

Computer Skills 2

Microsoft PowerPoint



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PowerPoint

Microsoft PowerPoint is a presentation tool that supports text, shapes, graphics, pictures and multimedia. By default, presentations saved with the .pptx extension.

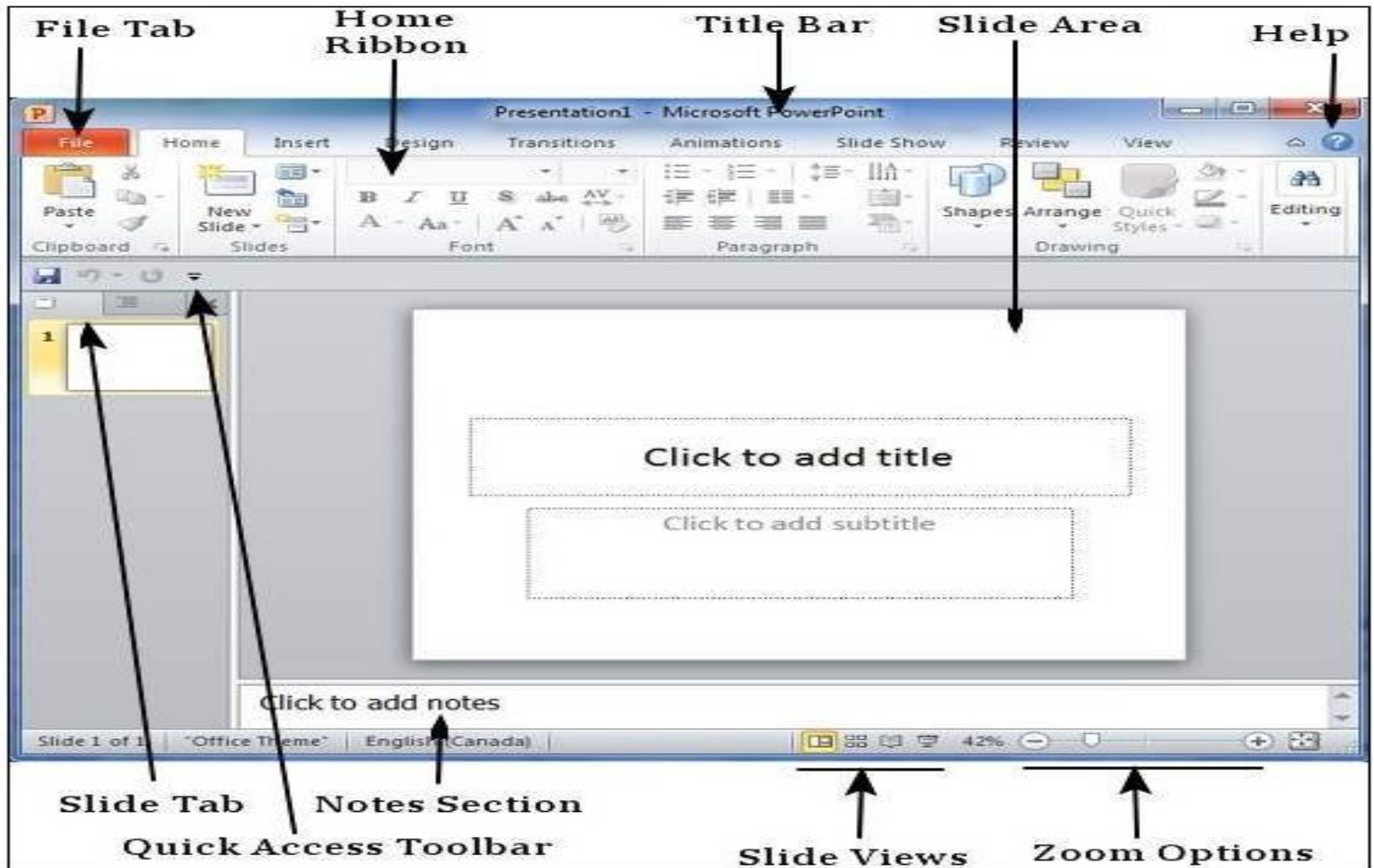
❑ **Starting Microsoft PowerPoint**

From the Start Menu

1. Click the **Start Menu**.
 2. Click **All Programs**.
 3. Search for **Microsoft Office**, and click it.
 4. Search for **Microsoft PowerPoint 2010** , and click it.
- ✓ **Or** double-click on the PowerPoint desktop icon.
 - ✓ **Or** From the Search Window by typing PowerPoint and click it.

This will launch the Microsoft PowerPoint2010 application and you will see the following window.

MS PowerPoint Window

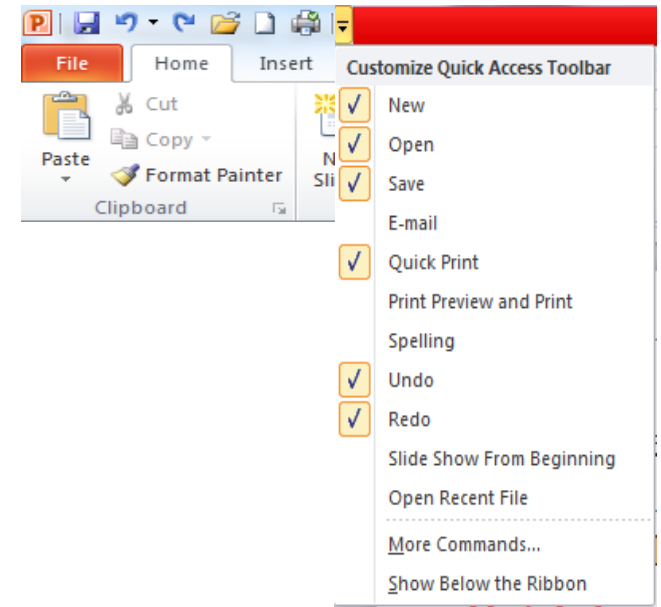


- **Title bar**

This lies in the middle and at the top of the window. It shows the name of the file followed by the name of the program which in this case is Microsoft PowerPoint.

