

Microsoft PowerPoint 2010 Basics

ABOUT THIS CLASS

This class is designed to give a basic introduction to Microsoft PowerPoint 2010. Specifically, we will progress from learning how to open Microsoft PowerPoint to actually creating a slideshow. It is impossible in two hours to become totally proficient using Microsoft PowerPoint, but it is my hope that this class will provide a springboard to launch you into this exciting world!

Course Objectives

By the end of this course, you will:

- ✓ Have a basic understanding of the Office Ribbon in Microsoft Office 2010.
- ✓ Know how to start a new presentation in Microsoft PowerPoint, save it, and be able to find it later.
- ✓ Insert text in Microsoft PowerPoint.
- ✓ Know how to add transitions and animations to your slides.
- ✓ Be able to add images to your presentation.
- ✓ Know how to start, navigate, and exit your slideshow.
- ✓ Know how to print.

This booklet will serve as a guide as we progress through the class, but it can also be a valuable tool when you are working on your own. Any class instruction is only as effective as the time and effort you are willing to invest in it. I encourage you to practice soon after class. There will be additional computer classes in the near future, and I am available for questions during Tech Time, generally on Tuesdays from 10am-noon and Thursdays from 3-5 pm. Feel free to call to confirm the time.

Meg Wempe, Adult Services Librarian



What is Microsoft PowerPoint 2010?

Microsoft PowerPoint is part of the Microsoft Office suite of programs. It can be one of your most powerful tools for communicating ideas and information during presentations. In PowerPoint, you are able to place your content into a series of "slides" which can then be projected for your audiences, printed and distributed as handouts, or published online using different file formats.

This class will give you the tools to create a basic slide presentation starting with creating the first slide to providing transitions in your final presentation.

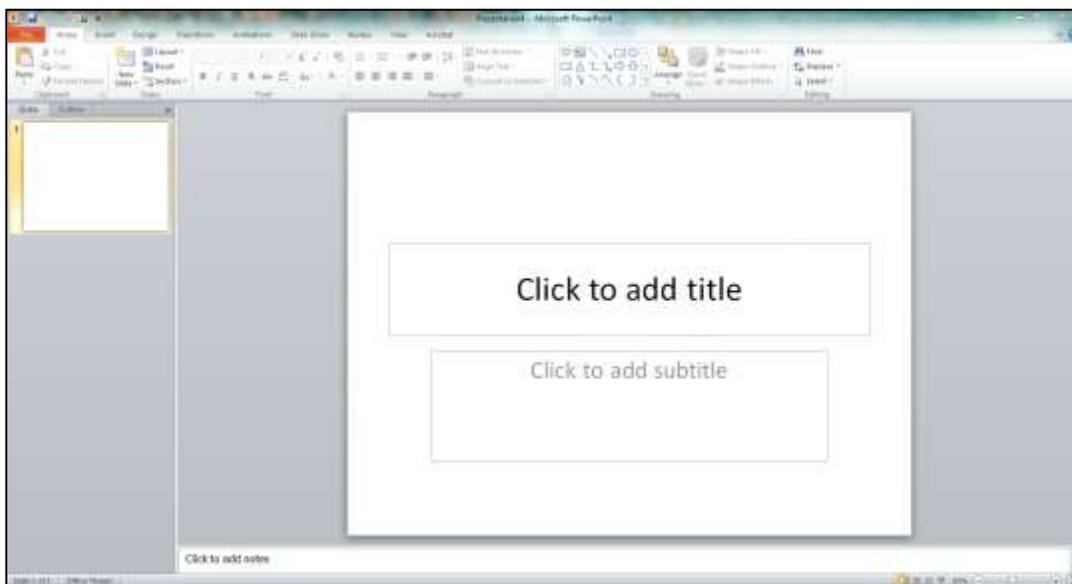
Getting Started

Let's open Microsoft PowerPoint. You can do this by clicking on the **Start Icon**,



All Programs > Microsoft Office> Microsoft PowerPoint.

The PowerPoint Window



You use the PowerPoint window to interact with the software by choosing commands. After opening PowerPoint 2010, the window appears and your screen will look similar to the one shown above.



