

Microsoft PowerPoint 2010

- Level 1

1 – Getting to know PowerPoint



GETTING TO KNOW POWERPOINT



InFocus

Microsoft PowerPoint 2010 is part of the suite of programs known as **Microsoft Office**. You can use PowerPoint to create and share dynamic presentations, or slide shows as they are most commonly called.

Now that you know why you would use PowerPoint, let's start at the beginning and learn about the PowerPoint window and its features.

In this booklet we will show you how to:

- ✓ start **PowerPoint**
- ✓ gain an understanding of the **PowerPoint** window and its main elements
- ✓ gain an understanding of how **PowerPoint** works
- ✓ use the **Ribbon**
- ✓ use the ribbon **KeyTips**
- ✓ minimise the ribbon
- ✓ gain an understanding of **Backstage View**
- ✓ access the **Backstage View**
- ✓ use shortcut menus
- ✓ gain an understanding of dialog boxes
- ✓ launch dialog boxes
- ✓ gain an understanding of the **Quick Access Toolbar**
- ✓ add commands to the **Quick Access Toolbar**
- ✓ gain an understanding of the status bar
- ✓ customise the status bar
- ✓ exit safely from **PowerPoint**.

STARTING POWERPOINT

To create a new presentation, or to edit an existing one, the first thing you need to do is to start **Microsoft PowerPoint**. There are several ways to start PowerPoint. You can open it from the **Start** menu, for

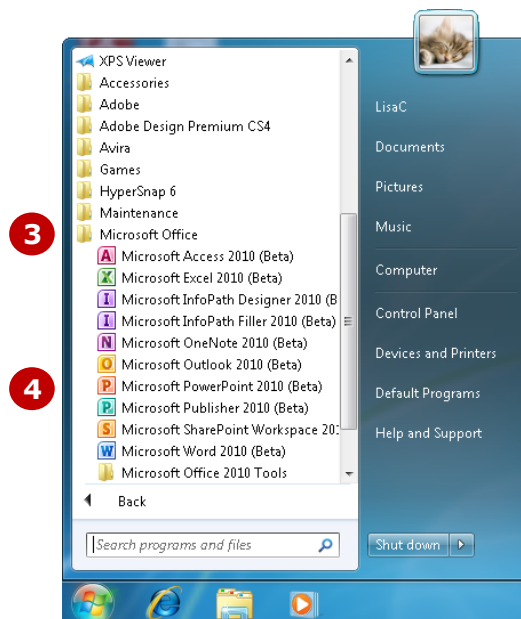
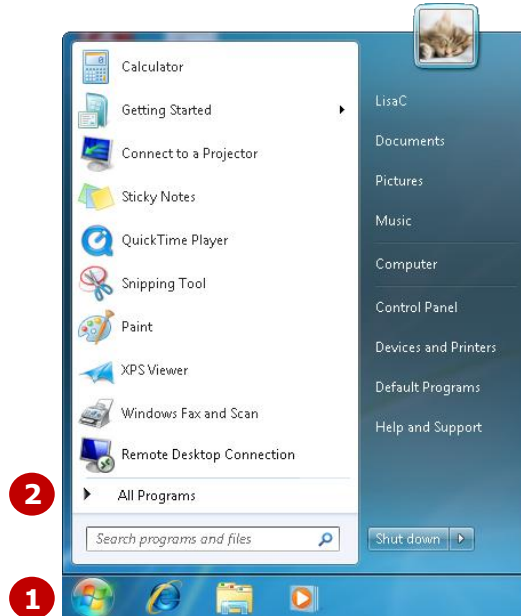
example, or you can start it from the desktop shortcut that may have been created on the **desktop** when you installed Microsoft Office.

Try This Yourself:

Before you begin ensure you are viewing the Windows desktop...

- 1** Click on the **Start** button at the bottom left-hand corner of the screen to display the menu
- It's a round button with the Windows logo...*
- 2** Click on **All Programs**
- 3** Click on **Microsoft Office**
- 4** Click on **Microsoft Office PowerPoint 2010**

After a few moments a new, blank presentation will open in PowerPoint 2010



For Your Reference...

To **start PowerPoint**:

1. Click on the **Start** button
2. Click on **All Programs**
3. Click on **Microsoft Office**
4. Click on **Microsoft Office PowerPoint 2010**

Handy to Know...

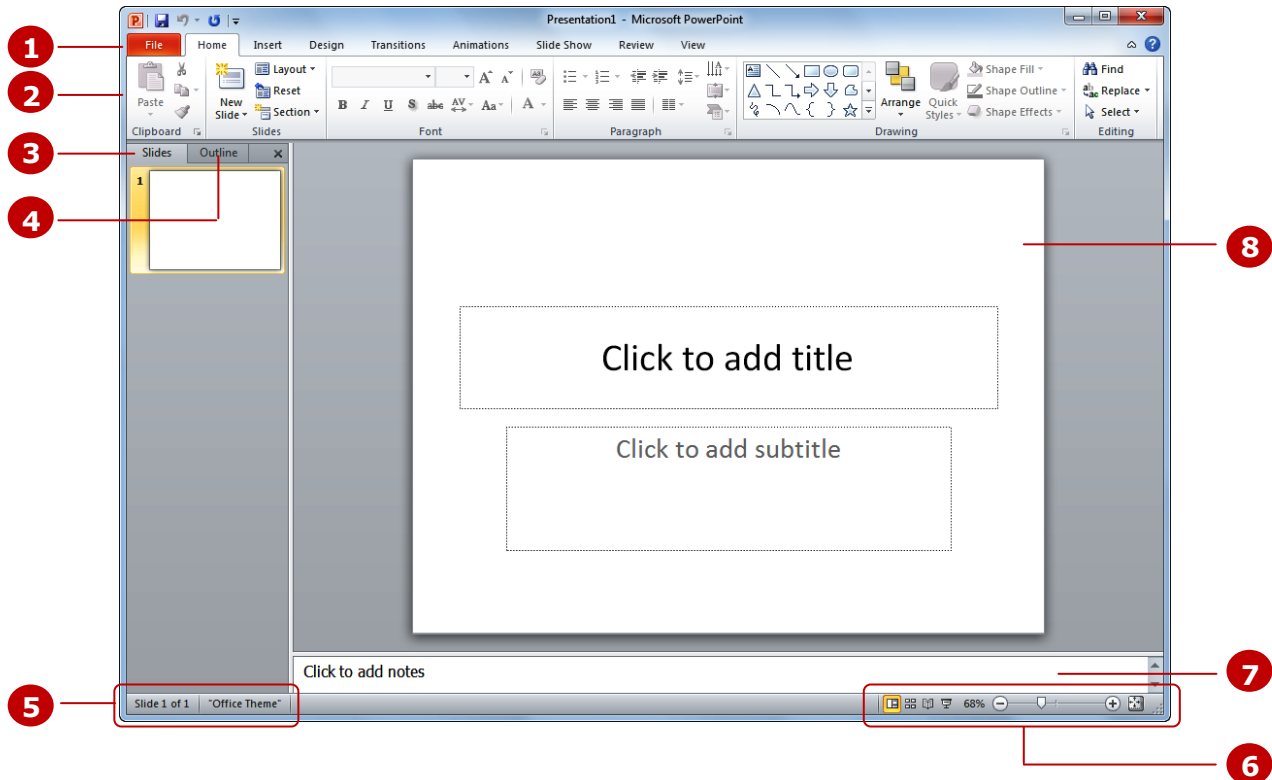
You can also start PowerPoint by:

- Double-clicking on the PowerPoint **shortcut** on the desktop or **Taskbar** if available
- Double-clicking on a PowerPoint presentation file (**.pptx**) to open the presentation in PowerPoint.

