



# Microsoft® PowerPoint® 2010 Training

## PPLD PowerPoint 102

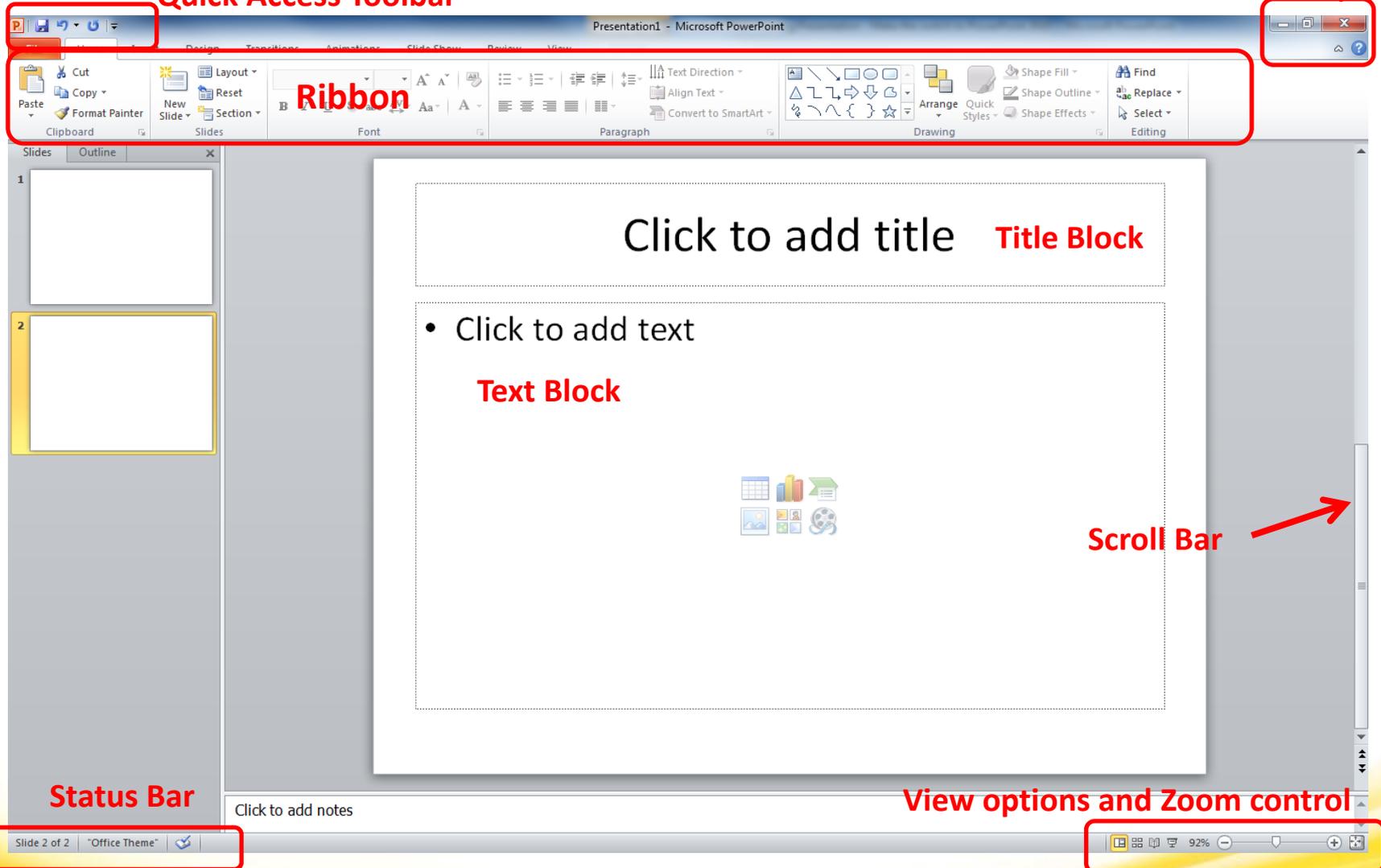
# Course goals

1. Reinforce commands using the ribbon interface.
2. Learn enhanced presentation skills;
  1. Organizing Custom Slide Shows
  2. Speakers Notes
  3. Smart Art
  4. Animation timing
  5. Creating/Manipulating Pictures, Tables, Charts

