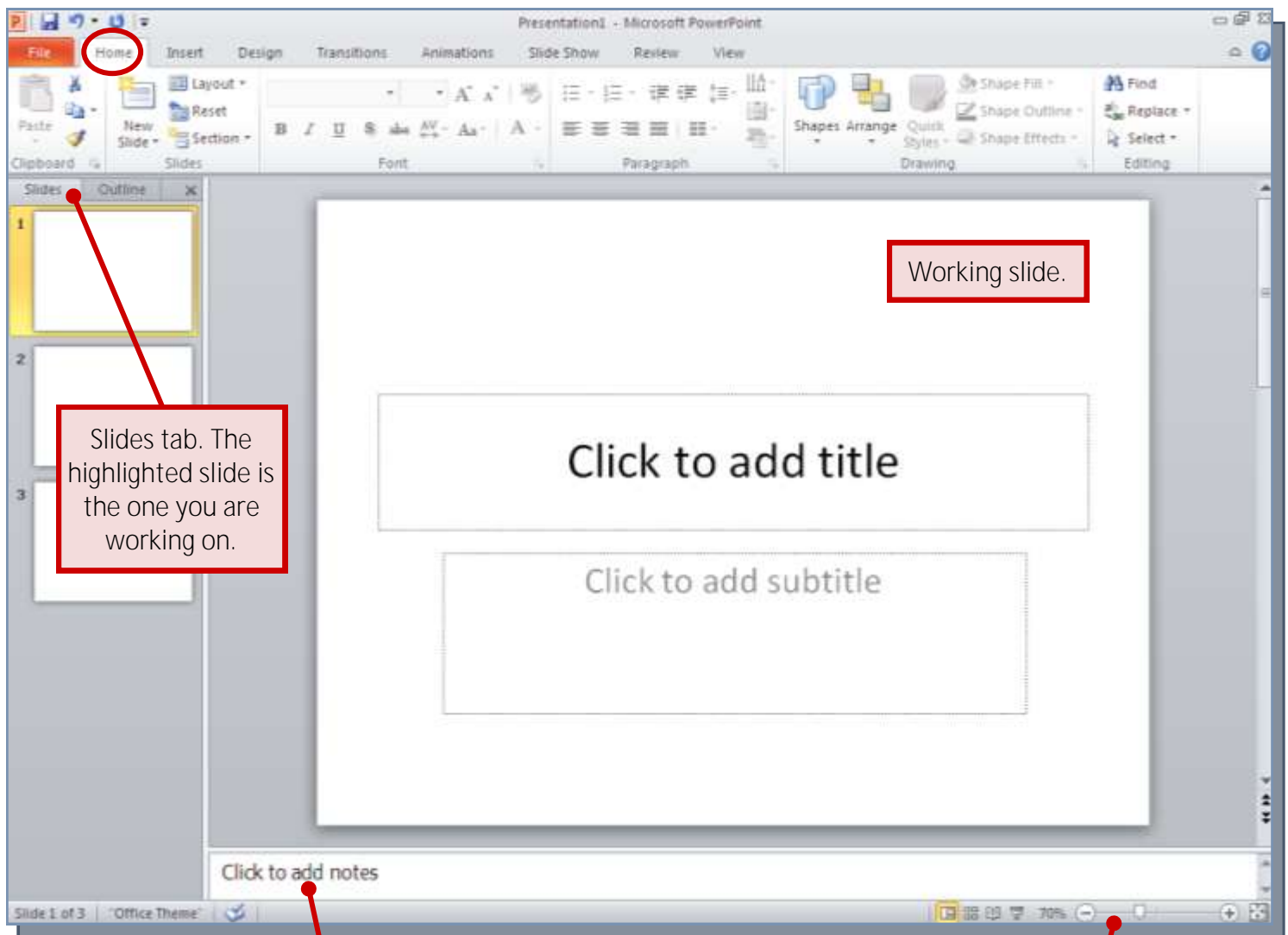




PowerPoint 2010 for Beginners

PowerPoint will open to the **Home** tab. The Home tab contains the functions of the program that are used the most (New Slide, Copy & Paste, text formatting, paragraph alignment, etc.).



