



Al-Mustaqal University
Collage of Pharmacy

Microsoft Office **PowerPoint**

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Lecture 6

By

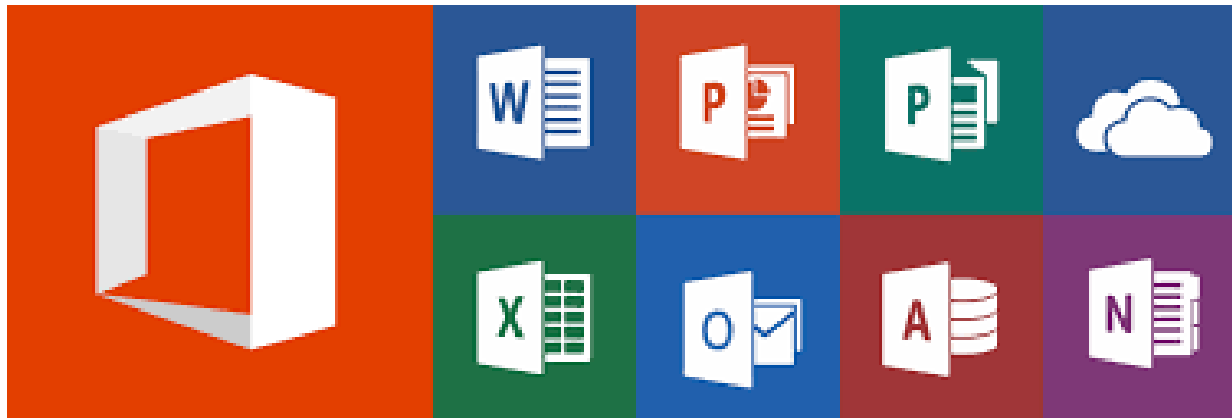
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Microsoft Office

Microsoft PowerPoint

is an electronic presentation program that helps people present a speech using a collection of slides. A PowerPoint presentation is a collection of slides that can be used to create oral presentations. By default, documents saved in PowerPoint are saved with the .pptx extension whereas, the file extension of the prior PowerPoint versions is **.ppt**.

