

# Microsoft power point

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# Introduction

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- PowerPoint is a presentation program that allows you to create dynamic slide presentations.
- These presentations can include
  - 1) animation.
  - 2) narration.
  - 3) images , and
  - 4) videos.

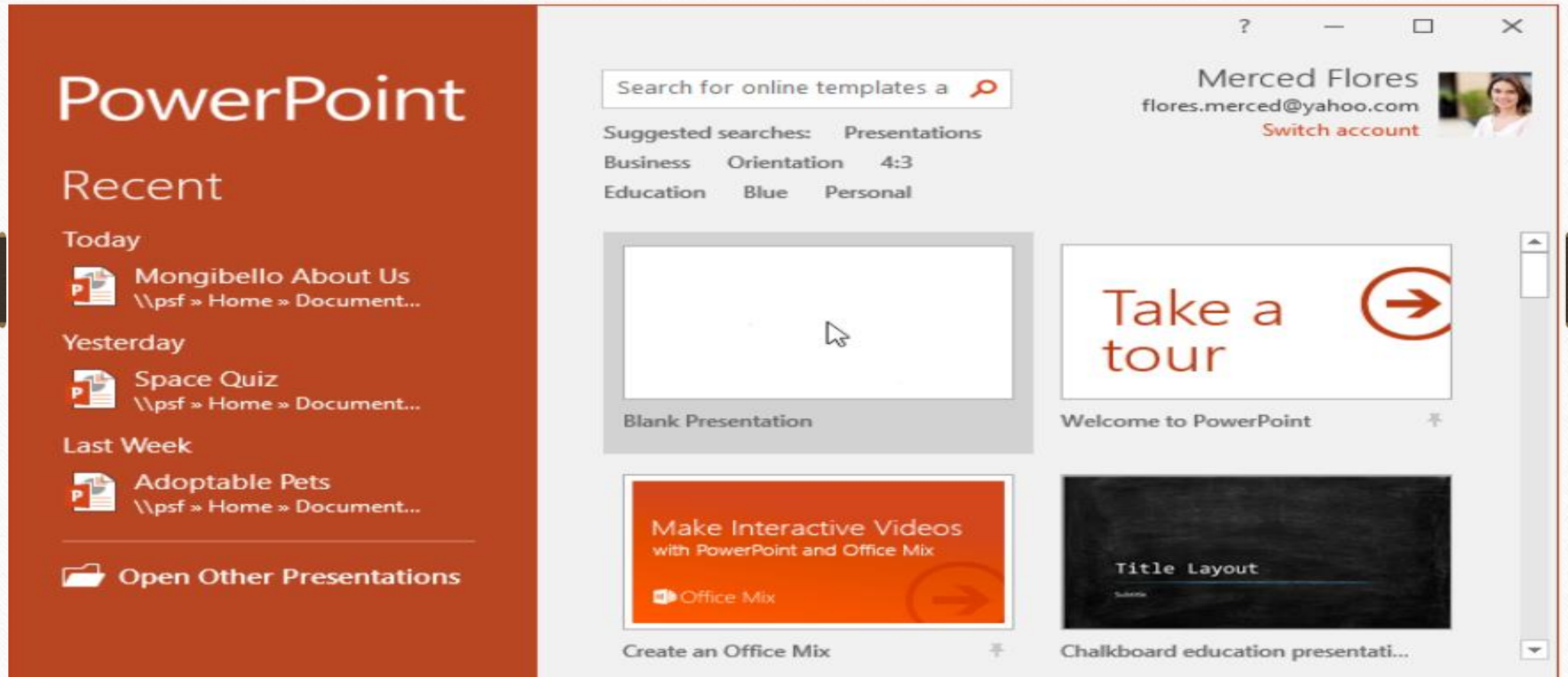


# PowerPoint interface

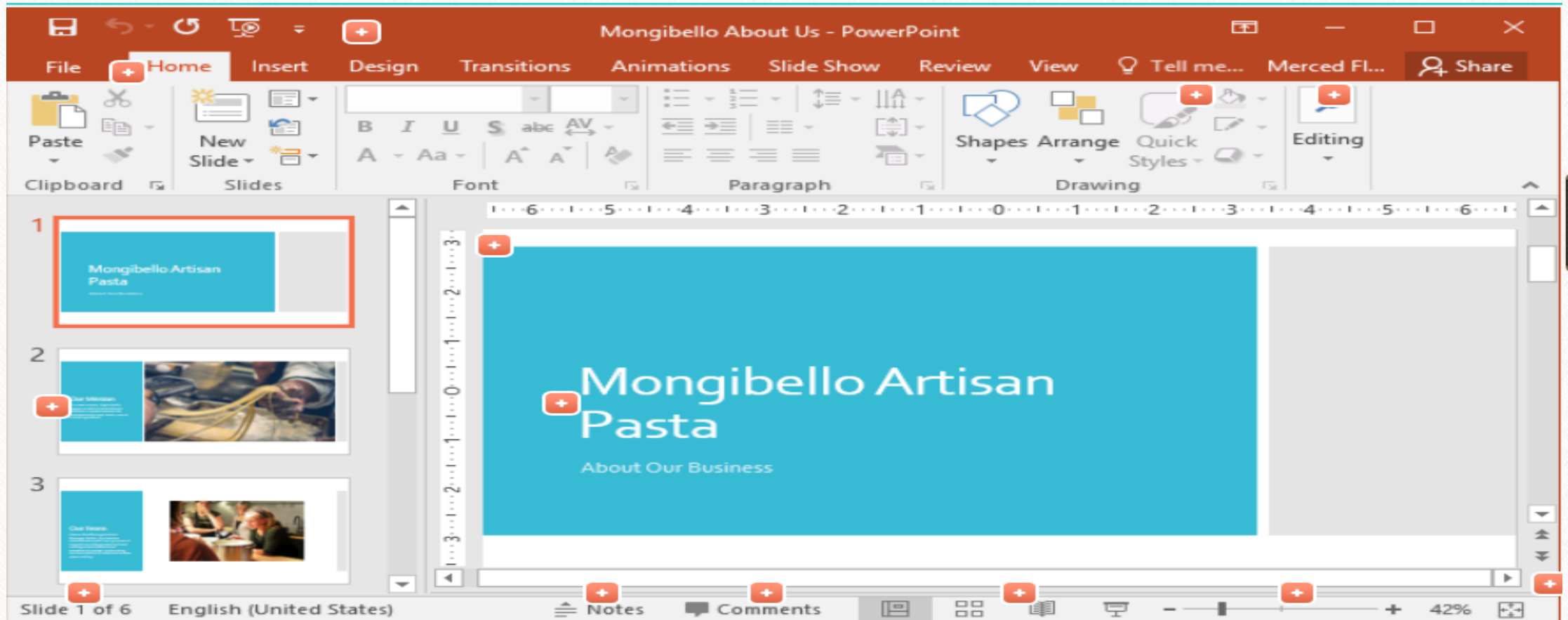
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- When you open PowerPoint for the first time, the Start Screen will appear. From here, you'll be able to create a new presentation, choose a template, and access your recently edited presentations. From the Start Screen, locate and select Blank Presentation to access the PowerPoint interface.

# PowerPoint interface



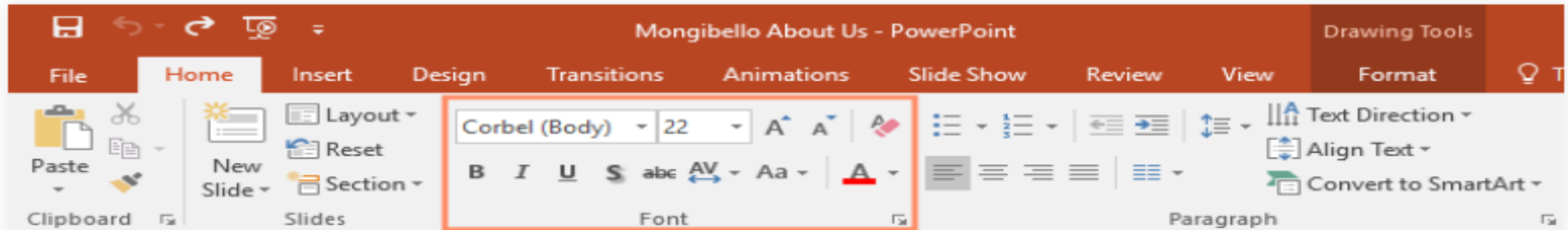
Click the buttons in the interactive below to become familiar with the PowerPoint interface.





# The Ribbon

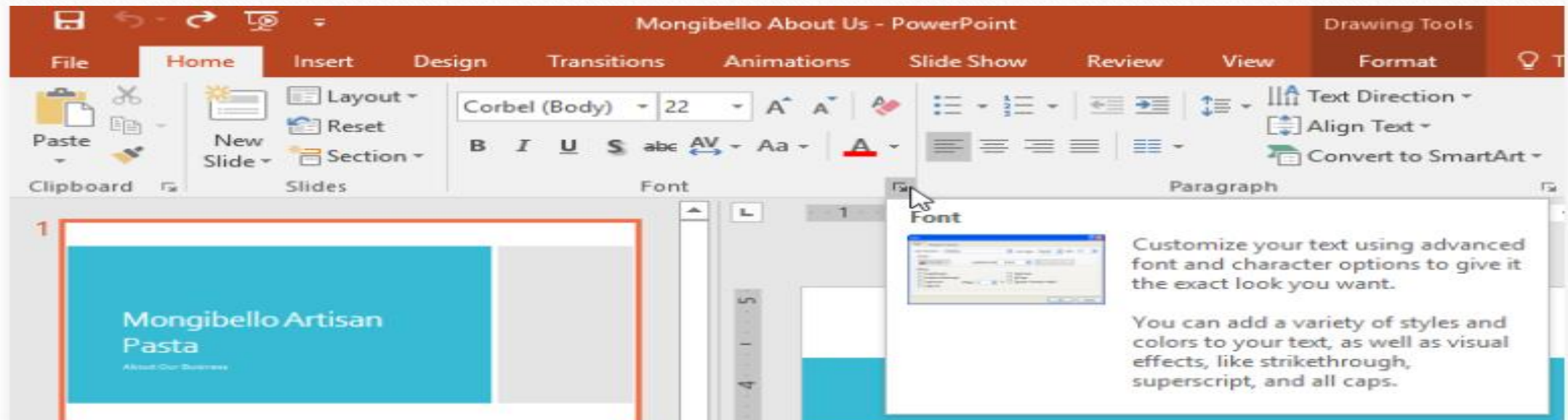
- PowerPoint uses a tabbed Ribbon system instead of traditional menus. The Ribbon contains multiple tabs, each with several groups of commands. For example, the Font group on the Home tab contains commands for formatting text in your document.



Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.

# The Ribbon

Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.



# Showing and hiding the Ribbon

- The Ribbon is designed to respond to your current task, but you can choose to minimize it if you find that it takes up too much screen space. Click the Ribbon Display Options arrow in the upper-right corner of the Ribbon to display the drop-down menu.



