



Technology Training Services

PowerPoint 2010



**MARICOPA
COMMUNITY
COLLEGES**

Microsoft PowerPoint 2010

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Technology Training Services
Revised from Paula Connor's version 2007
June, 2011

Maricopa County Community College District

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Technology Training Services Vision & Mission

Vision Technology Training Services improves employee job performance at all levels by exceeding expectations in the areas of technology training, instructional design, and customer support.

Mission Technology Training Services (TTS) provides leadership and support to the Maricopa Community College District as we implement new technologies that address challenging administrative needs and educational standards. We design, develop, and deliver the highest quality in-service technology training, materials, and support to all of the employees of the Maricopa Community Colleges.

To fulfill this mission we:

- Provide responsive and accessible technology training on a variety of administrative systems and desktop applications.
 - Design and develop comprehensive training and reference materials.
 - Provide technology training support in a variety of ways including telephone helplines, one-on-one assistance, online help, troubleshooting, consultation, and referral services.
 - Support the colleges' technology training efforts by delivering on-site technology training, delivering Train-the-Trainer sessions, and providing training materials.
 - Provide leadership and support to the teams implementing new technologies and administrative systems within the organization.
 - Cultivate positive partnerships with our colleges to meet and exceed their training needs and expectations.
 - Collaborate with organizational teams to develop strategies to meet future technology training needs.
 - Chair and host the Regional Training Committee (RTC) to collaboratively develop training strategies, maintain technology training consistency, and overcome the challenging technology training needs throughout the District.
 - Expand and update our knowledge and skills in the areas of technology, training, and instructional design.
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PowerPoint Training Objectives

This workshop has been designed to present the following competencies:

1. Plan a presentation.
2. Describe the Fluent User Interface of PowerPoint.
3. Navigate through the ribbon.
4. Create and save a presentation.
5. Open an existing presentation.
6. Add and format text in placeholders.
7. Apply a Theme.
8. Manage slides:
 - Add
 - Duplicate
 - Delete
 - Reuse
9. Describe and use different slide layouts.
10. Insert illustrations with text:
 - Shape
 - SmartArt
 - WordArt
11. Insert and format images:
 - Pictures
 - Clip art
 - Screenshot
12. Insert sound.
13. Insert digital video.
14. Insert a YouTube video.
15. Insert and format a table.
16. Insert an Excel chart.
17. Insert hyperlinks:
 - To a file
 - To a web page

PowerPoint Training Objectives Continued

18. Describe and navigate in various slide views:
 - Normal
 - Slide Sorter
 - Reading
 - Slide Show
19. Rearrange slides.
20. Use and edit the Slide Master.
21. Insert headers and footers in the Handout Master.
22. Omit or change the slide background.
23. Use the Spell Check.
24. Add and customize text animation.
25. Add and customize slide transitions.
26. Record narration on a slide.
27. Set up a self-running presentation.
28. Set up a looping presentation.
29. Describe and view options for printing.
30. Describe different save options.
31. Save a presentation:
 - As a video
 - As handouts in Word format
 - As a show

Notes Page

Plan a Presentation

PowerPoint	PowerPoint is robust presentation software used to create professional looking electronic presentations, paper-based handouts for the audience, and note taking options for the presenter.
First Step – Planning!	Before you begin working on your presentation in PowerPoint, it is important to go through some planning steps first. “ <i>Planning</i> is probably the most important step in creating a successful presentation of any kind.” says Wendy Russell of About.com. Following is some information from “ <i>The Key to Creating an Effective Presentation: Planning is the First Step to a Successful Presentation.</i> ” http://presentationsoft.about.com/od/powerpointtips/qt/planningppt.htm
Purpose	Determine the purpose of the presentation. <ul style="list-style-type: none">• Is your presentation meant to inform, persuade, motivate to action, sell, teach or train?• What do you want your audience to walk away with?• What outcome do you want from your audience?
Audience	Know your audience. <ul style="list-style-type: none">• Who are they? What do they bring to the table? How can you relate to them?
Content!	Your content is the most important part of your presentation! <ul style="list-style-type: none">• Keep your content straightforward and concise.• Use <i>relevant</i> graphics, photos, charts, and audio whenever possible.• Learn as much about your topic as possible.
Delivery	Determine how your presentation will be delivered. <ul style="list-style-type: none">• Will it be delivered in person? Is it a self-running presentation delivered via a Kiosk? On a CD?
Presentation	Be consistent in background colors, fonts, transitions, and animations.
Preparation and Practice	Effective prep and practice result in confidence and excellent delivery! <ul style="list-style-type: none">• Establish a positive and confident mind-set. Know everything you can about your topic, and <i>don't</i> be afraid <i>not</i> to know everything.• Review your information and visuals for clarity, <u>relevancy</u>, eye-appeal, visibility, quality, and importance.
Do a Dry Run!	<ul style="list-style-type: none">• Practice the presentation with someone. Receive feedback on your opening, key points, sequence, clarity, distracting mannerisms, etc. <u>Act on the feedback</u> – improve your presentation and delivery.

Exercise – Planning a Presentation

Use this table as a guideline to help you plan your presentation.

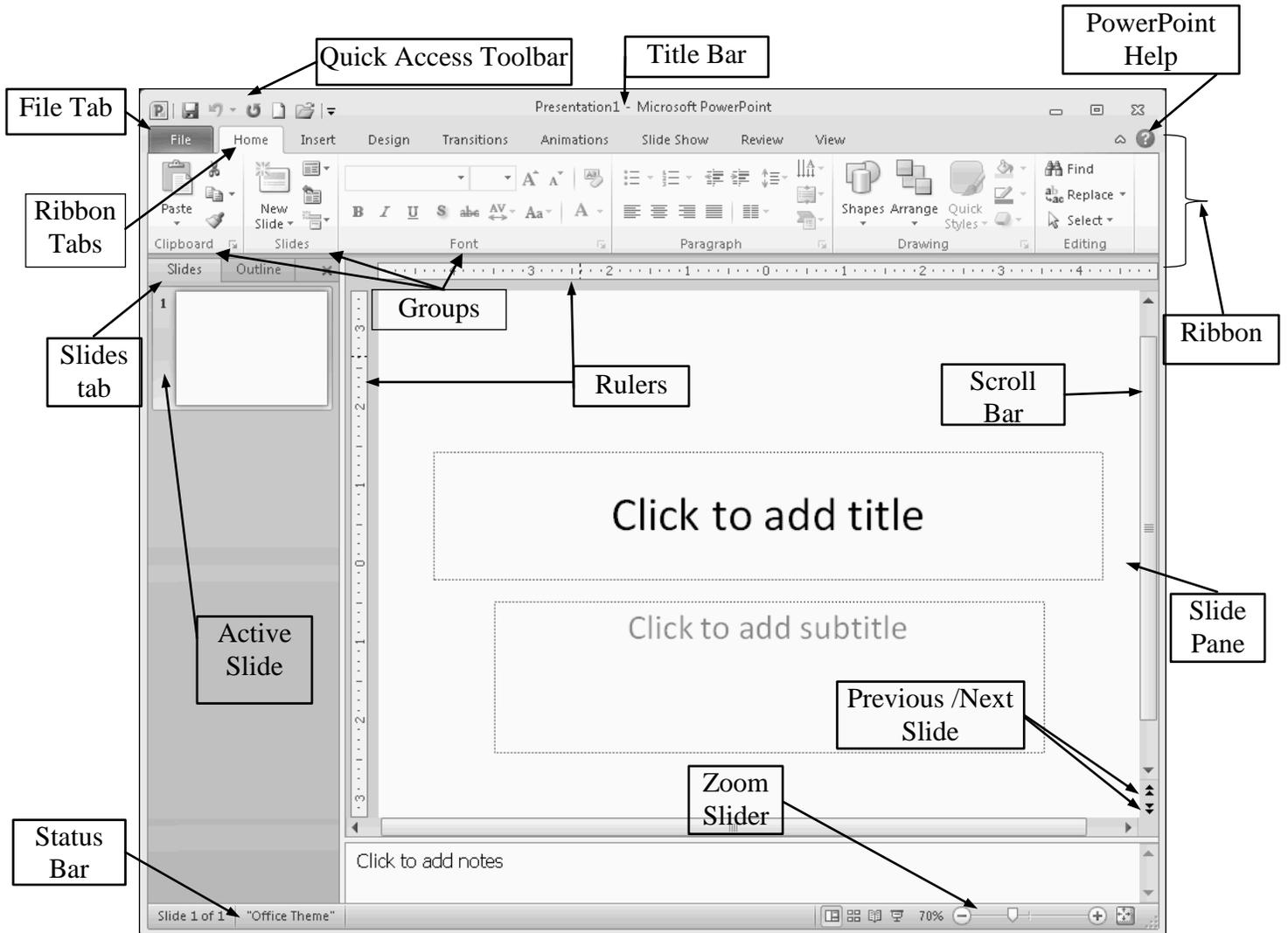
Step	Notes
Purpose	
Audience	
Content	You may want to plan your presentation on index cards to simulate slides. You can get a visual of the flow of your presentation.
Delivery	
Prep & Practice	

1. Review the plan for the slides that will be created in today's class

Review the PowerPoint 2010 Interface

Fluent User Interface	PowerPoint 2010 retains the Ribbon and the Quick Access Toolbar introduced in version 2007.
Ribbon	The Ribbon provides a graphical representation of tools and commands. It is task-oriented and groups like functions in tabs.
File is Back! 	In PowerPoint 2010, the File Tab has replaced the Office Button from 2007. The File Tab provides a central location for common commands such as open, close, save, and print.
Tabs	The tabs group like-functions together and replace the menus found in versions previous to 2007. The tab currently displayed is called the active tab. Click once on any tab to make it the active tab.
Groups	Groups combine like-commands within each tab. Some groups include an arrow button  which opens a dialog box of additional tools and options.
Screen Tips	As you position your mouse over each button on the ribbon and hold your mouse still , a Screen Tip displays the name and description of the button.
Quick Access Toolbar	The Quick Access Toolbar keeps a customized set of common commands handy. It always displays, regardless of what tab is selected on the Ribbon, and even when the Ribbon is minimized.
Title Bar	The Title Bar displays the name you give a document after you save it.
PowerPoint Help 	PowerPoint Help contains information and instructions on PowerPoint features and functions. It includes links to a multitude of online help topics and a variety of search options, too! It's a great resource!
Scroll Bars	Horizontal (bottom of window) and Vertical (right side of window) Scroll Bars are used to scroll through the slide or presentation.
Rulers	Vertical and horizontal rulers are available to help you align items.
Active Slide	In the left pane of the interface, in the Slides tab, click a slide to select it; you'll see an orange highlight around it. Selecting a slide makes it the Active Slide and displays it in the Slide Pane to the right.
Previous/Next Slide	Use the double arrows (lower right) to move up one slide or down one slide at a time.
Status Bar	The Status Bar is the blue bar at the bottom of the PowerPoint screen. It displays the current slide number, the number of slides, the current theme, shortcut buttons for the presentation views, and a Zoom Slider.
Zoom Slider	Use the Zoom Slider to adjust the on-screen size of your slide.
Normal View 	By default, PowerPoint opens a blank presentation in Normal View. On the left is the pane that contains the Slides tab and the Outline tab. To the right is the slide pane. At the bottom is a section for notes.

Exercise – Reviewing the PowerPoint 2010 Interface



Open PowerPoint 2010 to display features that will be used to create a presentation.

1. From the Start menu, select PowerPoint.
 - A blank presentation is automatically created when PowerPoint is opened.
 - If PowerPoint is already open, create a new presentation: File Tab > New > Blank Presentation > Create.

Review the Ribbon and Tabs

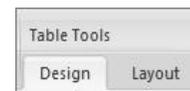
Ribbon	The Ribbon is task-oriented and groups related functions into tabs. Within each tab, commands are clustered into groups. Several groups include an arrow button  you can click for more options.
Tabs	The tabs are task categories on the Ribbon which are organized into groups of related commands. Click a tab to view all its features.
Minimize the Ribbon	The default display of the Ribbon makes all commands visible. You can minimize the ribbon to hide the commands by double-clicking the active tab. To restore the Ribbon, double-click any tab.
File Tab Backstage View	Clicking the File Tab opens Office Backstage view. Backstage view is where you manage your files. In short, it contains everything you do <u>to</u> a file (save, print, open, close) that you don't do <u>in</u> the file.
Navigation Bar	On the left-side of Backstage view is the Navigation bar. In the Navigation bar, you can view a list of recent files, view info on the current file, get help, set PowerPoint Options, and more!
PowerPoint Options	The PowerPoint Options, found in the File Tab, allow you to manage your preferences for a number of functions including proofing, saving, viewing, editing, printing, and customizing the Quick Access Toolbar.
Home Tab	The Home Tab is displayed by default when a new or existing document is opened. It includes clipboard commands such as cut, copy, and paste; slide commands such as add and layout; text formatting commands such as font size and type; paragraph formatting commands such as text alignment and line spacing; and editing commands such as find and replace.
Insert Tab	The Insert Tab includes commands to insert various items such as pictures, tables, charts, links, etc., onto your slides.
Design Tab	The Design Tab includes commands associated with the page setup, slide design themes, and the page background.
Transitions Tab	The Transitions Tab is new to PowerPoint 2010 and includes commands associated with the transitions between slides.
Animations Tab	The Animations Tab includes commands associated with custom animations for text and individual objects on a slide.
Slide Show Tab	The Slide Show Tab includes the commands associated with slide show setup, display, and monitor resolution.
Review Tab	The Review Tab includes the proofing commands associated with spelling, thesaurus, comments, tracking changes, etc.
View Tab	The View Tab includes multiple ways of viewing your presentation, showing and hiding the ruler and gridlines, and switching windows.
Developer Tab	The Developer Tab, includes commands associated with creating macros, adding objects such as Flash movies, and document security.

Review the Ribbon and Tabs – Contextual Tabs

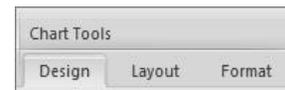
Contextual Tabs Contextual tabs display for a specific purpose. They are used “in context”. For example, a Picture Tools Tab displays when you select a picture. These tabs display on the Ribbon only when particular types of objects are selected or when specific tasks are being performed.

Contextual Tools When these “contextual” tabs display, a contextual tool heading also displays above the ribbon, while a single tab or multiple tabs display in the ribbon. For example, when you insert any type of illustration (e.g. Picture, Clip Art, Shape, SmartArt, Chart, or Screenshot) a contextual tool heading and one or more contextual tabs display on the ribbon. Following are some common contextual tools and tabs.

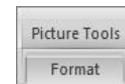
- Table Tools
 - Design Tab
 - Layout Tab



- Chart Tools
 - Design Tab
 - Layout Tab
 - Format Tab



- Picture Tools
 - Format Tab
- SmartArt Tools



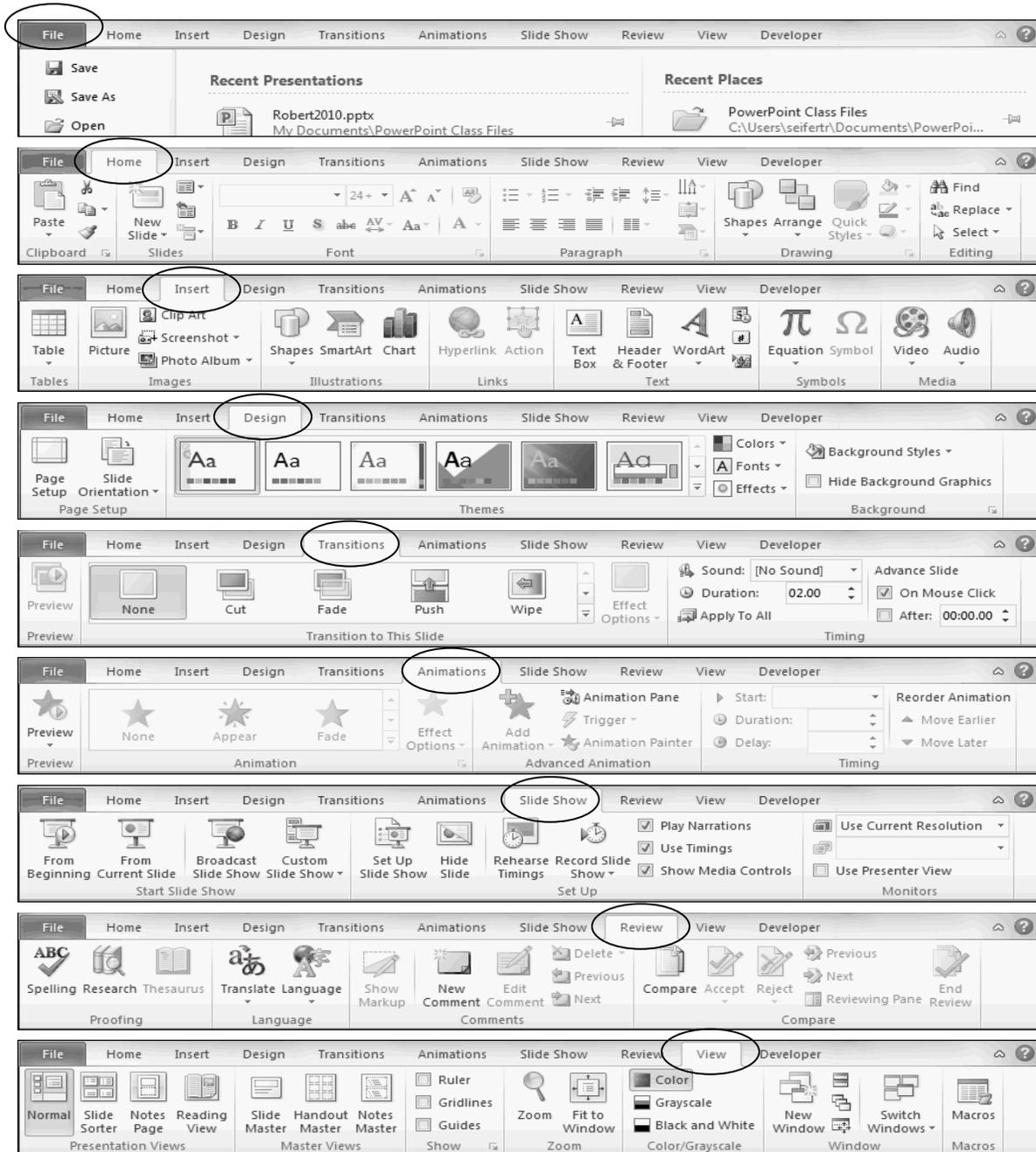
- SmartArt Tools
 - Design Tab
 - Format Tab



Display Contextual Tools and Tabs

1. Scroll in the presentation to find the object you wish to format.
2. Select the desired object.
 - Any applicable Contextual Tools and Tabs display.

Exercise – Reviewing the Ribbon and Tabs



Access and View the different tabs on the Ribbon. Also minimize and restore the Ribbon.

1. Select each tab on the Ribbon, and view the different groups in each tab.
2. Right-click any tab > select Minimize the Ribbon to minimize it.
3. Right-click any tab > select Minimize the Ribbon to restore it.

Notes Page

Customize the Quick Access Toolbar – File Tab

Customizable, Ever-Present Toolbar

The Quick Access Toolbar is a customizable toolbar that contains a set of commands that are independent of the Ruler tabs. You can add and remove buttons that represent the commands you want to have available at all times, regardless of which Ribbon tab is active. By default, the Quick Access Toolbar includes the Save, Undo, and Redo commands but you can customize the Quick Access Toolbar!

Customize Using the Quick Access Toolbar Button



Clicking the Customize Quick Access Toolbar button (located to the right of the Quick Access Toolbar) displays the Customize Quick Access Toolbar list. The list includes 11 commonly used commands. The commands that are already on the Quick Access Toolbar have checkmarks in the boxes to their left. Add other commands to the Quick Access Toolbar by clicking on them.

Steps to Customize Using the Quick Access Toolbar List

1. Click the Customize Quick Access Toolbar button. 
2. Click the desired command on the list to select it.
 - This adds a check mark next to it .
 - To remove a command from the toolbar, click to deselect it.

Customize the Quick Access Toolbar by Using Application Options

You can access an extensive list of commands from the Customize Quick Access Toolbar list by clicking **More Commands...** This opens the Quick Access Toolbar window of the application options, where you can add and remove commands. (This window can be accessed via the application options button on the File tab, also.)

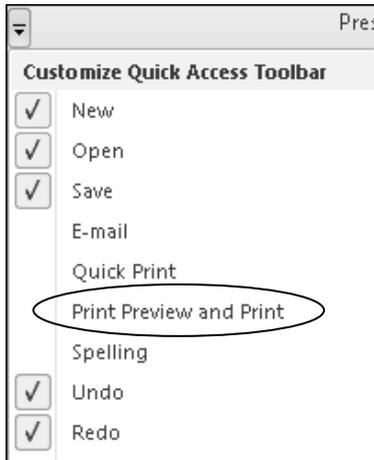
Steps to Customize the Quick Access Toolbar Using Application Options

1. Click the Customize Quick Access Toolbar button.
2. Click More Commands....
3. Chose a command category from the drop-down list.
4. Click on the desired command from the list on the left, and click Add.
 - If you want to remove a command, click to select it from the list on the right, and click Remove.
5. Once you have added and/or removed as many commands as you wish, click OK.

Exercise – Customizing the Quick Access Toolbar

Customize the Quick Access Toolbar using two different methods.
First, use the Customize Quick Access Toolbar menu to add a command.

1. To the right of the Quick Access Toolbar, click the Customize Quick Access Toolbar button  and click to choose Open, Print Preview, Print, and Spelling & Grammar.

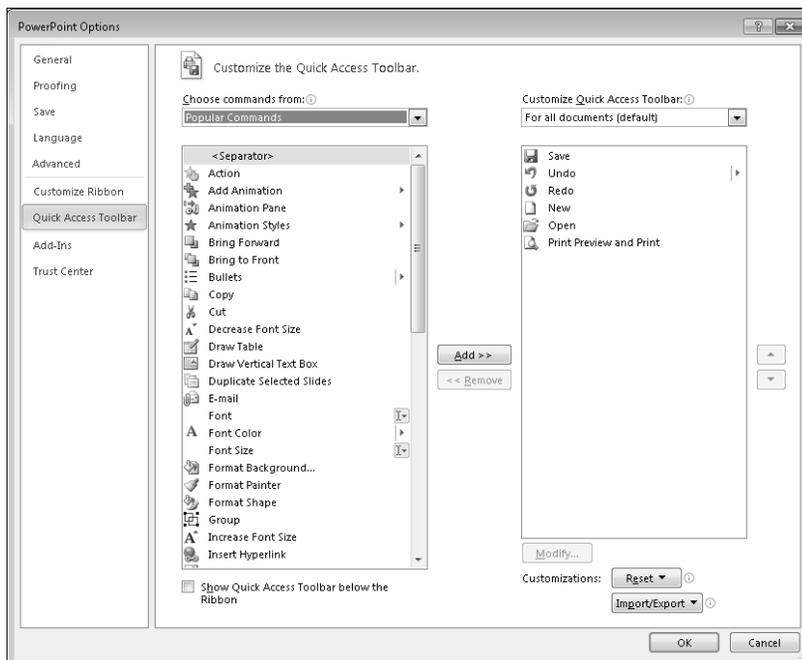


- Notice that Print Preview has been added to the Quick Access Toolbar.



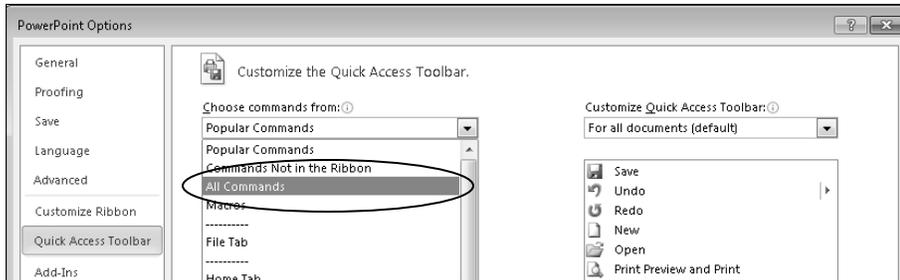
Next, use the PowerPoint Options to add a command.

2. Click the Customize Quick Access Toolbar button and choose More Commands.
 - The PowerPoint Options for the Quick Access Toolbar display.



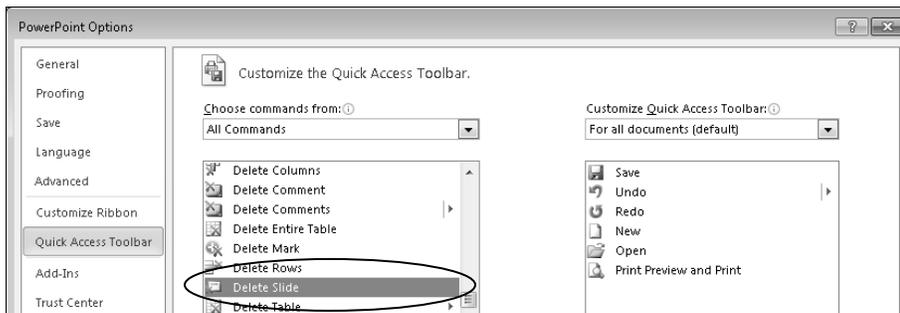
Exercise – Customizing the Quick Access Toolbar (continued)

3. In the PowerPoint Options dialog box, in the Choose commands from: drop-down menu, select All Commands.

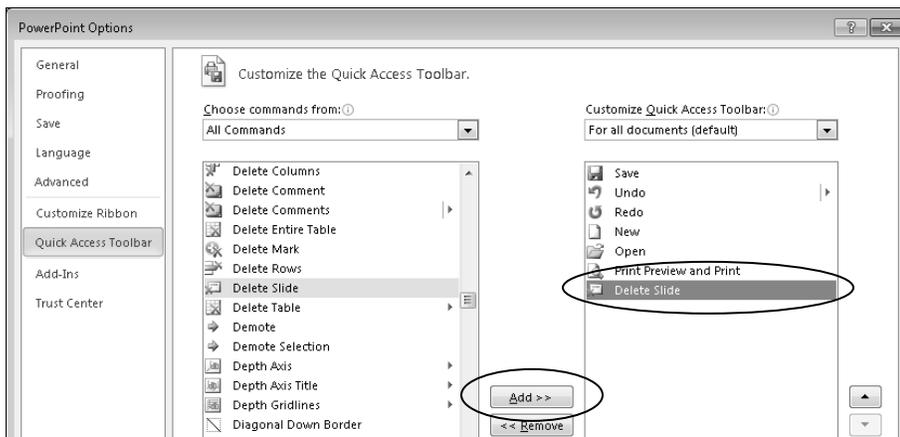


- In the left pane of the dialog box, a list of all available commands displays.

4. Scroll down in the list and click to select Delete Slide.



5. Click the Add button to add the command to the right pane of the window.



6. Click OK to finish adding the command to Quick Access Toolbar.
 - Notice that Delete Slide has been added to the Quick Access Toolbar.



Notes Page

Slide Views – Status Bar

Slide Views

You can work in PowerPoint in different views. The view depends on your purpose and preference. The views include Normal View, Slide Sorter View, Notes Page View, Reading View, and Slide Show View.

Status Bar Shortcuts

You can quickly change to the four most common views by clicking on the corresponding shortcut buttons in the Status bar, near the bottom right of the screen.

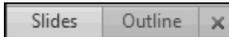


Normal View



By default, PowerPoint opens in Normal View. Normal View is also known as the “Slide” view. On the left is the pane that contains the Slides and the Outline tabs. To the right is the Slide Pane. At the bottom is a placeholder for typing presentation notes.

Slides Tab



In the left pane of Normal View, the Slides tab displays thumbnails of each slide. Use the Slides tab to select, add, and delete slides. Included in this pane is the Outline tab.

Outline Tab



In the left pane of Normal View, the Outline tab displays the editable text of each slide. The Outline tab is a text-based view where you can quickly add bullet points in outline form. Text added in placeholders can be seen on the Outline tab while text in graphics cannot. Use the Outline tab to move, insert, and format text.

Slide Sorter View



Slide Sorter View displays all slides in your presentation at one time in slide miniatures.

Slide Show View



Slide Show View is the view used to deliver your presentation. It shows the slides full-screen on your computer.

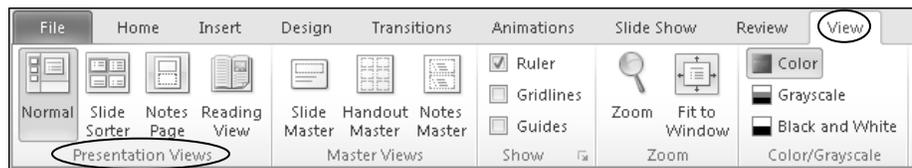
Reading View



Reading View is new to PowerPoint 2010! It is similar to Slide Show View because it displays your slide show as it would be delivered, but within the PowerPoint window instead of full-screen.

View Tab

The View Tab also allows you to change views. The Presentation Views group includes all views except Slide Show View.



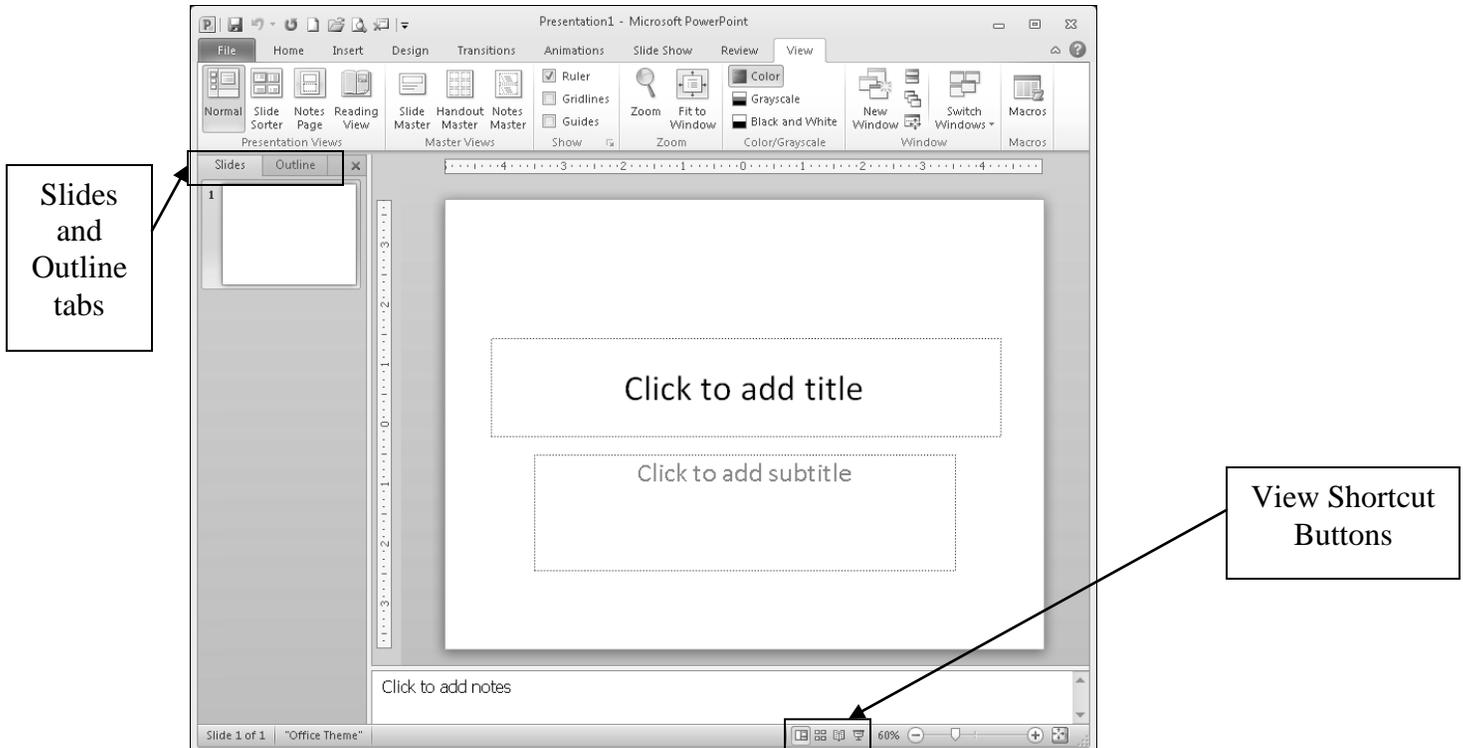
Notes Page View



Notes Page View displays your slide and presentation notes in a print layout. You can add, edit, and view notes for any or all of your slides. Use the Zoom feature on the View Tab to enlarge your notes area. You cannot work on slides in Notes View – only on your notes. Notes Page View is not available from the Status bar.

Exercise – Displaying Different Slide Views

Use the short cut buttons in the status bar to see different slide views.



1. In the left pane of Normal View, click the Outline tab .
2. In the left pane of Normal View, click the Slides tab .
3. In the Status bar, on the bottom right of the screen, click Slide Sorter View .
4. In the Status bar, on the bottom right of the screen, click Slide Show View .
5. Press Esc on your keyboard to exit Slide Show View.
6. In the Status bar, on the bottom right of the screen, click Reading View 
 - Note the view shortcut buttons move just a little bit to the right.
7. In the Status bar, on the bottom right of the screen, click Normal View .

Add Text – Home Tab

The Question The question is not necessarily *how* to add text, but *should* you add text? Keep in mind that people learn best with visual cues. Images, charts, clip art, photos, and video are much better ways of communicating your information than text and bullet points.

Placeholders Click to Add Entering and formatting text in placeholders is similar to entering text in Word. By default, prompts within placeholders tell you to: Click to add title/subtitle/text. Most slides will contain a title in the upper portion and bulleted explanatory text or additional content in the lower portion of the slide. When you click in the placeholder and enter text, the original prompt words disappear. If desired, you can then select the text and format it, just as you would in Word.

AutoFit Options



When you add text, sometimes the text will move beyond the predefined size of the placeholder. By default, PowerPoint will automatically shrink the text to fit the placeholder. When this happens, PowerPoint will give you the option to stop the AutoFit, returning the text to its original size, or to turn off the AutoFit option completely. You can also manually resize a placeholder to fit your text.

- Text Tips**
- One topic per slide. Keep it simple! Present in bite size chunks.
 - Use different slide layouts and objects to display and emphasize information. Not everything is a bullet point!
 - Use a san-serif font such as: **Verdana**, **Arial**, **Tahoma**, or **Trebuchet MS**. These font styles are more readable in a presentation format than serif fonts such as Times New Roman.
 - Avoid using too many different font styles or formatting.
 - Avoid using all uppercase letters. They are difficult to read on the projection screen and are often construed as shouting.
 - Capitalize only the first word of a line and proper nouns.
 - Avoid using italics; they're hard to read.

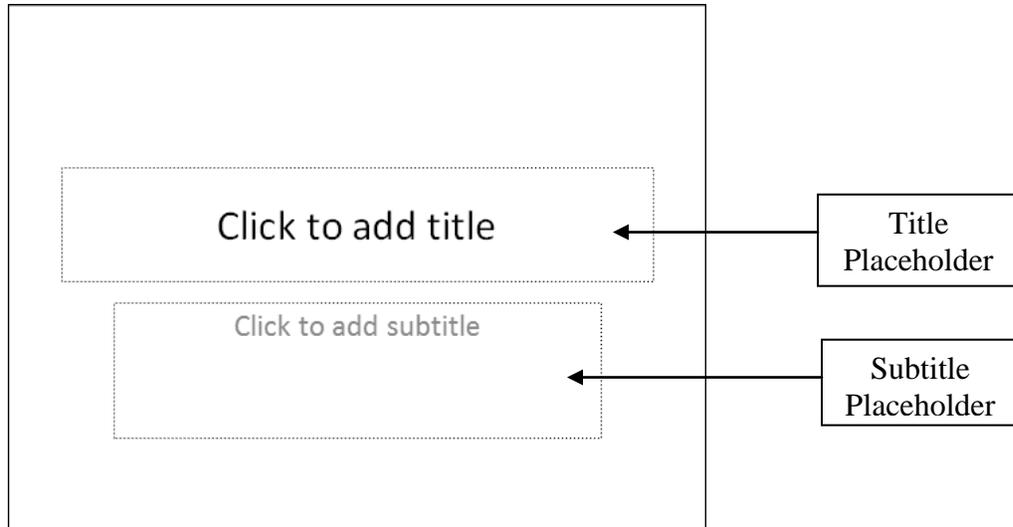
Important! Keep in mind that the most important thing in your presentation is your content! You don't want to detract from your message's importance by overusing formatting effects or being too wordy. Again, use a visual or other media whenever possible.

Add Text in Placeholders

1. Click in the text placeholder to add a Title, Subtitle, or Text.
2. Type the desired text.

Exercise – Adding Text

Enter the text for your Title slide.



1. Click in the “Click to add title” placeholder and enter: “Technology Training Services.”
2. Click in the “Click to add subtitle” placeholder and enter “Maricopa Community Colleges” and press Enter.
3. Enter “District Office” and press Enter.
4. Enter your name and press Enter.
5. Enter the current school year.
- Note the AutoFit options button .
6. Click the AutoFit options button and keep the setting to AutoFit Text to Placeholder.
- The next exercise may change how the text fits.



Apply a Theme – Design Tab

Themes Design Tab

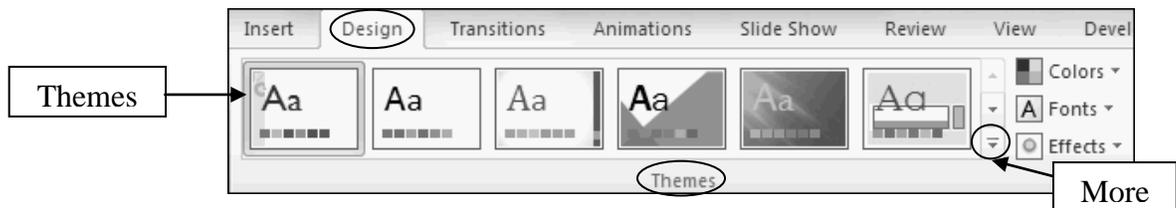
A theme is a set of preformatted choices for your presentation that includes theme colors, fonts, and shape effects, as well as background style and text placement. Themes are used to quickly and easily format an entire presentation at one time. Themes give your presentations a professional, modern, and consistent look. For example, since themes are identical for all office programs, all your department files (PowerPoint shows, Word documents, and Excel worksheets) can have the same colors, fonts, and effects! You can apply a theme to your presentation at any time. Themes are found under the Design Tab in the Themes group.

Live Preview

Live Preview shows you how formatting options, like themes and styles, will look in your presentation before you actually apply them. Simply point to various formatting choices to instantly see how those choices would display on selected text and objects.

Themes Auto Format

When using a Theme, your text is automatically formatted with the theme's colors, fonts, and styles. Although a Theme's format is already set, you can still change it using Quick Styles or customizing it. Note: if your theme uses all uppercase letters or italics, that's okay!



More Button

More themes are available using the More button. The theme is applied throughout your presentation, not just to the current slide.

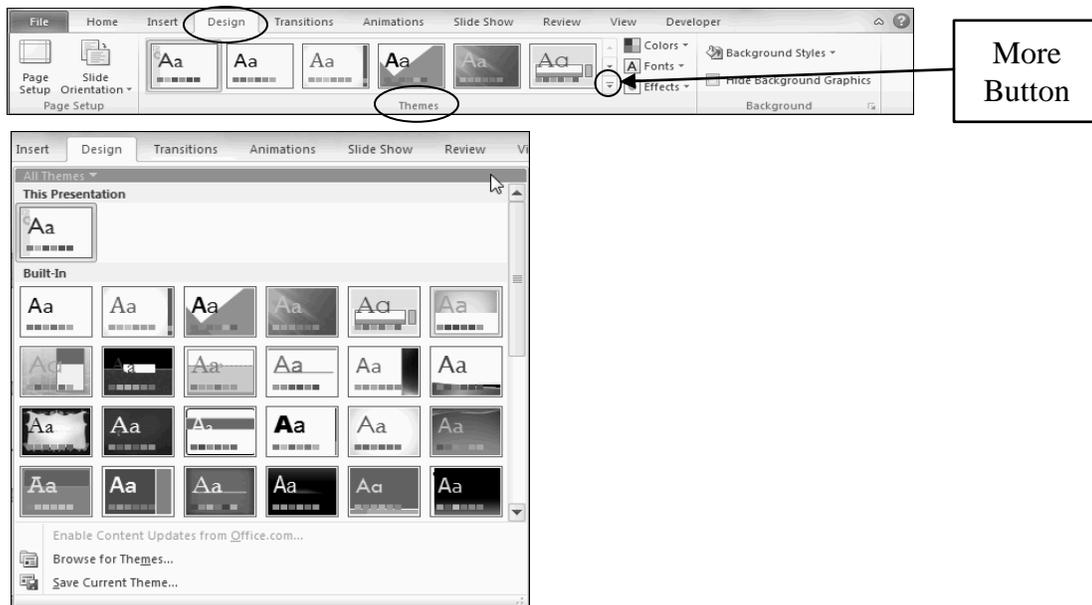
Apply a Theme

1. Design Tab > Themes Group.
2. Click a theme to apply it.
 - Click the More button to see additional themes.

Exercise – Applying a Theme

Apply a theme that will give your presentation a pleasing consistent look. Your slides may look different than mine depending on the Theme you apply.

1. On the Ribbon, click the Design Tab.
 - A few Themes display in the Themes Group.
2. To display additional themes: Design Tab > Themes Group > More Button 
 - The More Button is located in the lower right corner of the displayed Themes.



3. Place the mouse over several themes to see a live preview of their colors and formatting options.
 - A screen tip also displays giving the name of the theme.
4. Click Solstice to select it.



- If you choose other options than those in the manual, your screens will look different and may react differently to formatting changes.

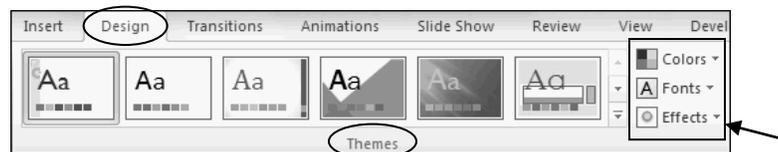
Customize a Theme – Design Tab

Customize Your Own Theme

You can create your own custom theme by making design changes and saving the changes as a new theme. For example, you can make changes to an individual color or font or to all the theme colors, fonts, shape effects, or background. Once saved, you can apply your custom theme to other presentations. Changes can be made in a couple ways.

Combining Themes

You can combine the current and other theme's colors, fonts, and shape effects with the current thing to make a hybrid theme. You can also create new theme colors or fonts to modify the existing theme. The Colors, Fonts, and Effects buttons indicated below display a drop-down list from which to choose the desired changes.

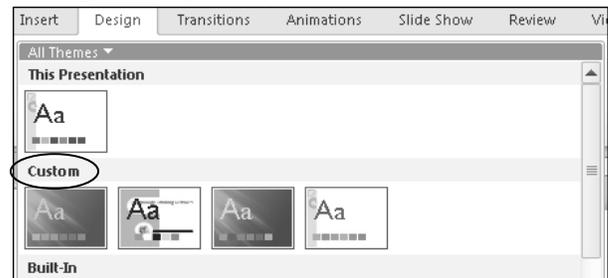


Quick Styles

You can also use Quick Styles to customize your theme. Quick Styles are collections of formatting options that make formatting your document and objects easier. For example, they change how the different colors, fonts, and effects are combined in a theme and which one is dominant. When you place your mouse pointer on a Quick Style you can see how it will affect your text, graphic, or shape.

Save a Custom Theme

Once you've made all of the design changes to your custom theme it's time to save. By default, the new theme will be saved in the Microsoft templates folder on your computer. Once saved, it displays in the Custom section of the themes gallery.



Steps to Customize and Save a Theme

1. Design Tab > Themes or Background Groups
2. Make colors, fonts, effects, or background changes.
3. Select text or objects to apply a Quick Style:
 - Home Tab > Drawing Group > Quick Styles
 - Contextual Format Tabs often have Quick Styles available.
4. Design Tab > Themes Group > More button.
5. Select Save Current Theme...
6. Enter your theme name.
7. Select a Save location, and click Save.

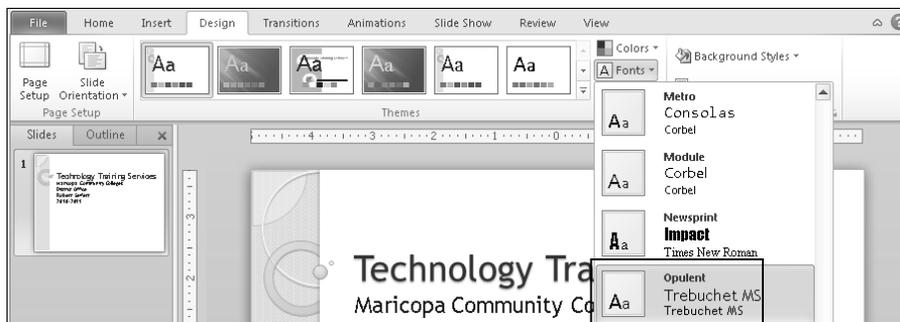
Exercise – Customizing a Theme

Customize a theme and save it.

1. Design Tab > Themes Group > Fonts.
2. Place the mouse over several combinations of fonts to see a live preview of them.

