PowerPoint

Presenter View
This view makes it possible to view the presentation with speaker's notes on a computer (for example, your laptop), while the audience views the presentation without notes on an extra monitor or beamer.

On the **Slide Show** tab, in the Monitors group, click **Use Presenter View**. Note: this option can only be used if two monitors are connected.
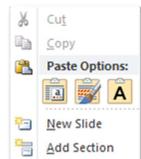
Reuse slides
To import one or more slides from an existing presentation without having to open this, go to the Home tab, in the **Slides** group, click the **New Slide** button and select **Reuse Slides…**
Click the **Browse** button and select **Browse File…** Select the presentation that contains the slide(s) that needs to be imported and click on the slide(s) in the window.

Organise in sections
In Microsoft PowerPoint 2010 you can use the new Sections option to organise your slides much like how you use folders to organise your files into logical groups. You can store groups of slides in such groups.

In the Normal or Slide Sorter view, right-click between the two slides where you want to add a section and select **Add Section**.
If you want to give the section a more meaningful name, right-click the **Untitled Section** marker and click **Rename Section**.

Use mouse as laser pointer
To emphasise something on a slide the mouse pointer can be used as a laser pointer.
In the Slide Show display simply press and hold the **CTRL** button and the left mouse button.

Smart Art
A Smart Art graphic is a visual representation of information that can be created quickly and easily. You can choose from many different layouts, to communicate your message or ideas effectively.

On the **Insert** tab click the **SmartArt** option.

If you create a SmartArt graphic, you need to choose a type of SmartArt graphic, such as Process, Hierarchy, Cycle or Relationship. Each type of SmartArt graphic contains different layouts. After you have chosen a layout you can easily switch the layout or type of SmartArt graphic. Most of the text and other content, colours, styles, effects and text formatting will automatically be carried over to the new layout.

New transition effects
Slide transitions are animated effects that are visible in the Slide Presentation display when you move to the next slide.

Add a transition to a slide
In the pane with the Outline and Slides tab, click the **Slides** tab.
Select the miniature of the slide to which you want to apply a transition.
Go to the **Transitions** tab and, in the **Transition To This Slide** group, click the transition effect you want to apply to this slide.
You can click the **Apply To All** button if you want to apply the same transition to all the slides in your presentation.

Click the **Preview** button to see the result.

Video
You can embed or can link to a video in your PowerPoint presentation. If you embed your video you do not need to worry about lost files during your presentation because all the files are included in the presentation. If you want to limit the size of your presentation, you can link to a video file.
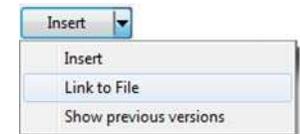
Embed video
Click on the file in which you want to embed a video.
On the **Insert** tab go to the Media group and click the arrow under **Video** and then click **Video from File**.
In the **Insert Video** dialogue box, locate and click the video you want to embed and then click **Insert**.
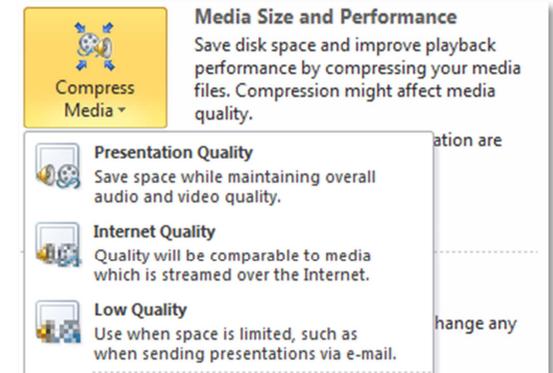
Link to a video file
Repeat the above but in the last step click the down arrow by the **Insert** button and click **Link to File**.

Reduce file size
You can improve playback performance and save disk space by compressing your media files.

Open the presentation that contains the audio or video files.
On the **File** tab click **Info** and in the Media Size and Performance section click **Compress Media**.
Select the quality of the video from the list. This determines the size of the video.