



# جامعة المستقبل كلية العلوم



## Computer Sciences

First stage

LECTURE 6

### **Introduction to MS PowerPoint**

By

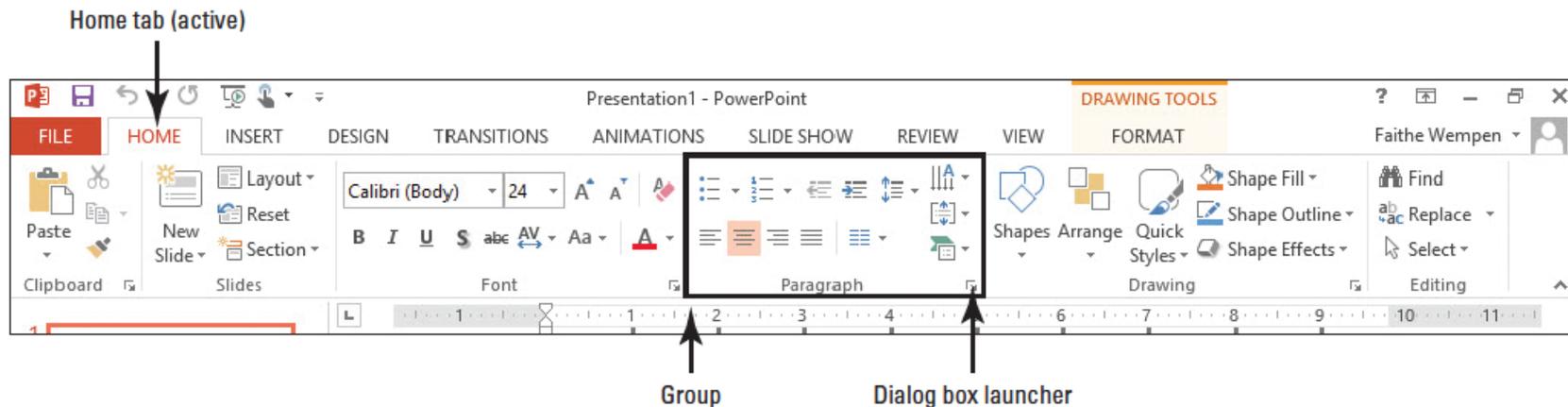
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# PowerPoint Window

- Being able to navigate around the PowerPoint Window is extremely helpful as well as knowing what the areas are called.
- There are different views in PowerPoint but Normal View is the most common view and the one where you will do most of your work.

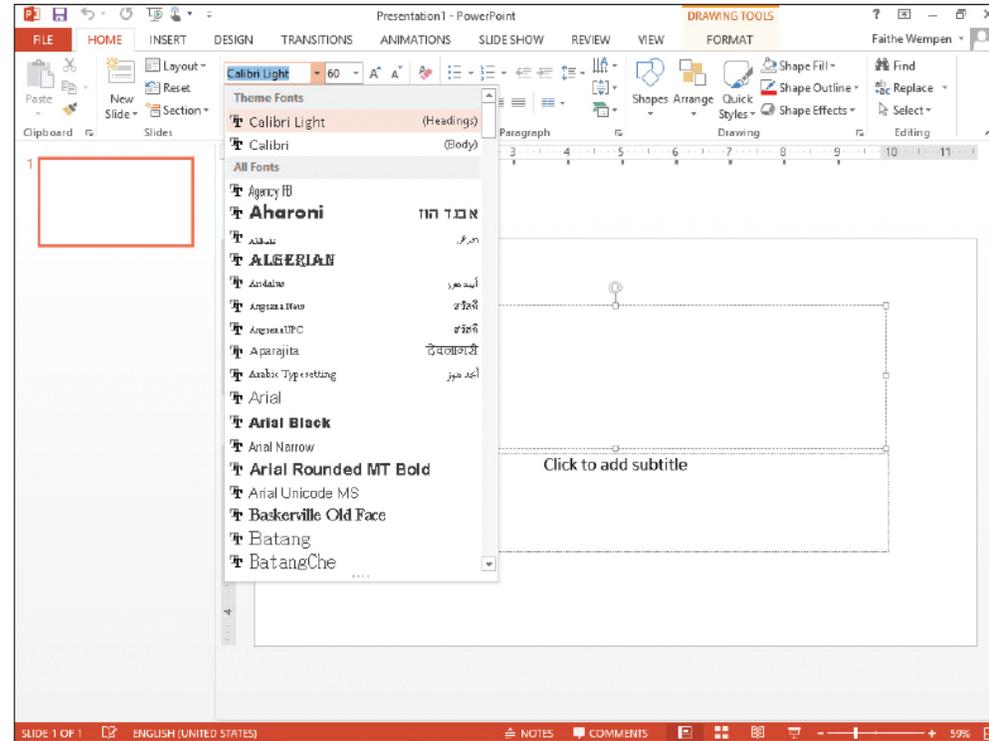
# Ribbon

The Ribbon for PowerPoint appears below. Note that each tab contains several groups of related commands. By default, the **Home** tab is active when PowerPoint is first opened.



# Ribbon

In the lower-right corner of some of the groups, there is a **dialog box launcher** (the small box with a diagonal, downward-pointing arrow, right).

