



# Introduction to Microsoft PowerPoint 2010

## Table of Contents

Lesson 1 .....	3
The Title Bar and Ribbon .....	3
The File Button.....	4
The Quick Access Toolbar .....	5
The PowerPoint 2010 Interface .....	9
The Ribbon .....	10
Minimizing the Ribbon .....	10
Contextual Tools .....	11
Dialog Box Launcher.....	11
Navigate a Presentation .....	12
The Slide Tab and Outline Tab.....	12
Navigate Using the Slide Tab or Outline Tab: .....	12
Live Preview.....	13
Lesson 2 .....	14
Create a New Presentation .....	15
Adding Slides to the Presentation .....	17
Working with Themes .....	19
Adding a Theme.....	19
Modifying Colors in a Theme .....	19
Modifying Background styles .....	20
Entering Text .....	20
Entering Text in the Slide Pane .....	20
Entering Text in the Outline Pane .....	20
Inserting an Outline.....	21
Editing Text .....	21
Editing Text in the Slide Pane.....	21
Editing Text in the Outline Pane .....	21
Lesson 3 .....	24
Apply Character Formats .....	25
Selecting Text .....	25
Formatting Characters with the Ribbon.....	26
Formatting Characters with the Quick Menu .....	27
Apply Paragraph Formats .....	28
Apply Paragraph Formats with the Ribbon.....	28
Apply Paragraph Formats to a Text Placeholder.....	28
Lesson 4.....	30
Create a Table .....	31
To create a new table:.....	31
Navigating a Table .....	32
Adding Text .....	32
Formatting Tables.....	33
Table Styles .....	33
Changing Shading.....	33
Changing Borders .....	34
Inserting Rows and Columns .....	34
Splitting Cells .....	35
Lesson 5 .....	39
Creating a chart.....	40
Chart Types .....	41
Entering the Data .....	42
Editing a Chart .....	42
Change Chart Type.....	42
Edit Chart Data .....	43
Modifying a Chart .....	44
Modify the Chart Style .....	44
Modify Chart Layout .....	45

Modify Chart Objects.....	45
Paste a Chart from Microsoft Excel.....	46
Lesson 6.....	50
SmartArt Graphics.....	51
Clip Art and Word Art.....	52
Lesson 7.....	55
Adding a Transition.....	56
Adding Animations.....	57
Speaker Notes.....	58
Slide Show.....	59
Starting a Slide Show.....	59
Navigating through a Slide show.....	59
Mark as Final.....	60

# Getting Started

*This lesson will get you acquainted with PowerPoint 2010. This includes starting the application, working with the main interface and interacting with the system.*

## ***In this lesson we'll learn how to...***

- ✓ *Understand PowerPoint 2010*
- ✓ *Start Microsoft PowerPoint 2010*
- ✓ *Use the PowerPoint 2010 Interface*
- ✓ *Use the Ribbon*
- ✓ *Open a Presentation*
- ✓ *Navigate a Presentation*
- ✓ *Use PowerPoint Help*
- ✓ *Exit PowerPoint 2010*

### Key:

Caution



Cool Tip



Please Note



Hands-On



## The Title Bar and Ribbon

Many of the Office 2010 applications now use the Ribbon. This new feature has merged the ideas of the **title bar**, **menu**, and **toolbar**.

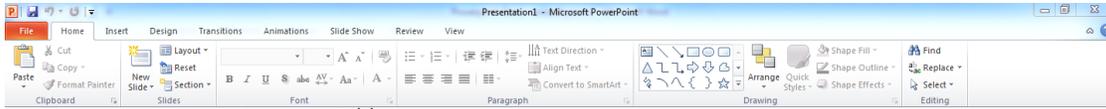


Figure 1-1: PowerPoint 2010 Ribbon

The top part of the window is called the Title Bar. The name of the presentation and the application name display in this area. Both of these are included in the task bar button at the bottom of the screen.

## The File Button



The **File** button is located in the top-left corner of the window. This button is considerably more robust compared to the File option in previous versions of Microsoft Office.

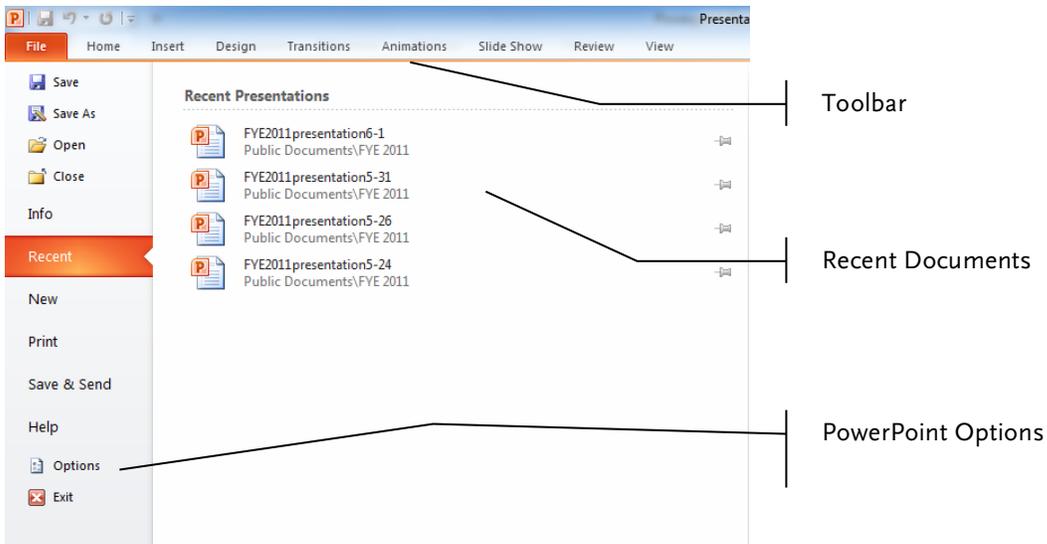


Figure 1-2 - File Button Menu

## The Quick Access Toolbar

Above the File button is the Quick Access Toolbar, which provides easy access to your most frequently used tools. You can add and remove commands by clicking the drop-down button located at the end of the toolbar.



Figure 1-3 : Quick Access Toolbar

Customize the Quick Access Toolbar using any of the following methods.

### Method 1:

1. At the right end of the Quick Access Toolbar, click the **Customize Quick Access Toolbar down-arrow**. The menu opens.

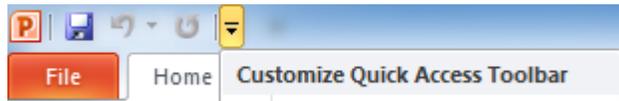


Figure 1-4 : Customize Quick Access Toolbar

2. Click the command that you would like to add.

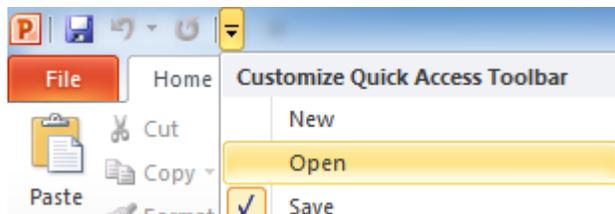


Figure 1-5 : Open

3. The command is then added to the Quick Access Toolbar. A checkmark indicates that a specific command has been added to the toolbar.

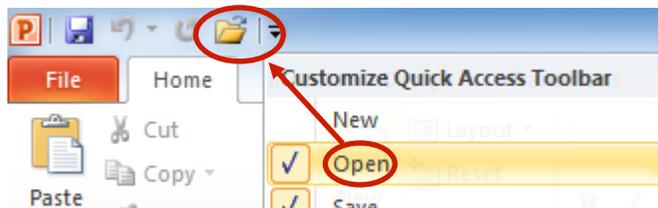


Figure 1-6 : Open Icon

### Method 2:

You may also choose to add a command directly from one of the Ribbon tabs onto the Quick Access Toolbar:

1. Locate the tool you are interested in. Right-click the tool. The context menu opens.

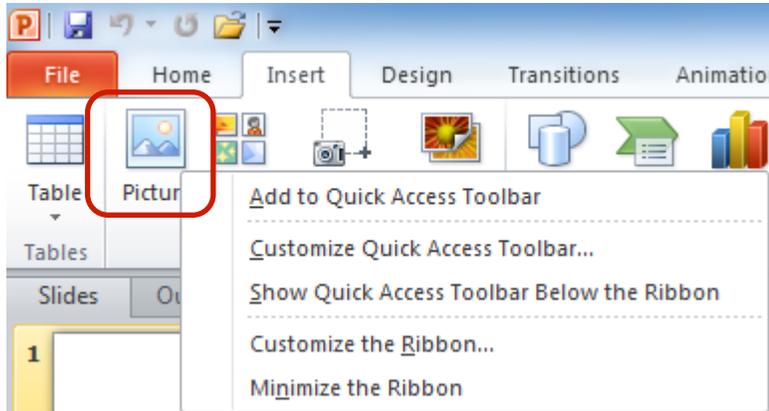


Figure 1-7: Add a Command

2. Select **Add to Quick Access Toolbar**.

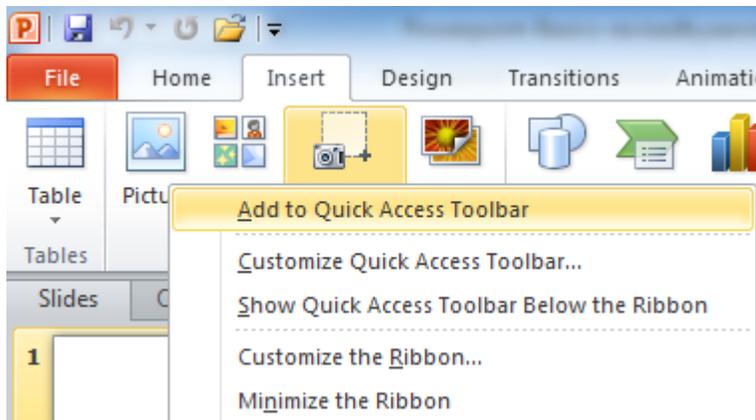


Figure 1-8: Add to Quick Access Toolbar

3. The command is added to the Quick Access Toolbar.



Figure 1-9: New Icon

### Method 3:

1. At the right end of the Quick Access Toolbar, click the **Customize Quick Access Toolbar down-arrow**. The menu opens.



