

What's New in

PowerPoint 2010

Upgrade from Office 2007 to Office 2010

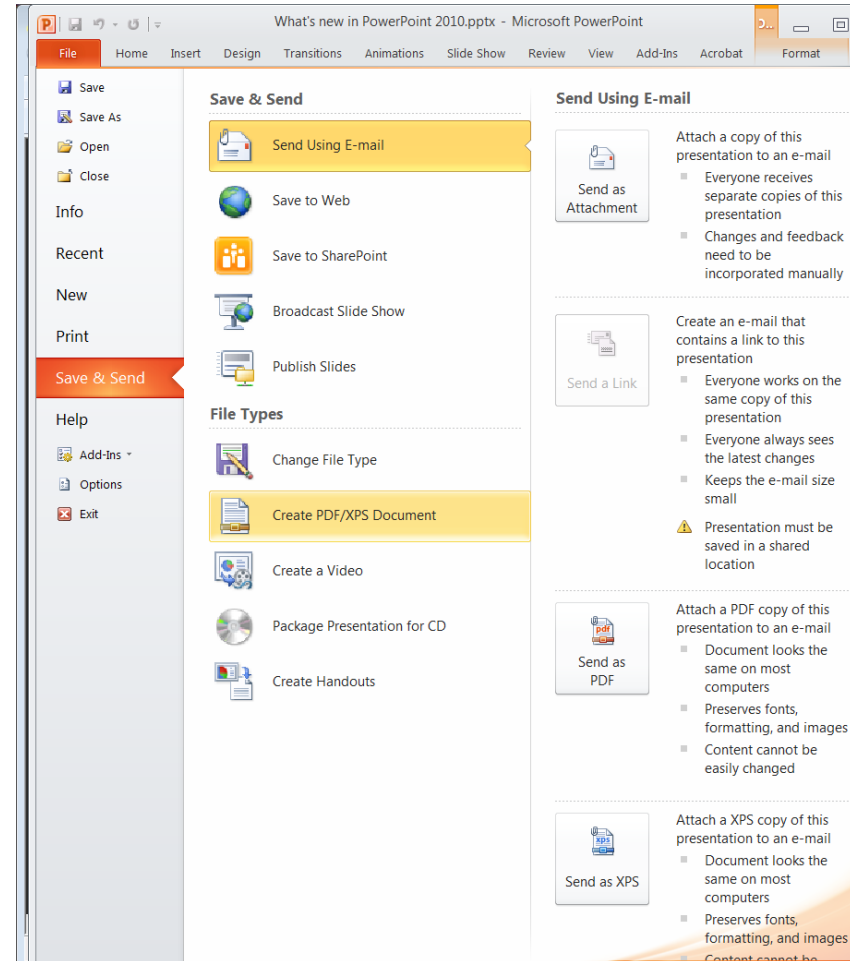
- For the Spring 2012 semester: all classrooms, teaching stations, and labs were upgraded during the semester break to Office 2010 (including Fredericktown and Perryville).
- After the above areas have been completed, we will then be taking appointments to upgrade faculty and staff offices, beginning with computer instructors. Then full-time faculty, adjunct, and staff.
- Home computer/laptop copy can be purchased at the Bookstore.
- Per Microsoft, each person is only allowed to purchase one copy. Prices are:
- Faculty & Staff:
 - \$6.50 + tax (We will send an email as soon as they are available, hoping before Christmas Break.)
- Students:
 - \$40.00 + tax (student id's & current course schedule will be required) available beginning with Spring 2012 book sales
- For home copies, activation will be required.
 - A handout with activation instructions will be given at the time of the sale (this is something new that must be done or the programs will stop working).

Manage your files in the new Backstage View

- The new Microsoft Office Backstage view lets you quickly gain access to common tasks related to managing files such as:
 - viewing document properties,
 - setting permissions,
 - and opening, saving, printing, and sharing your presentations.

Built in PDF

- All Office 2010 programs include a [built-in PDF writer](#) to help you save documents into the [PDF format](#) with a click.
- Earlier, you had to download an add-on separately but now PDF support is native.



Built in PDF

- PDF preserves document formatting and is a much secure way to send or post documents.
- When the PDF format file is viewed online or printed, it retains the format that you intended (preserving fonts, graphics, formatting, etc.).
- The PDF format is also useful for documents that will be reproduced using commercial printing methods.
- It's also useful for recipients who do not have Word or lower versions to view, they only need Adobe Reader.
- Important note: before you PDF your file, save it first as a document.
- You cannot edit a PDF file.

Manage your files in the new Backstage View

- A glimpse of the Info tab in the new Backstage view:



What and where is Backstage view?

- Applies to Access, Excel, PowerPoint, Publisher, Visio, and Word.
- After you click the **File** tab, you can see the Microsoft Office Backstage view.
- The Office Backstage view is where you manage your files and the data about them — creating, saving, inspecting for hidden metadata or personal information, and setting options.
- The **File** tab replaces the **Microsoft Office Button** and **File** menu used in earlier releases of Microsoft Office.