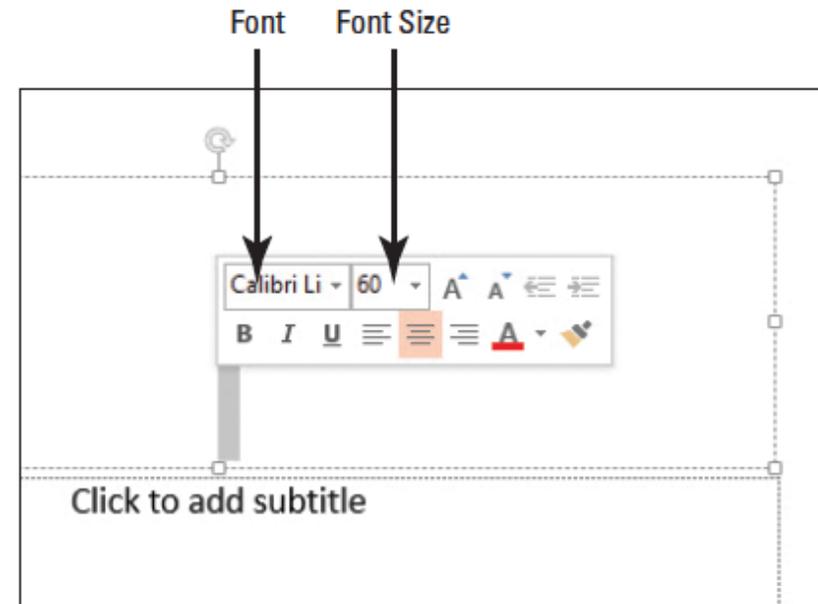


# Mini Toolbar

This toolbar appears when you point to text that has been selected.

This toolbar displays tools for Formatting text appearance And alignment.

It is faint and semi-transparent Until you point to it and then it Becomes bright and opaque Showing that the toolbar is active.



# Quick Access Toolbar

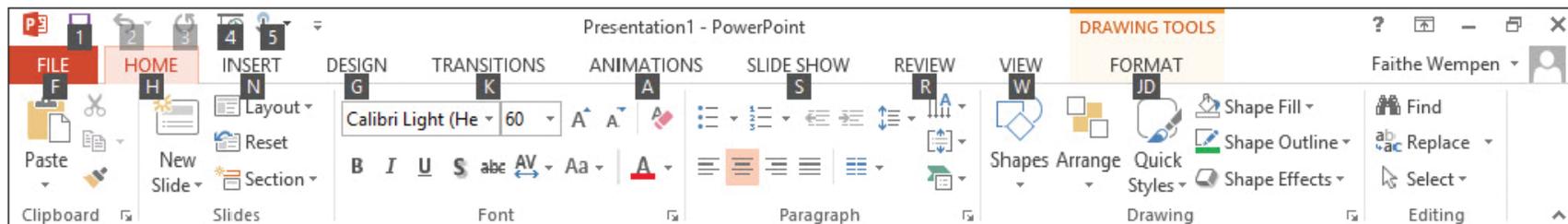
- Quick Access Toolbar is located in the upper-left corner of the PowerPoint window.
- These are commands that are used frequently.
- By default the save, undo and redo commands appear.
- You can add any commands you need



# Key Tips

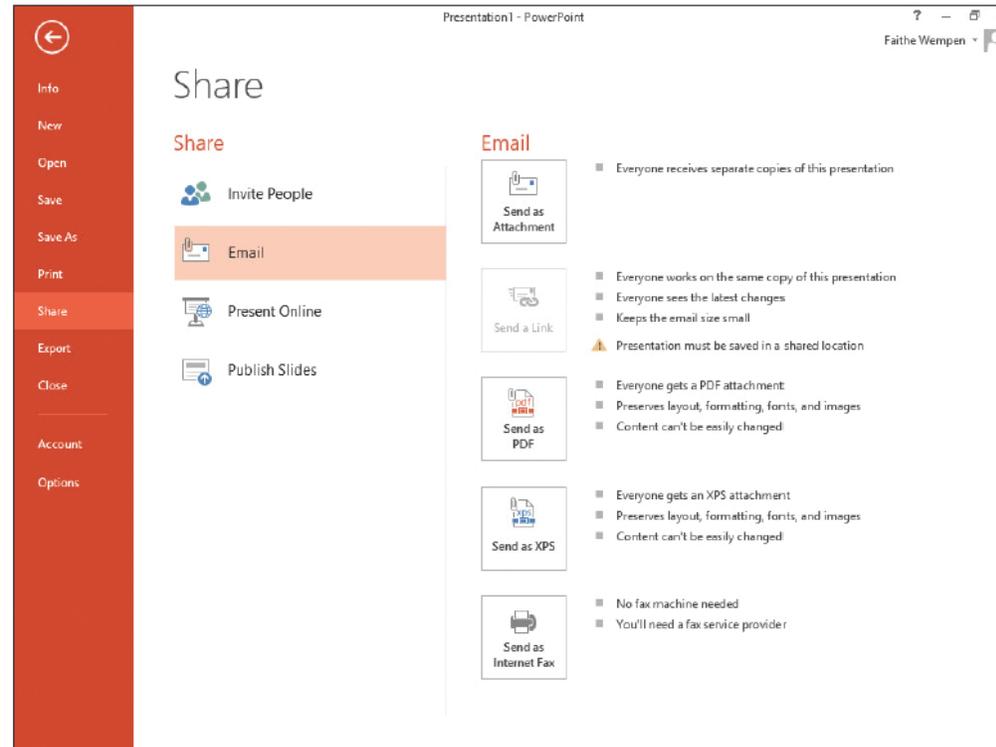
By pressing the **Alt.** key, Letters and numbers appear on the Ribbon and the Quick Access Toolbar (below). These characters show you which keyboard keys you can press to access the tabs or the items on the Quick Access Toolbar.

Key tips are one type of a keyboard shortcut. They allow you to issue commands without using the mouse.



# Use Backstage View

If you click the **File tab** on the Ribbon, Backstage view opens.



# Backstage View

- Info = shows info about the active presentation and provides commands that control permissions, sharing and version management
- New = lists available templates that you can create a new presentation
- Open = opens an existing presentation
- Save = saves the presentation in your choice of locations
- Save As = Lets you re-save a previously saved presentation with a different name, type, or location than before.
- Print = provides settings and options for printing
- Share = options for sending a presentation via email, inviting others to view it online and publishing slides to a library

# Backstage View Continued

- Export = offers options for saving a presentation in different formats, and publishing it to video, CD or other media
- Close = closes the currently open presentation
- Account = allows you to choose which account you are signed into
- Options = opens the PowerPoint Options dialog box where you can configure many aspects of program operation

\*\*In 2010 and previous there was an Exit command on the File menu.

