

PowerPoint 2010



Quick-Start

View the **Office 2010 Quick-Start** for information on the general changes that apply to all Office programs.

Table of Contents

This table of contents is interactive. Click on an item to jump to it.

What's Changed?.....	2
<i>The New Transitions Tab.....</i>	2
<i>The Animations Tab</i>	2
Add Animations.....	2
Triggers.....	2
Timing Options.....	3
Cool New Features.....	3
<i>Animation Painter</i>	3
<i>Video Options.....</i>	3
Embed (Link to) Videos	3
Bookmarks	4
Trim Video.....	4
<i>Mouse Becomes Laser Pointer</i>	4
<i>More SmartArt Choices.....</i>	4

How to Get Help

Contact information technology with any questions or concerns. Assistance hours are Monday-Friday, 8:00 am – 5:00 pm.

We are happy to help!

Information Technology

Main Office (937) 766-7905

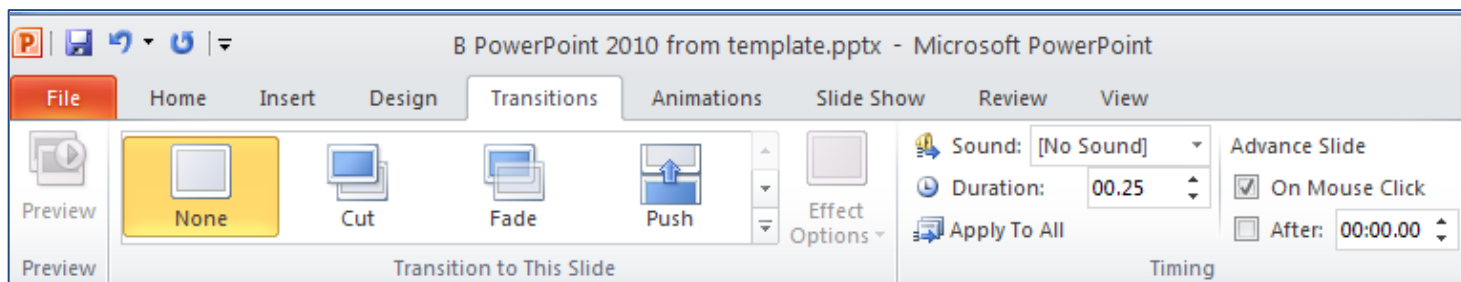
Tyler Digital Communication Building – Room 122

What's Changed?

[Table of Contents](#)

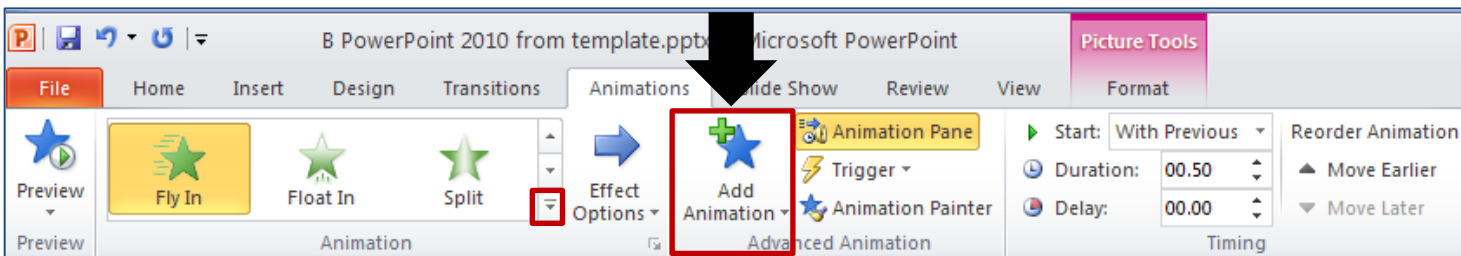
The New Transitions Tab

The new **Transitions** tab allows you to specifically adjust the transition to each slide. All of the necessary transition settings are available in the tab instead of alternative menus. Select a slide and then select the **Transitions** tab to apply a transition and formatting to the slide.



The Animations Tab

The **Animations** tab now contains everything you need to create custom animations without having to open any extra menus or windows.

