



Microsoft PowerPoint 2010 Product Guide

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Introduction

Take your presentations from good to great. Create presentations quickly and easily with more engaging results. Microsoft® PowerPoint® 2010 delivers the tools you need to turn basic slides into dynamic, creative masterpieces that help your ideas stand out from the crowd.

Designed to meet your evolving needs and the way you work, PowerPoint 2010 makes it easy to create captivating, professional-quality presentations.

- New video tools—along with an array of new and improved features such as transitions, animations, and advanced picture editing—enable you to tell a crisp, cinematic story that’s as easy to create as it is powerful to watch.
- Tools to simplify and streamline your work help you get things done more easily whether you’re working on your own or with others.
- New technologies give you the freedom to work when and where you choose.

PowerPoint 2010 helps you deliver impressive presentations and gives you faster, more flexible ways to create them.

PowerPoint 2010: At-a-Glance

Bring your ideas to life

Whether you need a few slides to share with colleagues, classmates or friends, or an award-winning presentation, you want your ideas to jump off the screen. Fortunately, PowerPoint 2010 delivers the features you need to create great-looking, dynamic presentations that help you captivate your audience and express yourself effectively.

Make the media fit the message

New and improved, easy-to-use tools give you the power to customize the media in your presentations for professional-quality results every time.

- **Embed and edit videos** from within PowerPoint. Now you can edit videos like a pro—add fades, formatting effects, bookmark scenes, and trim videos to personalize your presentation for the perfect multimedia experience. And since the embedded videos become part of your PowerPoint presentation, you don't have to manage additional files when sharing with others.
- Reduce file size and improve the playback experience using the new **Compress Media** and **Optimize Media Compatibility** tools for the embedded video and audio files in your presentation.
- Use new and improved **picture editing tools**—including professional-quality artistic effects, background removal, and advanced correction, color and cropping tools—and fine-tune the pictures in your presentations without the need for additional photo-editing programs.

Create extraordinary presentations

Design, layout, graphics, and effects all work together to help you communicate your ideas. Not a professional designer? No problem—you're just a few clicks away from slides that help maximize the impact of your message.



- Add dynamic 3-D **slide transitions** and more realistic **animation** effects to grab your audience's attention. You can also use the new **Animation Painter** to copy your custom animations as easily as you use Format Painter to copy formatting of text and objects.
- Take advantage of more professionally-designed, customizable **Office themes** to quickly create beautiful presentations. You can also use themes to easily coordinate colors, fonts, and graphic formatting effects throughout all of your Microsoft Office 2010 documents for a polished, professional statement.
- Explore a wide selection of additional **SmartArt graphics**—including many new layouts for organization charts and picture diagrams—and use improved tools to create inspiring, engaging graphics just by typing a bulleted list.

Get easier access to the right tools, at the right time

New and improved features can help you create better content and work more easily, but only if you can find those features when you need them. Fortunately, the enhanced, customizable **Ribbon** in PowerPoint 2010 makes it easy to uncover more commands so you can focus on the end product, not how to get there.

Want an easier time making sure that your presentation is finished and ready to share? Wishing for a faster, more direct way to print something? The new **Microsoft Office Backstage™ view** can help you achieve all of this and more. You can now more easily print, share, and manage presentations and their content, and customize your PowerPoint 2010 experience, all from one convenient location.

Save time and simplify your work

It's much easier to create and manage presentations when you can work the way you want.

- View and edit multiple presentations independently, side-by-side, or even on separate monitors with new **multi-window support**.
- Organize, access and assign slides with ease using new **presentation sections**.
- **Recover files that you closed without saving!** That's right. You can now recover presentations that you accidentally close without saving, even if you had never saved the file.



- Save time and improve results with the intuitive new **Paste with Live Preview**. Getting it right the first time is always faster than doing it over.

Work together more effectively

You may share presentations with colleagues or friends, or work together with others on a team project. Regardless, the complications and delays that can arise when sharing or collaborating on content can be frustrating to say the least. That is, until now. PowerPoint 2010 makes waiting your turn a thing of the past and gives you new and improved tools that make sharing your work simple and hassle-free.

Redefine working together on presentations

PowerPoint 2010 provides easy ways to bring people together. New and improved technologies help break down barriers so you can share and work together more efficiently and effectively.

- **Broadcast your slide show** instantly to people in other locations, whether or not they have PowerPoint installed.¹ Or, **create a video of your presentation**—including your transitions, animations, narration, and timings—to share with virtually anyone, any time.
- You can now **edit the same presentation, at the same time**, as other people in other locations.² You can even **communicate instantly** as you work, directly from PowerPoint.³
- Collaborate with confidence using new, improved and simplified security tools. For example, the new **Protected View** helps you make informed decisions when opening unknown files, before exposing your computer to possible vulnerabilities.
- Break down language barriers with **new and improved translation tools** and **language settings**.

¹ Requires Microsoft SharePoint Foundation 2010 (for business) or a free Windows Live™ ID (for personal use). To broadcast via SharePoint 2010, Microsoft Office Web Apps must be installed. Broadcasting via Windows Live is a free service that enables up to 50 attendees per broadcast.

² Requires Microsoft SharePoint Foundation 2010 (for business) or a free Windows Live™ ID (for personal use).

³ Instant messaging requires one of the following: Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2; Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.



Anywhere access to your work

Ideas, deadlines, and work emergencies don't always occur conveniently when you are at your desk. Fortunately, PowerPoint 2010 gives you the power to get things done when and where you want.

Work when and where you choose

It's easy to take your PowerPoint 2010 presentations with you and stay on top of your work when you're on the go.

- **Microsoft PowerPoint Web App** enables you to view a high fidelity version of your presentations, make light edits, or view your presentation slide show. Access some of the same formatting and editing tools that are in PowerPoint 2010, and work in a familiar editing environment, from almost any computer with a Web browser.⁴
- **Microsoft PowerPoint Mobile 2010** gives you a lightweight editor for your presentations that's especially designed for easy use on your Windows phone. You can even run your slide show right on your phone.⁵

⁴ Office Web Apps require an appropriate device, Internet connection, supported Internet Explorer, Firefox, or Safari browser, and either SharePoint Foundation 2010 for business or a free Windows Live ID for personal use. There are some differences between the features of Office Web Apps and the Office 2010 applications.

⁵ An appropriate device is required. Some mobile functionality requires an Internet connection. Office Mobile 2010 is not included in Office 2010 applications, suites, or Office Web Apps. It will be available at the general availability of Office 2010 on Windows phones (Windows Mobile 6.5 or above). There are some differences between the features of Office Mobile 2010 and the Office 2010 applications.

PowerPoint 2010: A Closer Look

Bring your ideas to life

Make the media fit the message

Embed, Edit and Format Video New!

Embed video and customize your video experience right in PowerPoint 2010, without the need for additional software. When you insert videos from your files, they are now embedded by default so you don't have to manage additional files when sharing with others.

Easily edit and manage the videos you insert from your files:

- **Video bookmarks.** Bookmark key points in your video for quick access or trigger animations to start automatically when a bookmark is reached during playback.
- **Video trim.** Trim your embedded video with a simple click and drag, so that your audience sees exactly what you want.

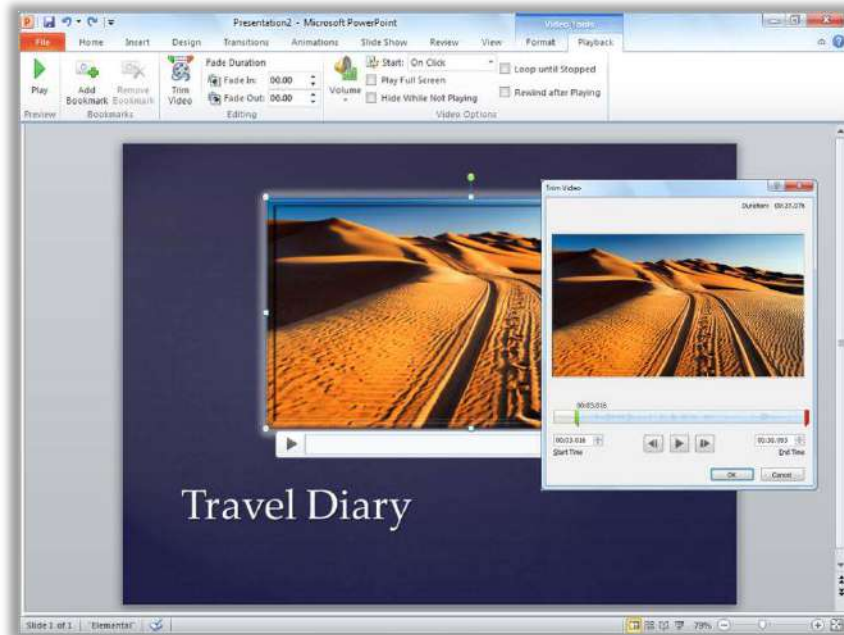


Figure 1: Trim video directly from within PowerPoint 2010.

- **Video tools.** Add fades, video effects and styles. The formatting and effects that you apply to the videos you insert from your files are retained while the video plays.
- **Video poster frame.** Use your slide area to tell your story more effectively and avoid solid black rectangles that are difficult to print. Select a frame from the video or a picture from your files as an image that fills the object area when the video is not playing.



Figure 2: Apply formatting and effects to your videos from the Video Tools Format tab. Find features including bookmarks, fade and trim on the Video Tools Playback tab.

- **Play video as background:** Place video objects behind placeholders or other content on the slide master or slide layouts, or on a slide behind other objects. Videos that you insert from your files remain in the order you place them, giving you the ability to playback video as a dynamic slide background or as part of a choreographed animation sequence during your presentation.

Quick Tips:

- When you embed video and audio files in your presentations, you embed a copy of that file. So all formatting and editing that you do to the media object on your slide affects only the copy of that object that resides in your presentation—the original media file is not changed.
- You can also edit the embedded audio files in your presentations. Trim, add fades and insert bookmarks to key points.
- Need to insert video or audio from your files as a link instead of embedding the file? In the **Insert Video** or **Insert Audio** dialog box, select the media file you want to insert, click the arrow beside the **Insert** button, and then click **Link to File**. When you insert video or audio as links, you can still use the editing and formatting tools to customize the media on your slide without affecting the original file.
- PowerPoint 2010 offers more media format flexibility. Insert a core set of audio and video formats, such as WMV, WMA, and MP3. Core formats supported out-of-box will vary with operating system. PowerPoint 2010 also supports additional formats, such as DivX, MOV, and H. 264 when you install DirectShow codecs available from third parties (fees may apply).

- **Compress Media:** Embedding video and audio files in your presentations helps you create powerful, dynamic slide shows. But embedding those media files can also add substantially to file size, making presentations more difficult to share. And very large media files can require more system resources for high playback quality.

With these issues in mind, PowerPoint 2010 provides the **Compress Media** tool to help you reduce file size and improve performance. Just click to select the compression quality you prefer, as shown in Figure 3. If you are not happy with the quality when you playback your media after compression, it takes just one more click to undo the last compression.

- **Optimize Media Compatibility:** Need to run your slide show on another computer or send it to others to play on their own? The Optimize Media Compatibility tool adapts the encoding of your embedded media files to help improve the playback experience when your presentation runs on another computer.

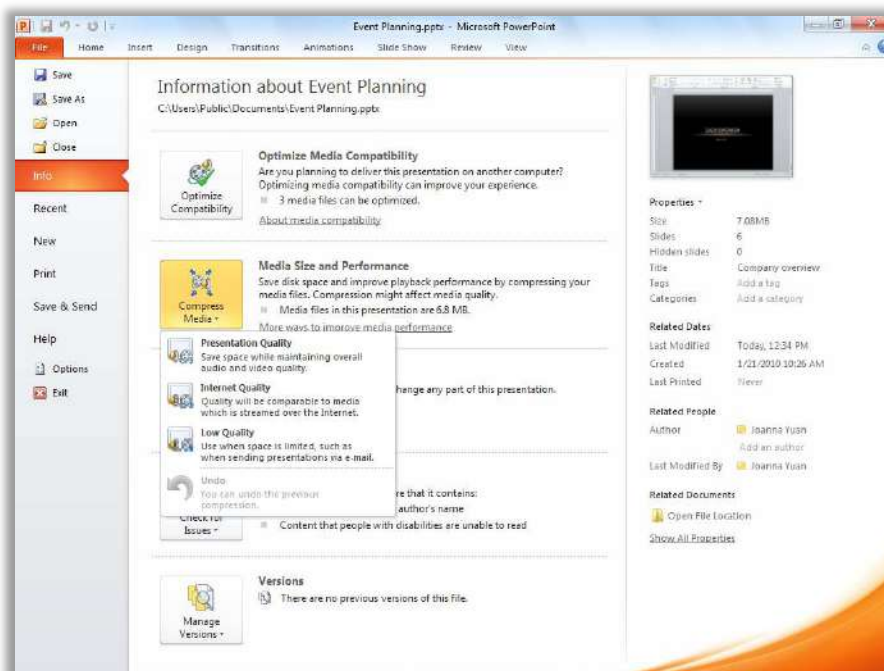


Figure 3: Access media compression and optimization options in Backstage view, on the Info tab.

Quick Tip: For more information about how features such as video trim and compress media work with your embedded media files, see the [Power User Tips](#) section of this guide.

Insert Video from Web Site New!

Easily insert linked videos that you've uploaded to Web sites for playback directly in your presentation.⁶

Just copy the embed code text that you see on the Web page where your video is posted and paste it into the dialog box shown in Figure 4. PowerPoint inserts the video on your slide so that you can play it without leaving PowerPoint during your presentation.

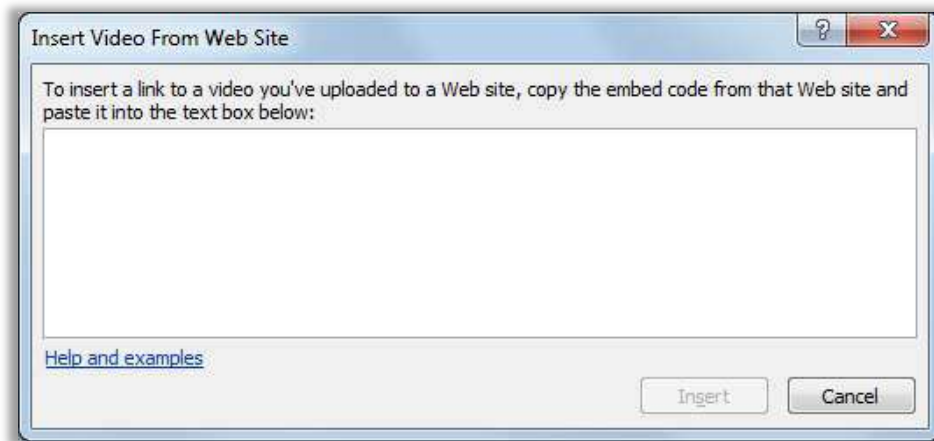


Figure 4: Just copy and paste embed code text to insert videos that you have posted on the Web onto your slides.

Video and Audio Controls New!

Pause, rewind, fast-forward, move to bookmarks, and change audio volume while presenting. These new controls enable you to manage playback for the video and audio on your slides without leaving slide show mode.

⁶ Internet connection required for playback of linked video from a Web site location.

