PowerPoint 2010

Getting Started with PowerPoint

Introduction

PowerPoint 2010 is a **presentation software** that allows you to create dynamic slide presentations that can include animation, narration, images, and videos. In this lesson, you will learn your way around the **PowerPoint 2010 environment**, including getting to know the new **Backstage view**.

We will also show you how to use and modify the **Ribbon** and the **Quick Access toolbar**, in addition to learning how to **create new presentations** and **open existing files**.

# Getting to know PowerPoint 2010

Video: Navigating PowerPoint 2010

If you are familiar with PowerPoint 2007, you'll notice that there aren't too many changes to the 2010 interface other than **Backstage view**, which we'll cover later in this lesson.

However, if you are new to PowerPoint, you will first need to take some time to learn about **slides** and **how to navigate PowerPoint**.

Navigating PowerPoint to create a slide presentation

PowerPoint uses slides to build a **presentation**. To create an engaging presentation, PowerPoint allows you to add text, bulleted lists, images, charts, and video to your slides. You can add as many slides as you want to a presentation, and at any time you can view or play back your presentation by selecting one of the slide show play options.

Click the buttons in the interactive below to **learn how to navigate and interact with slides** in the PowerPoint window.
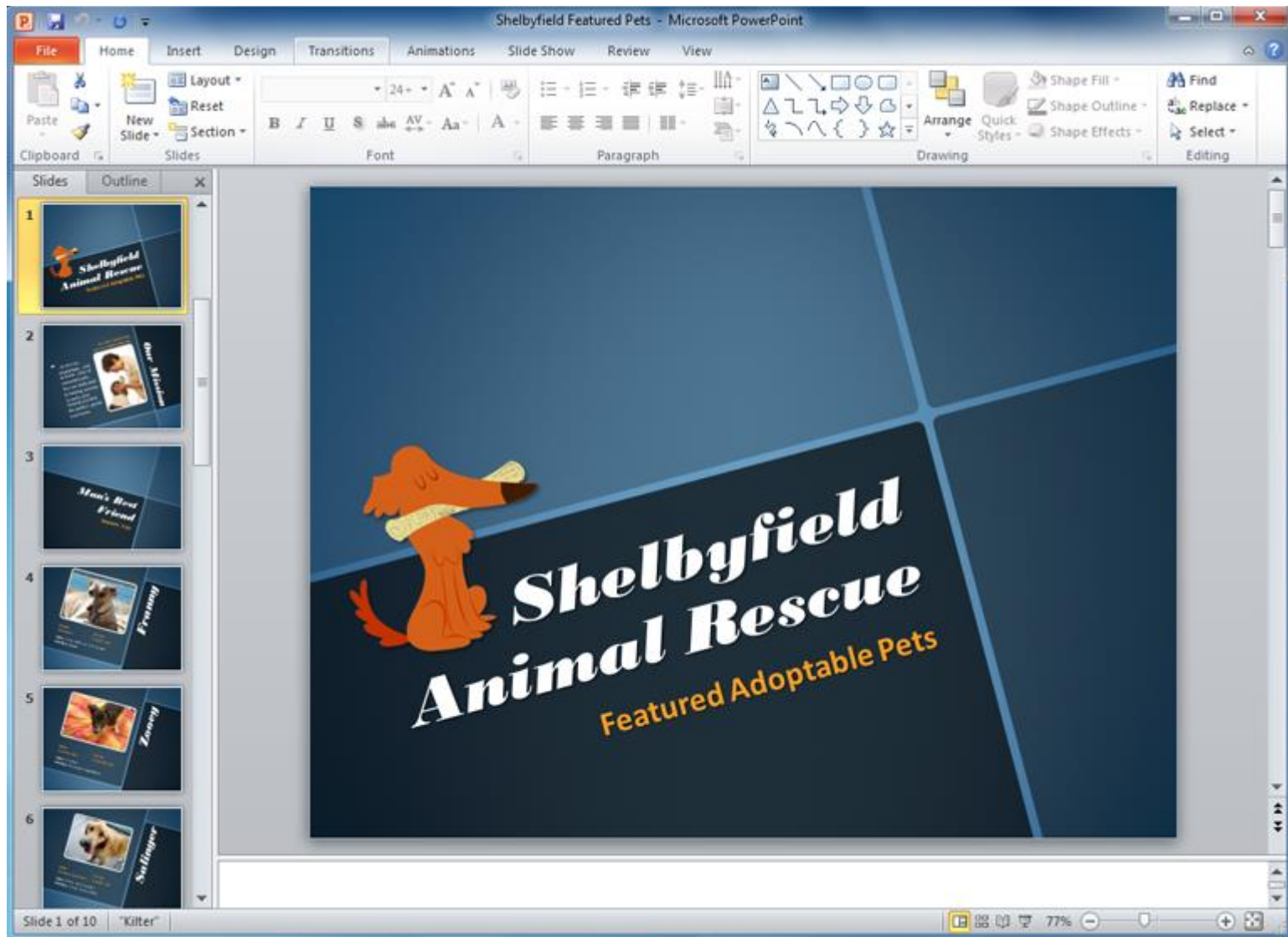
# Working with your PowerPoint environment

Video: Explore the PowerPoint 2010 Environment

The **Ribbon** and **Quick Access toolbar** are where you will find the commands you need to perform common tasks in PowerPoint. If you are familiar with PowerPoint 2007, you will find that the main difference in the PowerPoint 2010 Ribbon is that commands such as Open and Print are now housed in **Backstage view**.

