

Exploring Microsoft Office PowerPoint 2010

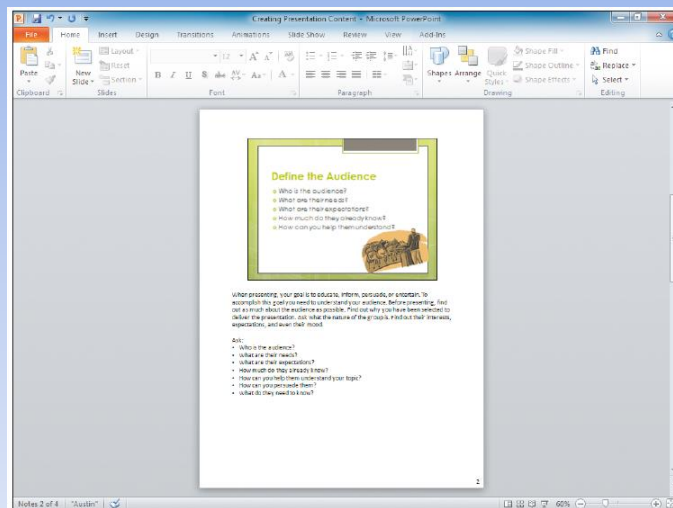
by Robert Grauer, Cynthia Krebs,
and Mary Anne Poatsy

Chapter 1 Introduction to PowerPoint

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Using PowerPoint Views Notes Page

