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# Migrating to PowerPoint 2010

from PowerPoint 2003

## In This Guide

Microsoft PowerPoint 2010 looks very different from PowerPoint 2003, so we created this guide to help you minimize the learning curve. Read on to learn key parts of the new interface, discover free PowerPoint 2010 training, find features such as Print Preview or the Options dialog box, understand how to exchange presentation files with people who don't yet have PowerPoint 2010, and find out how to get access to macros and other advanced features.

### Quick Access Toolbar

Commands shown here are always visible. You can add your favorite commands to this toolbar.

### Ribbon Tabs

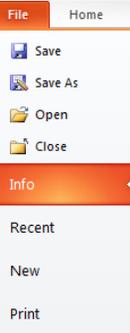
Click any tab on the ribbon to display its buttons and commands.

### Ribbon Groups

Each ribbon tab contains groups, and each group contains a set of related commands. Here, the **Paragraph** group contains commands for creating bulleted or numbered lists, and for centering text.

### Backstage View

Click the **File** tab to enter Backstage view, where you can open, save, print, and manage your PowerPoint files.



To exit Backstage view, click any ribbon tab.

### Slides Tab

Jump to any slide in your presentation by clicking its thumbnail version.

### Notes Pane

Type notes and details about the current slide here to help you during your presentation.

Click to add title

Click to add subtitle

### Dialog Box Launchers

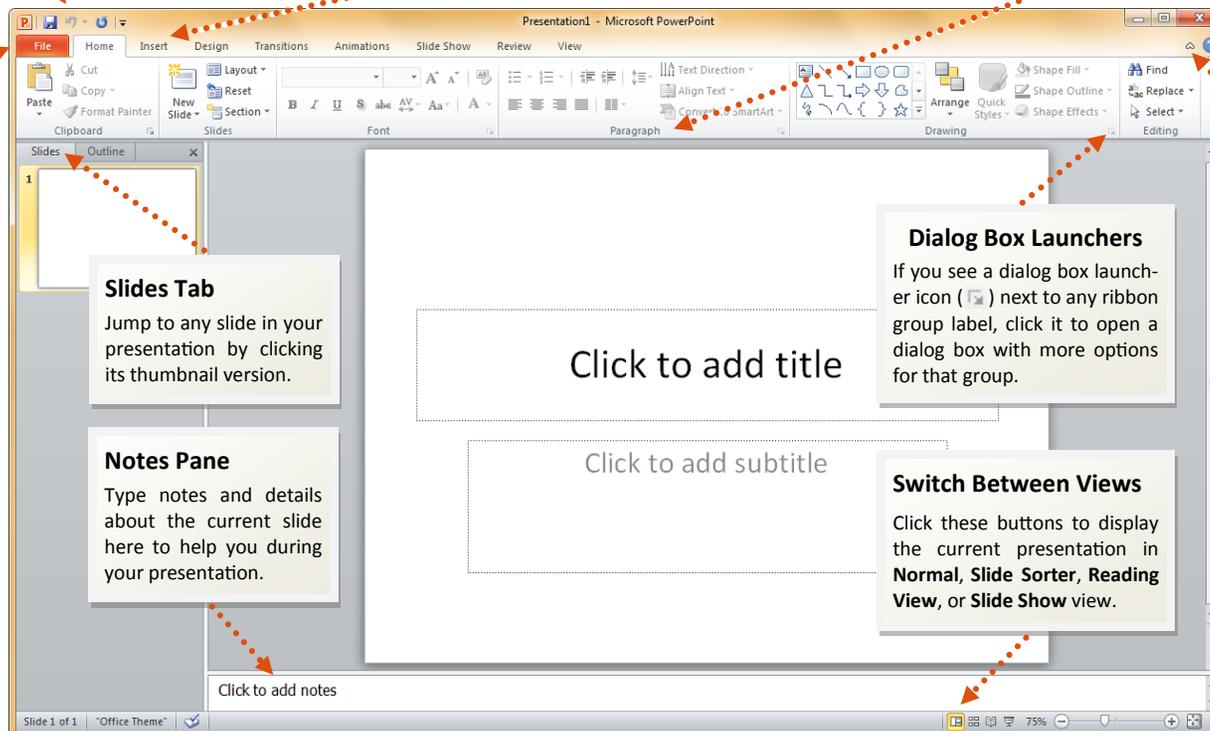
If you see a dialog box launcher icon (⌵) next to any ribbon group label, click it to open a dialog box with more options for that group.

### Switch Between Views

Click these buttons to display the current presentation in **Normal**, **Slide Sorter**, **Reading View**, or **Slide Show** view.

