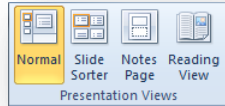




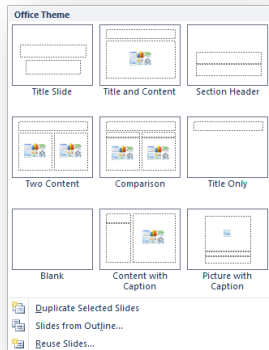
Changing the View

1. Select the **View** tab on the Ribbon.
2. Select the desired option in the **Presentation Views** group.



Creating a Slide

1. Select the **Home** tab on the Ribbon.
2. Click the down arrow on the **New Slide** button. PowerPoint 2010 displays a drop-down list of available slide options.



3. Choose the desired **Office Theme** Slide Style.

Changing Slide Layout

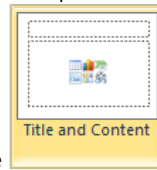
1. Select the **Home** tab on the Ribbon.
2. Click the **Layout** button in the **Slides** group. PowerPoint 2010 displays a list of available layouts.
3. Choose the **Layout** type.

Work the Themes

1. Select the **Design** Tab.
 2. Choose a **Theme** from the group.
- Note:** When you roll over a the icon, it will change the current slide, so you may preview the theme.

Creating a List Slide

1. Select the **Home** tab.
2. Click the down arrow on the **New Slide** button. PowerPoint 2010 displays a drop-down list of available slide options.



3. Select the **Title and Content** option.

Entering Text on a Slide

1. Select the **Click to add text** area on the slide.
2. Begin typing.
3. When finished, click anywhere on the slide to deactivate the text area.

Editing Text

1. Click in the **Text** Area.
2. Edit the text accordingly.

Apply Character Formats

1. Click in the Text Box Area.
2. Select the desired characters.
3. Select the **Home** tab on the Ribbon.
4. Click **B**, **I**, or **U** on the ribbon.
5. Click **Segoe UI** for fonts and **8** for font sizes.
6. Click the "A" on **A** for color shown, or arrow to select a different color.
7. Select the **Dialog Box Launcher** for other formats and enter new settings.
8. Click **OK**.

Apply Paragraph Formats

1. Click on the Text Box Area and
2. Select the **Home** tab on the Ribbon.
3. Click **Left**, **Center**, **Right**, or **Justify** for alignment.
4. Click **Line and Paragraph Spacing** for line spacing.
5. Choose **Bulleted List** or **Numbered List** for bullets and numbered list.
6. Choose **Decrease Indentation** or **Increase Indentation** to decrease or increase list level (indentations).
7. Select the **Dialog Box Launcher** for other formats and enter new settings.
8. Click **OK**.

Creating a Clip Art Picture Slide

1. Select the **Home** tab on the Ribbon.
2. Click the down arrow on the **New Slide** button. PowerPoint 2010 displays a drop-down list of available slide options.
3. Select the **Title and Content** option.
4. Select the **Clip Art** or **Image** icons within the body of the **Slide**.



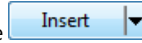
Inserting Clip Art

1. Select the **Clip Art** icon in the body of the **Slide**.
PowerPoint 2010 opens the Clip Art pane.
2. Using the **Search for** text box in the Clip Art pane, Enter the keyword for the Clip Art you would like to insert.
3. Click on the Clip Art Thumbnail to enter it into the slide.
4. Close the Clip Art Pane.



Inserting Pictures

1. Select the **Picture** icon in the body of the **Slide**.
2. Navigate to the pictures location.
3. Select the file to insert.
4. Click the **Insert** button.



Inserting Shapes

1. Choose the **Insert** tab on the Ribbon.
2. Click the **Shapes** button in the **Illustrations** group. PowerPoint 2010 displays a dropdown list of available shapes.
3. Select the **Shape**.
4. In the slide, click and drag to create the shape.
5. Release the mouse.



Resizing Clip Art, Pictures and Shapes

1. Clip on the Object.
2. Select one of its anchor boxes.
3. Click and drag to resize.

Tip: If you choose a corner anchor box, hold down the **Ctrl** key and drag your mouse. The object will resize proportionately.

