

Making Everything Easier!™

Microsoft®
PowerPoint® 2010
ALL-IN-ONE

FOR
DUMMIES®

**7 BOOKS
IN 1**

- Getting Started in PowerPoint
- Building Your Presentation
- Communicating with Tables, Charts, and Diagrams
- Embellishing Your Slides with Graphics and Shapes
- Flash and Dash
- Giving a Presentation
- PowerPoint for Power Users

Peter Weverka

Author of Office 2010 All-in-One For Dummies



PowerPoint® 2010 All-in-One For Dummies®

Table of Contents

[Introduction](#)

[What's in This Book, Anyway?](#)

[What Makes This Book Special](#)

[Easy-to-look-up information](#)

[A task-oriented approach](#)

[Meaningful screen shots](#)

[Foolish Assumptions](#)

[Conventions Used in This Book](#)

[Icons Used in This Book](#)

[Good Luck, Reader!](#)

[Book I: Getting Started in PowerPoint](#)

[Book I: Chapter 1: Introducing PowerPoint](#)

[PowerPoint Slides](#)

[Some PowerPoint Jargon](#)

[PowerPoint as a Communication Tool](#)

[A Whirlwind Tour of PowerPoint](#)

[Creating the slides](#)

[Designing your presentation](#)

[Inserting tables, charts, diagrams, and shapes](#)

[“Animating” your slides](#)

[Showing your presentation](#)

[Book I: Chapter 2: PowerPoint Nuts and Bolts](#)

[Starting PowerPoint](#)

[Creating a New Presentation](#)

[Deciding between the blank presentation and a template](#)

[Creating a blank presentation](#)

[Creating a presentation from a template](#)

[Starting from another presentation](#)

[Saving Your Presentation Files](#)

[Saving a presentation](#)

[Saving a presentation for the first time](#)

[Telling PowerPoint where you like to save presentations](#)

[Saving presentations for use in earlier versions of PowerPoint](#)

[Saving “AutoRecovery information”](#)

[Navigating the Save As and Open Dialog Boxes](#)

[Opening and Closing Presentations](#)

[Opening a presentation](#)

[Closing a presentation](#)

[Entering the Document Properties](#)

[Shortcut Commands Worth Knowing](#)

[Undoing a mistake](#)

[Repeating an action — and quicker this time](#)

[Entering text quickly with the AutoCorrect command](#)

[Book I: Chapter 3: Finding Your Way around the PowerPoint Screen](#)

[A Brief Geography Lesson](#)

[Knowing Your Way around the PowerPoint Interface](#)

[The File tab](#)

[The Quick Access toolbar](#)

[The Ribbon and its tabs](#)

[Context-sensitive tabs](#)

[The anatomy of a tab](#)

[Live previewing](#)

[Mini toolbars](#)

[PowerPoint for keyboard lovers](#)

[Zooming In, Zooming Out](#)

[Getting a Better View of Your Work](#)

[Changing views](#)

[Normal/Slides view: Moving from slide to slide](#)

[Normal/Outline view: Fiddling with the text](#)

[Slide Sorter view: Moving and deleting slides](#)

[Reading View view: Proofreading slides](#)

[Slide Show view: Giving a presentation](#)

[Notes Page view: Reading your speaker notes](#)

[Black and White and Grayscale views](#)

[The Master views](#)

[Hiding and Displaying the Slides Pane and Notes Pane](#)

[Displaying, Hiding, and Reading the Ruler](#)

[Book I: Chapter 4: Planning Ahead for a Solid Presentation](#)

[Formulating Your Presentation](#)

[Start by writing the text](#)

Make clear what the presentation is about

Start from the conclusion

Personalize the presentation

Tell a story

Assemble the content

Designing Your Presentation

Keep it simple

Be consistent from slide to slide

Choose colors that help communicate your message

When fashioning a design, consider the audience

Beware the bullet point

Observe the one-slide-per-minute rule

Make like a newspaper

Use visuals, not only words, to make your point

Delivering Your Presentation

Rehearse, and rehearse some more

Connect with the audience

Anticipate questions from the audience

Know your equipment

Take control from the start

Play tricks with the PowerPoint screen

Book II: Building Your Presentation

Book II: Chapter 1: Inserting and Handling Slides

Understanding How Slides Are Constructed

Slide layouts

[Text frames and content frames](#)