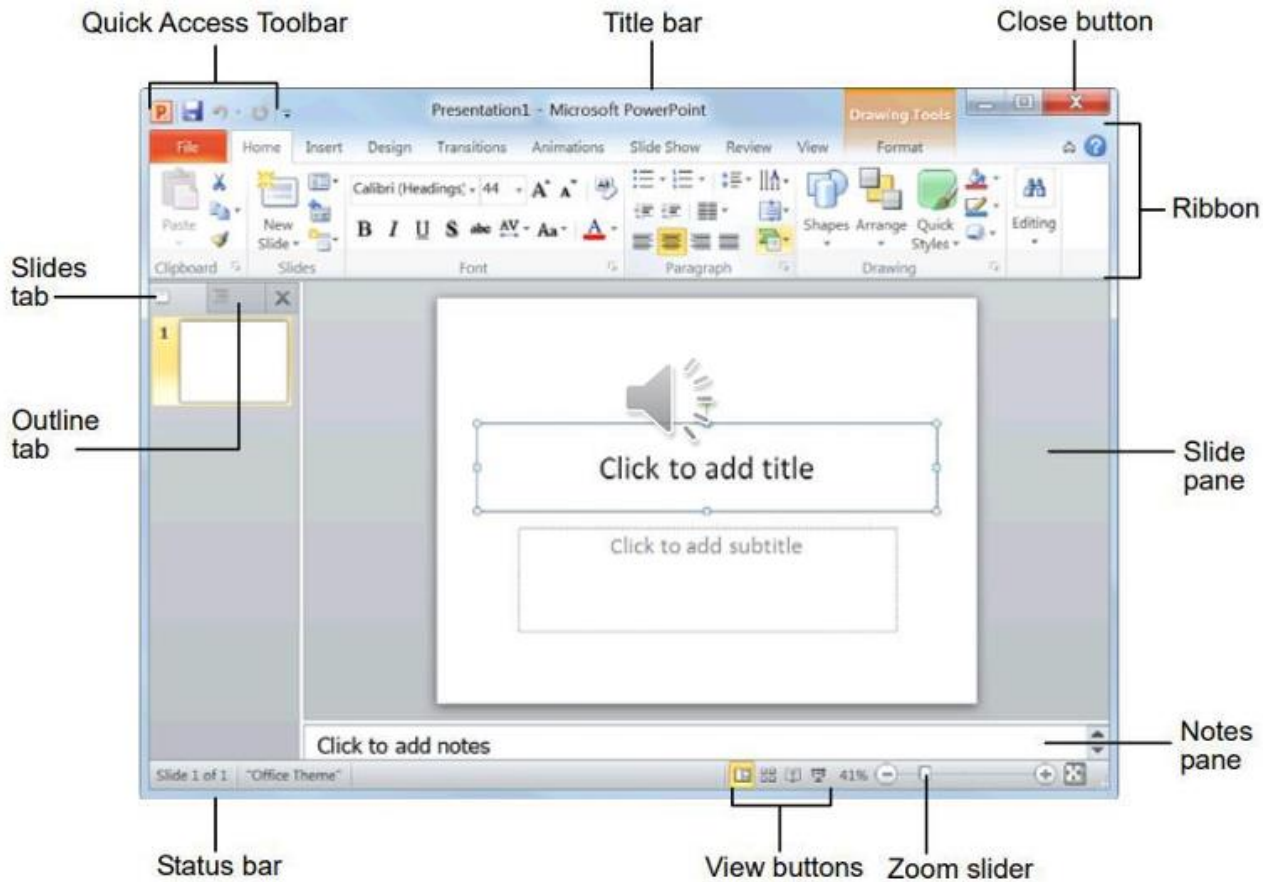


Benefits of Power Point

PowerPoint provides multiple benefits to users, including:

- It is widely used, and considered the "standard" for presentation software. If you create a PowerPoint presentation, it's likely that anyone you want to share it with will be able to open and view it.
- It includes many optional presentation features, including slide transitions, animations, layouts, templates, and more.
- It offers the option to export its slides to alternative file formats, including GIF and JPG images, video, PDF, (Windows Media Video), and .

Microsoft PowerPoint Parts



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.



Opening a Presentation

Opening a Presentation

Opening a presentation lets you use a presentation that you or someone else has previously created and then saved. This lesson explains how to do this.

