

# Microsoft PowerPoint 2010

## - Level 1

10 – Getting help



CORPORATE LEARNING & DEVELOPMENT

# GETTING HELP



## InFocus

There will be times when you need to know how to use a particular feature or tool and you may not have the resources, such as experts or reference materials, available to help you. PowerPoint's **Help** system is essentially a how-to of the available features and tools in PowerPoint, which is easy to use.

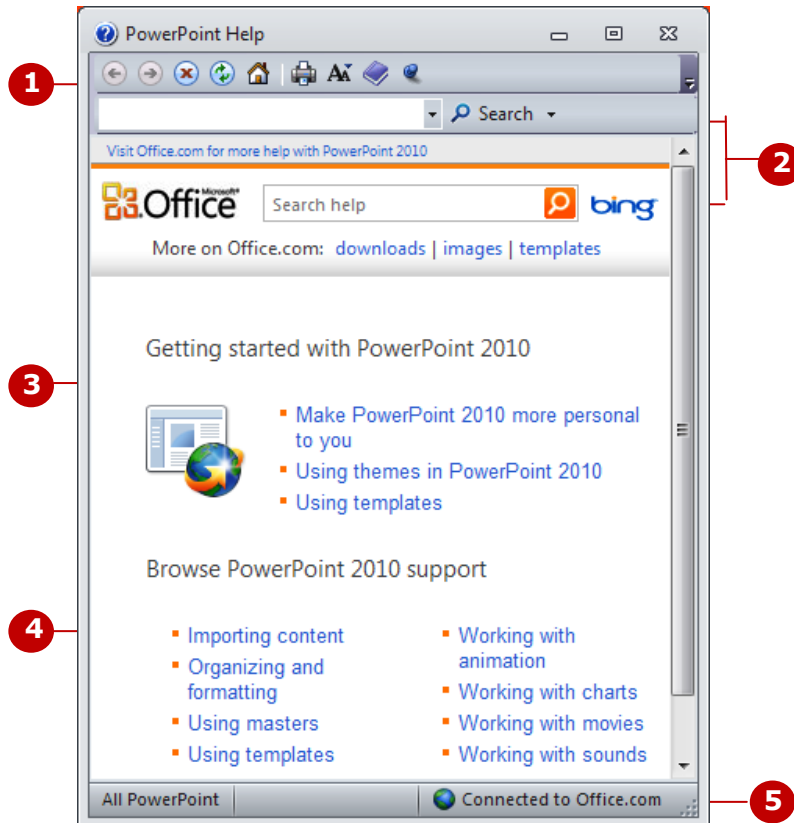
### In this booklet we will show you how to:

- ✓ gain an understanding of **PowerPoint's Help** system
- ✓ access **Help**
- ✓ browse for help
- ✓ navigate the **Help** system
- ✓ use the **Help Table of Contents**
- ✓ search in **Help** using keywords
- ✓ disconnect online help
- ✓ print a help topic
- ✓ work with screen tips
- ✓ use dialog box help
- ✓ gain an understanding of other sources of help.

# UNDERSTANDING HELP

Microsoft Office 2010 contains a **Help** system designed to show you how to use Office 2010. When using Help to locate information, Help will refer to online resources at **Office.com**, as well as local

resources (on your computer). It is preferable to be connected to the internet when seeking help so you can take advantage of Microsoft's complete database of resources.



## 1 Help toolbar

Use these tools to navigate **Help**. Tools include **Back** and **Forward** for navigating to the last or most recent help page or topic that you viewed, as well as **Home** to return to the home (main) page. Other tools include **Print** and **Zoom**.

## 2 Search box

Search for specific information by typing a **keyword** or **phrase** into the **search box**. If you are connected to the internet, you will notice two search boxes: the main (upper) search box and the **Office.com** (lower) search box. You can type keywords into either box when connected to the internet and you will return the same results. However, if you are offline, only the main search box will be available.

## 3 Getting Started

Provides a range of general help topics that you can browse for more information. Will generally include information about new and improved features.

## 4 Browse PowerPoint 2010 Support

If you're not exactly sure what you're looking for, you might use this section to browse for the help that you need. Click on a topic that is most relevant to the information that you're searching for, and then follow the relevant links to locate more specific information.

## 5 Status bar

The **Status** bar indicates whether you are connected to **Office.com** or are only using local (that is, on your computer) help resources. By default, the Help system is connected to Office.com and it is recommended that you leave this setting as is, as you will automatically have access to Microsoft's entire Help database.

# ACCESSING HELP








You can open the main **PowerPoint Help** window by clicking on the **Help** icon located just above the **Ribbon** on the right side of the window. You can also press **F1** to open the **Help** window. You'll also find

that dialog boxes contain a **Help** tool which will generally provide information specific to the features and tools of the dialog box that you working with.

