

# Microsoft PowerPoint 2010

## Basics

# Microsoft PowerPoint 2010 Basics

## Creating a Slide Show Presentation

2.0 hour

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This workshop assumes no experience with Microsoft PowerPoint.

**Topics:**

- |                               |                          |
|-------------------------------|--------------------------|
| - Intro to PowerPoint         | - Adding Content         |
| - Creating a New Presentation | - Applying Designs       |
| - Slide Layouts               | - Printing Presentations |

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**Scott Young**  
Training Specialist, Educational Technologies  
Information Technology Training

[training.health.ufl.edu](http://training.health.ufl.edu)  
352.273.5051 (O)  
352.273.5053 (F)  
[scott.young@ufl.edu](mailto:scott.young@ufl.edu)  
P.O. Box 100152  
Gainesville, FL, 32610-0152



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## What is PowerPoint?

PowerPoint is a graphical presentation program used to organize and present information. PowerPoint presentations consist of a number of individual pages or "slides." Slides may contain text, graphics, sound, movies, and other objects that can be freely arranged.

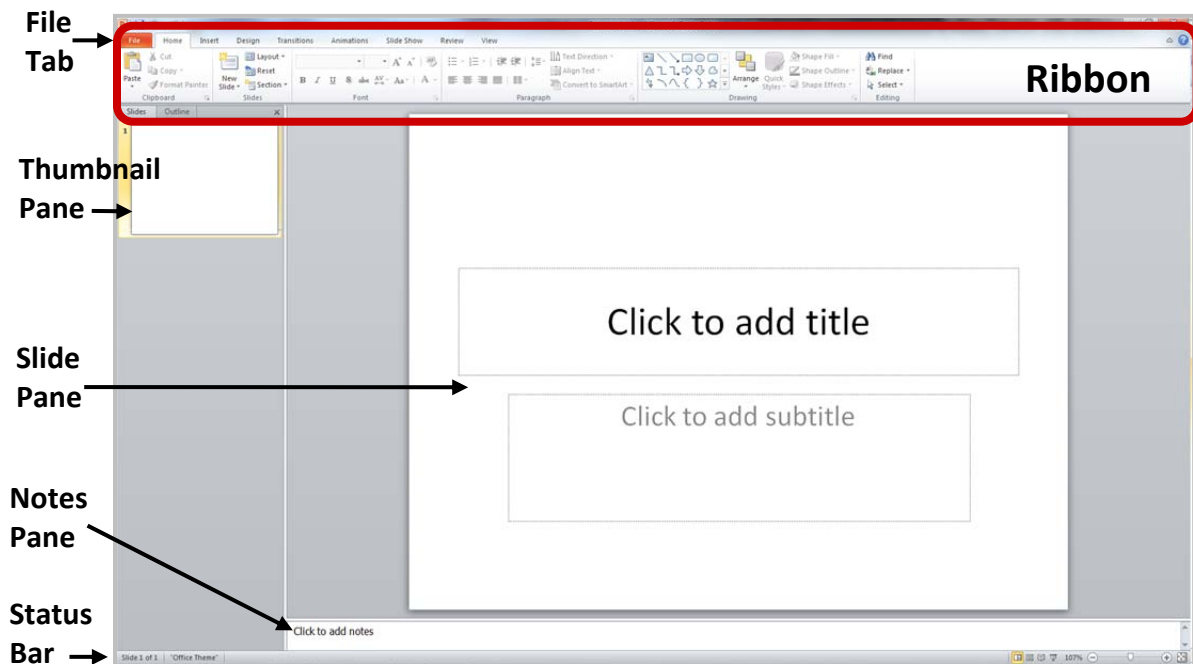
Presentations can be printed, displayed live on a computer, or navigated through at the command of the presenter. For larger audiences, the presentation is often projected onto a large screen. Handouts, speaker notes, or outlines can also be produced from the slides.

## PowerPoint 2010 Editing Window (Normal View)

The **Normal View** in PowerPoint features several commonly used **Tabs**, **Panes**, and **Tools**. We'll use **Normal View** as we create and design our presentation.

### *The Ribbon*

The Ribbon replaces the menu bar seen in previous versions of PowerPoint. The Ribbon groups items that are most likely to be used together. There are several frequently used tabs, such as **File**, **Home**, **Insert**, **Design** and **View**. Clicking on each tab activates a group of relative commands, menus, and buttons. There are also contextual tabs that only show up only when needed, such as Text Box Tools, Picture Tools, Drawing Tools and Chart Tools. To activate those tools, click on the associated object.



## Opening PowerPoint

To open a PowerPoint 2010 presentation, click on the **File** tab in the upper left corner.



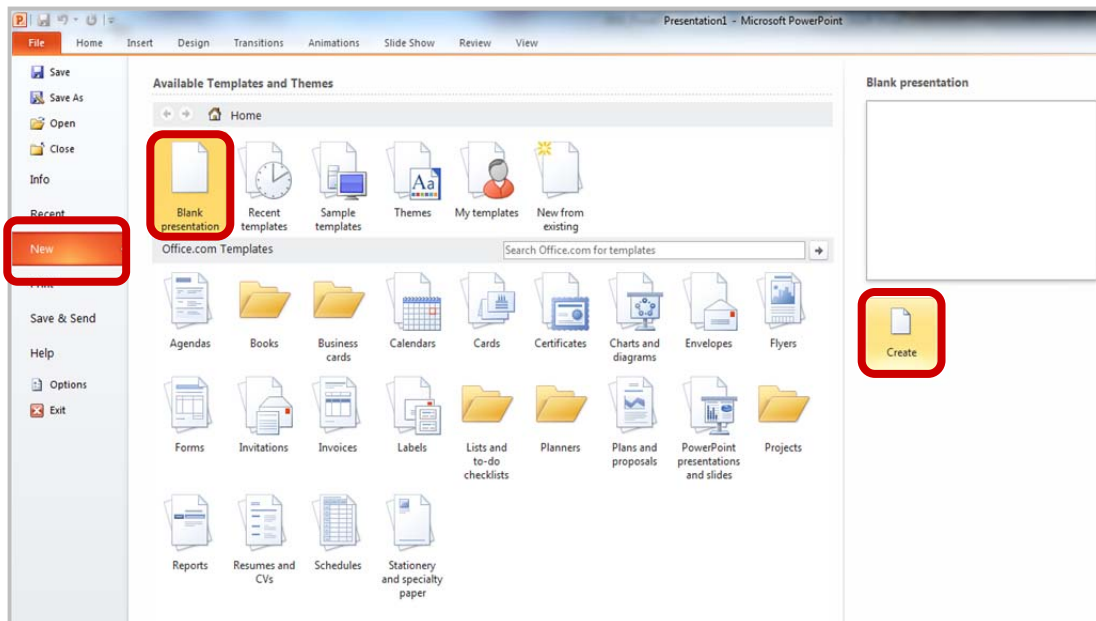
- The most common choices for opening a presentation are:
  - **New** - allows you to open a **Blank presentation** or you may choose from a selection of **Templates** and **Themes**.
  - **Open** - lets you navigate to an existing file to view and/or modify a presentation that has already been created.
  - **Recent** – displays a list of your most recently created presentations and their file locations.

