



# Intro. To PowerPoint

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# Thanks

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



# Contents



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





# Introduction

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- 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 displays the Microsoft PowerPoint 2010 interface. The ribbon is set to the **DESIGN** tab, which is highlighted with a red box. The ribbon includes the following tabs: FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, SLIDE SHOW, REVIEW, and VIEW. The main workspace shows a slide with the text 'Aa' and a color palette below it. The **Colors** task pane is open on the right side, also highlighted with a red box. It lists various color themes such as 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, and Marquee. The 'Colors' task pane is currently selected, and the 'Office' theme is highlighted in the list.

# 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

The screenshot displays the Microsoft PowerPoint interface with the 'DESIGN' tab selected. The 'Format Background' task pane is open on the right side. The 'FILL' section is highlighted, and the 'Texture' option is selected. The 'Apply to All' button is also highlighted. The main slide area shows a textured background with the text 'Formatting background' and a placeholder for a text box.

Test - Copy - PowerPoint

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW

Themes Variants

Format Background

Format Background

FILL

- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill

Hide background graphics

Insert picture from

File... Clipboard Onling...

Texture

Transparency 0%

Tile picture as texture

Offset X 0 pt

Offset Y 0 pt

Scale X 100%

Scale Y 100%

Alignment Top left

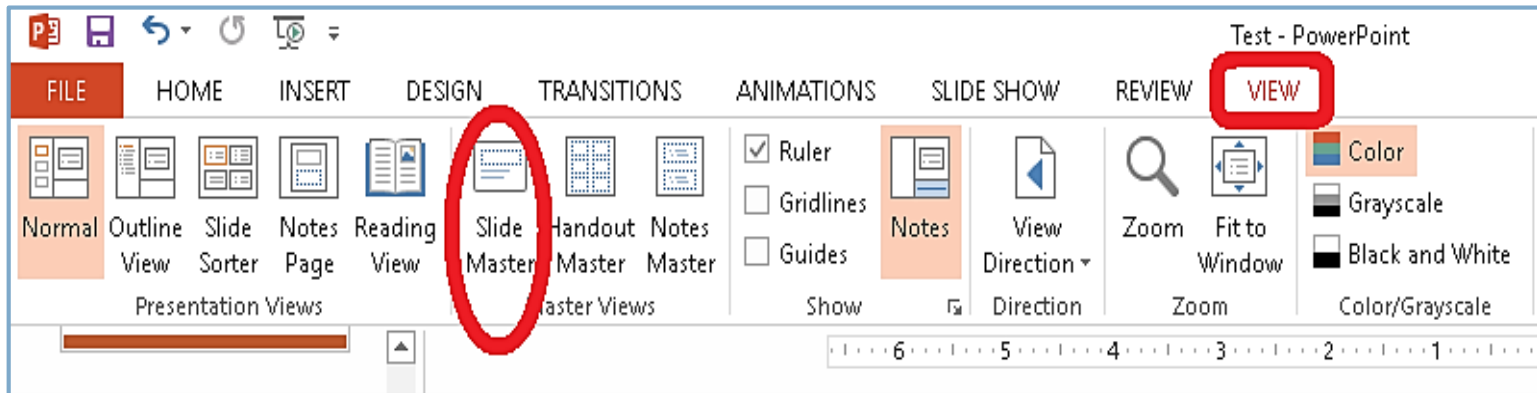
Mirror type None

Apply to All Reset 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

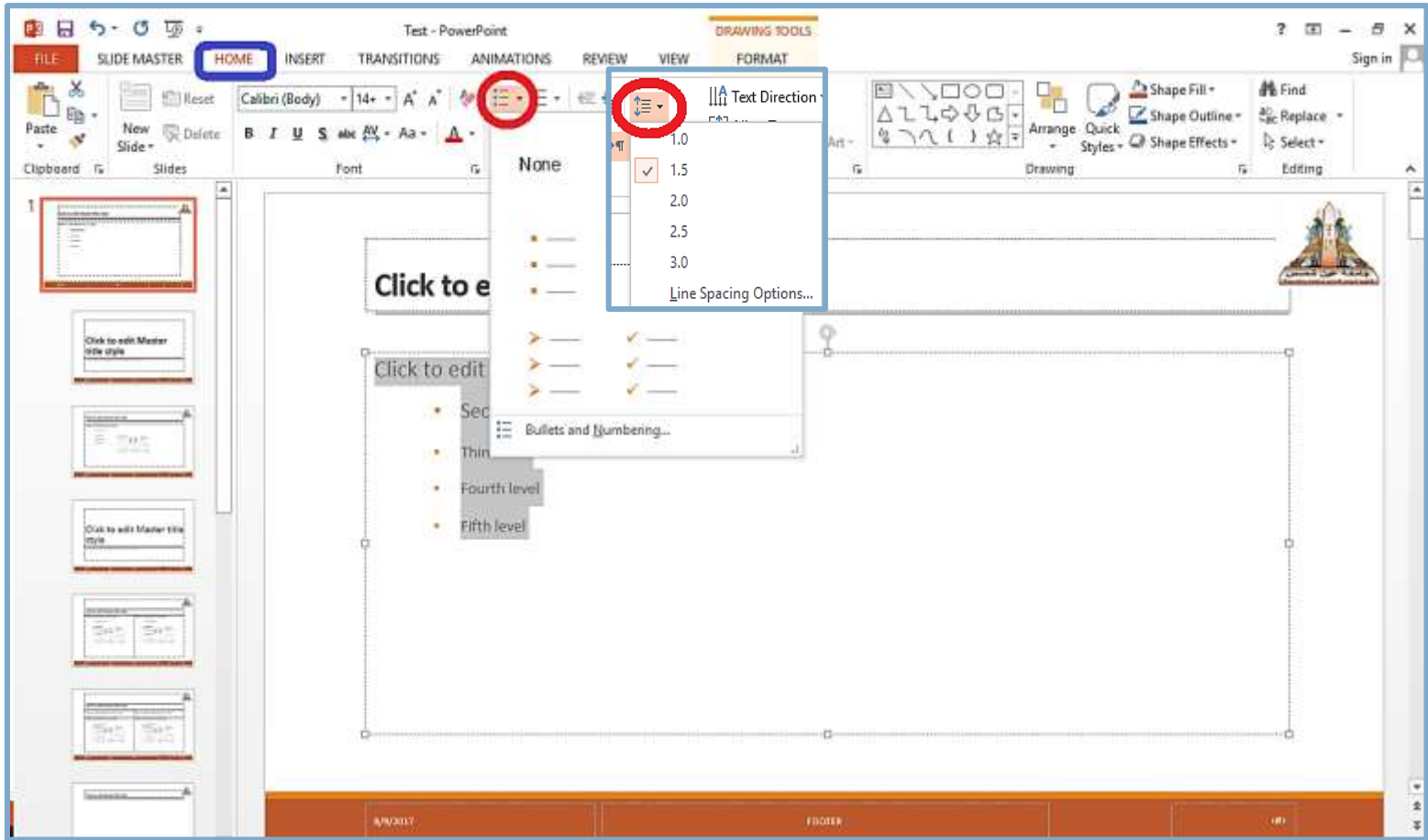
The screenshot displays the Microsoft PowerPoint interface in Slide Master view. The ribbon at the top includes FILE, SLIDE MASTER (highlighted with a green circle), HOME, INSERT, TRANSITIONS, ANIMATIONS, REVIEW, VIEW, and FORMAT. The SLIDE MASTER ribbon contains options for Insert Slide Master, Insert Master Layout, Rename Master Layout, Preserve Master Layout, Edit Master, Master Layout, Placeholder, Title, Footers, Themes, Colors, Background Styles, Background, Hide Background Graphics, Slide Size, and Close Master View (highlighted with a green circle and labeled 'Close after editing').

