Training Guide

Microsoft PowerPoint 2010 - Level 1

2 – Working with presentations

CORPORATE LEARNING & DEVELOPMENT

WORKING WITH PRESENTATIONS

INFOCUS

Before diving into ***PowerPoint 2010*** and creating presentations, you will first have a look at some of the basics when working with presentations. In this chapter we look at how to open and navigate a presentation, how to change the way you view a presentation, as well as closing a presentation.

In this booklet we will show you how to:

- ✓ open existing presentations
- ✓ switch between open presentations
- ✓ gain an understanding of the three main ***PowerPoint*** views
- ✓ switch presentation views
- ✓ navigate a presentation
- ✓ use the ***Zoom*** tool
- ✓ close a presentation
- ✓ open a recently-opened presentation.

OPENING A PRESENTATION

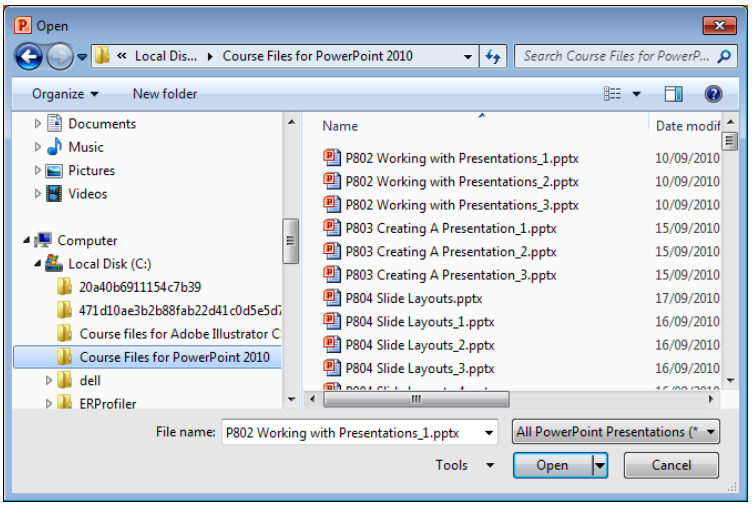
When you save a ***PowerPoint*** presentation, the file is saved with the file extension .***pptx***. Once saved, there are two main methods that you can use to open a presentation. You can either open the file directly from ***Windows Explorer*** by double-clicking on the file, or you can open PowerPoint and then open the presentation from within PowerPoint, which is what you'll do here.

Try This Yourself:

Before starting this exercise ensure that PowerPoint is open...

1. Click on the ***File*** tab, then click on ***Open*** to open the ***Open*** dialog box
2. Navigate to the ***Course Files for PowerPoint 2010*** folder
3. Click on ***P802 Working with PowerPoint_1.pptx***, then click on **[Open]** to open the presentation
4. Repeat step ***1*** to open the ***Open*** dialog box again
5. Click on ***P802 Working with PowerPoint_2.pptx***, press and hold Shift, click on ***P802 Working with PowerPoint_3.pptx***, then click on **[Open]**

   You will now have three presentations open although only the most recently-opened file will be visible



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For Your Reference...

To ***open*** a ***presentation***:

1. Click on the ***File*** tab, then click on ***Open***
2. Navigate to the appropriate folder
3. Click on the file then click on **[Open]**, or double-click on the file to open

Handy to Know...

- Add the ***Open*** tool to the ***Quick Access toolbar*** to make opening files quicker.
- Press Ctrl + O to open the ***Open*** dialog box.
- Click on the ***File*** tab, then click on ***Recent*** to display recently-opened presentations.

SWITCHING BETWEEN OPEN PRESENTATIONS

If you are working on multiple presentations, you can easily switch between each open presentation. You can switch to the required presentation by selecting the ***Switch Windows*** command on the ***View*** tab, or you can display a ***jump list*** of open files by hovering over the PowerPoint icon on the ***Taskbar*** and selecting the required presentation.

Try This Yourself:

Same Files *Continue using the previous files with this exercise...*

1 Click on the ***View*** tab, then click on ***Switch Windows*** in the ***Window*** group to see a list of open presentations

The file with the tick is the presentation currently on view...

2 Click on ***P802 Working with Presentations_2.pptx*** to view this presentation

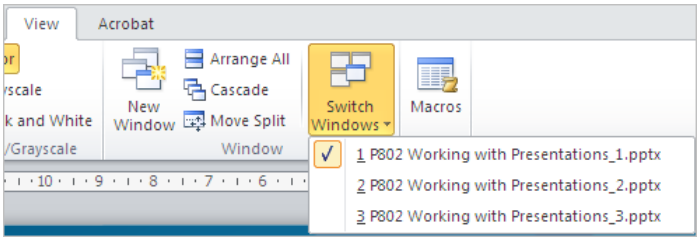
Let's use the Taskbar to display P802 Working with Presentations_1.pptx...

3 Hover over the ***PowerPoint*** icon in the ***Taskbar*** to display a ***jump list***

The jump list displays a list of open presentations…

4 Click on ***P802 Working with Presentations_1.pptx*** to view this presentation

1



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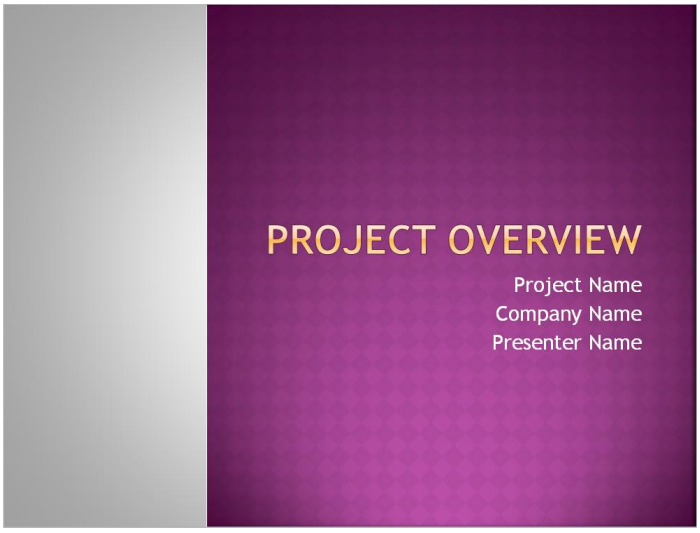

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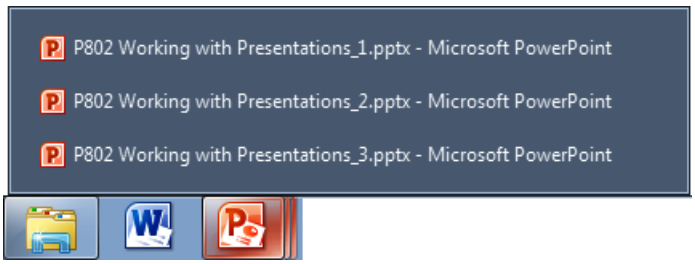


For Your Reference...

To ***switch*** between open ***presentations***:

- Click on the ***View*** tab, then click on ***Switch Windows*** in the ***Window*** group and select the required presentation, or
- Hover over the ***PowerPoint*** icon in the ***Taskbar*** and select the required presentation

Handy to Know...

- You can also switch between open windows by pressing Alt + Tab. Pressing Tab while holding down the Alt key will enable you to cycle through open windows and select the one you need. Note though that this will display ALL of the windows for every open program or window.

UNDERSTANDING POWERPOINT VIEWS

PowerPoint has four main views: ***Normal*** view, ***Slide Sorter*** view***, Slide Show*** view and ***Reading*** view. ***Normal*** is the main editing view for designing and writing your presentation. ***Slide Sorter*** displays your slides as thumbnails. ***Slide Show*** is a full-screen slide show. ***Reading*** allows you to view your presentation as a slide show but with access to other open windows.

