



Power point program is one of Microsoft's products, and is used to design electronic presentations where electronic display consists of a set of slides and used as a means to illustrate the idea of clarifying certain to be shown in the auditorium of the number of attendees. Where is prepared slides containing the first and the slides on texts and images, sounds and graphics can move text and images in the presentation.

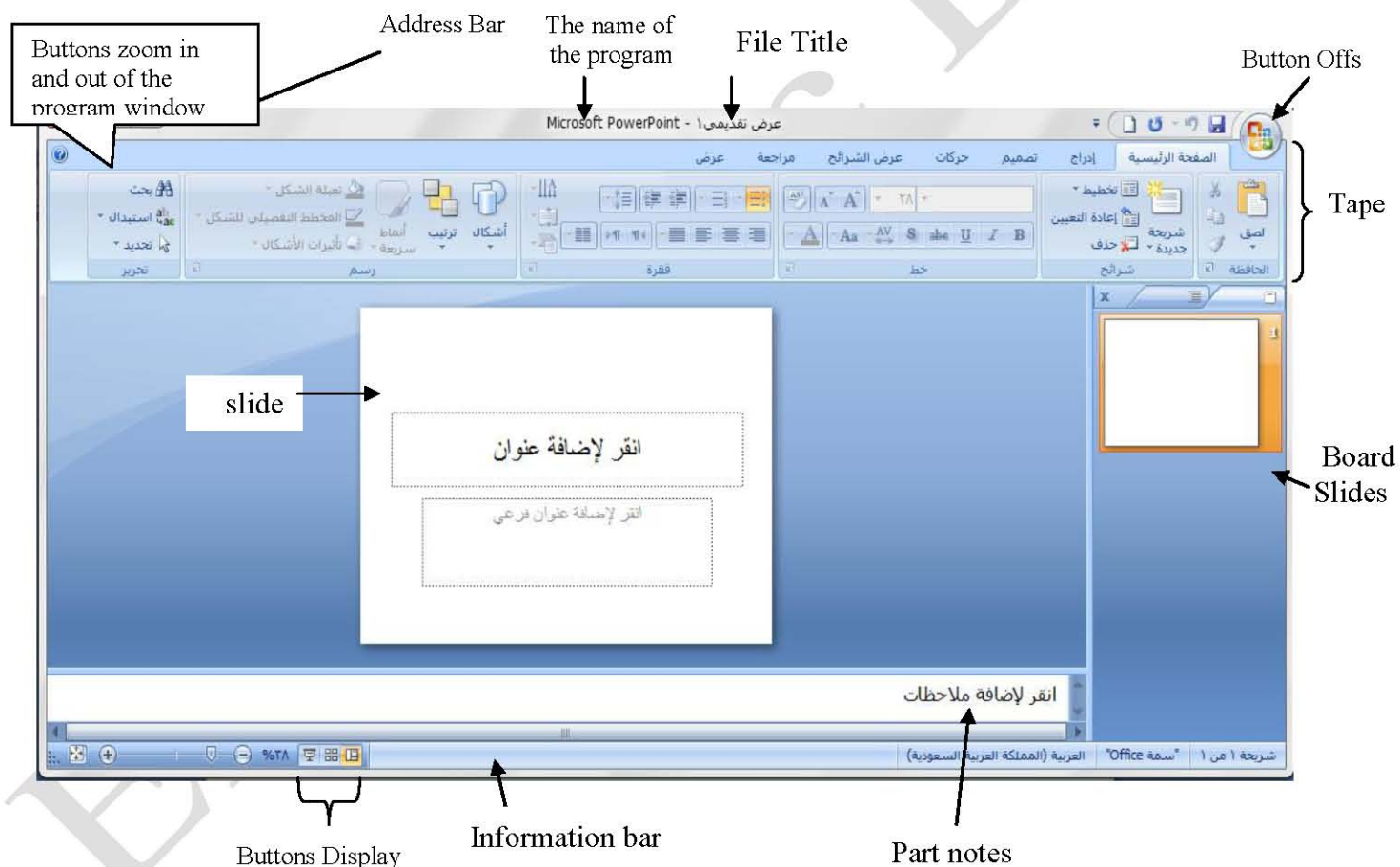
Mode of operation of PowerPoint program: -

Start >> all program >> Microsoft Office >> Microsoft Office Power Point 2007

Then begins to work PowerPoint program.

Outline of the screen: -

When you run the program window appears PowerPoint as specified in the following figure

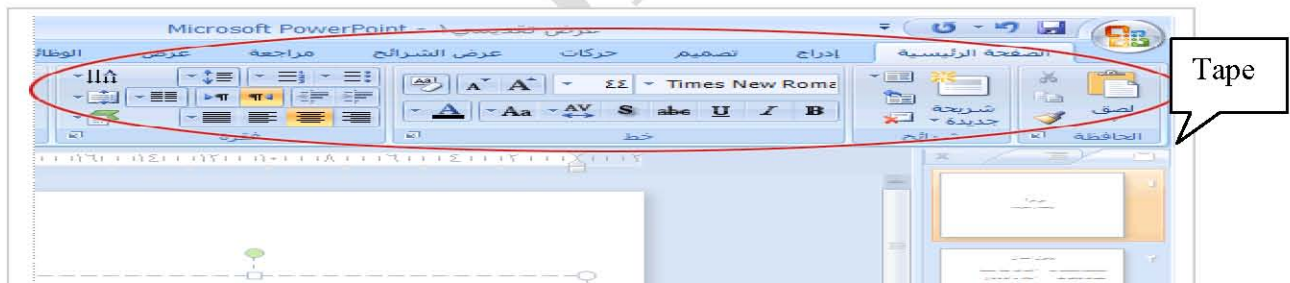


Note in PowerPoint 2007 changed significantly is the area the top of the PowerPoint. Instead of menus and toolbars that I used to see them in PowerPoint 2003, there is a long bar appears at the top screen contains many visible commands clearly and ranked in groups .called on this tape long "ribbon", which is now considered the control center, which will help you to create a display presentation. So do not be a need to search for them in menus or toolbars are not displayed.



Consists of " tape " from the following tabs : -

- tab " Home " Home Here is all the commands displayed as buttons , it supports a variety of tasks , including copy and paste , and add slides, change the slide layout , and format the text and the appointment of his site , and search and replace text .
- tab "Insert " Insert Here is all you may need to put in the slide - from tables , pictures, diagrams , charts and text boxes to the sounds and hyperlinks , headers and footers .
- tab " design " Design from which you can choose the form of incomplete segments includes background design , fonts, and color scheme , and then customize this format.
- tab " movements " Animations Here is all animation effects . Is the basic movements are easier to add to the lists or charts .
- tab " slide show " Slide Show you can determine the color of a pen or a certain segment of the start of it. You can also record narration , and review the offer quickly , and make some other preparatory tasks .
- tab " Review " Review where you find the spell checker and research services . Mark team have used annotations to review the presentation , and then see these comments .
- tab " View " View you can make a quick switch to a view " page notes ," and show grid lines , or organize all open presentations in the frame.
- It also shows the status bar at the bottom of the display screen displays PowerPoint us information, such as the slide number and the name of the design template applied to the slide that is displayed and the display buttons and a sliding zoom in / out to zoom view slide in or out . Clicking buttons minus (-) and plus (+) as well as to perform the same thing .



Display Presentation: -

Microsoft PowerPoint by default called any new file is created on behalf of the presentation and the first presentation will be named default (Presentation 1) and its extension ppt which means that the full name be (presentation 1.ppt), the presentation may consist of a single chip or multiple slides , which in turn may contain text, images, sounds and graphics can Post an sounds and kinetics for the texts , images and objects .and any presentation is created to be given the name of its own in order to be practical conservation through it and in this way it becomes an electronic file stored in the computer's memory so you can refer to it at any moment In order to open and view the contents or modify it .

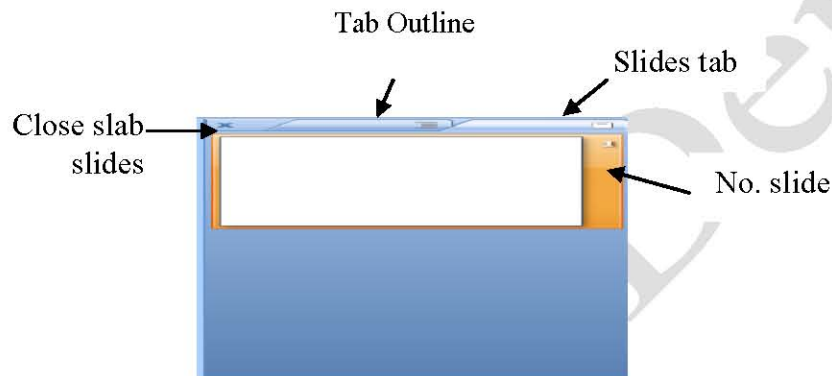


Slide:-

Constructivism is the unit that make up the presentation and can be placed where writings, pictures, objects, backgrounds, kinetic effects, sound effects and hyperlinks.