# Help System

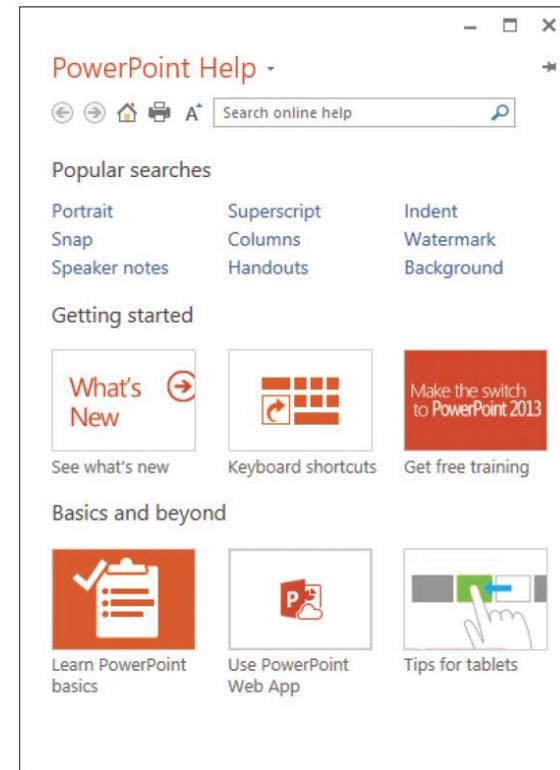


- The Help System is rich in information, illustrations and tips that can help you complete any task.

Some of the info is stored on your Computer and some is located on the

Web the **Microsoft Office**

The PowerPoint Help button is in the upper right corner of the PowerPoint window.



# Close a Presentation

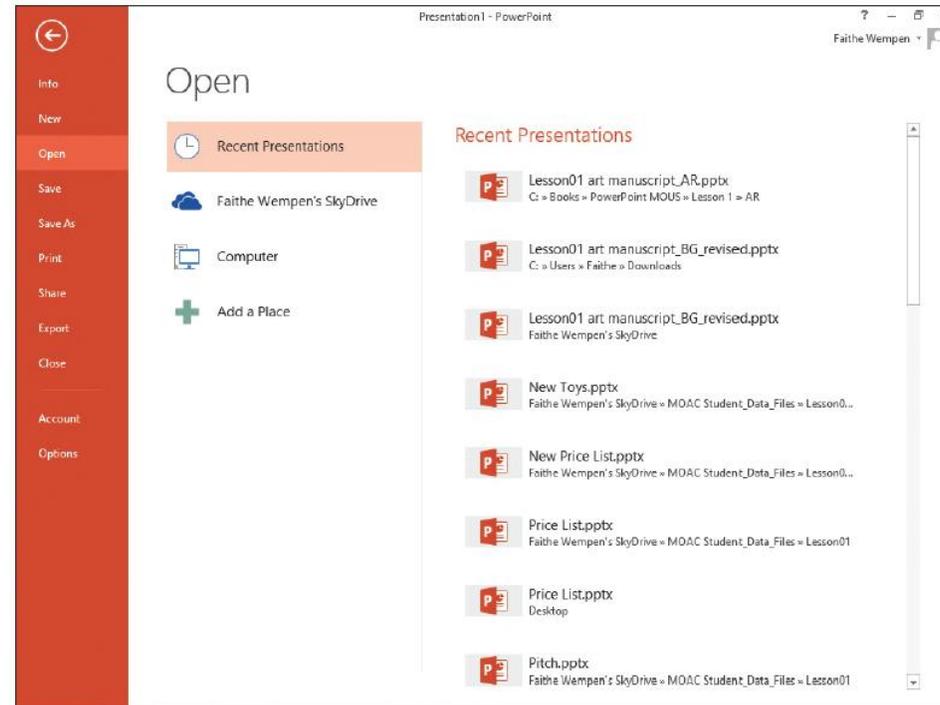
When you close a presentation, PowerPoint removes it from the screen. PowerPoint continues running so you can work with other files. You should always save and close any open presentations before you exit PowerPoint or shut down your computer.

Click the **File** tab; Backstage view appears.

Click **Close**. PowerPoint clears the presentation from the screen.

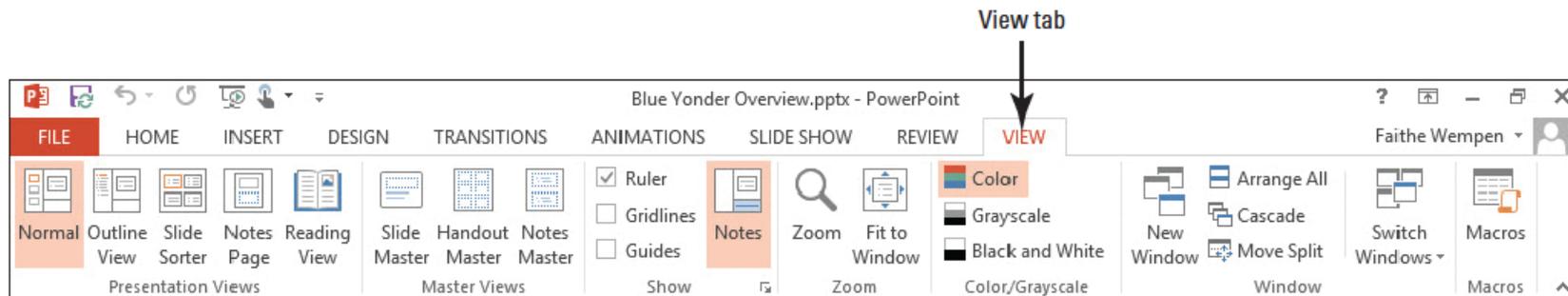
# Open an Existing Presentation

- You can save a PPT On your computer or Other device like a flash Drive.  
Also, can use SkyDrive Which is a free online Cloud storage location Provided by Microsoft.



