

The Center for Teaching, Learning, & Technology

Instructional Technology Workshops



Microsoft PowerPoint 2010 Essentials

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Faculty and Staff Development Programs



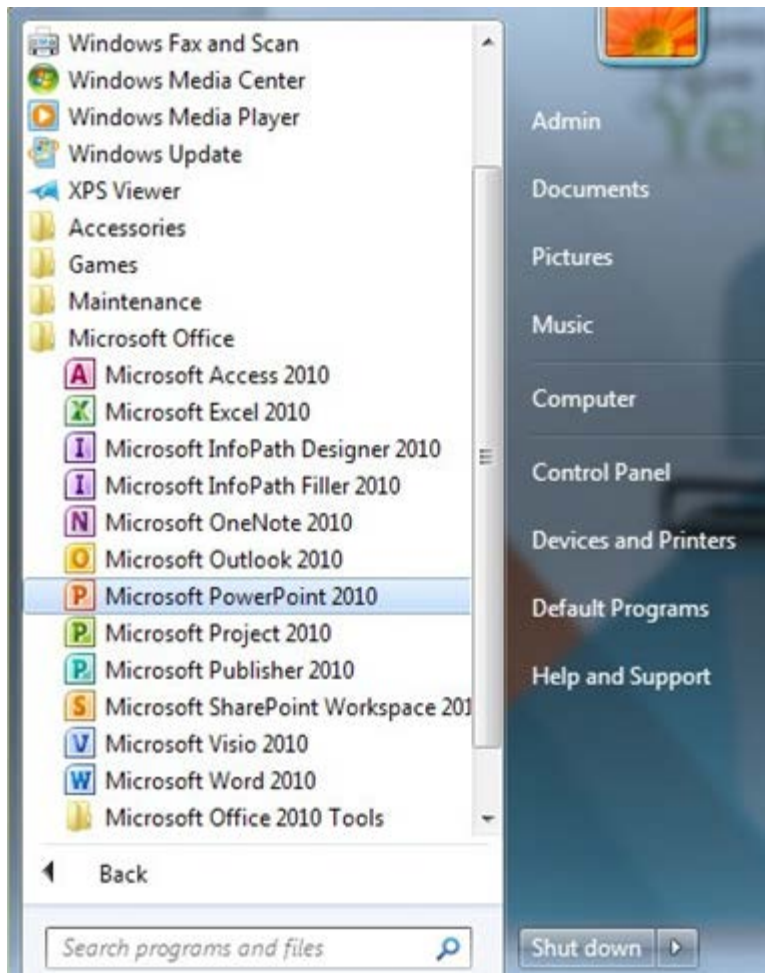
**Colston Hall Room 226
718-289-5100 ext. 3142**

What is Microsoft Office Power Point?

Microsoft Office Power Point is a presentation manager program that allows you to quickly and easily create professional looking presentations including slides, speaker notes, and audience handouts.

GETTING STARTED

To begin Microsoft PowerPoint, go to Start Menu > All Programs > Microsoft Office > Microsoft PowerPoint 2010

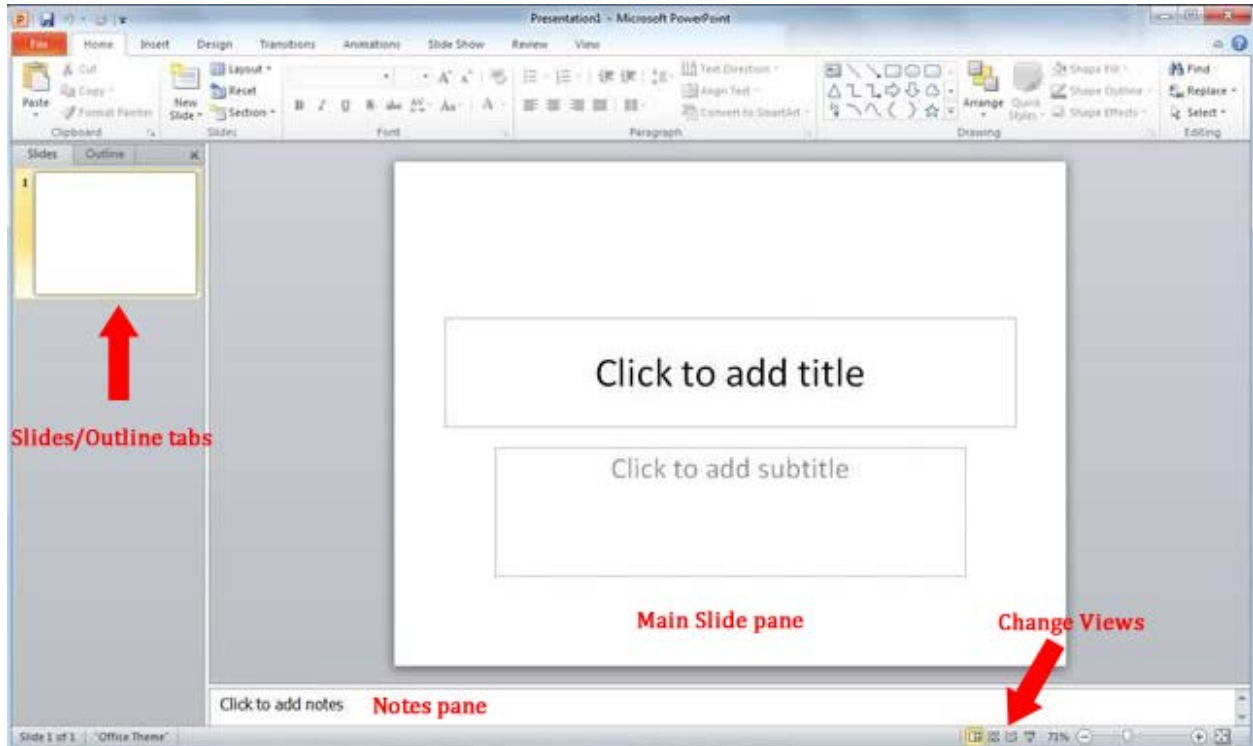


THE OPENING SCREEN

You will see the default opening screen is actually composed of three parts:

1. The Slides/Outline tabs on the left which displays thumbnails or lists of all slides
2. The main Slide pane (center) which allows you to work on individual slides.
3. Notes Pane (bottom): In the Notes pane, you can type notes about the current slide. You can distribute your notes to your audience or see your notes in Presenter view when you give your presentation.

PowerPoint 2010 - Essentials



By default, PowerPoint 2010 applies the Blank Presentation template, which appears in the previous illustration, to new presentations. Blank Presentation is the simplest and most generic of the templates in PowerPoint 2010, and is a good template to use when you first start to work with PowerPoint.

To create a new presentation that is based on the Blank Presentation template, do the following:

1. Click the File tab.
2. Point to New, and under Available Templates and Themes select Blank Presentation.
3. Click Create.

THE POWERPOINT RIBBON / TOOLBAR

The Design Ribbon toolbar contains several categories for formatting the design and elements of your presentation. These include: Home, Insert, Design, Transitions, Animations, Slide Show, Review and View. These icons are convenient but will not bring up dialogue boxes that allow you to change the settings of these actions. You should use whichever method works the best for you.



- **The Home bar:** This has features that allow you to edit Slides, Fonts, Paragraph, Drawing and Editing.
- **The Insert bar:** This has features that allow you to add Tables, Images, Illustrations, Links, WordArt, and Media Clips.
- **The Design bar:** This allows you to edit how your presentation will look. It includes features such as Page Setup, Themes, and Background Styles.
- **The Transitions bar:** This allows you to edit Slide Transitions, Effects, and Transition Timing.

- **The Animations bar:** This allows you to add custom animations to your presentation. You can select from Preview, Animations, Advance Animation, and Animation timing.
- **The Slide Show bar:** This has features that allow you to select how your presentation will be displayed. From here, you can Start your Slide Show, Set Up your Slide Show, and Adjust Monitor Settings.
- **The Review bar:** This allows you to Proofread, Translate Languages, Comment Slides, and Compare your Presentation.
- **The View bar:** This has features that allow you to set the View of your Presentation, Create Master Views, Show/Hide Features, Zoom, Switch from Color to Grayscale, Adjust Windows, and Add Macros.

