

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 like 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) .

Changing a Slide's Layout

Choose HOME, then , 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 text placeholder, or create a new slide if you are in the text 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 Indentation

1. (Click) in the paragraph to change.
2. Choose HOME, then  or .

Using the Outline Tab

Use the Outline tab to see an overview of your slide's main points, add a lot of text, and rearrange points. To display the Outline tab, (Click)  in the left pane. To show slide text, (Double-Click) .

Rearranging Bullet Points or Paragraphs

For paragraphs, the following steps must be done using the Outline tab.

1. (Press) 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. .

Changing the Text Size

1. Select the text to change.
2. Choose HOME, then select from Font Size , or set the number and press <Enter>. Or, (Click) Increase or Decrease Font Size  or  to change size in increments.

Enhancing Text: Bold, Italic, etc.

1. Select the text.
2. Choose HOME, then from , , , , or .

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 to which 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 , 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 show 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 Small box in the vertical scroll bar and the number of the desired slide appears, then release.

Tip: mouse keys...

Next or last slide
Next slide
Previous slide

Press this...

Home or End
Page-down
Page-up

Shortcuts

Increase/decrease indent
Move paragraph up/down
Copy shape attributes
Paste shape attributes
Increase/decrease font size

All Slides: → / ←
All Slides: ↑ / ↓
Ctrl+Shift+C
Ctrl+Shift+V
Ctrl+Shift+> or <

Slide show shortcuts

View shortcuts during show
Go to a slide number

F5
<Number> (then <Enter>)

Black/White/lock the screen.
White/unlock the screen
Next slide or step

B or . (period)
W or . (comma)
(Click)
Speaker
Enter

Previous slide or step

→ or ←
Page Down
Backspace

Next slide or step

F6
4- or ↑
Page Up

Previous slide or step

3 or +
ESC or Ctrl-Break
Press <Ctrl> while (Clicking)

Next slide or step

Ctrl+P
Ctrl+A
Ctrl+E
Ctrl+R
Ctrl+D

Next slide or step

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Desktop - My Book of Computer Science Class 5 Sayan Banerjee,Swati Goel,Goyal Brothers Prakashan,2013-04-01 Goyal Brothers Prakashan

EBOOK: Using Information Technology Complete Edition Brian Williams,2012-03-16 EBOOK Using Information Technology Complete Edition

Citrix XenDesktop & XenApp 7.7/7.8 Göran Eibel,2016-05-04 This book provides an in depth insight into the new architectures and concepts of current Citrix XenDesktop and XenApp technologies for central provisioning of desktops and applications It is aimed both at newcomers to the Citrix virtualization world and at those upgrading from previous versions All the necessary steps for the creation of a design and the development and operation of a complete scalable virtualization environment are discussed in a detailed and practical manner Valuable advice and comprehensive background information also feature in this solution oriented compendium making it an indispensable companion for IT solution architects consultants and administrators

Boot-Click-Enter - 4 Gurpreet Bindra, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The CCE compliant series is based on an interactive approach to teach various concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The books for classes 1 5

are introductory They introduce students to the basic features of Windows 7 and MS Office 2010 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD

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Visual Basic 2010 Programmer's Reference Rod Stephens, 2010-03-26 Visual Basic expert Rod Stephens shows you how to leverage the latest features of VB 2010 Microsoft Visual Basic VB is the most popular programming language in the world with millions of lines of code used in businesses and applications of all types and sizes The new release of Visual Basic 2010 is tightly integrated with the Windows operating system and the NET programming environment Renowned VB authority Rod Stephens provides a comprehensive guide to Visual Basic programming including the latest enhancements to the VB language and programming environment with Visual Studio 2010 The tutorial is packed with detailed and practical code examples that show readers how to master all of the features of VB Visual Basic authority Rod Stephens presents a must have resource on Visual Basic the most popular programming language in the world Fully covers the newest features of Visual Basic 2010 such as array literals and initializers collection initializers implicit line continuation Lambda expressions and more Features extensively revised and tested code to ensure compliance with the latest release With this essential resource you'll be able to quickly review the details of important programming objects properties methods and events Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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Computer quick reference charts Beezix Software Services, 2010 A collection of laminated quick reference guides showing step by step instructions and shortcuts for how to use Microsoft Office Word 2010 Powerpoint 2010 and Excel 2010

Microsoft Windows Server 2012 Administration Instant Reference Matthew Hester, Chris Henley, 2013-06-24 Fast accurate answers for common Windows Server questions Serving as a perfect companion to all Windows Server books this

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Reviewing **Microsoft Powerpoint 2010 Reference Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Microsoft Powerpoint 2010 Reference Guide**," an enthralling opus penned by a highly acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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