

PRESENTATION (POWERPOINT) PART (2)



UQBA BN NAFAA MOHAMMED
ASSISTANT LECTURER

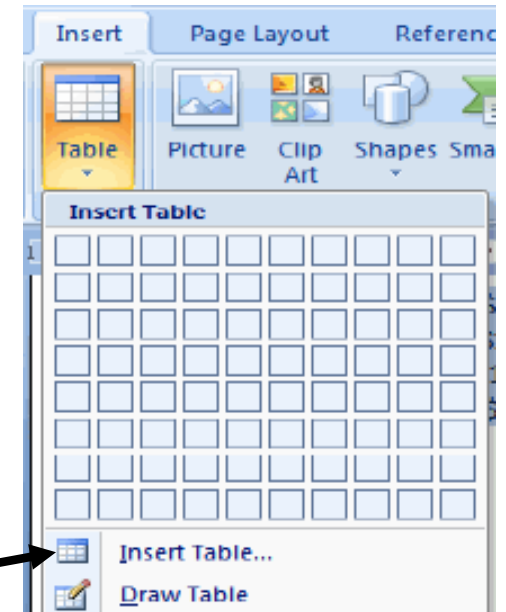
PowerPoint

► 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

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.

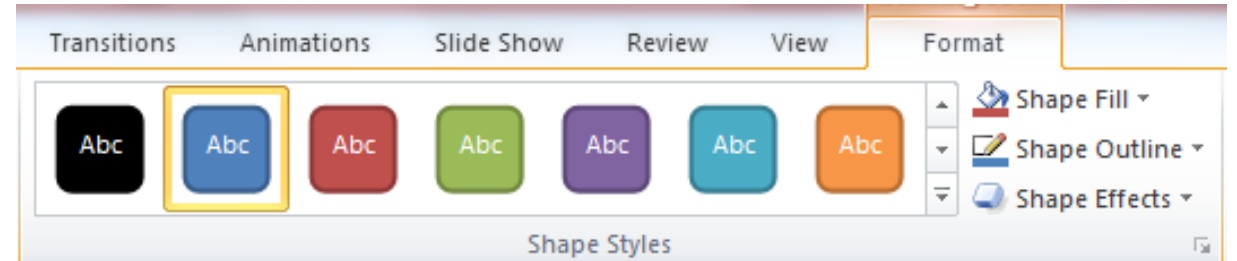
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➤ How to Adding Shapes to Slide

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.

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

1. Click the **Insert** tab.

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

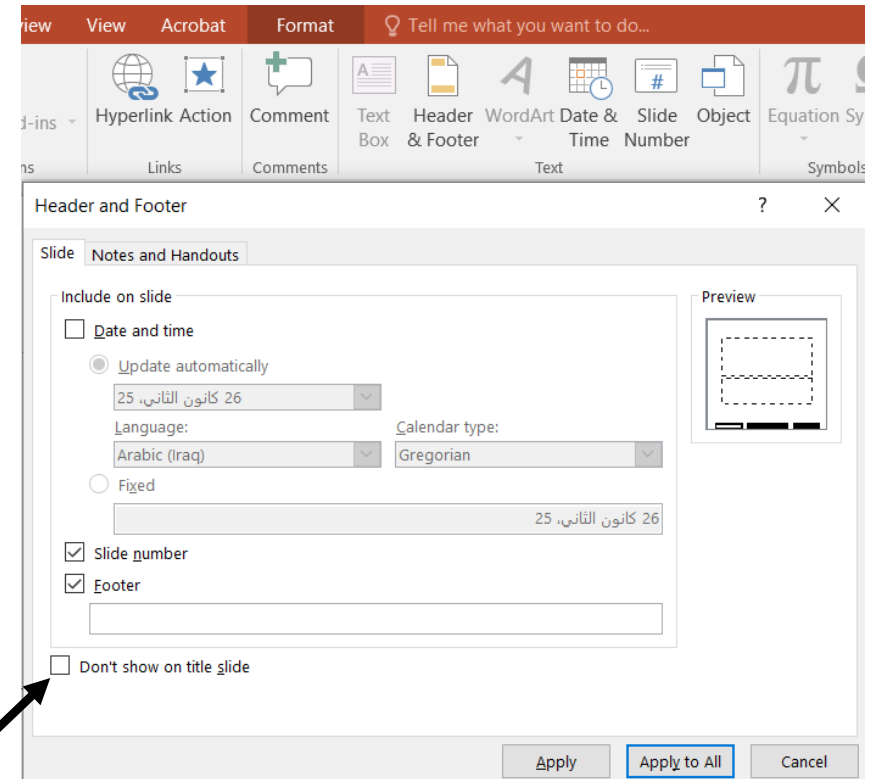
3. From **slide**, select one of the following:

❖ **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.

➤ **Note:** Add Footer on all slides except the Title slide.



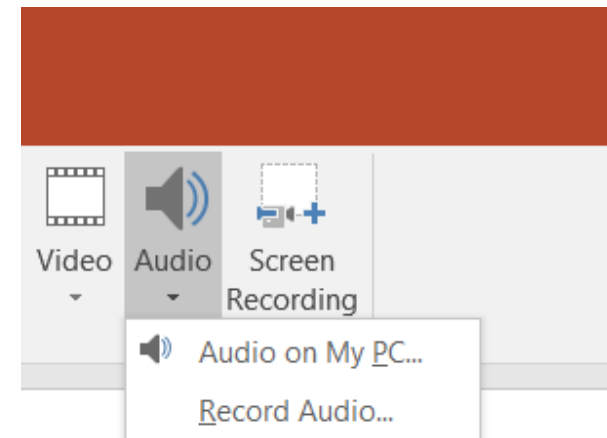
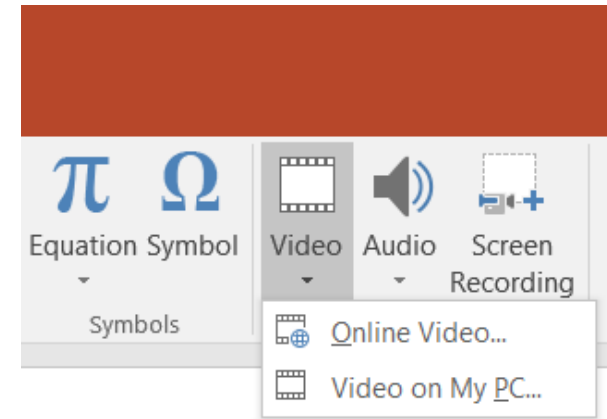
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➤ Insert a video :

1. Click **Insert** tab.
 2. Select **Video** button from media group.
 3. Select **Video on my PC or online Video**
- Select the desired video file, then click Insert.

➤ Insert a Audio :

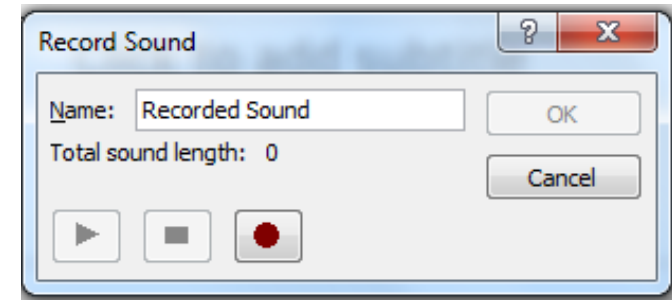
1. Click Insert tab.
 2. Select Audio button **from media group.**
 3. Select **Audio on my PC or Record Audio,**
- Select the desired Audio file (case Audio on my PC) ,then click Insert.



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▶ Record Audio :

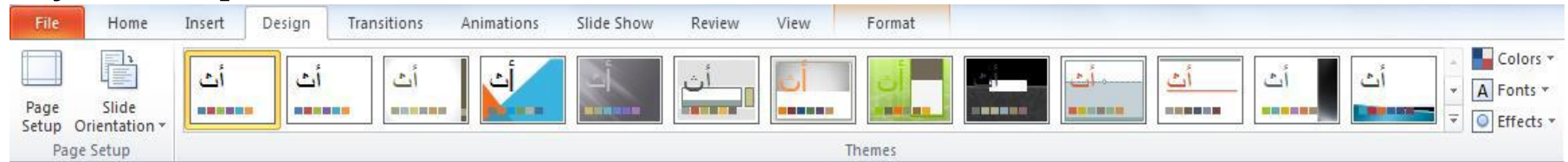
1. Click Insert tab.
2. Select Audio button.
3. Select Record Audio, record the desired Audio.
4. Click the red Record button to start recording, click the Stop button to finished recording, click the Play button to preview recording.



PowerPoint

► 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.**



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► Transition and Animation

There are two types of motions in a presentation:

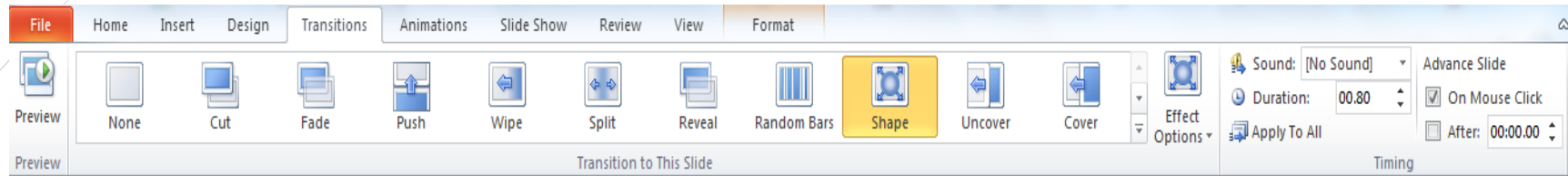
1. Transition (slides motion)
2. Animation (objects motion)

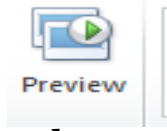
1. **Transitions: Slide Transition** feature which allows you to add movement to your slides during the slide show.

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

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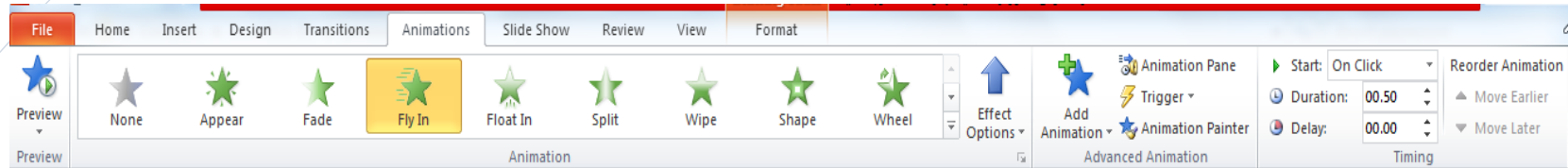
▶ Applying Transition for Selected Slides



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.
- ❖ 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.

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► 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.
6. From **Duration**, enter the amount of time you want the animation to take.
7. To preview the object animation for the current slide , click on **Preview**.



Thank
You

FOR
LISTENING