



Microsoft® Office

PowerPoint

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Program

Fundamentals

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Microsoft PowerPoint is a presentation program that helps you transform your ideas into professional, convincing presentations. Whether you're delivering annual sales statistics to a large audience or creating a personal slide show of your recent trip abroad, PowerPoint has all the tools you need to get your message across.

If you're moving from PowerPoint 2003 or earlier to PowerPoint 2010, you'll see that PowerPoint has undergone a major redesign. You'll still be familiar with much of the program's functionality, but you'll notice a completely new user interface and many new features that have been added to make using PowerPoint more efficient.

This chapter is an introduction to working with PowerPoint. You'll learn about the main parts of the program screen, how to give commands, use help, and about new features in PowerPoint 2010.

Starting PowerPoint 2010

In order to use a program, you must start—or launch—it first.

Windows Vista and Windows 7

1. Click the **Start** button. The Start menu appears.

2. Click **All Programs**.

The left pane of the Start menu displays the programs and menus installed on your computer.

3. Click **Microsoft Office**.

4. Select **Microsoft PowerPoint 2010**.

The PowerPoint 2010 program screen appears.

Other Ways to Launch a Program:

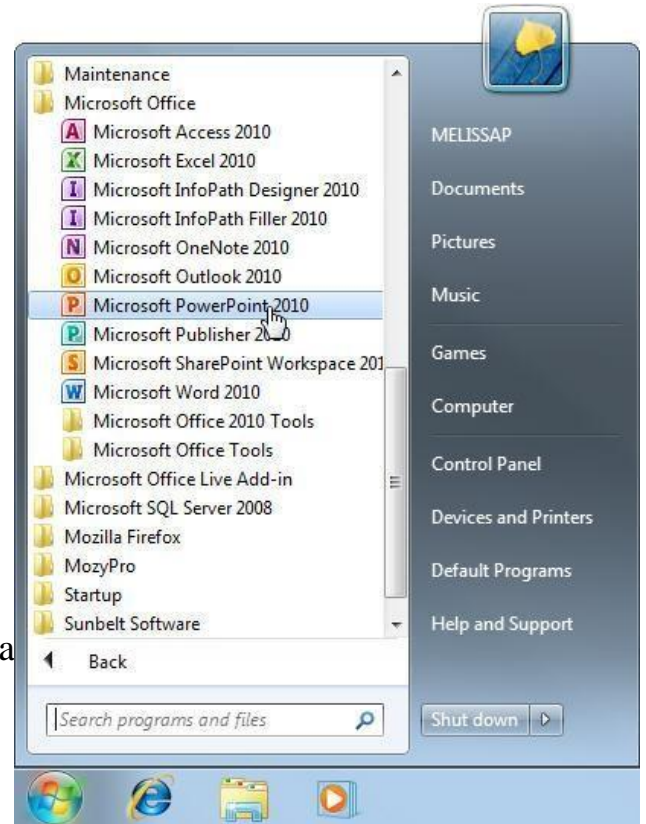
Click the **Start** button and type the program name in the Search box. Click the program in the search results to launch it.

✓ Tips

✓ If you use PowerPoint 2010 frequently, you might consider pinning it to the Start menu. To do this, right-click **Microsoft**

PowerPoint 2010 in the All Programs menu and select **Pin to Start Menu**.

Windows 7 users can also pin a program to the taskbar. To do this, right-click the **PowerPoint** button in the taskbar and select **Pin this**



program to taskbar from the

Exercise

- **Exercise File:** None required.
- **Exercise:** Start the Microsoft Office PowerPoint 2010 program.

Figure 1-1: The All Programs menu in Windows 7.

What's New in PowerPoint 2010

PowerPoint 2010 is very different from previous versions. The table below gives you an overview of what to expect.

Exercise

- **Exercise File:** None required.
- **Exercise:** Review the new features in Microsoft Office PowerPoint 2010.

Table 1-1: What's New in PowerPoint 2010

Improved Ribbon	The Ribbon makes all the commands needed to work with a program readily available. The Ribbon was introduced in PowerPoint 2007, but has been improved in PowerPoint 2010: now you can create your own tabs and groups for the Ribbon. You can also rename or change the order of default tabs and groups.
Backstage View	Backstage view is where you open, save, print, share, and manage your files and program options. To access Backstage view, click the File tab on the Ribbon.
Presentation Management	Three new tools help you manage, protect, and share your presentations: Recover previous versions lets you revert to an earlier version of your presentation. Protected view helps protect your computer from online attacks when opening files from the Internet. Trusted documents remembers which files you trust so you aren't prompted each time the file is opened.
Paste with Live Preview	Allows you to preview how pasted content will look with various paste options before you paste it.
More Themes and Styles	Predefined styles and themes let you change the overall look and feel of a presentation in just a few clicks. Now Office 2010 has even more themes you can apply to your documents.
Improved Picture-Editing Tools	There are many new ways to edit pictures and images in your presentations. Insert screenshots: You can take a screenshot or screen clipping and add it to your presentations. Improved SmartArt: Now you can add SmartArt that uses photographs. Other tools: New picture editing tools let you refine the brightness, contrast, or sharpness of a picture; add artistic effects; and control cropping and compression.
Accessibility Checker	The Accessibility Checker lets you find and fix issues that can make it difficult for people with disabilities to read or interact with your presentation.
Language Tools	Improved language tools let multilingual users set preferences for language settings in Office 2010.
Organize Presentations	Organize slides into sections for simplified editing and navigation.

Insert Equations PowerPoint 2010's built-in Equation Tools make it easier to write and edit equations in your slides.

Improved Transition and Animation Tools The ability to apply and edit transition and animation effects has greatly improved in the new edition of PowerPoint. Besides the addition of great new effects, animations and transitions now each have a dedicated tab on the Ribbon. You can also apply copied animation effects with the use of the new **Animation Painter** tool.

New Audio and Video Tools There are some great new features for using audio and video clips in your presentations. All audio and video clips are automatically embedded in the file so you no longer have to manage multiple files. You can now insert Web videos directly into your presentation so you no longer having to leave the presentation to play Web-based videos. New editing tools allow you to trim the length of clips, fade in and out, and use bookmarks to navigate clips or trigger animation effects.

Media File Size Management Inserting audio, video, and images into your presentation can make the file size unruly. The **Compress Media** tool allows you to reduce the size of the media files to make sharing easier.

Broadcasting Presentations Have an off-site audience with whom you want to share your presentation? All they need is a Web browser. You can now broadcast your presentation over the Internet using the PowerPoint Broadcast Service through Windows Live, or another service.

Sharing Presentations Share presentations via e-mail in several different file formats, including video.

Collaboration Tools If you have a SharePoint 2010 server, you can save your presentation to a shared space where several users can work on a presentation simultaneously. If that isn't an option, you can use the new **Compare** command to compare and merge different versions of the same presentation.

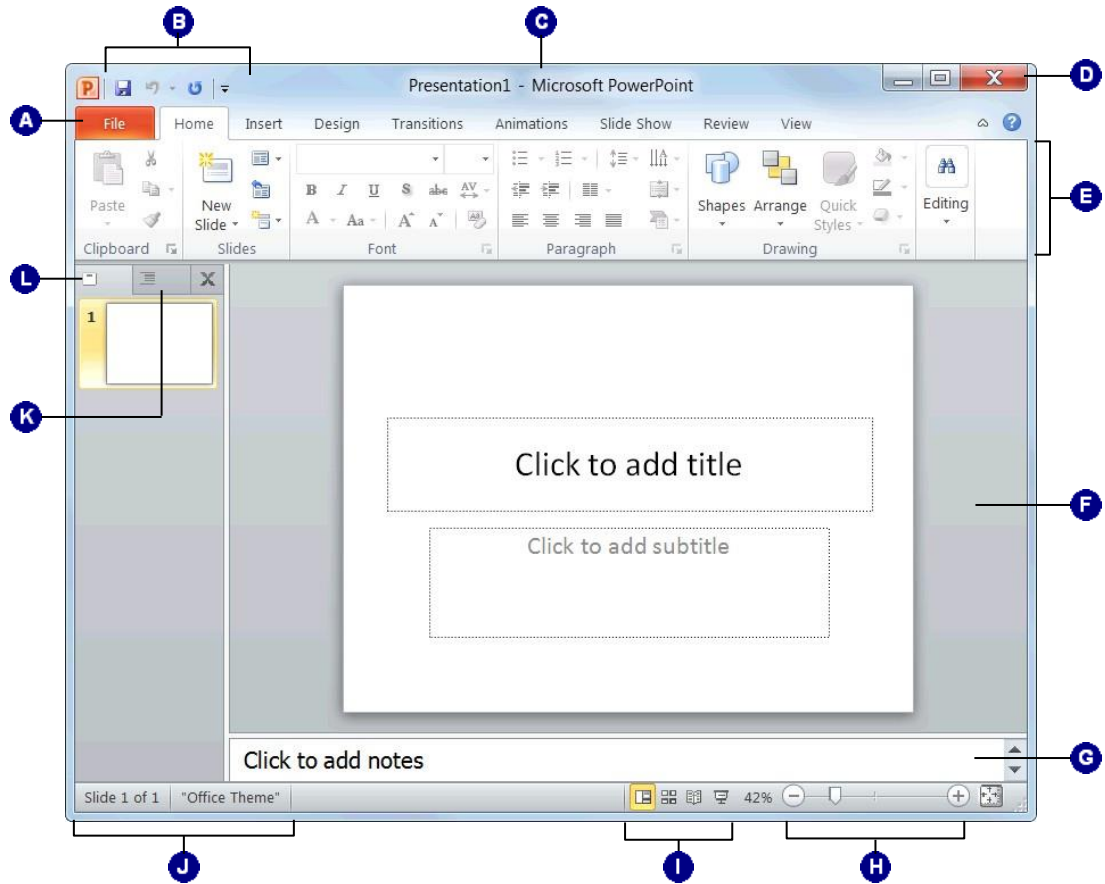
Laser Pointer Tool With a simple keystroke combination, you can turn your mouse pointer into a laser pointer.

Understanding the PowerPoint Program Screen

The PowerPoint 2010 program screen may seem confusing and overwhelming at first. This lesson will help you become familiar with the PowerPoint 2010 program screen as well as the new user interface.

Exercise Notes

- **Exercise File:** None required.
- **Exercise:** Understand and experiment with the different parts of the Microsoft Office PowerPoint 2010 screen.



<p>A</p>	<p>File tab: Contains basic file management commands—such as New, Open, Save, and Close—and program options.</p>	<p>G</p>	<p>Notes pane: Type any notes you want to use during a presentation here.</p>
<p>B</p>	<p>Quick Access Toolbar: Contains common commands such as Save and Undo. You can add more commands as well.</p>	<p>H</p>	<p>Zoom slider: Click and drag the slider to zoom in or out of a window. You can also use the + and – buttons.</p>

C	<p>Title bar: Displays the name of the presentation you are working on and the name of the program you are using.</p>	I	<p>View buttons: Use these buttons to quickly switch between Normal, Slide Sorter, Reading and Slide Show views.</p>
D	<p>Close button: Click the close button in the Title bar to close the current presentation or to exit the PowerPoint program entirely.</p>	J	<p>Status bar: Displays messages and feedback on the current state of PowerPoint. Right-click the status bar to configure it.</p>
E	<p>Ribbon: The tabs and groups on the Ribbon replace the menus and toolbars found in previous versions of PowerPoint.</p>	K	<p>Outline tab: Focuses on the content of your presentation rather than its appearance. Use the Outline tab when you want to add large amounts of text to a presentation.</p>
F	<p>Slide pane: Displays the slide you are currently working on.</p>	L	<p>Slides tab: Contains a thumbnail image of every slide in the presentation. Click a thumbnail to jump to that slide.</p>

Giving Commands

PowerPoint 2010 provides easy access to commands through the Ribbon. The Ribbon keeps commands visible while you work instead of hiding them under menus or toolbars.

Ribbon

The Ribbon is made up of three basic components: tabs, groups, and buttons. It is the primary way to give commands in PowerPoint.

