



Introduction to Microsoft PowerPoint 2010

Day One Agenda:

1. Introduction
2. Opening PowerPoint 2010 and Layout
3. Inserting and Formatting Text
4. Inserting Slides: Layout, Design, & Transitions
5. Inserting Pictures
6. Animations
7. Practice, Questions

Day Two Agenda:

8. Review Day One
9. Practice Presentations
10. Print and View a Slideshow
11. Practice, Questions, and Evaluation

In order to keep computer literacy programs running in the future, we must demonstrate its positive impact on our community. We would be extremely grateful if you would share with us the experiences you have had attending our training sessions and how our program has impacted your life. Please send your responses via e-mail or regular mail. Responses may be used to promote Utica Public Library and Mid York Library System as part of grant reporting.

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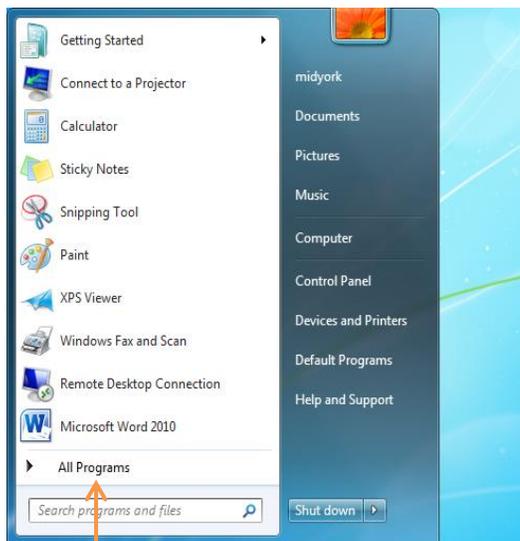
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Opening Microsoft PowerPoint 2010

