

# AL-MUSTAQBAL UNIVERSITY COLLEGE



قسم التمريض

تطبيقات الحاسوب

Microsoft PowerPoint 2010

By

Noor Razaq Al-Rubaie

Lecture 5  
2022-2021

# SLIDE SHOW

1-start slide show

-Go to the Slide Show tab

- From Beginning

The slide show starts from the first slide



2-When you click from (current slide) , the slides show are starting from the current slide -

# SLIDE SHOW

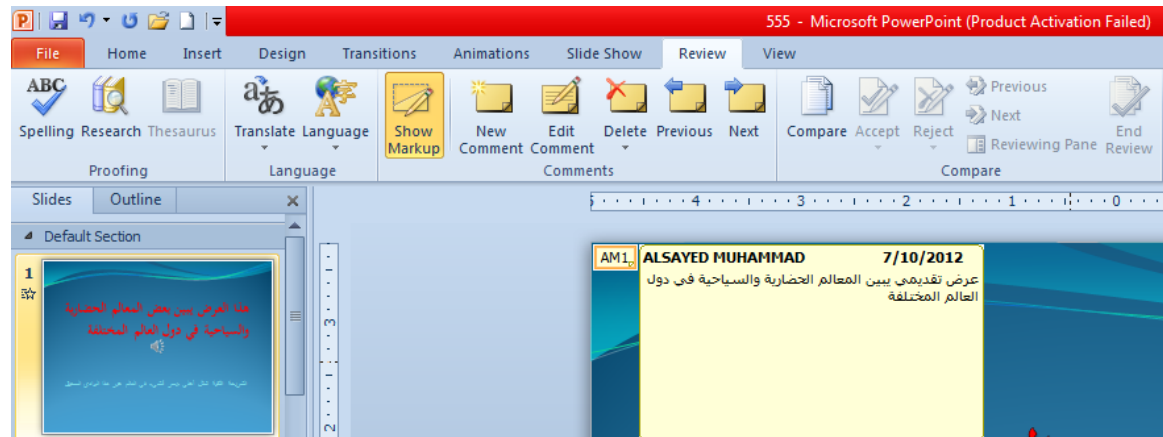
3- when you click ( Broadcast slide showe)  
The slideshow is displayed online after inter  
the username and password

4-you can change the slide show set up  
-click (Set up slide show)

5- you can hide any slide from slide show  
-click on (Hide slide)

# REVIEW

- You can add a comment to the slide presentation with today's date and the name of the computer user
- Go to Review tab
- Click ( Comments )



# VIEW

To change the presentation view

- go to view tab

- select the slides view from

(presentation view)

Normal, Slide store ,Note page ,Reading view

# ADD TIMING TO SLIDE

To add a time to display the slides

-go Transitions tab

- Timing

-Duration

You can add time for each slide

Or Apply time to all slides



# ADD HEADER & FOOTER

To add a header and footer to each slide

- Go to the Insert tab
- The text
- menu appears

You can Add date and slide number

It can be apply on all slides or one slide

# PRINT PRESENTATION

## Print Your Presentation

- Click on the **file tab** and choose **Print**.
- Select your printer, the number of copies, etc.
- If you are using a black and white printer, select the **Grayscale**

-click print

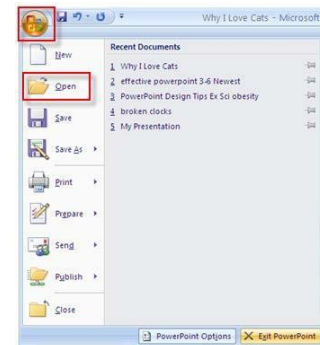




# OPEN A SAVED PRESENTATION

## Open a Saved Presentation

- Click on the file tab and choose **Open**.
- Click on the down arrow by the **Look in** window.
- Scroll until you find the location of your file and click on it.
- Click on the file in the window below.
- Click **Open**.



# SAVING PRESENTATION IN OTHER FILES FORMAT

To save the presentation in another format

- Go to the File tab
- Save as
- A window appears

The file saving format can be changed

PPTX,PDF,WMV ,.....