

## Hints

Author Cosmina Ioana Bondor

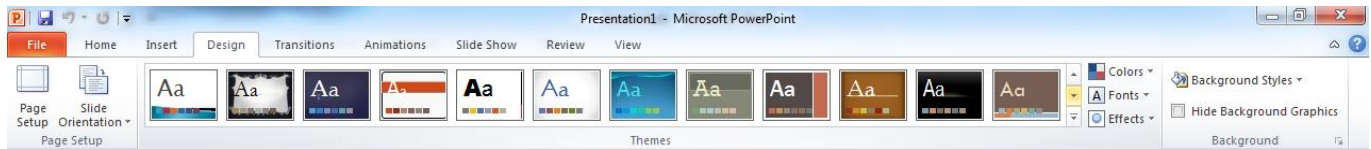
To create a new PowerPoint presentation:

Open PowerPoint

**Start – All Programs – Microsoft Office – Microsoft PowerPoint 2010**

Choose a Design Template

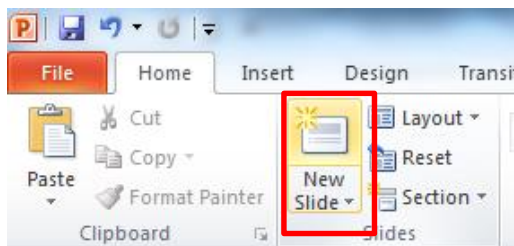
### **Design menu**



Insert Text:

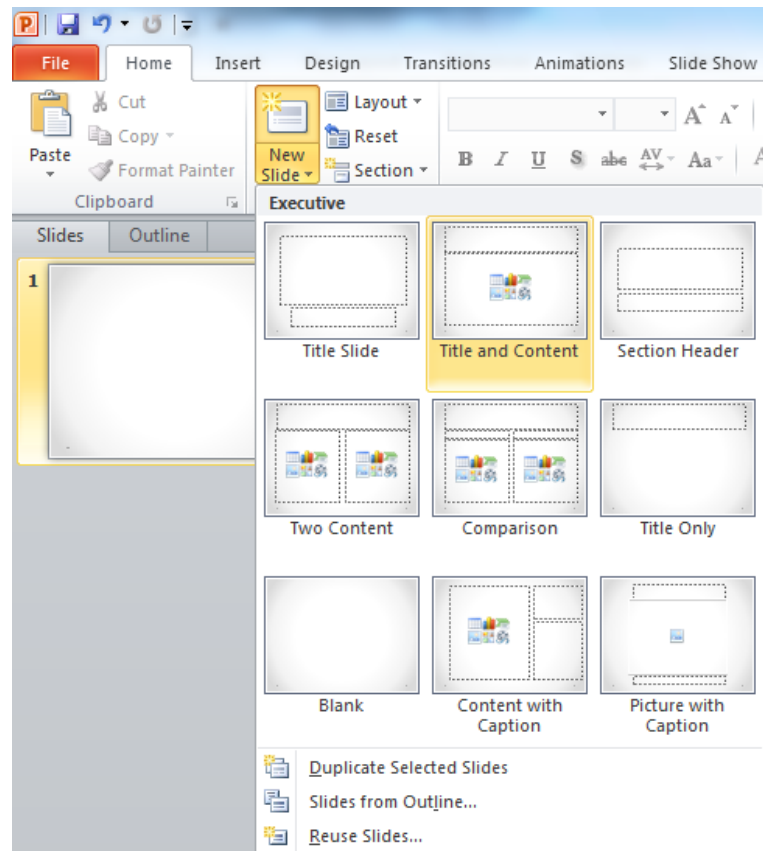
Text can be entered in special areas marked for text: text boxes with a predefined format

Add New Slide:



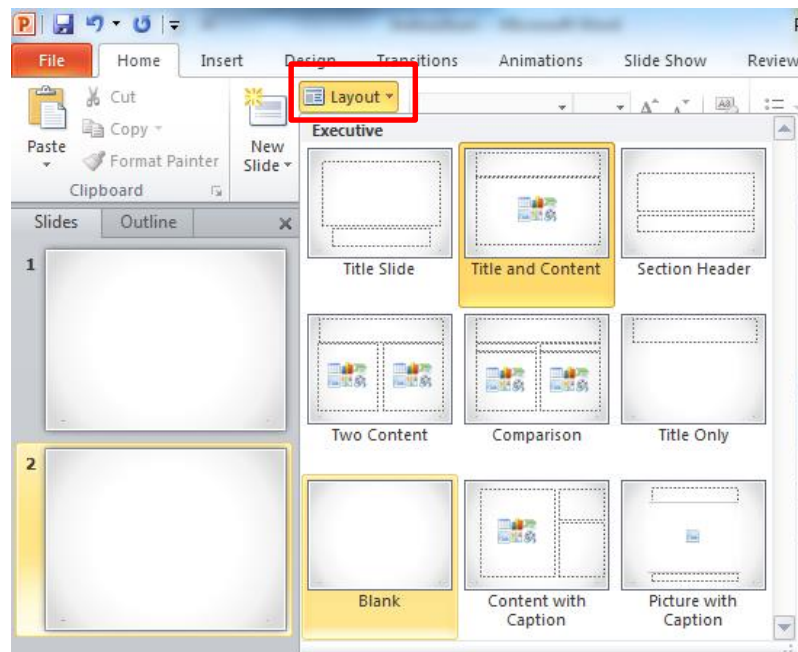
**Home – New Slide**

Choose Slide Layout



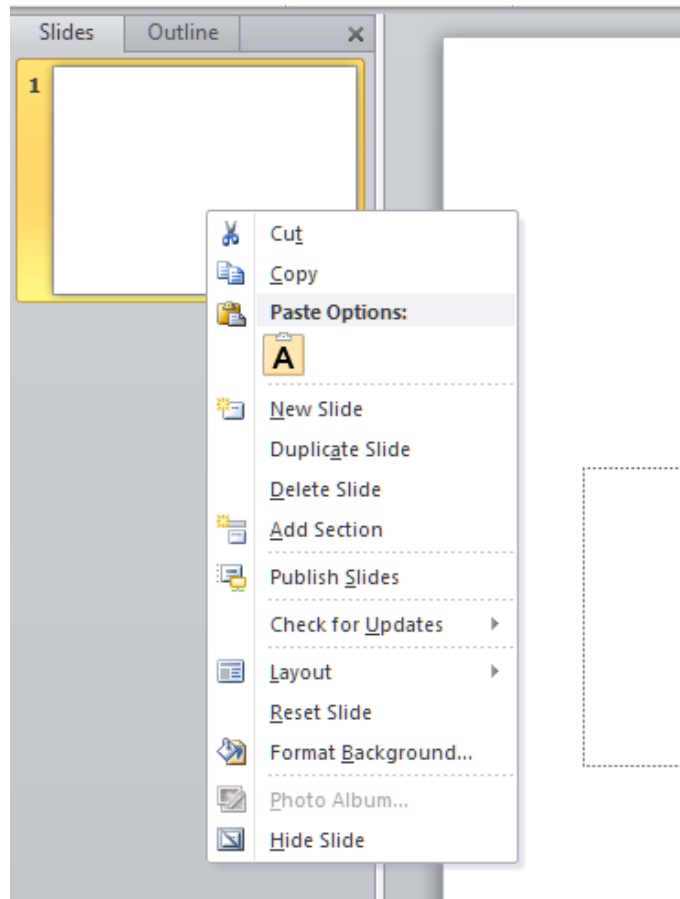
Change Slide Layout:

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.

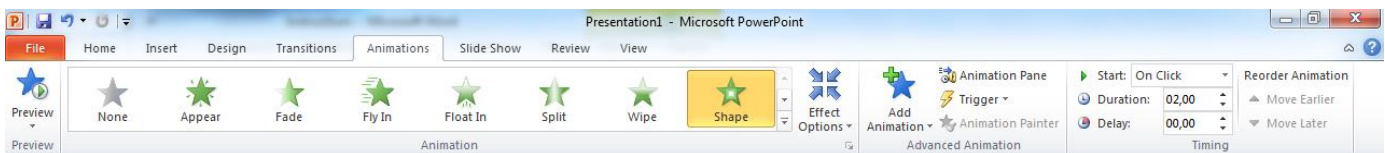
Add Tables:

- 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**

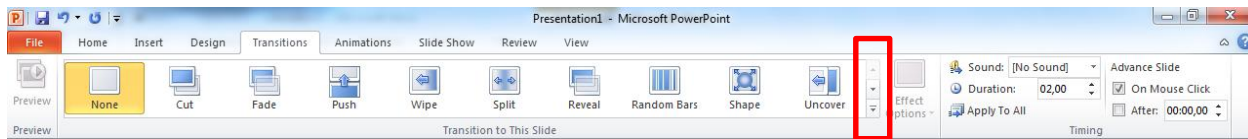


## Add Animation



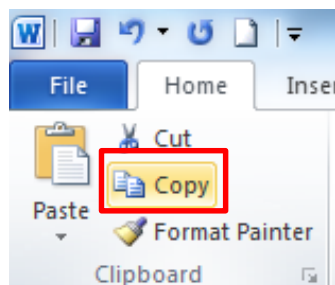
Add transition effect:

## Transition Menu-

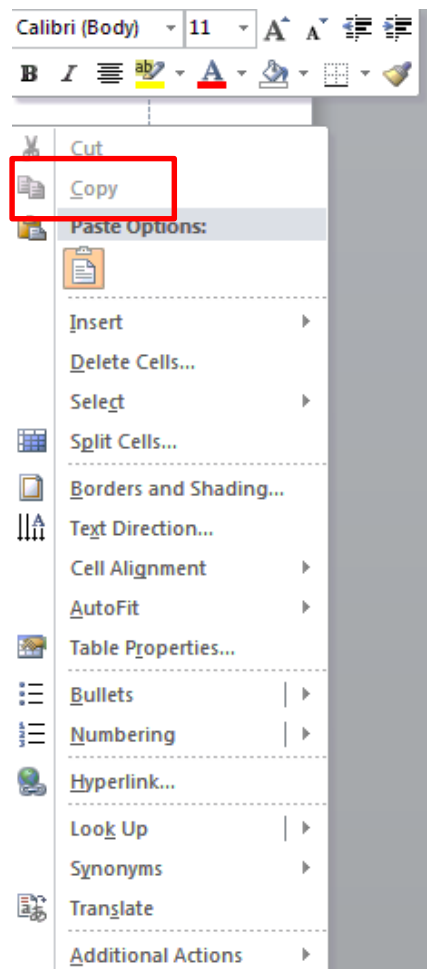


- Inset Picture:

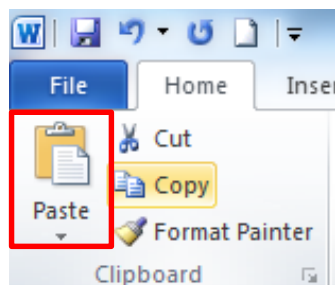
Home - Copy



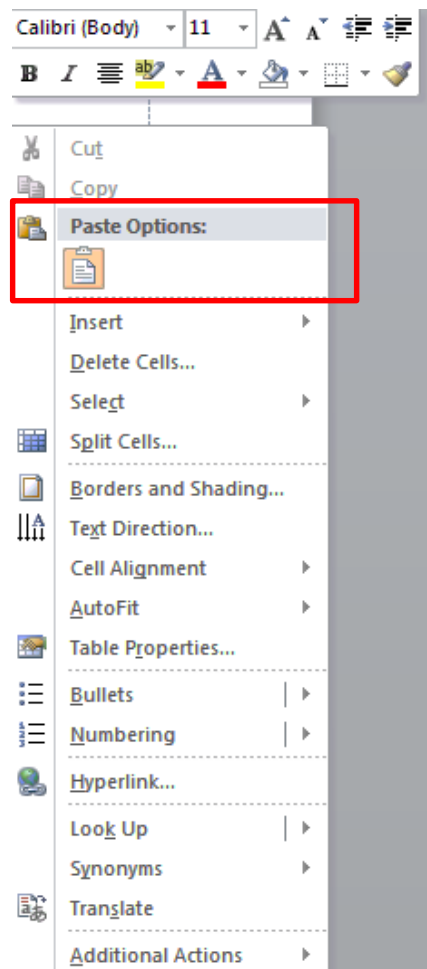
Sau Click  
dreapta,  
opțiunea  
**Copy**



