

# What's new in PowerPoint 2010?

Applies to: Microsoft PowerPoint 2010

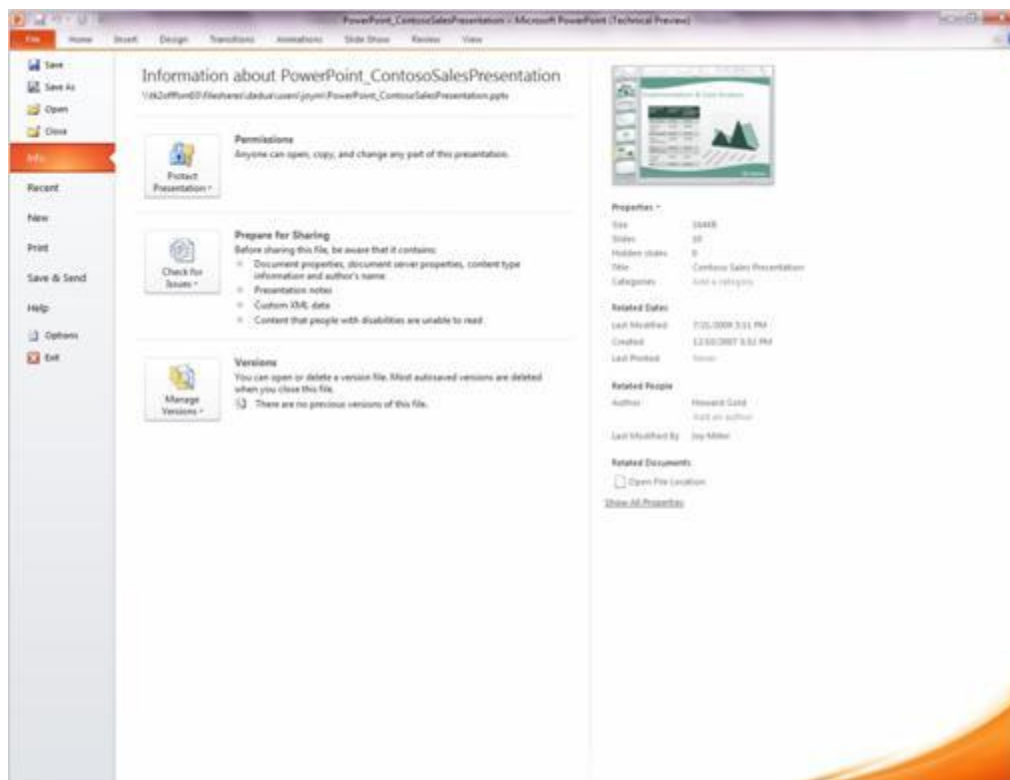
Video and picture editing additions and enhancements are a major new emphasis for PowerPoint 2010. There are many new ways to easily collaborate with your colleagues on presentations. Additionally, transitions and animations run smoother and richer than ever, and now they have their own tabs on the ribbon. There are many new SmartArt graphic layouts including some photo-based ones that may surprise you. And now there are several ways that you can broadcast and share your presentations more easily.

## Create, manage, and collaborate with other people on your presentations

PowerPoint 2010 introduces some fantastic new tools that you can use to effectively create, manage, and collaborate with others on your presentations.

## Manage your files in the new Backstage view

The new Microsoft Office Backstage view lets you quickly gain access to common tasks related to managing files, such as viewing document properties, setting permissions, and opening, saving, printing, and sharing your presentations.



## Co-author a presentation with your colleagues

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Multiple authors can separately and simultaneously edit a single presentation.

