

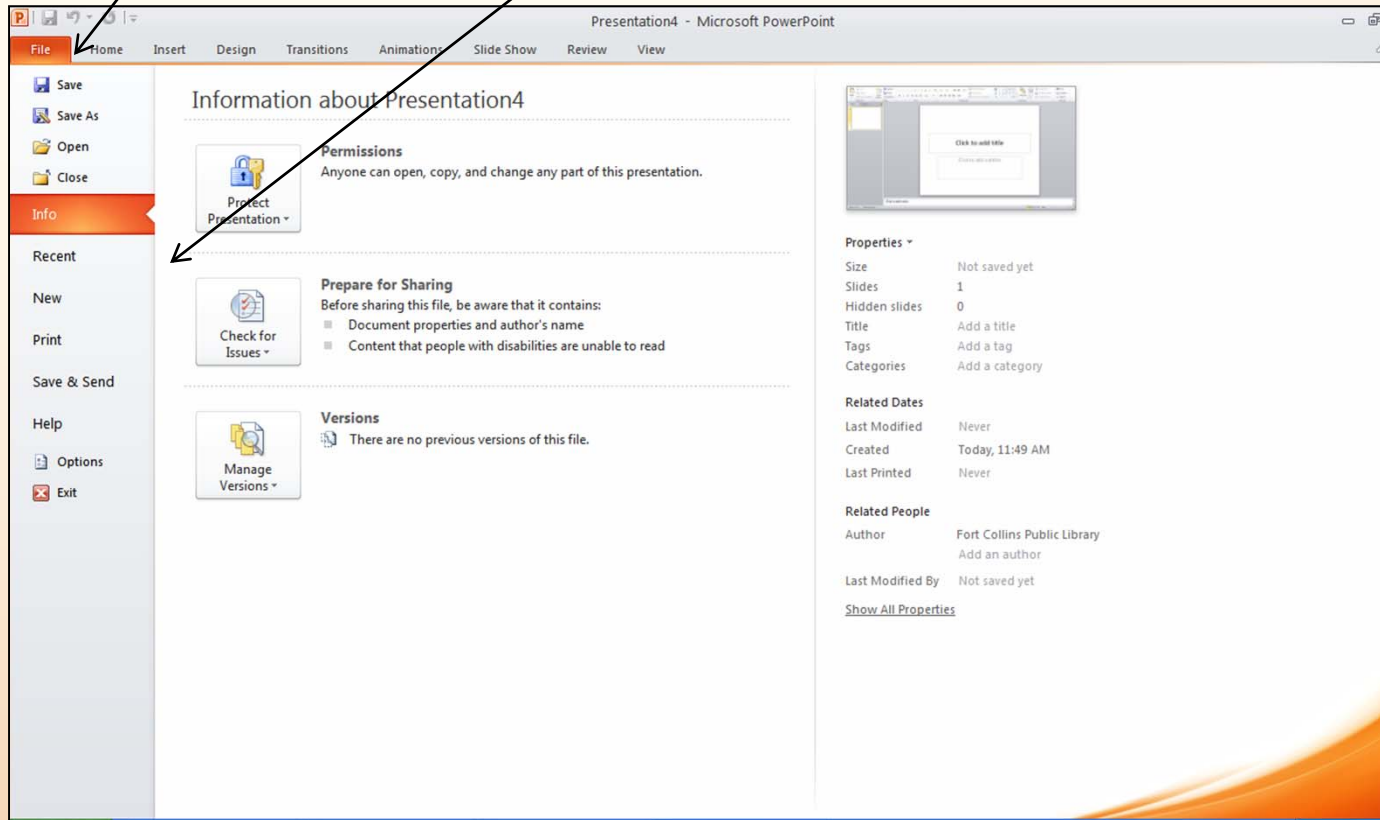
# PowerPoint 2010

Basic

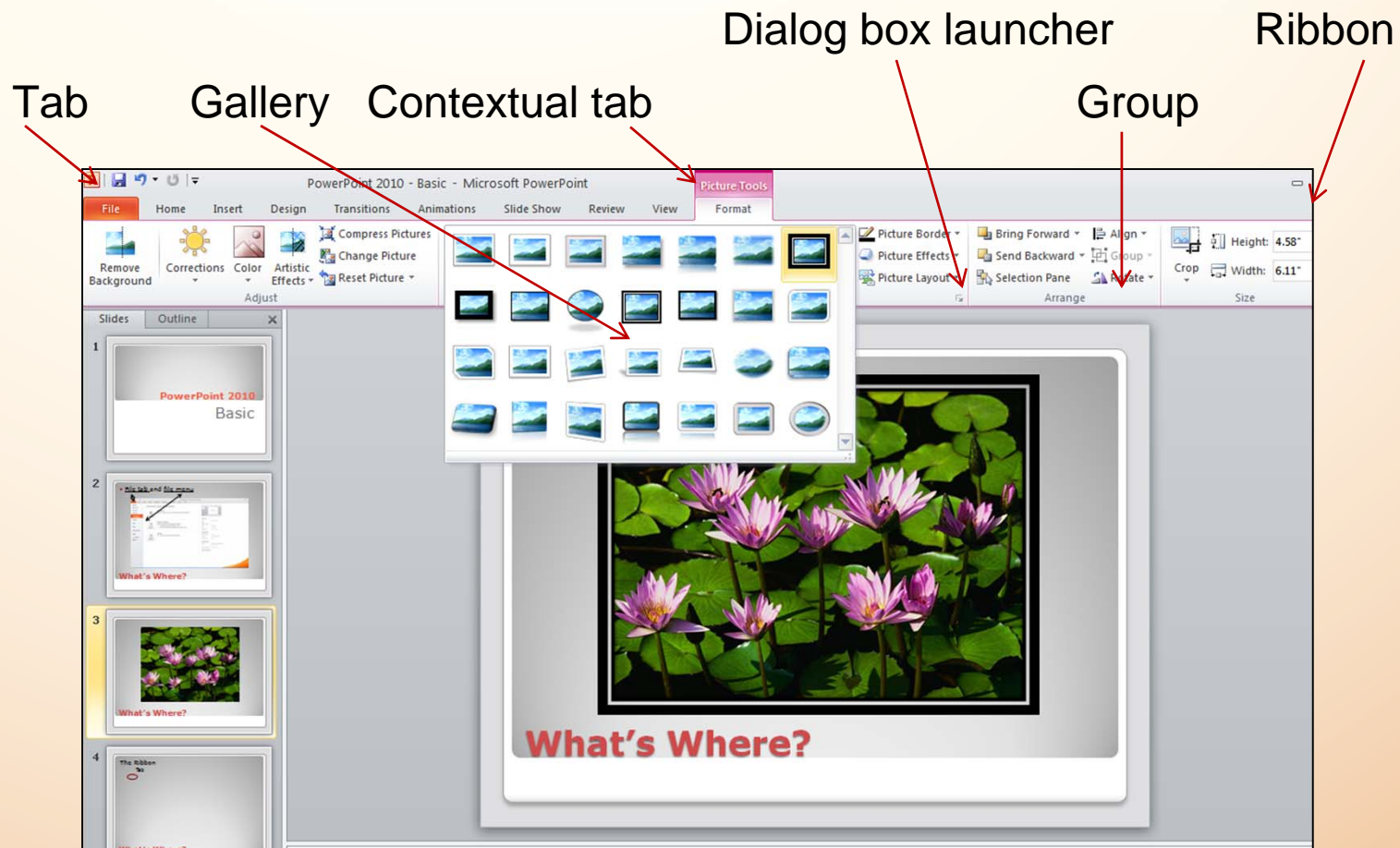
September 20, 2011

# What's Where

- File tab and file menu

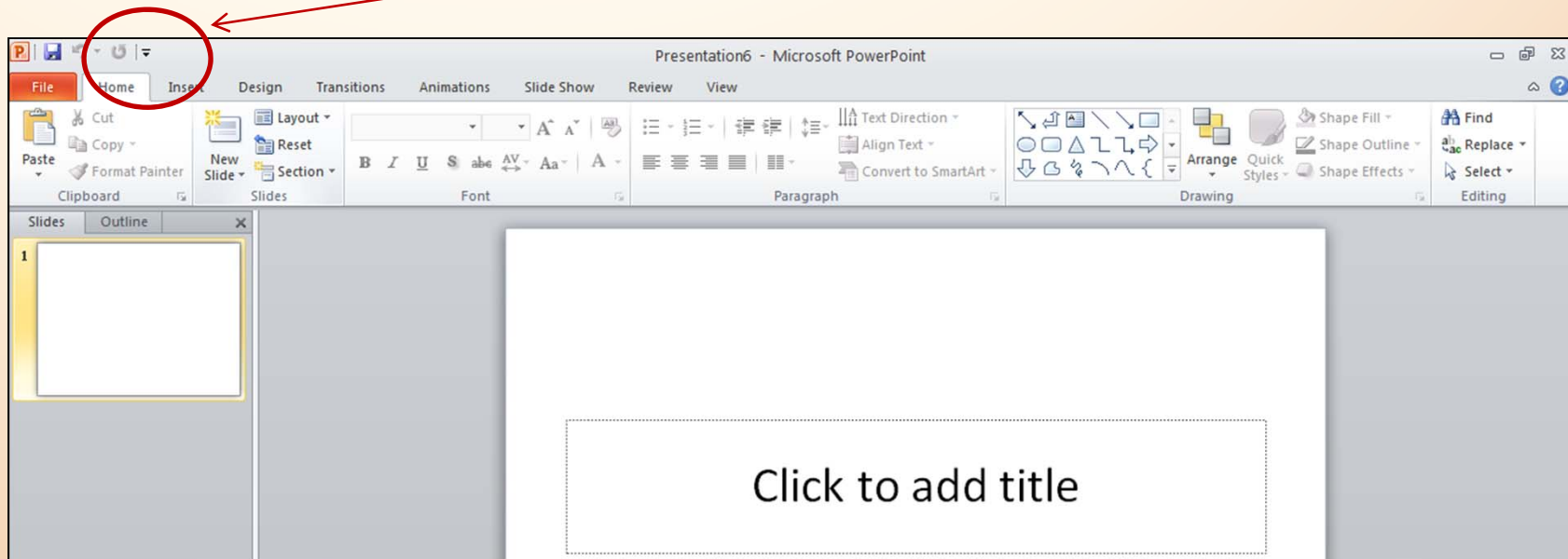


