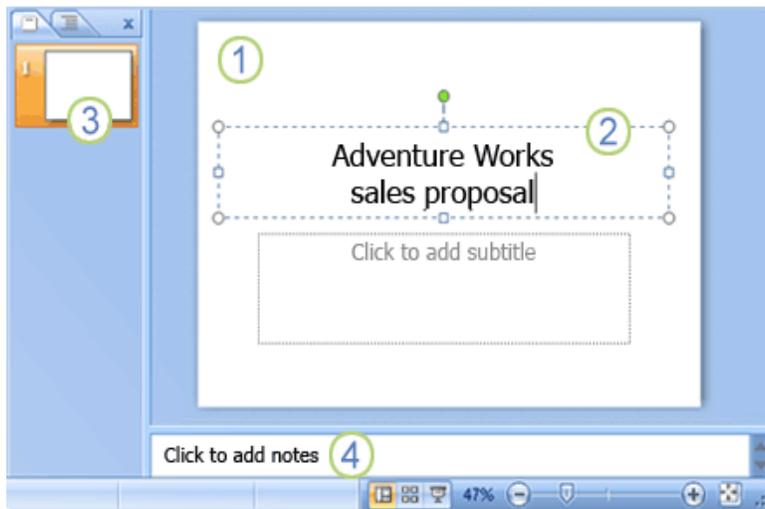


# Introduction to PowerPoint 2010

PowerPoint is a system in the Microsoft Office Suite that enables you to present information in office meetings, lectures and seminars to create maximum impact in a minimal amount of time. PowerPoint presentations can amplify your message, accelerate the information being absorbed and assist with comprehension enabling faster decision making.

## New PowerPoint Document

When you first open PowerPoint you will see what's called the **Normal** view.



**1** The **slide pane** is the big area in the middle. This is the area you will work in to create your slides.

**2** On each slide, you will see various boxes with the dotted borders which are called **placeholders**. This is where you type your text. Placeholders can be customized to different sizes and can contain pictures, charts, and other non-text items.

**3** On the left of the screen are **thumbnail** versions of the slides in your

presentation; the slide you're working will be highlighted.

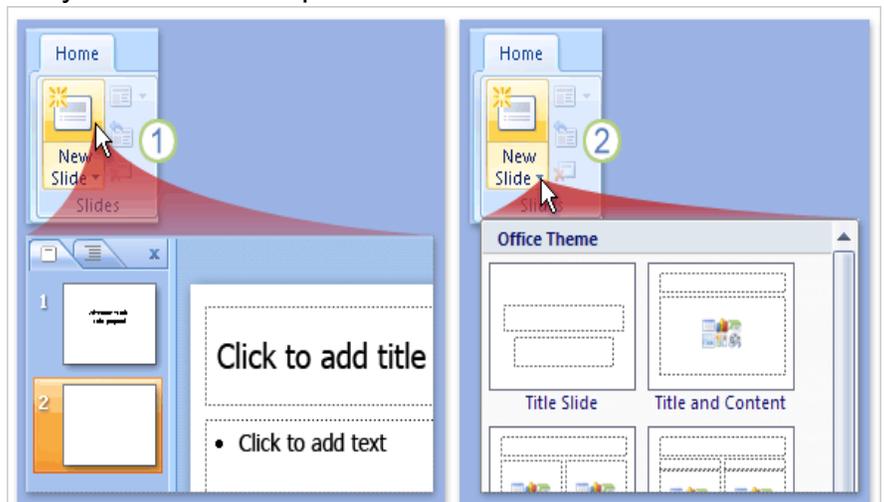
**4** The bottom area is the **notes pane**, this is where you type speaker notes that you can refer to when you present. You can also print speaker notes to use when presenting a slide show.

## Adding Additional Slides

When you open a new PowerPoint document you will only see one slide. In order to add more slides you need to create them, to do this you have a few options.

