

Hot tip

You can also launch the Help and How-to dialog box by pressing F1 on your keyboard.

Help and How-to

If you experience a problem, or would like some help on how to do something particular with PowerPoint 2010, then help is literally at hand. PowerPoint has a detailed help and how-to component, and, when you are connected to the Internet, this is expanded to include additional content and anything else new.

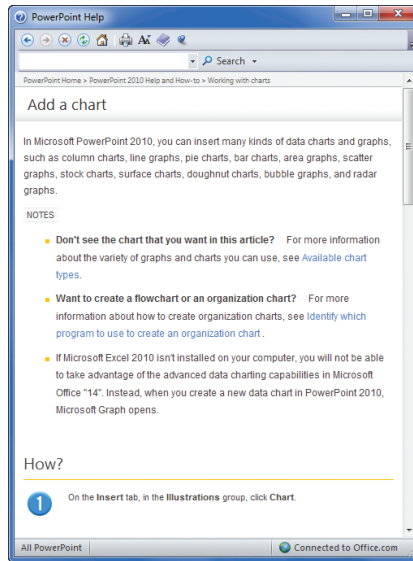
- 1 Click on the Help button on the Ribbon (its the ?) near the top right-hand corner of the screen
- 2 Click on any entry to see additional topics

**Hot tip**

Ensure your computer is connected to the Internet, in order to search online for more up-to-date content.

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- 3 Click on one of the newly displayed topics to see the help or how-to information for that particular topic
- 4 Click the Print icon if you want to print it
- 5 Click the Back icon to return to the list, or click the Home icon to return to the start



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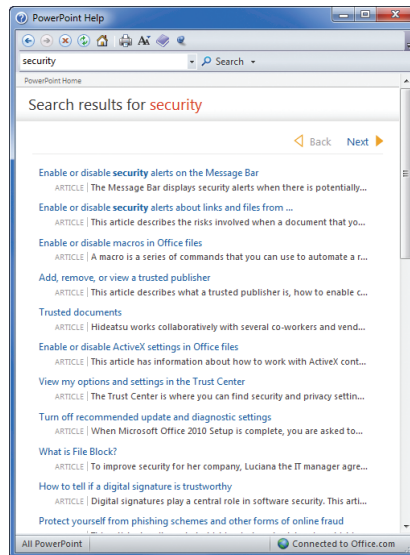


You can refine the search type by clicking on the arrow on the Search button and choosing a type that suits your search criteria, such as only searching PowerPoint Training.

Manual Searching

You can also enter text into the search box to look for something specific, instead of trying to find it from the various lists.

- 1 Enter a word, phrase or text entry into the search box
- 2 Click the Search button to begin the search



Beware



If you are searching Office Online, you will also see results for other Office applications and different versions of PowerPoint (unless you consider refining your search).

Search Locations

You can choose to search for content from Office Online, or only from the local computer.

- 1 Click the Connection Status box and select the location

