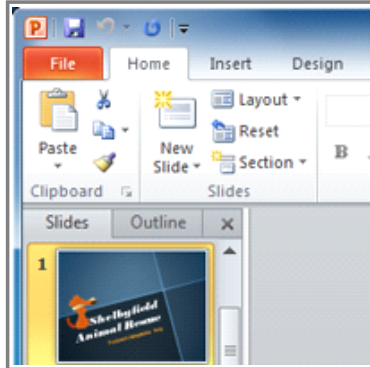# Introduction

PowerPoint 2010 is a **presentation software** that allows you to create dynamic slide presentations that may include animation, narration, images, videos and more. In this lesson, you will learn your way around the **PowerPoint 2010 environment**, including getting to know the new **Backstage view**.

We will also show you how to use and modify the **Ribbon** and the **Quick Access Toolbar**, in addition to learning how to **create new presentations** and **open existing files**. After this lesson, you will be ready to get started on your first presentation.

Getting to Know PowerPoint 2010

If you are familiar with PowerPoint 2007, then you will notice that there are not too many changes to the 2010 interface, other than the **Backstage View**, which we will cover later in this lesson.

However, if you are new to PowerPoint, you will first need to take some time to learn about **slides** and **how to navigate through PowerPoint**.

Watch the video to learn how to navigate the PowerPoint window.
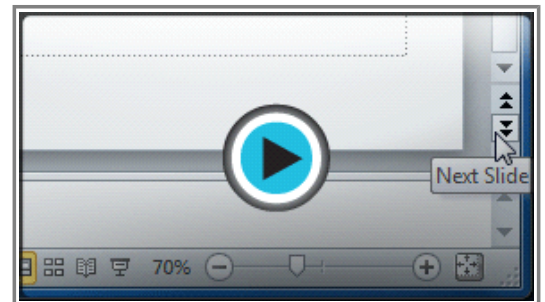
Watch the video (2:53). Need help?

## How to Navigate PowerPoint to Create a Slide Presentation

PowerPoint uses slides to build a **presentation**. In order to create an engaging presentation, PowerPoint allows you to add text, bulleted lists, images, charts, video and more to your slides. You can add as many slides as you like to a presentation and at any time you can view or playback your presentation by selecting one of the Slide Show play options.

Review the interactive to **learn how to navigate and interact with slides** in the PowerPoint window.