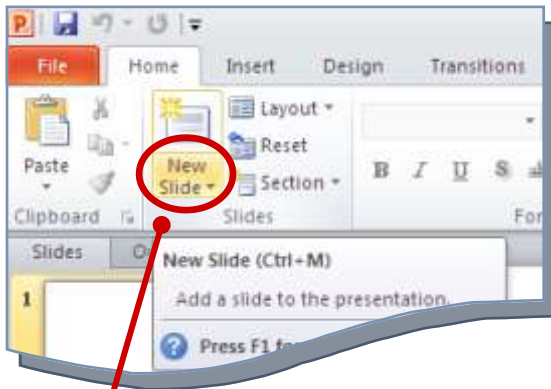
Slides tab. The highlighted slide is the one you are working on.

Working slide.

Make notes to use for your presentation.

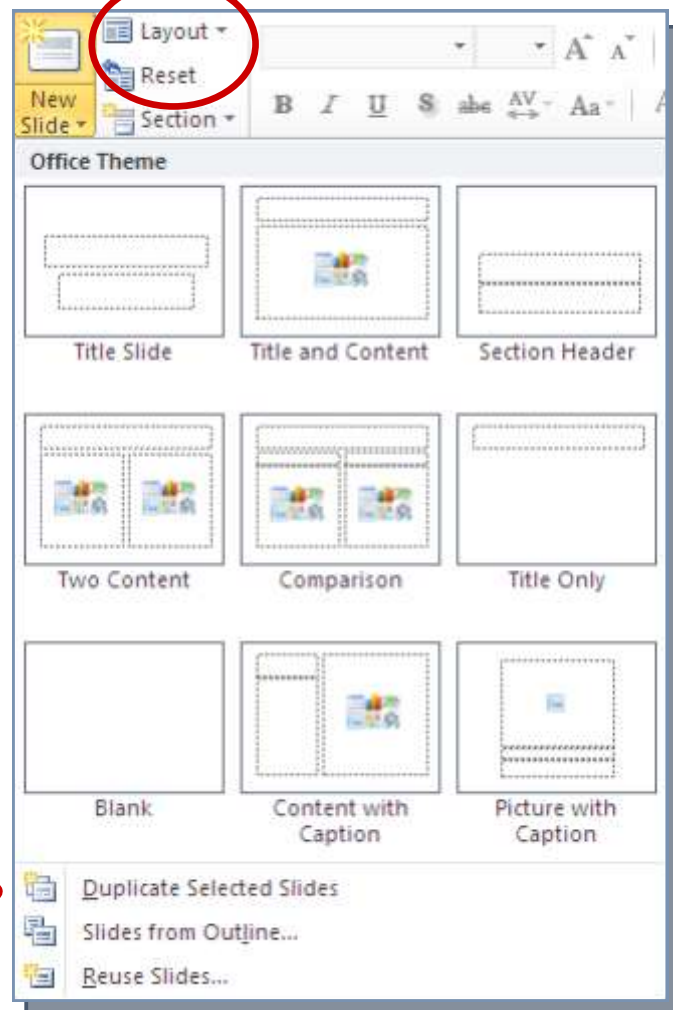
Zoom In/Out control.

Slides: Create or Change



Click the little black arrow to bring up the slide selection box.

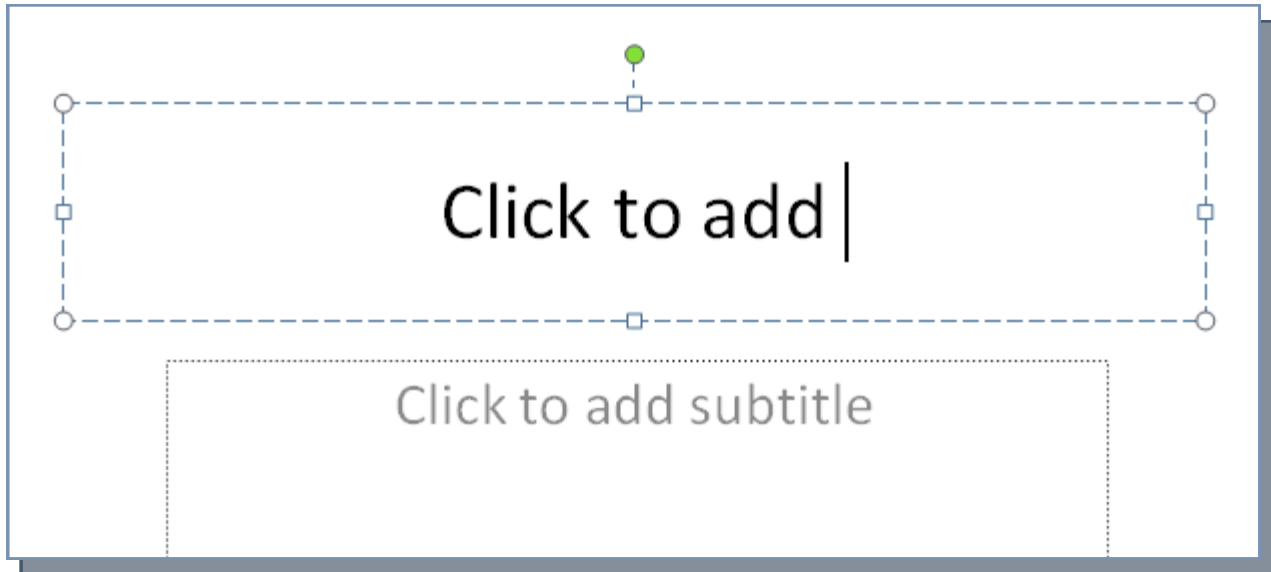
Layout changes how a slide is organized. Reset changes the slide back to its original layout.