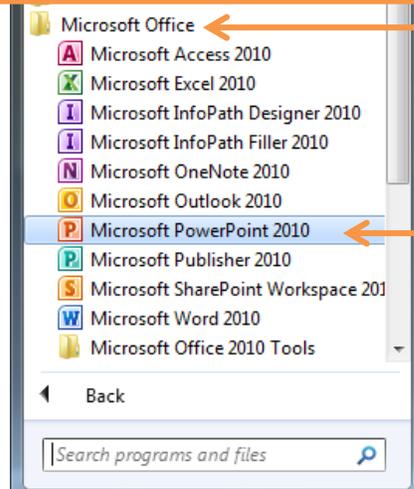


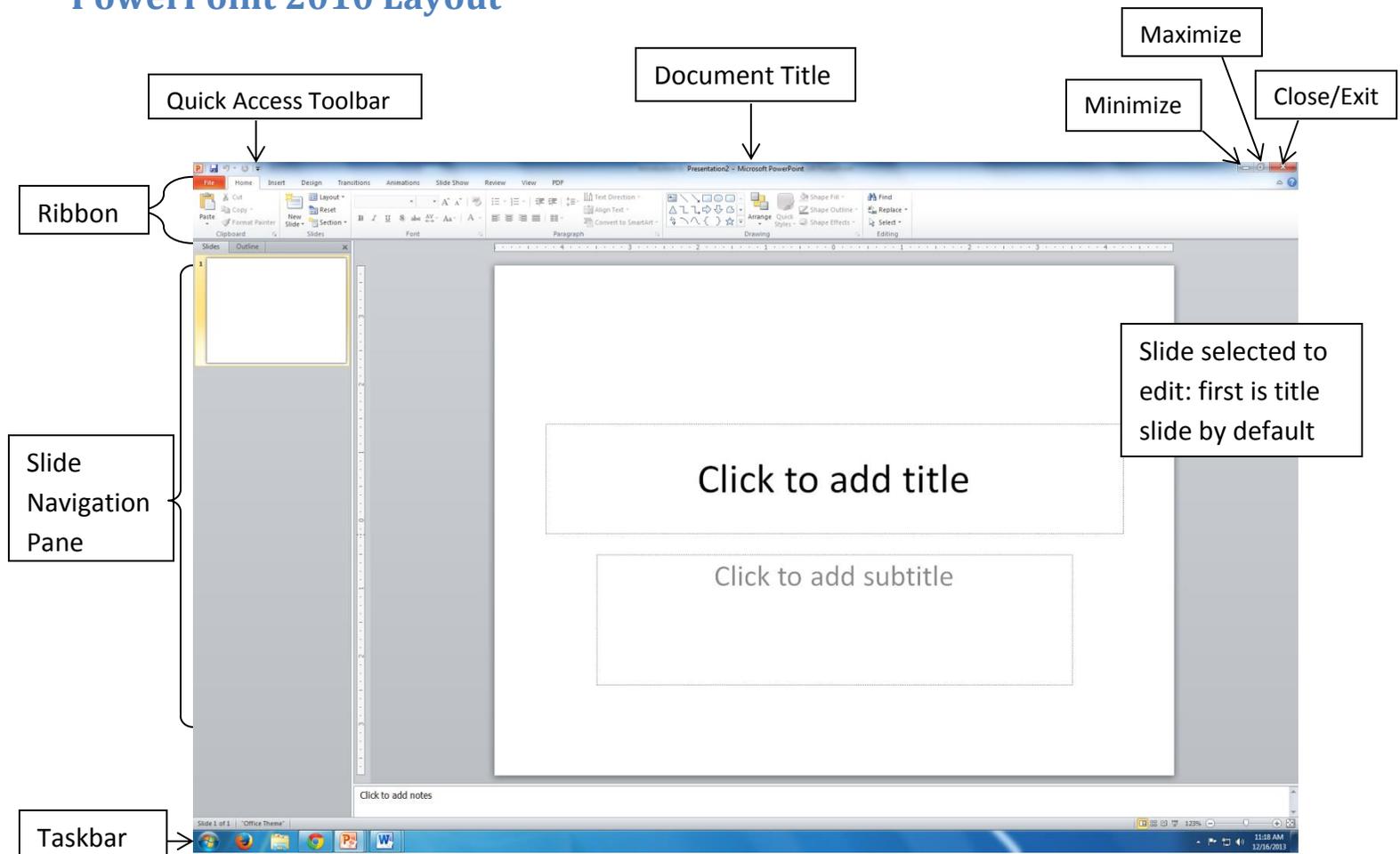
1. Click on Windows Start Button



2. Next, click on **All Programs**

3. Scroll down until you see **Microsoft Office**, click on it, and find **Microsoft PowerPoint 2010**.
4. Click to Open.





■ Blank document

- The mouse pointer, the I-beam mouse pointer, and the cursor

Demonstration: Locate the mouse pointer. Watch the mouse pointer turn from arrow to I-beam. Locate the cursor.

Tip! The mouse pointer changes shape depending on where you are on the page. Usually it is an arrow, but if you hover over a blank slide, it turns into an I-beam or four-pointed arrow.

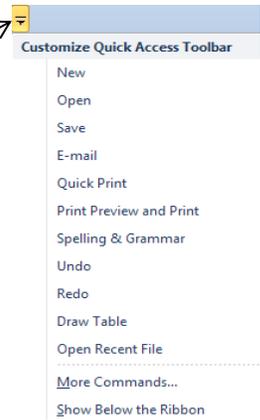
Text Select (I-beam)	appears when you are in a location where you may enter text
Link selector	The link selector hand means there is a hyperlink available.
Resize	options allow you to make windows or images larger or smaller
Busy	means the computer is working and you need to wait for it to finish, sometimes this symbol is an hourglass
Working	means the computer is working but you should still be able to perform other tasks
Unavailable	will appear when you try to use your cursor in a location where you are not allowed to take action



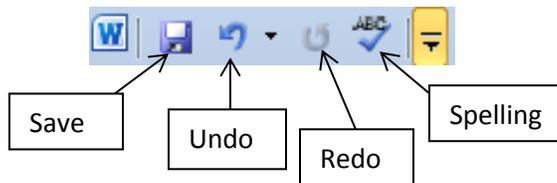
■ **Ribbon**

- Quick Access Toolbar

Click on arrow to customize the Quick Access Toolbar in-order to make frequently used commands more accessible.