The Ribbon

The Ribbon contains multiple **tabs**, each with several **groups** of commands. Some tabs, like **Drawing Tools** or **Table Tools**, may appear only when you are working with certain items like images or tables. In addition, you can add your own customized tabs that contain your favorite commands.
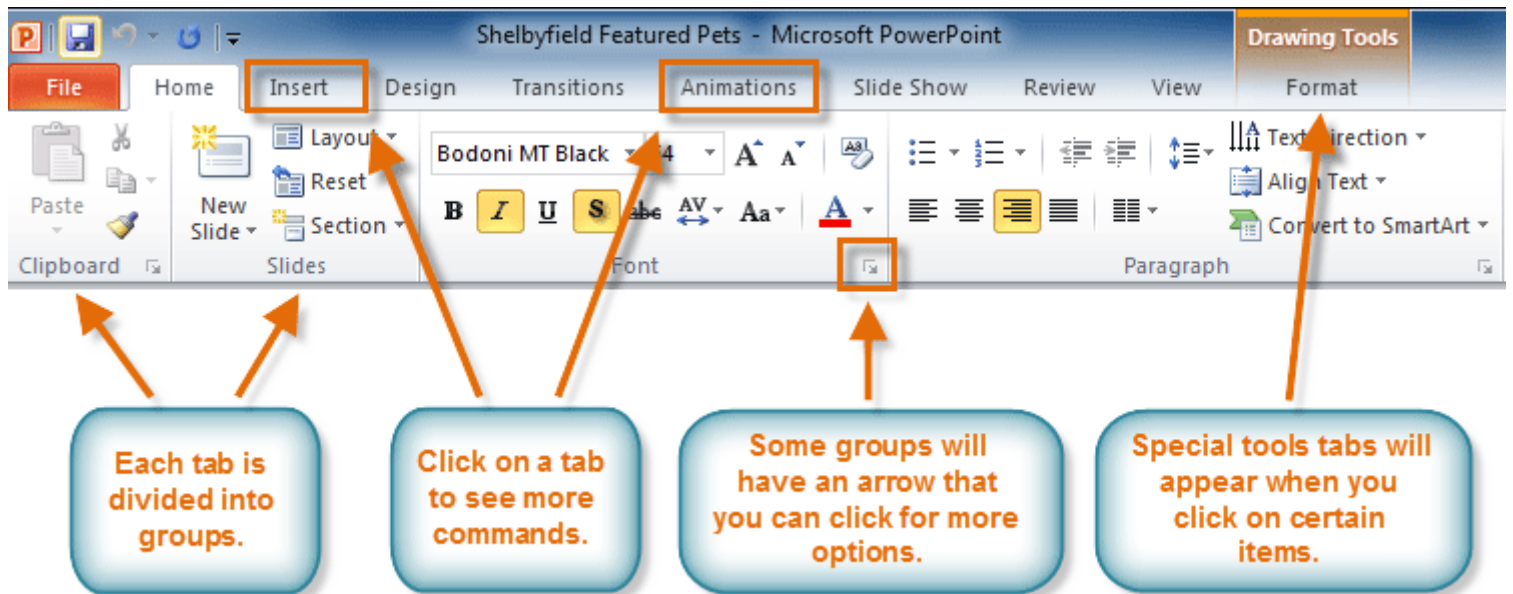

Certain programs, such as **Adobe Acrobat Reader**, may install additional tabs to the Ribbon. These tabs are called **add-ins**.
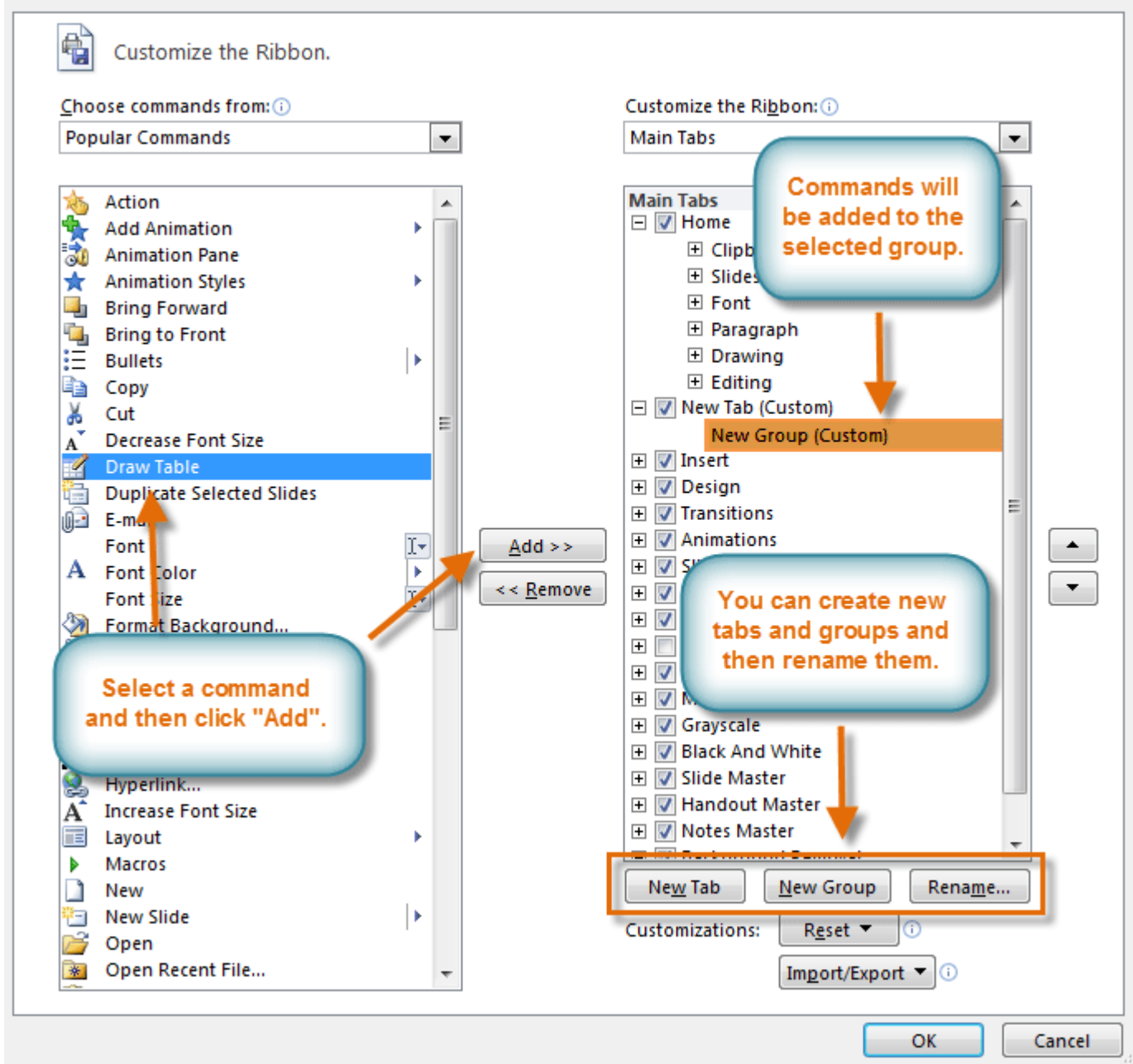
To customize the Ribbon:

You can customize the Ribbon by creating your own **tabs** that house your desired commands. Commands are always housed within a **group**, and you can create as many groups as you need to keep your tabs organized. You can even add commands to any of the default tabs, as long as you create a custom group within the tab.

1. Right-click the Ribbon, and select **Customize the Ribbon**. A **dialog box** will appear.
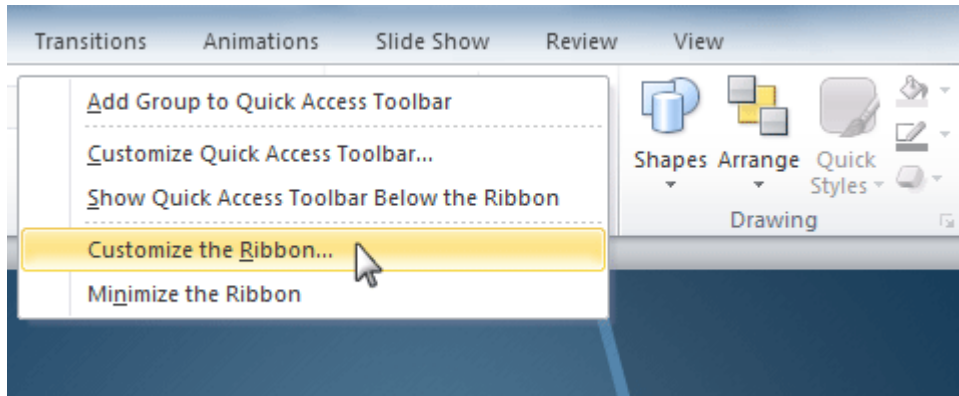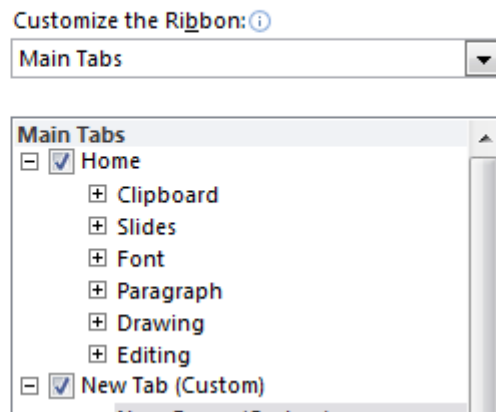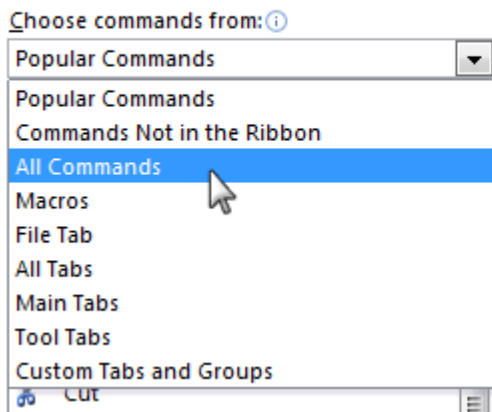

2. Click **New Tab**. A new tab will be created with a new group inside it.
3. Make sure the new group is selected.
4. Select a command from the list on the left, then click **Add**. You can also drag commands directly into a group.
5. When you are done adding commands, click **OK**.

If you do not see the command you want, click on the **Choose commands** drop-down box and select **All Commands**.
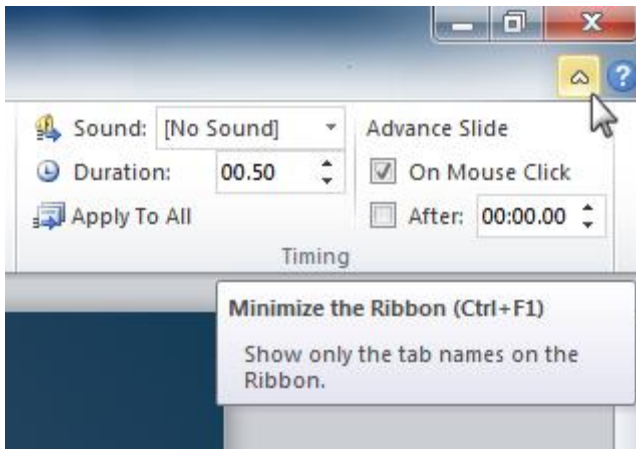

To minimize and maximize the Ribbon:

The Ribbon is designed to be easy to use and responsive to your current task; however, if you find it is taking up too much of your screen space, you can **minimize** it.

1. Click the **arrow** in the upper-right corner of the Ribbon to minimize it.


2. To maximize the Ribbon, click the arrow again.

When the Ribbon is minimized, you can make it reappear by clicking a tab. However, the Ribbon will disappear again when you are not using it.

The Quick Access toolbar

The **Quick Access toolbar**, located above the Ribbon, lets you access common commands no matter which tab you are on. By default, it shows the **Save**, **Undo**, and **Repeat** commands. You can add other commands to make it more convenient.

