

Making Everything Easier![™]

Microsoft[®] **PowerPoint[®] 2010**

ALL-IN-ONE

FOR
DUMMIES[®]

**7 BOOKS
IN 1**

- Getting Started in PowerPoint
- Building Your Presentation
- Communicating with Tables, Charts, and Diagrams
- Embellishing Your Slides with Graphics and Shapes
- Flash and Dash
- Giving a Presentation
- PowerPoint for Power Users

Peter Weverka

Author of Office 2010 All-in-One For Dummies



Get More and Do More at Dummies.com®



Start with **FREE** Cheat Sheets

Cheat Sheets include

- Checklists
- Charts
- Common Instructions
- And Other Good Stuff!

To access the Cheat Sheet created specifically for this book, go to
www.dummies.com/cheatsheet/powerpoint2010

Get Smart at Dummies.com

Dummies.com makes your life easier with 1,000s of answers on everything from removing wallpaper to using the latest version of Windows.

Check out our

- Videos
- Illustrated Articles
- Step-by-Step Instructions

Plus, each month you can win valuable prizes by entering our Dummies.com sweepstakes.*

Want a weekly dose of Dummies? Sign up for Newsletters on

- Digital Photography
- Microsoft Windows & Office
- Personal Finance & Investing
- Health & Wellness
- Computing, iPods & Cell Phones
- eBay
- Internet
- Food, Home & Garden

Find out "HOW" at Dummies.com

*Sweepstakes not currently available in all countries; visit Dummies.com for official rules.



PowerPoint[®] **2010**
ALL-IN-ONE
FOR
DUMMIES[®]

by Peter Weverka



WILEY

Wiley Publishing, Inc.

PowerPoint® 2010 All-in-One For Dummies®

Published by
Wiley Publishing, Inc.
111 River Street
Hoboken, NJ 07030-5774

www.wiley.com

Copyright © 2010 by Wiley Publishing, Inc., Indianapolis, Indiana

Published by Wiley Publishing, Inc., Indianapolis, Indiana

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at <http://www.wiley.com/go/permissions>.

Trademarks: Wiley, the Wiley Publishing logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates in the United States and other countries, and may not be used without written permission. PowerPoint is a registered trademark of Microsoft Corporation in the United States and/or other countries. All other trademarks are the property of their respective owners. Wiley Publishing, Inc., is not associated with any product or vendor mentioned in this book.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit www.wiley.com/techsupport.

Wiley also publishes its books in a variety of electronic formats. Some content that appears in print may not be available in electronic books.

Library of Congress Control Number: 2010925704

ISBN: 978-0-470-50099-6

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1



About the Author

Peter Weverka is the bestselling author of several *For Dummies* books, as well as other computer books about various topics. Peter's humorous articles and stories — none related to computers, thankfully — have appeared in *Harper's*, *SPY*, *The Argonaut*, and other magazines for grown-ups.

Dedication

For Aiko Sofia and Henry Gabriel.

Author's Acknowledgments

This book owes a lot to many hard-working people at Wiley Publishing in Indiana. I would like once again to thank Steve Hayes for his good advice, his encouragement, and the opportunity to write another *For Dummies* book.

It was a pleasure — once again — to work with Susan Christophersen, who knows the editing craft as well as any editor I have ever worked with.

Technical editor Joyce Neilson made sure that all the explanations in this book are indeed accurate, and I would like to thank her for her excellent work and suggestions for improving this book. I would also like to thank Rich Tennant for the witty cartoons you will find on the pages of this book, and Estalita Slivoskey for writing the index.

These people at the Wiley offices in Indianapolis gave their all to this book, and I want to acknowledge them by name: Carl Byers, Melanie Hoffman, and Patrick Redmond.

Finally, I owe my family — Sofia, Henry, and Addie — a debt for tolerating my vampire-like working hours and eerie demeanor at the breakfast table. How will I ever repay you?

Publisher's Acknowledgments

We're proud of this book; please send us your comments at <http://dummies.custhelp.com>. For other comments, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

Some of the people who helped bring this book to market include the following:

Acquisitions and Editorial

Project and Copy Editor:

Susan Christophersen

Executive Editor: Steve Hayes

Technical Editor: Joyce Nielsen

Editorial Manager: Jodi Jensen

Editorial Assistant: Amanda Graham

Sr. Editorial Assistant: Cherie Case

Cartoons: Rich Tennant

(www.the5thwave.com)

Composition Services

Project Coordinator: Patrick Redmond

Layout and Graphics: Carl Byers

Proofreader: Lisa Young Stiers

Indexer: Estalita Slivoskey

Publishing and Editorial for Technology Dummies

Richard Swadley, Vice President and Executive Group Publisher

Andy Cummings, Vice President and Publisher

Mary Bednarek, Executive Acquisitions Director

Mary C. Corder, Editorial Director

Publishing for Consumer Dummies

Diane Graves Steele, Vice President and Publisher

Composition Services

Debbie Stailey, Director of Composition Services

Table of Contents

<i>Introduction</i>	1
What's in This Book, Anyway?	1
What Makes This Book Special	2
Easy-to-look-up information	2
A task-oriented approach	3
Meaningful screen shots	3
Foolish Assumptions	3
Conventions Used in This Book	3
Icons Used in This Book	4
Good Luck, Reader!	4
<i>Book 1: Getting Started in PowerPoint</i>	5
Chapter 1: Introducing PowerPoint	7
PowerPoint Slides	7
Some PowerPoint Jargon	9
PowerPoint as a Communication Tool	9
A Whirlwind Tour of PowerPoint	10
Creating the slides	10
Designing your presentation	11
Inserting tables, charts, diagrams, and shapes	12
"Animating" your slides	12
Showing your presentation	12
Chapter 2: PowerPoint Nuts and Bolts	15
Starting PowerPoint	15
Creating a New Presentation	18
Deciding between the blank presentation and a template	18
Creating a blank presentation	19
Creating a presentation from a template	19
Starting from another presentation	21
Saving Your Presentation Files	22
Saving a presentation	22
Saving a presentation for the first time	22
Telling PowerPoint where you like to save presentations	22
Saving presentations for use in earlier versions of PowerPoint	23
Saving "AutoRecovery information"	25
Navigating the Save As and Open Dialog Boxes	26

