



UNIT  
A

PowerPoint 2010

# Microsoft PowerPoint 2010- Illustrated

## Unit A: Creating A Presentation in PowerPoint 2010

# Objectives

- Define presentation software
- Plan an effective presentation
- Examine the PowerPoint window
- Enter slide text
- Add a new slide

# Objectives

- Apply a design theme
- Compare presentation views
- Print a PowerPoint presentation

# Defining Presentation Software

- **Presentation software** is a computer program used to organize and present information
- Presentation software allows you to communicate your ideas effectively
- You can use PowerPoint to present information in on-screen presentations, notes, audience handouts, slide show broadcasts, and outline pages

# Defining Presentation Software



Slide handouts

# Defining Presentation Software

- With PowerPoint you can
  - Enter and edit text easily
  - Change the appearance of information
  - Organize and arrange information
  - Incorporate information from other sources
  - Present information in a variety of ways
  - Collaborate on a presentation with others

# Planning an Effective Presentation

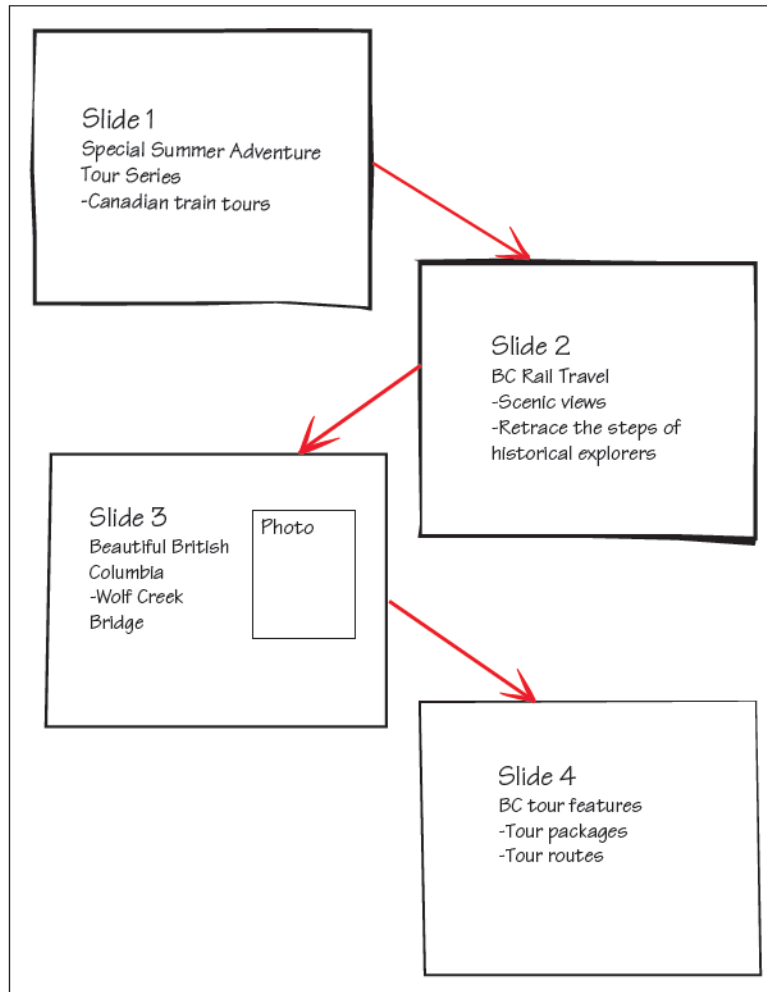
- Using PowerPoint themes, you can use a design and enter your text immediately
- You can go back and tailor your presentation based on the needs of the audience
- Planning is a critical part of creating a presentation

# Planning an Effective Presentation

- Planning includes:
  - Determining and outlining your message
  - Identifying the audience and the delivery location
  - Determining the type of output
  - Determining the design
  - Deciding on additional materials needed



# Planning an Effective Presentation



Storyboard of a presentation

# Planning an Effective Presentation

- When planning a presentation, keep in mind copyright laws
- **Intellectual property** is any idea or creation of the human mind
- **Copyright law** is a type of intellectual property law that protects works of authorship