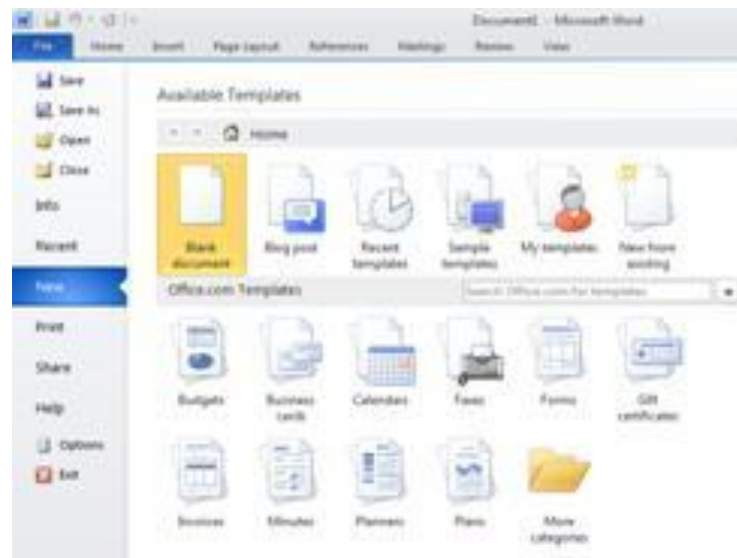
Where is the File tab located?

- The **File** tab is the colored tab, for example, the blue tab in Word, the red tab in PowerPoint, located in the upper-left corner of Microsoft Office 2010 programs.



What do I see when I click the File tab?

- When you click the **File** tab, you see many of the same basic commands that you saw when you clicked the **Microsoft Office Button** or on the **File** menu in earlier releases of Microsoft Office, such as **Open**, **Save**, and **Print**.



Show me Backstage view

- Let's watch a video that shows you more about Backstage view at [Video: What and where is Backstage view](#) (Length: 1 minute, 28 seconds)

Compatibility Of .pptx

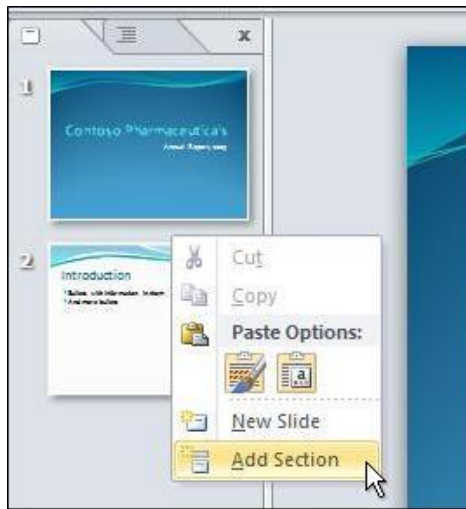
- In PowerPoint 2007, Microsoft introduced a new XML format (.pptx) which was not compatible with the former .ppt presentation format.
- This problem is not there to bother you any more, meaning PowerPoint files created in PowerPoint 2010 may easily be opened in versions of PowerPoint prior to PowerPoint 2007.

Organize slides into sections

- You can organize large slide decks to be more manageable and easier to navigate by using sections.
- Additionally, you can collaborate with others to create a presentation by labeling and grouping your slides into sections. For example, each colleague can be responsible for preparing slides for a separate section.
- You can name, print, and apply effects to an entire section.
- <http://office.microsoft.com/en-us/redirect/va101827905.aspx> (1 minute, 52 seconds)

Add and name a section

1. In either **Normal** view or **Slide Sorter** view, right-click between the two slides where you want to add a section.
2. In this example, in **Normal** view, right-click between two slides, and then click **Add Section**.
3. To rename the section to something more meaningful, right-click the **Untitled Section** marker, and click **Rename Section**, as shown below.
4. Enter a meaningful name for the section. and then click **Rename** (as shown below in **Rename a section**).



Rename a section

1. To rename an existing section, right-click the Untitled Section, and click Rename Section, as shown below.
2. Enter a meaningful name for the section. and then click Rename.

Move/remove a section in a list of slides

- Right-click the section that you want to move, and then click **Move Section Up** or **Move Section Down**.
- Right-click the section that you want to remove, and then click **Remove Section**.



PowerPoint Mobile 2010 for Windows Phone 7: Edit and view from your phone



- If you have a Windows Phone 7, you can use Microsoft Office Mobile 2010 to work with your files from anywhere—whether you're at work, at home, or on the go.
- PowerPoint Mobile 2010 is part of Office Mobile and already on your phone in the Office hub, so you don't need to download or install anything else to get started.

