

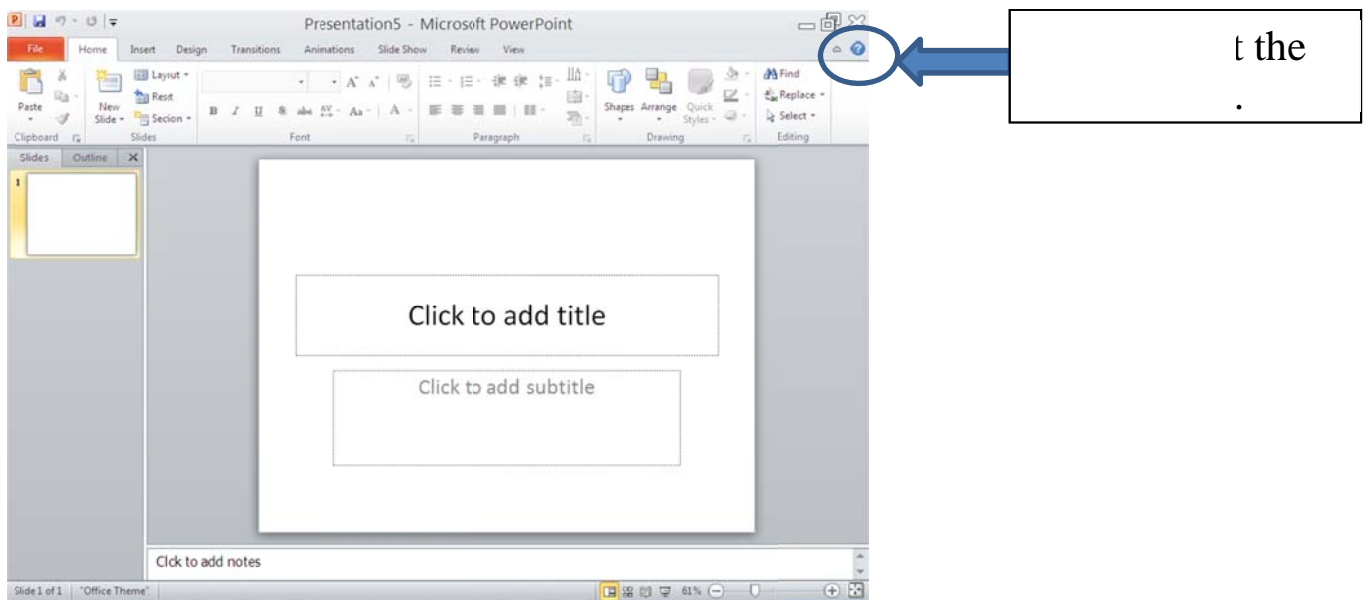
# PowerPoint Version 2010 - Basic – Handout

This class will introduce you to:

1. The Ribbon and Backstage View
2. The Quick Access Toolbar (briefly)
3. Individual Tabs (and briefly what is within each tab)
4. File tab for opening a new presentation, saving a presentation, and printing.
5. Create a basic presentation and explore various dynamic tools included in the program.

## PowerPoint Layout

Normal view is what you see when you start with a new blank presentation. Here you see the **Ribbon**, a left sidebar where you can choose **Slide View** or **Outline View**, the main slide pane takes up the majority of the screen, and below that is where you can add notes. Along the bottom bar you will see what slide you are on, where you can change how you view your presentation, and a sliding bar where you can adjust view size.



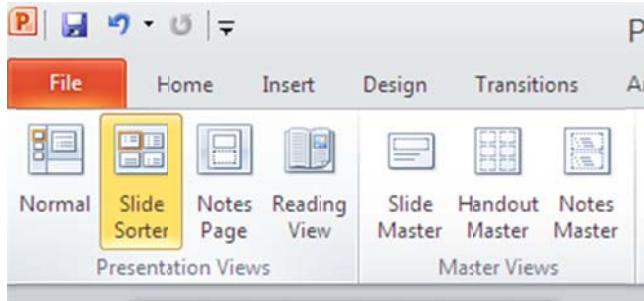
## Create a New Document

Click the **File** tab, and then click **New**.

Do one of the following:

1. Click Blank Presentation, and then click Create or,
2. Choose a template from available options.

## PowerPoint Views



**Normal** – displays with your presentation in the main screen and slide or outline view on right sidebar

**Slide Sorter** – displays it on the full screen where you can move slides around

**Notes Page** - view one slide and any notes you have added on one page

**Reading View** – allows you to move forward or backward like flipping pages

**Slide Master** –displays slides in a sort of outline view but where you can see the unique layout of each slide

**Handout Master** – shows the header and footer and six slides on one page – use for reviewing

**Notes Master** – displays your notes with the slide (much like Notes Page)

## Presentation Design Tips

**Text** – Limit the amount of text on each slide. No more than around 6 lines of text.

**Font Size** – It should be at least 18 points. Titles – 44 points, Text – 32 points, Subtext – 28 points. Below 30 points is difficult for your audience to read.

**Font Types** – No more than 3 font types in your presentation and friendly.

**Background** – Use cool colors (dark blues, darker grays, dark greens, and black) for the background and warm colors (yellows, light reds, and white) for text and graphics when presenting with a projector in a darkened room.

