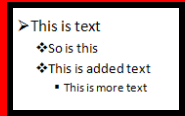


CONTROL THE APPEARANCE OF BULLETS

1. Open a new, Title and Content slide
2. On the first line type “This is text” and depress Enter
3. On the second line type “So is this” and depress Enter
4. On the third line type “This is more text”
5. Select the three lines, select Home tab|Paragraph group|Bullets drop down|your favorite bullet
6. Locate the insertion point to the left of So on the second line and depress Tab
7. Locate the insertion point to the left of the third line and depress Tab twice
8. Repeat Step 5 above, to set different bullets for each level
9. Click at the far right of line 2, depress Enter and add new text



CREATE A CUSTOM SHOW

1. Select the Slide Show tab|Start Slide Show group|Custom Slide Show|Custom Shows
2. Click New
3. Under Slides in presentation, select the slides to be included
4. Click Add
5. To change the order of the slides, under Slides in custom show, click a slide, and then click one of the arrows to move the slide up or down
6. Type a name in the Slide show name box
7. Click OK to complete the task

ADD A SLIDE FROM ANOTHER PRESENTATION

1. Open the target presentation
2. In the pane on the far left, click Slides
3. Click where you want to add a slide
4. Select the Home tab|Slides group|New Slide|Reuse Slides
5. In the Reuse Slides pane, click Open a PowerPoint File
6. In the Browse dialog, locate and click the presentation file that contains the source slide
7. Click Open
8. In the Reuse Slides pane, do one of the following:
 - To add a single slide, click the slide
 - To add all of the slides, right-click any slide, and then click Insert All Slides

THE FORMAT PAINTER

1. Click in the text containing the source formatting
2. Select the Home tab|Clipboard group|Format Painter
3. Navigate to the slide containing the target text
4. Select the text to which you wish to apply this formatting
5. The formatting of the first object is applied to this string
6. To apply to the source formatting to multiple text, double click on the Format Painter in step 2, above
7. Once again click on the Format Painter button to turn the feature off

ANIMATE SMARTART

1. Click the target SmartArt graphic
2. Select the Animations tab|Animation group|More
3. Select the animation that you want.
4. Select the Animations tab|Animation group|Effect Options|One by One
5. Select the Animations tab|Advanced Animations group|Animation Pane
6. In the Animation Pane list, click the expand chevron to display your SmartArt graphic
7. In the Animation Pane list, Ctrl+select all of the shapes you don't want to animate
8. Select the Animations tab|Animation group|No Animation to remove the animation effect
9. For each remaining shape, select the exact animation options that you want by selecting the shape in the Custom Animation list, and then either right-clicking the shape or clicking Change
10. When completed selecting the animation options, close the Animation Pane

CREATE NOTES PAGES

Notes are located at the bottom of the Normal screen and can be accessed by clicking on the “Click to add notes” text found there

1. Notes pages include your notes and each slide in the presentation
2. Each slide prints on its own notes page
3. Your notes accompany the slide
4. You can add data, such as charts or pictures, to your notes pages
5. Make any changes to the notes in Notes Page view
6. Switch to Notes Page view and draw or add pictures there

PRINT NOTES PAGES WITH THUMBNAILS

1. Open the target presentation
2. Click the File tab
3. Click Print
4. Click under Settings|arrow next to Full Page Slides
5. Click under Print Layout,|Notes Pages
6. To specify the page orientation, click Portrait Orientation|Portrait Orientation or Landscape Orientation
7. Print in your usual manner

TEXT ANIMATION OPTIONS

- Group text: - Choose to animate text all at once, as one unit or by specific paragraph level
- The text animation can begin automatically after a specific number of seconds has passed
- Animate the bulleted text in reverse order

ANIMATION TIMINGS

1. Click on the Animation tab
2. Click on the target object Select Animation tab|Animation group|select desired animation
3. In the Timing section on the ribbon, apply the animation settings

KEYBOARD SHORTCUTS

Ctrl+Z	undo
Ctrl+X	cut
Ctrl+C	copy
Ctrl+V	paste

PACKAGE A PRESENTATION FOR CD

1. Open the source presentation
2. Insert a CD into the CD/DVD drive
3. Click the File tab| Save & Send|Package Presentation for CD
4. In the right pane, click Package for CD
5. To add a presentation, in the Package for CD dialog, click Add
6. In the Add Files dialog, select the presentation that you want to add and click Open
7. Repeat this step for each presentation that you want to add
8. If you add more than one presentation, they will appear on a Web page allowing you navigate to the contents of the CD in the order in which they are listed in the Files to be copied list
9. To remove a presentation from the Files to be copied list, select the presentation or file, and click Remove
10. Click Options, and then under Include these files, do one or both of the following:
 - a. Select the Linked files check box. Files that are linked to your presentation can include Microsoft Office Excel worksheets that are linked to charts, sound files, movie clips, and more
 - b. Select the Embedded TrueType fonts check box to ensure your fonts go with the data
11. Under Enhance security and privacy, type the password or passwords that you want to require to open, edit it, or both
12. Click on OK

CONVERT POWERPOINT 2010 TO VIDEO

1. Open the presentation you created with PowerPoint 2010
2. Click the File tab|choose Save & Send
3. Click File Types|Create a video
4. click Create Video button
5. Select a location and file name for your video
6. Click on Save. This may take a several minutes, depending on the number of slides and the amount of images to be saved

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

CONVERT BULLETED LIST INTO SMARTART

1. Select your target presentation
2. Select any slide containing a bulleted list
3. Select the bullet point
4. Click on Home tab|Paragraph group|Convert to SmartArt
5. Select which SmartArt graphic to use for the selected points

Compliments of
STARLIGHT EDUCATION
Contact us at
Starlighted@earthlink.net

INSERT ACTION BUTTONS

Action button can link to another slide by a hyperlink

1. Select Insert tab|Illustrations group|Shapes to open the list
2. Select a shape you want to insert
3. Your mouse pointer will becomes a cross so drag it to set the size and location of the button
4. To apply the action settings select the Mouse Click tab
5. To apply the action settings when the pointer is hovering on the hyperlink, select the Mouse Over tab
6. Set the hyperlink
7. If desired, set it to play sound when the action is applying
8. Click OK to save changes
9. You can click and drag it anywhere on your slide and reset its size

IMPORTANT KEYBOARD SHORTCUTS

Ctrl+Z	undo
Ctrl+X	cut
Ctrl+C	copy
Ctrl+V	paste
Ctrl+Y	redo

CHANGE THE APPEARANCE OF AN ACTION BUTTON:

1. Select the action button
2. Click the Drawing Tools Format tab
3. To change the button style or color, use the tools in the Shape Styles group
4. To change the shape of the action button, click Edit Shape in the Insert Shapes group. Select a new shape from the drop-down menu

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