

Proicere, Inc.

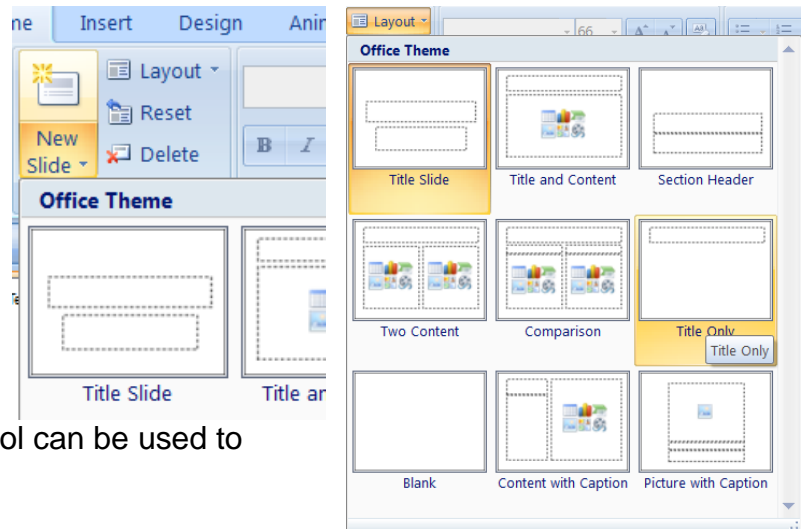
MS PowerPoint 2010:

Lesson Notes

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New Slides

Use the New Slide tool on the Home ribbon. If the arrow at the bottom of the button is used, the layout can be chosen at the time of creation.



After the slide is created, the Layout tool can be used to change the layout.

Text Insertion Point Movement

Keys	Movement
Arrows	one character at a time
Control Arrows	one word at a time
Home	to the beginning of the line
Control Home	to the beginning of the text box
End	to the end of the line
Control End	to the end of the text box
Page Up	up one screen
Page Down	down one screen

Selecting Objects

Selecting Individual Text

Mouse

Click at the beginning of the desired text and while holding down the left mouse button, drag across the text.

Click at the beginning of the desired text then hold down the shift key and click at the end of the text to be selected.

Double clicking on a word will select the word.

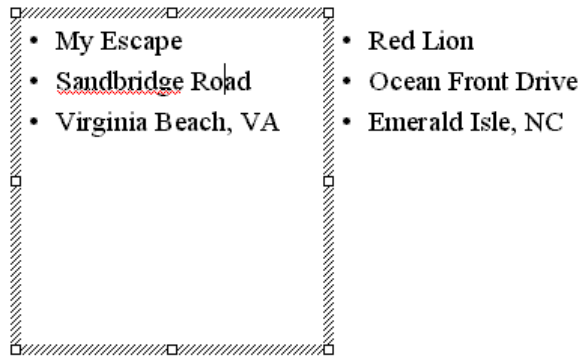
Triple clicking on a word will select the paragraph.

Keyboard

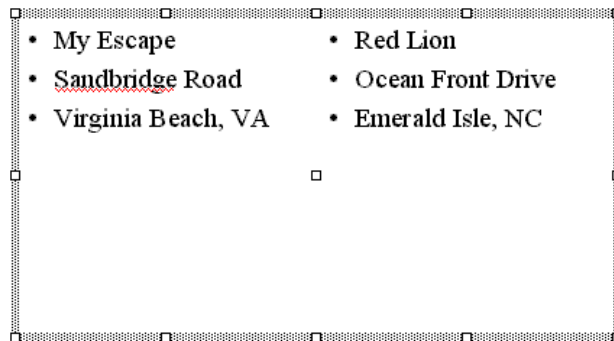
Place the cursor at the beginning of the desired text and hold down the shift key while using the arrow keys to move over the area to be selected.

Selecting Items

Click once on an item to select the item.



To select several items, click on the first item the hold down the shift key to select subsequent items.



Resizing Items

Items, including text boxes, can be resized by taking the mouse over the handles of the selected item. The mouse pointer will turn into an arrow. Drag the arrow to resize the item.

Moving Items

Text boxes can be moved by grabbing the frame and dragging.

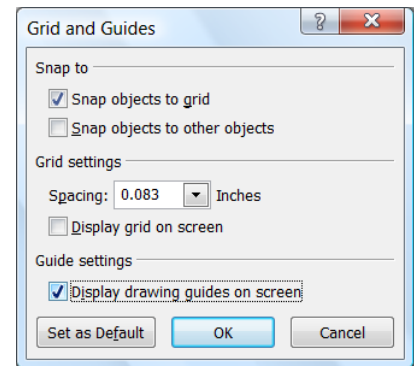
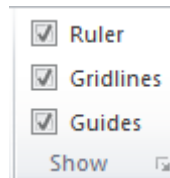
Other objects can be moved by clicking in the middle of the item and dragging.

