

Introduction to Computers Lab

First Year (2017 – 2018)

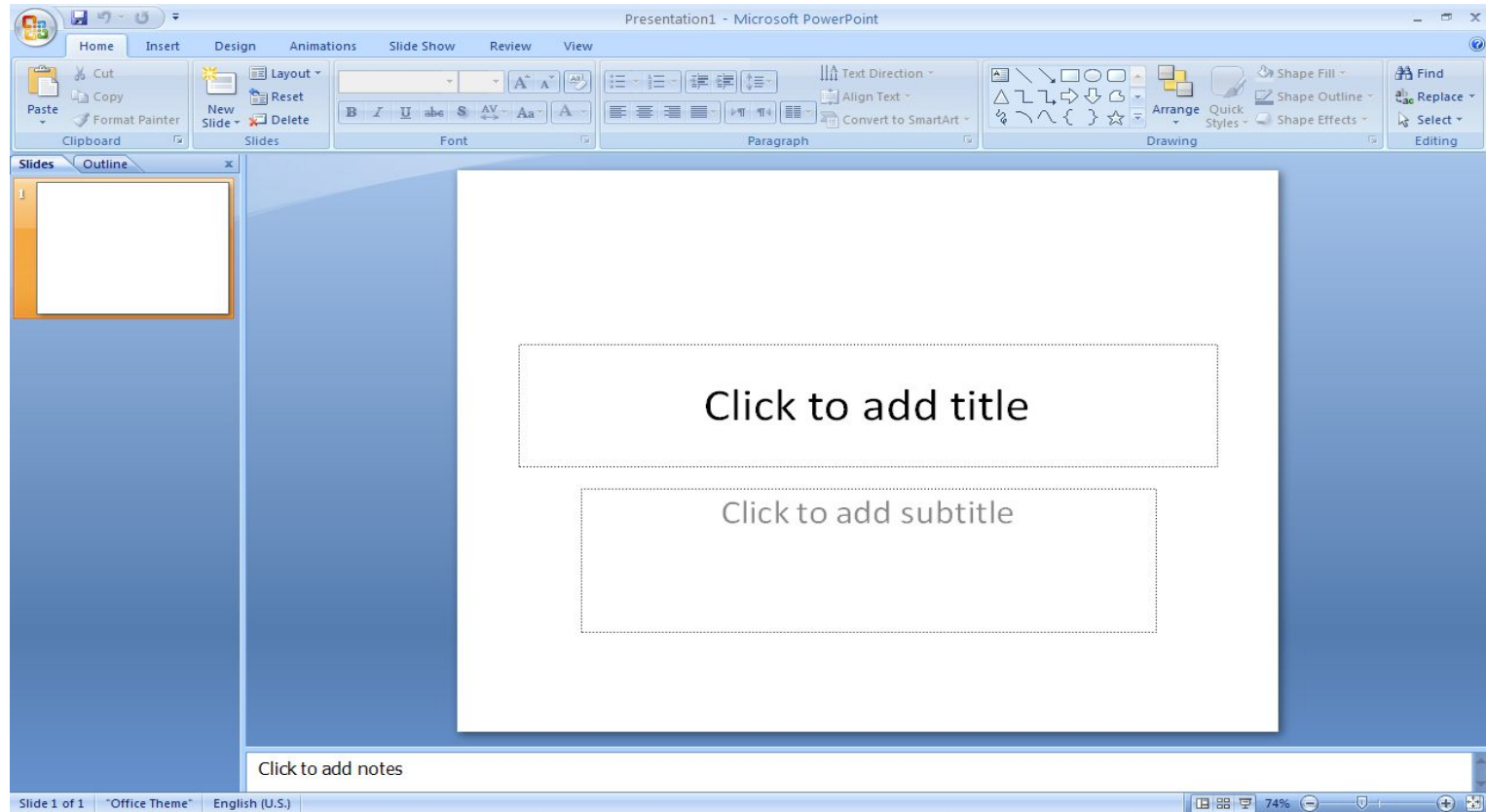


Lab 4

What is PowerPoint?

- ✧ Presentation software that allows you to create slides, handouts, notes, and outlines.
- ✧ Slide shows can include text, graphics, video, animation, sound and much more.

GETTING STARTED!!



Start page

GETTING STARTED!!(CONT.)



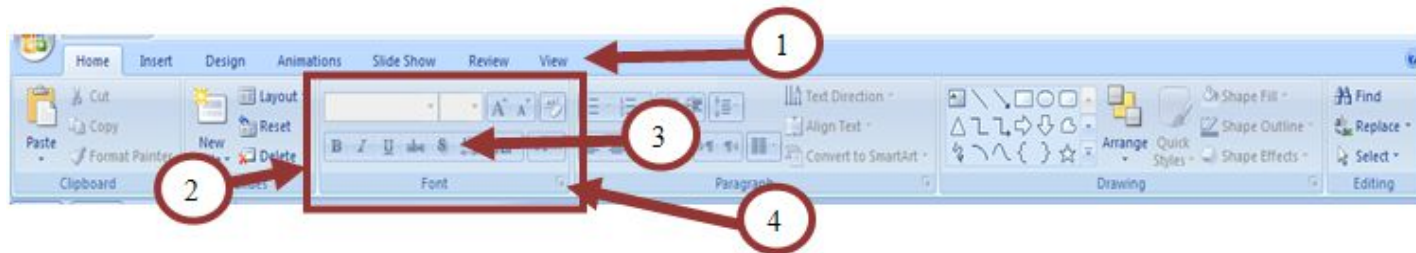
The Microsoft Button Office



The Quick Access Toolbar



The title toolbar



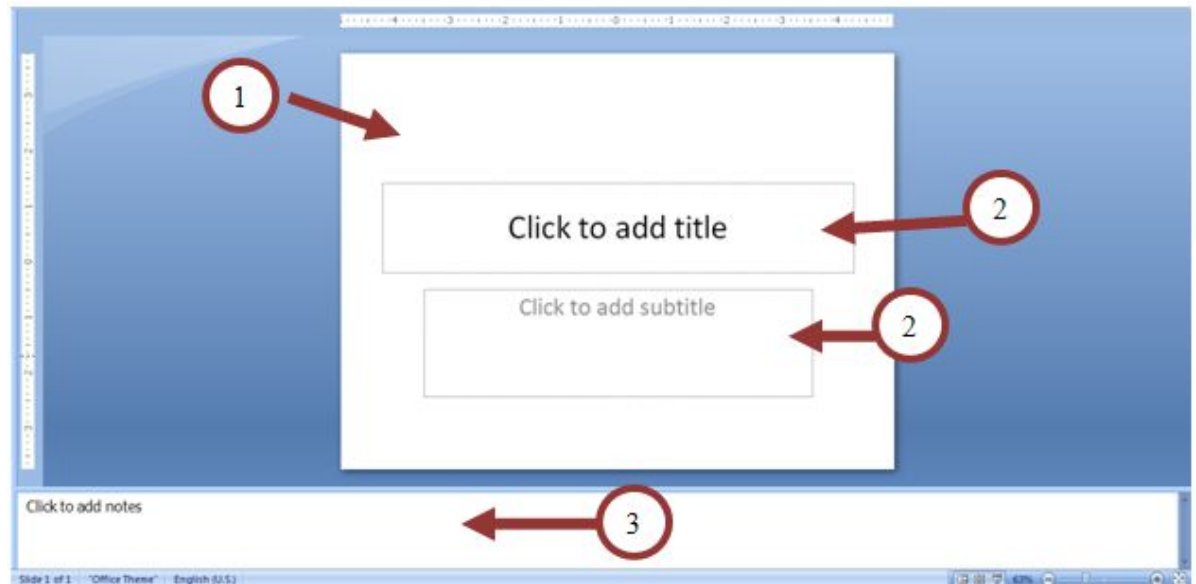
The Ribbon

1	Tabs
2	Command Group
3	Command Buttons
4	Launcher

GETTING STARTED!!(CONT.)

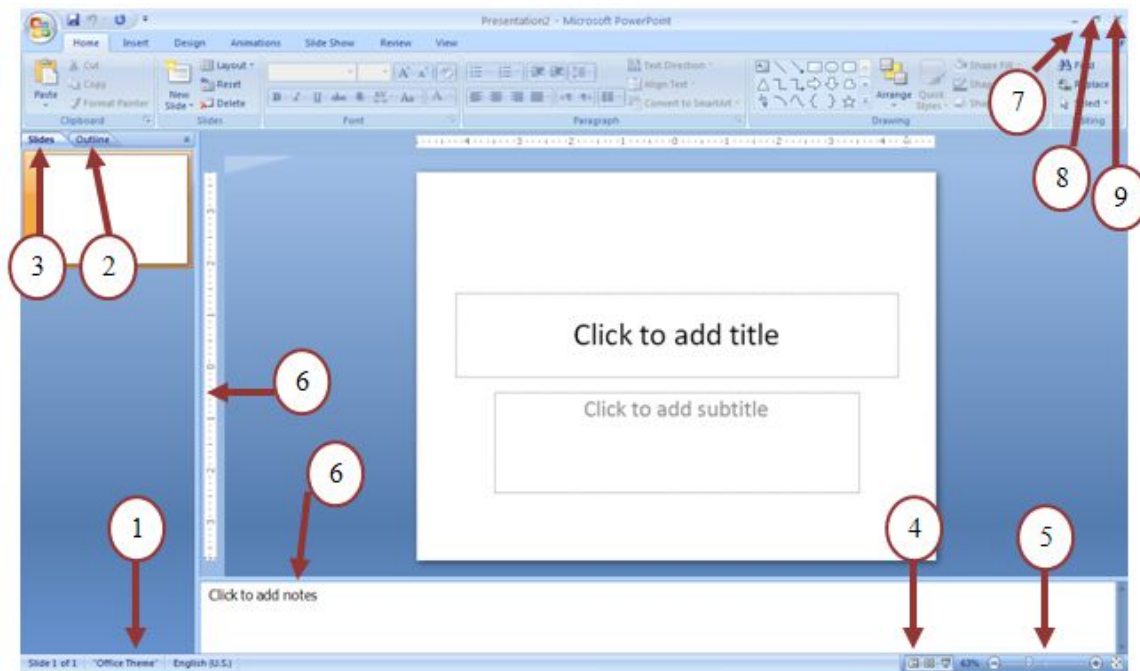


The Rulers



Slides, Placeholders, and Notes

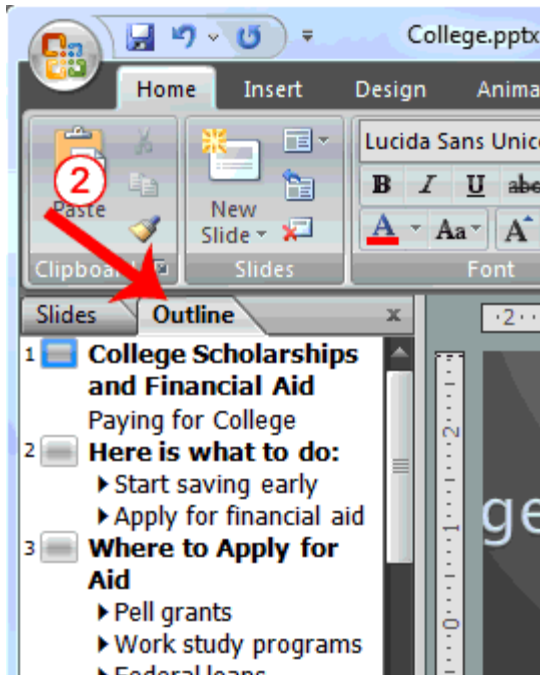
GETTING STARTED!!(CONT.)



