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**

Microsoft

Contents

- Introduction
- Design
- Slide Master
- Slides Creation
- Other Facilities

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.

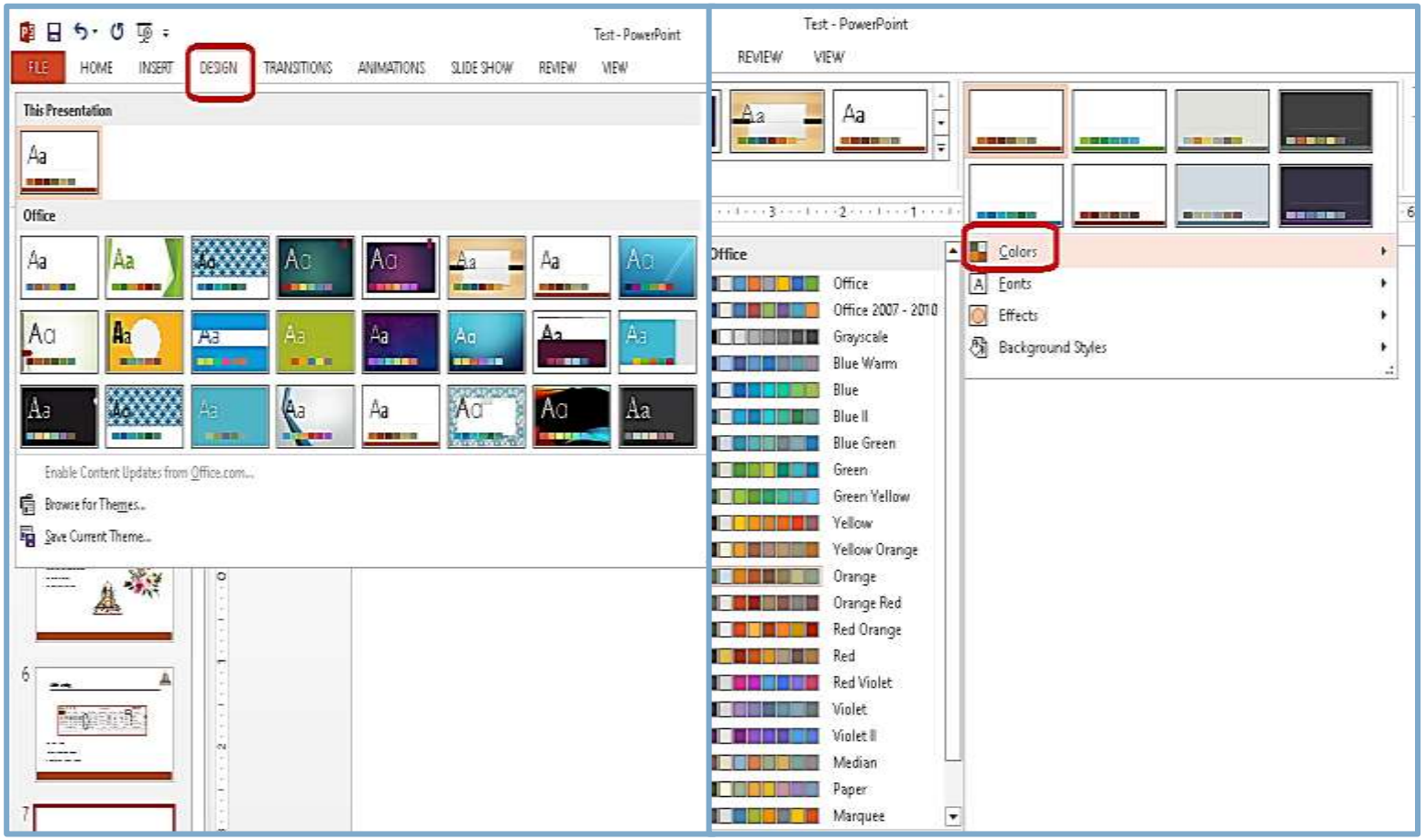
Design

Design selection

Click to add first slide

Design Matching Subject

Design themes and Colors



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

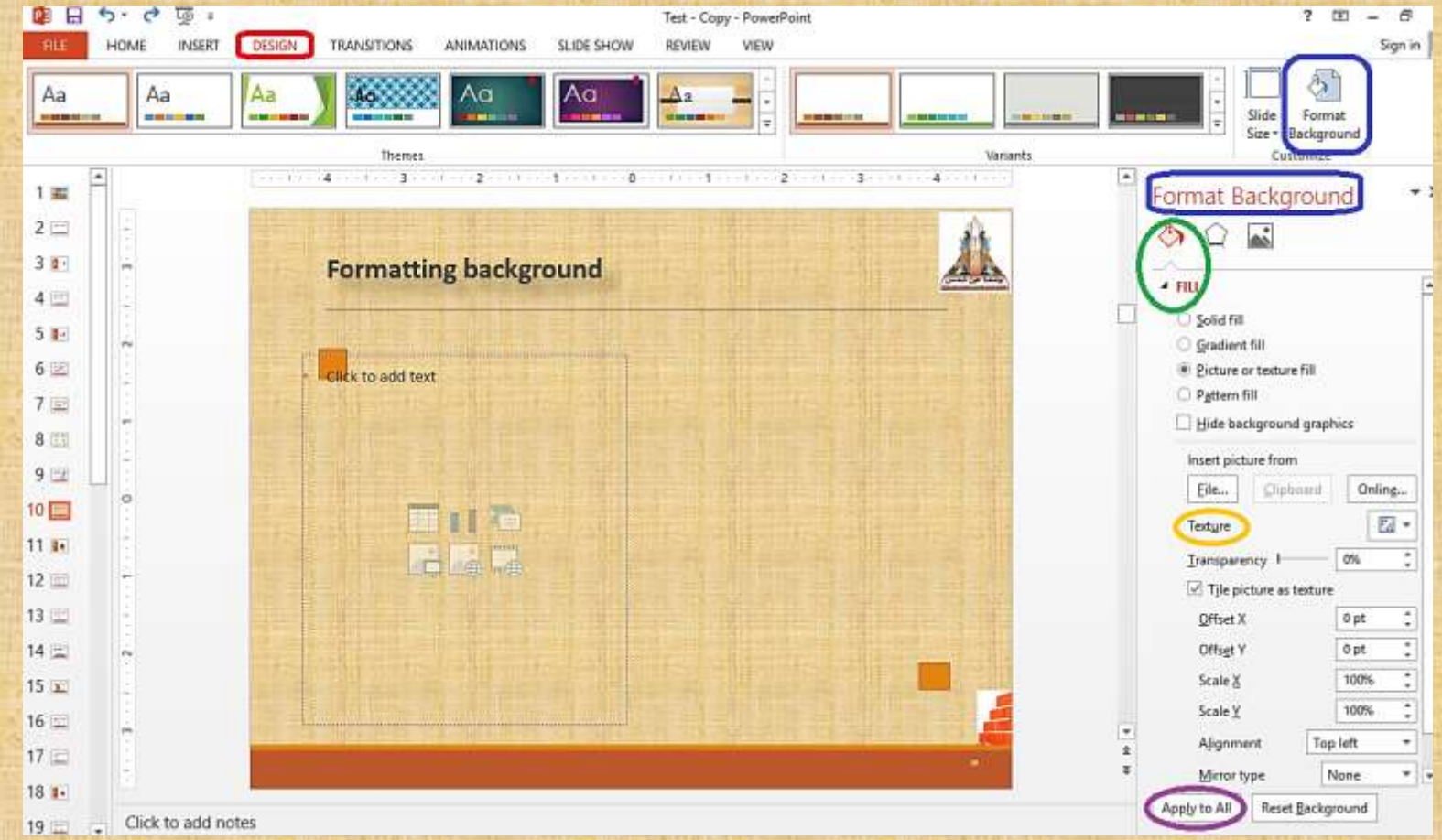
- Changing of background

  View – Slide master – first slide – Add your background

- Add pictures to be in some slides

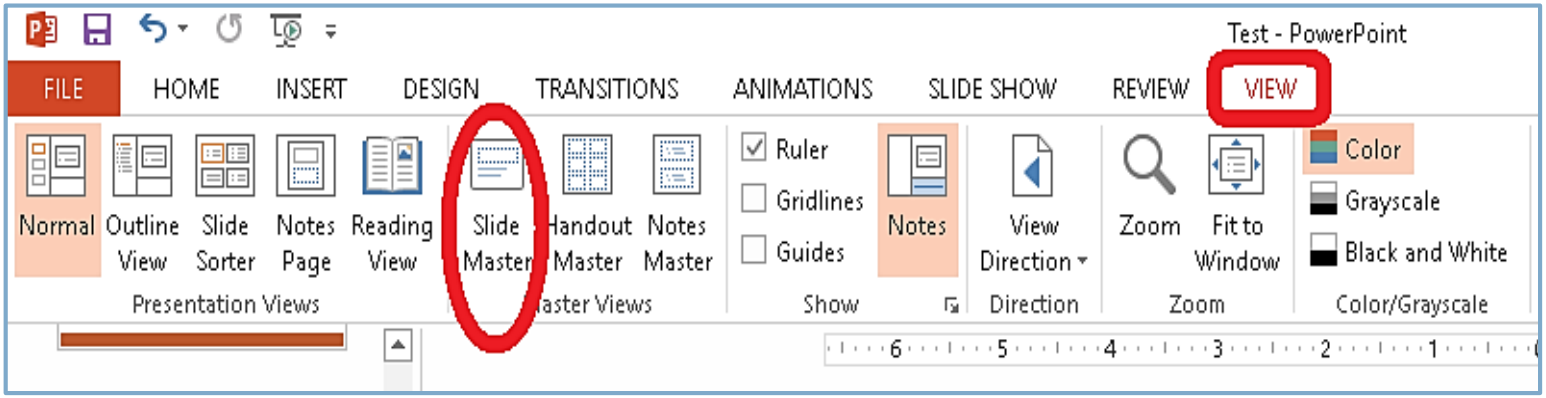
  View – Slide master – select a slide – paste the picture