Ruler, Grid and Guides

Location to turn on/off

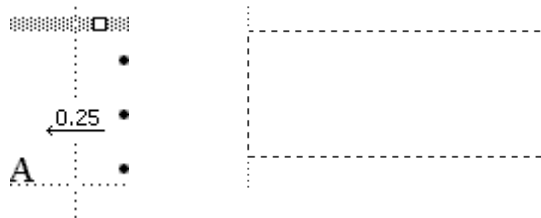
View Ribbon: Show group

Use the dialog box launcher to open the dialog box for the Grid and Guides.



Guides

Guides are used as a help to placing items at a specific location. The guides can be moved in small increments to locate an exact location on a slide. Items, including text boxes, will jump to the guide.

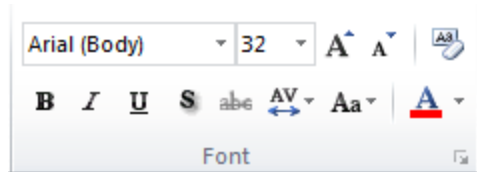
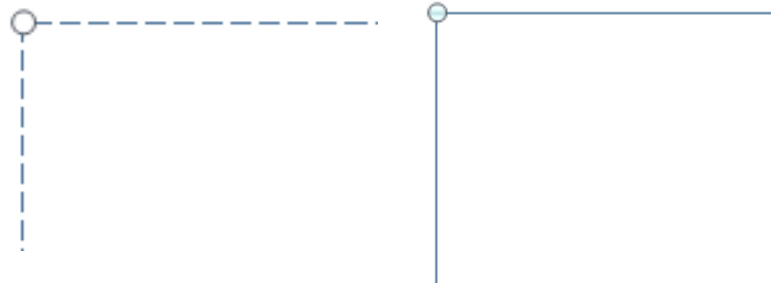


Fonts

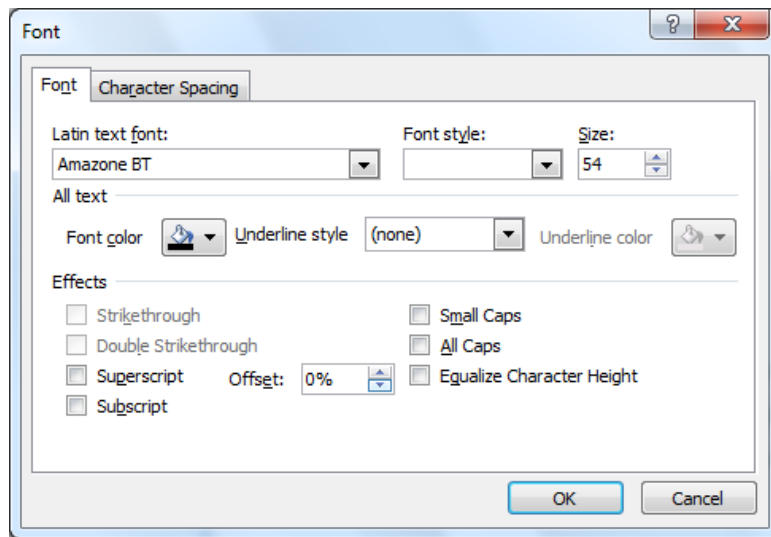
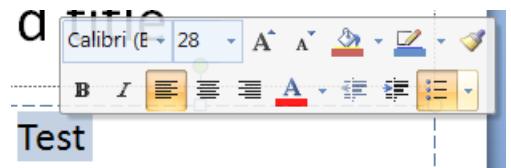
Click on a word to change just the word.

Select desired items to be changed.

Click on the frame to change everything in the frame. (The frame will turn from dashes to solid.)



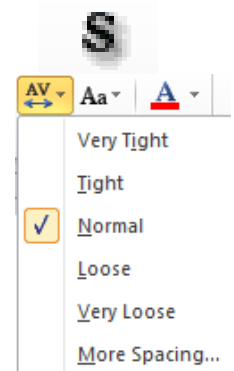
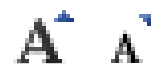
The fonts can be changed by using the floating toolbar that appears, the Home ribbon Font group, or the font dialog box. To get a Live Preview, use the controls on the Home Ribbon.



The Shadow control gives a drop down and to the left shadow to the letters. The Character Spacing control allows the spacing between the letters to be changed.

Use the Increase and Decrease controls to change the font size proportionately.

Kerning allows lower case letters to tuck under upper case letters.

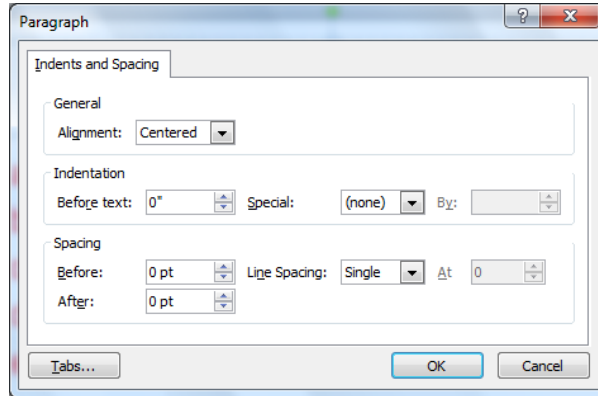
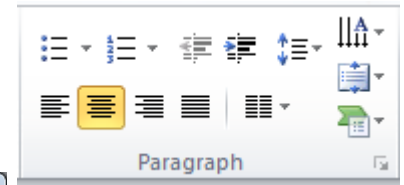


Tip Top Tip Top

Paragraph Formatting

Click into the paragraph to be changed.

