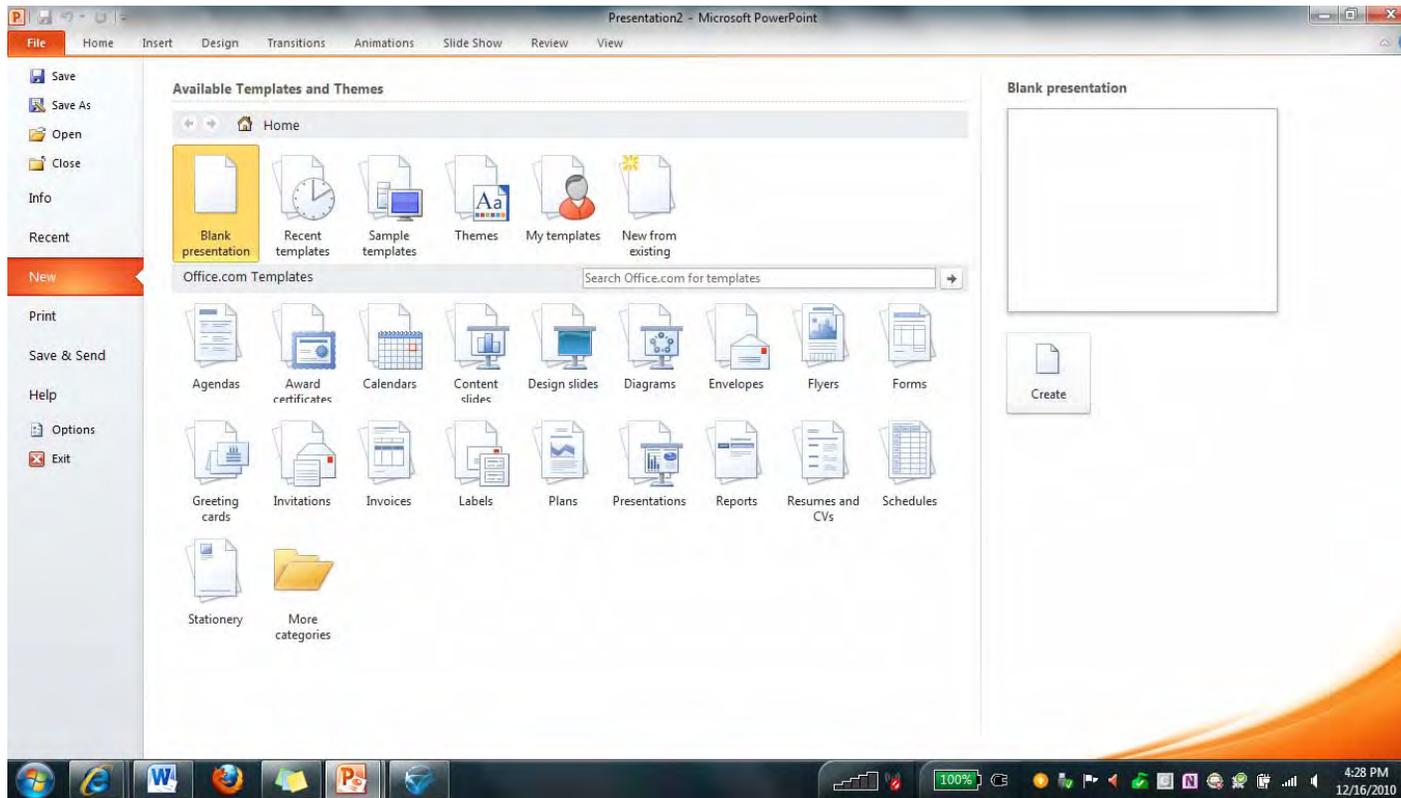


Intro to Microsoft PowerPoint 2010

Find and apply a template

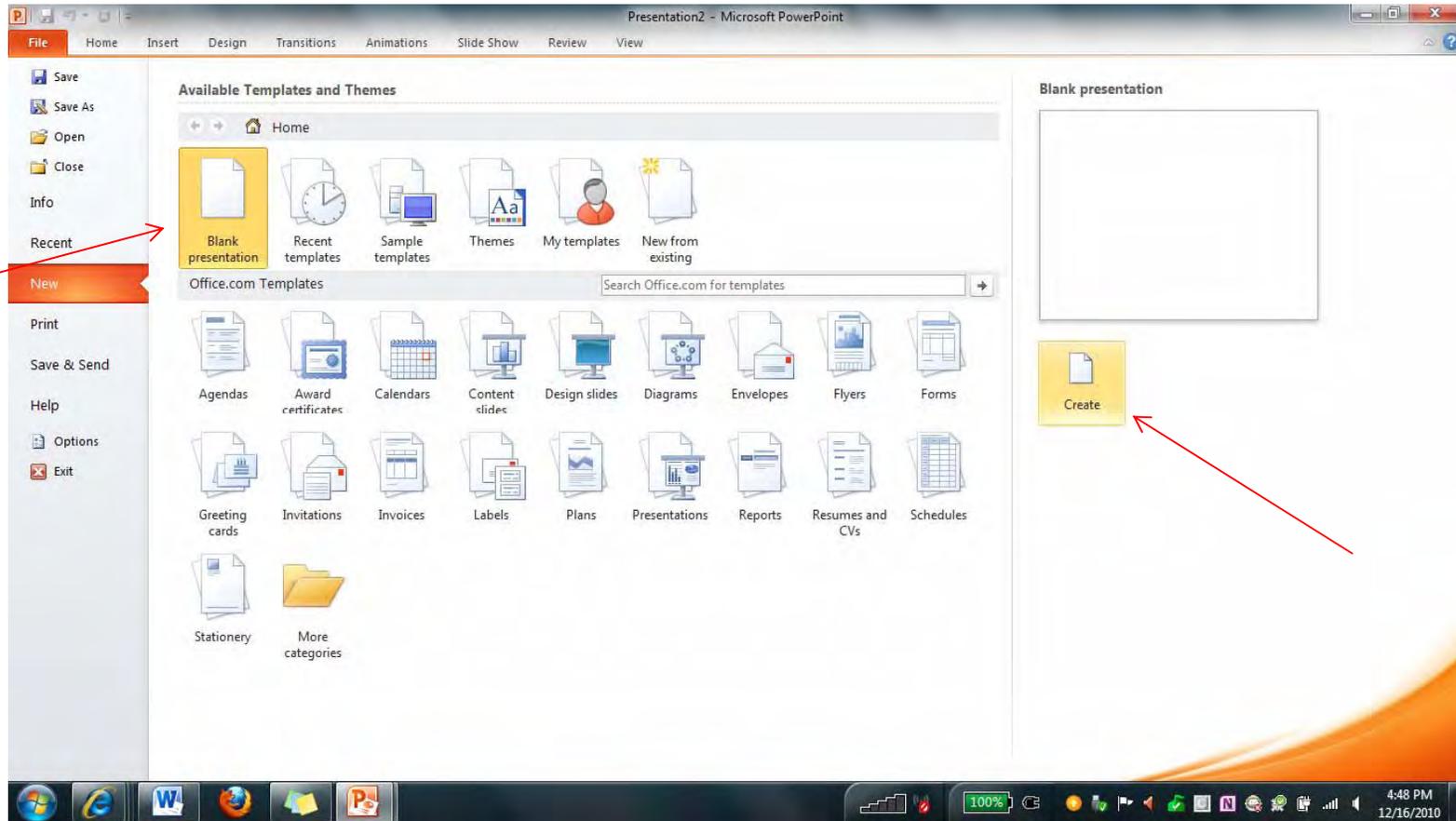


1. On the **File** tab, click **New**.

2. Under **Available Templates and Themes**, do one of the following:

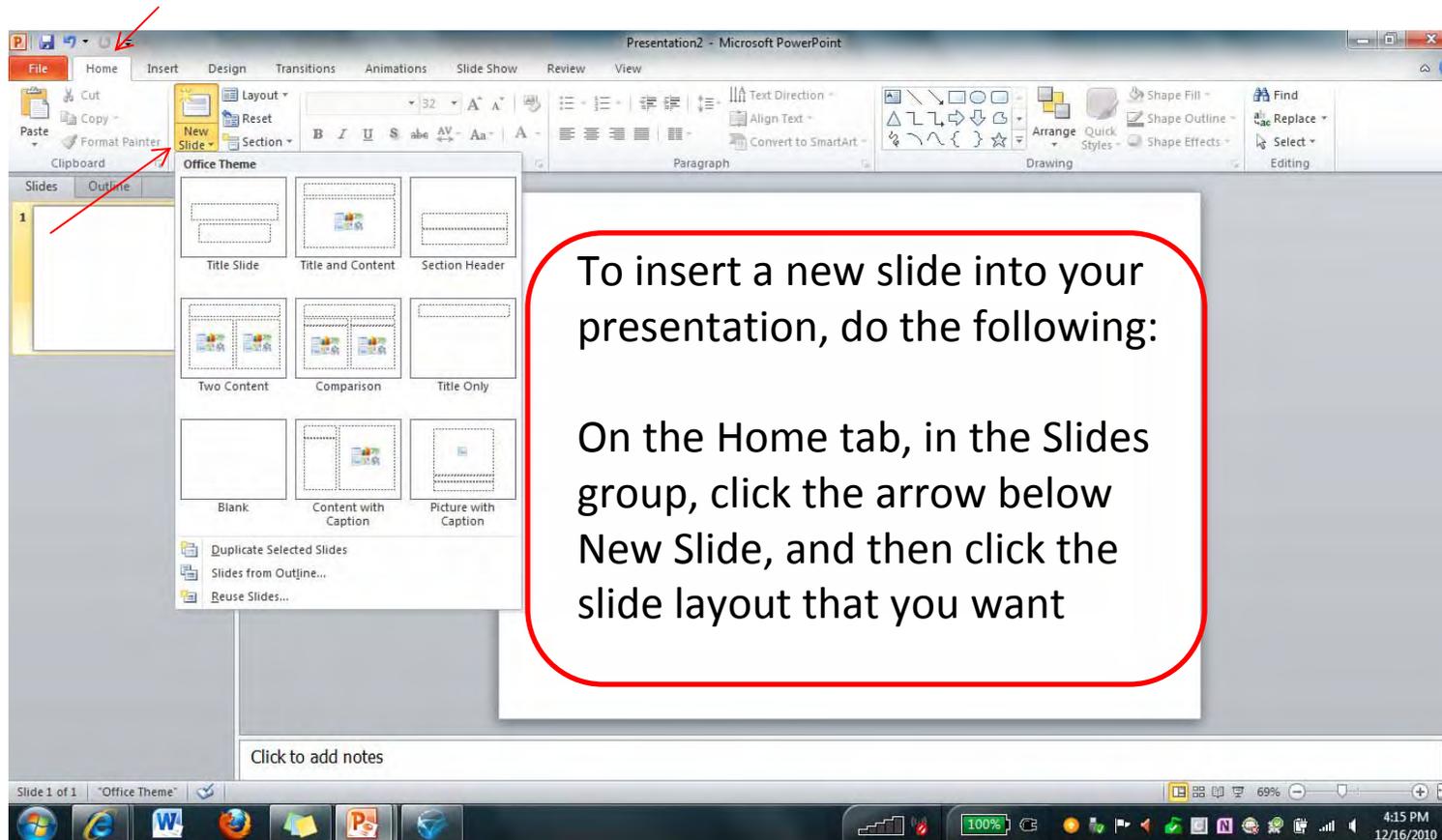
- To reuse a template that you've recently used, click **Recent Templates**, click the template that you want, and then click **Create**.