Formatting background



Slide Master

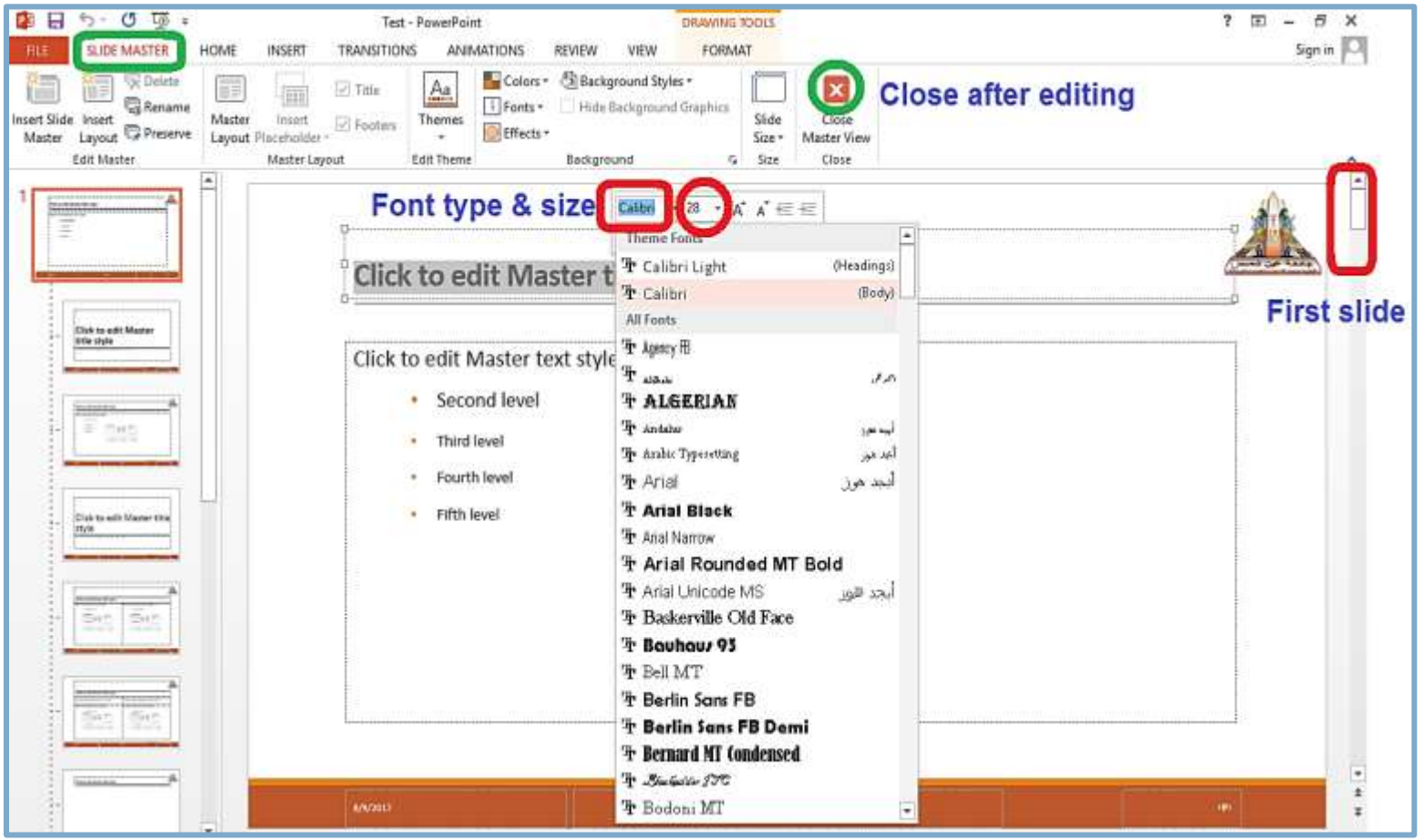
Slide master



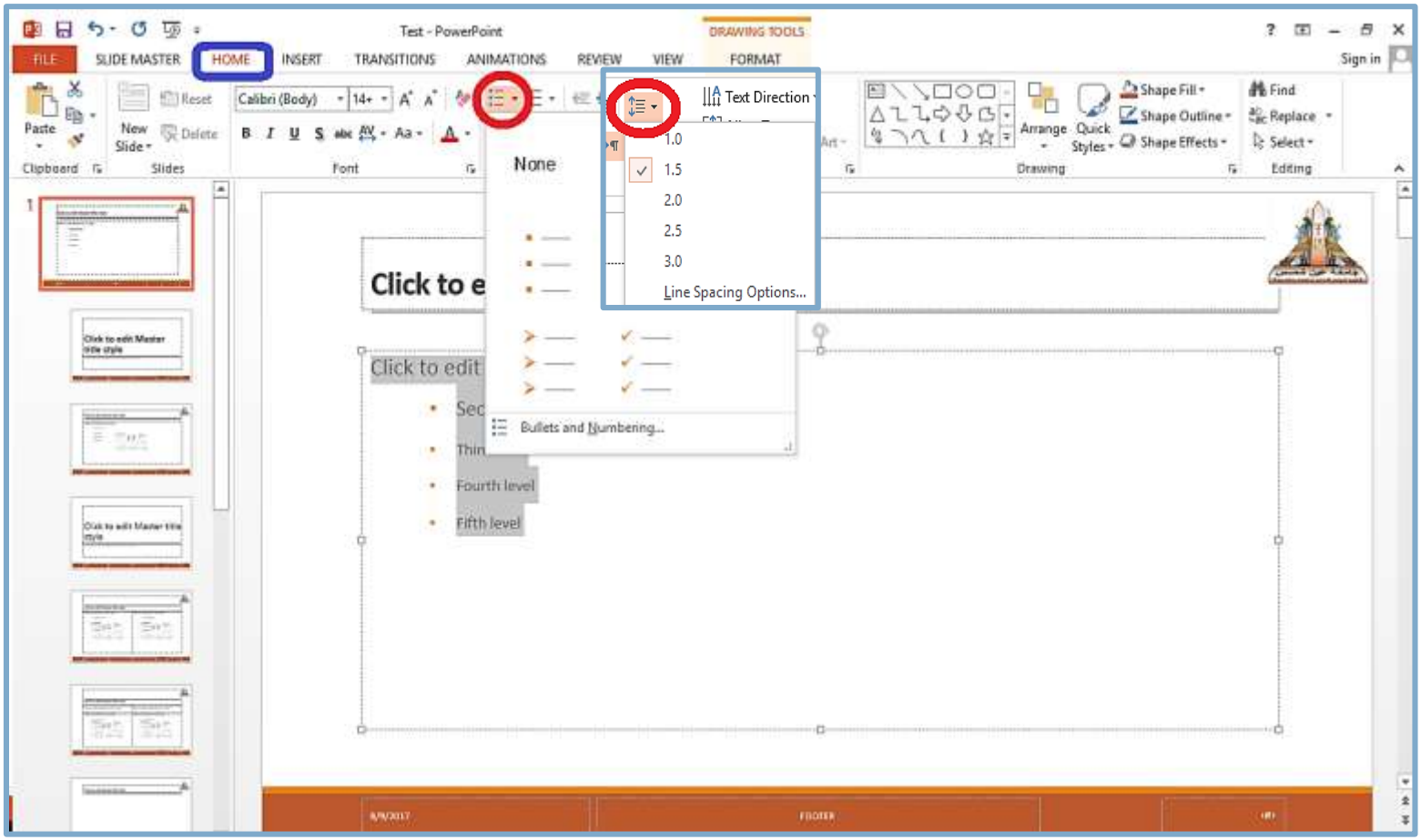
It is a good idea to edit your slide master and layouts before you start to create individual slides.