- If you were to select Save, Undo, Redo, and Spelling, this is how your Quick Access Toolbar would look:



Undo  **Redo**

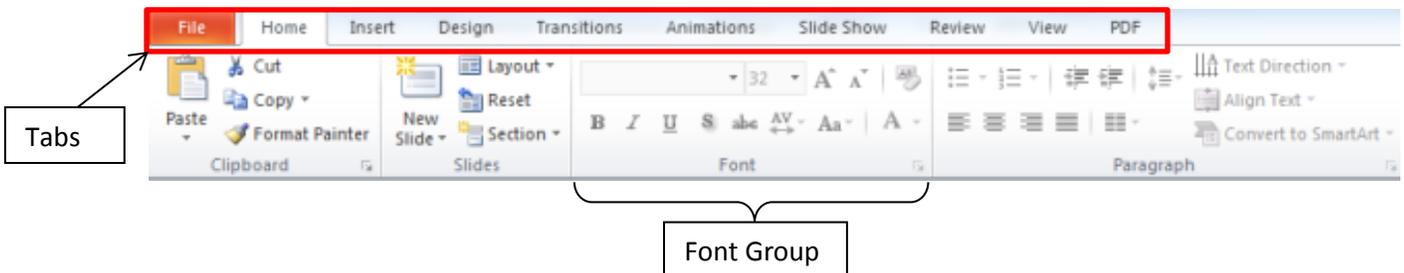
A very useful icon to have on your Quick Access Toolbar is Undo/Redo.

If you make a mistake, you can return your document to how it was before the last action performed by pressing the Undo button. If you change your mind and want to undo your Undo, left-click on Redo and your document will go back to the way it was before you used Undo.

- Tabs/Groups

Demonstration: Clicking different tabs causes the ribbon to change.

Tip! The ribbon is the menu that runs across the top of your screen. Each tab contains a set of groups you might want to use at the same time. Groups are collections of related buttons. Everything from older versions of PowerPoint is here, but it might be in a new place.



- Mouse over

Tip! If you don't know what a button does, you can hold the mouse over it to find out.

Entering and Editing Text

- By default, the first slide is always the title slide (you can change this by clicking on Slide Layout). To add text, click inside one of the text boxes. You will see a blinking cursor appear ready for you to start typing. Wherever the cursor is, is where the text you enter on the keyboard will appear.
- Deleting text: Backspace and Delete

Demonstration:



Backspace removes text to the left of the cursor.



Delete removes text to the right of the cursor

Tip! You can also remove text by selecting and then typing over it.

Text Boxes

A text box is a dedicated area to insert text. Most slide layouts automatically have a large text box area predesigned for your convenience. These text boxes often say something like, "Click to add text".



You may change and delete the default text boxes as much as you like.

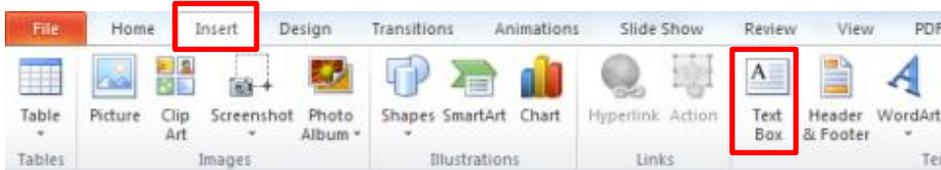
To resize a text box:

1. Select the text box by clicking on the perimeter or inside. You should see the box highlight with a border.

2. On the border you should see little bubbles on the corners and middle of the sides. When you hover your mouse over these bubbles, you will see your cursor change to a two-pointed arrow.
3. Click and drag your mouse on these bubbles to resize the text box. This takes some practice and finesse so don't get frustrated if it doesn't work right away.