# What's Where



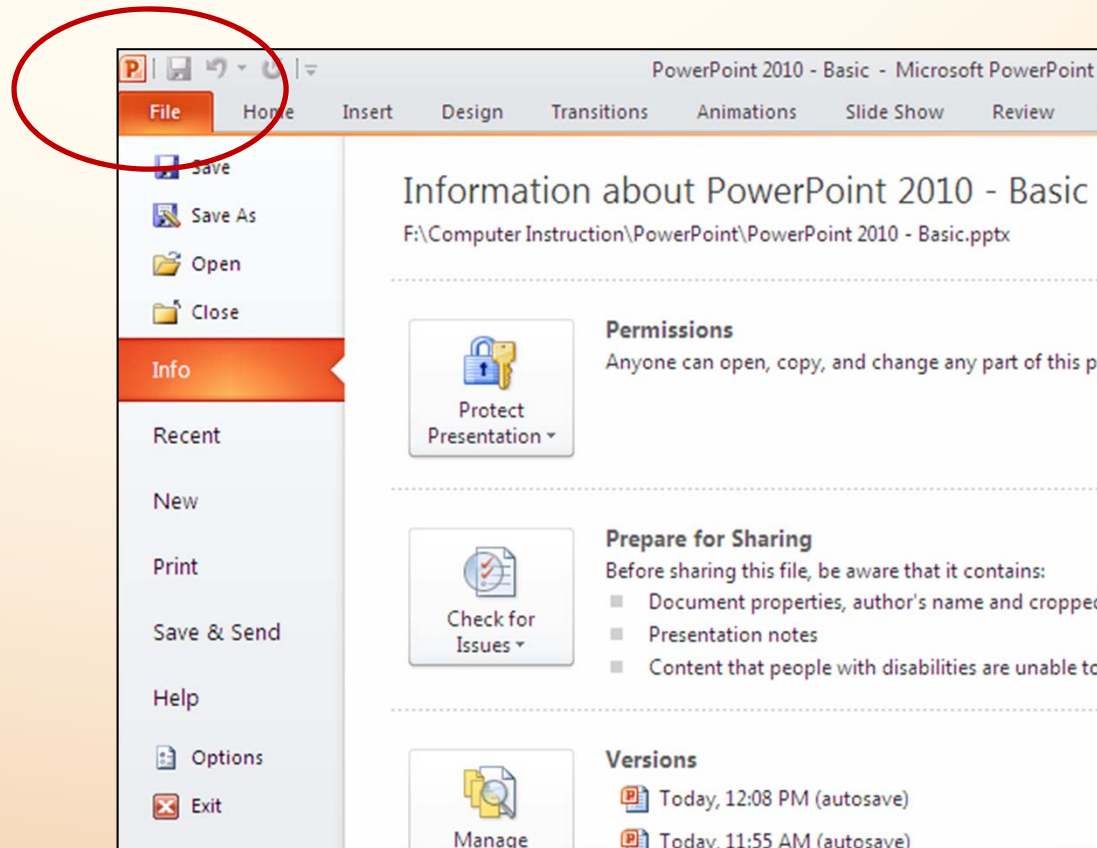
# What's Where

- **The Ribbon**
  - Control Center
  - Nine tabs
  - Quick Access Toolbar



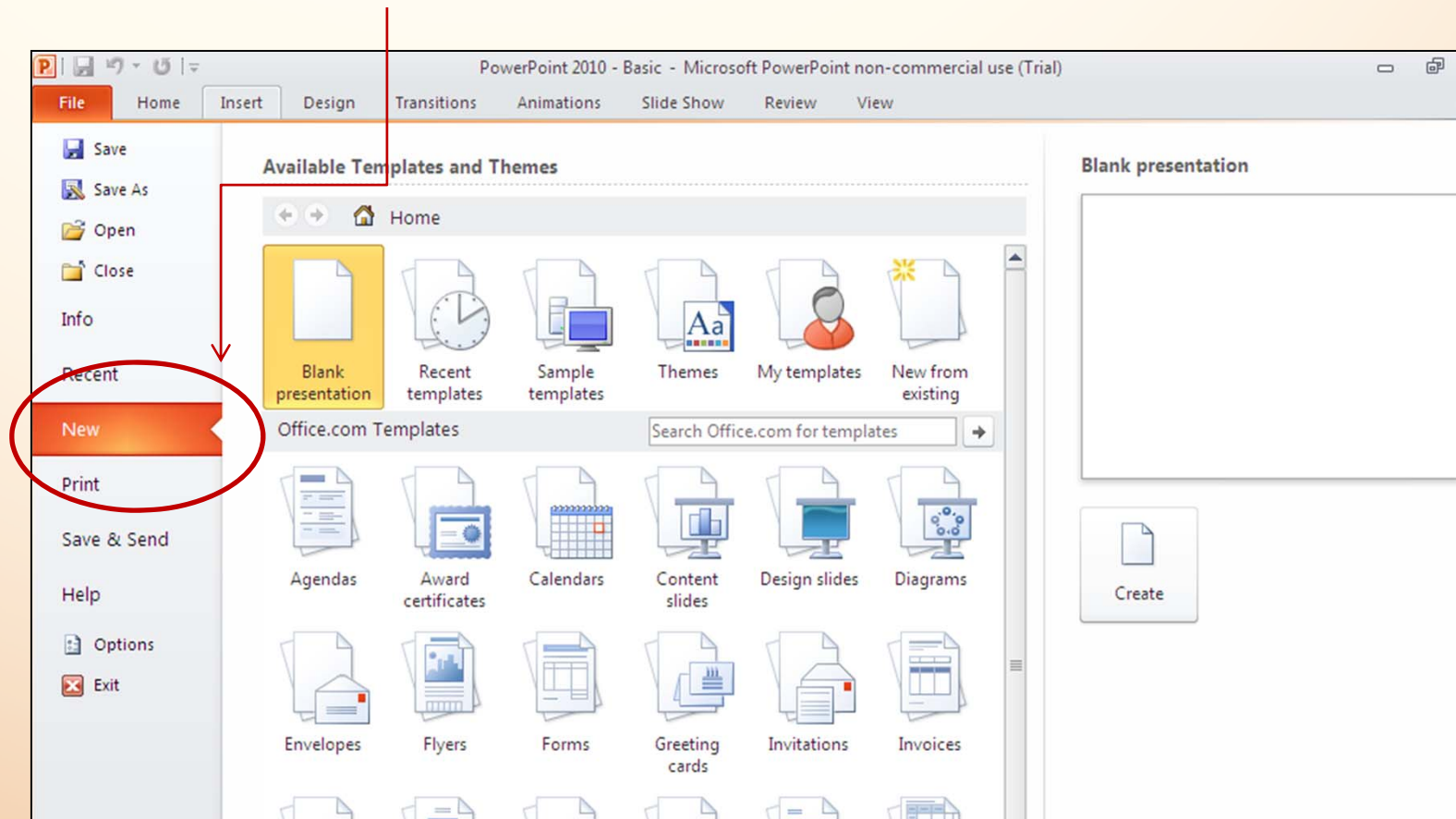
