

This sheet is designed to be an aid to you as you are using Microsoft PowerPoint for Office 2010.

OPENING A FILE

When you first access PowerPoint, you can open an existing file by clicking on **File**, then **Open**. Select the drive from which you wish to retrieve a file. Click on the file you wish to edit and then choose **Open**. If you are not already in PowerPoint, you can go to the drive where the file is located, double click on the PowerPoint file you wish to open then it will bring up the program. You can also choose from **Recent Presentations**. You can also create a new PowerPoint by clicking the **File** tab and choosing **New**, and then selecting any number of pre-made templates, or creating a new **Blank Presentation**.

SAVING A FILE

You should save your document periodically to avoid losing any changes. When saving your document for the first time, click on **Save** under the **File** menu. Choose to save it to your Computer and then click **Browse**. Select the drive you wish to use. Next, name the document at the bottom of the window where it says **File Name** and click **Save**. After you have given the file a name, you can save the document by clicking the **Save** icon on the toolbar.

SAVING TO SKYDRIVE

Microsoft Office 2013 gives you an option to save files in the cloud using SkyDrive. If you don't already have a SkyDrive account, you can get one free at <http://skydrive.live.com>. To save files to your SkyDrive, first you'll need to sign in. Choose **SkyDrive** from the **Save As** option in the **File** menu, and then click **Sign In**. Type your email address you used to sign up for SkyDrive when prompted and click **Sign In**. Then, when prompted, enter your password and click **Sign In**. It will add your SkyDrive to your account. Then, choose **Browse**. Microsoft will contact the SkyDrive for information, and then will give you an option to save the file in your SkyDrive. You can even create a new folder. Name the file and choose **Save**. The file will now be saved in your SkyDrive.

SHARING

Microsoft PowerPoint 2013 also gives you the option to share your documents online using SkyDrive. Click **File>Share** and choose Invite People. Step 1 is to save the file to your SkyDrive. Click **Save to Cloud**, and then follow the instructions as listed in the **Saving to SkyDrive** section above.

Next, you'll invite people to share the document. You can type the names or email addresses of the people you wish to share with, choose if they can edit or just view the document, and include a personal message with the invite. Then click **Share**. PowerPoint will send out an invite with a link to each of the people you chose. They will also show up in the **Shared with** section.

You can also choose to create a sharing link for viewing or editing that you can email or otherwise share through the **Get a Sharing Link** button, or, if you've connected your Microsoft account to social networks, you can post your document directly to those social networks, such as Facebook, Twitter or LinkedIn by choosing **Post to Social Networks**. You can also choose **Post to Blog** to post directly to a blogging site, like WordPress, TypePad or Blogger. You can even choose to **Present Online**, which will create a link that will allow anyone to view and download your document.

As always, you can also choose **Email** to email your file using Outlook. You have several options, including sending as an attachment, as a link, or as a PDF.

ADDING A NEW SLIDE

To add a new slide to your presentation, select **New Slide** on the **Slide** section of the **Home** tab. This will insert a new slide (after the current slide) into your presentation.

INSERTING GRAPHICS

There are several features you can add to your presentation:

Feature	Description
Picture/Clip Art	pictures from a graphics file you have created or saved and images from the clip art library
Text box	creates an area for adding text to your slide
Movies and Sounds	adds a movie or sound file onto the slide
Chart	adds a previously saved chart onto the slide
Object	equations, charts, drawings, or other objects

To use one of these features, go to the **Insert tab** and then go to the appropriate icon.

CHANGING SLIDE BACKGROUND & LAYOUT

To change the way the slide is set up, select **Layout** under the **Slides** group in the **Home** tab. Using the drop down menu, select which layout you want to use for it to be applied to the slide.

To change the background design of your slide, go to the **Design** tab and search through the **Themes** for a background. Click on the desired background for it to be applied to the slide.

MOVING AN OBJECT

Once you have placed a graphic in your slide, it can be moved. To move around within the slide, click on the object and drag the object to its new location.

If you want to move the object to another slide, use the **Cut** and **Paste** method. Select the object you want to move by highlighting it, and choose the **Scissors** icon on the **Clipboard** section under the **Home** tab or click the right mouse button and choose **Cut**. Find the slide where you want to put the object and select **Paste** or right-click and select **Paste**.

CHANGING THE FONT

If you want to change the font in your presentation, click on the text so that a box appears. Then select **Font** on the **Home** tab. Make desired changes to style, size, color, etc., and click **OK**.

PRINTING

You can print your presentation in several different formats, which are all available under the **File** tab and selecting **Print**. In the **Settings** section of the print page, you can choose to **Print All Slides**, or a custom range. You can choose the **Print Layout**, choosing from one of the following formats:

Format	Description
Slides	one slide per page with backgrounds and graphics

Handouts (2, 3, 6 or 9 slides per page)	the according number of slides per page, with backgrounds and graphics
Note Pages	the slide is on the top half of the page, leaving the bottom half free for making notes/comments
Outline	prints the title and text of each slide, not backgrounds or graphics

And you can also choose whether to print single or double sided.

It is recommended for printing out slides for review that you use a 4 or 6 slide layout, or if taking notes use the 3 Slides view.