

PowerPoint 2010

What is it?

PowerPoint is presentation software, and is part of the Microsoft Office suite

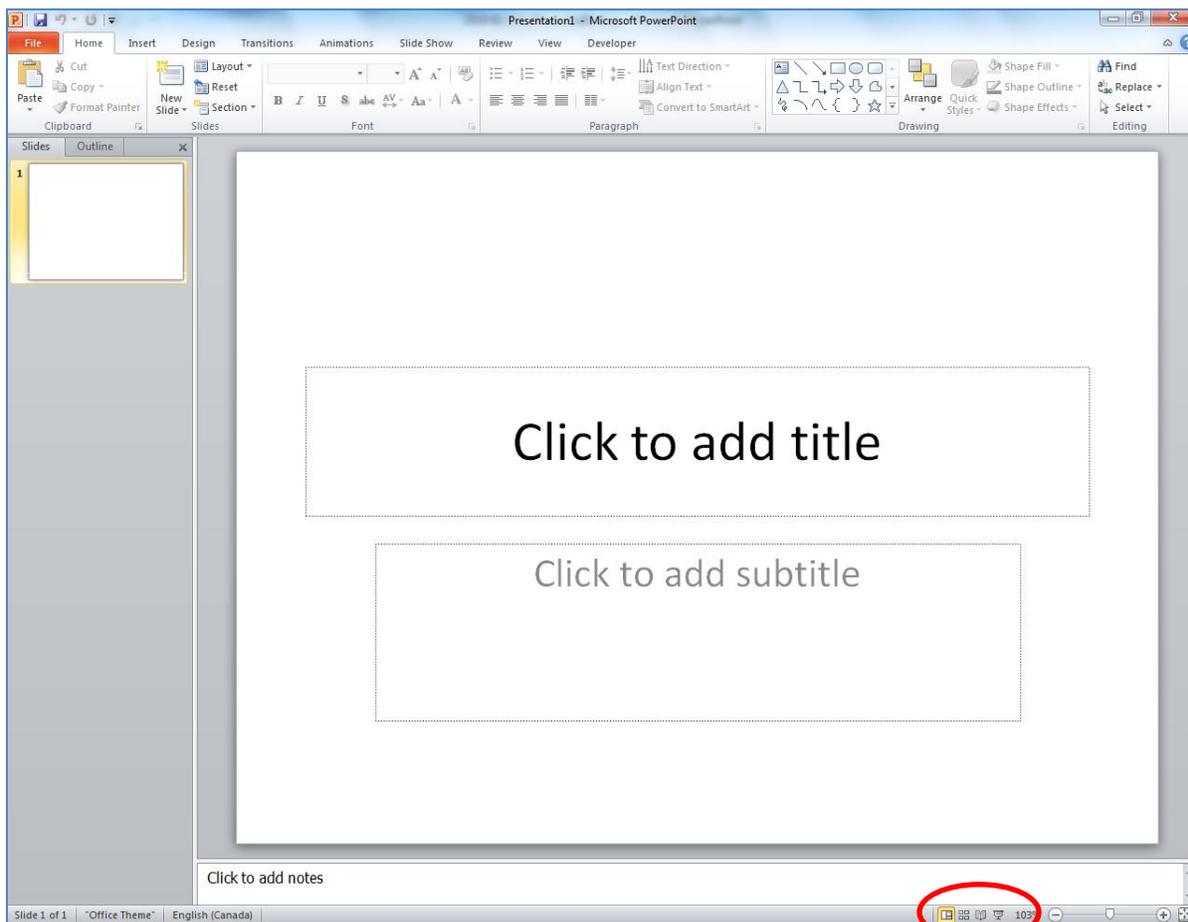
- Slideshow software: PowerPoint is best used as a visual aid in presenting material
- Because it is visually oriented, incorporating too much text into a presentation is often counterproductive



Commonly used in teaching situations, business presentations, and tradeshow displays, PowerPoint is a popular tool that allows you to easily incorporate photos, graphs, tables, and other illustrations into your presentation. Printing your slides as a handout is a great way to further distribute your ideas.