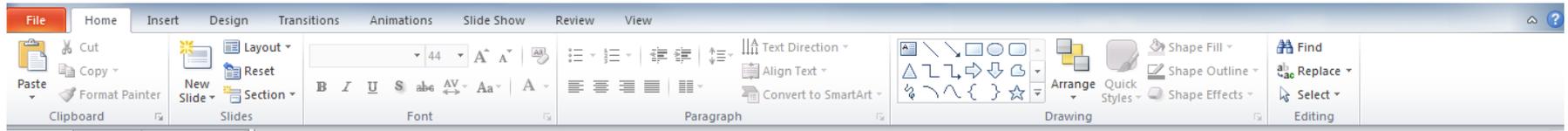
# Office Environment in PowerPoint

Window controls and Help

Quick Access Toolbar



# PowerPoint 2010 Ribbon



 File

 Home

 Insert

 Design

 Transitions

 Animations

 Slide Show

 Review

 View

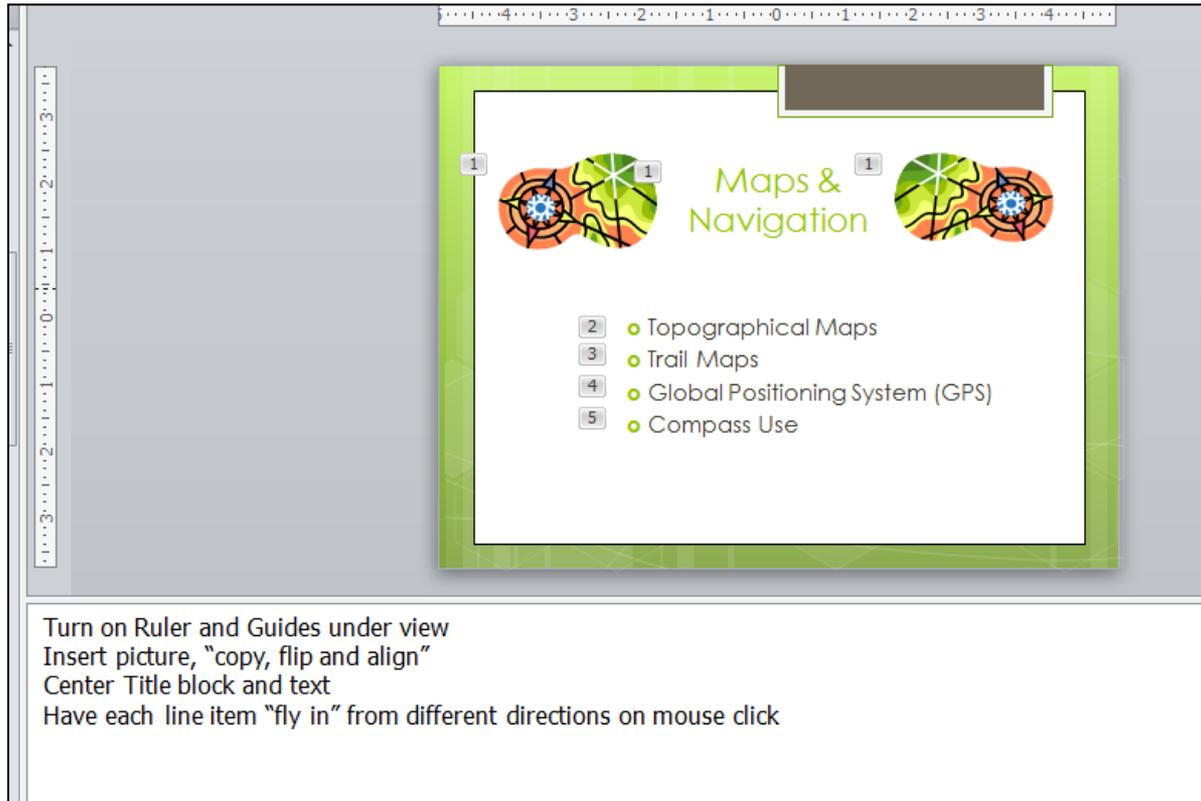
# Different Views



Click to change views.

