

INTRODUCTION TO POWERPOINT 2010

WHAT'S NEW?

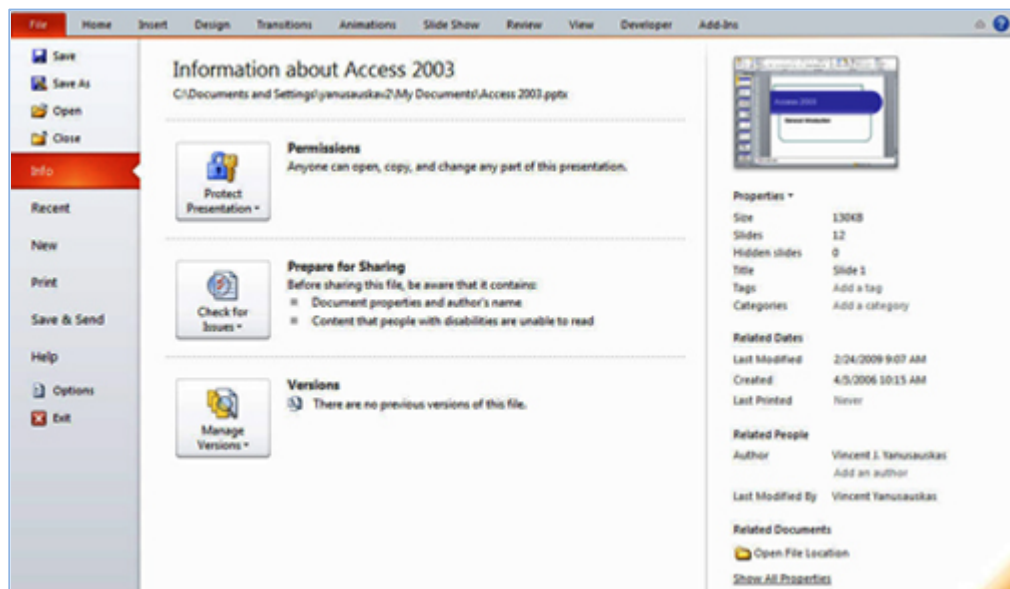
PowerPoint 2010 includes several new features that improve in the creation, management, and collaboration of a presentation with other users.

- *Backstage View*, where users manage their presentations and the related data about them
- *Picture* and *video* editing capabilities, formally only available from third-party vendors
- *PowerPoint Web Apps* that allow you to work from anywhere

In addition, another feature at the top of the list includes the ability to customize the familiar Ribbon interface with custom *Tabs* and *Groups*. You can now create your own tab and customize it with your favorite commands.

BACKSTAGE VIEW

The new Office Backstage view provides instant access to managing your presentations. Click on the *File* tab to create, save, and send presentations; inspect files for hidden metadata or personal information or to access the most recent documents and folders that were opened.



Quick Access to Recent Documents and Places

Prior versions of Microsoft Office displayed a set number of the most recent presentations accessed as so does Office 2010. The newest version also includes “*Recent Places*,” shortcuts to folders that you may have accessed within Royal Drive, My Documents, etc.

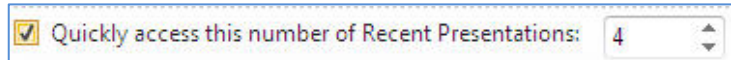
These new and revised navigation shortcuts provide faster retrieval to any file or folder used continually by allowing the user to pin shortcuts to the Recent Screen.

How to:

1. Click on the tab *File* and then *Recent*.
2. Click on the *push pin* next to any *Recent Presentations* or *Recent Places* to pin the desired documents or places to the window.
3. Click the *push pin* again to remove them from the window.