1 Normal View

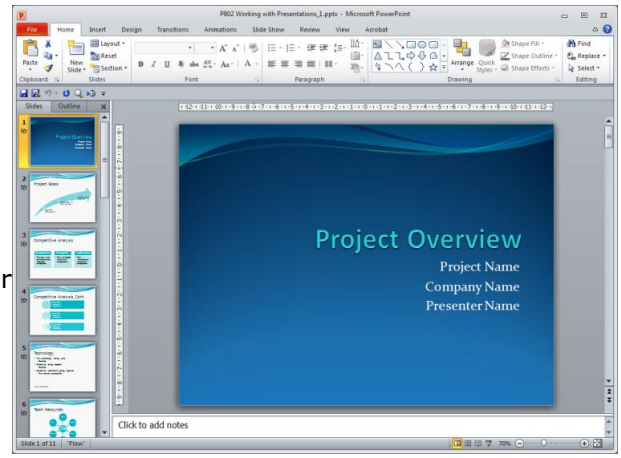
You will spend most of your time working in ***Normal*** view when designing presentations.

Normal view has three working areas. The pane on the left has two tabs: the ***Outline*** pane (which displays an outline of your slide text making it ideal for adding text) and the ***Slides*** pane (which displays thumbnails of your slides allowing you to quickly navigate to the desired slide).

The ***Slides*** pane (main area of the window) displays the current slide.

The ***Notes*** pane at the bottom right of the screen displays any notes for the slide.

You can increase or decrease the size of any of the panes by dragging the pane borders.

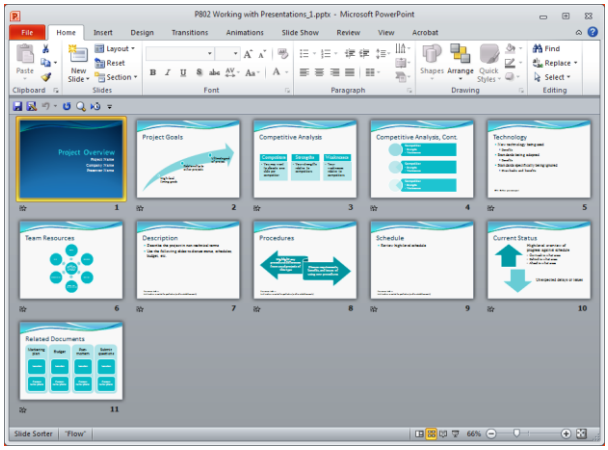


Normal view

2 Slide Sorter View

Slide Sorter view displays your slides as thumbnails.

From this view it is easy to move, add and delete slides; add speaker notes; create sections, preview transition and animation effects; and create summary slides.



Slide Sorter view

3 Slide Show View

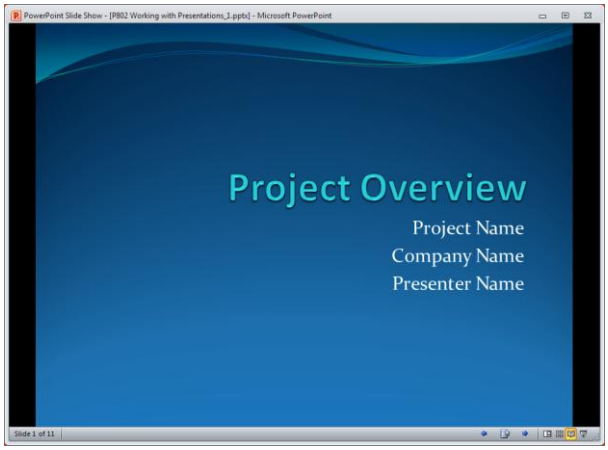
Slide Show view displays your presentation as a slide show. It displays on the full monitor and looks just as the show will look to your audience.

From this view you can check your graphics, timings, animations and transition effects and ***test*** the slide show.

4 Reading View

Reading view displays your presentation as a slide show and looks just as your audience will see it. However, unlike ***Slide Show*** view, you can still switch between open windows and work on other tasks.