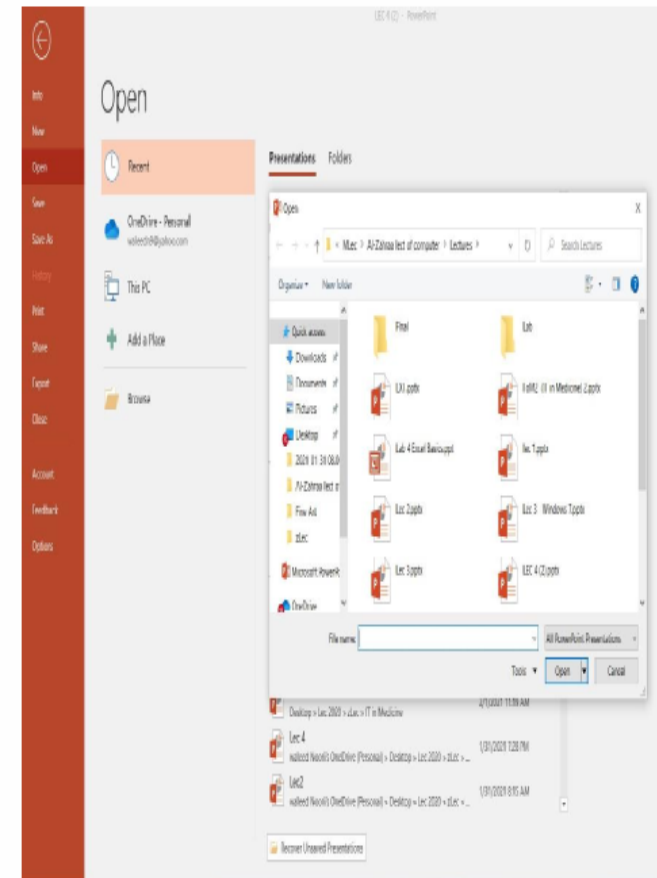
Open a presentation

You can locate presentation on your computer and simply double-click it to open it, but you can also open a presentation from within the PowerPoint program.

1. Click the **File** tab and select **Open**.

The Open dialog box appears. Next, you have to tell PowerPoint where the file you want to open is located.

Other Ways to Open a Presentation: Press <Ctrl>+ <O>.



Saving a Presentation

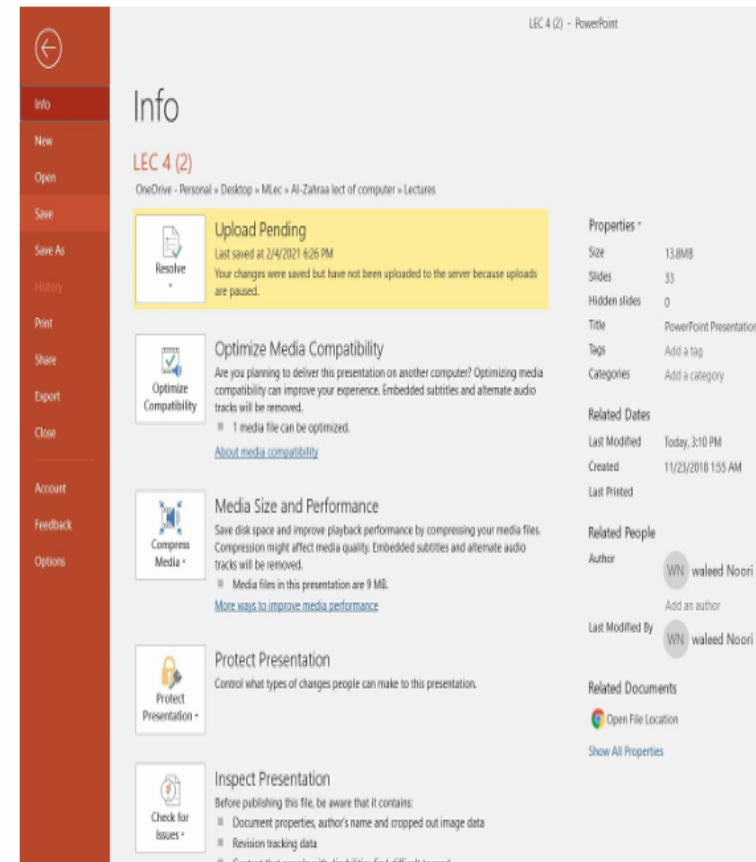
Saving a Presentation

After you've created a presentation, you need to save it if you want to use it again. Also, if you make changes to a presentation you'll want to save it. You can even save a copy of an existing presentation **with a new name, to a different location, or using a different file type.**

- **Save a new presentation**

1. Click the **Save** button on the Quick Access Toolbar. The Save As dialog box appears.

Other Ways to Save: Press <Ctrl>+ <S>. Or, click the **File** tab and select **Save**.