# PowerPoint Views

Change views on the **View** tab. Normal View is default and lets you focus on the current slide. The left pane is called the Slides pane and you can click the thumbnail images of the slides to jump from slide to slide.

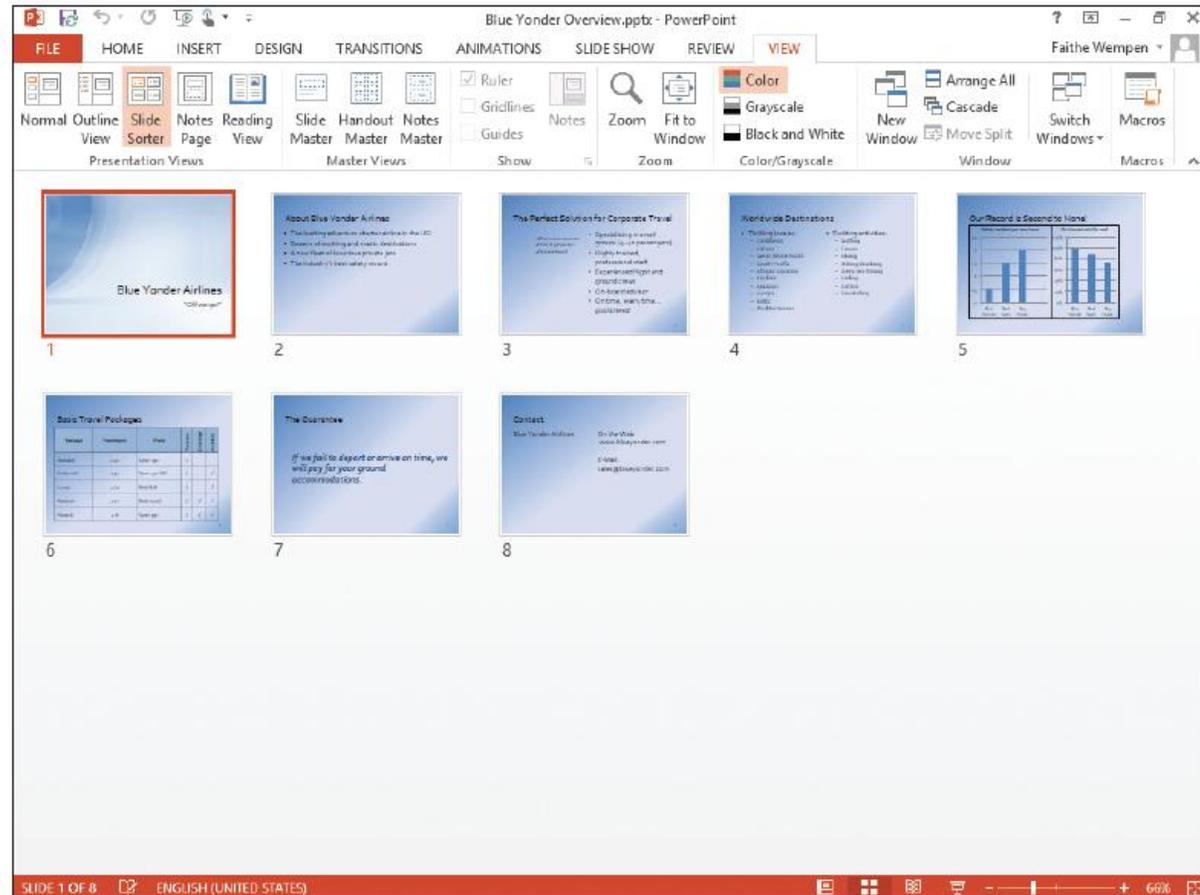


# Outline View

- Same as normal view except instead of thumbnail images of the slides, a text outline of the presentation appears in the left pane.
- Only text from placeholders appears in the outline
- Graphical objects like SmartArt does NOT appear in the outline.

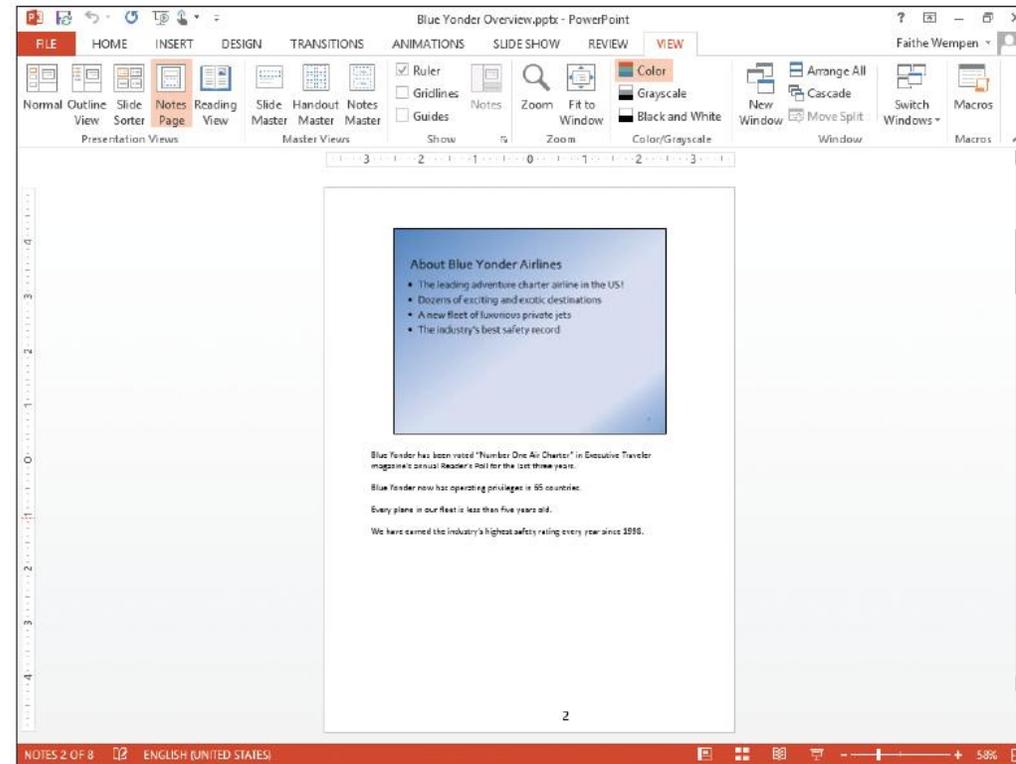
# Slide sorter view

Displays a lot of Slides on a single Screen. You can Reorganize a Slide by dragging It to a new Location in your Presentation.