To add commands to the Quick Access toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access toolbar**.
2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.
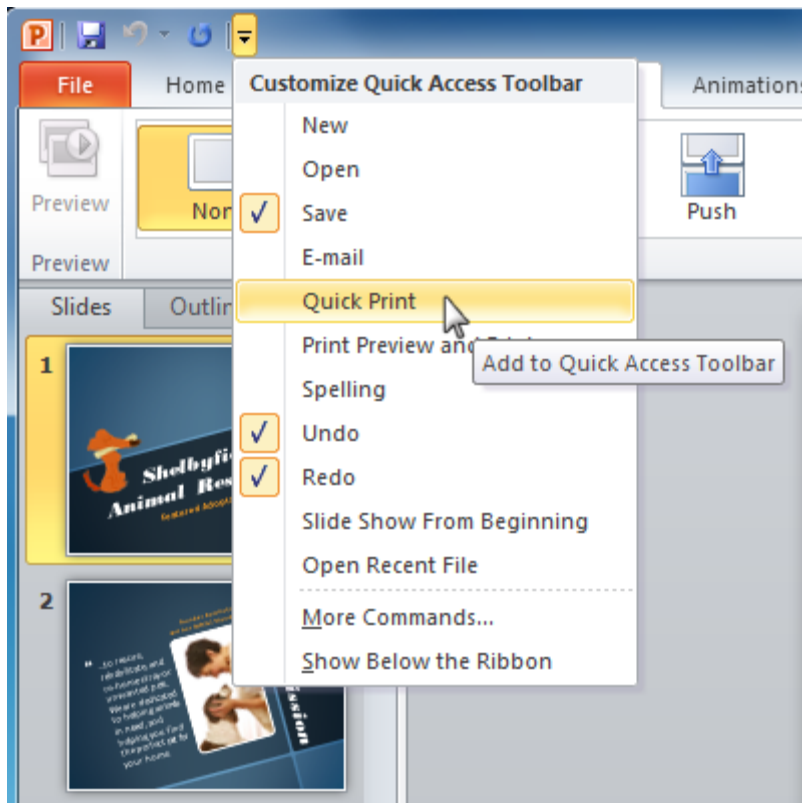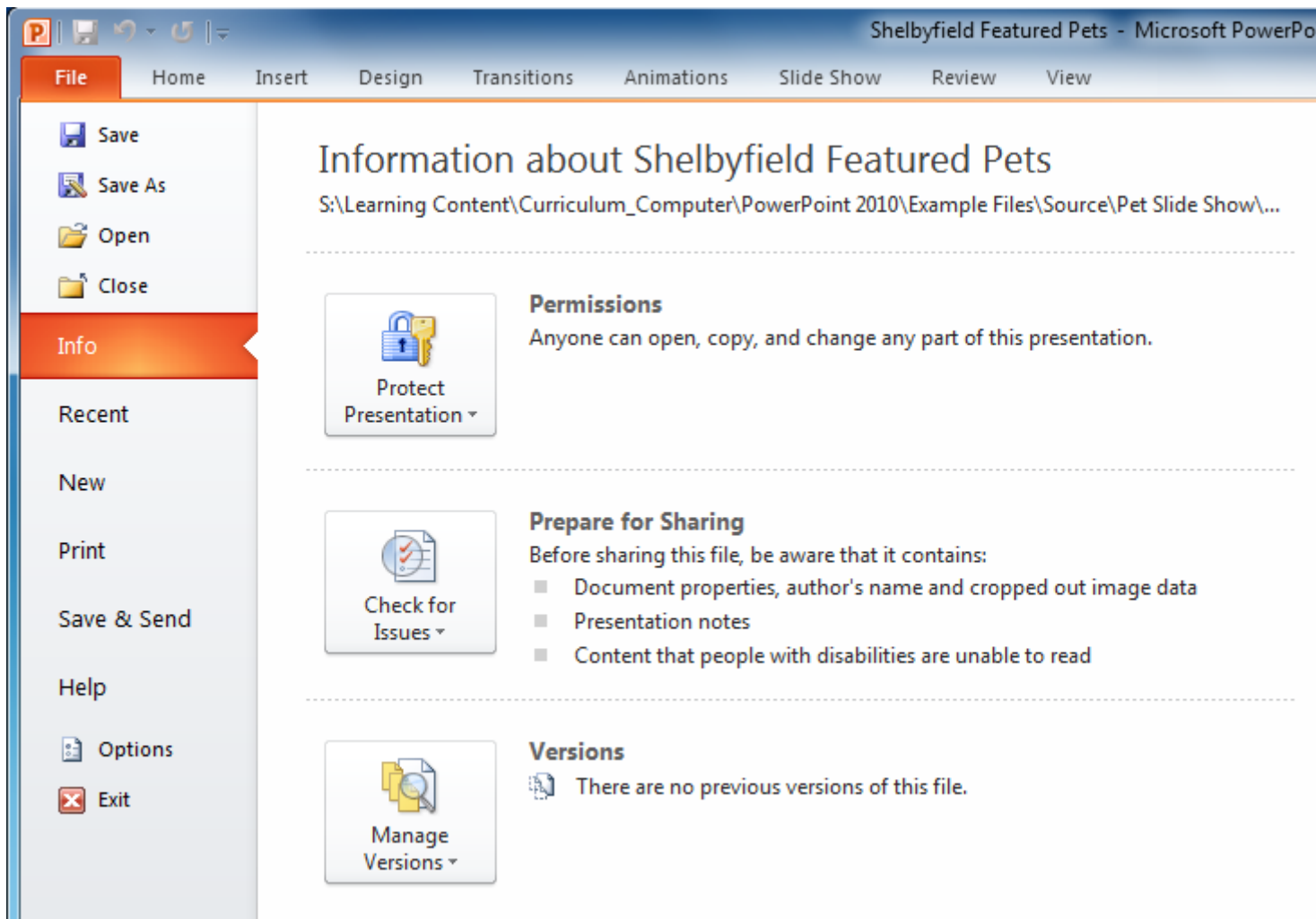