Make an exact duplicate of a slide that you have selected.

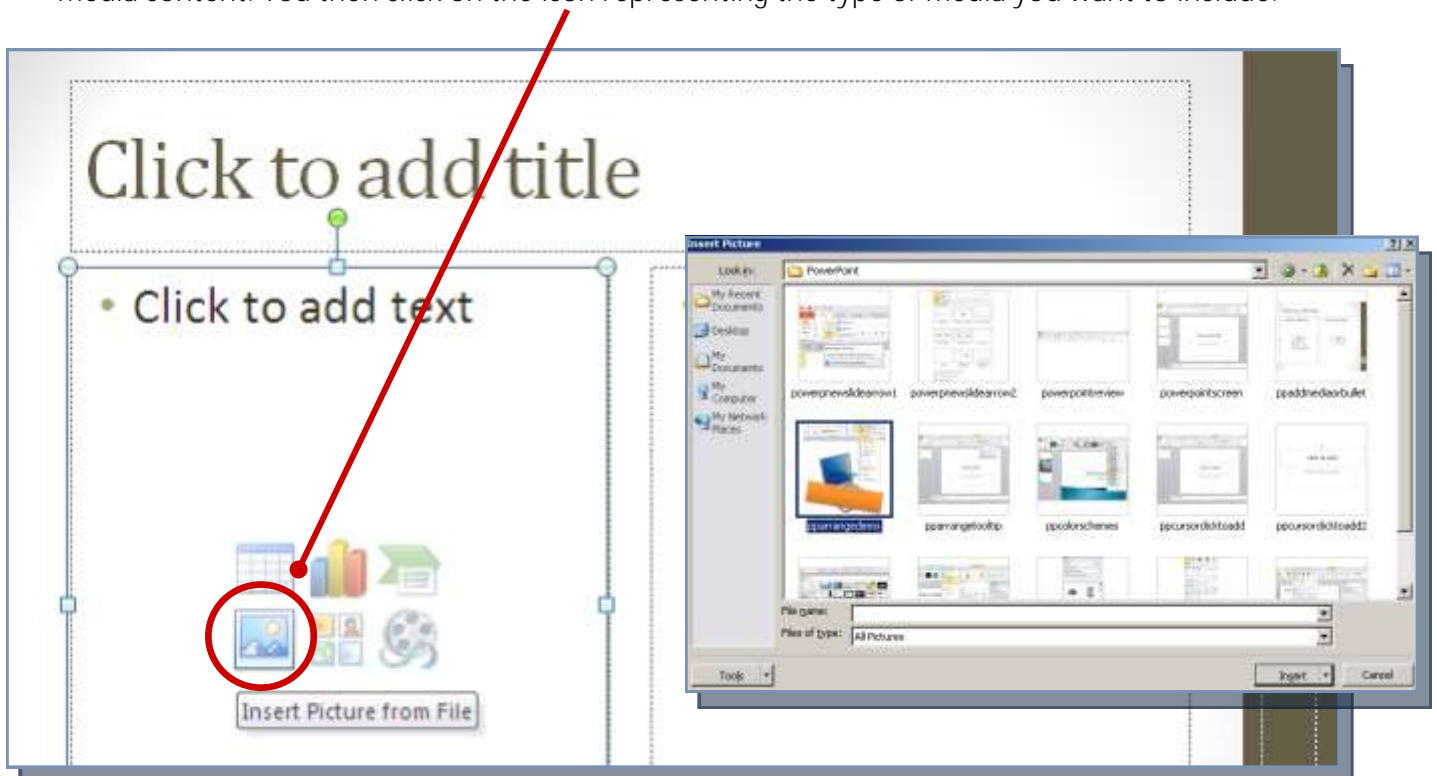
Click to Type

Simply clicking in a Text Box where you are directed to will allow you to start typing. Your words will appear at the blinking black line cursor just as if you were typing in Word.



