

The PowerPoint 2010 Interface



1. **File Button:** From here you can edit the presentation's properties, permissions sharing and more. This work area is now called the Backstage View.
2. **The Quick Access Toolbar:** Customizable shortcuts for your frequently used tools.
3. **The Ribbon:** Navigate through PowerPoint's features from here. Individual tabs replace drop down menus from early versions of PowerPoint. This horizontal menu is dynamic and contains contextual tabs with more features that change as you edit the document. You can also create custom tabs.
4. **Help:** In addition to searching for topics locally, you can also browse PowerPoint 2010's online support here.
5. **Presentation Window:** This is the main area where you create the presentation.
6. **Outline and Slide Tabs:** Look here to get an overview of your presentation. Click on any slide to bring it up in the Presentation window.
7. **Notes:** Add reminder details that you want to present in each slide here.
8. **View Buttons:** Change your perspective of PowerPoint by choosing different views.
9. **Zoom Slider:** Change the zoom magnification of your presentation from here.

7 Quick Tricks in PowerPoint 2010!

1. Change the look of the application by going to the File Tab>Options>Color Scheme drop down: choose Blue, Silver or Black
2. During a presentation, when you need to navigate to a specific slide, simply type the number and press enter.
3. If you have created a particular slide with animation and formatting options that you would like copied to your other slides, go to the slide tab, right click the slide and select Duplicate Slide. If you need to copy it several times, hold down the shift key to select a range of slides to duplicate.
4. Need to access frequently used commands quickly? Right-click any command on the ribbon and choose 'Add to Quick Access Toolbar'.
5. Customize the Ribbon. First click the File tab and then Options. Then select Customize Ribbon to alter the ribbon or create a custom tab!
6. If you stop your slideshow during a presentation for some reason and need to restart it, press the + sign.
7. If you want to include dummy text quickly (in Latin!) you simply type =lorem() in a placeholder to get the Lorem Ipsum text. Try it!

Use Shortcut Keys for Familiar Commands

Cut	Ctrl + X	Align Right	Ctrl + R	Close	Ctrl + W
Copy	Ctrl + C	Justified	Ctrl + J	Duplicate	Ctrl + D
Paste	Ctrl + V	Undo	Ctrl + Z	Select All	Ctrl + A
Bold	Ctrl + B	Redo	Ctrl + Y	New Slide	Ctrl + M
Italic	Ctrl + I	New	Ctrl + N	Help	F1
Underline	Ctrl + U	Open	Ctrl + O	Start a Slide Show	F5
Align Left	Ctrl + L	Save	Ctrl + S	Go to the Next/Previous Slide	N/P
Center	Ctrl + E	Print	Ctrl + P	Display a Black/White Screen	B/W

New Features in PowerPoint 2010

Single Document Interface (SDI)

PowerPoint now has an SDI, meaning you can work on each PowerPoint presentation separately, allowing you to look at one presentation on one monitor and a separate presentation on another.

Sections

PowerPoint now let's you group your slide deck into sections that you can name, collapse, and move for better organization.



New Themes

There are a now 40 built-in Themes to choose from (double what we had in 2007) and these Themes match up with your other Office applications to provide a consistent look to your presentations (documents, workbooks and slideshows). Themes are to be found on the Design ribbon.

New Transitions Are Absolutely Amazing!

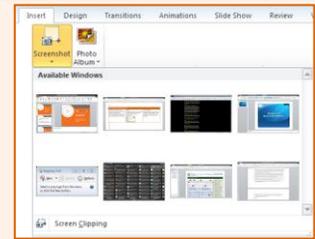
The Transition and Animation effects now each have their own ribbon. The new transition effects will literally blow you away! Check out some of these names: honeycomb, glitter, vortex (one of our favorites), shred, cube, ferris wheel, orbit and much more. In addition, you can customize the transition with 'Effect Options'.