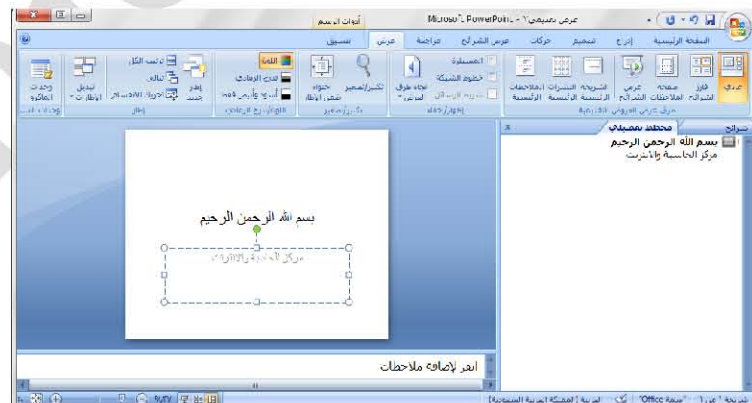
Slab slides (part slides)

Yemen, which is part of the program window as in the following figure contains part of the slide on the top (Outline tab) and (tab slides); where you can switch between them by clicking on the right-ease tab.



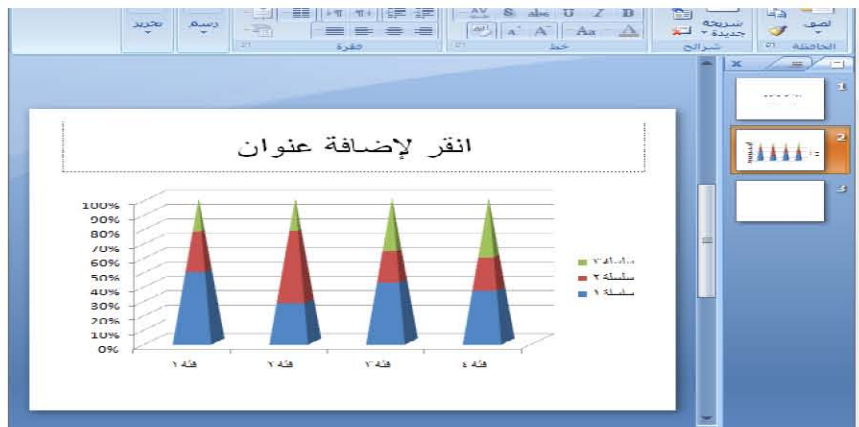
Outline tab

It represents the outline text slide - slide where the text appears in outline form for each slide in the presentation, as in the current format, which is the best place to start writing content, and Post an amendment, delete, and move slides and text as desired.



Tab slides

To move to this tab to see the slides in the presentation miniature-sized pictures during editing. Thumbnail facilitate mobility in the presentation and see the effects of design changes. You can also rearrange the slides, add, or delete them. As shown in the figure.