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

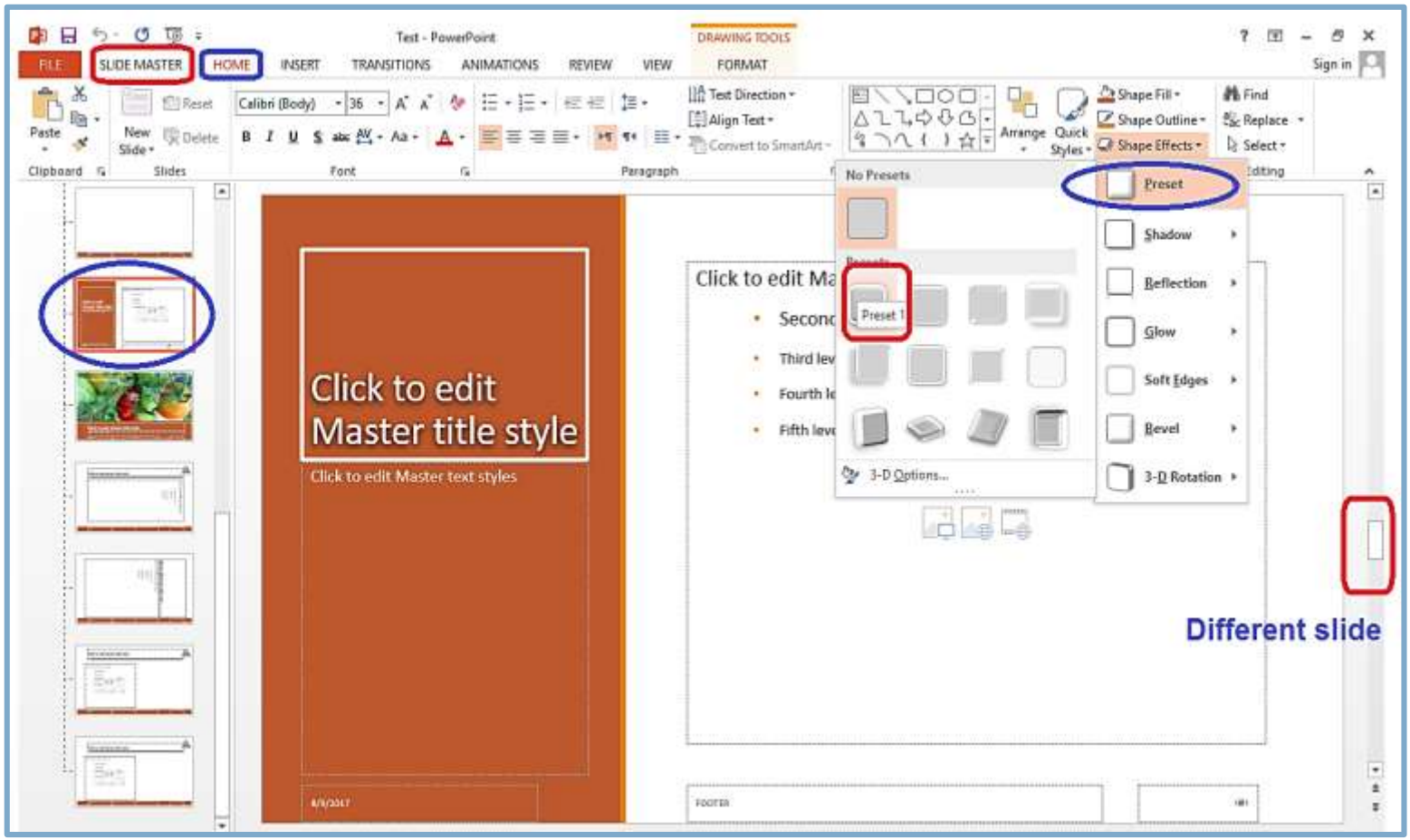
Editing font type and size



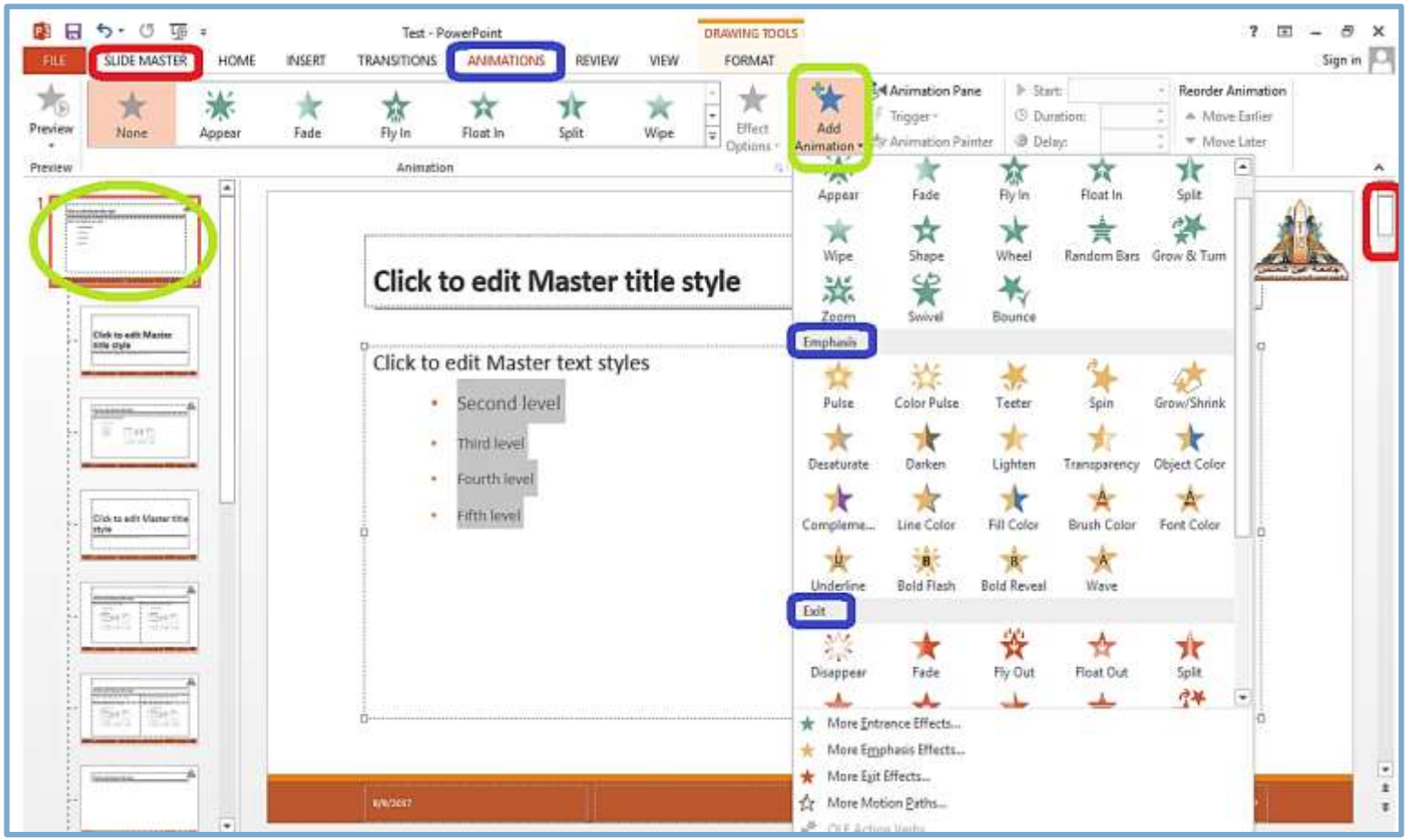
Editing bullets and spacing



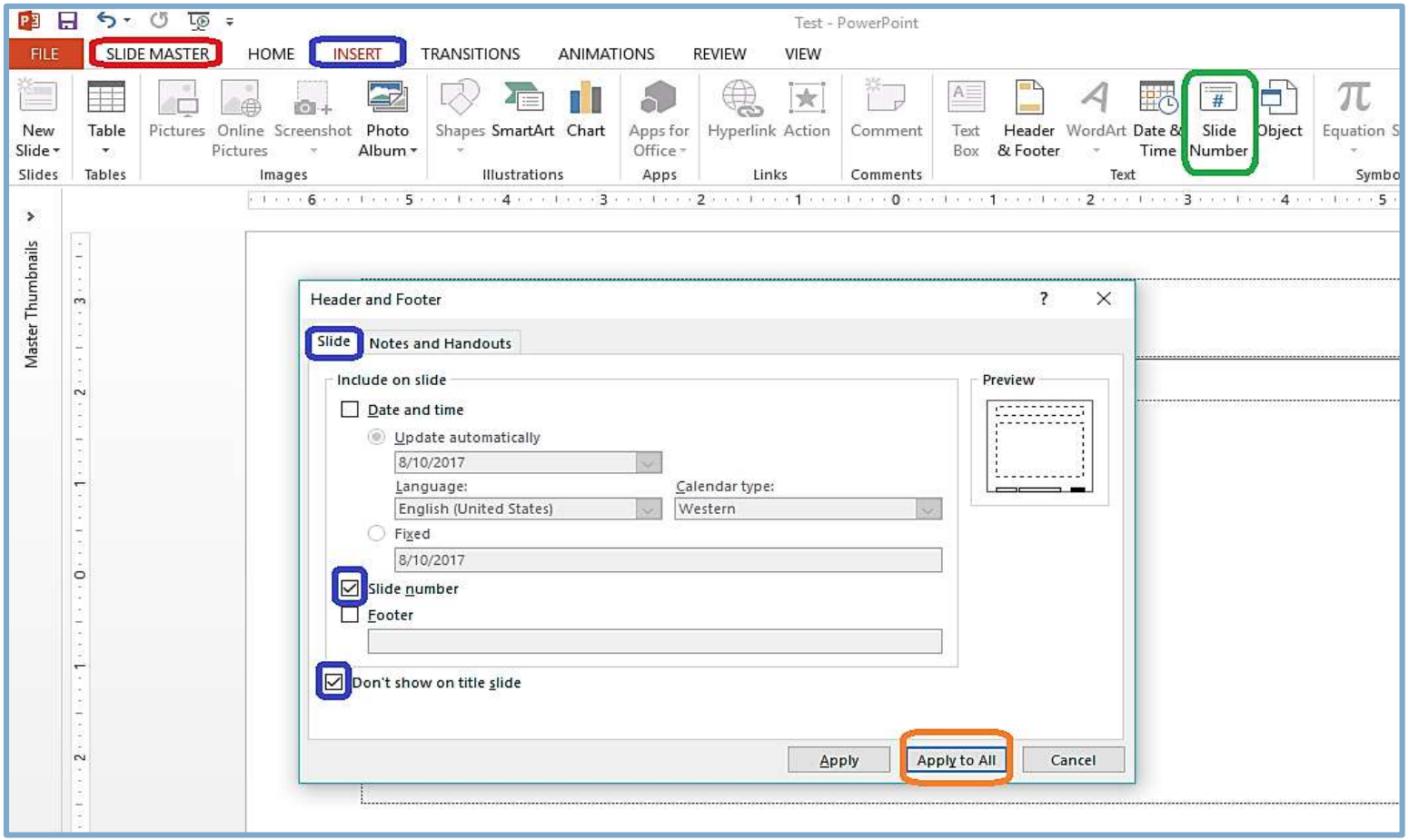
Special Format for different slide



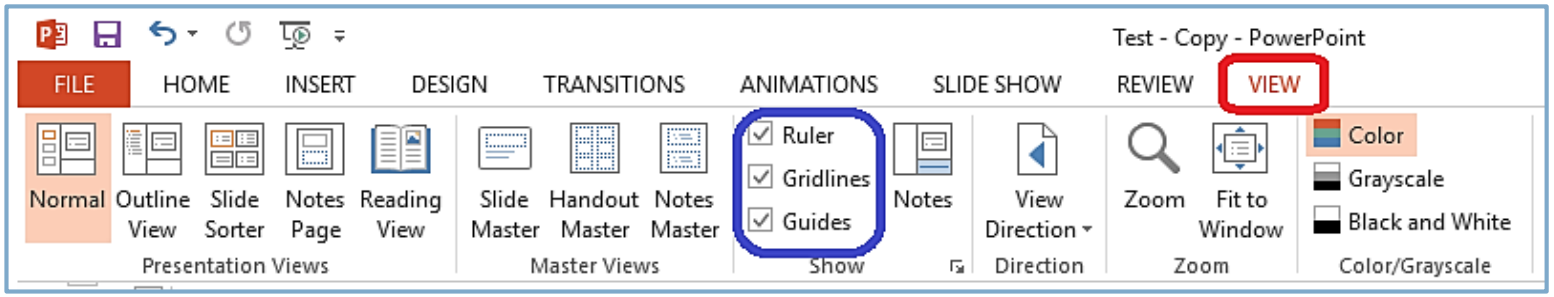
Animation for text and picture



Slide number

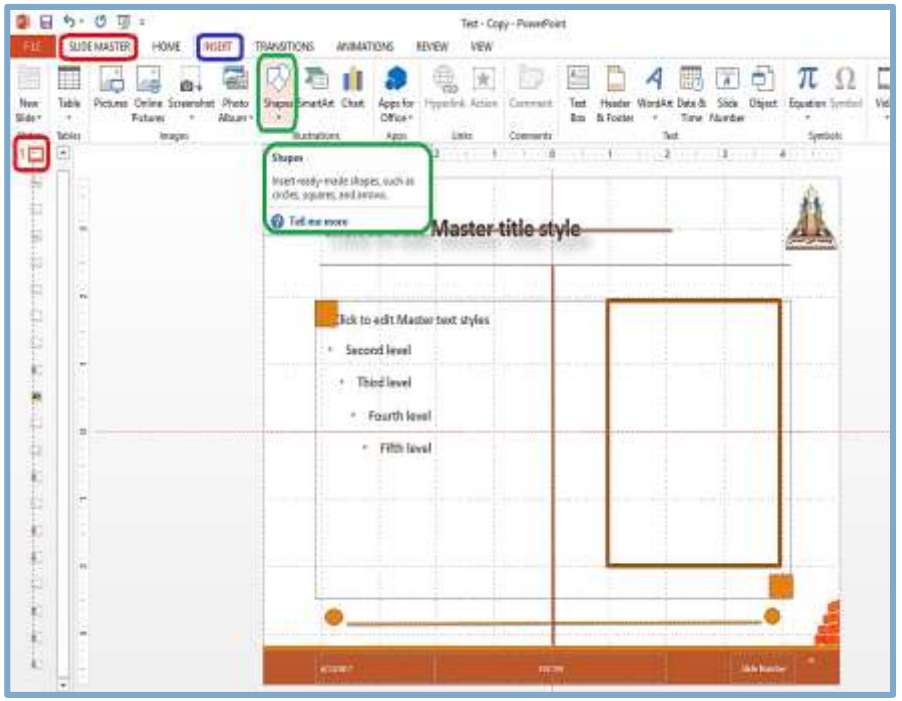


Texts and pictures layout



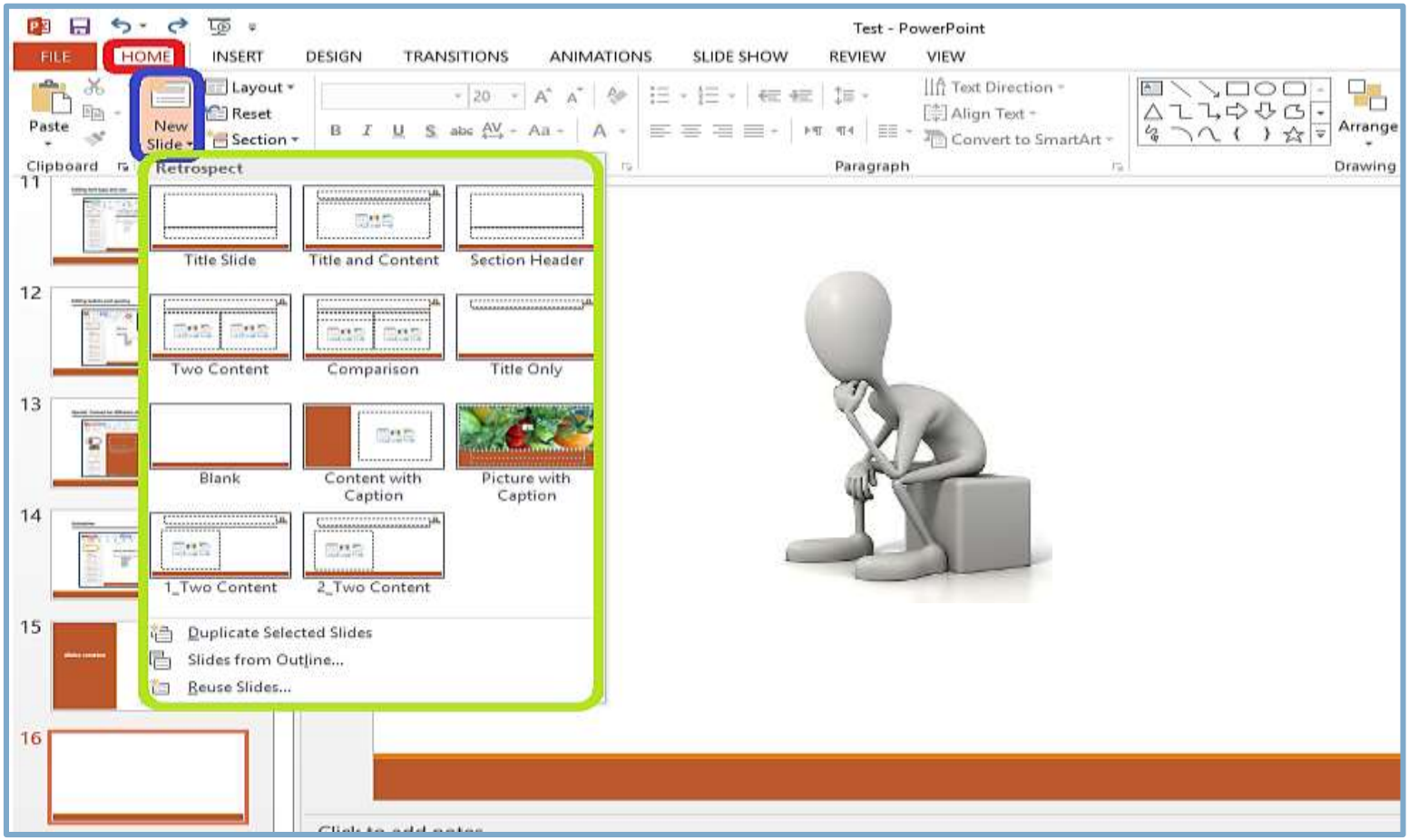
Select ;