PowerPoint Mobile 2010 for Windows Phone 7: Edit and view from your phone

- You can use PowerPoint Mobile to view and edit presentations (including presenter notes) stored on your phone, sent to you as email attachments, or hosted on a SharePoint 2010 site through SharePoint Workspace Mobile 2010.
- When you edit a presentation via SharePoint Workspace Mobile, you can save your changes back to the SharePoint site when you're online.

PowerPoint Mobile 2010 for Windows Phone 7: Edit and view from your phone

- With PowerPoint Mobile, you can view or edit your presentations using many of the same tools you're already familiar with in the desktop version of PowerPoint:
- Customize a presentation by adding or editing notes, or editing text in a slide.
- View SmartArt graphics and other rich formatting, such as tables and charts, with high-fidelity.
- View your presentations in full screen, with rich graphics and animation effects.
- Open and view a custom show (custom shows allow you to adapt a single presentation for a variety of audiences).
- Attend meetings remotely by watching broadcast presentations on your phone.
- Read more about [Office Mobile 2010 for Windows Phone 7](#). If you have Windows Phone 7, [get step-by-step help using your phone](#).

Enrich your presentations with video, picture and animations

- PowerPoint 2010 is filled with video and photo editing additions and enhancements.
- Additionally, transitions and animations have separate tabs and are smoother and richer than ever.
- And, there are some new photo-based additions to SmartArt graphics that may surprise you.

Embed, edit, and play a video in your presentation

- With PowerPoint 2010, when you insert videos into your presentations, they become part of the presentation file.
- No more missing video files as you move your presentations around.
- You can trim your videos, add synchronized overlay text, poster frames, bookmarks, and fades to your videos.
- And, as you can do with pictures, you can also apply a border, shadow, reflection, glow, soft edges, 3-D rotation, bevels, and other designer effects to your videos.
- When your video plays back, so do all the effects.

Embed, edit, and play a video in your presentation

- For more how-to videos and procedures on how to use video in your presentations, see the following:
- [Embed a video in your presentation](#) (1 minute, 19 seconds)
- [Recolor a video](#) (1 minute, 4 seconds)
- [Apply special effects to your video](#) (step-by-step instructions): shadows, reflections, glow, soft edges, bevels, 3D
- [Add and synchronize text overlays in your video](#) (2 minutes, 38 seconds)
- [Change the brightness and contrast of a video](#) (step-by-step instructions)
- [Change the color, style, and weight of a video border](#) (2 minutes, 43 seconds)
- [Play your video in a shape](#) (59 seconds)
- [Start or end your video with a fade effect](#) (step-by-step instructions)
- [Add a poster frame image to your video](#) (1 minute, 28 seconds)
- [Set the 'Play' options for a video in your presentation](#) (step-by-step instructions)

Trim an audio or video clip

- Trim your video or audio clips to remove parts that are not pertinent to the message of your clip and to make the clip shorter. For procedures on how to trim video or audio clips see:
 - [Trim a video clip](#) (1 minute, 20 seconds)
 - [Trim an audio clip](#) (step-by-step instructions)

Use bookmarks in your audio and video clips

- You can add bookmarks to indicate time points of interest in a video or audio clip.
- Use bookmarks as a way to trigger animations or to jump to a specific location in a video.
- While delivering a presentation, bookmarks are useful in helping you to find specific locations in an audio or video clip.



Add a bookmark for audio and video clips

- Use bookmarks to indicate time points of interest in an audio or video clip.
 1. Insert a video or audio clip to a slide.
 2. In the audio or video controls below the audio or video clip, press play (arrow on the far left of the control panel).
 3. **Tip:** As the audio or video plays, look for points of interest.
 4. To indicate a point of interest, do one of the following:
 - If you are working with a video clip, under **Video Tools**, on the **Playback** tab, in the **Bookmarks** group, click **Add Bookmark**.
 - If you are working with an audio clip, under **Audio Tools**, on the **Playback** tab, in the **Bookmarks** group, click **Add Bookmark**.