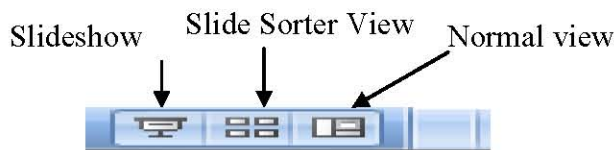




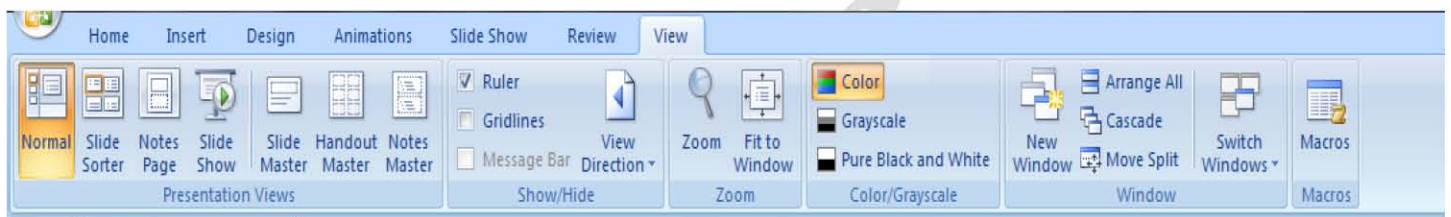
Buttons Display

Are the buttons on the bottom of the screen the program from the left side in the status bar by clicking Right-click on the display button where you can through buttons display to determine how the slide show and the buttons represent three main ways to view slides and each view has a certain style, namely: -

- normal view
- Slide Sorter View
- slideshow



And you can access them in a manner and within seconds "View" tab, click the Group "offers ways to display your presentation," and then choose the right offer, as in the following figure.



Buttons Display



Normal view

The default display is to create and modify slides in PowerPoint contains most of the tools you need to write the user and the presentation and design. To display the work of three aspects: to the right part of the slide, and to the left task pane; In the bottom part notes.



Slide Sorter View

Slide Sorter View is a special offer for slides in the form of thumbnails, when you have finished creating your presentation, edit, Slide Sorter gives an overall picture of him making it easier to rearrange the slides, or added, or deleted, and preview the effects of the transition and animation effects.



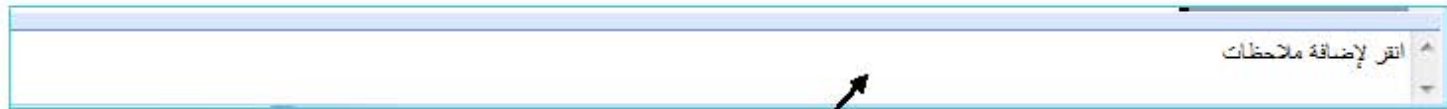
Showing "slideshow"

Is a slide show to fill the computer screen, are viewed full-screen presentation, as will be seen attendance. Where you can see how the image will look like, and timing, and movies, and animated elements, and transition effects in the actual display.



Part observations: -

The lower part is in normal view and show the phrase (click to add notes) where you write your feedback that you want to accompany a slide. You can print these notes as pages or notes displayed when you save a presentation as a Web page. .Where You can add notes on the content of each slide, by clicking the right-ease in the part of the notes as shown in the figure below, and the page is displayed notes of "View" tab and in the group of "methods of display presentations," and then notes page where Post an editing notes.



Click here to add


Dealing with slide :-

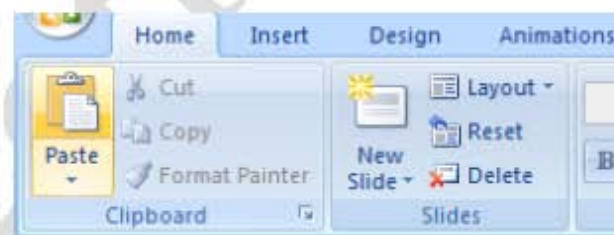
- data entry

To enter data into the slide click inside the rectangle appropriate. "Click to add title" and then type the text you Trgb.nas on the slide always resides within a place called the deputy a text box (text box) or be a form of automatic (Auto shape).

- insert a new slide insert New Slide

To insert a new blank slide, select the slide you want to insert a slide and then do one of the following actions:

o the tab "Home Home" click the "slices Slides", click the new slide , as in the following figure.




- Right-click on the current slide Y emen menu appears and choose a new chip as in the following figure
- of the keyboard, click on the ctrl key with the key +M



- **Delete Slide**


To delete the slide , select the slide you want to delete and do one of the following : -

- the Home tab , click the segments , click Delete .
- Right-click on the current slide Yemen menu appears and choose Delete slide
- Click on the DELETE key or Backspace on your keyboard to delete the slide.
- Copy, Cut (transfer) , paste slide (copy, cut, paste slide)
- Select the slide you want to copy and do one of the following actions: -
- Click Right-click the selected slide , and then click Copy to copy or
- From Home Tab in part clipboard to click Copy button  or button paste
- pressing CTRL+ C to copy and press CTRL+ X from the keyboard.