Figure 1-10 : Down-arrow

2. Select **More Commands...** The Options window opens.

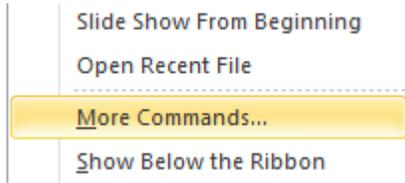


Figure 1-11 : More Commands

3. From the left pane, select the command(s) you want to add to the Quick Access Toolbar.

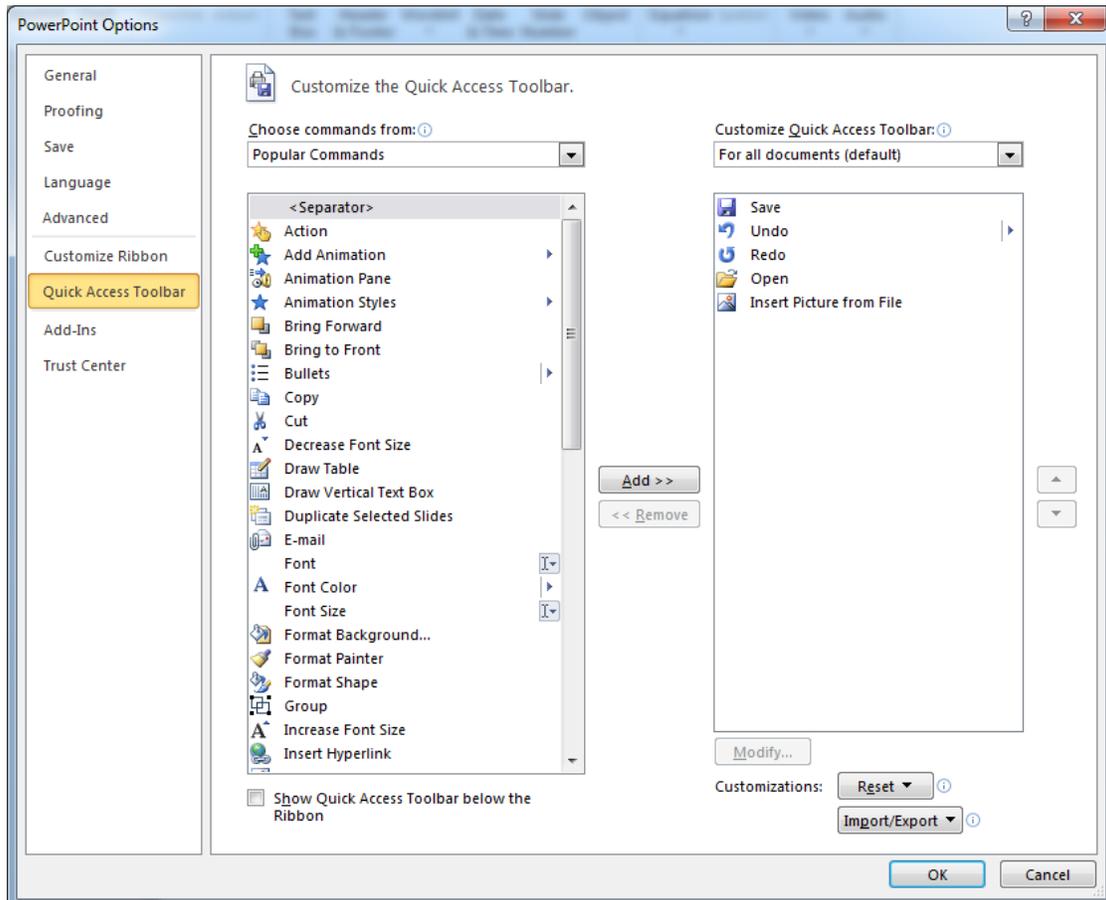
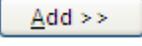
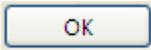


Figure 1-12 : Customize Window

4. Click **Add** . The command is added to the right pane.

5. Click **OK** . The command is added to the Quick Access Toolbar.

### To remove a tool from the Quick Access Toolbar:

1. Right-click the tool. The shortcut menu appears.
2. Select **Remove from Quick Access Toolbar**. The tool is removed.

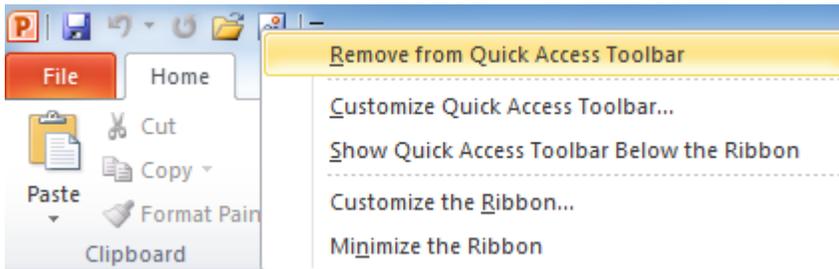
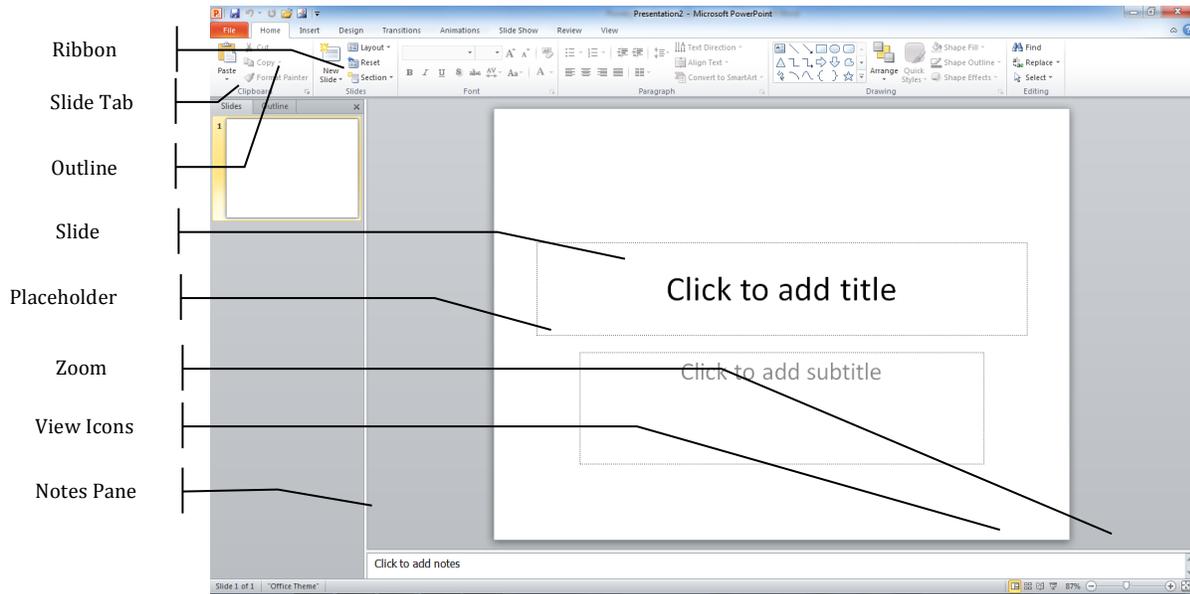


Figure 1-13 : Remove Option

## The PowerPoint 2010 Interface

Once PowerPoint 2010 starts, you will see a New Presentation screen. From here, you can choose to create a new presentation, open an existing presentation or access templates on the Microsoft Office Online website.



## The Ribbon

The Ribbon, which was introduced in PowerPoint 2007, remains in PowerPoint 2010. It has tabs for all the features PowerPoint 2010 has to offer and is used as the main resource for navigating a PowerPoint 2010 presentation.

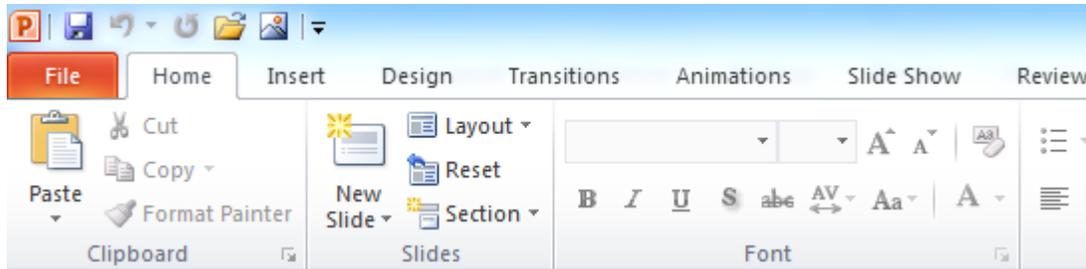


Figure 1-18 : PowerPoint 2010 Ribbon

The Ribbon is designed to help you quickly find the commands that you need to complete a given task. Each command is organized into logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as Design or Animations.



You can't delete or replace the Ribbon with the toolbars and menus from the earlier versions of PowerPoint.

## Minimizing the Ribbon

You can make the Ribbon act somewhat like a traditional menu by minimizing it. When the ribbon is minimized, the tabs hide their content and appear to be menus.



Figure 1-19 : Minimized Ribbon

When you pass your mouse over a menu command, the tab will be visible. By clicking on the tab, you will view the Ribbon for that tab.

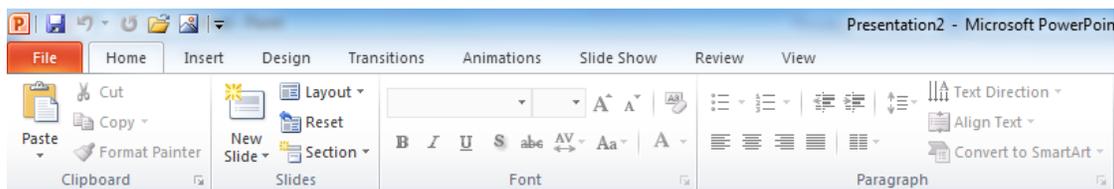


Figure 1-20 : Home Tab

To minimize the Ribbon:

- Click the arrow  in the top right corner of the Ribbon.

## Contextual Tools

To reduce confusion, some tabs are shown only when needed. For example, the **Drawing or Picture Tools** tab is shown only when an object is selected. Contextual tools enable you to work with the selected object. When you select an object on the worksheet, the Ribbon will automatically show any additional tabs to work with that object.



Figure 1-21 : Drawing Tools

## Dialog Box Launcher

The Ribbon is designed to help you quickly find the command for a given task, but there are times where the Ribbon does not give you the attributes that are available.

In this situation, you may need to see the command dialog box. At the bottom-right corner of select groups, you will find the **dialog box launcher**  button.

When you click the button, that dialog box will be shown.

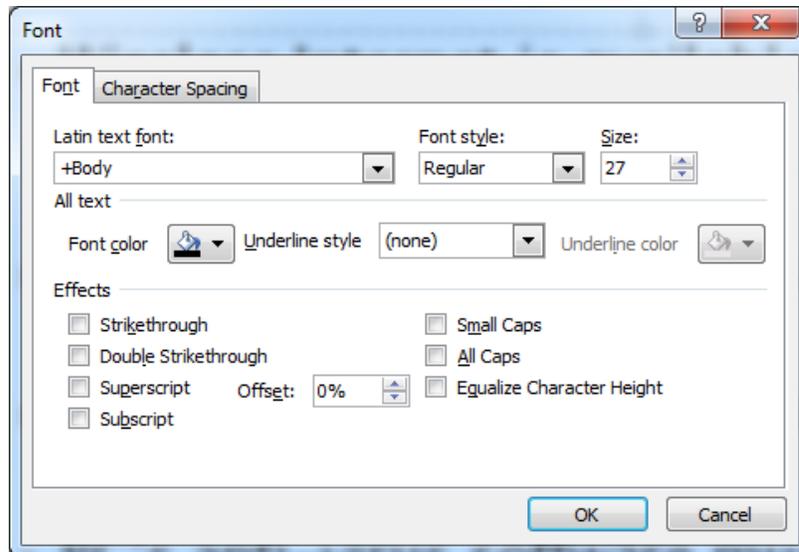


Figure 1-22 : Dialogue Box

## Navigate a Presentation

Since most of the time you have quite a few slides in a presentation, it is important to be able to navigate through the slides in the most efficient way possible.

