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Create presentations - Microsoft PowerPoint 2010

Notes
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Preface

Today's society is shaped by sudden growth and development of the information technology (IT) resulting with its great dependency on the knowledge and competence of individuals from the IT area. Although this dependency is growing day by day, the human right to education and information is not extended to the IT area. Problems that are affecting society as a whole are emerging, creating gaps and distancing people from the main reason and motivation for advancement – from opportunity. Being a computer illiterate person today means being a person who is unable to participate in modern society, and a person without opportunity; and despite the acknowledged necessity and benefits of inclusive computer literacy from institutions like the European Commission, UNESCO, OECD, there are still groups of people having difficulties accessing basic computer education viz. persons with disabilities, persons with learning difficulties, migrant workers, unemployed persons, persons that live in remote (rural) areas where IT education is not accessible.

These notes, combined with other materials published on ITdesk.info, represent our effort and contribution to promotion of the human right to education and information considering IT area. We hope that this education will help you master basic computer skills and with that hope we wish you to learn as much as you can thus becoming an active member of modern IT society.

Sincerely yours,

ITdesk.info team
1. **Window manipulation** - buttons: minimize, maximize, close window
2. **Title Bar** - name of the document, extension (.pptx) and program name (Microsoft PowerPoint)
3. **Tab names**
   - File
   - Home
   - Insert
   - Design
   - Transitions
   - Animations
   - Slide Show
   - Review
   - View
4. **Toolbars**
   - some toolbars have hidden tools — they have an arrow in the lower right corner which (when clicked) displays an additional option
   - tools that cannot be applied on the selected object are greyed out
   - tools that have dots (if pressed) lead to another sequence of commands (in the image: Define New Bullet ...)
   - toolbars with Tab names are called *Ribbon*
5. **Field for title**
6. **Field for content** - (text) entering: paper, here you type, insert object etc.
7. **Thumbnails pane**
8. Field for notes
9. Bars for horizontal and vertical navigation (sliders)
   • double-arrow jumps up / down a page (to the next / previous page)
10. Status Bar - displays information about the current position in the document
    (insertion point and the mode of special functions)
11. Rulers - above/horizontal and left/vertical ruler of the PowerPoint’s desktop

SELECTING TEXT

- **Insert** (additional) text - press left mouse button in the provided field and type the desired text
- **Edit** (existing) text - select the text you want to change and enter a new one

Arbitrary text selection

- press and hold left mouse button, move the mouse from the beginning to the end of the text you want to select, and then release left mouse button
- place insertion point at the beginning of the text you want to select, press and hold the Shift key, then press the left mouse button at the end of text you want to select and release the Shift key

COPYING TEXT WITHIN AND BETWEEN OPEN DOCUMENTS

Copy / Paste

1. select the text you want to copy
2. copy the selected text with the Copy tool (or use the keyboard shortcut by pressing Ctrl + C)
3. set the insertion point where you want to copy the text
4. paste the text by using one of the Paste Options (or use the keyboard shortcut by pressing Ctrl + V)

Copy text with “drag-and-drop” method

1. select the text you want to copy
2. simultaneously press and hold down the left mouse button and press and hold down the Ctrl key on the selected text
3. “drag” the mouse to the place where you want to copy the selected text
4. release the left mouse button and then Ctrl key too, ext is copied to the new location.
MOVING TEXT WITHIN AND BETWEEN OPEN DOCUMENTS

Cut/Paste

1. select the text you want to move
2. cut the selected text with the Cut tool (Ctrl + X)
3. set the insertion point to the place you want to paste the text
4. paste the text by using one of the Paste Options (Ctrl + V)

Move the text with “drag-and-drop” method: use the same method as for copying, but without using the Ctrl key

DELETING

Deleting text, letter by letter

- **delete** - this keyboard key deletes the text that is on the right side of the cursor
- **backSpace** - this keyboard key deletes the text on the left side of the cursor
- **the faster way** - select the text and press the Delete key on the keyboard

Delete one or more slides - select one or more slides simultaneously (using the Shift key if they are in sequence, and Ctrl if they are not) and press the Delete key

**Undo** changes (Ctrl + Z)  
**Redo** changes (Ctrl + Y)

You can see all actions being made by clicking on the arrow next to the tool in the opened drop-down menu.
FILE MENU