## Creating New Presentations

The **New** selection gives you several options:

- **Blank presentation** creates a new presentation using default settings for text and color. These slides will not include content or design elements.
- **Templates** and **Themes** are used to create a new presentation based on pre-designed slide styles. These options also do not include content.
- **New from existing** will use the formatting of a previously created presentation.

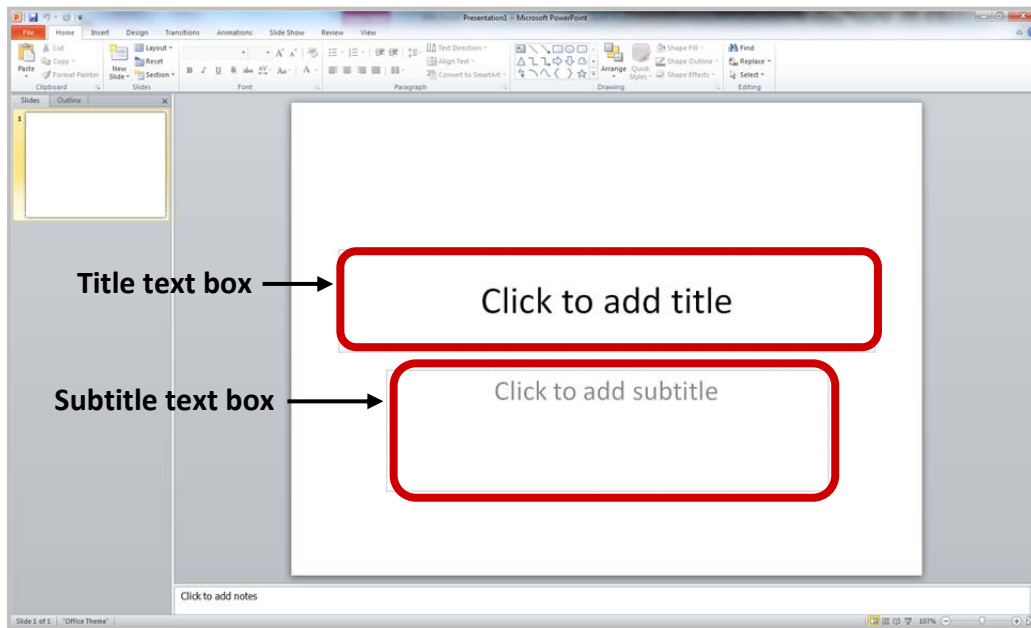
For this exercise, we'll start with a **Blank presentation**. Select **New**, choose **Blank presentation** and click on the **Create** icon.



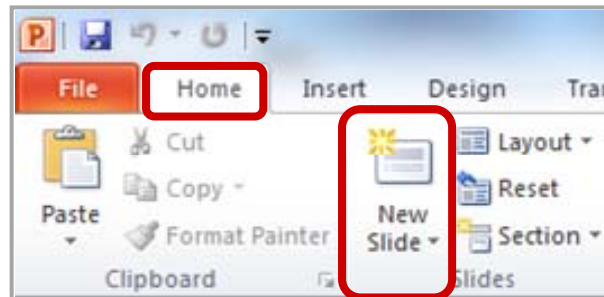
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## PowerPoint Slides

When you choose to create a blank presentation, PowerPoint will open a presentation with a **Title Slide**. Once the **Title Slide** is open, you'll see a slide with two placeholder text boxes for a title and a subtitle. Click inside the placeholder box and type to add the title. If you want a subtitle, click and type inside the smaller placeholder. If you don't want a subtitle, you can just ignore its placeholder box.



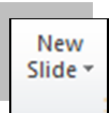
To add a **New Slide**, make sure you're on the **Home** tab. The **New Slide** button will add slides to your presentation.



The **New Slide** button has two parts:



Clicking on the top part will automatically insert a new slide. If you have just created a **Title** slide, the new default layout will be a **Title and Content** slide (for details, see the section on slide layouts).



Clicking on the bottom will give you a choice of layouts. You can choose which layout you want for your next slide. Select a slide layout by clicking on its image in the **Office Theme** gallery.

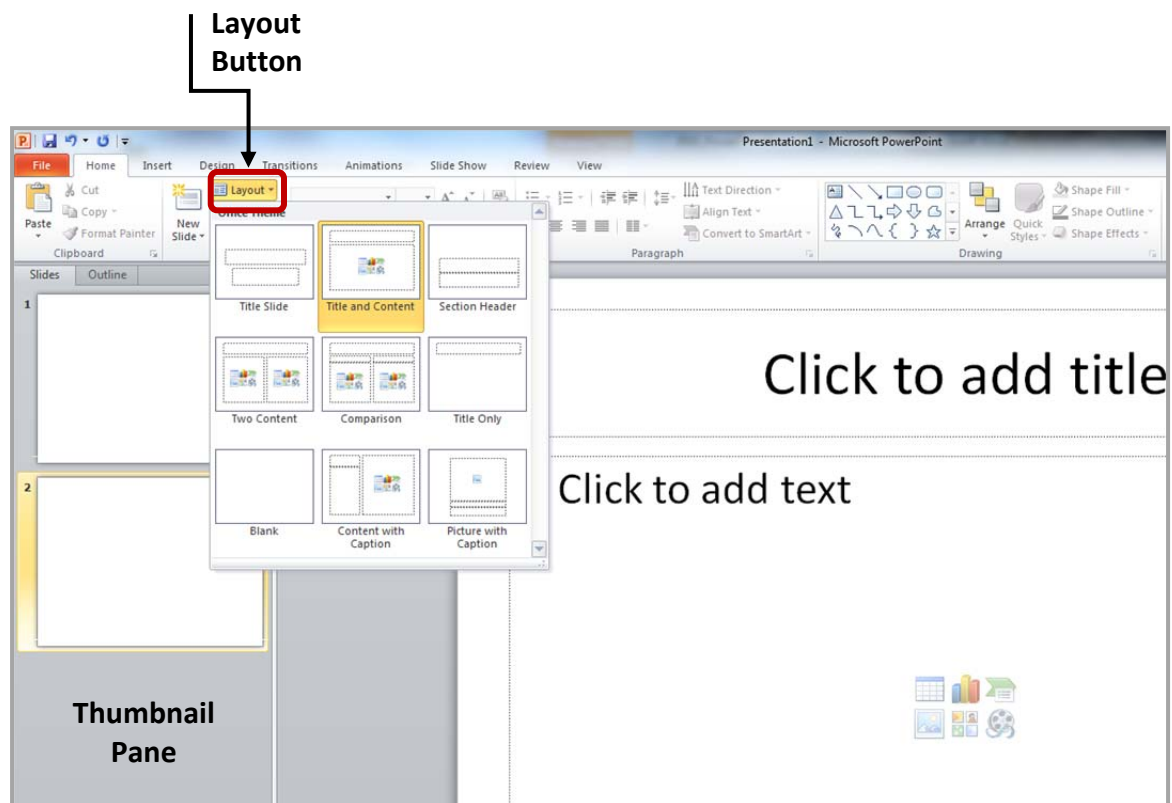
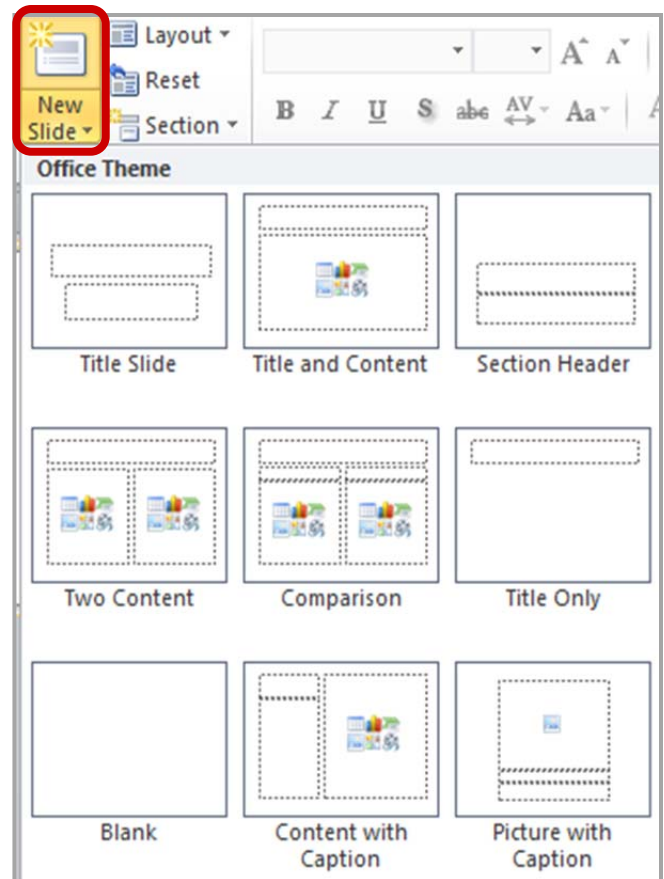
## Slide Layouts