### The Slide Tab and Outline Tab

The Slide Tab will show you a thumbnail for each and every one of the slides. The outline tab will show you the same thing, but in text format.

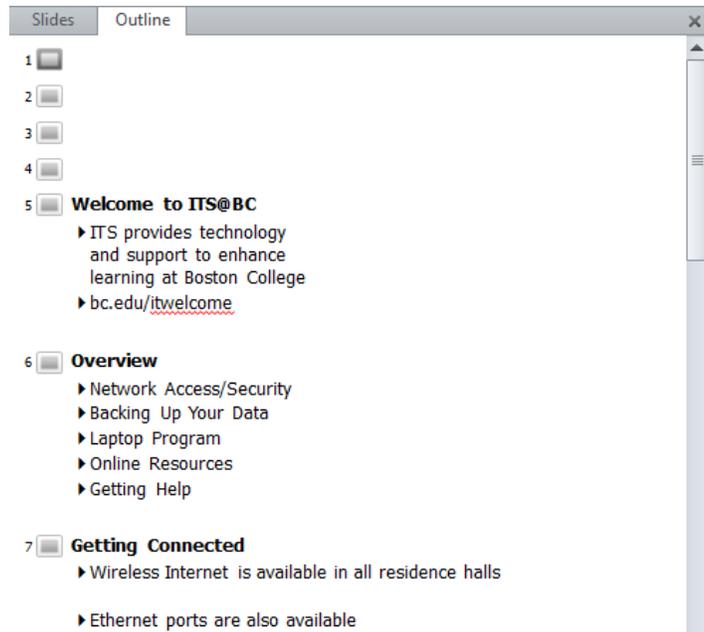
#### Navigate Using the Slide Tab or Outline Tab:

- Click on the slide you wish to go to.  
or
- Use the scroll bar down the right side to navigate to the slide you wish to see, then click your mouse to select and view that slide.



#### Tip

In PowerPoint 2010, you can also navigate from one slide to another by using the [Page Up] and [Page Down] keys on your keyboard.



## Live Preview

Live Preview provides a sample of how the selected option will display in your document before you select the format. In previous versions of Office, you may have had to click through multiple menus to make a final selection, only to find out that the choice was not what you really wanted.

By hovering over the various Live Preview alternatives, you can see how the option will look in your document before actually applying it. When you are ready to apply a style, such as font face or size, click it.

You will notice many **Themes** in PowerPoint 2010; many of them support the live preview function which helps ease some of your formatting tasks.



Double clicking an object automatically reveals the contents of an associated Contextual Tab in the Ribbon.

# Creating a Presentation

*Now that we have gotten to know how the PowerPoint interface works, it is time to create a presentation of our own. In this lesson we will learn how to begin building a presentation using slide-themes and entering text.*

## ***In this lesson we'll learn how to...***

- ✓ *Create a Presentation*
- ✓ *Save a Presentation*
- ✓ *Add Slides to a Presentation*
- ✓ *Work with Themes*
- ✓ *Enter Text*
- ✓ *Edit Text*

## Create a New Presentation

When creating a presentation you are doing so with a predefined idea of what you want in the presentation. Therefore, you should be able to pick the style or layout of the presentation.

### Create a new presentation

- Click the **File** button on the top-left corner of the screen.

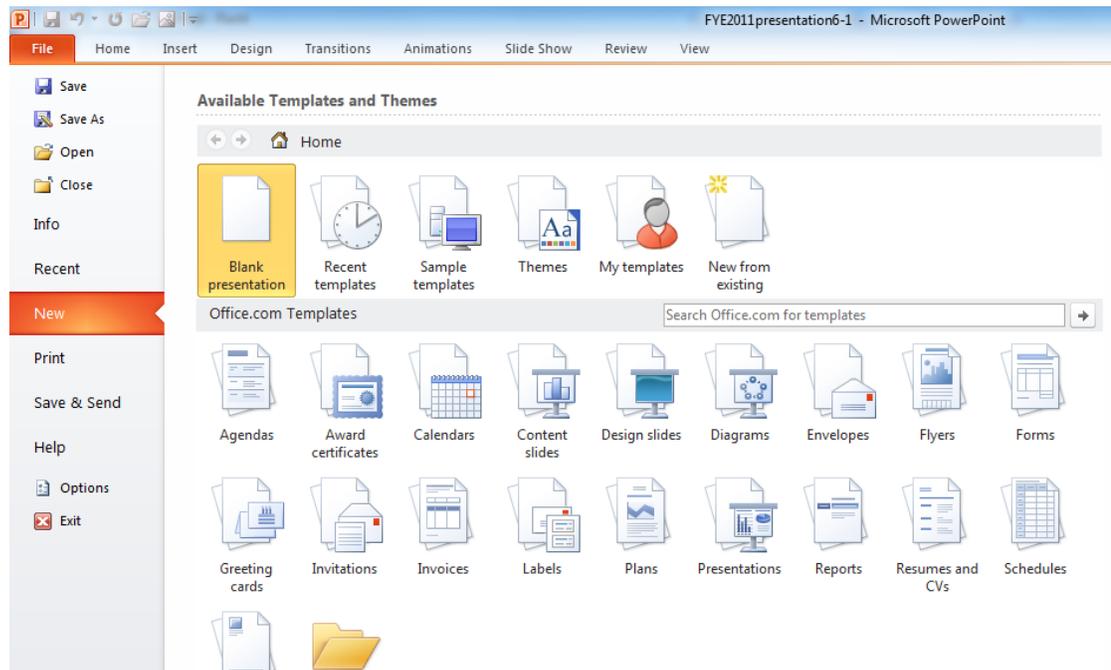
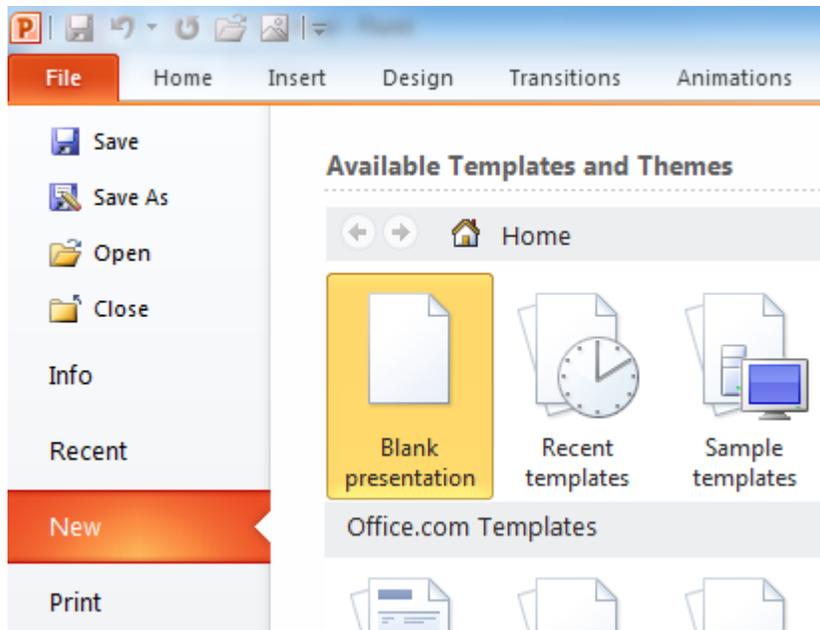


Figure 1-23 : Office Button Menu

- Select  from the Menu.  
*PowerPoint will bring you to the New Presentation window*



- Click  in the **Available Templates and Themes** section.
- Click . PowerPoint displays the **Blank Presentation** on the screen.
- Alternatively, you can create a new presentation by pressing **[Ctrl + N]** while in PowerPoint 2010.

## Adding Slides to the Presentation

Once you have created the presentation, you will need to add the slides. Slides are designed from predefined Themes or templates. These themes can be modified to meet the needs of the presentation.

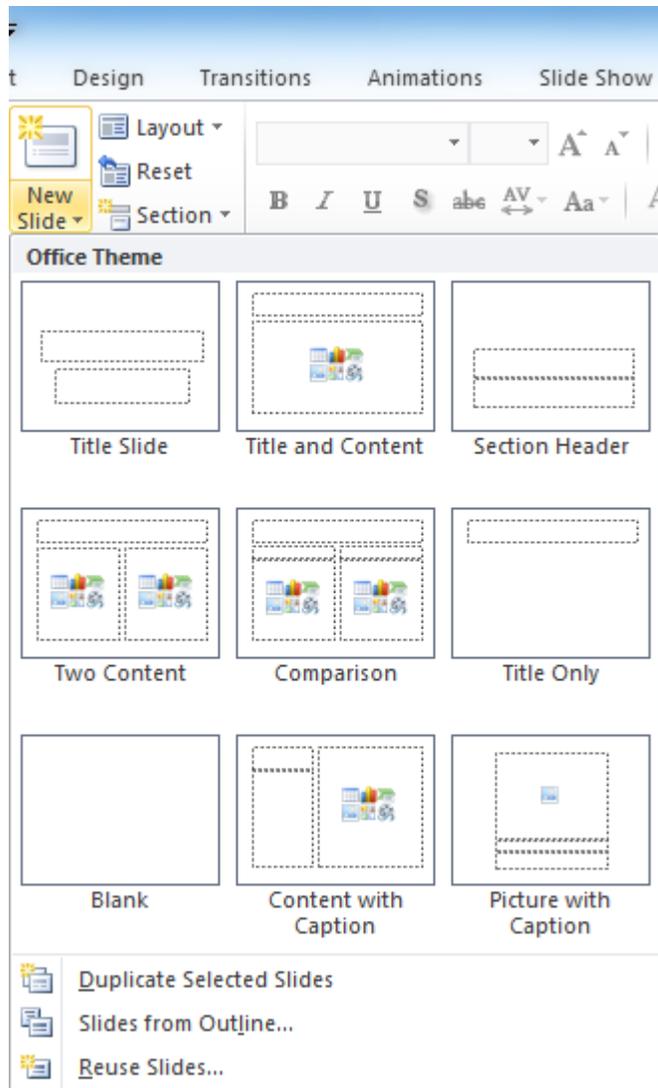


Figure 2-1: Office Theme Slide Templates

There are many Slide Types you can choose from:

Type	Description
<b>Title Slide</b>	Gives two holding places for the title and subtitle.
<b>Title and Content</b>	Gives a placeholder for a title and one to add content to the slide.
<b>Section Header</b>	Gives a placeholder for a section number and section header.
<b>Two Content</b>	Gives a placeholder for a title and two place holding places for content.
<b>Comparison</b>	Gives a placeholder for a title, two place holding for content with placeholders for titles for each content area.
<b>Title Only</b>	Gives a placeholder for a title only.
<b>Blank</b>	Gives no placeholders.
<b>Content with Caption</b>	Gives a placeholder for a title, a thin placeholder for text and a larger placeholder for content.
<b>Picture with Caption</b>	Gives a placeholder for a title, a placeholder for text and a large placeholder for a picture.

