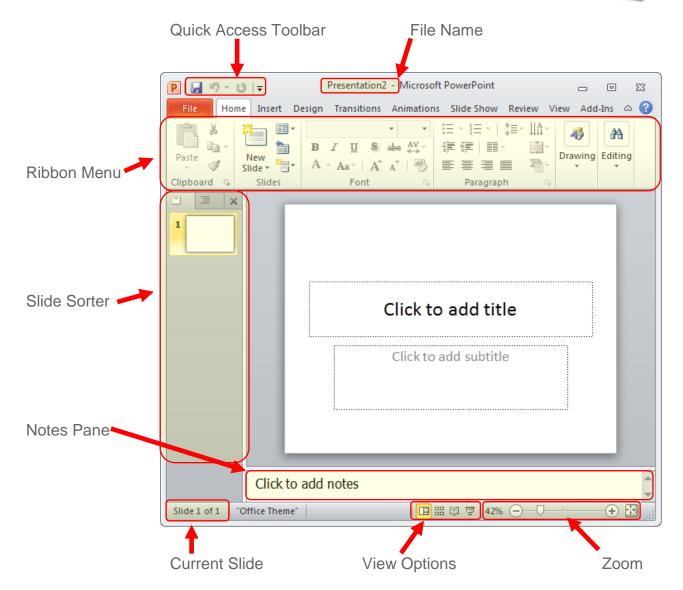# PowerPoint I (Office 2010)

Welcome to PowerPoint for Beginners. This handout covers the latest version, Microsoft PowerPoint 2010. The class provides an introduction to creating a simple multimedia presentation.
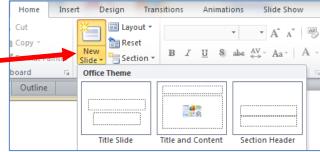
Overview of the PowerPoint 2010 Environment

Quick Access Toolbar

File Name

Ribbon Menu

Slide Sorter

Notes Pane

Presentation2 - Microsoft PowerPoint

File   Home   Insert   Design   Transitions   Animations   Slide Show   Review   View   Add-Ins

Paste   New Slide

Clipboard   Slides   Font   Paragraph   Drawing   Editing

Click to add title

Click to add subtitle

Click to add notes

Slide 1 of 1   "Office Theme"   42%

Current Slide

View Options

Zoom

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City of Santa Monica

Start a New Presentation

- Click on the **File** tab

- Select **New**

- Select the desired template, or the Blank presentation

- Click **Create** or **Download** (if you selected an online template)

Insert a New Slide

- Click on the **Home** tab

- Click on **New Slide**

- Click on an **Office Theme**

Insert Text Box

- To insert a text box:

  - Click on the **Insert** tab

  - Select **Text Box**

  - In the slide, draw the text box:

    - left-click once and hold the mouse button down
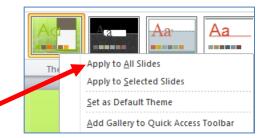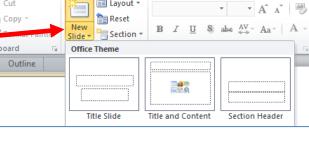   - move the cursor across the screen to *draw* the text box
    - let go of the mouse button

Apply a Theme to the Presentation

- Click on the **Design** tab

- Click on the desired theme to apply it

  Note: To apply a theme to a single or group of slides, *right-click* on the theme, then select **Apply to Selected Slides**
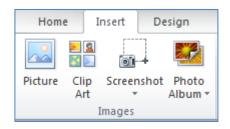
1

View Your Presentation

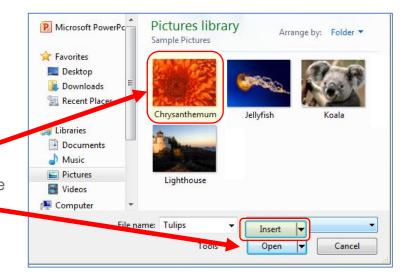- Click on the **Slide Show** tab, then select **From Beginning** (or hit the **F5** key)

  Note: Use the **Space** bar or **Enter** key, or the arrow keys on the keyboard, to navigate through the slide show
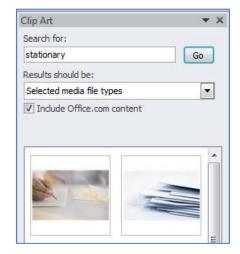
Inserting Images

- **Picture** versus **Clip Art**

  - **Picture** – for images that are on your computer

  - **Clip Art** – for images built-in to Microsoft's image gallery

- Insert an image from the PC

  - Click on the **Insert** tab

  - Select **Picture**

  - Find and then click on the image you wish to insert

  - Click on **Insert** to insert the image into the slide

- Insert an image from **Clip Art**

  - Click the **Insert** tab

  - Select **Clip Art**

  - Type your search term, then click on **Go**

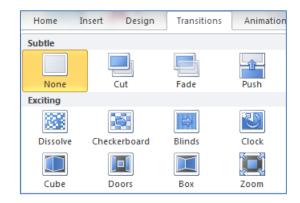 - Left-click *once* on the desired image to insert it to the slide

Slide Transitions

- Select the **Transitions** tab

- Click on a slide transition to view and apply to the current slide

  To change a slide's transition, simply click on the new transition

- To apply the transition to all slides in your presentation, click on **Apply to All**
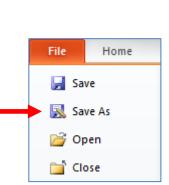
Custom Animations

- Click on an object or text to animate

- Click on the **Animations** tab

- Click on **Add Animation**

- Select an animation to apply it

  Note: Click on **Animation Pane** to modify existing animations.

Saving & Package for CD

- **Save** your Presentation

  - Click on the **File** tab

  - If you are saving for the first time, select **Save As…**

  - If you selected **Save As**:
    - select the location to save the file (such as the **Desktop**)
    - type in the name of the file
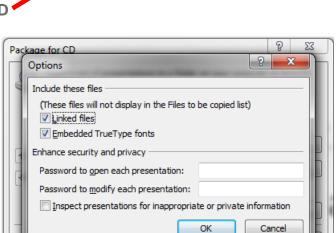   - click on **Save** to finish

    Note: To save changes to an existing file, click on **Save**; changes made to the file will be saved.

- **Package for CD**

  Use **Package for CD** if you plan to show your presentation on a different computer. This preserves the font type, and packages a copy of the **PowerPoint Viewer**

  - Click on the **File** tab

  - Click on **Save & Send**

  - Select **Package Presentation for CD**

  - Name the CD (optional)

  - Click on **Options…**

  - Check the box next to **Embedded TrueType fonts**

  - Click on **OK**

  - Select the appropriate option:
    - **Copy to Folder…**
    - **Copy to CD**

- **Printing**

  - Click on the **File** tab

  - Select **Print**

  - Select your options, such as the number of copies, color or gray scale, full page slides or handouts, etc.

    Important: You may **Preview** the print job before printing; this is highly recommended!

  - When the print settings are set as desired, click on **Print**