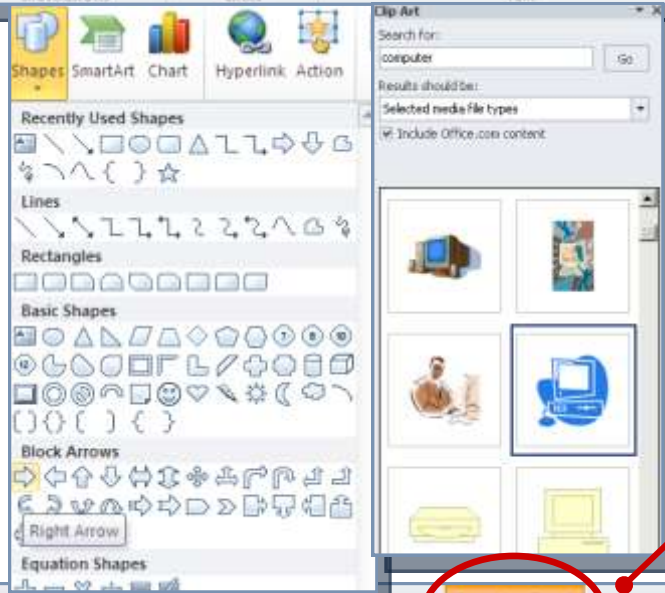
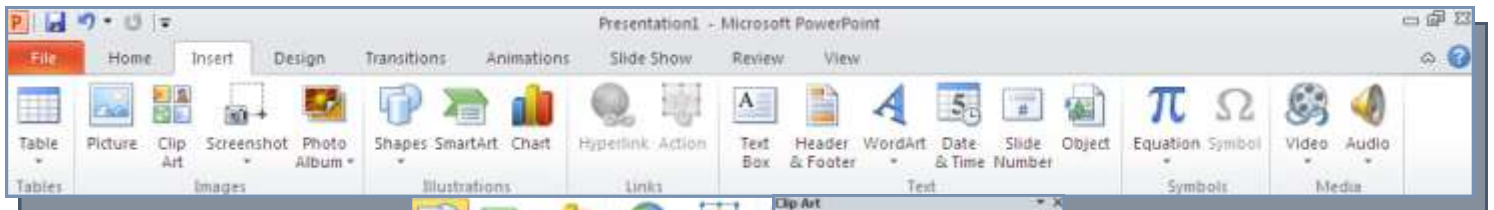
Click to Add Media

A shortcut to adding objects such as pictures or clip art is to choose a slide layout that offers an area for media content. You then click on the icon representing the type of media you want to include.

