



Microsoft PowerPoint Help Sheet



File Button: The file button is back, replacing the Microsoft Office Button from Office 2007. The file button allows you to create new documents, open existing documents, print documents and a few new options.

The image shows the File tab in Microsoft PowerPoint with the following callouts:

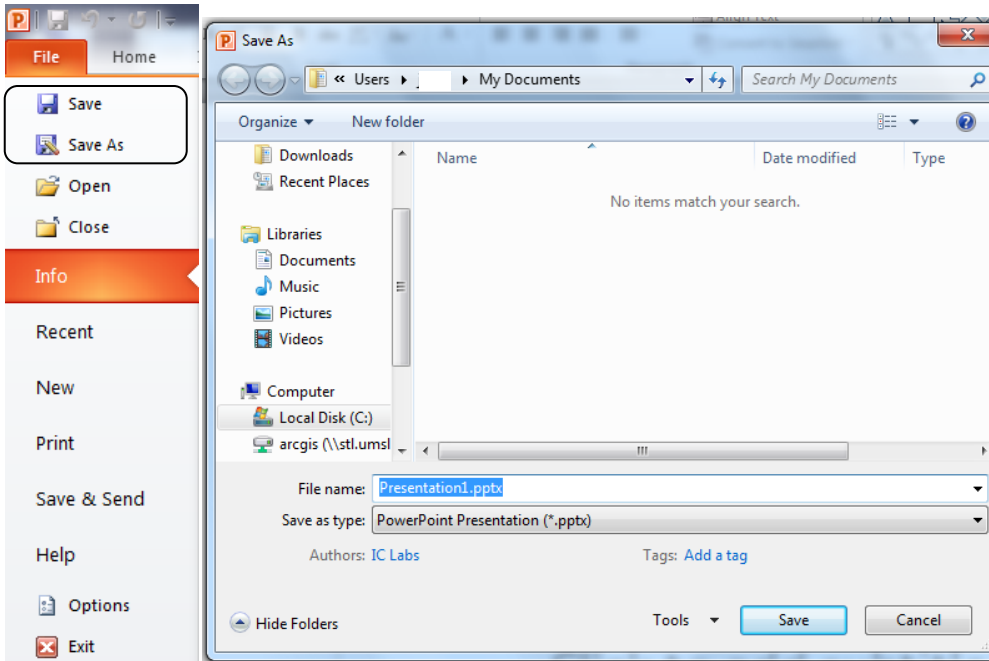
- Save** and **Save As**: A bracket groups these two options with a callout box that says "See next page". A separate callout box for "Save As" explains: "Save As if you want to change the document from Office 10 format (.pptx) to Office 03 Format (.ppt)".
- Open**: Callout box: "Open an existing PowerPoint project".
- Close**: Callout box: "Closes current PowerPoint project".
- Info**: Callout box: "General information about current project".
- Recent**: Callout box: "Shows recently opened PowerPoint's projects".
- New**: Callout box: "Creates a new PowerPoint project".
- Print**: Callout box: "Prints current PowerPoint project".
- Save & Send**: Callout box: "Save options that enable the user to save the current project online with others". A separate callout box says "See page 4".
- Options**: No callout.
- Exit**: No callout.



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Saving: When saving a document click the File button then select save or save as