1	Status Bar	6	Vertical & Horizontal Splitter Bars
2	Outline Tab	7	Minimize Button
3	Slides Tab	8	Maximize/Restore Button
4	View Btns	9	Close Button
5	Zoom		

Status Bar, Tabs, View Buttons, and More

GETTING STARTED!!(CONT.)



Slides and outline Tabs



Normal View



Slide Sorter View



Slide Show



Zoom



Minimize button



Maximize button



Restore button

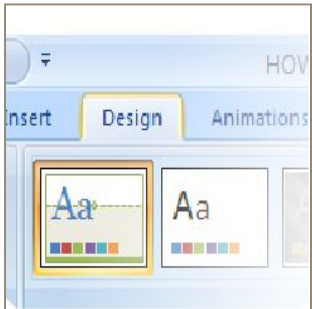


Close button

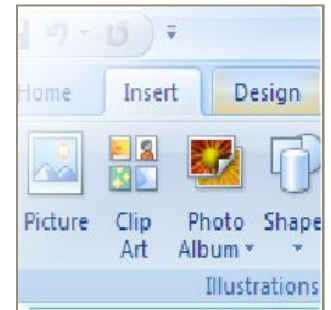
Tab Functions



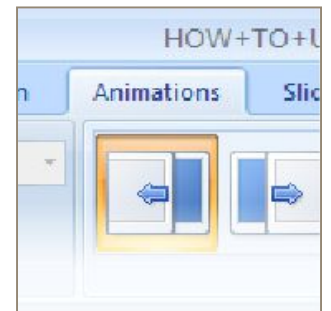
Home- formatting, editing, and layout



Design- themes, background colors, arrange objects

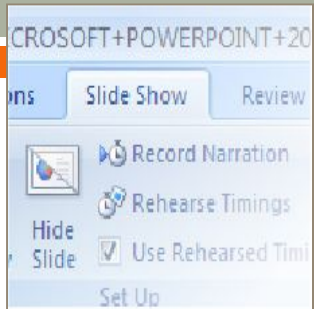


Insert- shapes, more slides, tables, text, media clip

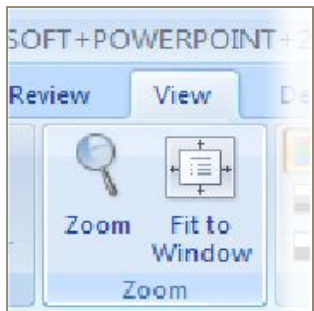


Animations- movement to slides or objects

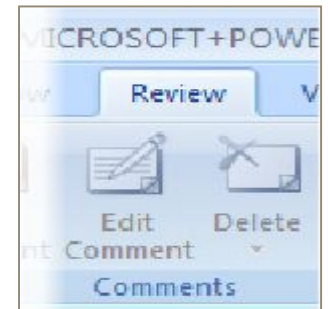
Tab Functions (cont.)



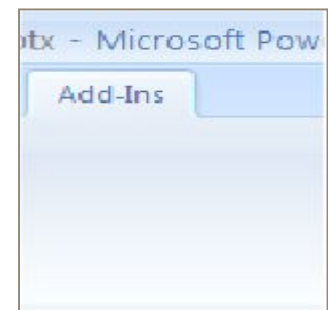
Slide Show- resolution, preview, custom



View- to show different views of your slide



Review- spell check, translate text

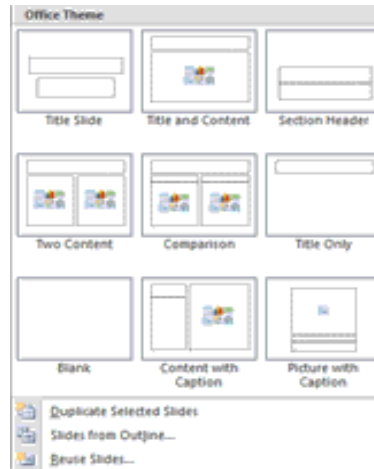


Add-Ins- show slides and record timings

Let's Create your First
Presentation.

Create New Presentation

- ✧ Create a Title Slide
- ✧ Create a New Slide
- ✧ Choose the layout you want:

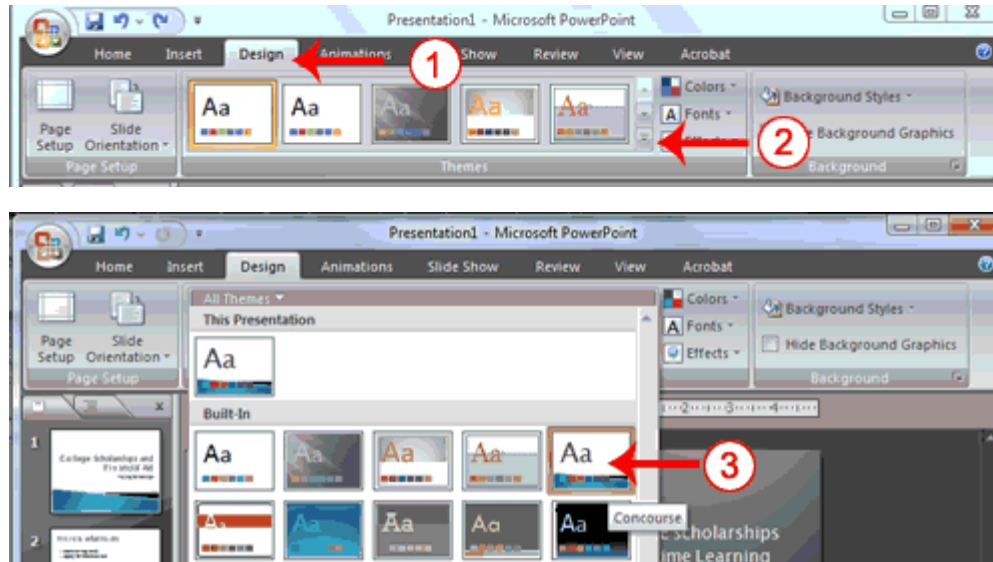


Layout Pane

- ✧ Make changes to your slides (add or change text)

Create New Presentation (cont.)

Apply themes



- Choose the Design tab.
- Click the More button  the Themes group.
- Click the design you want.

Create New Presentation (cont.)

- Add a dramatic effect to your theme by applying a background.



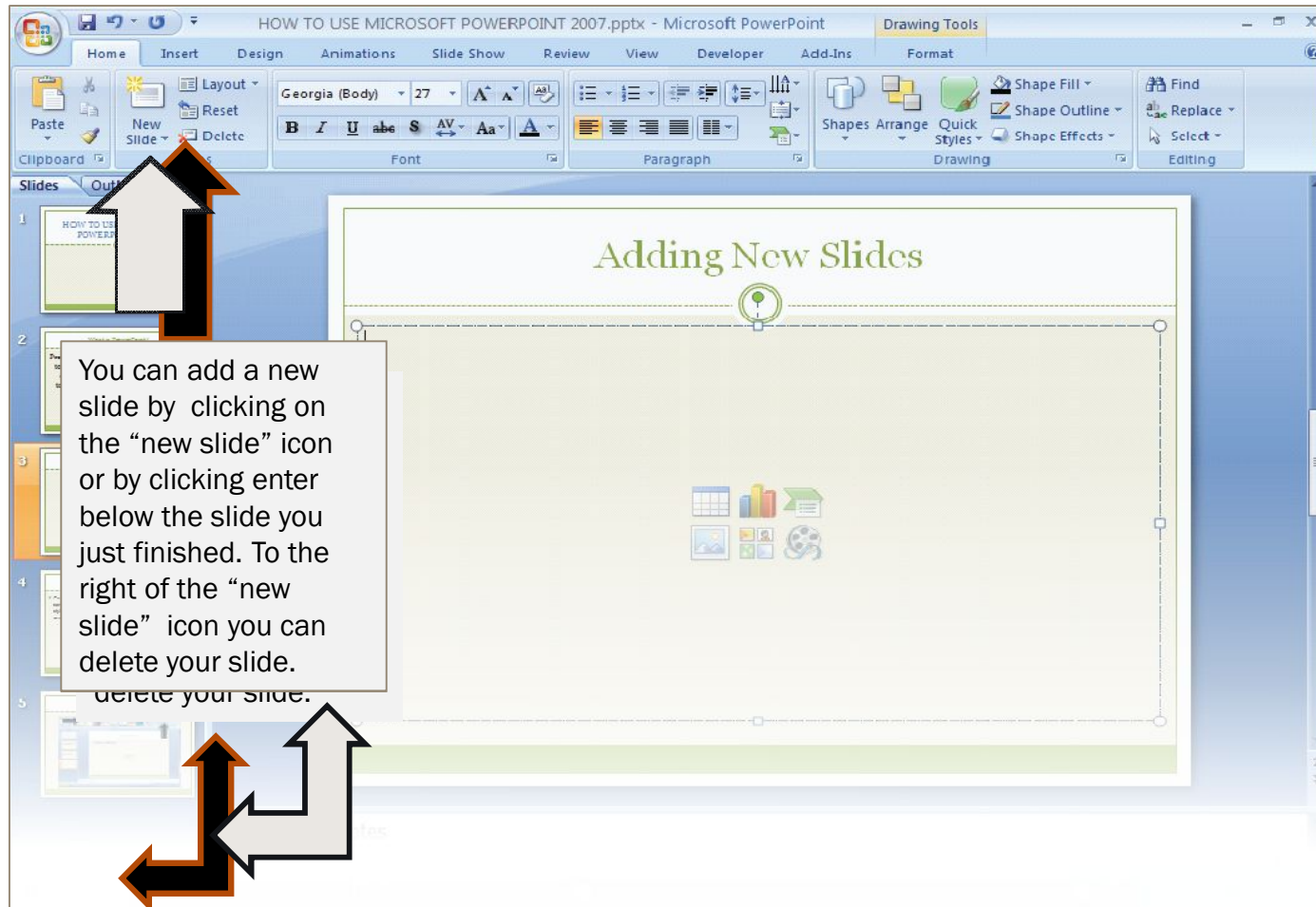
- Choose the Design tab.
- Click the Background Styles button .
- Click the background you want.



Create New Presentation (cont.)