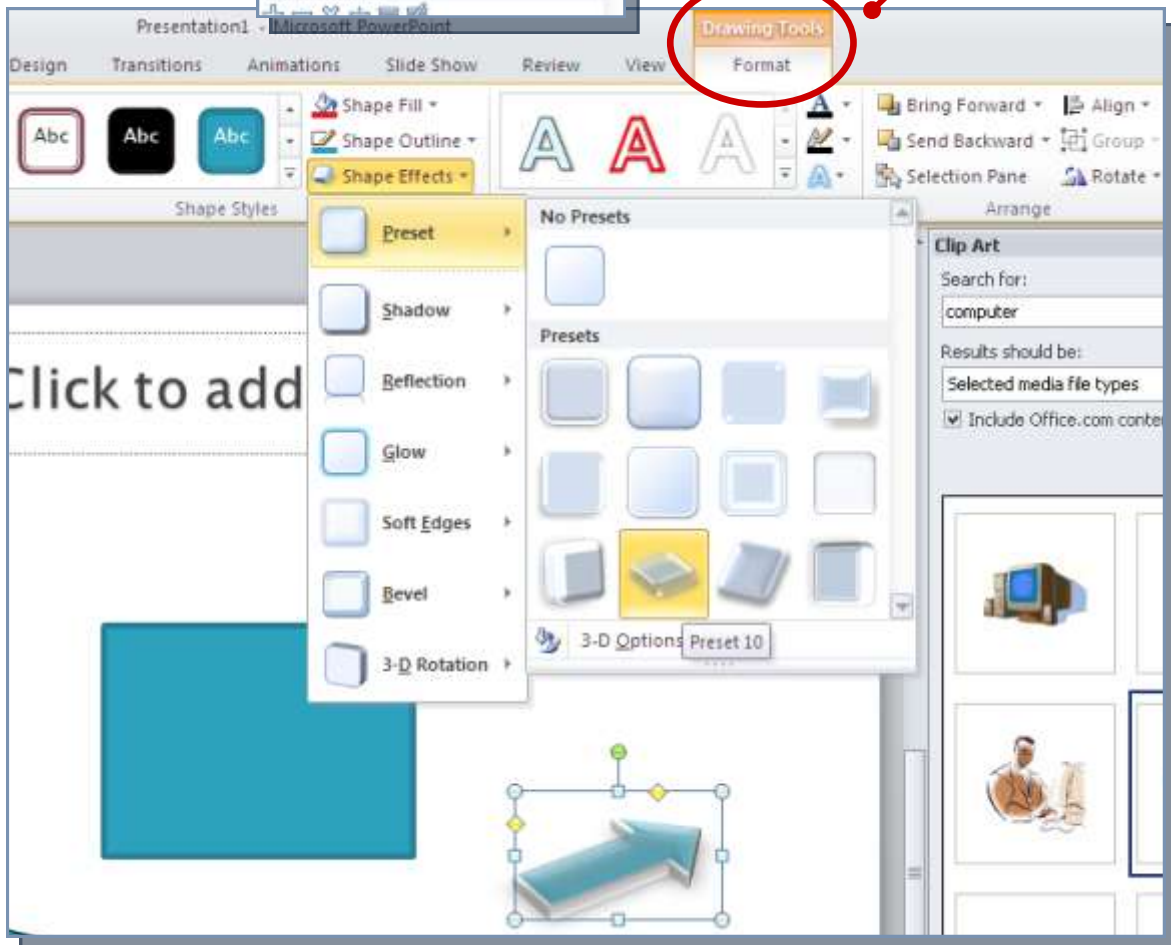


Insert

Do you need to insert page numbers, a picture, table, symbol or some other object into your current slide? You should be able to find it under the **Insert** tab.

