# الفيزياء الطبية
## المرحلة الاولى

## PowerPoint

## lecture "11"

**تدريسي المـاده**

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# Inserting Pictures:

Adding pictures can make your presentations more interesting and engaging. You can insert a picture from a file on your computer onto any slide. PowerPoint even includes tools for finding online pictures and adding screenshots to your presentation.

## To insert a picture from a file:

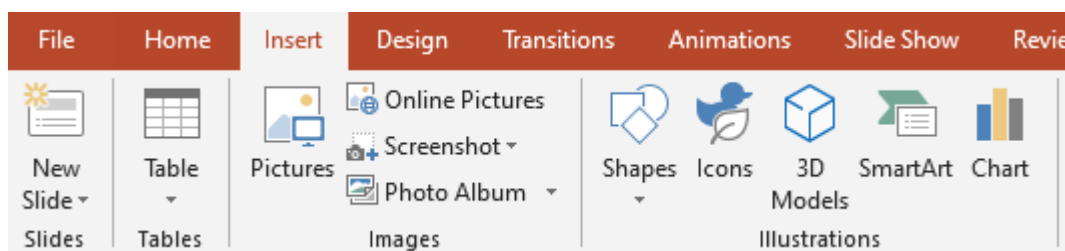1. Select the Insert tab, then click the Pictures command in the Images group.
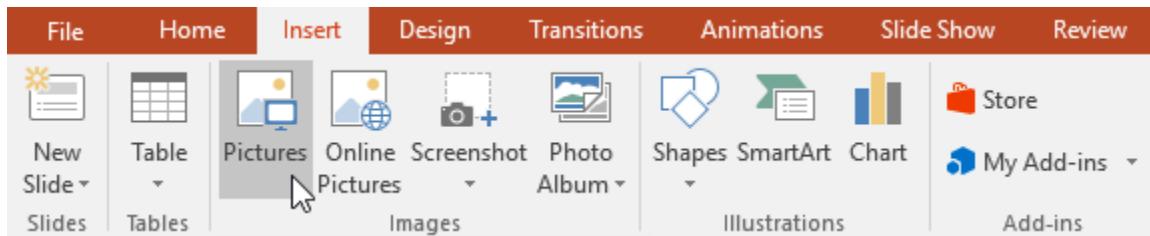


**Figure 1 : inserting pictures**

2. A dialog box will appear. Locate and select the desired image file, then click Insert.
3. The picture will appear on the currently selected slide.

## To insert an online picture:

1. Select the Insert tab, then click the Online Pictures command.



**Figure 2 : inserting pictures online**

2. The Insert Pictures dialog box will appear.

3. Choose Bing Image Search or your OneDrive.

4. Press the Enter key. Your search results will appear in the dialog box.

5. Select the desired image, then click Insert.

6. The image will appear on the currently selected slide.

# Moving and resizing pictures:

Once you've inserted a picture, you may want to move it to a different location on the slide or change its size. PowerPoint makes it easy to arrange pictures in your presentation.

❖ To select a picture: Before you can modify a picture, you'll need to select it.

❖ Simply click to select a picture. A solid line will appear around a selected picture.

❖ To resize a picture: Click and drag the corner sizing handles until the picture is the desired size.

❖ To rotate a picture: Click and drag the arrow above an image to rotate it right or left.

❖ To move a picture: Click and drag to move a picture to a new location on a slide.

❖ To delete a picture: Select the picture you want to delete, then press the Backspace or Delete key on your keyboard.

# Shapes:

Shapes are a great way to make your presentations more interesting. PowerPoint gives you several shapes to choose from, and they can be customized to suit your needs, using your own color palette, preferences, and more. While you may not need shapes in every presentation you create, they can add visual appeal.