To add a slide to a presentation:

- Choose the **Home** tab from the Ribbon.



- Click  .
- Choose the type of slide.

## Working with Themes

Themes are color and design combinations put together for you. This is done not only for efficiency but also to assist you in most comparable color selections. You may choose a Theme and leave it as is or decide to change the colors or background that are being used in the Theme

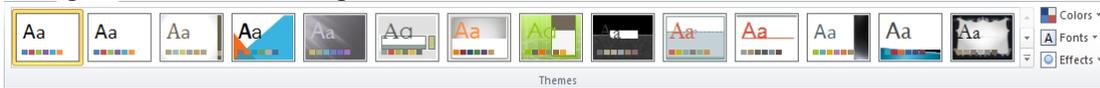


Figure 2-2 : Slide Theme Options

### Adding a Theme

- Choose the **Design** tab.
- Choose the theme you wish to use.  
**NOTE:** The themes have names and they are listed Alphabetically.

### Modifying Colors in a Theme

- Choose the **Design** tab.
- Choose the  icon.

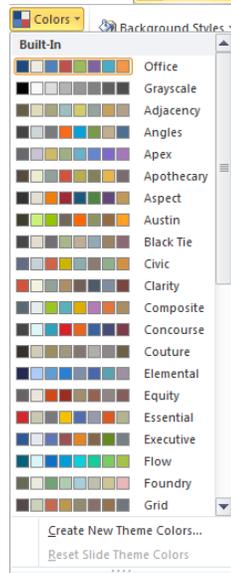


Figure 2-3 : Colors

- Choose from one of the Built-In Color Combinations.



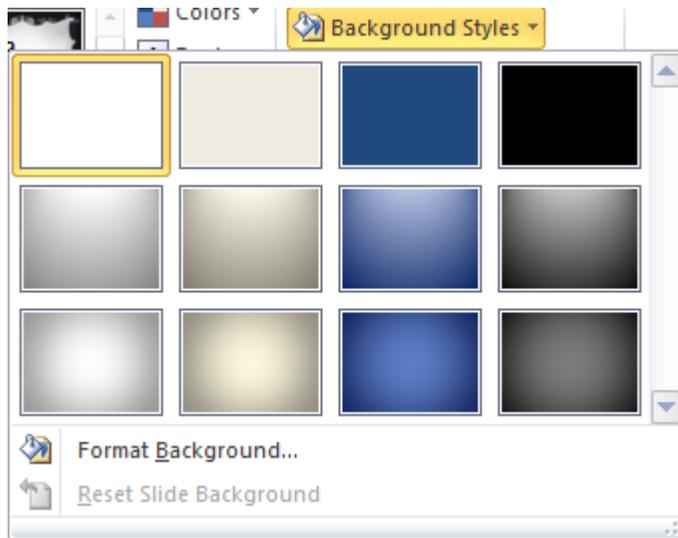
#### Tip

When you brush your mouse over the theme designs or color combination, your slide in the slide pane will change to show you the Theme.

## Modifying Background styles

- Choose the **Design** Tab.

Choose  **Background Styles** Icon.



*Figure 2-4 : Background Styles*

- Mouse over to see the effects before applying.
- Choose the Style.

## Entering Text

Once you have selected your Slides and Theme, you will need to start entering text. There are several ways you can do this:

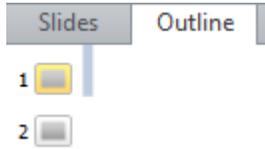
- Through the Slide Pane
- Through the Outline Tab
- Inserting an outline from another program

### Entering Text in the Slide Pane

- Make sure the Slide Pane View is selected.
- Click into a text placeholder.
- Begin typing.
- When finished, click out of the placeholder.

### Entering Text in the Outline Pane

- Choose the Outline Pane.



- Click on the slide icon.
- Begin typing as you would when writing an outline.  
*As you type, the text will appear in the Slide placeholders.*
- To proceed to the next slide, press the **[Enter]** key.

## Inserting an Outline

- Choose the **Home** Tab.
- Choose  **New Slide** from the drop down button.
- Choose **Slides from Outline**.
- Navigate to the files location.
- Choose  .  
*The outline will filter into slides.*



### Note

If the source file contains no heading styles (for example, a text file that contains only plain text), PowerPoint 2010 creates an outline based on Paragraphs.

## Editing Text

Once you have entered your text, you may need to change or modify it.

### Editing Text in the Slide Pane

- Navigate to the slide.
- Click into the placeholder.
- Select the text that you need to modify.  
*Your mouse will turn into a blinking insertion bar once you place it inside the text placeholder.*
- Make your changes.
- Click anywhere outside the placeholder.

### Editing Text in the Outline Pane

- Navigate to the slide in the Outline Pane you wish to edit.
- Click your mouse where you wish to edit.
- Make your changes.
- Click on another slide.

## Activity 2 - 1

### Creating a Presentation

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You have been asked to create a Presentation for the upcoming board meeting. You know you are going to be creating a presentation with many slides.

- Open PowerPoint.
- Create a New Presentation.
- Go to the **Design Tab**, change the Theme of the presentation to Solstice.
- Change the Color to Civic.
- On the Title Slide, type:
  - ABC Corporation Annual Board Meeting
  - December 1, 2011
- Go to the **Home Tab**
- Choose **New Slide**.
- Choose Title and Content.
- Enter the following information:
  - Title: Agenda
  - Bullet Listing
    - Avenues of Interest
    - New Vendors
    - New Suppliers
    - Area Sales
    - 2010 versus 2011 Sales
- Choose **New Slide**
- Choose Title and Content.
- Enter the following information:
  - Title: New Vendors
  - Bullet Listing
    - Vendor 1
    - Vendor 2
    - Vendor 3
- Choose **New Slide**.
- Choose Title and Content.
- Enter the following information:
  - Title: New Suppliers
  - Bullet Listing
    - Supplier 1

- Supplier 2
  - Supplier 3
- Choose **File**  on the top left corner of the screen.
- Choose **Save**.
- Save the Presentation to the Desktop as:  
**Board Meeting 2011.pptx**

# Formatting Text on Slide

*Formatting text in PowerPoint is very similar to formatting text in a Word document. If you have worked with Word, you will find many of the same toolbar buttons and menu commands in PowerPoint.*

***In this lesson we'll learn how to...***

- ✓ *Apply Character Formats*
- ✓ *Apply Paragraph Formats*
- ✓ *Format Text Placeholders*

## Apply Character Formats

As in most programs, there are many ways to apply formats to characters. As in all applications, you must first select the characters before you can apply any kind of formatting.

## Selecting Text

There are several useful tricks for selecting characters that make formatting text much easier:

Selection	Action
Word	Double click the word. To select multiple words, double click the first word, holding the mouse button down as you drag through additional words.
Sentence	Hold down the [Ctrl] key and click in the sentence. To select multiple sentences, select the first sentence and without releasing the [Ctrl] key, drag through additional sentences.
Paragraph	Triple-click anywhere in the paragraph or in the Outline tab, click to the left of the paragraph (the mouse pointer turns to a four-headed arrow).
All text in a slide	In the Outline tab, move the mouse pointer over the icon for the slide (the pointer turns to a four-headed arrow) and click.
Select all text in AutoShape, text box, or placeholder	Click inside the object and press [Ctrl+A].
Select text in placeholders for all slides.	Click in Outline tab and press [Ctrl+A].

## Formatting Characters with the Ribbon

If you do not like the way a placeholder has been formatted by using a specific theme, you may change it by using formatting commands on your ribbon bar.

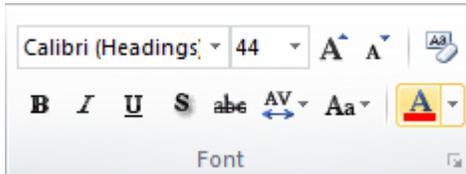
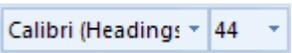


Figure 3-1 Font Ribbon

Selection	Action
	Listing Of Fonts And Font Sizes
	Increase And Decrease Font Sizes
	Clear Formatting
	Bold, Italics And Underline
	Strike Through
	Text Shadow
	Character Spacing
	Change Case
	Highlight And Font Color

To Format Characters through the Ribbon Bar:

- Select the text.
- Choose the attribute you want to change (see list above).
- Click on the icon.

## Formatting Characters with the Quick Menu

Microsoft PowerPoint has an advanced Quick Menu for formatting, which displays when you right-click or when you select text.

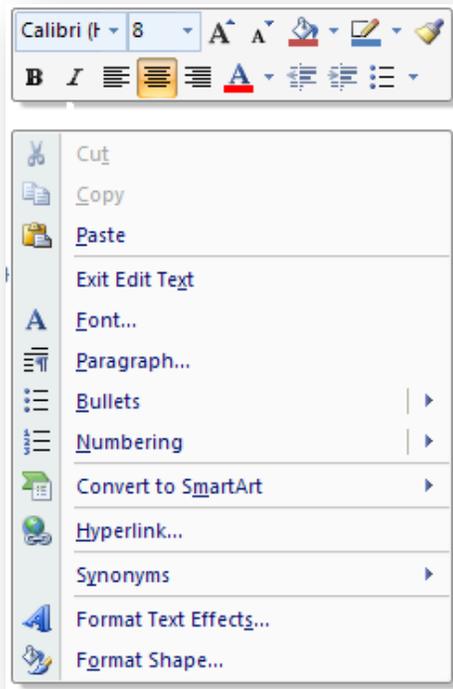


Figure 3-2 Quick Menu

To Format using the Quick Menu:

- Select the text.
- Right-click your mouse.
- Choose the attribute to change.



### Note

You also can access the Quick Menu by selecting text and then moving your mouse slightly up and to the right. The Quick Menu options gradually will appear.

## Apply Paragraph Formats

Although there are paragraph formats assigned to each Theme, there may be times where the content of the slide will dictate a change in format.

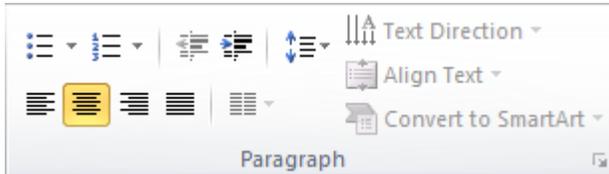


Figure 3-3 Paragraph Format Ribbon

Selection	Action
	Set or change Bullets and Numbering format.
	Increase and decrease list levels.
	Change Line Spacing.
	Set Alignment of text.
	Create Columns.
	Change Direction of the text.
	Align the Text.
	Convert Straight Text to SmartArt.