THE POWERPOINT SCREEN

Once you know your way around the **PowerPoint screen** you'll find it much easier to use. The PowerPoint screen is made up of a number of different elements. Some of these elements, like the

Ribbon and **Backstage view**, are common to all other Office 2010 applications so once you know how they work you won't have to relearn them when you use other applications.



- 1** The **File** tab is used to access **Backstage view**, which contains file management functions, such as saving, opening, closing, printing, sharing, and so on. *PowerPoint Options* are also available so that you can set your working preferences and options for PowerPoint 2010.
- 2** The **Ribbon** is the tabbed band that appears across the top of the window. It is the control centre of PowerPoint 2010. Instead of menus, you use the **tabs** on the Ribbon to access **commands** that have been categorised into **groups**. The commands include **galleries** of formatting options that you can select from, such as the **Drawing** gallery shown here.
- 3** The **Slides pane** provides a preview thumbnail of each slide in your presentation. You can also use this pane to re-order your slide sequence.
- 4** The **Outline pane** provides a text view of the words that are typed on the slides. This is a useful view if you only want to concentrate on the text, rather than other objects on your slides.
- 5** The **Status bar** appears across the bottom of the window. It displays the current slide number and the **Theme** that is applied to your presentation.
- 6** The **View** buttons let you change the view of your slides while the **Zoom Slider** lets you increase or decrease the zoom ratio (magnification) of your slides.
- 7** The **Notes pane** allows you to enter notes for the presenter that won't be seen by the audience.
- 8** The **Slide window** shows the content on the slide and is where you can add effects, objects, text, and so on.
- 9** The **Scroll bar** (currently not shown) indicates your current position in the slide/presentation and lets you move to other positions in the slide/presentation by clicking or dragging. The arrows can also be used to move through the presentation.

HOW MICROSOFT POWERPOINT 2010 WORKS

For a new user the PowerPoint screen may seem difficult – particularly the commands area at the top of the screen. The screen comprises three key areas. The data you type is placed on a **slide**. The data can be

manipulated using commands on the **Ribbon**. The slide is part of a larger entity known as a presentation or file, and everything you do to the file is controlled in **Backstage view**.

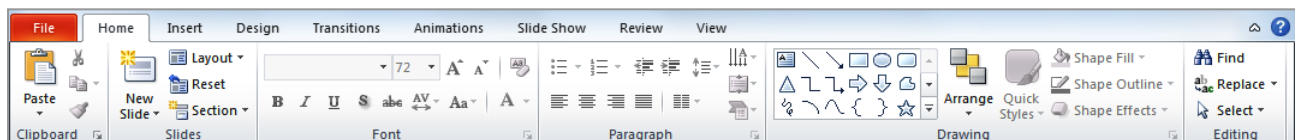
The Slide

If you create a new blank presentation, it will appear as a blank **Title slide** in the document window. When you click in one of the text placeholders and type, the text will appear centred in the placeholder. You can also create a new presentation from a template, where specific information will appear by default in the slide, and you can edit it and add your own data as desired.



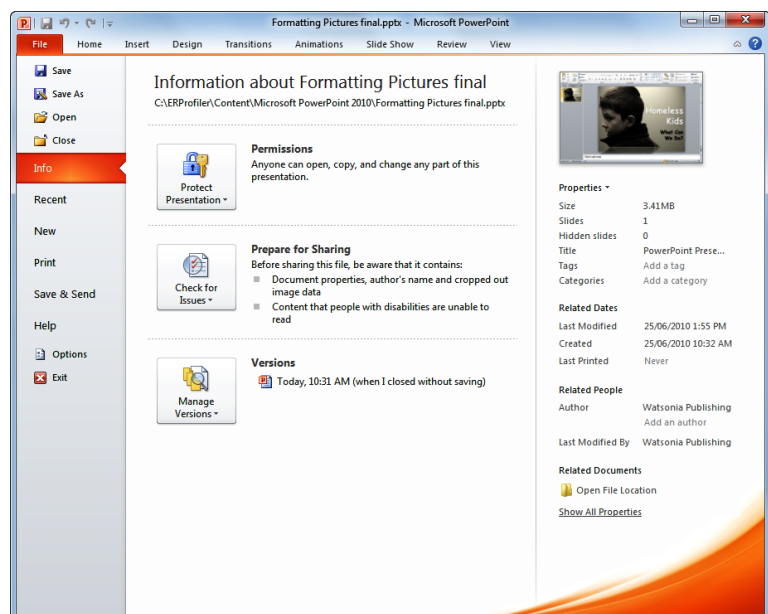
The Ribbon

When you need to do something with the data on a slide, such as format it, move it, copy it, and much more, you'll find all of the relevant commands on the **Ribbon**. The Ribbon has the commands organised thematically using a series of tabs across the top.



Backstage View

When you want to do something with the data in your document, such as save it so that you can access it again later, print it, share it with a colleague, protect it from prying eyes, or whatever, you will need to access the **Microsoft Office Backstage view** of Microsoft PowerPoint. Backstage view is accessed using the **File** tab on the **Ribbon**. Rather than offering you commands on a Ribbon, Backstage view occupies the entire screen and has a series of options down the left side. In our sample to the right, the **Print** option is active, and that is why you can see a preview of the document and a series of print-related options on the right side of Backstage view.



