



Computers

Lecture 2

Radiological Techniques

Power Point

By
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marih**

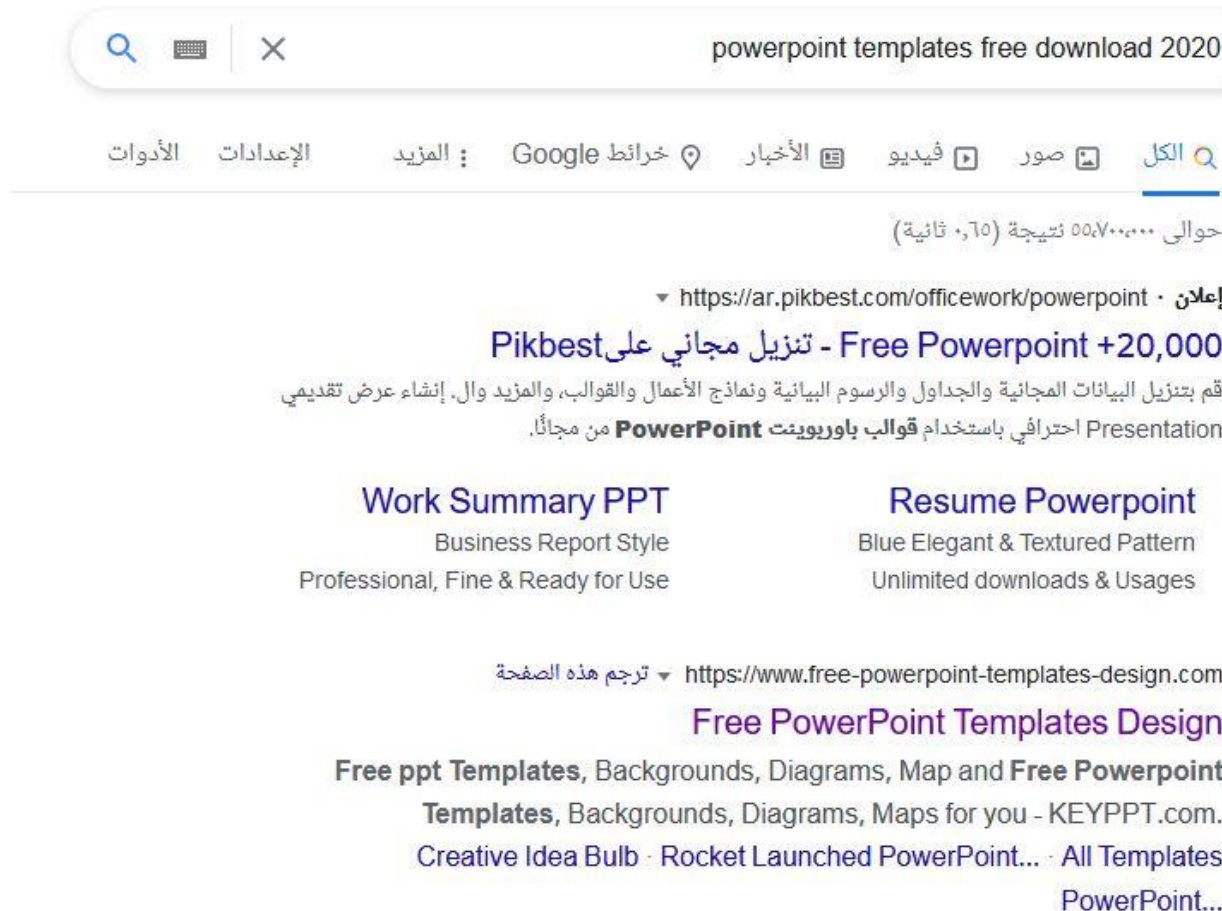
Outline

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- Add template from the internet**
- Content Objects**
- Insert other objects**
- Drawing**
- Hyperlinks**

Add template from the internet

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قم بتنزيل البيانات المجانية والجداول والرسوم البيانية ونماذج الأعمال والقوالب، والمزيد وال. إنشاء عرض تقديمي Presentation احترافي باستخدام قوالب باوربوينت PowerPoint من مجاناً.

