

AL-MUSTAQBAL UNIVERSITY COLLEGE



قسم الأشعة

تطبيقات الحاسوب
Microsoft PowerPoint 2010

:By
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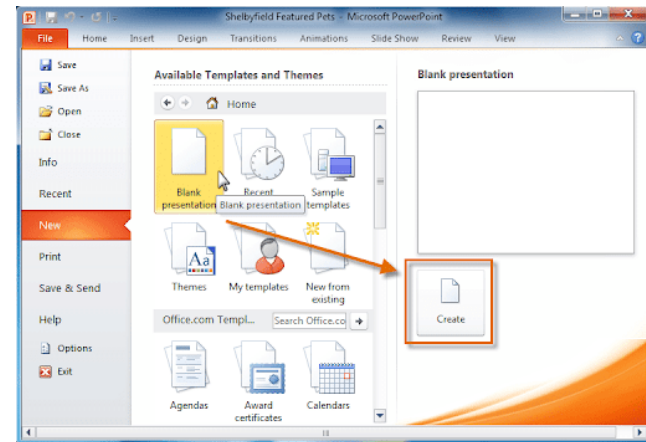
Lecture 3
2021-2020

CREATE A NEW PRESENTATION

To create a new presentation

- 1- Click the File menu
 - 2- then the New button,
 - 3- select a blank presentation, on the right
- Then click on Create

A new presentation is created and you can enter text, tables, charts, and pictures using the keyboard.



NEW SLIDE

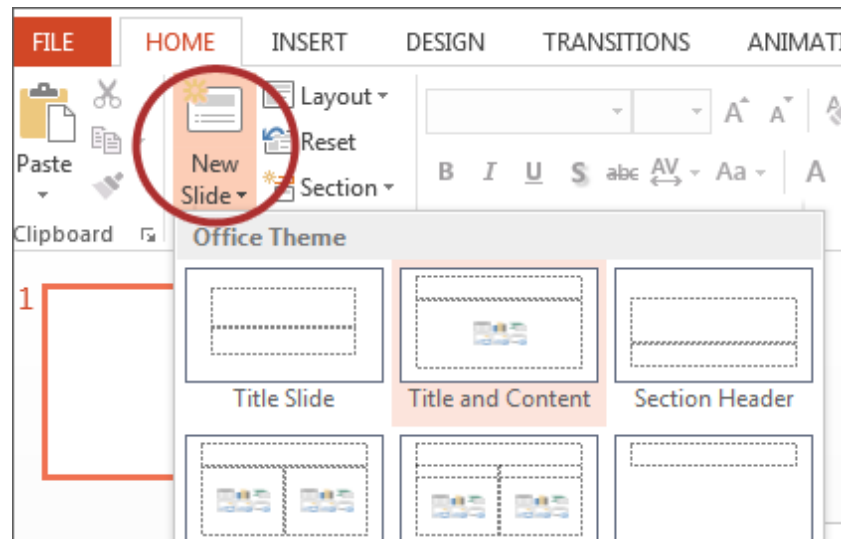
Create a new slide

1- Click on the Home tab

2- Click (new slide)