Running and Navigating the Slide Show	
Task	Procedure
Run Your PowerPoint Slide Show	<p>Do one of the following:</p> <ul style="list-style-type: none">• Press F5.• Choose the Slide Show tab. Click the From Beginning button in the Start Slide Show group.• Click the Slide Show icon in the bottom-right corner of your screen
Go to the next slide.	<p>Do one of the following:</p> <ul style="list-style-type: none">• Press the Right Arrow key.• Press the Enter /Space key.• Press the Page Down key.• Left-click the slide.
Go to the previous slide.	<p>Do one of the following:</p> <ul style="list-style-type: none">• Press the Left Arrow key.• Press the Backspace key.• Press the Page Up key.
End the slide show and return to PowerPoint.	Press the Esc key.

Adding and Deleting Slides



Reuse slides from another presentation

1. On the **Home** tab, in the **Slides** group, click the arrow below **New Slide**, and then select **Reuse Slides**.
2. In the **Reuse Slides** pane, click **Open a PowerPoint File**.
3. In the **Browse** dialog box, locate and click the presentation file that contains the slide that you want, and then click **Open**.
6. In the **Reuse Slides** pane, do one of the following:
 - To add a single slide, click the slide.
 - To add all of the slides, right click any slide, and then select **Insert All Slides**.

Note If you want the slide that you are adding to the destination presentation to maintain the formatting of the original presentation, select the **Keep source formatting** check box before you add the slide to the destination presentation.

File Home Insert Design Transitions Animations Slide Show Review View

Clipboard Format Painter

Paragraph Drawing

Editing

Find Replace Select

Shape Fill Shape Outline Shape Effects

Quick Styles

Arrange

Text Direction Align Text Convert to SmartArt

Layout Section

New Slide

POT-2010-Video-Template

20 Quick Reference Card 3

21 Quick Reference Card 4

22 Quick Reference Card 5

23 Quick Reference Card 6

24 Using this template

Slide 21 of 24

POT-2010-

1

2

3

Quick Reference Card 4

corner of the screen, press the Slide Sorter button.

or screen clipping

at you want to add the screenshot to.

b, in the **Images** group, click **Screenshot**.

Following:

ple window, click the thumbnail in the **Available**

y.

the window, click **Screen Clipping**, and when the

s a cross, press and hold the left mouse button to

f your screen that you want to capture.

Reuse Slides

Insert slide from:

C:\Users\y15mahmed111\Downloads\tra

Browse

You can reuse slides from Slide Libraries or other PowerPoint files in your open presentation.

[Open a Slide Library](#)

[Open a PowerPoint File](#)

[Learn more about reusing slides.](#)

Open

[trainingpresentation-powerpointtipsandtricks \(1\) ...](#)

[Introduction-CV-lecture2.pptx](#)

Duplicate Selected Slides

Slides from Outline...

Reuse Slides...

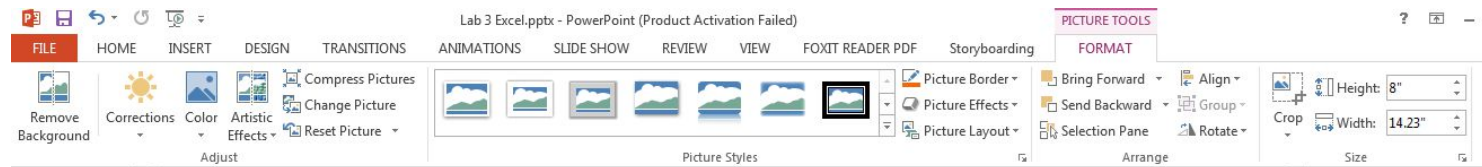
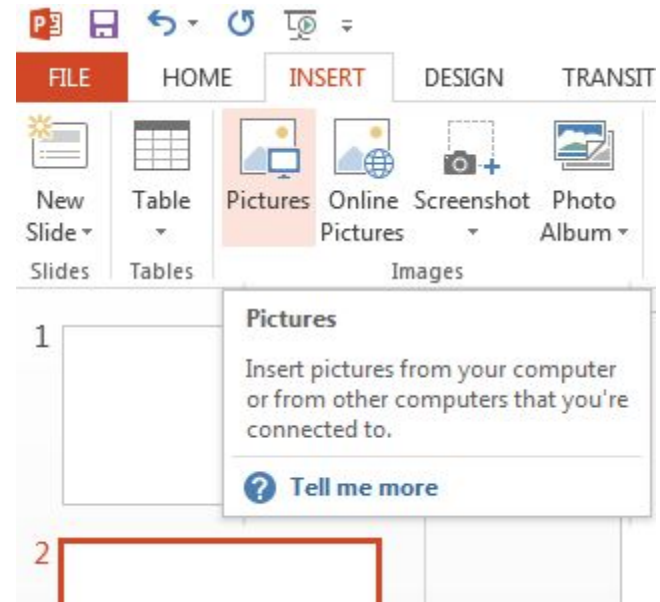
Insert Tab



1-Insert Picture

🌀 Home → Insert → Pictures

🌀 Once you select the picture, Picture tools tab will appear.



Crop a picture to a shape

1. Select the picture or pictures that you want to crop to a specific shape.
 2. Under **Picture Tools**, on the **Format** tab, in the **Size** group, click the arrow under **Crop**.
 3. Click **Crop to Shape** and then click the shape you want to crop to.
- ∞ **Zoom with your mouse**
- ∞ If your mouse has a wheel, hold down the CTRL key, and then rotate the wheel forward to zoom in. Rotate the wheel backward to zoom out.

trainingpresentation-powerpointtipsandtricks (1) (1).pptx - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Format

Remove Background Corrections Color Artistic Effects Compress Pictures Picture Styles

Picture Border Picture Effects Picture Layout Bring Forward Send Backward Selection Pane Align Group Rotate

Height: 3.41" Width: 5.92" Crop Crop to Shape Aspect Ratio Fill Fit

Click to add title

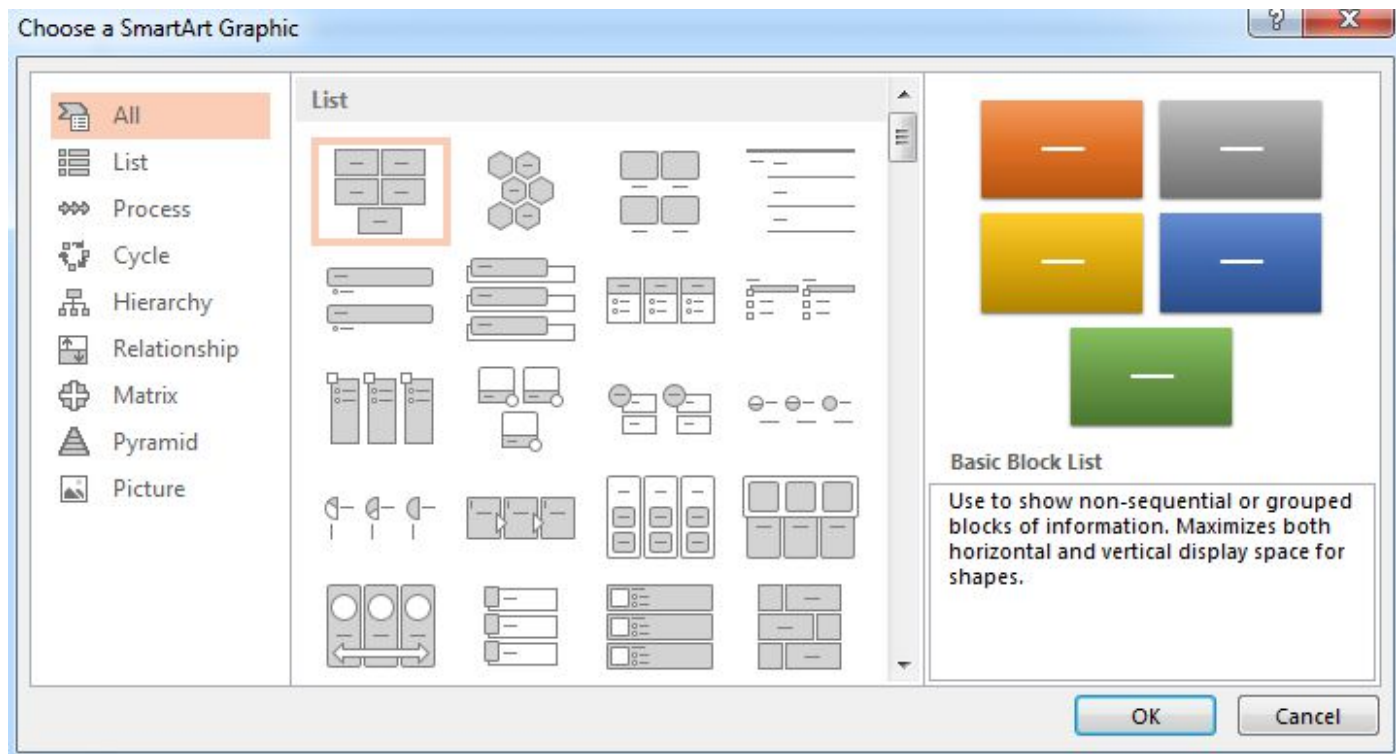
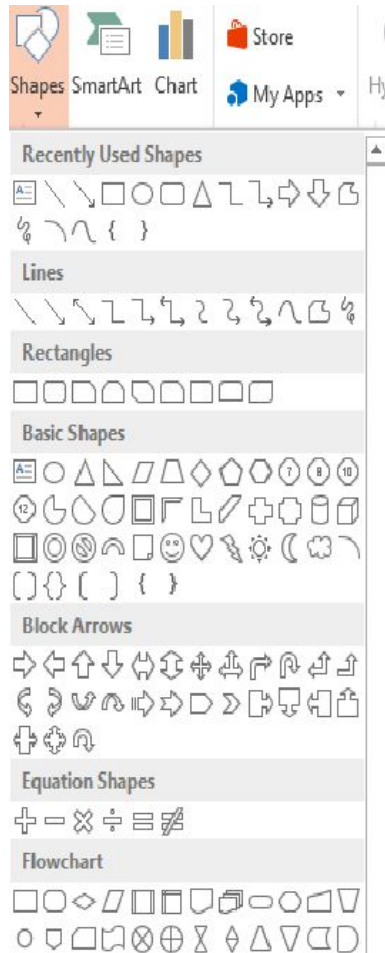
Click to add notes