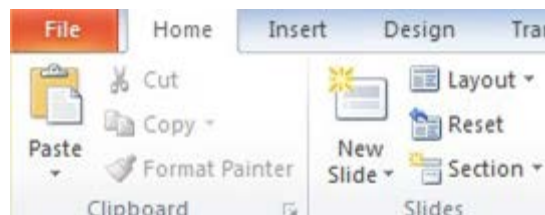
FORMATTING YOUR PRESENTATION

The default slide design for Microsoft PowerPoint documents is a blank slide. Therefore, if you want your slides to have a specific design, you must add one. To do this, go to the Design Ribbon > Themes.

To change the theme of your presentation, click on the theme that you like and it will automatically apply to your slide.

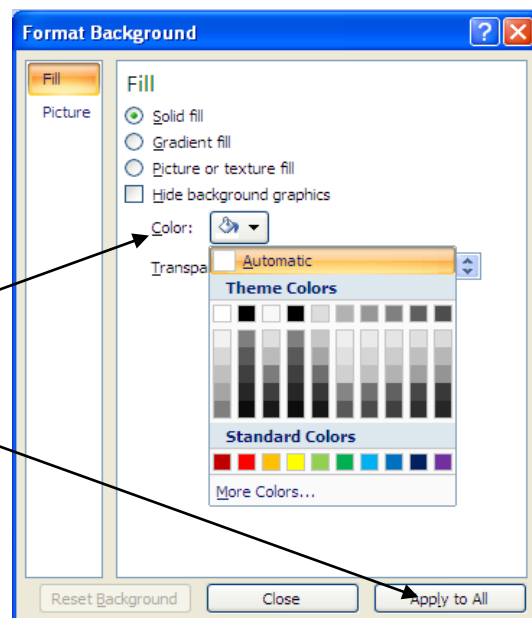


To apply a Slide Layout, select the Design Ribbon > Home > Layout to customize the layout of your document. From here, you can specify how the content on your slide is displayed. To apply a layout to your slide click the layout button, and choose your preferred style.



CHANGING THE BACKGROUND COLOR OF SLIDES

- 1) Click Background Styles on the design bar
- 2) Click on Format Background
- 3) Choose the color you want by clicking here
- 4) Select the color you want
- 5) To apply the color to one slide click Close
- 6) To apply the color to all slides click Apply to All



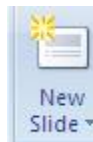
ADDING TEXT TO A SLIDE

- 1) In the Click to add title box type: Welcome to BCC.
- 2) In the Click to add subtitle box type: By (your name)



INSERTING SLIDES

Click New Slide on the Home Ribbon bar



On your new slide type the following:

In the Click to add title box type: I like teaching at BCC because:

In the Click to add text box type the following:

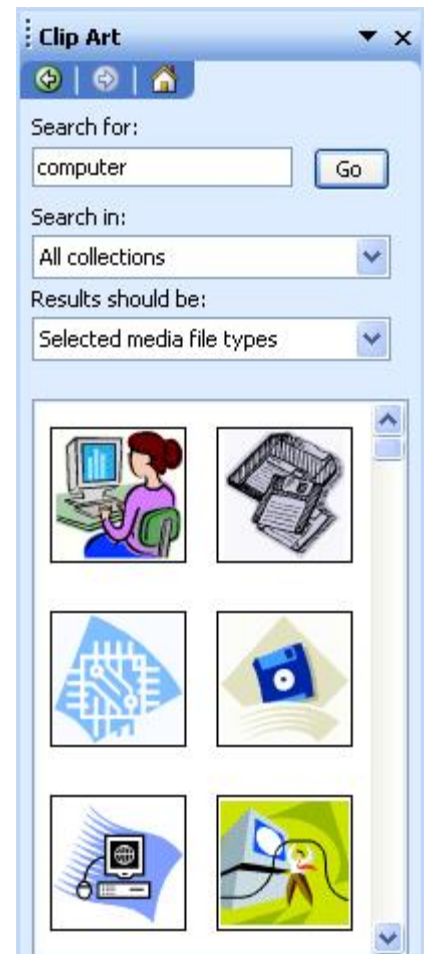
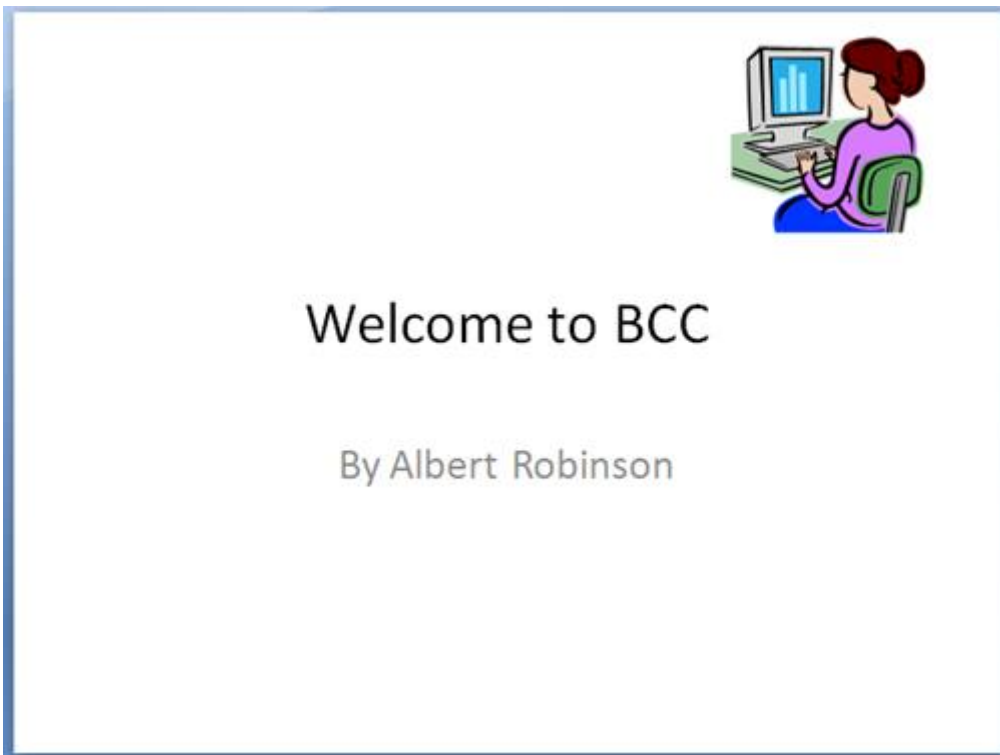
1. The Students here are highly motivated (press Enter)
2. The faculty here are friendly (press Enter)
3. Great environment (press Enter)
4. <http://www.bcc.cuny.edu> (press Enter to make the link active)