## To insert a shape:

1. Select the Insert tab, then click the Shapes command in the Illustrations group. A drop-down menu of shapes will appear.
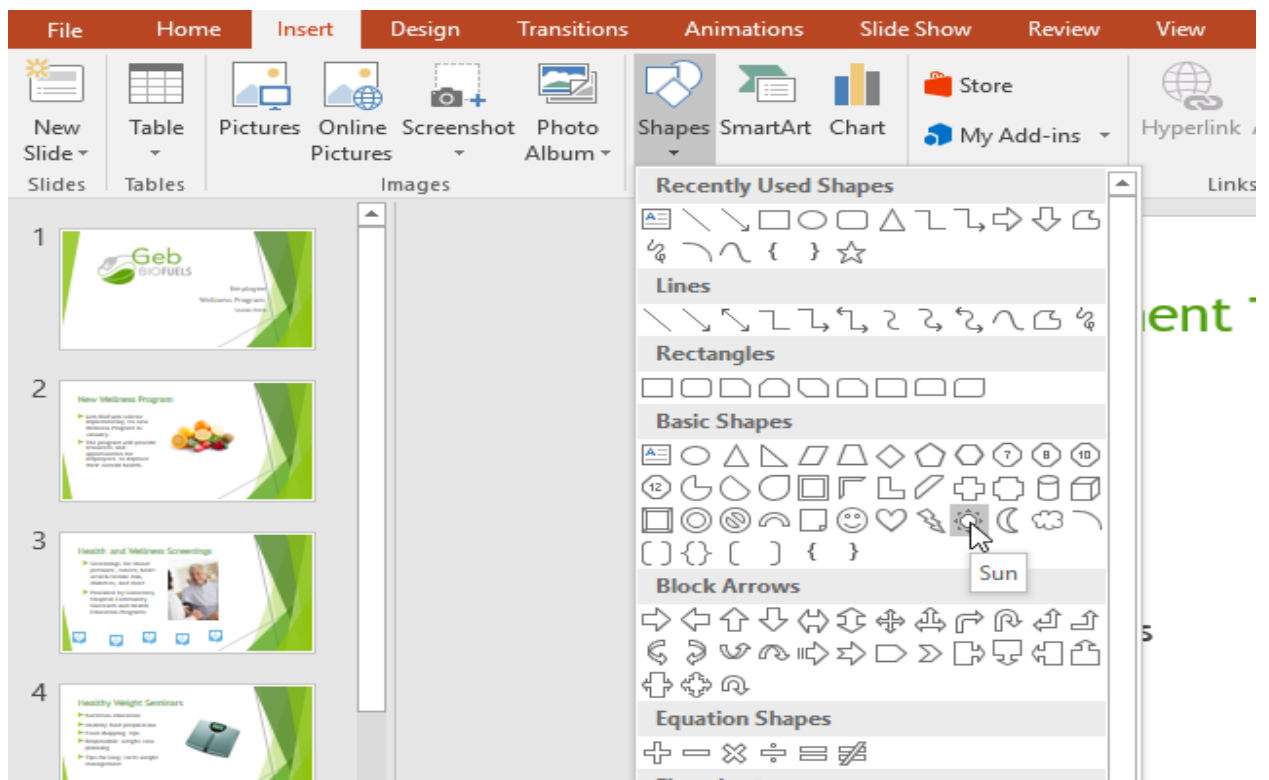2. Select the desired shape.



**Figure 3 : shapes insert menu**

3. Click and drag in the desired location to add the shape to the slide.

## Modifying a shape or text box:

When you click a shape or text box, handles will appear that let you manipulate the shape. There are several types of handles.

1. Sizing handles: Click and drag the sizing handles until the shape or text box is the desired size. You can use the corner sizing handles to change the height and width at the same time.
2. Rotation handle: Click and drag the rotation handle to rotate the shape.
3. Yellow handles: Some shapes have one or more yellow handles that can be used to customize the shape.

## Formatting shapes and text boxes:

PowerPoint allows you to modify shapes and text boxes in a variety of ways so you can tailor them to your projects. You can change shapes and text boxes into different shapes, format their style and color, and add effects.

## To change the shape style:

Choosing a shape style allows you to apply preset colors and effects to quickly change the appearance of your shape or text box. These options will depend on the colors that are part of your current theme.