Slide 22 of 25 "POT-2010-Video-Template" English (U.S.) 70%

1 2 3 4

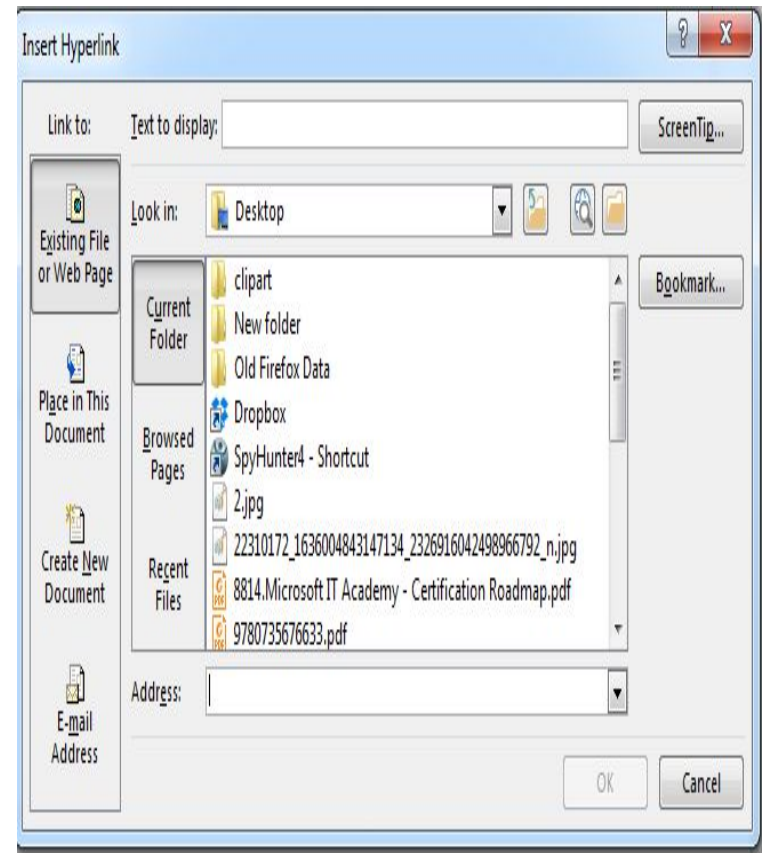
The image is a screenshot of the Microsoft PowerPoint application. The title bar at the top shows the file name 'trainingpresentation-powerpointtipsandtricks (1) (1).pptx'. The ribbon is set to the 'Format' tab, which is divided into 'Picture Styles' and 'Arrange'. The 'Picture Styles' group contains 'Picture Border', 'Picture Effects', and 'Picture Layout'. The 'Arrange' group contains 'Bring Forward', 'Send Backward', 'Selection Pane', 'Align', 'Group', and 'Rotate'. Below the ribbon is a task pane with 'Crop' and 'Crop to Shape' buttons. The 'Crop' task pane shows the dimensions of the selected image (Height: 3.41", Width: 5.92") and options for 'Crop', 'Crop to Shape', 'Aspect Ratio', 'Fill', and 'Fit'. The 'Crop to Shape' button is highlighted with a red arrow labeled '3'. The 'Crop' button is highlighted with a red arrow labeled '2'. The 'Crop to Shape' button is also highlighted with a red arrow labeled '4'. The 'Crop to Shape' button is also highlighted with a red arrow labeled '1'. The main slide area shows a presentation slide with a red flower image. The slide has a title placeholder 'Click to add title' and a notes placeholder 'Click to add notes'. The left sidebar shows a list of slides, with slide 22 selected. The bottom status bar shows 'Slide 22 of 25', the template name 'POT-2010-Video-Template', the language 'English (U.S.)', and the zoom level '70%'.

2-Insert Shapes and SmartArt



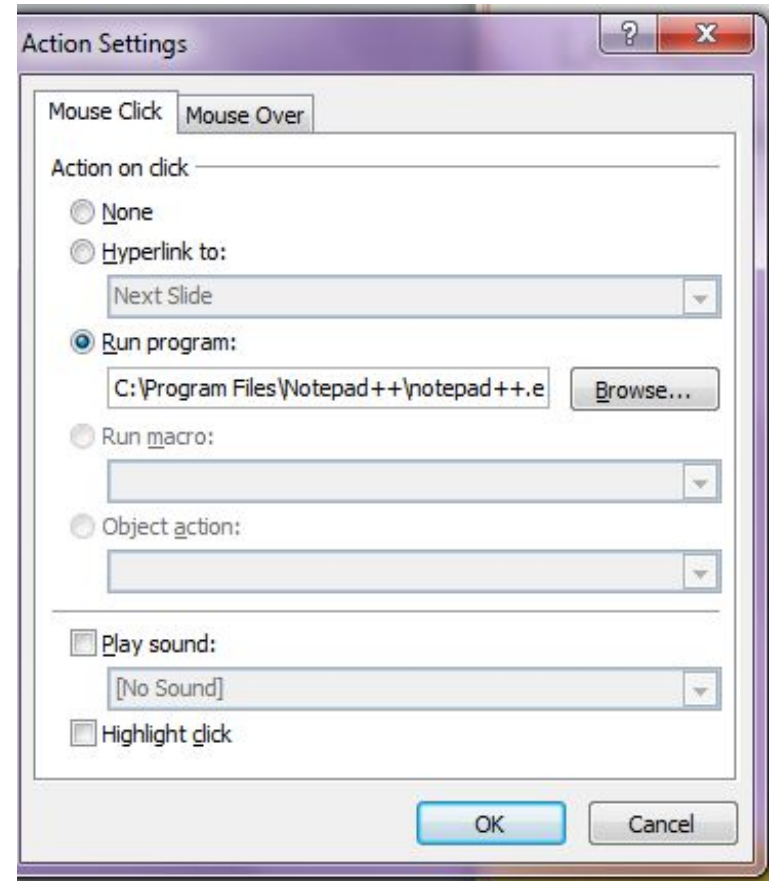
3-Insert Hyper Link

- ✧ Insert → HyperLink.
- ✧ Text to display: that will be shown for this hyperlink.
- ✧ Link to:
 - Existing file or web page
 - Place in this document.

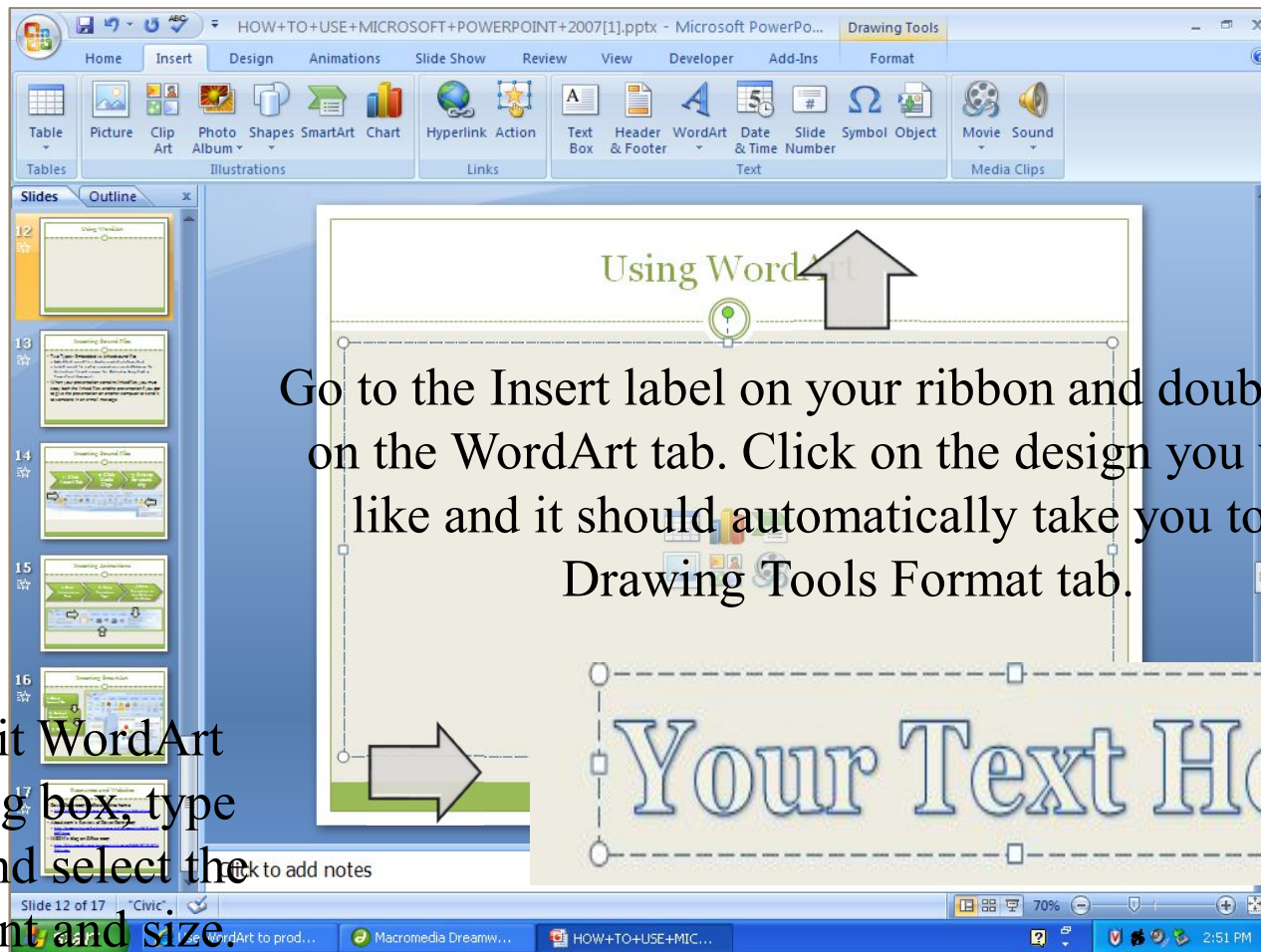


4-Insert Action

- ∞ Hyper Link to...
- ∞ Run program: to launch another application

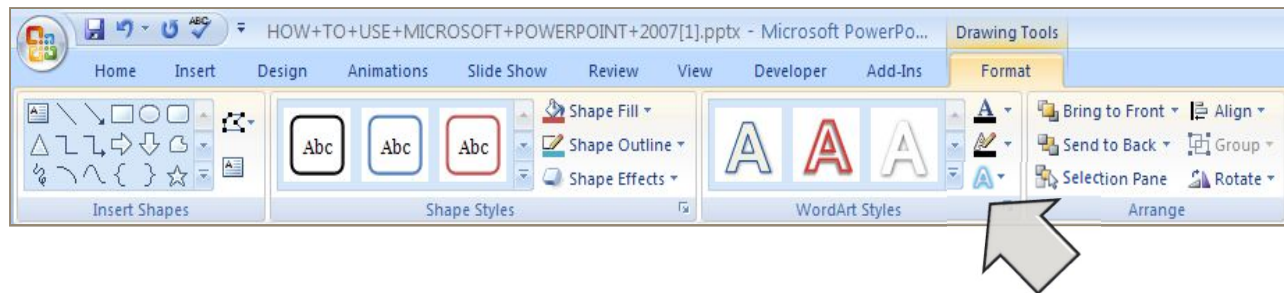


5- Insert WordArt



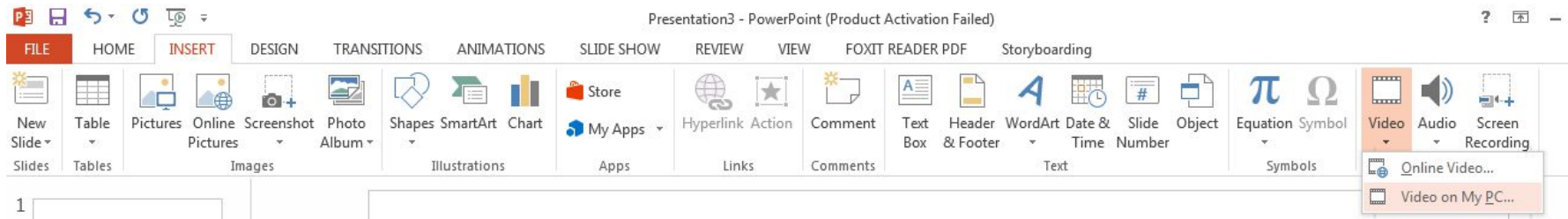
Insert WordArt (cont.)