USING THE RIBBON

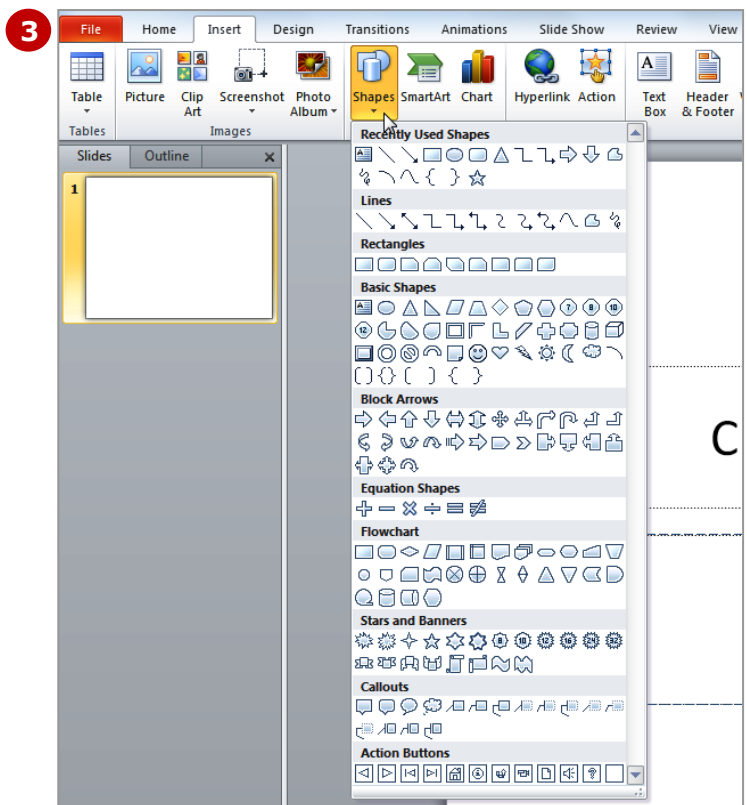
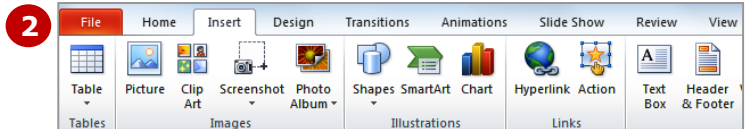
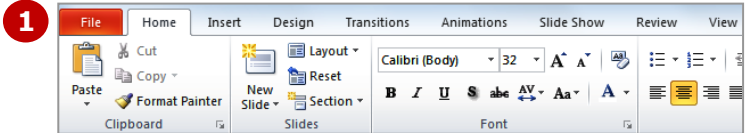
The **Ribbon** is the command centre for PowerPoint. It provides a series of **commands** organised into **groups** that are placed on relevant **tabs**. Tabs are activated by clicking on their name to

display the command groups. Commands are activated by clicking on a button, tool or gallery option. Everything you could possibly want to do in PowerPoint will be on this Ribbon.

Try This Yourself:

Before you begin, ensure that your computer is switched on and that the Windows desktop is displayed on your screen...

- 1** Examine the groups on the **Home** tab
The Home tab features the most commonly-used formatting and editing commands...
- 2** Click on the **Insert** tab
The Insert tab contains a range of commands for inserting things, such as tables and pictures...
- 3** Click on **Shapes** in the **Illustrations** group to display the **Shapes** gallery
This includes a huge range of shapes...
- 4** Click on each of the tabs and examine the commands
Some of these open dialog boxes...
- 5** On the **View** tab, click on **Zoom** in the **Zoom** group to open the **Zoom** dialog box
- 6** Click on **[Cancel]** then click on the **Home** tab



For Your Reference...

To **use** the **Ribbon**:

1. Click on a tab to display the commands
2. Click on a button to activate a command, display a gallery or open a dialog box

Handy to Know...

- Additional tabs known as **Contextual tabs** appear in specific circumstances. For example, if you insert a picture or have selected a picture, the **Picture Tools: Format** tab will appear. This provides quick access to all of the tools you may need to modify and work with the picture.

USING RIBBON KEYTIPS

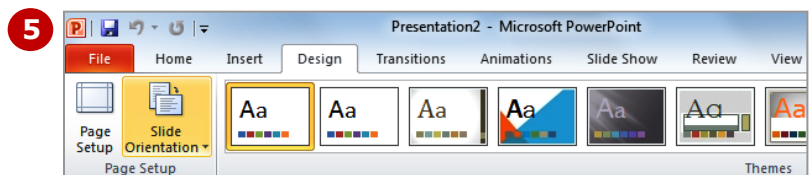
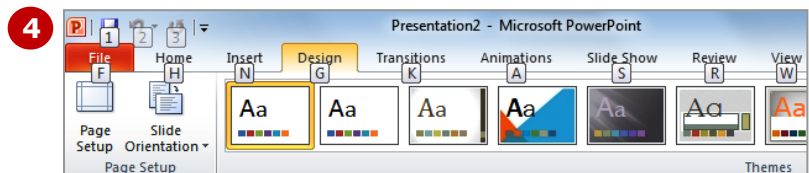
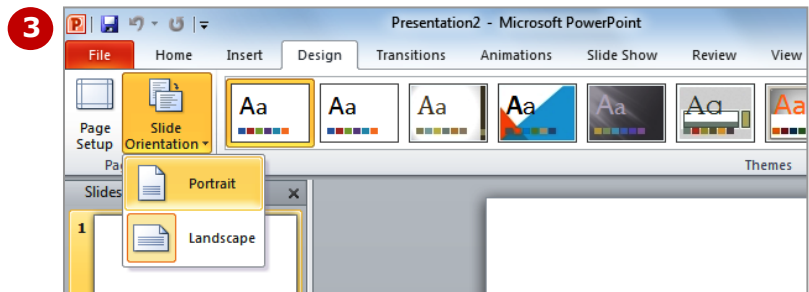
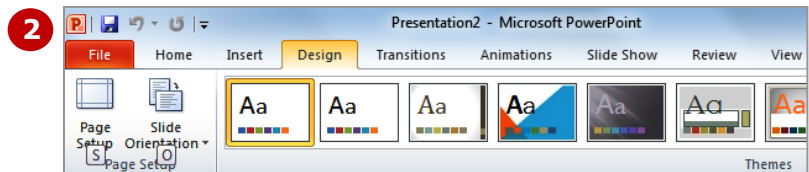
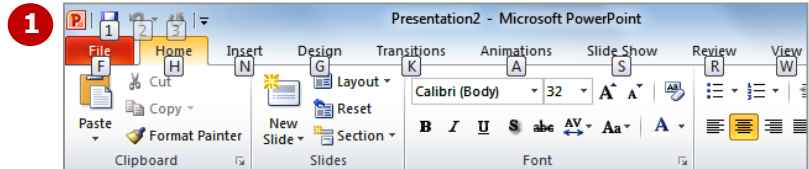
The **Ribbon** is normally accessed with a mouse. However, you can also use the keyboard to access **Ribbon** commands. When you press **Alt**, the letters known as **KeyTips** or **access keys**, will appear next

to commands on the ribbon. Pressing a key on the keyboard will activate the corresponding command on the Ribbon just as if you'd clicked the command with the mouse.

Try This Yourself:

Before starting this exercise ensure you have a blank presentation open...

- 1** Press **Alt** to display the **KeyTips**
- 2** Press **G** to activate the **Design** tab and display the KeyTips for the **Design** commands
- 3** Press **O** to display the **Slide Orientation** options
- 4** Press **Esc** twice to return to the previous level of access keys
- 5** Press **Tab** several times to cycle through the commands on the **Design** tab
*To activate a selected command, you would simply press **Enter**...*
- 6** Press **Esc** to return to text entry mode



For Your Reference...

To **use KeyTips** to access commands:

1. Press **Alt** to display the **KeyTips**
2. Press the letter key of the command or tab that you want to select
3. Press **Esc** to return to text entry mode

Handy to Know...

- You can still use the shortcut keys for menu commands that were available in previous versions of Office. For example, **Ctrl** + **B** applies bold to selected text.