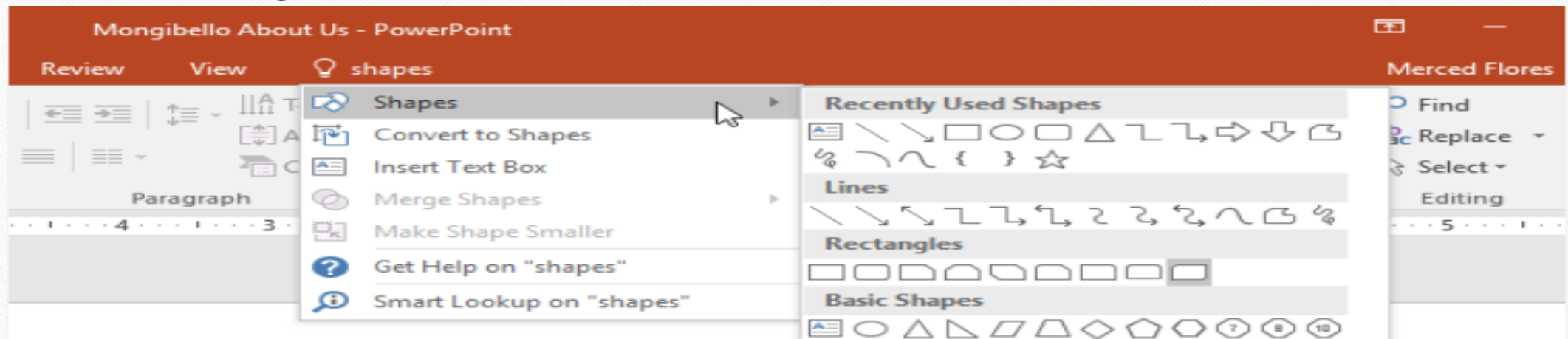


# Showing and hiding the Ribbon

- 1) **Auto-hide Ribbon:** Auto-hide displays your workbook in full-screen mode and completely hides the Ribbon. To show the Ribbon, click the Expand Ribbon command at the top of screen.
- 2) **Show Tabs:** This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.
- 3) **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open PowerPoint for the first time.

# Using the Tell me feature

- 1) If you're having trouble finding a command you want, the Tell Me feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.

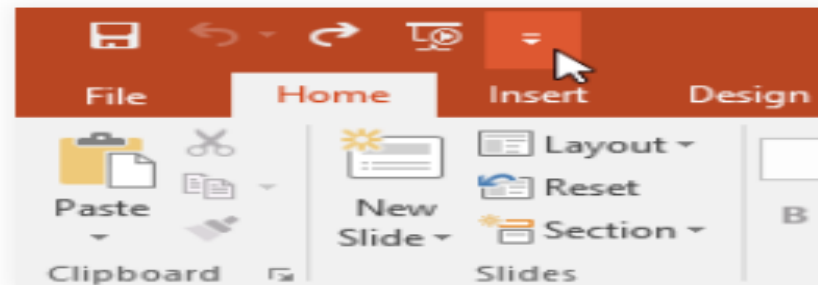




# Quick Access Toolbar

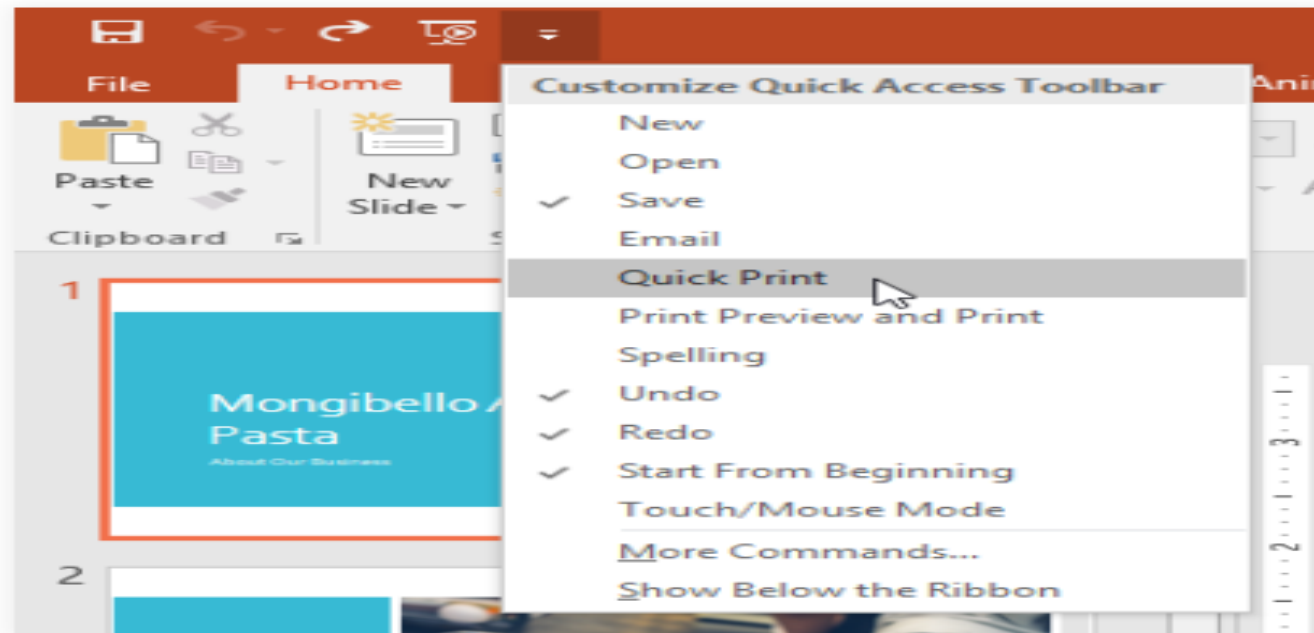
- 1) Located just above the Ribbon, the Quick Access Toolbar lets you access common commands no matter which tab is selected. By default, it includes the Save, Undo, Redo, and Start From Beginning commands. You can add other commands depending on your preference.
- ❖ To add commands to the Quick Access Toolbar:

1 Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.



# Quick Access Toolbar

- 2 Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.

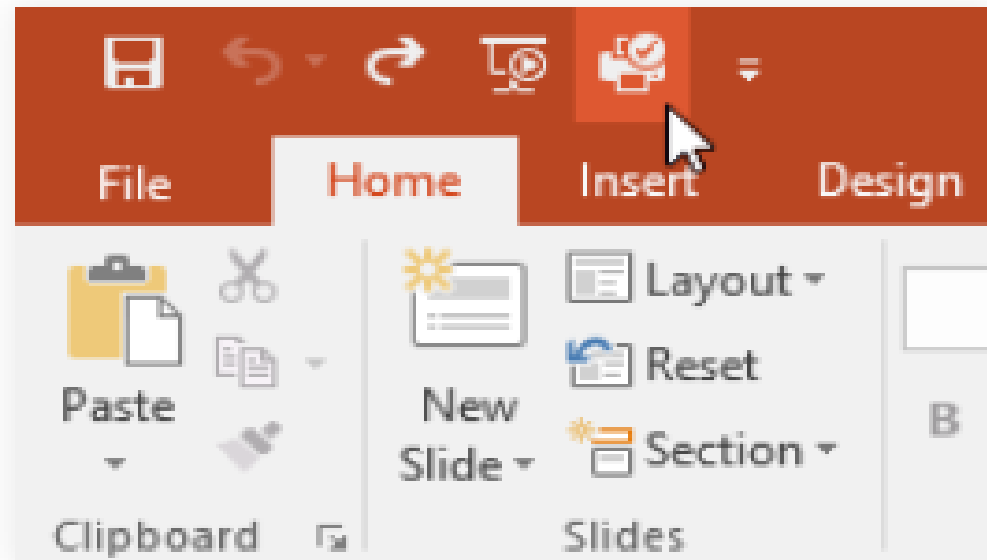




# Quick Access Toolbar

3

The command will be added to the Quick Access Toolbar.



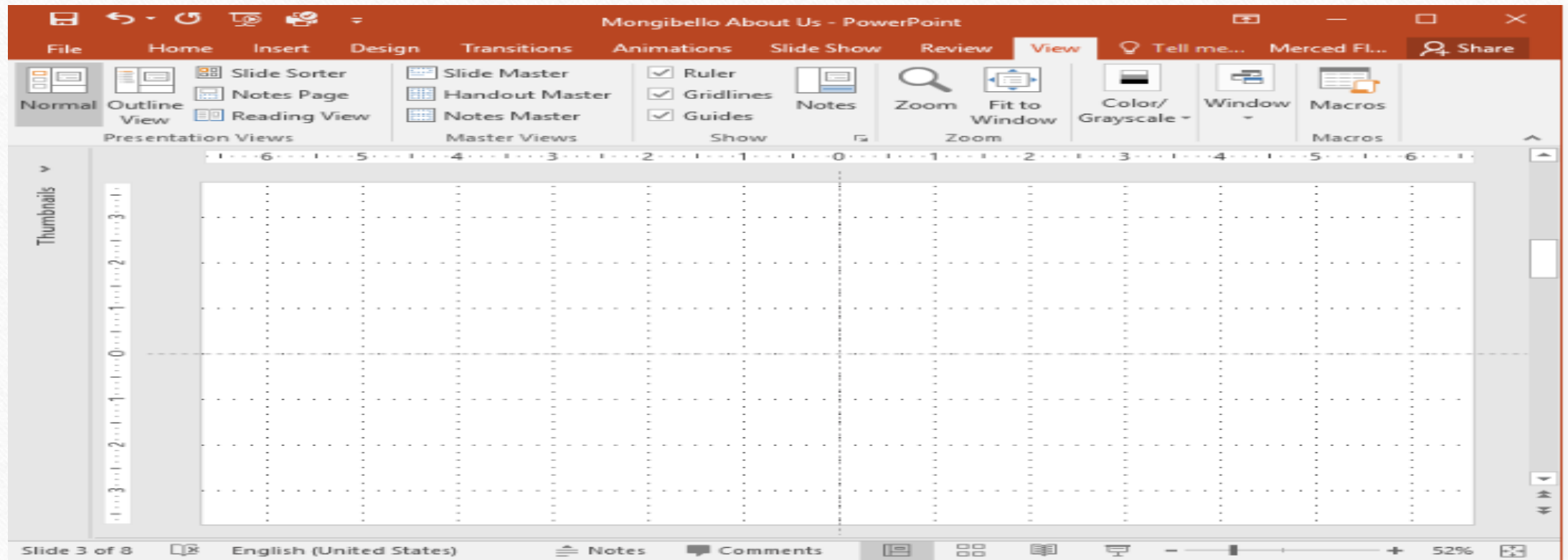
# Ruler, guides, gridlines , and Zoom

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- 1) PowerPoint includes several tools to help organize and arrange content on your slides, including **the Ruler, guides, and gridlines**.
- 2) These tools make it easier to align objects on your slides. Simply **click the checkboxes in the Show group on the View tab to show and hide these tools**.
- 3) PowerPoint has a variety of viewing options that change how your presentation is displayed. You can choose to view your presentation in Normal view, Slide Sorter view, Reading view, or Slide Show view. You can also zoom in and out to make your presentation easier to read.