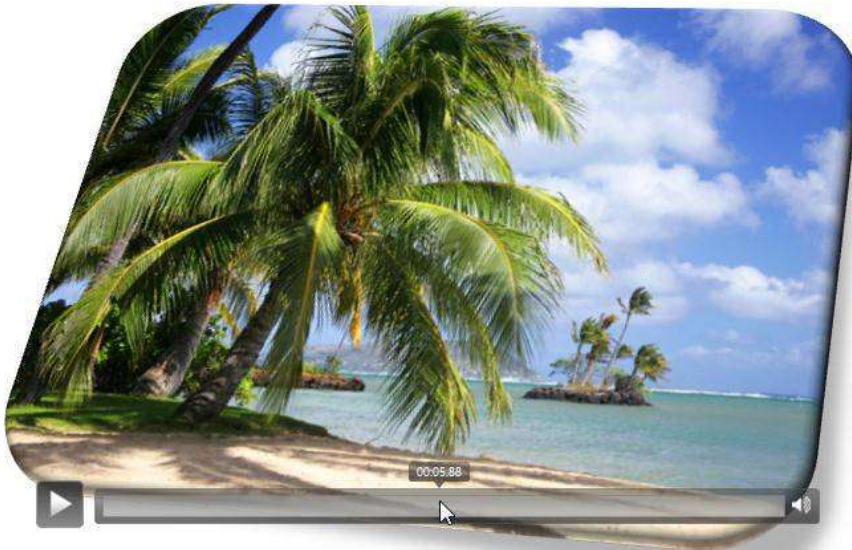
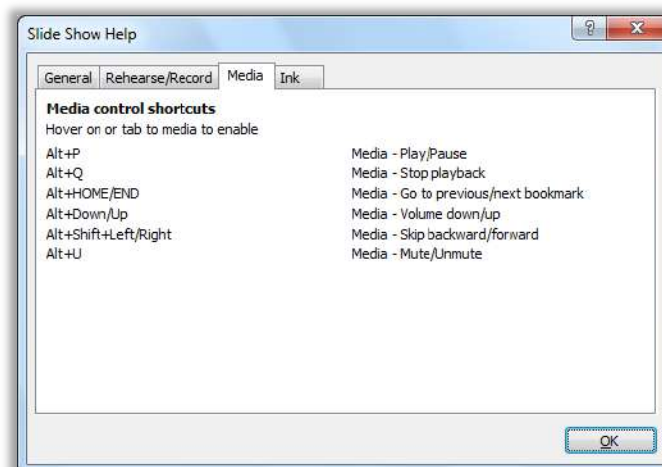


Figure 5: Just point to a video or audio object during your slide show to see and access controls.

Quick Tips:

- You might already know that you can press the F1 key while in slide show mode to view a list of common keyboard shortcuts for use while presenting. PowerPoint 2010 adds many new shortcuts, such as those for media controls as you see here.



- The new audio and video controls are available to media that you insert from your files. Videos that you insert from a Web site will have the controls as provided by that Web site.

Picture Editing Tools New and Improved!

PowerPoint 2010 gives you the freedom to be your own graphic artist with a range of new and improved tools for working with images.

- Apply all new Artistic Effects, such as paint strokes, line drawing, glass, pencil sketch, and pastels.
- Explore new correction tools, including Sharpen and Soften, as well as improved Brightness and Contrast tools.
- Experiment with new color tools, including Color Saturation and Color Tone, and an improved Recolor tool.
- Grab only what you want from your image and leave the rest behind with a new Remove Background tool.



Figure 6: Original image shown at top and then clockwise using the glow edges, cutout, and glass artistic effects, and with image background elements removed. Color and correction tools help turn the same image into the slide background. Additionally, picture styles and effects are applied here to add border, shadow, bevel, rotation, soft edges and shapes.

- Perfect your pictures quickly with an advanced cropping tool that enables you to pan and zoom in on your image to always show exactly what you want your audience to see.

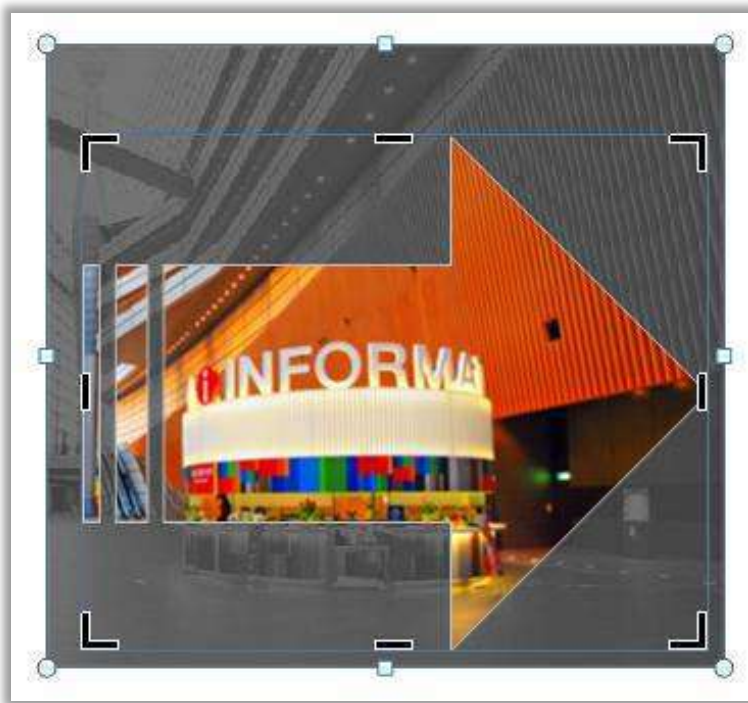


Figure 7: Advanced cropping functionality displays your full image in shadow while you crop and includes the ability to crop to a shape (as shown here) or to crop to a specified aspect ratio.

Quick Tip: Use Live Preview to save time when editing photos. Point to an option in the **Correction**, **Color**, or **Artistic Effects** galleries to see the settings applied to your selected picture. And, if you don't see exactly what you want in the galleries, find an **Options** command at the bottom of any of those galleries for a dialog box that offers advanced formatting choices.

Note: The same new and improved picture editing tools are also available in Microsoft Word 2010, Microsoft Excel® 2010, and Microsoft Outlook® 2010.

Insert Screenshot New!

Want even more ways to add the impact of images to your presentations? Take screenshots in your other open windows directly from PowerPoint 2010. Or, select from a gallery of available screenshots automatically populated by your open windows.

Note: The ability to take screenshots directly from Office 2010 programs is also available in Word, Excel, Outlook, Microsoft Publisher and Microsoft OneNote®.

Create extraordinary presentations

Slide Transitions Improved!

Slide transitions can help your presentations look more polished, flow more smoothly, and emphasize key talking points. With PowerPoint 2010, you can captivate your audiences with new and improved slide transitions, including high-quality 3-D transitions that rival the type of graphic effects that you see on TV.



Figure 8: The Gallery slide transition shown here is one of many new 3-D effects available for your presentations.

Choose from an array of new and improved transition effects using the new Transitions tab with a more intuitive transitions gallery and options for many effects, as shown in Figure 9.



Figure 9: The new Transitions tab in PowerPoint 2010. Select a transition from the gallery, as shown here, and then select from a range of effect options that vary by transition.

Quick Tip: Point to a transition in the **Transitions** gallery to see an instant preview of the effect on your active slide.

Animations Improved!

Animating slide content adds a dynamic element to static slides and helps focus your audience's attention exactly where you want it to be. PowerPoint 2010 adds more realistic motion to your favorite animations and provides streamlined tools to help you access, customize, and apply animations more easily.

Tip: Trigger elements on the slide to animate when a bookmark is reached during playback of the audio or video content on your slide. After you add bookmarks in your media, access those bookmarks easily on the **Animations** tab shown in Figure 10, under the **Trigger** command. Just apply the animation you want to a selected object and then apply the bookmark trigger.

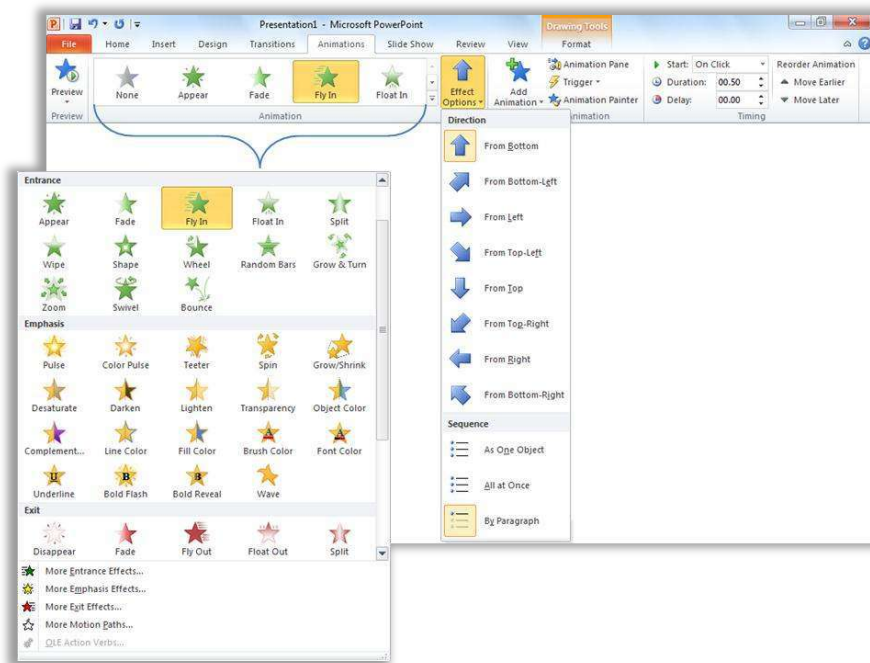


Figure 10: Access, preview and apply animation effects more easily in PowerPoint 2010.

Animation Painter New!

You take the time to customize an animation sequence and get it exactly right for your presentation. Do you then have to start again when you need the same animation settings for other objects in your presentation? Not anymore.

The new Animation Painter works very much like the popular Format Painter tool available in several Microsoft Office programs for copying the formatting of text and objects. After you spend the time to create custom animation for an object, you don't have to do it again. Just select the object that contains the set of animations that you want to copy, click the Animation Painter button, and then click the object to which you want to apply the copied animation. Or, double-click Animation Painter to lock it in the on position and then apply selected animation to as many objects as you need, on other slides and even in other presentations.

Tip: Find the Animation Painter on the **Animations** tab in the **Advanced Animation** group. Or, press ALT+SHIFT+C to copy the set of animation from the selected object and then just click the object to which you want to apply it.

Additional Office Themes

Additional built-in themes in PowerPoint 2010 offer a broad range of layout and formatting options to help you create consistent, professional designs across your presentations and all of your Office 2010 documents.

Just click to apply the theme you want and PowerPoint 2010 does the rest. Slide layouts, backgrounds, fonts, colors, and graphics formatting effects all update instantly when you format your presentation using themes, helping to ensure that all elements in your presentation complement one another. And, when you create Office Art graphics in your presentation (such as SmartArt diagrams and Excel 2010 charts), the formatting automatically coordinates with your theme.

Mix and match theme fonts, colors and graphic effects to quickly create your own theme. You can also create your own custom themes, such as to easily apply your personal or business branding. The same themes are available in Word 2010, Excel 2010, Outlook 2010, and Microsoft Access® 2010, making it easy for you to brand all of your Office 2010 documents.

Tips:

- Access 40 built-in themes from the Themes gallery on the **Design** tab in PowerPoint 2010 and get easy access from that gallery to many more themes available on Office.com. Check the Office.com category in the Themes gallery often—select themes appear automatically as they become available.
- To quickly create a custom theme by mixing and matching theme elements, select separate theme colors, theme fonts, and theme formatting effects from their respective galleries on the **Design** tab, in the **Themes** group. Then, use the **Save Current Theme** option at the bottom of the Themes gallery to save your selections as a custom theme. Once saved, your theme is automatically available to content in PowerPoint, Word, Excel, Outlook, and even Access 2010.
- Use Live Preview to explore how different themes will look for your presentation. Just point to entries in the Themes gallery to see a preview on your slide.
- See the [Power User Tips](#) section later in this guide for information on how to create your own completely custom theme.



Figure 11:
Find the
Themes
gallery on
the Design
tab in
PowerPoint.

Additional SmartArt Graphics Improved!

You know that a graphic can often help display your important points more effectively than just text. That's why it's so important to choose the right type of graphic for your content and make it look its best. Fortunately, Office 2010 adds dozens of additional SmartArt layouts for a total of more than 130 different diagrams that you can create as easily as typing a bulleted list.

These popular graphics, introduced in Office 2007, make it possible for anyone to create truly impressive diagrams. SmartArt layouts include a broad range of options from lists to process, cycle, and relationship diagrams to help you convey related ideas and non-linear concepts with greater visual impact.

The new layouts added in Office 2010 include additional organization charts, picture diagrams, and many more. You also get improved tools for working with picture diagrams, such as the ability to easily add or replace images from within the text pane and to replace selected images in your diagram using the Change Picture Command on the Picture Tools Format tab.

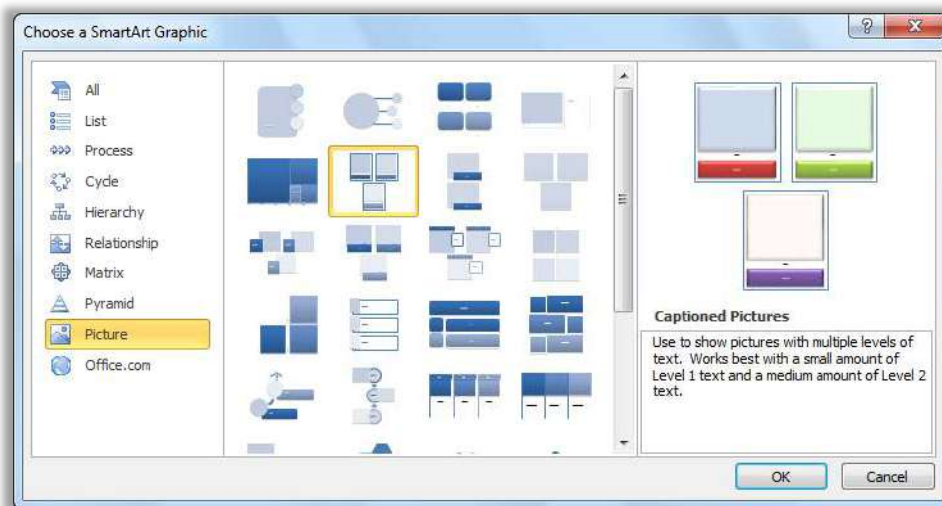


Figure 12: The Choose a SmartArt Graphic dialog box, available on the Insert tab in the Illustrations group.

Tips:

- When you insert a SmartArt graphic, the **SmartArt Tools Design** and **Layout** tabs become available on the Ribbon. On the **SmartArt Tools Design** tab, find galleries of formatting effect styles and color options that automatically coordinate with your theme. Also find the **Layouts** gallery on that tab, from which you can select a different layout and just click to apply it to your selected diagram. Content you've already added to your graphic automatically updates in the new layout.
- When you insert large image files into small picture placeholders in SmartArt graphics, keep in mind that the resolution is likely to be higher than you need for a small displayed image. To save file size and make your SmartArt graphic easier to edit, compress the pictures you insert in your graphics. To do this, select a picture in the graphic and then, on the **Picture Tools Format** tab, in the **Adjust** group, click **Compress**.
- When you need to extract content from your SmartArt graphic, use the new **Convert** tool on the **SmartArt Tools Design** tab to convert your SmartArt graphic to text or shapes.
- Notice the new Office.com category in the SmartArt dialog box shown in Figure 12. Select SmartArt layouts hosted on Office.com appear automatically in that category as they become available.
- Office 2010 developers can take advantage of a new object model for SmartArt graphics.

Note: SmartArt graphics are also available in Word 2010, Excel 2010, and Outlook 2010.

Equations New!

PowerPoint 2010 makes it easy to create and display math equations on your slides. Select from several pre-created equation types to help you get started—from simple formulas (such as $a^2 + b^2 = c^2$) to more complex mathematical constructs as shown in Figure 13—or create your own equation from scratch using a rich set of intuitive tools.

