جامعة الفرات الاوسط التقنية /المعهد التقني سماوة
قسم تقنيات المحاسبة

المحاضرة الخامسة والسادسة والسابعة

العنوان P.P.T

اسم المادة / تطبيقات الحاسوب

المرحلة الدراسية / الثانية

العام الدراسي / 2022 -2023

استاذ ة المادة

طارق سمير

قسم التقنيات المحاسبية

power point (P.P.T)

المرحلة الثانية

المحاضرة السابعة والثامنة والتاسعة:
بور بوينت (عرض الشرائح)

مادة تطبيقات الحاسبات

What is the power point

Power point : Is a collection of slides that contain texts, drawings, images, backgrounds and tables, this slide is displayed in different ways and shapes and colors attractive.

Microsoft PowerPoint is one of the best programs to produce presentations.

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How to open Microsoft PowerPoint

1. Select all programs from the start button at the down of the screen .
2. Open the Microsoft Office and then select Microsoft PowerPoint .
3. The PowerPoint window that contains the title slide appears .

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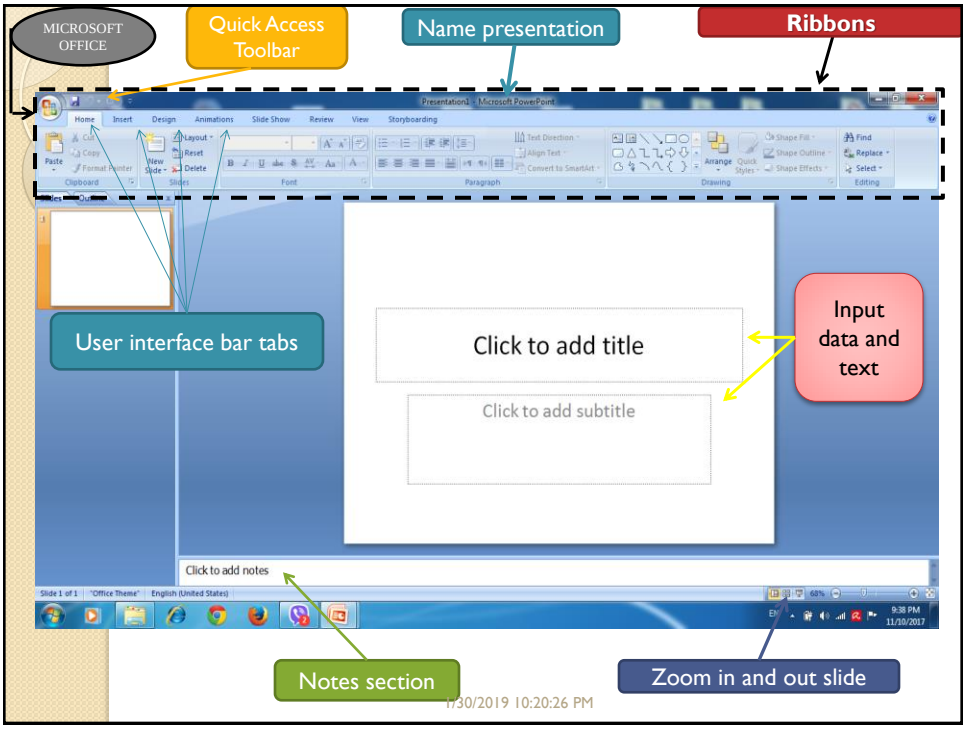

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Ribbons

- **Home :Change the Font, Paragraph and Heading styles and view the clipboard and editing options**
- **Insert :Insert pages, tables, illustrations, links, headers, footers, text and symbols**
- **Designs :Change page layout, choose slide themes, colors, fonts and effects, as well as background styles and graphics**

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Ribbons

- Animations :Set slide transitions and custom animation for slide components
- Slide Show :View entire presentation, rehearse timings, and change monitor settings for the slide show
- Review: Use proofing techniques, insert comments, compare and protect documents
- View :Change document and window layout, show/hide, and view/record macros