The main slide area shows a title 'Font type & size' with a font dropdown menu open, showing 'Calibri' selected and circled in red. The font size is set to '28', also circled in red. The font list includes 'Theme Fonts' (Calibri Light, Calibri), 'All Fonts' (Agency FB, Algerian, Andalus, Arabic Typsetting, 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), and 'Bodoni MT'. A red box on the right side of the slide is labeled 'First slide'.

The left sidebar shows a vertical stack of slide thumbnails, with the first slide highlighted in red and labeled 'First slide'.



# Editing bullets and spacing



# Special Format for different slide

Click to edit Master title style

Click to edit Master text styles

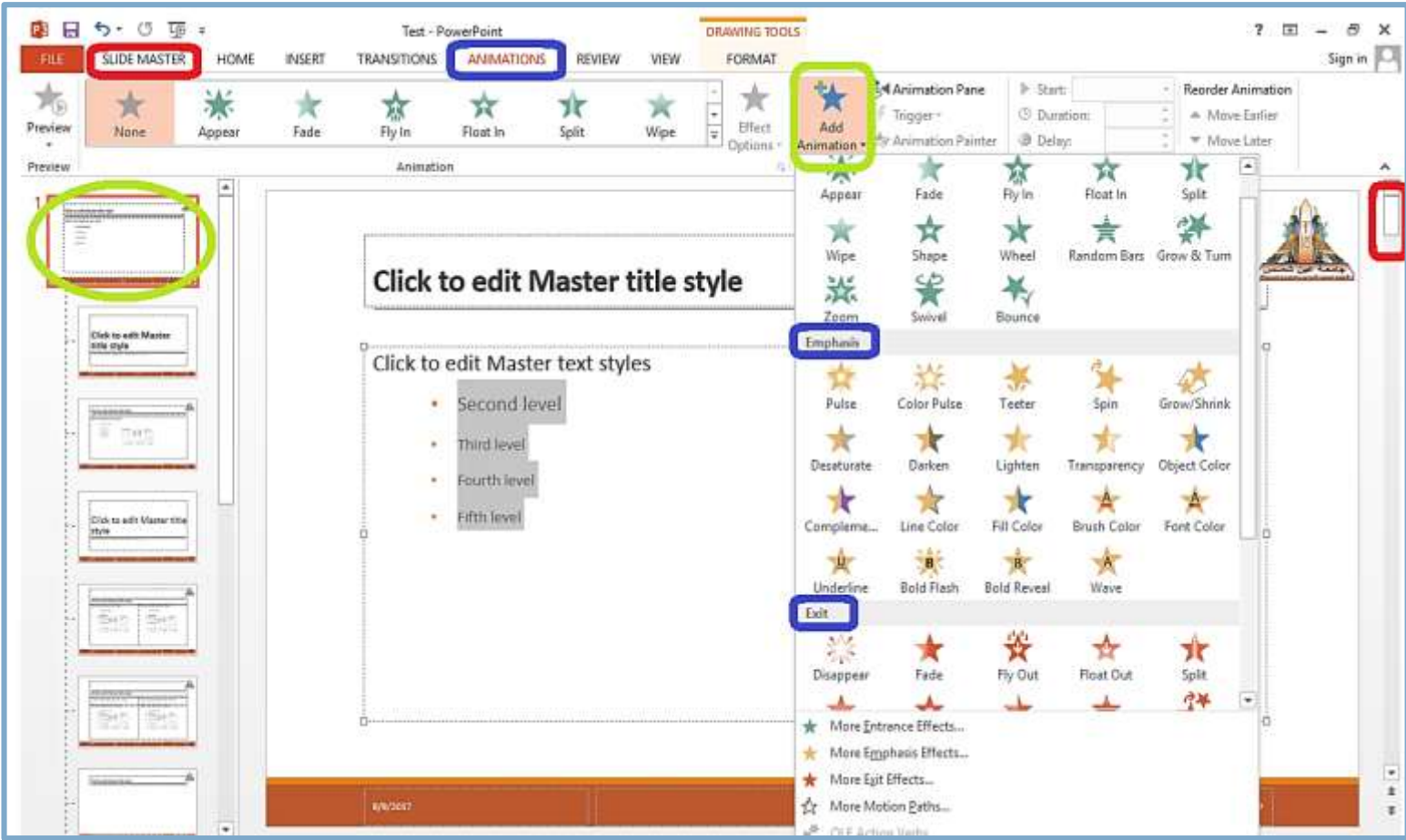
4/1/2017

FOOTER

Different slide



# Animation for text and picture



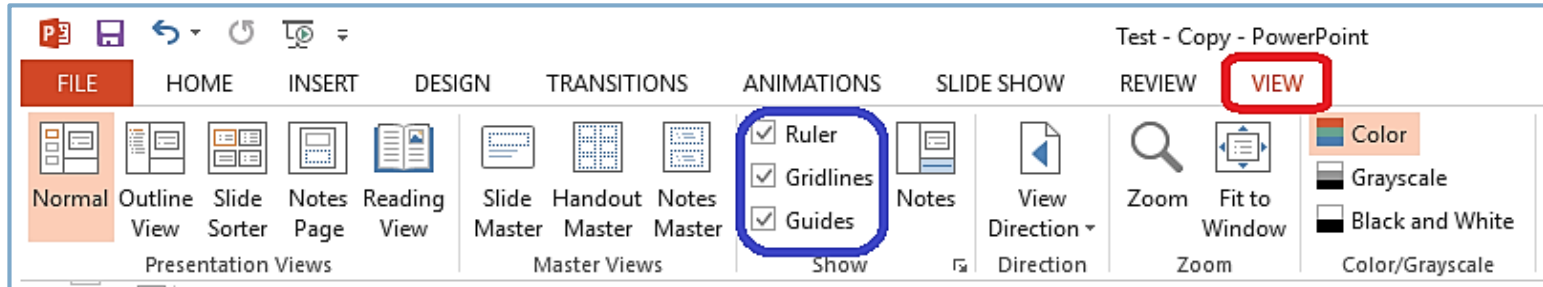




# Slide number

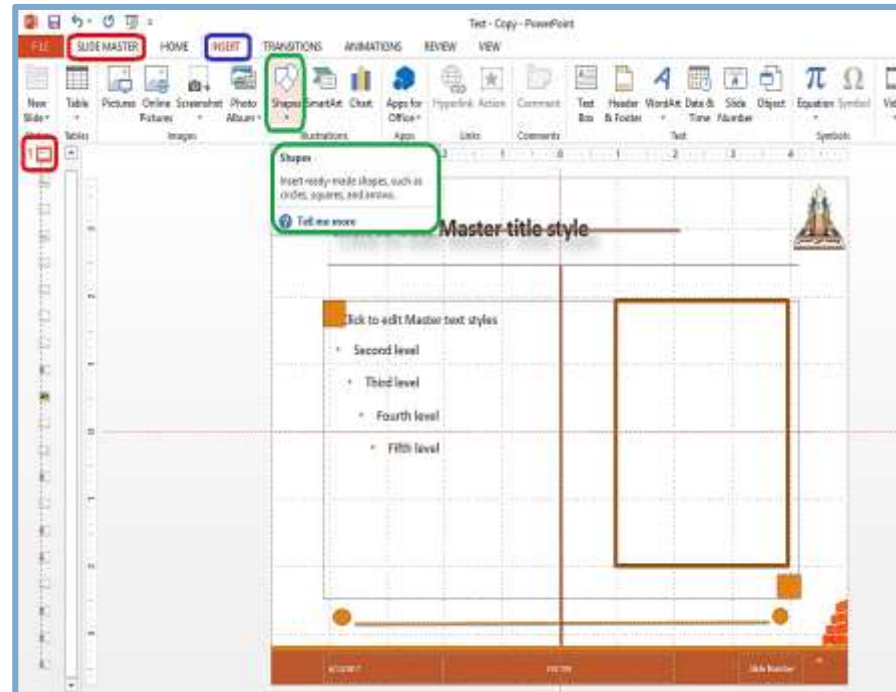
The screenshot displays the Microsoft PowerPoint interface in 'SLIDE MASTER' view. The ribbon includes FILE, SLIDE MASTER, HOME, INSERT, TRANSITIONS, ANIMATIONS, REVIEW, and VIEW. The 'SLIDE MASTER' tab is active, and the 'Slide Number' icon in the 'Text' group is highlighted with a green box. The 'Header and Footer' task pane is open, showing the 'Slide' tab. Under 'Include on slide', the 'Slide number' checkbox is checked, and the 'Don't show on title slide' checkbox is also checked. The 'Apply to All' button at the bottom of the task pane is highlighted with an orange box. The 'Preview' window shows a slide with a dashed box indicating the location of the 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