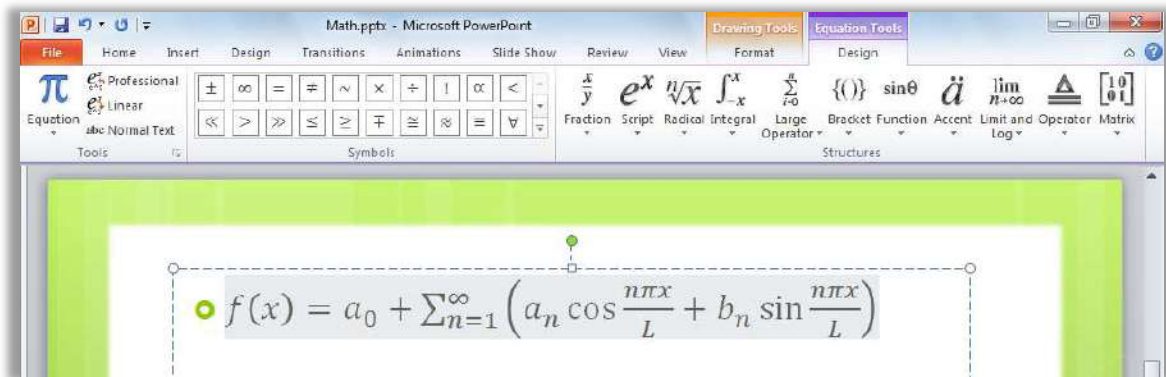


Figure 13: Use the Equation Tools Design tab to quickly and easily build professional-quality equations on your slides.

Tip: To insert an equation, on the **Insert** tab, in the **Symbols** group, click **Equation** to insert a blank equation and access the Equation Tools Design tab. Or, click the arrow below the **Equation** button icon to select an equation from the gallery.

If your insertion point is not in a placeholder or other text box when you insert an equation, PowerPoint inserts a new text box for you.

Inking Improved!

If you use an ink-enabled device, such as a Tablet PC or a Wacom tablet, PowerPoint 2010 gives you more flexibility when using ink to add content to your slides. Convert drawn shapes to Office Art shapes, save your favorite pen types for quick access, and use drawing tools that make it easier to position and manage ink objects.

Smart Guides New!

Quickly and precisely lay out shapes, images and media objects using new smart guides. As you drag applicable content types on a slide, guides appear automatically to show when alignment is precise.



Figure 14: Drag shapes, images or media objects on a slide and automatically see the dotted, smart guides to show you when positioning is precise.

Quick Tips: Smart guides appear by default when media objects, images, custom text boxes, or shapes that you insert from the Shapes gallery are aligned. Smart guides are designed to help you more easily align content that you position on a slide, so they do not work with images or other content that appears in placeholders.

Custom Shapes New!

Expand your creative options when working with shapes. Custom shape actions enable you to combine, intersect, subtract, or join two or more selected shapes, as shown in **Error! Reference source not found.**

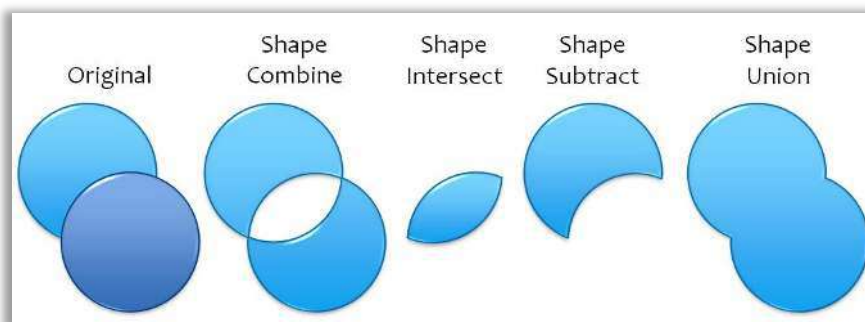


Figure 15: Two shapes shown at left and then after using the combine, intersect, subtract, and union commands.

Quick Tips: To access custom shape actions, add them to your Ribbon or Quick Access Toolbar. To do this, click the **File** tab to open Backstage view and then click **Options**. On the **Customize Ribbon** or **Customize Quick Access Toolbar** tabs, select **All Commands** from the **Choose Commands From** list and then find **Shape Combine**, **Shape Intersect**, **Shape Subtract**, and **Shape Union** commands.

Design Advice New!

Looking for guidance on how to create engaging presentations? Get creative advice from Academy Award®-winning Duarte Design in a template available from right within PowerPoint 2010. To access this template, click the **File** tab to open Backstage view and then click **New**. Click **Sample Templates** and then select **Five Rules**.

Get easier access to the right tools, at the right time

Ribbon Improved!

Locate the commands you need when you want them and where you want them. The improved, customizable Ribbon, available in all Office 2010 applications, replaces traditional menus and toolbars to give you a more personalized work experience. It's designed to help you more easily find and use the full range of features that PowerPoint provides—so that you can get more done in less time.

- Create your own tabs or customize built-in tabs on the Ribbon to personalize the PowerPoint 2010 experience to your work style.
- The standard tabs that you see on the Ribbon are organized to display commands relevant to a given task, so that you can find what you need more quickly.
- The Ribbon also offers contextual tabs to give you exactly the tools you need, when you need them. For example, when you select a video, contextual tabs appear on the Ribbon to provide all the tools you need for working with that video as shown in Figure 16.

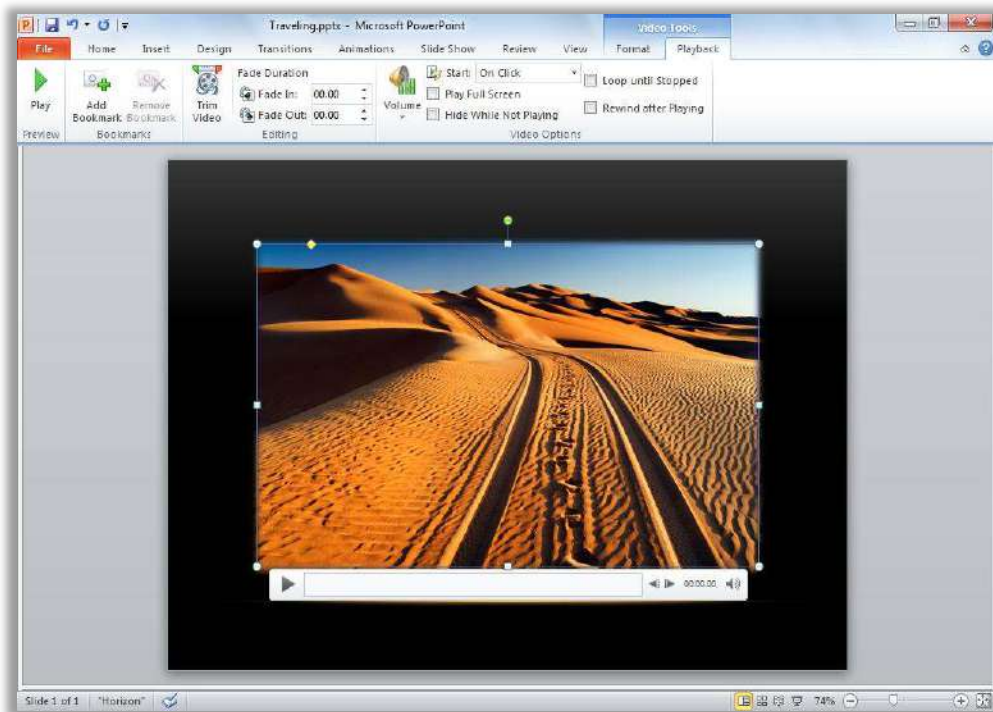


Figure 16: Contextual tools automatically display when you need them.

Microsoft Office Backstage View New!

On the left edge of the Ribbon you see the File tab. Just click that tab for an all-access pass that makes it easier than ever to manage your files and customize your PowerPoint experience.

The new Backstage view replaces the traditional File menu to provide a single location for all of your file management tasks. For example:

- When you first open Backstage view, you're on the Info tab. From this one location, you can compress and optimize the media in your presentation, view and edit file properties, inspect the presentation for proprietary information you may not want to share, and much more.
- From the Save & Send tab in Backstage view, you can create a video of your presentation, or send your presentation as a PowerPoint 2010 attachment, a PDF, or an XPS file. You can also save a copy of your presentation to other file types, such as the new PowerPoint Picture Presentation that creates a copy of your presentation with each slide as a picture. Or, save your presentation to an online location for access to new collaboration features discussed later in this guide.
- The Print tab, shown in Figure 17, provides a new, integrated print experience with a full slide Print Preview right alongside all of the print options you need.

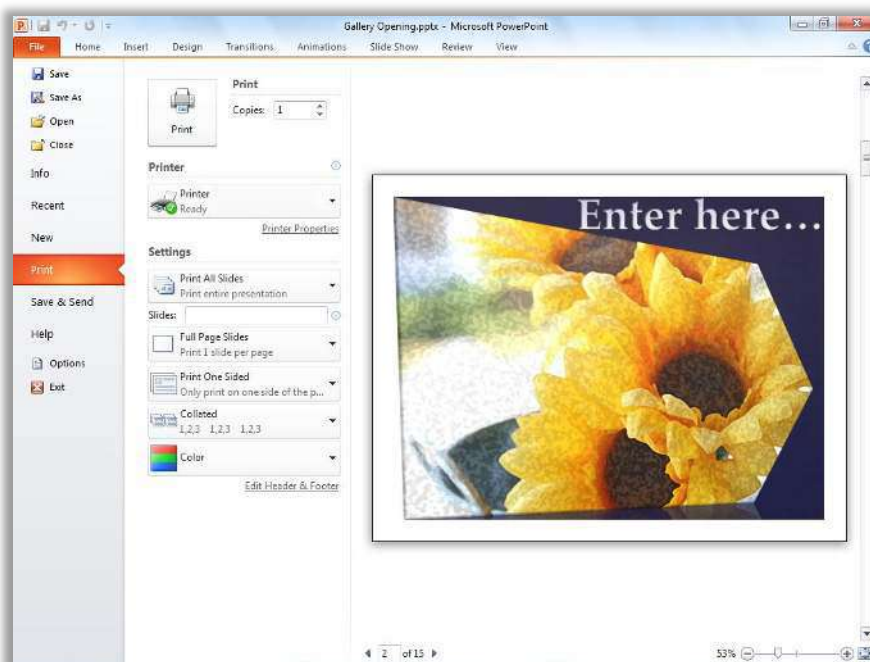


Figure 17: The new integrated print environment available from Backstage view.

Quick Tips:

- Now it's easy to print multiple pages of notes per slide. In Backstage view, on the **Print** tab shown in Figure 17, click the option that defaults to **Full Page Slides** and then select **Notes Pages**. All slide notes print, regardless of the number of pages.
- Check out the **Recent** tab in Backstage view for lists of both recently accessed files and recently accessed locations. Pin files or locations to that tab to keep them easily accessible.

Save time and simplify your work

Multi-Window Support (SDI) New!

PowerPoint 2010 delivers new flexibility when you need to work on multiple presentations at the same time. Now, each presentation that you open is in an entirely independent window as you see in Figure 18.

Access options from Backstage view for one presentation while reviewing the slide show for another. With each presentation in a completely separate window, you can even display presentations on separate monitors when multiple monitors are connected to your computer.



Figure 18: Control each open presentation independently with new multi-window support.

Quick Tip: The multi-window support available in PowerPoint 2010 is also known as a Single Document Interface (SDI).

Presentation Sections New!

Because presentations can contain dozens of slides, organizing and managing them can become a challenge. In PowerPoint 2010, you can assign slides into logical groupings or sections for easier navigation and organization. Name sections to easily assign a set of slides to a team member or otherwise customize the organization of your slide sections. In addition, you can save time by moving to slides by section while in your slide show or by printing your slides by section.

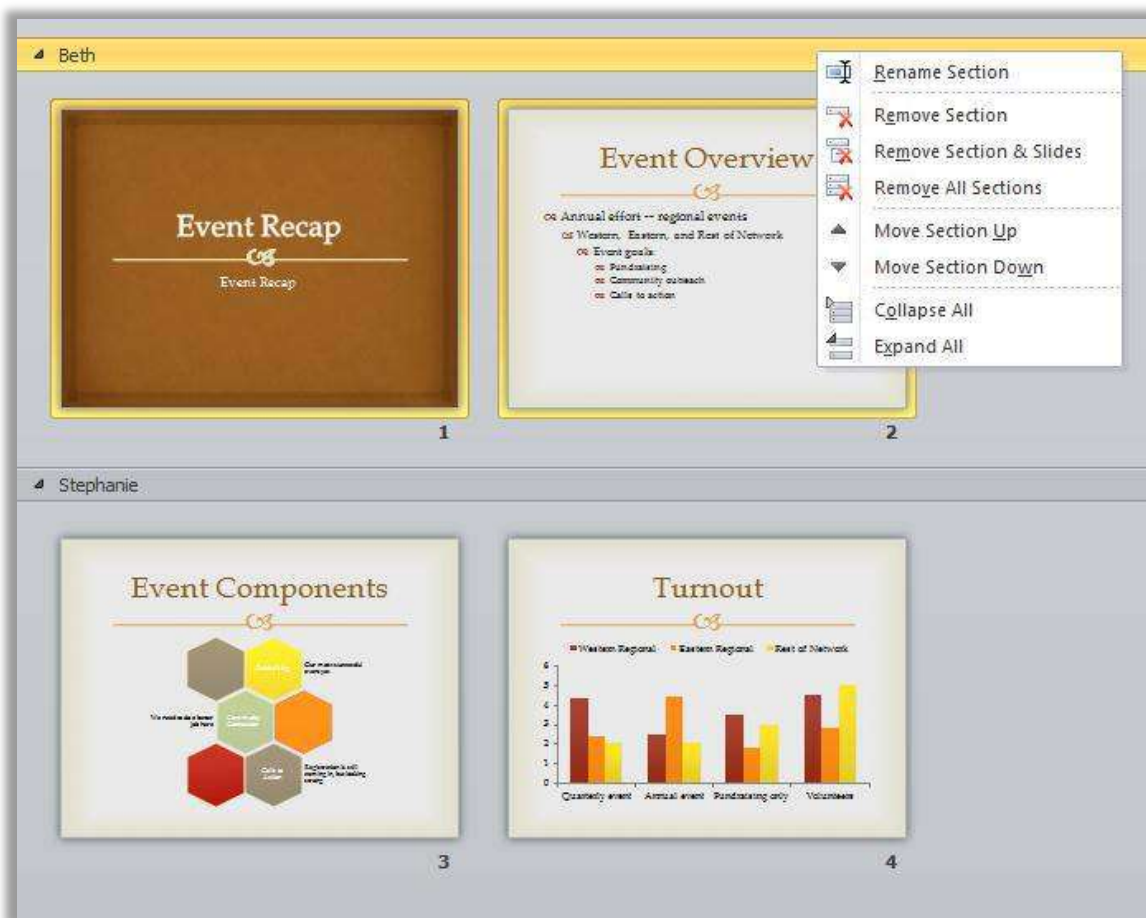


Figure 19: Organize and manage slides more easily using new presentation sections.

Recover Unsaved Versions New!

We've all done it. You work for a while, get the content just right, and then close the presentation without saving. Maybe you thought the save prompt was for a different file that you didn't want or maybe you were just distracted while closing the file. The result is the same—your work and the time you spent to create it have been lost. Well, not anymore!

Expanding on the AutoRecover capabilities that you may know from earlier versions of Microsoft Office, Office 2010 now recovers files that you close without saving.⁷ Easily access and manage recovered presentations right from the Info tab in Backstage view, as shown here.