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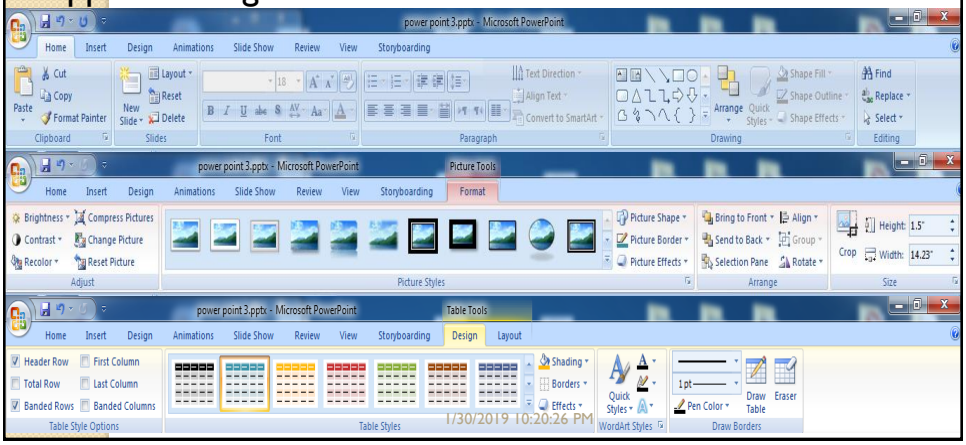
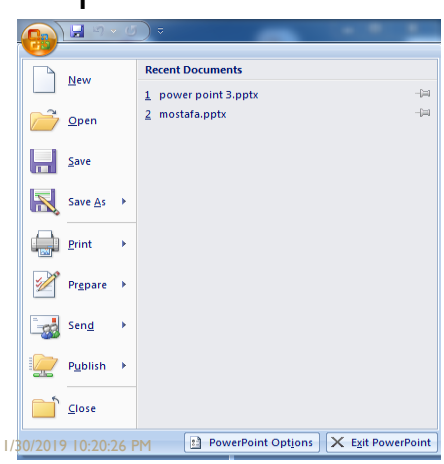
Additional tabs

- Are the tools that appear when dealing with a specific object on a page such as a table, image, or drawing .Which appear during use



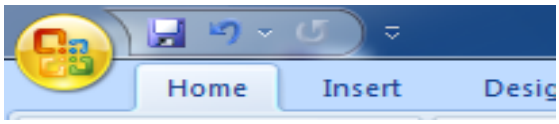
Microsoft office (file)

- This button is located in the upper-left corner of the PowerPoint pane and opens new window in the displayed menu



Quick Access Toolbar

- By default, the Quick Access Toolbar is located at the top of the power point window and provides quick access to frequently used tools such as Save, Undo typing and repeat typing .



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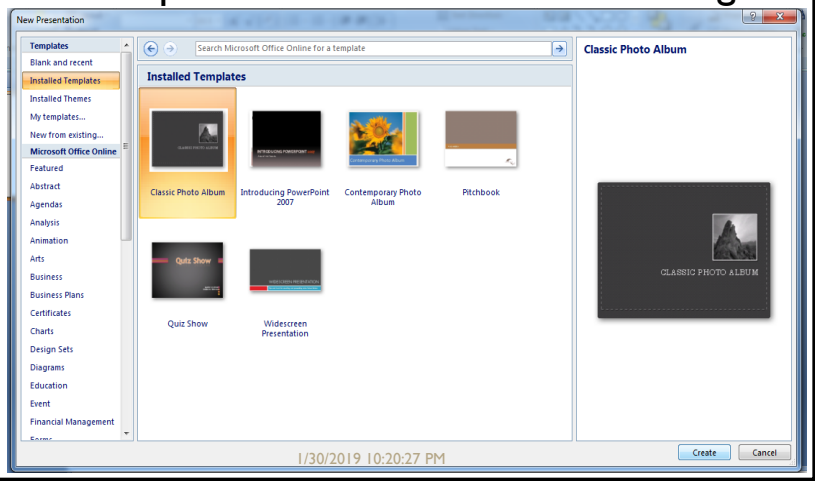
How to open Microsoft PowerPoint

- We click on the File menu and then choose a new file and we see templates available as in the following figure



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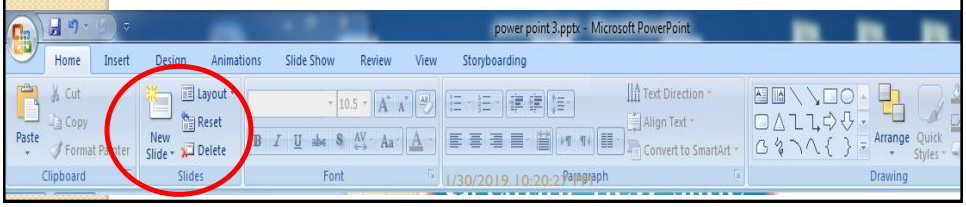
Creating new slide

- **From Home ribbon.**
- In the **Slides section you will find the New Slide** button.
- Click once on the top portion of the **New Slide button and** slide with the default layout will automatically be inserted