MINIMISING THE RIBBON

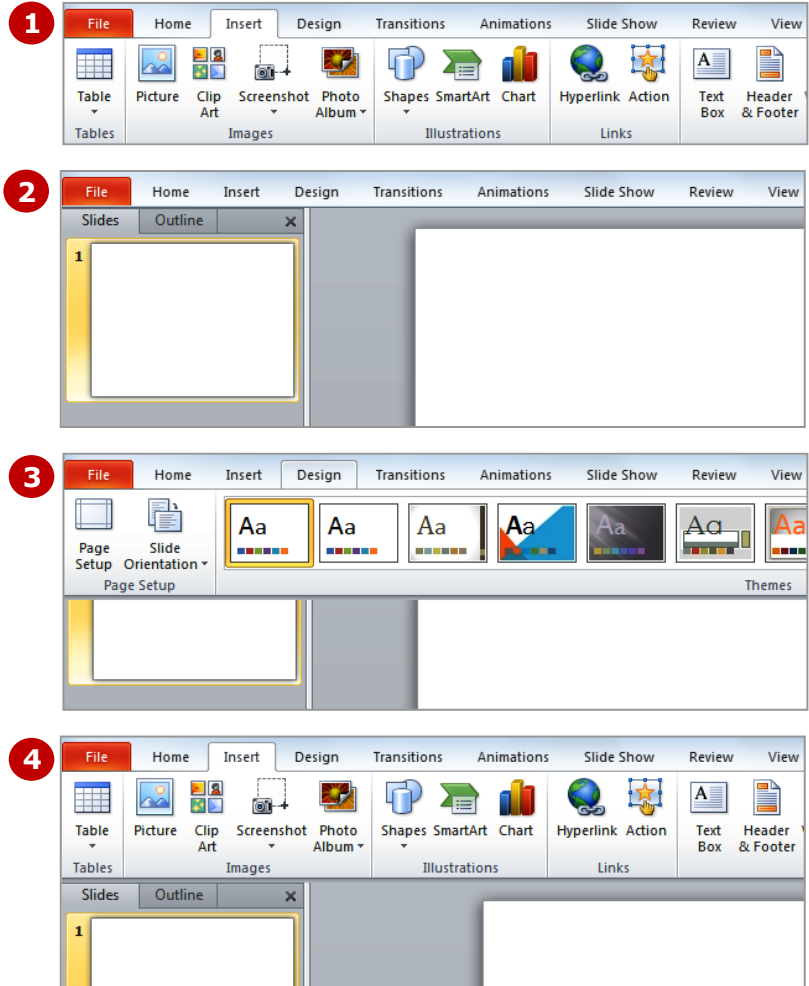
The **Ribbon** at the top of the screen, valuable as it is, does tend to occupy a reasonable amount of space. You can minimise the **Ribbon** so that only the tabs appear visible. You can minimise the

Ribbon as a once-off operation, or have it remain constantly minimised and display full commands only briefly while a tab has been clicked.

Try This Yourself:

Before starting this exercise ensure you have a blank presentation open...

- 1** Click on the **Insert** tab to display the **Insert** commands
- 2** Double-click on the **Insert** tab to minimise the ribbon
While the tabs stay visible, the rest of the commands are hidden...
- 3** Click on the **Design** tab to display the ribbon, this time with the **Design** commands
- 4** Click in the slide
The ribbon will hide again – it only becomes visible when you need it. You can display it permanently though...
- 5** Double-click on the **Animations** tab to display the ribbon permanently
- 6** Click on the **Home** tab



For Your Reference...

To **hide/display** the **Ribbon**:

1. Double-click on the active tab to hide the **Ribbon**
2. Click on a tab to see the **Ribbon** temporarily
3. Double-click on a tab to redisplay the **Ribbon** permanently

Handy to Know...

- You can also minimise the **Ribbon** by clicking on **Minimise the Ribbon** (icon) and then maximise it again by clicking on **Expand the Ribbon** (icon). These buttons are located at the right end of the **Ribbon**, just to the left of the blue **Help** icon.

UNDERSTANDING BACKSTAGE VIEW

The **Ribbon** lets you work *on the content* in a presentation – you can add more content, format it, insert pictures into it, copy it, and much more. **Backstage view**, which is accessed using the **File** tab, lets

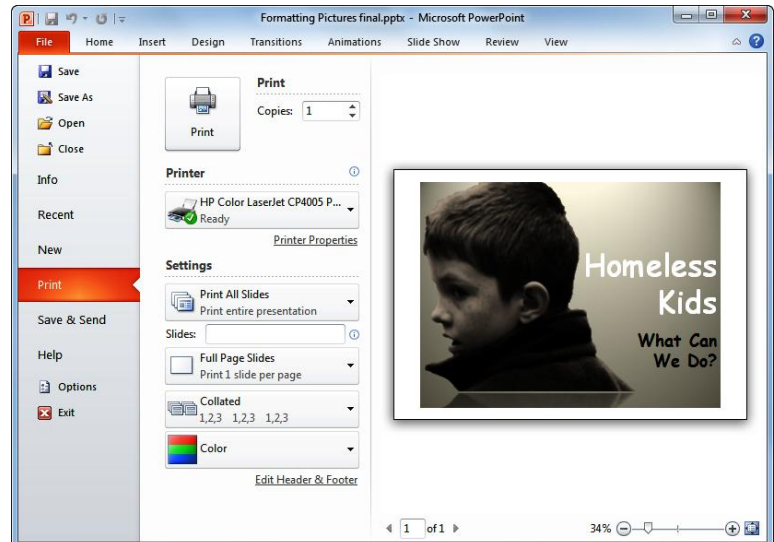
you *do something with* the content you create. You can save it to use it later, print it on paper, send it via email, and more, using the options found in **Backstage view**.

Backstage View

The **File** tab on the **Ribbon** is not a normal tab – as you can tell by the fact that it is coloured. Clicking on the **File** tab launches a mini-program within PowerPoint known as **Backstage View**. **Backstage**, as it's known for short, occupies the entire screen, although the tabs from the **Ribbon** remain visible across the top.

At the left of **Backstage** is a navigation pane, which is made up of **Quick commands**, small buttons that execute commands, and largish **tabs**, which display more options and information to the right of the screen.

The underlying purpose of **Backstage** is to let you protect your data, share it with others, and provide you with valuable information both about your data and the status of Microsoft PowerPoint.



Quick Commands

The **Quick commands** provide immediate access to an operation.

	Save	Saves the current presentation
	Save As	Allows you to save the current presentation under a different name or location
	Open	Opens a previously-saved presentation
	Close	Closes the current presentation
	Options	Settings and options to control how PowerPoint works and behaves
	Exit	Allows you to close and exit PowerPoint

Backstage Tabs

The **Backstage tabs** provide more options for working with a presentation.

