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Microsoft®
PowerPoint® 2010

Your easy, colorful, SEE-HOW guide to PowerPoint!

Nancy Muir

Microsoft®

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PowerPoint® 2010 Plain & Simple

Nancy Muir

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Building a Presentation Outline

In this section:

- Understanding the Relationship of the Outline to Slides
- Working with the Outline
- Adding Text in the Outline Tab
- Working with Outline Contents

A tool for organizing your thoughts and information that has been around for quite some time is the outline. An outline breaks down information into multiple headings and subheading levels.

The outlining feature in Microsoft PowerPoint 2010 helps you use this valuable tool to enter text, reorganize it into topics and subtopics, and reorder the contents of your presentation.

You access the outlining feature from the Outline tab in the Slides/Outline pane in Normal view. If you are focused on entering a lot of text and not as much on the look of individual slides, it can be faster to enter that text in the Outline tab rather than on each individual slide.

When you enter text on a slide, the content is reflected in the outline, and vice versa. As you work in the outline, the slide that corresponds to the text you're working on appears in the Slide pane, so you can see how changes to the outline affect the slide.

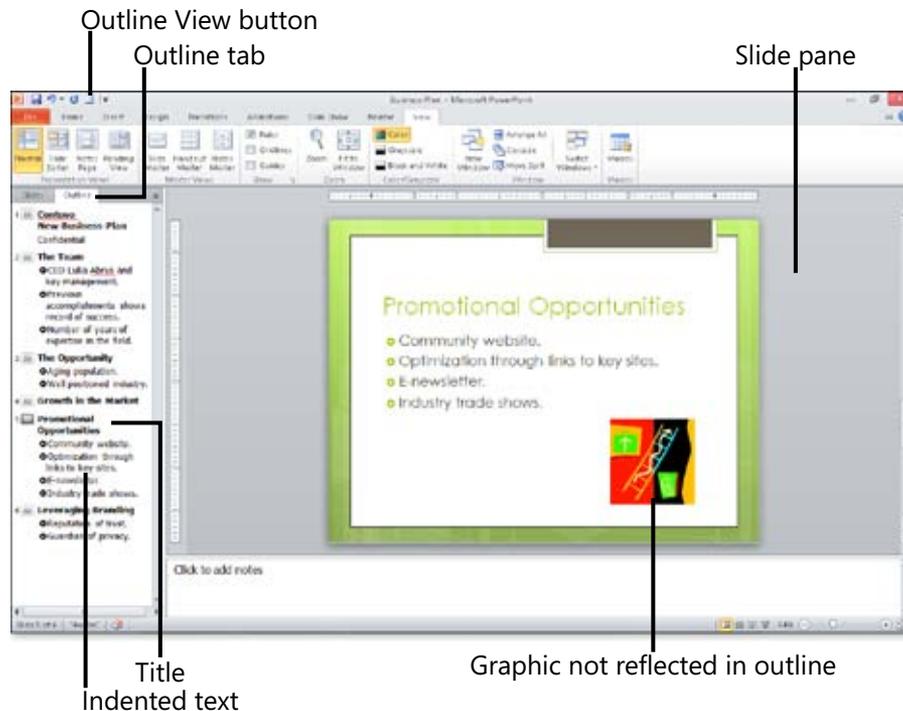
Another nice aspect of the outlining feature in PowerPoint is that you can cut and paste an outline you create in a Microsoft Word document into the Outline pane, where it can form the basis of your presentation. You can also copy text in the Outline pane of PowerPoint and paste it into a Word document to create a written report or a useful audience handout.

Understanding the Relationship of the Outline to Slides

Different slide layouts contain different placeholders, such as title, subtitle, text, and content placeholders. You can enter text in the placeholders on a slide or in the Outline tab of the Slides/Outline pane. When you enter text into title, subtitle, or text placeholders in the Slide pane, the text also appears in the outline. When you enter a top-level heading in the outline, PowerPoint creates a new slide, and that heading appears

in the slide title placeholder. Any text that you enter at an indented level in the Outline pane becomes a bullet point in a text placeholder on the slide.

Graphics do not appear in the outline. Text that you enter in text boxes (which are drawing objects that are different from text placeholders) also doesn't appear in the outline.



