

## CHAPTER 5: MICROSOFT OFFICE: POWERPOINT 2010

### *Quick Summary*

Microsoft PowerPoint 2010 is software that can be used to effectively present information to an audience.

The following objects are parts of the PowerPoint window:

- Notes pane
- Slide pane
- Slides/Outline pane
- Status bar
- View buttons

A ***placeholder*** is a box on a slide with dotted or dashed borders that holds title and body text or other content such as charts, tables, and pictures.

A ***theme*** is a set of unified design elements that provides a look for your presentation by applying colors, fonts, and effects.

***Editing*** is the process of modifying a presentation by adding and deleting slides or by changing the contents of individual slides.

Text in a PowerPoint presentation is organized according to ***list levels***. List levels, each represented by a bullet symbol, are similar to outline levels. On a slide, list levels are identified by the bullet style, indentation, and the size of the text.

The first level on an individual slide is the title. Increasing the list level of a bullet point increases its indent and results in a smaller text size. Decreasing the list level of a bullet point decreases its indent and results in a larger text size.

The *AutoFit Text to Placeholder* option keeps the text contained within the placeholder by reducing the size of the text. The *Stop Fitting Text to This Placeholder* option turns off the AutoFit option so that the text can flow beyond the placeholder border with the text size remaining unchanged.

Photographic images add impact to a presentation and can help the audience visualize the messages the presenter is trying to convey.

When a picture is clicked, small circles and squares—**sizing handles**—surround the inserted picture and indicate that the picture can be modified or formatted. The **rotation handle**—a green circle above the picture—provides a way to rotate a selected image.

When a presentation is viewed as an electronic slide show, the entire slide fills the computer screen, and an audience can view the presentation if the computer is connected to a projection system.

Prior to printing, the Backstage view can be used to preview the arrangement of slides on the handouts and notes pages.

Presentation content can be edited in either the Slide pane or in the Slides/Outline pane. Displaying the Outline tab allows the entire flow of the presentation to be viewed.

**Formatting** refers to changing the appearance of the text, layout, and design of a slide, and it is easiest to do most of the formatting changes to a slide in the Slide pane.

**Slide Sorter view** displays thumbnails of all of the slides in a presentation.

To move a slide to a new position, hold down the left mouse button, drag the thumbnail of the slide to where the slide will be repositioned, and when a vertical move bar appears, release the button.

**Slide transitions** are the motion effects that occur in Slide Show view when moving from one slide to the next during a presentation.

The Transitions gallery categorizes transitions into Subtle, Exciting, and Dynamic Content. The Effect Options vary depending upon the selected transition and include the direction from which the slide enters the screen or the shape in which the slide displays during the transition. The Timing group is used to determine the duration of the transition, if the presenter controls the method used for the advancement to the next slide, and to control if the transition is applied to all slides.

The format of a slide's content can be modified by changing its bulleted and numbered list styles and colors. When formatting the contents of a placeholder, changes can be made to selected text or to the entire placeholder.

A bulleted list can be changed to a numbered list. All of the bullet symbols are converted to numbers, and the color of the numbers is determined by the presentation theme.

One of the sources for presentation images is a *clip*—a single media file such as art, sound, animation, or a movie. Microsoft Office includes a gallery of clip art files. The gallery can include online clips from Office.com.

Once placed on a slide, the images can be formatted as desired.

The Crop button is a split button that can *crop*—reduce the viewable area size of an image or make an image conform to a shape.

A *text box* is an object with which you can position text anywhere on a slide, and is used to draw attention to important information or serve as a container for slide text.

*Shapes* include lines, arrows, stars, banners, ovals, rectangles, and other basic shapes used to illustrate an idea, a process, or a workflow.

Changing the inside *fill color* and the outside line color is a distinctive way to format a shape. A fill color is the inside color of text or of an object.

Combinations of shape fill, outline colors, and weights can be used to format an object.

When more than one instance of an object is desired, Ctrl + D will make duplicate copies of it.

Selected objects can be aligned and distributed on a slide.

**Background Removal** can be used to avoid the boxy look of an inserted image. It flows a picture into the content of the presentation and removes unwanted portions of a picture so that the picture does not appear as a self-contained rectangle.

**WordArt** is a gallery of text styles that can be used to create decorative effects, such as shadowed or mirrored. Existing text can be modified by applying WordArt formatting.

A **SmartArt graphic** is an effective visual representation of information that is created by selecting from a variety of layouts.

**SmartArt Styles** are combinations of formatting effects that can be applied to SmartArt graphics.