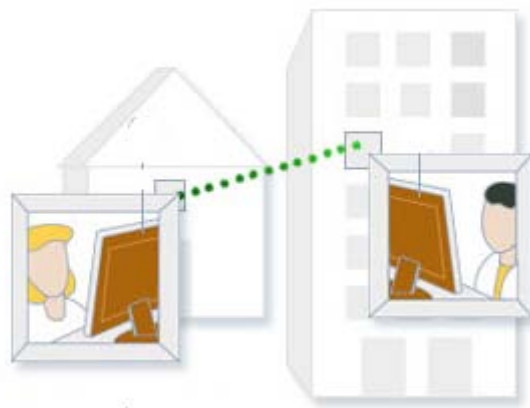


Technology University
Building and Constructions Engineering Department
Computers Principles-First Class

MICROSOFT POWERPOINT 2007




By: Lubna Zaghlul

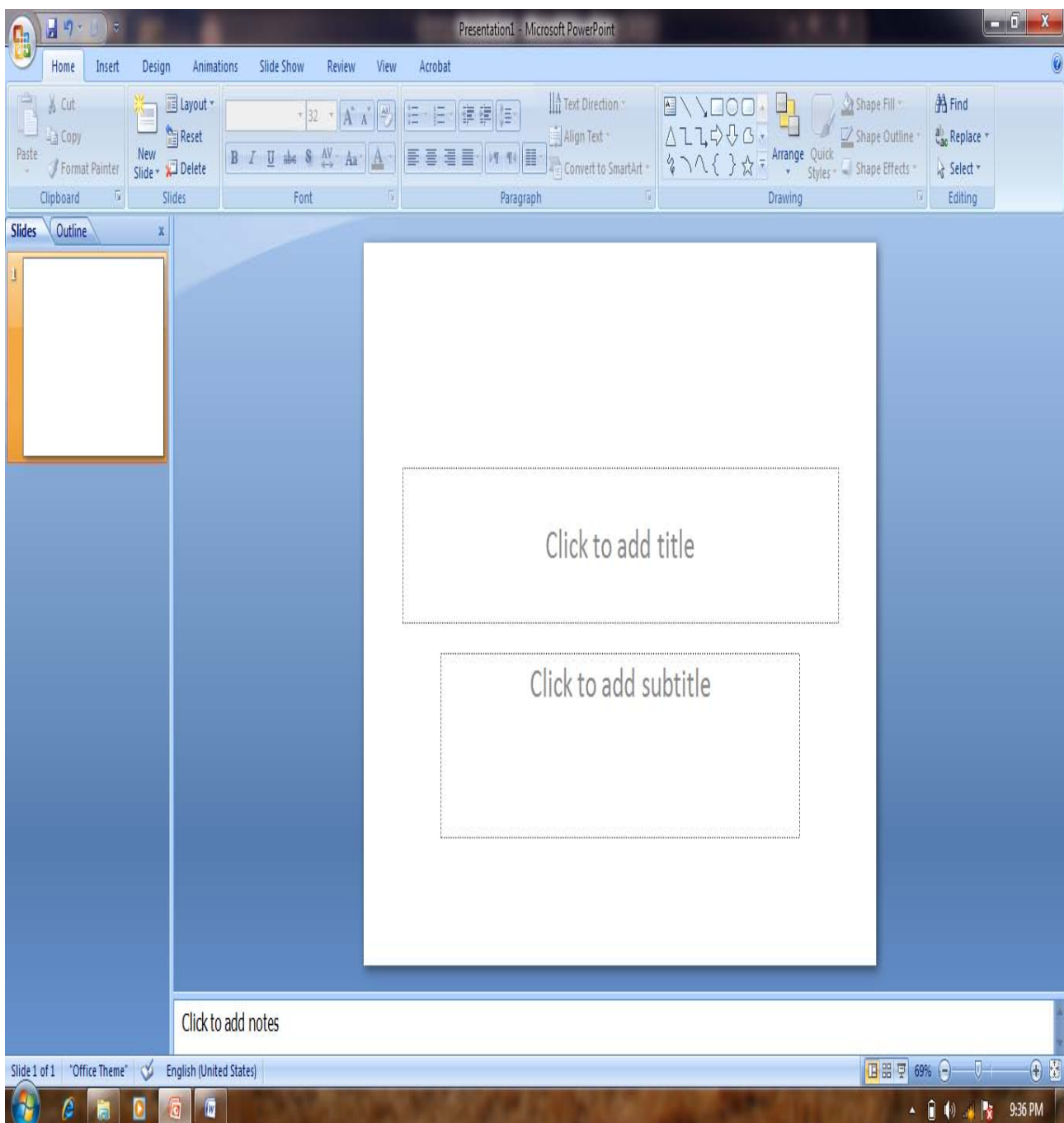
2012

Microsoft Power Point 2007


Power Point full featured presentation graphics application capable of creating dynamic slide shows. slide shows can contain audio, video, graphics, and be fully iterative. the screens can be projected, printed, converted into overheads, or published on the web. presentations can be delivered by a speaker, displayed in a elf running kiosk, or published as web pages with treaded discussions.

Starting Power Point

- Start ⇒ All Programs ⇒ Microsoft Power Point
 - Desktop ⇒ icon 
 - My computer ⇒ C: ⇒ Program files ⇒ Microsoft Office ⇒ office 10 ⇒ Microsoft Power Point
- the extension of files created in power point are (*.ppt)





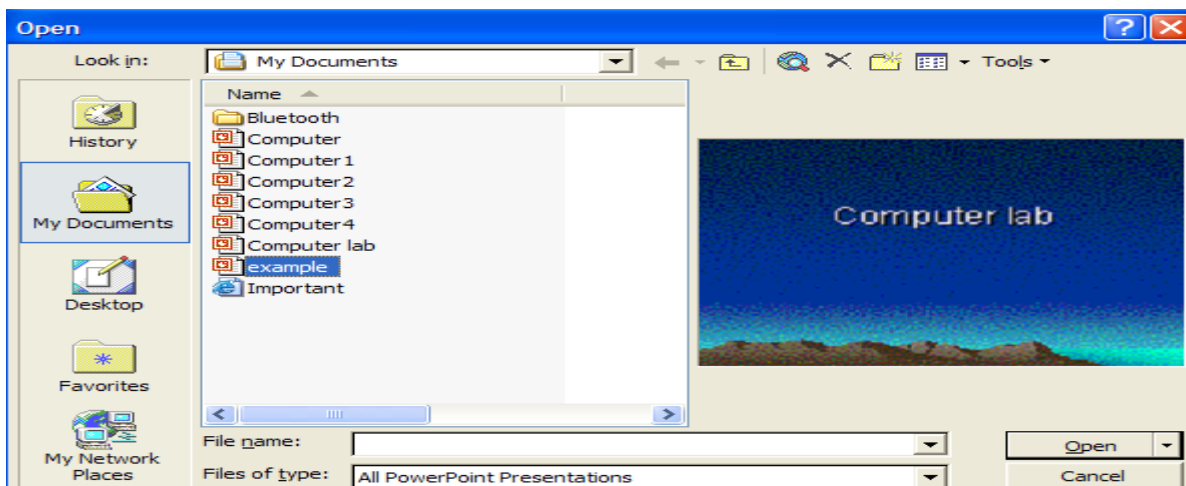
Office Button

New: creating a new, blank presentation takes only a click. Click the **New** button  on the office button or click the **Blank Presentation** link on the new Presentation task pane.

