every feature area organized to help IT professionals quickly plan design implement and use Service Manager 2010 After introducing the product and its relationship with the rest of Microsoft s System Center suite the authors present authoritative coverage of Service Manager s capabilities for incident and problem resolution change control configuration management and compliance Readers will also find expert guidance for integrating Service Manager with related Microsoft technologies This book is an indispensable resource for every IT professional planning installing

deploying and or administering Service Manager including ITIL MOF and other IT consultants system administrators and developers creating customized solutions Understand Service Manager s architecture and components Discover how Service Manager supports ITIL and MOF processes Accurately scope and specify your implementation to reflect organizational needs Plan to provide redundancy ensure scalability and support virtualization Design deploy and maintain Service Manager with security in mind Use Service Manager s consoles and portals to provide the right resources to each user Create complete service maps with Service Manager s business services Fully automate incident management and ticketing Implement best processes for identifying and addressing root causes of problems Systematically manage the life cycle of changes Use Service Manager to strengthen governance risk management and compliance Customize Service Manager s data layer workflows and presentation layer Use management packs to simplify service desk customization Make the most of Service Manager s reporting and dashboards   *Microsoft PowerPoint 2010 Advanced Quick Reference Guide* Beezix Software Services,2010

Custom SharePoint Solutions with HTML and JavaScript Brandon Atkinson,2015-03-16 The content and screenshots in this book are based on SharePoint 2013 The techniques shown can also be applied to SharePoint 2016 Custom SharePoint Solutions with HTML and JavaScript shows you how to build and customize SharePoint solutions to suit a wide range of business needs You don t need a background in Microsoft technologies you ll learn how to rapidly build and customize sites entirely on the front end starting with out of the box features and extending them with HTML and JavaScript code The book starts with an introduction to working with SharePoint on the front end and how this can help you avoid common pitfalls associated with deploying custom code on the server You ll start by using SharePoint s browser based tools to place and manipulate out of the box web parts on a page Then learn to inject some simple HTML and JavaScript to manipulate these web parts and use JSLink to rapidly style and manipulate data in the List web part You ll also see examples of how to build your own custom web parts using HTML JavaScript and CSS For those who want to dive deeper into JavaScript on SharePoint chapters cover working directly with built in JavaScript methods and properties and the JavaScript object model JSOM and how to work with the powerful new REST API which gives you the ultimate flexibility over what you do with your data Whatever your background whether it s web development working with SharePoint on the server side or if you re a SharePoint user looking to learn new skills Custom SharePoint Solutions with HTML and JavaScript will show you how to get what you want from SharePoint quickly and reliably   **Microsoft PowerPoint 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix,2010-08-09   *Teaching IFRS* Richard M.S. Wilson,Ralph Adler,2013-09-13 The increasing pace of global conformance towards the adoption of International Financial Reporting Standards IFRS highlights the need for accounting students as well as accounting practitioners to be conversant with IFRS Teaching IFRS offers expert descriptions of and insights into the IFRS convergence process from a teaching and learning perspective Hence this book is both timely and likely to have considerable impact in providing

guidance for those who teach financial reporting around the world The contents of the book come from authoritative sources and offer something distinctive to complement the existing textbooks which typically focus on the technical aspects of IFRS and their adoption Drawing upon the experiences of those who have sought to introduce IFRS related classroom innovations and the associated student outcomes achieved therefrom the book offers suggestions about how to design and deliver courses dealing with IFRS and catalogues extensive listings of IFRS related teaching resources to support those courses This book was originally published as a special issue of Accounting Education An international journal   *Social Work Capstone Projects* John Poulin,Stephen Kauffman,Travis Sky Ingersoll,2021-05-29 The only practical guide for helping social work students create high quality applied capstone research projects from start to finish This mentor in a book provides social work students with invaluable information on designing implementing and presenting first rate applied research projects focused on improving social work programs and services Taking students step by step through the entire process the book helps students plan their projects by providing descriptions of the various research methodologies that can be used to improve social work programs and services It offers extensive instruction on how to write effectively by providing detailed information on all written components of capstone research projects as well as the dos and don ts of writing research reports Covering data collection methods program evaluation organization and community needs assessments practice effectiveness studies and quantitative and qualitative data analysis this brand new book also addresses best practices for presenting findings upon completion of the applied research project Additional features include abundant case examples demonstrating the application of theory to practice and an examination of both qualitative and quantitative research approaches while also helping students demonstrate social work practice competencies within their capstone projects Practice activities in each chapter help students apply knowledge to their research projects and technology exercises help students master important digital research techniques A capstone project checklist and competency log help students monitor progress and QR codes provide supplementary support and resources Additional faculty resources include competency rubrics detailed group exercises for each chapter and a sample syllabus for faculty Purchase of the book includes digital access for use on most mobile devices or computers Key Features Delivers step by step information on creating high quality social work capstone projects from conception through presentation Includes a detailed summary of the major applied research approaches to improving social work programs and services Explains how to research literature and write a problem statement on a social service issue Contains extensive information on how to write effective capstone research papers along with abundant examples Helps students to demonstrate social work practice competencies Offers case examples throughout to demonstrate the application of theory to practice Presents practice activities and technology exercises in each chapter Provides a capstone project checklist and competency log Includes QR codes providing additional resources for each chapter   *User Experience Methods and Tools in Human-Computer Interaction* Constantine Stephanidis,Gavriel Salvendy,2024-08-16 This

