

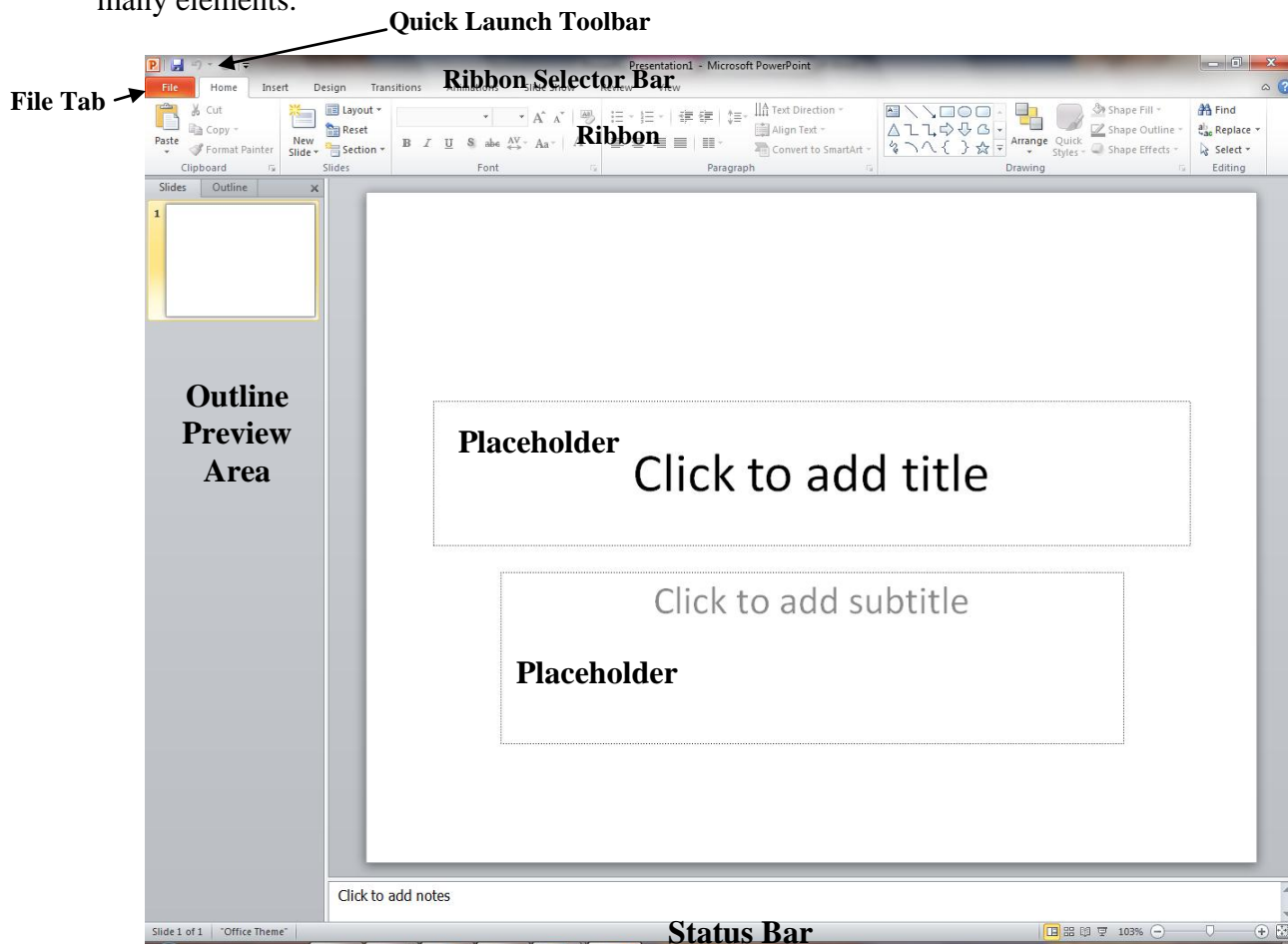
Introduction to PowerPoint 2010



The Twinsburg Public Library
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Cost: \$1.00

Lesson 1: The PowerPoint Screen

You use PowerPoint to create effective slide show presentations. The PowerPoint screen has many elements.