1. Select the shape or text box you want to change.

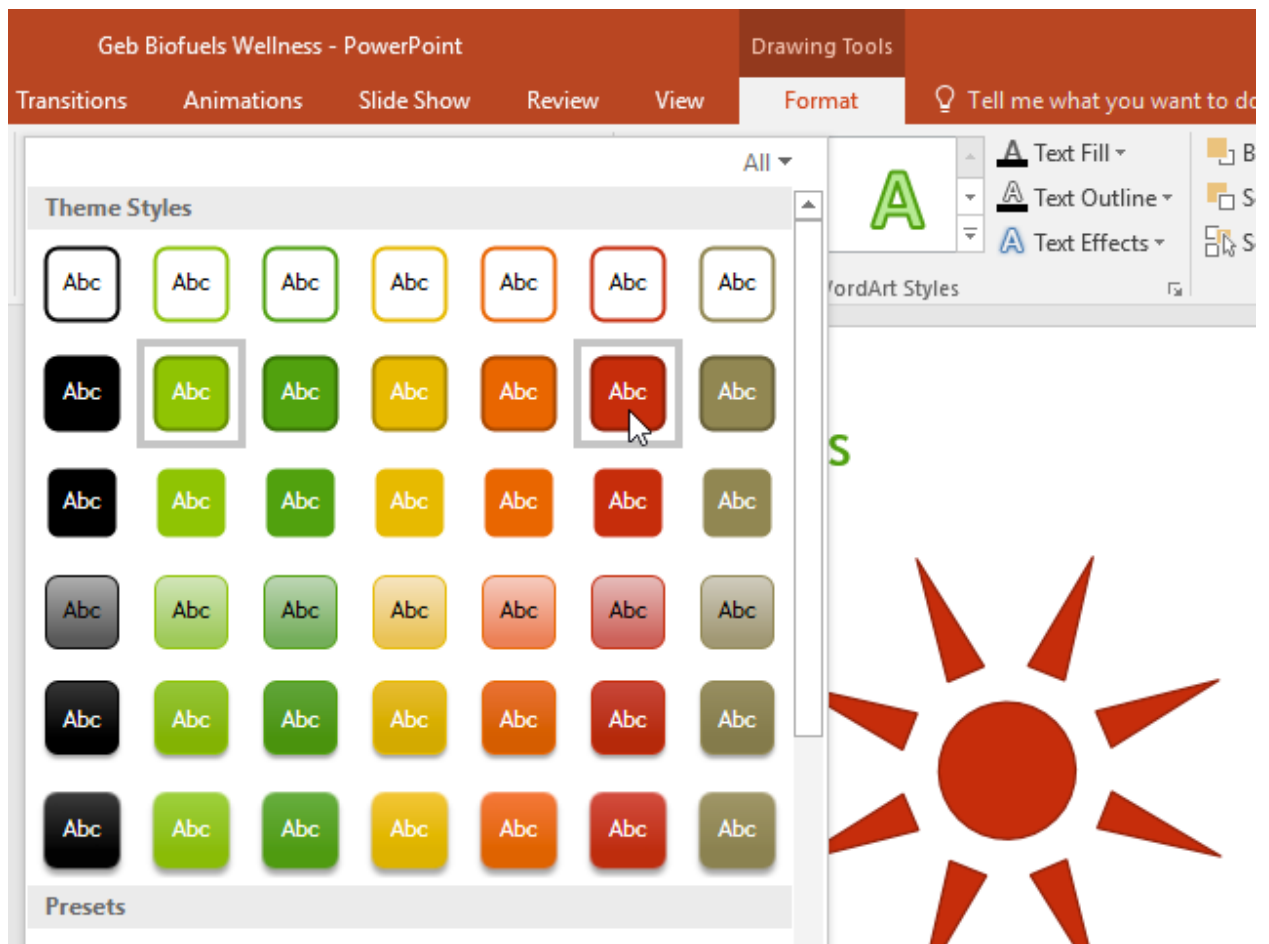2. On the Format tab, click the More drop-down arrow in the Shape Styles group.