The screenshot displays the Microsoft PowerPoint interface with the 'HOME' tab selected. The 'New Slide' dropdown menu is open, showing a grid of slide layouts. The 'Retrospect' group is highlighted with a green border. The layouts include:

- Title Slide
- Title and Content
- Section Header
- Two Content
- Comparison
- Title Only
- Blank
- Content with Caption
- Picture with Caption
- 1\_Two Content
- 2\_Two Content

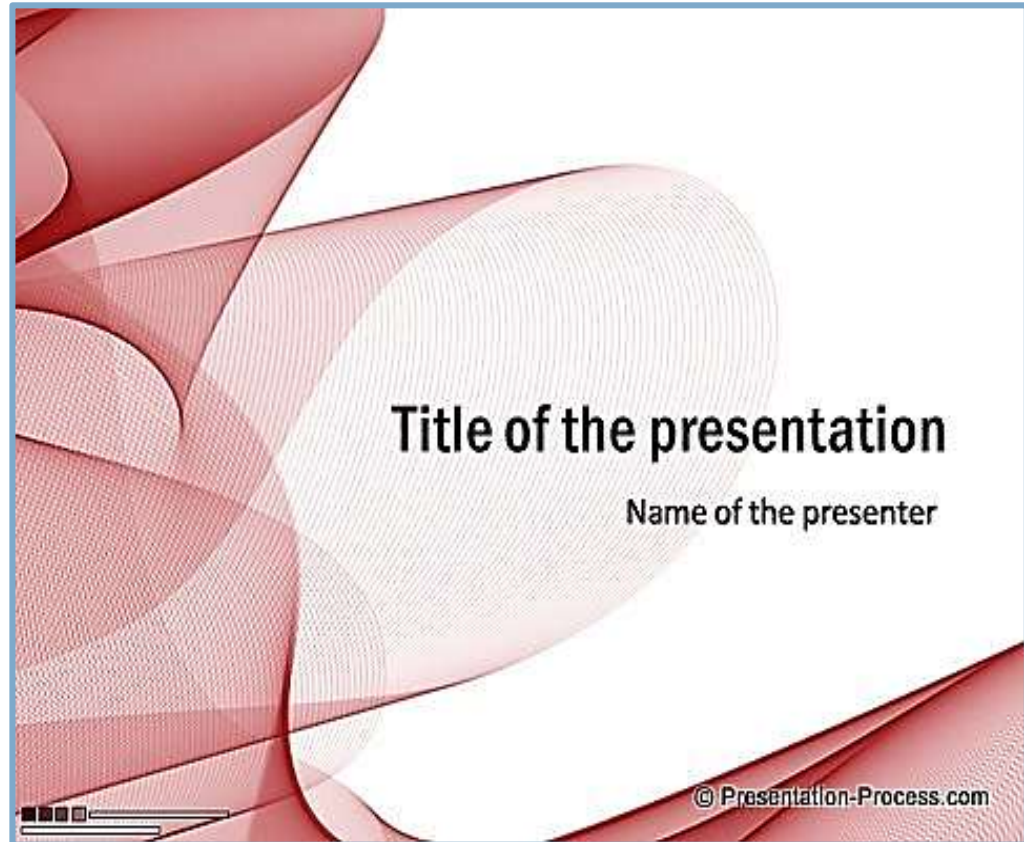
Below the grid, there are options to 'Duplicate Selected Slides', 'Slides from Outline...', and 'Reuse Slides...'. A 3D thinking man figure is positioned on the right side of the slide, resting its chin on its hand. The slide number '16' is visible in the bottom left corner of the slide area.

# Presentation title



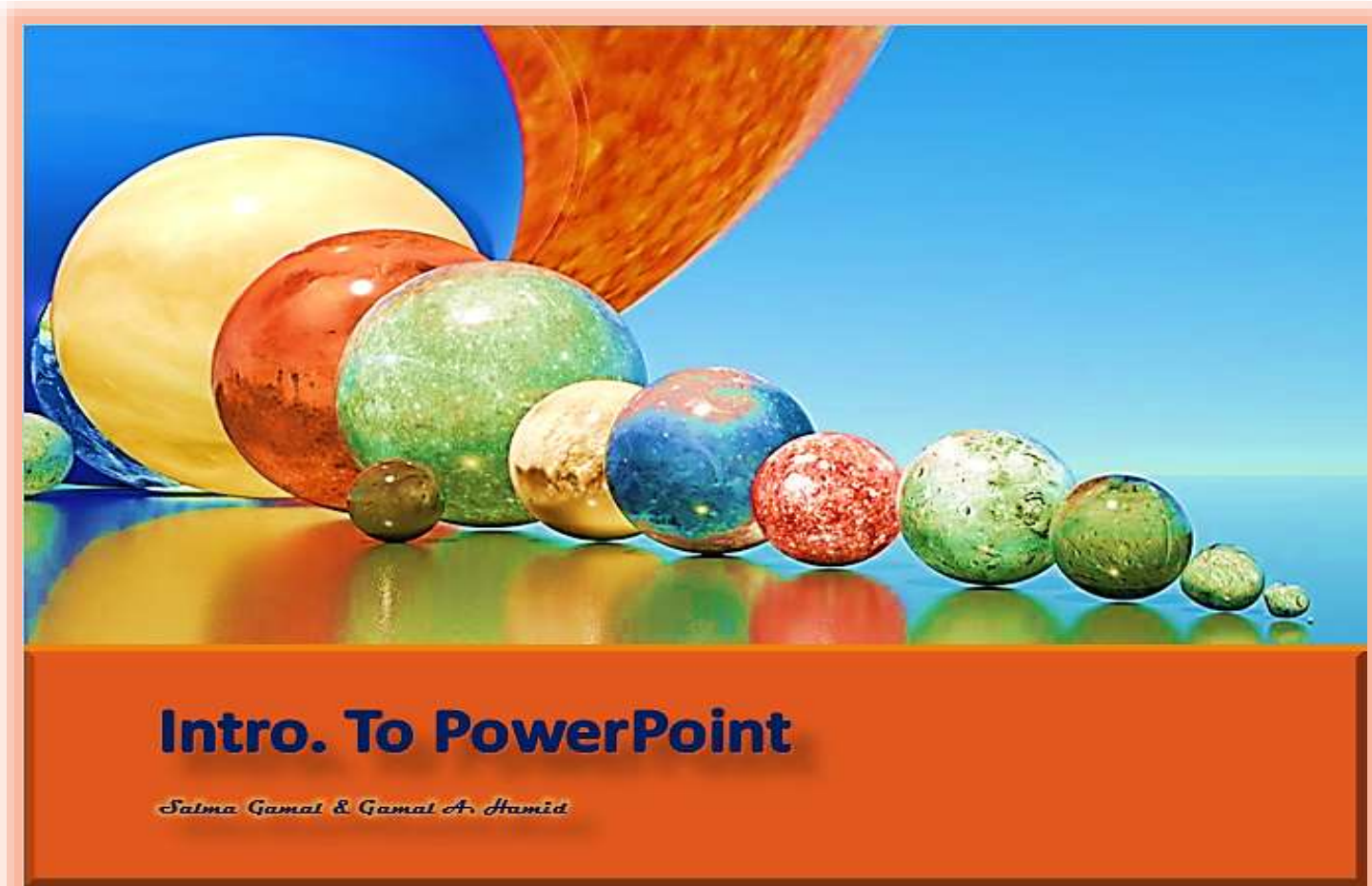
**Change the picture**

**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

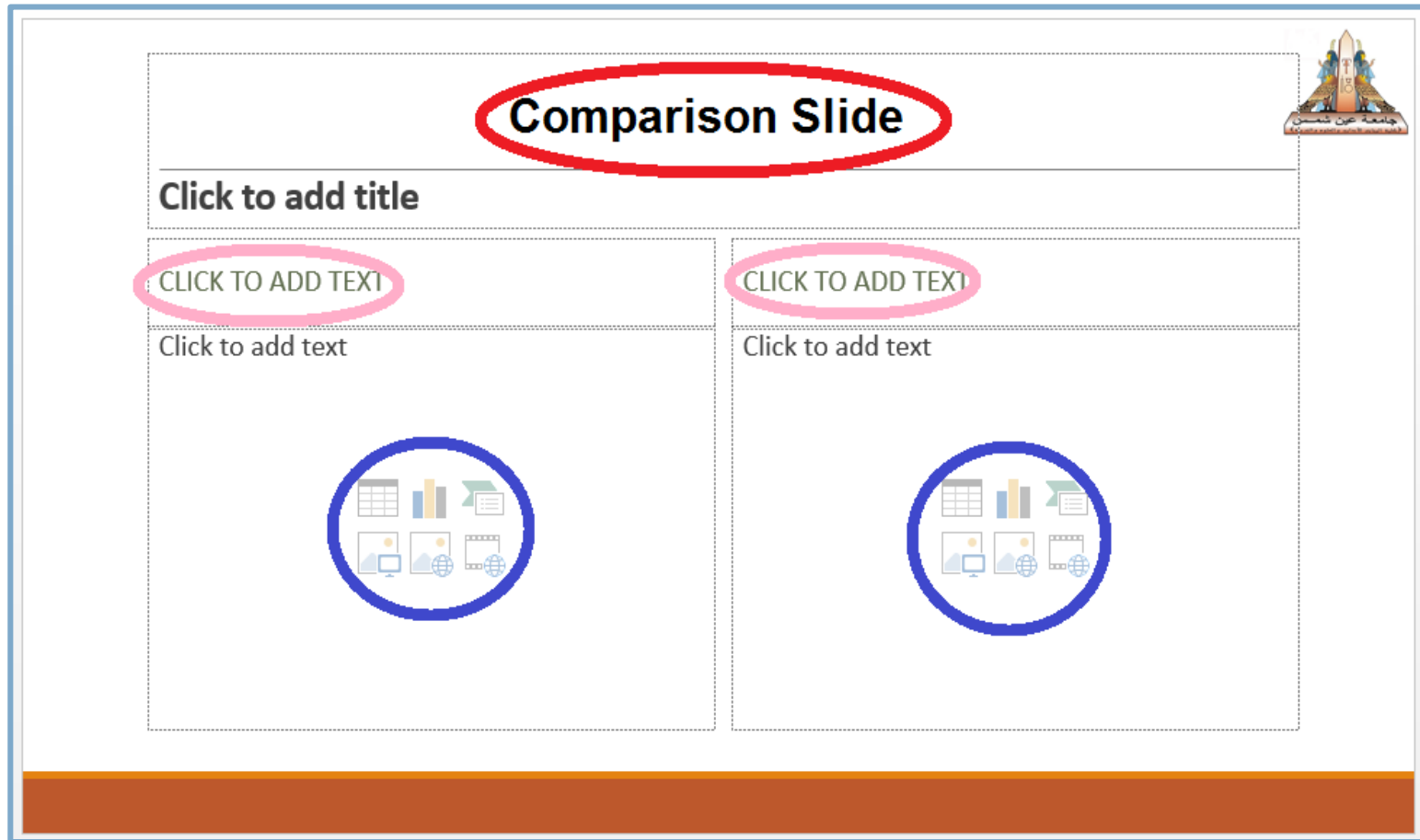


احمد شوقي

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 الأمانى مضت .. وبقيت لي سندي  
في القلب نبضُ وفي الأعماق أغنية  
مهما رحلتُ سيبقى .. القلبُ في بلدي



# Comparison Slide




**Comparison Slide**

Click to add title


CLICK TO ADD TEXT

Click to add text



CLICK TO ADD TEXT

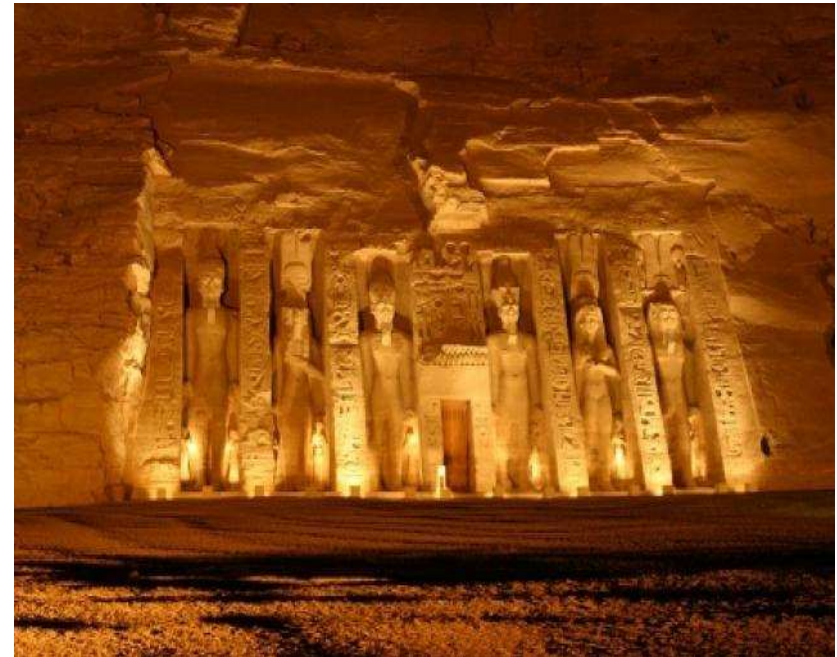
Click to add text



# Comparison

LUXOR

ASWAN





# One content slide ( EGYPT )

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- Egypt (/ˈiːdʒɪpt/ (About this sound listen) EE-jipt; Arabic: مصر 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

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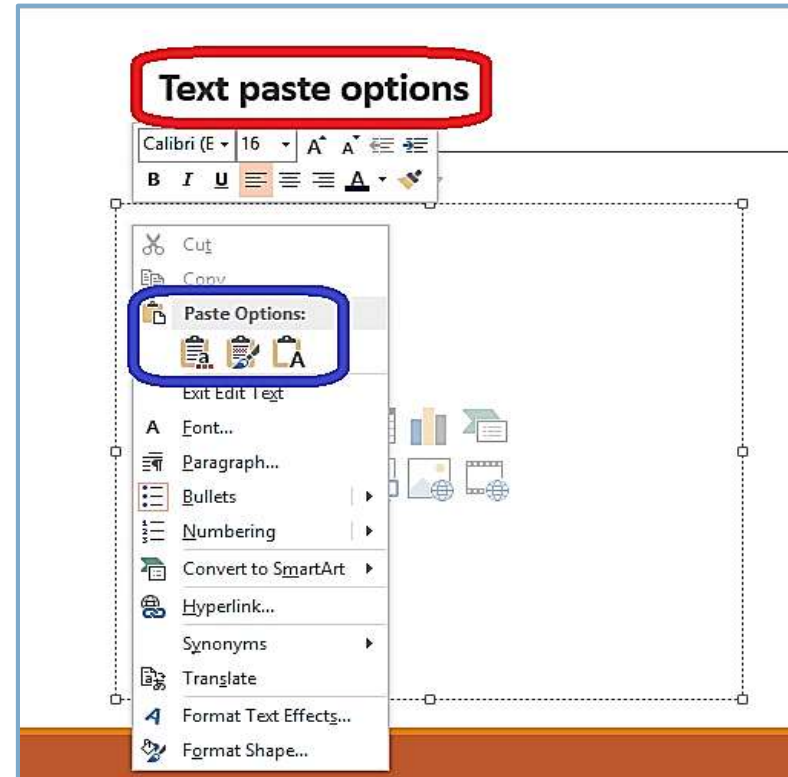
# Reuse slides