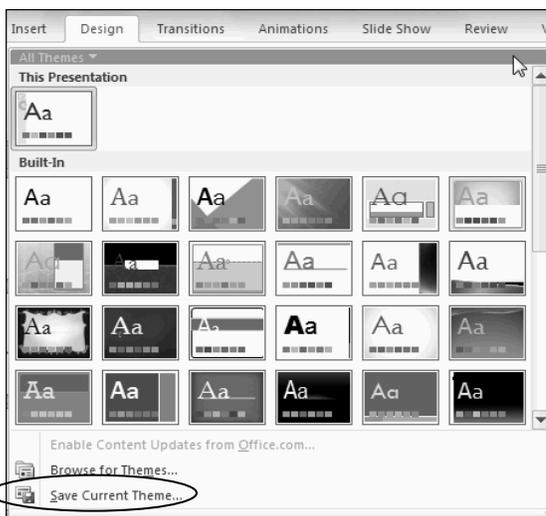


3. Choose Opulent, which uses the sans serif font Trebuchet MS.



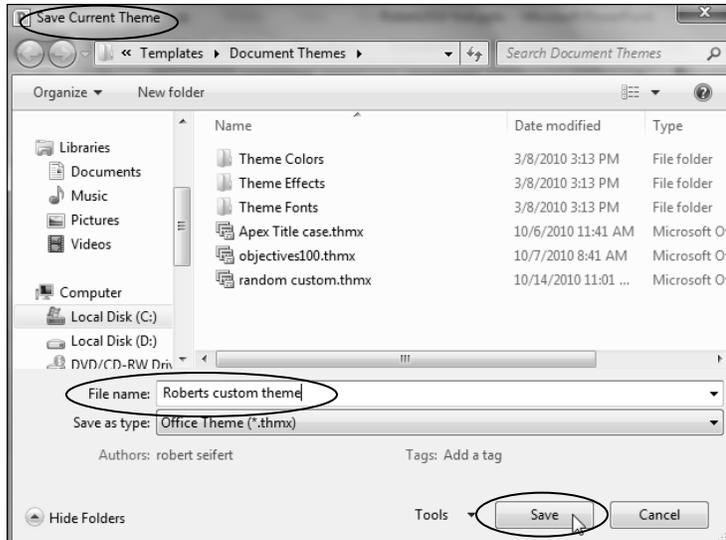
- This combines the current theme with fonts from another theme.

4. Design Tab > Themes Group > More Button > Save Current Theme to save your custom theme with a new name.

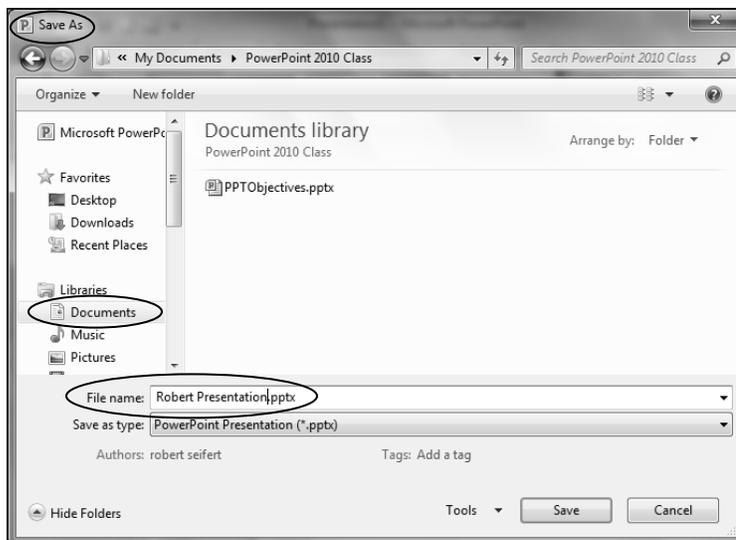


Exercise – Customizing a Theme Continued

5. Save Current Theme dialog box, in the File name field, enter “<Your name> custom theme.”



6. Click Save.
 - If a Confirm Save As dialog box displays, click Yes.
7. Now save your presentation: Quick Access Toolbar > Save .
8. In the left pane of the Save As dialog box, click the Documents Library.
9. Double-click the PowerPoint 2010 Class folder icon .
10. In the Save As dialog box, in the File name field, enter: “[Your name] Presentation.”



- Every slide created is going to be saved under one file as one presentation. Save often!
11. Click Save.

Notes Page

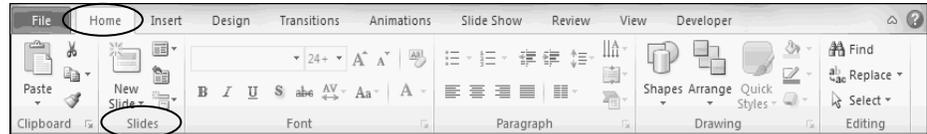
Add a Slide – Home Tab

What is a Slide?

A PowerPoint presentation is comprised of individual slides. A slide is a visual representation of an idea. Each slide should deliver one main idea. Your information may consist of text and media. Slides can be added, duplicated, re-used, and deleted.

Home Tab Slides Group

The Slides Group is on the Home Tab.



Add a New Slide



There are various ways to add new slides to your presentation:

- Home Tab > Slides Group > New Slide button .
- On the Slides tab, in the thumbnail pane on the left of the screen, select the slide that the new slide will follow, and press Enter.
- Press Control + M on the keyboard.

Note: A new slide follows the current slide.

New Slide



Slide Content



Slides can contain various types of content in addition to text. For example, shapes, pictures, and videos. The Content Slides contain icons for different types of content you can add. To insert content to your slide, click on the respective icon. Once you do that, you'll need to locate and insert the item.



Table



Chart



SmartArt Graphic



Picture



ClipArt



Media Clip

Exercise – Adding a New Slide

Add a new slide to your presentation with bullet text items.

1. Home Tab > Slides Group > New Slide button.

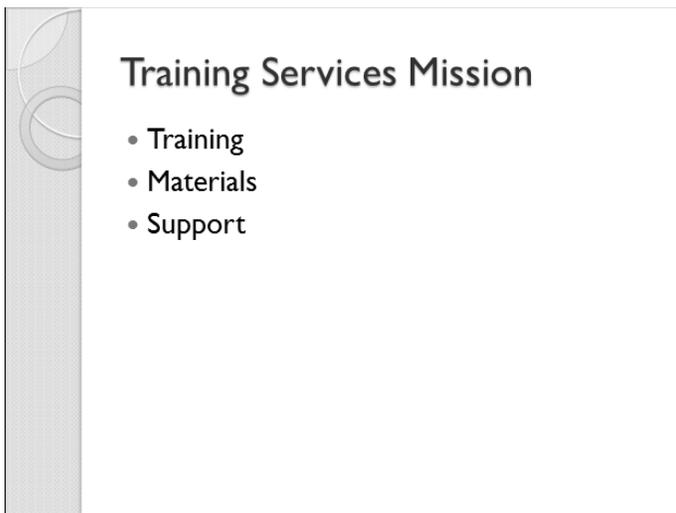


- A new slide is added.



2. Click in the “Click to add title” placeholder and enter: “Training Services Mission.”
3. Click in the “Click to add text” content placeholder, and enter “Training” and press Enter.
4. Enter “Materials” and press Enter.
5. Enter “Support.”

- Your slide should look like something like this:



6. Quick Access Toolbar > Save.

Add a Duplicate Slide – Home Tab

Duplicate Slides

The duplicate slides function makes an exact copy of the selected slides and inserts them directly underneath the lowest slide that you select. This function is useful when it is easier and more time efficient to duplicate and edit slides rather than inserting new blank slides and starting from scratch. For example, if a slide has become too cluttered with information, you can duplicate the slide and remove redundant information rather than retyping the information on a new blank slide. You could also use duplicate slides to give the same message using different media without cluttering the one slide.

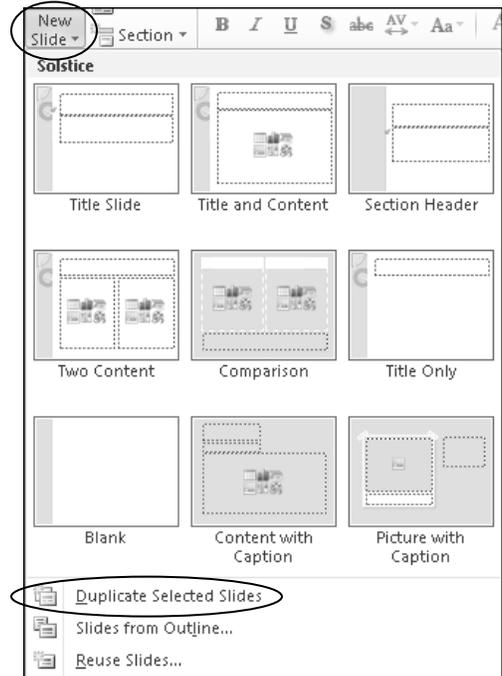
New Slide Menu



The New Slide Menu, below the new slide button, gives a list of choices concerning new slides. One of those choices is to duplicate the selected slide.

Selecting Slides

You must select a slide to duplicate it. To select a slide, simply click on the thumbnail of the slide in the slides tab. You can duplicate more than one slide at a time. To select multiple sequential slides, click the first slide, and then hold Shift while you click the last slide. To select multiple non-sequential slides, click the first slide and then hold CTRL while you click the other slides that you want to duplicate.



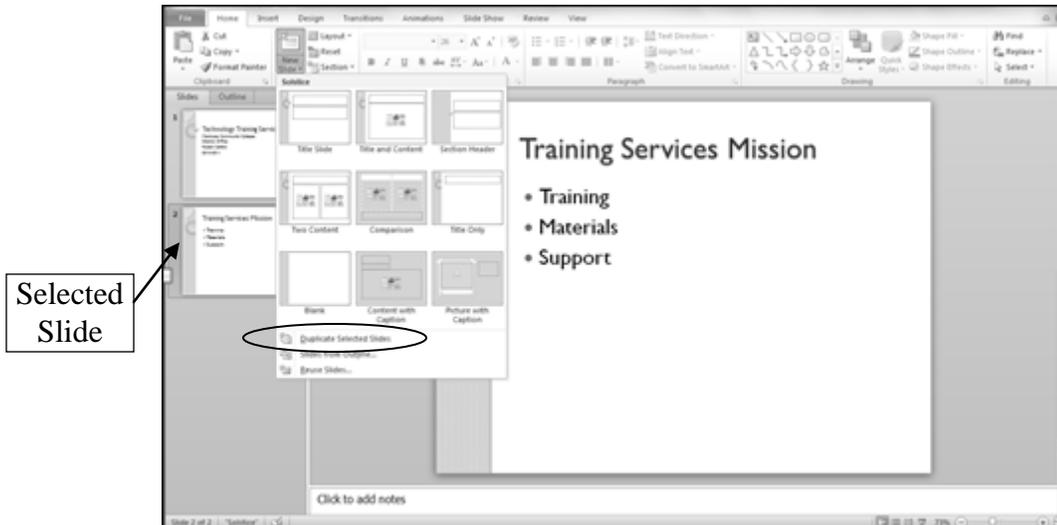
Steps To Duplicate Slides

1. In the Slides tab on the left, select one or more slides to duplicate.
2. Home Tab > Slides Group > New Slide Menu.
3. Select Duplicate Selected Slides.
 - The new, duplicate slide(s) are added to your presentation.
4. Edit the new slides as needed.
5. Save your presentation.

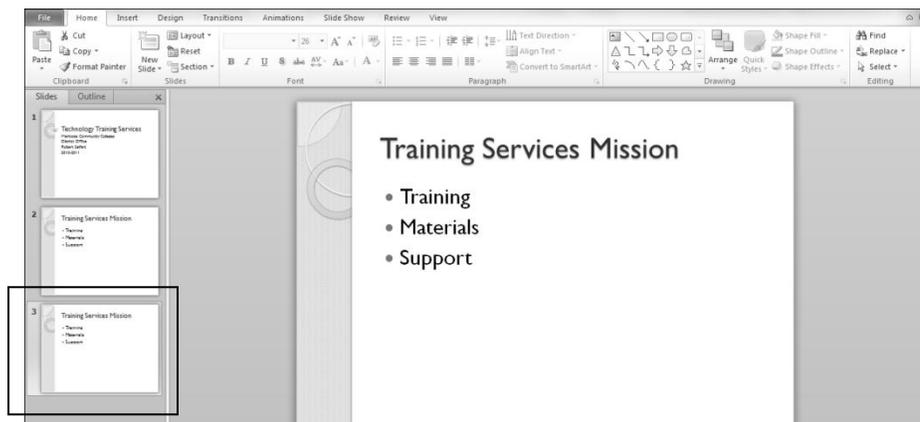
Exercise – Adding Duplicate Slides

Duplicate one of the slides to prepare it for later changes.

1. In the Slides tab, select the Training services mission slide.



2. Home Tab > Slides Group > New Slide Menu > Duplicate Selected Slides.
 - The new, duplicated slide is added to your presentation following the original slide.



3. Quick Access Toolbar > Save.

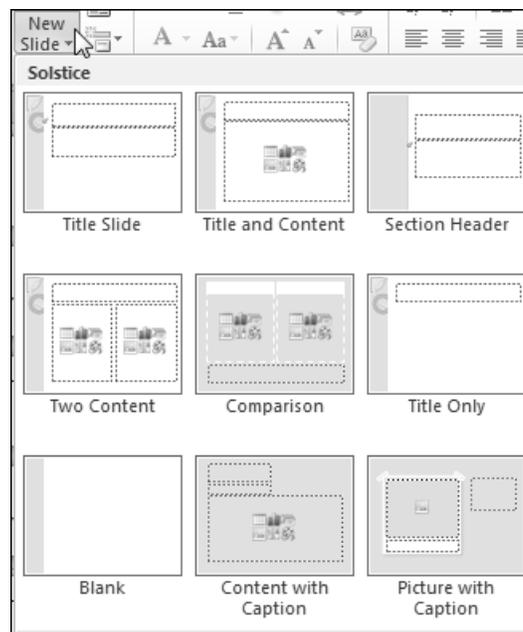
Add a New Layout on a New Slide – Home Tab

Slide Layout The slide layout is the structure of the slide. Slide layouts contain formatting, positioning, and placeholders that guide the type of content the slide can contain. For example, a Title and Content layout suggests using a title and a single content (picture, bullet points, etc.). Use different layouts based on the media you are using to convey your idea.

New Slide Button The New Slide button adds a new slide with the same layout as the active slide unless the active slide is the title slide; in this case, the new slide will always have a Title and Content layout.

New Slide Menu The New Slide Menu allows you to choose a layout when adding a new slide.

Available Slide Layouts

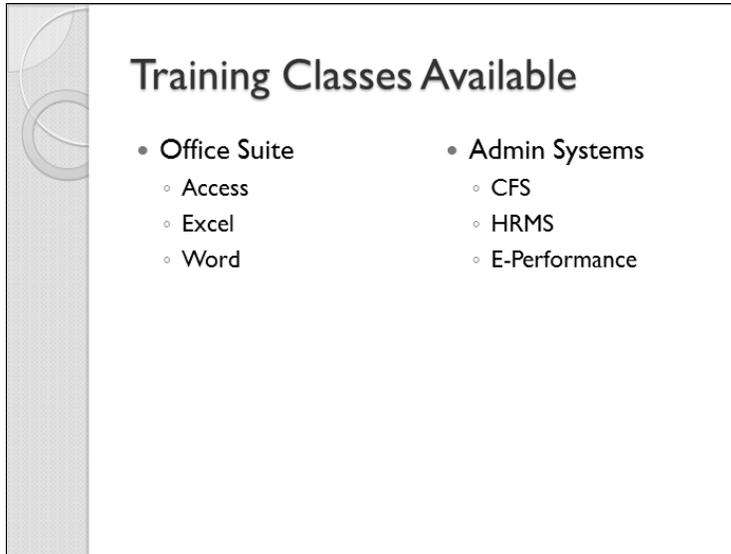


Select the Layout of a New Slide

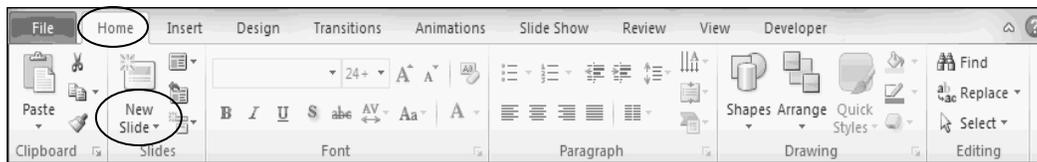
1. Home Tab > Slides Group > New Slide Menu.
2. Select the desired slide layout.
 - The new blank slide displays.

Exercise – Adding a New Layout on a New Slide

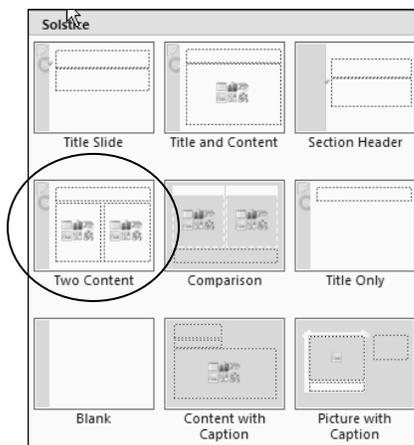
Add a new slide with a two content layout with bulleted text in each content placeholder.



1. Click on the “Training Services Mission” slide to select it.
2. Home Tab > Slides Group > New Slide Menu.

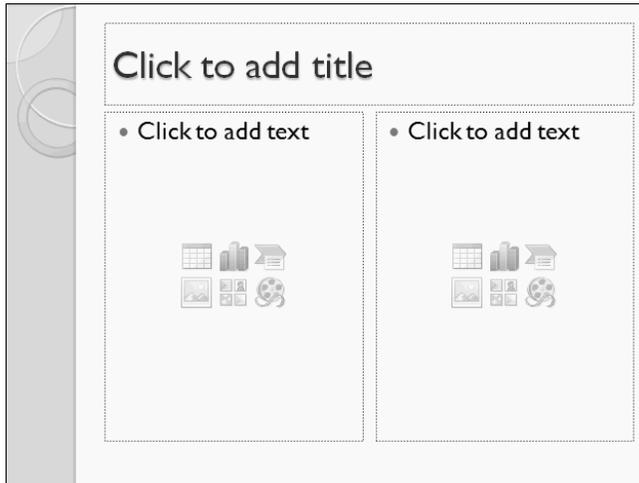


3. From the Menu, select Two Content.

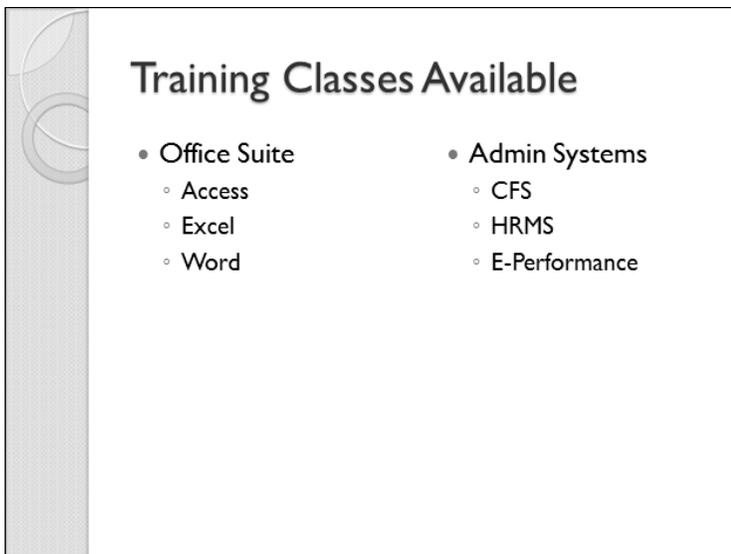


- The new slide displays.

Exercise – Adding a New Layout Continued



4. Click in the title placeholder and enter: "Training Classes Available."
5. Click in the respective columns, and type in the following text:
Office Suite (Enter) Admin Systems (Enter)
(Tab) Access (Enter) (Tab) CFS (Enter)
Excel (Enter) HRMS (Enter)
Word E-Performance
6. In the Slides tab, click the slide four thumbnail.
 - The end result should look like this:



7. Quick Access Toolbar > Save.

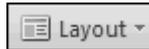
Notes Page

Change the Layout on an Existing Slide – Home Tab

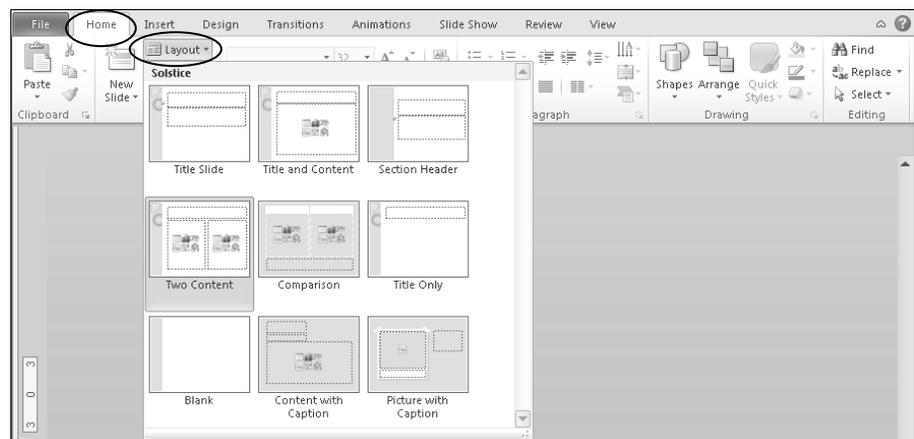
Existing Slides

Even with good planning, you may desire to make changes to the layout of a slide during the creation of your presentation. Changing the layout of the slide lets you easily modify the content of the slide. For example, change the layout of a slide to Title only to provide a blank area on the slide for various objects like tables and charts. Change the layout of an existing slide at any time using the Layout button on the Home Tab.

Layout Button



In the slides group, the Layout button menu gives you the same slide layout choices as the New Slide Menu.



Change the Layout of an Existing Slide

1. Select the slide.
2. Home Tab > Slides Group > Layout button.
3. Select a different slide layout.
 - The same layouts are available as in the New Slide Menu.

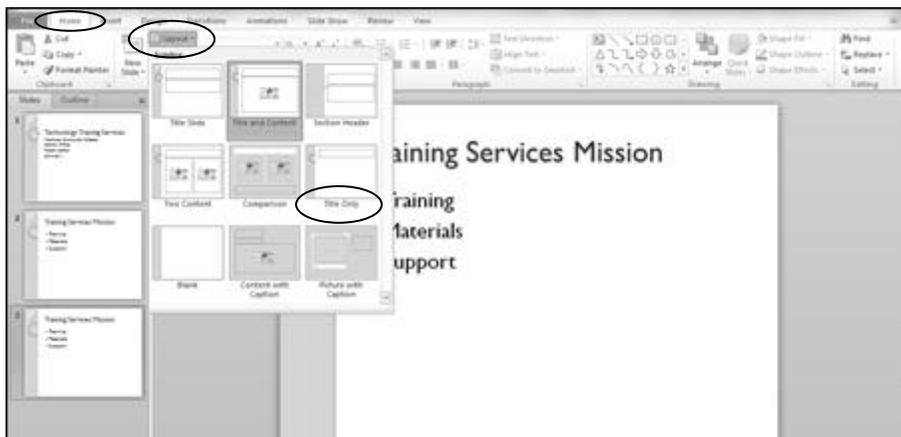
Exercise – Changing the Layout on an Existing Slide

Change the layout of an existing slide to prepare it for later changes.

1. Click slide three, the duplicate of “Training Services Mission,” to select it.



2. Home Tab > Slides Group > Layout button.



3. From the menu, select the Title Only layout.
4. Quick Access Toolbar > Save.

Delete Slide – Quick Access Toolbar

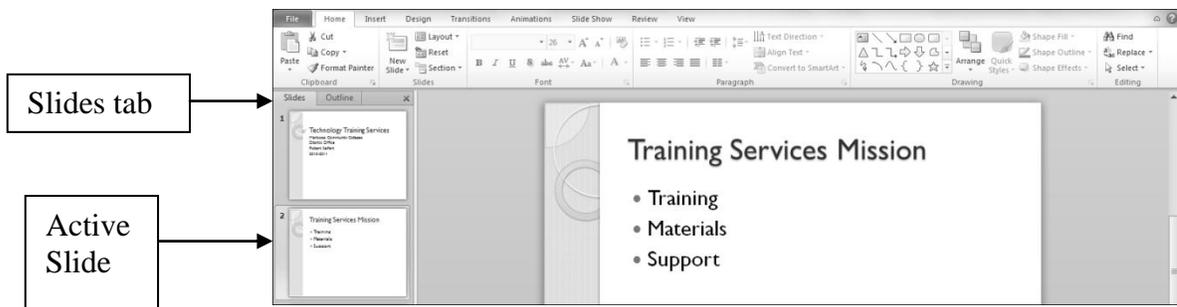
Delete Slides There are a few ways to delete a slide from your presentation. Keep in mind that the active slide is the slide that is deleted.

Select Slide First! Always select your slide first.

Click Delete In the Slides tab, select the slide, and in the quick access toolbar, click the Delete button: . Be aware of the selected slide! That's the one that will be deleted.

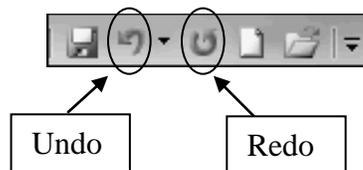
Quick Access Toolbar 

Note: If the Delete button is not displayed in the Quick Access Toolbar, refer to the exercise on pages 13-14.



Caution! When deleting slides, PowerPoint does not give you any warnings! The slide is simply gone! However, IF you haven't closed the file, even if you saved the change, you can still undo the deletion.

Undo/Redo You can use the Undo/Redo buttons to remove (undo) or repeat (redo), a previous action before you close the presentation.

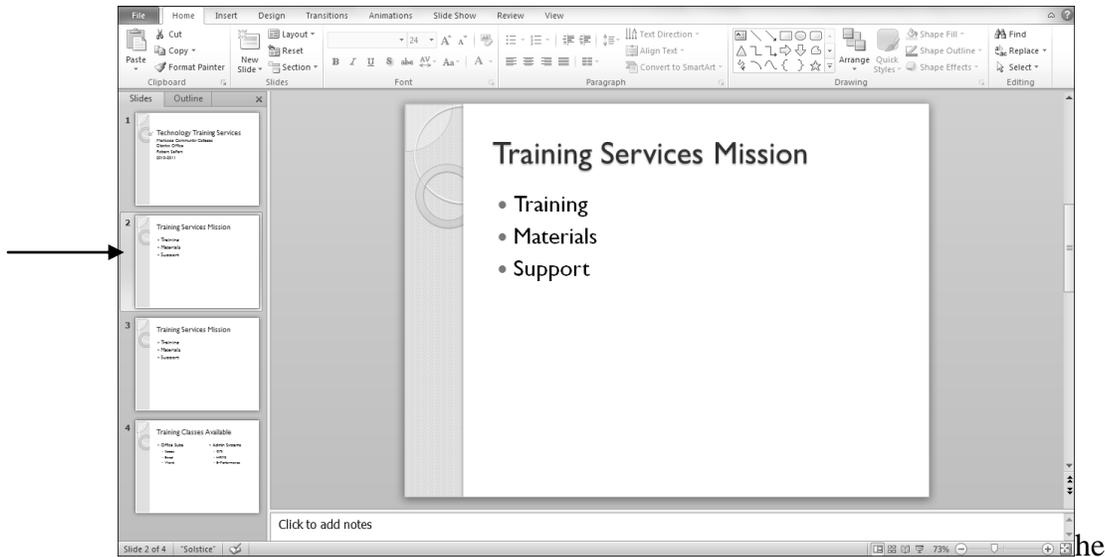


- Delete Slides**
1. In the Slides tab, click the slide you want to delete to select it.
 2. Quick Access Toolbar > Delete Slide.
 - Alternatively, right-click the slide and choose Delete Slide
 - As another alternative, press Delete on the keyboard.

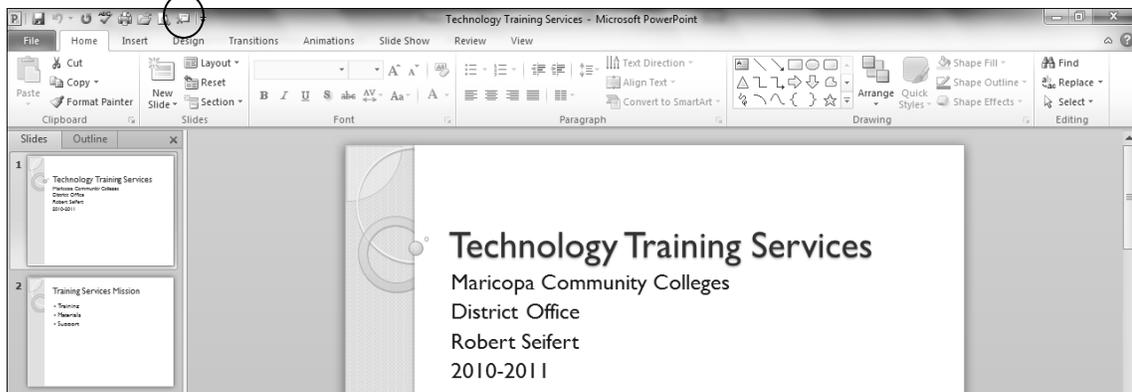
Exercise – Deleting a Slide

Delete the slide duplicated earlier to use a single slide to deliver your message.

1. In the Slides tab in the left pane, select slide 2, the duplicate mission slide.



2. Quick Access Toolbar > Delete Slide 



3. Quick Access Toolbar > Save.

Insert Clip Art – Insert Tab

Pictures vs. Text

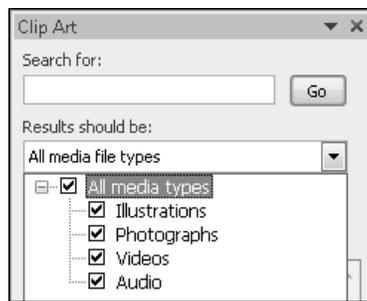
Clip Art



Relevant images and clipart are a great way to enhance your content. People are naturally drawn to images. Clip Art is a way of providing visual cues of your topic to your audience. Clipart consists of pictures and drawings that don't take up a lot of file space. For example, insert a piece of clipart that shows someone working at a desk to introduce desktop application classes. Microsoft has lots of free clipart or your company may have some.

Clip Art Task Pane

The Clip Art task pane is where you search and insert desired clipart images. Type your topic in the Search for text box and then click Go. PowerPoint will search all media types checked and display the results of the search. Click once on an image to insert it.



Move an Image

When clipart is inserted into a slide, PowerPoint places the image in the middle of the slide or the placeholder. To move the clipart, simply click on the image and drag it to the desired location.

Sizing Handles



When a piece of clipart is selected, sizing handles display around it. Sizing handles are typically small circles or squares on the corners and sides of a selected object. Click and drag these handles to change the size of the image. When resizing the image of the person, always use the corner sizing handles to keep height and width proportionate.

Steps to Insert Clip Art

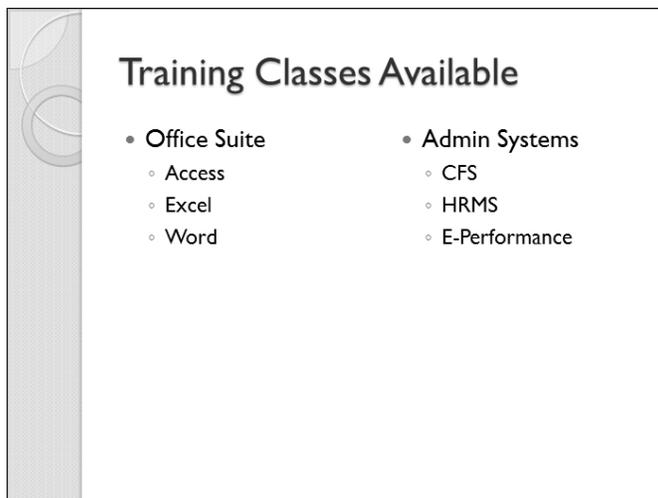
1. Home Tab > Slides Group > New Slide with content.
2. Click on the Clip Art icon in the content placeholder:
 - Or: Insert Tab > Images Group > Clip Art.
 - The Clip Art task pane displays on the right.
3. In the Search for field, type your search criteria and click Go.
 - All the ClipArt found by the search displays.
4. Click once on a picture to insert it into your presentation.
5. To move the clip art, click and drag it to the new location.
6. To resize clip art, click on it, then click and drag a sizing handle.
7. Close the Clip Art task pane.
8. Save your presentation.

Exercise – Inserting ClipArt

Add Microsoft Office and MCCCDC clipart to the “Training classes available” slide. The clipart will help distinguish between the two types of training classes offered: Office Suite (Desktop Productivity) and Maricopa Administrative Systems.



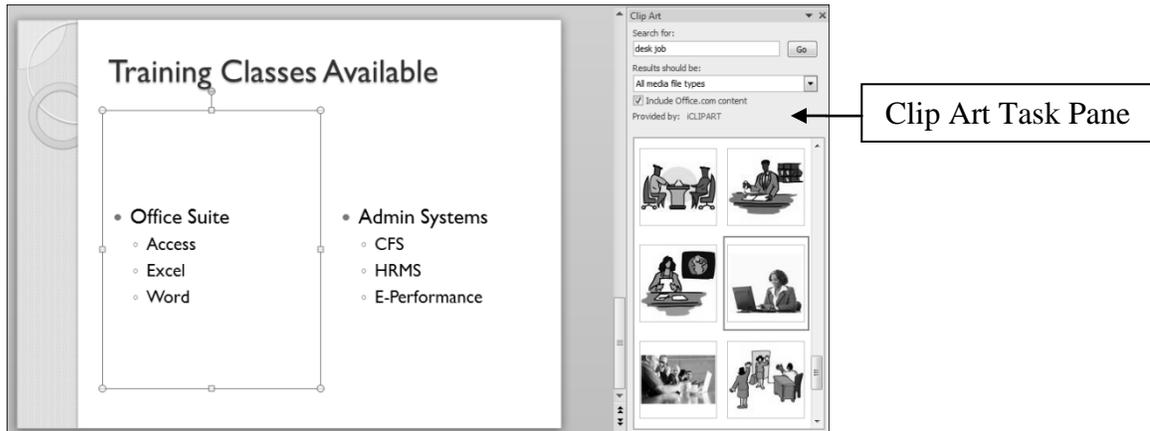
1. In the Slides tab, click the “Training classes available” slide.



2. Click in front of Office suite and press Enter 3 times to add white space.
3. Click in front of Admin systems and press Enter 3 times.
4. Click in the first column again – Office Suite.
5. Insert Tab > Images Group > Clip Art.
 - The Clip Art task pane displays on the right

Exercise – Inserting ClipArt Continued

6. In the “Search for:” field, erase any text, type “desk job.”
7. Select the checkbox “Include Office.com content” and click Go.
8. Scroll down to see people working at their desks.



9. Click on an image to insert it.
 - The image inserts on the middle of the active slide.
10. Using the corner resize handles, resize the image as desired. This may take a couple tries.
11. Click and drag the image above Office suite.



12. Close the Clip Art task pane.
13. To insert the MCCC logo for the Administrative Systems: Insert Tab > Images Group > Picture > My Documents > PowerPoint 2007 > MCCClogo.
14. Click and drag the MCCC logo above Admin Systems.
15. Quick Access Toolbar > Save.

Insert a Picture – Insert Tab

Pictures vs. Text

Relevant pictures are another way to enhance your content. When a picture conveys your message better than words, use it! For example, a picture of the Chancellor helps you connect with his message.

Digital Pictures



A digital picture can be an image you have on a digital camera or a cell phone; an image you have scanned and saved on your computer or flash drive; or an image you have downloaded from the Internet. Digital images are commonly saved in .JPG or .GIF formats.

File Formats

When importing images, artwork or other visuals, make sure PowerPoint supports the file format. These formats are supported:

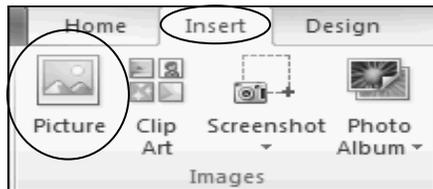
File Extension	File Format
.jpg	Joint Photographic Experts Group
.gif	Graphics Interchange Format
.png	Portable Network Graphics
.bmp, .dip, .rle	Windows Bitmap
.emf	Enhanced Metafile
.wmf	Windows Metafile Graphics
.tif	Tagged Image File Format

Copyright©

When downloading images from the Internet, or obtaining them from another source, be mindful of copyright compliance.

Insert Options

Images are inserted from the Insert Tab or straight from the content placeholder on a content slide. Your slide layout must be a Content slide to use the content placeholder.



Steps to Insert Image

1. New slide: Home Tab > Slides Group > New Slide with content.
2. Click on the Picture icon in the content placeholder.
 - Or: Insert Tab > Images Group > Picture.
3. In the Look In field, click the down arrow to locate your picture.
4. Double-click your picture to insert it.
5. Save your presentation.

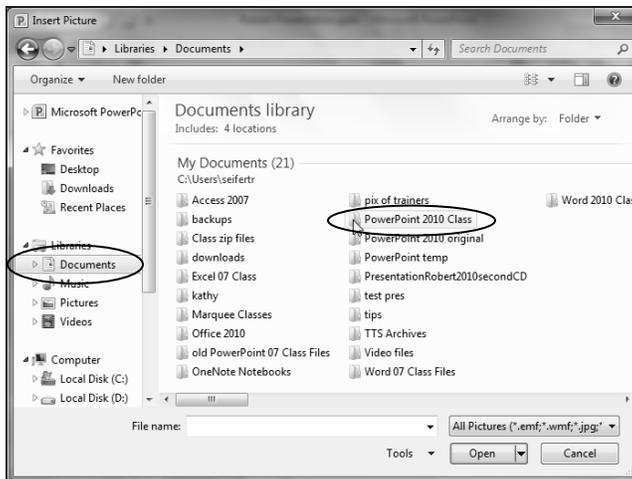
Exercise – Inserting a Picture

Insert a new “Chancellor Glasper” slide and insert a picture of the Chancellor.

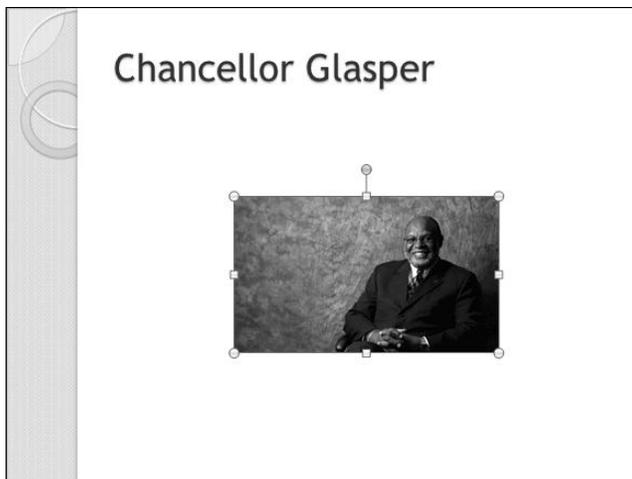
1. On the Slides tab in the left pane, click on the “Training Classes Available” slide.
2. Home Tab > Slides Group > New Slide Menu > Title and Content.
3. Click in the Title placeholder and type “Chancellor Glasper”
4. In the Content placeholder, click the Insert Picture from File icon.



- The Insert Picture dialog box displays. You have to locate and select your picture.
5. In the left pane, click the Documents Library.
 6. In the right pane, double-click the PowerPoint 2010 Class folder.



7. Double-click the DrGlasper.gif photo.



8. Quick Access Toolbar > Save.

Format a Picture – Picture Tools Tab

Photo Editing

PowerPoint 2010 includes some limited photo editing features for common photo edits, for example, sizing, cropping, and compression. These options make it convenient to make minor edits to images right in your presentation! For sophisticated edits, use an application specifically designed for photo editing.

Select First!

When you insert or select a picture, the Picture Tools contextual tab displays. This tab only displays when a picture is selected.

Picture Tools Contextual Tab



Picture Groups

The Picture Tools groups include pictures editing features and options:

- Adjust: includes photo shading, coloring, and artistic options.
- Picture Styles: includes frames, borders, and effects.
- Arrange: includes options for ordering and aligning your picture.
- Size: includes cropping and sizing options.

Crop Handles



Crop handles are similar to sizing handles. However, instead of resizing the picture, cropping trims vertical or horizontal edges of a picture. For example, click and drag a crop handle to remove unnecessary sections from a picture.

Picture Options

Some options in the Adjust Group make working with pictures easy!

- Compress Picture reduces a picture's size without changing its look.
- Change Picture replaces the current picture with a different picture while keeping the formatting and size of the current picture.
- Reset Picture discards any formatting changes that have been applied and restores your original picture. If you compress the picture, reset will restore it to the most recent compression.

Picture Format Live Preview

Live Preview shows you how color, brightness, and style changes will look on your picture before you actually apply them. Roll your mouse over different styles to see how they will look. Click one to select it.

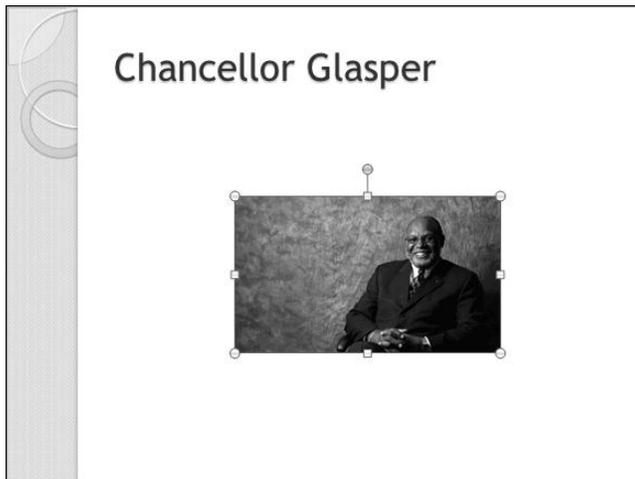
Photo Editing Features

1. Double-click a picture to open the Picture Tools Format Tab.
 - Format Tab > Adjust Group to edit background, colors, or effects.
 - Format Tab > Picture Styles Group to add a picture frame or border.
 - Format Tab > Arrange Group to change the depth or alignment.
 - Format Tab > Size Group to crop your picture.
2. Save your presentation.

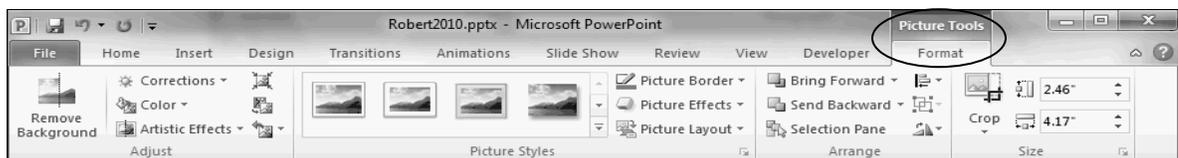
Exercise – Formatting a Picture

Crop, resize, and align the picture of Chancellor Glasper and add a picture frame.

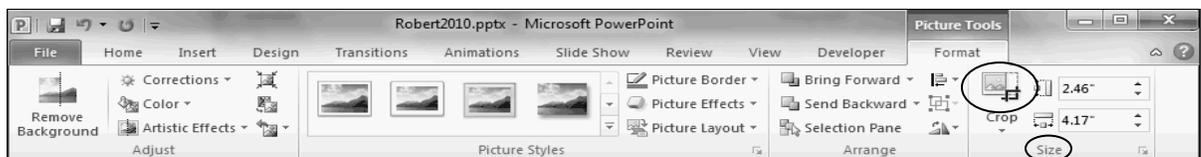
1. In the Slides tab, click the “Chancellor Glasper” slide to select it.
2. Double-click the picture of Chancellor Glasper to select it.



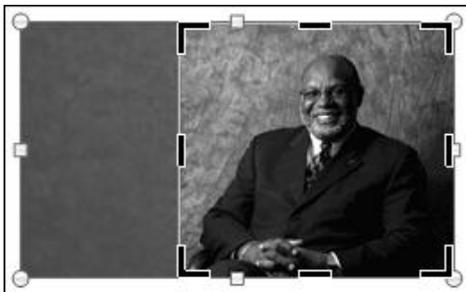
- Note the sizing handles and the contextual Picture Tools Tab.



3. Picture Tools Format Tab > Size Group > Crop tool.

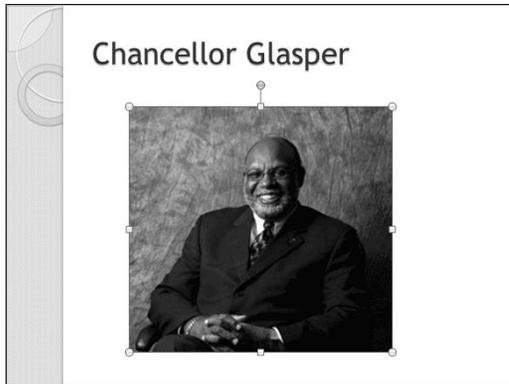


- Crop excess “stuff” out of the picture by using the dark crop handles on the picture to drag the left picture border in, removing unnecessary “dead” space.
4. Click and drag the left crop handle to the right until it is close to the arm rest.



Exercise – Formatting a Picture Continued

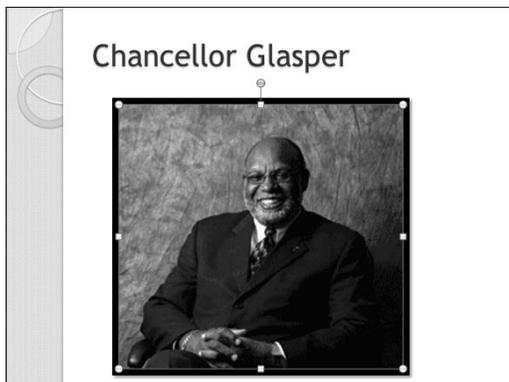
5. Picture Tools Format Tab > Size Group > Crop to turn off the crop tool.
6. Using the corner resize handles, resize the picture.
7. Click and drag the picture to move it between the title and the bottom of the slide.
8. Picture Tools > Format Tab > Arrange Group > Align Button > Align Center to center the picture.



