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# PowerPoint 2010



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# Microsoft Powerpoint 2010 Manual

**David W. Beskeen**



## **Microsoft Powerpoint 2010 Manual:**

**Microsoft PowerPoint 2010** EZ-Ref Courseware,2010-12-01 B W Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the basic concepts of Microsoft PowerPoint 2010 To download the exercise files that accompany this title please visit [http://www.ezref.com/exercise\\_files](http://www.ezref.com/exercise_files) For information regarding unlimited printing with the ability to customize our courseware please visit our website [www.ezref.com](http://www.ezref.com) Topics covered in Microsoft PowerPoint 2010 One Day 6 8 hours PowerPoint Basics Screen Menus Opening a Presentation Using Help Running a Slide Show Changing Views Spell Checking your Presentation Working with Objects Moving Copying Resizing Deleting Customizing Objects Entering Editing Text Creating a New Presentation Using the Outliner Adding Headers and Footers Working with Text Charts Find Replace Saving Your Presentation Printing Adding Deleting Slides Working with Bullet Lists Drawing Objects Using the Ruler to Set Tabs Indents Adding Tables Inserting ClipArt Creating WordArt SmartArt Creating and Customizing Charts Creating Slide Shows Adding Animation Transition Effects Document Recovery Editing Master Slides Creating Custom Backgrounds Using Creating Templates Adding Hyperlinks [Microsoft PowerPoint 2010 Courseware](#) Kimberly McKay,2011-08-29 Welcome to Velsoft s courseware for Microsoft Office PowerPoint 2010 Microsoft s powerful and easy to use presentation program This new version of PowerPoint incorporates some new features and connectivity options in an effort to make collaboration and production as easy as possible This Foundation level is intended to help all novice computers get up to speed quickly This manual will also help more experienced users who have little to no experience with PowerPoint 2007 and the ribbon interface [Microsoft PowerPoint 2010 Introduction Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix,Beezix Software Services,2010-06-10 *PowerPoint 2010* ,2010 This course will help students prepare for the Microsoft Office Specialist exam for PowerPoint 2010 exam 77 883 Resource description page **Microsoft PowerPoint 2010** EZ-Ref Courseware,2010-12-01 B W Instructor Guide for instructor led computer training Meant to be used with our companion student training manuals for learning the basic concepts of Microsoft PowerPoint 2010 To download the exercise files that accompany this title please visit [http://www.ezref.com/exercise\\_files](http://www.ezref.com/exercise_files) For information regarding unlimited printing with the ability to customize our courseware please visit our website [www.ezref.com](http://www.ezref.com) Topics covered in Microsoft PowerPoint 2010 One Day 6 8 hours PowerPoint Basics Screen Menus Opening a Presentation Using Help Running a Slide Show Changing Views Spell Checking your Presentation Working with Objects Moving Copying Resizing Deleting Customizing Objects Entering Editing Text Creating a New Presentation Using the Outliner Adding Headers and Footers Working with Text Charts Find Replace Saving Your Presentation Printing Adding Deleting Slides Working with Bullet Lists Drawing Objects Using the Ruler to Set Tabs Indents Adding Tables Inserting ClipArt Creating WordArt SmartArt Creating and Customizing Charts Creating Slide Shows Adding Animation Transition Effects Document Recovery Editing Master Slides Creating Custom Backgrounds Using Creating Templates Adding

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