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PowerPoint – Lecture (9)

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Lect. Dalal . S	Assistant Lecturer: Maha.S	Assistant Lecturer Yasser.Kh

1. PowerPoint 2010

Microsoft PowerPoint 2010 is part of the suite of programs known as Microsoft Office. You can use PowerPoint to create and share dynamic presentations, or slide shows as they are most commonly called.

PowerPoint presentations consist of a number of individual pages or "slides". The "slide" analogy is a reference to the slide projector. Slides may contain text, graphics, sound, movies, and other objects, which may be arranged freely. The presentation can be printed, displayed live on a compute
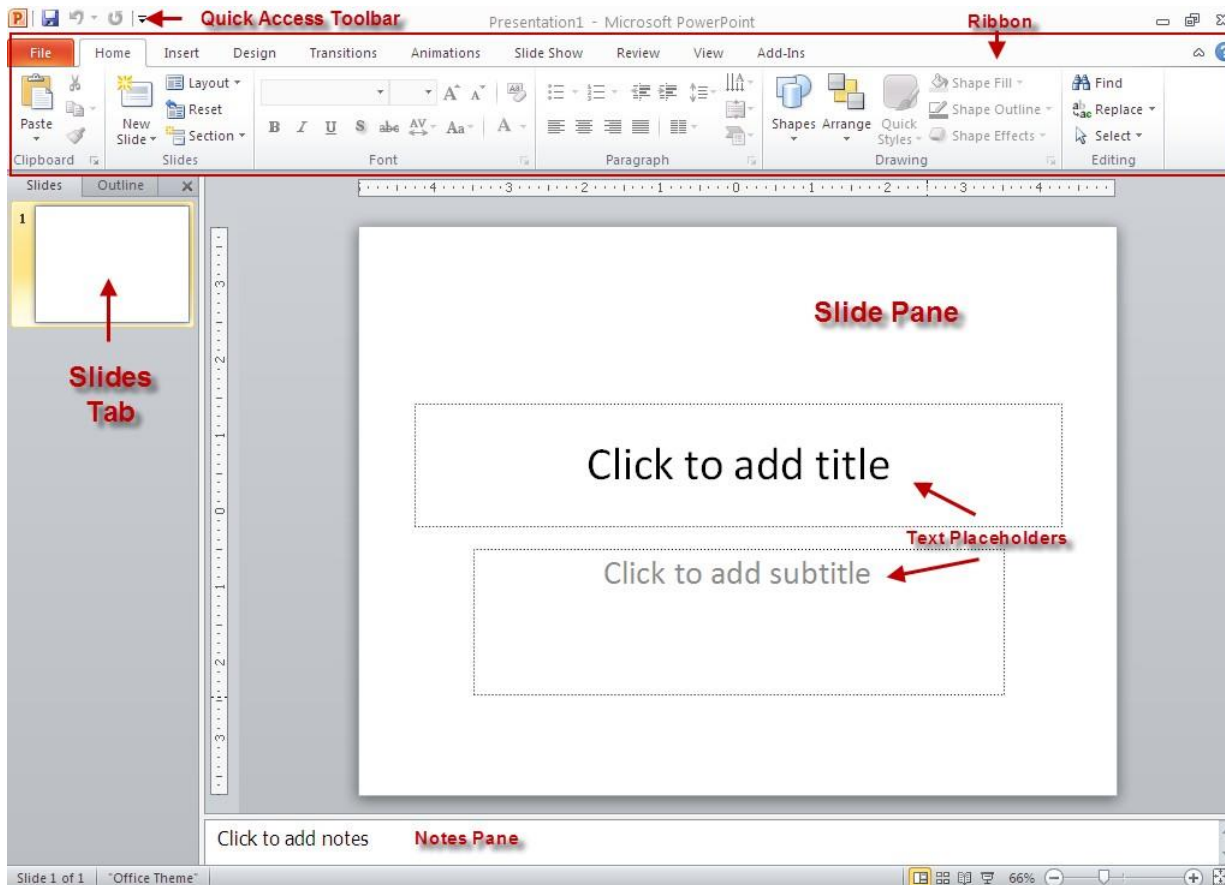
1.1.   Open PowerPoint:

To start PowerPoint:

1. Click on the Start button
2. Click on All Programs
3. Click on Microsoft Office
4. Click on Microsoft Office PowerPoint 2010

OR

Double-click on the PowerPoint icon on the desktop.

1.2.   About the Editing Screen

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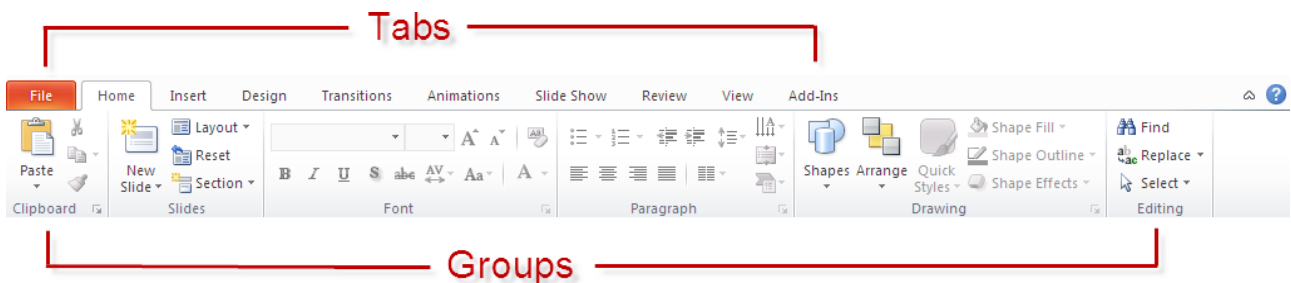| Instructor	Instructor	Instructor
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1.3. Ribbon

The ribbon, which spans across the top of the PowerPoint screen, replaces the old Menu Bar and toolbars used in Microsoft Office programs up through version 2003.

It organizes related functions into tabs. Those related functions are further organized into groups. The **Home** tab, for instance, has a **Font** group that contains formatting options for adjusting font, font size, bold face, underline and italics. The **Paragraph** group contains icons that control margins, spacing and indentation, among other things.

1.4. Quick Access Toolbar:

- This is a customizable toolbar that provides access to commonly used functions such as Save or Undo Last Action.
- Clicking on the down arrow gives you access to other common functions that you can add to the toolbar.