Click to show Ruler, Gridlines and Guides while creating slides.

# Speaker Notes



The screenshot shows a PowerPoint slide with a green border. The slide content includes:

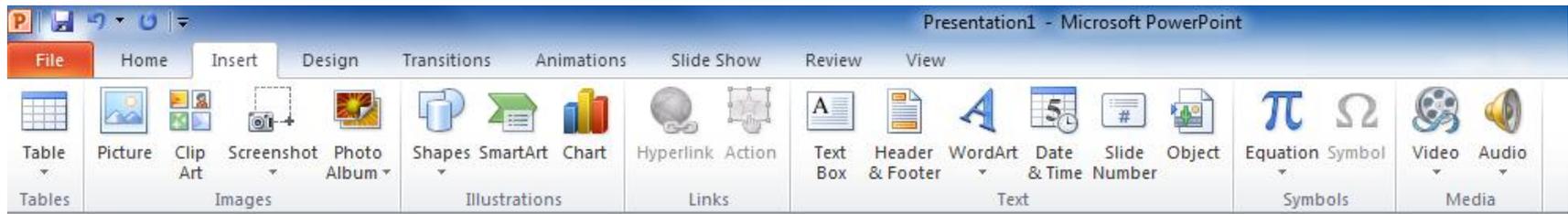
- Two circular icons on the left and right, each containing a topographical map and a compass rose, with a small '1' in a box next to each.
- The title "Maps & Navigation" in the center, with a small '1' in a box to its right.