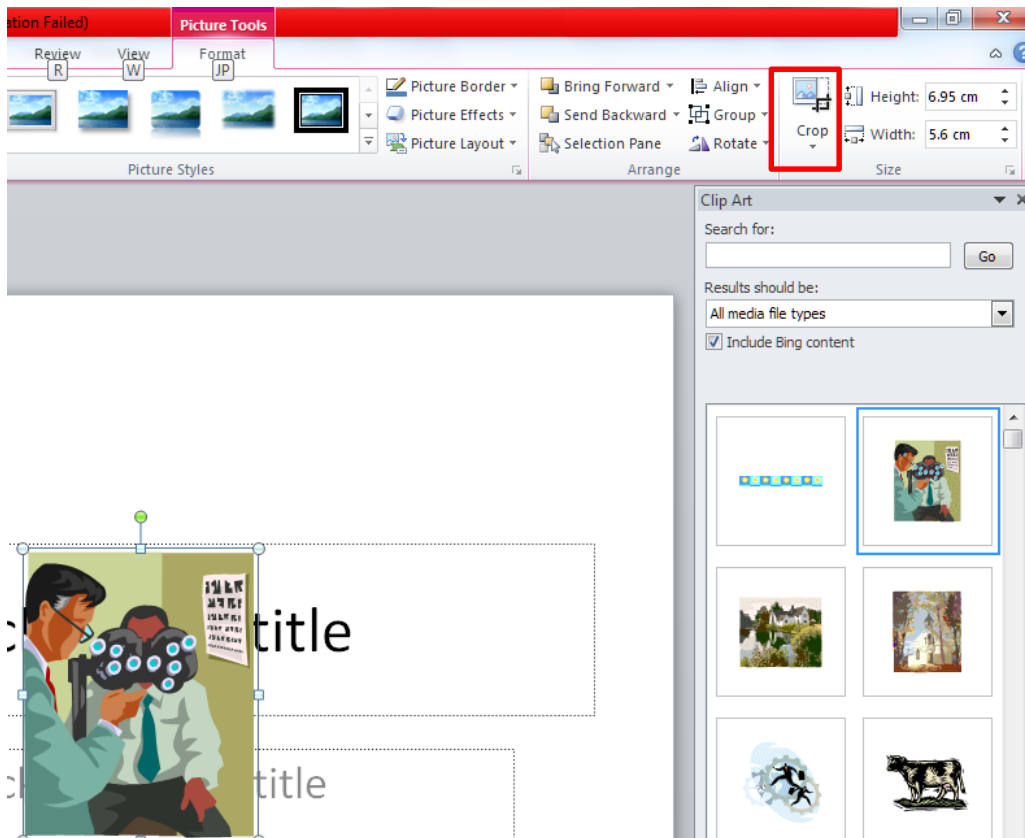
Home –Paste



Sau Click  
dreapta,  
opțiunea  
**Paste**



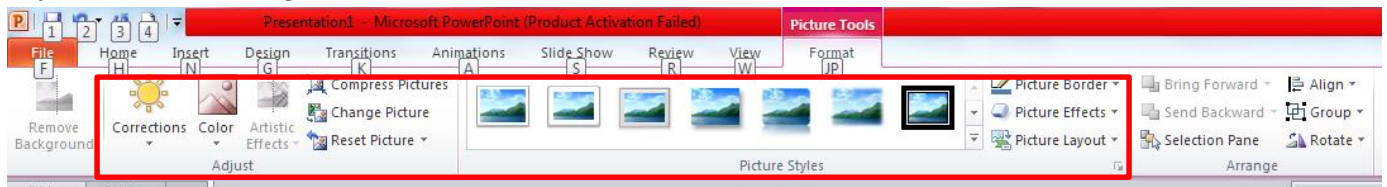
Crop image:



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



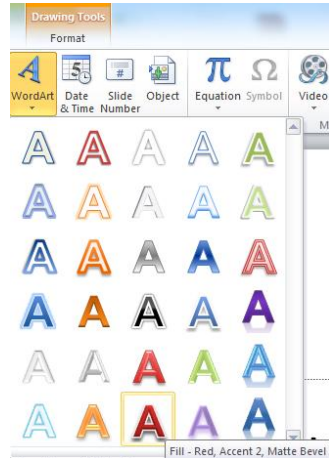
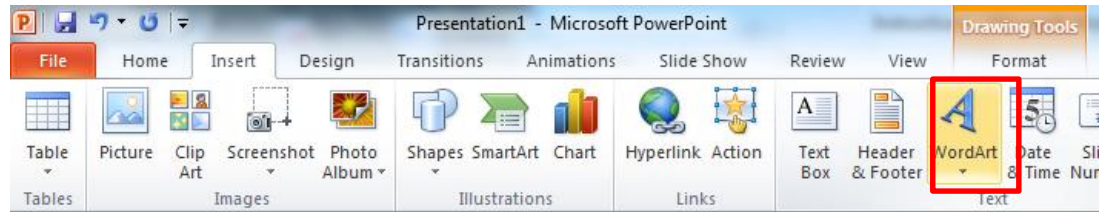
Adjust the contrast, brightness etc.