Open: you have met with Victoria and discussed some changes that need to be made to repurpose the existing presentation. You will begin your review of Victoria's existing presentation by opening it in power point.



Opening a Presentation

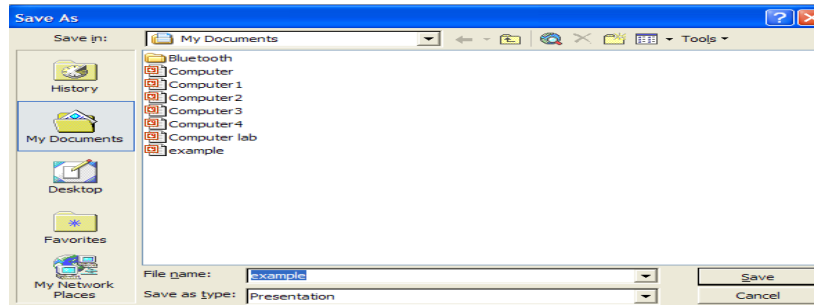
- Select **office button** , **Open**, or click the open button , the open dialog box appears.
- If the file isn't in the currently displayed folder, select the **Look In** drop – down arrow to choose from a list of other drives and / or folders.
- Browse to the location containing the file and double – lick it to open it in Power Point.



Save: after you create a new presentation, it makes sense to save it. To save a presentation.




Saving a Presentation

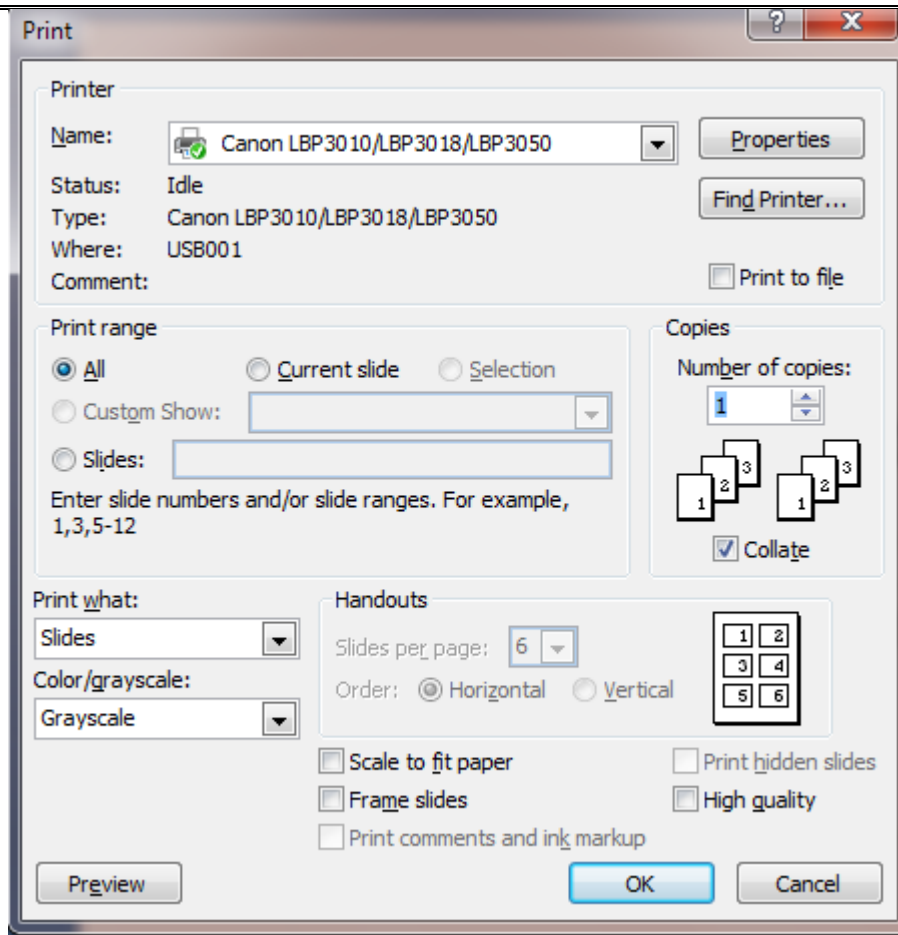
- Select **office button** , **Save**, or just click the save button  on the title bar. The save as dialog box appears.
- In the **File Name** text box, type the name you want to assign to the presentation.
- The save in box shows in which folder the file will be saved. Click the **Save In** drop-down arrow and select one from the list that appears.
- Click **Save**.



Print: using the Print option of the File menu pens the Print dialog box ,which allow custom printing selection.

Printing a Slide Show


- From the **office button**  select **print**.
- In slides sized for box, click the desired option usually letter paper (8.5x11 in).click **OK**.
- Click the Print Preview  button from the sub menu
- Use **Options** to add **Header and Footer**.
- Use **Options** to change the **Colors/Grayscale**.
- Use **Options** to select **Scale to fit Paper**.
- Click the **Print**  button.



Print Preview: Power Point's Print Preview screen provides options for selecting what to print (slides, notes, handouts, or outline).


Send To: the send to option of the file menu is an easy way to export data from your current application to another office application.

Using Send To

- Open the document that you would like to send to an e-mail address or another application.
- Click **Send to** option of the **office button** .
- When sending from Power Point to Word, select what to send from the send to Microsoft word dialog box.
- When sending to an e-mail, you will need to select or enter a valid e – mail address.

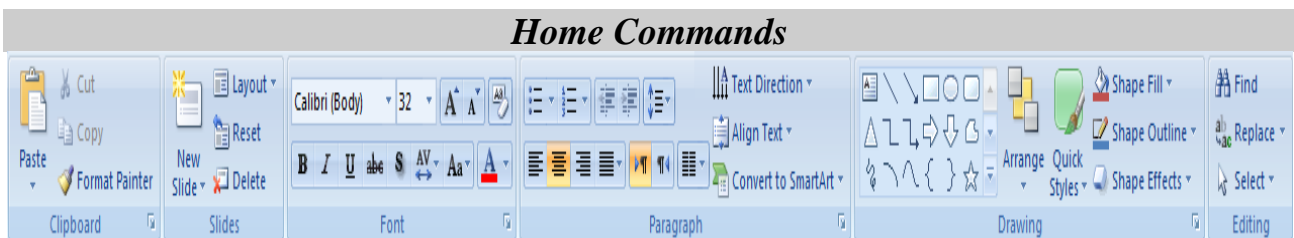
Close: you can close a presentation at any time. note that although this closes the presentation window, it does not exit Power Point.

