

Introduction to PowerPoint 2010

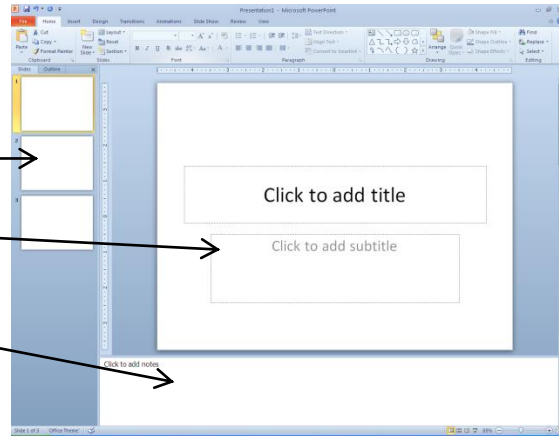
- PowerPoint is presentation software, but can be used for many things: formal presentations, photo slide shows, signs, etc.
- When you open PowerPoint, it automatically starts a new presentation, which is made up of slides
- Tools are arranged in ribbons, similar to Word and Excel

3 panes:

Overview pane

Slides pane

Notes pane



Home Ribbon

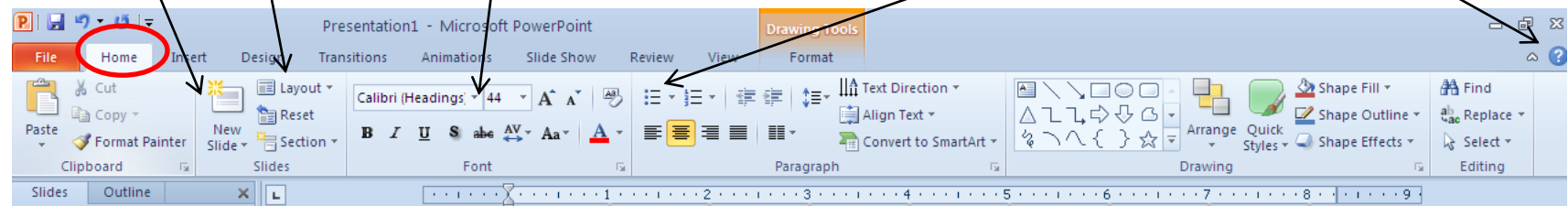
add a new slide

change slide layout

modify font (size, font, bold, etc.)

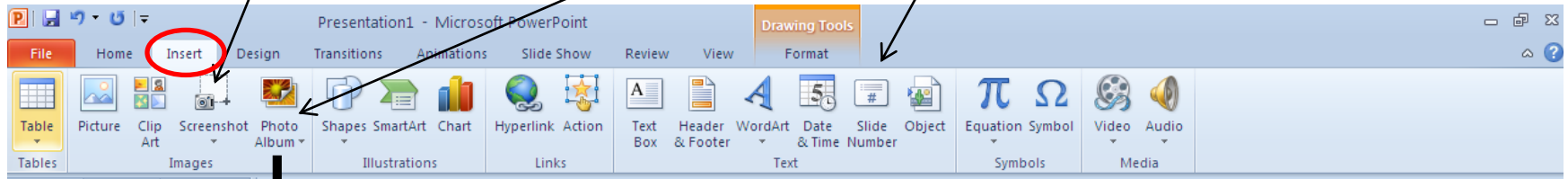
add a bulleted list

Help



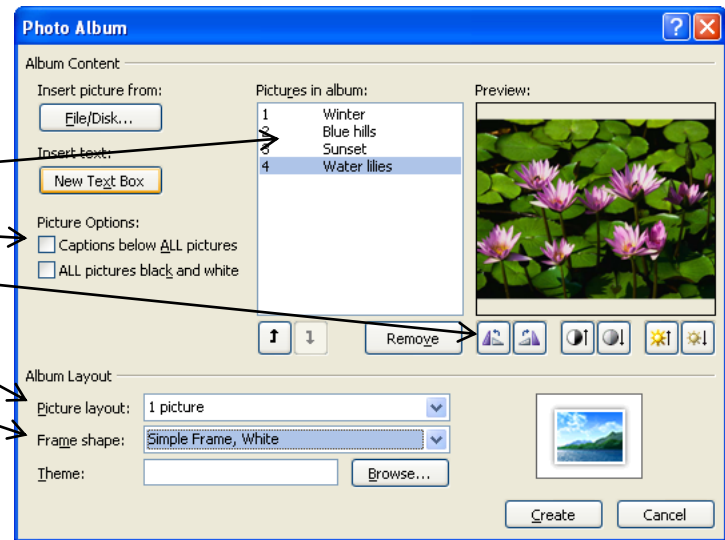
Insert Ribbon

(Screenshot=picture of your computer screen) make slideshow of photos slide numbers

