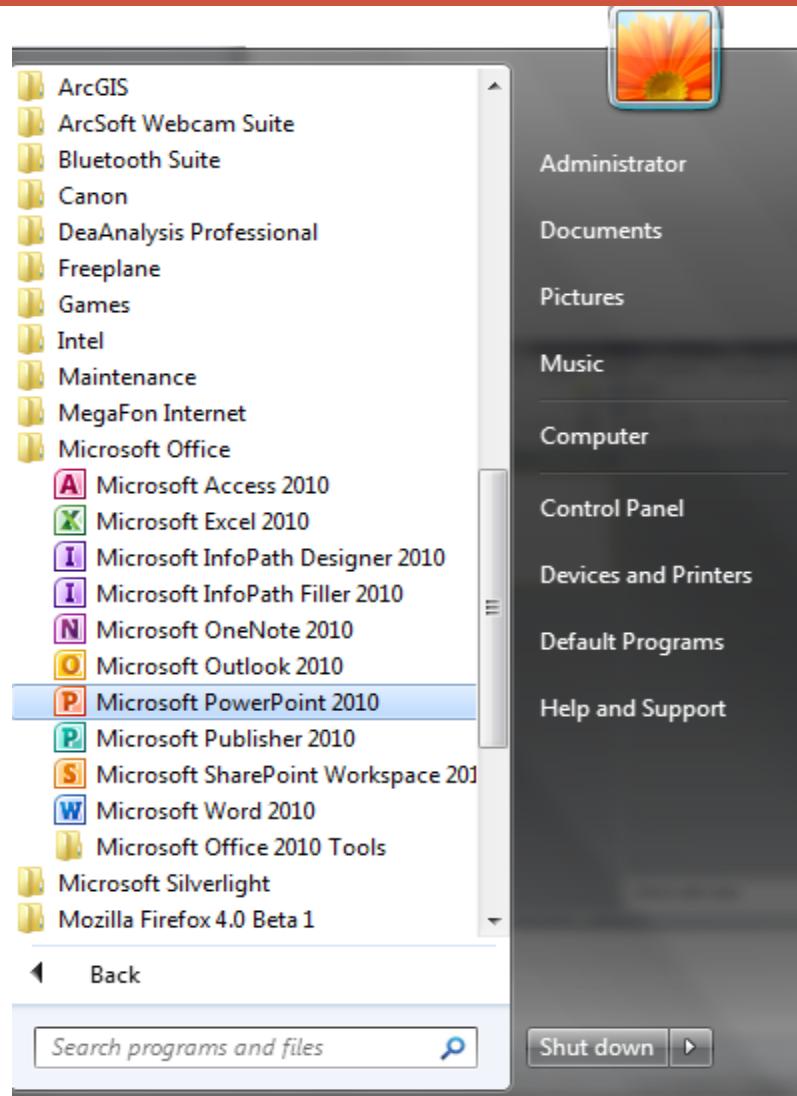


آموزش powerpoint

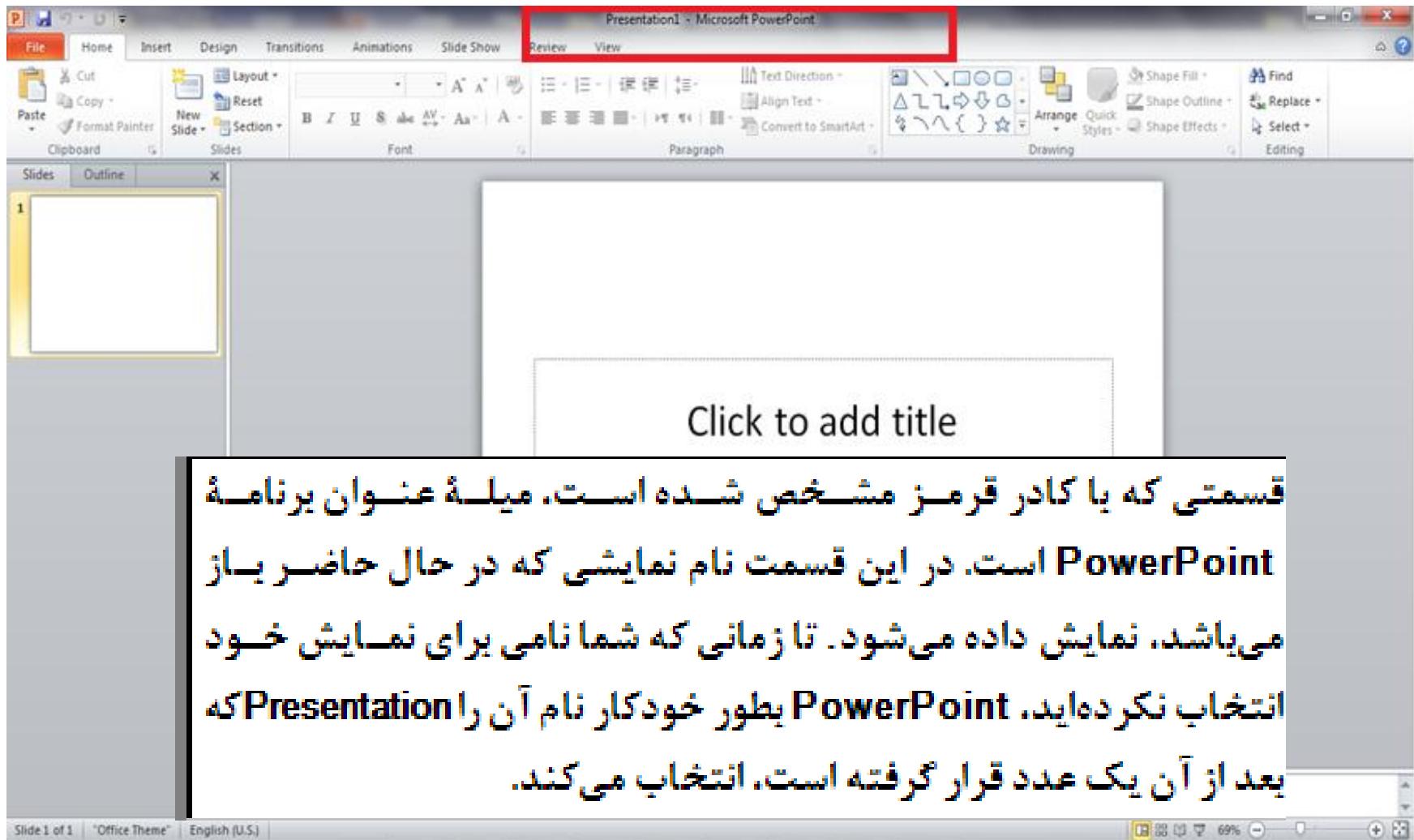
چیست؟ Powerpoint

شما کمک میکنند که اسلایدهای زیبا و بسیار جذاب را به صورتهای مختلفی برای پروژه های Overhead اسلاید ۳۵ میلیمتری و یا محیط Internet پیاده سازیم. همچنین، نرم افزار PowerPoint ابزارهای لازم برای ایجاد نمایشگاهی قوی و تاثیرگذار را برای شما فراهم می آورد.

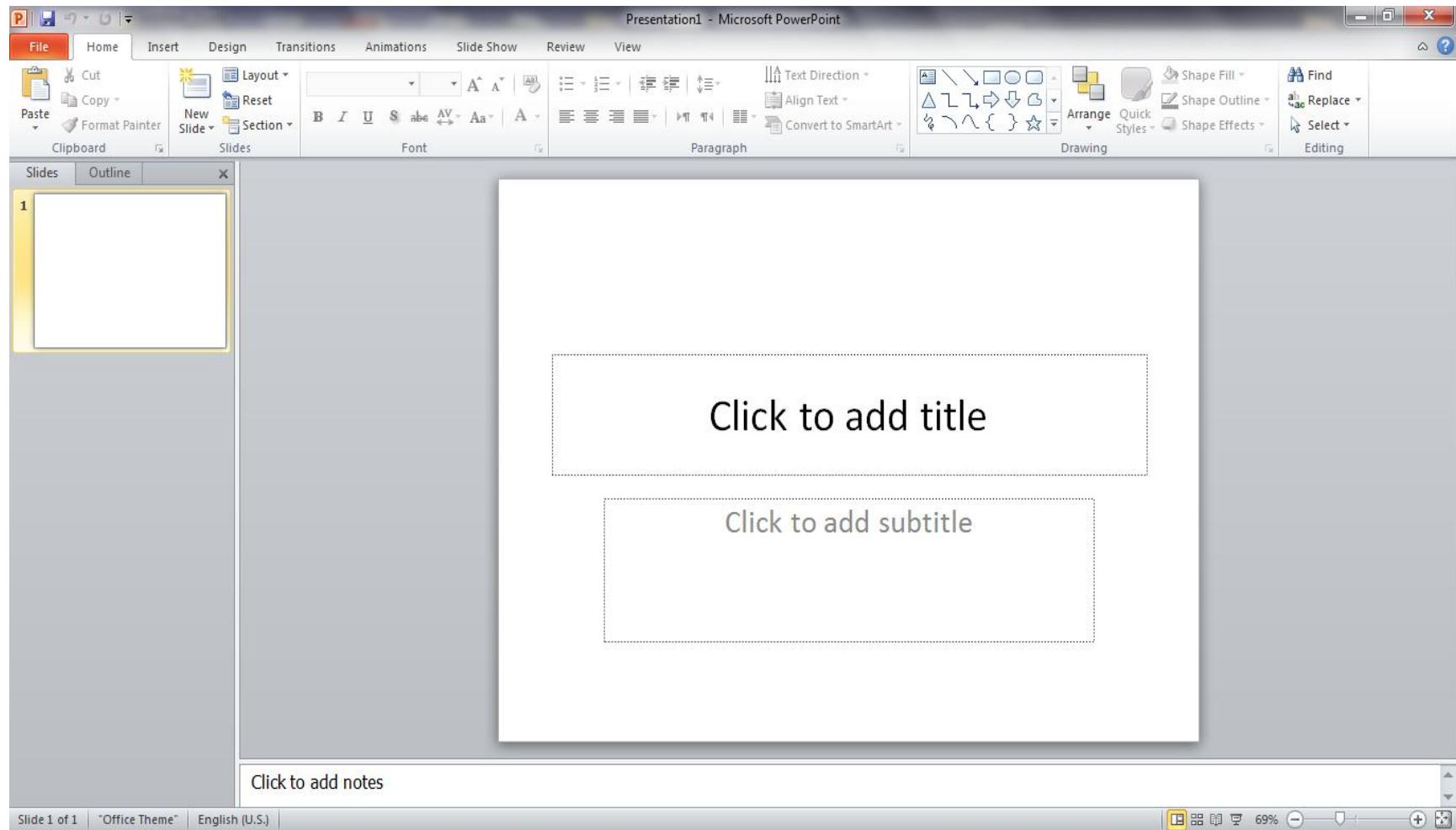
برای آوردن برنامه از ویندوز ابتدا از خط شروع start قسمت all program را انتخاب کرده و سپس از میکروسافت آفیس برنامه پاور پوینت را بر می گزینیم



پنجره ای مطابق شکل باز می شود که یک فایل جدید است



دو جعبه متن به صورت پیش فرض دارد که در داخل هر دو تا یا
یکی از آنها متن مورد نظر را اضافه می کنیم



داخل هر قسمت از آن کلیک کرده و می توانیم متن مورد نظر را بنویسیم

Presentation1 - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Format Drawing Tools

Cut Copy Paste Format Painter New Slide Section Clipboard Slides Calibri (Headings) 44 A A A B I U S abe AV Aa A Paragraph Text Direction Align Text Convert to SmartArt Drawing Quick Styles Shape Fill Shape Outline Shape Effects Find Replace Select Editing