### Apply Paragraph Formats with the Ribbon

- Select the paragraph you would like to change.
- Select the paragraph attribute you wish to change.
- Click anywhere outside the the paragraph to deselect it.



#### Tip

When selecting the placeholder, make sure that the cursor is not blinking inside the placeholder.

### Apply Paragraph Formats to a Text Placeholder

PowerPoint has the ability to apply Character and Paragraph formats on an entire Text Placeholder.

- Select the placeholder so that the dotted line is visible.
- Change the attributes.
- Click anywhere outside the placeholder to deselect it.

## Activity 3 - 1

### Formatting a Presentation

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#### Exercise 1

Now that you have entered text into your slides for the ABC Corporation Annual Board Meeting, you want to change some formats that came with the theme.

- Go back to the **Board Meeting 2011.pptx** (the file we started in class).
- Navigate to the the Title page.
- Change the title to bold.
- Change the date to a font size of 36.
- Change the date on the Title Slide to be right-aligned.
- Change each title of each slide to 48 points.
- Change the spacing on the New Vendors and New Suppliers slides to be double (2.0) spaced.
- Change the Character Spacing on the Agenda Slide to be Very Loose.
- Save changes.

#### Exercise 2

You have been asked to reformat the Company Handbook presentation.

- Open the **Company Handbook.pptx** in the class data folder.
- On Slide 2, change the font size of everything under the heading *Courses, Descriptions & Schedules* to one size smaller and Italic.
- On Slide 3, make the names, emails and phone one size smaller and increase the list level by one level.
- On Slide 5, make the names, emails and phone one size smaller and Italic.
- Save changes.

# Adding Tables to a Presentation

*If you have many slides in a presentation that have bullets or lists, you may want to use a Table to structure your information.*

***In this lesson we'll learn how to...***

- ✓ *Create a Table*
- ✓ *Format a Table*
- ✓ *Insert a Table from Microsoft Word*

## Create a Table

Tables are commonly used to present a block of information—often quantitative or financial data—to support the points you are making in your presentation. You can create tables from scratch on a PowerPoint slide using the built-in table commands. Or, you can use an already-created table in Word or Excel so as not to duplicate your efforts.

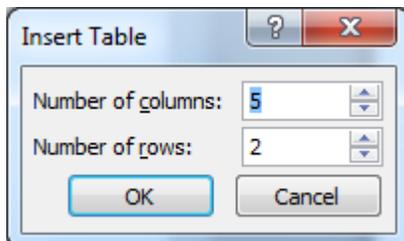


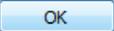
Location	Sales this month	Sales to date
New England	\$30,000	\$150,000
South East	\$25,000	\$115,000
West Coast	\$45,000	\$152,000

Figure 4-1 Table Slide

### To create a new table:

- Choose the **Home** Tab.
- Create a  **New Slide**.
- Choose the **Title with Content Slide** Layout.
- In the center of the content placeholder, choose the  icon.
- Enter the number of columns and rows you would like.



- Click the  button.
- Or, you can click **Insert, Table, Draw Table...** and use the drag pen icon diagonally to create the overall table size you want.



#### Note

It does not matter how many rows you choose. You can add them quickly and easily once the table has been created by simply pressing [Tab] when you are in the last cell of the table.

## Navigating a Table

Once you have created a table, you will need to know how to move around within it. Here are some helpful tips:

Task	Action
Move to the right	Use your mouse and click into the cell or hit the [Tab] key
Move back one cell	Move your mouse into the cell and click or hold down the [Shift]+Tab key.
Increase the size of a row	Hit the [Enter] key.
Add a new Row	Go to the end of the last row and hit the [Tab] key.
Select a row	Position your mouse outside the row until your mouse turns into a black arrow, then click the mouse.
Select a Column	Position your mouse above the column until your mouse pointer turns into a black arrow, then click your mouse.
Select the table	Position your mouse on the anchor around the table and click your mouse.



Cells will increase the row width to meet the needs of the text entry.

## Adding Text

Once you have created the table, you will need to add the data:

- Move into the correct cell.
- Type the information.
- Choose the next cell.

## Formatting Tables

Once you have the data entered into the table, you may have a need to reformat, resize and reposition the table. These attributes are found on the **Table Tools/Design** tab of the Ribbon.

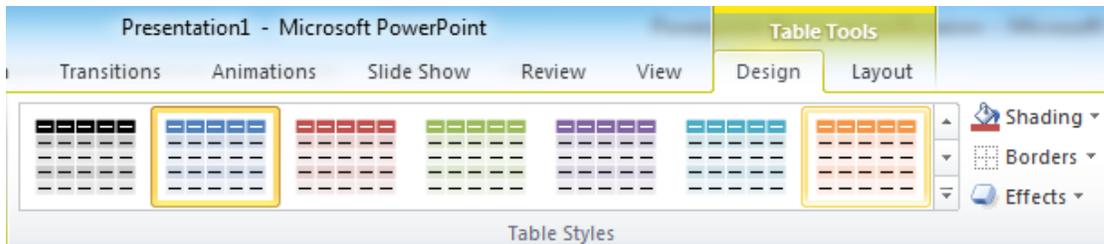


Figure 4-2 Table Tools/Design Ribbon

## Table Styles

Table Styles, like presentation themes, are predefined formats that can be applied to your table. These styles have been created to coordinate with theme formats to assist in making a unified and effective presentation.

- Click on the table to select it.
- Choose the **Table Tools/Design** Tab.
- Choose the Table Style and click.

## Changing Shading

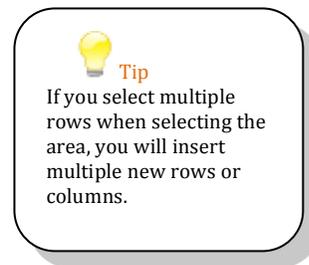
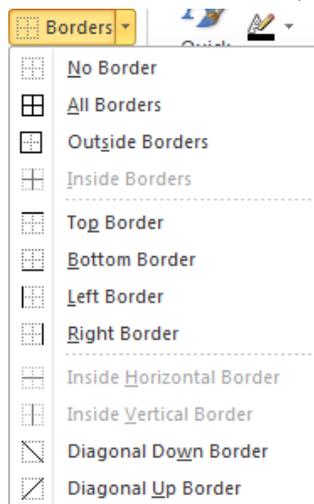
If the colors you chose in the Style were not exactly what you wanted, you will need to change the Shading of the rows or columns.

- Select the row, or column, or whole table.
- Choose the **Table Tools/Design** Tab.
- Choose the  **Shading** icon.
- Choose your color from the color palette.

## Changing Borders

The borders around the table can be added or removed to suit your slide needs:

- Select the table.
- Choose the **Table Tools/Design** Tab.
- Choose .
- Choose the color from the color Palette
- Choose .
- Choose which border you require.



## Inserting Rows and Columns

Inserting Rows and Columns is found on the **Table Tools/Layout** Tab.

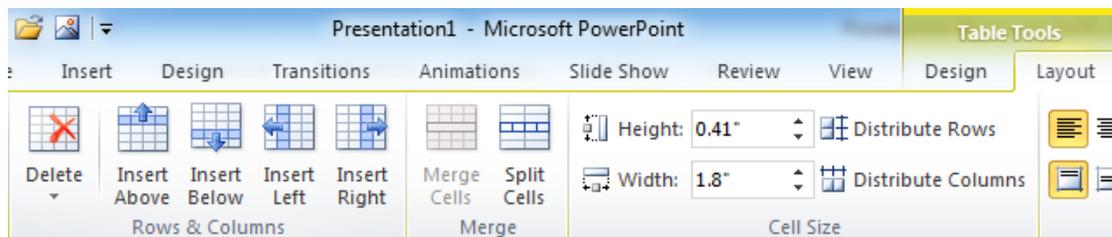
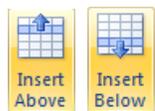


Figure 4-3 Table Tools/Layout Ribbon

To Insert a Row:

- Position your mouse in the row either above or below where you would like the new one to be located.



- Choose   from the Rows and Columns section.

To Insert a Column:

- Position your mouse in the column either to the right or left of where you would like the new one to be located.



- Choose   from the Rows and Columns section.

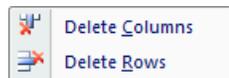
## Deleting Columns and Rows

Once you have worked on a table, you may need to delete columns and rows that are not being used.

- Place your mouse in one cell of the row or column you wish to delete.
- Choose the **Table Tools/Layout** tab.



- Click .

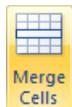


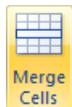
- Choose either  **Delete Columns** or  **Delete Rows**.

## Merging Cells

Two or more cells may need to be combined within a table. For this, we use the Merge Cells feature.

- Select the cells you wish to merge.
- Choose the **Table Tools/Layout** tab.



- Click .

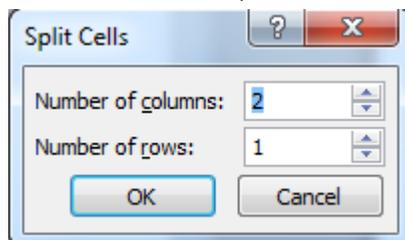
## Splitting Cells

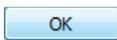
You may need to split one cell into multiple cells.

- Choose the cell you wish to split.
- Choose the **Table Tools/Layout** tab.



- Choose .
- Choose how many rows and columns you wish to split the cell into.



- Click .

## Activity 4 - 1

### Creating a Table

---

#### Exercise 1

We have been given the data for our Area Sales in the ABC Corporation Annual Board Meeting Presentation. You have been asked to create a table in the presentation for this information.

- Go back to the **Board Meeting 2011.pptx** (the file we started in class)..
- Move to the bottom of the slides.
- Choose the **Home** tab.
- Click **New Slide**.
- Choose Title and Content.
- Title the Slide: Area Sales.
- Select the Table icon .
- Choose 3 Columns and 6 Rows.
- Add the following data:

Area	Current Sales	Sales to date
North	5,000	20,000
East		
Southeast	3,000	15,000
Southwest	4,500	22,000
Northwest	2,200	18,000

- Choose **Table Tools/Design** tab.
- Change the Table Style to *Light Style 2 Accent 1*.
- Choose the first row.
- Choose Shading.
- Make the color darker.
- Decrease the Size of the “Sales to Date” and “Current Sales” columns to fit the largest entry.
- Click into the First Row.
- Choose **Table Tools/Layout** tab.
- Choose Insert Above, to insert a new row above the headers.
- Select all three cells in the first row.
- Choose Merge Cells.
- In the Merged Cell, type: **Regional Sales A Division 4**.
- Select the North and East Cell.

- Choose Merge Cells.
- Choose the first two cells of Current Sales.
- Choose Merge Cells.
- Choose the first two cells of Sales to Date.
- Choose Merge Cells.
- Save the presentation.

## Exercise 2

The data for Regional Sales B Division 1 has been put into a Microsoft Word Document. Instead of rewriting the data in PowerPoint, you decide to insert the Word table into PowerPoint.