There are several standard slide layouts to choose from when adding new slides.

A unique layout can be chosen by clicking on the bottom half of the **New Slide** button in the **Home** tab. When the layout gallery opens, click on the style you want and a new slide with that layout will appear in your presentation.

Each layout caption describes the layout type. Content can be text, tables, charts, graphics, pictures, clip art, or video.

If you decide later that the layout you chose doesn't work well for a particular slide, select the slide by clicking on it in the **Thumbnail** pane. Next, click on the **Layout** button in the **Slides** group of the **Home** tab. Click on a new layout and it will change the layout of the slide.

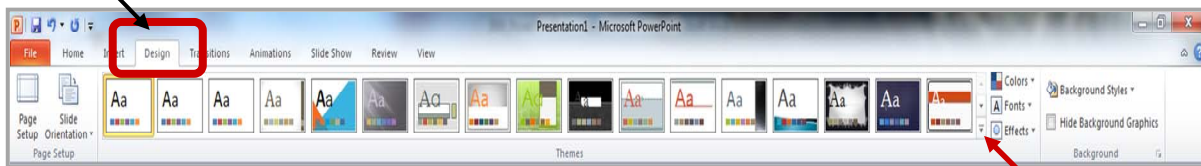


## Applying a Theme

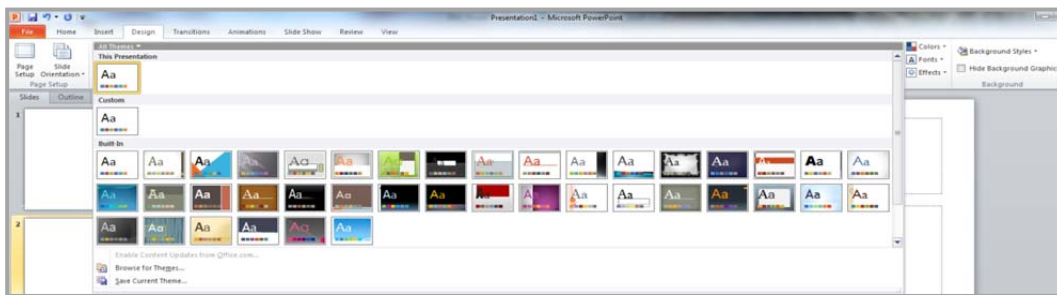
Once a new presentation has been created, a design or color scheme can be added. Remember to use color carefully to enhance your presentation, not detract from it. You'll want to maintain good contrast between the background color and the text color. Consider using a light colored background and dark text (or vice versa), but avoid busy backgrounds and primary colors. Use sans serif fonts like Arial, Calibri, and Helvetica for titles and size them between 44 – 60 points. Sub-headings should be between 32 – 40 points, and body text between 18 – 32 points. Try not to use more than two fonts.

PowerPoint has many pre-set designs and themes that include complimentary colors and fonts. To add a theme to a presentation, go to the **Design** tab in the ribbon. There are several themes immediately available. To use one of the built-in themes, just click on its thumbnail.

### Design Tab

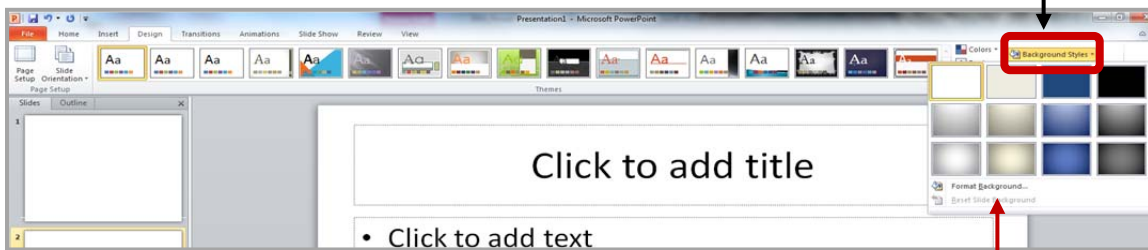


On the right side of the **Theme** thumbnails, there's a scroll bar and an **Arrow Down** button, which will offer more designs, as seen below. If you're online, you can get more themes from Microsoft Office Online. (Your office program must be a genuine Office product to get online templates).



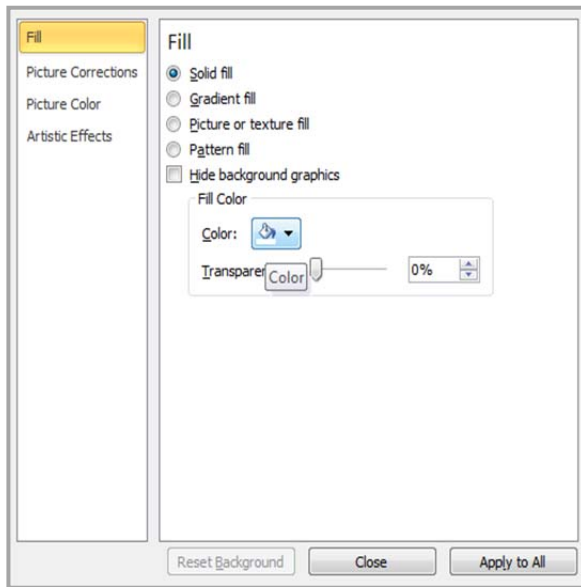
If you don't want to use a theme, you can add **Background Styles**. From this selection, you can add some preset background styles that change according to the colors you've chosen.

### Background Styles



### Format Background...





Using the **Format Background** feature, you can choose fill colors, gradients, transparencies, textures, or pictures for your background.

