كلية العلوم

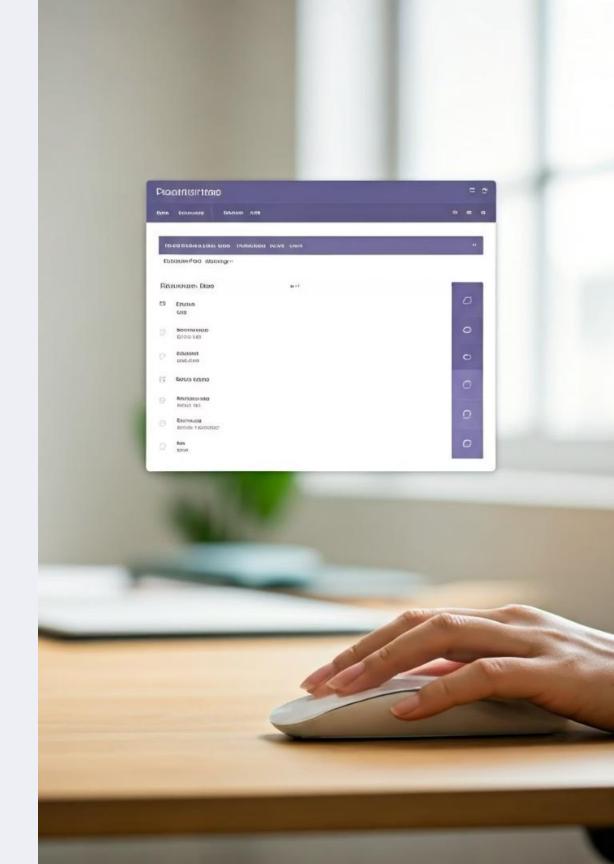**قسم علوم التقانة الاحيائية الطبية**

Lecture: (8)

Presentation Software:Microsoft PowerPoint

Subject:Computer Skill I

Level: First

Lecturer: Dr. Maytham N. Meqdad

Lecture 8 :Presentation Software:Microsoft PowerPoint

What is Microsoft PowerPoint?

Software Definition

A Microsoft Office application used to create dynamic slide-based presentations combining text, graphics, and multimedia elements.

Market Dominance

The most widely used presentation software globally with over 500 million users worldwide.

Primary Uses

Business proposals, educational lectures, conference presentations, sales pitches, and interactive digital storytelling.

Core Functions of PowerPoint

Create

Design slideshows from scratch or templates

Edit

Modify content, layout, and design elements

Present

Deliver content with slide show controls

Share

Distribute presentations across platforms

Navigating the PowerPoint Interface

Ribbon Toolbar

Contains all commands organized in tabs like Home, Insert, Design, and Animations.

Slides Pane

Shows thumbnails of all slides for easy navigation and organization.
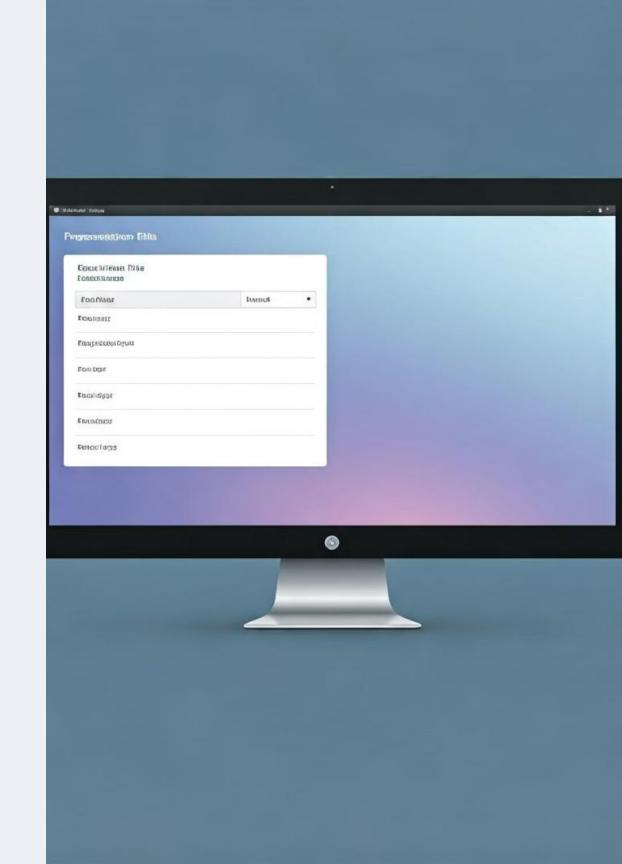
Notes Section

