



**MONMOUTH**  
- COLLEGE -  
Information Systems Center

# **PowerPoint 2010**

## **Reference Guide**

# Table of Contents

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<b>Objects</b> .....	<b>1</b>
Align Objects .....	1
Group Objects .....	1
Vertically and/or Horizontally Center an Object .....	1
<b>Photo Albums</b> .....	<b>2</b>
Create a Photo Album.....	2
Edit an Existing Photo Album.....	3
<b>Pictures</b> .....	<b>4</b>
Crop a Picture .....	4
Insert a Picture from a File.....	4
Resize a Picture .....	5
<b>Presentations</b> .....	<b>5</b>
Add a Design .....	5
Add and Print Speaker Notes.....	5
Create a Custom Template .....	6
Create a New Presentation from Scratch .....	9
Create a New Presentation Using a Custom Template .....	9
Create a PowerPoint Show File.....	10
Display a Presentation in Full Screen Mode .....	10
Print Handouts .....	11
<b>Slides</b> .....	<b>11</b>
Add a Picture to the Slide Background .....	11
Change the Slide Background Color.....	12
Change the Slide Layout .....	12
Delete a Slide .....	13
Insert a New Slide .....	13

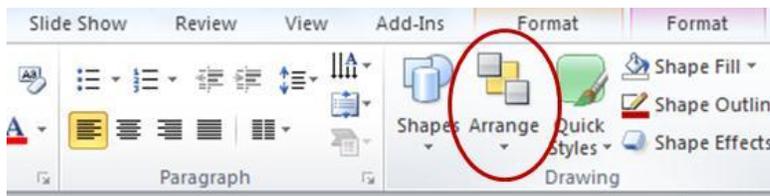
Move a Slide.....	13
<b>Text Boxes.....</b>	<b>13</b>
Add a Border to a Text Box.....	13
Change the Background Color of a Text Box .....	14
Insert a Text Box .....	14

# Objects

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## Align Objects

1. Click the first object that you want to align.
2. Press and hold the **Ctrl** key.
3. Click the other object(s) that you want to align.
4. On the **Home** tab, click the **Arrange** down arrow and select **Align - Align Left, Align Center, Align Top, Align Middle, or Align Bottom**.



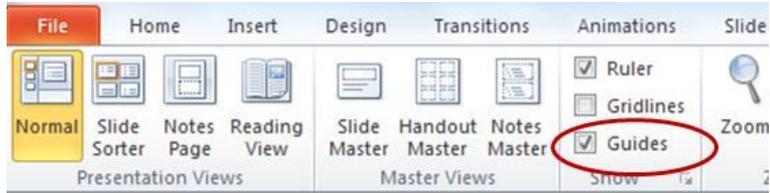
## Group Objects

1. Click the first object that you want to group.
2. Press and hold the **Ctrl** key.
3. Click the other object(s) that you want to group.
4. On the **Home** tab, click the **Arrange** down arrow and select **Group**.

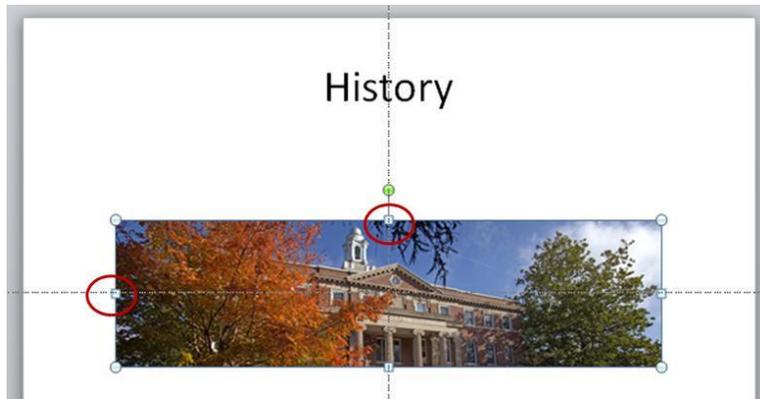


## Vertically and/or Horizontally Center an Object

1. On the **View** tab, select the **Guides** checkbox.



2. Click the object you want to center.
3. Use the arrow keys to line up the vertical and/or horizontal sizing handles.



## Photo Albums

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PowerPoint's Photo Album feature enables you to quickly create a presentation of pictures in just a few easy steps. After you create a photo album, you can format it and edit it like any other PowerPoint presentation.