Orientation

A new PowerPoint file defaults to the Normal view, shown below



Normal View:

- The slide you are working on is front and centre. A title slide is presented, and you can simply click and type to add title and subtitle
- On the left, a miniature version of the slides in your presentation are visible in a column; you can also select the 'Outline' view here which presents only the text on your slides
- Speaker notes can be added beneath each slide. These can be printed for ease of use
- Tools for formatting, inserting pictures, animating, etc. are available in tabbed 'Ribbons' at the top of the screen (File, Home, Insert, and so on)
- View options are available at the lower right of the screen (circled above). These include
 - Normal view (shown above, commonly used to create the presentation)
 - Slide Sorter is next. It presents all the slides in miniature, so they can easily be dragged into a new order
 - Reading view gives you a nearly full screen way of seeing your presentation. A few tools and the task bar remain accessible
 - Slide Show view shows your presentation as it would appear on a projector

Ribbons

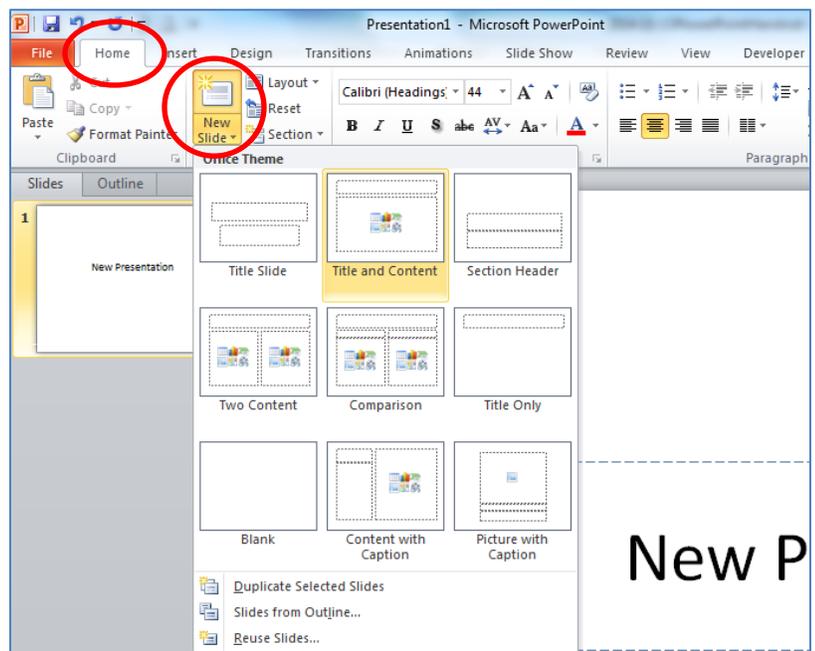
Like other Office products, tools are arranged in trays called Ribbons at the top of the screen. Each Ribbon is accessible by clicking on the tab name (Home, Insert, etc); within each Ribbon, tools are arranged in groups so that similar items are together

Home Tab

The Home Tab is where the most commonly used tools are situated. This is the default toolbar when a new PowerPoint is opened.

The first four groups are

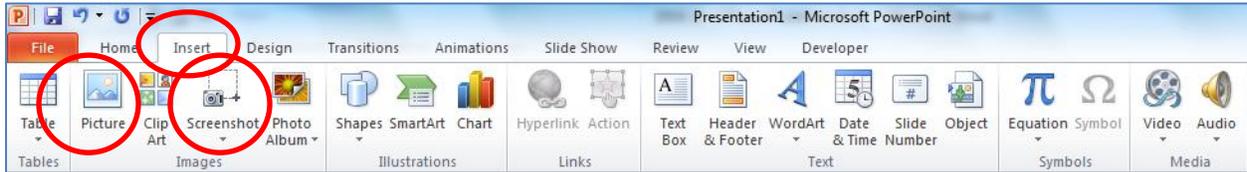
- Clipboard: for cutting, copying, and pasting material and copying formatting
- Slides: this is where you get a new slide. Clicking the down-arrow beneath "New Slide" gives you various layout options for your new slide, as shown
- Font: here you can change the font style, size, colour, and so on
- Paragraph: as in Word, this group allows you to align your text and insert bullet points



Insert

The Insert Tab gives you the tools to insert things like tables, images, charts, text boxes, and so on.

- Clicking 'Picture' in the Images group will launch your File Explorer, so you can directly import a picture from your computer directory to the slide you're working on
- Clicking 'Screenshot' will give you access to all the other windows you have open on your computer. Use the 'Screen Clipping' tool to import a portion of a screenshot.