Note: Your screen may not look exactly like the screen shown. In PowerPoint 2010, how a window displays depends on the size of the window, the size of your monitor, and the resolution to which your monitor is set. Also, settings in PowerPoint 2010, Windows Vista, and Windows 7 allow you to change the color and style of your windows.

[The Microsoft Office File Tab](#)

In the upper-left corner is the Microsoft Office file tab. When you click the tab, a menu appears. This feature is called the **Backstage View**. You can use the menu to create a new file, open an existing file, save a file, and perform many other tasks. You can also open a new or recent presentation, preview and print, and more from this tab.

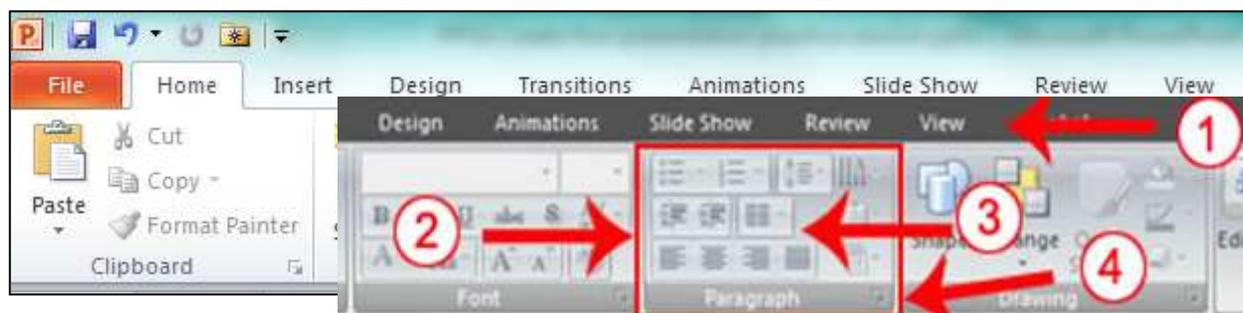
[The Quick Access Toolbar](#)

 Above the File tab is the Quick Access toolbar. The Quick Access toolbar provides you with access to commands you frequently use. Most common actions like, **Save**, **Undo**, and **Redo** appear on the Quick Access toolbar. You use **Save (Ctrl S)** to save your file, **Undo (Ctrl Z)** to rollback an action you have taken, and **Redo (Ctrl Y)** to reapply an action. You can customize this toolbar by selecting the dropdown icon next to it, or accessing it through **File > Options > Quick Access Toolbar**.

[The Title Bar](#)

 The Title bar is located at the top in the center of the PowerPoint window. The Title bar displays the name of the presentation on which you are currently working. By default, PowerPoint names presentations sequentially, starting with **Presentation1**. When you save your file, you can change the name of your presentation and the name will then display in the Title bar.

[The Ribbon](#)



- 1 **Tabs**
- 2 **Command Group**
- 3 **Command Buttons**
- 4 **Launcher**

In PowerPoint 2010, you use the Ribbon to issue commands. The Ribbon is located near the top of the PowerPoint window, below the Quick Access toolbar. At the top of the Ribbon are several tabs; clicking a tab displays several related command groups. Within each group are related command buttons. You click buttons to issue commands or to access menus and dialog boxes. You may also find a **dialog box launcher** in the bottom-right corner of a group. When you click the dialog box launcher, a dialog box makes additional commands available.

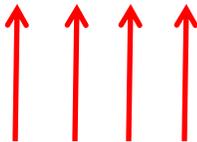
Viewing the Ribbon

You can open or close the ribbon simply by clicking on the arrow located next to the help button on the top right.



Zoom Slider

On the bottom right of the window you will find the **Zoom Slider**. Clicking or dragging the **slider arrow** or + /- icons with your mouse will enlarge or shrink the size of the slide in your window.



Viewing Pane

Also notice the four icons to the left of the slider. These are shortcuts to the **normal, sorter, slideshow, or reading** pane view of your presentation.



Making a Slide Show

Slide 1: Title Slide

The first slide will be the **Title Slide**. You will notice, in the lower left corner of the screen, **Slide 1 of 1** is indicated. We are going to create a presentation on how to make a peanut butter and jelly sandwich.