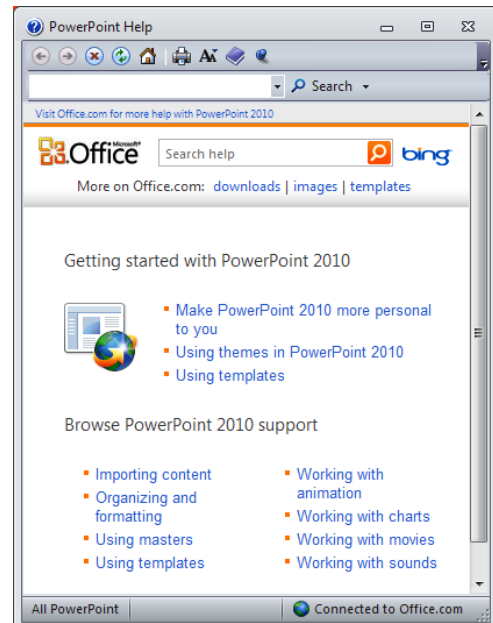
## Try This Yourself:

**Open File**

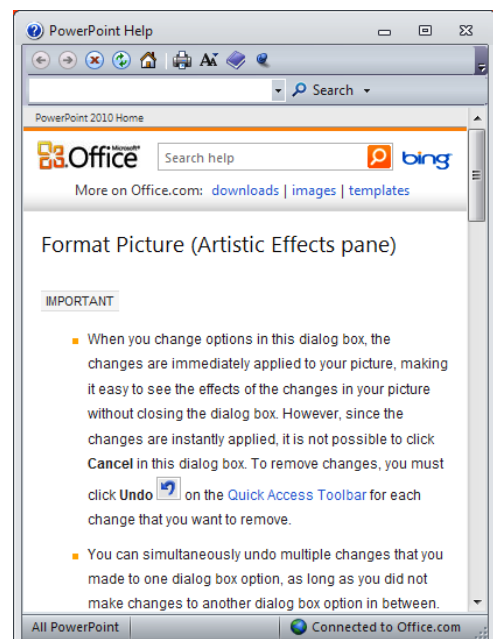
*Before starting this exercise ensure that you have a new, blank presentation open...*

- 1** Click on **Help**  just above the **Ribbon** to open the **PowerPoint Help** window  
*This window is your starting point when searching or browsing Help...*
- 2** Click on **close**  to close the **PowerPoint Help** window
- 3** Click on the **Design** tab, then click on the **dialog box launcher**  in the **Background** group to open the **Format Background** dialog box  
*You can also access help relevant to the tools in the dialog box you are working with...*
- 4** Click on **Help**   
*The Help window will display help information relating to tools in the Format Background dialog box...*
- 5** Click on **Close**  and then click on **[Close]**
- 6** Point to **Format Painter**  in the **Clipboard** group, then press **F1**  
*This gives you specific help about the Format Painter...*
- 7** Click on **close**  to close the **PowerPoint Help** window

**1**





**4**



## For Your Reference...

To **access Help**:

- Click on **Help** , or
- Open a dialog box and click on **Help** , or
- Point to a command and press **F1**

## Handy to Know...

- At the time of writing, Microsoft's **Help** search engine was under development. This means that command- and dialog box-specific help may not be available when you click on **Help**. If this is the case, you will be taken to the main PowerPoint Help window, and you can then conduct a specific search.

# BROWSING FOR HELP





If you're not exactly sure what you're looking for, say, for example, you want to know how to complete a task but don't know the name of the relevant tool or feature, you can **browse** for help

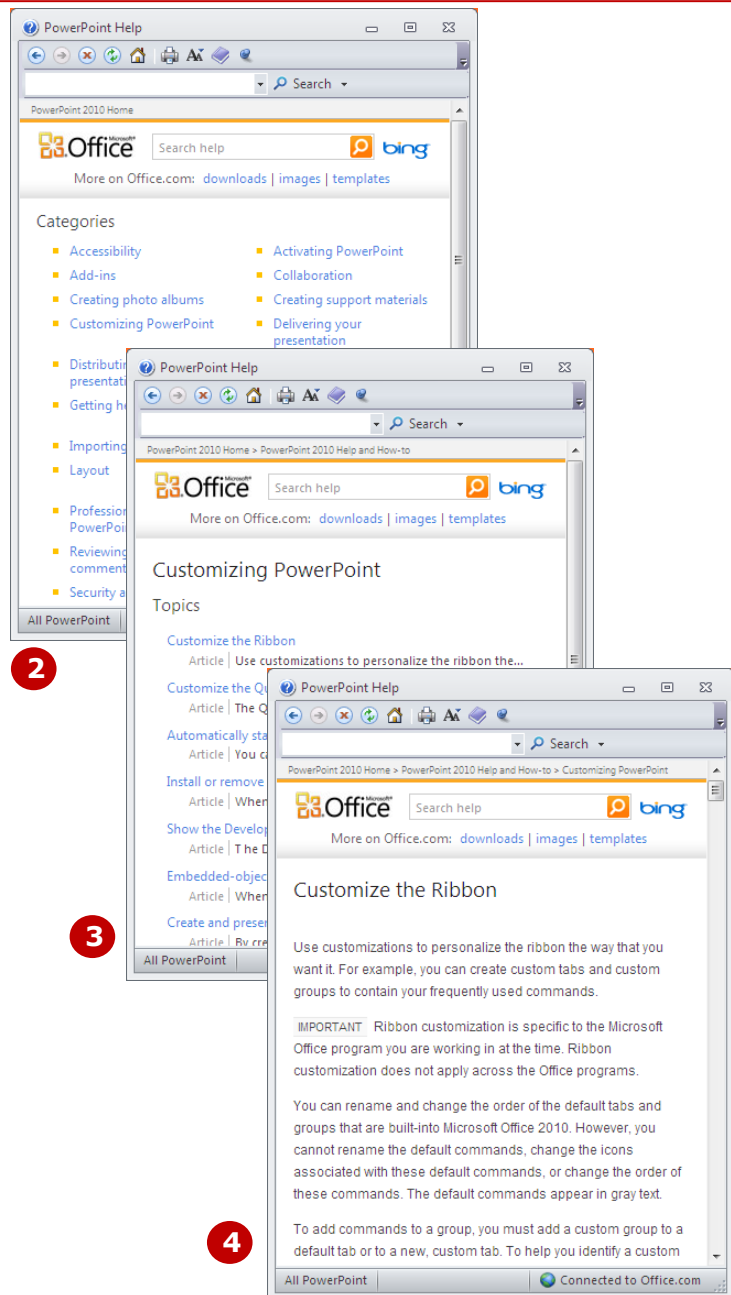
information. The browsing area of the **Help** window presents a range of general topics. You can click on the most relevant topic and then follow the links to locate more specific information.