- **Paste Slide**

After a Copy command or the Cut command segments, must use the Paste command and execute this command, click the slide you want to be followed by slides copied or shredded and do one of the following actions:

- Click Right-click the slide that you want to be followed by slides copied or shredded, and then click Paste.
- From Home Tab in part clipboard, click the Paste button 
- pressing CTRL V from the keyboard.



Hint: - slide can be moved in a way that drag and select the slide, which you want to move and click the left mouse button and drag it to a new position in the board or part of the slide, and look for a horizontal line beneath the slide that you want to be followed, then release the mouse button.

- **Hide Slide**

Select the slide you want to hide and do one of the following actions:

- the tab "slide show" in the "preparation", click "Hide slide," as in the following figure



- Click Right-click the slide you want to hide, and then hide the slide.



Symbol appears hidden slide



with the slide number inside, next to the slide that conceal. As in the following figure.



The hidden slide

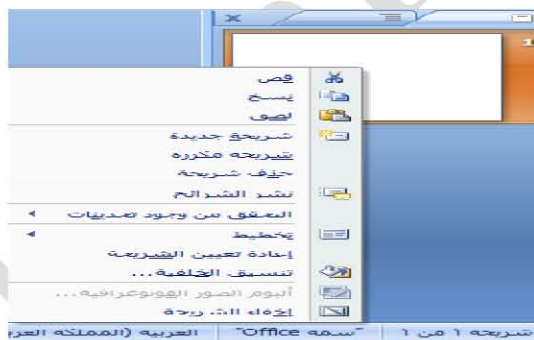


Hint: - keep the slide in the file, even though they be hidden while running the presentation.

▪ **repeat slides**

Select the slide that you want to replicate and do one of the following actions: -

- Press the keys (CTRL D) of the keyboard
- Click Right-click the slide that you want to replicate, and then slice duplicate as in the following figure



Duplicate slides are included directly in the bottom of the slide that you specify.



Hint: -

- * To determine a single slice, click it.
- * To select multiple consecutive slides, click the first slide and press SHIFT, and then click the last slice want to be identified.
- * To select multiple non-consecutive slides, press CTRL, and then click each slide you want to select

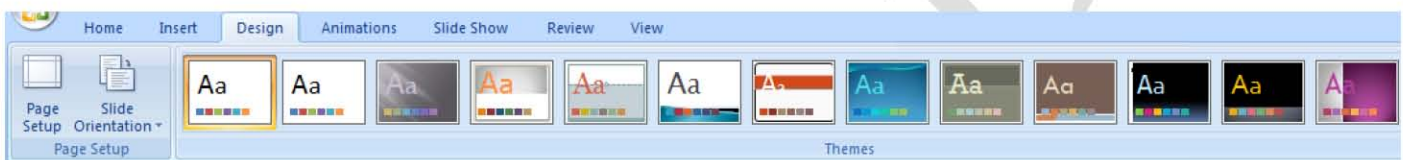



- **Add a background to your presentation**
- **add attributes of the slide.**

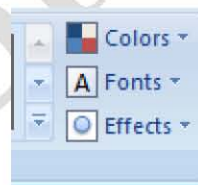
Note in Microsoft Office PowerPoint 2007, that features replace design templates (design template : A file contains the styles in a presentation , including the type and size of bullets and fonts, sizes and placements placeholders , and design background, and the mobilization of color schemes), which was used in versions Previous . Can coordinate the entire presentation quickly and easily to give the appearance of professional and talk him through the application of an attribute.

The feature is a set of formatting choices that include a set of (theme colors and lines of the attribute and the effects of the attribute) .

The features contained within " tab design " in the group " attributes " . Where when you put the cursor over a thumbnail image of the feature , you can preview how the pattern of the background to the presentation. If you want to apply this style, you clicked. As in the following figure.



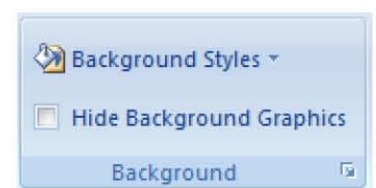
In the Design tab, in the Themes group, click the More button  , offer more features, and you can change the colors, lines or lines and the effects of packaging used. The application of these changes to the presentation slides km in the following figure.



