

**Microsoft**  
**PowerPoint 2010**  
**Advanced Presentation**  
**Techniques**

**For**

University of California

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**Berkeley**

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**Haas School of Business**



DASH DESIGNS CONSULTING

Technology Training and Consulting Services

# **Microsoft PowerPoint 2010 Advanced Presentation Techniques For The Haas School of Business, University of California**

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# **MICROSOFT POWERPOINT 2010 ADVANCED PRESENTATION TECHNIQUES**

## **Table of Contents**

|   |           |
|---|-----------|
| <b>Chapter 1: Finalizing A Presentation.....</b>        | <b>1</b>  |
| <b>Chapter 2: PowerPoint 2010 Save Options .....</b>    | <b>7</b>  |
| <b>Chapter 3: PowerPoint 2010 Publish Options .....</b> | <b>13</b> |
| <b>Chapter 4: Customizing Slide Shows.....</b>          | <b>23</b> |
| <b>Chapter 5: Advanced Slide Show Techniques.....</b>   | <b>31</b> |

Primary Reference Presentation File: ***New Products Division.pptx***

Additional Reference Files: ***Inserting Movies and Sounds.pptx***

***PowerPoint Narration.pptx***

***Optional Advanced Project.pptx***

# Finalizing A Presentation

Reference Presentation File: *New Products Division.pptx*

## USING THE FILE MENU: INFO COMMAND

The PowerPoint 2010 **File** menu: **Info** command offers a variety of options in finalizing a presentation. These include converting the presentation into an earlier version, checking to see what changes in your 2010 file will not be supported by earlier versions, inspecting the document for any vulnerable personal or company information, and making a file read-only by marking the file final.

The screenshot displays the Microsoft PowerPoint 2010 interface with the **File** menu open to the **Info** command. The main area shows 'Information about New Products Division' with the following sections:

- Compatibility Mode:** Some new features are disabled for improved compatibility with previous versions of PowerPoint. Upgrading to the current file format will enable these new features. Affected objects include charts, diagrams, and media objects.
- Permissions:** Anyone can open, copy, and change any part of this presentation.
- Prepare for Sharing:** Before sharing this file, be aware that it contains:
  - Document properties and author's name
  - Presentation notes
  - Content that people with disabilities are unable to read
- Versions:** There are no previous versions of this file.

The **Properties** pane on the right shows the following information:

|                                     |                       |
|-------------------------------------|-----------------------|
| Size                                | 657KB                 |
| Slides                              | 11                    |
| Hidden slides                       | 0                     |
| Title                               | New Products Division |
| Tags                                | Add a tag             |
| Categories                          | Add a category        |
| <b>Related Dates</b>                |                       |
| Last Modified                       | Today, 12:16 PM       |
| Created                             | 7/15/2007 10:07 AM    |
| Last Printed                        | Never                 |
| <b>Related People</b>               |                       |
| Author                              | JM                    |
|                                     | Add an author         |
| Last Modified By                    | Jerry Maletsky        |
| <b>Related Documents</b>            |                       |
|                                     | Open File Location    |
| <a href="#">Show All Properties</a> |                       |

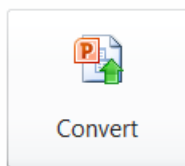
A blue arrow points from the bottom right towards the Properties pane, which is labeled 'File Properties Area'.

File Properties Area

**POWERPOINT 2010 FILE MENU: INFO COMMAND**

## Information about New Products Division

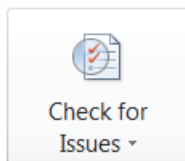
C:\Users\Jerry Maletsky\Documents\Client Docs\UC Berkeley MBA\PowerPoint 2010 Case Study Files\...

**Compatibility Mode**

Some new features are disabled for improved compatibility with previous versions of PowerPoint. Upgrading to the current file format will enable these new features. Affected objects include charts, diagrams, and media objects.

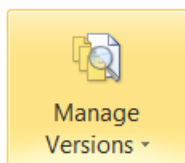
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