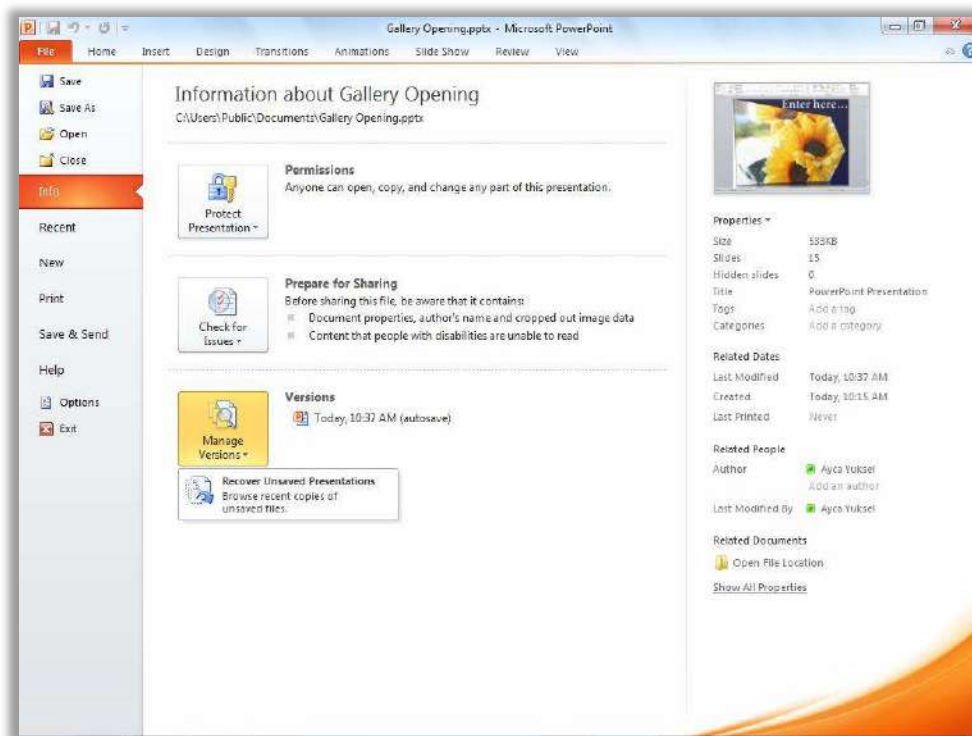


Figure 20: Access recovered versions of your presentations on the Info tab in Backstage view, under the Versions heading.

⁷ Recovering available unsaved documents and autosave versions requires you elect to save AutoRecover information. To keep an autosave version until your next editing session you must also elect to keep the last autosaved version when you close without saving. To access these options, in Backstage view click Options and then click Save.

- You can recover drafts of presentations that were never saved. Find this option in Backstage view, on the Info tab, under the Manage Versions button.
- Also access up to the last five autosave versions of your previously saved active presentation from the Info tab in Backstage view. By default, the last autosave version remains available temporarily if you close the presentation without saving.

Quick Tips:

- Need to quickly access other content in the folder where your active document is stored? In Backstage view, on the **Info** tab, just click **Open File Location**. Find this option under the heading **Related Documents** in the **Properties** pane shown in Figure 20.
- Get more information about recovered versions in the [Power User Tips](#) section of this guide.

Paste with Live Preview New!

Save time when reusing content within PowerPoint 2010 or across applications. Paste with Live Preview enables you to preview various Paste Options, such as Keep Source Formatting or Keep Text only, so you can see how your pasted content will look prior to actually pasting. Instead of using Undo and trying again, Paste with Live Preview helps you get it right the first time.

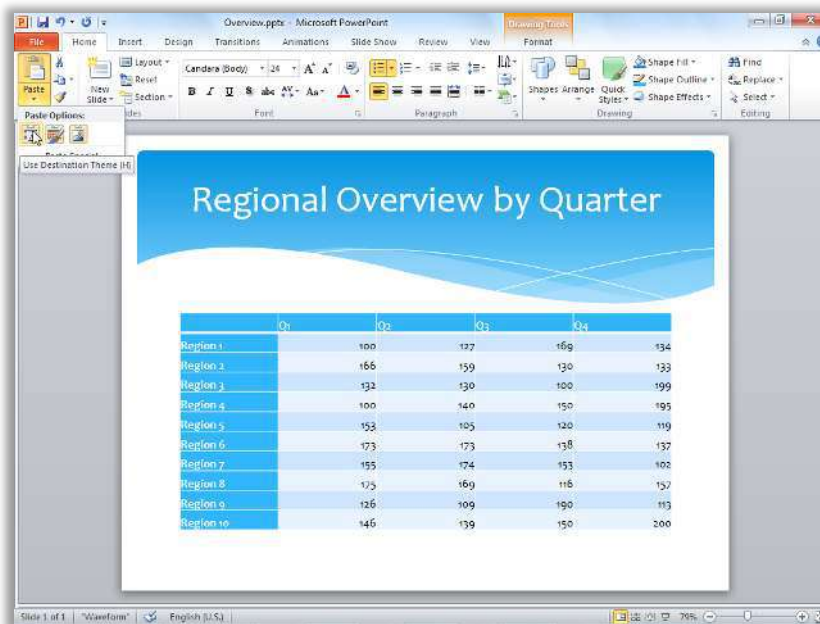


Figure 21: Simply point to a paste option to preview results and then click to select the option you prefer.

Quick Tip: You can still access paste options after you paste without having to undo any actions. Click the icon that appears alongside pasted content to expand **Paste Options**. Or, if you prefer to use the keyboard, press CTRL to expand Paste Options and then use left and right arrow keys to move through the options. If you select a different option from your first choice, the result is automatically replaced.

Note: Paste with Live Preview is also available in Word 2010, Excel 2010, Outlook 2010, and for text in Publisher 2010.

Reading View New!

When reviewing a presentation, you might need to look at another presentation or access other programs. PowerPoint 2010 saves you the trouble of shuffling back and forth between files with the new Reading View. This view enables you to view your presentation as a slide show with full animation effects and multimedia, but within a window that leaves you easy access to your other presentations and programs via the Windows taskbar.



Figure 22: Use the new Reading View to retain easy access to other programs and files while reviewing your presentation in slide show mode.

Quick Tip: When in Reading View, the Status bar is visible at the bottom of the PowerPoint window. Use the options on the right side of the status bar to access the Slide Show menu, move between slides, or select a different view.

OneNote Linked Notes New!

You do research and gather content while working on presentations. But, how do you keep all of the pieces connected and find the information you need when you need it?

OneNote 2010 makes it easy by creating links not just to the presentation you're working on while you take notes, but to the exact slide you were working on when you took a given note. Dock OneNote on the side of your desktop and take notes while you work on your PowerPoint 2010 presentation. As you see in Figure 23, OneNote adds an icon in the margin beside your notes. Just click that icon when reviewing your notes later to open the source file and jump straight to the information you need.

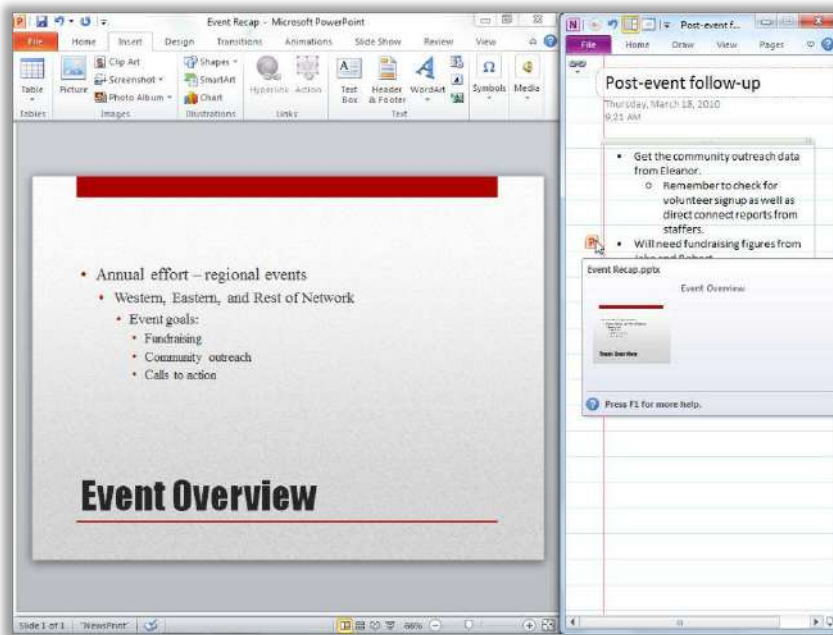


Figure 23: The OneNote Linked Notes feature adds an icon in the margin of each paragraph as you take notes, indicating the source program and providing a link to your location in the source file.

Quick Tip: To take Linked Notes while working in PowerPoint, start with a previously-saved presentation in the PowerPoint 2010 file format and take your notes in a OneNote 2010 notebook.

Note: This OneNote 2010 feature is also available when working on Word 2010 documents or when browsing the Web using Windows® Internet Explorer® 6 or later.



Work together more effectively

Redefine working together on presentations

Broadcast Slide Show New!

Faster than arranging a Web meeting, easier than getting everyone in the same room—now you broadcast your slide show live to a remote audience with just a few clicks.⁸ Everyone you invite to your presentation can view the show in high-fidelity and in real-time from their Web browser, whether or not they have PowerPoint installed.

Broadcast Slide Show creates a URL that you can share with others by e-mail or instant message. When someone clicks the link, they see your slide show broadcast via the new PowerPoint Web App introduced later in this guide.



Figure 24: When you present using the new Broadcast Slide Show feature, viewers watch your slide show in real-time, from their Web browser.

Quick Tip: If your company uses Microsoft SharePoint® Foundation 2010 and has Office Web Apps installed, you can broadcast your slide show within your firewall. Otherwise, PowerPoint 2010 uses Windows Live™ as the default broadcasting service. Broadcasting via Windows Live is a free service that enables up to 50 attendees per broadcast.

⁸ Requires SharePoint Foundation 2010 for business or a free Windows Live ID for personal use. To broadcast via SharePoint 2010, Office Web Apps must be installed.

Create a Video New!

PowerPoint 2010 makes it easy to share your presentation with those who missed the live event—or to create a presentation video for any purpose, such as recording your own video training course or publishing your presentation on a video-hosting Web site. It takes just a few clicks to create a video of your presentation, complete with your saved narration, slide and animation timings, and even your laser pointer movements. PowerPoint builds the video for you while you work, so you don't lose a minute.

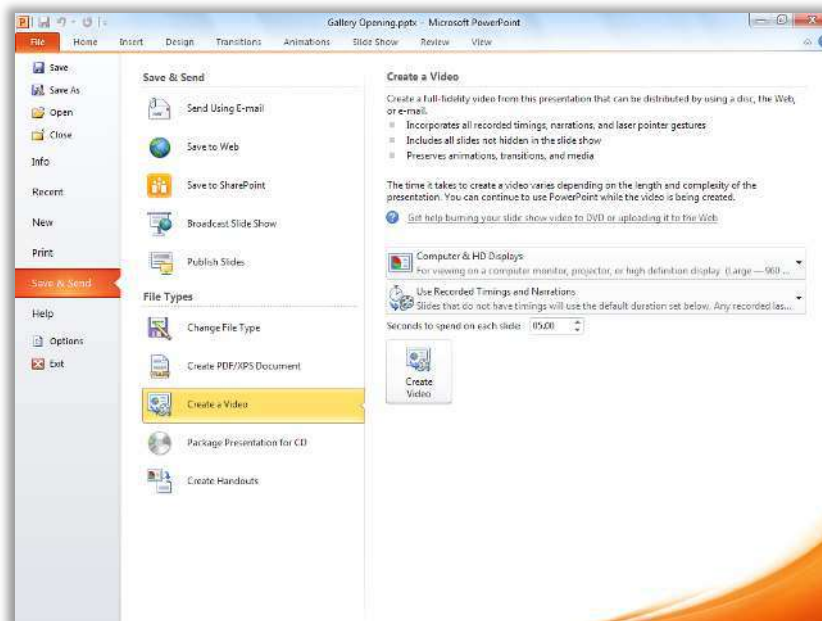


Figure 25: Easily create a high-fidelity video of your presentation.

Tip: The Record Slide Show feature that you can use to include timings and narration in your presentation video is improved in PowerPoint 2010. In addition to slide and animation timings and narration, you can now include a new laser pointer tool in your recordings.

To show the laser pointer during your slide show, press and hold the CTRL key on your keyboard and press the left mouse button.

Co-Authoring New!

Save time, simplify tasks, and improve your teamwork. Co-authoring capabilities in PowerPoint 2010 enable you to simultaneously edit the same presentation with colleagues or friends.⁹ Automatically see who else is editing and on which slide they're working. You can even initiate a conversation with other editors instantly, right from PowerPoint 2010.¹⁰

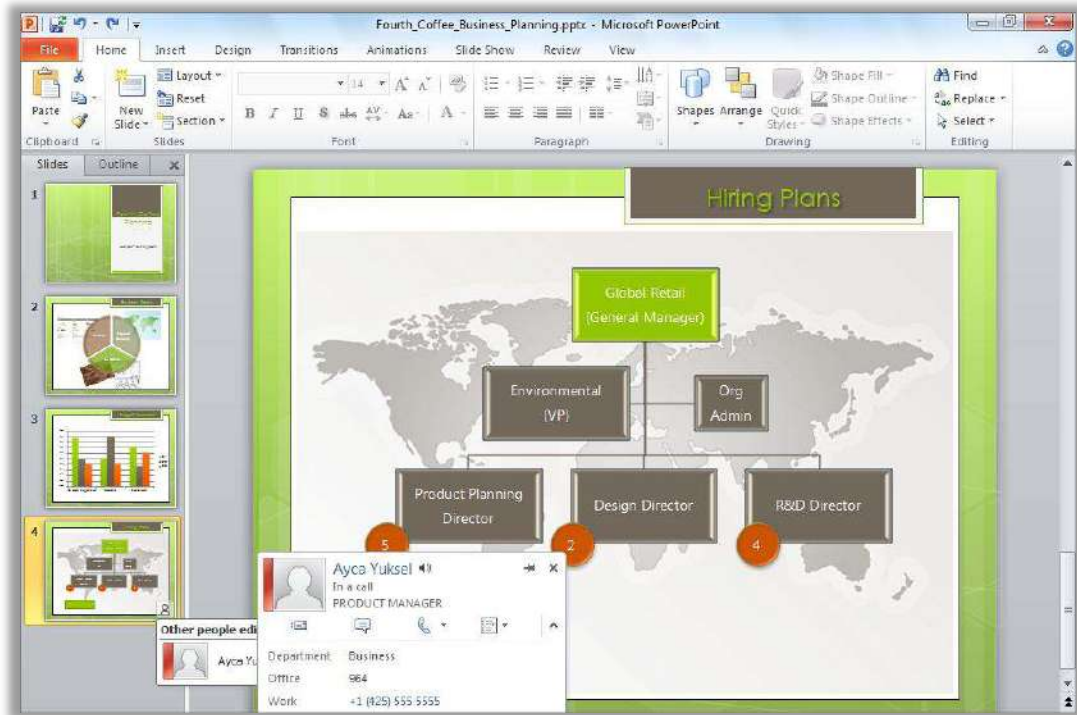


Figure 26: Clearly see where another editor is working in the same presentation, quickly access their contact information, and connect with them without leaving PowerPoint.

- Just save the presentation to see changes from other editors as you work. Your changes also become available to other editors each time you save.

⁹ Co-authoring requires SharePoint Foundation 2010 for business use or a Windows Live ID for personal use. Co-authoring via Windows Live will become available in the second half of calendar year 2010.

¹⁰ Instant messaging requires one of the following: Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2; Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.

- View the names of all current editors at-a-glance from a pop-up list on the Status bar at the bottom of the screen. Or, as shown in Figure 27, see and connect with other editors, check sync status, and more from the Info tab in Backstage view¹¹.
- If another editor goes offline while they have the file open for editing, you can still access the presentation and make your changes. When that person is next online and saves the file, the changes they made are merged with yours and you can then see their changes.

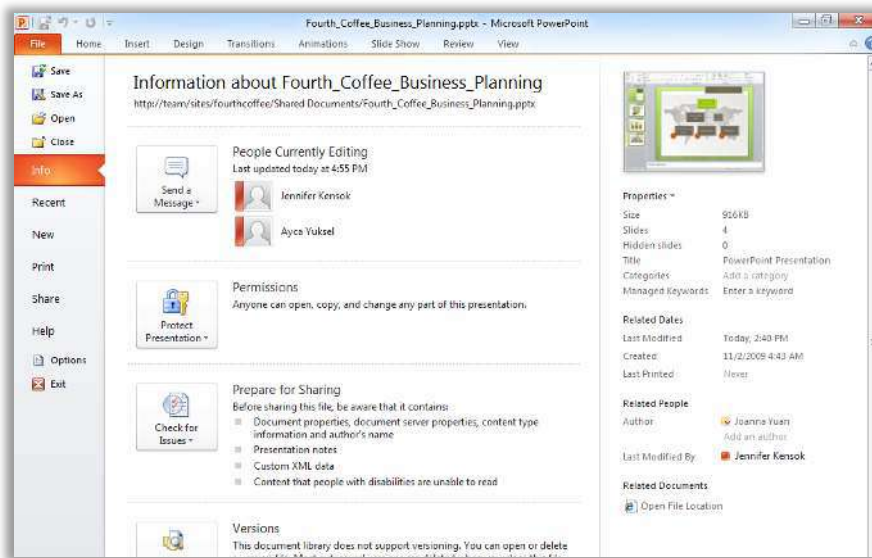




Figure 27: When in a co-authoring session, you can view and contact people currently editing from Backstage view.

