PowerPoint® 2010 Advanced

Reusing Slides from Other Presentations

1. In the SLIDES tab or the Slide Sorter view, [Click] between slides to indicate where you would like the slide(s) inserted.
2. Choose HOME, then [Slide] then REUSE SLIDES.
3. In the REUSE SLIDES task pane, select recently accessed presentations from the INSERT SLIDES FROM list, then [Click] [→].
   Or, to access an Office SharePoint Server 2007/2010 slide library:
   a. [Click] BROWSE, then BROWSE SLIDE LIBRARY.
   b. Navigate to and SELECT the slide.
   Or, to reuse slides from a PowerPoint file on your computer:
   a. [Click] BROWSE, then BROWSE FILE.
   b. Locate and select the presentation, then [Click] OPEN.
4. Check KEEP SOURCE FORMATTING to keep the original theme of the imported slide. Leave blank to use the preceding slide's theme.
5. [Click] on the slides to insert.

Adding Placeholders to a Slide Master

1. Choose VIEW, then SLIDE MASTER.
2. Select one of the layouts (smaller thumbnails) on the left side.
3. Choose SLIDE MASTER, then [Placeholder] then select the type of placeholder. The CONTENT placeholder allows any of the seven types of content.
4. [Drag] on the slide layout to draw the placeholder.
5. Format the placeholders as usual (e.g. remove bullets, center text, change fill colors, etc.).

Adding a Customized Layout

1. Choose VIEW, then SLIDE MASTER.
2. Select a layout on the left. The new layout will be inserted after this layout.
3. Choose SLIDE MASTER, then INSERT LAYOUT.
4. Change the slide layout as desired.
5. To rename the layout, choose SLIDE MASTER, [Rename].
6. [Click] CLOSE MASTER VIEW when done.

Your custom layout now appears as an option when you choose HOME, then [Layout].

To use customized layouts from another file, use the other file as a theme (see Using a Theme from Another Office Document).

Using a Theme from Another Office Document

Use a theme from another document to have consistent design elements such as colors, fonts, and slide layouts.

1. In the SLIDES tab or the Slide Sorter view, select the slides to which to apply the theme. If all slides are to be changed, this is not necessary.
2. Choose DESIGN, then [Click] [▾] to expand the THEMES Gallery.
3. Select BROWSE FOR THEMES. Locate and select the document and [Click] APPLY.

Creating Templates

1. Create a presentation in the normal way.
2. Choose FILE, then SAVE AS.
3. Change SAVE AS TYPE to POWERPOINT TEMPLATE. You are taken to the TEMPLATES folder.
4. Type a FILE NAME then [Click] SAVE.

Using Templates

To create a new presentation from a previously saved template, choose FILE, then NEW, [Click] MY TEMPLATES. Select a template, then [Click] OK.

Making Changes to a Template

1. Open the template. PowerPoint's templates are usually stored in the TEMPLATES folder. To find the templates folder, choose FILE then SAVE AS. Change SAVE AS TYPE to POWERPOINT TEMPLATE. You are taken to the TEMPLATES folder. [Click] CANCEL.
2. Choose FILE then OPEN and select a template from the TEMPLATES folder. [Click] OPEN.
   Or,
   a. Choose FILE then RECENT.
   b. Select the template from RECENT PRESENTATIONS or, select the TEMPLATES folder from RECENT PLACES.
      To keep a template or the TEMPLATES folder in the RECENT list, [Click] [→].
3. Make changes, then save and close the file.

Inserting an Audio Clip

To embed your own audio clip in a presentation:
1. Select the slide to add audio.
2. Choose INSERT then AUDIO.
3. Locate and select the audio file you want to add, then [Click] INSERT.

To embed Clip Art Audio in a presentation:
1. Select the slide to add audio to.
2. Choose INSERT then [Audio], select CLIP ART AUDIO.
3. [Click] the audio clip from the CLIP ART task pane to add it to the slide.

Inserting a Video

1. Select the slide to add video to.
2. Choose INSERT then VIDEO.
3. Locate and select the video file you want to add, then [Click] INSERT.

