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] New Slide.

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

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D Keegan

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