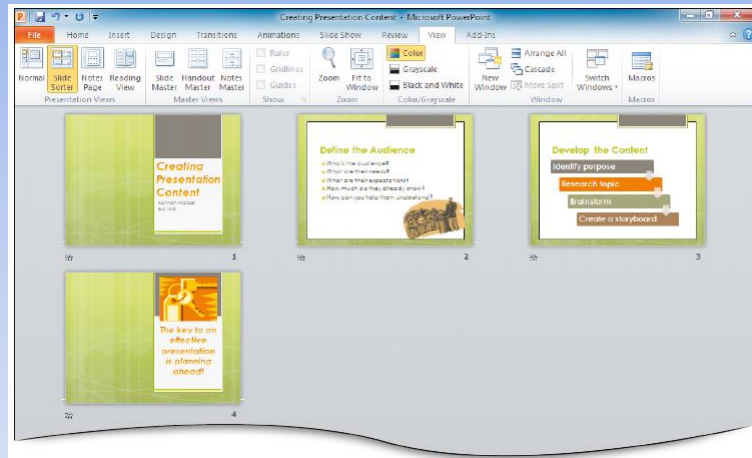


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Using PowerPoint Views

Slide Sorter

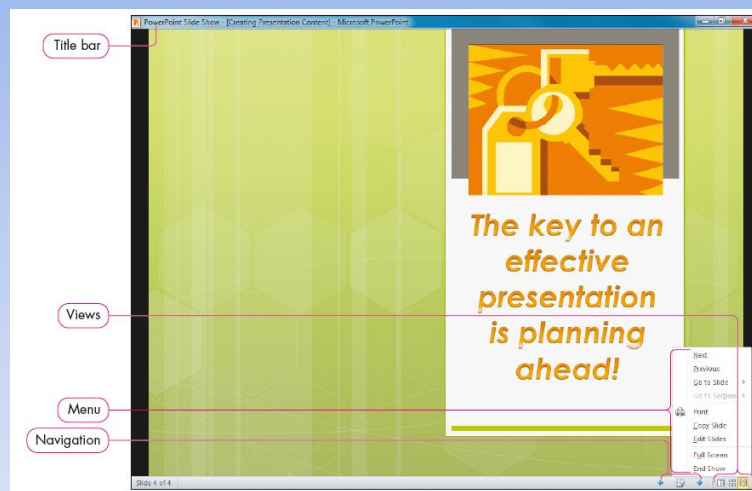


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Using PowerPoint Views

Reading View



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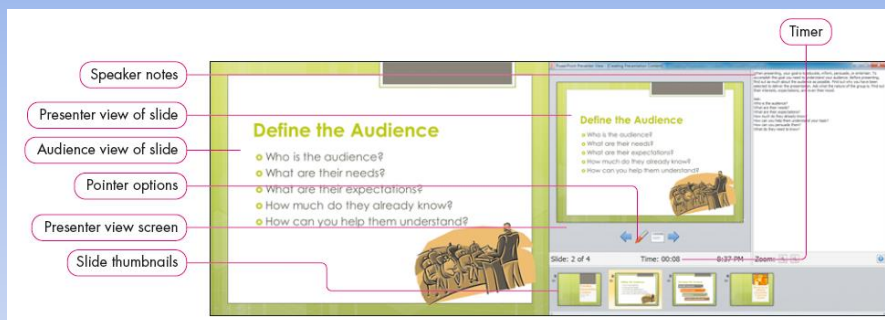
Using PowerPoint Views Slide Show



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Using PowerPoint Views Presenter View

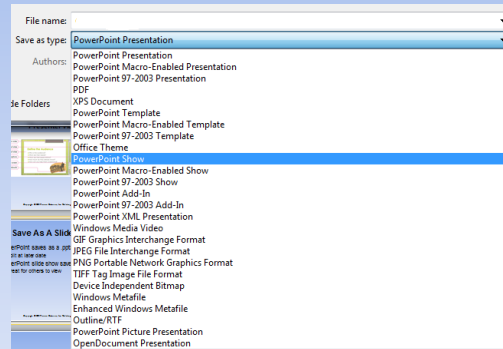


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Save as a Slideshow

Use the Save As command to save as a .ppsx extension (PowerPoint Show).



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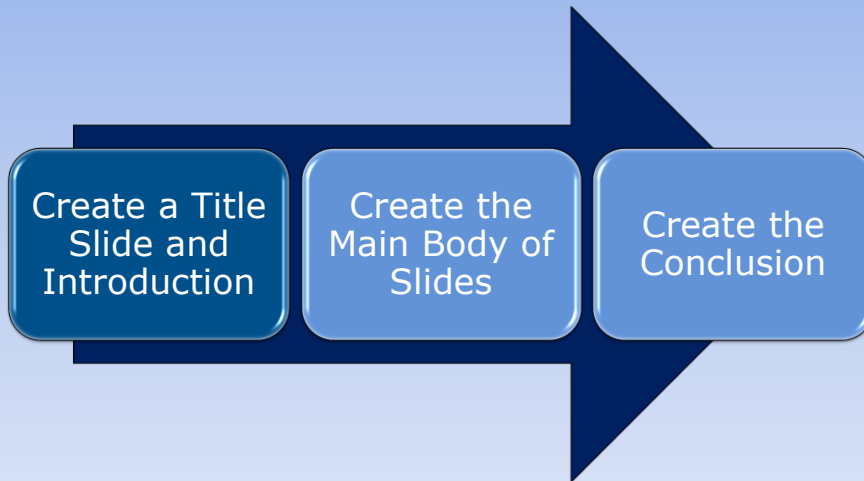
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PLANNING YOUR PRESENTATION

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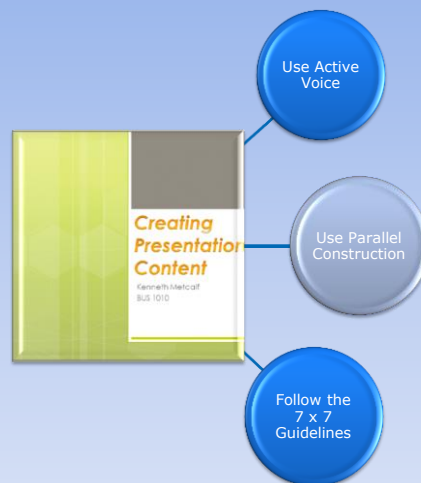
Plan a Presentation Prepare a Storyboard