3- selecte Contents and Title

Includes area for
title and text



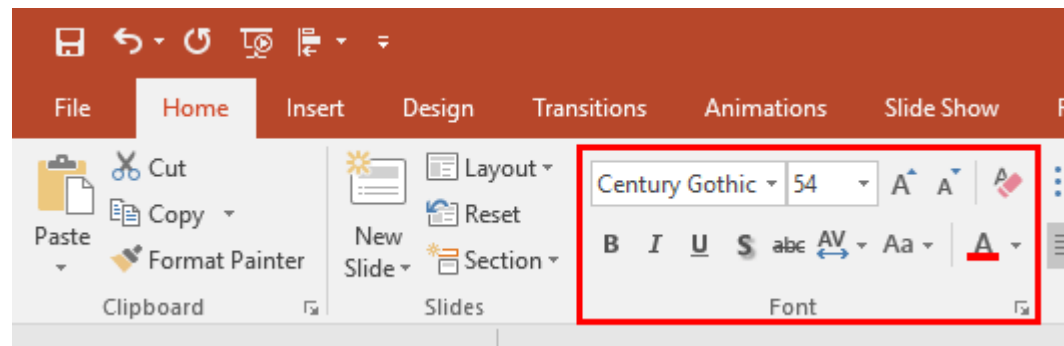
CHANGING THE TEXT APPEARANCE

When you write text in English or Arabic, you can change the properties

1- Click home

2-Font

3- You can change font face , font size, bold face, underline and italicsthe



TEXT ALIGNMENT

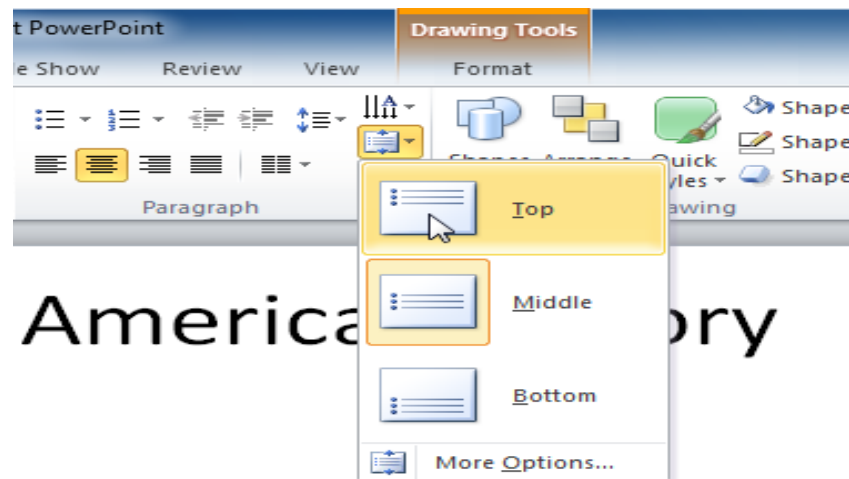
Text alignment can be changed

1- click home

2-Click a paragraph

3- Choose Text Alignment (Right ,Center ,Left)

You can also change Spacing Line



DESIGN

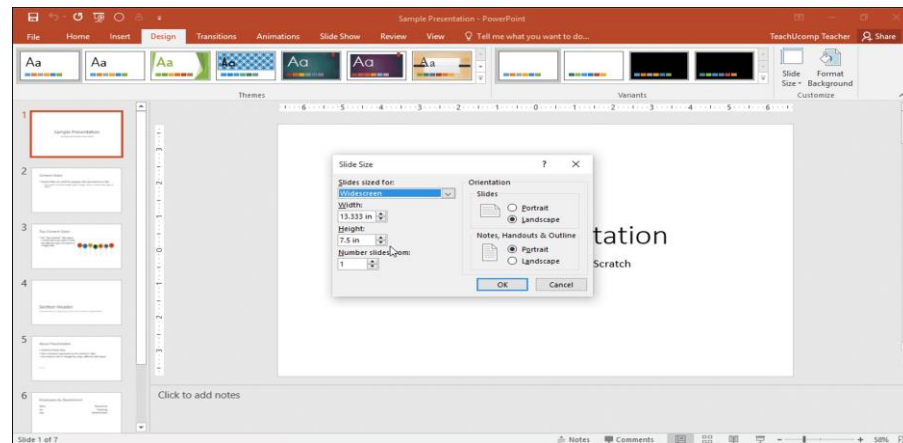
To change the design ,size and orientation of the slides in your presentation

1- Ribbon

2- Go to the design tab

3-Page settings,

a window appears, You can change the size of the slide, height and width of the slide, display slides(Portrait or Landscape).



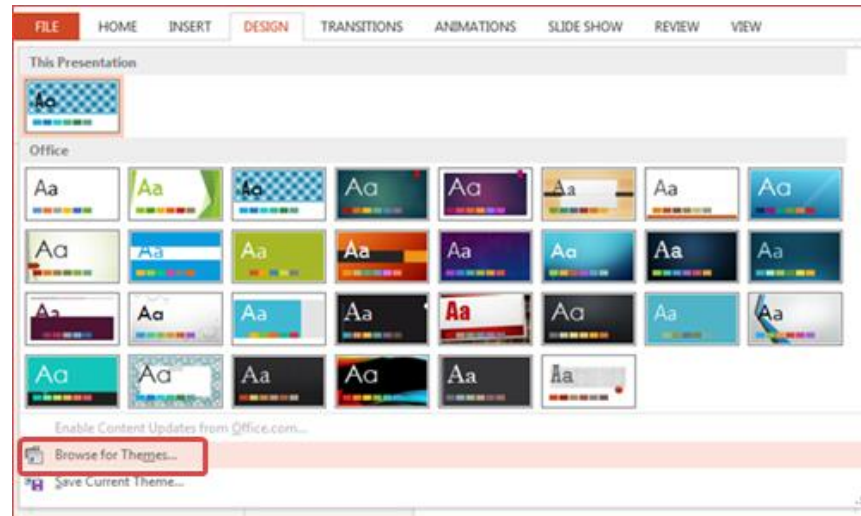
THEMES

Themes are a set of properties that are applied to the slides, including its design and colors