9. Picture Tools Format Tab > Picture Styles Group > More button  to select a style.



10. Roll-over various Picture Styles for a preview. Click 'Moderate Frame, Black' to apply it.



11. Quick Access Toolbar > Save.

Notes Page

Insert a Table – Insert Tab

Tables Tables are used to organize and align information. They're great for presenting a mix of information in an organized fashion. For example, organize flowers with their names and attributes as in the sample table below. Tables are made up of cells which are the intersection of vertical columns and horizontal rows.

Sample Table

		Column
Row	 Rose	<ul style="list-style-type: none">• Fragrant• Classic• Fall
	 Sunflower	<ul style="list-style-type: none">• Favorite• Gorgeous• Summer
	 Tulip	<ul style="list-style-type: none">• Sweet• Beautiful• Spring

Insert Table Insert Table lets you determine the table size by the number of columns and rows, as well as the column widths. Just use the dialog box to enter the dimensions for the desired table size.

Steps to Insert a Table

1. Select the desired slide or insert a new slide.
2. Insert Tab > Tables Group > Table > Insert Table.
3. Enter the number of table columns and rows and click OK.
4. Change the table properties as needed.
5. Enter your information and format it as needed for a good fit.
 - You can insert images, media, text, WordArt, etc. into your table.

Easy Grid Table

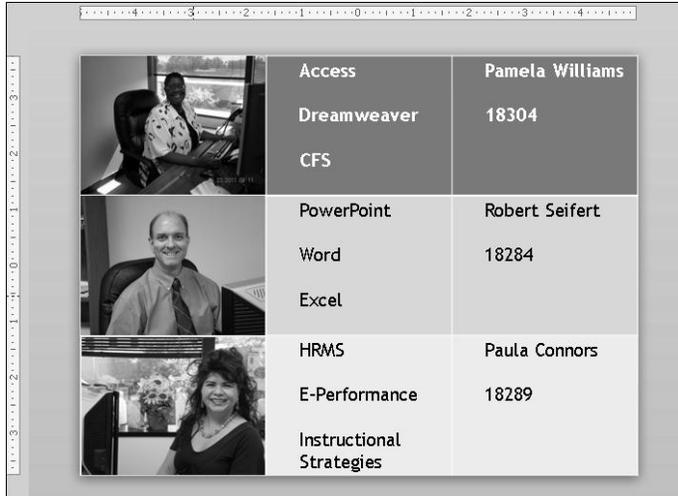
You can also select squares from the grid in the drop-down menu to create a Live Preview as you insert the table.

Use the Table Grid

1. Select the desired slide or insert a new slide.
2. Insert Tab > Tables Group > Table > Move your mouse over the grid until the desired number of columns and rows preview.
3. Click to finish inserting the table.

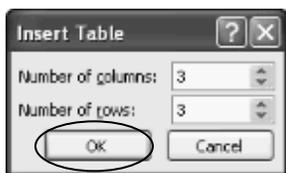
Exercise – Inserting a Table

Insert a “Help Lines” slide with a table that includes pictures of the trainers, their training expertise, and their names and numbers. The end result will look similar to this:

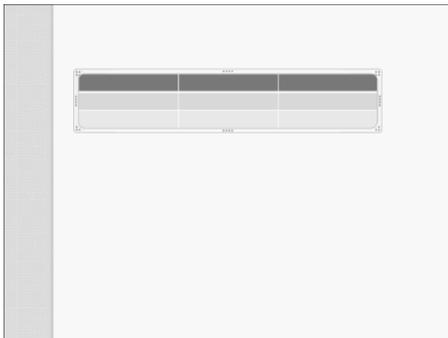


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- A combination of elements was used on this slide: a table, images with a border added, indentation, and names in a different color for emphasis. This table connects with your audience way better than a text slide with bullets! Now your audience can put a face to a name! They’ll “see” this trainer when they call for help. They will feel a connection to the trainer even before they attend class!
1. Click on the “Chancellor Glasper” slide.
 2. Home Tab > Slides Group > New Slide Menu > Blank to add a new slide.
 3. Insert Tab > Tables Group > Table > Insert Table.
 4. Enter 3 columns and 3 rows and click OK.



- A table with three columns and three rows is inserted.



5. Quick Access Toolbar > Save.

Format a Table – Table Tools Tab

Selecting Within a Table

With a few exceptions, text is edited and formatted within a table just as it is in normal text. Before making format changes such as changing the font or bolding text within a cell, the cell contents must be selected first.

Cell

To select a cell, move the mouse pointer just inside the left edge of the desired cell (I-Beam will change to an angled black arrow pointing up) and click one time.

Row

To select a row of cells, move the mouse pointer to the left edge of the desired row, just outside the gridline, (I-Beam will change to a horizontal black arrow pointing right) and click one time.

Column

To select a column of cells, position the mouse pointer just above the top edge of the desired column, (I-Beam will change to a vertical black arrow pointing down) and click one time.

Block of Cells

Drag the mouse pointer through the cells to be selected.

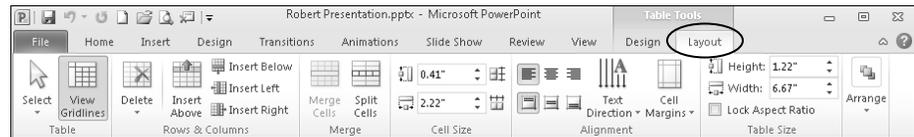
Table Tools

The Table Tools Design and Layout Tabs automatically display when any portion of the table is selected. The Table Tools include many options to format the structure, design, and layout of your table.



Design Tab

The Design Tab includes a variety of table styles and options for adding color to the borders and shading of the table.



Layout Tab

The Layout Tab includes options for adding and deleting rows and columns, merging and splitting cells, text alignment and sorting.

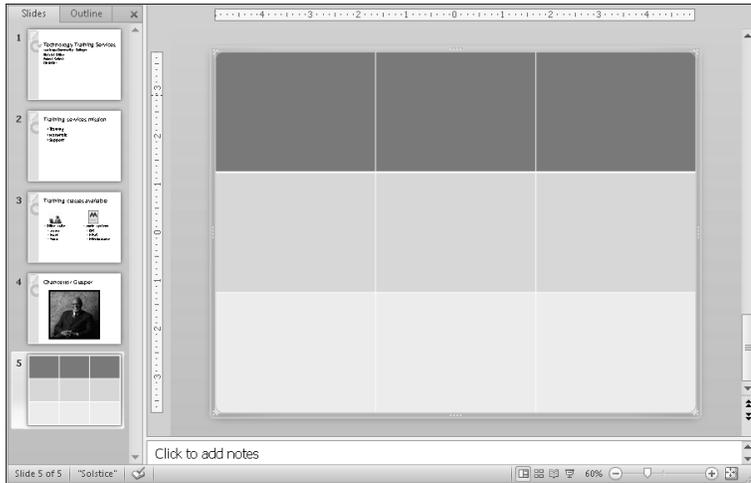
Format a Table

1. Select the table.
2. Resize the table by clicking and dragging its sizing handles.
3. For a different style, Design Tab > Tables Styles Group, select a style.
 - If you don't want a style at all, select the No Style, Table Grid.
 - For specific design changes, Design Tab > Quick styles, Shading, etc.
 - For specific layout changes, Layout Tab > Rows, Columns, Align, etc.
4. Enter your information.
 - You can insert images, media, text, objects, etc. into your table.
5. Quick Access Toolbar > Save.

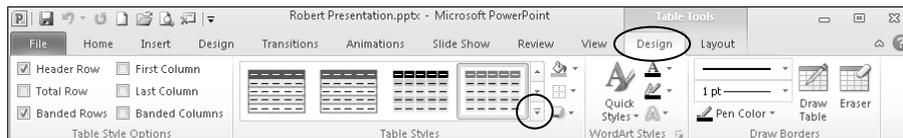
Exercise – Formatting a Table

Format the table by adding content to the cells.

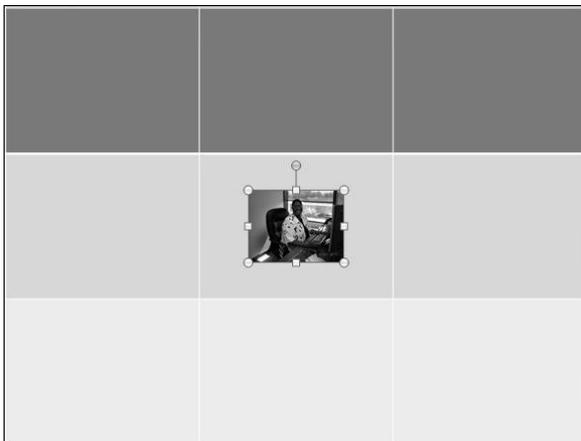
1. Use the sizing handles to enlarge the table to cover the entire slide.



- If you want a different table style: Design Tab > Tables Styles Group.



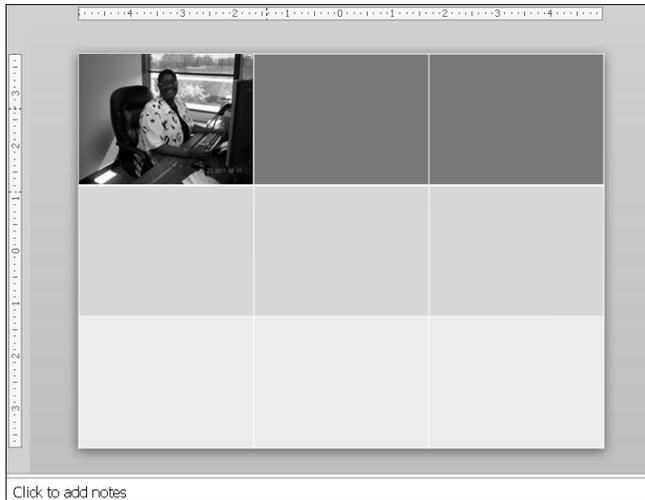
- You can click the More button to see additional table styles.
 - If you don't want a style at all, select the No Style Table Grid.
2. Insert Pam's picture: Insert Tab > Images Group > Picture.
 3. Navigate to the Documents Library > PowerPoint 2010 Class.
 4. Click Pam and click Insert.



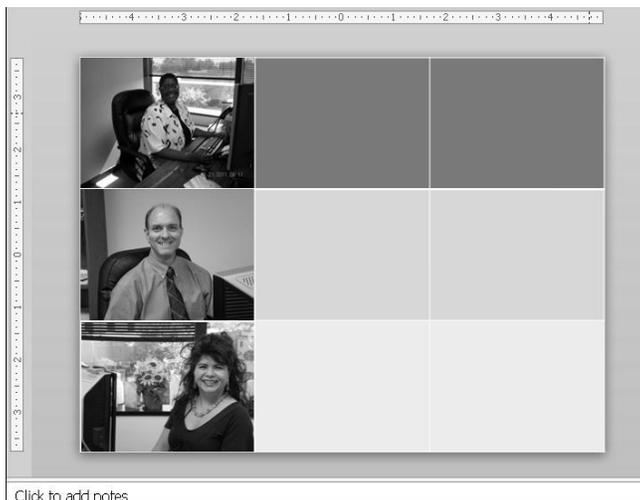
- The picture is inserted in the middle of the slide.
5. Click the picture and drag it to the top-left corner in the first cell of the table.

Exercise – Formatting a Table Continued

6. Resize the picture using the bottom-right corner sizing handle so the bottom edge meets the bottom cell border.
 - Using the corner resize handle maintains width vs. height ratio!
 - Use the Ctrl-arrow key combinations to move the picture in tiny increments if necessary to get it inside the cell borders.



- Follow the same steps for the pictures of the other trainers.
7. Insert Tab > Images Group > Picture > Documents Library > PowerPoint 2010 Class.
 8. Click on Robert and click Insert.
 9. Move and resize Robert's picture in the second row in column one.
 10. Insert Tab > Images Group > Picture > Documents Library > PowerPoint 2010 Class.
 11. Click on Paula and click Insert.
 12. Move and resize Paula's picture in the third row in column one.

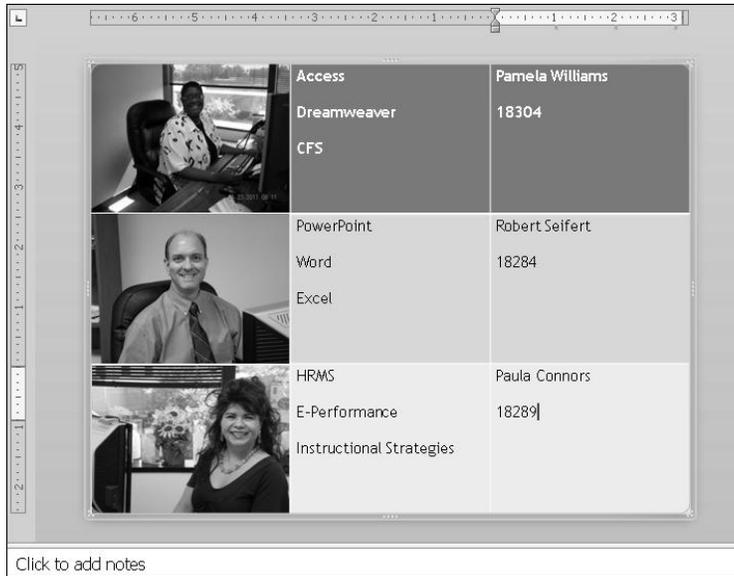


Exercise – Formatting a Table Continued

- If the inside border of the first column doesn't meet the inside edge of the pictures as shown, place your mouse on the column border so the mouse pointer looks like this: . Then click and drag the column border to meet the picture.

13. Click in each cell to enter each trainer's expertise in column two and their names and extensions in column three, as pictured below. Add a blank line between lines of text.

- When you enter the text, it will be small and will be right up against the column lines.



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Click to add notes

14. To select all the text, click to the left of Access and drag your mouse through Paula's phone number.

- Your mouse pointer will be an I-beam.
- The shade of all cells in columns two and three will turn darker when selected.

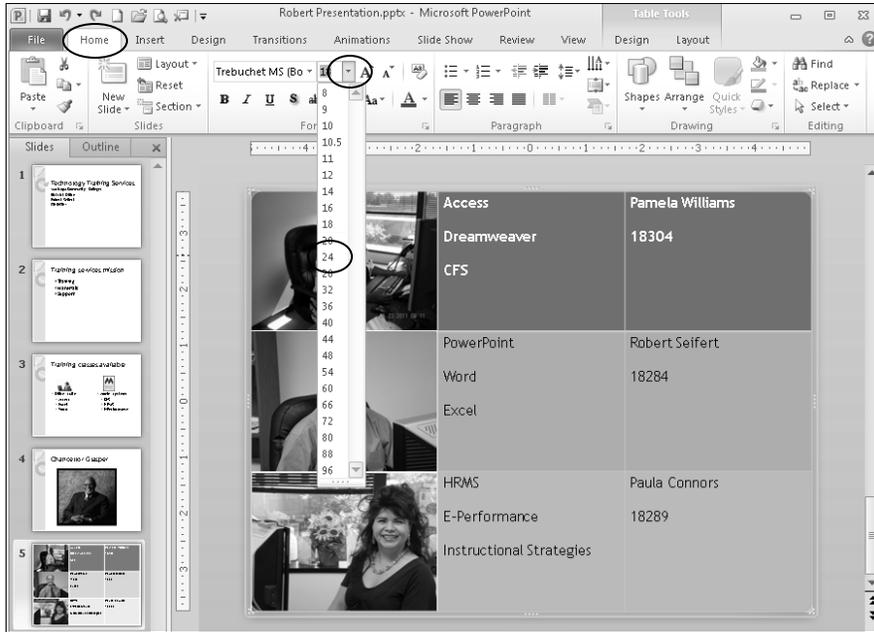


	Access Dreamweaver CFS	Pamela Williams 18304
	PowerPoint Word Excel	Robert Seifert 18284
	HRMS E-Performance Instructional Strategies	Paula Connors 18289

Click to add notes

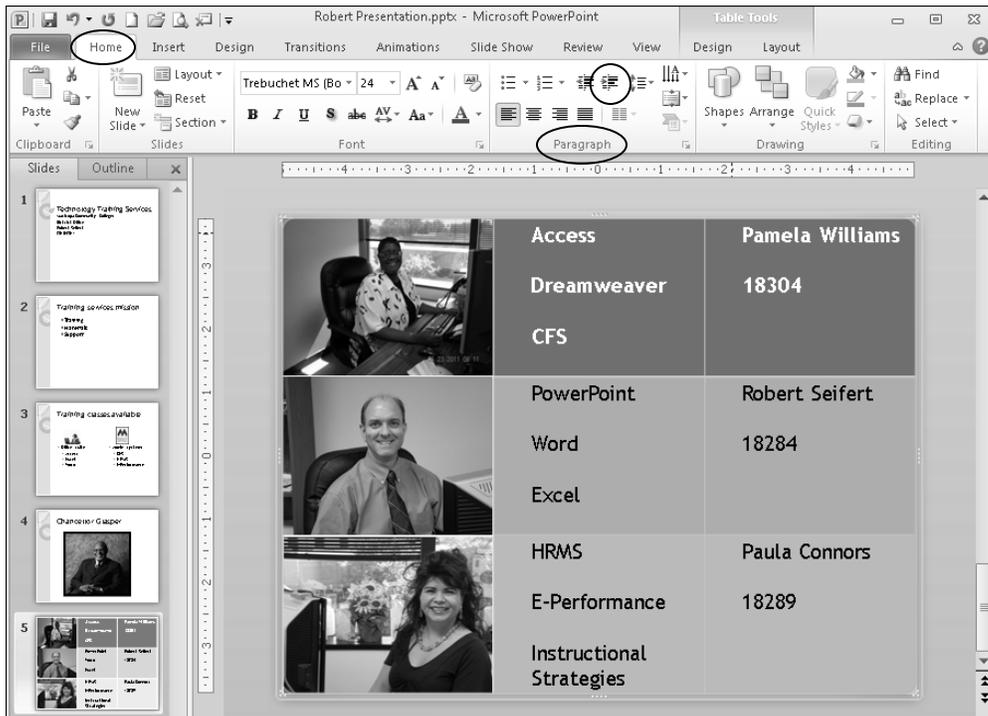
Exercise – Formatting a Table Continued

15. Now, apply formatting: Home Tab > Font Group > Font Size > 24.



- Some items may wrap to a new line.

16. The text seems crowded against the column lines. To fix this: Home Tab > Paragraph Group > Increase List Level.



17. Quick Access Toolbar > Save.

Insert a Screenshot – Insert Tab

Screenshot



A screenshot is a picture of any computer window, like Internet Explorer, or a clipping of any portion of your screen, like a small part of the desktop. You can add a screenshot to various documents to give your audience a visual representation of your thought or idea. For example, when creating a slideshow that explains how to use Blackboard, you might add a screenshot of the Blackboard login page. You might also add a screenshot of a computer error message in an e-mail to the help desk. Simply use the Screenshot button on the Insert Tab.

That's Easy!

PowerPoint 2010 makes capturing screenshots easy! Other programs take screenshots but you may need to copy the image or save it as a picture file to your hard drive. Only then can you paste it in your document. PowerPoint takes care of the details for you! It simply places the screenshot into your presentation on the current slide just as it would a picture or piece of clip art.

Open the Window

Screen Clipping

To take a screenshot of a program window, that window must not be minimized. The screenshot feature allows you to take a screenshot of any available window. It also lets you take a screen clipping by outlining any portion of the desktop. When you choose Screen Clipping, the desktop freezes and turns white, as if frosted. Your mouse pointer changes to a crosshair. Simply, click and drag the mouse to outline the portion of the desktop you want to clip. The current PowerPoint window will not be available for the screenshot feature.

Insert a Screenshot

1. Select the slide where you want to insert the screenshot.
2. Insert Tab > Images Group > Screenshot
3. Choose any available window to insert the image of that window.
 - Or: Choose Screen Clipping to outline any portion of the desktop.
 - The chosen window or clipping will display on the slide.
4. Resize or reposition the screenshot image as desired.
5. Save your presentation.

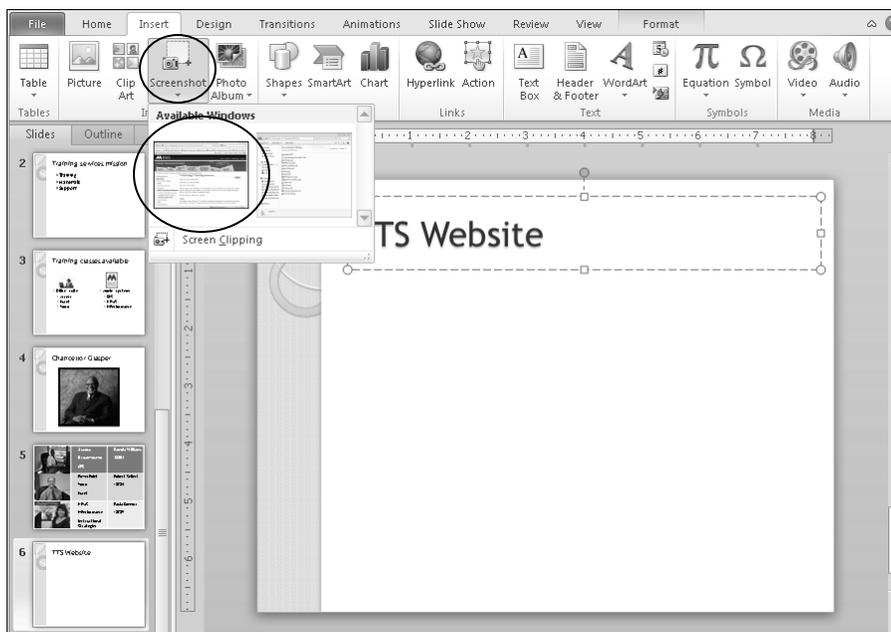
Exercise – Inserting a Screenshot

Add a screenshot of the TTS webpage to a new slide.

1. Select the slide with the trainers.

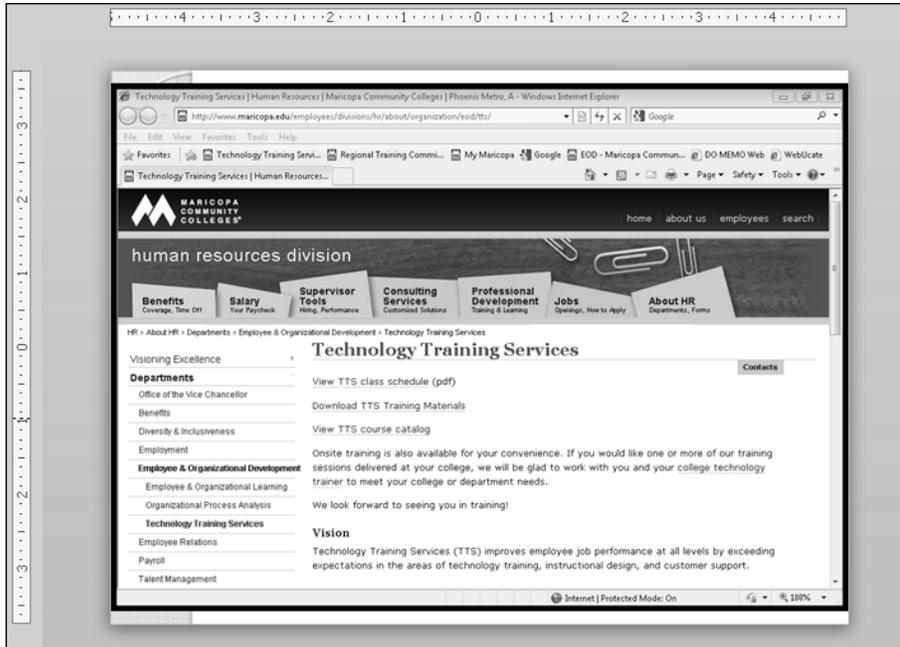
	Access Dreamweaver CFS	Pamela Williams 18304
	PowerPoint Word Excel	Robert Seifert 18284
	HRMS E-Performance Instructional Strategies	Paula Connors 18289

2. Home Tab > Slides Group > New Slide Menu > Title Only layout.
3. Click in the title placeholder and enter: “TTS Website”
4. Start Internet Explorer: Windows Task Bar > click Internet Explorer .
5. Switch back to PowerPoint: Windows Task Bar > click PowerPoint .
6. Insert Tab > Images Group > Screenshot > Available Windows > Internet Explorer.



Exercise – Inserting a Screenshot Continued

- The image nearly fills the active slide.



7. Using the corner sizing handles, resize the screenshot as desired.
8. Click and drag the screenshot to move it between the title and the bottom of the slide.
9. Picture Tools Format Tab > Arrange Group > Align > Align Center to center the picture.



10. Quick Access Toolbar > Save.

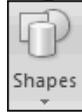
Notes Page

Insert Illustrations – Insert Tab

Illustrations with Text

Illustrations are objects that help audiences understand and recall information better than bulleted text. Creating designer-quality illustrations can be challenging, so PowerPoint makes it easy with Shapes, SmartArt, and WordArt!

Shapes



Shapes can emphasize certain aspects of your content. For example, use a star shape to indicate excitement. Shapes include lines, rectangles, basic shapes, block arrows, equation shapes, flowchart shapes, stars and banners, callouts, and action buttons.

Example of a Shape with Text



Graphics not Text

Text inserted in illustrations will not show up in the Outline tab. This is because the text entered in placeholders is “real” text while text entered using illustrations is actually part of the graphic.

Steps to Insert a Shape with Text

1. Insert or select a slide.
2. Insert Tab > Illustrations Group > Shapes.
3. Select a shape.
 - Your mouse is now a drawing tool.
4. Click, drag, and release your mouse to draw the shape.
5. To add text, right-click on the graphic and select Edit Text.
6. Enter your text.
7. Format your shape with the options on the Drawing Tools Tab.
8. Quick Access Toolbar > Save.

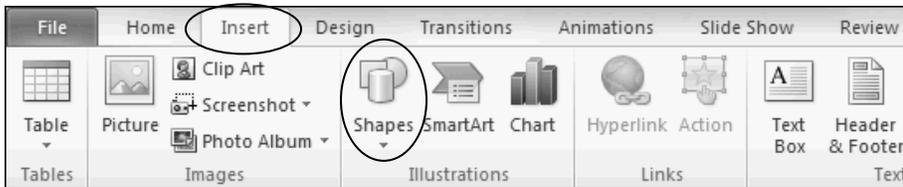
Exercise – Inserting a Shape with Text

Insert a Shape, and then add text to it.

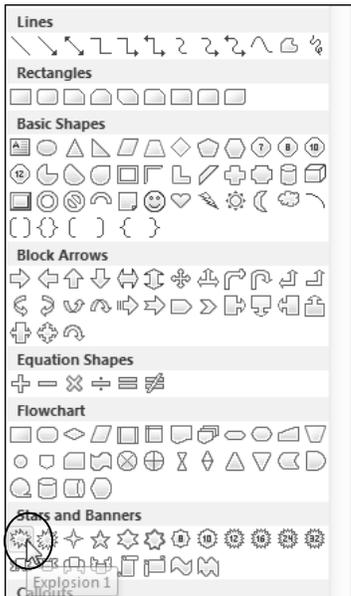
1. In the Slides tab, click on the “Training classes available” slide.



2. Insert Tab > Illustrations Group > Shapes.



- The available shapes display.



3. Under Stars and Banners, select the first shape called Explosion 1.

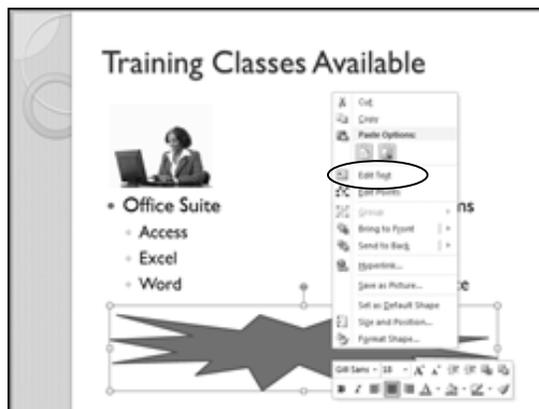
- Your mouse is now a drawing tool that looks like a cross-hair.

Exercise – Inserting a Shape with Text Continued

4. Position your mouse below the first column of text.
5. To draw the shape, click and drag in a downward-right stroke, and release your mouse.



- The shape displays.
6. To add text, right-click on the shape and select Edit Text.



7. Type "Free to all employees!"
8. Click to the left of the slide to deselect the shape.



9. Quick Access Toolbar > Save.

Notes Page

Insert SmartArt – Insert Tab

SmartArt



SmartArt Graphics let you visually represent a variety of concepts and ideas to better represent your concept or to add some visual appeal to your content. For example, represent a process, workflow, or hierarchy using a number of predefined SmartArt graphics.

Example of SmartArt



Convert to SmartArt

PowerPoint has two methods to insert SmartArt. The first is to insert the illustration and add text to it. PowerPoint also lets you convert existing text to a SmartArt graphic. Just select the text, right-click on it, and choose the Convert to SmartArt option.

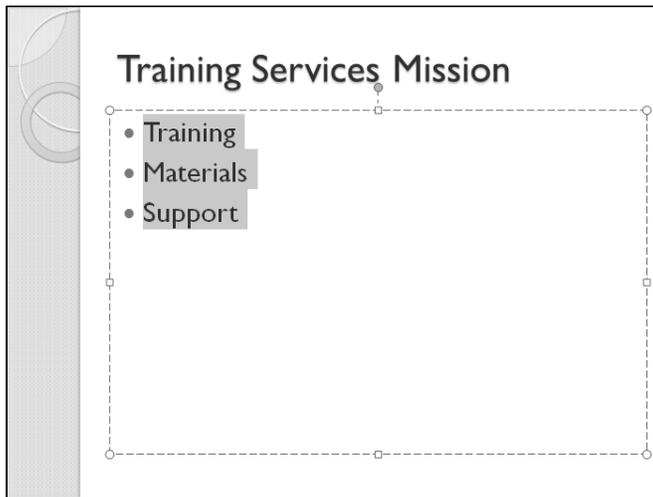
Steps to Insert SmartArt

1. Insert or select a slide.
2. Insert Tab > Illustrations Group > SmartArt.
 - Or right-click on selected text and choose Convert to SmartArt.
3. Select a Category. (Select All to see all the SmartArt graphics.)
4. Select a SmartArt graphic and read its description.
5. Click OK to insert it.
6. Add text to your graphic using the placeholders provided.

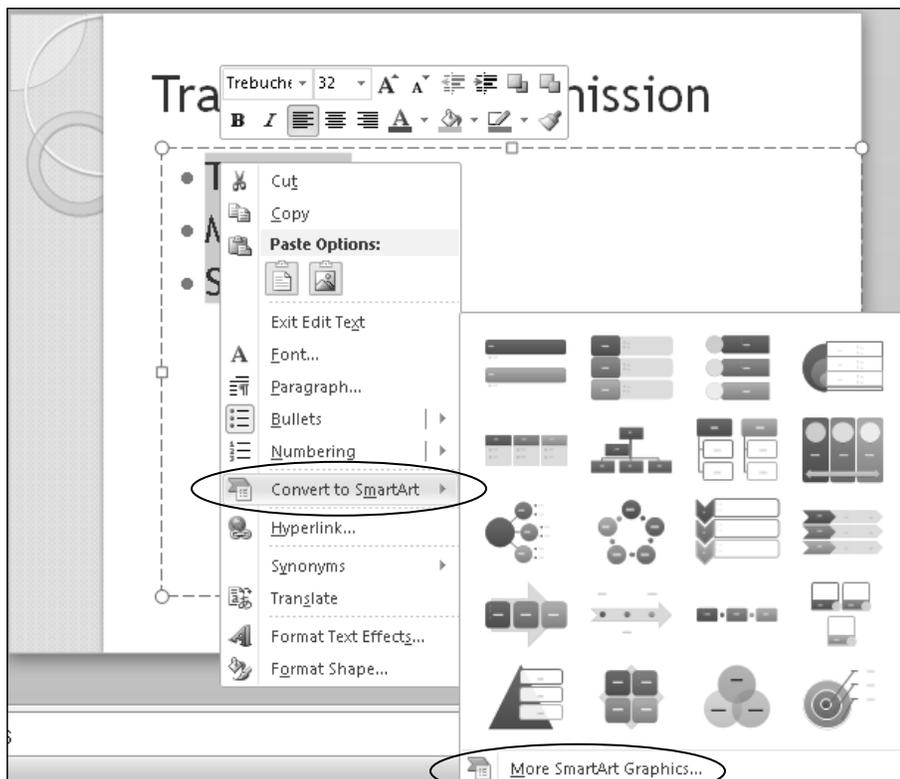
Exercise – Inserting SmartArt

Convert the bulleted text on the “Training services mission” slide to SmartArt.

1. In the Slides tab, click to select the “Training services mission” slide.
2. To select the bulleted text, click to the left of Training and drag your mouse through Support.

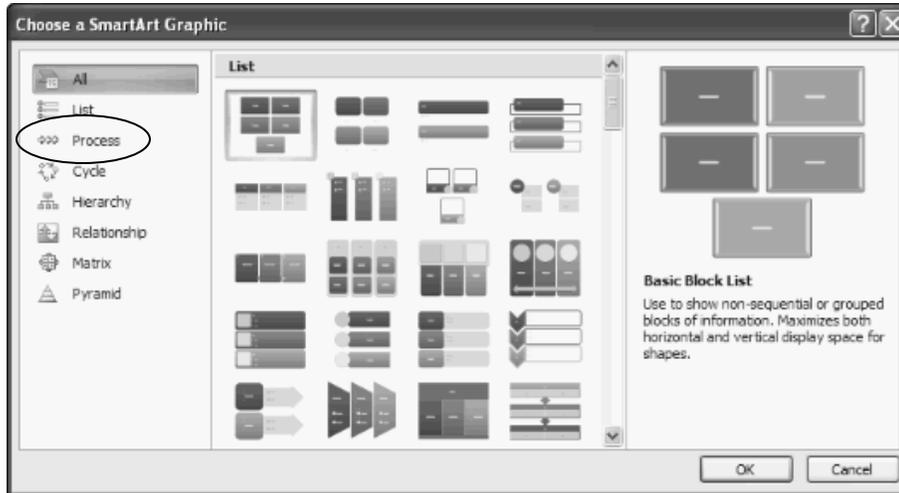


3. Right-click the text to display the menu.
4. From the Convert to SmartArt option, click More SmartArt Graphics.

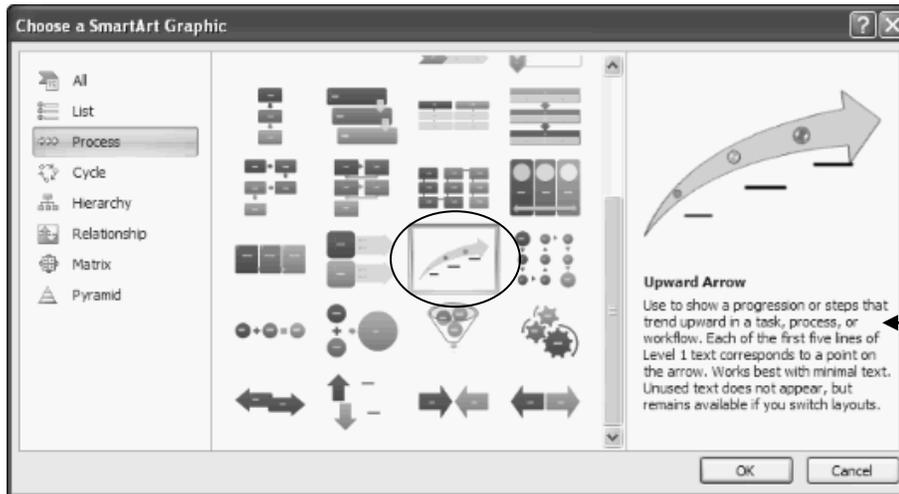


Exercise – Inserting SmartArt Continued

- The Choose a SmartArt Graphic dialog box displays.

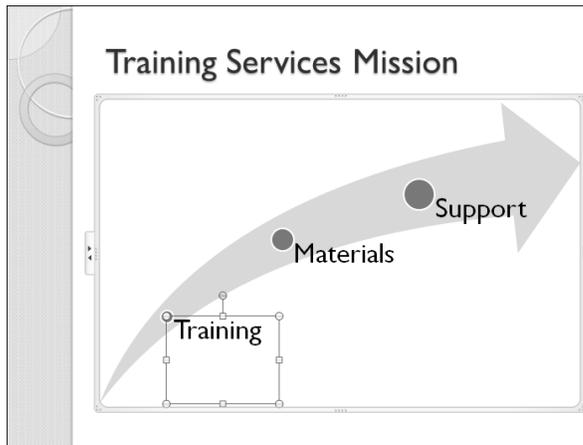


5. In the left pane, click on the Process category.
6. In the center pane, scroll down a bit and select the upward arrow, as shown below, and read its description.

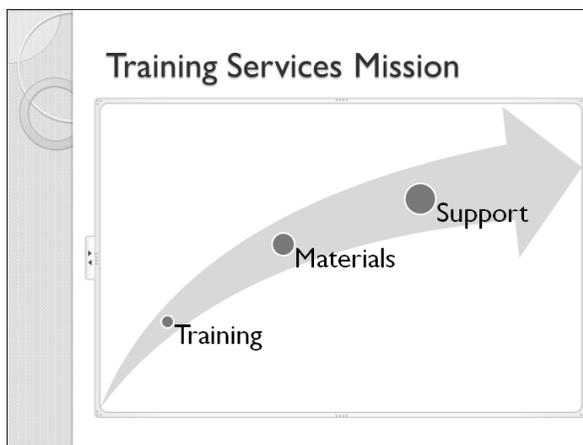


7. Click OK to finish converting the text into SmartArt.

Exercise – Inserting SmartArt Continued



- The first text area is selected to edit. Leave it with the converted text.
8. Click above the SmartArt arrow to remove the selection from the text area.



9. SmartArt Tools Format Tab > Arrange Group > Align  > Align Center to center it.



10. Quick Access Toolbar > Save.

Insert WordArt – Insert Tab

Illustrations with Text

Illustrations are objects that help audiences understand and recall information better than bulleted text. Creating designer-quality illustrations can be challenging, so PowerPoint makes it easy with Shapes, SmartArt, and WordArt!

WordArt



WordArt is a gallery of text styles that you can add to your presentation to create decorative effects, such as shadowed or mirrored (reflected) text. You can use WordArt to add special text effects. For example, you can make text fit a preset shape or apply a gradient fill. WordArt becomes an object that you can move or position in your presentation to add decoration or emphasis.

Example of WordArt



Steps to Insert WordArt

1. Insert or select a slide.
2. Insert Tab > Text Group > WordArt.
3. Select a text format.
4. Enter your text.
5. To format it, select the text and use Home Tab > Font Group options.

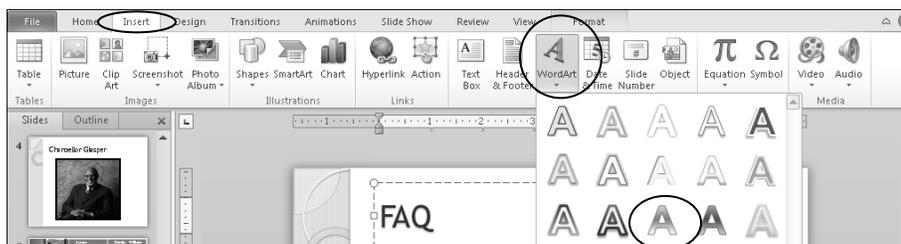
Important!

Keep in mind that your content and your message are the most important aspects of your presentation. Any objects, such as illustrations, should *enhance* your message – not take away from it!

Exercise – Inserting WordArt

Add a new “FAQ” slide with WordArt

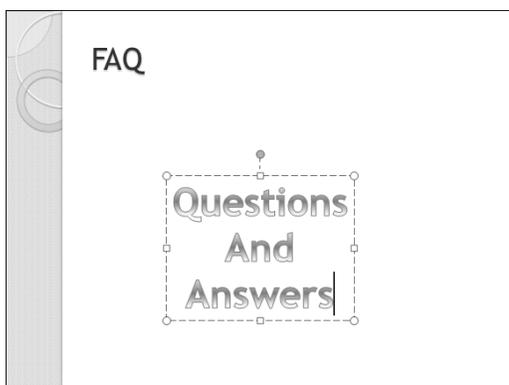
1. Select the last slide: “TTS Website.”
2. Home Tab > Slide Group > New Slide Menu > Title Only.
3. Click in the Title placeholder and type FAQ.
4. Insert Tab > Text Group > WordArt.
 - The WordArt gallery displays with multiple choices.
5. Click to select the third option in the third row: Gradient Fill - Gray, Outline - Gray.



- The WordArt object is inserted into your slide.

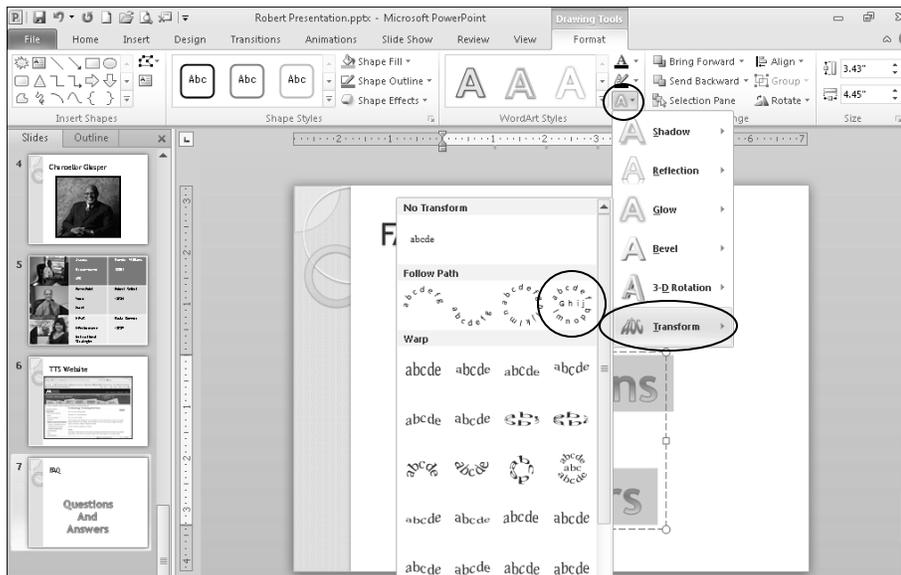


6. Type the word “Questions” and press Enter to put the word on its own line.
7. Type the word “And” and press Enter.
8. Type the word “Answers.”



Exercise – Inserting WordArt Continued

9. Select all the text in the WordArt object.
10. Choose a new font size from Home Tab > Font Group > Font Size > 66.
11. Center the WordArt: Drawing Tools Format Tab > Arrange Group > Align Center.
 - It may already be centered.
12. Add an effect: Drawing Tools Format Tab > WordArt Styles > Text Effects > Transform > Follow Path > Button.



13. Click in any blank portion of the slide to deselect the WordArt.

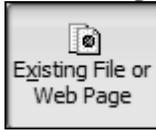


14. Quick Access Toolbar > Save.

Notes Page

Insert a Hyperlink – Insert Tab

Web Page



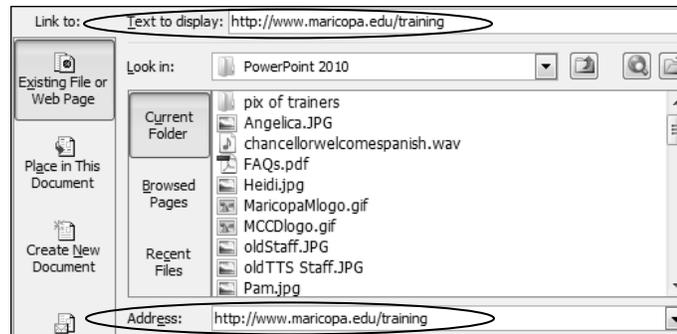
Adding hyperlinks to web pages lets you add the rich and varied content of the Internet to your presentation. For example, you can insert a link to your department's webpage or add a hyperlink to an informative video. Simply type the entire webpage address (URL) in the Address field. When you use hyperlinks to a webpage, be sure that you have Internet access where you deliver the presentation.

URL?

What is a URL? URL stands for universal resource locator and is simply the address giving the location of a particular webpage on the Internet. An example of a URL is <http://www.maricopa.edu/training>.

URL's and Handouts

To make a URL available on printed handouts, it is a good idea to use the site's URL in both the Address and the Text to display fields.



Hyperlink vs. Embed

Using a hyperlink to a webpage displays the webpage in Internet Explorer. After viewing the page, close or minimize Internet Explorer to return to the presentation. A hyperlink to a YouTube video displays the video in Internet Explorer. An embedded video is easier because it displays within the presentation. Whenever possible, embed videos in your presentation. Use a hyperlink only when the video doesn't allow embedding. See p. 94 to learn how to embed a YouTube video.

Hyperlink to a Web Page

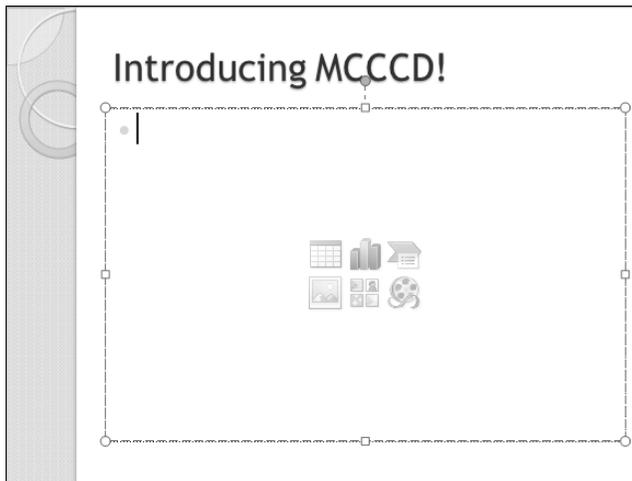


1. Select the text or object or click in the placeholder that will hold the link.
2. Insert Tab > Links Group > Hyperlink.
 - If you selected text, it will display in the Text to display field.
 - If you selected an object, <<Selection in Document>> will be in the Text to display field.
3. In the Insert Hyperlink window, click Existing File or Web Page.
4. In the Address: field enters the Web Page URL.
 - PowerPoint automatically puts the same text in the Text to display: field
5. Click OK.
6. Save your presentation.

