

Microsoft PowerPoint 2010

☐ Overview

Starting PowerPoint 2010	9
Closing PowerPoint 2010	9
Getting to know the PowerPoint 2010 workspace.	9
Using the ribbon.	11
Moving the Quick Access toolbar	11
Showing/hiding buttons on the Quick Access toolbar	12
Undoing the most recent actions.	12
Re-doing undone actions	12
Repeating the last action	13

☐ View

Showing/hiding ScreenTips.	14
Customizing the status bar.	15
Changing views.	15
Displaying rulers/gridlines	18
Changing the zoom level	18
Displaying a presentation in greyscale or in colour.	19
Managing window displays	20

Presentations

☐ Creating presentations

Creating a basic presentation	23
Creating a presentation using a template/theme.	23
Creating a photo album.	26
Creating a new presentation from an existing presentation	27
Creating a presentation using an outline file	28

☐ Managing presentations

Opening a presentation.	29
Opening a recently used presentation.	30
Closing a presentation	31
Saving a presentation	32
Opening an unsaved presentation.	33
Using autosaved versions	33
Using PowerPoint 2010 presentations in previous versions of PowerPoint.	35
Using presentations from versions prior to PowerPoint 2010 or 2007	36
Using OpenOffice Impress presentations in PowerPoint 2010	37
Saving a presentation in PDF or XPS format.	38
Saving a presentation as a template	40
Saving a presentation as an outline	40
Protecting a presentation with a password	41
Displaying/updating presentation properties	41
Sending a presentation by email.	42
Saving a presentation on SkyDrive	43
Opening a presentation saved to SkyDrive	45
Sending a link to a presentation saved to SkyDrive	47

☐ Printing

Creating page footers (printing slides option)	49
Creating page headers and footers (printing Handouts, Notes Pages and Outline Views)	49
Changing the page orientation for printing	50
Printing presentations using the Quick Print option.	51
Printing a presentation	51

Elements in a presentation

☐ Slides

Introduction	53
Changing the slide orientation	53
Changing slide size	53
Scrolling through slides.	53
Selecting slides	54
Numbering slides	54
Using placeholders on a slide.	55
Creating a slide	55
Changing the layout of a slide	56
Deleting slides	57
Copying/moving slides	57
Duplicating slides	58
Inserting slides from other presentations.	58
Inserting slides from an outline file.	60
Using sections	60

☐ Master View

Working in Master view.	63
Getting to know Slide Master view.	63
Managing placeholders in Slide Master view	66
Changing the Handout Master.	67
Changing the Notes Page master.	68

☐ Themes

Applying a theme	70
Choosing a default theme	71
Customising the theme colour scheme.	71
Customising theme fonts	72
Customizing theme effects	73
Saving a theme.	74

☐ Background

Applying backgrounds	75
Hiding background graphics.	75
Customising backgrounds	75

Text

☐ Typing text

Typing titles/subtitles/texts.	81
Typing a bulleted list	81
Typing notes.	82
Managing AutoFit options	83
Moving around inside a text placeholder	84
Selecting text inside a placeholder.	84
Modifying text	85
Inserting special characters	85
Working with the outline pane	86

☐ Reviewing text

Correcting a spelling error	87
Checking the spelling of a whole presentation	87
Checking spelling in another language.	88
Translating one or more words	89
Searching for synonyms	90

Searching for text	91
Searching for and replacing text	91
☐ Character formats	
Changing character case.	93
Changing font and font size	93
Replacing a font	94
Changing character formats	95
Changing text colour.	95
Changing character formats using the mini toolbar	96
Changing character spacing.	97
Apply WordArt styles to text.	97
Changing text fill.	98
Changing text outline	98
Applying special text effects	99
Copying character formatting	100
Cancelling all text format changes	100
☐ Paragraph formats	
Managing bullets	101
Numbering paragraphs	102
Changing line spacing in paragraphs	103
Changing spacing between paragraphs	103
Changing paragraph justification	103
Changing paragraph indentation.	104
Managing tab stops	104
☐ Text layout	
Changing vertical text alignment	105
Modifying text orientation	105
Arranging text into columns	106

Creating objects

☐ Ready-made shapes	
Drawing ready-made shapes	107
Drawing a curve or a freehand shape	108
Making a freehand drawing	108
Remodelling a shape	109
Replacing one shape with another	109
Changing points on a shape.	109
Drawing an action button	109
☐ Text box	
Inserting a text box	111
Inserting a WordArt object	111
Changing the formatting of a text box	112
☐ Tables	
Inserting a table.	115
Drawing a table	115
Selecting inside a table	116
Inserting/deleting rows/columns.	117
Merging cells	117
Splitting cells.	117
Sizing a table	118
Changing row height/column width	118
Changing cell alignment.	118
Changing the direction of cell text	119

Changing table quick styles	119
Changing quick style options on a table.	120
Changing cell shading	120
Applying a background to a table	121
Applying borders to table cells.	122
Applying special effects to cells	122