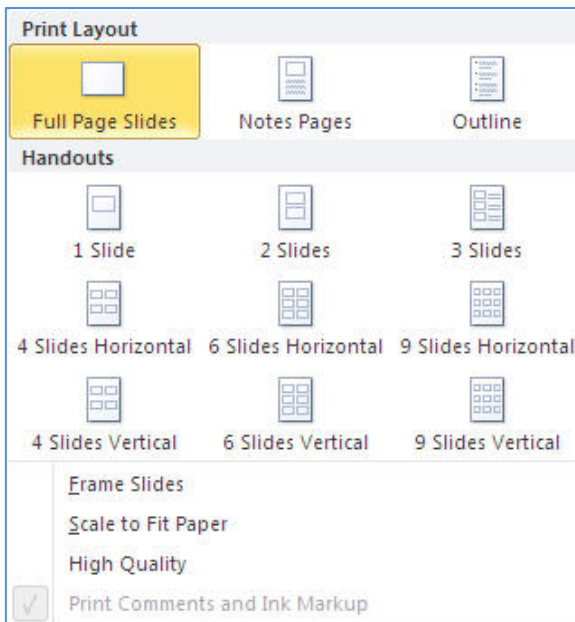
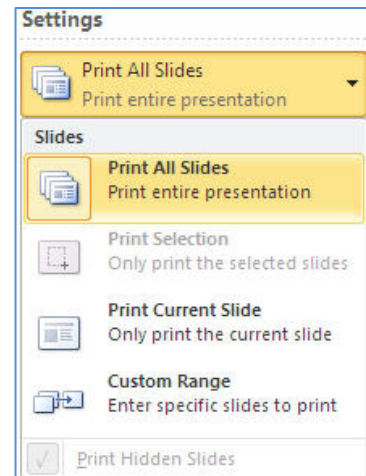
To change the default number of documents that are accessible click on the box “Quickly access this number of Recent Presentations,” located under the Recent Documents pane.



Print Command

Click the command *Print* to print or access print settings:

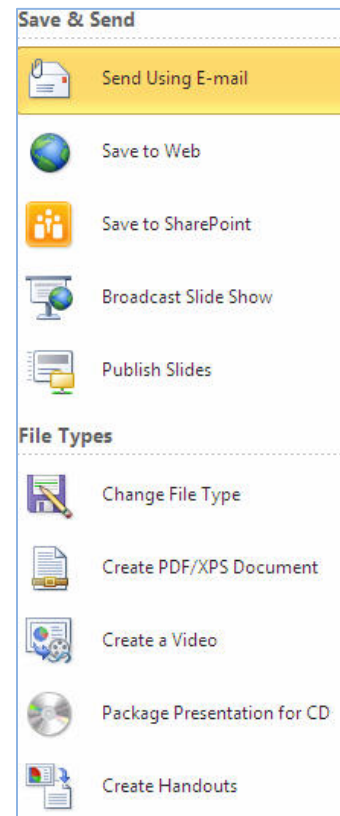
- Print Preview a slide or the entire presentation
- Change the default printer
- Set print settings
 - Two-sided printing (depends on printer)
 - Print layout and handouts



Save & Send

Accessing the Save & Send command provides the user with several options to save and send the presentation.

- Send Using E-mail – as either an attachment, an email link from a shared space, (Not to be confused with Royal Drive) or a PDF or XPS document.
- Change File Type – Save in the 97-2003 Presentation formats, PowerPoint Show (slide show), PowerPoint Picture Presentation, etc.
- Create as a video, which can be distributed by email, disc, or on the web
- Package presentation for CD distribution
- Create handouts in Word that contains both slides and notes



