

ADDING CLIP ART

The task pane is a window within an Office program that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.

1. Click the slide to which you want to add the clip art
2. Select the Insert tab|Images group|Clip Art
3. In the Clip Art task pane, in the Search for text box, type a word or phrase that describes the target clip art, or
4. Type all or some of the file name of the clip art
5. To narrow your search select the check boxes next to Illustrations, Photographs, Videos, and Audio to limit the search
6. Click Go
7. In the list of results, click the clip art to insert it
8. To insert clip art into the notes pages of your presentation, switch to Notes Page view, and repeat the above

WATERMARKS

Watermarks are a semi-transparent image often used for letters and business cards.



Don't ever thank your trainer. They get paid for this

USE A PICTURE AS A SLIDE BACKGROUND

1. Click the slide to which you want to add a background picture
2. To select multiple slides, click a slide, and then depress and hold CTRL while you click the other slides
3. Select the Design tab|Background group|Background Styles|Format Background
4. Click Fill|Picture or texture fill
5. To insert a picture from a file, click File|locate and double-click the target picture
6. To paste a picture that you copied, click Clipboard
7. To use clip art as a background picture, click Clip Art, in the Search text box, type a word or phrase to describe the clip
8. To adjust a picture's relative lightness or transparency, in the Format Background dialog, at the bottom of the Fill pane, slide the Transparency bar to the left or right
9. To use the picture as a background for the slides that you selected, click Close
10. To use the picture as a background for all of the slides in your presentation, click Apply to All

INSERT WORDART

1. Click where you want to insert decorative text in a document
2. Select Insert tab|Text group|WordArt
3. Click any WordArt style, and start to type

MAKE CHANGES TO WORDART

1. Click anywhere in the WordArt text
2. Under Drawing Tools, on the Format tab, click any option

USE A COLOR AS A SLIDE BACKGROUND

1. Click the slide to which you want to add a background color
2. To select multiple slides, click a slide, and depress and hold CTRL while you click the other slides
3. On the Design tab|Background group|Background Styles|Format Background
4. Click Fill|Solid Fill
5. Click Color, and then the target color
6. To change to a color that is not in the theme colors, click More Colors|Standard tab, or
7. Mix your own color on the Custom tab
8. To change the background, move the Transparency slider
9. To apply the color to the slides that you selected, click Close, or
10. To apply the color to all of the slides in your presentation, click Apply to All

SMARTART

1. From the slide itself, click on the Insert SmartArt Graphic icon, or
2. From the Insert ribbon, click the SmartArt icon
3. From the Choose a SmartArt Graphic dialog select the category from the left and then the target graphic
4. We will select the Converging Radial graphic from the Relationship category
5. The SmartArt will appear. You can then click the box with the two triangles on the left to get an easy text-entry form
6. Enter your text and it will display in the SmartArt graphic
7. Feel free to make it more colorful by using the SmartArt Tools options on the ribbon

CHARTS/GRAPHS

1. Select the Insert tab|Illustrations group|Chart
2. In the Insert Chart dialog, scroll through the chart types and click on target chart
3. Click OK
4. Edit the data in Excel 2010
5. When you are finished editing your data, you can close Excel
6. To view available changes in your chart, under Chart Tools, click the Design, Layout, and Format tabs, and then explore the groups and options that are provided on each tab
7. You can also access design, layout, and formatting features that are available for specific chart elements

APPLY A PREDEFINED CHART LAYOUT

1. Select the target chart
2. At Chart Tools, on the Design tab|Chart Layouts group|More, select the target chart layout

APPLY A PREDEFINED CHART STYLE

1. Select the target chart
2. At Chart Tools|Design tab|Chart Styles group|More, select the desired chart
3. You can change the colors by switching to a different theme

Online help is for wimps

CUSTOMIZE THE LAYOUT OF A CHART

Click anywhere in the chart or the target chart element. Under Chart Tools|Layout tab, do the one or more of the following:

- In the Labels group, click a layout option for the chart label to be changed
- In the Axes group, click a layout option for the axis or gridlines to be changed
- In the Background group, click a layout option for the background to be changed

Options for chart walls, floors, and 3-D rotation are available on 3-D charts only.

- In the Analysis group, click a layout option for any lines or bars to be changed
- The layout options that you select are applied to the element that you have selected
- On the Layout tab, you can also find options to add pictures, shapes, or text boxes, and to change the name of your chart
- To change the format of a specific chart element, right-click the chart element, and click Format|Chart element

ACCESSING AUDIO OPTIONS

1. Click on the sound file icon on the slide
2. The ribbon should change to the contextual menu for sound
3. If the ribbon does not change, click on the Playback button below the Audio Tools

COMPATIBLE VIDEO FILE FORMATS

FILE FORMAT	EXTENSION
Adobe Flash Media	.swfs
Windows Media File	.asfs
Windows Video Files	.avi
Movie File	.mpg or .mpeg
Windows Media Video File	.wmv

COMPATIBLE AUDIO FILE FORMATS

FILE FORMAT	EXTENSION
AIFF Audio File	.aiff
AU Audio File	.au
MIDI File	.mid or .midi
MP3 Audio File	.mp3
Windows Audio File	.wav
Windows Media Audio File	.wma

PREVIEW AN AUDIO CLIP

1. Locate the clip in the task pane
2. Click its down arrow
3. Select Preview/Properties|Play, it is a right pointing arrow

INSERTING AUDIO CLIPS

1. Click on the target slide
2. Select Insert tab|Media group|Audio
3. Click Audio from File
4. Locate the target file
5. Double click to add it to the slide

TO HIDE THE AUDIO CLIP ICON

1. Click on the audio clip icon
2. Select Audio Tools|Playback tab|Audio Options group|Hide During Show

WORKING WITH SCREENSHOTS

When using the screenshot button, you can insert the whole program window or use the Screen Clipping tool to select a portion of the screen.

1. Scroll to the appropriate point in the application holding the target screen
2. Immediately go to PowerPoint without opening other files, or
3. If necessary, create a new slide in PowerPoint
4. Click on the Insert tab|Screenshot button
5. Clicking on the preview of the correct application inserts the screenshot
6. To insert only a portion of the screen, click on the Screen Clipping option
7. PowerPoint minimizes and the mouse cursor changes to a crosshair
8. Click and drag the cursor to select the area
9. PowerPoint inserts the screenshot

CROPPING SCREENSHOTS

If there is too much whitespace around your image

1. With the image selected, click on the Format tab|top half of the Crop button
2. Drag the black bars of the image inwards
3. Click the top half of the Crop button again

EMBED A VIDEO FROM A FILE

There are some limitations when using Flash in PowerPoint 2010, including the inability to use special effects, the fade and trim capabilities, and the ability to compress these files

1. In Normal view, click the target slide
2. Click on the Insert tab|Media group|arrow under Video|Video from the file
3. In the Insert Video dialog, locate and click the target video
4. Click Insert or
5. Click the Video icon in a content layout

VIDEO OPTIONS

1. *Trim Video*-Allows you to start and stop the playing of a video anywhere in its course
2. *Fade Duration*-Adjusts the time your video fades in and out at the beginning and end of playing
3. *Volume*-The Start of the video can be On Click or Automatically
4. *Play Full Screen*-Allows the video to occupy the whole area of either the presentation or the converted video
5. *Hide While Not Playing*-This option does not show the video unless it is played.