- A bulleted list below the title:
  - 2 ● Topographical Maps
  - 3 ● Trail Maps
  - 4 ● Global Positioning System (GPS)
  - 5 ● Compass Use

Below the slide, the speaker notes are displayed in a white box with a grey border:

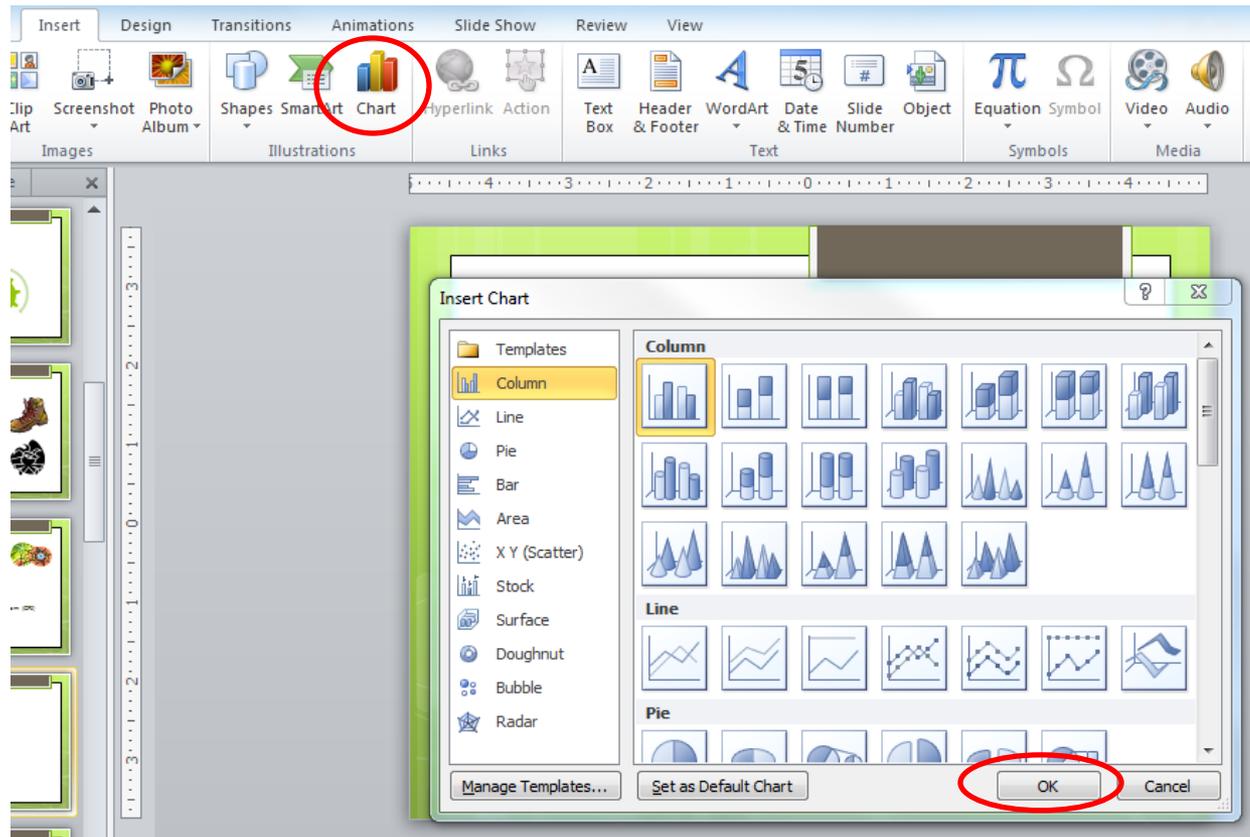
Turn on Ruler and Guides under view  
Insert picture, "copy, flip and align"  
Center Title block and text  
Have each line item "fly in" from different directions on mouse click

