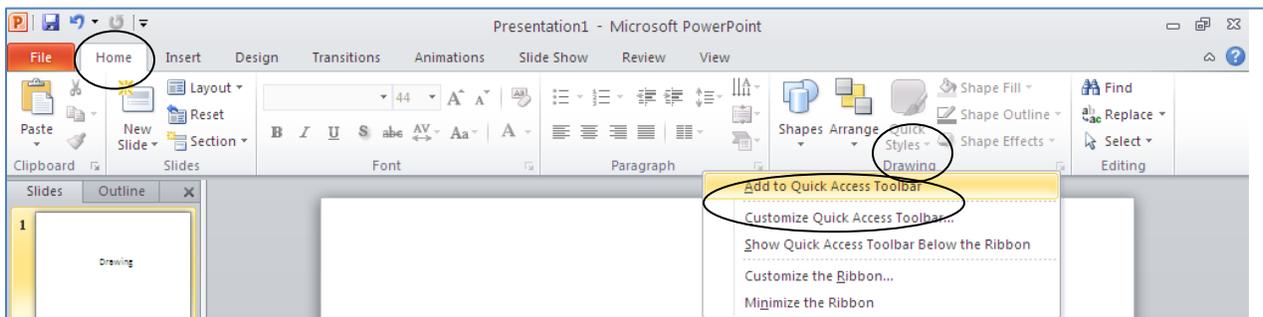


This class will introduce you to:

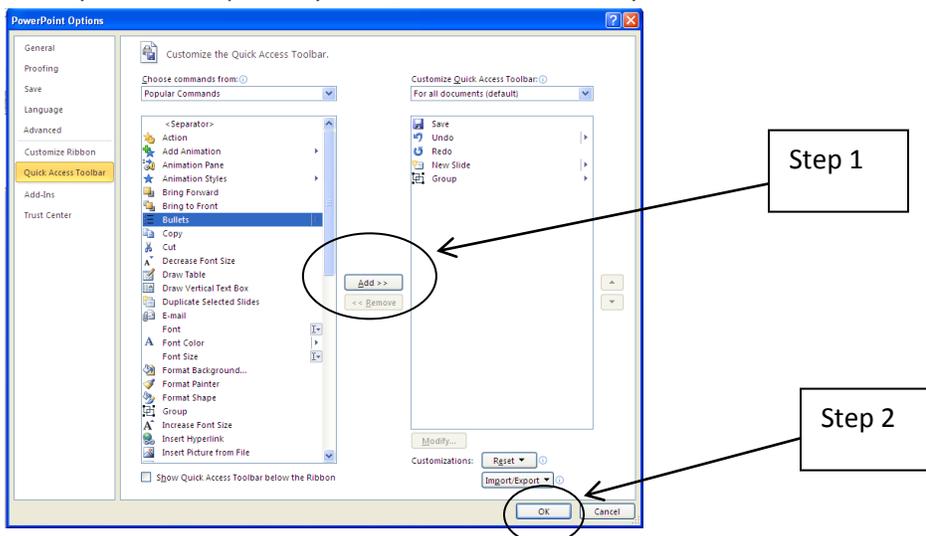
1. Quick Access Toolbar
2. Customize the Ribbon
3. Drawing (Home Tab)
4. Links, text, Symbols, Media (Insert Tab)
5. Design and Background (Design Tab)
6. Transitions Tab
7. Animations Tab
8. Shape styles, WordArt, Arrange (Format Tab)

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

Option 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 "Drawing" group)