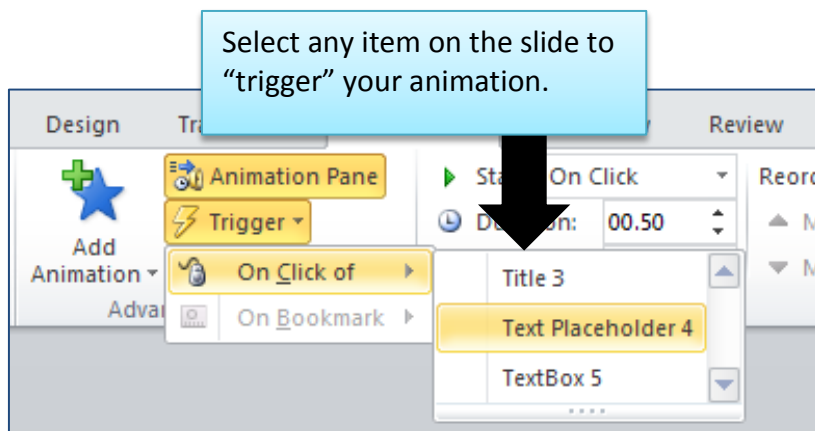


Add Animations

To add an animation to an object or text, select the object or text and then select either the **[Add Animation]** drop-down menu or select the drop-down arrow to the right of the listed animations in the **Animation** group (as outlined above).

Triggers

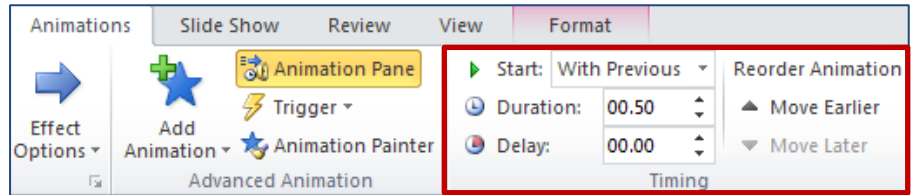
A trigger allows you to indicate what object you would like to click to begin your animation. The **Trigger** menu in PowerPoint 2010 looks quite different from the old trigger menu. Simply select the animated object > Click the **[Trigger]** drop-down menu from the **Advanced Animation** group. Hover over **On Click of** and then select the object on the slide that you would like to click to “trigger” the selected animation (pictured right).



Timing Options

[Table of Contents](#)

You will notice that all of your timing options are now located on the right side of the **Animations** tab.

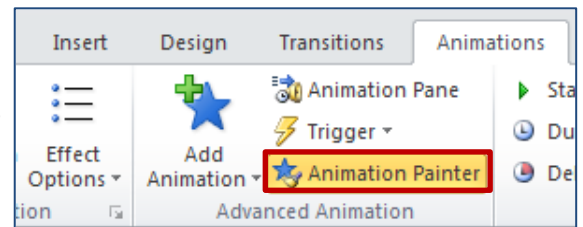


Cool New Features

Animation Painter

The animation painter allows you to apply any special animation formatting to virtually any other object or text within the presentation.

1. Go to the **Animations** tab > Find the **Advanced Animation** group.
2. Select the object whose formatting you would like to copy.
3. Select the **[Animation Painter]** button.
4. Navigate to the object you would like to apply the formatting to > Click on the object.

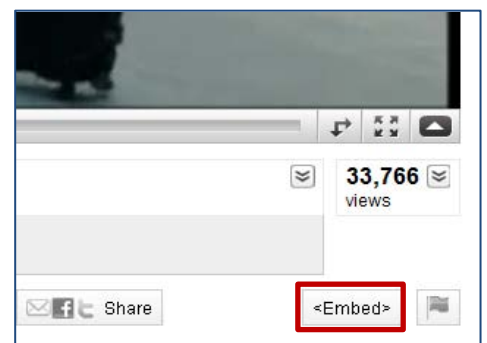
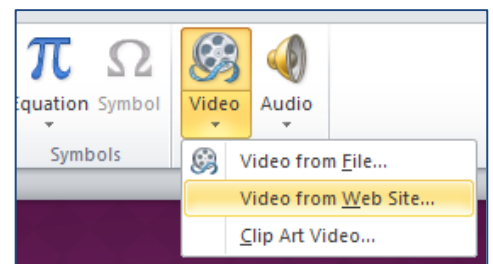


Video Options

Embed (Link to) Videos

PowerPoint 2010 has created a way for you to directly link to the video into your presentation from the website where it is located. You must have Internet access to perform this action. The video will appear as though it is embedded into the presentation, allowing you to play it directly within your PowerPoint. Websites may vary, but follow these instructions to embed a video from YouTube.

1. Open your PowerPoint presentation.
2. Open a blank PowerPoint slide in your presentation to insert the video link into.
3. Select the **Insert** tab > Click the **Video** drop-down button in the **Media** group > Click **Video from Web Site**.
4. An **Insert Video From Web Site** window will open.
5. Navigate to the YouTube video you would like to embed. Directly below the movie window to the right, select the box labeled **<Embed>** (outlined right).



