

# كلية المستقبل الجامعة

قسم هندسة تقنيات  
الأجهزة الطبية



اسم التدريسي : رامي قيس مالك

اسم المادة : تطبيقات حاسوب

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رقم المحاضرة: 6

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AL-Mustaqbal university college

Class: 1<sup>st</sup>

Subject: Computer Applications

Lecturer: Rami Qays Malik

Lecture :Part-2-6th lec

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## POWERPOINT 2010

### Introduction

PowerPoint 2010 is a presentation software that allows you to create dynamic slide presentations that can include animation, narration, images, and videos. PowerPoint uses slides to build a presentation. PowerPoint files are called presentations, to create an engaging presentation, PowerPoint allows you to add text, bulleted lists, images, charts, and video to your slides.

### Slide Basics

PowerPoint includes all of the features you need to produce professional-looking presentations. When you create a PowerPoint presentation, it is made up of a series of **slides**. The slides contain the information you want to communicate with your audience. This information can include text, pictures, charts, video, and sound. Slides contain **placeholders**, which are areas on the slide that are enclosed by dotted borders. Placeholders can contain many different items, including text, pictures, and charts. Some placeholders have **placeholder text**, or text you can replace. They also have **thumbnail-sized icons** that represent specific commands such as **Insert Picture**, **Insert Chart**, and **Insert ClipArt**.

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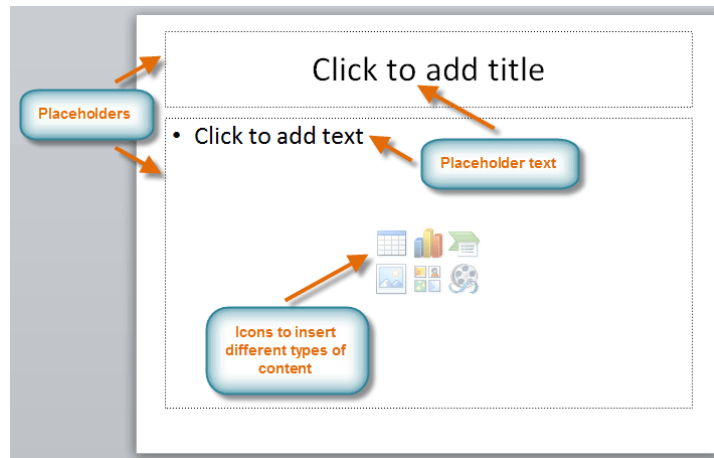
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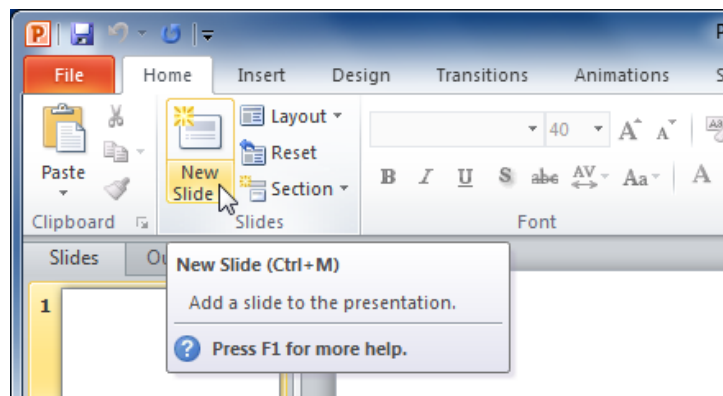
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## Working with slides

To insert a new slide:

1. From the **Home** tab, click the bottom half of the **New Slide** command to open the menu of slide layout options.



2. Select the slide you want to insert.

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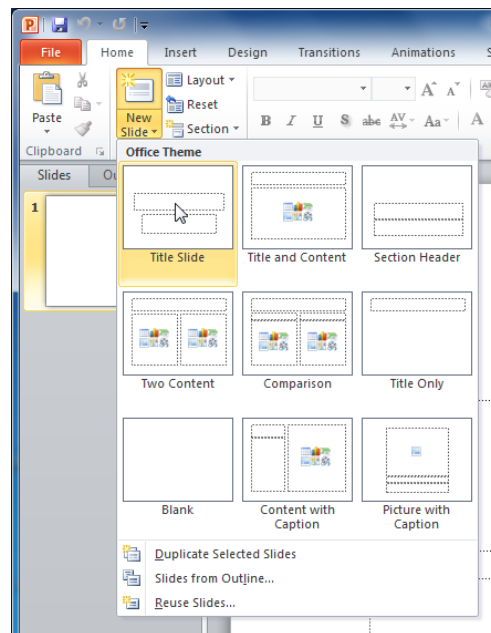
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3. A new slide will be added your presentation.

## Customizing slide layouts

To change the layout of an existing slide:

1. Select the slide you want to change.
2. Click the **Layout** command in the **Slides** group on the **Home** tab. A menu will appear with your options.

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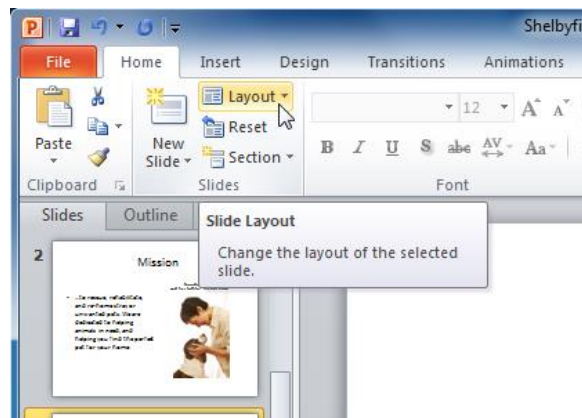
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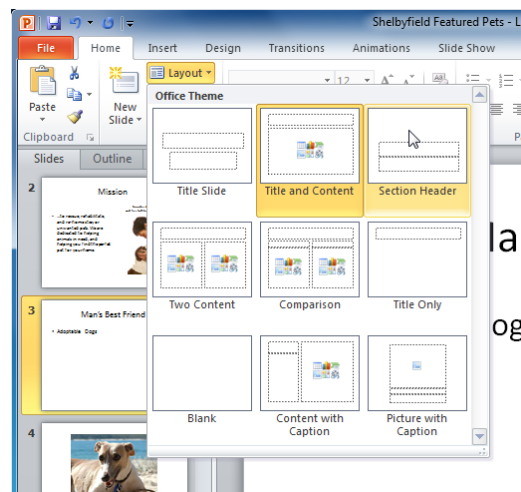
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3. Choose a layout from the menu. The slide will change in the presentation.



## About slide views

It's important to be able to access the different slide views and use them for various tasks. The **slide view commands** are located on the bottom-right of the PowerPoint window in Normal view.

