

PowerPoint® 2010 Advanced

Moving Slides From Other Presentations

1. In the **SLIDE** tab, in the **Slide Sorter** view, [Click] the **Move** button to indicate where you would like the slide(s) inserted.
2. Choose **HOMEB**, then then **SOURCE > FILE**.
3. In the **SLIDE SOURCE** task pane, select recently viewed presentations from the **RECENT SLIDES** group, or, choose **FILE > SOURCE > FILE**.
Or, to access an Office SharePoint Server 2010 (SSRS) slide library:
a. [Click] **BROWSE**, then **BROWSE SLIDE LIBRARY**.
b. Navigate to and SELECT the slide.
Or, to copy slides from a PowerPoint file on your computer:
a. [Click] **BROWSE**, then **SOURCE > 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**, then **SLIDE MASTER** .
2. Select one of the layout thumbnails on the left side.
3. Choose **SLIDE MASTER**, then **Master Tools**, then **Slide**, then **Apply to Placeholder**. The **CONTEXT** placeholder allows any of the seven types of content.
4. [Drag] in the slide layout to draw the placeholder.
5. To edit the placeholder, an **Apply to Placeholder** button is visible. Click, change fill colors, etc.

Adding a Customized Layout

1. Choose **VIEW**, then **SLIDE MASTER** .
2. Select a layout on the left.
3. Choose **SLIDE MASTER**, then **SLIDE LAYOUT** .
4. Change the slide layout as desired.
5. To rename the layout, choose **SLIDE MASTER**, then **Slide Master Tools**, then **Slide Master** .
6. [Click] **CLOSE MASTER VIEW** to return to the normal view.

Your custom layout will appear as a new option when you choose **HOMEB**, then .

To use a customized layout from another file, use the **Other Master Themes** button in the **Slide Master Tools** ribbon.

Using a Theme from Another Office Document

Use a theme from another document. All themes are created using a set of 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 context menu is used.
2. Choose **DESIGN**, if available to expand the **THEME** gallery.
3. Select **BROWSE FOR THEMES**. To open and select the theme, see [Browsing for Themes](#).

Creating Templates

1. Create a presentation in the normal way.
2. Choose **FILE**, then **SAVE AS**.
3. Change **SAVE AS TYPE** to **POWER POINT TEMPLATE**, then click on the **COMPUTER** button.
4. Type a file name, then [Click] **SAVE**.

Using Templates

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

Making Changes to a Template

1. Open the template. PowerPoint's templates are usually stored in the **TEMPLATE FILES** folder. To find the template folder, choose **FILE**, then **SAVE AS**. Change **SAVE AS TYPE** to **POWER POINT TEMPLATE**. You are taken to the **TEMPLATES** folder. [Click] **CANCEL**.
2. Choose **FILE**, then **OPEN** and select a template from the **TEMPLATE FILES** folder. [Click] **OPEN**.
Or,
a. Choose **FILE**, then **RECENT**.
b. Select the template from **RECENT**.
For slides that are added to the **THEMES** folder from **MY TEMPLATES**,
To keep a template on the **TEMPLATES** folder in the **MY TEMPLATES** [Click] .
3. Make the changes then save 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**, then **VIDEO** .
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**, then , select **CLIP ART**, then **Audio**.
3. [Click] the audio clip you want 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**, then **VIDEO** .
3. Locate and select the video file you want to add, then [Click] **INSERT**.

To insert a video that is embedded in a presentation:

Inserting an Excel Table

1. Choose **INSERT**, then **TABLE** then **EXCEL SPREADSHEET**.
Or, to insert an existing spreadsheet, copy paste the spreadsheet into PowerPoint, then choose **HOMEB**, then **FILE > INSERT**, then **TABLE > EXCEL SPREADSHEET** or **EXCEL**, then [Click] **OK**.
2. Drag the table to the corner of the worksheet.
3. The ribbon changes to the **Excel** ribbon. Move to and enter data in the spreadsheet.
4. When done, [Click] away from the Excel object. To edit or change what is contained in the object, [Double-Click] the Excel object.

WordArt Effects

YOUR TEXT HERE

1. Text can have WordArt effects such as outlines, fill, glow, reflect, etc., and shadows.
2. Select the text.
3. Choose **DRAWING TOOLS > WORDART**, then select from the **WORDART STYLES** gallery, or customize with one of **TEXT FILL**, **TEXT OUTLINE**, or **TEXT EFFECTS**.
4. To insert a predefined WordArt style :
1. Choose **INSERT**, then **WORDART**.
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 draw WordArt effects:

1. Select the text, then choose **DRAWING TOOLS, WORDART**.
2. [Click] in the **WORDART STYLES** gallery, then select a **TEXT EFFECT**.

Recoloring a Picture

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

Ungrouping Clip Art

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

1. Select the clip art picture on the slide.
2. Choose **PICTURE TOOLS, PICTURE**, then **UNGROUP**, [Click] **YES** to the warning message.
3. [Click] the place to change. If you are unable to select the place, use the **Select and Visibility** pane. [Click] **SELECT**, **SELECTOR PANES**.

Organizing Slides With Sections

Use sections to separate slides into groups of slides within 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**, then , then **ADD SECTION**.
3. To rename, [Right-Click] the section name, then select **RENAME SECTION**.
4. To identify slides in a section, [Click] **ALL** or **SL**, 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 the slide sorter view/collapsed.
6. To remove, [Right-Click] the section name, then select **REMOVE SECTION** or **REMOVE SECTION**. **SLIDES** (slides added), 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** icons. [Click] **PRINT** .

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

1. In the **SLIDE SHOW** ribbon, choose **TRANSITION**, then select an **ACTION BUTTON** to change.
 2. Draw the button by [Dragging] with the mouse. The **ACTION BUTTON** drawing bar appears with options relating to the type of button you choose.
 3. [Click] the **ACTION BUTTON** or **HYPERLINK** icon to select whether [Clicking] the object or moving the mouse over the object will take 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 for which the slide you have jumped to, if you have jumped to another presentation, at the end of the 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**, then **Animation Pane**.

Microsoft Powerpoint 2010 Quick Check Answers

B Lingard



Microsoft Powerpoint 2010 Quick Check Answers:

Unveiling the Magic of Words: A Overview of "**Microsoft Powerpoint 2010 Quick Check Answers**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Microsoft Powerpoint 2010 Quick Check Answers**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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