**Figure 4 : shapes style menu**

3. A drop-down menu of styles will appear. Select the style you want to use.

4. The shape or text box will appear in the selected style.

## To change the shape fill color:

1. Select the shape or text box you want to change.

2. On the Format tab, click the Shape Fill drop-down arrow. The Shape Fill menu appears.

3. Move the mouse over the various colors. Select the color you want to use. To view additional options, select More Fill Colors.
4. The shape or text box will appear in the selected color.

## To change the shape outline:

1. Select the shape or text box you want to change.
2. On the Format tab, click the Shape Outline drop-down arrow. The Shape Outline menu will appear.
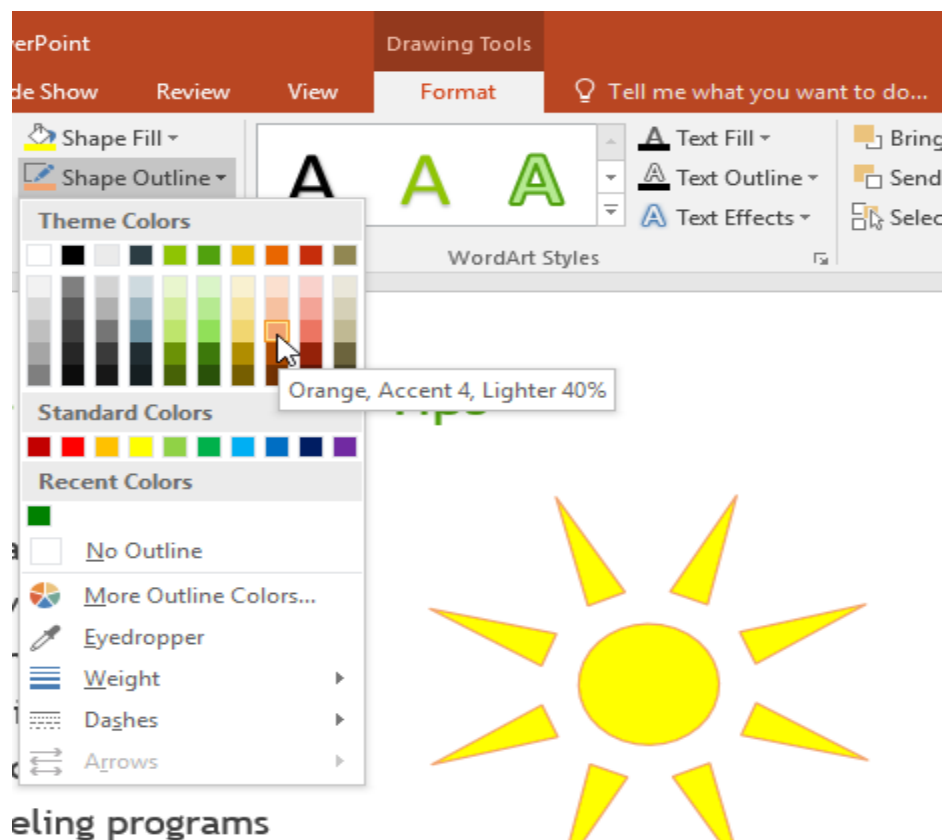3. Select the color you want to use. If you want to make the outline transparent, select No Outline.
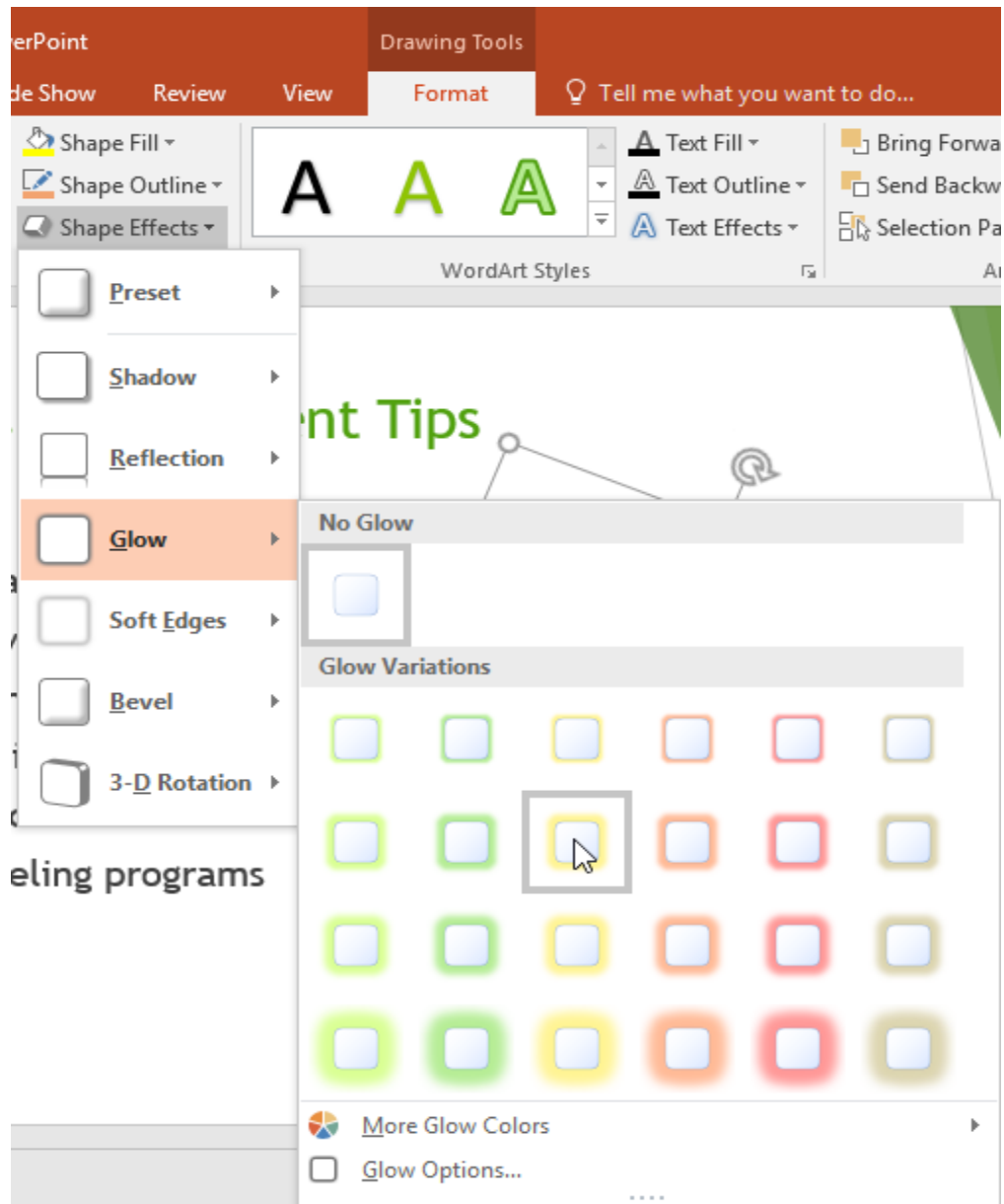
**Figure 5 : shapes outline menu**