# Inserting Elements

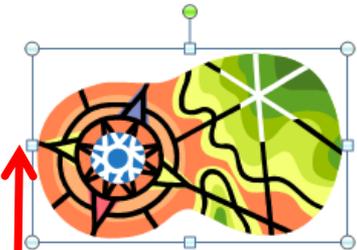
The Insert Tab is the key screen for adding elements to your presentation. Here you can add images, illustrations, links, text, symbols and media.



# Insert a Chart or Graph

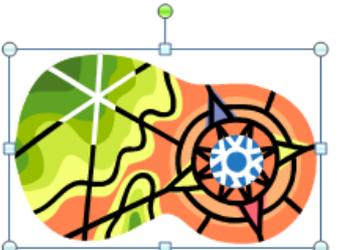


# Picture Tricks



To “FLIP” the picture, click and hold the middle square and drag to the right.

The diagram shows a rectangular frame containing a colorful abstract image with a gear icon. A red arrow points to the middle square of the image's bounding box. A long red arrow points from this square to the right, indicating the direction of the drag.



You will now have a mirror image.

The diagram shows the same rectangular frame as the previous one, but the image is now mirrored horizontally. The gear icon is now on the right side of the image.

# Creating Transitions



Click the lower arrow to see an expanded list of options.

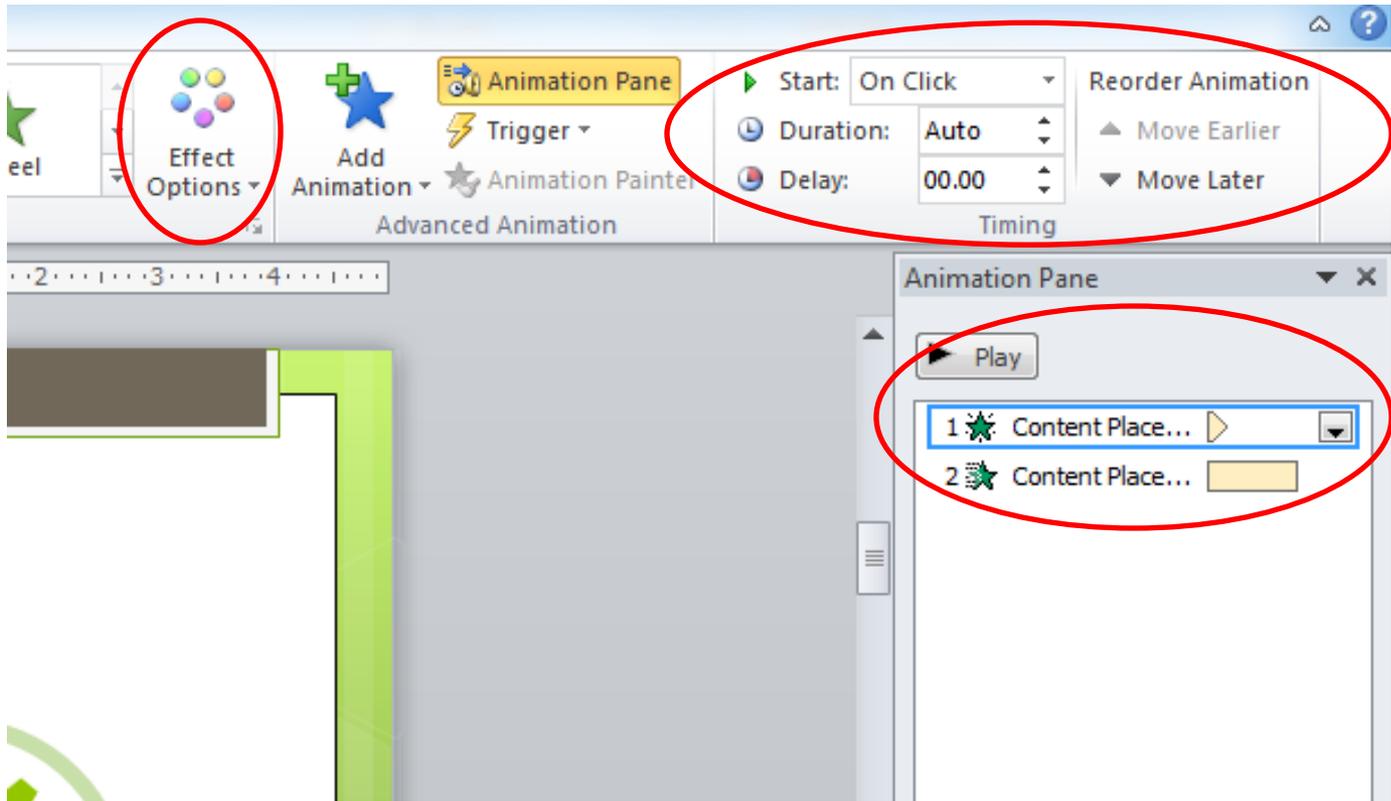
Click apply to all to assign the selected transition to the entire presentation.

# Transitions



Use timing panel to adjust speed and triggers for advancing slides.

# Animations



# Animations



1. Select the object you wish to add animation to
2. Click Add Animation
3. Select desired animation

Click Animation Pane to preview animation and adjust timings and triggers.