The paragraph formatting can be changed by using the Home ribbon Paragraph group, or the Paragraph dialog box.



Paragraph Spacing

Paragraph Spacing can be changed in the Paragraph dialog box.

Justification

Justification for a paragraph can be changed by selecting the appropriate Alignment control.

Text Direction

The direction of the text within the text box can be changed by using the Text Direction control.

Align Text

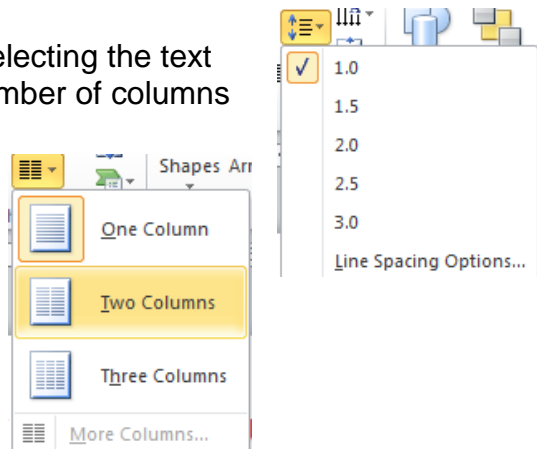
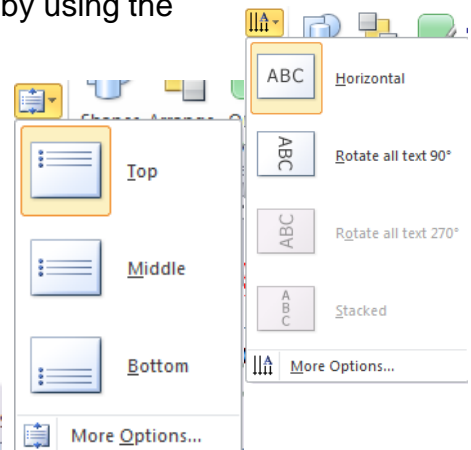
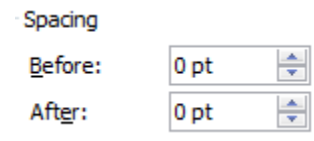
The alignment of the text within the text box can be changed by using the Align Text control.

Line Spacing

Change the line spacing within a paragraph by using the Line Spacing control.

Columns

Create columns by selecting the text then choosing the number of columns from the Columns control.



Lists

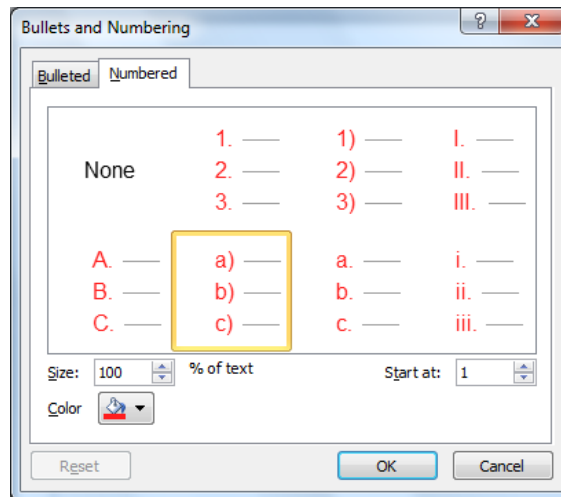
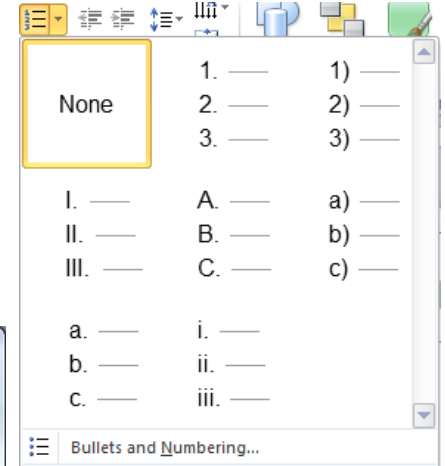
Numbering

Creating a Numbered List

To create a Numbered List, click in the paragraph to be numbered, then click on the Numbering control on the Home ribbon. Hitting enter after a line will create a new number.

Changing a Numbered Lists

To change a numbering style, click in the paragraph, then choose Bullets and Numbering from the bottom of the Numbering control.



The color of the numbers can be changed using the Color control in the Bullets and Numbering dialog box.

The starting number can be changed by using the Start at: control in the Bullets and Numbering dialog box.

