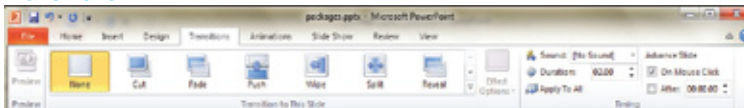
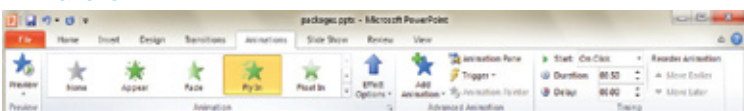
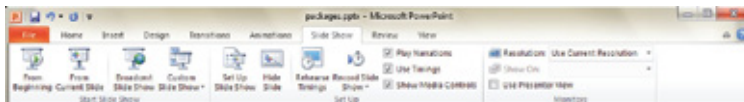
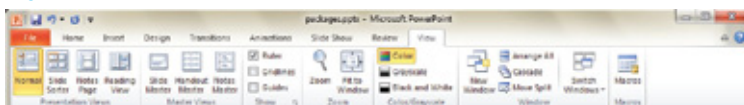


**PowerPoint 2010 Tabs**
**Home**

**Insert**

**Design**

**Transitions**

**Animations**

**Slide Show**

**Review**

**View**

**Certification Test Goals**

This module requires the candidate to demonstrate competence in using presentation software.

Successful candidates will be able to:

- Work with presentations and save them in different file formats.
- Choose built-in options such as the Help function within the application to enhance productivity.
- Understand different presentation views and when to use them, choose different slide layouts and designs.
- Enter, edit and format text in presentations. Recognize good practise in applying unique titles to slides.
- Choose, create and format charts to communicate information meaningfully.
- Insert and edit pictures, images and drawn objects.
- Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations.

**Keyboard Shortcuts**
**General**

- Open a presentation **Ctrl+O**
- Save a presentation **Ctrl+S**
- Print a presentation **Ctrl+P**
- Close a presentation **Ctrl+W**
- Undo **Ctrl+Z**
- Redo or Repeat **Ctrl+Y**
- Help **F1**
- Switch between apps **Alt+Tab**

**Editing**

- Cut **Ctrl+X**
- Copy **Ctrl+C**
- Paste **Ctrl+V**
- Bold **Ctrl+B**
- Italics **Ctrl+I**
- Underline **Ctrl+U**

**Navigation**

- Previous slide **Page Up**
- Next slide **Page Down**
- First Slide **Ctrl+Home**
- Last Slide **Ctrl+End**

**Slide Show Delivery**

- End slide show **Esc**
- Toggle screen black **B**
- Toggle screen white **W**
- Pause show **S**


# 1 Using the Application

## 1.1 Working with Presentations

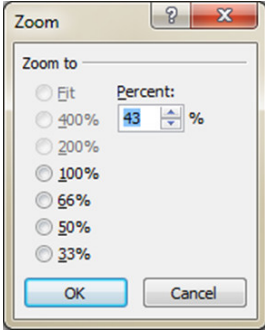
- 1.1.1 **Open a presentation application.**
  - Click the **Start** button.
  - Select **All Programs**.
  - Click **Microsoft PowerPoint 2010**.
- 1.1.1 **Close a presentation application.**
  - On the **File** tab, click **Exit**.
- 1.1.1 **Open presentations.**
  - On the **File** tab, click **Open**.
  - Select the presentation(s) to open and click **Open**.
- 1.1.1 **Close presentations.**
  - On the **File** tab, click **Close**.
- 1.1.2 **Create a new presentation based on default template.**
  - On the **File** tab, click **New**.
  - A blank presentation is selected, click **Create**.

