Getting Started

The default is set to open a blank presentation where placeholders prompt you to enter a title and subtitle. It is easy to change the layout of the slide.

1. On the Home tab, in the Slides group, click Layout.
2. Select the layout of your choice.

Rearrange Slides

1. On the View tab, in the Presentation Views group, click Slide Sorter.
2. Click the slide that you want to move, then drag it to the location you want.

Delete a Slide

1. On the View tab, in the Presentation Views group, click Normal.
2. Under Presentation Views, click the Slides tab.
3. Right click the slide you want to delete, then click Delete Slide.

Mistakes to Avoid

1. Use one or two font styles—no more.
2. Font should be simple, large and easy to read.
3. Misspelled words can ruin a presentation.
4. Avoid neon or bold colors that can hurt the eye.

Add a New Slide

2. Click on the layout option of your choice.

Embed a Video

1. Click on the slide in which you want to embed a video.
2. On the Insert tab, in the Media group, click Video, then Video from Web Site.
3. Go to the video (at the website) that you want to use.
4. Click on the option to access the embed code. In YouTube, click Share (under the video) and then Embed. Select Use old embed code. Copy the embed code.
5. Go back to the slide and paste the embed code into the box. Click Insert.
6. A black box will appear. Adjust the size of the image by dragging the corners out to desired size. To see if the video is embedded, press the F5 key.

Slide Show

When you create slides, you are in PowerPoint editor mode. To present slides you need to be in Slide Show mode.

1. In the editor mode, press F5 to start the show from slide 1. Or on the Slide Show tab, click From the Beginning.
2. Press Enter to move to the next slide.
3. Press Escape to exit.

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PowerPoint 2010

Insert Picture/Clip Art

1. Click the slide that you want to add the image to.

2. On the Insert tab, in the Images group, click either Picture or Clip Art.

3. If you select Picture, locate the picture (from file) that you want to insert, then double click.

4. If you select Clip Art, in the Clip Art task pane type a word or phrase in the search for box that describes the type of image you want.

5. Click Go. Double click the image you want.

Themes

Applying a theme provides a professional touch to your presentation.

1. On the Design tab, in the Themes group, click a theme you like.

2. Select different colors or font to customize.

Create a Hyperlink

Hyperlinking from text or an image is a way to show videos, images or pages from the web.

1. Click the slide that you want to add the hyperlink.

2. Insert an image or type in text in the place where you want to activate the link.

3. Select the text or image. Right click and then click Hyperlink.

4. Enter the URL to the web address you want to link to. Click OK. Press F5 key to check the link.

Create a Text Box

1. To enter text, you can create a text box. On the Insert tab, in the Text group, click Draw Text Box.

2. Hold down left side of mouse. Draw a box. The cursor can now be placed anywhere in the box to begin typing.

Print Multiple Slides on a Page

1. Click on the File tab and then click Print.

2. Under Settings, click the drop down menu in the Full Page Slides box.

3. Under Handouts, select how many slides per page you want.

4. Click Print.

Change Background of a Slide

1. On the Design tab, in the Background group, click on the small box in the lower right hand corner.

2. The Fill option is highlighted. Select Picture or Texture fill.

3. Adjust Transparency to lighter or darker as desired.

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Sources