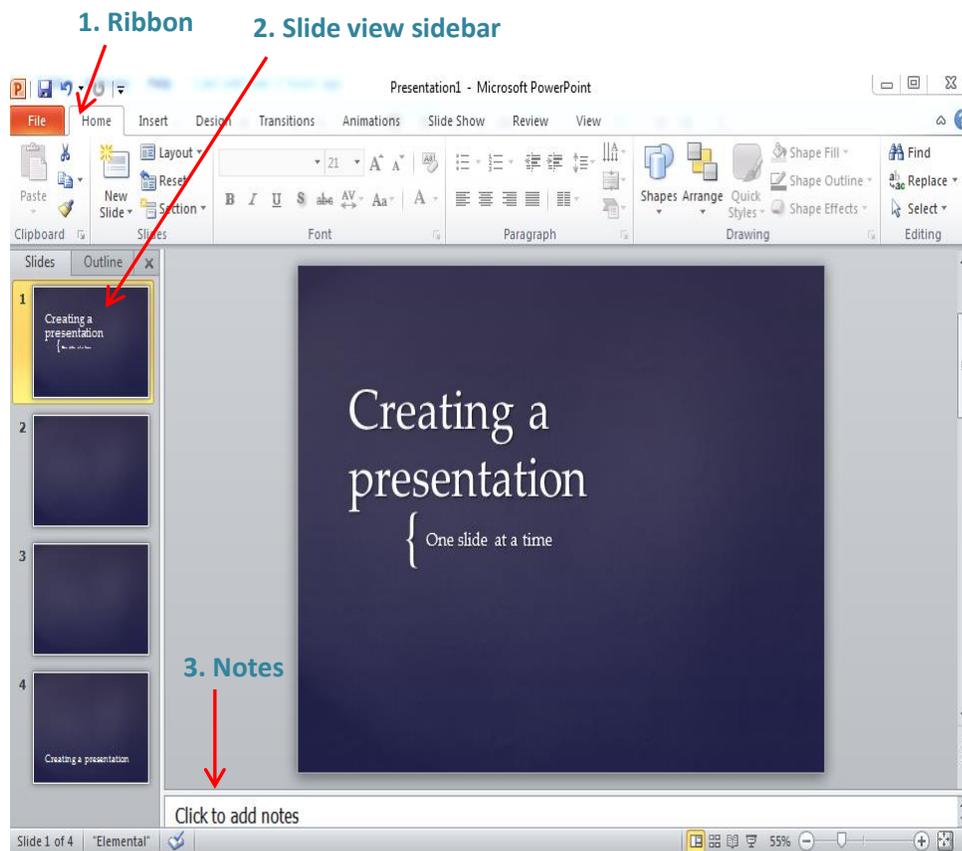


## Microsoft PowerPoint 2010 Basics

PowerPoint is used to create slideshow presentations. Let's look at the software's layout and available features.



**1. Ribbon:** Each menu listed in the ribbon at the top of the presentation contains its own set of tools. The key tools in the **File** menu are Save, Print, Open, and New. Note that there are a number of print layouts available in the print menu, including options for the number of slides to be printed on each page and whether the slides should have lines for notes printed next to them. The **Home** menu has tools for creating a

new slide, changing the layout of a slide, font settings, and alignment options. Add images, video, shapes, and more in the **Insert** menu. Choose a slide template and configure the look of your slides in the **Design** menu. Add visual effects to your presentation in the **Transitions** and **Animations** menus. Use the **Slide Show** menu when you are ready to rehearse and deliver your presentation (more information on the last page of this handout.) Check spelling and add comments in the **Review** menu. Adjust your display settings in the **View** menu. **2. Slide view sidebar:** The sidebar on the left shows a preview of the slides ahead. Drag and drop slides in the sidebar to reorder them. **3. Notes:** Add notes to a slide in this field at the bottom of the screen. This feature can help avoid creating slides that are too text-heavy. Keep slides succinct and easy to digest, save more specific details for the notes area.