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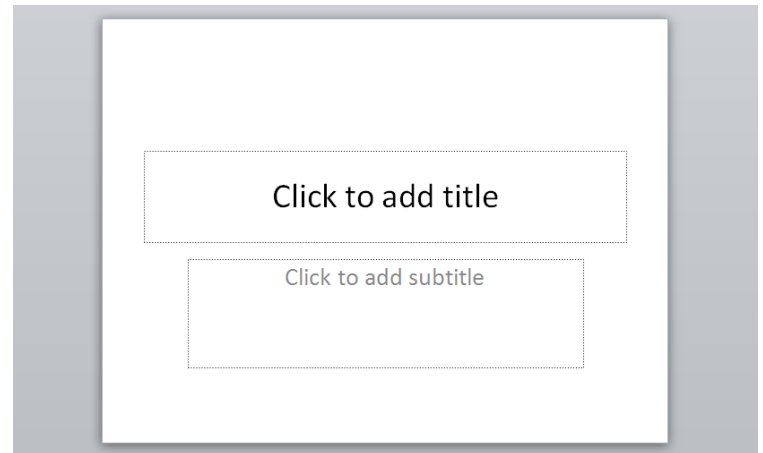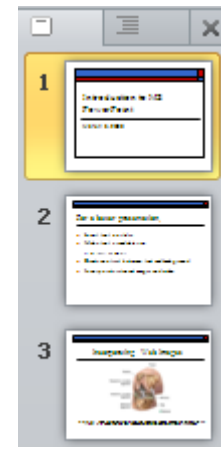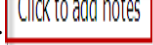| Instructor	Instructor	Instructor
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1.5 Slide Pane:

- The large white typing area that features **"Click to add…"** text prompts.
- This is the area where you'll type your slide text
-
-
-
-
-
-
-
-
-
-

.1.6. <mark>Slides Tab:</mark>

- Located to the left of the slide pane.
- Displays thumbnail versions of slides in your presentation.
- Clicking and dragging a thumbnail allows you to rearrange the slides in your presentation.
- You can also click on a thumbnail to advance your presentation to that slide.

1.5.Notes Pane:

- Located beneath the slide pane.
- Lets you type speaker notes for each slide.
- When printed out, the slide image and notes for that slide appear together on the same page.

1.6.Text Placeholders:

- Located inside the slide. (Look for **"Click to add..."** prompts)
- When you click inside the placeholder, a blinking text

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insertion point--or **cursor**--appears, and you can enter text.

❖ The **pointer/cursor**:

- It moves on-screen in the direction you move your mouse.

- When pointed at text, the pointer becomes a cursor, assuming the shape of an **I-beam**.
- When pointed outside of the text area, the pointer becomes an **arrow**.
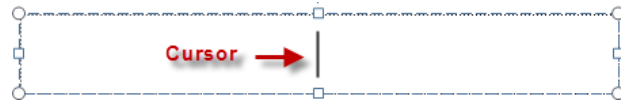
❖ The **title bar**:

- Located at the very top of the screen.
- Displays the program title as well as the filename you assign your presentation upon saving it.

❖ The **Task Bar**:
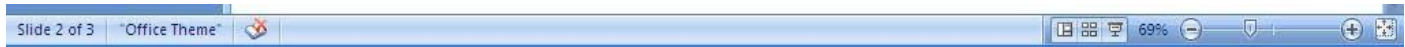
- Located at the bottom of the screen.
- The **Task bar** displays the number of the current slide in the presentation (e.g., *Slide 1 of 1, Slide 2 of 2,* etc.).
- It also allows you to zoom in and out of your current slide (note the magnification slider on the right side of the Status Bar), and to change your slide view from the normal editing screen to multiple slide view (the **Slide Sorter**) and **Slide Show** view.

❖ The **vertical and horizontal scroll bars**:

- Located to the right of and beneath the slide pane.
- The **vertical scroll bar** allows you to scroll through your slides.
  -Dragging the **elevator** (the button located between the up and down arrows) moves you
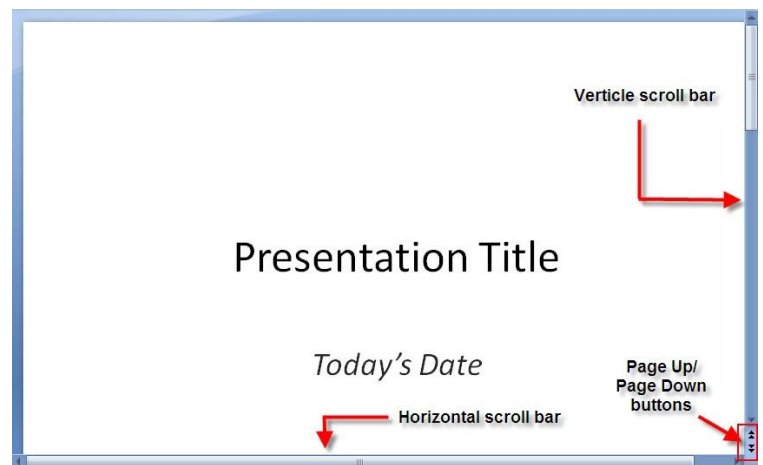
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quickly through the presentation. A slide indicator box to the left indicates each slide number as you pass by it.

- The **horizontal scroll bar** appears when you zoom in on part of the slide so that the entire slide doesn't fit within the viewable area. This scroll bar lets you see parts of the slide not currently displaying on-screen

  ❖ **The page up/page down buttons:**
- Located beneath the vertical scroll bar. (Look for the buttons that display double-arrows, one set facing up [page up] and the other facing down [page down].)
- Moves you slide-by-slide in either direction.

1.7.Create a Title Slide

When you open PowerPoint, the program takes you by default to a **Title Slide** screen.
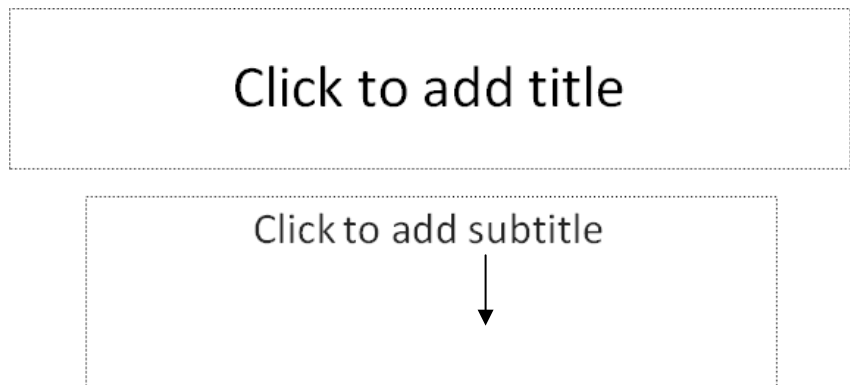
- Follow PowerPoint's on-screen prompts to enter text (**"Click to add..."**).