Opening and Closing Presentations	28
Opening a presentation.....	28
Closing a presentation	30
Entering the Document Properties.....	30
Shortcut Commands Worth Knowing	31
Undoing a mistake	32
Repeating an action — and quicker this time.....	32
Entering text quickly with the AutoCorrect command.....	33

Chapter 3: Finding Your Way around the PowerPoint Screen 35

A Brief Geography Lesson	35
Knowing Your Way around the PowerPoint Interface.....	37
The File tab	37
The Quick Access toolbar.....	38
The Ribbon and its tabs.....	38
Context-sensitive tabs	39
The anatomy of a tab.....	40
Live previewing.....	43
Mini toolbars	43
PowerPoint for keyboard lovers	44
Zooming In, Zooming Out	44
Getting a Better View of Your Work.....	45
Changing views	47
Normal/Slides view: Moving from slide to slide.....	47
Normal/Outline view: Fiddling with the text	47
Slide Sorter view: Moving and deleting slides.....	47
Reading View view: Proofreading slides	48
Slide Show view: Giving a presentation	48
Notes Page view: Reading your speaker notes	48
Black and White and Grayscale views.....	48
The Master views.....	48
Hiding and Displaying the Slides Pane and Notes Pane	50
Displaying, Hiding, and Reading the Ruler	51

Chapter 4: Planning Ahead for a Solid Presentation 53

Formulating Your Presentation	54
Start by writing the text	54
Make clear what the presentation is about	54
Start from the conclusion	54
Personalize the presentation	55
Tell a story.....	55
Assemble the content.....	55
Designing Your Presentation	55
Keep it simple.....	55
Be consistent from slide to slide	57
Choose colors that help communicate your message.....	57
When fashioning a design, consider the audience	57
Beware the bullet point.....	58

Observe the one-slide-per-minute rule	58
Make like a newspaper	59
Use visuals, not only words, to make your point	60
Delivering Your Presentation.....	60
Rehearse, and rehearse some more	61
Connect with the audience.....	61
Anticipate questions from the audience.....	61
Know your equipment.....	61
Take control from the start	62
Play tricks with the PowerPoint screen.....	62

***Book II: Building Your Presentation* 63**

Chapter 1: Inserting and Handling Slides 65

Understanding How Slides Are Constructed.....	66
Slide layouts	66
Text frames and content frames	66
Selecting the right layout.....	68
Creating New Slides for Your Presentation.....	68
Inserting a new slide.....	68
Shortcuts for creating slides	69
Creating a duplicate slide	69
Copying and pasting slides.....	71
Stealing slides from other presentations.....	73
Conjuring slides from Word document headings.....	74
Selecting a Different Layout for a Slide.....	77
Dividing a Presentation into Sections.....	78
Creating, naming, and removing sections	78
Managing and manipulating sections.....	79
Changing the Size and Orientation of Slides	80
Changing the size of slides	80
Changing the orientation of slides.....	81
Selecting, Moving, and Deleting Slides	81
Selecting slides.....	81
Moving slides.....	82
Deleting slides	82
Hidden Slides for All Contingencies	83
Hiding a slide.....	83
Showing a hidden slide during a presentation.....	83

Chapter 2: Handling Master Slides and Master Styles 85

Using Master Slides and Master Styles for a Consistent Design.....	85
Switching to Slide Master view	86
Understanding master slides (the Slide Master and layouts).....	87
Understanding how master styles work	89
Relationships between the Slide Master, layouts, and slides	90
Ground Rules for Handling Master Slides	92

Altering a Master Slide.....	93
Editing a master style.....	93
Changing the layout of master slides	94
Creating another Slide Master	96
Restoring a Redesigned Presentation to Its Original State	98
Reconnecting a presentation slide to its original layout.....	98
Re-imposing the original design on an entire presentation	99
Removing a Background Graphic from a Single Slide.....	99

Chapter 3: Handling Slide Backgrounds101

Looking at Themes and Background Styles	101
A look at themes	102
A look at background styles	102
Design Considerations	103
Setting the tone by your color choices.....	103
Carefully selecting the background colors.....	104
Making a Theme for Your Presentation.....	106
Selecting a theme.....	106
Customizing a theme	108
Creating Slide Backgrounds on Your Own	111
Using a solid (or transparent) color for the slide background....	112
Creating a gradient color blend for slide backgrounds	112
Placing a clip-art image in the slide background.....	114
Using a graphic or photo for a slide background	115
Using a texture for a slide background	117
Creating a pattern for slide backgrounds	118
Changing the Background of a Single or a Handful of Slides	119
Selecting a different theme for some of the slides	119
Creating a different background for some of the slides	120
Using a different background for slide layouts	120

