

Making the switch to PowerPoint 2010

Quick Reference Card

Main ribbon tabs

These tabs are always on view on the Ribbon:

- **File** tab: Start a new file, save a file or use **Save As**, open a file; see your most recently used files; protect files by applying a password; delete personal information from a file; prepare to share; and use the **Options** window to change PowerPoint settings.
- **Home** tab: Copy, paste; add slides; format text and paragraphs; work with shapes; find and replace text.
- **Insert** tab: Insert tables, pictures, screen shots, Microsoft® SmartArt™ graphics, charts, shapes, hyperlinks, movies, sounds, files from other programs, and other things.
- **Design** tab: Apply background design, colors, fonts, and special effects to the whole presentation.
- **Transitions** tab: Apply transitions between slides, set timing for transitions, and set timing for slides.
- **Animations** tab: Apply simple and custom animations and adjust settings for effects.
- **Slide Show** tab: Do pre-show preparation. Run through slides, set up a custom show, record narration.
- **Review** tab: Check spelling, add and review comments, use research service or thesaurus.
- **View** tab: Switch to all views including Notes Page and Master view, show grid, arrange windows.

Special tabs

These colored tabs appear when you're working with a slide item, such as a table or picture, and you have that item selected.

- **Table Tools (Design and Layout tabs)**: Choose a table design; adjust number of rows and columns, text position, and column and row size.
- **Drawing Tools (Format tab)**: For shapes, placeholders, and text boxes, change style, shape choice, and position. Apply WordArt and other formatting to text.
- **Picture Tools (Format tab)**: For pictures, add effects such as a shadow or glow; crop; compress; and resize.
- **SmartArt Tools (Design and Format tabs)**: Apply a style of SmartArt graphic, such as an org chart, and format shapes in the graphic.
- **Chart Tools (Design, Layout, and Format tabs)**: Apply a chart style, edit details in the chart, and format shapes within the chart.
- **Video Tools (Format and Playback tabs)**: Add effects to the video frame and choose settings for playing the video.
- **Audio Tools (Format and Playback tabs)**: Format the audio control and choose settings for playing the sound.

Find more options and galleries on the ribbon

- **Options:** Click the small diagonal arrow (dialog box launcher) in the bottom right of a group. It appears when something on the slide is selected that you might want more options for, such as text or a placeholder.
- **Galleries:** Click the scroll arrows or **More** button to the right of a group to see full galleries of themes, shape styles, colors, fonts, animation effects, and so on.

Temporarily hide ribbon commands

Either:

- Double-click the currently displayed tab. To show the full ribbon again, click any tab.
Or:
- Right-click any tab or command on the ribbon, and click **Minimize the Ribbon**. To redisplay the full ribbon, right-click any tab, and clear the selection by clicking **Minimize the ribbon** again.

Customize the Quick Access Toolbar

There are two quick ways to add a command or button, using a menu on the toolbar itself or by right-clicking any of the commands on the ribbon. If you don't find the command you want to add using these methods, you can open the **PowerPoint Options** window to find more commands. All methods are detailed below.

Add commands using the menu on the Quick Access Toolbar:

- Click the arrow on the right end of the toolbar, and click any item on the menu to add it to the toolbar. (This menu has a selection of ribbon commands.)

Add commands by right-clicking a command or button on the ribbon:

- On the ribbon, right-click the button or command that you want, and click **Add to Quick Access Toolbar**.

To remove a command from the toolbar:

- Right-click the command, and click **Remove from Quick Access Toolbar**.

Add or remove a command that you select from the **PowerPoint Options** window:

1. Do one of the following:
 - Click the arrow on the right end of the Quick Access Toolbar, and click **More Commands** at the bottom of the menu,
Or:
 - Right-click any tab or command on the ribbon, and click **Customize Quick Access Toolbar**,
Or:
 - Click the **File** tab, click **Options**, and in the **PowerPoint Options** window, click **Quick Access Toolbar**.

2. Look for the **Choose commands from** list box at the top of the window, on the left. Whatever you select here determines the commands that are displayed in the list below the list box. If you don't see your command in the list, select something different in the **Choose commands from** list box.
3. When you find the command you want to add to the toolbar, select it in the list, and click **Add**.
Note that all the commands currently on the toolbar are shown in the list on the right of the window.
4. To remove any of the toolbar commands, select the command in the list on the right, and click **Remove**.
5. To customize the toolbar just for certain presentations, change the selection in the list box on the upper right, called **Customize Quick Access Toolbar**.
6. To reset the toolbar, click the **Reset** button below the list that shows the current toolbar commands, and click **Reset Only Quick Access Toolbar**.
7. Click **OK** to save your changes.

Move the Quick Access Toolbar below the ribbon

- Click the arrow on the right end of the toolbar, and click **Show Below the Ribbon**.
Or:
- Right-click any button or command on the toolbar, and click **Show Quick Access Toolbar Below the Ribbon**.

To put the toolbar back above the ribbon, either click the arrow on the right end of the toolbar, or right-click any button or command on the toolbar, and click the option to move the toolbar above the ribbon.

