

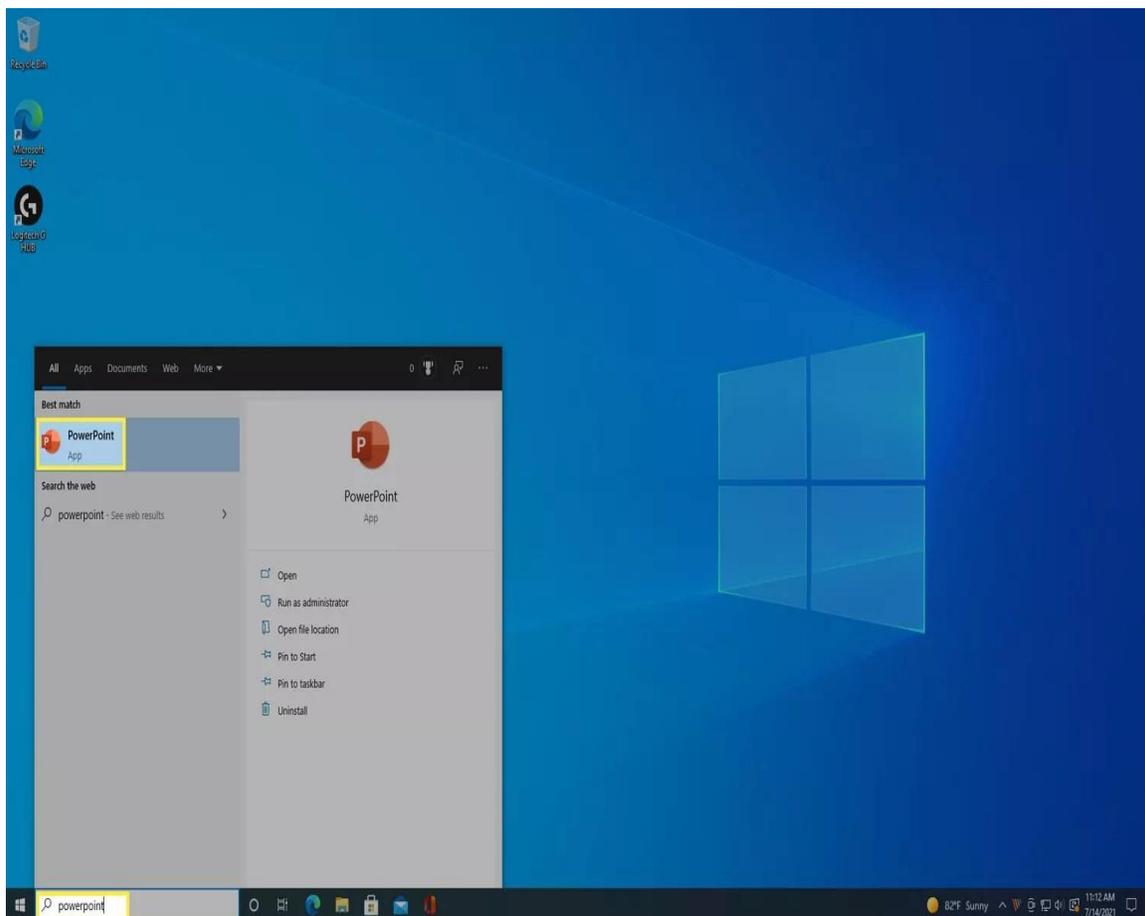


Microsoft Power Point

Microsoft PowerPoint is a popular presentation software that allows users to create slideshows made up of text, images, graphs, charts, videos, and other multimedia elements. It's widely used for business, education, and personal presentations.