# Notes Page View

Shows one slide  
At a time along with  
Any notes that are  
Associated with the  
Slide. This view  
Allows you to edit and  
Create notes. You  
May find it easier to  
Work with notes while  
In this view.



# Slide Show View

- Lets you preview your presentation on the screen so you can see it the way our audience will see it.

# Reading View

- Is like slide show view except it is in a Window rather than filling the entire screen.
- Displaying the presentation in a window allows you to work with other windows at the same time.

# PowerPoint Views

Some of the PowerPoint Views are available on the Status bar.

All of the views can be Accessed on the View Ribbon.



# Zoom

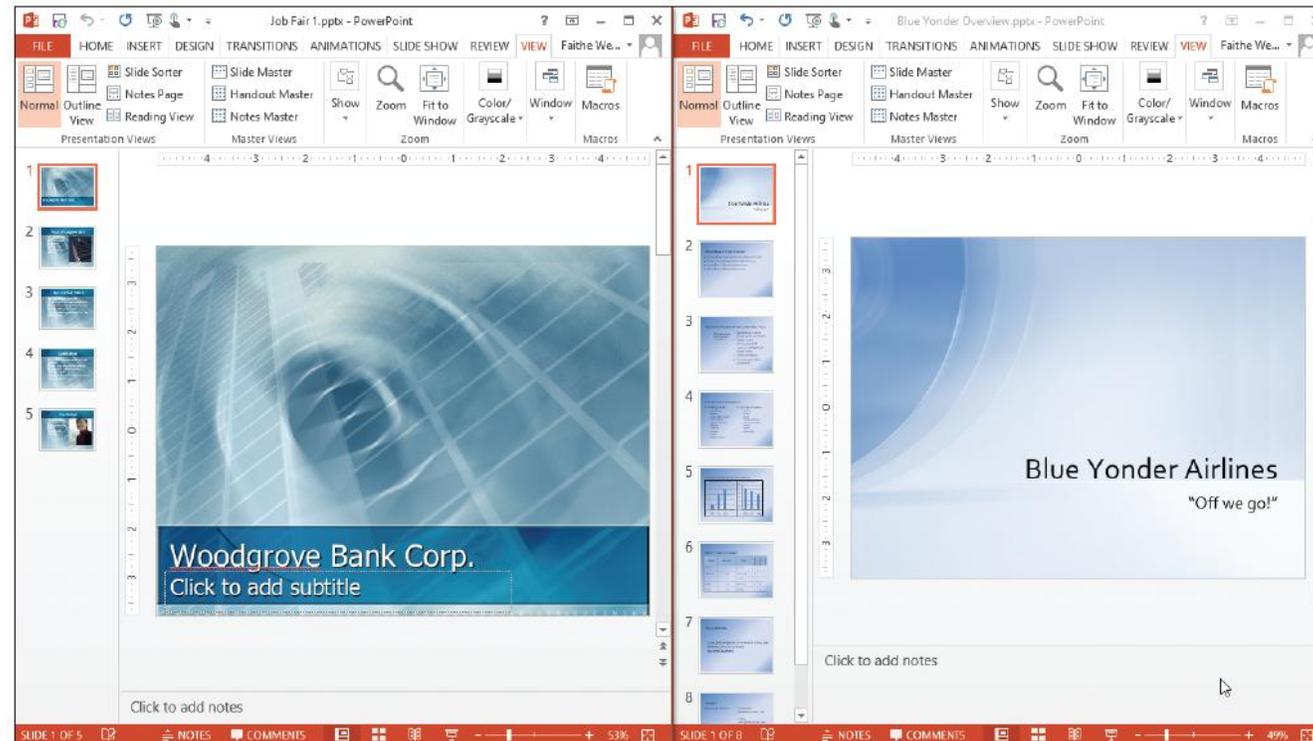
- Zoom allows you to change the magnification of slides on the screen.
- Zooming out – you can see an entire slide
- Zooming in – you can inspect one area of the slide.
- On the View Ribbon, you can use the Fit to Window option...PowerPoint zooms out to fit the entire slide in the Slide pane.
- The magnifying glass icon on the View Ribbon allows you to select from one of the 7 preset magnification levels or type in an exact magnification by using the Zoom Dialog Box.

# Color and Grayscale Modes

- **Grayscale** – is a viewing mode where there are no colors, only shades of gray.
- It is sometimes useful to look at your slides in Grayscale mode on the screen so you can identify any potential problems that might occur when slides are printed without color.
- There is also a Black and White viewing mode that can check how slides will look with only black and white (no gray shades).
- Some fax machines only transmit in black and white so you might want to see how your slides would look if you transmitted them.
- These commands are located on the View Ribbon in the Color/Grayscale group.