Customize the ribbon

This wasn't covered in the course, but you can add new groups to ribbon tabs and add commands to them. This is how you'd add the **Spelling** command to the **Home** tab:

1. Do one of the following to open the **PowerPoint Options** window:
 - Right-click any tab or command on the ribbon, and click **Customize the Ribbon**,
- Or:
 - Click the **File** tab, click **Options**, and in the **PowerPoint Options** window, click **Customize Ribbon**.
2. Before you can add a command to a ribbon tab, you need to create a new group for the command. So, in the **Customize the Ribbon** list box on the upper right of the window, select **Main Tabs**.
3. In the list below the list box, select the **Home** tab.
4. At the bottom of the list, click **New Group**.
5. Select **New Group (Custom)** that now appears with the groups under the **Home** tab.
6. Click **Rename**, at the bottom of the list. If you want an icon on this group, click one, and type a new name in the **Display name** box, such as **Spell-check**.
The **Spell-check** group is now in the list of groups under the **Home** tab, and it is selected.
7. Now, in the **Choose Commands From** list box, in the upper left of the window, select **Popular Commands**.
8. In the list below the list box, select **Spelling** from the list of popular commands.

9. Click **Add**.

The **Spelling** command is added to the **Spell-Check** group. This doesn't take it off its original tab (**Review**).

10. Click **OK**.

You'll see the the new group and command now on the **Home** tab.

Much like the Quick Access Toolbar options, you have a **Remove** button here to take commands or new tabs off the ribbon; you have **New Tab** to add a tab; and you have a **Reset** button if you want to revert to the original configuration of ribbon tabs and commands.

Use new keyboard shortcuts

To access the Ribbon tabs, Quick Access Toolbar, and **File** tab using keyboard shortcuts:

1. Press ALT. Key Tip badges show on the Ribbon tabs and Quick Access Toolbar.
2. Press the letter or number that you want, as follows:
 - Press the key for the tab that has the command you want, and you'll see Key Tip badges for all that tab's commands. Then press the key for the command you want.
 - Press the key for the Quick Access Toolbar's button you want. This is the equivalent of clicking the button.

Use old keyboard shortcuts

- Keyboard shortcuts that begin with the CTRL key (CTRL+C, CTRL+V, and so on) are all still intact. Use them as you always have.
- The old keyboard shortcuts that begin with the ALT key and accessed menus and commands are also intact. For instance, ALT+O+F still opens the **Font** dialog box. (If you were to use the new shortcuts, the combination would be ALT+H+FN.)

Manage and print files

To save the file: On the Quick Access Toolbar, click **Save**.

To undo an action: On the Quick Access Toolbar, click **Undo**.

To create a new or open an existing presentation:

1. Click the **File** tab, and then:
 - Click **New**, and make a selection under **Available Templates and Themes**, and click **Create**.Or:
 - Click **Open**, and browse to the file you want to open.

Tip These commands are also easy to add to the Quick Access Toolbar. Just click the arrow on the right of the toolbar, and on the menu that's displayed, click **New** or **Open**.

To save a file under a new name, in a new location, or with a specific file format:

- Click the **File** tab, click **Save As**, and then name the file, browse to a different location, or choose a different file format.

To use print preview, and print:

- Click the **File** tab, click **Print**. You have print preview in the right side of the window. Under **Settings**, select what type of printout you want, slide orientation, and color settings. Click the **Edit Header & Footer** link at the bottom if you want to make changes to headers and footers.

Set PowerPoint options

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To turn spelling and grammar checking off or on, to select a default view or default print settings, to change automatic formatting settings, and to set other program-wide options:

- Click the **File** tab, and click **Options**. Click one of the categories there to change PowerPoint settings.

Switch between PowerPoint versions

Open a PowerPoint 2010 file in PowerPoint 2003 or earlier

1. When you try to open the file, you'll be prompted by a message asking if you want to install a compatibility pack.
2. Click **Yes**.
3. On the download page titled "Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint File Formats," click the **Download** button, and proceed from there.
4. When the download is complete, return to the PowerPoint window and open your file.

Save a presentation to an older format:

- Click the **File** tab, click **Save & Send**, click **Change File Type**, and click **PowerPoint 97-2003 Presentation**. Then click **Save As**.
OR
- Click the **File** tab, click **Save As**, and in the **Save As** dialog box, click **PowerPoint 97-2003 Presentation** in the **Save as type** box. Then click **Save**.

Once you've saved to this format, PowerPoint goes into Compatibility Mode, and you see this indicated in the title bar. Now when you save, if you've used a feature that won't be editable in PowerPoint 2003 or earlier, the checker will itemize that and indicate the slide that the feature is used on. To go ahead and save in the older format, click **Continue** in the checker. Examples of things that aren't editable in the older version are SmartArt diagrams and WordArt or shape styles and effects that are particular to versions later than PowerPoint 2003.

Convert a PowerPoint 2003 file (or older) to the PowerPoint 2010 format

1. In PowerPoint 2010, open the file. It will open in Compatibility Mode, which is designated in the title bar.
2. Click the **File** tab, click **Info**, and click **Convert**. The **Save As** dialog box opens; click **Save**.
PowerPoint will no longer try to keep the features you use compatible with the older format.