From this view you can check your graphics, timings, animations and transition effects and ***test*** the slide show without having to exit the slide show if you need to switch to another window or task.



Reading view

CHANGING PRESENTATION VIEWS

PowerPoint provides several different ways to ***view*** your presentation, depending on the task at hand. The default view is ***Normal*** view, and you will spend most of your time creating your presentations in this view. However, sometimes you may find it easier to work in ***Slide Sorter*** view, or, when you're ready to test or deliver your slide show, in either ***Reading*** or ***Slide Show*** view.

Try This Yourself:

Same File *Continue using the previous files, or open P802 Working with Presentations_1.pptx...*

1 Click on ***Slide Sorter*** on the ***Status*** bar

The slides appear as thumbnails in this view, and you can rearrange, copy and delete slides, for example. Let's try another view…

2 Click on ***Slide Show*** on the ***Status*** bar to display the slide show at full screen

This is how the audience will see your presentation. You could use this view to test and then deliver your presentation…

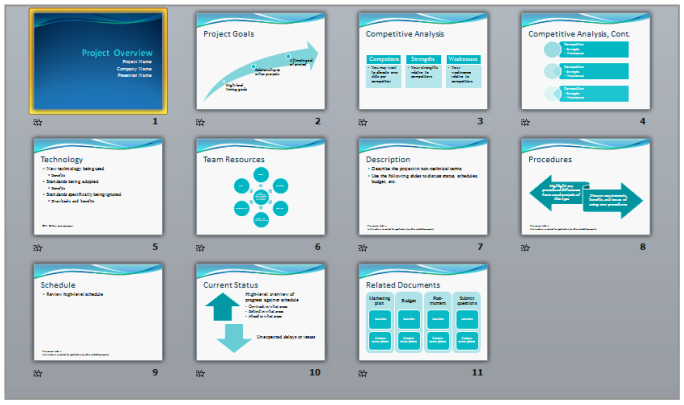
3 Click or press Pg Dn to move through the presentation

4 Press Esc to exit the slide show

5 Click on ***Reading*** on the ***Status*** bar to display the slide using the full screen

You will notice that this view looks like Slide Show view, but the Taskbar is visible, which means you can open other windows and programs, for example, while delivering a presentation…

6 Click on ***Normal*** on the ***Status*** bar to return to ***Normal*** view



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For Your Reference...

To ***change presentation views***:

- Click on a ***view*** tool on the ***Status*** bar, or
- Click on a ***view*** tool on the ***Presentation Views*** group on the ***View*** tab, or
- Click on the ***Outline*** or ***Slides*** tabs in the left pane in ***Normal*** view to display ***Outline*** or ***Slides*** view

Handy to Know...

- Another view available in the ***Presentation Views*** group on the ***View*** tab is ***Notes Page***. This displays a single slide at the top of a page with room for notes on the lower half of the page. This is ideal if you have lots of notes to include that would be difficult to add in the ***Notes*** pane of the ***Normal*** view.

NAVIGATING A PRESENTATION

A typical presentation is made up of one or more pages, or ***slides*** as they are known in PowerPoint. To be able to use PowerPoint effectively you must know how to move between the slides in a presentation. How you do so depends on the view that you are in. The ***Normal***, ***Outline*** and ***Slides*** views all display with an outline panel on the left that helps you to navigate slides.

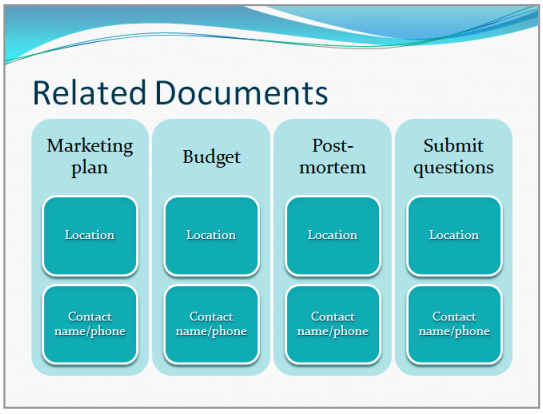
Try This Yourself:

Same File

Continue using the previous file with this exercise in Normal view, or open the file P802 Working with Presentations_1.pptx...