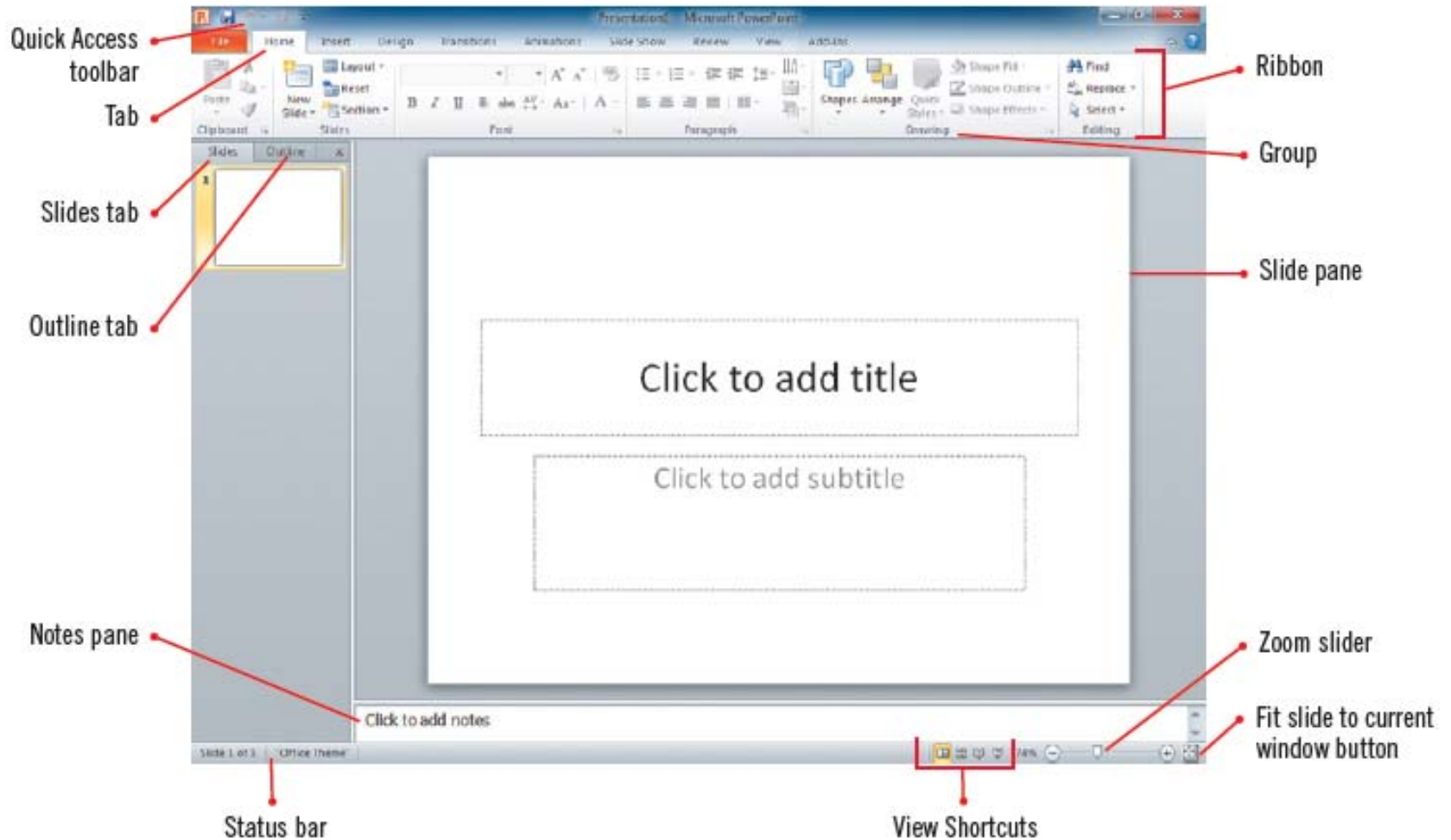
# Planning an Effective Presentation

- **Fair use** permits the public to use copyrighted material for certain purposes without obtaining prior consent from the owner
- Unauthorized use of protected work is known as **copyright infringement**, and can lead to legal action

# Examining the PowerPoint Window

- PowerPoint opens in **Normal view** (the default view)
- Normal view is the primary view for writing, editing and designing your presentation
- You move around in each pane using the scroll bars