### Hide the Ribbon

Need more space on your screen? Click this icon or press CTRL+F1 to hide or show the ribbon.



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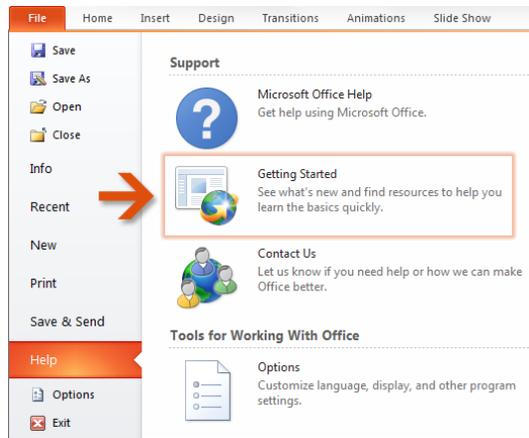
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## How to get started with PowerPoint 2010

If you've been using Microsoft PowerPoint 2003 for a long time, you'll no doubt have questions about where to find PowerPoint 2003 commands and toolbar buttons in PowerPoint 2010.

We have many free resources available to help you learn PowerPoint 2010, including training courses and menu-to-ribbon guides. To find these materials, click the **File** tab in the main program window, and then click **Help**. Then, under **Support**, click **Getting Started**.

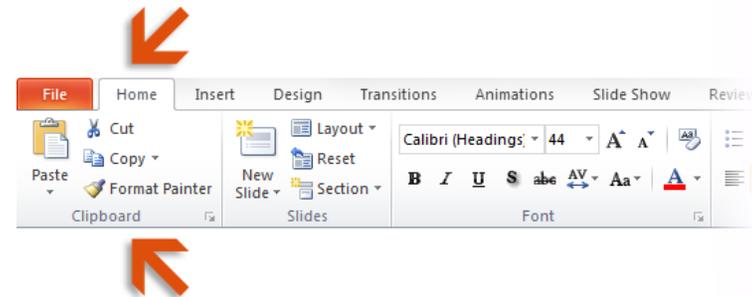


On the Web page that opens, click the links to the items that interest you. In particular, the interactive menu-to-ribbon guide is a real timesaver. When you click any PowerPoint 2003 command, it shows you exactly where that command is located in PowerPoint 2010.

## Where are my menus and toolbars?

In PowerPoint 2010, a wide band spans the top of the main program window. This is the ribbon, and it replaces the old menus and toolbars. Each tab on the ribbon has different buttons and commands that are organized into ribbon groups.

When you open PowerPoint 2010, the ribbon's **Home** tab is displayed. This tab contains many of the most frequently used commands in PowerPoint. For example, the first thing you'll see on the left side of the tab is the **Clipboard** group, with the commands to **Paste**, **Cut**, and **Copy**, as well as the **Format Painter**.



Next, in the **Slides** group, you'll find commands to insert a **New Slide**, as well as the command to select a **Layout**. Then, in the **Font** group, there are the commands to make text **Bold** or **Italic**.

**Tip** Some tabs appear on the ribbon only when you need them. For example, if you insert or select a picture, you'll see **Picture Tools**, which includes one extra tab — **Format**.

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## Things you might be looking for

Look over the table below to find some of the common and familiar things that you might be looking for in PowerPoint 2010. Although this list isn't comprehensive, it's a good place to start. To find the full list of PowerPoint 2010 commands, click the **File** tab, click **Help**, and then click **Getting Started**.

To...	Click...	And then look in the...
Open, save, print, protect, send, or convert files		Backstage view (click the links on the left side in this view)
Add slides, apply a layout, change fonts, align text, or apply Quick Styles		<b>Slides</b> , <b>Font</b> , <b>Paragraph</b> , and <b>Drawing</b> groups
Insert tables, pictures, SmartArt, video, or audio		<b>Tables</b> , <b>Images</b> , <b>Illustrations</b> , and <b>Media</b> groups
Apply a theme or set a background style		<b>Themes</b> and <b>Background</b> groups
Apply transitions, or adjust the timing of transitions		<b>Transition to This Slide</b> and <b>Timing</b> groups
Apply animations, or adjust the timing of animations		<b>Animation</b> and <b>Timing</b> groups
Start a slide show, or set up a slide show		<b>Start Slide Show</b> and <b>Set Up</b> groups
Check spelling, enter comments, or compare presentations		<b>Proofing</b> , <b>Comments</b> , and <b>Compare</b> groups
Change views, or create a slide master		<b>Presentation Views</b> and <b>Master Views</b> groups

