PowerPoint 2010 has brought back the File Menu, also called the Backstage View.

**Slide Tab**: Contains a thumbnail image of every slide

**Outline Tab**: Focuses on the content of the presentation

**Slide Pane**: Content area for creating details on each slide

**Notes Area**: Type in notes related to each slide. Notes are visible only to the presenter, not the audience

**Status Bar**: Indicates the current slide and display the total number of slides

**View Buttons**: Switch between views and zoom in for a close-up

**Zoom Slider**: Provides a way to quickly zoom in and out
There are many different kinds of slides types available.

- **Title Slide** – usually the first slide in the presentation
- **Title and Content** – contains the title at the top and listed or bulleted items in the body
- **Section Header** – used to divide section of the presentation
- **Two Contents** – contains the title and two sections in the body
- **Comparison** – contains the title and has two comparison areas
- **Title Only** – used for the title only
- **Blank** – contains no title section at the top
- **Content with Caption** – used for text and a picture or image
- **Picture with Caption** – used to hold a picture and caption; no title

### View Buttons

<table>
<thead>
<tr>
<th>View Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal View:</td>
<td>Default view for PowerPoint</td>
</tr>
<tr>
<td>Slide Sorter View:</td>
<td>Displays all slides as thumbnails</td>
</tr>
<tr>
<td>Slide show View:</td>
<td>Displays in an electronic slide show</td>
</tr>
</tbody>
</table>

### Print Options

Based on your printer, some options may vary

Print what:

- **Slides**
- **Handouts** – when using this option, the handouts area is available.
- **Notes Page**
- **Outline**
Themes
PowerPoint 2010 has enhanced the Themes. Themes allow you to pick a design and apply it to your presentation.
Themes help apply all colors, fonts, and effects to the presentations.

Command Key Strokes

<table>
<thead>
<tr>
<th>Slide show Delivery Keystrokes</th>
<th>Navigation Keystroke Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>End Slide Show</td>
<td>Next Slide</td>
</tr>
<tr>
<td>Jump to Slide</td>
<td>Previous Slide</td>
</tr>
<tr>
<td>Toggle Screen Black</td>
<td>First Slide</td>
</tr>
<tr>
<td>Toggle Screen White</td>
<td>Last Slide</td>
</tr>
<tr>
<td>Pause Show</td>
<td></td>
</tr>
<tr>
<td>Show/Hide Pointer</td>
<td></td>
</tr>
<tr>
<td>Start Show Immediately</td>
<td></td>
</tr>
</tbody>
</table>

Keyboard commands:

- End Slide Show: <Esc>
- Jump to Slide: <Slide #> + 3
- Toggle Screen Black: <B>
- Toggle Screen White: <W>
- Pause Show: <S>
- Show/Hide Pointer: <A>
- Start Show Immediately: <F5>
- Next Slide: <Spacebar>
- Previous Slide: <Backspace>
- First Slide: <CTRL> + <Home>
- Last Slide: <CTRL> + <End>