To insert a new text box

1. Click on the **Insert** tab, and click on **Text Box**



2. Move your cursor to the slide and notice your cursor has changed to a \downarrow
3. Click and drag your cursor to form a box on your slide. Once you release the left mouse button, your text box will be formed. You can resize and move the box as needed.

Spell check

- o The spell checker helps you find and correct spelling errors (underlined in red). PowerPoint does not check grammatical errors like Microsoft Word.

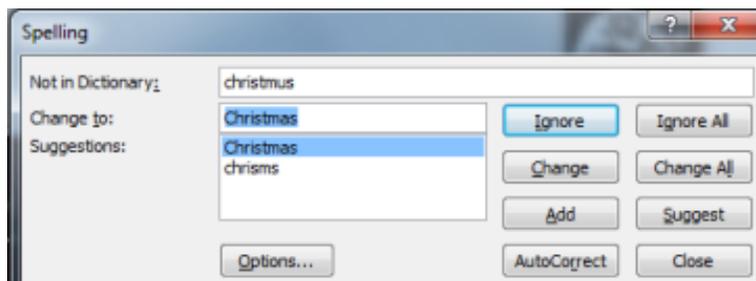
To Use The Spell Checker:

1. On the Ribbon, click on the Review tab.
2. Click on the Spelling icon.



Or

1. Click on the Spelling icon in the Quick Access Toolbar.



- o **Ignore** the word if you want to keep the original spelling. **Change** the word if you want to use the suggested spelling. Select **Ignore All** to ignore all the words spelled the same or **Change All** to change

the entire document. Select “Add” if you are certain the word is spelled correctly, but is not in Microsoft’s dictionary. Select a suggested spelling and choose autocorrect to have PowerPoint make this change automatically in the future.

Tip! You may also right-click over a misspelled word to see suggested spellings and change/ignore right away without searching the entire presentation.

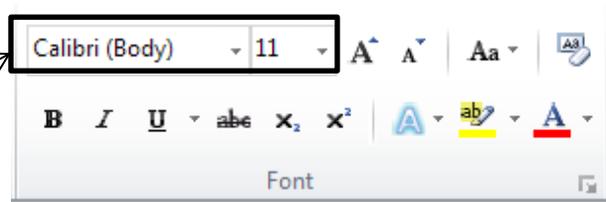
Tip! Microsoft sometimes finds errors but does not know how to fix them. In this case, you must manually correct the error.

Formatting Text

- Home Tab

- Font group

- Font style and size



Demonstration: Select text to change the font style. Demonstrate changing font size both by changing the number and by using the grow/shrink font buttons.

Tip! When you hold your mouse pointer over each font style, you can preview what that change will look like in your presentation. The changes aren’t permanent until you click your selection.

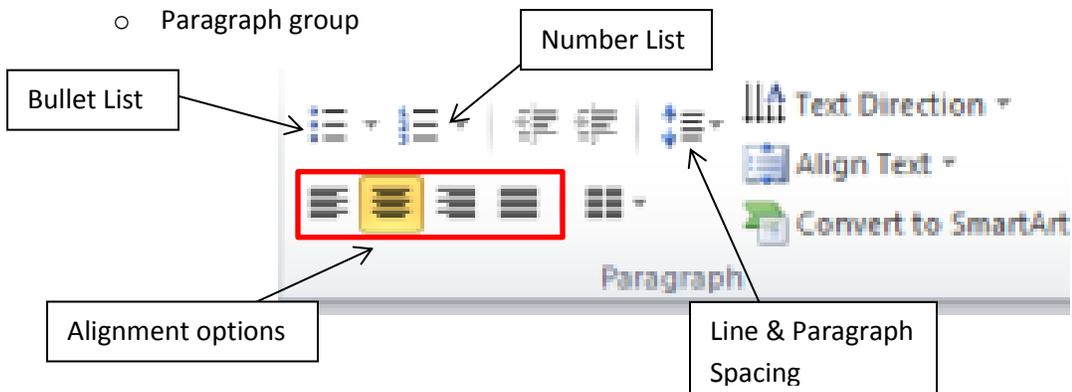
- Bold, Italic, Underline

Demonstration: Change text to bold, italic, and underline.