<h4>Work Summary PPT</h4> <p>Business Report Style Professional, Fine & Ready for Use</p>	<h4>Resume Powerpoint</h4> <p>Blue Elegant & Textured Pattern Unlimited downloads & Usages</p>
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Add template from the internet

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Working From Home PowerPoint Templates: It includes 48 slides



Features: Working From Home PowerPoint Templates

Content Objects

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- ❑ Table, where you can insert a table with a number of rows and columns as you choose.
- ❑ Excel Chart, where you get to choose between the many charts offered by the Excel spreadsheet program
- ❑ SmartArt allows you to quickly create great-looking process charts, flowcharts, and many other things.
- ❑ Clipart which is small drawings and animations that came with the program when it was installed.
- ❑ Media Clip, which is another word for video clip.

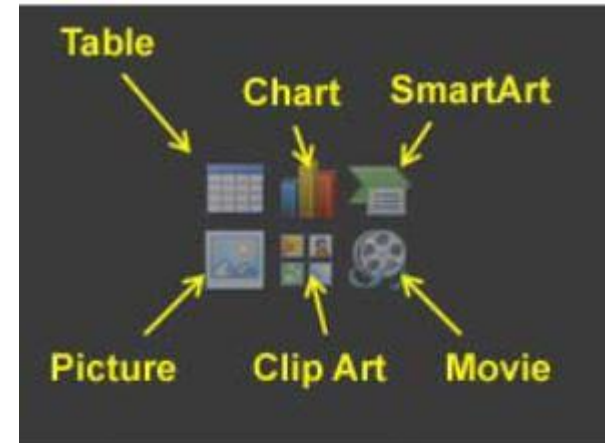
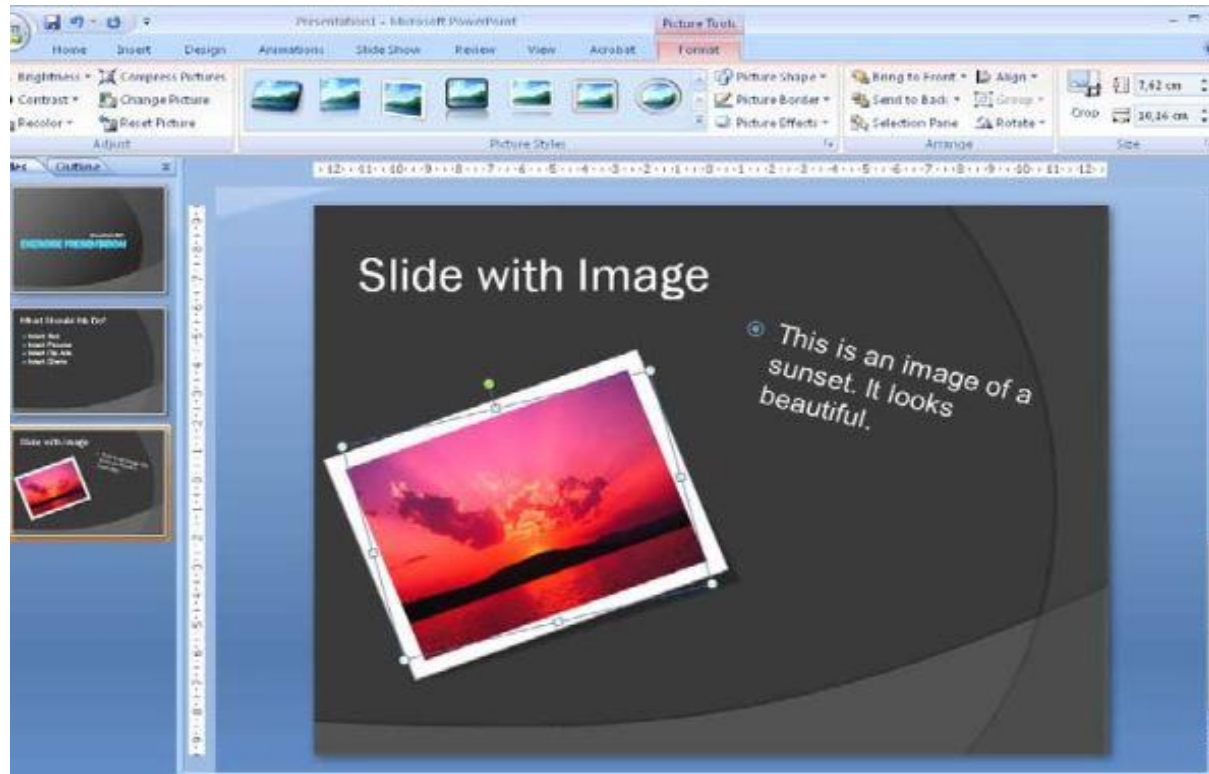


Image Effects

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- ❑ You can also add fun and interesting effects to your images so that they become more conspicuous. It is possible to put different frames around or even add three-dimensional effects, so that your slide will get a spacious appearance.
- ❑ Click once on the image with the left mouse button. It provides access to an additional Tab in the Ribbon, called Format. Click on this Tab.