### Create a Photo Album

1. On the **Insert** tab, click **Photo Album**.



2. Click the **File/Disk** button.



3. Select the picture files that you want to add. (To select multiple files at once, click the first file that you want to select, press and hold the **Ctrl** key, and then click the other files that you want to select. To select all files, press **Ctrl + A**.)
4. Click the **Insert** button.
5. If desired, click the **Picture layout** down arrow and select a different layout.



6. If desired, click the **Frame shape** down arrow and select a picture frame shape.



7. If desired, click the **Captions below ALL pictures** checkbox. (When you select the **Captions below ALL pictures** option, PowerPoint automatically creates captions using the picture file names. You can change the captions on the slides after you create the photo album.)



8. Click the **Create** button.

## Edit an Existing Photo Album

1. On the **Insert** tab, click the **Photo Album** down arrow and select **Edit Photo Album**.



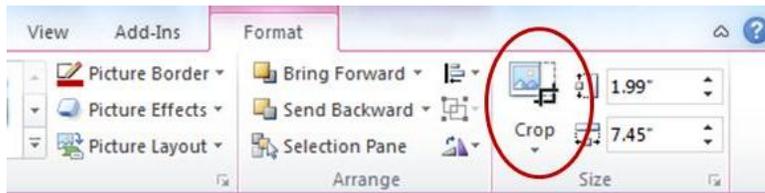
2. Make the desired changes to the photo album.
3. Click the **Update** button.

## Pictures

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### Crop a Picture

1. Click the picture.
2. On the **Picture Tools Format** tab, click **Crop**.



3. Drag the crop handles around the area that you want to keep.
4. Click **Crop** again.

### Insert a Picture from a File

1. On the **Insert** tab, click **Picture**.



2. Select the desired picture.
3. Click the **Insert** button.

## Resize a Picture

1. Click the picture.
2. Drag one of the corner handles to make the picture larger or smaller.

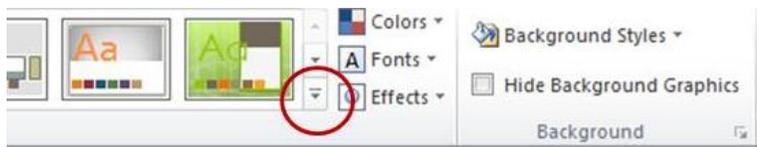


## Presentations

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### Add a Design

1. On the **Design** tab, click the **More** button and select the desired design.



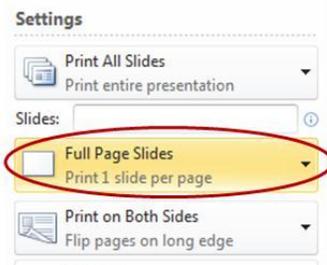
### Add and Print Speaker Notes

1. In the **Notes** pane, enter the speaker notes for each slide.



2. After all of the notes have been entered, on the **File** tab, click **Print**.

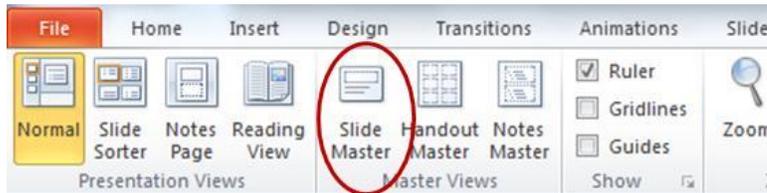
- Click the **Full Page Slides** down arrow and select **Notes Pages**.



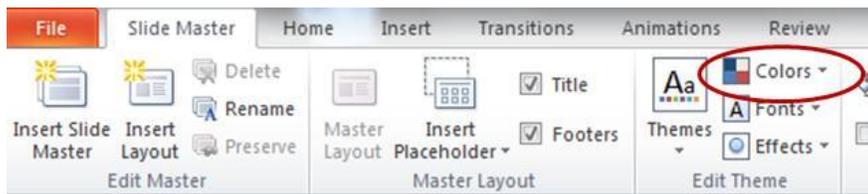
- Click **Print**.

### Create a Custom Template

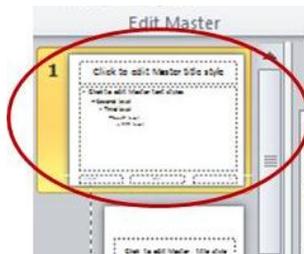
- On the **View** tab, click **Slide Master**.



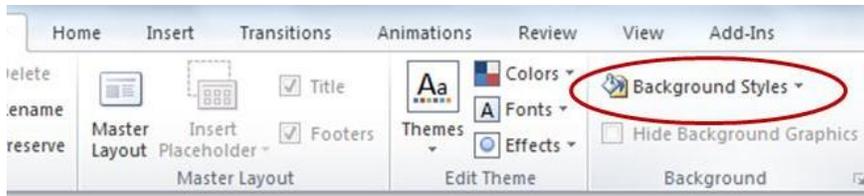
- Click the **Colors** down arrow and select a color scheme.



