

Power Point

(slid show)

*

LCD

(data show)

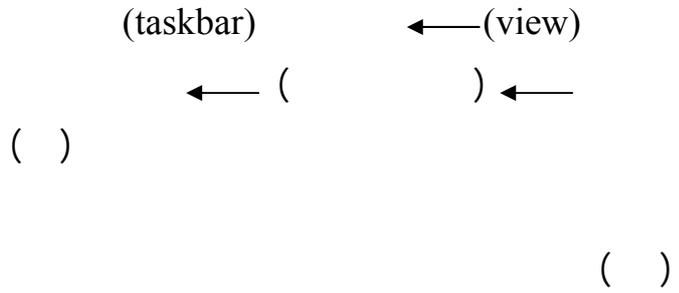
*

Start() → all programs () → Microsoft office

•

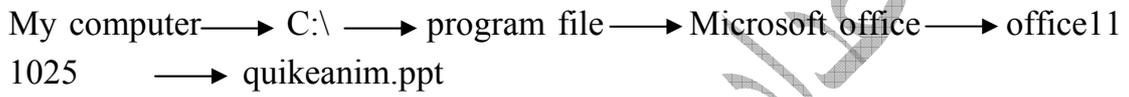
.1

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



(my

documents)



presentation

(save as) ← (file)

((new) ← (file))

(blank presentation)

.ppt

.() save as type

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

C, D,F

3.

:

1. (normal)

2. (slid sorter)

3. (slide show)

1.

:

() out line
() slides

(1- 1)

*



(2 - 1)

:

*



) ()

(notes page

View () notes page

()

(() new () file) .1

(blank presentation)

() (title slide)

(() new slide () insert) .3

) slide layout () title and text

(layout slide) .4

(V)

()

()

()

()

()

:

() slide

(4)

.1

.2

(4)

(4)

.3

() background ← () format

.4

*

←

←

(templates)

() slide design ←

() format

(1)

.1

(V)

(slide master)

:

.1 (open) ←

(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. apply to all .update automatic

(+) ((text box) ← (insert))

16 Arial
. attribute

.1 (←)

more colors

(standard)

.ok

) 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 type) ← () chart

*

.1 () new slide ← () insert

organization ← picture ← () insert .2

(organization chart) ()

(chart) .3

()

.4

(insert shape)

delete *

*

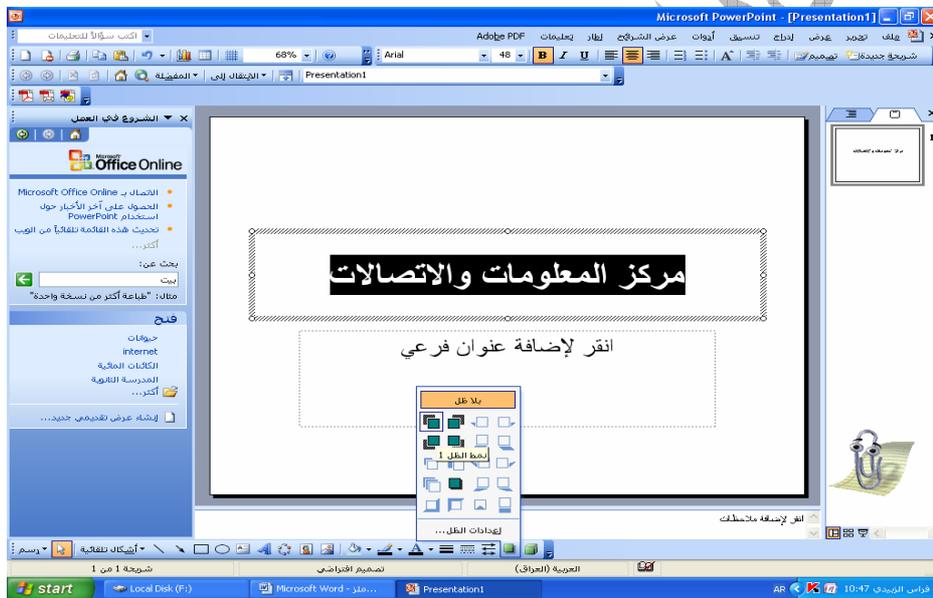
)

(

(drawing) ← (tool bars) ← (view)

1.

(4 - 1)



(4- 1)

2.

(5 - 1)



(5-1)

.3

.4

.5

:

.1

(new slide)

← (insert)

(task pan)

.2

(5-1)

shift

*

.3



.4

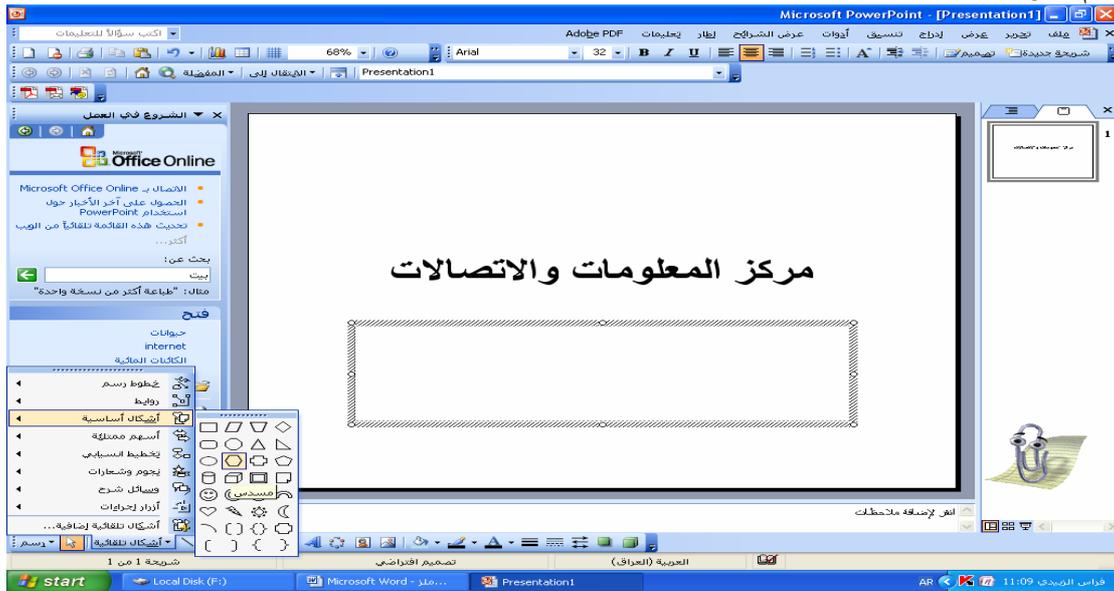
(auto shape)

← (format)

.()

*

.(6-1)



(6-1)

*

(lines)

(auto shape)

(4)

(auto shape)

(format)

()

() 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)

play

(auto preview) ()

.()

*

.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)
(notes page) ← (view)

page setup ← file .1

.2

.1
(print preview) ← file

(print)
: .1
print ← file

(printer)

(print range)

() copies

print what .

ok

*

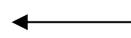
print to file

.1

.1

.2

hide slide



slide show

ctrl

*

() slideshow

.() hide slide

.3

.4

() view show ←

Slide show

setup show ←

Slide show

.() setup show

(setup show)

.1

.2

.3