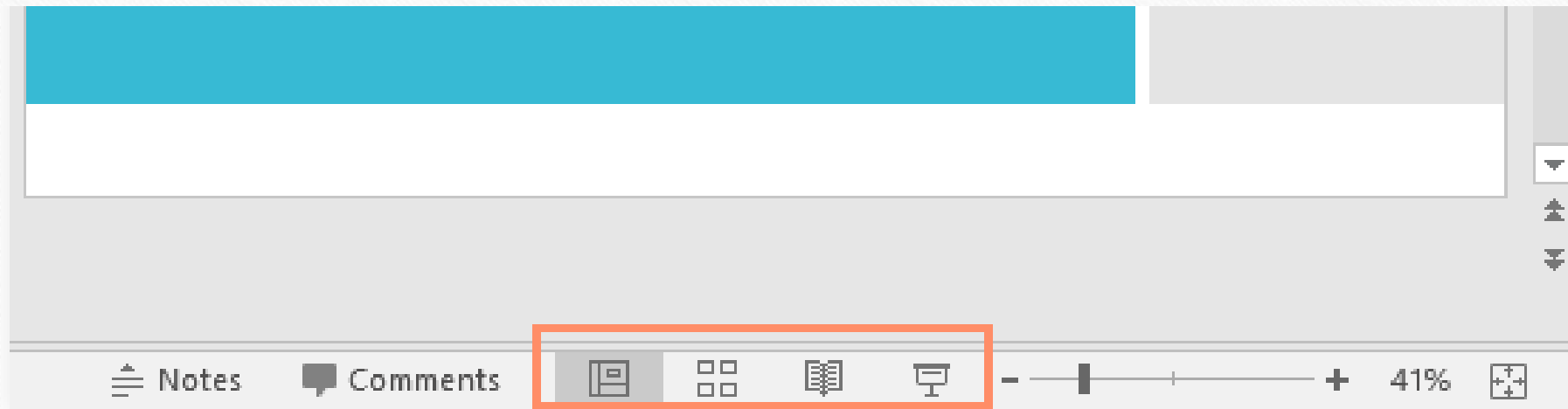
# Ruler, guides, and gridlines



# Switching slide views

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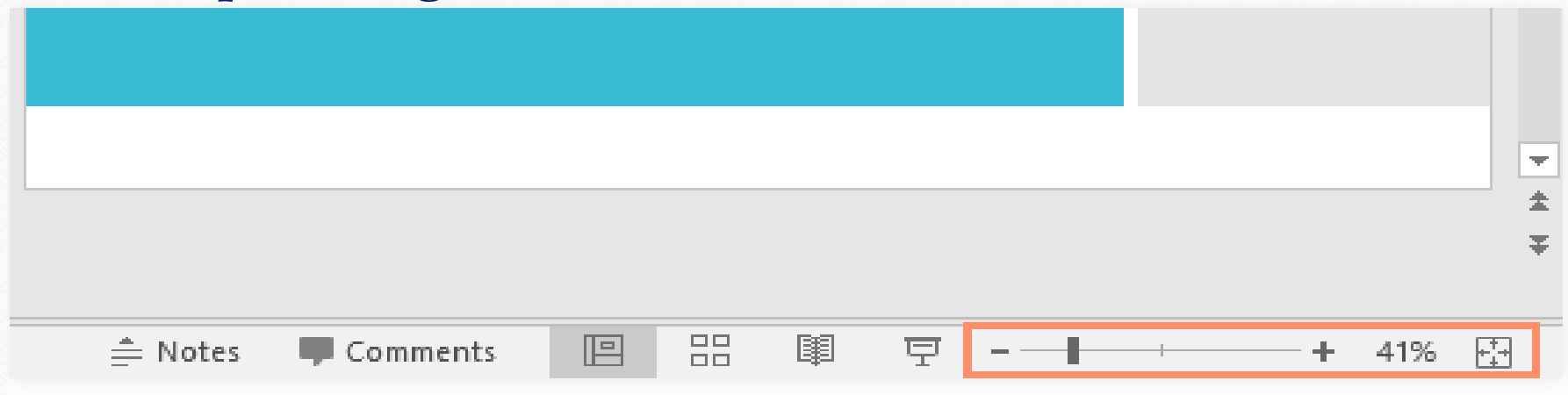
- ❖ Switching between slide views is easy. Just locate and select the desired slide view command in the bottom-right corner of the PowerPoint window.





# Zooming in and out

- ❖ To zoom in or out, click and drag the zoom control slider in the bottom-right corner of the PowerPoint window. You can also select the + or - commands to zoom in or out by smaller increments. The number next to the slider displays the current zoom percentage, also called the zoom level.



# Backstage view

- ❖ Backstage view gives you various options for saving, opening, printing, and sharing your presentations. To access Backstage view, click the File tab on the Ribbon.





# Backstage view


The screenshot displays the Backstage view of a PowerPoint presentation titled "Presentation1 - PowerPoint". The interface includes a left-hand navigation pane with various options, a central "Info" section with three main tasks, and a right-hand section for properties and related information.

**Navigation Pane (Left):**

- Back (arrow icon)
- Info (selected)
- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Close
- Account
- Options


**Info Section (Center):**

### Info



**Protect Presentation** ▾


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



**Check for Issues** ▾

Before publishing this file, be aware that it contains:

- Document properties and author's name
- Content that people with disabilities are unable to read



**Manage Presentation** ▾

Check in, check out, and recover unsaved changes.

There are no unsaved changes.


**Properties** ▾

Size	Not saved yet
Slides	1
Hidden slides	0
Title	Add a title
Tags	Add a tag
Categories	Add a category

**Related Dates**

Last Modified	
Created	Today, 10:14 AM
Last Printed	

**Related People**

Author	 Merce...
	Add an author
Last Modified By	Not saved yet

[Show All Properties](#)

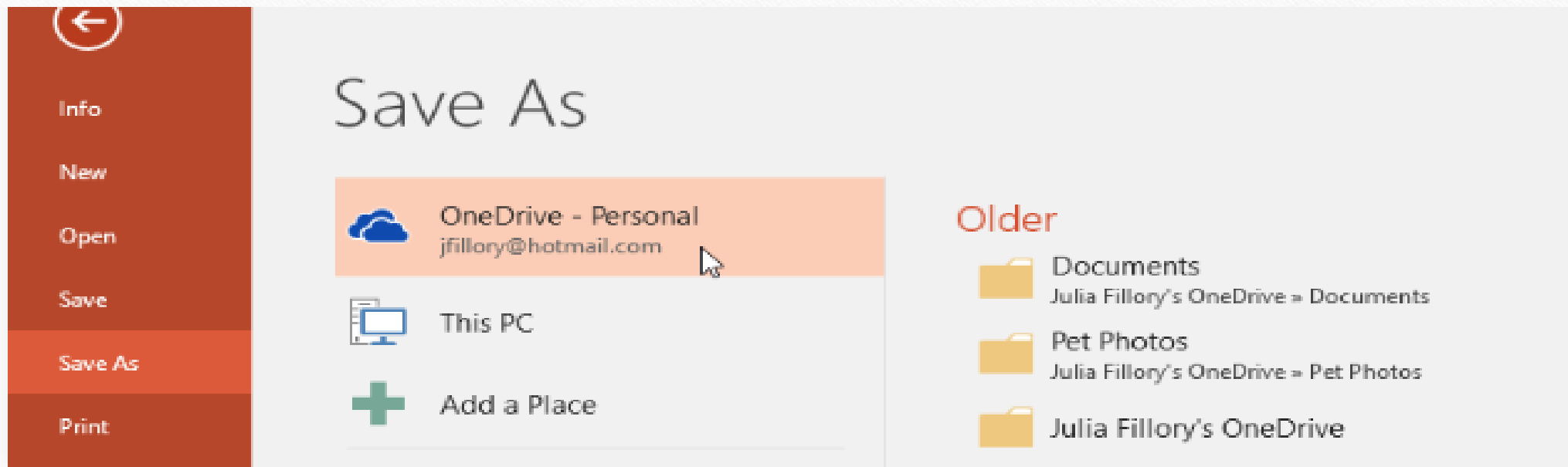
# Saving and opening files

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- ❖ When you're signed in to your Microsoft account, **OneDrive will appear as an option whenever you save or open a file.** You still have **the option of saving files to your computer.** However, saving files to your **OneDrive** allows you to access them from any other computer, and it also allows you to share files with friends and coworkers.

# Saving and opening files

- ❖ For example, when you click **Save As**, you can select either **OneDrive** or **This PC** as the save location.

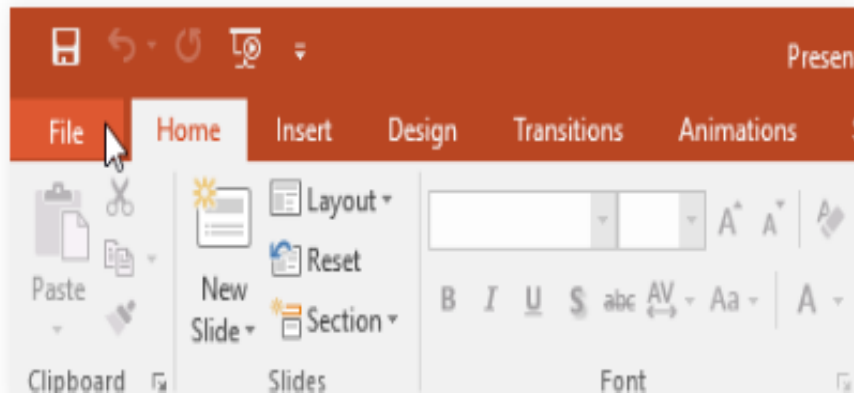




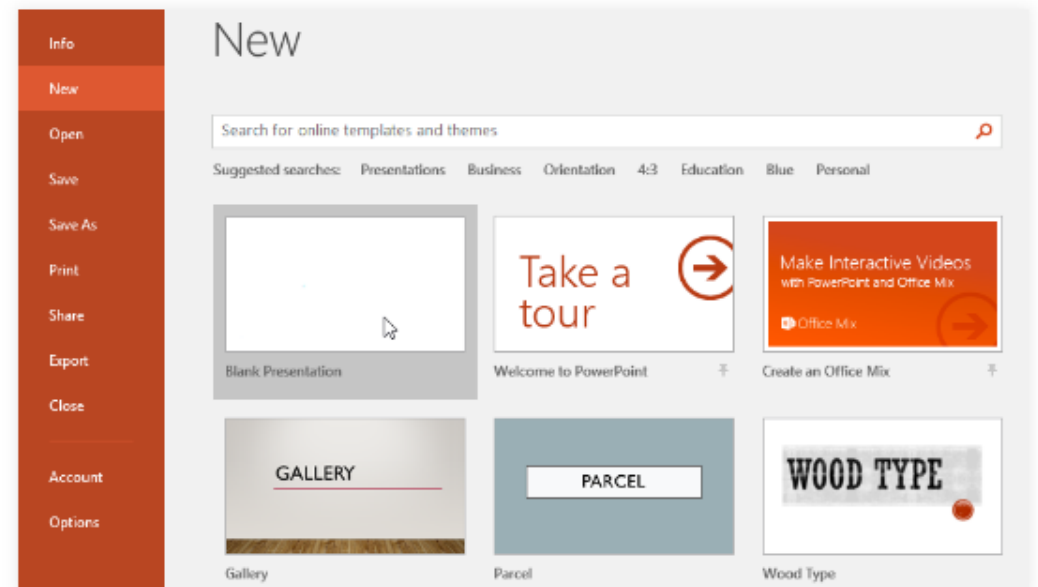
# create a new presentation

❖ When beginning a new project in PowerPoint, you'll often want to start with a new blank presentation.

1 Select the **File** tab to go to **Backstage view**.



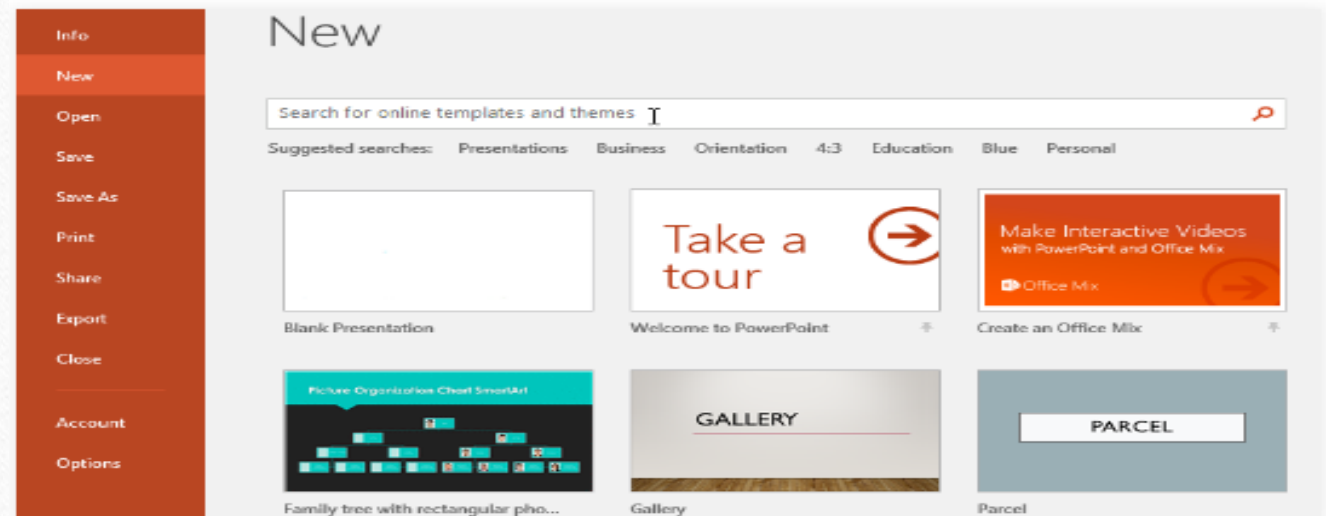
2 Select **New** on the left side of the window, then click **Blank Presentation**.