- Open the **Regional Sales B Division 1.docx** file from the class data files.
- Click into the Table.
- Choose **Table Tools/Layout** tab.
- Choose **Select**.
- Choose **Select Table**.
- Choose the **Home** tab.
- Choose **Copy**.
- Move to your **Board Meeting 2011.pptx** file.
- Move to the end of the presentation.
- Choose the **Home** tab.
- Choose **New Slide**.
- Choose Title Only slide.
- Enter **Regional Sales** in the title.
- Click on the slide in the blank area below the title.
- Choose **Paste**.
- Click into the last column of the table.
- Choose **Table Tools/Layout** tab.
- Choose **Delete**.
- Choose **Delete Column**.
- Select the Cells in the First Row.
- Choose **Table Tools/Layout** tab.
- Choose **Merge Cells**.
- In the First Cell type: : **Regional B Division 4**.
- Select the Table.
- Choose **Table Tools/Design** tab.
- Change the Table Style to *Light Style 2 Accent 1*.

- Choose the first row.
- Choose Shading.
- Make the color darker.
- Decrease the Size of the Sales to Date and Current Sales Column to fit the largest entry.
- Select the first row, Center the text.
- Save the Presentation.

# Inserting Charts in a Presentation

*Charts are often the most effective way to convey quantitative information. PowerPoint enables you to create a chart from scratch on a slide or import a chart from Microsoft Excel.*

## ***In this lesson we'll learn how to...***

- ✓ *Create a Chart*
- ✓ *Edit Chart Data*
- ✓ *Modify a Chart*
- ✓ *Paste a Chart from Microsoft Excel*

## Creating a chart

PowerPoint utilizes the features of Excel to create charts. This feature allows you to have all the advantages of Excel's powerful charting and data management tools while working in your presentations.

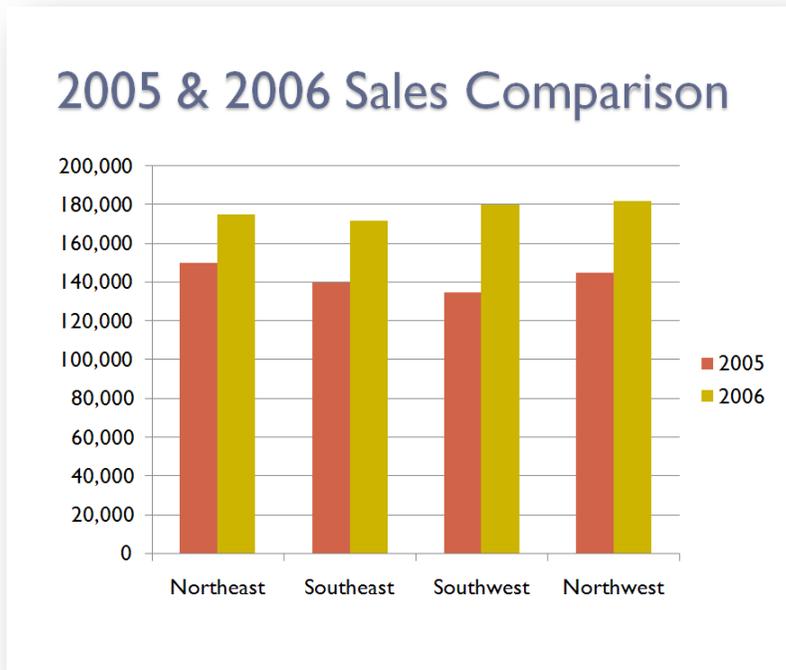


Figure 5-1 A Chart Slide

## Chart Types

There are many types of charts from which to choose. Each one represents the data in a way that may be more effective for your presentation.

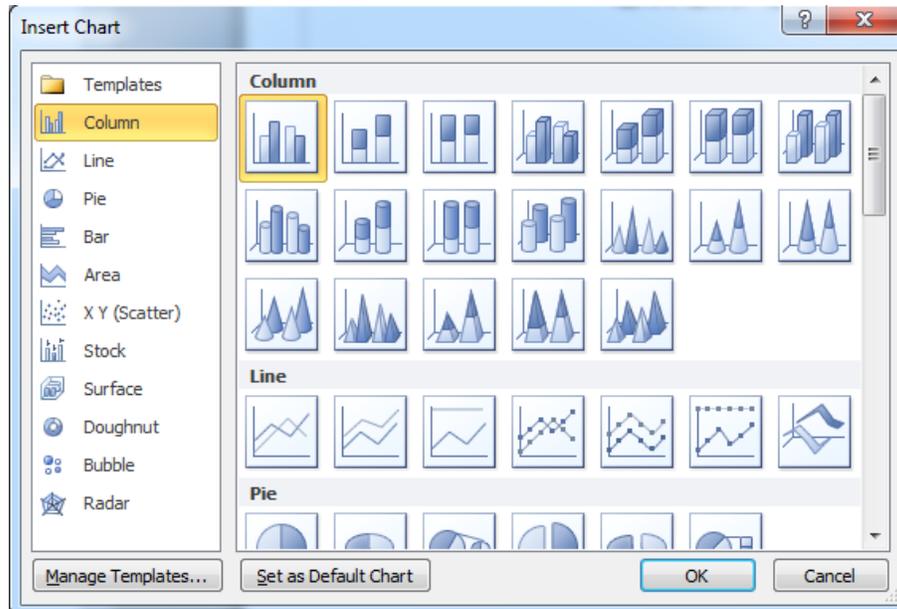
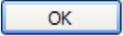


Figure 5-2 Chart Types

By clicking on the Chart Type, subtypes appear for each. The subtypes appear as thumbnails, allowing you to get an idea of how they will look before making your selection.

- Choose the **Home** tab.
- Click  **New Slide**.
- Choose **Title and Content Slide**.
- Click  **Insert Chart**.
- Choose the Chart Type you wish to use.
- Click .

## Entering the Data

PowerPoint uses Excel to generate Chart Data. This enables you to have the full ability of Excel while creating your charts.

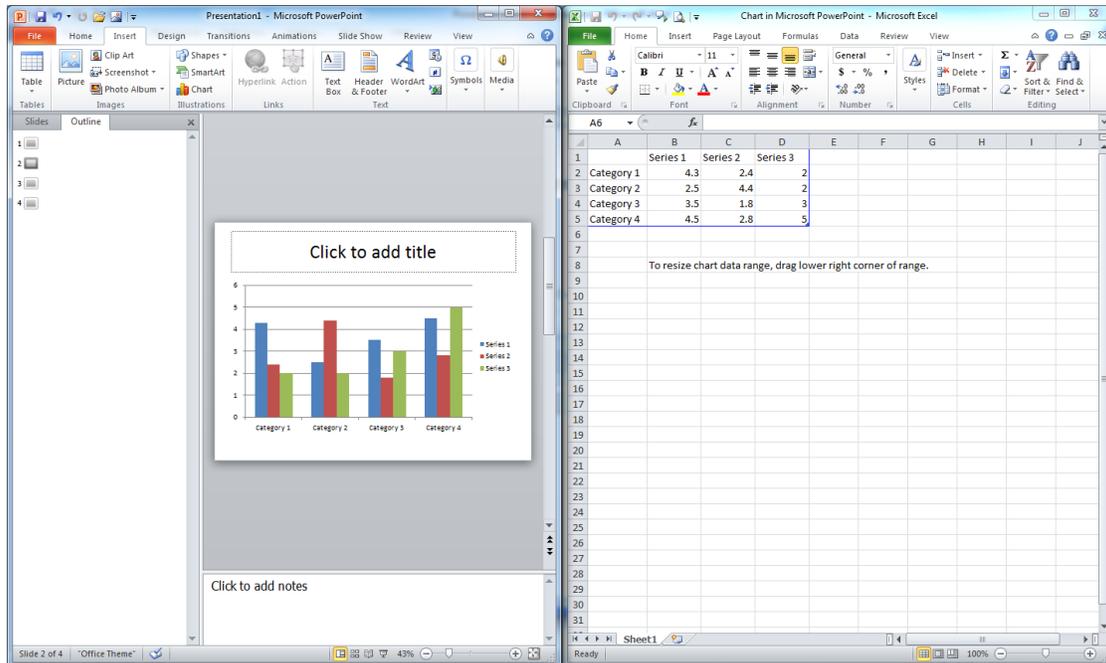


Figure 5-3 Chart and Excel Data Screen

To Enter the Data:

- After you have chosen the Chart Type, an Excel window will open, splitting your screen with the PowerPoint presentation.
- Begin typing the data into the Excel spreadsheet.  
*You will see the data begin to appear in the PowerPoint chart.*
- When you are done adding the data, close the Excel spreadsheet.



Tip

To resize the Chart Data range, drag the corner of the blue range in the Excel spreadsheet.

## Editing a Chart

Once you have entered the data, you may need to change the data that is building the chart or change the type of chart you are displaying. These features are both in the **Chart Tools/Design Tab**.



Figure 5-4 Chart Tools/Design Ribbon

## Change Chart Type

- Click on the Chart.
- Choose **Chart Tools/Design** tab.



- Click **Change Chart Type** in the **Type** group.
- Change the Chart Type.

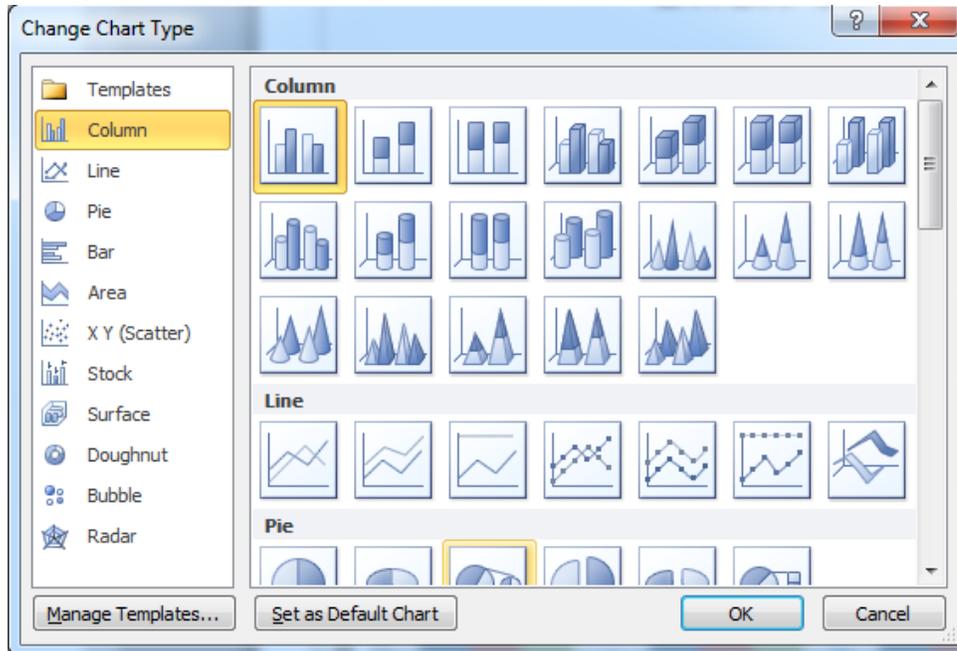


Figure 5-5 Chart Tools/Design Ribbon

- Click .