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



Slides Creation

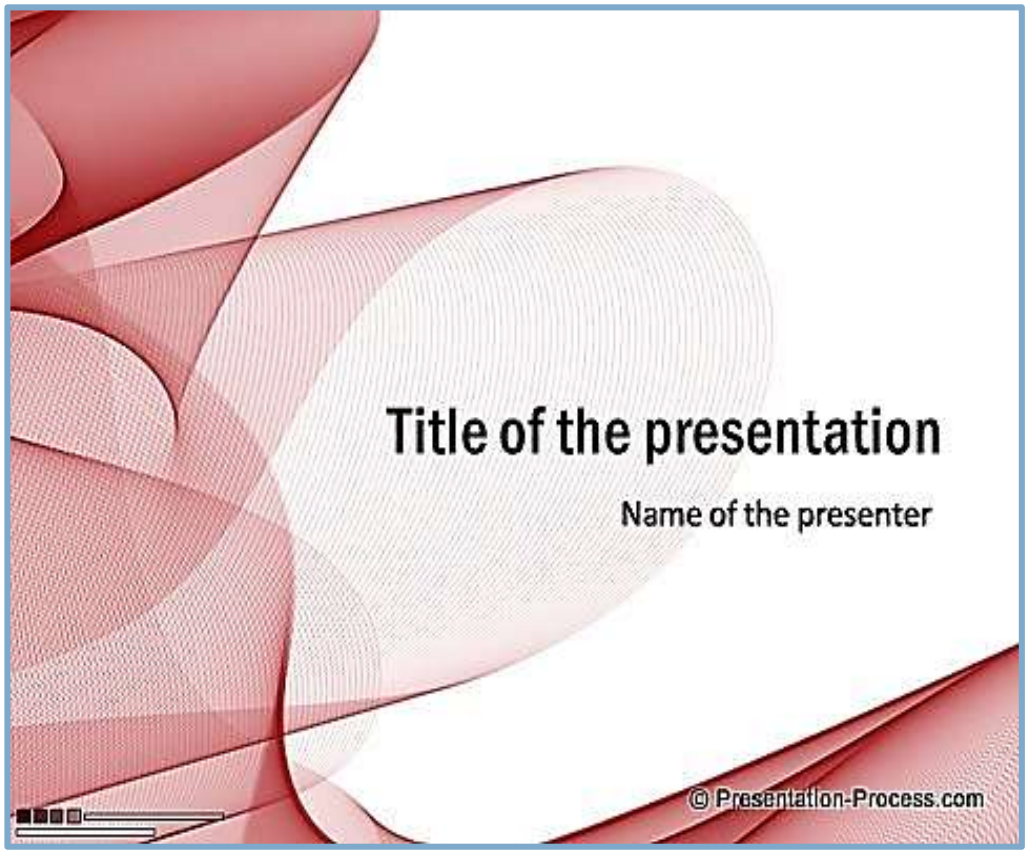
Slides layout selection



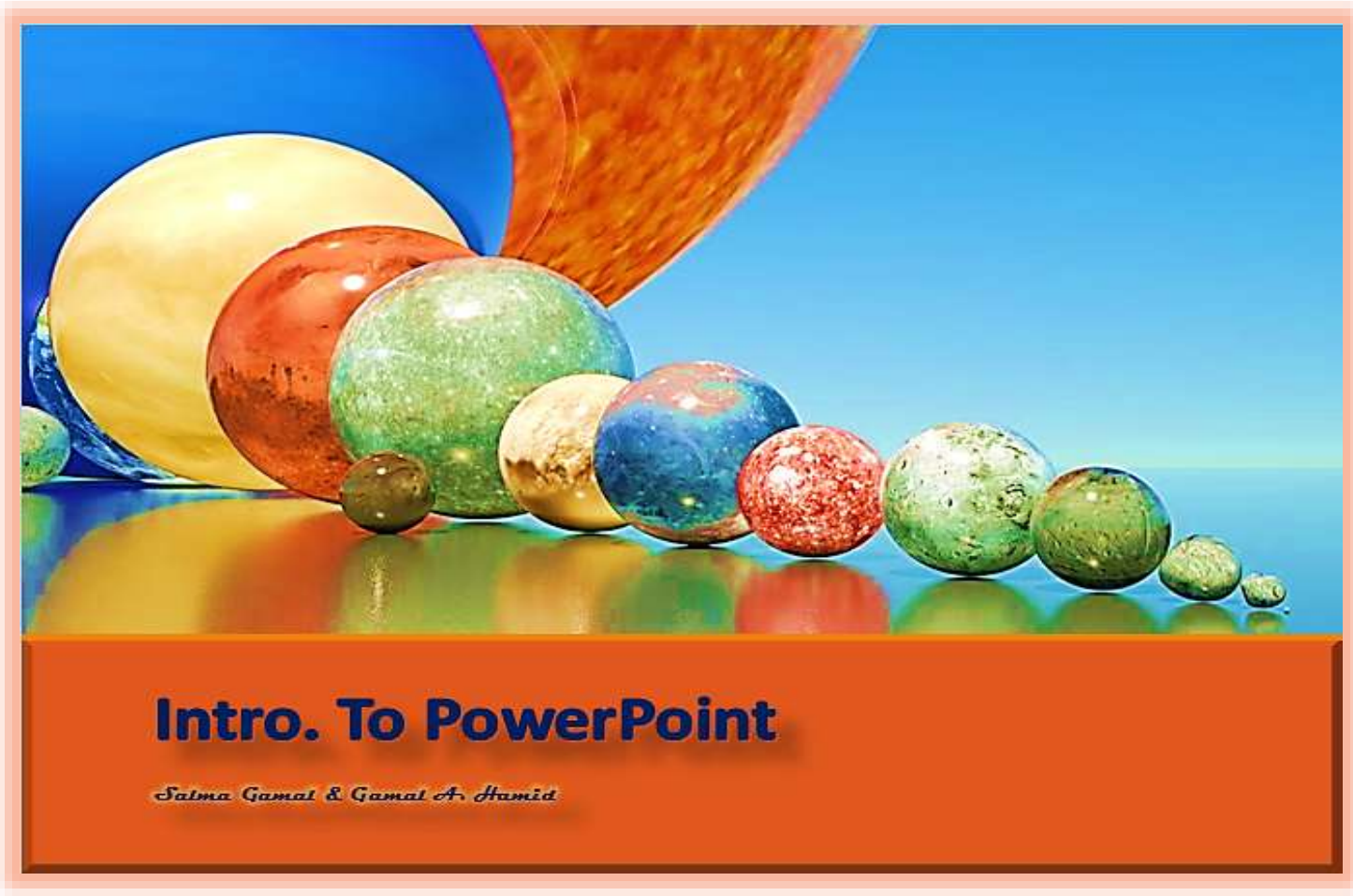
Presentation title

Change the picture

Write the title



Presentation title



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

أنساك يا مصرُ ؟ .. كيف القلبُ يسكنني

وكيف للروح أن تمضي عن الجسد ؟ !

أهواك عمرا جميلا لا يفارقني

وقصة من هوى تحيا إلي الأبد

يا مصرُ .. يا قبلة العشاق .. يا وطني

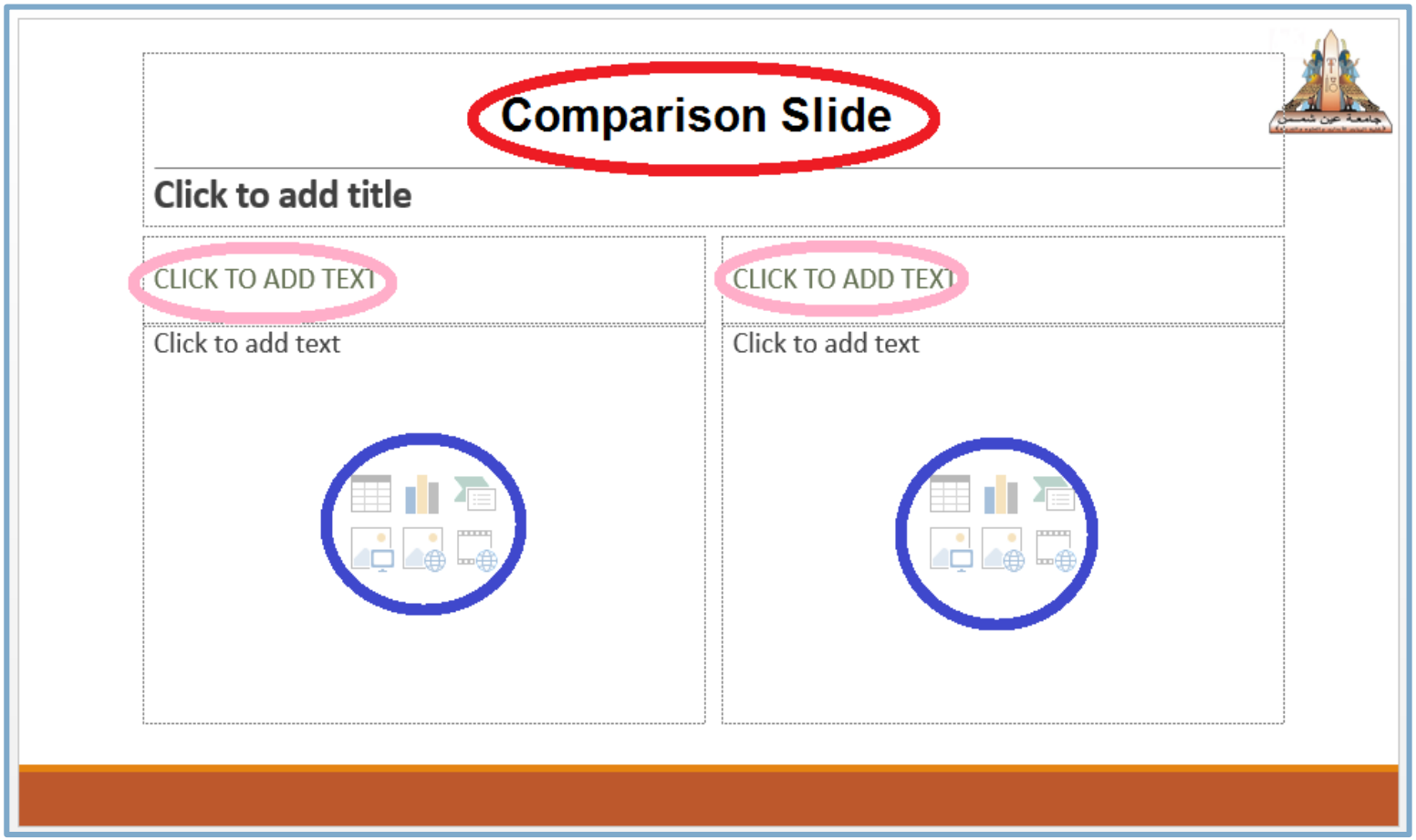
كل الأماني مضت .. وبقيت لي سندي

في القلب نبضُ وفي الأعماق أغنية

مهما رحلتُ سيبقى .. القلبُ في بلدي

احمد شوقي

Comparison Slide



Comparison

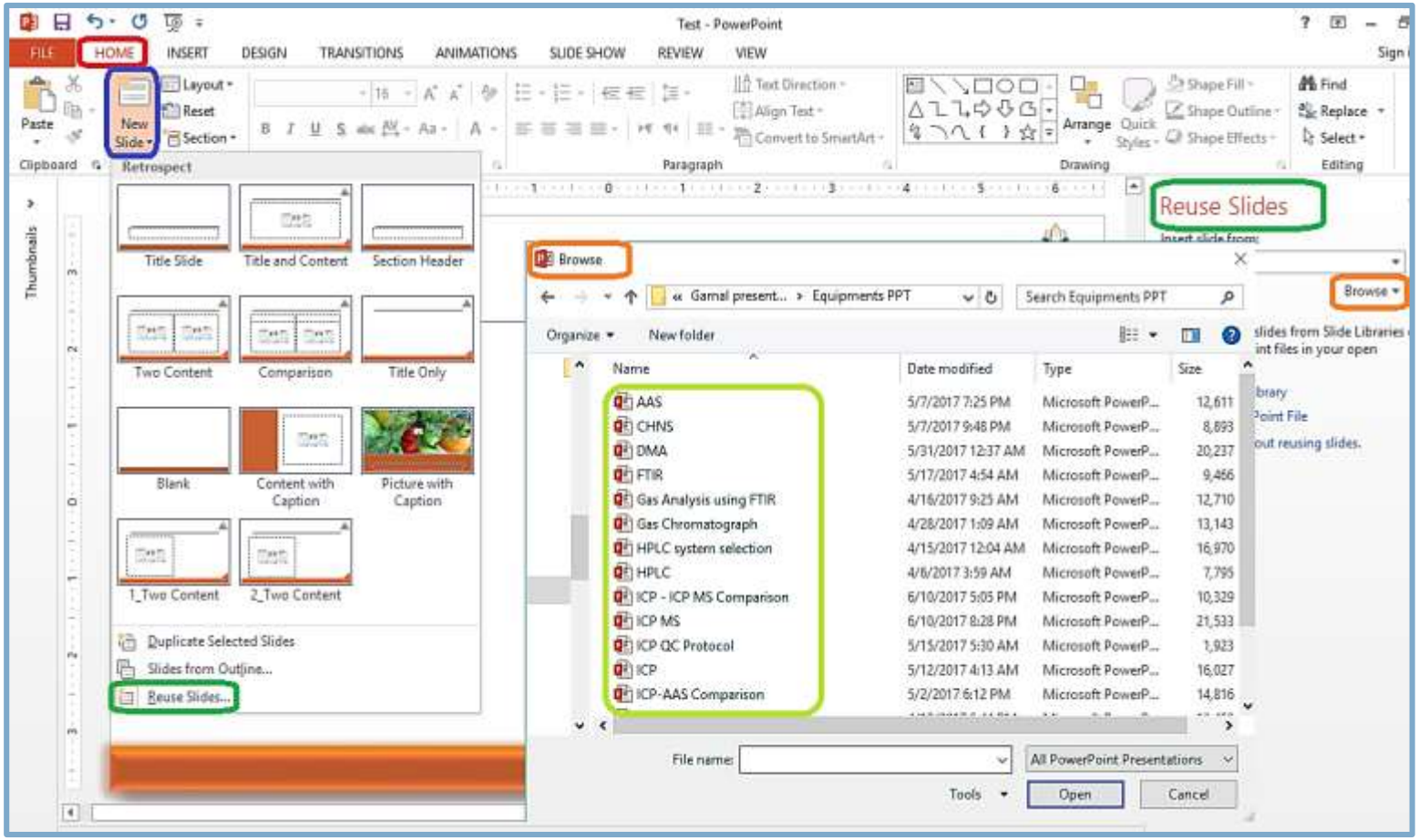
LUXOR	ASWAN

One content slide (EGYPT)

- Egypt (/ˈiːdʒɪpt/ (About this sound listen) EE-jipt; Arabic: مِصر Miṣr, Egyptian Arabic: مَصر 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.