NOTE: All **"Click to add..."** prompts are optional. If you don't type a sub-title, for instance, the **Click to add…** sub-title prompt won't appear when you present your slide.

Click to add title

Click to add subtitle

1.8.Save Your Presentation

- Choose **Save** from the **Quick Access** toolbar.
- Use the **Save in** window to locate where you plan to save your file.
- Enter a filename in the **Filename** window for the presentation and press **Save**.

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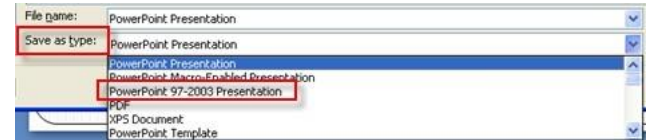| Instructor	Instructor	Instructor
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To use the Save As command:

- Click the File tab.

- Select Save As. Save As.

The Save As dialog box will appear. Select the location where you want to save the presentation.

- Enter a name for the presentation, then click Save. The Save As dialog box.

NOTE: To save your presentation in
a previous version of PowerPoint:

- Click on the down arrow by the **Save as type** window.

- Select the version in which you'd like to
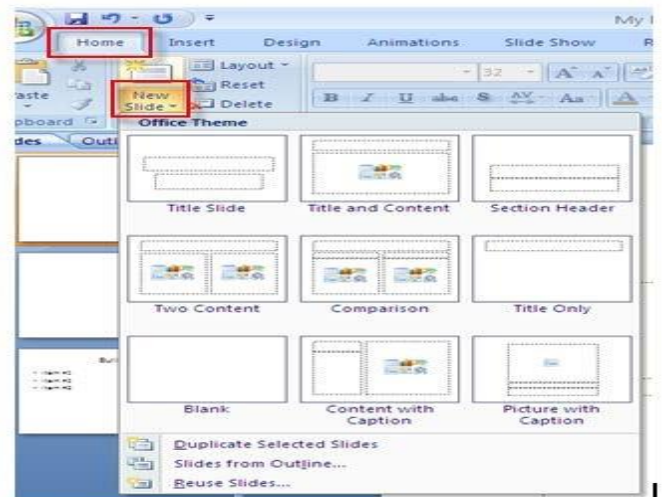 save the presentation.

- Click **Save.**

1.9.Create a New Slide

- Click on **New Slide** from the **Home** tab.

A list of thumbnails appears, outlining your various
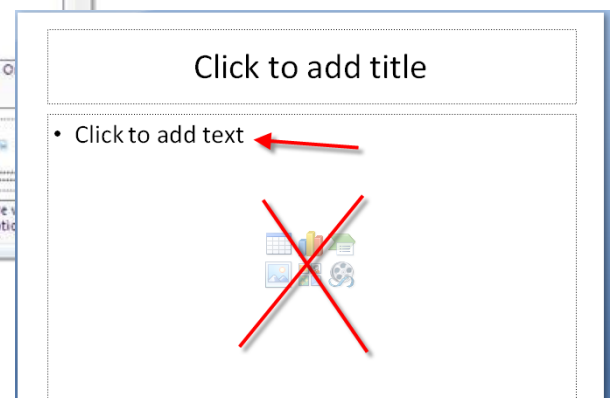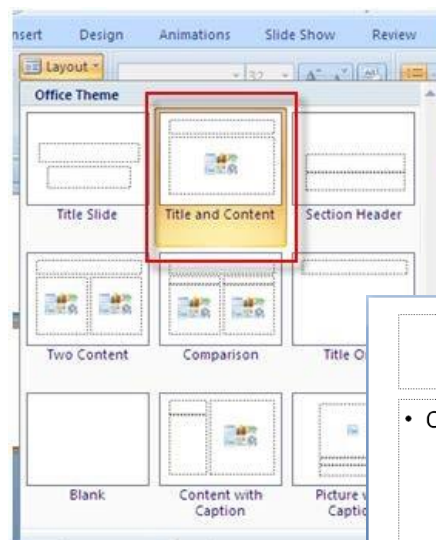slide content options to choose from.

- Click once on the appropriate thumbnail to bring
  up the next slide.

NOTE: Selecting **Title and Content** allows you to
create the most common slide types such as bullet lists,
tables, and charts.

1.10.   Create a Bullet List

- Click on **Title and Content**

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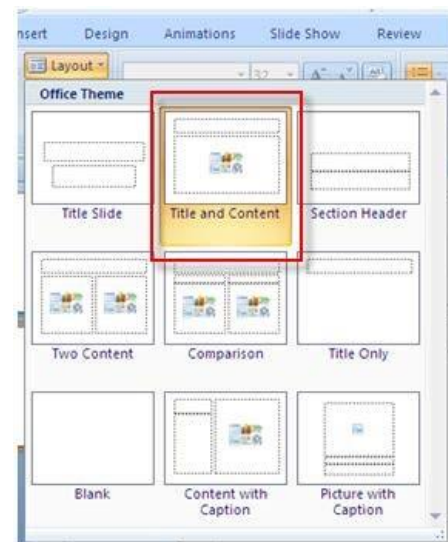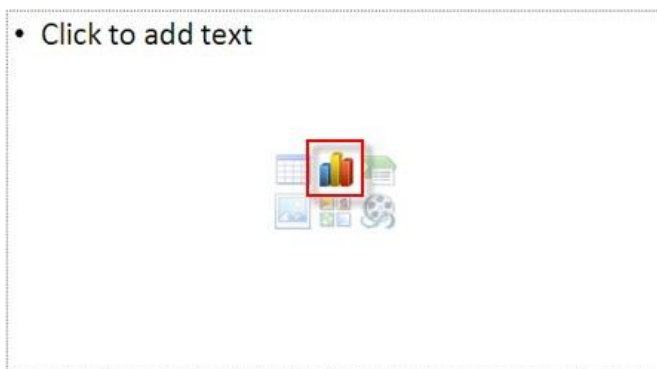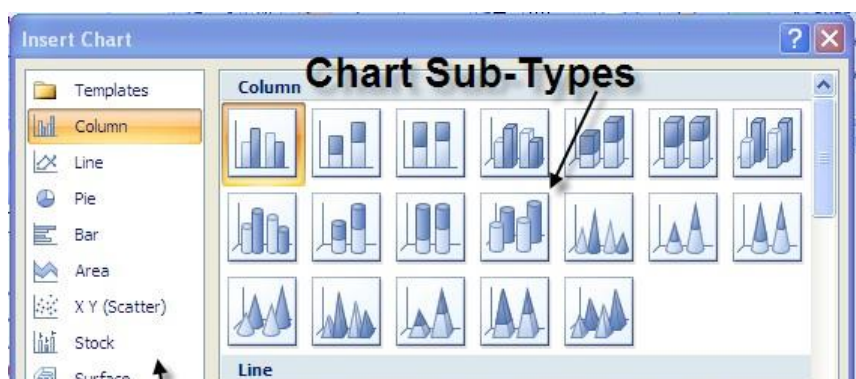| **Instructor**	**Instructor**	**Instructor**
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1.11. **Create a Chart**

- Click on **Title and Content** from the list of layout options displayed.