Click in the **Click to add title** box. To insert a title, just type it in: **How to Make a Great PBJ**

Now, click in the second box and type:

A Gourmet Recipe (tap the Enter key) **From** (tap the Enter key) **Your Name**

Saving your work

Save early and often to avoid losing your hard work. To **save**, click on the **File tab**. Your first save will prompt you to name your file, choose a location, and define the file format type (aka "Save As"). By default you save in the latest PowerPoint version. Choosing to save in an older format can be done by selecting from the dropdown menu that is offered. After you make your selection, click **Save**. Notice the name will now appear in your title bar.



Inserting a New Slide

Let's add slide 2. From the **Ribbon** choose the **Home tab > Slides > New Slide**.

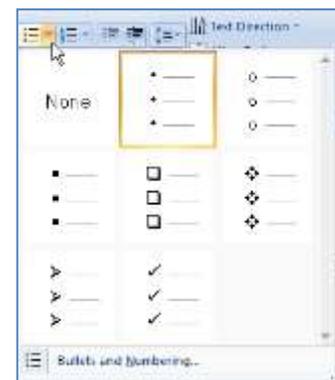


Slide 2: Title and Content Slide

Click in the **Click to add title** box and type: **Ingredients.**

Click in the bulleted **Click to add text box** and type:

Peanut butter (tap Enter)



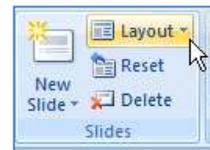
Strawberry jam (tap Enter)

Two slices of bread (tap Enter)

Milk

Notice how each line appears with a “bullet” (•) in front of it. You can change the type of bullet by highlighting your text (hold down the left click mouse button and drag across the text) and then from the **Paragraph Group**, choose the bullet button. From the drop down you can choose another style simply by clicking on it.

Now, let’s insert another new slide. Click the **New Slide** icon:



Slide 3: Title and Two Content Slide

We may not desire to use the same slide template all the time, so let’s learn how to select a new template. Next to the New Slide icon, click on **Layout**. This will open a new window with different templates to choose from. We are going to choose the **Two Content** template. Click on it to select.

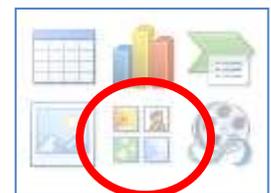
As soon as you click on this choice, the center portion of your screen will change to the new slide template we selected.

Click-in the **Click to add title** box and type: **Tools Needed**

Click in the left side • **Click to add text** box and type:

Knife (tap Enter) **Spoon** (tap Enter) **Plate** (tap Enter) **Glass**

Notice the small box in the center portion of the new slide text boxes. There are six tiny icons in this box that will allow you insert a **table**, **chart**, **clip art**, **picture**, **diagram** or a **media clip**. For this slide we want to insert a **clip art** image in this area, so click on the clip art icon.



The clip art pane appears! Type **sandwich** in the **Search text:** box. Click: **Go**. Move up and down the selections until you find one you like. To select your picture, click-on it. You can click on the  in the clip art menu to close the pane.

You can resize by clicking on it and dragging from any of the corners. To move the image, click on it in the middle and drag it to your desired destination

Slide 4: Title and Two Content Slide

Click on the **New Slide** button once again.

Slide 4 will be a “Title and content” style slide, so choose that template.

Click on the **Click to add title** box and type: **Directions**

Click on the left • **Click to add text** box and type:

Spread peanut butter on one slice (tap Enter) **Spread jam on second slice.** (tap Enter) **Put slices together** (tap Enter) **Cut in half** (tap Enter) **Pour Milk** (tap Enter) **Enjoy.**

Slide 5: Title and Two Content Slide

For this slide we’ll be creating a bar chart that shows what people like the most in their peanut butter sandwiches. To create this type of slide we’ll start by clicking-on the same image we did for Slide 3: “Two Content Slide.”