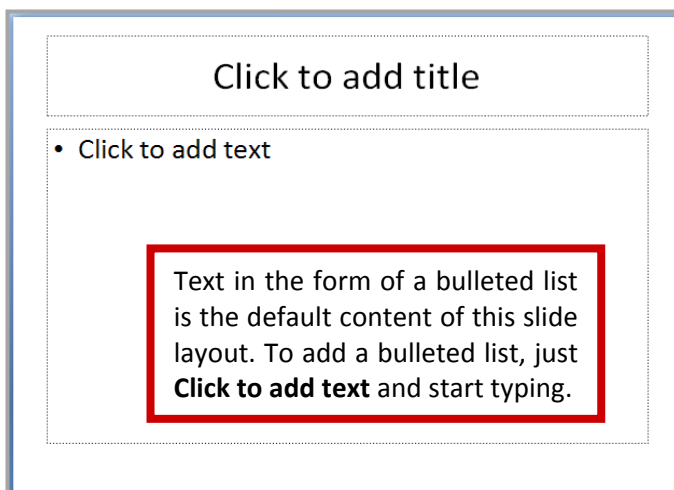
When you have the desired background fill effect, select **Close** to apply it to the selected slide or choose **Apply to All** to add the background to all of the slides in the presentation.

Designs can be added to all of the slides or to selected slides. To select multiple slides, click on a slide in the **Thumbnail** pane of the navigation bar and then hold down the control key and click on any other slides you want to apply the design to.

## **Text**

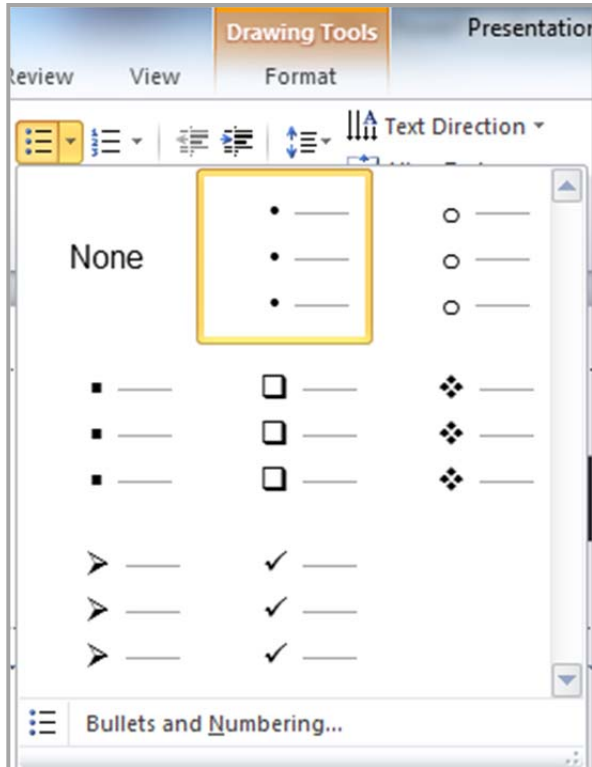
### ***Formatting Bulleted Lists***

In PowerPoint, you can easily modify a slide's default bulleted list. Click inside the text box, and the **Format** tab will automatically be highlighted. Click on the drop down triangle next to the **Bullets** button in the **Paragraph** group.



**Bullets Drop Down Button**

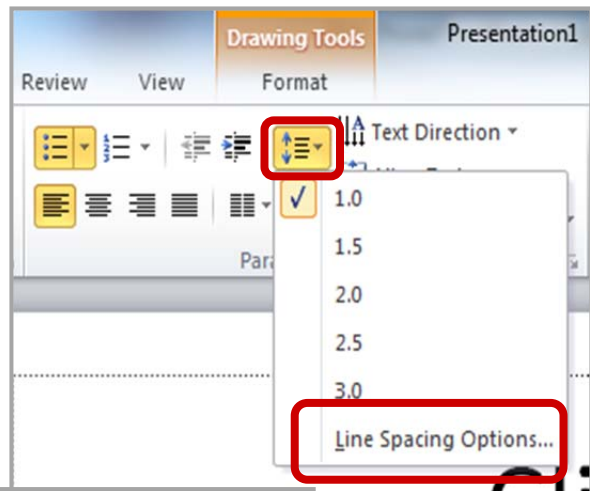




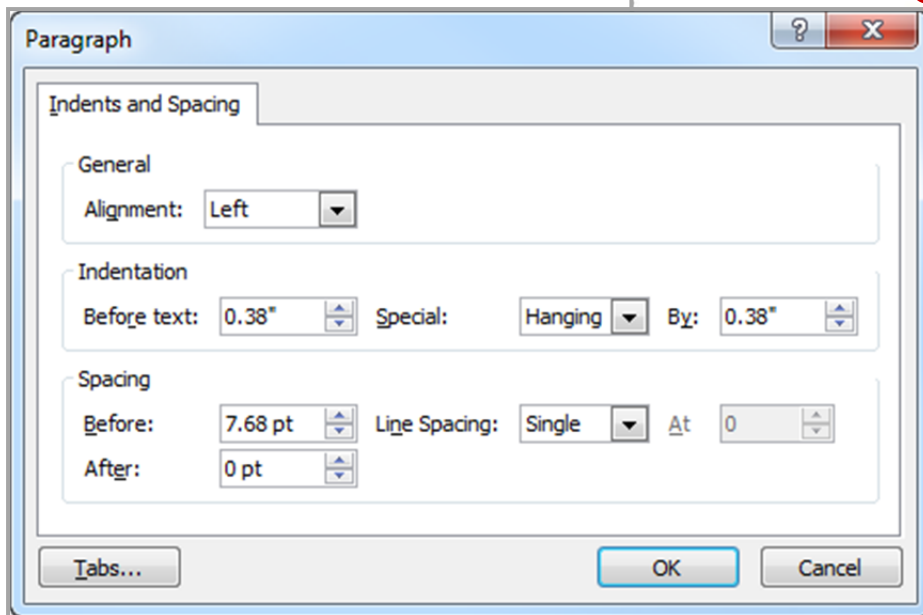
From the **Bullets and Numbering** menu you can make various changes to your list:

- The bullet size relative to the text
- The color of the bullet
- The shape of the bullet using either a picture or a character

You may also want to adjust line spacing between paragraphs or lists. You can do this through the **Paragraph** group of tools by clicking the **Line Spacing** button and selecting **Line Spacing Options**.