# PowerPoint Window in Normal View



## Normal View

- The **Ribbon** organizes PowerPoint's primary commands
- Each set of primary commands is identified by a **tab**
- Commands are further arranged into **groups** based on their function
- The **Outline tab** displays the text of your presentation in the form of an outline

## Normal View

- The **Slides tab** displays the slides of your presentation as small images, called **thumbnails**
- The **Quick Access toolbar** provides immediate access to common commands, such as Save and Undo
- The **status bar** shows messages about what you are doing and seeing in PowerPoint

## Entering Slide Text

- PowerPoint opens in Normal view
- The title slide has two **text placeholders**:
  - the **title placeholder**
  - the **subtitle text placeholder**
- A placeholder with text is a text **object**. An **object** is any item on a slide that can be modified.



## Entering Slide Text

- When you click inside a placeholder, the **insertion point** appears
- A **selection box** with a dashed line border and **sizing handles** appears around the placeholder, indicating that it is selected and ready to accept text

## Adding a New Slide

- It is easy to add a new slide to your presentation
- You can choose among nine slide layouts
- A **slide layout** contains text and object placeholders that are arranged in a specific way on the slide

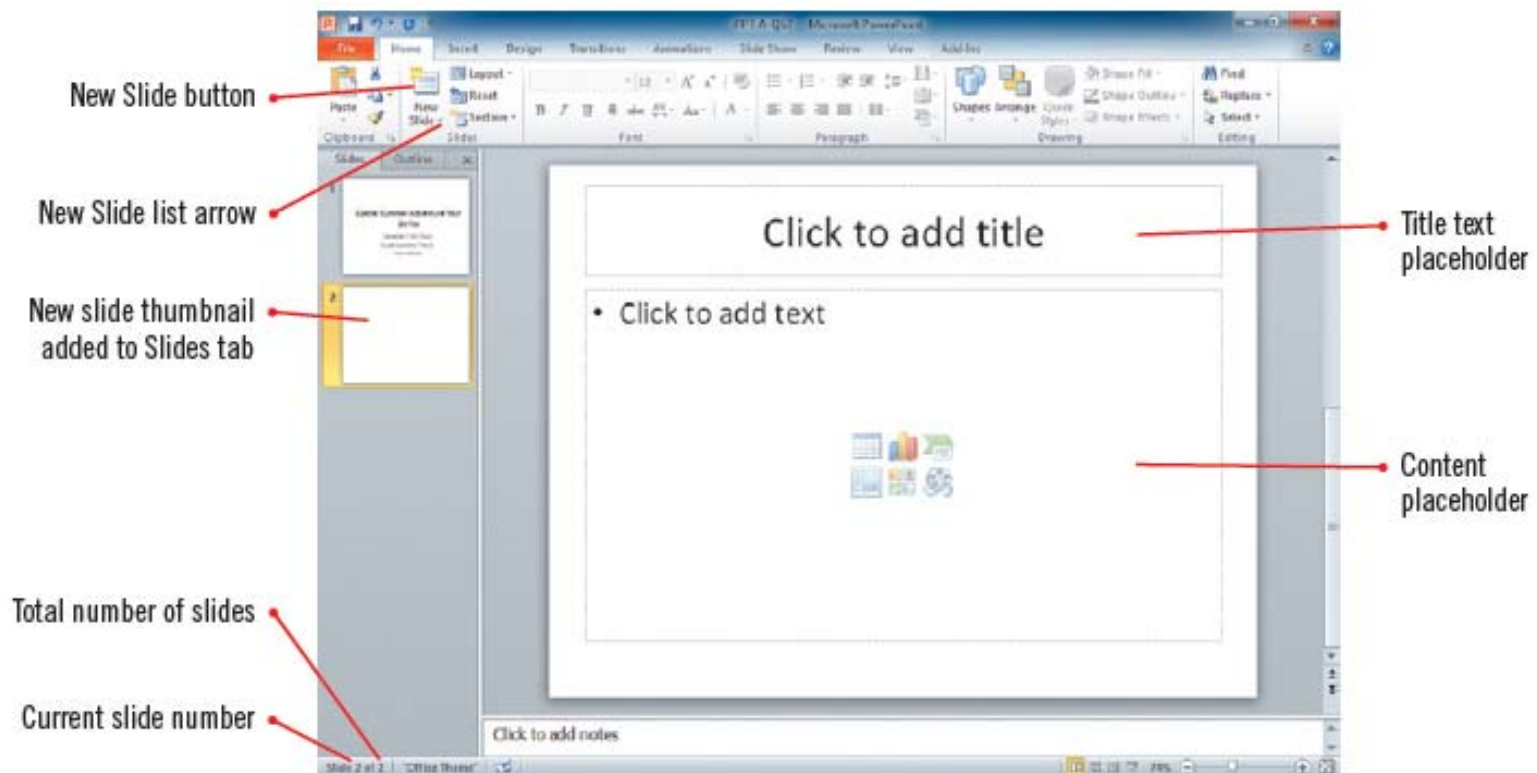
## Adding a New Slide

- You can modify an existing slide layout or create a brand new, custom slide layout
- When you click the New Slide button on the Ribbon, a Title and Content placeholder slide appears

## Adding a New Slide

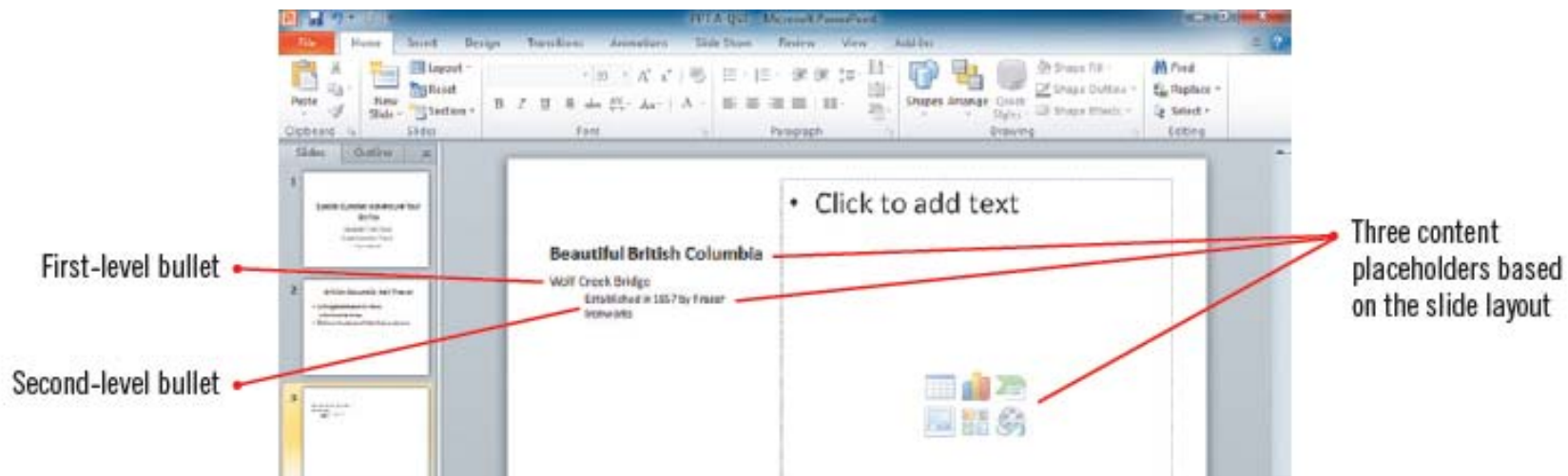
- A **content placeholder** can be used to insert text or objects such as clip art, tables, or charts
- To change a slide layout, click the Layout button in the Slides group

# Adding a New Slide



## Adding a New Slide

- To enter bulleted text, type the first phrase, then press [Enter]
- Press [Tab] to create a second-level bullet