Tip! Buttons in Microsoft applications often show, rather than tell, what they do. For instance, the button for bold text has a picture of a bold letter B, and the button for italic text has an italicized letter I.

- Paragraph group



Tip! Once you’ve started a bulleted or numbered list, pressing Enter will automatically take you to the next item on the list. You can move right one level on a multi-level list by pressing Tab.

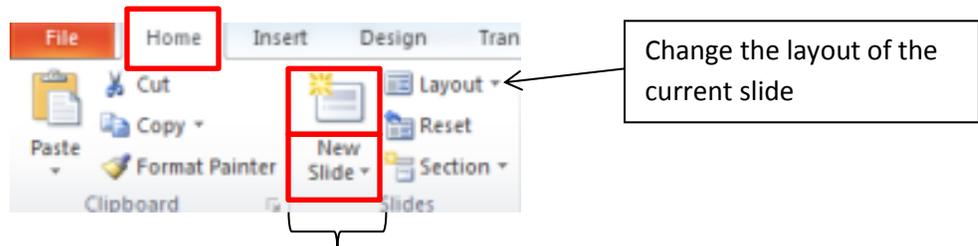


Tip! Left alignment is often the default text alignment, which means that the left edge of your text is straight (aligned), and the right edge is jagged. You can also center your text, align it to the right, or justify it. Make sure the text you want to align is highlighted. Justify stretches the space between text so that both sides are straight. You may notice that books are usually justified.

Inserting and Formatting Slides

To insert a new slide, make sure you are on the **Home** tab, and click on **New Slide**.

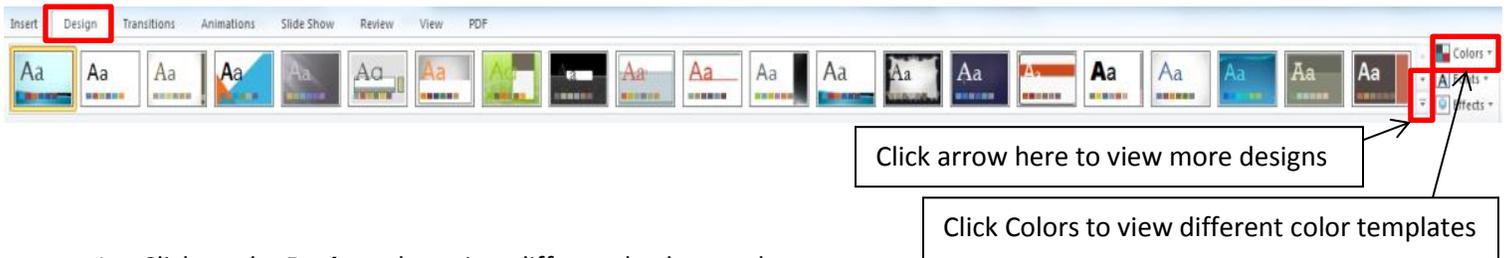
There are two parts to this button. The top part that pictures a slide with a yellow star will insert a default new slide. The bottom part of the button will show different slide layout options. Click on the layout you want and a new slide with that layout will appear.



Two parts to new slide button:

- Insert a default layout slide is top part
- Choose your own layout for a new slide is bottom half

Presentation design



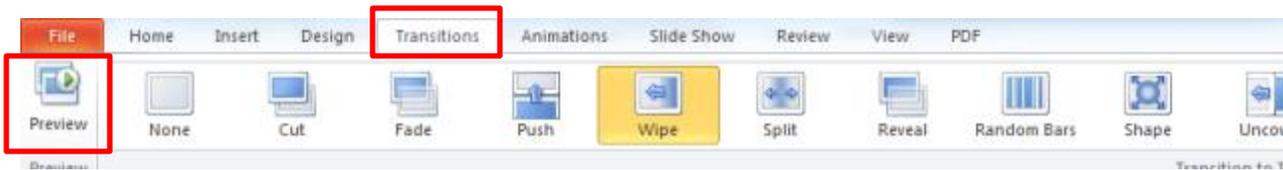
1. Click on the **Design** tab to view different backgrounds.
2. Hover your mouse pointer over the designs to get a preview. Clicking a design will apply it to the whole presentation.
3. You can click on the down-pointing arrow to view more designs. Clicking on **Colors** will show different color templates.