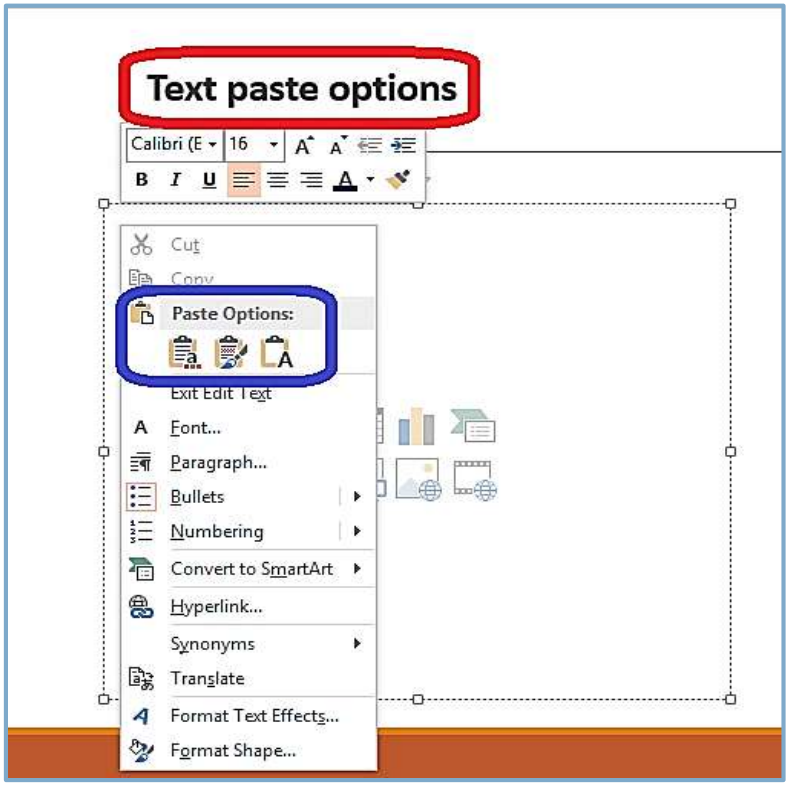
One content slide

Reuse slides



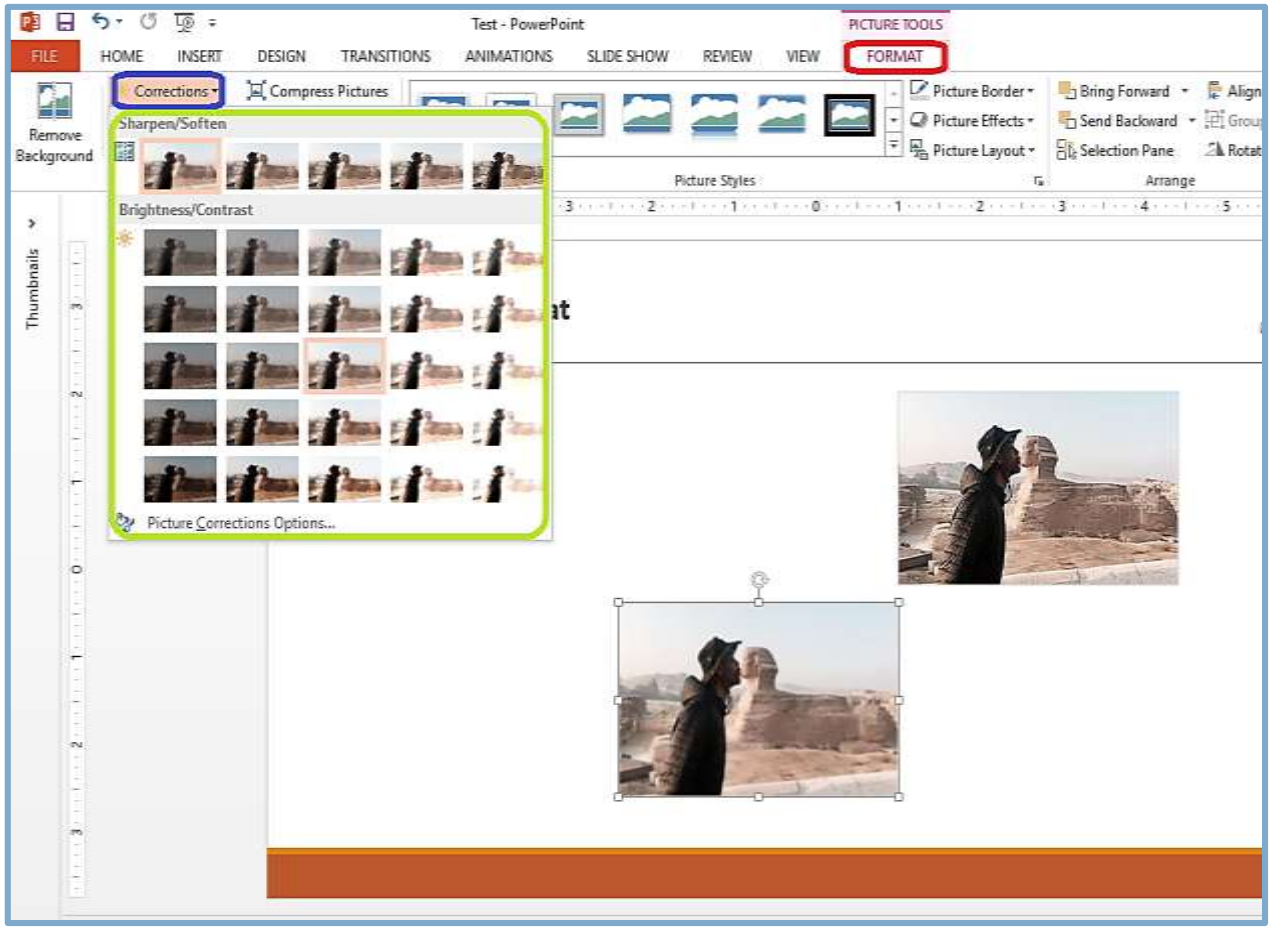
Text paste options

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



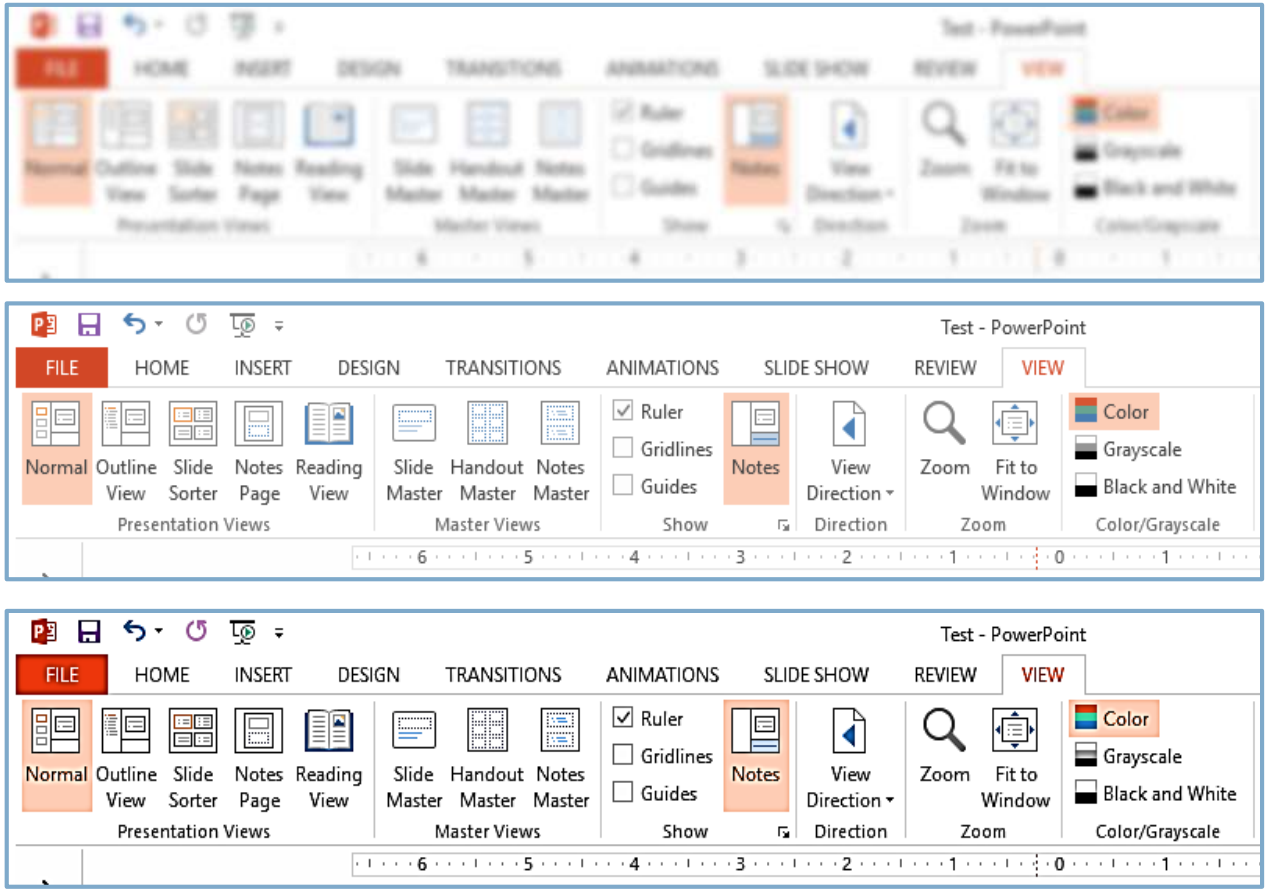
Pictures format

1. Picture Correction



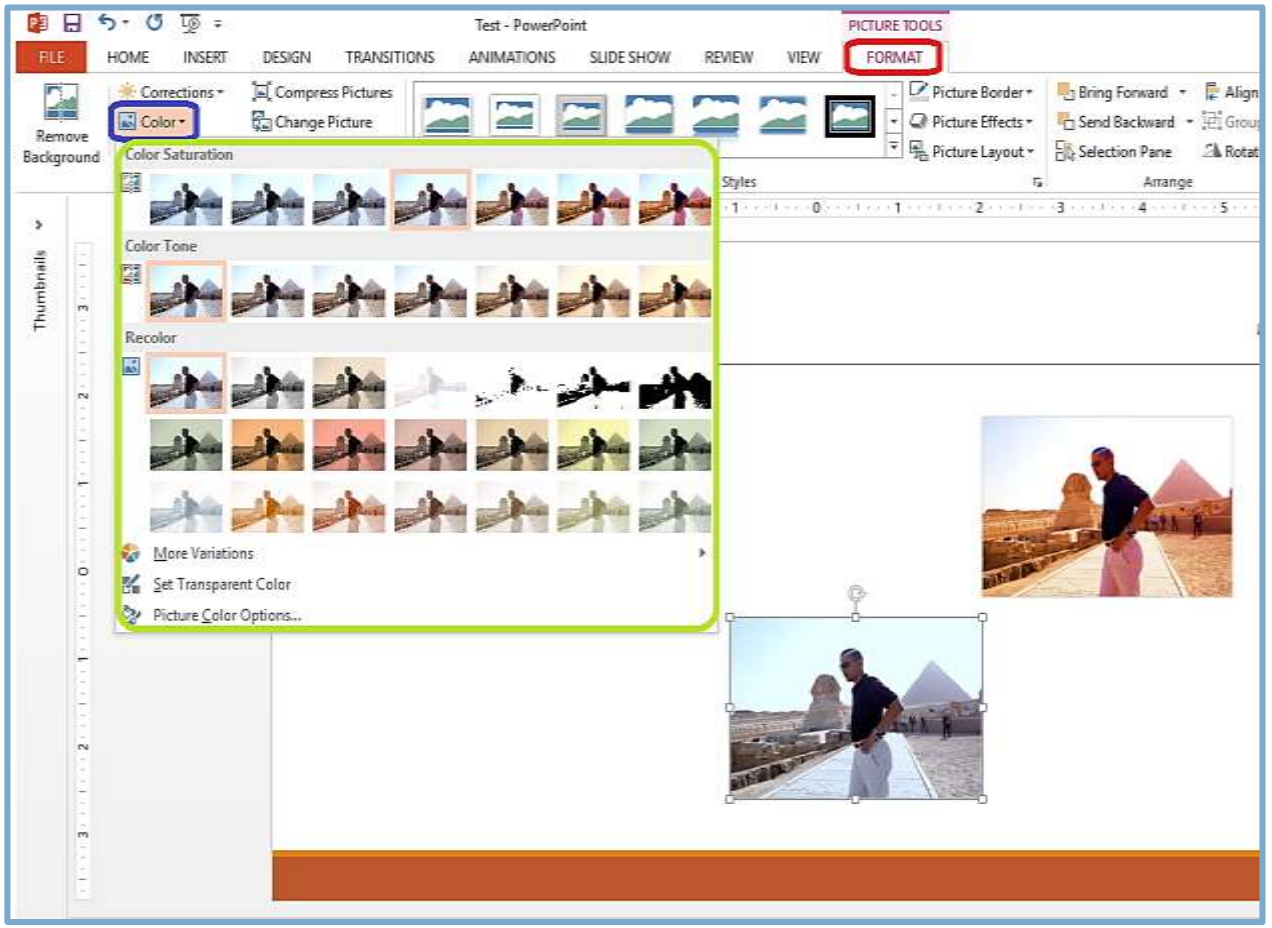
Pictures format

1. Picture Correction



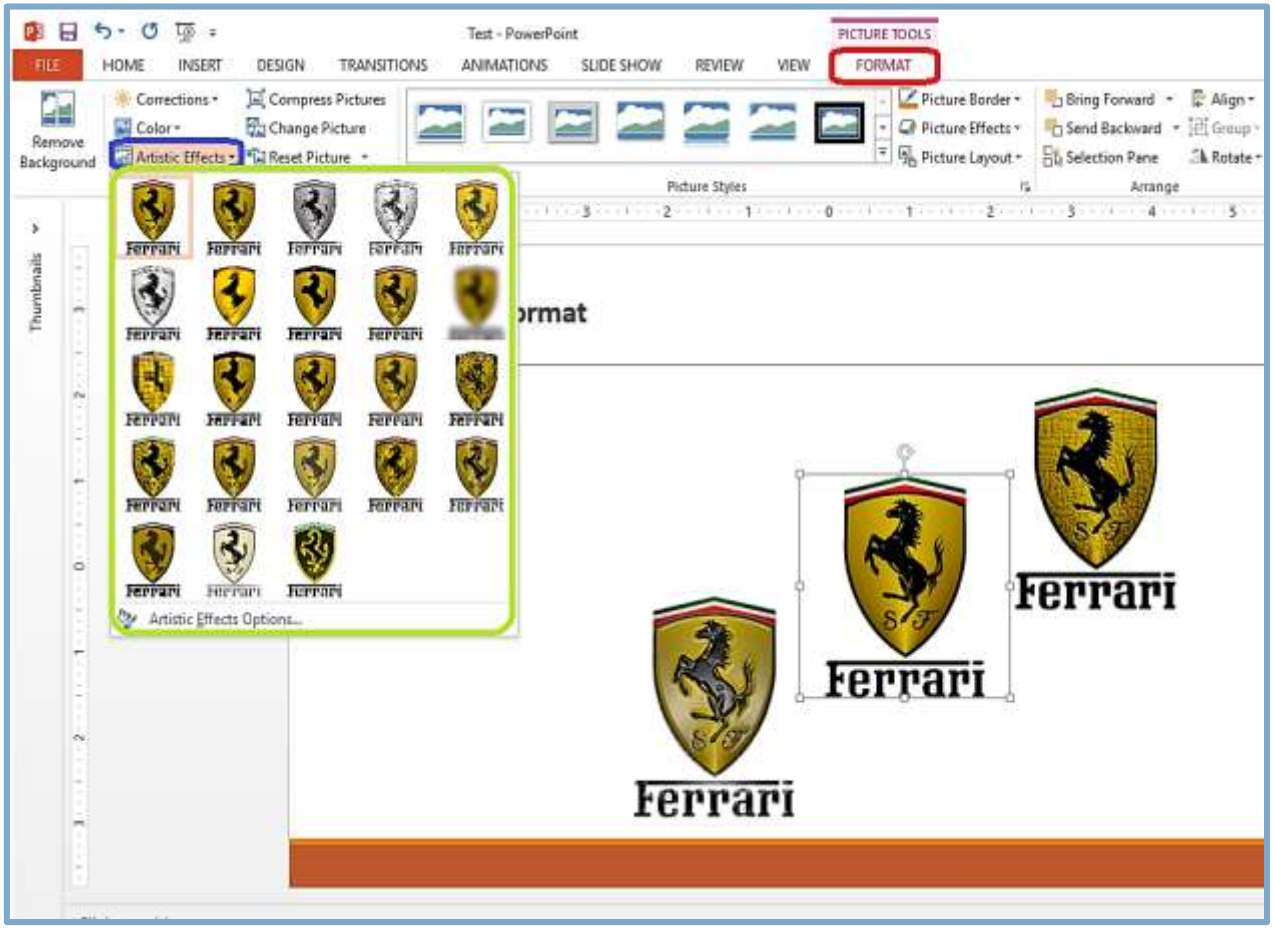
Pictures format

2. Picture colors



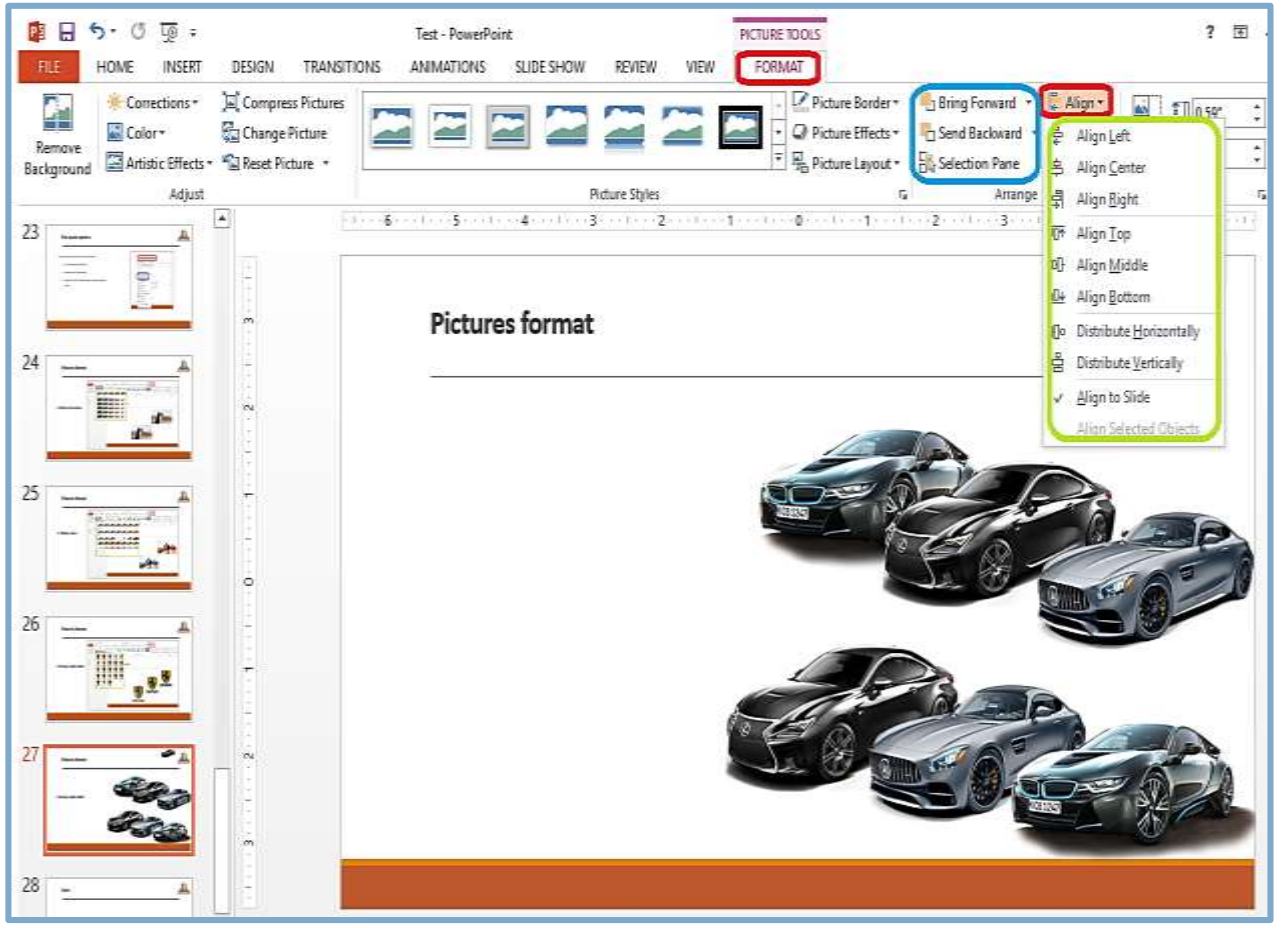
Pictures format

3. Artistic effect



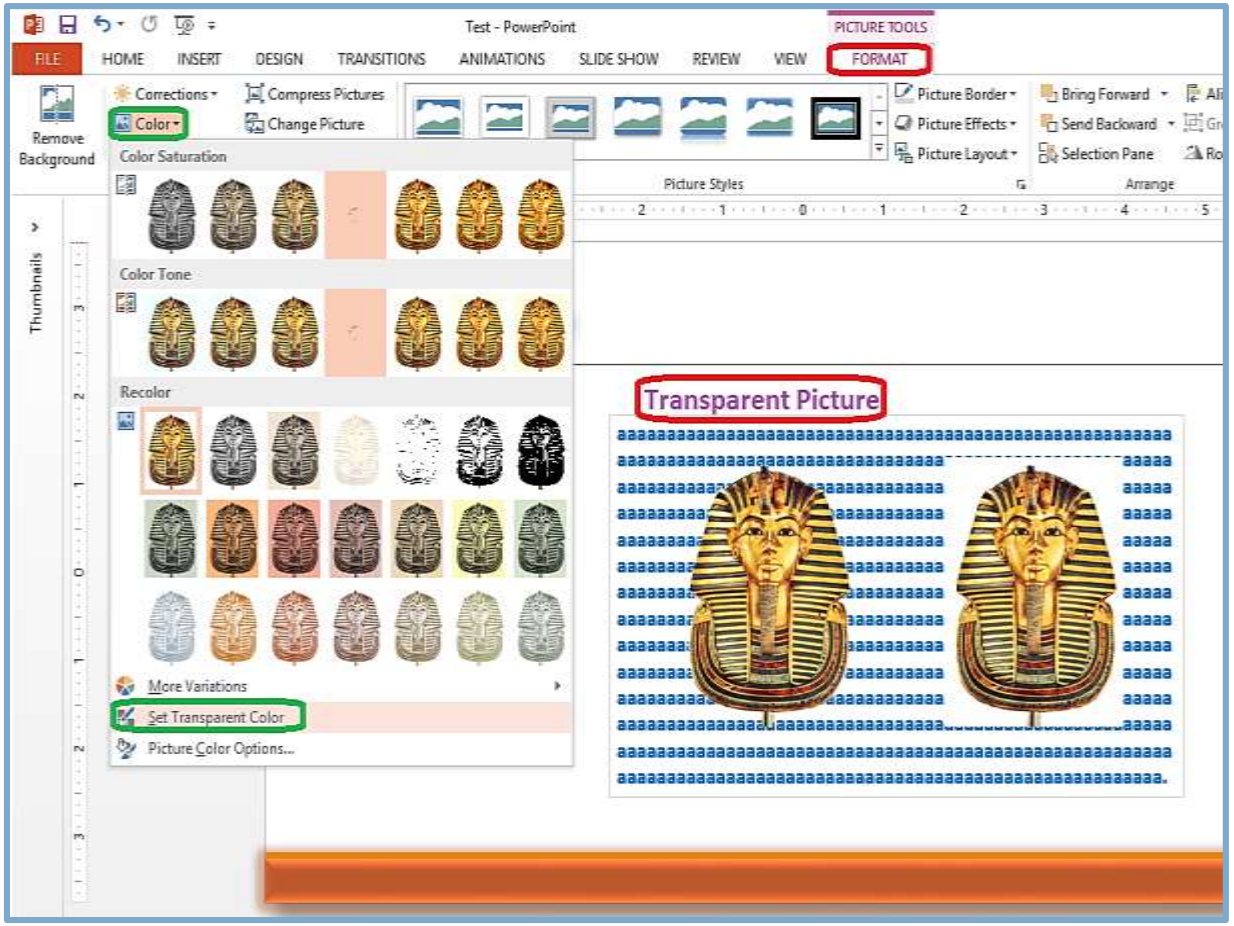
Pictures format

4. Pictures arrange



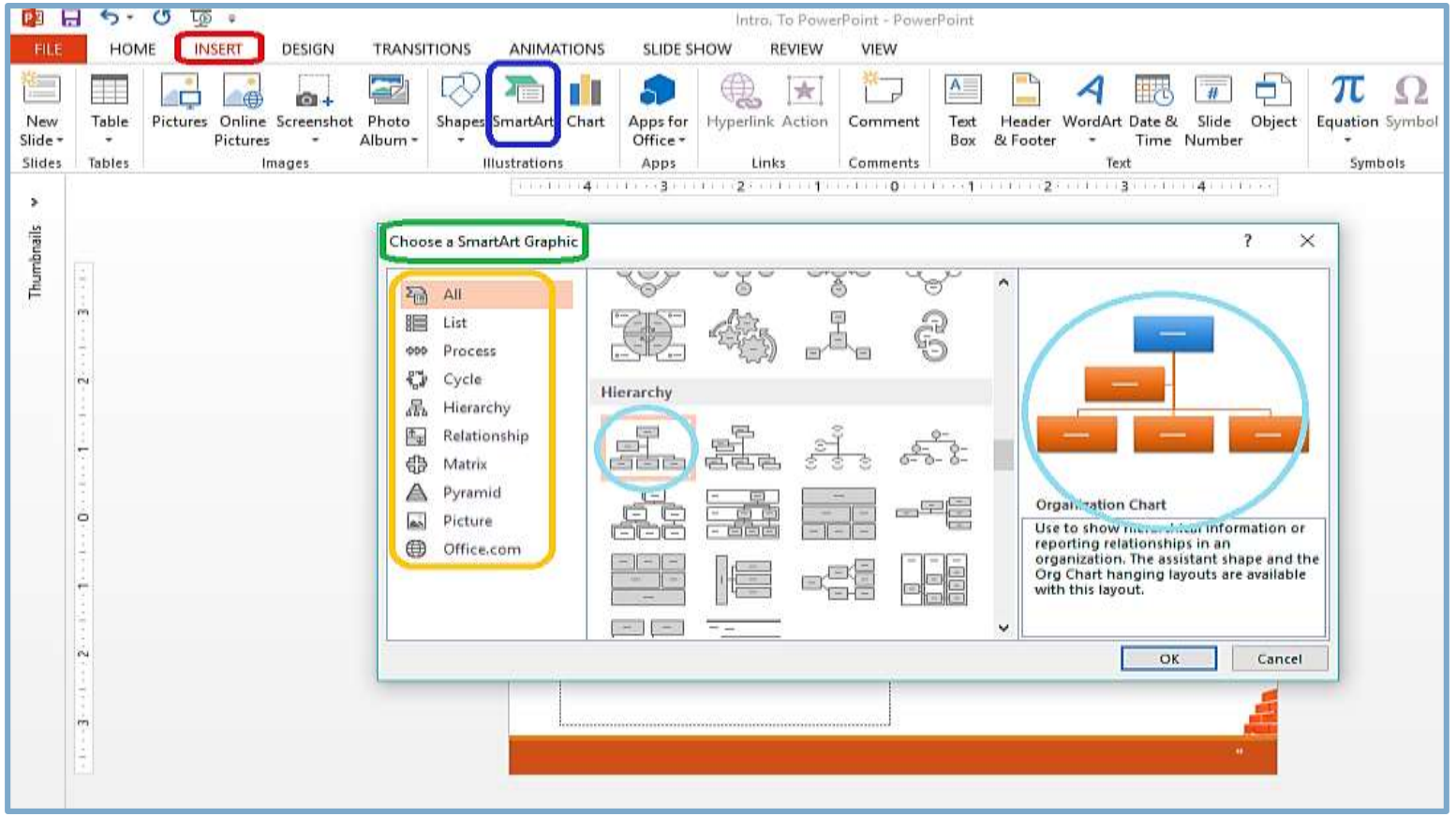
