

## Microsoft PowerPoint 2010 concepts

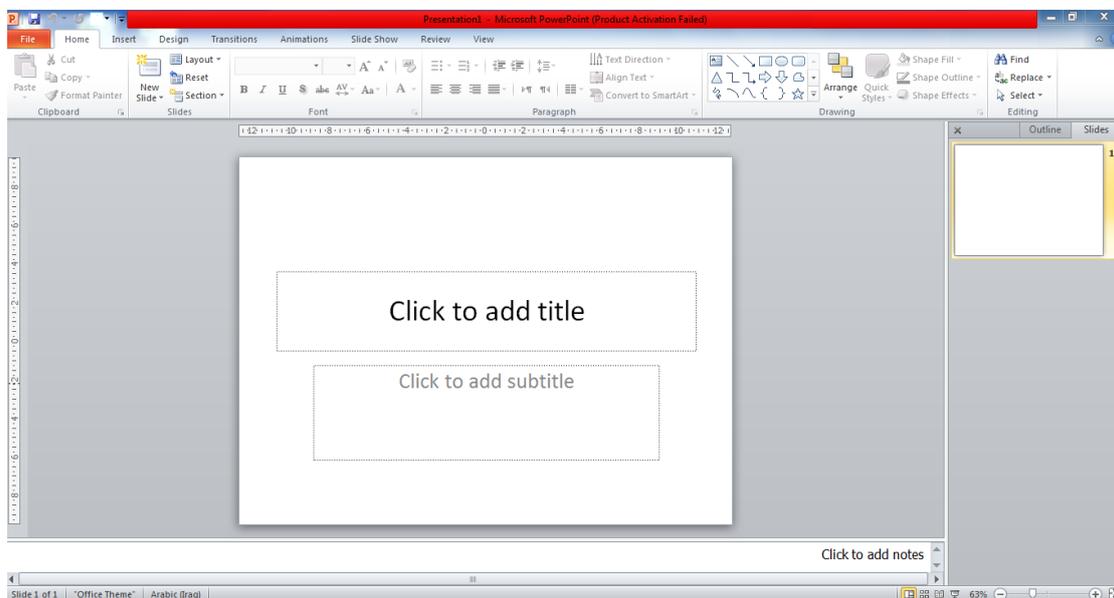
### Introduction

Microsoft PowerPoint is a presentation program by Microsoft. It is part of the Microsoft Office suite, and runs on Microsoft Windows and apple's Mac Operating system.

PowerPoint is used by business people, educators, students, and trainers. Beginning with Microsoft Office 2003, Microsoft revised the branding to emphasize PowerPoint's place within the office suite, calling it Microsoft Office PowerPoint instead of just Microsoft PowerPoint. The current version is Microsoft Office PowerPoint 2010.

### Working area

PowerPoint file called "**Presentation**" and file type named **PPT** or **PPTX** depends on version of application. Presentation consists of a number of individual pages called "**Slides**". The slide analogy is a reference to the slide projector, a device that has become obsolete with the use of this application and other presentation software the number of slides is not limited. Slides may contain text, tables, graphics, movies, and other objects, which may be arranged freely on slide. Below is the main window of PowerPoint as you may notes most of the word menu bars are present with some its commands.



## Creation of Presentation

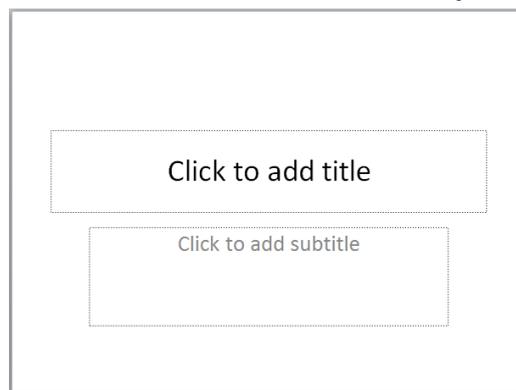
PowerPoint offers three ways to create a presentation:

- Presentation from Blank Slides
- From Design Template
- From AutoContent Wizard.

The blank presentation option is one of the most commonly used methods. It offers several blank slides with layouts for text and graphics.

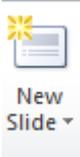
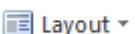
### To create a presentation using blank Slides

- Open PowerPoint
- A slide featuring a place for a title and subtitles appears by default. You may start your presentation with this slide or choose a different slide layout.



PowerPoint contains a collection of pre-set accessible slide layouts. In order to ensure that the slideshow is maximally accessible use these preset templates when constructing the slideshow. The correct slide layout is probably the most significant step that can be taken to ensure that the slideshow will be accessible.

There are two ways to use a pre-set slide layout from **Home** tab,

- Choose **Home** then **New Slide**  and then pick one of the layouts that make sense for that slide.
- Or Choose **Home** then **Layout**  and then pick one of the layouts that make sense for that slide.

## Inserting New Slide

Once the opening slide (title slide) has been created you will need to add more slides to the presentation. Below several methods to add a new slide:

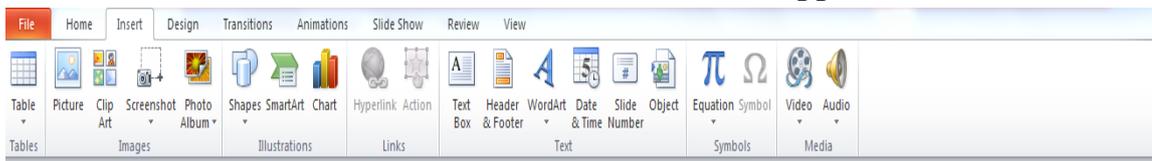
1. From Menu bar click on **Home** » **New Slide**
2. Direct method is to click **Ctrl + M** keys.
3. Left-click on any slide in the outline and slide tabbed planes then press **Enter**
4. Right-click on any slide in the outline and slide tabbed planes then choose **New Slide** from menu.
5. When you are in the **Slide Sorter** mode Right-click on any place then choose **New Slide** from menu.
6. Inserting the same slide using **Duplicate selected Slide** method which can be

found by clicking on

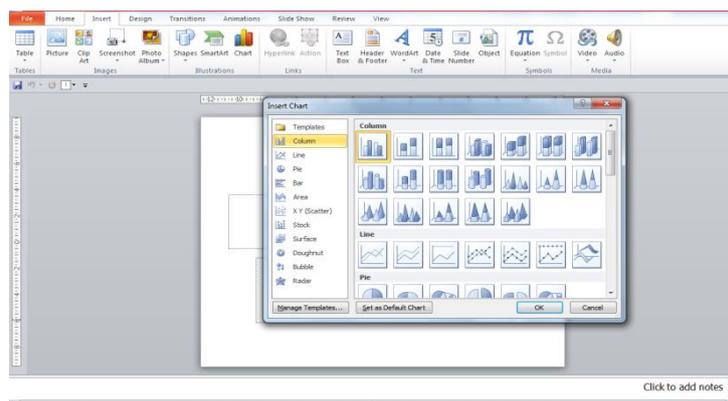


## Inserting an object to slide

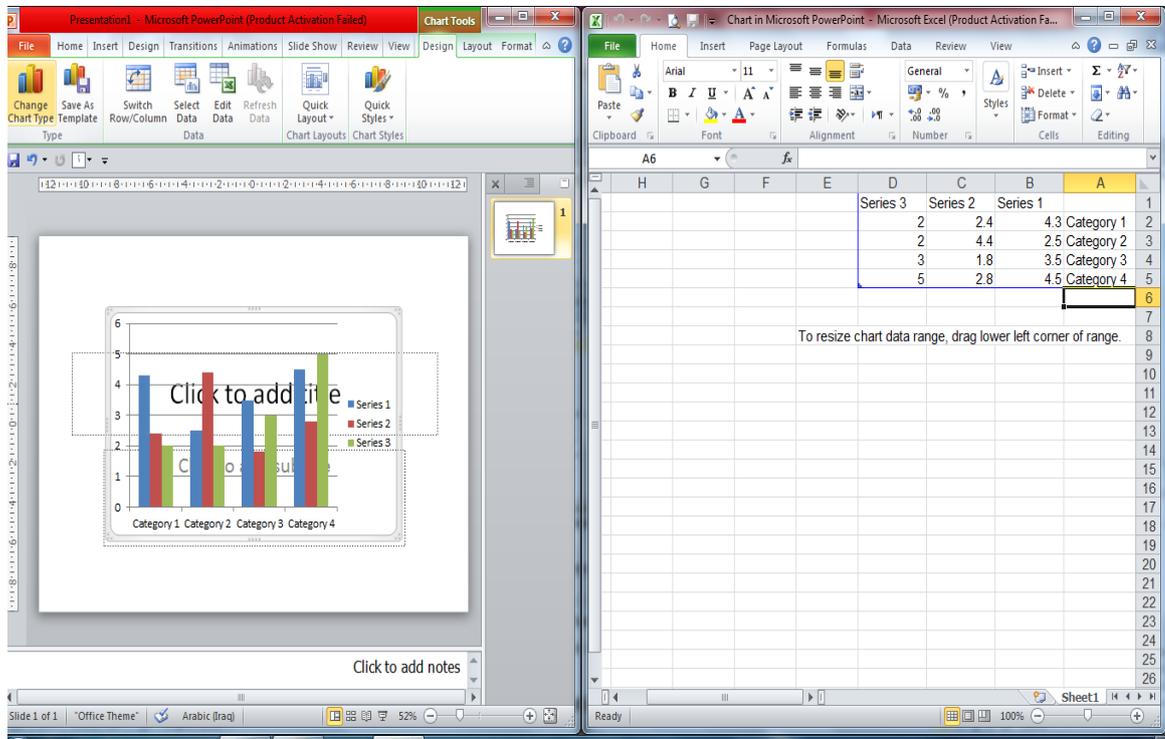
To add an object to slide go to menu bar choose **Insert** tab a list of objects appears: Tables, Images, Illustrations, Text, Symbols, and Media. Most of these commands are similar to commands described in the Word application. As show below:



Most of these can be inserted just by clicking on the commands and choosing the object but when you try to enter a chart, after clicking on icon a new window will appear containing types of charts available:

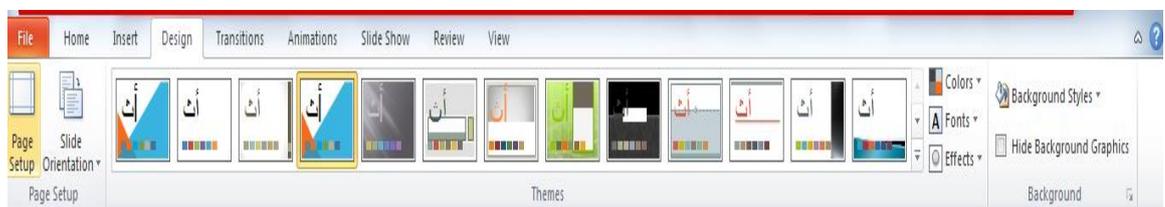


After you choose chart type a chart appears with a **data sheet** and **sample data**. Replace the **sample data** in the **data sheet** with actual data that you want to present. As shown



## ✚ To Creating a presentation From Design Template

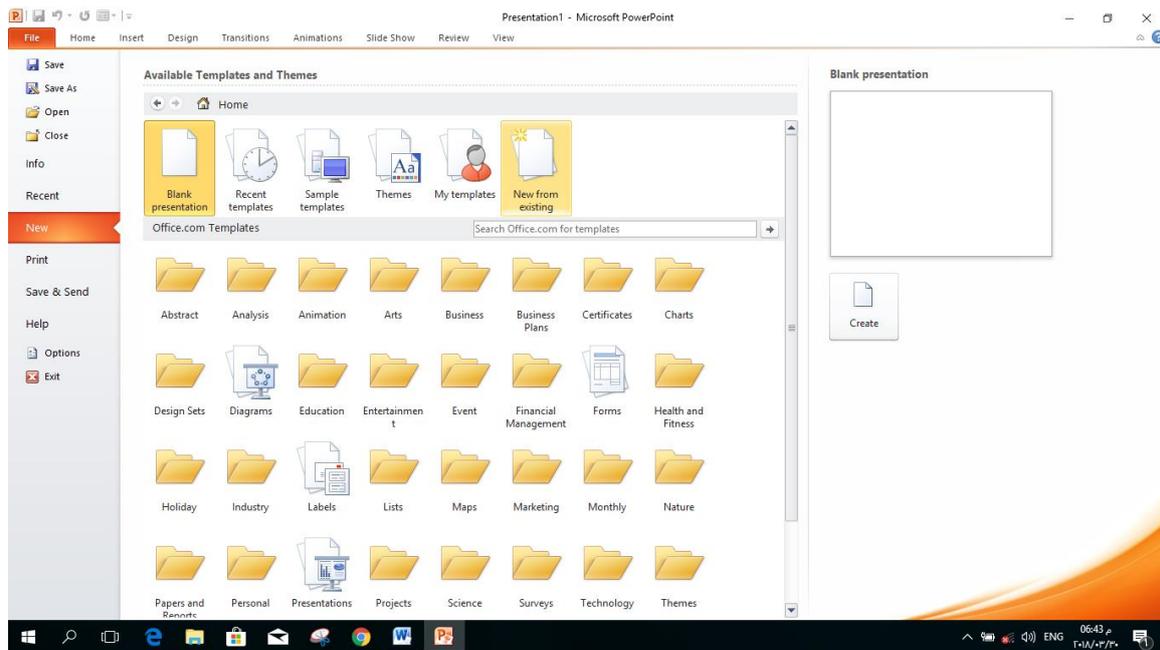
PowerPoint application offers a list of different fancy designs to choose from to enhance existing slides with one of design template, which can be found in **Design** tab from menu bar as shown below:



After you choose a particular theme or design you can apply it to all or selected slide from R.C. on a particular theme then choose from the sub menu appeared the right choice.

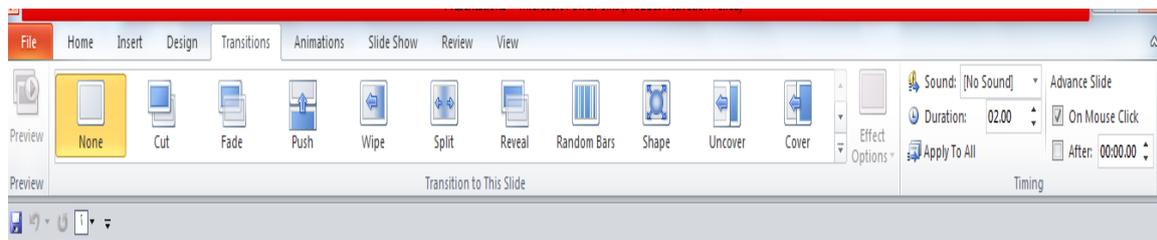
## To Creating a presentation From AutoContent Wizard

PowerPoint contains a collection of pre-set accessible ready-made presentation you can choose from by download them from **office.com Templates** (you need access to the internet). This can be done from **File** tab go to **New** then choose the suitable presentation for your work then make the changes on it.

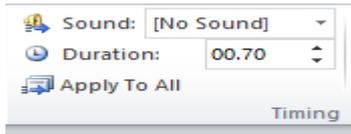


## Transitions Effects

Slide transitions are the visual movements as one slide change to another through slideshow. The algorithm of this process is from menu bar press **Transitions** tab PowerPoint provides many different slide transitions to choose from a list is shown below.



PowerPoint provides a special effect options to add to each transition and you can add sound with its duration time also. If you want to apply this scheme to all slides, click the **Apply to All** buttons.



## Animation Effects

Animation effects are the visual movements on the contents of slides. It allows you to choose an animation to each text or object inside the slide. The algorithm of this process is from menu bar press **Animation** tab (as shown below) PowerPoint provides a long list of different slide Animations to choose from.

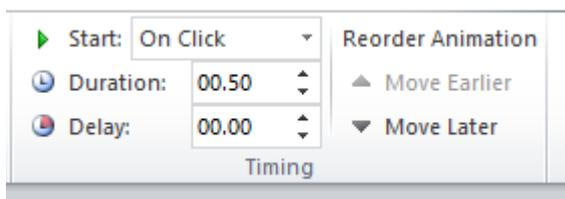


You can add a range of special effects to each animation. Each Animation has its own special effects to choose from.

Moreover, there is more **advanced animation** to be added to one object which contains three step animations. The three steps are:



Also **Timing** for animation is provided which contain the **Starting**, **Duration** and **Delay**

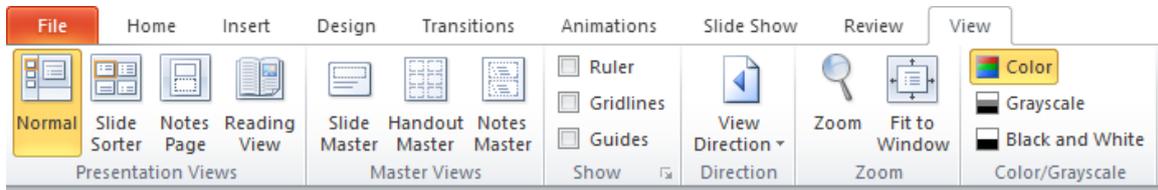


time.

This will be studied in more details throughout Laboratory time.

## Presentation Views

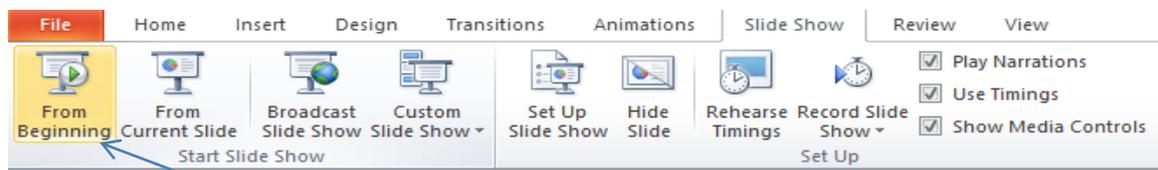
The algorithm of this function is from menu bar choose **View** tab then group **Presentation Views** this group shows the different kinds of slides views which contains the following:



1. **Normal view:** view the presentation as it will appear on the screen when opening application.
2. **Slide Sorter view:** view all slides on one page of screen for sorting.
3. **Notes Page:** view each slide with its notes.
4. **Reading View:** view the document as an outline and show the outlining tools.

## Slide Show

Finally, after we finished creating the presentation with all its fancy features it is time to display our fantastic work and show the great effort but to end this genius project. The way to so is applying slideshow function from menu bar choose **Slide Show** tab a new ribbon will appear as show below: We will start by



- ✚ Choosing **From Beginning** or any other forum from **Start Slide Show** group.
- ✚ Or From status bar press on the virtual key shown below:

