# Microsoft PowerPoint 2010

Enhancing a Presentation with Pictures, Shapes, and WordArt

Changing the Presentation Theme Colors

- Click Design on the Ribbon and then click the Theme Colors button to display the Theme Colors gallery

- Scroll down and then point to the desired color scheme to display a live preview of the color scheme

- Click the desired color scheme to change the presentation theme colors

Changing the Presentation Theme Colors
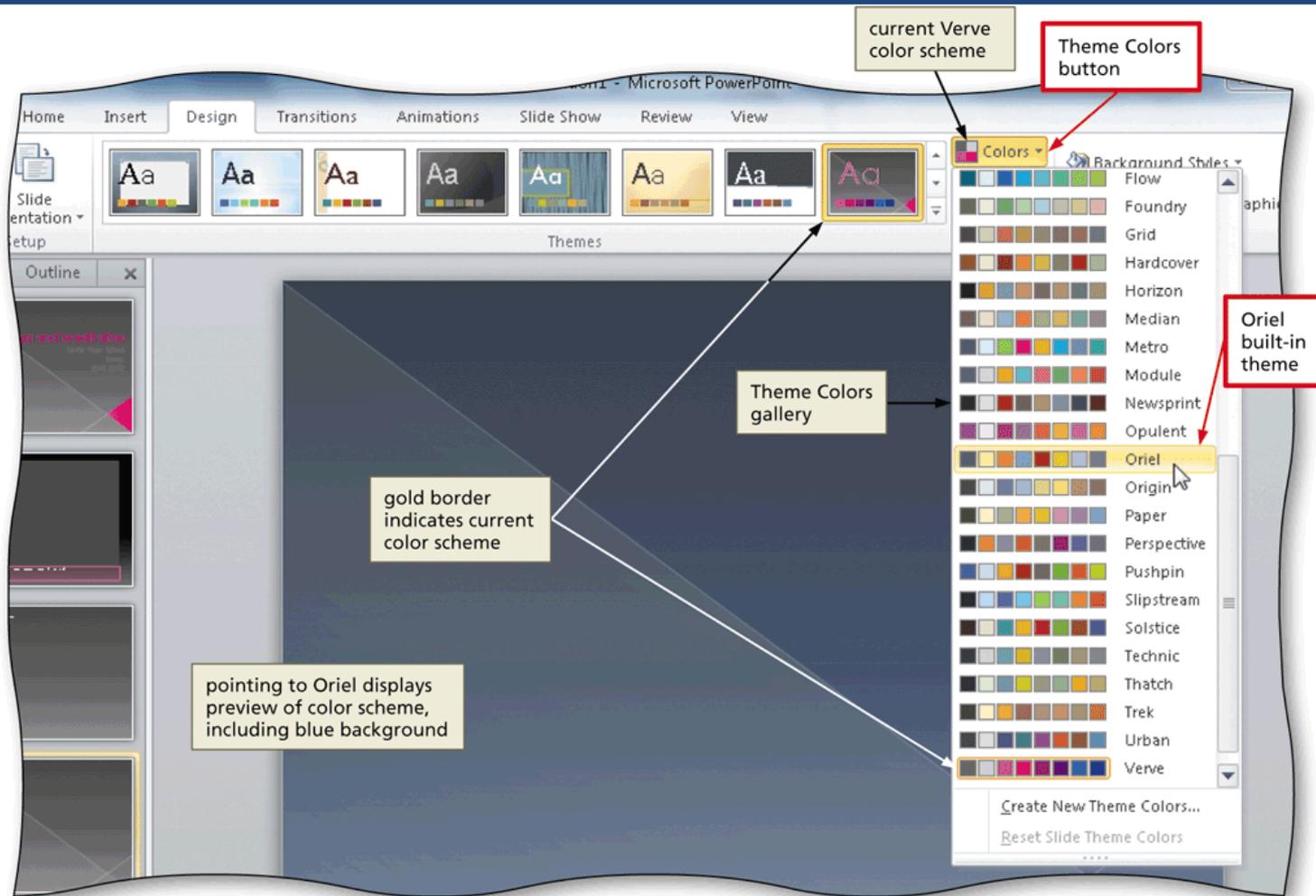
Inserting a Picture

- Click the Insert Picture from File icon in the content placeholder to display the Insert Picture dialog box

- Navigate to the location containing the picture

- Click the desired picture to select it

- Click the Insert button to insert the picture into the content placeholder

Inserting a Picture
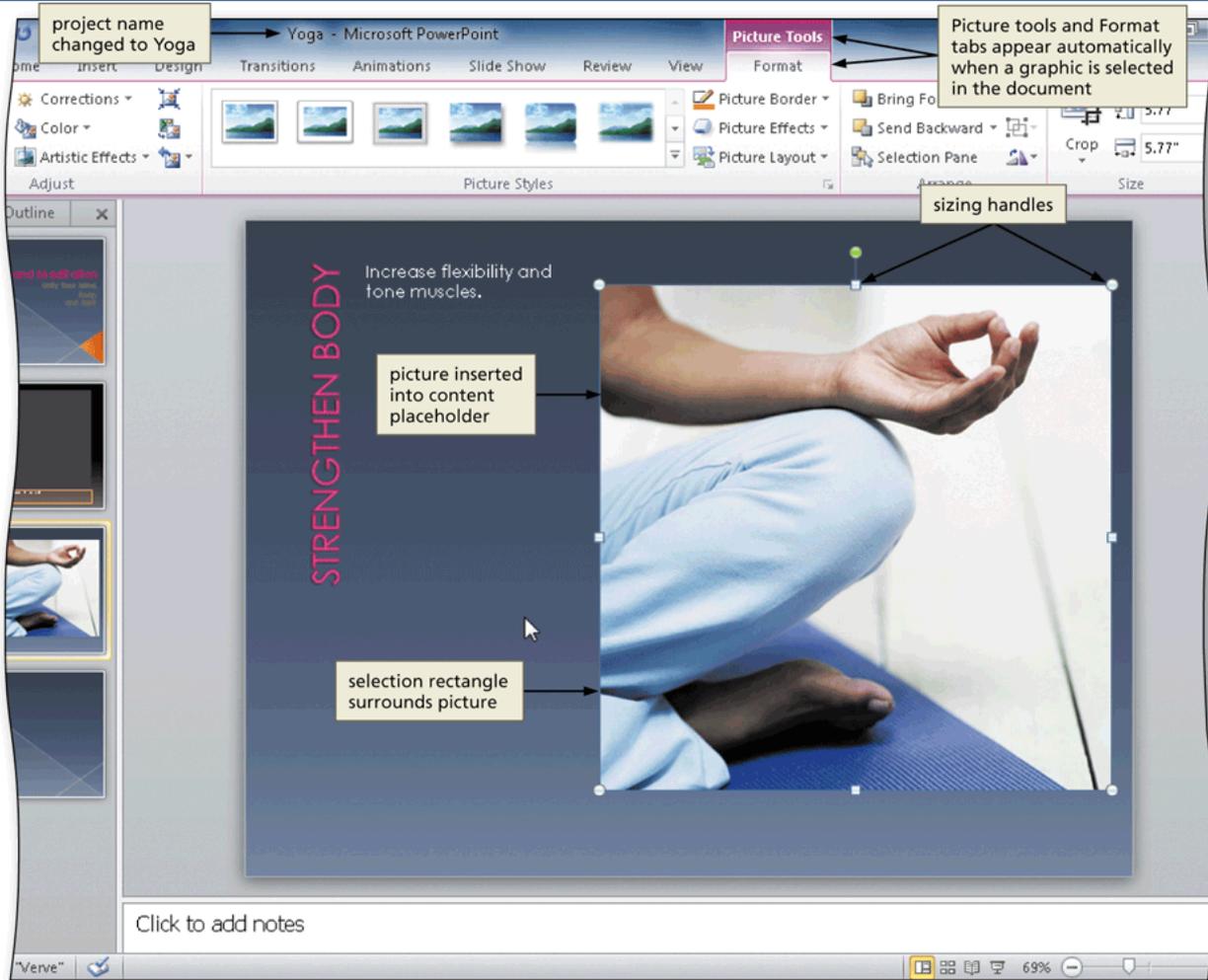
Inserting a Picture into a Slide without a Content Placeholder

- Click Insert on the Ribbon

- Click Insert Picture from File to display the Insert Picture dialog box

- Navigate to the location containing the picture

- Click the desired picture to select the file name

- Click the Insert button to insert the picture

- If necessary, move the picture to the desired location on the slide

Inserting a Picture into a Slide without a Content Placeholder
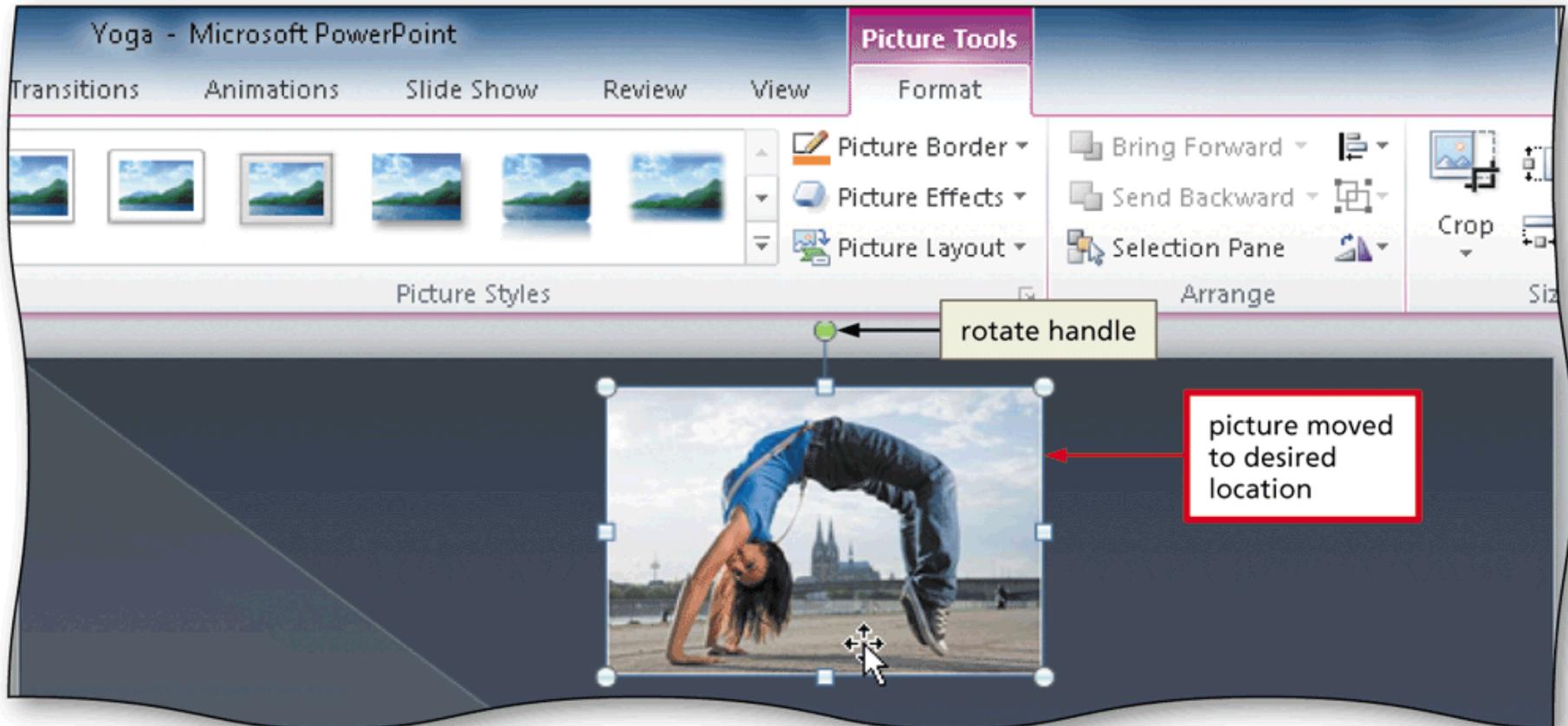
Correcting a Picture

