



University Information
Technology Services

A large, semi-transparent icon of a Microsoft PowerPoint slide. The slide is white with a red border and contains a red pie chart on the right side and two horizontal lines on the left side. The text "Microsoft PowerPoint 2010" is overlaid on the slide in a large, black, serif font.

Microsoft PowerPoint 2010

University Information Technology Services

Outreach, Training, Learning Technologies &
Video Production

Copyright © 2010 KSU Dept. of University Information Technology Services

This document may be downloaded, printed or copied for educational use without further permission of the University Information Technology Services Department (UITs), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITs Department. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITs Department is expressly prohibited.

Published by Kennesaw State University – UITs 2010

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from its use.

Microsoft, Microsoft Office, and Microsoft PowerPoint are trademarks of the Microsoft Corporation.

University Information Technology Services

PowerPoint 2010

Table of Contents

INTRODUCTION	1
TRAINING OBJECTIVES	2
THE MICROSOFT POWERPOINT 2010 INTERFACE	2
NAVIGATION	8
CHANGING VIEWS	9
HOW TO CREATE A NEW PRESENTATION	10
SAVING A PRESENTATION	10
APPEARANCE	12
TEXT	16
CLIP ART	18
IMAGES FROM A FILE	19
DRAW SHAPES	19
HYPERLINKS	20
HEADER AND FOOTER	21
TRANSITION	22
TIMING THE PRESENTATION	23
PRESENTING	24
PRINTING	25

Introduction

Microsoft Office PowerPoint 2010 is a presentation software application that aids users in the creation of professional, high-impact, dynamic presentations. Slides are the building blocks of a PowerPoint presentation. By using slides, the focus is not only on the speaker, but on the visuals (slides) as well.

The latest version of Microsoft PowerPoint 2010 includes advanced and easy-to-use features. It helps you create powerful presentations as it includes new photo and video editing tools, transitions, and animations. With Microsoft PowerPoint 2010, you can easily capture and insert screenshots and images into your presentation. The video formatting tool allows you to change brightness, contrast, video shapes, borders, and effects. Two of the most striking and important features of Microsoft PowerPoint 2010 are the broadcasting and collaboration tools. Indeed, PowerPoint 2010 supports simultaneous editing of presentations by multiple users and lets you present a slide show over the Web.

Tips for creating electronic presentations:

Slide layout, font, color scheme, and content are the main components to developing a great presentation. You need to follow the guidelines below to create a good presentation:

- Identify the critical information that needs to be presented and include it in your presentation.
- Use no more than six bullet points per slide.
- Keep bullet points short and to the point. Incomplete sentences are okay.
- Minimize the number of font types used in your presentation.
- Keep font sizes consistent.
- Do not make all the text uppercase.
- For contrast, use a light-colored font on a dark background and vice versa.
- Use bold formatting to make appropriate words stand out.
- Minimize the use of italics. They are more difficult to read.
- Do not vary the look of one slide greatly from the next. Consistency is key.
- Identify text that can be represented pictorially and use appropriate graphics in its place.
- Remove unnecessary graphics that are not relevant to the information presented.
- Use consistent colors and font size on each slide.
- Do not use unusually bright colors.
- Do not clutter the slides with too many graphics.
- Use graphics and transitions sparingly.

Training Objectives

- Become familiar with PowerPoint's interface.
- Create a new presentation.
- Save a presentation for later use.
- Add slides to a presentation.
- Work with galleries.
- Work with themes and background styles.
- Use the various PowerPoint views.
- Enter and edit text.
- Insert graphics and other objects.
- Add transitions and animations.
- Time the presentation.
- Play the slideshow.
- Print handouts.

The Microsoft PowerPoint 2010 Interface

There are a number of prominent changes to the look and functionality of Microsoft PowerPoint. Let us have a look at its latest interface.

The Ribbon

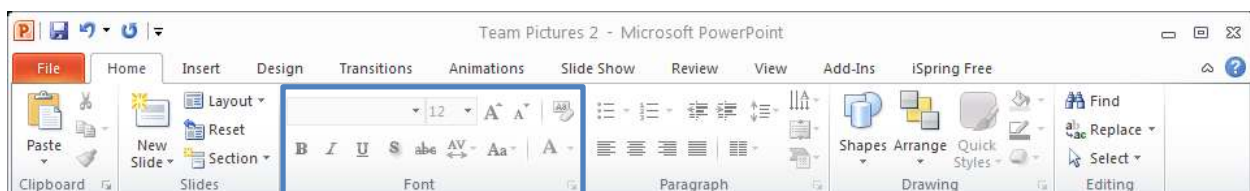


Figure 1 - The Ribbon

The ribbon is a panel that contains functional groupings of buttons and drop-down lists organized by tabs. The ribbon is designed to help you quickly find the commands that you need to complete a task.

The ribbon is made up of a set of tabs that pertain to the different functionalities of PowerPoint, such as designing slides, inserting media onto slides, or applying animations. Each tab is further divided into logical groups (of buttons), such as the Font group shown above. There are also "contextual tabs" that appear, depending on what you are working on.

[Click here to download full PDF material](#)