## Try This Yourself:

Same File


*Continue using the previous file with this exercise, and ensure you are connected to the internet...*

- 1 Click on **Help**  to open the **PowerPoint Help** window
- 2 Click on **See all** under **Browse PowerPoint 2010 support** to display the full list of general topics  
*The topics are organised into related information...*
- 3 Click on **Customising PowerPoint** to display a list of topics related to customising PowerPoint
- 4 Click on **Customise the Ribbon**  
*This takes you to a specific help topic about how to customise the Ribbon...*
- 5 Scroll down the page to review the information  
*You'll also see links to related help topics...*
- 6 Click on **Back**  to return to the previous page
- 7 Click on **Home**  to return to the **Help** home page
- 8 Click on **close**  to close the **PowerPoint Help** window



## For Your Reference...

To **browse** for **Help**:

1. Click on **Help** 
2. Click on a topic link under **Browse PowerPoint 2010 support** or click on **See all**
3. Follow the relevant links

## Handy to Know...

- Text that appears in blue is actually a **hyperlink**. When you click on a hyperlink you are taken to another page, as this exercise has shown. Hyperlinks are used throughout the **Help** system to help you to navigate to the information that you need.

# NAVIGATING HELP




The main way to navigate Help is to click on the hyperlinked text that will take you directly to the information that you're looking for, or to related information. **Hyperlinks** will take you to another page

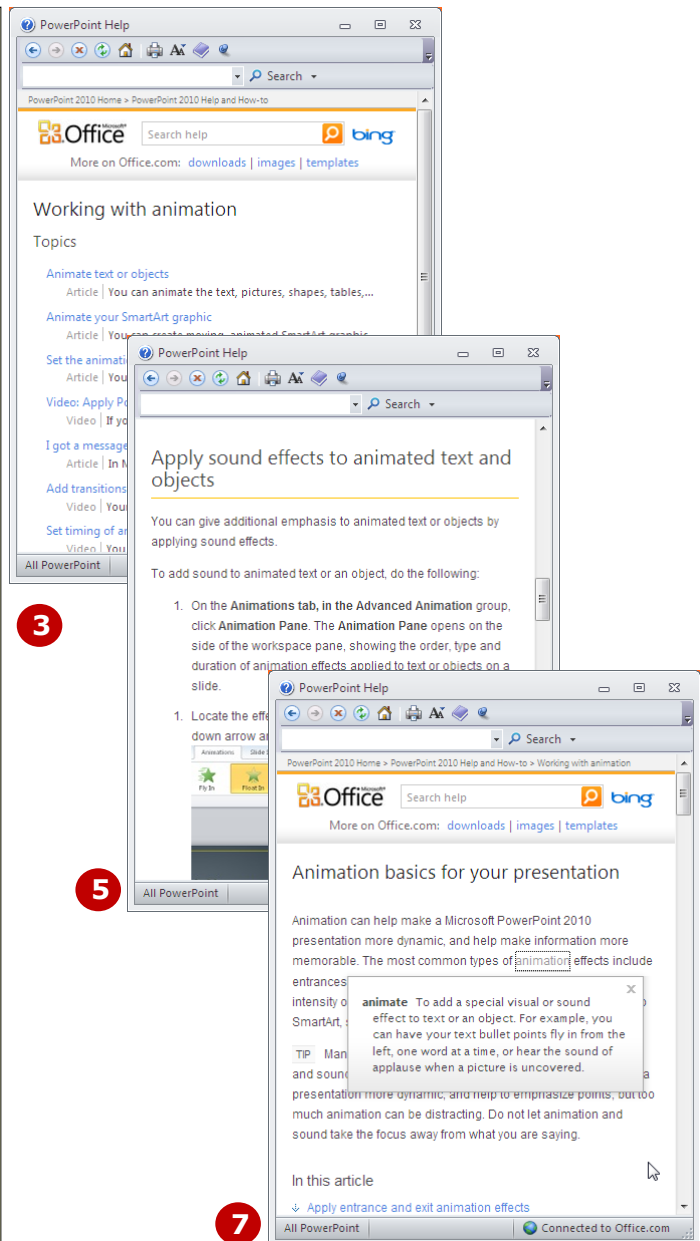
or to content further down the same page. You can also use the tools on the **Help** toolbar to navigate **Help**, such as **Back**, **Forward** and **Home**.