- You can select different shape styles, insert shapes, and arrange your text. To the right and at the bottom of WordArt Styles area you can change your text by adding an effect like this one.



6- Insert Video

1. Select **Insert** → **Video** < **Video on My PC**
2. Find the movie file in your folder and double-click on it.



Insert link to a video on YouTube

1. Click the slide that you want to add a video to.
2. On the **Insert** → **Video** > **Online Video**
3. In the Search YouTube box, type the name of the video that you want to insert.
4. Select the video from the search results, and click Insert.
5. A video rectangle is placed on your slide, which you can move and resize as you like. To preview your video on your slide, right-click the video, and then click Preview.

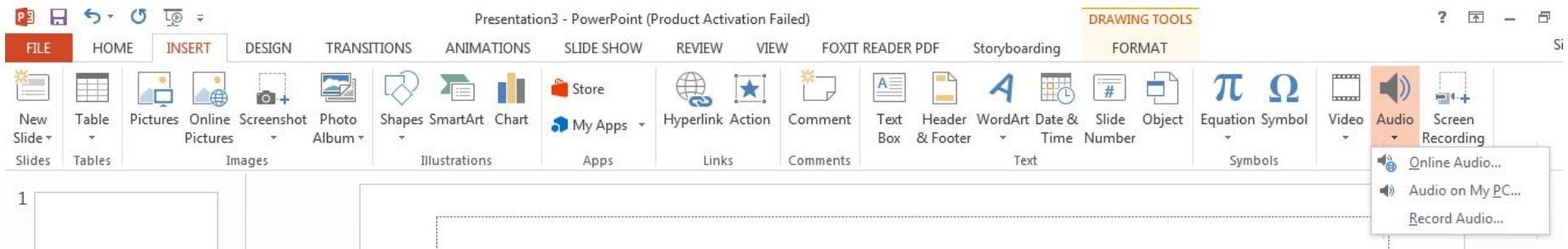


7- Insert Audio

- ✎ Two Types: Embedded vs. Linked sound files
 - Embedded sound file is directly inserted into PowerPoint
 - Linked sound file is when a connection is created between the destination file and a source file. Destination being Word or PowerPoint document.
- ✎ When your presentation contains linked files, you must copy both the linked files and the presentation if you plan to give the presentation on another computer or send it to someone in an e-mail message.

Insert Audio (cont.)

Insert → Audio..



Animations Tab

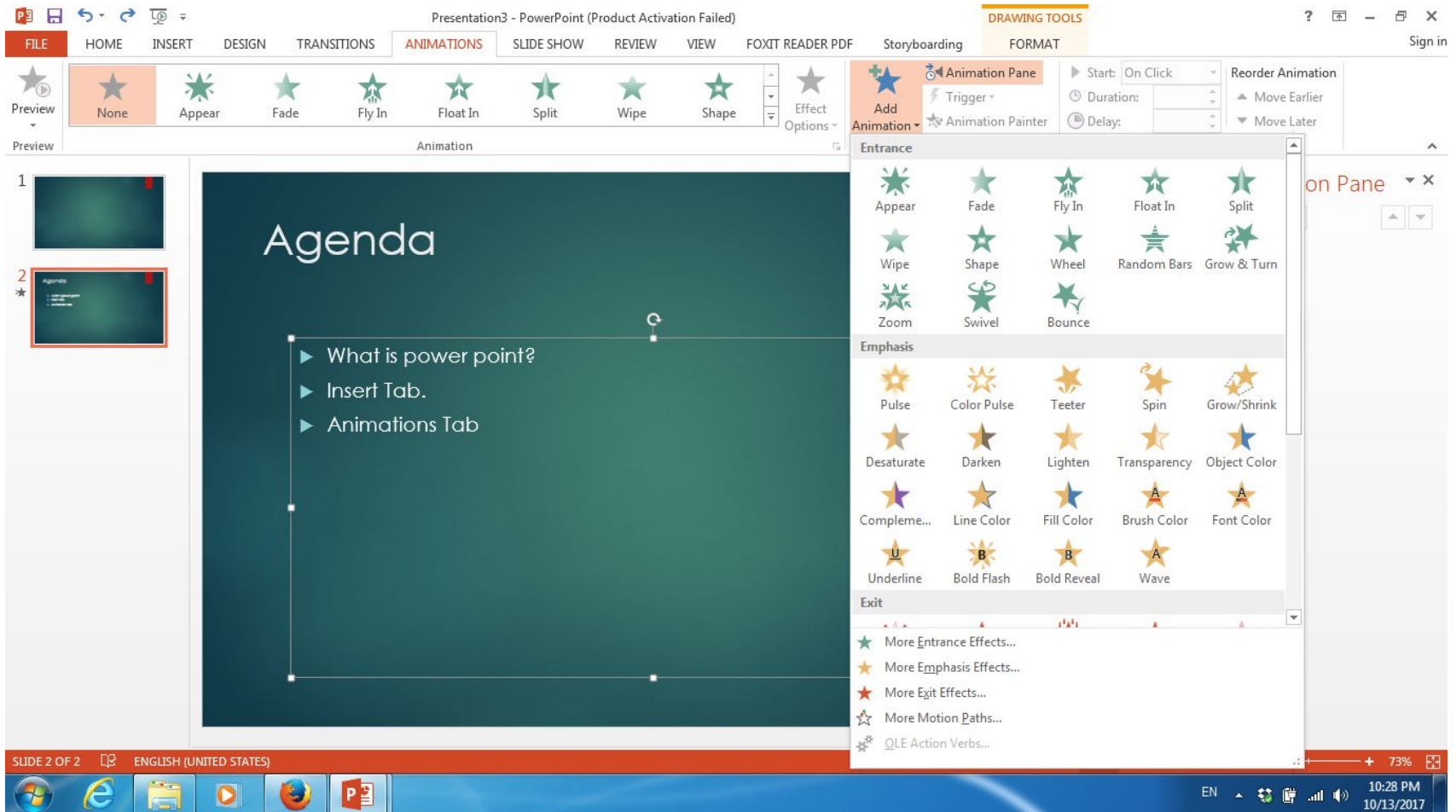


Add Animations

∞ Power Point Provides 4 types of animations:

- Entrance
- Exit
- Emphasis
- Motion Paths.

Add Animations (cont.)



Add Animations (cont.)

1. Select the object(or text) you will apply animation on.
 2. Choose the Animations tab.
 3. Click Add Animation.
- ∞ The four categorizes of animations will appear.
 - ∞ Choose your animation.
 - ∞ The selected animation will appear in the Animation Pane.

Add Transitions

Presentation3 - PowerPoint (Product Activation Failed)

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW FOXIT READER PDF Storyboarding

Preview

None Cut Fade Push Wipe Split Reveal Random Bars Shape Uncover Effect Options

Transition to This Slide

Timing

Sound: [No Sound] Duration: 00.70 Advance Slide ☒ On Mouse Click ☐ After: 00:00.00

Apply To All

Apply To All
Apply the current slide's transition, effects, and timing settings to the entire presentation.

Animation Pane

Play All

1

2

★

Agenda

- ▶ What is power point?
- ▶ Insert Tab.
- ▶ Animations Tab

SLIDE 2 OF 2 ENGLISH (UNITED STATES)

NOTES COMMENTS

73%

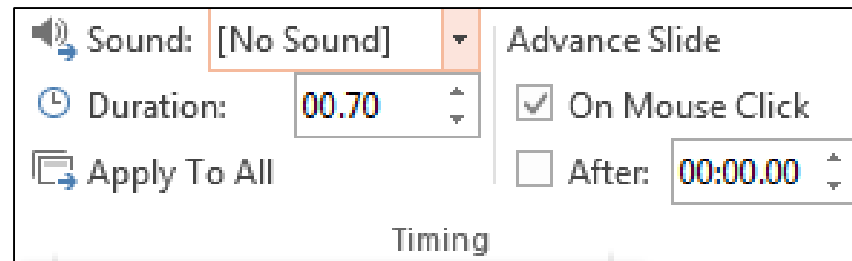
10:40 PM 10/13/2017

Add Transitions (cont.)

- ☞ Select Transitions Tab
- ☞ Click the preferred transition between slides.
- ☞ Select Apply To All: to apply the selected transition on all slides.

Add Transitions (cont.)

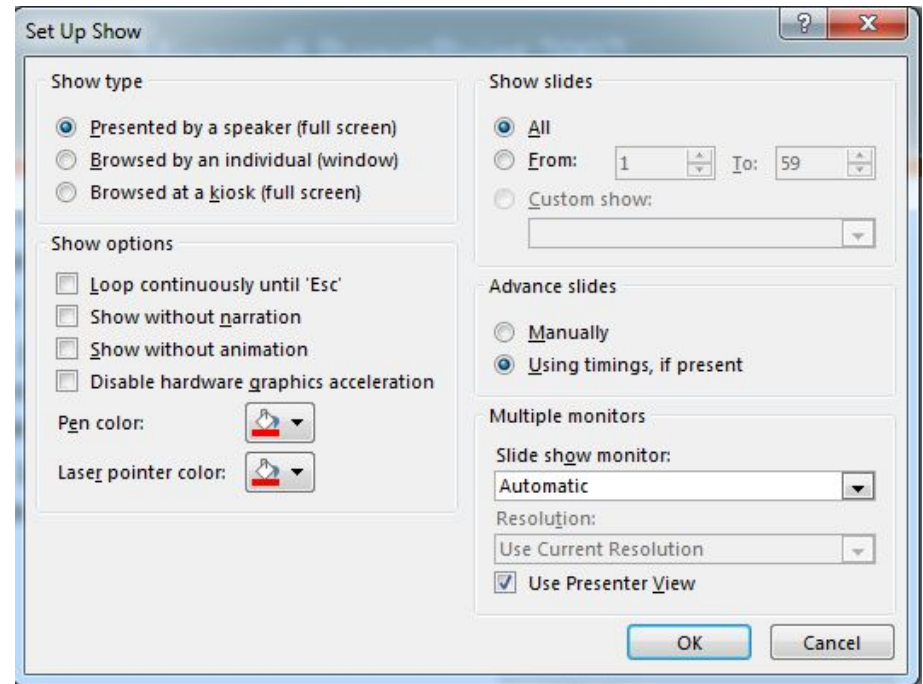
1. To add a sound to a transition, click the down arrow next to the Transition Sound field and then click the sound you want. As you roll your pointer over each sound, PowerPoint plays the sound.
2. To set when the transition will occur, select in advance slide tab either On Mouse Click or define the time.