Closing a Presentation

- Select **office button** , **Close**, or click the presentation Close (x) button. if you haven't saved the presentation or if you haven't saved since you last made changes, a dialog box appears, asking whether you want to save.
- To save your changes, click yes.




Undo: the undo button of the standard toolbar can be used to correct many mistakes made while editing.

Redo:The redo button will repeat an undone action.



Clipboard: include:

Cutting, Coping, and Pasting Slides


- Changing to Slide Sorter view, or display normal view and work with the outline or slides panes.
- Select the slides you want to copy or cut.
- Open the **home,clipboard** menu and select **Cut**  or **Copy**  to either move or copy the slides, respectively, or you can use the Cut or Copy toolbars buttons.(from the key board press **Ctrl+C** to copy or **Ctrl+X** to cut).
- In Slide Sorter view, select the slide after which you want to place the cut or copied slides, or on the outline pane, move the insertion point to the end of the text in the slide after which you want to insert the cut or copied slides.
- Select the **home, clipboard** menu and choose **Paste**, or click the Paste  toolbar button. Power Point inserts the cut or copied slides.(from key board press **Ctrl+V** to paste an item that you cut or copied).

Format Painter: copy formatting from one place and apply it to another.
Double – click this button to apply the same formatting to multiple places in document.

Slides: include:

New Slide: it is used to insert a slide into a presentation at any time and at any position in the presentation.

Inserting a New Blank Slide

- On the outline or slides pane, select the slide that appears just before the place where you want to insert the new slide (or In the slide sorter view).
- Choose the **home, slides** and then New Slide, or click the new slide button  on the power point toolbar. A new blank slide appears in the power point window. Along with the slide layout task pane.
- In the slide layout task pane, select the slide layout that you want to use for the new slide.
- Follow the directions indicated on the slide in the slid pane to add text or other objects.

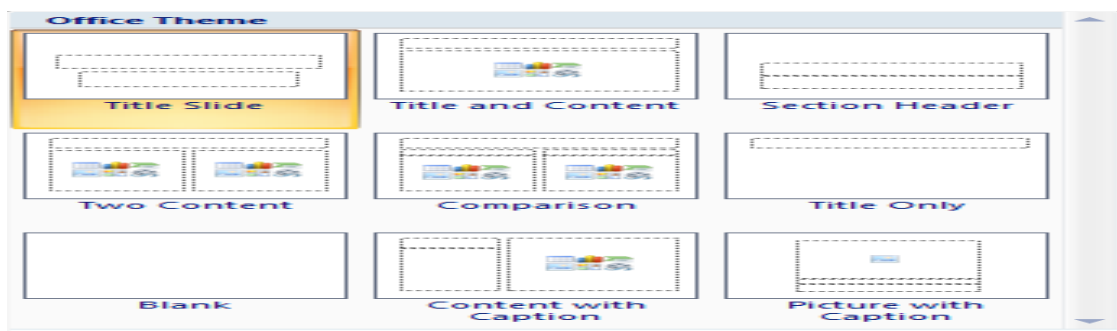
Duplicate: New slide contains a duplicate option that can be used to copy objects. This selection can be accessed with the shortcut keys Ctrl+D.

Slide from outline: if you have created a document in Word that includes outline style headings and numbered or bulleted lists, Power Point can pull the headings and the text from the document and create slides.

Creating Slides from a Document Outline

- Choose the **home, slides, new slides** menu, and then choose **Slides from Outline**. The insert outline dialog box appears.
- Use the **Insert Outline** dialog box to locate the document file you want to use.
- Double – click the name of the document file.

Slide Layout: the slide layout sets the format of the text and graphic content of a slid. When a blank presentation is opened or a new page added to an existing presentation, the slide layout task pane displays .the slide layout task pane shows standard presentation page layouts containing various combinations of text and graphics.



Reset: reset the position, size, and formatting of the slide placeholders to default setting.

Delete: you can delete slide from any view.

Deleting Slides

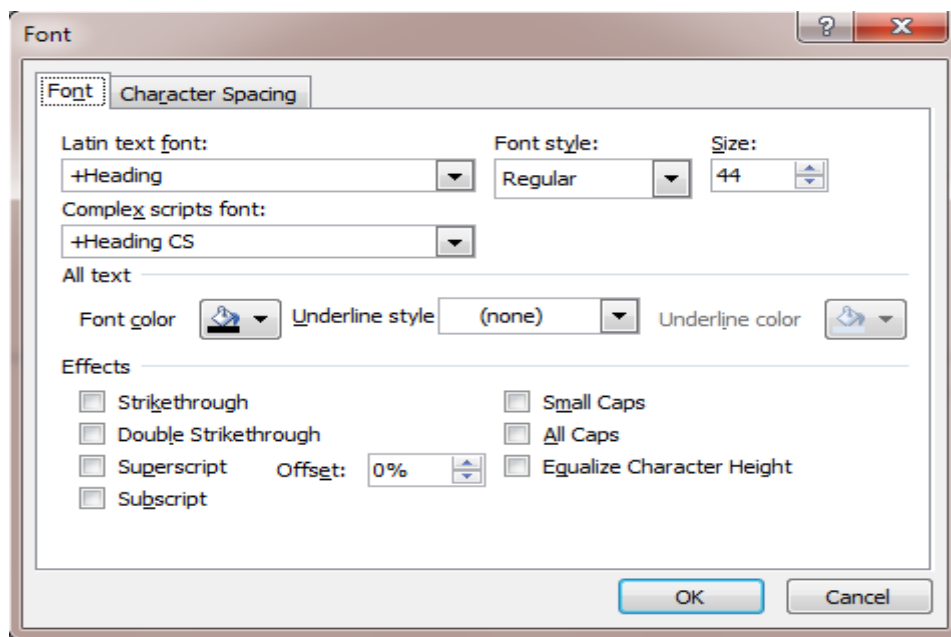
- Select the slide you want to delete. You can delete multiple slides by selecting more than one slid.
- Choose the **Home, Slides**, and then choose **Delete** Slide. The slide is removed from the presentation. (Or press Delete key on the keyboard).

Font: include:

Font :The font dialog box offers you control over all the attributes you can apply to text. Attributes such as strikethrough, superscript, subscript, and shadow are available as check boxes in the dialog box.

Using the font dialog box

- To change the font of existing text, select text by clicking and dragging the I-beam pointer over the text in a particular text box.
- Choose the **Home** and then Choose **Font**. The font dialog box appears.
- From the **Font** List, select the font you want to use.
- From the **Font style** list, select any style you want to apply to the text, such as **Bold** or **Italic**
- From the **Size** list, select any size in the list, or type a size directly into the box.
- In the **Effects** box, select any special effects wants to add to the text, such as **Underline, Shadow, or Emboss**. You can also choose **Superscript, Subscript**.
- To change the color of the text, click the arrow button to the right of the color list ad click the desired color.
- Click **OK** to apply the new look to the selected text.

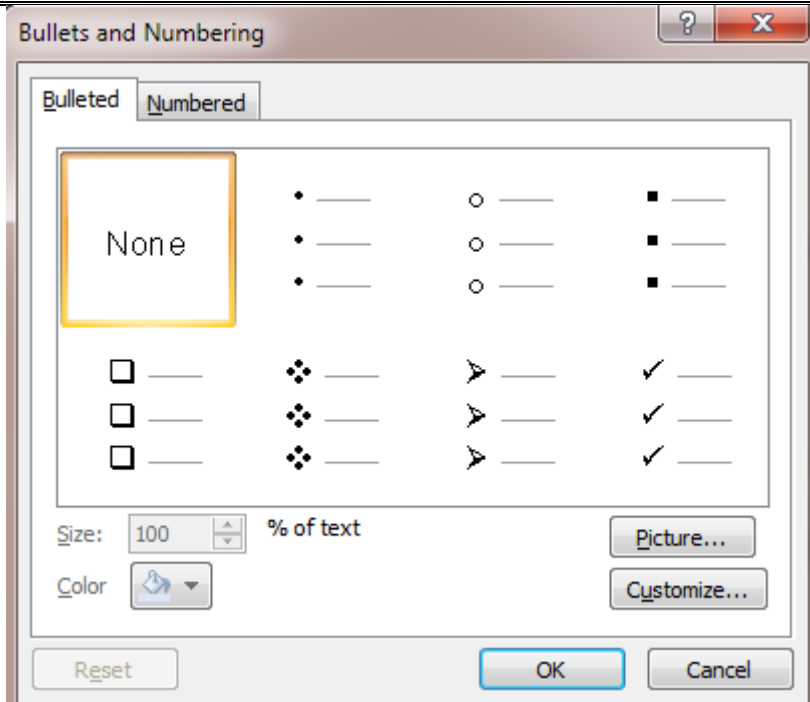


Paragraph: include:

Bullets and numbering: it is used to add bullets to selected paragraph on the slide.

Making a Bulled List

- Click the paragraph that you want to format for bullets.
- Select the **Home, paragraph** menu, and then select **Bullets and Numbering**. The dialog box appears.
- Select the bullet style you want to use from the list Power Point provides.
- Click **OK**. Power Point formats the selected text into bulleted list.



Alignment: it is used to change paragraph alignment:

Changing text alignment

- Click anywhere inside the paragraph wants to realign.
- Select the **Home, paragraph** menu and then select **Alignment**.
- Select **Aligns left**, **Center**, **Align right**, or **Justify** to align the paragraph as required.

Drawing: include:

Shape: it is use to insert an Auto shape onto a slide.

Adding shape

- In the slide view, display the slide on which you want to place the picture.
- Click the **home**, point at **Drawing**, and then select **auto shapes**, the dialog box appear.
- Click he sample that best represents the object type you want
- click **ok**, Power Point create the Picture on your slide.

Editing: include:

Find And Replace: Power Point's Find and Replace commands allow representation to be searched for specific characters.

Find Text

- Click the **home, editing** menu and then click **Find**.
- Enter the search string and select the appropriate options.
- Click the **Replace** button to specify a replacement value.
- Do one of the following.
- Click **Find** to locate the next occurrence of the find what string.
- Click **Replace** to update the current occurrence of the find what string with the Replacement value.
- Click **Replace All** to replace all instances of the find what string with the replace with string.

Select All: it is used to select all slides. (In slide sorter view).

Insert Commands

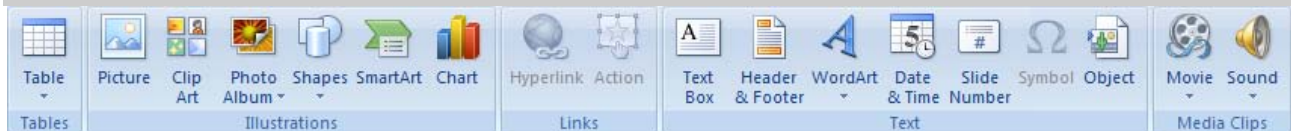
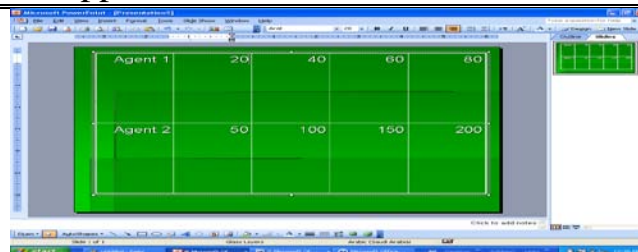


Table: it is used to insert a table onto an existing slide.

Creating a Table

- Display the slide on which you want to place the table.
- Select the **Insert** menu and then choose **Table**. The insert table dialog box appears.
- Enter the number of rows and columns that you want to have in the table.
- Click ok. The table appears on the slide.




Illustrations: it is use to insert a picture or clipart or photo album or shapes or smart art or chart onto a slide.

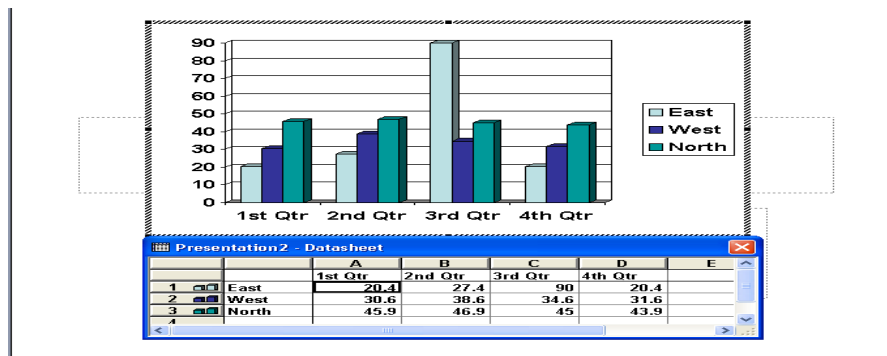
Adding illustrations

- In the slide view, display the slide on which you want to place the picture.
- Click the **Insert** menu, point at **illustrations**, and then select (**clipart**, or **picture**, or **photo album** or **smart art shapes**, or **chart**), the dialog box appear.
- Click the sample that best represents the object type you want
- Click **ok**, Power Point create the illustration on your slide.

Charts Charts are used to represent numeric data graphically.

Create a Microsoft Graph

- Select the most appropriate content layout for the slide that will contain the chart.
- Click the chart  icon in the content placeholder to activate Microsoft graph.
- Enter the data to be charted in the datasheet with headings in the first row and column, and data in cells that can be referenced with a letter and number
- Use the chart menu to select chart type, subtype, and option.
- Right click on any chart object to format it.
- Click the slide background to exit Microsoft graph.