## Try This Yourself:

Same  
File





Continue using the previous file with this exercise, and ensure you are connected to the internet...

- 1 Click on **Help**  to open the **PowerPoint Help** window
- 2 Click on **Animation effects** to display the related help topics
- 3 Click on **Working with Animation** under **Browse PowerPoint 2010 support**
- 4 Scroll down and click on **Animation basics for your presentation**
- 5 Click on **Apply sound effects to animated text and objects** under **In this article**  
*This is a link to content in the same page and you will be navigated to this topic...*
- 6 Scroll down to review this help topic, then click on **Top of Page** to return to the top of this page
- 7 Click on the grey text **animation** that appears in the first paragraph  
*This is called rollover text and provides a brief description of the word or feature...*
- 8 Click on **Home**  in the **Help** toolbar to return to the home page, then click on **Close**  to close the **Help** window



## For Your Reference...

To **navigate help**:

- Click on **Help** 
- Click on a link to navigate to a help topic
- Click on **Back**  to go to the previous page
- Click on **Forward**  to go forward a page
- Click on **Home**  to return to the main page

## Handy to Know...

- As you navigate through **Help**, **breadcrumbs** will appear beneath the toolbar, which show the trail of links that you've followed. You can click on a breadcrumb link to go directly to that page.



# USING THE TABLE OF CONTENTS





Another way to browse for help information, particularly if you're not sure exactly what you're looking for is to use the **Table of Contents** feature. The Table of Contents is a complete reference of all

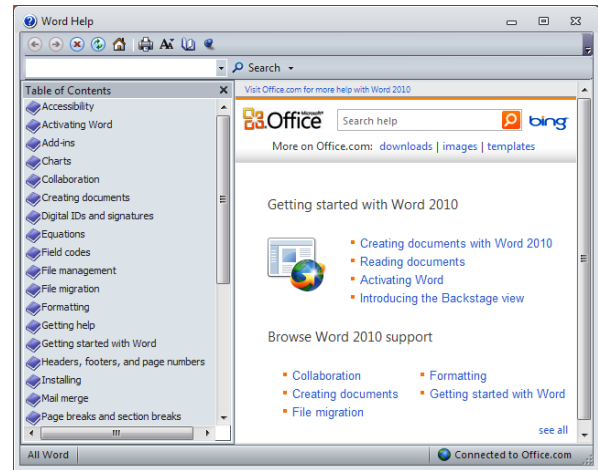
available help topics, presented as a list of general help topics that you can click on to expand and list a range of sub-topics for that particular topic.

## Try This Yourself:

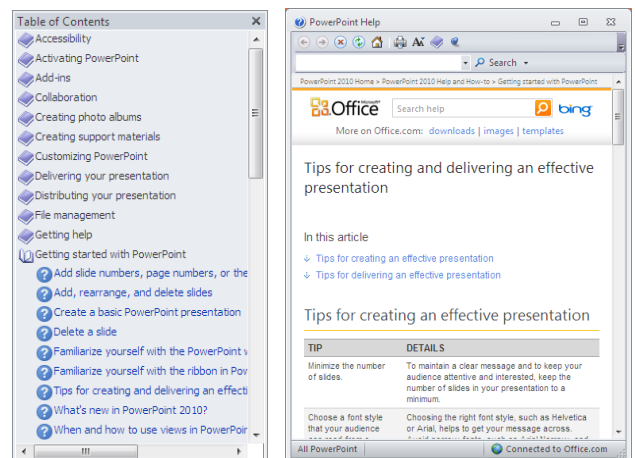
**Same File**

Continue using the previous file with this exercise, and ensure you are connected to the internet...

- 1** Click on **Help**  to display the **PowerPoint Help** window
- 2** Click on **Show Table of Contents**  to expand the **PowerPoint Help** window and display the **Table of Contents**
- 3** Click on **Getting Started with PowerPoint** in the **Table of Contents** pane  
The topic will expand to display the sub-topics...
- 4** Click on **Tips for creating and delivering an effective presentation**  
The help information will appear on the right...
- 5** Click on **Getting Started with PowerPoint** in the **Table of Contents** pane to collapse the list of sub-topics
- 6** Scroll down the topics in the **Table of Contents** pane to view the topics listed, then click on another topic of your choice
- 7** Click on **Hide Table of Contents**  to close the **Table of Contents** pane
- 8** Click on **Close**  to close the **Help** window



**2**





**3**



**7**

## For Your Reference...

To **use** the **Table of Contents**:

1. Click on **Help** 
2. Click on **Show Table of Contents** 
3. Click on a topic
4. Click on a sub-topic

## Handy to Know...

- Click on **Maximise**  at the top of the **Help** window to maximise the **Help** window to full screen. This can make it easier to browse and read information. Click on **Restore**  to restore the window to its original size.

# SEARCHING USING KEYWORDS





If you know exactly what information you're looking for, you may find it quicker to perform a search using **keywords** rather than browsing the **Table of Contents** or the main Help window.