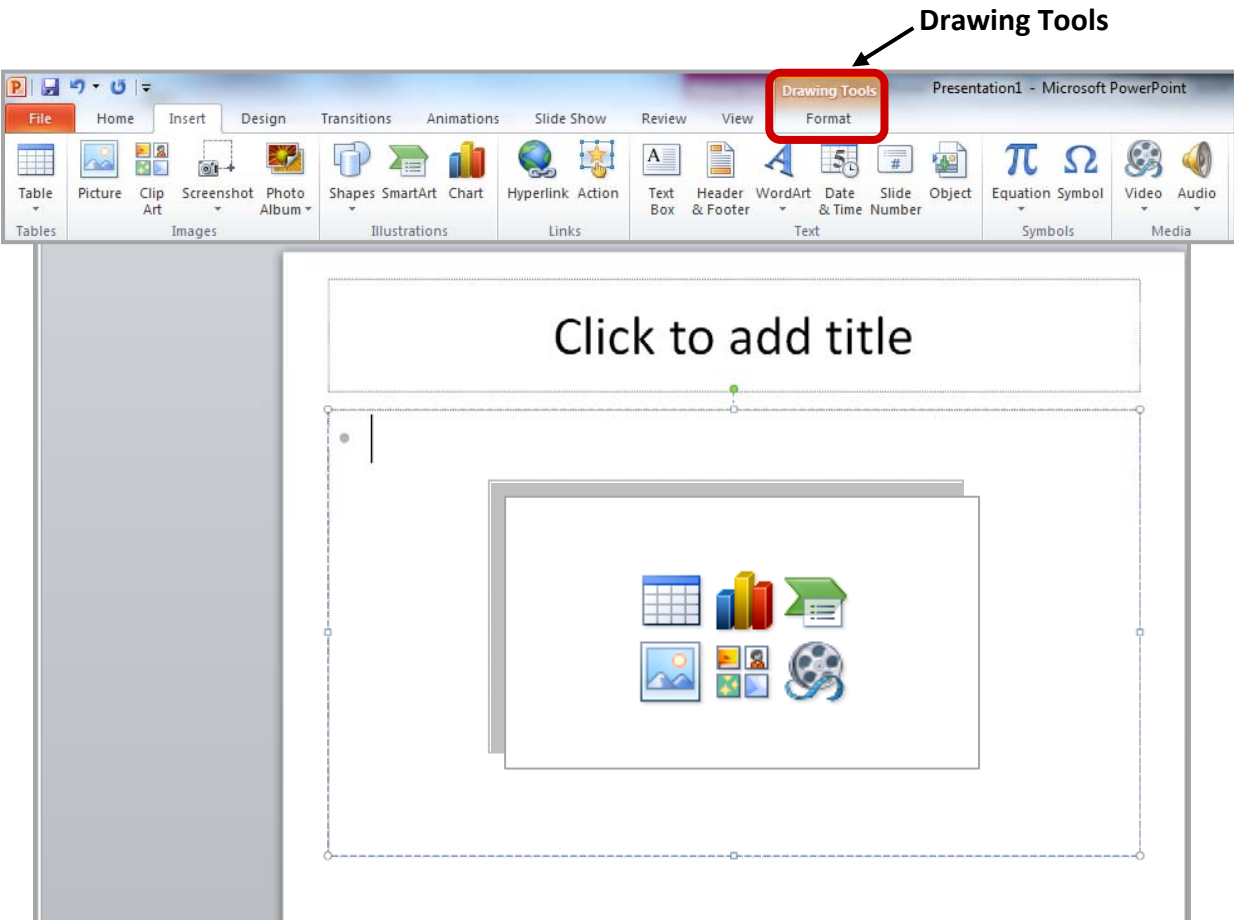


**Indents and Spacing** controls will open in a separate dialog box.

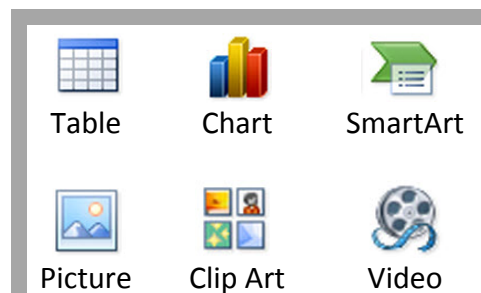


## Adding Content

Text is the default content of the slide below. The format for the default text is a bulleted list. To add text, click and begin typing. To add other content, click on the icon within the content group on the new slide. Each icon will open the appropriate dialog box or task pane in the **Drawing Tools** contextual tab.



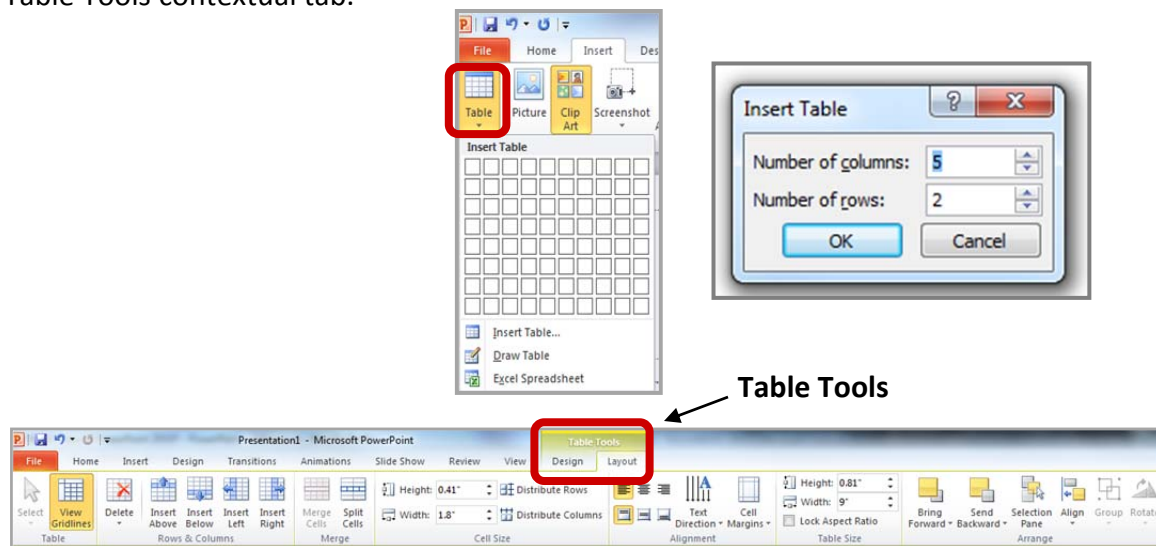
The icons represent the six standard graphical elements that you might want to insert.



Clicking on an icon will open the associated dialog box. Note that these icons, as well as several other insertion options, are also displayed in the **Insert** tab on the Ribbon.