Chapter 4: Entering the Text123

Entering Text: The Basics.....	123
Normal/Outline View for Reading and Editing Text.....	124
Manipulating the Text.....	125
Selecting text on a slide	126
Moving, copying, and pasting text.....	126
Deleting text.....	129
Changing the Look of Text.....	129
Choosing fonts for text.....	130
Finding and replacing fonts throughout a presentation.....	134
Changing the font size of text.....	135
Applying font styles to text	135
Applying text effects to text	136
Changing the color of text	140

Quick Ways to Handle Case, or Capitalization.....	140
Entering Symbols, Foreign Characters, Quote Marks, and Dashes.....	142
Entering symbols and characters with the Symbol dialog box ...	142
Handling dashes and quotation marks	143
Correcting Typos Automatically with the AutoCorrect Command.....	144
Opening the AutoCorrect dialog box	144
Telling PowerPoint which typos and misspellings to correct	145
Preventing capitalization errors with AutoCorrect.....	146
Finding and Replacing Text.....	147
Finding stray words and text.....	147
Conducting a Find-and-Replace operation	148
Correcting Your Spelling Errors	150
Correcting misspellings one at a time.....	151
Spell checking an entire presentation.....	152
Fine-tuning the spell checker	153
Researching a Topic inside PowerPoint	158
Using the Research task pane	159
Choosing your research options	160
Finding the Right Word with the Thesaurus	162
Working with Text Written in a Foreign Language.....	163
Telling PowerPoint which languages you will use.....	163
Marking text as foreign language text	164
Translating Foreign-Language Text	165

Chapter 5: Formatting Text on a Slide167

Putting a Text Box on a Slide	167
Creating a text box.....	168
Rotating a text box.....	169
Establishing a default text box style	170
Using a Shape as a Text Box.....	171
Turning a shape into a text box	171
Turning a text box into a shape	172
Selecting Text Boxes and Text Frames	172
Changing the Direction of Text	173
Controlling How Text Fits in Text Frames and Text Boxes	174
Choosing how PowerPoint “autofits” text in text frames	175
Choosing how PowerPoint “autofits” text in text boxes	177
Positioning Text in Frames and Text Boxes.....	177
Aligning text in frames and text boxes.....	178
Indenting text in text frames and text boxes.....	179
Aligning Text with Tab Stops	183
Changing the tab settings	185
Creating tab settings with the ruler.....	185
Creating tab settings with the Tabs dialog box	185
Adjusting and removing tab stops.....	186

Handling Bulleted and Numbered Lists	187
Creating a standard bulleted or numbered list.....	187
Removing bullets and numbers from lists.....	188
Choosing a different bullet character, size, and color	188
Choosing a different list-numbering style, size, and color	190
Making sublists, or nested lists.....	191
Fine-Tuning the Text Layout	192
Adjusting the space between lines and paragraphs.....	192
Fixing a top-heavy title	194
Adjusting the space between characters.....	195
Changing the internal margins of a text frame or box	196
Putting Footers (and Headers) on Slides.....	197
Some background on footers and headers.....	198
Putting a standard footer on all your slides.....	198
Creating a “nonstandard” footer.....	199
Removing a footer from a single slide.....	200

***Book III: Communicating with Tables, Charts, and Diagrams* 203**

Chapter 1: Constructing the Perfect Table. 205

Talking Table Jargon	205
Creating a Table.....	206
Entering the Text and Numbers.....	208
Selecting Different Parts of a Table	209
Aligning Text in Columns and Rows.....	210
Merging and Splitting Cells.....	211
Laying Out Your Table.....	212
Changing the size of a table, columns, and rows.....	212
Adjusting column and row size.....	213
Inserting and deleting columns and rows.....	213
Moving columns and rows.....	214
Changing the size of cell margins	214
Formatting Your Table.....	215
Designing a table with a table style.....	216
Calling attention to different rows and columns	217
Decorating your table with borders and colors	217
Neat Table Tricks	219
Changing the direction of header row text.....	219
Using a picture as the table background	220
Drawing diagonal lines on tables	222
Drawing on a table.....	223
Wrapping slide text around a table	223

Chapter 2: Putting a Chart on a Slide	225
A Mercifully Brief Anatomy Lesson.....	225
The Basics: Creating a Chart.....	227
Choosing the Right Chart	229
Ground rules for choosing a chart	230
Examining the different kinds of charts.....	231
Providing the Raw Data for Your Chart.....	245
Entering data in an Excel worksheet.....	246
Resizing the data range.....	250
Updating a chart with new data.....	250
Changing a Chart's Appearance	251
Changing the chart type.....	251
Changing the shape of a chart.....	252
Relying on a chart style to change appearances	252
Changing the layout of a chart.....	252
Handling the gridlines	256
Changing a chart element's color, font, or other particular	257
Saving a Chart as a Template So That You Can Use It Again.....	259
Saving a chart as a template.....	260
Creating a chart from a template.....	260
Chart Tricks for the Daring and Heroic	260
Decorating a chart with a picture.....	261
Annotating a chart	261
Displaying the raw data alongside the chart.....	263
Animating a chart.....	263
Creating an overlay chart	263
Converting 97–2003 Charts to PowerPoint 2010 Charts.....	264
Troubleshooting a Chart	265
 Chapter 3: Putting Diagrams on Slides	 267
The Basics: Creating SmartArt Diagrams	267
Creating the Initial Diagram	269
Creating a diagram.....	270
Swapping one diagram for another	271
Changing the Size and Position of a Diagram.....	271
Laying Out the Diagram Shapes.....	272
Selecting a diagram shape	272
Removing a shape from a diagram	273
Moving diagram shapes to different positions	273
Adding shapes to diagrams apart from hierarchy diagrams	273
Adding shapes to hierarchy diagrams	274
Adding shapes to Organization Charts	275
Promoting and demoting shapes in hierarchy diagrams	277