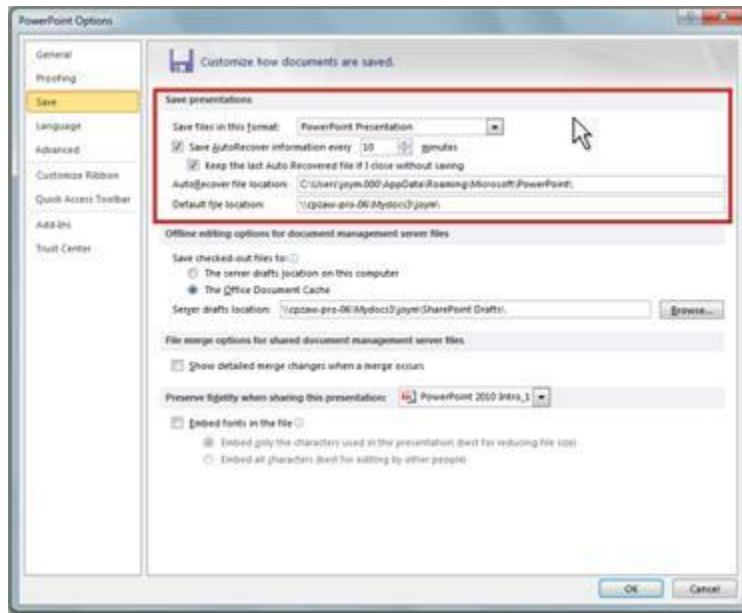
When you are working on a team-oriented project, use the Co-authoring feature in PowerPoint 2010 to produce a cohesive presentation. Colleagues can see who is editing the presentation and where in the document they are working. Changes made by other colleagues get merged into your document and you can edit in reaction to those changes.

Using a shared location on a Microsoft SharePoint server, people can co-author content when and where it is convenient. Office 2010 has made it easy to support additional workflow scenarios by allowing co-authoring to function in the 'cloud'.

## Automatically save versions of your presentations

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With Office Auto-Revisions, you can automatically save different, progressive versions of your presentations so that you can retrieve part or all of earlier versions. This is helpful if you forget to manually save, another author overwrites your content, if you unintentionally save changes, or you just want to go back to an earlier version of your presentation. You must turn the AutoRecover or AutoSave settings to take advantage of this capability



## Organize your slides into sections

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You can organize large slide decks to be more manageable and easier to navigate by using sections. Additionally, you can collaborate with others to create a presentation by labeling and grouping your slides into sections. For example, each colleague can be responsible for preparing slides for a separate section.

You can name, print, and apply effects to an entire section.

## Merge and compare presentations

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You can compare your current presentation with another one and combine them instantly by using the Merge and Compare feature in PowerPoint 2010. This is helpful if you work with others on presentations and use e-mail or network shares to communicate changes with others.

This feature is useful when you want to compare two presentations just to see what differences exist, without the optional goal of saving the combined (merged) presentation.

You can manage and choose which changes or edits you would like to incorporate for the final presentation. The Merge and Compare feature minimizes the time you spend synchronizing edits from multiple versions of the same presentation.



## Work with separate PowerPoint presentation files in different windows

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You can run multiple presentations on a single monitor, side-by-side. Your presentations are not bound by a main or parent window any longer, so you now have a great way to reference one presentation while working on another.

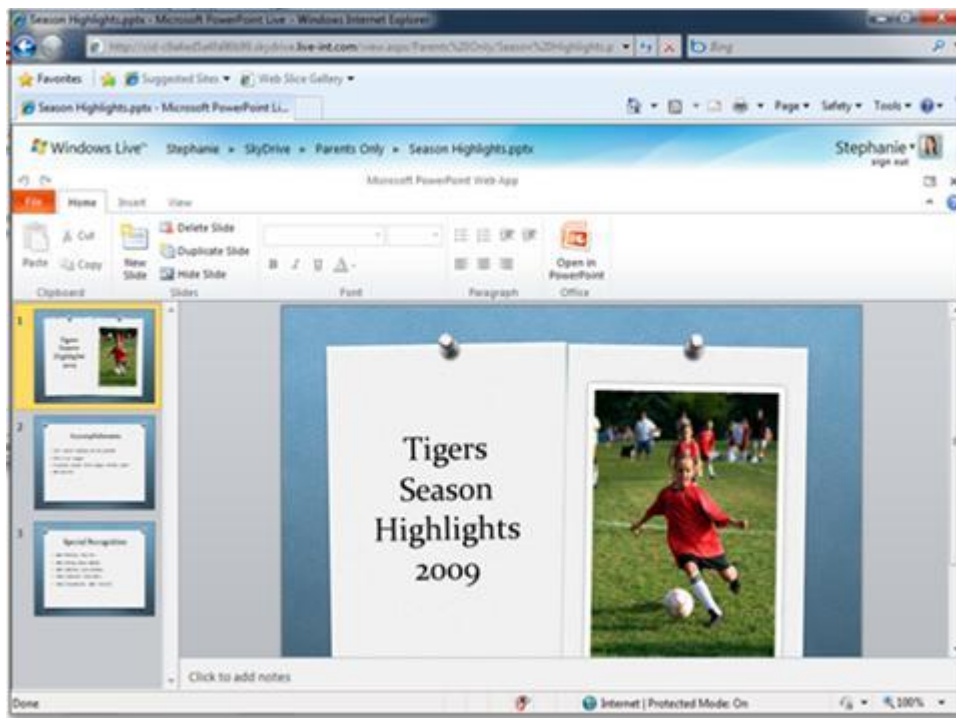
Also, you can use the new Reading view to show two presentations in a slide show in separately managed windows simultaneously, with full animation effects and full media support.