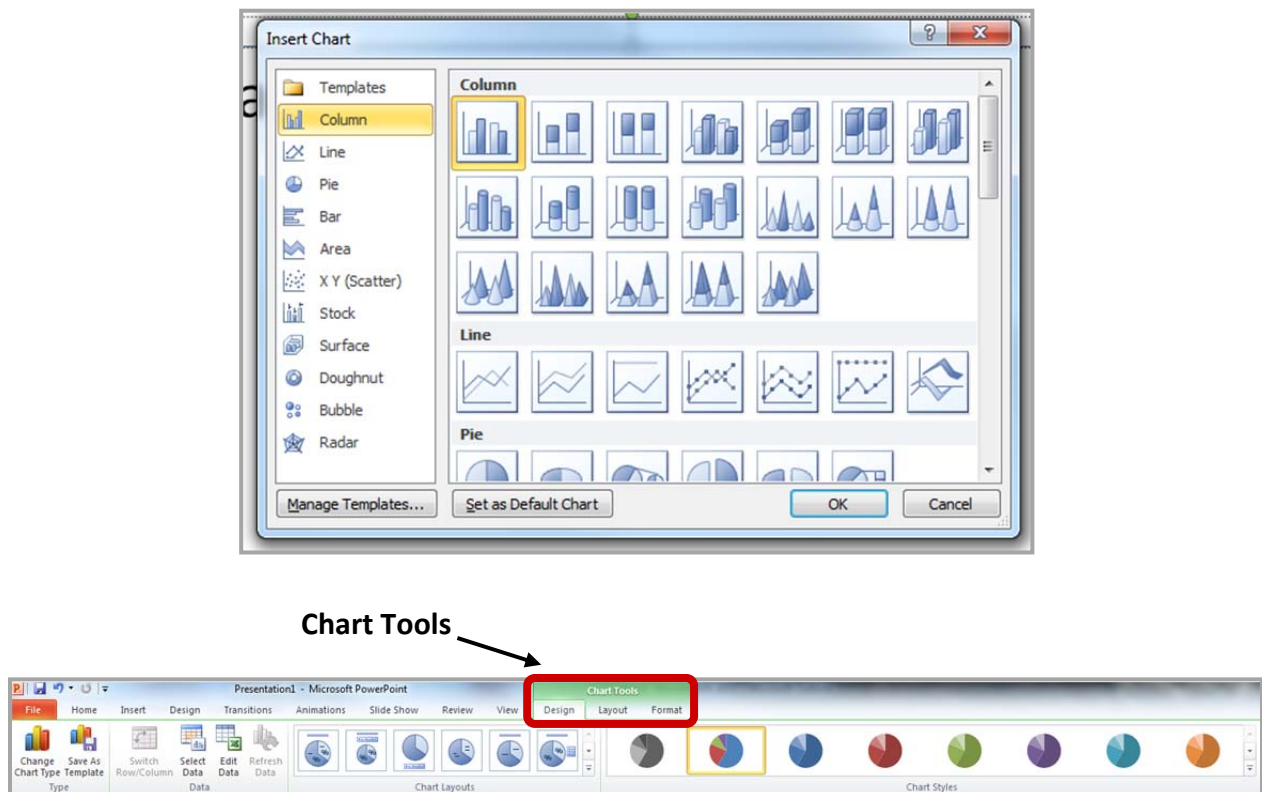
## Tables

Set the number of columns and rows as needed in the Insert Table dialog box and click OK. Methods for editing and the design and layout of your table are located on the Table Tools contextual tab.



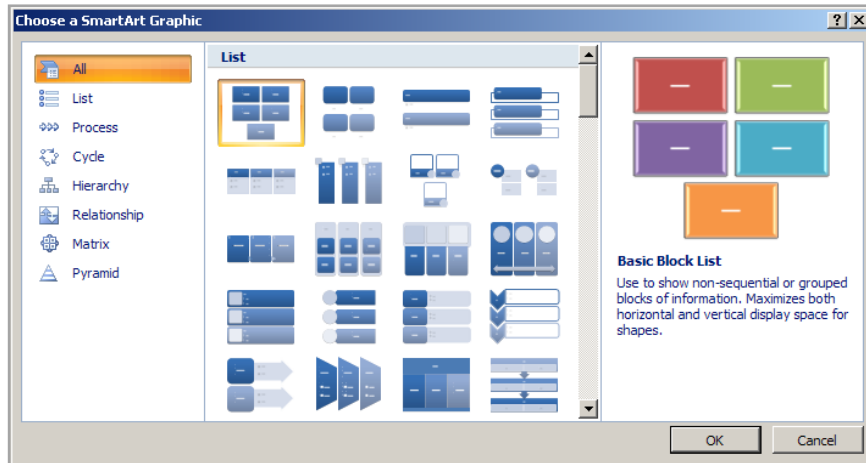
## Charts

Select the type of chart you want and click OK. Once inserted into the slide, you can click on the chart to activate the **Chart Tools** contextual tab, where you'll find tools for editing chart data and changing layouts and styles.



## SmartArt Graphics

SmartArt graphics are shapes that are designed to represent the relationship between things or people. You might use SmartArt for an organizational chart or a timeline. SmartArt styles and layouts can be formatted in the **SmartArt Tools** contextual tab.



## Pictures

Rather than using too much text on your slides, consider using ***pictures along with text*** as a more interesting way to communicate your ideas. You can put lots of text into the **Notes Section** and refer to that as you're speaking.

When browsing for images, keep in mind that pictures imported from web sites are low resolution, and are typically used for on-screen presentations and web pages. If you're going to print handouts, be sure to use images that are at least 180 dpi (dots per inch).

**Notes Section** →

How do we Succeed as a Team?

- Team building is creating a work culture that values collaboration
- In a *teamwork* environment, people understand and believe that thinking, planning are better done cooperatively
- We're open and receptive to ideas and input from others on the team.
- At *Whatever Corporation*, we believe that we're only as strong as our team
- "None of us is as good as all of us"

## Clip Art

To locate Clip Art, enter a keyword in the **Search for** box and click **Go**. You may need to try different words to find exactly what you're looking for.

### *A word about Clip Art:*

Many of the images are a bit "cartoonish" and should be used sparingly, so if you're looking for an image for teamwork...

Try something like this...

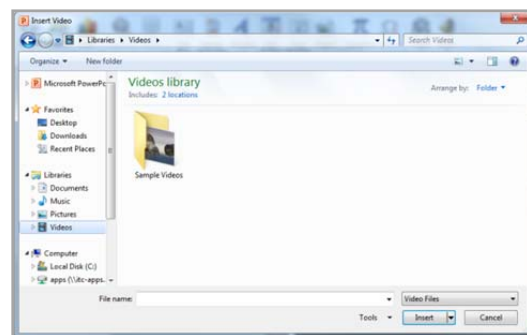


Not this!

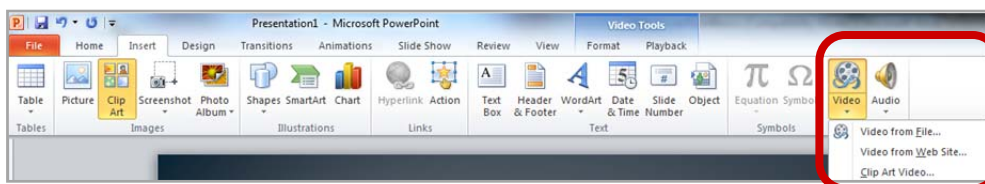


## Videos / Media

You can embed a video or link to a video from your presentation. If you want to limit the size of your file, you can link to a video file on your local drive or to a video file that you uploaded to a web site, such as YouTube or Hulu.



All options to insert video or audio are located on the **Insert** tab, in the **Media** group.