Handling the Text on Diagram Shapes.....	278
Entering text on a diagram shape.....	278
Entering bulleted lists on diagram shapes.....	279
Changing a Diagram's Direction.....	280
Choosing a Look for Your Diagram.....	280
Changing the Appearance of Diagram Shapes.....	282
Changing the size of a diagram shape.....	282
Exchanging one shape for another.....	282
Changing a shape's color, fill, or outline.....	283
Changing fonts and font sizes on shapes.....	284
Creating a Diagram from Scratch.....	284
Writing Equations with the Equation Editor.....	285
Launching the Equation Editor.....	285
Templates and slots.....	286
Drawing equations.....	287

***Book IV: Embellishing Your Slides
with Graphics and Shapes*..... 289**

Chapter 1: Drawing Shapes, Lines, and Other Objects.....291

The Basics: Drawing Lines and Shapes.....	291
Drawing Lines and Arrows.....	293
Drawing a straight line (or arrow).....	293
Changing a line's length and position.....	294
Changing a line's appearance.....	295
Attaching and handling arrowheads.....	296
Drawing and editing arcs and curved lines.....	297
Freeform and scribble drawing.....	300
Connecting Shapes with Connectors.....	301
Making a connection.....	302
Attaching a connector to a different shape.....	302
Adjusting a connector.....	303
Drawing Rectangles, Ovals, Stars, and Other Shapes.....	303
Drawing a shape.....	304
Changing a shape's symmetry.....	305
Exchanging One Shape for Another.....	305
Using a Shape as a Text Box.....	306
WordArt for Bending, Spindling, and Mutilating Text.....	307
Creating a WordArt image.....	307
Editing a WordArt image.....	308

Chapter 2: Managing and Manipulating Objects.....309

The Basics: Manipulating Lines, Shapes, Art, Text Boxes, and Other Objects.....	309
Selecting Objects So That You Can Manipulate Them.....	311

Laying Out Objects with the Grid, Drawing Guides, and Rulers.....	313
Displaying the grid and drawing guides.....	314
Telling PowerPoint how tight to make the grid	314
Creating and moving drawing guides.....	315
Displaying and hiding the rulers.....	316
Changing an Object's Size	316
"Eye-balling it" with the selection handles	317
Entering Height and Width measurements.....	317
Changing an Object's Proportions	317
Positioning Objects on a Slide	318
Dragging to move objects	318
Positioning objects by way of the dialog box	319
Copying Objects.....	320
When Objects Overlap: Choosing which Appears above the Other	320
Controlling overlaps with the Bring and Send commands.....	321
Controlling overlaps with the Selection and Visibility pane.....	322
Rotating and Flipping Objects.....	322
Tricks for Aligning and Distributing Objects	323
Aligning objects.....	323
Distributing objects so that they are equidistant.....	325
Changing an Object's Color, Outline Color, and Transparency	326
How PowerPoint handles object color.....	326
Filling an object with a color, picture, or texture.....	327
Making a color transparent	328
Putting the outline around an object	329
Using a shape effect.....	330
Grouping Objects to Make Working with Them Easier	331
Grouping objects.....	332
Ungrouping and regrouping	332
Putting a Third Dimension on an Object.....	332
Letting PowerPoint do the work	332
Building the third dimension on your own.....	333
Putting a Shadow on an Object.....	334

Chapter 3: Decorating Slides with Graphics and Photographs . . . 337

All about Picture File Formats	337
Bitmap and vector graphics	338
Resolution	339
Compression.....	339
Color depth.....	340
Choosing File Formats for Graphics.....	340
The All-Important Copyright Issue.....	341
Inserting a Picture on a Slide	342
Touching Up a Picture	343
Softening and sharpening pictures.....	345
Correcting a picture's brightness and contrast.....	345
Recoloring a picture	346

Choosing an artistic effect	347
Selecting a picture style	348
Cropping off part of a picture.....	348
Removing the background.....	350
Compressing Pictures to Save Disk Space	351
Using Graphics as Backgrounds	352
Using a picture in the background	352
Using a graphic as background for text	353
Putting Together a Photo Album	356
Creating your photo album	356
Putting on the final touches	359
Editing your photo album.....	359
Using Microsoft Office Picture Manager	359
Mapping the graphic files on your computer.....	360
Displaying the graphic file you want to work with	361
Editing a picture.....	361

Chapter 4: Decorating Slides with Clip Art 365

What Is Clip Art?	365
Inserting a Clip-Art Image in a Slide	366
Tinkering with a Clip-Art Image's Appearance	367
Handling Media Files with the Clip Organizer.....	368
Knowing your way around the Clip Organizer	368
Locating the media file you need.....	369
Inserting a media file into a PowerPoint slide.....	371
Storing your own files in the My Collections folders	371

Book V: Flash and Dash 375

Chapter 1: Taking Advantage of Transitions and Animations 377

Comparing Transitions and Animations	377
Showing Transitions between Slides	378
Assigning transitions to slides	379
Troubleshooting transitions.....	380
A Short but Sweet Animation Primer	380
Uses for animations	381
Choosing which slide elements to animate.....	383
Choosing an animation and animation effect.....	383
Defining the order of animations	384
Deciding when elements are animated	384
The Quick Way to Animate a Slide	386
Advanced Techniques for Animating Slides	387
Planning ahead	387
Using the Animations tab and Animation pane	387
Applying an animation	390