# Arrange Multiple Presentation Windows

- Click the **View** tab.
- Click **Arrange All** in the Window group. The presentations appear side-by-side

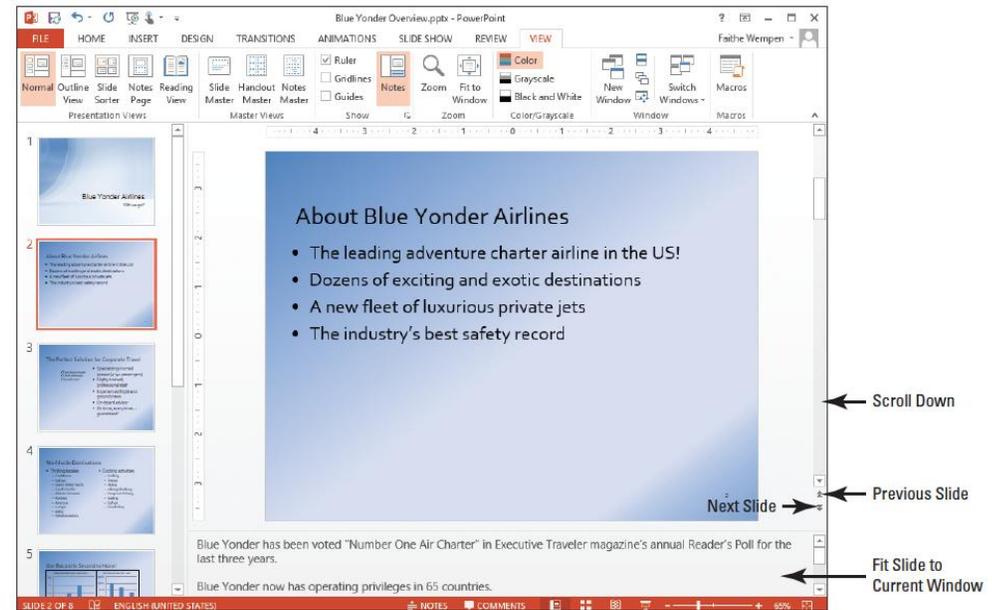


# Moving Between Slides

- You have a number of methods for moving through a presentation.
- You can move from one slide to another by the mouse or the keyboard.

# Using the Mouse to Scroll Through a Presentation

- PowerPoint's scroll bars let you move up and down through your presentation.
- When you drag the scroll box in the Slide pane, PPT displays a ScreenTip with the slide number and slide title to show you which slide will appear on screen. When you release the mouse.
- Click the scroll buttons to move up or down one slide at a time.



# **1. a1**

- The current slide number always appears in the lower-left corner of the status bar.
- In normal view, both the slide pane and the slides pane have scroll bars, buttons and boxes.
- If there is text in the notes pane, scroll tools will appear there to let you move up and down through the text.
- In slide sorter view and notes page view, scroll tools will appear on the right side of the window if they are needed.
- In normal view, you can click the previous slide button to move up to the previous slide and click the next slide button to move to the following slide.

Blue Yonder Overview.pptx - PowerPoint

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW

Normal Outline Slide Notes Reading Slide Handout Notes Ruler Notes Zoom Fit to Color Grayscale Black and White New Window Switch Macros

Presentation Views Master Views Show Zoom Color/Grayscale Window Macros

5  
Click slide 5 to display it

6  
Scroll box

7

8

## Our Record Is Second to None!

**Safety: Incidents per 1000 hours**

Company	Incidents per 1000 hours
Blue Yonder	0.5
Red Sails	1.5
Sky Hook	2.0

**On-time arrivals (%): 2006**

Company	On-time arrivals (%)
Blue Yonder	100%
Red Sails	90%
Sky Hook	75%

Click to add notes

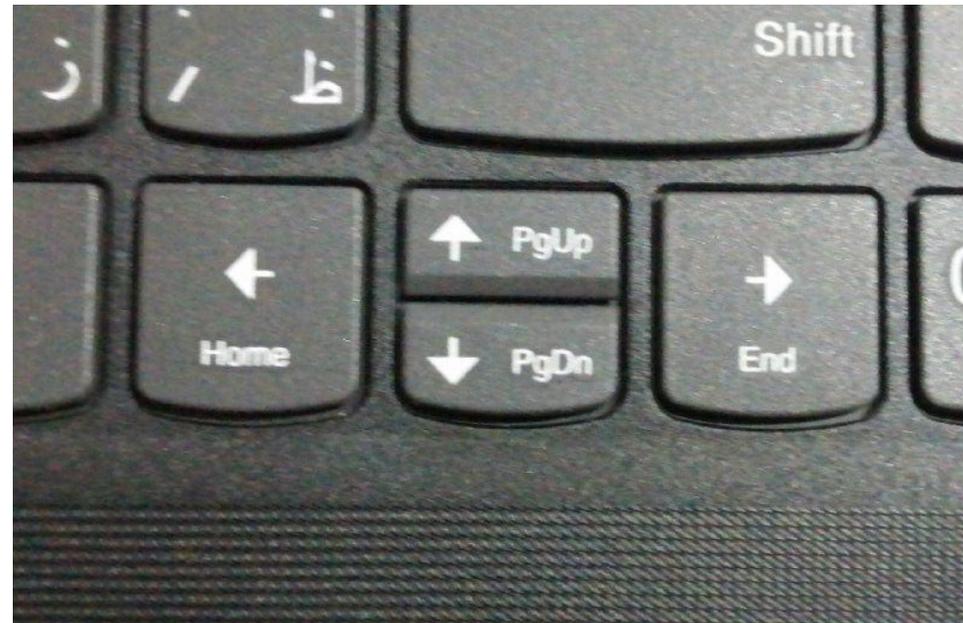
SLIDE 5 OF 8 ENGLISH (UNITED STATES) 65%

Click slide 5 to display it

Scroll box

# Move Through a Presentation Using the Keyboard

- Your keyboard's cursor control keys let you jump from one slide to another as long as no text or object is selected on a slide.
- Page up
- Page down
- End
- Home