## Work from anywhere: PowerPoint Web Apps

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Work on your presentation even when you're away from PowerPoint. Store your presentation on a web server that hosts the Microsoft Office Web Apps. Then, you can use PowerPoint Web App to open the presentation in your browser.

You'll be able to view it and even make changes. The Office Web Apps are available by logging in to Windows Live, or by accessing your organization's SharePoint Foundation 2010 site with the Office Web Apps installed.



## Enrich your presentations with video, picture, and animations

PowerPoint 2010 is filled with video and photo editing additions and enhancements. Additionally, transitions and animations have separate tabs and are smoother and richer than ever. And, there are some new photo-based additions to SmartArt graphics that may surprise you.

## Embed, edit, and play a video in your presentation

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With PowerPoint 2010, when you insert videos into your presentations, they become part of the presentation file. No more missing video files as you move your presentations around.

You can trim your videos, add synchronized overlay text, poster frames, bookmarks, and fades to your videos. And, as you can do with pictures, you can also apply a border, shadow, reflection, glow, soft edges, 3-D rotation, bevels, and other designer effects to your videos. Furthermore, when your video plays back, so do all the effects.

## Trim an audio or video clip

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Trim your video or audio clips to remove parts that are not pertinent to the message of your clip and to make the clip shorter.

## Use bookmarks in your audio and video clips

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You can add bookmarks to indicate time points of interest in a video or audio clip. Use bookmarks as a way to trigger animations or to jump to a specific location in a video.

## Link to a video from a web site

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You can now insert videos to your slides from social media web sites such as YouTube or hulu, and more. Each web site generally provides an embed code that allows you to link to the video from your presentation.

## Apply artistic textures and effects to your pictures

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With PowerPoint 2010, you can apply different artistic effects to your pictures to make them look more like a sketch, drawing, or painting. Some of the new effects include Pencil Sketch, Line Drawing, Chalk Sketch, Watercolor Sponge, Mosaic Bubbles, Glass, Cement, Pastels Smooth, Plastic Wrap, Glow Edges, Photocopy, and Paint Strokes.



An example of four of the artistic effects (From top left to bottom right): Line Drawing, Glass, Cement, Photocopy

## Remove the background and other unwanted portions of a picture

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Another advanced picture editing option included in PowerPoint 2010 is the ability to automatically remove unwanted portions of a picture, such as the background, to accent or highlight the subject of the picture or to remove distracting detail.

A picture with and without the background



## Crop your pictures with more precision

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You can use the enhanced cropping tools to trim and efficiently remove unwanted portions of pictures to get just the look that you want and make your documents pop.

Crop out parts of a picture that you do not want



## New SmartArt graphic picture layouts

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In this new version of PowerPoint, we have added a new type of SmartArt graphics layout where you can tell your story with pictures. There are also other new SmartArt graphic layouts. Even better, if you have pictures on your slide you can quickly convert them to a SmartArt graphic, just like you can do with text.

Using this layout to create a SmartArt graphic is simple:

- Insert the SmartArt graphic picture layout.
- Add your photograph(s).
- Write descriptive text.

There are several different picture layouts to choose from.



An example of a SmartArt graphic picture layout (Accented Picture)

## Use transitions with 3-D motion graphic effects

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With PowerPoint 2010, you can captivate audiences with new, fluid transitions between slides that include motion paths and rotations in a true 3-D space.