- Click on the **Chart** icon in the center of the slide.

- Select a chart type from the list on the
  left side of the **Insert Chart** dialog
  box.

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▪ Next, choose a sub-type from the
   icons to the right and click **OK**.

❖ You'll now see a split screen; PowerPoint is on the left and Microsoft Excel has just launched and
   appears to the right, with sample chart data displayed. Data for PowerPoint charts is actually entered in
   Excel. As you enter your own data in place of the sample data, PowerPoint automatically updates the
   chart displaying on the PowerPoint side of the split screen.

❖ You'll notice a blue boundary
   line at the right and bottom edges

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of the sample data.

❖ If you have more columns/rows in your chart than are filled in by sample data, simply click on the lower right corner where the blue lines meet and drag the mouse down/to the right until you see displayed the correct number of columns and rows. You may only drag in one direction at a time (either horizontally to expand the number of columns or vertically to expand the number of rows). To expand both columns and rows, release the mouse after having dragged it in one direction and then repeat the process in the other direction.

➢ **. Entering data labels (*categories*):**

▪ Enter the categories you are measuring in the column labeled A. Start entering data in Row 2.

NOTE: As you begin typing data in each cell, the sample data from the next cell disappears automatically.

▪ Press the down arrow key to move row by row, or click on the next cell down using the mouse.

➢ **Entering legend headings (*series*):**

▪ Enter legend headings directly beneath the cells labeled *B, C, D* and so on. Start entering legend headings in Column B.

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1.13.Entering values (numeric data):

Before entering values, you can specify the kind of values you are entering (percentage, dollar amounts, etc.).

- Click on the upper left blue cell of the spreadsheet . (This highlights the info in your spreadsheet.)
- Click with the *right* mouse button on the same cell.

- Choose **Format Cells…** with the left mouse button.

- Choose **Number** from the pop-up menu.
- Choose the type of values being represented from the **Category** listing at left.
- Click **OK**.

NOTE: If you choose Percentage, you will need to enter your values in the datasheet using decimal points in front of the
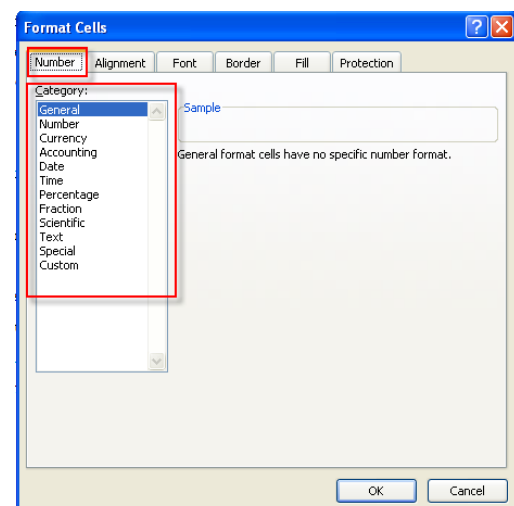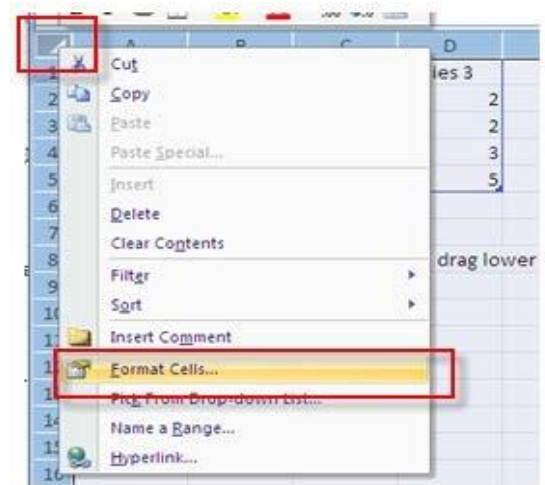
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numbers (e.g. for 23%, enter **.23** [not 23]).

1.13.1 When done entering data:

▪ Click on the **x** in the upper right corner of the Excel window.
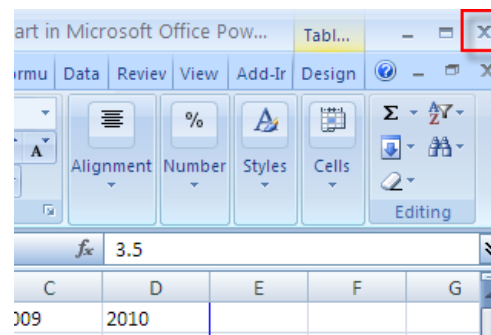
1.14. Returning to the Excel spreadsheet to edit data (if necessary):

• Click once anywhere inside the chart to select it. This launches a **Chart Tools** contextual command tab that doesn't appear on the normal editing screen.

• Make sure the **Design** tab under **Chart Tools** is selected and then click on **Edit Data** from the **Data** group.

1.15. When done editing data:

▪ Click on the **x** in the upper right corner of the Excel window.

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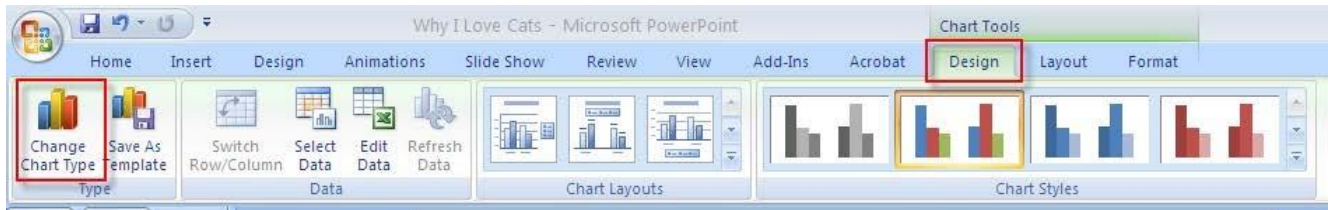| Instructor	Instructor	Instructor
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1.16.Change the chart type (to a line chart, area chart, etc.):

▪If your chart is not currently selected, click once in the white space above or below the legend to select

it. This launches a **Chart Tools** contextual tab that doesn't appear on the normal editing screen. If

the chart is already selected (has a blue bounding box around it), the **Chart Tools** tab will display.