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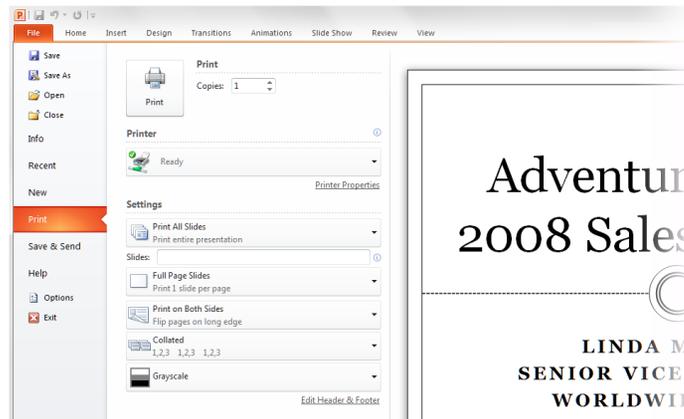
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## Where is Print Preview?

In PowerPoint 2010, Print Preview no longer appears in a separate window. Look for it in Backstage view, alongside other useful print-related settings.

Click the **File** tab, and then click **Print**. The right side of the window shows a preview of how the current presentation will look when printed.



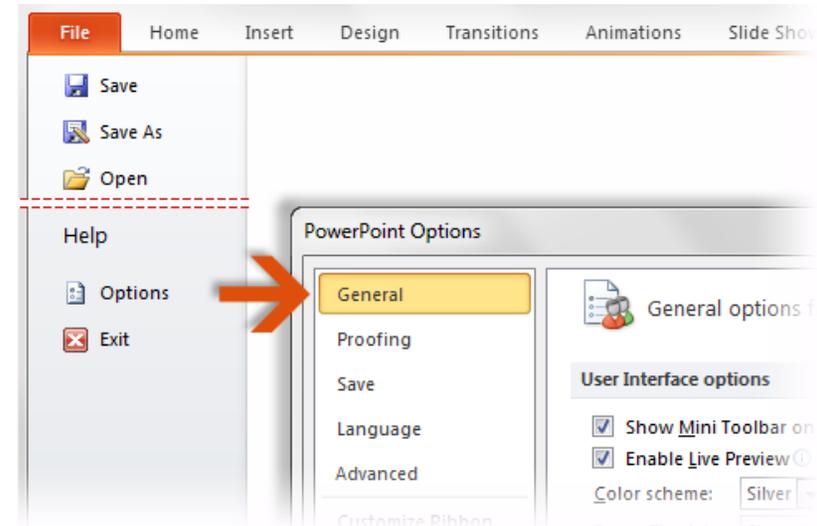
You can use the left side of the window to fine-tune your preferences — for example, whether to print all slides or just the current slide, how many slides to print per page, whether to collate the slides, or to print them in color, grayscale, or pure black and white.

If you want to set additional print options, click the **Design** tab to close Backstage view, and then, in the **Page Setup** group, click **Page Setup**.

## What happened to Tools | Options?

Looking for the program settings that let you control things like how PowerPoint corrects and formats text as you type, how you want your presentations saved, and where to set security options?

Click the **File** tab, and then click **Options**. This opens the **PowerPoint Options** dialog box, where you can customize your PowerPoint settings and preferences.



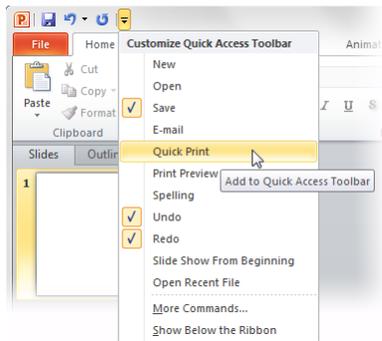
Some settings in the **PowerPoint Options** dialog box apply only to PowerPoint. But some preferences (for example, the color scheme) will apply to all other Microsoft Office 2010 programs that you have installed.

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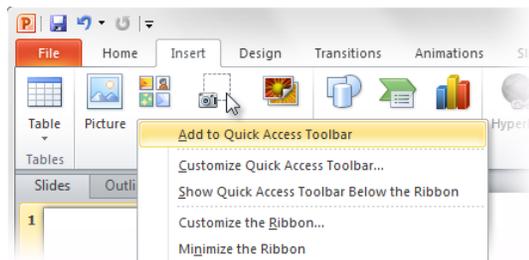
## Keep your favorite commands nearby



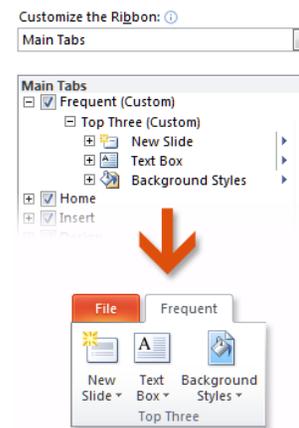
The Quick Access Toolbar in the upper-left corner of the PowerPoint program window provides shortcuts to commands you'll use often.