- **allocation patterns backdrop for the presentation**

Patterns backgrounds are displayed in thumbnail images in the gallery patterns backgrounds. When you put the cursor over a thumbnail image of the background pattern, you can preview how the pattern of the background to the presentation. If you want to apply this style, you clicked.

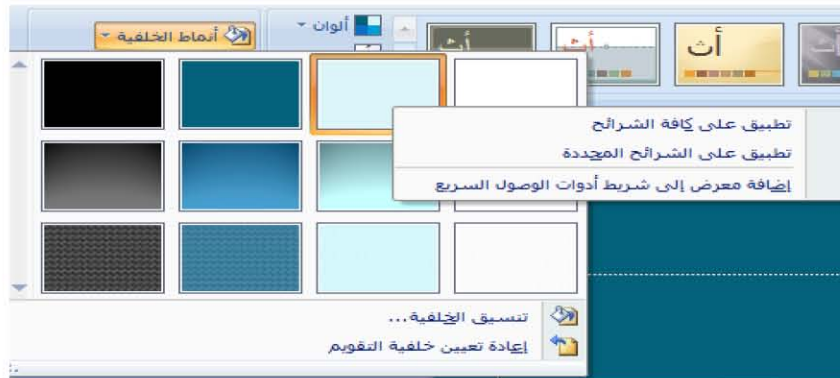
- Click the slide or slides you want to add style to the background.
- the tab "design" in the group "background", click the arrow next to the patterns backgrounds.





Tip: If you wish to hide background graphics click the check box to hide background graphics chipset as in the figure above

- Click Right-click the background style that you want, as in the following figure



And then do one of the following:

- To apply a style background on selected slides, click Apply to selected slides.
- To apply a style to the background on all the slides in the presentation, click Apply to All Slides.

Coordination Background: -

You can work formats for background slide through patterns backgrounds where you can color a schism Post an article or use a photo as wallpaper or as in Fig.



Create a presentation

First: - Create a presentation using blank presentation: -

The first way: click the button Microsoft Office, click New, and then click an empty talk and the bottom of the molds, and then double

-Click down the offer of a blank and empty talk, or click on. Also Created in shape.





The second way - through the right-click to click  on the New button from the Quick Access Toolbar as shown in Figure



Create a presentation using templates installed

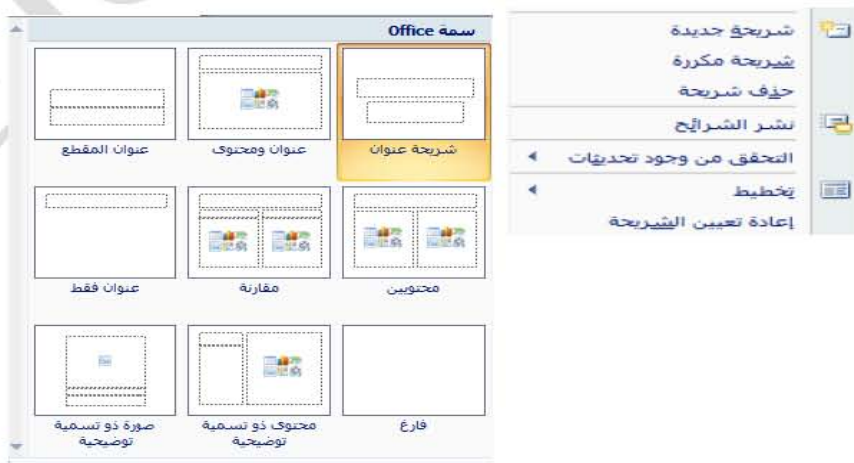
Installed templates: - is a file that contains the styles in a presentation, including the type and size of bullets, fonts, and background design, and color schemes to mobilize, where you can apply to a presentation in order to provide the appearance of high-quality designer and fully. And you can. Apply the template to all slides or on specific segments, and application templates, perform the following steps: -

Click the button Microsoft Office, click New, and then click New, and then click the bottom of the installed templates Templates, and then double-click the one installed templates, or click on the Created



Slide layout: - identifies and defines the form of slide elements that can be contained in such slide, text box, image, table, etc., as a program that provides a set of PowerPoint charts for each planning its own use and you can apply a slide layout By following these steps: -

- Click Right-click the slide, and then click on the slide layout. Appears select the appropriate planning layouts as in Figure below.





