





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 , 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 , 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 placeholder 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.
3. Choose SLIDE MASTER, then INSERT LAYOUT .
4. Change the slide layout as desired.
5. To rename the layout, choose SLIDE MASTER, , then RENAME.
6. [Click] CLOSE MASTER VIEW  when done.

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

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 , 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]  in a content layout to insert a video.


Inserting an Excel Table

1. Choose INSERT, , 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 refreshes are displayed, [Double-Click] the Excel Object.

WordArt Effects

YOUR TEXT HERE

All text can have WordArt effects such as outlines, fill, glow, 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:
 - a. 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 , then  .
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, , ADD SECTION.
- To rename, [Right Click] the section name, then select RENAME SECTION.
- To hide/show slides in a section, [Click]  or , 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 (even when slides hidden/collapsed).
- To remove, [Right Click] the section name, then select REMOVE SECTION or REMOVE SECTION & SLIDES (hides 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.

Microsoft Powerpoint 2010 Reference Guide

David W. Beskeen



Microsoft Powerpoint 2010 Reference Guide:

Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Beezix Software Services, 2010-06-10 **Microsoft PowerPoint 2010 Advanced Quick Reference Guide** Beezix Software Services, 2010 *Microsoft PowerPoint 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, 2010-08-09 **PowerPoint 2010 All-in-One For Dummies** Peter Weverka, 2010-04-29 A fully updated guide to creating dynamic presentations with PowerPoint 2010 PowerPoint dominates the presentation landscape With the changes in PowerPoint 2010 including the availability of an online version PowerPoint users need this comprehensive reference to make the most of the program PowerPoint 2010 All in One For Dummies features in depth coverage of the elements and the process involved in creating knockout presentations Seven minibooks cover all the new 2010 features providing a great education for beginners and showing PowerPoint veterans lots of new tricks PowerPoint is the leading presentation software used in business and education new features in PowerPoint 2010 include an online version and expanded audiovisual capabilities Seven self contained minibooks cover getting started building a presentation tables charts and diagrams graphics and shapes adding audio video and animation giving the presentation and PowerPoint for power users Explains how to use the interface and tools and shows how to represent data visually for greater impact Provides important tips on adding the human element when making a presentation Gives advanced users advice on creating templates collaboration automation and more PowerPoint 2010 All in One For Dummies gets novices up to speed and helps experienced users take their skills to the next level *Boot-Click-Enter* □ 4 Gurpreet Bindra, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The CCE compliant series is based on an interactive approach to teach various concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2010 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD **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 For information regarding unlimited printing with the ability to customize our courseware please visit our

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Williams,2012-03-16 **EBOOK Using Information Technology Complete Edition Desktop - My Book of Computer Science Class 5** Sayan Banerjee,Swati Goel,Goyal Brothers Prakashan,2013-04-01 Goyal Brothers Prakashan Illustrated Course Guide: Microsoft PowerPoint 2010 Basic David W. Beskeen,2012-12-19 Loved by students for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for learning Microsoft PowerPoint 2010 regardless of your experience level Each two page spread focuses on a single skill making information easy to follow and absorb The Illustrated Course Guides split PowerPoint 2010 concepts and skills into two manageable levels Basic and Advanced perfect for workshops or accelerated courses Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **A Speaker's Guidebook with The Essential Guide to Rhetoric** Dan O'Hair,Rob Stewart,Hannah Rubenstein,2012-02-01 A Speaker's Guidebook with The Essential Guide to Rhetoric includes a full tabbed section that provides brief yet comprehensive coverage of rhetorical theory from the classical to the contemporary and its practical applications **Microsoft PowerPoint 2010 Plain & Simple** Nancy Muir

Boysen,2010-05-15 Get the guide that makes learning Microsoft PowerPoint 2010 plain and simple This full color no nonsense book shows you the quickest ways to solve problems and learn the tools using easy to follow steps and concise straightforward language You'll discover new and exciting ways to create and share dynamic presentations with any audience Here's WHAT you'll learn Create dynamic presentations for your audience Include charts tables clip art and other graphics Add video clips and CD music Animate slide and add transition effects Edit and polish your presentations with ease Create speaker notes and record narration Here's HOW you'll learn it Jump in whenever you need answers Easy to follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS exercises help apply what you learn right away **Microsoft Windows Server 2012 Administration Instant Reference** Matthew Hester,Chris Henley,2013-06-24 Fast accurate answers for common Windows Server questions Serving as a perfect companion to all Windows Server books this reference provides you with quick and easily searchable solutions to day to day challenges of Microsoft's newest version of Windows Server Using helpful design features such as thumb tabs tables of contents and special heading treatments this resource boasts a smooth and seamless approach to finding information Plus

quick reference tables and lists provide additional on the spot answers Covers such key topics as server roles and functionality user and group maintenance directory management and replication and backup and recovery Addresses automating administrative tasks and managing server remote access Helps you with disk management and storage folder security and performance tuning Walks you through common troubleshooting issues as well as maintaining and controlling the centralized desktop Microsoft Windows Server 2012 Administration Instant Reference is a must have resource for finding quick answers quickly *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 For information regarding unlimited printing with the ability to customize our courseware please visit our website 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 *PowerPoint 2013 Bible* Faithe Wempen,2013-04-01 Master PowerPoint and improve your presentation skills with one book In today s business climate you need to know PowerPoint inside and out and that s not all You also need to be able to make a presentation that makes an impact From using sophisticated transitions and animation in your PowerPoint presentations to interfacing in person with your audience this information packed book helps you succeed Start creating professional quality slides that captivate audiences and discover essential tips and techniques for making first rate presentations whether you re at a podium or online Combines both the technical software skills and the soft presentation skills needed to be a successful presenter in today s business climate Explains PowerPoint 2013 s features and tools in detail so you can create impressive professional presentations for your job Shows you essential formatting techniques including tables and working with Layouts Themes and Masters Covers working with drawings and SmartArt photos charts sounds music video and data from other sources Explains how to prepare for live presentations and also how to create and present material in the Cloud or online including e learning For compelling successful presentations in person in the cloud or on the web start with PowerPoint 2013 Bible **Teach Yourself VISUALLY PowerPoint 2010** Bill Wood,2010-12-17 Fast easy way to get the very most out of PowerPoint 2010 Present your work in style in a PowerPoint presentation using the tips and techniques in this visual guide to PowerPoint 2010 It covers the basics as well as all the exciting new changes and additions

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