- 1.1.3 **Save a presentation to a location on a drive.**
  - On the **File** tab, click **Save**.
  - Create a file name and navigate to the location required.
  - Click **Save**.
- 1.1.3 **Save a presentation under another name.**
  - On the **File** tab, click **Save As**.
  - Enter a new file name over the existing file name and navigate to the location required.
  - Click **Save**.
- 1.1.4 **Save a presentation as another file type: Rich Text Format, template, show, image file format, version number.**
  - On the **File** tab, click **Save As**.
  - Click on the **Save as type** drop-down list and click a file type.
  - Click **Save**.
- 1.1.5 **Switch between open presentations.**
  - On the **View** tab, in the **Window** group, click the **Switch Windows** button.
  - Click the name of the presentation to switch to.

## 1.2 Enhancing Productivity

- 1.2.1 **Set user preferences in the application: user name.**
  - On the **File** tab, click **Options**.
  - On the **General** tab, enter a user name in the **User name** box.
  - Click **OK**.
- 1.2.1 **Set user preferences in the application: default folder to open and save files.**
  - On the **File** tab, click **Options**.
  - On the **Save** tab, enter a default file location in the **Default file location** box.
  - Click **OK**.
- 1.2.2 **Use available Help functions.**
  - Click the **Help** button  on the top right of the ribbon.

1.2.3 Use magnification/zoom tools.



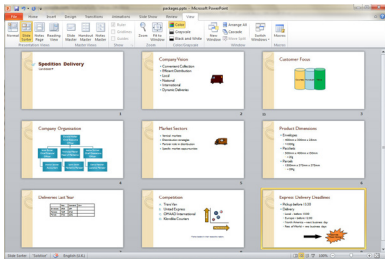
- On the **View** tab, in the **Zoom** group, click the **Zoom** button.
- Check the required magnification checkbox or click the **Percent** box and enter the magnification required.
- Click **OK**.

1.2.4 Restore, minimize the ribbon.

- Double-click any tab to minimise the ribbon.
- Double-click any tab again to restore the ribbon.

2.1 Presentation Views

2.1.1 Understand the uses of different presentation view modes.

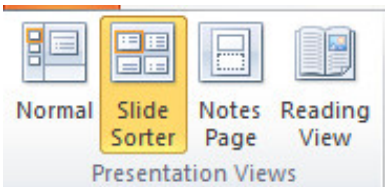


- **Normal View** is the main editing view to write and design a presentation.
- **Slide Sorter View** shows all slides in thumbnail form so they are easy to sort.
- **Outline View** displays all the text from the slides in a list for ease of reference and editing.
- **Slide Show View** uses the full computer screen and is used when presenting a slide show to an audience.

2.1.2 Recognize good practice in adding slide titles.

- Use a different title for each slide to highlight it in outline view, when navigating in slide show view.

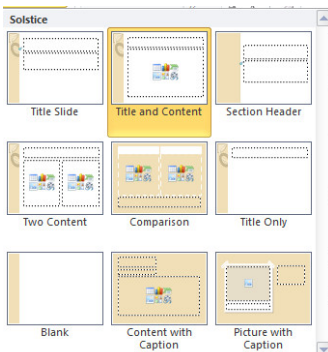
2.1.3 Change between presentation view modes: normal view, slide sorter view, slide show view.



- On the **View** tab, in the **Presentation Views** group, click the **View** button required.

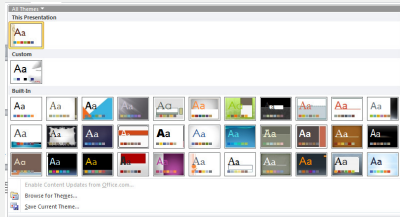
2.2 Slides

2.2.1 Choose a different built-in slide layout for a slide.



- On the **Home** tab, in the **Slides** group, click the **Layout** button.
- Click the slide layout required.

2.2.2 Apply an available design template to a presentation.



- On the **Design** tab, in the **Themes** group, click the **More Themes** arrow.
- Click the theme required.