By adding buttons to this toolbar, you can keep all of your favorite commands visible at all times, even when you switch ribbon tabs.

Click the drop-down arrow next to the Quick Access Toolbar to turn on or off any of the commands listed on the shortcut menu. If the command you want to add isn't shown in the list, switch to the ribbon tab where the button appears and then right-click it there. On the shortcut menu that appears, click **Add to Quick Access Toolbar**.



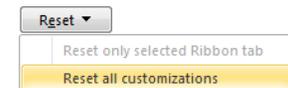
## Create ribbon tabs or groups of your own



You can customize ribbon commands by putting buttons into ribbon groups where you want them to appear, or by creating custom ribbon tabs of your own.

Right-click any ribbon group and then click **Customize the Ribbon**. In the **PowerPoint Options** dialog box, you can add commands to your own tabs or groups. For example, you could create a tab called **Frequent**, and then add some of your most frequently-used commands to a custom group on this tab.

If you make a mistake, don't panic. You can use the **Reset** button if you want to go back to the default ("factory") settings.



Not all older PowerPoint commands appear on the ribbon, but they're still available. If you can't live without some of these, simply add them to the ribbon or to the Quick Access Toolbar.

In the **PowerPoint Options** dialog box, in the **Choose commands from** list, select **Commands Not in the Ribbon**. Next, find the command that you want and add it to a custom ribbon tab or group.

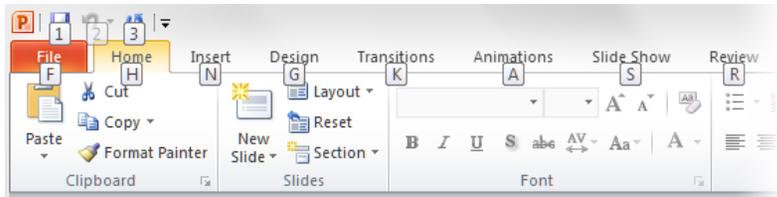
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## Introducing KeyTips

PowerPoint 2010 provides shortcuts for the ribbon, called KeyTips, so you can quickly perform tasks without using your mouse.



To make KeyTips appear on the ribbon, press the ALT key.

Next, to switch to a tab on the ribbon using your keyboard, press the key of the letter displayed under that tab. In the example shown here, you would press N to open the **Insert** tab, G to open the **Design** tab, K to open the **Transitions** tab, and so on.

Once you've switched to a ribbon tab in this way, all available KeyTips for that tab appear on the screen. You can then finish the sequence by pressing the final key (or keys) for the command you want to use.

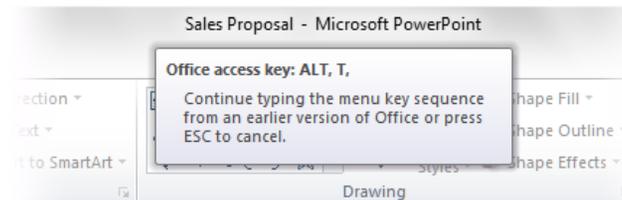
To go back one level while in a sequence, press the ESC key. Doing so multiple times in a row cancels KeyTips mode.

## Do keyboard shortcuts still work?

Keyboard shortcuts from PowerPoint 2003 are still available in PowerPoint 2010. If you know a shortcut sequence, go ahead and type it. For example, CTRL+C still copies selected information to the Clipboard, and SHIFT+F10 displays the shortcut menu during a presentation.

Many of the old menu accelerators are still available as well. For example, pressing ALT, T, O in succession opens the **PowerPoint Options** dialog box (formerly **Tools | Options**). Similarly, pressing ALT, I, P, C, opens the **Clip Art** pane (formerly **Insert | Pictures**), and so on.

As you begin to type an ALT key sequence, you may see a box pop up:



If you know the entire key sequence that you want, go ahead and finish typing it. If you don't remember (or never learned) any ALT key sequences, press the ESC key to cancel and use KeyTips instead.

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### How to work with people who don't yet have PowerPoint 2010

PowerPoint 2010 (and PowerPoint 2007) presentations use a new format for saving files. If people you work with are using different versions of PowerPoint, don't worry — you can still open and edit older presentations in PowerPoint 2010, and share your files with people who don't yet have PowerPoint 2010.

