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جامعة المستقبل

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Microsoft PowerPoint

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Introduction to Microsoft PowerPoint

Microsoft PowerPoint is a powerful presentation software used to create slideshows for meetings, lectures, and reports. It allows users to add text, images, animations, and multimedia to make presentations engaging and professional. With various design tools and templates, PowerPoint helps organize and present information effectively. It is widely used in education, business, and personal projects for clear and impactful communication.

Clipboard in PowerPoint

- The **Clipboard** stores copied or cut text, images, and objects.
- It allows users to **copy (Ctrl + C), cut (Ctrl + X), and paste (Ctrl + V)** content within or across slides.
- The **Format Painter** tool helps copy formatting from one object or text to another.
- Found in **Home → Clipboard Group**.

Font in PowerPoint

- The **Font group** helps format text appearance.

- Key features:
  - **Font Type:** Defines the style of text (e.g., Arial, Calibri, Times New Roman).
  - **Font Size:** Measured in points (pt), with standard sizes being **18-24 pt** for body text and **36+ pt** for headings.
  - **Font Styles:**
    - **Bold (B)** – Emphasizes text.
    - **Italic (I)** – Highlights words or phrases.
    - **Underline (U)** – Adds emphasis.
  - **Font Color:** Changes text color to enhance readability.
  - **Text Effects:** Adds **shadows, glow, or reflections** for design purposes.

Paragraph in PowerPoint

- The **Paragraph group** controls text alignment and spacing.
- Key features:
  - **Alignment:** Left, Center, Right, and Justify.
  - **Line Spacing:** Adjusts space between text lines for readability.
  - **Bullets & Numbering:** Creates structured lists for clear presentations.
  - **Indentation:** Controls text positioning within a text box.
  - **Text Direction:** Rotates or flips text for creative layouts.
  - **Spacing Before/After Paragraphs:** Adjusts distance between blocks of text.

Slide 5: Best Practices for Formatting in PowerPoint

- Use **clear and readable fonts** for presentations.
- Keep text size **large enough (at least 24 pt) for visibility**.
- Maintain **consistent spacing and alignment** for a professional look.
- Use **bullets instead of long paragraphs** for easy readability.
- Limit font colors to **2-3 complementary shades** for a clean design.