Changing and scrapping animations	392
Modifying an animation	392
Animating text frames and text boxes	395
Hiding elements and changing their color after animation	398
Motion paths for moving elements across a slide.....	399
Playing choreographer with animations.....	403
Starting an animation with a trigger.....	408
Playing Sounds along with Animations.....	410
Suggestions for Animating Slides	411
Animating bulleted and numbered lists.....	411
Changing elements' size as they move.....	412
Building a slide one element at a time	412
Animating different parts of a chart	413

Chapter 2: Making Video Slides415

Looking before You Leap.....	415
Understanding how video files strain your computer	415
Understanding video file formats	416
Compressing video files	417
Placing Videos on Slides	417
Inserting a video on a slide.....	418
Inserting a video that isn't compatible with PowerPoint	419
Starting and Pausing a Video during a Presentation.....	420
Fine-Tuning a Video Presentation	421
Editing a Video.....	423
Adding Spice to Your Video Presentation.....	424
Adjusting the size of the video screen	424
Putting a border and poster frame on a video.....	425

Chapter 3: Making Audio and Music a Part of a Presentation427

Ways to Include Sound in a Presentation.....	427
A Word about Audio File Formats	428
Finding Audio Files on the Internet	429
Marking Slide Transitions with Sound	429
Assigning a transition sound to a slide.....	429
Fine-tuning transition sounds	431
Inserting Audio Files in Presentations	431
Inserting an audio file in a slide	432
Telling PowerPoint when and how to play an audio file.....	433
Playing audio after a few seconds have elapsed	434
Playing an audio file as several slides appear.....	436
Getting the audio from a CD	436
Playing a string of audio files	439
Starting, Pausing, and Resuming an Audio File.....	442
Recording a Voice Narration for PowerPoint	442
Testing your computer's microphone	443
Recording a voice narration in PowerPoint	445

***Book VI: Giving a Presentation* 447**

Chapter 1: Giving an In-Person Presentation 449

Rehearsing and Timing Your Presentation	449
Putting on the Finishing Touches.....	452
Showing Your Presentation.....	452
Starting and ending a presentation	452
Going from slide to slide.....	453
Switching to another program during a presentation	455
Drawing on Slides	456
Wielding a pen or highlighter in a presentation	456
Hiding and erasing pen and highlighter markings.....	457
Pointing with the Arrow.....	458
Making Use of Blank Screens	458
Customizing Shows for Particular Audiences.....	459
Assembling slides for a custom show.....	459
Editing a custom show.....	460
Presenting a custom show.....	461
Summarizing PowerPoint Presentation Techniques.....	462

Chapter 2: Speaker Notes and Handouts 465

What Are Notes and Handouts?.....	465
All about Notes	466
Entering a note	466
Editing your notes in Notes Page view.....	467
The Notes Master for formatting notes pages	468
Providing Handouts for Your Audience.....	470
Printing an Outline Version of Your Presentation.....	473
Printing Slides, Handouts, and Notes Pages	473
Printing: The basics.....	473
Examining the Print options.....	474
Getting around in the Preview area.....	476

Chapter 3: Creating a Self-Running Presentation 477

Good Uses for Self-Running Presentations	477
Challenges of a Self-Running Presentation	478
Deciding How Long to Keep Slides On-Screen	479
Entering time periods yourself.....	479
“Rehearsing” slide times.....	480
Telling PowerPoint that Your Presentation Is Self-Running.....	481
Starting and Ending a Self-Running Presentation	482

Chapter 4: Creating a User-Run Presentation 483

What Is a User-Run Presentation?	483
Uses for User-Run Presentations	485

Challenges of a User-Run Presentation.....	485
Helping viewers understand how to run the presentation	485
Fitting action buttons on slides	487
Preventing a presentation from stalling	487
Making Yours a User-Run Presentation.....	487
Action Buttons vs. Hyperlinks	488
Action Buttons for Going from Slide to Slide	489
Drawing an action button	491
Repairing, removing, and reshaping action buttons.....	492
Creating your own action button.....	492
Placing action buttons on a master slide.....	493
Creating Hyperlinks.....	494
Creating a hyperlink to a slide	494
Creating a hyperlink to a Web page	495
Hyperlinking to a file in another program	496
Creating an e-mail hyperlink.....	497
Repairing and removing hyperlinks	498
Making Sure That Your Presentation Doesn't Stall.....	499

Chapter 5: Alternative Ways to Distribute Presentations 501

Putting On the Finishing Touches	501
Locking a File with a Password.....	502
Password-protecting a presentation	503
Removing a password from a presentation.....	503
Sending Your Presentation in an E-Mail Message	504
Packaging Your Presentation on a CD	505
Packaging a presentation on a CD	505
Playing a packaged presentation from a CD.....	507
Creating a Presentation Video	507

***Book VII: PowerPoint for Power Users* 511**

Chapter 1: Customizing PowerPoint 513

Customizing the Ribbon	513
Displaying and selecting tab, group, and command names.....	515
Moving tabs and groups on the Ribbon.....	515
Adding, removing, and renaming tabs, groups, and commands	515
Creating new tabs and groups	517
Resetting your Ribbon customizations.....	517
Customizing the Quick Access Toolbar.....	518
Adding buttons to the Quick Access toolbar	518
Changing the order of buttons on the Quick Access toolbar.....	519
Removing buttons from the Quick Access toolbar	520
Placing the Quick Access toolbar above or below the Ribbon....	520
Customizing the Status Bar	521
Changing Color Schemes	522