- **Save** (keyboard shortcut Ctrl + S)
  - **Save As** dialogue box
  - **Save in** - location where the document will be saved
  - **File name** - type in the file name
  - **Save as type** - file type in which the file will be saved (MS PowerPoint 2010 .pptx)

- **Creating new document** - New > Blank document > Create (keyboard shortcut Ctrl + N)

- **Open existing document** - (open more than one document: press Ctrl key or the Shift key)

- **Print**
  - **Printer** - choose the printer for printing
  - **Copies** - number of copies
  - **Range** - all current slides
  - **Custom range** - choose slides to print
  - **Collated** - print the entire file from the beginning to end, then print the copies according to the selected number
  - **Uncollated** - print the first slide according to the selected number of copies, then second, etc.
  - **What to print** - Full Page Slides, Outline, Notes Page, 1 slide per page, 2 slides per page...
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- Print - color, grayscale, black and white
- Share - new features that make it easier to share files
- Change File Type – change the file type and then choose a new one
- Create PDF / XPS Document – save file in the fixed format (cannot be easily changed)
- Options - > tab General > User name to personalize the application > tab Save > set AutoRecover file location and Default file location

HOME TAB

- New Slide (keyboard shortcut: Ctrl + M)
  - key Enter, only in the Thumbnails pane
- Layout

  ![Layout](image)

  - Title slide
  - Title and content
  - Two content

- Font - Times New Roman, Verdana, Arial, Calibri etc.
- Font Size – enter value or choose from the drop-down menu
- Text formatting -
  - **Bold** - Ctrl + B
  - *Italic* - Ctrl + I
  - *Underline* - Ctrl + U

- Shadow -
- Strikethrough - some text
- Change case - turn the uppercase into lowercase, and vice versa
- Font Colour - a tool for setting the font colour
- Lists - Bullets Numbering
  - to add new items to the list – press Enter
  - to finish the list – press Enter two times
- Text alignment - Align Left, Centre, Align Right, Justify

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- opens the colour palette
- opens the colour palette for shape outline and the selection line type and thickness
- offered effects - 3D, shadow, reflection, rotation, etc.

- **Shapes** - after you select a shape type, you can insert it on the slide using drag-and-drop method, automatically defining its size and position on the slide
  
  **Arrange** - places objects (shapes, text boxes, content fields etc.) in front (Bring forward) or behind (Send to back) other objects

- **Find** - enter a word/a phrase, choose **Find Next** in order to search the document for that particular word/phrase

- **Replace**
  - **Find What** - enter a word/a phrase in order to search the document for that particular word/phrase
  - **Replace With** - type in a word/a phrase with which you want to replace the existing word/phrase in the document

- **Format Painter** - copy formatting from one part of the text to another

- **MS PowerPoint Help** - F1 on the keyboard

While you are positioned within the content field on the slide, you can select the Drawing tools -> Format tab - where you can find the described tools

- **Table** - position the cursor where you want to insert the table, choose Table and select the size
  - Or choose **Table > Insert Table**, enter the number of rows and columns
If we want to insert a new slide with defined layout which includes table, place for the table will be added on the new slide.

- **To navigate** across the table - use the **TAB** key, arrow keys on the keyboard or the left mouse button.
- **Table formatting - Table Tools > Borders**
  - > **Shading**

- **Insert a row or column subsequently** – choose an insertion point (the cell where you want to insert a row or a column, press right mouse button and from the Quick menu select **Insert > Row Above** or **Insert > Row Below** or **Insert > Column Left** or **Insert > Column Right**
- **Deleting rows and columns** - select row(s) or column(s), press right mouse button (quick menu will open) > choose **Delete Columns** or **Delete Rows**
- **Deleting the table** - select the table and press the **Delete key**

### Picture

If we insert a new slide with predefined layout which includes picture, place for the picture will be provided on the new slide.

- **Select** a picture using left mouse button and the picture will get boxes on its borders (control points)
- **Adjusting size of objects**
  - **Manually** - select an object and move (drag-and-drop) one of the control points found on objects borders
  - **Type in values** - right-click on the object > **Format Picture** > **Size** > enter values for height and width. You can also keep the aspect ratio the same while entering the values (when you’ll enter either the height or the width, the other value will automatically get updated based on the aspect ratio).

