Create your first PowerPoint 2010 presentation

Quick Reference Card

Add slides

To add a slide without selecting the layout first, do one of the following:

- On the **Home** tab, in the **Slides** group, click **New Slide**.
- Right-click a slide thumbnail, and click **New Slide**. The first slide after the title slide gets the **Title and Content** layout by default. After that, a new slide gets the same layout as the slide that precedes it.

Choose and change layouts

To insert a slide with a specific layout, do the following:

1. On the **Home** tab, in the **Slides** group, click the arrow on the **New Slide** button.
2. Click a layout.
3. To change the layout of an inserted slide, do one of the following:

- In the thumbnail pane, right-click the slide that has the layout you want to change, point to **Layout**, and click a layout.
- Select the slide or slides whose layout you want to change (press Ctrl as you click to select multiple slides). On the **Home** tab, in the **Slides** group, click **Layout** , and then click a layout. If you selected multiple slides, they all get the same layout.

Insert a picture, video or other slide element into a slide

1. To insert a picture or other slide element from within a slide placeholder, apply a layout that has a content placeholder, such as the one shown.

2. Click the applicable icon to insert a picture or video file, or another slide element such as a table, chart, SmartArt graphic, or clip art.
   Use the Insert tab: This tab has the most comprehensive collection of slide elements to insert, including shapes, hyperlinks, headers and footers, video, and audio.

Size and align pictures, text boxes, and videos

Do one of the following:

- To size or align a picture, select the picture, and under **Picture Tools**, on the **Format** tab, use commands in the **Arrange** and **Size** groups.

- To size or align a text box, select the text box, and under **Drawing Tools**, on the **Format** tab, use commands in the **Arrange** and **Size** groups.

- To size or align a video, select the video, and under **Video Tools**, on the **Format** tab, use commands in the **Arrange** and **Size** groups.
  Tip   The **Arrange** commands are also available in the **Drawing** group on the **Home** tab.

Apply a theme

To apply a theme to all slides, on the **Design** tab, in the **Themes** group, click a theme.

To apply a theme to only some slides:

1. Select the slides to which you want to apply a theme by pressing Ctrl and holding it while you click each slide.

2. On the **Design** tab, in the **Themes** group, right-click a theme palette, and click **Apply to Selected Slides**.

Add a review comment

You can use this procedure to add a comment to people you've asked to review your presentation. You can also use this procedure to review and provide feedback to a colleague who has requested it.

1. On the slide that you want to add a comment to, do one of the following:

- To add a comment about text or object on a slide, select the text or object.

- To add a general comment about a slide, click anywhere on the slide.

2. On the **Review** tab, in the **Comments** group, click **New Comment**.

3. Type your comments, and then click outside the comment box.
   Tip You can add more than one comment to text, an object, or a slide in a presentation.

Review: Edit a comment

Presentation reviewers can edit comments added by other reviewers, which changes the color of the review comment thumbnail and changes the initials to those of the current reviewer.

1. Click the review comment thumbnail.

- The review comment thumbnail generally contains the initials of the person who originally added the comment.

- If the review comment thumbnail is hidden, on the **Review** tab, in the **Comments** group, click **Show Markup**.

2. On the **Review** tab, in the **Comments** group, click **Edit Comment**.

3. Type your comments, and then click outside the comment box.

Review: Delete a comment

Presentation reviewers can delete comments added by other reviewers, which changes the color of the review comment thumbnail and changes the initials to those of the current reviewer.

1. Click the comment that you want to delete.
2. On the **Review** tab, in the **Comments** group, click **Delete**.

Review: Move between comments

To move between comments, on the **Review** tab, in the **Comments** group, click **Previous** or **Next**.

Name and save a presentation

1. Click the **File** tab.
2. Click **Save As**, and then do one of the following:

- For a presentation that can be opened only in PowerPoint 2010 or PowerPoint 2007, in the **Save as type** list, select **PowerPoint Presentation (*.pptx)**.

- For a presentation that can be opened in either PowerPoint 2010 or earlier versions of PowerPoint, select **PowerPoint 97-2003 Presentation (*.ppt)**.

3. In the left pane in the **Save As** dialog box, click the folder or other location where you want to save your presentation.
4. In the **File name** box, type a name for your presentation, or do nothing to accept the default file name, and then click **Save**.