Chapter 2: Creating a Presentation Design for Your Company 525

Creating a Template for Your Presentation Designs.....	525
Making Your Company Colors Part of the Design.....	526
Finding out a color's RGB or HSL setting.....	527
Employing a company color in a PowerPoint design.....	529
Making Your Company's Fonts Part of the Design.....	530
Designing Your Template.....	531
Creating Slide Layouts for Your Template.....	531
Creating a new slide layout.....	532
Deleting slide layouts.....	533
Including Boilerplate Content in the Slide Design.....	533
Telling Co-Workers How to Use Your Template.....	534
Loading a template on a computer.....	535
Creating a presentation from a template.....	535

Chapter 3: Collaborating with Others on a Presentation 537

Comments for Critiquing Others' Work.....	537
Writing and editing a comment.....	538
Reading and reviewing comments.....	539
Cleaning comments from a presentation.....	539
Sharing Slides in a Slide Library.....	540
Reusing slides from a slide library.....	542

Chapter 4: Linking and Embedding for Compound Presentations . . 543

What Is OLE, Anyway?.....	543
Linking and embedding.....	544
Uses for object linking.....	545
Uses for object embedding.....	546
Pitfalls of object linking and embedding.....	546
Embedding Data from Other Programs on a PowerPoint Slide.....	546
Embedding an object.....	547
Editing an embedded object.....	549
Linking a PowerPoint Slide to a Source File.....	549
Establishing the link.....	550
Updating a link.....	551
Editing data in the source file.....	551
Converting a linked object to an embedded object.....	552

Chapter 5: Automating Tasks with Macros 553

What Is a Macro?.....	553
Displaying the Developer Tab.....	554
Managing the Macro Security Problem.....	554
Running a Macro.....	556
Running a Macro from a Button on the Quick Access Toolbar.....	556
Installing Add-Ins.....	557

Introduction

Only a few years ago, PowerPoint was a novelty. Then, all of a sudden, speakers started giving PowerPoint presentations at conferences and seminars. Audiences welcomed PowerPoint. The slides made presentations more interesting and lively. You could gaze at the slides while you listened to the speaker. Speakers — especially speakers who weren't comfortable talking before an audience — liked PowerPoint, too. PowerPoint took away some of the burdens of public speaking. The program made it easier to speak in front of strangers.

PowerPoint became a staple of conferences, seminars, and corporate boardrooms. Then the novelty wore off, and audiences started grumbling. The presentations were too much alike. You saw bulleted list after bulleted list. Presentations followed the same tired formula — introductory slides followed by “key point” slides following by a tidy conclusion. Writing in the *New Yorker*, Ian Parker declared that PowerPoint is “a social instrument, turning middle managers into bullet-point dandies.” Edward Tufte, professor of information design at Yale University, lamented the program's “charjunk” and “PowerPointPhluff.” In a *Wired* essay called “PowerPoint Is Evil,” he wrote, “PowerPoint style routinely disrupts, dominates, and trivializes content.”

Despite these complaints, speakers have not abandoned PowerPoint, and audiences still welcome it. But expectations have risen. Audiences expect the presenter to use PowerPoint skillfully and creatively. The audience knows when a presenter is just going through the motions and when a presenter is using PowerPoint to explore a subject and show it in a new light.

This book was written with the goal of showing you how to use the PowerPoint software, but also how to use it with skill and imagination. I tell you which buttons to click to complete tasks, but I also show you how PowerPoint can be a means of communicating and connecting with your audience. I show you how to build a persuasive presentation, one that brings the audience around to your side. No matter how much experience you have with PowerPoint, this book will make you a better, more proficient, more confident user of the program.

What's in This Book, Anyway?

This book is jam-packed with how-to's, advice, shortcuts, and tips for getting the most out of PowerPoint. Here's a bare outline of the seven parts of this book:

- ◆ **Book I: Getting Started in PowerPoint:** Explains the PowerPoint interface and how to get around on-screen, as well as basic tasks such as how to create presentations and view presentations in different ways. You can also find advice for formulating and designing presentations.
- ◆ **Book II: Building Your Presentation:** Shows how to create, manipulate, and format slides, as well as how to handle the master slides and master styles that make it possible to format many slides simultaneously. You discover how to design the look of your presentation and enter lists, text, and text boxes.
- ◆ **Book III: Communicating with Tables, Charts, and Diagrams:** Explores the many techniques for creating, designing, and formatting tables, charts, and diagrams.
- ◆ **Book IV: Embellishing Your Slides with Graphics and Shapes:** Demonstrates how to create lines, shapes, text-box shapes, and WordArt images. You also find out how to adorn a presentation with photographs, graphics, and clip-art images.
- ◆ **Book V: Flash and Dash:** Shows how to take advantage of transitions and animations, as well as make video and sound a part of a presentation.
- ◆ **Book VI: Giving a Presentation:** Explores all the different ways to deliver a presentation — in person, as a self-running presentation, as a user-run presentation, and as a video. You find out how to write slide notes and print presentations, as well as deliver them over the Internet and on CDs.
- ◆ **Book VII: PowerPoint for Power Users:** Looks into customizing PowerPoint, designing templates, collaborating with others, linking and embedding, and understanding macros.