Streamlined Communications New!

Connect with your contacts without leaving PowerPoint 2010.

As shown in Figure 26 and Figure 27, you see the presence icon  or presence bar  in several places while in a co-authoring session in PowerPoint 2010. In addition to co-authoring, you can also see presence for authors, managers, and last editors in the Properties pane on the Info tab in Backstage view.

¹¹ Communication with other authors from the People Currently Editing pane on the Info tab in Backstage view requires Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2, or another instant messaging application that supports IMessengerAdvanced.

When combined with Office Communicator or your favorite instant messaging application, you can view information about that person and initiate contact instantly via their contact card, as shown in Figure 28.¹²

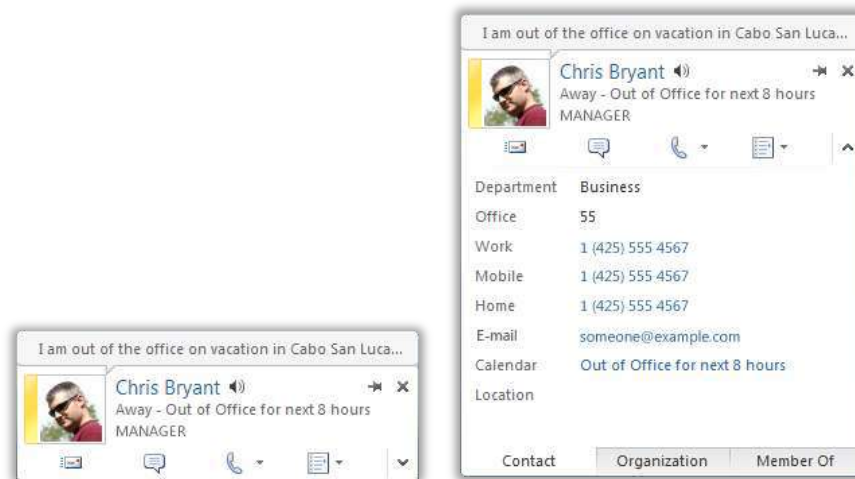


Figure 28: Hover on a person's name or presence icon to view their contact card and initiate a conversation instantly. Or expand that card to see additional information about your contact.

Quick Tips:

- Click the push-pin near the top of the contact card to keep it on top of other windows and readily available.
- Microsoft Exchange users see calendar status on the top portion of the contact card and in the expanded details.

Note: Presence information and contact card are also available when using co-authoring in Word 2010 and from File Properties in Backstage view in Word and Excel 2010. In Outlook 2010, these features are available from many types of Outlook items, such as meeting requests and e-mail messages. Additionally, in Microsoft SharePoint® Workspace 2010, presence and contact

¹² Instant messaging and presence information require one of the following: Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2; Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.



card are available from the Members pane in a Microsoft Office Groove workspace. A separate instant messaging program is not required when using presence in a Groove workspace.

Protected View New!

Like many people, you probably receive more files today by e-mail attachment or by downloading from the Web than by any other means. So, how do you protect your computer when opening files from potentially unknown sources?

Office 2010 introduces Protected View in PowerPoint, Word, and Excel, to help you make more informed decisions before exposing your computer to possible vulnerabilities. By default, files that originate from an Internet source—or that may otherwise be likely to include potentially harmful content—are automatically opened in a Protected View. When this happens, you see a warning on the Message bar, as shown in Figure 29, along with the option to Enable Editing.

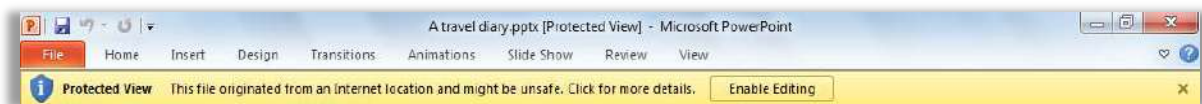


Figure 29: Files that originate from an Internet source open automatically in Protected View.

Quick Tip: You can control which originating sources trigger Protected View. You can also set specific file types to open in Protected View regardless of where they originate. To do either of these tasks, click the **File** tab to open Backstage view and then click **Options**. In the PowerPoint Options dialog box, click **Trust Center** and then click **Trust Center Settings**. Then, to manage Protected View settings, click **Protected View**. Or, to enable protected view for specific file types, click **File Block Settings**.

Accessibility Checker New!

The new Accessibility Checker inspects your presentation for content that may be difficult for those with disabilities to read. When issues are found, the tool provides an explanation of the issue along with step-by-step help for correcting it.

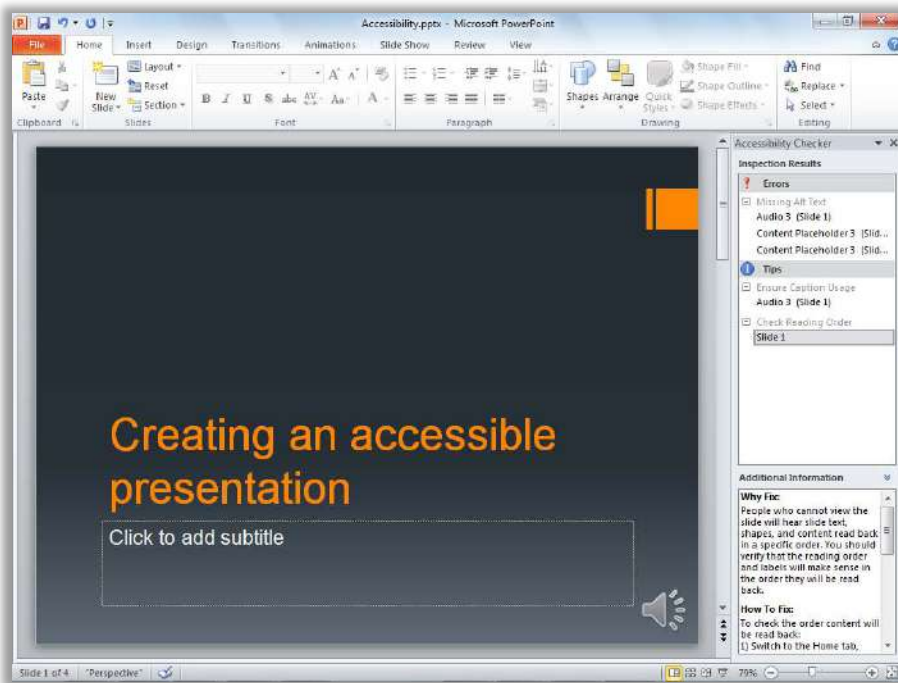


Figure 30: When you run the Accessibility Checker, a pane opens from which you can review issues found and options for correcting them.

Quick Tip: To see at-a-glance if your presentation contains accessibility issues, click the **File** tab to open Backstage view and then click **Info**. Under the heading **Prepare for Sharing**, you'll see a list possible issues in the active presentation to be aware of before sharing the file. If accessibility issues exist, this list will include the item "Content that people with disabilities are unable to read."

Trusted Documents New!

Of course you want to be highly protected from potential threats to your computer and to your files. But why go through repeated security checks after you confirm that a file is trusted?

Office 2010 introduces the Trusted Documents feature for the files you work with that contain active content, such as macros. Now, after you confirm that active content in a presentation is trusted to enable, you don't have to repeat yourself. PowerPoint 2010 remembers the documents you trust so that you can avoid being prompted each time you open the presentation.

Quick Tip: So, what if you accidentally trust a presentation that you shouldn't or content is added to a presentation that you previously trusted? The Trust Center, available through the PowerPoint Options dialog box, gives you one-click access to reset Trusted Documents or to disable the ability to trust files automatically.

Compare and Merge Improved!

PowerPoint 2010 saves you time and helps simplify group projects with Compare and Merge tools available from the Review tab, as shown in Figure 31. Compare multiple versions of the same presentation and then review edits to accept or reject changes.

A Revisions pane enables you to review details of changes by slide or by author. Accept or reject individual changes, all changes on a slide, or all changes in the presentation.



Figure 31: Review changes to your presentation from the Review tab in the new Compare group.

Share through Communicator “14” New!

Sometimes you need a virtual meeting space to collaborate on a project with colleagues. With PowerPoint 2010 and Microsoft Communicator “14”, you can now initiate a virtual meeting without leaving your work—share your application window as easily as sending an instant message. Or, share a presentation quickly and easily when you send it via instant message right from PowerPoint.¹³

Quick Tip: Start a sharing session from the **Save & Send** tab in Backstage view in just a few clicks. Instantly see your colleagues’ availability and share your application window. Your colleagues get a clear view of the application and see any changes you make in real-time.

Note: Share through Office Communicator is also available in Word 2010 and Excel 2010.

¹³ Requires Communicator “14” and Microsoft Communications Server “14”. Beta versions of Communicator “14” and Communications Server “14” will become available in the second half of calendar year 2010.

Language Tools Improved!

If you're one of the many people who work across multiple languages, you now have more flexibility to work as you choose. Simplify and customize your multilingual experience with separate language settings for editing, Help, display, and ScreenTips.

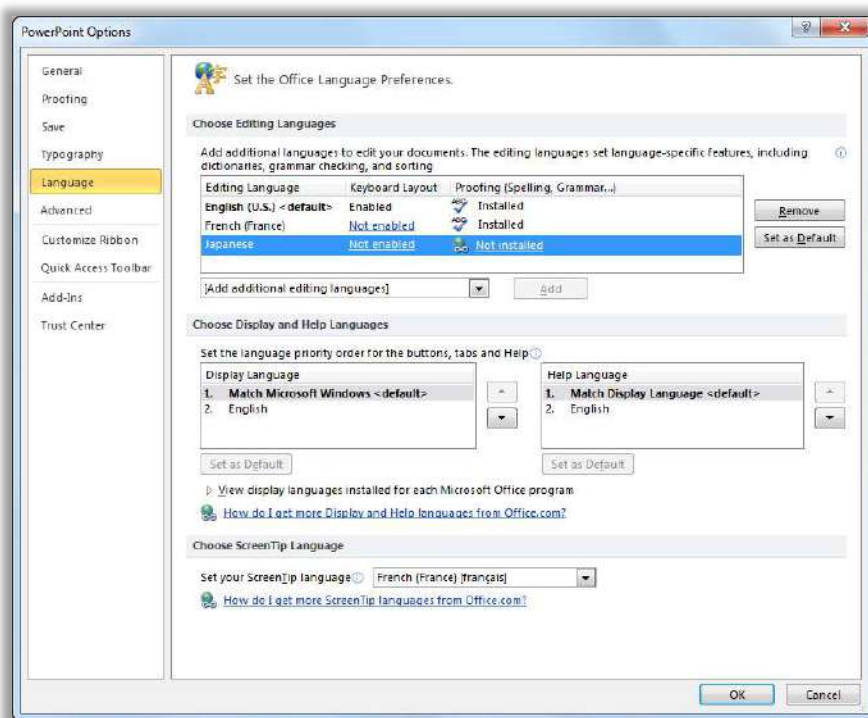


Figure 32: Easily set separate editing, Help, display, and ScreenTip languages.

Quick Tips:

- If you add a language for which proofing tools or keyboard layout are not installed, you see notification with links to help you easily correct the issue, as shown in Figure 32.
- When you set your language preferences in PowerPoint 2010, you set them for all applicable Office 2010 languages, including Word 2010, Excel 2010, Outlook 2010, OneNote 2010, Publisher 2010, and (excluding ScreenTip settings) Access 2010, SharePoint Workspace 2010 and Microsoft InfoPath® 2010.

Translation Tools New and Improved!

Office 2010 makes it easier than ever to communicate across multiple languages. Get easy access to translation tools from the Review tab in PowerPoint 2010. Translated selected text or use the new Mini Translator for on-the-spot translations as you work.

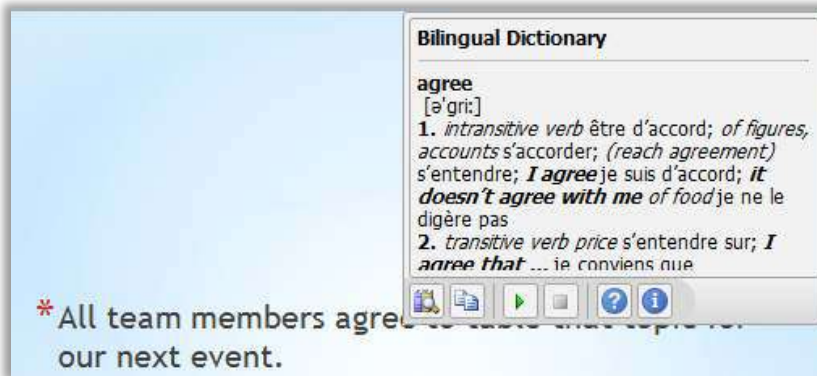


Figure 33: Enable the Mini Translator from the translation options on the Review tab. Then, just hover your mouse pointer on a word for instant translation.

Tip: English assistance and Windows English text-to-speech playback (along with additional text-to-speech languages for download) are available from the toolbar at the bottom of the Mini Translator, shown in Figure 33.¹⁴

¹⁴ Additional text-to-speech languages are free and available to download from the Microsoft Download Center: <http://www.microsoft.com/download>.



Anywhere access to your work

Work when and where you choose

PowerPoint Web App New!

When you want to leave your computer behind or need easy, shareable tools for collaborating with others, do you have what you need to get things done easily and effectively? Now you do.

Save your PowerPoint presentations online and then access, edit, and share them from virtually any computer with an Internet connection.¹⁵ Get high-fidelity online viewing for the rich presentations that you create in PowerPoint 2010, run your slide show, and easily make light edits on the go.¹⁶

- View your slides, slide notes, or run your slide show from PowerPoint Web App.
- Use familiar features that you know from PowerPoint, including the ability to add, duplicate, delete and hide slides, apply font and paragraph formatting, and more.
- Insert or replace pictures and even apply picture styles.
- Insert, edit, and format SmartArt[®] graphics, including changing SmartArt styles and layouts.

¹⁵ Office Web Apps require an appropriate device, Internet connection, supported Internet Explorer, Firefox, or Safari browser, and either SharePoint Foundation 2010 (for business) or a free Windows Live ID (for personal use). There are some differences between the features of Office Web Apps and the Office 2010 applications.

¹⁶ Microsoft Silverlight™ is not required for any functionality but is recommended for best results when viewing PowerPoint presentations in Office Web Apps.