2.2.3 Change background colour on specific slide(s), all slides.

- On the **Design** tab, in the **Background** group, click the **Background** group arrow.
- On the **Fill** tab, ensure the **Solid fill** checkbox is checked.
- Click the **Color** button.
- Click the colour required.
- Click **Close**.
- To apply the colour to all slides, click **Apply to All**.
- Click **Close**.

2.2.4 Add a new slide with a specific slide layout like: title slide, chart and text, bulleted list, table/spreadsheet.

- On the **Home** tab, in the **Slides** group, click the **New Slide** arrow.
- Click the slide layout required.

2.2.5 Copy slides within the presentation, between open presentations.

- Select the slide to copy in the **Slides** tab.
- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

2.2.5 Move slides within the presentation, between open presentations.

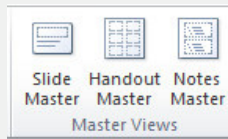
- Select the slide to move in the **Slides** tab.
- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

2.2.6 Delete slide(s).

- Select the slide to delete in the **Slides** tab.
- Press the **Delete** key.

2.3 Master Slide

2.3.1 Insert a graphical object (picture, image) into a master slide.



- On the **View** tab, in the **Master Views** group, click the **Slide Master** button.
- On the **Insert** tab, in the **Images** group, click the **Picture** or **Photo Album** button.
- Navigate to the object to insert.
- Click **Open** or **Insert**.

2.3.1 Insert a graphical object (drawn object) into a master slide.

- On the **View** tab, in the **Master Views** group, click the **Slide Master** button.
- On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button.
- Click the shape to insert.
- Click the slide and the shape selected is inserted.

2.3.1 Remove a graphical object from a master slide.

- On the **View** tab, in the **Master Views** group, click the **Slide Master** button.
- Click the picture or image to remove.
- Press the **Delete** key.

2.3.2 Enter text into footer of specific slides, all slides in a presentation.

- On the **Insert** tab, in the **Text** group, click the **Header & Footer** button.
- Check the **Footer** checkbox.
- Enter the text required in the **Footer** box.
- Click **Apply** or **Apply to All**.

2.3.3 Apply automatic slide numbering into footer of specific slides, all slides in a presentation.

- On the **Insert** tab, in the **Text** group, click the **Header & Footer** button.
- Check the **Slide number** checkbox.
- Click **Apply** or **Apply to All**

2.3.3 Apply automatically updated date into footer of specific slides, all slides in a presentation.

- On the **Insert** tab, in the **Text** group, click the **Header & Footer** button.
- Check the **Date and Time** checkbox.
- Ensure the **Update automatically** checkbox is checked.
- Click **Apply** or **Apply to All**.

2.3.3 Apply non-updating date into footer of specific slides, all slides in a presentation.

- On the **Insert** tab, in the **Text** group, click the **Header & Footer** button.
- Check the **Date and Time** checkbox.
- Check the **Fixed** checkbox.
- Enter the date required in the **Fixed** box.
- Click **Apply** or **Apply to All**.

## 3 Text

### 3.1 Handling Text

3.1.1 Recognize good practice in creating slide content.

- Use short concise phrases
- Use bullet points
- Use numbered lists

3.1.2 Enter text into a placeholder in standard, outline view.

- In standard view, click the placeholder required on the slide and enter the text.
- In outline view, click next to the slide number and then click the placeholder required on the slide and enter the text.

3.1.3 Edit text in a presentation.

- Select the text and edit as required.

3.1.4 Copy text within, between presentations.

- Select the text to copy.
- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

3.1.4 Move text within, between presentations.

- Select the text to move.
- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

3.1.5 Delete text.

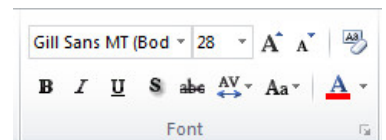
- Select the text to delete.
- Press the **Delete** key.

3.1.6 Use the undo, redo command.

- On the **Quick Access Toolbar**, click the **Undo** or **Redo** buttons.