What Makes This Book Special

You are holding in your hands a computer book designed to make learning PowerPoint as easy and comfortable as possible. Besides the fact that this book is easy to read, it's different from other books about PowerPoint.

Easy-to-look-up information

This book is a reference, and that means that readers have to be able to find out how to do something quickly. To that end, I have taken great pains to make sure that the material in this book is well organized and easy to find. The descriptive headings help you find information quickly. The bulleted and numbered lists make accomplishing a task simpler. The tables make options easier to understand.

I want you to be able to look down the page and see in a heading or list the name of the topic that concerns you. I want you to be able to find what you need quickly. Compare the table of contents in this book to the book next to it on the bookstore shelf. This book is better organized than the others.

A task-oriented approach

Most computer books describe what the software is, but this book shows you how to use the software. I assume that you came to this book because you want to know how to *do* something — animate a slide, create a chart, design a look for your presentation. You came to the right place. This book shows you how to make PowerPoint work for you.

Meaningful screen shots

The screen shots in this book show only the part of the screen that illustrates what is being explained in the text. When an explanation refers to one part of the screen, only that part of the screen is shown. I took great care to make sure that the screen shots serve to help you understand the PowerPoint features and how they work.

Foolish Assumptions

Please forgive me, but I made some foolish assumptions about you, the reader of this book. I assumed that:

- ◆ You own a copy of PowerPoint 2010, the latest version of PowerPoint, and you have installed it on your computer.
- ◆ You use the Windows operating system. Even if yours is an old version of Windows, all the methods in this book apply.
- ◆ You are kind to foreign tourists and small animals.

Conventions Used in This Book

I want you to understand all the instructions in this book, and in that spirit, I've adopted a few conventions.

Where you see boldface letters or numbers in this book, it means to type the letters or numbers. For example, "Enter **25** in the Percentage text box" means to do exactly that: Enter the number 25.

Sometimes two tabs on the ribbon have the same name. To distinguish tabs with the same name from one another, I sometimes include one tab's "Tools" heading in parentheses if there could be any confusion about which tab I'm referring to. For example, when you see the words "(Table Tools) Design tab," I'm referring to the Design tab for creating tables, not the Design tab for changing a slide's appearance. (Book I, Chapter 3 describes the ribbon and the tabs in detail.)

To show you how to step through command sequences, I use the ⇄ symbol. For example, you can click the File tab and choose Share⇄Create a Video to create a video of a presentation. The ⇄ symbol is just a shorthand method of saying “Choose Share and then choose Create a Video.”

To give most commands, you can press combinations of keys. For example, pressing Ctrl+S saves the file you’re working on. In other words, you can hold down the Ctrl key and press the S key to save a file. Where you see Ctrl+, Alt+, or Shift+ and a key name or key names, press the keys simultaneously.



Yet another way to give a command is to click a button. When I tell you to click a button, you see a small illustration of the button in the margin of this book (unless the button is too large to fit in the margin). The button shown here is the Save button, the one you can click to save a presentation.

Icons Used in This Book

To help you get the most out of this book, I’ve placed icons here and there. Here’s what the icons mean:



Next to the Tip icon, you can find shortcuts and tricks of the trade to make your visit to PowerPoint Land more enjoyable.



Where you see the Warning icon, tread softly and carefully. It means that you are about to do something that you may regret later.



When I explain a juicy fact that bears remembering, I mark it with a Remember icon. When you see this icon, prick up your ears. You will discover something that you need to remember throughout your adventures with PowerPoint.



When I am forced to describe high-tech stuff, a Technical Stuff icon appears in the margin. You don’t have to read what’s beside the Technical Stuff icons if you don’t want to, although these technical descriptions often help you understand how a software feature works.

Good Luck, Reader!

If you have a comment about this book, a question, or a shortcut you would like to share with me, send an e-mail message to me at this address: peterwev@gmail.com. Be advised that I usually can’t answer e-mail right away because I’m too darned busy. I do appreciate comments and questions, however, because they help me pass my dreary days in captivity.

Book I

Getting Started in PowerPoint

The 5th Wave

By Rich Tennant



"You know kids – you can't buy them just any presentation-building software."

Contents at a Glance

Chapter 1: Introducing PowerPoint	7
PowerPoint Slides.....	7
Some PowerPoint Jargon.....	9
PowerPoint as a Communication Tool	9
A Whirlwind Tour of PowerPoint	10
Chapter 2: PowerPoint Nuts and Bolts	15
Starting PowerPoint	15
Creating a New Presentation.....	18
Saving Your Presentation Files	22
Navigating the Save As and Open Dialog Boxes	26
Opening and Closing Presentations	28
Entering the Document Properties.....	30
Shortcut Commands Worth Knowing	31
Chapter 3: Finding Your Way around the PowerPoint Screen	35
A Brief Geography Lesson	35
Knowing Your Way around the PowerPoint Interface.....	37
Zooming In, Zooming Out	44
Getting a Better View of Your Work.....	45
Hiding and Displaying the Slides Pane and Notes Pane	50
Displaying, Hiding, and Reading the Ruler	51
Chapter 4: Planning Ahead for a Solid Presentation	53
Formulating Your Presentation	54
Designing Your Presentation	55
Delivering Your Presentation.....	60

Chapter 1: Introducing PowerPoint

In This Chapter

- ✓ Taking a peek at PowerPoint
- ✓ Understanding PowerPoint jargon
- ✓ Communicating by way of PowerPoint presentations
- ✓ Taking a quick tour of the program

In this short chapter, I take you to the end of a pier, briefly explain what swimming is, and push you in the water. As you thrash about, I tell you what a PowerPoint presentation is and explain some PowerPoint jargon. Then I fish you out of the water and take you on a whirlwind tour of PowerPoint. By the time you finish reading this chapter, you will know what creating a PowerPoint presentation entails.