## Edit Chart Data

- Click on the Chart.
- Choose **Chart Tools/Design** tab.



- Click **Edit Data** in the **Data** group.
- Make your changes to the data.
- Close the Excel spreadsheet.



### Note

As you make the changes in the Excel spreadsheet, you will see them show up on the chart.

## Modifying a Chart

Once you are satisfied with the data that you have entered, you may want to change the design, layout or format. These are all done on the **Chart Tools** ribbon.



Figure 5-6 Chart Tools/Design Ribbon

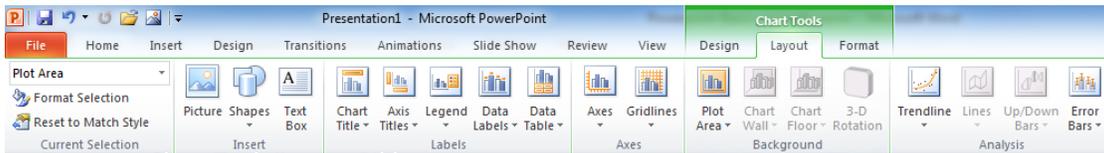


Figure 5-7 Chart Tools/Layout Ribbon

## Modify the Chart Style

Just as in Presentation Themes and Table Styles, Charts also have predefined Chart Styles available to you.



Figure 5-8 Chart Tools/Designs -Chart Styles

To Modify the Chart Style

- Click on the Chart.
- Choose **Chart Tools/Design** tab.
- Select the Color Combination for the **Chart Styles**.

## Modify Chart Layout

Similar to the Chart Styles, there are predefined Chart Layouts available to you. These will include or exclude portions of chart objects.



Figure 5-9 Chart Tools/Design – Chart Layouts

To Modify Chart Layout

- Click the Chart.
- Choose **Chart Tools/Design** Tab.
- Select the Chart layout from the those provided.

## Modify Chart Objects

Though there are predefined chart layouts, you may want to modify certain objects of the chart. These are found on the **Chart Tools/ Layout Ribbon**.

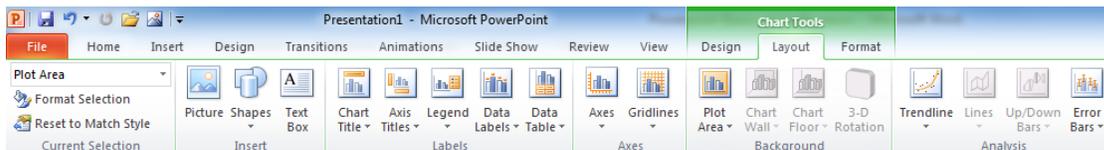


Figure 5-10 Chart Tools Layout Ribbon

Icon	Action
 Chart Title ▾	Add or remove a title from the Chart Placeholder (this is not the Slide Title area of the Slide).
 Axis Titles ▾	Add or remove titles from the chart axis.
 Legend ▾	Remove the legend or change location of legend (top, bottom, left or right of the chart).
 Data Labels ▾	Add or remove data labels from the chart pieces (usually this is used or the legend is used but not both).
 Data Table ▾	Add or remove a copy of the data table in the chart area.
 Axes ▾	Show axis with or without labels.
 Gridlines ▾	Remove or show major and minor gridlines on the chart.
 Plot Area ▾	Allows you to place filler color and change the lines of the plot area (background) of the chart.
 Chart Wall ▾	Change the color and style of the chart walls (3-D charts only).
 Chart Floor ▾	Change the color and style of the chart floor (3-D Charts only).
 3-D Rotation	Change the rotation of a 3-D chart style.

#### Modify the Chart Object

- Click on the chart.
- Choose **Chart Tools/Layout** tab.
- Choose which Object you wish to modify.
- Choose the option you wish to apply.

#### Paste a Chart from Microsoft Excel

In order to use a Chart that has already been created in Excel, you must paste it into PowerPoint. This data is not linked between Excel and PowerPoint.

- Open Excel.
- Open the file containing the chart you would like to paste into PowerPoint.
- Select the chart.
- Click the **Home** tab.
- Click .
- Navigate to your PowerPoint Presentation.
- Move to where you want to place the chart.
- Click the **Home** tab.



- Click .
- Choose the **Title Only** Layout.



- Click .

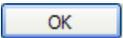
## Activity 5 - 1

### Creating a Chart Using Excel

---

#### Exercise 1

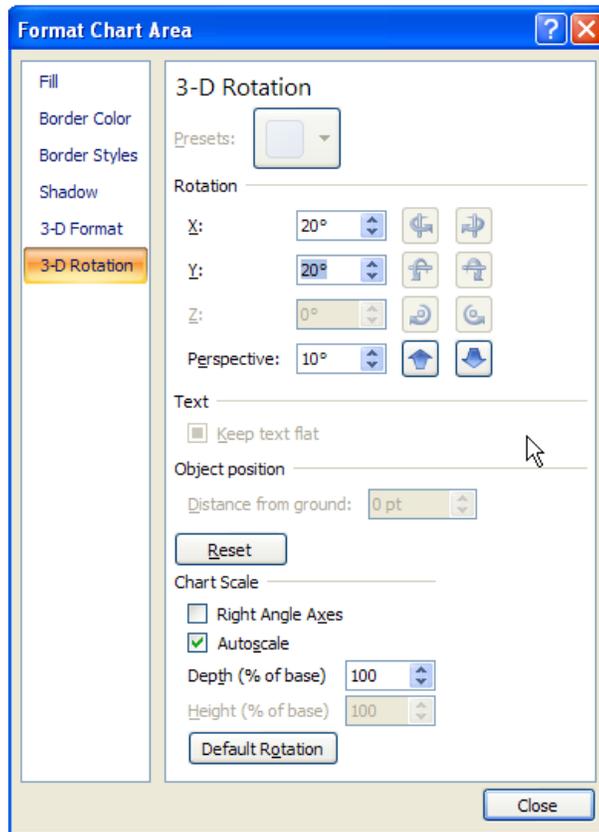
For your ABC Corporation Annual Meeting presentation, they would like a slide that with graphically represent last year's sales to this year's sales.

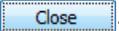
- Go back to the **Board Meeting 2011.pptx** (the file we started in class).
- Move to the end of the presentation.
- Choose the **Home** tab.
- Choose the **New Slide** Icon.
- Choose the **Title and Content** Layout.
- Click on  Chart.
- Choose the **Column, 3-D Clustered Column Chart**.
- Click .
- Enter the following data:

	2010	2011
Northeast	150,000	175,000
Southeast	133,000	172,000
Southwest	135,000	180,000
Northwest	145,000	182,000

- Move the data range to only show the three columns.
- Close the Excel sheet.
- Click on the chart.
- Choose **Chart Tools/Design** tab.
- Change the Chart Style to Style 5.
- Change the Chart Layout to Layout 1.
- Choose **Chart Tools/Layout** tab.
- Choose the **Legend** icon.
- Change the legend to be at the bottom.

- Choose 3-D Rotation.
- Change the rotation as follows:  
**NOTE:** Start by un-checking “Right Angle Axes”



- Choose .
- Choose **Gridlines**.
- Choose **Primary Horizontal Gridlines**.
- Choose **Major and Minor Gridlines**.
- Choose **Chart Title**.
- Choose **None**.
- In the Slide Title area, type: 2010 & 2011 Sales Comparison.
- Save the presentation.

# Adding Graphical Objects to a Presentation

*Graphical images, whether it be clip art that you select from the vast selection available in Microsoft Office and on the web or a picture that you have created yourself, can greatly enhance your PowerPoint presentations. Images are similar to tables and charts – they are inserted as objects and you can work with them the same way you work with any other object.*

***In this lesson we'll learn how to...***

- ✓ *Insert Clip Art*
- ✓ *Draw Shapes*
- ✓ *Insert WordArt*

## SmartArt Graphics



**SmartArt Graphics** are specially formatted and styled objects that add eye-catching color, shape, and emphasis to illustrations of processes, lists, relationships, and other grouped data or text. Using PowerPoint's Live Preview gallery of choices, you can sample different SmartArt design effects without having to commit to one. Once you have selected a SmartArt component, you can adjust fills, outlines, and other graphic effects.

1. Click the **Insert** tab. The Insert options display.



Figure 6-1 Insert Tab

2. In the Illustrations group, click **SmartArt**. The **Choose a SmartArt Graphic** window will open.

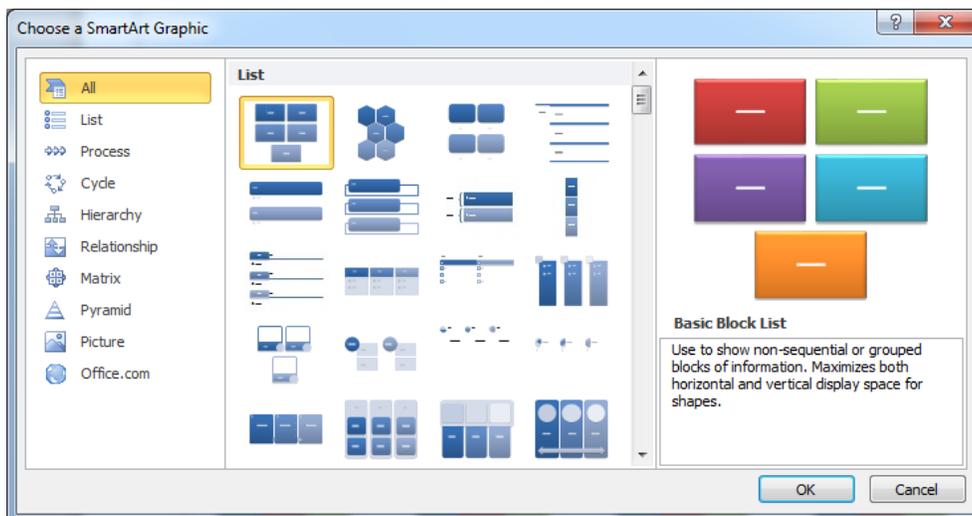


Figure 6-2 Insert Tab

The categories of SmartArt graphics are listed in the left-hand pane. Let's insert a **Vertical Bullet List**

3. Select the **List** category . The List choices display.
4. In the first row, select the third choice, **Vertical Bullet List**.