Info	Provides status information about the current presentation and lets you manage versions and permissions
Recent	Provides a list of recently-saved presentations
New	Lets you create a new presentation and provides access to a gallery of templates
Print	Lets you preview and print the current presentation
Save & Send	Lets you share your presentation with other people
Help	Provides access to Microsoft's Help network and also provides licensing information about your

ACCESSING BACKSTAGE VIEW

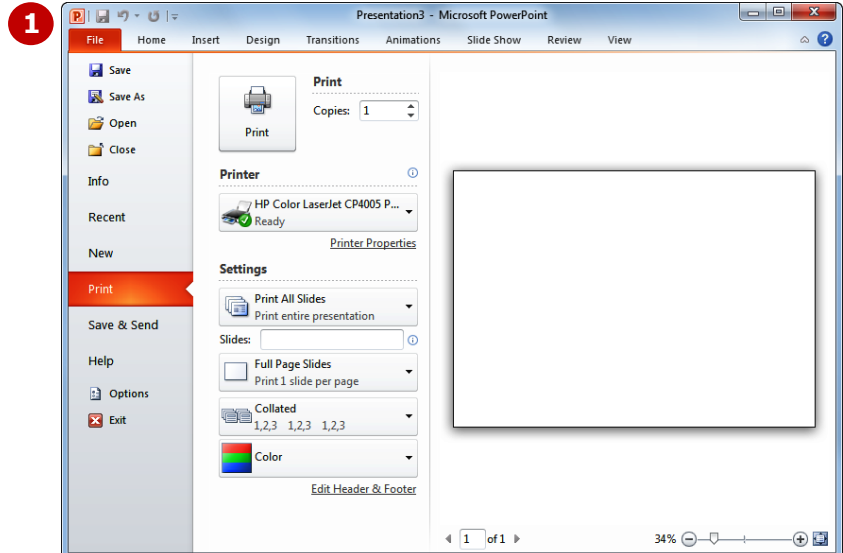
Backstage View provides options for working on presentations and key information about the status of your presentation and of Microsoft PowerPoint 2010. It is usually accessed by clicking on

the **File** tab on the left of the **Ribbon**, but it can also appear when specific commands and options on the **Ribbon** have been selected.

Try This Yourself:

Before starting this exercise ensure you have a blank presentation open...

- 1** Click on the **File** tab on the **Ribbon** to display **Backstage view**, then click on the **Info** tab if it is not already selected
- 2** Spend a few moments studying the properties, dates and related people information on the right
- 3** Click on the **Print** tab (at the left) to see the printing options
A preview of how the presentation will print will appear...
- 4** Click on the **Help** tab (on the left) to see the help options and also product licensing information
- 5** Click on the **Home** tab to close **Backstage view** and return to the document



For Your Reference...

To access **Backstage view**:

1. Click on the **File** tab on the **Ribbon**
2. Click on the desired tab or **quick command** at the left

Handy to Know...

- You can also close **Backstage view** by pressing **[Esc]**.
- If you have no presentations open in PowerPoint when you access **Backstage View**, the **Recent** tab will be selected by default, allowing you to open a presentation that you have worked on recently.

USING SHORTCUT MENUS

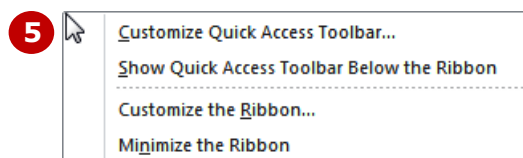
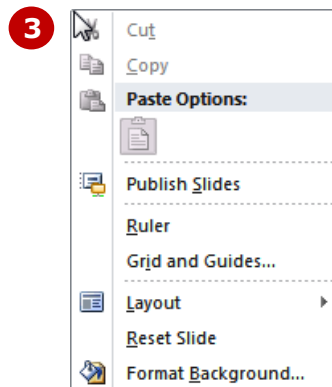
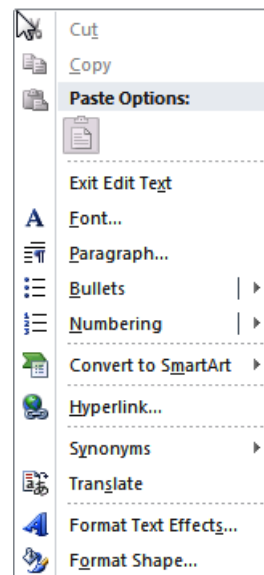
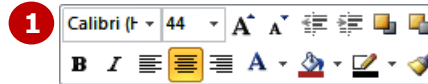
PowerPoint provides a range of context-sensitive menus called **shortcut menus**, which will appear when you right-click on specific areas on the window or on objects on the slide. Shortcut menus save you

time by presenting you with only the menu commands that apply to the object or area in which you have clicked. In some situations, the mini-toolbar will also appear.

Try This Yourself:

Before starting this exercise ensure you have a blank presentation open...

- 1** Hover the pointer over one of the text **placeholders** that sits on the slide, then click with the **right** mouse button to display a **shortcut** or **contextual menu**
The shortcut menu displays relevant commands, such as text formatting commands. As no text is actually selected the Cut, Copy and Paste options are greyed out...
- 2** Click anywhere on the slide with the **left** mouse button to close the shortcut menu
- 3** Move the mouse pointer to a blank area of the slide, then **right-click** to display a shortcut menu
This time the menu includes options relating to the slide...
- 4** Click anywhere on the slide with the **left** mouse button to close the shortcut menu
- 5** Move the mouse pointer over any of the **tabs** on the ribbon, then **right-click** to display a shortcut menu
Now the menu displays toolbar and ribbon options...
- 6** Click anywhere on the slide with the **left** mouse button to close the shortcut menu



For Your Reference...

To **display** a **shortcut menu**:


1. Point to the object or area of the screen on which you want to perform an operation
2. **Right-click** to display the shortcut menu

Handy to Know...

- To execute a command on the shortcut menu, click on the command with the left mouse button to select and activate it.

UNDERSTANDING DIALOG BOXES

Dialog boxes contain a range of settings and **controls** relevant to a particular command or tool. For example, the **Font** dialog box contains settings for working with fonts, such as formatting and

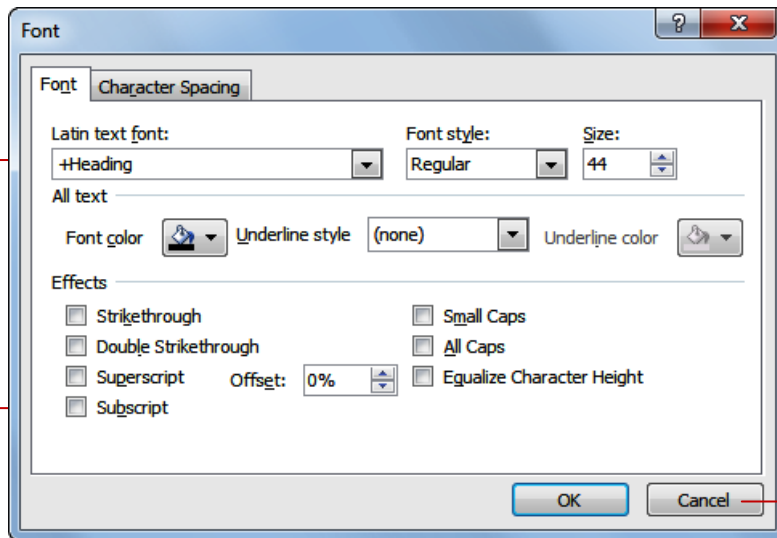
character settings. Dialog boxes appear either you click on a **dialog box launcher**  at the bottom right corner of a group, or when you click on a relevant command.