Closing a Presentation

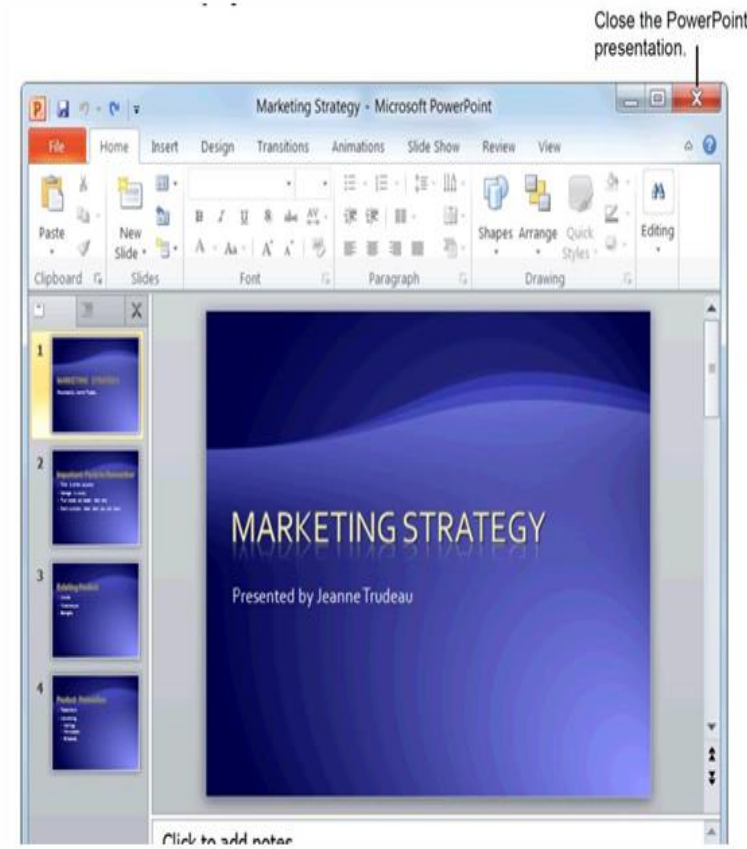
Closing a Presentation

When you're done working on a presentation, you need to close it.

1. Click the **File** tab and select **Close**. The presentation closes. You can access the file again by opening it later.

Other Ways to Close a Presentation: Press <Ctrl>+ <W>.

Or, click the **Close** button in the upper right corner of the PowerPoint window.



Inserting Slides

❑ Insert a new slide

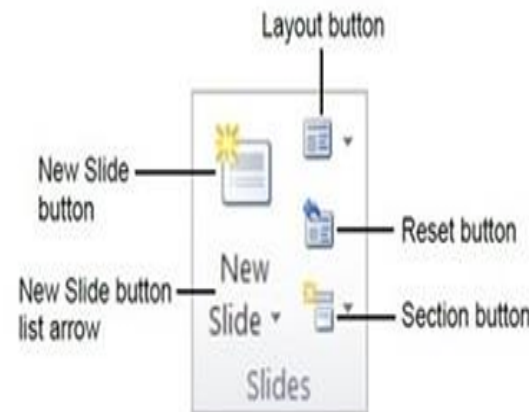
- Inserting a new slide is easy
- Click the **Home** tab on the Ribbon and click the **New Slide** button in the Slides group.




❑ Delete a slide

- On the slides tab in the outline pane, select the slide you want to delete.