1. Press Pg Dn repeatedly to scroll through the entire presentation one slide at a time
2. Press Pg Up to move to the previous slide
3. Click on the ***Slides*** tab to display the ***Slides*** pane, then click on slide ***8*** to display this slide in the ***Slide*** window
4. Press Ctrl + Home to return to the first slide
5. Click on the ***Outline*** tab to view the slide text in the ***Outline*** pane
6. Click on the ***Slides*** tab to view the thumbnails again
7. Click on ***Next Slide*** on the ***vertical*** scroll bar of the ***Slide*** window to navigate to slide ***4***
8. Click on ***Previous Slide*** on the ***vertical*** scroll bar of the ***Slide*** window to navigate to slide ***2***

1



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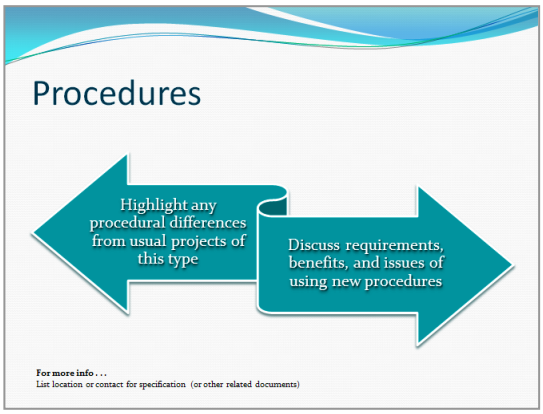

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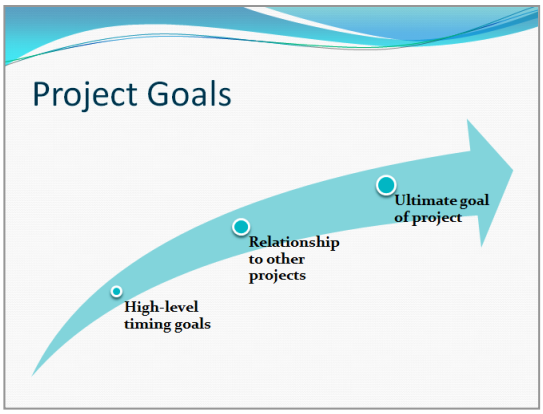


For Your Reference...

To ***move*** around a presentation use:

- The ***vertical scroll bar***
- ***Next Slide*** or ***Previous Slide***
- Pg Up or Pg Dn
- The thumbnails in the ***Slides*** pane
- The slide title in the ***Outline*** pane

Handy to Know...

- Click on the up or down arrows of the ***vertical*** scroll bar to move between slides. The current ***zoom*** level will determine whether you move to the next slide or whether you move up or down the page of the current slide.

USING THE ZOOM TOOL

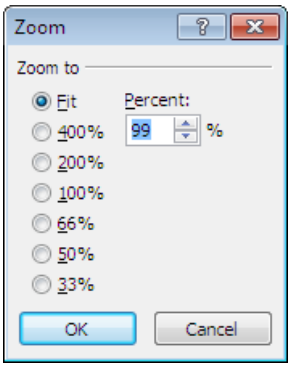
There will be times when you will find it useful to increase or decrease the magnification of the slide in the ***Slide*** window. You can use the ***Zoom*** tools on the status bar, or in the ***View*** tab, to alter the magnification of a slide. You can also use the ***Zoom*** tools to alter the magnification of the contents of the ***Slides*** and ***Outline*** panes.

