

Hints

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To create a new PowerPoint presentation:

Open PowerPoint

Start – All Programs – Microsoft Office – Microsoft PowerPoint 2010

Choose a Design Template

Design menu

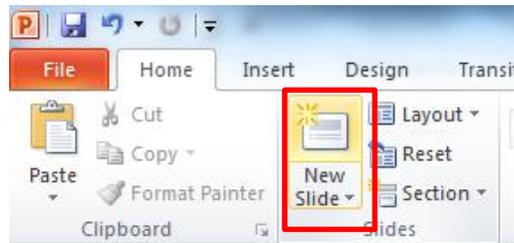


Insert Text:

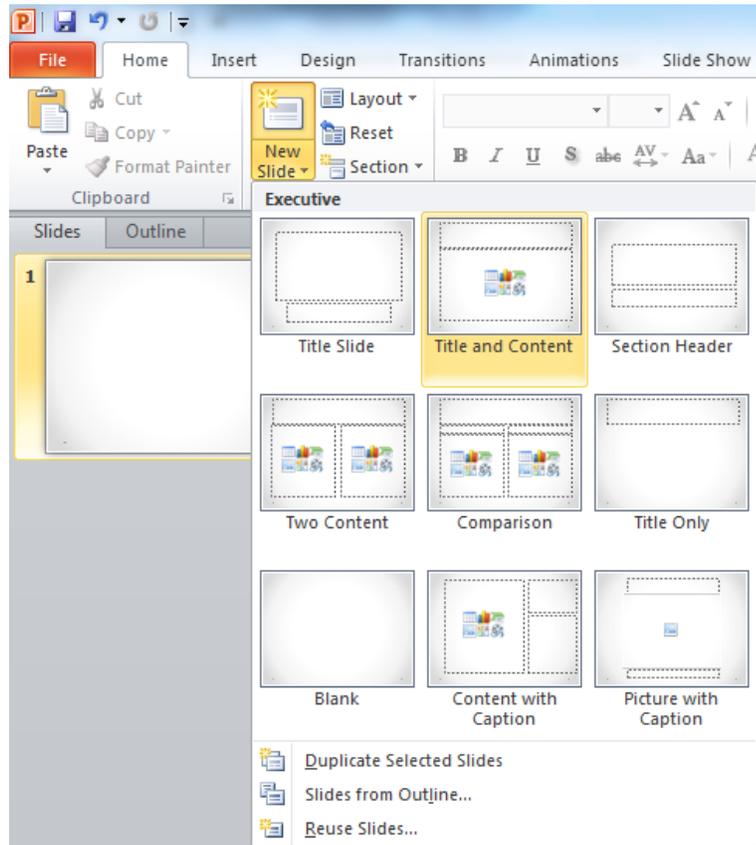
Text can be entered in special areas marked for text: text boxes with a predefined format

Add New Slide:

Home – New Slide

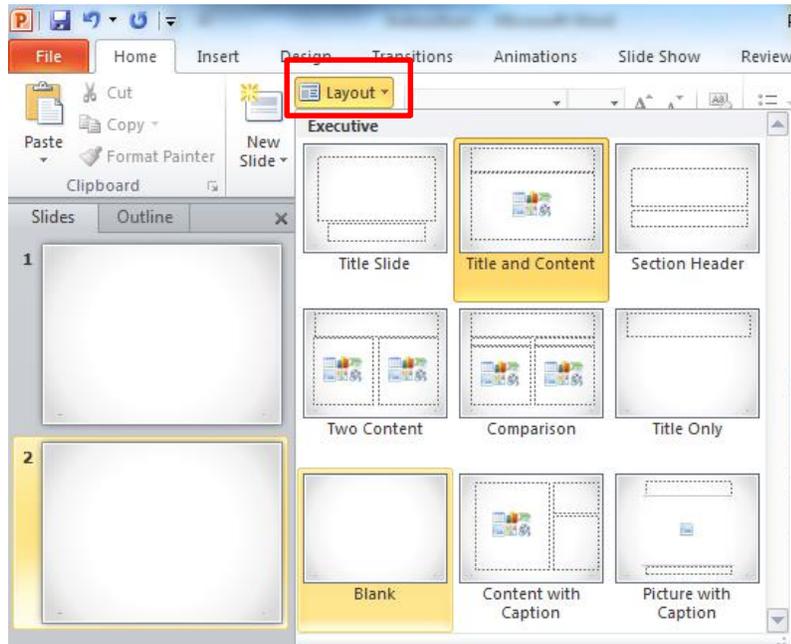


Choose Slide Layout



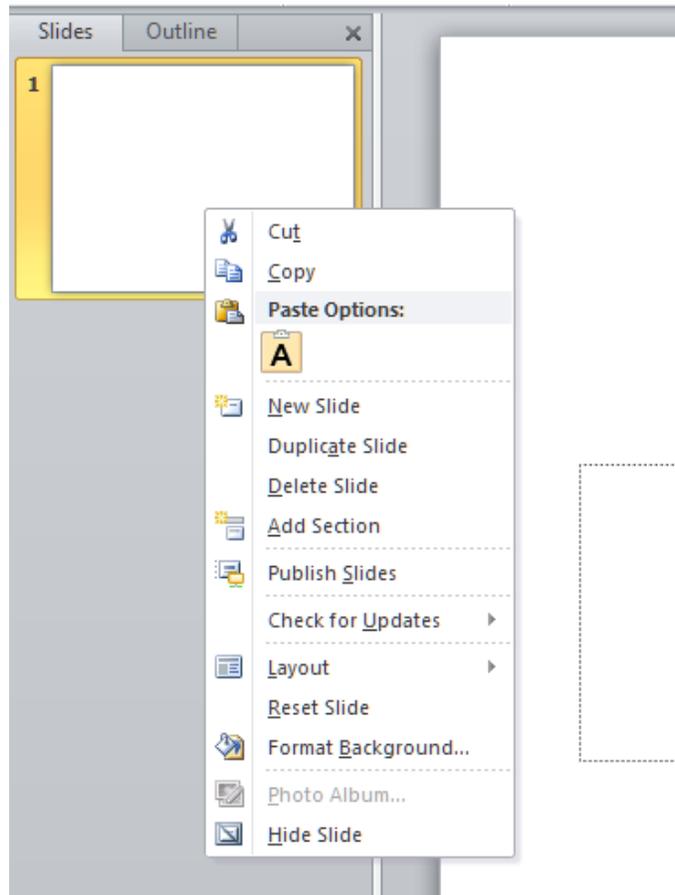
Change Slide Layout:

Home – Layouts



Delete slide:

Click right on a slide
Choose **Delete Slide**



Change slide order:

Move the selected slide with drag and drop in the list of slides.

Add Tables:

- tables should be done in Excel or Word
- Copy a table from Word or Excel (Select the table, use Copy in Word or Excel)
- Paste the table in PowerPoint

Attention!! The cursor should be on a white space of the slide not in a Text box.

Animation effect:

Animation menu



Add Animation



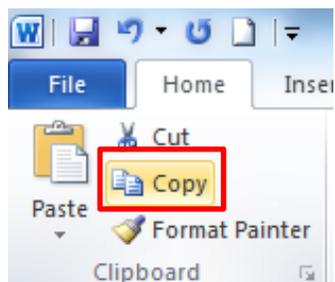
Add transition effect:

Transition Menu-

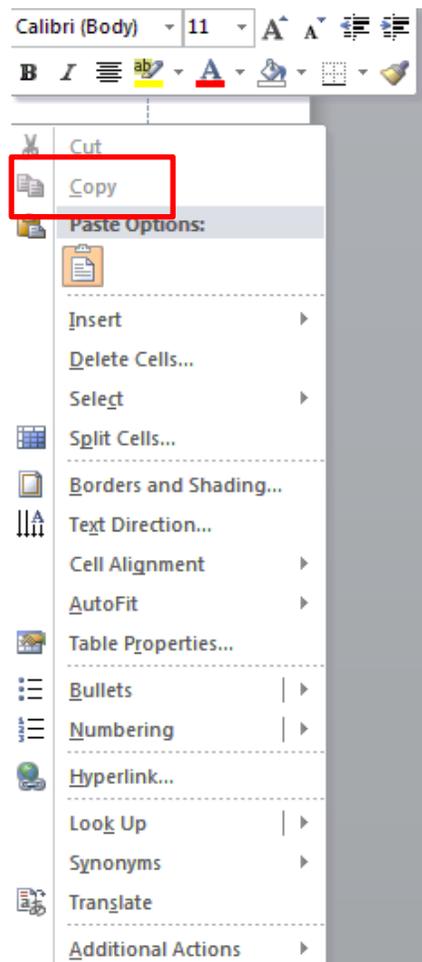


- Inset Picture:

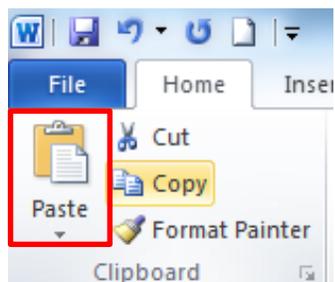
Home - Copy



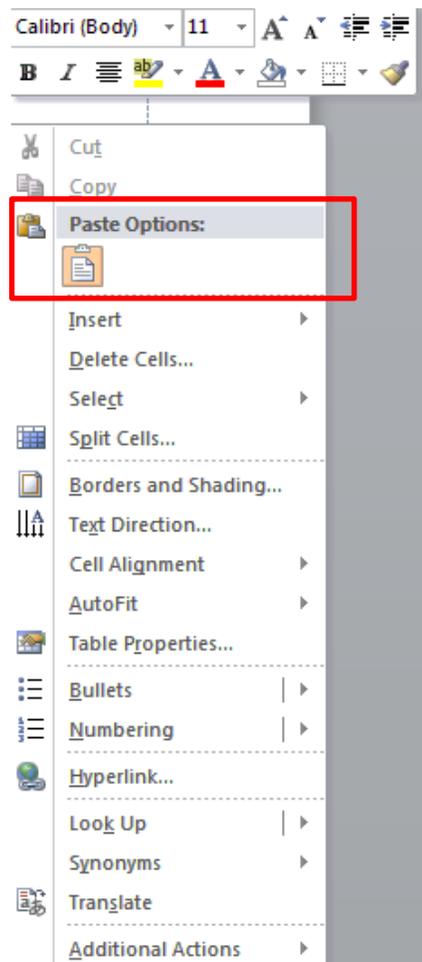
Sau Click
dreapta,
opțiunea
Copy



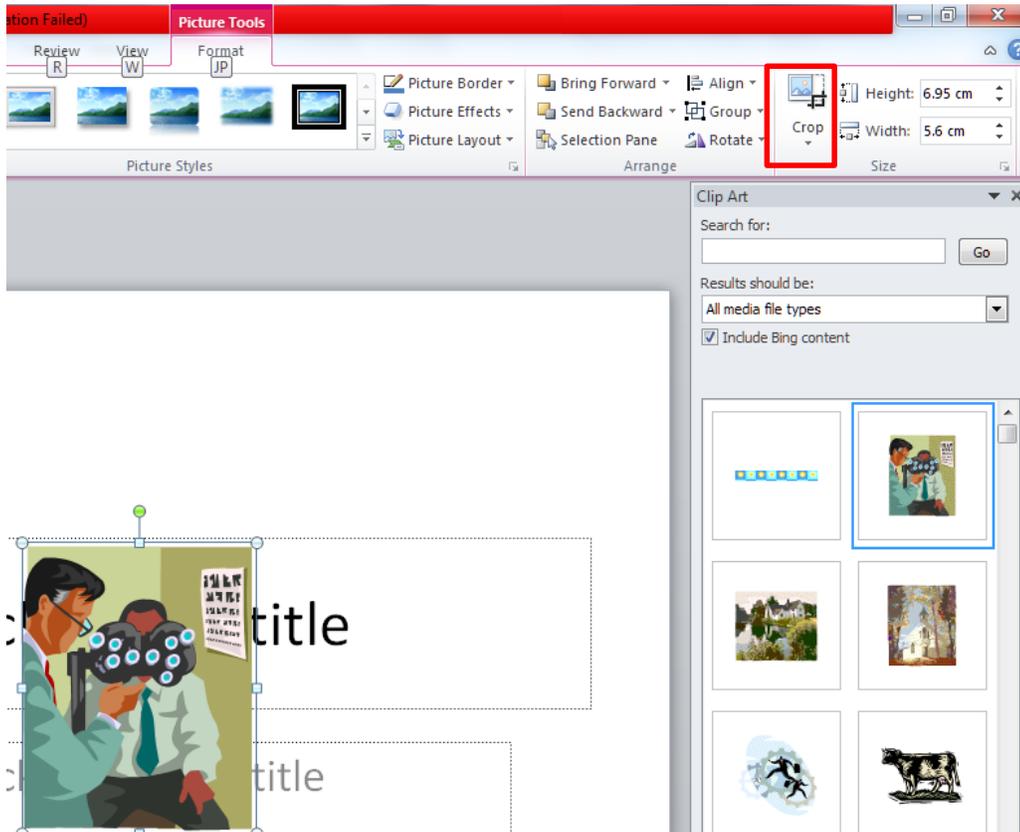
Home –Paste



Sau Click
dreapta,
opțiunea
Paste



Crop image:



Move the the lines till the final format of the picture:



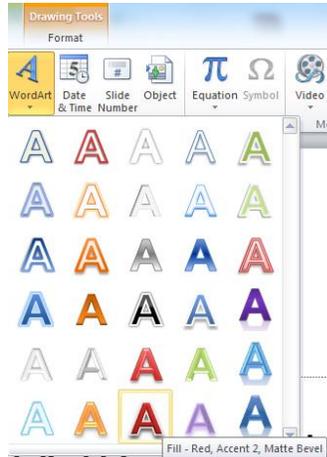
Adjust the contrast, brightness etc.



Insert Word Art:

Insert

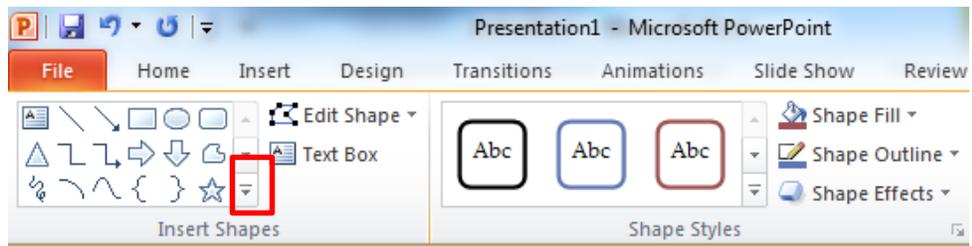
WordArt

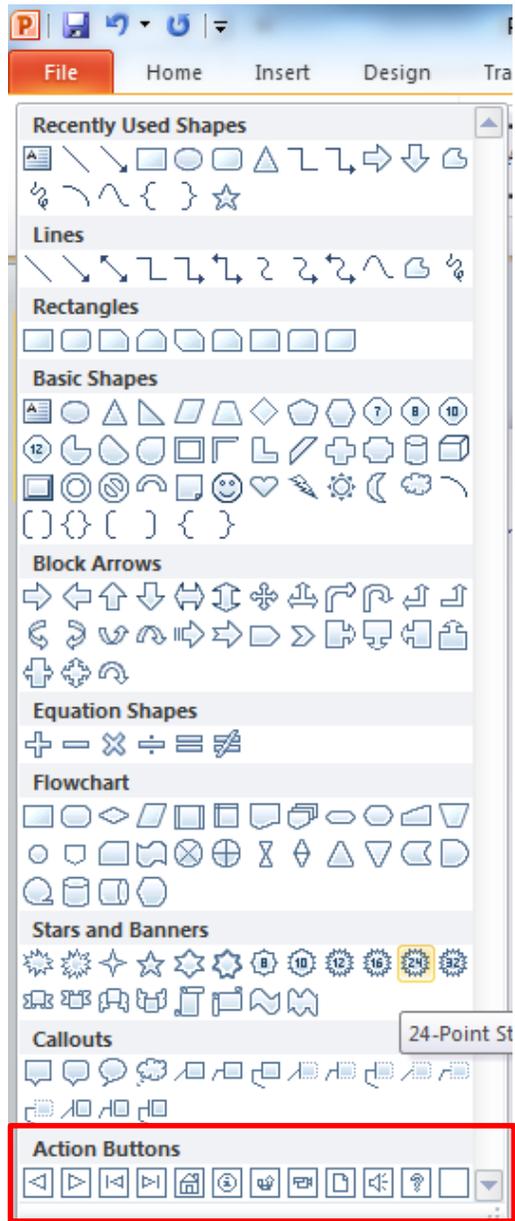


YOUR TEXT HERE

Insert Action Button:

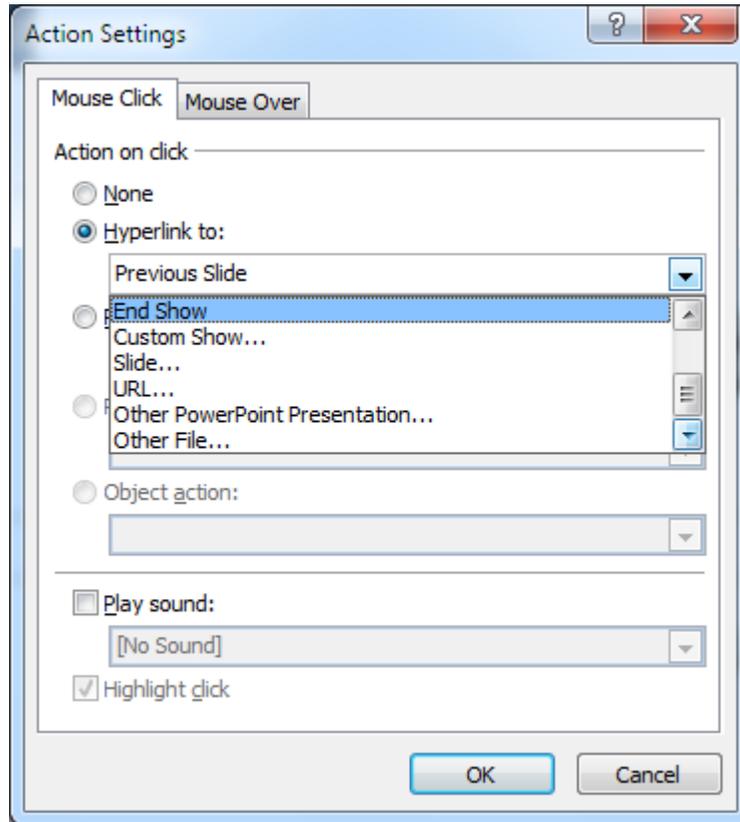
Drawing Tools -
Format (or Insert –
Autoshapes)





Drag and drop the button.

Select **Hyperlink**



Attention! Action will only be made during the presentation slide that is placed button.

Switching to Slideshow mode for watching presentation:

Slide Show Menu

