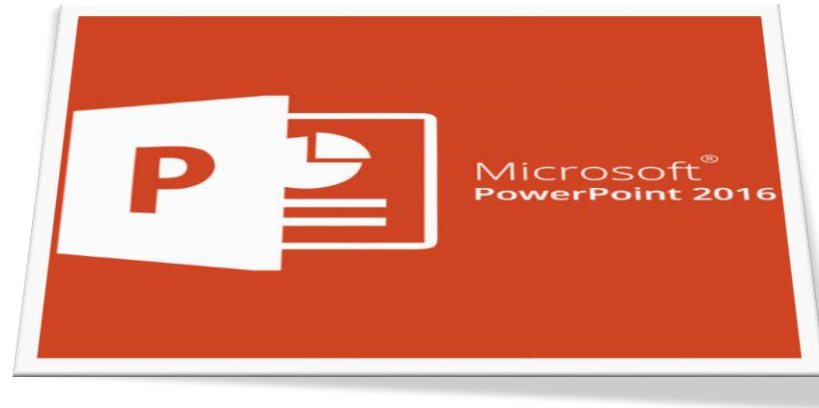


الجامعة المستنصرية
كلية العلوم / قسم علوم الحاسوب
المرحلة الاولى / صباحي / مسائي

Computer Skills 2

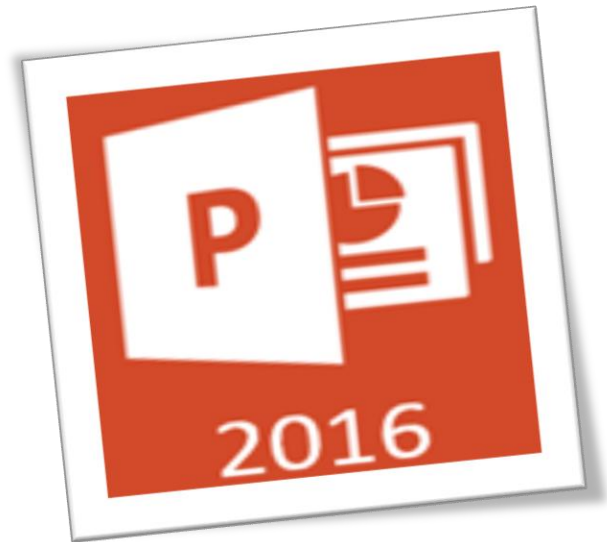


PowerPoint 2016

Part 2

Microsoft PowerPoint 2016

- 1. Work with Slides**
- 2. Work with Slide Text**
- 3. Format Slides**
- 4. Pointing during presentation**
- 5. Working with Audio**
- 6. Applying Transitions**
- 7. Applying Animation**



Work with Slides

Creates a slide with a layout called **Title and Content**.

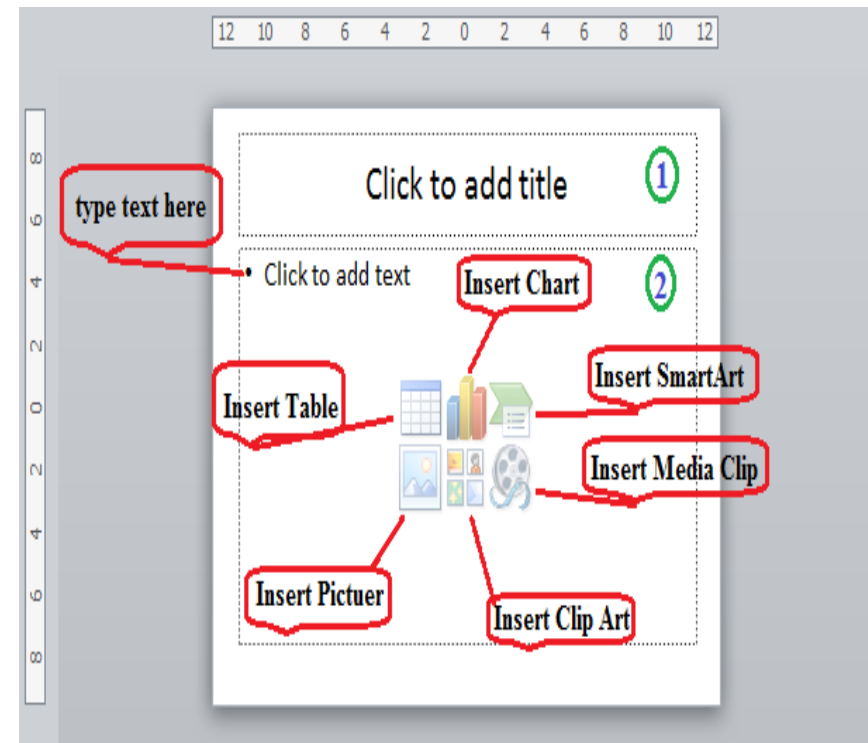
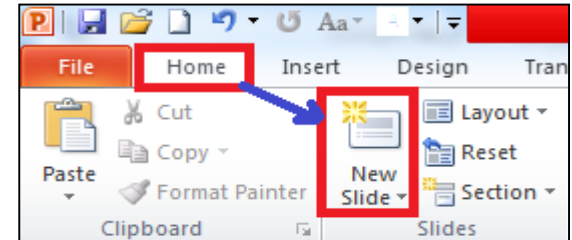
1. Click the **Home** tab.
2. Click the **New Slide** button on the **Slide** group.
3. Click the **Title and Content**.

It has two placeholders:

- The **first placeholder** for a **title**.
- The **second placeholder** for **multi-purpose** that can accept any type of content.

In part two (content placeholder) there are **six icons** representing the six most common types of graphical content;

Can **click one of those icons** to start inserting that content, or you **can click on the content placeholder** and then type text into it.



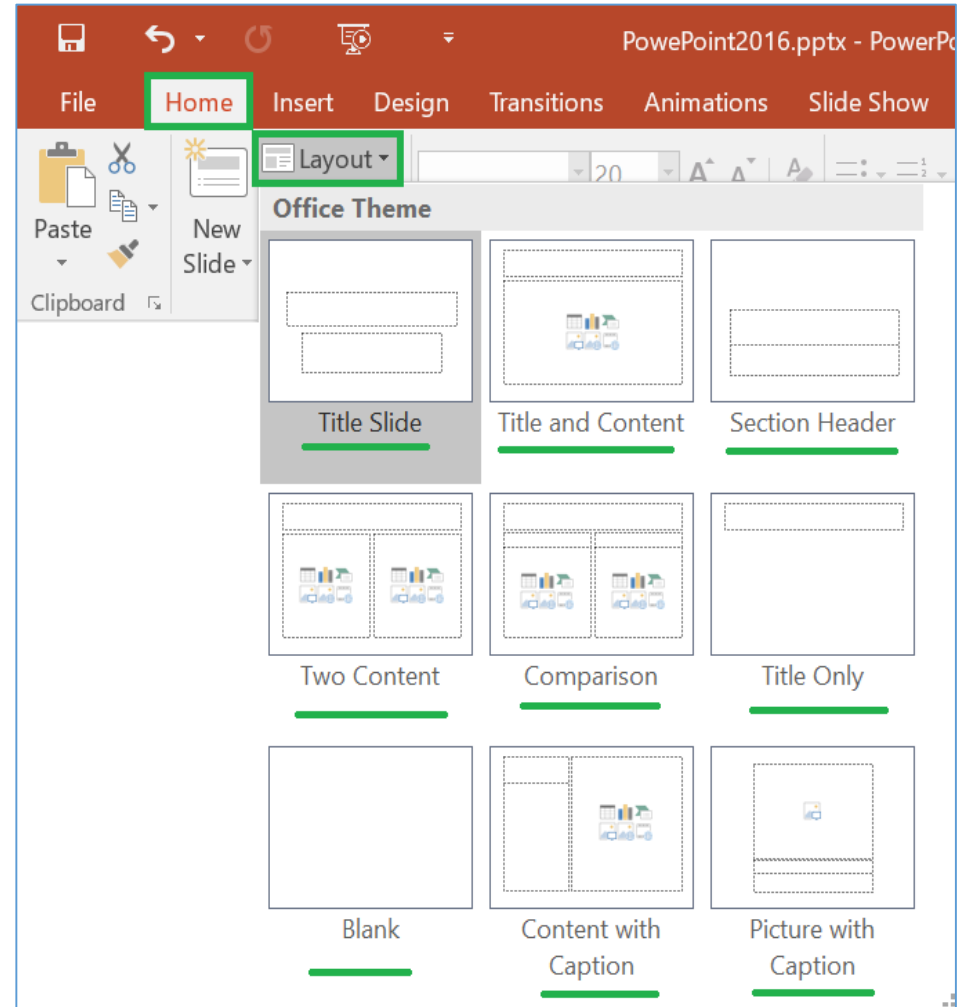
Work with Slides

Changing a Slide's Layout

The **layout determines** what **placeholders appear** on the slide and in what **positions**. Each template comes with various preset layouts; you can also create your own.

To switch an existing slide to another layout.

1. Click the **Home** tab.
2. Click the **Layout** button on the **Slide** group.
3. Click the **desired layout** from the gallery.

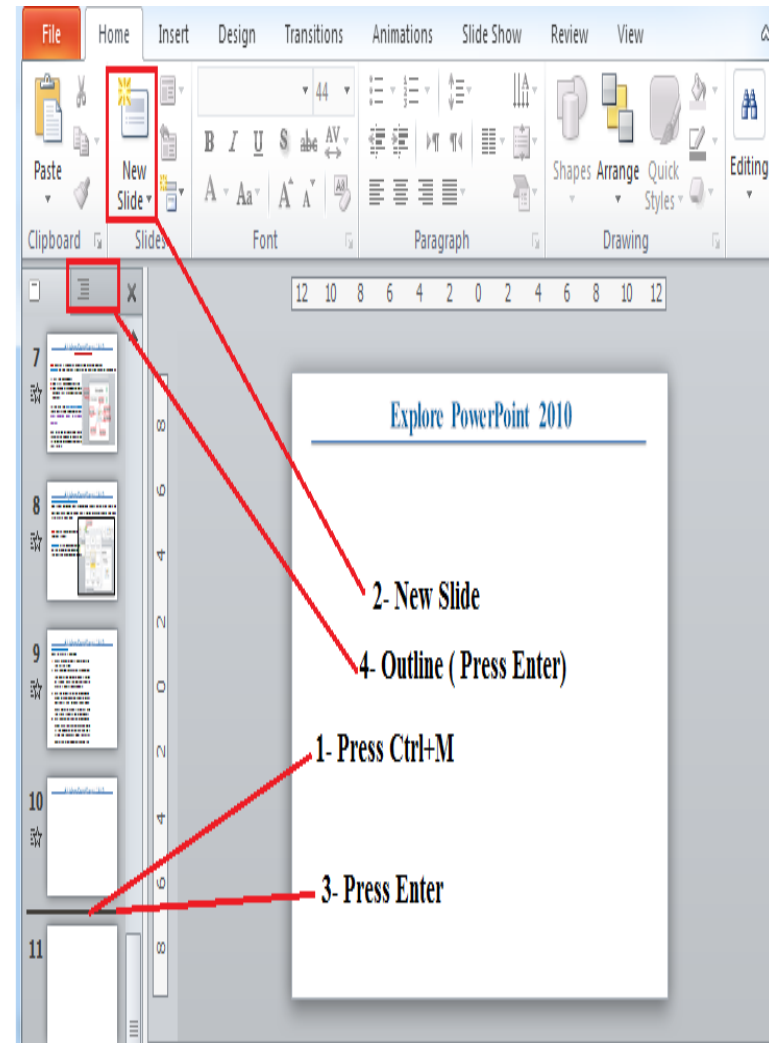


Work with Slides

Inserting Slides

ways to create a new slide:

- **First method**
 1. Press **Ctrl+M** to insert a new slide after the active slide.
- **Second method**
 1. Click the **Home** tab.
 2. Click the arrow below the **New Slide** button to open a gallery of layouts.
 3. Click the **desired layout** from the gallery.



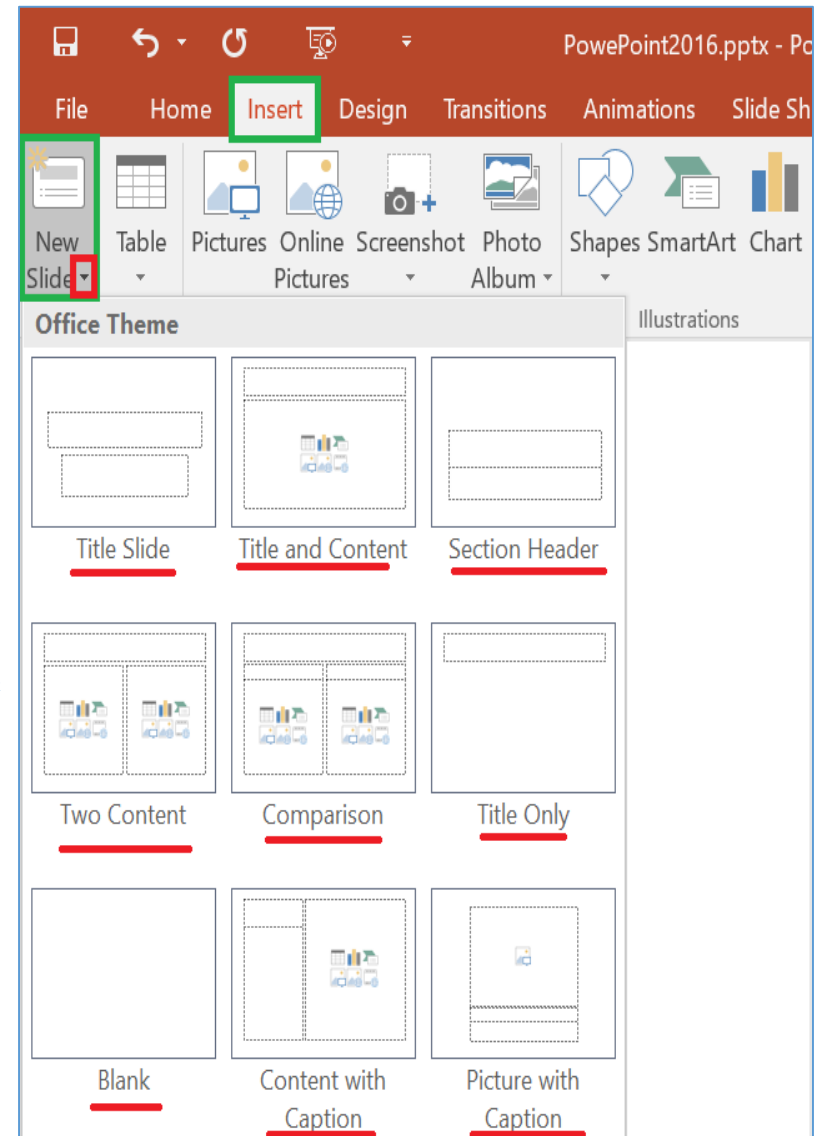
Work with Slides

- **Third method**

1. Click the **Insert** tab.
2. Click the **arrow below the New Slide button** on the **slides group** to open a gallery of layouts.
3. Click the **desired layout** from the gallery.

- **Fourth method**

1. Click **Enter** key to create a **new slide** after the **active slide**.

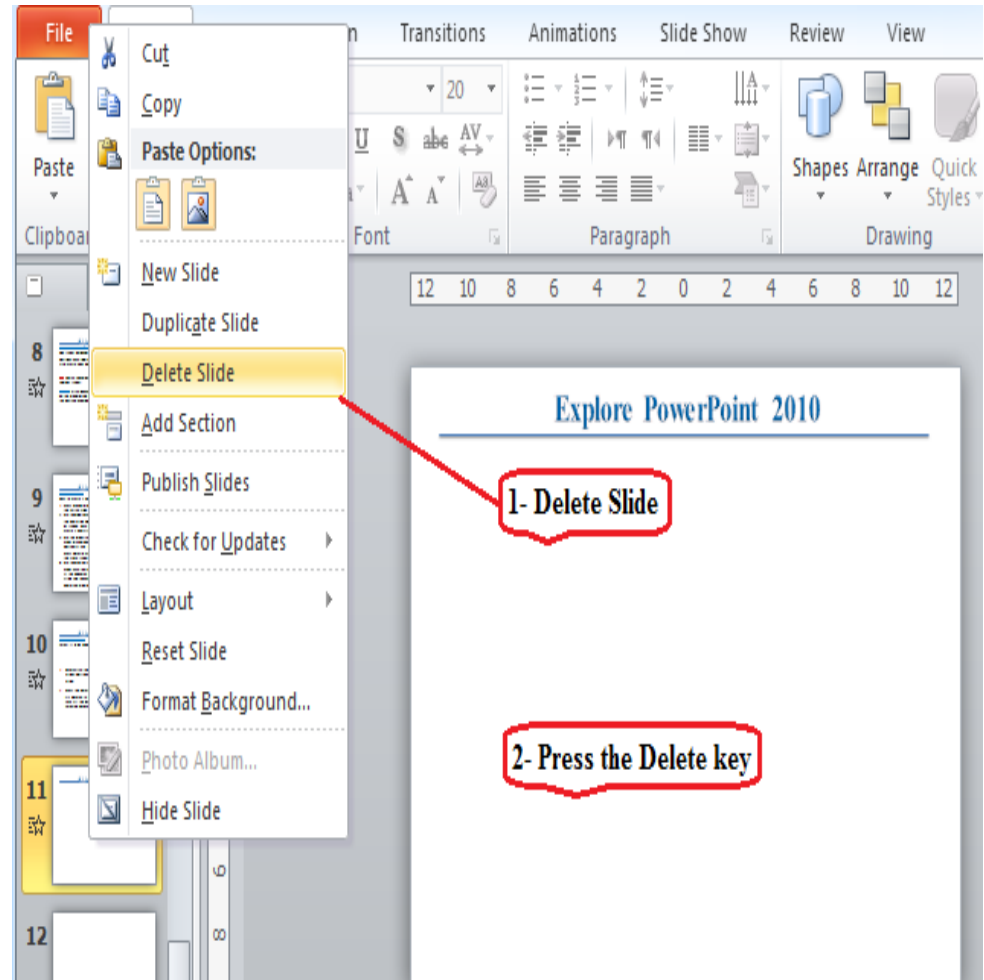


Work with Slides

Deleting a Slides

Select it in the **Slides/Outline** pane, and then do either of the following

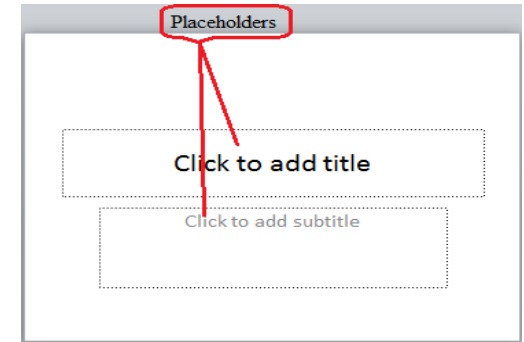
- 1. Right-click** the slide in the **Slides/Outline** pane and choose **Delete Slide**.
- 2. Press the Delete key on the keyboard.** (If working in the **Outline** pane, make sure all the text for the whole slide is selected before pressing **Delete**.)



Work with Slide Text

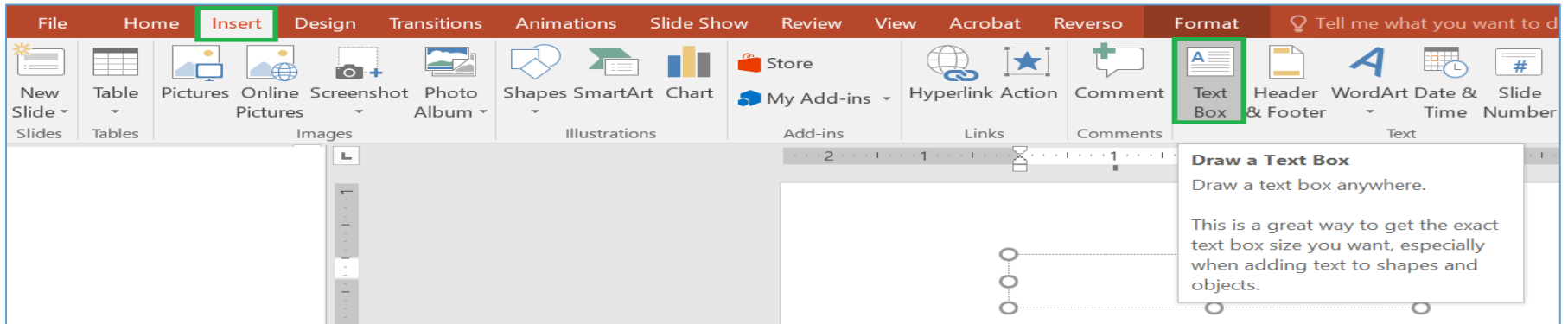
Inserting Text

1. Click the **placeholder** where you want to insert your text. An insertion point appears inside the placeholder.
2. Start typing.



Inserting a Text Box

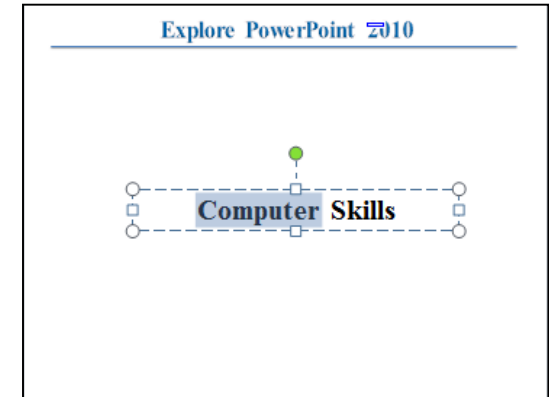
1. Click the **Insert** tab on the **Ribbon** and click the **Text Box** button in the **Text** group.
2. **Position** the mouse pointer where you would like to insert the text box, and click and drag until the text box reaches the desired size.
3. **Release** the mouse button.
4. **Click** the text box and start typing.



Work with Slide Text

Editing Text:

1. Using the mouse: Move the mouse until the insertion point is positioned before or after the text you want to select. Then, click and hold down the mouse button as you drag across the text. Release the mouse button when the text you want to select is highlighted.



2. Using the keyboard: Position the insertion point before or after the text you want to select, press and hold down the shift key, and use the arrow keys to select the text.

3. Using shortcuts: See the “Shortcuts for Selecting Text” table to learn about selection shortcuts

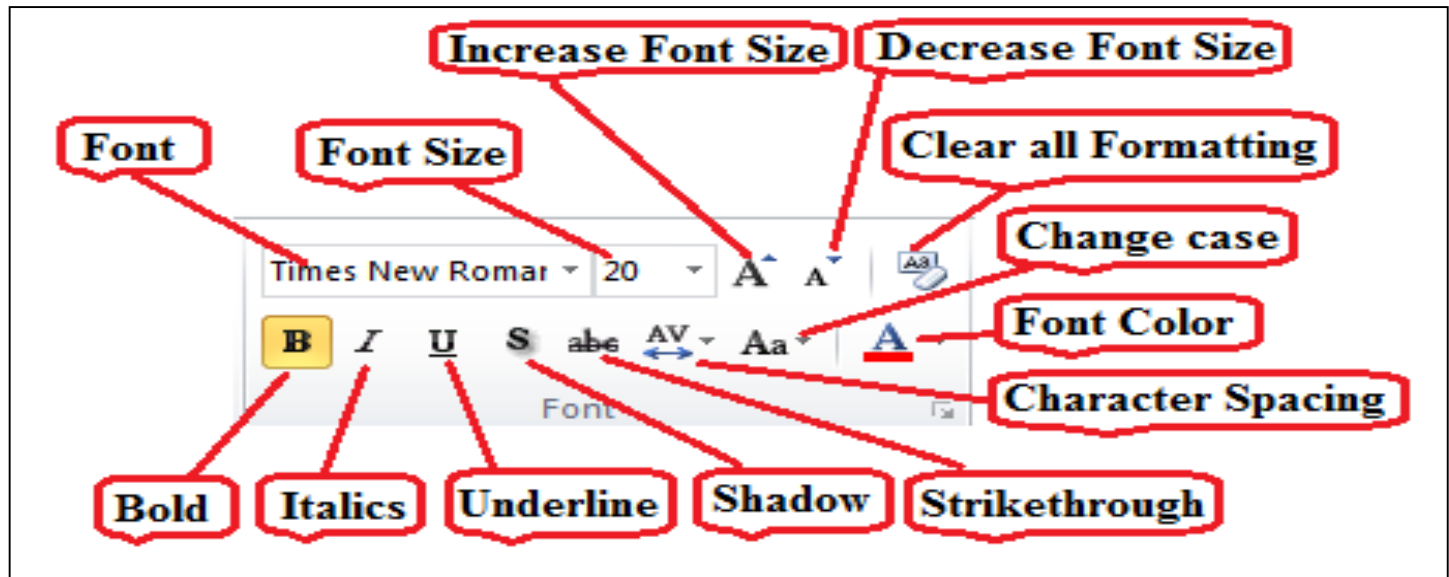
To select a word	Double click on the word
To select a line or sentence	Double click on the line or sentence
To select all the text in a text box	Press Ctrl + A

Work with Slide Text

Formatting Text

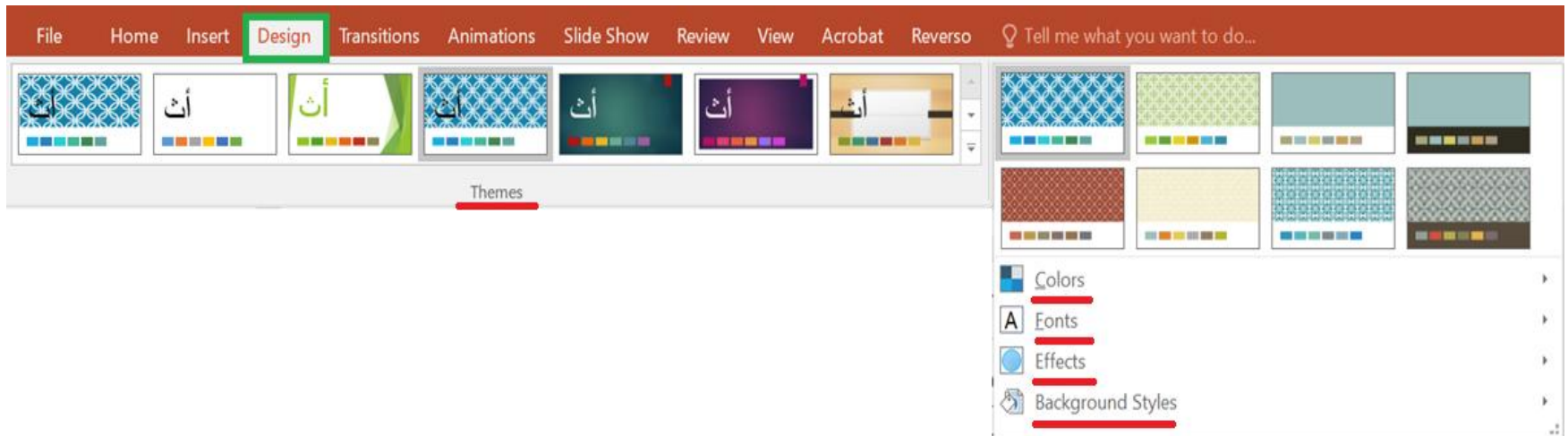
One way to emphasize text in a presentation is by changing its format.

1. **Select** the text you wish to format.
2. **Click** the **Home tab** on the Ribbon and choose any format you desire in the **Font group**.
3. **Select** a font (type, size, color, case, space, etc.)
4. The selected text is changed, and any new text that you enter will appear in the new font format.



Format Slides

Using Document Themes : A theme is a set of unified design elements that you can apply to a presentation to give it a consistent look and feel. Each document theme consists of three design elements:



- 1. Theme Colors:** A set of eight coordinated colors used in formatting text and objects in the presentation.
- 2. Theme Fonts:** A set of coordinated heading and body font types.
- 3. Theme Effects:** A set of coordinated formatting properties for shapes and objects in the document.

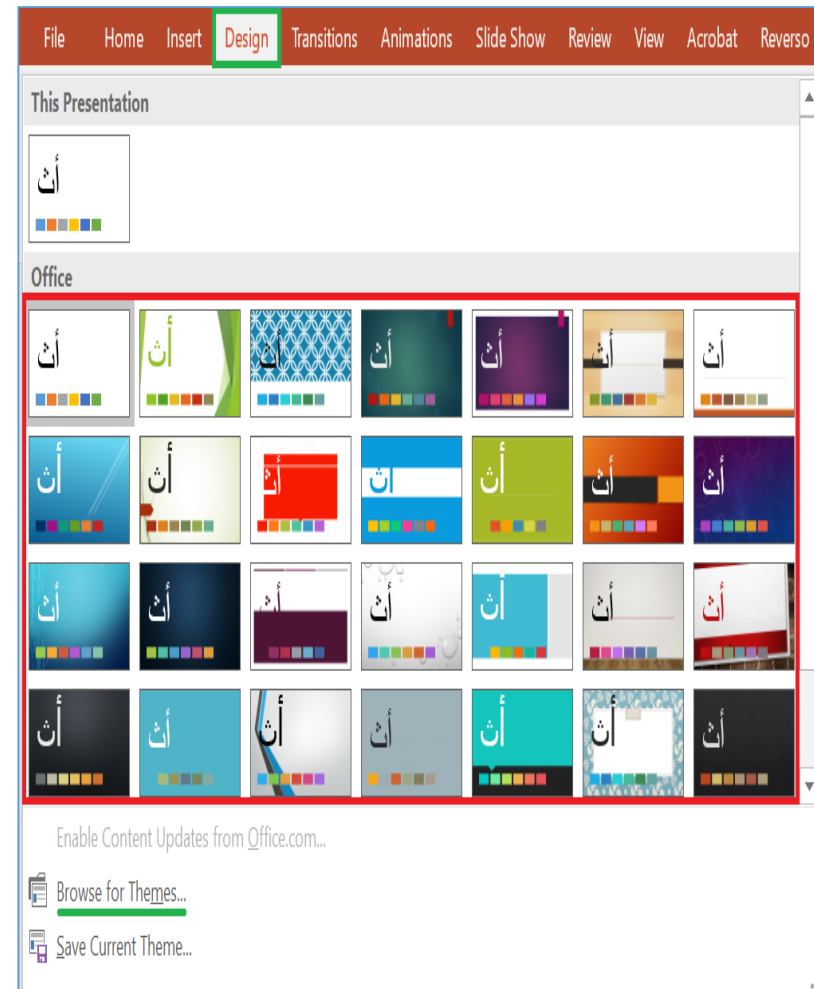
Format Slides

Apply a document theme

Applying a document theme affects all elements of a presentation: colors, fonts, and effects.

1. **Click the Design tab** on the Ribbon and click the More button (⇅) in the Themes group. The Themes gallery appears. The default theme is “Office,”
 2. **Click Browse for Themes** to navigate to the theme’s location on your computer or network.
- **Click the theme** you want to apply.

The formatting associated with the selected theme is applied to all of the slides in the presentation.

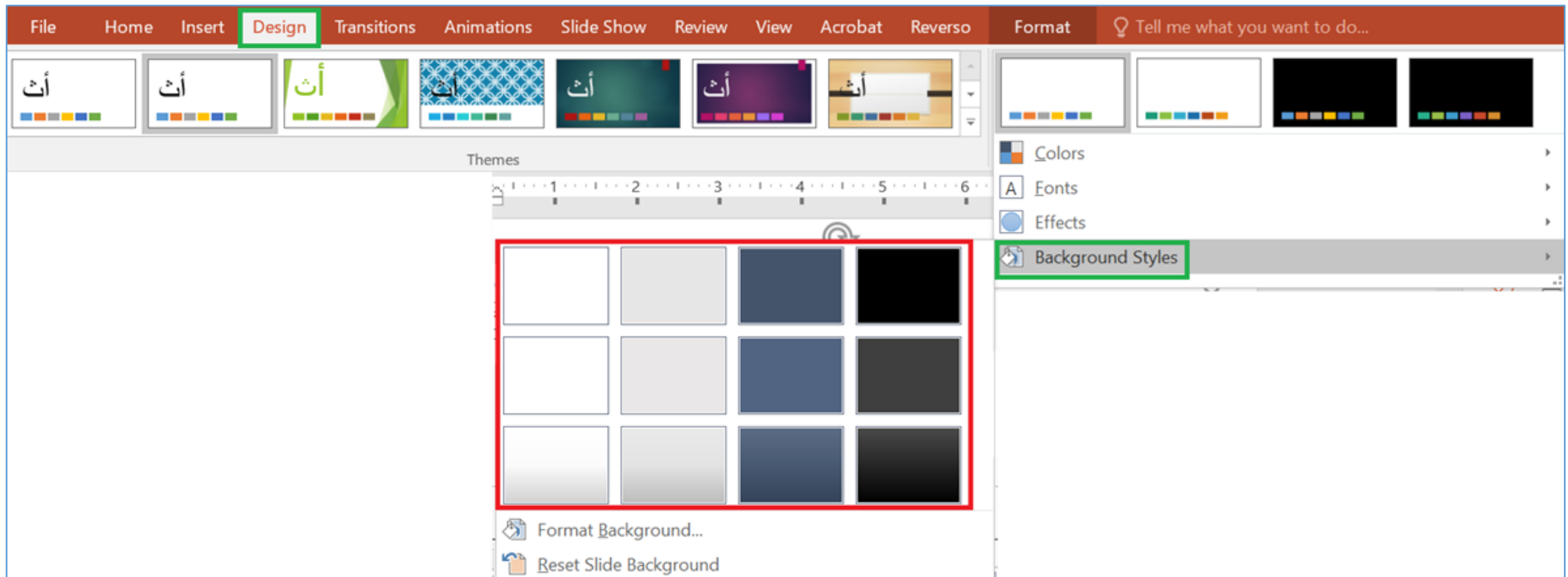


Format Slides

Changing the Background of a Slide

Apply a preset background.

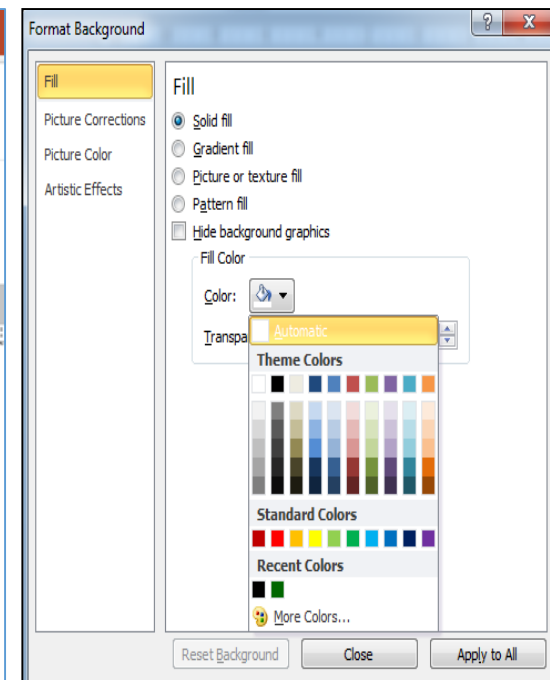
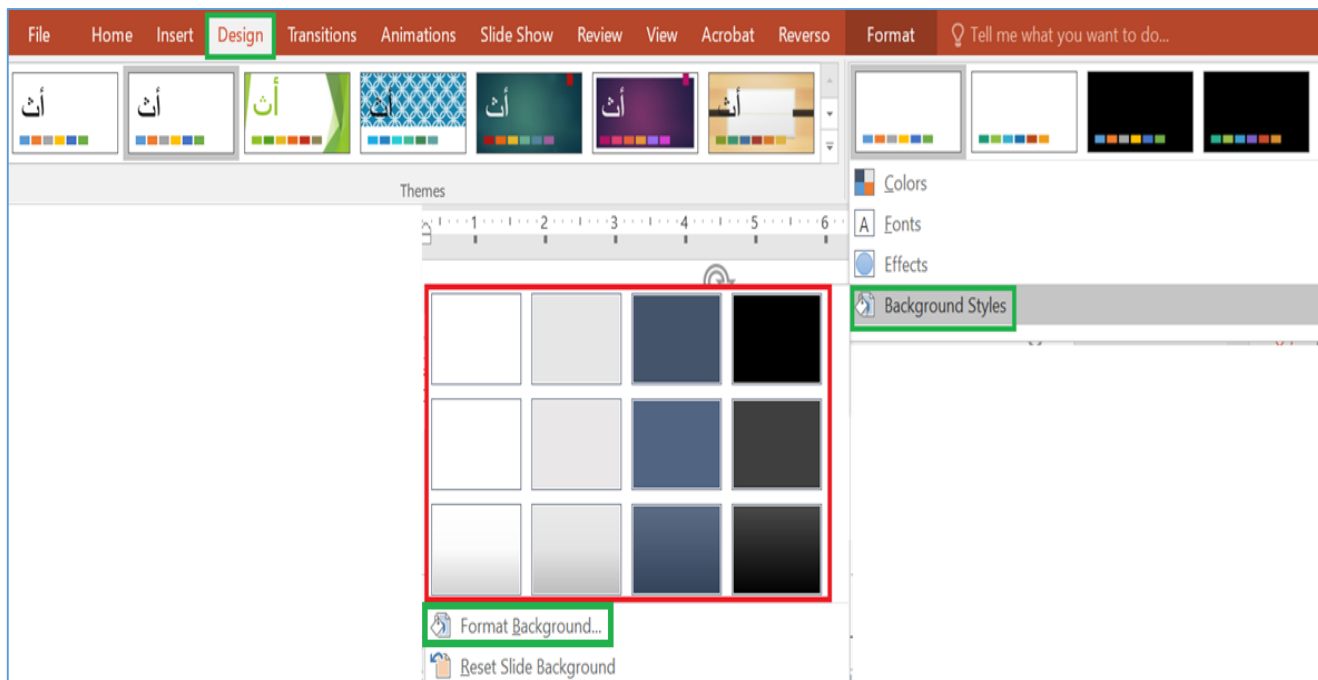
1. Click the **Design** tab on the Ribbon and click the **Background Styles** button in the **variants group**. The Background Styles gallery appears.
2. Click the **background** you want to apply. The selected background is applied to the presentation.



Format Slides

Format your own background

1. Click the **Design tab** on the Ribbon and click the **Background Styles** button in the **variants group**. The **Background Styles gallery** appears.
2. Select **Format Background** from the list. The **Fill pane** of the **Format Background dialog box** appears.
3. Select the option that best matches the background you want to create. Depending on the option you select, a variety of other options appear.
4. Make your selection(s) and click **Apply to All**.



Pointing during presentations

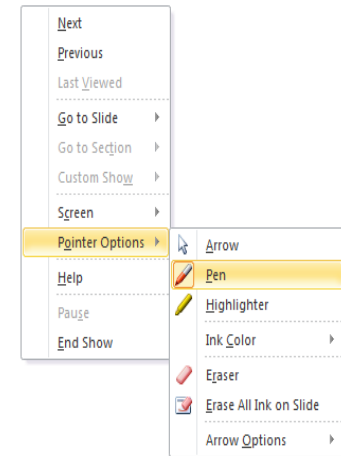
During a presentation, you can reinforce your message by drawing on the slides with an **electronic “pen”** or changing the background behind text with a highlighter.

1. **Right click**
2. **Click the Pen button** on the **toolbar** that appears when you move the mouse.
3. **Click the tool you want.**
4. **Begin drawing** or highlighting.

➤ The **pen color** is determined by the setting in **the Set Up Show dialog box**, but you can change the pen color during the presentation by:

1. **Clicking the Pen button.**
2. **Clicking Ink Color.**
3. **Selecting the color you want.**

1. To move to the next slide, click the Next button.



Pointing during presentations

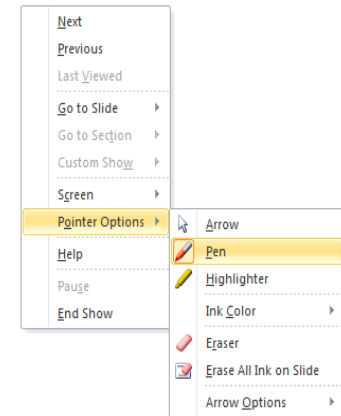
Note :

➤ When the **pen** or **highlighter** tool is **active** in Slide Show view, **clicking the mouse button** does not advance the slide show to the next slide.

You need to **switch back** to the **regular pointer** to use the **mouse to advance** the slide.

➤ **Right-click** anywhere on the screen, point to **Pointer Options**, and then **click Arrow**. The pen tool changes back to the **regular pointer**, and you can now click the mouse button to advance to the next slide.

1. To move to the next slide, click the Next button.



Working with Audio

Audio clip: is a file that contains sound, such as music, speech, or a sound effect.

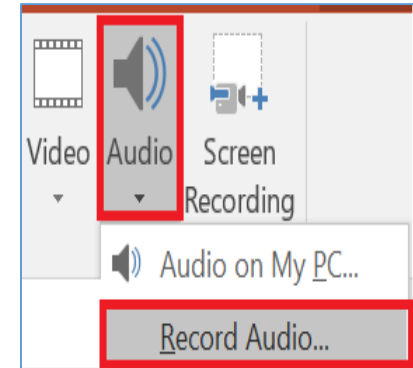
- You can **insert audio** directly onto a slide, so it plays automatically or when clicked as part of the slide show.

Insert an audio clip

There are three different ways to insert an audio clip on a slide:

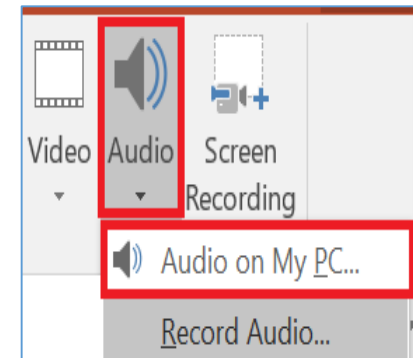
➤ You can **record your own audio clip from within PowerPoint.** To use this method.

1. On **Insert tab**, click the **down arrow** under the **Audio** button.
2. Click **Record Audio**.



➤ You can **load an audio clip from a file that you already have.** To use this method.

1. On the **Insert tab**. Click the **down arrow** under the **Audio** button and then choose **Audio on My PC** To open the Insert Audio dialog box.
2. Choose the **desired clip**.



Applying Transitions

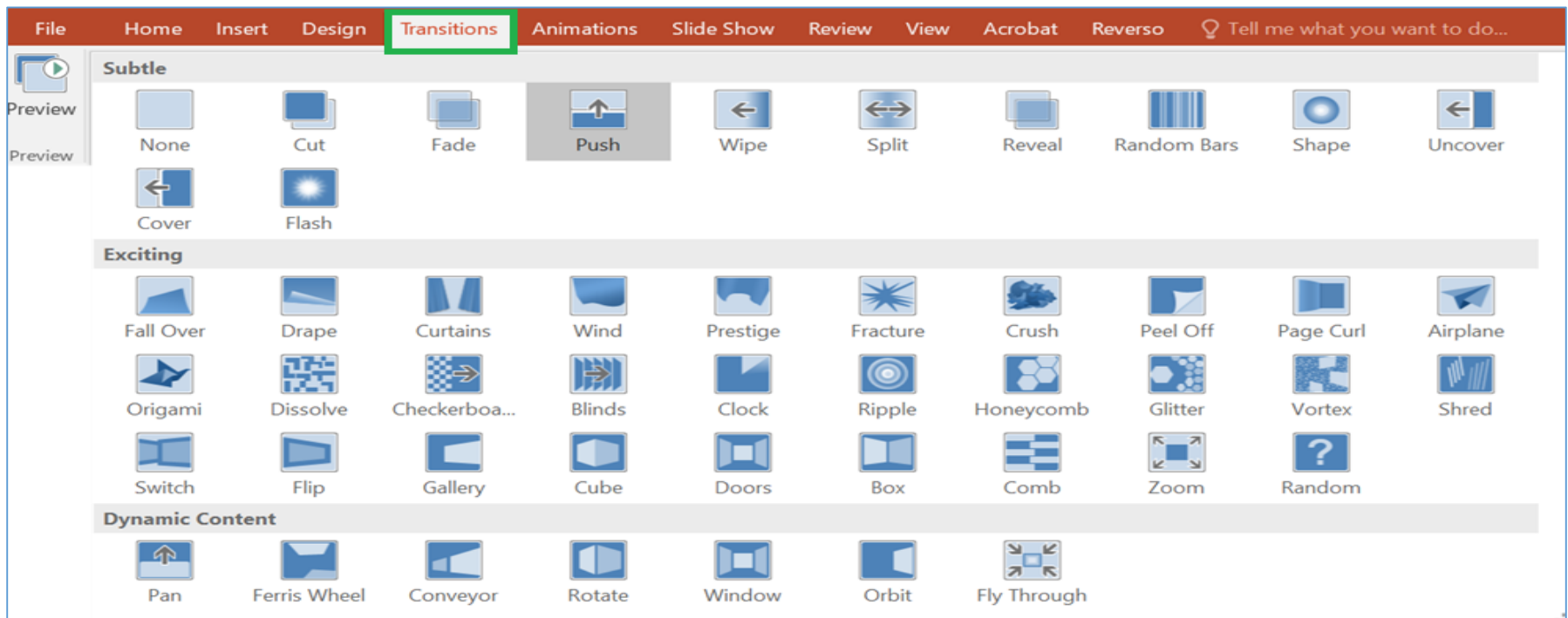
Transition is a movement effect between one slide and another.

- First **select** the **slides** to which it should **apply**.

You can do this in the **Slides/Outline pane** of **Normal view** or in **Slide Sorter view**.

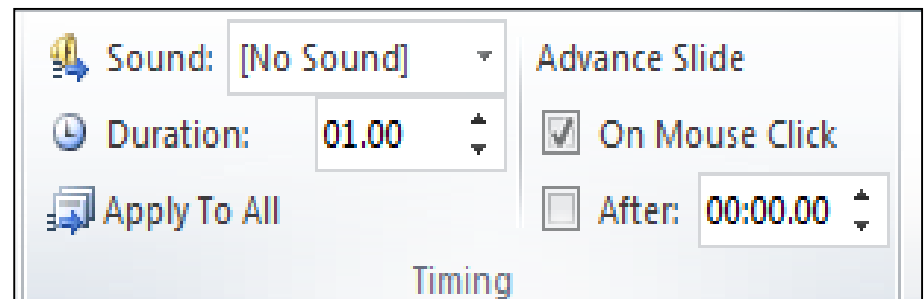
if you want to affect only one slide, just make it the **active slide**.

(If you want to apply the same transition to all the slides, **apply it to one slide** and then click **Apply to All**.)



Applying Transitions

1. Choose the **Transitions tab**.
 2. Click the **desired transition** in the **Transition to This Slide group**.
 3. Click the **More button** to open the **gallery for more choices**.
- Some transitions have **options you can set**. If the chosen effect has options available, the **Effect Options button** becomes active, and you can **click it to choose an option**.
- In the **Timing group**, you can control the **timing of the transition**.
 - The **Duration setting** indicates how long the transition will take to execute, **from start to finish**.
 - Transitions are set by default to Advance Slide on **Mouse Click**, but you can optionally set an **After value** to make the slide **advance automatically after a certain amount of delay**.

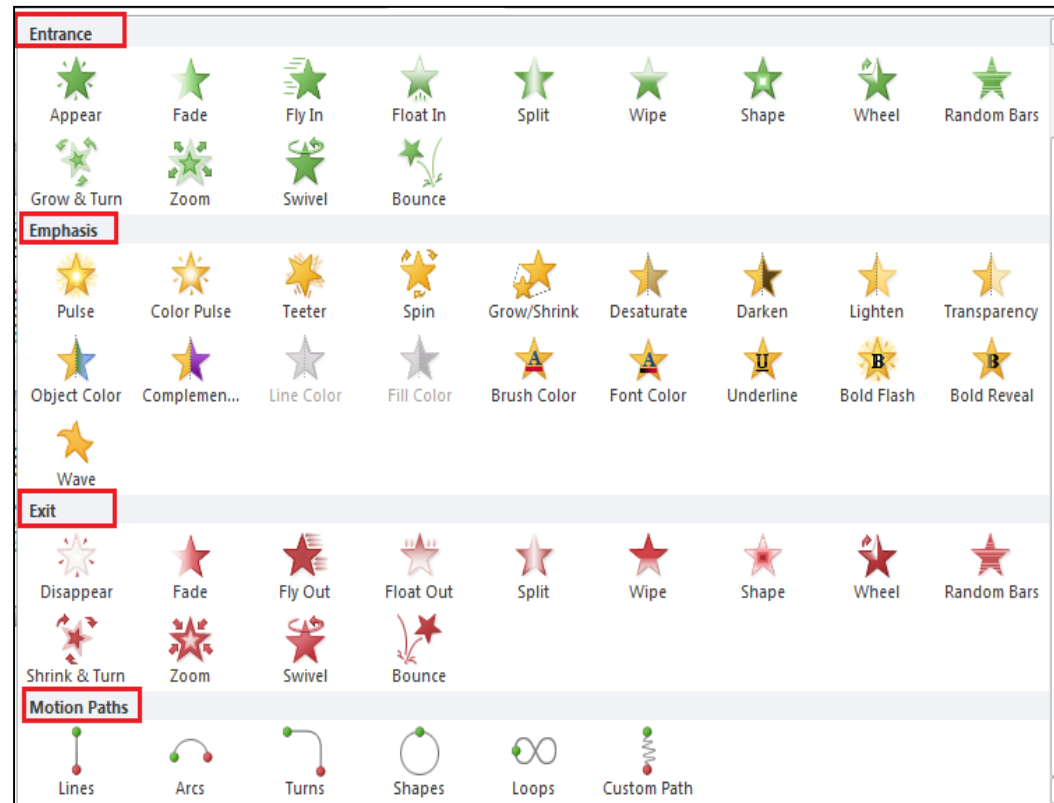


Applying Animation

Animation is a movement effect of a particular object on a slide.

Applying Animations

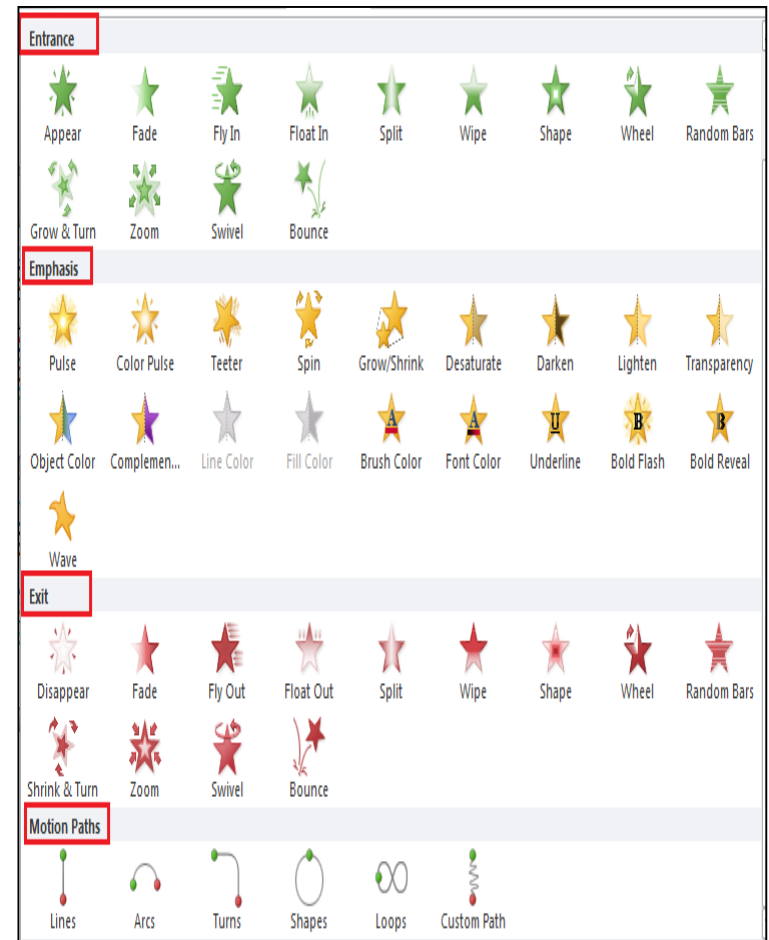
- **Each slide** has only one transition, so setting up is simple.
- **Animations**, however, are more complicated because you can have **multiple animations per slide**. You can animate each object separately, and a single object can have multiple animations applied to it.



Applying Animation

You can apply four types of animations to an object:

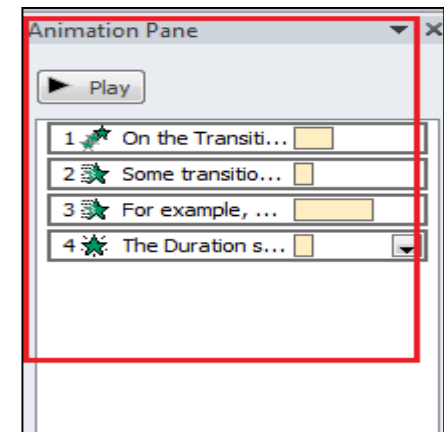
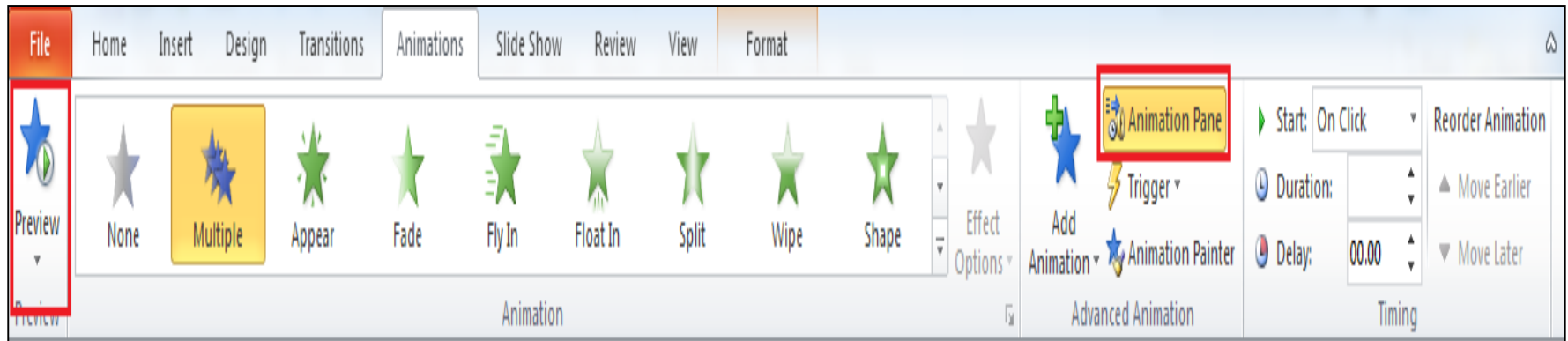
- 1. Entrance:** Controls when and how the object enters the slide.
- 2. Emphasis:** Controls what the object does between its entrance and its exit.
- 3. Exit:** Controls when and how the object exits the slide.
- 4. Motion path:** Technically a type of emphasis effect but set up separately, a motion path moves an object along an invisible line (a path) that you set up, at a time and speed that you specify.



Applying Animation

You can display the Animation pane to sequence the animations on a slide.

1. Click the **Animation Pane** button on the **Animations** tab to do so.
2. On the **Animation pane**, you can **move animation** effects **up or down** on the list to change their order, and you can **set options** and **timings** for each effect individually.



The End