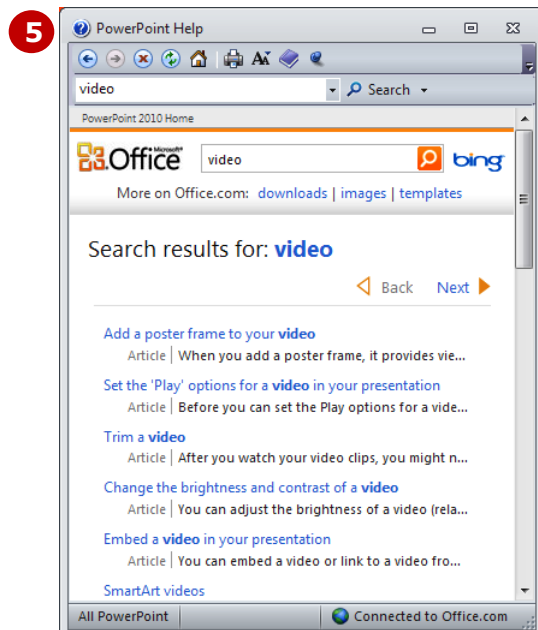
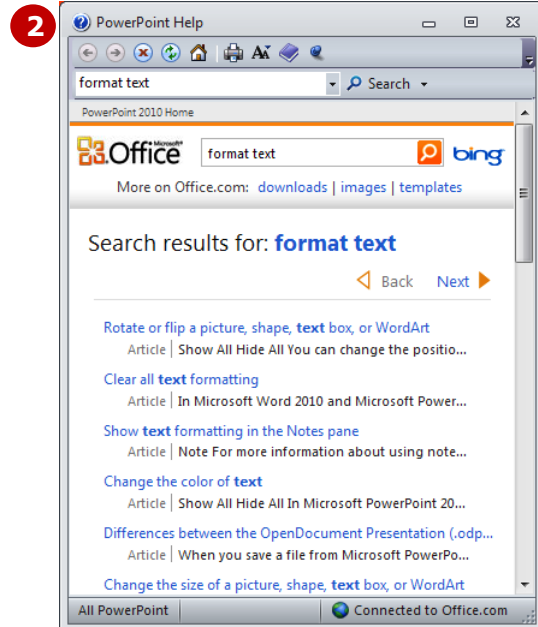
The Help window includes a **search box**, in which you type the relevant keywords or phrases. The search will return relevant help topics, articles, templates and links to other sites.

## Try This Yourself:

Same File



Continue using the previous file with this exercise, and ensure that you are connected to the internet...

- 1 Click on **Help**  to open the **PowerPoint Help** window  
*The search box will be outlined in yellow, which means it is active and you can start typing your keyword/s...*
- 2 Type **format text** and press   
*The first 25 results will be listed. You will also notice that the keywords you entered have appeared in the Office.com search box also...*
- 3 Scroll down the list and examine the topics that have been returned
- 4 Click on **Next** in the results header or footer to display the next page of results
- 5 Click on **format text** in the **search box** to select the text, then type **video** and press   
*The search results will be listed...*
- 6 Click on the drop arrow next to the search box to display a list of recent keyword searches
- 7 Click on **Close**  to close the **Help** window



## For Your Reference...

To **search** using **keywords**:

1. Click on **Help** 
2. Click in the keyword text box
3. Type the keyword and press 

## Handy to Know...

- Although the **Help** window contains two search boxes, they perform the same function. The lower search box is used to search only online on **Office.com**. The upper search box can be used in the same way, but is also used specifically when you are offline.





# DISCONNECTING ONLINE HELP

When you use **Help** to search for information, you are connected to **Office.com** by default. This means that you have access to all of Microsoft's help resources. While it is preferable to be

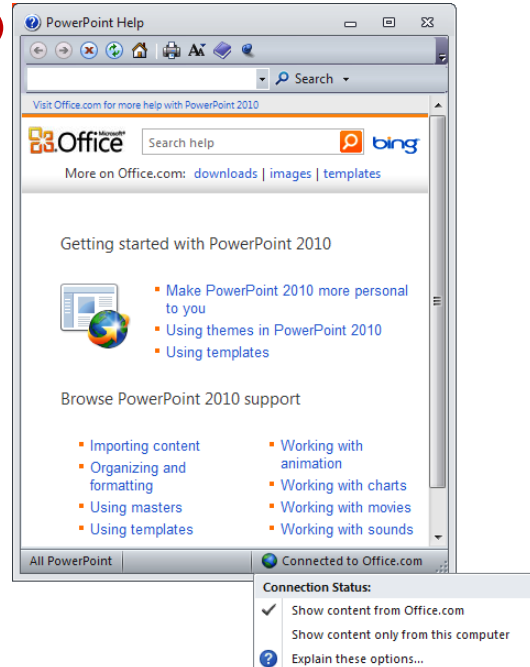
connected to the internet when searching Help, there may be times when you don't have internet access and must rely on local resources. In these situations, you can easily disconnect online **Help**.