Press <delete>

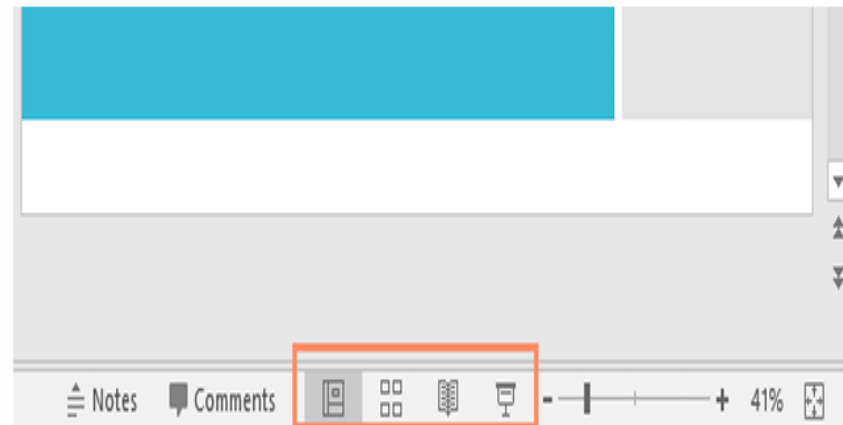


Zoom and other view options

❑ PowerPoint has a **variety of viewing options** that change how your presentation is displayed . You can choose to view your presentation in **Normal view** , **Slide Sorted review**, **Reading view**, or **Slide Show view**. You can also zoom in and out  to make your presentation easier to read.

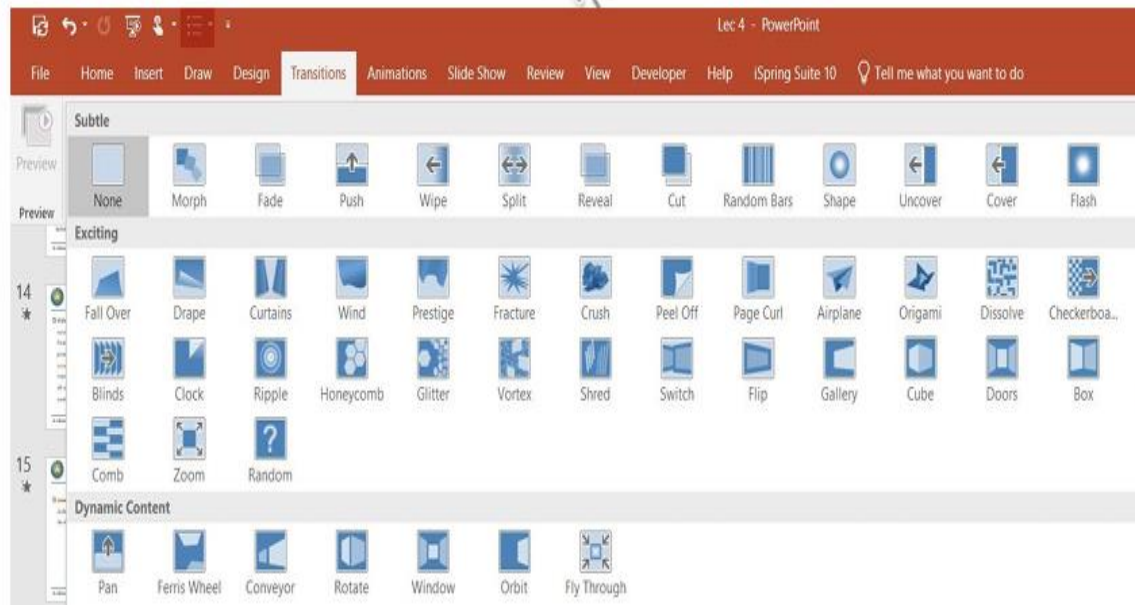
SWITCHING SLIDE VIEWS

Switching between different slide views is easy .Just locate and select the desired slide view command in the bottom-right corner of the PowerPoint window.



Slide Transitions

□ Slide **transitions** are **motion effects** that occur in Slide Show view when you move from one slide to then **another** during a presentation. You can **control the speed**, add sound, and even customize the properties of transition effects. To add a transition first of all select a slide in the left hand panel that contains the Slides and Outline tabs.



PowerPoint Keyboard Shortcuts

Keyboard Shortcuts

General

Open a Presentation	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save a Presentation	<Ctrl> + <S>
Print a Presentation	<Ctrl> + <P>
Close a Presentation	<Ctrl> + <W>
Insert a New Slide	<Ctrl> + <M>
Help	<F1>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>

Navigation—Go To:

The Next Slide	<Spacebar>
The Previous Slide	<Backspace>

Thank you

