

## ■ MS PowerPoint 2010

Microsoft PowerPoint is a highly valuable tool for creating presentations. We briefly described PowerPoint 2010 in our March 2011 newsletter but a few features are worth mentioning in more detail such as the navigation ribbon, broadcasting, and SmartArt Graphics. If you create presentations often and you're still using MS PowerPoint 2003 or earlier, upgrading to the 2010 version (or waiting for Office 2012) will be money well spent just for these features alone.

Before we dive into our notable features, did you know that you can use PowerPoint for tasks other than creating presentations?

PowerPoint can also be used as a page layout program. You can create flyers, posters, resumes, menus and any other document where you may need to insert a photo, audio clip, or animation. For instance, you could create a restaurant menu and when someone clicks on the

link they could hear the chef describing the specials of the day.

You could also create a flyer or poster for distribution via email that provides an audio or video message. The audio message could be a special coupon offer such as "Mention Happy New Year when you come in and save 10% off your purchases". Messages like these encourage people to open your emails as well as visit your business.

### Navigation Ribbon

One of the biggest improvements in PowerPoint 2010 is the navigation ribbon. Although there are still drop-down menus, the majority of selections appear on the horizontal taskbar at the top of the screen, featured as icons. Each tab on the main menu is fully customizable allowing you to add and remove items. You can even create your own tab with frequently used commands all in one spot.

### Broadcasting Presentations

Another benefit of PowerPoint 2010 is remote broadcasting of slide shows; even people who don't have the PowerPoint program installed can now view PowerPoint documents.

The PowerPoint Broadcast Service enables anyone with a browser and a Microsoft Live ID to open and view real-time presentations. The presenter creates a web link and then sends it to others via email. When the user clicks on the link, the presentation will open in a browser. The presenter then has full control over the progression of the slide show. Since audio is not transferable in the browser you'll need to set up a conference call for audio transmissions.

If you don't need your presentation to be real-time, you can save your presentation as a video in common formats such as .wmv, .avi, or .mov. Voice narration and laser pointer movements can be recorded and timed with your video.

## ■ Tip of the Month

### PIN Code Safety

We can't say it often enough ... Passwords protect when they are difficult to figure out. Likewise for PIN codes - those 4 digit codes for ATMs, mobile phones, or online access. If you're currently using one or more on the list of 10 most common PIN codes, we highly recommend you change them!

#### Here are the Top 10:

1234	0000	2580	1111	5555
5683	0852	2222	1212	1998

It takes a mere 18 minutes to crack a 4 digit numeric PIN so if given an option always opt to include letters not just numbers. For mobile phones, don't use the simple passcode option. Instead, opt for passwords with six digits or more; they are exponentially better.

**Remember:** The best passwords include symbols such as &, %, !, \$ and do not contain real words.

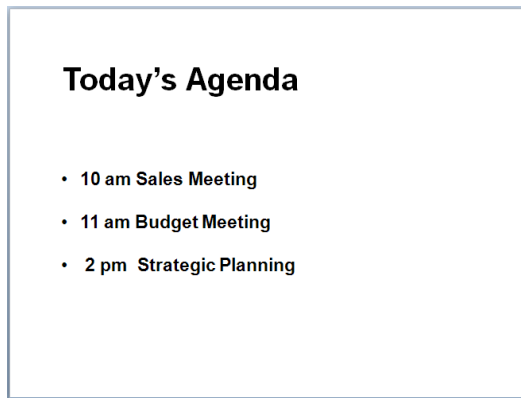


Figure 1. The graphic on the left shows a typical, bland agenda. With a few extra clicks (using SmartArt Graphics and themes), you can create an agenda like the one on the right that will really make your slides and documents stand out.

If you were going to a meeting and were handed an agenda (Figure 1), which one would you prefer to receive? Most people would probably grab the one on the right. Surprisingly, creating both of these agendas took less than 5 minutes.

Microsoft has made jazzing up documents simple thanks to numerous templates, themes, and SmartArt Graphics. To change the background, click the Design tab then choose any of the templates showing in the Themes section. On this same tab you can also change background colors, fonts, and special effects, like drop shadows, with ease. On the Insert tab you can insert pictures, audio clips and even video to really make your documents stand out.

One of the best features though is SmartArt Graphics used to jazz up lists, cycles, relationships and processes. These pre-configured graphics add color, shapes, bevels, 3D effects and even animations to any text on a slide. Complicated line drawings can now be added with ease.

To change your text to a SmartArt Graphic, do the following:

1. Open PowerPoint and on a new slide, type a list of items in the text box that appears.
2. While still on the Home tab, highlight all of the text on the slide that you want to convert to a SmartArt Graphic.
3. In the paragraph section of the Home tab, click the drop down button for "Convert to SmartArt" (Figure 2). A list of options appears. Roll your mouse over the selections for a preview. If none of the options is appealing, click the section, More SmartArt Graphics ... at the bottom of the dialog box.
4. When you've found an option you like, left click it and your text will automatically change to fit your selection. To make changes, click the Design tab.
5. If you want to convert back to text, select the Design tab, left click the Convert icon (far right side on the menu), then left click Convert to Text.

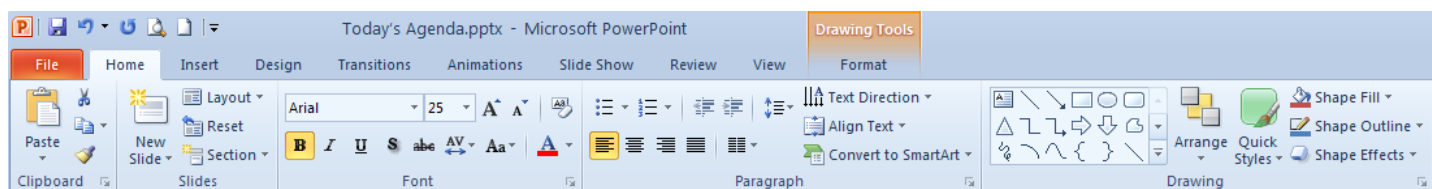


Figure 2. The Convert to SmartArt feature can be found in the **Paragraph** section on the Home tab. It can also be found on the Insert tab in the **Illustrations** section. Look for this SmartArt icon :



**Ready Net Go, Inc.**

610-856-0990

[www.readynetgo.net/newsletter.htm](http://www.readynetgo.net/newsletter.htm)