Tabs: Commands are organized into *tabs* on the Ribbon. Each tab contains a different set of commands. There are different types of tabs:

- **Command tabs:** These tabs appear by default whenever you open the PowerPoint program. In PowerPoint 2010, the Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View tabs appear by default.
- **Contextual tabs:** Contextual tabs appear whenever you perform a specific task, or when a specific object is selected. The tabs offer commands relative to only that object or task. For example, whenever you select an image, the Picture Tools tab appears on the Ribbon.

Groups: The commands found on each tab are organized into *groups* of related commands. For example, the Font group contains commands used for formatting fonts. Click the **Dialog Box Launcher** (☰) in the bottom-right corner of a group to display even more commands. Some

Exercise

- **Exercise File:** None required.
- **Exercise:** Click each tab on the Ribbon to view its commands.

Click the File tab to view Backstage view.

groups also contain galleries that display several formatting options.

- ❗ **Trap:** Based on the size of the program window, PowerPoint changes the appearance and layout of the commands within the groups.

Buttons: One way to issue a command is by clicking its *button* on the Ribbon. Buttons are the smallest element of the Ribbon. Click a button to give a command.

✔ Tips

- ✔ You can hide the Ribbon so that only tab names appear, giving you more room in the program window. To do this, double-click the currently displayed command tab. Or, right-click a Ribbon tab and select **Minimize Ribbon** from the contextual menu. To display the Ribbon again, click any tab.

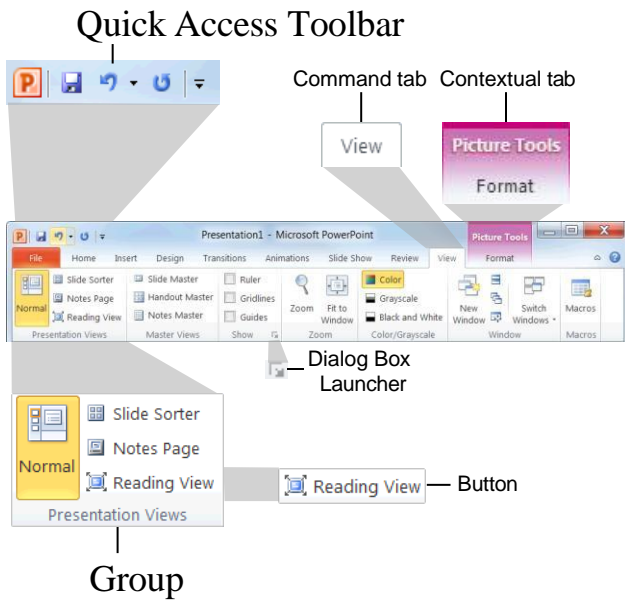
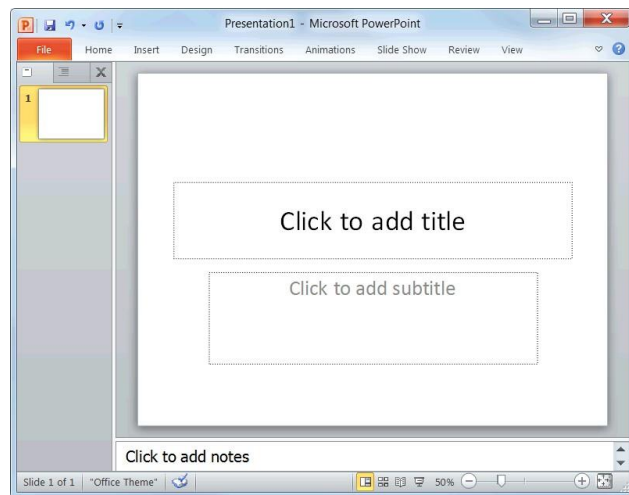


Figure 1-2: Elements of the Ribbon.

Figure 1-3: Hiding the Ribbon gives you more room in the program window.



File tab

The *File tab* appears in the upper-left corner of the program window. When clicked, it opens *Backstage view*, which is where you find commands for basic file management, including *New*, which creates a new file; *Open*, which opens an existing file; *Save*, which saves the currently opened file; and *Close*, which closes the currently opened file. This is also where you find commands for controlling program options and sharing.

✔ Tips

- ✓ The File tab replaces the File menu and Office Button found in previous versions of PowerPoint.

Quick Access Toolbar

The *Quick Access Toolbar* appears above the File tab and provides easy access to the commands you use most frequently. By default, the *Save*, *Undo* and *Redo* buttons appear on the toolbar; however, you can customize this toolbar to meet your needs by adding or removing buttons.

Save

Undo

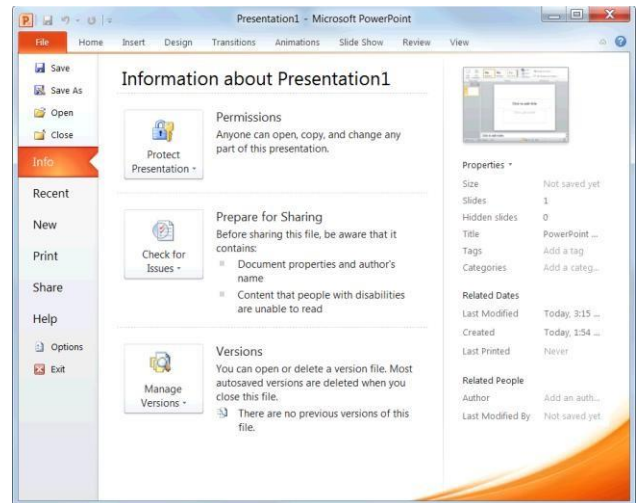
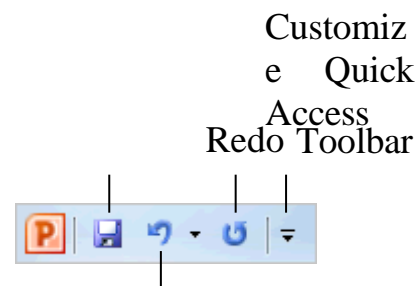


Figure 1-4: The Info tab in Backstage view.

Figure 1-5: The Quick Access Toolbar.

Using Command Shortcuts

Command shortcuts provide other ways to give commands in PowerPoint. Shortcuts can be a time-saving and efficient alternative to the Ribbon. Use shortcuts for the commands you use most frequently.

Keystroke shortcuts

Without a doubt, *keystroke shortcuts* are the fastest way to give commands in PowerPoint. They're especially great for issuing common commands, such as saving a presentation.

In order to issue a command using a keystroke shortcut, you simply press a combination of keys on your keyboard. For example, rather than clicking the Copy button on the Ribbon to copy a cell, you could press and hold the copy keystroke shortcut, <Ctrl> + <C>.

Contextual menus

A *contextual menu* displays a list of commands related to a specific object or area. To open a contextual menu:

1. Right-click an object or area of the slide or program screen.

A contextual menu appears, displaying commands that are relevant to the object or area that you right-clicked.

2. Select an option from the contextual menu, or click anywhere outside the contextual menu to close it without selecting anything.

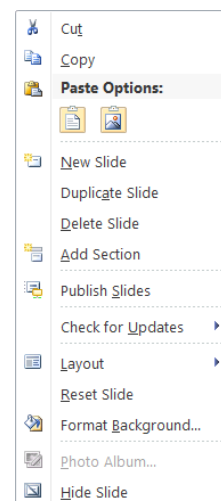
Exercise

- **Exercise File:** None required.
- **Exercise:** Memorize some common keystroke shortcuts.

Open a contextual menu in the main part of the program window.

Table 1-2: Common Keystroke Shortcuts

<Ctrl> + <O>	Opens a presentation.
<Ctrl> + <N>	Creates a new presentation.
<Ctrl> + <S>	Saves the current presentation.
<Ctrl> + <P>	Prints the presentation.
<Ctrl> + 	Toggles bold font formatting.
<Ctrl> + <I>	Toggles italic font formatting.
<Ctrl> + <C>	Copies the selected text or object.
<Ctrl> + <X>	Cuts the selected text or object.
<Ctrl> + <V>	Pastes the selected text or object.
<Ctrl> + <Home>	Moves to the first slide in the presentation.
<Ctrl> + <End>	Moves to the last slide in the presentation.



Mini Toolbar

The *Mini Toolbar* appears when you select text or right-click an object, and contains common text or object formatting commands.

1. Select text or right-click an object.

The Mini Toolbar appears above the text or object you selected.

❗ **Trap:** Sometimes the Mini Toolbar can be hard to see due to its transparency. To make the Mini Toolbar more visible, point to it.

✅ **Tip:** To close the Mini Toolbar while text is still selected, press **<Esc>**.

2. Click a button on the Mini Toolbar. The command is given in PowerPoint.

Figure 1-6: A contextual menu.



Figure 1-7: The Mini Toolbar.

✔ Tips

- ✓ If you don't want the Mini Toolbar to appear every time you select text, click the **File** tab and click **Options**. Click the **General** category, uncheck the **Show Mini Toolbar on selection** check box, and click **OK**.
- ✓ A larger version of the Mini Toolbar and a contextual menu appear when you right-click an object or area of the slide window.

Key Tips

Key Tips appear whenever you press the <Alt> key. You can use Key Tips to perform just about any action in PowerPoint, without ever having to use the mouse.

To issue a command using a Key Tip, first press the <Alt> key. Tiny letters and numbers, called *badges*, appear on the Quick Access Toolbar, and all of the tabs on the Ribbon. Depending on the tab or command you want to select, press the letter or number key indicated on the badge. Repeat this step as necessary until the desired command has been issued.

Key Tip badge

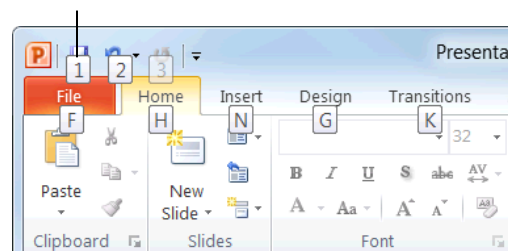


Figure 1-8: Press the <Alt> key to display Key Tips.

Creating a New Presentation

Creating a new presentation is one of the most basic commands you need to know in PowerPoint. You can create a blank new presentation, such as the one that appears when you open PowerPoint, or you can create a new presentation based on a template.

Create a new blank presentation

1. Click the **File** tab on the Ribbon and select **New**.

The New tab of Backstage view appears. By default, the Blank presentation option is already selected.

2. Make sure the **Blank presentation** option is selected and click **Create**.

The new blank presentation appears in the PowerPoint application screen.

- **Other Ways to Create a Blank Presentation:** Press **<Ctrl> + <N>**. Or, double-click the **Blank presentation** option in Backstage view.

Create a presentation from a template

1. Click the **File** tab on the Ribbon and select **New**.

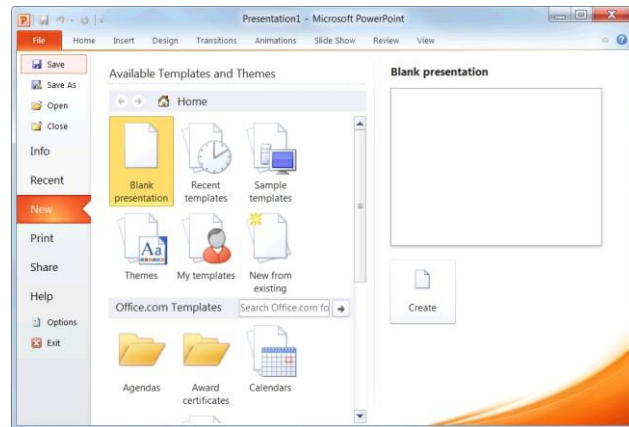
The New tab of Backstage view appears. There are several ways to create a new presentation from a template.

- **Recent templates:** Select a template in the Recently Used Templates area and click **Create**.
- **Sample templates:** Click this

Exercise

- **Exercise File:** None required.
- **Exercise:** Create a new blank presentation.

Create a new presentation from a Microsoft Office Online template.



category to view templates that are already installed on your computer. Select the template you want to use and click **Create**.

