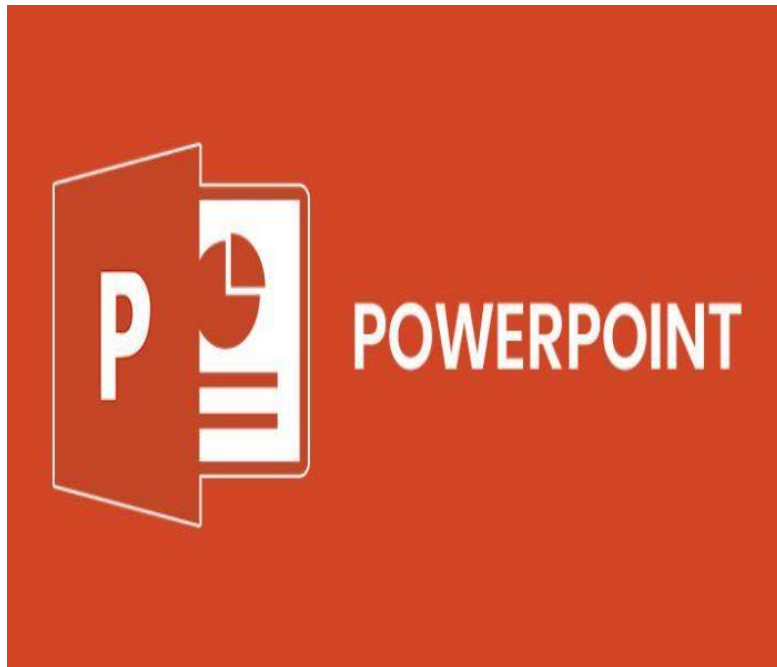




AL-Zahraa College of Medicine



Microsoft PowerPoint



Lecture 4

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Objectives

اهداف المحاضرة

- Describe the introduction to the program (tools and objects).
- Understand how to start working in the program.
- Understand slides, transitions and animations.



INTRODUCTION



Microsoft PowerPoint is an electronic presentation program that helps people present a speech using a collection of slides. A PowerPoint presentation is a collection of slides that can be used to create oral presentations. By default, documents saved in PowerPoint are saved with the **.pptx** extension whereas, the file extension of the prior PowerPoint versions is **.ppt**.