Tip

What if you want to see a thumbnail of a slide but need more room to work in the outline? You can expand the Outline tab so that it fills about three-quarters of the screen, which leaves you with a small preview of the slide in the Slide pane and large, easy-to-read outline contents. To expand the Outline tab, drag the divider between the Outline tab and the Slide pane to the right as far as you can.

Try This!

If you have a long presentation and you expand the Outline tab to view more of the outline, the slide preview may be too small to be readable. Drag the zoom slider at the bottom-right corner of the PowerPoint window to quickly enlarge the slide preview but not the outline text.

Working with the Outline

You can work on an outline in the Outline tab in the Slides/Outline pane displayed at the left of the Slide pane in Normal view. The Outline tab lets you compare the outline with slides, which might include graphics or text boxes that don't show up in the outline. Entering text in the outline can be faster than entering it on individual slides when you're focused purely on presentation text content.

Display the Outline Tab

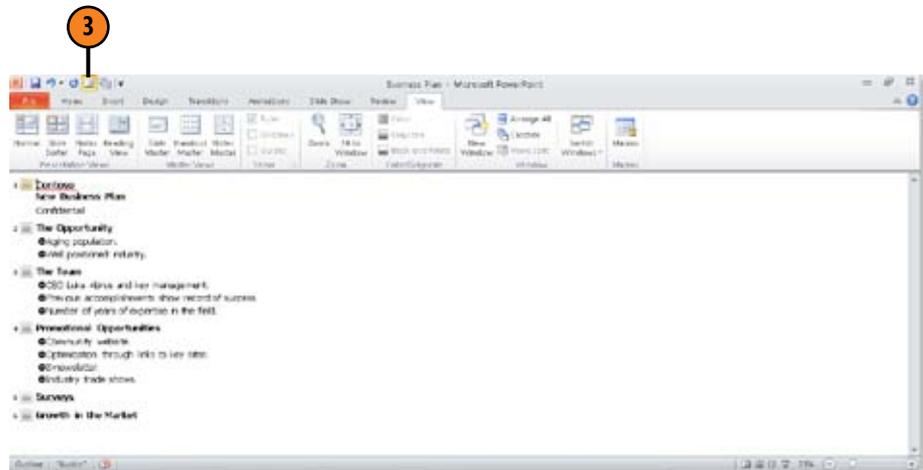
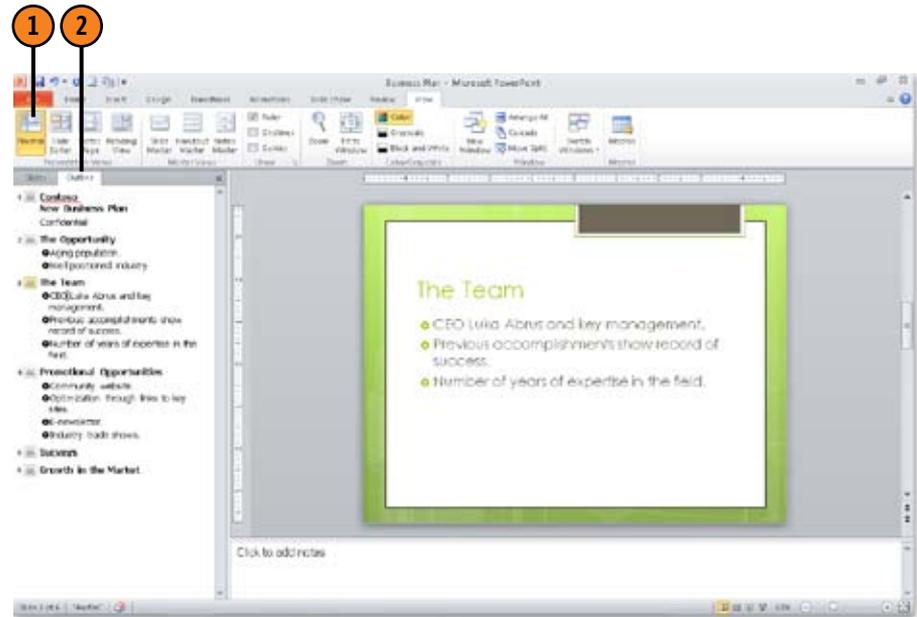
- 1 Click the View tab and then click the Normal View button.
- 2 Click the Outline tab.
- 3 Click the Outline View button on the Quick Access Toolbar to display the Outline view. (You may have to add this button to the toolbar by using PowerPoint Options.)