- Click the first slide in the thumbnail pane.



- On the **Slide Master** tab, click the **Background Styles** down arrow and select **Format Background**.

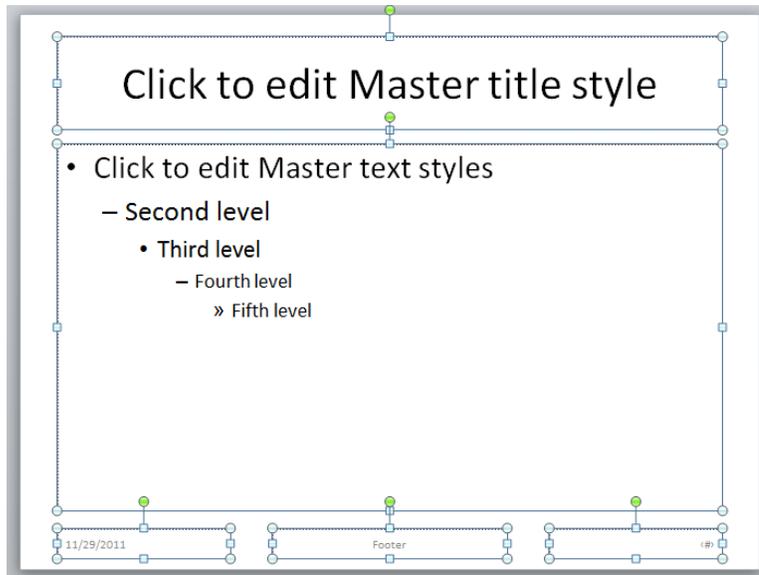


5. Under **Fill**, click the **Color** down arrow and select the desired color.

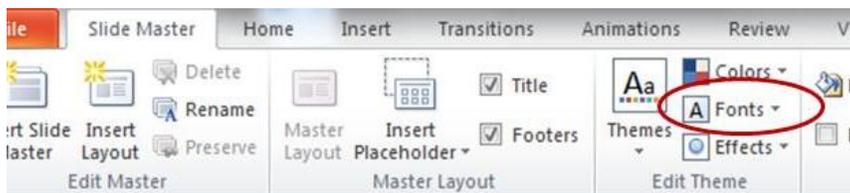


6. Click the **Close** button.

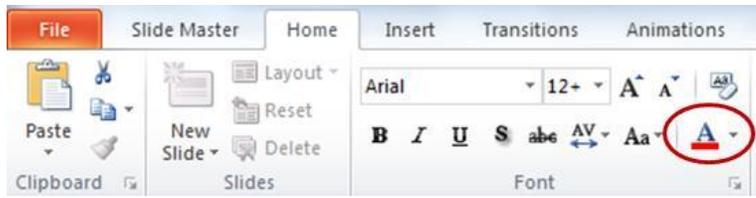
7. Click the slide and then press **Ctrl + A** to select all of the textboxes on it.



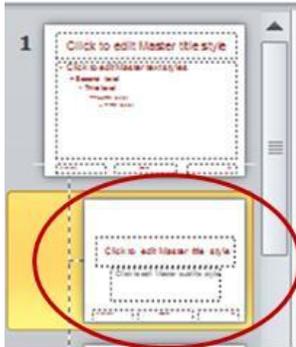
8. On the **Slide Master** tab, click the **Fonts** down arrow and select the desired font scheme.



9. If desired, on the **Home** tab, click the **Font Color** down arrow and select the desired font color.



10. In the thumbnail pane, click the **Title Slide Layout**.

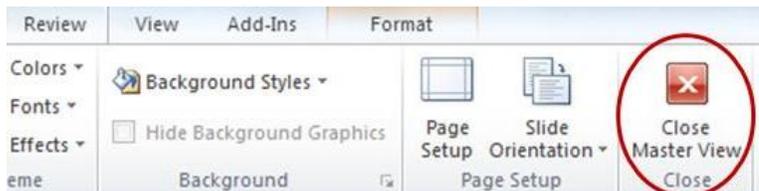


11. Click the **Click to edit Master subtitle style** placeholder text box.



12. On the **Home** tab, click the **Font Color** down arrow and select the desired font color.

13. On the **Slide Master** tab, click **Close Master View**.



14. On the **File** tab, click **Save As**.

15. Click the **Save as type** down arrow and select **PowerPoint Template (\*.potx)**.



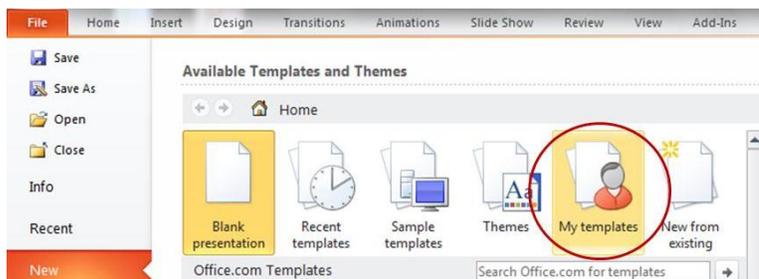
16. In the **File name** field, enter a descriptive file name for the template.
17. Click the **Save** button. The next time you want to use the template, open PowerPoint. Then, on the **File** tab, click **New**, select **My Templates**, select your template, and click the **OK** button.

## Create a New Presentation from Scratch

1. Open PowerPoint by clicking on the **Start** button and selecting **All Programs – Microsoft Office – Office 2010 – Microsoft PowerPoint 2010**.
2. Click the **Design** tab and select a design or change the slide background color.
3. Enter the title on the first slide.
4. Insert new slides as need.
5. Save the presentation.

## Create a New Presentation Using a Custom Template

1. Open PowerPoint by clicking on the **Start** button and selecting **All Programs – Microsoft Office – Office 2010 – Microsoft PowerPoint 2010**.
2. On the **File** tab, click **New**.
3. Select **My Templates**.



4. Select the template that you want to use.

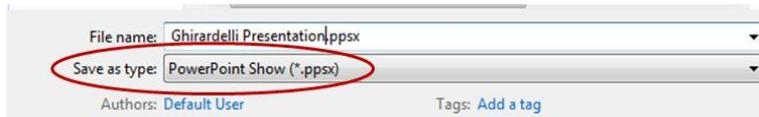
5. Click the **OK** button.
6. Enter the title on the first slide.
7. Insert new slides as need.
8. Save the presentation.

## Create a PowerPoint Show File

When you double-click a PowerPoint Show file, the presentation automatically opens in full-screen mode. You cannot edit a PowerPoint Show file, so you should create it only when you are finished working on the presentation.

To create a PowerPoint Show file:

1. On the **File** tab, click **Save As**.
2. Click the **Save as type** down arrow and select **PowerPoint Show (\*.ppsx)**.



3. Click the **Save** button.

## Display a Presentation in Full Screen Mode

There are several ways that you can display a PowerPoint presentation in full screen mode:

- On the **Slide Show** tab, click **From Beginning**.
- In the lower-right corner of the PowerPoint window, click the **Slide Show**  button.
- Create and use a PowerPoint Show (.ppsx) file.

Once the presentation is running in full screen mode, there are several ways that you can advance to the next slide:

- Click the left mouse button.
- Press the **Enter** key.
- Press the right arrow key.
- Click the right arrow button on the **Slide Show** toolbar. (If you don't see the **Slide Show** toolbar, position your cursor in the lower-left corner of the screen.)

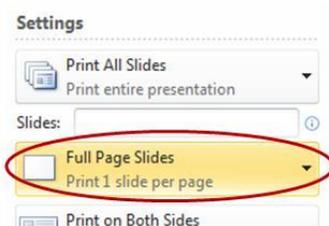
To go back to the previous slide, you can:

- Press the **Backspace** key.
- Press the left arrow key.
- Click the left arrow button on the **Slide Show** toolbar. (If you don't see the **Slide Show** toolbar, position your cursor in the lower-left corner of the screen.)

To exit full-screen mode at any time, press the **Esc** key.

## Print Handouts

1. On the **File** tab, click **Print**.
2. Click the **Full Page Slides** down arrow and select the desired handout option.



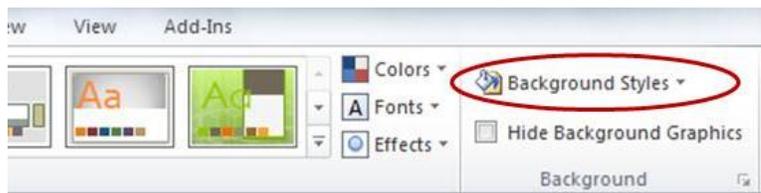
3. Click **Print**.

