



# Computer Application

Third Stage

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**PowerPoint**

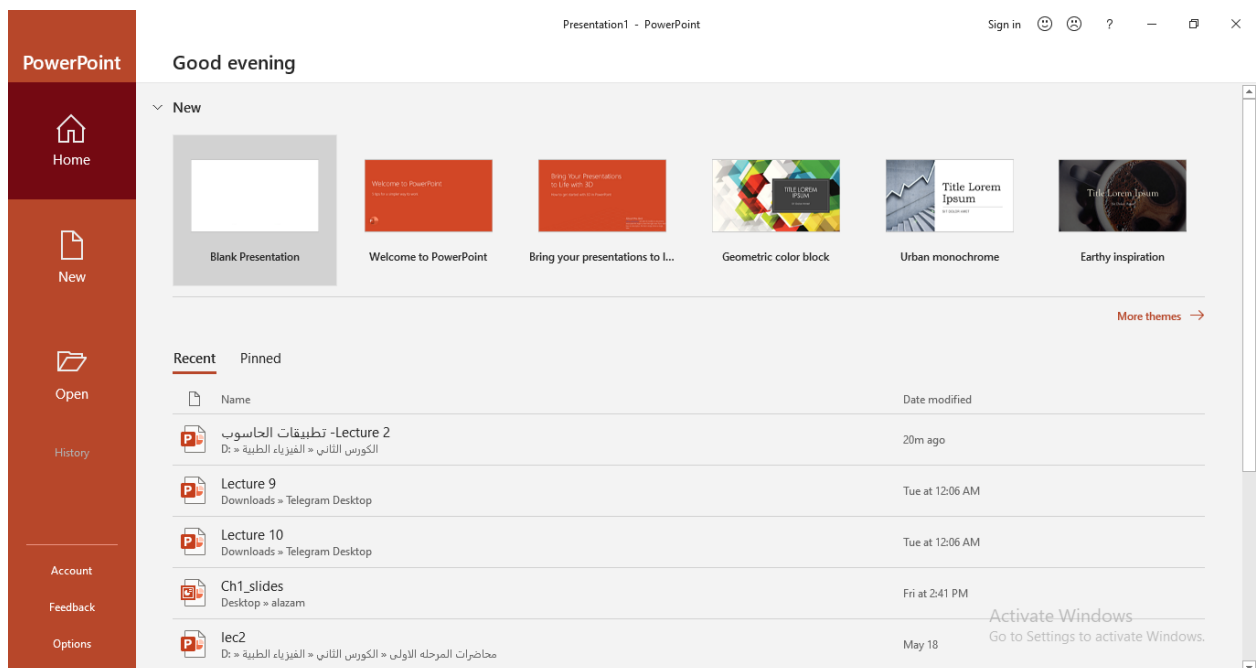
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## PowerPoint:

PowerPoint is a presentation program that allows you to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more. In this lesson, you'll learn your way around the PowerPoint environment, including the Ribbon, Quick Access Toolbar, and Backstage view.

## The PowerPoint interface:

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.



**Figure 1 : getting started interface backstage**

## Working with the PowerPoint environment:

The Ribbon and Quick Access Toolbar are where you will find the commands to perform common tasks in PowerPoint. Back stage view gives you various options for saving, opening a file, printing, and sharing your document.

### The Ribbon:

PowerPoint uses a tabbed Ribbon system instead of traditional menus. The Ribbon contains multiple tabs, each with several groups of commands.

### 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.

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.**

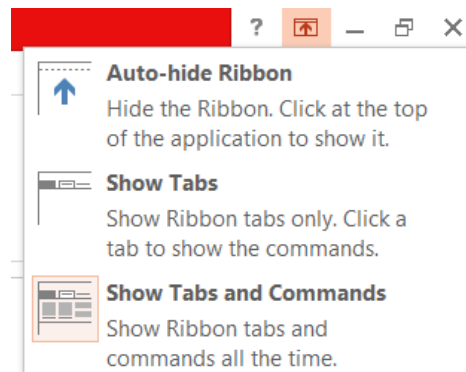


Figure 2: Showing and hiding the Ribbon

## The Quick Access Toolbar:

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

## PowerPoint files:

PowerPoint files are called presentations. Whenever you start a new project in PowerPoint, you'll need to create a new presentation, which can either be blank or from a template. You'll also need to know how to open an existing presentation.