INSERTING CLIPART

1. Go back to the Title Slide (slide one)

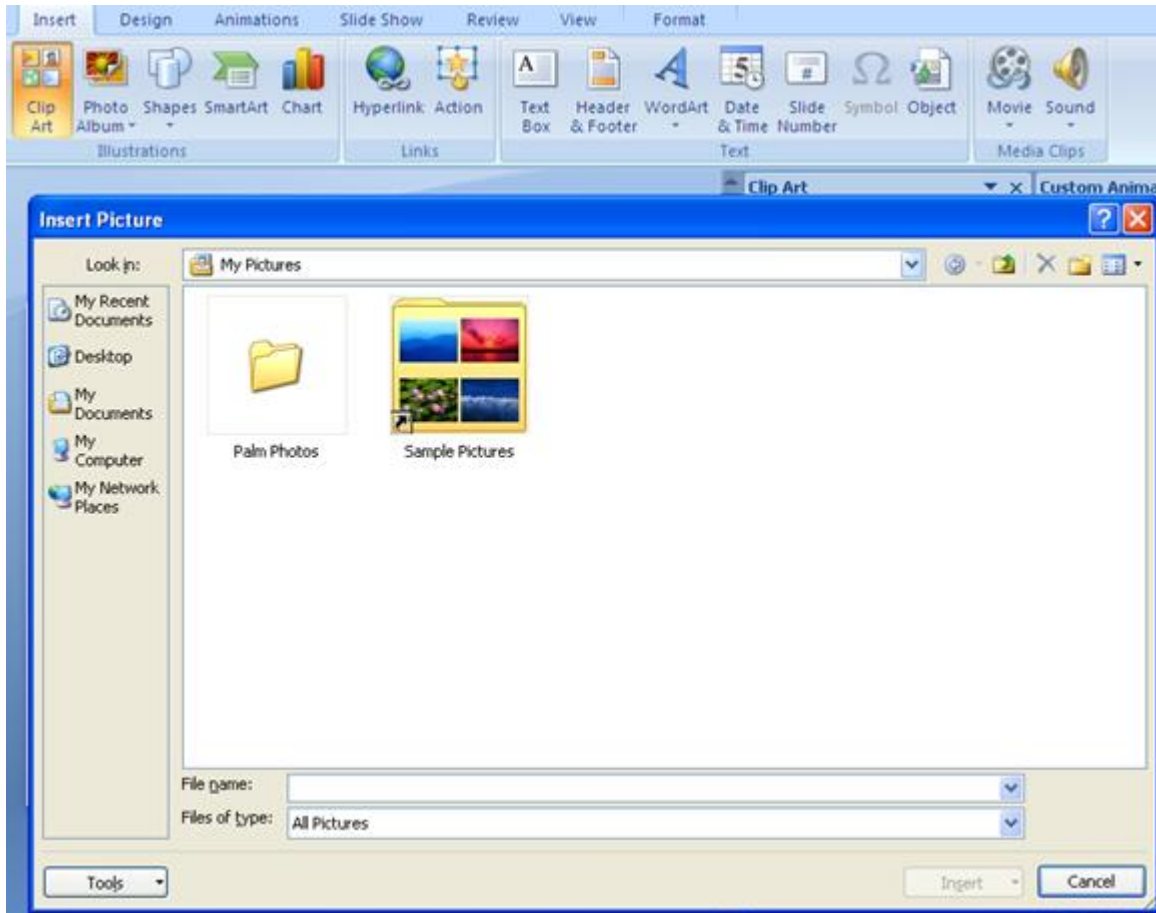


2. Click on the Insert Ribbon bar
3. In the Search box, type computer
4. Click on the image you want to insert
5. Move the image to the upper right hand corner



ADDING EXTERNAL PHOTOS AND IMAGES

1. Click on the Insert Ribbon bar
2. Click on the Clip Art Button
3. Navigate to the folder where you have your images and photos saved
4. Click the Insert button