[Selecting the right layout](#)

[Creating New Slides for Your Presentation](#)

[Inserting a new slide](#)

[Shortcuts for creating slides](#)

[Creating a duplicate slide](#)

[Copying and pasting slides](#)

[Stealing slides from other presentations](#)

[Conjuring slides from Word document headings](#)

[Selecting a Different Layout for a Slide](#)

[Dividing a Presentation into Sections](#)

[Creating, naming, and removing sections](#)

[Managing and manipulating sections](#)

[Changing the Size and Orientation of Slides](#)

[Changing the size of slides](#)

[Changing the orientation of slides](#)

[Selecting, Moving, and Deleting Slides](#)

[Selecting slides](#)

[Moving slides](#)

[Deleting slides](#)

[Hidden Slides for All Contingencies](#)

[Hiding a slide](#)

[Showing a hidden slide during a presentation](#)

[Book II: Chapter 2: Handling Master Slides and Master Styles](#)

[Using Master Slides and Master Styles for a Consistent Design](#)

[Switching to Slide Master view](#)

[Understanding master slides \(the Slide Master and layouts\)](#)

[Understanding how master styles work](#)

[Relationships between the Slide Master, layouts, and slides](#)

[Ground Rules for Handling Master Slides](#)

[Altering a Master Slide](#)

[Editing a master style](#)

[Changing the layout of master slides](#)

[Creating another Slide Master](#)

[Restoring a Redesigned Presentation to Its Original State](#)

[Reconnecting a presentation slide to its original layout](#)

[Re-imposing the original design on an entire presentation](#)

[Removing a Background Graphic from a Single Slide](#)

[Book II: Chapter 3: Handling Slide Backgrounds](#)

[Looking at Themes and Background Styles](#)

[A look at themes](#)

[A look at background styles](#)

[Design Considerations](#)

[Setting the tone by your color choices](#)

[Carefully selecting the background colors](#)

[Making a Theme for Your Presentation](#)

[Selecting a theme](#)

[Customizing a theme](#)

[Creating Slide Backgrounds on Your Own](#)

[Using a solid \(or transparent\) color for the slide background](#)

[Creating a gradient color blend for slide backgrounds](#)

[Placing a clip-art image in the slide background](#)

[Using a graphic or photo for a slide background](#)

[Using a texture for a slide background](#)

[Creating a pattern for slide backgrounds](#)

[Changing the Background of a Single or a Handful of Slides](#)

[Selecting a different theme for some of the slides](#)

[Creating a different background for some of the slides](#)

[Using a different background for slide layouts](#)

[Book II: Chapter 4: Entering the Text](#)

[Entering Text: The Basics](#)

[Normal/Outline View for Reading and Editing Text](#)

[Manipulating the Text](#)

[Selecting text on a slide](#)

[Moving, copying, and pasting text](#)

[Deleting text](#)

[Changing the Look of Text](#)

[Choosing fonts for text](#)

[Finding and replacing fonts throughout a presentation](#)

[Changing the font size of text](#)

[Applying font styles to text](#)

[Applying text effects to text](#)

[Changing the color of text](#)

[Quick Ways to Handle Case, or Capitalization](#)

[Entering Symbols, Foreign Characters, Quote Marks, and Dashes](#)

[Entering symbols and characters with the Symbol dialog box](#)

[Handling dashes and quotation marks](#)

[Correcting Typos Automatically with the AutoCorrect Command](#)

[Opening the AutoCorrect dialog box](#)

[Telling PowerPoint which typos and misspellings to correct](#)

[Preventing capitalization errors with AutoCorrect](#)

[Finding and Replacing Text](#)

[Finding stray words and text](#)

[Conducting a Find-and-Replace operation](#)

[Correcting Your Spelling Errors](#)

[Correcting misspellings one at a time](#)

[Spell checking an entire presentation](#)

[Fine-tuning the spell checker](#)

[Researching a Topic inside PowerPoint](#)

[Using the Research task pane](#)

[Choosing your research options](#)

[Finding the Right Word with the Thesaurus](#)

[Working with Text Written in a Foreign Language](#)

[Telling PowerPoint which languages you will use](#)

[Marking text as foreign language text](#)

[Translating Foreign-Language Text](#)

[Book II: Chapter 5: Formatting Text on a Slide](#)

[Putting a Text Box on a Slide](#)

[Creating a text box](#)

[Rotating a text box](#)

[Establishing a default text box style](#)

[Using a Shape as a Text Box](#)

[Turning a shape into a text box](#)

[Turning a text box into a shape](#)

[Selecting Text Boxes and Text Frames](#)

[Changing the Direction of Text](#)

[Controlling How Text Fits in Text Frames and Text Boxes](#)

[Choosing how PowerPoint “autofits” text in text frames](#)

[Choosing how PowerPoint “autofits” text in text boxes](#)

[Positioning Text in Frames and Text Boxes](#)

[Aligning text in frames and text boxes](#)

[Indenting text in text frames and text boxes](#)

[Aligning Text with Tab Stops](#)

[Changing the tab settings](#)

[Creating tab settings with the ruler](#)

[Creating tab settings with the Tabs dialog box](#)

[Adjusting and removing tab stops](#)

[Handling Bulleted and Numbered Lists](#)

[Creating a standard bulleted or numbered list](#)

[Removing bullets and numbers from lists](#)

[Choosing a different bullet character, size, and color](#)

[Choosing a different list-numbering style, size, and color](#)

[Making sublists, or nested lists](#)

[Fine-Tuning the Text Layout](#)

[Adjusting the space between lines and paragraphs](#)

[Fixing a top-heavy title](#)

[Adjusting the space between characters](#)

[Changing the internal margins of a text frame or box](#)

[Putting Footers \(and Headers\) on Slides](#)

[Some background on footers and headers](#)

[Putting a standard footer on all your slides](#)

[Creating a “nonstandard” footer](#)

[Removing a footer from a single slide](#)

[Book III: Communicating with Tables, Charts, and Diagrams](#)

[Book III: Chapter 1: Constructing the Perfect Table](#)

[Talking Table Jargon](#)

[Creating a Table](#)

[Entering the Text and Numbers](#)

[Selecting Different Parts of a Table](#)

[Aligning Text in Columns and Rows](#)

[Merging and Splitting Cells](#)

[Laying Out Your Table](#)

[Changing the size of a table, columns, and rows](#)

[Adjusting column and row size](#)

[Inserting and deleting columns and rows](#)

[Moving columns and rows](#)

[Changing the size of cell margins](#)

[Formatting Your Table](#)

[Designing a table with a table style](#)

[Calling attention to different rows and columns](#)

[Decorating your table with borders and colors](#)

[Neat Table Tricks](#)

[Changing the direction of header row text](#)

[Using a picture as the table background](#)

[Drawing diagonal lines on tables](#)

[Drawing on a table](#)

[Wrapping slide text around a table](#)

[Book III: Chapter 2: Putting a Chart on a Slide](#)

[A Mercifully Brief Anatomy Lesson](#)

[The Basics: Creating a Chart](#)

[Choosing the Right Chart](#)

[Ground rules for choosing a chart](#)

[Examining the different kinds of charts](#)

[Providing the Raw Data for Your Chart](#)

[Entering data in an Excel worksheet](#)

[Resizing the data range](#)

[Updating a chart with new data](#)

[Changing a Chart's Appearance](#)

[Changing the chart type](#)

[Changing the shape of a chart](#)

[Relying on a chart style to change appearances](#)

[Changing the layout of a chart](#)

[Handling the gridlines](#)

[Changing a chart element's color, font, or other particular](#)

[Saving a Chart as a Template So That You Can Use It Again](#)

[Saving a chart as a template](#)

[Creating a chart from a template](#)

[Chart Tricks for the Daring and Heroic](#)

[Decorating a chart with a picture](#)

[Annotating a chart](#)

[Displaying the raw data alongside the chart](#)

[Animating a chart](#)

[Creating an overlay chart](#)

[Converting 97-2003 Charts to PowerPoint 2010 Charts](#)

[Troubleshooting a Chart](#)

[Book III: Chapter 3: Putting Diagrams on Slides](#)

[The Basics: Creating SmartArt Diagrams](#)

[Creating the Initial Diagram](#)

[Creating a diagram](#)

[Swapping one diagram for another](#)