- **Quick Access Toolbar**

provide immediate access to an operation.

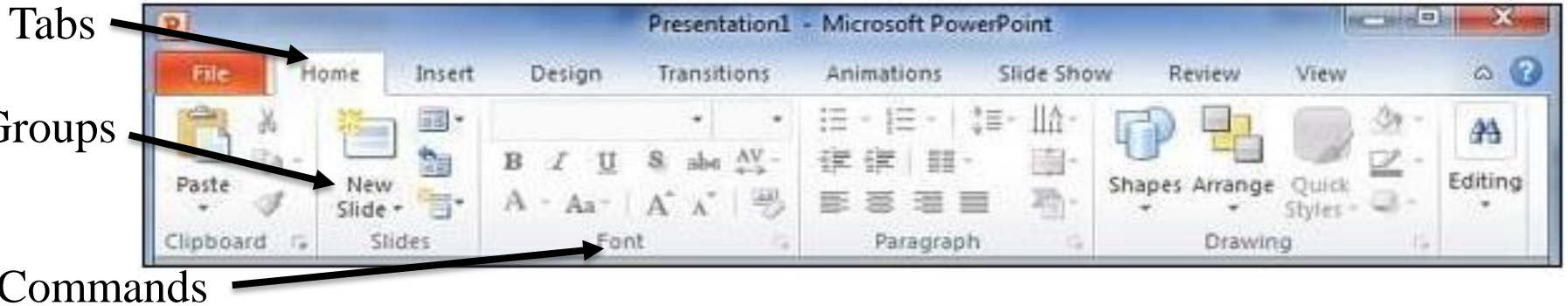


- **Slide Area**

This is the area where the actual slide is created and edited. You can add, edit and delete text, images, shapes and multimedia in this section.

- **Ribbon**

The ribbon contains three components :



- ❑ **Tabs:** These appear across the top of the Ribbon and contain groups of commands. **Home, Insert, Page Layout**, etc.
- ❑ **Groups:** They organize related commands; each group name appears below the group on the Ribbon. For example, group of commands related to **fonts** or group of commands related to **alignment**, etc.
- ❑ **Commands:** Commands appear within each group as mentioned above.

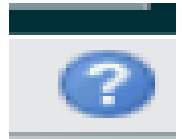
- **Zoom Control**

Zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider to increase/decrease the zoom ratio for your slide.



- **Help**

The Help Icon can be used to get PowerPoint related help anytime you like. This provides nice tutorial on various subjects related to PowerPoint.



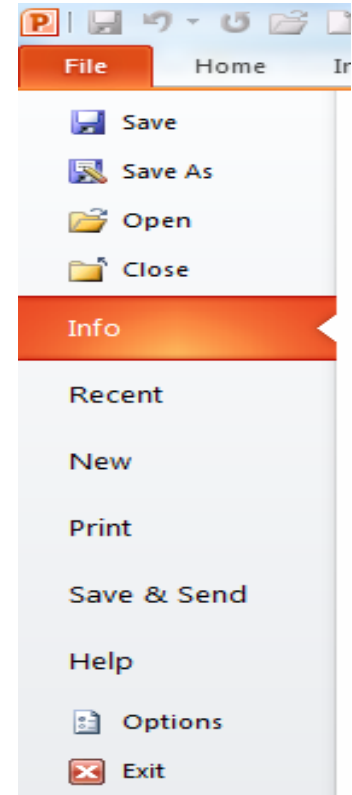
- **Notes Section**

This sections allows you to add notes for the presentation. These notes will not be displayed on the screen during the presentation; these are just quick reference for the presenter.

- **File Tab**

This tab provide more options for working with a file and settings in PowerPoint.

You can save presentations, open existing ones and create new presentations and et..



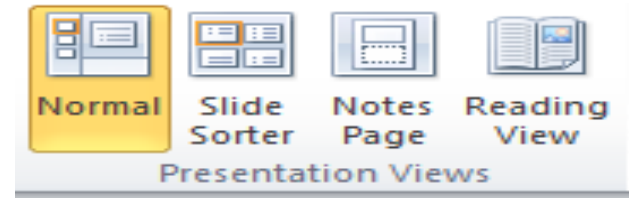
- **Slide Tab**

This section is available only in the Normal view. It displays all the slides in sequence. You can add, delete and reorder slides from this section.

- **Slide Views**

PowerPoint supports multiple views

1. Click **View** tab.



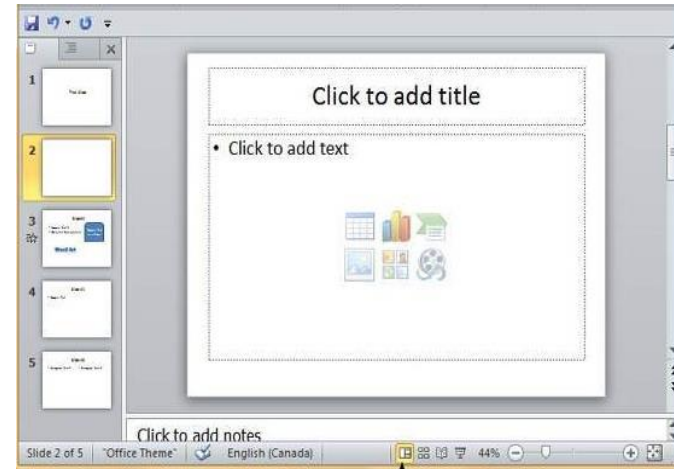
Or access quickly from the bottom bar just to the left of the zoom settings.