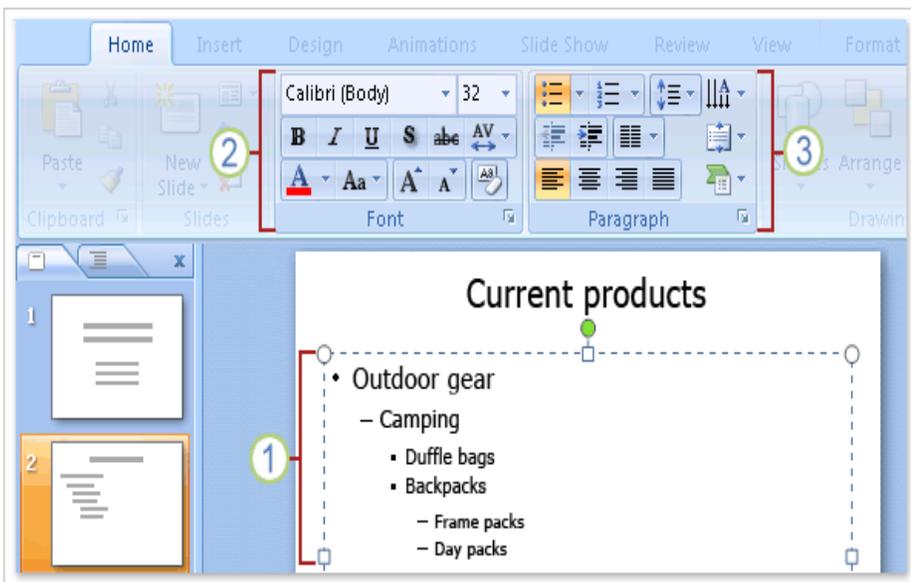
**1** Clicking on the top portion of the **New Slide** command, on the **Home** tab is the easiest method because a new slide will be added immediately. PowerPoint will automatically insert a **Title and Content** slide when using this method of adding slides.

**2** If you click the bottom part of the **New Slide** command, a box will appear and you will see a gallery of **layouts** for you to choose from which will be inserted after your previous slide once you click on your preferred slide option.



## Formatting Text

Many of your slides will require you to enter text in the placeholder boxes.



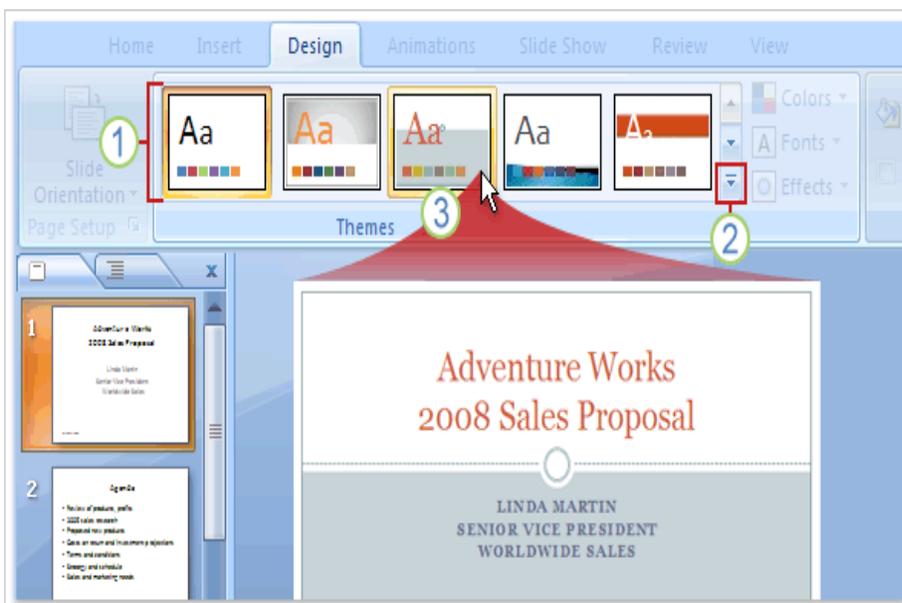
- 1 When typing text PowerPoint will automatically place the text into bulleted lists to make minor points under major points. PowerPoint will also automatically text fit the text reducing font size and line spacing to fit everything into the placeholder boxes.
- 2 To change the text font, color and size use commands in the **Font** group.
- 3 To change paragraph

formatting such as bullet type, text indentation, and line spacing use the commands in the **Paragraph** group.

## Adding a Design Theme

A theme includes a background design, color scheme, font types, font sizes, and placeholder positions in one package. Every new presentation starts out with the default theme, called **Office** theme, which is a white background and black text. However you can change the theme to a wide variety of options. To find and apply a theme, click the **Design** tab on the Ribbon.