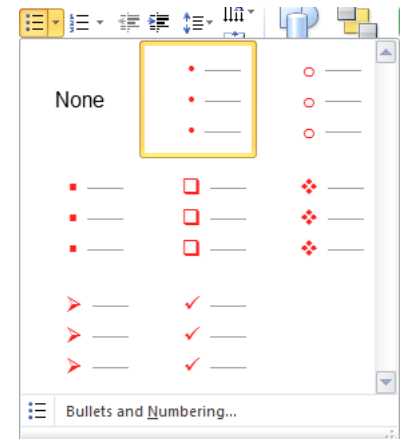
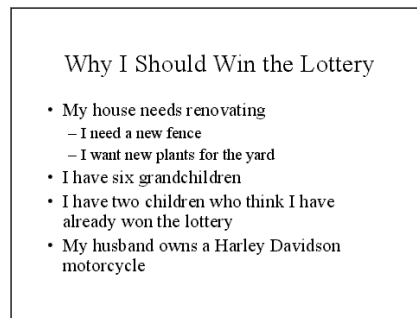
Bullets

Creating a Bullet List

To create a Bullet List, click in the paragraph, then click on the Bullet control on the Home ribbon. When entering bulleted lists, hit enter after each bullet to create the next bullet.

Use the tab key to indent the bullet a level.

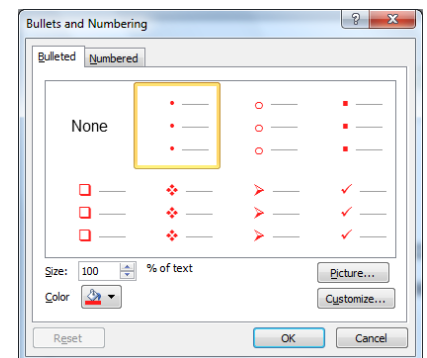
Use the Shift Tab to bring the bullet back a level.



Changing a Bullet Lists

To change the bullet style, click in the paragraph, then choose Bullets and Numbering from the bottom of the Bullet control. Use the Customize button to pick from a different font.

Use the Picture button to use a picture as a bullet.



Title and Content

All the objects in the Title and Content slide can also be added from the Insert Ribbon.



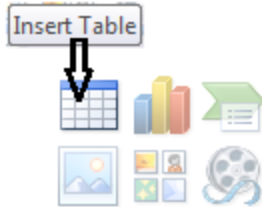
Title and Content

Tables

Creating a Table

Choose the "Title and Content" layout.

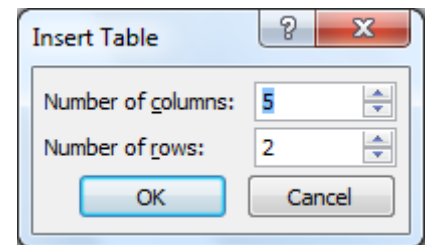
In the center of the slide, click on the "Insert Table" tool.



A dialog box will appear to enter the number of columns and rows.

The table will be inserted in the activated mode.

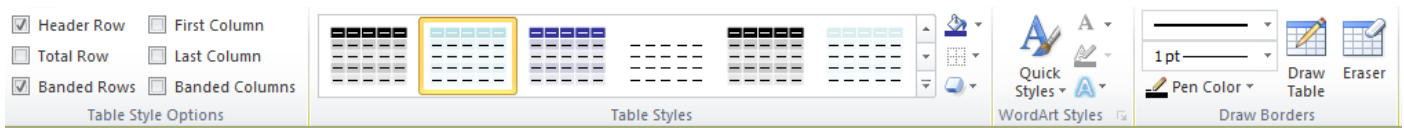
The Table Tools Ribbons will appear.



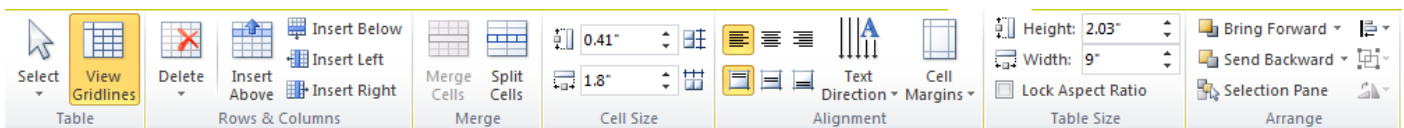
Use the tab key to move from one cell to the next. Shift tab will move in the opposite direction.

Table Formatting

To change the borders or shading in the table, choose Table Tools, Design ribbon.



To add/delete columns/rows, cell alignment and margins choose Table Tools, Layout ribbon.

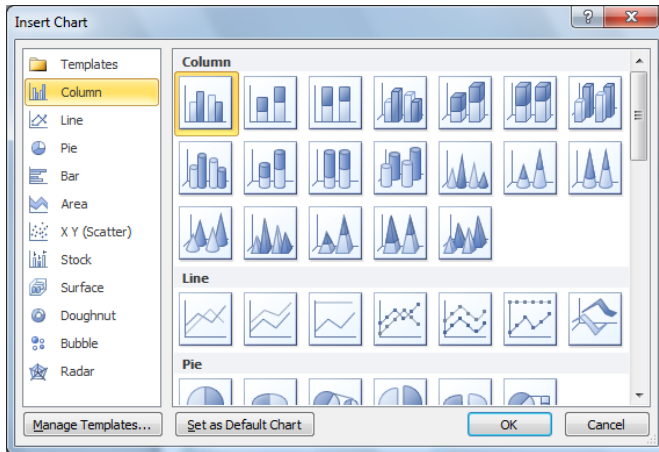
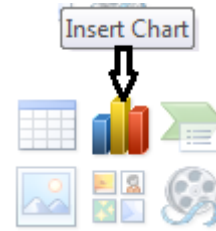