### 1- To 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 Back stage view.
2. Select (New) on the left side of the window, then click Blank Presentation.
3. A new presentation will appear.

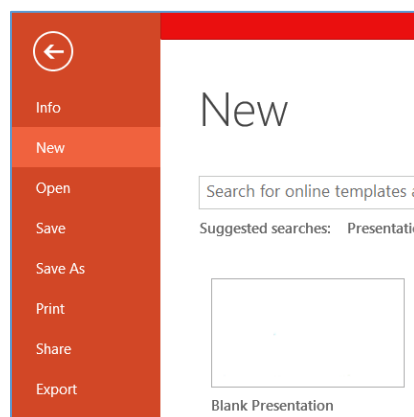


Figure 3 : create a new presentation

## 2- To 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 Back stage view, then select New.
2. You can click a suggested search to find templates or use the search bar to find something more specific.

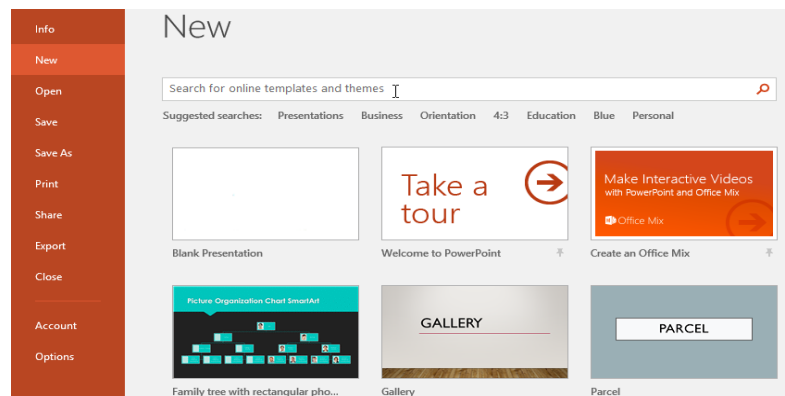


Figure 4 : create template new

3. Select a template to review it.

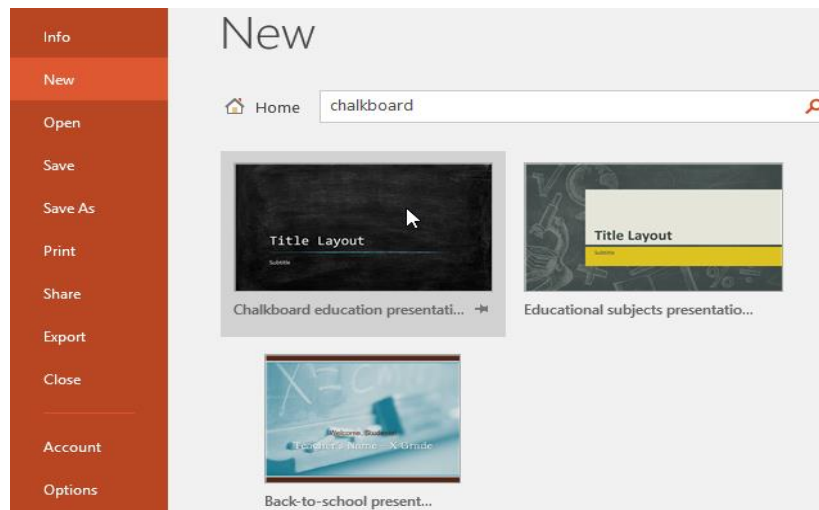
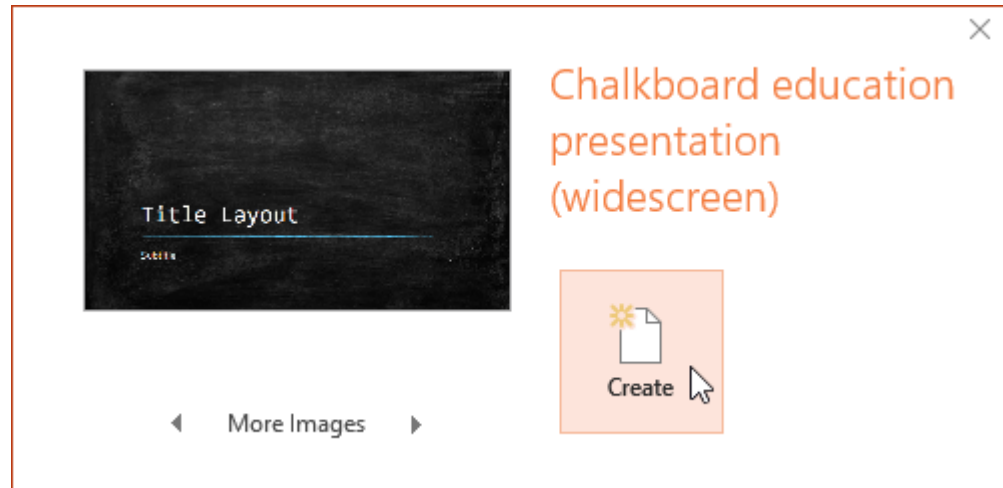


Figure 5 : create template search

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.