[Changing the Size and Position of a Diagram](#)

[Laying Out the Diagram Shapes](#)

[Selecting a diagram shape](#)

[Removing a shape from a diagram](#)

[Moving diagram shapes to different positions](#)

[Adding shapes to diagrams apart from hierarchy diagrams](#)

[Adding shapes to hierarchy diagrams](#)

[Adding shapes to Organization Charts](#)

[Promoting and demoting shapes in hierarchy diagrams](#)

[Handling the Text on Diagram Shapes](#)

[Entering text on a diagram shape](#)

[Entering bulleted lists on diagram shapes](#)

[Changing a Diagram's Direction](#)

[Choosing a Look for Your Diagram](#)

[Changing the Appearance of Diagram Shapes](#)

[Changing the size of a diagram shape](#)

[Exchanging one shape for another](#)

[Changing a shape's color, fill, or outline](#)

[Changing fonts and font sizes on shapes](#)

[Creating a Diagram from Scratch](#)

[Writing Equations with the Equation Editor](#)

[Launching the Equation Editor](#)

[Templates and slots](#)

[Drawing equations](#)

[Book IV: Embellishing Your Slides with Graphics and Shapes](#)

[Book IV: Chapter 1: Drawing Shapes, Lines, and Other Objects](#)

[The Basics: Drawing Lines and Shapes](#)

[Drawing Lines and Arrows](#)

[Drawing a straight line \(or arrow\)](#)

[Changing a line's length and position](#)

[Changing a line's appearance](#)

[Attaching and handling arrowheads](#)

[Drawing and editing arcs and curved lines](#)

[Freeform and scribble drawing](#)

[Connecting Shapes with Connectors](#)

[Making a connection](#)

[Attaching a connector to a different shape](#)

[Adjusting a connector](#)

[Drawing Rectangles, Ovals, Stars, and Other Shapes](#)

[Drawing a shape](#)

[Changing a shape's symmetry](#)

[Exchanging One Shape for Another](#)

[Using a Shape as a Text Box](#)

[WordArt for Bending, Spindling, and Mutilating Text](#)

[Creating a WordArt image](#)

[Editing a WordArt image](#)

[Book IV: Chapter 2: Managing and Manipulating Objects](#)

[The Basics: Manipulating Lines, Shapes, Art, Text Boxes, and Other Objects](#)

[Selecting Objects So That You Can Manipulate Them](#)

[Laying Out Objects with the Grid, Drawing Guides, and Rulers](#)

[Displaying the grid and drawing guides](#)

[Telling PowerPoint how tight to make the grid](#)

[Creating and moving drawing guides](#)

[Displaying and hiding the rulers](#)

[Changing an Object's Size](#)

["Eye-balling it" with the selection handles](#)

[Entering Height and Width measurements](#)

[Changing an Object's Proportions](#)

[Positioning Objects on a Slide](#)

[Dragging to move objects](#)

[Positioning objects by way of the dialog box](#)

[Copying Objects](#)

[When Objects Overlap: Choosing which Appears above the Other](#)

[Controlling overlaps with the Bring and Send commands](#)

[Controlling overlaps with the Selection and Visibility pane](#)

[Rotating and Flipping Objects](#)

[Tricks for Aligning and Distributing Objects](#)

[Aligning objects](#)

[Distributing objects so that they are equidistant](#)
[Changing an Object's Color, Outline Color, and Transparency](#)

[How PowerPoint handles object color](#)

[Filling an object with a color, picture, or texture](#)

[Making a color transparent](#)

[Putting the outline around an object](#)

[Using a shape effect](#)

[Grouping Objects to Make Working with Them Easier](#)

[Grouping objects](#)

[Ungrouping and regrouping](#)

[Putting a Third Dimension on an Object](#)

[Letting PowerPoint do the work](#)

[Building the third dimension on your own](#)

[Putting a Shadow on an Object](#)

[Book IV: Chapter 3: Decorating Slides with Graphics and Photographs](#)

[All about Picture File Formats](#)

[Bitmap and vector graphics](#)

[Resolution](#)

[Compression](#)

[Color depth](#)

[Choosing File Formats for Graphics](#)

[The All-Important Copyright Issue](#)

[Inserting a Picture on a Slide](#)

[Touching Up a Picture](#)

