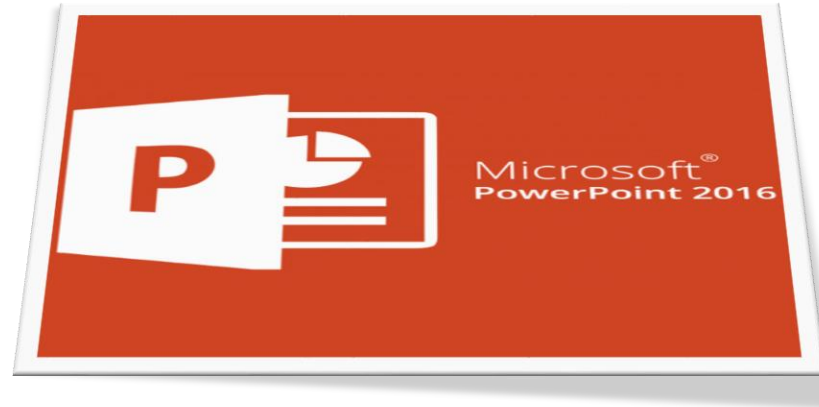


الجامعة المستنصرية
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المرحلة الاولى / صباحي / مسائي

Computer Skills 2

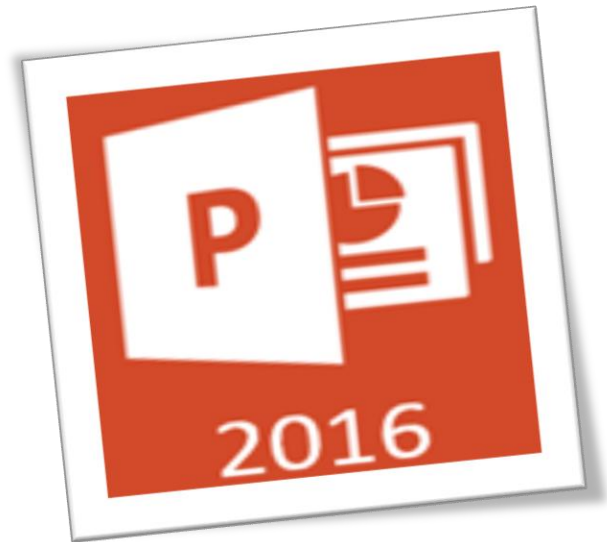


PowerPoint 2016

Part 1

Microsoft PowerPoint 2016

1. PowerPoint 2016
2. Identify app window elements
3. Create Presentation
4. Display different views of presentations



PowerPoint 2016

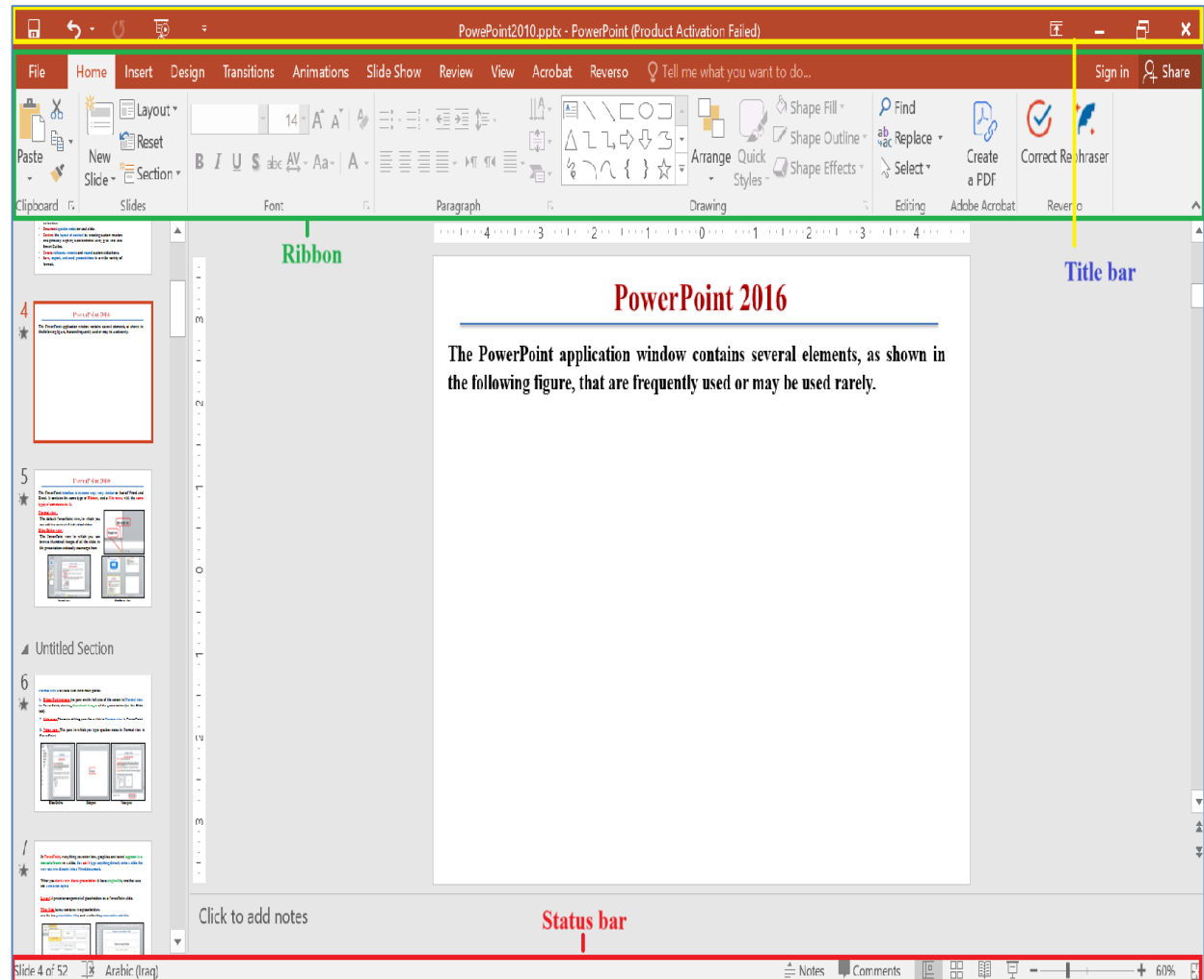
The PowerPoint user interface provides intuitive access to all the tools you need to develop a sophisticated presentation tailored to your needs. You can use PowerPoint 2016 to do the following :

- **Create, import, format, and edit slide content**, including text, pictures, tables, charts, shapes, symbols, equations, SmartArt business diagrams, audio recordings, and video recordings.
- **Organize** and **manage slides** in sections.
- **Animate slide content** and the **transitions between slides**; manage the form, timing, and sound associated with animations.
- **Document speaker notes** for each slide.
- **Control** the **layout of content** by creating custom masters and precisely aligning slide elements using grid lines and Smart Guides.
- **Create, rehearse, present, and record** custom slide shows.
- **Save, export, and send presentations** in a wide variety of formats.

Identify app window elements

The PowerPoint application window contains several elements, as shown in the following figure, that are frequently used or may be used rarely.

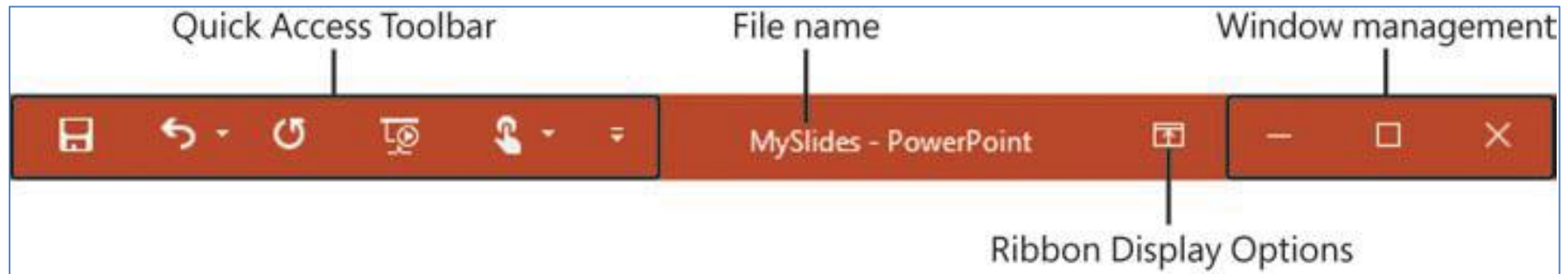
1. Title bar
2. Ribbon
3. Status bar



PowerPoint 2016

Title bar

At the **top of the app window**, this bar displays the **name of the active file**, **identifies the app**, and **provides tools for managing the app window, ribbon, and content**.

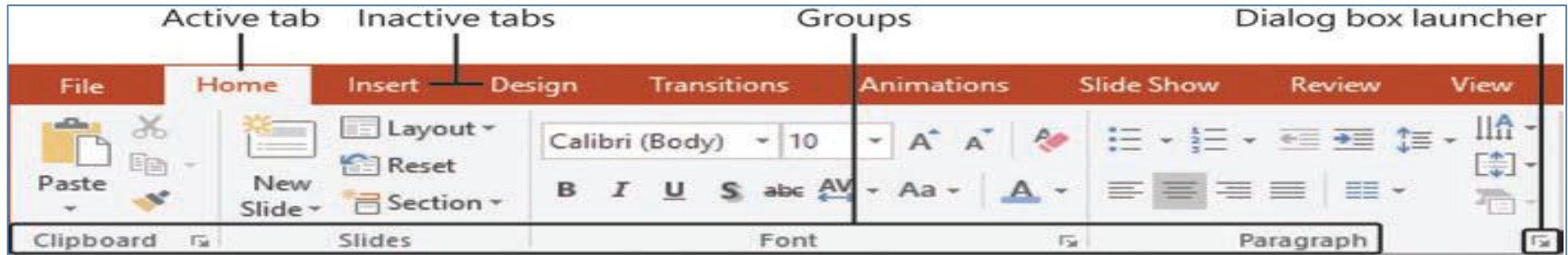


- 1. Quick Access Toolbar:** Located at the **left end of the title bar**, includes commands that you want to have easily available.
- 2. Window management:** Four buttons at the **right end of the title bar** serve the same functions in all Office apps.
- 3. Ribbon display options:** You **control the display of the ribbon** by clicking commands on the Ribbon.

PowerPoint 2016

Ribbon

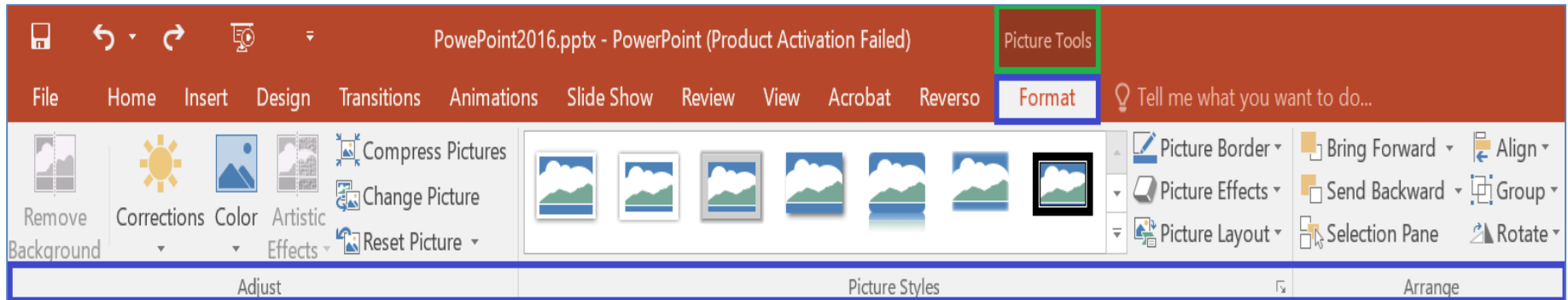
The ribbon is located below the title bar. The commands you'll use when working with a presentation are gathered together in this central location for efficiency.



1. Across the **top of the ribbon** is a **set of tabs**. Clicking a tab displays an associated **set of commands** arranged in **groups**.
2. Commands related to working with presentation content are represented as **buttons on the remaining tabs** of the ribbon.
3. The **Home tab**, which is **active by default**, **contains the most** frequently used commands.

PowerPoint 2016

4. When a **graphic element** such as a **picture, table, or chart** is selected on a slide, **one or more tool tabs might appear** at the **right end of the ribbon** to make commands **related to that specific object** easily accessible. **Tool tabs** are available only when the relevant object is selected.



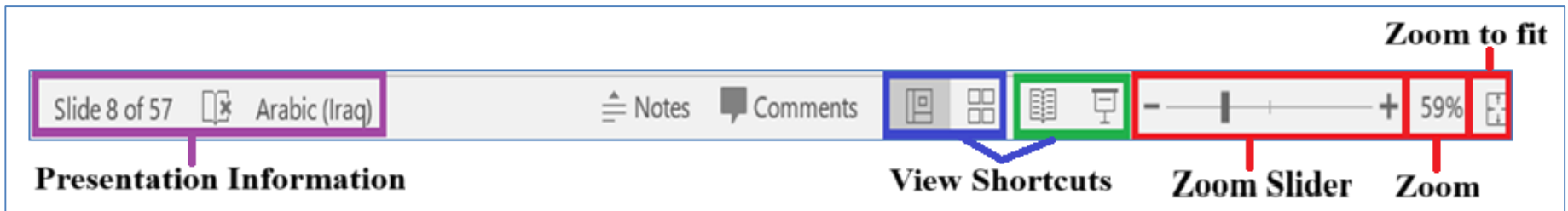
5. Related but **less common commands** are not represented as buttons in a **group**. Instead, they're available in a dialog box or pane, which you display by clicking the **dialog box launcher** located in the **lower-right corner of the group**.

PowerPoint 2016

Status bar

Across the bottom of the app window, the status bar displays information about the current presentation and provides access to certain PowerPoint functions.

- You can choose which statistics and tools appear on the status bar.
- You can specify which items you want to display on the status bar.

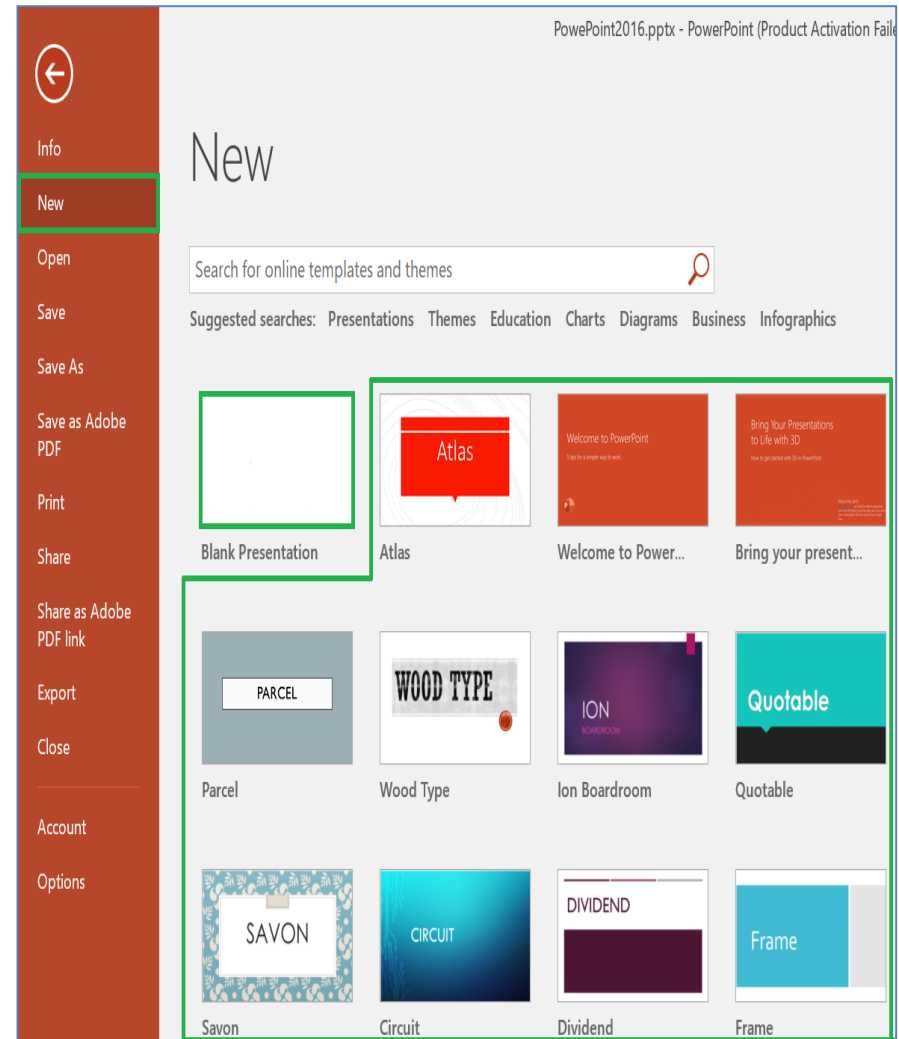


1. The **Notes** and **Comments** buttons, **View Shortcuts toolbar**, **Zoom Slider tool**, and **Zoom button** are at the **right end of the status bar**. These tools **offer convenient methods** for customizing the display of presentation content.
2. You can **display** and **hide content**, display different content views, and change the magnification from the status bar.

Create Presentation

When you start PowerPoint, the app displays a Start screen that gives you options for opening an existing presentation or creating a new one.

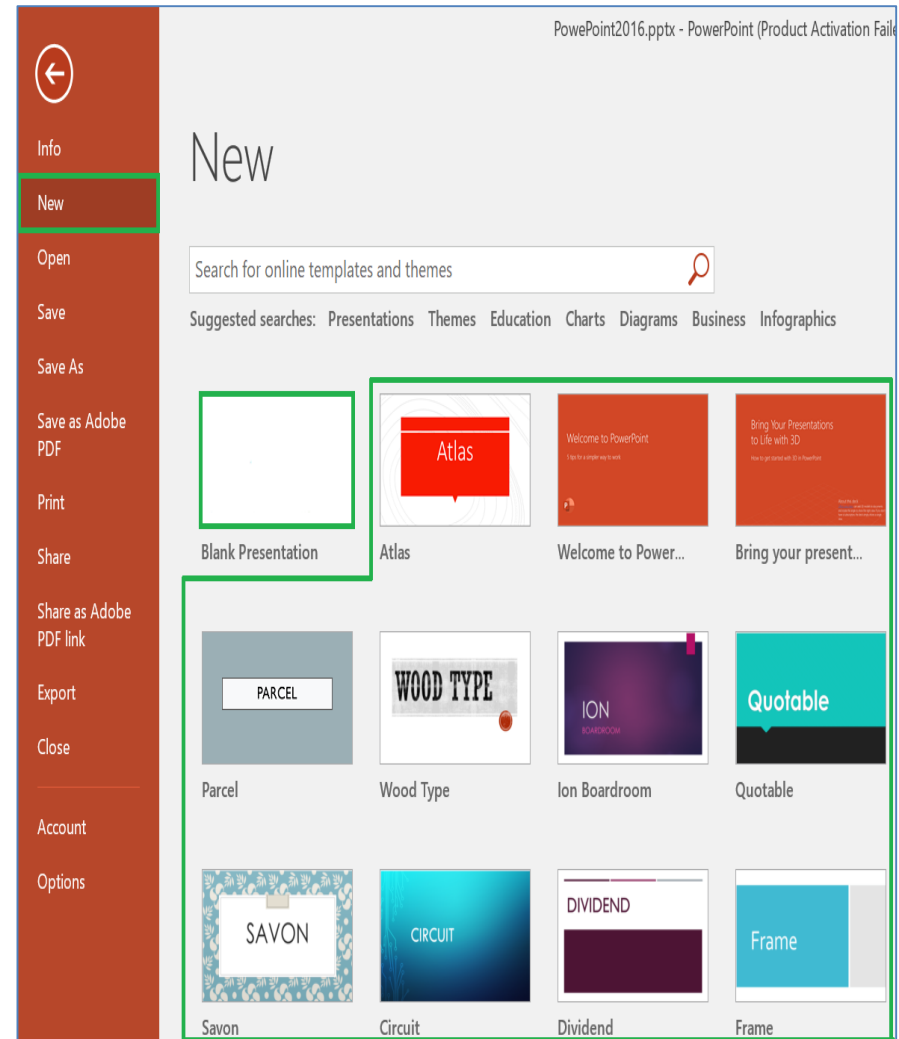
- When **creating a new presentation**, you can start by using a **blank presentation** or by using a **presentation template**.
- **Blank presentation:** If you want to build and format a presentation from scratch, you can start with a presentation based on the **Blank Presentation template**. A new, blank presentation **contains** only a **blank title page**; it's up to you to add slides and slide content, apply a theme, and make any necessary custom configuration changes.



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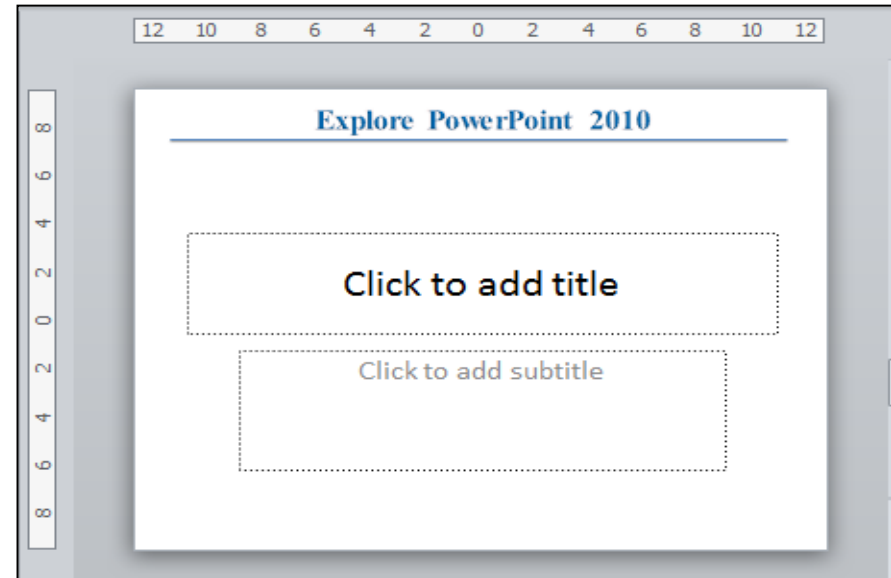
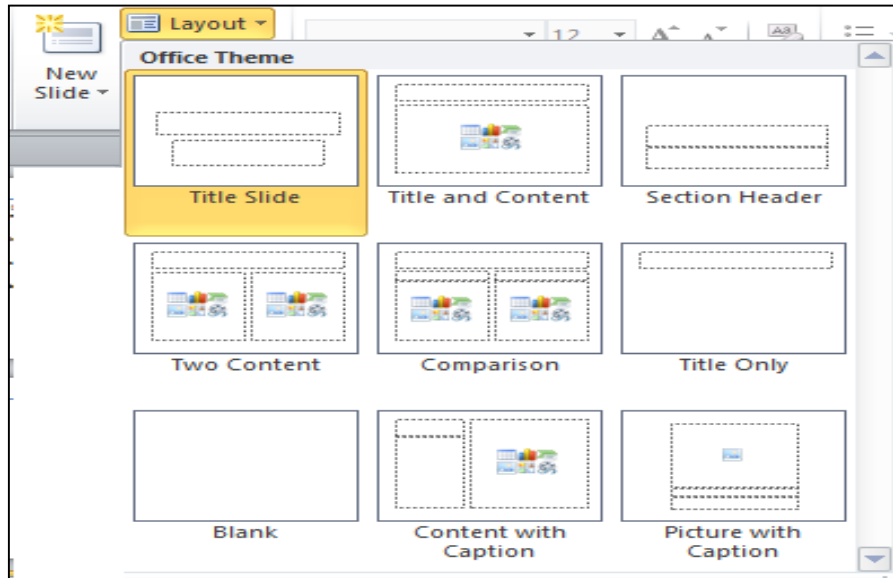


When you **start a new blank presentation**, it has a **single slide**, one that uses the **Title Slide layout**.

Layout A preset arrangement of placeholders on a PowerPoint slide.

Title Slide layout contains two placeholders: one for the **presentation title**, and one for the **presentation subtitle**.

Note: In **PowerPoint**, everything you enter (text, graphics, and so on) **appears in a movable frame** on a slide. **You can't** type anything directly onto a slide the way you type directly into a Word document.

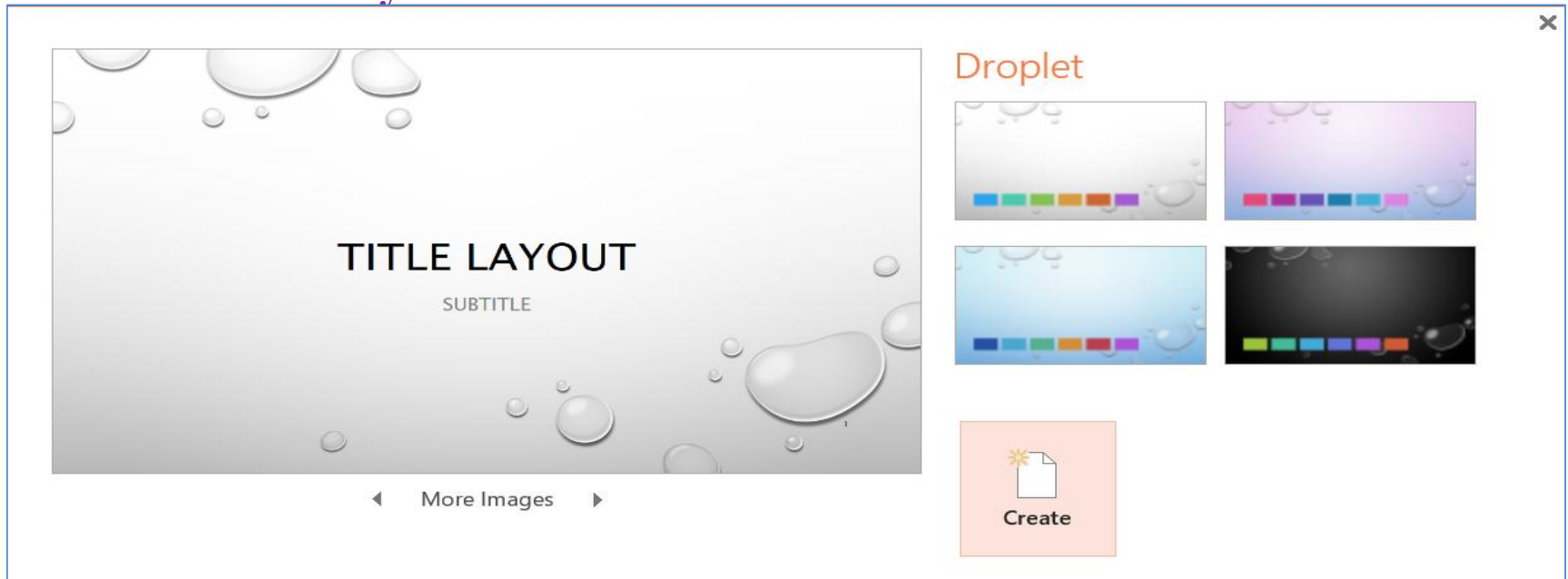


Create Presentation

Design template:

You can **save time** by basing your presentation on one of the many **design templates** that come with PowerPoint.

- A **design template** is a **blank presentation** with a theme already applied. Sometimes it includes **background graphic elements** and **specialized slide layouts**.
- Some **templates** supply only a **title slide** and leave it to you to add the other slides you need; other **templates** supply an **example of each of the available slide layouts**.

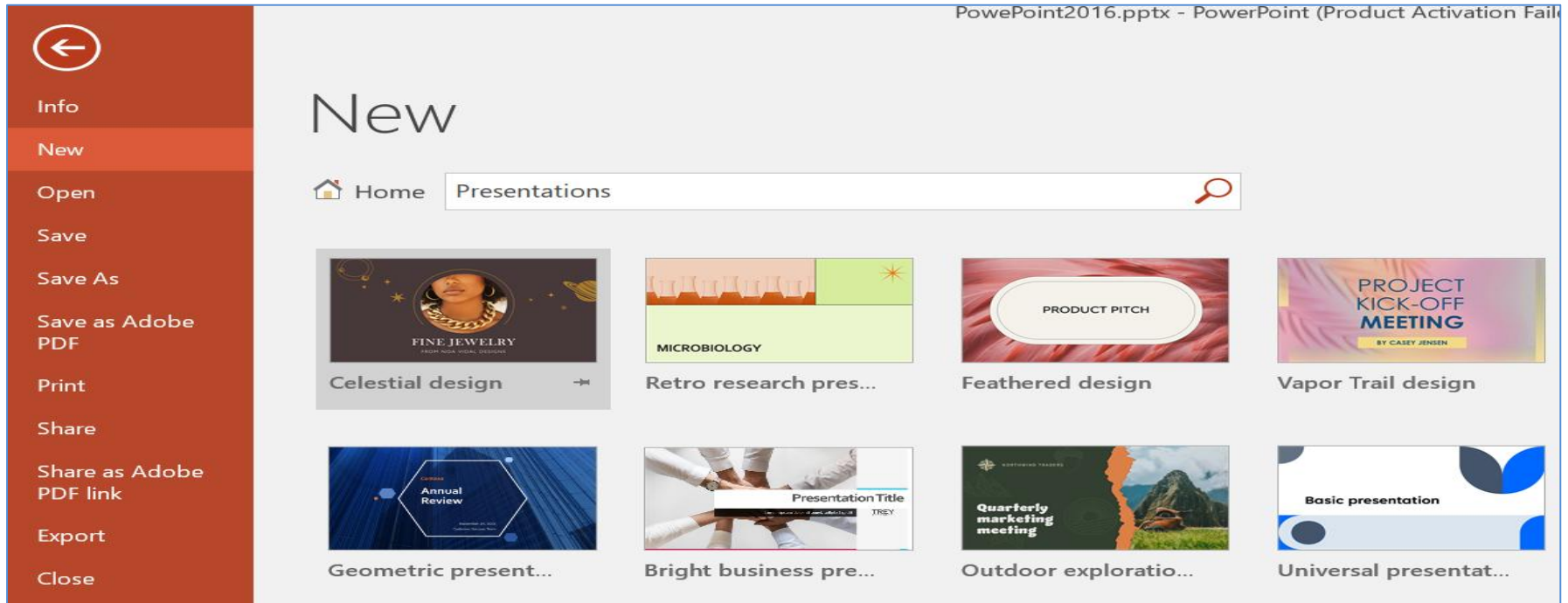


Create Presentation

Content template:

You can **preview and download** many prepopulated **presentation templates** from the **Office website**.

- These **templates provide** not only the **design elements** but also **suggestions for content** that is appropriate for different types of presentations, such as reports or product launches.
- After **downloading a template**, you **customize the content** provided to meet your needs.



The screenshot displays the Microsoft PowerPoint 'New' screen. On the left is a red sidebar with navigation options: Info, New, Open, Save, Save As, Save as Adobe PDF, Print, Share, Share as Adobe PDF link, Export, and Close. The main area is titled 'New' and features a search bar with 'Presentations' entered. Below the search bar, eight presentation templates are displayed in a grid:

- Celestial design**: A dark-themed template with a woman's face and jewelry, titled 'FINE JEWELRY'.
- Retro research pres...**: A template with a green and orange color scheme, titled 'MICROBIOLOGY'.
- Feathered design**: A template with a red and white color scheme, titled 'PRODUCT PITCH'.
- Vapor Trail design**: A template with a purple and blue color scheme, titled 'PROJECT KICK-OFF MEETING' by Casey Jensen.
- Geometric present...**: A template with a blue and white color scheme, titled 'Annual Review'.
- Bright business pre...**: A template with a white and blue color scheme, titled 'Presentation Title' by Trey.
- Outdoor exploratio...**: A template with a green and white color scheme, titled 'Quarterly marketing meeting'.
- Universal presentat...**: A template with a white and blue color scheme, titled 'Basic presentation'.

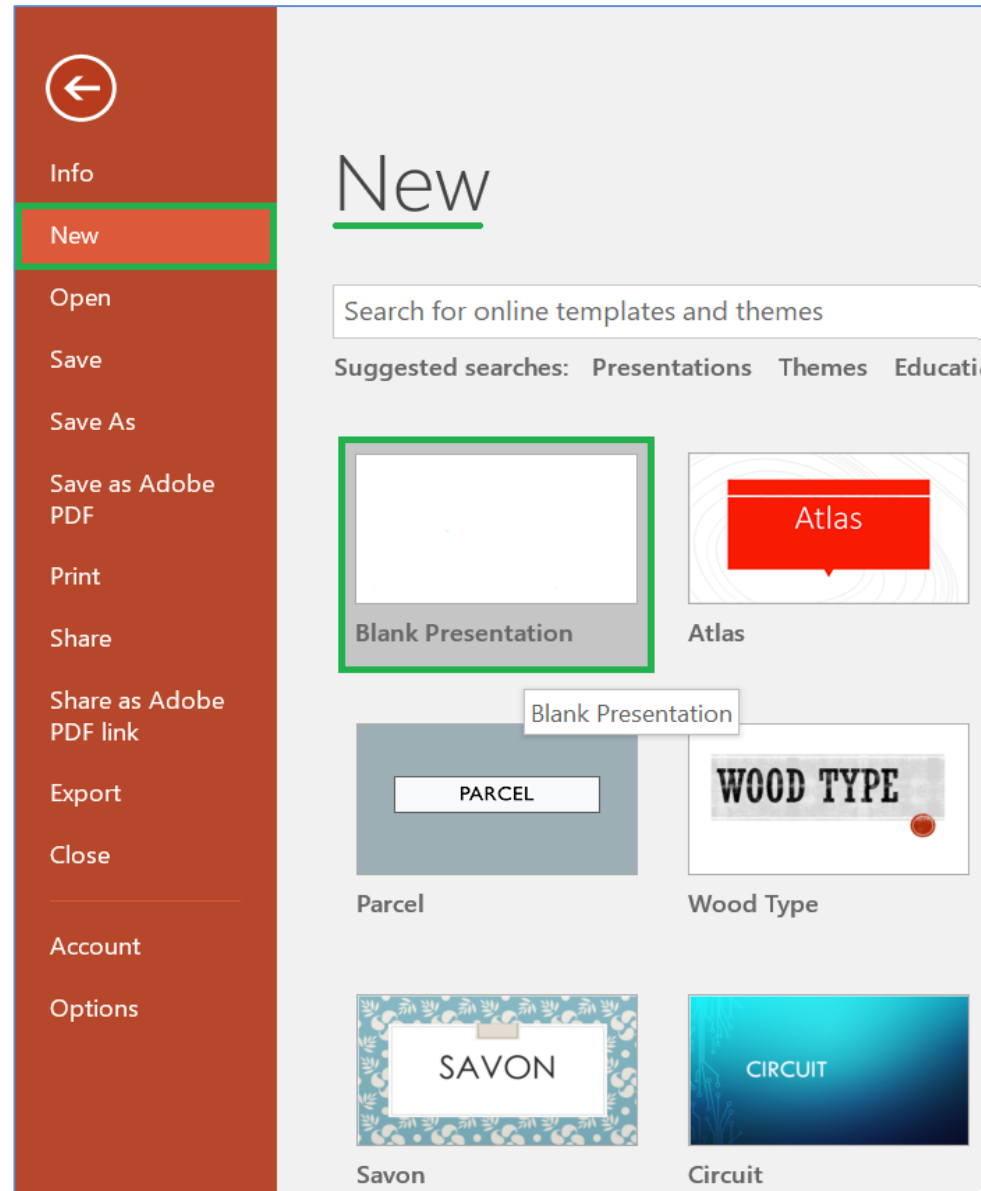
Create Presentation

To create a new blank presentation

1. Start PowerPoint.
2. When the Start screen appears, press the **Esc** key.

Or

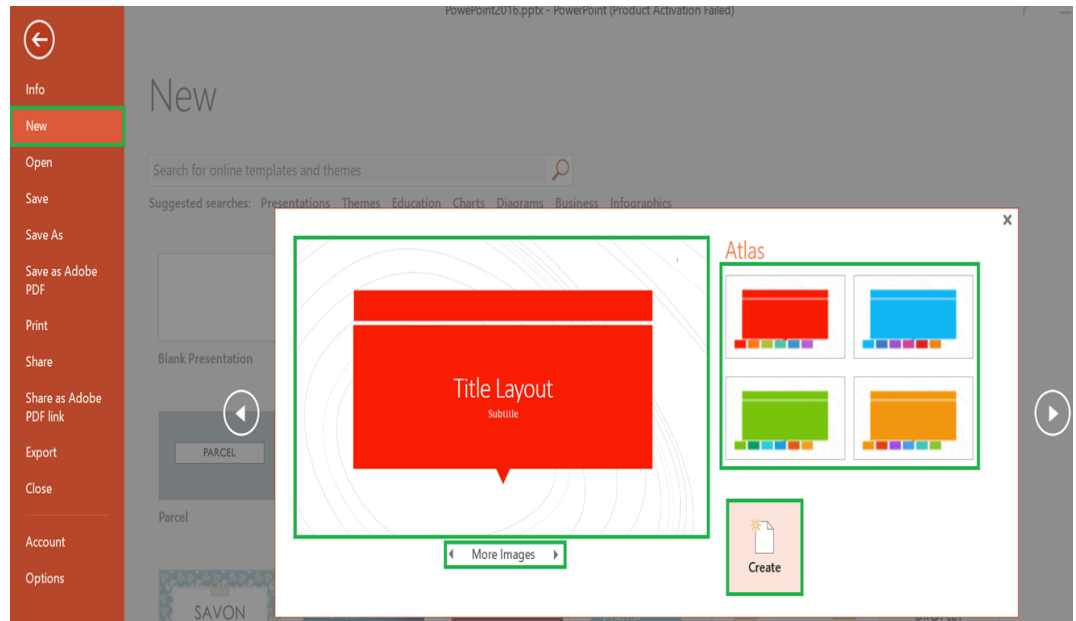
1. If PowerPoint is already running, click the **File** tab to display the Backstage view.
2. In the left pane of the Backstage view, click **New** to display the New page.
3. On the New page of the Backstage view, click the **Blank Presentation** thumbnail.



Create Presentation

To create a presentation from design templates

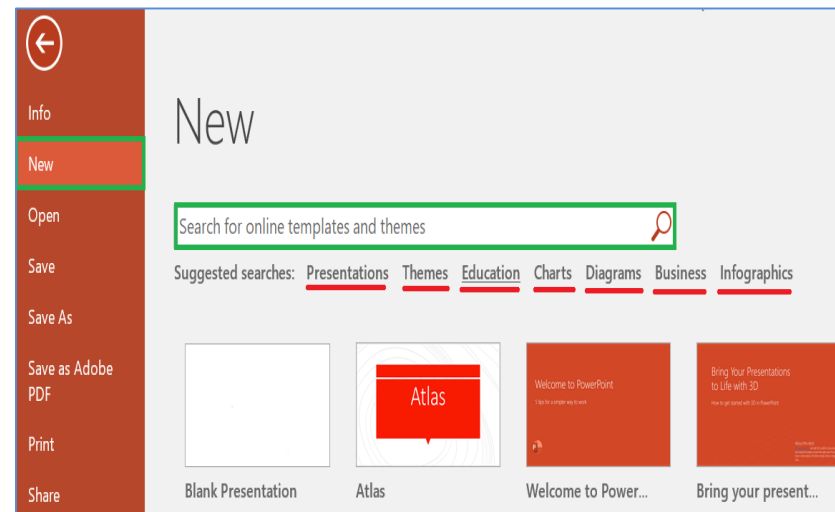
1. If PowerPoint is already running, **click** the **File tab** to display the **Backstage view**.
2. In the left pane of the Backstage view, **click** **New** to display the **New page**.
3. On the **New page**, **scroll the pane** to view the **presentation design templates** that were installed with PowerPoint.
4. **Click** any **thumbnail** to open a preview window that displays the title slide of the selected design with alternative color schemes and graphic backgrounds.
5. **Click** the **Create button** to create a presentation based on the active template in the preview window.



Create Presentation

To create a presentation based on an online template

1. If PowerPoint is already running, **click** the **File tab** to display the **Backstage view**.
2. In the left pane of the Backstage view, **click** **New** to display the **New page**.
3. In the **search box** at the **top of the page**, **enter** a **term related** to the template content or design you're looking for or **below** the **search box**, **click** one of the **suggested searches** and then **click** the **Search button**.
4. In the Category list, click any category or categories to filter the templates further
5. **Scroll the pane to locate a design** that fits your needs.
6. **Click any thumbnail** to **preview the design template**, and **click** the **More Images arrows** to see the content defined as part of the template .
7. Then **click** the **Create button** in the preview window to create the presentation

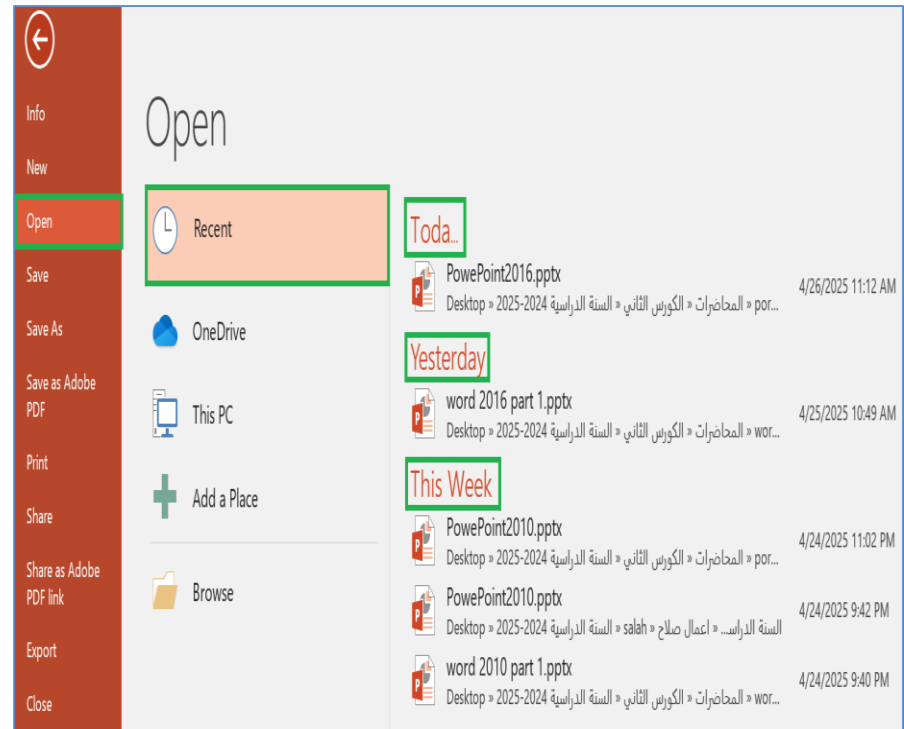


Create Presentation

Open and navigate presentations

The **Start screen** that **appears** by default when you **start PowerPoint** displays a list of presentations you worked on recently and a link to open other existing presentations.

- If the presentation you want to open appears on the Start screen, you can open it directly from there; otherwise, you open presentations from the **Open page** of the **Backstage view**.
- When a presentation is open, you can move among slides by clicking or tapping elements in several areas of the app window, including the Thumbnails pane in Normal view and the Slide pane in Normal view or Slide Sorter view.
- You can also move among slides by rotating the wheel button on a mouse.



Create Presentation

To open a recent presentation

1. **Start PowerPoint.**

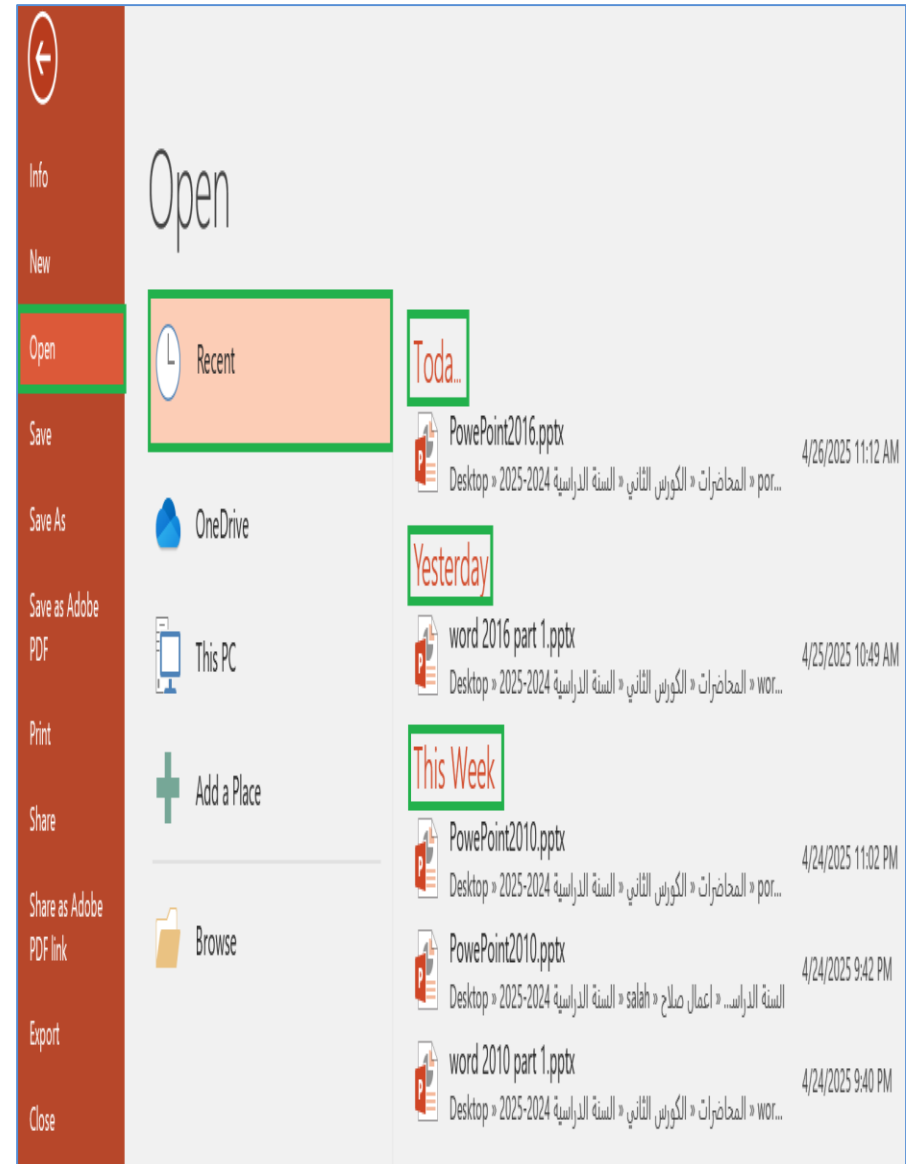
2. On the **Start screen**, in the **Recent list**, click the **file name** of the presentation you want to open.

Or

1. With **PowerPoint running**, click the **File tab** to display the **Backstage view**.

2. In the **left pane** of the **Backstage view**, click **Open** to display the **Open page**.

3. In the **right pane** of the **Open page**, scroll the **presentation list** if necessary to **locate the presentation** you want to open, and then click the **presentation file name** to open it.



Create Presentation

To open any existing presentation

1. **Start PowerPoint.**
2. On the Start screen, in the **left pane**, **click Open Other Presentations** to **display the Open page** of the Backstage view.
3. In the Places list, **click the local or network storage location** where the presentation is stored.
4. In the **right pane**:
 - **Click a recent folder.**
 - **Click on any subfolders** until you reach the desired folder.

Or

In the **left pane**:

 - **Click Browse** to open the **Open dialog box.**
 - **Click folders** in the **Navigation pane.**
 - **Double-click** folders in the file pane, or enter the folder location in the Address bar.
5. **Double-click** the presentation you want to open.

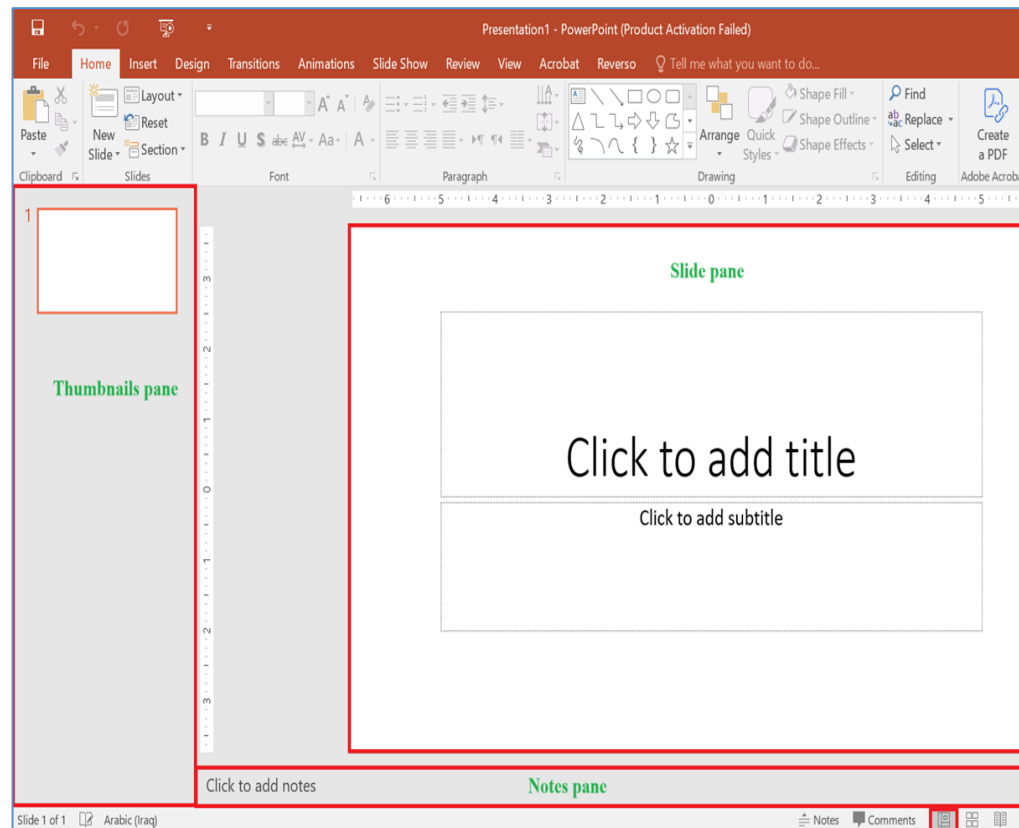
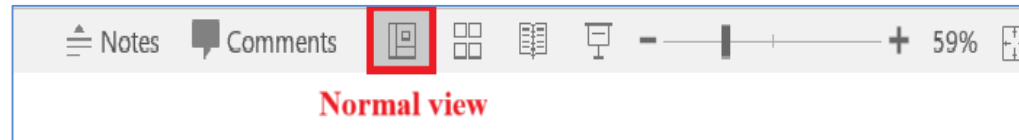
Display different views of presentations

The elements of a presentation that you want to have a good view of change depending on what you're currently doing with the presentation.

Normal view :

This view includes the **Thumbnails pane** on the **left side** of the app window, the **Slide pane** on the **right side** of the window, and an optional **Notes pane** at the **bottom of the window**.

- **Insert, cut, copy, paste, duplicate, and delete slides in the Thumbnails pane;**
- **Create slide content in the Slide pane;**
- **Record slide notes in the Notes pane.**

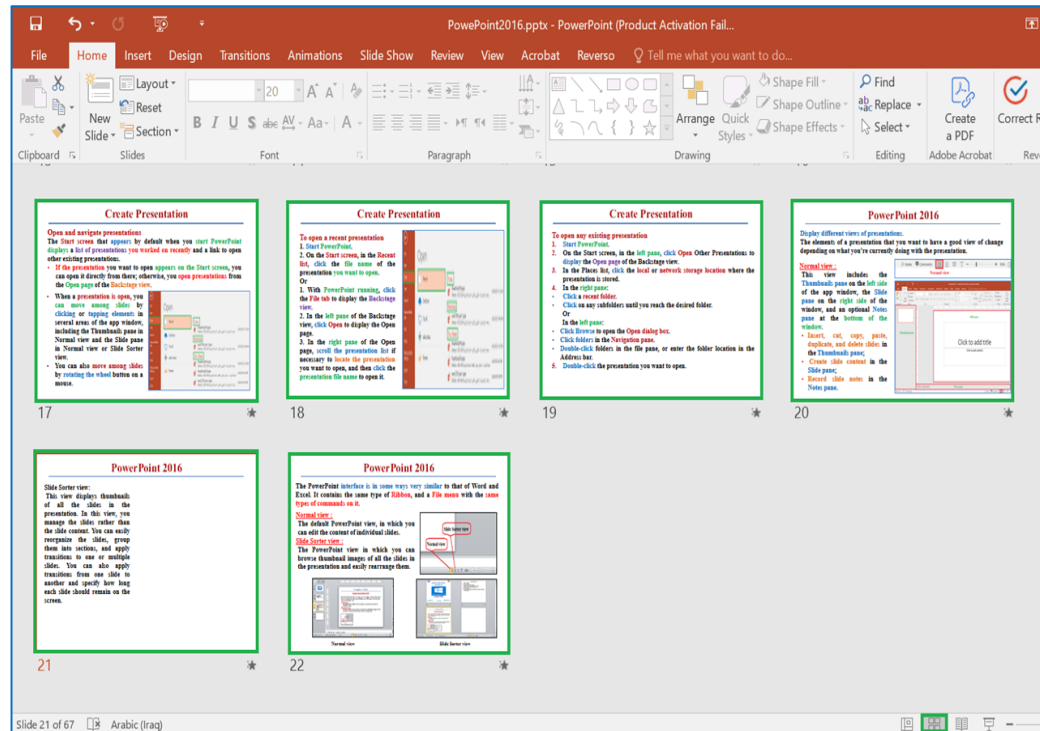
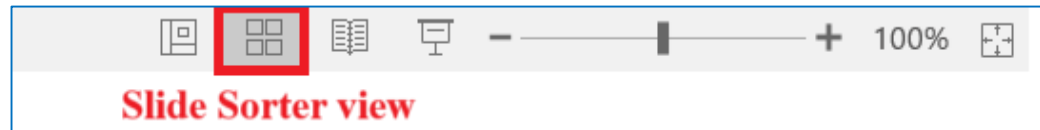


PowerPoint 2016

Slide Sorter view:

This view displays thumbnails of all the slides in the presentation. In this view, you manage the slides rather than the slide content. You can easily reorganize the slides, group them into sections, and apply transitions to one or multiple slides.

You can also apply transitions from one slide to another and specify how long each slide should remain on the screen.



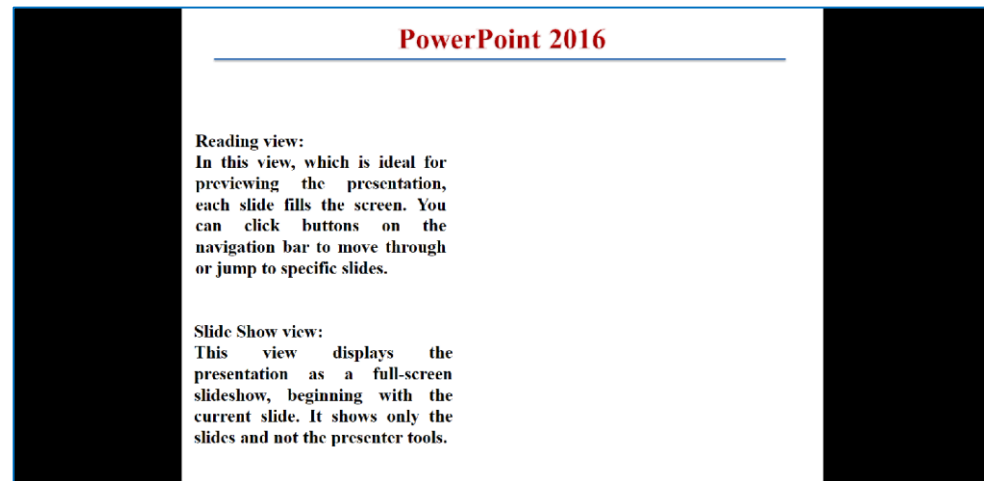
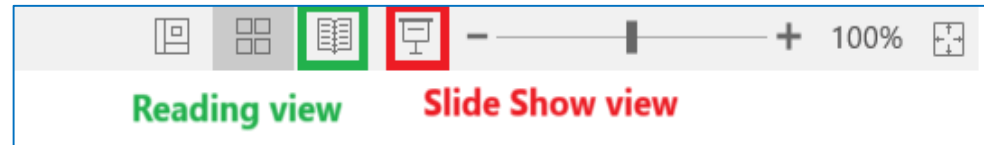
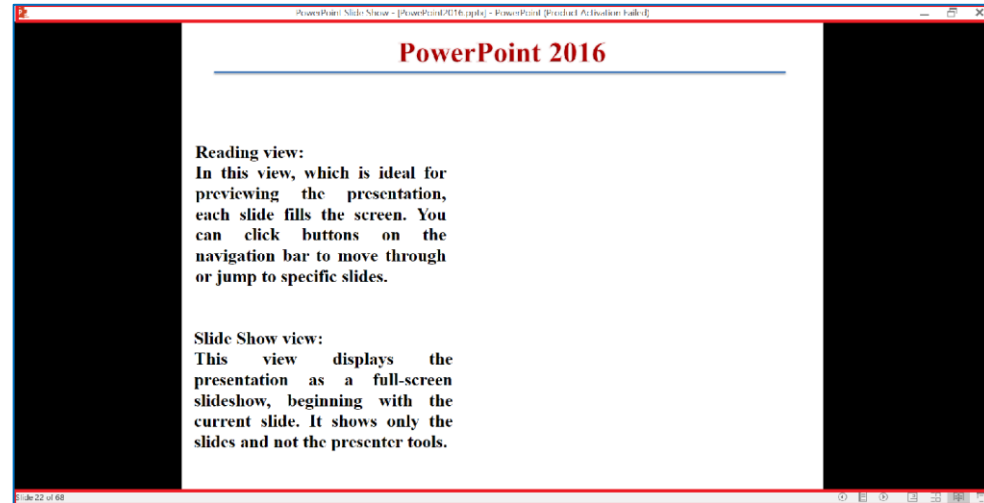
PowerPoint 2016

Reading view:

In this view, which is ideal for previewing the presentation, each slide fills the screen. You can click buttons on the navigation bar to move through or jump to specific slides. It shows the slides and the presenter tools.

Slide Show view:

This view displays the presentation as a full-screen slideshow, beginning with the current slide. It **shows only the slides** and **not the presenter tools**.



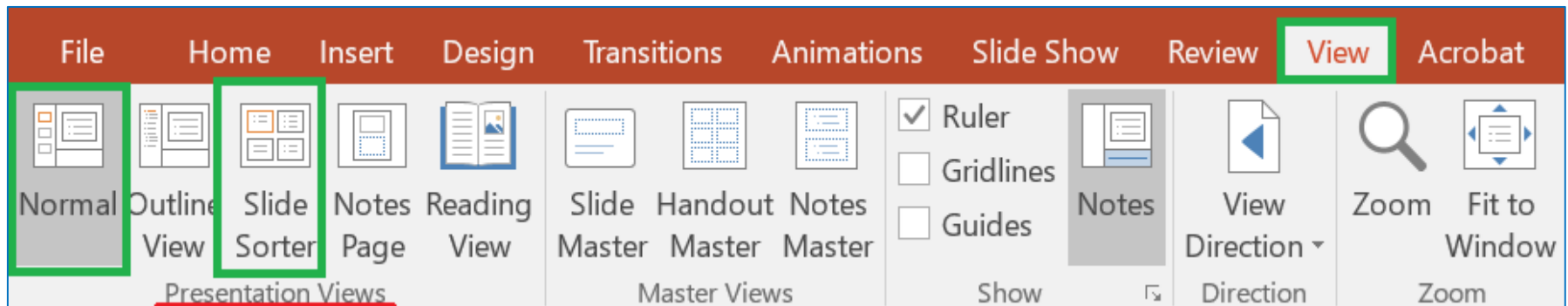
PowerPoint 2016

To **review a presentation** (or deliver it to an audience), you display it in Slide Show view. In this view, each slide fills the screen, and PowerPoint implements the transitions, animations, and media effects as you have specified. You **can start** the **slide show** from the **first slide** or the **currently active slide**.

To switch among the development views of a presentation.

Choose one of these methods.

1. On the **View Shortcuts toolbar**, click the **Normal** or **Slide Sorter** button.
2. On the **View tab**, in the **Presentation Views group**, click the **Normal** or **Slide Sorter** button.



PowerPoint 2016

To display a presentation in Slide Show view from the first slide.

Choose one of these methods.

1. On the **Slide Show tab**, in the **Start Slide Show group**, click the **From Beginning button**. (When you point to this button, the ScreenTip that appears says **Start From Beginning**.)
2. Press **F5**.



To display a presentation in Slide Show view from the current slide ↵Choose one of these methods.

1. On the **View Shortcuts toolbar**, click the **Slide Show button**.
2. On the **Slide Show tab**, in the **Start Slide Show group**, click the **From Current Slide button**.
3. Press **Shift+F.5**.

PowerPoint 2016

To navigate a presentation in Slide Show view.

1. Move the mouse to display the Slide Show toolbar. Then click the Previous or Next button on the toolbar
2. Press the N (for next), Enter, Right Arrow, Down Arrow, or Page Down key to move forward one slide.
3. Press the P (for previous), Backspace, Left Arrow, Up Arrow, or Page Up key to move back one slide.
4. Press the Home key to display the first slide.
5. Press the End key to display the last slide.
6. Press the Esc key to return to Normal or Slide Sorter view.

The End