Office File Tab

The Office File Tab always appears in the upper left corner of the screen. It contains common programs functions like Open, Save, and Print.

Ribbon

The Menu bar displays the menu. You use the menu to give instructions to PowerPoint.

Ribbons

Ribbons are divided up into **FUNCTION AREAS** that hold icons that you use on control Powerpoint. The most commonly used Ribbon is the HOME ribbon. Ribbons hold function areas that are similar to each other. Ribbons are based upon ideas. Such as INSERT and DESIGN. The Function Areas contact functions, or icons, that are similar to each other. You change from ribbon to ribbon using the RIBBON SELECTOR BAR

Placeholders

Placeholders hold the objects in your slide. You use placeholders to hold text, clip art, and charts.

Status Bar

The Status bar generally appears at the bottom the screen. The Status bar displays the number of the slide that is currently displayed, the total number of slides, and the name of the design template in use or the name of the background.

Outline Preview Area

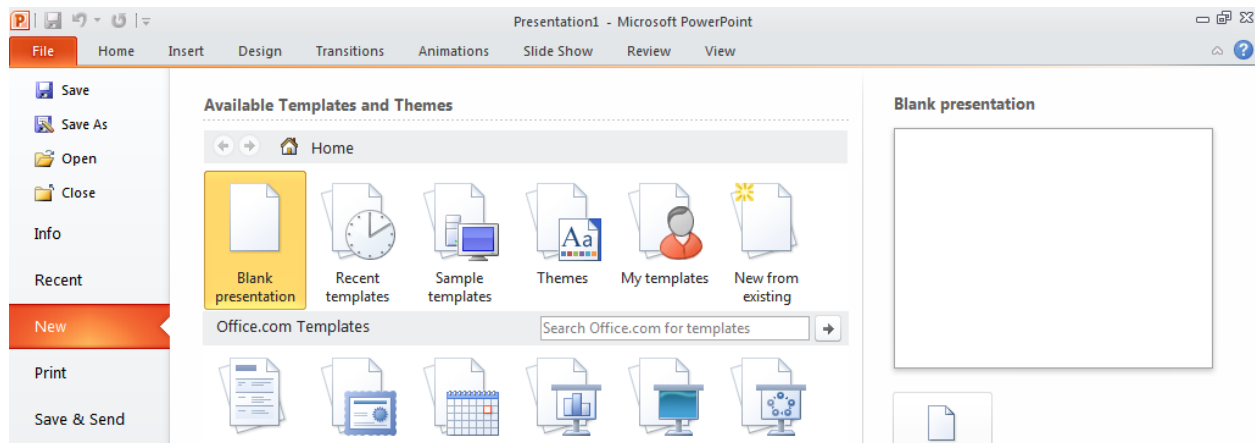
The Outline Preview Area displays your slides as they will look in your final presentation. the text contained in your presentation. changes to your slides