Working with Your PowerPoint Environment

The **Ribbon** and the **Quick Access Toolbar** are where you will find the commands you need to do common tasks in PowerPoint. If you are familiar with PowerPoint 2007, you will find that the main difference in the PowerPoint 2010 Ribbon is that commands such as Open and Print are now housed in **Backstage view**.
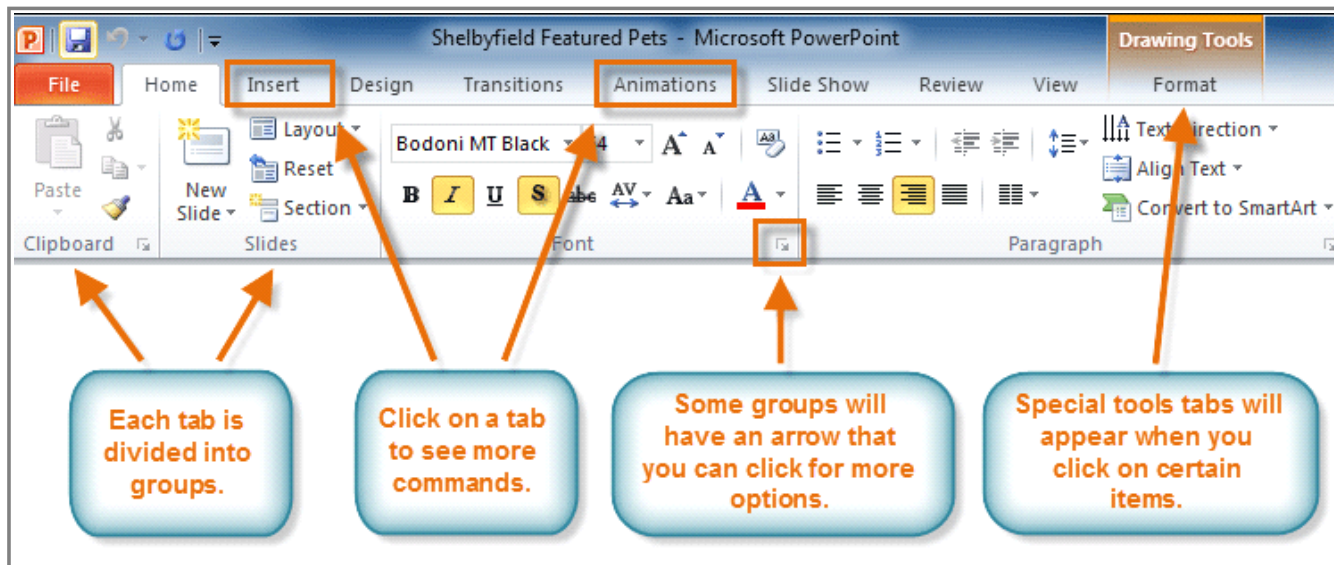
Watch the video to learn about the Ribbon, the Quick Access Toolbar, and the new Backstage view.
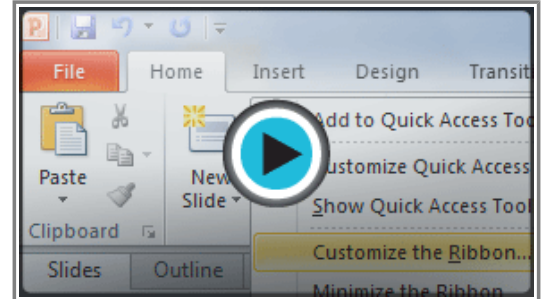
Watch the video (3:19). Need help?

The Ribbon

The Ribbon contains multiple **tabs**, each with several **groups** of commands. Some tabs, like "Drawing Tools" or "Table Tools," may appear only when you are working with certain items like images or tables. In addition, you can add your own customized tabs that contain your favorite commands.

Each tab is divided into groups.

Click on a tab to see more commands.

Some groups will have an arrow that you can click for more options.

Special tools tabs will appear when you click on certain items.

PowerPoint Ribbon

Certain programs, such as **Adobe Acrobat Reader**, may install additional tabs to the Ribbon. These tabs are called **Add-ins**.

To Customize the Ribbon:

You can customize the Ribbon by creating your own **tabs** that house your desired commands. Commands are always housed within a **group**, and you can create as many groups as you need to keep your tabs organized. In addition, you can even add commands to any of the default tabs, as long as you create a custom group within

the tab.

1. Right-click the Ribbon and select **Customize the Ribbon**. A **dialog box** will appear.
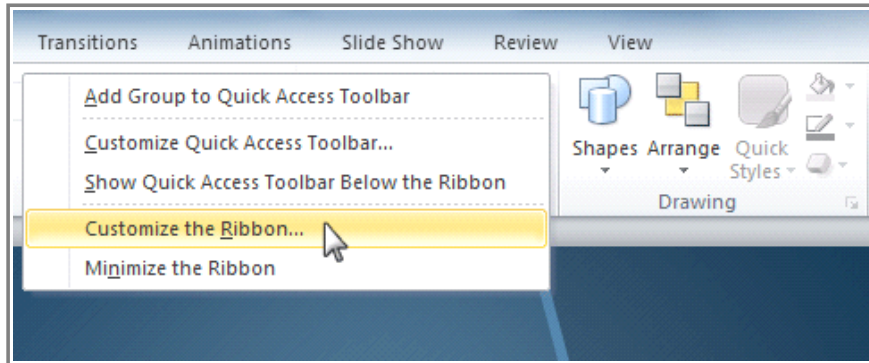
Right-clicking the Ribbon to customize it