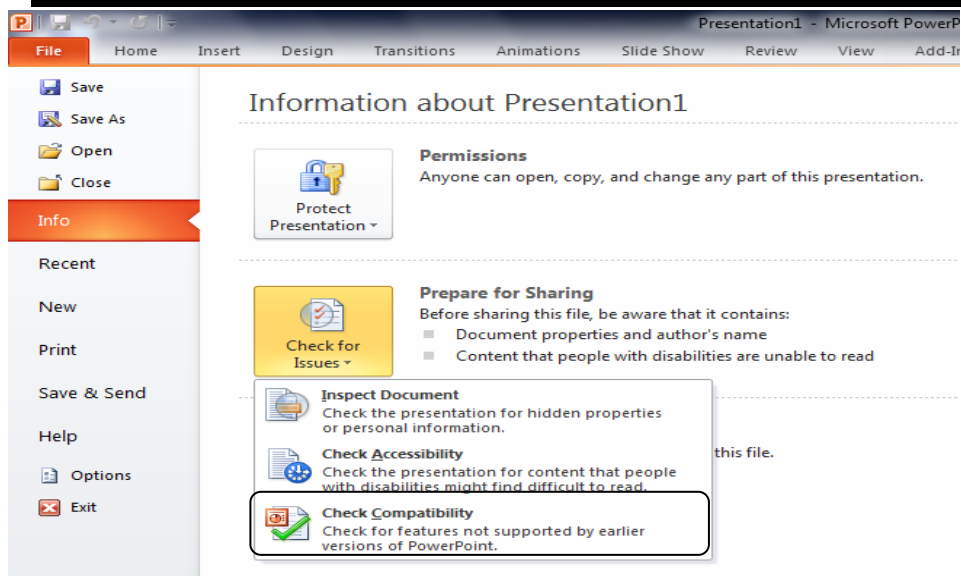
To change the PowerPoint document so it can be opened in PowerPoint 2003



Prepare: If you are going to be saving the document as a PowerPoint 2003 document run Compatibility Checker before saving the document. Not all features of PowerPoint 2010 were available for PowerPoint 2003, Compatibility Checker shows you what was available and what was not available in PowerPoint 2003.



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Printing: To print click the file button and select print



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The screenshot shows the Microsoft PowerPoint application window with the 'Print' ribbon tab selected. The ribbon includes 'File', 'Home', 'Insert', 'Design', 'Transitions', 'Animations', and 'Slide Show'. The 'Print' ribbon contains a 'Print' button, a 'Copies' spinner set to 1, a 'Printer' dropdown menu showing 'SS103-9050-2-MS-Duplex on icprint2', and a 'Settings' section with options for 'Print All Slides', 'Slides' (input field), 'Full Page Slides', 'Print on Both Sides', 'Collated', and 'Grayscale'. Arrows point from text boxes to the printer dropdown and the 'Full Page Slides' dropdown.

Change to another printer

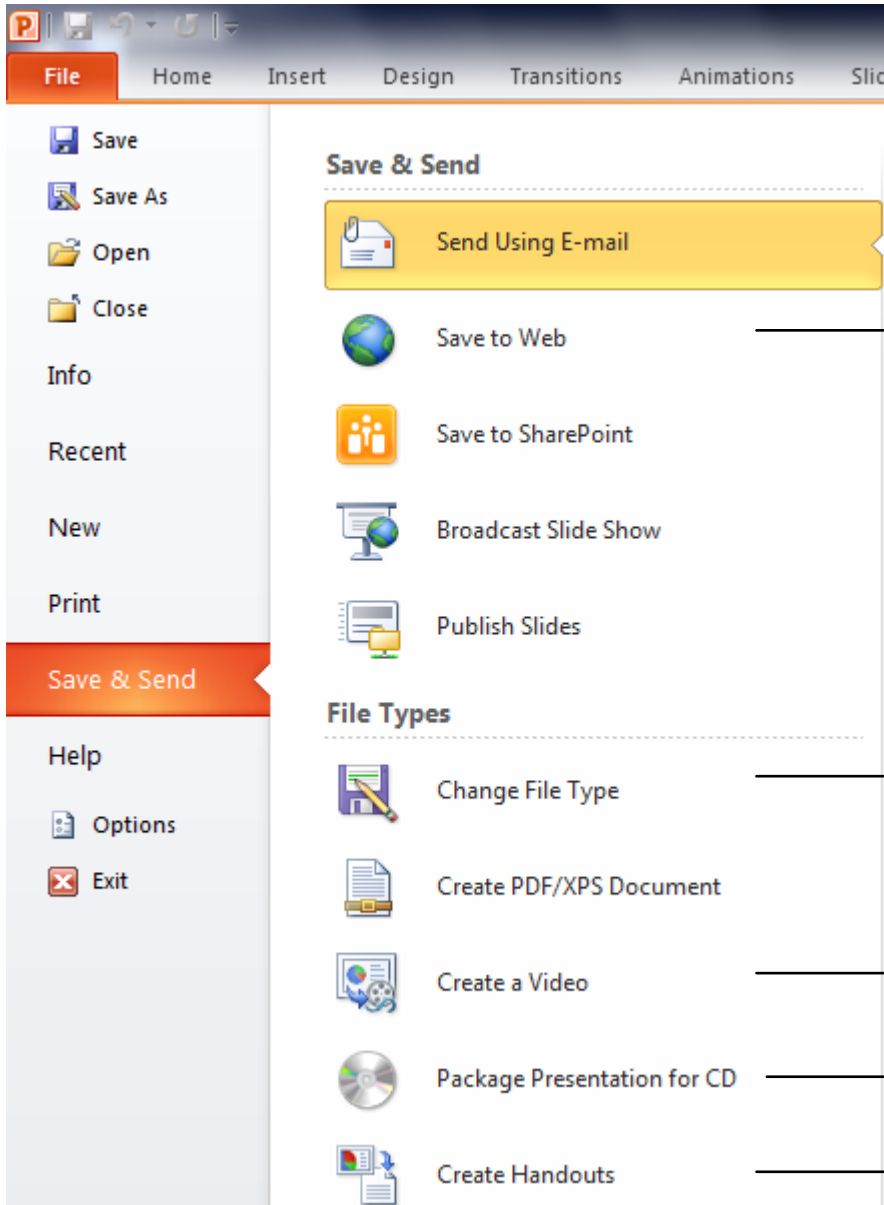
Change the number of slides printed per page