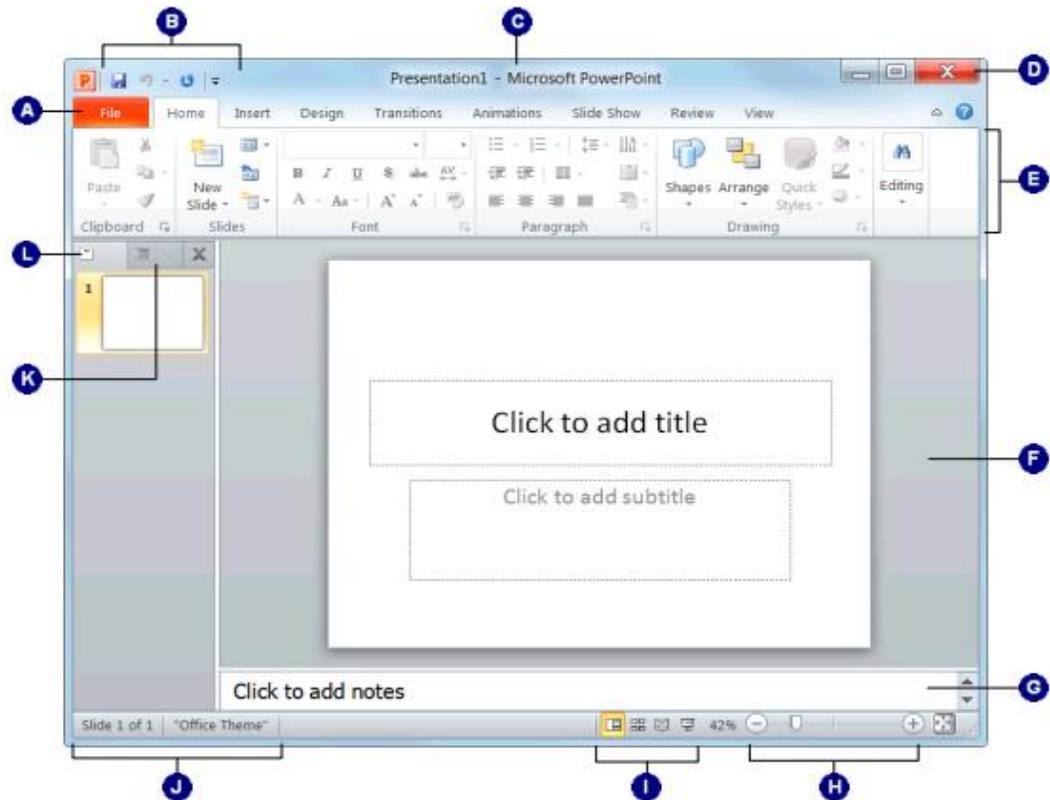
1- Open program

- From the **Search** window on the taskbar type **PowerPoint** and press **Enter**.





2- Power point Screen

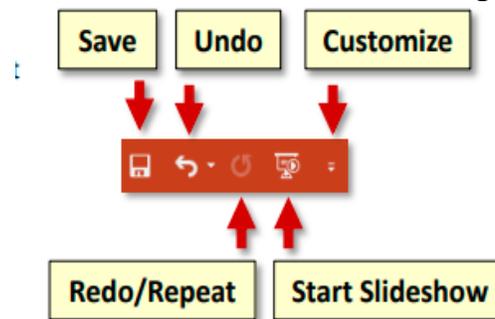


A	File tab: Contains basic file management commands—such as New, Open, Save, and Close—and program options.	G	Notes pane: Type any notes you want to use during a presentation here.
B	Quick Access Toolbar: Contains common commands such as Save and Undo. You can add more commands as well.	H	Zoom slider: Click and drag the slider to zoom in or out of a window. You can also use the + and – buttons.
C	Title bar: Displays the name of the presentation you are working on and the name of the program you are using.	I	View buttons: Use these buttons to quickly switch between Normal, Slide Sorter, Reading and Slide Show views.
D	Close button: Click the close button in the Title bar to close the current presentation or to exit the PowerPoint program entirely.	J	Status bar: Displays messages and feedback on the current state of PowerPoint. Right-click the status bar to configure it.
E	Ribbon: The tabs and groups on the Ribbon replace the menus and toolbars found in previous versions of PowerPoint.	K	Outline tab: Focuses on the content of your presentation rather than its appearance. Use the Outline tab when you want to add large amounts of text to a presentation.
F	Slide pane: Displays the slide you are currently working on.	L	Slides tab: Contains a thumbnail image of every slide in the presentation. Click a thumbnail to jump to that slide.

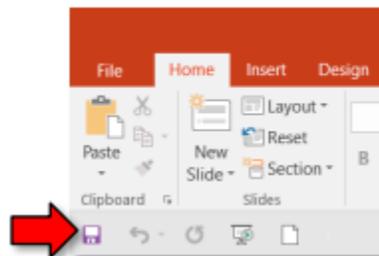


3- Title Bar

The Quick Access Toolbar is located all the way to the left on the title bar. It contains frequently used commands and can be customized using the drop-down menu.