Links: include:

Hyperlink: create a link to a web page, a picture, e-mail address, or a program.

Action: are ready made buttons that can be placed on a slide to intuitively control slide progressions. Once a button is placed on slide, it is assigned a hyperlink that controls its action.

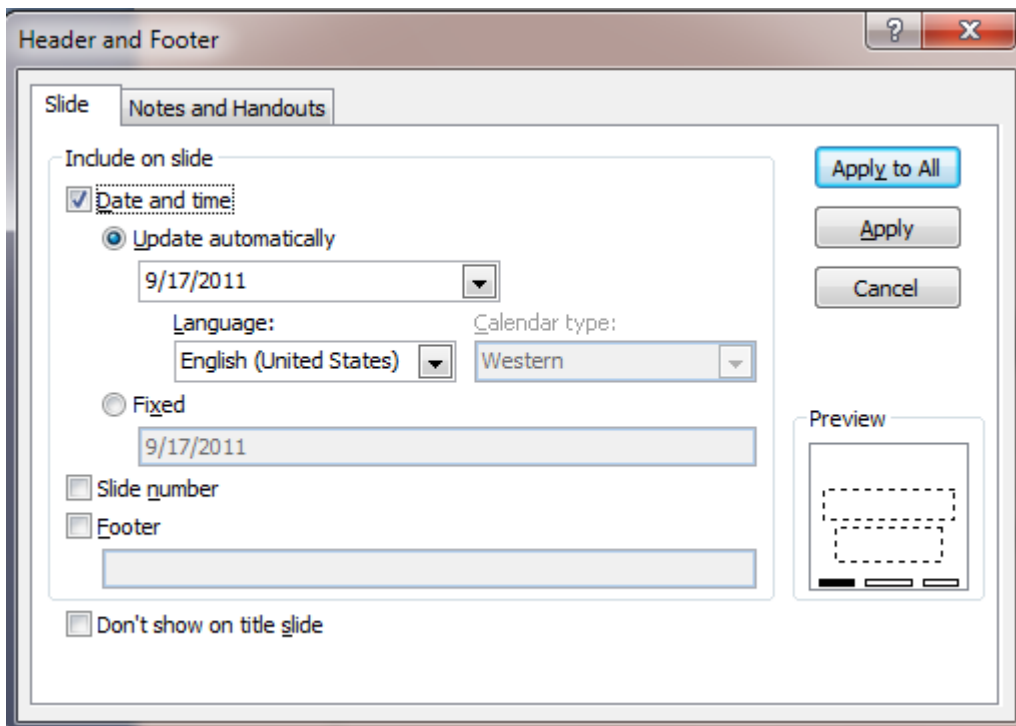
Create and link an Action Button

- Select the slide to contain the Action Button.
- Click **the Auto shapes** button of the drawing toolbar, pause over **Action**, and select the desired button.
- Click and drag the button on the slide surface.
- Click the action button and follow the steps to set a hyperlink.

Text: include:

Textbox: insert the text box to document, or insert text box to selected shape.

Header and Footer: a header is any text that prints in the top margin of pages, and footer is any content that prints in the bottom margin. Slide headers and footers can be added and updated using the header and footer option of the view menu in either the normal or slide sorter view. They can also access from print preview.



Word art: insert decorative text in your document.



Slide number: to insert numbers to the slides.

Date and time : To insert date and time to the slides.

Symbols: to insert symbols to the slides.

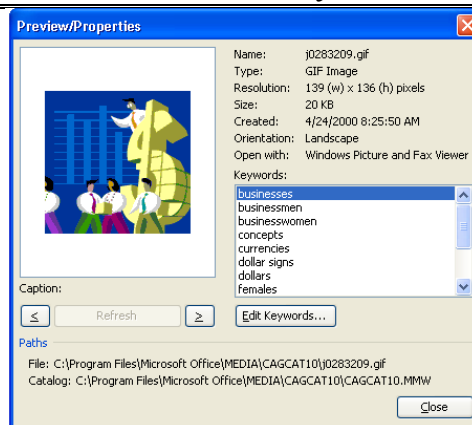
Object: insert an embedded object.

Media clips: include:

Move and Sound: a great way to add some interest to the Power Point Presentations is to add sounds and movies to slides. Sounds enables to emphasize certain slides, and movie animations an add humor and style to presentations.

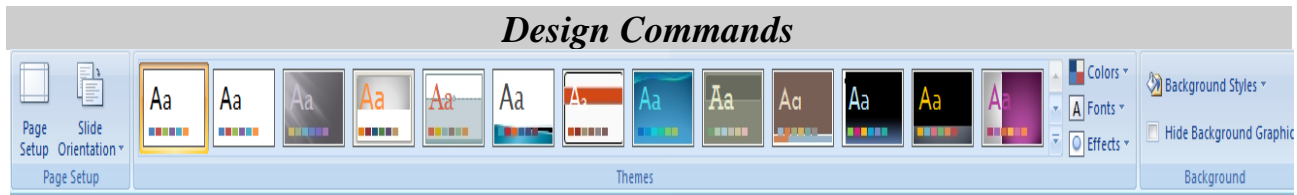
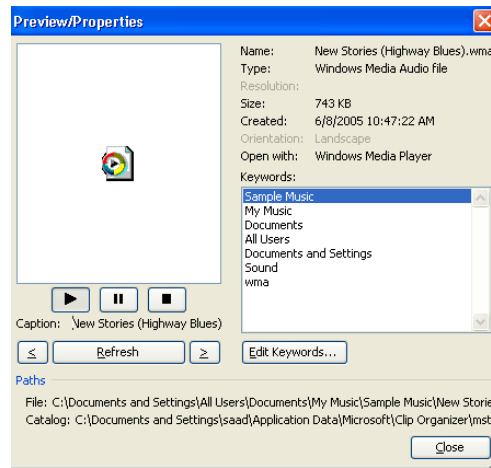
Placing a Movie onto a Slide

- Choose the **Insert** menu, point at **Media clips**, and then select **Movie** .
- Scroll through the movies listed on the Clip Art task pane.
- Point at a movie clip you want to preview. Click the menu arrow that appears and select **Preview/Properties**. The Preview/Properties dialog box for the movie appears.
- PowerPoint previews the movie on the left side of the dialog box.
- Click **Close** to close the **Preview/Properties** dialog box. To insert the movie into your slide, click the movie in the task pane.
- A dialog box will open allowing you to choose how the movie will be started during the slide show. Click **automatically** or **when clicked**.