- **Themes:** Click **Themes** to open a gallery of presentation themes. Select a theme you want to use for your presentation and click **Create**.
- **My templates:** Select **My templates** to open a dialog box that displays templates you have created and saved on your computer.
- **New from existing:** Select **New from existing**

to open a dialog box that allows you to browse for a presentation on your computer that you want to base a new presentation on. This is like creating a copy of an existing file.

- **Office.com Templates:** Click a category to view templates that you can download from Office Online. Find the template you want to use and click **Download**.

Figure 1-9: The New tab of Backstage view.

Opening a Presentation

Opening a presentation lets you use a presentation that you or someone else has previously created and then saved. This lesson explains how to do this.

Open a presentation

You can locate presentation on your computer and simply double-click it to open it, but you can also open a presentation from within the PowerPoint program.

1. Click the **File** tab and select **Open**.

The Open dialog box appears. Next, you have to tell PowerPoint where the file you want to open is located.

Other Ways to Open a Presentation:

Press **<Ctrl> + <O>**.

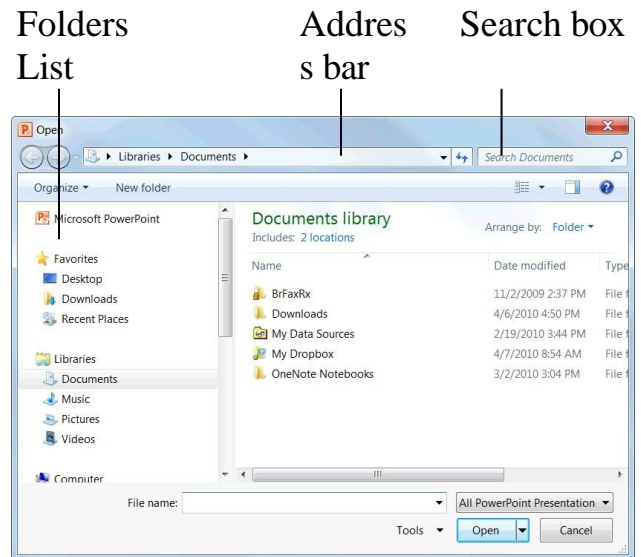
2. Navigate to the location of the saved file.

The Open dialog box has several controls that make it easy to navigate to locations and find files on your computer:

- **Address bar:** Click a location in the Address bar to open it. Click the arrow to the right of a location to view a list of folders within that location. Select a folder from the list to open it.
- **Folders List:** Shortcuts to common locations on your computer, such as

Exercise

- **Exercise File:** Marketing Strategy.pptx
- **Exercise:** Open a presentation.



the Desktop and Documents library.

- **Search box:** This searches the contents— including subfolders— of that window for the text that you type. If a file’s name, file content, tags, or other file properties match the searched text, it will appear in the search results. Search results appear as you enter text in the search box.

3. Select a file and click **Open**.

PowerPoint displays the file in the window.

✔ **Tips**

- ✓ To open a presentation that has been used recently, click the **File** tab, click **Recent**, and select a presentation from the Recent Presentations list.
- ✓ You can pin a presentation to the Recent Presentations list so that it is always available there. Click the **Pin this document to the Recent Documents list** button next to the presentation that you want to always be available. Click it again to remove the presentation from the Recent Presentations list.

Figure 1-10: The Open dialog box. To open a file, you must first navigate to the folder where it is saved. Most new files are saved in the Documents folder by default.

Previewing and Printing a Presentation

Once you have created a presentation, and your computer is connected to a printer, you can print a copy. Before you do this, it's a good idea to preview how it's going to look.

1. Click the **File** tab and select **Print**.

Notice that the print settings and a preview of the document appear together, with print settings on the left and a preview on the right.

✔ **Tip:** Use the scroll bar or the page navigation controls below the preview to view other pages in the document.

🔗 **Other Ways to Preview and Print:**
Press **<Ctrl> + <P>**.

After previewing the document, you can specify printing options, such as which pages or the number of copies to print.

2. Specify printing options and click the **Print** button. The document is sent to the printer.

Exercise Notes

- **Exercise File:** Marketing Strategy.pptx
- **Exercise:** Preview and print the presentation.

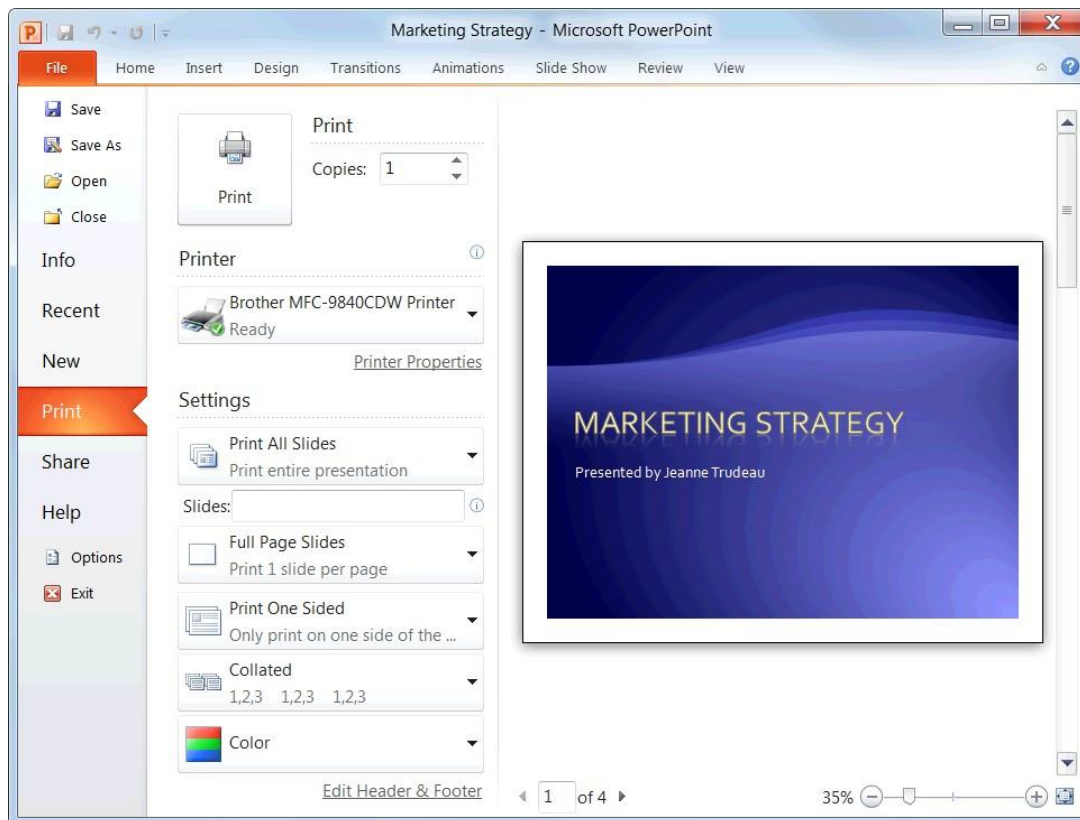


Figure 1-11: The Print settings and Print Preview as shown in Backstage view. Use the print settings in the left column to control how the document is printed. Use the print preview area in the right column to preview how the document will look when printed.

Saving a Presentation

After you've created a presentation, you need to save it if you want to use it again. Also, if you make changes to a presentation you'll want to save it. You can even save a copy of an existing presentation with a new name, to a different location, or using a different file type.

Save a new presentation

1. Click the **Save** button on the Quick Access Toolbar. The Save As dialog box appears.

- **Other Ways to Save:**
Press **<Ctrl> + <S>**. Or, click the **File** tab and select **Save**.

2. Specify the drive and/or folder where you want to save your presentation.

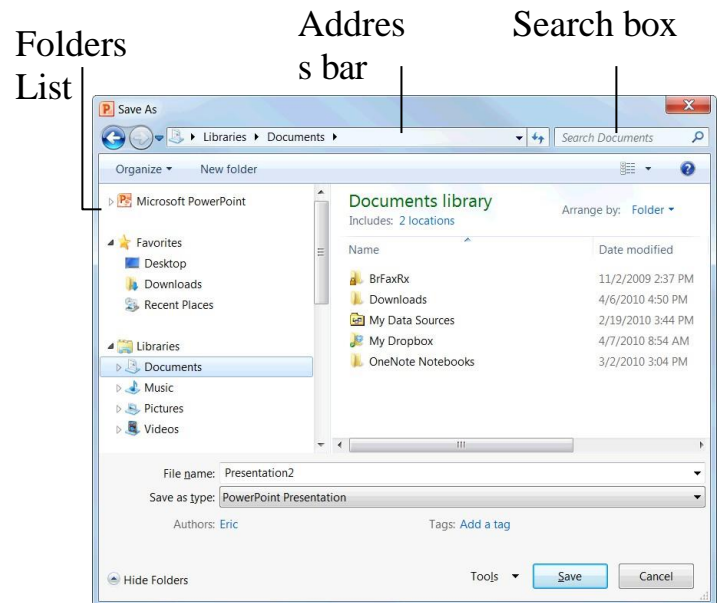
The Save As dialog box has several controls that make it easy to navigate to locations on your computer:

- **Address bar:** Click a location in the Address bar to open it. Click the arrow to the right of a location to view a list of folders within that location. Select a folder from the list to open it.
- **Folders List:** Shortcuts to common locations on your computer, such as the Desktop and Documents library.
- **Search box:** This searches the

Exercise Notes

- **Exercise File:** None required.
- **Exercise:** Create a new presentation and save it with the file name "Saved Presentation".

Type a title on the first slide and save the presentation with a new name: "Updated Presentation".



PowerPoint 2010.
contents—including subfolders—of that window for the text that you type. If a file's name, file content, tags, or other file properties match the searched text, it will appear in the search results. Search results appear as you enter text in the search box.

3. Enter the file name in the File name text box.
4. Click **Save**

Figure 1-12: The Save As dialog box. The Documents library is the default location for saving, but you can change the save location as necessary.

Save presentation changes

Once you make changes to a presentation you've saved before, you need to save it again.

1. Click the **Save** button on the Quick Access Toolbar.

Any changes you have made to the presentation are saved.

Other Ways to Save:

Press **<Ctrl> + <S>**. Or, click the **File** tab and select **Save**.

Save a presentation under a different name and/or location

You can save another copy of a saved document using a new name or in a new location.

1. Click the **File** tab and

select **Save As**. The Save

As dialog box appears.

2. Enter a different name for the file in the File name text box

Navigate to a new location to save the file as necessary.

3. Click **Save**.

Save a presentation as a different file type

Just as some people can speak several languages, PowerPoint can read and write in other file formats, making it easier to share information between programs.

Table 1-3: Common Presentation File Formats

File Type	Description
PowerPoint Presentation (.pptx)	The default format for PowerPoint 2010 presentations.
PowerPoint Macro-Enabled Presentation (.pptm)	This file format supports macros in PowerPoint 2010.
PowerPoint 97-2003 Presentation (.ppt)	Presentations in this format can be used by all versions of PowerPoint.
PDF (.pdf)	Use this format for files you want to share, but do not want to be changed.
PowerPoint Show (.pps, .ppsx)	Presentations saved in this format will always open in Slide Show view instead of Normal view.
Windows Media Video (.wmv)	The format for presentations that are saved as videos.

1. Click the **File** tab and select **Save As**. The Save As dialog box appears.
2. Click the **Save as type** list arrow and select a file format.
3. Click **Save**.

Closing a Presentation

When you're done working on a presentation, you need to close it.

1. Click the **File** tab and select **Close**.

The presentation closes. You can access the file again by opening it later.

Other Ways to Close a Presentation:

Press **<Ctrl> + <W>**. Or, click the **Close** button in the upper right corner of the PowerPoint window.

- ✔ **Tip:** If you have multiple presentations open, clicking the active presentation's **Close** button only closes that one presentation. The other presentations remain open in their windows until you click their close buttons as well.
- ⓘ **Trap:** The Close button located in the title bar closes only the active presentation if there is more than presentation open. However, if there is only one presentation open, it closes the presentation *and* causes you to exit the PowerPoint program entirely.