# File Tab

## Backstage view



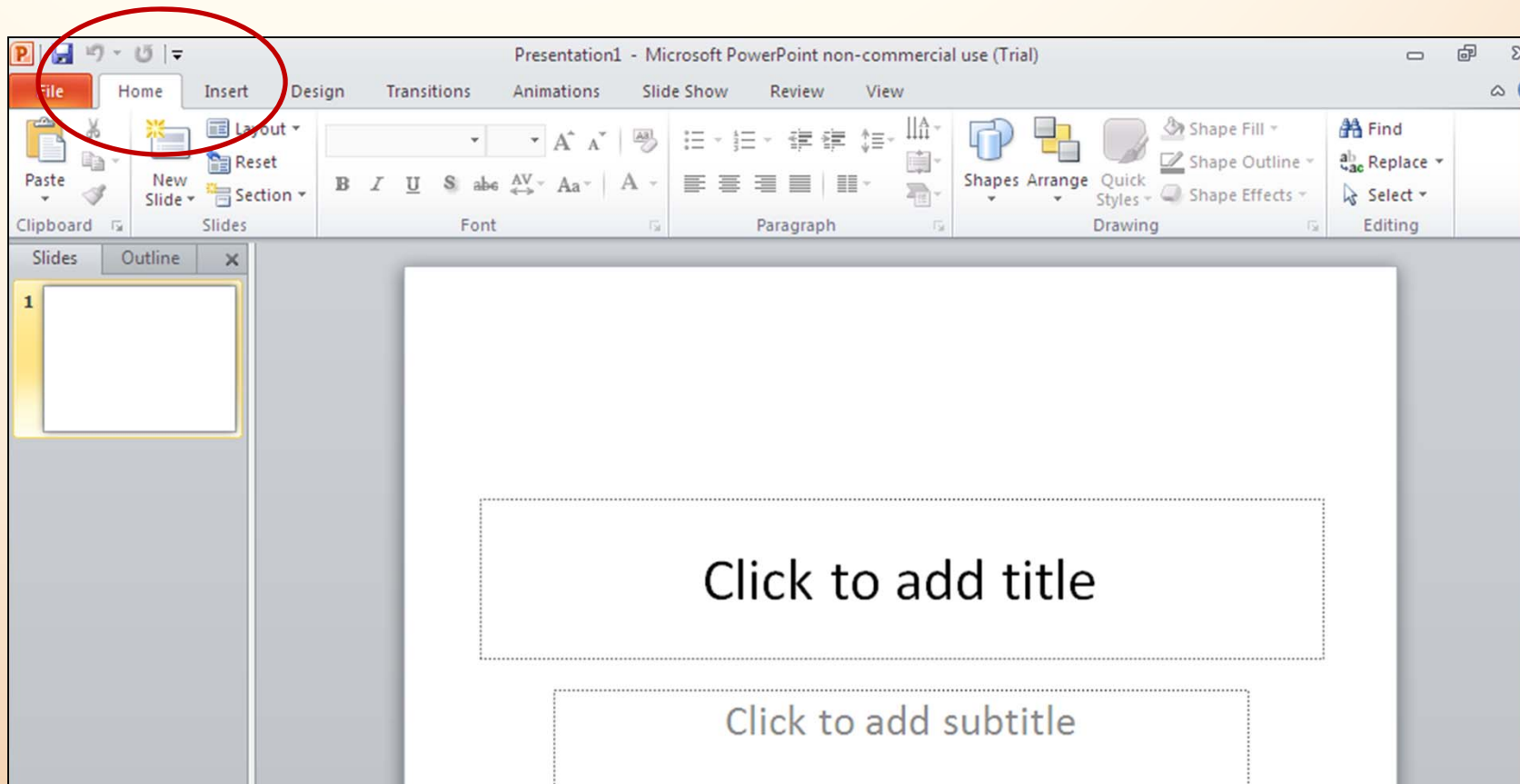
# File Tab

# New Presentation



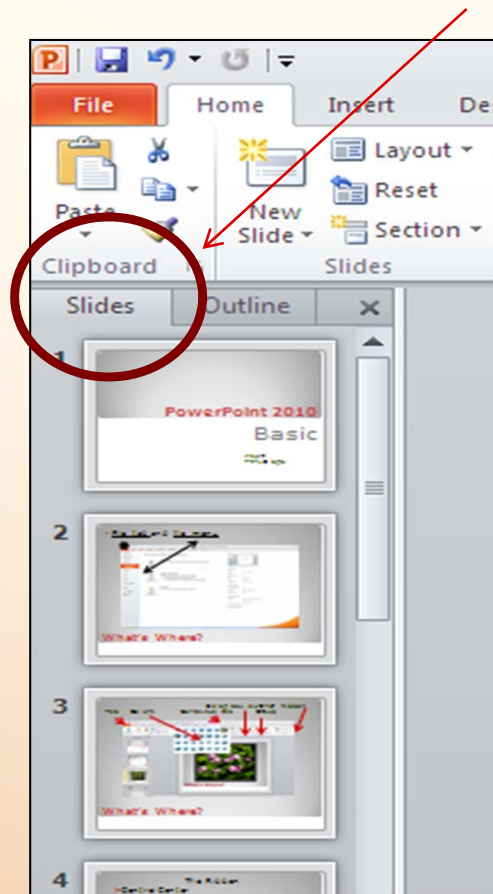
# Home Tab

## New Presentation- Ready to go!

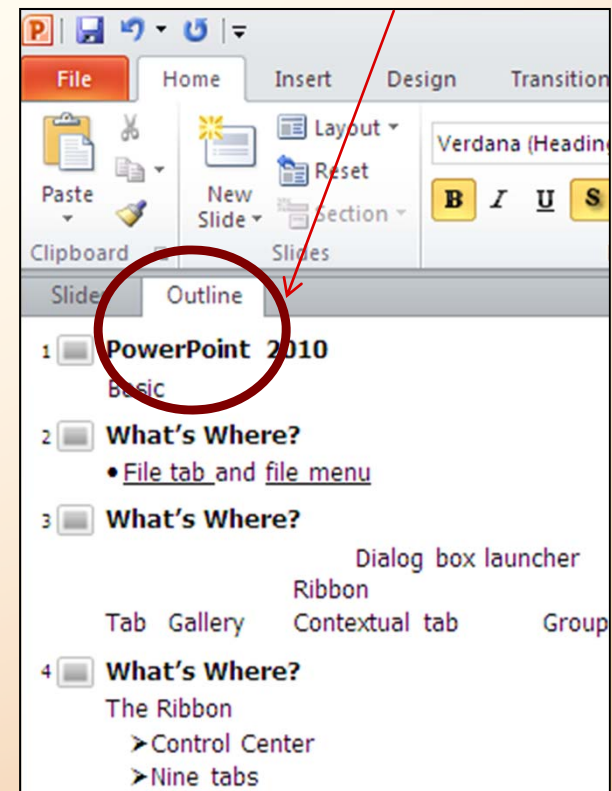


