

PowerPoint® 2010 Introduction

Creating a New Presentation

You are presented with a blank, new presentation whenever PowerPoint is launched. If PowerPoint is already running: To quickly create a blank, document press «Ctrl-M», or for more options:

1. Choose FILE, NEW.
2. Choose BLANK PRESENTATION. Or to use a template:
 - From «Office.com» [Click] a category under OFFICE.COM TEMPLATES or to search, type keywords (e.g. project report) in SEARCH OFFICE.COM FOR TEMPLATES, and press «Enter».
 - Select one of the RECENT TEMPLATES or SAMPLE TEMPLATES.
3. [Click] CREATE or DOWNLOAD.

Adding a New Slide

Choose HOME, then NEW SLIDE .

To choose a slide layout when creating the new slide, [Click] .

Changing a Slide's Layout

Choose HOME, then  Layout, then select a layout.

Changing the Slide Orientation

1. Choose DESIGN, then SLIDE ORIENTATION .
2. Choose PORTRAIT or LANDSCAPE.

All slides change to the new orientation. While all slides in a presentation must have the same orientation, you can orient objects and text in any direction.

Changing the Slide Size

1. Choose DESIGN, then PAGE SETUP .
2. Choose a size from the SLIDES SIZED FOR list, or enter your own WIDTH and HEIGHT. [Click] OK.

Entering Text into a "Click to add..." Bulleted List Placeholder

1. [Click] on the placeholder and type the text.
2. To add another line or paragraph, press «Enter».
3. To create an indented paragraph, press «Tab» at the beginning of the paragraph. To "unindent" a paragraph, press «Shift-Tab» at the beginning of the paragraph.

Starting a New Line Without a Bullet

To break a line of text without creating a new paragraph (and a new bullet), press «Shift-Enter».

Moving from Title to Body with the Keyboard

When finished typing the title, press «Ctrl-Enter». This moves to the body text placeholder. Press «Ctrl-Enter» when you are in the body text placeholder to move to the next placeholder, or create a new slide if you are in the last placeholder.

Adding Other Text on the Slide

To add text where there is no text placeholder:

1. Choose HOME then  in the DRAWING group.
2. [Click] where the text is to begin.
3. Type the text. [Click] outside the box when finished.

Changing Level of Indentation

1. [Click] in the paragraph to change.
2. Choose HOME then  .

Using the Outline Tab

Use the Outline tab to see an overview of your slides' main points, edit a lot of text, and rearrange points. To display the Outline tab, [Click]  in the left pane. To show/slide slide text, [Double Click] .

Rearranging Bullet Points or Paragraphs

For paragraphs, the following steps must be done using the Outline tab.

1. [Point] to the bullet of the paragraph. If there is no bullet, [Point] to the left of the paragraph in the Outline tab. The mouse pointer changes to .
2. [Drag] the paragraph up or down to the new position.

Changing the Text Font

1. Select the text to change.
2. Choose HOME, then select from the Font list, e.g. .

Changing the Text Size

1. Select the text to change.
2. Choose HOME, then select from Font Size , or edit the number and press «Enter». Or, [Click] Increase or Decrease Font Size   to change size in increments.

Enhancing Text: Bold, Italic, etc.

1. Select the text.
2. Choose HOME then from      for Bold, Italic, Underline, Text Shadow, or Text Outline. To remove enhancements, ensure that the text is selected, and [Click] the same buttons.

Turning Off/On Bullets

1. Select the paragraph(s) to change.
2. Choose HOME then .

Formatting Text with the Mini Toolbar



Use the Mini toolbar for quick access to common formatting options.

1. Select the text to change with your mouse.
2. [Right Click] or move the mouse pointer up and to the right.

Viewing Many Slides at Once

Choose VIEW, then SLIDE SORTER .

Rearranging Slides

In Slide Sorter view or the SLIDES tab of the left pane, [Drag] the slide to the new position.

Applying a Design Theme

Themes are coordinated sets of fonts, colors, and graphics.

- Choose DESIGN, then select from the THEMES group. [Click]  to see all themes.

The new theme will be applied to all slides that have the same theme as the current slide.

Or, first select the slides in either the SLIDES tab or Slide Sorter view to apply the theme to those slides.