- While picture is selected, you can select the **Format** tab where you can find additional formatting options:
  - Tool for adjusting contrast, brightness, sharpness
  - Adjust colour for a better match
  - Tool for the artistic effects based on different combinations of contrast and brightness

### Text box

- **Tools** - a tool for inserting text field - when selected, you can insert a text box into the slide by using drag and drop method

### Header and Footer

- **Tools** - to edit - press the left mouse button within the header/footer area or the right mouse button and choose **Edit text**
If we insert a new slide with defined layout which includes chart, place for the chart will be added to the new slide

- Chart represents data from the Excel table
- To add 3-D effects, fill, rotation, shadows, etc. - double click with left mouse button on the chart area or right mouse button click on the chart (quick menu will open) > Format Chart Area
  - Change the chart type – press right mouse button on the chart > Change Chart Type
    > choose type

- SmartArt
  - Change the position of the fields in order to adjust the structure by using left mouse button - select a field > use a “drag-and-drop” method to the fields changed position
  - Add fields - select the field upon which you would like to add a new field, invite quick menu > Add Shape > Below/Above
  - delete a field - select a field > press the Delete key

**DESIGN TAB**

- Choose a desired theme from the pane
- tools for applying colours, fonts and effects within the selected theme
- **Slide Orientation** - Portrait (vertical paper) and Landscape (horizontal paper)

**TRANSITIONS TAB**

- Add visual/sound effects defying slide transition
- Options for the slide transition: **On Mouse Click** or **Enter time**
- Tool to set transition **Duration**
- To apply changes to all slides: **Apply To All**

**ANIMATIONS TAB**

- To animate entrance/exit/the motion paths of objects on the slide - select an object and choose one of the animations
- **Animation Pane** - left mouse click to make visible animation pane with listed animations

**SLIDE SHOW TAB**

- **From Beginning** – to start/view slide show from the beginning (or press key F5)
- **From Current Slide** - to start/view slide show from the current slide (or key **Shift** and key **F5**)
- **Broadcast Slide Show** – a new feature of MS PowerPoint 2010 - application sends the link to the remote users who can see the presentation through the Internet browser
- **Custom Slide Show** - customizing slide show (determining new sequence of slides etc.)
- **Hide Slide** - you can hide a slide making it invisible (not appearing) during full-screen slide show

During the slide show, the right mouse button shows us available **navigation shortcuts** - Previous, Next, Go To, End Show

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**REVIEW TAB**

- Words that are incorrectly entered (misspelled) will be underlined in red, wavy lines
  - **Language > Set Proofing Language**
  - **Spelling and Grammar** - opens A dialogue box with options: Ignore once, Ignore all, Change, Change all

If a word is not in the dictionary you can add it - select a word, right-click > choose **Add to dictionary**

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**VIEW TAB**

- **Normal** - for making presentations
  - **Thumbnail pane** - easy navigation (left column), may appear as **Outline** or **Slides**
- **Slide Sorter** - review and reorganization of the slides
- **Notes Page** - adding notes for the speaker
- **Reading View** - view the presentation within its window, not full-screen
- **Zoom** – choose one of the offered vales or enter a new one

**Set tabs**

- **Ruler** - must be visible

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• **Selecting** - by using the icon found on the left to the ruler
• **Insert tab** - click on the ruler using left mouse button
• **Crossing** - use the TAB key to cross from one to another tab
• **Remove the tab** - press and hold left mouse button over the tab and drag it from the ruler

*These notes are intended for learning along with materials published on the following links:*

*Handbook:*


*Video presentations for the basic use of Microsoft PowerPoint 2010:*

• http://www.itdesk.info/en/microsoft-powerpoint-2010-creating-presentation-1/
• http://www.itdesk.info/en/microsoft-powerpoint-2010-creating-presentation-2/

*Sample exam:*


*Exam solution for this sample exam:*


*Self-evaluation quiz:*

http://www.itdesk.info/en/developing-presentations-quiz/

(To open the link within the .pdf document, press left mouse button on the one of above links)
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