- With the desired picture selected and the Picture Tools Format tab active, click the Corrections button to display the Corrections gallery

- Point to the desired correction to display a live preview of the correction on the picture

- Click the desired correction to apply the correction to the picture

Correcting a Picture
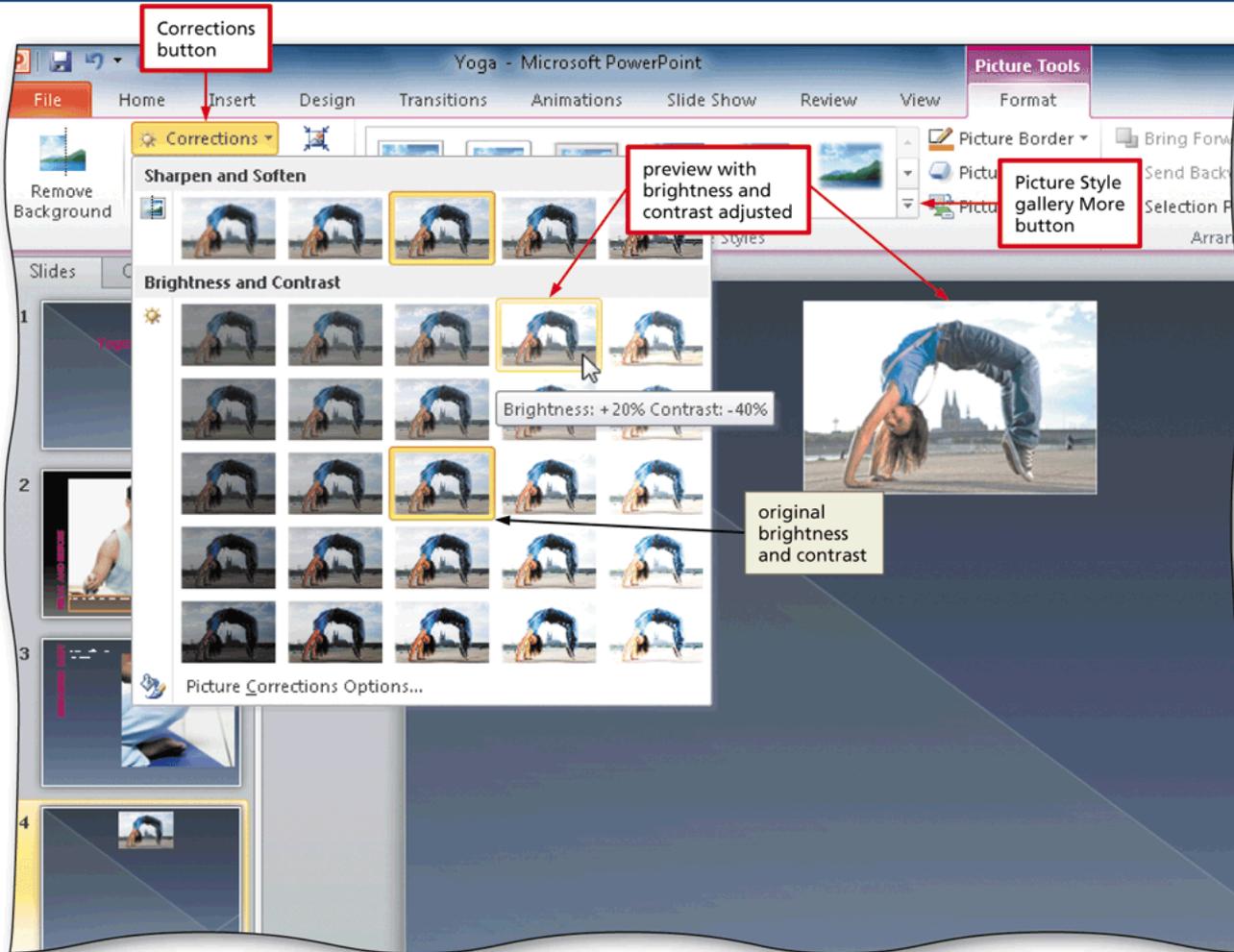
Applying a Picture Style

- With the picture selected, click the Picture Tools Format tab and then click the More button in the Picture Styles gallery to expand the gallery

- Point to the desired picture style to display a live preview of that style applied to the picture in the document

- Click the desired picture style to apply the style to the selected picture

Applying a Picture Style
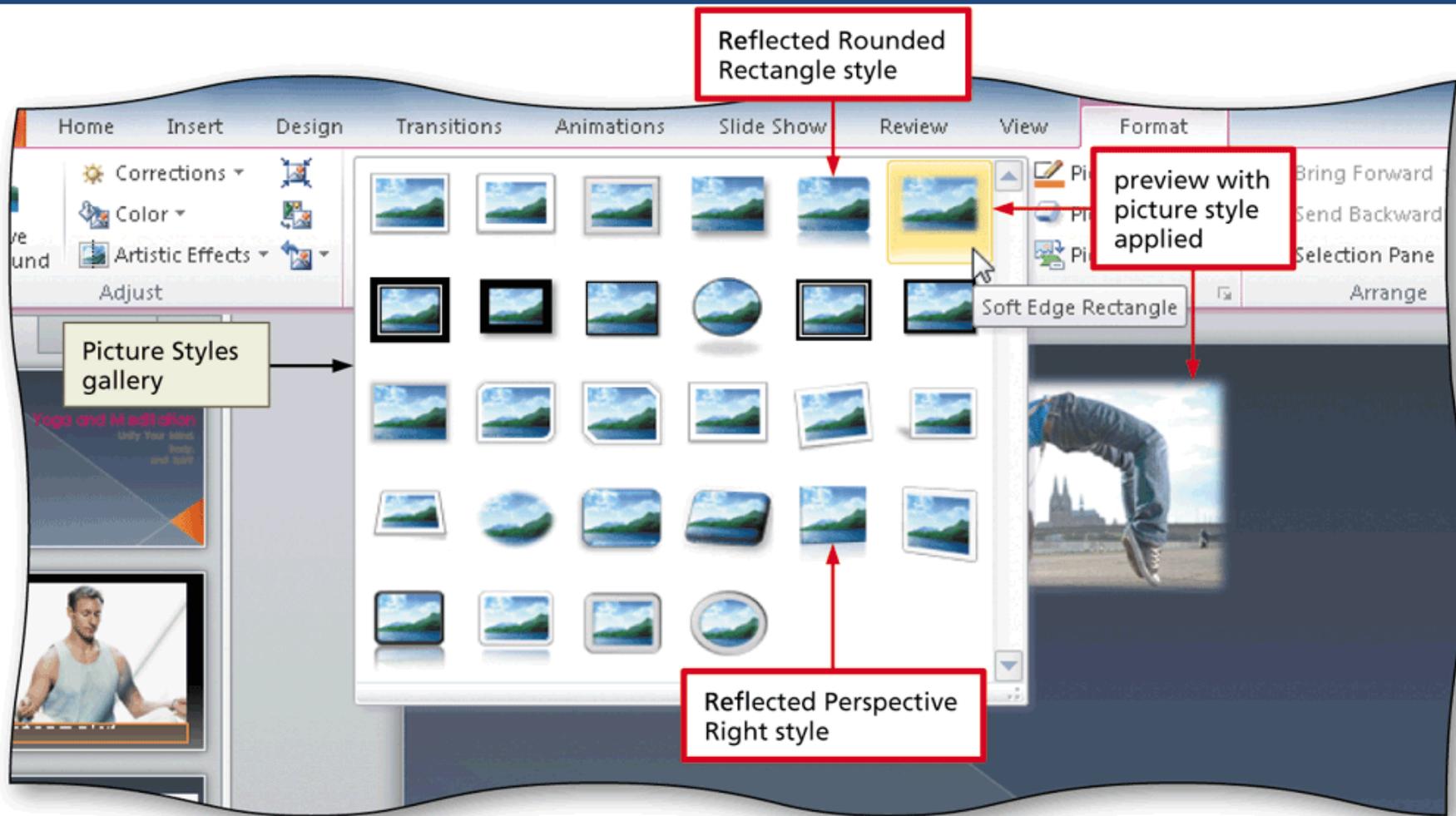
Applying Picture Effects

- With the picture selected, click the Picture Effects button on the Picture Tools Format tab to display the Picture Effects menu

- Point to the desired command in the Picture Effects menu to display the associated gallery

- Point to the desired picture effect in the gallery to display a live preview of the effect applied to the picture

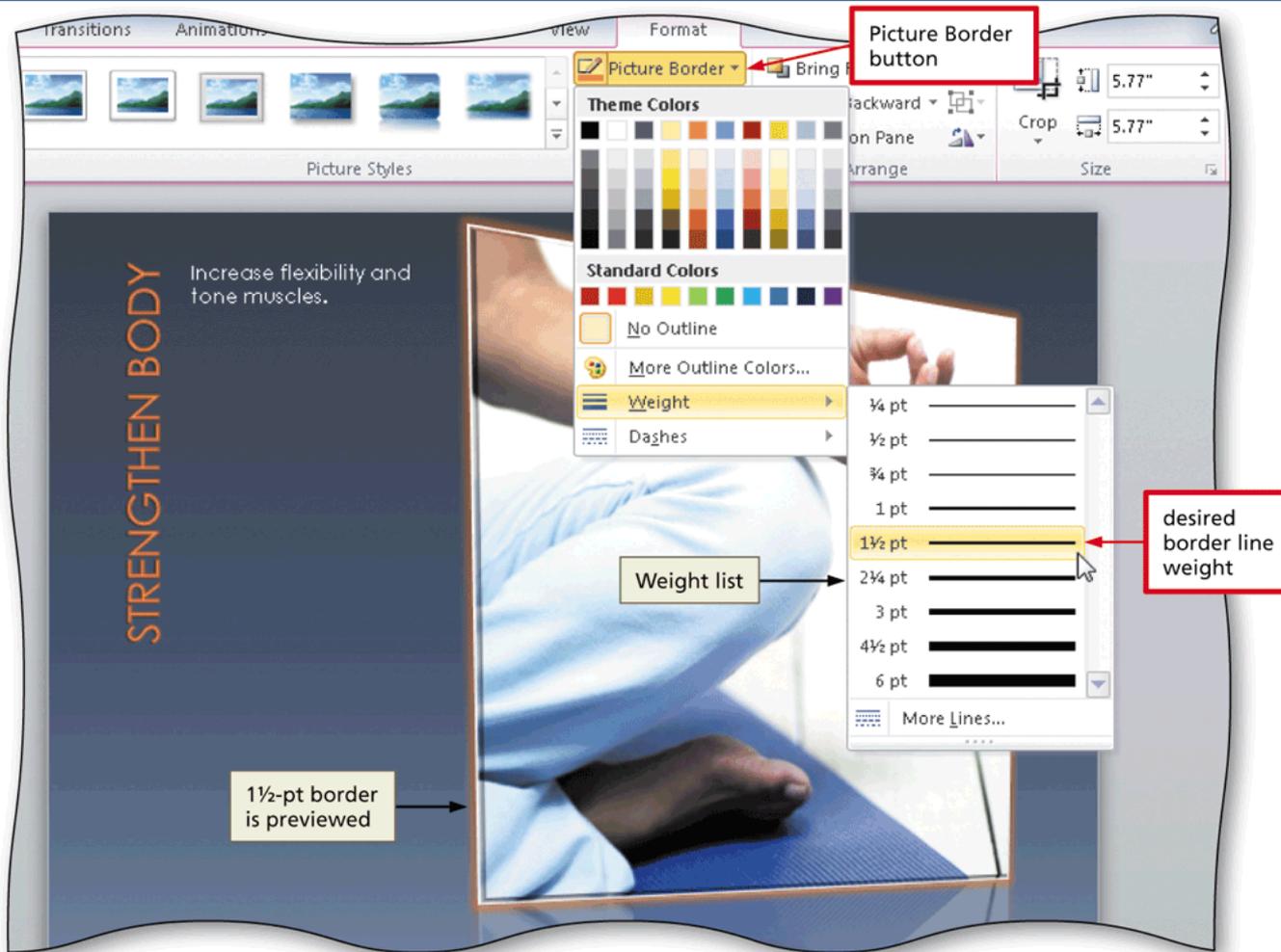- Click the desired picture effect to apply it