▪Make sure the **Design** tab under **Chart Tools** is selected and then click on **Change Chart Type** from the **Type** group**.**

Select a new chart type and sub-type and click OK.

1.17.   Relocating or

deleting the legend:

deleting the legend:
☐click once in the white space above or
below the legend to select it.
This launches a Chart Tools contextual
☐Make sure the Layout tab under Chart Tools is selected
and then click on Legend from the Labels group.
☐Select an alternate location
on the slide for the legend, or select None to delete it.
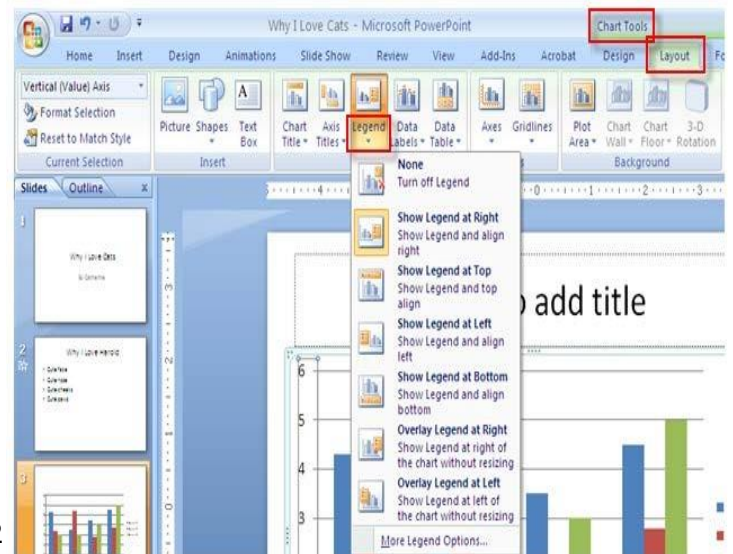
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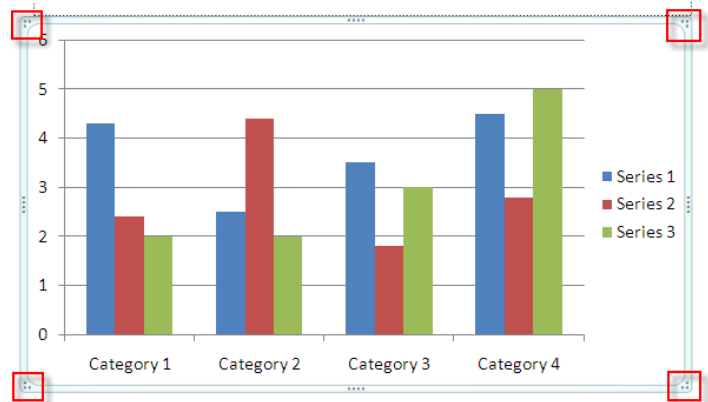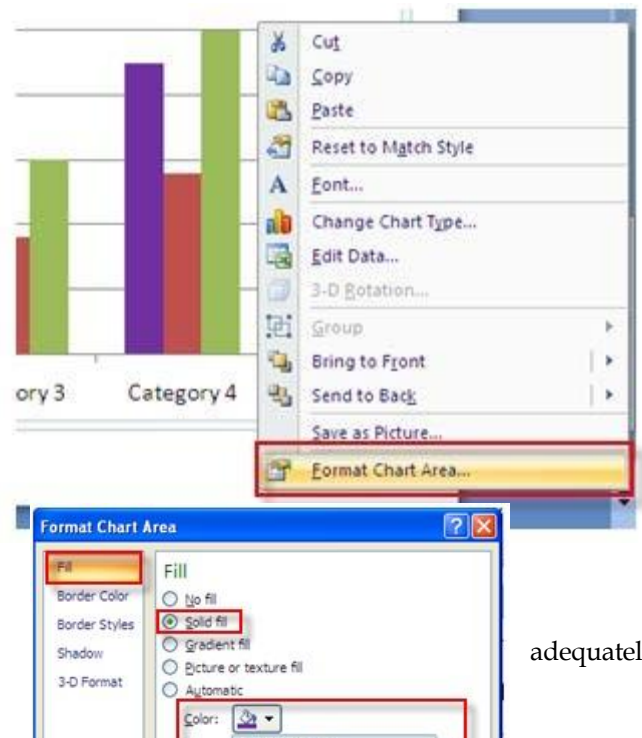| Instructor	Instructor	Instructor
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1.18.Resize the chart:

▪ If a light blue selection box doesn't currently frame your chart, click in the white space beyond the chart itself to make the box appear.

▪ Click on any of the four corners of the selection box (position the pointer tip directly on the 3 dots; the pointer will change from a 4-sided to a double- sided arrow).

▪ Drag the mouse button diagonally to stretch or shrink the chart area.

1.19. Apply a contrasting color to the chart's background:

▪ If a light blue selection box doesn't currently frame your chart, click in the white space beyond the chart itself to make the box appear.

▪ Position the mouse pointer tip in a blank area of the chart until the **Chart Area** indicator appears beneath the arrow.

▪ Click once with the *RIGHT* mouse button. A pop-up menu should appear.

▪ Select **Fill**, if it isn't already, and then choosing **Solid fill**.

▪ Click on the down arrow by the paint bucket

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next to where it reads: **Color**.

▪ Choose a color for your background that

contrasts with your other chart elements.

▪ Click **Close** when done.

1.120. Change the color of the line in a line chart:

▪ If a light blue selection box doesn't currently frame your chart, click in the white space beyond the chart

itself to make the box appear.

▪ Position the mouse pointer tip directly over the line (anywhere *except*

where it intersects a gridline) and click once to select it.

▪ Choose **Format** beneath the **Chart Tools** tab and click on **Shape Outline**.

▪ Choose a color for your chart line that contrasts adequately with the

chart's background color.

NOTE: You may also change the width

of the line by choosing **Line Style** and then adjusting the default weight.