# Home Tab - Views

## Slide show

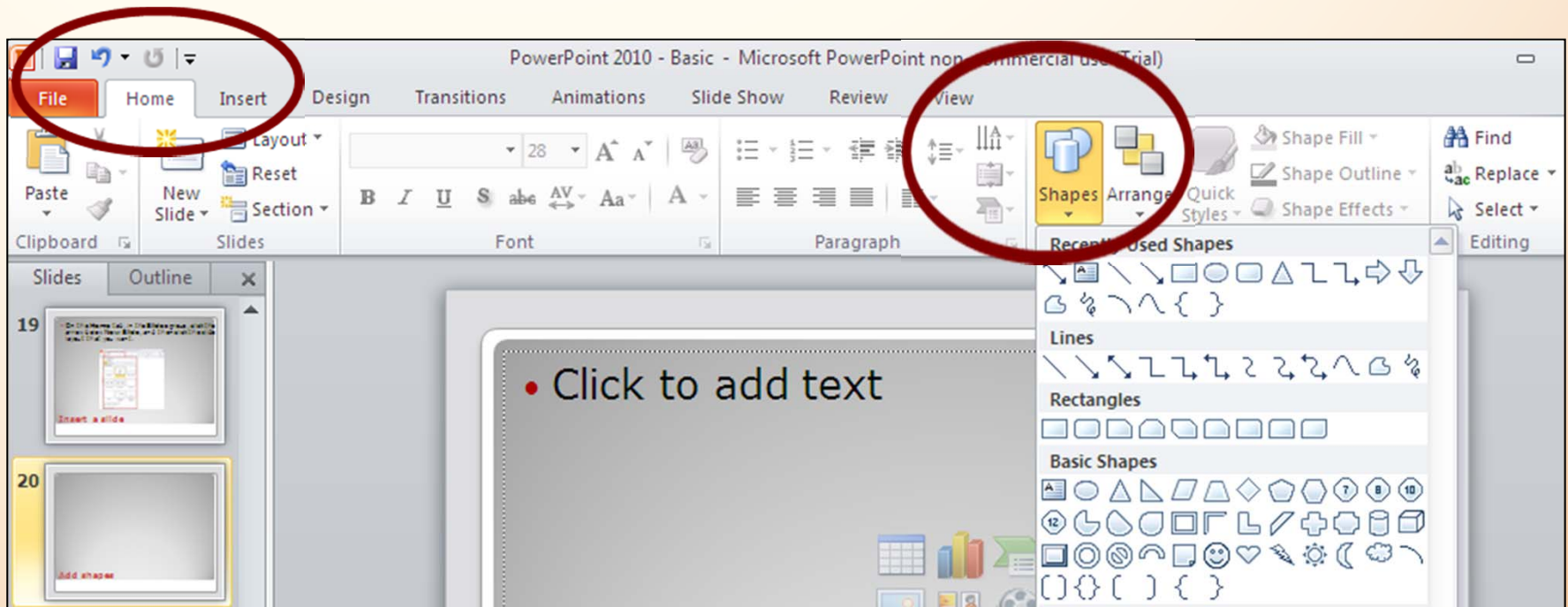


## Outline



# Home tab

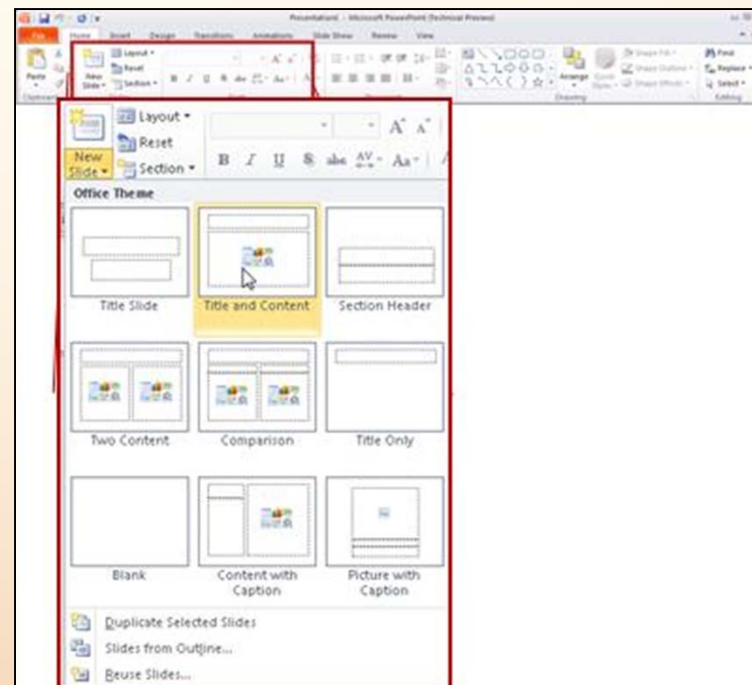
## Add shapes



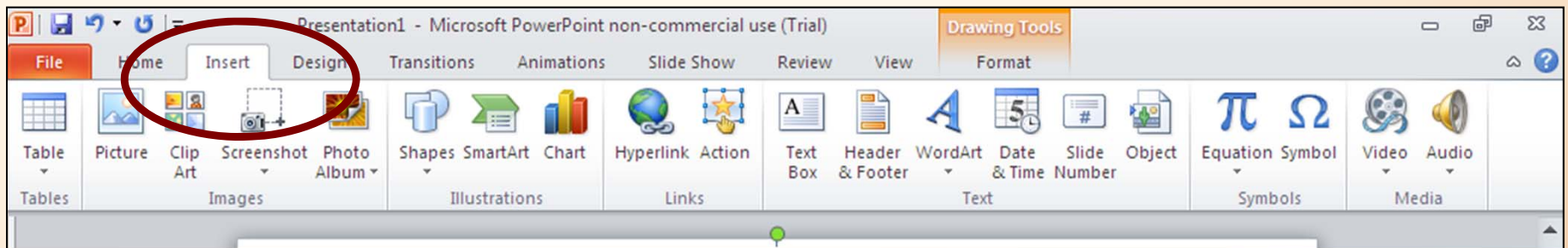
# Home tab

## Insert a slide

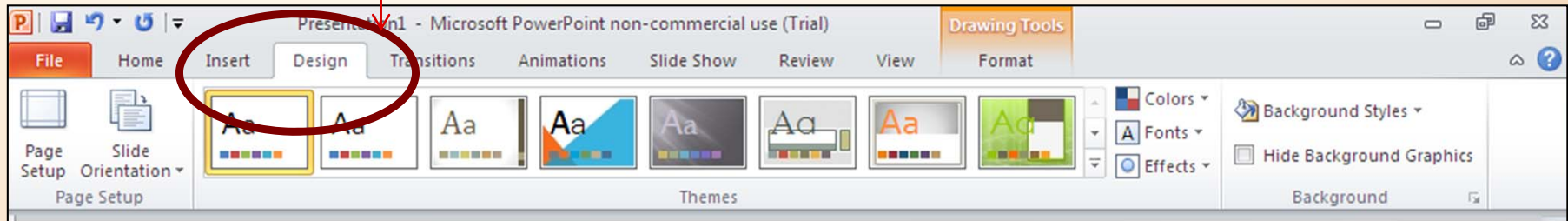
- On the **Home** tab, in the **Slides** group, click the arrow below **New Slide**, and then click the slide layout that you want.