Applying Picture Effects
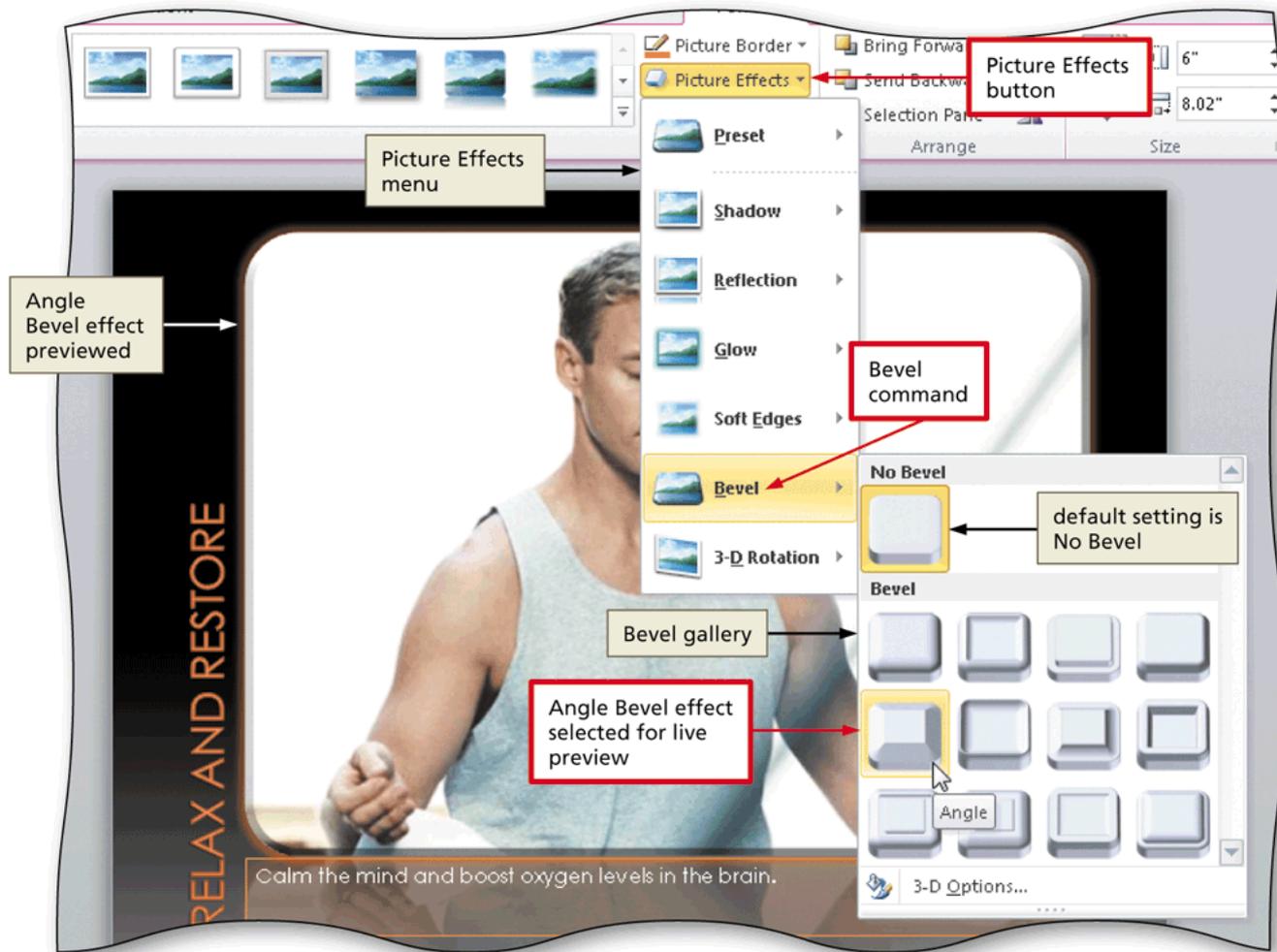
Adding a Picture Border

- With the picture selected, click the Picture Border button on the Picture Tools Format tab to display the Picture Border gallery

- Point to Weight on the Picture Border gallery to display the Weight list

- Point to the desired weight to display a live preview of the line weight on the picture

- Click the desired line weight to add the line weight to the picture

Adding a Picture Border

Changing a Picture Border Color

- With the photo selected, click the Picture Border button on the Picture Tools Format tab to display the Picture Border gallery

- Point to the desired theme color in the Picture Border gallery to display a live preview of that border color on the picture

- Click the desired theme color to change the picture border color

Changing a Picture Border Color
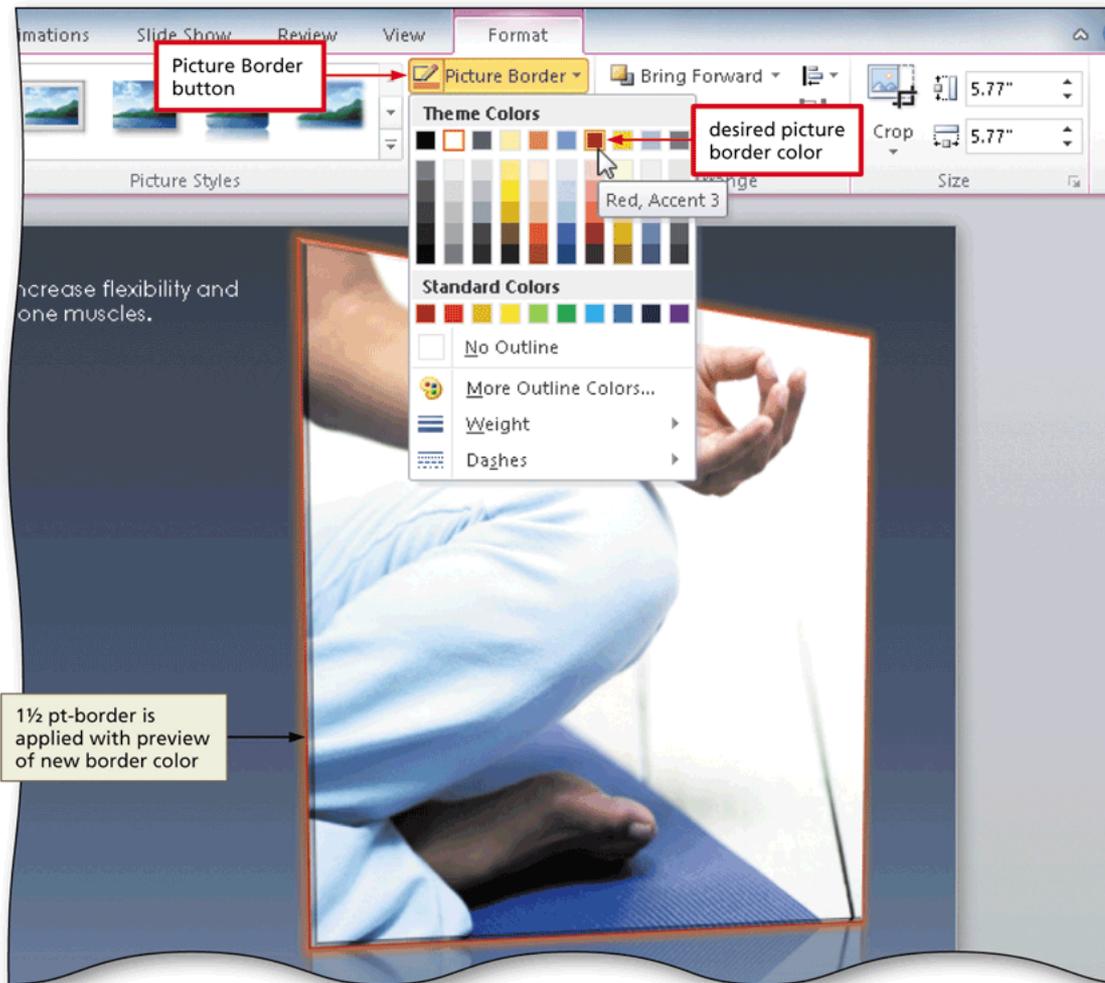
Resizing a Graphic by Entering Exact Measurements

- Select the picture to resize. Click the Shape Height text box to select the contents in the text box and then type the desired height

- Click the Shape Width text box to select the contents in the text box and then type the desired width

- If necessary, move the picture to the desired location

Resizing a Graphic by Entering Exact Measurements
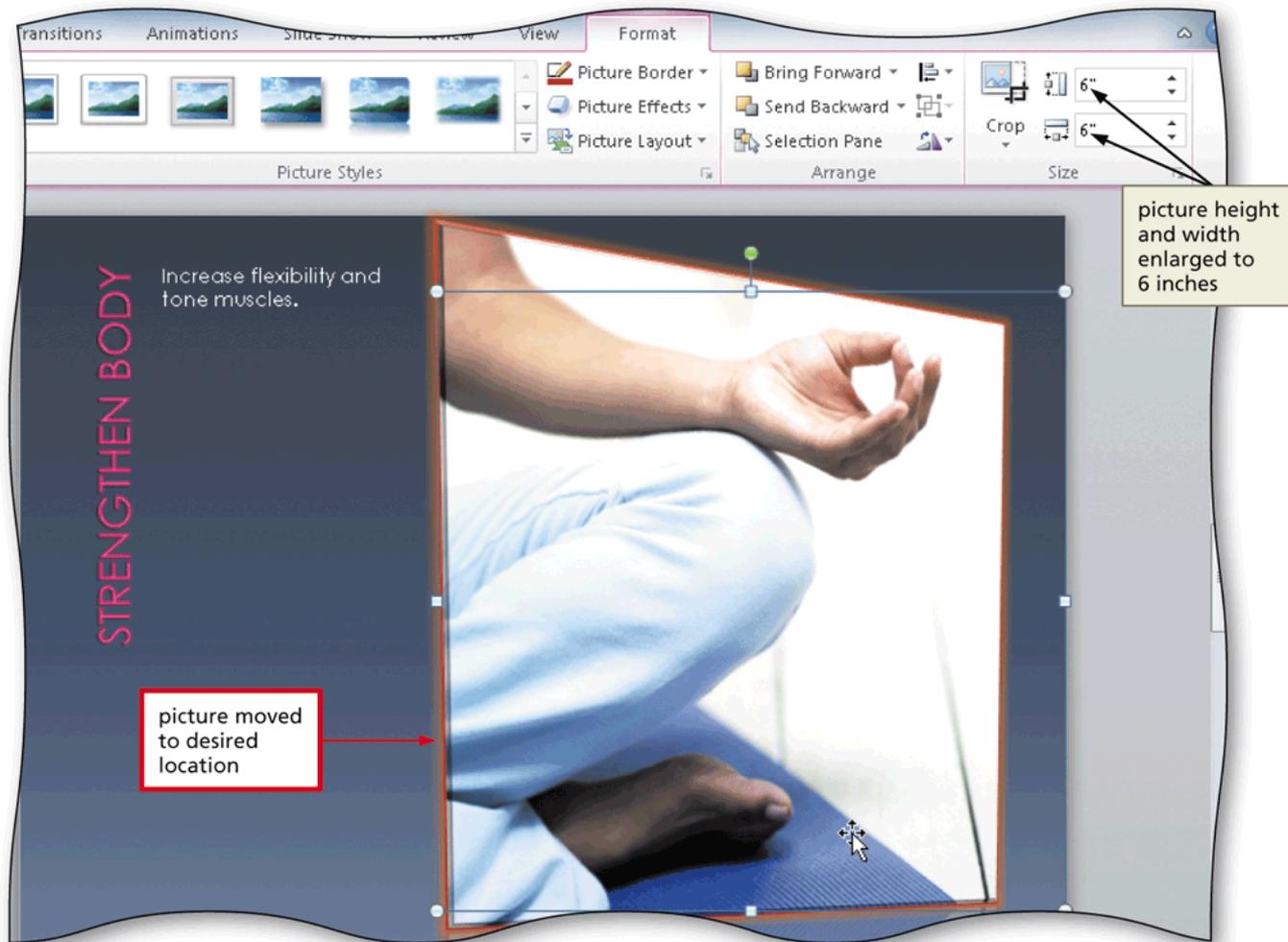
Inserting a Texture Fill