Pictures format

5. Pictures transparency

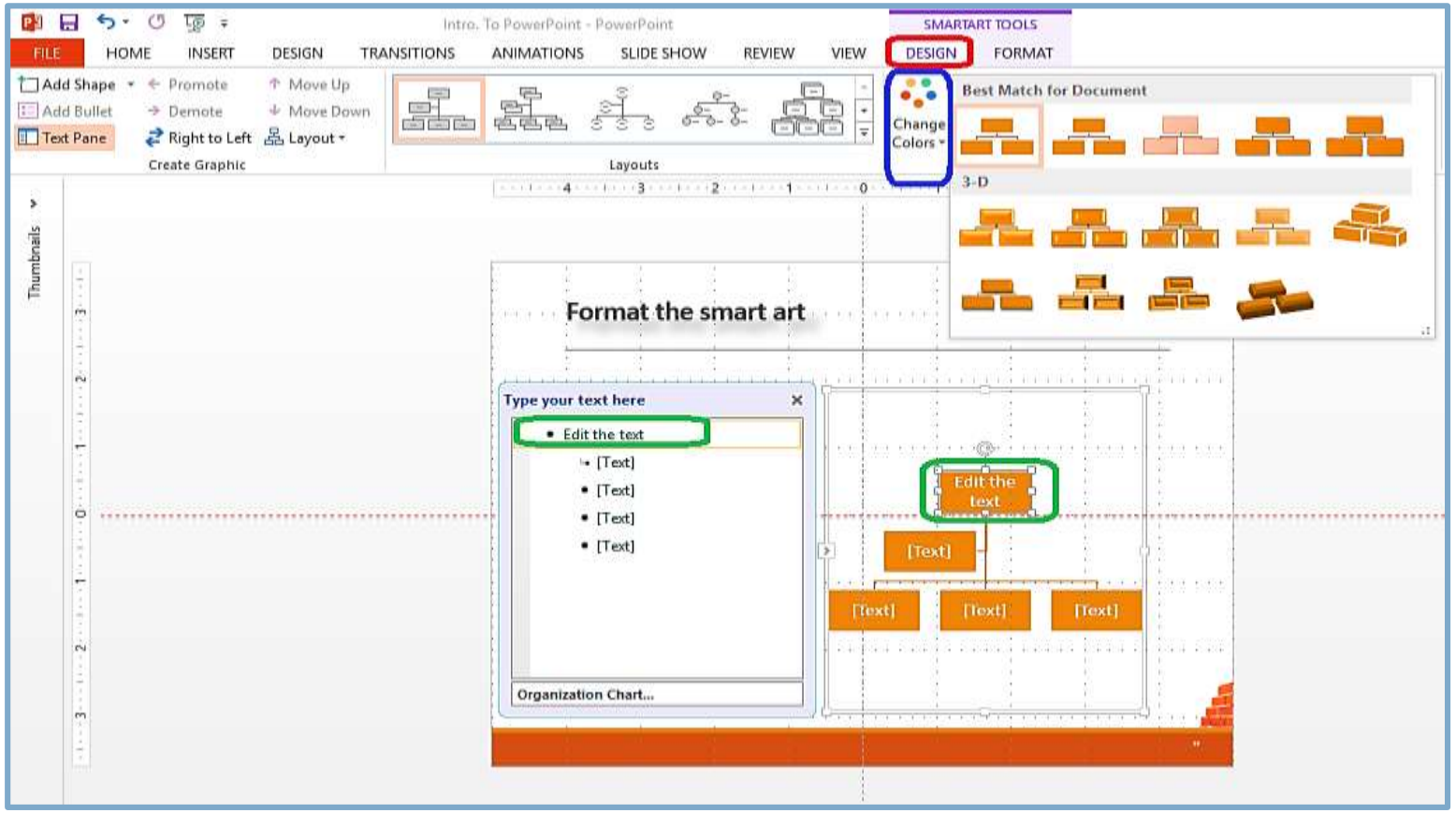


Insert

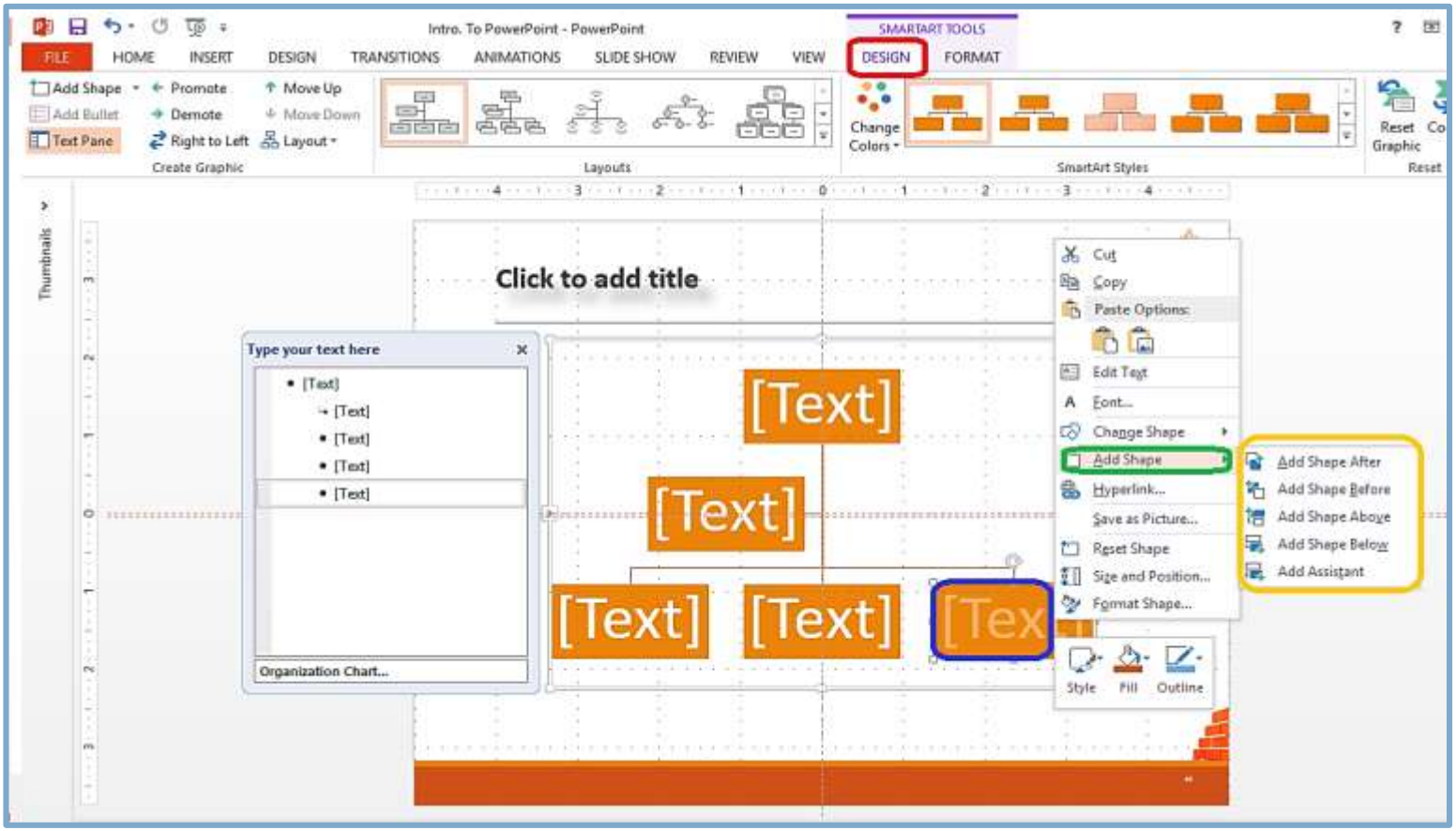
1. Smart art


Intro. To PowerPoint - PowerPoint
FILE
HOME
INSERT
DESIGN
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
New Slide
Table
Pictures
Online Pictures
Screenshot
Photo Album
Shapes
SmartArt
Chart
Apps for Office
Hyperlink
Action
Comment
Text Box
Header & Footer
WordArt
Date & Time
Slide Number
Object
Equation
Symbol
Slides
Tables
Images
Illustrations
Apps
Links
Comments
Text
Symbols
Thumbnails
Choose a SmartArt Graphic
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
Picture
Office.com
Hierarchy
Organization Chart
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.
OK
Cancel

Design the smart art



Add shape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SMARTART TOOLS
FILE
HOME
INSERT
DESIGN
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
DESIGN
FORMAT
Add Shape
Promote
Move Up
Add Bullet
Demote
Move Down
Text Pane
Right to Left
Layout
Create Graphic
Layouts
Change Colors
SmartArt Styles
Reset Graphic
Reset
Thumbnails
Click to add title
Type your text here
[Text]
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Organization Chart...
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