Exercise Notes

- **Exercise File:** Any open presentation.
- **Exercise:** Close all open presentations.

Close the PowerPoint

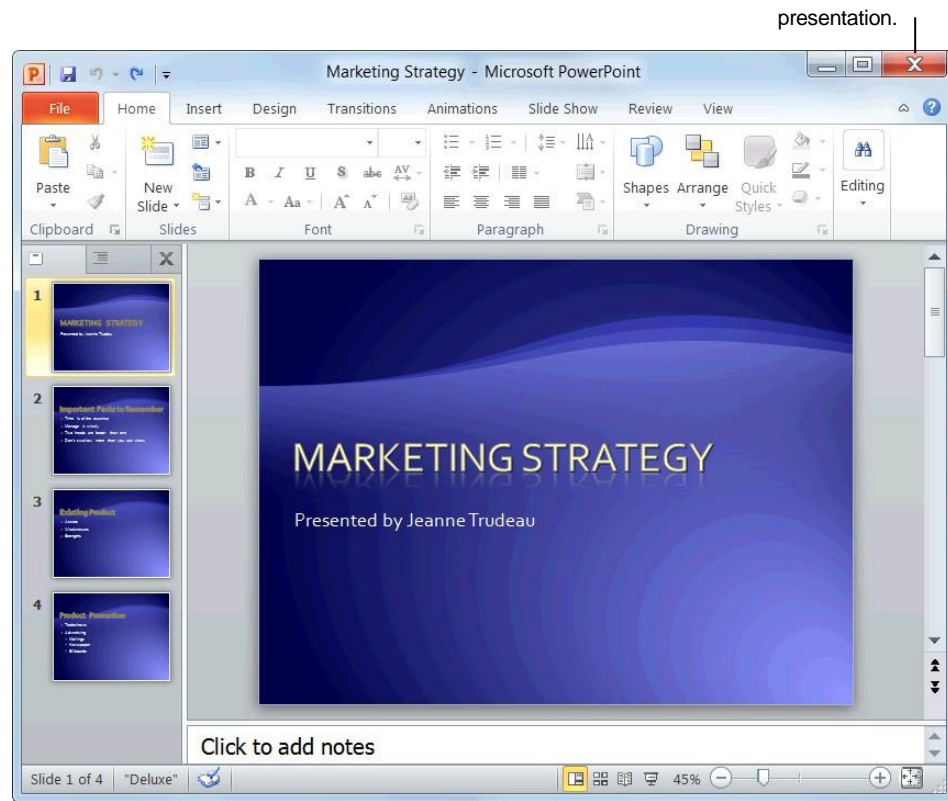


Figure 1-13: Closing a presentation.

Using Help

When you don't know how to do something in PowerPoint 2010, look up your question in the PowerPoint Help files. The PowerPoint Help files can answer your questions, offer tips, and provide help for all of PowerPoint's features.

Browse help topic categories.

Search for help

1. Click the **Microsoft PowerPoint Help** button (🔍) on the Ribbon.

The PowerPoint Help window appears.

🔍 Other Ways to Open the Help window:

Press <F1>.

2. Type what you want to search for in the "Type words to search for" box and press <Enter>.

A list of help topics appears.

3. Click the topic that best matches what you're looking for.

PowerPoint displays information regarding the selected topic.

Browse for help

1. Click the **Microsoft PowerPoint Help** button (🔍) on the Ribbon.

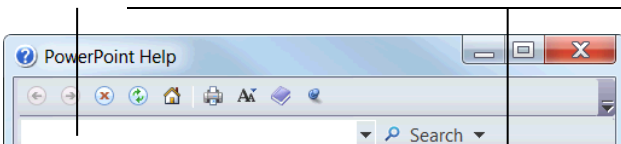
The PowerPoint Help window appears.

2. Click the category that you want to browse. The topics within the selected category appear.

Enter search keywords here.

📖 Exercise

- **Exercise File:** None required.
- **Exercise:** Search the term "formulas". Browse topics in the "Formulas" category of Help.



3. Click the topic that best matches what you're looking for.

PowerPoint displays information regarding the selected topic.

Choose the Help source

If you are connected to the Internet, PowerPoint 2010 retrieves help from the Office Online database by default. You can easily change this to meet your needs.

1. Click the **Search** button list arrow in the PowerPoint Help window.

A list of help sources appears.

Figure 1-14: The PowerPoint Help window.










2. Select an option from the list.

Now you can search from that source.

✔ Tips

- ✔ Office 2010 offers enhanced ScreenTips for many buttons on the Ribbon. You can use these ScreenTips to learn more about what a button does and, where available, view a keystroke shortcut for the command. If you see the message “Press F1 for more help”, press <F1> to get more information relative to that command.
- ✔ When you are working in a dialog box, click the **Help** button (🔗) in the upper right-hand corner to get help regarding the commands in the dialog box.

Table 1-4: Help buttons

	Back	Return to the previous help topic.
	Forward	Return to move forward to the next help topic after clicking Back.
	Stop	Stop the transfer of information from the online Help database.
	Refresh	Refresh the page to correct page layout or get the latest data.
	Home	Click here to return to the Help home page.
	Print	Click here to print the current help topic.
	Change Font Size	Click here to change the size of the text in the Help window.
	Show Table of Contents	Click here to browse for help using the Table of Contents.
	Keep On Top	Click here to layer the Help window so that it appears behind all other Microsoft Office programs.

Exiting PowerPoint

When you're finished using PowerPoint 2010 you should exit it. *Exiting* a program closes until you need to use it again.

Exercise

- **Exercise File:** None required.
- **Exercise:** Exit the Microsoft Office PowerPoint 2010 program.

1. Click the **File** tab.
2. Click the **Exit** button.

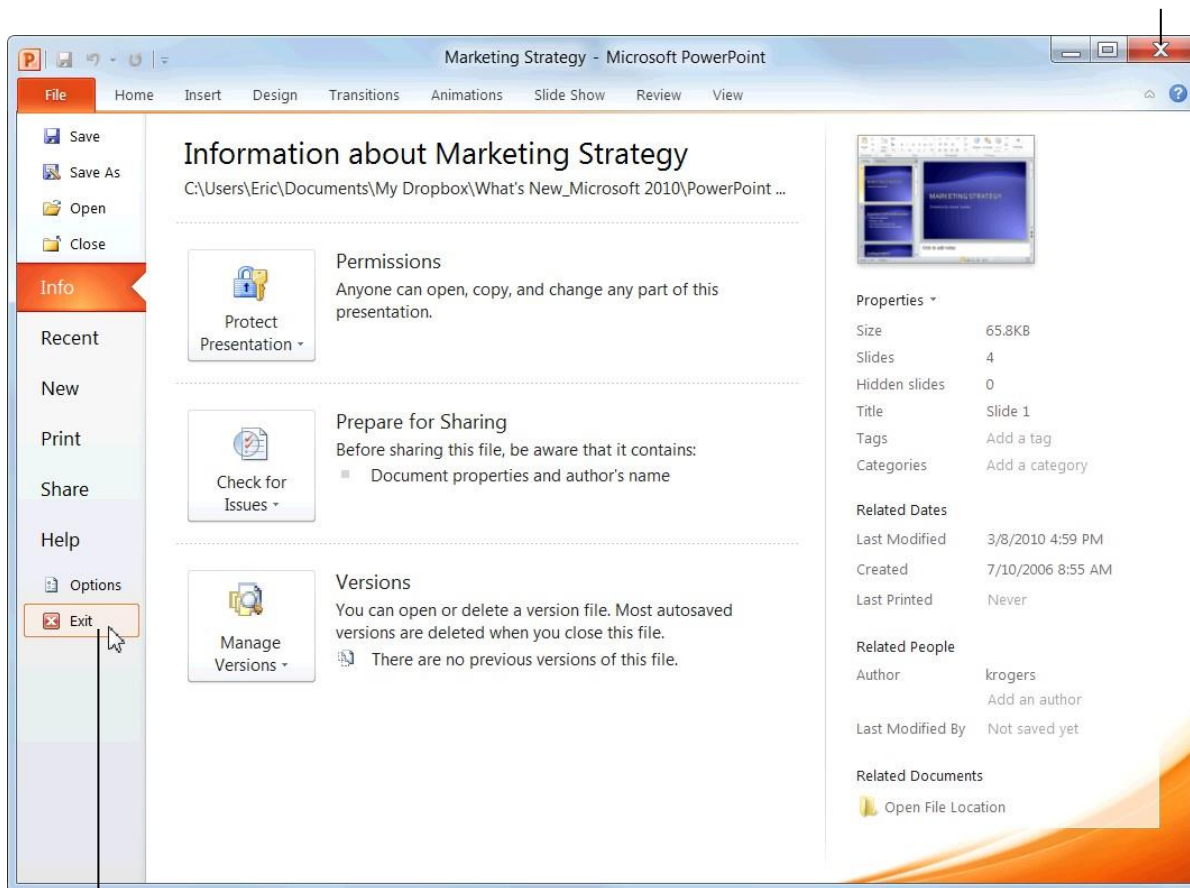
The PowerPoint program window closes.

Other Ways to Exit PowerPoint:

If there is only one PowerPoint program window open, click the **Close** button in the title bar. Or, right-click the **PowerPoint** button on the taskbar and select **Close window** from the Jump List.

Tips

- ✓ Having too many programs open at a time could slow down your computer, so it's a good idea to exit all programs that aren't being used.



Exit the PowerPoint program.

Figure 1-15: Two ways to exit PowerPoint.

Getting Started with Presentations

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You can do many great things with a presentation, but before you can get into some of the more fun tasks, like formatting and animation, you need to learn the more basic tasks, like how to insert a slide and choose a layout.

This chapter will teach you the most basic commands and functions you can perform in PowerPoint, such as how to navigate and organize a slide show.

Using Exercise Files

This chapter suggests exercises to practice the topic of each lesson. There are two ways you may follow along with the exercise files:

- Open the exercise file for a lesson, perform the lesson exercise, and close the exercise file.
- Open the exercise file for a lesson, perform the lesson exercise, and keep the file open to perform the remaining lesson exercises for the chapter.

The exercises are written so that you may “build upon them”, meaning the exercises in a chapter can be performed in succession from the first lesson to the last.

Inserting Slides and Deleting Slides

Slides are the building blocks of a presentation. This lesson will show you how to insert a new slide and how to delete a slide.

Insert a new slide

Inserting a new slide is quick and easy.

- Click the **Home** tab on the Ribbon and click the **New Slide** button in the Slides group.

A new slide is added to the presentation.

Other Ways to Insert a New Slide:

Press **<Ctrl> + <M>**. Or, right-click a slide on the Slides tab in the Outline pane and select **New Slide** from the contextual menu.

Delete a slide

If you decide you don't need a slide, delete it.

1. On the Slides tab in the Outline pane, select the slide you want to delete.
2. Press **<Delete>**.

The slide is deleted.

Other Ways to Delete a Slide:

On the Slides tab in the Outline pane, right-click the slide you want to delete and select **Delete Slide**.

Exercise

- **Exercise File:** None required.
- **Exercise:** Open a new blank presentation, if necessary. Insert a new slide into the blank presentation, then delete it.

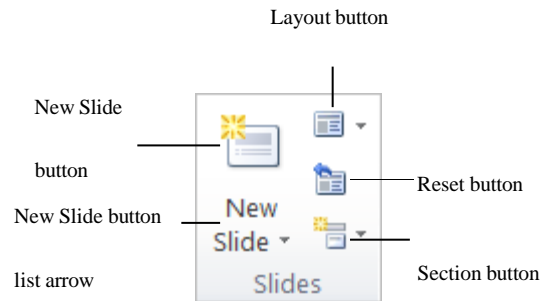


Figure 2-1: The Slides group on the Home tab.

Selecting a Layout

If you don't like the layout that has been assigned to the new slide by default, choose a new one. PowerPoint 2010 gives you nine different layouts to choose from, and you can even create your own custom layouts (more on this later).