- Right-click anywhere on the slide background to display the shortcut menu
- Click Format Background on the shortcut menu to display the Format Background dialog box
- With the Fill pane displaying, click 'Picture or texture fill' to expand the fill options
- Click the Texture arrow to display the Texture gallery
- Click the desired background to insert the background
- Click the Apply to All button to apply the background to all slides

Inserting a Texture Fill
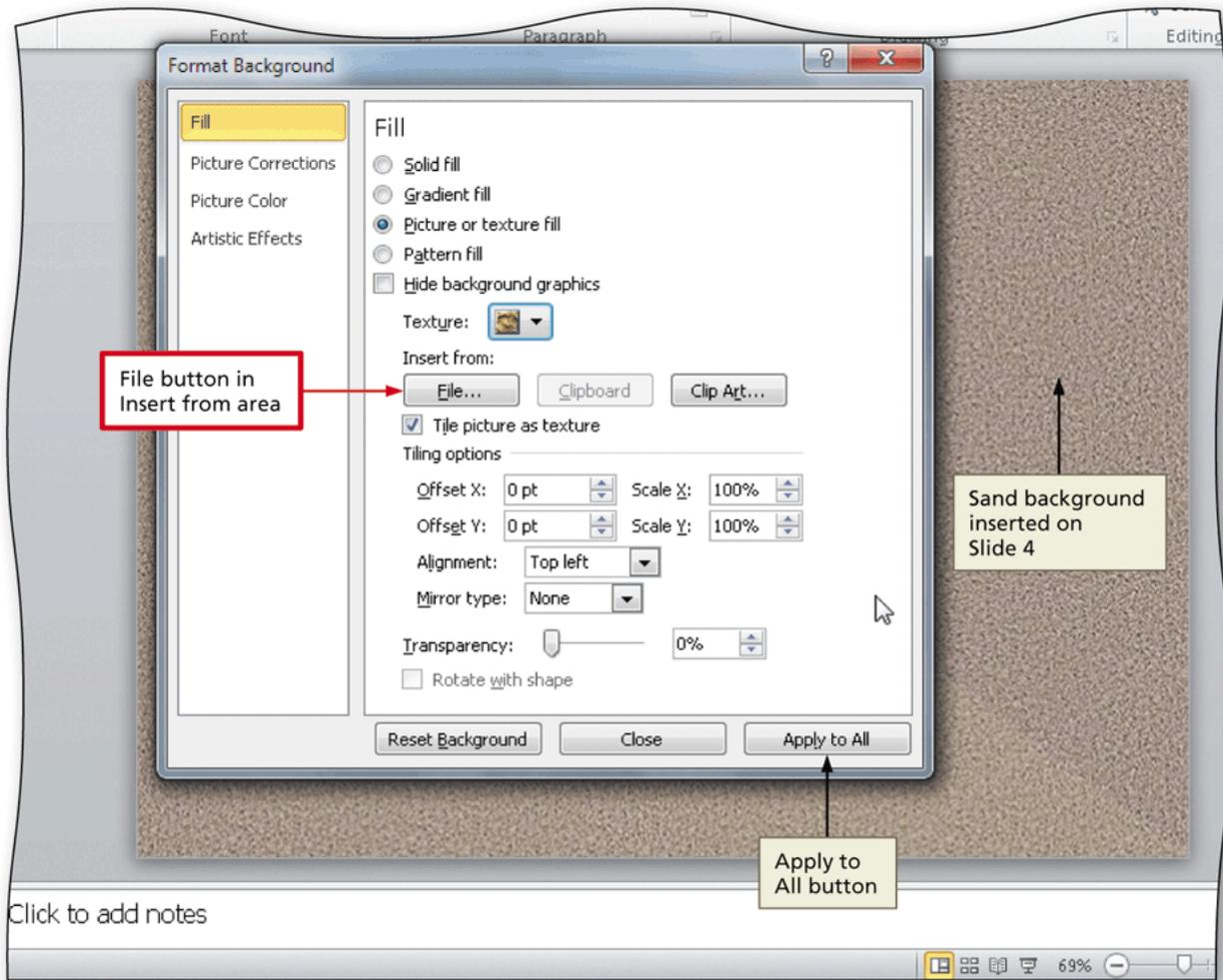
Inserting a Picture to Create a Background

- Right-click anywhere on the slide background to display the shortcut menu
- Click Format Background on the shortcut menu to display the Format Background dialog box
- With the Fill pane displaying, click 'Picture or texture fill'
- Click the File button in the Insert from area to display the Insert Picture dialog box
- Navigate to the location of the picture
- Click the desired picture to select it, and then click the Insert button to insert the picture

Inserting a Picture to Create a Background
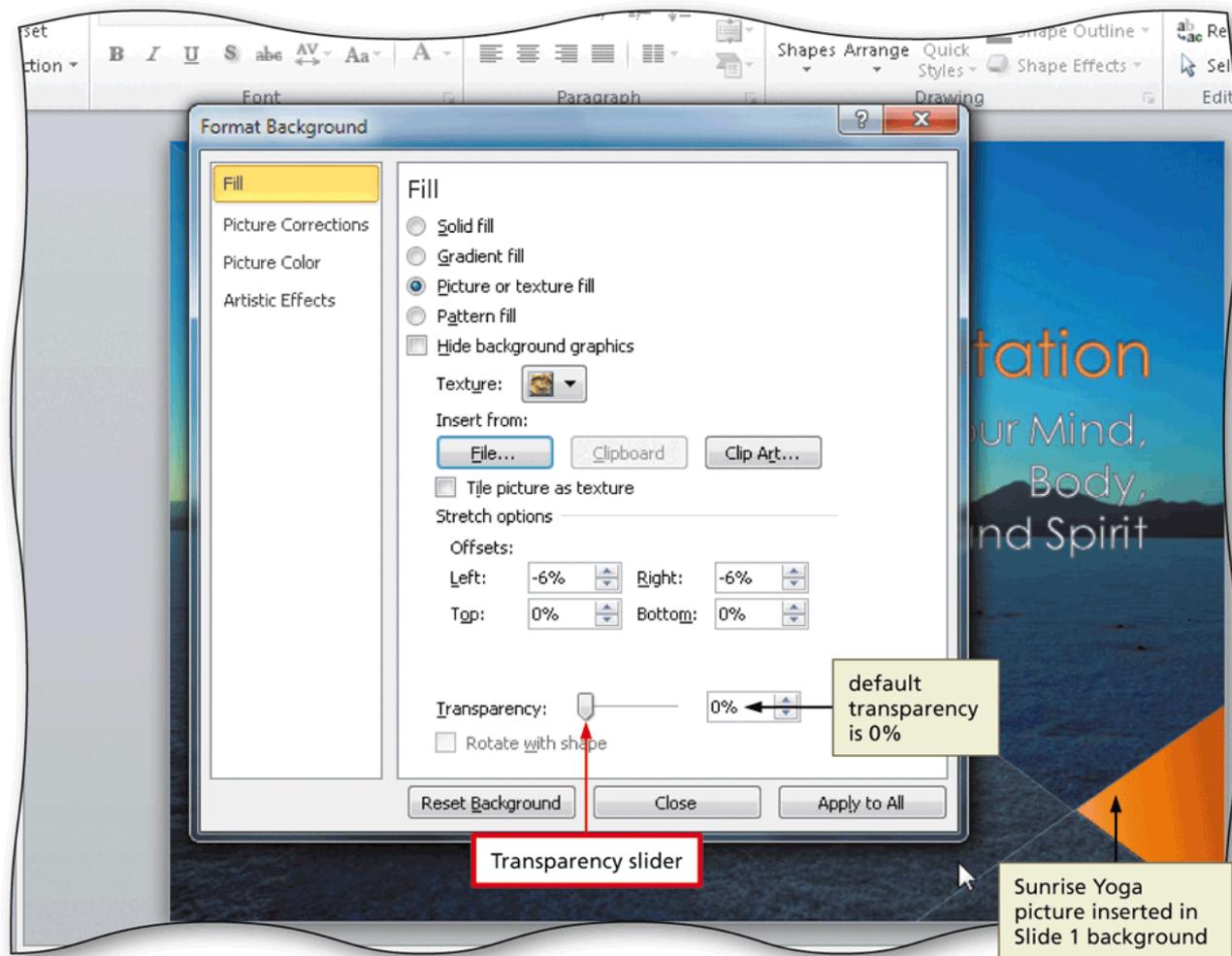
# Formatting the Background Picture Fill Transparency

- Click the Transparency slider in the Format Background dialog box and drag it to the desired transparency setting
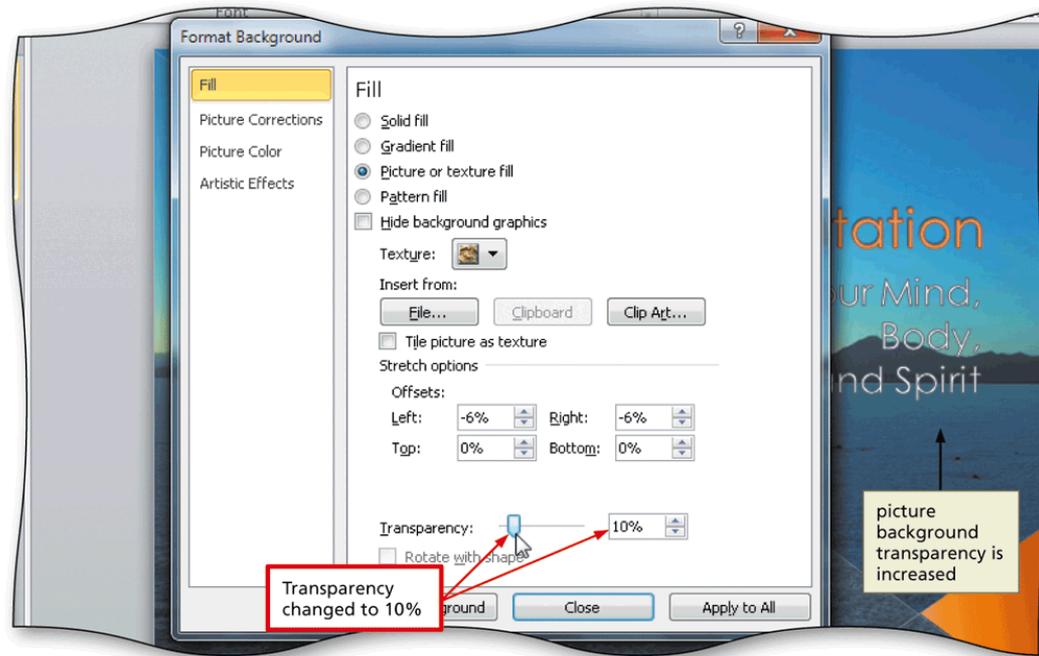
Formatting the Background Texture Fill Transparency

