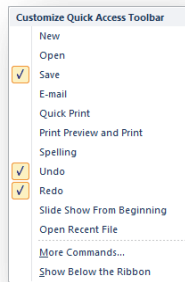




Adding to the Quick Access Toolbar

1. Click the down arrow to the right of the **Quick Access Toolbar**. *PowerPoint 2010 displays a list of common QAT options.*



2. Click on the item you wish to add.

Customize the Quick Access Toolbar

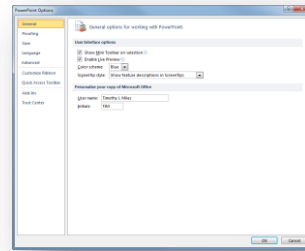
1. Click the down arrow to the right of the **Quick Access Toolbar**. *PowerPoint 2010 displays a list of common QAT options.*
2. Select **More Commands...** *PowerPoint 2010 opens the Options dialog and automatically selects the Quick Access Toolbar navigation option.*
3. Select the **Command** you wish to add.
4. Click to move the command to the QAT list.
5. Click when finished.

Minimize/Maximize the Ribbon

1. Click the button to minimize the Ribbon *PowerPoint 2010 will display on the Tabs and change the button.*
2. Click the button to maximize the Ribbon. *PowerPoint 2010 returns the ribbon to its original size.*

Personalize PowerPoint Interface

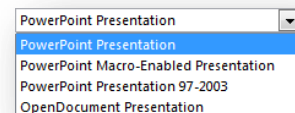
1. Select the **File** tab on the Ribbon.
2. Click **Options** *PowerPoint 2010 opens the Options dialog.*



3. Make changes to your settings.
4. Choose **OK**.

Customize Save Options

1. Select the **File** tab on the Ribbon.
2. Click **Options** *PowerPoint 2010 opens the Options dialog.*
3. Select the **Save** option.
4. Choose the **Save files in this format** option.



5. Select the **Default file location** option.

Note: There is no Browse button for this entry. You must manually enter it or copy the path from the Windows Explorer.

5. Choose **OK**.

Working with Slide Masters

Editing a master will edit all slides of that type within the presentation.

	Stores information about the template, such as font and background
	Controls design of audience handouts
	Controls design of Notes pages for presenter

1. Choose the **View** tab on the Ribbon.
2. Choose desired **Master**.
3. Add or delete objects or make formatting or background changes.
4. Choose **Close Master View** to return to the Slide View.

Note: Each slide layout has a Master associated with it. When making changes, you will need to choose the layout type from the left side thumbnail pane.

Custom Bullets on the Slide Master

1. Choose the **View** tab on the Ribbon.
2. Select the **Slide Master** button in the **Master Views** group.
3. Select the First Slide Master.
4. Click in the List Placeholder.
5. Select the **Home** tab on the Ribbon.
6. Click the down arrow in the button. *PowerPoint 2010 displays a list of options.*
7. Select **Bullets and Numbering...**
8. Click the **Customize...** button.
9. Choose the bullet you want to use.
10. Click **OK**.

Add Footer on the Slide Master

1. Choose the **View** tab on the Ribbon.
2. Select the **Slide Master** button in the **Master Views** group.
3. Select the First Slide Master.
4. Click into the Footer Placeholder.
5. Add the information.
6. Click out of the Footer Placeholder.

Custom Slide Layout

1. Choose the **View** tab on the Ribbon.
2. Select the **Slide Master** button in the **Master Views** group.
3. Navigate to the end of the layout pane.
4. Click the **Insert Layout** button in the **Edit Master** group.
5. Remove items not needed.
6. Click the **Insert Placeholder** button in the **Master Layout** group.
7. Select the **File** tab on the Ribbon.
8. Click **Save As**.
9. Select **PowerPoint Template (*.potx)** in the **Save as type** dropdown list.
10. Click the **Save** button.