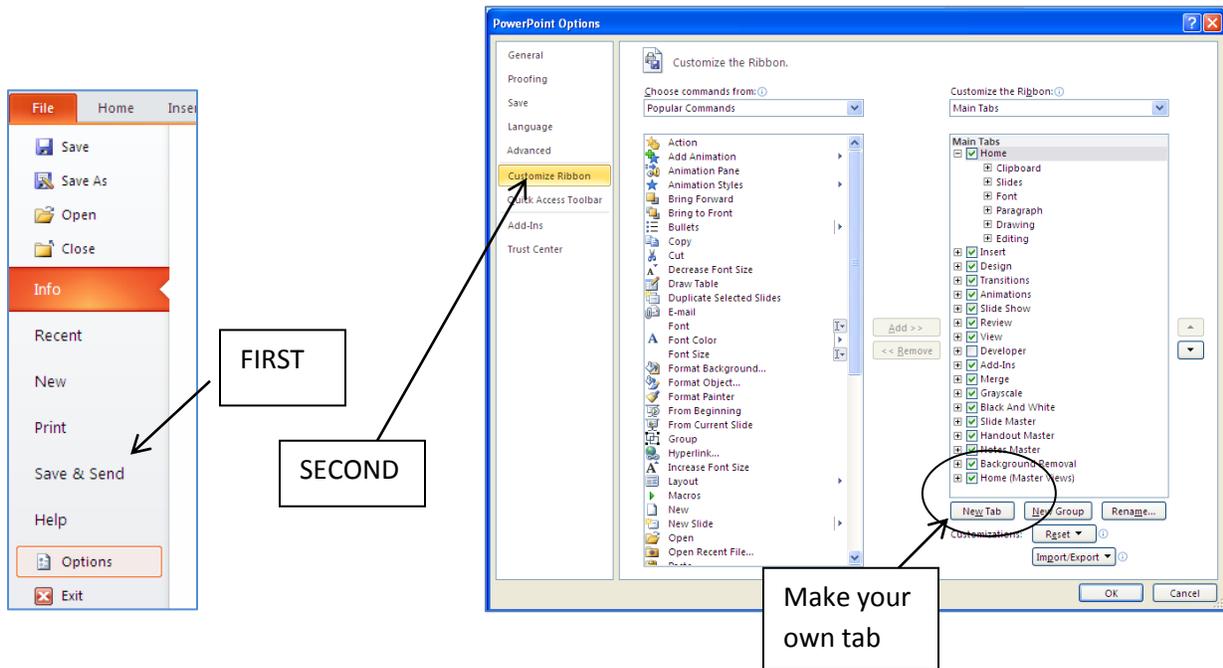


Option 2: Choose **File** tab then choose "Options", then choose "Quick Access Toolbar", the add items you want as part of your QAT. Click "OK" after your choices are made.

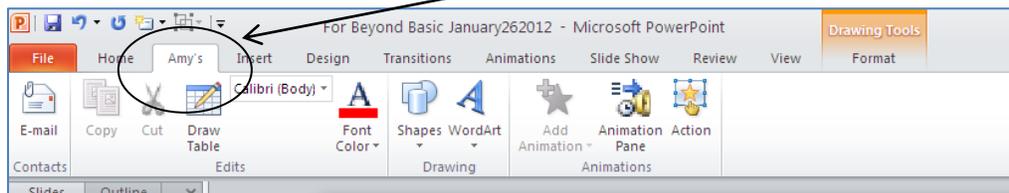
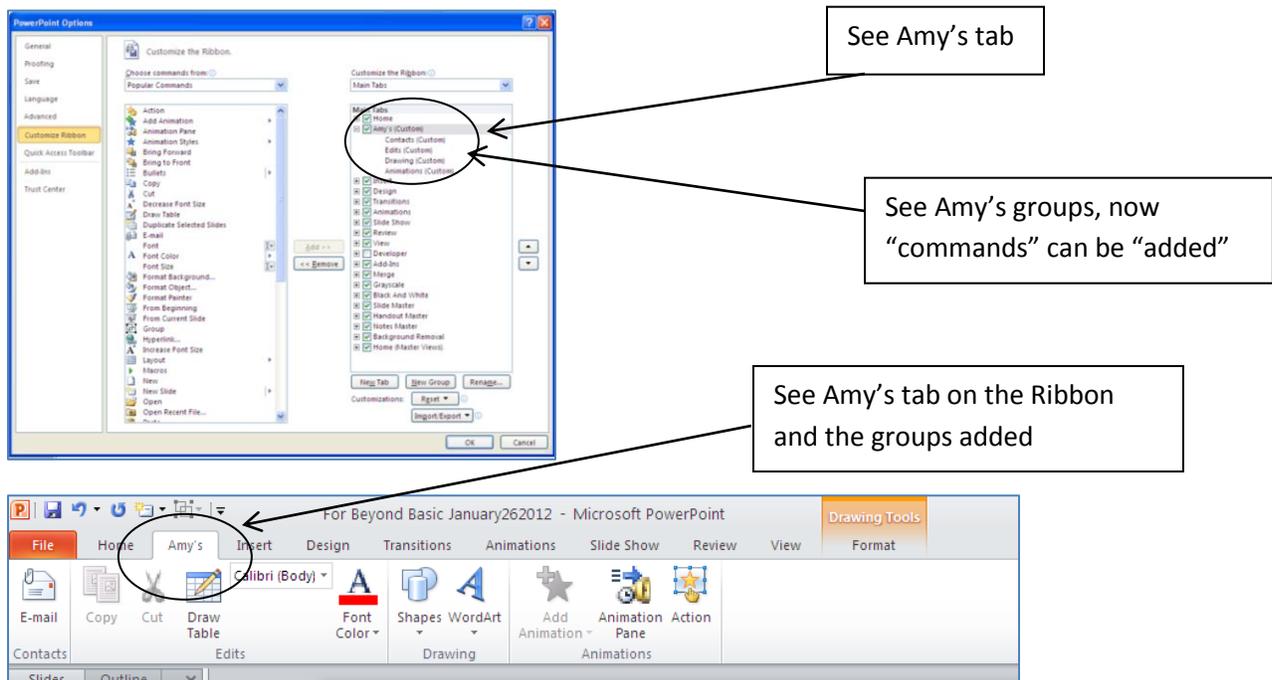