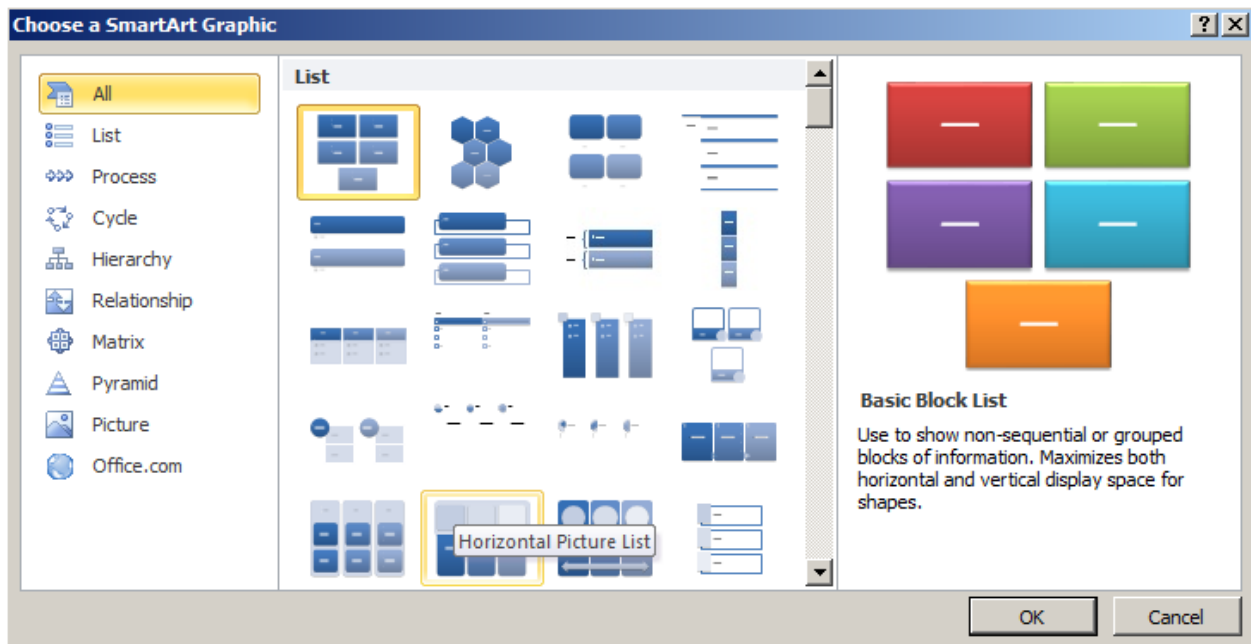
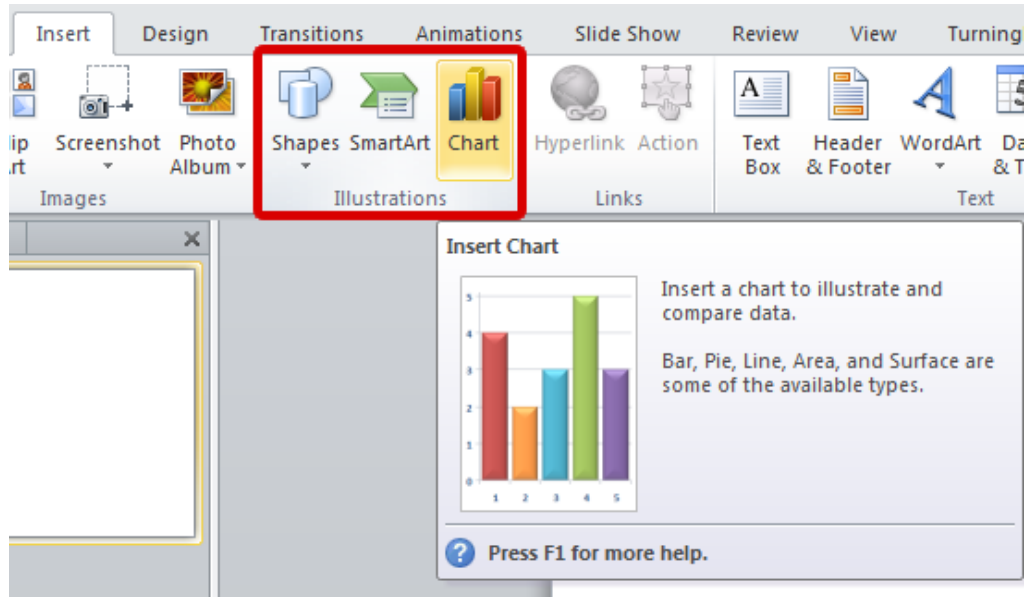
ADDING AN IMAGE OR PHOTO FROM A WEBPAGE:

1. Right click on the photo or image
2. Click Copy
3. Paste the image or photo on the PowerPoint slide

CHARTS

Charts are used to create diagrams in Microsoft PowerPoint.

1. To insert a Chart in PowerPoint, click the Design Ribbon > Insert > Chart. Once the Chart button is expanded, you will have several options to choose from, such as Column, Line, Pie, etc.
2. To insert SmartArt, click the Design Ribbon > Insert > SmartArt. When the SmartArt button is expanded, you will have several options to choose from, such as List, Process, Cycle, Hierarchy, etc.

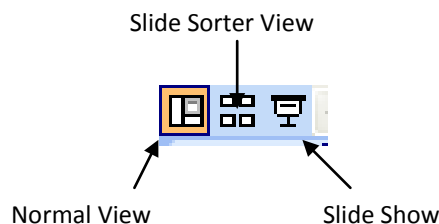


3. To insert Shapes, click the Design Ribbon > Insert > Shapes. To resize the Shapes, simply click and drag any of the four corners on the object.

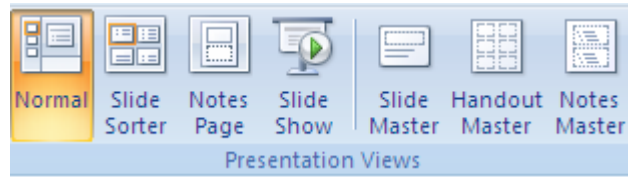
CHANGING SLIDE VIEWS

There are three ways to view your presentation in *Slide Show* view:

1. Click on the view buttons located at the lower left hand corner of your screen



2. Click on the *View* Ribbon bar



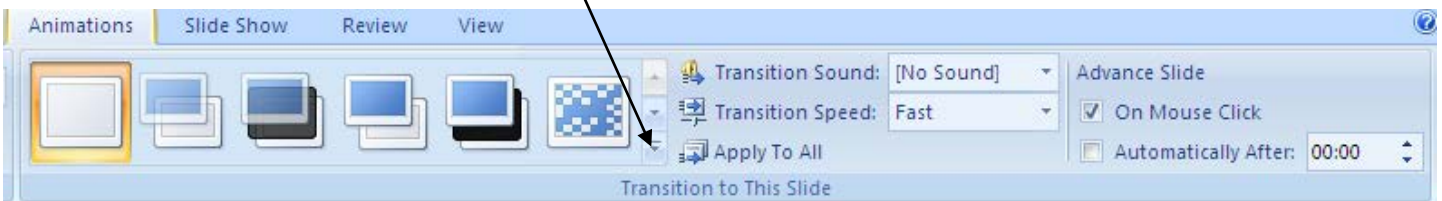
3. Press *F5* on the keyboard

To advance to the next slide click the left mouse button or press the Right Arrow on your keyboard.

ASSIGNING TRANSITIONS TO SLIDES

To add transitions to slides:

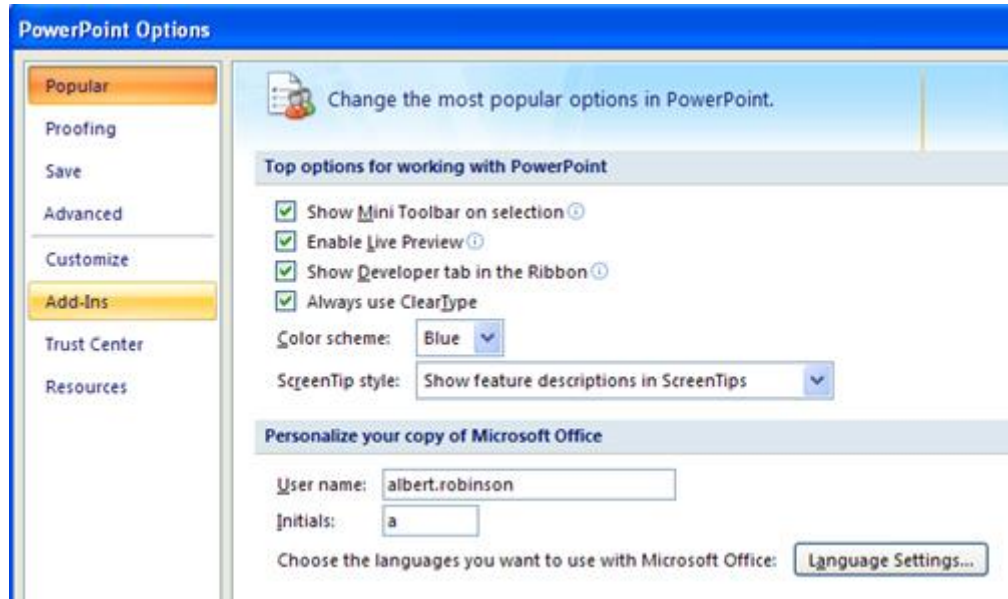
1. Click on the Animation Ribbon bar
2. Click on the Transition that you want.
3. To see all of the Transitions click here



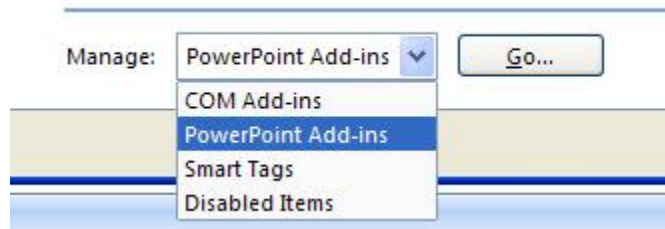
INSERTING YOUTUBE VIDEOS INTO POWERPOINT PRESENTATIONS

1. Go to <http://skp.mvps.org/youtube.htm>
2. Download the YouTube add in (make sure you download the correct add in for your version of PowerPoint)
3. Extract the contents of the zip to a folder.
4. Launch PowerPoint.
5. Click on **Home** tab.
6. Click on **Options**.
7. In the Options dialog box, click on the **Add-ins** link