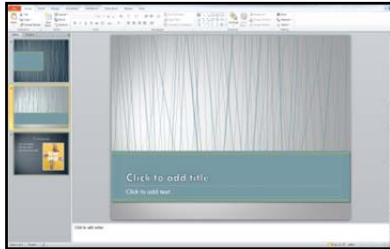
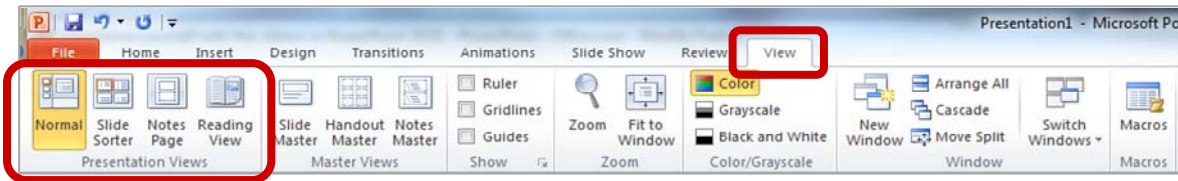




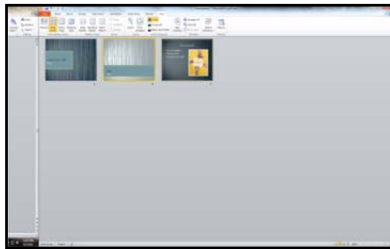
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## Viewing Presentations

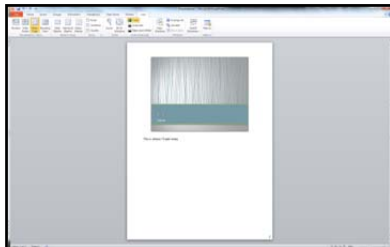
There are four different ways to view your presentation in PowerPoint. The views can be accessed using the buttons in the status bar, or by using the **View Tab** on the Ribbon.



**Normal View** displays a single slide as it appears in the presentation, as well as thumbnails and an outline tab, where you can organize the structure. Speaker notes can be added in the bottom section of this window. This view is used to create and edit slides.



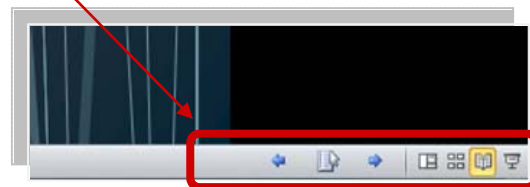
**Slide Sorter View** shows thumbnails of your slides. From this view you can reorder slides by dragging and dropping them, or you can set the timing for the slide show. You can also hide slides in this view. Hiding a slide will keep it in the file, but it will not show when you view the presentation.



**Notes Page View** allows the speaker to create notes to use during a presentation. Each page corresponds to one slide. These can be printed to assist the presenter during the presentation. Use this view when you're composing speaking topics.



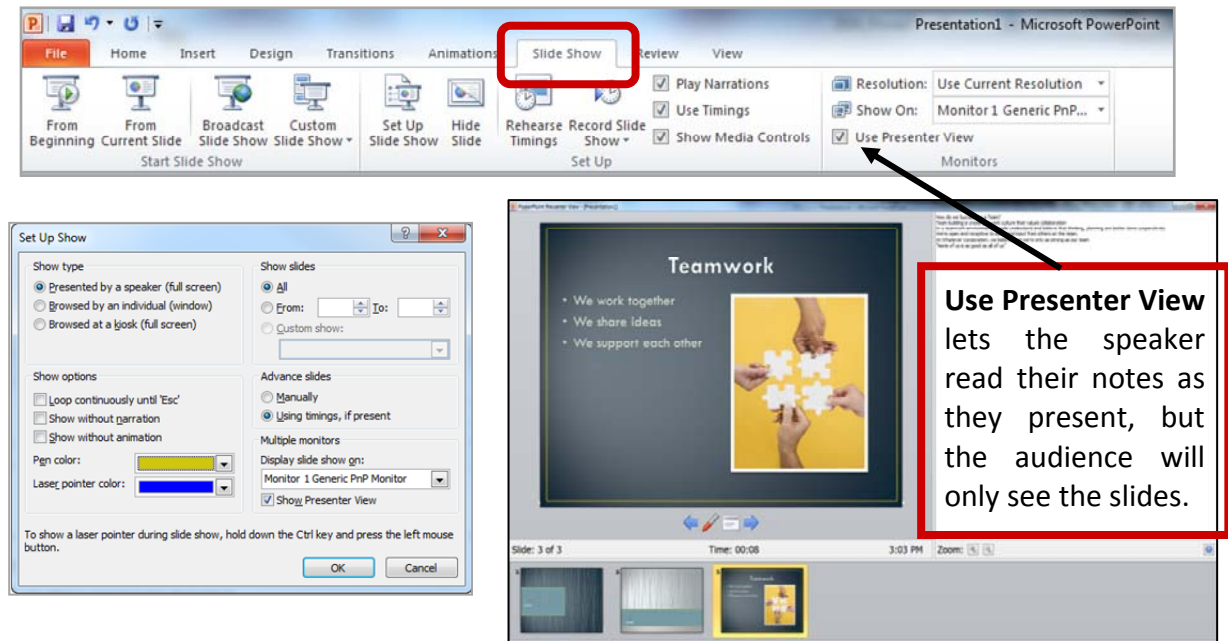
**Reading View/Slide Show View** displays the slides as an audience will see them. Use the arrows and icons on the lower right side of the **Status Bar** to advance slides or switch views.



Use the **Esc** key to return to Normal View.

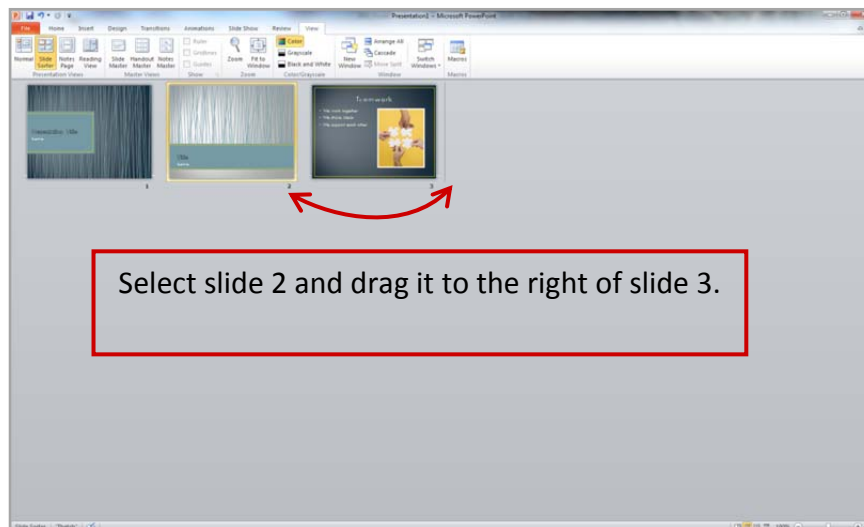
## Slide Show Tab

The **Slide Show Tab** allows you to review the slide show from beginning to end or from the current (active) slide. You can also control how the show will be presented and rehearse timings in the **Set Up Slide Show** drop down box.



## Changing the Order of Slides in a Presentation

In the slide sorter view, click and hold down the left mouse button and drag the slide to a new location. You'll see a line where the slide will be placed when you release the mouse button. This can also be done in the Thumbnail pane area of the Navigation bar.