▪ Click **Close** when done.
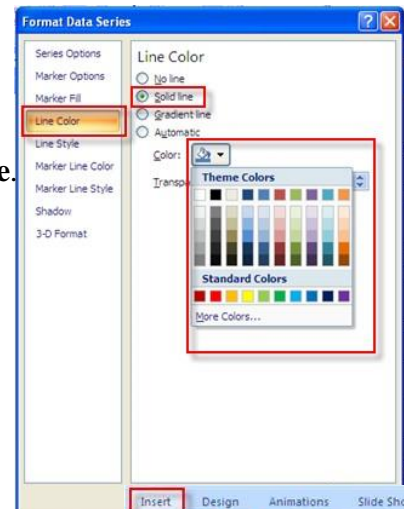
1.21. Add Shapes to Your Slide

▪ Click on the **Insert** tab and choose **Shapes** from the **Illustrations** group.

▪ Click on the desired shape.

The mouse pointer changes shape to that of a crosshair.

▪ Position the crosshair where you want to begin drawing the shape.

▪ Click and hold down the mouse button as you drag to create the shape.

▪ Let go of the mouse when done.

1.22. Relocate/resize/recolor the shape as you wish.

To relocate:
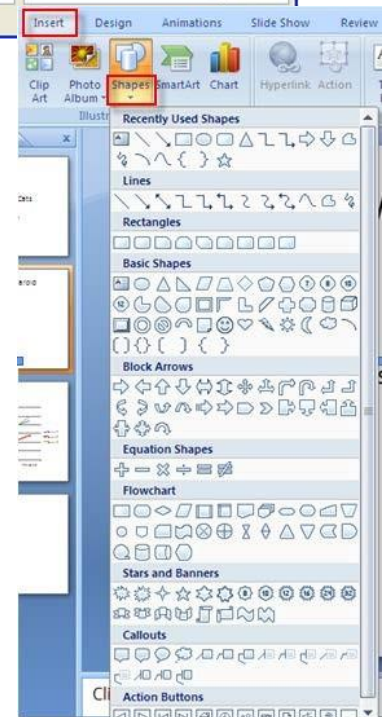
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- Click and hold down the mouse button anywhere inside the shape.

- Drag it to a different location and let go of the mouse button.

1.23. To resize:

- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).

- Click and hold down the mouse.

- Drag the mouse in a diagonal direction to shrink or expand the shape, and let go of the mouse button.

NOTE: Holding down the Shift key while dragging the mouse preserves the shape's proportions as you resize.

1.24. To recolor:

- Click anywhere inside the shape.

- Click on the **Home** tab.
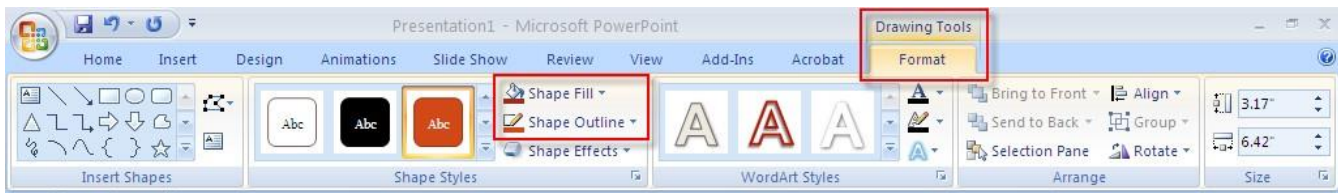
A contextual tab called **Drawing Tools (Format)** appears.
- Change the color and/or outline of the shape by selecting **Shape Fill** and/or **Shape Outline**.

- You may also click on the **Home** tab and select **Quick Styles** from the **Drawing** group to select from

  some preset designs offered by PowerPoint.
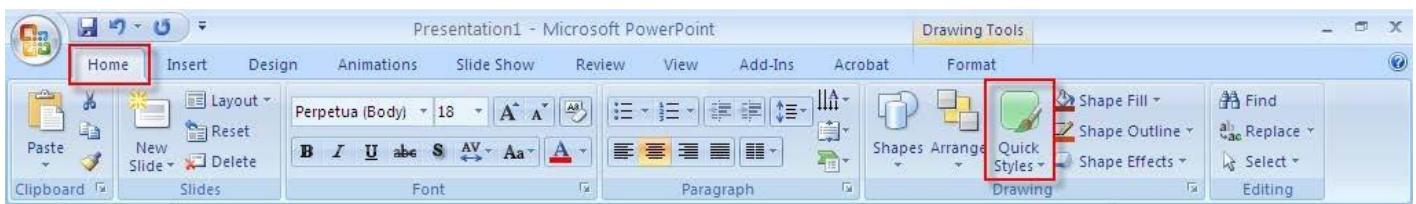
1.25. Add text to the shapes

- Right-mouse click inside the shape.

- Select **Edit Text** (with the left mouse button).

- Enter your text.

1.26. Recolor/resize the text as you wish.
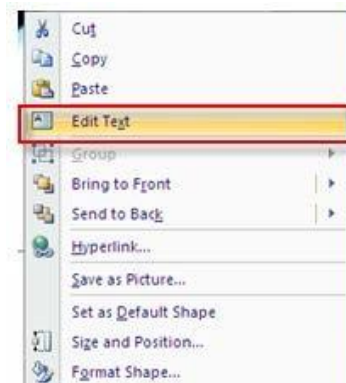
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- Highlight the text using the mouse.
- Click on the **Home** tab.
- Use the tools in the **Font** group to make changes to the text.

1.27. Add Additional Text to Your Slide
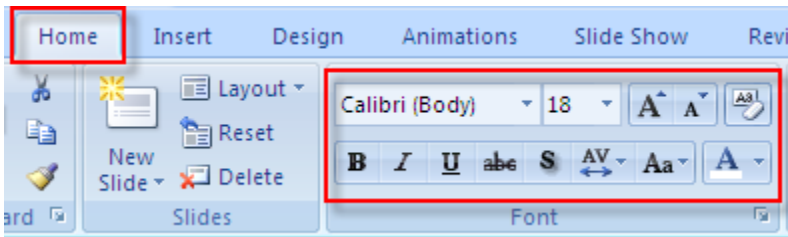
You may want to insert additional text on your slide besides that which goes in the text placeholders.

- Click on the **Insert** tab and select **Text Box** from the **Text** group.

The mouse pointer changes shape to a cursor.

- Position the cursor where you want to insert the text box.
- Hold down the left mouse button (the pointer changes to a crosshair shape) and drag the crosshair to create a text box.
- Type text inside the box.