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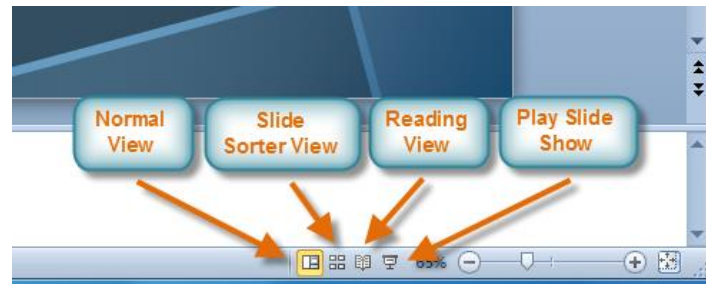
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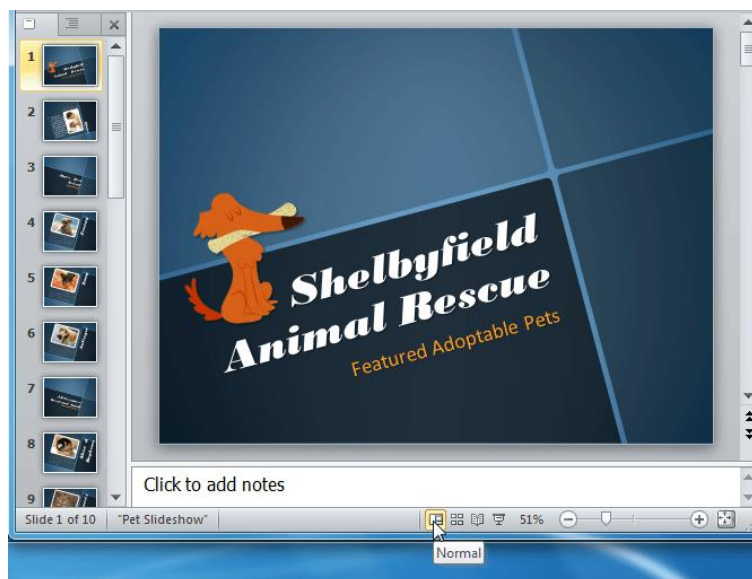
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**Normal view:** This is the default view where you create and edit your slides. You can also move slides in the Slides tab in the pane on the left.



**Slide Sorter view:** In this view, miniature slides are arranged on the screen. You can drag and drop slides to easily reorder them and to see more slides at one time. This is a good view to use to

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confirm that you have all the needed slides and that none have been deleted.

**Reading view:** This view fills most of the computer screen with a preview of your presentation. Unlike Slide Show view, it includes easily accessible buttons for navigation, located at the bottom-right.

**Slide Show view:** This view completely fills the computer screen and is what the audience will see when they view the presentation. Slide Show view has an additional menu that appears when you hover over it, allowing you to navigate slides and access other features you can use during a presentation. Press the Esc key to end the slide show.

### **Adding notes to slides**

PowerPoint gives you the ability to add notes to your slides—often called **speaker notes**—to help you deliver or prepare for your presentation. You can enter and view your speaker notes using the Notes pane or the Notes Page view.

### **To use the Notes pane:**

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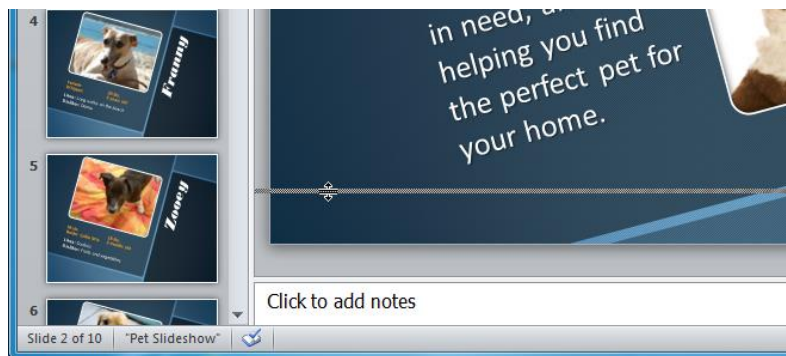
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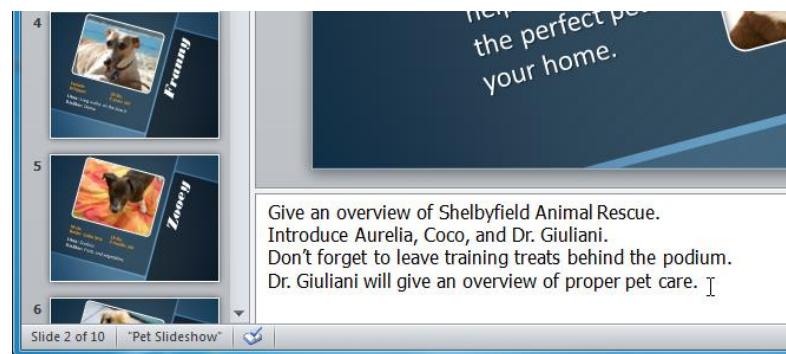
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1. Locate the **Notes** pane at the bottom of the screen, directly below the **Slide** pane.
2. Click and **drag** the edge of the pane to make it larger or smaller.