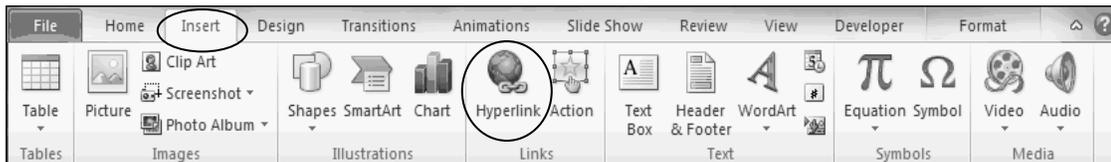
Exercise – Inserting a Hyperlink to a Web Page

Insert a new slide with a webpage link a video.

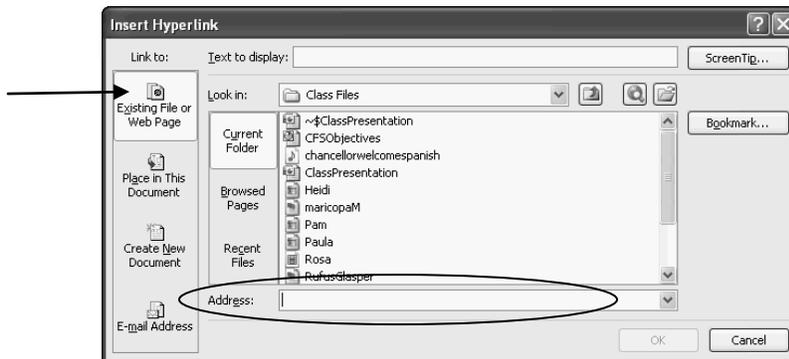
1. In the Slides tab, click the last slide: “FAQ.”
2. Home Tab > Slides Group > New Slide Menu > Title and Content.
 - The blank slide displays.
3. Click in the title placeholder and type: “Introducing MCCCDC!”
4. Click to add text in the content area.



5. Insert Tab > Links Group > Hyperlink.

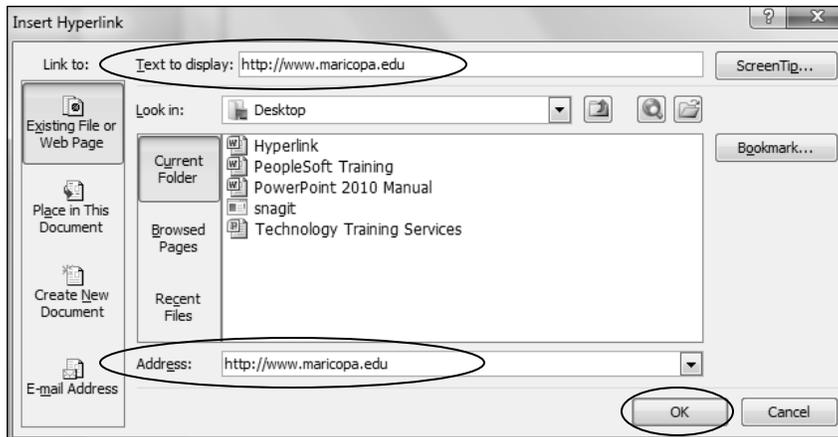


6. On the left of the Insert Hyperlink dialog box, select Existing File or Web Page.



Exercise – Inserting a Hyperlink to a Web Page Continued

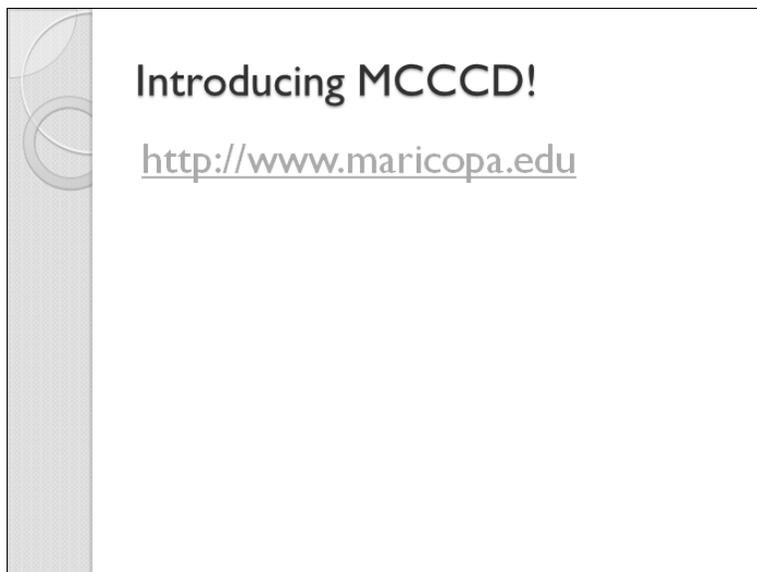
7. In the Address field, enter: www.maricopa.edu
 - The Text to display field should have the same text as the Address field.



8. Click OK.
9. Select all of the text.
10. Home Tab > Paragraph Group > Bullets to remove the bullet.
11. Home Tab > Font Group > Font Size > 40.



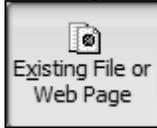
- The text will be on handouts in case the audience cannot read it on the screen.



12. Quick Access Toolbar > Save.

Insert a Hyperlink – Insert Tab

Existing File



Another way of adding information to your presentation is by inserting a hyperlink to a file. An existing file, such as a Word document, an Excel spreadsheet, or a PDF document is typically located on your computer hard drive. For example, if you have a detailed process document best viewed in Visio, create a hyperlink to it! Be sure to save the file in the same folder with your presentation and take it with you when you give your presentation in a new location. Also, be sure that the program to open the file is installed on the computer you use to deliver your slide show.

Link Text or Object?

Either! You can select any text or graphic to make it a hyperlink. You can also click in a text placeholder to insert a hyperlink.

Selecting a WordArt Object

A WordArt object or text box must be selected to make it a hyperlink. Be sure to select the object and not the text within the object. Click on the WordArt to display the border and sizing handles. The border is a dashed line. To finish selecting the object, click the dashed border so it becomes a solid line. When the border is solid, the object is selected and can be made a link.

Test Hyperlinks

Always test your hyperlinks in Reading or Slide Show View. When giving your presentation at a new or different location, be sure to arrive early to test! Even if you have successfully tested at your workstation, you will want to test functionality, like links to files, and especially Internet access, at the new location as well.

Hyperlink to an Existing File

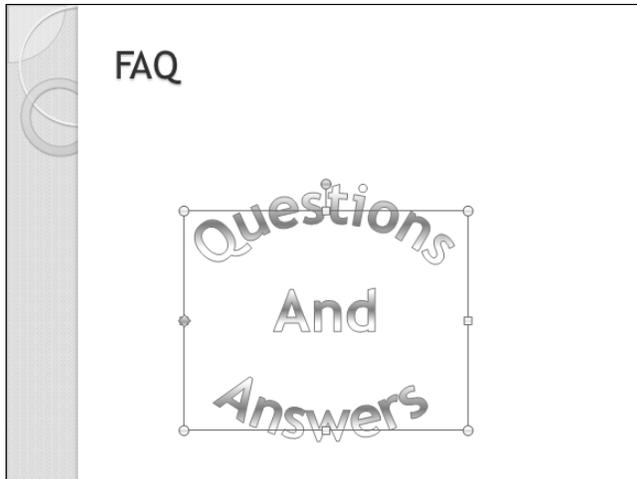


1. Select the text or object or click in the placeholder that will represent the link.
2. Insert Tab > Links Group > Hyperlink.
 - If you selected text, it will display in the Text to display field.
 - If you selected an object, << Selection in Document >> will be in the Text to display field.
 - If you're using a placeholder, type some Text to display.
3. In the Insert Hyperlink window, click Existing File or Web Page.
4. Use the Look in: field to find and select an existing file.
5. Click OK.
6. Test your link in Reading or Slide Show View.
7. Save your presentation.

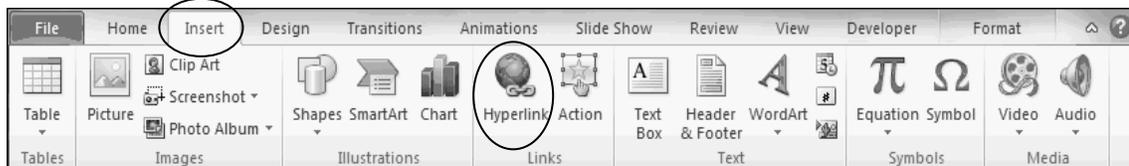
Exercise – Inserting a Hyperlink to an Existing File

Add a hyperlink to a PDF document. The hyperlink will be attached to the WordArt object on your slide.

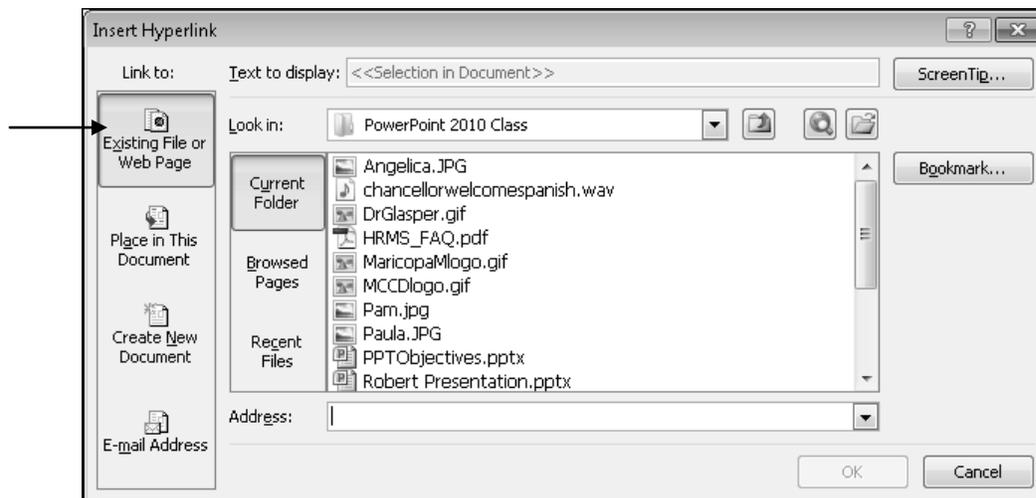
1. In the Slides tab, click on the “FAQ” slide.
2. Click on the text in the WordArt to display the WordArt border and sizing handles.
3. Now, click the WordArt border to change it from a dashed to a solid line.



4. Insert Tab > Links Group > Hyperlink.

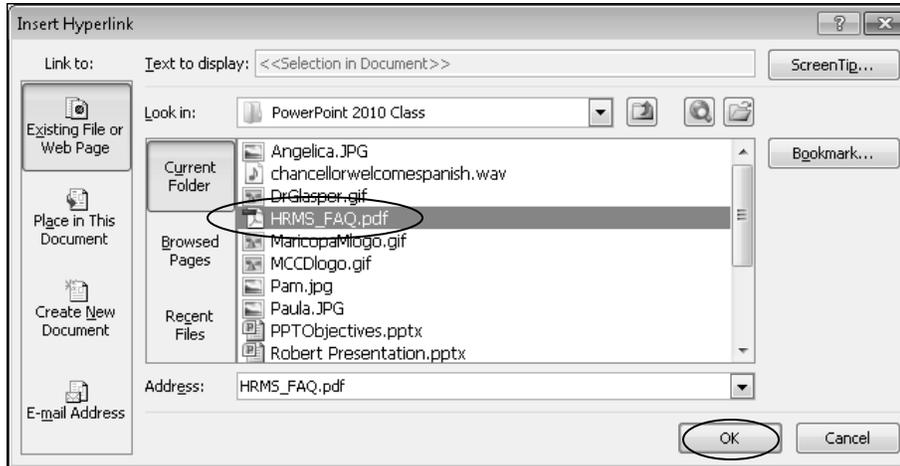


- The content of the PowerPoint 2010 Class folder displays; if not, navigate to it.
- PowerPoint is waiting for you to select an existing file.



Exercise – Inserting a Hyperlink to an Existing File Continued

5. Click to select the HRMS_FAQ.pdf document.



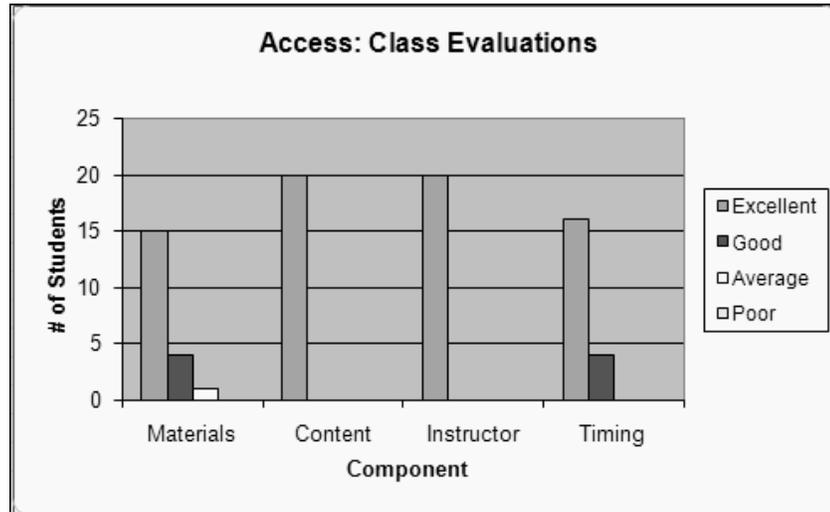
6. Click OK to complete inserting the hyperlink.
7. Quick Access Toolbar > Save.

Notes Page

Insert a Chart – Insert Tab

Charts Charts are used to display data in an easy-to-read graphical format. Charts make it easier to understand large quantities of data and the relationship or trends among different series of data.

Chart Example

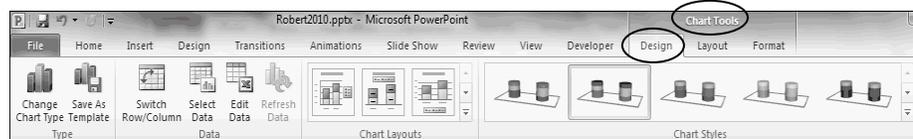


PowerPoint Or Excel?

PowerPoint has charting capabilities or you can create your chart in Microsoft Excel (a spreadsheet application used for numerical calculations and the analysis of data). Either way, you will need to be familiar with the charting tools in Excel because PowerPoint simply opens Excel when you insert a chart using PowerPoint. Therefore, it will likely be much easier, and more efficient, to insert charts that have been created in Excel.

Chart Tools Toolbar – Design Tab

Whenever you insert or select a chart, PowerPoint displays a contextual Chart Tools with various design, layout, and formatting options. This Design Tab contains the Type, Data, Chart, and Chart Styles groups.



Insert Methods

There are 3 main ways in which to insert charts into PowerPoint:

- Linking the chart in PowerPoint to the Excel worksheet.
- Embedding the Excel chart in PowerPoint.
- Pasting a static graphic of the Excel chart in PowerPoint.

Best Way?

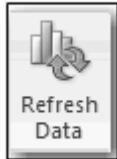
Which is the best method? It depends on your needs. Each of the methods has its pros and cons – depending on how you see it!

Insert a Chart Continued

Linking



Linking is placing a link in your PowerPoint presentation to the source data of the Excel workbook that contains the chart. The Excel workbook (source file) displays the chart in PowerPoint (destination file). Linking has the following pros, cons, and requirements:



- By default, PowerPoint options are set to update links manually. To do this, use Charts Tools Design Tab > Data Group > Refresh Data. If you set the options to update links automatically, PowerPoint asks you to update links each time you open the presentation. When you update links or refresh data, your chart in PowerPoint updates with any changes you have made in Excel.
- If you update the the Excel workbook while your presentation is open, you must click the Refresh Data button to update the chart.
- You can give people a copy of the PowerPoint presentation, and they won't be able to see or have access to the Excel workbook.
- In order to update links, it is required that the linked Excel files travel with your PowerPoint presentation when you use another computer. If you forget the Excel file, you will still see the chart but PowerPoint will give an error when it tries to refresh the data.

Embedding



Embedding is adding the source data of the Excel workbook that contains the chart to your PowerPoint presentation. The entire Excel workbook, not just the chart, is now part of your PowerPoint file. The embedded workbook is a completely separate file from the source file. Embedding has the following pros, cons, and requirements:

- You can make the PowerPoint presentation a self-contained package that includes your Excel data.
- You can take your PowerPoint presentation anywhere without having to remember to take your Excel files.
- Those who open your presentation can edit the Excel data you've included in the PowerPoint presentation.
- Because the embedded workbook is a separate file from the source file, you will need to edit both files to keep the data consistent.
- Embedding charts will place a separate copy of the workbook into your presentation for EACH chart.
- Embedding requires additional file space.

Pasting



Pasting is placing the Excel chart into your PowerPoint presentation as a static Microsoft Office Graphic Object. The chart is now treated as any other graphic. Pasting has the following pros and cons:

- The static graphic will eliminate accidental changes in the data.
- Pasted charts may not scale as well as linked or embedded ones.
- You will need to paste a new copy of the chart if you update Excel.

Insert a Chart Continued

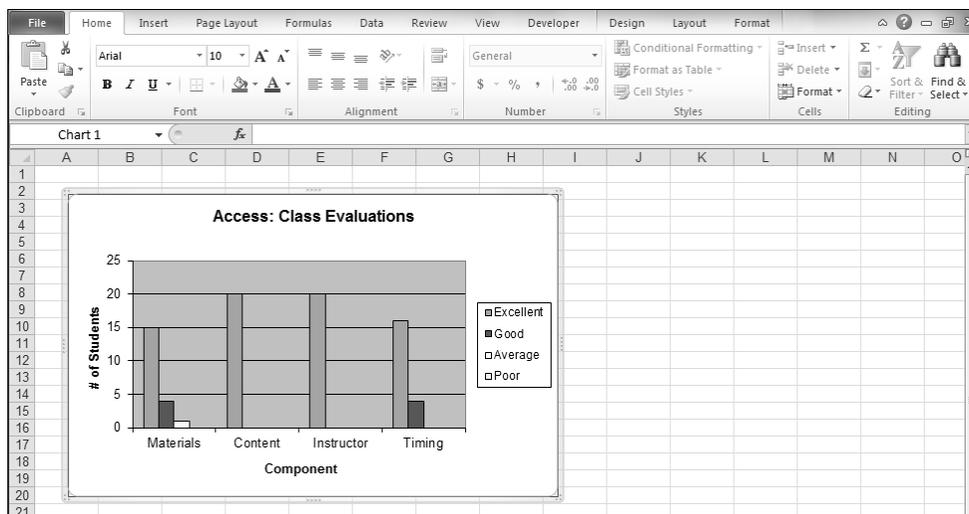
Insert a Chart

1. Add a new slide: Home Tab > Slides Group > New Slide.
2. In Excel, open the workbook that contains the chart.
3. Select the worksheet with the chart.
4. Click on the chart to select it.
5. Copy the chart: Home Tab > Clipboard Group > Copy.
6. In PowerPoint, on your new blank slide, insert the chart: Home Tab > Clipboard Group > Paste.
 - The chart is inserted with a Paste Options icon  (Ctrl) ▾ in the lower-right corner.
9. Click the Paste Options icon.
10. Select the method in which you would like your chart inserted.
 - Mouse over each option to see a screen tip for each.
 - Embed Workbook = Embedding. The first option uses the destination theme in PowerPoint while the second option keeps the source formatting from Excel. Holding your mouse over each option, displays a screen tip indicating what action will occur for each option.
 - Link Data = Linking. The first option, linking the chart to the Excel file using the destination theme in PowerPoint, is the default action.
 - Picture = Static Picture
11. Exit Excel: File Tab > Exit in the lower-left corner.
12. Save your presentation.

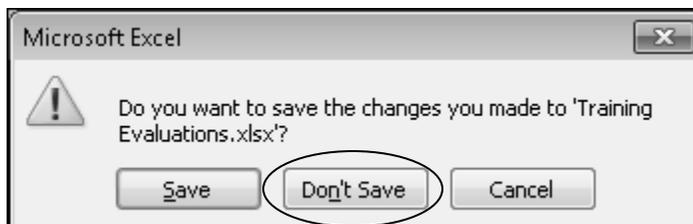
Exercise – Inserting an Excel Chart

Add a new slide and insert a chart displaying feedback on Access training. A chart is a much better way of conveying participant feedback than a slide filled with numbers!

1. Select the last slide.
2. Home Tab > Slides Group > New Slide Menu > Title Only layout.
3. Click in the title placeholder and type: “Feedback.”
4. Start Excel: Windows Start Menu > Excel.
5. Open the workbook that contains the chart: File Tab > Open.
6. Navigate to the Documents Library > PowerPoint 2010 Class.
7. Click Training Evaluations and click Open.
8. Click on the “Access: Class Evaluations” Chart to select it.
 - When selected, the chart will be surrounded by a border with resize handles.

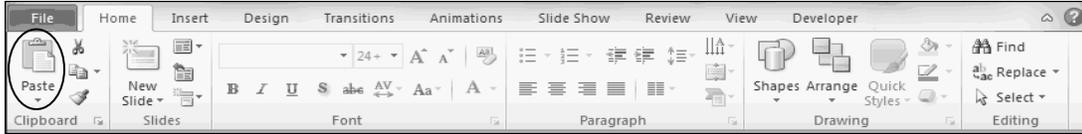


9. Copy the chart: Home Tab > Clipboard Group > Copy.
10. In Excel, click the red Close button () in the upper-right corner to Exit.
11. If the Microsoft Excel dialog box displays, click Don't Save.

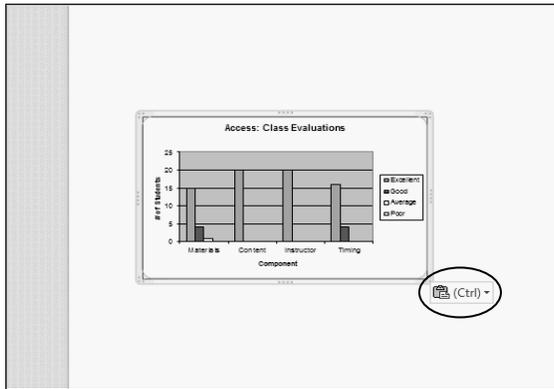


Exercise – Inserting an Excel Chart Continued

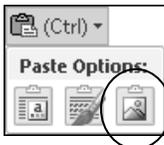
12. In PowerPoint, on the “Feedback” slide, paste the chart: Home Tab > Clipboard Group > Paste.



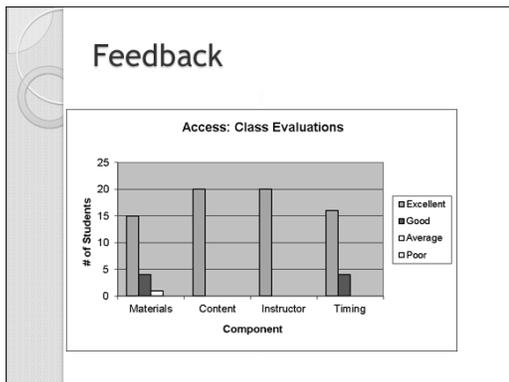
- The chart is inserted with a Paste Options icon in the lower-right corner.



13. Click the Paste Options icon.
 14. Mouse-over each option.



15. Click on the picture to select it.
- Note the contextual Picture Tools Tab at the top of the Ribbon.
16. In PowerPoint, use the sizing handles to enlarge the chart below the title.
 17. Move the picture as desired.
 18. Center the picture: Picture Tools Format Tab > Arrange Group > Align > Align Center.



19. Quick Access Toolbar > Save.

Notes Page

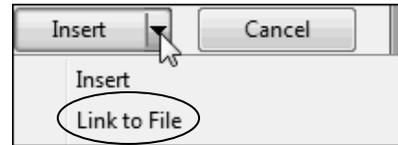
Insert Sound – Insert Tab

Audio Adding sound to your presentation can also help convey your message more effectively. You can add someone’s voice, music, special effects sounds, and other types of audio to your presentation. Audio can be added to one slide, to multiple slides, or to your entire presentation.

File Formats Compatible audio formats include WAV, MP3, WMA, AIFF, AU, MID, and MIDI.

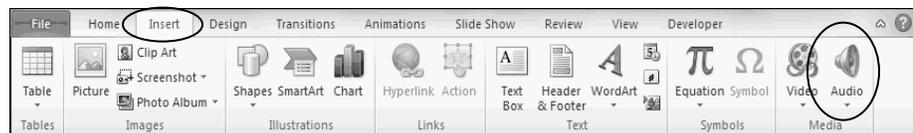
Embedded Audio Files With PowerPoint 2010, all audio files of any size are embedded into your presentation by default. We recommend using this feature because once embedded, the audio file becomes part of your presentation wherever you copy or move it.

Linked Audio Files However, you can still link the audio file to your presentation using the Insert button menu on the Insert Audio dialogue box. Linked audio files inserted into your presentation are files located somewhere on your computer. PowerPoint maintains a connection between the audio file and your presentation.

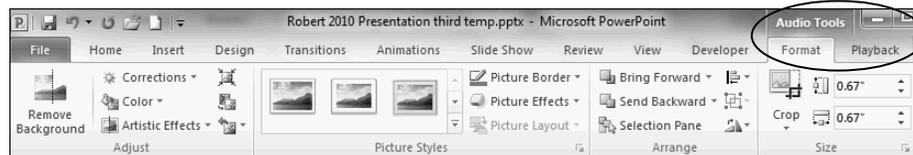


Keep Linked Files in Same Folder As with video files, if you choose to link to an audio file, PowerPoint creates a link to the file’s current location. **Remember, it is a good practice to copy the audio files into the same folder as your presentation before you link them. Be sure to include the whole folder when moving or copying the presentation.**

Insert Tab Audio must be inserted from the Insert Tab, in the Media group.



Sound Tools Toolbar When an audio file is selected, PowerPoint displays the Audio Tools contextual tabs. The Audio Tools contain Format and Playback tabs for working with your audio file.



Insert Sound Continued

Insert Sound

1. If necessary, add a new slide, or select the slide to contain sound.
2. Insert Tab > Media Group > Audio > Audio from File.
3. Locate the audio file on your computer.
 - When linking, your audio file must be saved in the same folder as your presentation.
4. Select the file and click Insert.
5. From Audio Tools > Playback Tab > Audio Options Group > Start: Select the play option that works best for you in this presentation.
 - By default, the sound file won't play during your presentation until you click the play button  on the slide. You can change it to play automatically as soon as the slide displays.
6. To preview the sound in Normal View, click the play button  on the slide.
7. Be sure to also test the sound in Slide Show View. Remember to click the play button  in Slide Show View if you chose "Start On Click."
8. Press the Esc key to exit the presentation and return to Normal View.
9. Save your presentation.



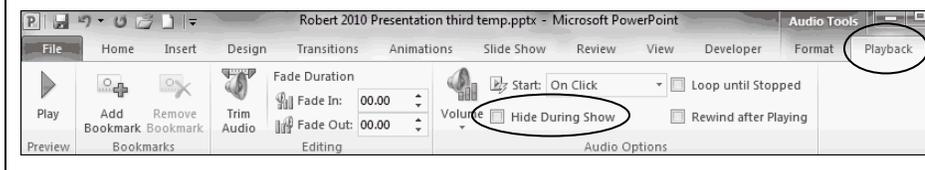
Audio Icon

When you insert an audio file, an audio icon displays on your slide. This icon is always displayed in Normal View. Mouse-over this icon in Slide Show View to show the play button.

Hide Audio Icon

You can hide the audio icon in Slide Show View so that your audience doesn't see it. However, only hide your audio icon if you have set the sound to play automatically. If the sound is set to play "on click", and you hide the audio icon, there will be nothing to click to play the sound!

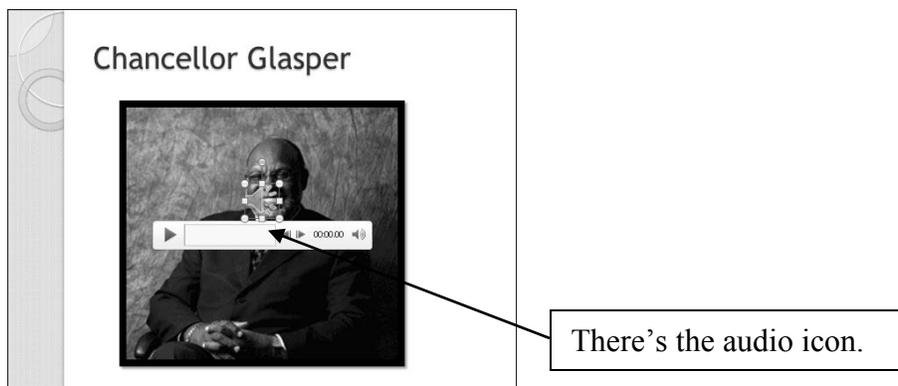
1. Select the Audio icon .
2. Audio Tools Playback Tab > Audio Options Group > Hide During Show.



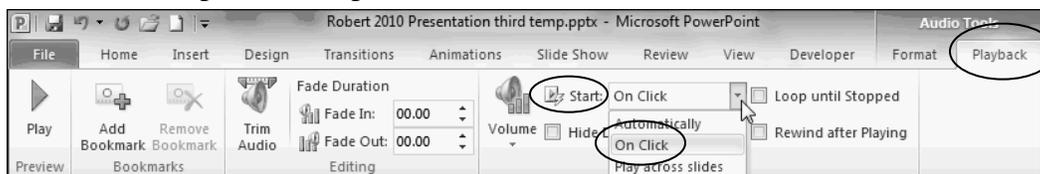
Exercise – Inserting Sound

Insert a sound to accompany the picture of Chancellor Gasper. The sound file is the Chancellor’s welcome message translated into Spanish. Put your headphones to test it.

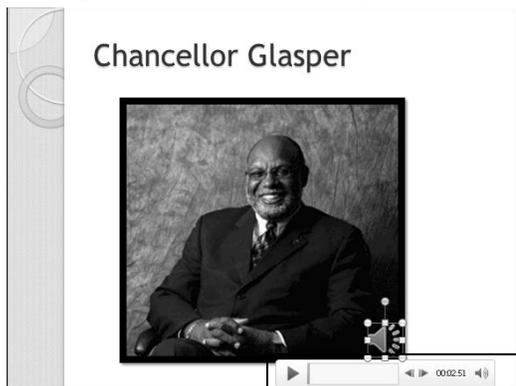
1. In the Slides tab, click the “Chancellor Gasper” slide to select it.
2. Insert Tab > Media Group > Audio down arrow > Audio from File.
3. Navigate to the Documents Library > PowerPoint 2010 Class.
4. Click on chancellorwelcomespanish and click Insert.
 - The Audio icon is placed in the center of the slide.
 - Note the Audio Tools contextual tab.



5. Click on the audio icon and drag it to a less conspicuous location on the slide.
6. To assure the audio waits to play until you click the play button: Audio Tools > Playback Tab > Audio Options Group > Start On Click.



7. To test the sound, click the play button .
8. To stop and start the sound, you can use the audio controls below the audio icon.



9. Quick Access Toolbar > Save.

Notes Page

Insert a Movie – Insert Tab

Very Effective!

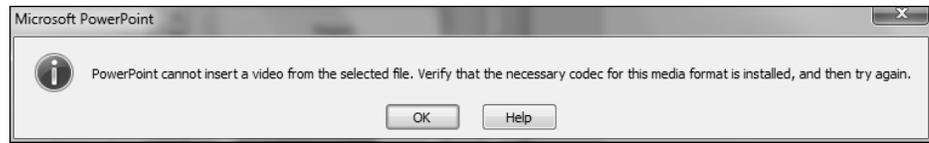
Video is a great way to bring people into your presentation! A video allows your audience to see expressions, hear tones, laughter, sincerity, and passion. The video makes everything more real and personal. It connects your audience to your topic. For example, a video of your college president discussing the attributes of the college is much more effective than quotes on a slide.

File Formats

Some compatible video file formats for PowerPoint include WMV, AVI, MPG, and SWF. If your video is not in a compatible format, it will not play. You will need to convert it to a compatible format using add-ins or applications like the resources listed below.

Codecs

Sometimes getting a video to play is as simple as having the right codec. A codec is software used to compress or decompress a digital media file. When you play a digital media file, Windows Media Player uses a codec to decompress the file. Microsoft has free codecs for download on their site. You may see this message if you try to insert a video clip that uses a codec not installed.



Can I play a video DVD?

By default, it is not possible to play a digital clip from a video DVD in a PowerPoint presentation. However, some third-party applications or add-ins give you the ability to do this. You may want to check out some of these resources to further research this topic:

PPT Tools: <http://www.pptools.com/index.html>

PFCPro: <http://www.playsforcertain.com/>

Video Increases File Size

When inserting video, be aware that the larger the video file, the longer it will take to load, and the bigger your presentation will be.

Go for it!

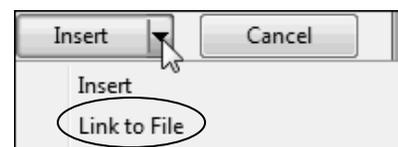
Don't let the size of your presentation limit media in your presentation! Whenever possible, use images, videos, music, and sounds to relay your information to your audience. Media makes your presentation so much more interesting!

Embedded Video Files

With PowerPoint 2010, Video files are embedded into your presentation by default. We recommend using this feature because once embedded, the audio file becomes part of your presentation wherever you copy or move it.

Linked Video Files

However, if you want to limit the size of your presentation, you can still link to a video file on your local drive using the Insert button menu on the Insert Video dialog box.



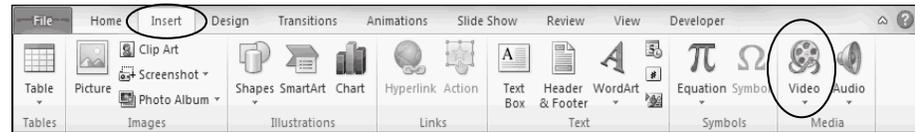
Insert a Movie Continued

Keep Linked Files in Same Folder

Linked video files inserted into your presentation are files located somewhere on your computer. If you choose to link to a video file, PowerPoint creates a link to the file's current location. If you later move the video file to a different location, PowerPoint cannot find it when you want the file to play. **It is a good practice to copy the video files into the same folder as your presentation before you link them. Be sure to include the whole folder when moving or copying the presentation.** PowerPoint can find the file if you keep it in the same folder, even if you move or copy the folder to another computer.

Content Layout Insert Tab

Video can be inserted into a Content Layout slide using the content icon. Video can also be inserted from the Insert Tab, from the Media group.



Video Tools Toolbar

When you insert a video, Video Tools contextual tab displays. The Video Tools contain Format and Playback tabs for working with your video.



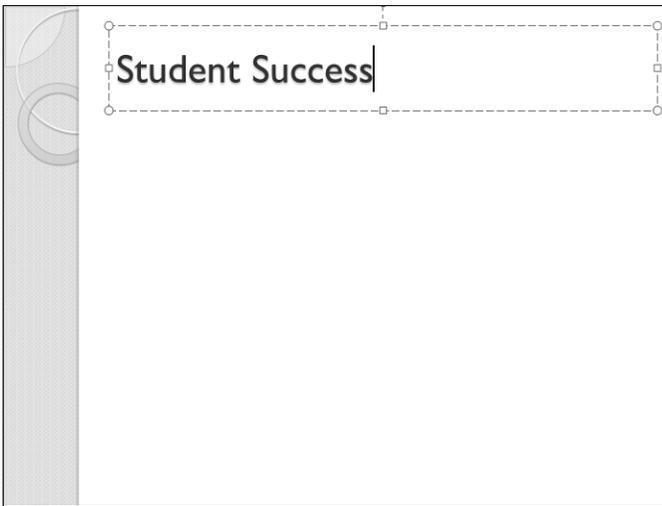
Insert a Video

1. Add a new slide: Home Tab > Slides Group > New Slide with content.
2. Insert Tab > Media Group > Video > Video from File.
3. Locate your digital file on your computer.
 - For best results, save your video file in the same folder as your presentation.
4. Select the file and click Insert.
5. From Video Tools > Playback Tab > Video Options Group > Start: Select the play option that works best for you in this presentation.
 - By default, the video won't play during your presentation until you click the play button  on the slide. You can change it to play automatically as soon as the slide displays.
6. Preview the video in Normal View by clicking the play button.
7. Be sure to also test the video in Slide Show View. Remember to click the play button in Slide Show View if you chose "When clicked."
8. Press the Esc key to exit the presentation and return to Normal View.
9. Save your presentation.

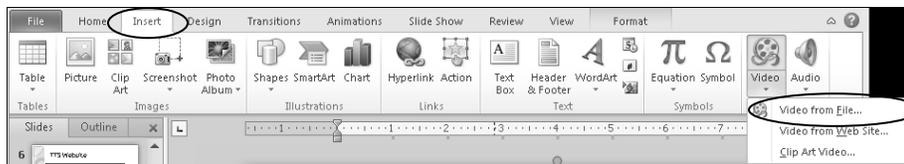
Exercise – Inserting a Movie

Add a slide and insert a video of one of our students promoting the Maricopa Colleges. The video of our student impacts your audience like a slide with text can't. Put your headphones on to test it.

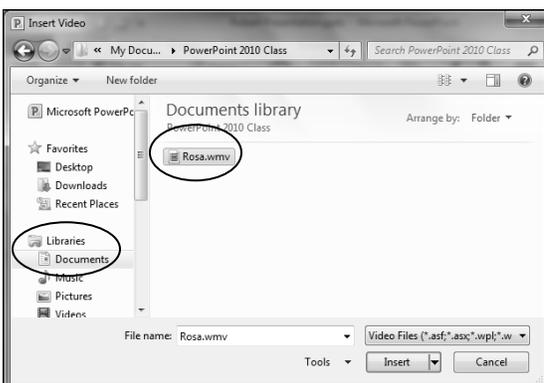
1. In the Slides tab, select the last slide.
2. Home Tab > Slides Group > New Slide button to add a slide with a Title Only layout.
 - The active slide had a Title Only layout, so the new slide button adds a slide with a Title Only layout.
3. Click in the title placeholder and enter: “Student Success.”



4. Insert Tab > Media Group > Video down arrow > Video from File.

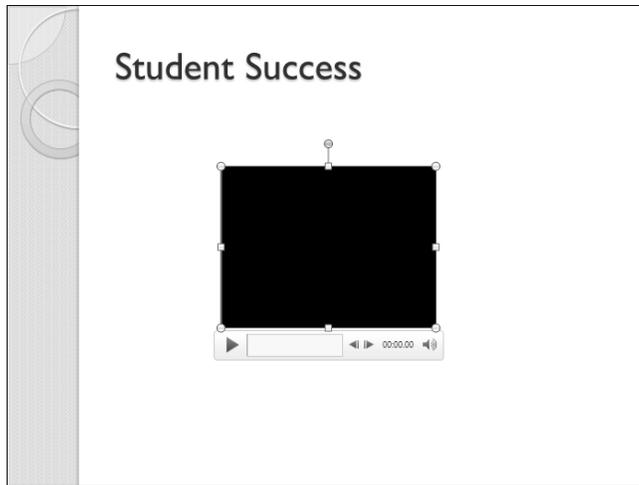


5. Navigate to Documents Library > PowerPoint 2010 Class.
6. Double-click the “Rosa” file.

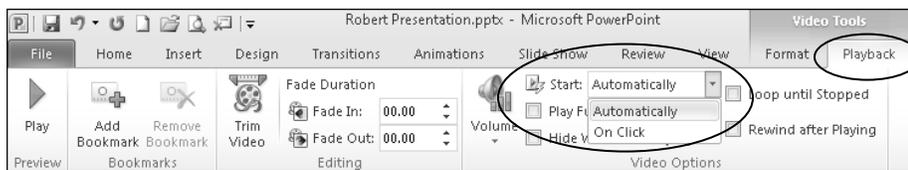


Exercise – Inserting a Movie Continued

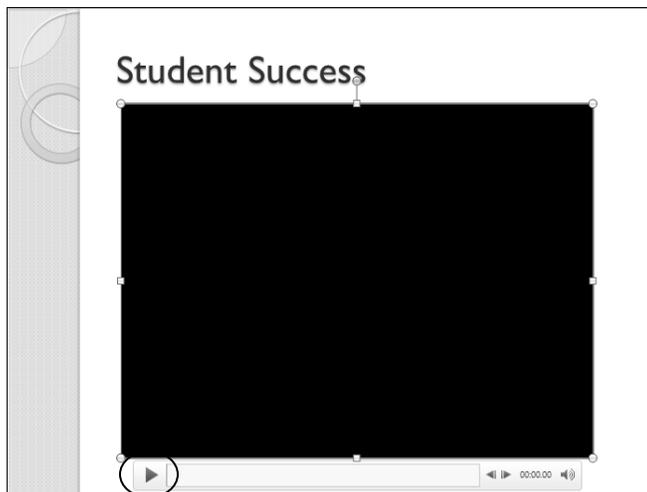
- A black video box displays as well as the Video Tools contextual tab.



7. Configure the video to start playing when this slide is displayed: Video Tools > Playback Tab > Video Options Group > Start Automatically.



8. Using the corner resize handles, resize the black video box on the slide.
9. Center the movie: Video Tools Format Tab > Arrange Group > Align > Align Center.



10. To preview the video, click the play button  on the slide.
11. Quick Access Toolbar > Save.

Insert a YouTube Video – Insert Tab

Easy and Effective!

Embedding an online video is an excellent way to bring a world of information into your presentation. Sometimes equipment isn't available to produce your own video and you must search for a YouTube video pertinent to your topic. For example, you can display a video about how to register online while students are waiting in line to register! When you find that perfect video on YouTube, how do you insert that video into your presentation? PowerPoint 2010 makes it easy!

Embedded Link or Hyperlink

To seamlessly integrate a YouTube video into your presentation, you can insert it as an embedded link. However, the author of the video may request that a YouTube not enable embedding. In that case, you must insert a hyperlink to the video's web page as described in the previous exercise.

Embed Code



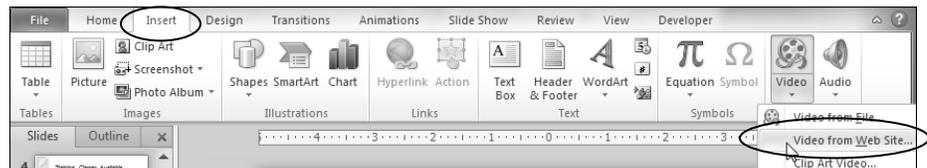
To add an embedded link to the YouTube video, you will need the embed code. On the YouTube site, below the video, is a Share button. When you click the Share button you'll see the Embed button. Click the Embed button to reveal the embed code for the YouTube video. If you see the message: "Embedding disabled by request," you will need to use a hyperlink to the video's web page instead.

Use old Embed Code

When computers are concerned, old is relative! Because of recent changes on the YouTube website as of the writing of this manual, PowerPoint does not support HTML5 coding and must use the "old" flash embed code. This is a simple option on the YouTube website. Don't worry! YouTube provides the code and PowerPoint 2010 makes it easy to insert the code into your presentation.

Insert Tab

A YouTube Video must be inserted from the Insert Tab, in the Media group by clicking the Video menu.



Insert Video From Web Site Dialog Box

When you choose to insert a video from a website, a dialog box displays. This dialog box is simply expecting the embed code from the website where the video is stored. When finished adding the code, all you need to do is click insert.

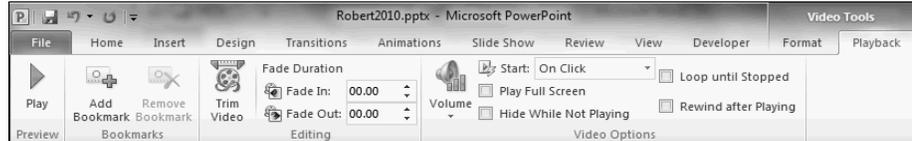
Autoplay=1

Autoplay is a programming option for the YouTube video to start automatically, like the digital video earlier. For example, you would want to use this option for your YouTube video when creating a presentation that runs by itself. It's as easy as typing `autoplay=1` in the insert video from website dialog box.

Insert a YouTube Video Continued

Video Tools Toolbar

When you insert a YouTube video, the Video Tools contextual tab displays with Format and Playback options. Please note that the tools in the Format and Playback tabs are mainly designed for digital video and may not affect an embedded YouTube video.



Computer Considerations

When embedding, the link is embedded, not the video file itself. So, embedding the video won't increase the file size of your presentation! Keep in mind; embedding does require an online connection in order to connect to YouTube.

Always Test!

In the Video Tools Playback Tab, in the Preview group, click the Play button to prepare your video for testing in Normal View. When the video is prepared for testing, you can click the play button on the video itself to test it. Also, be sure to test your video in Slide Show View.