Typical Dialog Box Controls

Dialog boxes have various tools to help you perform tasks. These tools are known as **controls** and some typical ones are shown below.

Text boxes are used to enter text such as font or size.

Check boxes turn settings either on or off. When on they display a tick and therefore these controls are also known as tick boxes.




Tabs are used to provide more settings on the one dialog box.

Drop arrows provide a list of options for the text box when the arrow is clicked. The list "drops down" from the arrow.

Command buttons provide a means of saving the changed settings [OK], or closing the dialog box without accepting any changes made [Cancel].

Spinner arrows allow you to type a specific value or use the up or down arrows to increase or decrease the value respectively.




LAUNCHING DIALOG BOXES

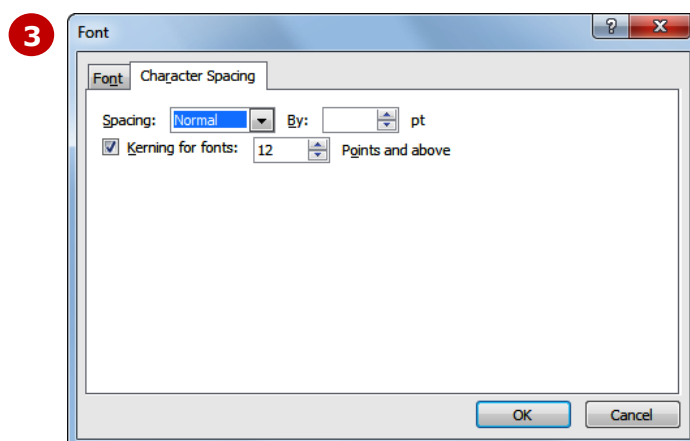
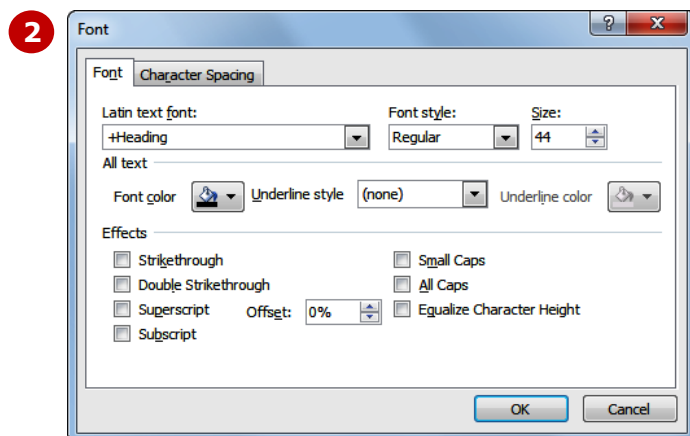
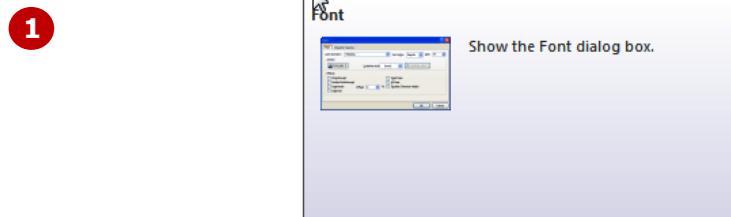
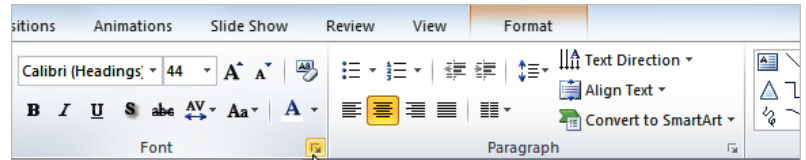
Dialog boxes can be launched by clicking on a **dialog box launcher**  or on a command button, or by selecting a command from a menu. In a menu, the presence of three dots (an ellipse) ... after

a menu option indicates that the menu option, when selected, will display a dialog box. Dialog boxes are generally used for advanced features or detailed settings.

Try This Yourself:


Before starting this exercise ensure you have a blank presentation open...

- 1** Click anywhere in a text placeholder, then point to the **dialog box launcher**  in the **Font** group on the **Home** tab
A tooltip will appear...
- 2** Click on the **dialog box launcher**  to open the **Font** dialog box
This dialog box has a selection of controls to make formatting fonts easier...
- 3** Click on the **Character Spacing** tab
This displays additional controls that let you adjust the font spacing and spacing between characters...
- 4** Click on **[Cancel]** to close the dialog box
- 5** Click on the **dialog box launcher**  in the **Paragraph** group to open the **Paragraph** dialog box
- 6** Click on **[Tabs]** to open the **Tabs** dialog box
- 7** Click on **[Cancel]** then on **[Cancel]** to close both dialog boxes



For Your Reference...

To **launch** a **dialog box**:

1. Click on a **dialog box launcher** , relevant command button or menu option

Handy to Know...




- In some situations the dialog box launcher actually displays a **task pane**. For example, if you click on the dialog box launcher in the **Clipboard** group on the **Home** tab, the **Office Clipboard** task pane appears.

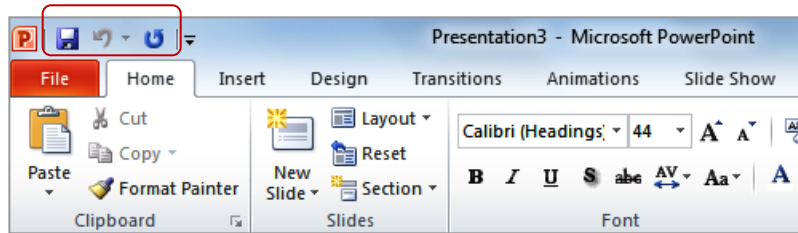
UNDERSTANDING THE QUICK ACCESS TOOLBAR

The **Quick Access Toolbar**, also known as the **QAT**, is a small toolbar that appears at the top left corner of the PowerPoint window. It is designed to provide access to the tools you use most frequently, such as


Save, and includes by default the **Undo** and **Redo** buttons. You can add buttons to the Quick Access Toolbar to make finding your favourite commands easier.