3. Type your notes in the **Notes** pane.



### To use Notes Page view:

1. Go to the **View** tab.
2. Click the **Notes Page** command in the **Presentation Views** group.



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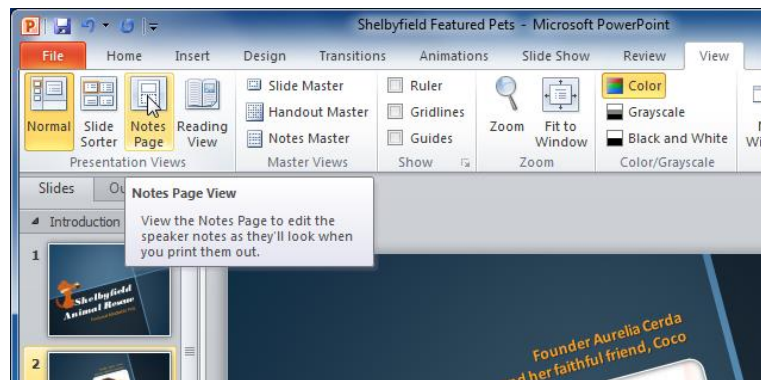
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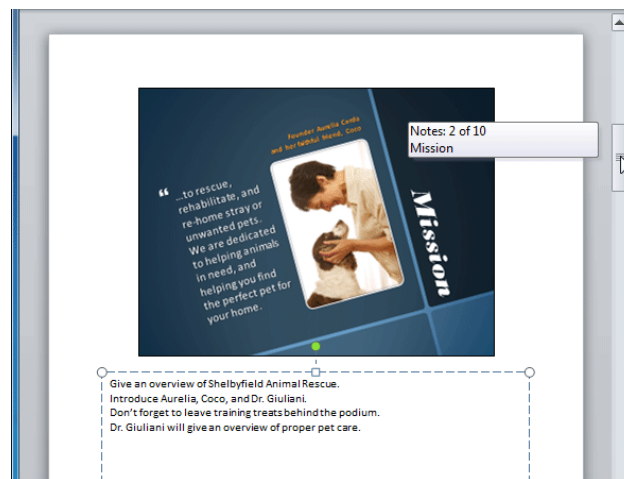
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3. Type your notes in the **text box**, or use the **scroll bar** to review your slides.



## Presenting a slide show

To present your slide show, you'll need to know how to start it. PowerPoint allows you to start your slide show from the first slide

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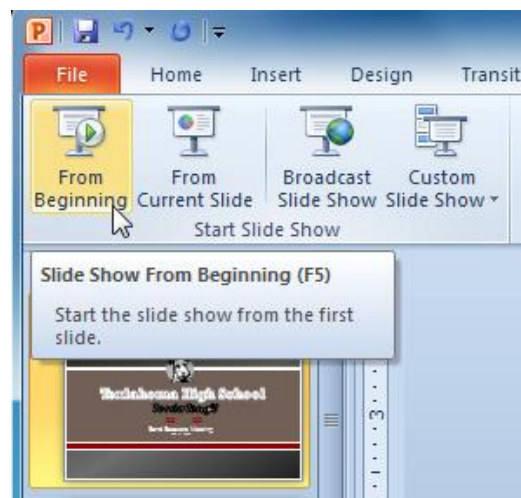
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or from any slide within the slide show. Once your slide show has started, you'll need to know how to advance through the slides.

### To start a slide show:

1. Select the **Slide Show** tab.
2. Click the **From Beginning** command in the **Start Slide Show** group to start the slide show with the first slide.



You can also start the slide show from the slide you prefer by selecting the slide and clicking on **From Current Slide** from the Start Slide Show group. This option is convenient if you only want to view or present certain slides.

Another option for starting the slide show is to select **Slide Show** view at the bottom of the window.