Click on the **Click to Add title** text box and type: **Why use strawberry jam?**

Click on the left side • **Click to add text** box and type:

Survey results of 100 Children and Adults: (tap Enter)

Grape jelly: 33 (Enter)

Honey: 11 (Enter)

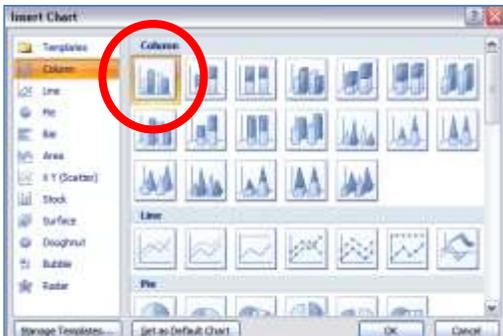
Strawberry jam: 46 (Enter)



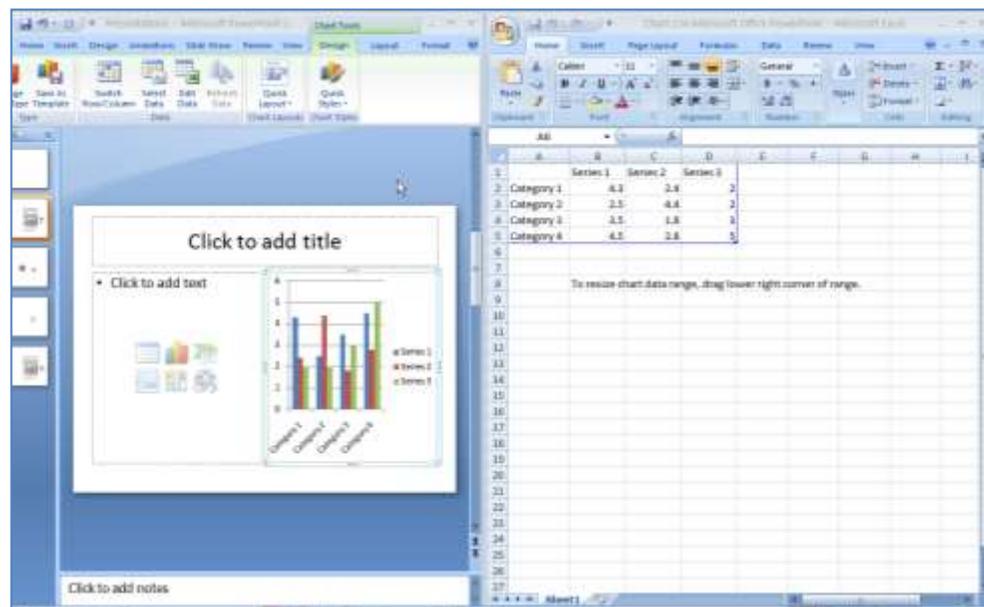
Banana: 10 (Enter)

Now we'll make a graph to show the survey data.

On the right side of the slide, click on the center icon in the top row. This will open a new window that allows you to choose what type of chart you would like to use. We will use the first choice "Clustered Column." Select and click **Okay**.



Your screen will split! You will see an image that looks like the one below. This is called a **datasheet**. If you have ever used a spreadsheet program (like **Microsoft Excel**) you will be familiar with this format.



As you enter data you will see the chart change to reflect your data entries.

- ✓ Click-on the **Category 1** box and type in **Grape**, then for **Category 2** type **Honey**, **Category 3: Straw**, and **Category 4: Banana**.

- ✓ Now, click on **Series 1** and type-in **Best**. Now click-on the cell (box) in the **A** column next to **Grape** and enter **33**, then by **Honey** enter **11**, by **Straw** enter **46**, and by **Banana** enter **10**. After you have entered the 10, click at the top of your datasheet on the word **Best**.