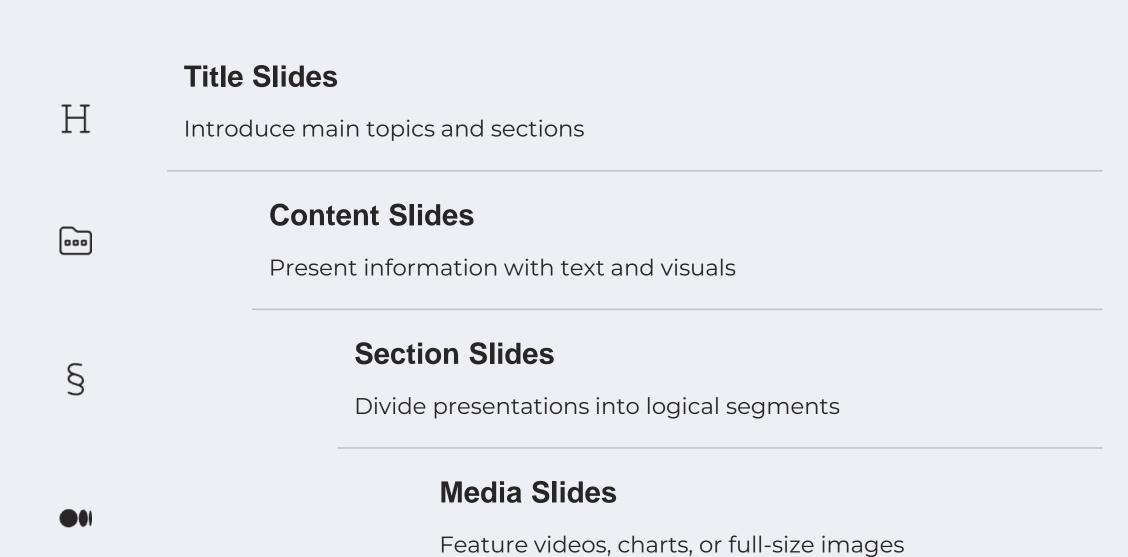Space to add speaker notes that aren't visible during the presentation.

View Options

Switch between Normal, Slide Sorter, Reading, and Presenter views.

Slides: The Building Blocks

Title Slides

Introduce main topics and sections

Content Slides

Present information with text and visuals

Section Slides

Divide presentations into logical segments

Media Slides

Feature videos, charts, or full-size images

Templates and Themes

Pre-designed Templates

Ready-to-use slide designs with coordinated colors, fonts, and effects.

- Save time with professional layouts
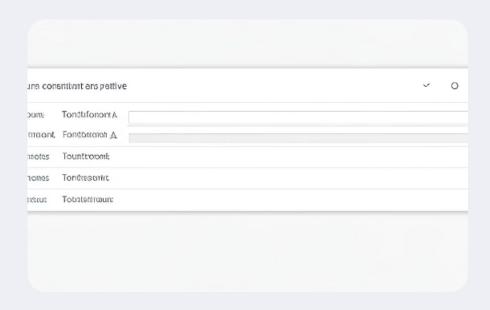- Ensure visual consistency
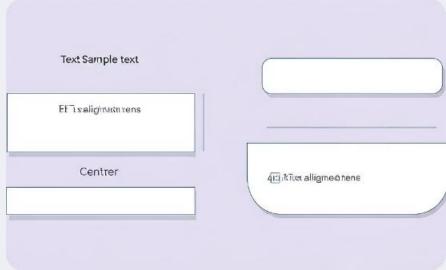- Available in various categories

Custom Templates

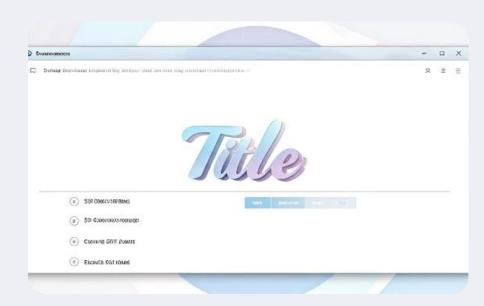Branded designs that reflect your organization's visual identity.