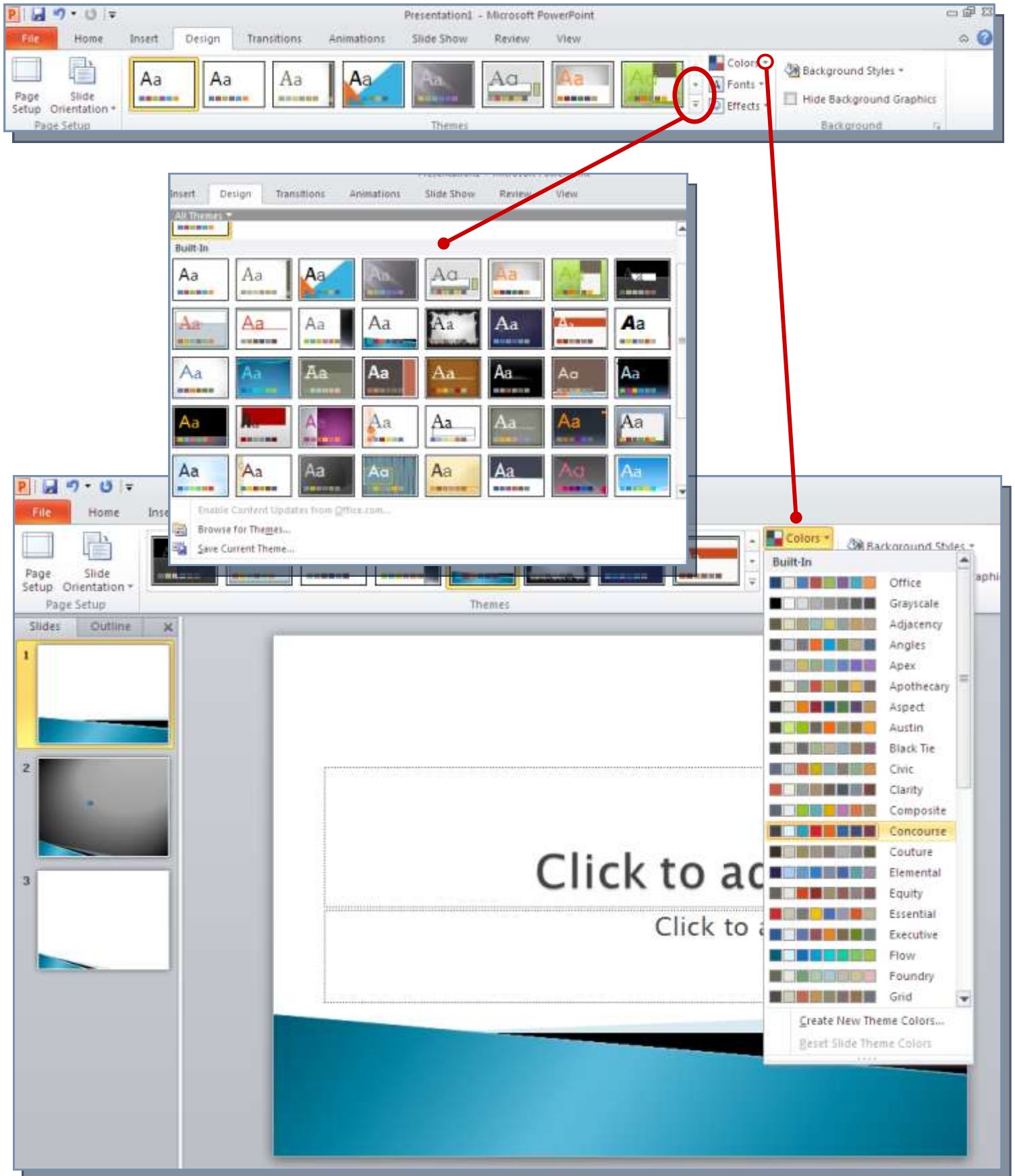


Double-click on an object you inserted to show the hidden **Drawing Tools - Format** tab.



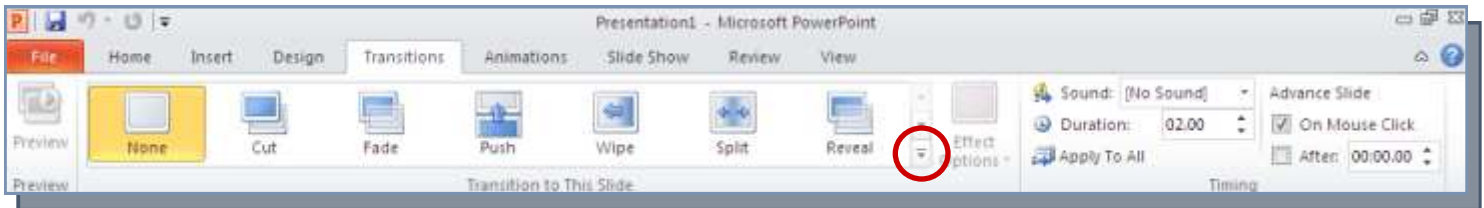
Design

Control the way your presentation looks with the **Design** tab. Themes, background styles, font sets & color schemes can be found under this tab.

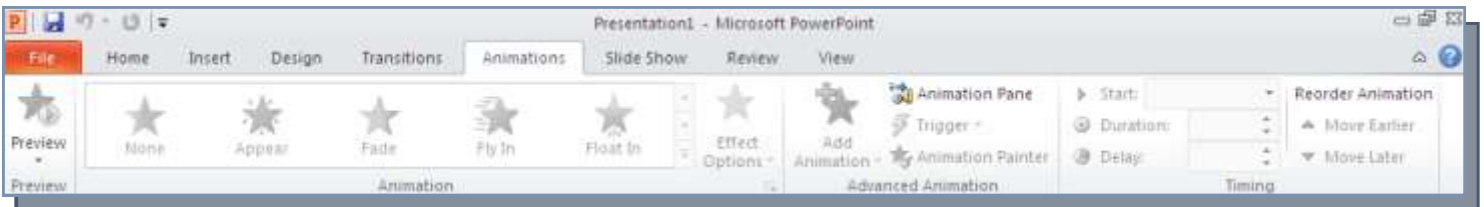


Transitions, Animation, Slide Show

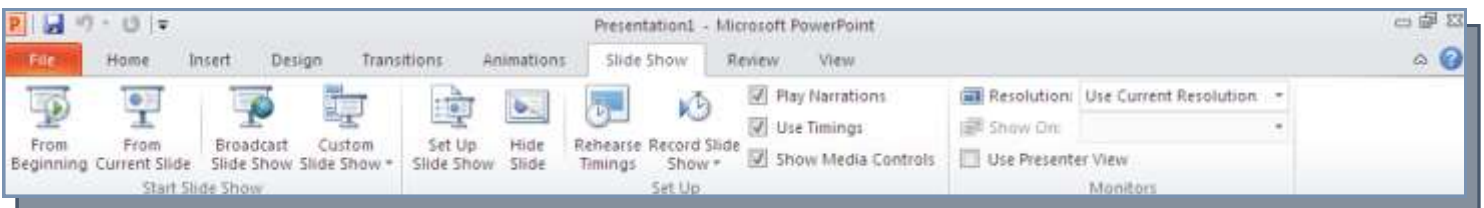
The **Transitions** tab allows you to add an effect when you go from one slide to the next during your presentation.