- Display the slide with the texture fill

- Drag the Transparency slider in the Format Background dialog box to change the transparency

- Click the Close button to close the Format Background dialog box

Formatting the Background Texture Fill Transparency
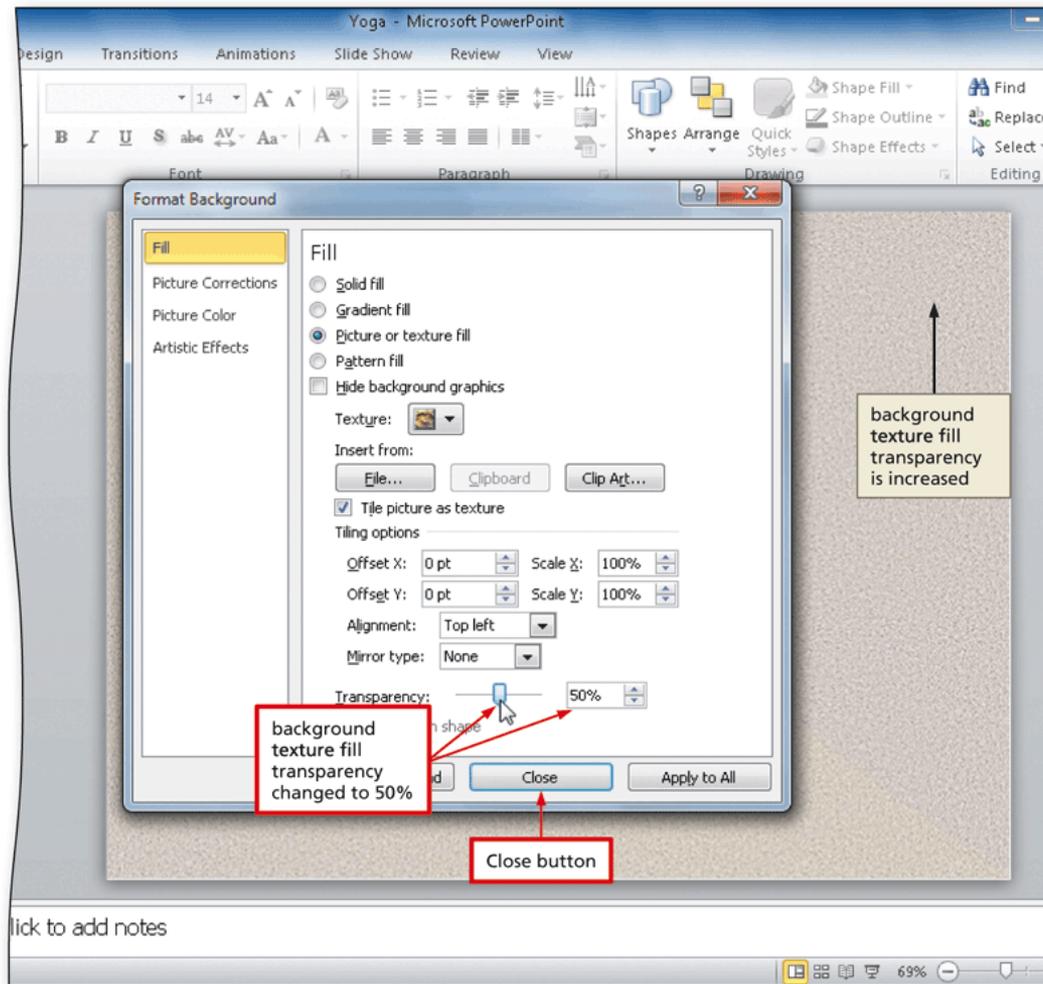
Choosing a Background Style

- Click the Design tab on the Ribbon

- Click the Background Styles button to display the Background Styles gallery

- Right-click the desired style to display the shortcut menu

- Click Apply to Selected Slides to apply the style to the slide

Choosing a Background Style
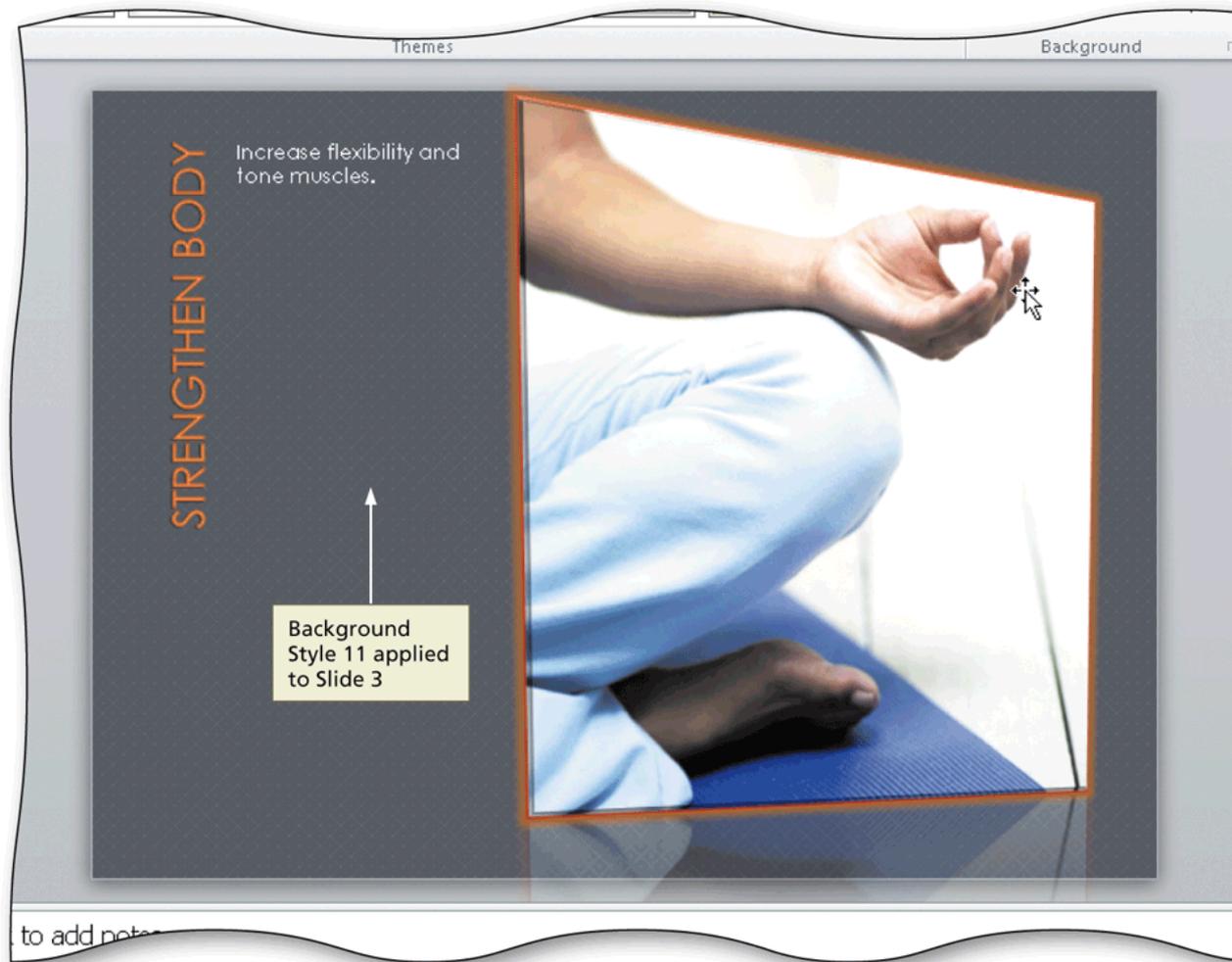
Changing the Subtitle and Caption Font

- With the text selected, click Home on the Ribbon and then click the Font box arrow to display the Font gallery

- Point to the desired font to display a live preview of the text

- Click the desired font to change the font of the selected text

Changing the Subtitle and Caption Font

Papyrus font is previewed for subtitle body text
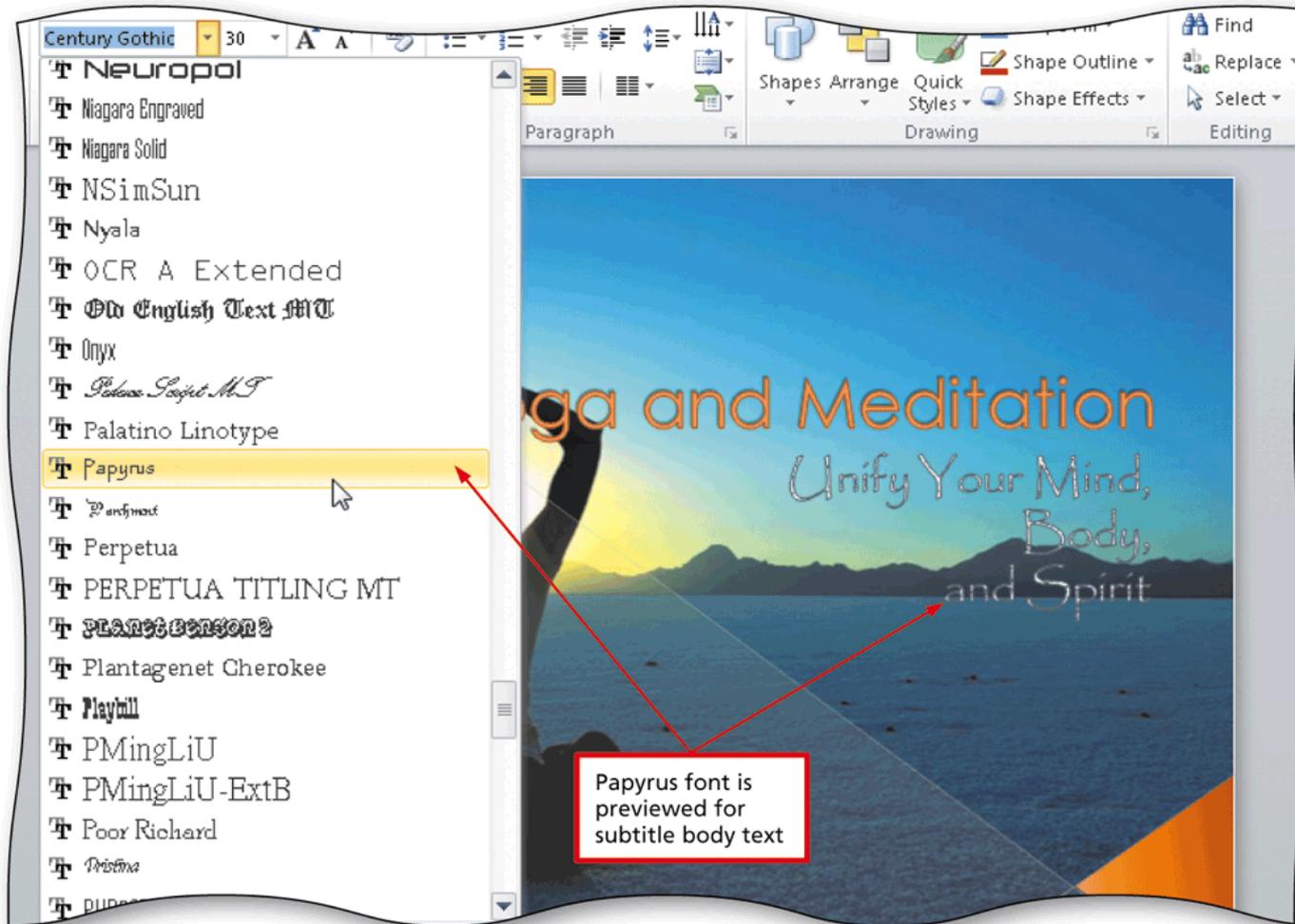
Shadowing Text

