

Herausgeber

BerCom Training GmbH
Stationsstrasse 26
8713 Uerikon

Kontakte:

079 633 65 75
www.computer-training.ch

Autoren:

Gabriela Bergantini

1. Auflage von Februar 2012

© by BerCom Training GmbH

Microsoft PowerPoint 2010

Tips and Tricks

Alle Rechte vorbehalten. Kein Teil des Werkes darf ohne ausdrückliche Genehmigung des Herausgebers in irgendeiner Form (Druck, Fotokopie, Mikrofilm oder einem anderen Verfahren) reproduziert oder unter Verwendung elektronischer Systeme vervielfältigt, verändert oder verarbeitet werden.

Verlag, Herausgeber und Autoren können für fehlerhafte Angaben und deren Folgen weder eine juristische noch irgendeine Haftung übernehmen

Herstellung on demand im Digitaldruck durch:

HERDT-Verlag für Bildungsmedien GmbH, 55294 Bodenheim
(<http://www.herd.com>) Alle Inhalte dieses Werkes liegen in der ausschließlichen Verantwortung des/der Autoren bzw. des Herausgebers.

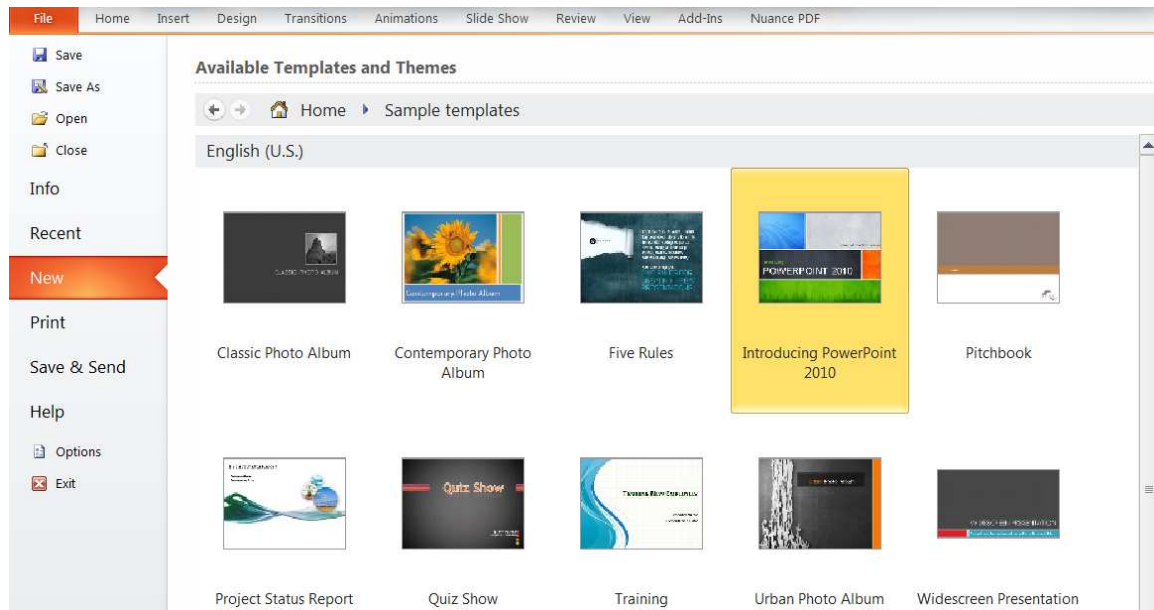
1	PREINSTALLED TEMPLATES	1
2	NAVIGATING IN A PRESENTATION	2
2.1	PowerPoint-Screen.....	2
3	CREATING A PRESENTATION IN THE OUTLINE-VIEW	3
3.1	Spelling and Grammar.....	4
4	WORKING WITH A MASTER.....	5
4.1	Company Colors	6
4.2	Background styles	6
4.3	Apply Bullets.....	7
4.4	Headers and footers.....	8
4.5	Slide Layouts.....	9
4.6	Save as PowerPoint-Template	11
5	REUSE SLIDES	12
5.1	Change the slide layout.....	14
6	WORKING IN THE NORMAL VIEW.....	15
7	DRAWINGS WITH POWERPOINT	16
7.1	Insert Text in a form.....	17
7.2	Formatting an Object	17
7.3	Align Objects	18
7.3.1	Inactivating the Grid.....	19
7.4	Drawing Guides	20
7.4.1	Smart Guides.....	21
7.5	Duplicate Objects	22
7.5.1	Change existing Shape	24
7.5.2	Grouping Objects	25
8	WORKING WITH PICTURES	26
8.1	ClipArts.....	26
8.2	Photos	28
8.3	Crop a Picture.....	28
8.4	Artistic Effects	29
8.5	Compress Pictures.....	30
9	CHARTS	31
10	IMPORT CHARTS FROM EXCEL	33
10.1	Embedding	33
10.2	Link Chart	34
10.2.1	Package Presentation for CD.....	36
10.3	Insert Chart as Picture.....	37
11	SMARTARTS (SMARTARTS).....	38
11.1	Organization Charts.....	38

12	SLIDE SHOW	41
12.1	Slide Transitions	41
12.2	Controlling the presentation during your speech.....	42
12.3	Hide Slides	43
12.4	Presenter View	44
13	ANIMATION	44
14	FILE FORMATS.....	46
14.1	Save as PowerPoint Show	46
15	SPEAKER NOTES	47
15.1	Notes Master.....	48
15.1.1	Format Notes with Word	50
16	HANDOUTS	52

1 Preinstalled Templates

There are a lot of predefined presentations to get ideas from. There is even one that shows you the most important changes of PowerPoint 2010. To get familiar with the basic technics of PowerPoint, we open the presentation **Introducing PowerPoint 2010**.

