



Microsoft PowerPoint - Office 2010

1. **PowerPoint- [Backgrounds in PowerPoint](#)** Add color, textures, pictures, or remove them from a PowerPoint slide or deck. We'll show how to customize your colors and some design tips so the background doesn't overwhelm your presentation. Also, a bit about Master Slides that may help your add or remove a watermark or logo.
 - a. **Backgrounds in PowerPoint: First Steps (3:23)**

Let's start from scratch and add a colorful or subtle background to a PowerPoint slide. Also, how to match a color from an image, and a few design tips about backgrounds.
 - b. **90 seconds about PowerPoint Slide Masters (1:22)**

Watermarks and logos are often found in the PowerPoint Slide Master. If you don't know how to work with Slide Masters, here's a very quick tutorial.
 - c. **Picture backgrounds: Two methods (4:59)**

How to add a logo to your slides. Also, using pictures in the background of a slide (and how to make it more subtle). Plus a different take on using pictures for dramatic effect.
 - d. **Removing backgrounds in PowerPoint (2:48)**

Here's how to crack open a deck to remove backgrounds, which may include a theme change or removing backgrounds from the Master Slide.

2. **PowerPoint – [Crop a picture to fit a shape](#)** You can enhance a picture by giving it a different shape. A quick way to do this is with Crop to Shape. First, select the picture, then click the Picture Tools Format tab. Click the arrow under Crop, and point to Crop to Shape. This opens the Shapes gallery, where you choose a shape for the picture. Take this single-video course for a demonstration.
 - a. **Crop a picture to fit a shape (2:55)**

Use the crop tools in PowerPoint to trim and remove unwanted portions of pictures, or to crop a picture to fit a shape.

3. **PowerPoint – [Apply transitions between slides](#)** A transition provides a visual effect when you move from one slide to the next. In this course, we'll look at how to add them, remove them, customize them, and change their speed.
 - a. **Apply transitions between slides (2:45)**
Slide transitions are the effects that occur when you move from one slide to the next during an on-screen presentation. Here's how to work with them.
 - b. **Explore transition options (2:26)**
Many transitions include additional options for how to play the effect; let's take a look at them in this short video.
 - c. **Set the transition speed (2:36)**
Each transition comes with a default speed that you can adjust. Watch this video to find out more.

4. **PowerPoint – [Add a sound effect to a transition](#)** A transition provides a visual effect when you move from one slide to the next. To enhance a transition, consider adding a sound to it. To give the sound impact, use it selectively, such as at the start of a new section in the slide show.
 - a. **Add a sound effect to a transition (3:43)**
Add sound effects to transitions (visual effects when moving between slides) in your presentation. Set them to start and stop when you want them to, and more.

5. **PowerPoint – [Insert a video from your PC](#)** You have a video file on your computer that you want to play in your presentation. This short course will show you how to insert it and select play settings. You'll also see how to trim the video for length, add opening and closing fades, and format it with a poster frame. And if there's a video on YouTube that you want to play in your presentation, we'll show you how to do that, too..
 - a. **Insert a video from your PC (4:54)**
Watch this video to see how to insert or link to a video that is saved to your computer's local drive.
 - b. **Edit and format a video (3:16)**
We inserted a video file in our presentation. Now, we want to trim it for length, add opening and closing fades, and format it with a poster frame.
 - c. **Insert a video from YouTube (3:25)**
If there's a video on YouTube that you want to play in your presentation, watch this video to learn how and read [Insert or link to a video on YouTube](#) article.

6. **PowerPoint – [Add headers and footers to a presentation](#)** When we talk about headers and footers in a presentation, we mean the small details near the top or bottom of your slides. Like the slide number, a text footer, and the date. Headers and footers appear in various positions, depending on the theme and slide layout. You choose which headers and footers to show and what the text footer says. Take this course to learn how to add and customize them..
 - a. **Add headers and footers to a presentation (2:53)**
Looking to change or delete the information in the footers or headers on your slides? Follow the steps in this brief video.
 - b. **Add headers and footers to slides (3:53)**
Apply headers and footers to slides, see how to apply settings, then customize the header and footer settings for the title slide.
 - c. **Edit headers and footers on the slide master (4:57)**
For formatting issues related to the look, size, or position of headers and footers, edit the slide master.

7. **PowerPoint – [Create an organization chart](#)** You've seen org charts done in PowerPoint and you wonder about the best method for creating one and the right tools to use. This course is a great place to start. Take it to learn how to create and format org charts for your organization.
 - a. **Create an org chart (3:11)**
Add an org chart to your slide. Watch this video to get started.
 - b. **Build an org chart using the text pane (4:03)**
Add an org chart to your slide, and see how to use the text pane to do so.
 - c. **Build an org chart using SmartArt Tools (5:12)**
Add an org chart to your slide, and see how to use SmartArt Tools