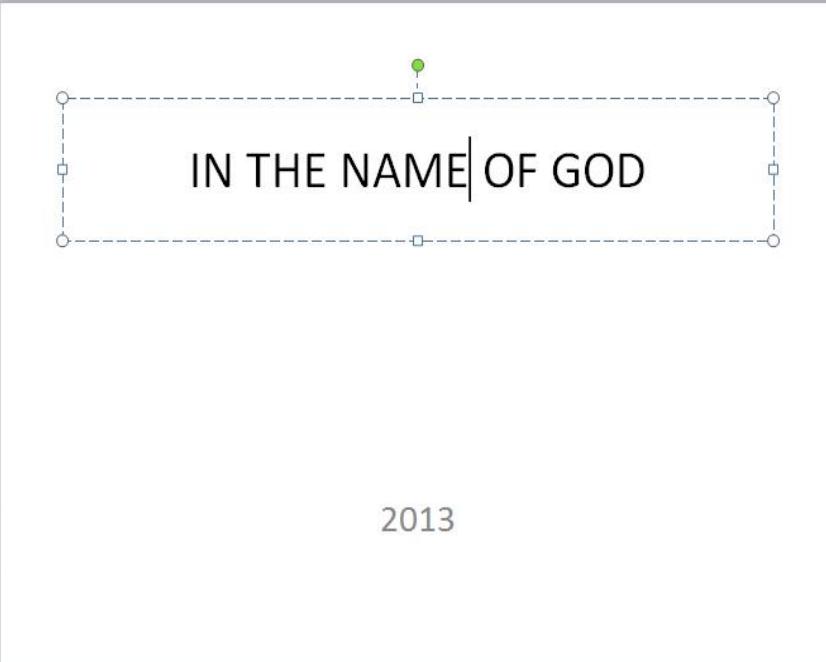
1 IN THE NAME OF GOD 2013

IN THE NAME| OF GOD

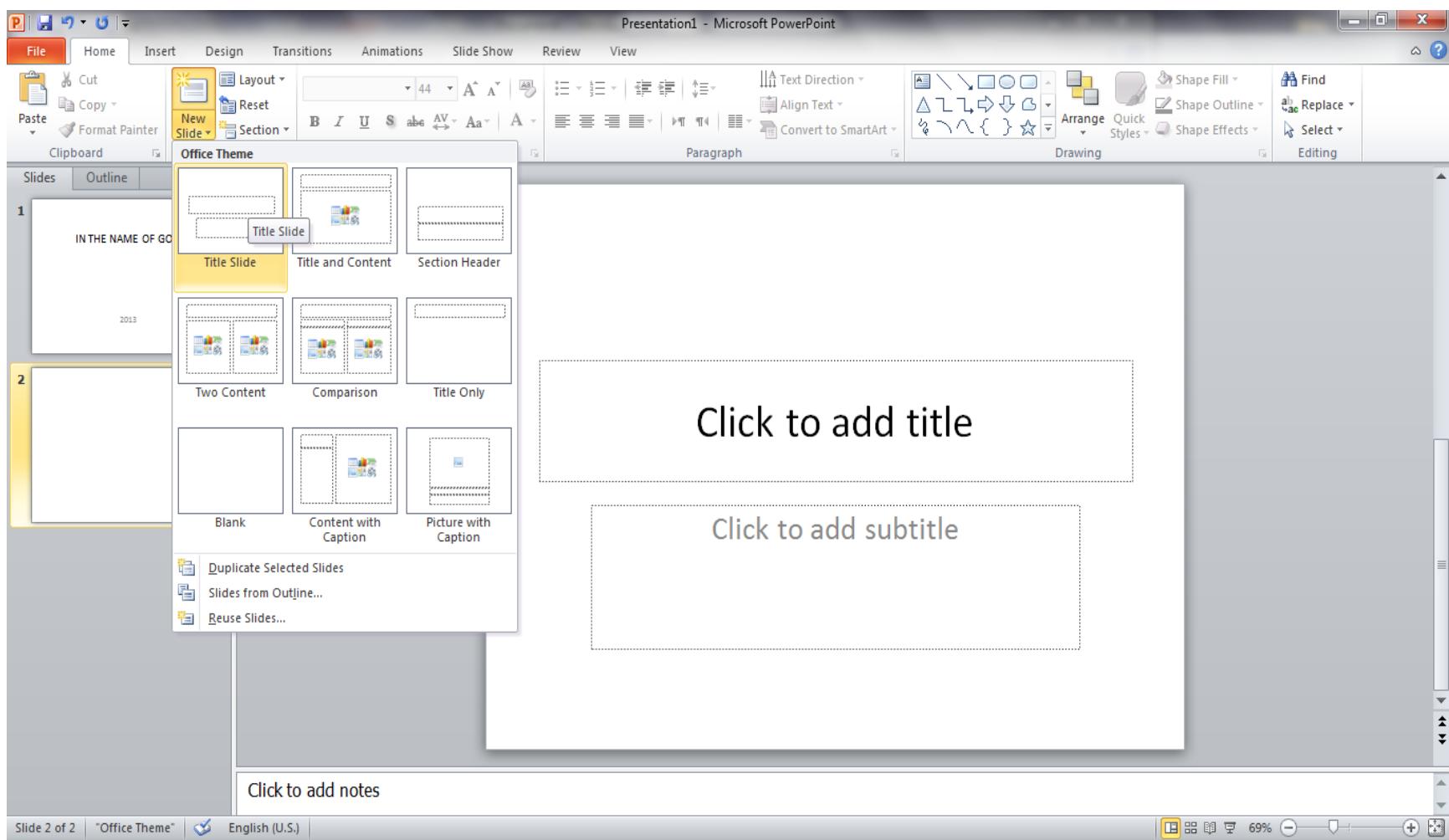
2013

Click to add notes

Slide 1 of 1 | "Office Theme" | English (U.S.) | 69%



برای اضافه کردن صفحه یا اسلاید جدید از گزینه new home باید slide را انتخاب کنیم. حالت های مختلف اسلاید در شکل نشان داده می شود که هر کدام مد نظر بود را کلیک می کنیم



برای اسلاید های جدید هم می توان با کلیک در داخل جعبه های مشخص شده ، متن مورد نظر را وارد نماییم

Screenshot of Microsoft PowerPoint showing a slide titled "INFORMATION TECHNOLOGY". The slide contains the following text:

INFORMATION TECHNOLOGY

COMPUTER
MOBILE
TV
RADIO

The text "INFORMATION TECHNOLOGY" is enclosed in a yellow rectangular box. The words "COMPUTER", "MOBILE", "TV", and "RADIO" are arranged vertically below it, connected by dashed lines forming a rectangle. The "Format" tab is selected in the ribbon.

Slides

1

IN THE NAME OF GOD

2013

2

INFORMATION TECHNOLOGY

COMPUTER
MOBILE
TV
RADIO

Click to add notes

Presentation1 - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Format

Cut Copy Paste Format Painter Clipboard New Slide Section Slides Calibri (Body) 27 A A A B I U S abe AV Aa A Text Direction Align Text Convert to SmartArt Drawing Tools Quick Styles Shape Fill Shape Outline Shape Effects Find Replace Select Editing

Slide 2 of 2 | "Office Theme" | English (U.S.) | 69% | Back | Forward | Home | Search | Zoom | Print

برای عوض کردن رنگ هر جعبه بر روی آن دابل کلیک کرده و از قسمت بالای را باز می شود shape fill از صفحه همانگونه که در شکل نشان داده شده است گزینه کنیم و بر روی رنگ دلخواه کلیک می کنیم

Presentation1 - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Format

Clipboard Slides

Font Paragraph Drawing

Slides Outline

1 IN THE NAME OF GOD 2013

2 INFORMATION TECHNOLOGY COMPUTER MOBILE TV RADIO

Click to add notes

Shape Fill

Theme Colors

Standard Colors

No Fill

More Fill Colors...

Picture...

Gradient

Texture

Blue, Accent 1, Lighter 60%

Slide 2 of 2 | "Office Theme" | English (U.S.) | 69% |

برای جابجا کردن جای هر کدام از جعبه ها بر روی آن جعبه کلیک کرده و موس را پایین نگه می داریم و به محل جدید که رسیدیم موس دارها می سازیم و شکل مورد نظر به محل جدید انتقال پیدا کرد

A screenshot of Microsoft PowerPoint showing a presentation slide. The slide title is "INFORMATION TECHNOLOGY". Below the title is a blue rounded rectangle containing the text "COMPUTER", "MOBILE", "TV", and "RADIO". The slide is numbered 2 in the navigation pane on the left. The ribbon at the top shows the "Drawing Tools" tab is selected. The status bar at the bottom indicates "Slide 2 of 2" and "Office Theme".

برای رسم اشکال مختلف استفاده از گزینه Insert-shape می کنیم

Presentation1 - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View

Shapes SmartArt Chart Hyperlink Action

Tables Picture Clip Screenshot Photo Art Album

Slides Outline

IN THE NAME OF GOD
2013

INFORMATION TECHNOLOGY

COMPUTER
MOBILE
TV
RADIO

Recently Used Shapes

Lines

Rectangles

Basic Shapes

Block Arrows

Equation Shapes

Flowchart

Stars and Banners

Callouts

Action Buttons

INFORMATION TECHNOLOGY

COMPUTER
MOBILE
TV
RADIO

Slide 2 of 2 "Office Theme" English (U.S.) 69%

The screenshot shows a Microsoft PowerPoint presentation titled 'Presentation1 - Microsoft PowerPoint'. The ribbon at the top has tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The 'Insert' tab is currently selected. Below the ribbon, there are icons for Tables, Picture, Clip, Screenshot, Photo, Art, and Album. On the left, the slide navigation pane shows two slides: slide 1 with the text 'IN THE NAME OF GOD' and '2013', and slide 2 with the title 'INFORMATION TECHNOLOGY' and a list of items: 'COMPUTER', 'MOBILE', 'TV', and 'RADIO'. A 'Shapes' dropdown menu is open on the right, showing categories like Recently Used Shapes, Lines, Rectangles, Basic Shapes, Block Arrows, Equation Shapes, Flowchart, Stars and Banners, Callouts, and Action Buttons. The 'Basic Shapes' category is expanded, showing various geometric icons. The main slide area contains the title 'INFORMATION TECHNOLOGY' in large black font and the list of items in a smaller black font.

برای نوشتن متن در داخل هر شکل باید کلیک راست نماییم بر روی شکل و گزینه edit text را انتخاب کنیم

The screenshot shows a Microsoft PowerPoint presentation titled "Presentation1 - Microsoft PowerPoint". The slide number is 2 of 2. The slide content includes a large green header with the text "INFORMATION TECHNOLOGY" and a blue footer with the text "COMPUTER MOBILE TV RADIO". A context menu is open over the word "INFORMATION", displaying options such as Cut, Copy, Paste Options, Edit Text, Edit Points, Group, Bring to Front, Send to Back, Hyperlink, Save as Picture, Set as Default Shape, Size and Position, and Format Shape. The "Edit Text" option is highlighted. The ribbon tabs visible are File, Home, Design, Transitions, Animations, Slide Show, Review, View, and Drawing Tools.

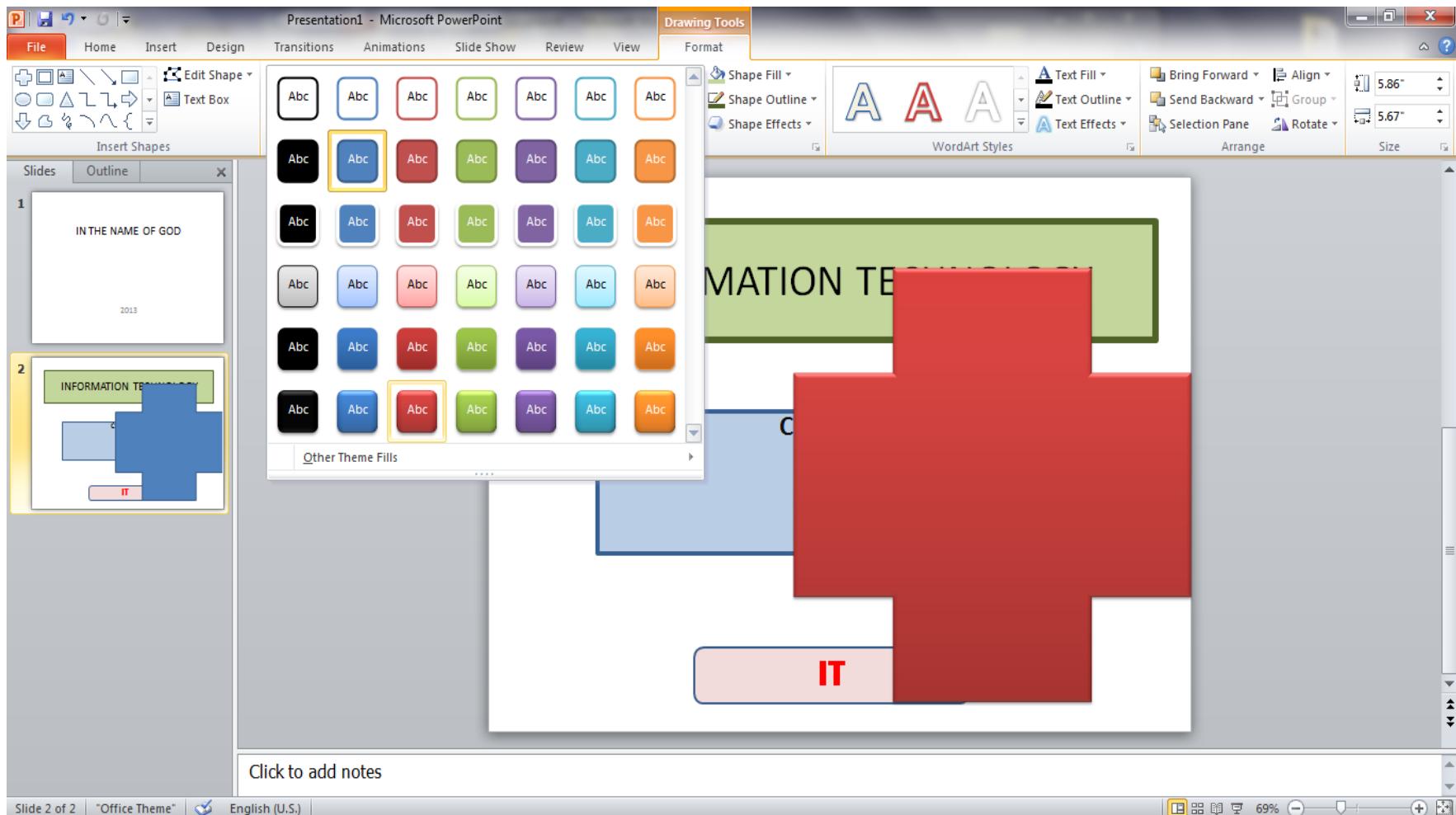
برای تغییر شکل و سایز متن های نوشته شده از قسمت بالای صفحه استفاده کرده و گزینه font را انتخاب می کنیم در این مرحله میتوان ضخامت و ایتالیک بودن حروف و زیر خط داربودن آن را نیز مشخص نمود

The screenshot shows a Microsoft PowerPoint slide titled "IN THE NAME OF GOD" with the date "2013". Below it is another slide titled "INFORMATION TECHNOLOGY" featuring a blue box with the words "COMPUTER MOBILE TV RADIO" and a red button labeled "IT". The "Font" dropdown menu is open on the right side of the screen, displaying various font options. The font "Aharoni" is selected, highlighted in yellow. Other fonts listed include Calibri, AcadEref, Agency FB, ALGERIAN, AIGDT, AKBAR, Andalus, Angsana New, AngsanaUPC, Aparajita, Arabic Transparent, Arabic Typesetting, and Arial. The "Aharoni" font is described as "אַהֲרֹןִי" in Hebrew and "Aharoni" in English. The "Format" tab is selected in the ribbon.

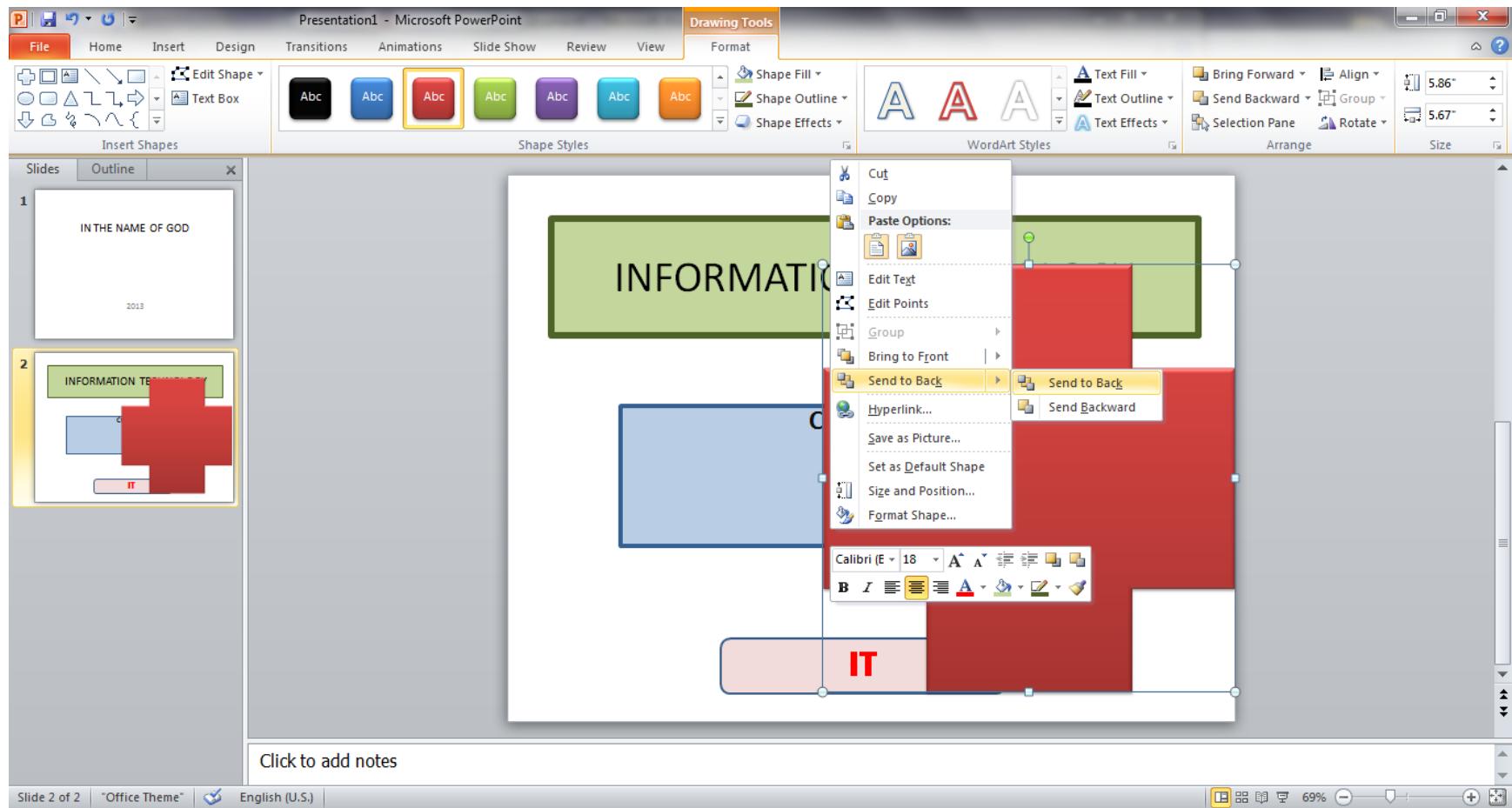
همچنین می توان نوار دور جعبه متن را نیز تغییر رنگ داد و یا ضخامتش را کم و زیاد نمود که این کار با استفاده از گزینه text استفاده میگردد

The screenshot shows a Microsoft PowerPoint slide titled "IN THE NAME OF GOD" with the date "2013". Another slide titled "INFORMATION TECHNOLOGY" is visible in the outline pane. The main slide contains a green rounded rectangle with the text "INFORMATION TECHNOLOGY" and a blue rounded rectangle below it with the text "COMPUTER", "MOBILE", "TV", and "RADIO". At the bottom is a pink rounded rectangle with the letters "IT". The "Drawing Tools" ribbon tab is selected. In the "Format" tab, the "Shape Outline" dropdown is open, showing a color palette and a weight dropdown menu. The "Weight" dropdown menu is open, displaying line thickness options from $\frac{1}{4}$ pt to 6 pt, with "6 pt" highlighted.

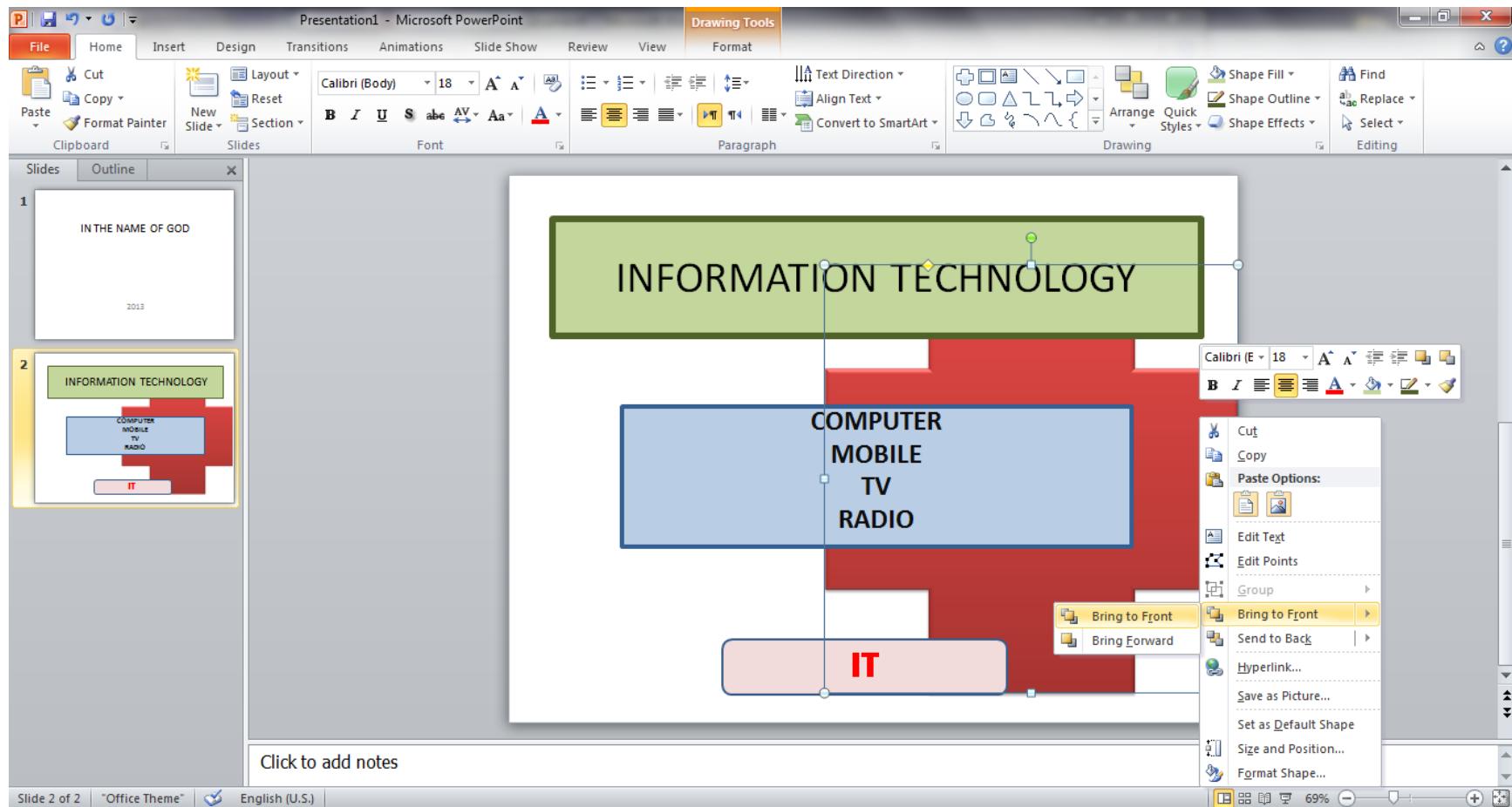
یک شکل رسم می کنیم و با دابل کلیک shape با استفاده از گزینه format style به قسمت shape رفته و یک رنگ و سبک دلخواه به شکل مورد نظر می دهیم



برای آنکه این شکل در زیر شکل های دیگر آورده شود تنها کافی است که بر روی آن کلیک راست کرده و گزینه send to back را انتخاب می کنیم.



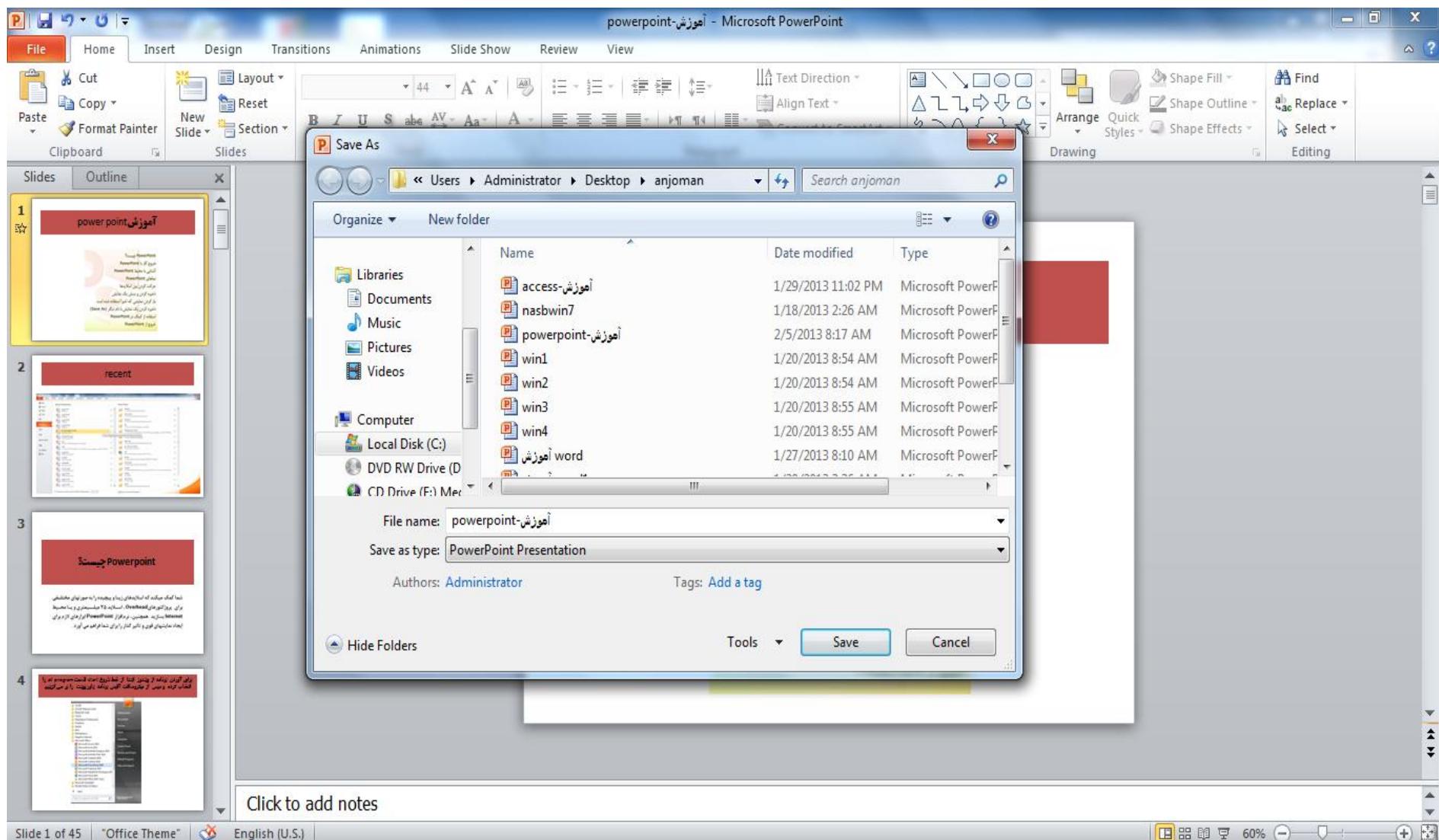
برای نشان دادن یک شکل بر روی شکل های دیگر نیز دقیقا همین کار را انجام داده و به جای **گزینه send to back** را انتخاب می کنیم



گزینه Recent که در منوی file قرار دارد برای دیدن لیست فایل هایی که اخیراً استفاده شده است، می باشد

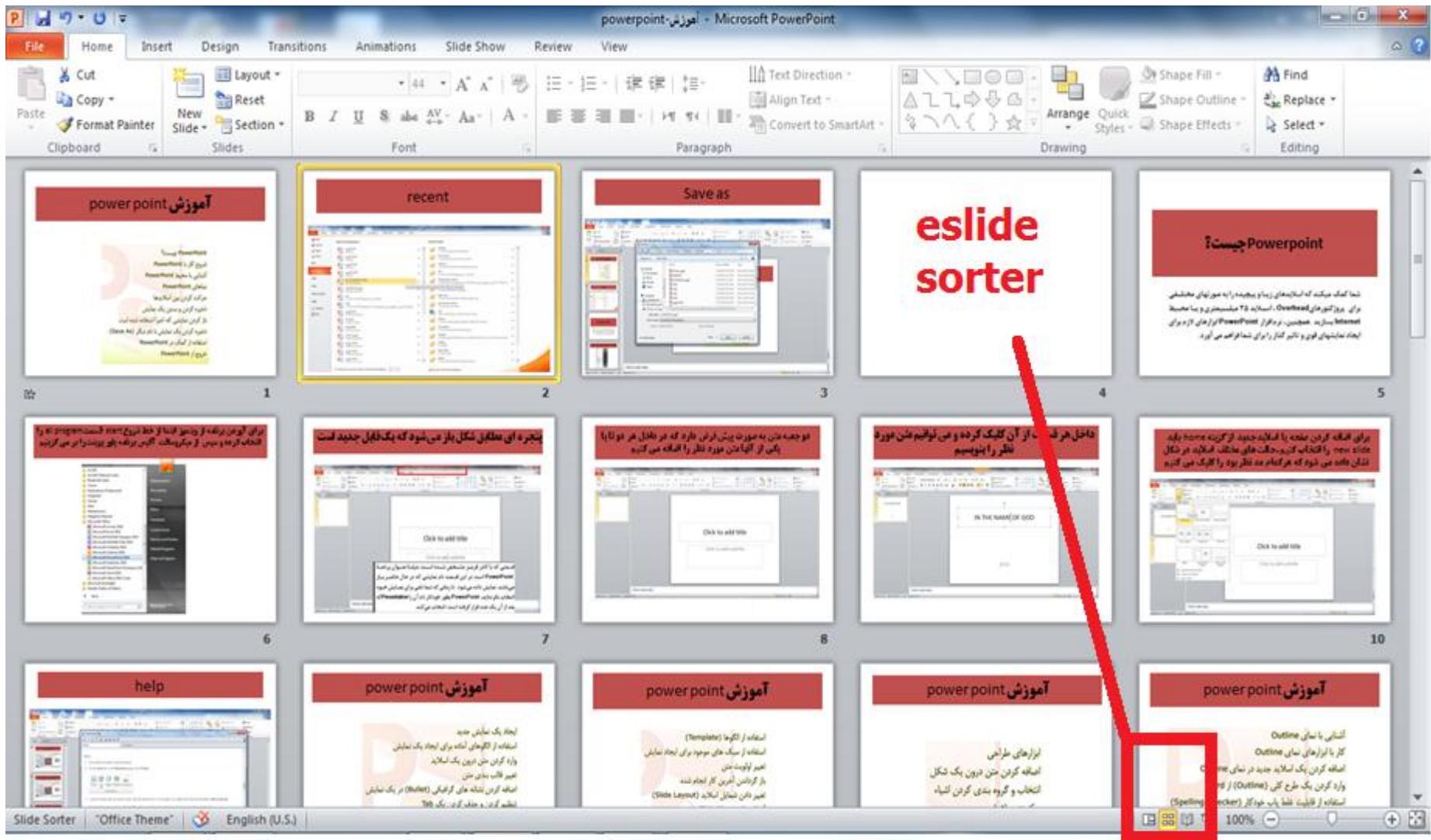
The screenshot shows the Microsoft PowerPoint application window. The ribbon at the top has tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The 'File' tab is currently selected, indicated by an orange background. In the 'Recent' section of the ribbon, there is a list of recently used presentations. One presentation, 'IN THE NAME OF GOD' located in 'My Documents', is highlighted with a yellow selection bar. A tooltip box appears over this item, displaying its full path: 'C:\Users\Administrator\Documents\IN THE NAME OF GOD.pptx'. To the right of the ribbon, there are two columns of 'Recent Places': 'Desktop', 'Documents', 'anjoman', 'GIS', and 'Managing for Future' under 'Recent Presentations', and 'tajik-class', 'gis-map new tehran', 'doc', 'khesali', 'Downloads', 'shohreh', 'KAMEL', 'New folder', and 'kjesali' under 'Recent Places'. At the bottom left, there is a note: 'Quickly access this number of Recent Presentations:' followed by a dropdown menu set to '4'. At the bottom right, there is a link to 'Recover Unsaved Presentations'.

برای ذخیره کردن فایل در مسیر جدید و یا مسیر قبلی و با نام جدید یا همان نام قبلی می باشد



Click to add notes

گزینه Slide sorter برای نمایش ردیفی اسلایدها کاربرد دارد



یک اسلاید دیگر ایجاد کرد و متن در داخلش نوشته و برای تغییر رنگ و سبک آن گزینه quick style که در قسمت home قرار دارد را انتخاب کرد و جعبه را تغییر شکل و سبک می دهیم

Presentation1 - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Drawing Tools

Cut Copy Format Painter Paste New Slide Reset Section Clipboard Slides

Font Paragraph

Calibri (Headings) 44 A A A B I U S abe AV Aa A

Text Direction Align Text Convert to SmartArt

Arrange Quick Styles Find Replace Shape Fill Shape Outline Shape Effects Select

Slides Outline

1 IN THE NAME OF GOD 2013

2 INFORMATION TECHNOLOGY COMPUTER MOBILE TV RADIO IT

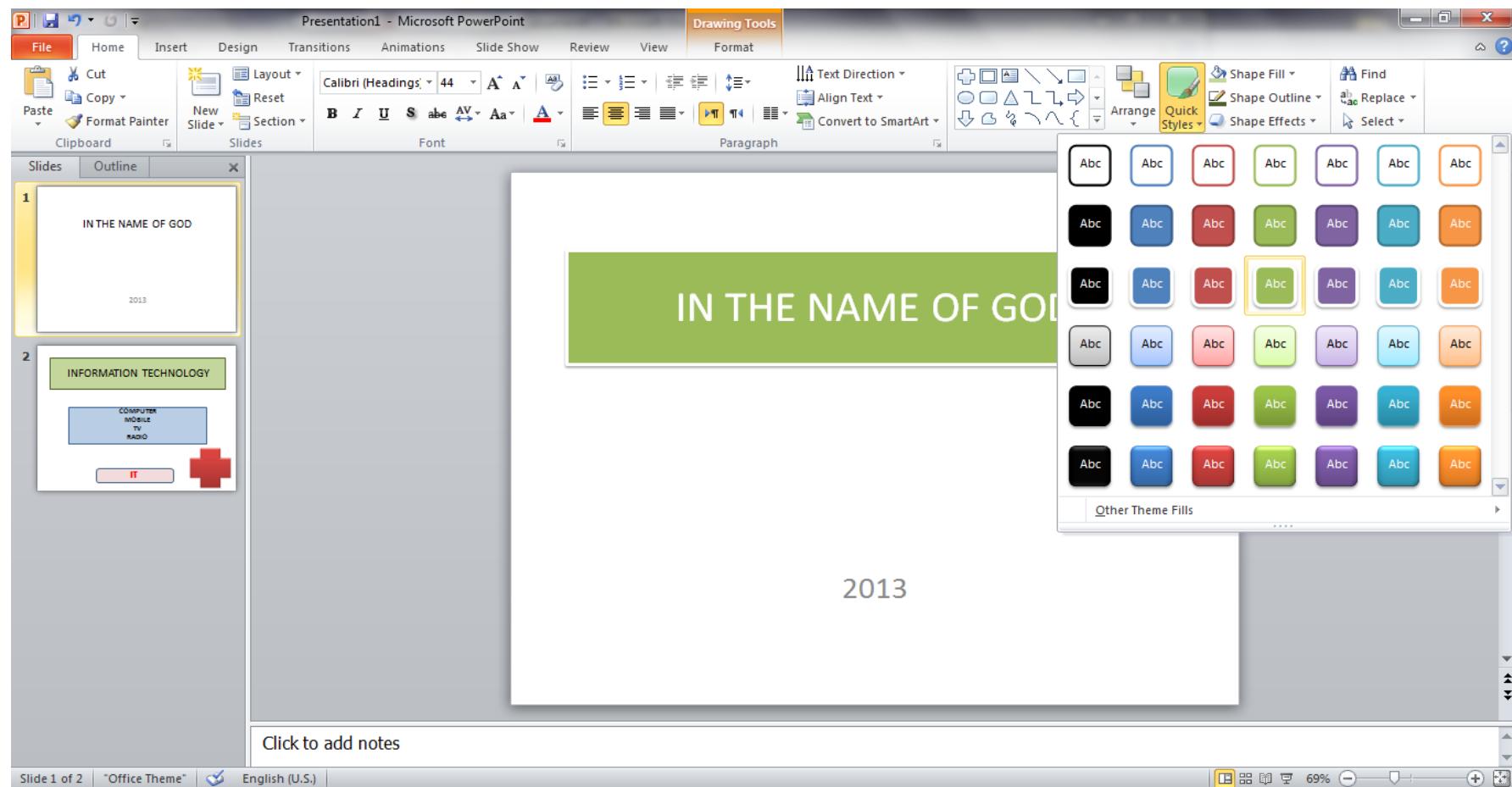
IN THE NAME OF GOD

2013

Click to add notes

Other Theme Fills

Slide 1 of 2 "Office Theme" English (U.S.) 69%



help

powerpoint - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View

Cut Copy Paste Format Painter New Slide Section Slides

Clipboard

Slides Outline

40

41

42

43

Sample text

- 1-microsoft
- 2-microsoft
- 3-microsoft

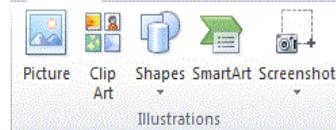
Click to add notes

PowerPoint Help

insert Search

EXCEL

1. Click where you want to insert the picture.
2. On the Insert tab, in the Illustrations group, click Picture.



3. Locate the picture that you want to insert, and then double-click it. For example, you might have a picture file located in My Documents.

To add multiple pictures, press and hold CTRL while you click the pictures that you want to insert, and then click Insert.

4. To resize a picture, select the picture you have inserted in the spreadsheet. To increase or decrease the size in one or more directions, drag a sizing handle away from or toward the center, while you do one of the following:
 - To keep the center of an object in the same location, press and hold CTRL while you drag the sizing handle.
 - To maintain the object's proportions, press and hold SHIFT while you drag the sizing handle.
 - To both maintain the object's proportions and keep its center in the same location, press and hold both CTRL and SHIFT while you drag the sizing handle.

PowerPoint Help Offline

Slide 43 of 43 *Office Theme* English (U.S.) 60% +

ترازبندی - افزودن عدد و نشانه گذاری - قالب بندی متن - تنظیم و حذف tab

Screenshot of Microsoft PowerPoint showing the 'Format' tab selected in the ribbon. A red box highlights the font and paragraph style controls on the far left of the ribbon.

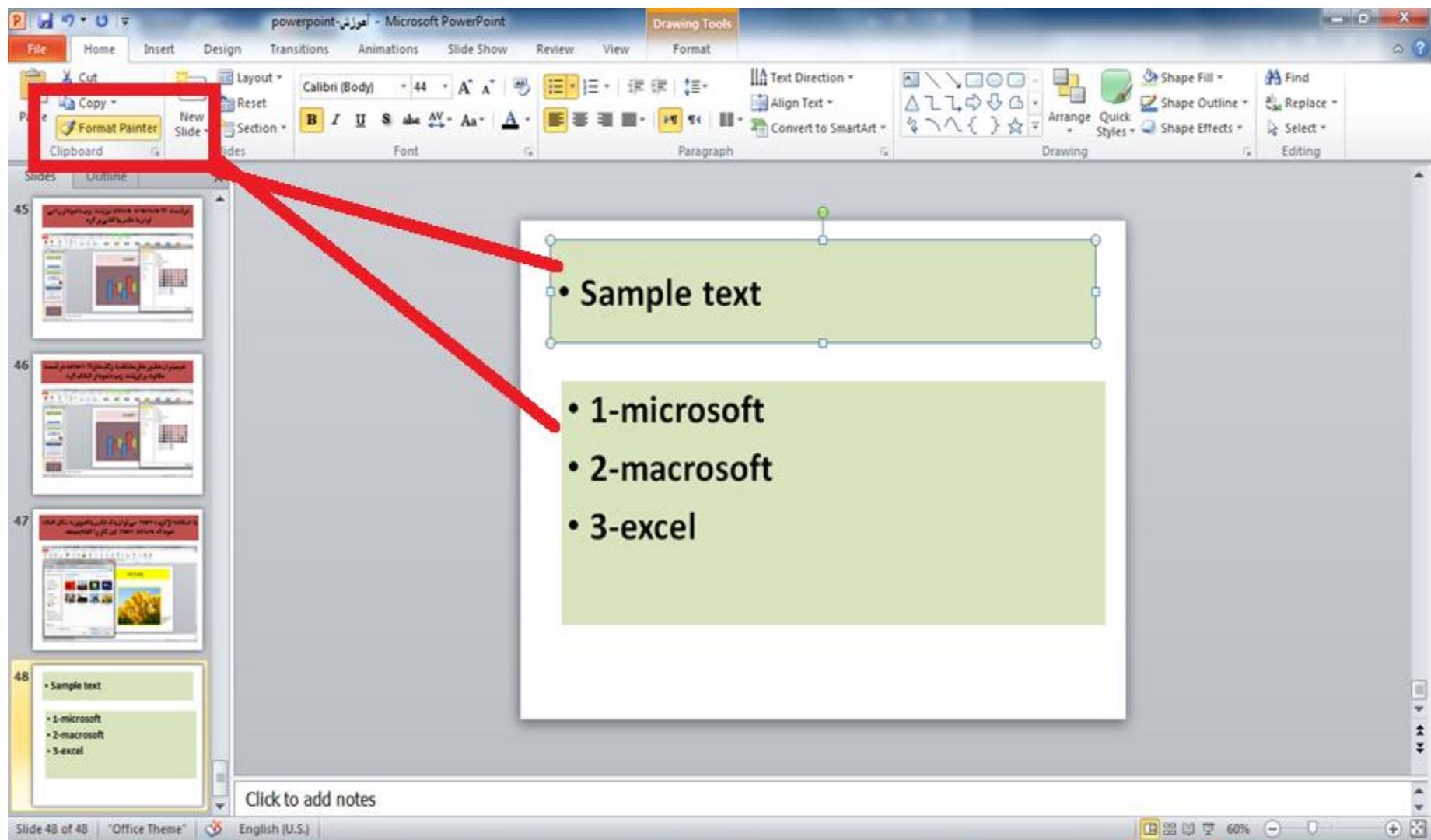
The slide content includes:

- A green text box containing the text "Sample text" in red font.
- A white text box below it containing the following bulleted list:
 - 1-microsoft
 - 2-microsoft
 - 3-excel

The slide navigation pane on the left shows slides 46, 47, 48, and 49. Slide 49 is currently selected and displays the same bulleted list as the main content.

Page footer: Slide 49 of 49 | Office Theme | English (U.S.) | 60% | icons

برای همسان نمودن فونت و رنگ و سایز و سایر تنظیمات یک متن یا کادر مورد نظر از Format painter استفاده می کنیم



الگوهای از پیش آماده شده (template) بر روی گزینه new از منوی file قرار دارد

Screenshot of Microsoft PowerPoint showing the 'Available Templates and Themes' dialog box.

The title bar reads: powerpoint-آموزش - Microsoft PowerPoint

The 'File' tab is selected in the ribbon.

The main area displays a grid of presentation templates:

Category	Template Name	Description	
Space presentation	Space presentation	Black History Month presentation	
State history report presentation	All About [Your Animal]	Student presentation	Welcome! [Insert Year] School Year
Back-to-school presentation	Parent Bill of Rights	Food pyramid presentation	the FOOD Pyramid
World country report presentation	Classroom expectations presentation	Biography report presentation	My Food Guide
Science fair project presentation	Classroom Expectations presentation	Women's History Month presentation	Women's History Month Presentation

A preview of the 'Women's History Month presentation' template is shown on the right, featuring a purple background with a photo of three women and the text '[Your Name]', '[Your Teacher's Name]', '[Your Date]', and '[Your Grade]'.

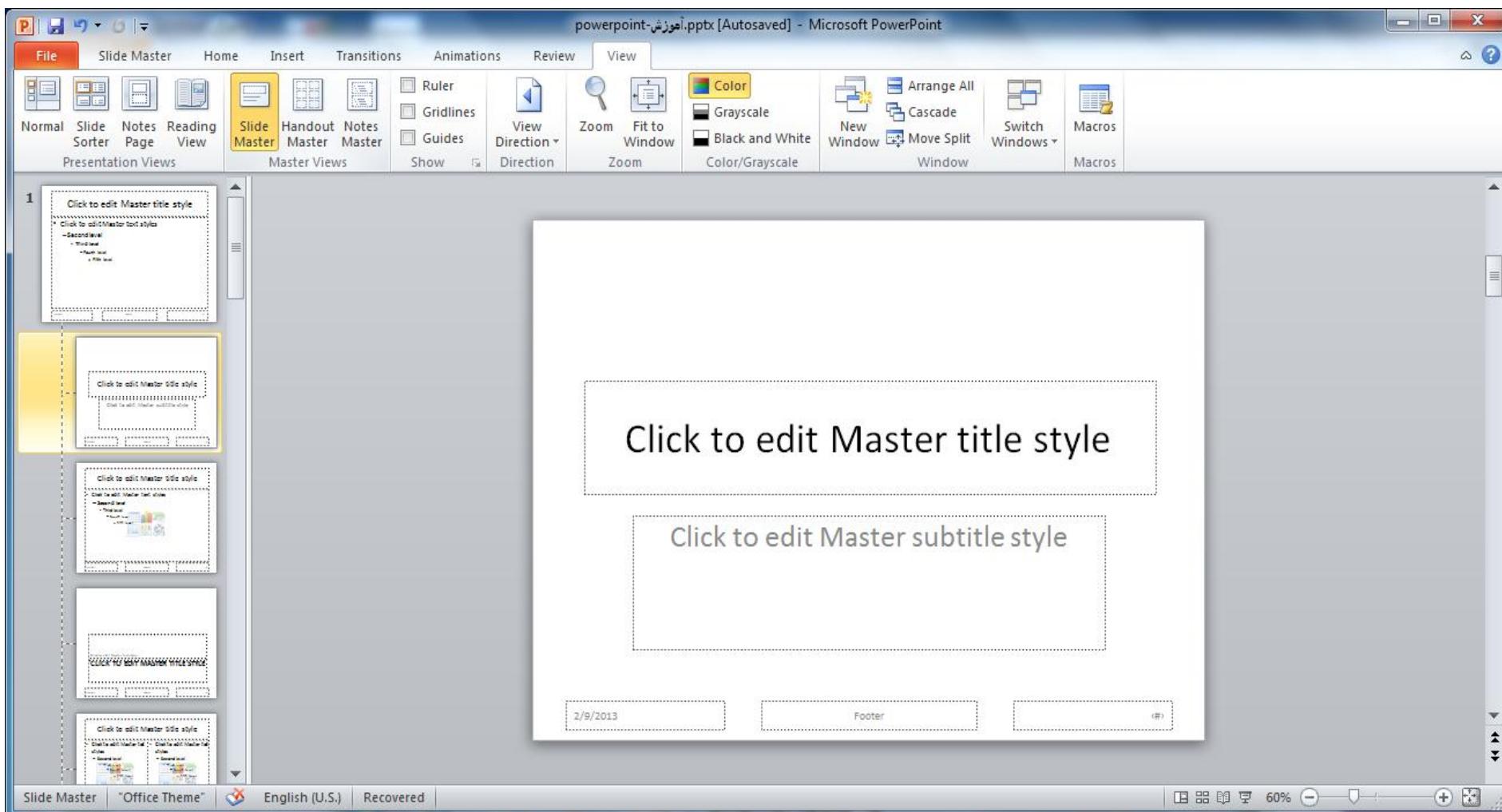
A 'Download' button is visible below the preview.

تغییر دادن شمایل یک اسلاید با استفاده از slide layout انجام می گیرد

The screenshot shows a Microsoft PowerPoint window with the following details:

- Ribbon:** The 'Drawing Tools' tab is selected.
- Left Sidebar:** Shows a list of slides numbered 15, 16, 17, and 18. Slide 15 contains a screenshot of a presentation slide titled "آموزش". Slides 16, 17, and 18 also contain screenshots of presentation slides.
- Layout Selection:** The 'Layout' tab is selected in the ribbon. A dropdown menu shows various slide layout options under the 'Office Theme':
 - Title Slide
 - Title and Content
 - Section Header
 - Two Content
 - Comparison (highlighted)
 - Title Only
 - Blank
 - Content with Caption
 - Picture with Caption
- Slide Content:** The main slide area displays the text "تغییر دادن شمایل اسلاید" in large red font and "Click to add text" below it. There are also small icons for inserting tables, charts, and images.
- Bottom Status Bar:** Shows "Slide 17 of 51", "Recovered", and a zoom level of "60%".

برای انتخاب چارچوب اصلی کادرها و فونت ها و سایر تنظیمات اسلاید ها به کار می رود



در منوی view قرار دارد Eslide master

Screenshot of Microsoft PowerPoint showing the 'Slide Master' tab selected in the ribbon.

The ribbon tabs shown are: File, Slide Master (selected), Home, Insert, Transitions, Animations, Review, View.

The 'Slide Master' tab contains the following buttons:

- Insert Slide Master
- Insert Layout
- Delete
- Rename
- Preserve
- Edit Master
- Master Layout
- Insert Placeholder
- Title
- Footers
- Themes
- Colors
- Background Styles
- Fonts
- Effects
- Hide Background Graphics
- Page Setup
- Slide Orientation
- Background
- Page Setup
- Close Master View
- Close

The main content area shows a slide titled "Click to edit Master title style". Below the title, there is a bulleted list:

- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - » Fifth level

Icons for various slide elements are displayed below the list.

The left sidebar shows a list of slide masters:

 - 1 Click to edit Master title style
 - * Click to edit Master text style
 - Second level
 - Third level
 - Fourth level
 - » Fifth level

At the bottom of the slide, there are footer placeholders: 2/9/2013, Footer, and (#).

The status bar at the bottom shows: Slide Master, "Office Theme", English (U.S.), Recovered, 60%, and navigation icons.

Header

powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View

Tables Table Picture Clip Art Screenshots Photo Album Shapes SmartArt Chart Hyperlink Action Links Text Box Header Footer WordArt Date & Time Number Object Equation Symbol Video Audio Symbols Media

Slides Outline 20 Header-footer

21 Header-footer

22 power point

23 power point

Header and Footer

Header Notes and Handouts

Date and time

Update automatically: 2/9/2013

Language: English (U.S.) Calendar type: Western

Fixed: 2/9/2013

Header: amozeshhhhhh

Footer:

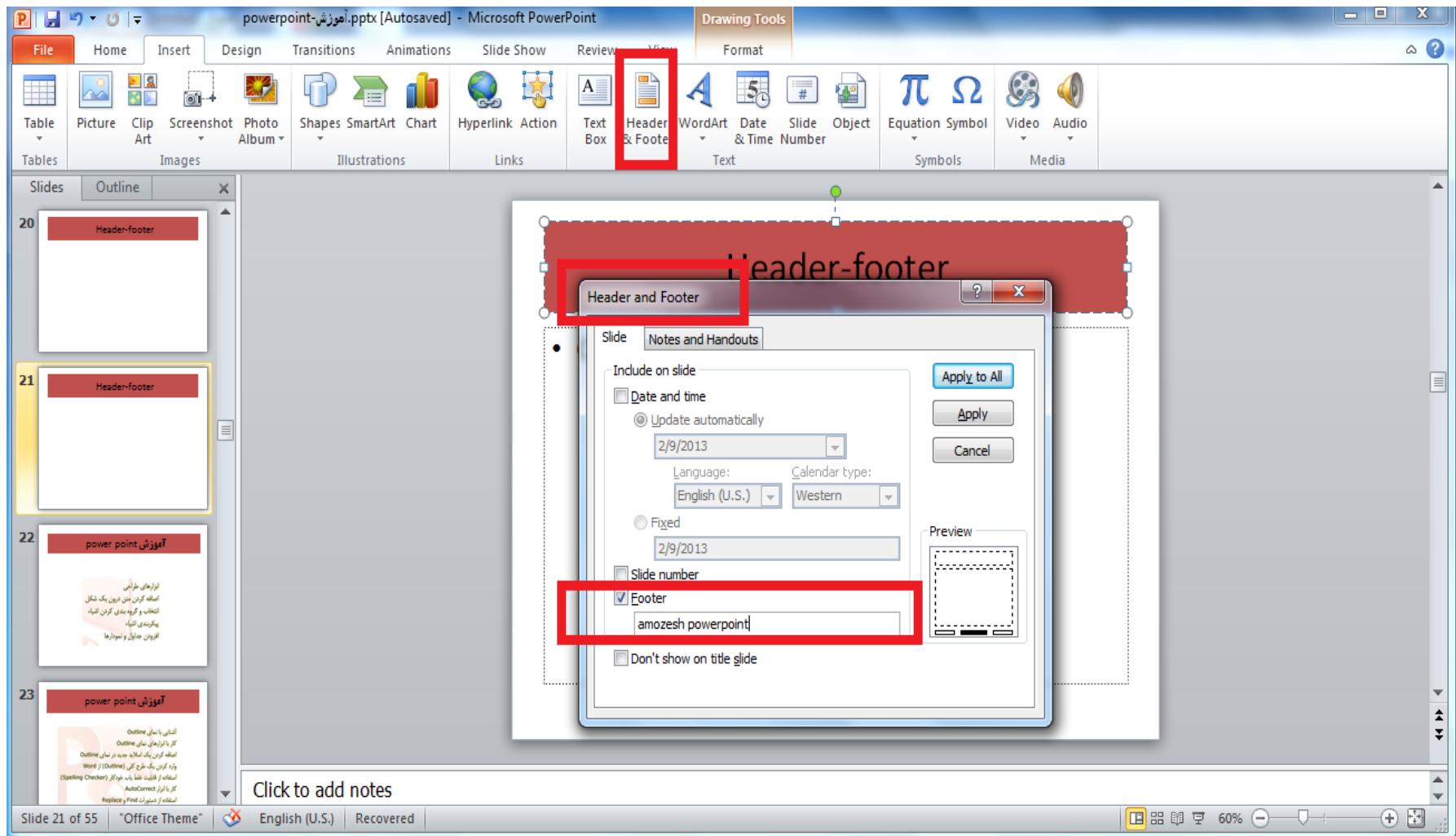
Apply to All Cancel

Click to add notes

Slide 21 of 55 "Office Theme" English (U.S.) Recovered 60%

The screenshot shows a Microsoft PowerPoint slide titled 'Header' with a large orange header bar. The ribbon menu is visible at the top. In the center, there's a 'Header and Footer' dialog box. The 'Header' tab is active, showing a text input field containing 'amozeshhhhhh'. The 'Notes and Handouts' tab is also visible. A red box highlights the 'Apply to All' button in the dialog. The left sidebar shows a list of slides numbered 20 to 23, with slide 21 currently selected. The bottom status bar indicates 'Slide 21 of 55'.

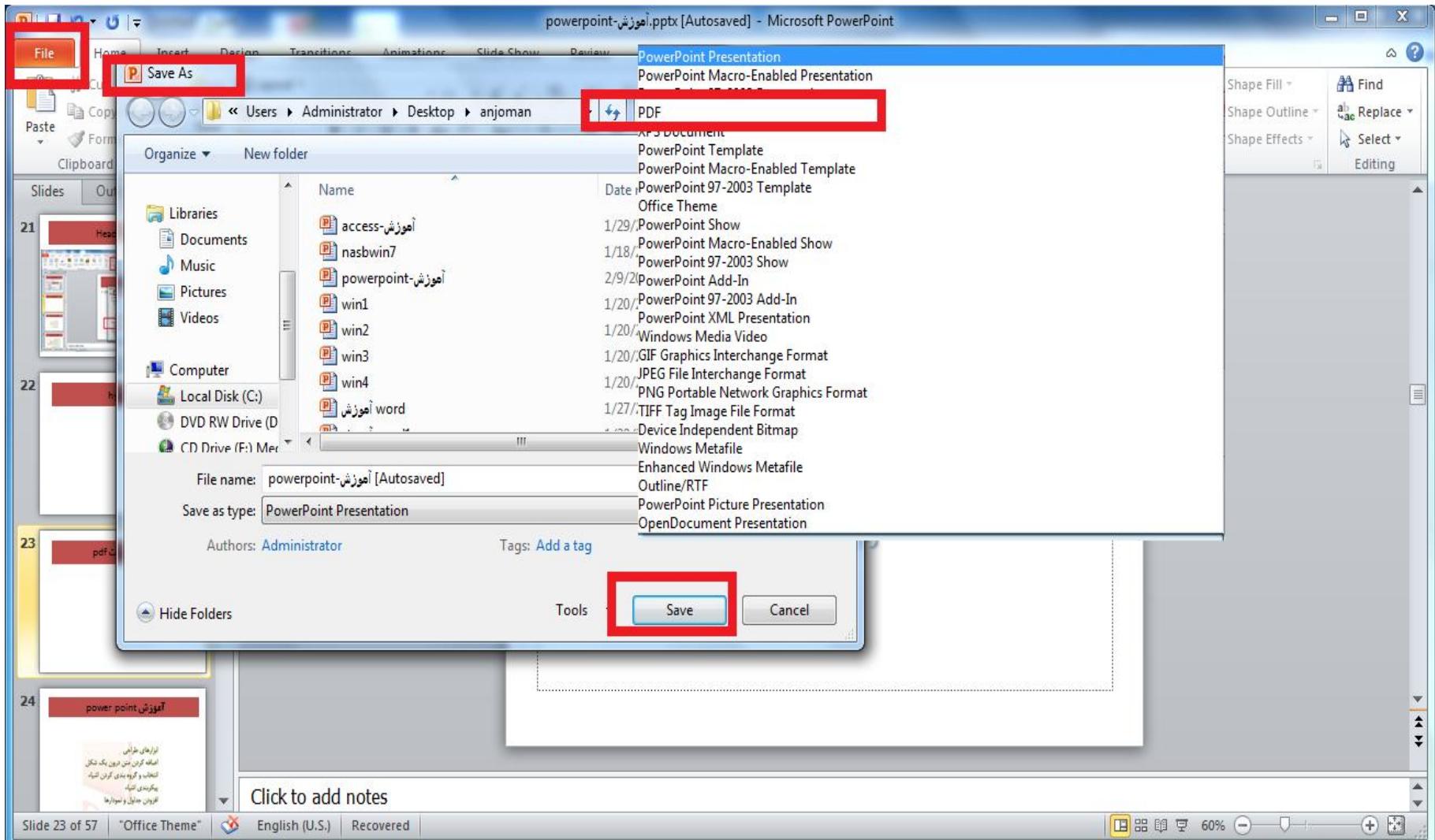
footer



برای لینک گذاشتن بر روی صفحات استفاده می کردد

The screenshot shows a Microsoft PowerPoint slide with the title "برای لینک گذاشتن بر روی صفحات استفاده می کردد". The slide number is 20, and the outline pane shows slides 20, 21, 22, and 23. The main content area contains a red rectangular button with the word "hyperlink" and a placeholder "• Click to add text". The ribbon is set to "Drawing Tools". A "Hyperlink" icon in the ribbon's "Links" group is highlighted. A "Hyperlink" dialog box is open, showing the "Link to:" section with "Existing File or Web Page" selected. The "Text to display:" field contains "hyperlink". The "Look in:" dropdown shows "My Documents" with several items listed, including "Copy of کلاس", "Database1", "Database2", "IN THE NAME OF GOD", "MORAJEIN", "new3", "nozadan", and "shakes". The "Address:" field is empty. The "OK" and "Cancel" buttons are at the bottom right of the dialog.

ذخیره با فرمت pdf



درج شکل

A screenshot of Microsoft PowerPoint showing a slide with a blue 3D rectangular box and a callout bubble. The slide has a red header bar with the text "click to add text". The ribbon menu is visible at the top, showing tabs like File, Home, Insert, Design, Animations, Slide Show, Review, View, and Drawing Tools. The Drawing Tools tab is selected. A floating "Recently Used Shapes" pane is open, displaying various shape categories such as Lines, Rectangles, Basic Shapes, Block Arrows, Equation Shapes, Flowchart, Stars and Banners, and Callouts. On the left, the slide navigation pane shows other slides with titles like "pdf فرمت با خود" and "power point موزش". The bottom status bar indicates "Slide 25 of 68" and "Office Theme".

نوشتن متن در داخل شکل

powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Format

Tables Pictures Clip Art Screenshots Photo Album Shapes SmartArt Charts Hyperlink Action Text Box Header WordArt Date & Time Number

Slides Outline

24 power point

25

26

27

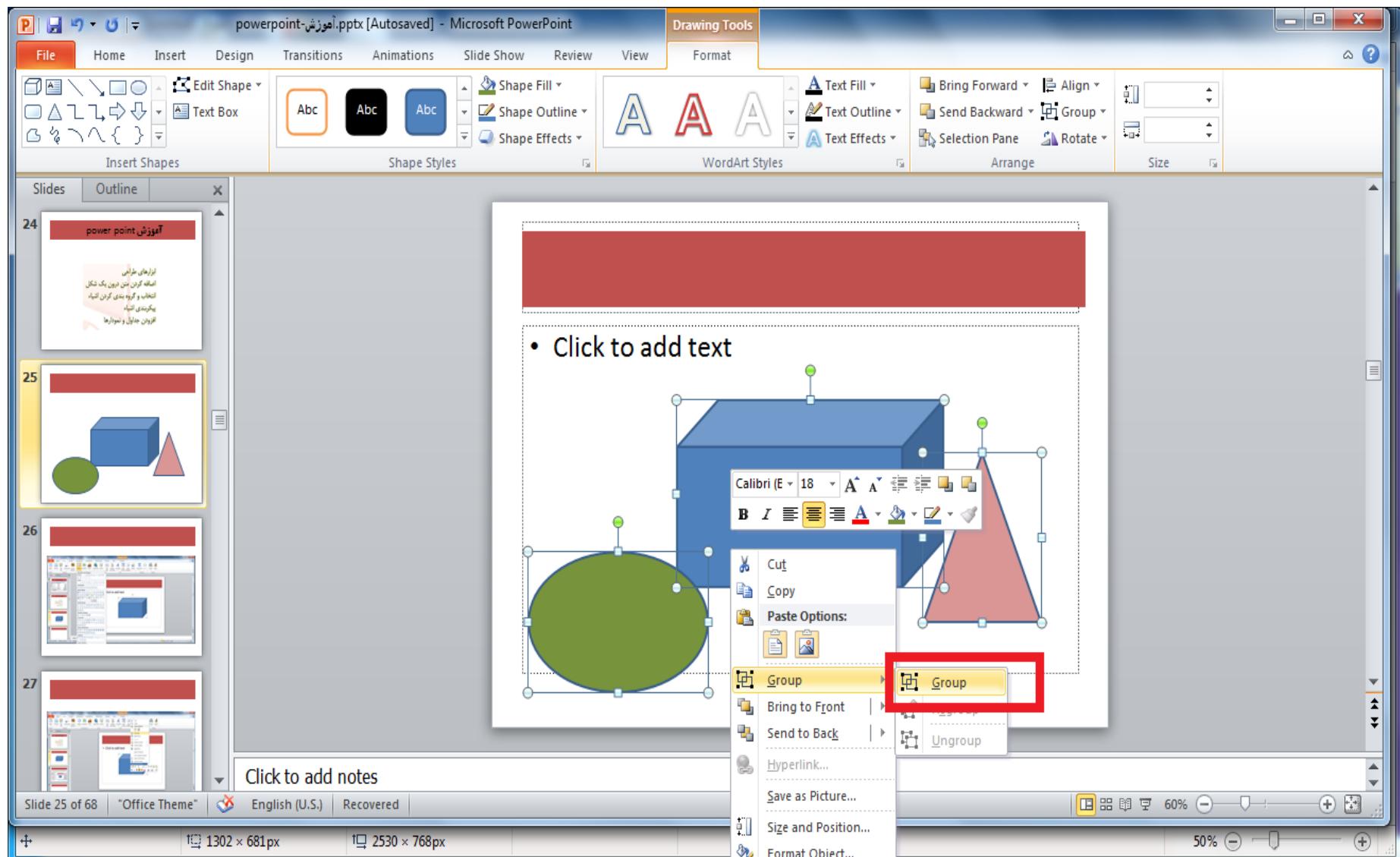
Click to add notes

Cut Copy Paste Options: Edit Text Edit Points Group Bring to Front Send to Back Hyperlink... Save as Picture... Set as Default Shape Size and Position... Format Shape...

Calibri (E 18 A A

Click to add text

برای آن که متوانیم یک تغییر را بر روی گروهی از اشکال انجام دهیم. پس از انتخاب کردن اشکال با استفاده از پایین نگه داشتن گلید کنترل پا شیفت، با کلیک راست گزینه group را انتخاب کرده و اشیاراً گروه بندی نماییم



درج تصویر

powerpoint-اموزش.pptx [Autosaved] - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Format

Picture Tools

Picture Clip Art Screenshot Photo Album Shapes SmartArt Chart Hyperlink Action Text Box Header & Footer WordArt

Tables Images Illustrations Links Text

Slides Outline

24 power point

25

26 درج شکل

27 تقویت متن در فایل شکل

Click to add notes

1316 x 706px 2530 x 768px

50%

Picture Tools

Insert Picture

Public Pictures > Sample Pictures

Search Sample Pictures

Organize New folder

Pictures library

Arrange by: Folder

Favorites Downloads Recent Places Desktop

Libraries Documents Music Pictures Videos

Computer Local Disk (C:) DVD RW Drive (D:) CD Drive (E:) Network

File name: All Pictures

Tools Open Cancel

Chrysanthemum

Desert

Hydrangea

ICDL 2010

images

imagesCAEASOEZ

imagesCASRPH MZ

imagesCAVZWIU

imagesS

Item type: JPEG image Date taken: 3/24/2008 4:41 PM Rating: 3 Stars Dimensions: 1024 x 768 Size: 581 KB

PowerPoint ribbon: File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Format.

Insert tab options: Picture, Clip Art, Screenshot, Photo Album, Shapes, SmartArt, Chart, Hyperlink Action, Text Box, Header & Footer, WordArt.

Left sidebar: Slides (24, 25, 26, 27), Outline.

Current slide content: Click to add notes.

Image preview: A large orange-red chrysanthemum flower.

Insert Picture dialog: Shows 'Sample Pictures' folder. Chrysanthemum image is selected and highlighted.

File details for Chrysanthemum image:

- Item type: JPEG image
- Date taken: 3/24/2008 4:41 PM
- Rating: 3 Stars
- Dimensions: 1024 x 768
- Size: 581 KB

می توانیم در داخل صفحات پاورپوینت جدول هم رسم نماییم. برای این کار باید از گزینه **insert** قسمت **table** را انتخاب نماییم

The screenshot shows a Microsoft PowerPoint interface with the title bar "Presentation1 - Microsoft PowerPoint". The ribbon menu is visible with tabs like File, Home, Insert, Design, etc. On the left, the Slides pane shows three slides: slide 1 with a green header "IN THE NAME OF GOD" and a blue footer "2013"; slide 2 with a green header "INFORMATION TECHNOLOGY" and a blue box containing "COMPUTER", "MOBILE", "TV", and "RADIO", with "IT" and a red cross icon below; and slide 3 which is currently selected and has a yellow border. In the center, there is a large text box with the placeholder "Click to add title". Overlaid on this text box is the "Insert Table" dialog box, which has "Number of columns: 5" and "Number of rows: 2" selected. Below the dialog is a small thumbnail of the table icon. At the bottom of the slide, there is another text box with the placeholder "Click to add notes". The status bar at the bottom shows "Slide 3 of 3", "Office Theme", "English (U.S.)", and a zoom level of 69%.

تعداد سطر و ستون مورد نظر را وارد می نماییم جدول مربوطه رسم میگردد

Screenshot of Microsoft PowerPoint showing the Table Tools ribbon tab selected. A 5x5 grid table is inserted on the slide, and the 'Table Styles' section of the ribbon is visible.

The ribbon tabs shown are: File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Table Tools (Design, Layout), and Draw Borders.

The 'Table Tools' ribbon tab is highlighted in yellow.

The 'Table Styles' section contains various color and border options for tables.

The slide content includes:

- A title placeholder: "Click to add title".
- A 5x5 grid table with alternating blue and light gray rows.
- A note placeholder at the bottom: "Click to add notes".

The left sidebar shows the table structure: "8x7 Table" and "3".

The bottom status bar shows: "Slide 3 of 3" | "Office Theme" | English (U.S.) | 69% | navigation icons.

همچنین می توان تعداد سطر و ستون را از گزینه سمت چپ table انتخاب کنیم

The screenshot shows a Microsoft PowerPoint presentation with three slides visible in the left pane. The active slide, labeled '3', is titled 'TABLE' and contains a 6x6 grid of numbers from 1 to 9. The 'Table Tools' tab is selected at the top. A font dropdown menu is open over the grid, showing 'Calibri' as the current font. Other fonts listed include 'Aharoni', 'Algerian', and 'Arial'. The slide also contains other text and icons, such as 'IN THE NAME OF GOD' and 'COMPUTER MOBILE TV RADIO'.

A	B	C	D	E	F
4	5	7	4	1	2
8	5	6	2	5	8
2	2	5	8	4	9
7	6	9	5	9	5
2	3	8	4	2	4

در داخل جدول می توانیم اعداد را وارد کنیم و همچنین می توانیم فونت را بزرگ و کوچک کنیم و جدول را به صورت دلخواره درآوریم

Presentation1 - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Table Tools Design Layout

Header Row First Column Total Row Last Column Banded Rows Banded Columns Table Style Options

Slides Outline 1 IN THE NAME OF GOD 2010 2 INFORMATION TECHNOLOGY COMPUTER MOBILE TV RADIO IT 3 TABLE

A B C D E F
4 5 7 4 1 2
5 6 2 5 8
2 2 5 8 4 9
7 6 2 5 9 5
2 3 8 4 2 4

All Best Match for Document

Light

Medium

Shading Borders Effects WordArt Styles Draw Table Eraser

1 pt Pen Color Draw Borders

TABLE

D	E	F
4	1	2
2	5	8
8	4	9
5	9	5
4	2	4

Click to add notes

Slide 3 of 4 Office Theme English (U.S.) 69%

همچنان می توان شکل و رنگ جدول را نیز عوض کرد که این کار با استفاده از دابل کلیک کردن بر روی جدول و انتخاب گزینه design امکانپذیر است

The screenshot shows a Microsoft PowerPoint slide titled "TABLE". The table has 6 columns labeled A through F and 7 rows. The first row contains numerical values: 4, 5, 7, 4, 1, 2. The second row contains: 8, 5, 6, 2, 5, 8. The third row contains: 2, 2, 5, 8, 4, 9. The fourth row contains: 7, 6, 9, 5, 9, 5. The fifth row contains: 2, 3, 8, 4, 2, 4. The sixth row is partially visible. The seventh row is also partially visible. The table is set against a dark blue header bar with the word "TABLE" in white. The PowerPoint ribbon is visible at the top, showing tabs like File, Home, Insert, Design, etc. The left sidebar shows other slides with titles like "IN THE NAME OF GOD", "INFORMATION TECHNOLOGY", and "TABLE". The status bar at the bottom indicates "Slide 3 of 4", "Office Theme", "English (U.S.)", and a zoom level of 69%.

در داخل جدول مربوطه می توان ستون و سطرهایی را اضافه یا کم نمود/

درج نمودار

powerpoint-نحوه.pptx [Autosaved] - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Format

Tables Pictures Clip Art Screenshots Photo Album Shapes SmartArt Chart Hyperlink Action Text Box Header & Footer WordArt Date & Time Number Object Equation Symbol Video Audio Symbols Media

Slides Outline

30

31

32

33

Click to add notes

powerpoint-نحوه.pptx [Autosaved] - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Format

Tables Pictures Clip Art Screenshots Photo Album Shapes SmartArt Chart Hyperlink Action Text Box Header & Footer WordArt Date & Time Number Object Equation Symbol Video Audio Symbols Media

Slides Outline

30

31

32

33

Click to add notes

Insert Chart

Templates Column Line Pie Bar Area X Y (Scatter) Stock Surface Doughnut Bubble Radar

Column

Stacked Cylinder

Line

Pie

Radar

Manage Templates... Set as Default Chart OK Cancel

To resize chart data range, drag lower right corner of range.

	A	B	C	D	E	F	G
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			
5	Category 4	4.5	2.8	5			

Sheet1

Ready

1300 x 720px 3324 x 768px

Slide 30 of 68 "Office Theme" English (U.S.) Recovered 60% 25%

درج نمودار

powerpoint-نمودار.pptx [Autosaved] - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Chart Tools Design Layout Format

Change Type Save As Switch Row/Column Select Data Edit Data Refresh Data

Type Data Chart Layouts Chart Styles

Slides Outline

30

Chart in Microsoft PowerPoint - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Paste Font Alignment Number Styles Cells AutoCorrect Options New Group

Clipboard Editing

A6 f_x

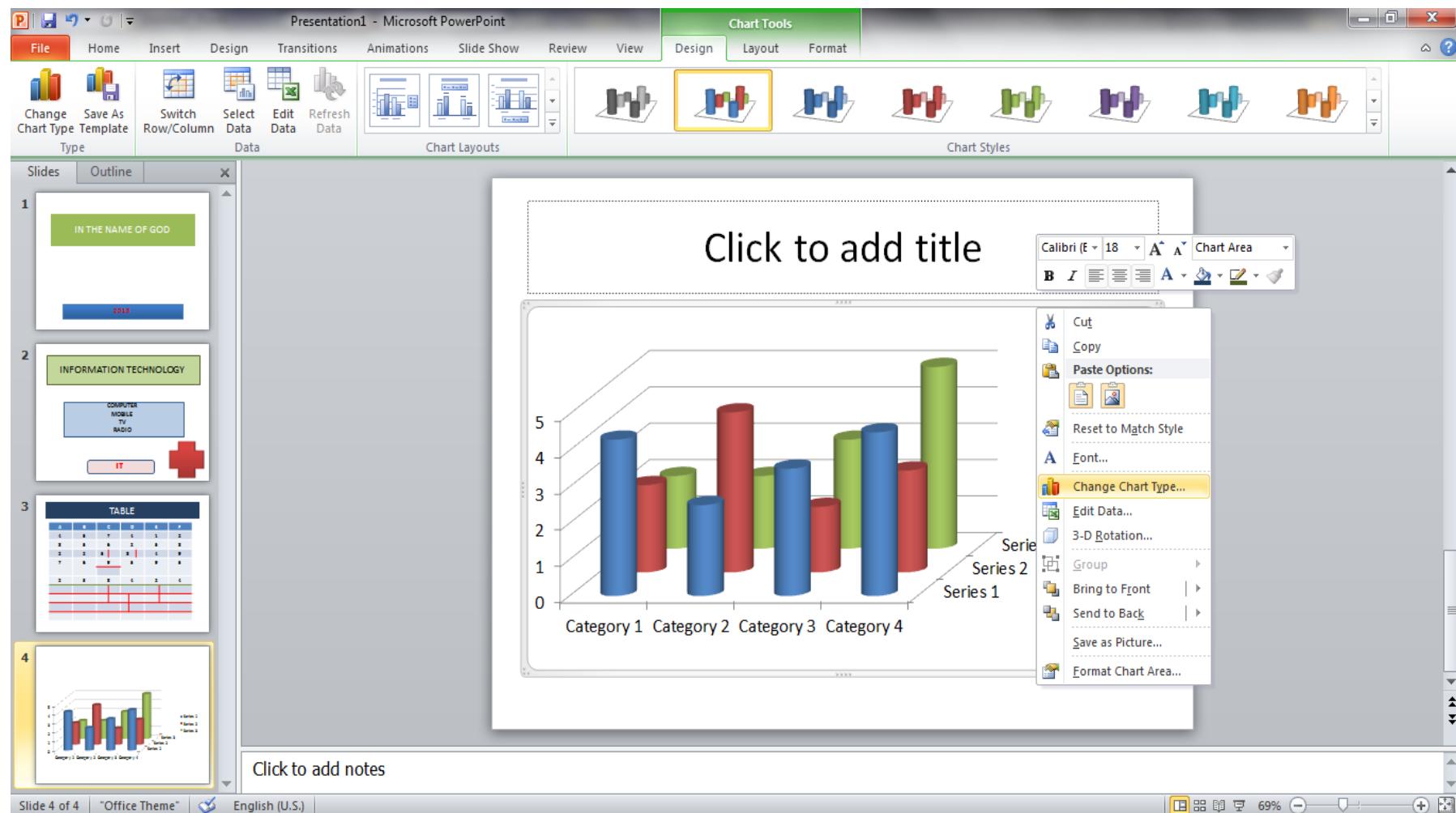
	Series 1	Series 2	Series 3
Category 1	4.3	2.4	2
Category 2	2.5	4.4	2
Category 3	3.5	1.8	3
Category 4	4.5	2.8	5

To resize chart data range, drag lower right corner of range.

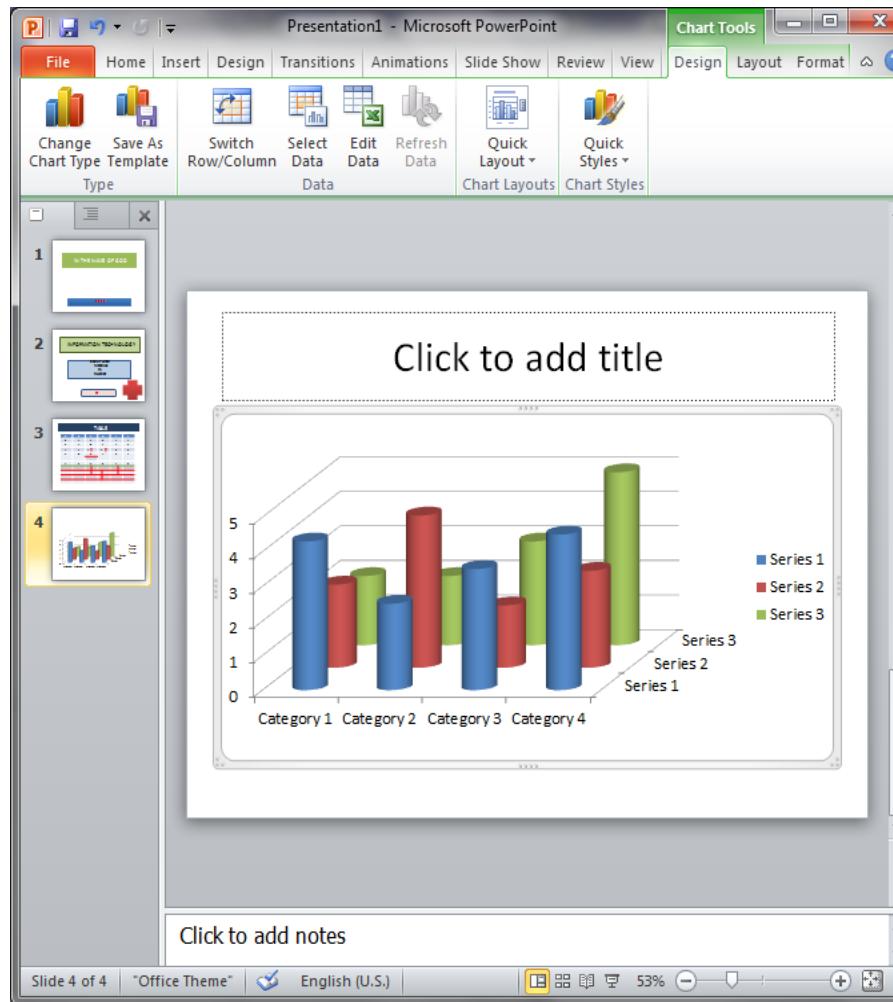
Sheet1 1340 x 722px 2530 x 768px 60% 50%

The screenshot shows a Microsoft PowerPoint slide with a chart placeholder. The chart is a grouped bar chart with three series: Series 1 (blue), Series 2 (red), and Series 3 (green). The categories are Category 1, Category 2, Category 3, and Category 4. The data values for Series 1 are 4.3, 2.5, 3.5, and 4.5 respectively. The data for Series 2 and Series 3 is identical at 2.4, 4.4, 1.8, and 2.8. A Microsoft Excel window is open, showing the same data in a spreadsheet format. The chart is currently selected in the PowerPoint ribbon under the 'Chart Tools' tab, specifically the 'Design' tab. The 'Chart Styles' section of the ribbon is also visible. The Excel window has its own ribbon with tabs like File, Home, Insert, etc. The chart is styled with a light gray background and white gridlines. The legend is located on the right side of the chart area, identifying the three series by color. The overall interface is typical of Microsoft Office 2010 or later versions.

همچنین می‌توان محدوده مورد نظر برای رسم نمودار را نیز عوض کرد یا اینکه محتوی جدول نمودار را تغییر داد



با کلیک راست بر روی نمودار و انتخاب گزینه edit data می توانیم این کار را انجام دهیم



همچنین میتوانیم با کلیک بر روی نوار آبی رنگ جدول محدوده را بزرگتر یا کوچکتر نماییم

Screenshot of Microsoft PowerPoint showing a 3D bar chart on slide 4. The chart has two series: 'سری اول' (Series 1) and 'سری دوم' (Series 2). The x-axis categories are 'کلاس 1' and 'کلاس 2'. The y-axis ranges from 0 to 5. The chart is set against a yellow background.

The 'Format Chart Area' dialog box is open, specifically the 'Fill' tab. Under 'Fill Color', the color is set to 'Yellow' (選択済み). Other options include 'No fill', 'Solid fill', 'Gradient fill', 'Picture or texture fill', 'Pattern fill', and 'Automatic'.

Other tabs in the dialog box include 'Border Color', 'Border Styles', 'Shadow', 'Glow and Soft Edges', '3-D Format', '3-D Rotation', 'Size', 'Position', and 'Alt Text'.

The slide navigation pane shows other slides: 1. IN THE NAME OF GOD, 2. INFORMATION TECHNOLOGY (with icons for COMPUTER, MOBILE, TV, RADIO, IT), 3. TABLE (with a small table icon), and 4. another chart icon.

At the bottom, the status bar shows 'Slide 4 of 4', 'Office Theme', 'English (U.S.)', and a zoom level of 69%.

جدول مربوط به نمودار در محیط excel باز می شود و می توانیم عنوان سطرها یا ستون ها را عوض کنیم

The image shows two windows side-by-side: Microsoft PowerPoint on the left and Microsoft Excel on the right.

Microsoft PowerPoint (Left): A slide titled "Click to add title" contains a 3D bar chart. The chart has three series: "سری اول" (Series 1) in blue, "سری دوم" (Series 2) in red, and "سری سوم" (Series 3) in green. The x-axis has two categories: "کلاس 1" and "کلاس 2". The y-axis ranges from 0 to 5. The chart is selected, and its data range is highlighted in the Excel window.

Microsoft Excel (Right): A spreadsheet titled "Chart in Microsoft PowerPoint - Microsoft Excel" displays the same data as the chart. The columns are labeled A, B, C, D, and E. The data is as follows:

	A	B	C	D	E
1		سری اول	سری دوم	سری سوم	
2	کلاس 1	4.3	2.4	2	
3	کلاس 2	2.5	4.4	2	
4	کلاس 3	3.5	1.8	3	
5	کلاس 4	4.5	2.8	5	
6					
7					
8			To resize chart data range, drag lower right corner of range.		
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

The status bar at the bottom of the Excel window indicates "Sheet1" and "Ready".

