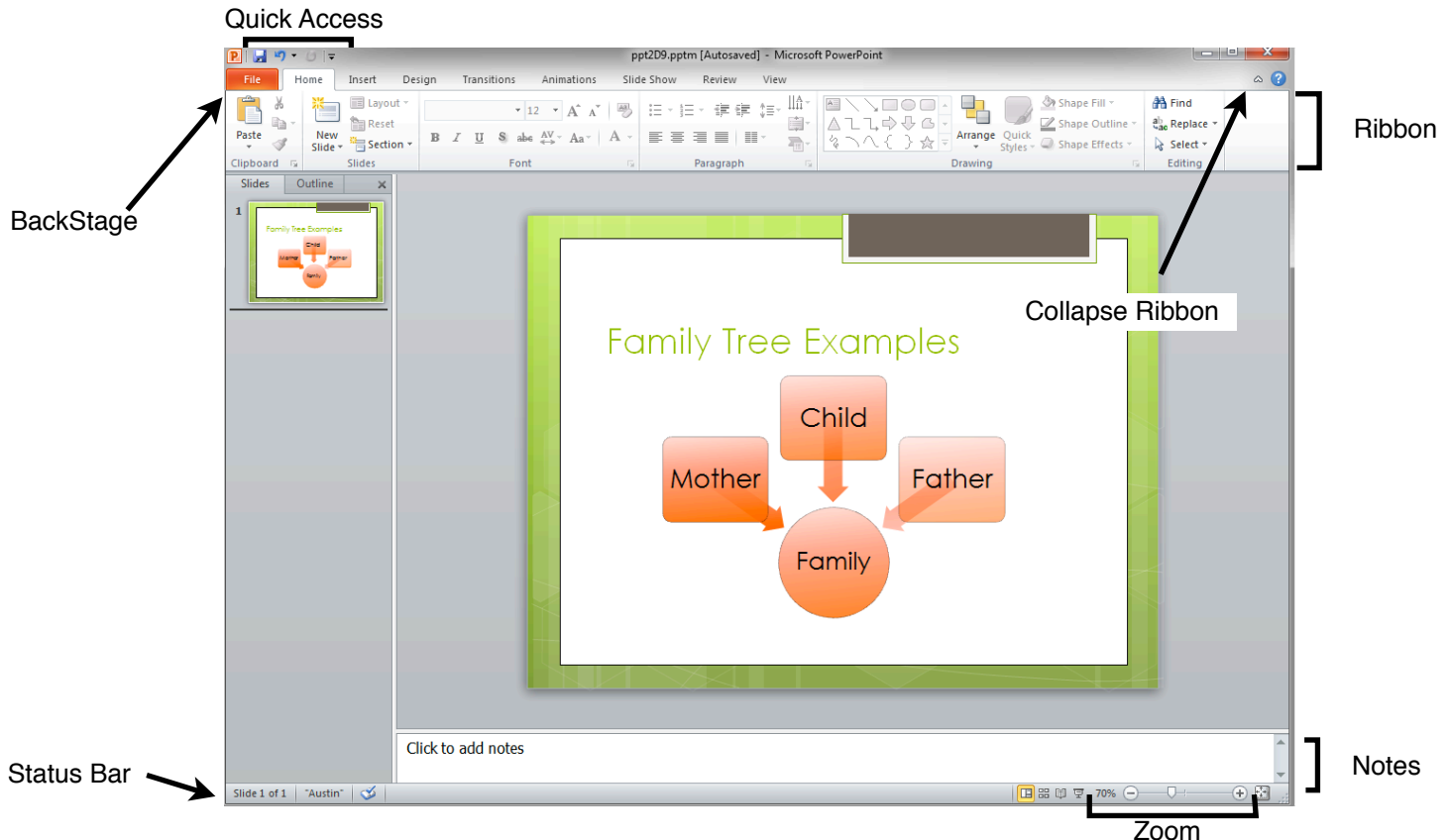




PowerPoint 2010 is part of the Microsoft Office 2010 suite for Windows. A presentation program is a computer software package used to display information, normally in the form of a slide show. It typically includes three major functions: an editor that allows text to be inserted and formatted, a method for inserting and manipulating graphic images and a slide-show system to display the content.



The **Quick Access Toolbar** gives easy access to common commands such as Undo and Save, and saves screen space by integrating it with the title bar. Click the drop-down arrow to choose which commands are visible.

Backstage is a new feature that manages file information and more. New to this version. Print, save, manage versions, and sharing are all accessed here. Backstage is incorporated into the **File** tab. Please see the back of this sheet for more in-depth detail.

The **Ribbon** is the main toolbar of PowerPoint 2010 and returns from the 2007 edition. Each tab contains the majority of commands most useful to work with. Collapse and open the Ribbon by clicking the **Collapse Ribbon** arrow. Unlike previous versions, the items in the Ribbon are now customizable. Please see the back of this sheet for more in-depth detail.

Key in notes for the speaker in the **Speaker's Notes** section. Speaker Notes do not display by default and can be printed out.

With the **Status Bar**, a staple of Windows software, check the current active slide, the theme of the presentation, the other editors of the document, and zoom level.

The **Zoom** function adjusts the size of the view of the page. To adjust the size move the slider right or left.

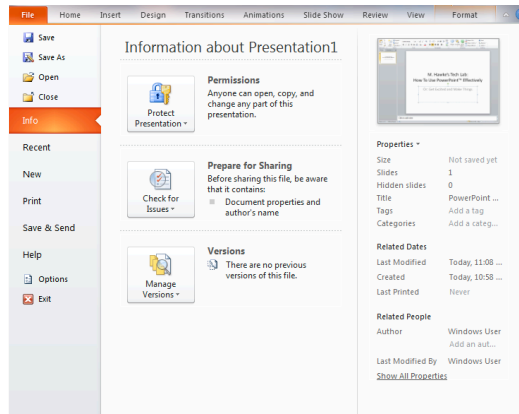
New Features We Like:

- **Customizable Ribbon** allows users to choose what commands and tabs display.
- **Backstage's** control over managing documents more about this above and on the other side of this document.
- **Picture Editing**-New remove background tool and updated filters allows for image editing inside of Word.
- **Screenshot clipping** minimizes the window, and the user can take a screen shot and automatically adds it to your slide.
- **Live Preview** temporarily applies formatting to text to preview it before applying it.
- **Simple photo editing** has the ability to add simple filters and changes without using high-end programs.
- Use **Compatibility Checker** to make sure your files are compatible with older versions of PowerPoint or other programs.

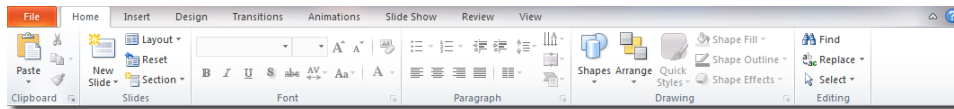


Backstage

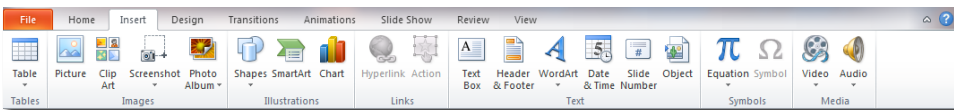
New to Microsoft Office 2010, all the commands commonly used when managing files are together in one central location called Backstage View. Backstage replaces the Office Button from Microsoft Office 2007 and augments the File menu.



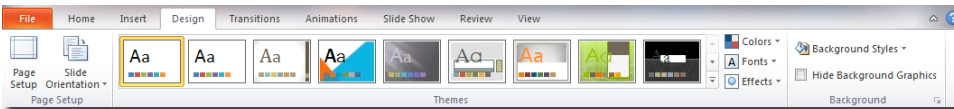
With PowerPoint, the most useful selections are the **Info** section as an overview of your work, including displays of the various properties and metadata of your work, and the **Save & Send** section, for managing distribution of your presentation that includes compatibility checking and online broadcasting.



The **Home** menu contains the tools useful for slide addition, as well as text editing and formatting. Some simple tools for drawing shapes are also present here.

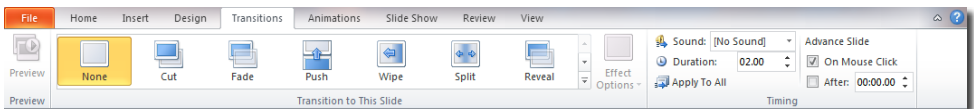


Functions in the **Insert** tab include anything the user would like to place into their presentation. Media like images, audio, video, shapes, equations, and SmartArt.

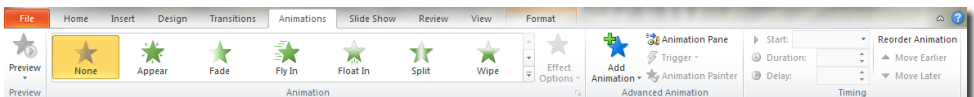


Under the **Design** tab, choose which of the built-in themes for the presentation, or make a new theme to retain formatting throughout the presentation.

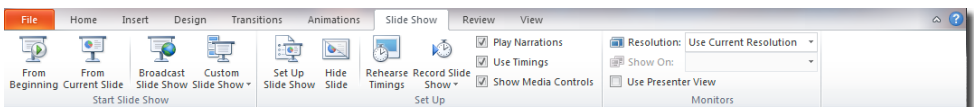
The **Transitions** tab contains the animation options between slides. Add, edit and control transitions here.



The **Animations** tab contains the animations for items on a slide. Add, edit and control animations here.



The **Animations** tab contains the animations for items on a slide. Add, edit and control animations on here.



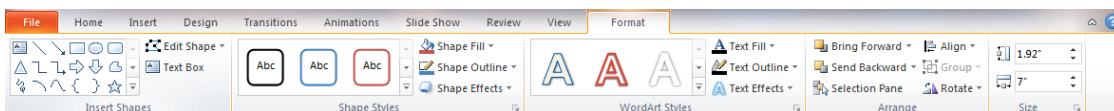
Contextual Tabs

Contextual Tabs appear when certain items are selected. Two common contextual tabs are:

The **Format Picture** tab will appear when a picture is active (Clicked on).

The **Format Text** tab will appear when a text box is active or the cursor is in a text box.

Contextual Tabs have a different Tab and Background color.



Common Shortcut Keys

New Presentation	CTRL+N
New Slide	CTRL+M
Bold Text	CTRL+B
Italicize Text	CTRL+I
Underline Text	CTRL+U
Print	CTRL+P
Save	CTRL+S
Save As	F12
Undo	CTRL+Z
Redo	CTRL+Y
Open File	CTRL+O
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V