The layout name tells you which types of text and/or object placeholders are included in the layout; for example, the Title and Content layout contains a title placeholder and a body text placeholder.

Select a layout


1. Click the **Home** tab on the Ribbon and click the **Layout** button in the Slides group.

The Layout gallery appears.

2. Select the layout you want to use. The new layout is applied to the slide.

 **Other Ways to Select a Layout:**

On the Slides tab in the Outline pane, right-click the slide whose layout you want to change. Select **Layout** from the contextual menu and select a layout from the list.

-  **Tip:** If you don't find a layout that meets your needs perfectly, don't fret; you can always modify, move, or delete placeholders.

Insert a new slide using the Layout gallery

You can insert a new slide and select a layout at the same time using the Layout gallery.

1. Click the **Home** tab on the Ribbon and click the **New Slide** button list arrow in the Slides group.

The Layout gallery appears, listing the available layouts you have to choose from.

2. Select a layout from the list.





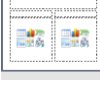


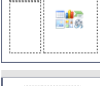

A new slide with the selected layout is inserted into the presentation.

Exercise

- **Exercise File:** None required.
- **Exercise:** Open a new, blank presentation, if necessary.

Insert a new slide and select the Comparison layout.

Table 2-1: PowerPoint 2010 Slide Layouts

	Title Slide
	Title and Content
	Section Header
	Two Content
	Comparison
	Title Only
	Blank
	Content with Caption
	Picture with Caption

Navigating a Presentation

Before you start entering information into a presentation, you need to learn how to move around in one. This lesson shows you several ways to navigate through your presentations.

Scroll bars

The scroll bars are the most basic way to move between slides in a presentation. The *vertical scroll bar* is located along the right side of the window and is used to move up and down in a presentation. The *horizontal scroll bar* is located along the bottom of the Slide pane, and is used to move from left to right when a slide doesn't fit entirely in the window.

- When you click the **Scroll Up** or **Scroll Down** buttons, PowerPoint moves up or down one slide.
- Click and drag the **scroll box** to move quickly around a presentation.

Navigation keystrokes

You can also use keystroke shortcuts, or *navigation keystrokes*, to move around in a presentation:

Table 2-2: Navigation Keystrokes

<Home>	Jumps to the beginning of the line.
<End>	Jumps to the end of the line.
<Page Up>	Jumps to the previous slide.
<Page Down>	Jumps to the next slide.
<Ctrl> + <Home>	Jumps to the beginning of the presentation.
<Ctrl> + <End>	Jumps to the end of the presentation.

Slides tab

You can use the Slides tab in the Outline pane to quickly jump to a specific slide in a presentation.

- On the Slides tab in the Outline pane, click the slide you want to navigate to.
PowerPoint jumps to the selected slide.

Exercise

- **Exercise File:** Marketing Strategy.pptx
- **Exercise:** Use the vertical scroll bar to navigate to the third slide in the presentation.

Use a keystroke shortcut to jump to the end of the presentation.

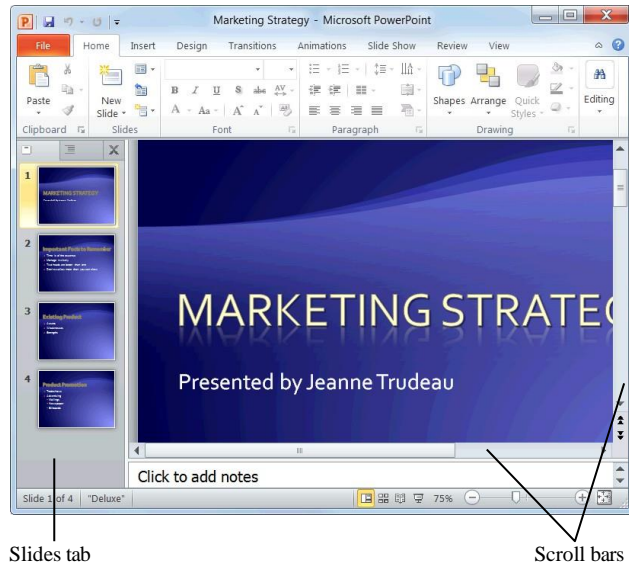


Figure 2-2: Use the scroll bars and the Slides tab in the Outline pane to navigate a presentation.

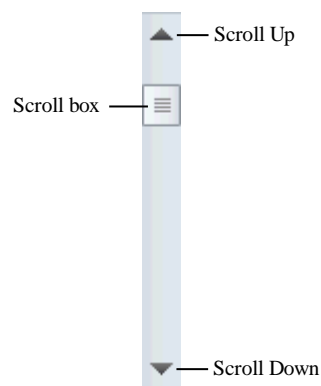


Figure 2-3: The parts of a scroll bar.

Organizing a Presentation

Sections allow you to organize your presentation by grouping slides together into different categories.

Add a section

1. On the Slides tab in the Outline pane, click the first slide in the section that you want to create.

The slide is selected.

2. Click the **Home** tab on the Ribbon and click the **Section** button list arrow in the Slides group.

The Section menu appears.

3. Click **Add Section**.

A section is added to your presentation.

✔ **Tip:** When you create your first section, all of the slides after the selected slide are included in the section.

👉 **Other Ways to Add a Section:**

Right-click the first slide of the section on the Slides tab in the Outline pane and select **Add Section** from the contextual menu.

Rename a section

By default, sections are untitled when you first create them. Rename your sections to distinguish the slide content of each section.

1. On the Slides tab in the Outline pane, click the **Section** heading that you want to rename. The section is selected.

2. Click the **Home** tab on the Ribbon and click the **Section** button list arrow in the Slides group. The Section menu appears.

3. Click **Rename Section**.

The Rename Section dialog box appears.

4. Type the desired Section name and click **Rename**.

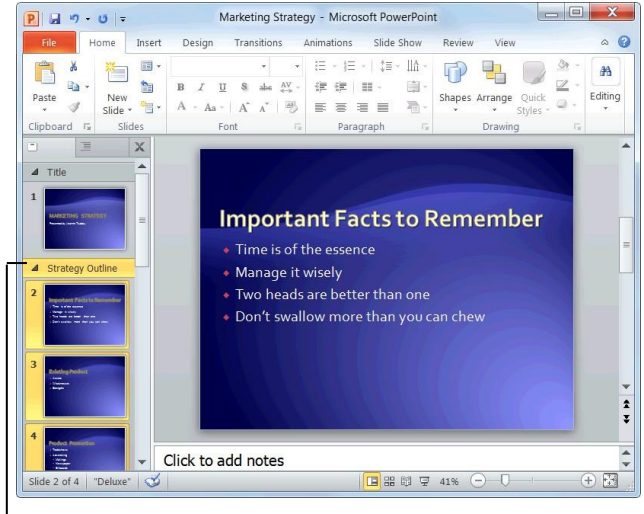
The section is renamed and is displayed on the Slides tab in the Outline pane.

👉 **Other Ways to Rename a Section:**

Right-click the **section name** on the Slides tab in the Outline pane and select **Rename Section** from the contextual menu.

Exercise

- **Exercise File:** Marketing Strategy.pptx
- **Exercise:** Add a section to the presentation. Rename it “Strategy Outline”.



Section Heading

Figure 2-4: A slide show broken into sections.

Jump to a section during a presentation

When presenting your slide show, you can jump to different sections.

1. Display the presentation in Slide Show view.
2. Click the **Menu** button in the bottom-left corner of the slide, and select **Go to Section** → **Section Name**.

The slide show jumps to the selected section.

Other Ways to Jump to a Section:

While in Slide Show view, right-click and select **Go to Section** → **Section Name** from the contextual menu.

Remove a section

1. On the Slides tab in the Outline pane, click the **Section** heading that you want to rename. The section is selected.
2. Click the **Home** tab on the Ribbon and click the **Section** button list arrow in the Slides group. The Section menu appears.

The Section menu appears.

3. Select **Remove Section**.

The section is removed.

✔ **Tip:** If there are any sections prior to the section that you remove, the slides from the removed section will be incorporated into the previous section.

Other Ways to Remove a Section:

Right-click the **section name** on the Slides tab in the Outline pane and select **Remove Section** from the contextual menu.

✔ Tips

- ✓ You can alternately collapse and expand sections on the Slides tab in the Outline pane by double-clicking the section name.
- ✓ Remove all of the slides in the section by right-clicking the section heading on the Slides tab in the Outline pane and selecting **Remove Section and Slides**.

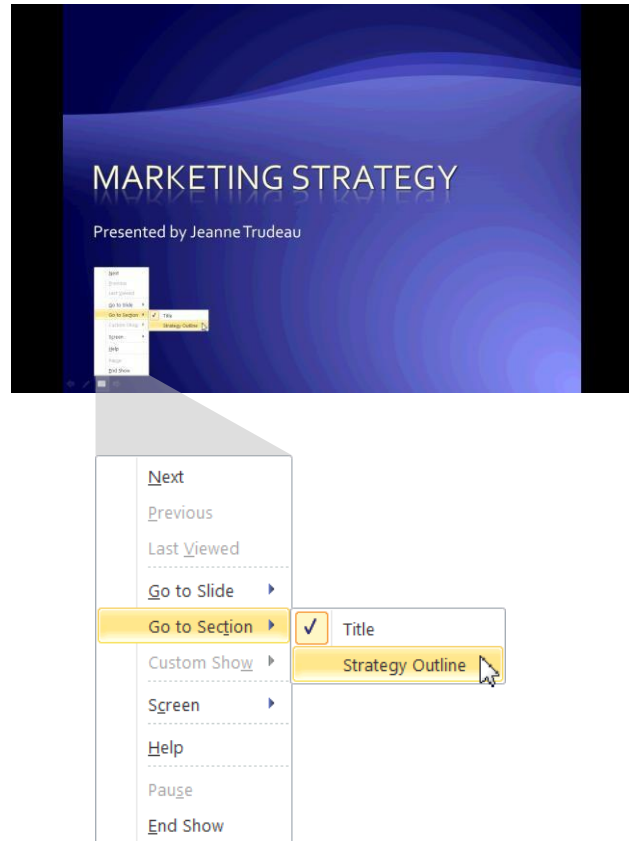


Figure 2-5: Jumping to a section during a presentation.

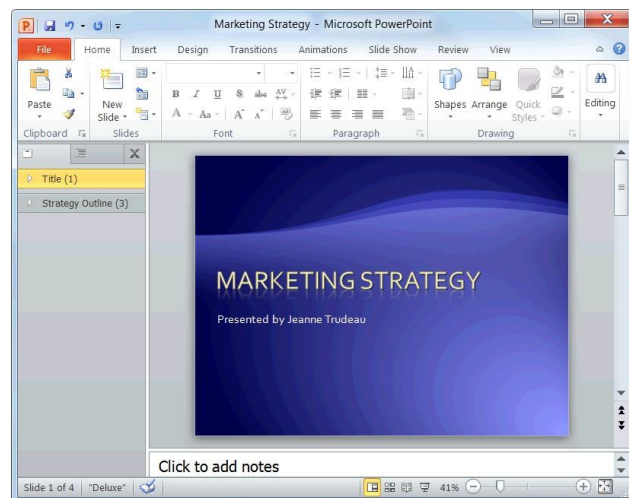


Figure 2-6: Sections collapsed in the Outline pane with the number of slides per section appearing in parentheses.

3

Inserting and Editing Text

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Now that you're familiar with the PowerPoint basics, you're ready to move on to inserting and editing text. This chapter explains everything you need to know about working with text, including how to insert and edit text; how to cut, copy, and paste text; and how to correct spelling errors. You will also learn how to find and replace text and insert special characters, such as trademark and copyright symbols.

Using Exercise Files

This chapter suggests exercises to practice the topic of each lesson. There are two ways you may follow along with the exercise files:

- Open the exercise file for a lesson, perform the lesson exercise, and close the exercise file.
- Open the exercise file for a lesson, perform the lesson exercise, and keep the file open to perform the remaining lesson exercises for the chapter.

The exercises are written so that you may “build upon them”, meaning the exercises in a chapter can be performed in succession from the first lesson to the last.