1- Ribbon

2- design

3- Themes



You can view and apply it, by placing the mouse pointer on the theme

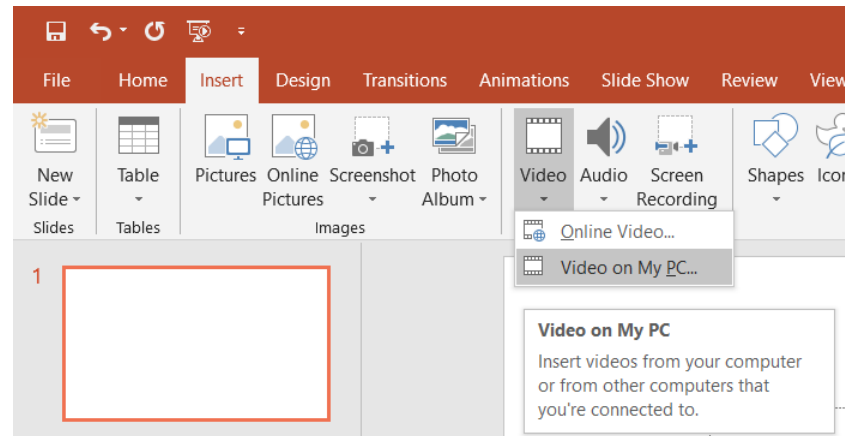
INSERT

1-Ribbon

2- insert

To add objects to the slide such as straight lines, curved ,square, triangle, circle, etc.

You can also add tabel ,images ,Illustration ,symbols , media, links.



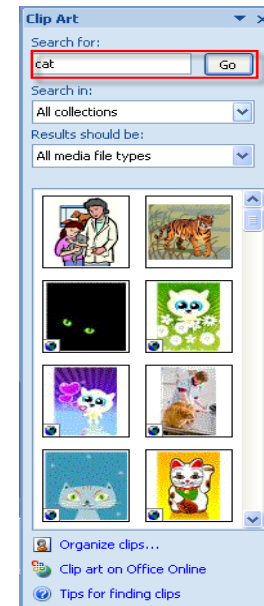
ADD CLIP-ART TO A SLIDE

- Click on the Insert tab
- choose Clip Art from the image group
- task pane appears on the right side of the Screen



- Enter word or phrase that describes the image you are looking for in the Search for: window and click on Go.

- Scroll through the list of images that match your



TRANSITIONS

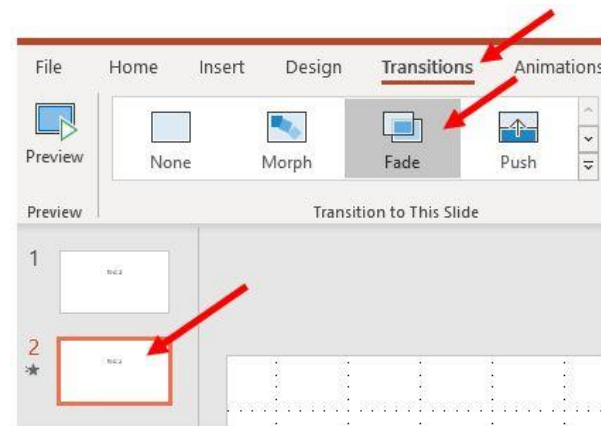
When making a presentation using the Slide Show , effects can be added to moving from one slide to the next

Ex , the slide appears (from the right, or left, or from the top or bottom)

you can also change the transition time

1-Select the slide

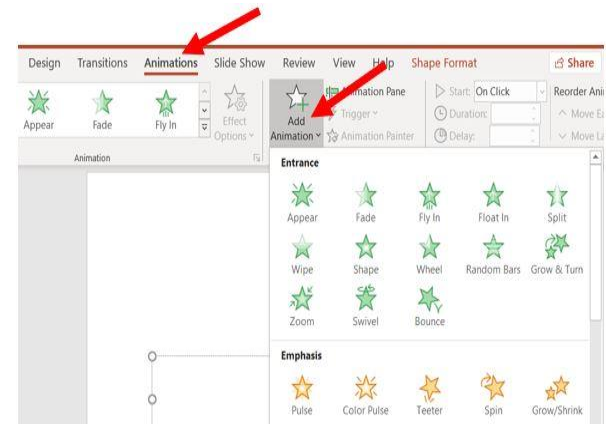
2- Go to the Transitions tab



ANIMATION

Animation effects can be added to important texts and words to focus on by the viewer

- 1- Select the object or text
- 2- choose the Animations tab



A list of animations appears...

The animation can be applied when the text is Entrance Or exit

SHOW AND HIDE SLIDES

We may want to hide a slide or a group of slides so that they do not appear during the presentation

- 1- from the Slides Tab
- 2- Select the slide that you want to hide
- 3- Click the right button of the mouse
- 4- Choose from the drop-down menu
(Hide Slide)