- To use a template that you already have installed, click **My Templates**, select the template that you want, and then click **OK**.
- To use one of the built-in templates installed with PowerPoint, click **Sample Templates**, click the template that you want, and then click **Create**.

Create a new blank presentation

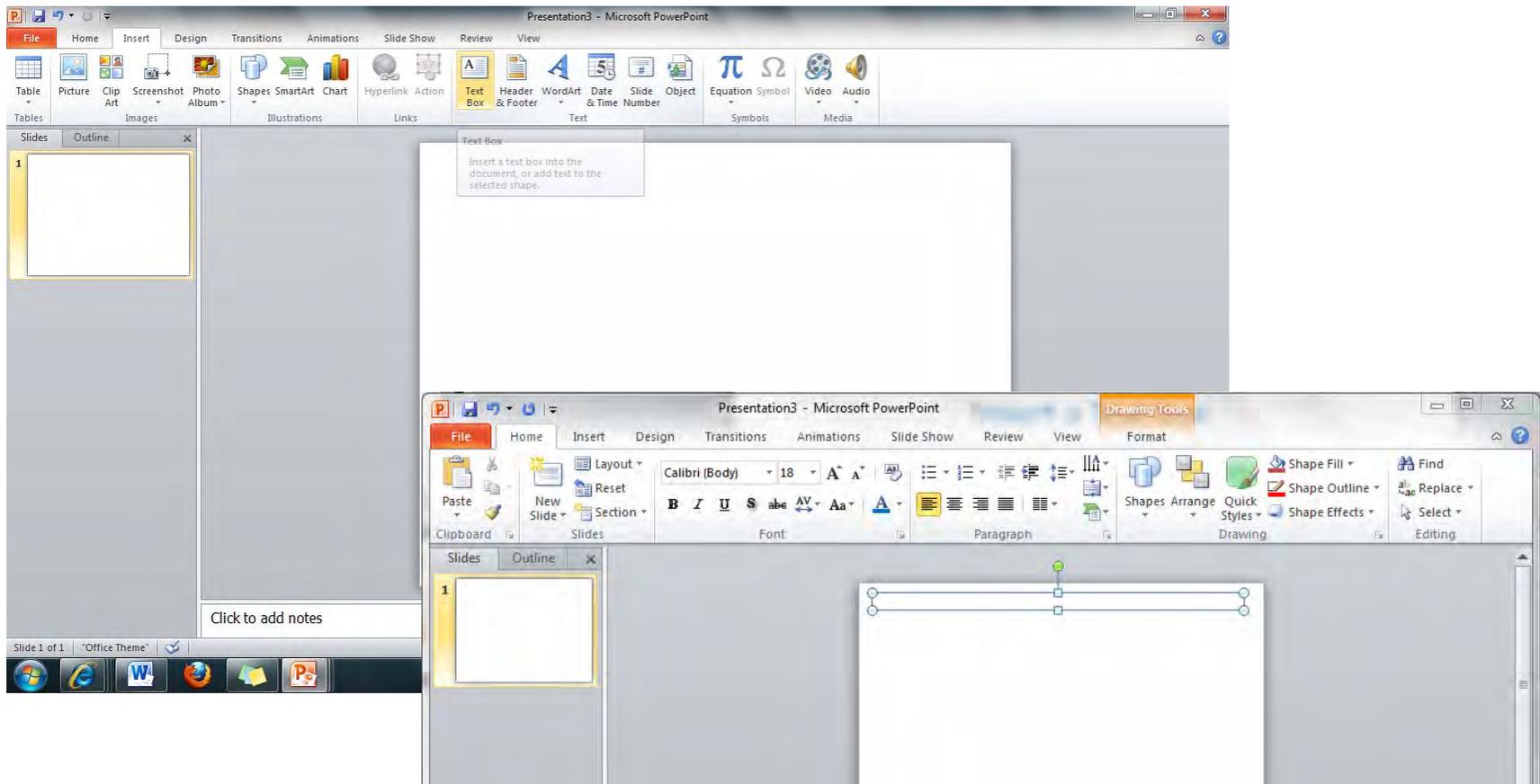


1. On the **File** tab, click **New**.
2. A **Blank presentation** will automatically be highlighted for you, click **Create**.