## PowerPoint Keyboard Shortcuts

File Options		Editing		Slide controls	
<b>Ctrl + O</b>	Open	<b>Ctrl + A</b>	Select All	<b>Ctrl + M</b>	New slide
<b>Ctrl + S</b>	Save	<b>Ctrl + X</b>	Cut	↓ or →	Next slide
<b>Ctrl + N</b>	New	<b>Ctrl + C</b>	Copy	↑ or ←	Previous slide
<b>Ctrl + P</b>	Print	<b>Ctrl + V</b>	Paste		
<b>F1</b>	Help	<b>Ctrl + Z</b>	Undo		
		<b>Ctrl + Y</b>	Redo		

## Creating a presentation

Open PowerPoint, click on File, then click on New. You can either create a blank presentation or choose from the templates available through Microsoft Office. There are templates for business, education, marketing, arts, and more. When browsing templates, click once on a template in the list to see a larger preview on the right. Click on Download to use the template. When you use a template, the presentation's style is set. All you have to do is add in your information. You are able to modify the design of the template if there are any changes you want to make.

To get started, let's create a blank presentation. Make sure blank presentation is selected and click on the Create button on the right. The presentation starts off with one slide containing two text boxes. Click and drag each text box to move it around the slide. Click and drag from a corner of a text box to resize it. Highlight the text to type over it. If you want to delete a text box, click on the edge of it and hit the delete key on the keyboard.

Pick a new background for your slide in the Design ribbon. To add more slides, click on New Slide in the Home ribbon. If you click on the small down arrow next to New Slide, PowerPoint gives you some options for pre-formatted slides, including a plain blank slide. Create five new slides for your presentation.

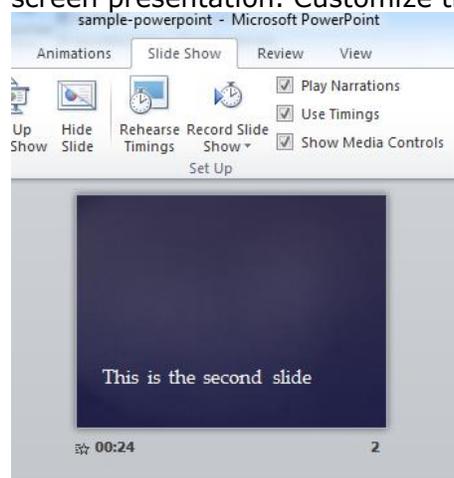
Choose a topic and fill in your slides. You can find images online and include them in your presentation. Click on Picture in the insert ribbon to do this once you have an image saved on the computer. Remember that you can drag and drop your slides in the slide view sidebar to reorder them. Take some time to add at least one transition to your slides, from the transitions ribbon.

Make sure you have some text and content on each slide before moving on to the rehearsing and presenting tools.

## Rehearsing and presenting



Let's take a closer look at the tools to use for rehearsal and presentation, found in the **Slide Show** menu. Click **From Beginning** to start your slide show from the first slide. PowerPoint will enter a full screen presentation mode. To exit this mode, press the **Esc** key. You may toggle back and forth between full screen and normal displays during a presentation. The **From Current Slide** tool allows you to pick up right where you left off in full screen presentation mode. Use the **Hide Slide** tool to prevent a slide from showing up in the full screen presentation. Customize the flow and display of your slide show with the **Set Up Slide Show** tool. Record an audio narration for the presentation using the **Record Slide Show** tool.



To set up the presentation so the slides advance automatically at a certain time: click **Rehearse Timings**. This will measure the time spent on each slide during rehearsal. You then have the option to make the slides automatically advance. The timing is listed under each slide. Check or uncheck the **Use Timings** checkbox to enable or disable the timings. You can manually edit the timing for each slide in the **Transitions** menu. On the right side of the menu, edit the time in the **Advance slide after:** checkbox. You can select multiple slides and set them to the same timing, or select slides individually to give them different timings.

**Printing options for your presentation:** Click on File, then on Print. Click on the Full Page Slides dropdown. Presentations can be printed with various amounts of slides per page, with or without space for notes near the slides.

**Questions? Contact Adult Services at [askref@elmwoodparklibrary.org](mailto:askref@elmwoodparklibrary.org) or 708-395-1217.**