Charts

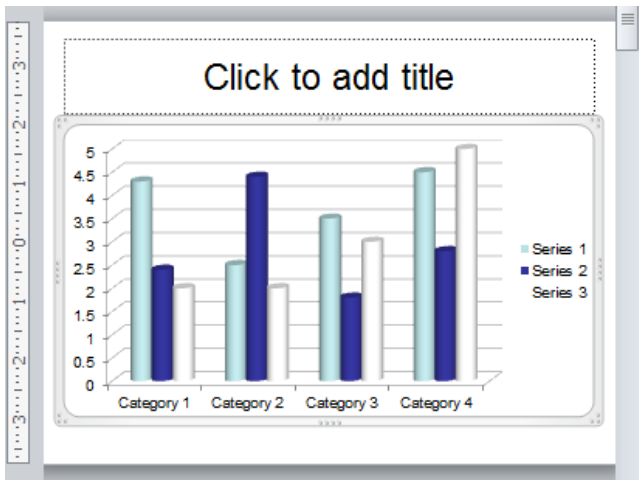
Choose the "Title and Content" layout.

In the center of the slide, click on the "Insert Chart" tool.

A dialog box will appear. Choose the type of chart to insert.

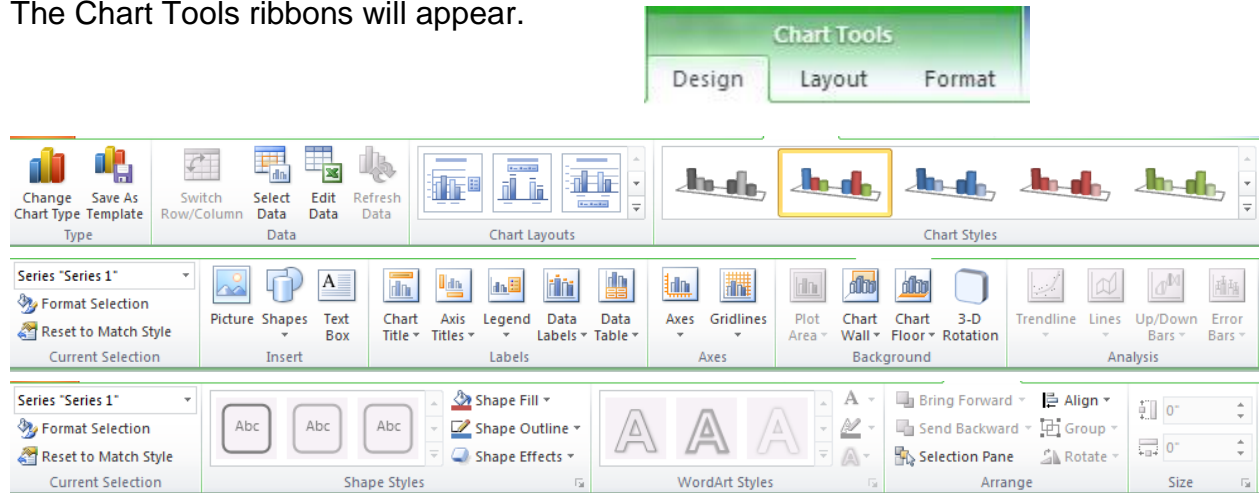


The chart will be inserted and an Excel window will open to add the data.



	A	B	C	D	E
1		Series 1	Series 2	Series 3	
2	Category 1	4.3	2.4	2	
3	Category 2	2.5	4.4	2	
4	Category 3	3.5	1.8	3	
5	Category 4	4.5	2.8	5	

The Chart Tools ribbons will appear.

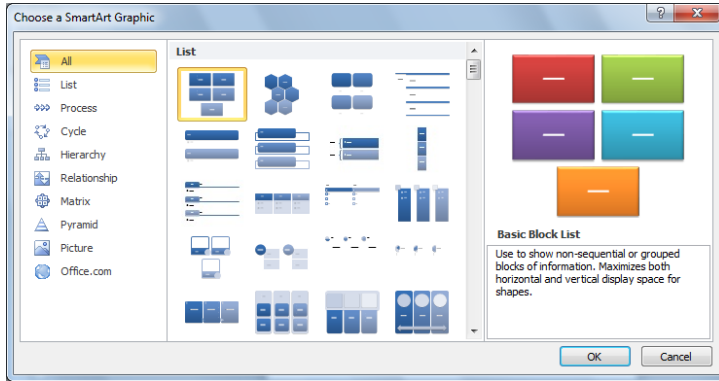
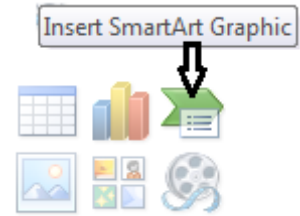


Smart Art

Choose the “Title and Content” layout.

In the center of the slide, click on the “Smart Art” tool.