**Minimize the number of slides**

**Keep your slide text simply** – you want your audience to listen to you present, not for you to read the screen to them

**Use visuals to help express your message** – add pictures, charts, WordArt, SmartArt

**Animations and Transitions** (each have a tab), should be used simply and sophisticated

**Make labels for charts and graphics**

**Apply subtle, consistent slide backgrounds**

**Check for spelling and grammar**

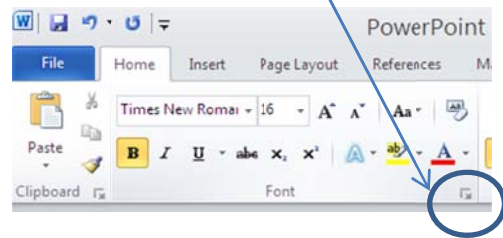
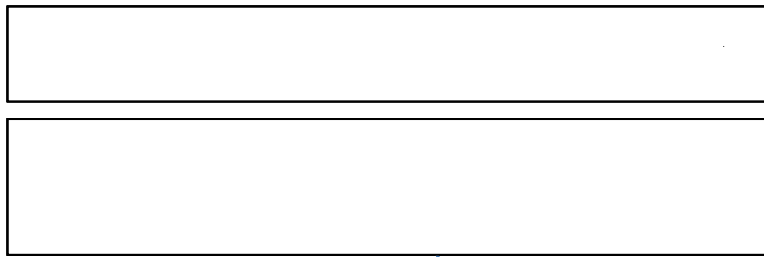
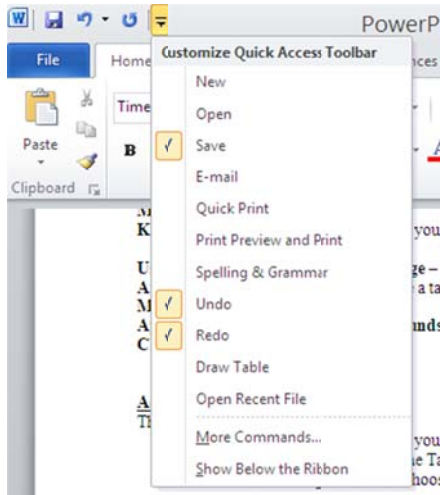
## Adding a Slide

Three ways:

1. Press “Enter” for new slides after you have made the first slide
2. Click on “New Slide” on the Home Tab
3. When on a slide, right click and choose “New Slide” from the pull down menu

**Note:** If you click on New Slide in the Home Tab on the first slide it will only offer you to choose a new design unless you right click and then click on “New Tab” from the menu.




**Quick Access Toolbar**



**Creating Slides in Outline View**

If you have a long presentation to create with a lot of text, it is sometimes easiest to start by creating an outline. Then you can go to the slide view to add colors and graphics. In the outline view, more of the page is taken up by the outline.

The outline is arranged in levels. Each level is indented from the left margin. The title appears first. Bulleted text is indented 9 levels to the right of the title. To move from one level to another:

Move up one level (move to the left)	Click the  or press <b>Shift + Tab</b>
Move down one level (move to the right)	Click the  or press <b>Tab</b>
Create a new line at the same level	Press <b>Enter</b>
Create a new slide	Click the <b>New Slide</b> button on the ribbon  right click for the pull down menu and get the same option

**Editing Text**

Editing text in PowerPoint works the same way that it does in Word where you can highlight the text that you want to change for font size, color, etc. by either:

- going to the **Home** tab where you will see many options or;
- right click over the highlighted text and use the options in the pull down menu

## Designs

PowerPoint has many design templates that are available for you to use. To select a design:

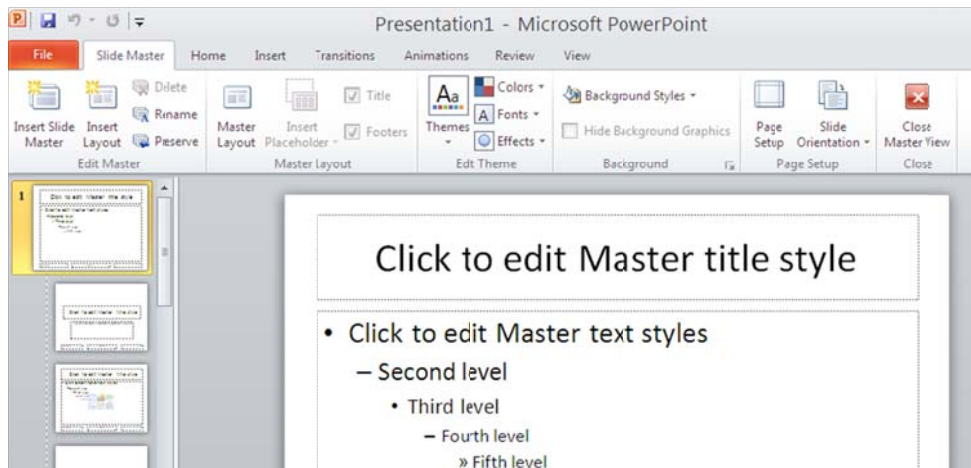
1. Click on the **Design** tab.
2. Choose a slide orientation, theme, colors, fonts, effects, and background styles.
3. **Single click on a design template** to select it and it will display in the main slide pane. This will apply this design **to the entire presentation**.
4. If you wish to apply a different design to **one slide** then click to that slide, hover over the new design you would like, right click and choose "Apply to Selected Slides" option.

## Slide Master

A slide master is the top slide in a hierarchy of slides that stores information about the theme and slide layouts of a presentation, including the background, color, fonts, effects, placeholder sizes, and positioning.

Every presentation contains at least one slide master. The key benefit to modifying and using slide masters is that you can make universal style changes to every slide in a long presentation, including ones added later to the presentation. . When you use a slide master, you save time because you don't have to type the same information on more than one slide.

Because slide masters affect the look of your entire presentation, when you create and edit a slide master or corresponding layouts, you work in Slide Master view.



1. Click on the **View** menu and choose **Slide Master** (it will now become a tab).
2. Click inside the slides to make the changes you want.
3. Click on the **Close Master View** button on the floating Master View toolbar to exit the Slide Master.
4. The changes you make will be applied to all of the slides in your presentation.