## Copy and paste animated effects from one object (text or shapes) to another

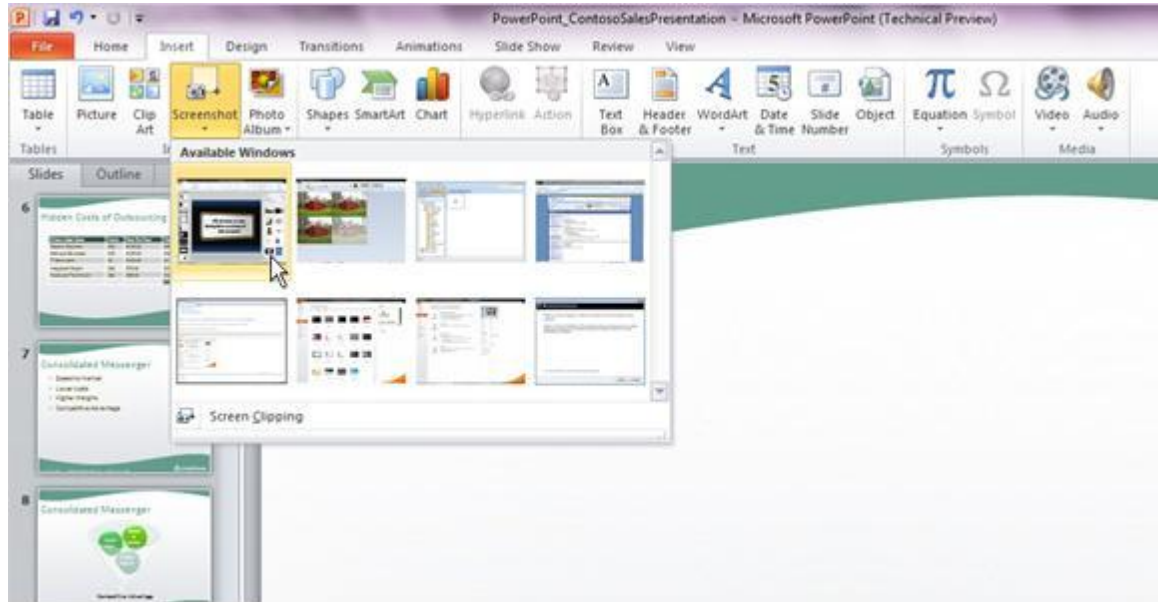
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The Animation Painter in PowerPoint 2010 allows you to copy animations, similar to how you would use the Format Painter to copy text formatting. With Animation Painter, you can copy animation effects from one object and paste them to another object.

## Add a screenshot to a slide

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Quickly add a screenshot to your PowerPoint 2010 presentation without having to leave PowerPoint. After you add the screenshot, you can use the tools on the **Picture Tools** tab to edit and enhance the image.



## Deliver and share your presentations more effectively

The following are some of the new options available for you to distribute and deliver your presentation.

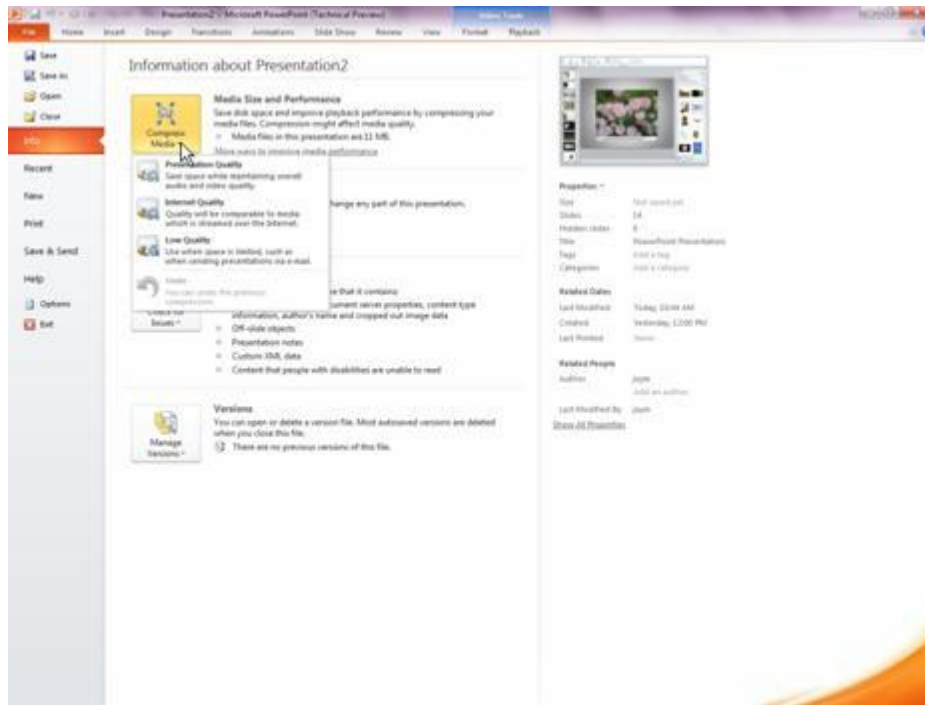
### Make your presentations portable for sharing