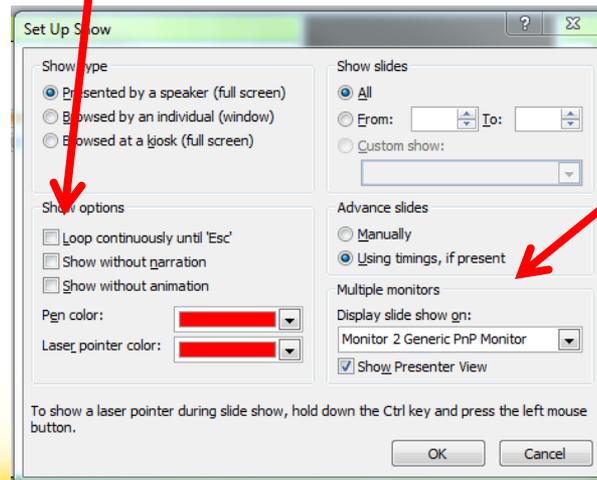
# Slide Show



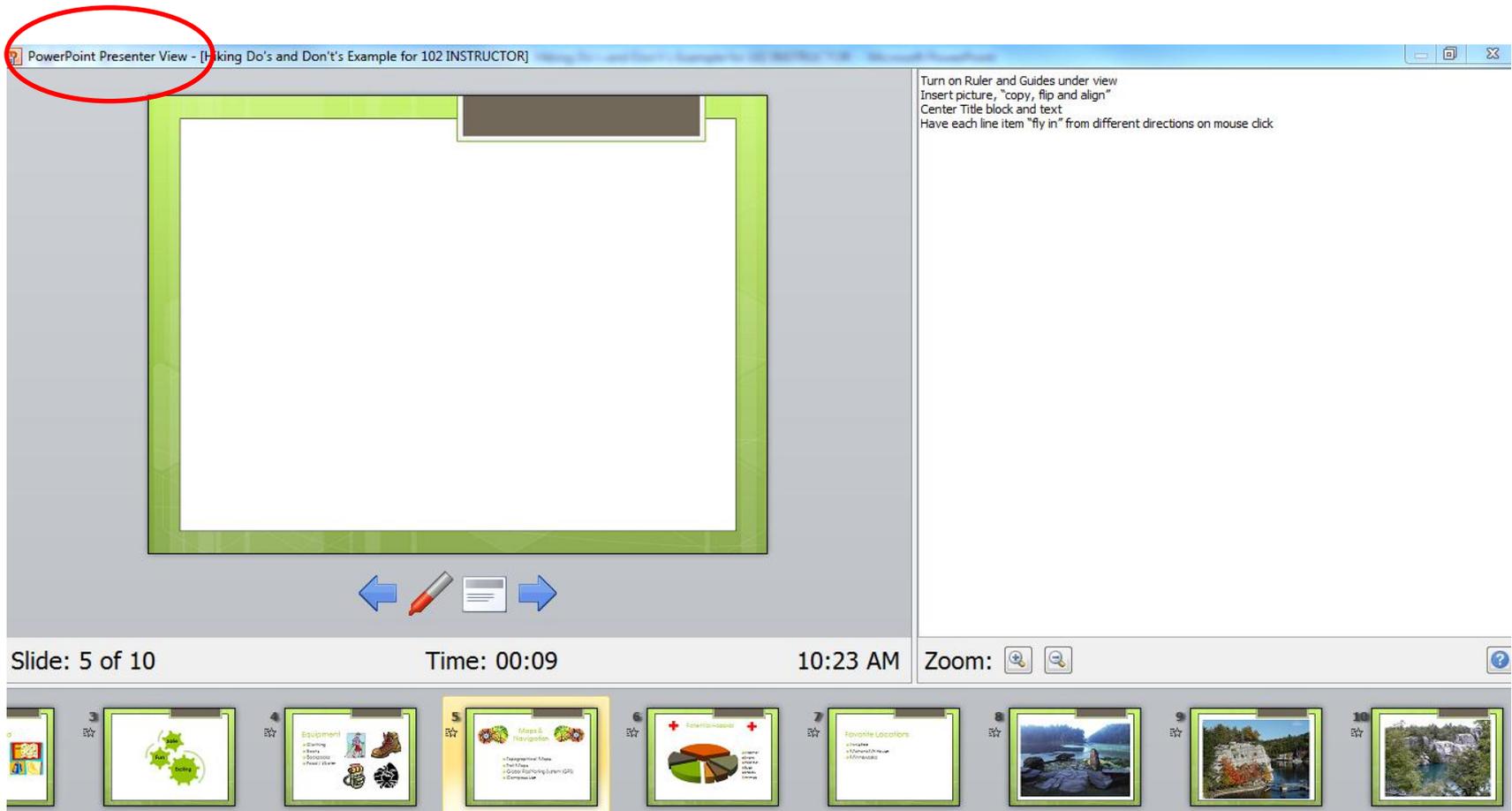
Use this to view slide show as audience will see it.

Use this to "Loop" slide show or configure presenter view.

Use this to turn on Presenter View.