CUSTOMIZE THE RIBBON

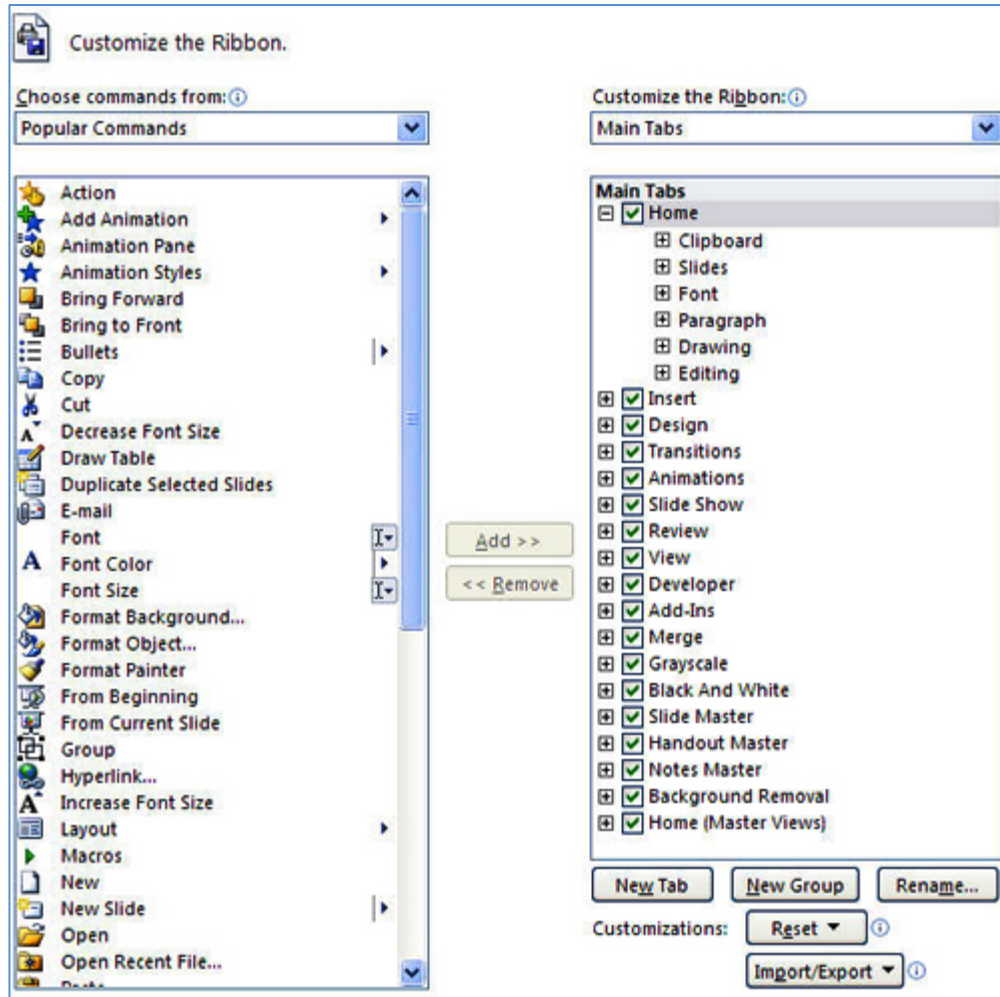
In PowerPoint 2010, you can now personalize the Ribbon's interface to include custom tabs and groups that contain the commands you use most frequently.

You can:

- Change the order of tabs
- Change the order that groups appear within tabs
- Create new tabs
- Create new groups within existing tabs

How to:

1. Click the tab *File* | *Options* | *Customize Ribbon* or right click on any tab and then choose "Customize the Ribbon." The current configurations are displayed on the right; on the left are displayed possible additions.
2. To change the order of an existing tab click and drag the tab to the desired position, when the selection line appears below the tab below release the mouse. Alternatively, you may select a *tab* or *group* and then click on the *Move Up* or *Move Down* arrow buttons located on the right.



Creating a New Group in a Tab

New groups can be added to an existing tab or group within a selected tab. When adding a new group to a tab, the new group is positioned at the end of the tab's existing groups. Whereas selecting a group on the tab positions the new group after the selection.

Quick Tip:

- Remember to change the new group's name to something meaningful, then click Ok
- Remove the group from the tab by first selecting it and then click the Remove button.

Adding Commands to a Group

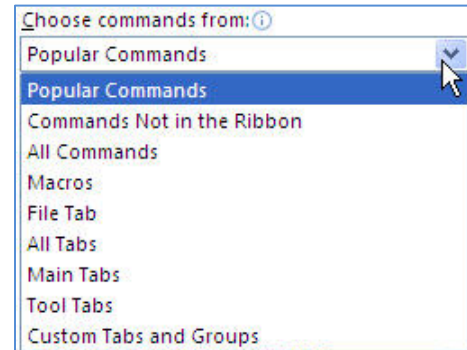
To add a command to a group requires accessing the “Customize Ribbon” window.

How to:

1. Click the tab *File* | *Options* | *Customize Ribbon* or right click on any tab and then choose “Customize the Ribbon”

2. Click the (+) *plus sign* in front of any tab to display all groups within the tab.
3. Click the (+) *plus sign* in front of any new or existing group.
4. Commands are added from the command list in the left pane. Select a group and then add a new command. The command will be placed at the end of the group. Selecting an existing command and then adding a new command places that command behind the selection.

