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by Doug Lowe

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About the Author

Doug Lowe has written enough computer books to line all the birdcages in California. His other books include *Word 2010 All-in-One For Dummies*, *Java All-in-One For Dummies,* and *Networking For Dummies,* 9th Edition.

Although Doug has yet to win a Pulitzer Prize, he remains cautiously optimistic. He is hopeful that James Cameron will pick up the film rights to this book and suggests *Avatar II: The Phantom Presentation* as a working title.

Doug lives in sunny Fresno, California, which is kind of boring but fortunately close to non-boring places like Disneyland, Yosemite, and San Francisco.

Dedication

To Rebecca, Sarah, and Bethany.

Author's Acknowledgments

I'd like to thank the whole crew at Wiley who helped with this edition, especially Kim Darosett who did a great job keeping the entire project moving along when deadlines came and chapters didn't. Copy editor Virginia Sanders dotted all the t's and crossed all the i's, or something like that, and managed to get my crude prose readable. Stuart Stuple gave the entire manuscript a thorough technical review and made many excellent suggestions. And, of course, many other people pitched in.

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Introduction

Welcome to *PowerPoint 2010 For Dummies,* the book written especially for people who are lucky enough to use this latest and greatest version of PowerPoint and want to find out just enough to finish that presentation that was due yesterday.

Do you ever find yourself in front of an audience, no matter how small, flipping through flip charts or shuffling through a stack of handwritten transparencies? You need PowerPoint! Have you always wanted to take your notebook computer with you to impress a client at lunch, but you haven't known what to do with it between trips to the salad bar? You *really* need PowerPoint!

Or maybe you're one of those unfortunate folks who bought Microsoft Office because it was such a bargain and you needed a Windows word processor and spreadsheet anyway, and hey, you're not even sure what PowerPoint is, but it was free. Who can resist a bargain like that?

Whichever circumstance you find yourself in, you're holding the perfect book right here in your formerly magic-marker-stained hands. Help is here, within these humble pages.

This book talks about PowerPoint in everyday — and often irreverent — terms. No lofty prose here; the whole thing checks in at about the fifth-grade reading level. I have no Pulitzer expectations for this book. My goal is to make an otherwise dull and lifeless subject at least tolerable, and maybe even kind of fun.

About This Book

This isn't the kind of book that you pick up and read from start to finish as though it were a cheap novel. If I ever see you reading it at the beach, I'll kick sand in your face. This book is more like a reference — the kind of book you can pick up, turn to just about any page, and start reading. It has 24 chapters, each one covering a specific aspect of using PowerPoint — such as printing, animating your slides, or using clip art.

Each chapter is divided into self-contained chunks, all related to the major theme of the chapter.

For example, the chapter on using charts contains nuggets like these:

- Understanding charts
- Adding a chart to your presentation
- Pasting a chart from Excel
- Changing the chart type
- Working with chart data

You don't have to memorize anything in this book. It's a need-to-know book: You pick it up when you need to know something. Need to know how to create an organization chart? Pick up the book. Need to know how to override the Slide Master? Pick up the book. After you find what you're looking for, put it down and get on with your life.

How to Use This Book

This book works like a reference. Start with the topic that you want to find out about: To get going, look for it in the table of contents or in the index. The table of contents is detailed enough that you should be able to find most of the topics that you look for. If not, turn to the index, where you find even more detail.

When you find your topic in the table of contents or the index, turn to the area of interest and read as much or as little as you need or want. Then close the book and get on with it.

This book is loaded with information, of course, so if you want to take a brief excursion into your topic, you're more than welcome. If you want to know all about Slide Masters, read the chapter on templates and Masters. If you want to know all about animation, read the chapter on animation. Read whatever you want. This is *your* book — not mine.

On occasion, this book directs you to use specific keyboard shortcuts to get things done. When you see something like Ctrl+Z, this instruction means to hold down the Ctrl key while pressing the Z key and then release both together. Don't type the plus sign.

Sometimes I tell you to use a command that resides on the new ribbon interface like this: Choose Home➪Editing➪Find. That means to click the Find button, which you can find in the Editing group on the Home tab.

Whenever I describe a message or information that you see onscreen, it looks like this:

```
Are we having fun yet?
```

Anything you're instructed to type appears in bold like so: Type **a:setup** in the Run dialog box. Type exactly what you see, with or without spaces.

Another nice feature of this book is that whenever I discuss a certain button that you need to click in order to accomplish the task at hand, the button appears either in the margin or in a helpful table that summarizes the buttons that apply to a particular task. This way, you can easily locate it on your screen.

What You Don't Need to Read

Some parts of this book are skippable. I carefully place extra-technical information in self-contained sidebars and clearly mark them so that you can give them a wide berth. Don't read this stuff unless you just gots to know. Don't worry; I won't be offended if you don't read every word.

Foolish Assumptions

I make only three assumptions about you:

- ✓ You use a computer.
- ✓ It's a Windows computer — not a Macintosh.
- ✓ You use or are thinking about using PowerPoint 2010.

