

Starting a New Presentation

To start a new presentation, always use the **New** option on the **Create™ 2010** tab. Information entered here can be changed at any time by selecting **Document Setup** from the **Create™ 2010** tab.

1. In PowerPoint, go to the **Presentation** group on the **Create™ 2010** tab and select **New**
1. Complete the dialog with your information (please note that these are example fields, and that your product may not have some of these, and may include others not listed here)
2. **Show Divider Number on Divider Slide:** Select whether you wish to show section and / or appendix numbers on your section and / or appendix divider slides within your presentation
3. **Endorsement:** Select from the options available or overtype/delete as required. This will appear on the cover slide
4. **Title:** Type in the cover title of your presentation
5. **Subtitle:** Type in the cover subtitle of your presentation
6. **Date:** Defaults to the current day, month and year. For an alternative date, click on the calendar button and select date from the Calendar that appears
7. **Footer Date:** (Optional) If you want a date to appear on the footer of every slide, insert it here
8. **Presenter:** (Optional) Type the name of the presenter or leave blank
9. **Job Title:** (Optional) Type the presenter's job title or leave blank
10. **Project Title:** (Optional) Type the project title or leave blank
11. **Secondary Logo:** (Optional) Insert a secondary logo by selecting the Browse... button. Select "Include on Every Slide" if you want the Secondary logo to appear on every slide
12. **Third Logo:** (Optional) Insert a third logo by selecting the Browse... button. Select "Include on Every Slide" if you want the third logo to appear on every slide
13. **Group:** Select your group from the dropdown menu or overtype your preference directly into the field. This will appear at the top of every page
14. **Title Slide Background Picture:** (Optional) Insert a background picture on the title slide by selecting the Browse... button. Select "Include on Every Divider Slide" if you want the picture to appear on every divider slide
15. Click **OK**

A new presentation will be created with a cover slide, a text slide and any additional slides within your document master (e.g. Disclaimer or Contacts)

Please Note: Please note the options in the Document Setup may differ between document masters.

Inserting a Slide Layout

A series of slide layouts, pre-formatted in your company's corporate style, are available to be inserted into your presentation. The layouts have been created to reduce formatting time and aid consistency within your presentation. They contain placeholders for text, tables, charts, etc.

1. Go to the location where you want to insert your slide (the slide will appear after the currently selected slide)
2. From the **Insert Slide or Object** group on the **Create™ 2010** tab select **Slide Layout**
3. Scroll down and choose your desired layout (the layout selected will appear in the preview window on the right)
4. Click **Apply** if you wish to insert the slide into your presentation, but leave the dialogue box open to allow you to select further layout slides, or click **OK** to insert the slide into your presentation and close out of the dialogue box

A new slide will appear containing the selected layout

Inserting a Library Slide

A library of common slides is available containing frequently used drawing objects such as processes and timelines, diagrams and maps, organisation charts and graphics, all of which are pre-formatted in your company's corporate style. Once a library slide is inserted into the presentation, the objects on the slide are ready to be populated with new information.

1. Go to the location where you want to insert your slide (the slide will appear after the currently selected slide)
2. From the **Insert Slide or Object** group on the **Create™ 2010** tab select **Library**
3. Click on the relevant tab depending on type of slide required (e.g. Maps, Processes, Misc)
4. Scroll down and choose your desired layout (the layout selected will appear in the preview window on the right)
16. Click **Apply** if you wish to insert the slide into your presentation but leave the dialogue box open to allow you to select further layout slides, or click **OK** to insert the slide into your presentation and close out of the dialogue box

The slide will appear in your presentation after the selected slide

Inserting a Section Divider

Presentations can be divided into sections. Each section will have its own cover slide (section divider slide), and all section titles will be numbered if you select this option when building your Agenda. Subsection titles are optional and can be added to the Section Divider slides and included in the Agenda.