Lesson 2: Creating Your First PowerPoint Presentation

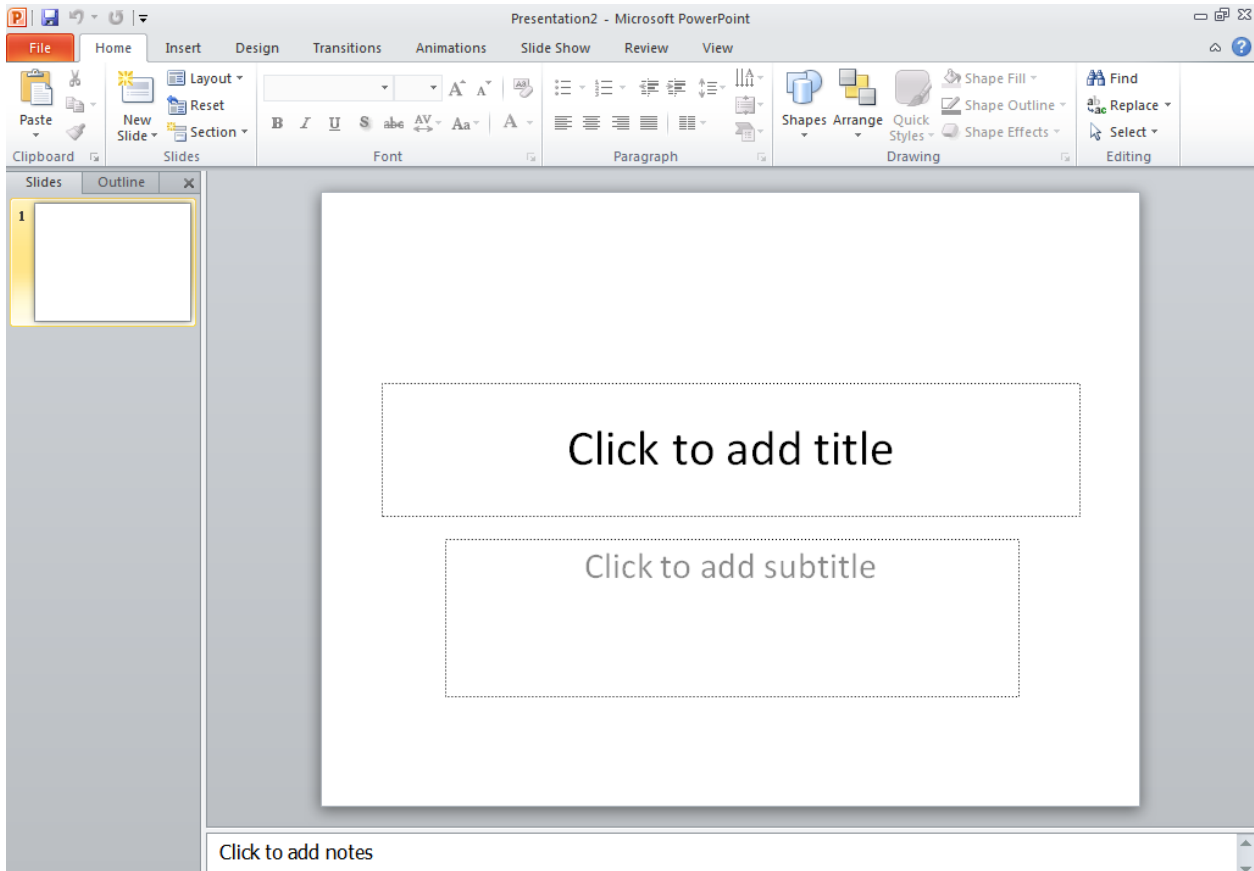
The following exercise steps you through creating your first PowerPoint presentation.

Create a Title Slide

1. Open PowerPoint.
2. Click the File tab



3. Click NEW
4. Choose *Blank Presentation* on the Task pane and click Create. You will be presented with a Title slide.



5. Enter the information shown here: Type College Scholarships and Financial Aid in the Click to Add Title text box. Type Paying for College in the Click to Add Subtitle text box.

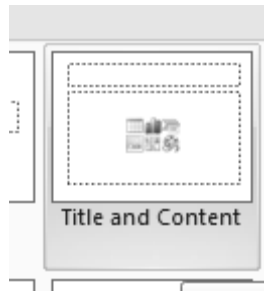
College Scholarships and Financial Aid

Paying for College

Insert a New Slide



1. Click the New Slide icon.
2. Click the Title and Content icon.





3. Enter the information shown here. Type Here is what to do: in the Click to Add Title area. Type the bulleted text in the Click to Add Text area.

Here is what to do:

- Start saving early
- Apply for financial aid

Create a Hierarchy

1. Insert a new slide Title and Content slide
2. Enter the information shown here. Click the Increase Indent icon  to indent the bullets for Stafford Loans and PLUS Loans. If you ever need to decrease an indent, use the decrease indent icon .

Where to Apply For Aid

- Pell Grants
- Work Study Programs
- Federal Loans
 - Stafford Loans
 - PLUS Loans

Use Two-Column Text

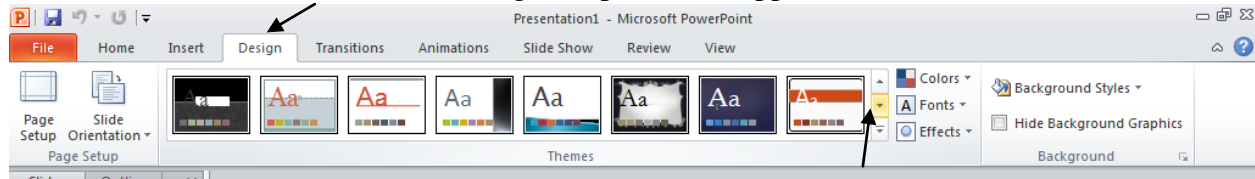
1. Click NEW SLIDE and choose the Two Content slide.
2. Enter the information shown here. Type the information in the appropriate column.