Set Up Slide Show

∞ To set up a PowerPoint presentation to run automatically:

1. On the Slide Show tab, click Set Up Slide Show.
2. Under Show type, pick one of the following:
 - To present your slide show in a window, where control over advancing the slides is available to the people watching, select Browsed by an individual (window).
 - To loop your slide show until the people watching press Esc, select Browsed at a kiosk (full screen).



Spell Checking



Spelling button from review tab



Spelling Dialog box

Response	Procedure
Do not change spelling.	Click Ignore.
Correct spelling.	1. Click the correct spelling in the Suggestions box. 2. Click Change.
Add to dictionary.	Click Add.
Word is correct. Do not change presentation.	Click Ignore All.
Word is incorrect. Change entire presentation.	Click Change All.

Slide sorter

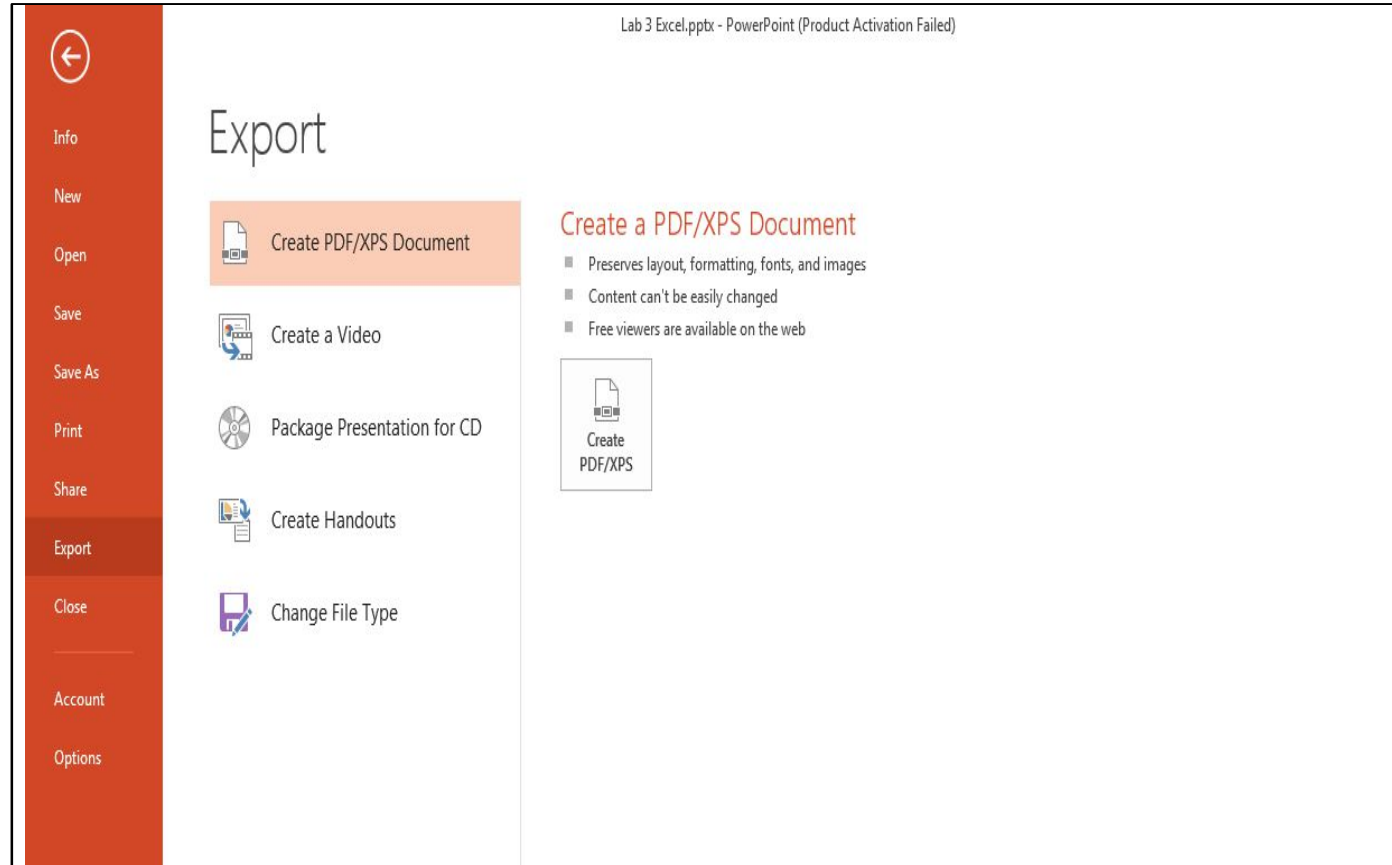
Slide Sorter View	
Task	Procedure
Move to first slide.	Use Ctrl+Home.
Move to last slide.	Use Ctrl+End.
Move to next slide.	Use the right arrow.
Move to previous slide.	Use the left arrow.
Select a slide.	Single-click the slide.
Open a slide in Normal view.	Double-click the slide.
Select slides.	Select a single slide: 1. Click the slide you want to select.
	Select multiple slides: 1. Hold down the Ctrl key. 2. Click the slides you want to select.
Delete a slide.	1. Select the slide or slides you want to delete. 2. Press the Delete key.

Slide sorter

Copy a slide.	<ol style="list-style-type: none">1. Select the slide.2. Choose the Home tab.3. Click the Copy button in the Clipboard group.
	<ol style="list-style-type: none">1. Select the slide.2. Press Ctrl+C.
Paste a slide.	<ol style="list-style-type: none">1. Select the slide after which you want the new slide or slides to appear.2. Choose the Home tab.3. Click the Paste button in the Clipboard group.
	<ol style="list-style-type: none">1. Select the slide after which you want the new slide or slides to appear.2. Press Ctrl+V.
Cut a slide.	<ol style="list-style-type: none">1. Select the slide or slides you want to cut.2. Choose the Home tab.3. Click the Cut button in the Clipboard group.
	<ol style="list-style-type: none">1. Select the slide or slides you want to cut.2. Press Ctrl+X.
Move a slide.	<ol style="list-style-type: none">1. Select the slide (or slides) you want to move.2. Drag it to the new location.
Duplicate a slide.	<ol style="list-style-type: none">1. Select the slide (or slides) you want to duplicate.2. Press Ctrl+D.

Save Power Point in other formats

- File → Export...
- Select the preferred format.



Print Your Slides

Presentation3 - PowerPoint (Product Activation Failed)

Print

Copies: 1

Printer: HP Photosmart C4500 series (Offline) [Printer Properties](#)

Settings

Print All Slides (Print entire presentation)

Slides:

Full Page Slides (Print 1 slide per page)

Collated (1,2,3 1,2,3 1,2,3)

Color

[Edit Header & Footer](#)

Agenda

- ▶ What is power point?
- ▶ Insert Tab.
- ▶ Animations Tab

2 of 2

67%

11:00 PM 10/13/2017

How to Protect your presentation?

The screenshot shows the Microsoft PowerPoint 2013 interface. The title bar at the top reads "Presentation3 - PowerPoint (Product Activation Failed)". The ribbon is set to the "Info" tab. On the left, the "Protect Presentation" button is highlighted, and its dropdown menu is open, showing four options: "Mark as Final", "Encrypt with Password", "Restrict Access", and "Add a Digital Signature". Each option has a brief description. To the right, the "Properties" pane is visible, showing details like "Size", "Slides", "Hidden slides", "Title", "Tags", and "Categories". Below this, the "Related Dates" and "Related People" sections are also visible. The Windows taskbar at the bottom shows the Start button and several application icons, including Internet Explorer, File Explorer, and PowerPoint. The system clock in the bottom right corner indicates the time is 11:04 PM on 10/13/2017.

Presentation3 - PowerPoint (Product Activation Failed)

Info

Protect Presentation

Control what types of changes people can make to this presentation.

- Mark as Final**
Let readers know the presentation is final and make it read-only.
- Encrypt with Password**
Require a password to open this presentation.
- Restrict Access**
Grant people access while removing their ability to edit, copy, or print.
- Add a Digital Signature**
Ensure the integrity of the presentation by adding an invisible digital signature.

Properties

Size: Not saved yet
Slides: 2
Hidden slides: 0
Title: PowerPoint Presentation
Tags: Add a tag
Categories: Add a category

Related Dates

Last Modified: Today, 10:49 PM
Created: Today, 9:54 PM
Last Printed: Today, 11:02 PM

Related People

Author: Mona
Add an author
Last Modified By: Mona
Show All Properties

Exercise

- Create a presentation on your favorite hobby.
- The presentation must include:
 - A title slide: Includes the topic of your presentation and your name.
 - Your presentation must include 2-5 slides.
 - Use a design template or theme--- choose one that you like and that you feel is appropriate for the presentation.
 - You must have at least 2 different graphics included in the presentation (picture or clipart image).
 - Check spelling .
 - At least one bulleted list that has special effects / animation.
 - At least one bulleted list that contains 2 levels of bullets .
 - At least one special effect transition between slides.
 - Protect your presentation.
 - Create a video of your presentation.
 - Save it is PDF.

Break 10 minutes...!!

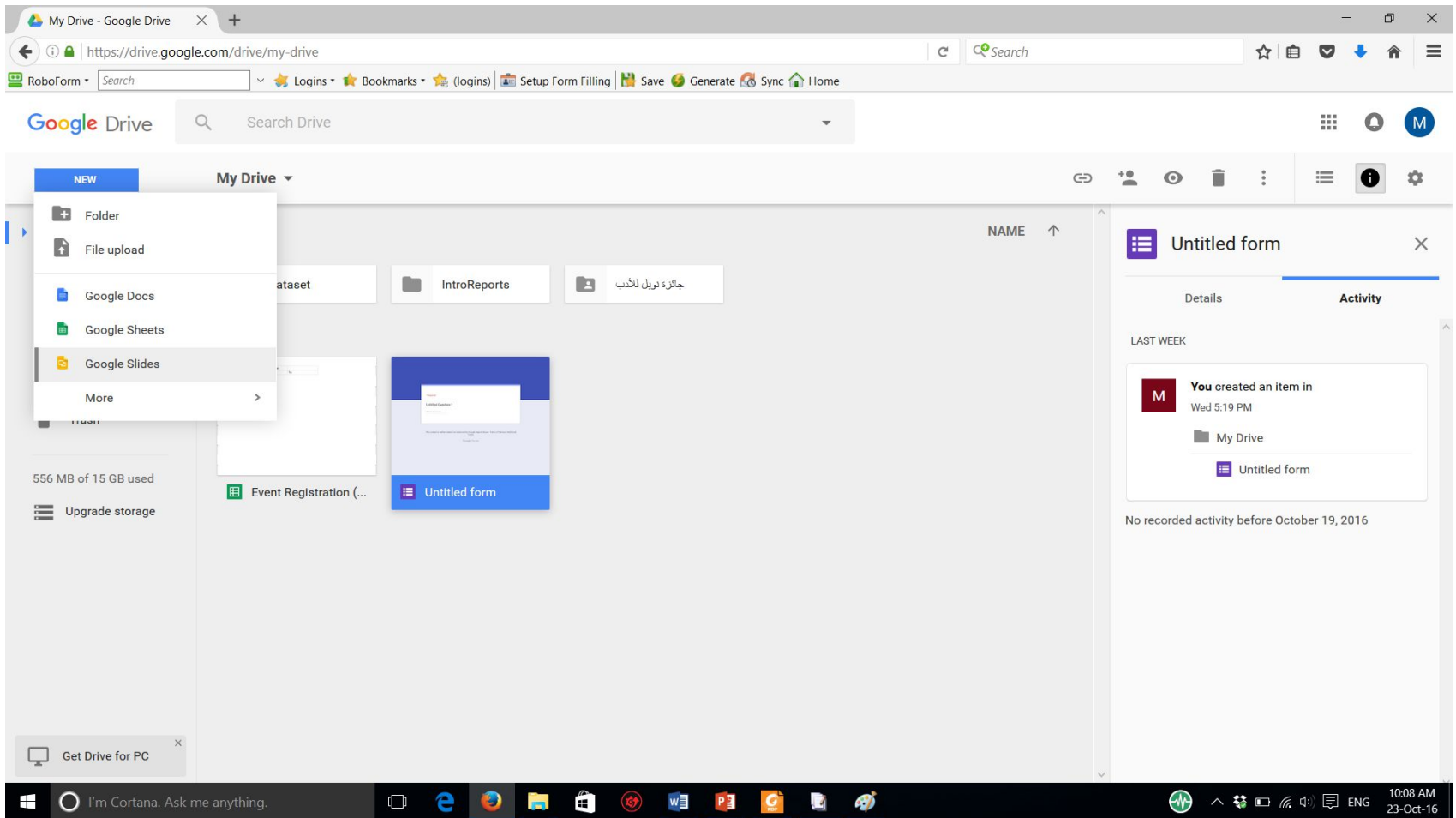
Hurray!