- Click the Customize Quick Access Toolbar button again and select Show Below the Ribbon. This repositions the toolbar to be below the ribbon.



4- File Tab

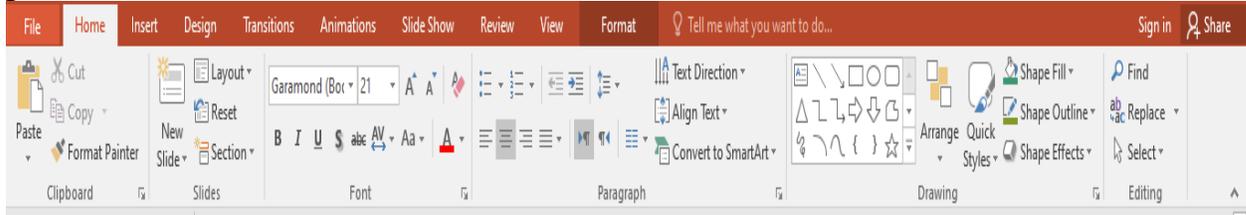
The File tab provides a **Backstage view** of your document. Backstage view gives you various options for saving, opening a file, printing, or sharing your document. Instead of just a menu, it is a full-page view which makes it easier to work with. Other things you can do in the Backstage view:

- Click the **Info** menu option. The Info section of the File tab offers an easy to use interface for inspecting documents for hidden properties or personal information.
- Click the **New** menu option. In this view you can create a new Blank presentation, or choose from a large selection of Templates.
- Click the **Open** menu option. The Open pane is used to open existing files on your computer.



5- Home tab

The **Home** tab in PowerPoint is the main tab you'll use for creating and editing slides. It contains the basic commands that are most commonly used during a presentation's creation.



✚ Slides Group:

- **New Slide:** Adds a new slide to your presentation.
- **Layout:** Choose a slide layout (e.g., title slide, content slide).
- **Reset:** Resets a slide layout to the default design.

✚ Clipboard Group:

- **Cut, Copy, Paste:** Basic clipboard functions to move or copy content.
- **Format Painter:** Copy formatting from one item and apply it to another.

✚ Font Group:

- **Font Style and Size:** Change the font style and size of your text.
- **Bold, Italic, Underline:** Basic text formatting options.
- **Text Color:** Choose text colors.
- **Text Highlight Color:** Highlight text with a color.
- **Text Effects:** Apply special effects to text, like shadows or reflections.

✚ Paragraph Group:

- **Alignment:** Align your text (left, center, right, justified).
- **Bullets and Numbering:** Add bullet points or numbered lists.
- **Line Spacing:** Adjust the space between lines of text.
- **Decrease/Increase Indent:** Adjust the indentation of paragraphs.

✚ Drawing Group:

- **Shapes:** Add shapes like rectangles, circles, lines, etc.
- **Icons:** Insert icons into your slides.



- **SmartArt:** Add pre-made diagrams like lists, processes, etc.

Editing Group:

- **Find:** Search for text or objects in your presentation.
- **Replace:** Replace specific text or objects.

6- Design Tab

The Design tab in PowerPoint is where you can customize the look and feel of your entire presentation. It offers a variety of design themes, background styles, and slide formatting options to make your slides visually appealing.

Themes Group:

- **Themes:** Pre-designed slide themes that include a coordinated set of colors, fonts, effects, and background styles. You can browse through these themes to quickly change the overall look of your presentation.
- **Variants:** Custom variations of the selected theme, allowing you to tweak the color scheme, fonts, and effects to better suit your style.
- **More Themes:** Access additional themes from the Microsoft library or from online sources.

7- Transitions

In PowerPoint are visual effects that occur when you move from one slide to the next during a presentation. They add a dynamic element to your slides and can help guide your audience's focus, making your presentation more engaging.

- **Duration:** You can change how long the transition lasts. In the **Timing** group (on the right side of the **Transitions** tab), adjust the **Duration** to make the transition faster or slower.
- **Sound:** You can add a sound to your transition by selecting a sound from the **Sound** dropdown in the **Timing** group.

8- Animations

In PowerPoint are effects that you apply to elements on your slides (like text, images, shapes, and charts) to make them appear, disappear, or change in some way during your presentation. Animations help capture your audience's attention and emphasize key points.