## Apply a Design Theme

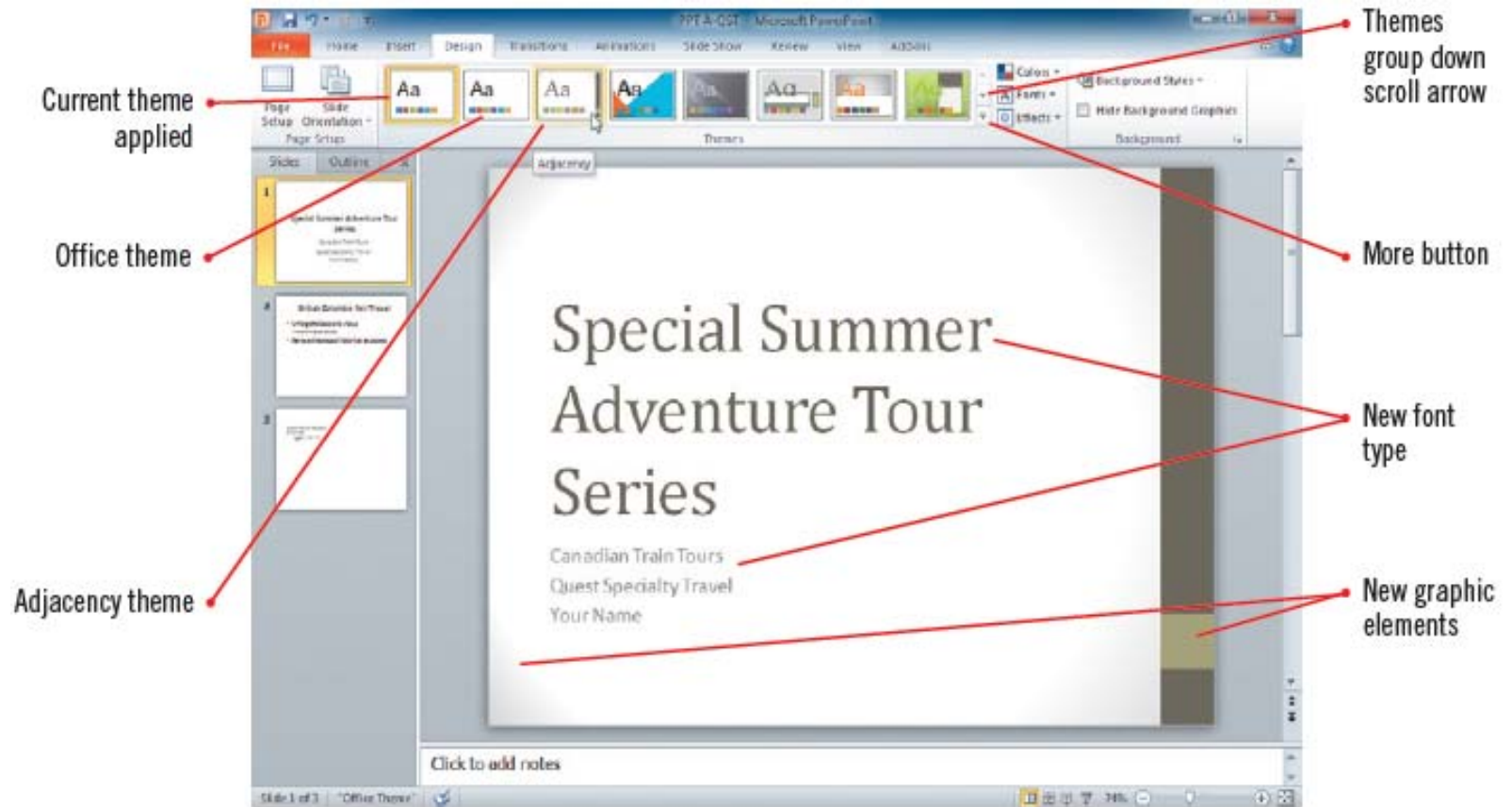
- A design **theme** includes a set of 12 coordinated colors for fill, line, and shadow, called **theme colors**; fonts for titles and other text, called **theme fonts**; and effects for lines and fills, called **theme effects**
- Design themes give your presentation a cohesive look

## Apply a Design Theme

- Design themes are found on the Design tab on the Ribbon
- Point to a design theme on the Ribbon for a **Live Preview** of how your changes will affect the slides
- You can also create a custom theme



# Apply a Design Theme



Slide showing a different theme

# Comparing Presentation Views

- PowerPoint has five primary views
  - Normal view
  - Slide Sorter view
  - Notes Page view
  - Slide Show view
  - Reading view