Insert a new slide



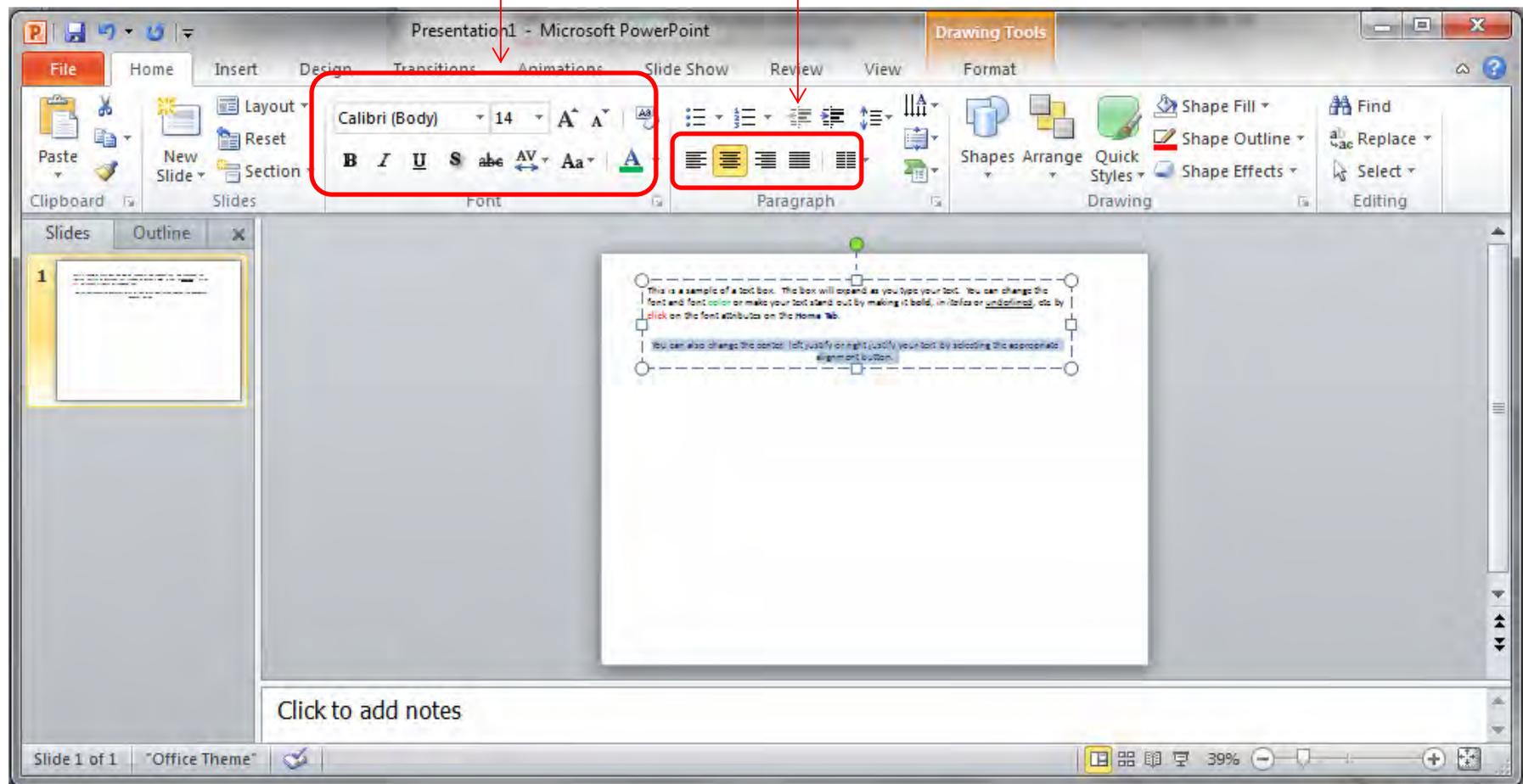
Insert a Text box



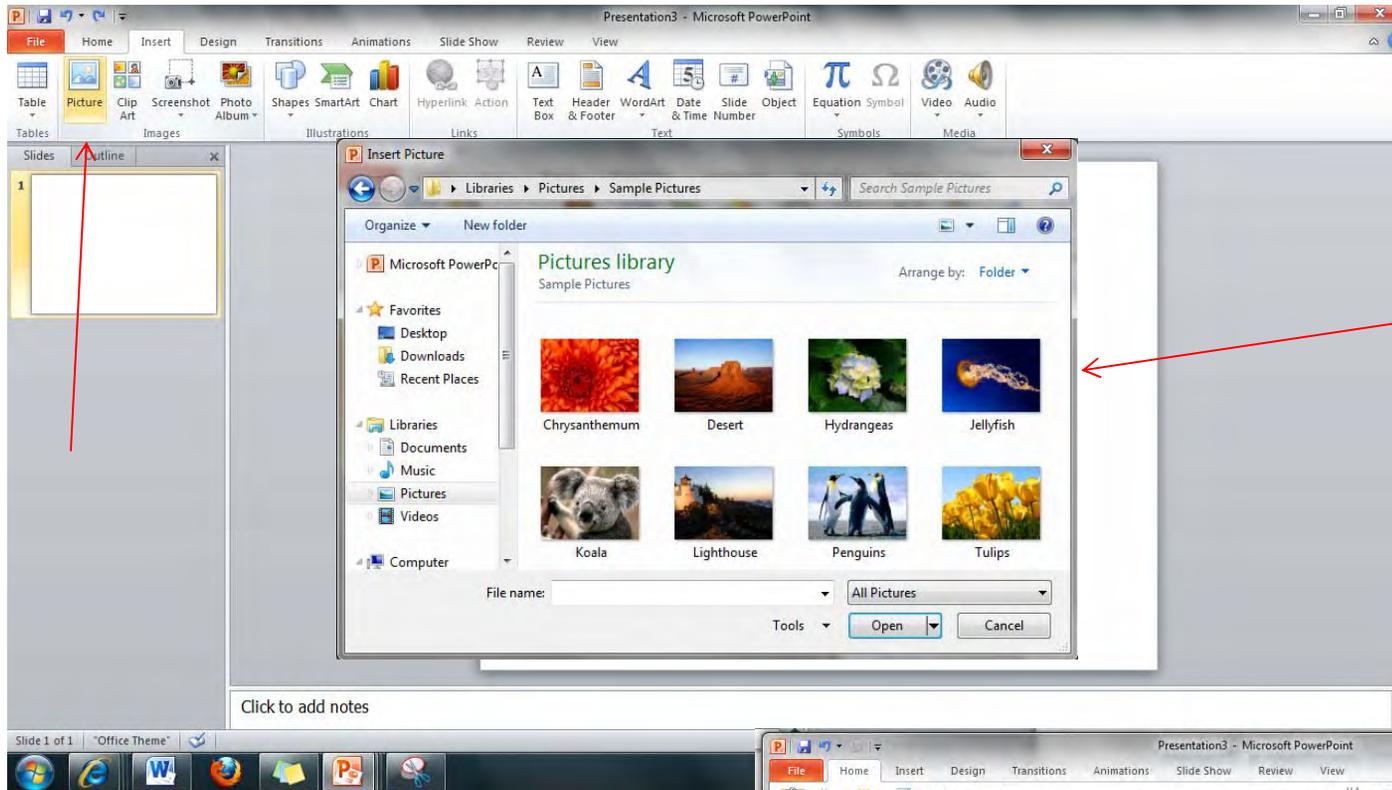
1. On the **Insert tab** click the **Text Box** icon.
2. Hold down the left mouse button and drag the mouse on the slide to create a text box in the location and width of your choice. The text box will expand as you type to accommodate your text

This is a sample of a text box. The box will expand as you type your text. You can change the font and font color or make your text stand out by making it **bold**, in *italics* or underlined, etc. by clicking on the font attributes on the **Home Tab**.

You can also center, left justify or right justify your text by selecting the appropriate alignment button.