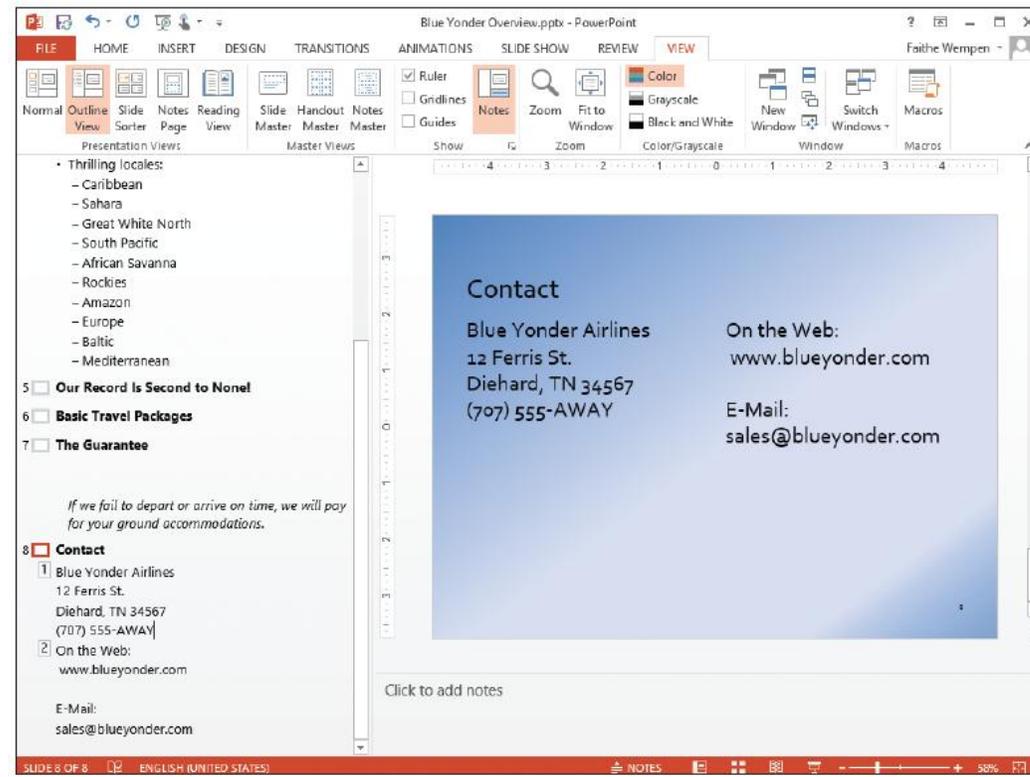
# Add Text to a Text Placeholder

- Text is not typed directly onto a slide in PPT but is placed in text boxes.
- Text can be placed on a slide either by typing it directly or by typing in the Outline pane in Normal View.
- A textbox can also hold a graphical image.



# Add Text in Outline View

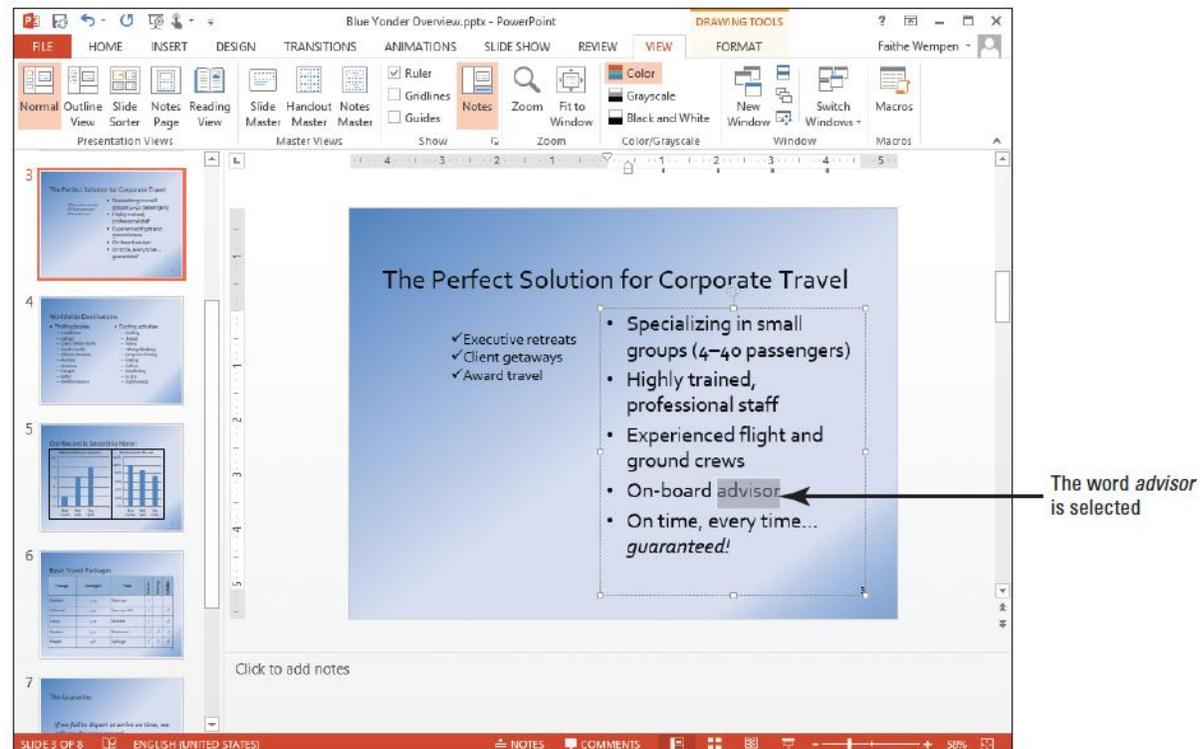
- Working in Outline view is like working in a word processor.
- PPT displays the text from each slide on the Outline pane – without any backgrounds, placeholders or anything else that might distract you from your writing.
- You can navigate a presentation in the Outline pane the same way you use the Slides pane – scroll to the desired slide outline and then click it.



# Select, Replace, and Delete Text

- You can edit, replace and delete text directly on a slide.
- First, select the text to let PPT know what you want to edit.

- When text is Selected and you Begin typing, the Text is replaced.
- Whenever you Select text it is Highlighted with a Colored background.