2. Click **New Tab**. A new tab will be created with a new group inside it.
3. Make sure the new group is selected.
4. Select a command from the list on the left, then click **Add**. You can also drag commands directly into a group.
5. When you are done adding commands, click **OK**.
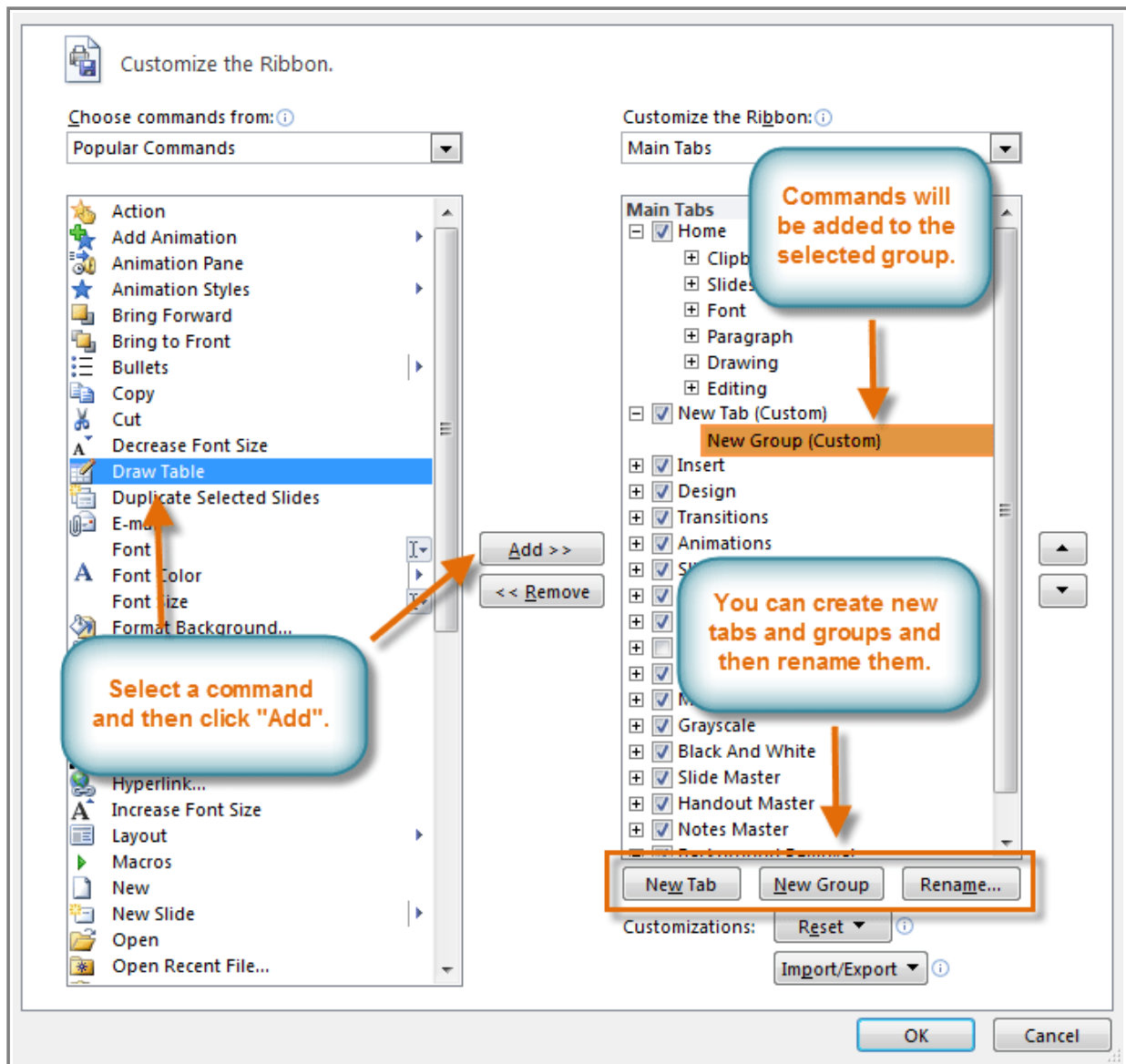
Customize Ribbon Dialog Box