Slide transitions

Transitions are special effects transitioning from one slide to the next. Keep your audience in mind when doing transitions. If it is a professional presentation, keep transitions simple. Dynamic transitions can be distracting for the viewer.

To insert a slide transition:

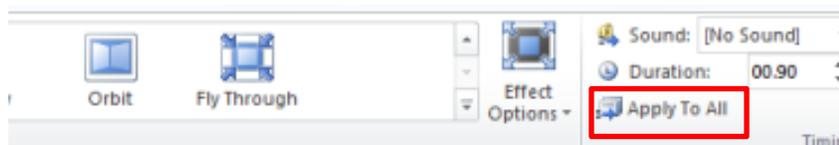
1. Click on the **Transitions** tab and select a transition
2. There is a preview button to see how the effect looks



Tip! Finalize slide design with text and images before doing transitions. You will get a better picture of how the transition works with your presentation.

Apply transition to all slides

There is a button that will change all the slide transitions. Select the transition and click **Apply to All** (it is to the right of the transitions, within the Timing group)

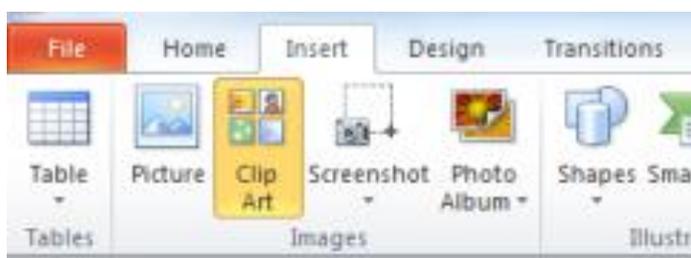


Inserting pictures and clip art

You are able to insert all sorts of graphics into PowerPoint presentations, including pictures, videos, screenshots, tables, graphs, and more. In this class we will do a basic picture and clip art, but check out the **Insert** tab for more options.

- Click on **Insert** tab
- If you have a picture saved on your computer, select **Picture**. If you want to use an image from Microsoft's image library, select **Clip Art**.

If you selected **Clip Art**, a dialog box to the right will open asking you to enter keywords to search images. Enter your search terms and press Enter. A collection of images will appear in the window below. Double-click on the desired image. You may have to resize the image. Resizing images is just like resizing a text box. Click and drag on the border bubbles to resize.



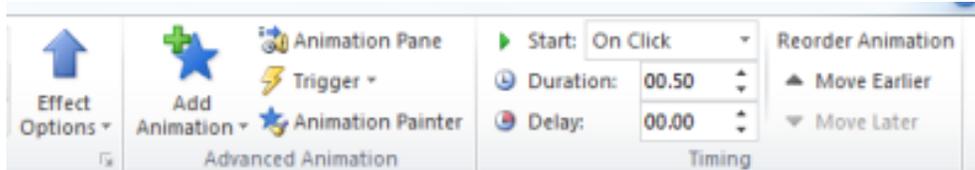
Tip! To download free pictures donated by photographers go to <http://www.morquefile.com/archive>

Animations

Animations are special effects that can be added to text or images.



- Text or image has to be selected to insert an animation.
- Go to **Animations** tab, hovering your mouse over the animation options will give you a preview of what the effect looks like.



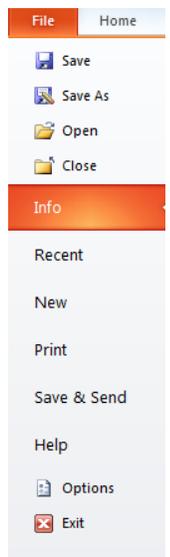
- You can change the direction of the animation through **Effect Options**, how long the animation lasts or is delayed through the **Timing** group, and reorder which animation comes first through **Reorder Animation**.