**Figure 6 : create template preview**

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

### To open an existing presentation:

1. Select the File tab to go to Backstage view, then click Open.
2. Click Browse. You can also choose OneDrive to open files stored on your OneDrive.
3. The Open dialog box will appear. Locate and select your presentation, then click Open.

## To save a presentation:

It's important to save your presentation whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to where you save the presentation so it will be easy to find later.

1. Locate and select the Save command on the Quick Access Toolbar.
2. If you're saving the file for the first time, the Save As pane will appear in Back stage view.
3. You'll then need to choose where to save the file and give it a file name. Click Browse to select a location on your computer. You can also click OneDrive to save the file to your OneDrive.
4. The Save As dialog box will appear. Select the location where you want to save the presentation.
5. Enter a file name for the presentation, then click Save.
6. The presentation will be saved. You can click the Save command again to save your changes as you modify the presentation.

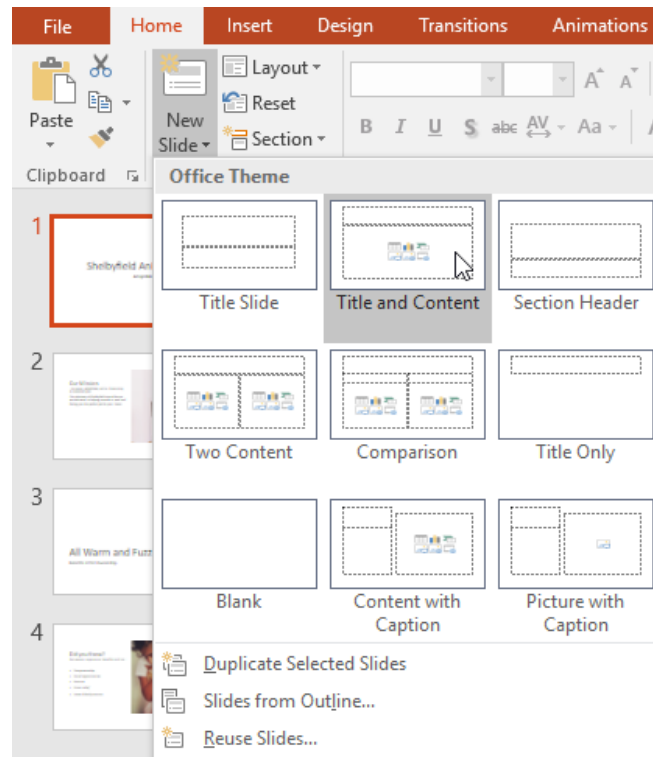
## slides and slide layouts:

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.

## To insert a new slide:

Whenever you start a new presentation, it will contain one slide with the Title Slide layout. You can insert as many slides as you need from a variety of layouts.

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.



**Figure 7 : slide basics insert layout**

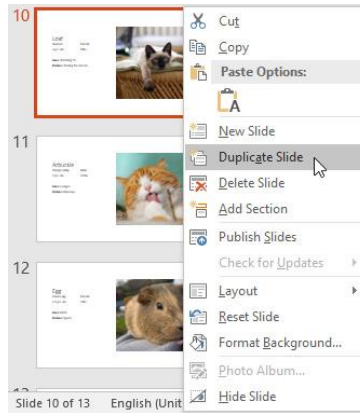
3. The new slide will appear. Click any placeholder and begin typing to add text. You can also click an icon to add other types of content, like a picture or chart.

## Organizing slides:

PowerPoint presentations can contain as many slides as you need. The Slide Navigation pane on the left side of the screen makes it easy to organize your slides. From there, you can duplicate, rearrange, and delete slides in your presentation.

## Working with slides:

1. 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.



**Figure 8 : slide organizing duplicate**

2. 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.
3. 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.