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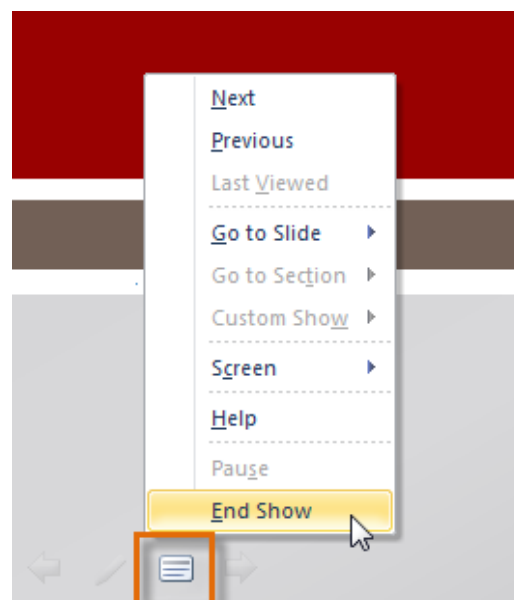
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### To stop or end a slide show:

To end a slide show, hover and select the menu box options command and click **End Show**. You can also press the **Esc** key at the top left of your keyboard to end the show.



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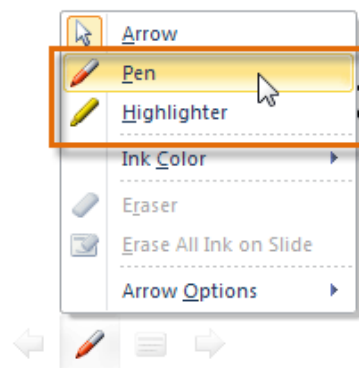


## Presentation tools and features

PowerPoint provides convenient tools and features you can use while you are presenting your slide show. Features include changing your mouse pointer to a pen or highlighter to draw attention to items in your slides. In addition, you can jump around to slides in your presentation or access items from your computer desktop if needed.

### To access the pen or highlighter:

1. Hover and click the **pen menu option** in the bottom-left of your screen.
2. Select **Pen** or **Highlighter** based on your preference.



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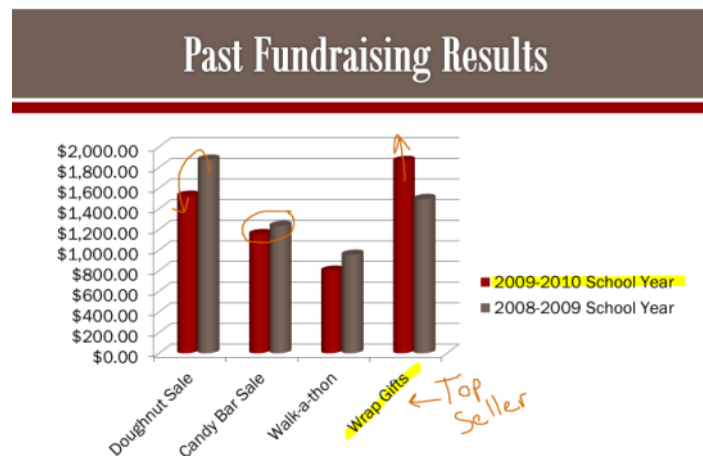
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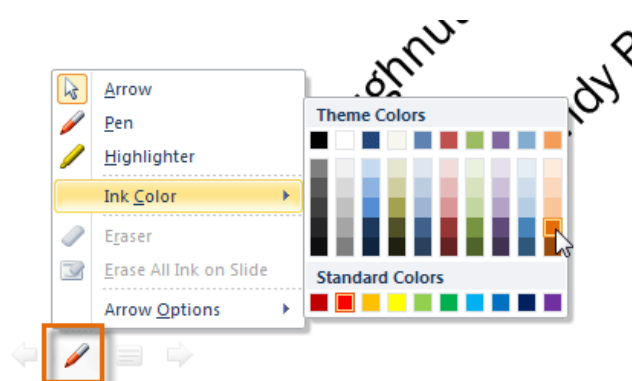
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3. Use the pointer to **draw on or mark your slides**.



