



Computer science

First Stage

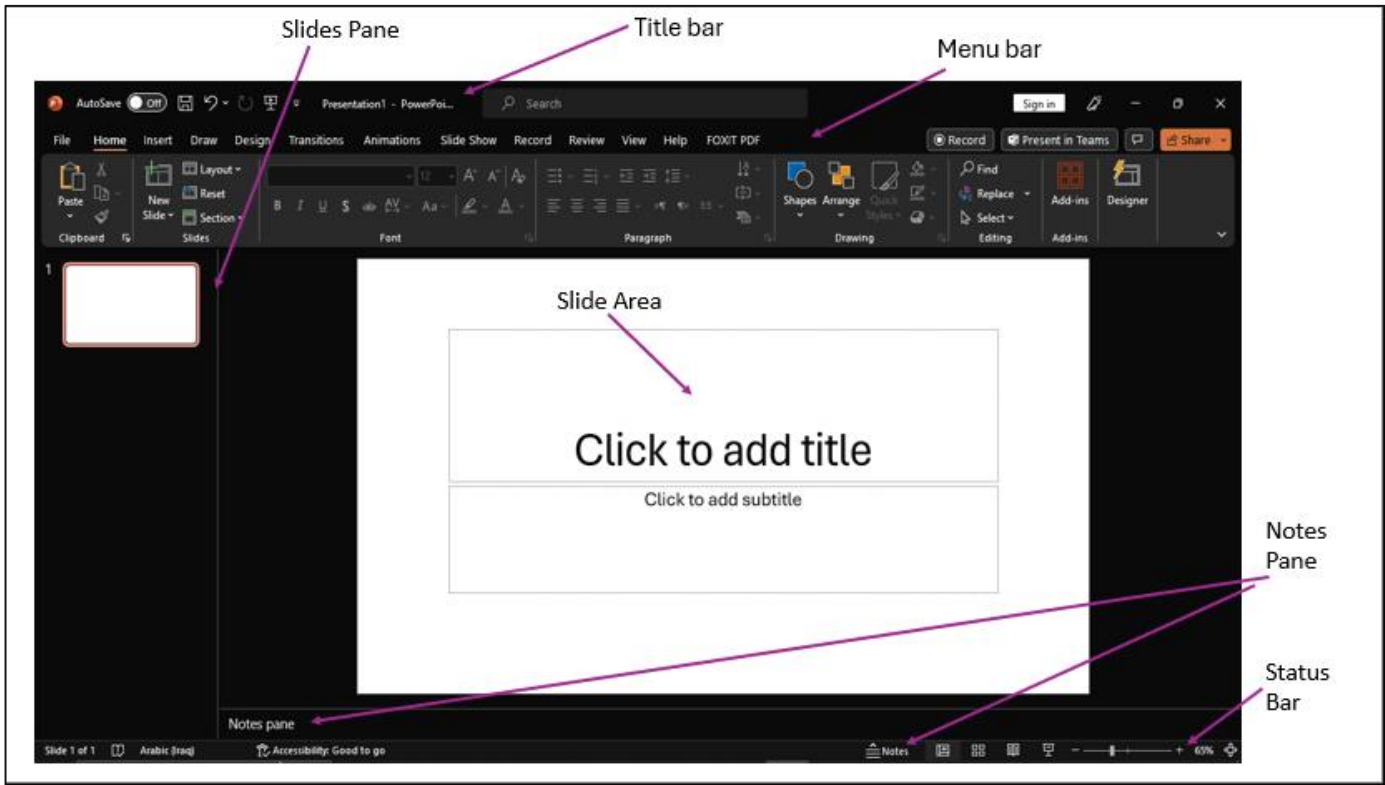
Lecture 7

The main interface of PowerPoint

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Microsoft PowerPoint Interface:

The main interface of PowerPoint typically includes the following elements:



1. **Title Bar:** Located at the top of the PowerPoint window, it contains several elements that provide information and functionality like Application Icon, the name of the presentation, Window Controls.
2. **Menu bar:** contains tabs and each tab is divided into groups that contain specific commands related to creating and editing slides such as:
 - a) **File:** This tab is used for file-related operations such as creating a new presentation, opening an existing presentation, saving, printing, and accessing PowerPoint options.

- b) **Home:** it contains commonly used commands for formatting and editing slides like changing font styles, alignment, numbering, and more. You'll also find commands for copying, pasting, and formatting text and objects.
- c) **Insert:** used to add various types of content to your slides, such as pictures, shapes, charts, SmartArt graphics, text boxes, headers, footers, and multimedia elements like audio and video.
- d) **Design:** This tab provides options to design your slides. You can choose from pre-designed themes, change the slide background, apply different slide layouts, and modify the color scheme and font styles.
- e) **Transitions:** allows you to apply transition effects between slides, controlling how one slide transitions to the next during a presentation. You can choose from a variety of transition animations, adjust their duration and timing, and apply them to one slide or all slides at once.
- f) **Animations:** lets you make objects on your slides move in different ways. You can choose how objects appear or disappear and how they move. You can apply these animations to text, images, shapes, and other elements. You have control over the order, timing, and effects of the animations. This helps you create more engaging and dynamic presentations.
- g) **Slide Show:** contains options for starting a slideshow, setting up slide show monitors, and configuring presentation settings. You can also control the presentation navigation, pointer options, and access features like presenter view.
- h) **Review:** it helps you with reviewing your presentation like spell check to catch spelling mistakes, track changes to see modifications, compare presentations to find differences, and protection options to safe your slides. These features make it

easier to collaborate, improve the quality of your presentation, and protect your work.

i) **View:** it offers various viewing options and controls for working with slides. You can switch between different views, adjust the zoom level, show or hide rulers and gridlines, arrange multiple windows, and access slide master editing.

3. **Slides Pane:** it is where you can see the slides in a small size in your presentation. You can rearrange, add, or delete slides from this pane.

4. **Slide Area:** The slide area is the main workspace where you can create and edit the slide. You can add text, images, shapes, charts, and other content to each slide in this area.

5. **Notes Pane:** The notes pane is located below the slide area and allows you to add speaker notes or additional information related to each slide. These notes can be used as a reference during a presentation.

6. **Status Bar:** The status bar is located at the bottom of the PowerPoint window. It displays information about the current slide, such as the slide number, layout, and zoom level. It may also show other indicators and controls, such as the view options and the slide show controls.

Note: the design and appearance of the PowerPoint interface may be different depending on the version of PowerPoint you are using.

Add a slide in PowerPoint:

To add a slide in PowerPoint, you can follow these steps:

1. Open your PowerPoint presentation.
2. go to the Slide pane on the left side of the screen. Right-click on the slide already exists that you want the new slide to be after it.
3. From the menu that appears, select "New Slide" or "Insert Slide." This will insert a new slide after the selected slide.

Note: also, you can add slides by pressing the keys (CTRL +M).

Another way to add a slide:

go to the Home tab on the top. In the Slides group, click on the "New Slide" button. It may be represented by a plus (+) symbol or a slide icon with a down arrow.

PowerPoint will insert a new slide with a default layout.