2. Do one of the following:

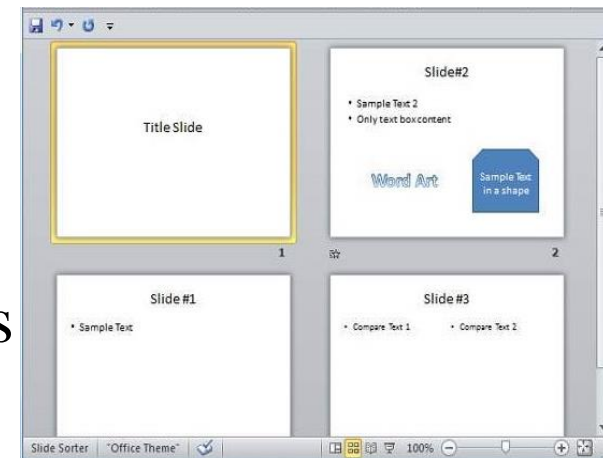
- **Normal View**

This view is default, used to create/ delete/ edit/ rearrange slides, add/ remove/ modify content and manipulate sections.



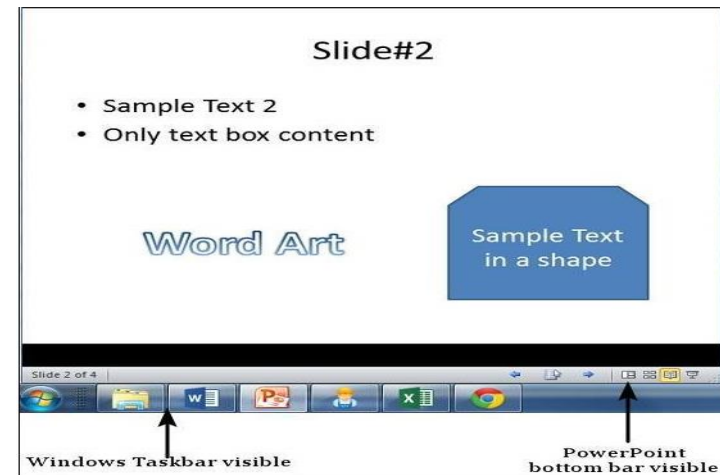
- **Slide Sorter View**

This view is used to sort and rearrange the slides. Perfect for adding or removing sections making them easy to rearrange.



➤ Reading View

In the reading view the taskbar is still available while viewing the slideshow, and You cannot make any modifications.

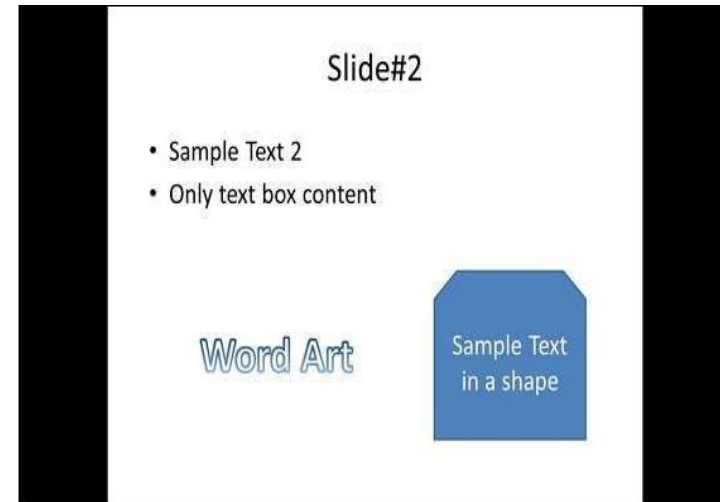


Note: when you run the slideshow, the presentation takes up the entire screen so other applications cannot be accessed from the taskbar.

➤ Slides Show

This view is used to run the slideshow during presentation.

- Click the **mouse/press a key** to view the next slide during a slide show.
- To return to the normal view any time during a slide show, press the **ESC** key.



PowerPoint files are called presentation. Whenever you start a new project in PowerPoint, you'll need to create a new presentation.

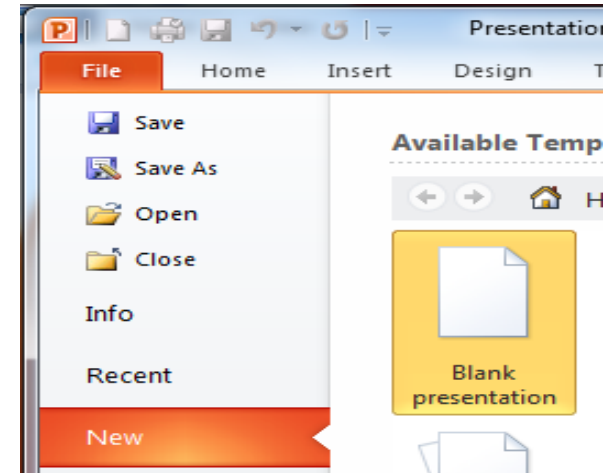
❑ How to Create a New Presentation

1. Click the **File** tab.
2. Click **New**.
3. Select **Blank Presentation**.
4. Click **Create**.

Or click **Ctrl+N** keys from keyboard.

❑ Open an Existing Presentation

1. Click **File** tab.
2. Select **Open**.
3. Select the presentation you want to open from dialog box, click **open**.



□ How to Open a Recent Presentation

1. Click **File** tab.
2. Select **Recent**. Then click the presentation you want to open.

□ How to Save a Presentation

➤ Use the **Save As Command**:



Save As allows you to choose a name and location

for your presentation. It's useful if you want to save in another location or by another name.

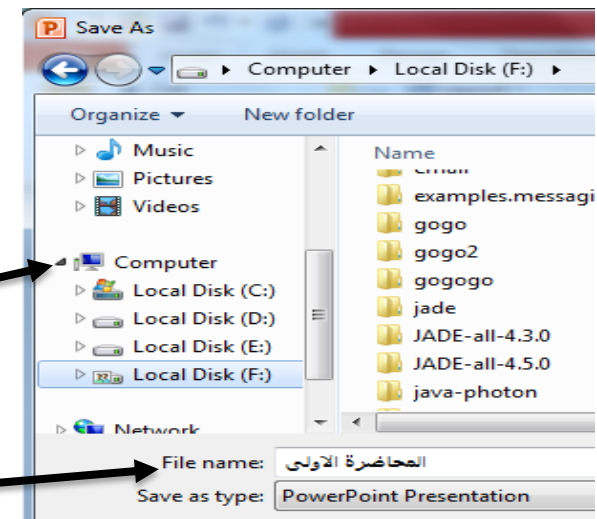
1. Click **File** tab.