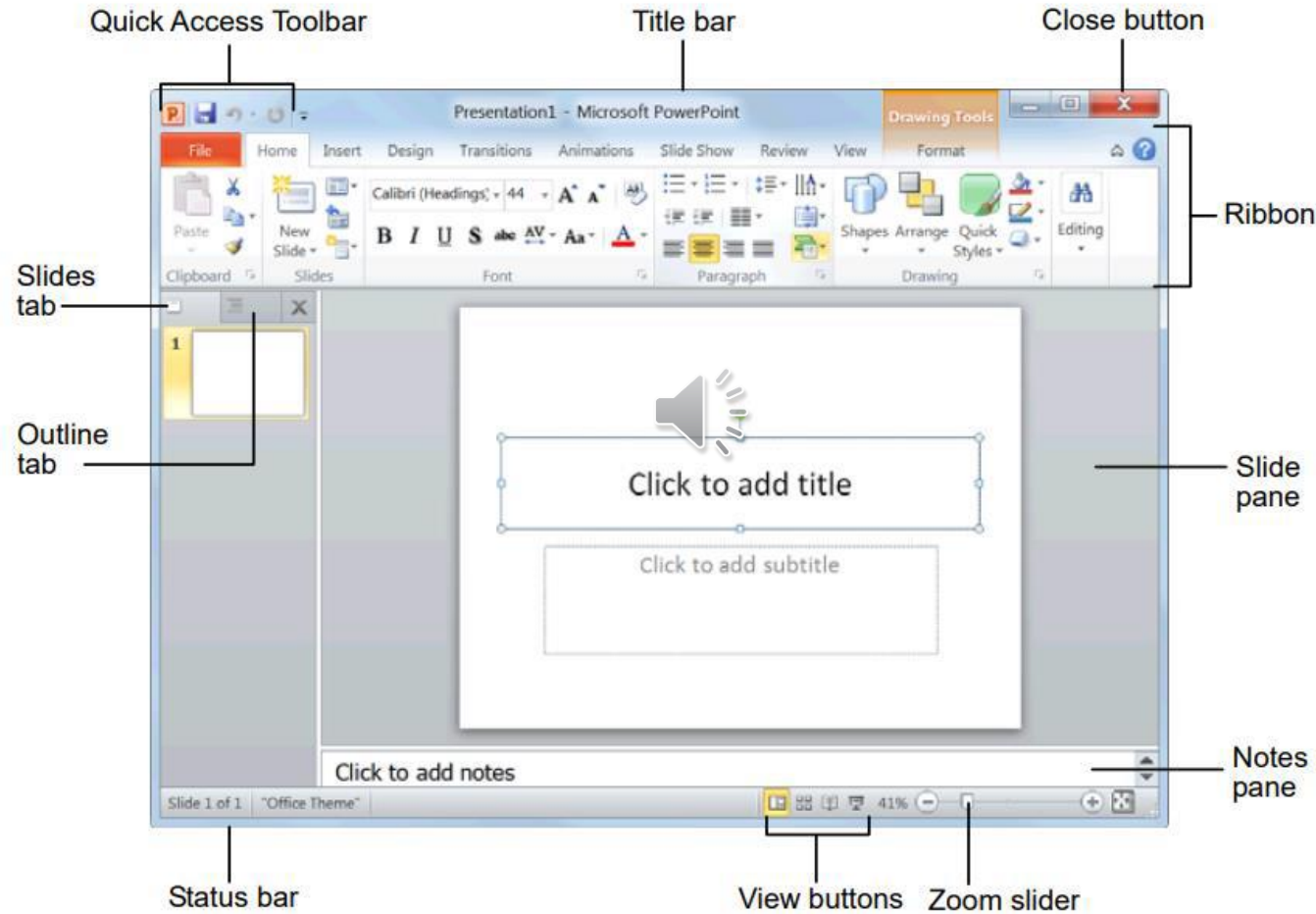


Benefits of Power Point

PowerPoint provides multiple benefits to users, including:

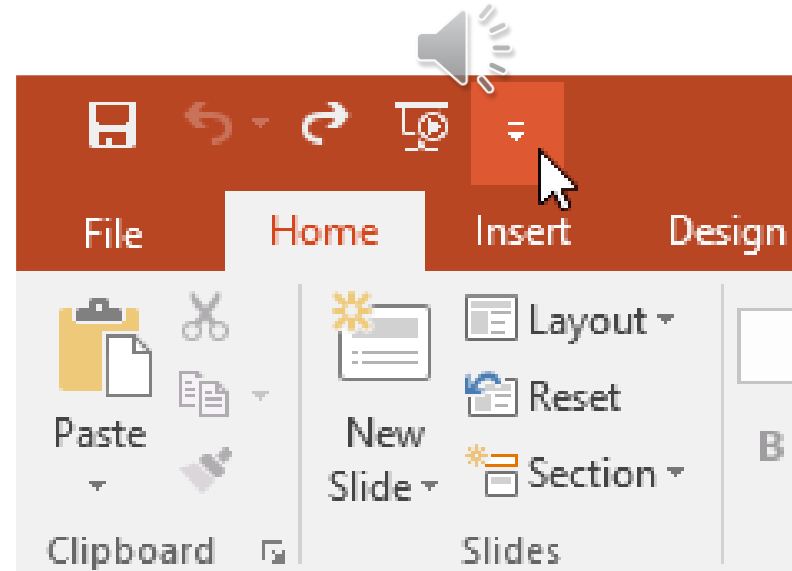
- ❑ It is widely used, and considered the "standard" for presentation software. If you create a PowerPoint presentation, it's likely that anyone you want to share it with will be able to open and view it, either with PowerPoint or with a compatible application.
- ❑ It includes many optional presentation features, including slide transitions, animations, layouts, templates, and more.
- ❑ It offers the option to export its slides to alternative file formats, including GIF and JPG images, MPEG-4 video, PDF, RTF (rich text format), WMV (Windows Media Video), and PowerPoint XML.

