

PowerPoint 2010 Tips

To Add a New Slide:

On the Home Tab, click on New Slide. When you have several slides you may change their order by dragging them up or down in the slide viewer on the left side of your screen. You may delete any boxes that appear on the slide by clicking on the edge of the box and pushing the delete key on your keyboard.

To Delete a Slide:

Click on the slide in the slide viewer. Push the delete key on your keyboard.

To Add a Background:

Click on the Design Tab. You may use one of the premade backgrounds. This will put a background on *all of your slides*. To place a background on *just one* slide, right-click and choose “Apply to Selected Slides.” To change the color or texture of a slide, click the small dropdown arrow next to the “Background Styles”. Click Format Background. In the window that opens you may choose solid fill, gradient fill, picture or texture fill, or hide background graphics.

To Add a Clipart or a Picture:

Click on the Insert Tab. Choose Clipart to search through the clipart choices. Choose Picture From File to search through the pictures saved on your computer. To resize the picture, select it and use the corner handles. To delete the picture, select it and push the delete key on your keyboard.

To Add Text:

On the Insert Tab, click Text Box. When your cursor turns into an upside down cross, draw the text box. The box will be narrow, but will grow as you type in it. When changing the font, font size or color, make sure the you select the text by highlighting it. Put your mouse in middle of the text box (your mouse will look like 4 arrows), to move the it.

To Change the Timing or Slide Transition:

A transition is the way the new slide appears on your screen. Click on the Transitions Tab. Click on a transition to see how it works. Use the dropdown arrow for more choices. Click on the one you want for that slide. You may also change the speed and choose a transition time on this Tab. Be sure to check the timing box and add a time (start with 4 seconds and adjust as necessary) so that your slides will change automatically.

To Add Animations:

Click the Animations Tab. Make sure you select (by clicking on it) the picture or text that you want to animate. Click on an Animation to see how it works. Click the Preview button to see how your slide will look.

To View Your Slideshow

Click on the Slideshow Tab. Click From Beginning to view your whole show. You will have to click the mouse to move to the next slide unless you set up timing on the Transitions Tab.

Remember:

Save your work often!

The first time you save, choose **file** → **save as**. Tell the computer where to put it (maneuver to your folder) and what to call it. After saving once you may just click the saving icon, or click on file → save.