Other Forms of Aid

- Federal Aid
Administered by College
 - Perkins Loans
 - SEOGs
- Hope Scholarships
- Lifetime Learning tax credits
- Tax benefits for higher education

Apply a Design Template

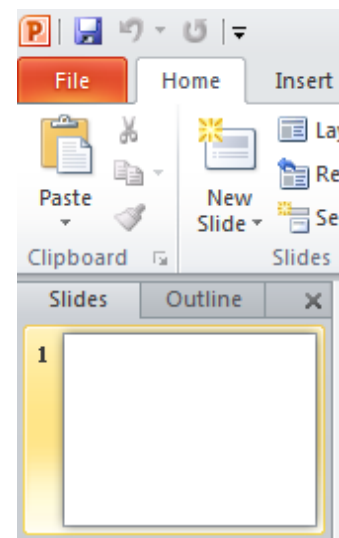
1. Click the DESIGN ribbon. Design templates will appear in the center of the ribbon.



2. Place your mouse over the design thumbnail to preview the design on your presentation. You DO NOT need to click your mouse.
3. Scroll up and down to see all design thumbnails, or click the  to show them all.
4. Click the design template you want to apply. A context menu will appear. Choose *Apply to All Slides*. We used the Flow design template.

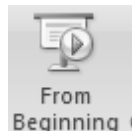
Outline and Slides Tab

1. Use the Slides tab to view thumbnails of your slide.
2. Click the Outline tab to view the text of your presentation as an outline.



Run Your Slide Show

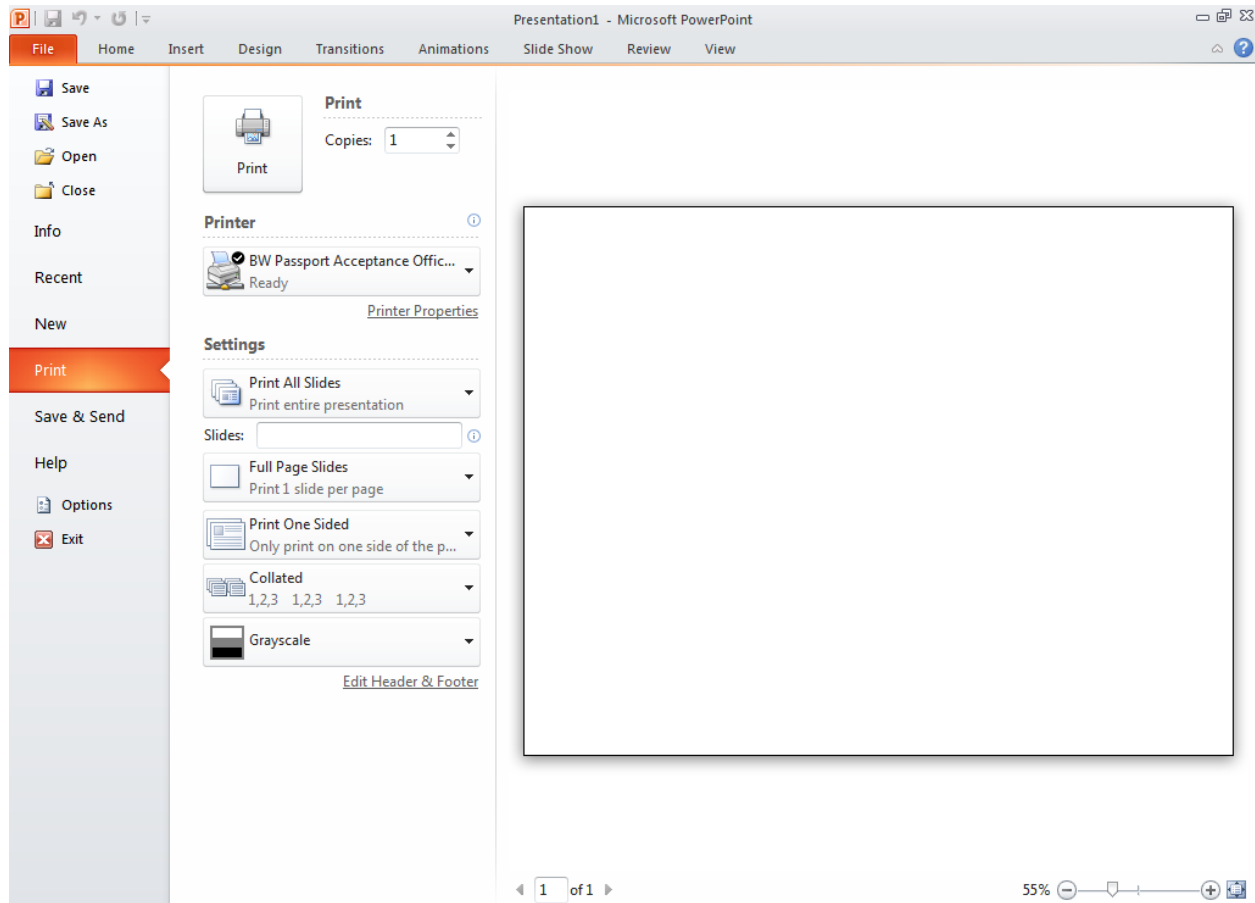
1. Press F5 to run the Slide Show.
 1. Or Click the SLIDE SHOW ribbon, and choose