1. Go to the location where you want to insert your slide (the slide will appear after the currently selected slide)

2. From the **Insert Slide or Object** group on the **Create™ 2010** tab choose **Divider, Section Divider**
3. Type in the section title and subsection title (if applicable)

Creating an Agenda from Section Dividers

An Agenda generated from section divider slides lists all the section titles in your presentation e.g. sections and subsections. You should not type directly onto the Agenda as the information is generated automatically – to make text changes to the Agenda, always make the changes on the divider slides and then click **Update, Agenda** in the **Linking** group on the **Create™ 2010** tab.

1. From the **Insert Slide or Object** group on the **Create™ 2010** tab choose **Agenda**
2. Choose **Generate From... Divider Slides**
3. Check *Create sub-sections* if you wish to include subsections in the Agenda
4. Check *Include Appendices* if your document will include appendices and you wish them to appear in the agenda
5. Check the *Create Hyperlinks* if you wish to include hyperlinks in the Agenda
6. Click **OK**

This will insert an agenda slide after the cover slide and will list the sections, subsections (if selected) and slide numbers as they appear in the presentation.

Creating an Agenda from Slide Titles

An Agenda generated from slide titles lists all the slide titles in your presentation. Agendas from slide titles are intended for small presentations but there is no maximum number of topics that can be displayed.

You should not type directly onto the Agenda as the information is generated automatically – to make text changes to the Agenda, always make the changes on the slides and click **Update, Agenda** in the **Linking** group on the **Create™ 2010** tab.

1. From the **Insert Slide or Object** group on the **Create™ 2010** tab choose **Agenda**
2. Choose **Generate From... Slide Titles**
3. Check the **Create Hyperlinks** box if you wish to include hyperlinks in the agenda
4. Click **OK**

Inserting a Blank Table

We recommend you use the **Create™ 2010** tab to insert tables as the function will format them for you. All tables should be inserted into placeholders.

1. Position your cursor inside a placeholder
2. From the **Tables** group on the **Create™ 2010** tab select **Insert**
3. The option *Blank Table* should be checked. Enter in the required number of rows (total number including heading rows) and columns then Click **OK**

4. A blank, pre-formatted table will be inserted in the placeholder
5. Type text and data into your table data as required

Inserting a Table Using Data from your Clipboard

You can populate your table in PowerPoint with Excel data from the Clipboard. **Create™ 2010** will create a link to update the data if it changes in Excel.

1. In Excel, copy your data range (CTRL+C)
2. Go to your presentation in PowerPoint
3. Position your cursor inside a placeholder
4. From the **Tables** group on the **Create™ 2010** tab select **Insert**
5. The option **From Clipboard** should be checked and the range of the data you copied should be displayed. Click **OK**

Your data will be pasted into a formatted table within the placeholder in PowerPoint with a traceable, updateable link to the source.

Exporting Table Data from Excel to PowerPoint

This function copies a range of data from an Excel worksheet and pastes it into PowerPoint as a formatted table. Once in PowerPoint, the Excel data source details can be viewed and the data can be updated.

1. In PowerPoint position your cursor inside a placeholder
2. Go to Excel and select the cells containing the data. From the **Send Table To** group on the **Create™ 2010** tab select **PowerPoint** and **Fully Formatted**

The data will be pasted into a formatted table within the placeholder in PowerPoint with a traceable, updateable link to the source.

Viewing Linked Objects

Table data or charts that have been imported from Excel using the To PowerPoint Table or To PowerPoint Chart function in Excel become linked objects in your presentation. If the data changes in Excel, then the corresponding data or chart in PowerPoint can be updated to reflect the change. You can view a list of the linked objects in your presentation at any time.

1. From the **Linking** group on the **Create™ 2010** tab click on **Data Source**
2. Select the object you wish to view
3. Right click, select **View Source**

Your cursor will navigate to Excel file, and the range location

Updating all Linked Objects in your Presentation

1. From the **Linking** group on the **Create™ 2010** tab click on **Update, All OR Charts and Tables** (note that selecting **All** will also update your Agenda)