1.28.1 Recolor/resize the text as you wish.

- Highlight the text using the mouse.
- Click on the **Home** tab.
- Use the tools in the **Font** group to make changes to the text.
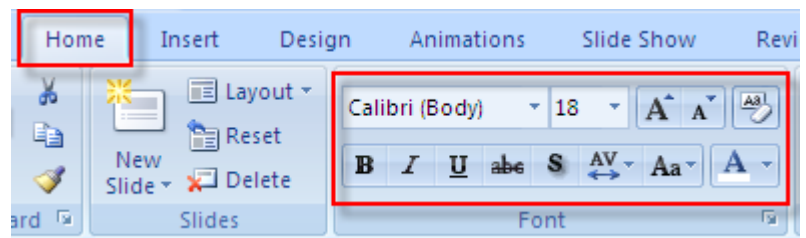
1. 29. Add Clip-Art to a Slide

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▪ Click on the **Insert** tab and choose **Clip Art** from the **Illustrations** group.

1.30. A Clip Art
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
▪
▪ description and click once on the thumbnail of the image you wish to insert.
▪ The image will appear on your slide with "handles" around it.
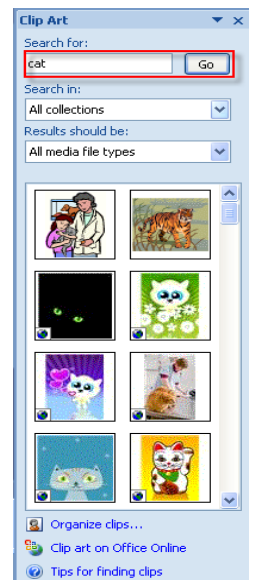
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1.31. Relocate/resize/recolor the image as you wish.

1.31.1To relocate:

- Click and hold down the mouse button anywhere inside the image.
- Drag it to a different location and let go of the mouse button.

1.31.2. To resize:

- Position the mouse pointer tip directly over any of the *corner* handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let go of the mouse button.

1.32. Import an Image from the World-Wide Web

If you find an image on the Web that you want to include in your PowerPoint presentation,

At the website:

- Position the mouse on the image and click on it with the **right** mouse button.
- Choose **Save Image as…** from the pop-up menu. (Use your **left** mouse button this time!)
- Choose where on your computer you wish to save the image from the **Save In** window.
- If you wish, you can overwrite the given filename listed in the **File name** window, or you can stick with the given file name already assigned to the image.
- Click on **Save**.
- **1.32.1.** *To relocate:*
  - Click and hold down the mouse button anywhere inside the image.
  - Drag it to a different location and let go of the mouse button.

1.32.2 To resize:

- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let go of the mouse button.

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1.33. Adjust Images Using Picture Tools

- The **Picture Tools (Format)** tab appears when an image is selected (has handles around it). Click once

- inside the image if no handles appear.

The **Picture Tools** tab allows you to crop your image, add a frame, and adjust image contrast, brightness, etc.

- Place the mouse pointer tip over the various icons (without clicking) and a description box appears, identifying what each one does. (Most are self-explanatory.)

1.34. To crop the image:

- Click on the **Crop** icon on the **Picture Tools** tab.
- The handles surrounding your image change shape.

- Position the mouse pointer tip over any of the handles. The mouse pointer changes to the shape of a crop tool as it nears a handle, and then assumes the same shape as the handle when positioned directly over it.

- Hold down the mouse and drag it. An outline of your image changes as you slide the mouse, so that you can see what portion is being cropped.

- Release the mouse button when finished cropping
- . To turn off the **Crop** tool, click again on the **Crop** icon.

NOTE: If you overcrop your image, you can "uncrop" by clicking on the same handle and dragging it outward. Cropped portions of your image will return to view.

1.35. Re-arrange Slides in Your Presentation Using the Slide Sorter

- Click on the **View** tab and choose **Slide Sorter** from the **Presentation Views** group.
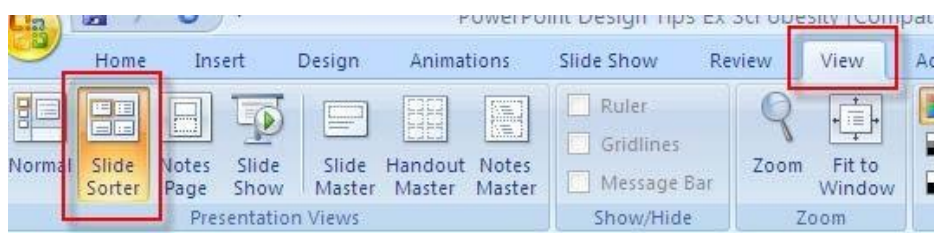
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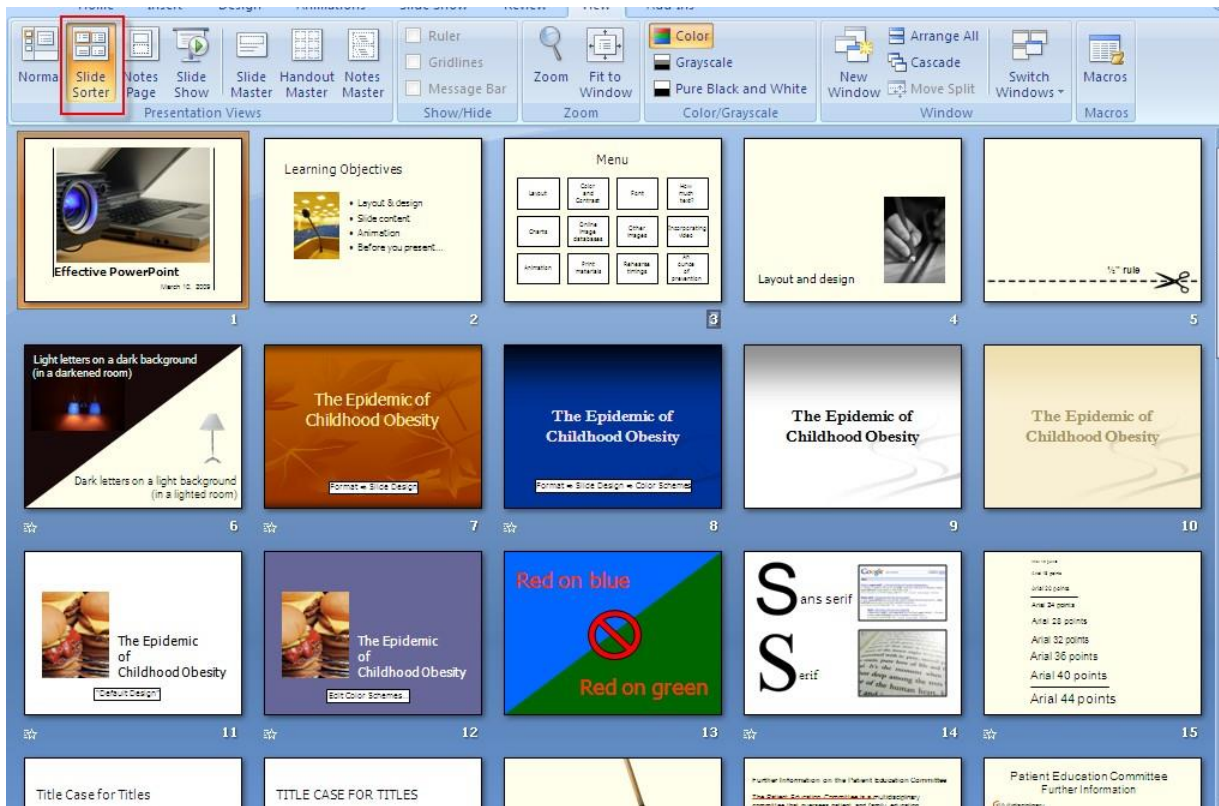| Instructor	Instructor	Instructor
Lect. Dalal . S	Assistant Lecturer: Maha.S	Assistant Lecturer Yasser.Kh