- Incorporate company logos
- Use brand-specific colors
- Create reusable master slides

Working with Text

Text Formatting

Customize fonts, sizes, colors, and styles to enhance readability and visual hierarchy.

Text Alignment

Left, center, right, or justified text positioning with proper spacing and margins.
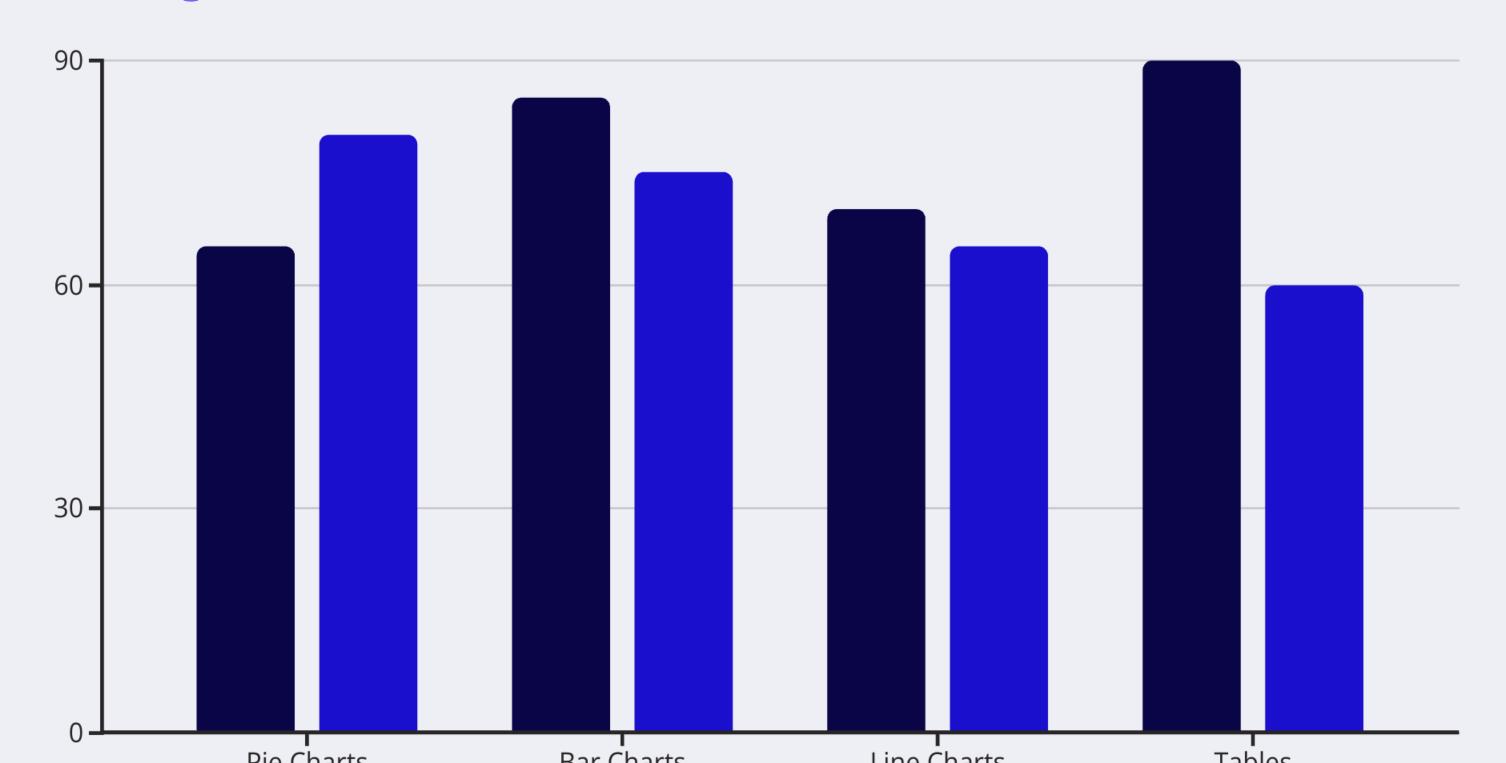

Text Effects

Apply shadows, reflections, glows, and 3D effects for emphasis and visual interest.