Microsoft PowerPoint Parts



The Quick Access Toolbar

□ Located just above the **Ribbon**, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save**, **Undo**, **Redo**, and ***Start From Beginning commands***. You can add other commands depending on your preference.



Opening a Presentation

Opening a presentation lets you use a presentation that you or someone else has previously created and then saved. This lesson explains how to do this.

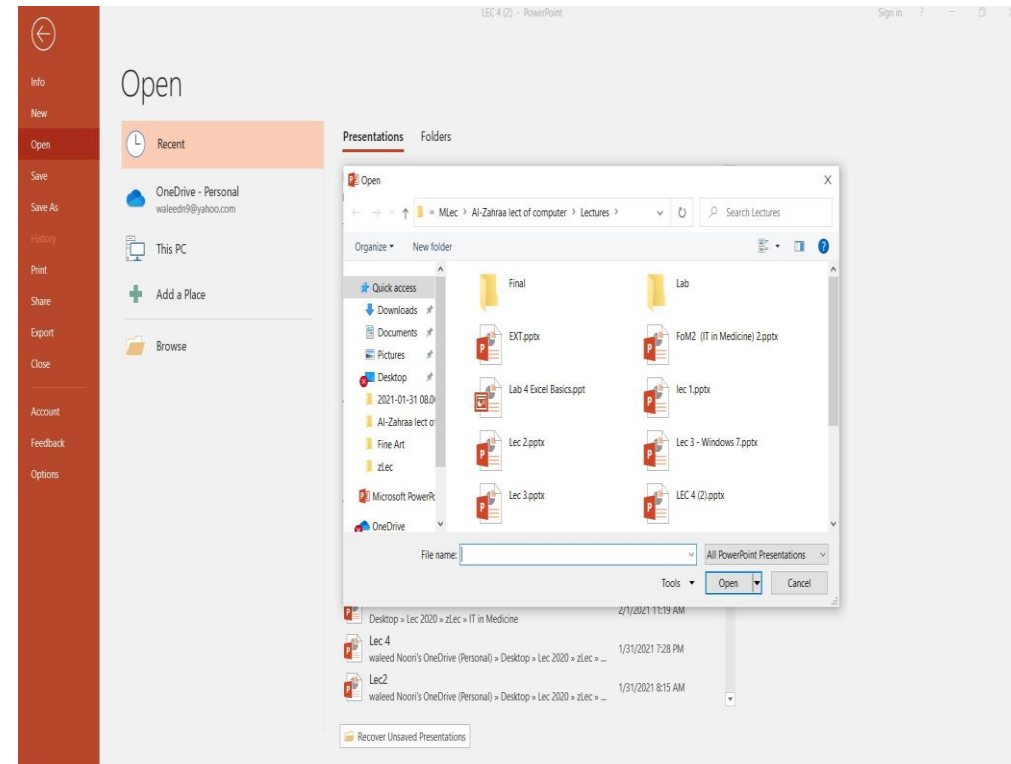
Open a presentation

You can locate presentation on your computer and simply double-click it to open it, but you can also open a presentation from within the PowerPoint program.

1. Click the **File** tab and select **Open**.

The Open dialog box appears. Next, you have to tell PowerPoint where the file you want to open is located.

Other Ways to Open a Presentation: Press **<Ctrl>+ <O>**.