Remove a bookmark

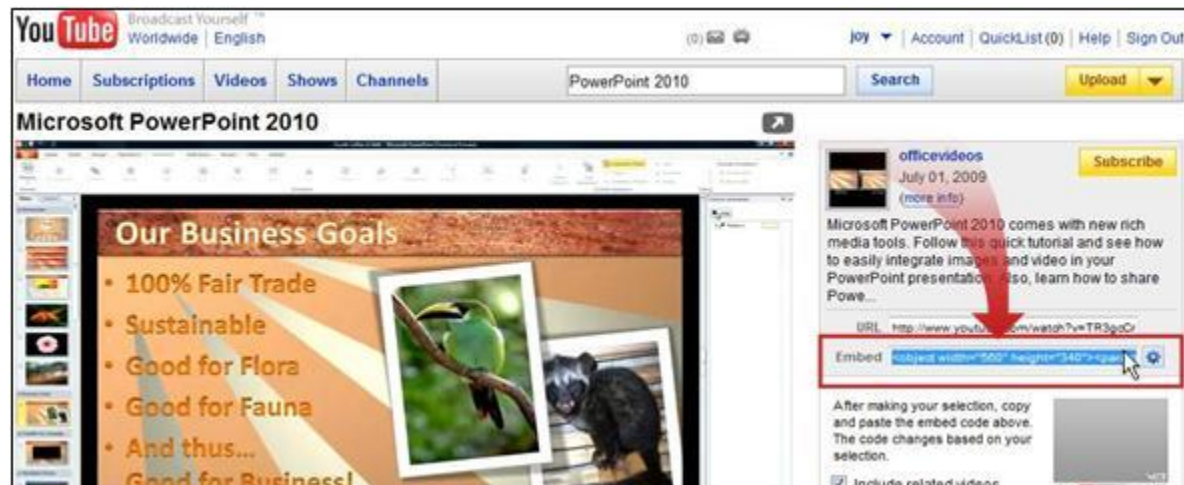
1. In the time line, locate and click the bookmark that you want to remove.
2. Do one of the following:
 - If you are working with a video clip, under **Video Tools**, on the **Playback** tab, in the **Bookmarks** group, click **Remove Bookmark**.
 - If you are working with an audio clip, under **Audio Tools**, on the **Playback** tab, in the **Bookmarks** group, click **Remove Bookmark**.

Link to a video from a web site

- You can now insert videos to your slides from social media web sites such as YouTube, and more.
- Each web site generally provides an embed code that allows you to link to the video from your presentation.

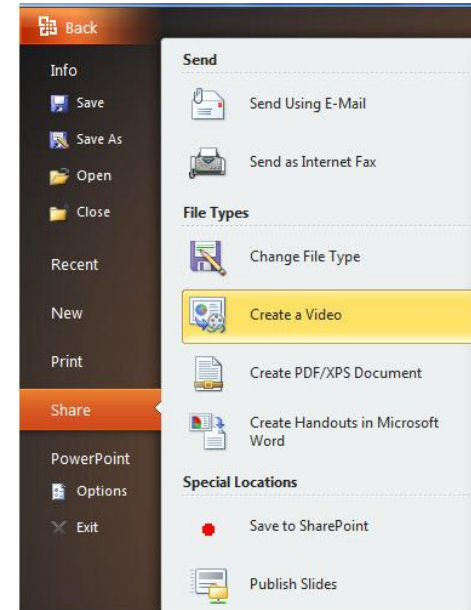
Link to a video from a web site

- Locate and copy the embed code, and then paste it into PowerPoint.



PowerPoint To Video Conversion

- PowerPoint 2010 now lets you convert your Presentations in to Videos.
- In order to create a video, click the Office button and then go to the *Share* > *Create a Video* Option.
- You can find the full detailed guide for this process [here](#)



Apply artistic textures & effects to your pictures

- With PowerPoint 2010, you can apply different artistic effects to your pictures to make them look more like a sketch, drawing, or painting.
- Some of the new effects include Pencil Sketch, Line Drawing, Chalk Sketch, Watercolor Sponge, Mosaic Bubbles, Glass, Cement, Pastels Smooth, Plastic Wrap, Glow Edges, Photocopy, and Paint Strokes.
- An example of four of the artistic effects (From top left to bottom right): Line Drawing, Glass, Cement, Photocopy.



Apply artistic textures & effects to your pictures

- For procedures on using artistic effects with your pictures, see [link](#)

Remove the background and other unwanted portions of a picture

- Another advanced picture editing option included in PowerPoint 2010 is the ability to automatically remove unwanted portions of a picture, such as the background, to accent or highlight the subject of the picture or to remove distracting detail.
- To remove the background of a picture or other unwanted portions of a picture, see [link](#)



Crop your pictures with more precision

- You can use the enhanced cropping tools to trim and efficiently remove unwanted portions of pictures to get just the look that you want and make your documents pop.
- Crop out parts of a picture that you do not want.
- For information on how to use the picture cropping tools, see [Crop a Picture](#)



New SmartArt Graphic Picture Layouts

- In this new version of PowerPoint, we have added a new type of SmartArt graphics layout where you can tell your story with pictures.
- There are also other new SmartArt graphic layouts.
- Even better, if you have pictures on your slide you can quickly convert them to a SmartArt graphic, just like you can do with text.



New SmartArt Graphic Picture Layouts

- Using this layout to create a SmartArt graphic is simple:
 - Insert the SmartArt graphic picture layout.
 - Add your photograph(s).
 - Write descriptive text.
- There are several different picture layouts to choose from.