# create a new presentation from a template:

- ❖ A template is a predesigned presentation you can use to create a new slide show quickly. Templates often include custom formatting and designs, so they can save you a lot of time and effort when starting a new project.

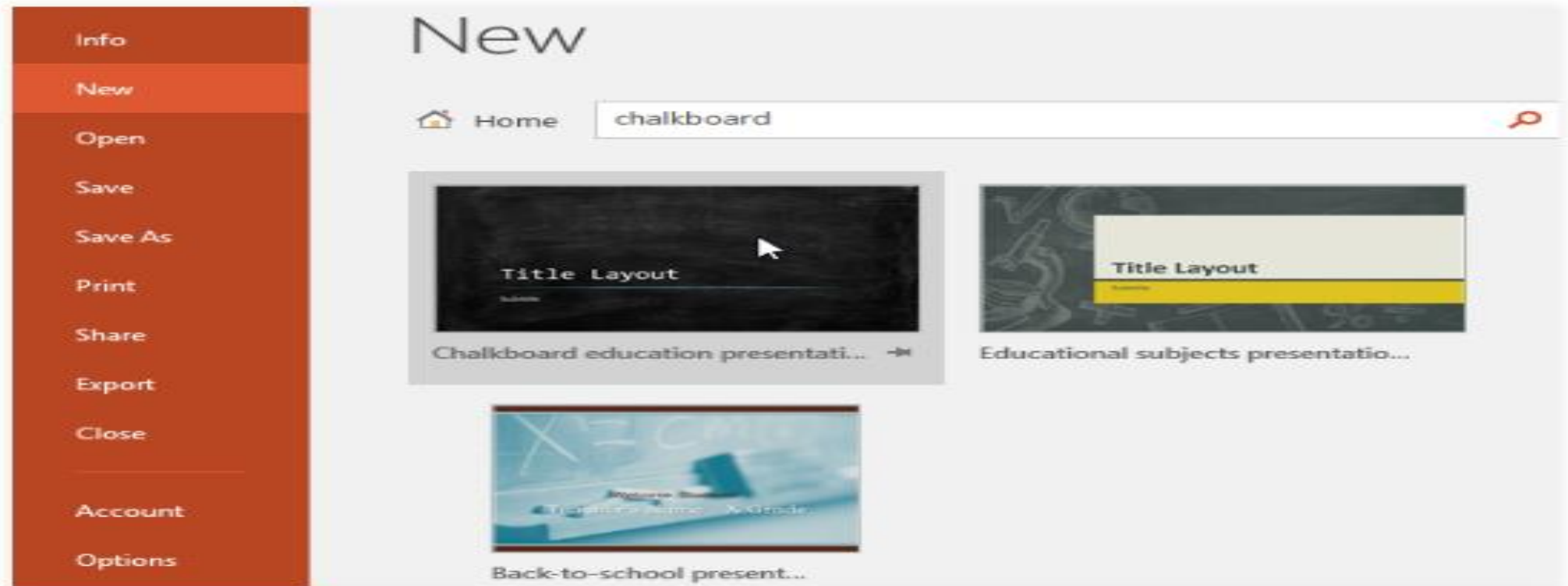
1 Click the **File** tab to access **Backstage view**, then select **New**.



# create a new presentation from a template:

3

Select a **template** to review it.





## create a new presentation from a template:

- 4 A **preview** of the template will appear, along with **additional information** on how the template can be used.
- 5 Click **Create** to use the selected template.



- 6 A new presentation will appear with the **selected template**.

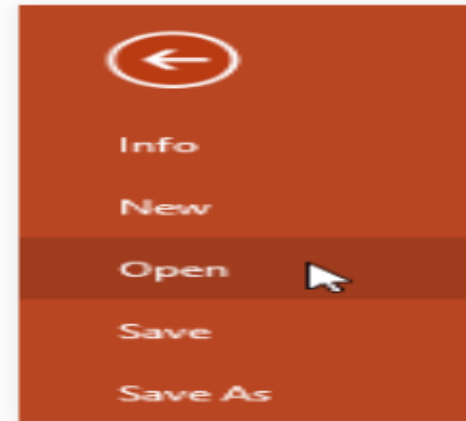
# open an existing presentation

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- ❖ In addition to creating new presentations, you'll often need to open a presentation that was previously saved. To learn more about saving presentations, review our lesson on Saving Presentations.

1

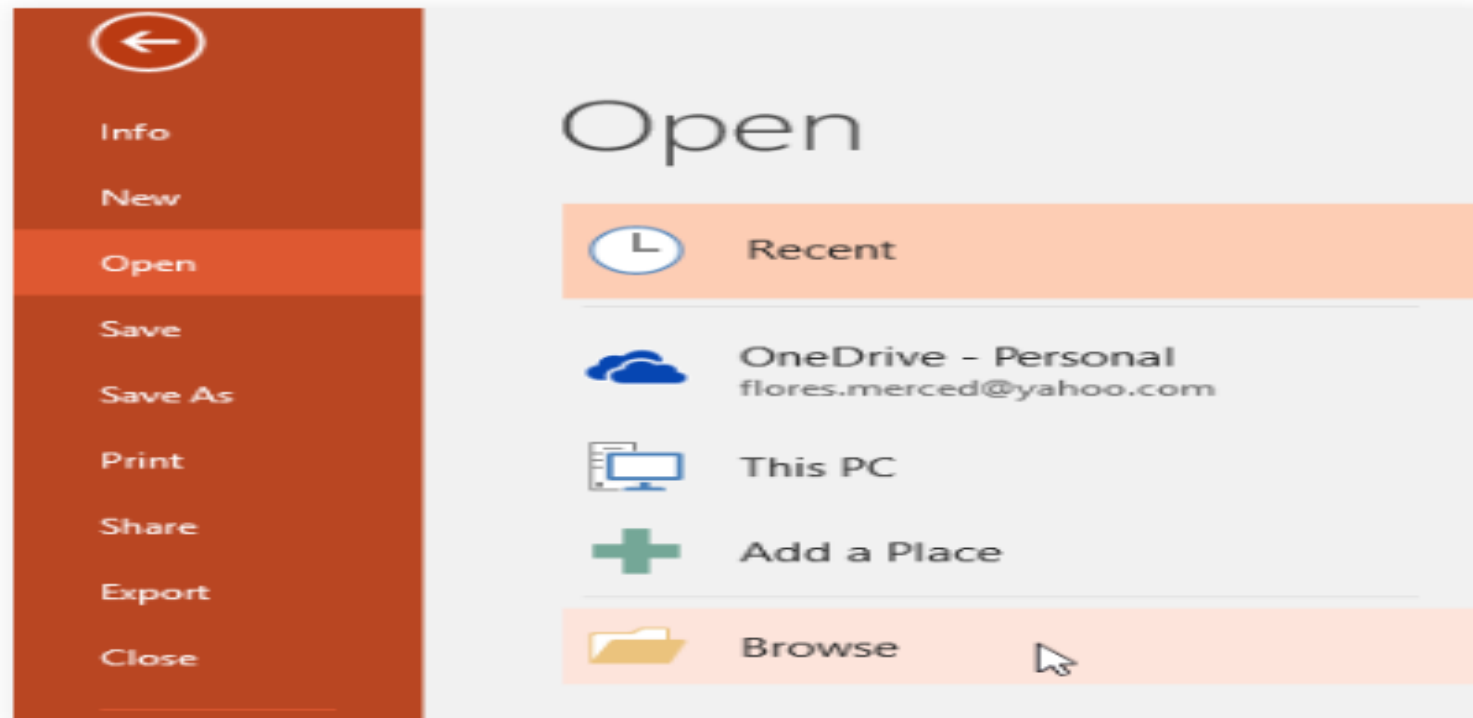
Select the **File** tab to go to **Backstage view**, then click **Open**.



# open an existing presentation

2

Click **Browse**. You can also choose **OneDrive** to open files stored on your OneDrive.

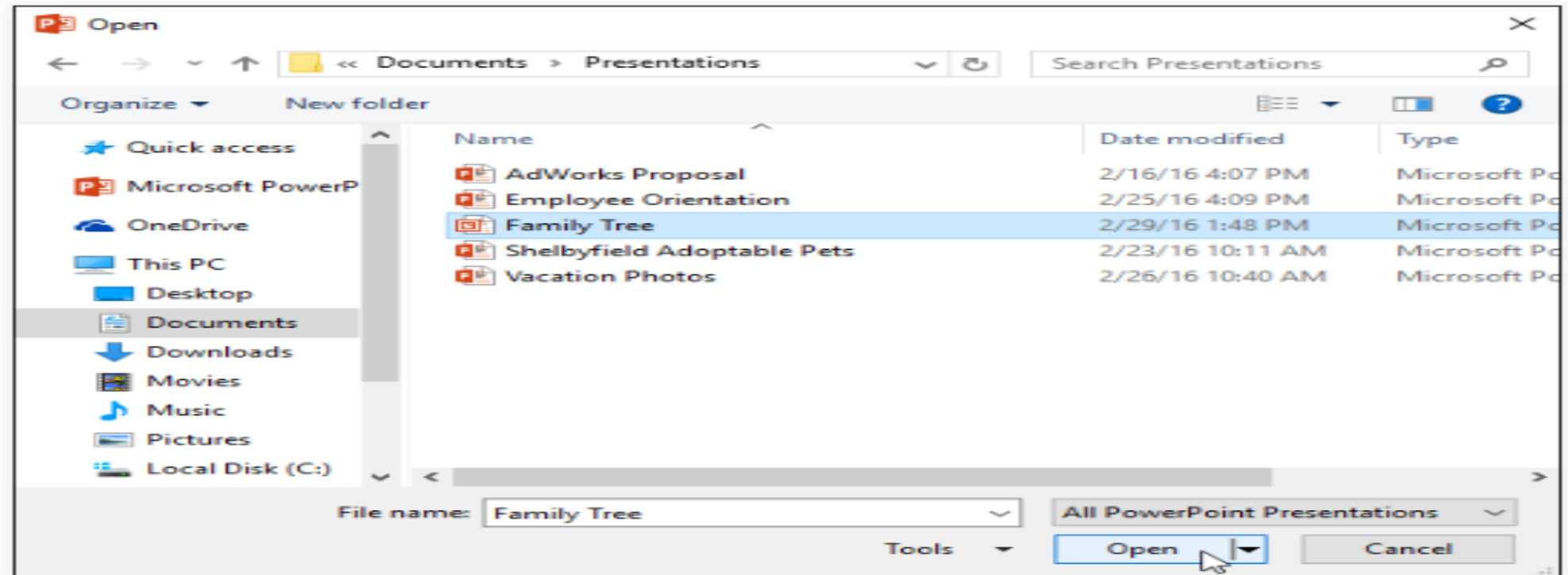




# open an existing presentation

3

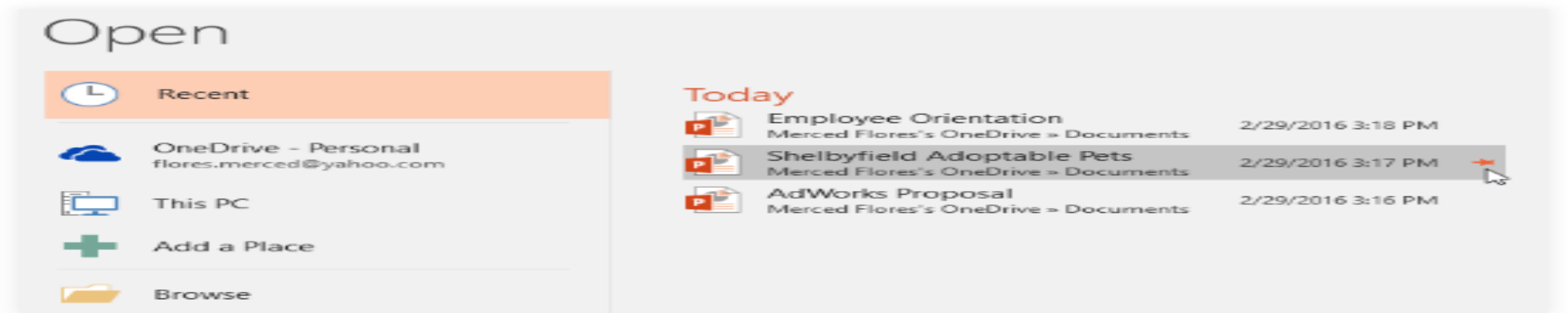
The **Open** dialog box will appear. Locate and select your **presentation**, then click **Open**.