2. Use the arrow keys on your keyboard to move forward and backward through your slides.
3. Use the Esc key to return to Normal view.

Previewing and Printing Your Slides

1. Choose the *FILE* tab -> *PRINT*. This will display your *PREVIEW* slide to the right.
2. Click the down arrow next to the *Full Page Slides* icon.



4. You will have 12 print options to select from.

Print Your Slides as a Handout

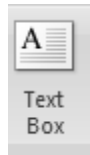
1. Choose *FILE*-> *PRINT*
2. Click the down-arrow next to the Slides icon.
3. Select Handouts (3 Slides Per Page).
4. Normally, you would then click the Print icon button....but for today, please do not. It would normally send it directly to the printer.

Lesson 3: Inserting Objects, Word Art, Slide Transition, etc.

Inserting Objects

In your slide, you may wish to insert objects that may not already exist. You will have to insert objects from scratch if you are making your slideshow from a blank presentation, or if you have used a pre-made layout and want to add in more objects. To add in a text box, an image, or some other element, then you have to use the "Insert" Ribbon perform these functions.

Insert New Slide: The NEW SLIDE function is actually located on the HOME ribbon.



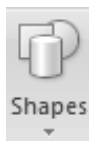
Insert Text Box:



Insert Picture: You can use the "PICTURE" option to browse your computer to insert a specific image that you have saved.



Clipart: "Clipart" are images that already come packaged with your computer. These are generally simple images that can be very effective when used in PowerPoint presentation. Clipart also functions as eye-candy for your slideshow to keep things looking interesting. Use the Clipart menus to navigate through different categories of images to find the pictures that best suit your needs.



Shapes: "AutoShapes" lets you create your own simple graphics, such as lines, word balloons, stars, and other shapes.

Slide Number: In PowerPoint, you can number each of your slides.

Date and Time: Allows you to insert the date and time into your presentation.