Inserting a Sound onto a Slide

- Select the slide on which you will place the sound, so that it appears in the slide pane.
- Select **Insert**, point at **Media clips**, and then select **Sound**.
- To preview a particular sound file, point at the file and click the menu arrow that appears. Select **Preview / Properties** from the menu. The **Preview / Properties** dialog box for that sound file appears.
- The sound will play automatically when the **Preview / Properties** dialog box opens. You can click the **stop**, **Pause**, or **Play** buttons to perform that particular function. When you have finished previewing a sound file, click **close** to close the **Preview / Properties** dialog box.
- When you are ready to insert a sound file onto the slide, click the sound file on the task pane.
- A dialog box opens, asking you whether you want the sound to play automatically when you run slide show. Click **ye** to have the sound played automatically. Click **no** to setup the sound so that you will have to lick it during the slide show to play the sound.

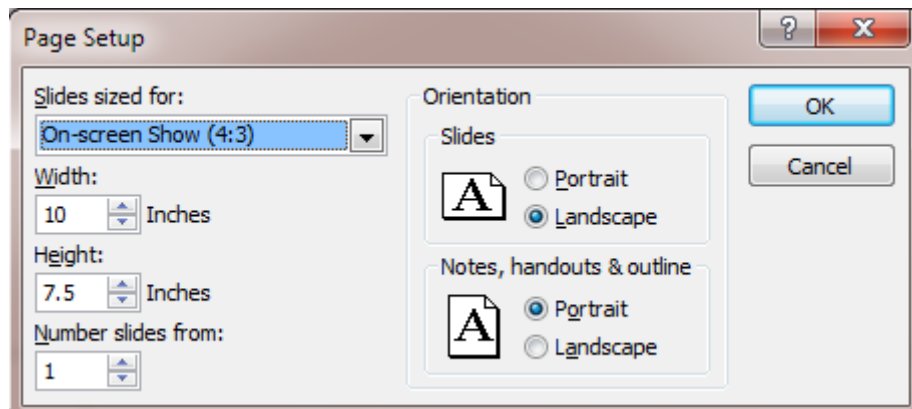


Page setup: include:

Page Setup: the page setup dialog box enables you to select how slides, notes, and handouts should be oriented on the page (portrait or landscape) and the type of page that the slides should be formatted for, such as on screen show, overhead sheets, or regular paper.

Changing the Page Setup

- Select the **design** menu and select **Page Setup**. The page setup dialog box appears.
- Set the slide size.
- In the **Number Slides Form** text box, type the number with which you want to start numbering slides.
- Under the slides heading, choose **Portrait or Landscape** orientation for your slides.
- In the notes, handouts & Outline section choose **Portrait or Landscape** for those items.
- Click **OK**.



Slide orientation: switch the slide orientation between portrait and landscape.

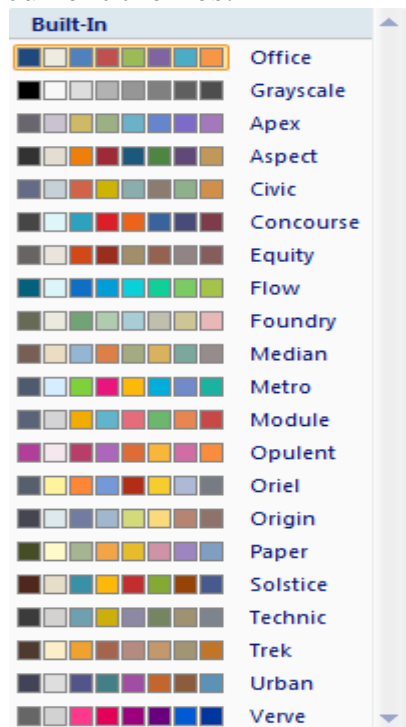
Themes: include:

Themes: you can apply a different template to your presentation at any time, no matter how you originally created presentation.

Apply different Design

- Select **Design, themes**.
- Click the template that you want to use in the list. the template is immediately applied to the slide in the slide pane.
- When you have decided on a particular template, save the presentation.

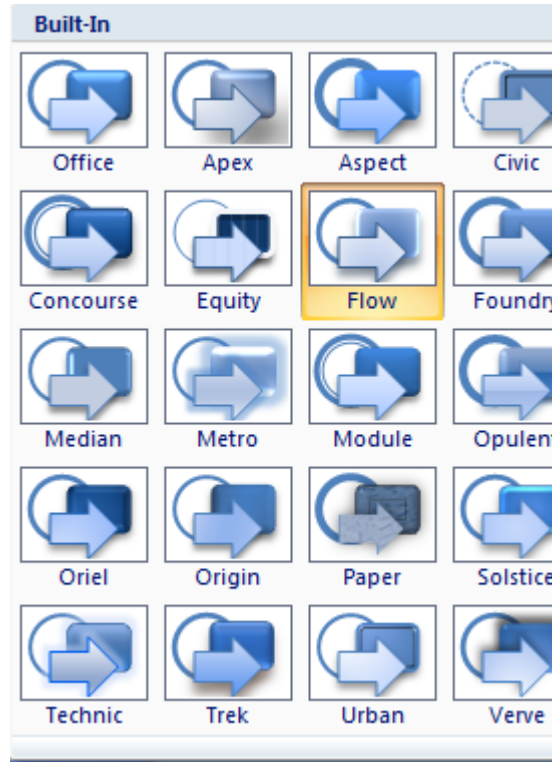
Colors: change the colors of current themes.



Fonts: change the fonts of current themes.



Effects: change the effects of current themes.

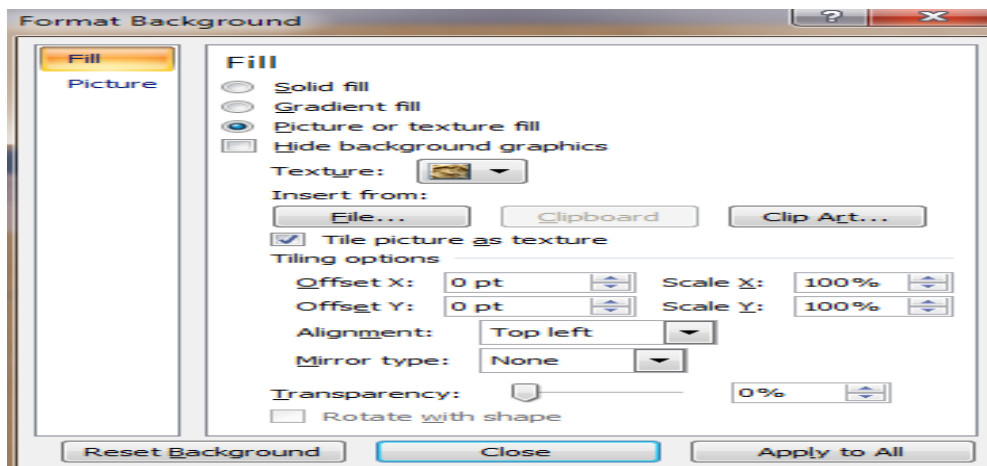


Background:

Background: changing the color of a slide background can be accomplished by adjusting the background component of the color scheme, or using the background color menu. The background color menu can also be used to change the slide background to a texture, fill pattern, or picture.