Insert a YouTube Video

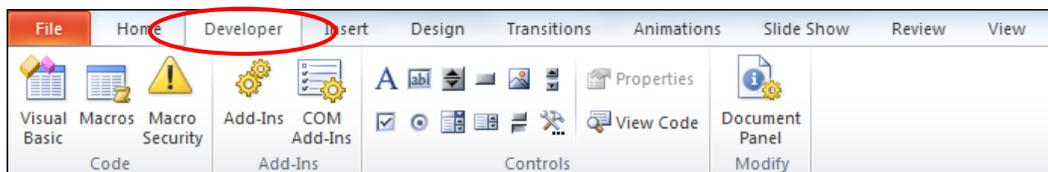
1. Add a new slide: Home Tab > Slides Group > Blank or Title Only layout is best.
2. Developer Tab > Controls Group > Toolbox icon .
3. In the More Controls window, select Shockwave Flash Object.
4. Click OK.
5. Draw a box on the blank slide to contain the You Tube video.
6. Locate your video on YouTube in Internet Explorer.
7. Select the url in your browser and press Ctrl+C to copy it.
8. On the PowerPoint slide, right-click and select Properties.
9. Click the Movie field, and past the You Tube video url: press Ctrl+V.
10. In the url, delete the word watch and the questions mark: watch?
11. In the url, replace the equals sign = with a forward slash /.
12. Click in the Playing field, then click the down arrow, and select False.
13. Click in the Loop field, then click the down arrow, and select False.
14. Close the Properties window.
15. Save your presentation.
16. Test video in Slide Show View.

Exercise – Inserting a YouTube Video

Add a slide and insert a YouTube video about your college. Put your headphones on when you test the video.

Important: You must have a live Internet connection for this to work correctly.

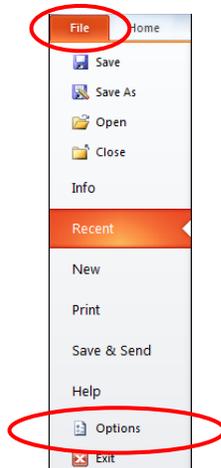
1. In the Slides tab in the left pane, click on the last slide.
2. Select Home Tab > Slides Group > New Slide menu > Blank Slide.
3. Check to see if the Developer tab is displayed on the Ribbon:



- If yes, please go to step 9.
- If not, please follow steps 4-8.
- By default, the Developer tab is not displayed in the Ribbon.

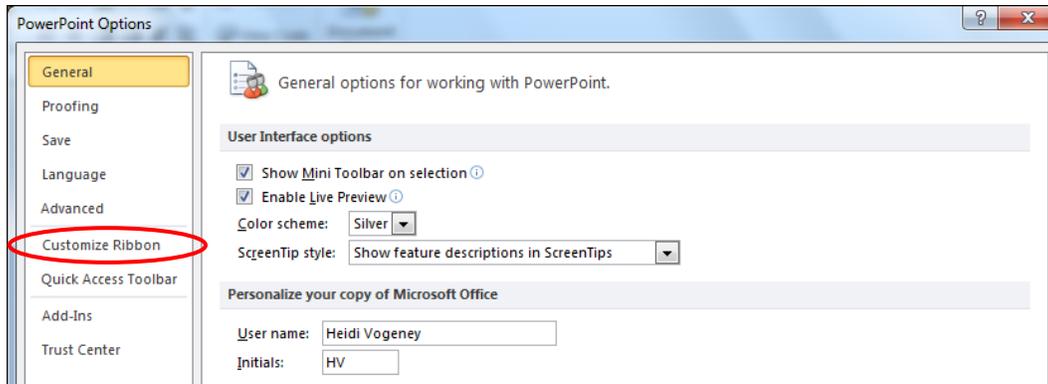
4. Click the file tab  in the upper-left corner of the Ribbon.

5. Click Options in the left pane of the Backstage View.

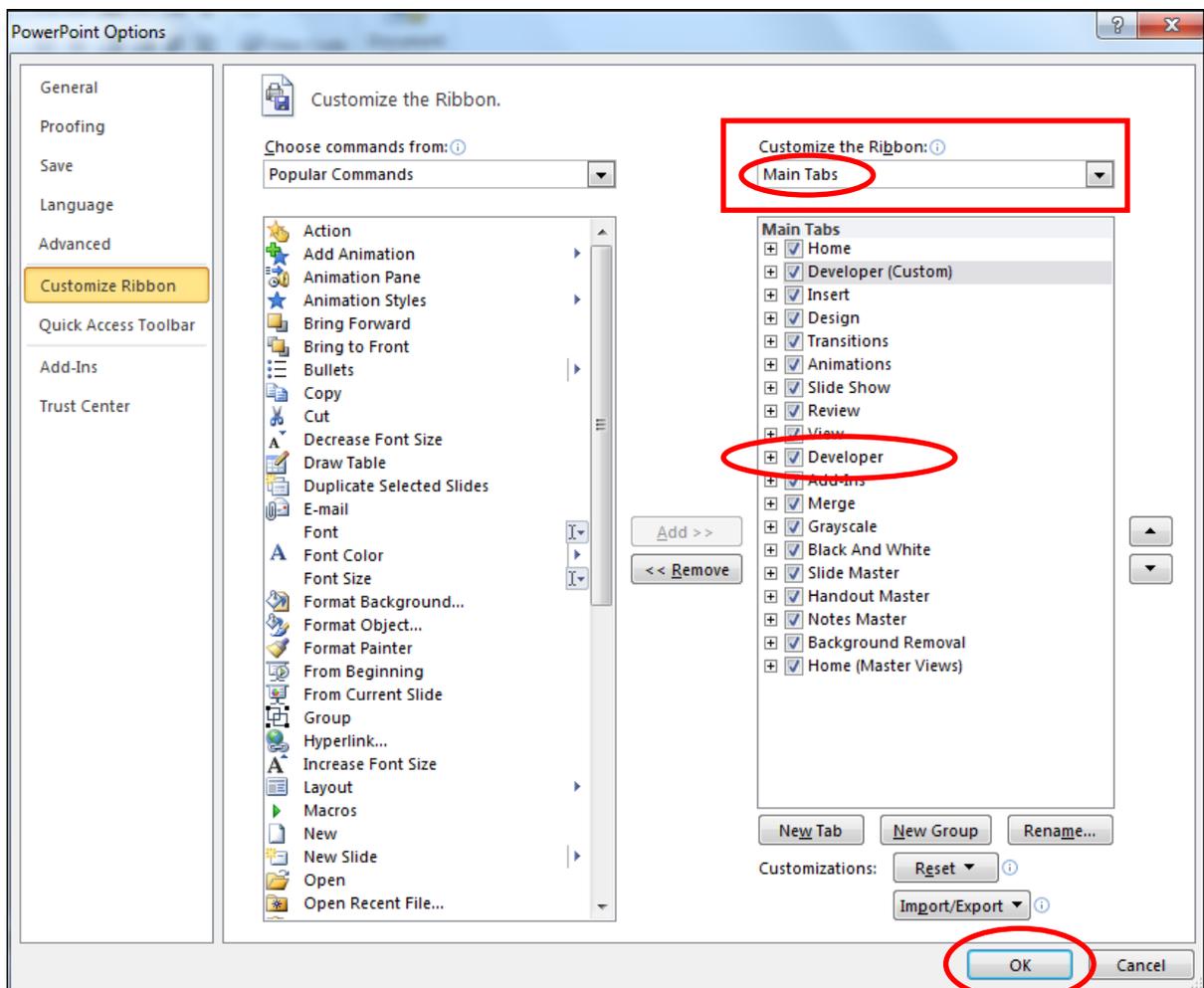


Exercise – Inserting a YouTube Video Continued

6. Click Customize Ribbon in the left pane of the PowerPoint Options menu.



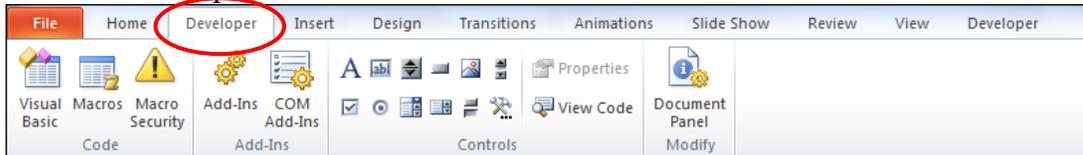
7. Under Customize the Ribbon to the right of the display, in the Main Tabs menu, Click to check the Developer box.



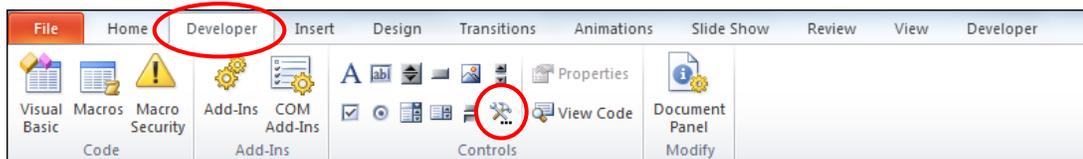
8. Click OK in the lower-right corner.

Exercise – Inserting a YouTube Video Continued

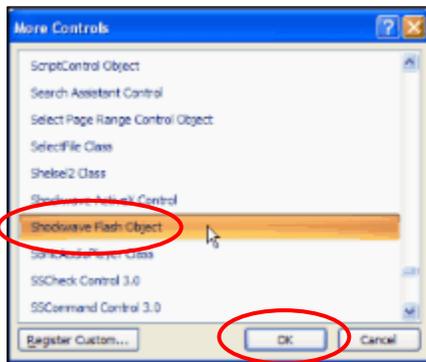
9. Click the Developer Tab.



10. On the Developer Tab, in the Controls Group, click the Toolbox icon (It's the hammer and wrench.)



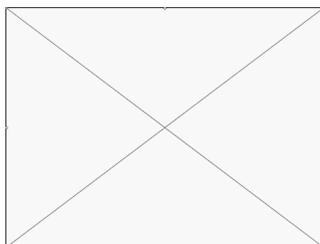
11. In the More Controls window, scroll all the way down to Shockwave Flash Object.



12. Click OK.

13. On your blank slide, draw a box to contain the You Tube video.

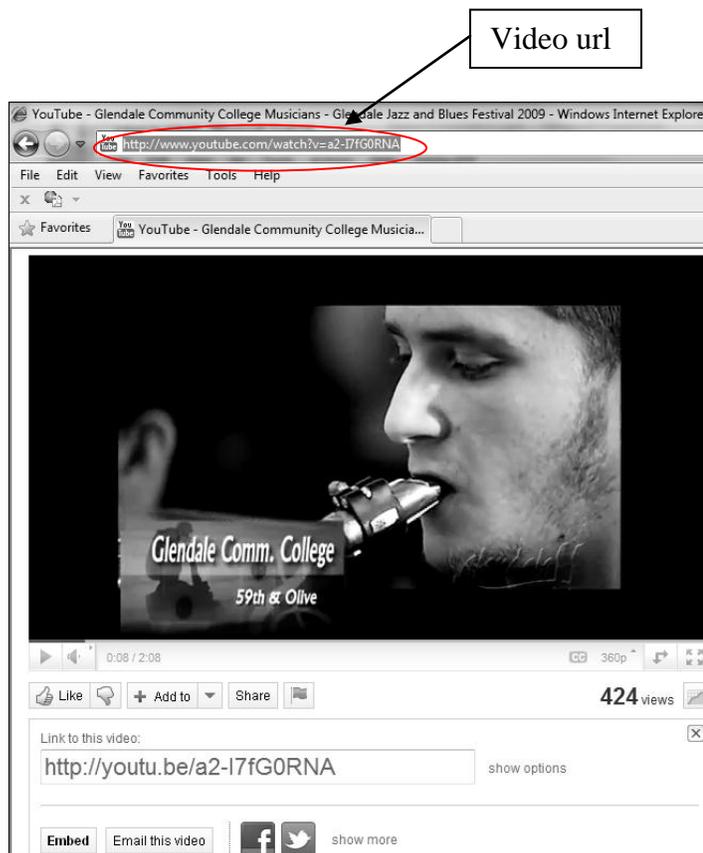
- Place your mouse drawing cross in the upper-left corner of the slide, and press and drag in a downward right motion to cover the entire slide. (You can resize the box if you don't want it to cover the entire screen.)



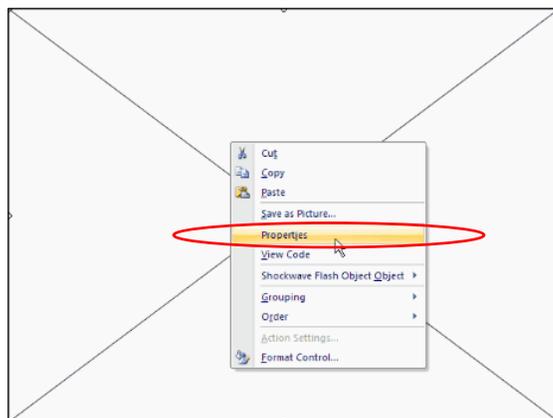
- The box should have a big X in it. If it doesn't, delete the box and repeat steps 9-12.

Exercise – Inserting a YouTube Video Continued

14. In Internet Explorer, go to You Tube (www.youtube.com) and find the video you want to include in your presentation.
15. When you find your video, select the url in your browser location bar and press Ctrl+C to copy it.

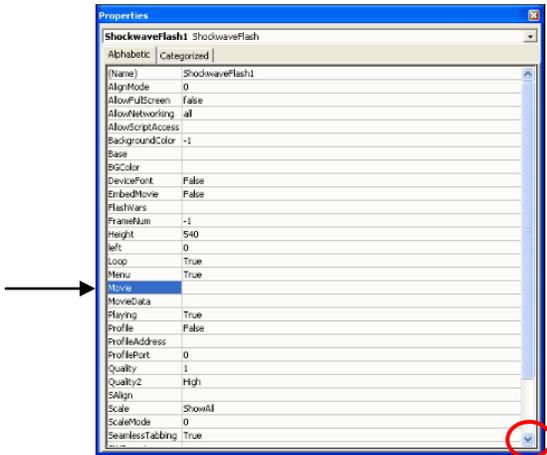


16. On the PowerPoint slide, right-click and select Properties.



Exercise – Inserting a YouTube Video Continued

17. If necessary, resize the Properties window so it's big enough to enter information in some of the fields.
 - Place your mouse pointer in the lower-right corner of the window and press and drag in a downward right motion.



18. Click in the Movie field, and paste the You Tube video url: press Ctrl+V.

19. Two corrections need to be made to the url:

- Delete the word watch and the question mark: watch?

Movie <http://www.youtube.com/watch?v=ER-ywuYSMgI&NR=1>

- Replace the equals sign = with a forward slash /.

Movie <http://www.youtube.com/watch?v=ER-ywuYSMgI&NR=1>

20. Click in the Playing field, then click the down arrow, and select False.
 - This choice leaves you in control of when the video plays. Making it False allows you to click on the video when you're ready to play it.
21. Click in the Loop field, then click the down arrow, and select False.
 - This choice prevents the video from starting over when it's finished (looping).
22. Close the Properties window. (You won't see anything yet.)
23. Test your video in Slide Show View.
 - If the video does not play, the embed option may be disabled. You can still link to the video on the You Tube site; however you will no longer be in PowerPoint.
24. Press the Esc key and save your presentation.

Exercise – Inserting a YouTube Video Continued

Note: If your video does not work, verify that the Embedding feature in the YouTube video was not disabled by request. Do this by returning to your YouTube video and Click the Share button, and then click the Embed button. If the Embed field says “Embedding disabled by request,” you will not be able to embed this video into your PowerPoint presentation.



However, you may still link to the video from your PowerPoint presentation and show it from the YouTube site. Do this by inserting a Hyperlink on your slide with the Hyperlink command in the Links group.

The original instructions were obtained from a YouTube video by Laura Bregalls, maniacive. Additional instructions have been incorporated to reflect changes to the YouTube website and to the PowerPoint 2010 version. Laura’s YouTube video is at <http://www.youtube.com/watch?v=hChq5drjQI4>

Reuse a Slide – Home Tab

Reuse Slides

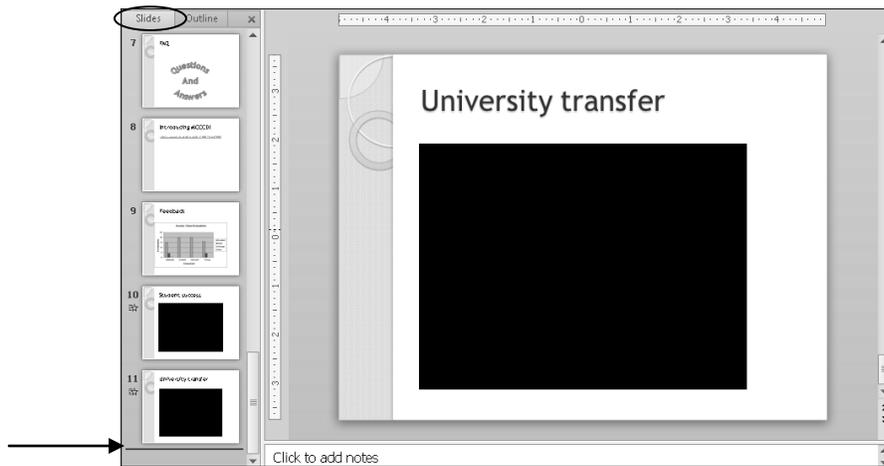
There may be times when you need to import information that is already included in another presentation. For example, you may always include a slide that lists contact information for your department. Rather than creating the slide all over again for each new presentation, you can simply reuse the slide.

1. In your current presentation, on the left pane, click the Slides tab.
2. Click between the slides where you want to insert the slide from another presentation.
 - You'll see a horizontal line where the "new" slide will be inserted.
3. Home Tab > Slides Group > New Slide down arrow > Reuse Slides.
4. In the Reuse Slides pane on the right, below the Insert slide from field, click the Browse button; then click Browse File.
5. In the Browse dialog box, locate and double-click the presentation that contains the slide(s) you want to insert.
 - In the Reuse Slides pane, the presentation slide thumbnails display.
6. Rest the pointer on a thumbnail to see a larger version of it.
 - If you want the inserted slide to maintain the formatting of its original presentation, check Keep Source Formatting (at the bottom of the pane) before you add the slide to your current presentation.
 - If you want the inserted slide to adapt the formatting of your current presentation, do not check Keep Source Formatting.
7. Click the thumbnail of the slide you wish to add.
 - To add all the slides, right-click on a thumbnail, and click Insert All Slides.
8. Save your presentation.
9. Close the Reuse Slides Pane.

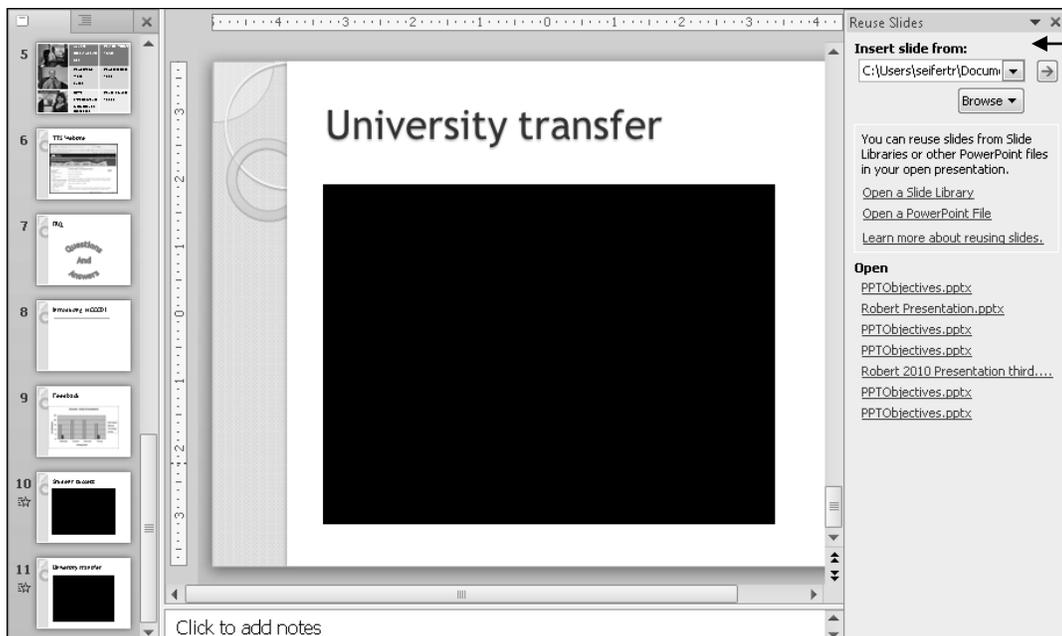
Exercise – Reusing a Slide

Import the “Open Lab” slide from the PPTObjectives presentation.

1. In the Slides tab, click after the last slide.
 - You’ll see a blinking horizontal line where the new slide will be inserted.

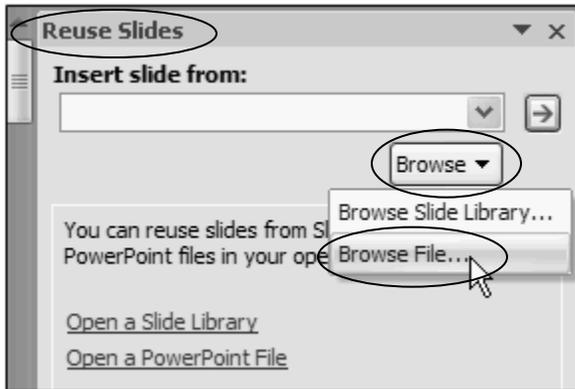


2. Home Tab > Slides Group > New Slide Menu > Reuse Slides.
 - This option is the last option in the New Slide menu.
 - The Reuse Slides Pane displays on the right.

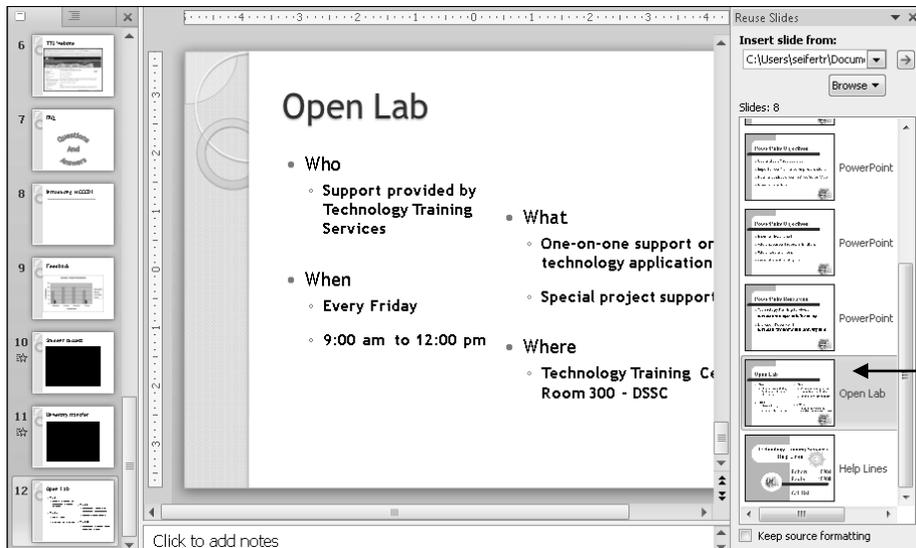


Exercise – Reusing a Slide Continued

3. In the Reuse Slides pane, below the Insert slide from field, click the Browse button.
4. Click Browse File:



5. In the Browse dialog box, navigate to the Documents Library > PowerPoint 2010 Class.
6. Double-click PPTObjectives.
 - In the Reuse Slides pane, the presentation slide thumbnails display.
 - Rest the pointer on a thumbnail to see a larger version of the slide.
7. Click the “Open Lab” slide to insert it.



- You may need to scroll down to see it.
 - You may have to make adjustments to the new slide after you insert it.
8. Quick Access Toolbar > Save.
 9. In the Reuse Slides Pane, click the close button to close it.



Slide Master – View Tab

What is the Slide Master?

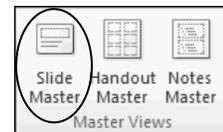
Using the Slide Master changes theme characteristics for every slide in the presentation. You make the changes once on the Slide Master, and all of your slides are changed! For example, you can change the colors of the title on the Slide Master to match your school colors. When you're done, every title on every slide will be changed to those colors. The Slide Master saves you lots of time and ensures consistency throughout your presentation.

Theme Slide Master

In Slide Master View, the very first thumbnail in the left pane is the Slide Master for the theme used in the presentation. It affects theme changes to all of the slides in your presentation and is named after the design theme you are using.

Slide Master View

Slide Master View is on the View Tab in the Master Views Group. When PowerPoint enters Slide Master View, a new contextual tab called Slide Master displays in the ribbon.



A Master for each Layout

PowerPoint 2010 has a master for each different slide layout in your presentation. These master slides are similar to the Slide Master. A change to a particular Layout Master is applied to all the slides using that layout in the presentation. Place your mouse over each Layout Master for a screen tip indicating the slides using that Layout Master.

Layout Left Out

Certain changes to the Theme Slide Master may not affect all of the slide layouts in your presentation. A common example is the blank layout. If you place a logo on the Theme Slide Master, the logo may not display on the blank layout. In this example, use the Blank Layout Master to add the logo to all slides using that layout.

Use the Slide Masters

1. View Tab > Presentation Views Group > Slide Master.
2. Mouse-over the different masters to see which slides they affect.
3. Click on a Slide Master to select it.
 - Select the Theme Slide Master to make theme changes to all slides.
 - Select separate layout Masters to make changes to slides using that layout.
4. Make any formatting changes you want applied to those slides: Select the text, and on the Home Tab, choose formatting options.
5. Insert any images or graphics using the Insert Tab. You will probably need to move and resize them.
6. Slide Master Tab > Close Group > Close Master View to return to your presentation.
7. Check your changes. You may need to make more changes to various layout Masters!

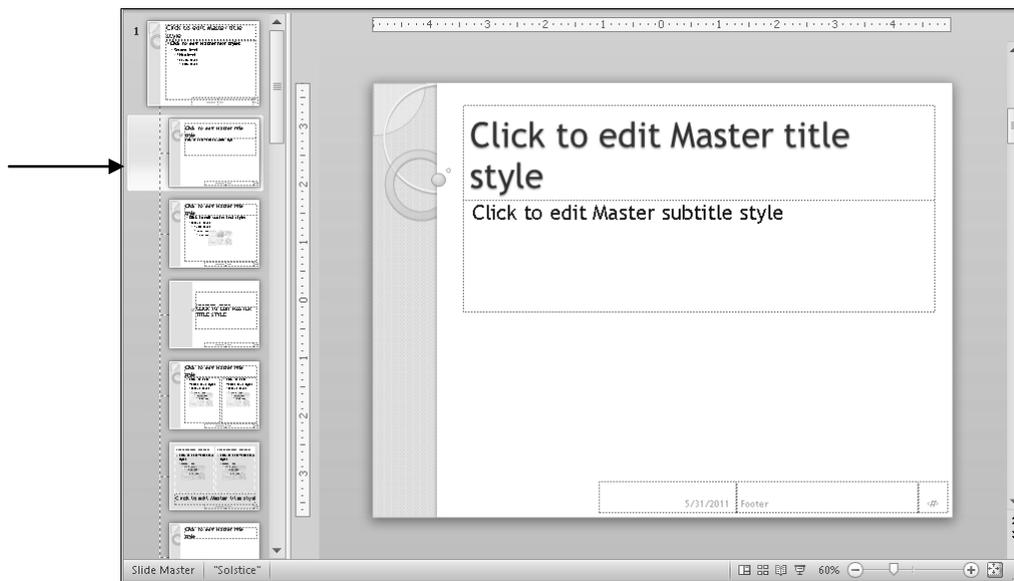
Exercise – Using the Slide Master

Use the Slide Master to add a logo on all of your slides.

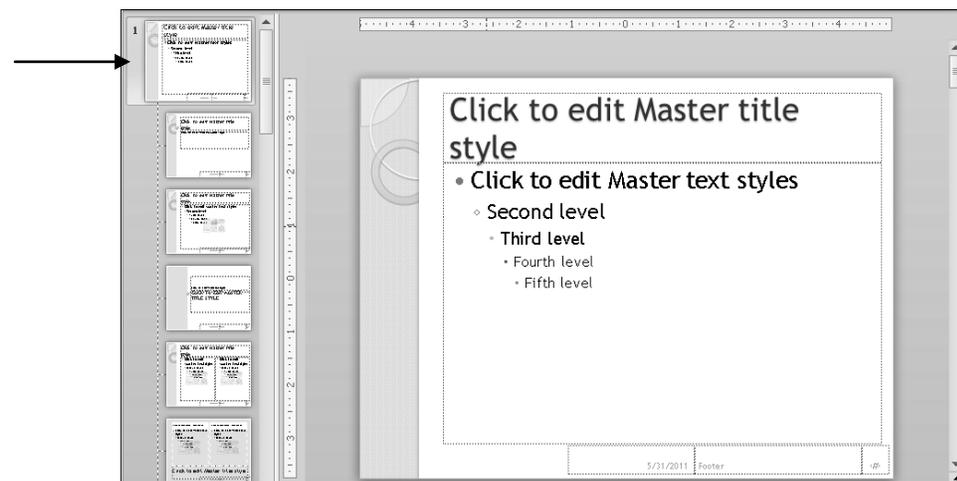
1. View Tab > Master Views Group > Slide Master.



- In the left pane, all of the Slide Masters display.

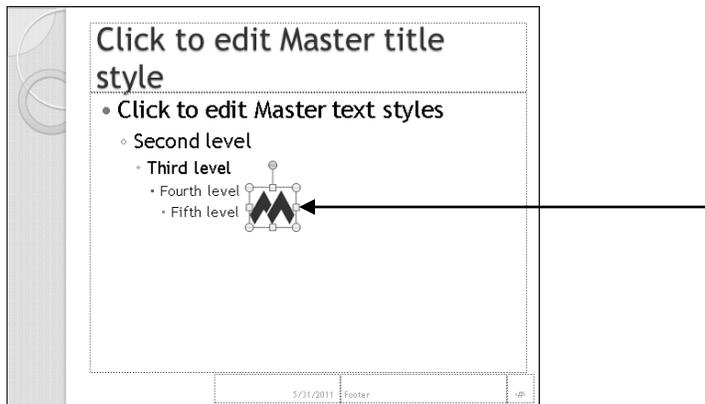


2. Mouse-over the different masters to see their names and which slides they affect.
3. Click on the Theme Slide Master (the first one) to select it.



Exercise – Using the Slide Master Continued

4. Insert Tab > Images Group > Picture.
5. Navigate to the Documents Library > PowerPoint 2010 Class.
6. Click the MaricopaMlogo file and click Insert.
 - The logo is inserted in the middle of the Slide Master.



7. Click in the middle of the logo and drag it to the lower-right corner of the slide.
8. To exit Slide Master view, Slide Master Tab > Close Group > Close Master View.



9. Quick Access Toolbar > Save..

Format the Slide Background – Design Tab

Omit the Slide Background

Sometimes slides can become too “busy” or cluttered with information and graphics. A slide may look much better if theme graphics and formatting are omitted. You can omit the background graphics or formatting from select slides. The remaining slides will retain the background graphics and formatting. As an example, background graphics and formatting may be distracting or may not be color coordinated with a picture. Remove the background graphics, and the picture becomes the center of your audience’s attention! Note: pictures inserted on the Slide Master become part of the background graphics.

Background Colors and Effects

After omitting the background graphics, you can add a solid color background to replace the default background. You can also add colors, patterns, and textures. Default background colors will vary to match the current theme. When adding these changes, be careful not to take away from your content with too many distracting elements!

Design Tab – Background Group



The Hide Background Graphics check box applies to only the selected slides. By default, the Background Styles apply to ALL slides. To change the background style of the selected slides, right click on the chosen style and choose Apply to Selected Slides.

Steps to Remove the Background

1. Select the slide whose background you want to omit.
2. Design Tab > Background Group > Hide Background Graphics.

Steps to Change the Background

1. Select the slide you want to change.
2. Design Tab > Background Group > Background Styles > Format Background.
3. Choose a color, gradient or texture and customize as desired.
4. Click Close to apply to the selected slide.
 - Click Apply to All to make those changes on all slides.

OR

1. Select the slide you want to change.
2. Design Tab > Background Group > Background Styles > Right-click one of the predefined Theme colors.
3. Click Apply to the Selected Slides.
 - Click Apply to All Slides to make the change on all slides

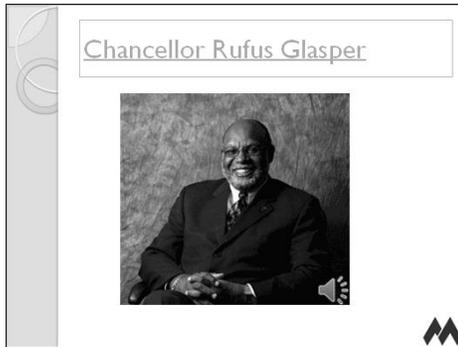
Caution:

Remember, if you click *Apply to All*, your formatting selections will be applied to all the slides in your presentation, not just the selected slide.

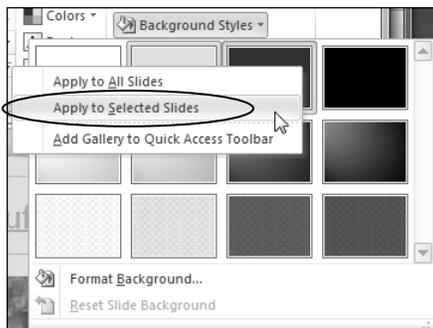
Exercise – Formatting the Background

Remove the background and add a solid color to the Chancellor slide.

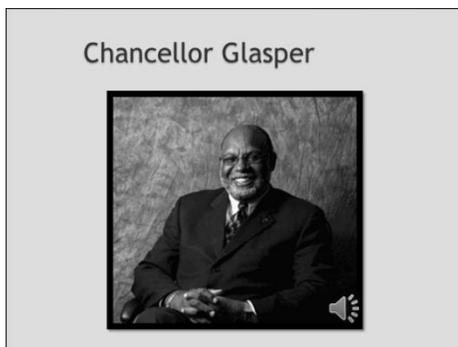
1. In the Slides tab, select the slide that has Dr. Glasper on it. You may need to scroll.



- Notice that the background graphics, including the side panel and the M logo, distract from his picture. So, let's remove them. We'll also add a solid color background to this slide to make it more visually appealing. (The Audio icon will always be visible in Normal View. If you hide it, it does not display in Slide Show View.)
2. Design Tab > Background Group > Hide Background Graphics.
 3. To change the background color for only this slide: Design Tab > Background Group > Background Styles.
 - Background Styles will vary depending on the chosen theme.
 4. Right-click on Style 2.
 5. Choose Apply to Selected Slides.



6. Quick Access Toolbar > Save.



Check Spelling – Review Tab

Spell Check

When you are finished adding text content to your presentation, use Spell Check to correct typos, identify misspelled words, and offer suggestions for corrections. Spell Check can reduce the amount of time needed for proofing. PowerPoint identifies misspelled words with a red, wavy underline. Spell Check in PowerPoint will check spelling but not grammar. However, it will check spelling of text used in objects such as text boxes, SmartArt, shapes, and WordArt.

Which View?

The Spell Check works in Normal View or Slide Sorter View.

Use Spell Check

1. Select the Spell Check icon  from the Review Tab.
 - The first incorrect spelling or unrecognized word will show in the Spelling dialog box in the Not in Dictionary field.
 - Suggestions will display any recommended changes for the word.
 - **To choose a new word**, select a replacement word from the Suggestions list and click Change or Change All.
 - **To edit the word yourself**, click on the word in the Change to field, edit the word, and click Change.
 - **To ignore the word and continue**, click Ignore All.
 - **To add the word to the Custom Dictionary**, click Add.
 - **To add the word to a list of words and phrases that are corrected automatically as you type**, click AutoCorrect.
 - **To stop the Spell Check**, click Close.
 - When PowerPoint has finished checking the entire document, it displays the prompt, “The spelling check is complete.”
2. Click OK.

Set Spell Check option in PowerPoint

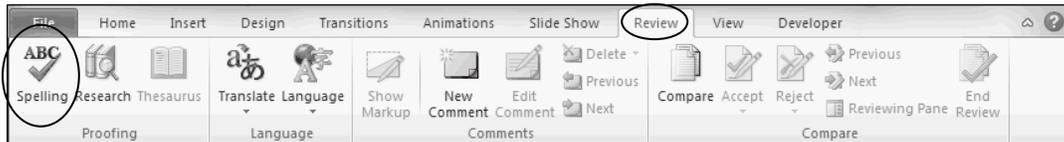
Spell Check is usually a default setting in Office. However, if your PowerPoint does not activate the Spelling icon, set it up in options.

1. Click the File Tab .
2. Click the Options button in the lower-left corner.
3. Select Proofing in the left task pane.
4. Place a checkmark in the Check spelling as you type box.
5. Click OK.

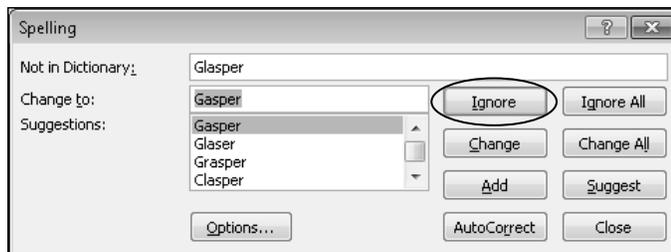
Exercise – Checking Spelling

Check the spelling of text in your presentation.

1. In the Slides tab, click the first slide, or press the Home key.
2. Review Tab > Spelling.



- The Spell Checker does not recognize “Glasper.”



3. Click Ignore to skip the unrecognized name.
 4. Continue to check any other misspelled or unrecognized words.
- When the Spell Checker is finished, a “complete” message displays.



5. Click OK.
6. Quick Access Toolbar > Save.

Add and Customize Text Animation – Animations Tab

What is Animation?

Animation refers to the way text or objects move onto or off of a slide. Animation can be applied to select slides, all slides, or the slide master. This feature can be used to show a sequence of information or to show motion in a dynamic concept. For example, you can bring items onto the screen one at a time to relate that information to your audience in bite size chunks (one at a time). Animation can be added in either Normal View or Slide Sorter View.

Animations Tab

To apply animations, select your text or object first. On the Animations Tab, in the Advanced Animations Group, click the Add Animation button and select the desired animation.

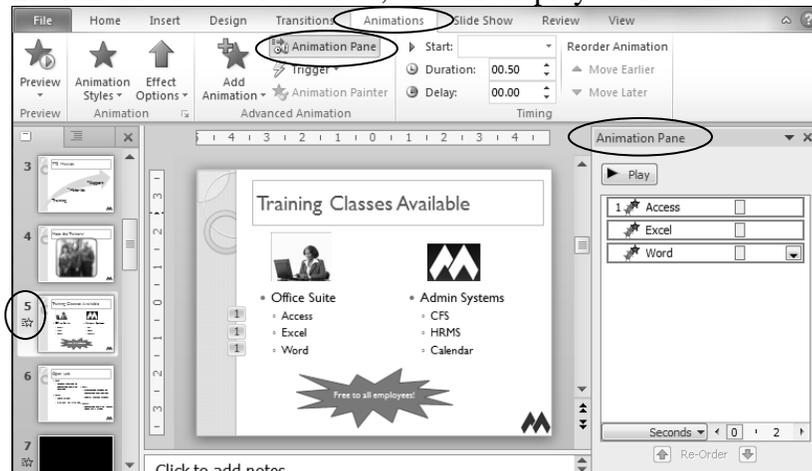


Animation Task Pane

To modify the default animation, on the Animations Tab, in the Advanced Animations Group, click Animation Pane. The Animation Pane displays on the right.

Animation Icon

When you add animations to a slide, a small icon displays beside the slide thumbnail in the Slides tab. The icon looks like a little star in motion. In Slide Sorter View, the star displays below the slide.



Add Animation Process

The process to add animation includes:

- Select the text or objects on a slide that are to be animated.
- Select the animation effect.
- Determine the order of the animation effects.
- Select the start method of the animation.
- Set the direction of the animation.
- Determine the animation speed.
- Remove or change the animation.

Add and Customize Text Animation Continued

Animation Effects

Animation Effects include:

- Entrance: add an effect to content as it enters the slide.
- Emphasis: add an effect to content currently on a slide.
- Exit: add an effect as content leaves the slide.
- Motion paths: add an effect that makes content move in a pattern.

Preview



Click the Play button at the top of the Animation Pane to see a preview of your animation.

Change Animations

To change animations, you must delete the original animation before applying another one, or you'll end up with both animations.

Remove Animation

To remove animation, select the text or object with the animation. On the Animations Tab, in the Animations Group, click the Animation Styles button and click None.

Always Test!

Always test your animations.

Don't go overboard!

Only add animation if it makes sense! Keep in mind that animations should enhance your presentation, not detract from it. Your content is the most important part of your presentation – not your special effects!

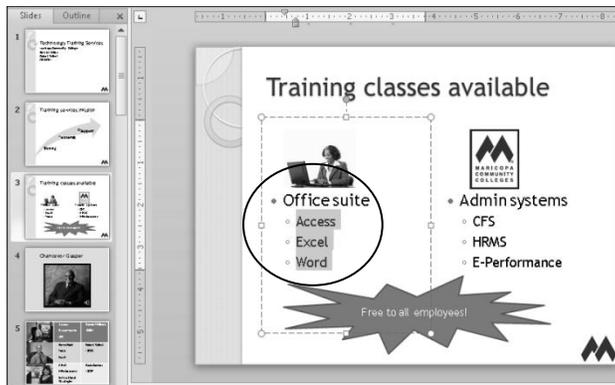
Add Animation and Effects

1. Select the slide to which you want to apply an animation.
2. Select the text or object to be animated.
3. Animations Tab > Advanced Animations Group > Add Animation.
4. Select the specific animation effect.
5. Animations Tab > Advanced Animations Group > Animation Pane.
6. In the Animation Pane, click on each text field or object and customize the start, timing, and effect options from the drop-down menu.
7. Click the Play button  at the top of the Animation pane to see a preview of the animation.
8. Press the Escape key to exit your presentation.
9. Close the Animation pane.
10. Save your presentation.

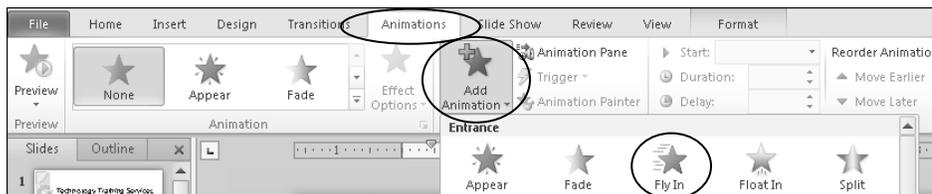
Exercise – Adding and Customizing Text Animation

Add text animation to the “Training classes available” slide. Set the animation so the text comes in from the bottom one at a time.

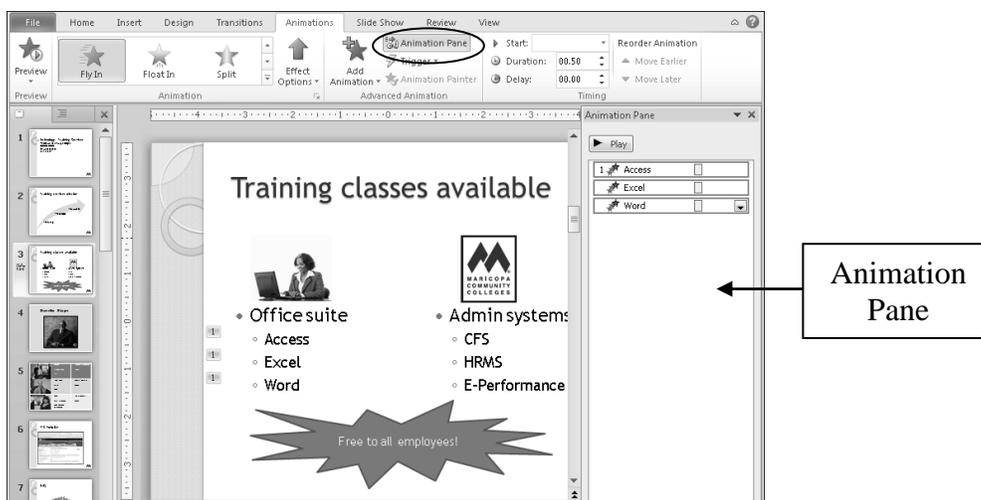
1. In the Slides tab, select the “Training classes available” slide to make the changes.
2. Select the three classes in column one. Do not include the “Office Suite” heading.



3. Animations Tab > Advanced Animation Group > Add Animation > Entrance > Fly In to add the animation.



- A brief preview displays.
4. Animations Tab > Advanced Animation Group > Animation Pane to customize the animation.
- The Animation Pane displays.

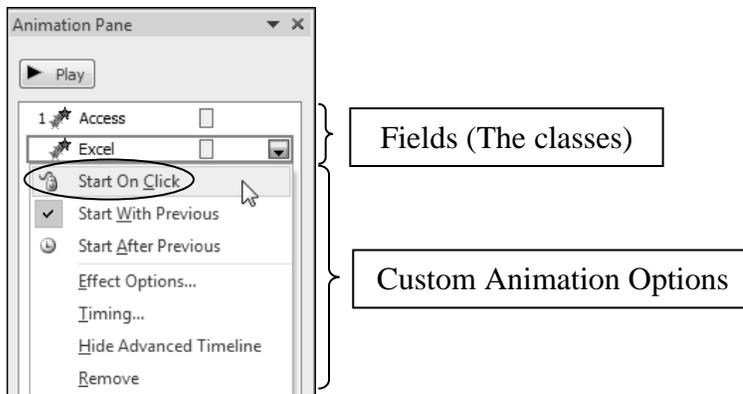


Exercise – Adding and Customizing Text Animation Continued

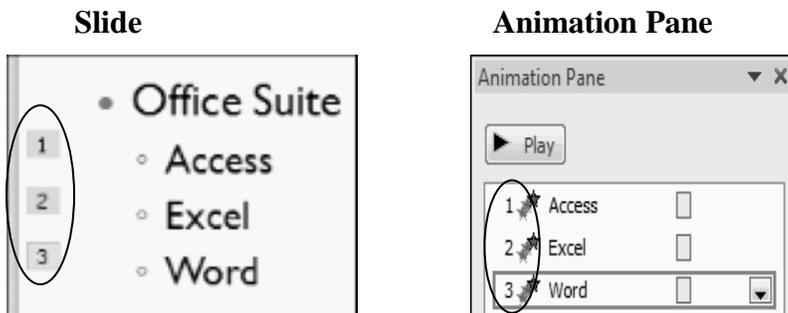
5. Click the Play button  at the top of the Animation Pane to see a preview of the animation.