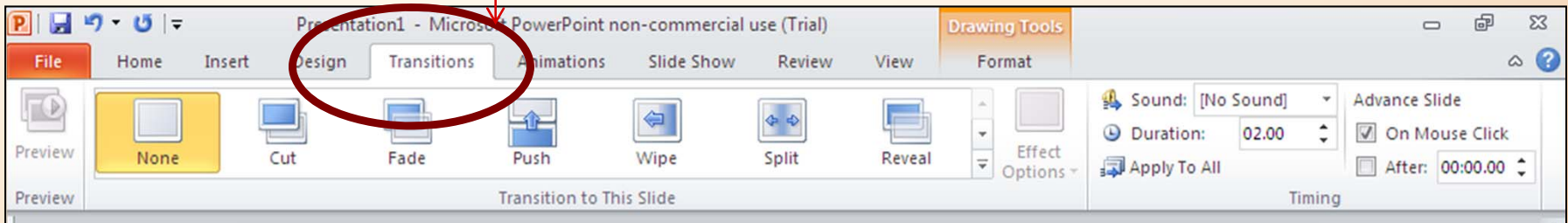
# Insert Tab



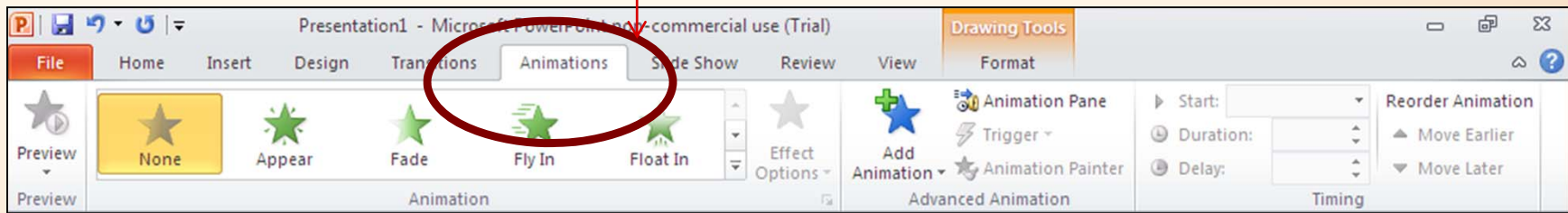
# Design Tab



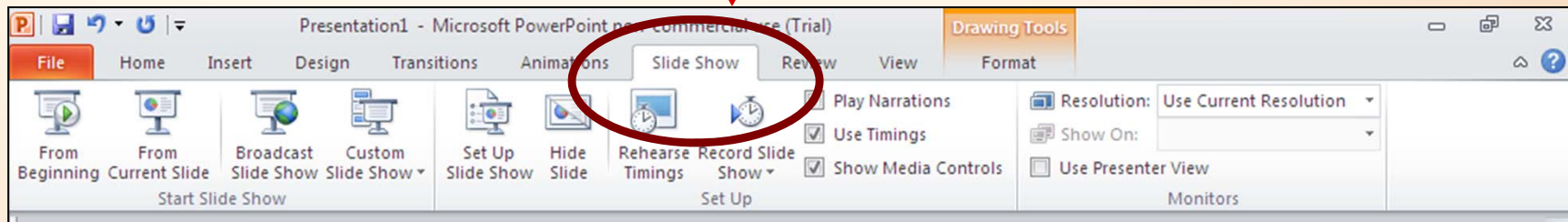
# Transitions Tab



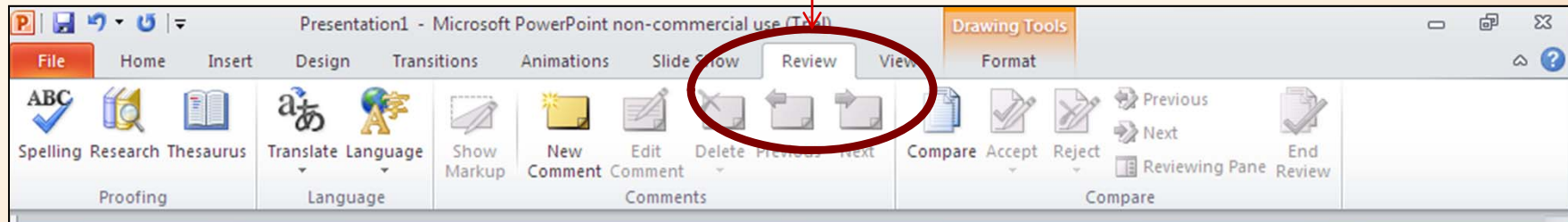
# Animations Tab



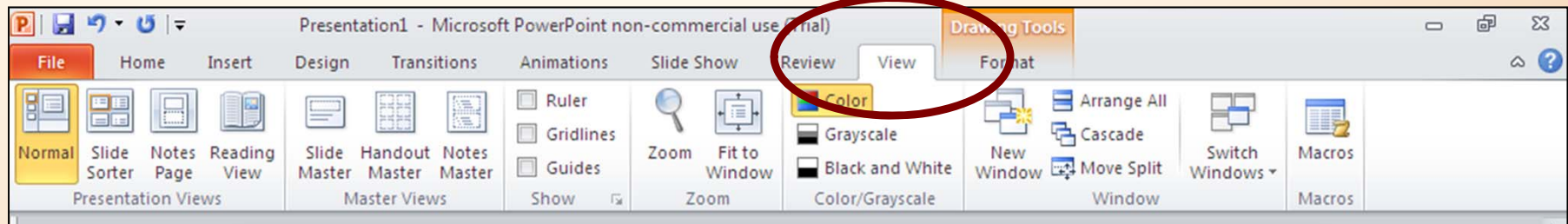
# Slide Show Tab



# Review Tab

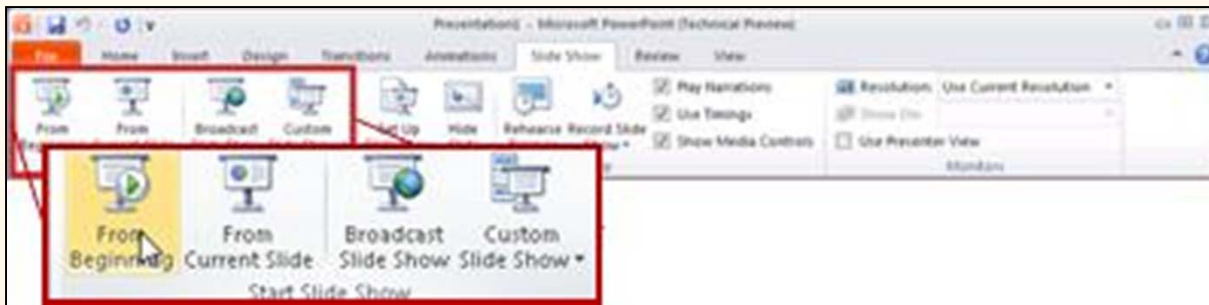


# View Tab

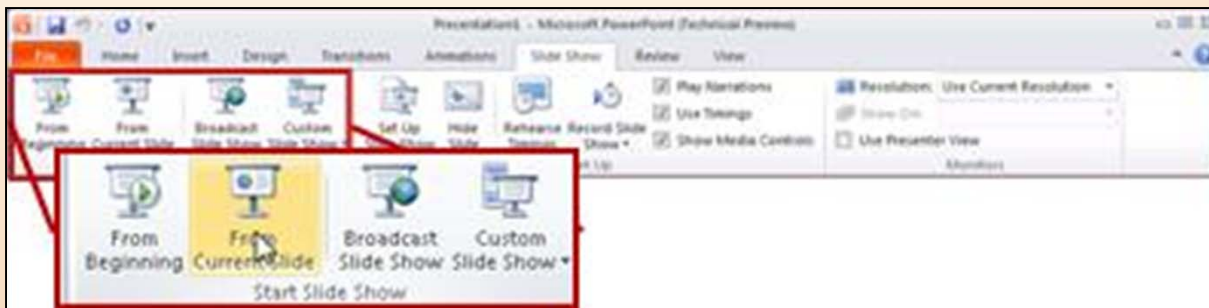


# View a slide show

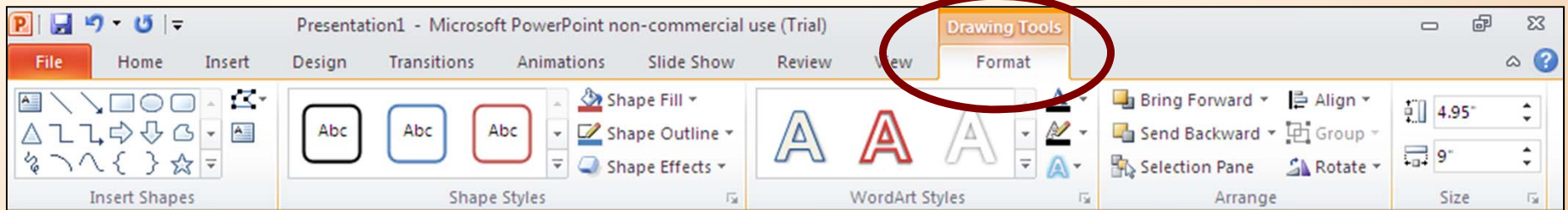