New SmartArt Graphic Picture Layouts

- For procedures and more information about using SmartArt graphics, see the following:
 - [Create a SmartArt graphic](#)
 - [Learn more about SmartArt graphics](#)
 - [Convert slide text to a SmartArt graphic](#)
 - [Convert pictures on a slide to a SmartArt graphic](#)
 - [When should I use a SmartArt graphic and when should I use a chart?](#)

Use transitions with 3-D motion graphic effects

- With PowerPoint 2010, you can captivate audiences with new, fluid transitions between slides that include motion paths and rotations in a true 3-D space.
- For more information about using transitions between slides, see the following:
 - [Add, change, or remove transitions between slides](#)
 - [Set the timing and speed of a transition](#)

Copy and paste animated effects from one object (text or shapes) to another

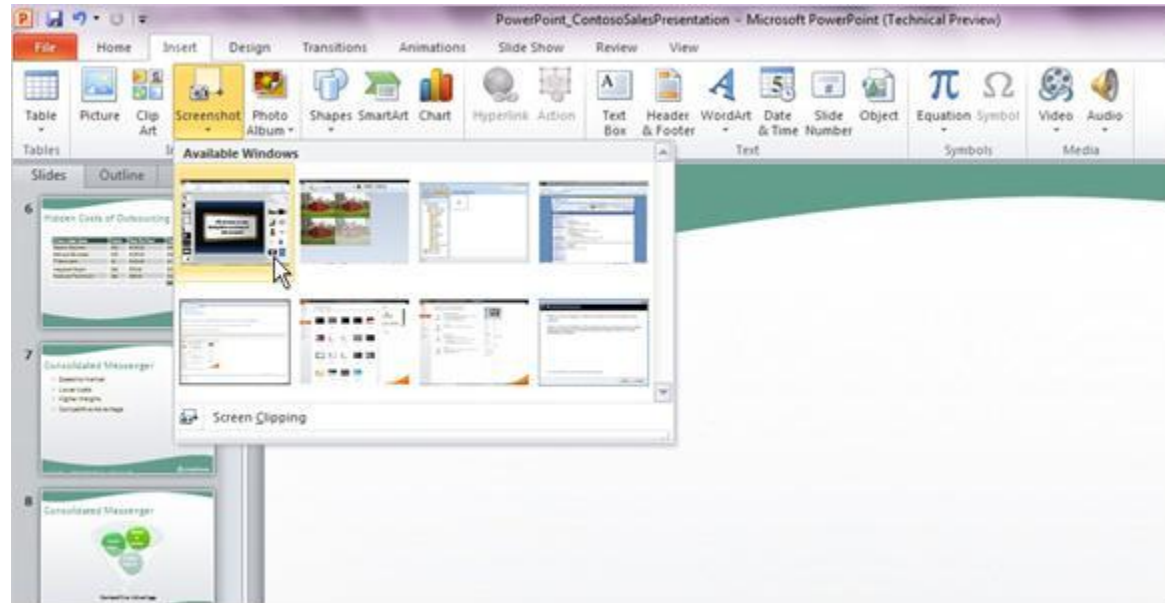
- The Animation Painter in PowerPoint 2010 allows you to copy animations, similar to how you would use the Format Painter to copy text formatting.
- With Animation Painter, you can copy animation effects from one object and paste them to another object.
- For more information about the Animation Painter, see [Duplicate animations with the animation painter.](#)

Add a screenshot to a slide

- Quickly add a screenshot to your PowerPoint 2010 presentation without having to leave PowerPoint.
- After you add the screenshot, you can use the tools on the **Picture Tools** tab to edit and enhance the image.

Add a screenshot to a slide

- Capture and add screen shots quickly and easily to your slides.
- For more information about adding screen shots to your slides, see [Insert a screenshot or screen clipping](#).