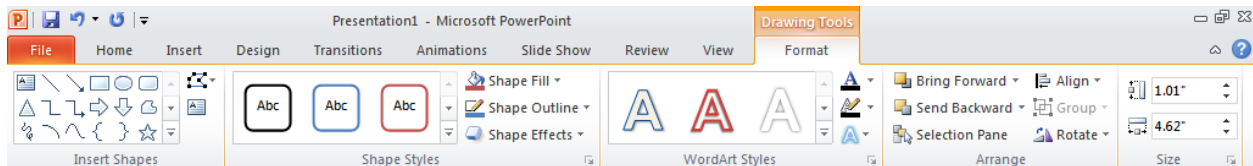
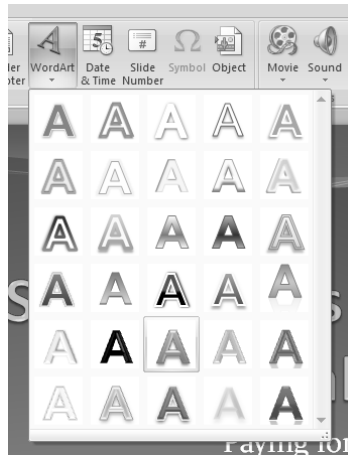
Movie or Sound: For a media-rich slideshow, you may decide to display some movie or sound files that you can play during your presentation. You must first have the movie or sound file saved on your computer.

Chart: A spreadsheet will pop up into PowerPoint. You can manipulate data in order to create your own charts and graphs.

Table: Insert a number of rows and columns to create a table. When the table is inserted, a new table menu window will pop up with various formatting features. Here, you can add borders, change the border sizes of the table, and manage the cells in the table.

Insert WordArt

Inserting a WordArt element rather than regularly formatting text can give a little extra flair. WordArt is essentially text effects. To bring up the WordArt Gallery, open up the WordArt toolbar by click on the WORDART icon, and choosing a style.

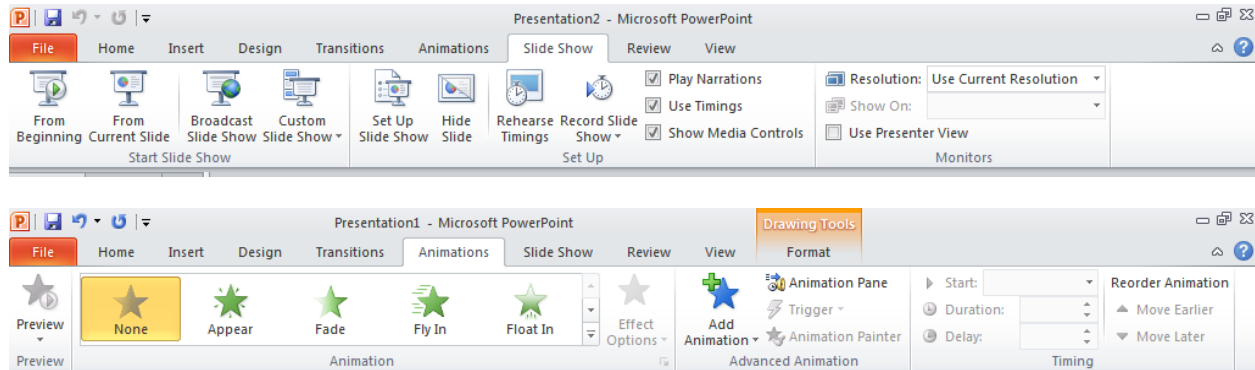


When working with WordArt, a new Ribbons Appears:

1. **Shape Styles:** This allows you to change the border or style of the WordArt box.
2. **WordArt Styles:** This allows you to change the style and color of your WordArt.
3. **WordArt Gallery:** Opens up the WordArt gallery window (see #1).
4. **Arrage:** Allows you to change the location and arrangement of your WordArt. You can change the alignment (Left, Center, Right), rotate the WordArt, or choose if it is placed above or below other elements.

The Slide Show and Animations Ribbons

Not only can you modify the appearance of text and slides, but you can also change how the slide show presents itself. The Slide Show and Animations ribbons give you the ability to change how slides transition from one to the other, and you can also change the way text appears on the slide.



Please note that it's important not to go too overboard with slide transitions and animations. You don't want to make your slideshow longer than it has to be, and sometimes audiences can be annoyed by over-usage of these effects (for example, using a flying animation effect on every single word in a sentence).