Excel Charts

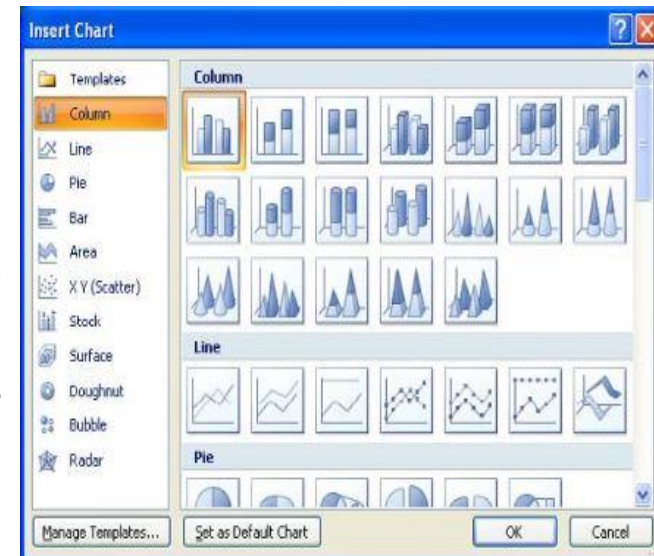
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- ❑ Many people need to include some figures. Instead of showing long data series it is a good idea to illustrate them using charts.
- ❑ You can also put an Excel chart in your presentation, which is stored in an Excel file somewhere else. This means that when the spreadsheet is updated it will also be reflected in your presentation.

Creating a New Excel Chart

First we must create an Excel chart inside PowerPoint. Such a graph is saved in the presentation and has no links to other files.

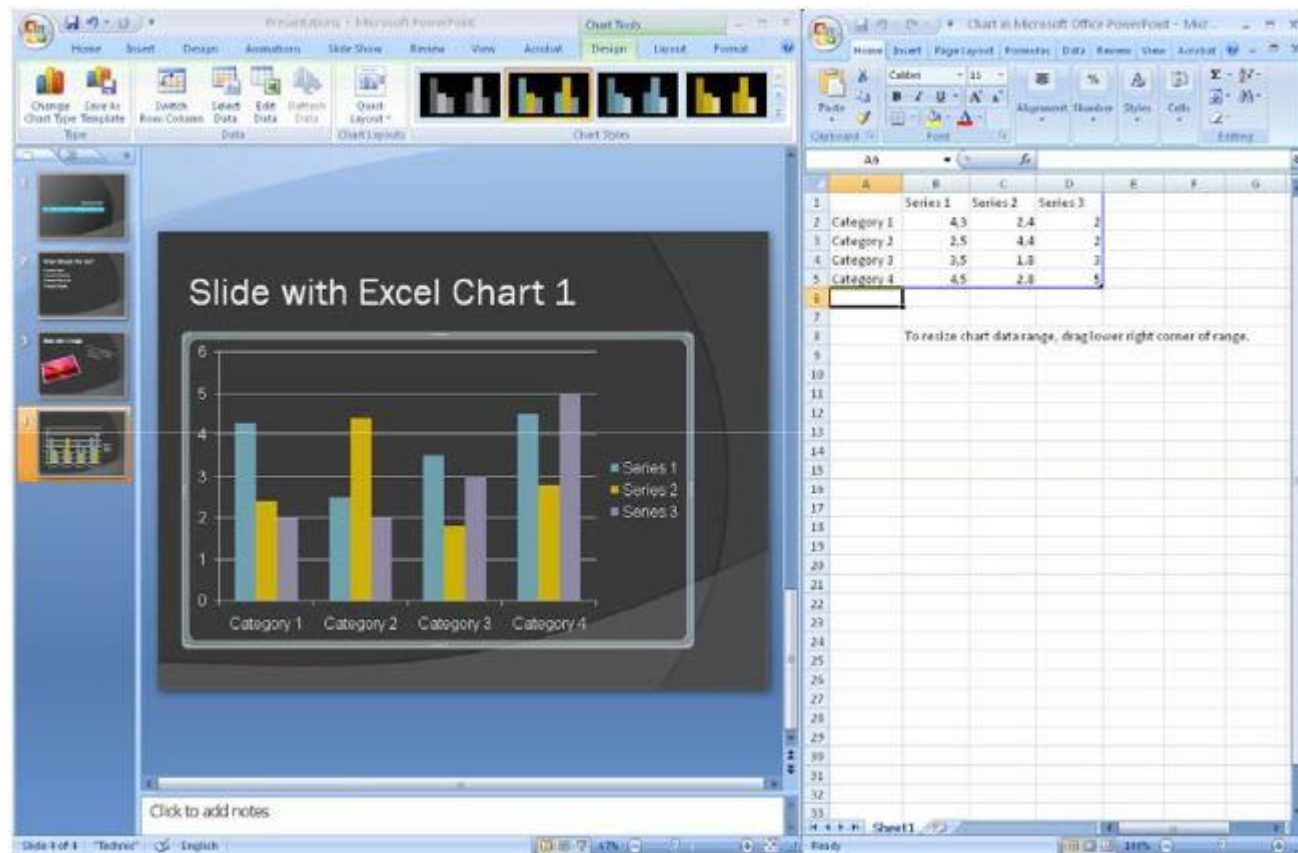
1. Insert a new slide. Select the type Title and Content Object.
2. As title of the slide, you can write “Slides with Excel Chart 1”.
3. In the Content, click on the Insert Chart icon. You can now choose between all the different chart types in Excel.
4. We will keep it simple for this exercise. In the left side, select the Column category
5. In the right side of the window, select the chart type top left. Which is a traditional bar chart.
6. Click OK and a nice chart will be inserted in your document.