Backstage view

Backstage view gives you various options for saving, opening, printing, and sharing your presentation. It is similar to the **Microsoft Office button menu** from PowerPoint 2007 and the **File Menu** from earlier versions of PowerPoint. However, instead of just a menu it's a full-page view, which makes it easier to work with.
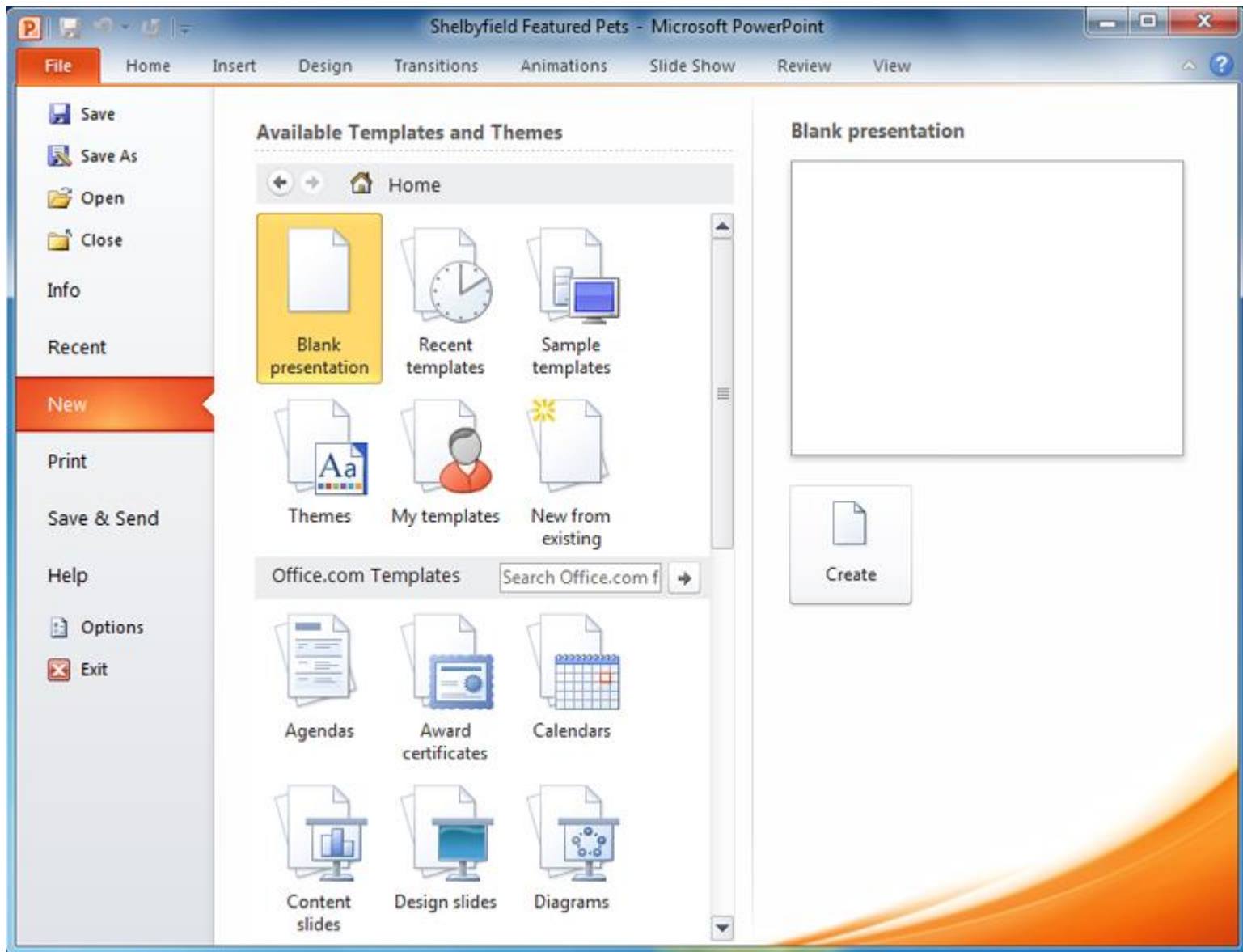
To get to Backstage view:
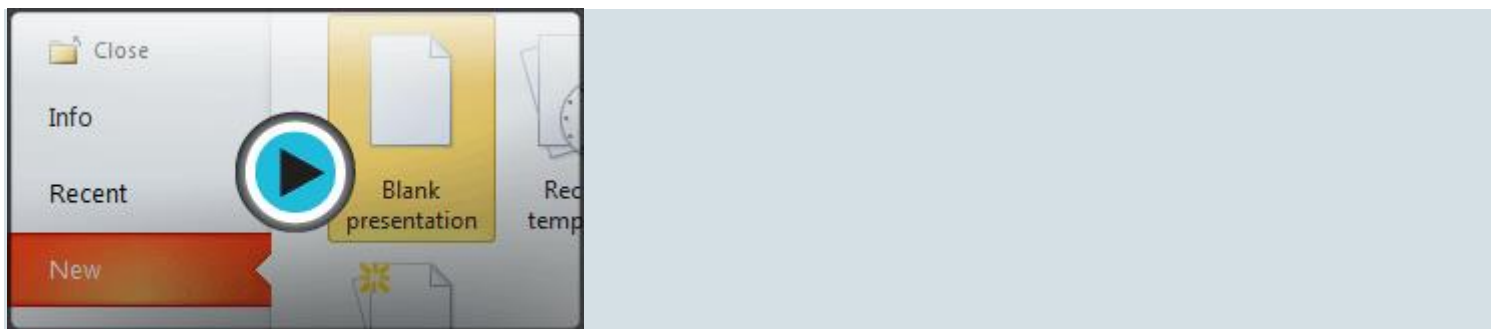
1. Click the **File** tab.

2. You can choose an option on the left side of the page.
3. To get back to your document, click any tab on the Ribbon.

Click the buttons in the interactive below to learn about the different things you can do in Backstage view.

Creating and opening presentations

Video: Creating Presentations in PowerPoint 2010

PowerPoint files are called **presentations**. When you start a new project in PowerPoint, you'll need to **create a new presentation**. You'll also need to know how to **open an existing presentation**.