If you do not see the command you want, click on the **Choose commands** drop-down box and select **All Commands**.
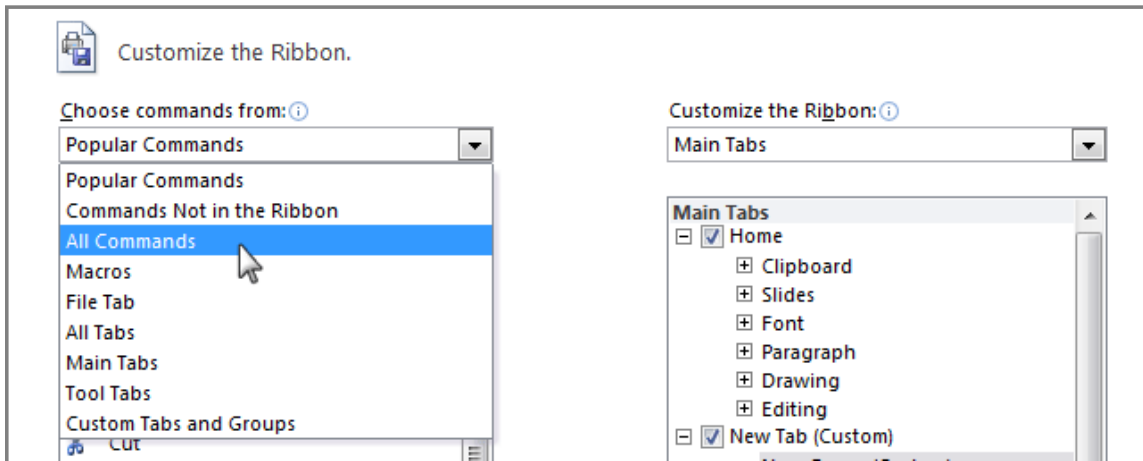
Displaying All Commands

To Minimize and Maximize the Ribbon:

The Ribbon is designed to be responsive to your current task and easy to use, but if you find it is taking up too much of your screen space, you can **minimize** it.

1. Click the **arrow** in the upper-right corner of the Ribbon to minimize it.
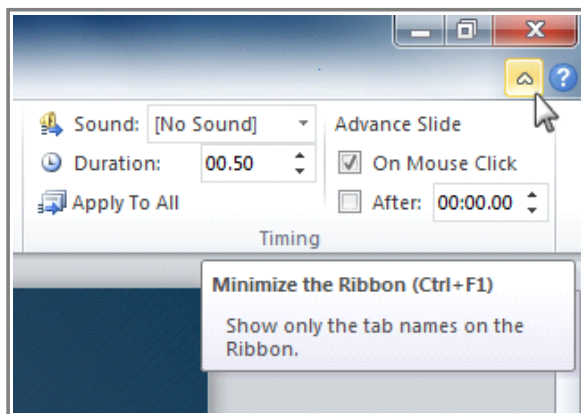
Minimize the Ribbon button

2. To maximize the Ribbon, click the arrow again.

When the Ribbon is minimized, you can make it reappear by clicking on a tab. However, the Ribbon will disappear again when you are not using it.

The Quick Access Toolbar

The **Quick Access Toolbar** is located above the Ribbon, and it lets you access common commands no matter which tab you are on. By default, it shows the **Save**, **Undo**, and **Repeat** commands. You can add other commands to make it more convenient for you.