Moving an Object

1. Select the Object.
2. Place your mouse in the middle of the object.
3. Click and drag it to its new location.

Change Object Orientation

1. Select the Object.
2. Locate the **rotate** icon.
3. Click and drag to change orientation.



Grouping Objects

1. Select all the objects you wish to group.
2. Select the **Home** tab on the Ribbon.



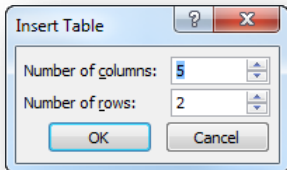
3. Click the **Arrange** button in the **Drawing** group.
4. Choose the **Group** option in the list.

Creating Table Slide

1. Select the **Home** tab on the Ribbon.



2. Click the down arrow on the **New Slide** button. PowerPoint 2010 displays a drop-down list of available slide options.
3. Select the **Title and Content** option.
4. Select the icon within the body of the **Slide**.
5. Enter the number of Rows and Columns.



6. Click

Resizing the Table

1. Select the **Table**.
2. Click and drag on of the anchor boxes.

Formatting the Table

1. Select the **Table**.
2. Choose the **Design** Context Tab on the Ribbon.
3. Choose a Table Style.

Inserting Charts

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. Select the icon within the body of the **Slide**.
 5. Choose the Chart **Type**.
 6. Enter the Chart **Data**.
- Note:** Chart data is managed through Microsoft Excel. All features of Excel are available.
7. Close the Data (Excel) Window.

Editing Chart Data

1. Select the **Chart**.
2. Choose the **Design** context tab on the Ribbon.
3. Select the button in the **Data** group.
4. Change the Data.
5. Close the Data (Excel) Window.

Change Chart Type

1. Select the **Chart**.
2. Choose the **Design** context tab on the Ribbon.
3. Select the button in the **Data** group.
4. Choose the new Chart **Type**.
5. Click

Change Chart Layout

1. Select the **Chart**.
2. Choose the **Design** context tab on the Ribbon.
3. Select a Chart Layout within the **Chart Layouts** list.

Changing Chart Style

1. Select the **Chart**.
2. Choose the **Design** context tab on the Ribbon.
3. Choose the desired **Chart Style** from the list within the **Chart Styles** group.

Inserting Chart from Excel

1. Open **Microsoft Excel 2010**.
2. Open the file containing the chart you would like to paste into **PowerPoint 2010**.
3. Select the **Chart**.
4. Click the **Home** tab on the Ribbon .
5. Click the **Copy** button in the **Clipboard** group.
6. Navigate to your **PowerPoint** Presentation.
7. Select the **Home** tab on the Ribbon.



8. Click the down arrow on the **New Slide** button. PowerPoint 2010 displays a drop-down list of available slide options.
9. Select the **Title and Content** option.



10. Click the **Paste** button .

Saving a Presentation

1. Select the **File** tab on the Ribbon.
2. Choose
3. Enter the name, location and type of file
4. Choose

Spell Checking

1. Choose the Review Tab on the Ribbon.
2. Click the button in the **Proofing** group .
3. Spell Check the document.
4. Click

Arranging Slides

1. Choose the **View** Tab on the Ribbon.
2. Choose button in the **Presentation Views** group.
3. Click and drag the slide thumbnails to the desired location.

Printing a Presentation

1. Select the **File** tab on the Ribbon.
2. Choose **Print**.
PowerPoint 2010 displays all print options along with the current slide in the Print Preview mode.
3. Click to select which Slide(s) to print.
4. Click to select what to print.
5. Choose number of Copies.
6. Click

Keyboard Shortcuts

To do this	Press
Open Font dialog box to change font.	Ctrl + Shift + F
Open Font dialog box to change font size.	Ctrl + Shift + P
Increase font size.	Ctrl + Shift + >
Decrease font size.	Ctrl + Shift + <
Change case of letters between sentence, lowercase, or uppercase.	Shift + F3
Apply bold.	Ctrl + B
Apply an underline.	Ctrl + U
Apply italic.	Ctrl + I