To create a new blank presentation:

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **New**.
3. Select **Blank presentation** under **Available Templates and Themes**. It will be highlighted by default.
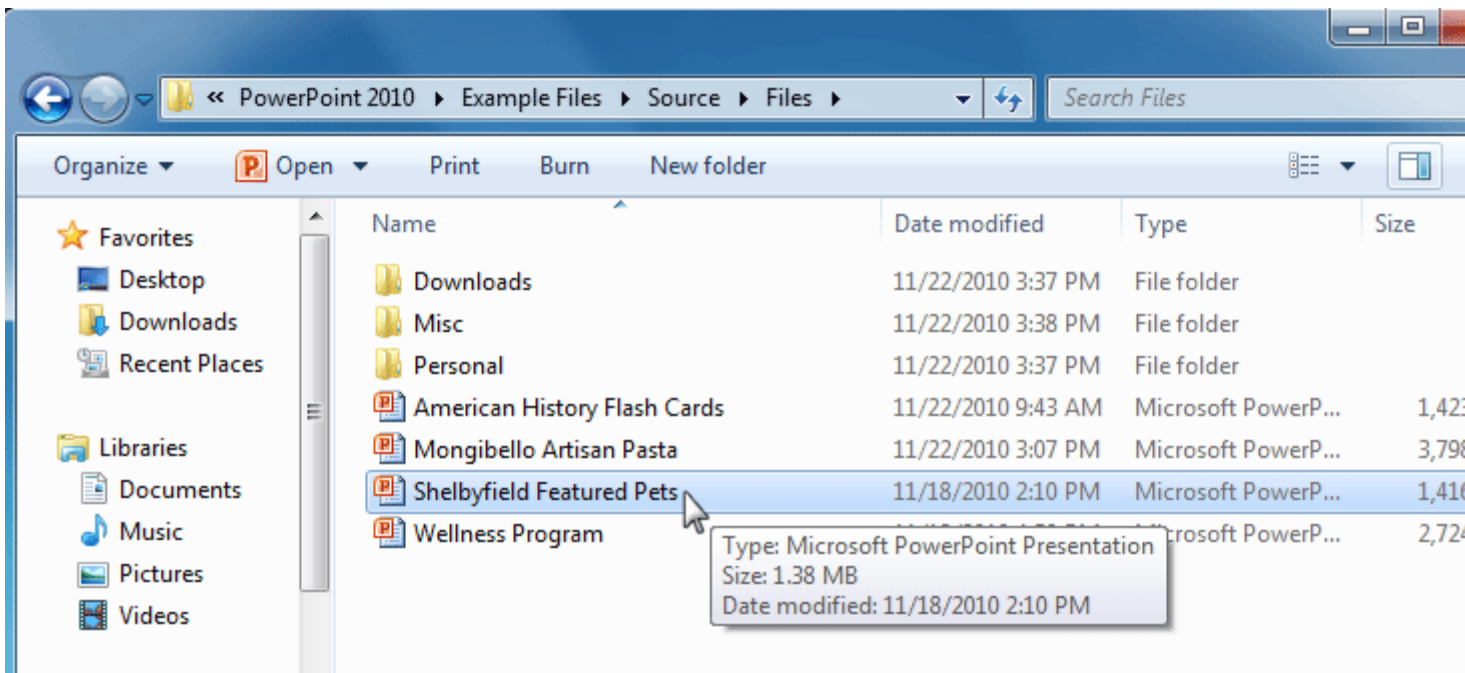4. Click **Create**. A new blank presentation appears in the PowerPoint window.
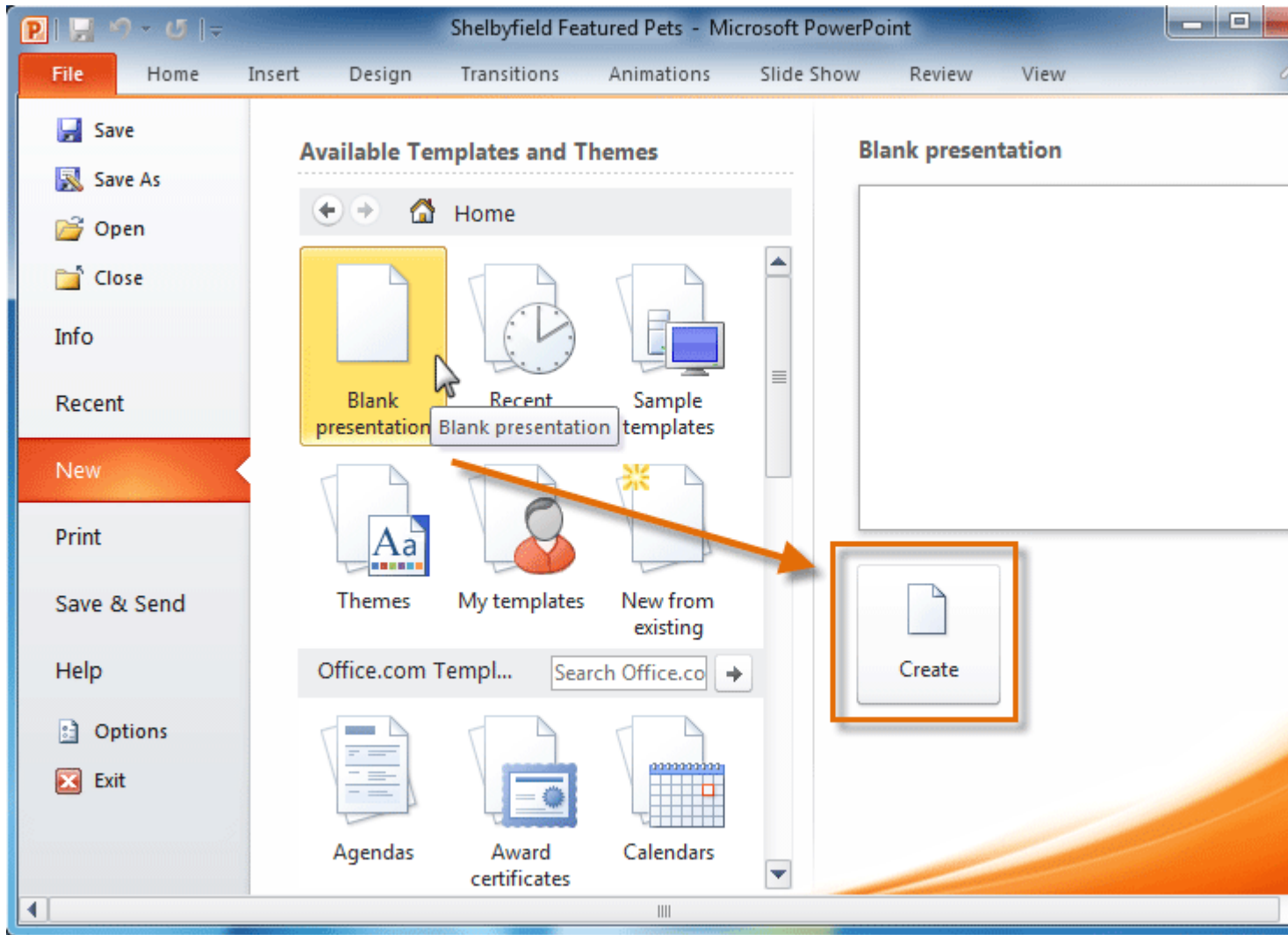
To save time, you can create your presentation from an **Office.com template**, which you can also select under **Available Templates and Themes**.

