

CONTENTS

Chapter 1: Getting To Know PowerPoint	1
Starting PowerPoint.....	2
The PowerPoint Screen.....	3
How Microsoft PowerPoint 2010 Works	4
Using The Ribbon.....	5
Using Ribbon KeyTips	6
Minimising The Ribbon	7
Understanding The Backstage View	8
Accessing Backstage View	9
Using Shortcut Menus	10
Understanding Dialog Boxes.....	11
Launching Dialog Boxes	12
Understanding The Quick Access Toolbar	13
Adding Commands To The QAT	14
Understanding The Status Bar	15
Customising The Status Bar	16
Exiting Safely From PowerPoint.....	17
Chapter 2: Working With Presentations	19
Opening A Presentation.....	20
Switching Between Presentations	21
Understanding PowerPoint Views	22
Changing Presentation Views	23
Navigating A Presentation	24
Using The Zoom Tool	25
Closing A Presentation	26
Opening A Recent Presentation.....	27
Chapter 3: Creating A Presentation	29
Planning A Presentation	30
Presentation Methods And Hardware.....	31
Principles Of Effective Presentation Design	32
Creating A Blank Presentation	33
Creating A Presentation Based On A Template.....	34
Creating A Presentation Based On A Theme	35
Typing Text Into The Outline Pane.....	36
Saving A Presentation	37
Inserting Slides And Text.....	38
Previewing A Slide Show	39
Chapter 4: Slide Layouts	41
Understanding Slide Layouts	42
Inserting A Title Slide.....	43
Inserting A Title And Content Slide	44
Inserting A Section Header Slide	45
Inserting A Table	46
Inserting A Picture With Caption Slide.....	47
Inserting A Chart	48
Applying A Different Layout To A Slide	49

CONTENTS

Chapter 5: Working With Text	51
Typing Text Onto A Slide	52
Editing Text	53
Moving And Resizing Placeholders.....	54
Applying Font Formatting.....	55
Applying Paragraph Formatting	56
Converting Text To SmartArt	57
Applying WordArt To Text.....	58
Chapter 6: SmartArt	59
Understanding SmartArt	60
Inserting A SmartArt Graphic	61
Inserting Text.....	62
Adding Shapes Below.....	63
Adding Shapes Above	64
Adding Shapes Before And After	65
Adding An Assistant	66
Promoting And Demoting Shapes	67
Switching SmartArt Right To Left	68
Resizing SmartArt.....	69
Changing The SmartArt Layout.....	70
Applying A Colour Scheme	71
Applying A SmartArt Style.....	72
Deleting SmartArt Shapes	73
Chapter 7: Shapes	75
Drawing Shapes	76
Resizing Shapes	77
Editing Shapes	78
Positioning Shapes.....	79
Arranging Shapes.....	80
Combining Shapes	81
Formatting Shapes	82
Copying Shapes	83
Aligning Shapes	84
Inserting And Formatting Text.....	85
Connecting Shapes	86
Grouping Shapes.....	87
Rotating Shapes.....	88
Chapter 8: Slide Show Navigation	89
Using Slide Sorter View	90
Reusing Slides	91
Adding Sections	92
Adding Notes To Your Slides	93
Slide Numbers.....	94
About Hyperlinks	95
Creating An Internal Hyperlink	96
Creating A Hyperlink To Another Presentation	97
Creating A Hyperlink To Another Application.....	98
Keyboard Shortcuts For Navigating Slide Shows	99
Presenting A Slide Show	100

CONTENTS

Chapter 9: Printing	101
Understanding Printing	102
Previewing Slides	103
Printing Slides	104
Printing Handouts.....	105
Printing Notes Pages.....	106
Printing The Outline.....	107
Chapter 10: Getting Help	109
Understanding Help.....	110
Accessing Help.....	111
Browsing For Help.....	112
Navigating Help.....	113
Using The Table Of Contents.....	114
Searching Using Keywords.....	115
Disconnecting Online Help.....	116
Printing A Help Topic.....	117
Working With Screen Tips	118
Using Dialog Box Help.....	119
Other Sources Of Help	120
Concluding Remarks	121

CONTENTS



Notes: