

Microsoft power point

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Slide notes

To add notes:

- 1 Click the **Notes** command at the bottom of the screen to open the **Notes** pane.



Slide notes

- 2 Click and drag the **edge** of the pane to **resize** it if desired.



Slide notes

3

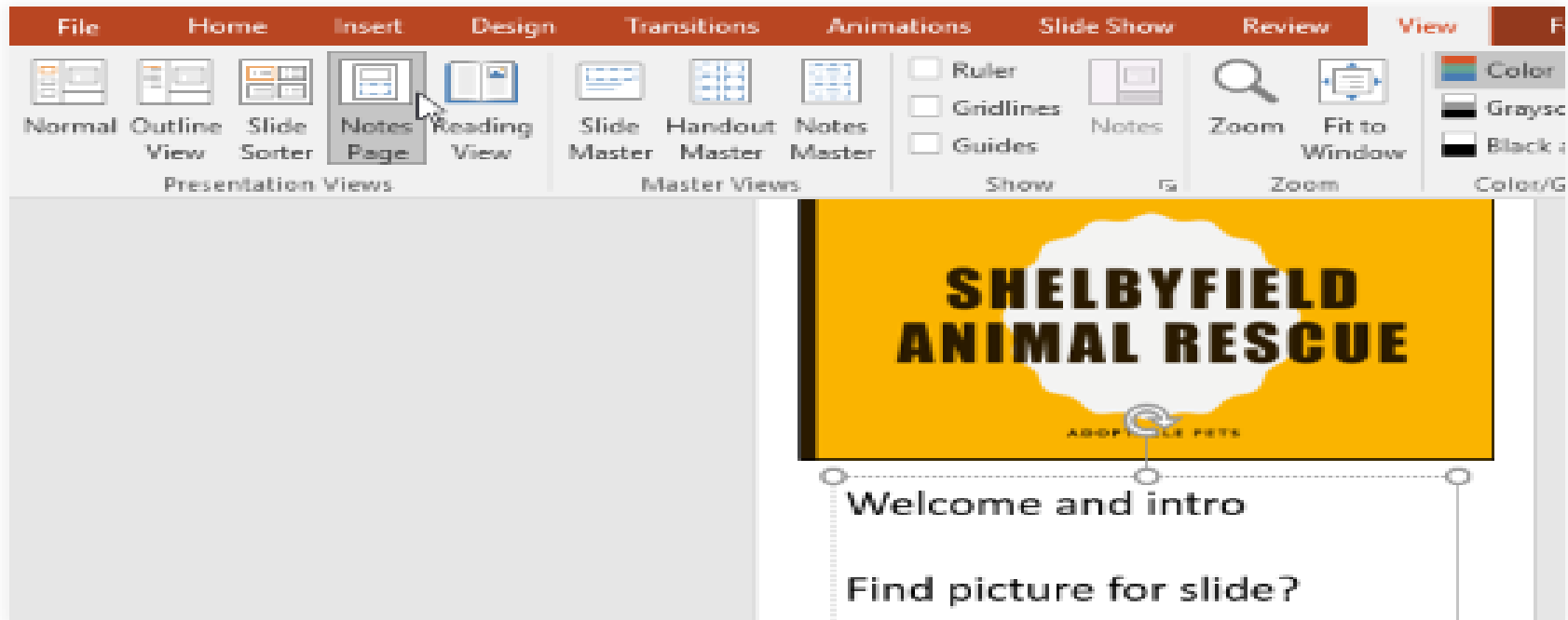
Click the **Notes** pane, and begin typing to add notes.



Slide notes



You can also access **Notes Page view** to edit and review your notes. Just click the **Notes Page** command from the **View** tab. From here, you can type notes in the **text box** below each slide.

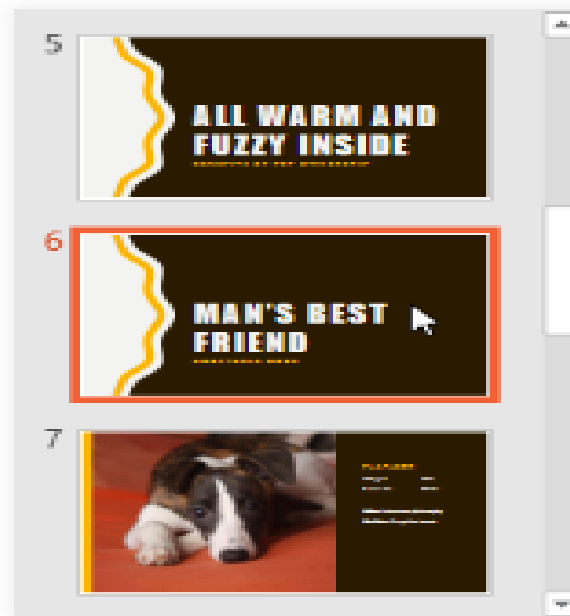


Slide sections

To create slide sections:

In our example, we will add two sections: one for dogs that are available for adoption, and another for cats and other pets.

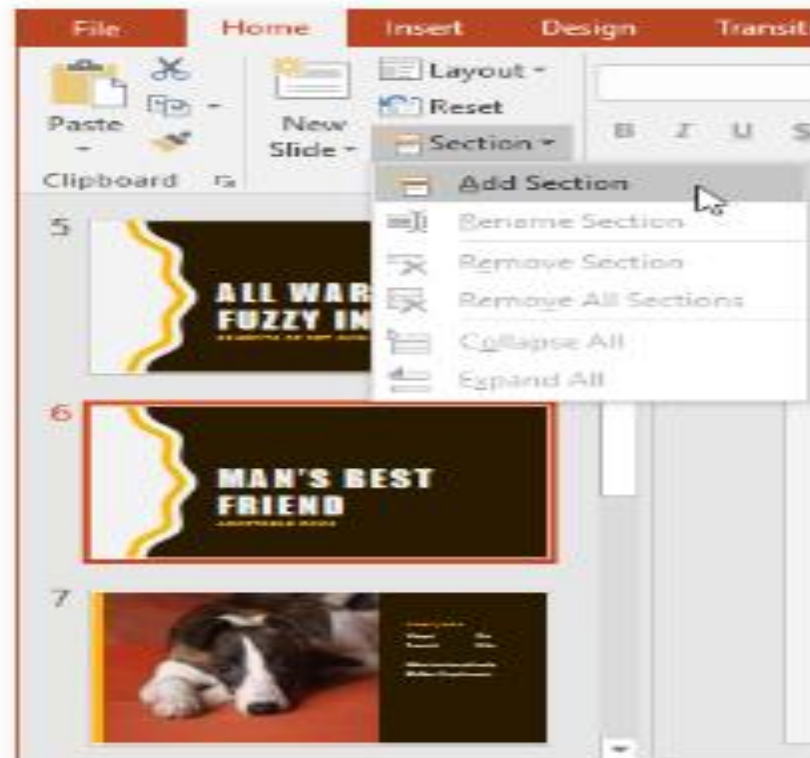
- 1 Select the **slide** where you want to begin a section.



Slide sections

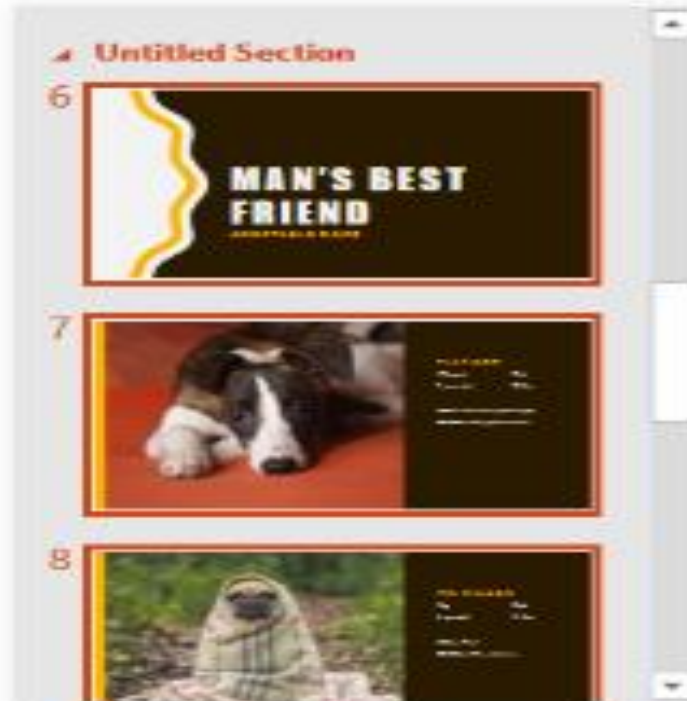
2

From the **Home** tab, click the **Section** command, then choose **Add Section** from the drop-down menu.



Slide sections

- 3 An **Untitled Section** will appear in the Slide Navigation pane.

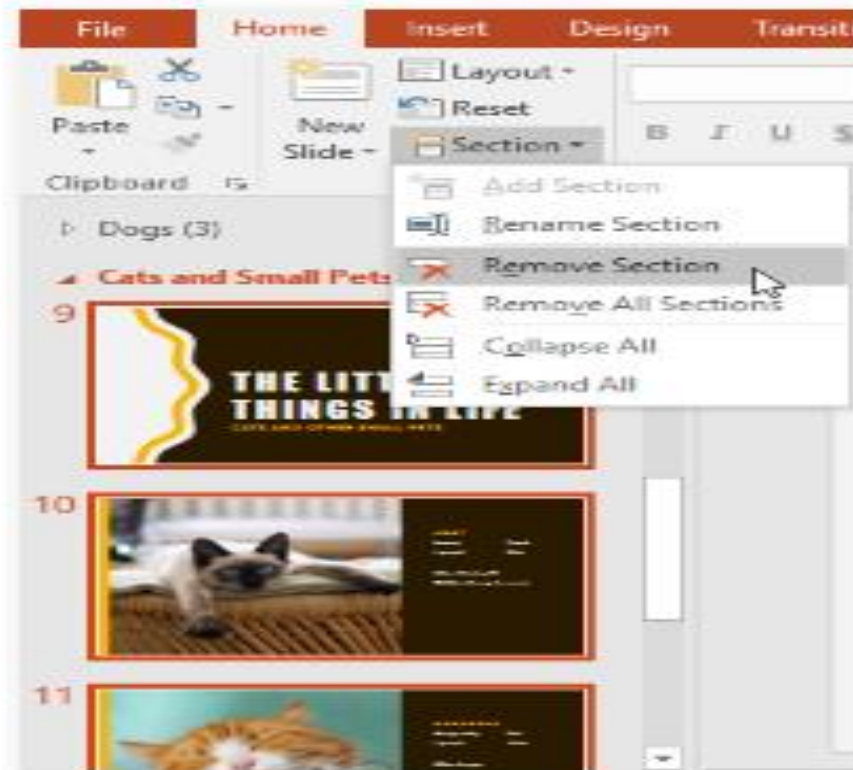


- 4 To **rename** the section, click the **Section** command, then choose **Rename Section** from the drop-down menu.

Slide sections

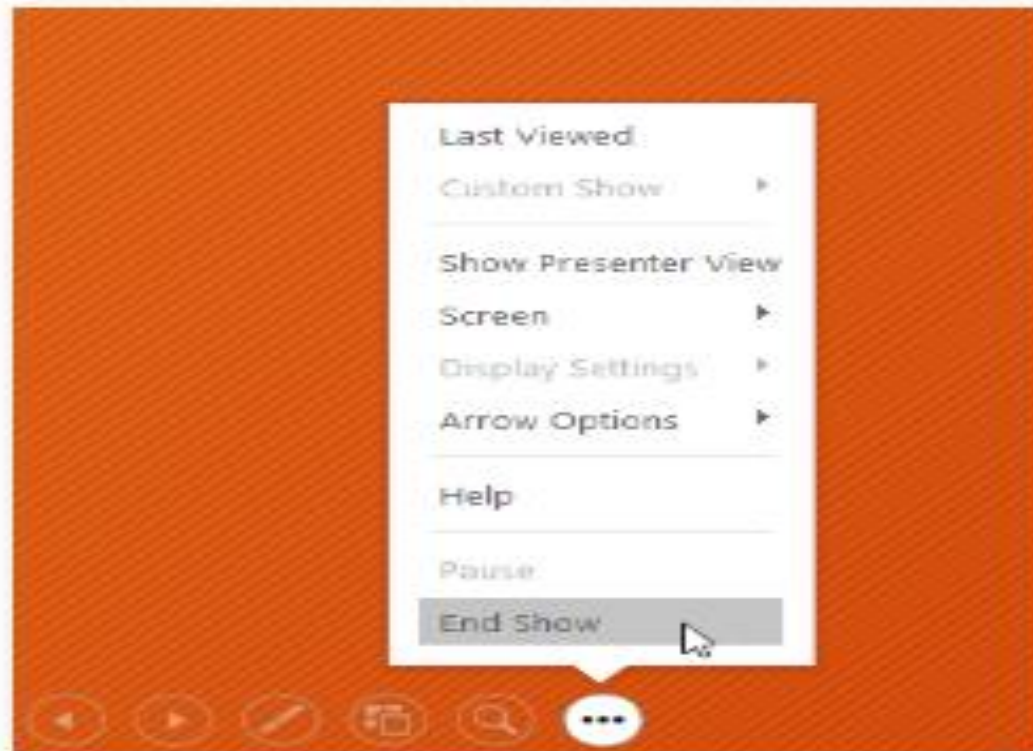


To **remove** a section, click the **Section** command, then click **Remove Section**. You can also click **Remove All Sections** to remove all sections from your slides.



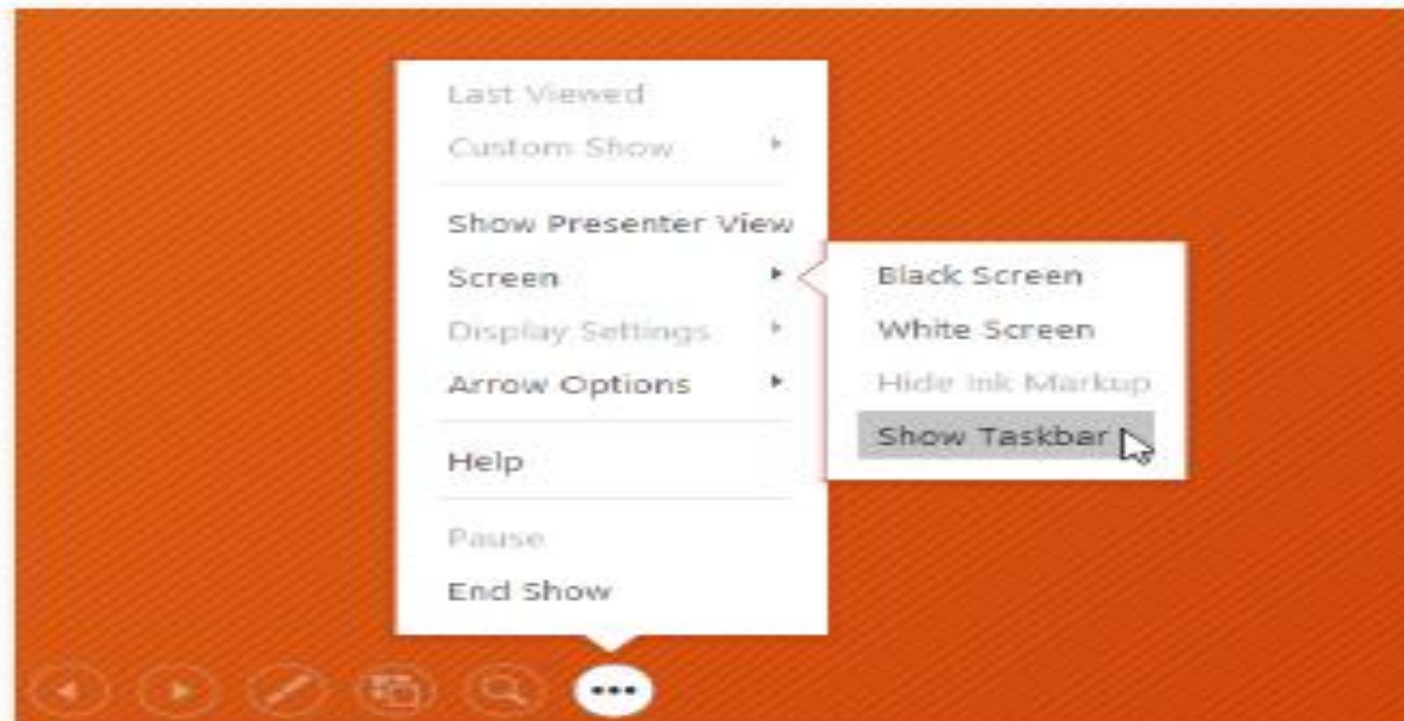
To stop a slide show:

You can exit presentation mode by pressing the **Esc** key on your keyboard. You can also click the **Slide Show Options** button in the bottom-left and select **End Show**.



To show the taskbar

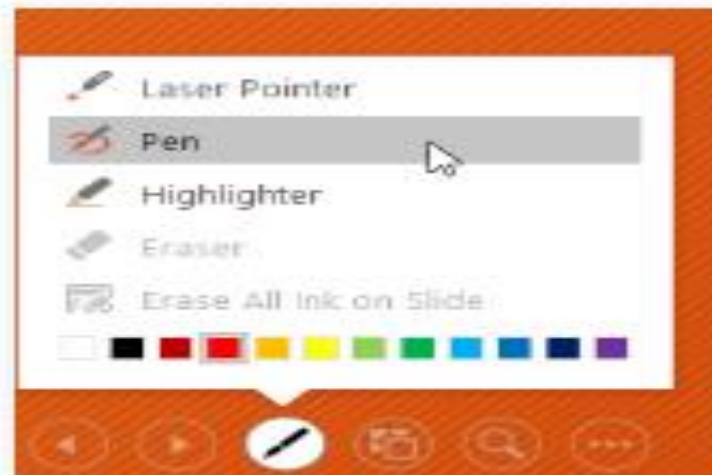
- 1 Locate and select the **Slide Options** button in the bottom-left corner.
- 2 Select **Screen**, then click **Show Taskbar**.



To access drawing tools

Your mouse pointer can act as **pen** or **highlighter** to draw attention to items in your slides.

- 1 Locate and select the **Pen Tools** button in the bottom-left corner.
- 2 Select **Pen** or **Highlighter** based on your preference. You can also choose a different **color** from the menu.



To erase ink markings

- 1 Locate and select the **Pen Tools** button in the bottom-left corner.
- 2 Select **Eraser** to erase individual ink markings, or select **Erase All Ink on Slide** to erase all markings.

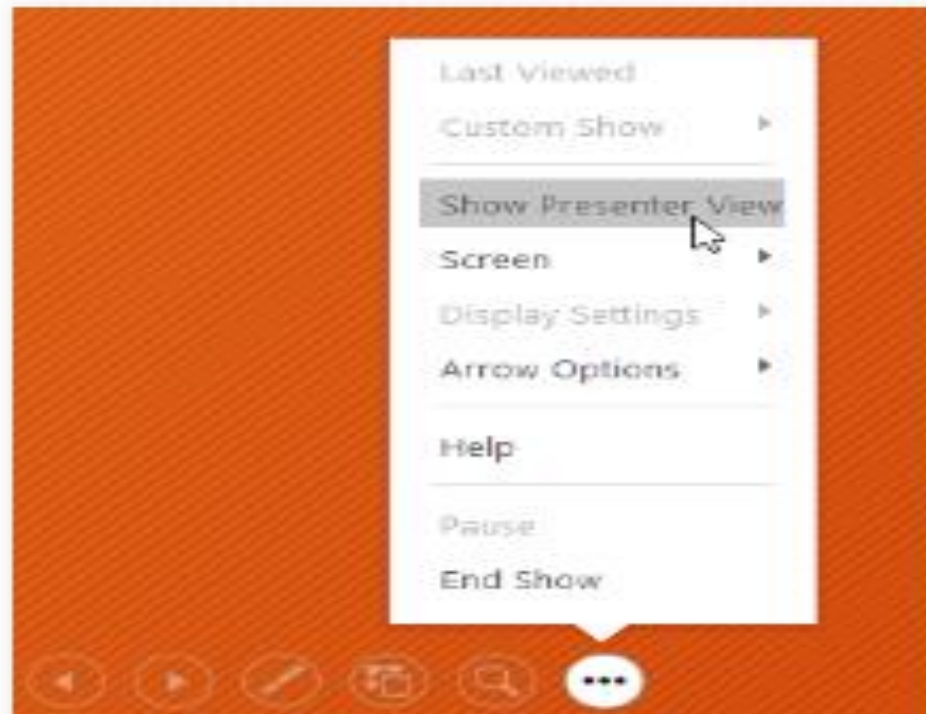


- * When you end a slide show, you'll also have the option to **Keep** or **Discard** any ink annotations made during your presentation. If you keep ink markings, they'll appear as **objects** on your slides in Normal view.



To access Presenter view

Start your slide show as you normally would, then click the **Slide Options** button and select **Presenter View**. You can also press **Alt+F5** on your keyboard to start the slide show in Presenter view.




To access Presenter view

The screenshot shows a Beamer presentation in Presenter view. The main slide area has a dark background with orange and red horizontal bands. It features a small circular logo of a terrier's head, the text "Texlahoma High School" and "Terrier Tough!" in white, and "Band Boosters Meeting" and "July 1, 2016" in white. The top of the slide area shows a timer at 0:01:32, a pause button, a refresh button, and the time 2:43 PM. The top of the presentation window has three buttons: "SHOW TASKBAR", "DISPLAY SETTINGS", and "END SLIDE SHOW". Below the main slide area is a toolbar with icons for a pen, a square, a magnifying glass, a monitor, and a menu. At the bottom center are navigation buttons (back, forward) and a progress indicator showing "Slide 1 of 11". On the right side, there is a sidebar with a "Next slide" section showing a preview of the next slide, which has an "Agenda" section with bullet points: "New Officers" (with sub-points "Introduce and Thank New", "Announce New Officers", "Distribute Officer Contact Info"), "Fundraising" (with sub-points "Past and Present Ideas", "Review Yearly Results"), and "Meeting goals:" (with a list of four goals). At the bottom of the sidebar are zoom in and zoom out icons.

SHOW TASKBAR DISPLAY SETTINGS END SLIDE SHOW

0:01:32 || ↺ 2:43 PM



Texlahoma High School
Terrier Tough!

Band Boosters Meeting
July 1, 2016

Next slide

Agenda

- New Officers
 - Introduce and Thank New
 - Announce New Officers
 - Distribute Officer Contact Info
- Fundraising
 - Past and Present Ideas
 - Review Yearly Results

Meeting goals:

- Thanks previous year's officers
- Introduce new officers
- Discuss yearly fundraising goals
- Plan for next meeting

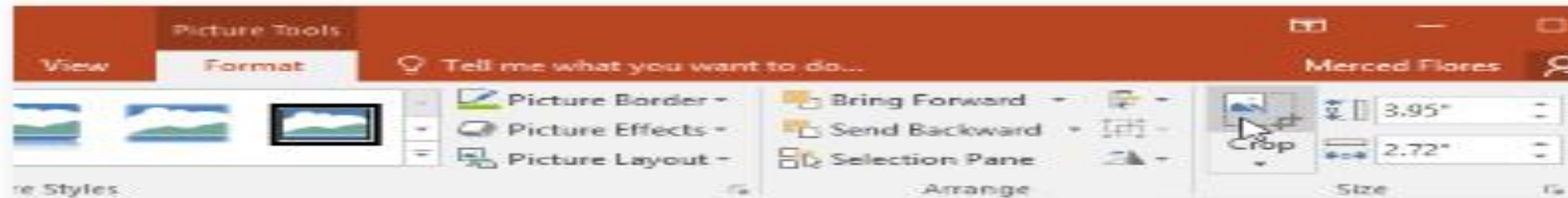
Leslie will be in the Terry the Terrier costume to help pump up the crowd!

Slide 1 of 11

To crop an image

1 Select the image you want to crop. The **Format** tab appears.

2 On the Format tab, click the **Crop** command.



3 **Cropping handles** will appear around the image. Click and drag one of the handles to crop the image. Make sure the mouse is right over the black cropping handle so you don't accidentally select a resizing handle.

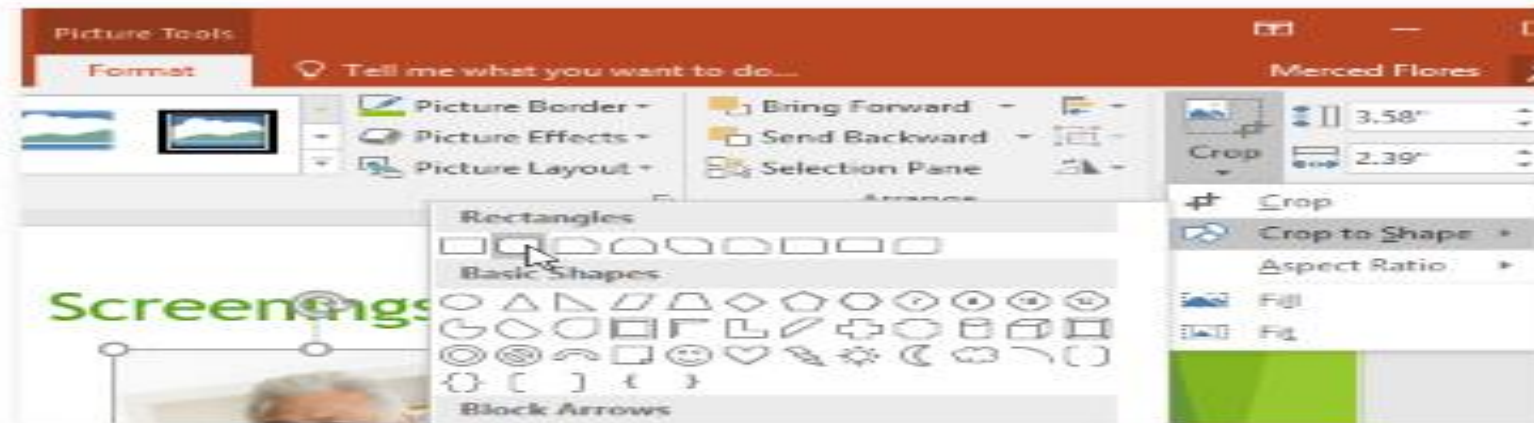
Health and Wellness Screenings

- ▶ Screenings for blood pressure, cancer, heart attack/stroke risk, diabetes, and more
- ▶ Provided by University Hospital Community Outreach and Health Education Programs



To crop an image to a shape

- 1 Select the image you want to crop, then click the **Format** tab.
- 2 Click the **Crop** drop-down arrow. Hover the mouse over **Crop to Shape**, then select the desired **shape** from the drop-down menu that appears.



- 3 The image will appear formatted as the shape.



To add a border to an image

- 1 Select the image you want to add a border to, then click the **Format** tab.
- 2 Click the **Picture Border** command. A drop-down menu will appear.
- 3 From here, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.

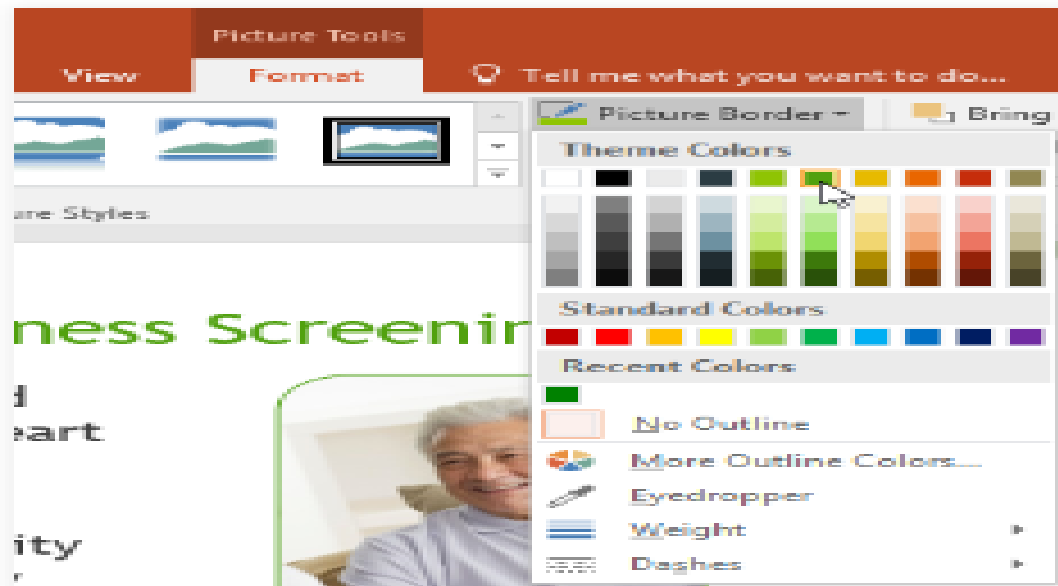


Image adjustments

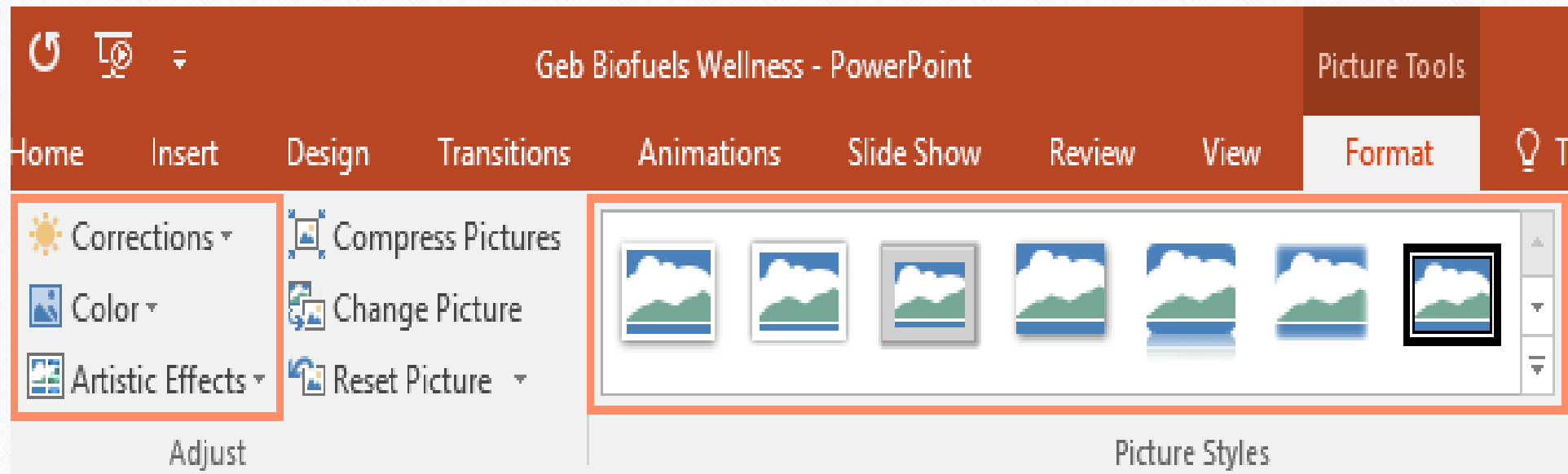


Image adjustments

- **Corrections:** This command is located in the **Adjust** group. From here, you can **sharpen** or **soften** the image to adjust how blurry or clear it appears. You can also adjust the **brightness** and **contrast**, which controls how light or dark the picture appears.



Image adjustments

- **Color:** This command is located in the **Adjust** group. From here, you can adjust the image's **saturation** (how vivid the colors are), **tone** (the temperature of the image, from cool to warm), and **coloring** (changing the overall color of the image).



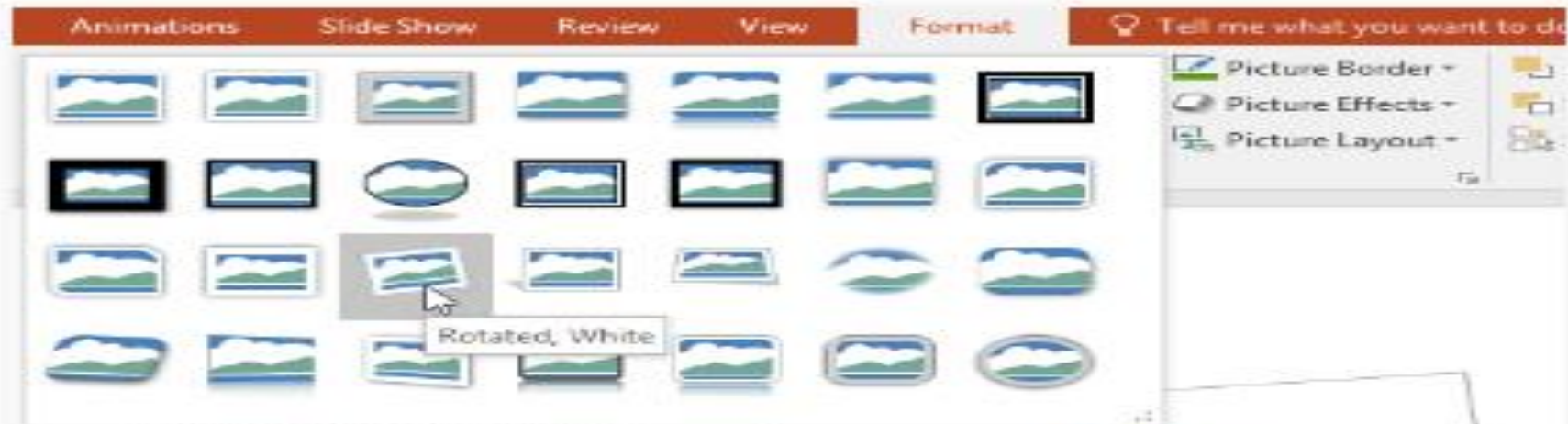
Image adjustments

- ▶ **Artistic Effects:** This command is located in the **Adjust** group. From here, you can add artistic effects like pastels, watercolors, and glowing edges.



Image adjustments

- ▶ **Picture Styles Group:** This group contains a variety of styles you can apply to your picture, including frames, borders, and soft edges.



implementing its new Wellness Program in January.

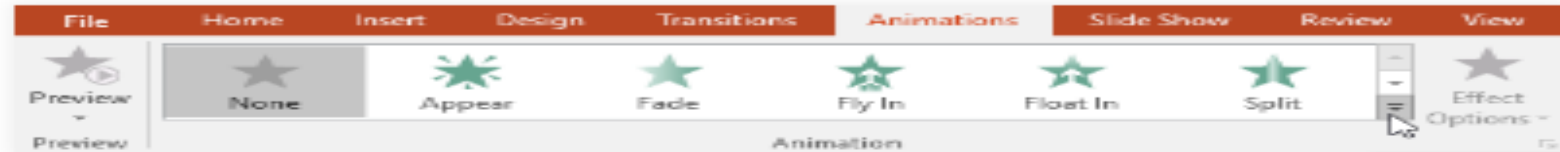
- ▶ The program will provide resources and opportunities for employees to improve their overall health.



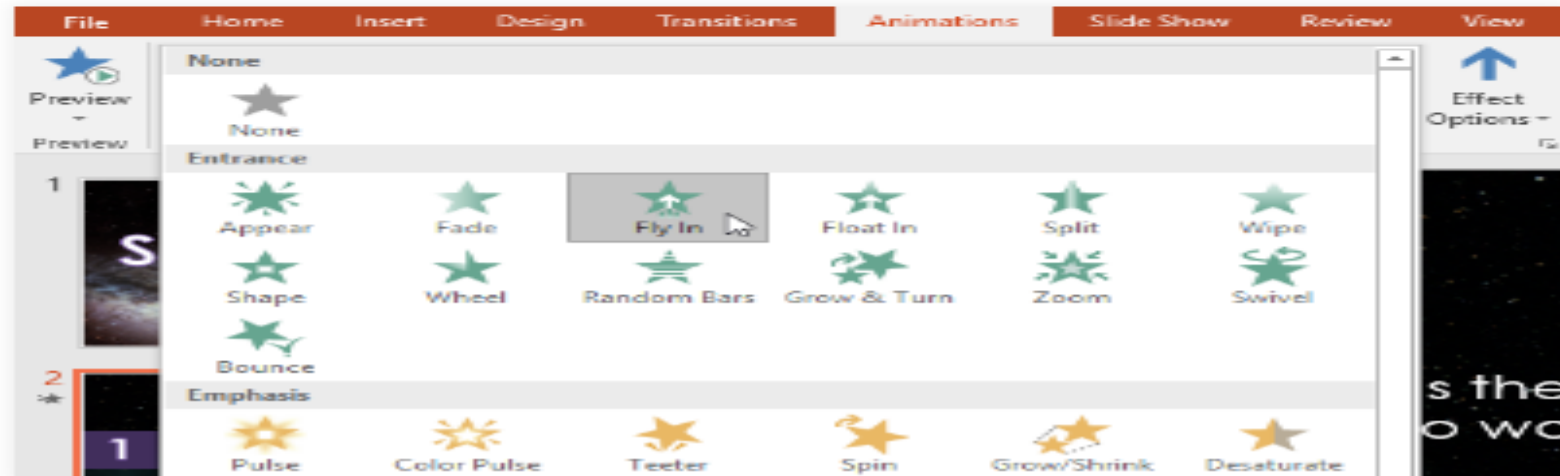
To apply an animation to an object

1 Select the object you want to animate.

2 On the **Animations** tab, click the More drop-down arrow in the **Animation** group.



3 A drop-down menu of animation effects will appear. Select the desired effect.



To apply an animation to an object

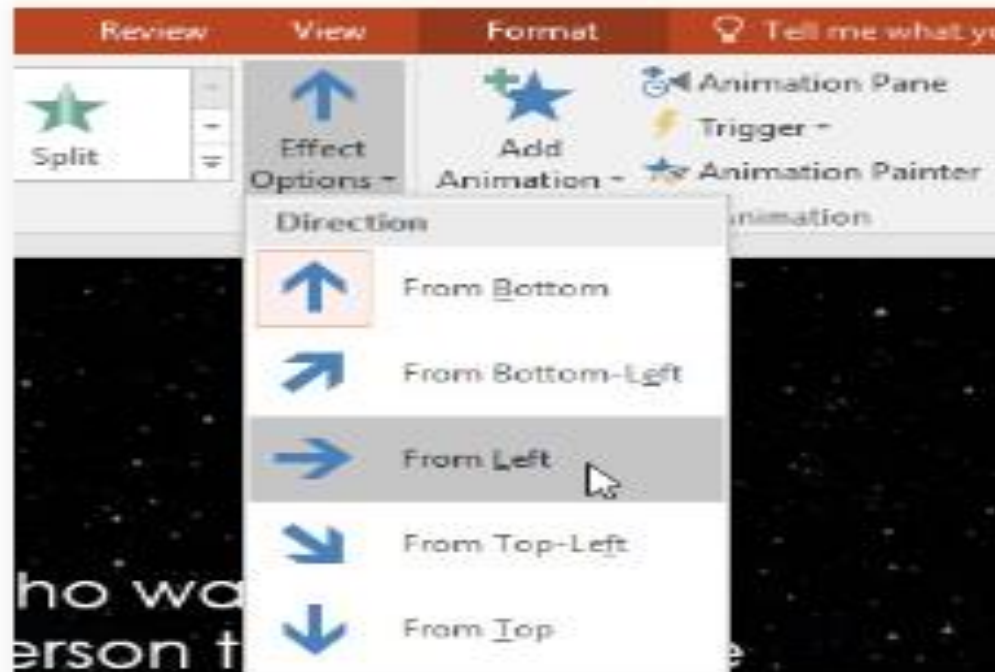
4

The effect will apply to the object. The object will have a small **number** next to it to show that it has an animation. In the Slide pane, a **star** symbol also will appear next to the slide.