[Softening and sharpening pictures](#)

[Correcting a picture's brightness and contrast](#)

[Recoloring a picture](#)

[Choosing an artistic effect](#)

[Selecting a picture style](#)

[Cropping off part of a picture](#)

[Removing the background](#)

[Compressing Pictures to Save Disk Space](#)

[Using Graphics as Backgrounds](#)

[Using a picture in the background](#)

[Using a graphic as background for text](#)

[Putting Together a Photo Album](#)

[Creating your photo album](#)

[Putting on the final touches](#)

[Editing your photo album](#)

[Using Microsoft Office Picture Manager](#)

[Mapping the graphic files on your computer](#)

[Displaying the graphic file you want to work with](#)

[Editing a picture](#)

[Book IV: Chapter 4: Decorating Slides with Clip Art](#)

[What Is Clip Art?](#)

[Inserting a Clip-Art Image in a Slide](#)

[Tinkering with a Clip-Art Image's Appearance](#)

[Handling Media Files with the Clip Organizer](#)

[Knowing your way around the Clip Organizer](#)

[Locating the media file you need](#)

[Inserting a media file into a PowerPoint slide](#)

[Storing your own files in the My Collections folders](#)

Book V: Flash and Dash

Book V: Chapter 1: Taking Advantage of Transitions and Animations

Comparing Transitions and Animations

Showing Transitions between Slides

Assigning transitions to slides

Troubleshooting transitions

A Short but Sweet Animation Primer

Uses for animations

Choosing which slide elements to animate

Choosing an animation and animation effect

Defining the order of animations

Deciding when elements are animated

The Quick Way to Animate a Slide

Advanced Techniques for Animating Slides

Planning ahead

Using the Animations tab and Animation pane

Applying an animation

Changing and scrapping animations

Modifying an animation

Animating text frames and text boxes

Hiding elements and changing their color after animation

Motion paths for moving elements across a slide

Playing choreographer with animations

Starting an animation with a trigger

Playing Sounds along with Animations

Suggestions for Animating Slides

[Animating bulleted and numbered lists](#)

[Changing elements' size as they move](#)

[Building a slide one element at a time](#)

[Animating different parts of a chart](#)

[Book V: Chapter 2: Making Video Slides](#)

[Looking before You Leap](#)

[Understanding how video files strain your computer](#)

[Understanding video file formats](#)

[Compressing video files](#)

[Placing Videos on Slides](#)

[Inserting a video on a slide](#)

[Inserting a video that isn't compatible with PowerPoint](#)

[Starting and Pausing a Video during a Presentation](#)

[Fine-Tuning a Video Presentation](#)

[Editing a Video](#)

[Adding Spice to Your Video Presentation](#)

[Adjusting the size of the video screen](#)

[Putting a border and poster frame on a video](#)

[Book V: Chapter 3: Making Audio and Music a Part of a Presentation](#)

[Ways to Include Sound in a Presentation](#)

[A Word about Audio File Formats](#)

[Finding Audio Files on the Internet](#)

[Marking Slide Transitions with Sound](#)

[Assigning a transition sound to a slide](#)

[Fine-tuning transition sounds](#)

[Inserting Audio Files in Presentations](#)

[Inserting an audio file in a slide](#)

[Telling PowerPoint when and how to play an audio file](#)

[Playing audio after a few seconds have elapsed](#)

[Playing an audio file as several slides appear](#)

[Getting the audio from a CD](#)

[Playing a string of audio files](#)

[Starting, Pausing, and Resuming an Audio File](#)

[Recording a Voice Narration for PowerPoint](#)

[Testing your computer's microphone](#)

[Recording a voice narration in PowerPoint](#)

[Book VI: Giving a Presentation](#)

[Book VI: Chapter 1: Giving an In-Person Presentation](#)

[Rehearsing and Timing Your Presentation](#)

[Putting on the Finishing Touches](#)

[Showing Your Presentation](#)

[Starting and ending a presentation](#)

[Going from slide to slide](#)

[Switching to another program during a presentation](#)

[Drawing on Slides](#)

[Wielding a pen or highlighter in a presentation](#)

[Hiding and erasing pen and highlighter markings](#)

[Pointing with the Arrow](#)

[Making Use of Blank Screens](#)