See Also

You can format text in both the Outline tab and the Slide pane to change the size or type. A change made in one place is reflected in the other. For more about changing text format, see "Formatting Text" on page 145.

See Also

You can add the Slides From Outline button to the Quick Access Toolbar. See "Customizing the Quick Access Toolbar" on page 29. When you click the button, you can insert an outline created in a word processor as slides in a blank presentation.



Adding Text in the Outline Tab

One of the benefits of the Outline tab is that it provides a fast way for you to enter text without having to deal with placeholders or graphics. After you enter the title, adding text to the outline consists of pressing Enter to create a new entry in the

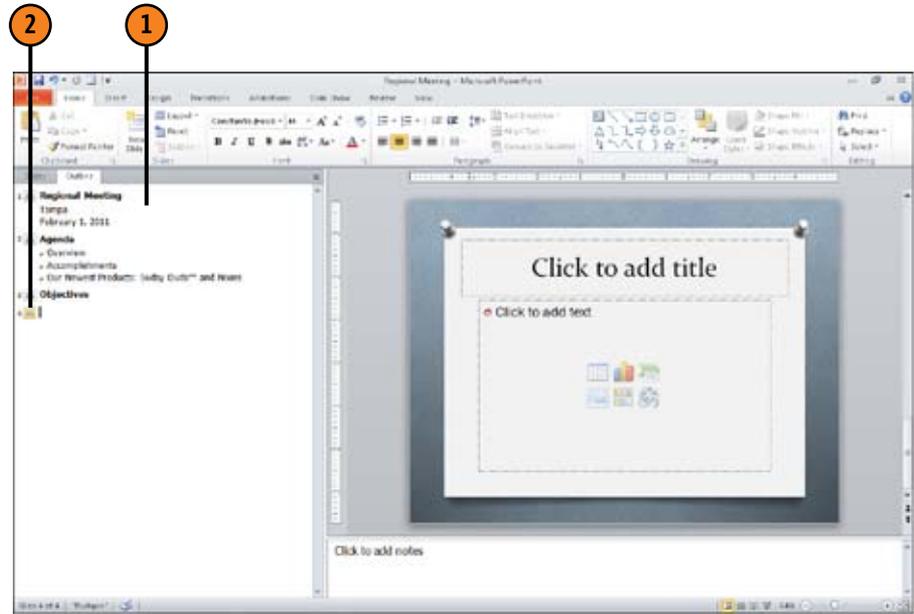
outline and then entering the text, which appears at the same outline level as the line before. You can then demote text to become a subheading (subtitle or bullet point) or promote a bullet point to become the next slide title.

Add a Slide Title

- 1 With the Outline tab selected in Normal view, click in the outline.
- 2 Enter some text, which is automatically formatted as a slide title, and press Enter. The slide title appears in both the outline and the Slide pane, and the cursor is in place to create the next slide title.

Tip

The first slide is always created using the Title Slide layout. There is typically only one title slide in a presentation, although you could duplicate it and place the duplicate at the end of your presentation. A title slide consists of a title and subtitle. After the first slide, other slides you insert use the layout of the slide that's selected when you insert them by default.



See Also

For more information about slide layouts, see "Understanding What Slide Layouts and Themes Control" on page 104.

Promote and Demote Headings

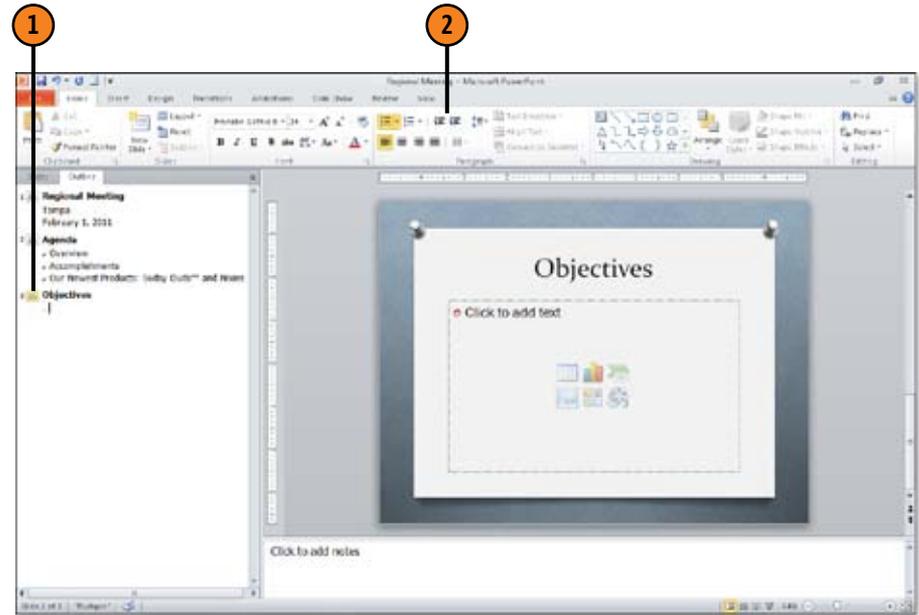
- 1 Enter text in the Outline tab, or click in an existing line of text to select it.
- 2 Click the Home tab, and choose Decrease List Level or Increase List Level from the Paragraph group. Decrease demotes the heading; Increase promotes it to a higher level in the outline.