The screenshot displays the Microsoft PowerPoint interface with the 'Reuse Slides' task pane open on the left. The 'HOME' tab is selected in the ribbon, and the 'New Slide' button is highlighted. The task pane shows various slide layouts and the 'Reuse Slides...' option is highlighted. A file browser window is open in the foreground, showing a list of PowerPoint files. The 'Browse' button in the task pane and the 'Browse' button in the file browser are highlighted. The file browser window shows a list of files with columns for Name, Date modified, Type, and Size.

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

# Text paste options

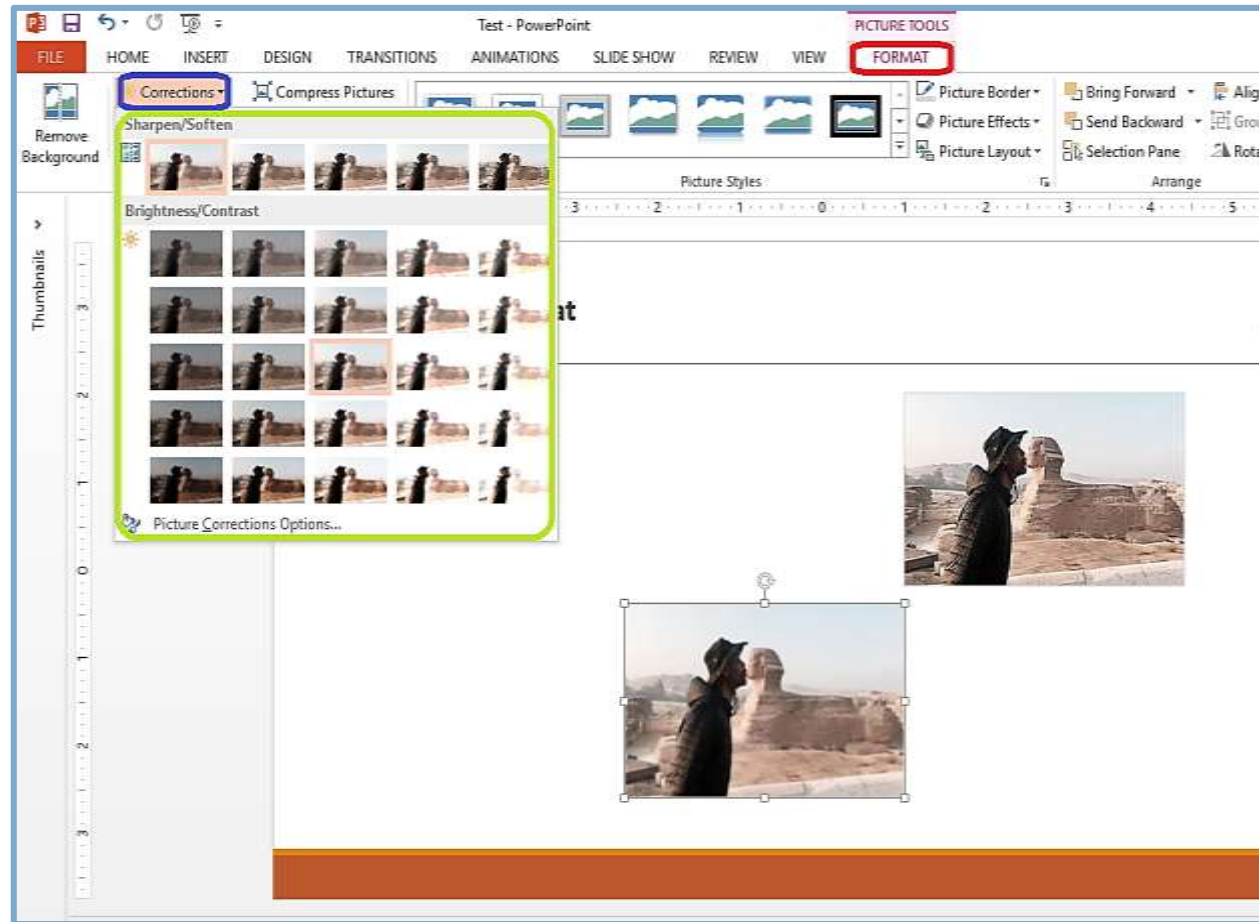
- The text paste option has three options:
- Use destination themes.
- Keep source formatting
- Keep text only (formatting according master slide)





# Pictures format

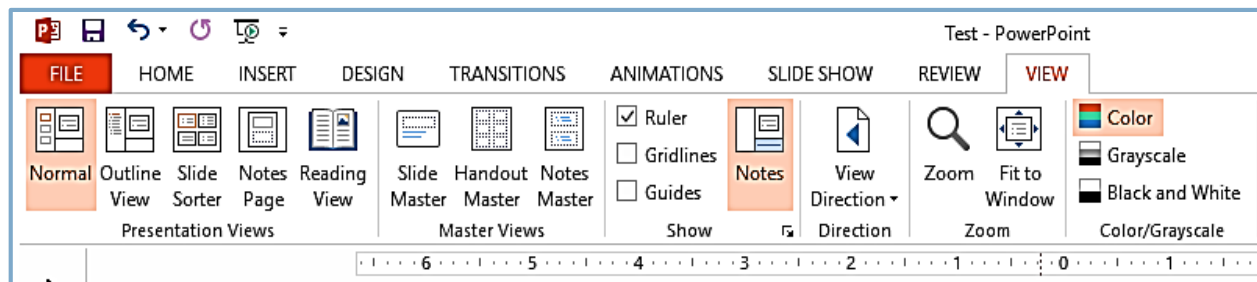
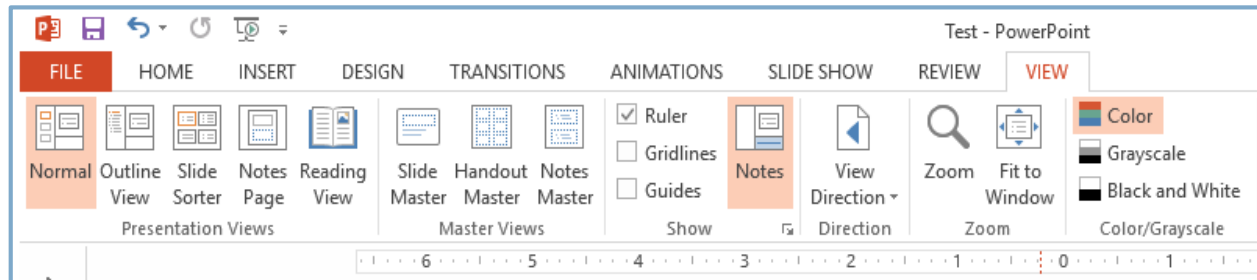
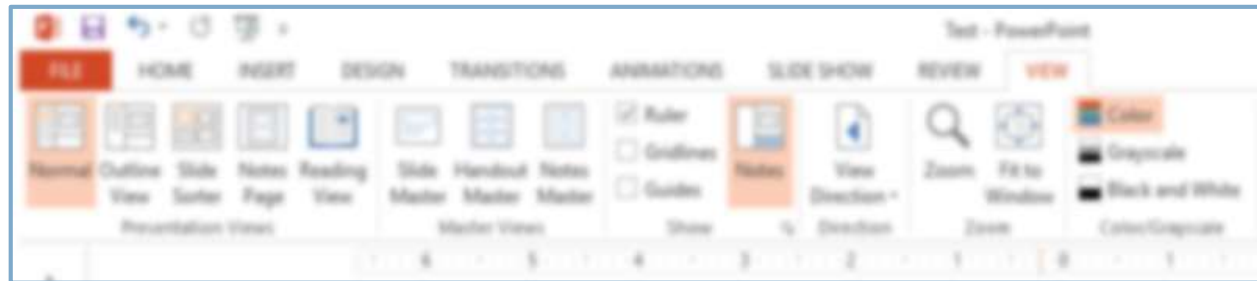
## 1. Picture Correction