Note:

Linking to a video reduces the PowerPoint file size. Embedding a video from your files helps ensure no broken links.

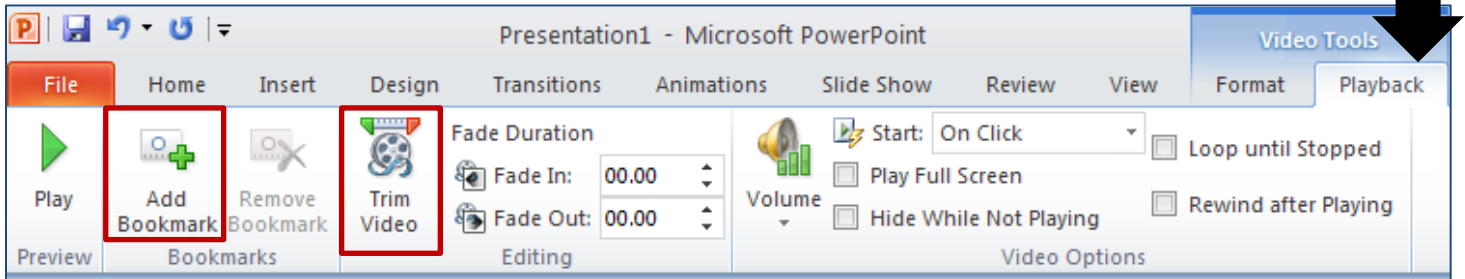
6. Press **[Ctrl] + [C]** on your keyboard, or right-click the box that begins with **<object width=** and select **copy**.
7. Return to your PowerPoint slide and paste (**[Ctrl] + [V]** or right-click > "Paste") the embed information into the **Insert Video From Web Site** window. Click **[Insert]**.

- Double-click the black video window to play the video. You can resize the video as you desire.

Bookmarks

[Table of Contents](#)

If you have inserted a video from your files, you can add bookmarks throughout the video to jump to a specific point in the video during your presentation.

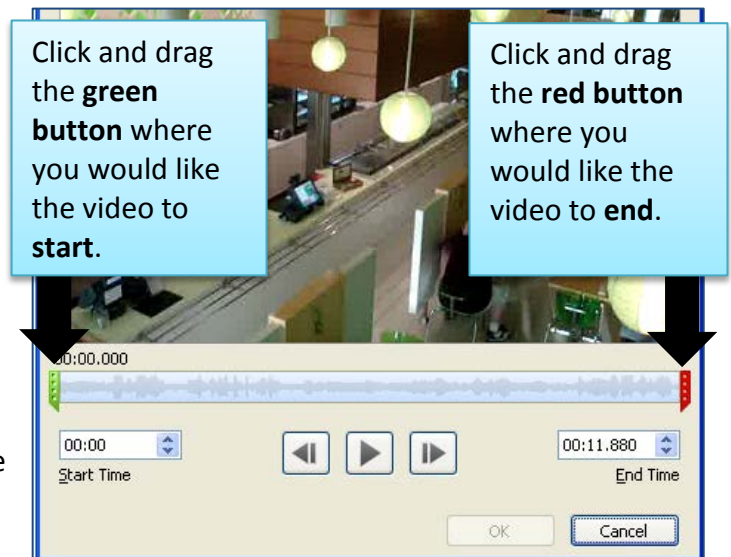


- Navigate to the place in your video where you would like to put a bookmark by clicking on the progress bar below the video or letting the video play out.
- Pause the video where you would like the bookmark.
- Select the **Playback** tab under the contextual **Video Tools** tab > Select **Add a Bookmark**.
- PowerPoint will add a circular bookmark to the place you've indicated. Click on the circle to jump to that part of your video and then press play.

Trim Video

If you have inserted a video from your files, you can trim the video down to show only the portion that you would like.

- Go to the **Playback** tab under the contextual **Video Tools** tab > Select the **[Trim Video]** button.
- Drag the **green button** on the left to the place you would like your video to start and the **red button** on the right to the place you would like your video to stop.
- Click **[OK]** when you are finished. PowerPoint will only play the portion of the video you have selected.



Mouse Becomes Laser Pointer

If you hold the keyboard **[Ctrl]** button down while your presentation is in "slide show" mode, your mouse will become a laser pointer.

More SmartArt Choices

PowerPoint 2010 offers over 60 SmartArt choices. Go to the **Insert** tab and select **SmartArt** from the **Illustrations** group to view your new



options (pictured right).