Excel Charts

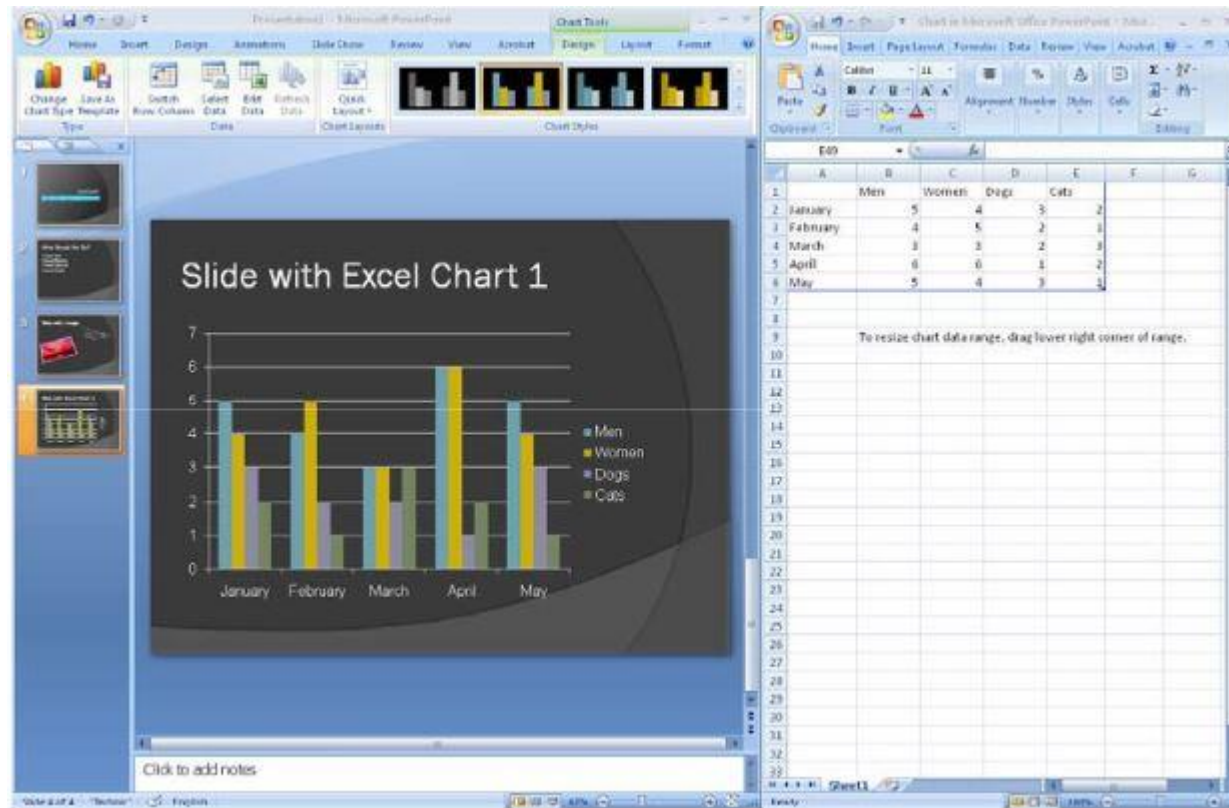
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The screen is divided in two; the PowerPoint with the chart is in the left half, and in the right half there is a spreadsheet that contains the data that is displayed in the chart