Inserting Text

Every slide has one or more areas, called *placeholders*, where you can insert text. Placeholders are hard to miss, since they're labeled "Click to add title" or "Click to add text," and are extremely easy to work with.

1. Click the placeholder where you want to insert your text.

An insertion point appears inside the placeholder.

2. Start typing.

The new text appears on the slide.

✔ Tips

- ✔ Placeholders grow and shrink to accommodate any text that you enter.
- ✔ If you are creating a bulleted list, press **<Enter>** after each paragraph to add another bullet to the list.
- ✔ To learn how to move, resize, copy, or delete placeholders, see the chapter on *Working with Objects*.

📖 Exercise

- **Exercise File:** HistoricalTours3-1.pptx
- **Exercise:** On the second slide, click the "Click to add title" placeholder and type "Historical Destinations".

Click the "Click to add text" placeholder and type "Central and South America".

Press <Enter> and type "Europe", press <Enter>, and type "Asia".

Save your work.

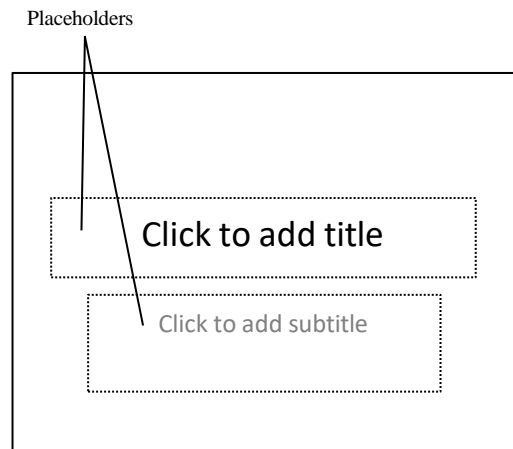



Figure 3-1: Dotted lines surround empty placeholders.

Inserting a Text Box

Even though most slides have one or two placeholders for you to insert text, it's a good idea to learn how to insert your own—especially if you plan on creating a blank presentation any time soon.

Create a text box

1. Click the **Insert** tab on the Ribbon and click the **Text Box** button in the Text group.

The pointer changes to a , indicating you can draw a text box.

2. Position the mouse pointer where you would like to insert the text box, and click and drag until the text box reaches the desired size.
3. Release the mouse button.

Insert text in a text box

As soon as you finish creating a text box, a blinking cursor appears inside it, indicating that you can add text.

- Click the text box and start typing.

Exercise

- **Exercise File:** HistoricalTours3-2.pptx
- **Exercise:** Click the New Slide button list arrow in the Slides group on the Home tab and select Blank from the list.

Insert a text box in the middle of this slide and type, “This is a text box” inside it.

Delete this slide when you're finished.

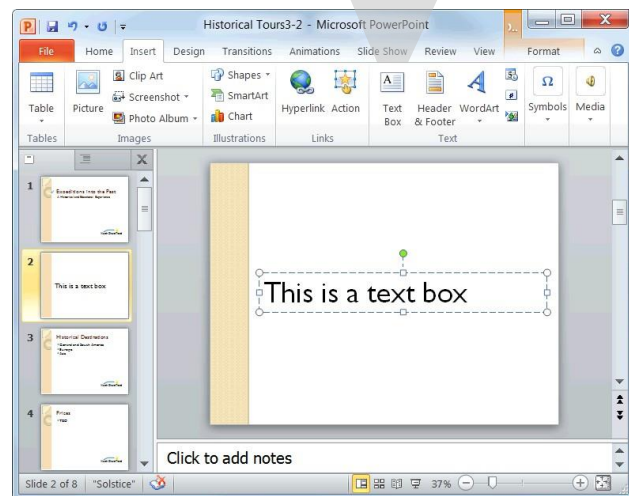
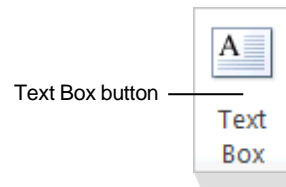


Figure 3-2: Inserting a text box.

Editing Text

Oftentimes you will need to go back and make some changes to the text in a presentation; for example, perhaps you'll want to delete a bullet or insert a new title. Before you can do any of these things, however, you need to know how to select text. This lesson will show you how to select, replace, and delete text.

Select text

There are several ways to select text in PowerPoint 2010:

- **Using the mouse:** Move the mouse until the insertion point is positioned before or after the text you want to select. Then, click and hold down the mouse button as you drag across the text. Release the mouse button when the text you want to select is highlighted.
- **Using the keyboard:** Position the insertion point before or after the text you want to select, press and hold down the <Shift> key, and use the arrow keys to select the text.
- **Using shortcuts:** See the “Shortcuts for Selecting Text” table to learn about selection shortcuts.

Replace text

Once you have a block of text selected, anything you type will replace the selected text.

1. Select the text that you want to replace.
2. Type the new text.
The selected text is replaced with the new text.

Delete text

You can delete any selected text simply by pressing the <Delete> key.

1. Select the text you want to delete.
2. Press <Delete>.
The text is deleted.

Exercise

- **Exercise File:** HistoricalTours3-3.pptx
- **Exercise:** Navigate to the last slide in the presentation, select the words “Ricardo Perez”, and type “Luis Gonzales”.

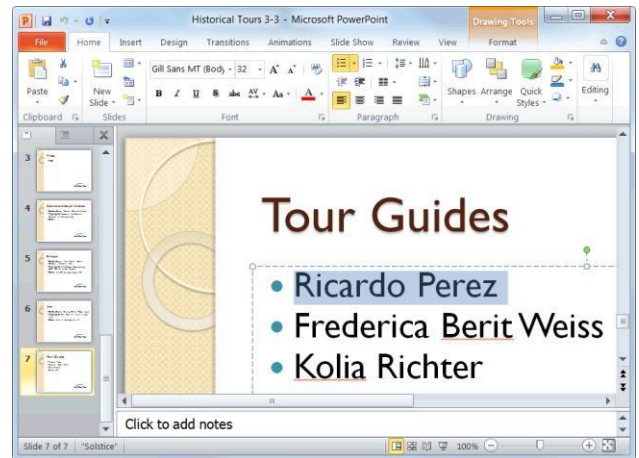



Figure 3-3: Text that is selected appears highlighted in blue.

Table 3-1: Shortcuts for Selecting Text

To select a word	Double-click the word.
To select a line or sentence	
To select all the text on a slide	Click the slide icon () on the Outline tab in the Outline pane.
To select all the text in a text box	Press <Ctrl> + <A>.

Moving and Copying Text

You can easily move text to a new location in a presentation by cutting or copying it and then pasting it in the new location.

✓ Tips

- ✓ In addition to text, you can cut, copy, and paste just about any item in a presentation, including clip art, shapes, placeholders, and tables.

Copy text

When you *copy* text, the selected text remains in its original location and a copy of it is added to a temporary

storage area called the Clipboard.

1. Select the text or object you want to copy.
2. Click the **Home** tab on the Ribbon and click the **Copy** button in the Clipboard group.

Notice that unlike cutting, the original text remains in the document.

🔍 Other Ways to Copy:

Press **<Ctrl> + <C>**. Or, right-click the text you want to copy and select **Copy** from the contextual menu.

3. Select the location where you want to paste the copied content.
4. Click the **Home** tab on the Ribbon and click the **Paste** button in the Clipboard group.

The copied text or object is pasted to the new location.

🔍 Other Ways to Paste:

Press **<Ctrl> + <V>**. Or, right-click where you want to paste and select **Paste** from the contextual menu.

Move text

Moving text typically involves the process of cutting and pasting. When you *cut* text, it is removed from its original location and placed in the Clipboard.

1. Select the text or object you want to cut.
2. Click the **Home** tab on the Ribbon and click the **Cut** button in the Clipboard group.

The text or object is removed from the slide and placed on the Clipboard.

📖 Exercise

- **Exercise File:** HistoricalTours3-4.pptx
- **Exercise:** Navigate to Slide 6 and cut the paragraph “Highlights: Eiffel Tower, Brandenburg Gate, Basilica of San Lorenzo”.

Navigate to Slide 5, select the word “Highlights”, and click the Paste button in the Clipboard group on the Home tab.

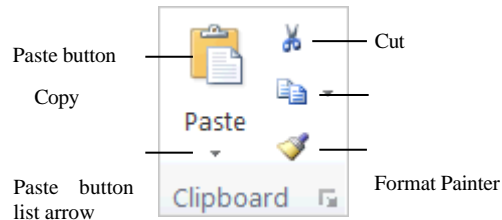


Figure 3-4: The Clipboard group on the Home tab.

Other Ways to Cut:

Press **<Ctrl> + <X>**. Or, right-click the text you want to cut and select **Cut** from the contextual menu.

3. Select the location where you want to paste the cut content.
4. Click the **Home** tab on the Ribbon and click the **Paste** button in the Clipboard group.

The copied text or object is pasted to the new location.

Other Ways to Paste:

Press **<Ctrl> + <V>**. Or, right-click where you want to paste and select **Paste** from the contextual menu.

Move and copy text using the mouse

Using the mouse to move and copy text is even faster and more convenient than using the cut, copy and paste commands.

1. Select the text or object you want to move.
2. Point to the new text or object.
3. Click and hold the mouse button.
4. Drag the pointer to where you want to move the selected text or object and then release the mouse button.

Tips

- ✓ Press and hold the **<Ctrl>** key while clicking and dragging to copy the selection.

Controlling How Text is Moved or Copied

You can control how content looks or behaves when it is pasted. For example, you can keep the text’s formatting, or have it take on the formatting properties of the destination.

Use Paste Options

You can control how content is pasted in your presentation using the paste options in PowerPoint.

1. Paste the content on the slide and click the **Paste Options** button.

The Paste Options button appears in the lower-right corner of the pasted content. It contains a list of different ways you can paste the content.

Other Ways to Use Paste Options:

Before pasting, click the **Paste** button list arrow in the Clipboard group on the Home tab and select a paste option from the list.

2. Point to a paste option.

A live preview of how the content will look using that paste option appears.

3. Click a paste option.

The text or object is pasted using the selected option.

Use Paste Special

You can further control how content is pasted using the Paste Special command. For example, you can paste text in HTML format.

1. Copy or cut an item as you normally would.
2. Click the location where you want to paste the item.
3. Click the **Home** tab on the Ribbon and click the **Paste** button list arrow in the Clipboard group. Now open the Paste Special dialog box.

4. Select **Paste Special**.

The Paste Special dialog box appears.

Other Ways to Open Paste Special:

Press <Ctrl> + <Alt> + <V>.

Exercise

- **Exercise File:** Historical Tours 3-5.pptx
- **Exercise:** Create a new slide.
Go to Slide 1 and copy the text “Expeditions into the Past.”
Go to the new slide and click the “Click to add title” placeholder.
Click the Paste button list arrow and point to each paste option. Select Use Destination Theme.
Delete the new slide when you are done.

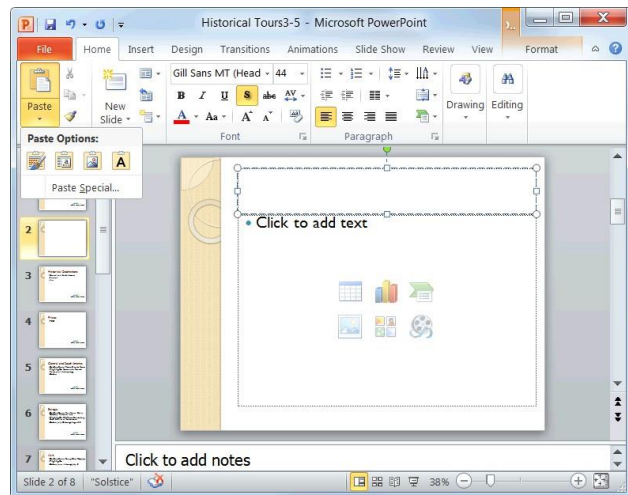






Figure 3-5: The Paste Options menu on the Home tab.