Customize the Ribbon (and keyboard shortcuts)

1. Look for the **Options in File Tab**
2. Click on **Customize Ribbon** in the frame that appears
3. Now you can add commands to tabs
4. Now you can create **your very own tab**



5. Make your own groups within your tab



Slide Master (found in View Tab) – starts out with a slide layout defined by the theme you choose but then you can make changes you choose for a new master layout.

1. Click the **View tab** and choose **Slide Master** from the **Master Views group**
2. Drag the vertical scrollbar on the left pane to view more layouts in the master set.
3. Drag the divider between panes if you want to see more or less of either pane.
4. To close Slide Master, click the Close Master View button or click the Normal, Slide Sorter, Notes Page, or Reading View button.

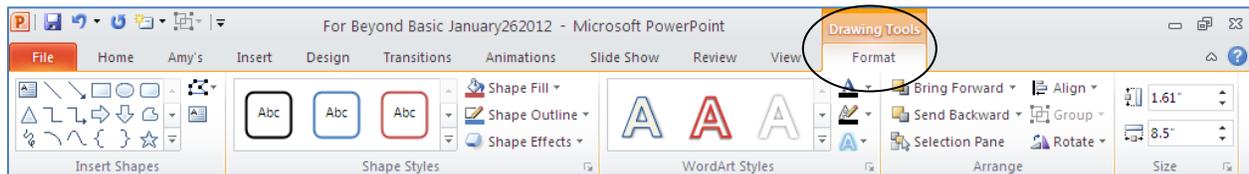
Drawing/Illustrations (found in the Home tab or Insert tab)

- In the **Home tab** you can choose the **Drawing group** and click on Shapes
- In the **Home tab** you can also use tools with the **Font group** and **Styles group**
- In the **Insert tab** you will find many options in the **Illustration group** and **Text group**
- In either tab search for SmartArt, Shapes, and WordArt

Shape styles, WordArt, Arrange (Format tab will appear when you are on text or images)

This is a very fun tab full of tools for adding shapes and styles to your text. This appears as a Contextual tab after you have clicked on the area you want to enhance.

- Insert shapes
- Add Shape styles
- Add WordArt styles
- Arrange text and images from forward to backwards, etc.
- Change the size of the elements



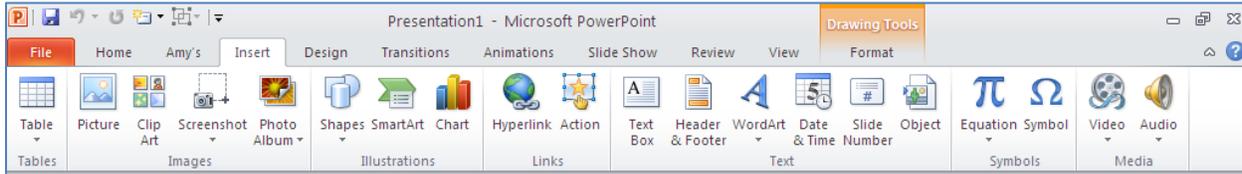
Transitions tab

- Preview document
- Add movement to individual slides or text
- Customize the timing of incoming text or images

Animations tab

- Preview
- Have fun with animations of your design elements (i.e. “fly” items in)
- Add advanced animations
- Customize the timing of these transitions within your slide

Links, text, symbols, charts, Media (Insert tab)



- Add a website link by clicking on the “hyperlink” radio button
- Add text by putting in a “text” box (see text group) and even add text from a document
- Play with WordArt (numerous options for color and shading of text)
- Charts can show data from an Excel document in interesting ways as well as flow charts, organizational charts, and displayed in different kinds of graphs (i.e. pie charts)
- Symbols can be added such as trademark, copyright, greater than
- Media files can be brought in from your own creations such as audio and video as well as youtube.com videos (need to make sure you can embed the code however)
- REMEMBER: when you edit a picture you will see a FORMAT tab appear wherein you can use the PICTURE tools that also appear – change shading of picture, etc.)

Quick tips

- Right click and holding over an element reveals pull down menus
- Hovering also reveals options that you can click on right away
- Watch the mini toolbar for when you select text – look for the floating toolbar where you can quickly change font to bold, italic, etc.
- Don't forget the “undo” button 



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