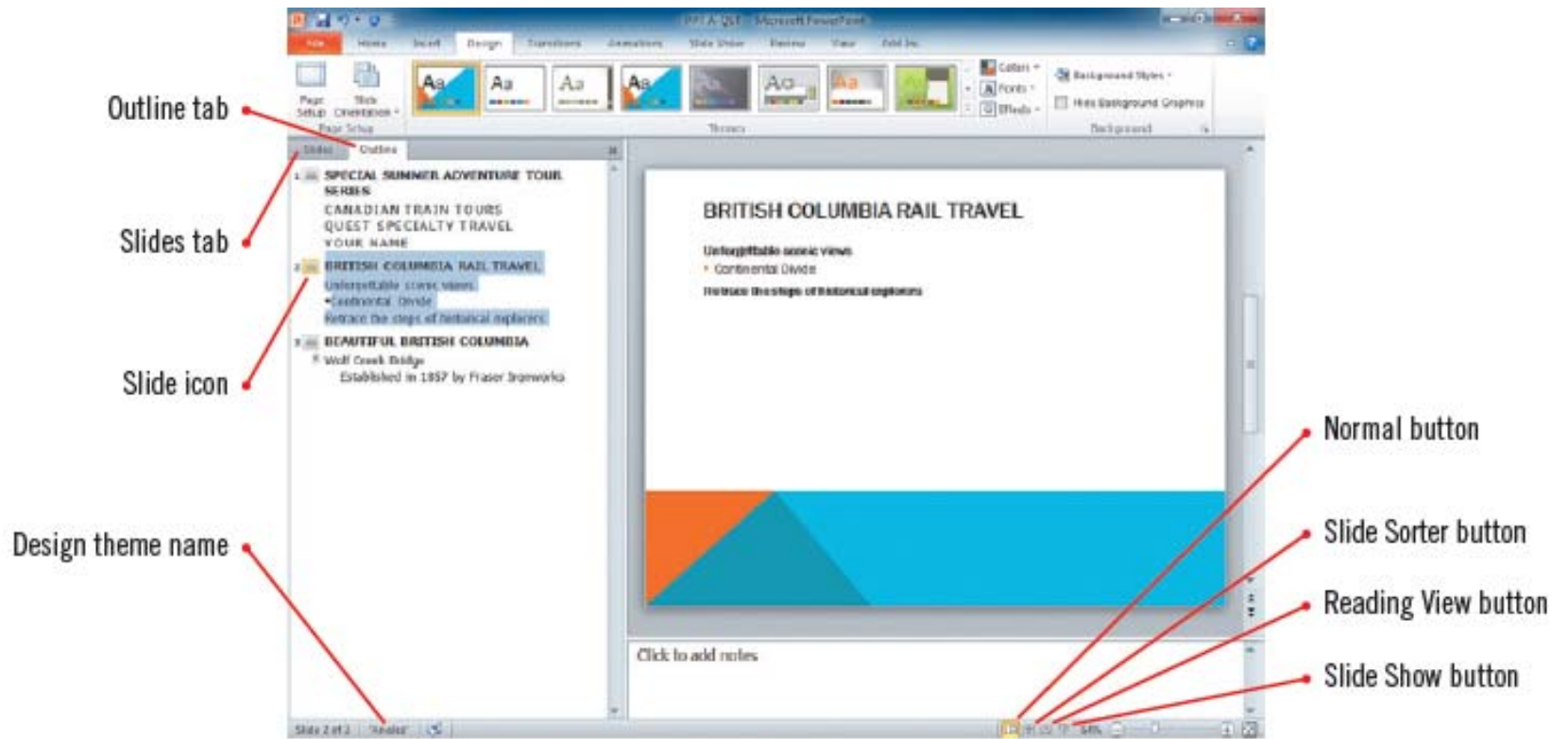
# Comparing Presentation Views

- Normal view: Edit slide content
- Slide Sorter view: Rearrange and add slide effects
- Notes Page view: Type notes to self
- Slide show view: Present slides
- Reading view: View presentation on a computer screen

# Comparing Presentation Views

- You can change views using the View Shortcuts on the Status bar
- You can also use the View tab on the Ribbon

