Microsoft PowerPoint 2010 Product Guide

Office Microsoft

Table of Contents

Introduction **1**

PowerPoint 2010: At-a-Glance **2**

Make the media fit the message 2

Create extraordinary presentations 2

Get easier access to the right tools, at the right time 3

Save time and simplify your work 3

Redefine working together on presentations 4

Work when and where you choose 5

PowerPoint 2010: A Closer Look **6**

Embed, Edit and Format Video *New!* 6

Insert Video from Web Site *New!* 9

Video and Audio Controls *New!* 9

Picture Editing Tools *New and Improved!* 11

Insert Screenshot *New!* 12

Slide Transitions *Improved!* 13

Animations *Improved!* 14

Animation Painter *New!* 15

Additional Office Themes 16

Additional SmartArt Graphics *Improved!* 17

Equations *New!* 19

Inking *Improved!* 19

Smart Guides *New!* 20

Custom Shapes *New!* 20

Design Advice *New!* 21

Ribbon *Improved!* 22

Microsoft Office Backstage View *New!* 23

Multi-Window Support (SDI) *New!* ... 24
Presentation Sections *New!* ... 25
Recover Unsaved Versions *New!* ... 26
Paste with Live Preview *New!* ... 27
Reading View *New!* ... 28
OneNote Linked Notes *New!* ... 29
Broadcast Slide Show *New!* ... 30
Create a Video *New!* ... 31
Co-Authoring *New!* ... 32
Streamlined Communications *New!* ... 33
Protected View *New!* ... 35
Accessibility Checker *New!* ... 35
Trusted Documents *New!* ... 36
Compare and Merge *Improved!* ... 37
Share through Communicator "14" *New!* ... 37
Language Tools *Improved!* ... 38
Translation Tools *New and Improved!* ... 39
PowerPoint Web App *New!* ... 40
PowerPoint Mobile 2010 *Improved!* ... 42

Power User Tips ... 43

Where to Find It ... 49

Version Comparison ... 58

FAQ ... 68

Requirements\Disclosures ... 77

Introduction

Take your presentations from good to great. Create presentations quickly and easily with more engaging results. Microsoft® PowerPoint® 2010 delivers the tools you need to turn basic slides into dynamic, creative masterpieces that help your ideas stand out from the crowd.

Designed to meet your evolving needs and the way you work, PowerPoint 2010 makes it easy to create captivating, professional-quality presentations.

- New video tools—along with an array of new and improved features such as transitions, animations, and advanced picture editing—enable you to tell a crisp, cinematic story that's as easy to create as it is powerful to watch.
- Tools to simplify and streamline your work help you get things done more easily whether you're working on your own or with others.
- New technologies give you the freedom to work when and where you choose.

PowerPoint 2010 helps you deliver impressive presentations and gives you faster, more flexible ways to create them.

PowerPoint 2010: At-a-Glance

Bring your ideas to life

Whether you need a few slides to share with colleagues, classmates or friends, or an award-winning presentation, you want your ideas to jump off the screen. Fortunately, PowerPoint 2010 delivers the features you need to create great-looking, dynamic presentations that help you captivate your audience and express yourself effectively.

Make the media fit the message

New and improved, easy-to-use tools give you the power to customize the media in your presentations for professional-quality results every time.

- **Embed and edit videos** from within PowerPoint. Now you can edit videos like a pro—add fades, formatting effects, bookmark scenes, and trim videos to personalize your presentation for the perfect multimedia experience. And since the embedded videos become part of your PowerPoint presentation, you don't have to manage additional files when sharing with others.
- Reduce file size and improve the playback experience using the new **Compress Media** and **Optimize Media Compatibility** tools for the embedded video and audio files in your presentation.
- Use new and improved **picture editing tools**—including professional-quality artistic effects, background removal, and advanced correction, color and cropping tools—and fine-tune the pictures in your presentations without the need for additional photo-editing programs.

Create extraordinary presentations

Design, layout, graphics, and effects all work together to help you communicate your ideas. Not a professional designer? No problem—you're just a few clicks away from slides that help maximize the impact of your message.

Click here to download full PDF material