Table 3-2: Paste Options

	Keep Source Formatting	Text or object maintains original format.
	Use Destination Theme	Default option. Text or object takes on the current slide’s theme.
	Picture	Pastes the text or object as a picture.
	Keep Text Only	Strips all formatting and pastes only text.

5. Select a paste option and click **OK**.

The content is pasted onto the slide using the selected option.

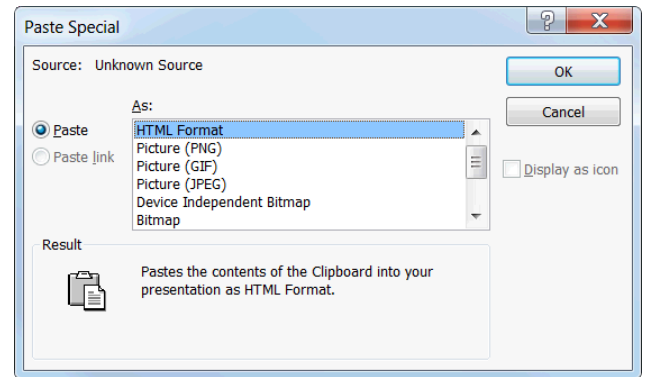


Figure 3-6: The Paste Special dialog box.

Table 3-3: Paste Special Options

Paste Option	Description
HTML Format	Pastes content into your slide as HTML format.
Microsoft Office Word Document Object	Pastes content into your slide so that it can be edited using Microsoft Office Word.
Picture (Enhanced Metafile)	Pastes a picture of the selected content as a 32-bit file.
Picture (Windows Metafile)	Pastes a picture of the selected content as a 16-bit file.
Formatted Text (RTF)	Pastes item in the rich text format, or RTF.
Unformatted Text	Pastes content without formatting.

Collecting Multiple Items to Move or Copy

If you do a lot of cutting, copying, and pasting you will appreciate the Office Clipboard. The Clipboard lets you collect multiple cut or copied items at a time, which you can then paste as needed. You can even use it to collect and paste items from other Office programs.

1. Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Clipboard group.

The Clipboard task pane appears along the left side of the program window.

2. Cut and copy items as you normally would.

The Clipboard can hold 24 items at a time. The icon next to each item indicates the program the item is from. See Table 3-4: Icons in the Clipboard Task Pane for examples of some common icons.

3. Click where you want to paste an item from the Clipboard.

4. Click the item in the Clipboard.

The item is pasted in the slide.

✓ Tips

- ✓ When the Clipboard is displayed, each cut or copied item is saved to the Clipboard. If the Clipboard is not displayed, only the last cut or copied item is replaced.
- ✓ As long as the Clipboard is open, it collects items that are cut or copied from all Office programs.
- ✓ To remove an item from the Clipboard, click the item's list arrow and select **Delete**. Click the **Clear All** button in the task pane to remove all items from the Clipboard.
- ✓ Click the **Options** button near the bottom of the task pane to control how the Clipboard operates.

Exercise








- **Exercise File:** HistoricalTours3-6.pptx
- **Exercise:** Open the Clipboard task pane.

Navigate to Slide 5 and copy the text “July 20 through August 28”. Notice how the copied text appears on the Clipboard.

Navigate to Slide 4, and paste the copied text after the word “Dates”.

Close the Clipboard.

Table 3-4: Icons in the Clipboard Task Pane

	Content cut or copied from Microsoft Excel.
	Content cut or copied from Microsoft PowerPoint.
	Content cut or copied from Microsoft Word.
	Content cut or copied from Microsoft Outlook.
	Cut or copied graphic object.
	Web page contents cut or copied from a Web browser.
	Content cut or copied from a program other than Microsoft Office.

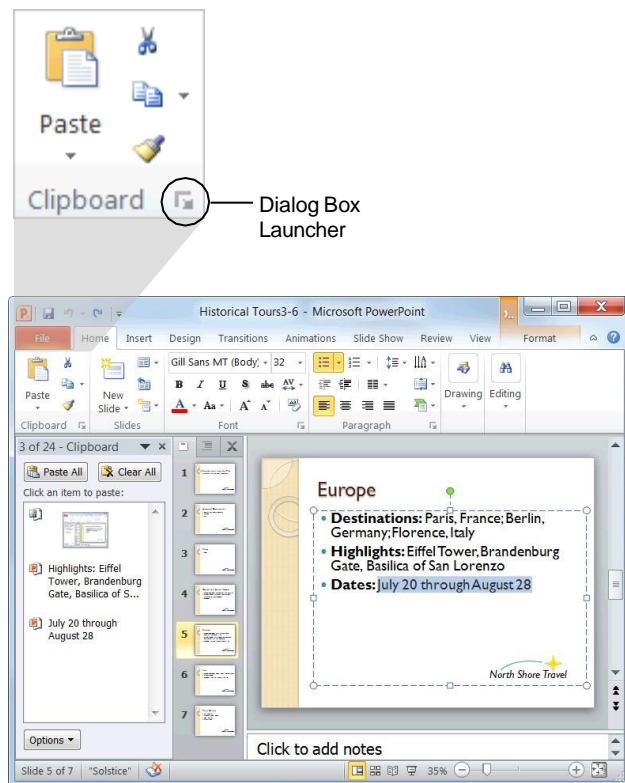


Figure 3-7: When the Clipboard is open, it collects up to 24 items that have been cut or copied. To paste or delete an item on the Clipboard, click its list arrow and select an option, as shown above.

Using Undo, Redo and Repeat

You don't need to be afraid of making mistakes in PowerPoint because you can use the Undo feature to erase your actions. This lesson will show you how to use the Undo, Redo, and Repeat commands.

Undo a single action

- Click the **Undo** button on the Quick Access Toolbar.

Your last action is undone. For example, if you had deleted an item and then decided you wanted to keep it after all, using Undo would make the item reappear.

- **Other Ways to Undo:**
Press **<Ctrl> + <Z>**.

Undo multiple actions

The Undo feature saves up to 100 of your previous actions, making it easy for you to undo multiple actions.

1. Click the **Undo** button list arrow on the Quick Access Toolbar.

A list of your most recent actions appears. This list must be used in order; for example, if you delete a slide, insert a title, and then change the font color, you cannot undo the title without first undoing the font color.

- **Tip:** You can undo up to 100 of your previous actions in PowerPoint, even after saving the presentation.

2. Click the action that you want to undo.

PowerPoint undoes the selected action and all actions that were performed after it (all actions that appear above it in the list).

Redo an action

If you change your mind, you can “redo” the action that you just undid. Here's how...

- Click the **Redo** button on the Quick Access Toolbar.

- **Other Ways to Redo an Action:**
Press **<Ctrl> + <Y>**.

- **Tip:** Click the **Redo** button multiple times to redo multiple actions.

Exercise

- **Exercise File:** HistoricalTours3-11.pptx
- **Exercise:** Delete the slide title, and then undo this action.

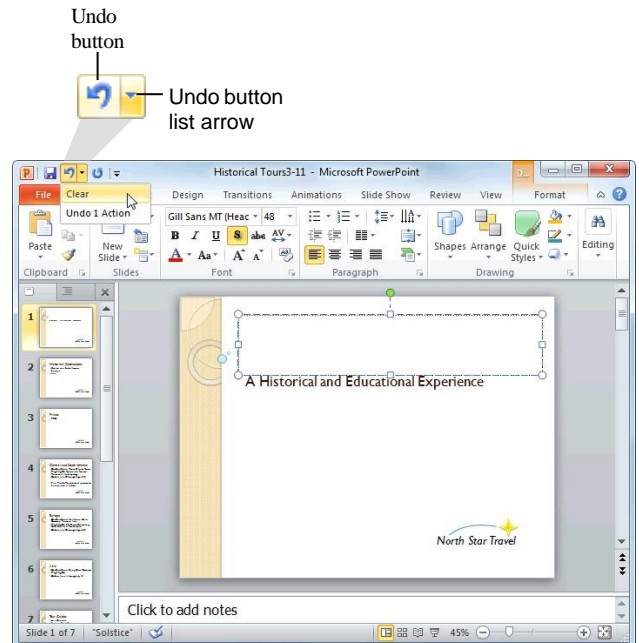


Figure 3-8: You can undo multiple actions by clicking the Undo button list arrow on the Quick Access Toolbar.

Repeat an action

Repeat is different from Redo, because Repeat repeats your last command or action (if possible). For example, let's say you want to delete several slides. Rather than deleting each slide one by one by pressing the <Delete> key repeatedly, you could delete one slide and then use the Repeat command to delete all the others.

- Click the **Repeat** button on the Quick Access Toolbar.

🔍 **Other Ways to Repeat a Command:**

Press <F4>.

- ! **Trap:** The Redo and Repeat buttons toggle between the two commands. The Redo button only appears when you've just used the Undo command. Once you've redone all the actions that were undone, the button changes back to the Repeat button.

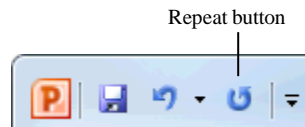


Figure 3-9: The Repeat button on the Quick Access Toolbar.

Checking Your Spelling

Poor spelling leaves a poor impression. Make sure your presentations are taken seriously by making sure your spelling is correct.

Spell check the presentation

To check the spelling of a presentation all at once, open the Spelling dialog box.

1. Click the **Review** tab on the Ribbon and click the **Spelling** button in the Proofing group.

PowerPoint begins checking the spelling of the presentation, starting from the location of the insertion point.

- **Other Ways to Open the Spelling Dialog Box:** Press <F7>.

If PowerPoint finds an error, the Spelling dialog box appears with the misspelling shown in the “Not in Dictionary” text box. You have several options to choose from when the Spelling dialog box appears:

- **Ignore:** Accepts the spelling as is and moves on to the next spelling error.
- **Ignore All:** Accepts the spelling as is and ignores all future occurrences of the word in the presentation.
- **Add:** If a word cannot be found in the Microsoft Office Dictionary, it is marked as misspelled. This command adds the word to the dictionary so that it is recognized in the future.
- **Change:** Changes the spelling of the word to the spelling that is selected in the Suggestions list.
- **Change All:** Changes all occurrences of the word in the presentation to the selected spelling.
- **Trap:** Exercise caution when using this command: you might end up changing something you didn't want to change.

2. If the word is spelled incorrectly, select the correct spelling from the Suggestions list or type your own spelling in the “Change to” box. Then, click **Change** or **Change All**. If the word is spelled correctly, click **Ignore**, **Ignore All**, or **Add**.

PowerPoint applies the command and moves on to the next misspelling.

Once PowerPoint has finished checking your presentation for spelling errors, a dialog box appears.

Exercise

- **Exercise File:** HistoricalTours3-7.pptx
- **Exercise:** Correct the spelling and grammar errors in the presentation. Ignore the words “Berit” and “Kolia”.

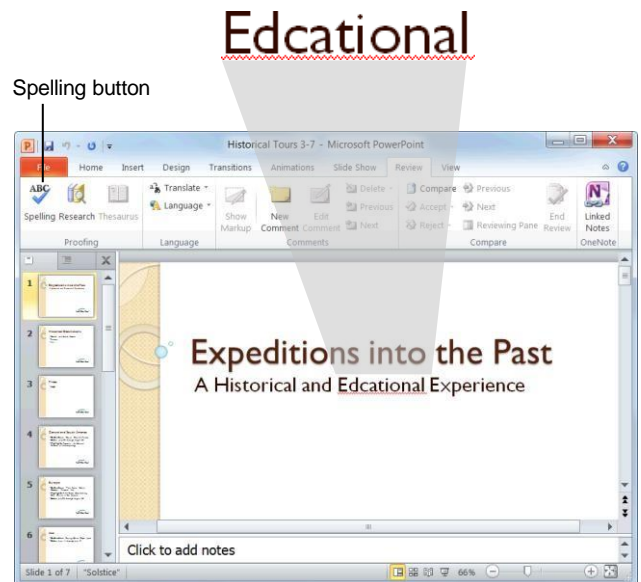


Figure 3-10: PowerPoint checks for spelling errors as you type, underlining questionable words in red.