Using Slide Transitions

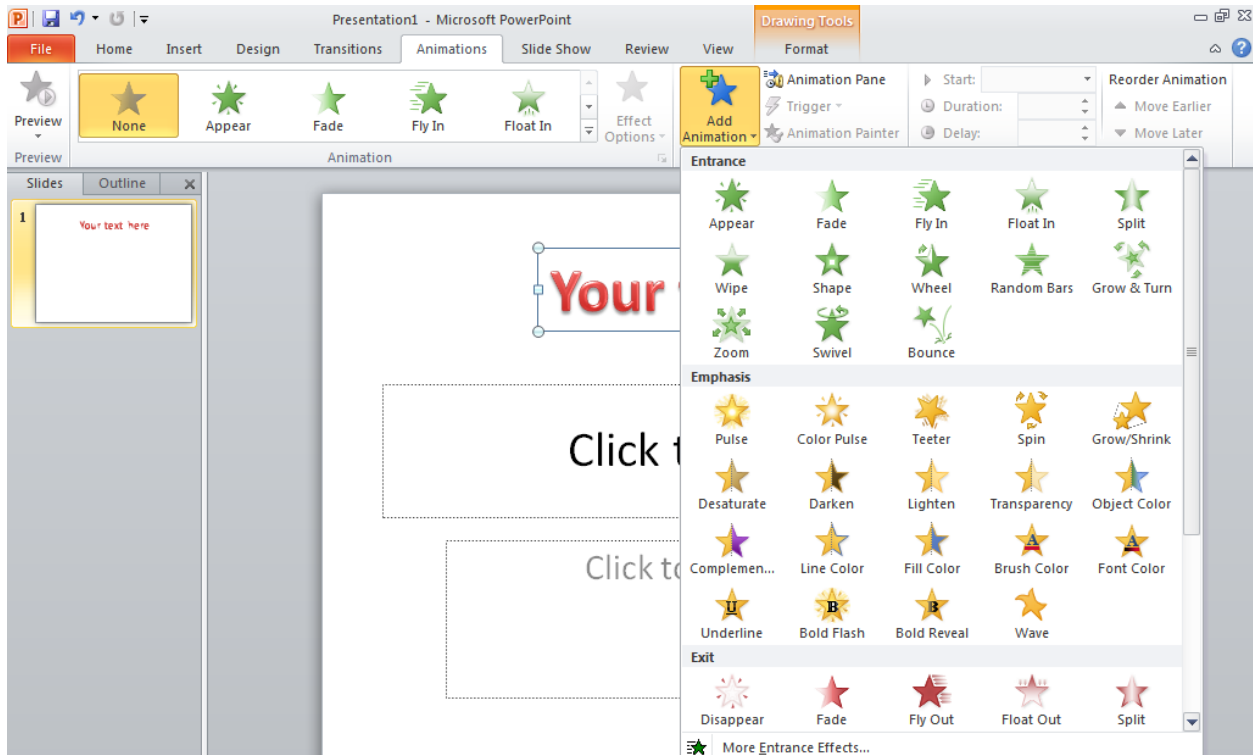
To keep your slide show interesting, you may want to consider applying slide transitions to your slides. A transition is an effect used to introduce slides from one to another. You can access the slide transitions by going to the Animations Ribbons selecting from the Transitions menu.

Here, you can control the type of transition used, and choose to apply it to your whole slideshow or just an individual slide. If you click on a transition name, a preview of the transition will play on your screen. You can decide on a speed and duration of the transition and even add a sound for when the slide transitions from one to another. Finally, you should decide upon what sort of action causes the transition during your slideshow: a mouse click, or the passing of a certain amount of time.

Using Custom Animations

When you select a text box, an image object, a graph, or any other sort of PowerPoint object, you can choose to apply an animation to it. During your slideshow presentation, instead of the text just appearing on the screen regularly, an applied preset animation uses a special effect to make an object appear on the screen in some sort of action, such as "flying" or "typing" or "spinning" on to the screen.

1. Click on image to activate it.
2. Click on the ANIMATION tab.
3. Add Animations.

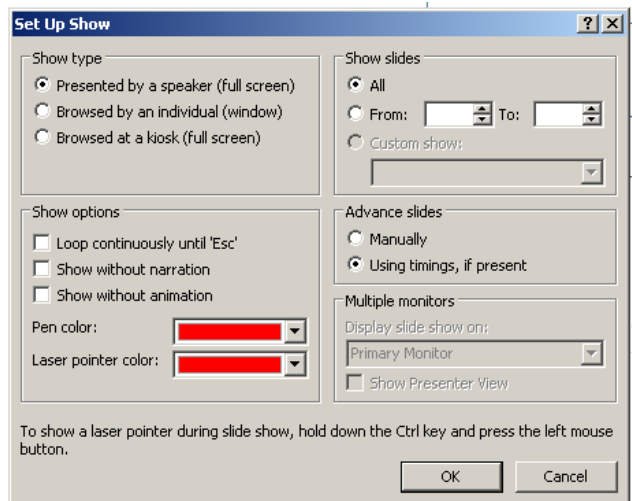


Then choose the effect from the drop-down menu.