- Notice that all the classes come in at one time. We'll change the animation so that each class comes in on a separate click.
6. In the Animation Pane, click in the Excel field.
7. In the Excel field drop-down menu, choose Start On Click.
- Excel will now wait until we click to fly in.



8. In the Animation Pane, repeat steps 6 and 7 for the Word field.
- Notice the way the text is now numbered on your slide and in the Animation Pane:

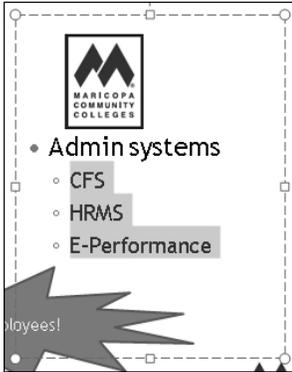


9. Click the Play button  at the top of the Animation Pane to see a preview of the animation.

Exercise – Adding and Customizing Text Animation Continued

Apply the same animation to the classes in the second column.

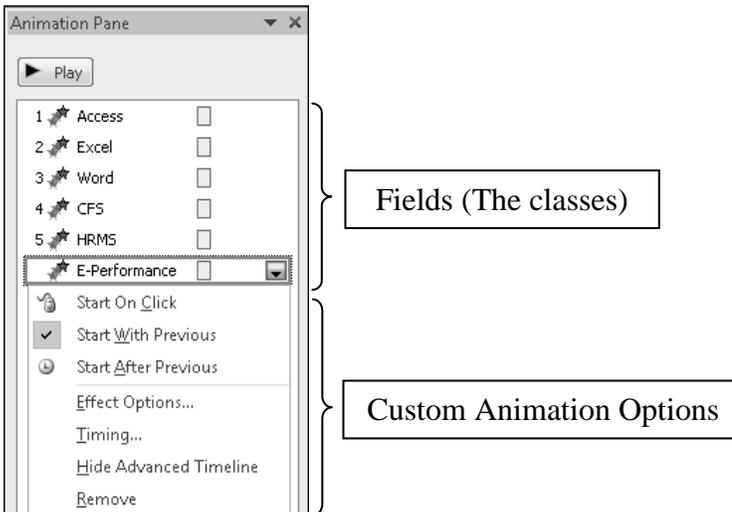
1. Select the classes in column two. Do not include Admin Systems.



2. Animations Tab > Advanced Animation Group > Add Animation > Entrance > Fly In.
3. In the Animation Pane, click in the HRMS field.
4. In the HRMS field drop-down menu, choose Start On Click.



5. In the Animation Pane, repeat steps 3 and 4 for the E-Performance field.

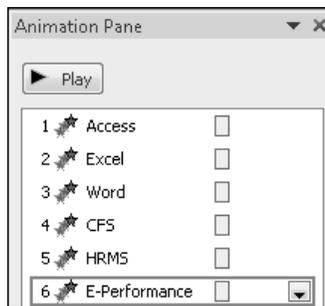


Exercise – Adding and Customizing Text Animation Continued

- The text on your slide should look like this:



- The numbers to the left indicate the display order.
- The animation pane should look like this:



6. Click the Play button  at the top of the Animation Pane to see a preview of the animation.
 7. Click the close button to close the Animation Pane.
- 
8. Quick Access Toolbar > Save.

Add Slide Transitions – Transitions Tab

What are Slide Transitions?

Slide transitions are the way one slide moves to the next. Transitions can include movement and sound. Depending on your audience, transitions can add interest, fun, or professionalism to your presentations. For example, you can add applause at the end of a fun presentation or add a consistent and smooth transition between slides on a professional presentation.

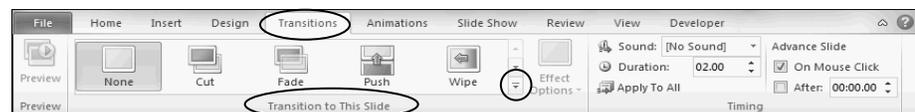
A Type of Animation

A transition is a type of animation, so when you add transitions to a slide, an animation icon displays to the left of the slide under the slide number in Normal View. The icon looks like a little star in motion to indicate animation. The icon displays below the lower left corner of the slide in Slide Sorter View.



Transitions Tab

Slide Transition options are found in the Transitions Tab, in the Transition to this Slide Group. The Transitions Tab is new to PowerPoint 2010.



Click the more button in the transition types for a gallery of more options.

Add Transition Process

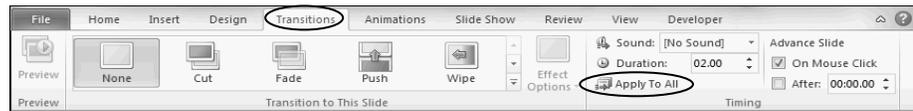
The process to apply and customize the slide transitions include:

- Select a slide that is to have the transition.
- Select the transition style.
- Select and apply a sound to the transition.
- Select the advance method of the transition – on a mouse click or automatically after a certain amount of time.
- Determine the transition duration.
- Remove or change the transition.

Add Slide Transitions Continued

Consistency Apply to All

In a professional presentation, it is good design to use one transition style throughout your presentation. This maintains consistency and the transitions won't detract from the message. After applying a slide transition: Transitions Tab > Timing Group > Apply to All.

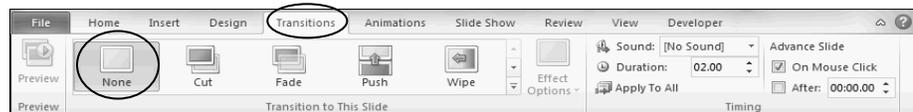


Change Transition

To change a slide transition, select the slide, then choose another transition style from: Transitions Tab > Transition to this Slide Group.

Remove Transitions

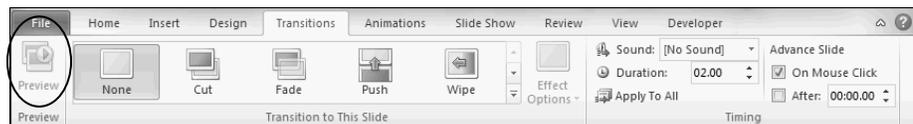
To remove a slide transition, select the slide, then:
Transitions Tab > Transition to this Slide Group > None.



Preview Slide Transitions



To preview the transition in Slide Sorter View, on the Transitions Tab, in the Preview Group, click Preview. You can also click the animation star icon to see a preview.



Test Transitions

Don't go overboard!

Always test your slide transitions in Reading or Slide Show View.

Keep in mind that transitions should enhance your presentation, not detract from it. Your content is the most important part of your presentation – not your special effects!

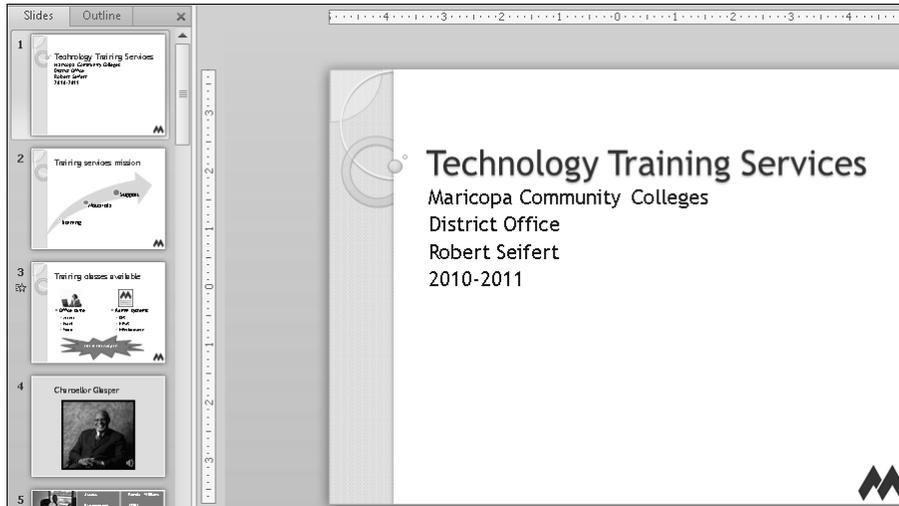
Add Slide Transitions

1. In the Slides tab, click on the first slide – or press the Home key.
2. Transitions Tab > Transition to this Slide Group > More button.
3. Select a transition style.
4. On the Transitions Tab, in the Timing Group, select transition options for sound, speed, and advancement.
5. Transitions Tab > Timing Group > Apply to All.
6. Test in Normal View: Transitions Tab > Preview Group > Preview.
7. Save your presentation.

Exercise – Adding a Slide Transition

Add a slide transition that will advance your slides in a consistent, professional manner.

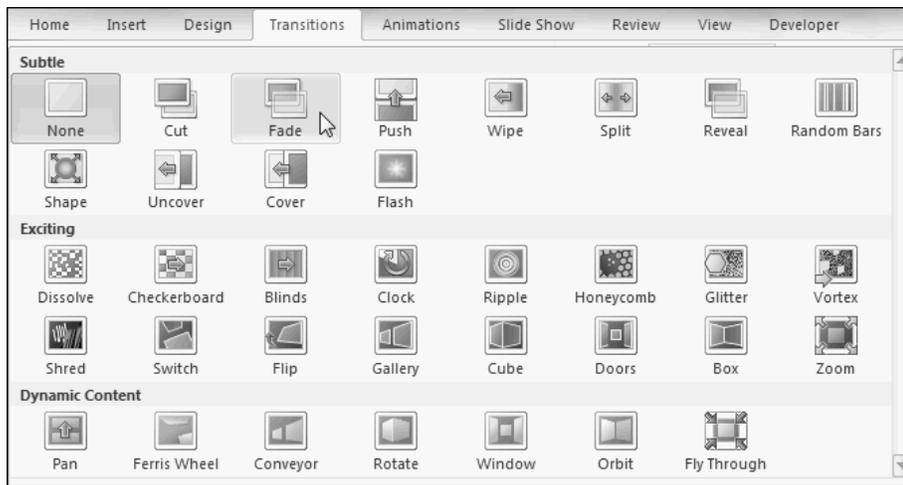
1. In the Slides tab, click on the first slide – or press the Home key.



2. Transitions Tab > Transition to this Slide Group > More button.



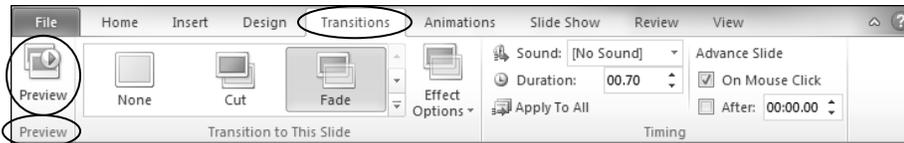
- The transition choices display:



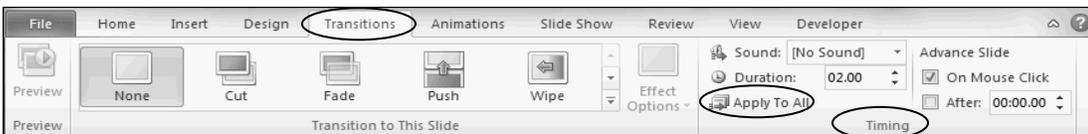
3. Select the Fade Transition.

Exercise – Adding a Slide Transition Continued

- Watch a preview of the transition only: Transitions Tab > Preview Group > Preview.



- Put the transition on all slides: Transitions Tab > Timing Group > Apply to All.



- Click the “Training classes available” slide.
- Click the animation icon below the slide number to watch a preview of all the animations on the slide.

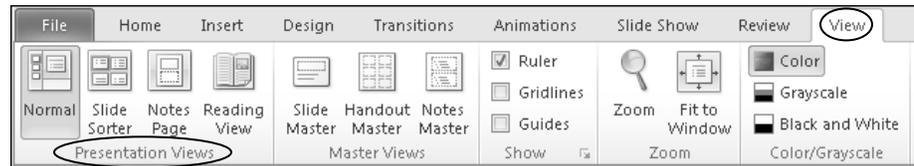


- You’ll see a preview of the slide transition along with a preview of the text animation.
- Click on the first slide or press Home on the keyboard.
 - Quick Access Toolbar > Save.

Slide Views – View Tab

Slide Views You can work in PowerPoint in different views. The view depends on your purpose and preference. The views include Normal View, Slide Sorter View, Notes Page View, Reading View, and Slide Show View.

View Tab The View Tab allows you to change views. The Presentation Views group includes all views except Slide Show View.



Status Bar Shortcuts You can quickly change to the four most common views by clicking on the corresponding shortcut buttons in the Status bar, near the bottom right of the screen.



Normal View By default, PowerPoint opens in Normal View. Normal View is also known as the “Slide” view. On the left is the pane that contains the Slides and the Outline tabs. To the right is the Slide Pane. At the bottom is a placeholder for typing presentation notes.



Slides Tab



In the left pane of Normal View, the Slides tab displays thumbnails of each slide. Use the Slides tab to select, add, and delete slides. Included in this pane is the Outline tab.

Outline Tab



In the left pane of Normal View, the Outline tab displays the editable text of each slide. The Outline tab is a text-based view where you can quickly add bullet points in outline form. Text added in placeholders can be seen on the Outline tab while text in graphics cannot. Use the Outline tab to move, insert, and format text.

Slide Sorter View



Slide Sorter View displays your entire presentation in slide miniatures. In this view, you can easily rearrange the slide order and view slide timings. Timings are discussed in more detail later.

Slide Show View



Slide Show View is the view used to deliver your presentation. It shows the slides full-screen on your computer. This feature can also be used to preview and test your presentation.

Reading View



Reading View is new to PowerPoint 2010! It is identical to Slide Show View, except that it displays your slide show within the PowerPoint window instead of full-screen.

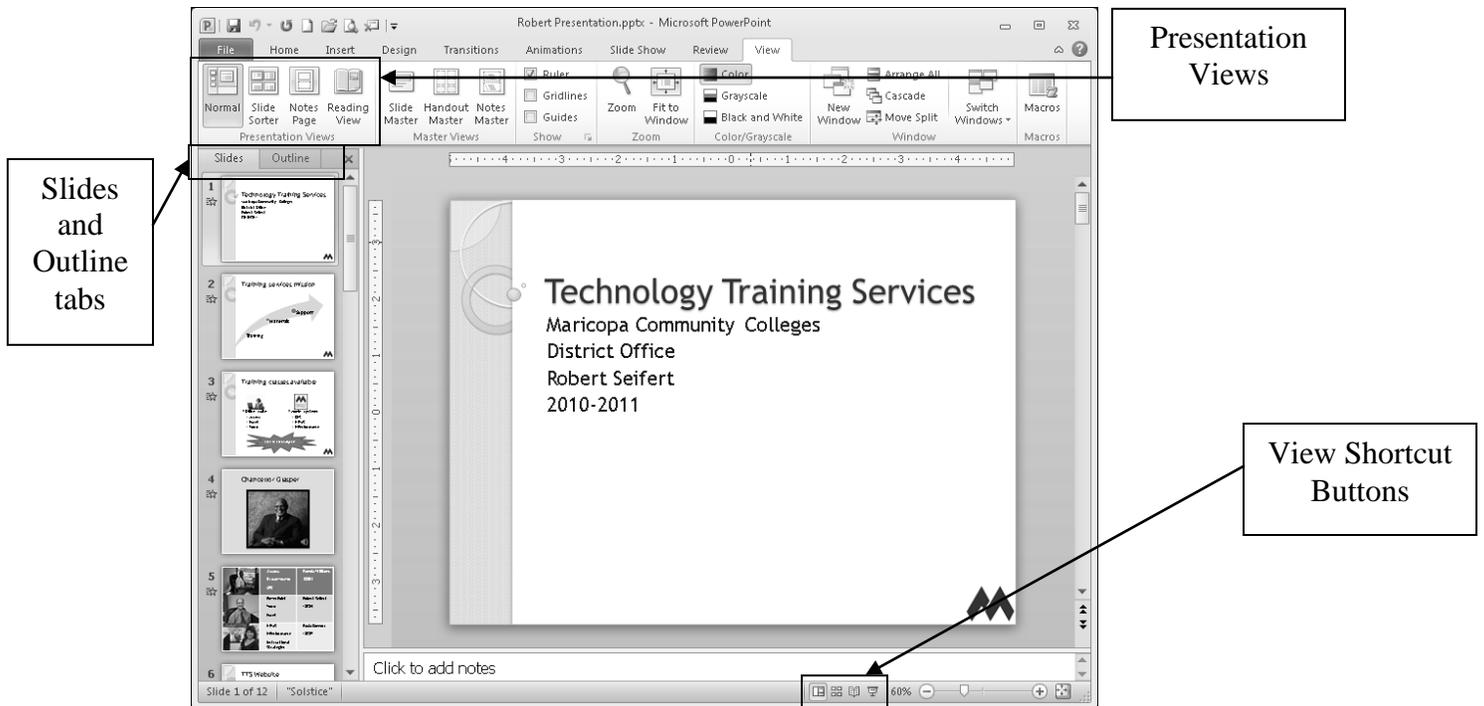
Notes Page View



Notes Page View displays your slide and presentation notes in a print layout. You can add, edit, and view notes for any or all of your slides. Use the Zoom feature on the View Tab to enlarge your notes area. You cannot work on slides in Notes View – only on your notes. Notes Page View is not available from the Status bar.

Exercise – Reviewing Different Slide Views

Review the different slide views available in the View tab and the status bar.



1. In the left pane of Normal View, click the Outline tab Outline.
 - Notice all the editable text; no graphic text displays.
2. In the left pane of Normal View, click the Slides tab Slides.
3. In the View Tab, note the Presentation Views.
4. In the Status bar, on the bottom right of the screen, point to each of the slide view shortcuts until you see the screen tip for each.
 - We will practice navigating the different views shortly.

Navigate in Slide Sorter View – View Tab

Moving Slides

While creating or viewing your presentation, you may decide to change the order of the slides to better sequence your information. Rearranging slides is easiest in Slide Sorter View because you can see all the slides on the screen at the same time. For example, in our presentation, let's say the Chancellor can only be present at the very beginning. In this case, move the Chancellor slide to be the second slide.

Move Slides in Slide Sorter View

1. In the Status bar at the bottom right of the window, click the Slide Sorter View shortcut button .
 - Or use View Tab > Presentation Views Group > Slide Sorter.
 - In Slide Sorter View, all of the slides are shown as thumbnails. If necessary, you can use the zoom bar to fit all the slides in the window.
2. Click and hold and drag a slide to the desired location.
 3. When the *vertical* insertion line displays in the space where you want to move the slide, release the mouse button.

Normal View

If you only need to move a slide forward or back a few places, it is possible to do this in Normal View. However, since only a limited number of slide thumbnails display in normal view, it is recommended to use Slide Sorter View. When in Normal View, change slide locations in the Slides tab.

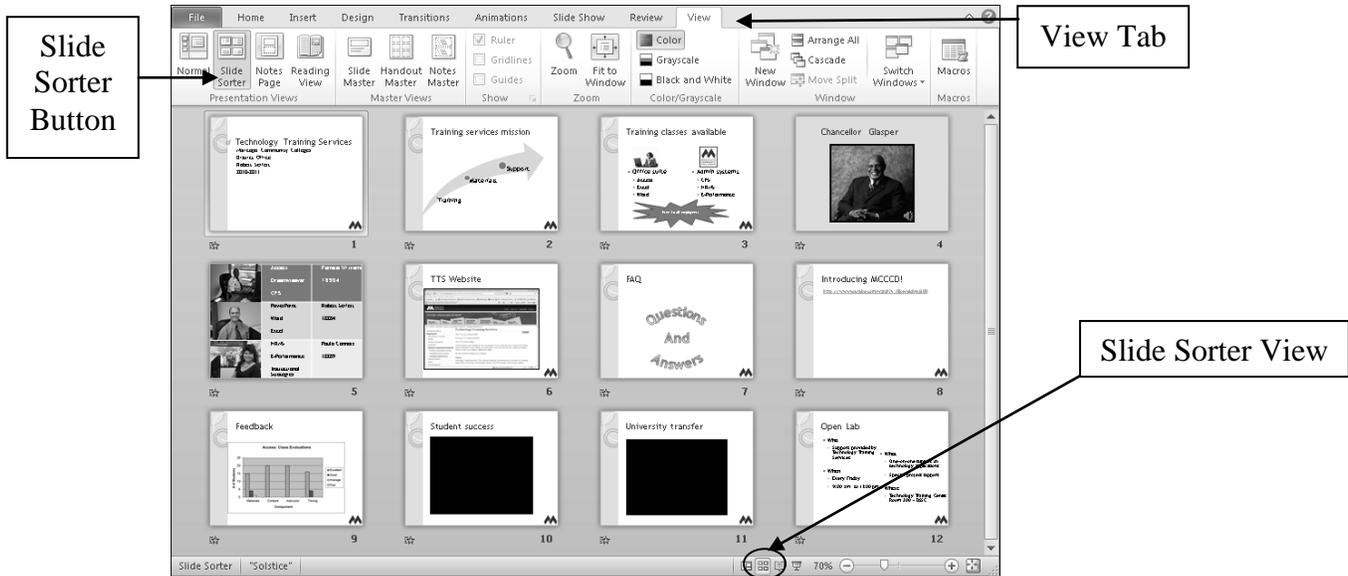
Move Slides in Normal View

1. Click the Normal View shortcut button located in the Status bar at the bottom right of the screen .
 - Or use View Tab > Presentation Views Group > Normal.
2. In the Slides tab, click and hold and drag the slide to the desired location.
 3. When the *horizontal* insertion line displays in the space where you want to move the slide, release the mouse button.

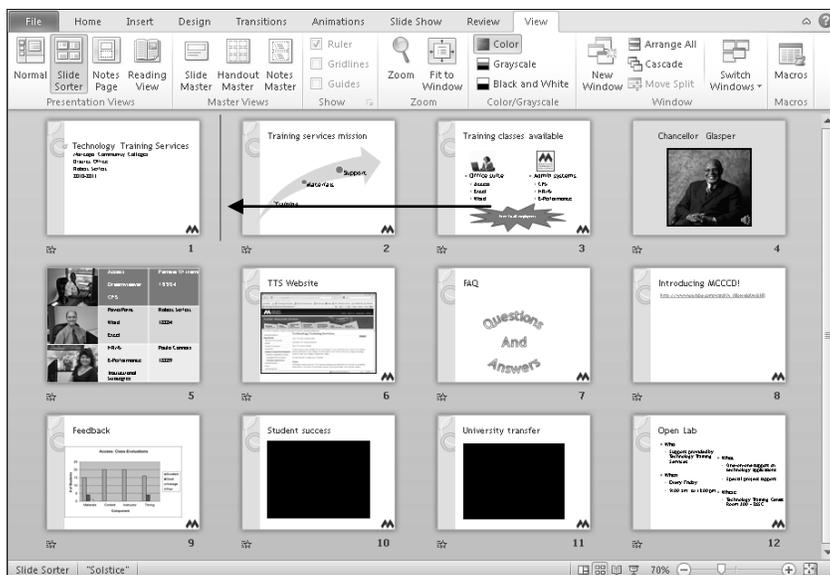
Exercise – Navigating in Slide Sorter View

Move slides in slide sorter view for a better presentation order.

1. Views Tab > Presentation Views Group > Slide Sorter.



2. Click the “Chancellor” slide and drag it between slides 1 and 2 since he will only be able to attend the presentation at the beginning.
 - The cursor will have a little dotted outline attached and a small plus sign indicating that you are moving a slide: .
 - You’ll see a vertical line display, indicating the insertion point.
3. When the insertion point is after the first slide, release the mouse button.

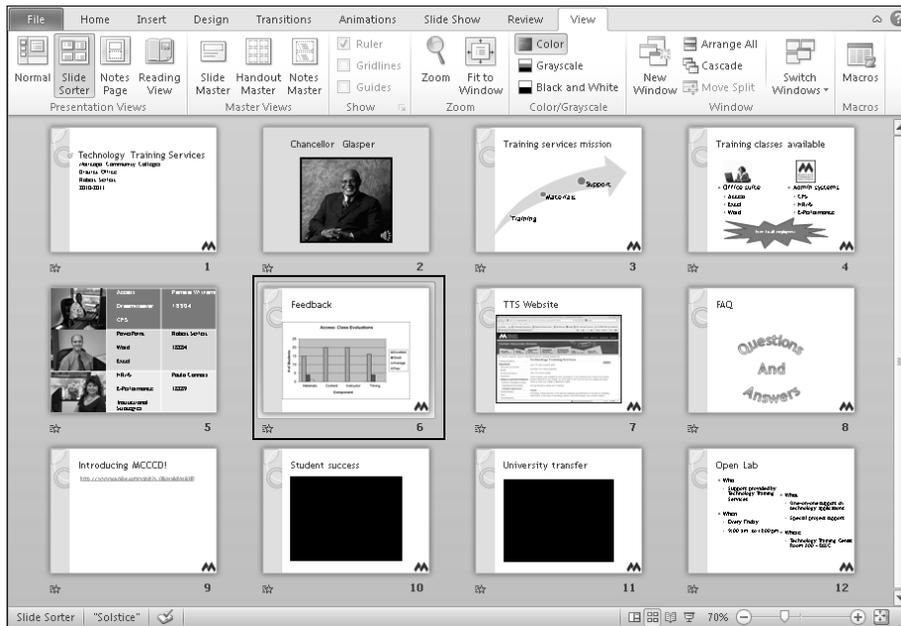


- The “Chancellor” slide is now second.

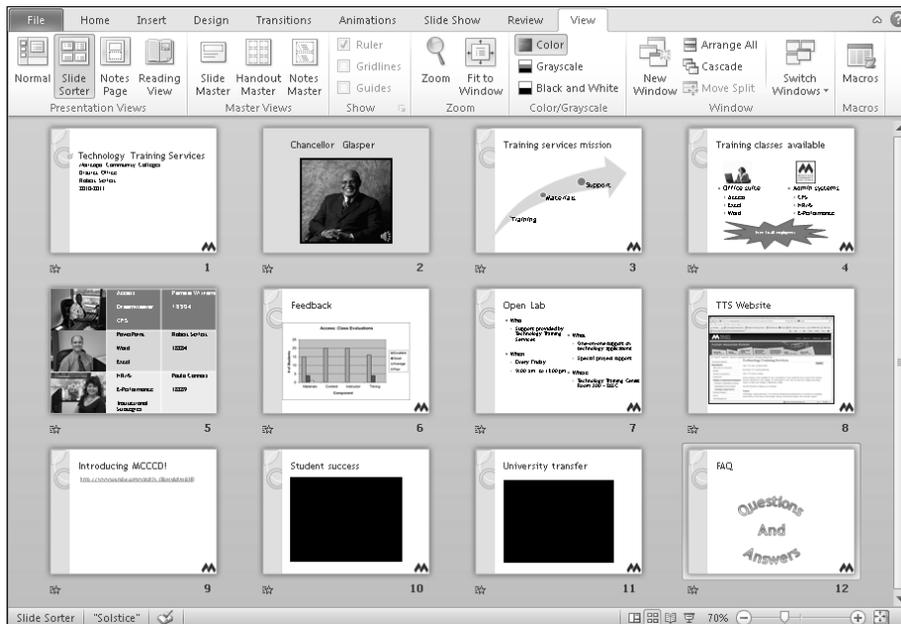
Exercise – Navigating in Slide Sorter View Continued

Move slides about TTS together, then introduce MCCCCD, and finally end with questions and answers to develop a better presentation order.

- Click the “Feedback” slide and drag it between slides 5 and 6.



- Click the “Open Lab” slide and drag it between slides 6 and 7.
- Finally, click the “FAQ” slide and drag it to be the last slide.



- Click the Normal View shortcut button located in the Status bar .
- Quick Access Toolbar > Save.

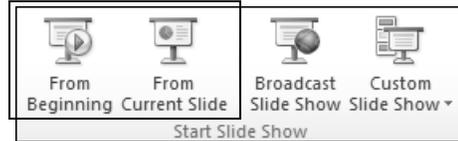
Navigate in Slide Show View – Slide Show Tab

Slide Show View



Slide Show View is used to view, preview, and test the presentation. This view is also referred to as Presentation View. This view displays your slides full-screen. You can access Slide Show View from the shortcut button in the Status bar near the bottom right of the screen or from the Slide Show Tab, in the Start Slide Show Group.

Slide Show Tab – Start Slide Show Group



Shortcut Button



Slide Show View



Slide Show View is the view used to deliver your presentation. It shows the slides full-screen on your computer. This feature can also be used to preview and test your presentation. In this view, you can advance slides by clicking the left mouse button or the space bar on the keyboard. You can exit Slide Show View by pressing the Esc key.

Home Key

Using the Slide Show View shortcut button in the Status bar displays the current slide first. To see the presentation from the first slide, press the Home key. The Home Key takes you to the first slide.

Navigate in Slide Show View

There are several ways to advance to the next slide during a Slide Show:

- Press Enter/Return on the keyboard.
- Click the left mouse button once.
- Press the Space Bar.
- Press the Page Down key.
- Press the Right or Down Arrow.

To return to a previous slide during a Slide Show:

- Press the Page Up key.
- Press the Back or Up Arrow.

End Slide Show

To end the slide show at any time, press the Escape Key.

Testing, Testing

After planning, testing is the second most important part of your presentation. Content like hyperlinks, text animations, and slide transitions must be tested to confirm that your audience will see what you intend and to assure your presentation flows as you desire. Use either Slide Show View or Reading View to test all your content.

Slide Show View



1. Save your presentation.
2. Press the Home Key.
3. In the Status bar, select the Slide Show View shortcut button.
4. Advance through the slides using one of the methods above.
5. Press the Escape Key (Esc) to exit the presentation.

Exercise – Navigating in Slide Show View

View your presentation and see what it looks like.

1. In the Slides tab of Normal View, select any slide.
2. Slide Show Tab > Start Slide Show Group > From Beginning.
 - This puts your presentation in full-screen view.



3. Press the enter key to advance to the next slide.
4. Press the down arrow to advance to the next slide.
5. Press the page up to go to the previous slide.
6. Continue viewing the rest of your slides.
7. Press the Escape button on the keyboard when you are ready to end the show.
8. Quick Access Toolbar > Save.

Navigate in Reading View – View Tab

It's in the Window

Reading View is a new feature of PowerPoint 2010 and is another great way to test your presentation. It displays your presentation exactly as it would look in Slide Show View. However, it keeps the presentation within the current PowerPoint window instead of expanding it to full-screen. Slide Show View hides your desktop until you exit. In Reading View, your desktop remains available so you can easily view and manage other applications. For example, if your testing is interrupted by an important instant message, you could easily access your IM window on the desktop, respond quickly, and return to your testing.

Reading View



1. Save your presentation.
2. Press the Home Key.
3. In the Status bar, click the Reading View Shortcut button
. The image shows a horizontal toolbar with four icons: a square with a smaller square inside, a square with a grid of four smaller squares, a square with a book icon, and a square with a speaker icon. The book icon is circled in red.
 - Using this button starts your presentation on the active slide.
 - The presentation displays in the current window with all the functionality of Slide Show View.
4. Advance through the slides using one of the methods above.
5. In the Status bar, click the Normal View Shortcut button to exit the presentation.
 - When you exit Reading View, the active slide will be the same slide that was active when you switched to Reading View.

Exercise – Navigating in Reading View

Test your presentation. Are there any changes you'd like to make?

1. In the Slides tab of Normal View, select any slide.
2. Press the Home key. This takes you to slide one in your presentation.



3. View Tab > Presentation Views Group > Reading View.
 - This puts your presentation in slide show mode within the PowerPoint window.
4. Press the enter key to advance to the next slide.
5. Press the down arrow to advance to the next slide.
6. Press the page up to go to the previous slide.
7. Continue viewing the rest of your slides.
8. Press the Escape button on the keyboard when you are ready to end the show.
9. Make any necessary corrections to your presentation.
10. Quick Access Toolbar > Save.

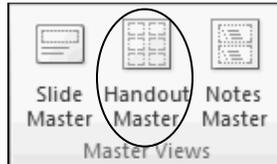
Handout Master – View Tab

The Handout Master

Often, you will want to print handouts of your presentation for your audience. The Handout Master gives you an abundance of options to format your handouts. You can easily change Theme effects, the page orientation, and background styles. For example, you can use your campus logo as the background of the handout. It's easy using the Handout Master! The handout master automatically applies your changes to every page of your handouts.

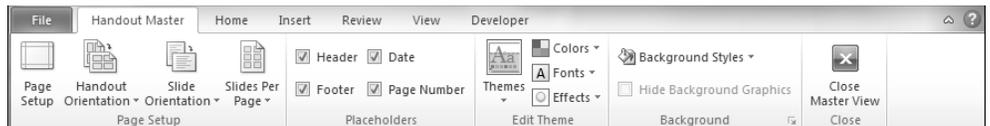
View Tab – Master Views Group

The Handout Master is on the View Tab, in the Master Views group.



Handout Master Tab

The Handout Master tab is a contextual tab which displays when in handout master view. All items in the Placeholders Group are checked by default. You can remove any item as desired. The background style is based on the chosen theme. Custom background styles can be applied from the Background Group.



Header & Footer Options

Handout options include date, slide number, text, background styles, and more! The header and footer text you add can be anything you want. You can even insert an image in your header or footer.

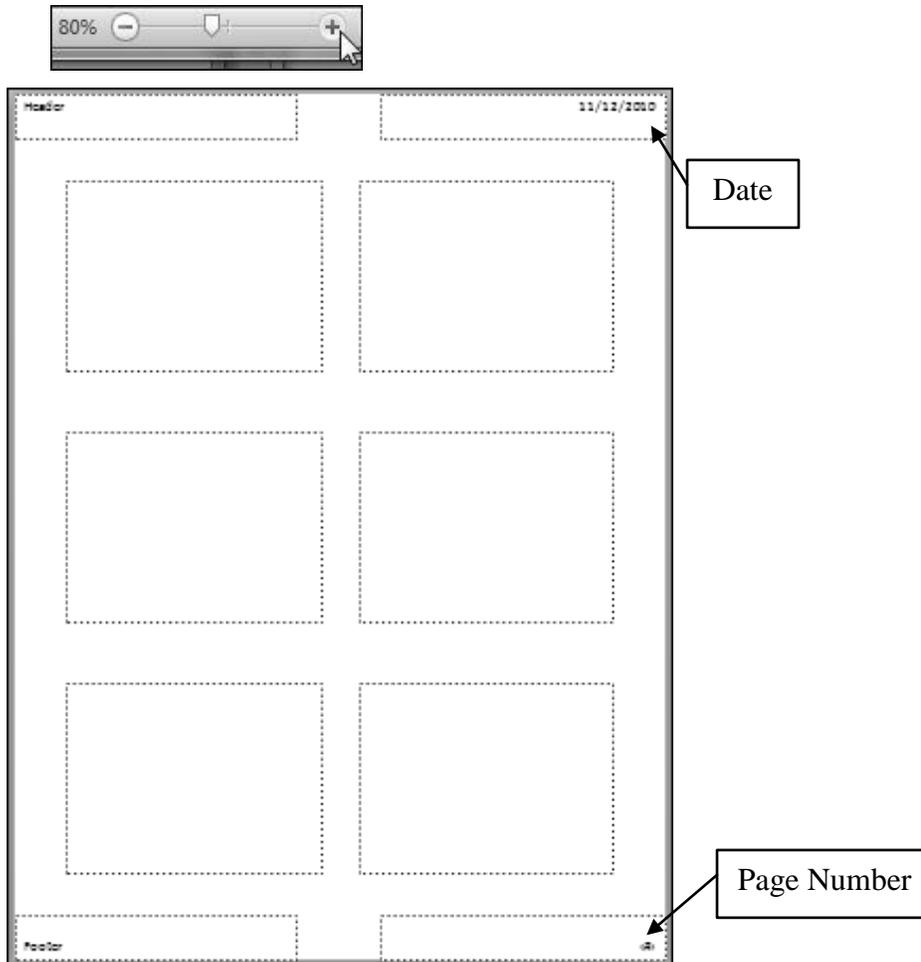
Modify the Handout Master

1. View Tab > Master Views Group > Handout Master.
2. Select the desired options, entering any necessary text.
3. Make any formatting changes you want applied to the text: Select the text. Then on the Home Tab, choose formatting options.
4. Insert any images or graphics using the Insert Tab. You will probably have to move and resize them.
5. Click Normal View in the View toolbar to return to your presentation.
6. Use Print Preview to check your changes.

Exercise – Reviewing the Handout Master Options

Review the Handout Master options.

1. View Tab > Master Views Group > Handout Master.
2. The default Handout Master displays.
 - To read the text easier, you may want to zoom in using the options in the Status bar.



3. Note the options in the Placeholders Group and the Background Group.
4. Quick Access Toolbar > Save.

Insert Headers and Footers – View Tab

Headers & Footers

Headers and Footers refer to the text located at the top and bottom of PowerPoint slides and/or notes and handouts. They provide important information to your audience. For example, you may want to add the title of your presentation, the slide number, as well as your name and contact information. By default, the handout header contains the date and the footer contains the page number. As seen earlier, each method provides different options.

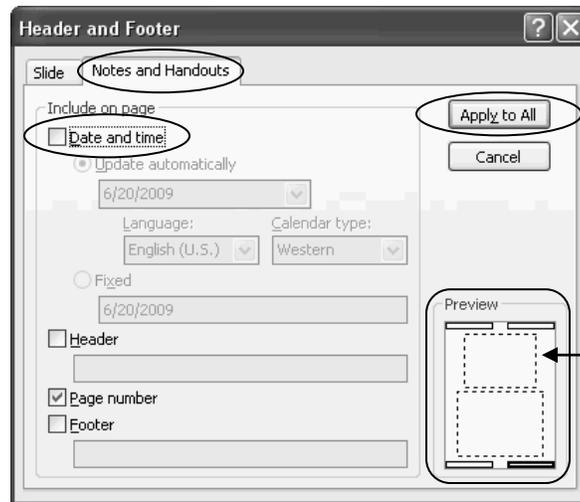
Slides or Handouts

It is generally best practice to place headers and footers on notes and handouts. However, placing them on the slides themselves can often clutter the slides and distract your audience. You can easily add information to headers and footers using the Insert Tab or the Handout Master

Insert Tab – Text Group

On the Insert Tab, in the Text Group, the Header & Footer option includes standard options in the header and footer like page number, date, and text as well as the time. Always choose Apply to All to apply the header and footer information to all notes and handout pages.

Insert Tab – Options



The Preview box displays where the information will be placed.

Insert Tab – Header and Footer

1. Insert Tab > Text Group > Header & Footer.
2. Click the Slide or Notes and Handouts tab.
3. Select the desired options, entering any necessary text.
4. Apply the header/footer to all or some of the slides or handouts.

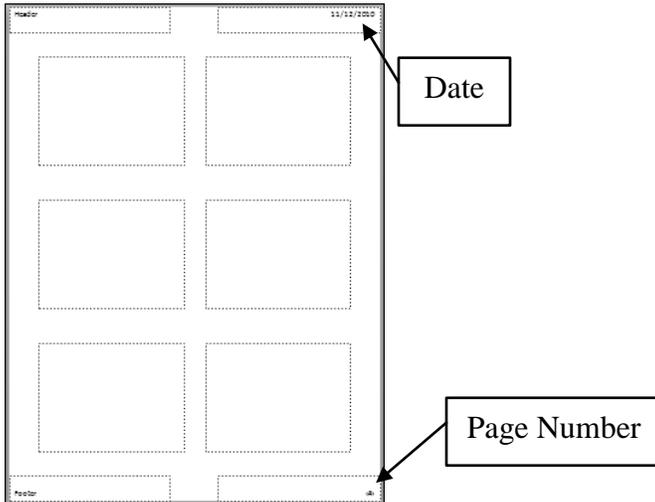
View Tab – Handout Master

On the View Tab, in the Master Views Group, the Handout Master lets you include standard options in the header and footer like page number, date, and text as well as Background styles. However, it does not let you insert the time. The text can be anything you want.

Exercise – Inserting Headers and Footers with the Handout Master

Use the Handout Master to add a header and footer to your presentation handouts.

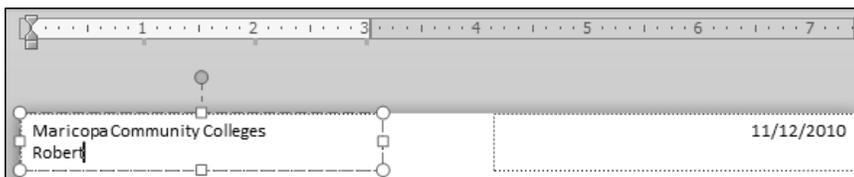
1. View Tab > Master Views Group > Handout Master.
2. The default Handout Master displays.



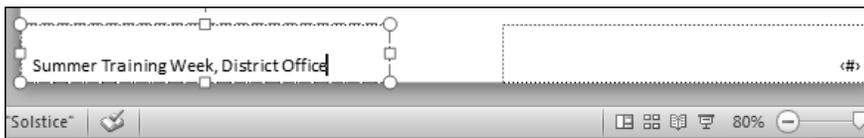
3. Click in the placeholder that says Header.
 - The word Header goes away, allowing you to type.
 - To read the text easier, you may want to zoom in using the options in the Status bar.



4. Enter Maricopa Community Colleges and press Enter.
5. Enter your first name.



6. Click in the placeholder that says Footer.
 - You may need to scroll down.
7. Type Summer Training Week, District Office.



8. To exit the Handout Master, in the Status bar, click the Normal View shortcut button.
9. Quick Access Toolbar > Save.

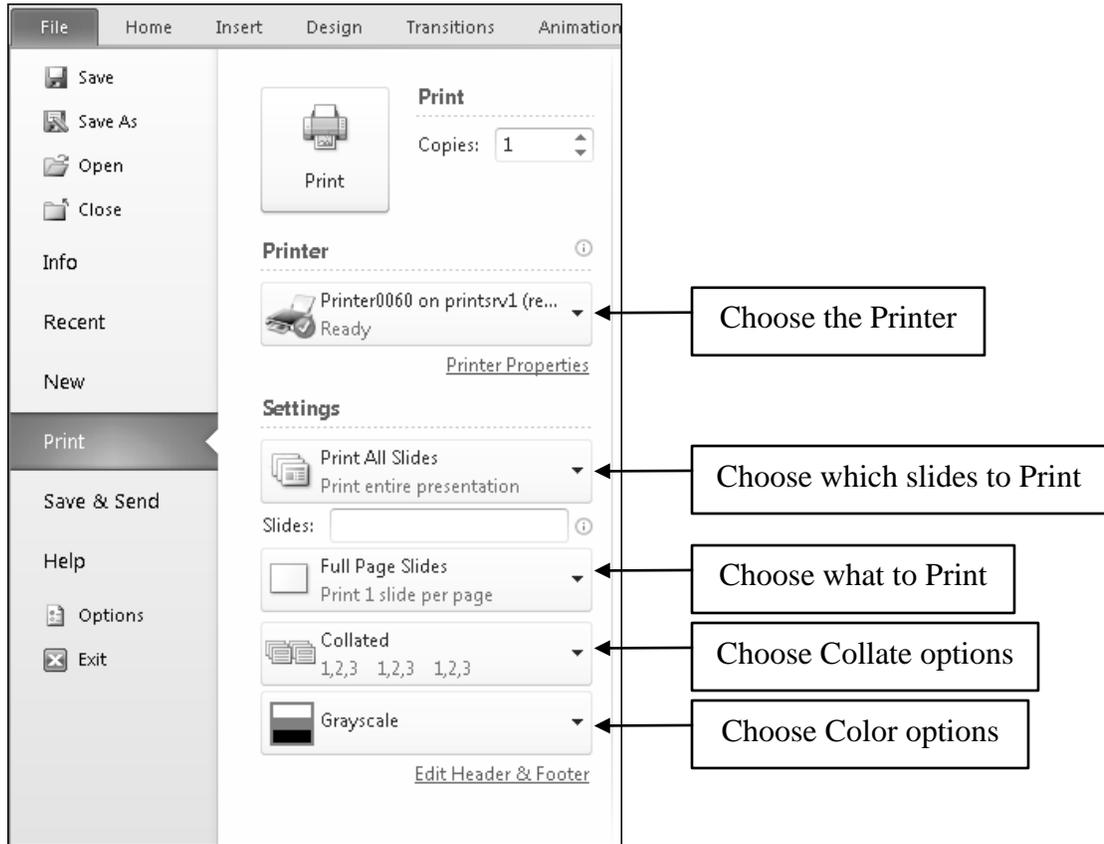
Print Options – File Tab

Presentation Handouts	Handouts can be an integral part of an effective presentation. They serve as a platform for your audience to take notes and expand on the presentation. Handouts also allow your audience to take the materials with them to share with their co-workers.	
Printing Handouts	There are several printing options available in PowerPoint. One of the most flexible is Handouts. The Handouts option allows you to select the number of slide images that display on a page of a handout. You can print 1, 2, 3, 4, 6, or 9 slides per page. 2 or 3/6 slides per page work best for readability.	
Printing Slides	The Printing Slides option allows you to print a full landscape version of each slide in the presentation. You may want to print the slides if you are using them as a static presentation to be posted on display.	
Printing Notes Pages	The Printing Notes Pages option allows you to print an image of each slide with notes from the Notes Page beneath it. It may be a good idea to print a Notes Page version of your presentation to assist you with concepts or ideas you want to cover more extensively than the content included on the PowerPoint slides.	
Printing the Outline	The Printing Outline option prints only the text included in the Outline tab of the presentation. No graphics or objects print in this format.	
Other Options	Regardless of items you print, other printing options are available: Color, Grayscale, or Pure Black and White. You can Scale slides to fit the paper size and you can Frame the slides. You can print all slides, the current slide, or a range of slides, and you can even include hidden slides (if any).	
File Tab Backstage View	In earlier versions of PowerPoint, the print options displayed in a dialog box. In PowerPoint 2010, display in Backstage View. Click File Tab > Print to view printing options.	
Steps to Print from Backstage View	<table border="1"><tr><td><ol style="list-style-type: none">1. File Tab > Print.2. Select the desired printer.3. Choose the desired print options.4. Click Print.<ul style="list-style-type: none">• No print dialog box is displayed.</td></tr></table>	<ol style="list-style-type: none">1. File Tab > Print.2. Select the desired printer.3. Choose the desired print options.4. Click Print.<ul style="list-style-type: none">• No print dialog box is displayed.
<ol style="list-style-type: none">1. File Tab > Print.2. Select the desired printer.3. Choose the desired print options.4. Click Print.<ul style="list-style-type: none">• No print dialog box is displayed.		

