

Introduction to PowerPoint 2010

What You Will Learn.....	1
Understanding the PowerPoint Interface	2
Working with Backstage View	3
Working with PowerPoint Views	5
Creating a Presentation	8
Adding Content to Placeholders	8
Working with Slides	9
Editing Text	12
Formatting Text	13
Zoom Methods	16
Saving Your Presentation	17
Exercise 1	18
Using Outline View	20
Adding Slides.....	20
Promoting and Demoting Slide Content	21
Selecting and Editing Text.....	22
Showing Text Formatting	23
Printing Outlines	24
Exercise 2.....	25
Using Slide Sorter View	27
Selecting Slides in Slide Sorter View	27
Moving/Rearranging Slides in Slide Sorter View	27
Copying Slides in Slide Sorter View	28
Editing Slides in Slide Sorter View	29
Deleting Slides in Slide Sorter View	29
Working with Sections.....	30
Adding Sections	30
Working with Sections.....	31
Renaming Sections.....	31
Removing Sections	32
Using Notes Page View	33
Adding Slides in Notes Page View	33
Editing Slide Content.....	33
Creating Notes	34
Printing Notes	34

Using Handouts.....	35
Printing Handouts	35
Using Themes and Backgrounds	36
Understanding the Three Parts of Themes.....	36
Choosing a Theme	37
Working with Backgrounds	39
Exercise 3.....	42
Creating Headers and Footers on Slides, Notes, and Handouts.....	43
Adding a Header or Footer	43
Formatting Headers and Footers.....	44
Using Masters for Slides, Notes, and Handouts	45
Understanding Slide Masters	45
Using the Notes Master.....	46
Using the Handout Master	46
Exercise 4.....	47
Adding Shapes to Your Presentation	48
Choosing a Shape.....	48
Drawing Shapes	49
Selecting Shapes	50
Using the Selection and Visibility Pane.....	51
Modifying Shape Position.....	52
Changing Shape Appearance	55
Adding Text in Shapes.....	57
Changing the Stacking Order.....	58
Deleting Shapes	58
Using WordArt.....	59
Inserting WordArt.....	59
Applying a Fill or Outline to WordArt	60
Applying WordArt Text Effects	60
Clearing WordArt	60
Working with Pictures	61
Inserting a Picture	61
Modifying a Picture	61
Using Picture Styles.....	65
Cropping Pictures.....	65
Resetting Pictures.....	66
Using Clip Art.....	67
Inserting Clip Art	67

Exercise 5.....	69
Understanding the Slide Show.....	70
Setting Up the Show	70
Hiding Slides.....	72
Ending the Presentation Gracefully	72
Setting Slide Transitions	73
Running the Slide Show.....	75
Annotating with the Pen and Using the Eraser	76
Exercise 6.....	78
Appendix A: PowerPoint Best Practices and Key Takeaways	79
Appendix B: Rehearsing Timings.....	82
Appendix C: Choosing a Different Bullet for Slides	84
Appendix D: Using the Spell Checker.....	85
Appendix E: Using Find and Replace.....	86
Appendix F: Removing Picture Backgrounds	88
Appendix G: Grouping and Ungrouping Clip Art	89
Appendix H: Understanding Office 2010 File Formats.....	90
Appendix I: PowerPoint Keyboard Shortcuts.....	93