# pin a presentation

- ❖ If you frequently work with the same presentation, you can pin it to Backstage view for easy access.

- 1 Select the **File** tab to go to **Backstage view**, then click **Open**. Your **Recent Presentations** will appear.
- 2 Hover the mouse over the **presentation** you want to pin, then click the **pushpin icon**.



# pin a presentation

3

The presentation will stay in the **Recent presentations** list until it is unpinned. To **unpin** a presentation, click the pushpin icon again.

## Open



Recent



OneDrive - Personal  
flores.merced@yahoo.com



This PC



Add a Place



Browse

## Pinned



Shelbyfield Adoptable Pets  
Merced Flores's OneDrive » Documents

2/29/2016 3:17 PM



## Today



Employee Orientation  
Merced Flores's OneDrive » Documents

2/29/2016 3:18 PM



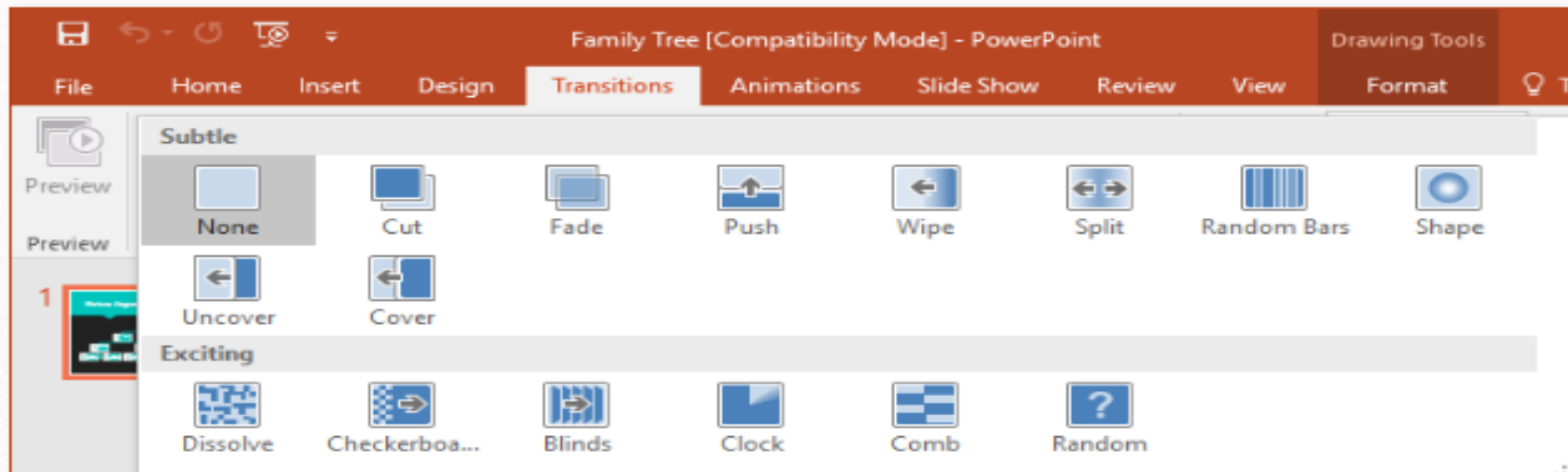
AdWorks Proposal  
Merced Flores's OneDrive » Documents

2/29/2016 3:16 PM



# Compatibility Mode

- ❖ the top of the window that the presentation is in Compatibility Mode. This will disable some current PowerPoint features, including newer types of slide transitions.



# To convert a presentation

- ❖ If you want access to the newer features, you can convert the presentation to the current file format.
- ❖ **Note** that converting a file may cause some changes to the original layout of the presentation.

1 Click the **File** tab to access Backstage view.



# To convert a presentation

2

Locate and select the **Convert** command.

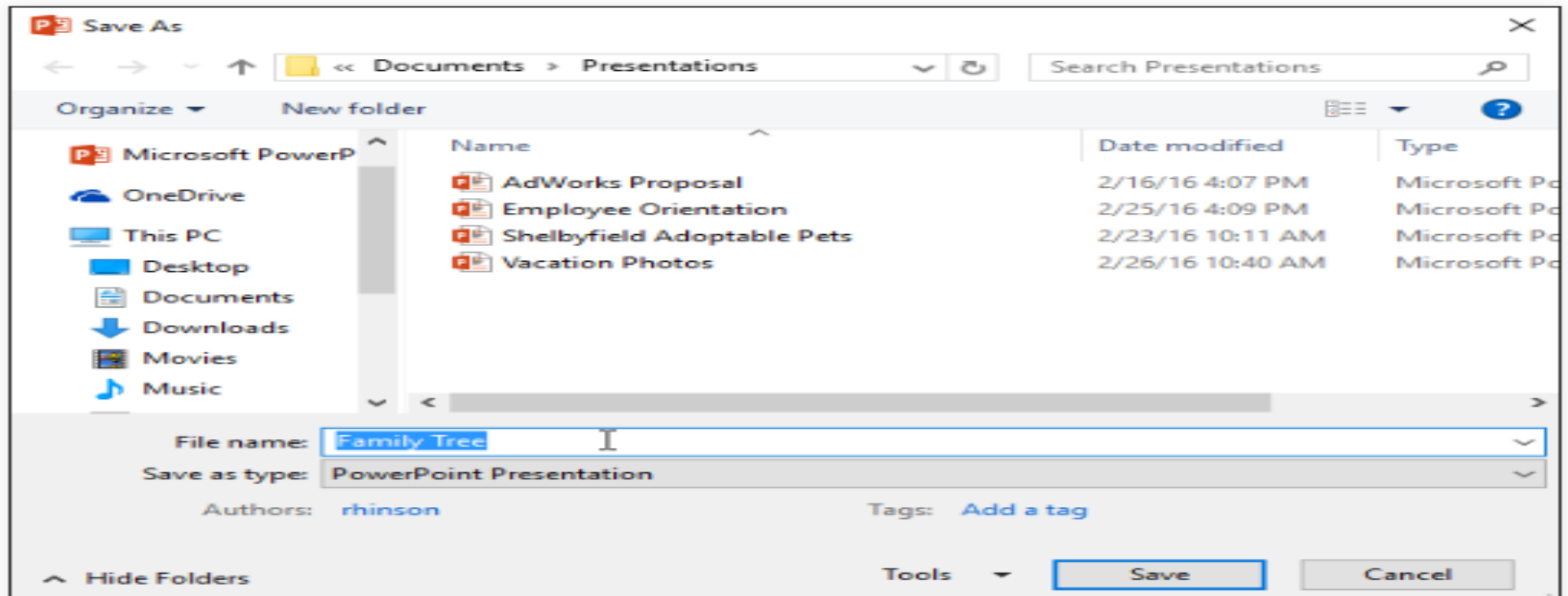




# To convert a presentation

3

The **Save As** dialog box will appear. Select the **location** where you want to save the presentation, enter a **file name**, and click **Save**.



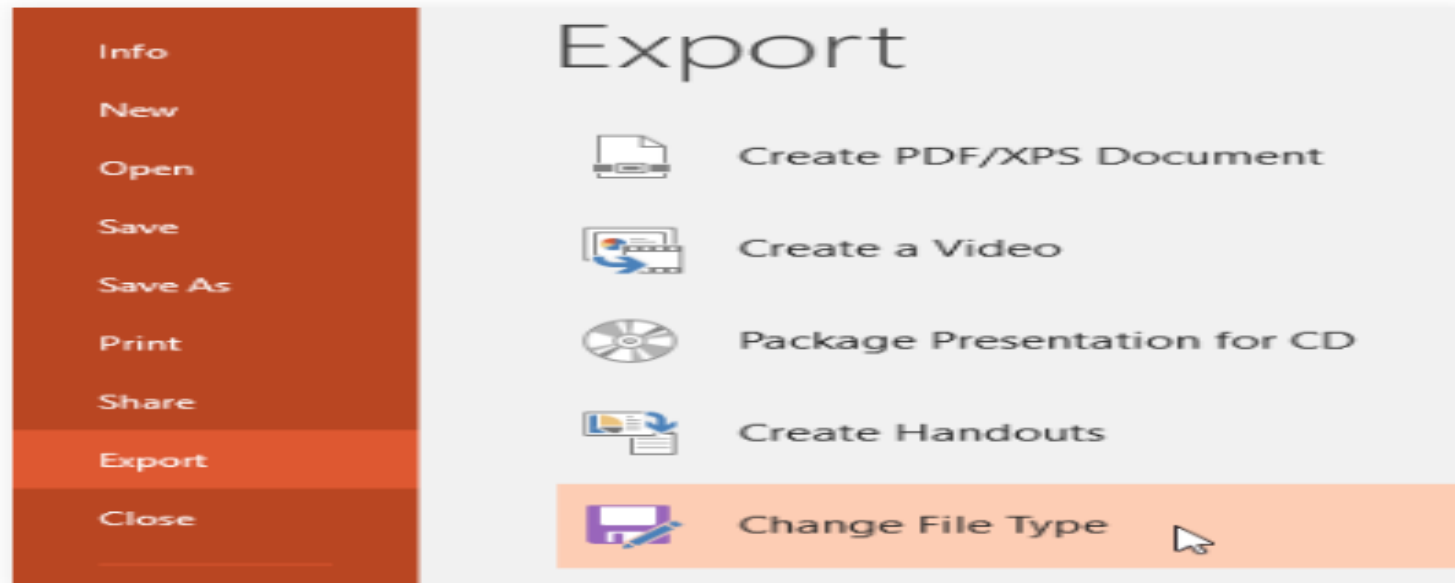
# Exporting presentations

❖ **By default**, PowerPoint presentations are saved in **the .pptx file type**. However, there may be times when you need to use another file type, such as a PDF or PowerPoint 97-2003 presentation. It's easy to export your presentation from PowerPoint to a variety of file types.

- 1) **PDF**: This saves the presentation as a PDF document instead of a PowerPoint file.
- 2) **Video**: This saves the presentation as a video.
- 3) **Package for CD**: This saves the presentation in a folder along with the Microsoft PowerPoint Viewer, a special slide show player anyone can download.

# Exporting presentations

- 1 Click the **File** tab to access **Backstage view**.
- 2 Click **Export**, then choose the desired option. In our example, we'll select **Change File Type**.





# Exporting presentations

3

Select a **file type**, then click **Save As**.

## Change File Type

### Presentation File Types



#### Presentation

Uses the PowerPoint Presentation format



#### OpenDocument Presentation

Uses the OpenDocument Presentation format



#### PowerPoint Show

Automatically opens as a slide show



#### PowerPoint 97-2003 Presentation

Uses the PowerPoint 97-2003 Presentation format



#### Template

Starting point for new presentations



#### PowerPoint Picture Presentation

Presentation where each slide is a picture

### Image File Types



#### PNG Portable Network Graphics

Print quality image files of each slide



#### JPEG File Interchange Format

Web quality image files of each slide

### Other File Types

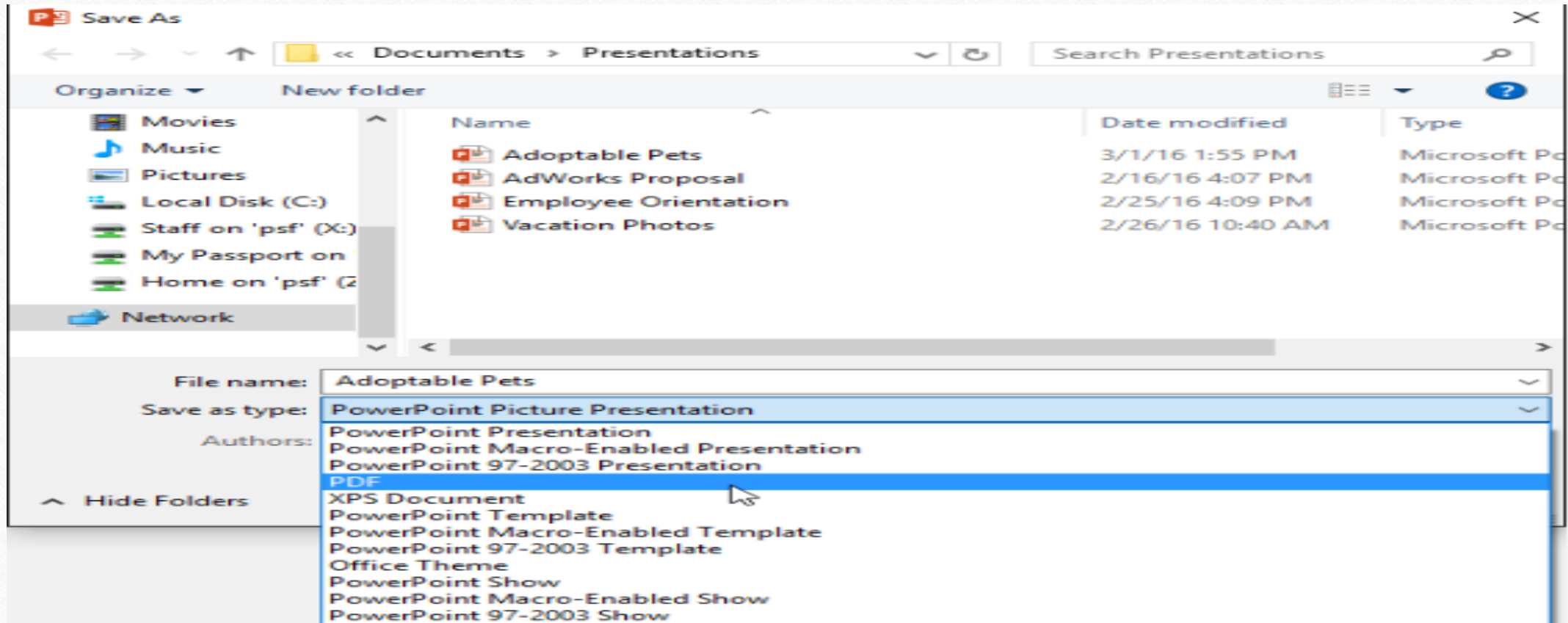


#### Save as Another File Type



Save As

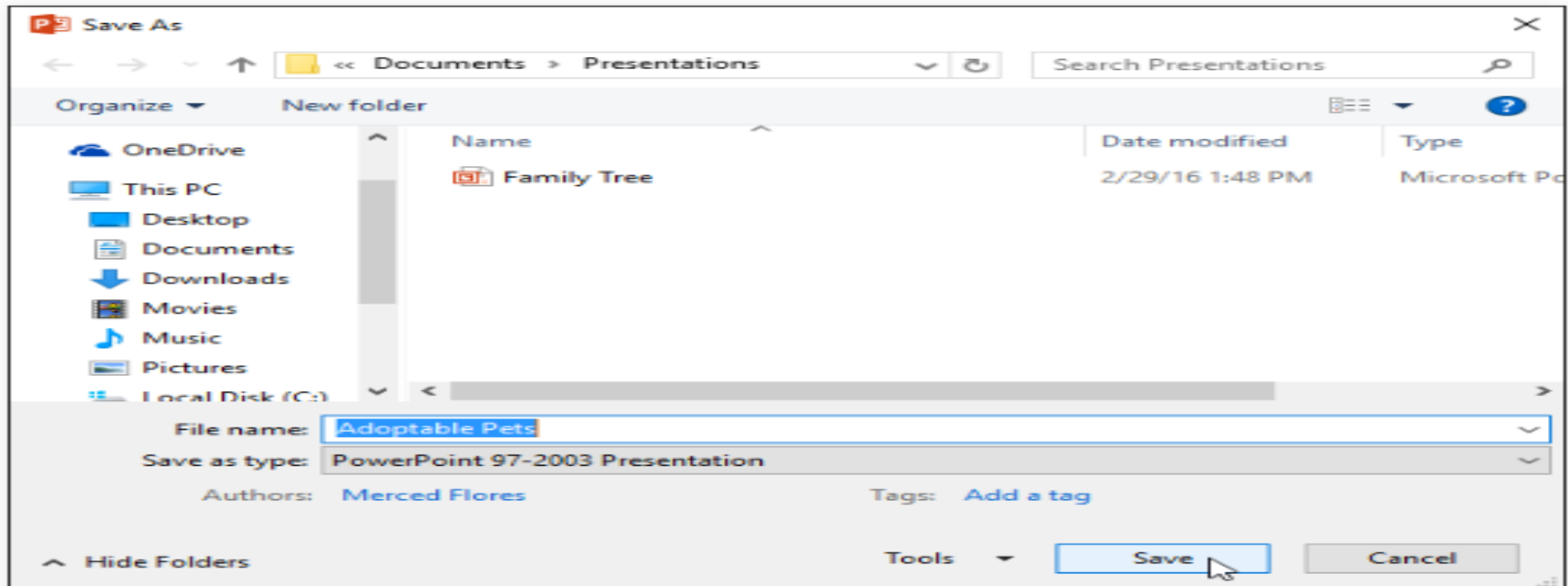
# Exporting presentations



# Exporting presentations

4

The **Save As** dialog box will appear. Select the **location** where you want to export the presentation, type a **file name**, then click **Save**.





# Sharing presentations

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- ❖ PowerPoint makes it easy to share and collaborate on presentations using OneDrive. In the past, if you wanted to share a file with someone you could send it as an email attachment. While convenient, this system also creates multiple versions of the same file, which can be difficult to organize.
- ❖ When you share a presentation from PowerPoint, you're actually giving others access to the exact same file. This lets you and the people you share with edit the same presentation without having to keep track of multiple versions.
- ❖ In order to share a presentation, it must first be saved to your OneDrive.

# Sharing presentations

1

Click the **File** tab to access **Backstage view**, then click **Share**.

Info

New

Open

Save

Save As

Print

Share

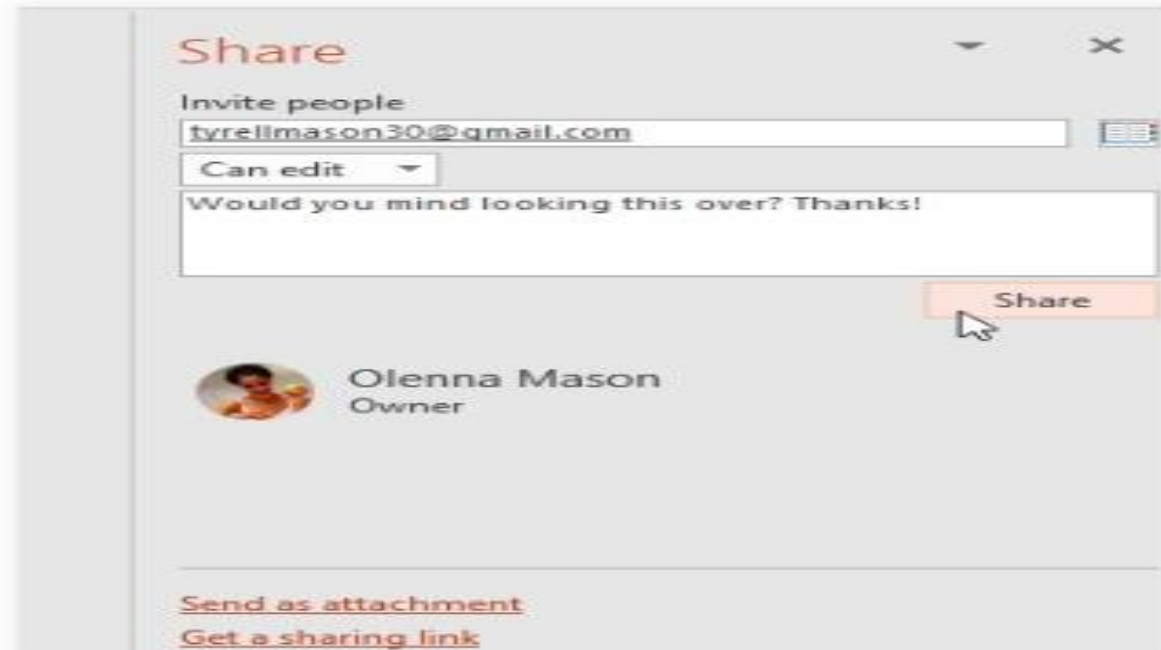
Export

Close

# Sharing presentations

2

PowerPoint will return to Normal view and open the **Share** panel on the right side of the window. From here, you can invite people to share your document, see a list of who has access to the document, and set whether they can edit or only view the document.