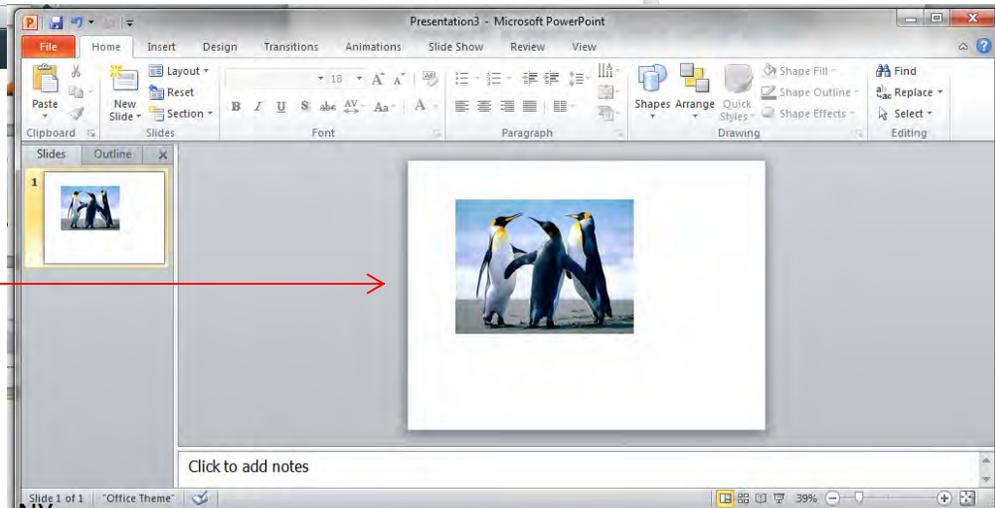


Insert a picture into your slide

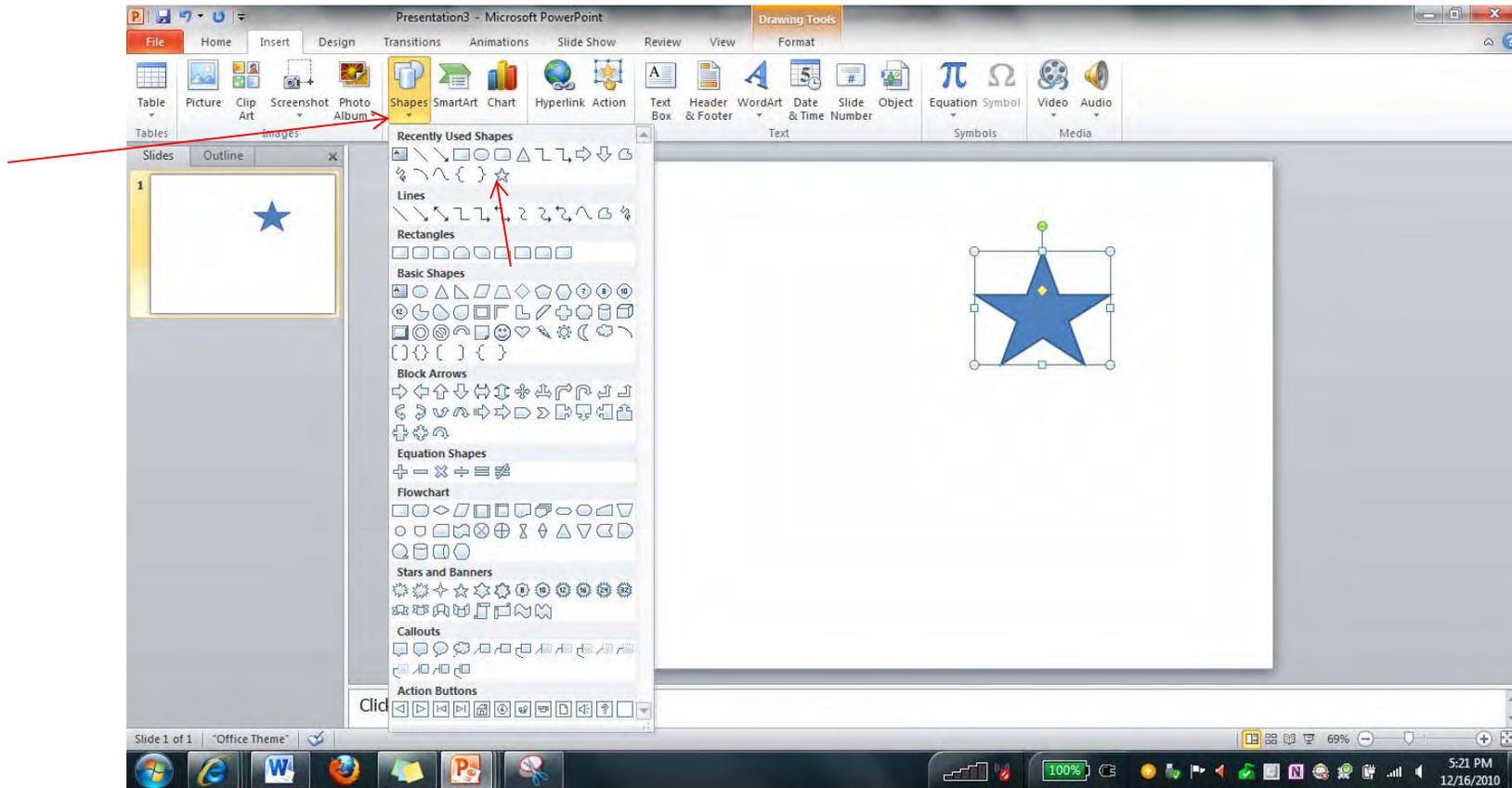


1. On the **Insert tab** select the **Picture Icon**.
2. A window will appear for you to select a picture. Select your picture and click open.

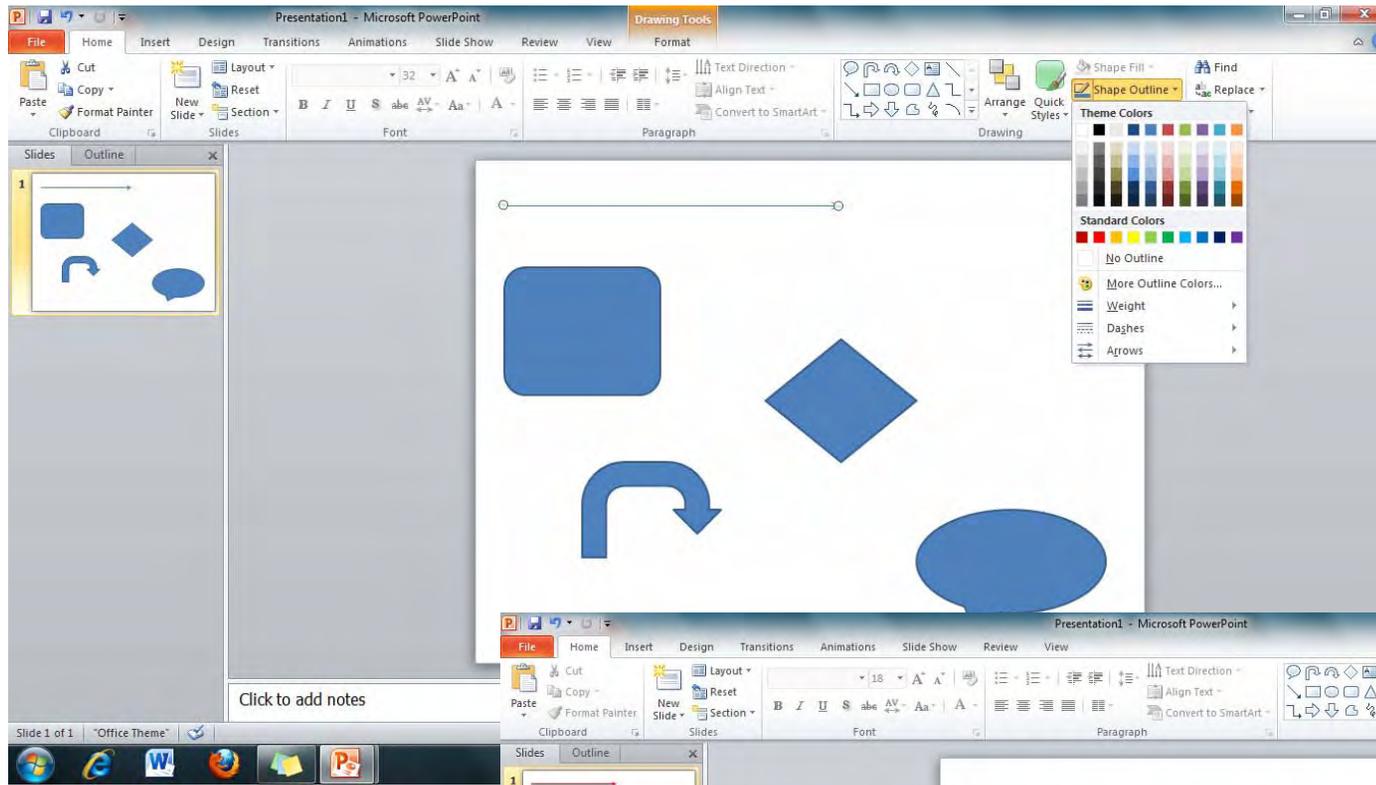
Your picture is added!



Insert Shapes into your slide



1. On the **Insert tab** select the **Shapes icon**.
2. Select the shape you wish to insert into your slide.
3. Hold the left mouse button down and drag on the slide to create the appropriate size of the shape you want.