Power point views

1. normal view
2. slide sorter view
3. slide show view

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Save the new power point

- The presentation is stored in the following ways :

1-Click the file button and choose Save from the drop-down menu

2-Click the Save icon in the Quick Access Toolbar

3-Pressing the keys (ctrl + s)by using the keyboard

- In all cases , will open the "Save As" window
- Note : we can file's name in Arabic and English without using special characters < * & % $ # @ >

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Delete slide

- **There are several ways to delete slide**

1. Right click on the slide miniature from the shortcut menu choose **Delete slide**
2. click on the slide miniature then press <**Delete**> keys from the keyboard
3. choose Delete from Home tab in Slide group

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Hiding slide

❖ **There are two ways to hide the slide :**

1. Right click on the slide to be hidden on the slide miniature from the shortcut menu choose Hide Slide - you'll find that the slide number has a line through it indicating that it's hidden

2. choose hide slide from slide show tab in setting group

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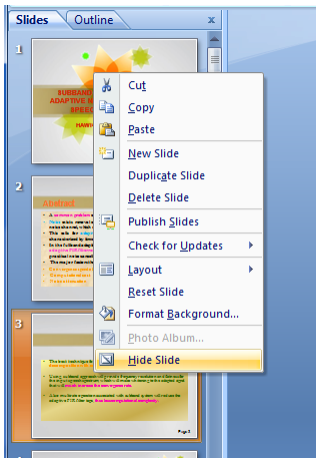
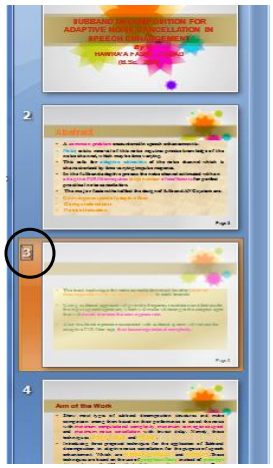
Hiding slide





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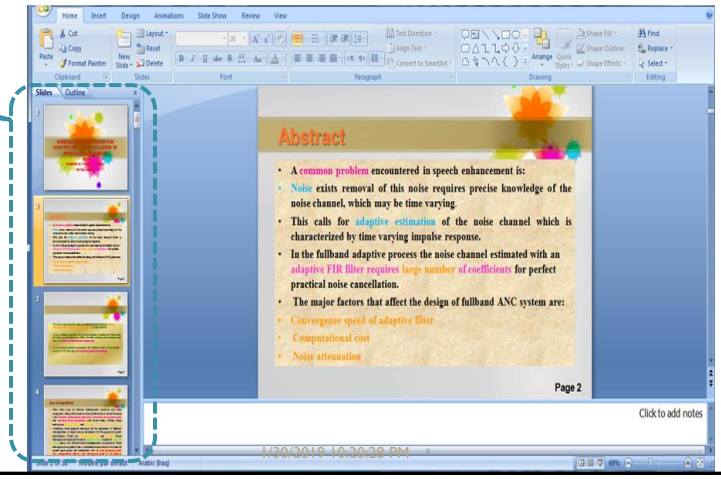
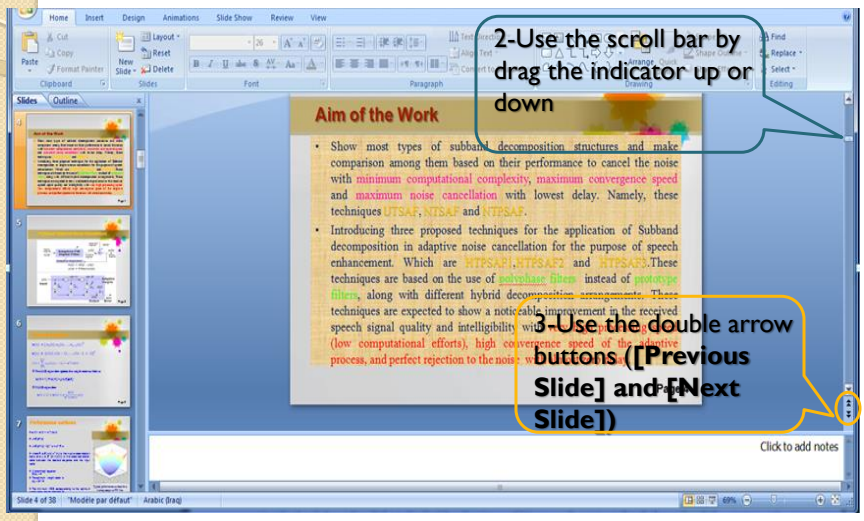
Moving a slide