You can come up with just about any kind of combination of transitions, directions, timing, and grouping of words/letters/objects.

Set Up Presentation

When you have finished your slide show presentation, you can do a bit of prep-work before you view your presentation. Go to the SLIDE SHOW ribbon and select Set Up Show... The following window will appear:



Here, you can specify various options for how your presentation will be. You can set the "Show type" (who is your audience?), which slides to show, if you want your show to loop or play once, how to advance your slides, and set the slide show resolution.

Once you have set up something you are happy with, you can view your slide show presentation.

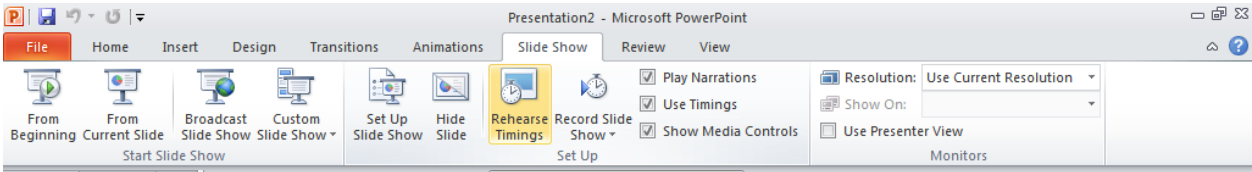
View Your PowerPoint Presentation

You can view your slide show presentation in a number of ways: you can press F5 on the keyboard, or clicking FROM

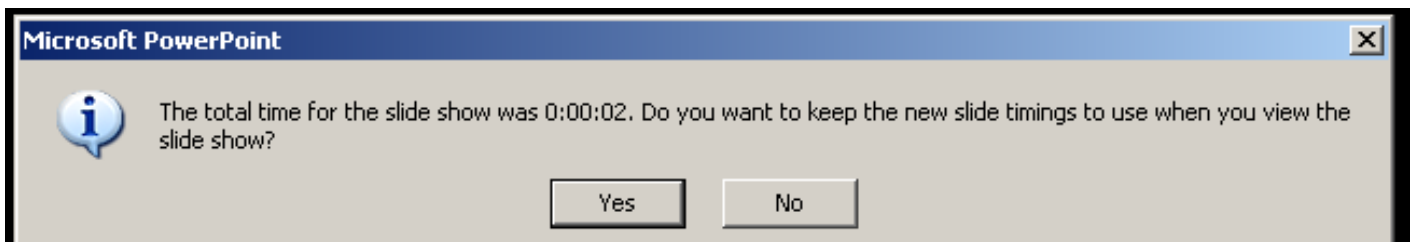
BEGINNING on the SLIDE SHOW ribbon. Once your slide show presentation begins to play, you can transition from slide to slide (and animation to animation) by using one of the following methods: click on the spacebar on your keyboard or use the arrows to go forward and backward through the slides. To end your slide show in the middle of the presentation, press the Esc key on your keyboard.

Rehearse Timings

The rehearse timings feature is a powerful feature in PowerPoint 2010. It is used to ensure that a presentation fits within a certain time frame. It is also used to create self-running presentations. By using the rehearse timings feature, a user can record the time to present each slide, and then use the recorded times to advance the slides automatically while giving the presentation to the actual audience. It launches a full screen slide show for rehearsing presentations, and it is the quickest way to set the slide show timings.



First, make sure you are on Slide 1, then...Click on the Slide-Show tab and click on: Rehearse Timings. This will run your slide show and start timing every slide. Go through your entire presentation until it asks you to: "keep the new slide timings" and click on the Yes button. This will reveal how much time you spent per slide.



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