Create Custom Theme

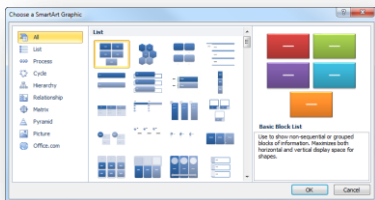
1. Choose the **Design** tab on the Ribbon.
2. Select the **Theme** that you want to start with.
3. Make the desired changes.
4. Select the dropdown button on the Theme selection.
PowerPoint 2010 displays a dropdown list of available Themes.
5. Select **Save Current Theme...**
6. Name the Theme.
7. Click the button.

Creating a Template

1. Check all Custom Layouts, Themes, Slide Masters and Common Elements to make sure they are the way you want them.
2. Select the tab on the Ribbon.
3. Click .
4. Type the **Name** of the file.
5. Select **PowerPoint Template (*.potx)** in the **Save as type** dropdown list.
6. Click the button.

Using SmartArt

1. Choose the **Insert** tab on the Ribbon.
2. Click the .



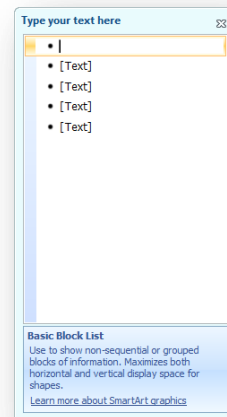
3. Select the desired SmartArt item.
4. Click when finished.

Adding SmartArt List

1. Choose the **Insert** tab on the Ribbon.
2. Click the .
3. Select **Lists** from the Type list on the left side of the dialog.
4. Choose the desired List Layout.
5. Click when finished.

Adding SmartArt text through Text Pane

1. Add the **SmartArt** using the steps outlined above.
2. Select the **Design** context tab on the Ribbon.
3. Click the in the **Create Graphic** group.
PowerPoint 2010 displays the Text Pane next to the SmartArt object.



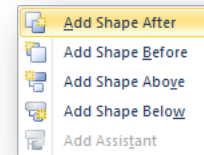
4. Add the text.

Creating a Hierarchy

1. Choose the **Insert** tab on the Ribbon.
2. Click the .
3. Select **Hierarchy** from the Type list on the left side of the dialog.
4. Choose the desired **Hierarchy Layout**.
5. Click when finished.

Adding a Shape to the SmartArt Object

1. Select the **SmartArt** object.
2. Select the **Design** context tab on the Ribbon.
3. Click the in the **Create Graphic** group.
4. Choose where you would like the shape to be added.



Modifying Layout and Style

1. Select the **SmartArt** object.
2. Select the **Design** context tab on the Ribbon.
3. Select a different **Layout** in the **Layouts** group.
4. Select the desired **Style** in the **SmartArt Styles** group.

Resetting the SmartArt Graphics

1. Select the **SmartArt** object.
2. Select the **Design** context tab on the Ribbon.
3. Click the in the **Reset** group.

Adding Multimedia

1. Select the **Home** tab on the Ribbon.
2. Click the down arrow on the button. PowerPoint 2010 displays a drop-down list of available slide options.
3. Select the **Title and Content** option.
4. Click the within the body of the **Slide**.
5. Locate the media clip.
6. Click .
7. Select the **Playback** context tab on the Ribbon.
*PowerPoint 2010 inserts the media and displays the **Format** and **Playback** tabs on the Ribbon.*
8. Select the desired Playback options.

Customize Slide Show Animation

1. Select the Slide placeholder.
2. Choose the **Animations** tab on the Ribbon.
3. Click the in the **Advanced Animation** group.
4. Select the desired animation effect.
or
Select the desired **Animation** from the list.

Slideshow Keyboard Shortcuts

Control	Result
Number + [Enter]	Go to slide <i>number</i> .
E	Erase on-screen annotations.
W or COMMA	Display a blank white slide, or return to presentation from white slide.
B or PERIOD	Display a blank black slide, or return to presentation from black slide.
TAB	Go to the first or next hyperlink on a slide.