Define a Gradient Background

- Click on
- Click the **format Background** popup menu option.
- Click **Full Effects**
- Click the **Gradient** tab or **Texture** or **Picture**
- Select the desired gradient effects and click **OK**.
- Click either
- **Apply to All** to set this as the background for all presentation slides.
- **Apply** to set this as the background for the selected slides only.



Animations Commands



Preview: preview the animations and slide transition you have created for this slide.

Animations: choose an animation to apply it to objects inside the slide.

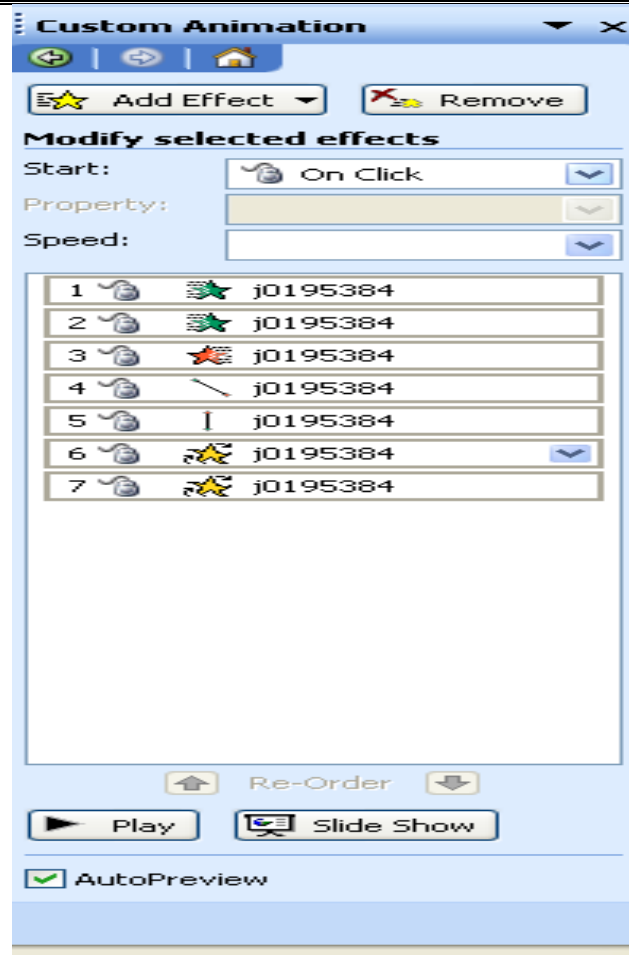
Custom animation: any object on a Power Point slide can have motion added to it using **Custom Animation** setting from the custom Animation Panel of the task pane. Using custom animation, each character of text on a slide can be controlled indecently, grouped by word, or animated by paragraph.

In addition to animating text, Power Point has the ability to animate graphics, charts and drawn objects.

The start options of an animation are set to control when it begins to play. other animations options are available from the timing tab of effect option selection these option will allow more complete control of start times, delay between animation, the speed of the action, the duration of an animation, how each animation is repeated, and the trigger that initiates the animation.

Adding Custom Animation to text

- In normal view, select the text object to be animated.
- From the Animations select **Custom Animation**.
- In the custom animation task pane click **Add effect** and select the desired effects.



Transition to this slide: control the visual effect that displays between slides in a slide show. The available transitions range from mild to dynamic in their impact. all slides can use the same transition, or different transitions can be assigned to each slide.

Apply Transition to this slide

- Select the slides the transition will be applied to.
- From the **animations** menu select **Transition to this slide**.
- Select a transition effect.

Transition sound: select a sound to play during the transition between the previous slide and current slide.

Transition speed: choose how fast to animate between the previous slide and current slide.

Apply to all: set the transition between all slides in the presentation to be like the transition you have set up for the current slide.

On mouse click: wait until a mouse click to move to the next slide.

Automatically after: move the next slide after a certain number of seconds.



Start slide show: include:

From beginning: start the slide show from the first slide.

From current slide: start the slide show from the current slide.

Custom slide show: displays only slides you are select.

Setup: include:

Set up slide show: set up advance options for slide show .

Hide Slide: sometimes a single presentation can be customized to meet the needs of multiple audiences or presentation form.

Hide a slide

- Select the slide to hide on the slides tab in normal view.
- On the **Slide Show, set up** then click **Hide Slide**.

Rehearse Timing: to set time for each slide.

Set Slide Trimming While Rehearsing

- Active the timing feature
- On the **Slide Show** menu, click **Setup Show**
- Under **Advance Slide**, click **Use Timing**, if Present
- Set the time for each slide
- On the **Slide Show** menu, click **Rehearse Timing**
- Rehears the show to set trimming automatically as you advance.
- At the end o the show, click **yes** to accept automatic timing or **no** to start again.



Monitories: include:

Resolution: choose the screen resolution to use for the full screen slide show.

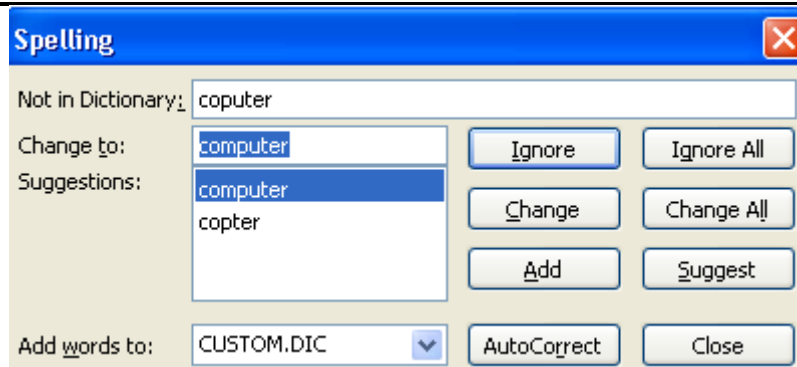
Use presenter view: show the full screen slide show using presenter view.



Spelling: as you enter text, it is checked against the dictionary. When a word I not found in Power Point's dictionary, it is marked with a red wavy underline for your review.

Correct Words Marked by Spelling Checker


- Edit a word with a red wavy underline to correct the spelling manually.
- Or
- Right click on a word with a red wavy underline for suggestions and then do one of the following:
 - Select the correct spelling from the list of suggestion.
 - Select **ignore** all to ignore this word in the current presentation.
 - Select **add** to dictionary to add this word to the dictionary for all presentations.

