



Intro. To PowerPoint

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Thanks



To everyone who has helped us with support,
new books, hard/soft ware And over the internet Special
thanks for **Microsoft**



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- **Slide Master**
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Introduction

- Microsoft PowerPoint is a presentation program currently developed by Microsoft, for use on both Microsoft Windows and Apple Macintosh operating systems.
- PowerPoint is useful for helping develop the slide-based presentation format and is currently one of the most commonly used slide-based presentation programs available.



* *Introduction* *

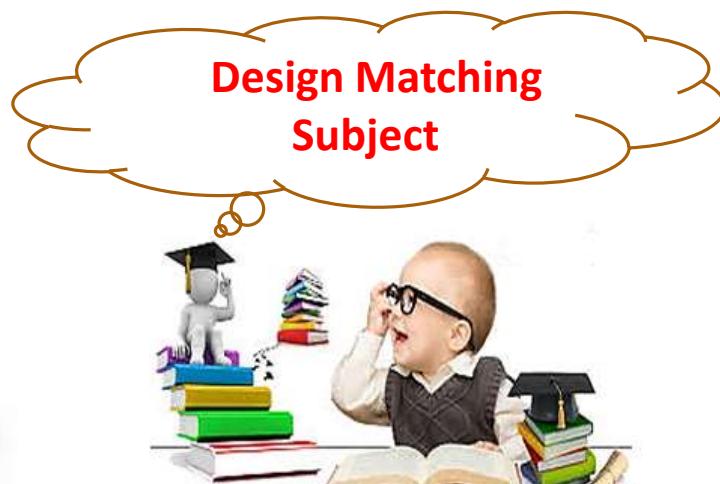
Design



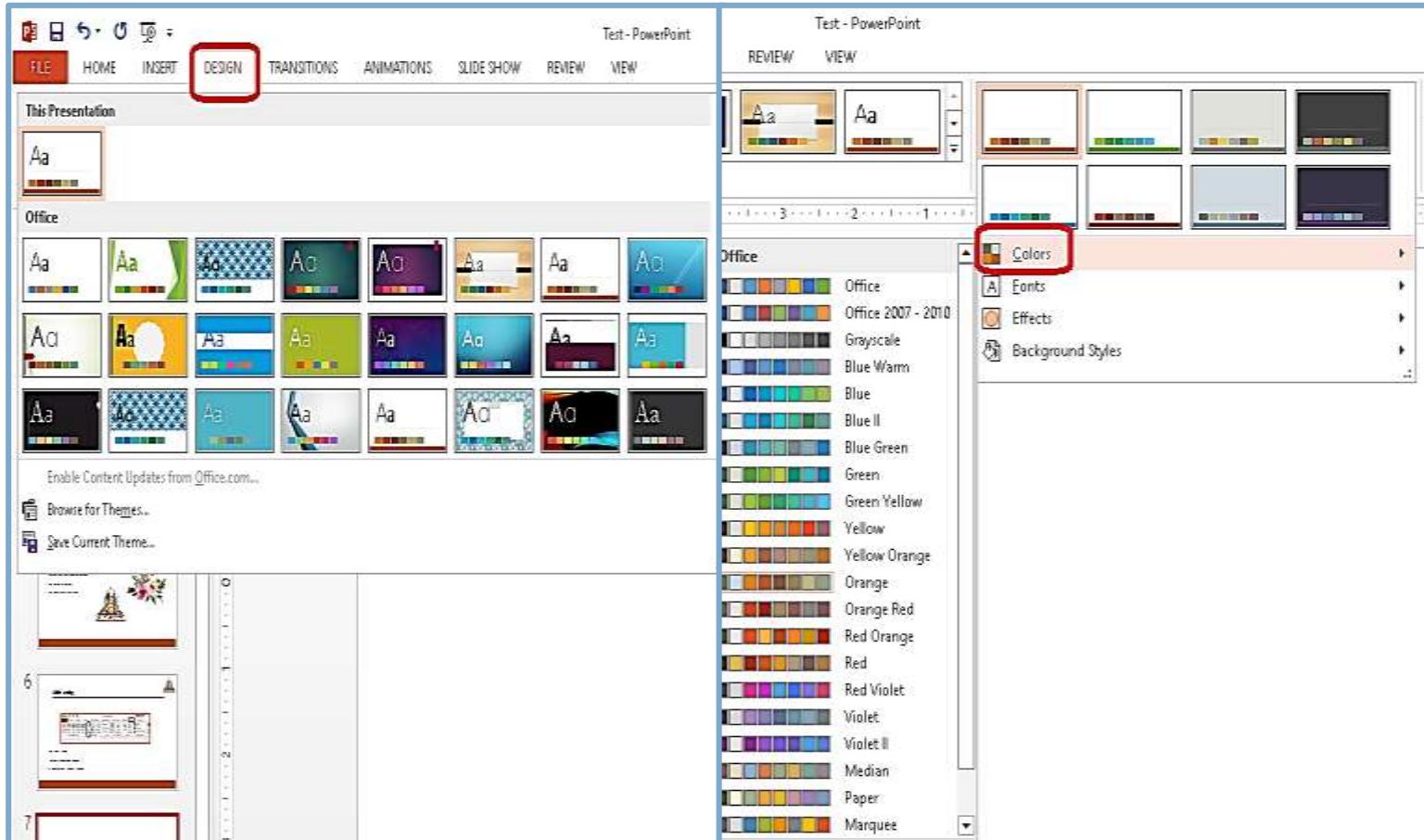
Design selection

Click to add first slide

**Design Matching
Subject**



Design themes and Colors



The screenshot shows the Microsoft PowerPoint ribbon with the "DESIGN" tab highlighted (indicated by a red box). The main area displays a grid of "Office" theme variations. On the right, the "Colors" section of the ribbon is expanded, also highlighted with a red box. A list of color schemes is shown, including:

- Office
- Office 2007 - 2010
- Grayscale
- Blue Warm
- Blue
- Blue II
- Blue Green
- Green
- Green Yellow
- Yellow
- Yellow Orange
- Orange
- Orange Red
- Red Orange
- Red
- Red Violet
- Violet
- Violet II
- Median
- Paper
- Marquee

Design Changing

You can change the design of the presentation according to the presentation subject.

View – Slide master – first slide – format the slide according to your requirements.





Design modification

You can make a slight change to the design

- Add logo to be in all slides

View – Slide master – First slide – paste the logo

- Changing of background

View – Slide master – first slide – Add your background

- Add pictures to be in some slides

View – Slide master – select a slide – paste the picture





Formatting background

Screenshot of a Microsoft PowerPoint slide titled "Formatting background". The slide has a light beige background with a subtle texture. A red circle highlights the "DESIGN" tab in the ribbon. The "Format Background" button in the ribbon is also highlighted with a blue circle. The "Format Background" dialog box is open on the right side of the screen, showing the "Texture" tab selected. A green circle highlights the "Texture" tab. A yellow circle highlights the "Picture or texture fill" radio button. A purple circle highlights the "Apply to All" button at the bottom right of the dialog box.

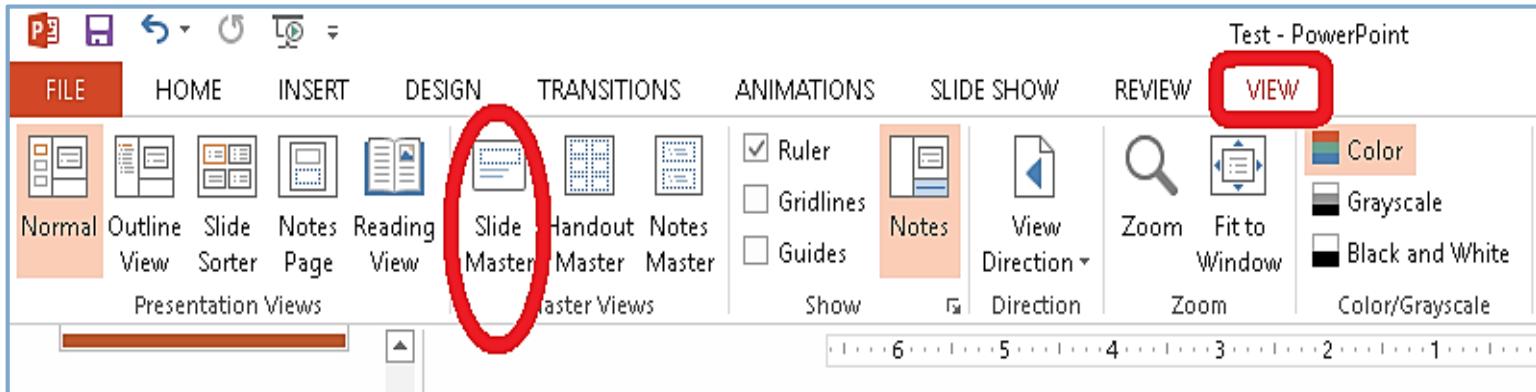
The slide content includes:

- A title "Formatting background" centered at the top.
- A text placeholder "Click to add text" with a small orange square icon.
- A notes placeholder "Click to add notes" at the bottom.
- A decorative footer element consisting of several small icons arranged in a grid.
- A decorative footer element consisting of a series of overlapping orange squares.

Slide Master



Slide master



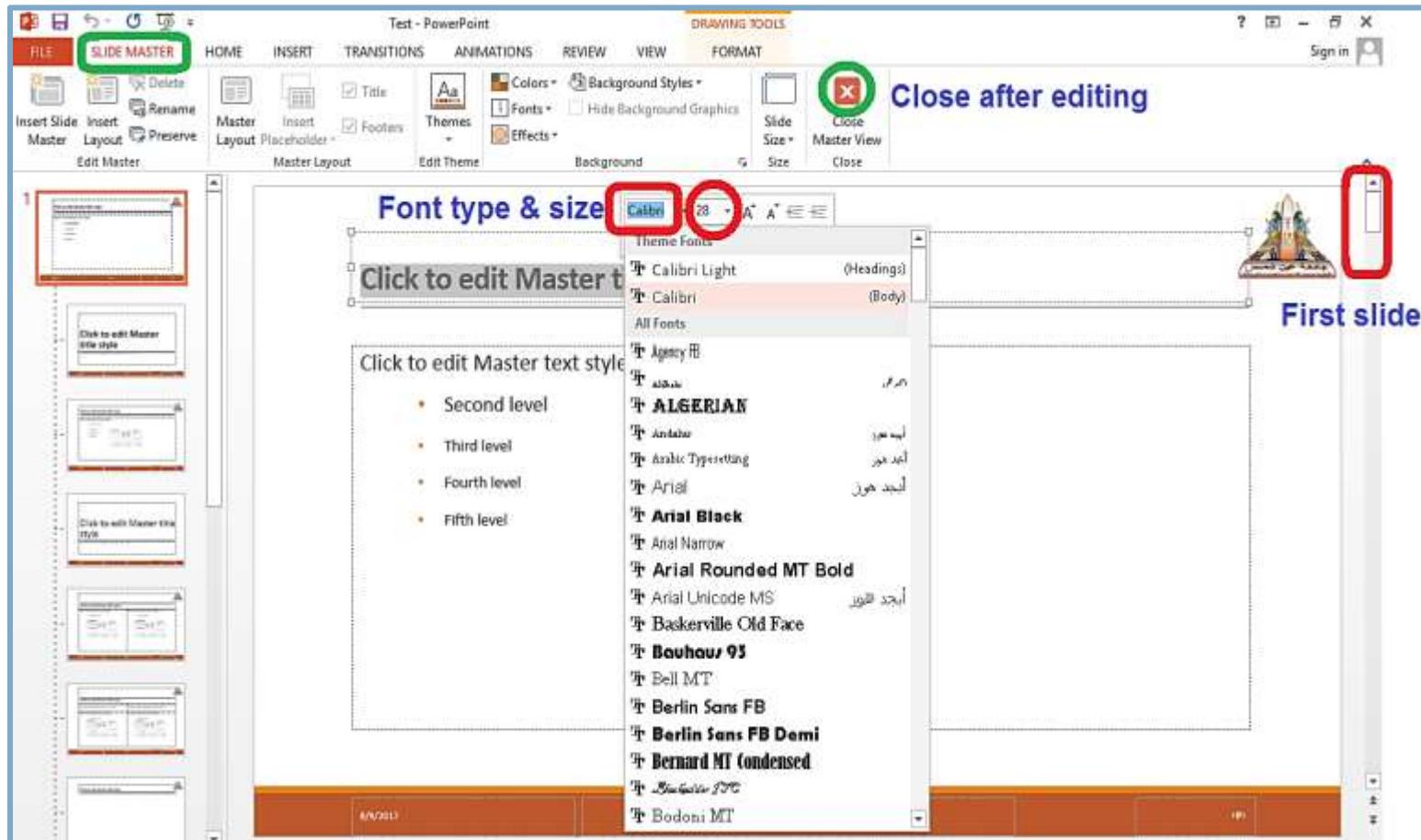
It is a good idea to edit your slide master and layouts before you start to create individual slides.

That way all of the slides that you add to your presentation are based on your custom edits.

Editing font type and size

Close after editing

First slide



Font type & size

Font: Calibri

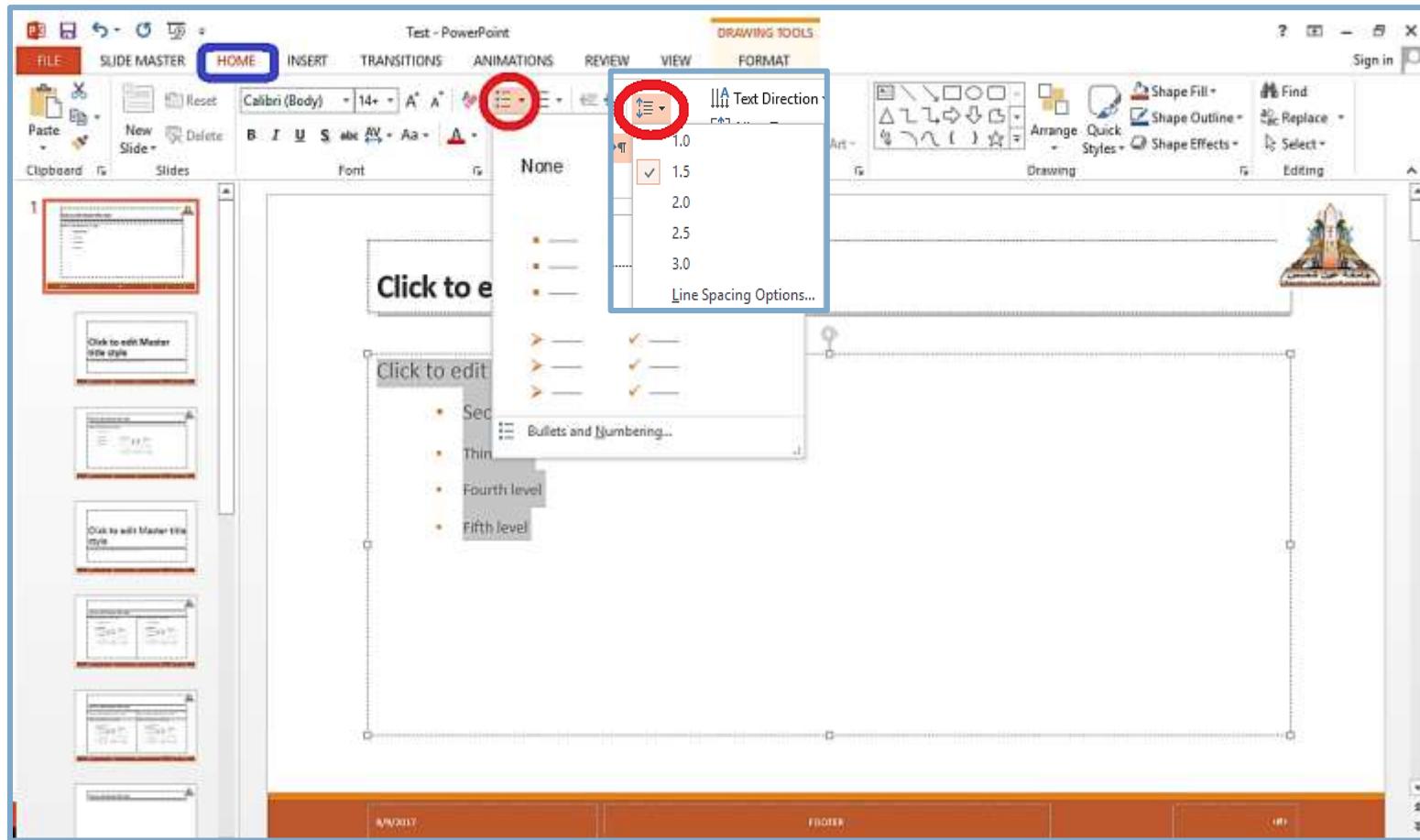
Size: 28

Font style: A¹ A² A³ A⁴

Theme Fonts

- Calibri Light (Heading)
- Calibri (Body)
- All Fonts
- Agency FB
- Aldus
- ALGERIAN**
- Andaluz
- Arabic Typesetting
- Arial
- Arial Black
- Arial Narrow
- Arial Rounded MT Bold**
- Arial Unicode MS
- Baskerville Old Face
- Bauhaus 93**
- Bell MT
- Berlin Sans FB
- Berlin Sans FB Demi**
- Bernard MT Condensed
- Bodoni MT

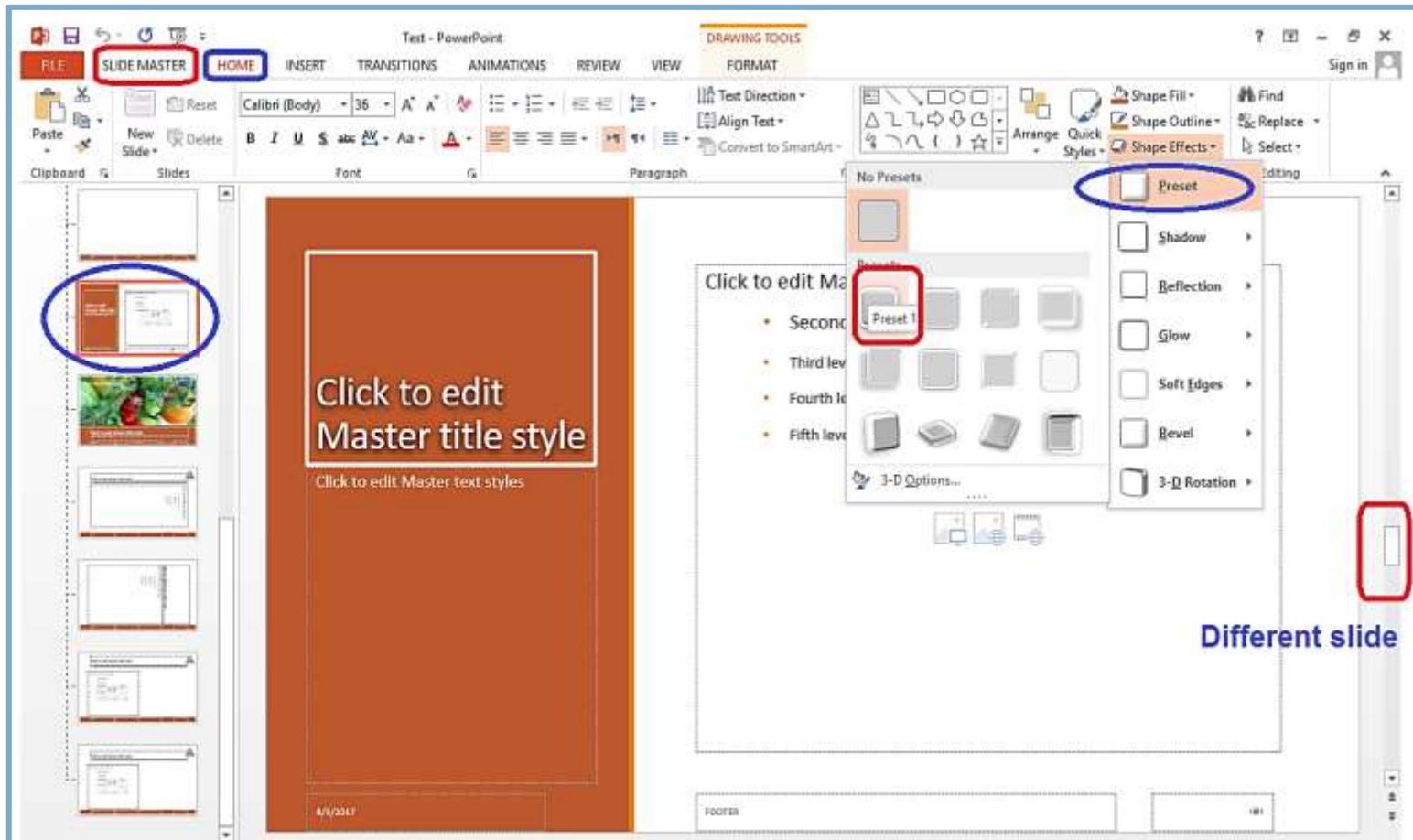
Editing bullets and spacing



The screenshot shows the Microsoft PowerPoint interface with the following details:

- Tab Selection:** The "HOME" tab is highlighted with a red box.
- Icon Selection:** A red circle highlights the icon for changing bullet styles or lists.
- Line Spacing Menu:** A red circle highlights the line spacing dropdown arrow, which is open to show options: 1.0, 1.5, 2.0, 2.5, 3.0, and "Line Spacing Options...".
- Bullets and Numbering Option:** A blue box highlights the "Bullets and Numbering..." option located at the bottom right of the line spacing dropdown menu.
- Content Area:** The main content area contains two text boxes:
 - The top text box has placeholder text "Click to edit".
 - The bottom text box has placeholder text "Click to edit".
- Left Sidebar:** The "SLIDE MASTER" sidebar shows five slide thumbnails, each labeled "Click to edit Master title style".
- Right Sidebar:** The "DRAWING TOOLS" sidebar includes sections for "Text Direction", "Arrange", "Quick Styles", and "Format" options.

Special Format for different slide



The screenshot shows the Microsoft PowerPoint interface in 'Slide Master' mode. The ribbon at the top includes tabs for FILE, SLIDE MASTER (highlighted with a red box), HOME (highlighted with a blue box), INSERT, TRANSITIONS, ANIMATIONS, REVIEW, and VIEW. The 'FORMAT' tab is also visible.

The left pane displays the 'Slides' section, which is currently set to 'Slide Master'. It shows a preview of the master slide design, which has a red background and contains placeholder text: 'Click to edit Master title style' and 'Click to edit Master text styles'. A blue circle highlights the preview area. Below the preview, there are several other slide thumbnails.

The main content area shows a single slide with a red background. The text 'Click to edit Master title style' is displayed in a large white font. A blue circle highlights this text. Below it, the text 'Click to edit Master text styles' is also highlighted with a blue circle.

The 'FORMAT' tab's 'Shape Effects' group is open, showing various options like 'Preset', 'Shadow', 'Reflection', etc. A red box highlights the 'Preset' button. Another red box highlights the 'Preset 1' option in the 'Presets' dropdown menu. A third red box highlights the '3-D Options...' button.

A blue text label 'Different slide' is overlaid on the right side of the slide content area.



Animation for text and picture

The screenshot shows the Microsoft PowerPoint interface with the following key elements:

- Ribbon:** The top menu bar has tabs: FILE, SLIDE MASTER (highlighted with a green box), HOME, INSERT, TRANSITIONS, ANIMATIONS (highlighted with a blue box), REVIEW, and FORMAT.
- Slide Master Preview:** On the left, there is a vertical list of slide master preview thumbnails. One specific master slide is highlighted with a green circle, showing a title placeholder "Click to edit Master title style" and a main content placeholder "Click to edit Master text styles" containing a bulleted list.
- Animations Palette:** The main right-hand pane displays the "Emphasis" section of the animation palette. It includes a grid of icons for various effects like Pulse, Color Pulse, Teeter, Spin, etc., and a dropdown menu with options like "More Entrance Effects..." and "More Motion Paths...". A red box highlights the "Exit" button at the bottom of this palette.
- Header:** The title bar says "Test - PowerPoint".
- Footer:** The bottom of the screen shows the date "8/8/2017" and other standard presentation controls.



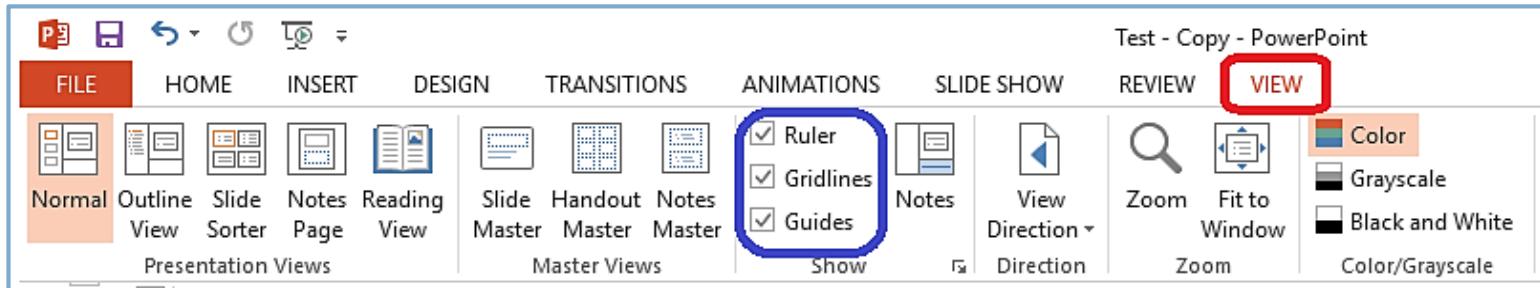
Slide number

Screenshot of the Microsoft PowerPoint ribbon showing the "SLIDE MASTER" tab selected (highlighted with a red box). The "INSERT" tab is also highlighted with a blue box. The "Slide Number" icon in the ribbon is highlighted with a green box.

The "Header and Footer" dialog box is open, showing the "Slide" tab selected. Under "Include on slide", the "Slide number" checkbox is checked (highlighted with a blue box) and "Apply to All" is highlighted with an orange box.

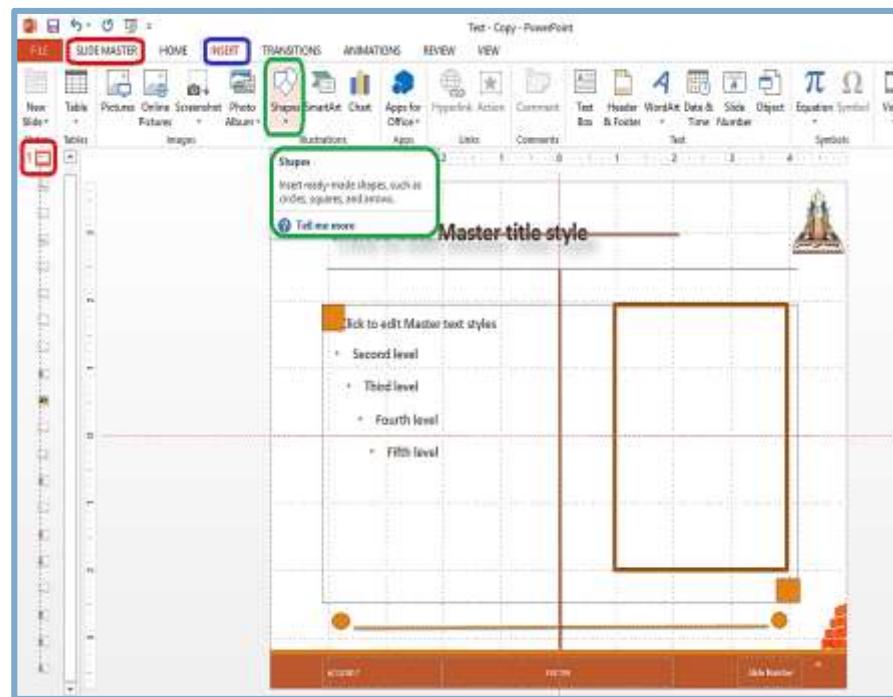
Master Thumbnails on the left side of the ribbon.

Texts and pictures layout

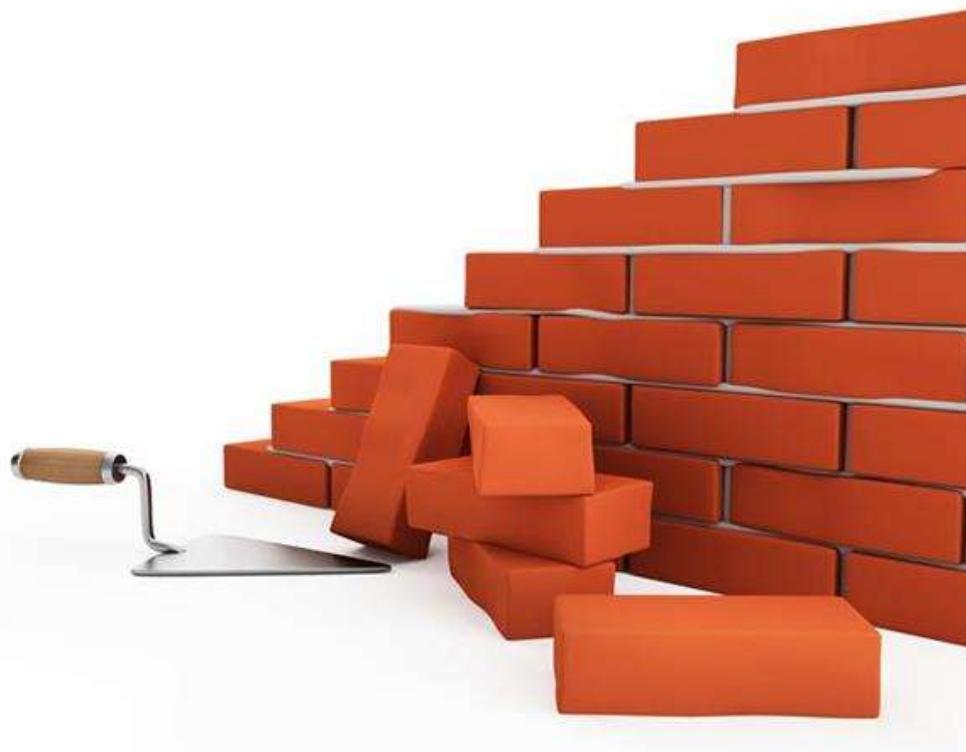


Select :

- Ruler
- Gridlines
- Guides
- Or put some marks to get the same layout of texts and pictures in different slides.



Slides Creation



Slides layout selection

Test - PowerPoint

FILE **HOME** INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW

Clipboard New Slide Layout Reset Section

Text Direction Align Text Convert to SmartArt

Arrange

Retrospect

11	Title Slide	Title and Content	Section Header
12	Two Content	Comparison	Title Only
13	Blank	Content with Caption	Picture with Caption
14	1_Two Content	2_Two Content	
15	Duplicate Selected Slides	Slides from Outline...	Reuse Slides...
16			

Clipboard

Click to add notes

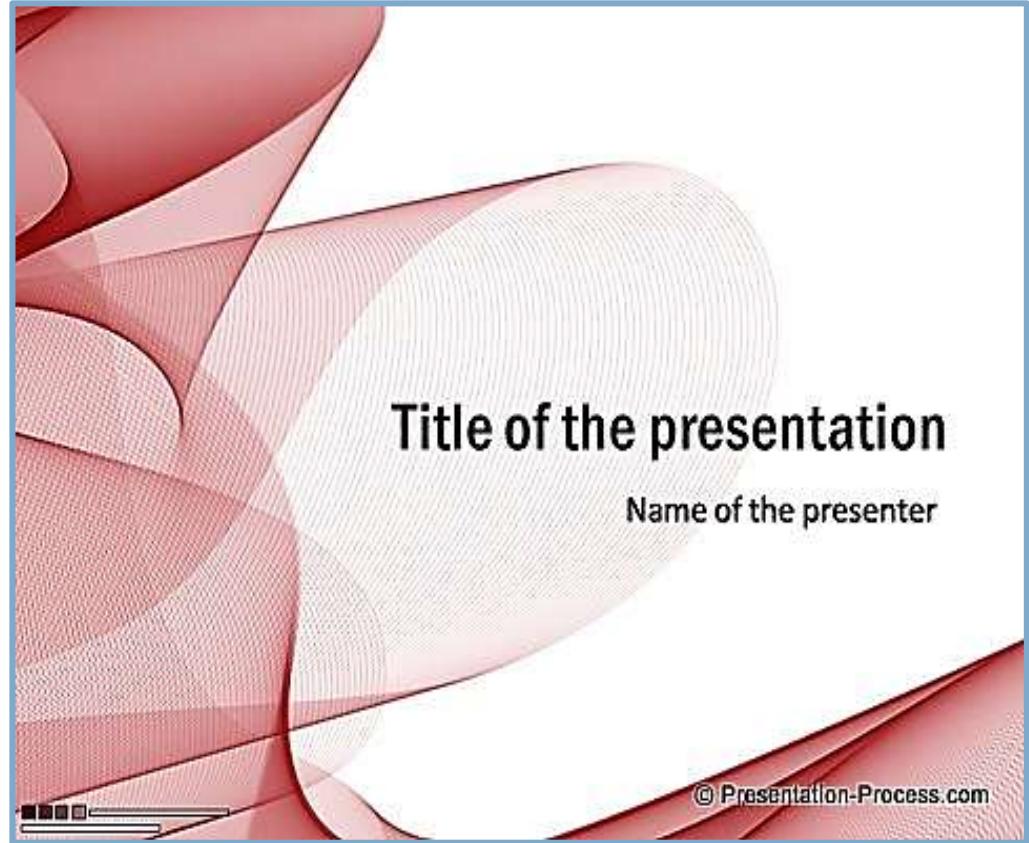


Presentation title



Change the picture

Write the title



Presentation title



Intro. To PowerPoint

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Two contents slide

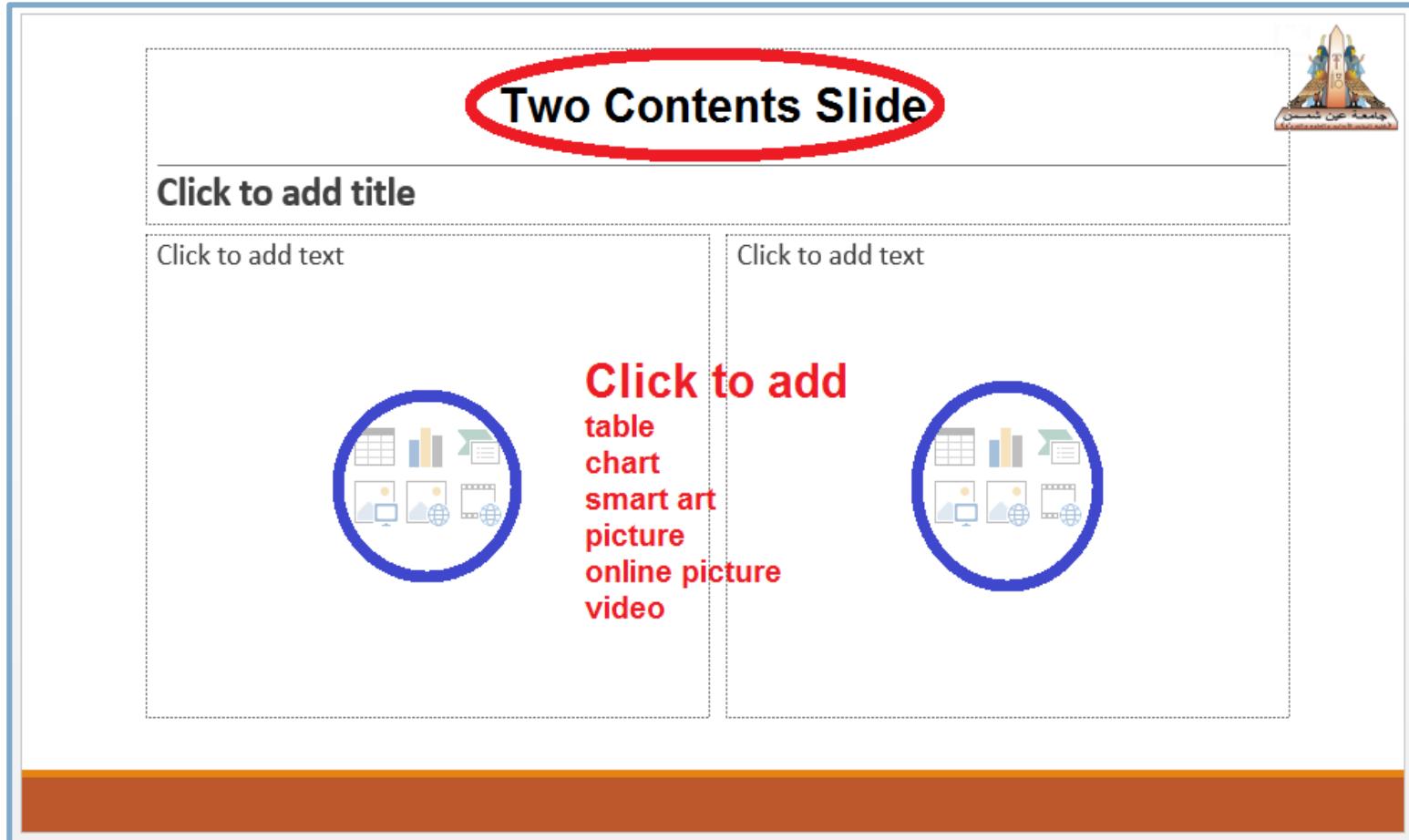
Two Contents Slide

Click to add title

Click to add text

Click to add text

Click to add
table
chart
smart art
picture
online picture
video



Two contents slide



احمد شوقي

أنساك يا مصر .. كيف القلب يسكنني
وكيف للروح أن تمضي عن الجسد !
أهواك عمرا جميلا لا يفارقني
وقصة من هوى تحيا إلى الأبد
يا مصر .. يا قبلة العشاق .. يا وطني
كل الأماني مضت .. وبقيت لي سndi
في القلب نبض وفي الأعماق أغنية
مهما رحلت سيبقى .. القلب في بلدي

Comparison Slide



Comparison Slide

Click to add title

CLICK TO ADD TEXT

Click to add text

CLICK TO ADD TEXT

Click to add text



Comparison

LUXOR



ASWAN





One content slide (EGYPT)

- Egypt (/ˈi:dʒɪpt/ (About this sound listen) EE-jipt; Arabic: مصر Miṣr, Egyptian Arabic: مصر Maṣr, Coptic: Kimi), officially the Arab Republic of Egypt, is a transcontinental country spanning the northeast corner of Africa and southwest corner of Asia by a land bridge formed by the Sinai Peninsula. Egypt is a Mediterranean country bordered by the Gaza Strip and Israel to the northeast, the Gulf of Aqaba to the east, the Red Sea to the east and south, Sudan to the south, and Libya to the west. Across the Gulf of Aqaba lies Jordan, and across from the Sinai Peninsula lies Saudi Arabia, although Jordan and Saudi Arabia do not share a land border with Egypt.

One content slide



Reuse slides

Screenshot of Microsoft PowerPoint showing the "Reuse Slides" feature.

The ribbon is visible with the "HOME" tab selected. In the "Clipboard" group, the "New Slide" button is highlighted with a blue oval, and the "Reuse Slides..." option is highlighted with a green oval.

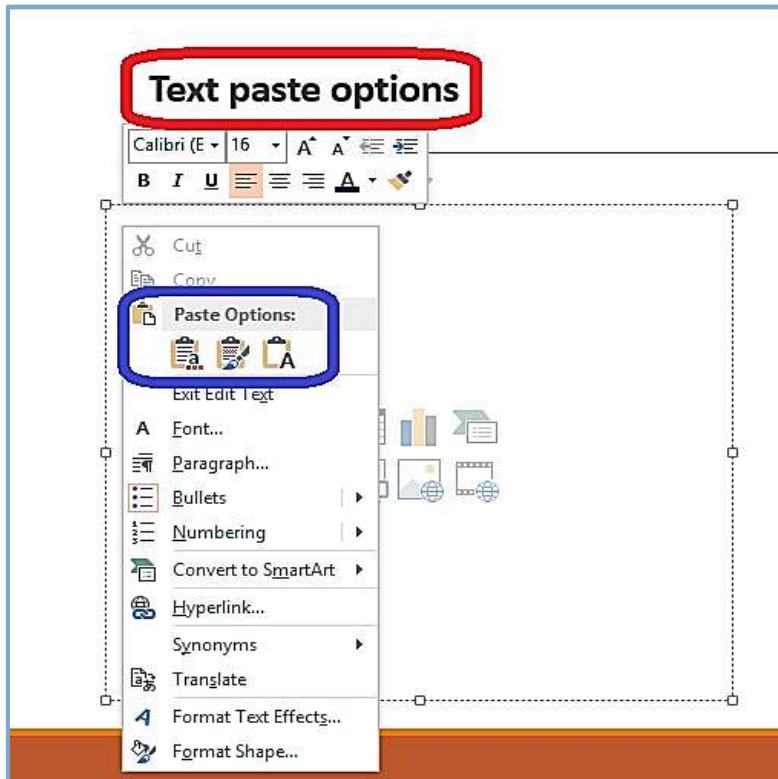
The "Reuse Slides" dialog box is open, showing a "Browse" button and a file list. The file list is organized by name and includes the following files:

Name	Date modified	Type	Size
AAS	5/7/2017 7:25 PM	Microsoft PowerPoint Presentation	12,611
CHNS	5/7/2017 9:48 PM	Microsoft PowerPoint Presentation	8,893
DMA	5/31/2017 12:37 AM	Microsoft PowerPoint Presentation	20,237
FTIR	5/17/2017 4:54 AM	Microsoft PowerPoint Presentation	9,466
Gas Analysis using FTIR	4/16/2017 9:25 AM	Microsoft PowerPoint Presentation	12,710
Gas Chromatograph	4/28/2017 1:09 AM	Microsoft PowerPoint Presentation	13,143
HPLC system selection	4/15/2017 12:04 AM	Microsoft PowerPoint Presentation	16,970
HPLC	4/6/2017 3:59 AM	Microsoft PowerPoint Presentation	7,795
ICP - ICP MS Comparison	6/10/2017 5:05 PM	Microsoft PowerPoint Presentation	10,329
ICP MS	6/10/2017 8:28 PM	Microsoft PowerPoint Presentation	21,533
ICP QC Protocol	5/15/2017 5:30 AM	Microsoft PowerPoint Presentation	1,923
ICP	5/12/2017 4:13 AM	Microsoft PowerPoint Presentation	16,027
ICP-AAS Comparison	5/2/2017 6:12 PM	Microsoft PowerPoint Presentation	14,816

At the bottom of the dialog box, there is a "File name:" dropdown, a "Tools" button, and "Open" and "Cancel" buttons.

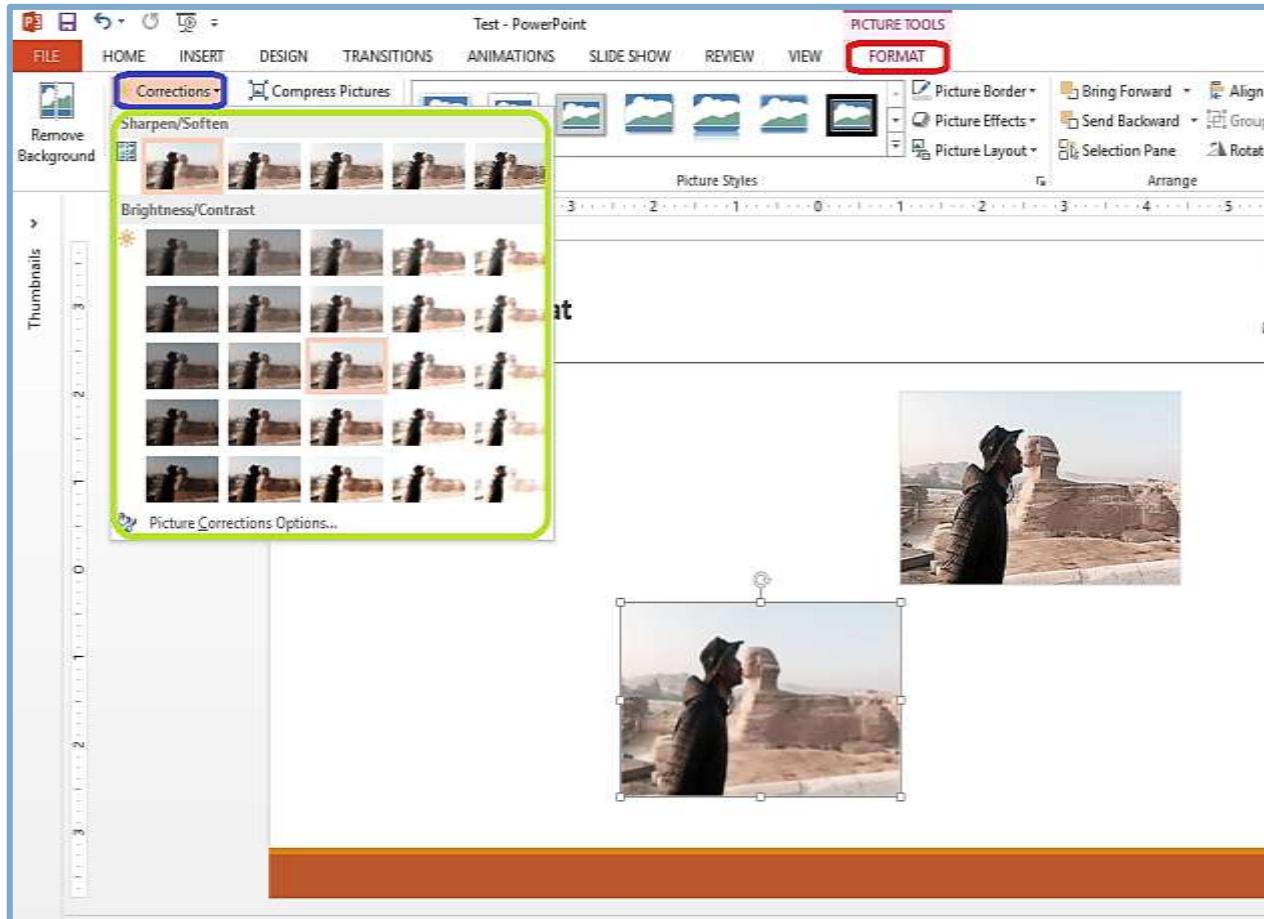
Text paste options

- The text paste option has three options:
- Use destination themes.
- Keep source formatting
- Keep text only (formatting according master slide)



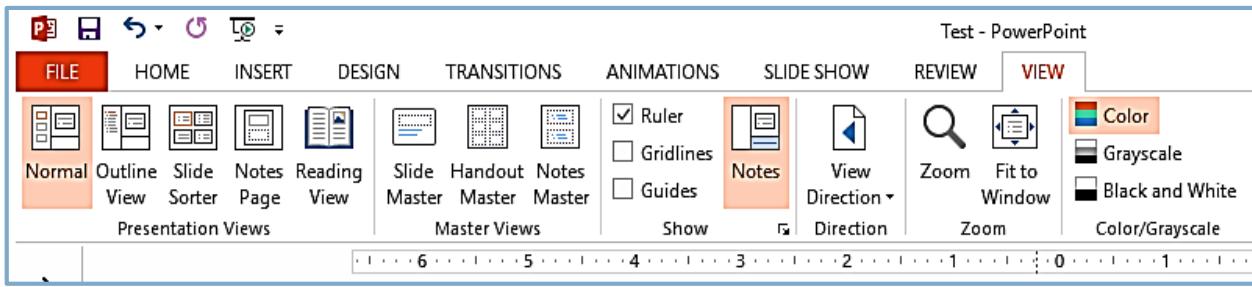
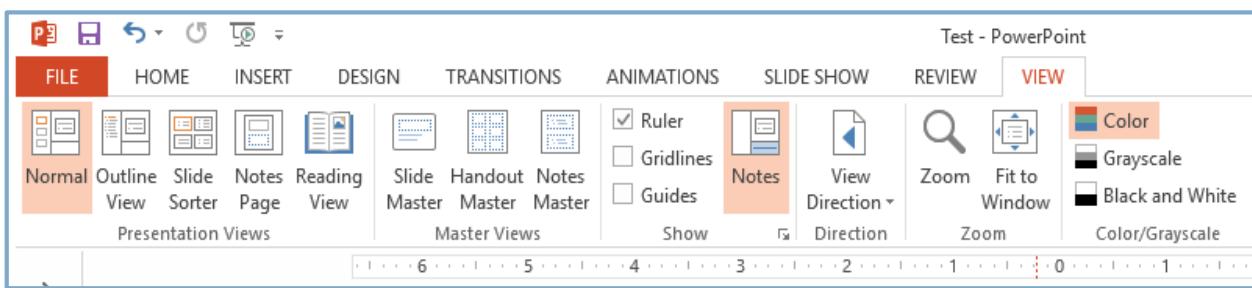
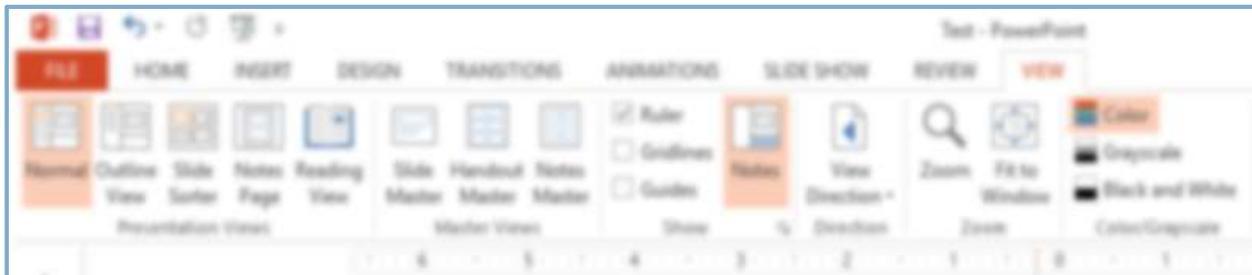
Pictures format

1. Picture Correction



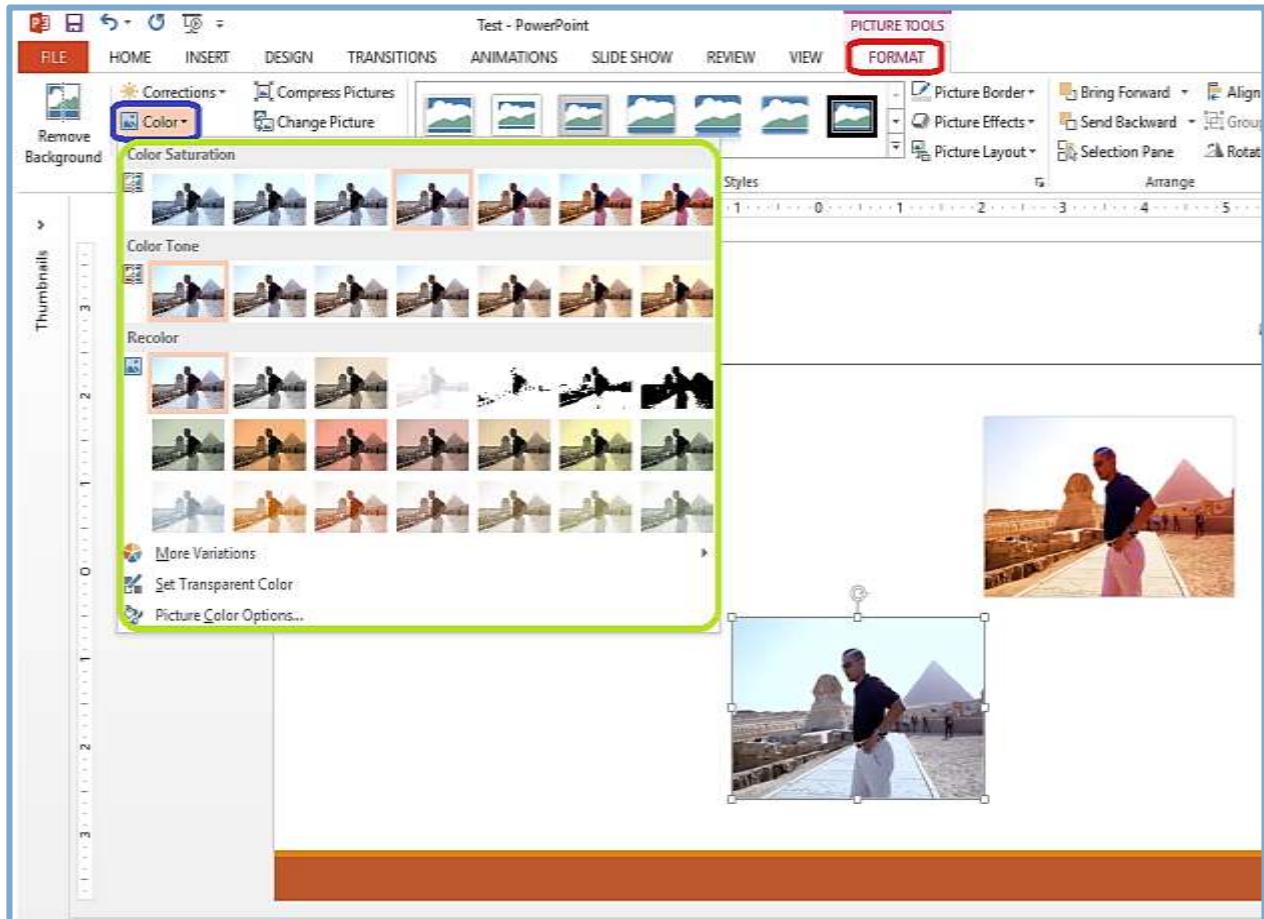
Pictures format

1. Picture Correction



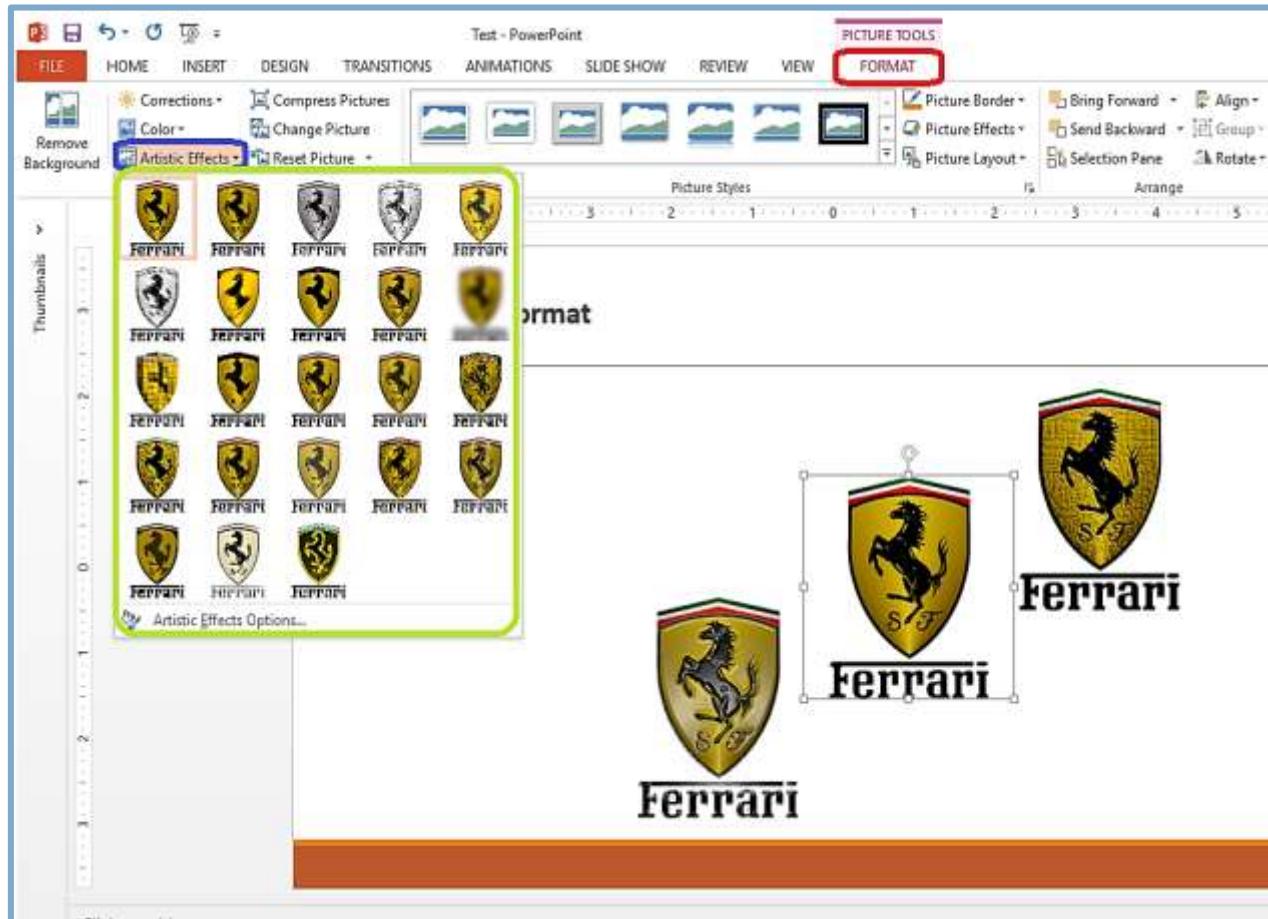
Pictures format

2. Picture colors



Pictures format

3. Artistic effect



Pictures format

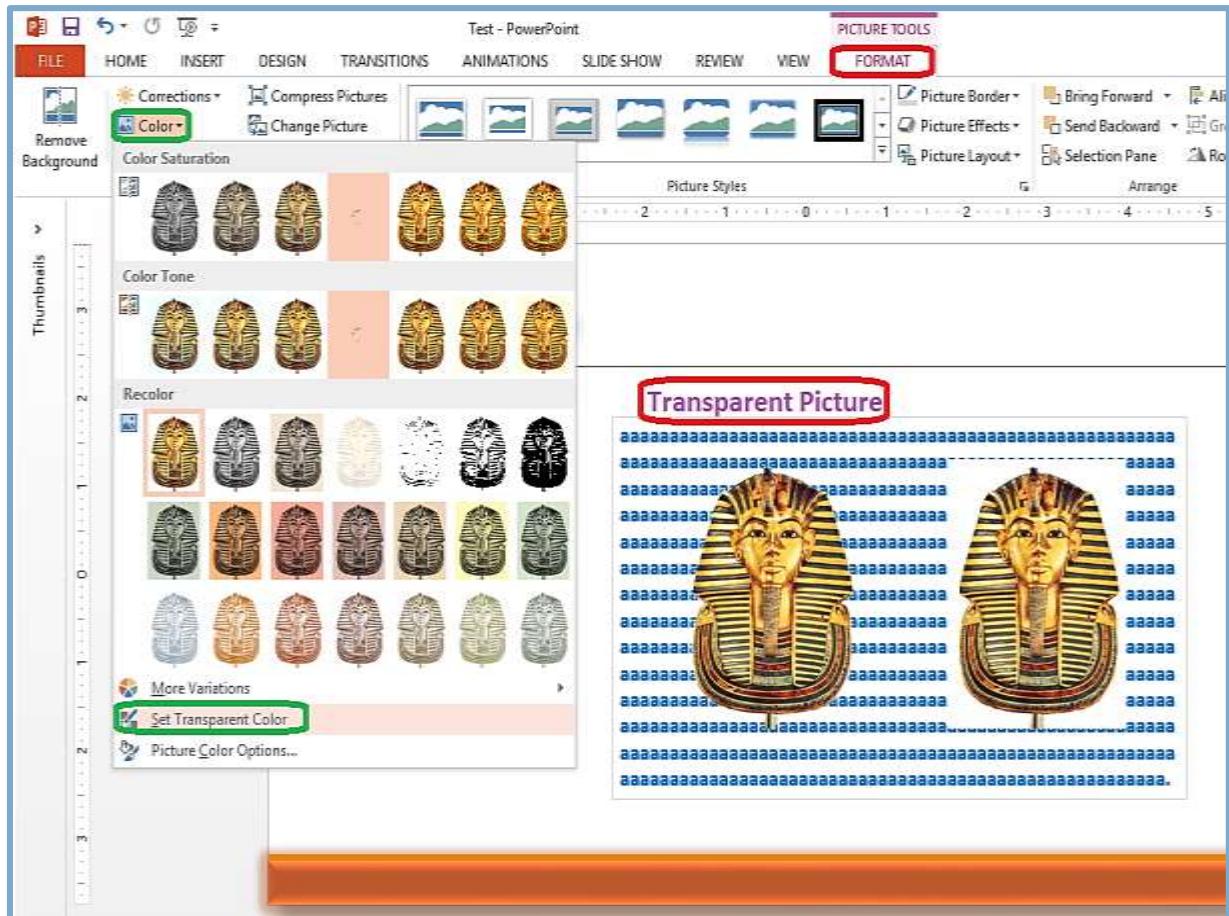
4. Pictures arrange

Screenshot of Microsoft PowerPoint showing the 'PICTURE TOOLS' tab selected in the ribbon. The 'FORMAT' tab is highlighted with a red box. A green box highlights the 'Align' dropdown menu, which is open, showing options like Align Left, Align Center, Align Right, Align Top, Align Middle, Align Bottom, Distribute Horizontally, Distribute Vertically, Align to Slide, and Align Selected Objects.

The slide content includes a title 'Pictures format' and a collection of six sports cars arranged in two rows of three. The left side of the slide features a vertical stack of thumbnail previews for other slides, numbered 23 through 28. The preview for slide 27 shows a small image of the cars, while the others show various document or presentation thumbnails.

Pictures format

5. Pictures transparency

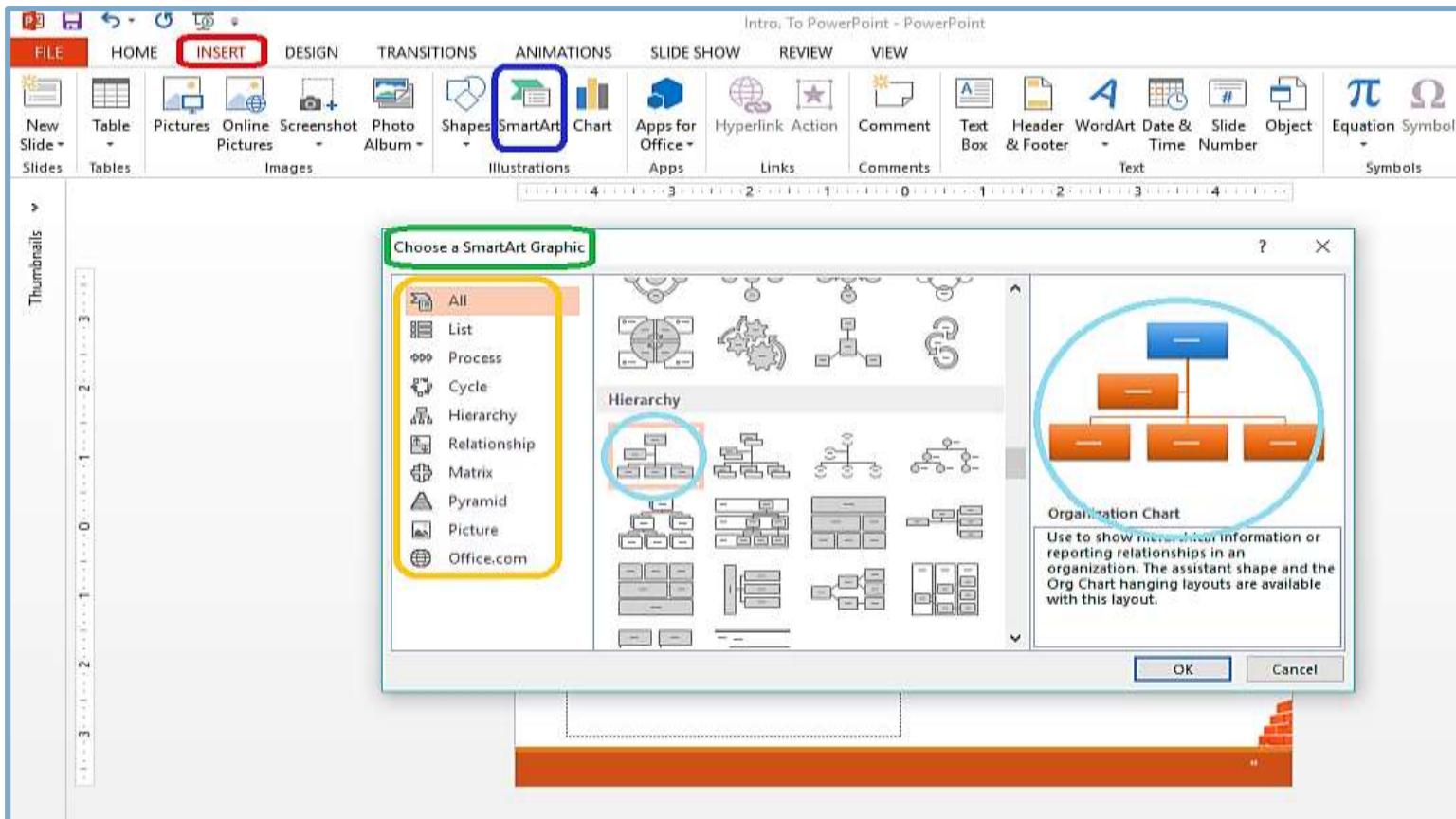


Insert



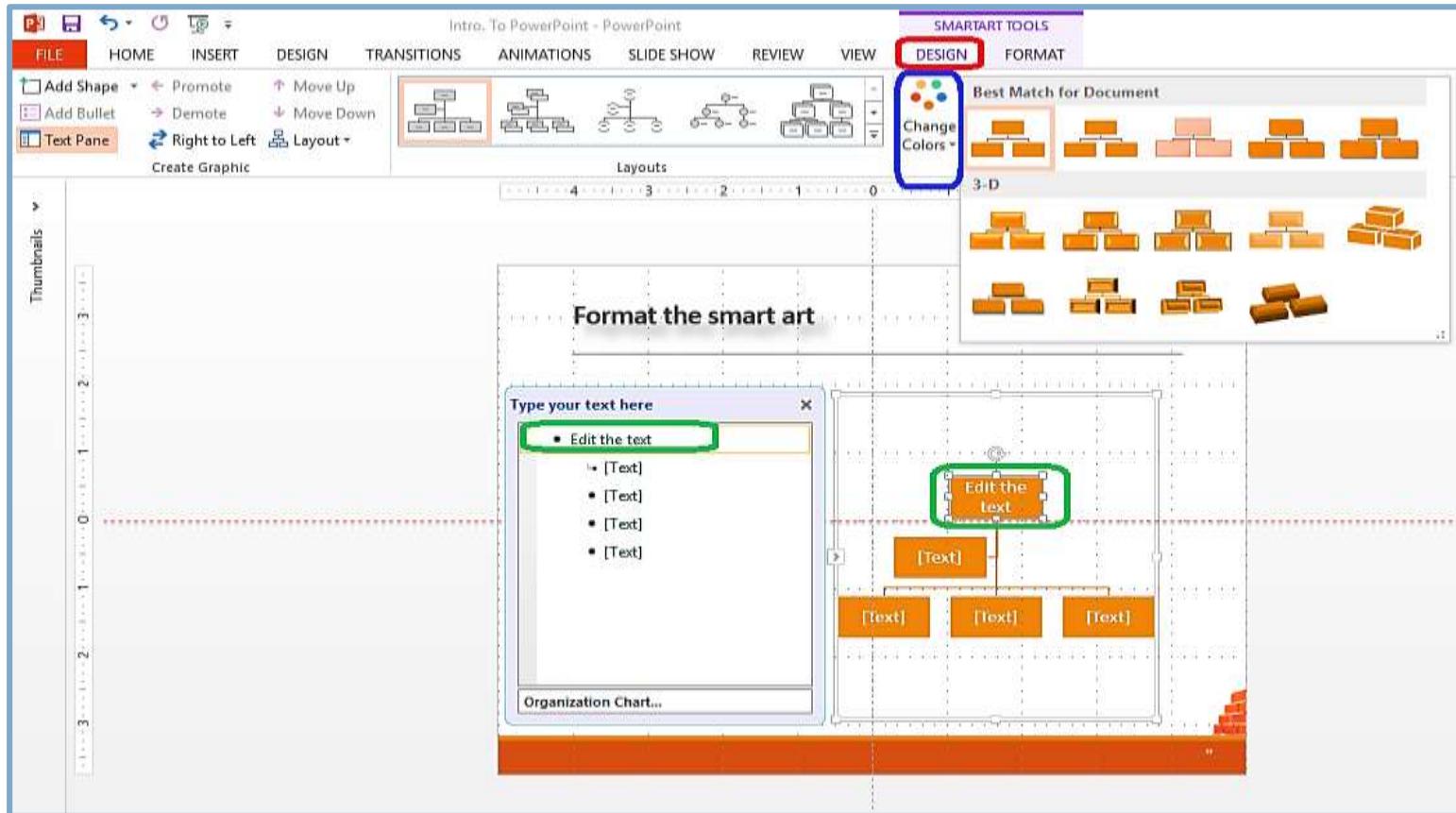
1. Smart art

Intro, To PowerPoint - PowerPoint



The screenshot shows the Microsoft PowerPoint ribbon with the 'INSERT' tab highlighted. In the 'Illustrations' group, the 'SmartArt' icon is circled in blue. A callout bubble points to the 'Choose a SmartArt Graphic' dialog box. The left pane of the dialog box is titled 'All' and lists categories: List, Process, Cycle, Hierarchy, Relationship, Matrix, Pyramid, Picture, and Office.com. The 'Hierarchy' category is expanded, showing various organizational chart layouts. One specific layout, labeled 'Organization Chart', is highlighted with a red circle and a detailed description box. The description box states: 'Use to show hierarchical information or reporting relationships in an organization. The assistant shape and the Org Chart hanging layouts are available with this layout.' At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.

Design the smart art



The screenshot shows a Microsoft PowerPoint slide titled "Format the smart art". The slide contains a bulleted list: "Edit the text", "[Text]", "[Text]", "[Text]", and "[Text]". A green box highlights the first bullet point, "Edit the text". The "SmartArt Tools" ribbon tab is selected, indicated by a red box around the "DESIGN" tab. A blue box highlights the "Change Colors" button in the ribbon's far-right section.

SmartArt Tools

DESIGN

FORMAT

Change Colors

Best Match for Document

3-D

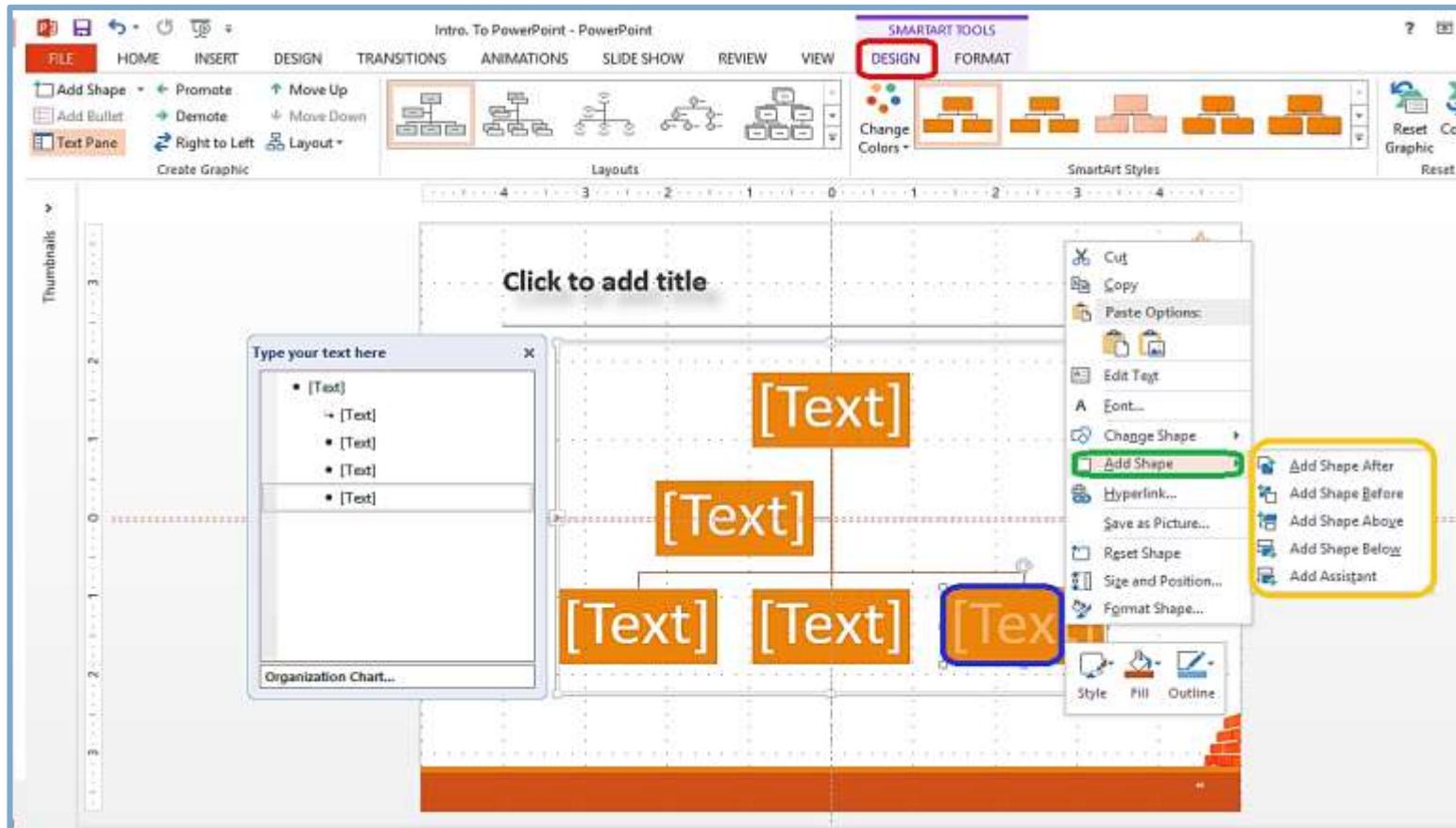
Format the smart art

Type your text here

- Edit the text
- [Text]
- [Text]
- [Text]
- [Text]

Organization Chart...

Add shape



The screenshot shows a Microsoft PowerPoint slide titled "Intro. To PowerPoint - PowerPoint". The slide contains an organization chart with five orange rounded rectangular boxes labeled "[Text]". A context menu is open over the bottom-right box, with the "Add Shape" option highlighted by a green box. A yellow box highlights the "Add Shape After" option in the submenu. The "DESIGN" tab is selected in the ribbon.

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW

SMARTART TOOLS DESIGN FORMAT

Change Colors SmartArt Styles

Cut Copy Paste Options

Edit Text Font...

Change Shape Add Shape

Hyperlink... Save as Picture... Reset Shape

Size and Position... Format Shape...

Add Shape After Add Shape Before Add Shape Above Add Shape Below Add Assistant

Style Fill Outline

2. Chart

Screenshot of Microsoft PowerPoint showing the process of inserting a chart.

The ribbon menu is visible with the **INSERT** tab highlighted (circled in red).

The **Chart** icon in the **Illustrations** group is selected (circled in blue).

The **Insert Chart** dialog box is open, showing the **Clustered Column - Line** chart type (circled in orange).

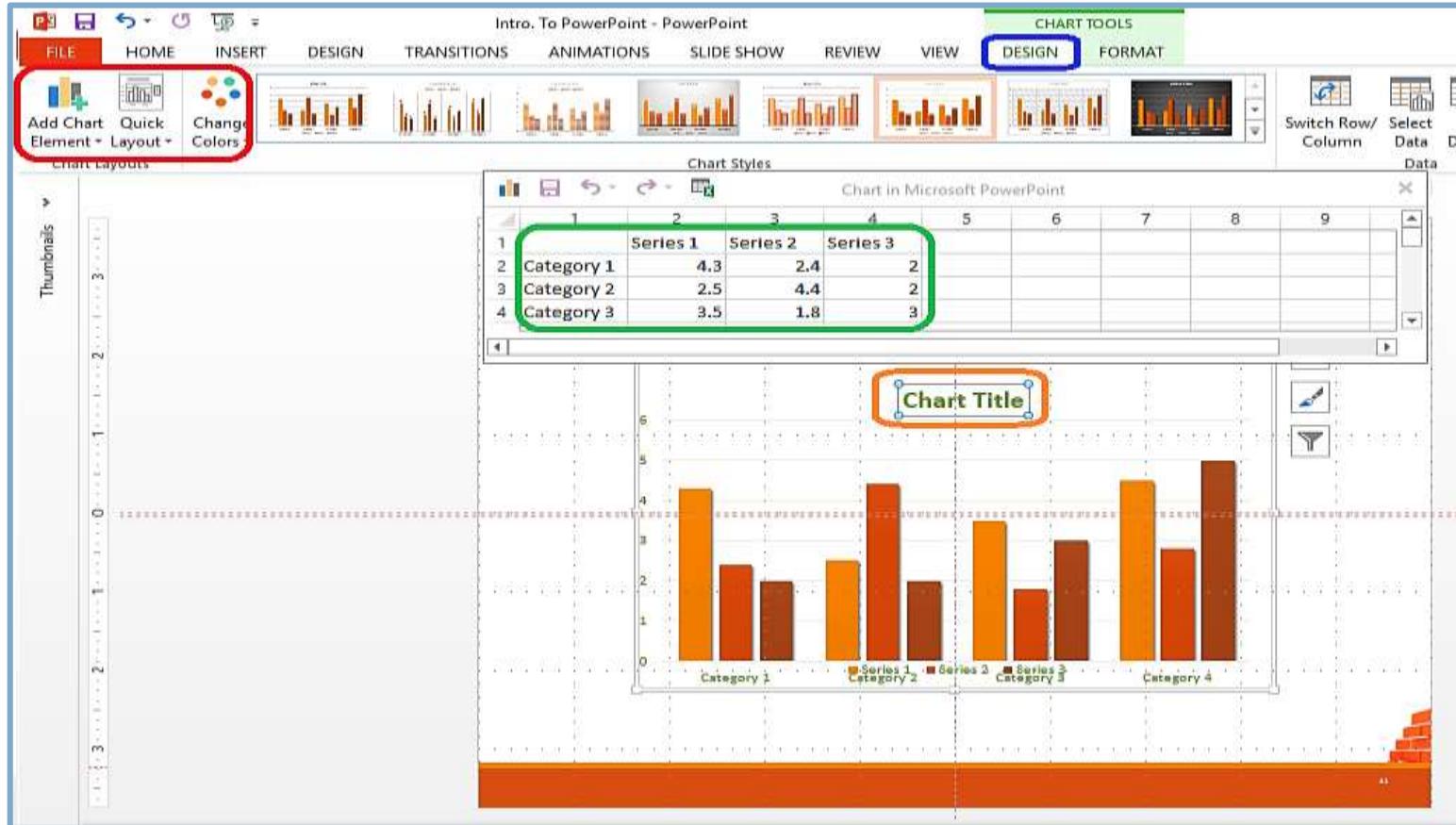
The chart preview shows three data series: Series1 (orange bars), Series2 (red bars), and Series3 (blue line).

The chart data is as follows:

Category	Series1	Series2	Series3
Category 1	4.2	2.5	
Category 2	2.8	4.5	
Category 3	3.5	1.8	
Category 4	4.5	2.8	

The dialog box also includes settings for **Chart Title**, **Secondary Axis**, and buttons for **OK** and **Cancel**.

Chart formatting



The screenshot shows a Microsoft PowerPoint slide titled "Intro. To PowerPoint - PowerPoint". The ribbon is visible at the top with tabs: FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, SLIDE SHOW, REVIEW, VIEW, CHART TOOLS (highlighted in blue), DESIGN (highlighted in red), and FORMAT. On the left, there's a "Chart Layouts" section with three buttons: "Add Chart Element", "Quick Layout", and "Change Colors" (all highlighted with red circles). The main area displays a bar chart with three series: Series 1 (orange), Series 2 (dark orange), and Series 3 (brown). The chart has four categories labeled "Category 1" through "Category 4". A green box highlights the first row of a data grid above the chart, which contains the following data:

	Series 1	Series 2	Series 3
1			
2 Category 1	4.3	2.4	2
3 Category 2	2.5	4.4	2
4 Category 3	3.5	1.8	3

A green box also highlights the "Chart Title" text box, which is currently empty.

Other facilities





Slides transitions

Screenshot of the Microsoft PowerPoint 'Test - PowerPoint' window showing the 'TRANSITIONS' tab selected in the ribbon.

The 'TRANSITIONS' tab is highlighted with a red box. The 'Effect Options' group on the right shows the following settings:

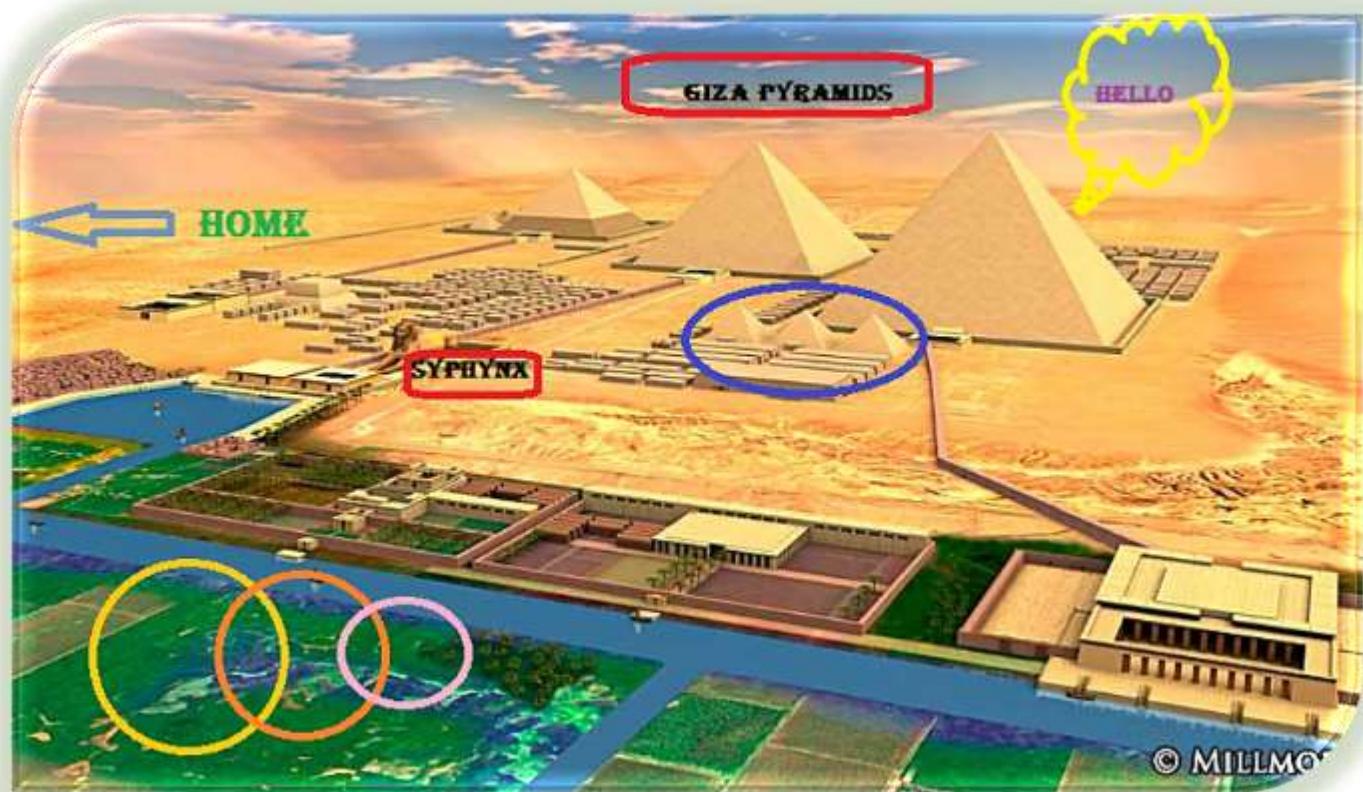
- Sound: [No Sound]
- Duration: 02.00
- On Mouse Click:
- After: 00:00.00
- Apply To All

The transition library is organized into categories:

- Subtle**: Includes None, Cut, Fade, Push, Wipe, Split, Reveal, Random Bars, and Shape.
- Exciting**: Includes Uncover, Cover, Flash, Fall Over, Drape, Curtains, Wind, Prestige, Fracture, Crush, Peel Off, Page Curl, Airplane, Origami, Dissolve, Checkerboa..., Blinds, Clock, Ripple, Honeycomb, Glitter, Vortex, Shred, Switch, Flip, Gallery, Cube, Doors, Box, Comb, Zoom, Random.
- Dynamic Content**: Includes Pan, Ferris Wheel, Conveyor, Rotate, Window, Orbit, Fly Through.

A green box highlights the 'Subtle' category, another green box highlights the 'Exciting' category, and a blue box highlights the 'Effect Options' group.

Paint usage



Printing options

Test - PowerPoint

8/10/2017

Print

Copies: 1

Print

Printer: Microsoft Print to PDF Ready

Printer Properties

Settings

Print All Slides: Print entire presentation

Slides: 3 Slides

Handouts (3 slides per page)

Collated: 1,2,3 1,2,3

Portrait Orientation

Color

Print Layout

Full Page Slides Notes Pages Outline

Handouts

1 Slide 2 Slides 3 Slides (highlighted with a red box)

4 Slides Horizontal 6 Slides Horizontal 9 Slides Horizontal

4 Slides Vertical 6 Slides Vertical 9 Slides Vertical

Frame Slides

Scale to Fit Paper

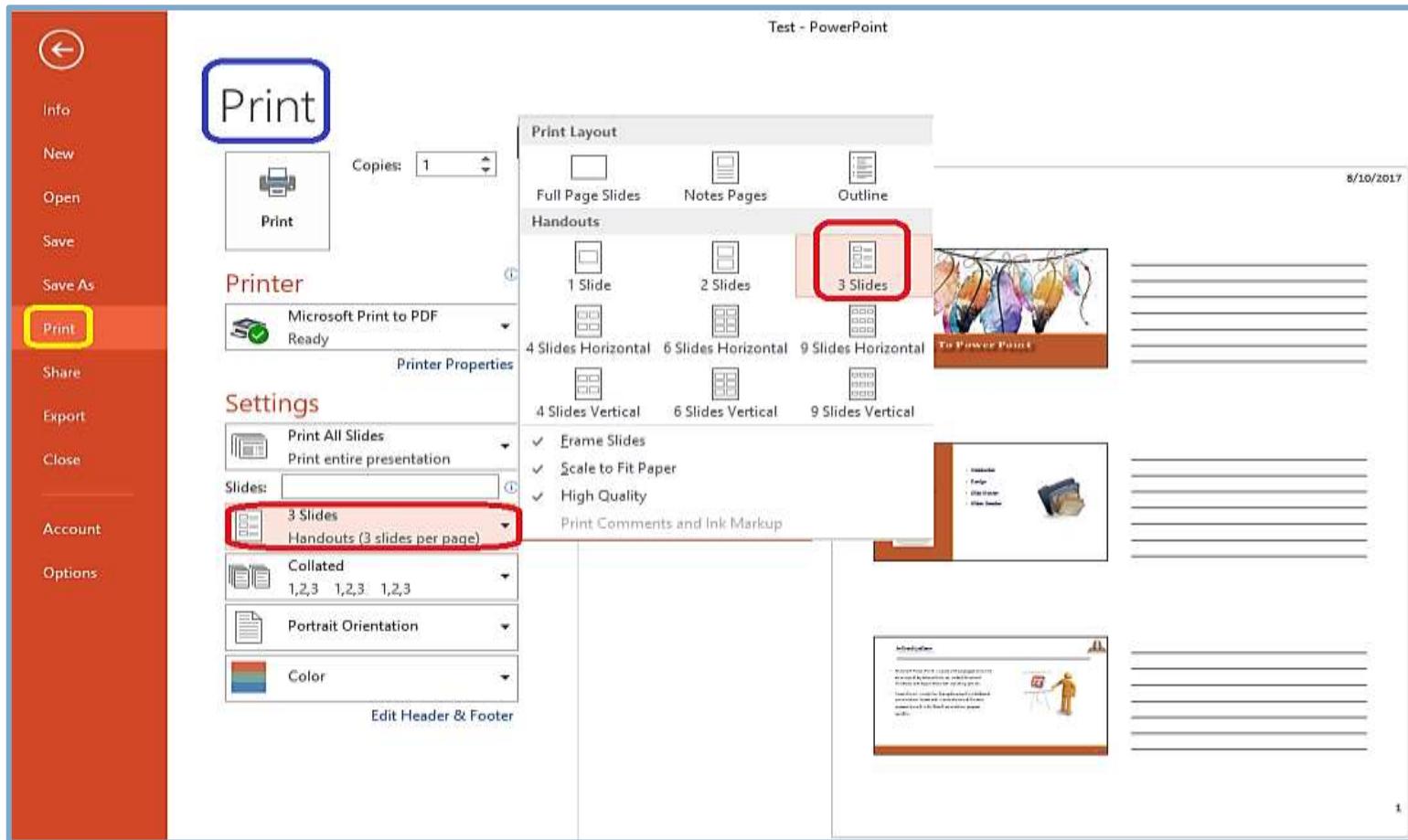
High Quality

Print Comments and Ink Markup

Information

Print Preview

1



Thanks



Salma / Gamal A. Hamid