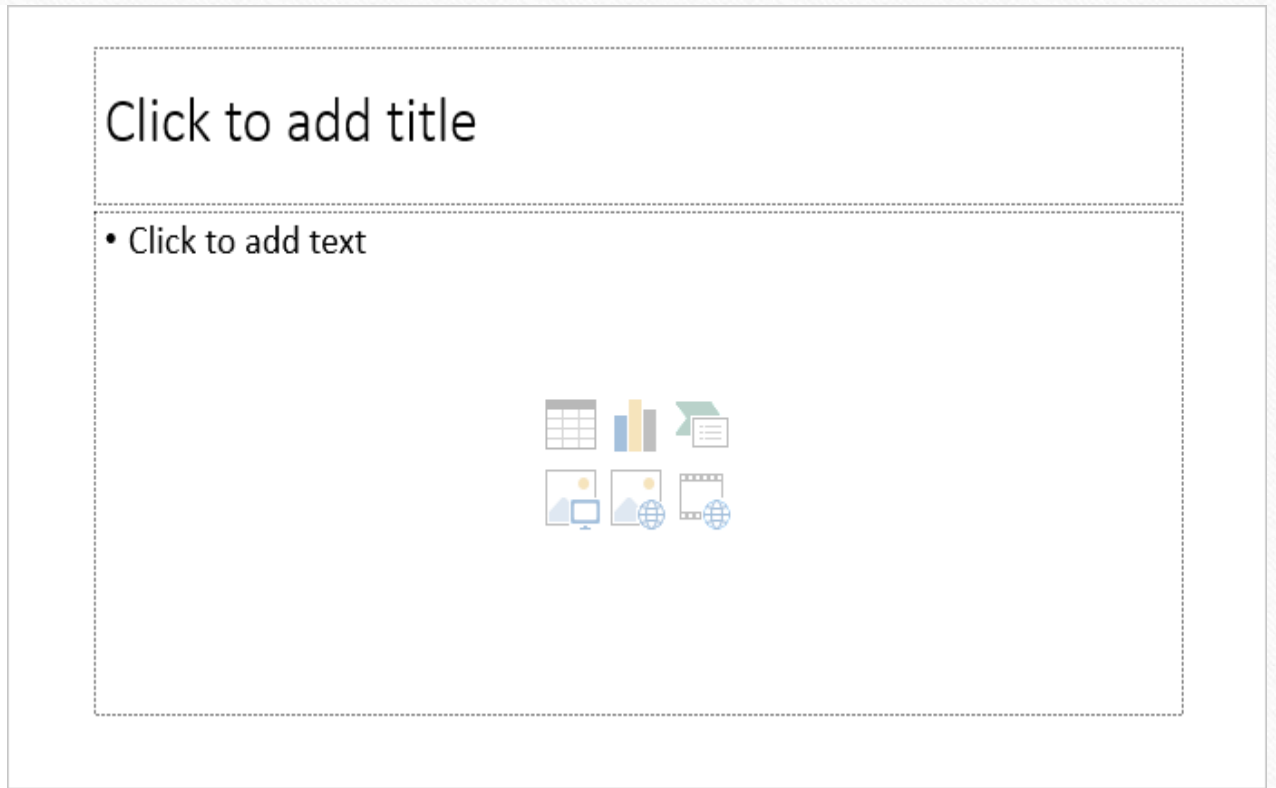
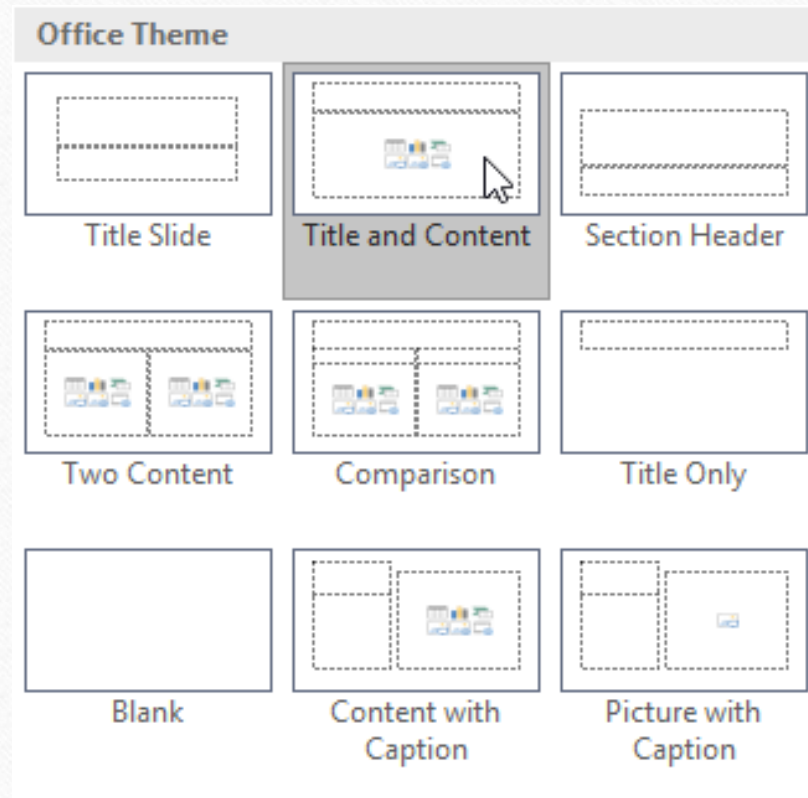


# Understanding slides and slide layouts

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- ❖ When you insert a **new slide**, it will usually have **placeholders** to show you where content will be placed. Slides have different **layouts** for placeholders, depending on the type of information you want to include. Whenever you create a new slide, you'll need to choose a slide layout that fits your content.

# Understanding slides and slide layouts

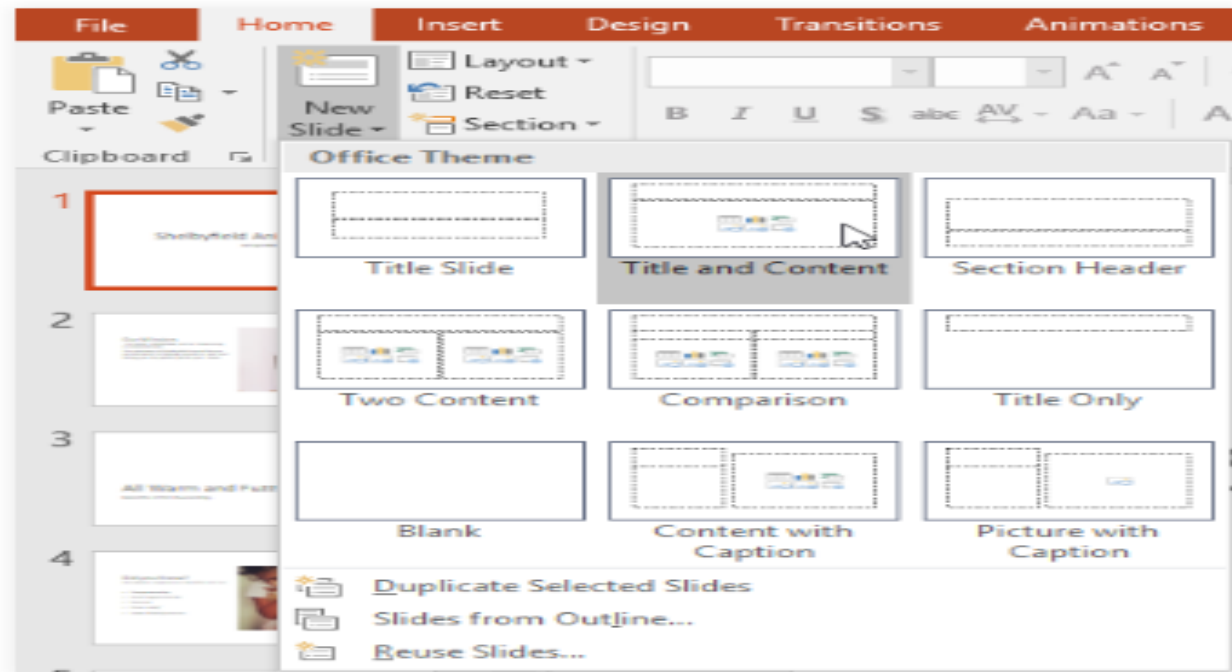


# To insert a new slide:

- 1 From the **Home** tab, click the **bottom half** of the **New Slide** command.



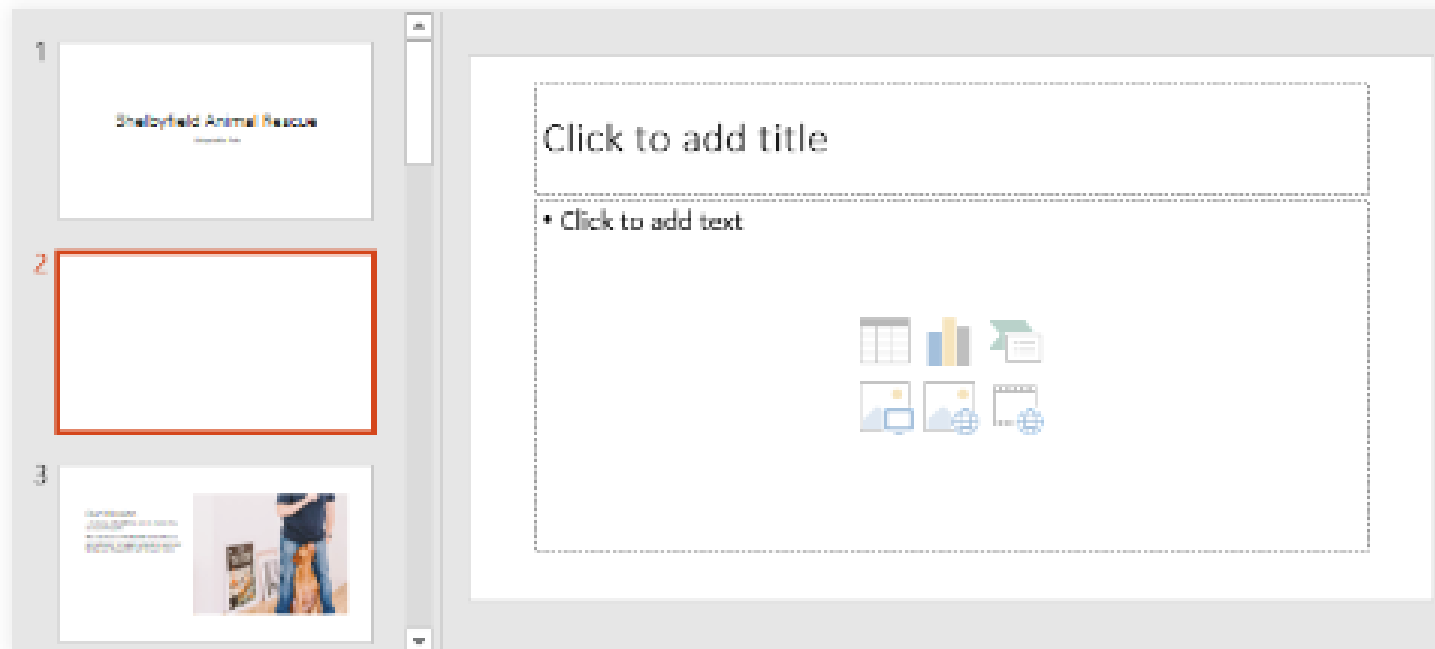
- 2 Choose the desired **slide layout** from the menu that appears.





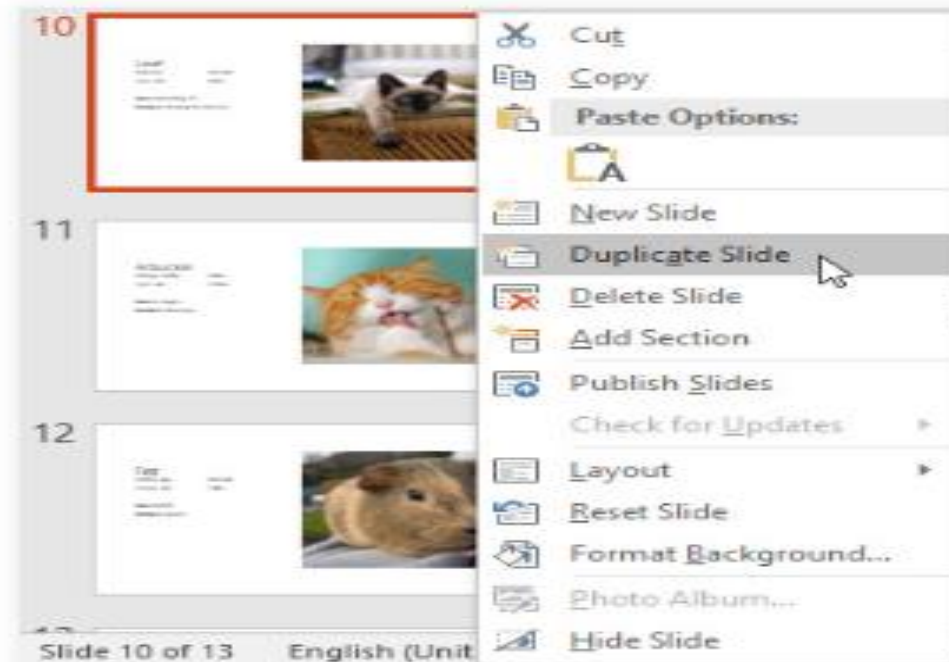
# To insert a new slide:

- 3 The new slide will appear. Click any **placeholder** and begin typing to add text. You can also click an **icon** to add other types of content, like a **picture** or **chart**.