The **Animation** tab is for adding animated effects to individual objects (bullet points, pictures, etc.) on your slides.

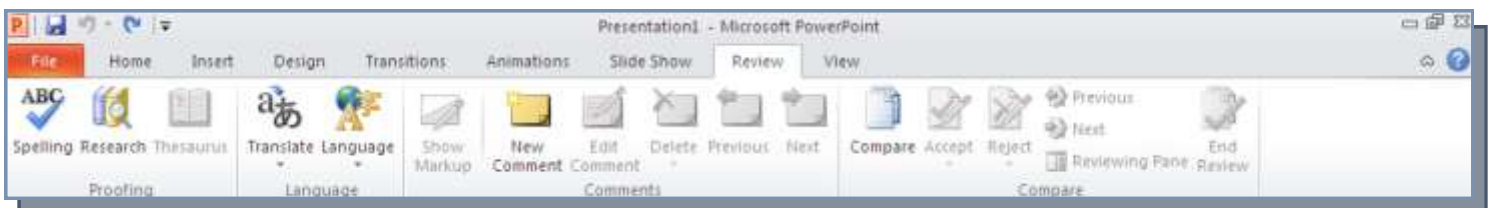


The **Slide Show** tab contains all your presentation controls. You can even record voice narrations to your slides.

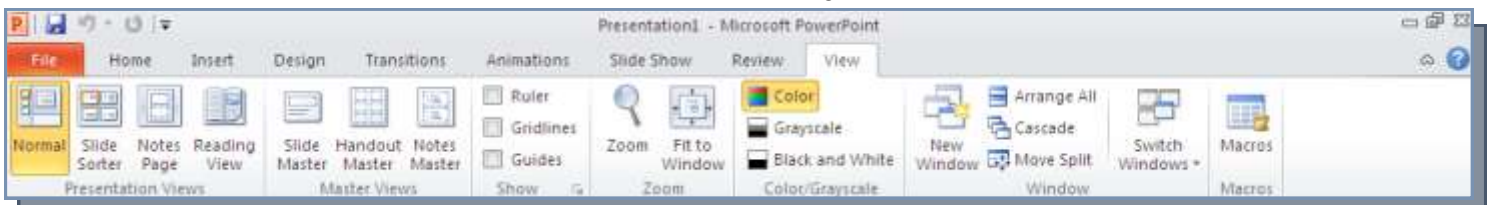


Review & View

Go to the **Review** tab to check your spelling, use the thesaurus or research a word.