2. Select **Save As**.

3. The Save As dialog box will appear.

• Select the **location** where you wish to save the presentation.

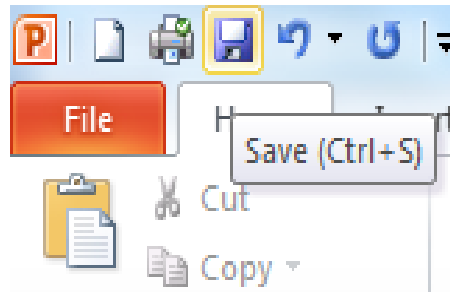
• Enter a **name** for the presentation and click **Save**.



➤ To Use the Save Command:

It's useful if you have made changes to the presentation, the file will automatically save without a dialogue box coming up by:

1. Click the **Save** command on the **Quick Access Toolbar**.
2. The presentation will be saved in its current location with the same file name.



Or press the **Ctrl + S keys** from keyboard to save the changes.

- ✓ If you are saving for the first time and select **Save**, the Save As dialog box will appear.

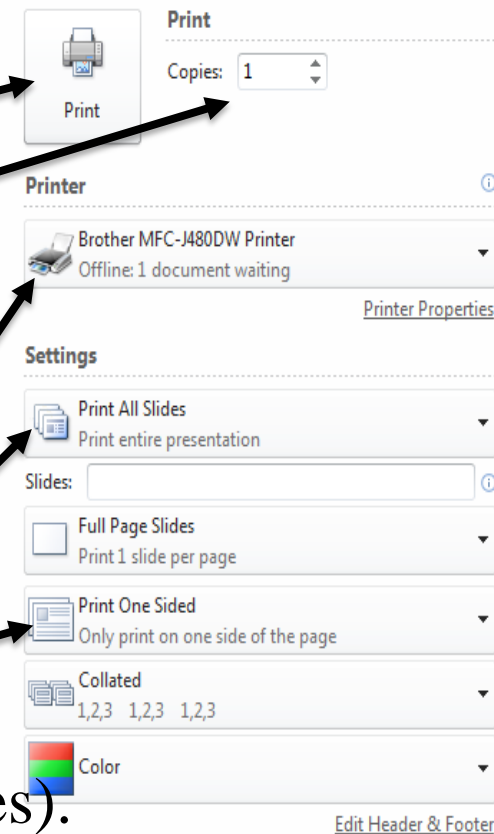
□ How to Print a Presentation

To print your presentation:

1. Click the **File** tab.
2. Click the **Print** command.
3. Select the number of copies.

If you want to change the setting such as:

- This dropdown shows the available printers.
 - Select to print the (all Slides, current Slide, custom Slides range).
 - Select to print the presentation (one or both sides).
 - Select the Orientation (landscape, portrait).
- **Print preview** automatically displays when you click on the Print command in the file tab.



❑ How to Quick Print a Presentation

To print something with a single click, click **Quick Print** command on the **Quick Access Toolbar**.

This feature prints the presentation using the **default settings** and the **default printer**.

❑ Close the active Presentation without closing PowerPoint

1. Click the **File** tab.

2. Select **Close**.

Or press **ctrl +w** from keyboard.

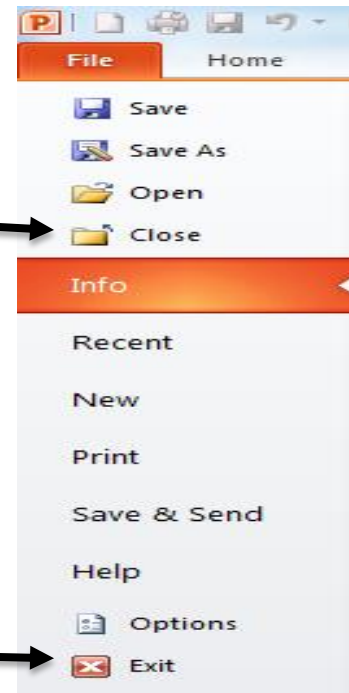
❑ Exit Microsoft PowerPoint

If you want to leave the PowerPoint program:

1. Click the **File** tab.

2. Click **Exit**.

Or click **X** in the top right of window.



❑ How to add new slides in an existing presentation

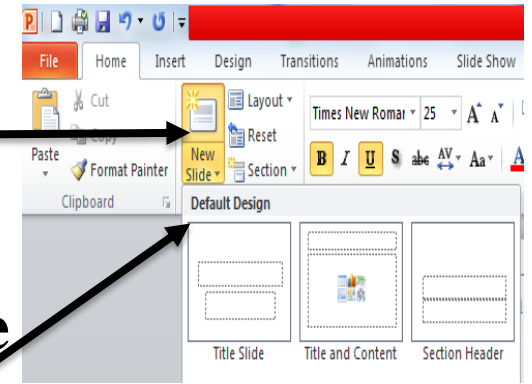
1. Click the **Home** tab.

2. Select **New slide**.

Or press Ctrl +M keys from keyboard.

Or from **Slide** tab, right-click, select **New slide**

3. choose the **Layout** from the existing layout styles available to you.



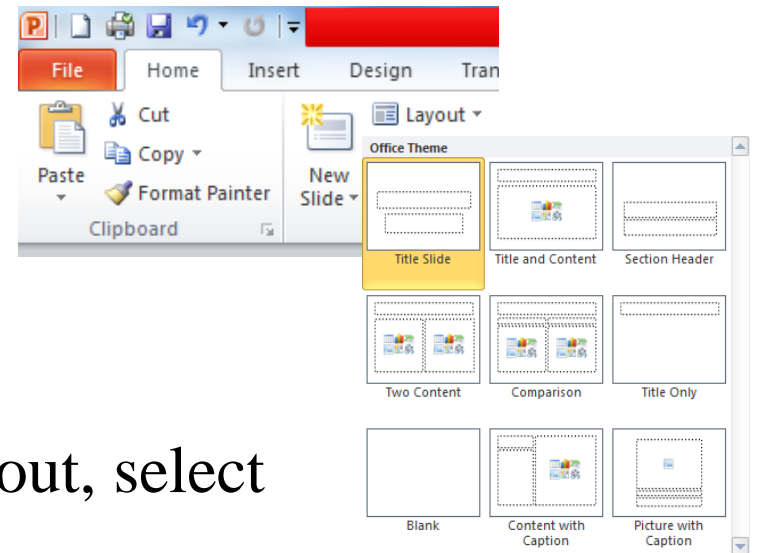
❑ How to change the slide layout

1. Click the **Home** tab.

2. Select **Layout**

3. choose the Layout from the existing layout styles available to you.

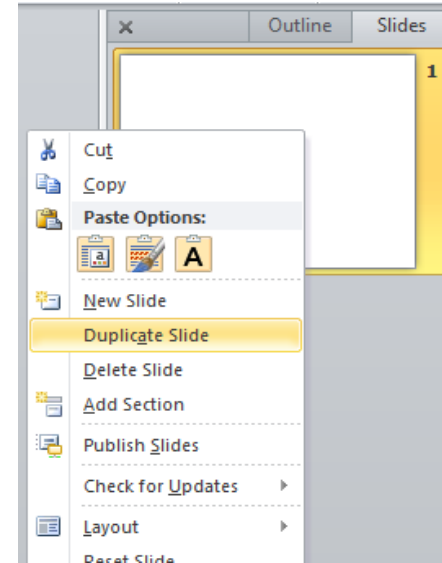
Or right-click on the slide, choose Layout, select layout styles.



❑ How to Duplicate Slide

Right-click on the slide, select **Duplicate Slide**.

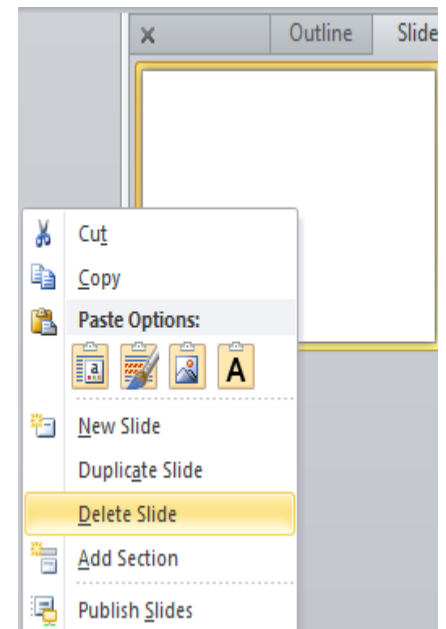
Or using copy and paste. by select the slide in the slide panel, press Ctrl+C Keys to copy the slide, press Ctrl+V Keys to paste the slide.



❑ How to Delete Slide

Right-click on the slide to be deleted, select the **Delete Slide** option.

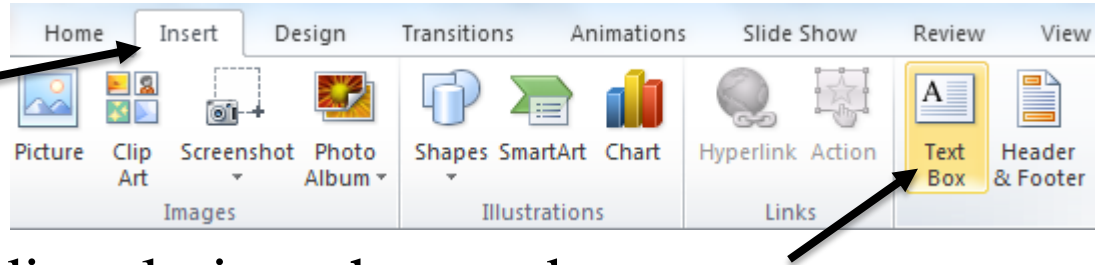
Or select the slide, press the Delete Key from key board.



□ How to Add Text

1. Click the **Insert** tab.

2. Select **Text Box**.



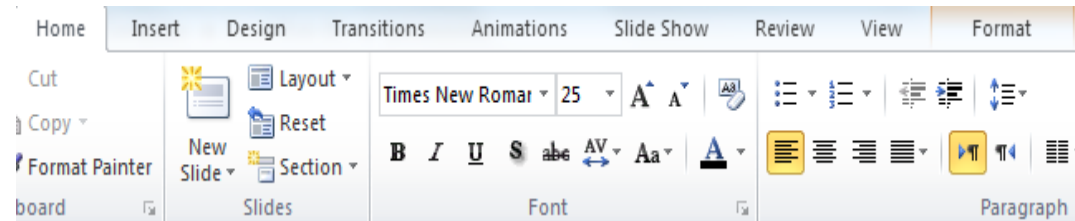
You can now start typing directly into the text box.

□ How to Formatting Text

1. Select the text.

2. Click the Home tab, do one of the following:

- Choose **Font** to change the text type.
- Choose **Font Size** to change the text size.
- Choose **Font Color** to change Text color.
- Choose **Bold, Italic, Underline**.
- Add **Bullets, Numbering, Align** (Left, Center, Right, Justify).



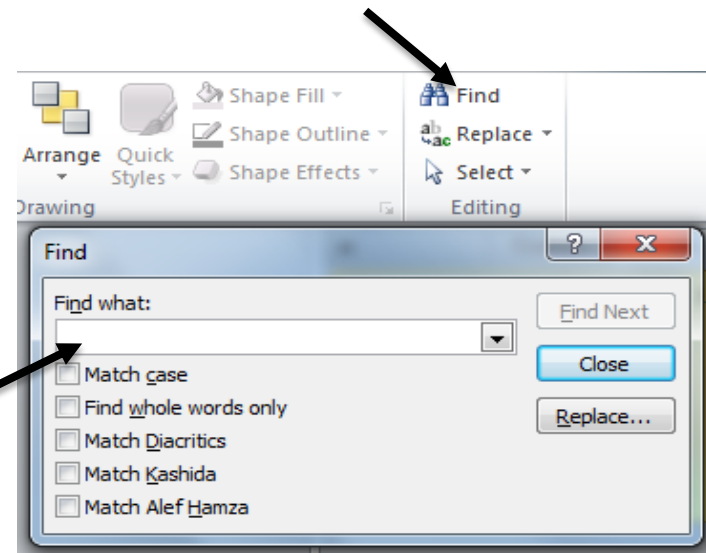
❑ How to Search inside a Presentation

1. Click the **Home** tab.

2. Select **Find** to find any text.

Or by press **Ctrl+F** Keys from keyboard.

3. Enter a text string, click **Find Next**.



❑ How to Find and replace text

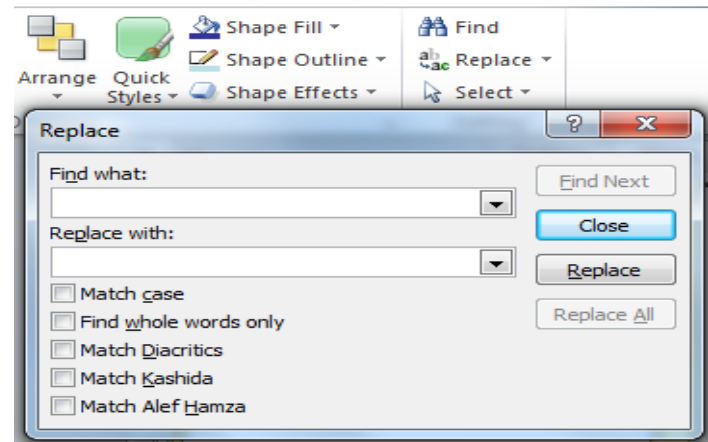
1. Click the **Home** tab.

2. Select **Replace**.

3. In the **Find what** box, enter the text you want to find and replace.

4. In the **Replace with** box, enter the text you want to use as the replacement.

5. Click **Replace All**.



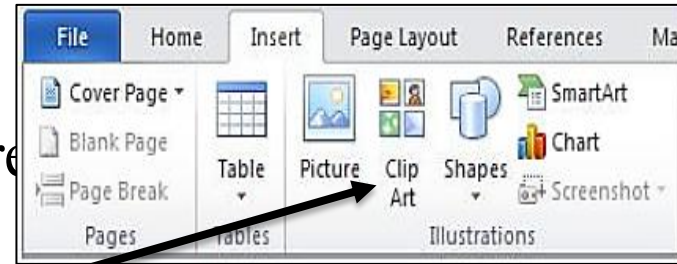
□ How to insert Clip Art

1. Click where you want to insert the picture in the Slide.

2. From the **Insert tab**, Click **Clip Art button**.

3. In the **search bar**, type in the clip art you are looking for and click **Go**.

4. Double-click on the clip art to insert it into your document.



□ How to Insert Pictures from File saved in your computer

1. Click where you want to insert the picture in the Slide.

2. On the **Insert tab**, click **Picture**.

3. Locate the picture that you want to insert. For example, you might have a picture file located in My Documents.

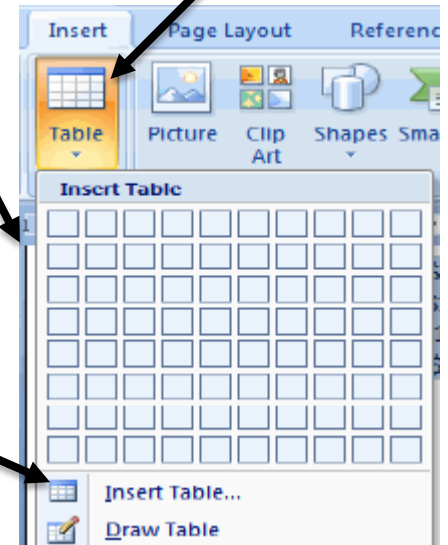
4. Click the picture that you want to add, then click **insert**.

□ How to Insert a Blank Table

A **table** is a grid of cells arranged in rows and columns.

1. Determine where you wish to insert a blank table.
2. Click **Insert Tab**, click **Tables toolbox**.
3. Click and drag over the small boxes to determine the number of columns and rows for your table, you will see a highlighted the rows and columns .

Or, you can click the **Insert Table** menu item to type in the number of columns and rows.



□ How to Adding Shapes to Slide

1. Click **Insert Tab**, click **Shapes**.

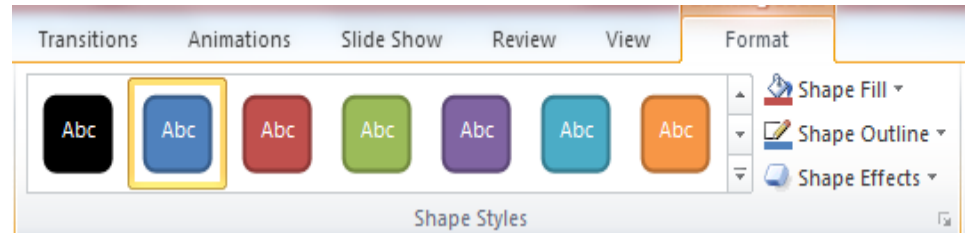
2. Select the shape you want to insert. This will change the cursor to a + sign, click and drag on the slide to create the shape.

□ How to Formatting the Shape

1. Select the Shape.

2. Click **Format Tab**.

3. Do one of the following:



- Choose **Shape Fill**: to change the color of the Shape.
- Choose **Shape Outline**: to change the outline color of the Shape.
- Choose **Shape Effects**: to apply a shadow, reflection, 3-D rotation, a transform.
- Choose **Shape Styles**: to change the style of the Shape.

Note: to add Text to the Shape, right-click, select Edit Text.

□ How to add Header and Footer, Slide Number, Date and Time

1. Click the **Insert** tab.

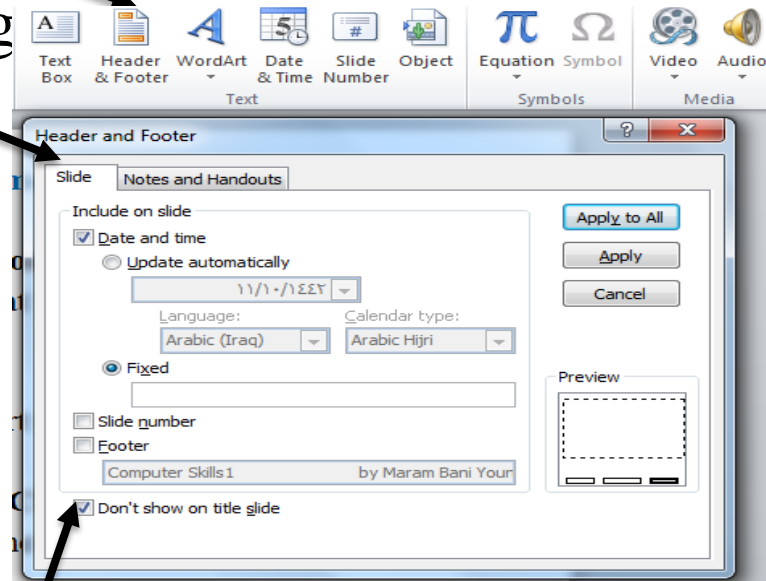
2. Select **Header and Footer** button.

3. From **slide**, select one of the following

- **Date and Time:** Select this to make the date appear on the slide.

- **Slide Number:** Select this to make the slide number appear on the slide.

- **Footer:** Select this to make the Footer appear on all the slides.



Add Footer on all slides except the Title slide.

□ How to Add Video to Slide

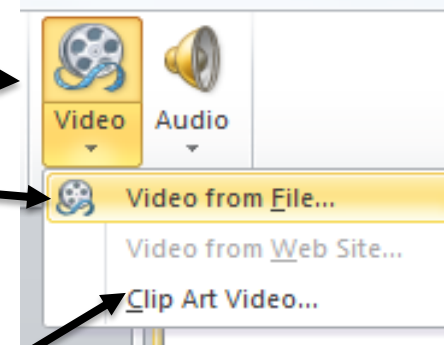
➤ Insert a video from a file on your computer:

1. Click **Insert** tab.

2. Select **Video** button.

3. Select **Video from File**,

Select the desired video file, then click **Insert**.



➤ Insert a Clip Art video :

1. Click **Insert** tab.

2. Select **Video** button.

3. Select **Clip Art Video** button.

4. In the search bar, type the clip art you are looking for, click **Go**.

5. Double-click on the clip art to insert it into your document.



□ How to Add Audio to Slide

➤ Insert a Audio from a file on your computer:

1. Click **Insert** tab.
2. Select **Audio** button.
3. Select **Audio from File**,
Select the desired Audio file,
then click **Insert**.



➤ Insert a Clip Art Audio:

1. Click the **Insert** tab.
2. Select **Audio** button.
3. Select **Clip Art Audio** button.
4. In the search bar, type the clip art you are looking for, click **Go**.
5. Double-click on the clip art to insert it into your document.

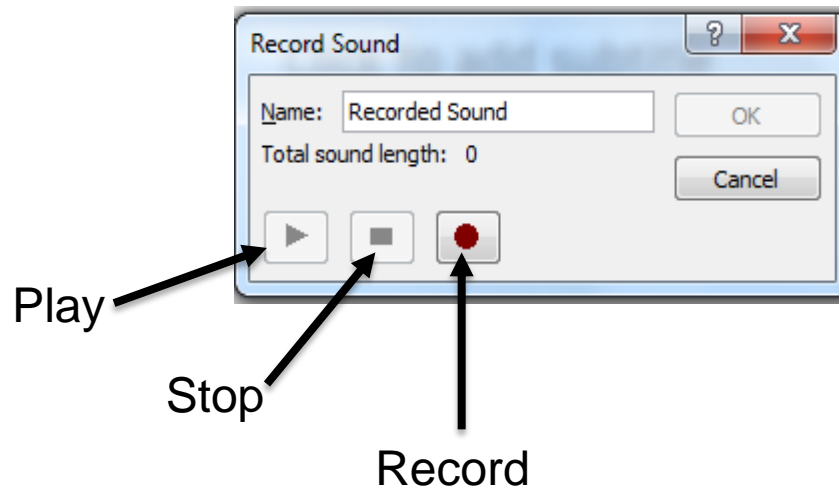
➤ Record Audio :

1. Click **Insert** tab.

2. Select **Audio** button.

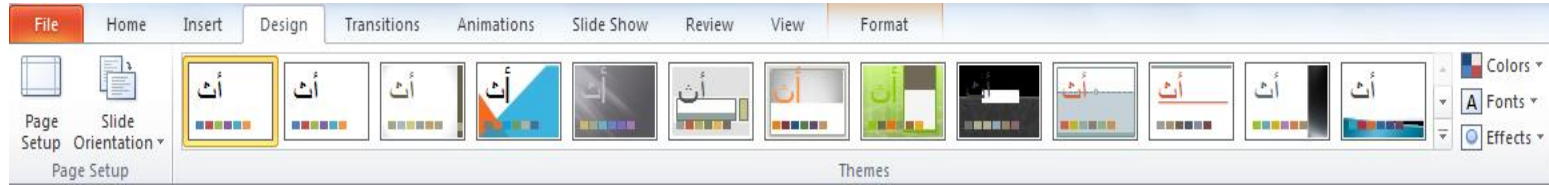
3. Select **Record Audio**, record the desired Audio.

4. Click the **red Record** button to start recording, click the **Stop** button to finished recording, click the **Play** button to preview recording.



□ Applying and Modifying Themes in PowerPoint

A **theme** is a predefined combination of colors, fonts, and effects that allow you to easily create presentations.



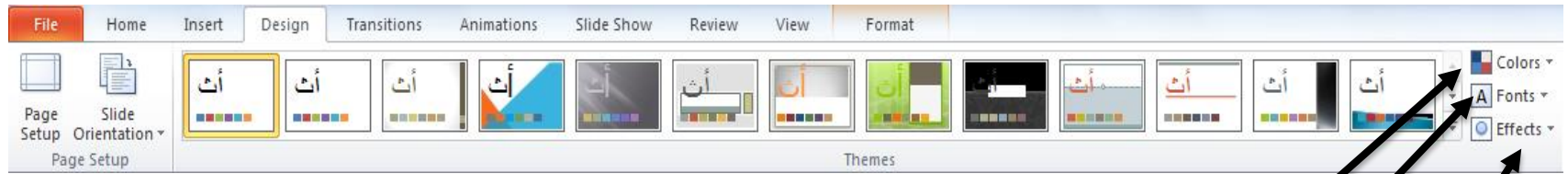
➤ Applying Themes for Selected Slides

1. Select the slides that you want to apply a different theme to.
2. Click **Design tab**.
3. Select **Themes button**.
4. Right-click on selected theme, select **Apply to Selected Slides**.

➤ Applying Themes for All Slides

1. Click **Design tab**.
2. Select **Themes button**.
3. Right-click on selected theme, select **Apply to All Slides**.

□ Modifying Themes in PowerPoint



After select a theme, you can adjust the following:

- Colors**: select a color scheme you would like to use.
- Fonts**: select a font theme you would like to use.
- Effects**: select an effect scheme you would like to use.

Transition and Animation

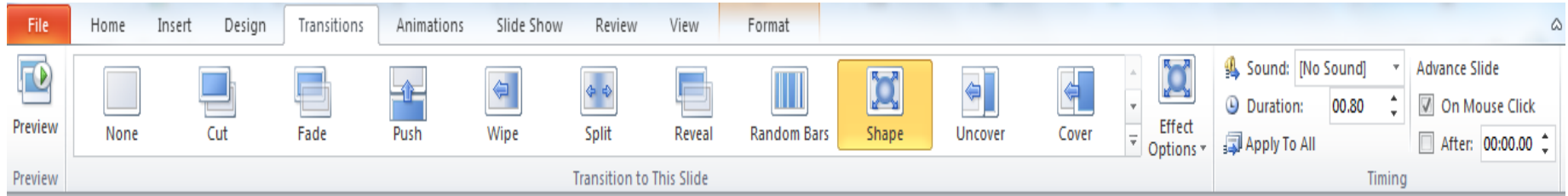
There are two types of motions in a presentation:

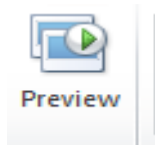
1. **Transition** (slides motion)
2. **Animation** (objects motion)

1.Transitions: Slide Transition feature which allows you to add movement to your slides during the slide show.

2.Animation: An Object Animation feature which allows you to animate text and objects such as clip art, shapes, and pictures on the slide.

➤ Applying Transition for Selected Slides

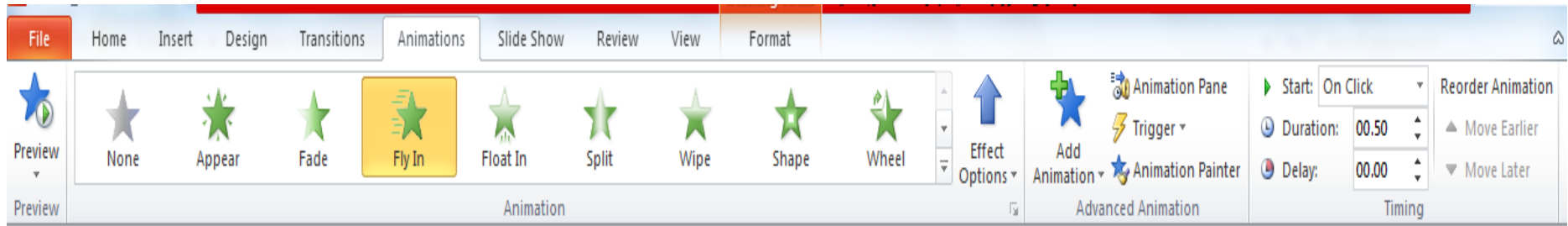


1. Select the slide you want to apply the transition.
2. Click **Transition tab**.
3. From **Transition Scheme**, select one of the schemes.
4. From **Effect Options**, change the effects on the selected transition scheme.
5. To preview the slide transition, click on **Preview**. 
6. From **Duration**, enter the amount of time you want the transition to take.
7. Click the **Sound** to apply it to the selected slide.

Note:

- Choose **None** from the **Transition to This Slide** group, to remove a transition from selected slide.
- Choose **Apply To All** from the **Transition to This Slide** group, to remove transitions from all slides.

➤ Applying an Animation to an object



1. Select an object in the slide.
2. Click **Animations** tab.
3. Select one of the Animation options.
4. From **Effect Option**, change the effects on the selected animation.
5. From **Start**,
 - **On Click**: the animation start when you click the mouse.
 - **With Previous**: the animation begin with the previous animation.
 - **After Previous**: the animation begin after the previous animation ends.

7.From **Duration**, enter the amount of time you want the animation to take.

8.To preview the object animation for the current slide , click on **Preview**.

Thank you

For yours listening

