

# **MS PowerPoint 2010 Business**

**Ken McKee**

# MS PowerPoint 2010 Business

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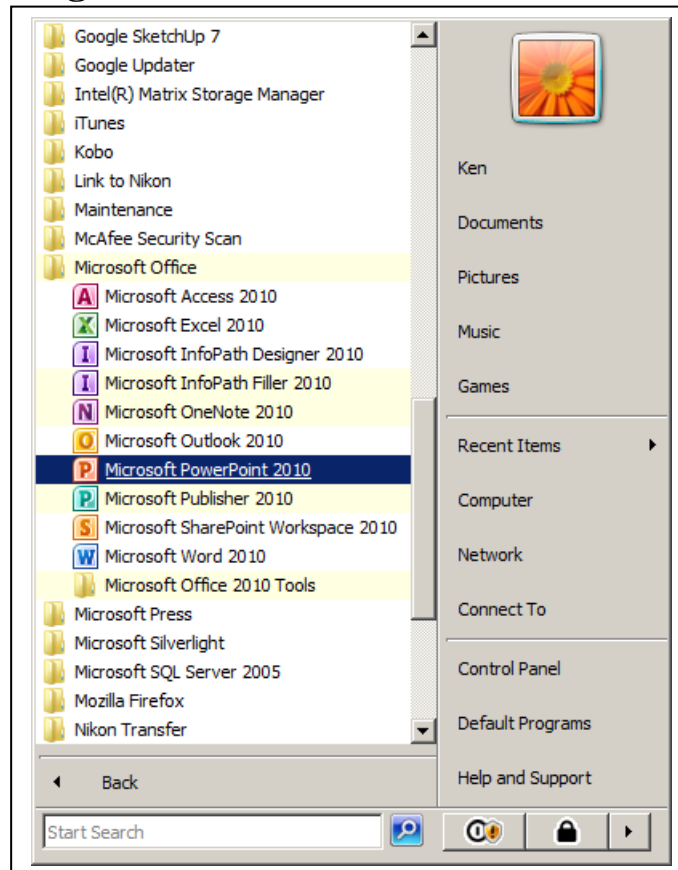
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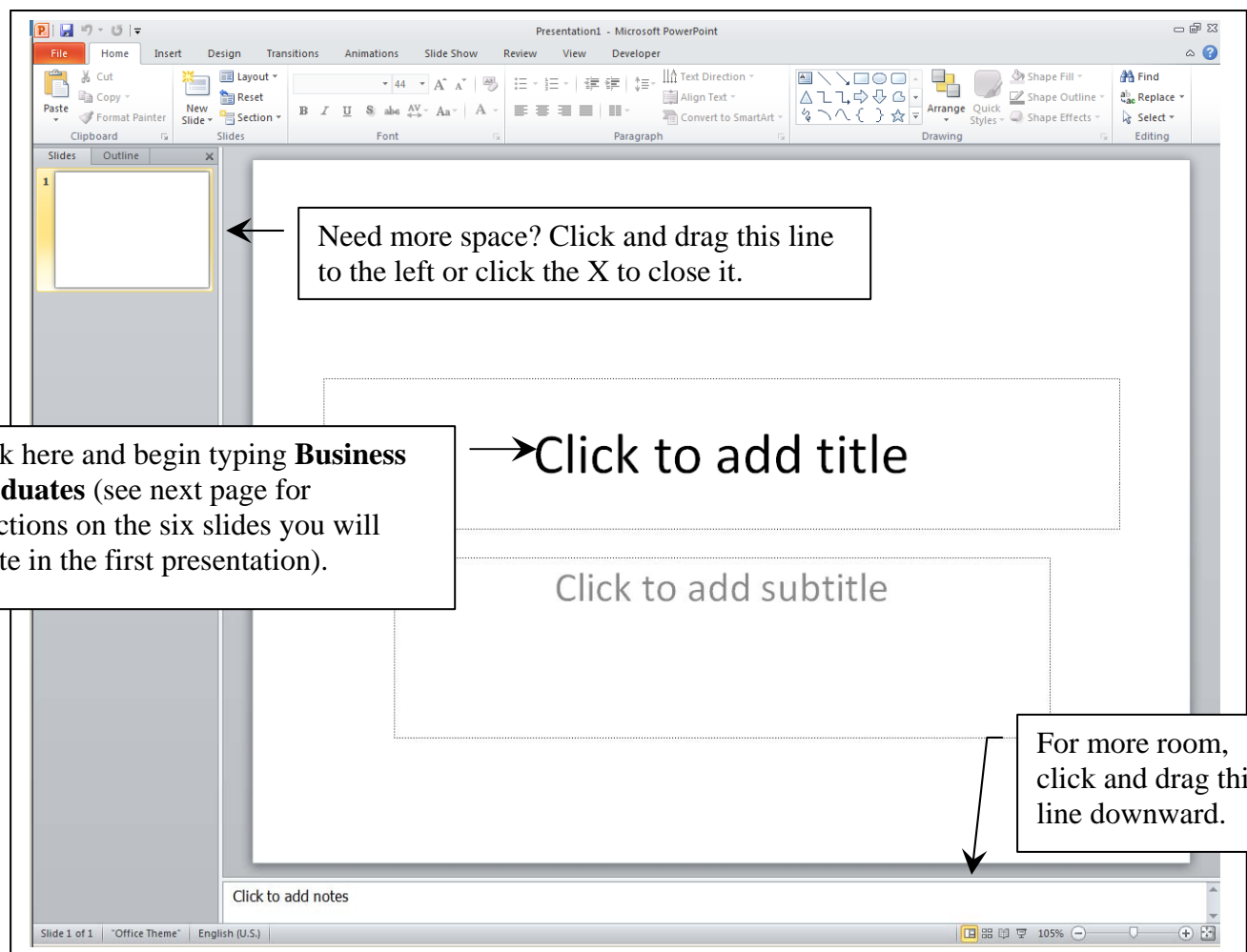
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## Getting Started with MS PowerPoint