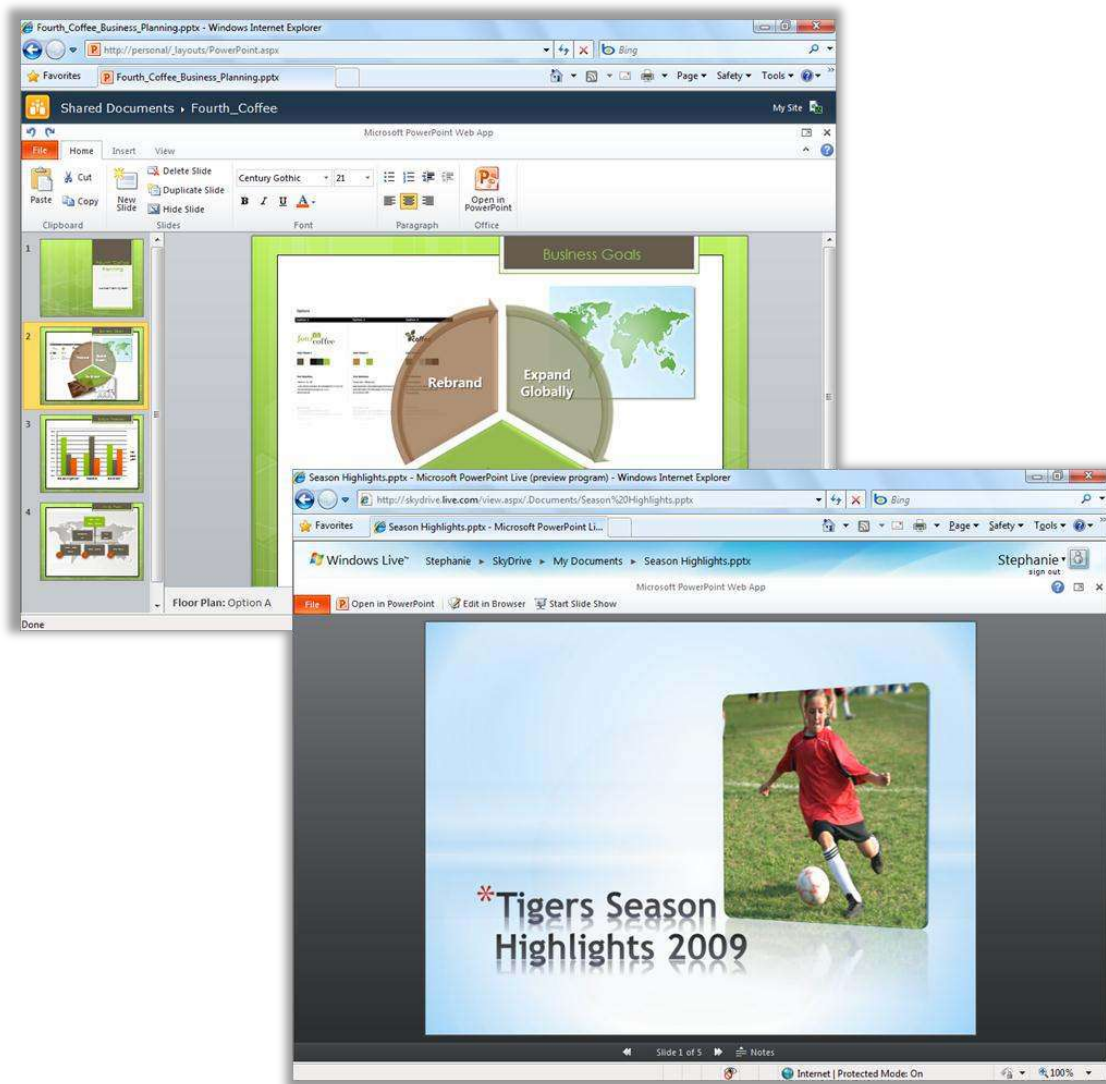


Figure 34: Get things done when and where you choose with the new PowerPoint Web App.

Microsoft Office Web Apps—including PowerPoint Web App, Microsoft Word Web App, Microsoft Excel Web App, and Microsoft OneNote Web App—make ideal companions to your Office 2010 programs. Flexible access, a familiar editing environment, and a selection of features that you already know help you get your work done on your terms.

Quick Tip: Use PowerPoint Web App to easily share files with people who work on earlier versions of Microsoft Office for Windows or Mac, or even with those who don't have Microsoft Office installed on their computer.

PowerPoint Mobile 2010 Improved!

Sometimes you've got to work when you're moving between point A and point B. Fortunately, the improved PowerPoint Mobile 2010 makes it easy to take action while you're on the go.¹⁷

- Use PowerPoint Mobile 2010 as a presentation aid. Connect your Windows phone to your PC via Bluetooth to easily view your presentation notes. You can even use your phone to advance your slides.
- Edit and save your presentations—including your notes—on your Windows phone.
- View your presentations full screen with rich graphic effects. PowerPoint Mobile 2010 also provides improved support for slide transitions and animations—including motion paths.
- Use the new Slide Manager to get a quick overview of your presentation and easily view, edit, delete, or hide any slide.



Figure 35: View PowerPoint presentations on your Windows phone in high-fidelity. Edit and save presentations—including your notes—with enhanced support for transitions and animations.

Quick Tip: Easily distribute presentations right from your Windows phone. Send your PowerPoint presentations via e-mail or save them directly back to SharePoint 2010 using the new SharePoint Workspace Mobile 2010 application.

¹⁷ An appropriate device is required. Some mobile functionality requires an Internet connection. Office Mobile 2010 includes PowerPoint Mobile 2010, Word Mobile 2010, Excel Mobile 2010, OneNote Mobile 2010 and SharePoint Workspace Mobile 2010. Outlook Mobile 2010 comes pre-installed on Windows phones and is the default e-mail client. Office Mobile 2010 is not included in Office 2010 applications, suites, or Office Web Apps. It will be available at the general availability of Microsoft Office 2010 on Windows phones (Windows Mobile 6.5 or above). There are some differences between the features of Office Mobile 2010 and the Office 2010 applications.

Power User Tips

Are you the office, family, or class PowerPoint genius? Do you support, teach, or create documents, templates, or themes for other PowerPoint users? If you are a PowerPoint power user or would like to be, check out a few tips and tricks to help you do even more with PowerPoint 2010.

Manage media content and file size

You embed a video or audio file and use the trim feature to ensure playback only of the portions you want to share with your audience. Then you use the Compress Media tool to reduce the media size in the presentation for ease of sharing. Or, you insert video or audio from your files as a link and trim the linked object.

So, what happens to the trimmed or compressed portions of your media content and how are your original media files affected?

- Any action you take on the embedded or linked media content inserted from your files affects only the copy of that content that is in your presentation. Your original media file that is saved on your computer is not affected.
- When you trim video or audio, PowerPoint 2010 retains the trim regions. So, you can reverse the trim or change the trim sections as needed.
- When you use Compress Media, if a trimmed video is smaller in file size than the compressed version of the full video, the Compress Media tool removes the trimmed regions from your presentation.
- If you run the Document Inspector and select the option to remove Document Properties and Personal Information, trimmed regions will be removed from any media content in the presentation.

Note: If you're a PowerPoint VBA developer and you want to automate removal of trimmed regions from the media in you presentations, use the **Resample** method.

Explore Recover Unsaved Presentations and autosave versions

When you work on a presentation for a while and then close it without saving, PowerPoint 2010 automatically saves a copy for you. As you may have already learned in this guide, this exciting new extension of AutoRecover capabilities enables you to easily retrieve presentations even if you never saved the file. Use the following tips to help you get more from these new timesaving tools:

- While working on a previously saved presentation, access up to the last five autosave versions while you are still in the presentation, without leaving PowerPoint. So, if you accidentally delete something and later need it back, you may be able to retrieve it from an earlier autosave version.¹⁸

To access available autosave versions, click the **File** tab to open Backstage view. Find available autosave versions under the **Versions** heading on the Info tab.

- By default, PowerPoint 2010 automatically saves the last autosave version of your file if you close without saving.

To turn off this setting, in Backstage view, click **Options**. In the **PowerPoint Options** dialog box, on the **Save** tab, find the setting **Keep the last autosaved version if I close without saving**.

Note: Your autosave files are stored in the same location as your AutoRecover files. Your AutoRecover file location can be found in **PowerPoint Options**, on the **Save** tab.

- Recover all available unsaved presentations (files that were never previously saved) from one convenient location.

On the **Info** tab in Backstage view, click **Manage Versions** and then click **Recover Unsaved Presentations**. Or, at the bottom of the **Recent** tab in Backstage view, click **Recover Unsaved Presentations**. The dialog box that opens displays your **UnsavedFiles** folder, containing available unsaved presentations.

¹⁸ The ability to retrieve content from an autosave version is limited to five versions and requires that you elect to save AutoRecover information and keep the last autosaved version when you close without saving. To access these options, in Backstage view click Options and then click Save.

- The files that you see in the UnsavedFiles folder are automatically deleted after four days.

If you ever need to work on a shared or public computer, such as in an Internet café or school computer lab, it's easy to ensure that unsaved presentations are not retained. Just create a new presentation (CTRL+N) but don't save it. In Backstage view, on the **Info** tab, click **Manage Versions** and then click **Delete all Unsaved Presentations**.

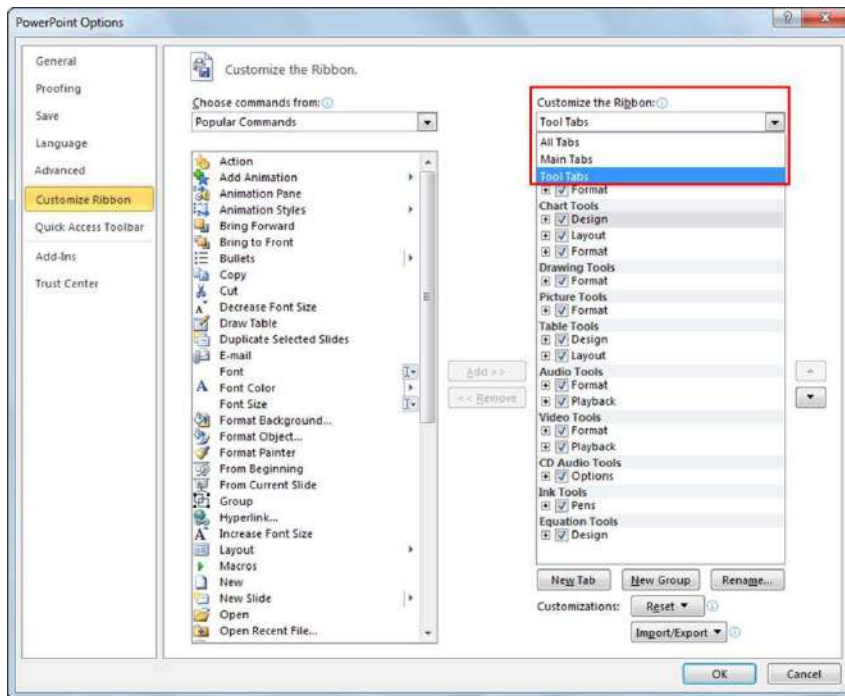
Note: The Delete All Unsaved Presentations option only appears if you are working on a file that has never been previously saved. If you view Manage Versions options for a previously saved file, the Delete All Unsaved Presentations option will not be available.

Customize the Ribbon

Customizing your PowerPoint 2010 experience has never been easier. Add your own groups to any built-in Ribbon tab, or create your own tabs.

- To customize the Ribbon, click the **File** tab to open Backstage view. Click **Options** and then click **Customize Ribbon**. From this location, customize tabs to include your favorite commands from any built-in tab as well as many commands that don't appear on the Ribbon or even your own macros.

In addition to customizing the tabs that you always see on the Ribbon, you can customize contextual tabs as well. Those are the tool tabs that appear when you're working on specific types of content, such as pictures or tables. To access these additional tabs when customizing the Ribbon, select **Tool Tabs** from the list labeled **Customize the Ribbon**, as you see in the image that follows.



Notice that you can also clear the check box beside any tab listed in this dialog to prevent it from appearing on the Ribbon.

- To start customizing the Ribbon, just select the tab before which you want to place your new custom tab and then click **New Tab**. Or, expand a tab to view its groups, select the group after which you want to place a custom group, and then click **New Group**. You can then add commands from the left side of the dialog box.

If you want to share your custom Ribbon with other PowerPoint 2010 users, notice the **Import/Export** option at the bottom of the dialog box. Just export your custom Ribbon settings and share the exported file so that others can import your customizations on their PC.

Customize presentations and save time using Office Open XML

With all of the great new features in PowerPoint 2010 and Office 2010, you never have to leave the Office 2010 programs to create the brilliant presentations you've always wanted. But, if you are an advanced user and you want to see just how far you can take the great content you create with Office 2010, you might want to check out what's going on under the hood of your presentations.

The Office Open XML Formats are the file formats for your Office 2010 PowerPoint, Word, and Excel documents, and were first introduced to those programs in Office 2007. A lot of the great functionality that you use in Office 2010 is built using the Office Open XML language—such as



Office themes, SmartArt, and the Ribbon. And, if you are an advanced Microsoft Office user, you might be amazed at the time you can save and the types of customizations you can do when you begin to explore Office Open XML.

You don't need to be a professional developer to learn and use the basics of Office Open XML. For example, consider the following:

- If you already customize Office themes and you'd like to learn how to create a complete custom theme from scratch, including your own custom theme effects, explore the Theme Builder tool.

The Office team at Microsoft created the Theme Builder tool, currently in a public beta release. The Theme Builder actually writes the Office Open XML for you, giving you an interface from which you can create your own custom theme effects. On the Help menu of the Theme Builder, you'll also find a detailed theme creation guide and themes SDK documentation, for in-depth guidance and best practices when creating custom themes.

Download the [Theme Builder](#) from Microsoft Connect.

- With just a few Office Open XML basics under your belt, you can customize formatting and save time on many tasks. Consider the following examples:
 - You use the Change Shape feature to change the rectangles in your SmartArt graphic to ovals. It works great and may be exactly what you need most of the time. But when you add a new shape, it's still a rectangle. Would you like to change that shape in the SmartArt layout instead, so that anyone who edits the graphic gets the shape you want them to use? All it takes is one simple find and replace in Office Open XML.
 - You are about to e-mail your pitch 10 minutes before the deadline when you learn that the client changed their logo last week. That logo appears dozens of times in the presentation and the clock is ticking. Wouldn't it be nice if you could just paste the new logo once and PowerPoint would place it everywhere it needed to be, with formatting, sizing, and positioning automatically retained? When you understand the core Office Open XML structure of your PowerPoint 2010 presentations, you can—and you can do it without writing a single word of Office Open XML.
 - You're creating a new PowerPoint 2010 template to share with others and you would like to create a custom Ribbon just for that template. You know that Office 2010

gives you the power to customize the Ribbon for each application, but how can you get that done for just a single template? Office Open XML makes it easy.

These are just a few of many tasks that advanced Office 2010 users can easily accomplish using basic Office Open XML. Explore the resources that follow to help you get started with Office Open XML and for the steps you need to accomplish these tasks and more:

Note: The following resources were written for Office 2007 but are equally applicable to the tasks discussed here for Office 2010.

- [Office Open XML I: Exploring the Open XML File Formats](#)
- [Office Open XML II: Editing documents in the XML](#)
- [A Guide to Customizing the Office 2007 Ribbon](#)
- [Using Office Open XML to Customize Document Formatting in the 2007 Office System](#)
- [Getting More from Document Themes in the 2007 Office System with Office Open XML \(if you're new to themes and Office Open XML, read this article before the one that follows\)](#)
- [Creating document themes with the Office Open XML Formats](#)
- [Using Office Open XML to Save Time Without Writing Code](#)

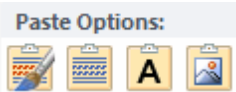
Where to Find It

Bring your ideas to life

	Features and Benefits	Where to Find
New!	Embed video from your files	<ul style="list-style-type: none"> To insert a video from your files, on the Insert tab, in the Media group, click Video and then click Video from File.
New!	Video editing and formatting	<ul style="list-style-type: none"> Select a video in your presentation. Or, to insert a video from your files, on the Insert tab, in the Media group, click Video and then click Video from File. The Video Tools Format and Playback tabs appear automatically whenever a video is selected. Find Poster Frame, Video Styles, Video Effects, and more on the Video Tools Format tab. Find Trim, Fade, Bookmarks, and other tools on the Video Tools Playback tab.
New!	Audio editing	<ul style="list-style-type: none"> Select an audio object in your presentation. The Audio Tools Format and Playback tabs appear automatically whenever an audio object is selected. Find Trim, Bookmarks, and Fade on the Audio Tools Playback tab.
Improved!	Video and audio controls	<ul style="list-style-type: none"> With the slide containing your video or audio object active, open your presentation in Slide Show view. Then, point to the object to view and access the controls.