# Pictures format

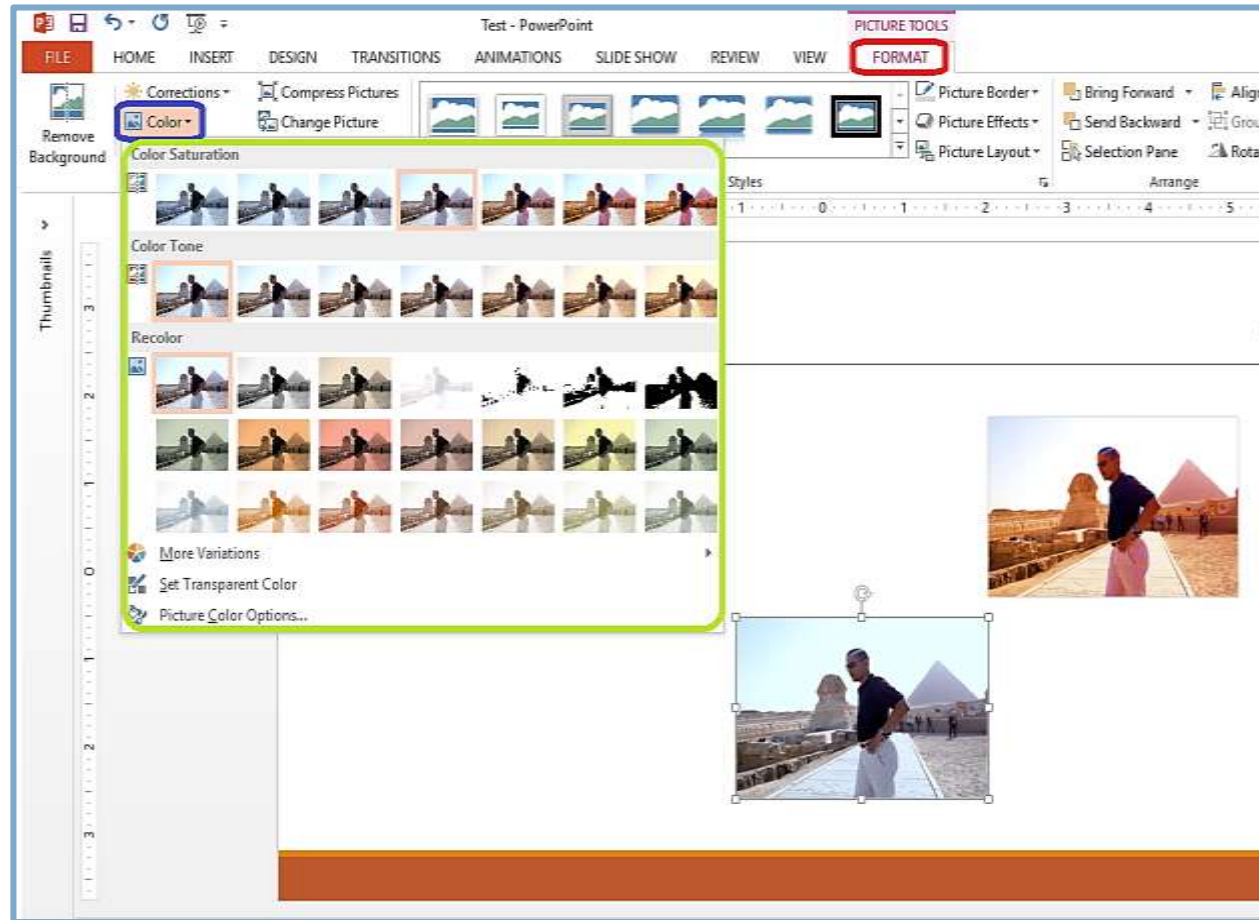
## 1. Picture Correction





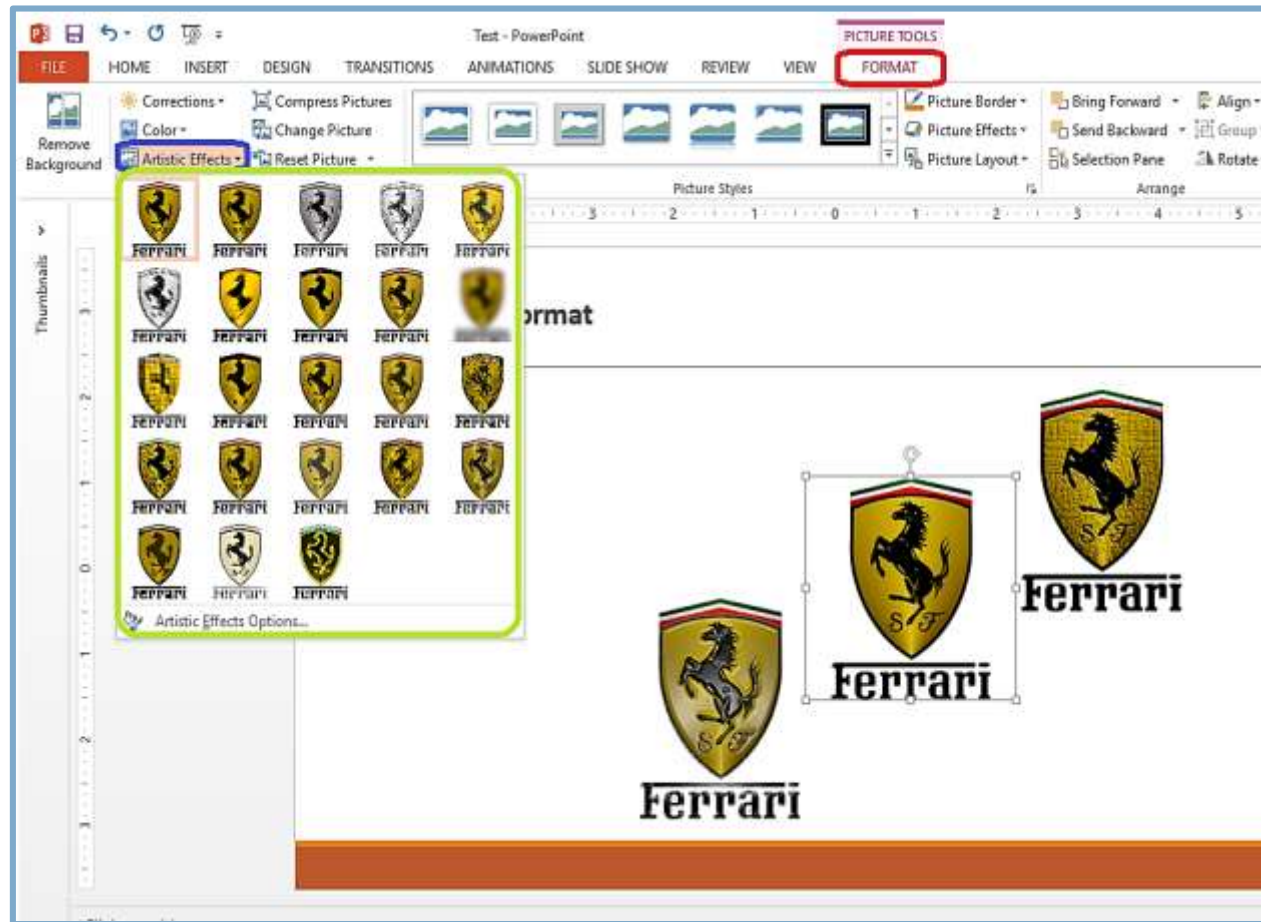
# Pictures format

## 2. Picture colors



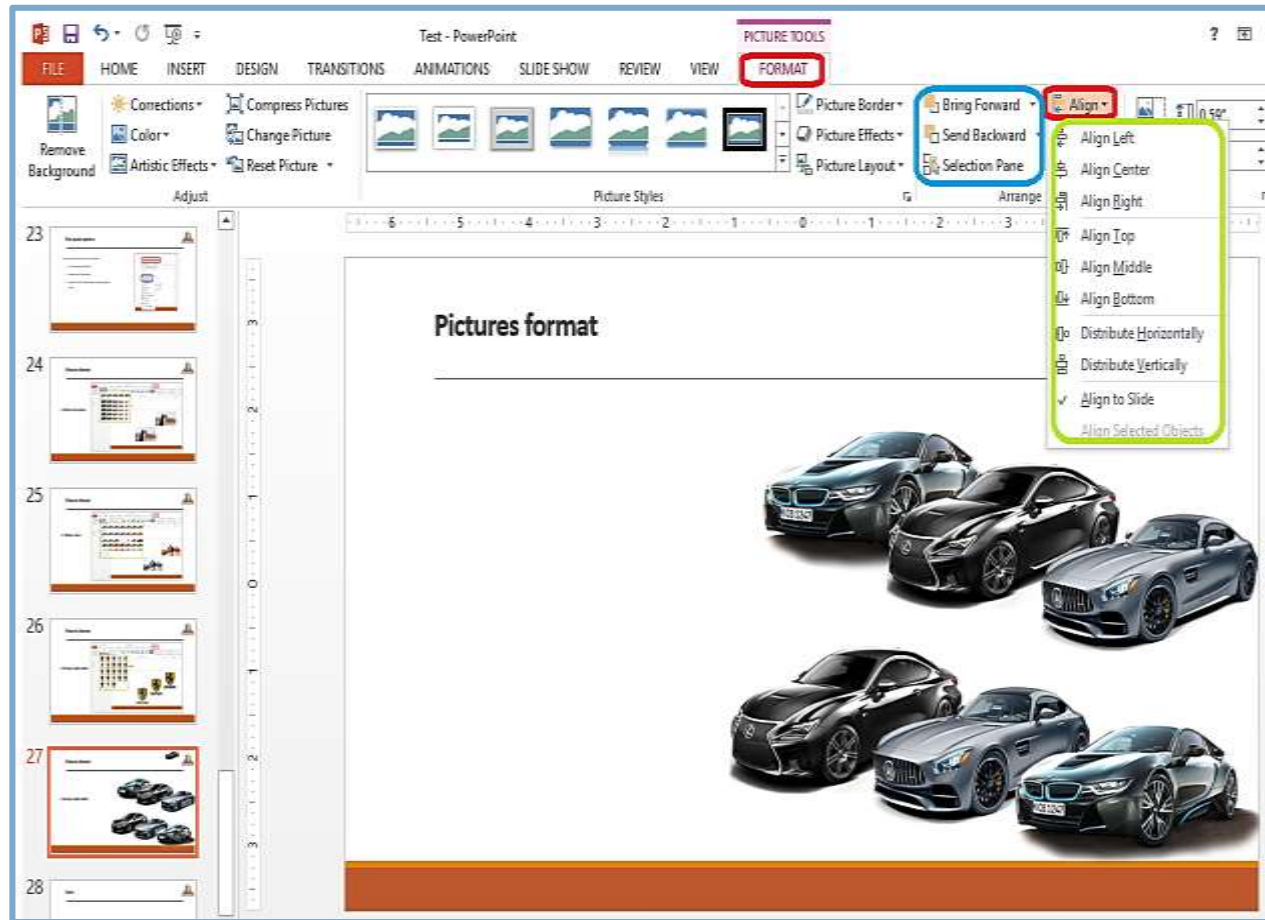
# Pictures format

## 3. Artistic effect



# Pictures format

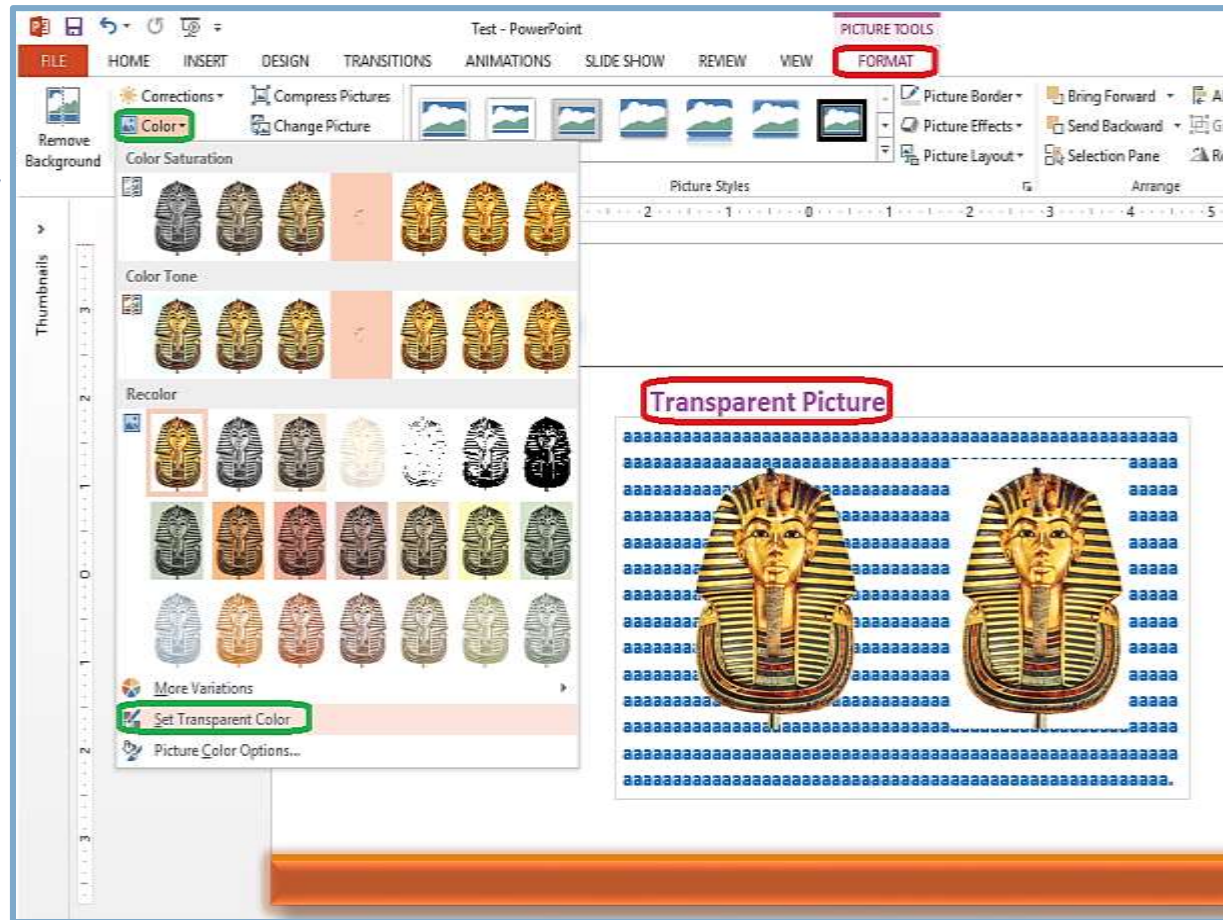
## 4. Pictures arrange





# Pictures format

## 5. Pictures transparency



Insert





# 1. Smart art

The screenshot displays the Microsoft PowerPoint interface with the 'INSERT' tab selected. The 'SmartArt' icon in the 'Illustrations' group is highlighted with a blue box. A 'Choose a SmartArt Graphic' dialog box is open, showing a list of SmartArt categories on the left, including 'All', 'List', 'Process', 'Cycle', 'Hierarchy', 'Relationship', 'Matrix', 'Pyramid', 'Picture', and 'Office.com'. The 'Hierarchy' category is selected, and an 'Organization Chart' is highlighted with a blue circle. The dialog box also contains a description of the Organization Chart and 'OK' and 'Cancel' buttons.



