

Power Point

(slid show)

*

LCD

(data show)

*

Start() → all programs () → Microsoft office

•

.1

Start() → all programs () → Microsoft office
→ power point

(taskbar) ← (view)
← () ←
()
()

(my documents)

My computer → C:\ → program file → Microsoft office → office11
1025 → quikeanim.ppt

presentation
←
(save as) ← (file)
((new) ← (file)) •
(blank presentation)

.ppt

.() save as type

:

1. ((file)) ← save as web page ((
(publish) (save as
(publish as web page

file () → close ()
:

Help () → show office assistant ()

() .

*

Help() → Microsoft office power point
()

F1

*

:

هذا لكون موجود في البرنامج
المنصب على quiqanim

1.
2.
3.

_____:

_____ / _____

View () → zoom (/) → _____

(5)

:

1.
2.
3.
4.

View () → tools bar () → _____

(Tools () → option () → _____)
()view

(general) 1.

(4)

2. (save)

(default file location)

(C: my documents)

3. C, D,F

:

1. (normal)

2. (slid sorter)

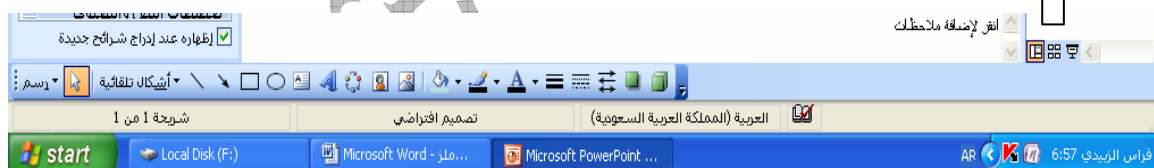
3. (slide show)

1.

:

() out line
() slides

(1 - 1)



(2 - 1)

:

*

◀ / □ ▶

) ()

(notes page

View () → notes page

()

1. (() new ← () file)

(blank presentation)

() (title slide)

3. (() new slide ← () insert)

() slide layout () title and text

(

4. (layout slide)

(V)

()

()

()

()

()

:

() slide

(4)

.1

.2

(4)

(4)

.3

() background ← () format

.4

*

←

←

(templates)

() slide design ← () format

(1)

.1

(V)

.

(slide master)

:

← (open).

.1

(slide master)

← (master)

← (view)

()

delete () .

.1 () insert ← () picture

(clip art)

(clip art)

()

(go to)

delete

-
- :
1. ((header and footer) view) ←
 2. (include on slide) slide
 3. (footer) .(
 4. (slide number)
 - date and (time)
 5. .update automatic
 - apply to all
-

((text box) ← (insert)) (+)

16 Arial
. attribute

1. (← ←)
- 1.
- 2.
1. (click to add title)
2. (() font ← () format)
3. (click to add subtitle)
((place folder) ← () format)
- text anchor point (text box)
- ok
- 4.
5. () font ← () Format
- ok ← (change case) ← () Format
- 6.

.-)



(3 - 1)

1. (←)

more colors

(standard)

.ok

1.

2.

()

3.

()

.()

•

) outline

(

enter

.

enter	•
(backspace)	
tab	•
(-) (•)	
tab + shift	•
	•

(bullets and numbers) ← (format))

(undo)

.1

((undo) ← (edit))



*

(redo)

.2

() line spacing ← () Format

(clip art)

()

() from file ← () picture ← () Insert

()

1. .ppt (←)
2. .enter ()
3. (() copy ← () Edit)
4. (() paste ← () edit)
5. (() cut ← edit)
(() paste ← edit)
- (() select all ← () edit)
.ppt (copy ← edit)
(←)
- () paste ← () Edit

:

1. (from file) ← (picture) ← () insert

2.

3.



(delete)

.4

(delete) ← (edit)

() new ← () file .1

() chart ← () insert .2

.3

B2

()

B2=50

.1

(select Chart area)

← () Format

(pattern)

(

)

ok

() (area)

.2

(selected data servers)

← (format)

patterns

.(area)

()

1. () chart ← (chart type)

*

1. () insert ← () new slide :

2. () insert ← picture ← organization

() (organization chart)

3. (chart)

()

4.

(insert shape)

delete

*

*

)

(

.1

.2

16

.3

.4

.5

:

.1

(new slide)

← (insert)

(task pan)

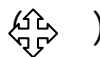
.2

.(5-1)

shift

*

.3



.4

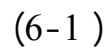
(auto shape)

← (format)

.()

*

.(6-1)



*

(auto shape)

(4)

(auto shape)

(format)

$$(\quad)$$

() size

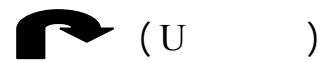
.()

()

.1

((u-turn))

(auto shape)



.2

← (rotate or flip)

← (draw)

(flip horizion)

(flip vertical)

.3

(align or distribution)

()

← (draw)

*

.4

(auto shape)

← (format)

size

() lock aspect ration

.1

() ←

.2

()

.3

.4

(sent to back)

← (order)

← (draw)

.1

(copy)

← (edit)

*

()

*

(cut)

*

:

3

.1

.2

.3

(animation schemes)

← (slide show)

(auto preview) ()

play

.()

*

.

.1

custom animation

← slide show()

(3)

add effect ()

(1)

add

() play

() effect

() change

(task pane)

*

slide transitions

.1 () slide show ← () slide transitions

(

() apply to all

.

)

.(

.1

page setup ← file .2

.3

()

() slides sized for

A4

.4

() page setup

() orientation

:

.1

spelling ← tools

.() spelling

.2

1. (change)
2. (change all)
3. ignore
4. ignore all
5. custom.dic
- *)
- add () .

() □ ← (option) ← (tools)
spelling and style (

(fandouts)
← (view)
(notes page)

1. file ← page setup

2.

.1

(print preview) ← file

(print)

.1 file ← print

(printer)

(print range)

() copies

print what .

ok

*

print to file

.1

.1

.2

hide slide ← slide show
.
ctrl *
() slideshow
() hide slide
.3

.4
Slide show
() view show ←

Slide show
setup show ←
() setup show
(setup show)

.1

.2

.3