4. The shape or text box will appear in the selected outline color.

# To add shape effects:

1. Select the shape or text box you want to change.
2. On the Format tab, click the Shape Effects drop-down arrow. In the menu that appears, hover the mouse over the style of effect you want to add, then select the desired preset effect.

**Figure 6 : shapes effects menu**

3. The shape will appear with the selected effect.

# Videos:

PowerPoint allows you to insert a video onto a slide and play it during your presentation. This is a great way to make your presentation more engaging for your audience.
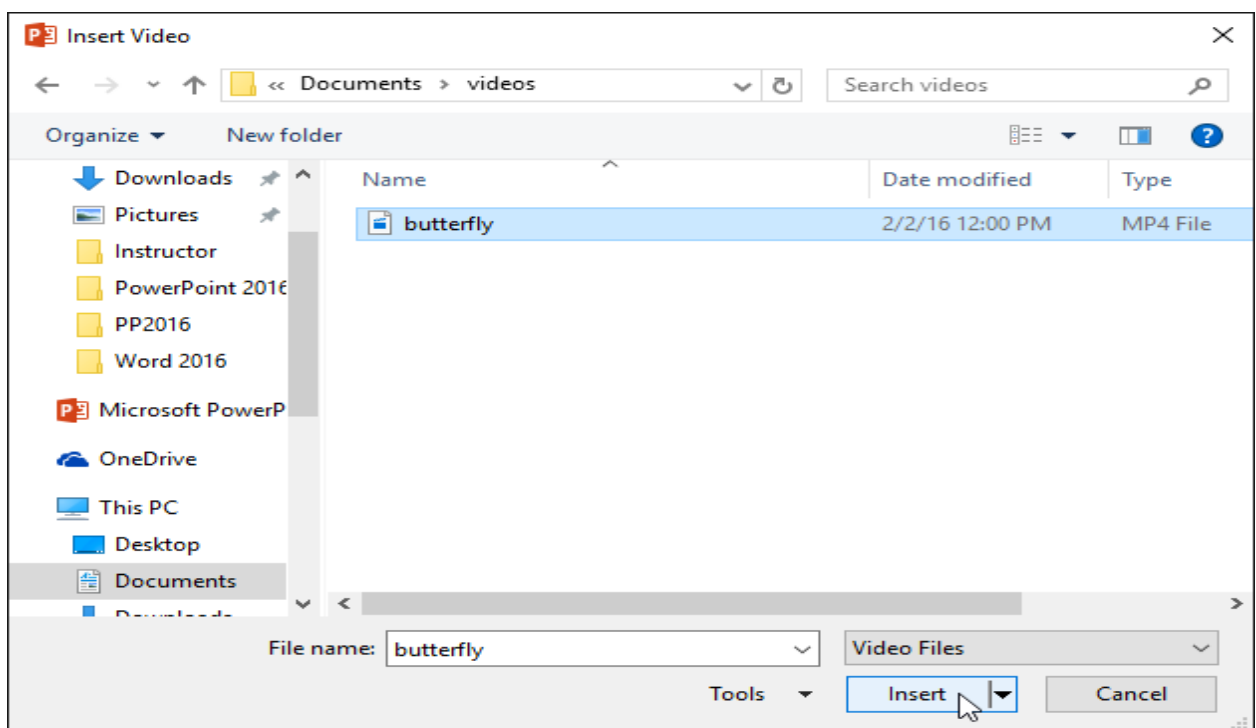
You can even edit the video within PowerPoint and customize its appearance.

1. From the Insert tab, click the Video drop-down arrow, then select Video on My PC...
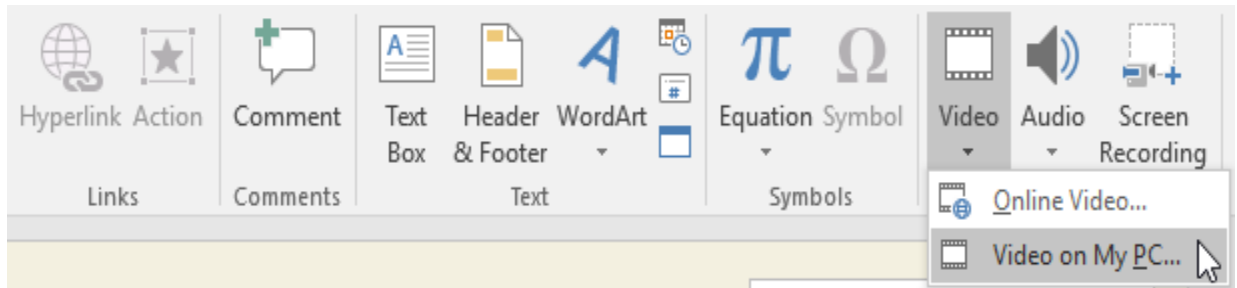