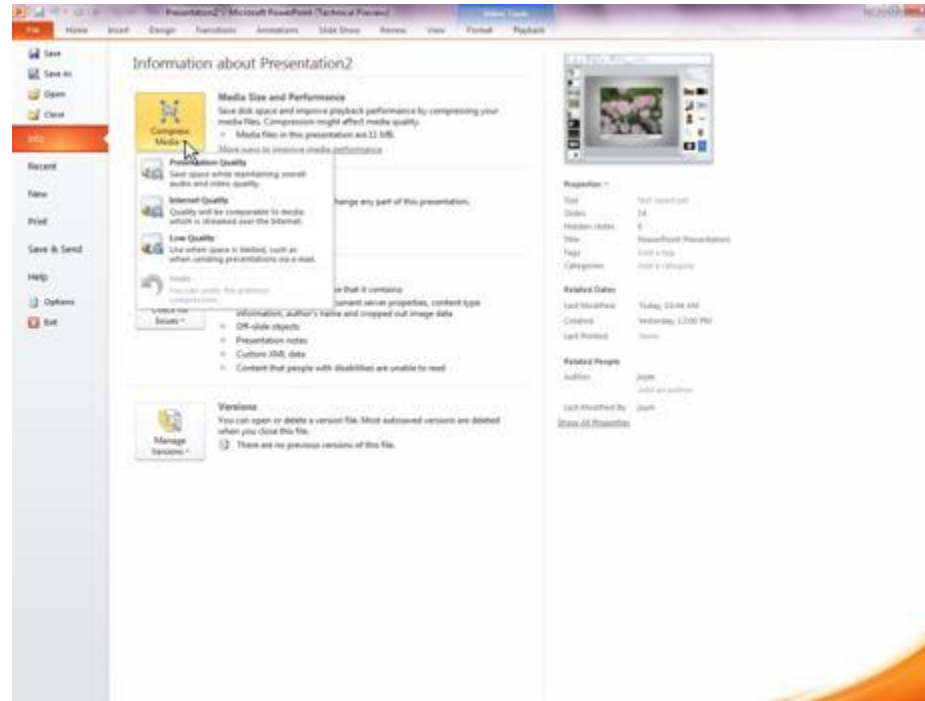


Make your presentations portable for sharing

- By embedding audio and video files directly into your presentation, you make it more portable for sharing.
- Embedded files eliminate the need to send more than one file.
- You can now have confidence knowing that your animated, narrated, multimedia presentation will play without a glitch.
- You'll save disk space and improve playback performance by compressing your media files.
- Additionally, you can save your slide show to a disc and then anyone with a standard DVD or disc player can watch and enjoy it.

Make your presentations portable for sharing

- Compress your slide show and then share it.



Make your presentations portable for sharing

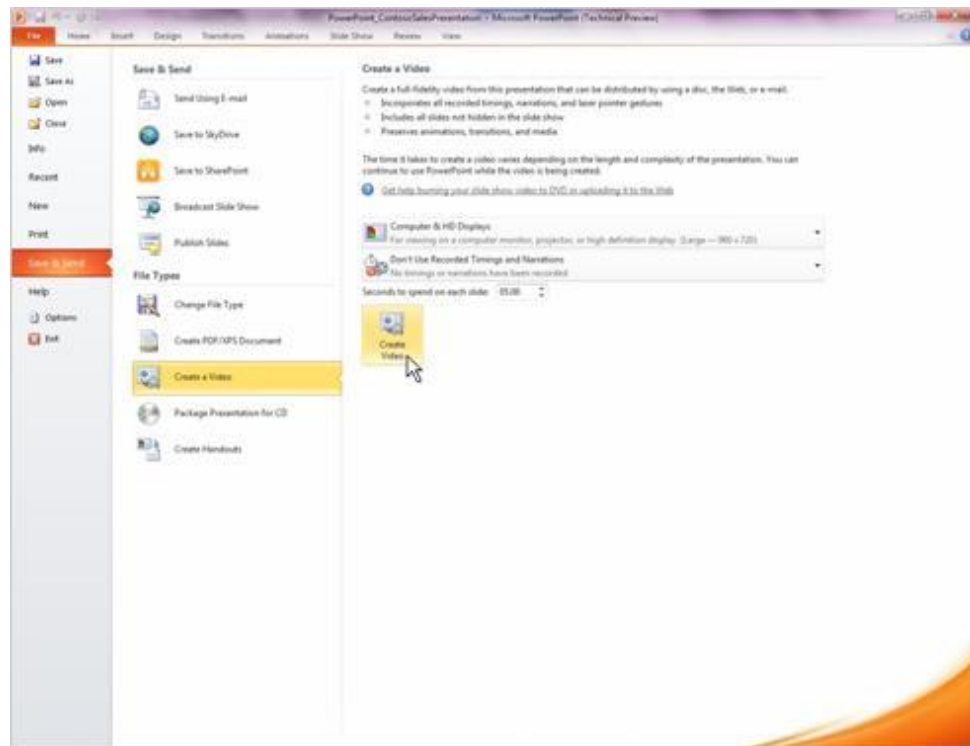
- For procedures on how to make your presentations portable for sharing see the following:
 - [Compress your media files](#)
 - [Turn your presentation into a video](#)
 - [Optimize the media in your presentation for compatibility](#)
 - [Embed a video in your presentation](#)
 - [Burn your slide show to a disc](#)

Turn your presentation into a video

- Turning your presentation into a video is a new way to distribute and deliver it.
- When you want to give a high-fidelity version of your presentation to colleagues or customers (either as an e-mail attachment, published to the web, on a CD or DVD), save it as a video file.
- And you can control the size of the multimedia file and the quality of your video.