From the same menu, you can also **change the color** of the pen or highlighter. Keep in mind that light color choices are best for the highlighter.



**To erase ink markings:**

1. Hover and click the **pen menu option** in the bottom-left of your screen.

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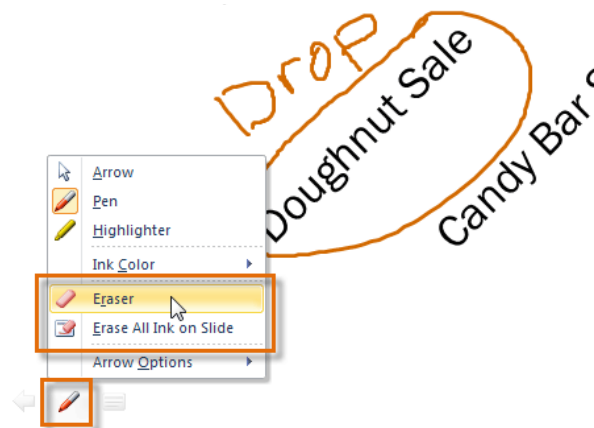
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2. Select **Eraser** to erase individual ink markings, or select **Erase All Ink on Slide** to erase all markings.



## Animating text and objects

PowerPoint offers a variety of **animations** you can use to enhance your presentation. Animations can be used to make text or objects **appear** on a slide, **exit** a slide, or **emphasize** the text or objects already on a slide.

## The four types of animations

There are many different animation effects you can choose from, and they are organized into four types:

- **Entrance:** These control how the object enters the slide. For example, with the **Bounce** animation, the object will drop onto the slide and then bounce several times.

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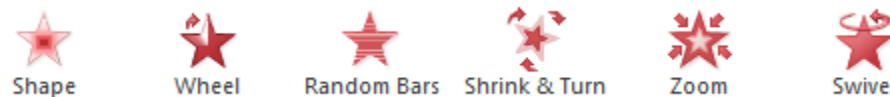
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- **Emphasis:** These animations occur while the object is on the slide and are often triggered by a **mouse click**. For example, you can set an object to **Spin** when you click the mouse.



- **Exit:** These control how the object exits the slide. For example, with the **Fade** animation, the object will simply fade away.



- **Motion Paths:** These are similar to **Emphasis** effects, except the object moves within the slide along a predetermined path, like a circle.



### To apply an animation to an object:

1. Select an object.
2. Click the **Animations** tab.
3. In the **Animation** group, click the **More** drop-down arrow to view the available animations.
4. Select the desired animation effect.

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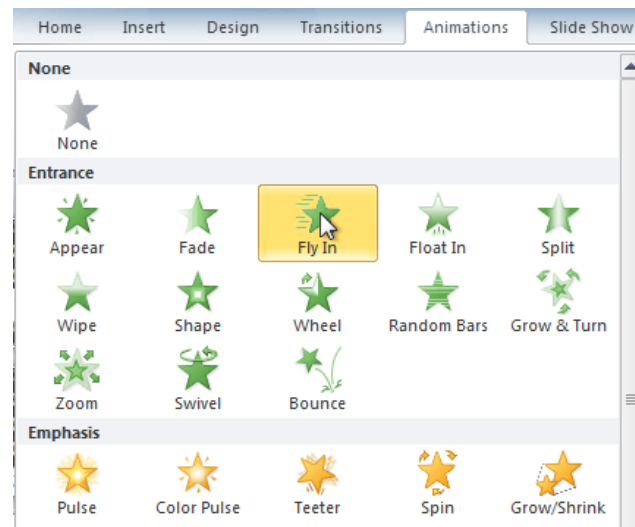
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5. The object will now have a small **number** next to it to show that it has an animation. Also, in the Slide pane, the slide will now have a **star** symbol next to it.