Nothing else. I don't assume that you're a computer guru who knows how to change a controller card or configure memory for optimal use. These types of computer chores are best handled by people who like computers. My hope is that you're on speaking terms with such a person. Do your best to stay there.

How This Book Is Organized

Inside this book are chapters arranged in six parts. Each chapter is broken down into sections that cover various aspects of the chapter's main subject. The chapters have a logical sequence, so it makes sense to read them in order if you want. But you don't have to read the book that way; you can flip it open to any page and start reading.

Here's the lowdown on what's in each of the five parts:

Part I: Basic PowerPoint 2010 Stuff

In this part, you review the basics of using PowerPoint. This is a good place to start if you're clueless about what PowerPoint is, let alone how to use it.

Part II: Creating Great-Looking Slides

The chapters in this part show you how to make presentations that look good. Most important are the chapters about themes (Chapter 9), and Masters and templates (Chapter 11). Get the theme, template, and Masters right, and everything else falls into place.

Part III: Embellishing Your Slides

One of the nifty new features of PowerPoint 2010 is the Insert tab on the Ribbon. It's loaded with things you can insert into your presentations. The chapters in this part explore the various goodies to be found here, such as pictures, clip art, charts, SmartArt objects, sounds, movies, tables, Ginsu knives, and more!

Part IV: Working with Others

The chapters in this part show you how to use PowerPoint's many collaboration features, such as using revision tracking tools, creating slide libraries, using the new presentation broadcasting feature, and creating a video from your presentation.

Part V: The Part of Tens

This wouldn't be a *For Dummies* book without lists of interesting snippets: ten PowerPoint commandments, ten tips for creating readable slides, ten ways to keep your audience awake, and ten things that often go wrong (my all-time favorite).

Icons Used in This Book

As you're reading all this wonderful prose, you occasionally see the following icons. They appear in the margins to draw your attention to important information. They're defined as follows:

TECHNICAL STUFF

Watch out! Some technical drivel is just around the corner. Read it only if you have your pocket protector firmly attached.

TIP

Pay special attention to this icon — it tells you that some particularly useful tidbit is at hand, perhaps a shortcut or a way of using a command that you might not have considered.

WARNING!

Danger! Danger! Danger! Stand back, Will Robinson!

REMEMBER

Did I tell you about the memory course I took? Paragraphs marked with this icon simply point out details that are worth committing to memory.

Where to Go from Here

Yes, you can get there from here. With this book in hand, you're ready to charge full speed ahead into the strange and wonderful world of desktop presentations. Browse through the table of contents and decide where you want to start. Be bold! Be courageous! Be adventurous! Above all else, have fun!

Part I

Basic PowerPoint 2010 Stuff

The 5th Wave
By Rich Tennant
©RICHTENNANT
AIRPORT SECURITY

"They won't let me through security until I remove the bullets from my PowerPoint presentation."

In this part . . .

Once upon a time, the term *presentation software* meant poster board and marker pens. Now, however, programs such as Microsoft PowerPoint enable you to create spectacular presentations on your computer.

The chapters in this part compose a bare-bones introduction to PowerPoint. You find out exactly what PowerPoint is and how to use it to create simple presentations. More-advanced stuff, such as adding charts or using fancy text fonts, is covered in later parts. This part is just the beginning. As a great king once advised, it is best to begin at the beginning and go on until you come to the end; then stop.

Chapter 1

Welcome to PowerPoint 2010

In This Chapter

- Discovering PowerPoint
- Firing up PowerPoint
- Making sense of the PowerPoint screen and the Ribbon
- Visiting backstage
- Creating a presentation
- Viewing presentation outlines
- Saving and closing your work
- Retrieving a presentation from the hard drive
- Getting out of PowerPoint

This chapter is a grand and gala welcoming ceremony for PowerPoint 2010, Microsoft's popular slide-presentation program.

This chapter is sort of like the opening ceremony of the Olympics, in which all the athletes parade around the stadium and people make speeches in French. In much the same way, this chapter marches PowerPoint 2010 around the stadium so you can get a bird's-eye view of what the program is and what you can do with it. I might make a few speeches, but not in French (unless, of course, you're reading the French edition of this book).

What in Sam Hill Is PowerPoint?

PowerPoint is a program that comes with Microsoft Office (although you can buy it separately, as well). Most people buy Microsoft Office because it's a great bargain: You get Word, Excel, and Outlook all together in one inexpensive package. And PowerPoint is thrown in for good measure. Of course, depending on which edition of Office you buy, you might get other goodies as well, such as Access, Publisher, a complete set of Ginsu knives, and a Binford VegaPneumatic Power Slicer and Dicer. (Always wear eye protection.)

You know what Word is — it's the world's most loved and most hated word processor, and it's perfect for concocting letters, term papers, and great American novels. I'm thinking of writing one as soon as I finish this book. Excel is a spreadsheet program used by bean counters the world over. Outlook is that program you use to read your e-mail. But what the heck is PowerPoint? Does anybody know or care? (And as long as I'm asking questions, who in Sam Hill was Sam Hill?)