Changing the Background of a Slide

1. In the SLIDES tab or the Slide Sorter view, select the slide(s) whose background is to be changed. To select multiple slides, «Ctrl»-[Click] the slides. If all slides are to be changed, this is not necessary.
2. Choose DESIGN then , then a style. Or for more options choose FORMAT BACKGROUND.

Adding a Header or Footer

1. Choose INSERT, then HEADER & FOOTER .
2. Specify options, and [Click] APPLY or APPLY TO ALL.
3. Move header/footer elements like any other object.

Creating Speaker Notes

1. In Normal view, [Click] in the bottom pane.
2. Type your text.
3. To see more of the notes pane, [Drag] the top border of the pane.

Choose VIEW, then NOTES PAGE  to view and edit notes pages as they will look when they print.

Text Selection Shortcuts

A word	[Double Click]
A paragraph	[Triple Click] within the paragraph.
A bullet and sub-bullets	[Click] on the bullet.
All text in the text block	«Ctrl-A»
Multiple separate areas	Press «Ctrl» while selecting text.

Moving Among Slides

- [Click] the Next Slide  or Previous Slide  buttons, below the vertical scroll bar.
- [Click] on a slide in the SLIDES tab.
- [Click] the Slide Sorter view button  at the bottom of the screen to view all slides, then [Double Click] a slide.
- [Drag] the Scroll box in the vertical scroll bar until the number of the desired slide appears, then release.

To move here...

First or last slide
Next slide
Previous slide

Press this...

Home or End
Page down
Page up

Shortcuts

Increase/decrease indent	Alt-Shift-→ / ←
Move paragraph up/down	Alt-Shift-↑ / ↓
Copy shape attributes	Ctrl-Shift-C
Paste shape attributes	Ctrl-Shift-V
Increase/decrease font size	Ctrl-Shift-+ or -

Slide show shortcuts:

Show shortcuts during show
Go to a slide number

F1
«Number» then «Enter»

Black/unblack the screen
White/unwhite the screen
Next slide or step

B or . (period)
W or , (comma)

[Click] Spacebar
Enter
N

Previous slide or step

← or →
Page Down
Backspace
P

Stop/Start Automatic Show
End show
Show laser pointer

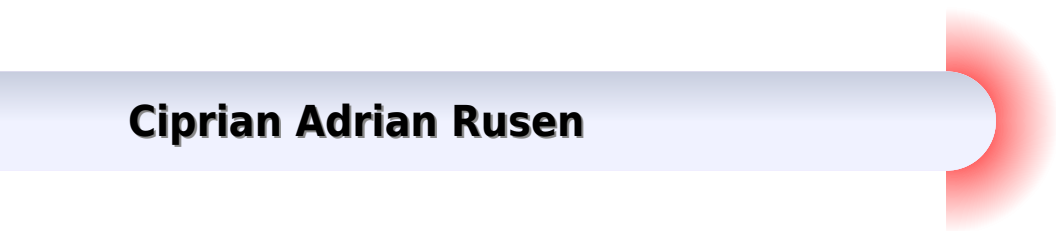
Page Up
S or +
ESC or Ctrl-Break
Press «Ctrl» while [Clicking]

Change pointer to pen
Change pointer to arrow
Change pointer to eraser
Hide pointer and buttons
Automatically show/hide pointer and buttons
Erase screen annotations

Ctrl-P
Ctrl-A
Ctrl-E
Ctrl-H
Ctrl-U
E

Microsoft Powerpoint 2010 Standard Quick Reference Guide

Ciprian Adrian Rusen



Microsoft Powerpoint 2010 Standard Quick 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 **Excel 2010 For Dummies Quick Reference** Colin Banfield, John Walkenbach, 2010-04-13 Find the answers to your most important Excel questions with this reference John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics Known as Mr Spreadsheet Walkenbach along with Excel expert Colin Banfield answers your most common and important Excel questions in this easy to understand reference You'll learn how to open save protect and recover workbook files add copy and delete worksheets enter and edit data and text create formulas and functions audit format and print and more Highly organized and free of unnecessary jargon this essential reference allows you to find the answers you're looking for quickly and easily Excel gurus Walkenbach and Banfield offer quick and easy answers to common Excel questions Offers information in a highly organized easy to understand format so you can find exactly what you need Includes information on opening saving protecting and recovering workbook files adding copying and deleting worksheets entering and editing data and text creating formulas and functions auditing formatting printing and more Covers navigating the user interface using the Ribbon and Quick Access toolbar saving protecting and recovering workbook files entering and editing data creating formulas and functions and much more Excel 2010 For Dummies Quick Reference enables you to spend more time working on your projects rather than trying to figure how to make Excel work for you **Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software** Microsoft Official Academic Course, 2011-10-11 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Office PowerPoint 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition's use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader also helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics **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 **Office and SharePoint 2010 User's Guide** Michael Antonovich, 2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most

powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively. You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals. Office and SharePoint 2010 User's Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with. Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view, improved collaboration within their organization and better document management and may even get one step closer to the paperless office we've been promised for years. This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users. It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment. Microsoft Office 2010 with Microsoft Office 2010 Evaluation Software Microsoft Official Academic Course, 2012-01-24. This Microsoft Office 2010 text introduces students to the various applications included in Microsoft Office. The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work. The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program. Automated grading via OfficeGrader saves instructors time and enables consistent grading. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application. Additional projects throughout the book help users comprehend how a task is applied on the job. OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

IC3: Internet and Computing Core Certification Global Standard 4 Study Guide Ciprian Adrian Rusen, 2015-04-27. Hands on IC3 prep with expert instruction and loads of tools. IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the ideal all in one resource for those preparing to take the exam for the internationally recognized IT computing fundamentals credential. Designed to help candidates pinpoint weak areas while there's still time to brush up, this book provides one hundred percent coverage of the exam objectives for all three modules of the IC3 GS4 exam. Readers will find clear, concise information, hands on examples and self paced exercises that demonstrate how to perform critical tasks. This useful guide includes access to a robust set of learning tools including chapter review questions, a practice test environment, electronic flashcards and author videos that explain complex topics. The certification consists of three separate exams: Computing Fundamentals, Key Applications and Living Online. Candidates are given fifty minutes to answer forty five questions so rapid recall and deep understanding are critical to success. IC3 Internet and Computing Core Certification Global Standard 4 Study Guide provides expert instruction on everything candidates need to know including hardware, software, networking and more. Review operating system basics and common application features. Understand troubleshooting and safe computing. Learn basic word processing, spreadsheet, presentation and database activities. Study networking concepts, digital communication and research fluency. The exam

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Pro SharePoint 2010 Development for Office 365 Dave Milner,Bart McDonough,Paul Stork,2012-12-31 It s no secret that cloud based computing is the next big movement in IT and Microsoft is right there in the market with Office 365 a cloud based productivity suite which includes a hosted cloud focused version of SharePoint 2010 SharePoint 2010 developers who have traditionally developed for on premise environments will suddenly find themselves being asked to develop for the cloud While there is a lot of overlap between cloud based and traditional SharePoint development there are also some important differences and considerations that must be taken into account as well In particular the proliferation of cloud based solutions was a driving force behind certain new features in SharePoint 2010 like sandboxed solutions and the new client object model As the devil is always in the details Pro SharePoint 2010 Development for Office 365 helps you navigate the changes and develop compelling applications and solutions for SharePoint Online in Office 365 Authors Dave Milner Bart McDonough and Paul Stork bring to the table decades of experience in real world development of solutions for customers expertise that is the practical result of what works in real world customer environments This proven team will cover with you the architectural landscape that SharePoint in the cloud represents discuss the steps in setting up a development environment and cover multiple real world development approaches technologies and considerations

IC3: Internet and Computing Core Certification Key Applications Global Standard 4 Study Guide Ciprian Adrian Rusen,2015-04-27 Master word processing spreadsheets and presentations ahead of the IC3 exam IC3 Internet and Computing Core Certification Key Applications Study Guide is your ideal study guide when you want to focus on the Key Applications exam module in preparation for the IC3 This book covers common features and functions word processing spreadsheets and presentations all presented in a clear concise style Hands on examples and self paced exercises show you how to perform critical tasks needed to pass the exam and the companion website offers a diverse set of study tools including the Sybex test engine a preassessment test hundreds of practice questions videos and access to over one hundred electronic flashcards Test your skills and solidify your understanding of Key Applications for the IC3 Master the functions common to all programs and the most common features Review the basics of word processing with formatting and automation Understand spreadsheets and how to manipulate data with formulas Brush up on the creation and formatting of simple presentations When you are serious about certification IC3 provides the practice that inspires self confidence