# Using Presenter View

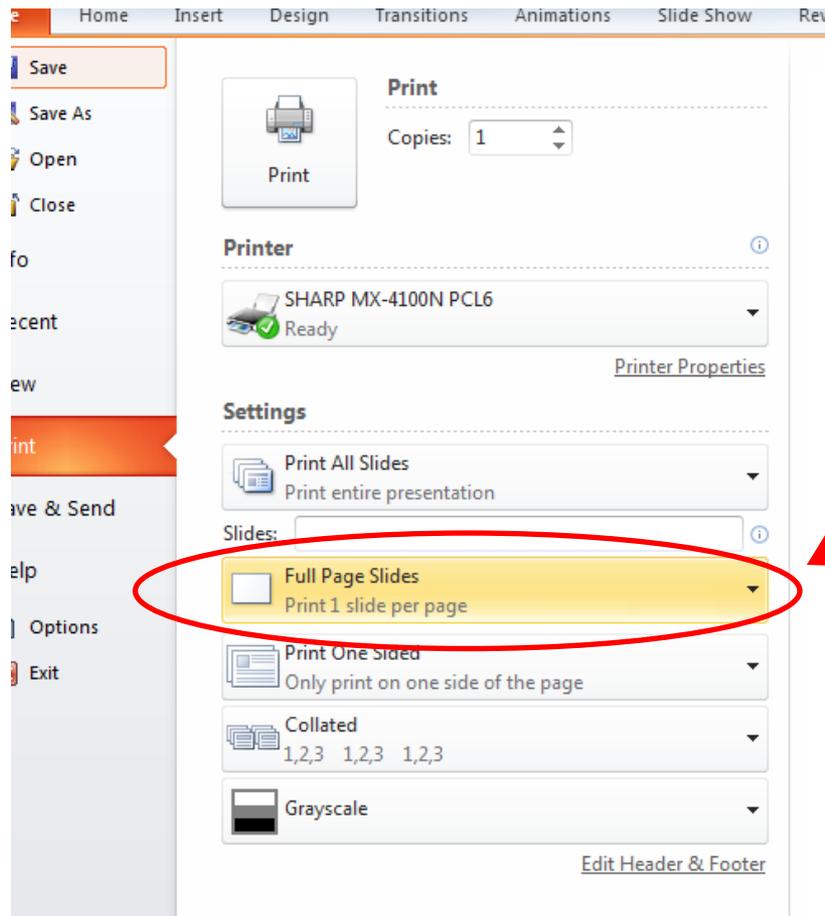


The screenshot shows the PowerPoint Presenter View interface. The window title bar at the top reads "PowerPoint Presenter View - [Working Do's and Don't's Example for 102 INSTRUCTOR]". The main area is split into two panes. The left pane displays a slide with a large green rectangular frame and a small dark grey rectangle at the top center. Below the slide are navigation icons: a left arrow, a pencil, a document, and a right arrow. The right pane contains the following text:

- Turn on Ruler and Guides under view
- Insert picture, "copy, flip and align"
- Center Title block and text
- Have each line item "fly in" from different directions on mouse click

At the bottom of the window, a status bar shows "Slide: 5 of 10", "Time: 00:09", "10:23 AM", and "Zoom: [magnifying glass icons]". Below the status bar is a slide navigation bar with 10 thumbnails. The 5th thumbnail is highlighted in yellow and shows a slide titled "Mass & Navigation" with a list of items: "Personalized Maps", "Fuel Maps", "Global Mapping System (GIS)", and "Compass Use".

# Printing Presentations



Click here to set up print views: Slides, Notes Pages, Presentation Outline

# Getting Help in Office

- In any Office 2010 program, go to File/Help/Getting Started. This brings you to the Office website for that program where you can:
  - See what's new in a program
  - Make the switch from a previous version
  - Find menu items in the ribbon and learn basic tasks

PowerPoint 2010 Getting Started web page:



If you know PowerPoint 2007, used an earlier version of PowerPoint, or have never used PowerPoint before, explore these resources to begin learning how to use the latest version.

## WHAT'S YOUR SITUATION?

## WHERE TO GO

### Familiar with PowerPoint 2007?

Find out what is new for PowerPoint 2010 from the last version.

[What's new in PowerPoint 2010?](#)

### Used an earlier version of PowerPoint?

Take an online course to learn how to use this version of PowerPoint and what it can do for you.

[Make the switch to PowerPoint 2010](#)

### Missing the menus?

Use an animated guide that lets you point to menus, toolbars, and commands in PowerPoint 2003 to see where they are in PowerPoint 2010.

[Interactive menu to ribbon guides](#)

### Never used PowerPoint before?

Learn how to perform common tasks with PowerPoint 2010.

[Basic tasks in PowerPoint 2010](#)

# Resources



## Books

- ❖ Beyond Bullet Points – Cliff Atkinson
- ❖ PowerPoint for Dummies – Doug Lowe
- ❖ Using Microsoft PowerPoint 2010 – Patrice-Anne Rutledge
- ❖ How to do everything with Microsoft Office PowerPoint 2007 – Ellen Finkelstein
- ❖ Teach yourself visually PowerPoint 2003 – Nancy Muir

# Contact Information

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(Broadband Technology Opportunities Program):**

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# THANK YOU!