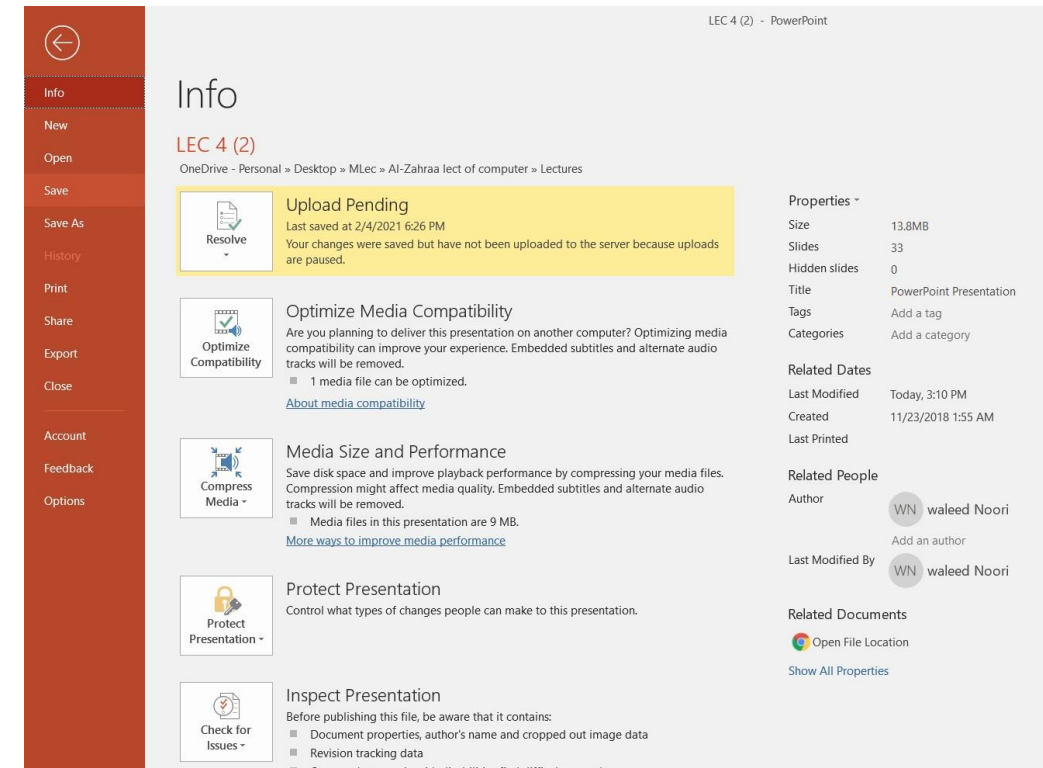
Saving a Presentation

After you've created a presentation, you need to save it if you want to use it again. Also, if you make changes to a presentation you'll want to save it. You can even save a copy of an existing presentation **with a new name, to a different location, or using a different file type.**

- **Save a new presentation**

1. Click the **Save** button on the Quick Access Toolbar. The Save As dialog box appears.

Other Ways to Save: Press **<Ctrl>+ <S>**. Or, click the **File** tab and select **Save**.