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Save and Send: Save options that enable the user to save the current project online with others



Allows the user to save current project to the Windows Live SkyDrive

Note: To do this the user needs to sign into their Windows Live account

Allows the users to change file type. See page 2 for more information

Makes the current project into a video

Creates a package so the current project may be viewed on another

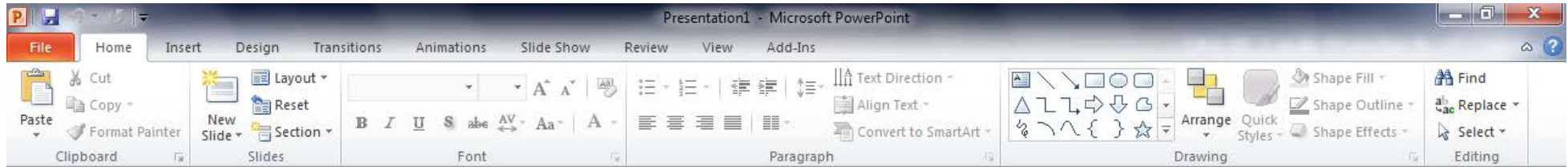
Creates a handout of current project that can be edited and formatted in Word



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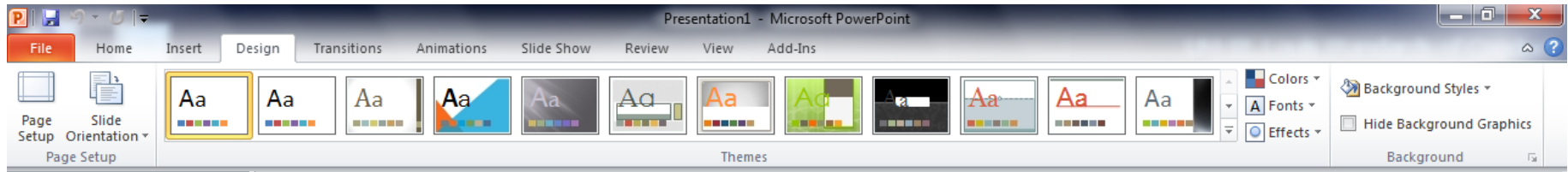
Home: contains formatting and editing icons



Insert: objects into the file, such as pictures, charts, header/footer, and movie/sound



Design: page setup, slide orientation, themes, and backgrounds



Transitions: Customize the slide transitions



Animations: Customize the way text/pictures enter and/or leave the slide

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Slide Show:



Review: spell check, thesaurus, comments, and presentation protection



View: views of the presentation, zoom, macros, and switch windows icon to switch between open presentations



Add-Ins:

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