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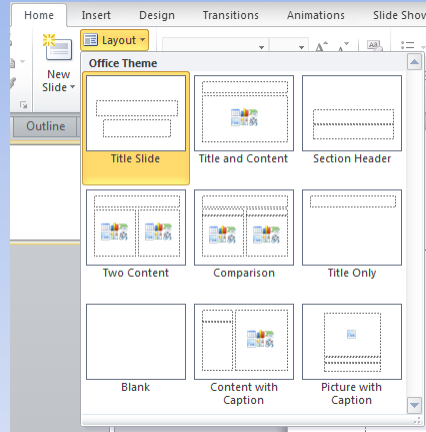
Assess Presentation Content



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Using Slide Layouts

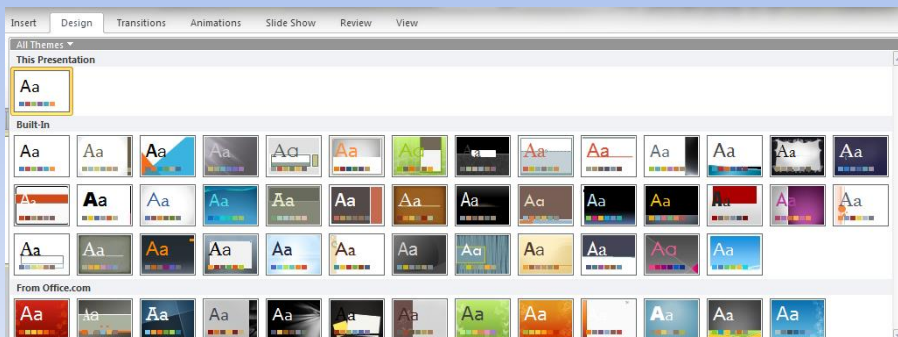


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Applying Themes

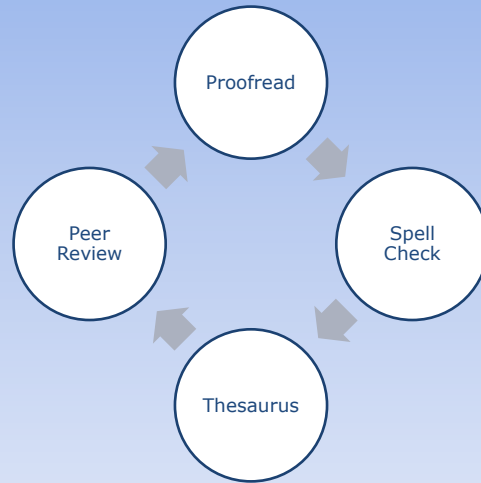
Themes are found in the Design tab.



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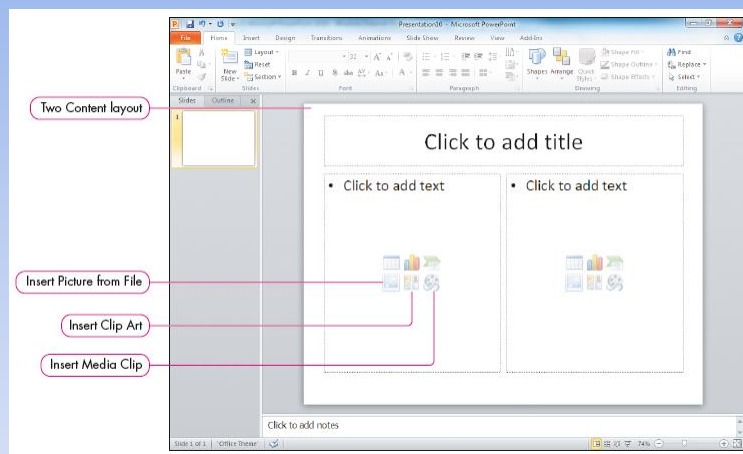
Reviewing the Presentation