## Try This Yourself:

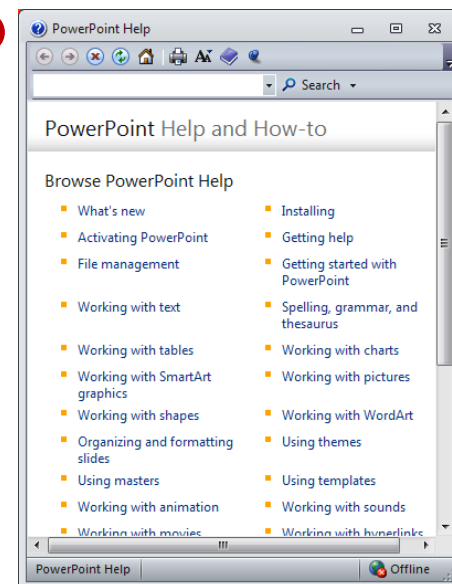
Same File

- 1 Click on **Help**  to display the **PowerPoint Help** window  
*The Status bar indicates that you are connected to Office.com...*
- 2 Click on **Connected to Office.com** in the **Status** bar to display a menu
- 3 Select **Show content only from this computer**  
*The word Offline will appear in the Status bar and the window content will look different. You can still browse or search using the same methods, but you may not always return the same number of results, or the most up-to-date information...*
- 4 Click on **Offline** in the **Status** bar to display the menu and select **Show content from Office.com** to reconnect to **Office.com**
- 5 Click on **close**  to close the **PowerPoint Help** window

2



3



## For Your Reference...

To **disconnect online help**:

1. Click on **Connected to Office Online** in the **Status** bar and select **Show content only from this computer**

To **connect to online help**:

1. Click on **Offline** in the **Status** bar and select **Show content from Office.com**

## Handy to Know...

- When you disconnect online Help in one Microsoft Office program, the change will be applied to all Microsoft Office programs, such as Word and Excel. So, if you were to open the Help window in Word, you would be disconnected from Office.com.

# PRINTING A HELP TOPIC





When you're working with a help topic, like when you're following the steps to complete a specific task, it is often easier to print the topic and work from a hard copy. Microsoft have provided a basic print

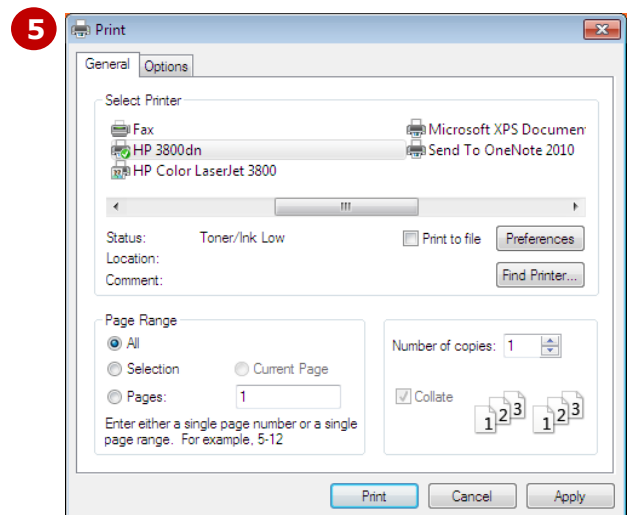
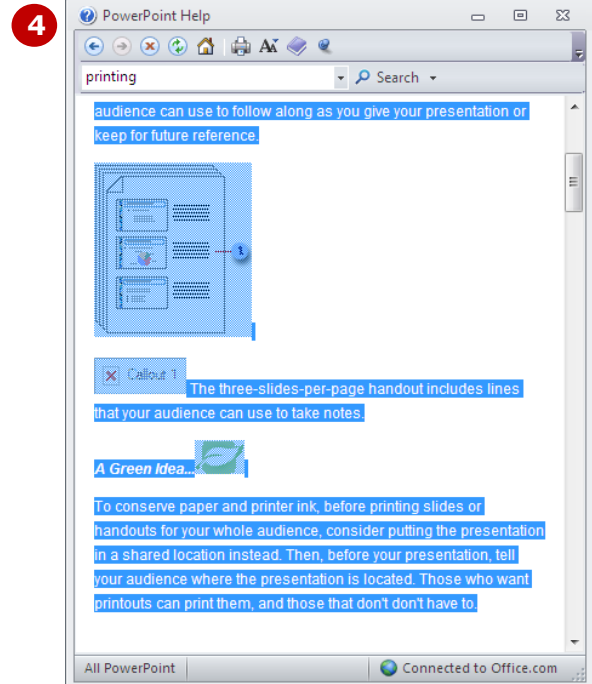
functionality, as Help is designed to be read on-screen, and you'll need to specify which areas of the page to print, otherwise the entire page will print, including topics you don't need.

## Try This Yourself:

**Same File**


Continue using the previous file with this exercise, and ensure you are connected to the internet...