book covers user experience methods and tools in designing user friendly products and servicesby encompassing widely utilized successful methods including elicitation analysis and establishment of requirements collaborative idea generation with design teams and intended users prototype testing and evaluation of the user experience through empirical and non empirical means This book Provides methods and tools tailored for each stage of the design process Discusses methods for the active involvement of users in the human centered design process Equips readers with an effective toolset for use throughout the design process ensuring that what is created aligns with user needs and desires Covers a wide array of research and evaluation methods employed in HCI from the initiation of the human centered development cycle to its culmination This book is a fascinating read for individuals interested in Human Computer Interaction research and applications   Basics Interactive Design: User Experience Design Gavin Allanwood,Peter Beare,2014-04-24 By putting people at the centre of interactive design user experience UX techniques are now right at the heart of digital media design and development As a designer you need to create work that will impact positively on everyone who is exposed to it Whether it s passive and immutable or interactive and dynamic the success of your design will depend largely on how well the user experience is constructed User Experience Design shows how researching and understanding users expectations and motivations can help you develop effective targeted designs The authors explore the use of scenarios personas and prototyping in idea development and will help you get the most out of the latest tools and techniques to produce interactive designs that users will love With practical projects to get you started and stunning examples from some of today s most innovative studios this is an essential introduction to modern UXD   **Start Your Own Fashion Accessories Business** Entrepreneur Press,Eileen Figure Sandlin,2013-08-19 Basic updating of resources and interviews with successful owners in the fashion accessories business Trendy entrepreneurs learn how to create and sell their own accessories buy wholesale accessories for resale or establish their own online or traditional store Our experts take them step by step from creating a business plan to setting up a home workshop and office exploring the market managing finances publicizing and advertising the business and much more Industry professionals and practicing home based business owners provide unique insights tips and tricks to ensure success This step by step guide gives aspiring entrepreneurs everything they need to know to turn their passion for fashion into a successful business   *PC Magazine* ,2004   **Human-Computer Interaction** Constantine Stephanidis,Gavriel Salvendy,2024-09-28 The pervasive influence of technology continuously shapes our daily lives From smartphones to smart homes technology is revolutionizing the way we live work and interact with each other Human computer interaction HCI is a multidisciplinary research field focusing on the study of people interacting with information technology and plays a critical role in the development of computing systems that work well for the people using them ensuring the seamless integration of interactive systems into our technologically driven lifestyles The book series contains six volumes providing extensive coverage of the field wherein each one addresses different theoretical and practical aspects of

the HCI discipline Readers will discover a wealth of information encompassing the foundational elements state of the art review in established and emerging domains analysis of contemporary advancements brought about by the evolution of interactive technologies and artificial intelligence as well as the emergence of diverse societal needs and application domains These books Showcase the pivotal role of HCI in designing interactive applications across a diverse array of domains Explore the dynamic relationship between humans and intelligent environments with a specific emphasis on the role of Artificial Intelligence AI and the Internet of Things IoT Provide an extensive exploration of interaction design by examining a wide range of technologies interaction techniques styles and devices Discuss user experience methods and tools for the design of user friendly products and services Bridge the gap between software engineering and human computer interaction practices for usability inclusion and sustainability These volumes are an essential read for individuals interested in human computer interaction research and applications

The Enigmatic Realm of **Microsoft Powerpoint 2010 Standard Quick Reference Guide**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **Microsoft Powerpoint 2010 Standard Quick Reference Guide** a literary masterpiece penned by a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book is core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of those who partake in its reading experience.

https://staging.conocer.cide.edu/results/Resources/index.jsp/Ford_Probe_Manual_Transmission.pdf

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Microsoft Powerpoint 2010 Standard Quick Reference Guide Introduction

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