### 3.2 Formatting

3.2.1 Change text formatting: font sizes.



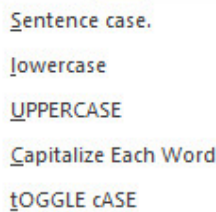
- Select the text to format.
- On the **Home** tab, in the **Font** group, click the **Font Size** arrow.
- Click a size from the list or enter a size into the **Font Size** box.

- 3.2.1 **Change text formatting: font types.**
- Select the text to format.
  - On the **Home** tab, in the **Font** group, click the **Font** arrow.
  - Click a font from the list or enter a font name into the **Font** box.

- 3.2.2 **Apply text formatting: bold, italic, underline, shadow.**
- Select the text to format.
  - To embolden the text, on the **Home** tab, in the **Font** group, click the **Bold** button.
  - To italicise the text, on the **Home** tab, in the **Font** group, click the **Italic** button.
  - To underline the text, on the **Home** tab, in the **Font** group, click the **Underline** button.
  - To shadow the text, on the **Home** tab, in the **Font** group, click the **Text Shadow** button.

- 3.2.3 **Apply different colours to text.**
- Select the text to colour.
  - On the **Home** tab, in the **Font** group, click the **Font Color** arrow.
  - Click the colour required.

- 3.2.4 **Apply case changes to text.**



- Select the text to change case.
- On the **Home** tab, in the **Font** group, click the **Change Case** button.
- To capitalise the first letter of a sentence, click **Sentence case**.
- To make all letters lowercase, click **lowercase**.
- To capitalise all of the letters, click **UPPERCASE**.
- To capitalise the first letter of each word, click **Capitalize Each Word**.
- To shift between two case views, click **TOGGLE cASE**.

- 3.2.5 **Align text: left, centre, right in a text frame.**
- Select the text to align.
  - On the **Home** tab, in the **Paragraph** group, click the **Align Text Left**, **Centre** or **Align Text Right** button.

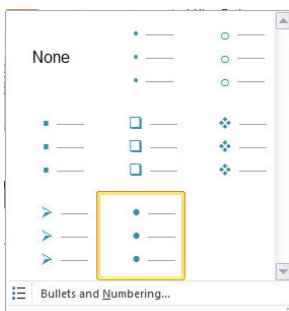
### 3.3 Lists

- 3.3.1 **Indent bulleted text.**
- Select the text to indent.
  - On the **Home** tab, in the **Paragraph** group, click the **Increase List Level** button.

- 3.3.1 **Remove indent from bulleted text.**
- Select the text to remove indentation from.
  - On the **Home** tab, in the **Paragraph** group, click the **Decrease List Level** button.

- 3.3.2 **Adjust line spacing before and after bulleted, numbered lists.**
- Select the list.
  - On the **Home** tab, in the **Paragraph** group, click the **Line Spacing** arrow and select **Line Spacing Options**.
  - Set the spacing options.
  - Click **OK**.

- 3.3.3 **Switch between the different standard bullet, number styles in a list.**



- Select the bulleted or numbered list to change.
- On the **Home** tab, in the **Paragraph** group, click the **Bullets** or **Numbering** arrow.
- Click the bullet or numbering style required.

### 3.4 Tables

- 3.4.1 **Enter, edit text in a table slide.**
- Click any cell in the table and enter or edit text as required.

- 3.4.2 **Select rows, columns, entire table.**
- Click any cell in the table.
  - On the **Layout** tab, in the **Table** group, click the **Select** arrow.
  - Click the **Select Row**, **Select Column** or **Select Table** button.

- 3.4.3 **Insert rows.**
- Select a row.
  - On the **Layout** tab, in the **Rows & Columns** group, click the **Insert Above** or **Insert Below** button.

- 3.4.3 **Insert columns.**
- Select a column.
  - On the **Layout** tab, in the **Rows & Columns** group, click the **Insert Left** or **Insert Right** button.