- With the text selected, click the Text Shadow button on the Home tab to add a shadow to the selected text
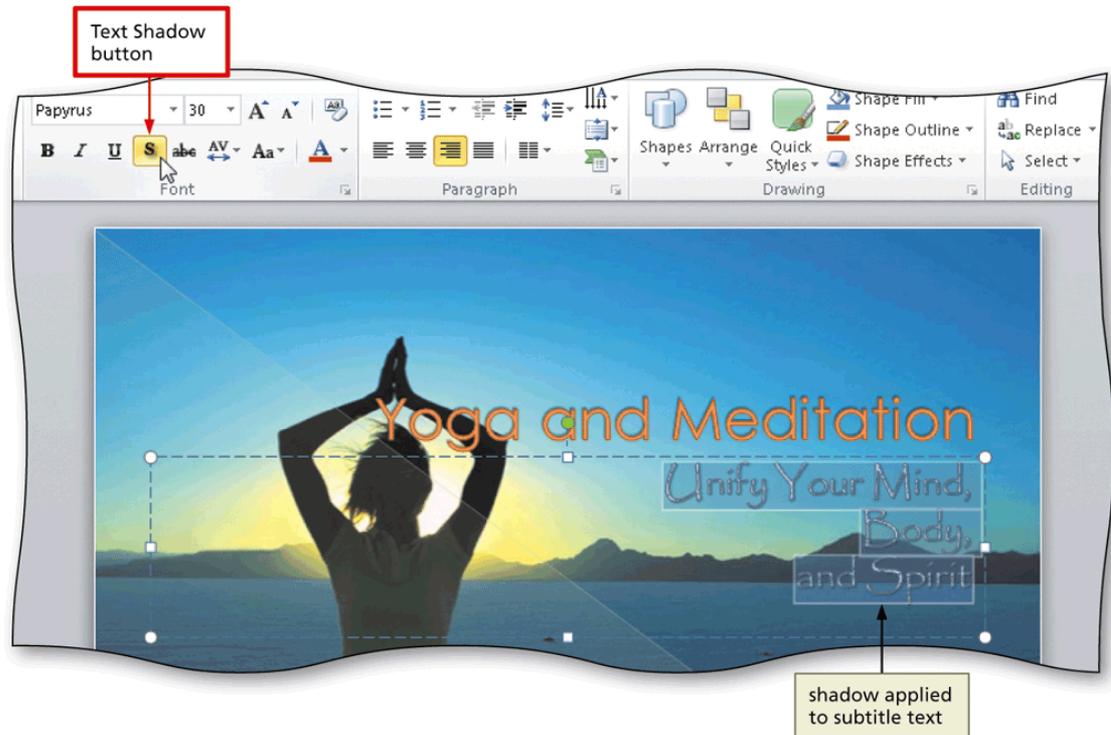
Formatting Text Using the Format Painter

- With the text selected with the format you wish to copy, double-click the Format Painter button on the Home tab

- Move the mouse pointer off the Ribbon

- Select the text to which you wish to copy the formatting

- Press the ESC key to turn off the Format Painter feature

Formatting Text Using the Format Painter


formatted caption text
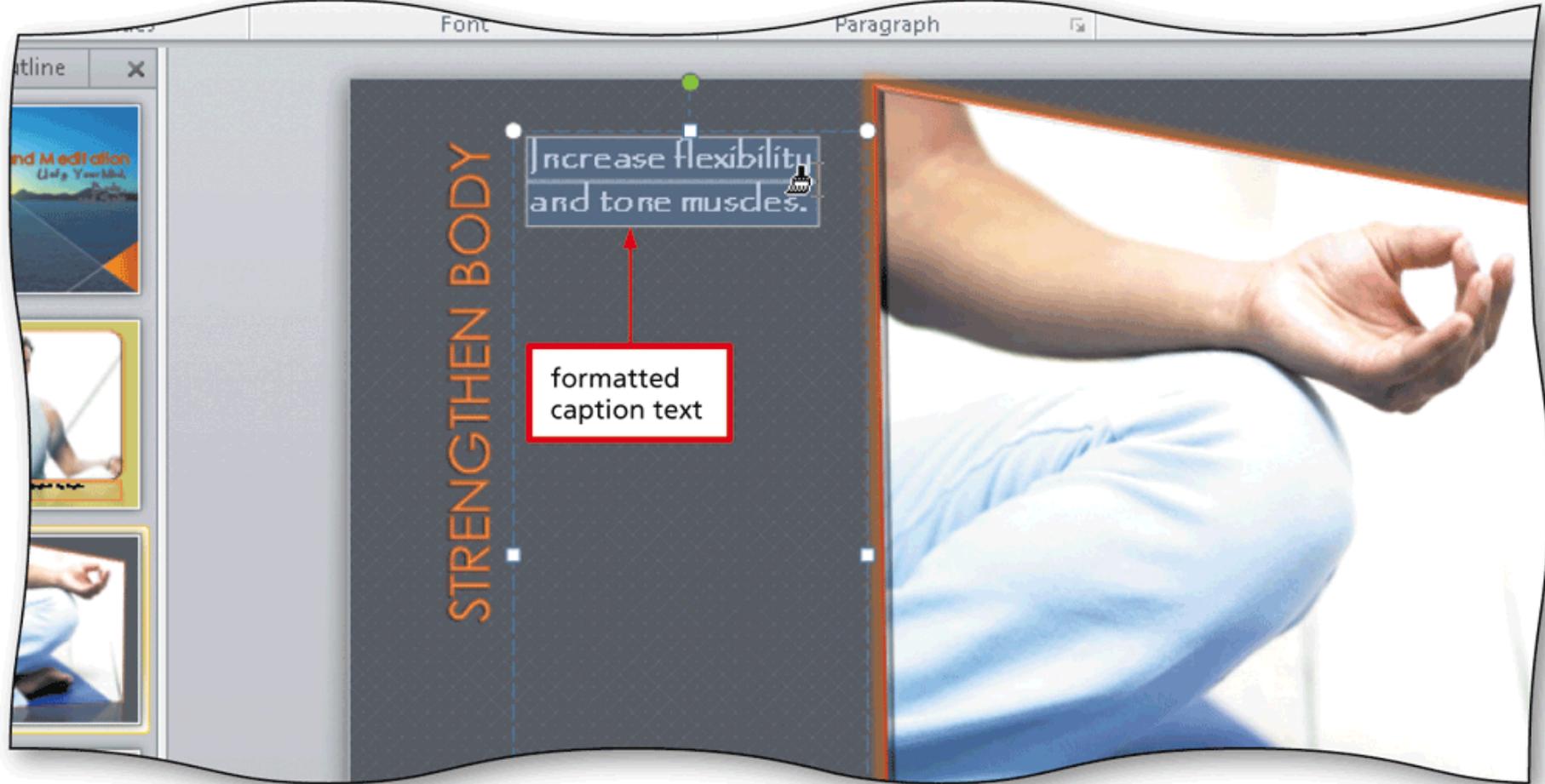
Adding a Shape

- Click the Shapes button on the Home tab to display the Shapes gallery

- Click the desired shape in the Shapes gallery

- Position the mouse pointer where you wish to insert the shape, and then click the slide to insert the shape

Sun shape inserted

Yoga and Meditation
Unify Your Mind,
Body,
and Spirit
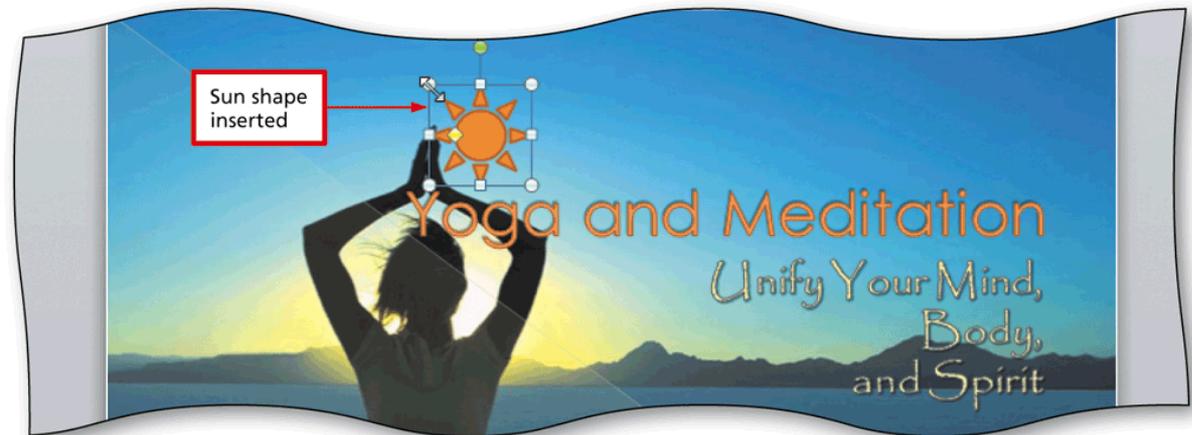
Resizing a Shape

- With the shape selected and the mouse pointer appearing as a two-headed arrow, drag a corner sizing handle on the picture diagonally to the desired size

- Release the mouse button to resize the shape
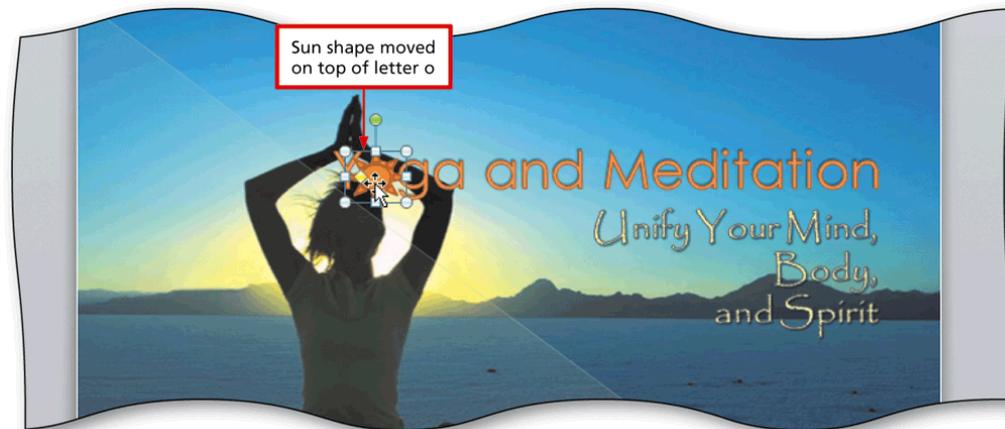
Copying and Pasting a Shape