Add the effects of mobility and audio to slides

In order to make the presentation more attractive and the impact on the public , who will deliver a presentation to them you must add some of that kinetic effects and audio so that it does not feel bored audience . Effects that can be added to the presentation : -

- slide transitions
- kinetic effects and audio

Add transitions between slides

Transitional phase is the kinetic effects that can be applied when the transition process between the chip and the other like the transition from the first slide to the second tranche at this moment can make the second slide appears on the screen from the bottom or top or in the form of diagonal or curtains or boxes etc. ... and you can also control the speed of the transition effect for each slide , you can also add sound .

To add transitions between slides Perform the following procedure: -

On the " tab " movements , in the group "Move to this segment ," click the influence of slide transitions you want to apply to this segment . To add the same transition to all slides in the presentation , click Apply to [تطبيق على الكل](#) All In the case of adding different stages of transition between slides in the presentation are choosing the effect of slide transitions you want to apply to this segment.



To appoint a speed slide transitions, in the group was transferred to this segment, click the arrow next to the speed of transitions, and then select the desired speed. Speed of Tab shares click speed box and select an appropriate speed .

(Slow, medium, fast).

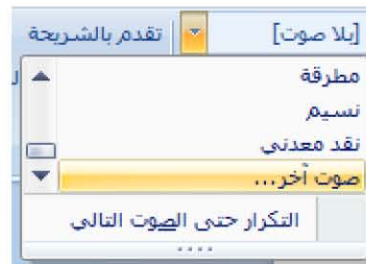


Add sound to slide transitions

Tab movements, the group was transferred to this evil PLATE, click the arrow next to the transfer of voice, and then do one of the following

To add a sound from the list, select the sound you want.

To add a sound that does not exist in the list, select another voice, locate the sound you want to add, then click OK.



To add a voice to the other stages of the transitional segments, repeat steps.

Slideshow at a mouse click

Tab progress within the slice, select the check at a mouse click

Set the timing of the slideshow

Tab progress within the slice, select the check box automatically after then enter the number of seconds you want the appearance of which slide on the screen.



Can be applied to different stages of the transition between the slides and you can transition phase itself to all the slides in the presentation by clicking on the "Apply to all slides"

Kinetic effects and audio :-

To add a visual effect or an audio special to text or an object where they can work influences the kinetics of different objects inside the slide, or text, or graphics, charts, tables and other other things can also add sounds and make these effects coincides with the movement of the object. For example, you can make bullet points move to the inside of the right, each word individually, or hear the sound of applause when you show a picture. To do so, do the following procedure.

First: - apply an effect on the movement of objects in the slide

- Click the text or object you want to move it.
- tab "movement," in the group "movements", select the animation effect that you want to move from the menu. As in Fig.



Second: - Create custom animation effect applied to text or object individually

- click the text or object that you want to want to move it.
- tab "movement," in the group "movements", click Custom Animation.
- appears in the Custom Animation task pane, click, Add Effect button and select the appropriate influence from the menu as in the figure below.



The effect of changing the kinetic

To replace the effect of kinetic movement, text or other object impact, follow these steps: -

Select the title you want to change the effect.

You will notice that the Add button effect **إضافة تأثير** may change to **تغيير** button and then click the Change button **تغيير** to expand its own sub-menu, and choose New from the menu effect. As in the following figure.



Remove the effect of moving

In the Custom Animation task pane, in the list of movements allocated, click the title which has the effect of movement that you want to remove **إزالة**.
Click.

Add voice to the movement

Must be've already added the impact of the movement of the text or object before adding voice

- Click the slide that contains the animation effect that you want to add sound to it.
- tab movement, movement in the group, click Custom Animation.
- the Custom Animation task pane, click the arrow left of the animation effect in the Custom Animation list, and then click animation effects.
- tab effect, within enhancements, click the arrow in the menu sound, and then do one of the following:


To add a sound from the menu, click sound.


To add a sound file, click the voice of another, and then locate the audio file you want to use.