از طرفی می توانیم با دابل کلیک بر روی شکل، قادری باز می شود که در گزینه solid fill آن رنگ پشت صفحه نمودار را می توانیم تنظیم نماییم

Solid fill

Presentation1 - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Chart Tools Design Layout Format

Change Type Save As Switch Row/Column Select Data Edit Data Refresh Data Chart Type Template Type Slides Outline

Chart Layouts

Click to add title

Click to add notes

IN THE NAME OF GOD
2013

INFORMATION TECHNOLOGY
COMPUTER MOBILE TV RADIO IT

TABLE

سری اول

کلاس 1 کلاس 2

5 4 3 2 1 0

Format Chart Area

Fill

No fill Solid fill Gradient fill Picture or texture fill Pattern fill Automatic

Preset colors:

Type: Direction: Angle: Gradient stops

Color Brightness: Transparency

Rotate with shape

Close

Slide 4 of 4 "Office Theme" English (U.S.) 69%

در قسمت gradient fill میتوانیم انواع رنگ بندی مختلف را انتخاب نماییم

Screenshot of Microsoft PowerPoint showing a 3D bar chart on slide 4. The chart has bars colored blue, red, green, and blue. The background of the chart area is set to a 'Recycled paper' texture from the 'Format Chart Area' dialog box.

The 'Format Chart Area' dialog box is open on the right side of the screen, showing the 'Fill' tab selected. Under 'Fill', 'Picture or texture fill' is chosen, and 'Recycled paper' is selected from the texture preview. The dialog also includes sections for 'Border Color', 'Border Styles', 'Shadow', 'Glow and Soft Edges', '3-D Format', and '3-D Rotation'.

The slide navigation pane on the left shows four slides:

- Slide 1: IN THE NAME OF GOD
- Slide 2: INFORMATION TECHNOLOGY (Computer, Mobile, TV, Radio) with an IT icon
- Slide 3: TABLE (A grid of numbers)
- Slide 4: A 3D bar chart with the title 'Click to add title' and subtitle 'Click to add notes'.

The ribbon at the top shows the 'Chart Tools' tab is active, with sub-tabs 'Design', 'Layout', and 'Format' visible.

در قسمت نیز پشت زمینه نمودار را می توان با عکس یا کاشی پر کرد picture or texture fill

Presentation1 - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Chart Tools Design Layout Format

Slides Outline

1 IN THE NAME OF GOD 2015

2 INFORMATION TECHNOLOGY COMPUTER MOBILE TV RADIO IT

3 TABLE

4 CHART

Click to add notes

Format Chart Area

Fill

No fill

Solid fill

Gradient fill

Picture or texture fill

Pattern fill

Automatic

Foreground Color:

Background Color:

Close

Slide 4 of 4 | "Office Theme" | English (U.S.) | 69%

هم میتوان هاشور های مختلف با رنگ های pattern fill در قسمت متفاوت برای پشت زمینه نمودار انتخاب کرد

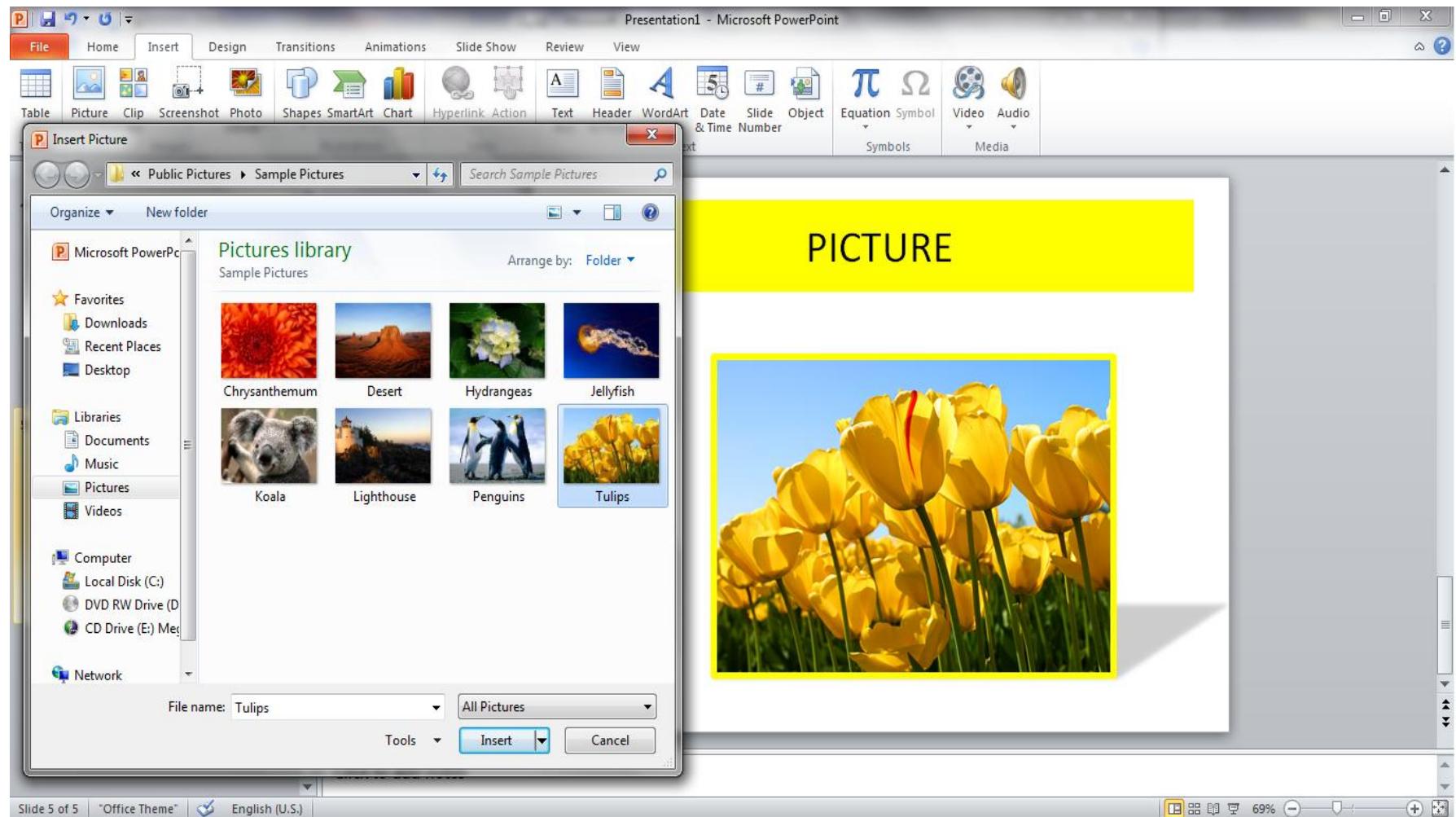
The screenshot shows a Microsoft PowerPoint presentation titled "Presentation1 - Microsoft PowerPoint". The slide number is 4, and the slide content is "Click to add notes". The ribbon at the top has tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The "Chart Tools" tab is selected, with sub-tabs for Design, Layout, and Format.

The main area displays a 3D bar chart with four bars of different colors (blue, red, green, blue) and heights (approximately 5, 4, 4, and 3 respectively). The chart is set against a background with a diagonal hatching pattern. The chart area is highlighted with a yellow border.

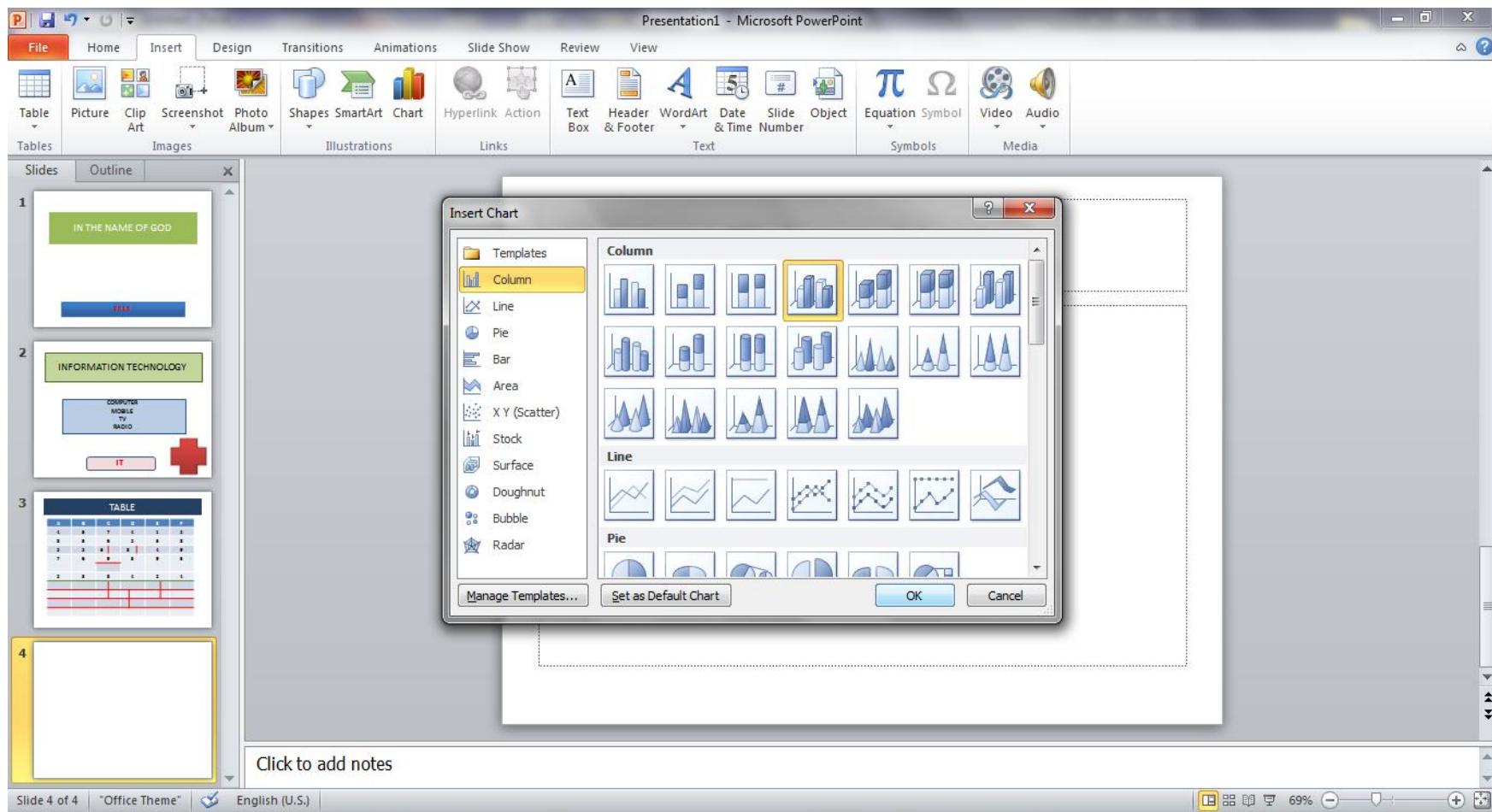
A "Format Chart Area" dialog box is open on the right side of the screen. In the "Fill" section, the "Pattern fill" option is selected. A preview window shows the current pattern applied to the chart area. Below the preview are two color swatches labeled "Foreground Color" and "Background Color", each with a dropdown arrow. The "Close" button is visible at the bottom right of the dialog box.

The left sidebar shows the slide navigation with four slides labeled 1, 2, 3, and 4. Slide 1 contains the text "IN THE NAME OF GOD" and a small blue bar. Slide 2 contains the text "INFORMATION TECHNOLOGY" and icons for Computer, Mobile, TV, Radio, and IT. Slide 3 contains a table with data. Slide 4 contains the chart shown above.

با استفاده از گزینه insert می توان یک عکس یا تصویر به شکل اضافه نمود که این کار را انجام میدهد



همچنین می توان شکل نمودار را عوض کرد که این کار با کلیک راست بر روی نمودار و انتخاب گزینه change chart type شکل جدیدی برای نمودار انتخاب کرد



outline

powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View

Paste New Slide Reset Section Slides Font Paragraph Drawing Editing

Slides Outline

45 همچنین میتوانیم با کلک بر روی بروار ابجی در چال حدول محدوده را بزرگتر با کوچکتر نماییم.

46 باز حدول مربوط به نمودار در محیط می شود و می توانیم عنوان سطرها را سیوں هارا عوض کنیم.

47 از طرفی می توانیم با دابل کلک بر روی اشکال solid یا درگزینه fill را می شود که در گزینه این رنگ یعنی صفحه نمودار را می توانیم تنظیم نماییم.

48 میتوانیم انواع رنگ gradient fill در قسمت سدی مختلف در قسمت زمینه نمودار را می توانیم با کاوش بر کرد.

49 نبرد بینت picture or texture fill زمینه نمودار را می توانیم با عکس یا کاشی بر کرد.

50 هم میتوان هاشپور pattern fill در قسمت های مختلف با رنگ های متفاوت برای بینت زمینه نمودار انتخاب کرد.

51 می توان یک insert کا استفاده از گزینه عکس یا تصویر به شکل اضافه نمود که این کار را انجام می دهد.

52 همچنین می توان شکل نمودار را عوض کرد که این کار با کلک بر روی نمودار و شکل change chart type انجام گزینه change chart type برای نمودار انتخاب کرد.

53

54

outline

- Click to add text

Click to add notes

Slide 53 of 54 | "Office Theme" | English (U.S.) | Recovered | 60% |

Collapse-expand

The screenshot shows a Microsoft PowerPoint window with the following details:

- File Tab:** The "File" tab is selected.
- Outline Tab:** The "Outline" tab is selected in the ribbon.
- Clipboard Context Menu:** A context menu is open over slide 8, with the "Collapse" option highlighted in yellow and surrounded by a red box.
- Submenu Options:** The submenu under "Collapse" includes "Collapse", "Expand", and "Collapse All".
- Slide Content:** The main slide contains the following Persian text:

دو جعبه متن به صورت پیش فرض دارد که در داخل هر دو تایا
یکی از آنها متن مورد نظر را اضافه می کنیم
- Thumbnail Preview:** A smaller thumbnail of the slide is visible in the bottom right corner.
- Status Bar:** The status bar at the bottom shows the dimensions as 3324 x 768px.