Incorporating Images and Graphics

PowerPoint offers robust tools for adding and manipulating visual elements. You can insert photos, create SmartArt diagrams, customize shapes, and apply artistic effects to enhance your message.

Multimedia Integration

Video Files

Embed MP4, WMV, and MOV formats

Audio Clips

Add narration, music, and sound effects

Compression

Optimize file size for smooth playback

Media Editing

Trim content and set playback options

Animations and Transitions

Animations

Effects applied to individual elements on a slide.

- Entrance effects (appear, fade in)
- Emphasis effects (pulse, grow/shrink)
- Exit effects (disappear, fade out)
- Motion paths (custom movements)

Transitions

Effects between slides when moving from one to another.

- Subtle (fade, push, wipe)
- Exciting (wheel, gallery, flip)
- Dynamic (morph, 3D rotation)
- Timing controls

Collaboration and Sharing

Cloud Storage

Save presentations to OneDrive or SharePoint for accessible storage and easy distribution.

Real-time Co-authoring

Multiple team members can edit the same presentation simultaneously, seeing changes instantly.
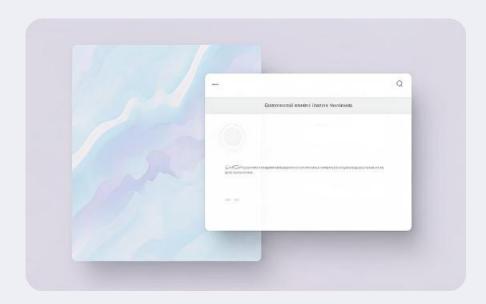
Comments and Feedback

Add remarks, suggest changes, and resolve discussions directly within the slides.

Export Options

Share as PowerPoint files, PDFs, videos, or web presentations for different needs.

Speaker Notes and Presenter View

Adding Notes

Type talking points and reminders in the notes pane that only you can see during presentations.

Presenter View

View your notes, upcoming slides, and presentation timer while audience sees only your current slide.

Mobile Presenting

Use PowerPoint's mobile app to view notes and control slides from your smartphone or tablet.

Slide Show Controls and Settings

Starting Options

Begin from first slide, current slide, or custom show. Set up kiosk-mode for unattended presentations.

Annotation Tools

Use laser pointer, pen, or highlighter to emphasize content during live presentations.

Navigation

Move between slides with keyboard shortcuts, on-screen controls, or presenter remote devices.

Presentation Settings

Customize resolution, use presenter view, and manage multiple monitors for professional delivery.

Design Best Practices

Simplicity

One main idea per slide

Contrast

Text stands out from background

Hierarchy

Important elements grab attention first

Consistency

Uniform style throughout presentation

Avoiding Common Presentation Mistakes

Overcrowded Slides

Too much text or too many visuals create visual confusion.

Font Chaos

Too many different fonts create visual discord.

Low-Quality Images

Pixelated or stretched images look unprofessional.

Animation Overuse

Excessive effects distract from your message.

Poor Contrast

Text that blends with backgrounds becomes unreadable.

Tips for Effective Communication

3

Points Per Slide

Limit each slide to a maximum of three key points.