Turn your presentation into a video

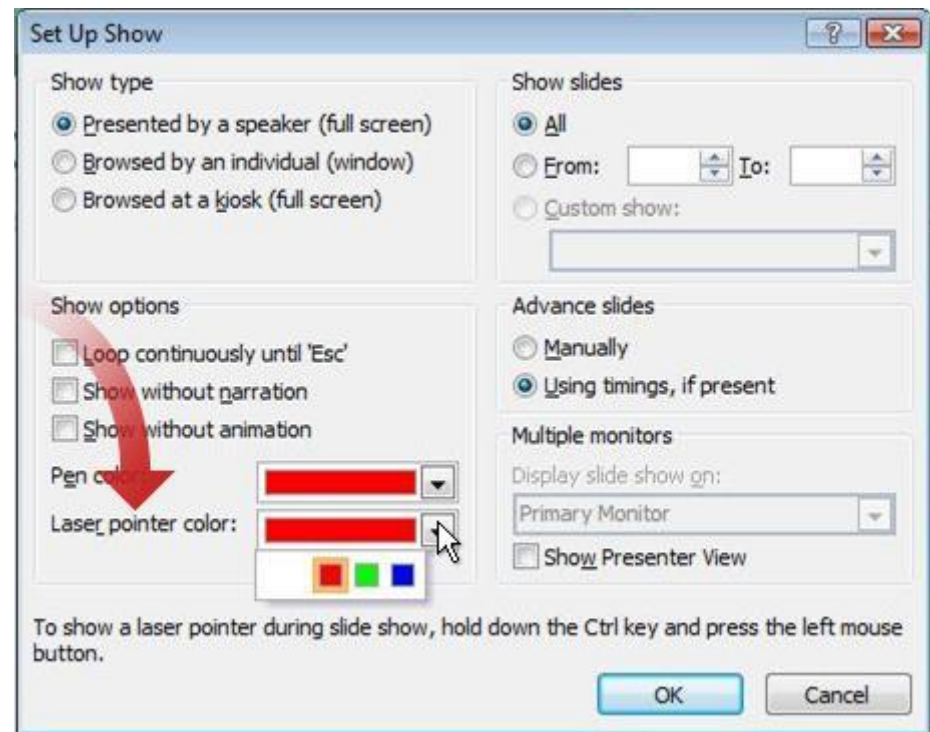
- For procedures on how to create a video from your presentation, see [Turn your presentation into a video.](#)



Turn your mouse into a laser pointer

- When you want to emphasize a point on a slide, you can turn your mouse pointer into a laser pointer.
- In Slide Show view, simply hold down CTRL, click the left mouse button, and begin pointing.

- Specify the color you want for your laser pointer.



Turn your mouse into a laser pointer

- For more information about using the laser pointer, see [Turn your mouse into a laser pointer](#) or [Always show the pointer during a presentation](#)

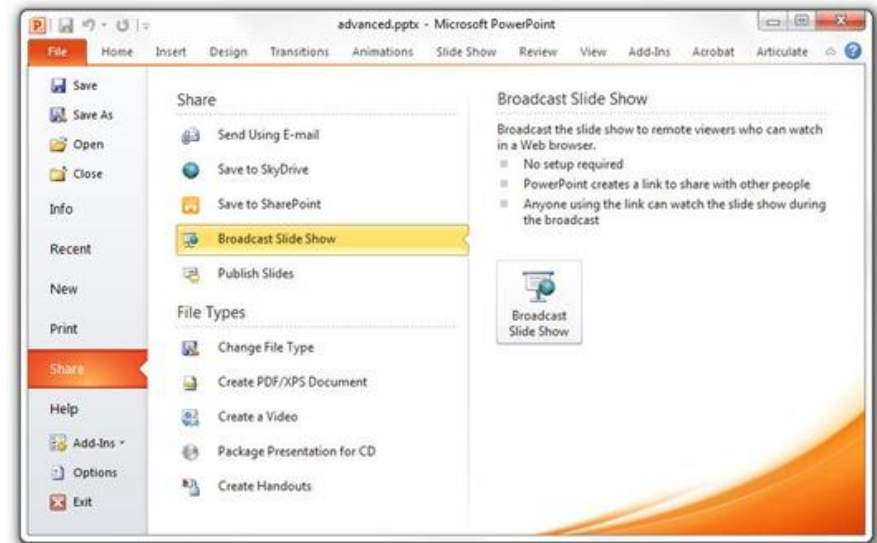
Equation Editor

- *Equation Editor* comes in handy when you need to add some common mathematical equations to your documents/presentations.
- You can also use it to create your own custom equations by using a library of mathematical functions.
- This feature was already available in Microsoft office 2007 but was limited to Word 2007 and Excel 2007.
- In office 2010, this feature has been added to PowerPoint as well.
- You may locate the Equation Editor under the *Insert* menu.