Tip

You can create many levels of indented bullets in an outline, but a couple of levels is usually the most you should ever have. As a rule, if you have that much detail to provide about a point, it really should be on a separate slide. Also, in the typical presentation environment, attendees can't possibly see more than two levels of headings on the screen.

Tip

After you demote a heading to the bullet point level, when you press Enter to create the next heading, that heading is also at the bullet point level. When you're ready to start the next slide, you can type a heading and then promote it to slide title level. You can also use a shortcut to do this: press Shift+Tab to promote a heading or Tab to demote it.



Try This!

In PowerPoint 2010, when you select text, a Mini toolbar containing the most commonly used text formatting tools appears. You can use the Promote and Demote buttons on the Mini toolbar to structure your outline.

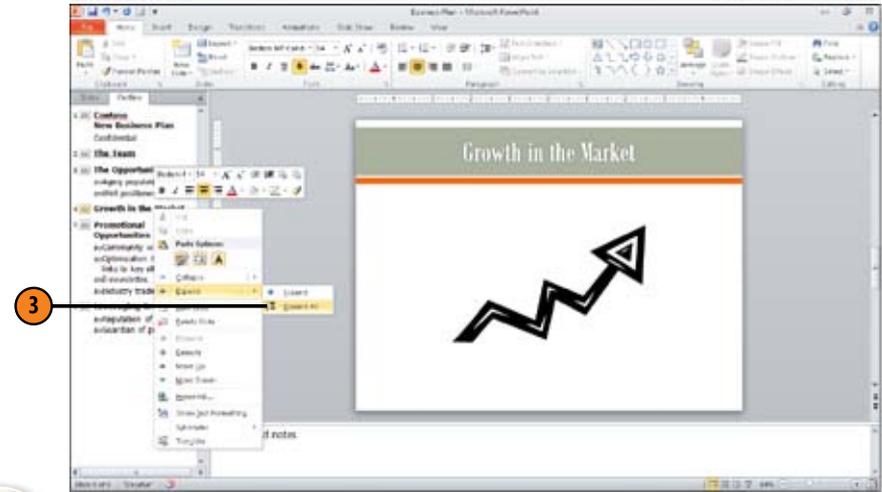
Working with Outline Contents

Once you enter your contents in your outline and demote and promote headings to create an outline structure, you might want to work with the outline contents in various ways. For example, at times you might want to view just the slide titles; at other times, you want to see all the detailed headings. You might also want to move headings around in an outline to reorganize the content.

Finally, text formatting is shown by default in an outline, but you can turn it off and back on easily, which can come in handy as you edit and review your slides.

Expand and Collapse the Outline

- 1 Click the Outline tab to display it, and then right-click a slide.
- 2 Do either of the following to collapse the outline:
 - Choose Collapse to hide all the subheads for this slide title.
 - Choose Collapse All to hide all the subheads for the presentation.
- 3 Do either of the following to expand the outline:
 - Choose Expand to display all the subheads for this slide title.
 - Choose Expand All to display all subheads in the presentation.



Try This!

In a longer presentation, collapse headings for slides that you've finished working on to speed up scrolling through your outline to find information you need. When you are ready to view all your contents again, right-click in the Outline tab and choose Expand, Expand All.

Tip

Collapsing or expanding your outline has no effect on what appears in the Slide pane or on what appears when you give your slide presentation. A presentation in which you have collapsed the outline still shows all headings at every level when you display Slide Show view.