Excel Charts

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To close the spreadsheet, click on the cross at the top right of the screen, then PowerPoint will again fill the entire screen. You can always return to the spreadsheet by clicking on the chart with your right mouse button and choosing Edit Data in the menu that appears.

SmartArt

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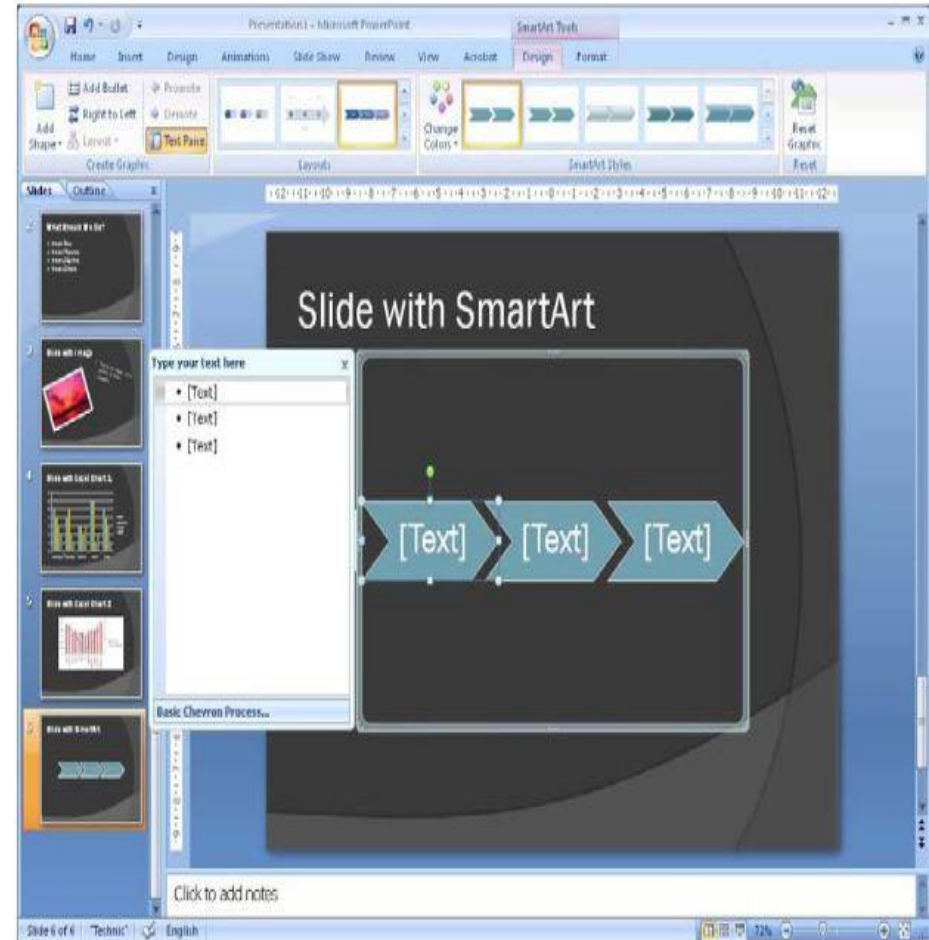
1. insert a new slide in the practice presentation. Use the type Title and Content Object.

2.Type the following: “Slide With SmartArt” in the title field.

3. Click on the SmartArt Icon in the Content Object (). A window will open, where you can choose what kind of SmarArt you want.

4.Choose the same type as I did in Figure. You must select Process, then Basic Angle Process. Then click OK.

Now a SmartArt chart has been inserted in your presentation. The chart has been selected , and you may have noticed that a couple of extra Tabs, called Design and Format have appeared. In these Tabs you can adjust just about everything; color, font etc.



Multimedia Clips

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Video Clips

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- 1- Insert a new slide in the presentation. Use the slide type Title Only.
- 2.Type Video Clips as the title of the slide.
3. Select the Insert tab in the Ribbon.
- 4.Click on the top half of the Movie button



- When you insert a video clip in your presentation, it is inserted as a link to the original video file. This means that if you play the presentation on a different computer than the one you have made the presentation on, you must be sure to get the file with the video loaded on the other computer.