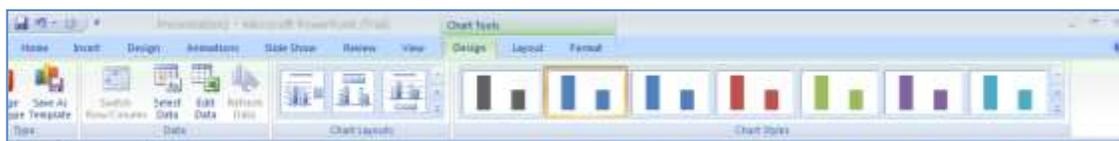
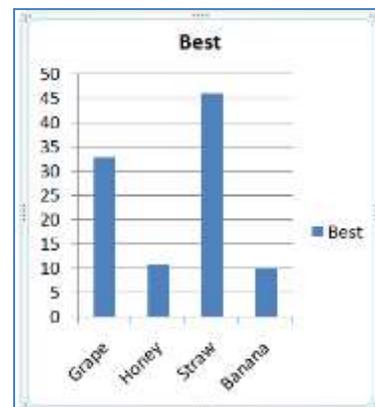
	A	B	C	D
1		Best	Series 2	Series 3
2	Grape	33	2.4	2
3	Honey	11	4.4	2
4	Straw	46	1.8	3
5	Banana	10	2.8	5
6				

We want a simple graph that fills our graph area, so we need to delete the rest of the columns. To do this, put your cursor on the small blue triangle. When your cursor looks like a double arrow, hold down the left click mouse and drag across the unwanted columns to resize the selection area to only include our data. The columns should disappear! Now click on the  in the **datasheet** to close (Be careful and choose the correct ).

If you did everything right, your graph should look like this:

Once you have closed the datasheet, as we did above, you can get it back by clicking-on the **Edit Data** in the new tab that is now on the Ribbon, or by **right-clicking on the graph** and selecting **Edit Data**.

You now also have many new formatting tools to format the look of your graph! Try some out:



You may or may not desire to alter the appearance of your graph. However, the graph may need some adjusting so that all of the data and words show completely, in which case you may want to change the size of the graph box. To do this, **click-on one of the resizing handles** on the side or corner (like you may have done with your clip art photo), and drag the corner until the graph becomes larger or smaller. Once you are content with your changes, click-away from the graph to “turn off” the **edit box** around the graph.

Slide 6: Title and Content Slide

Click on the **New Slide** button again. We'll use the "Title and Content" template once more.

Click on **Add title text** box and type: **Occasions for Eating PBJ's**

Click on the left • **Click to add text** box and type:

School lunches (tap Enter) **Parties** (tap Enter) **Picnics** (tap Enter) **Late night snacks**

Inserting Animated Images

In PowerPoint 2010 you can add images that move! These are called **animated images**. You can insert an animated **Clip Art** image on any slide. You can move and size the image as you desire. To do this you'll need to click-on **Insert** in the Ribbon, and then click-on **Clip Art**. A new task pane will open up on the right of your screen.

On the Ribbon, go to **Insert > Clip Art**. You can limit the search through the drop down box in the clip art pane and only check "video".

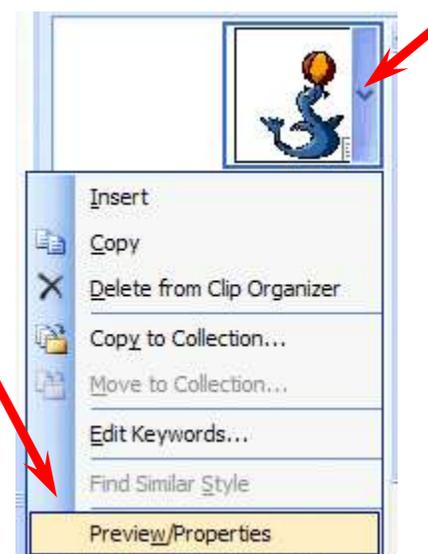
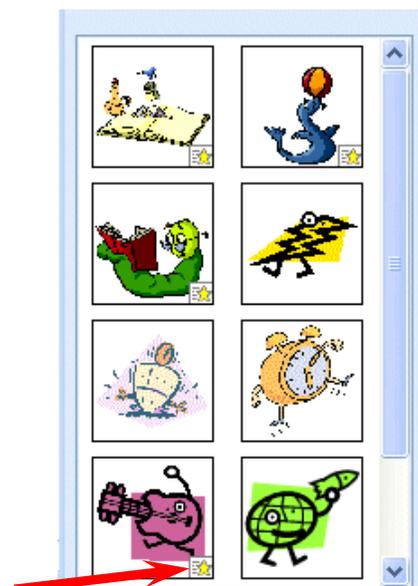
Type-in **food** in the area under search text and click on the **Go** button.