To Add Commands to the Quick Access Toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
2. Select the **command** you wish to add from the drop-down menu. To choose from more commands, select **More Commands**.
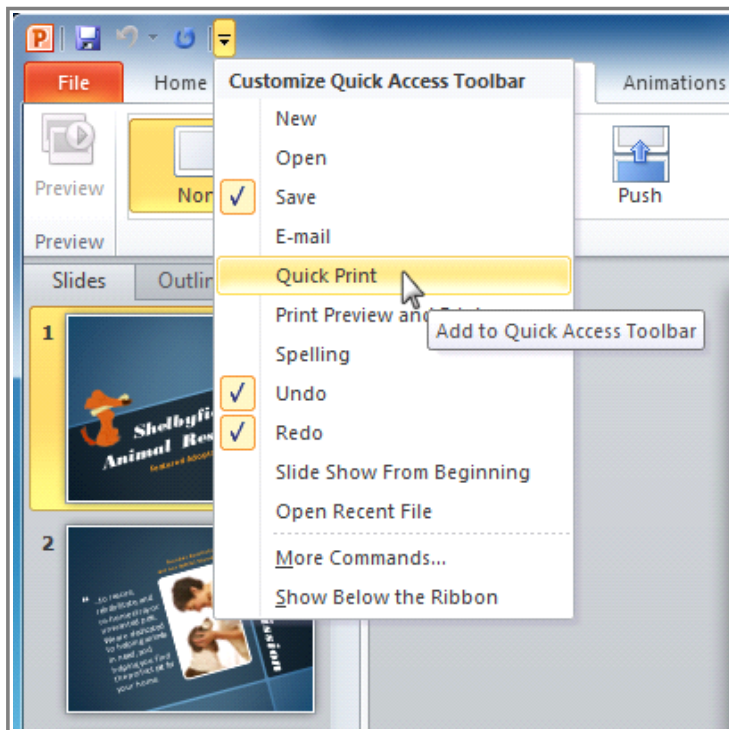

Adding a command to the Quick Access toolbar

Backstage View

Backstage view gives you various options for saving, opening a file, printing, or sharing your document. It is similar to the **Office Button Menu** from PowerPoint 2007 or the **File Menu** from earlier versions of PowerPoint. However, instead of just a menu, it is a full-page view which makes it easier to work with.

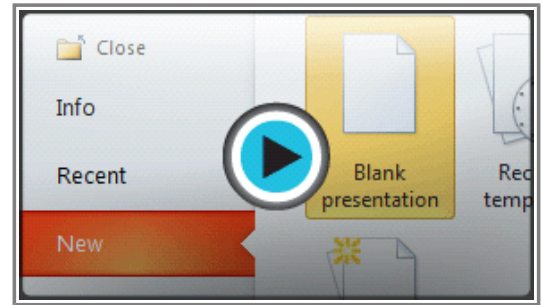## To Get to Backstage View:

1. Click the **File** tab.
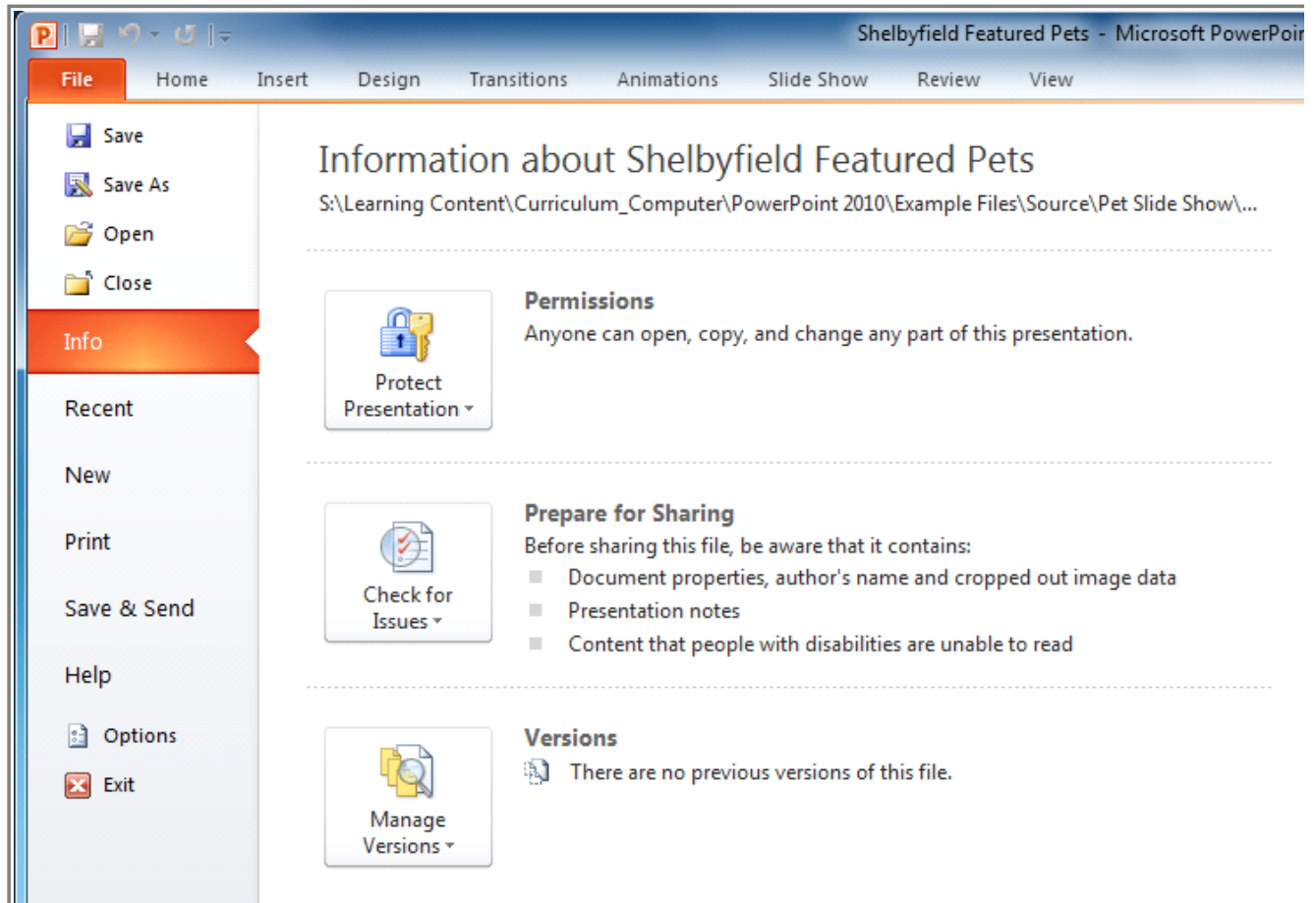
Backstage View

2. You can choose an option on the left side of the page.
3. To get back to your document, just click any tab on the Ribbon.