A dialog box will open with the SmartArt choices.



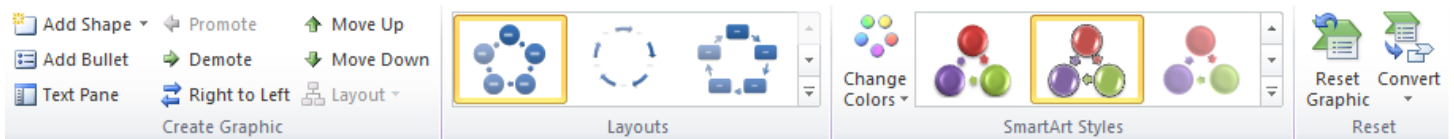
The SmartArt Tools ribbons will appear.



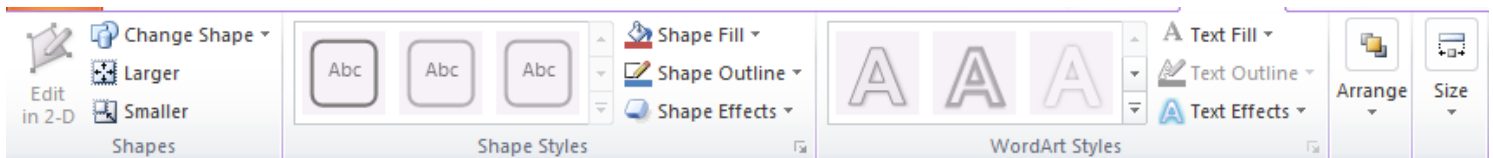
The little arrows on the left of the SmartArt frame will expand the “Type your text here” box.



The Smart Art-Design ribbon has controls for adding shapes, changing layouts, and colors.



The SmartArt-Format ribbon has the controls for changing the text.



Graphics

Choose the “Title and Content” layout.

Clip Art

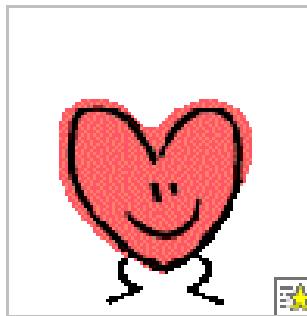
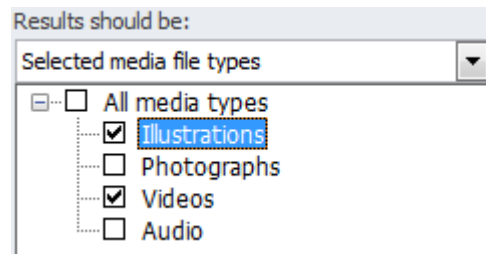
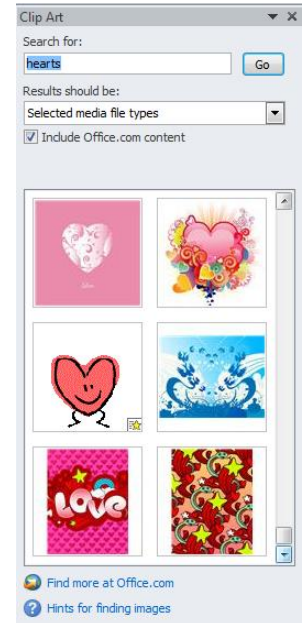
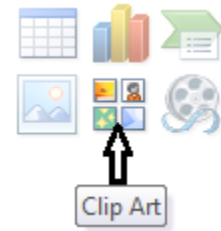
In the center of the slide, click on the “Clip Art” tool.

The Clip Art task pane will open on the right.

In the “Search for:” enter the picture to be found.

Click on the “Results should be:” arrow to select the type of Clip Art to be found.

Videos will bring in animated clip art. A Star in the bottom right hand corner of a clip art indicates that it is animated.

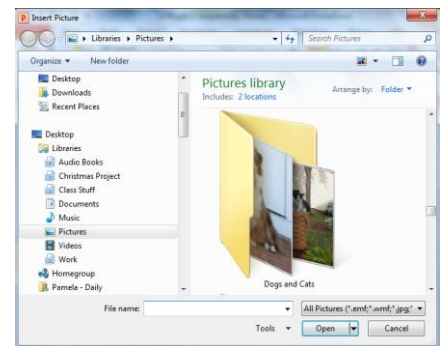
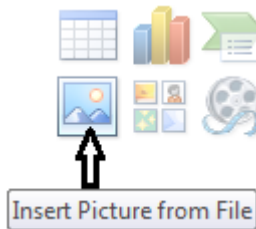


To bring in clipart from Microsoft’s site, check the “Include Office.com content” box.

From File

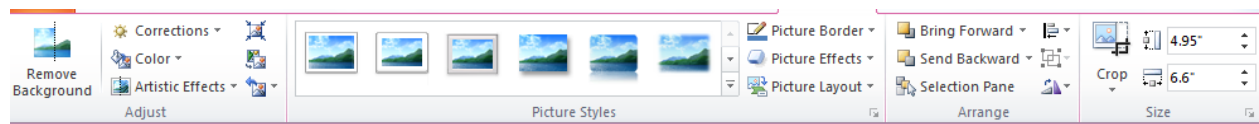
In the center of the slide, click on the “Insert Picture from File” tool.

The dialog box will open to find the file.



Picture Tools

Once a picture has been inserted, the Picture Tools-Format ribbon will appear.



The Adjust group allow the changing of contrast, brightness, and color.

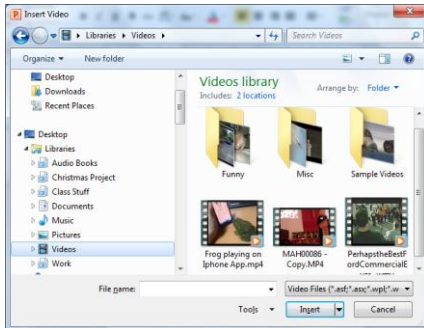
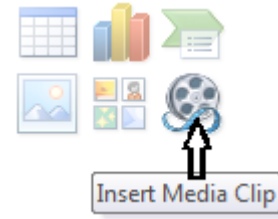
The Picture Styles group gives choices for framing, effects, and layout.

The Arrange group has the order, grouping, and rotation controls.

The Size group has the cropping tool.

Videos

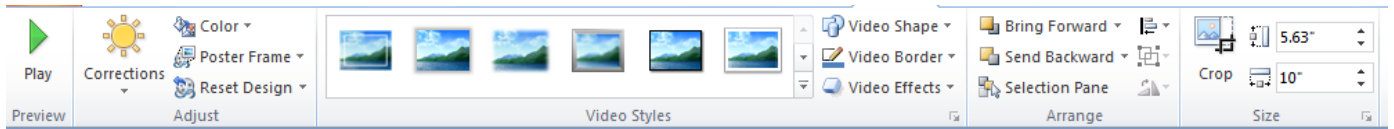
In the center of the slide, click on the “Insert Media Clip” tool.
The dialog box will open to find the file.



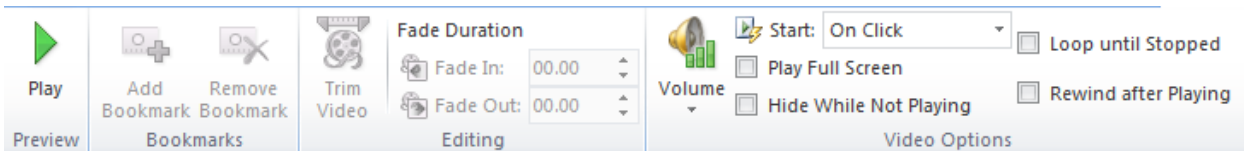
When the video is inserted, the Video Tools ribbons will appear.
The Video Tools-Format ribbon has the tools for framing and shape.
Note: the video does not play in the shape.



The Play control starts the video playing without running the slide show.



The Video Tools-Playback ribbon has the settings for when the video starts playing and if it should loop.

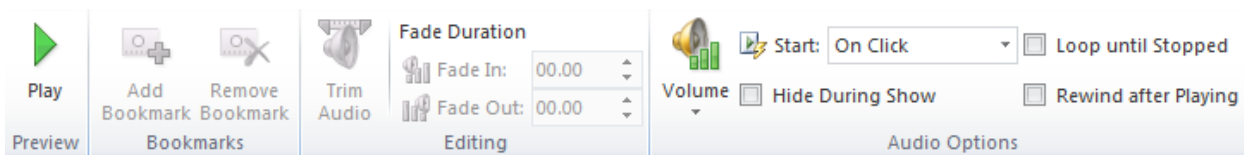
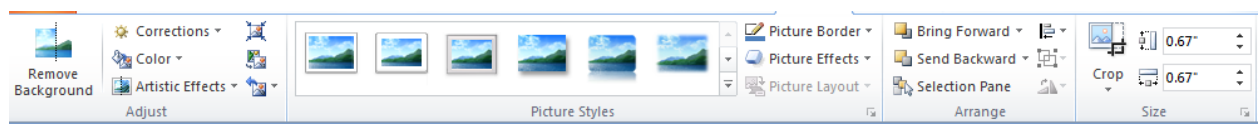
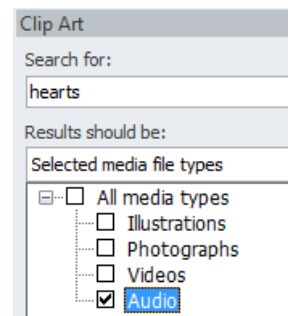
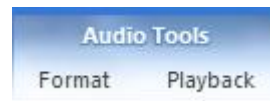


Sound

Sound can be added three ways: inserted, added to object animation, added to slide transitions.

Insert an Audio from the Clip Art task pane. The sound will appear on the slide as a speaker symbol.

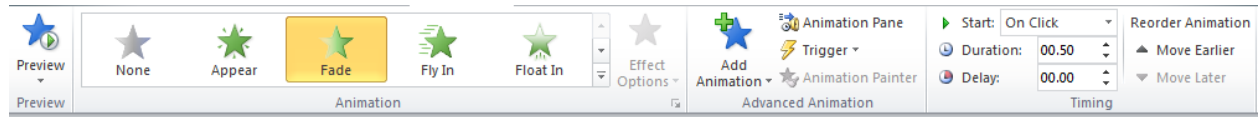
The Audio Tools ribbons will appear.