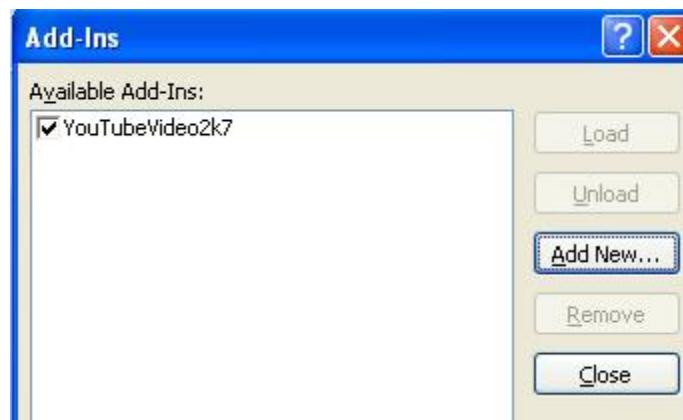
PowerPoint 2010 - Essentials



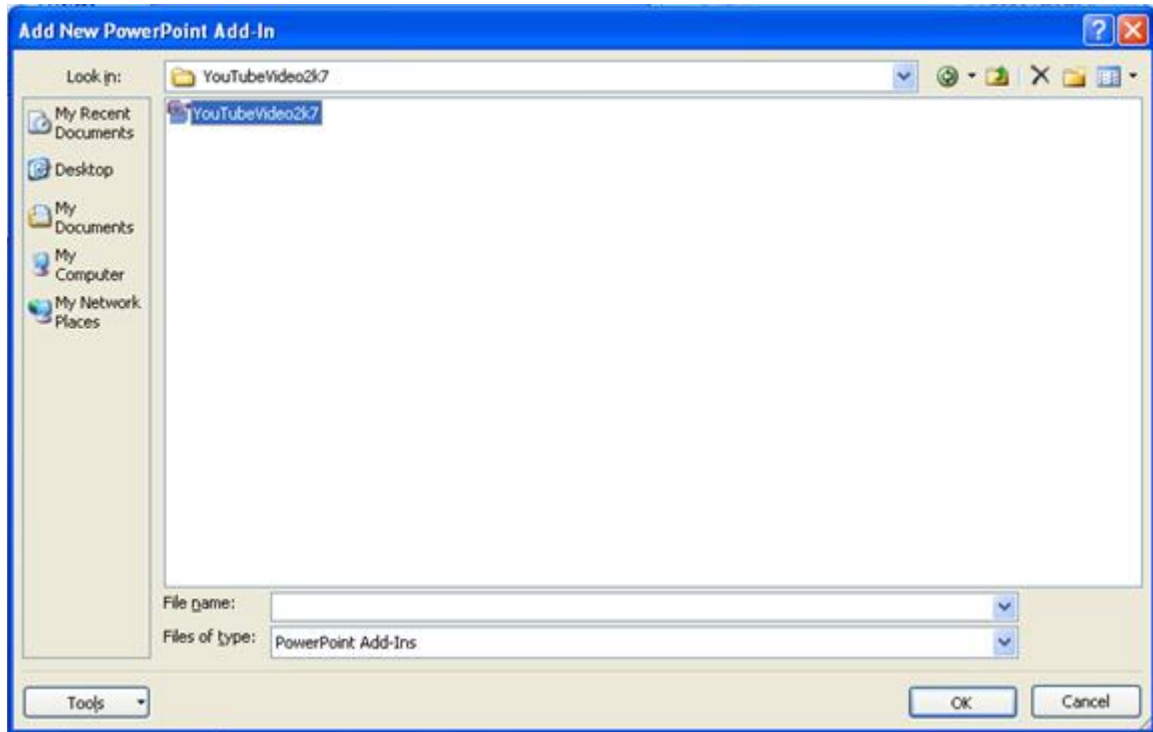
8. Select 'PowerPoint Add-ins' from the Manage drop down and click 'Go...'



9. On the Add-ins dialog, click 'Add New...'



10. Navigate to the folder where the contents of the zip file was extracted and select 'YouTubeVideo2k7.ppa' and click on OK.



11. You might be prompted with the macro virus warning. Enable the macros.