- 3.4.3 **Delete rows and columns.**
- Select the row or column to delete.
  - On the **Layout** tab, in the **Rows & Columns** group, click the **Delete** button.
  - Click the **Delete Rows** or **Delete Columns** button.

- 3.4.4 **Modify column width.**
- Select the column to modify.
  - On the **Layout** tab, in the **Cell Size** group, enter the width required in the **Table Column Width** box.

- 3.4.4 **Modify row height.**
- Select the row to modify.
  - On the **Layout** tab, in the **Cell Size** group, enter the height required in the **Table Row Height** box.

## 4 Charts

### 4.1 Using Charts

- 4.1.1 **Input data to create built-in charts in a presentation: column, bar, line, pie.**
- On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.
  - Click a chart and click **OK**.
  - Click into the individual cells in the spreadsheet that opens to enter data.
  - Close the spreadsheet.

- 4.1.2 **Select a chart.**
- Click the chart.

- 4.1.3 **Change the chart type.**
- Select the chart.
  - On the **Design** tab, in the **Type** group, click the **Change Chart Type** button.
  - Click a chart type.
  - Click **OK**.

- 4.1.4 **Add a chart title.**
- Select the chart.
  - On the **Layout** tab, in the **Labels** group, click the **Chart Title** arrow.
  - Click **Centered Overlay Title** or **Above Chart**.
  - Enter the title in the text box that opens on the chart.

- 4.1.4 **Remove a chart title.**
- Select the chart title.
  - Press the **Delete** key.

- 4.1.4 **Edit a chart title.**
- Select the chart title and edit text as required.

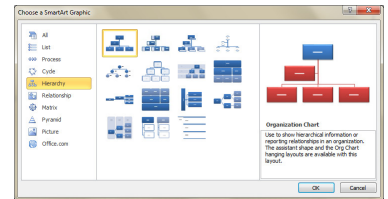
- 4.1.5 **Add data labels to a chart: values/numbers, percentages.**
- Select the chart.
  - On the **Layout** tab, in the **Labels** group, click the **Data Labels** button.
  - Click **Center**, **Inside End**, **Inside Base** or **Outside End**.

- 4.1.6 **Change the background colour of a chart.**
- Select the chart background.
  - On the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** arrow.
  - Click a colour.

- 4.1.7 **Change the column, bar, line, pie slice colours in a chart.**
- Select the column, bar, line or pie slice of the chart to change.
  - On the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** arrow.
  - Click a colour.

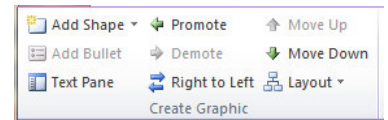
### 4.2 Organisation Charts

- 4.2.1 **Create an organization chart with a labelled hierarchy by using a built-in organization chart feature.**



- On the **Insert** tab, in the **Illustrations** group, click the **SmartArt** button.
- Click **Hierarchy**, then click the **Organization Chart** button.
- Click **OK**.

- 4.2.2 **Change the hierarchical structure of an organization chart.**



- Select the shape to change.
- On the **Design** tab, in the **Create Graphic** group, click the **Demote**, **Promote** or **Right to Left** button.

- 4.2.3 **Add co-workers, subordinates in an organization chart.**

- Click the outside of the shape to add the co-worker or sub-ordinate to.
- On the **Design** tab, in the **Create Graphic** group, click the **Add Shape** arrow.
- Click **Add Shape After** or **Add Shape Below** as required.

- 4.2.3 **Remove co-workers, subordinates in an organization chart.**
- Click the outside of the co-worker or sub-ordinate shape.
  - Press the **Delete** key.

## 5 Graphical Objects

### 5.1 Insert, Manipulate

- 5.1.1 **Insert a graphical object (picture, image, drawn object) into a slide.**
- On the **Insert** tab, in the **Images** group, click the **Picture** or **Photo Album** button.
  - Navigate to the object to insert.
  - Click **Open** or **Insert**.