Quick Tip: Click on the drop down list at the top display to view additional commands.



Creating New Tabs

To create a new tab requires accessing the “Customize Ribbon” window. Repeat step one from above.

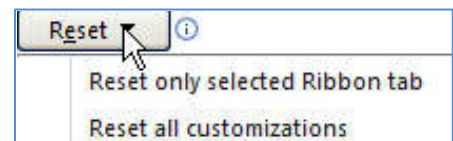
Select an existing tab and then click the New Tab button. The new tab and group are created and placed below the selected tab.

Quick Tip:

- Remember to *rename* the new tab and group.
- Remove a tab by selecting it and then click Remove. The tab and related groups are removed.
- Restore

Restoring the Ribbon’s Defaults

The user may restore the ribbon or a selected tab to the original defaults at any time.



How to:

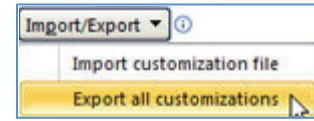
1. Select a tab in the *Customize Ribbon* window and choose Reset only selected Ribbon tab. Only the selected tab will revert.
2. Select “*Reset all customizations*” to restore the ribbon to its original settings.

Import or Export Ribbon Customizations

If you use two computers and would prefer that both are customized the same, use the Import/Export commands to customize the other computer.

How to: Access the “Customize Ribbon” window

1. Click the *Import/Export* button at the bottom of the window.
2. Select “Export all customizations,” then save the file on Royal Drive or a portable storage device (Flash drive). The file is saved with an “.exportedUT” extension.
3. Open the “Customize Ribbon” window on the second computer, and then click the *Import/Export* button.
4. Navigate to the exported file, select it, and then open it. When prompted “Replace all existing Ribbon and Quick Access Toolbar customizations,” click the *Yes* button.

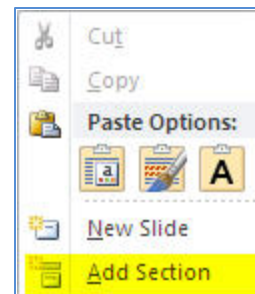


ORGANIZE YOUR SLIDES INTO SECTIONS

Adding sections to a large presentation can help when outlining the topic, organizing the presentation, or even in assigning slide ownership when collaborating with a group. Sections are easily created, renamed, removed, or sorted in *Slide Sorter* or *Normal View*.

Adding a Section

1. Either in *Slide Sorter* or *Normal* view right-click between the two slides that will contain the new section.
2. Choose *Add Section* from the shortcut menu.



Renaming a Section

1. Right-click on the *Untitled Section* marker, and click *Rename Section*.
2. Enter a meaningful name and then click the button *Rename*.

Move a section up or down in a list of slides

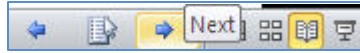
- Right-click on the section that requires moving, then click *Move Section Up* or *Move Section Down*.

Remove a Section(s)

- Right-click on the section, then click *Remove Section* or *Remove All Sections*.

READING VIEW

Microsoft has added another view to the application's existing views called the *Reading View*. The Reading View provides users with a



straightforward method to review presentations using the on screen *Previous* and *Back* arrows. Although this view displays all screen animations and slide transitions, users must return to *Normal View* to make presentation changes.

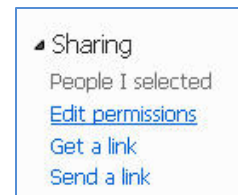
COLLABORATING ON A PRESENTATION (WEB APPS)

If you are a Royal Drive user (faculty or staff member), then you are already aware that outside users do not have *Contributor* privileges, which require attaching changes to an email and someone incorporating those changes manually.

Well, there is an alternative *SkyDrive*. SkyDrive is part of Microsoft's Windows Live range of online services that include document storage and sharing privileges. All that is needed is a *Windows Live ID* or *Hotmail* account. In addition are Word, Excel, PowerPoint, and OneNote Web Apps that let you view, create, and edit files even if you do not have Microsoft Office installed on your computer.