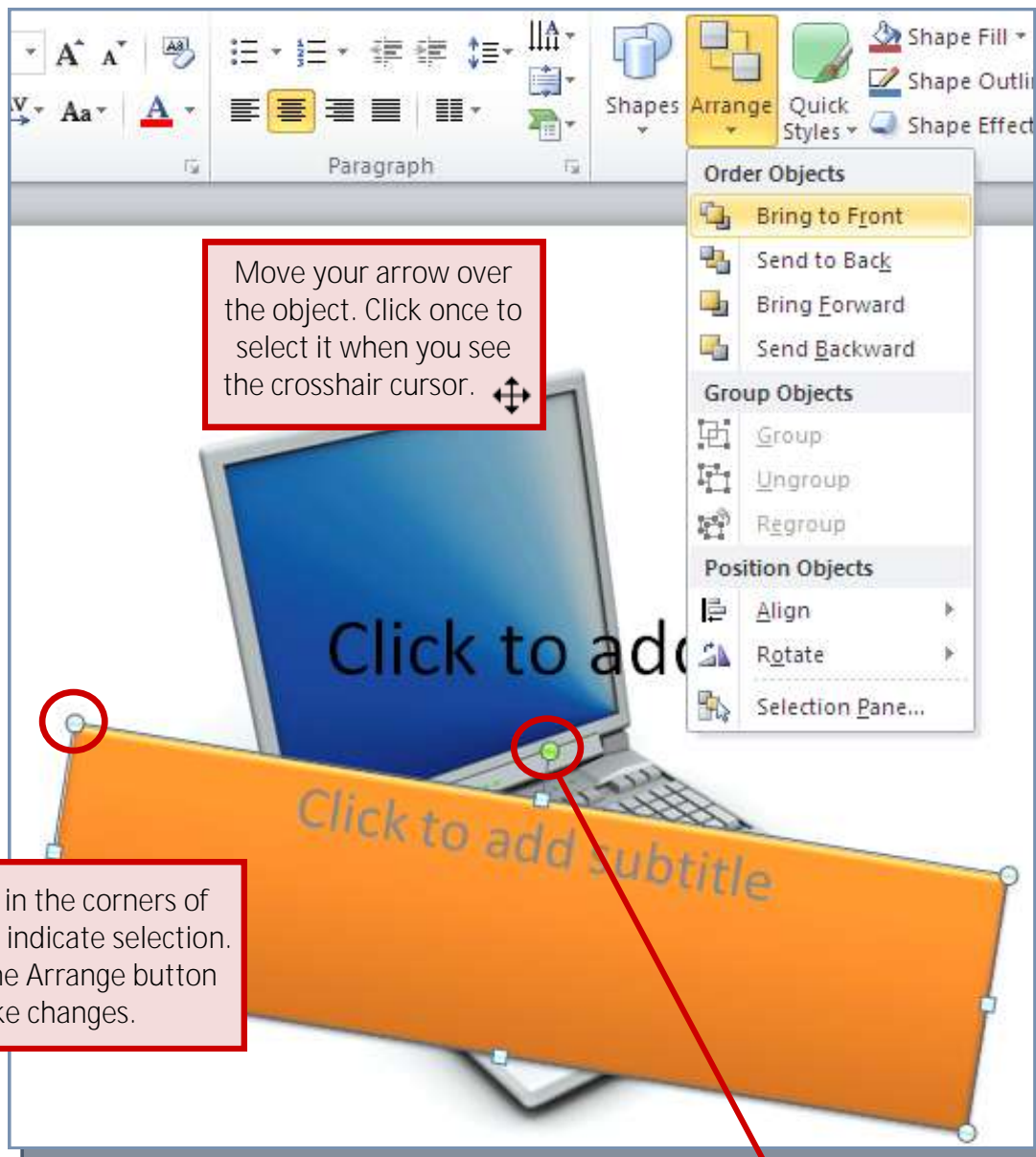



The **View** tab allows you to switch between your Normal view, the Slide Sorter, your Notes page, or the Handout Master design view.



Arranging Objects

You can Arrange objects on a slide by changing order, position, or rotation. You can also group multiple objects together to be treated as one single object. The Arrange button can be found under the **Home** tab.



Move your arrow over the object. Click once to select it when you see the crosshair cursor. 

The bubbles in the corners of the object will indicate selection. Then go to the Arrange button to make changes.

Use the green toggle to rotate freely.

For More Help

Books for more learning that you can check out from the Library

Microsoft Office 2010 Plain & Simple. Murray, Katherine. 2010. NF 005.5 Mur.
Microsoft Office 2010 Quicksteps. Matthews, Carole. 2010. NF 005.5 Mat.
Easy Microsoft Office 2010. Bunzel, Tom. 2010. NF 005.5 Bun.
Office 2010: The Missing Manual. Conner, Nancy. 2010. NF 005.5 Con.
Microsoft Office PowerPoint 2007 QuickSteps. Matthews, Carole. 2007. NF 005.58 Mat.
Microsoft Office PowerPoint 2003 (QuickSteps). Matthews, Carole. 2004. NF 006.6 Mat.

Library Database for more Computer Training (online video classes)

1. Go to: <http://explore.bcls.lib.nj.us/databases>
2. A-Z DATABASES: ACCESS ANYWHERE will be on the right side of the page
3. Scroll down to the L databases (alphabetical order)
4. Click on the link for Lynda.com
5. Log in with your library card barcode number
6. **Search for the program you want to learn (Ex: Software → P → PowerPoint → PowerPoint 2010 Essential Training)**
7. Choose a class appropriate for your level (3 levels, 1 bar is the easiest)
8. No programs to download; can watch right on the web page
9. Practice exercises available to download
10. Always remember to log out when done as only 5 people may log in at a time
11. If you are denied access, the number of users may be at max so please try again later

Webpages for Computer Help

Free Quick Reference Cheat Sheets:

http://www.customguide.com/quick_references.htm

GCF LearnFree PowerPoint 2010 Training:

<http://www.gcflearnfree.org/powerpoint2010>

Microsoft Training:

<http://office.microsoft.com/en-us/training/default.aspx>



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