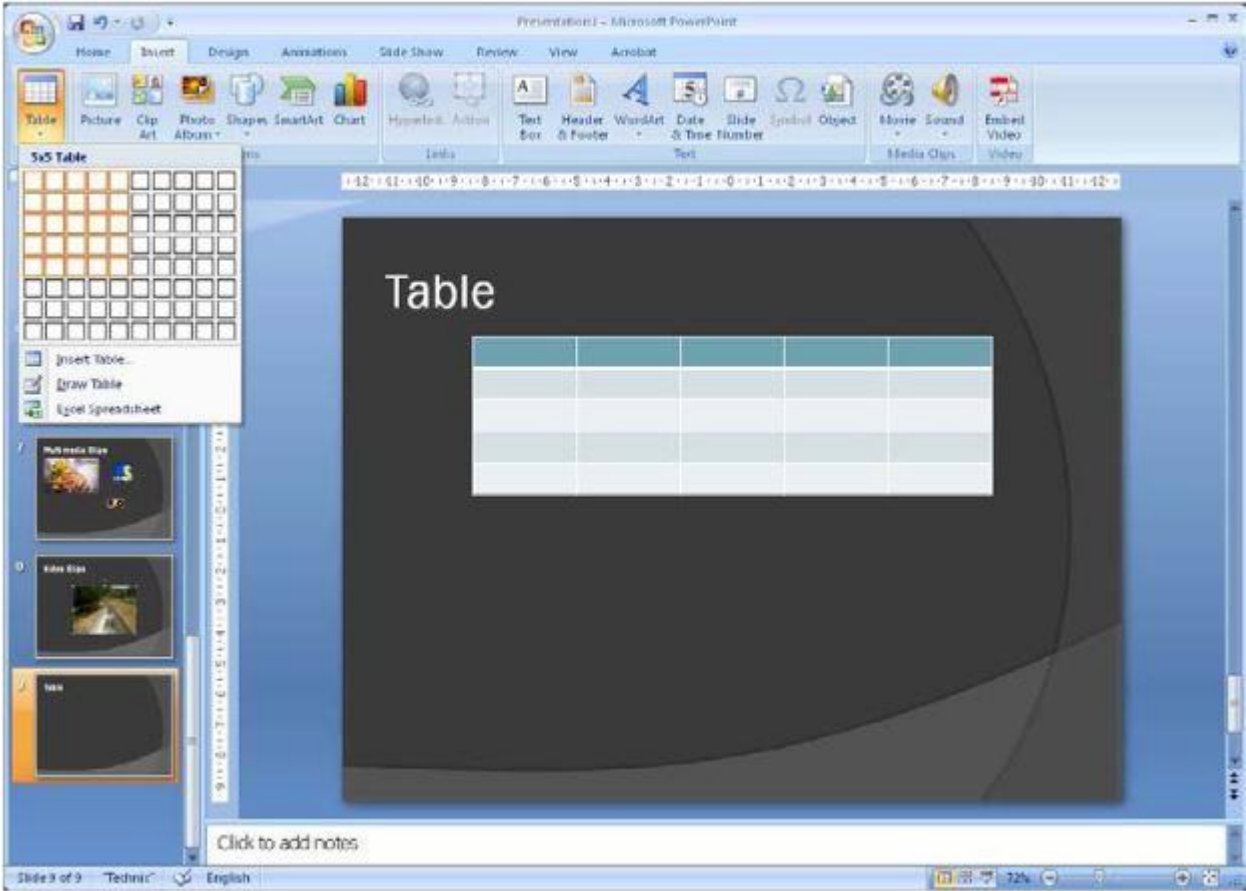
Figure 1: The screen elements.

Tables

1. Insert a new slide in the presentation. Use the slide type Title Only.
2. Select the Insert Tab in the Ribbon.
3. Click on the Table button.

A small menu opens, where you can use the squares to (see Figure) designate how many rows and columns the table should have. Depending on where you are pointing, PowerPoint will also show in the slide what the table will look like. This can of course be adjusted later.