- 1** Click on **Help**  to display the **PowerPoint Help** window
- 2** Type **printing** and press 
- 3** Click on **Print your slides or handouts** to display the help page  
*We don't want to print the entire page, just the first section, so we'll need to select the required text first...*
- 4** Position the cursor just before the word **Print** in the topic title, then click and drag down to select the text, as shown
- 5** Click on **Print**  to display the **Print** dialog box
- 6** Click on **Selection** under **Page Range** so that only the selected text will be printed
- 7** Click on **[Print]**  
*The selection will be reformatted to fit your paper and then printed...*
- 8** Click on **close**  to close the **PowerPoint Help** window



## For Your Reference...

To **print** a **help topic**:

1. Display the help information in the **PowerPoint Help** window
2. Select the text to be printed, then click on **Print** 
3. Click on **Selection**, then click on **[Print]**

## Handy to Know...

- To print a specific page within the help topic, you can specify the page number. To do this, display the help topic, click on **Print** then click on **Pages** under **Page Range** and type the page number. If you're not sure of the page number, click on **[Preview]** to preview the page to identify the correct page number.


# WORKING WITH SCREEN TIPS

One way of finding out more information about commands on the ribbon is to use the **screen tips**. These are small windows of information that appear when you point to a command. In some cases, they just

tell you the name of the tool and describe its purpose. In others, they provide direct access to additional help information. Screen tips are also referred to as tool tips.

## Try This Yourself:


Same  
File

- 1 Click in a text placeholder, then click on the **Drawing Tools: Format** tab, then point to **Rotate**  in the **Arrange** group

The screen tip for the Rotate tool will be displayed, which includes the name of the tool, a brief description of the tool's function, and the text Press F1 for more help...

- 2 Press **F1**
- The help topic for using the Rotate tool will be displayed in the Help window...

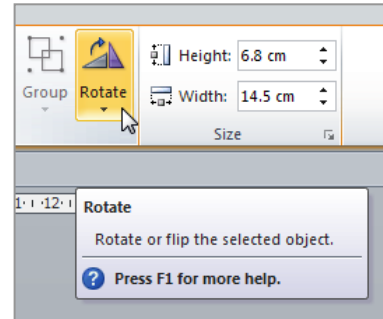
- 3 Click on **close**  to close the **PowerPoint Help** window

- 4 Click on the **Slide Show** tab, then point to **Record Slide Show**  in the **Set Up** group

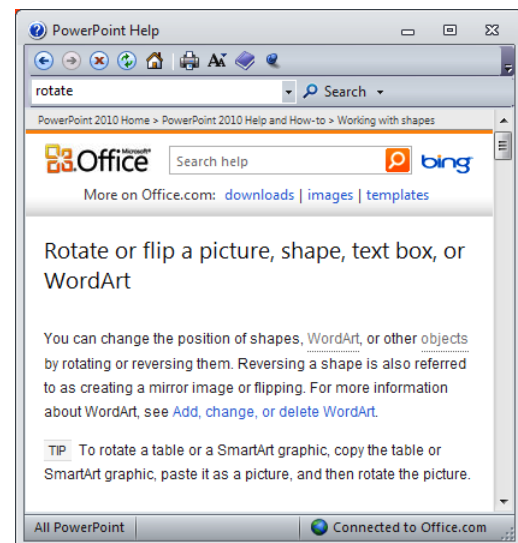
- 5 Read the description, then press **F1** to display information in the **Help** window about how to record a slide show

- 6 Click on **close**  to close the **PowerPoint Help** window

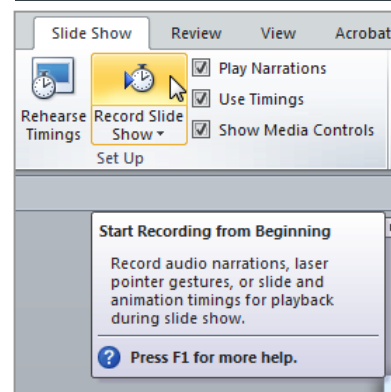
1



2



4



## For Your Reference...

To **access help** via **screen tips**:

1. Point to the tool
2. Press **F1** for further help if the option is available

## Handy to Know...

- If you point to a formatting option in a gallery such as **Styles**, the tool tip will display the name of the style. It will also temporarily reformat your text using **Live Preview**, so don't be alarmed. The text will change back to its original format when you move the mouse away from the gallery.

# USING DIALOG BOX HELP


Another way that you can access help is via dialog boxes. This is known as command-specific help, which means that the Help window will display information


relevant to the tools and commands in the dialog box you are working with. You can click on these links to find more information or to perform a keyword search if necessary.

## Try This Yourself:


**Same File**

*Continue using the previous file with this exercise, and ensure you are connected to the internet...*

**1** Click anywhere in a text placeholder, then click on the Home tab, then click on the **dialog box launcher**  in the **Drawing** group to display the **Format Shape** dialog box

