What’s New in PowerPoint 2010

This document looks into the new features that are included in PowerPoint 2010. PowerPoint 2010 offers a variety of new design options, media embedding and editing options, as well as new ways to share presentations.

New Look

1. The new Microsoft Office Backstage view replaces the traditional File menu found in previous Microsoft Office applications, and is found in PowerPoint 2010 and all Office 2010 applications.

Image Editing

PowerPoint 2010 offers new ways to edit your images. Improved cropping and selection tools allow you to edit your photos right in PowerPoint, without having to use another program. Click on the image you wish to edit, and a Format tab will appear with various editing options.

1. Remove Background
   a. This is a brand new option introduced in PowerPoint 2010 that allows for precisely cropping photos. Select Remove Background in the Format tab.
b. Adjust the area selected with the **Mark Areas to Keep** and **Mark Areas to Remove** options. When you have selected the areas you wish to keep, select **Keep Changes**.

2. **Cropping Photos**
   a. Cropping photos is now more precise. Under the **Crop** option in the **Format tab**, choose to crop manually, to a shape, or to a ratio.

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Select from various shapes to crop your image
3. Editing Images
   a. There are a variety of new options to edit images in PowerPoint 2010. To adjust the brightness and sharpness of an image, select your photo, and then click **Corrections** under the **Format tab**.

   ![Corrections Tab](image1.png)

   Hover over the variations to preview softening and sharpening your image.

   Hover over the variations to preview brightening and contrasting your image.

   b. Select different options to change the color of your image by clicking **Color** under the **Format tab**.

   ![Color Tab](image2.png)

   Adjust saturation

   Adjust tone

   Choose a different color

   c. Add borders or adjust the shape and direction of your image by making different selections in the **Picture Styles** box. For more options, click the **drop arrow**.

   ![Picture Styles](image3.png)

   d. Insert your image into different layouts under the **Picture Layout tab** to integrate text into your slides in a creative way.
Adding Videos

Note: In PowerPoint 2010, videos are embedded instead of linked. This means no more missing files as you travel with your presentation.

PowerPoint 2010 offers the ability to embed video clips into presentations directly from the Internet.

1. Inserting a video from the Internet
   a. From the Insert tab, choose Video, then Video from Web Site.
   b. Paste the embed code.
   c. Note: Videos from websites require an Internet connection – they are not being saved with the presentation; they are merely played within the presentation.
d. After clicking **Insert**, a black box will appear on your slide. Arrange the box to where you would like the video to play. During your presentation, roll your mouse over the black box, and the video will appear. Click the **Play** button.

2. Editing your video
   Editing a video is an option only if you record your own video, and embed it into PowerPoint. You are not able to edit YouTube videos or videos from websites.
   a. Trim your video
      i. There are a variety of ways to edit your home videos in PowerPoint, including selecting exactly at what point the video begins to play and when it ends. Under the **Video Tools** options, select the **Playback tab**.

   b. Color adjustments
      i. Under the **Format tab** in **Video Tools**, select **Corrections**. You are able to adjust the brightness and contrast of your video. Select **Color** to adjust the color of your video.

   c. Poster Frame
      i. A poster frame provides viewers with a preview image of the video. Choose between browsing for a static image or using a frame from your video.

   d. Video Shape and Appearance
      i. Under the **Format tab** in **Video Tools**, there are many ways to format the shape and appearance of your video.
Enhanced Slideshow Elements

There are a variety of new ways to enhance the appearance of your slides, from new design themes to animations, transitions, and ways to be interactive with your presentation.

1. New design themes
   a. There are endless combinations with all the themes, color schemes, and fonts now available in the **Design tab**.

2. New transitions
   a. There are many new options for transitions to add to your presentation, including some with 3-D graphic effects. Under the **Transitions tab**, choose a transition to add to the slide, and then select **Effect Options** to choose exactly how it will look.

3. New animations and the Introduction of Animation Painter
   a. There are many new options for animations to apply to objects, available on the **Animations tab**. The introduction of Animation Painter allows users to apply animations across multiple slides. Select the object with the animation you wish to add to other objects. Under the **File tab**, select **Animation Painter**.

   b. Using the paintbrush, select the object to which you wish to apply the same animation. Double click Animation Painter to apply the paintbrush to multiple objects.

4. Laser Pointer
   a. Your mouse may be used as a laser pointer during presentations. Under the **File tab**, select **From Beginning**, or press **F5**.
b. By pressing Ctrl and holding down with the **left side of the mouse**, your cursor will become a laser pointer.

c. Adjust the color of the pointer in the **Slide Show** tab. Select **Set Up Slide Show** then choose a **Laser pointer color**, and click **OK**.

5. **New Smart Art graphics**

   a. In the **Insert** tab, select **SmartArt**.

   b. Select a **SmartArt Graphic** you wish to add to your slide, click **OK**.

   c. Insert the text you wish to add in the graphic, and then insert your images.
6. Built-in Screen Capture
   a. Easily insert a screen capture of any open window by clicking the **Insert** tab, and then selecting **Screenshot**. Browse through your open windows and select which screenshot to insert into your slide.

   Select the screenshot to insert. Adjust the size by cropping, or select **Screen Clipping** to manually select an area on an open window.
7. Organize your slides into sections
   a. Under the **View** tab, select **Slide Sorter**.
   b. From the **Home** tab, create **Sections** for your slides and easily rearrange them by clicking and dragging.

**Merge and Compare Presentations**

The new merge and compare feature is useful when users want to compare two presentations to see what differences exist. This minimizes the time spent synchronizing edits from multiple versions.

1. From the **Review** tab, choose **Compare**.
2. Browse for the presentation to which you would like to compare.
3. Use the **Revisions** pane to see the differences. Use the **Accept** and **Reject** buttons to incorporate or discard changes.

**Sharing your Presentation**

1. Convert your presentation to a video to share with others through a new video conversion feature which converts presentations into a video that may be uploaded to YouTube or distributed on a portable media player (for example, an iPod).
   a. From the **File** tab, choose **Save & Send**, then **Create a Video**.

2. Convert your presentation to a CD/DVD that can be played on most computers.
a. Insert a blank CD/DVD into the D: drive.

b. Under the **File** tab, select **Save & Send**, and then **Package Presentation for CD**. Click **Package for CD**.

c. Select **Copy to CD**.

3. Broadcast your presentation live over the Internet to reach viewers everywhere. The viewers do not even need to have PowerPoint installed on their computer to view the presentation. In order to broadcast your slideshow, you need a free Windows Live account. To create an account, go to [www.live.com](http://www.live.com).

   a. Under the **File** tab under **Save & Send**, click **Broadcast Slide Show**.

   b. Click **Start Broadcast**.
c. Login with your Windows Live ID.
d. After preparing your presentation, you will be given a link you can share with viewers of your presentation through email or live chat. Select **Start Slide Show** when you are ready to broadcast your presentation live.