- There are several ways to move between slides

1- Click on the required slide



Moving a slide



2-Use the scroll bar by drag the indicator up or down

3-Use the double arrow buttons ([Previous Slide] and [Next Slide])

Moving a slide

4- Press the **<Page Up> or <Page Down>** keys on the keyboard

5-Use the **<up arrow> or <down arrow>** keys on the keyboard

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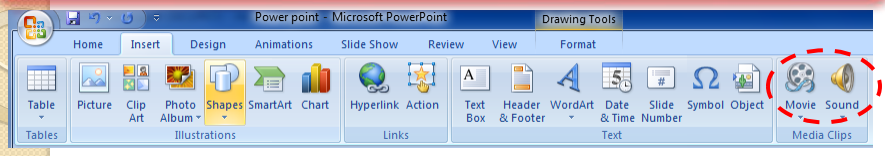
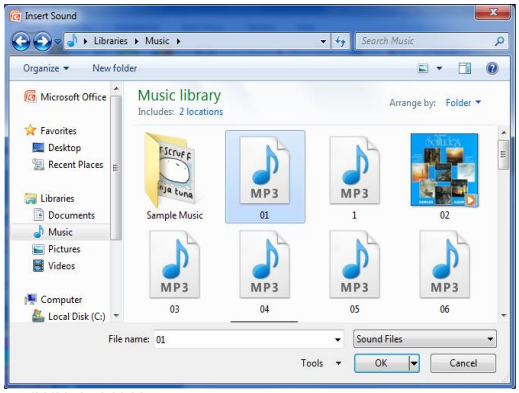
Adding sound or movie to the slide



- From the Insert ribbon choose (sound or movie) from Media clips group
- From Insert (sound or movie) window choose sound file then click ok button



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Adding sound to the slide

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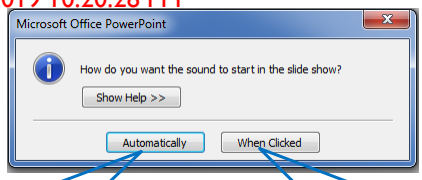


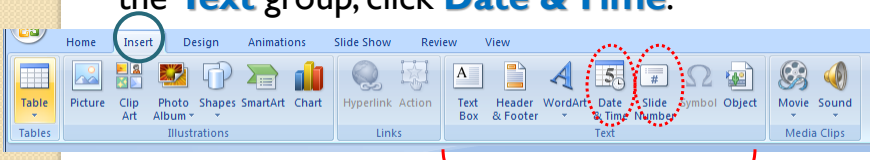
Click on Automatically to play the sound or movie automatically when this slide is display

Click on When click to play the sound or movie when click in this slide

- Power point will insert your sound represented by tiny loudspeaker icon that can move anywhere in your slide

Add a slide number or date and time to a footer on a slide

- you can add the slide number or the date and time to a footer.
- Do one of the following:
  - To add a slide number, on the **Insert** tab, in the **Text** group, click **Slide Number**.
  - To add the date and time, on the **Insert** tab, in the **Text** group, click **Date & Time**.



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Text group

Add a slide number or date and time to a footer on a slide

- In the **Header and Footer** dialog box, on the **Slide** tab do one or both of the following
  - To add the date and time, select the **Date and time** check box.
  - To add the slide number, select the **Slide number** check box.

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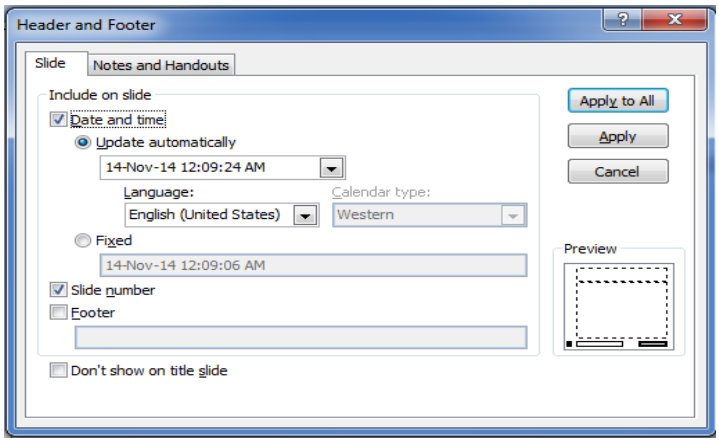

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Click to add title

Click to add text •

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