The **Slide Sorter** displays the slides of your presentation side-by-side in miniature. Depending on the number of slides in your presentation, some or many of the slides may be out of view. (If so, you'll notice the vertical scroll bar on the right, which you can use to navigate through the presentation.)

- Position the mouse pointer over the slide you wish to relocate, and then click and hold down the mouse.

As you drag the mouse around the screen, a thin vertical line follows, moving between the slides.

- When the thin line is in the location you wish to move the slide to, let go of the mouse button.

To restore single slide view:

- Double-click on a slide to restore single slide view.

The slide you double-click on will appear in single slide view.

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1.36. Create Slide Transitions

- Click on the **Animations** tab.
- Glide your mouse over each of the transition effects located in the **Transition to This Slide** group to preview them on your slide.

    Note the vertical scroll bar to the right; there are more effects to preview than are currently in view.
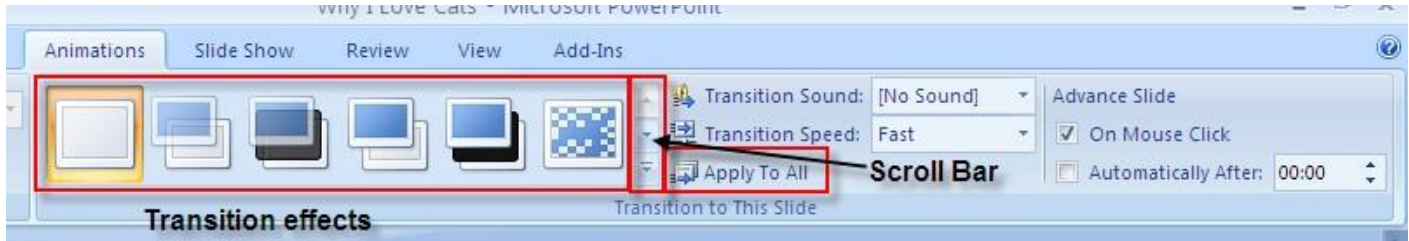
- Click once on an effect to select it.
- To apply the transition to the entire presentation, click on **Apply To All**.

1.37. View Your Presentation
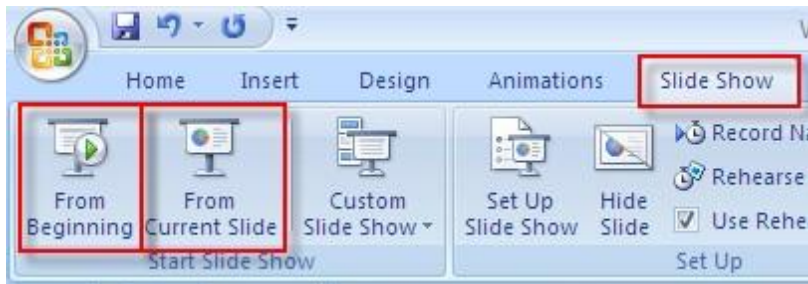
- Click on the **Slide Show** tab.
- Click on **From Beginning** to view the entire presentation or **From Current Slide** to view from the current slide onward.
- Click on the left mouse button to advance from slide to slide.

    ▪If you have animated your bullet list, clicking on the mouse brings up each successive bullet.

- At the end of your presentation, a black screen appears, with the message: **End of slide show, click to exit.**
- Click once more to return to the editing screen.

NOTE: To move backwards in your presentation, simply press the **Backspace** key.

NOTE: You can press **Escape** on the keyboard at any time to exit the presentation. The slide currently being displayed in

Slide Show view will appear on the editing screen.

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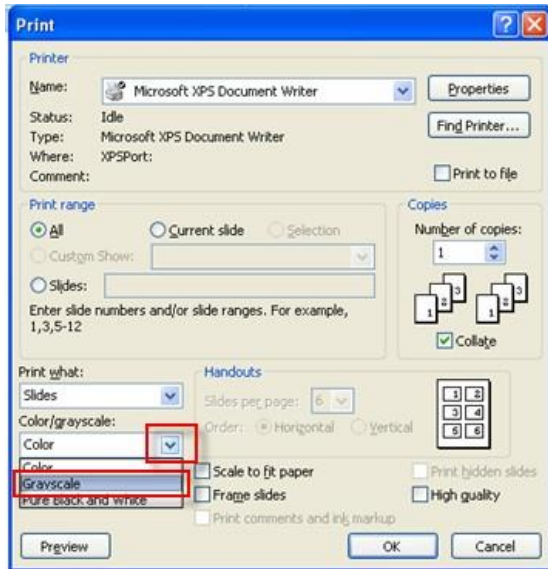| Instructor	Instructor	Instructor
Lect. Dalal . S	**Assistant Lecturer: Maha.S**	**Assistant Lecturer Yasser.Kh**

1.38. Print Your Presentation

- Click on the **Microsoft Office button** and choose **Print**.
- Select your printer, the number of copies, etc.
- If you are using a black and white printer, select the **Grayscale** option in the lower left corner of the print menu.
- Click **OK**.

- **ffice button** and choose **Close**.

NOTE: If your most recent changes to the presentation have not been saved, you'll first be asked if you want to resave.

1.39. Open a Saved Presentation

- Click on the **Microsoft Office** button 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.**

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