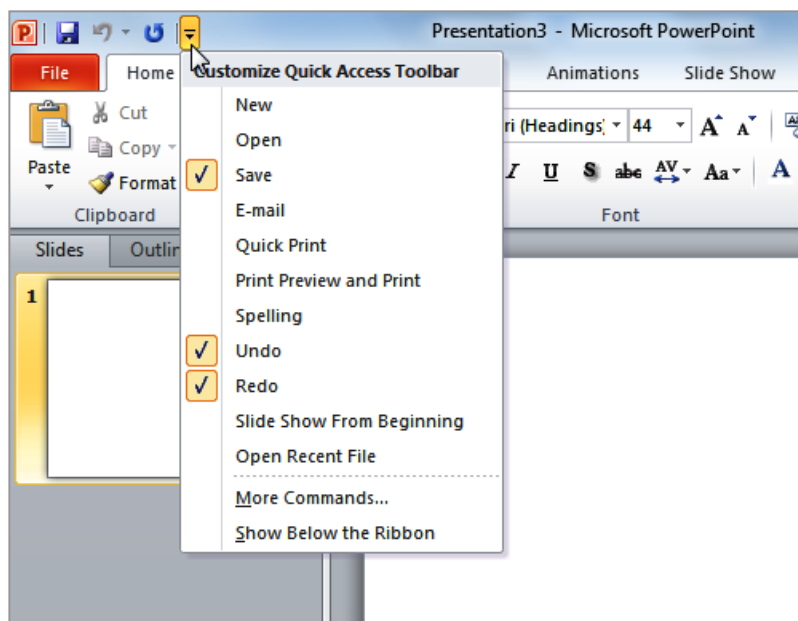
The Quick Access Toolbar

The **Quick Access Toolbar** is positioned immediately above the **Ribbon** tabs. In its default state, it includes the **Save** tool , the **Undo** tool  and the **Redo** tool .



Customising The Quick Access Toolbar

Appearing immediately to the right of the **Quick Access Toolbar**, the **Customise Quick Access Toolbar** tool  displays a list of commonly-used commands that you can add to the toolbar. You can select the items you want to add. The ticks that appear to the left of the menu options show you which options are already displayed in the **QAT**.



You can add any command you like to the toolbar by selecting **More Commands** to display the **PowerPoint Options** dialog box. From here you can choose commands or tabs to add to the toolbar. You can even shift the Quick Access Toolbar below the ribbon if this suits the way you work.

ADDING COMMANDS TO THE QAT

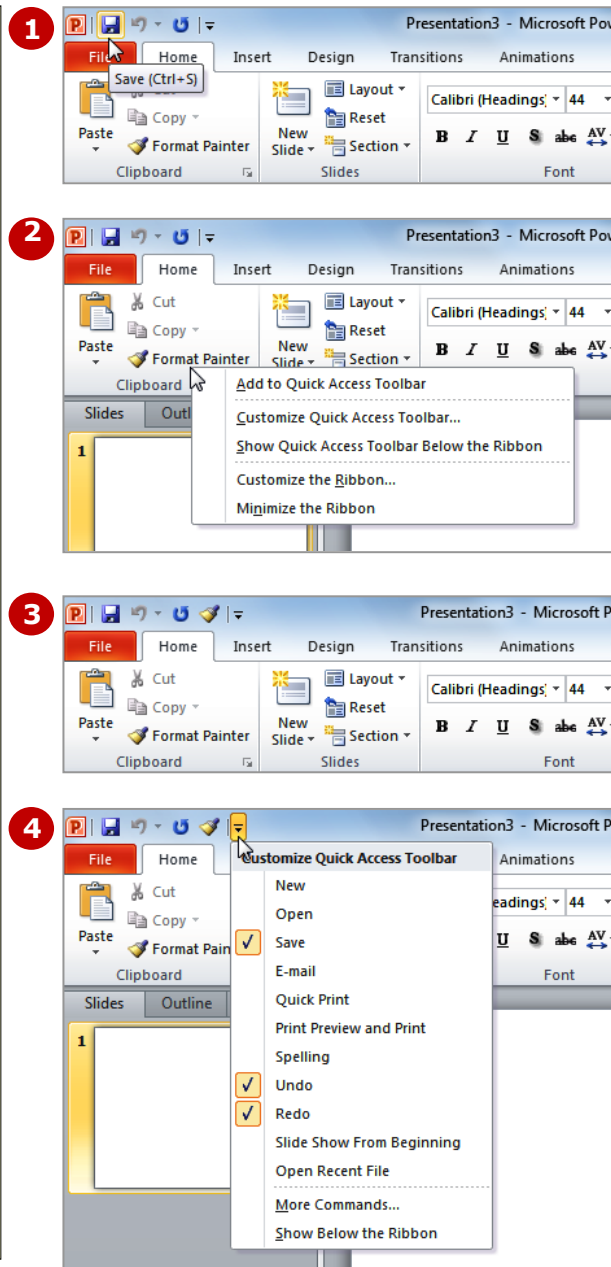
The **Quick Access Toolbar** is a handy location to place commands from the **Ribbon** that you use most frequently. Adding commands from the **Ribbon**

involves locating the command, right-clicking on it and choosing the **Add to Quick Access Toolbar** option from the short cut menu that appears.

Try This Yourself:

Before starting this exercise ensure you have a blank presentation open...

- 1** Point to the first button on the **Quick Access Toolbar** to see the name of the tool and its shortcut
In this case, it is Save...
- 2** Click on the **Home** tab, then right-click on **Format Painter** in the **Clipboard** group to display a shortcut menu
- 3** Select **Add to Quick Access Toolbar** to add the **Format Painter** tool to the **QAT**
- 4** Click on **Customise Quick Access Toolbar** in the **QAT** to display a menu
- 5** Select **Open** to add the **Open** tool to the **QAT**
It is just as easy to remove tools from the QAT...
- 6** Right-click on the **Format Painter** tool and select **Remove from Quick Access Toolbar**
- 7** Repeat step 6 to remove the **Open** tool from the **QAT**



If you select **More Commands**, the **Customise the Quick Access Toolbar** category in the **PowerPoint Options** dialog box will open. From here you can add any PowerPoint command to the QAT by selecting it and clicking on **[Add]**.

For Your Reference...

To **customise** the **Quick Access Toolbar**:

1. Right-click on the command you want to add and select **Add to Quick Access Toolbar**
- Or
- Click on the **Customise Quick Access Toolbar** tool and select a command

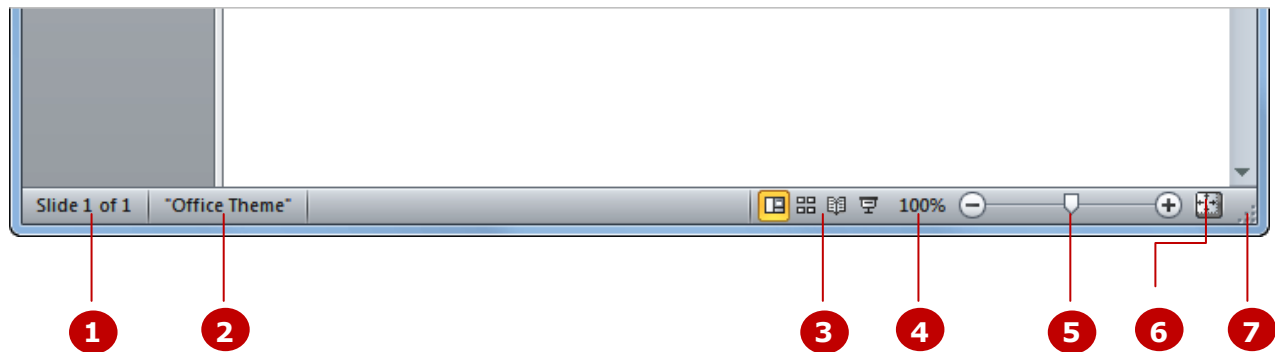
Handy to Know...









