

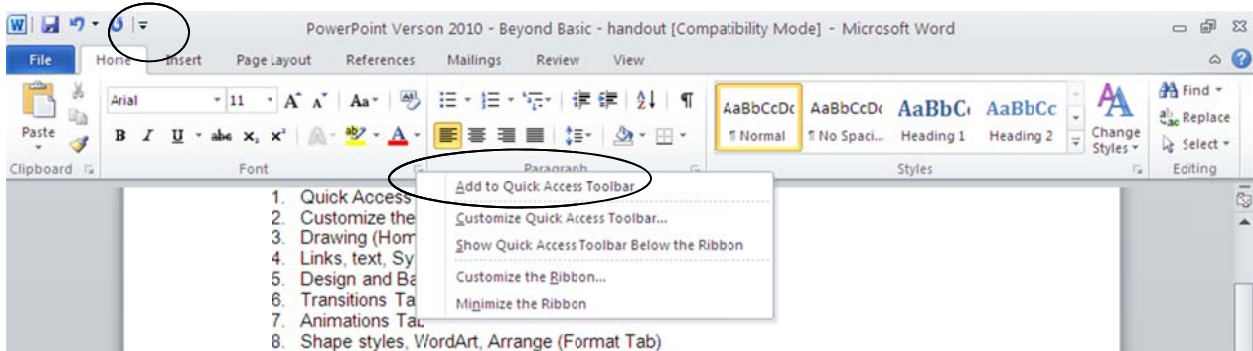
PowerPoint Version 2010 - Beyond Basic – Handout

This class will introduce you to:

1. Quick Access Toolbar
2. Customize the Ribbon
3. Drawing (Home Tab)
4. Links, text, Symbols, Media (Insert Tab)
5. Design and Background (Design Tab)
6. Transitions Tab
7. Animations Tab
8. Shape styles, WordArt, Arrange (Format Tab)

Quick Access Toolbar – lets you place your favorite tools in one location and access functions that aren't offered through the ribbon.

1. On the ribbon, click the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar. (Here we have clicked on "Font" group)
2. Right-click the command, and then click Add to Quick Access Toolbar on the shortcut menu. (We click on the command within that group so we see the pull down menu).





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