**Figure 7 : videos insert**

2. Locate and select the desired video file, then click Insert.



**Figure 8 : videos insert dialog**

3. The video will be added to the slide.

# To insert an online video:

Some websites—like YouTube—allow you to embed videos into your slides. An embedded video will still be hosted on its original website, meaning the video itself won't be added to your file. Embedding can be a convenient way to reduce the file size of your presentation, but you'll also need to be connected to the Internet for the video to play.
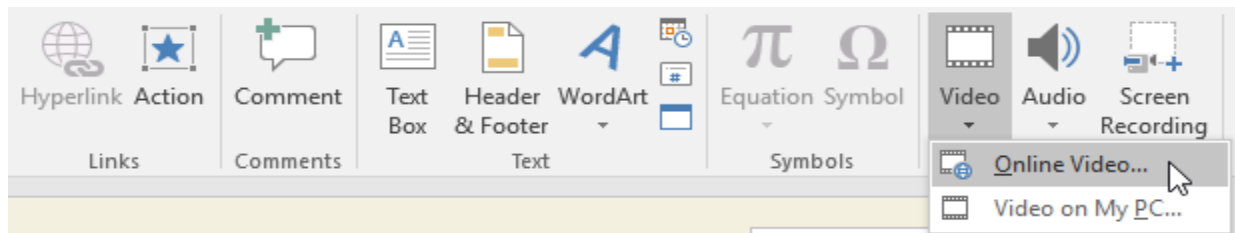


**Figure 9 : videos insert online**

# Working with videos:

1. To preview a video:
- Click a video to select it.
- Click the Play/Pause button below the video. The video will begin playing, and the timeline next to the Play/Pause button will advance.
- To jump to a different part of the video, click anywhere on the timeline.
2. To resize a video: Click and drag the corner sizing handles until the video is the desired size.
3. To move a video: Click and drag to move a video to a new location on a slide.

4. To delete a video: Select the video you want to delete, then press the Backspace or Delete key on your keyboard.

## Editing and formatting videos:

The Playback tab has several options you can use to edit your video. For example, you can trim your video to play an excerpt from the original, add a fade in and fade out, and add bookmarks that allow you to jump to specific points in the video.
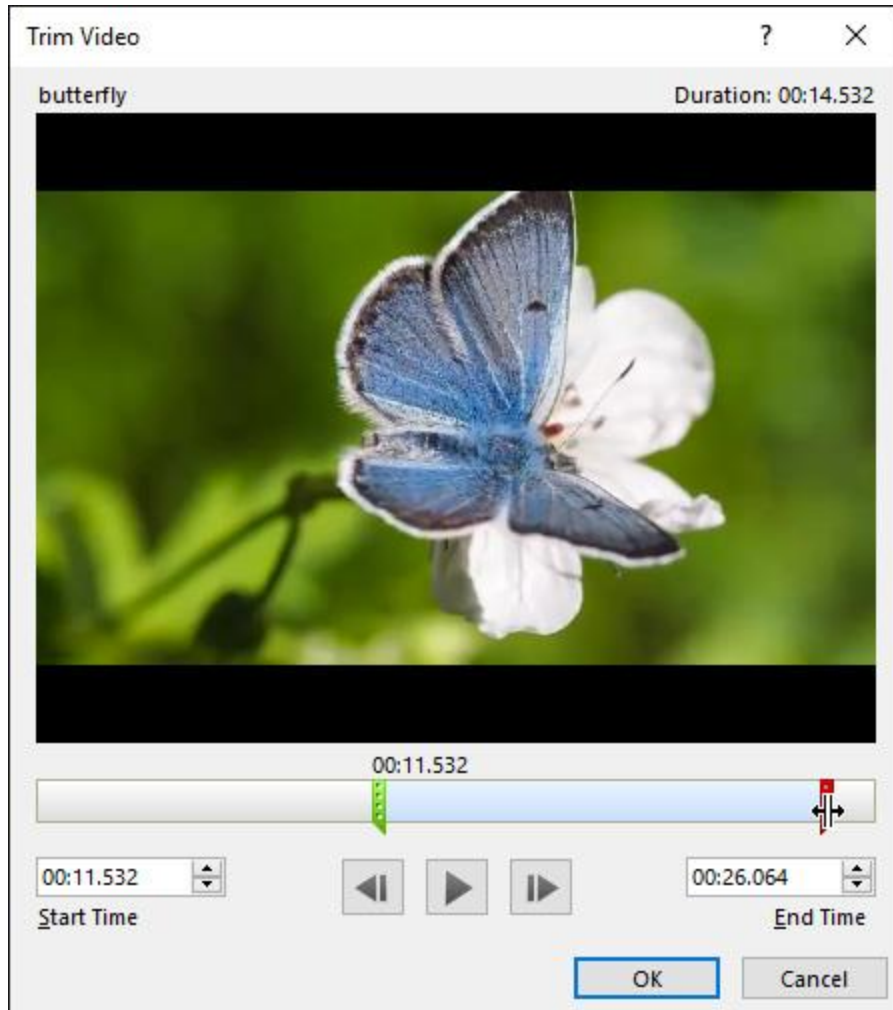
## To trim a video:

1. Select the video, then click the Playback tab on the Ribbon.
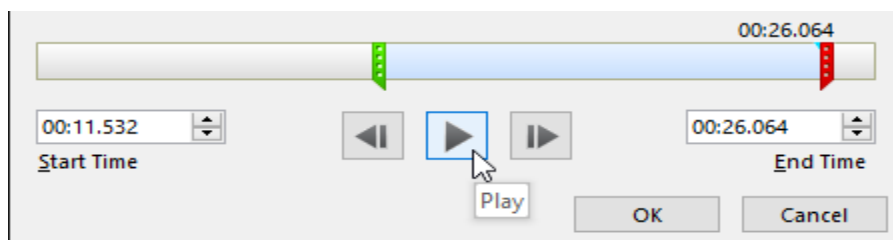2. Click the Trim Video command.
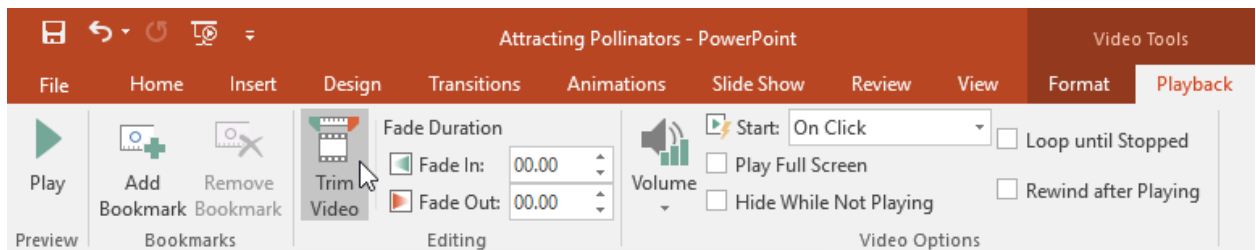


**Figure 10 : videos trim**

3. A dialog box will appear. Use the green handle to set the start time and the red handle to set the end time.

**Figure 11 : videos trim dialog**

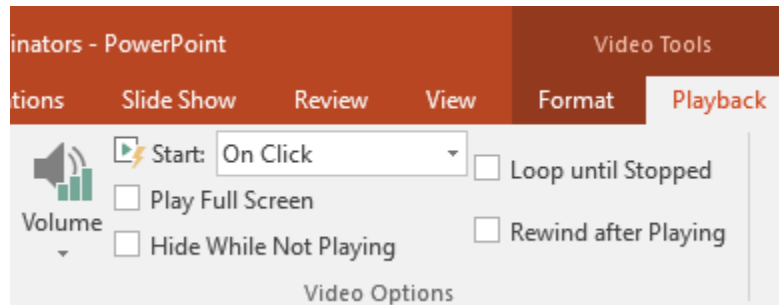4. To preview the video, click the Play button.



**Figure 12 : videos trim play**

5. When you're done trimming the video, click OK.

# Video options:

There are other options you can set to control how your video will play. These are found in the Video Options group on the Playback tab.



**Figure 13 : videos options**

1. Volume: This changes the audio volume for the video.
2. Start: This controls whether the video starts automatically or when the mouse is clicked.
3. Play Full Screen: This lets the video fill the entire screen while playing.
4. Hide While Not Playing: This hides the video when it's not playing.
5. Loop until Stopped: This replays the video until it is stopped.
6. Rewind after Playing: This returns the video to the beginning when it is finished playing.