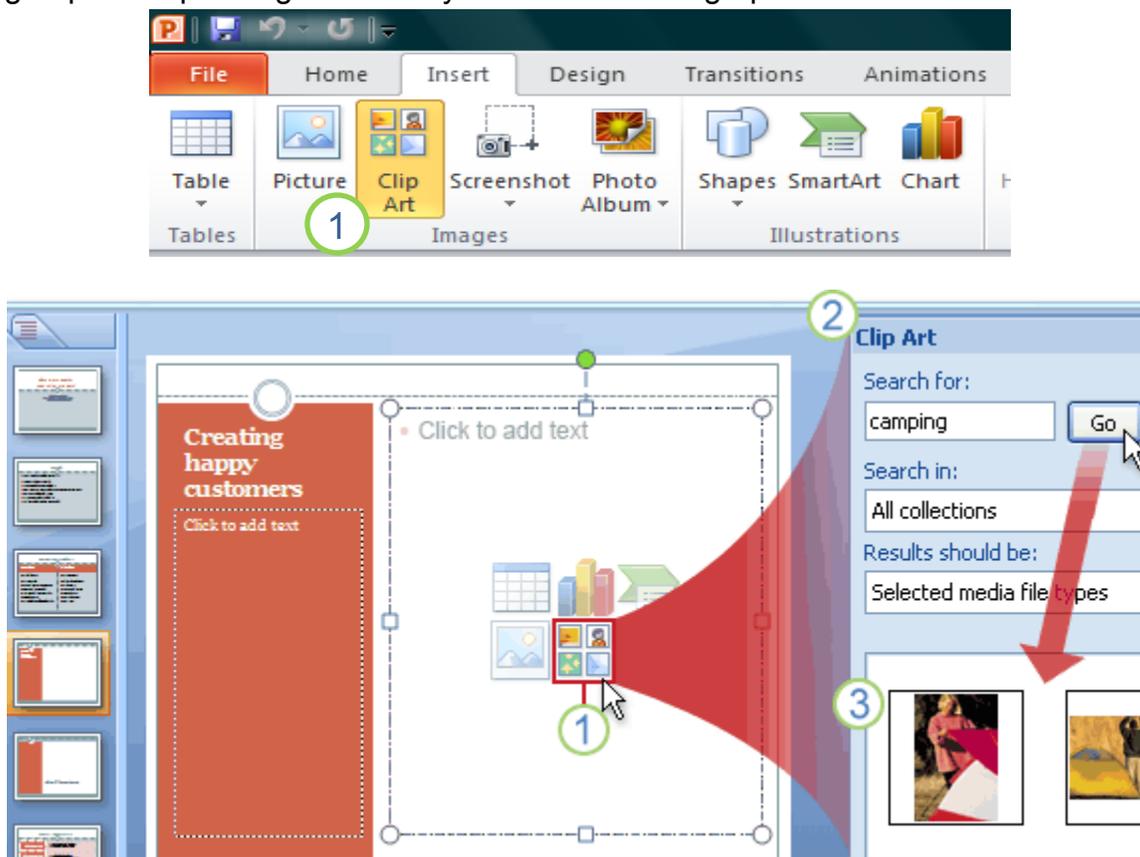
- 1 The **Themes** group provides thumbnails of different design options.
- 2 To see additional themes, click the **More** arrow button on the right of the group.
- 3 When you point and hover on any theme thumbnail, a preview of the theme will appear on the slide. To apply the theme to your slides, click on the thumbnail design you like.



**NOTE:** A theme can be selected at any time during the creation of your slides however; themes can alter the position of placeholders, so your text maybe automatically adjusted to properly fit the placeholder of the theme causing unexpected formatting changes to your slides.

## Inserting Clip Art

If you would like to add an additional dimension to a PowerPoint slide you can add Clip Art to your slides. Clip Art includes pictures, sounds and videos. There are two ways to initiate inserting Clip Art depending on where you would like the graphic to be located.



- 1** The first method is to go to the **Insert** Ribbon and click on the **Clip Art** command. You can also click on the **Audio** or **Video** commands and opt to pick from the Clip Art gallery. The second method is to click on the **Clip Art** icon in a placeholder.
- 2** The **Clip Art** task pane will then open on the right. Type a keyword in the **Search for** box that suggests the type of clips you may want. Use the **Results should be** drop down to select the media type to search in then click **Go**.
- 3** Clips that fit the keyword will appear in the box below. Click on the clip that you would like on your slide and it will be automatically appear.

**NOTE:** When inserting a graphic using the icon in a placeholder causes the graphic to be automatically sized and positioned within the placeholder preventing you from entering text in the same placeholder. Inserting a graphic through the Insert Ribbon will insert the graphic on the slide without removing the placeholder enabling you to enter text on the slide without having to further modify your slide.