How to:

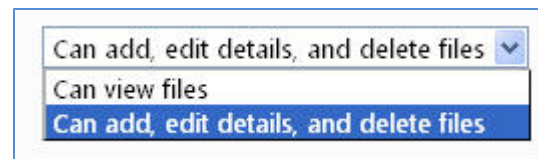
1. Click the tab *File* and then menu *Save & Send* | *Save to Web*.
2. Choose the *Location*, in this case it would hosted on Window Live SkyDrive, later on Live@scranton.edu
3. If the Web service is available, sign in with an existing account (such as Windows Live) or sign up for a new one. After you are signed in, you can create either a new folder or share an existing one.
4. Click the menu *Sharing* | *Edit permissions*, located on the right side of the screen.
5. You may select a name from your contact list or type the email address of the person(s).



Add additional people

Enter a name or an email address: [Select from your contact list](#)

6. After the names have been added, apply the permissions from the drop down box.
7. Click the *Send button* to send an email notification.



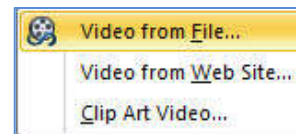
VIDEOS IN YOUR PRESENTATION

The video features in PowerPoint 2010 have been completely redone; providing more options to enrich presentation slides with media. Using the new video editing and formatting tools you can edit, recolor, trim, and apply special video effects to a video.

Video Editing

How to: Embed a video

1. Click the *Insert* tab and then the *Video down arrow* in the group *Media*
2. Choose from the three options listed
 - Video from File – an existing file in one of the following formats AVI, WMV, MPEG, MOV (Quick Time) and .SWF (Adobe Flash) located on your computer.
 - i. When the *Insert Video dialog box* opens navigate to and select the video on your computer.
 - ii. Click *Insert*.
 - Video from Web Site – select this menu if you want to embed a video from video sharing sites like YouTube.
 - i. Find the video on YouTube and then click the buttons *Share* | *Embed*.
 - ii. Directly below the embed code check the option “Enable privacy-enhanced mode.”
 - iii. *Copy* and *paste* the code into the *Insert Video From Web Site* dialog box and click *Insert*.
 - Clip Art Video – select this menu to embed a clip art video from PowerPoint’s Clip Art pane.



When you save your presentation, embedded videos become part of the presentation.

How to: Recolor a video

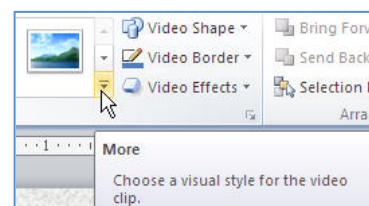
You can use the new formatting controls to recolor a video to match your slides color, adjust the brightness and contrast parameters, and revert to the original start with one click on the "*Reset Design*" button. YouTube videos cannot be changed.

Click on the video to display the *Video Tools* tab and the click the sub tab *Format*.

- In the group *Adjust*, click the command *Color* to apply a *preset color*, *More variations*, or *Video Color Options* to open the *Video Format dialog box*.

How to: Apply special effects

- In the group *Video Styles*, click the *More arrow* to display and apply additional *Visual styles*.



- In the related area, click the down arrow next to any of the command to alter the video's shape, border, or effects.

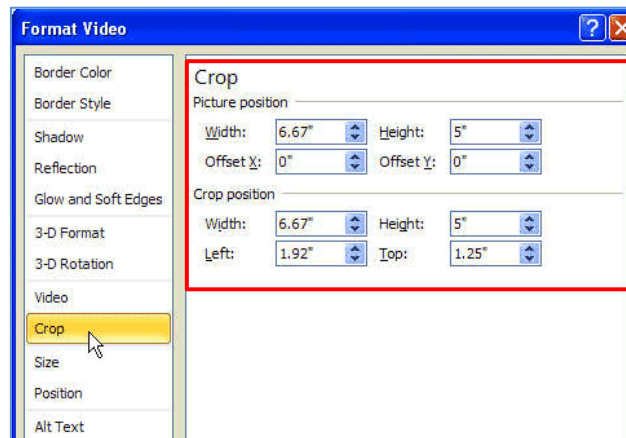
How to: Change the brightness and contrast

- Click the command *Corrections* in the group *Adjust*.
- Change the *Bright* and *Contrast* of the video by choosing the desired value.

In addition, you can click the *Video Correction Options* to open the *Video Format dialog box*, which contains several more options that can be performed on the video.