Move Slides or Text Up and Down in an Outline

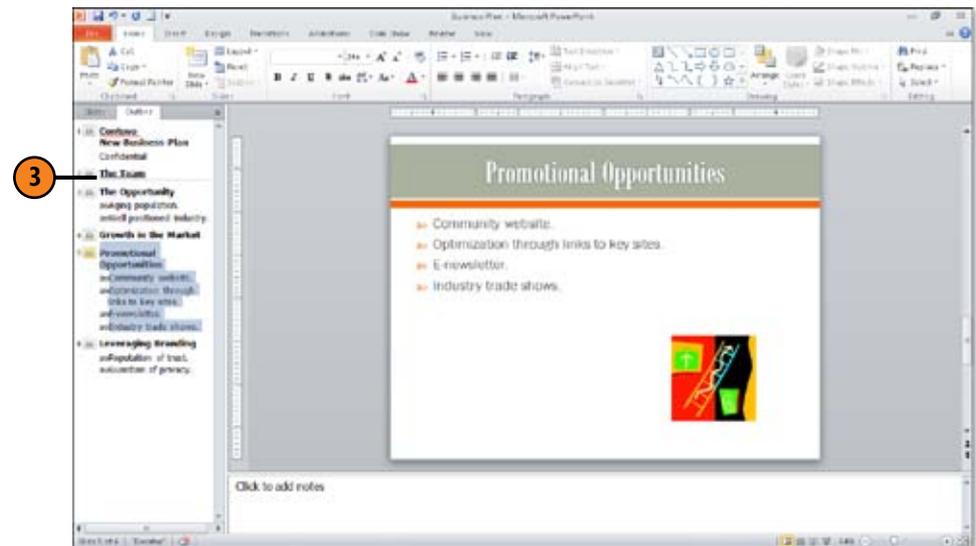
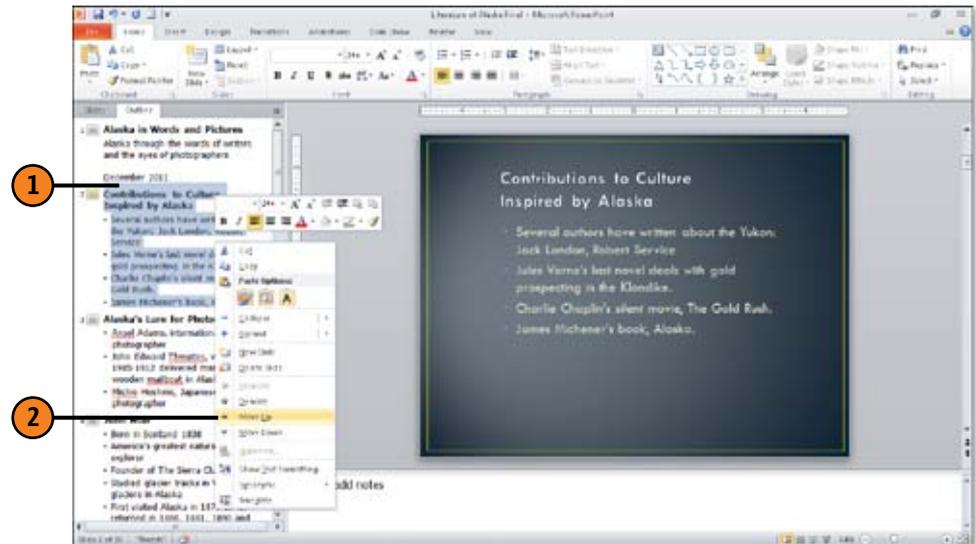
- 1 Right-click the line of text or right-click and drag to select multiple lines of text that you want to move.
- 2 Choose Move Up or Move Down from the shortcut menu. The selected line or lines move one line up or down together.
- 3 To move an entire slide, you can drag the slide icon to a new position in the outline. A line appears, indicating the position of the text as you drag.

See Also

For information about editing text in slides, see "Edit Text" on page 73.

Tip

If slide subheads are collapsed under the title and you move the title, all subheads move along with their slide title. If you don't want to move a subhead, you must first expand the slide and either move the subhead to another family of headings (by cutting and pasting it elsewhere) or promote it to be a slide title on its own.