Click on the **Start** button, **Programs**, **MS Office**, **MS PowerPoint**.



Click here and begin typing **Business Graduates** (see next page for directions on the six slides you will create in the first presentation).

→ Click to add title

Click to add subtitle

For more room, click and drag this line downward.

**Resize clipart by clicking and dragging on corners. If you don't have this one, select a similar one. You could also click on; **Find more at Office.com** (bottom right).**

**To get clipart click on **Insert** tab, **Clip Art** and then on the right, type in Search for: **meeting**.**

**To get Footers click on Insert Tab, **Header and Footer**, Slides, Date and Time, Update Automatically, Slide Number, Footer (Assignment # 1 by Your Name).**

Business Graduates  
Presented by: Your Name  
Your Technology/section  
Assignment # 1 by Your Name

**To get a new slide click on **Home** tab, **New Slide** (Title and Content).**

**Resize text box containing bullets by clicking and dragging the grab handles. Add Clip Art, Search for; Dollar.**

Types of Training

- University
- Community college
- Technical school
- Apprenticeship
- Work

Assignment # 1 by Your Name

**Areas of Interest**

- Consider your abilities
  - People skills
  - Accounting/numbers
  - Organizational
  - Managerial
- Consider the responsibilities
  - Working with others
  - Working by yourself
  - Group work

6/21/2010 Assignment # 1 by Your Name 3

Click to add notes

Slide 3 of 6 "Office Theme" English (Canada) 95%

**To get Shape (Happy face) click on **Insert** tab, **Shapes, Happy Face**.**

**To get **two columns** click on Home tab, **Layout** down arrow, two content.**

**To get **Texture** (water droplets) right click on shape, Paint Bucket down arrow, Texture, water droplets, or, Right click, Format Object, Fill, Texture, Water Droplets.**

**Choosing an Area**

- ✓ Accountant
- ✓ Banking
- ✓ Business
- ✓ Marketing
- ✓ Sales

6/21/2010 Assignment # 1 by Your Name 3

Click to add notes

Slide 4 of 6 "Office Theme" English (Canada) 95%

**Insert tab, clipart, Search for **Business**. If you don't have this one, a similar one will do.**

**To change **bullet** type, select all five lines, click on Home tab, bullet button down arrow, **check marks**.**

**Insert tab, shapes, down arrow. To format it, Right click, Paint Bucket down arrow, Texture, Marble.**

Business Graduates - Microsoft PowerPoint

File Home Insert **Design** Transitions Animations Slide Show Review View Format

Background Styles

**Levels of Education**

- University level
  - 4 years +
  - High salary
- College level
  - 2 years
  - Medium salary
- Work your way up
  - Lowest salary
  - Extended time period

Insert tab, Shapes, Arrow. Right click, Paint Bucket down arrow, Texture, **Granite**.

To get background color click on Design, **Background Styles** down arrow, Format Background, Fill, Gradient, Type, Linear, Close (only this slide).

To **Demote** (Indent) type the **Tab** key. **Shift, Tab** to **Promote**.

Insert tab, Shapes, Arrow. Right click, Paint Bucket down arrow, Texture, **Granite**.

File Home Insert

Layout Calibri (Body) 32 A A Text Direction Paragraph Drawing

**Fact Finding**

- Obtain college calendars
  - Brochures
- Internet research
- Attend open house
  - Talk with students/staff
- Arrange for a buddy system where you follow a class for a day

Your Name

Home tab, Bullets, **Arrow**.

To **demote**, type the **Tab** key (Shift, Tab to promote).

To print, click on **Office Button, Print, Print what, Handouts, 6 per page. To get shading to print, select Color.**

Insert tab, Shapes, **Heart**. Change Fill, More Colors, light **pink**.

To get your name inside, Right click, **Edit Text**, size 24.

To **save** click on File tab, Save As. **A1 Business by Your Name**, in your account and memory stick.

Home tab, Bullets, **Arrow**.

To **demote**, type the **Tab** key (Shift, Tab to promote).

Insert tab, Shapes, **Heart**. Change Fill, More Colors, light **pink**.

To get your name inside, Right click, **Edit Text**, size 24.

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