These options include:

- editing the color and style of the video
- adding shadow and reflection effects
- applying 3-D formatting and rotation options
- cropping and position



How to: Trim a Video Clip

To trim lengthy time off a video you can alter the start or ending time.

1. In *Normal view*, press the *Play button* on the video frame and review your video.
2. Select the video on the slide.
3. Under *Video Tools*, on the tab *Playback*, in the *Editing* group, click *Trim Video*.
4. In the *Trim Video dialog box*, do one or more of the following:
 - To trim the beginning of the video, click the *green marker* (starting point) on the left. When the mouse pointer changes to a two-headed arrow, drag the arrow to the desired starting position.
 - To trim the end of the video, click the *red marker* (endpoint) on the right. When the mouse pointer changes to a two-headed arrow, drag the arrow to the desired ending position.

How to: Adding Bookmarks to a Video Clip

Bookmarks are used to mark an interesting point of time in a video clip, trigger an event such as an animation, and jump to a marked location within the video.

1. *Select* the video on the slide and then in the audio or video controls below press *Play*.

2. To indicate a point of interest, do one of the following:
 - When working with a video clip, under *Video Tools*, on the *Playback* tab, in the *Bookmarks* group, click Add Bookmark.
 - When working with an audio clip, under *Audio Tools*, on the *Playback* tab, in the *Bookmarks* group, click Add Bookmark.

How to: Remove a Bookmark

1. Locate the bookmark that you want to remove from the time line.
2. Click Remove Bookmark located in the *Bookmarks* group on the tab *Playback* under *Video Tools*.

How to: Add a Poster Frame to your Video

Poster frames consist of image or a video frame that was taken from your video to provide your audience a preview image of your video.

To use a frame from your video

- Click Play to begin the video.
- Play the video until you see the frame that you want to use as your poster frame, and then click Pause.
- Under *Video Tools*, on the *Format* tab, in the *Set Poster Frame* group, and then click Current Frame.

To use a picture

- Select the video on the slide.
- Under *Video Tools*, on the *Format* tab, in the *Adjust* group, click *Poster Frame*, and then click Image from file.

How to: Set your Video's Play options

Play a video automatically or when clicked

1. In *Normal* view, click the video frame on the slide, then specify how you want your video to start.
2. Under *Video Tools*, on the *Playback* tab, in the *Video Options* group, in the *Start* list, do one of the following:
 - Click “*Automatically*” to play your video when the slide containing the video appears in *Slide Show* view.
 - Click “*On Click*” to start the video by clicking the mouse when you are ready to play the video.

NEW PICTURE EDITING CAPABILITIES

PowerPoint's new picture editing tools now include several features that were formally only available from third-party vendors. Users, who apply artistic textures and effects, utilize the improved cropping feature, or need to remove a background from a picture will find the tools useful.

Applying artistic textures and effects

How to:

1. Select the picture and then click the command Artistic Effects in the group *Adjust* on the *Picture Tools* tab.
2. Choose the effect that best represents what you are trying to achieve. Move the mouse pointer over any thumbnail to view what the effect would look like if applied.

How to: Add or change an effect

1. Select the picture, and then click the command Picture Effects in the group *Picture Layouts*.
2. To add or change a built-in combination of effects, select *Preset*, and then click on the desired effect. To customize the effect choose 3-D Options, to add shadows, glows, reflections, soft edges, bevels, and three-dimensional (3-D) rotations.

Remove the Background of a Picture

To remove the background of a picture or distracting details within the picture use the automatic background removal tool or the special markup tools to define which areas of the picture background to keep and remove.

How to:

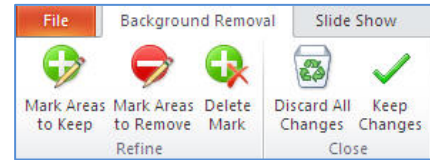
1. Select the picture, and then on the *Format tab*, under *Picture Tools*, click Background Removal in the group *Adjust*.
2. Click one of the handles on the *marquee lines* and then *drag the line* so that it contains the portion that you wish to keep and excludes most of the area to remove.

Note: When the position and size of the marquee lines does not produce the desired results, try using the tools on the *Background Removal tab*.