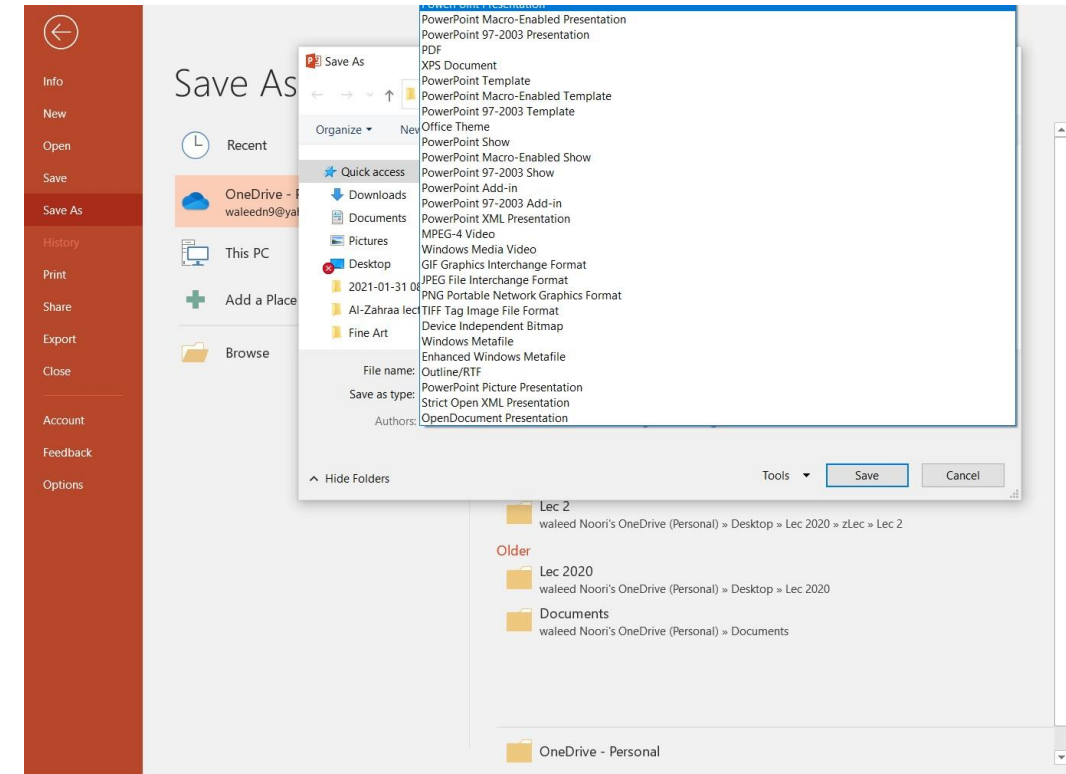
The screenshot shows the 'Info' pane in Microsoft PowerPoint. The title is 'LEC 4 (2)'. The location is 'OneDrive - Personal > Desktop > MLec > Al-Zahraa lect of computer > Lectures'. There is a yellow warning box for 'Upload Pending' with a 'Resolve' button. Below that are sections for 'Optimize Media Compatibility', 'Media Size and Performance', 'Protect Presentation', and 'Inspect Presentation'. On the right, there are 'Properties' (Size: 13.8MB, Slides: 33), 'Related Dates' (Last Modified: Today, 3:10 PM), 'Related People' (waleed Noori), and 'Related Documents' (Open File Location).

Save a presentation as a different file type

Just as some people can speak several languages, PowerPoint can read and write in other file formats, making it easier to share information between programs.



1. Click the **File** tab and select **Save As**. The Save As dialog box appears.
2. Click the **Save as type** list arrow and select a file format.
3. Click **Save**.