Insert Word Art:

Insert

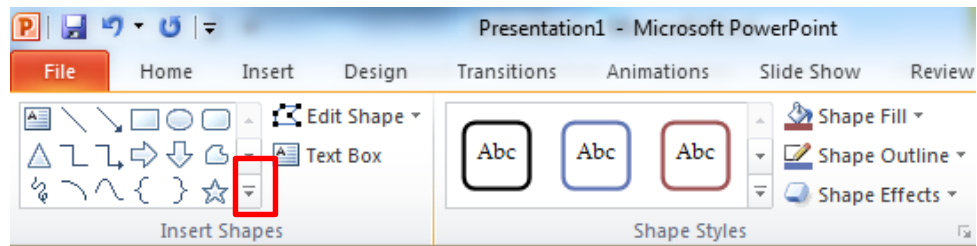
WordArt



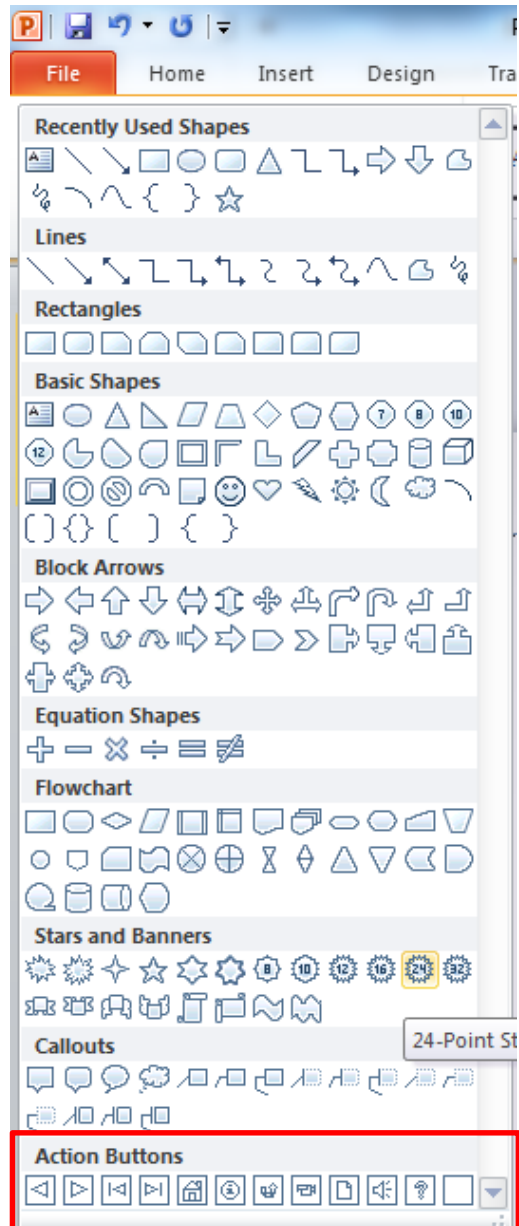
YOUR TEXT HERE

Insert Action Button:

Drawing Tools -  
Format ( or Insert –  
Autoshapes)

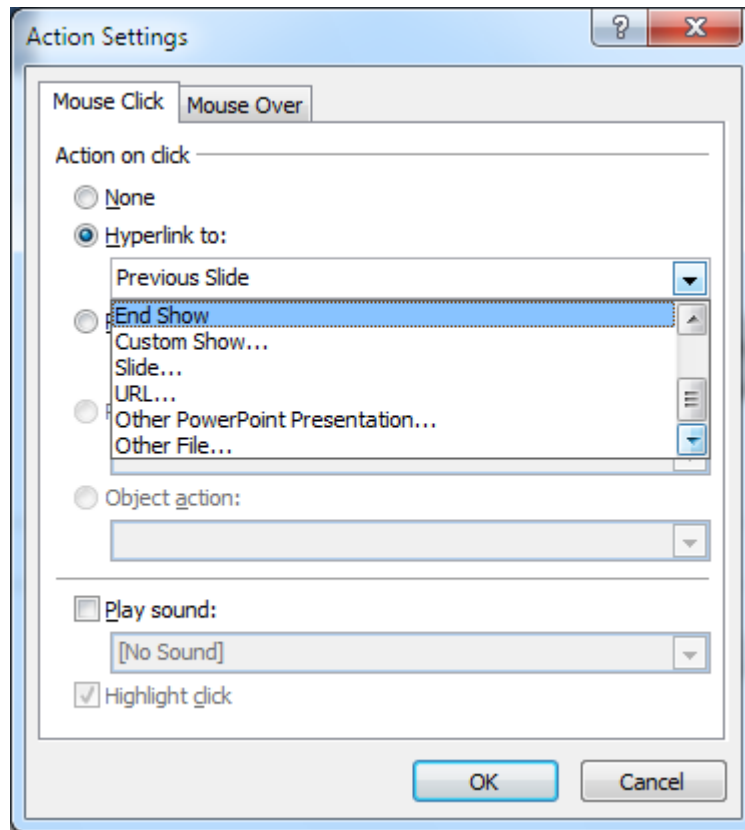






Drag and drop the button.

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