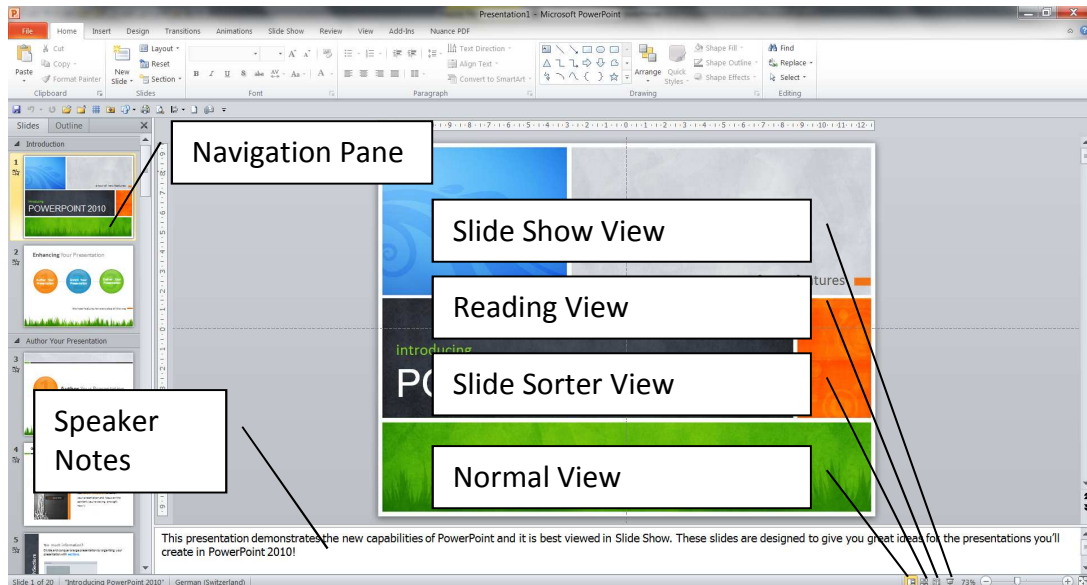
- Start the **File menu** and select **New**.
- Click on **Sample-Templates** and select the presentation **Introducing PowerPoint 2010**.



2 Navigating in a Presentation

Key	Action
Page Down / Page Up	jumps one slide ahead or back
End	jumps to the last slide of your presentation
Home	jumps to the first slide of your presentation
double arrows in scrollbar	jumps one slide ahead or back

2.1 PowerPoint-Screen



3 Creating a presentation in the outline-view

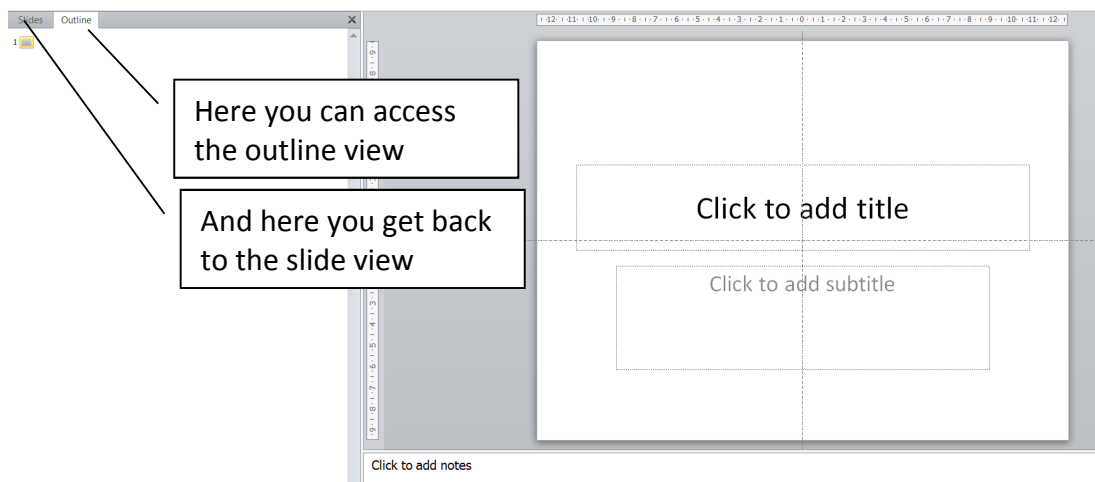
In the outline view you can structure your presentation. In this area you concentrate on the content and not on the layout. Usually you use this view at the beginning of the creation you your presentation. Later on it is more convenient to work in the slide directly.

In this view you have to define a priority to the text. Therefore, PowerPoint is able to understand, whether it is a new slide or text on an existing slide. To do so you use the demote or promote-command.

Tabulator demote

SHIFT+Tabulator promote

- Create a new blank presentation and change into the outline view.



- Enter the following text:

The image shows the 'Outline' view of a presentation. The content is structured as follows:

- 1 **Happy Feeling Travel Agency**
- 2 **Diving vacations**
 - Asia
 - Maldives
 - Helengeli
 - Veligandu
 - Kuredu
 - Africa
 - Egypt
 - Hurghada
 - Sharm el Sheik
 - Safaqa
- 3 **Sales in the last year**
- 4 **Our Team**
- 5 **Ending**

A callout box points to the 'Asia' sub-item, stating: 'To be able to write Asia you need to demote with the Tab-Key'.