Pictures

Inserting a picture file.	123
Inserting clipart from the library	123
Inserting a Screenshot	126
Changing picture borders	126
Using Picture Styles	127
Applying special effects to a picture.	127
Applying an artistic effect to a picture	128
Changing the shape of a picture.	129
Fitting the picture to the shape or filling it.	129
Softening the edges of a picture	130
Making one of the picture colours transparent	130
Changing the brightness, contrast and sharpness of a picture	131
Changing picture colours	131
Changing colour saturation and tone	132
Cropping pictures	133
Trimming a picture	135
Resetting the original picture	136
Compressing pictures	136
Disabling picture compression	137
Setting picture resolution	138
Converting one or more objects into pictures	138
Converting one or more slides to pictures	138

Multimedia

Inserting a video file	140
Inserting a video from the library	140
Inserting a video from a Website	141
Playing back a video.	142
Changing the video frame size	142
Changing the video frame border	143
Changing the shape of the video border	143
Cropping the video frame.	144
Applying a style to a video	145
Applying a special effect to a video	145
Changing the colour of a video	146
Changing the brightness and contrast of a video	147
Changing the video image	147
Changing video playback settings	148
Inserting an audio file	148
Inserting a sound from the library	148
Recording a sound	149
Changing sound playback settings	149
Showing/hiding audio or video clip playback controls	149
Trimming an audio or video clip.	150
Adding/removing bookmarks.	150
Compressing an audio or video clip	151

Diagrams

Inserting a diagram.	153
Managing bullets in a diagram	154
Managing diagram shapes	155

Changing the general settings of a diagram	156
Converting text boxes/pictures to diagrams	156

☐ **Charts**

Inserting Charts.	157
Modifying chart data.	158
Switching chart rows and columns.	160
Selecting elements on a chart.	160
Changing the chart/series type	161
Applying a ready-made style to a chart.	161
Displaying/hiding chart elements	162
Inserting a picture/ready-made shape/text box on a chart	162
Changing the content of an updateable text box	162
Changing the horizontal axis	162
Changing the vertical axis	163
Changing data labels.	164
Applying a style to a chart.	165
Changing text direction in a chart element	165
Changing the format of numeric values on a chart.	166
Changing the overlap/gap width on bar chart series.	167
Changing a pie chart.	167
Joining points on a line chart.	168

Changing objects

☐ **Managing objects**

Introduction	169
Selecting objects	169
Using the Selection and Visibility pane	170
Removing objects	172
Moving objects	172
Copying objects	173
Duplicating objects.	173
Sizing objects.	174
Precision Positioning.	175
Positioning objects on the grid	175
Using drawing guides	176
Aligning objects	176
Distributing objects	177
Rotating an object	177
Changing the overlay order of objects.	179
Grouping/ungrouping objects	179
Associating an action with an object	180

☐ **Appearance of objects**

Introduction	181
Applying a quick style to an object	181
Changing an object's fill settings	181
Changing the outline of an object	182
Applying special effects to an object.	182
Applying/customising a shadow effect.	183
Applying/customising glow effects	184
Customising a 3D effect	185
Changing line endings	187
Copying an object's format	188

Slide show presentation

☐ Animations

Introduction	189
Applying an animation effect	189
Choosing effect options.	192
Creating a custom motion path	194
Adding a further animation effect.	196
Replacing one animation effect with another	197
Previewing animations.	197
Displaying the Animation Pane	197
Selecting one or more animation effects.	198
Removing one or more animation effects.	198
Re-ordering animation effects	198
Changing the way an animation is initiated	199
Timing an animation effect.	200
Repeating an animation effect	201
Adding a sound to an animation effect	202
Changing an object's colour or hiding an object after its animation has run	203
Customising the animation effect on an object containing text	203
Customising an animation effect on an Audio or Video object	204
Copying animation effects from one object to another	205

☐ Slide show

Managing slide show settings	206
Running a slide show.	207
Using Reading View.	207
Advancing through slides/running animation	208
Hiding slides in the slide show	209
Showing a black/white screen during the slide show.	210
Hiding/showing the pointer during a slide show	210
Changing the pointer to a laser pointer	211
Writing ink annotations during a slide show	211
Recording a narration, timings and laser pointer movements during the slide show	213
Setting up timings	214
Applying visual transition effects to slides	215
Applying a transition sound effect to slides.	216
Creating and showing custom slide shows	217
Getting to know the Presenter view.	218
Saving the slide show	219
Saving the slide show as a video	220
Broadcasting a slide show to remote workstations	222

Various advanced features

☐ Hyperlink

Creating a hyperlink	225
Selecting a hyperlink.	228
Changing/deleting a hyperlink	229

☐ Group work

Managing comments.	230
Marking a presentation as final	231
Comparing presentations	232
Accepting or rejecting changes	234

☐	Customising the PowerPoint interface	
	Customising the Quick Access Toolbar	235
	Customising the Ribbon.	236
	Exporting/importing the Ribbon and Quick Access Toolbar.	240
	Restoring the default settings for the Ribbon and Quick Access Toolbar	241
☐	Other applications	
	Importing data from Microsoft Excel or Word	243
	Inserting an object from another application	244
	Exporting a presentation to Microsoft Office Word	245
	Using PowerPoint Viewer.	246
Appendices		
	Keyboard shortcuts	249
	Computer aided presentation – good practice	253
	Index	257