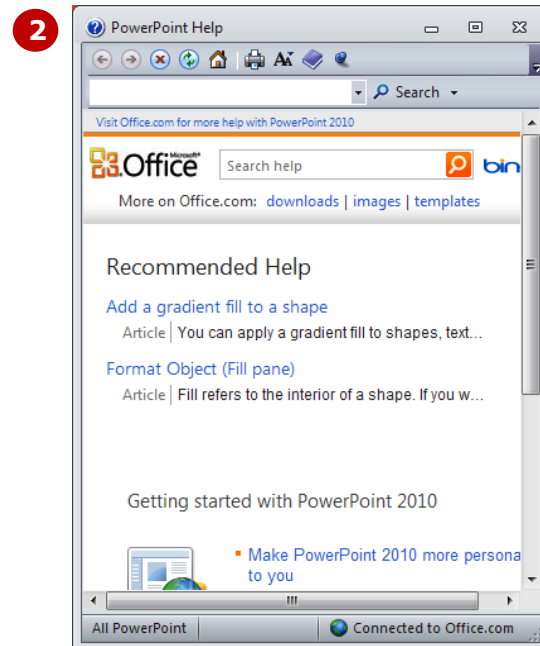
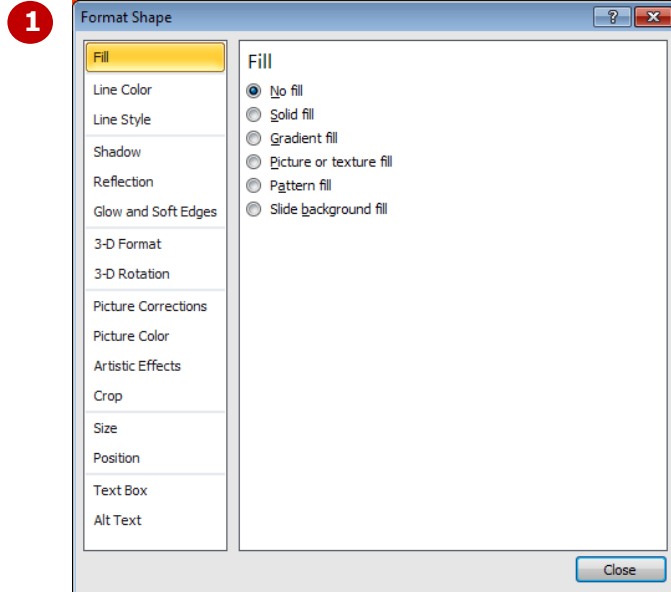
**2** Click on **Help**  to display the **PowerPoint Help** window

*Help will list recommended articles related to the tools and features in the Format Shape dialog box...*

**3** Click on **close**  to close the **PowerPoint Help** window


**4** Click on **[Close]** in the **Format Shape** dialog box to close this dialog box

**5** Close the presentation without saving



## For Your Reference...

To **access help** via a **dialog box**:

1. Display the dialog box
2. Click on **Help** 

## Handy to Know...

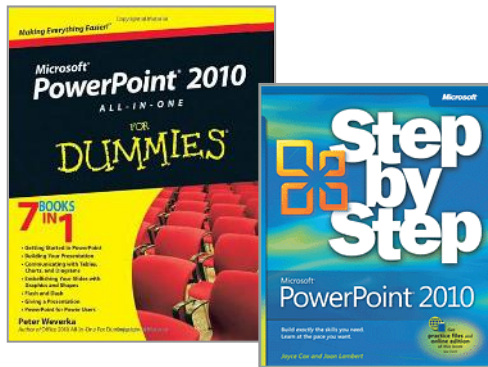
- You can also press **F1** in a dialog box to access help specific to that dialog box.



## OTHER SOURCES OF HELP

Microsoft Office 2010 programs are extremely sophisticated. They allow you to perform everyday tasks with relative ease, but also have the power and grunt for very specialised and advanced functions. No

matter how much you know, you'll still get stuck from time to time. Fortunately, there is a wealth of information out there for you to call upon.

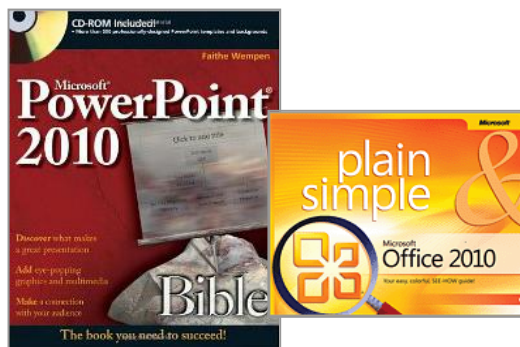


### Friends And Colleagues

Never underestimate the value of friends and colleagues. If they have been using the software long enough, there is a fair chance that they will know a way around a problem or at least know where to find help.

### Reference Manuals

There are literally thousands of reference books available for software applications. These books can be found in the *Computer* section of almost every bookstore in Britain. They are often used as reference books because they are too large and too technical to read from cover to cover. While they can be expensive, many people prefer to keep one or two by their computers for reference. They all have an extensive table of contents and index to make searching for topics relatively easy. Microsoft Press put out manuals specifically for their own software that vary in level from very introductory to advanced.



### Training Manuals

Training manuals focus more on how to do things rather than provide a complete reference. They are usually written as a series and in sequence, e.g. Level 1, 2, and 3, or Module 1 and 2. Good training manuals provide step-by-step instructions and plenty of screen shots so that you can easily and quickly see where you are up to and what you should have done. Many are written to a particular curriculum or accreditation syllabus and can be used for examination preparation. For more information on training manuals you can visit the Watsonia website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).



### Computer Magazines

Since they are usually produced as monthly publications, computer magazines and journals provide the most up-to-date information of all printed references. Computer magazines are available through newsagents or directly by subscription. Some also have periodic supplements that provide additional tips and information.

# CONCLUDING REMARKS

---

## Congratulations!

You have now completed the **Getting help** 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**