Tip   From now on, you can press Ctrl+S or click **Save** near the top of the screen to save your presentation quickly at any time.

Find and remove hidden data and personal information

1. Open the presentation that you want to inspect for hidden data and personal information.
2. Click the **File** tab, click **Save As**, and then type a name in the **File name** box to save a copy of your original presentation.
   Important   It is a good idea to use the Document Inspector on a copy of your original presentation, because it is not always possible to restore the data that the Document Inspector removes.
3. In the copy of your original presentation, click the **File** tab, and then click **Info**.
4. Under **Prepare for Sharing**, click **Check for Issues**, and then click **Inspect Document**.
5. In the **Document Inspector** dialog box, select the check boxes to choose the types of hidden content that you want to be inspected.
6. Click **Inspect**.
7. Review the results of the inspection in the **Document Inspector** dialog box.
8. Click **Remove All** next to the inspection results for the types of hidden content that you want to remove from your document.

Important

- If you remove hidden content from your presentation, you might not be able to restore it by clicking **Undo**.
- If you want to remove hidden data and personal information from presentations you save in the OpenDocument Presentation (.odp) format, you must run the Document Inspector every time you save the presentation in this format.

Set print options and then print your slides or handouts

1. Click the **File** tab.
2. Click **Print**, and then under **Print**, in the **Copies** box, enter the number of copies that you want to print.
3. Under **Printer**, select the printer that you want to use.
   Tip   If you want to print in color, be sure to select a color printer.
4. Under **Settings**, do one of the following:

- To print all slides, click **Print All Slides**.
- To print one or more slides that you selected, click **Print Selection**.
  Tip   To select multiple slides to print, click the **File** tab, and then in Normal view, in the pane that contains the **Outline** and **Slides** tabs, click the **Slides** tab, and then press and hold Ctrl while you select the slides that you want.
- To print only the slide that is currently displayed, click **Print Current Slide**.
- To print specific slides by number, click **Custom Range**, and then enter a list of individual slides, a range, or both. Use commas to separate the numbers and no spaces, for example, 1,3,5-12.
- Click the **Print On Both Sides** list, and then choose whether you want to print on one or both sides of the page.
- Click the **Full Page Slides** list, and then do the following:
    - To print one slide on a full page, under **Print Layout**, click **Full Page Slides**.
    - To print one or multiple slides per page in handout format, under **Handouts**, click the number of slides you want per page, and whether you want them to appear in order vertically or horizontally.
    - To print a thin border around your slides, select **Frame Slides**.
      Tip   Click it again to cancel the selection and prevent a border from printing.
    - To print your slides on the paper that you selected for your printer, click **Scale to Fit Paper**.
    - To increase resolution, blend transparent graphics, and print soft shadows in your print job, click **High quality**.
      Tip   When you print in high quality, it may take longer for your presentation to print. To prevent a possible decrease in your computer's performance, clear the **High quality** selection after you finish printing.

- Click the **Collated** list, and then choose whether you want your slides to be printed collated or uncollated.

- Click the **Color** list, and then click one of the following:

- **Color** This option prints in color to a color printer.
  To prevent a color background from printing, do one of the following:

  - Print your slides in grayscale. See **Grayscale** below for more information.

  - Remove color backgrounds from your presentation. On the **Design** tab, in the **Background** group, click **Background Styles**, and then select **Style 1**.

- **Grayscale** This option prints images that contain variations of gray tones between black and white. Background fills are printed as white, so that the text will be more legible. (Sometimes grayscale appears the same as **Pure Black and White**.)

- **Pure Black and White** This option prints the handout without gray fills.

5. To include or change headers and footers, click the **Edit Header and Footer** link, and then make your selections in the **Header and Footer** dialog box that appears.

6. Click **Print**.

Create and print your notes pages

1. To print your notes pages, open the presentation for which you want to print notes pages with slide thumbnails.

2. Click the **File** tab.

3. Under the **File** tab, click **Print**.

4. Under **Settings**, click the arrow next to **Full Page Slides**, and then under **Print Layout**, click **Notes Pages**.

5. To specify the page orientation, click the arrow next to **Portrait Orientation**, and then click **Portrait Orientation** or **Landscape Orientation** from the list.

6. If you want to print your notes and slide thumbnails in color, select a color printer. Click the arrow next to **Grayscale**, and then click **Color** from the list.

7. Click **Print**.