# Design the smart art

The screenshot shows the Microsoft PowerPoint interface with the **SMARTART TOOLS** ribbon selected. The **DESIGN** tab is active, highlighting the **Change Colors** button and the **Best Match for Document** gallery. The main workspace displays an organization chart with the text "Format the smart art". A text box titled "Type your text here" is open, showing a list of text items: "Edit the text", "[Text]", "[Text]", "[Text]", and "[Text]". The organization chart structure is as follows:

- Top level: Edit the text
- Second level: [Text]
- Third level: [Text], [Text], [Text]



# Add shape

The screenshot displays the Microsoft PowerPoint interface with the 'DESIGN' tab selected under 'SMARTART TOOLS'. A SmartArt diagram is shown on the slide, consisting of several orange rectangular boxes connected by lines. A context menu is open over one of the boxes, with the 'Add Shape' option highlighted in green. A yellow box highlights the sub-menu options: 'Add Shape After', 'Add Shape Before', 'Add Shape Above', 'Add Shape Below', and 'Add Assistant'. On the left, a text box titled 'Type your text here' is open, showing a list of bullet points. The ribbon includes 'FILE', 'HOME', 'INSERT', 'DESIGN', 'TRANSITIONS', 'ANIMATIONS', 'SLIDE SHOW', 'REVIEW', and 'VIEW'. The 'DESIGN' tab is further divided into 'LAYOUTS' and 'SMARTART STYLES'.





# 2. Chart

The screenshot shows the Microsoft PowerPoint interface with the 'INSERT' tab selected. The 'Chart' icon in the ribbon is highlighted with a blue box. The 'Insert Chart' task pane is open, showing a list of chart types. The 'Clustered Column - Line' chart type is selected and highlighted with an orange box. The chart preview shows a clustered column chart with three series: Series1 (orange), Series2 (red), and Series3 (blue line). The chart title is 'Chart Title' and the x-axis categories are Category 1, Category 2, Category 3, and Category 4. The y-axis ranges from 0 to 6.

Series Name	Chart Type	Secondary Axis
Series1	Clustered Column	<input type="checkbox"/>
Series2	Clustered Column	<input type="checkbox"/>



# Chart formatting

Intro. To PowerPoint - PowerPoint

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

CHART TOOLS

Add Chart Element Quick Layout Change Colors

	1	2	3	4	5	6	7	8	9
1		Series 1	Series 2	Series 3					
2	Category 1	4.3	2.4	2					
3	Category 2	2.5	4.4	2					
4	Category 3	3.5	1.8	3					

Chart Title

Category 1 Category 2 Category 3 Category 4

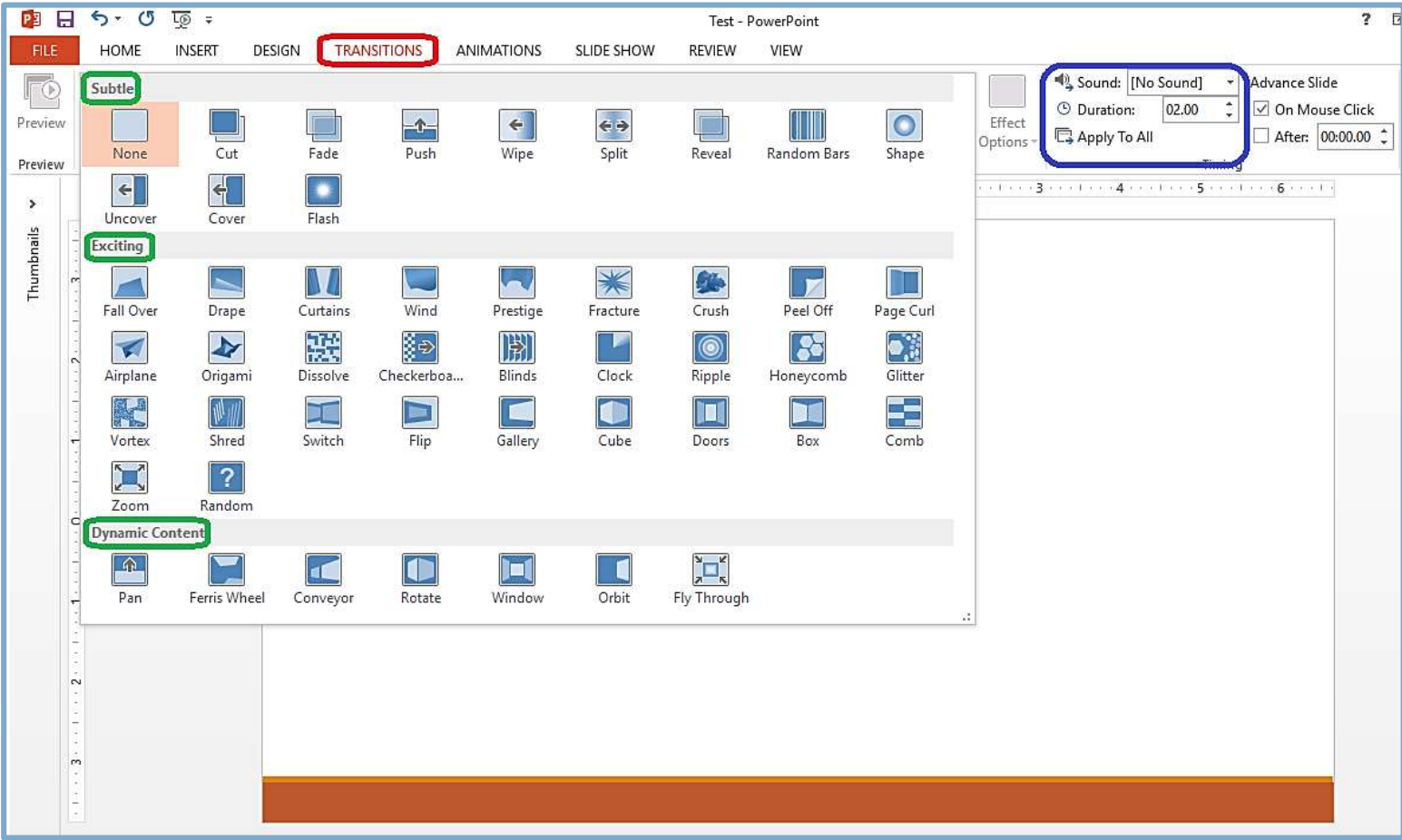
Series 1 Series 2 Series 3

# Other facilities





# Slides transitions



# Paint usage





# Printing options

Test - PowerPoint

8/10/2017

**Print**

Copies: 1

**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 1,2,3

Portrait Orientation

Color

Edit Header & Footer

**Print Layout**

Full Page Slides Notes Pages Outline

**Handouts**

1 Slide 2 Slides **3 Slides**

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

Thanks



*Salma / Gamal A. Hamid*