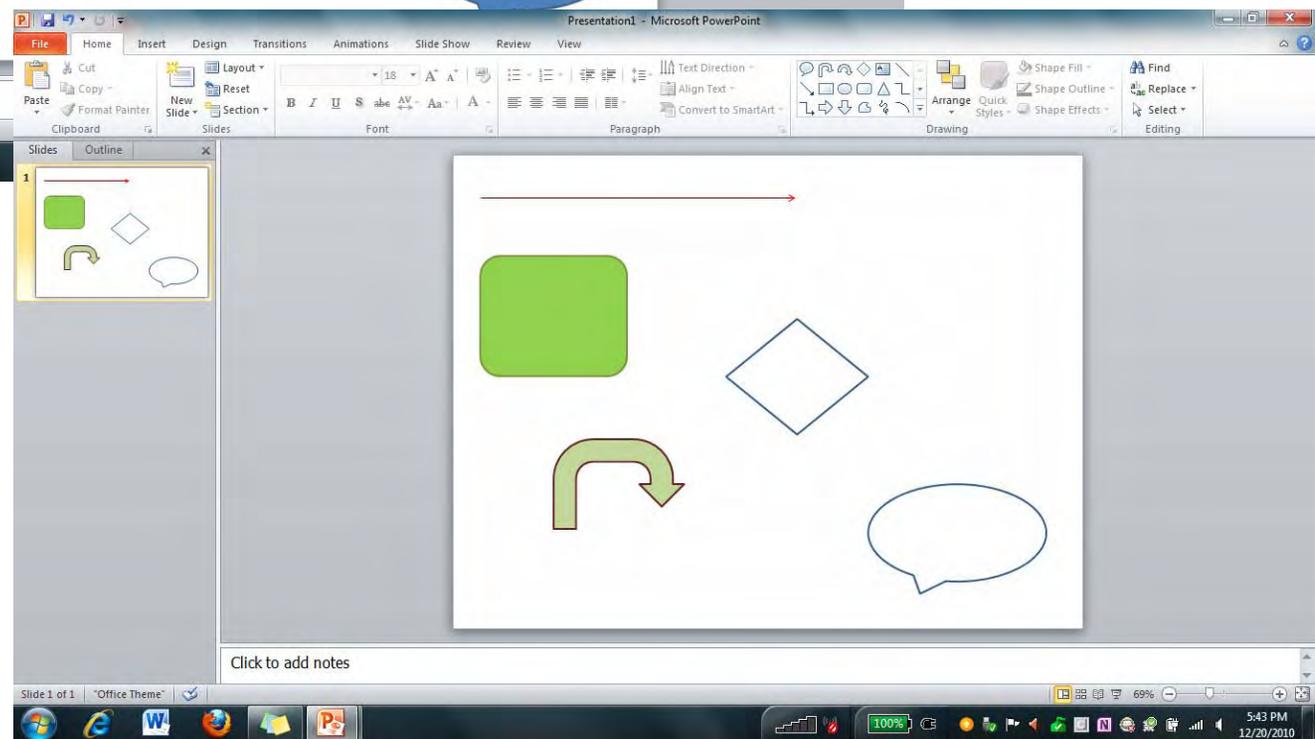


To change the outline of a shape:

1. Click on the shape to select it.
2. On the **Home Tab**, click on **Shape Outline**
3. Specify the color, width and line style for the outline of the selected shape.

To change the fill color of a shape:

1. Click on the shape to select it.
2. On the **Home Tab**, click on **Shape Fill**.
3. Specify the color to fill the selected shape with or select on **No Fill** to just have the outline of the shape.



Resizing Pictures & Other Objects

Click on the small circle, hold down left mouse button and drag to resize your photo.

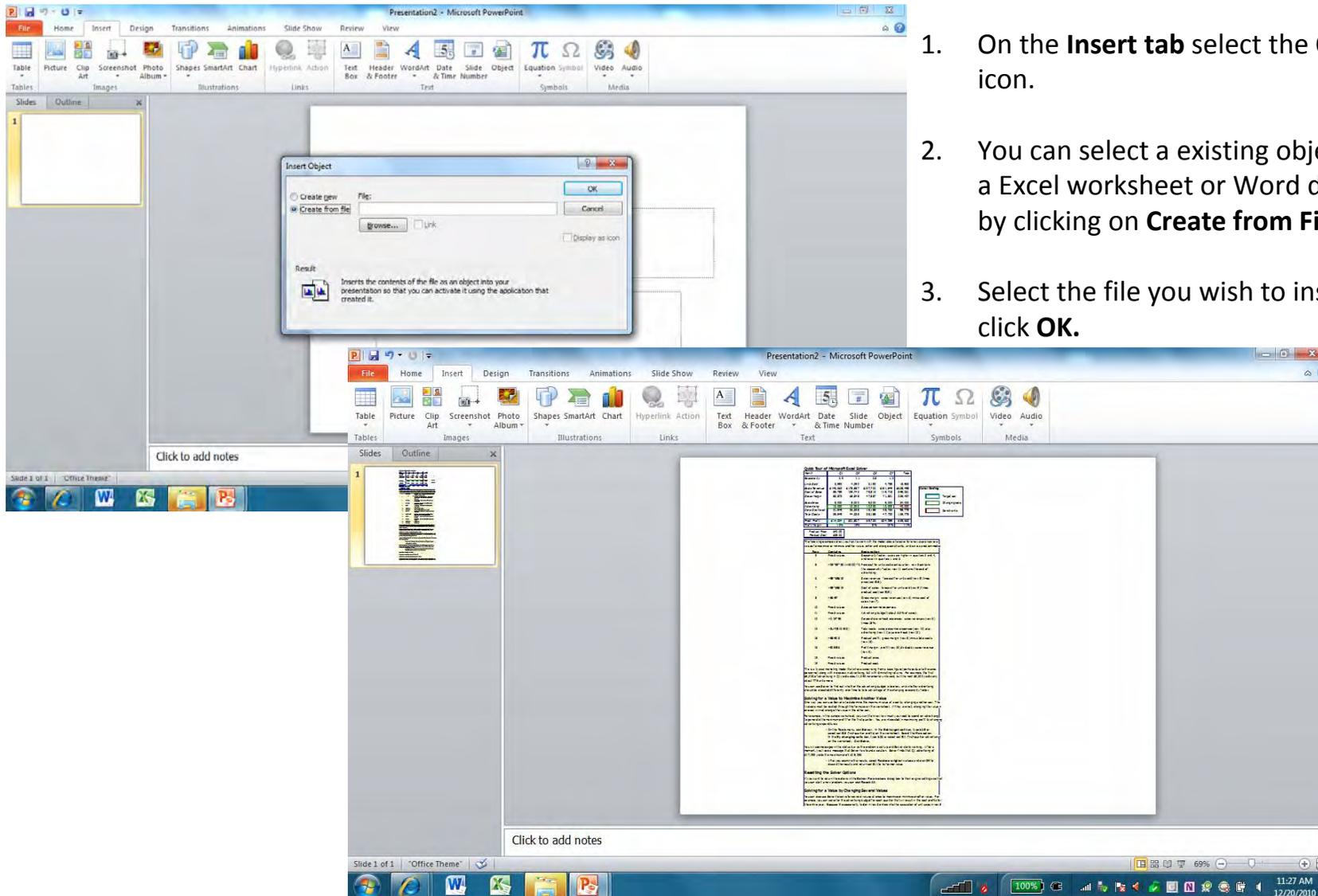
Click to add notes

Click to add notes

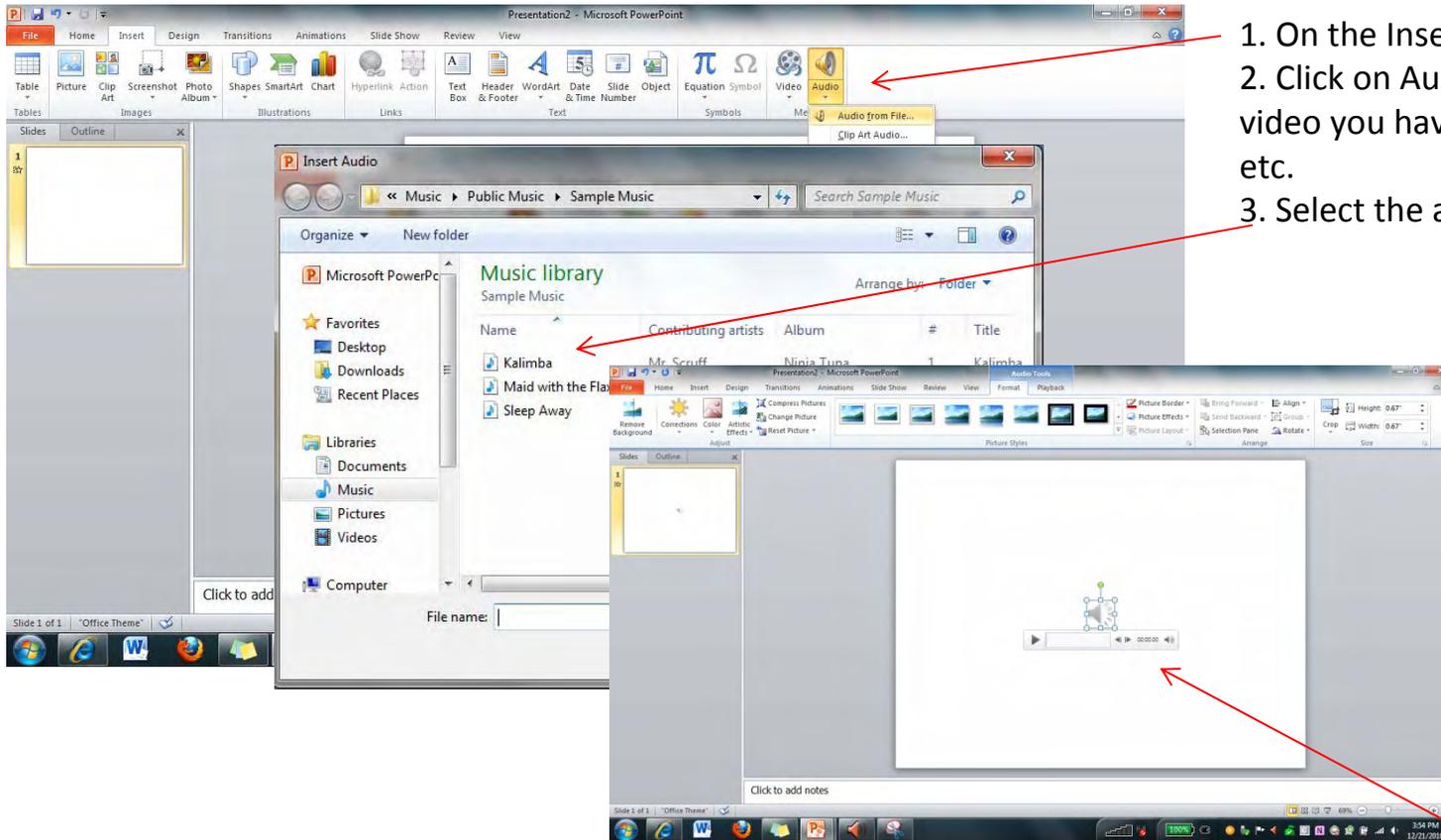
Slide 1 of 1 | "Office Theme" | 69% | 11:38 AM 12/20/2010

Add an existing Excel graph, chart, worksheet or Word document to your slide

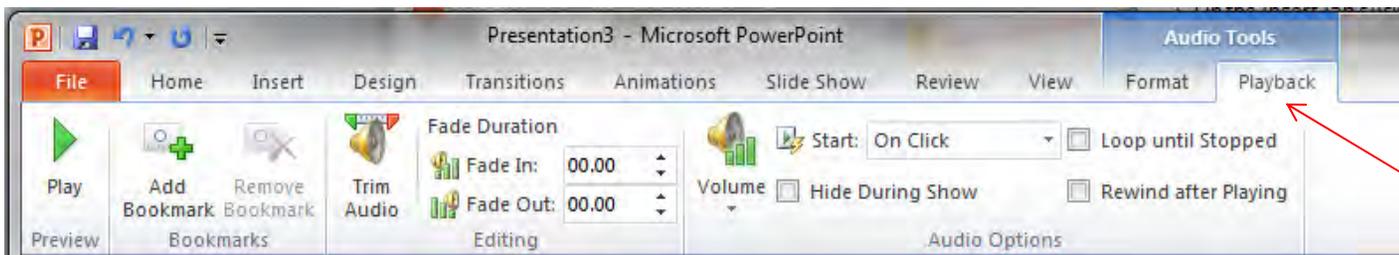
1. On the **Insert** tab select the **Object** icon.
2. You can select a existing object such as a Excel worksheet or Word document by clicking on **Create from File**.
3. Select the file you wish to insert and click **OK**.



Insert a audio clip into your presentation

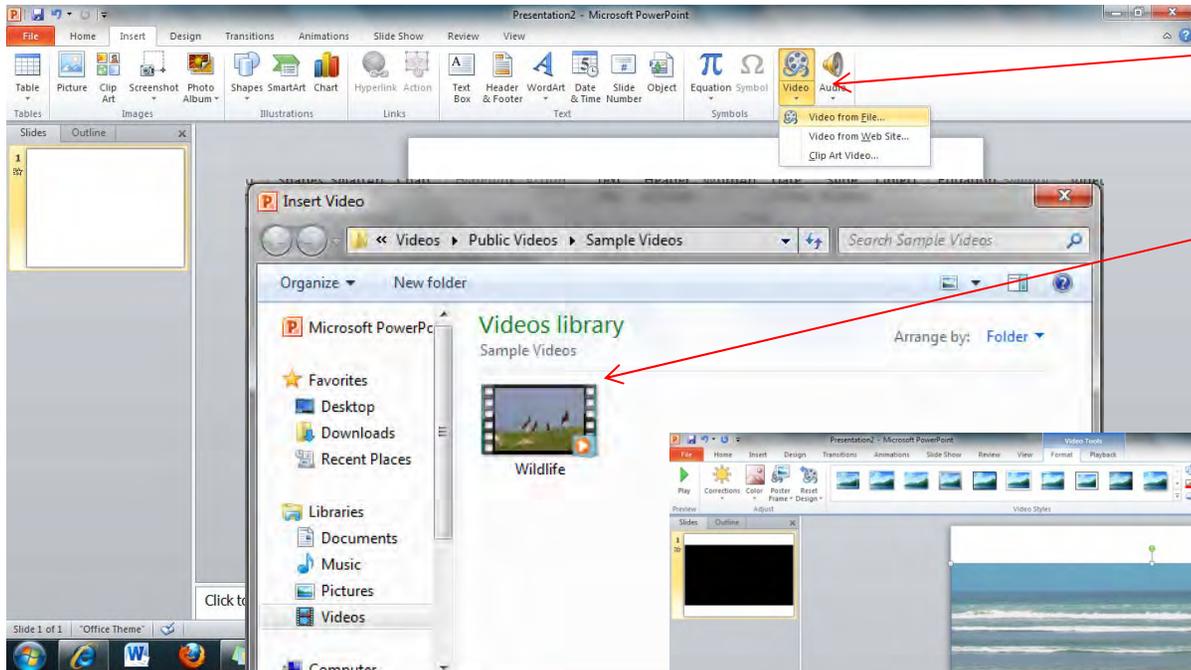


1. On the Insert Tab click on Audios.
2. Click on Audio from a File to use a video you have on your computer, cd, etc.
3. Select the audio you want to use

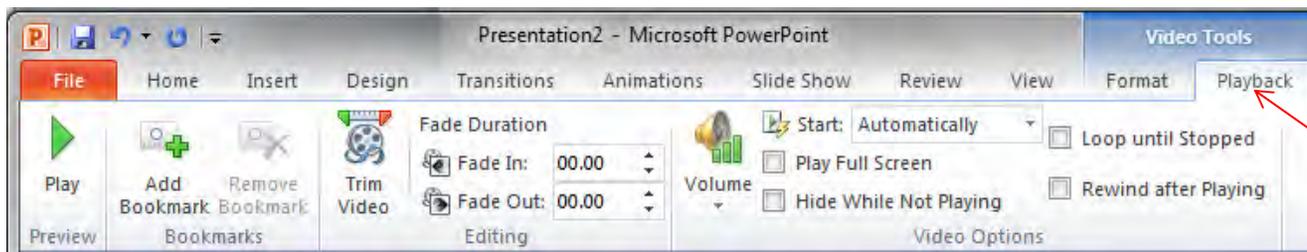
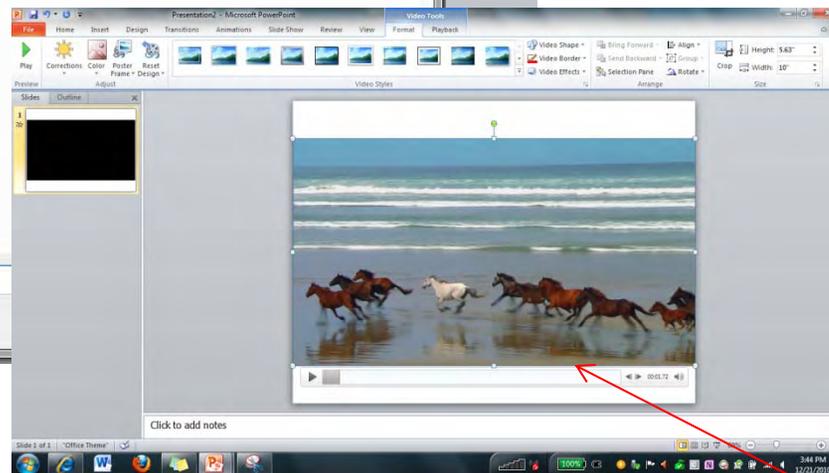


Set the options for your audio by click on the audio in your slide, then click on Audio Tools tab – Playback.

Insert a video into your presentation



1. On the Insert Tab click on Videos.
2. Click on Video from a File to use a video you have on your computer, dvd, etc.
3. Select the video you want to use
Or
Click on Video from a website and enter the embed code for the link to the video on that website.



- Set the options for your audio by click on the video in your slide, then click on Video Tools tab – Playback.

Using Transitions

Slide transitions are motion effects that occur in Slide Show view when you move from one slide to the next during a presentation.

In the pane that contains the **Outline and Slides tabs**, click the **Slides tab**.