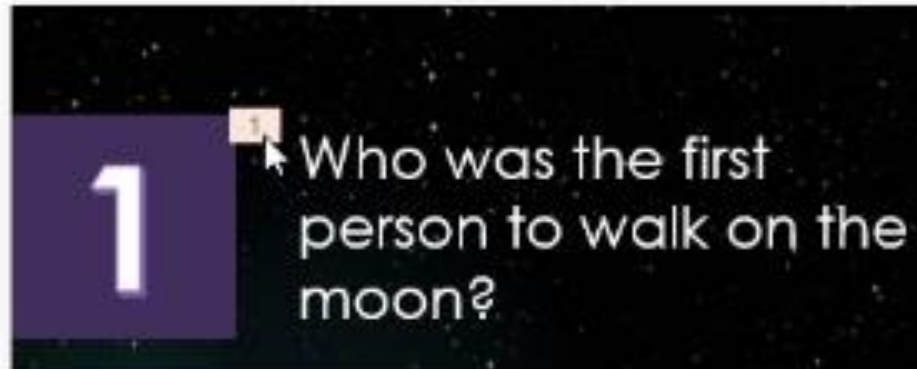
Effect options

Some effects will have **options** you can change. For example, with the **Fly In** effect you can control **which direction** the object comes from. These options can be accessed from the **Effect Options** command in the Animation group.



To remove an animation

- 1 Select the small **number** located next to the animated object.



- 2 Press the **Delete** key. The animation will be deleted.

To add multiple animations to an object

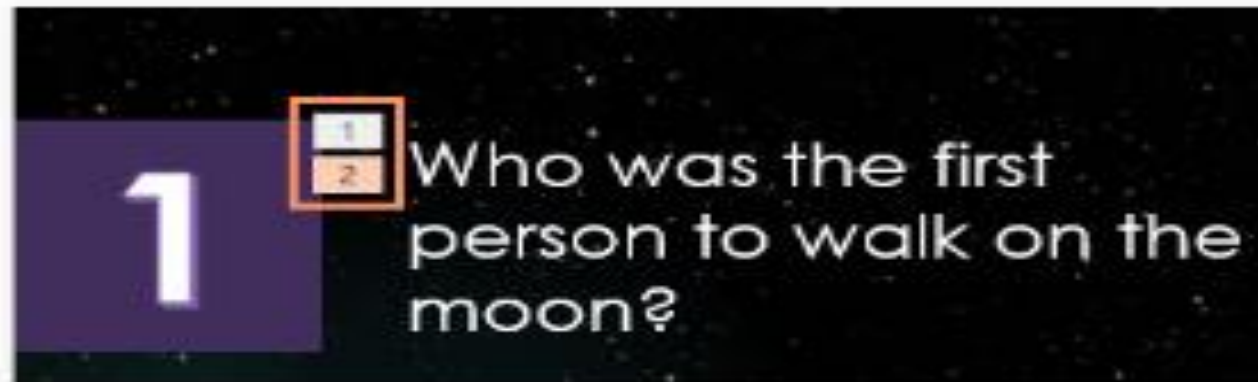
- 1 Select an object.
- 2 Click the **Animations** tab.
- 3 In the **Advanced Animation** group, click the **Add Animation** command to view the available animations.
- 4 Select the desired animation effect.



To add multiple animations to an object

5

If the object has more than one effect, it will have a different **number** for each effect. The numbers indicate the **order** in which the effects will occur.



To open the Animation Pane

- 1 From the **Animations** tab, click the **Animation Pane** command.



- 2 The **Animation Pane** will open on the right side of the window. It will show all of the effects for the current slide in the order in which they will appear.



To run a spell check

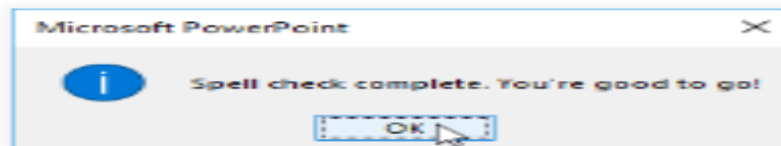
- 1 From the **Review** tab, click the **Spelling** command.



- 2 The **Spelling** pane will appear on the right. For each error in your presentation, PowerPoint will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.

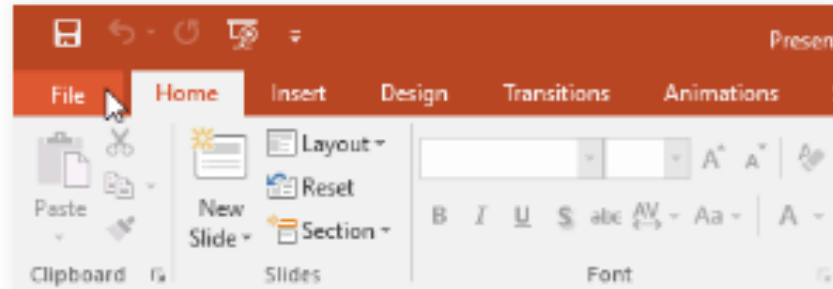


- 3 PowerPoint will move through each error until you have reviewed them all. After the last error has been reviewed, a dialog box will appear confirming that the spelling check is complete. Click **OK**.