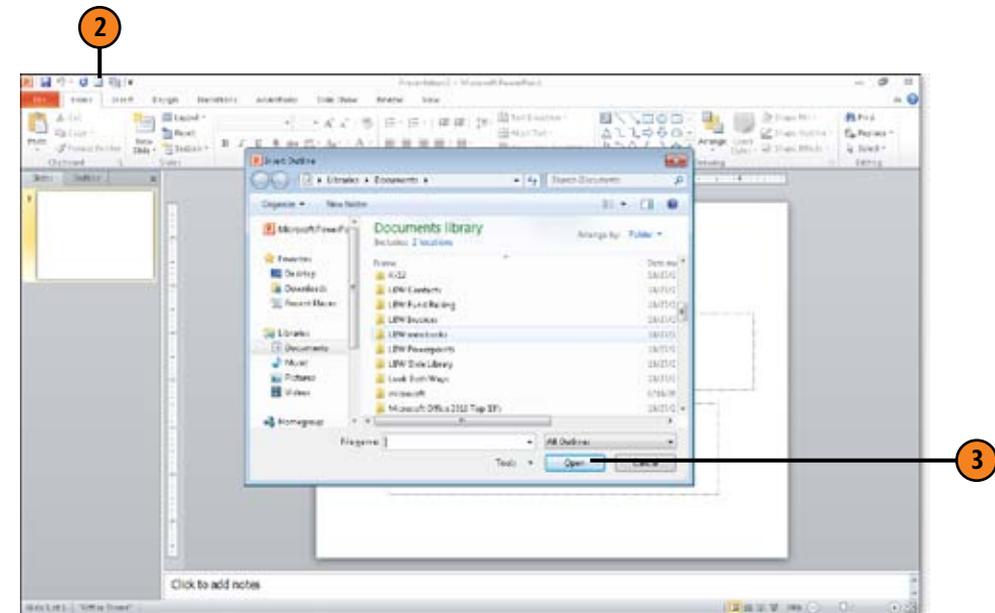
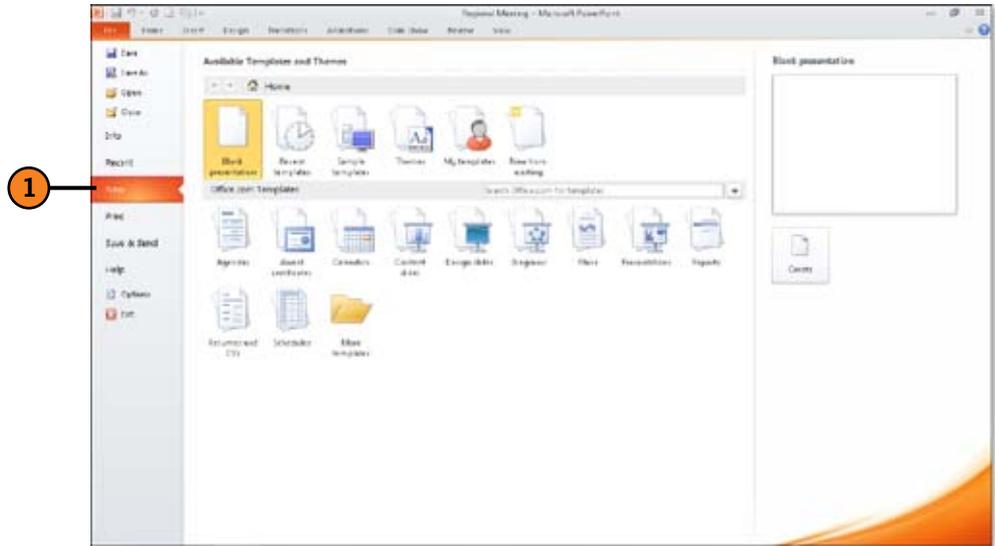


Insert a Word Outline into PowerPoint

- 1 Choose New from the File menu; click Blank Presentation and then click the Create button.
- 2 If necessary, add the Slides From Outline button to the Quick Access Toolbar (click the Customize Quick Access Toolbar button, choose More Commands, click Slides From Outline, click Add, and then click OK) and then click it.
- 3 In the Insert Outline dialog box, locate the Word document you want to use, and click Open. The outline content appears as slides in the blank presentation.

Tip

You can also cut text from the PowerPoint Outline pane and paste it into Word to create a Word outline from it.



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