Background Removal tab

How to:

1. Click the “*Mark Areas to Keep*” tool to indicate which parts of the picture you do not want automatically removed.
2. Click the “*Mark Areas to Remove*” tool to include additional areas within the picture that you want removed in addition to those automatically marked.



Note: To remove any line that was marked to keep or remove click on the line with “Delete Mark” tool.

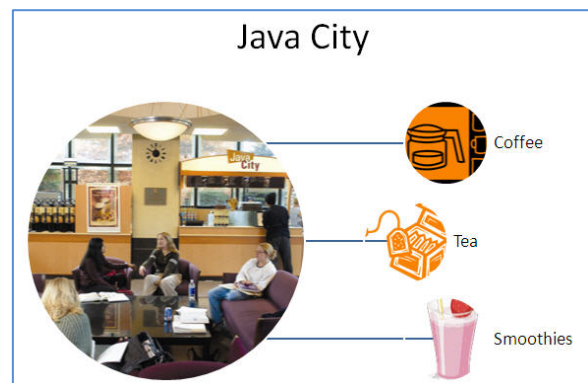
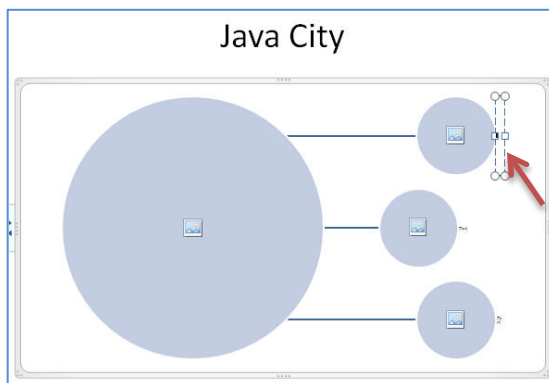
3. Click “*Keep Changes*” in the *Close* group to apply the changes or click “*Discard All Changes*” to cancel.

NEW SMART ART GRAPHIC PICTURE LAYOUTS

Smart Art graphic picture layouts combine pictures and text to improve audience communication using visual representation.

How to:

1. Click the *Smart Art* command located in the group *Illustrations* on the *Insert* tab.
2. Choose Picture from the left menu on *Choose a SmartArt Graphic dialog box*.
3. Select a layout from the examples listed “*Circular Picture Callout*,” then click *OK*.



4. Click any of the *picture placeholders* to add a picture, and then click on the text box to add the appropriate text.

Animate Your SmartArt Graphic

You can use slide transitions, animate the graphic, or both. Just remember that special effects should be used sparingly.

How to: Slide Transition

1. Select the graphic's layout box.
2. Click the tab *Transitions*, and then select a transition from the *Transition to This Slide* group.
3. The transition is added to the slide; click the command *Preview* in the *Preview* group to review the transition.

How to: Smart Art Animations

1. Select the SmartArt graphic that has the animation that you want to modify.
2. On the *Animations* tab, in the *Advanced Animations* group, click *Animation Pane*.
3. In the *Animation Pane* list, click the arrow to the right of the animation that you want to modify, and then select *Effect Options*.
4. In the dialog box, on the *SmartArt Animation* tab, in the *Group* graphic list, select one of the following options:
 - As one Object – The animation is applied as if the whole SmartArt graphic is one large picture or object.
 - All at Once - All of the shapes in the SmartArt graphic are animated at the same time. The difference between this animation and As one object is most notable in animations where the shapes rotate or grow. With All at once, each shape rotates or grows individually. With As one object, the whole SmartArt graphic rotates or grows.
 - One by One - Each shape is animated individually, one after the other.

Animation Painter

Animation Painter, one of the new features in Microsoft PowerPoint 2010 allows you to copy an animation or several animations from one SmartArt graphic to another.

To copy animations from one SmartArt graphic to another, do the following:

1. Select the SmartArt graphic that contains the animations that you want to copy.
2. Click the command *Animation Painter*, in the group *Advanced Animation* on the tab *Animations*.
3. To copy the animations click on the desired SmartArt graphic.

INSERTING SCREENSHOTS AND SCREEN CLIPPINGS



Use PowerPoint's new screenshot and screen clipping tool to capture an image from any screen and insert it into your document.

How to: Screenshot

1. Click on the slide that requires the screenshot.
2. Click the command *Screenshot* on the *Insert* tab in the *Images* group.
3. If one or more windows are open, choose the desired window from the Available Windows gallery. The whole window is inserted in the slide.