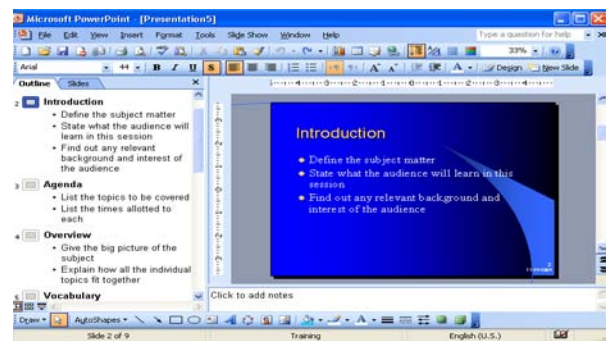
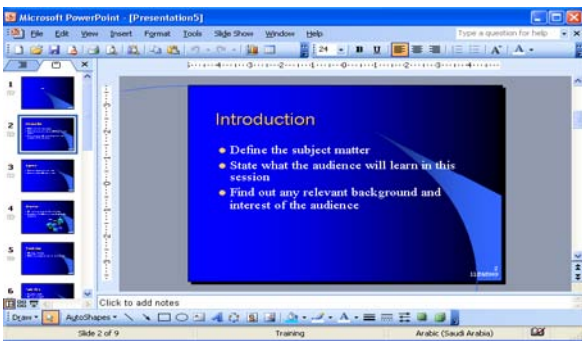



View Commands

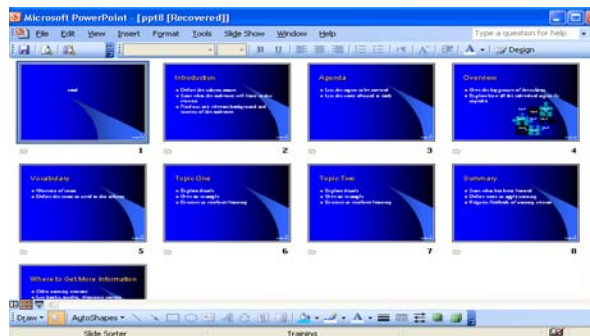



Presentation view: include:

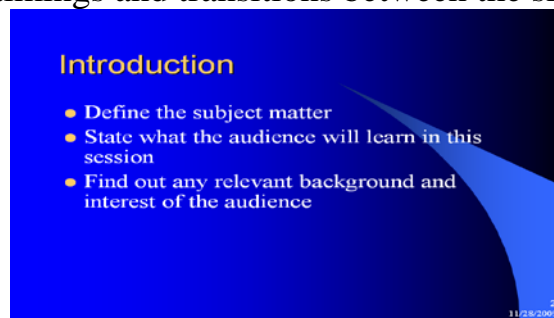
Normal  : when creating and editing a presentation, normal view will be used to move between slides and from object to object within slide. The normal view containing the outline pane, slide pane, notes pane, and task pane. The outline pane contains two tabs, the *outline tab* and the *slides tab*. the outline tab displays an outline of the current presentation consisting of the titles and text from each slide. The *slides tab* displays the slides of the slide show a thumbnail sized images.



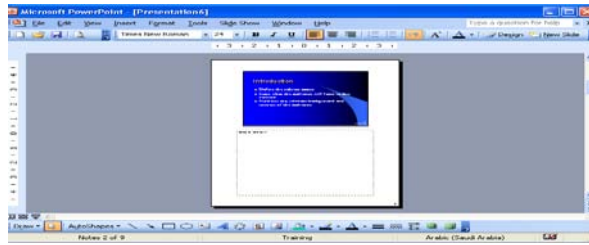
Slide Sorter  : slide sorter view shows thumbnails of the slides in presentation slide sorter view provides the ideal environment for arranging slides in the appropriate order for your presentation.



Slide Show  : Before you show your presentation to an audience ,you should run through it several times on your own computer , checking that all slides are in the right order and hat the timings and transitions between the slides work correctly.



Note Page : this view provides a large pane for creating note for your speech. you can also type these notes in normal view, but notes page view gives you more room and allows you to concentrate on your note text.



Slide Master: a slide that contains the master layout and color scheme for the slides in a presentation.

Hand out master: open handout master view to change the design and layout of printed handout.

Note master: open notes master view.

Show /hide: include:

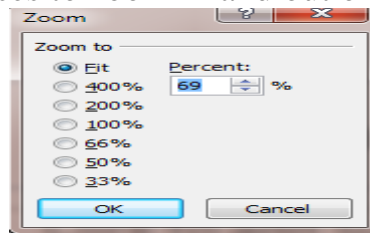
Rulers: view the rulers, used to measure and line up objects in the document.

Grid: when grids are turned on, dotted lines display at regular intervals on each slide. When guides are activated, one horizontal and one vertical line are added to the slide to be positioned as needed to align slide objects.

View direction: from left to right or from right to left.

Zoom: include:

Zoom: the zoom command uses to zoom in and out on the presentation.



Fit to window: zoom the presentation so that the slides fill the windows.

Color/gray scale: include

Color: view this presentation in full colors.

Gray scale: view this presentation in gray scale.

Pure black & white: view this presentation in black & white.

Window: include

New window: open a new window containing the view of current document.

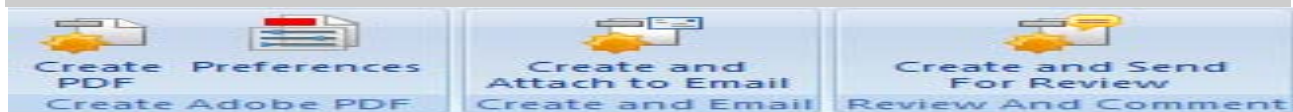
Arrange all: tile all open program windows side by side on the screen.

Cascade: cascade the open document windows in the screen so that they overlap.

Move split: move the splitters which separate the different sections of the window.

Macros: view the list of macros, from which you can run, create, or delete a macro.

Acrobat Commands



Create adobe PDF: Create adobe PDF from current document.

Create and Email: Create adobe PDF and attach to new email.

Review and Comment: Create adobe PDF and imitate a shared review.

Examples

Create slide show contained seven slides as follows:

1. First slide is the title slide, with major title using word art "Computers" and manor title "Computers Application" .
2. Second slide is bullets text with major title using word art "Computer Hardware" and following text:
 - Input / output units
 - Control unit
 - Memory unit
 - Storage unit
3. third slide , contains two columns with major title using word art "Computer Software" ,in first column enter the following data:
 - Ms dos
 - Windows
 - InternetIn second column enter the following data:
 - Word
 - Excel
 - Power point
4. fourth slide ,contain table with title "Microsoft office"

	Office1	Office2	Office3
Word	20	30	25
Excel	10	30	20
Power point	30	25	35

5. Fifth slide is draw slide contains graphic charts for previous data.
6. Six slide, insert computer picture from clip art.



7. Seven slide, contain the table and the chart and the picture.
8. Add appropriate background to all of the slides.
9. Add different effects to slides, and objects onto slides.
10. Save the file, and show the presentation using two ways :by mouse click and by determine time for each slide display.

اتمنى ان لا ينتج الاصدار اللاحق قبل الانتهاء من كتابة هذه المحاضرات.