- 5.1.1 **Insert a graphical object (drawn object) into a slide.**
- On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button.
  - Click the shape to insert.
  - Click the slide and the shape selected is inserted.

- 5.1.2 **Select a graphical object.**
- Click the picture, image, or drawn object.

- 5.1.3 **Copy graphical objects, charts within the presentation, between open presentations.**
- Select the object or chart to copy.
  - On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
  - Click a new location within the presentation or within another open presentation.
  - On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

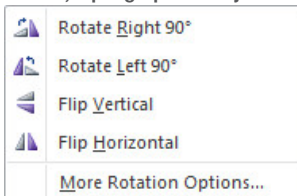
- 5.1.3 **Move graphical objects, charts within the presentation, between open presentations.**
- Select the object or chart to move.
  - On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
  - Click a new location within the presentation or within another open presentation.



- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.
- 5.1.4 **Resize graphical objects, charts in a presentation.**
- Select the object or chart to resize.
  - Drag the object's sizing handles to the required size.

- 5.1.4 **Delete graphical objects, charts in a presentation.**
- Select the object or chart to delete.
  - Press the **Delete** key.

- 5.1.5 **Rotate, flip a graphical object.**



- Select the object to rotate or flip.
  - On the **Format** tab, in the **Arrange** group, click the **Rotate** arrow.
  - Click a rotate or flip option.
- 5.1.6 **Align a graphical object relative to a slide: left, centre, right, top, bottom.**
- Select the object or chart to align.
  - On the **Format** tab, in the **Arrange** group, click the **Align** arrow.
  - Click an alignment option.

## 5.2 Drawing

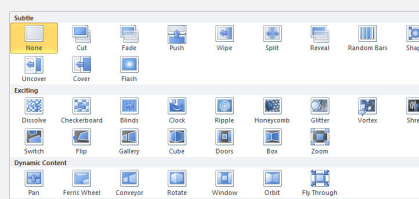
- 5.2.1 **Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle.**
- On the **Insert** tab, in the **Illustrations** group, click the **Shapes** arrow.
  - Click the object required.
  - Click the slide and drag to adjust the size of the object.
- 5.2.1 **Add different types of drawn object to a slide: text box.**
- On the **Insert** tab, in the **Text** group, click the **Text Box** button.
  - Click the slide and drag to adjust the size of the text box.
  - Text must be entered as soon as the text box is created or the text box disappears.
- 5.2.2 **Enter text into a text box, block arrow, rectangle, square, oval, circle.**
- Click the shape and enter the text required.
  - To add text to a text box, it must be entered as soon as the text box is created.
- 5.2.3 **Change drawn object background colour.**
- Select the object.
  - On the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** button.
  - Click the colour required.
- 5.2.3 **Change drawn object line colour.**
- Select the object.
  - On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
  - Click the colour required.
- 5.2.3 **Change drawn object line weight.**
- Select the object.
  - On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
  - Select **Weight** and click the line weight-ing required.
- 5.2.3 **Change drawn object line style.**
- Select the object.
  - On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
  - Select **Dashes** and click the line style required.
- 5.2.4 **Change arrow start style, arrow finish style.**
- Select the arrow.
  - On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
  - Click **Arrows** then click **More Arrows**.
  - Click the **Begin Type** button and click the style required.
  - Click the **End Type** and click the style required.
  - Click **Close**.

- 5.2.5 **Apply a shadow to a drawn object.**
- Select the object.
  - On the **Format** tab, in the **Shape Styles** group, click the **Shape Effects** button.
  - Click **Shadow** and click the shadow required.
- 5.2.6 **Group, ungroup drawn objects in a slide.**
- Select all the objects.
  - On the **Format** tab, in the **Arrange** group, click the **Group** button.
  - Click **Group** or **Ungroup** as required.
- 5.2.7 **Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects.**
- Select the object.
  - On the **Format** tab, in the **Arrange** group, click the **Bring Forward** or **Send Backward** button.