Media Controls and Video Editing

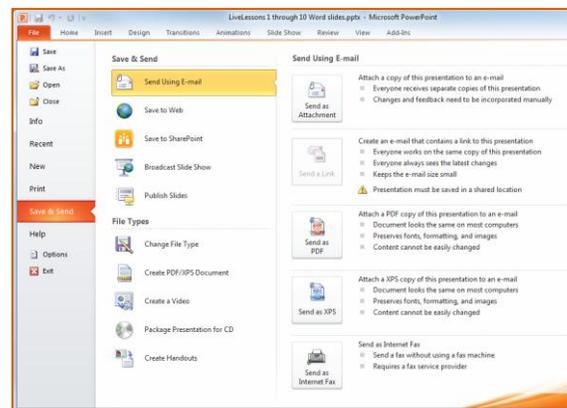
PowerPoint 2010 includes a media control slider when you move your mouse toward a video. We also have in-place editing of our videos where we can trim the timing, add fade effects, make video corrections to the contrast, brightness and color. You can also crop the video, add video effects, make the video into a shape... really, a ton of new video features worth checking out in PowerPoint 2010!

Insert Screenshot

Use the Insert ribbon, under the Images grouping, to insert a Screenshot. Choose one of the existing windows that are already open, or grab for a new Screen Clipping.



Save & Send: PowerPoint 2010 Makes Sharing Your Presentation Easy!



While most would think that the best way to share your presentation is face-to-face with a projector... that simply isn't always going to be possible.

From the File tab you can click the Save & Send options and choose an alternative method for sharing your presentation. Here are some of your options:

Send Using Email: You can send the file as an attachment, send a link to it, convert it into another format like PDF or XPS before sending, or send as an Internet fax.

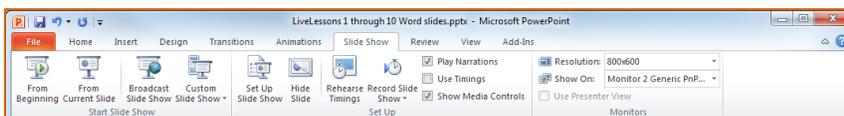
Save to Web/SharePoint: You can upload your presentation to SkyDrive (with a Windows Live ID) or to a SharePoint server.

Broadcast Slide Show: Using a Windows Live ID you can broadcast your show to anyone with a browser. Note: video and sound in the presentation will not play.

Create a Video: Turn your presentation into a video (complete with narration, animation, slide timings, transitions and more)

Note: Use the Presenter View when giving a 'live' presentation to really wow the audience.

Know Your Ribbon Tabs



These tabs are the central form of navigation throughout PowerPoint. To minimize the ribbon use the arrow next to the Help button. Here's a list of the tabs and the types of commands you'll find on each one:

File Tab: Always highlighted (to ensure you know it is unique) this tab will take you to the 'Backstage View'.

Home Tab: Copy, paste; add slides; format text and paragraphs; work with shapes; find and replace text.

Insert Tab: Insert tables, pictures, screenshots, SmartArt™ graphics, charts, shapes, hyperlinks, movies and sounds.

Design Tab: Apply background design, colors, fonts, and special effects to the whole presentation.

Transitions Tab: Apply transitions between slides, set timing for transitions, and set timing for slides.

Animations Tab: Apply simple and custom animations and adjust settings for effects.

Slide Show Tab: Do pre-show preparation. Run through slides, set up a custom shows, record narration.

Review Tab: Check spelling, add and review comments, use research service or thesaurus.

View Tab: Switch to all views including Notes Page and Master view, show grid, and arrange windows.

Special and Custom Tabs: Contextual tabs appear when you're working with a slide item, such as a table or picture, and you have that item selected. Some of these tabs are Table Tools, Drawing Tools, Picture Tools, Video tools, Audio Tools and Chart Tools.

Advanced Animation

There have been some great new animations added into PowerPoint, along with some new methods to working with animations.

Animation Painter: Finally, a quick way to take the animation effect you have designed for one object and quickly 'paint' it over to other objects.

Effect Options: Like transitions, now you can add the animation and then tweak it to suit your needs.



One Final Cool Feature: **LASER POINTER!** While running your slide show, hold the Ctrl button and then your left mouse button.



Learn what you need... **When you need it.**

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