What is PowerPoint?

You probably already know that PowerPoint is a software package designed to help you create professional looking presentations, as easily as possible, and that it has been around for a number of years.

The latest incarnation, PowerPoint 2010, continues the tradition of providing you with all the tools you need to create and distribute your presentations, and goes that little bit further by including a number of new and exciting features, making your presentations look even more professional, with a higher quality than they had before.

PowerPoint 2010 enables you to:

- Create professional looking presentations

- Share presentations with anyone, from colleagues to customers

- Add sounds, video, pictures and more to presentations

- Create stand-alone presentations for use in kiosks, and on booths at trade shows

- Allows others to review and comment on your presentations, and even use workflow processes

- Secure your presentations using Information Rights Management technologies

- And much, much more

Microsoft Office 2010 Versions

There are a number of different versions of Microsoft Office 2010 currently available, including:

- Office Home and Student

- Office Standard

- Office Professional

Each one of the above Microsoft Office 2010 versions contains PowerPoint 2010, so it doesn't matter which version you buy, you will still get access to PowerPoint.

Microsoft have also introduced 64-bit versions of Office 2010, which you can use if you have a 64-bit version of Windows.

Hot tip

If you are running a 64-bit version of either Windows Vista or Windows 7, you should use the 64-bit version of Office 2010 in order to take full advantage of your current system.

Hot tip

Check out what comes with each version of Microsoft Office 2010, and make sure you purchase the version that is right for you.

PowerPoint Requirements

In order to be able to install and use PowerPoint 2010, you will need to ensure that your computer meets the minimum requirements for running PowerPoint 2010, which are as follows:

Component	Requirement
Processor	500 MHz Processor or higher
Memory	256 MB RAM or higher
Hard Disk	1.5 GB free
Drive	CD-ROM or DVD Drive
Display	1024 x 768 or higher resolution monitor
Operating System	Minimum Windows XP with SP3, Windows Vista, Windows 7
Other	Certain Inking features require Windows XP Tablet PC Edition or later; Speech recognition functionality requires a close-talk microphone and audio output device; Information Rights Management features requires Windows 2003 Server with SP1 or later running Windows Rights Management Service; Internet Explorer 7.0 or later; Collaboration requires Windows SharePoint Services; PowerPoint Slide Libraries require Office SharePoint Server 2010
Additional	Actual requirements and product functionality may vary based on system configuration and operating system

New and Improved Features

PowerPoint 2010 introduces a wealth of new and improved features designed to help you to create professional looking presentations, and to get the most out of the product without you having to do every little thing yourself.

Some of these new and improved features include:

- An intuitive user interface called the Ribbon

- A new Microsoft Office Backstage view for quickly gaining access to common tasks

- Improved effects, themes and enhanced formatting options

- The ability to use a Live preview that shows you the result of what you can select, without having to actually select it

- A number of predefined Quick Styles that include layouts, table formats, effects and more

- The ability to initiate workflow processes

- Broadcasting your slide show over the Internet

- SmartArt graphics that can be used to quickly and easily produce high quality designer-style graphics

- The new XML file format, which reduces the size of the file and also provides enhanced recovery abilities

- Enhancements and improvements for tables and charts

- A Presenter View, which enables you to run your presentation on one monitor while you view something different on another monitor, this can make the task of actually delivering your presentation that much easier

- The ability to save your presentations as a PDF

- A number of security-related functions, including enhanced Information Rights Management, and the ability to find and remove hidden metadata from your presentations. You can also add digital signatures to your presentations

- Office Diagnostics, to help diagnose, troubleshoot and repair problems you might experience with any of your Microsoft Office 2010 applications

Beware

Some of the new features require additional software, such as Microsoft Office SharePoint Server 2010, in order to make them work, and may also require additional hardware.