## 6 Prepare Outputs

### 6.1 Preparation

- 6.1.1 **Add transition effects between slides.**



- On the **Transitions** tab, in the **Transition to this Slide** group, click the **More** arrow at the bottom right of the transition effects.
  - Click the effect required.
  - On the **Transitions** tab, in the **Timing** group check the **On Mouse Click** or **After** checkbox and enter a time if required.
  - On the **Transitions** tab, in the **Timing** group, click any sound required in the **Sound** box and enter any timing required in the **Duration** box.
  - Click the **Apply to All** button.
- 6.1.1 **Remove transition effects between slides.**
- On the **Transitions** tab, in the **Transition to this Slide** group, click the **More** arrow at the bottom right of the transition effects.
  - Click **None**.
- 6.1.2 **Add, remove preset animation effects for different slide elements.**
- Select the slide element to animate.
  - On the **Animations** tab, in the **Animation** group, click the **More** arrow at the bottom right of the animation effects.
  - To add animation, click an animation effect.
  - To remove animation, click **None**.
- 6.1.3 **Add presenter notes to slides.**
- Click the notes pane at the bottom of **Normal** view (Click to add notes should currently be visible).
  - Enter the text required.

- 6.1.4 **Select appropriate output format for slide presentation like: overhead, handout, on-screen show.**
- On the **Design** tab, in the **Page Setup** group, click the **Page Setup** button.
  - Click the output required in the **Slides sized for** box.
- 6.1.5 **Hide, show slides.**
- Select the slide to hide or show.
  - On the **Slide Show** tab, in the **Set Up** group, click the **Hide Slide** button.
  - Click the **Hide Slide** button again to **unhide** the slide.

### 6.2 Check and Deliver

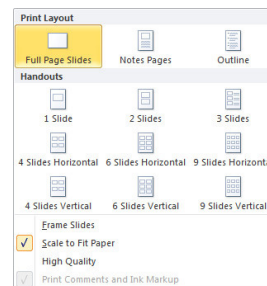
- 6.2.1 **Spell check a presentation and make changes like: correcting spelling errors, deleting repeated words.**
- On the **Review** tab, in the **Proofing** group, click the **Spelling** button.
  - When an incorrect spelling is found, select the correct spelling from the list and click **Change**.
  - When a repeated word is found, click **Delete**.

- 6.2.2 **Change slide setup, slide orientation to portrait, landscape.**
- On the **Design** tab, in the **Page Setup** group, click the **Slide Orientation** button.
  - Click **Portrait** or **Landscape**.

- 6.2.2 **Change paper size.**
- On the **Design** tab, in the **Page Setup** group, click the **Page Setup** button.
  - Click a paper size in the **Slides sized for** box.
  - Click **OK**.

- 6.2.3 **Print entire presentation, specific slides.**
- On the **File** tab, click **Print**.
  - To print the entire presentation, under **Settings**, click **Print All Slides**.
  - To print specific slides, under **Settings**, enter the slide numbers required in the **Slides** box.
  - Click **Print**.

- 6.2.3 **Print handouts, notes pages, outline view of slides.**



- On the **File** tab, click **Print**.
  - Under **Settings**, click **Full Page Slides**.
  - Click format required from **Handouts** or click **Notes Pages** or **Outline**.
  - Click **Print**.
- 6.2.3 **Print a number of copies of a presentation.**
- On the **File** tab, click **Print**.
  - In the **Copies** box, click or enter the number of copies to print.
  - Click **Print**.
- 6.2.4 **Start a slide show from first slide, from current slide.**
- On the **Slide Show** tab, in the **Start Slide Show** group, click the **From Beginning** or **From Current Slide** buttons
- 6.2.5 **Navigate to next slide, previous slide, specified slide during a slide show.**
- During the slide show, right-click and click **Next**, **Previous**, or **Go to Slide**, and click on the slide number required.

For more information, visit: [www.ecdl.org](http://www.ecdl.org)