[Customizing Shows for Particular Audiences](#)

[Assembling slides for a custom show](#)

[Editing a custom show](#)

[Presenting a custom show](#)

[Summarizing PowerPoint Presentation Techniques](#)

[Book VI: Chapter 2: Speaker Notes and Handouts](#)

[What Are Notes and Handouts?](#)

[All about Notes](#)

[Entering a note](#)

[Editing your notes in Notes Page view](#)

[The Notes Master for formatting notes pages](#)

[Providing Handouts for Your Audience](#)

[Printing an Outline Version of Your Presentation](#)

[Printing Slides, Handouts, and Notes Pages](#)

[Printing: The basics](#)

[Examining the Print options](#)

[Getting around in the Preview area](#)

[Book VI: Chapter 3: Creating a Self-Running Presentation](#)

[Good Uses for Self-Running Presentations](#)

[Challenges of a Self-Running Presentation](#)

[Deciding How Long to Keep Slides On-Screen](#)

[Entering time periods yourself](#)

[“Rehearsing” slide times](#)

[Telling PowerPoint that Your Presentation Is Self-Running](#)

[Starting and Ending a Self-Running Presentation](#)

[Book VI: Chapter 4: Creating a User-Run Presentation](#)

[What Is a User-Run Presentation?](#)

[Uses for User-Run Presentations](#)

Challenges of a User-Run Presentation

Helping viewers understand how to run the presentation

Fitting action buttons on slides

Preventing a presentation from stalling

Making Yours a User-Run Presentation

Action Buttons vs. Hyperlinks

Action Buttons for Going from Slide to Slide

Drawing an action button

Repairing, removing, and reshaping action buttons

Creating your own action button

Placing action buttons on a master slide

Creating Hyperlinks

Creating a hyperlink to a slide

Creating a hyperlink to a Web page

Hyperlinking to a file in another program

Creating an e-mail hyperlink

Repairing and removing hyperlinks

Making Sure That Your Presentation Doesn't Stall

Book VI: Chapter 5: Alternative Ways to Distribute Presentations

Putting On the Finishing Touches

Locking a File with a Password

Password-protecting a presentation

Removing a password from a presentation

Sending Your Presentation in an E-Mail Message

Packaging Your Presentation on a CD

Packaging a presentation on a CD

[Playing a packaged presentation from a CD](#)

[Creating a Presentation Video](#)

[Book VII: PowerPoint for Power Users](#)

[Book VII: Chapter 1: Customizing PowerPoint](#)

[Customizing the Ribbon](#)

[Displaying and selecting tab, group, and command names](#)

[Moving tabs and groups on the Ribbon](#)

[Adding, removing, and renaming tabs, groups, and commands](#)

[Creating new tabs and groups](#)

[Resetting your Ribbon customizations](#)

[Customizing the Quick Access Toolbar](#)

[Adding buttons to the Quick Access toolbar](#)

[Changing the order of buttons on the Quick Access toolbar](#)

[Removing buttons from the Quick Access toolbar](#)

[Placing the Quick Access toolbar above or below the Ribbon](#)

[Customizing the Status Bar](#)

[Changing Color Schemes](#)

[Book VII: Chapter 2: Creating a Presentation Design for Your Company](#)

[Creating a Template for Your Presentation Designs](#)

[Making Your Company Colors Part of the Design](#)

[Finding out a color's RGB or HSL setting](#)

[Employing a company color in a PowerPoint design](#)

[Making Your Company's Fonts Part of the Design](#)

[Designing Your Template](#)

[Creating Slide Layouts for Your Template](#)

[Creating a new slide layout](#)

[Deleting slide layouts](#)

[Including Boilerplate Content in the Slide Design](#)

[Telling Co-Workers How to Use Your Template](#)

[Loading a template on a computer](#)

[Creating a presentation from a template](#)

[Book VII: Chapter 3: Collaborating with Others on a Presentation](#)

[Comments for Critiquing Others' Work](#)

[Writing and editing a comment](#)

[Reading and reviewing comments](#)

[Cleaning comments from a presentation](#)

[Sharing Slides in a Slide Library](#)

[Reusing slides from a slide library](#)

[Book VII: Chapter 4: Linking and Embedding for Compound Presentations](#)