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Insert Media Objects

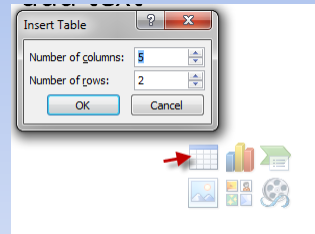
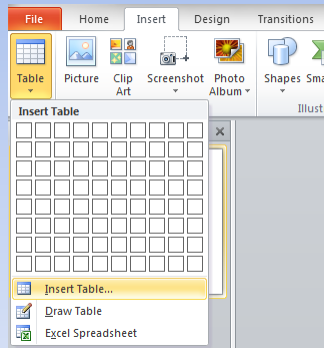


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Adding a Table

- Add a table from the Insert Tab, Tables group
- Create a table from the Insert Table on the slide



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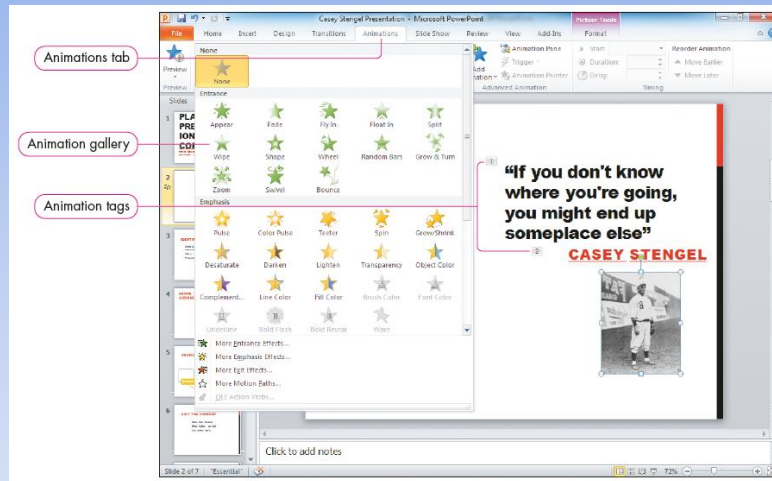
Using Animations & Transitions

- Animations
 - Apply motion to an object on a slide.
 - Use sparingly, can be a distraction
- Transitions
 - An animation applied to the previous slide to move to the new slide.

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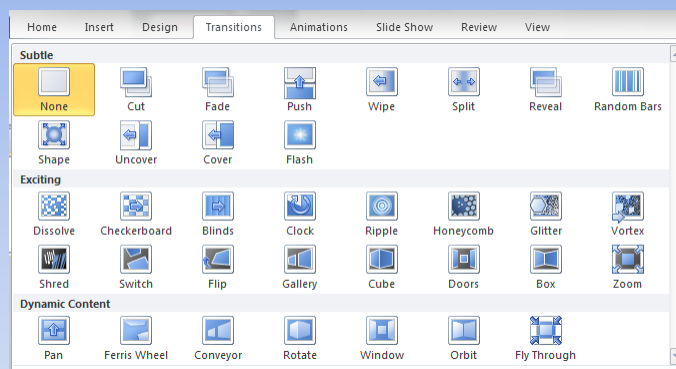
Using Animations



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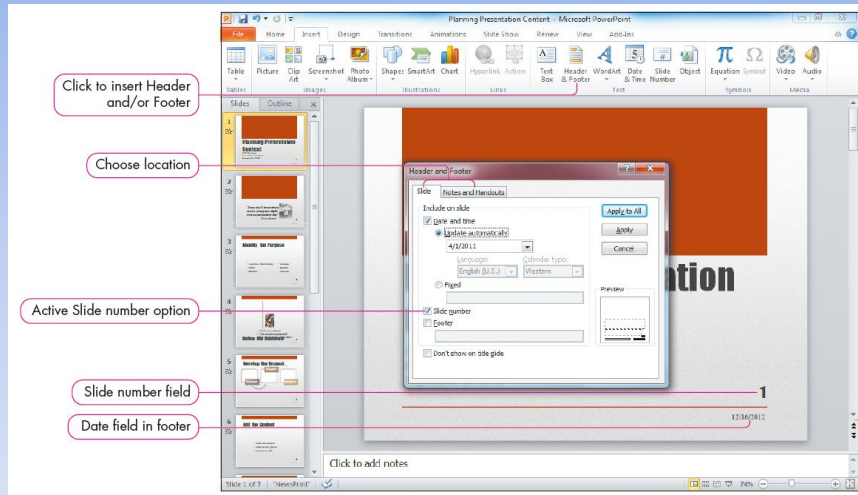
Using Transitions