TechTots: A Computer LearnIng journey with Window 10 and MS Office 2016 : Book 6 ,2025-06-11 Computers are used almost everywhere It has revolutionised our social life and have transformed this world into a small global village

This new edition is a series of eight books classes 1 to 8 for primary and middle schools The series has been delivered and designed in such a way that a child can understand the basic concepts of computer and its applications We have tried to achieve our objective through interactive updated contents and activities presented in a learner friendly manner focusing on the activity oriented computer education Salient Features of the Books The entire series is strictly developed in line with the latest pattern and guidelines issued by all major syllabi Simple language exciting and meaningful illustrations are provided to elucidate the concepts Lesson objective highlights the main topics to be covered in the chapter Warm Up provides activities based on previous knowledge observation skills and thinking skills Fact com section presents interesting information to take learning beyond the given text Key Points section is given at the end of each chapter to recapitulate the important points learnt Activity Zone within the chapter develops technical and cognitive skills Modellest Papers help the students revise the knowledge they have gained The aim of our books is to make students understand the working and applications of computer on their own Every effort has been made to keep the series worthful but still the door is open for your valuable suggestions for the improvement of the series Your suggestions will be gratefully acknowledged and will be given due consideration in the subsequent editions

Sage 50 Accounts 2013 in easy steps Gillian Gilert,2013-06-05 Sage 50 Accounts is the UK s market leading accounts software It lets you manage your day to day finances customers suppliers and VAT and keeps your finger on the pulse of your business It puts you in total control of your finances so you can spend more time running growing your business Sage 50 Accounts 2013 in easy steps clarifies everything from basic record keeping to utilising Sage as an information bank for making crucial business decisions Areas covered include setting up records and producing invoices reconciling your bank statements stock management keeping track of debtors creditors and bills all important month and year end procedures generating invaluable management reports

Windows 7: The Missing Manual David Pogue,2010-03-19 In early reviews geeks raved about Windows 7 But if you re an ordinary mortal learning what this new system is all about will be challenging Fear not David Pogue s Windows 7 The Missing Manual comes to the rescue Like its predecessors this book illuminates its subject with reader friendly insight plenty of wit and hardnosed objectivity for beginners as well as veteran PC users Windows 7 fixes many of Vista s most painful shortcomings It s speedier has fewer intrusive and nagging screens and is more compatible with peripherals Plus Windows 7 introduces a slew of new features including better organization tools easier WiFi connections and home networking setup and even touchscreen computing for those lucky enough to own the latest hardware With this book you ll learn how to Navigate the desktop including the fast and powerful search function Take advantage of Window s apps and gadgets and tap into 40 free programs Breeze the Web with Internet Explorer 8 and learn the email chat and videoconferencing programs Record TV and radio display photos play music and record any of these to DVD using the Media Center Use your printer fax laptop tablet PC or smartphone with Windows 7 Beef up your system and back up your files Collaborate and share documents and other files by setting up a workgroup

network **Accessible Instructional Design** Dave L. Edyburn,2015-12-07 This volume will examine issues of accessibility and how designers can improve the quality of educational materials by embedding supports that anticipate the special learning needs of diverse learners Mastering VBA for Office 2010 Richard Mansfield,2010-08-24 A comprehensive guide to the language used to customize Microsoft Office Visual Basic for Applications VBA is the language used for writing macros automating Office applications and creating custom applications in Word Excel PowerPoint Outlook and Access This complete guide shows both IT professionals and novice developers how to master VBA in order to customize the entire Office suite for specific business needs Office 2010 is the leading productivity suite and the VBA language enables customizations of all the Office programs this complete guide gives both novice and experienced programmers the knowledge they need to make maximum use of VBA for Office Supported with real world examples in Word Excel PowerPoint Outlook and Access this book offers clear systematic tutorials with both intermediate and advanced content Covers learning how to work with VBA recording macros using loops and functions using message boxes input boxes and dialog boxes creating effective code XML based files ActiveX the developer tab content controls add ins embedded macros and security Mastering VBA for Office 2010 prepares developers to customize all Microsoft Office 2010 applications for the unique needs of their employers

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Conclusion: Embracing the Kindle Experience

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