Save the presentation

Created after the presentation and writing inside has to be saved to keep him permanently and save the file for the first time, you will be prompted to give a name for the file extension PowerPoint ppt format  and to make the save, follow one of the following steps: -

- Office of the menu button, click Save 
- toolbar quick access click on the Save button

In both cases, a dialog box appears in which special conservation: -

Type the file name

Select a place to save the file

Click the Save button

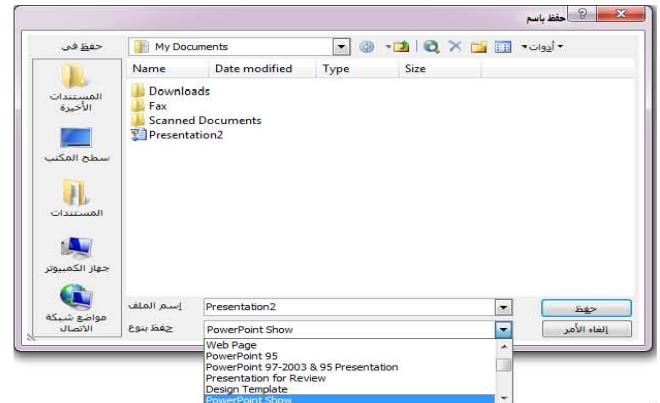
PowerPoint file is saved in the form of display is ready

You can in PowerPoint to save the file , which is an extension ppt file format slide show is ready and who is extending pps power point show)) of the advantages of this type of file that is ready for viewing as soon as double-clicking on the file icon it does not open the program PowerPoint , but it is running presentation and start a slide show directed became like an executable file and be as

To make the save , follow these steps : -

Office of the menu button , click Save as

A dialog box will appear on behalf of special conservation as in the following figure



From the dialog box

- Type the name of the file when the file name option.
- Select where to save the file when the option of saving in.
- Select the type of conservation and be the "power point show" at the option of the Save as type.
- Click the Save button.




Set the direction of the slide

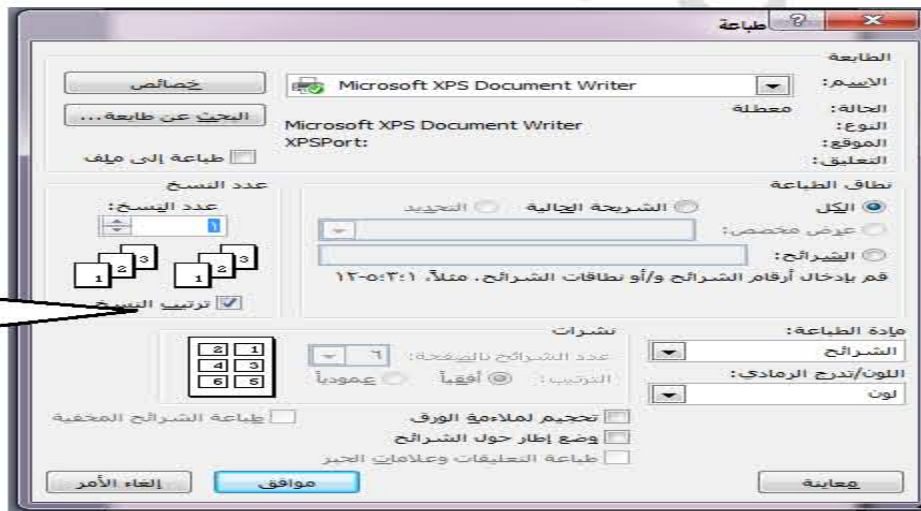
Design tab, in the Page Setup group, click the arrow next to the direction of the slide has been identified trend slide horizontal or vertical.



Printing : -

You can print the entire presentation of the segments, and the outline, and notes pages, and audience handouts using colors, or grayscale, or black and white only. You can also print the slides, or bulletins, or notes pages, or pages outline specific.

- Click the button Microsoft Office , and click the arrow next to Print, and then click Print Preview.



Print each slide

Add a frame around each slice of printed

Choose the type of material you want to print




Run the slide show: -

First: - to start the slide show from within Microsoft PowerPoint

Open the presentation that you want to view it as a slide show.

Perform one of the following: -

- Click the slideshow bottom  left of the window PowerPoint.
- tab "slide show" in the group "Start Slideshow", click "from the beginning" or "from the current slide"
- press F5.



Termination of the presentation: -

You can at any time terminate Presentation without waiting for the arrival of the last slice. To end the offer at any time, follow one of the methods The following -:

1. press the Esc key on the keyboard.
2. Right-click on the slide during the presentation and select "Exit Offer" from the shortcut menu.