Notice in the lower right corner of each image that there is either no symbol or there is a small yellow star symbol. This yellow star indicates that the clip art that the search found animated. If you don't see the star, this means that the image is not animated.

To learn and see more about an image, move your cursor over the right edge of the image. You will see a light blue bar appear with a small "down arrow." Move your cursor over the arrow and click on it.

When you click-on the arrow, a dialog box will appear. You can see that the drop down menu furnishes you with a number of selections.

Move your cursor over **Preview/Properties** and click on this selection.



This image gives specifics on the clip art picture you chose. If this is an animated image, you will see the animation moving in the left preview area.

When you are finished looking at **Preview/Properties**, click on the **Close** button in the lower right corner.

Click on the image to insert it, or choose **Insert** from the pop up menu that appeared previously.



Slide 7: (End) Title Slide

Click on New Slide button once again.

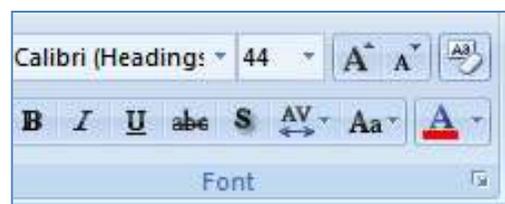
For Slide 7 we'll be using a Title Slide Template.

Click in the **Click to add title** box and type: **Enjoy your sandwich!**

Now, let's make the letters larger. Highlight your title (**Enjoy your sandwich!**) by placing your cursor at the beginning of the first word, click and hold down the left mouse button and drag it across the words, then release the left button.

Change the font and the color from the **Home tab > Font Group**.

Note: You can do this to any text in your PowerPoint presentation.



Viewing your Slide Show

You have just completed the first stage of your presentation. Go back to Slide 1 and click on it. It will indicate Slide 1 of 7 in the status area in the lower left corner of your screen. You should recognize this slide as your first slide on "How to make a Great PBJ".

If you would like to view how your slide show will look when you project it onto a screen or monitor, go to the Ribbon at the top and click on **Slide Show** Tab, then click on **From Beginning** in the first group (**Start Slide Show**).



Or, you can click-on the small Slide Show button in the button bar at the lower right of the screen.



There are several ways to advance through your slide show. You can **tap the space bar**, **tap the Enter key**, **tap the right arrow key**, or **click the left mouse button** to move forward from one slide to the next during the show. When you get to the end of the show, the presentation will return to your slides if you continue to click. Anytime you want **to end the show**, simply **tap the Esc key in the upper left corner of the keyboard** or **click the right mouse button** and **click on End Show in the pop up menu that appears**. If you end your show early you will be on the slide you were viewing when you tapped Esc or clicked-on End Show.

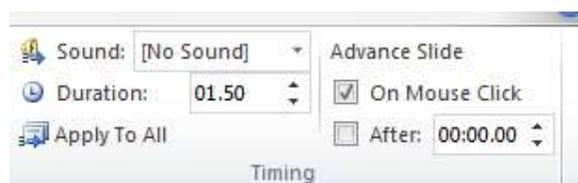
To **go backward** to a previous slide in your show, you can **tap the Backspace key**, or the **left arrow key**. If you are using the mouse to click through your presentation and desire to go back, click the **RIGHT mouse button** and you will see a menu screen appear that allows you to choose a **Previous slide** or **Go to any slide**.

Transitions

Now we'll add some *pizzazz* to our presentation. Click on the **Transitions** tab at the top of the page.



This slide transition tab will allow us to choose the type of transitions from one slide to the next. Transitions can be neat, visual movements from slide-to-slide.



Notice that you can see more transition choices by clicking on the dropdown arrow next to the row of slide images. Go ahead and click-on one of the choices. When you click, keep your eyes on the slide. Each time you make another selection, you will see that transition effect on the selected slide.

Adjusting the Transition and Slide Times

Take a look at the Timing Box in the upper left corner:

You can add a transition noise (use the **Sound** dropdown menu) and adjust the transition duration (use the **Duration** dropdown menu).