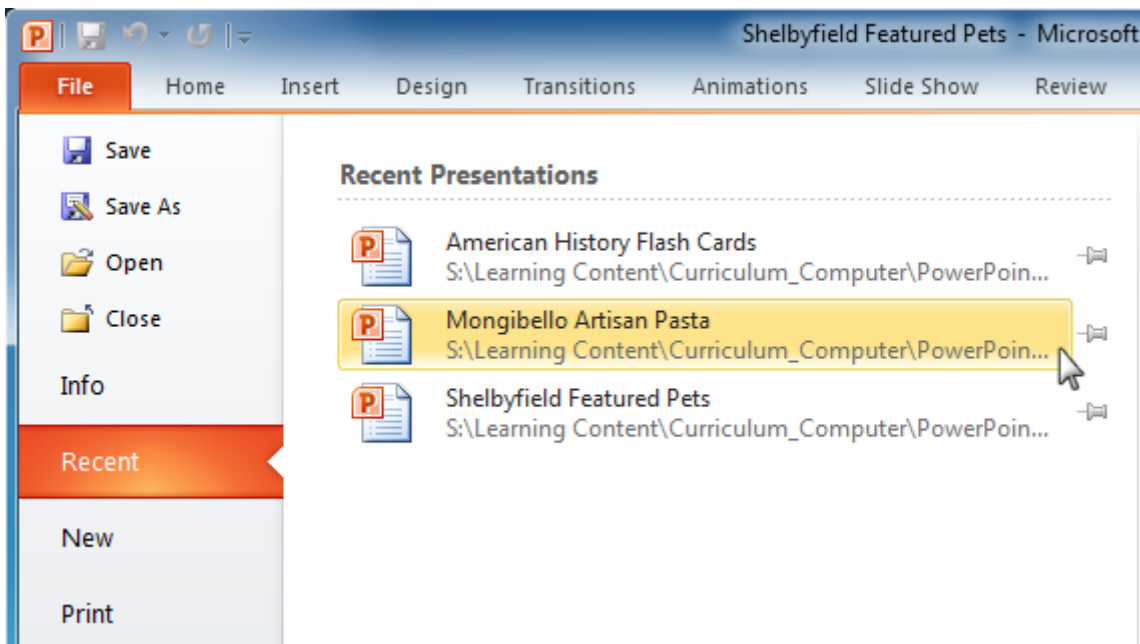# To open an existing presentation:

1. Click the **File** tab. This takes you to **Backstage view**.

2. Select **Open**. The Open dialog box appears.

3. Select your desired presentation, then click **Open**.

If you have opened the existing presentation recently, it may be easier to choose **Recent** from the **File tab** instead of **Open** to search for your presentation.
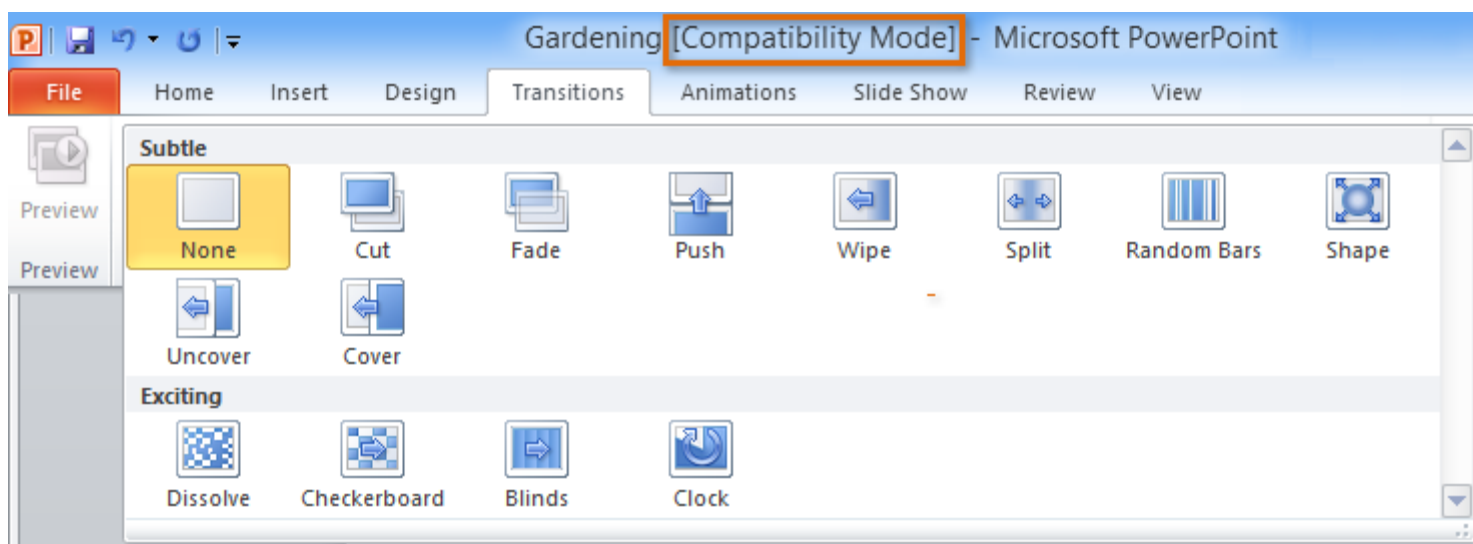
Compatibility mode

Sometimes you may need to work with presentations that were created in earlier versions of PowerPoint, such as PowerPoint 2003 or PowerPoint 2000. When you open these types of presentations, they will appear in **Compatibility mode**.