[What Is OLE, Anyway?](#)

[Linking and embedding](#)

[Uses for object linking](#)

[Uses for object embedding](#)

[Pitfalls of object linking and embedding](#)

[Embedding Data from Other Programs on a PowerPoint Slide](#)

[Embedding an object](#)

[Editing an embedded object](#)

[Linking a PowerPoint Slide to a Source File](#)

[Establishing the link](#)

[Updating a link](#)

[Editing data in the source file](#)

[Converting a linked object to an embedded object](#)

[Book VII: Chapter 5: Automating Tasks with Macros](#)

[What Is a Macro?](#)

[Displaying the Developer Tab](#)

[Managing the Macro Security Problem](#)

[Running a Macro](#)

[Running a Macro from a Button on the Quick Access Toolbar](#)

[Installing Add-Ins](#)

PowerPoint® 2010 All-in-One For Dummies® **by Peter Weverka**

PowerPoint® 2010 All-in-One For Dummies®

Published by Wiley Publishing, Inc. 111 River
Street Hoboken, NJ 07030-5774

www.wiley.com

Copyright © 2010 by Wiley Publishing, Inc.,
Indianapolis, Indiana

Published by Wiley Publishing, Inc., Indianapolis, Indiana

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Permissions

Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at <http://www.wiley.com/go/permissions>.

Trademarks: Wiley, the Wiley Publishing logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates in the United States and other countries, and may not be used without written permission. PowerPoint is a registered trademark of Microsoft Corporation in the United States and/or other countries. All other trademarks are the property of their respective owners. Wiley Publishing, Inc., is not associated with any product or vendor mentioned in this book.

Limit of Liability/Disclaimer of Warranty: The publisher and the author make no representations or warranties with respect to the accuracy or completeness of the contents of this work and specifically disclaim all warranties, including without limitation warranties of fitness for a particular purpose. No warranty may be created or extended by sales or promotional materials. The advice and strategies contained herein may not be suitable for every situation. This work is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If professional assistance is required, the services of a competent professional person should be

sought. Neither the publisher nor the author shall be liable for damages arising herefrom. The fact that an organization or Website is referred to in this work as a citation and/or a potential source of further information does not mean that the author or the publisher endorses the information the organization or Website may provide or recommendations it may make. Further, readers should be aware that Internet Websites listed in this work may have changed or disappeared between when this work was written and when it is read.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit www.wiley.com/techsupport.

Wiley also publishes its books in a variety of electronic formats. Some content that appears in print may not be available in electronic books.

Library of Congress Control Number: 2010925704

ISBN: 978-0-470-50099-6

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

About the Author

Peter Weverka is the bestselling author of several For Dummies books, as well as other computer books about various topics. Peter's humor-ous articles and stories — none related to computers, thankfully — have appeared in Harper's, SPY, The Argonaut, and other magazines for grown-ups.

Dedication

For Aiko Sofia and Henry Gabriel.

Author's Acknowledgments

This book owes a lot to many hard-working people at Wiley Publishing in Indiana. I would like once again to thank Steve Hayes for his good advice, his encouragement, and the opportunity to write another For Dummies book.

It was a pleasure — once again — to work with Susan Christophersen, who knows the editing craft as well as any editor I have ever worked with.

Technical editor Joyce Neilson made sure that all the explanations in this book are indeed accurate, and I would like to thank her for her excellent work and suggestions for improving this book. I would also like to thank Rich Tennant for the witty cartoons you will find

on the pages of this book, and Estalita Slivoskey for writing the index.

These people at the Wiley offices in Indianapolis gave their all to this book, and I want to acknowledge them by name: Carl Byers, Melanie Hoffman, and Patrick Redmond.

Finally, I owe my family — Sofia, Henry, and Addie — a debt for tolerating my vampire-like working hours and eerie demeanor at the breakfast table. How will I ever repay you?

Publisher's Acknowledgments

We're proud of this book; please send us your comments at <http://dummies.custhelp.com>. For other comments, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

Some of the people who helped bring this book to market include the following:

Acquisitions and Editorial

Project and Copy Editor: Susan Christophersen

Executive Editor: Steve Hayes

Technical Editor: Joyce Nielsen

Editorial Manager: Jodi Jensen

Editorial Assistant: Amanda Graham