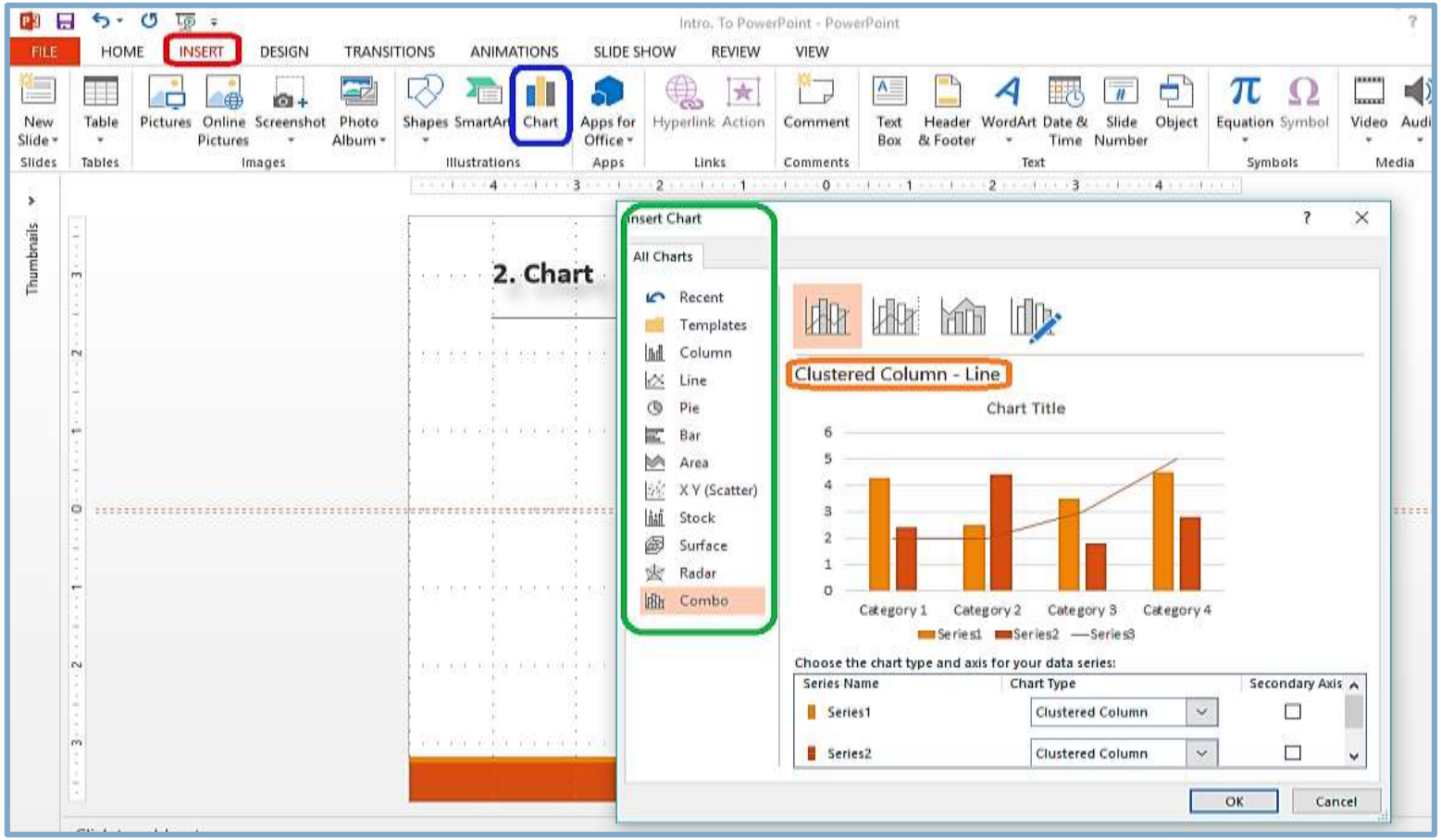
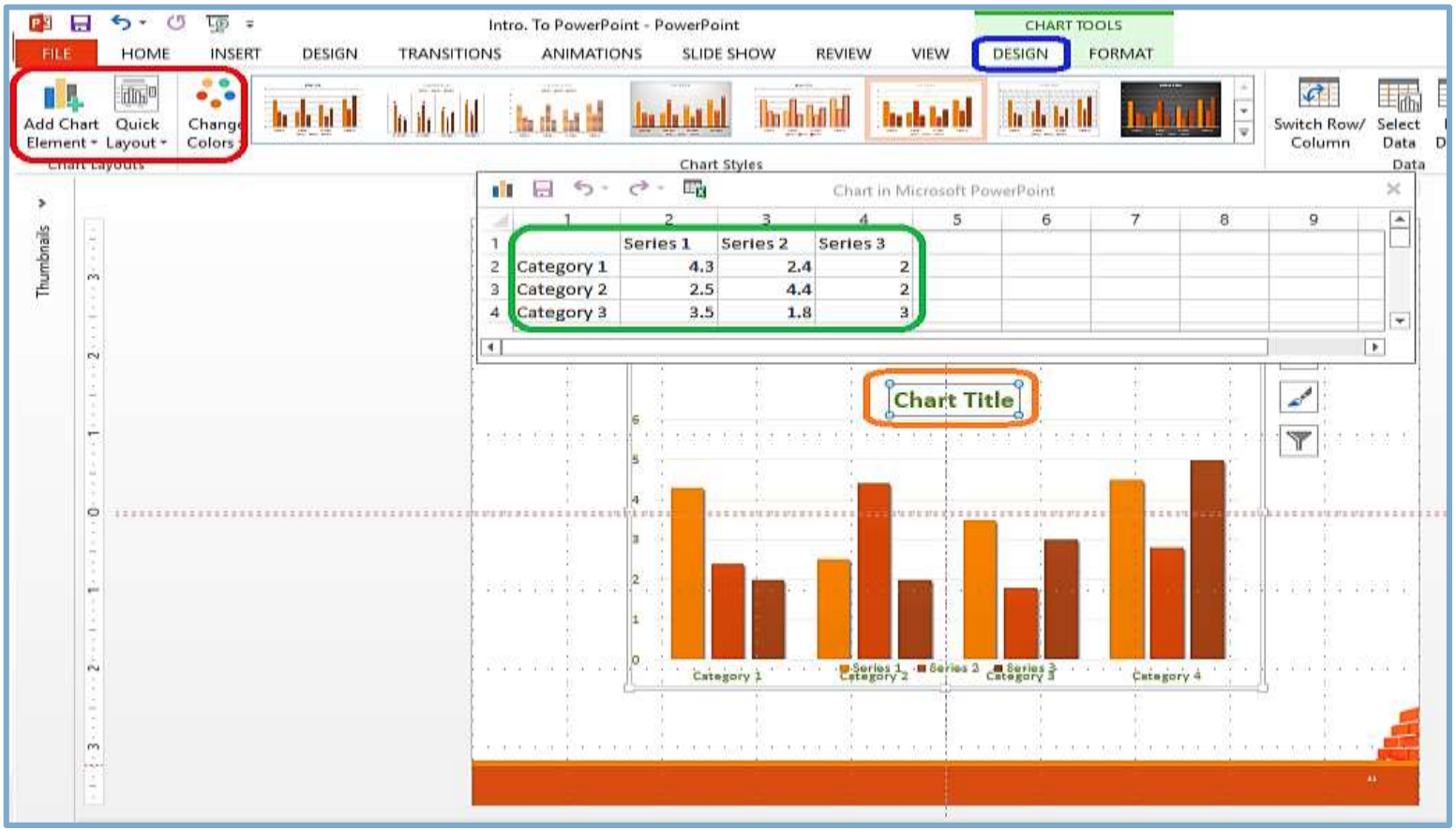
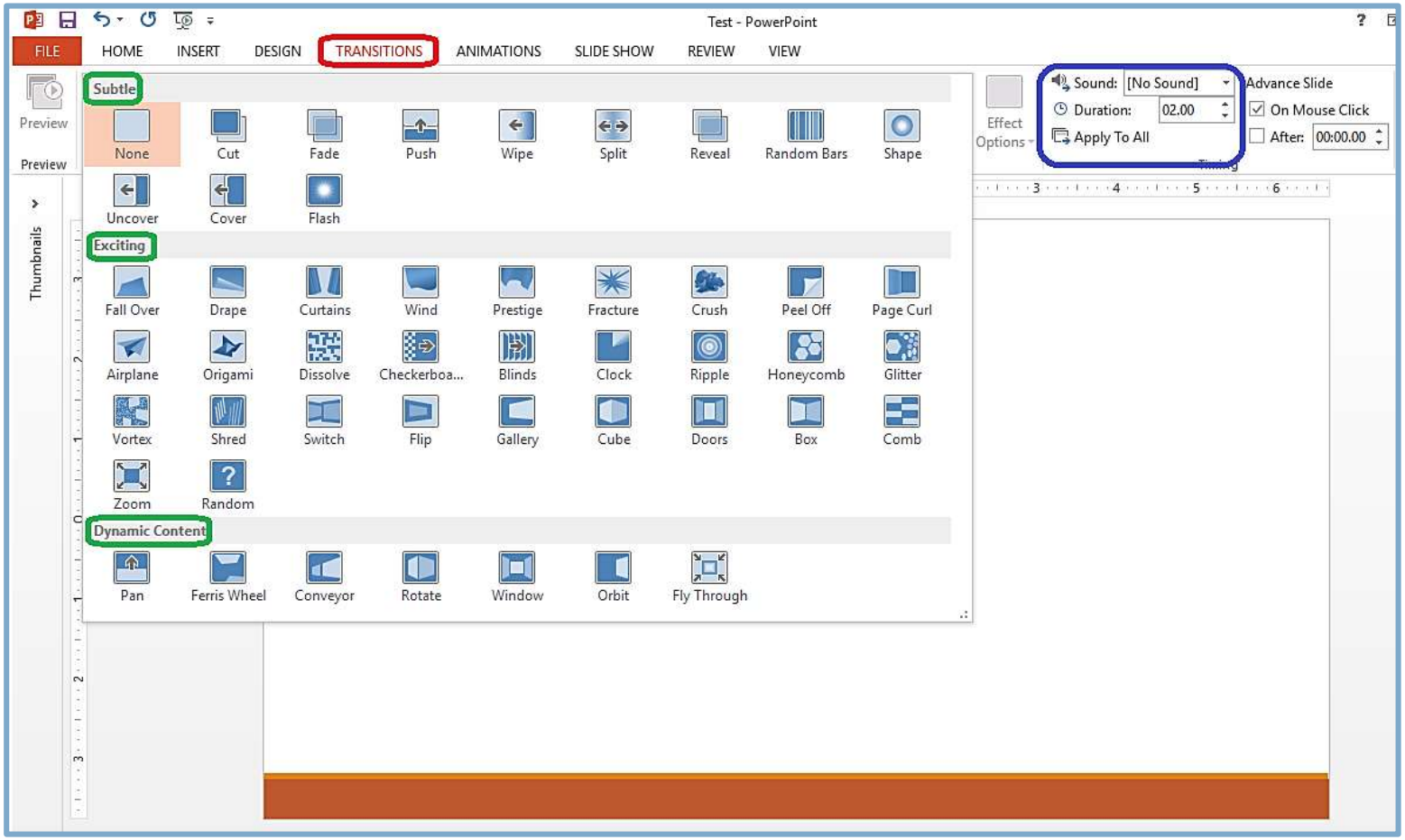

Intro. To PowerPoint - PowerPoint
FILE
HOME
INSERT
DESIGN
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
Chart
Thumbnails
2. Chart
Insert Chart
All Charts
Recent
Templates
Column
Line
Pie
Bar
Area
X Y (Scatter)
Stock
Surface
Radar
Combo
Clustered Column - Line
Chart Title
Category 1
Category 2
Category 3
Category 4
Series1
Series2
Series3
Choose the chart type and axis for your data series:
Series Name
Chart Type
Secondary Axis
Clustered Column
OK
Cancel

Chart formatting



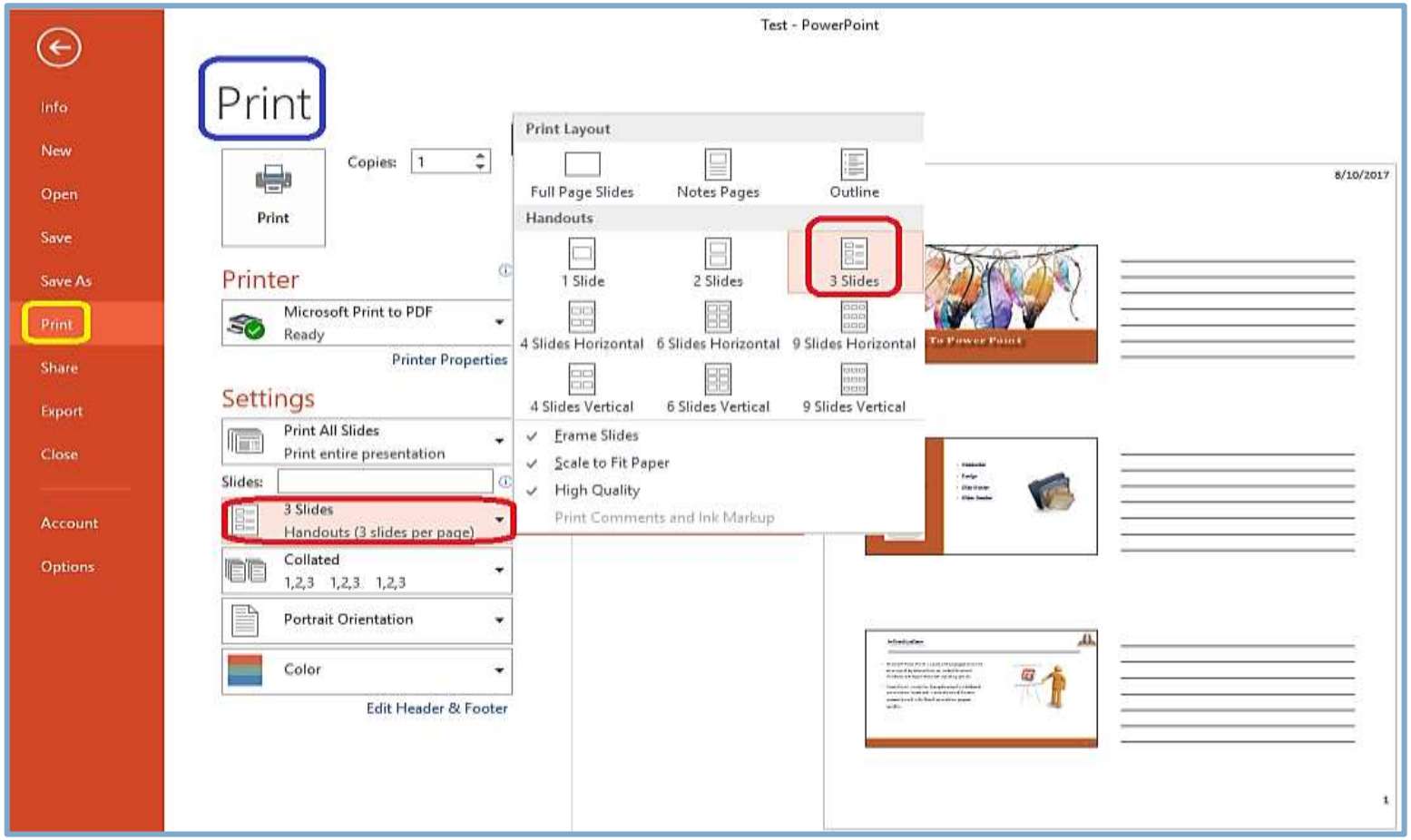
Other facilities

Slides transitions



Paint usage

Printing options



Thanks

Salma /Gamal A. Hamid