6

Words Per Line

Keep text concise and scannable with short phrases.
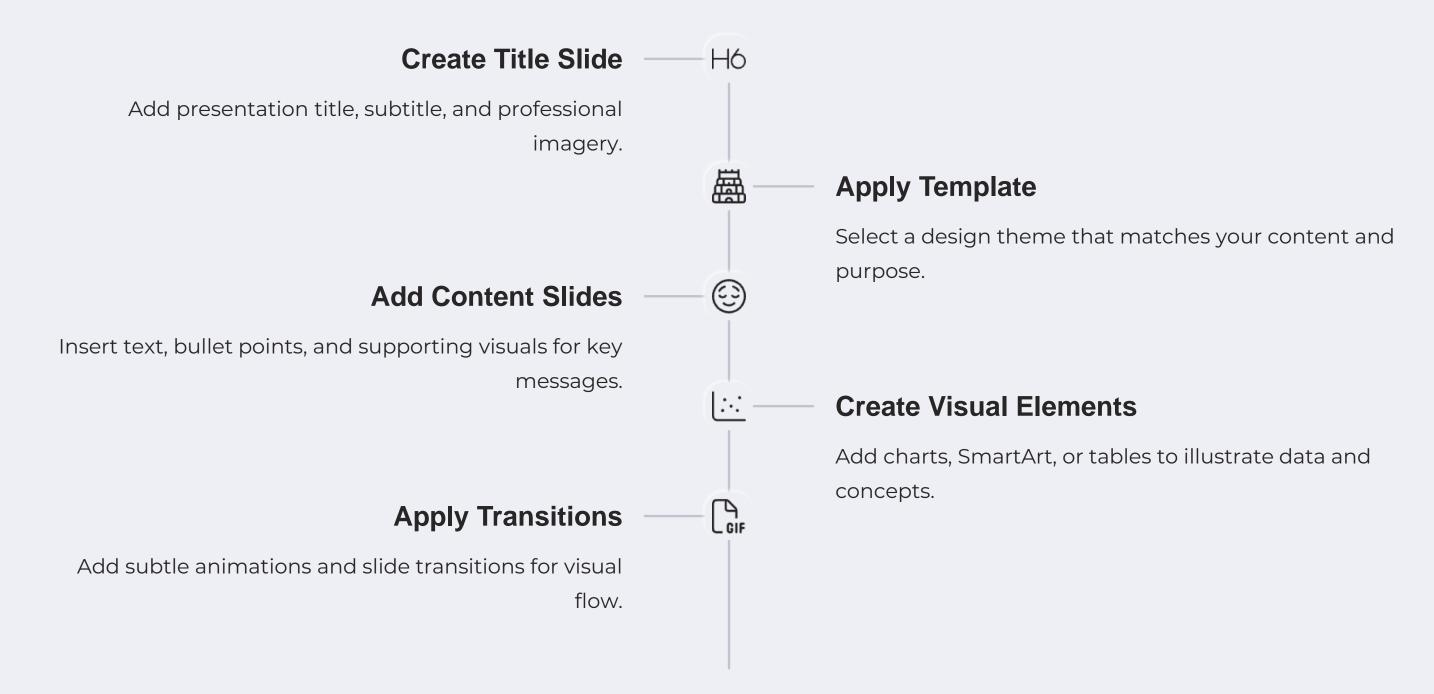
60%

Visual Content

Aim for slides to be at least 60% visual elements.

2

Minute Rule

Spend about two minutes or less on each slide.

Live Demo: Building a Simple Presentation

Create Title Slide

Add presentation title, subtitle, and professional imagery.

Apply Template

Select a design theme that matches your content and purpose.

Add Content Slides

Insert text, bullet points, and supporting visuals for key messages.

Create Visual Elements

Add charts, SmartArt, or tables to illustrate data and concepts.

Apply Transitions

Add subtle animations and slide transitions for visual flow.

Review and Q&A

Key Features Recap

We've covered interface navigation, content creation, multimedia integration, and presentation delivery.

Essential Workflows

Remember the design-content-review workflow for efficient presentation creation.

Best Practices

Keep design clean, content concise, and visuals relevant to create impactful presentations.

Your Questions

Now is the time to ask about specific features or techniques you'd like to explore further.

Further Resources and Practice

Microsoft Support	Official tutorials and help documentation
LinkedIn Learning	Comprehensive video courses for all skill levels
PowerPoint Templates	Free and premium designs at templates.office.com
Practice Exercises	Create a 5-slide pitch for a fictional product
Community Forums	Microsoft Community and PowerPoint subreddit