The File Tab

- **Save and Save As**

Demonstration: The orange File tab opens options on the left side of the screen.

Tip! To save your document, you can choose either Save or Save As. Use the save option when you have already created a name for your document. If you need to create a name for a new document, or save your document under a different name, choose Save As. The Save As menu will open in a new window.



- Compatibility mode

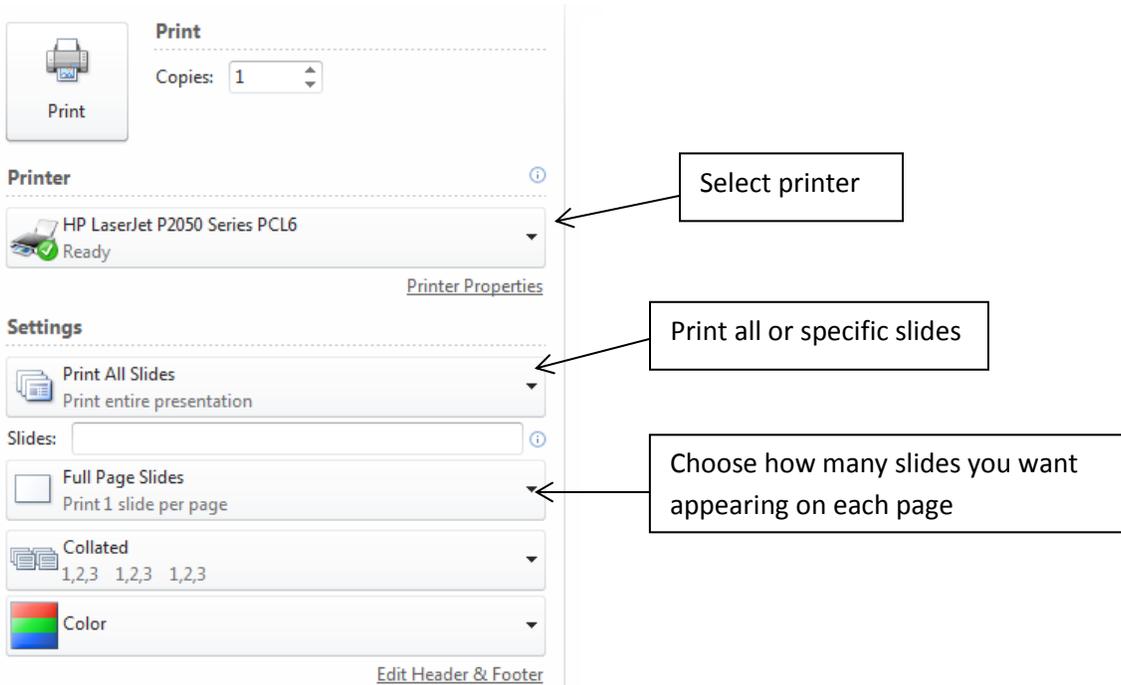
Tip! The default file extension in PowerPoint 2010 is .pptx. These files can only be opened by versions 2007 or newer. You can select to save your presentation as a PowerPoint 97-2003 presentation, which is compatible with all versions of Microsoft PowerPoint. Some features may be lost if you save it at a .ppt instead of .pptx.

Location of presentation

Change file name

Change file type

Print



Demonstration: Select Printer, number of copies, and slides

Tip! The Print menu shows the printers installed on your computer, so it will look a bit different depending on which computer you are using. You can begin by selecting which printer you would like to use, and then choose the number of copies you would like to print. You can also print specific slides instead of the whole presentation.

■ Open

Demonstration: Select Open from the File tab.

- Navigating between open documents

Tip! You can have more than one presentation open at a time without closing the previous one. You can find all of your open files by clicking on the PowerPoint icon at the bottom of your screen.