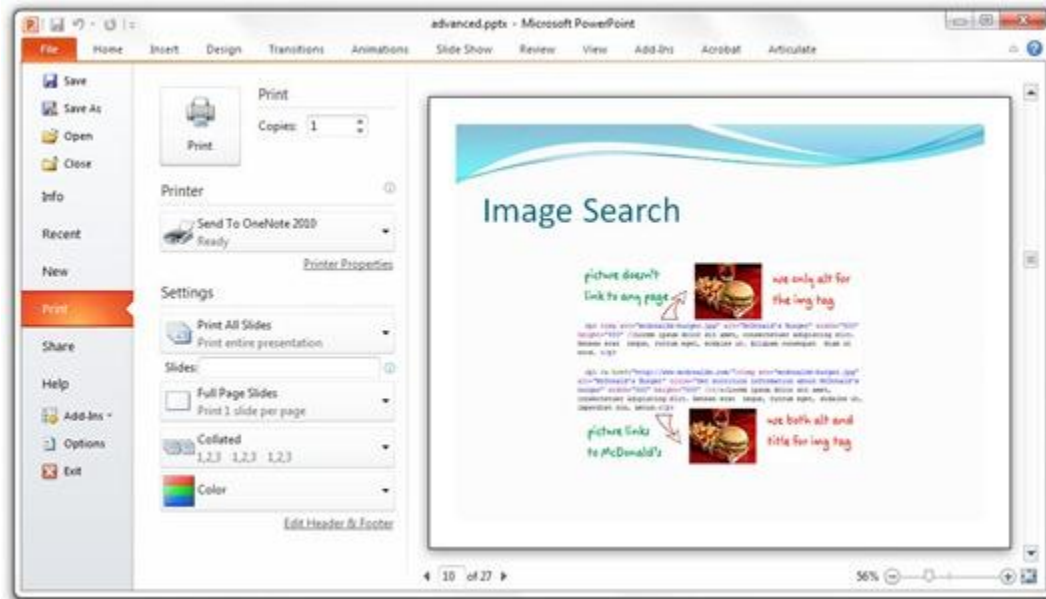
Broadcast Slideshows within PowerPoint

- Another favorite new feature of PowerPoint 2010 is that you can [deliver live presentations](#) over the web from within PowerPoint and anyone in the world can view your presentation using a web browser.



Document printing made simple!

- With Office 2010, Microsoft has completely revamped the [print dialog](#) and it's a tremendous improvement. For instance, you can tweak printer settings (like page margins, etc.) and preview the changes side-by-side.

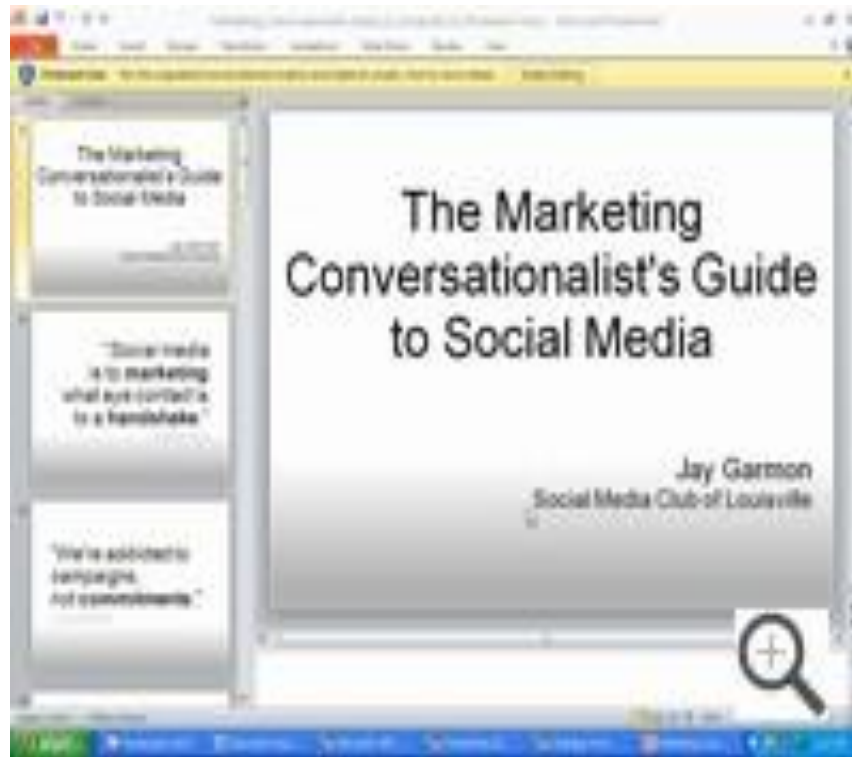


Protected View

- All Office 2010 applications, PowerPoint included, invoke Protected View for any suspicious documents.
- Presentations opened in Protected View cannot be edited, but they also cannot run macros or call active system processes.
- Protected View prevents malware from using PowerPoint as an attack vector. Any file downloaded from the Internet (Skydrive excepted) or from an email attachment is automatically opened in Protected View.
- To edit the presentations, simply click the Enable Editing button.

Protected View

- The documents will open normally from this point forward, but the initial Protected View lets you scan a document before giving it free run on your PC.



Rich media tools

- Microsoft PowerPoint 2010 comes with new rich media tools.
- Follow this quick tutorial and see how to easily integrate images and video in your PowerPoint presentation.
- Also, learn how to share PowerPoint presentations with remote abilities.
<http://youtu.be/TR3gcCrTSzw> (2 minutes, 48 seconds)

Important Note about Office 2010

- Please remember to activate Office 2010 after you install it on your laptop or pc at home.
- Instructions are included with your purchase at the bookstore and posted on the IT page.
- You may want to also remind your students to activate the suite.
- If you do not activate it, the programs will quit running.