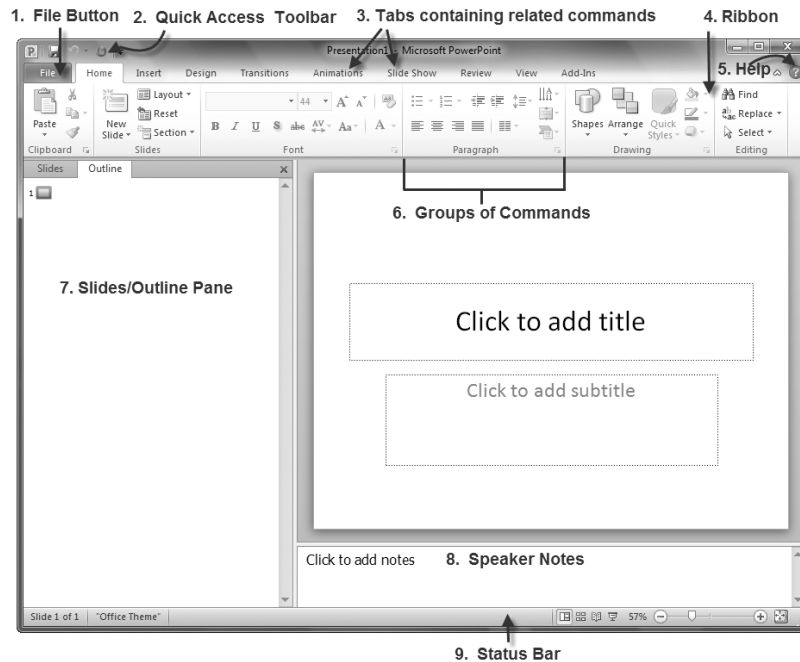# Make It

with Microsoft® Office 2010

Windows

The following pages contain a sample chapter section from the book.

PowerPoint

Objective: Learn PowerPoint by using Microsoft Online presentations which require an Internet connection.

Open Microsoft Office PowerPoint 2010

1. Double-click on **Microsoft PowerPoint 2010**, an introductory screen will open.


2. The **PowerPoint** introductory screen is labeled similar to the **Word** introductory screen.

   a. **PowerPoint** is divided into three different panes.

   b. The left pane of the screen contains two tabs that toggle between an **Outline View** and a **Slides View**.

   c. The center is the **Slide** pane where you work with the slides.

   d. Below the **Slide** pane is the **Notes** pane where speaker notes can be added.

   e. There is also a **Status bar** at the bottom with common tools.

3. Using the **PowerPoint** introductory screen you will be able to create slide presentations with the following lessons.
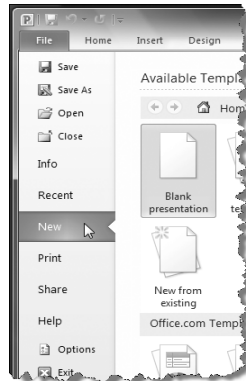
Slideshow

Objective: Use PowerPoint to create a slideshow. In this activity you will learn how to add graphics, animation and sound; use the built-in screen capture and use background removal.

Choose the Template (Lesson 1)
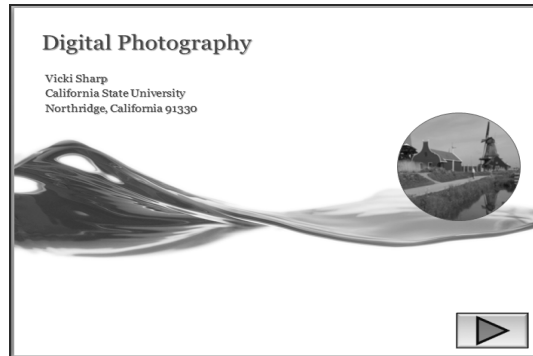
1. Double-click on **Microsoft PowerPoint 2010**, click the **File** button and, from the **Backstage View**, choose **New**.

2. In the center, under **Available Templates and Themes**, click on the
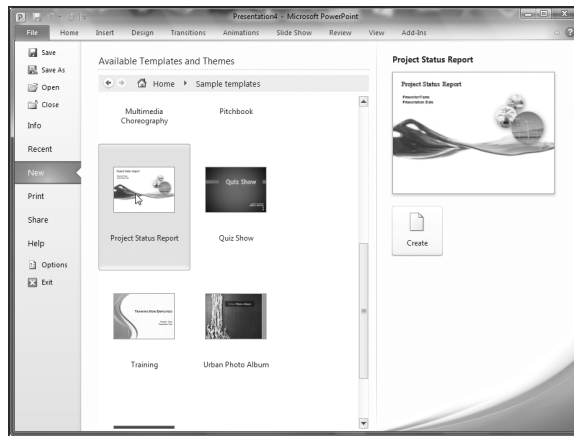
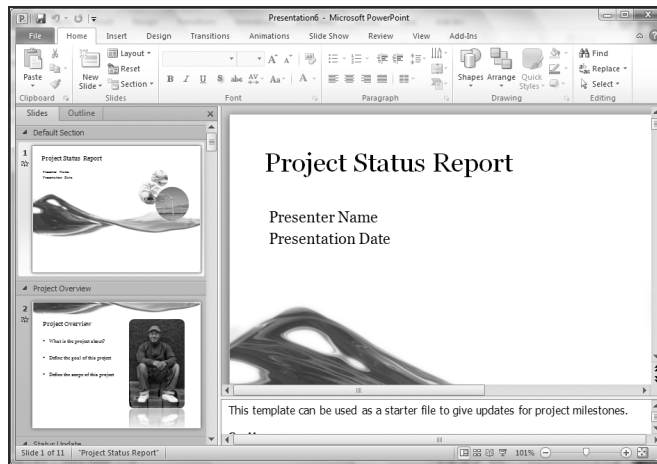   **Sample templates** button.

3. From the different samples and themes scroll to **Project Status Report** and click on it.
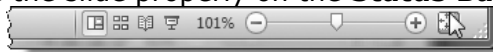
If you want more templates you can download them from **Office.com**.

4. Click **Create**. Your screen should appear as follows:

If you cannot see the slide properly on the **Status Bar** click the **Fit Slide to Current Window** button.

Save the Slideshow Presentation

1. Click on the **File** button and, from the **Backstage View**, choose **Save As**.

2. When the dialog box appears, the **File Name** should be "Project Status Report." To change the name, delete the text and in this example, replace it with "**Digital Photography**".

3. For **Save as type** leave **PowerPoint Presentation** as the default, and then click **Save**. You are saving it in the "new" format and people using **Office 97- 2003** will only be able to read it if they download the converter.