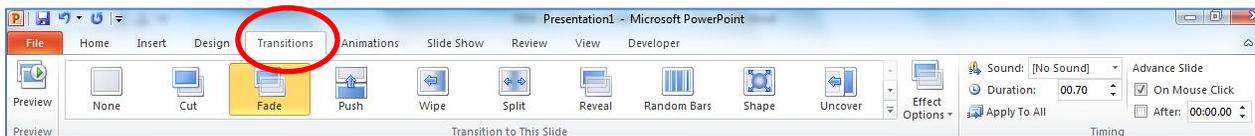
Design

The Design tab provides a large number of 'themes.' These are templates, with predetermined layouts, colours, fonts and so on. Mouse over the selections to see what your presentation will look like if a given theme is selected. You can alter fonts, colours and effects using the three tools to the right



Transitions

Transitions refer to how one slide moves to the next when you do your presentation. Keep in mind that too much activity on the screen can be a distraction, so be judicious in your selection. Click to try out



Animations

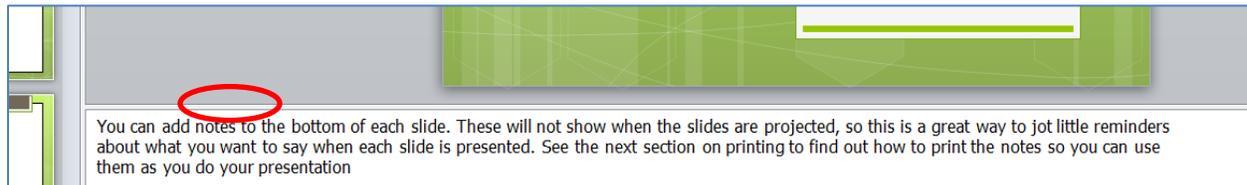
Animations refers to active effects whereby features of a slide can appear, fly in, fade in, etc. Again, remember that too much action on the screen distracts from your presentation



Speaker Notes

Adding notes to the bottom of each slide is a great way to remind yourself of all the points you want to cover while the slide is onscreen. To expand the notes field, simply mouse over the dividing line that separates the slide from the notes, and drag upward.

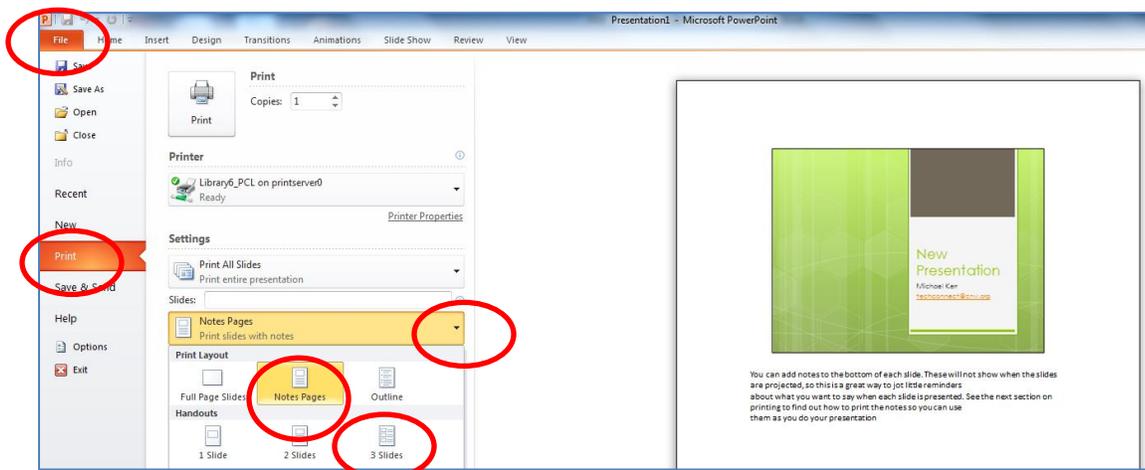
- These notes will not be visible in Slide Show view – so your audience will not see them



Handy Print Options

As with other Microsoft Office products, the print tools are in the File tab.

- To print your Speaker Notes, click the File Tab, then 'Print.'
- Click tool beneath the 'Print All Slides' selection tool. It will be defaulted to 'Full Page Slides.' The default view will print one full slide per page without notes
- Click on 'Notes Pages' and you can print a small version of each slide with your notes underneath – as shown in the print preview below
- Selecting the '3 Slides' option turns your presentation into a handout – complete with small versions of your slides with a lined space for notes beside each one



Further Help

- Class Resources: www.nvcl.ca > Technology Training > Computer Classes
- Online Training: www.nvcl.ca > Research & Learn > Databases A-Z > Atomic Learning
- Online Training: <http://www.gcflearnfree.org/office2010/powerpoint2010>
- Safari Books Online: www.nvcl.ca > Research & Learn > Databases A-Z > Safari
- Appointment with staff member: ask at reference desks or www.nvcl.ca > Technology Training > 1 on 1 Tech Coaching. You can also email techconnect@cnv.org