How to: Screen clipping

1. Repeat step one from the prior example.
2. Minimize all windows except PowerPoint and the window that contains the desired clip.
3. On the tab *Insert*, click the commands *Screenshot | Screen Clipping*. PowerPoint's window minimizes and the existing window displays in a faded white with crosshairs.
4. Use the mouse to draw a screen clipping, release the mouse to cut and paste the image into the PowerPoint slide.

EMBEDDING AUDIO AND VIDEO FILES

In PowerPoint 2010, you can now embed audio and video files directly in your presentation. However, there are limitations when adding Flash to a presentation, such as adding special effects and file compression for distribution.

Embed a Video from a File

How to:

1. In *Normal* view, click on the slide that will contain the embedded video.
2. Click the *Insert* tab, in the *Media* group, click the arrow under *Video*, and then click *Video from file*.
3. In the *Insert Video dialog box*, locate and click the video that you want to embed, and then click *Insert*.


Embed a Flash Video in a Slide

Embedding a Flash video requires adding a Shockwave Flash Object ActiveX Control to a Slide.

Note: Shockwave Flash must be installed on your computer for the Shockwave Flash Object to be listed in the Control Toolbox.

How to:

1. If the Developer tab is not displayed click on the tab *File | Options | Customize Ribbon*.

2. Place a *checkmark* in the box provided for Developer and then click *OK*.
3. Select the slide that you want to insert the control into.
4. *Click* the icon in the Developer Tab that looks like a tilted hammer (More Controls) and select *Shockwave Flash Object* from the next window. 
5. Draw a rectangle using your mouse on the PowerPoint canvas, *right-click* and select Properties.
6. Type the full location of the SWF file on your hard drive in the *Movie Property box*.

Movie	C:\Documents and Settings\yanusauskav2\My Document:
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7. If your SWF file contains an animation and you want that to play as soon as the PowerPoint slide is viewed, *set* Playing=True. To prevent the Flash animation from entering a loop, *set* Loop=False.
8. *Press* F5 to preview the presentation.

Link to a Video File on the Web

How to:

1. In *Normal* view, select the slide that will display the video.
2. Open your web browser and then go to the web site that hosts the video (YouTube, etc.).
3. Locate the video, and then locate and copy the Embed code. See example below:

COMPRESSING MEDIA FILES

Compressing presentations that contain media files helps improve playback performance and saves disk space.

How to:

1. Click on the tab *File* and then *Info*.
2. In the *Media Size and Performance* section, click *Compress Media*.
3. Select from one of the following:
 - a. Presentation Quality – save space while maintaining overall audio and video quality
 - b. Internet Quality – comparable to streaming media
 - c. Low Quality – selected to save space when sending presentations using email

DELIVER AND SHARE YOUR PRESENTATIONS

Turn your presentation into a video

In PowerPoint 2010, you are now able to save your presentation as a Windows Media Video (wmv) file. This means that all voice narrations, animations, transitions, and embedded videos will play without assistance from the presenter.

How to:

1. First, create and save your presentation and then click *Save & Send* under the *File* tab.
2. Under File types, click *Create a video*.

To display all video quality and size options, under Create a video, click the *Computer & HD Displays* down arrow.

Do one of the following:

- a. To create a video with very high quality, yet a large file size, click *Computer & HD Displays*.
 - b. To create a video with a moderate file size and medium quality, click *Internet & DVD*.
 - c. To create a video with the smallest file size, yet low quality, click *Portable Devices*.
3. Click the *Don't Use Recorded Timings and Narrations* down arrow and then, one of the following:
 - a. Click *Don't Use Recorded Timings and Narration* if you did not record and time voice narration and laser pointer movements.
 - b. Click *Use Recorded Timings and Narrations* if you recorded and timed narration and pointer movements

Note: The default time spent on each slide is set to 5 seconds, click the up arrow to increase or the down arrow to decrease the seconds.

4. Click *Create Video*.
5. In the *File name box*, enter a file name for the video, and then *Save* the video in the desired location.

The video creation process can take up to several hours depending on the length of the video and the complexity of the presentation.

6. To play your newly-created video, go to the designated folder location, and then double-click the file.