- With the shape selected, click the Copy button on the Home tab

- Click the Paste button on the Home tab to insert a duplicate shape
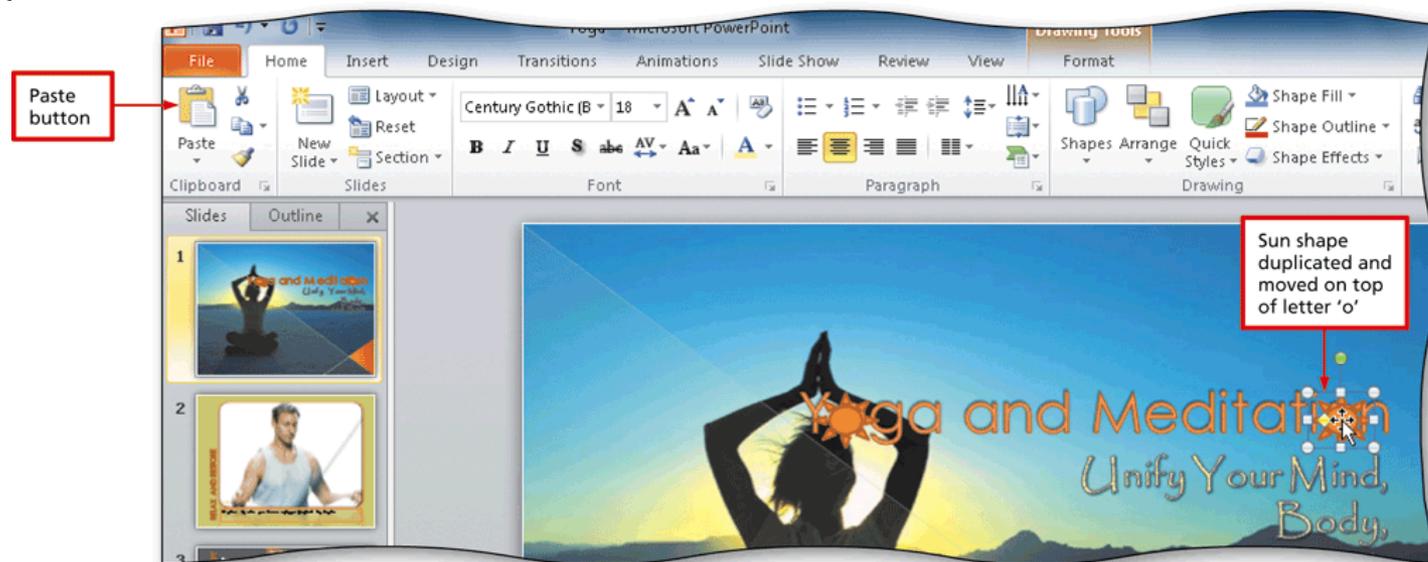
Applying a Shape Style

- Click the shape to select it, and then display the Drawing Tools Format tab

- Click the More button in the Shape Styles gallery to expand the Shape Styles gallery

- Point to the desired shape style to display a live preview of that style applied to the shape

- Click the desired shape style to apply the selected style to the shape

Applying a Shape Style
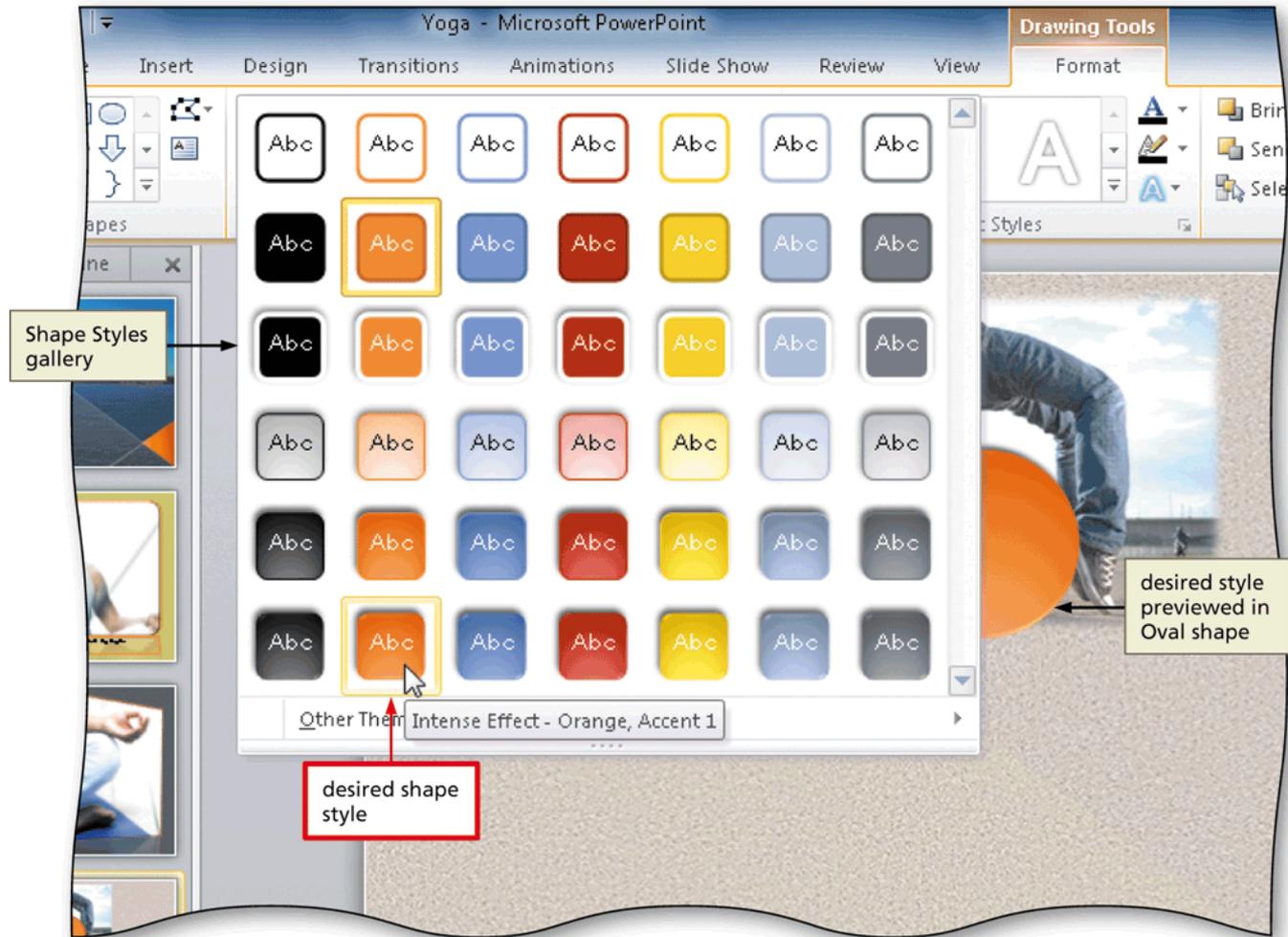
Adding Formatted Text to a Shape

- With the shape selected, type the desired text in the shape

- If necessary, change the font, font color, and font size
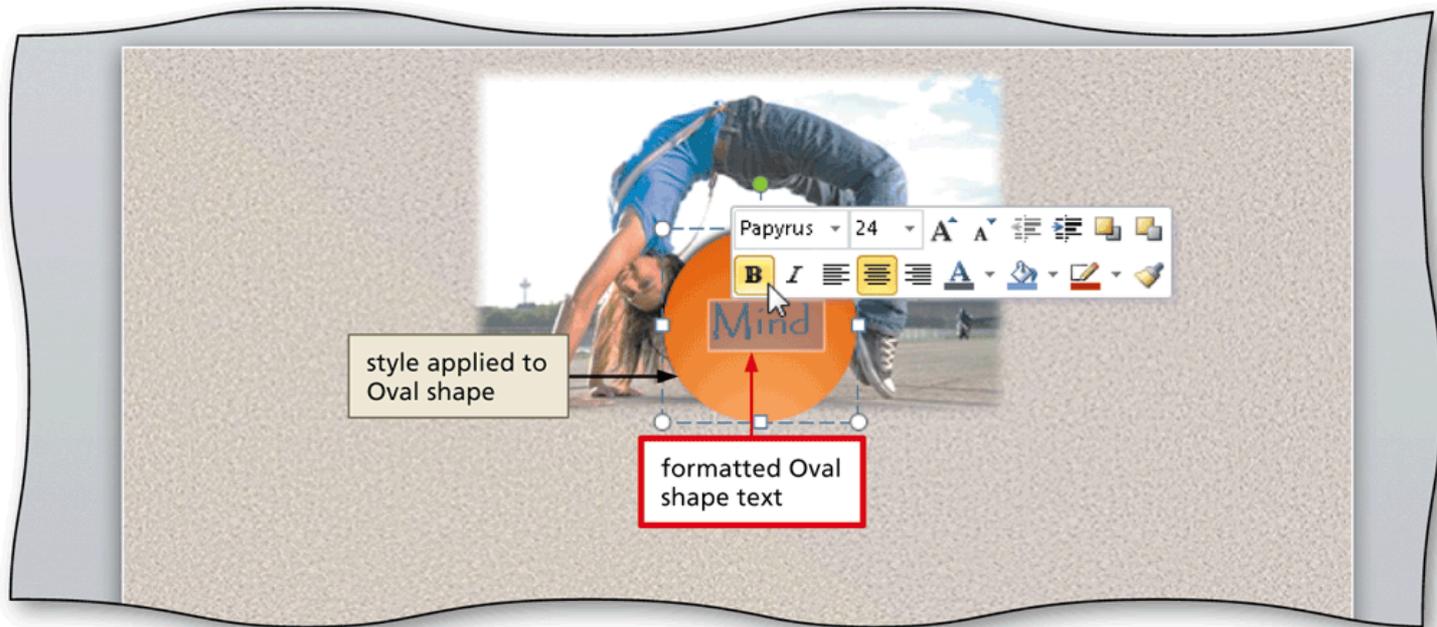
Inserting WordArt

- Click Insert on the Ribbon

- Click the WordArt button to display the WordArt gallery

- Click the desired WordArt style to display the WordArt text box

- Type the desired text in the WordArt text box
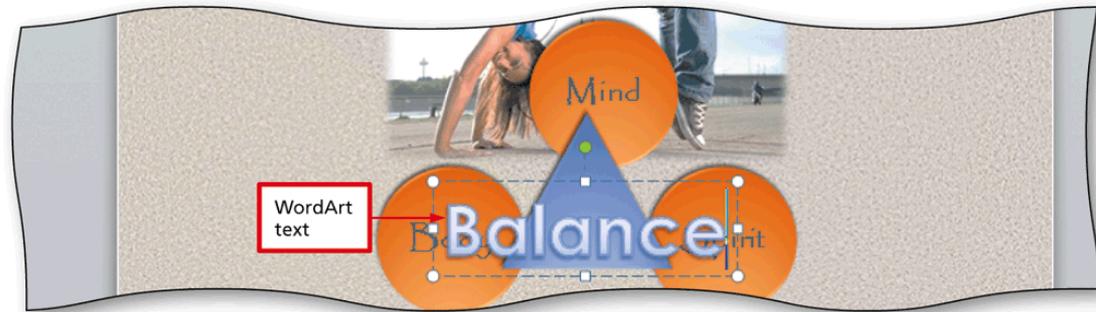
Change the WordArt Shape

- With the WordArt selected, click the Text Effects button on the Drawing Tools Format tab to display the Text Effects menu

- Point to the desired group in the Text Effects menu to display the associated gallery