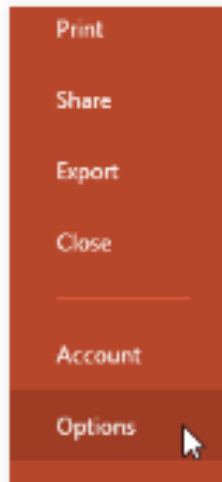


To modify proofing options

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



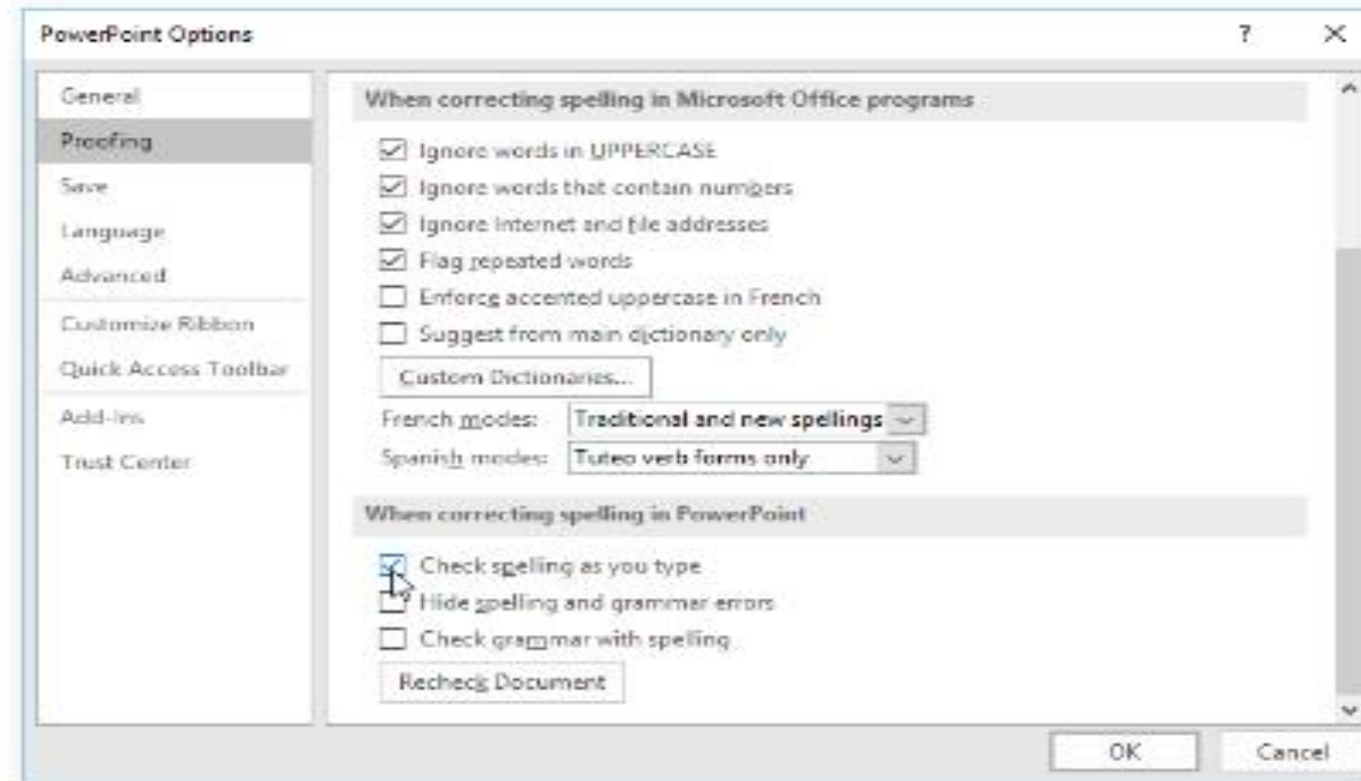
- 2 Select **Options**. A dialog box will appear.



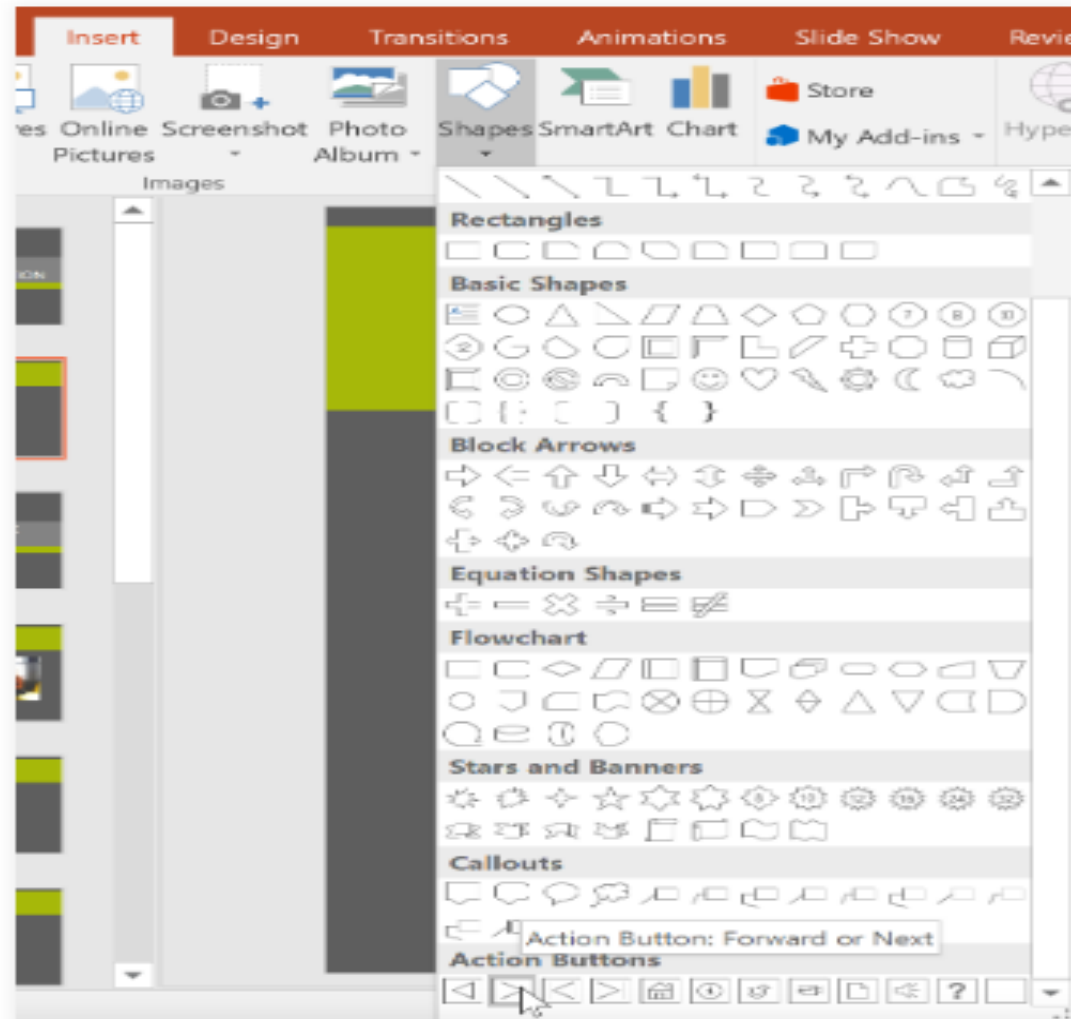
To modify proofing options

3

Select **Proofing**, then customize the options as needed. When you're finished, click **OK**.



To insert an action button on one slide



To insert an action button on one slide

- 3 Select the desired **action button**.
- 4 Insert the button into the slide by clicking the desired location. The **Action Settings** dialog box will appear.
- 5 Select the **Mouse Click** or **Mouse Over** tab. Selecting the **Mouse Click** tab means the action button will perform its action only when clicked. Selecting the **Mouse Over** tab will make the action button perform its action when you move the mouse over it.