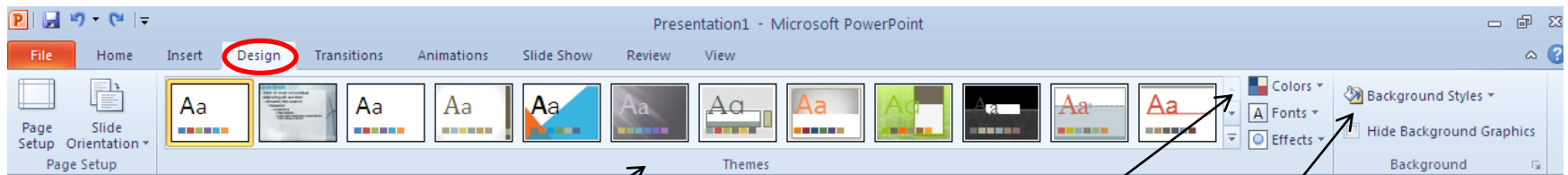


You can insert a photo album, and it will create a new presentation with one photo on each slide (4 photos = 4 slides). From this window, you can

- rearrange photos,
- add captions,
- rotate pictures,
- change the picture layout,
- change the frame



Design Ribbon



pick a theme to make your presentation look fancy!

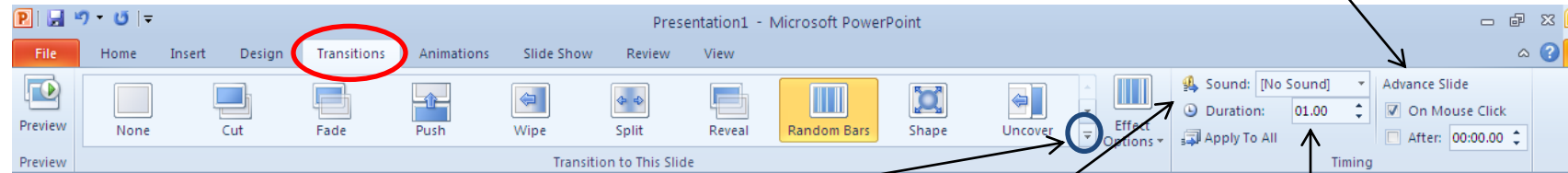
change the color scheme

change the background

Transitions Ribbon

make slides change automatically or using a mouse click

Transitions are effects that change how slides move from the current slide to the next slide.



Click for more options

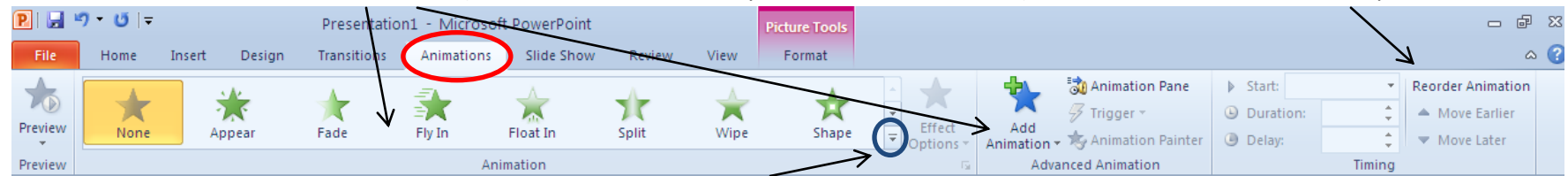
Add sounds

change the transition speed

Animations Ribbon

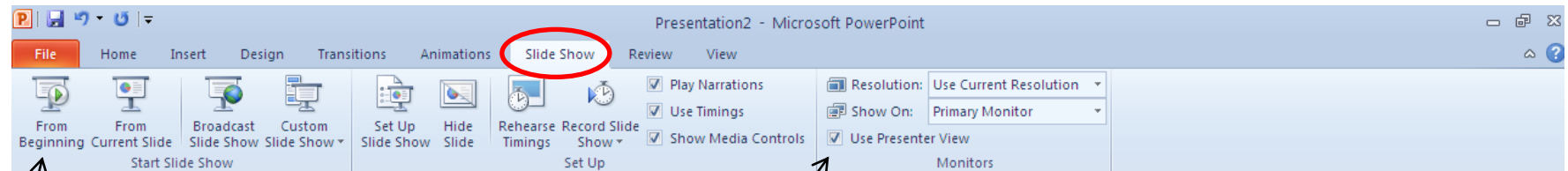
Give animation to words or text on slide (Remember to select what you want to animate first!)

reorder animation sequence



Click for more options

Slide Show Ribbon



Start the slide show (or F5)

use presenter view – shows notes, timing, etc

★ keyboard shortcuts:

F5 = start slideshow N= next slide P=previous slide ESC=exit presentation

Printing

Print Full Page Slides, notes, or outline. (Click "Full Page Slides" dropdown menu to see these options)

Choose how many slides will print on each page.