	Features and Benefits	Where to Find
New!	Compress media	<ul style="list-style-type: none">Click the File tab to open Backstage view. Click Info and then click Compress Media. <p>Note: This feature appears only when your presentation contains applicable media files.</p>
New!	Optimize media compatibility	<ul style="list-style-type: none">Click the File tab to open Backstage view. Click Info and then click Optimize Compatibility. <p>Note: This feature appears only when your presentation contains applicable media files.</p>
Improved!	Additional media formats	<ul style="list-style-type: none">Find the options to insert video or audio on the Insert tab, in the Media group. <p>Note: Insert a core set of audio and video formats, such as WMV, WMA, and MP3. Core formats supported out-of-box will vary with operating system. PowerPoint 2010 also supports additional formats, such as DivX, MOV, and H. 264 when you install DirectShow codecs available from third parties (fees may apply).</p>
New!	Insert video from Web site	<ul style="list-style-type: none">On the Insert tab, in the Media group, click Video and then click Video from Web Site. <p>Note: Internet connection required for playback of linked video from a Web site location.</p>
New and Improved!	Picture editing	<ul style="list-style-type: none">Select a picture in your presentation. Or, to insert a new picture, on the Insert tab, in the Images group, click Picture.The Picture Tools Format tab appears automatically when a picture is selected.Find Artistic Effects, Remove Background, Corrections and Color tools in the Adjust group on the Picture Tools Format tab. Find the improved Crop tool in the Size group on that tab.

	Features and Benefits	Where to Find
Improved!	Slide transitions	<ul style="list-style-type: none"> On the Transitions tab, in the Transition to This Slide group, point to any transition in the gallery to preview or click a transition to apply it to selected slides.
Improved!	Animations	<ul style="list-style-type: none"> Select an object to animate. Then, on the Animations tab, in the Animations group, point to an option in the Animations gallery to preview or click to apply it. Or, click Add Animation to preview and apply even more choices.
New!	Animation Painter	<ul style="list-style-type: none"> Select an object that has a set of custom animation that you want to copy. On the Animations tab, in the Custom Animation group, click Animation Painter. Then select the object to which you want to apply the copied animation.
New!	Presentation Sections	<ul style="list-style-type: none"> On the Home tab, in the Slides group, click Section.
New!	Multi-window support (SDI)	<ul style="list-style-type: none"> This capability is available automatically. For example, with more than one presentation open, on the View tab, in the Window group, click Arrange All.

	Features and Benefits	Where to Find
New!	Paste with Live Preview	<ul style="list-style-type: none"> When you're ready to paste content, click where you intend to paste in the presentation. On the Home tab, in the Clipboard group, click the arrow beneath the Paste button to view Paste Options. Or, right click at the insertion point to view Paste Options. Then, point to individual Paste Options to preview results and click your preferred option to paste. 
New!	Recover Unsaved Versions	<ul style="list-style-type: none"> Click the File tab to open Backstage view. On the Info tab, under the Versions heading, view available autosave versions or click Manage Versions to access Recover Unsaved Presentations.
New!	Linked Notes	<ul style="list-style-type: none"> Open or save a new PowerPoint 2010 presentation. Then, on the Review tab, in the OneNote group, click Linked Notes.
	Additional Office themes	<ul style="list-style-type: none"> On the Design tab, in the Themes group, find all built-in Office themes as well as a selection of themes hosted on Office.com.
Improved!	Additional SmartArt graphics	<ul style="list-style-type: none"> On the Insert tab, in the Illustrations group, click SmartArt. The Smart Art Tools Design and Format tabs appear automatically when your insertion point is in a SmartArt graphic.
New!	Insert Screenshot	<ul style="list-style-type: none"> On the Insert tab, in the Images group, click Screenshot.

	Features and Benefits	Where to Find
New!	Equations	<ul style="list-style-type: none"> On the Insert tab, in the Symbols group, click Equation. <p>Note: If your insertion point is in a text box when you insert an equation, the equation is added to the active text box. Otherwise, the equation is inserted in its own text box.</p>
New!	Smart Guides	<ul style="list-style-type: none"> Drag a shape, custom text box, image, or media object on your slide along the plane of another. Guides appear automatically when applicable object types (other than those inside placeholders) are aligned precisely at middle or center, or when shape edges touch.
New!	Custom shapes	<ul style="list-style-type: none"> Custom shape actions are available to add to your Quick Access Toolbar or your own group or tab on the Ribbon. Click the File tab to open Backstage view, click Options, and then click Customize Ribbon or Customize Quick Access Toolbar. In the Choose Commands From list, select All Commands and then find Shape Combine, Shape Intersect, Shape Subtract, and Shape Union commands.
Improved!	Note printing	<ul style="list-style-type: none"> Click the File tab to open Backstage view and then click Print. Under Settings, click Full Page Slides and then, under Print Layout options, click Notes Pages.
New!	Reading View	<ul style="list-style-type: none"> On the View tab, in the Presentation Views group, click Reading View.

	Features and Benefits	Where to Find
Improved!	Inking	<ul style="list-style-type: none"> To start inking, just move your stylus in range of a tablet-enabled device (such as a Tablet PC). Or, on the Review tab, click Start Inking. The Ink Tools Pens tab appears automatically.
New!	Design Advice	<ul style="list-style-type: none"> Click the File tab to open Backstage view and then click New. Click Sample Templates and then select Five Rules.
Improved!	Ribbon	<ul style="list-style-type: none"> The Ribbon appears at the top of the screen. To customize the Ribbon, in Backstage view, click Options and then click Customize Ribbon.
New!	Backstage view	<ul style="list-style-type: none"> Click the File tab (which appears to the left of the Home tab on the Ribbon) to open Backstage view.

Work together more effectively

	Features and Benefits	Where to Find
New!	Broadcast Slide Show	<ul style="list-style-type: none"> On the Slide Show tab, in the Start Slide Show group, click Broadcast Slide Show.
New!	Create a Video	<ul style="list-style-type: none"> Click the File tab to open Backstage view. Click Save & Send and then click Create a Video.

	Features and Benefits	Where to Find
New!	Co-authoring	<ul style="list-style-type: none">To see this feature, save your presentation to a SharePoint Foundation 2010 site or a Windows Live SkyDrive folder, and then have someone else open the presentation for editing while you are still in it.In the Slides pane, see which slides other editors are currently working on in the presentation. You can also view a list of other editors from the Info tab in Backstage view or on the Status bar at the bottom of your screen. <p>Note: Co-authoring via Windows Live will become available in the second half of calendar year 2010.</p>
Improved!	Streamlined communications	<ul style="list-style-type: none">Wherever you see presence information for other editors, point to the person's name for a contact card from which you can initiate a conversation. <p>Note: Instant messaging and presence information requires one of the following: Office Communications Server 2007 R2 with Office Communicator 2007 R2, Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.</p>
New!	Compare and Merge	<ul style="list-style-type: none">On the Review tab, in the Compare group, click Compare.
Improved!	Record Slide Show	<ul style="list-style-type: none">On the Slide Show tab, in the Set Up group, click Record Slide Show.

	Features and Benefits	Where to Find
New!	Protected View	<ul style="list-style-type: none"> Opening in Protected View is automatic when you open a file that originated from an Internet location. A message bar appears below the Ribbon to indicate that your file has been opened in Protected View and gives you the option to enable editing. To manage Protected View settings, click the File tab to open Backstage view and then click Options. Click Trust Center and then click Trust Center Settings. Find options for working with Protected View on both the Protect View and File Block Settings tabs of the Trust Center dialog box.
New!	Accessibility Checker	<ul style="list-style-type: none"> Click the File tab to open Backstage view. On the Info tab, click Check for Issues and then click Check Accessibility.
New!	Trusted Documents	<p>To manage trusted documents:</p> <ul style="list-style-type: none"> Click the File tab to open Backstage view and then click Options. In the PowerPoint Options dialog box, click Trust Center and then click Trust Center Settings. In the Trust Center dialog box, click Trusted Documents. <p>To add a trusted document:</p> <ul style="list-style-type: none"> When you open a presentation containing active content such as macros, on the Message Bar, click Enable Content.
New!	Save as Picture Presentation	<ul style="list-style-type: none"> Click the File tab to open Backstage view and then click Save & Send. Click Change File Type and then click PowerPoint Picture Presentation.

	Features and Benefits	Where to Find
New!	Share through Communicator "14"	<ul style="list-style-type: none"> Click the File tab to open Backstage view. Find Send by Instant Message and Share Document Window on the Save & Send tab. <p>Note: Share through Communicator "14" requires Communicator "14" and Communications Server "14". Beta versions of Communicator "14" and Communications Server "14" will become available in the second half of calendar year 2010.</p>
Improved!	Language tools	<ul style="list-style-type: none"> On the Review tab, in the Language group, click Language and then click Language Preferences.
New and Improved!	Translation tools	<ul style="list-style-type: none"> On the Review tab, in the Language group, click Translate.

Anywhere access to your work

	Features and Benefits	Where to Find
New!	Access your presentations on the Web	<ul style="list-style-type: none"> Visit http://office.com/web-apps for information on how to get started with Office Web Apps
Improved!	PowerPoint Mobile 2010	<ul style="list-style-type: none"> Office Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps. It will be available at the general availability of Microsoft Office 2010 on Windows phones (Windows Mobile 6.5 or above)

Version Comparison

Feature\Benefit Included Improved New

Freedom to bring ideas to life

Make the media fit the message

	2003	2007	2010
Embed video			
Videos that you insert from your files are embedded by default in PowerPoint 2010, helping to ensure that your presentation is always ready to travel.			<input checked="" type="checkbox"/>
Edit and format video			
Edit and format videos that are inserted from your files right from within PowerPoint. Trim, set a preview image, add bookmarks, fades, effects and more.			<input checked="" type="checkbox"/>
Edit and format audio			
Edit audio objects on your slides right from within PowerPoint. Trim audio, add fades, and bookmark key points.			<input checked="" type="checkbox"/>
Video and audio controls			
Instantly move to any location in the video or audio inserted from your files as you present and control the audio level while a video plays.			<input checked="" type="checkbox"/>

	2003	2007	2010
<p>Play video as background</p> <p>Place a video behind other objects on a slide—or on a layout or master—and the video remains in the position where you placed it during playback.</p>			<input checked="" type="checkbox"/>
<p>Compress Media</p> <p>Easily compress embedded media files to reduce file size. Choose the quality level for compression and even undo the previous compression if you don't like the results.</p>			<input checked="" type="checkbox"/>
<p>Optimize Media Compatibility</p> <p>Optimize compatibility for the embedded audio and video files in your presentation to help improve the experience when you deliver that presentation on another computer.</p>			<input checked="" type="checkbox"/>
<p>Insert video from Web Site</p> <p>Insert linked videos that you have uploaded to a Web site into your presentation.</p>			<input checked="" type="checkbox"/>
<p>Picture editing</p> <p>New professional-quality artistic effects as well as new and improved color, correction, cropping, and background removal tools, enable you to edit pictures like a pro.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Create extraordinary presentations

	2003	2007	2010
Slide transitions			
Captivate audiences with exciting special effects, such as high-quality 3-D effects, that look just like graphics you'd see on TV.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Animations			
Access and customize animations more easily, and bring presentations to life by adding realistic motion to stationary objects.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Animation Painter			
Format multiple animations as you would use the Format Painter tool to format text and objects.			<input checked="" type="checkbox"/>
Additional Office themes			
Select from a wide range of additional Office themes to apply fonts, colors, and formatting effects—as well as slide master, layout and background formatting—throughout your presentation with just a click.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional SmartArt graphics			
Select from several new SmartArt layouts—including new organization charts and picture diagrams—to build professional graphics as easily as typing a bulleted list.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2003

2007

2010

Insert Screenshot

Take screenshots in your other open windows directly from PowerPoint. Or, select from a gallery of available screenshots automatically populated by your open windows.

Equations

Create and display math equations with a rich set of equation editing tools.

Smart Guides

New smart guides appear automatically as you drag one shape in proximity to another, showing you when alignment is precise.

Custom shapes

Easily create custom shapes with tools to combine, intersect, subtract, and join selected shapes.

Inking

Convert drawn shapes to Office Art shapes, save your favorite pen types for quick access, and use drawing tools that make it easier to position and manage ink objects.

Design advice

Receive creative advice from Academy Award-winning Duarte Design on how to produce engaging presentations using PowerPoint 2010.



Get easier access to the right tools, at the right time

	2003	2007	2010
Ribbon			
Find the commands you need more easily with the advanced Ribbon interface. In PowerPoint 2010, you can now customize or create your own tabs to personalize the PowerPoint experience to your work style.		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Backstage view

Get one central, intuitive, integrated location for all of your presentation management tasks.



Save time and simplify your work

	2003	2007	2010
Multi-window support (SDI)			
Each presentation that you open is in a completely separate window, enabling you to view and edit multiple presentations independently.			<input checked="" type="checkbox"/>
Presentation sections			
Easily organize and navigate through your slides by dividing your presentation into logical sections.			<input checked="" type="checkbox"/>
Paste with Live Preview			
Preview options for how your content will look before you paste, to save time and get better results.			<input checked="" type="checkbox"/>

	2003	2007	2010
Note printing			
Quickly and easily print out multiple pages of presentation notes to share with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading view			
The new Reading View lets you view your presentation as a slide show without hiding the Windows taskbar.			<input checked="" type="checkbox"/>
OneNote Linked Notes			
Take notes in OneNote 2010 that automatically link to the active location in your PowerPoint 2010 presentation.			<input checked="" type="checkbox"/>
Recover Unsaved Versions			
Automatically recover files that you close without saving. ¹⁹			<input checked="" type="checkbox"/>

¹⁹ Recover Unsaved Versions refers to Recover Draft Versions, created for files that were never previously saved, and autosave versions which are created for previously saved files. AutoRecovery of files that occurs after a PowerPoint session closes unexpectedly is separate functionality of AutoRecover capabilities that was present in earlier versions and remains available in PowerPoint 2010.



Work together more effectively

Redefine working together on presentations

	2003	2007	2010
Broadcast Slide Show			
Instantly broadcast your slides to a remote audience who can view your presentation online even if they don't have PowerPoint installed on their computer.			<input checked="" type="checkbox"/>
Create a Video			
Share a high-quality version of your presentation with virtually anyone by making a video of that presentation.			<input checked="" type="checkbox"/>
Co-authoring			
Work with other people editing the same presentation, at the same time.			<input checked="" type="checkbox"/>
Streamlined Communications			
Instantly initiate a conversation with others who are simultaneously editing a document with you, right from PowerPoint.			<input checked="" type="checkbox"/>
Compare and Merge			
Quickly compare multiple presentation versions and combine edits into a single presentation file.			<input checked="" type="checkbox"/>

	2003	2007	2010
<p>Share Presentation Window</p> <p>Start a sharing session with a couple of clicks. Your colleagues get a clear view of the application and instantly see the changes you make.²⁰</p>			<input checked="" type="checkbox"/>
<p>Send by Instant Message</p> <p>Send your presentation by instant message directly from PowerPoint 2010.²⁰</p>			<input checked="" type="checkbox"/>
<p>Record Slide Show</p> <p>Use powerful recording functions to record narration, laser pointers and animation timings for playback during your slide show.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Protected View</p> <p>Presentations received in e-mail or downloaded from the Web automatically open in Protected View so that you can make a more informed decision before exposing your computer to potential vulnerabilities.</p>			<input checked="" type="checkbox"/>
<p>Accessibility Checker</p> <p>Check your presentation for content that people with disabilities might find difficult to read and get explanations with step-by-step instructions for how to correct the issues.</p>			<input checked="" type="checkbox"/>

²⁰ Requires Microsoft Communicator "14" and Microsoft Communications Server "14".

	2003	2007	2010
File Block Settings			
Select from a range of file types that can contain active content and direct PowerPoint to prevent the file type from opening or saving, or to open the file type using Protected View. ²¹		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trusted Documents			
Let PowerPoint know when you trust a presentation that contains active content (such as macros) so that you are not prompted with a security warning each time you open the same file.			<input checked="" type="checkbox"/>
Save as Picture Presentation			
Creates a copy of your presentation with each slide as a picture.			<input checked="" type="checkbox"/>
Translation Tools			
Use on-demand translation and a Mini Translator to easily work across languages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language Tools			
In PowerPoint 2010, you can set separate languages for editing, Help, display and ScreenTips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

²¹ The ability to modify File Block settings from within the application is new in PowerPoint 2010. Built-in File Block functionality was added in PowerPoint 2007, available through a patch for PowerPoint 2003, and could only be modified via the Windows Registry.