# Comparing Presentation Views



Normal view with Outline tab displayed

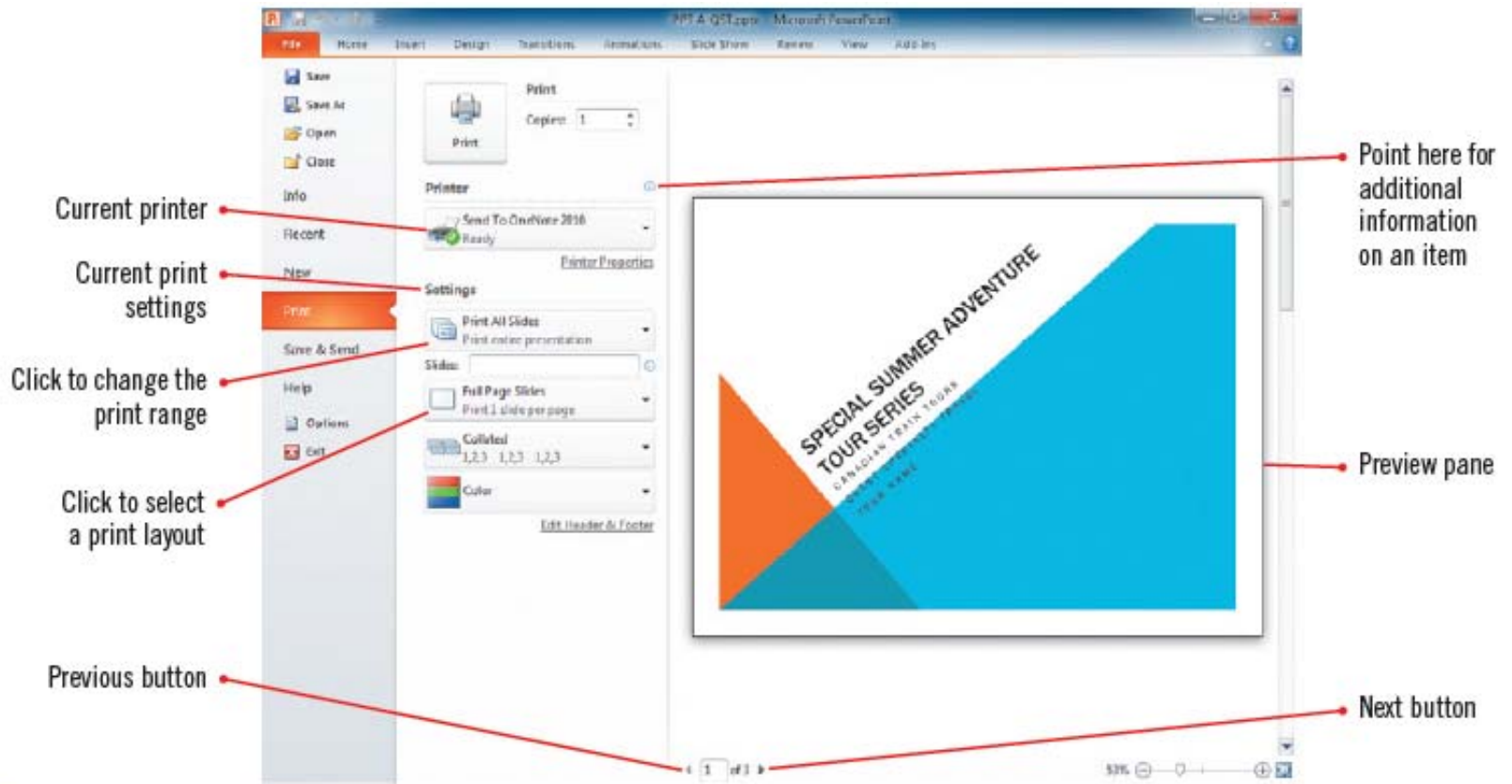
# Printing a PowerPoint Presentation

- You print your presentation when you want to review your work or when you have completed it and want a hard copy.
- You can also preview your presentation to see exactly how each slide looks before you print the presentation

# Printing a PowerPoint Presentation

- Using the Print dialog box, you can choose to print slides, handouts, notes or the Outline view
- Handouts can be printed with up to 9 slides per page
- You can print in Color, Grayscale or Pure Black and White, depending on your printer

# Printing a PowerPoint Presentation



Print Window



# Summary

In this chapter you learned how to:

- Define presentation software
- Plan an effective presentation
- Examine the PowerPoint window
- Enter slide text
- Add a new slide

## Summary (continued)

In this chapter you learned how to:

- Apply a design theme
- Compare presentation views
- Print a PowerPoint presentation