PowerPoint Slides

Figure 1-1 (top) shows the PowerPoint window. That thing in the middle is a *slide*, PowerPoint's word for an image that you show your audience. Surrounding the slide are many tools for entering text and decorating slides. When the time comes to show your slides, you dispense with the tools and make the slide fill the screen, as shown in Figure 1-1 (bottom). Throughout this book, you will find instructions for making slides and for constructing a *presentation*, the PowerPoint word that describes all the slides, from first to last, that you show to your audience.



Figure 1-1:
The PowerPoint window (top) and a slide as it looks in a presentation (bottom).

Some PowerPoint Jargon

To make PowerPoint do your bidding, you need to know a little jargon:

- ◆ **Presentation:** All the slides, from start to finish, that you show your audience. Sometimes presentations are called “slide shows.” Presentations are saved in presentation files (.pptx files).
- ◆ **Slides:** The images you create with PowerPoint. During a presentation, slides appear on-screen one after the other. Don’t be put off by the word *slide* and dreary memories of sitting through your uncle’s vacation slide-show. You don’t need a slide projector to show these slides. You can now plug a laptop or other computer into special monitors that display PowerPoint slides. (Book II, Chapter 1 describes how to create slides.)
- ◆ **Notes:** Printed pages that you, the speaker, write and print so that you know what to say during a presentation. Only the speaker sees notes. (Book VI, Chapter 2 explains notes.)
- ◆ **Handout:** Printed pages that you may give to the audience after a presentation. A handout shows the slides in the presentation. Handouts are also known by the somewhat derogatory term “leave-behinds.” (Book VI, Chapter 2 explains handouts.)

PowerPoint as a Communication Tool

PowerPoint isn’t just a speaker’s aid, but a means of communicating something to an audience — an idea, a business plan, a marketing strategy. PowerPoint has become so popular in part because it relieves the burden of public speaking. A nervous public speaker (and who isn’t a nervous public speaker?) can avert the attention of the audience to the slides and allow the slides to carry the day. But those slides in and of themselves can be great means of communication. PowerPoint offers numerous ways to communicate with an audience above and beyond what can be said in words:

- ◆ **Colors:** Your color choices set the tone and suggest what you want to convey in your presentation. Book II, Chapter 3 explains how to choose colors; Book VII, Chapter 2 describes how to incorporate a company’s colors (and logo) in a presentation.
- ◆ **Photographs and other images:** A picture, they say, is worth a thousand words. Spare yourself from having to speak thousands of words by including pictures in your presentation. Book IV, Chapters 3 and 4 explain how to grace a slide with pictures and clip-art images.
- ◆ **Tables:** Support your proposal with table data. No one will be able to refute you. Book III, Chapter 1 explains how to create tables.

- ◆ **Charts:** For comparing and presenting data, nothing beats a chart. Book III, Chapter 2 explains charts.
- ◆ **Diagrams:** With diagrams, the audience can literally visualize a relationship, concept, or idea. Book III, Chapter 3 explains how to create diagrams.
- ◆ **Shapes and text-box shapes:** You can use lines, shapes, and text box shapes (shapes with words on them) to illustrate your ideas. Book IV, Chapter 1 shows how to draw lines and shapes.
- ◆ **Sound and video:** Include sound and video to make your presentation a feast for the ears and eyes. Book V explains sound and video.

A Whirlwind Tour of PowerPoint

To help you understand what you're getting into, the rest of this chapter provides a whirlwind tour of PowerPoint. It explains what creating a presentation entails, from inserting the first slide to putting on the finishing touches. Better fasten your safety belt.

Creating the slides

After you create a new presentation, your next task is to insert the slides (see Book II, Chapter 1). As shown in Figure 1-2, PowerPoint offers many preformatted slide layouts. These layouts are available on the New Slide drop-down list, the drop-down list you open when you want to insert a slide. Each layout is designed for presenting information a certain way.

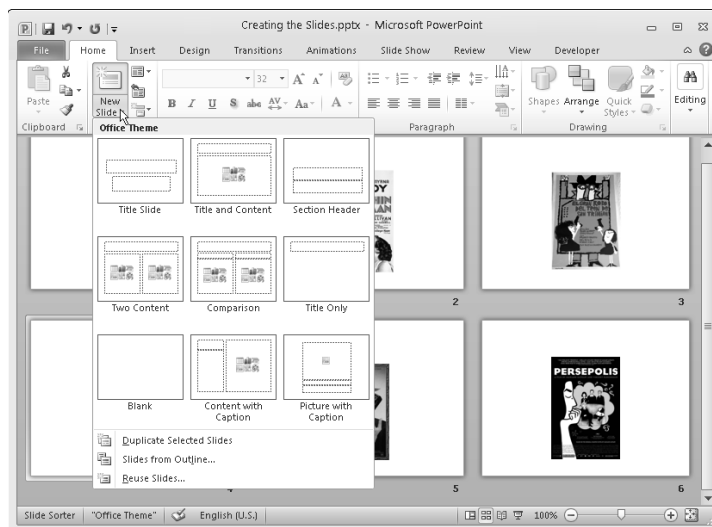


Figure 1-2:
Adding a
new slide in
Slide Sorter
view.