- You can move the **QAT** under the ribbon by clicking on the **Customise Quick Access Toolbar** tool and selecting **Show Below the Ribbon**. This puts the tools that you use most frequently closer to the presentation, making it quicker to access them.

UNDERSTANDING THE STATUS BAR

The **Status bar** sits along the bottom of the PowerPoint window. The Status bar can provide useful information about your presentation, such as what slide you're currently on, which theme has been applied

to the presentation, for example. It also includes tools that can be used to change the view and magnification. You can customise the Status bar to change the information that is shown.



- | | | |
|----------|------------------------------------|---|
| 1 | Slide Number | The Slide Number indicates which slide is currently on view in the Slide window. In this example, slide 1 is in the Slide window. This indicator also tells you how many slides there are in the entire presentation – in this case, there is only one. |
| 2 | Theme Name | This tells you which theme is applied to the presentation. In this case, it is the default Office theme. |
| 3 | View Tools | The View tools allow you to change the view of the presentation. You can select from Normal  , Slide Sorter  , Reading  and Slide Show  . |
| 4 | Zoom Level | This button displays the current magnification. If you click on the button, the Zoom dialog box will appear so that you can select or type a specific zoom percentage to increase or decrease magnification. |
| 5 | Zoom Slider | The Zoom Slider indicates the current zoom level, where the centre mark indicates 100%. You can either drag the marker  to the left or right, or click on a specific point of the slider to set a zoom percentage. You can also click on the buttons at either end of the slider to zoom in  or zoom out  . |
| 6 | Fit Slide To Current Window | If you have altered the zoom level of the slide in the Slide window, you can quickly restore it to fit the slide by clicking on Fit Slide To Current Window  . |
| 7 | Resize Icon | The Resize icon is visible in the PowerPoint window if the screen is not maximised. It allows you to change the size of the PowerPoint window by dragging it in or out. |


CUSTOMISING THE STATUS BAR

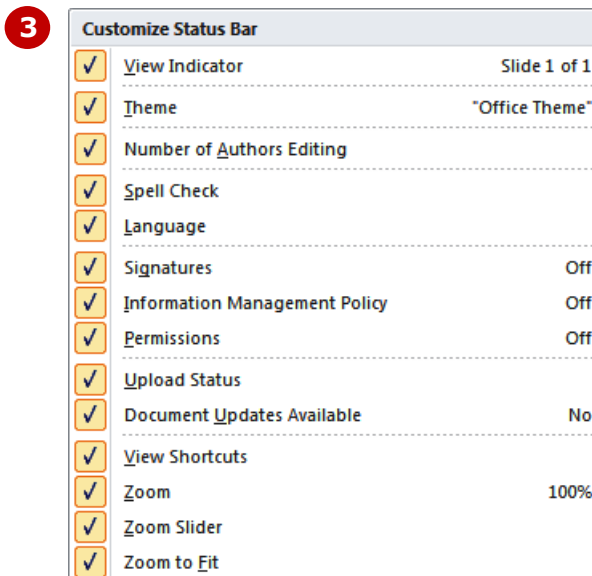
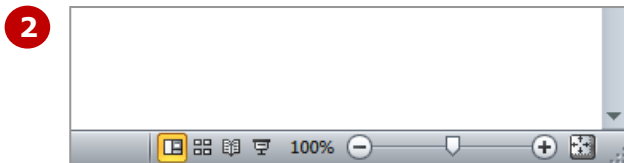
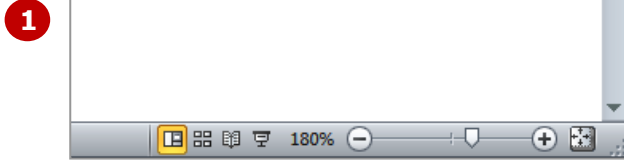
The **Status bar** sits along the bottom of the PowerPoint window and comprises two areas. The left side displays options and information relevant to the current presentation, and the right side displays

viewing and zooming tools. You can customise the Status bar by adding or removing information to suit your working requirements.

Try This Yourself:

Before starting this exercise ensure a blank presentation is open...

- 1** Click on **Zoom In**  several times to increase magnification
Magnification increases by 10% each time you click on it...
- 2** Click on the vertical centre mark in the **Zoom** slide to zoom to **100%**, then click on **Fit slide to current window**
- 3** Right-click on the **Status bar** to display the **Customise Status Bar** menu
This shows additional information about the presentation as well as listing settings you can choose...
- 4** Click on **Theme** to remove the tick, then click outside the menu to close it
The theme information will disappear from the Status bar...
- 5** Right-click on the **Status bar** to display the menu again
- 6** Click on **Theme** to add a tick, then click outside the menu to close it
The Status bar will be restored to the original view



For Your Reference...

To **customise** the **Status bar**:

1. Right-click on the **Status bar**
2. Click on the options that you want to add or remove
3. Click outside the menu to close it

Handy to Know...

- If you prefer working with the keyboard, you can press **F6** to jump to the **Status bar**. Use the arrow keys to move between options and press **Enter** to activate an option. To deactivate the **Status bar** selection, press **Esc**.

EXITING SAFELY FROM POWERPOINT


When you have finished working with PowerPoint and no longer need to have it open, you should exit from it in the proper manner. You can do this in several ways, which include using the **Backstage** and

the application's close button. If you exit PowerPoint without saving your work or naming the presentation, a message box will appear prompting you to do so.

Try This Yourself:

Continue using the presentation from the previous exercise...

1

Click in the **Title** placeholder and press 

This simply ensures that you have made a change to the presentation...

2

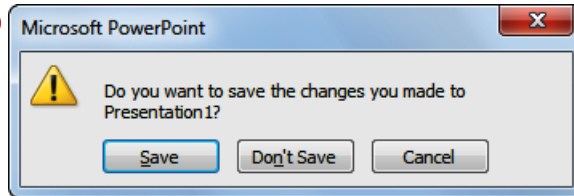
Click on the **File** tab and click on the **Exit** quick command at the bottom left of the screen

You will be prompted to save your presentation if you wish to retain your data. In our case, we won't bother saving the change...

3

Click on **[Don't Save]**
If you click on [Save], the Save As dialog box will open and you will be required to specify a file name and location for the presentation

2



For Your Reference...

To **exit** Microsoft PowerPoint 2010 safely:

1. Click on the **File** tab then click on the **Exit** quick command
2. If you want to keep your changes click on **[Save]** then specify a file name and location, otherwise click on **[Don't Save]**

Handy to Know...

- Whenever you are in doubt about whether or not to save, you should err on the side of caution and save the presentation. You can delete unwanted presentations at a later date, but you can seldom retrieve data that has not been saved!

CONCLUDING REMARKS

Congratulations!

You have now completed the **Getting to know PowerPoint** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as outlined in the task list on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**