PowerPoint is a *presentation* program, and it's one of the coolest programs I know. It's designed to work with a projector to display presentations that will bedazzle your audience members and instantly sway them to your point of view, even if you're selling real estate on Mars, season tickets for the Oakland Raiders, or a new healthcare plan to Congress. If you've ever flipped a flip chart, you're going to love PowerPoint.

Here are some of the many uses of PowerPoint:

- **Business presentations:** PowerPoint is a great timesaver for anyone who makes business presentations, whether you've been asked to speak in front of hundreds of people at a shareholders' convention, a group of sales reps at a sales conference, or your own staff or co-workers at a business meeting.
- **Sales presentations:** If you're an insurance salesperson, you can use PowerPoint to create a presentation about the perils of not owning life insurance and then use your laptop to show it to hapless clients.
- **Lectures:** PowerPoint is also useful for teachers or conference speakers who want to reinforce the key points in their lectures with slides.
- **Homework:** PowerPoint is a great program to use for certain types of homework projects, such as those big history reports that count for half your grade.
- **Church:** People use PowerPoint at churches to display song lyrics on big screens so everyone can sing or to display sermon outlines so everyone can take notes. If your church still uses hymnals or prints the outline in the bulletin, tell the minister to join the 21st century.
- **Information stations:** You can use PowerPoint to set up a computerized information kiosk that people can walk up to and use. For example, you can create a museum exhibit about the history of your town or set up a tradeshow presentation to provide information about your company and products.
- **Internet presentations:** PowerPoint can even help you to set up a presentation that you can broadcast over the Internet so people can join in on the fun without having to leave the comfort of their own homes or offices.

Introducing PowerPoint Presentations

PowerPoint is similar to a word processor such as Word, except that it's geared toward creating *presentations* rather than *documents.* A presentation is kind of like those Kodak Carousel slide trays that your father used to load up with 35mm slides of your family trip to the Grand Canyon. The main difference is that you don't have to worry about dumping all the slides in your PowerPoint presentation out of the tray and onto the floor.

Word documents consist of one or more pages, and PowerPoint presentations consist of one or more *slides.* Each slide can contain text, graphics, and other information. You can easily rearrange the slides in a presentation, delete slides that you don't need, add new slides, or modify the contents of existing slides.

You can use PowerPoint both to create your presentations and to actually present them.

You can use several different types of media to actually show your presentations:

- **Computer monitor:** Your computer monitor is a suitable way to display your presentation when you're showing it to just one or two other people.
- **Big-screen TV:** If you have a big-screen TV that can accommodate computer input, it's ideal for showing presentations to medium-sized audiences — say 10 to 12 people in a small conference room.
- **Computer projector:** A computer projector projects an image of your computer monitor onto a screen so large audiences can view it.
- **Overhead transparencies:** Overhead transparencies can be used to show your presentation using an overhead projector.
- **Printed pages:** Printed pages allow you to distribute a printed copy of your entire presentation to each member of your audience. (When you print your presentation, you can print one slide per page, or you can print several slides on each page to save paper.)
- **35mm slides:** For a fee, you can have your presentation printed onto 35mm slides either by a local company or over the Internet. Then, your presentation really is like a Kodak Carousel slide tray! It's a little old school to be sure, but some people still do it this way.

Your presentations will be much more interesting if you show them using one of the first three methods (computer monitor, TV, or projector) because you can incorporate animations, videos, sounds, and other whiz-bang features in your presentation. The last three (transparencies, printed pages, and 35mm slides) can show just static content.

Presentation files

A *presentation* is to PowerPoint what a document is to Word or a worksheet is to Excel. In other words, a presentation is a file that you create with PowerPoint. Each presentation that you create is saved on your computer's hard drive as a separate file.

PowerPoint 2010 presentations have the special extension `.pptx` added to the end of their filenames. For example, `Sales Conference.pptx` and `History Day.pptx` are both valid PowerPoint filenames. When you type the filename for a new PowerPoint file, you don't have to type the `.pptx` extension, because PowerPoint automatically adds the extension for you. Windows may hide the `.pptx` extension, in which case a presentation file named `Conference.pptx` often appears as just `Conference`.

Versions of PowerPoint prior to 2007 saved presentations with the extension `.ppt` instead of `.pptx`. The *x* at the end of the new file extension denotes that the new file format is based on an open XML standard data format that makes it easier to exchange files among different programs. PowerPoint 2010 can still save files in the old `.ppt` format, but I recommend you do so only if you need to share presentations with people who haven't yet upgraded to PowerPoint 2007. (You can download a program called the Microsoft Office Compatibility Pack from `www.microsoft.com` that enables PowerPoint 2002 or 2003 to read and write files in `.pptx` format. This program enables you to share your `.pptx` files with people who haven't yet upgraded.)

PowerPoint is set up initially to save your presentation files in the My Documents folder, but you can store PowerPoint files in any folder of your choice on your hard drive or on any other drive. You can write a presentation to a CD-RW drive or to a removable USB flash drive if you want to take it home with you to work on or if you need to give it to other people so they can use it on their computers.

What's in a slide?

PowerPoint presentations comprise one or more slides. Each slide can contain text, graphics, and other elements. A number of PowerPoint features work together to help you easily format attractive slides: