Microsoft PowerPoint 2010 Quick Reference Guide

The following instructions are quick references for basic features in Microsoft PowerPoint. Topics include placeholder, design theme, add text, clip art, transition and animation.

I. Window Features

II. Presentation Slides
Slides in a presentation are similar to pages in a word processing document. All slides and graphics are saved in one file (example: keys.xppt).

III. Placeholder
When PowerPoint is launched the Presentation window will appear. This is the work area that contains Placeholders to enter your text and graphics.
### IV. Design Theme
Design templates contain color schemes to replace the original blank slide.

**A. Add Design Theme**
1. Select the **Design** tab.
2. On the Theme group, click on the drop-down arrow next to the last Theme.
3. The All Themes window will appear, and then click on a Theme option of your choice.

### V. Add Text
Placeholders are designated by dotted lines; they appear on a slide as guides, but they will not appear on the finished presentation. In order to add or edit text, click once inside of the Text Placeholder and the insertion point will appear; and then begin to type your text.

### VI. New Slide
A slide layout defines the placement of text, pictures, tables, and graphs.

**A. Add Slide**
1. Click on the **Home** tab.
2. Click on the New Slide drop-down arrow, located in the Slide group.
3. The Office Theme panel will appear with multiple slide layouts, and then click on your desired slide layout.

### VII. Clip Art
Clip Art is any type of computerized images such as artwork and photos.

**A. Add Clip Art**
1. Click on the Clip Art button in the Illustration box, located in the Placeholder.
2. The Clip Art panel will appear on the right-hand side of the window.
3. In the Search for box, type your desired image type, and then click on the Go button.
4. A variety of Clip Art images associated with your search will appear, and then click on your desired image.

### VIII. Transition and Animation
PowerPoint allows you to apply special effects by using slide transition and text/graphical animation.

**A. Add Slide Transition**
1. Click on the **Transition** tab.
2. Click on the drop-down arrow located in the Transition to This Slide group.
3. Several transition categories will appear, and then select your desired transition effect.

**B. Add Text Animation**
1. Click inside the Text Placeholder, and select your text.
2. Click on the Animation tab, and then click on the drop-down arrow located in the Animation group.
3. Several animations categories will appear, and then select your desired animation.

### IX. Slide Show
Once you are finished adding text, graphics, and formatting to a presentation, then you can run the Slide Show.

**A. Display Presentation**
1. Click on the Slide Show tab.
2. Click on the From Beginning button.
3. The Slide Show will begin.
4. To advance to the next slide press the enter key.

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