➤➤➤ Use the interactive below to learn about the different things you can do in Backstage view.
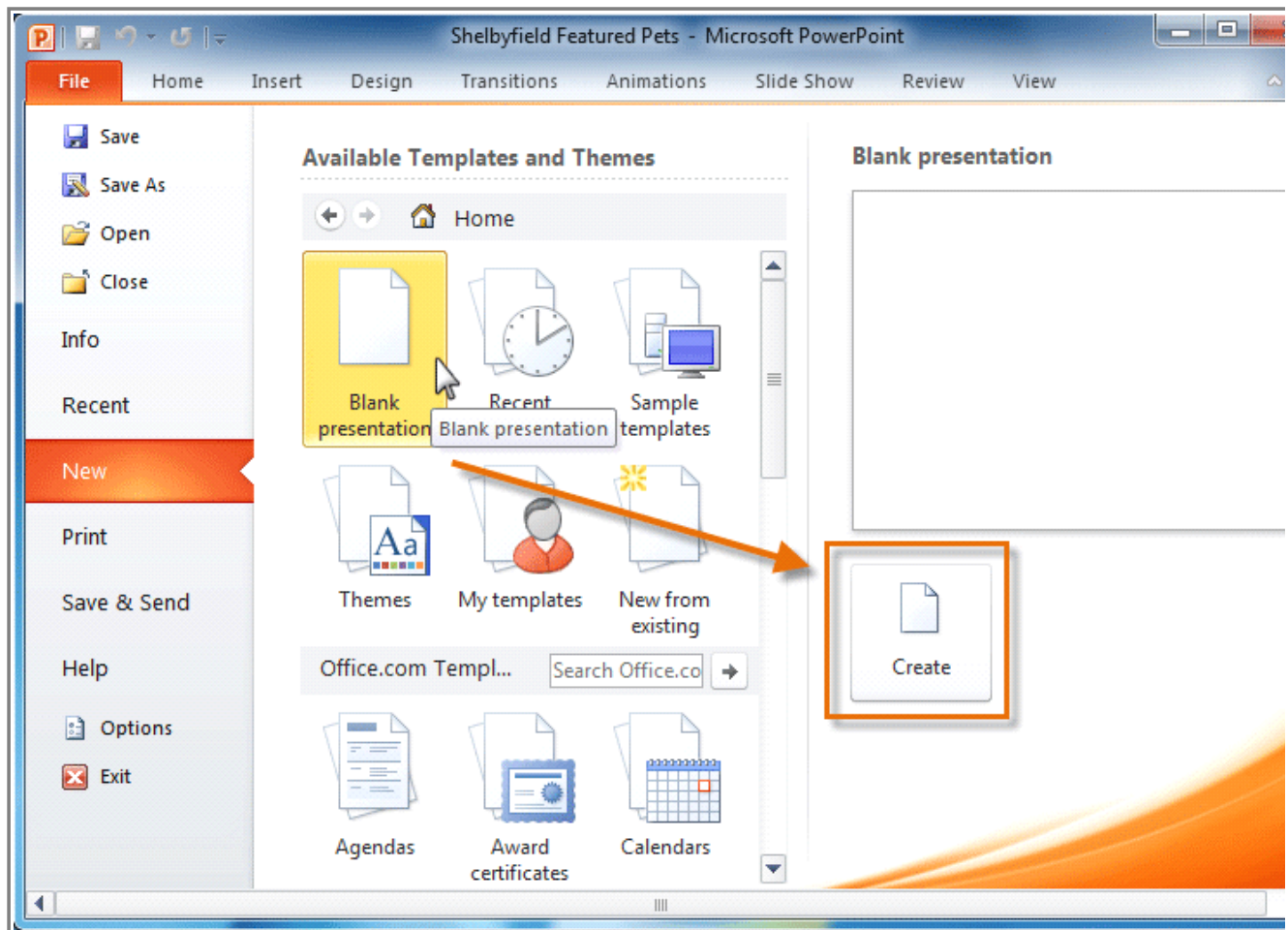
Creating and Opening Presentations

Watch the video to learn how to create and open a presentation.

To Create a New, Blank Presentation:

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **New**.
3. Select **Blank presentation** under **Available Templates and Themes**. It will be highlighted by default.
4. Click **Create**. A new, blank presentation appears in the PowerPoint window.

Creating a new presentation

To save time, you can create your presentation from an **Office.com template**, which you can also select under Available Templates and Themes.
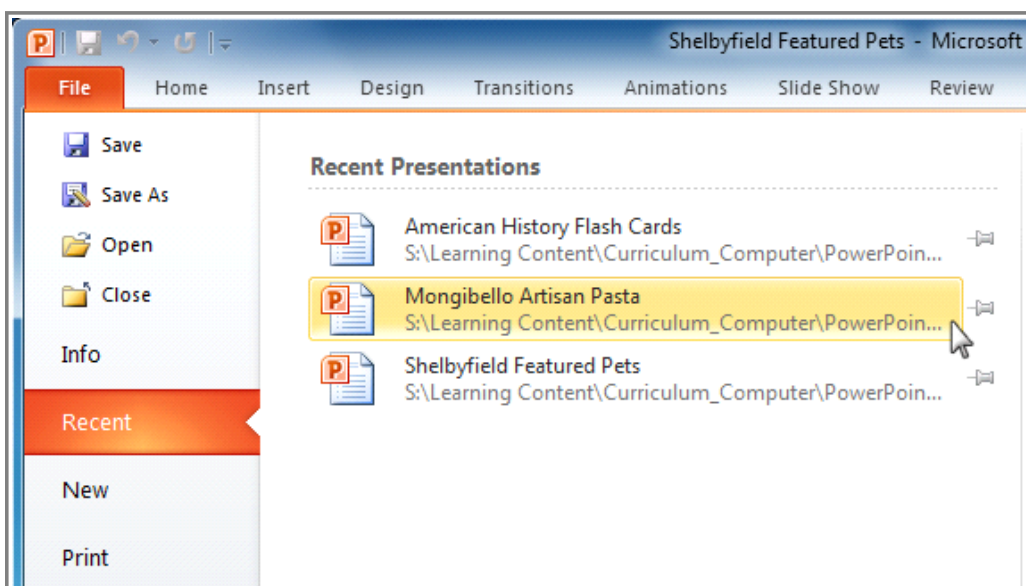
To Open an Existing Presentation:

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **Open**. The Open dialog box appears.
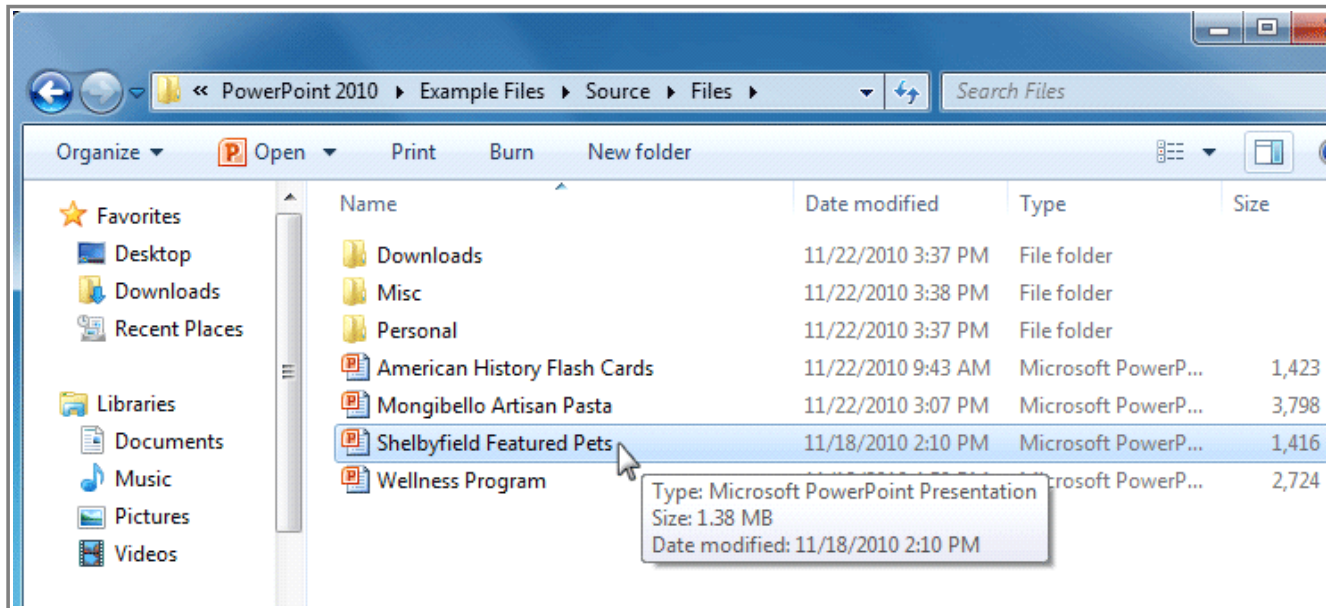
Opening a presentation

3. Select your desired presentation and then click **Open**.

If you have opened the existing presentation recently, it may be easier to choose **Recent** from the **File tab** instead of **Open** to search for your presentation.

Opening a recent presentation

Challenge!

1. Open **PowerPoint 2010** on your computer. A new blank presentation will appear on the screen.
2. Try **minimizing** and **maximizing** the Ribbon.
3. Click through all of the **tabs** and notice how the Ribbon options change.
4. Try switching **page views**.
5. Add any commands you wish to the **Quick Access Toolbar**.
6. Close PowerPoint without saving the presentation.