# Organizing slides

- ▶ **Duplicate slides:** If you want to copy and paste a slide quickly, you can **duplicate** it. To duplicate slides, select the slide you want to **duplicate**, right-click the mouse, and choose **Duplicate Slide** from the menu that appears. You can also duplicate **multiple slides** at once by selecting them first.



# Organizing slides

- **Move slides:** It's easy to change the **order** of your slides. Just click and drag the **desired slide** in the Slide Navigation pane to the desired position.





# Organizing slides

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- ▶ **Delete slides:** If you want to remove a slide from your presentation, you can **delete** it. Simply select the slide you want to delete, then press the **Delete** or **Backspace** key on your keyboard.

# Adjusting placeholders

- ▶ **To select a placeholder:** Hover the mouse over the edge of the placeholder and click (you may need to click the text in the placeholder first to see the border). A selected placeholder will have a **solid line** instead of a dotted line.



# Adjusting placeholders

- ▶ **To move a placeholder:** Select the placeholder, then click and drag it to the desired location.

Shelbyfield Animal Rescue

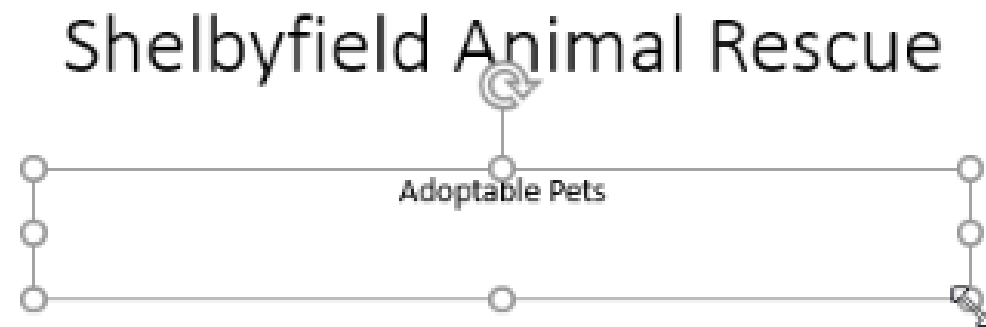
Adoptable Pets





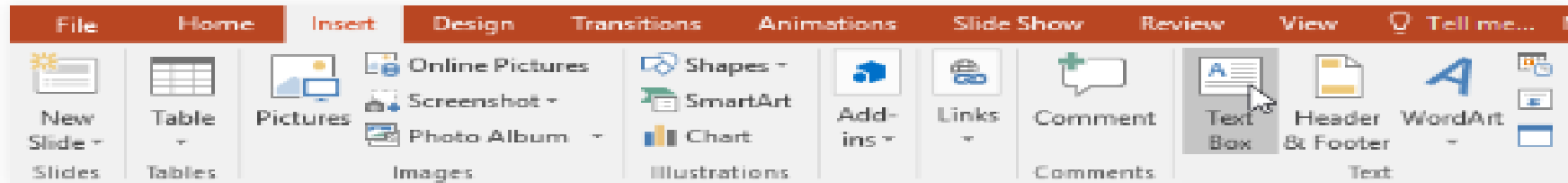
# Adjusting placeholders

- ▶ **To resize a placeholder:** Select the placeholder you want to resize. **Sizing handles** will appear. Click and drag the **sizing handles** until the placeholder is the desired size. You can use the corner sizing handles to change the placeholder's **height** and **width** at the same time.



# To add a text box

- 1 From the **Insert** tab, select the **Text Box** command.



- 2 Click and drag to draw the text box on the slide.



# To play the presentation

- 1 Click the **Start From Beginning** command on the Quick Access Toolbar to see your presentation.

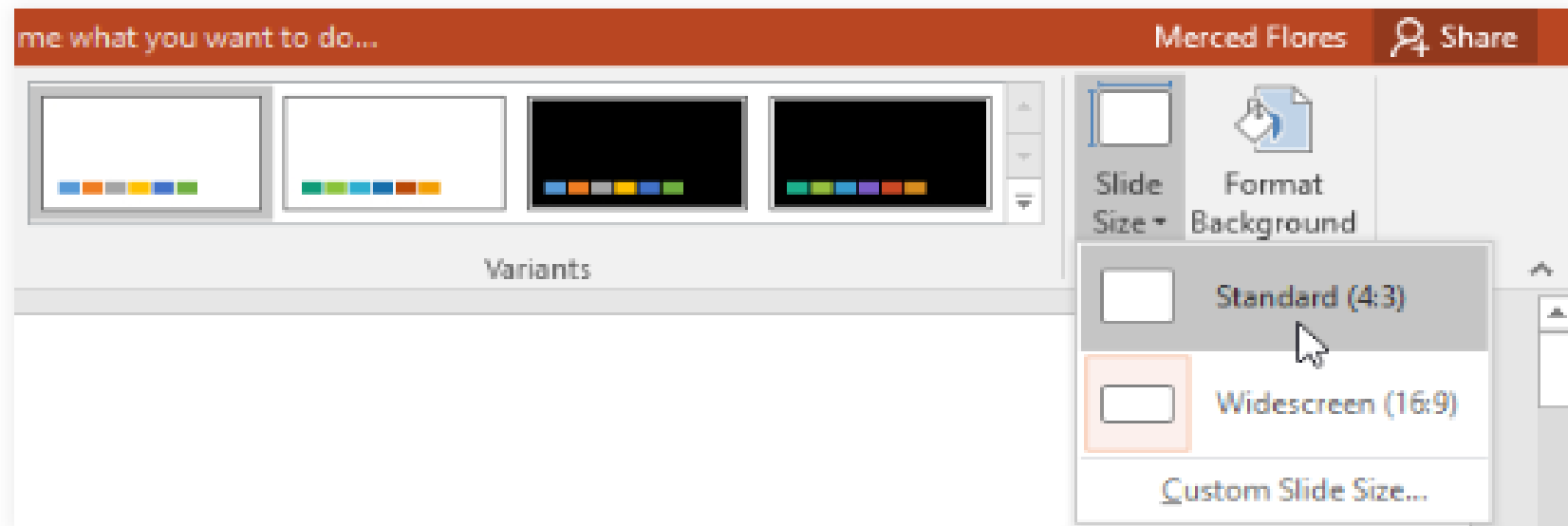


- 2 The presentation will appear in full-screen mode.
- 3 You can advance to the next slide by **clicking your mouse** or pressing the **spacebar** on your keyboard. You can also use the **arrow keys** on your keyboard to move forward or backward through the presentation.
- 4 Press the **Esc** key to exit presentation mode.



# To change the slide size

- ▶ To change the slide size, select the **Design** tab, then click the **Slide Size** command. Choose the desired slide size from the menu that appears, or click **Custom Slide Size** for more options.

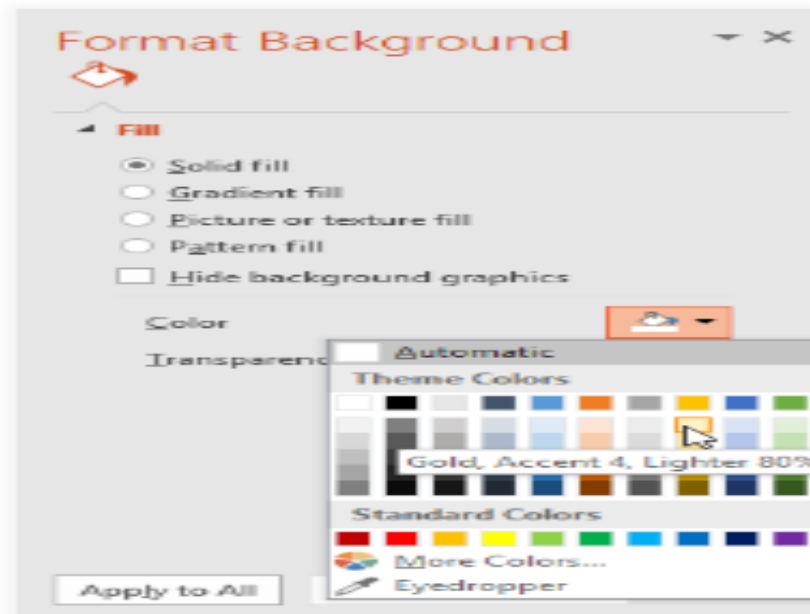


# To format the slide background

- 1 Select the **Design** tab, then click the **Format Background** command.



- 2 The **Format Background** pane will appear on the right. Select the desired fill options. In our example, we'll use a **Solid fill** with a **light gold** color.



# To format the slide background

3 The background style of the selected slide will update.

4 If you want, you can click **Apply to All** to apply the same background style to all slides in your presentation.



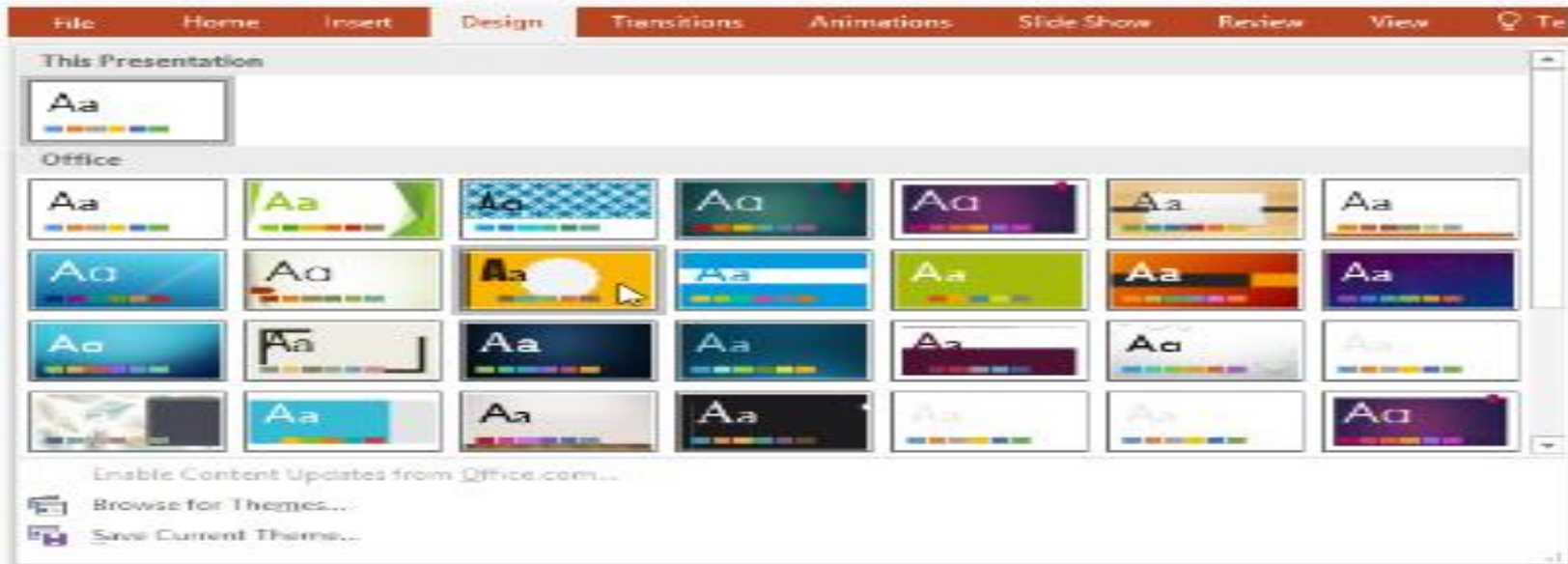


# To apply a theme

- 1 Select the **Design** tab on the Ribbon, then click the **More** drop-down arrow to see all of the available themes.



- 2 Select the **desired theme**.



# To apply a theme

3 The theme will be applied to your **entire presentation**.