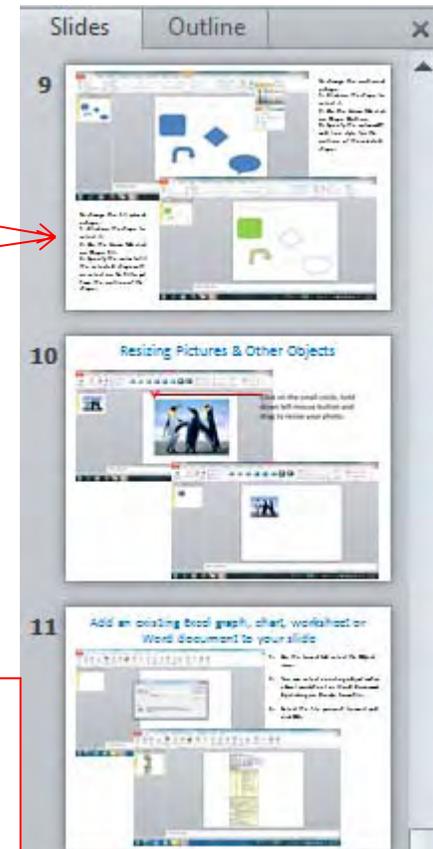
Select the slide thumbnail of the slide that you want to apply a transition to.

On the **Transitions tab**, in the Transition To This Slide group, click the slide transition effect that you want for that slide.

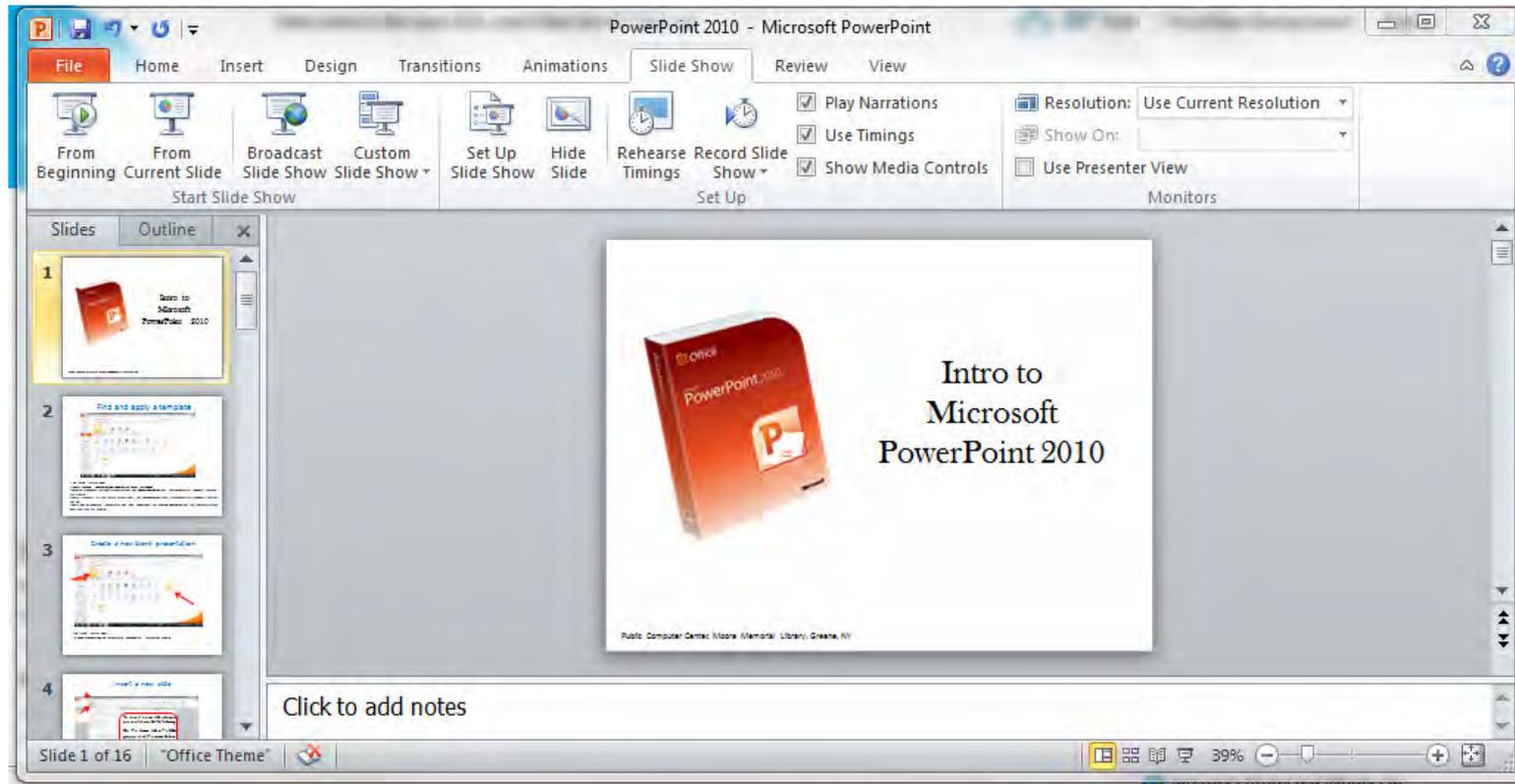
Select a **transition** in the **Transition to This Slide** group. In the example, a Fade transition has been selected.

To see more transition effects, click the More button .

Note: To apply the same slide transition to all the slides in your presentation using the Transitions tab, in the Timing group, click Apply To All.