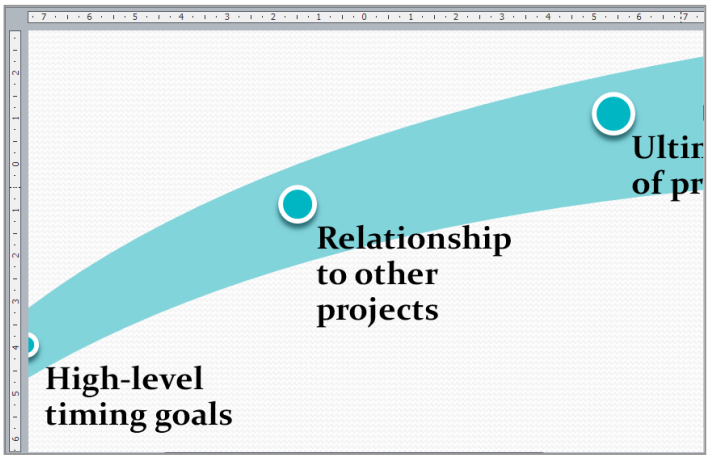
Try This Yourself:

Sam e File *Continue using the previous file with this exercise...*

1. Ensure you are viewing slide ***2*** in ***Normal*** view, click on the ***View*** tab, then click on ***Zoom*** in the ***Zoom*** group to open the ***Zoom*** dialog box
   Your percentage value may differ to the one shown …
2. Click on ***200%*** then click on **[OK]** to increase the magnification of the slide to ***200%***
3. Click on ***Fit to Window*** in the ***Zoom*** group
   You can also adjust magnification in the Slides and Outline panes…
4. Click on the ***Outline*** tab, then click on any word in the ***Outline*** pane for slide ***1***
5. Click on ***Zoom*** in the ***Zoom*** group to open the ***Zoom*** dialog box
   Let's reduce magnification...
6. Click on ***50%*** then click on **[OK]**
7. Click on the ***Slides*** tab and ensure you are viewing slide ***1*** in the ***Slides*** window

1





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For Your Reference...

To ***use*** the ***Zoom*** tool:

1. Click on a slide
2. Click on the ***View*** tab, then click on ***Zoom***
3. Select the desired ***percentage***
4. Click on **[OK]**

Handy to Know...

- You can display the ***Slides*** or ***Outline*** panes at a maximum zoom level of ***100%***.

CLOSING A PRESENTATION

When you have finished with a presentation, you should close it and ensure that any changes that you have made are saved if required. Closing a presentation means that it has been filed away safely, but PowerPoint will still remain open so that you can either work with another open presentation or create a new presentation.

Try This Yourself:

Same File *Continue using the previous files with this exercise...*

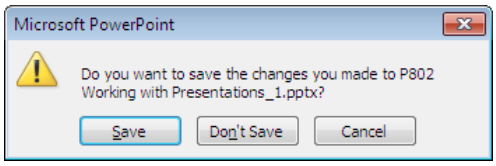
1 Click on the ***File*** tab, then click on ***Close***

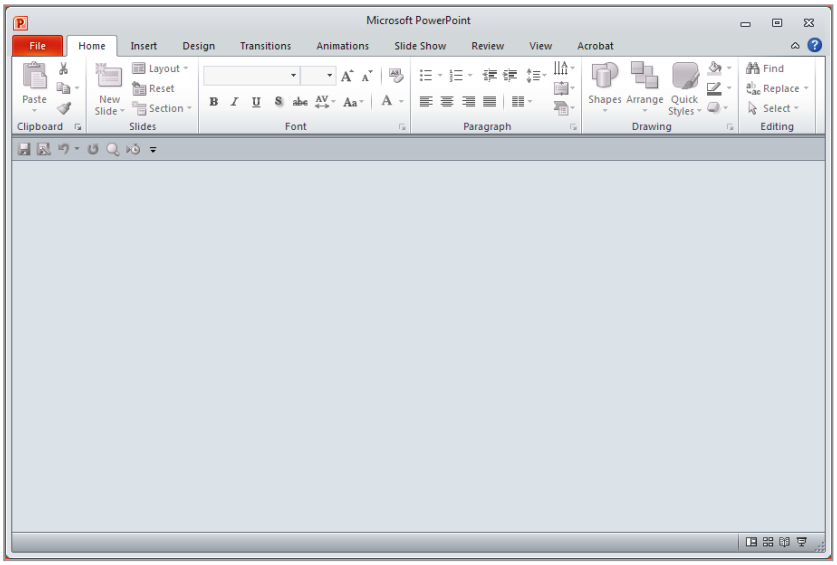
PowerPoint will detect if you have made any changes and if so, will prompt you to save them. Because this is only an exercise, we won't save any changes…

