

Custom Guide Powerpoint 2010 Training

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PowerPoint 2010 5 File Tab This tab opens the Backstage view which basically allows you to manage the file and settings in PowerPoint. You can save presentations, open existing ones and create new presentations based on blank or predefined templates.

PowerPoint 2010 - Tutorialspoint

PowerPoint Basics. Get started with PowerPoint 2010. Learn how to insert new slides, modify a layout, and change your presentation view. Learn how to insert, delete, format, and move text. Learn all about themes and how to apply them.

Free PowerPoint 2010 Tutorial at GCFGlobal

Insert Screenshots A Screenshot is an image of any visible item displayed on your monitor, such as a program window. To Insert a Screenshot: Click the Insert tab on the Ribbon and click the Screenshot button in the Illustrations group (Word/Excel/Outlook) or the Images group (PowerPoint), then click an available window. To Insert a Screen Clipping: Click the Insert tab on the Ribbon and click

Office 2010 Quick Reference - Microsoft Office Training

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3) Slide Layouts in PowerPoint 2010 . Each page in a PowerPoint presentation is called a slide. PowerPoint presentations run just like the slide shows of old, only they are broadcast through a computer instead of a slide projector. This PowerPoint 2010 tutorial will show you all the different slide layouts and slide types.

Beginner's Guide to PowerPoint 2010 - Lifewire

Learn the basics of PowerPoint 2019 with this interactive training course. Get a certificate today! ... Custom Slide Shows: Convert Presentations to Video: Present Online

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PowerPoint Quick Reference Basic Skills The PowerPoint Program Screen The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Close. Create a New Presentation: Click the File tab, select New, and click Blank Presentation. Or, press Ctrl + N. Open a Presentation: Click the File

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Microsoft® PowerPoint 2010 Cheat Sheet PowerPoint 2010 Screen Keyboard Shortcuts The Fundamentals To Create a New Presentation: Click the File tab, click New, and click Create.Or, press Ctrl + N. To Open a Presentation: Click the File tab and click Open, or press Ctrl + O. To Save a Presentation: Click the Save button on the Quick Access ...

Microsoft PowerPoint 2010

When you click Colors in the Themes group, the colors that you see next to the theme name represent the accent and hyperlink colors for that theme. If you change any of these colors to create your own set of theme colors, the colors that are shown on the Colors button and next to the Theme name will be updated accordingly.. The Theme Colors gallery displays all the color sets from the built-in ...

Create your own theme in PowerPoint - PowerPoint

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Office 2010 Migration Guides - Office Support

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To add sections in PowerPoint for the web switch to Slide Sorter view by clicking the Slide Sorter button on the status bar at the bottom of the window. Once in Slide Sorter view select the first slide in your new section, right-click on it, and choose Add Section.Give your section a name and press Enter.

Organize your PowerPoint slides into sections - Office Support

Get started with opening and editing existing PowerPoint files, configuring visuals and animations, including additional images, and even sound effects. Learn Access 2010. Learn Microsoft Access 2010 is a 7-hour course filled with all the information you need to create, design, and customize high-performing databases.

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Creating a Poster in PowerPoint 2010 2 | P a g e 2 / 1 0 / 2 0 1 1 5. Click the Design tab. 6. Click Page Setup. 7. Select Custom from the "Slides sized for:" drop-down menu. 8. Select the "Orientation" of the poster. 9. Enter the "Width" and "Height."* 10. Click the OK button.

2010 PPT Poster Instructions

Get help and training for Microsoft PowerPoint. Get help with your questions, find how-to articles, training videos, and support content.