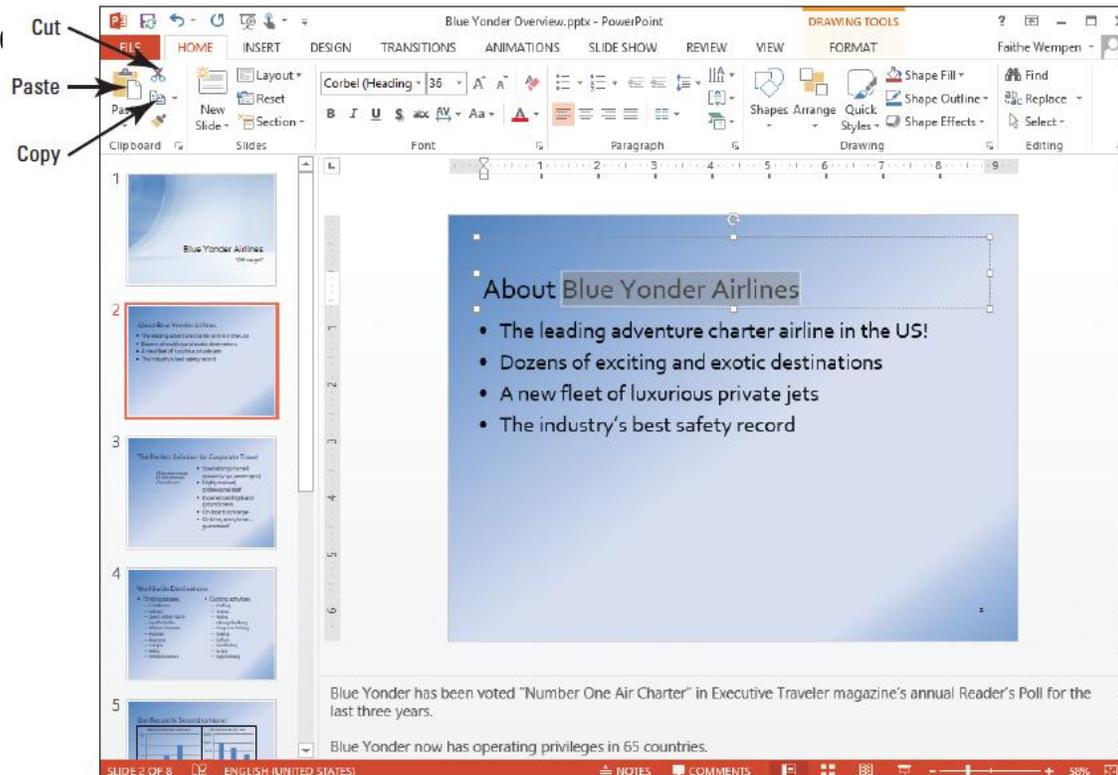


# Copy and Move Text from One Slide to Another

- Using the cut, copy and paste commands to move text from one slide to another.

You can use these commands on many kinds of objects in PPT including:

- pictures
- charts
- placeholders



# Print a Presentation with the Default Settings

- PPT print command sends the currently open presentation to the printer.
- The default settings produce a printout of the entire presentation, one slide per page.

# Save an Edited Presentation

- Whenever you work on a presentation you should save it often.

- You can also change

The location of where the Presentation is saved.

Steps: file

save as

Just as we saw in Word, if

You want to save it as a

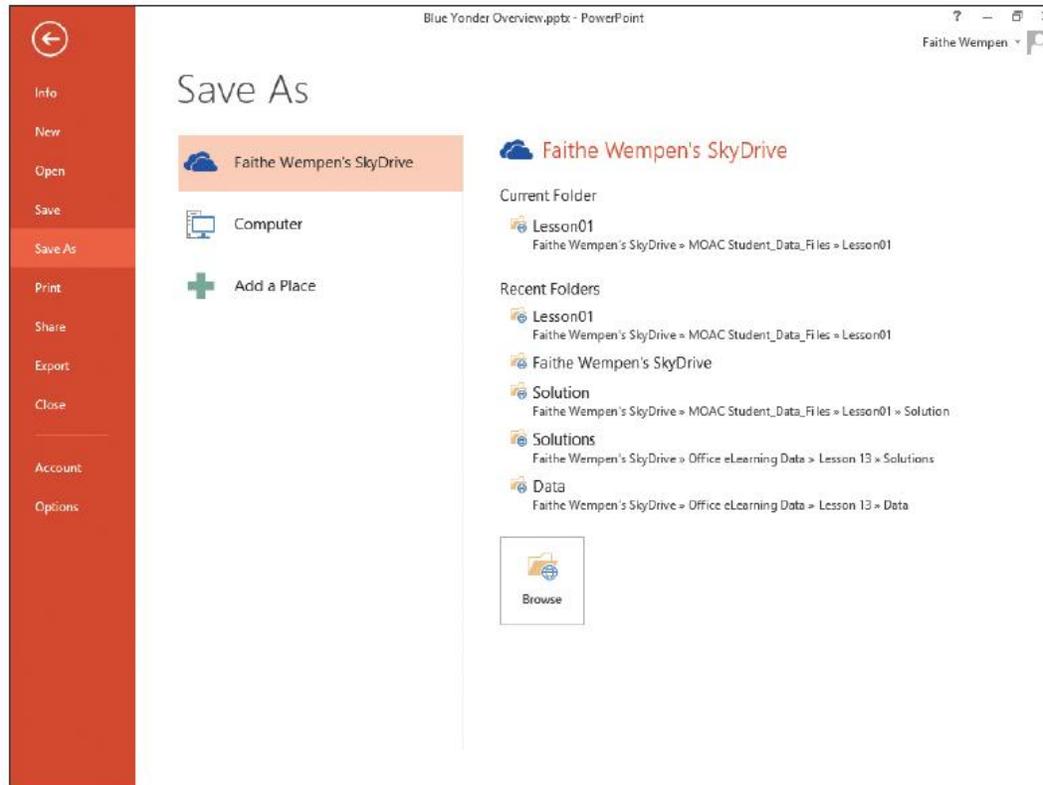
New file name, extension,

Or location you must use

Save as.

PowerPoint 2013 file

Extension is .pptx



# Exit PowerPoint

- When you exit PowerPoint by clicking on the X in the upper right side of the PPT Window, the program closes as does your current presentation.
- If you go to the backstage view by clicking File and then Close, you will close your current presentation but PPT will still be running.