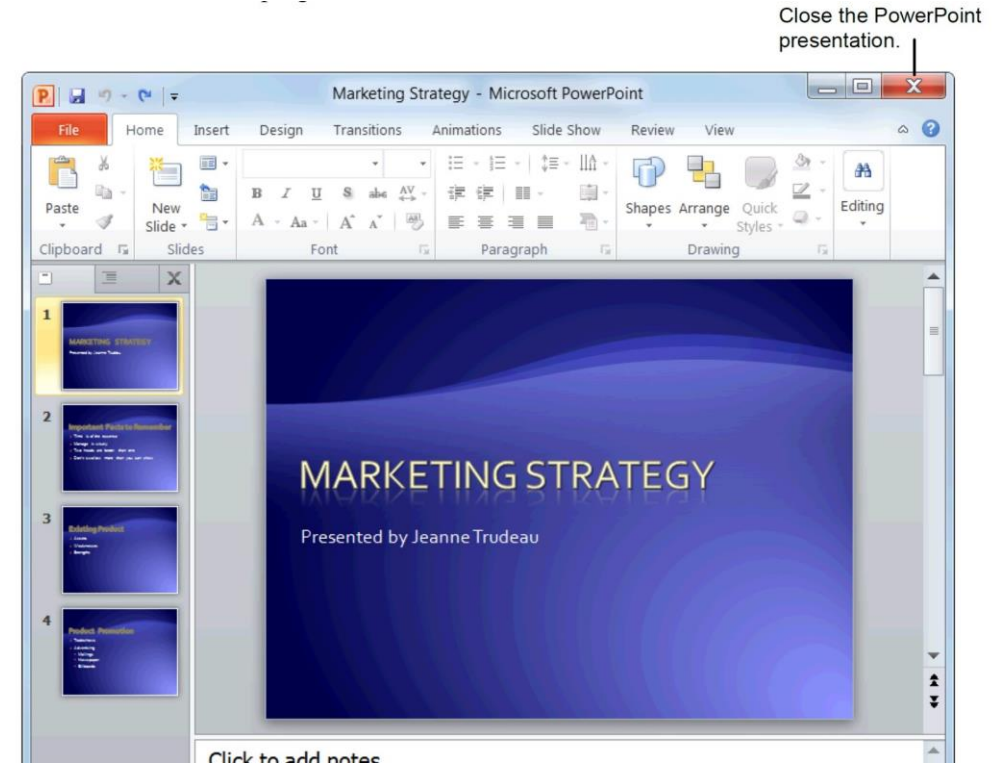
Closing a Presentation

When you're done working on a presentation, you need to close it.

1. Click the **File** tab and select **Close**. The presentation closes. You can access the file again by opening it later.

Other Ways to Close a Presentation: Press **<Ctrl>+ <W>**.

Or, click the **Close** button in the upper right corner of the PowerPoint window.





PowerPoint Keyboard Shortcuts

Keyboard Shortcuts

General

Open a Presentation	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save a Presentation	<Ctrl> + <S>
Print a Presentation	<Ctrl> + <P>
Close a Presentation	<Ctrl> + <W>
Insert a New Slide	<Ctrl> + <M>
Help	<F1>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>

Navigation—Go To:

The Next Slide	<Spacebar>
The Previous Slide	<Backspace>

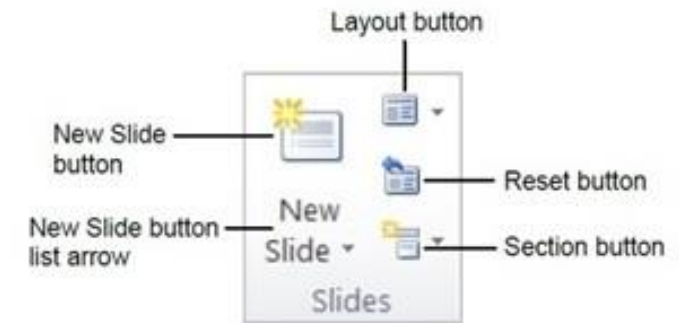
❑ Insert a new slide

- Inserting a new slide is easy
- Click the **Home** tab on the Ribbon and click the **New Slide** button in the Slides group.

❑ Delete a slide

- On the slides tab in the outline pane, select the slide you want to delete.