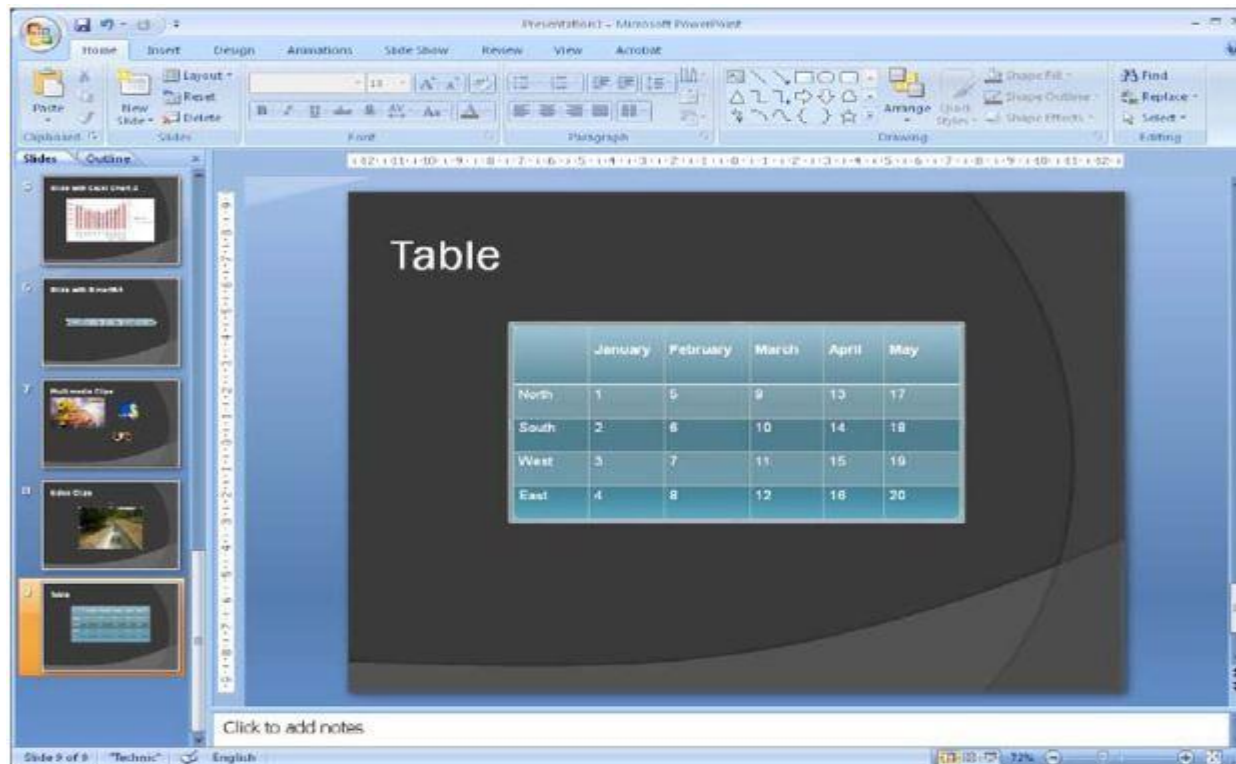
Tables



Tables

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When you select the table, two additional Tabs will appear in the Ribbon, namely the Design and Layout Tabs. The Design Tab provides access to selecting and adjusting colors and effects, while the Layout Tab provides access to adding and deleting rows and columns, adjusting the size of the table, changing the direction of the text etc.



The screenshot shows a Microsoft PowerPoint window with a slide titled "Table". The slide contains a table with the following data:

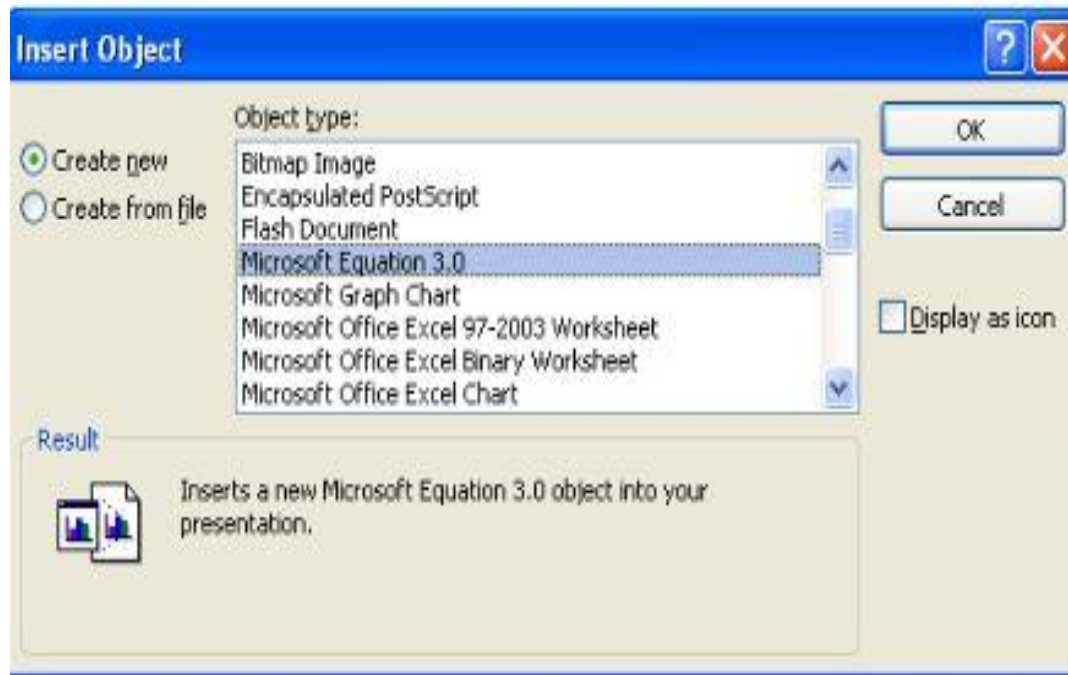
	January	February	March	April	May
North	1	5	9	13	17
South	2	6	10	14	18
West	3	7	11	15	19
East	4	8	12	16	20

The ribbon at the top shows the following tabs: Home, Insert, Design, Animations, Slide Show, Review, View, Acrobat. The Design and Layout tabs are highlighted, indicating they are active for the selected table. The Design tab includes options for Shape Fill, Shape Outline, and Shape Effects. The Layout tab includes options for Arrange, Chart Styles, and Shape Effects. The slide is titled "Table" and the table is centered on the slide. The status bar at the bottom shows "Slide 9 of 9", "Technic", and "English".

Inserting Other Objects

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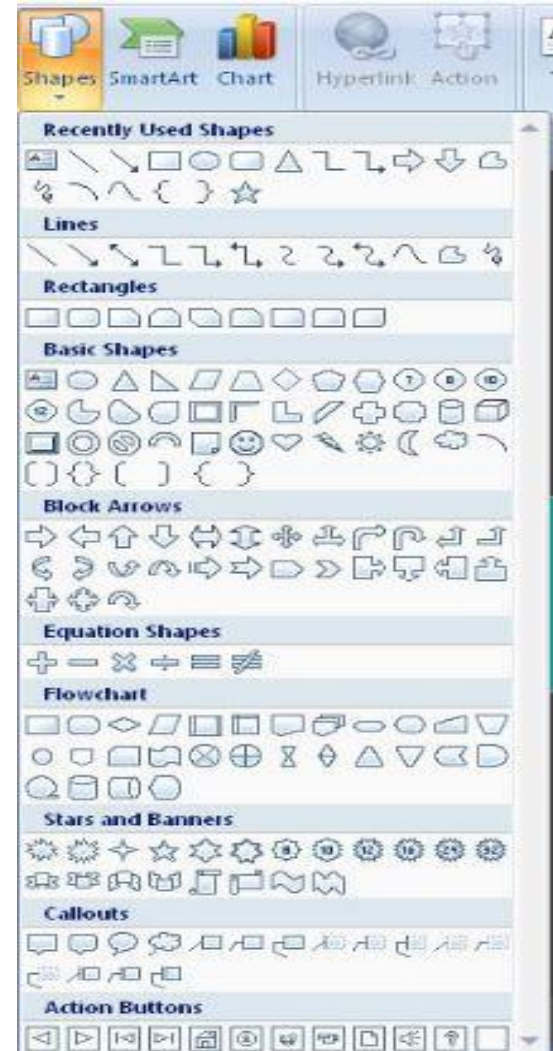
Clicking the button opens a window where you can choose between the objects that are available on your computer.



Drawings

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- ❑ Like other Office programs PowerPoint comes with a lot of drawing tools that you can use.
- ❑ The drawing tools can be found by clicking on the Insert Tab and then clicking the Shapes button



Hyperlinks

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Hyperlinks When you click with the right mouse button on virtually any object in PowerPoint, you can insert a hyperlink. When you play your slide show, you can then click on the object, whereby you can either jump to a completely different slide, open a document on your computer or open an Internet page

الشريحة 1

THANK YOU