## From Beginning



## From Current Slide

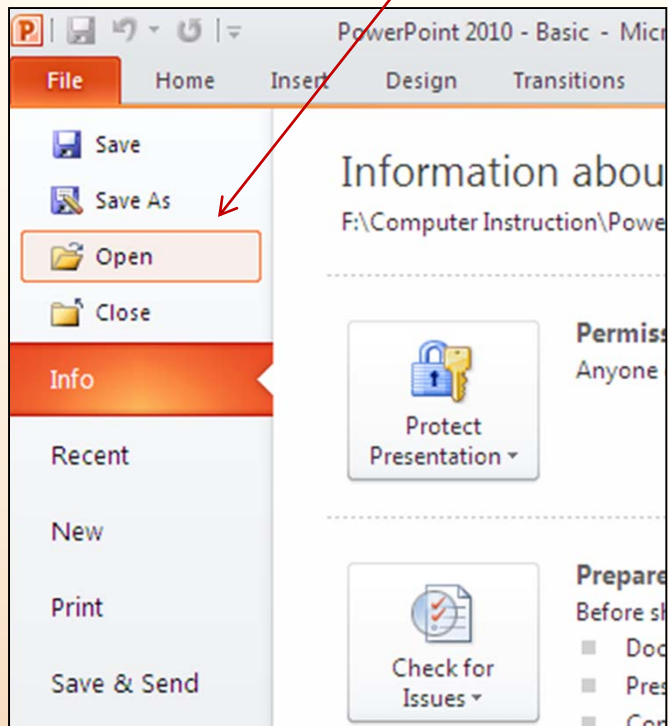


# Format Tab

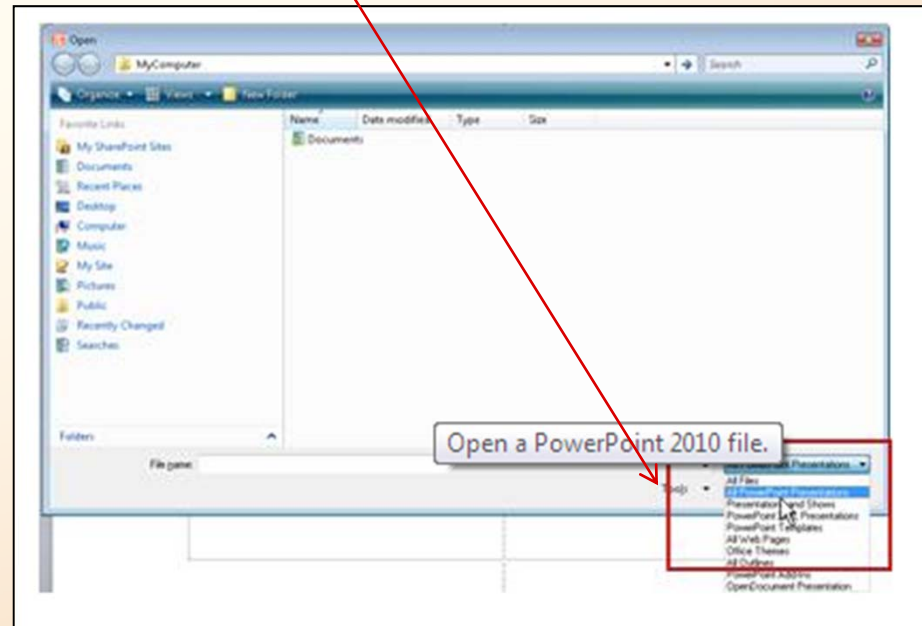


# Open

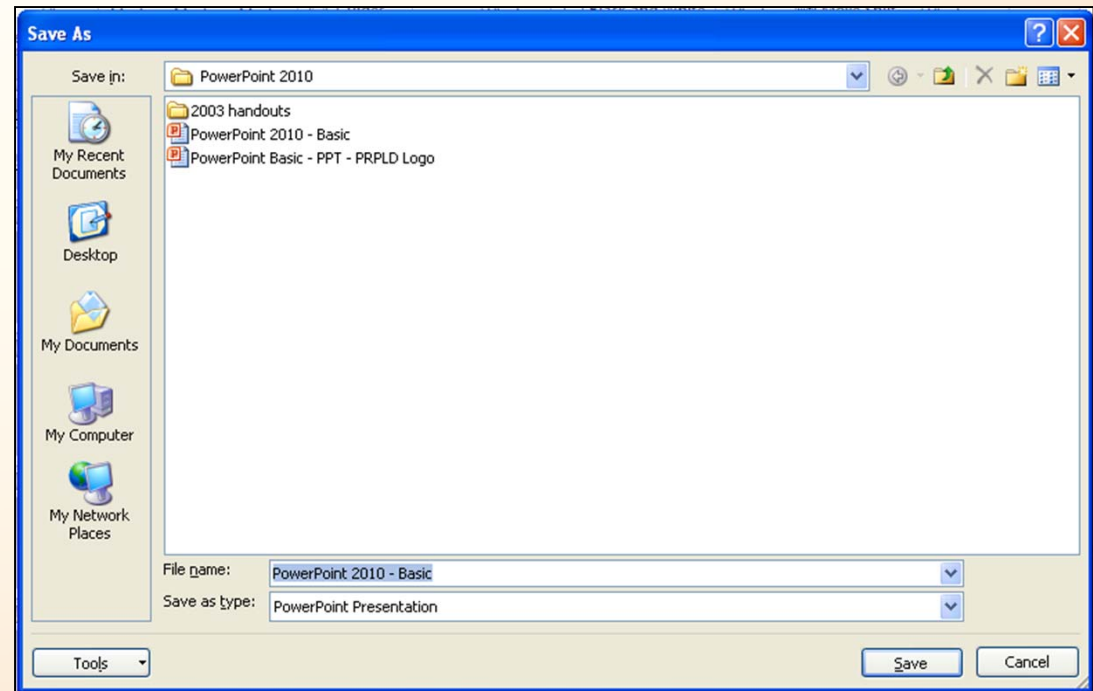
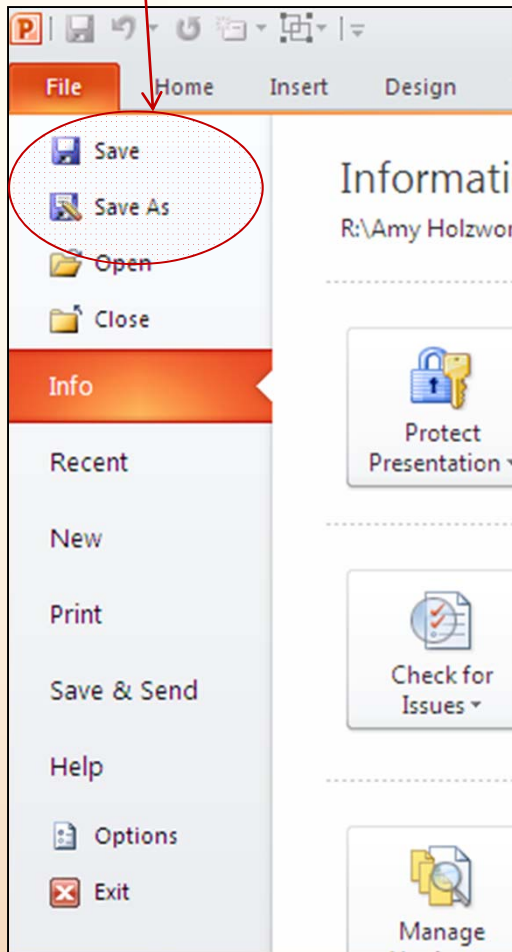
## Open from File Tab



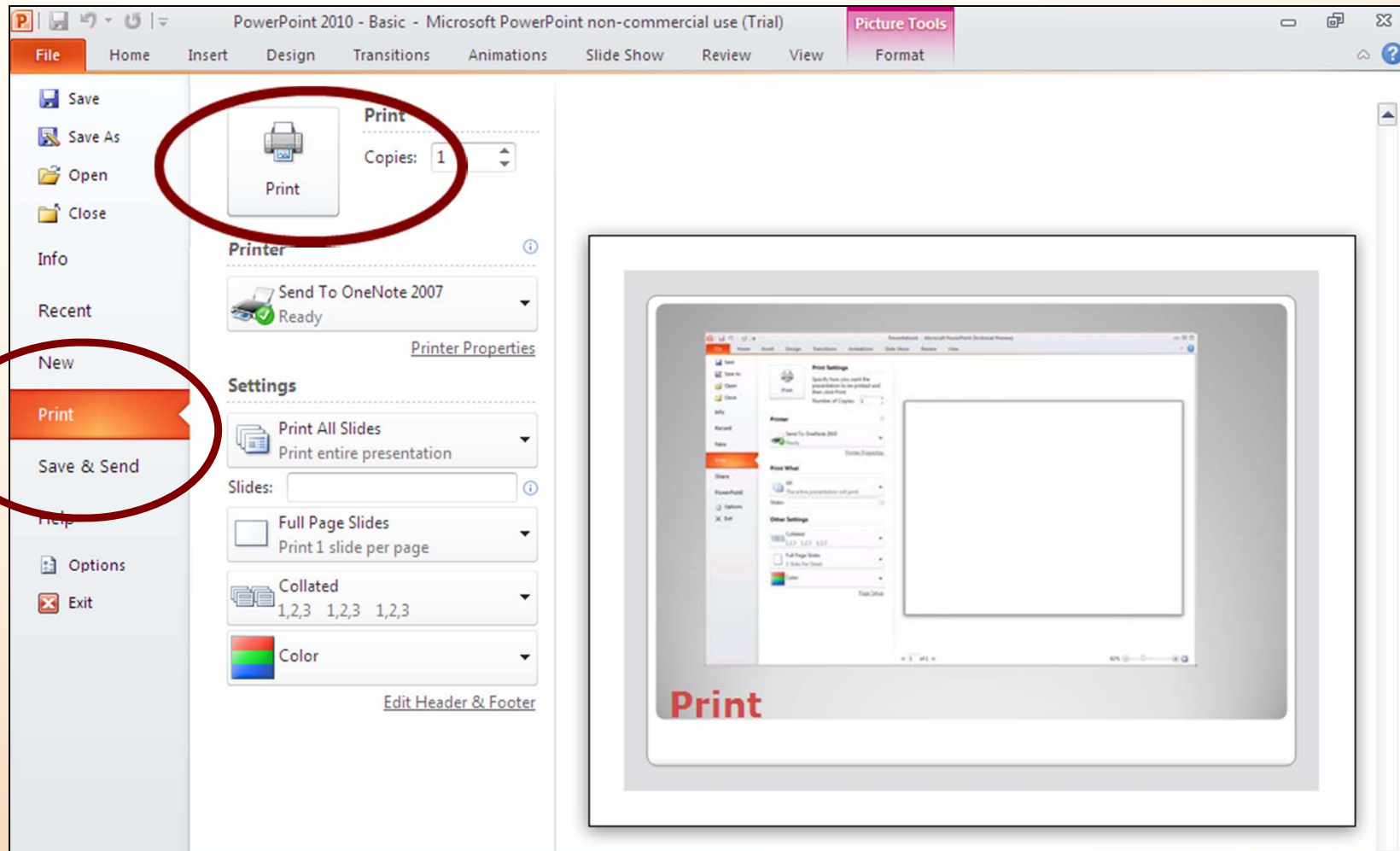
## Open from File Location



# Save



# Print



# Tips from Microsoft



- Minimize the number of slides
- Choose an audience-friendly font size
- Keep your slide text simple
- Use visuals to help express your message
- Make labels for charts and graphs understandable
- Apply subtle, consistent slide backgrounds

# References

Basic Tasks in PowerPoint 2010  
Microsoft Corporation  
<http://tinyurl.com/basicppt2010tasks>

Beginner's Guide to PowerPoint 2010  
From About.com –  
<http://tinyurl.com/aboutcomppt10>

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Created by Danville Community College, Virginia  
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Muir, N. (2010). *Microsoft Office PowerPoint 2010 plain & simple*.  
Microsoft Press.