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By embedding audio and video files directly into your presentation, you make it more portable for sharing. Embedded files eliminate the need to send more than one file. You can now have confidence knowing that your animated, narrated, multimedia presentation will play without a glitch.

You'll save disk space and improve playback performance by compressing your media files. Additionally, you can save your slide show to a disc and then anyone with a standard DVD or disc player can watch and enjoy it.

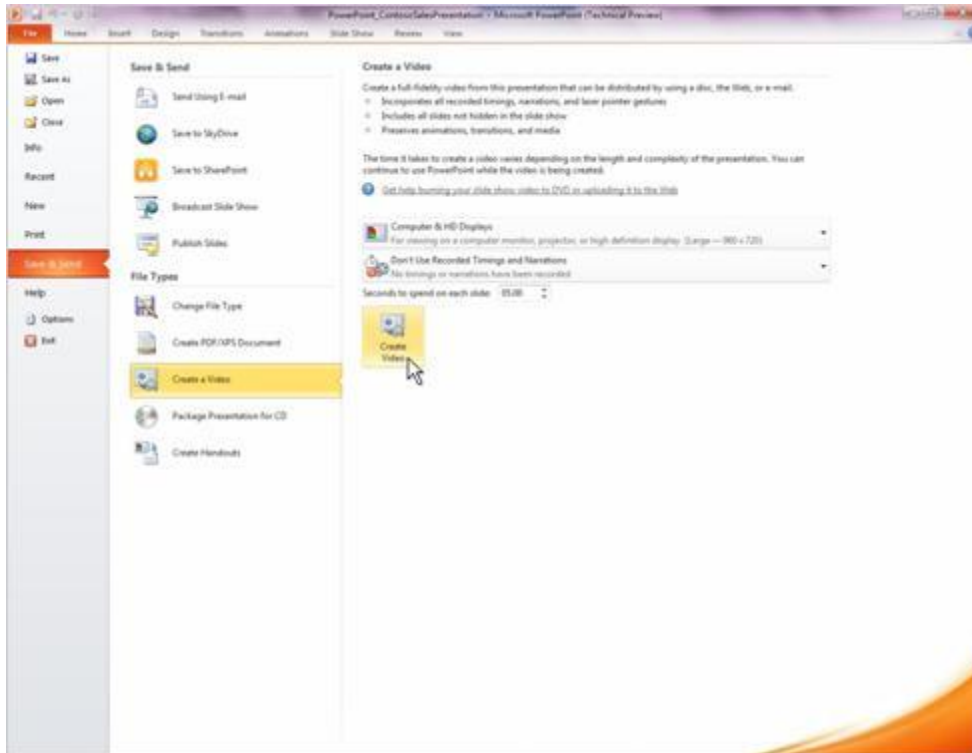




## Turn your presentation into a video

Turning your presentation into a video is a new way to distribute and deliver it. When you want to give a high-fidelity version of your presentation to colleagues or customers (either as an e-mail attachment, published to the web, on a CD or DVD), save it as a video file.

And you can control the size of the multimedia file and the quality of your video.



## Broadcast your slide show

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Broadcast your slide show directly to a remote audience by taking advantage of your Windows Live account or a broadcast service provided by your organization.

You can now broadcast a slide show where your audience needs only a browser and a phone. You, as the presenter, require PowerPoint. You will have complete control over slide advancement, and your audience simply follows along in their browser.