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Using Headers and Footers



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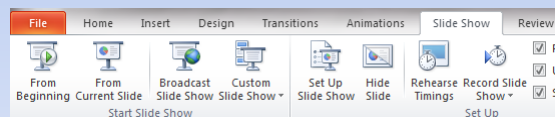
Running a Slide Show

- Run your show from the status bar



or

- Run your show from the Slide Show tab



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Navigating a Slide Show

To move through your Slide Show, try these methods:

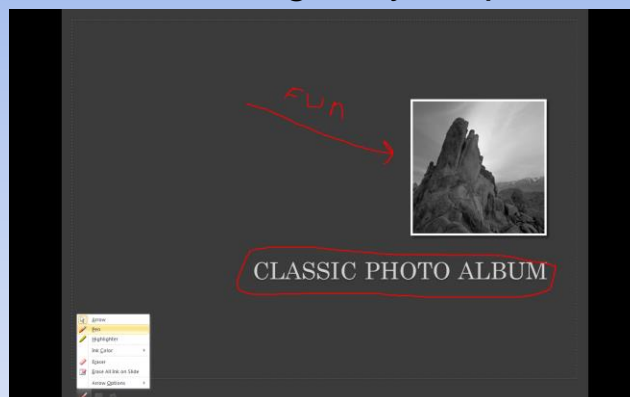
Navigation Option	Navigation Method
Advance Through the Slide Show	Press the Spacebar. Press Page Down. Press N for next. Press → or ↓ . Press Enter.
Return to a Previous Slide or Animation	Right-click, and then choose Previous from the shortcut menu. Press Page Up. Press P for previous. Press ← or ↑ . Press Backspace.
End the Slide Show	Press Esc. Press - (the hyphen).
Go to a Specific Slide	Type the slide number, and then press Enter. Right-click, point to Go to Slide, and then click the slide desired.

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Annotating a Slide Show

Add notes or drawings to your presentation.



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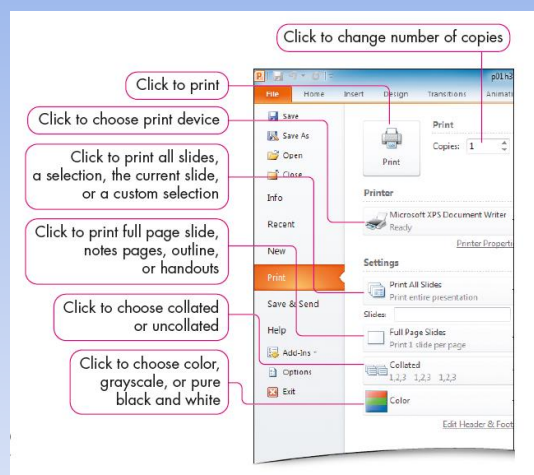
Printing in PowerPoint

- Print Full Page Slides
- Print Handouts
- Print Notes Pages
- Print Outlines

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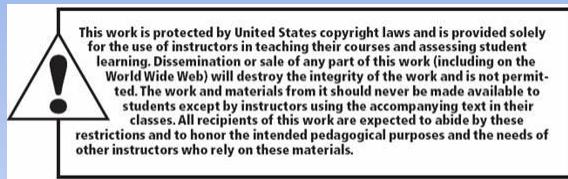
Printing in PowerPoint



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