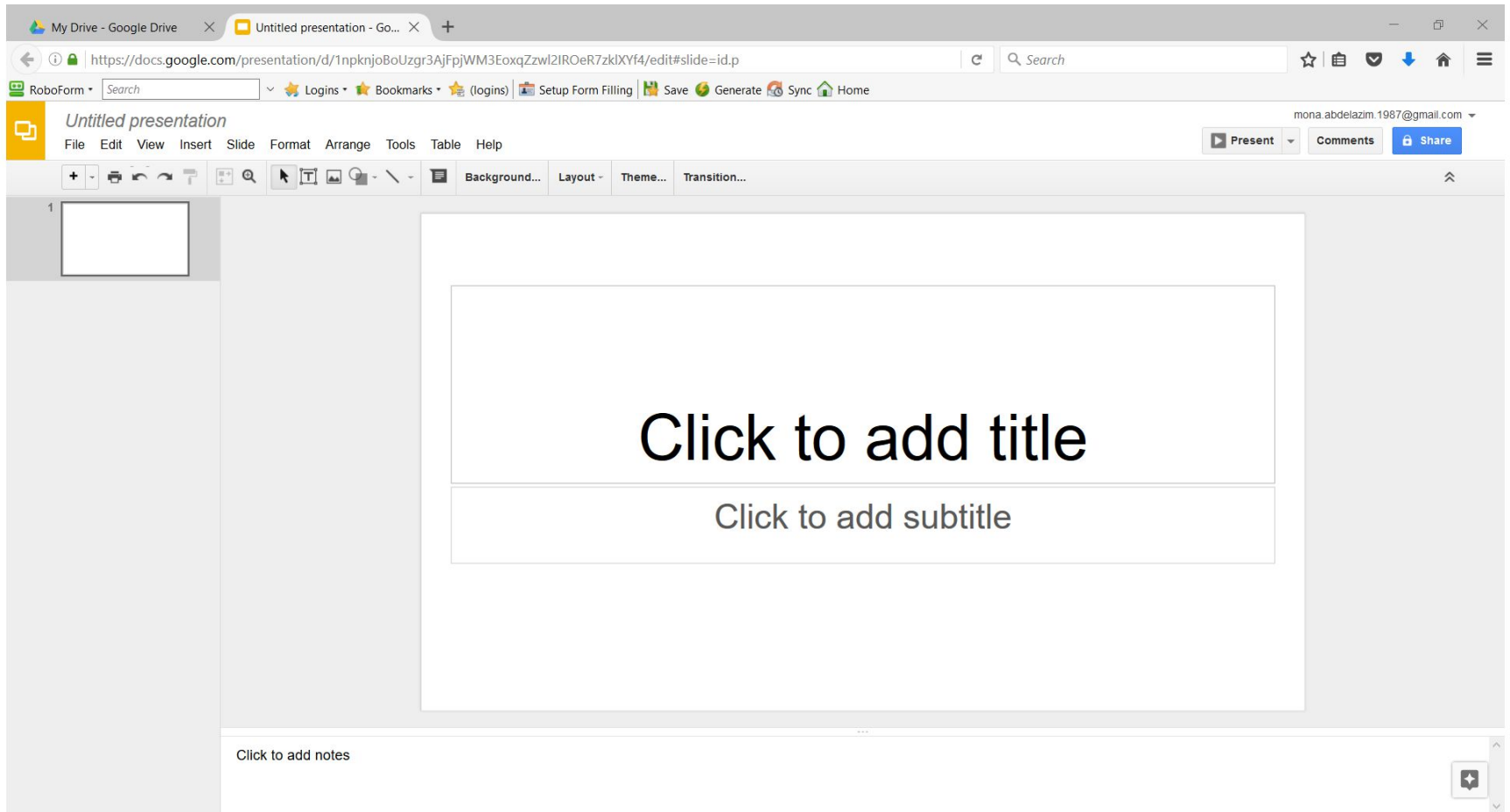
Google Slides



Create New Presentation

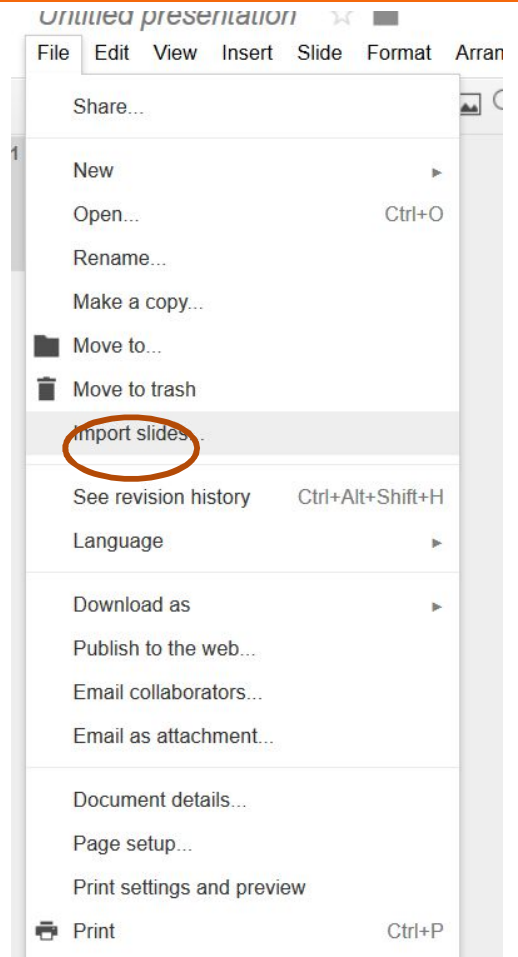
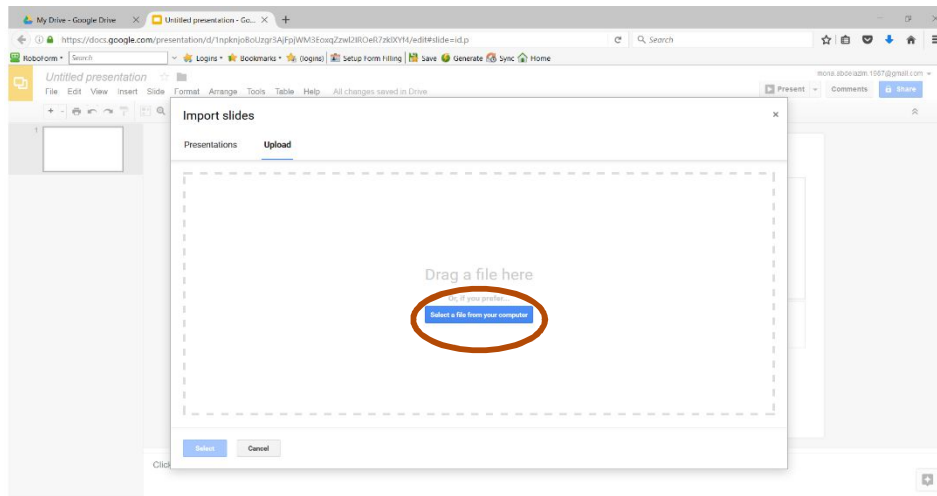


