

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**, then then **SOURCE > FILE**.
3. In the **SLIDE SLICE**'s task pane, select recently viewed presentations from the **RECENT SLIDES** pane, or, then **[Click] [C]**.
Or, to access an Office SharePoint Server 2010 (OSSS) slide library:
a. [Click] **BROWSE**, then **BROWSE SLIDE LIBRARY**.
b. Navigate to and **[Click]** 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 **INSERTION**, then **SLIDE**, then **APPLICATION**. The **COMBINATION** placeholder allows any of the more types of content.
4. [Drag] in the slide layout to draw the placeholder.
5. To edit the placeholder, an **Insert** (or **Remove**) bubble is visible. Use, 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 **RENAME** .
6. [Click] **CLOSE MASTER VIEW** returns to the

normal default layout and appears as a new option when you choose **HOMEB**, then **[Click] [C]**.

To use a customized layout from another file, use the **Other Master Themes** link in the **Theme** pane **Another Office Document**.

Using a Theme from Another Office Document

Use a theme from another document. All themes are created design 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**, if modified to expand the **THEME**'s gallery.
3. Select **BROWSE FOR THEMES**. To open and select the theme, then **[Click] [C]** **OPEN**.

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** folder.
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] [C]**.

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] **[C]** .
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 **CLIP ART** .
3. [Click] the audio clip icon that you want to add 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 **TABLE** . Select **TABLE** **EXCEL** **EXCEL SPREADSHEET OBJECT** then **[Click] OK**.
2. [Click] the table to insert into 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 spreadsheet is displayed, [Right-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 word box with a WordArt style :
a. 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 to allow 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, 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** ribbon and **Selection** pane **[Click] SELECT**, **SELECTION PANE**.

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 **Section**, 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 identify 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**. **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** **[Click] PRINT** .

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

1. In the **SLIDE** tab, then **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 **HYPER** 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, or, 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 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**, then **Animation Pane**.

Microsoft Powerpoint 2010 Quick Check Answers

Jin-Ying Zhang



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