In PowerPoint 2010...	What happens?	What should I do?
<b>You open a presentation that was created with PowerPoint 2003.</b>	<p>In the PowerPoint 2010 program window, you'll see the words <b>[Compatibility Mode]</b> next to the file name on the title bar.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;">Sales Proposal [Compatibility Mode] - Microsoft PowerPoint</div> <p>This tells you that even though you're in PowerPoint 2010, you're still technically working in the earlier file format, and that you won't be able to edit PowerPoint 2010 features like Shape Styles or WordArt until you convert the file to the PowerPoint 2010 file format.</p>	<p>To exit Compatibility Mode and convert the 2003 file to the new PowerPoint 2010 format, click the <b>File</b> tab, click <b>Info</b>, and then click <b>Convert</b>.</p> <p>Before you convert your file, ask yourself if you need to collaborate on your presentation with people who still use PowerPoint 2003 (or an even older version). If the answer is yes, you may want to keep working in Compatibility Mode, so that you won't be tempted to use new features that aren't supported in the older file format.</p>
<b>You save your presentation as a PowerPoint 2010 file.</b>	<p>If someone opens the presentation in PowerPoint 2003, a prompt appears with a link to download the free Compatibility Pack (provided that the latest patches and service packs are already installed). The Compatibility Pack is required for PowerPoint 2003 to open and interact with PowerPoint 2010 presentations.</p> <p>If you've used new PowerPoint 2010 features or formatting in your presentation, such as Shape Styles or WordArt, PowerPoint 2003 users may see warnings about unsupported features, the formatting or feature may not appear in the file, or the objects may not be editable.</p>	<p>If you think that PowerPoint 2003 users may need to interact with your PowerPoint 2010 presentation, you should run the Compatibility Checker tool to make sure the file will work correctly for them.</p> <p>To check for compatibility, click the <b>File</b> tab, click <b>Info</b>, click <b>Check for Issues</b>, and then click <b>Check Compatibility</b>. The tool tells you which new features in PowerPoint 2010 aren't supported in older versions. You can then decide whether to remove these features to avoid warnings in PowerPoint 2003.</p>
<b>You save your presentation as a PowerPoint 2003 file.</b>	<p>If someone opens the presentation in PowerPoint 2003, the file will open normally — no Compatibility Pack is required.</p> <p>If you've used new PowerPoint 2010 features or formatting in your presentation, such as Shape Styles or WordArt, PowerPoint 2003 users may see warnings about unsupported features, the formatting or feature may not appear in the file, or the objects may not be editable.</p>	<p>You don't have to do anything, necessarily.</p> <p>When you save your file in the older PowerPoint 2003 file format, the Compatibility Checker will run automatically and warn you about any unsupported features. You can then make any necessary design changes to the file.</p>

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## Add audio to a presentation

To record and hear audio, your computer must be equipped with a sound card, microphone, and speakers. When you add audio to any slide, an audio icon appears on the slide. You can either click this icon to play the audio, or set the audio file to play automatically.

To add audio to the current slide, click the **Insert** tab. Next, in the **Media** group, click the arrow under **Audio**. Then, do one of the following:

- ◆ Click **Audio from File**, locate the folder that contains the audio file you want to add, and then double-click the file.
- ◆ Click **Clip Art Audio**, locate the audio clip that you want in the **Clip Art** task pane, click the arrow beside the audio file, and then click **Insert**.

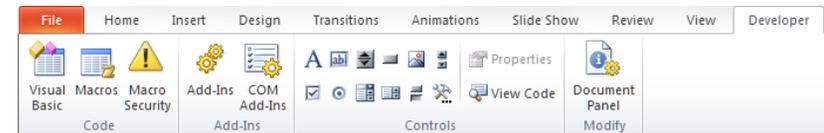
To preview the audio clip, click the **Play/Pause** button underneath the audio icon that appears on your slide.



For information about how to record and add narration and timings to your PowerPoint 2010 presentation, press F1 to open Help, and then search for “Record and add narration and timings.”

## Find advanced features

If you plan to routinely use PowerPoint 2010 to design macros or Microsoft Visual Basic for Applications (VBA) solutions, you can add the **Developer** tab to the PowerPoint ribbon.



On the ribbon, click the **File** tab, and then click **Options**. In the **PowerPoint Options** dialog box, click **Customize Ribbon**, and then select the **Developer** check box in the list that appears on the right. Click **OK** to close the **PowerPoint Options** dialog box.

The **Developer** tab now appears to the right of the **View** tab.

**Tip** If all you want to do is record macros in PowerPoint 2010, you don't need to add the **Developer** tab. Just click the **View** tab, and then look for the **Macros** group on the right.