Animation

Individual objects

The Animations ribbon has the controls to animate both objects and text.



Click on the object to be animated then choose an animation.

To adjust the animation, open the Animation dialog box.

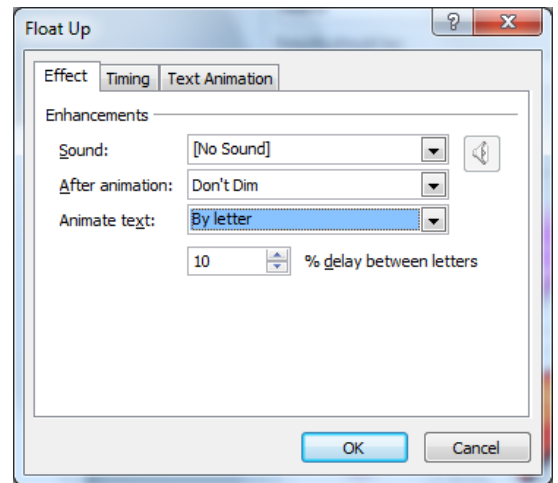
The choices available in the dialog box will depend on the type of object being animated.

Sound can be added to the animation. They must be .wav files.

Text

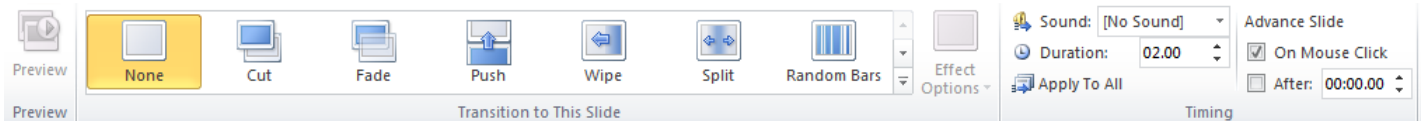
Text can be dimmed after animation.

The letters can come in all at once, by word, or by letter.



Slide Transitions

The Transitions ribbon has the controls to transition the slides with an animation, add sound, and set the timings.



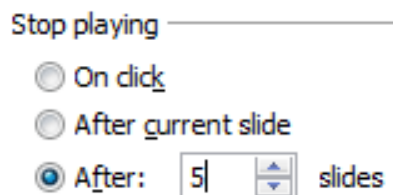
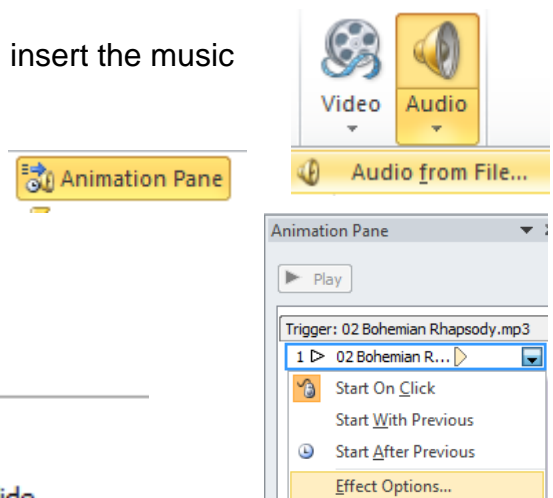
Music

To play music from an mp3 file, or cd, across several slides, insert the music from the Insert ribbon.

Once the file is inserted, click on the Animation ribbon and choose the Animation Pane.

Click the down arrow to the right of the sound clip and choose Effect Options.

In the Play Audio dialog box, choose when to stop playing.



Slide Show

To run the slide show, use the Slide Show button on the bottom right of the screen.



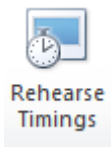
Click with the left mouse button to progress through the presentation.

The right mouse button will bring up a menu allowing the previous slide to be displayed.

Hit the ESC key to terminate the presentation prematurely.

Rehearse Times

To rehearse and record the presentation times for each slide, choose Rehearse times from the Slide Show ribbon.



The slide show will start and a counter will appear timing the slide.

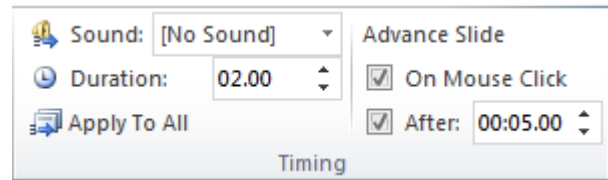
When the presentation has completed, a dialog box will display.

Click Yes to save the recorded times.

The recorded times can be viewed and changed in the Slide Sorter on the bottom right of the screen.



To change the time, click on the slide. On the Transition ribbon enter the desired time in the Advance Slide-After: field. To change all the slides to the new timing, click the "Apply to All" control.



Set Up Show

Use the Set Up Slide Show control to open the Set Up Show dialog box.

Use the Loop continuously until "Esc" to have the presentation repeat in a loop.