Anywhere access to your work

Work when and where you choose

	2003	2007	2010
PowerPoint Web App			
View and do lightweight editing of PowerPoint presentations from virtually any computer with a Web browser. Run your slide show, edit slide notes, and use some of the same formatting and editing tools that you know from PowerPoint.			<input checked="" type="checkbox"/>
PowerPoint Mobile 2010			
Use a lightweight version of PowerPoint specifically suited to your smartphone.	<input checked="" type="checkbox"/> (Office Mobile 5.0)	<input type="checkbox"/> (Office Mobile 6.1)	<input type="checkbox"/> (Office Mobile 2010)

FAQ

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1. [Which editions of Microsoft Office 2010 will include PowerPoint 2010?](#)
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About Microsoft PowerPoint 2010

1. What is PowerPoint 2010?

PowerPoint 2010 is the most dynamic and intuitive release yet of the powerful presentation software you already know. Designed to provide you with the powerful and flexible presentation tools you need, PowerPoint 2010 makes it easy to create presentations that impress. Customize and manage media like a pro, incorporate astounding effects, and easily share your presentations with others. In addition, this release of PowerPoint makes it simpler than you might imagine to work with others on your presentations or to work when and where you choose.

2. How can I use PowerPoint 2010?

Use PowerPoint 2010 to create presentations that help you express your points effectively. Whether you need a simple slide deck for an internal meeting or you're preparing the pitch of your career, take advantage of tools ranging from professional-quality video and picture editing, Hollywood-quality transitions and animations, a wide range of customizable design themes that you can apply with a click, and beautiful graphics that you can create as easily as typing a bulleted list. You can also use PowerPoint 2010 to share your presentations easily with others—such as by broadcasting your slide show instantly to a remote audience—or seamlessly editing a presentation at the same time as others on your team.

3. What are some of the major updates to PowerPoint 2010 from earlier versions?

Explore [PowerPoint 2010: At-a-Glance](#).



PowerPoint 2010 System Requirements & Compatibility

1. Are there special system requirements for running PowerPoint 2010?

Office 2010 was built to maximize performance across the hardware you already own, while also positioning you for future hardware innovations such as 64-bit chips, advanced graphics cards, multi-core processors and alternative form factor devices.

Following are minimum system requirements for Microsoft Office Professional Plus 2010:

Processor	500 MHz processor; 1 GHz required for Outlook with Business Contact Manager
Memory	256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, Outlook with Business Contact Manager, and certain advanced functionality.
Hard disk	3.0 GB available disk space
Display	1024x768 or higher resolution monitor
Operating system	Windows XP with Service Pack (SP) 3 (32-bit operating system (OS) only) or Windows Vista® with SP1, Windows 7, Windows Server® 2003 R2 with MSXML 6.0, Windows Server 2008, or later 32- or 64-bit OS.
Graphics	Graphics hardware acceleration requires a DirectX® 9.0c graphics card with 64 MB or more video memory.
Additional Notes	<ul style="list-style-type: none">• Certain advanced functionality requires connectivity to Microsoft Exchange Server 2010, Microsoft SharePoint Server 2010, Microsoft Office Communications Server 2007 R2, and/or Microsoft SharePoint Foundation 2010.• Certain features require Windows Search 4.0.• Internet functionality requires an Internet connection.• Certain online functionality requires a Windows Live ID.• Certain features require Internet Explorer (IE) 6 or later, 32-bit browser only.• Viewing a PowerPoint presentation broadcast requires one of the following browsers: Internet Explorer 7 or later for Windows, Safari 4 or later for Mac, or Firefox 3.5 or later for Windows, Mac or Linux.• Certain OneNote features require Windows Desktop Search 3.0, Windows Media® Player 9, Microsoft ActiveSync® 4.1, microphone, audio output device, video recording device, TWAIN-compatible digital camera, or scanner. Send to OneNote Print Driver and Integration with Business Connectivity Services require Microsoft .NET Framework 3.5 and/or Windows XPS features.• Product functionality and graphics may vary based on your system configuration. Some features may require additional or advanced hardware or server connectivity; visit http://www.office.com/products.

To obtain system requirements for all Microsoft Office 2010 suites and standalone applications, visit [Office.com](http://www.office.com).

2. Can I open previous versions of PowerPoint presentations in PowerPoint 2010?

Yes, you can open files created with PowerPoint 97 or later in PowerPoint 2010.

3. Can I open PowerPoint 2010 presentations using previous versions of PowerPoint?

Yes, by using a [free compatibility pack](#), you can open presentations in PowerPoint 2002 or later that are saved to the PowerPoint 2010 default file formats. You also have the option in PowerPoint 2010 to save your presentations to the file formats used by PowerPoint 97 through PowerPoint 2003.²²

4. Do I need other products in order to use PowerPoint 2010 features?

None of the content creation or formatting tools in PowerPoint 2010 requires other products. However, the following new collaboration tools do have additional requirements:

- **Co-authoring and Broadcast Slide Show:** Require either SharePoint Foundation 2010 (for business) or a free Windows Live ID (for personal use).
- **See availability of other editors currently working in your presentation and communicate with them instantly from within PowerPoint 2010:** Instant messaging and presence information require one of the following: Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2; Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.

5. Which browsers are supported for the new PowerPoint Web App?

Supported browsers include Windows Internet Explorer 7 or later for Windows, Safari 4 or later for Mac, and Firefox 3.5 or later for Windows, Mac, or Linux.

²² Saving a PowerPoint 2010 presentation to the PowerPoint 97 – 2003 format or editing a PowerPoint 2010 presentation in an earlier version of PowerPoint will limit some functionality in the presentation. Additionally, some presentation elements (such as SmartArt graphics) are automatically converted to pictures when opened in earlier versions of PowerPoint in order to preserve their appearance.

Using PowerPoint 2010

1. Are there free PowerPoint 2010 resources and training available from Microsoft?

You can access numerous free, self-help resources on Office.com. Resources range from how-to training and demos to obtaining answers from your peers and independent experts—such as the [Microsoft Most Valuable Professionals](#)—in the Microsoft Office communities.

2. Can I customize PowerPoint 2010 based on how I use the product?

You can customize many aspects of PowerPoint 2010, including the following:

- **Customize tabs on the Ribbon or create your own tabs.** Click the File tab to open Backstage view. Click Options and then click Customize Ribbon.
- **Add the commands you use frequently to the Quick Access Toolbar.** Right-click a command on the Ribbon and then click Add to Quick Access Toolbar.
- **Set separate language settings for editing, Help, display and ScreenTips.** On the Review tab, in the Language group, click Language and then click Language Preferences.
- **Set your preferences for a wide range of presentation and program behavior, ranging from how proofing and AutoCorrect features behave, to slide show behavior, how presentation content displays and prints, and how to help protect your system and help secure your presentations.** Find all of these settings and many more in the PowerPoint Options dialog box. To do this, click the File tab to open Backstage view and then click Options.
- **Set a default language for translation.** On the Review tab, in the Language group, click Translate and then click Choose Translation Language.
- **Customize and create your own themes, templates and reusable content.** You can customize formatting and layout for your presentations and presentation content when you work in PowerPoint 2010. From customizing and creating your own themes, to customizing built-in templates or creating your own, it's easy to make your presentations your own. Find help for these features through the Help button on the right edge of the Ribbon in PowerPoint 2010, or on Office.com.

3. Can I access my presentations when I am away from my primary computer?

Using the new PowerPoint Web App, you can save your presentations online and then access, view, search, edit, and share them from virtually any computer with an Internet connection. Additionally, using PowerPoint Mobile 2010, you can access and edit your presentations from your Windows phone.²³

4. How do I access PowerPoint 2010 presentations from a Web browser?

Save your presentations to a SharePoint 2010 site or a Windows Live SkyDrive folder and then view and edit them using PowerPoint Web App.

5. What can I do with my PowerPoint 2010 presentations in PowerPoint Web App?

View your PowerPoint 2010 presentations with high-fidelity, view or copy note content, or run your slide show directly from the PowerPoint Web App viewer. In the PowerPoint Web App editor, use some of the same formatting and editing features you use every day in PowerPoint 2010, including editing and formatting text on your slides and in the notes pane; creating, duplicating, deleting or hiding slides; inserting and editing SmartArt graphics; and inserting or replacing pictures.

6. How do I edit PowerPoint 2010 presentations from my phone?

Use PowerPoint Mobile 2010 on your Windows phone, which will be available concurrent with the release of Office 2010.²⁴

7. What can I do with my PowerPoint 2010 presentations in PowerPoint Mobile 2010?

PowerPoint Mobile 2010 provides an enhanced mobile version of PowerPoint specifically suited to your Windows phone. View, search, and do lightweight editing of your PowerPoint 2010 presentations on the go. You can even run your slide show right on your smartphone.

²³ Web and smartphone access require an appropriate device and some functionality requires an Internet connection. Web functionality uses Office Web Apps, which require a supported Internet Explorer, Firefox, or Safari browser and either SharePoint Foundation 2010 or a Windows Live ID. Some mobile functionality requires Office Mobile 2010 which is not included in Office 2010 applications, suites, or Office Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.

²⁴ Office Mobile 2010 includes PowerPoint Mobile 2010, Word Mobile 2010, Excel Mobile 2010, OneNote Mobile 2010 and SharePoint Workspace Mobile 2010. Outlook Mobile 2010 comes pre-installed on Windows phones and is the default e-mail client. Office Mobile 2010 is not included in Office 2010 applications, suites, or Office Web Apps. It will be available at the general availability of Microsoft Office 2010 on Windows phones (Windows Mobile 6.5 or above).



Buying PowerPoint 2010

1. Which editions of Microsoft Office 2010 will include PowerPoint 2010?

PowerPoint 2010 is available for purchase as part of all Office 2010 suites. To view a suite comparison for Microsoft Office 2010 so you can determine which suite is right for you, visit Office.com.

2. Will PowerPoint 2010 be available for standalone purchase?

Yes.

3. Can I try PowerPoint 2010 before I buy it?

Yes. Following general availability of Office 2010, you will be able to obtain a trial version. Visit Office.com for more information.

4. Is there a Macintosh version of PowerPoint 2010?

The current version of PowerPoint for the Mac is PowerPoint 2008. PowerPoint 2008 is highly compatible with PowerPoint 2010 and enables you to easily share presentations with others who work on the Mac platform. The Office for Mac team will have a new release, Office for Mac 2011, available in late 2010. Office for Mac 2011 will provide even greater compatibility with Office 2010. For information on PowerPoint 2008 for Mac, and news on the upcoming version, visit the Mactopia website.

5. Is there a cost for using PowerPoint Web App?

Office Web Apps are available in two ways:

- Businesses that have a volume license agreement for Office 2010 have access to install Office Web Apps on SharePoint 2010 in their organization.
- Individuals can access Office Web Apps on Windows Live, using a free Windows Live ID.

PowerPoint 2010 Feature-Specific Questions

1. What is co-authoring in PowerPoint 2010 and what are the benefits of using it?

Co-authoring is an exciting new development in PowerPoint 2010 that enables you to simultaneously edit the same document with others who are working in different locations. So, you no longer have to wait for one person to finish writing or editing their portion of the

document before you can work on it. Additionally, you can view the availability of others who are currently editing the document with you and instantly initiate a conversation without leaving PowerPoint.

2. Which Office 2010 applications enable co-authoring?

Office 2010 enables co-authoring in PowerPoint 2010, Word 2010, and OneNote 2010.²⁵ Co-authoring is also enabled in OneNote Web App and Excel Web App.

3. What are the requirements for using co-authoring in PowerPoint 2010?

Co-authoring requires SharePoint Foundation 2010 for business and, for consumers, a free Windows Live ID.

4. How does the new co-authoring capability in PowerPoint 2010 avoid editing conflicts?

The merge capabilities of PowerPoint 2010 co-authoring are designed to minimize editing conflicts. However, if a conflict does occur, you see a merge view in which PowerPoint 2010 identifies the conflict and enables you to choose how you prefer to resolve it.

5. How do people see and hear my presentation when I use the new Broadcast Slide Show feature?

When you broadcast your slide show, you send a link to the location from which people can view the slide show online. Broadcast slide show is intended for when you need to deliver your presentation live to people in other locations. So, viewers hear the presentation as you deliver it over a telephone or other audio medium that you provide.

6. Are recovered unsaved versions of presentations stored on my computer?

Recovered unsaved versions are stored on your computer for four days and automatically deleted. You can also manually delete recovered versions when needed, such as when working on a public computer.

7. What audio and video formats are supported in PowerPoint 2010?

Insert a core set of audio and video formats, such as WMV, WMA, and MP3. Core formats supported out-of-box will vary with operating system. PowerPoint 2010 also supports

²⁵ Co-authoring for Word 2010, PowerPoint 2010, and OneNote 2010 via Windows Live will become available in the second half of calendar year 2010.

additional formats, such as DivX, MOV, and H. 264 when you install DirectShow codecs available from third parties (fees may apply).

8. What happens to my original video file when I insert a video from my files?

Your original video file is unaffected when you insert a video from your files into PowerPoint 2010. PowerPoint embeds a copy of your video file by default and you also have the option to link the video object to the original file instead of embedding it. You can format and edit video that you insert from your files without affecting the original.

9. What happens to the embedded video or audio in my presentation when I use Compress Media?

When you use the Compress Media feature in a PowerPoint 2010 presentation, the embedded video or audio objects that you select are permanently compressed.



Requirements\Disclosures

Office Mobile 2010

- Office Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps.
- Office Mobile 2010 will be released on Windows phones (Windows Mobile 6.5 or above) by the general availability of Office 2010.

Office Web Apps

Office Web Apps are online companions to Microsoft Office and require the following:

- **For businesses and institutions:** Requires SharePoint Foundation 2010.
- **For personal use:** Requires a free Windows Live ID. OneNote Web App and editing via Word Web App will become available on Windows Live in the second half of calendar year 2010.
- Supported browsers for Office Web Apps include Internet Explorer 7 or later for Windows, Safari 4 or later for Mac and Firefox 3.5 or later for Windows, Mac, or Linux.
- Supported mobile viewers for Word, Excel, and PowerPoint Web Apps on SharePoint 2010 include Internet Explorer on Windows Mobile 5 or later, Safari 4 on iPhone 3G or 3GS, BlackBerry 4.x and later, Nokia S60, NetFront 3.4, 3.5 and later, Opera Mobile 8.65 and later, and Openwave 6.2, 7.0 and later.

Co-authoring

Co-authoring for PowerPoint 2010 is the capability to simultaneously edit the same PowerPoint 2010 presentation with other people in different locations. This functionality requires the following:

- **For businesses and institutions:** Requires SharePoint Foundation 2010.



- **For personal use:** Requires a free Windows Live ID. Co-authoring for PowerPoint 2010 will become available on Windows Live in the second half of calendar year 2010.

Streamlined Communications

Streamlined communications in Office 2010 enables you to view the availability of other document editors and communicate with your contacts without leaving PowerPoint 2010. These capabilities have the following requirements:

- Instant messaging and presence information requires one of the following: Office Communications Server 2007 R2 with Office Communicator 2007 R2; Windows Live Messenger, or another instant messaging application that supports IMessenger.
- Voice calls, as well as some communications options from Backstage view, require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.

Broadcast Slide Show

Broadcast Slide Show enables you to broadcast your PowerPoint 2010 presentation live to a remote audience who can view your presentation online even if they don't have PowerPoint installed on their computer. This feature has the following requirements:

- Requires SharePoint Foundation 2010 for business or a free Windows Live ID for personal use.
- To broadcast via SharePoint 2010, Office Web Apps must be installed.
- Broadcasting via Windows Live is a free service that enables up to 50 attendees per broadcast.

Links provided in this product guide

Some links provided in this guide will not be available until after the general availability of Microsoft Office 2010.



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