## Identify and resolve accessibility issues

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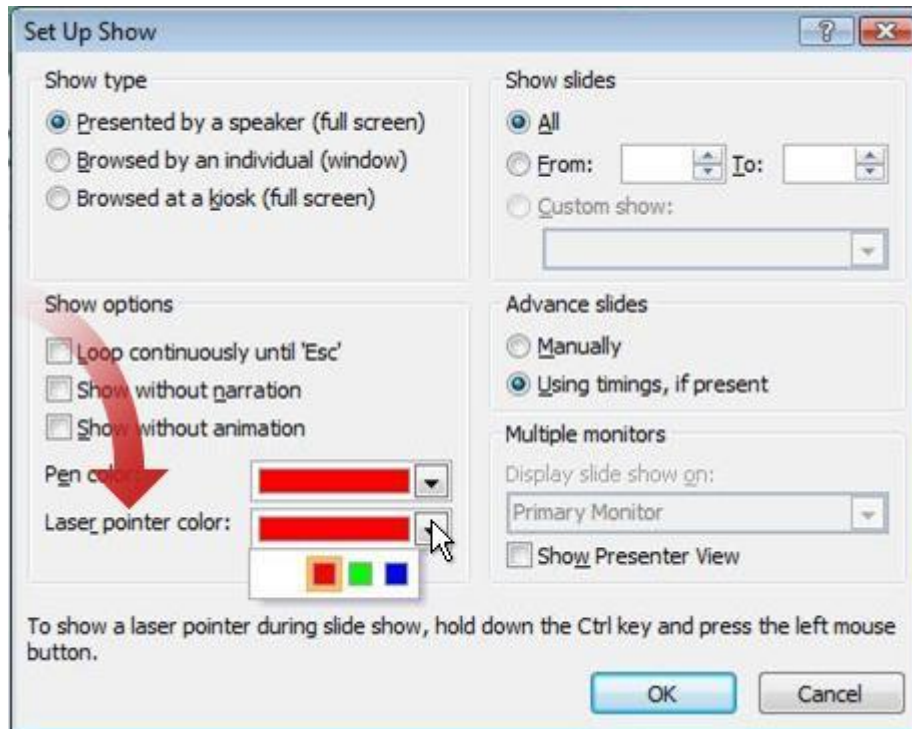
The Accessibility Checker helps you to identify and resolve accessibility issues in your PowerPoint files. You can fix any potential problems that might keep someone with a disability from accessing your content. If your PowerPoint files have any potential accessibility issues, an alert appears in the Microsoft Office Backstage view that lets you review and repair those issues. You can see the alert by clicking the **File** tab. Under **Prepare for Sharing**, click **Check for Issues**, and then click **Check Accessibility**.

## Turn your mouse into a laser pointer

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When you want to emphasize a point on a slide, you can turn your mouse pointer into a laser pointer.

In Slide Show view, simply hold down CTRL, click the left mouse button, and begin pointing.



## PowerPoint Mobile 2010: Edit and view from your phone

If you have a Windows Mobile 6.5 phone, you can use Office Mobile 2010 to work with your files from anywhere. If you have a touch screen device, you can intuitively scroll through menus and navigate presentations.



Use PowerPoint Mobile 2010 to view and edit presentations (including presenter notes) stored on your phone,

sent to you as email attachments, or hosted on a SharePoint 2010 site through SharePoint Workspace Mobile 2010. When you edit a presentation via SharePoint Workspace Mobile, you can save your changes back to SharePoint, or sync the file with SharePoint when you're back online.

View or edit your presentations using many of the same tools you're already familiar with in the desktop version of PowerPoint:

Customize a presentation by adding or editing notes.

View SmartArt graphics and other rich formatting, such as tables and charts, with high-fidelity.

View your presentations in full screen with rich graphic effects, such as slide transitions and animation—including motion paths.

Use the new Slide Manager to get a quick overview of your presentation and easily view, edit, delete, hide, or rearrange slides.

View your presentation in landscape or portrait orientation.

When delivering a presentation, you often don't have the luxury of using multiple monitors— one for showing your presentation and another for viewing your notes. But with PowerPoint Mobile and the Presentation Companion, you can connect your phone to your computer via Bluetooth, and use your phone as a second monitor to easily view your presentation notes and advance your slides.