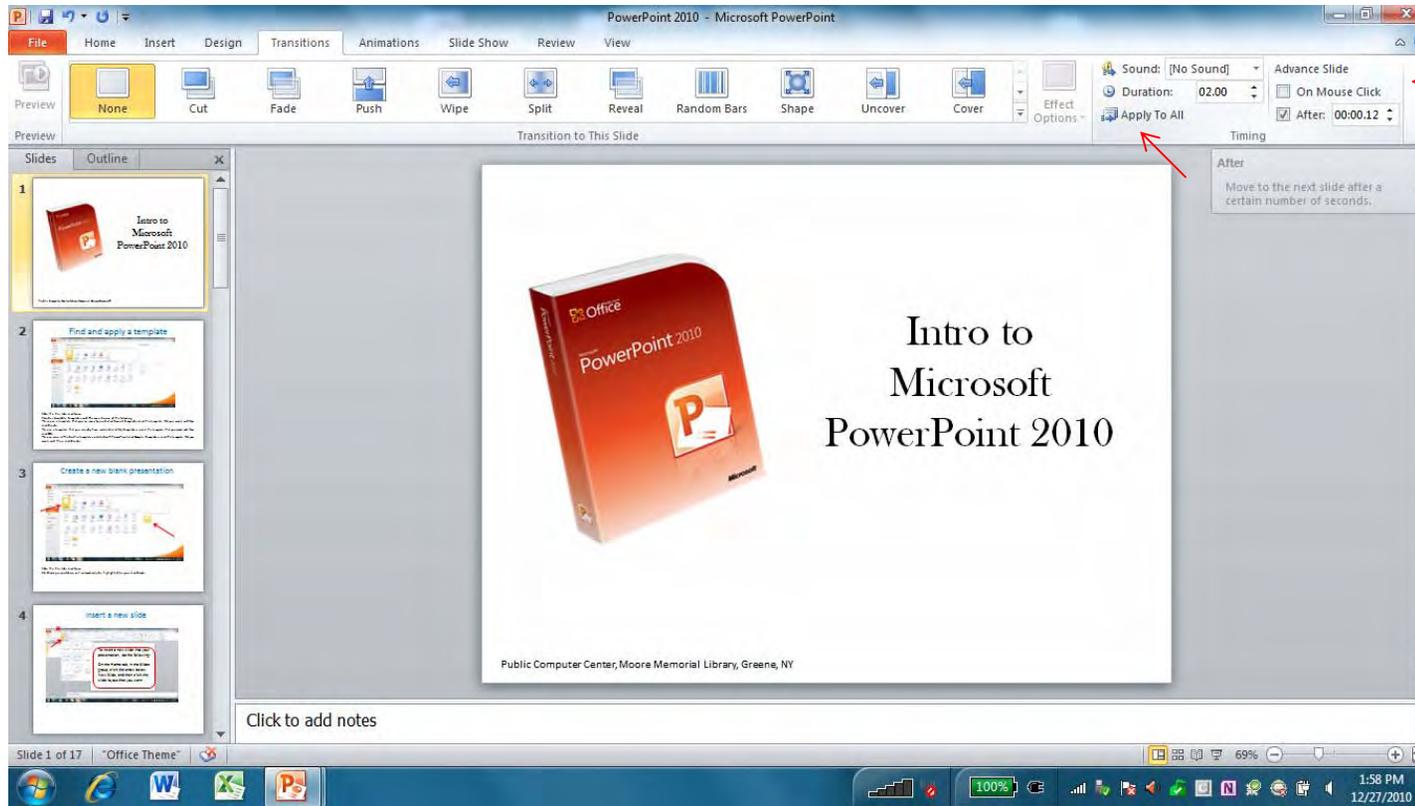


Running the slide presentation

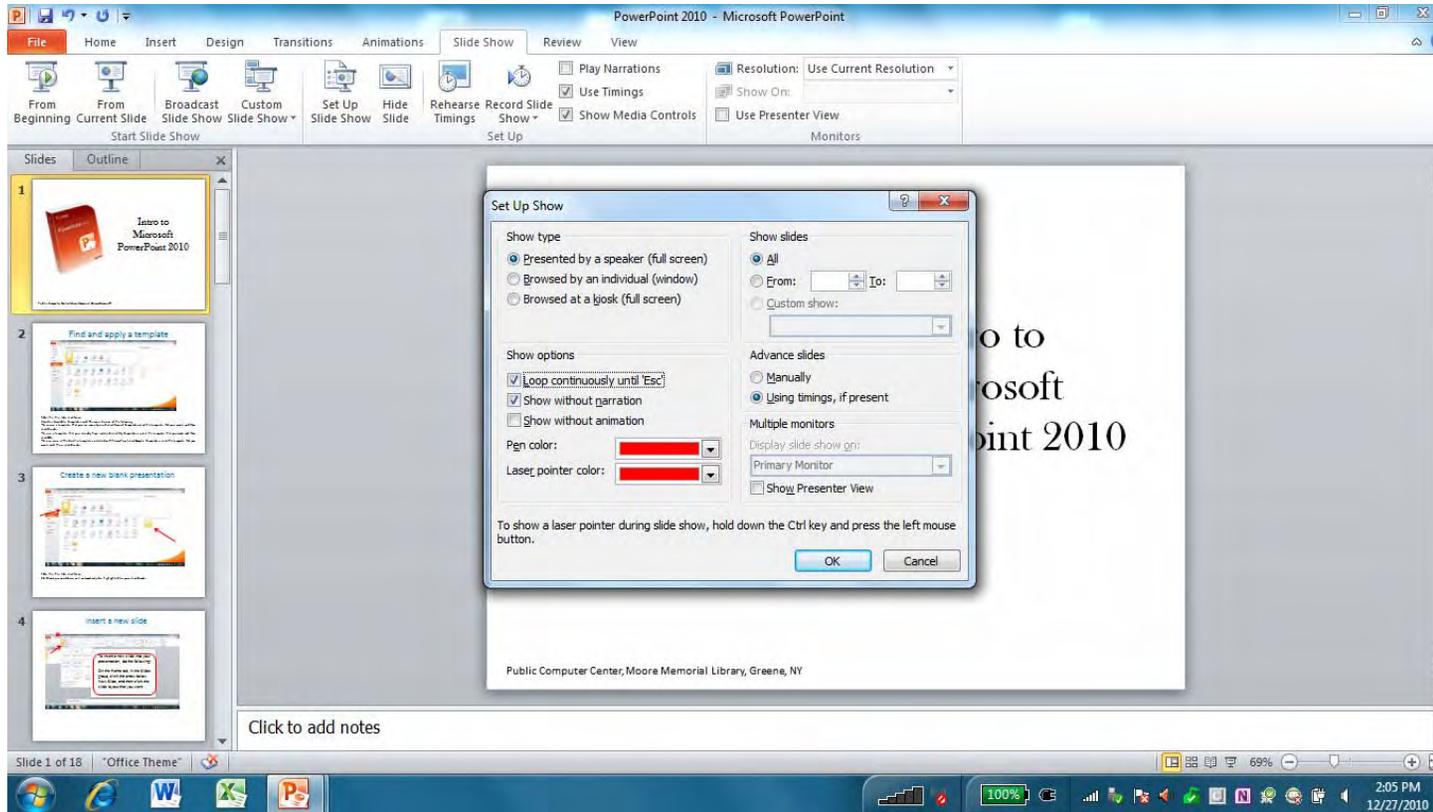


To run your slide show manually click on the Slide Show Tab, then click From The Beginning. As each slide appears, either click or press the space bar to go to the next slide.

Create a Slide Show (Create a self-running presentation)



On the **Transitions Tab**, uncheck the **Advance Slide** option of advancing upon a mouse click. Check the next box – Advancing after a certain amount of time and specify the appropriate amount of time you wish to use. You can do this for each slide or you can click on the **Apply to All** button.



On the **Slide Show Tab**, click on **Set Up Slide Show**.

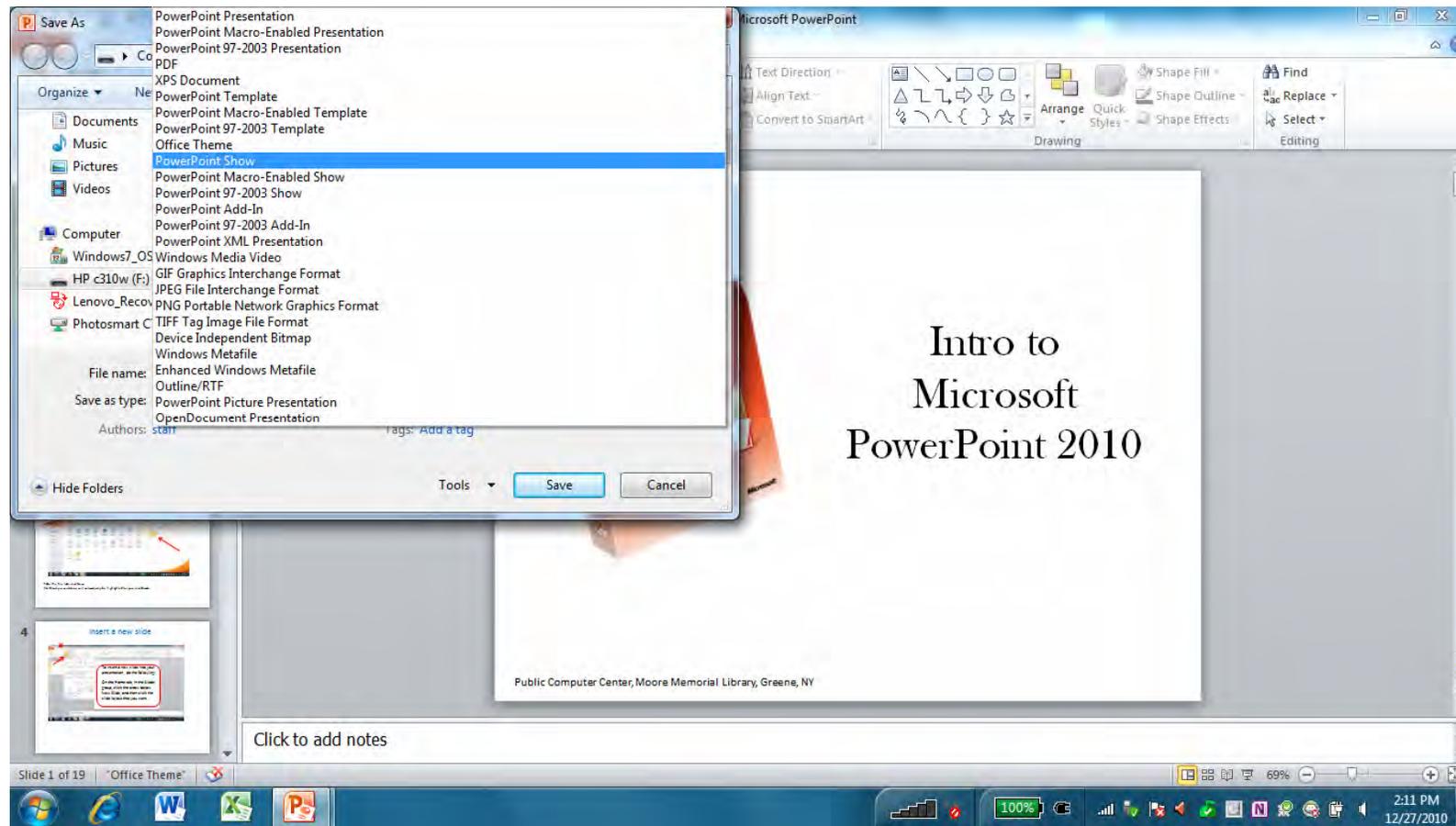
Set your slide show to run either full screen or in a window.

Set your slide show to run once or **continuously** until you hit the ESC key.

If using a pointer, specify the color of the pointer. (You can use a pointer by holding down the CTRL key and moving your mouse.)

Click OK.

Saving your presentation or show



Save your presentation as a Power Point presentation,
Save your show as a Power Point show.

Tips for creating an effective presentation

Minimize the number of slides

Choose an audience-friendly font size

Keep your slide text simple

Use visuals to help express your message

Make labels for charts and graphs understandable

Apply subtle, consistent slide backgrounds

Check the spelling and grammar