- Click the desired shape in the gallery to change the WordArt shape

Change the WordArt Shape
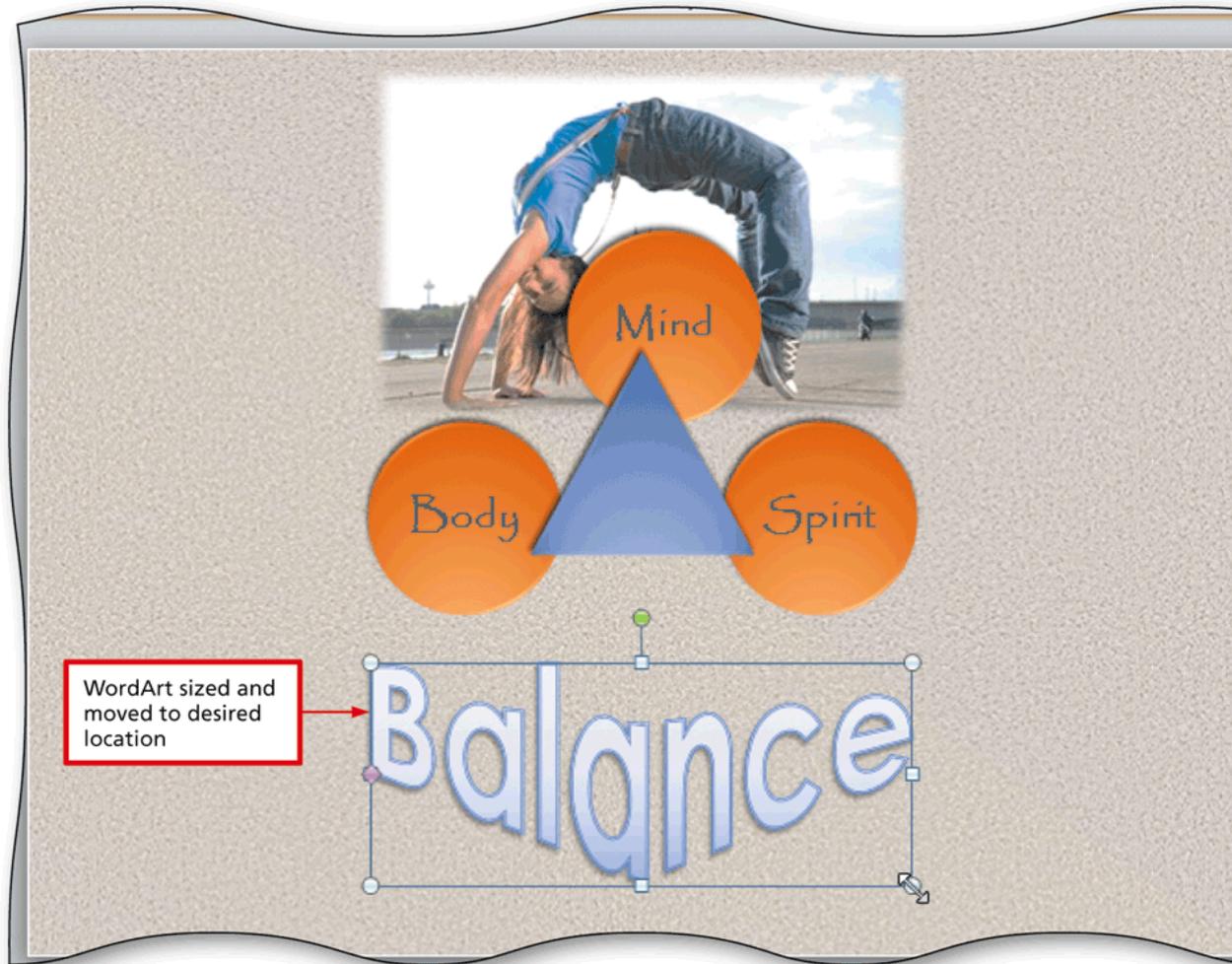
Applying a WordArt Text Fill

- With the WordArt text selected, click the Text Fill button arrow on the Drawing Tools Format tab to display the Text Fill gallery

- Point to Texture in the Text Fill gallery to display the Texture gallery

- Click the desired texture to apply this texture as the fill for the WordArt
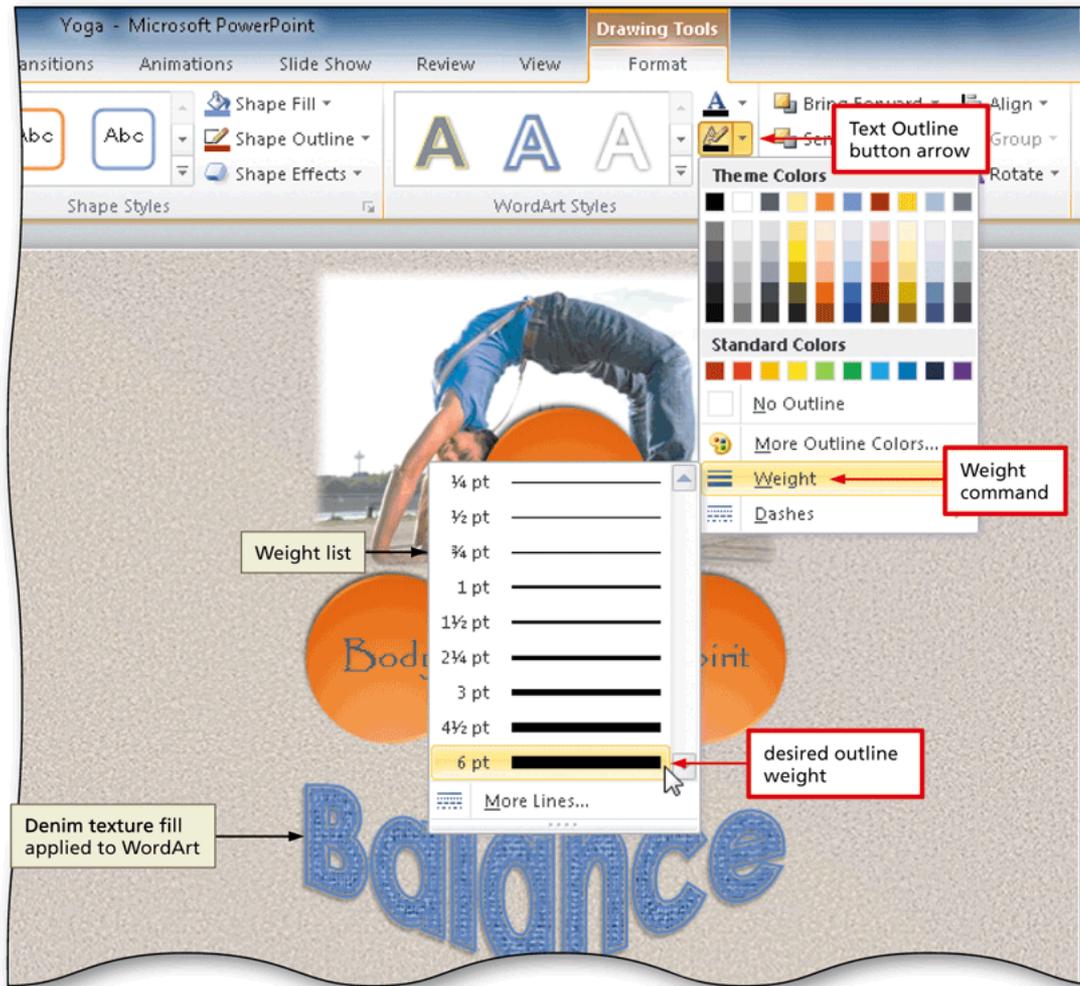
Applying a WordArt Text Fill
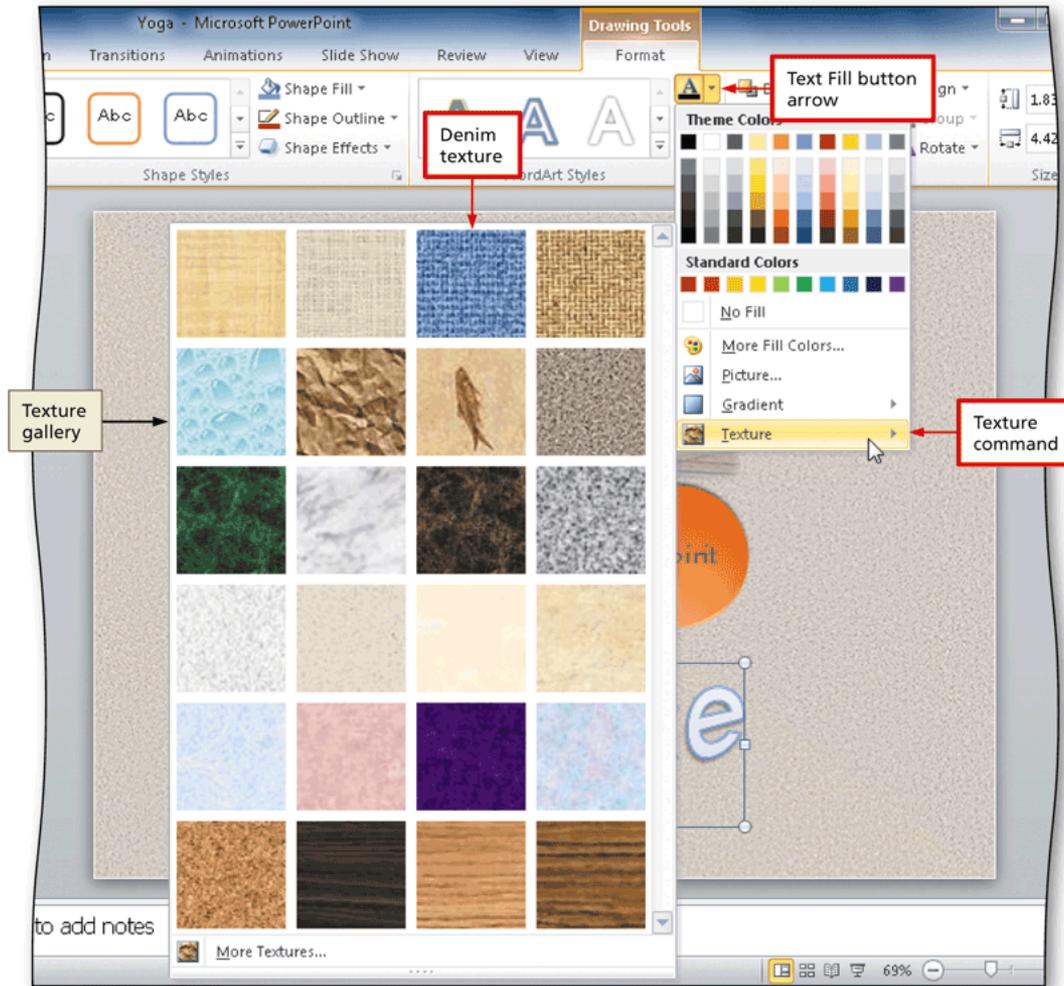
Changing the Weight of the WordArt Outline

- With the WordArt selected, click the Text Outline button arrow on the Drawing Tools Format tab to display the Text Outline gallery

- Point to Weight in the gallery to display the Weight list

- Point to the desired weight to display a live preview of this line weight on the WordArt text outline

- Click the desired weight to apply this line weight to the title text outline

Changing the Weight of the WordArt Outline

Changing the Color of the WordArt Outline

- With the WordArt selected, click the Text Outline button arrow on the Drawing Tools Format tab to display the Text Outline gallery

- Point to the desired color to display a live preview of this outline color

- Click the desired color to apply this color to the WordArt outline

Changing the Color of the WordArt Outline