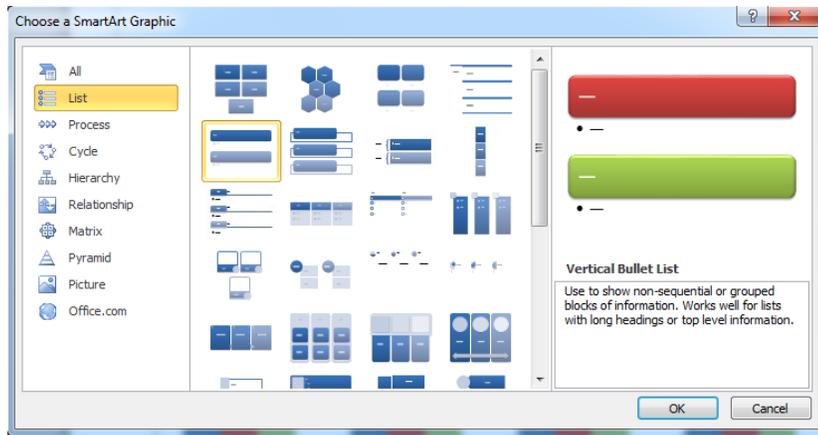
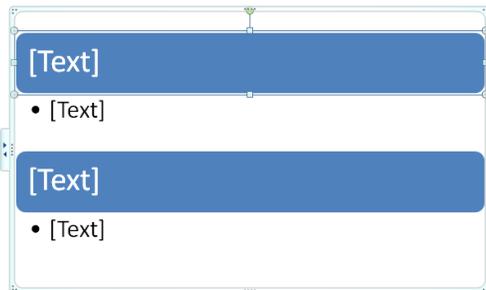


Figure 6-3 Vertical Button List

5. Click **OK**.

The Vertical Bullet List SmartArt graphic placeholder is added to the page.



The placeholder is large but it can be resized by dragging any of the top or bottom corners or sides of the object with the cursor.



The next step is to enter data into the bulleted list. All SmartArt graphics contain a Text Pane that can be used for viewing data organization and entering data. You enter data either by typing directly into the SmartArt graphic or by opening the Text Pane and typing into it. We will enter data using both procedures. You may also copy and paste data directly into the graphic using either method.

To enter data directly into the graphic:

6. Click **the first level [Text] placeholder**. The placeholder turns blue.
7. Type your text into the placeholder.
8. Enter additional information, either top level or bullet points.

## Clip Art and Word Art

Both **Clip Art** and **Word Art** can be used to incorporate imagery, color, and shape into your presentation. We will practice using these features in the next exercise.

## Activity 6 - 1

### Formatting Objects

---

#### Exercise 1

Now that you have all your slides completed, we want to add some ClipArt and WordArt to make the presentation more dynamic.

- Go back to your **Board Meeting 2011.pptx** (the file we started in class).
- Navigate to the Agenda slide.
- Choose the **Insert** tab.
- Choose  ClipArt.
- In the Search for window, type: **People**.
- Choose **Go**.
- In the list, locate the following graphic:



- Click on the graphic to add it to the slide.
- Click on the graphic.
- Drag it to the upper-right corner of the slide.
- Move the 2010 & 2011 Sales Comparison slide.
- In the Search for window, type **Balloons**
- Choose **Go**.
- In the list, locate the following graphic.



- Click on the graphic to add it to the slide.
- Click on the graphic.
- Drag it to the lower-left corner of the slide.
- Save the presentation.
- Move to the Agenda slide.
- Select the Word Agenda.
- Choose **Insert** tab.
- Choose  **WordArt**.
- Choose  Fill – Teal, Accent 3, Powder Bevel.

- Highlight the word **Agenda** in the Slide Title.
- Delete it.
- Move the WordArt into its place.
- Save the presentation.

# Modifying Objects

*The basic principles for working with objects apply to objects of all types, ranging from a simple line to AutoShapes, images, charts, and tables. Once you learn the basic techniques, it will be easy for you to apply these techniques to any object in your PowerPoint presentations.*

## ***In this lesson we'll learn how to...***

- ✓ *Work with Objects*
- ✓ *Format Objects*
- ✓ *Group and Ungroup Objects*
- ✓ *Arrange Objects*

## Adding a Transition

One effective enhancement for your PowerPoint presentation is to add transition effects to your slides as they move from one to the next. You can, for example, have a slide fade away as the next slide comes into view. As with many of the enhancements in PowerPoint, you can add a transition to a single slide or to the entire presentation.

There are dozens of transitions available in PowerPoint. Within any transition, you can modify the speed, attach sounds and specify whether the transition will occur with a mouse click or not. You can also automate the transition, so that it occurs automatically after a specified period of time. This is a useful feature when you are creating a presentation that will run unattended, such as at a kiosk at a convention booth.

Transition Effects are located on the **Transition** tab.

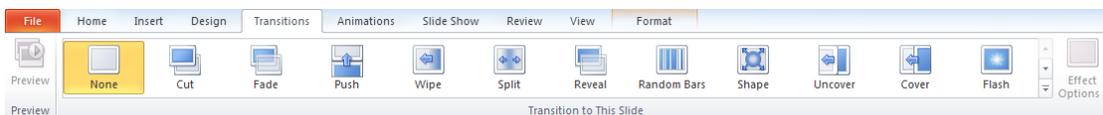


Figure 7-1 Animation Ribbon

- Click the **Transition** tab.
- Choose the slide in which you would like to place the transition.
- From the **Transition to this Slide** section, choose the transition you would like.
- Choose  **Sound:** [No Sound] to attach sound to the transition.
- Choose  **Duration:** 02.00 to change the speed of the transition.
- Choose  **Apply To All** if you would like the same transition on all slides.

## Adding Animations

Animation schemes add movement to individual portions of the slide. For example, if you wish to have each bulleted item gradually appear on the slide, you may choose an animation scheme. Other schemes may be used to add excitement to the items to be emphasized, such as bouncing or circling text. Remember, these animations schemes are for interest and emphasis. Use these features in moderation.

Animation is found on the **Animation** tab.



Figure 7-2 Animation Ribbon

- Move to the slide on which you would like to add animation.
- Select the object or placeholder you wish to animate.
- Choose the Animation Scheme.

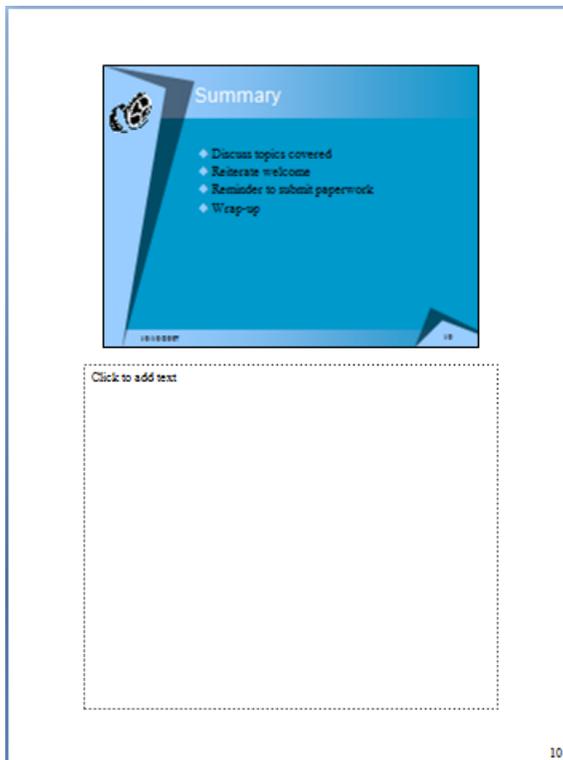
## Speaker Notes

As you put together a slide presentation, you can create notes in the **Notes** pane for an additional aid during your presentation. These notes are not visible to the audience—you can print them out to have them on hand during the presentation. You also can opt to use the Notes pane for entering information that you will use to produce handouts for your audience to supplement your presentation.

- Choose the **View** tab.



- Click **Notes Page**.



- Click into the **Click to add text** section.
- Begin typing.
- Click out of the Notes area to deselect.
- Hit the **[Page Down]** key to proceed to the next slide.

## Slide Show

As you go through the process of creating a slide show, you may want to periodically run the show as a presentation to see how it will look “on screen”. You do not have to set up a projector to be able to preview exactly how your show will run (including any transitions and other special effects that you have added to your presentation). Using **Slide Show** view, you can see your presentation full screen on your computer and move through the presentation just as you will when you present it to your audience.

### Starting a Slide Show

- Open the presentation you want to view as a slide show.
- Click **Slide Show**  button located in the lower-right corner of the PowerPoint window.

*This will start the show from whatever slide is selected, which is useful if you do not want to watch the entire show but just want to check a segment of the show. Select the first slide, before clicking the tool, if you want to view the entire show.*

OR

- Press **[F5]**. This will start the show from the beginning. This method is good to use when doing your actual presentation so that you will be sure to start the show from the beginning.

OR

- Choose the Slide Show tab on the Ribbon.
- In the Slide Show tab you can decide to view the slide show from the beginning of the presentation or from the slide you are currently on.



#### Note

To start a show from Windows Explorer without opening PowerPoint, right click on the file and select Show.

### Navigating through a Slide show

- Click the mouse.
- Press **[Page Down]**, **[Spacebar]** or **[Enter]** to advance to the next slide.

OR

- Right click and choose **Next** (not a good method for a live show).

## Mark as Final

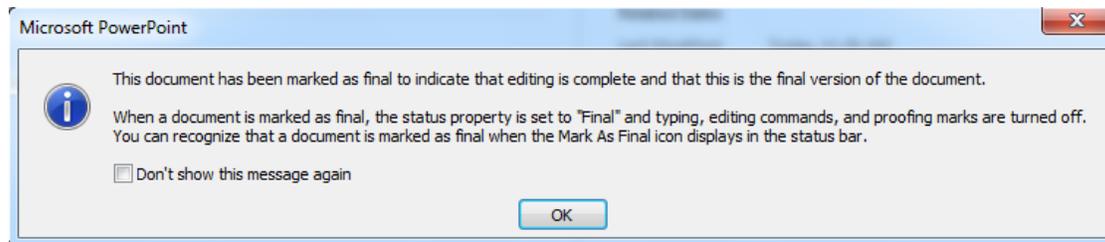
A collaboration tool in PowerPoint 2010 allows you to create a “final” version of your document, which allows others to view a completed version of your presentation.

When a document is marked as final, typing, editing commands, and proofing marks are disabled and the document becomes read-only. Others can view it, but can't make any changes.

**Mark as Final** is not a security measure, however. Others can disable the feature and edit the presentation.

To mark a presentation as Final:

1. Click the **File** button.
2. Click the **Info** tab and drop down the **Protect Presentations** list item.
3. Click **Mark as Final**. The message below displays.
4. Click **OK**.



*Figure 7-3 Powerpoint Notification*

A presentation marked as final will have an icon in the lower left corner of the screen:



To disable the Mark as Final feature, follow the same steps above.

For more information on *PowerPoint*, the following sources are recommended:

- Try the **Help** menu built into *Microsoft PowerPoint*.
- Use the free online training and Quick Reference guide for PowerPoint available from *Microsoft*:  
<http://office.microsoft.com/powerpoint>

Windows users at Boston College may also use *Microsoft eLearning Modules*  
For details, view:

<http://www.bc.edu/mselearning>

### Introduction to Microsoft PowerPoint 2010

This course book was created by BC ITS Training & Communications and revised in February 2014.

For more information about training at Boston College please visit  
[www.bc.edu/training](http://www.bc.edu/training)

Documentation related to computing at BC is available at [www.bc.edu/help](http://www.bc.edu/help)

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Version 3 6/11