Compatibility mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the presentation. For example, if you open a presentation created in PowerPoint 2003, you can only use tabs and commands found in PowerPoint 2003.

In the image below, the workbook has opened in Compatibility mode. Many of the newer slide transitions have been disabled, and only the 2003 transitions are available.

To exit Compatibility mode, you'll need to **convert** the presentation to the current version type. However, if you're collaborating with others who only have access to an earlier version of PowerPoint, it's best to leave the presentation in Compatibility mode so the format will not change.
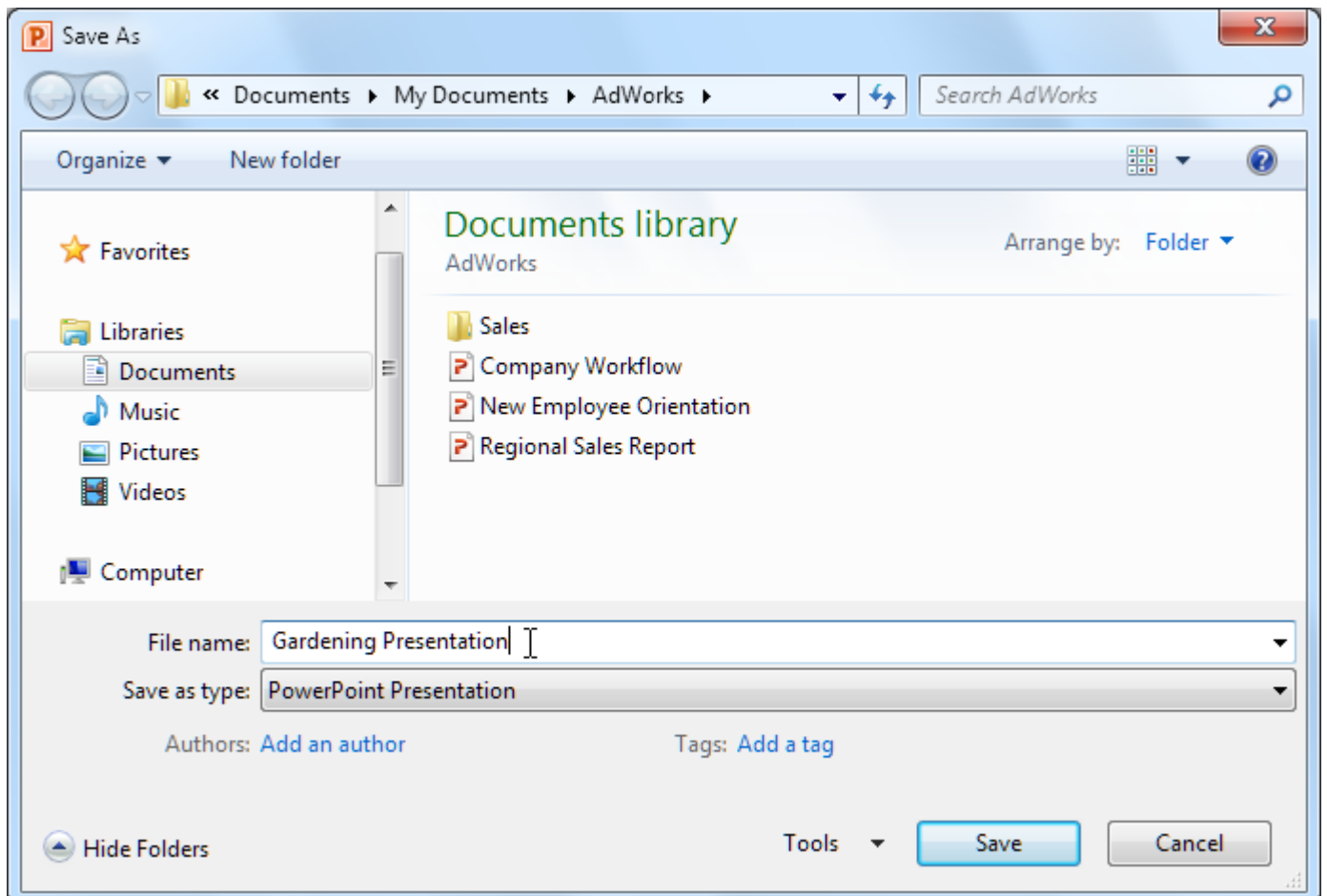
To convert a presentation:

If you want access to all PowerPoint 2010 features, you can **convert** the presentation to the 2010 file format.

Note that converting a file may cause some changes to the **original layout** of the presentation.

1. Click the **File** tab to access Backstage view.
2. Locate and select the **Convert** command.

3. The **Save As** dialog box will appear. Select the **location** where you want to save the workbook, enter a **file name** for the presentation, and click **Save**.

4. The presentation will be converted to the newest file type.

Challenge!

1. Open **PowerPoint 2010** on your computer. A new blank presentation will appear on the screen.
2. Try **minimizing** and **maximizing** the Ribbon.
3. Click through all of the **tabs**, and notice how the Ribbon options change.
4. Try switching **page views**.
5. Add any commands you want to the **Quick Access toolbar**.
6. **Close** PowerPoint without saving the presentation.