You can also adjust the length of the slide. The default is for the slide to remain until the presenter/viewer clicks forward (notice that **On Mouse Click** is checked). If you want the slides to automatically forward, enter a length of time in the **After** box.

If you like your transition, you can move to Slide 2 and repeat this process. As you select a transition, it will become the transition for that slide. Or, you can click **Apply to All** which will affect all of the slides.

After applying a transition, you will notice a small box with a star next to each slide. This indicates that a slide has been formatted to have a transition. If you want to see how a certain slide will transition, click on the star next to the slide

[Try it out!](#)

Go ahead and play your slide show again. See how you like the transitions. Click on your first slide, and then click on the slideshow icon on the bottom right of your screen.



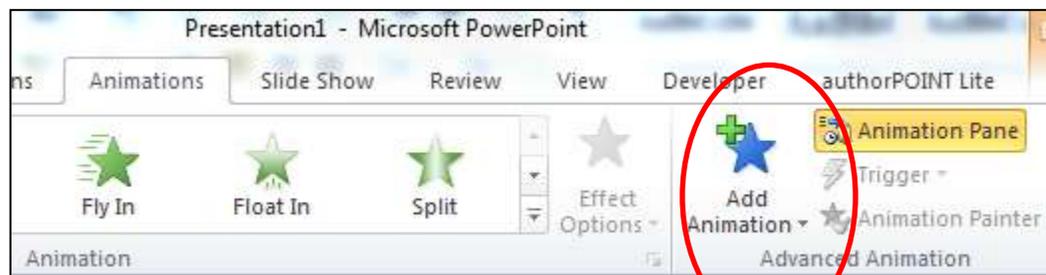
Build

Building is a term indicating how content on a slide will enter the screen. The lines, words, letters, pictures and charts can move in or appear from almost any direction. To **build** the content on each slide, follow these directions.

Go back to Slide 1 and click on the first line of text. The box you saw when you first typed text in this box will appear.

Now, choose the Animations tab and click on **Add Animation**.

A dropdown menu will appear. At the bottom of the list choose **More entrance effects**.



The **Add Entrance Effect** dialog box appears. Click on one of the effects. You will now be able to see the animation effect in the text box. Try the different effects.



Notice the scroll bar on the right side of this menu. Use it to move down the Add Entrance Effects menu screen. You will then notice that there are groups of effects – **Basic**, **Subtle**, **Moderate**, and **Exciting**. When you have an effect you like, click-on the **OK** button at the bottom of the **Add Entrance Effect** screen.

You can adjust the order of the animation by clicking on **Reorder Animation** in the **Timing** box in upper right and using the up and down arrows.

Go ahead and experiment with the other slides.

Once you are happy with the slides, view the whole presentation. You can, of course, continue making changes right up until you give the actual presentation.

Slide Sorter View



When reviewing your presentation, the **Slide Sorter view** is a great place to arrange, hide, or delete your slides. Click on the icon. After selecting a slide, you can drag, copy or delete it. You can also **Hide** or **Unhide** your slides if you want to use them at another time. Right click on your mouse to see the menu of options.

Printing

You can also print your slideshow, which is often helpful for your notes when presenting. From the file tab, choose **Print**. You have many options to choose from. From the drop down under slides you can see the various types of prints you can make from your presentation. Most often you will want to choose the **3 slide** handout. It has images as well as room for your audience to take notes.



Best Practices Tips:

- Remember to use fonts that are clear and visible (about 18 pt.)
- Don't use too much text. (Remember: an image can say a lot.)
- Choose contrast in your color schemes for better visibility.
- Take it easy on the animations and transitions—you don't want to make your audience dizzy.
- Spell check!
- Don't forget to say thank you at the conclusion of your presentation.
- Practice your presentation...then practice again.

Additional Online Resources

HP Learning Center - Microsoft PowerPoint 2010: <http://h30187.www3.hp.com/>

Microsoft Website - Microsoft PowerPoint 2010:

<http://office.microsoft.com/en-us/support/training-FX101782702.aspx?CTT=97>

GCF Free Learning: <http://www.gcflearnfree.org/>

Congratulations! You've completed the **MS PowerPoint 2010 Basics** class. Please take a moment to fill out the evaluation. Your feedback is *very* important to us!