2 Click on **[Don't Save]** if asked, to close the presentation without saving any changes and to leave ***PowerPoint*** open

3 Repeat steps ***1*** and ***2*** to close the remaining presentations

1





3

For Your Reference…

To ***close*** a presentation:

1. Click on the ***File*** tab, then click on ***Close***
2. To save changes if asked, click on **[Save]** or to close without saving changes, click on **[Don't Save]**

Handy to Know…

- You do not have to close a presentation before you create or open another. You can have many presentations open at once, and jump between them using Alt + Tab or by selecting the required presentation from the ***jump list*** that appears when you click on the ***PowerPoint*** icon on the ***Taskbar***.

OPENING A RECENT PRESENTATION

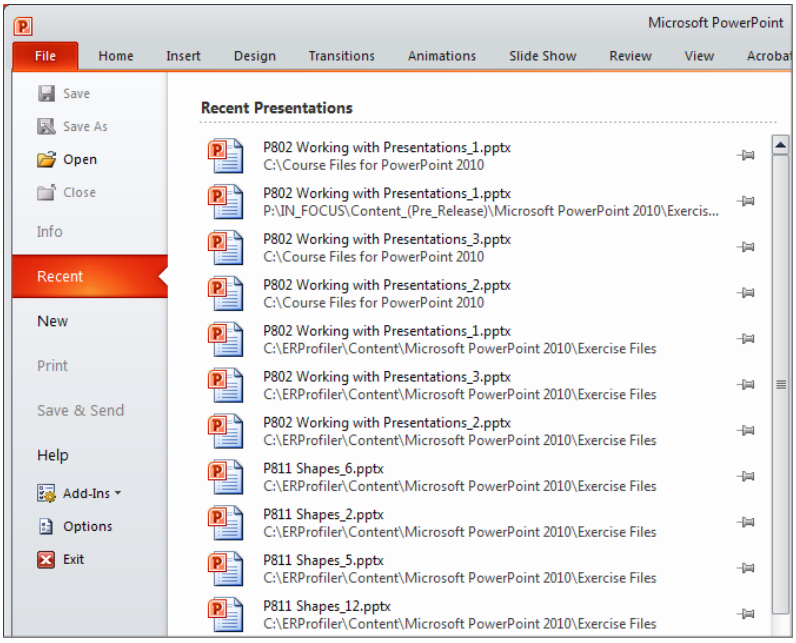
One of the most time-consuming tasks you face when using your computer is navigating to and locating the files that you are currently working on. Microsoft aims to save you time looking for files by keeping a list of the files that you have recently worked on. In this exercise, you'll re-open a recently-opened presentation without having to go hunting through the folders.

Try This Yourself:

Before starting this exercise ensure that PowerPoint has started and that you have completed the earlier topics in this chapter ...

1. Click on the ***File*** tab to display ***Backstage*** view

   The most recently-opened presentations will be listed under Recent...
2. Click on ***Recent*** to display a list of recently-opened files
3. Click on ***P802 Working with Presentations_2.pptx*** to open this presentation
4. Click on the ***File*** tab, then click on ***Close*** to close the presentation



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For Your Reference...

To ***open*** a recent presentation:

1. Click on the ***File*** tab, then click on ***Recent***
2. Click on the required presentation in the ***Recent*** pane

Handy to Know...

- The ***Recent*** pane also displays a list of ***Recent Locations***. This is a list of file locations, such as folders, that you have recently opened PowerPoint files from.
- Press Alt + F to open ***Backstage*** view.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Working with presentations** 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**