Exercise – Reviewing Print Options

Review the print options in Backstage View.

1. File Tab > Print.
 - All the print options display in the center of Backstage View.



2. Click the File Tab to exit Backstage View.
3. Quick Access Toolbar > Save.

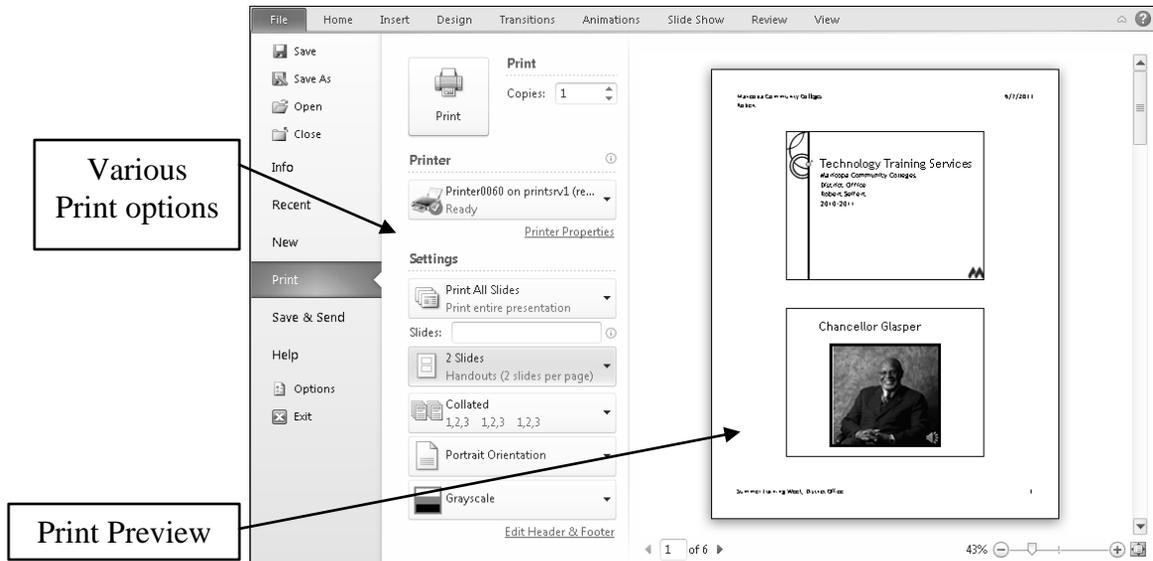
Print Preview – File Tab

Print Preview

Print Preview shows you a preview before you print. You can save time and paper if you Print Preview before printing. Print Preview is *always* a good idea before printing! 😊

What's New in 2010?

In PowerPoint 2010, the print preview section is combined with the print section. Both display in Backstage View when you click the print button in the File Tab. In earlier versions of PowerPoint, print preview had its own screen with its own contextual tools.



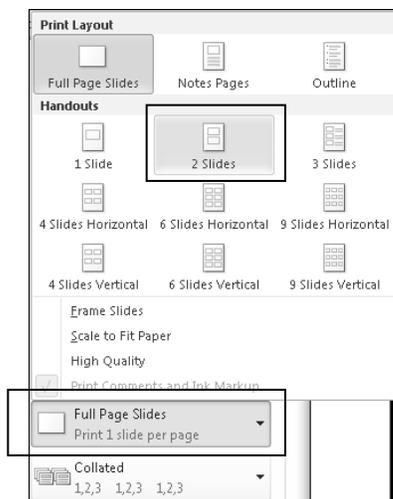
Steps to Print Preview from Backstage View

1. File Tab > Print.
 - The Print Preview and the Print options display in Backstage View.
2. In the center pane of Backstage View, choose the desired Print Settings.
3. The chosen print settings preview in the right pane of Backstage View.

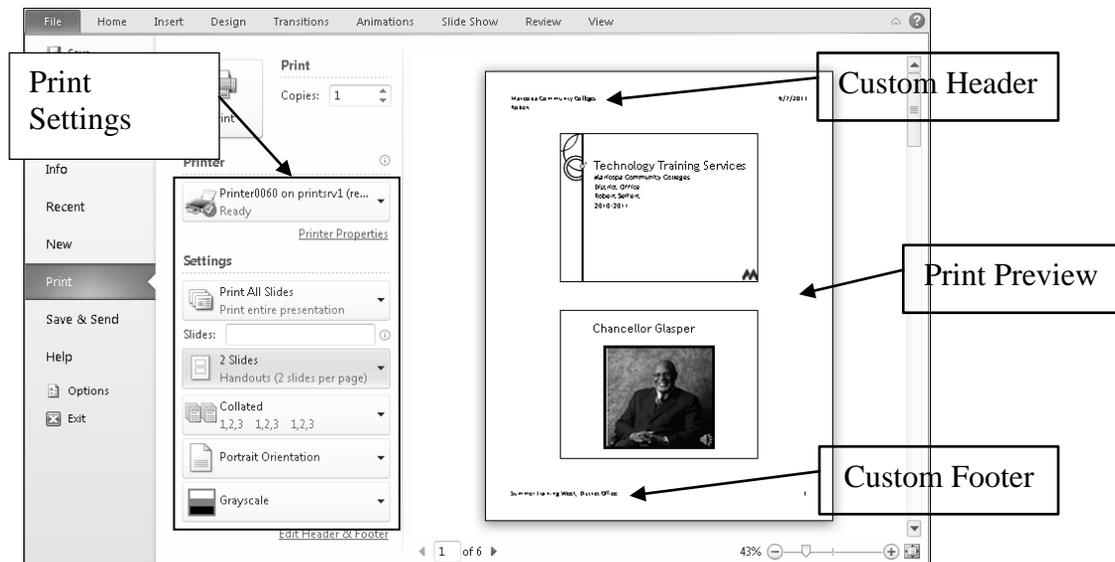
Exercise – Previewing Your Handouts

Preview different printing options. Check your Handout header and footer.

1. Quick Access Toolbar > Print Preview and Print 
 - The Print Preview and Print settings display in Backstage View.
2. In the center of Backstage View, click the Down Arrow in Handout options directly above Collating options.
 - The default is Full Page Slides.
3. In the Handouts section of the menu, choose 2 slides.
 - Choose other printing options to preview them.



- Two slides per page handouts display in the right pane of Backstage View.



- We won't print in class.
4. Click the Home Tab to exit Backstage View.

Record Narration – Slide Show Tab

The Electronic Narrator

Narration is voice or sound that is recorded and runs concurrently with the slides in your presentation. It adds explanation to the content of your slides. Narration can be added to any slide in any presentation, but is particularly useful for self-running presentations or presentations browsed at a kiosk. For example, you may have a presentation running on a kiosk at student registration informing students how to register online instead of waiting in line.

Not Present

Narration is a way to ensure that your audience receives all your information when you can't be there. Narration combined with automatic transitions between slides provides a completely hands-free and presenter-free presentation. For example, you can put a self-running presentation on Blackboard as a short lecture portion of an online class. Simply record as narration what you would normally say in person for a face-to-face class.

Be Prepared!

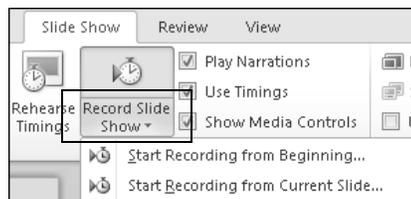
Depending on your content, you may want to have a script of your recording available so your message is communicated completely.

How it Works

The Narration feature allows you to go through your presentation in Slide Show View while recording into the microphone. As you advance the slides, PowerPoint records the sound from your microphone as well as the timing for each slide. Recording narration will set timings and automatic advancement for each slide recorded.

Where to Start?

You have the choice of whether to start recording from the first slide or to start on any slide that is selected. The default option is to start from the beginning. Use the Record Slide Show drop-down arrow to make both options available.



This second option may be helpful if you only need to add narration to certain slides instead of all of them. For example, you may not want to add narration to a slide with an audio file. You can also record narration for one slide to give yourself a short break from speaking when delivering a presentation in person.

Important Equipment

- You will need a headset or microphone to record narration.
- For the highest quality recording, use a high quality microphone.
- Speakers or headphones will be needed to hear the narration for testing.

Test!

Always test your narration in Reading or Slide Show View.

Recording Narration Continued

Steps to Record Narration

1. In Normal or Slide Sorter View, select the first slide.
2. Slide Show Tab > Set Up Group > Record Slide Show.
 - Recording will start from the beginning.
 - Alternatively, select any slide and from the Record Slide Show drop down menu, choose Start Recording from Current Slide.
3. In the Record Slide Show dialog box, leave both options checked to record both timings and narration.
4. Adjust your microphone about a half-inch from your mouth.
5. Click Start Recording.



- Your presentation displays in Slide Show View and the Recording Toolbar displays in the top left corner. PowerPoint is recording!
6. Record your desired narration for the first slide.
 7. Click the Next button in the Recording Toolbar to advance a slide.
 8. Continue narrating.
 9. Repeat steps 7 and 8 until finished.
 - Use the Pause button to pause the rehearsal. You will need to click Resume Recording to continue.
 - Use the Repeat button to rerun the narration for the current slide. You will need to click Resume Recording to continue.

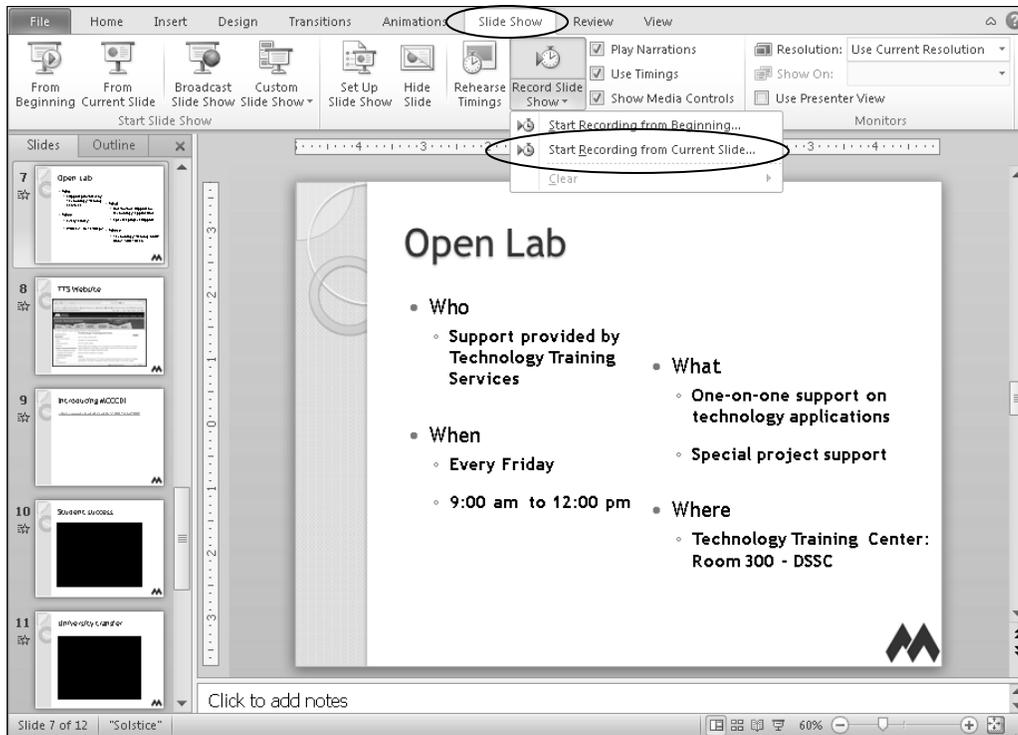


10. When finished with the last slide, click the Close button on the Rehearsal Toolbar.
 - PowerPoint automatically saves the narration and the new automatic slide timings.
 - The show exits into Slide Sorter View and displays the timings for each slide and a star icon indicating the animations.
11. Quick Access Toolbar > Save.
12. Test your presentation in Reading or Slide Show View.

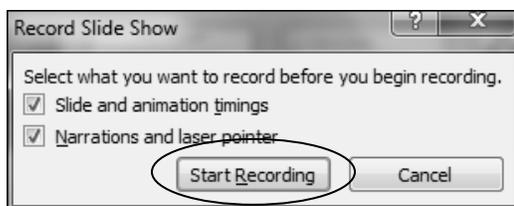
Exercise – Recording Narration

Record a short narration on the “Open Lab” slide to give your voice a break!

1. In Normal View, in the Slides tab, select the “Open Lab” slide.
 - You may need to scroll down to see it.
2. Slide Show Tab > Set Up Group > Record Slide Show menu > Start Recording from Current Slide.

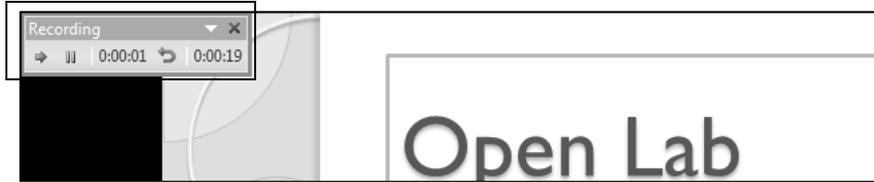


3. Put on your headsets and adjust your microphone about a half-inch from your mouth.
4. Click Start Recording.



Exercise – Recording Narration Continued

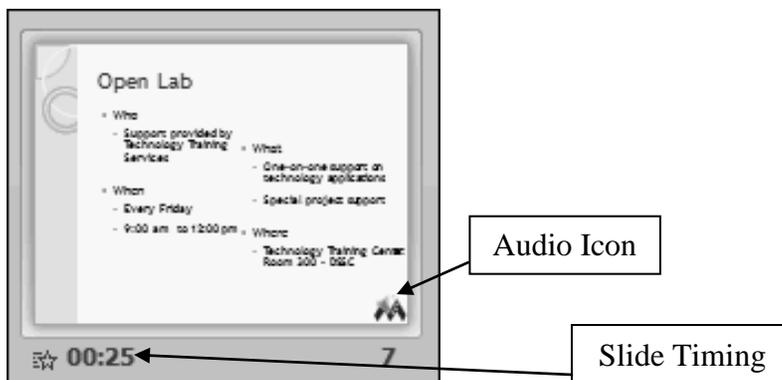
- Your presentation launches in Slide Show View and the Recording Toolbar displays. PowerPoint is recording!



5. Speak the following content (or your own) into the microphone:

Training Services provides an Open lab for one-on-one assistance at the District Office, Room 300, on Fridays from 9 a.m. until noon (except during summer hours). Please contact us prior to attending and let us know what assistance you need so we can be better prepared to help you.

6. In the Recording Toolbar, click the close button 
 - You're recording is automatically saved.
 - PowerPoint exits to Slide Sorter View.
 - Any slide with narration will display an audio icon in the bottom right-hand corner.
 - The audio icon is configured to be hidden during the show.
 - The updated slide timing is also displayed next to the animation icon.



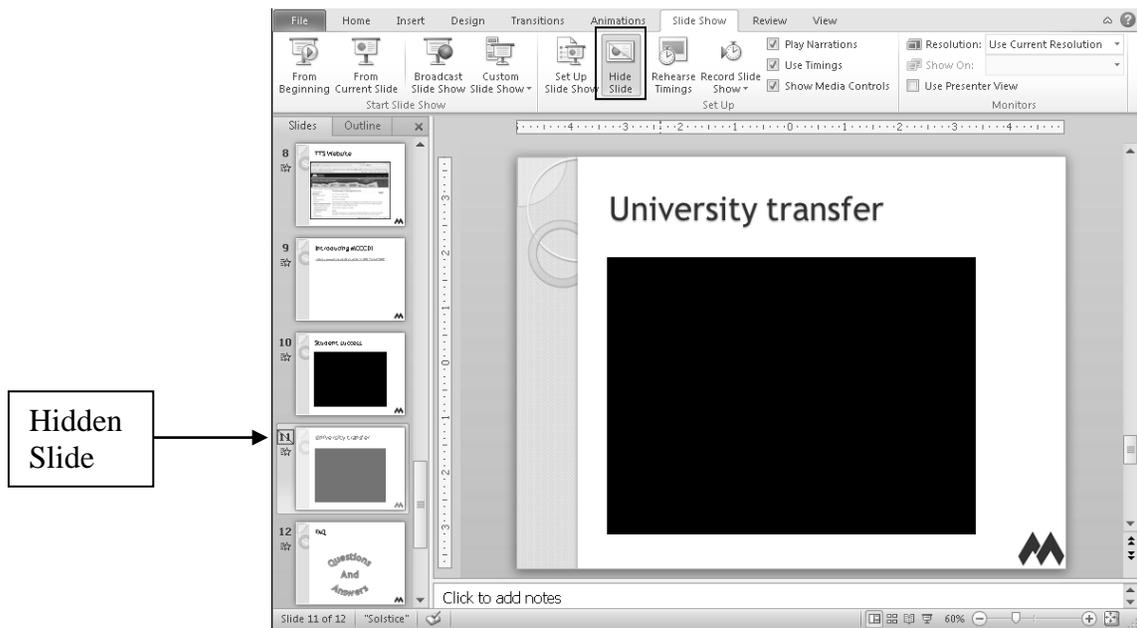
7. In the Status Bar, click Reading View to test the "Open Lab" slide.
 - When the recording has finished playing, it automatically advances to the next slide.
8. In the Status Bar, click Normal View.
 - Your presentation exits to Normal View.
9. Quick Access Toolbar > Save.

Hide a Slide – Slide Show Tab

Hide Slides Hiding a slide preserves the slide and its content in your presentation but removes the slide from the show when you present but keeps the slide content intact. For example, you may use the same presentation for student services, information technology, and human resources. You can have a title slide acknowledging each audience. Simply hide the two not applicable to your audience when you present. You should also hide slides with links in a presentation set up to run by itself. With no presenter, no one will be able to click the links! If the content on the links were necessary to the presentation, you would need to change your slides to include the content.

Short-cut Menu When you right-click on a slide thumbnail, a shortcut menu displays. Choose the Hide Slide option to hide the slide.

Slide Show Tab The Hide Slide command is also available from the Slide Show Tab.



Unhide Slides Unhiding a slide is just as easy! Simply right-click on the hidden slide thumbnail and choose Hide Slide. Similarly, in the Slide Show Tab in the Setup group, you can also click the Hide Slide button. The button works like a toggle switch. Click it once to hide the slide, click it again to make it visible.

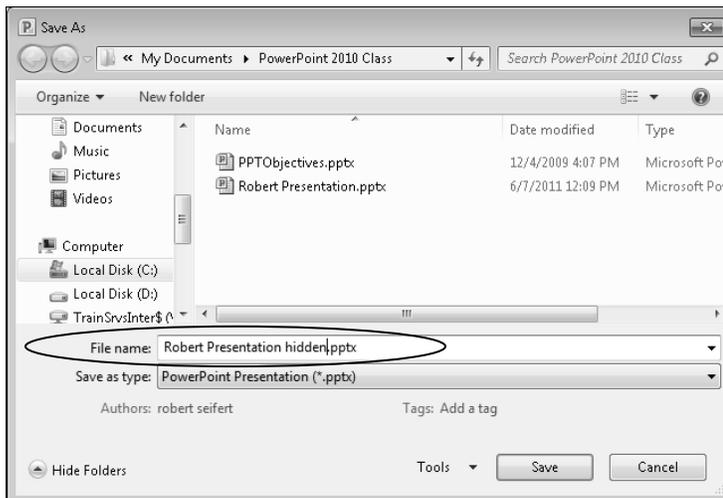
Hide Slides

1. Select the slide from the Slides tab.
2. Slide Show Tab > Hide Slide.
 - A box with a line through it displays over the slide number.
 - The slide thumbnail is grayed out.

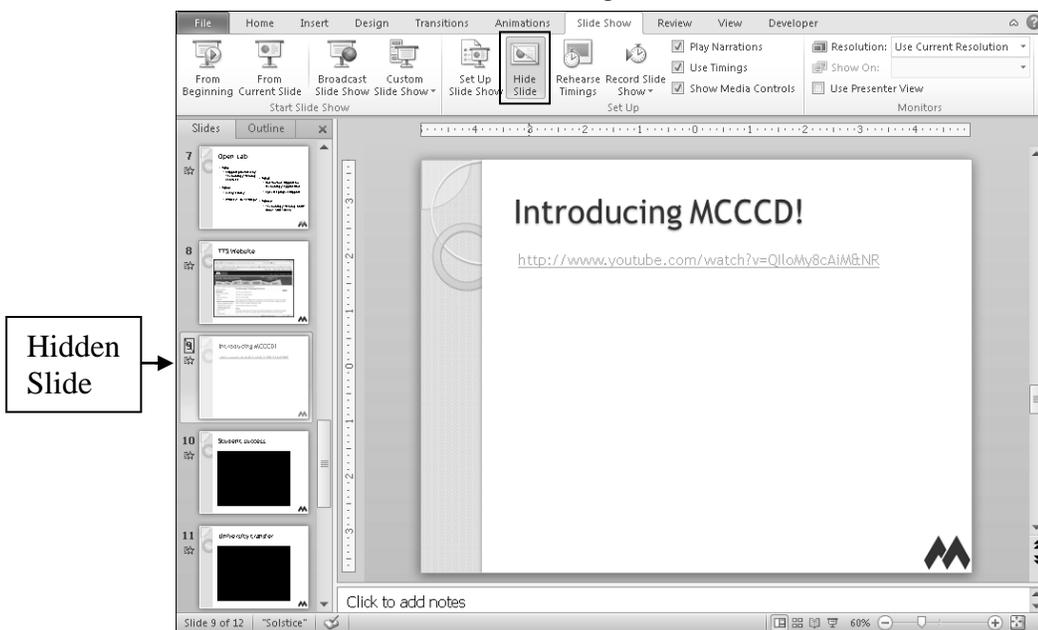
Exercise – Hiding Slides

Hide the slides containing links to prepare for the self-running presentation in the next exercise.

1. Quick Access Toolbar > Save to save the current presentation.
2. File Tab > Save As.
 - Confirm the Documents Library > PowerPoint 2010 Class is the current folder.
3. In the File name: field, type “hidden” at the end of Presentation.
4. Click Save to save the new presentation which will contain the hidden slides.

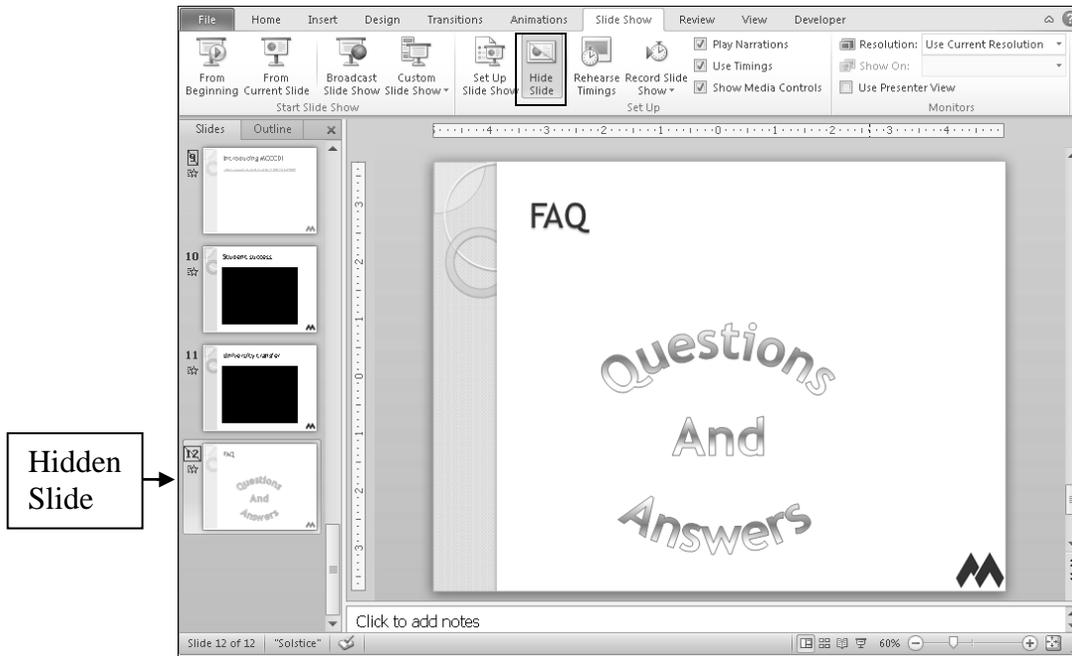


5. In the Slides tab in the left pane, select the “Introducing MCCCDC!” slide.
6. Slide Show Tab > Hide Slide.
 - Note the box with a line through it over the slide number.



Exercise – Hiding Slides Continued

7. In the Slides tab in the left pane, select the “FAQ” slide that contains a link to document.
8. Slide Show Tab > Hide Slide.



9. Quick Access Toolbar > Save.

Set Up a Self-Running Presentation – Transitions Tab

Stand Alone Sometimes it is helpful to set up a PowerPoint presentation to run by itself. A self-running presentation, once started, continues to advance through all of the slides automatically without intervention from a person. At the end of the show, it stops. This is useful when a person will not be available to advance the slides manually. For example, an instructor could setup several self-running presentations about various topics on different computers. Students could visit each computer, start the presentation and watch it. The presentation would advance until completion and wait until the next student started it again. A similar set up could be done in a museum without sufficient volunteers to present.

Timings! The easiest way to set up a self-running presentation is to set timings for your presentation. Using timings to advance slides automatically makes the presentation self-running. Use timings that give your audience sufficient time to review the information. You can give each slide a unique timing, or give all slides the same timing and provide exceptions as necessary.

Timing Exceptions Slides with narration and embedded YouTube videos that start automatically will need exceptions. PowerPoint 2010 slide timings will not wait for these slides to finish before continuing to the next slide. An alternative would be to hide these slides so that they will not display in the self running presentation.

Media Considerations If your presentation contains video or audio files, make sure they are configured to “start automatically” rather than “start on click.” While rehearsing timings, allow your media to run completely before going to the next slide.

Always Test! Finally, always test your self-running presentation!

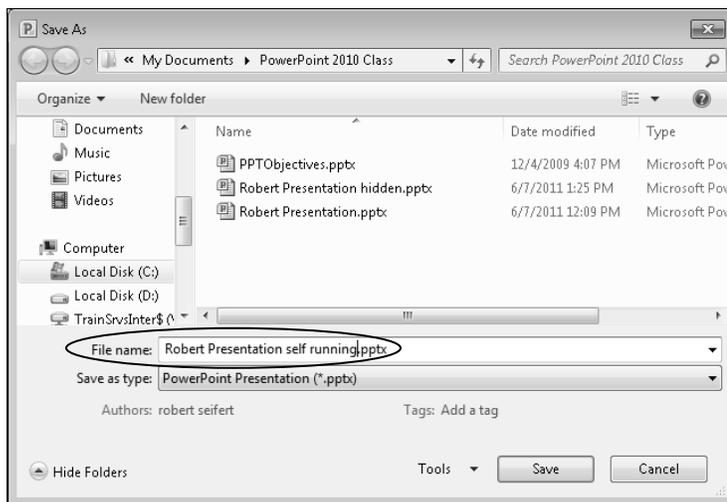
Steps to Setup a Self-Running Presentation

1. In Normal or Slide Sorter View, select the first slide.
2. Transitions Tab > Timing Group > Advance Slide > check After.
3. Click in the time field and type a number of seconds.
4. Transitions Tab > Timing Group > Apply To All to give the same timing to every slide.
 - You could also select each slide and repeat steps 2 and 3 to give each slide a unique timing.
 - To give a timing exception, after applying the same timing to all, select the slide for the exception and repeat step 3.
5. Quick Access Toolbar > Save.
6. Test your presentation in Reading or Slide Show View.

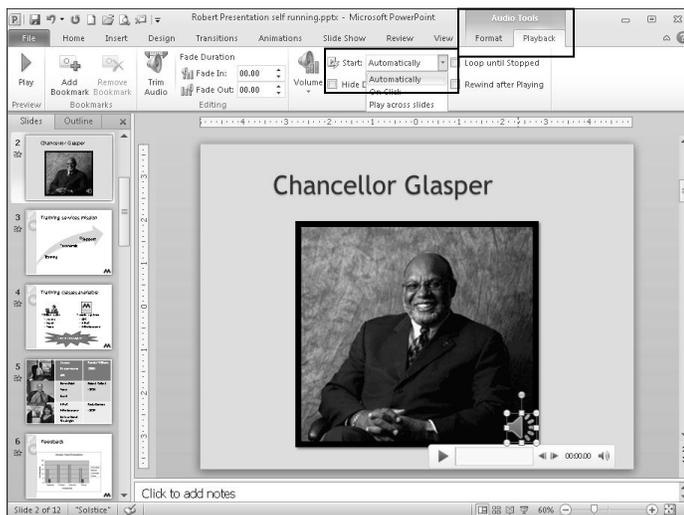
Exercise – Setting up a Self-Running Presentation

Save the “hidden” file as a new file and configure the sound file to start automatically for the self-running presentation.

1. Quick Access Toolbar > Save to save your current presentation.
2. File Tab > Save As.
 - Confirm the Documents Library > PowerPoint 2010 Class is the current folder.
3. In the File name field, click at the end of the file name, backspace over “hidden” and type “self running.”
4. Click Save.



5. In the Slides tab, click the “Chancellor Glasper” slide. You may need to scroll.
6. Click on the audio icon.
7. Audio Tools Playback Tab > Audio Options Group > Start Automatically.

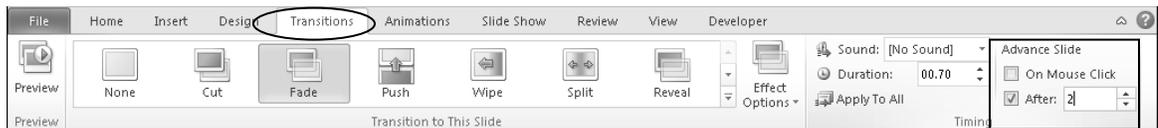


8. Quick Access Toolbar > Save.

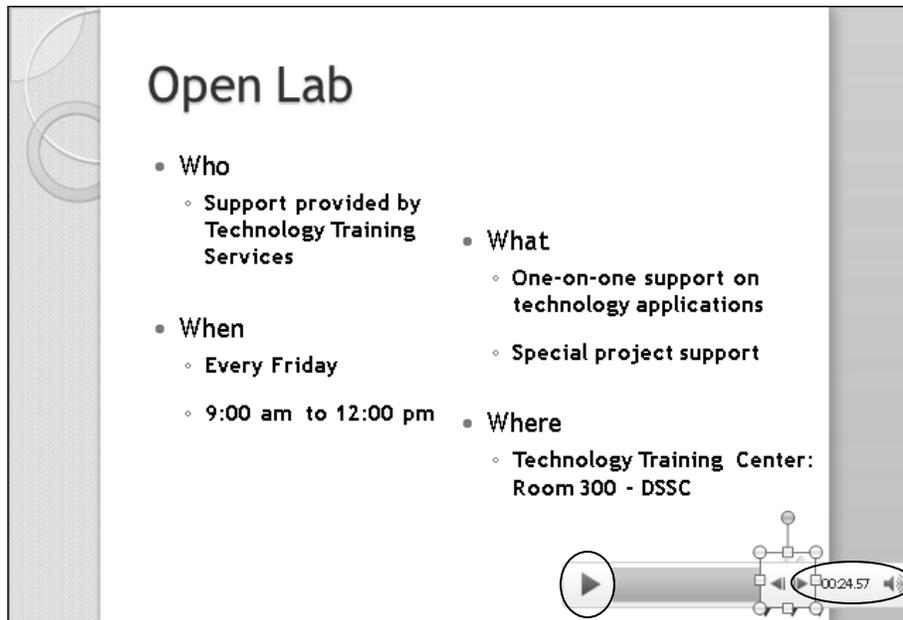
Exercise – Setting up a Self-Running Presentation Continued

Setup the new presentation to be self-running by setting slides to advance after a certain amount of time. Provide timing exceptions as needed.

9. In the Slides tab, scroll up and click on the first slide.
10. Transitions Tab > Timing Group > Advance Slide > uncheck On Mouse Click.
11. Transitions Tab > Timing Group > Advance Slide > check After.
12. Transitions Tab > Timing Group > Advance Slide > click in the time field and type 2 for 2 seconds.



13. Transitions Tab > Timing Group > Advance Slide > Apply To All to give all slides the timing of two seconds.
 - The audio and video files will finish prior to the slide advancing to the next slide.
 - However, we need to get timing exceptions to the slides with narration and the embedded YouTube video.
14. In the Slides tab, click the “Open Lab” slide.
 - Click the sound icon and play the narration to find its length.

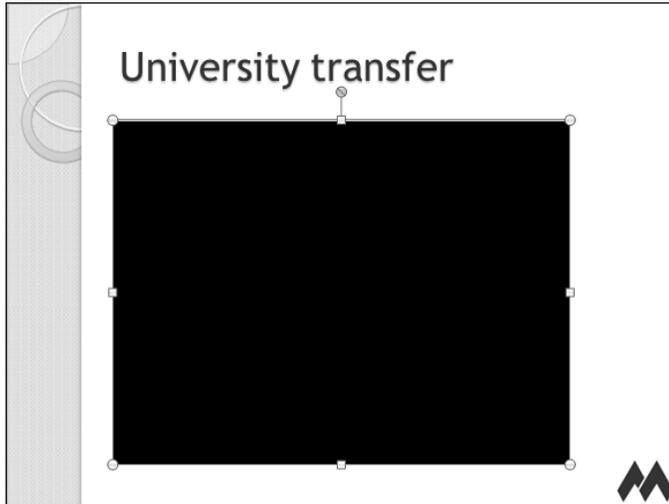


15. Transitions Tab > Timing Group > Advance Slide > click in the time field and type 25.
16. Quick Access Toolbar > Save.

Exercise – Setting up a Self-Running Presentation Continued

Continue providing timing exceptions as needed.

17. In the Slides tab, click the “University transfer” slide.
18. Click on the video to select it.



19. Video Tools Playback Tab > Preview Group > Play > to begin a preview of the video.
 - Notice the total time of the video near the bottom.



20. Transitions Tab > Timing Group > Advance Slide > click in the time field and type “1:30” for one minute and 30 seconds.
 - You may need to adjust this higher to give time for the video to load.
21. Quick Access Toolbar > Save.
22. In the Slides tab, scroll up and click on the first slide.
23. Put on your headphones and test your presentation in Reading or Slide Show View.

Set Up a Kiosk Presentation – Slide Show Tab

Looping for Display Purposes

As a modification of a self-running presentation, you can set up a presentation to run by itself, and also loop back to the beginning to start again. When a self running presentation reaches the end, it stops. When a kiosk presentation reaches the last slide, it will loop back to the first slide and play again. The kiosk feature is perfect for display and information tables at conventions, and other types of “information shows.” For example, you can repeatedly display an informational presentation for individuals who may need to wait in line.

Media Considerations

As with a self-running presentation, if your presentation contains video or audio, make sure they are set to “start automatically” rather than “start on click.” All of your media will run completely before advancing to the next slide.

Set Timing and Timing Exceptions

To prepare a presentation for a kiosk, first set it up as a self-running presentation. Remember, slides with embedded YouTube videos will either need to be hidden or configured with the autoplay option and be given enough time to play through completely before advancing to the next slide. Also, slides with narration will need to be hidden or given enough time to play through completely before advancing to the next slide.

Test!

Always test your looping presentation in Reading or Slide Show View.

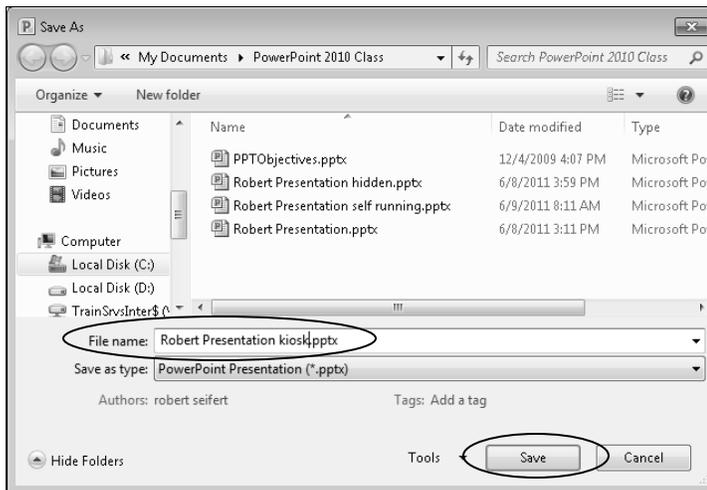
Set Up A Looping Presentation

1. In Normal or Slide Sorter View, select the first slide.
2. If not set already, set timings for your slides:
 - Transitions Tab > Timing Group > Advance Slide.
 - Uncheck On Mouse Click and check After.
 - Enter the amount of time to wait before the next slide.
 - Transitions Tab > Timing Group > Apply to All.
 - Set up timing exceptions as needed.
3. Slide Show Tab > Set Up Group > Set Up Slide Show.
4. Under Show type, select Browsed at a Kiosk.
 - The “Loop continuously until Esc” option is auto-selected with the Kiosk option.
 - Confirm that the option “Use timings, if present” is selected
5. Click OK.
6. Quick Access Toolbar > Save.
7. Test your presentation in Reading or Slide Show View.

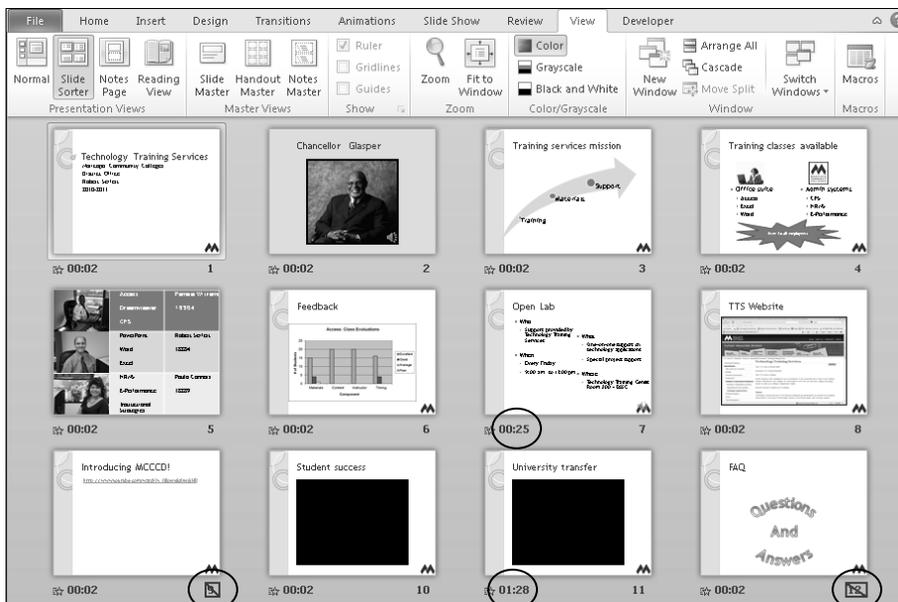
Exercise – Setting up a Kiosk Presentation

Set up your self-running presentation to run in a continuous loop.

1. Quick Access Toolbar > Save to save your current presentation.
2. File Tab > Save As.
 - Confirm the Documents Library > PowerPoint 2010 Class is the current folder.
3. In the File name field, click at the end of the file name and backspace over “self running.”
4. Type “kiosk” and click Save to create the new file.



5. View Tab > Presentation Views Group > Slide Sorter to switch to Slide Sorter View.



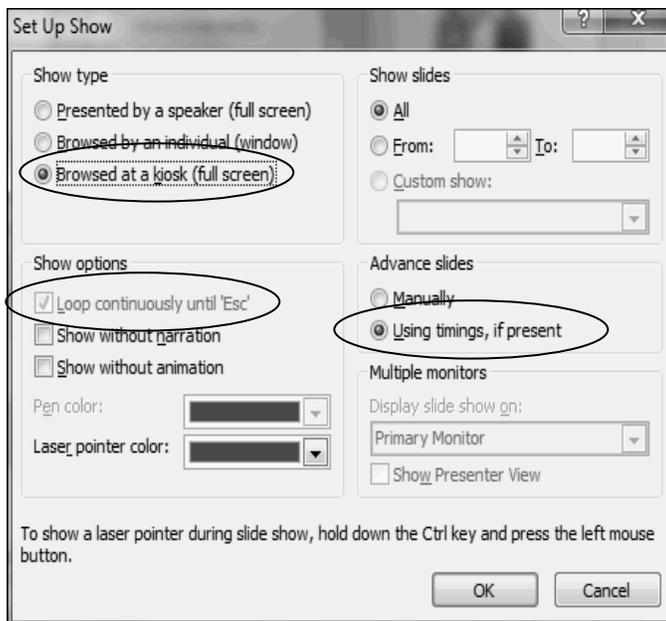
6. Review the slide timings and hidden slides from the last exercise.

Exercise – Setting up a Kiosk Presentation Continued

7. Slide Show Tab > Set Up Group > Set Up Slide Show.



8. Under the Show type, select Browsed at a Kiosk (full screen).
- When Browsed at a Kiosk is selected, “Loop continuously until Esc” is automatically selected.
9. Confirm that “Use timings, if present” is selected.



10. Click OK.
- The audio and video should already be configured to start automatically from the last exercise.
11. Quick Access Toolbar > Save.
12. Test your presentation in Reading or Slide Show View.

Notes Page

Save Your Presentation – File Tab

Saving Your Work

Saving your presentation makes a permanent copy of your work on your computer. It is important to save to avoid accidental loss of your work. There are two commands for saving a document: Save and Save As. Both the Save and Save As commands are found in the File Tab.

Save

The Save command is used for a first-time save or if you have made revisions to a presentation and want to replace the old version with the new revised version.

Save As

The Save As command saves your current presentation to a new name, thus keeping the original as it was before revisions. You can also use the Save As command to copy a presentation to a different folder or disk, or to save it as a different type of document.

Why Save Differently?

You can save your presentation differently based on how it will be viewed and used. Common options are discussed here. For more, visit: <http://go.microsoft.com/fwlink/?LinkId=184681&clcid=0x409>

As a PDF Document

If you want to share your presentation electronically for viewing or printing, but you don't want it to be modified, save your presentation as a PDF document. Note: links to web pages and documents are preserved, but all animations and media will be lost.

Save as a PDF Document

1. File Tab > Save As.
2. In the Save As dialog box, under Save as type, select PDF.
3. Navigate to the appropriate folder on your computer.
4. In the File name box, type a name.
5. Click the Save button.
 - After saving, the document will open in Adobe Reader by default.

PowerPoint version 97-2003

If others will open or modify your presentation using PowerPoint version 2003 or earlier, save your presentation as that version. This will be helpful to others because features in later versions may not work in earlier versions.

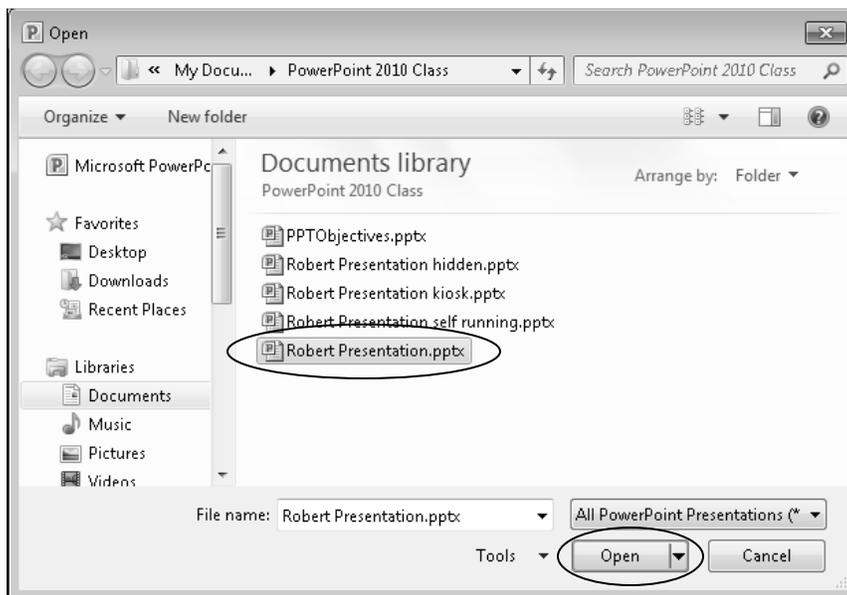
Save to an Earlier Version of PowerPoint

1. File Tab > Save As.
2. In the Save As dialog box, under Save as type, select PowerPoint 97– 2003 Presentation.
3. Navigate to the appropriate folder on the computer.
4. In the File name box, type a name.
5. Click the Save button.
 - A list showing items not supported may display.
6. Click Continue.