You can also [Click] [icon] in a content layout to insert a video.

Inserting an Excel Table

1. Choose INSERT, [Table] then EXCEL SPREADSHEET.
   Or, to insert an existing workbook, copy part of the workbook, then in PowerPoint choose HOME, then PASTE SPECIAL. Select MICROSOFT EXCEL WORKSHEET OBJECT then [Click] OK.
2. [Drag] the tabs to show most of the worksheet.
3. The ribbon changes to the Excel Ribbon. Navigate and enter data in the usual way.
4. When done, [Click] away from the Excel object.

To edit or change what rows/columns are displayed, [Double-Click] the Excel object.

WordArt Effects

YOUR TEXT HERE

All text can have WordArt effects such as outlines, fills, gloss, reflection, and shadow.

1. Select the text.
2. Choose DRAWING TOOLS, FORMAT, then select from the WORDART STYLES gallery, or customize with one of TEXT FILL, TEXT OUTLINE, or TEXT EFFECTS.

Or, to insert a text box with a WordArt style:
1. Choose INSERT, then WORDART then select a WordArt style. WordArt styles match the current theme of the document. Changes to the theme will also change text formatted using one of the WordArt styles.

To clear WordArt effects:
1. Select the text, then choose DRAWING TOOLS, FORMAT.
2. [Click] [▾] in the WORDART STYLES gallery, then select CLEAR WORDART.

Recoloring a Picture

1. Select the picture.
2. Choose PICTURE TOOLS, FORMAT, [Color].
3. Select one of the options.

Ungrouping Clip Art

Ungroup to allow each piece of the clip art to be selected separately and deleted or modified.
1. Select the clip art picture on the slide.
2. Choose PICTURE TOOLS, FORMAT, then UNGROUP. [Click] YES to the warning message.
3. [Click] the piece to change. If you are unable to select the piece, use the Selection and Visibility pane @HOME, SELECT, SELECTION PANE).

Organizing Slides With Sections

Use sections to separate slides into groups such as section authors. You can quickly print and apply effects to just one section. To create a section:
1. Select the first slide of the section to be created in the SLIDES pane or Slide Sorter view.
2. Choose HOME, [Section], ADD SECTION.
- To rename, [Right Click] the section name, then select RENAME SECTION.
- To hide/show slides in a section, [Click] all or [icon]. Or to hide/show all slides, [Right Click] a section name then select COLLAPSE/EXPAND ALL.
- To reorder, [Right Click] the section name, then select MOVE SECTION UP/DOWN. Or [Drag] the section to the new location (easier when slides hidden/collapsed).
- To remove, [Right Click] the section name, then select REMOVE SECTION or REMOVE SECTION & SLIDES (deletes slides), or REMOVE ALL SECTIONS.
- To quickly change all slides in a section, [Click] the section name, then apply a theme or transition.
- To print a section, choose FILE, PRINT. [Click] PRINT ALL SLIDES, then choose one of the SECTIONS. [Click] PRINT.

Creating a Button to Jump to Another Slide or File During a Slide Show

1. Choose INSERT, then SHAPES then select an ACTION BUTTON shape.
2. Draw the button by [Dragging] with the mouse. The ACTION SETTINGS dialog box appears with options related to the type of button you chose.
3. [Click] the MOUSE CLICK or MOUSE OVER tab to choose whether [Clicking] the object or moving the mouse over the object will take you to the destination.
4. Choose HYPERLINK TO and make a selection from the drop-down list. If necessary, choose the slide, or locate the other file to go to. Hidden slides have brackets around their numbers. [Click] OK.
5. If jumping to another presentation, select which slide to start with.
6. [Click] OK in the ACTION SETTINGS dialog box.

After jumping to the destination slide, whether in the current presentation or another, PowerPoint will continue with the slides following the one you have jumped to. If you have jumped to another presentation, at the end of the other presentation you will be returned to the original slide in the main presentation. If you have jumped to a file from another application, close the application to return to PowerPoint.

Displaying the Animation Pane

Use the animation pane to easily select, reorder and modify animations.

To show, choose ANIMATIONS, then [Animation Pane].

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Peter Weverka

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