## Slides

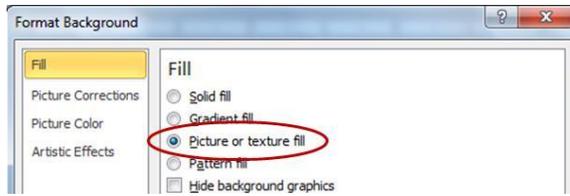
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### Add a Picture to the Slide Background

1. On the **Design** tab, click the **Background Styles** down arrow and select **Format Background**.



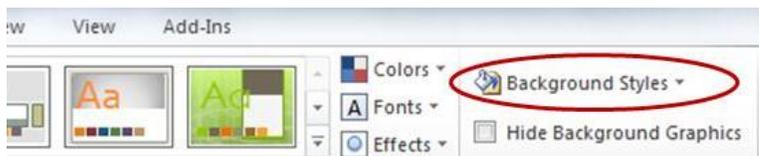
2. Under **Fill**, select **Picture or texture fill**.



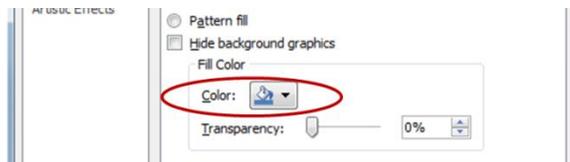
3. Click the **File** button.
4. Select the desired picture.
5. Click the **Insert** button.
6. Click the **Close** button.

### Change the Slide Background Color

1. On the **Design** tab, click the **Background Styles** down arrow and select **Format Background**.



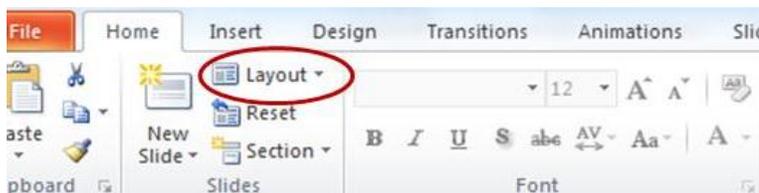
2. Under **Fill**, click the **Color** down arrow and select the desired color.



3. To apply the color to all of the slides in the presentation, click the **Apply to All** button and then click the **Close** button.

### Change the Slide Layout

1. On the **Home** tab, click the **Layout** down arrow and select the desired layout.

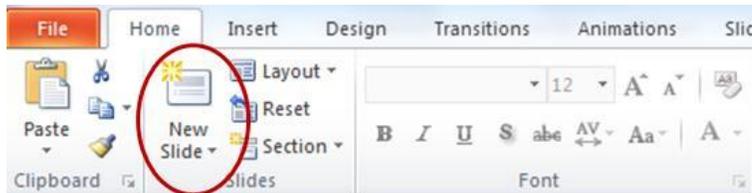


## Delete a Slide

1. On the **Slides** tab, click the slide thumbnail that you want to delete and then press the **Delete** key.

## Insert a New Slide

1. On the **Home** tab, click **New Slide**.



## Move a Slide

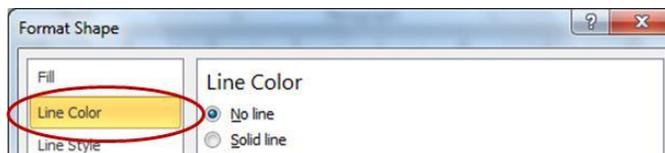
1. On the **Slides** tab, drag the slide thumbnail that you want to move to the desired location.

# Text Boxes

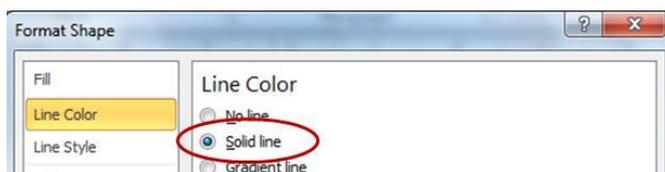
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## Add a Border to a Text Box

1. Right-click the text box border and select **Format Shape**.
2. Click **Line Color** on the left.



3. Click **Solid line**.



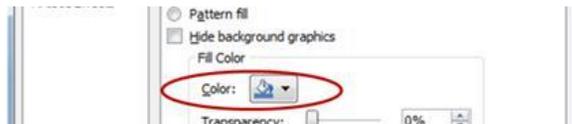
4. Click the **Color** down arrow and select the desired color.
5. Click **Line Style** on the left.



6. Select the desired line style options.
7. Click the **Close** button.

### Change the Background Color of a Text Box

1. Right-click the text box border and select **Format Shape**.
2. Under **Fill**, click the **Color** down arrow and select the desired color.



3. Click the **Close** button.

### Insert a Text Box

1. On the **Insert** tab, click **Text Box**.



2. Click on the slide and start typing in the text box.