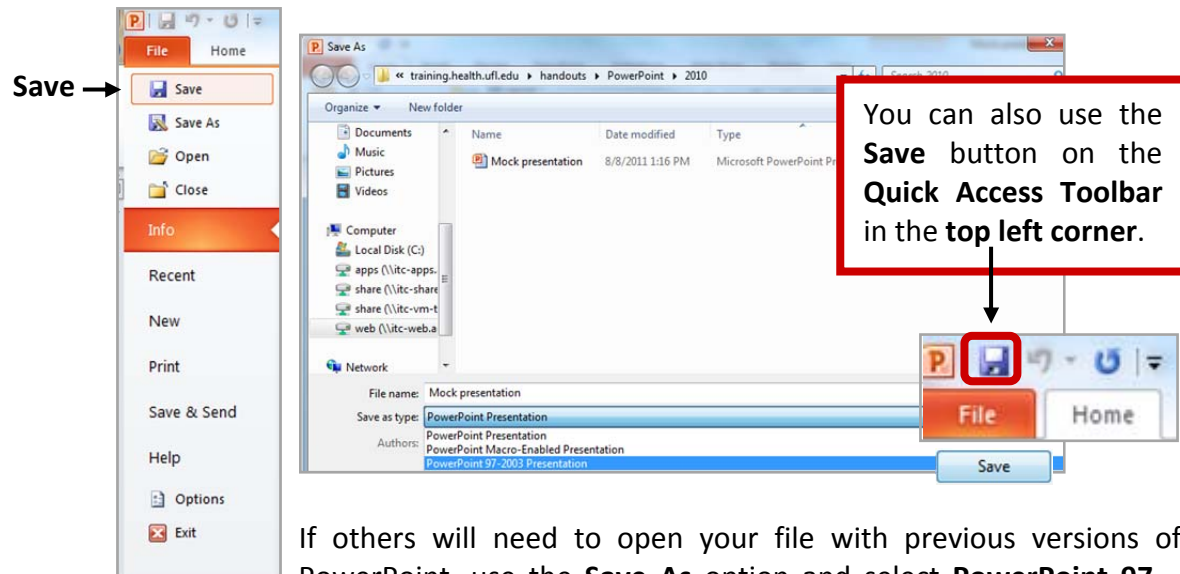
## PowerPoint Help

If you need help at any point while you're creating or presenting a PowerPoint slide show, you can press the F1 key on your keyboard to get content-specific help.



## Saving a Presentation

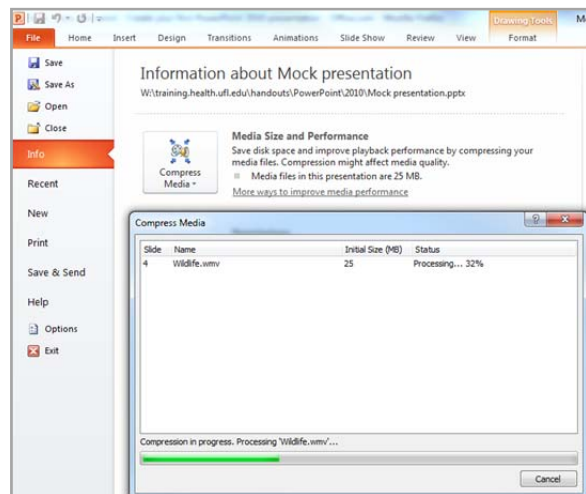
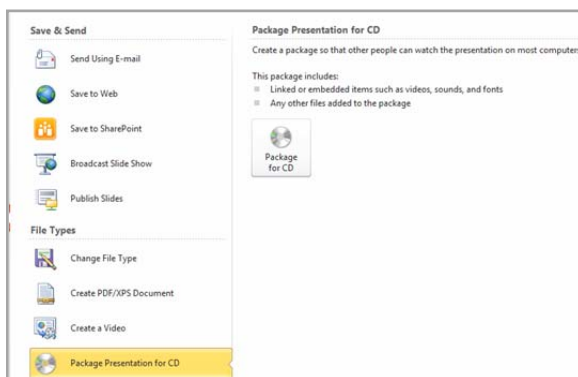
You can save a file by clicking the **File** tab, choosing **Save**, typing a descriptive name into the **File Name** window, and then clicking the **Save** button.



If others will need to open your file with previous versions of PowerPoint, use the **Save As** option and select **PowerPoint 97 – 2003 Presentation** from the **Save as type** menu.

## Save and Send to Others

If you need to send your presentation to someone else, the best way to is to use the **Save & Send** option. You can send an attachment of your file using **Send Using E-mail**, but if you have large media files, such as videos, you'll need to compress those first to make a smaller file. Select the **Info** tab and click the **Compress Media** button and choose **Presentation Quality**.

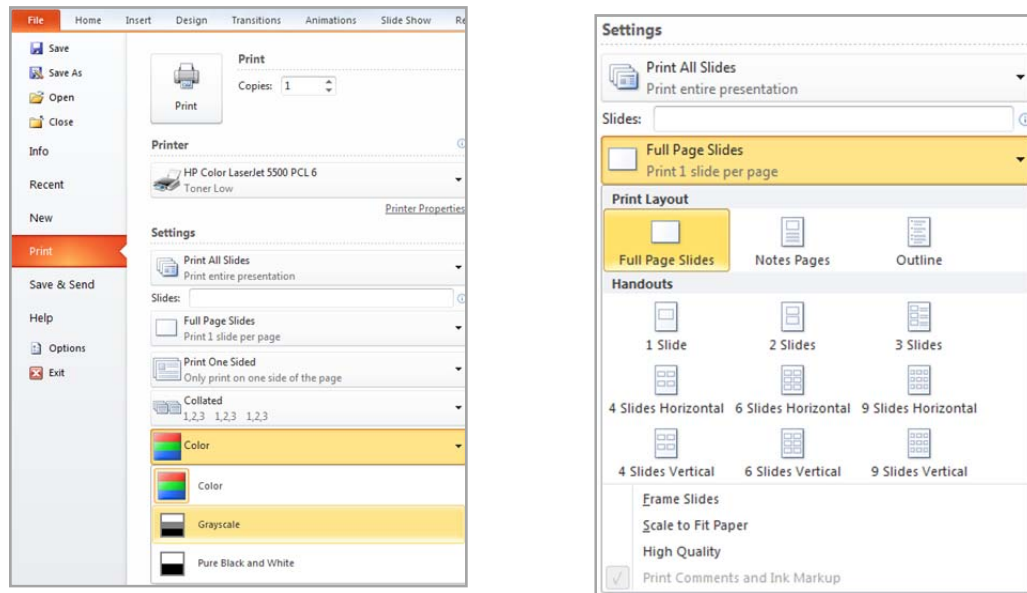


You also have the option to **Package Presentation for CD**. This allows you to add other files or to add a PowerPoint Viewer so that the presentation can be run on a computer that does not have the PowerPoint program. You can also add any linked files such as video or audio.

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## Printing your Presentation

PowerPoint offers several print options to help you prepare your presentation. You can print slides, handouts, and/or notes to support your presentation.



### *Types of Print Layouts*

- **Print All Slides** prints out the entire presentation, one slide per page, usually landscape. If you have color graphics on your slides and a large number of pages to print, you may want to print in Grayscale or Pure Black and White.
- **Notes Pages** will print one slide per page and have room for your presentation notes (if you type them in).
- You can print a text outline of your slides with the **Outline** option.
- **Handouts** can be printed with one, two, three, four, six or nine slides per page. When printing handouts with multiple slides per page, you also have the option to print the pages horizontally or vertically.

### Exiting PowerPoint

There are several ways to close your file and exit PowerPoint. From the **File Button**, click **Close**, if you have not saved your presentation, PowerPoint will prompt you to save. Click **Yes** to save your presentation and your changes, click **No** to discard your changes and close the file.

To close the presentation and exit the program, choose **Exit** or use the **X** in the upper right corner of the PowerPoint window. You'll be prompted to save the presentation if any changes have not been saved.