Getting Started

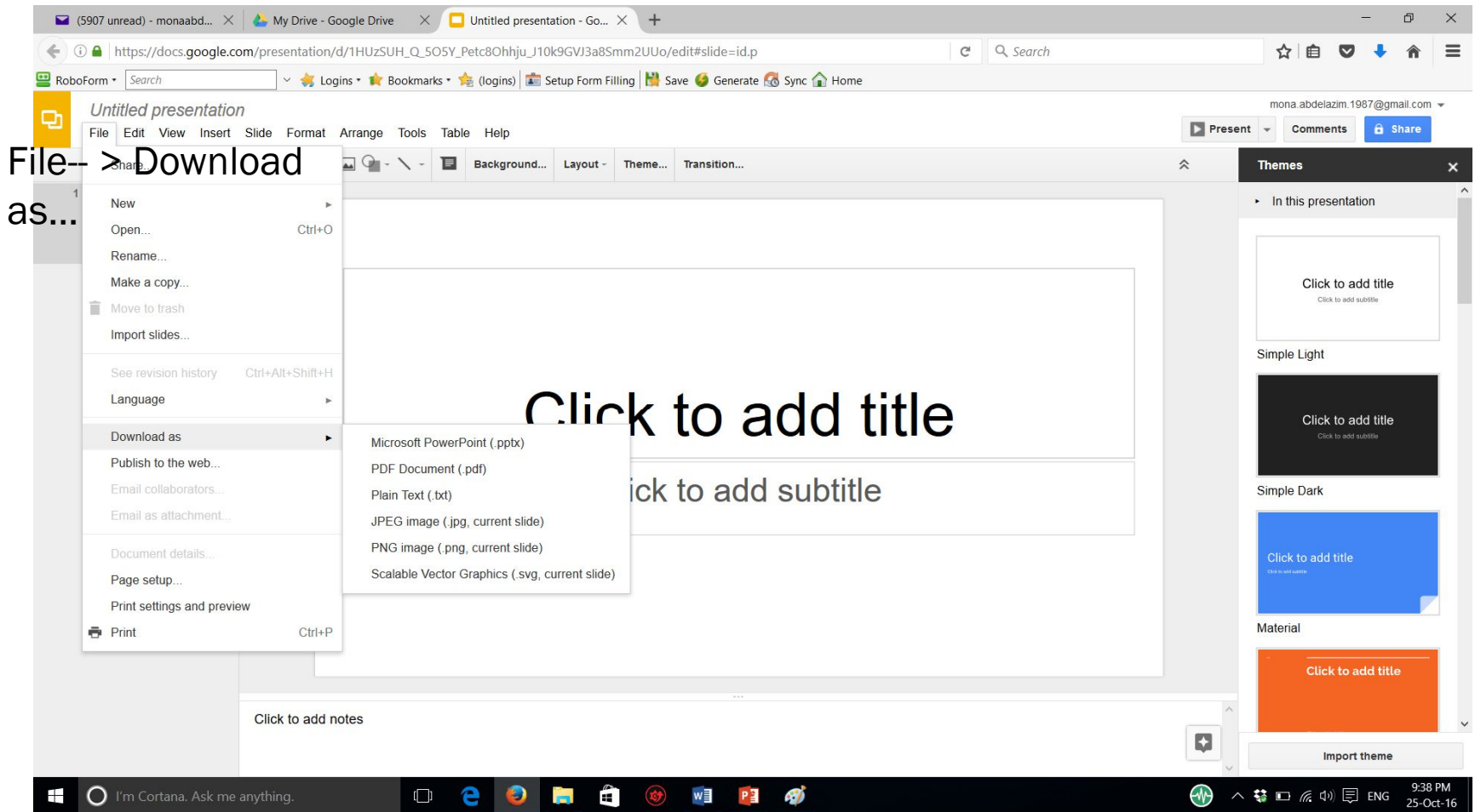


Import Slides

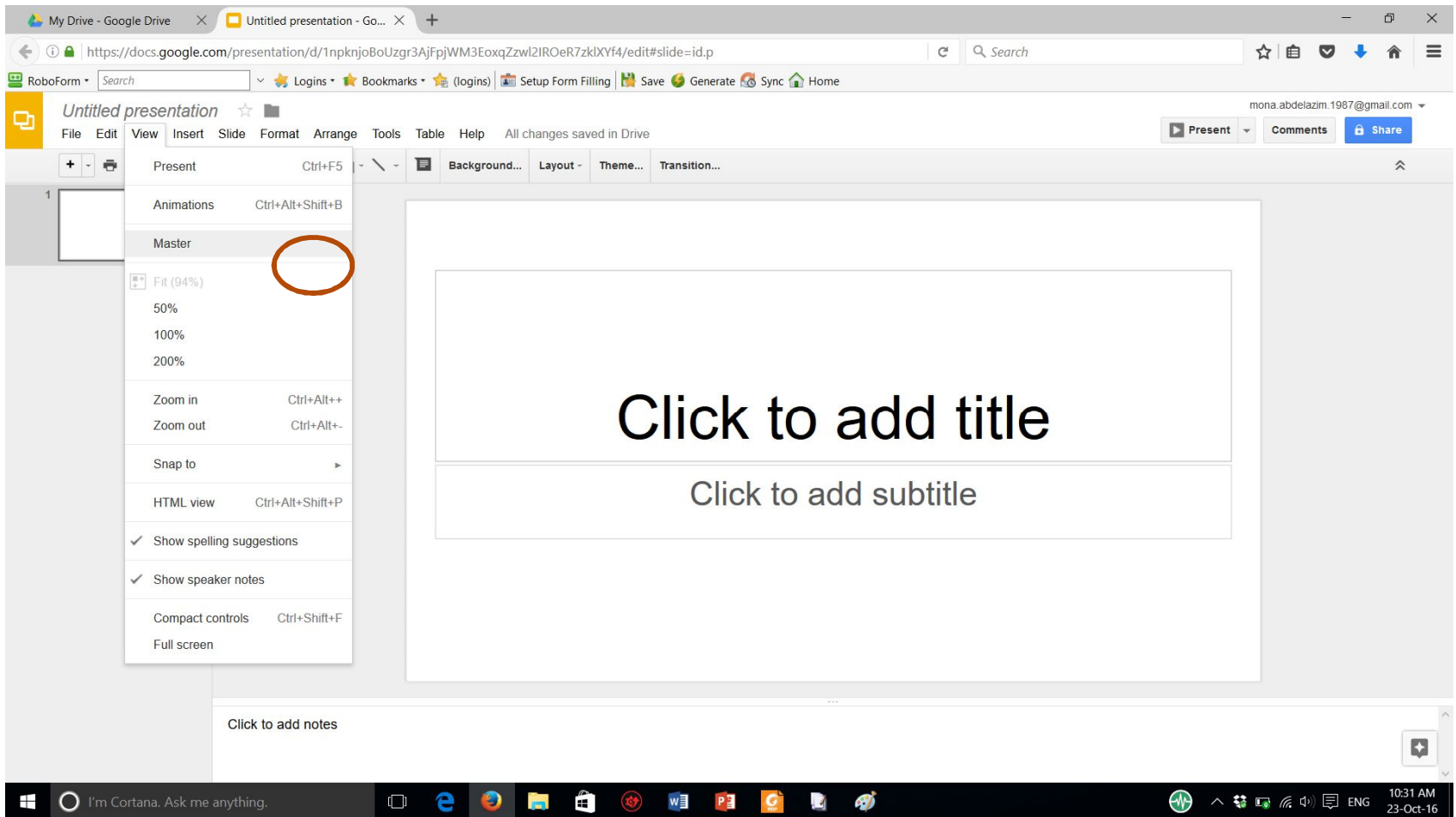
- 1-File-->Import slides
- 2- Choose presentation file from computer.



Export Slides



Change Master Slide



Change Master Slide Style

The screenshot shows the Google Slides web interface. The browser address bar displays the URL: https://docs.google.com/presentation/d/1npknjoBoUzgr3AjFpjWM3EoxqZzwI2IROeR7zkIXYf4/edit#slide=id.g138bba33c8_0_63. The presentation is titled "Untitled presentation". The menu bar includes File, Edit, View, Insert, Slide, Format, Arrange, Tools, Table, and Help. The toolbar contains various editing tools, and the "Background..." option is visible. On the left, a slide list shows two slides. The central editing area is titled "Editing: Simple Light - Master (Used by all slides)" and contains the following text and list:

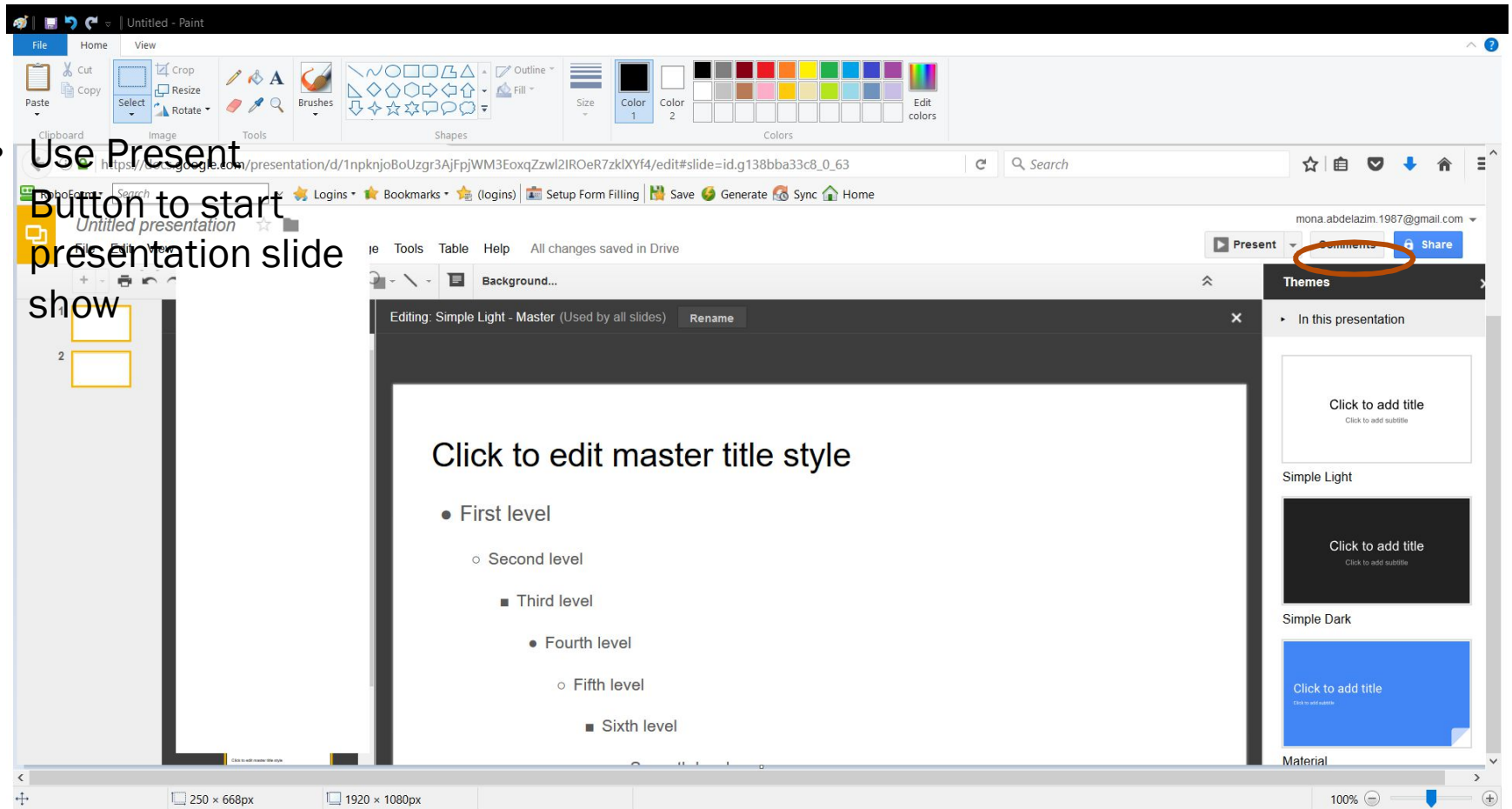
Click to edit master title style

- First level
 - Second level
 - Third level
 - Fourth level
 - Fifth level
 - Sixth level
 - Seventh level
 - Eighth level
 - Ninth level

On the right, the "Themes" sidebar is open, showing a list of themes: "In this presentation", "Simple Light", "Simple Dark", "Material", and an "Import theme" button at the bottom.

Run Slides Show

- Use Present Button to start presentation slide show



Share Slides

Use Share button to share your presentation with others (as described in slide 8).

The screenshot displays the Google Slides web application interface. At the top, there's a toolbar with various editing tools. Below the toolbar, the main slide area is visible, showing a master slide titled 'Click to edit master title style'. To the right of the main slide area, there's a sidebar with a 'Themes' section. In the 'Themes' section, the 'Share' button is circled in orange. The 'Share' button is located in the top right corner of the interface, next to the 'Present' and 'Comments' buttons. The 'Share' button is a blue button with a white lock icon and the word 'Share' in white text. The 'Present' button is a grey button with a play icon and the word 'Present' in white text. The 'Comments' button is a grey button with a speech bubble icon and the word 'Comments' in white text. The 'Share' button is circled in orange to highlight it.



Thank You