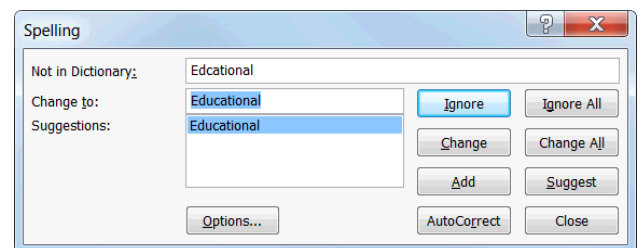


Figure 3-11: The Spelling dialog box.

3. Click **OK** to complete the spell check.

Spell check a single word

By default, PowerPoint checks for spelling errors as you type, underlining misspelled words in red. This makes it easy to correct spelling errors individually.

1. Right-click the misspelled word.

A contextual menu appears, offering suggestions for the correct spelling of the word.

2. Select the correct spelling of the word from the contextual menu.

PowerPoint corrects the spelling of the word and the red underline disappears.

- ✓ **Tip:** If a word is underlined in red but you know it is correctly spelled, you can get rid of the red underline by selecting **Ignore**, **Ignore All**, or **Add to Dictionary** from the contextual menu.

Turn the spell checker on or off

By default, PowerPoint checks for spelling errors as you type. To turn this feature on or off:

1. Click the **File** tab on the Ribbon and click the **Options** button.

The PowerPoint Options dialog box appears.

2. Click the **Proofing** tab and click the **Check spelling as you type** check box.

3. Click **OK**.

✓ Tips

- ✓ The spell checker has been enhanced in PowerPoint 2010. It now checks to see if words are used correctly in context. For example, if you typed “their” instead of “there,” the word will be underlined in blue, rather than red.

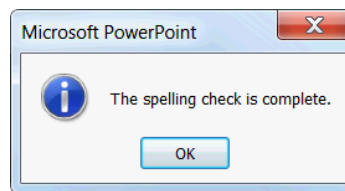
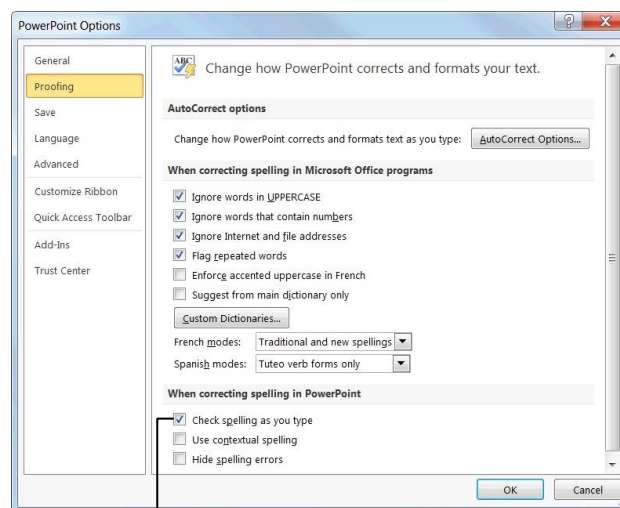


Figure 3-12: Once PowerPoint has finished checking the presentation for errors, a dialog box appears.



Deselect this option to turn the spell checker off

Figure 3-13: The Proofing tab of the PowerPoint Options dialog box.

Finding and Replacing Text

Don't waste time scanning through your presentation to find text and replace it with something new: PowerPoint's find and replace commands can do this for you with just a few clicks of the mouse.

Find text

Find makes it very easy to find specific words and phrases in a presentation.

1. Click the **Home** tab on the Ribbon and click the **Find** button in the Editing group.

The Find dialog box appears.

Other Ways to Open the Find Dialog Box:

Press **<Ctrl> + <F>**.

2. Type the text that you want to find in the "Find what" text box.
3. Click **Find Next**.
PowerPoint jumps to the first occurrence of the word, phrase, or value that you entered. You can continue clicking **Find Next** to move on to other occurrences.

4. When you're finished, click **Close**.

Replace text

Replace finds specific words and phrases, and then replaces them with something else.

1. Click the **Home** tab on the Ribbon and click the **Replace** button in the Editing group.

The Replace dialog box appears.

Other Ways to Open the Replace Dialog Box:

Press **<Ctrl> + <H>**.

2. Type the text that you want to be replaced in the "Find what" text box.
3. Type the replacement text in the "Replace with" text box.
4. Click **Find Next**.

PowerPoint jumps to the first occurrence of the word, phrase, or value that you entered in the "Find what" box.

Exercise

- **Exercise File:** HistoricalTours3-8.pptx
- **Exercise:** Find all instances of the word "Shore" in the presentation.
Then replace all instances of the word "Shore" with "Star".

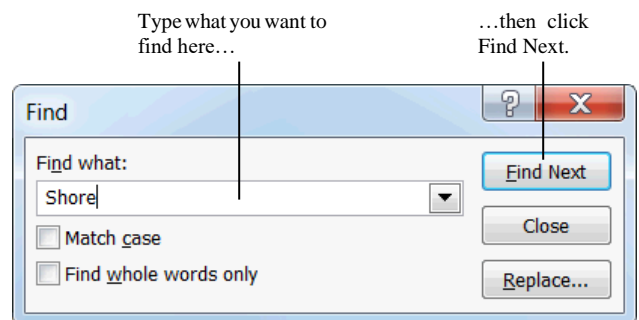


Figure 3-14: The Find dialog box.

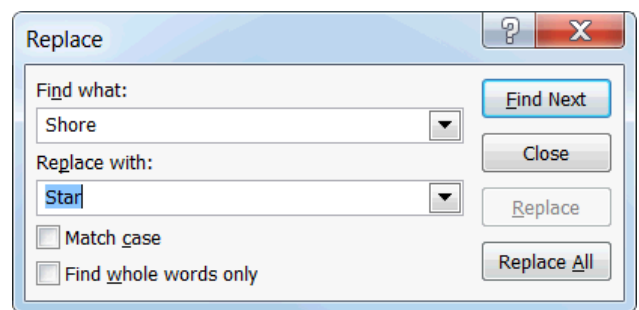


Figure 3-15: The Replace dialog box.

5. Click **Replace** to replace one occurrence. Click **Replace All** to replace all occurrences.

PowerPoint replaces the found text with the replacement text and moves on to the next occurrence.

✔ **Tip:** Click **Replace All** to replace all occurrences in the presentation without seeing them first.

6. When you're finished, click **Close**.

Inserting Symbols and Special Characters

You can insert many characters and symbols into a presentation that cannot be found on the keyboard. For example, you can insert a copyright symbol (©), accented or foreign characters (£), silly characters (□), and much more.

1. Position the insertion point where you want to insert the symbol or special character.
 - ✔ **Tip:** If you want to *replace* an existing character with a symbol or special character, select the character you want to replace.
2. Click the **Insert** tab on the Ribbon and click the **Symbol** button in the Symbols group.

The Symbol dialog box appears.
3. Click the symbol or special character that you want to insert and click **Insert**.

The symbol is inserted onto the slide.

Exercise

- **Exercise File:** HistoricalTours3-9.pptx
- **Exercise:** Navigate to the first slide in the presentation and position the insertion point after the phrase “Expeditions into the Past”.

Insert a trademark symbol.

Select the trademark symbol, click the Home tab on the Ribbon, and click the Dialog Box Launcher in the Font group.

Click the Superscript check box and click OK.

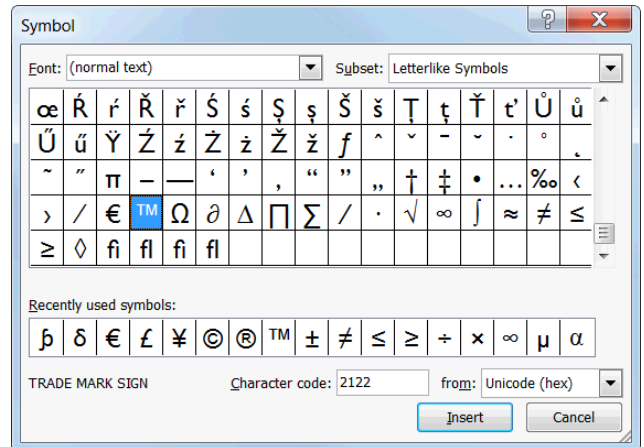


Figure 3-16: The Symbol dialog box.

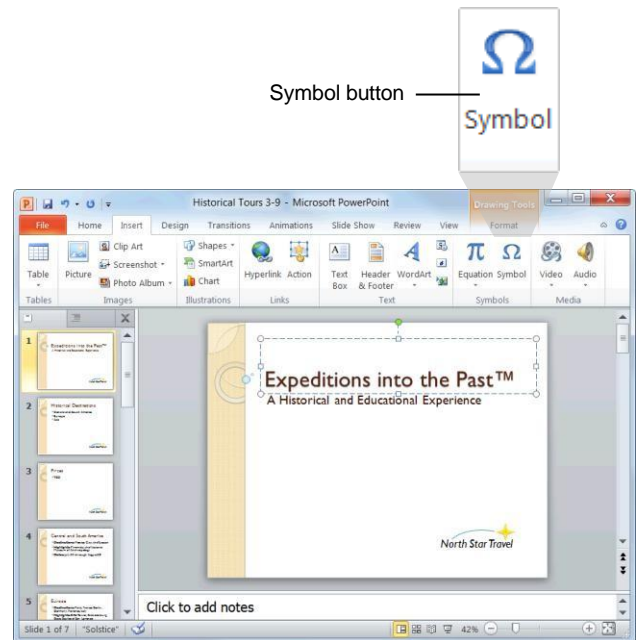


Figure 3-17: A slide with a symbol inserted.

Inserting Equations

PowerPoint 2010 has greatly simplified equation writing with the development of Equation Tools. These tools give you the ability to insert common equations, like the area of a circle, or to build equations of your own design.

Insert an equation template

The easiest method for inserting equations is using one of the templates. See Table 3-5: Available Equation Templates for a list of all equation templates.

1. Click the **Insert** tab on the Ribbon and click the **Equation** button list arrow in the Symbols group.
A list of equation templates appears.
2. Select an equation template from the list.
The equation is inserted into the slide.
3. Click on the equation.
The equation is selected. Areas shaded a darker gray than the surrounding area may be edited.
4. Type to edit.

Build an equation

If the equation templates do not suit your needs, you can build an equation of your own.

1. Click the **Insert** tab on the Ribbon and click the **Equation** button in the Symbols group.
The Design tab under Equation Tools appears on the Ribbon. A field appears on your slide indicating the area in which to type the equation.
2. Type the equation.
The equation is entered.
You can also do one or both of the following:
 - **Input a Symbol:** Click on a **symbol** in the Symbols group.
 - **Input a Structure:** Click on a **structure** button in the Structures group and select a structure.
3. Type to edit.
 - ✔ **Tip:** To see more symbols, click the **More** button in the Symbols group, click the **down arrow** in the grey heading bar, and select a category.

Exercise

- **Exercise File:** Historical Tours3-10.pptx
- **Exercise:** Go to Slide 4. Click the area below the Fun Facts bullet.

Click the Insert tab on the Ribbon. Click the Equation button and select Insert New Equation.

Use the Bracket and Fraction commands on the Design tab under Equation Tools to enter $v = (1/3)lwh$.

Table 3-5: Available Equation Templates

Area of a Circle	$A = \pi r^2$
Binomial Theorem	$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$
Expansion of a Sum	$(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots$
Fourier Series	$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$
Pythagorean Theorem	$a^2 + b^2 = c^2$
Quadratic Formula	$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$
Taylor Expansion	$e^x = 1 + \frac{x}{1!} + \frac{x^2}{2!} + \frac{x^3}{3!} + \dots, \quad -\infty < x < \infty$
Trig Identity I	$\sin \alpha \pm \sin \beta = 2 \sin \frac{1}{2}(\alpha \pm \beta) \cos \frac{1}{2}(\alpha \mp \beta)$
Trig Identity II	$\cos \alpha + \cos \beta = 2 \cos \frac{1}{2}(\alpha + \beta) \cos \frac{1}{2}(\alpha - \beta)$