Exercise – Saving as a PDF

Save your original presentation as a PDF file after hiding the slides with media.

1. Quick Access Toolbar > Save to save your current presentation.
2. File Tab > Close to close the current kiosk presentation.
3. Quick Access Toolbar > Open.
 - Confirm the Documents Library > PowerPoint 2010 Class is the current folder.
4. Select <your name> presentation and click Open.

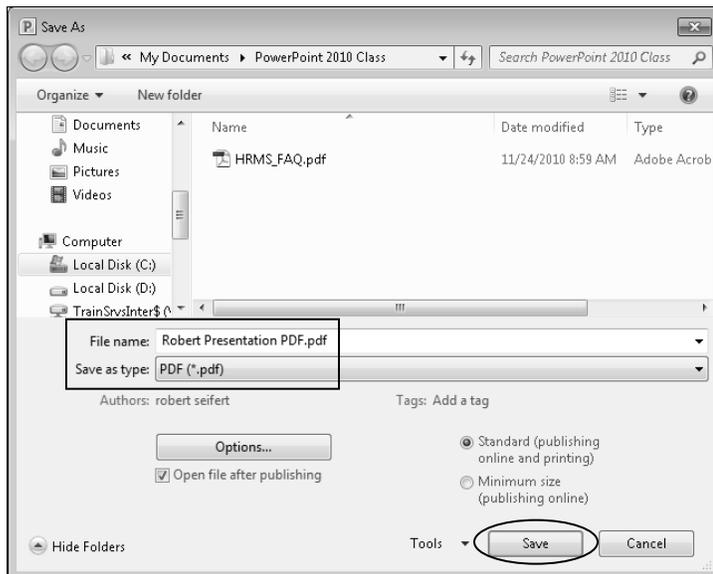


5. View Tab > Presentation Views Group > Slide Sorter to switch to Slide Sorter View.
 - Because video content is lost in a PDF file, we'll hide the slides with videos.
6. Click the "Student success" slide.
7. Slide Show Tab > Set Up Group > Hide Slide.
8. Click the "University transfer" slide.
9. Slide Show Tab > Set Up Group > Hide Slide.

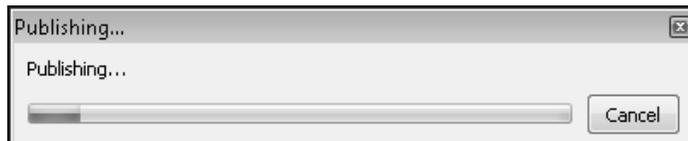


Exercise – Saving as a PDF Continued

10. File Tab > Save As.
11. In the File name field, click at the end of the file name and type “PDF.”
12. In the Save as type field, choose PDF (*.pdf).



13. Click Save.
 - The publishing dialog box displays indicating the Save progress.



- When the Save is complete, the new document opens in Adobe Reader.
14. Scroll through the document to view it.
 - Note that the Web page and document link still work!
15. Close Adobe Reader.

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Save as a Video – File Tab

You Can Make Videos!



You can now save your PowerPoint presentation as a video! PowerPoint 2010 can save your presentation in Windows Media Video (WMV) format, allowing you to use the video on a computer or post it to the Internet. You may want to convert your presentation to a video if you want to copyright the material. Saving your presentation as a video prevents any changes to the content, preserving your copyright information. As a video, you can post your presentation to YouTube or another website, like Blackboard. Your audience will only need Internet Explorer or windows media player to view the video, so they can sit back and enjoy the show!

Display Types



What type of display will your audience use to view the video? PowerPoint gives you three common display size options: Computer and High Definition, Internet and DVD player, and Portable Device. Each display type has a different video quality with the computer display being the highest. If you post your presentation to YouTube or Blackboard, use the Internet option. Note, the higher the quality, the longer it will take to save the video.

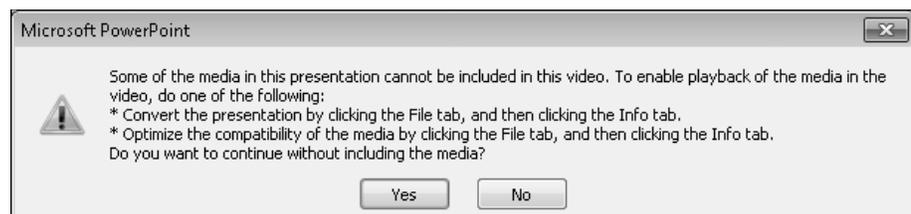
Time and Space



The length of time required to save as a video will depend on the size of your presentation and the display type you choose. Good news! While the video is saving, you can continue working in another presentation or other programs. PowerPoint displays a green progress indicator that shows how much of the process has completed. The progress indicator displays in the status bar following the text: Creating video “video name.wmv.” The video file will require quite a bit of disk space, so be sure to account for this in your planning!

Everything is Included - Almost

When you save your presentation as a video, all content will be included! Animations, transitions, even sound files and videos will be included in the video. PowerPoint will also include default timings for each slide, or you can choose to include your own recorded timings. All content set to start on click, including video and sound files, will start automatically in your video. Note: embedded videos cannot be used when saving as a video. Simply hide those slides before saving. If you attempt to save a presentation with an embedded video as a video file, you will see the following error:



Save as a Video Continued

Finished Product!

Be sure to completely finish your presentation prior to saving it as a video! Changes made after you start creating the video will not be saved in the video.

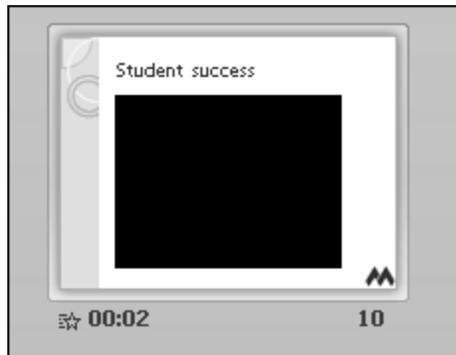
Steps to Save as a Video

1. From the File Tab, select Save & Send in Backstage view.
2. Under the File Types section, near the middle, click Create a Video.
 - The Create a Video section displays on the right.
3. Choose your desired display size. 
4. If you recorded timings and narration, choose whether or not to use them.
 - If necessary, specify a number of seconds the video should spend on slides without timings. 
5. Click Create Video.
6. Navigate to the appropriate folder on the computer.
7. Provide a File name and click the Save button.
 - Note the status bar progress indicator.

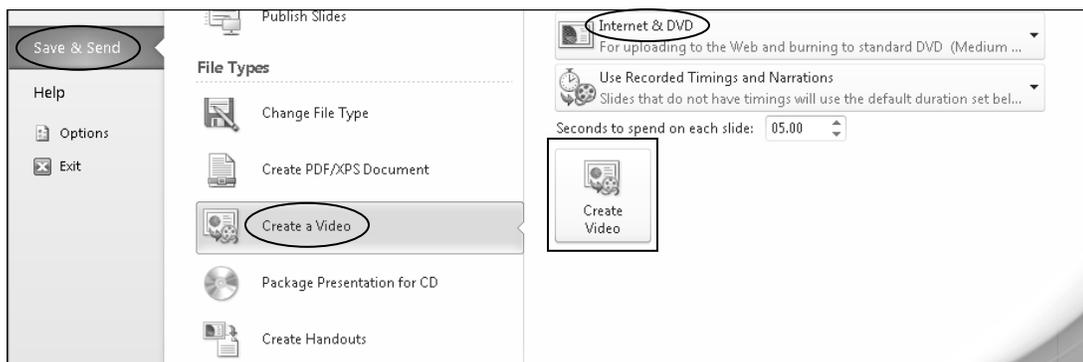
Exercise – Saving as a Video

Save your self-running presentation as a Video.

1. In Slide Sorter View, click the “Student success” slide.
2. Slide Show Tab > Set Up Group > Hide Slide to unhide the slide.
 - We hid the slide for the PDF document, but the video will display in the movie file.



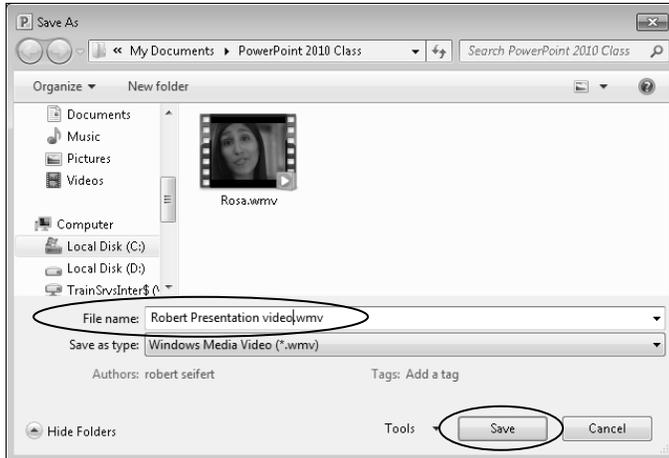
- Leave the YouTube video hidden because it will not work in the movie file.
3. File Tab > Save & Send.
 4. The File Types section in Backstage View, click Create a Video.
 5. From the display type drop-down menu, choose Internet & DVD for medium resolution.
 6. Click Create Video.



- Use Recorded Timings and Narrations will use the timings we added for the self running presentation.
7. In the Save As dialog box, confirm the Documents Library > PowerPoint 2010 Class is the current folder.

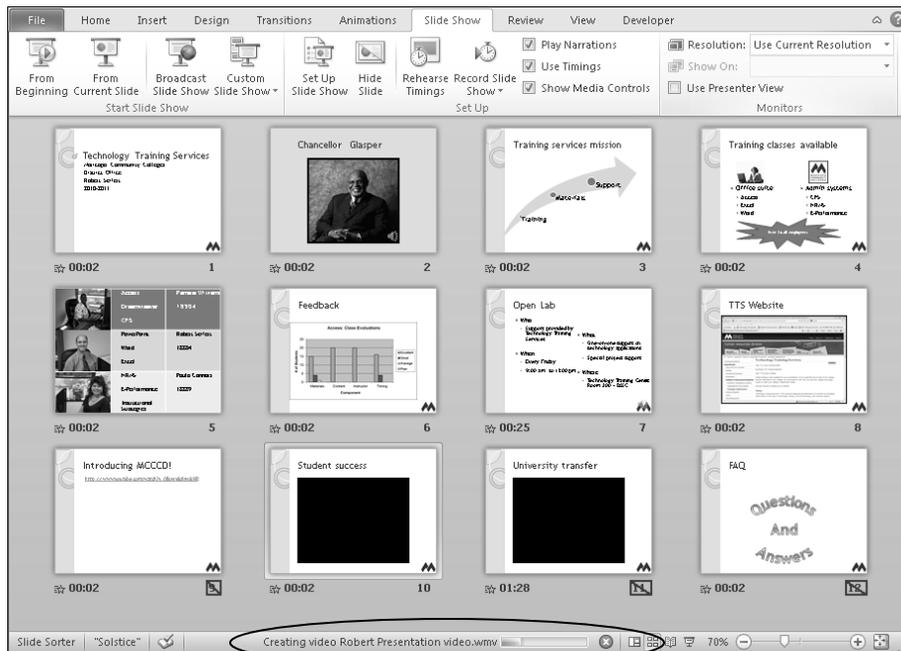
Exercise – Saving as a Video Continued

- In the File name field, click at the end of the file name, backspace over “self running” and type “video.”



- Click Save.

- The progress indicator, including a red circle to cancel, displays in the Status Bar.

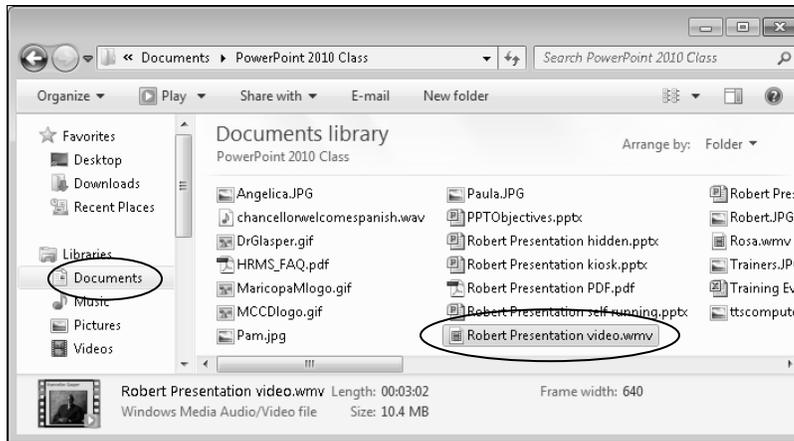


- Saving the video will take a while.
 - When the progress indicator is gone, the video has completed.
- When the video is completed, click the Windows Explorer in the Task Bar.



Exercise – Saving as a Video Continued

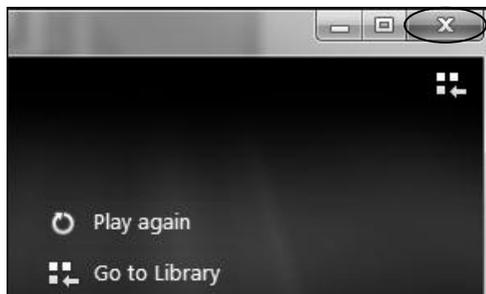
12. Navigate to the Documents Library > PowerPoint 2010 Class.



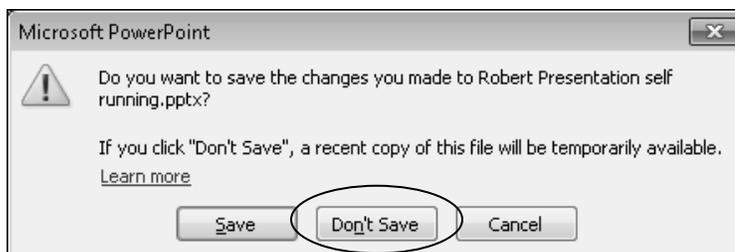
13. Double-click on your video to test it.
- The video opens in Windows Media Player and plays through to the end.
 - You can stop it any time by clicking the stop button in Windows Media Player.



14. When finished, in Windows Media Player, click the close button.



15. In Windows Explorer, click the close button.
16. In PowerPoint: File Tab > Close.
17. In the Microsoft PowerPoint dialog box, click Don't Save.

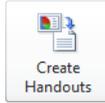


- We want to close the self running presentation without saving the changes: the slides we hid for the PDF file.

Notes Page

Save as Handouts in Word – File Tab

Handouts in Word



Handouts in Word are a special way to save images of your slides in a table in Microsoft Word. By saving your presentation in Word format, you have all the functionality of Word available to add and/or format content for your handouts. For example, Handouts in Word can be combined with a teacher's or presenter's manual in Word. This gives you the opportunity to add your own notes or other content in conjunction with the slide images. You can also add notes, images, or other objects to your handouts in Word. This is an easy way to give your audience more content without cluttering your slides!

Electronic Handouts

Saving your presentation as handouts in Microsoft Word format gives you the option of electronic handouts! When your audience wants to use Word to take notes with a computer, you can provide your handouts to them electronically; you can even send them in email. They can type their notes in the table right next to the appropriate slide. This also saves the expense of printing handouts!

Protected Content

The electronic copy of your handouts protects the content of your presentation. The slides are inserted into the Word document as image objects which cannot be edited. Your audience will be able to add notes to the handouts electronically, but will not be able to modify the content of the slide images.

Page Layout Options

When you save handouts to Word, five layout options are available.

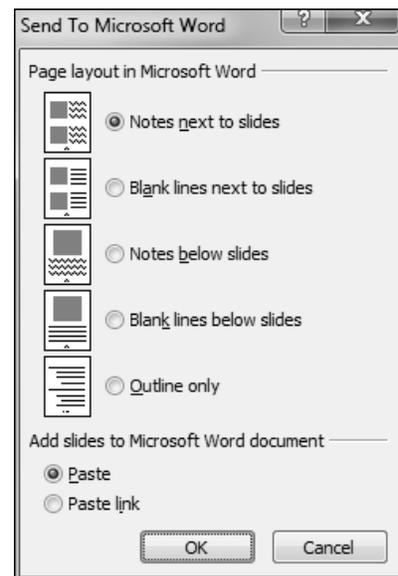
Notes next to slides: This option leaves a blank table cell to the right of the slide image, allowing your audience to easily type notes.

Blank lines next to slides: This option might be used for a teacher's guide so you can add your own handwritten comments.

Notes below slides: This option allows you to add your PowerPoint Notes to the content of your handouts.

Blank lines below slides: This option might also be helpful for handwritten comments in a teacher's guide.

Outline only: This option reduces the text content of your presentation so that it fits on just a few pages.



Save as Handouts in Word Continued

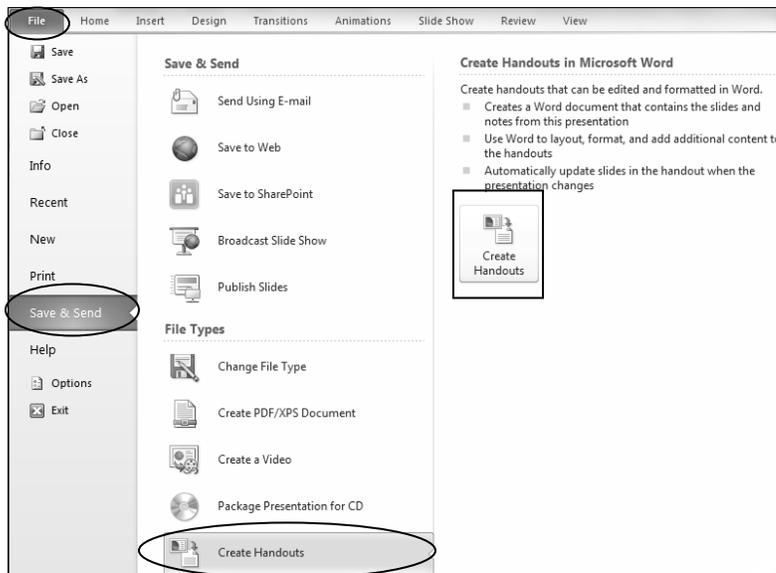
Save as Handouts in Word

1. File Tab > Save & Send > Create Handouts.
2. In the right pane of Backstage view, click the Create Handouts button.
 - The Send to Microsoft Word dialog box displays.
3. In the Page layout section, choose Notes next to slides.
 - This will allow your audience to type electronic notes.
4. In the Add slides section, choose Paste to protect the content of your slides.
5. Click OK.
 - Microsoft Word will open and PowerPoint will place your slides into the document.
 - The length of time it takes will vary depending on the size of your presentation.
6. In MS Word, save your document to the desired location.
7. Close MS Word.

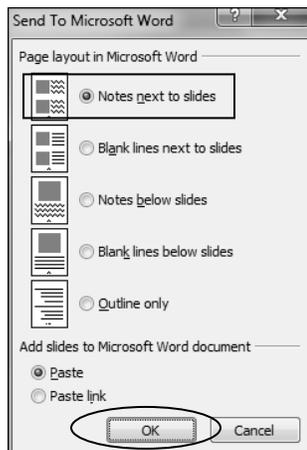
Exercise – Saving as Handouts in Word

Save your original presentation as Handouts in Word.

1. File Tab > Save & Send.
2. The File Types section in Backstage View, click Create Handouts.
3. In the right pane of Backstage view, click Create Handouts.



- The Send to Microsoft Word dialog box displays.
4. Click in the Notes next to slides radio button so your audience can type electronic notes.



- You could choose any format that suits your needs.
5. Click OK.
 - Microsoft Word will open in the background as the handouts are created.
 - The time it takes to save Handouts in Word will vary depending on the size of your presentation.

Exercise – Saving as Handouts in Word Continued

Save the new Handouts file and test it with electronic notes.

6. In the Windows taskbar, click the Word icon.



- The slides in your presentation are displayed as images in the Word file.

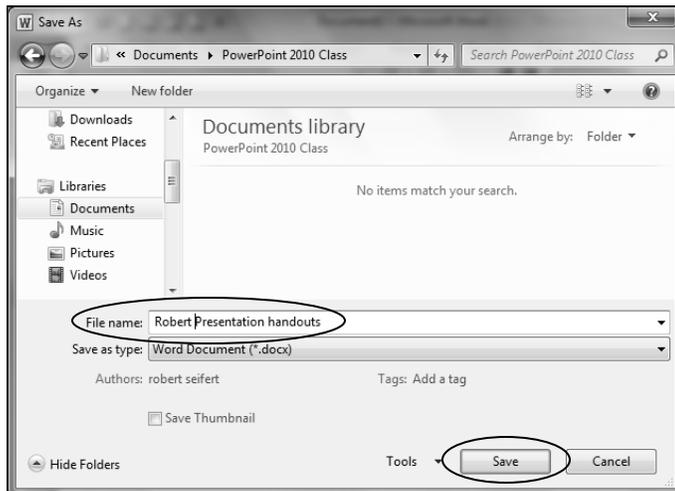
7. Scroll through the new Word document to view all the images of your slides.

8. In the Word Quick Access Toolbar, click the Save icon.

9. In the Save As dialog box, navigate to the Documents Library > PowerPoint 2010 Class.

10. In the File name box, type <first name> Presentation handouts.

11. Click Save.

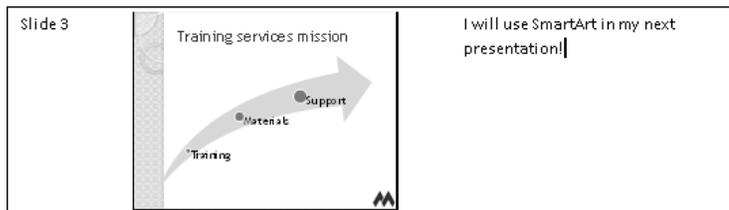


12. Scroll to page 1 of the Handouts file.

13. Click in the whitespace in the right of slide 3 to type some notes.

- Note the Table Tools contextual tab indicates the handouts are using a table.

14. Type: “I will use SmartArt in my next presentation!”



15. In Word: File Tab > Exit without saving changes.

16. Your PowerPoint presentation should now be the active window on your desktop.

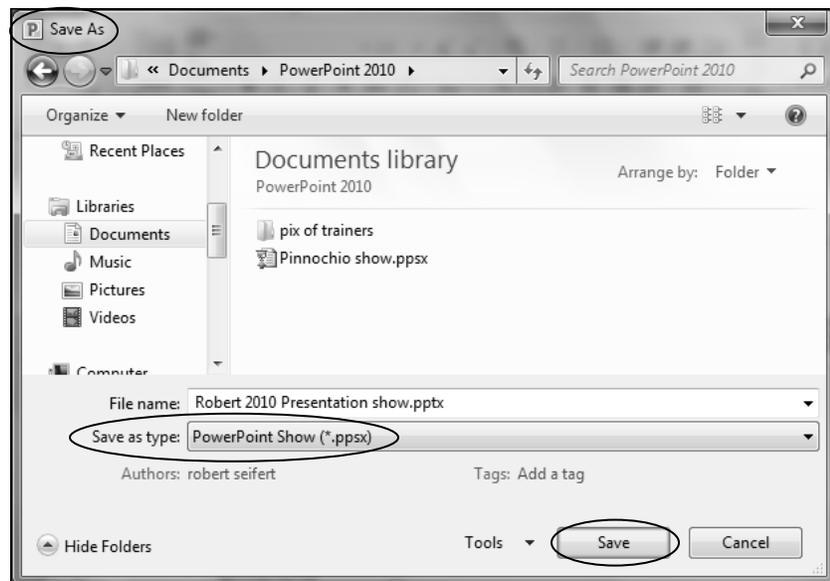
17. Quick Access Toolbar > Save.

Save As a Show – File Tab

As a Show When you save a presentation as a PowerPoint Show, the presentation will open in Slide Show View immediately after you double-click the file. This feature is helpful if you want to share your presentation so others can view it easily. They can use either the full installation of PowerPoint 2010 or the new PowerPoint viewer to display your show. Be aware that if someone opens PowerPoint first, then opens the Show, the presentation will open in “edit” mode, not in “show” mode, allowing that person to make changes to the presentation..

Save as a Show

1. File Tab > Save As.
2. Navigate to the appropriate folder on the computer.
3. In the Save As dialog box, under Save as type, select PowerPoint Show.

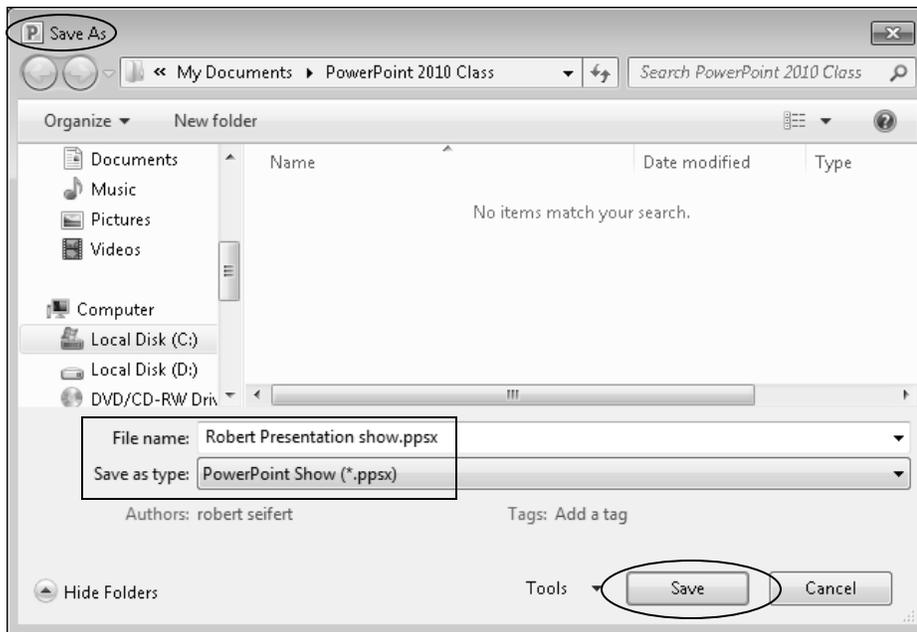


4. Provide a File name.
5. Click Save.

Exercise – Saving as a Show

Save your original presentation as a Show; then exit PowerPoint and test the Show.

1. File Tab > Save As.
 - Confirm the Documents Library > PowerPoint 2010 Class is the current folder.
2. In the Save As dialog box, In the File name field, click at the end of the file name and type “show.”
3. Under Save as type, select PowerPoint Show.



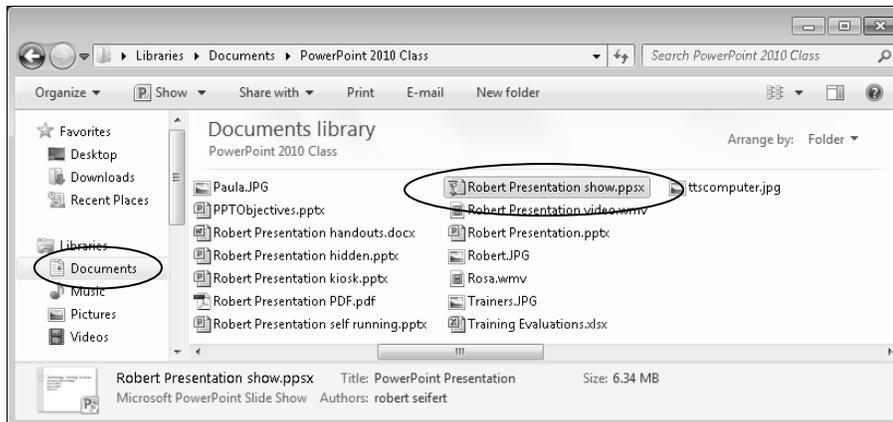
4. Click Save.
5. File Tab > Exit to close PowerPoint.
6. To test the PowerPoint Show, in the Windows taskbar, click Windows Explorer.



7. Navigate to the Documents Library > PowerPoint 2010 Class.

Exercise – Saving as a Show Continued

8. Double-click your show.
 - Make sure it is the file ending with ppsx.



- The presentation should display in Slide Show View immediately.
- If you see a Security Alert, simply click to enable the content and click OK.



9. Navigate through your Show.
10. Press the Escape key on your keyboard to exit the show.
11. Your computer should remain at the desktop.

APPENDICES
Additional Features in
PowerPoint 2010

Appendix A – Online Help

Accessing Help

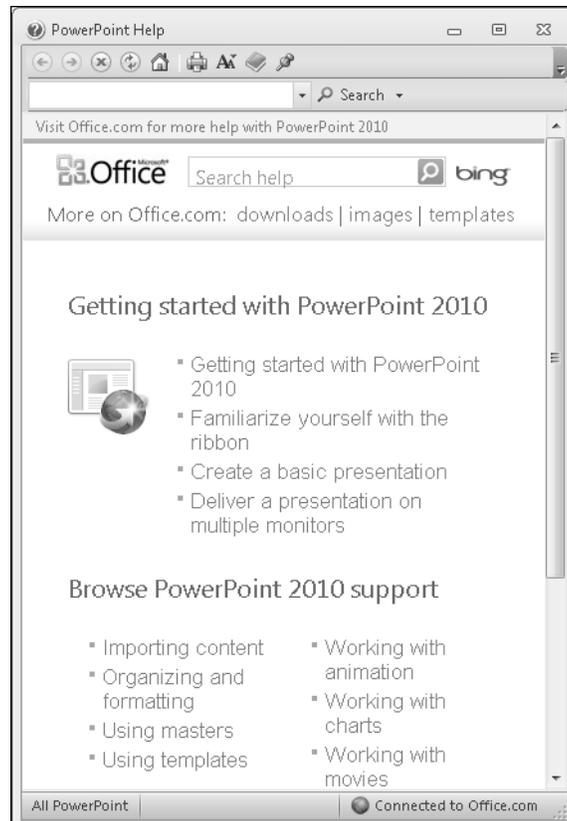
As you work with PowerPoint 2010 and find that you want to develop additional content using tools and options that are unfamiliar, you may need assistance in discovering what else PowerPoint can do for you. The *PowerPoint 2010 Help* feature is a complete user manual with both offline and online links to direct you.

An extensive online (default) Help resource contains information on all PowerPoint features and commands. To open the PowerPoint Help window, click the Help button located in the upper right corner of the screen just below the Title bar.



Online Help

The main PowerPoint Help window contains links to categories of help topics. Either click a category link, or type a search word or phrase in the textbox and click **Search**.



Offline Help

Help information is available without internet access, although fewer resources display help topics when using offline help.

Appendix B – Insert a Hyperlink to a Slide

Place in this Document



A hyperlink to a place in this document is a link to another slide within the current presentation. You can change the order of your presentation by linking to various slides instead of showing from slide one to the end consecutively. For example, you could create a slide similar to a Table of Contents. If various slides discuss a particular department at your campus, on the slide with the Table of Contents, insert hyperlinks to any one of the different slides. When inserting the link, select the slide title from the list and type the Text to display. At the end of each slide, you may want to add a hyperlink back to the Table of Contents slide so you can return and choose another slide as needed.

Steps to Insert a Hyperlink to a Slide



1. Select the text or object or click in the placeholder that will represent the link.
2. Insert Tab > Links Group > Hyperlink.
 - If you selected text, it will display in the Text to display field.
 - If you selected an object, <<Selection in Document>> will be in the Text to display field.
 - If you're using a placeholder, type some Text to display.
3. In the Insert Hyperlink window, click Place in This document.
4. Select the appropriate slide.
5. Click OK.
6. Save your presentation.
7. Test your link in Reading or Slide Show View.

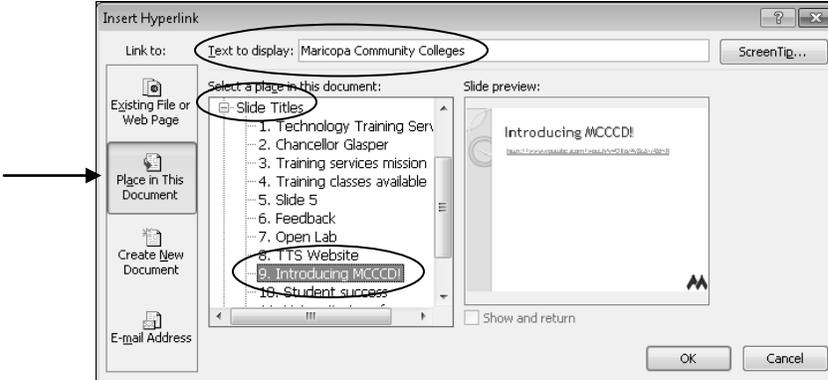
Exercise – Inserting a Hyperlink to a Slide

Add a hyperlink to text in a slide in the current document. The hyperlink will be attached to Maricopa Community Colleges on the title slide and will link to the “Introducing MCCCDC!” slide.

1. In the Slides tab, click on the first slide.
2. Select the text Maricopa Community Colleges.



3. Insert Tab > Links Group > Hyperlink.
4. On the left of the Insert Hyperlink dialog box, click Place in This Document.
 - A list of all available slide titles displays.
 - Note that the selected text is in the Text to display field.



5. Click on the “Introducing MCCCDC!” slide title.
 - A preview of the slide will display on the right.
6. Click OK.
 - The text we selected changes color and becomes underlined like a hyperlink.



7. Quick Access Toolbar > Save.
8. Test the link in Reading or Slide Show View.

Appendix C - Save As a Package for CD: File Tab

Package for CD



If you will be showing your presentation on a computer that doesn't have PowerPoint installed, save using the Package Presentation for CD feature. This feature will copy your presentation and all embedded files to a CD. For example, if you are taking your presentation to a remote computer that has a CD drive but doesn't have PowerPoint, you can package it for CD.

Computer Requirements

This feature requires that the free PowerPoint viewer be installed before you give your presentation. However, Package for CD no longer includes the viewer on the CD. An Internet connection will be necessary to install the viewer. This new viewer supports PowerPoint 97 and later files and can be found here:

<http://www.microsoft.com/downloads/en/details.aspx?FamilyID=cb9bf144-1076-4615-9951-294eeb832823>

Copy to Folder



With the popularity of USB flash drives, it may be more expedient to copy the files to a folder instead of to a CD. Copy to Folder gives you the same functionality as Package for CD and also allows you to delete the presentation when it is no longer needed.

Options



If you chose to link files and objects instead of embedding them, the default option is to include these files when you Package for CD or Copy to Folder. By default, this feature also copies all fonts, including embedded TrueType fonts.

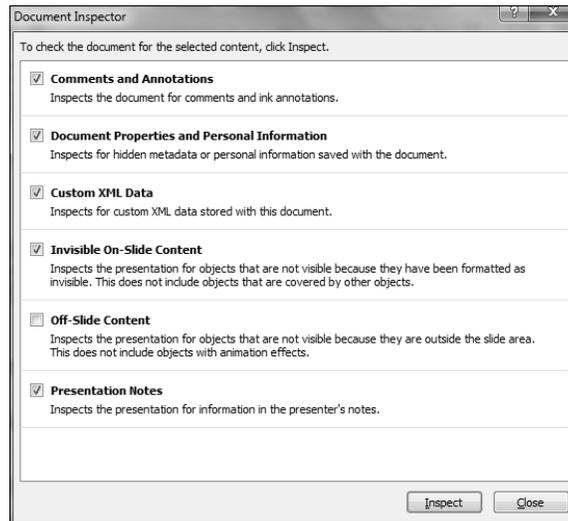


Enhanced Security and Privacy

Be aware that if someone opens the presentation within the PowerPoint application, the person can make changes to it! PowerPoint gives you some options to enhance the security of your document. To keep unauthorized individuals from viewing or changing your presentation, you can supply a password. If you are concerned with individuals accessing proprietary or confidential information in your notes or comments, check the option to Inspect presentation for inappropriate or private information. You may want to keep personal information such as your name and the company name, for copyright purposes. The Document Inspector will check for this information and give you the opportunity to remove it prior to packaging for CD.

Appendix C - Save As a Package for CD Continued

Document Inspector



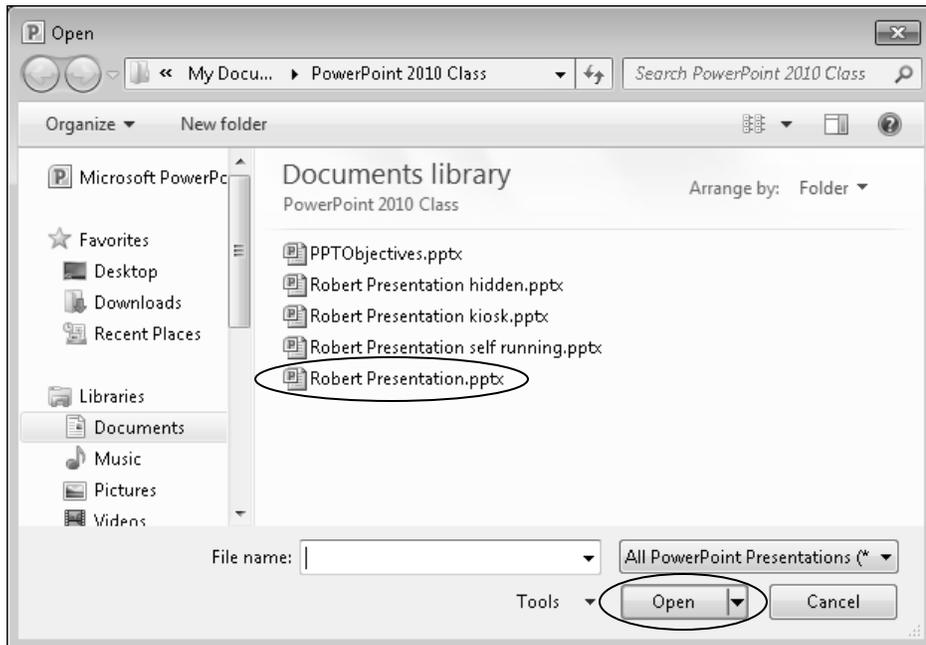
Steps to Package for CD

1. File Tab > Save & Send > Package Presentation for CD.
2. In the right pane of Backstage view, click Package for CD.
3. Type a name for the CD.
4. Click Options.
 - Confirm the boxes to include both linked files and embedded fonts are checked.
 - If desired, type and re-type a password.
 - If desired, check the box to Inspect presentations for inappropriate or private information.
5. Click OK.
 - Confirm a blank, writable CD is in your CD drive.
6. Click Copy to CD.
 - If asked, click Yes to include linked files.
 - If you checked the box to inspect your presentation, click Inspect on the Document Inspector dialog box.
 - Remove all personal information and click Close.
 - The Copying Files progress bar displays.
7. When the CD has finished, click No to finish.
 - Or, click Yes to copy another.
8. Click Close.

Exercise – Saving as a Package for CD

Open your original presentation and Package it for CD.

1. Quick Access Toolbar > Open.
 - Confirm the Documents Library > PowerPoint 2010 Class is the current folder.
2. Click on your original presentation and click Open.

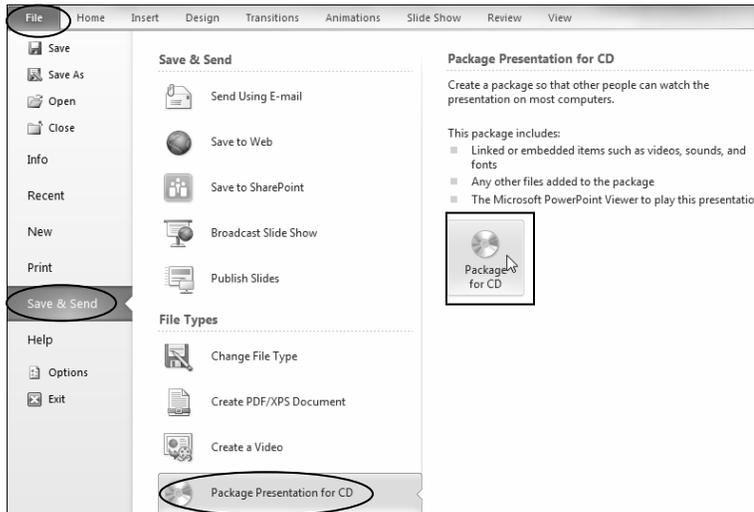


3. Place a blank, writable CD in your CD drive.
 - If an AutoPlay dialog box displays, click the red close button.

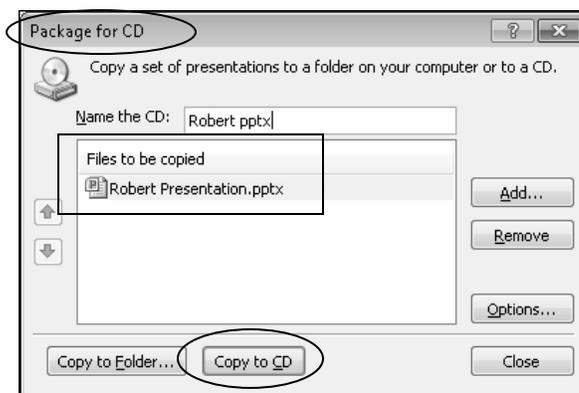


Exercise – Saving as a Package for CD Continued

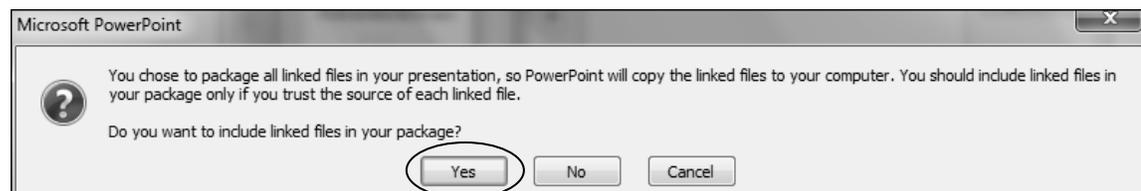
4. File Tab > Save & Send.
5. The File Types section in Backstage View, click Package Presentation for CD.
6. In the right pane of Backstage view, click Package for CD.



- The Package for CD dialog box displays.
 - Here, you could click Copy to Folder to put the files on a flash drive.
7. In the Name the CD field, type <first name> pptx.
 - The name must be 16 characters or less.
 - Your presentation and all files associated with it will be copied

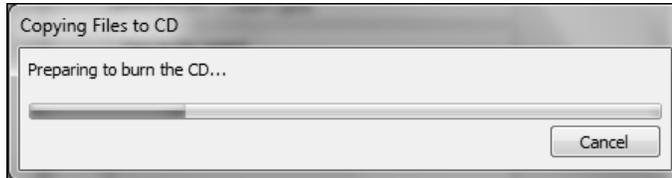


8. Click Copy to CD to begin the copy process.
9. If a Microsoft PowerPoint dialog box displays, click Yes to include the linked files.



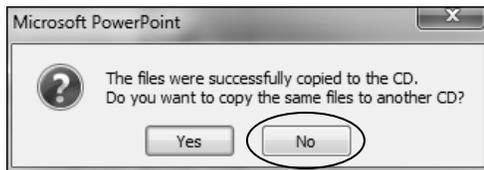
Exercise – Saving as a Package for CD Continued

- The Copying Files to CD dialog box displays. Wait until it finishes.



- When successful, you'll be asked if you want to copy another CD.

10. Click No.



- You are returned to the Package for CD dialog box.

11. Click Close.

12. Quick Access Toolbar > Save.

Appendix D – Compress Media

Media Increases File Size

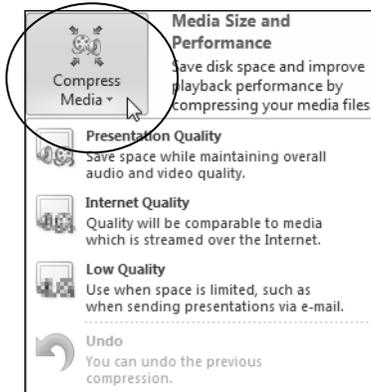
When saving presentation with audio and video, be aware that the larger the files, the bigger your presentation will be, and the longer it will take to load or save. Optimizing can help!

Optimize

Optimization is the process of compressing your audio and video files. It makes your presentation smaller without changing the data. Depending on the level of optimization you choose, the quality of video files may be affected. Optimizing removes the “dead weight” from your presentation. Be sure to optimize media-rich presentations - especially if you’re going to distribute them or run them on the Internet. It is especially helpful to optimize your presentation prior to, saving it to the Web or saving it as a video. More on video shortly!

Compress Media in PowerPoint 2010!

PowerPoint 2010 has a new optimization feature called Compress Media. It becomes available when you have audio or video content on your slides. Use this feature prior to saving the final version of your presentation in the format you choose as best suited for your needs. A few options are presented under compress media. Choose an option suited for the medium in which you will display your presentation. When you are presenting on a normal computer, choose presentation quality. If you are saving to the Web, choose Internet quality.



More Information!

More information can be found at:

<http://office.microsoft.com/en-us/powerpoint-help/compress-your-media-files-HA010382163.aspx>

Steps to Compress Media



1. File Tab > Info > Compress Media.
2. Choose the desired quality.
 - A Compress Media dialog box displays showing the space savings.
3. Click Close.

Appendix E – Saving to the Web

Save to Web The option to save your presentation as a web page has been removed in PowerPoint 2010. Instead, you can use Save to Web if you want to post your presentation to the Internet. This feature allows you to post directly to Windows Live. You will need an existing Windows Live account or will need to create one to use this feature.

**Save for Web
Viewing
Windows Live
Only!**

1. File Tab > Save & Send.
2. Click Save to Web.
3. Sign in to Windows Live SkyDrive.
4. Follow the instructions.

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Further Reading

PowerPoint Help Much more information is available in the PowerPoint Help pages! In fact, PowerPoint Help was used extensively to research and learn the new features of PowerPoint 2010. Modules throughout this manual contain instructions and information straight from PowerPoint Help.

Helpful Links Additional resources include Microsoft Online at: <http://office.microsoft.com/en-us/powerpoint/default.aspx> and PPT Tools FAQ's at: <http://www.pptfaq.com/index.html#ListOfLinks>.