Press <delete>





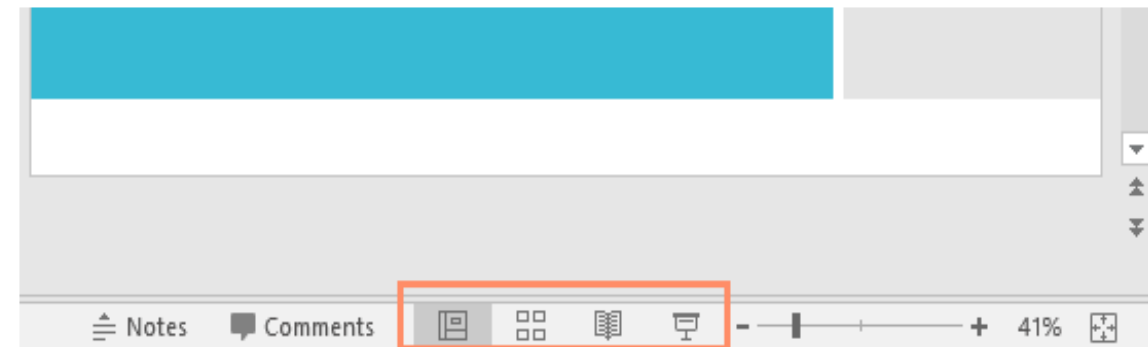
Zoom and other view options



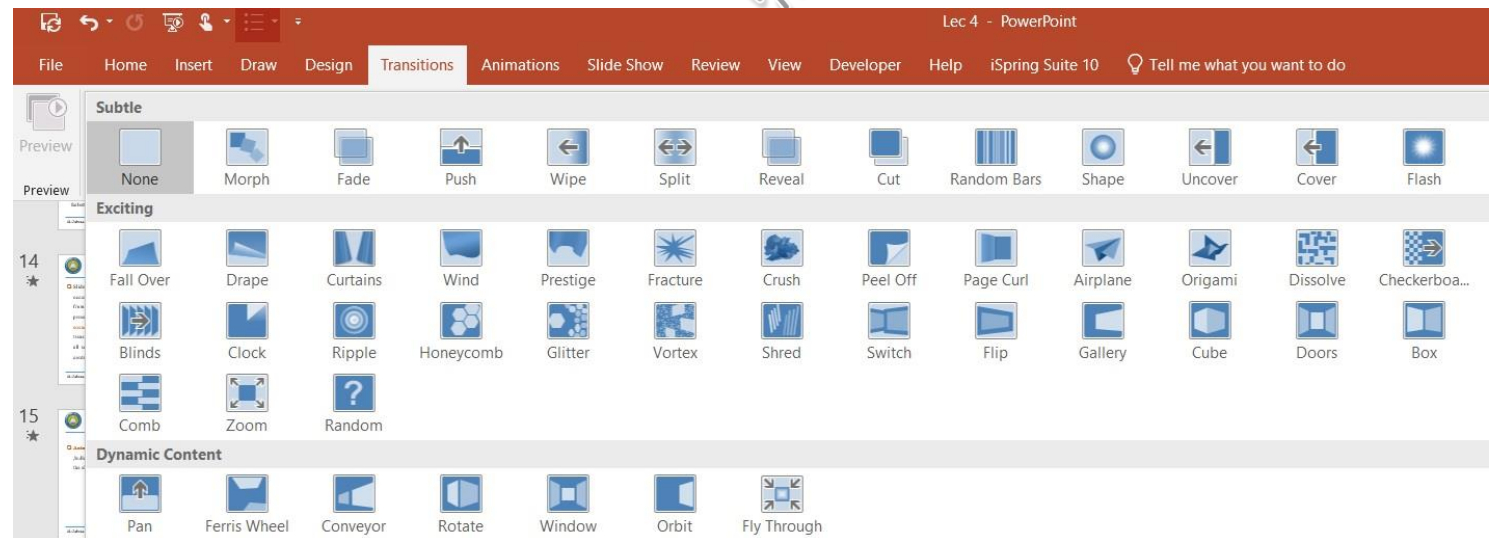
❑ PowerPoint has a **variety of viewing options** that change how your presentation is displayed . You can choose to view your presentation in **Normal view** , **Slide Sorted review**, **Reading view**, or **Slide Show view**. You can also zoom in and out  to make your presentation easier to read.

SWITCHING SLIDE VIEWS

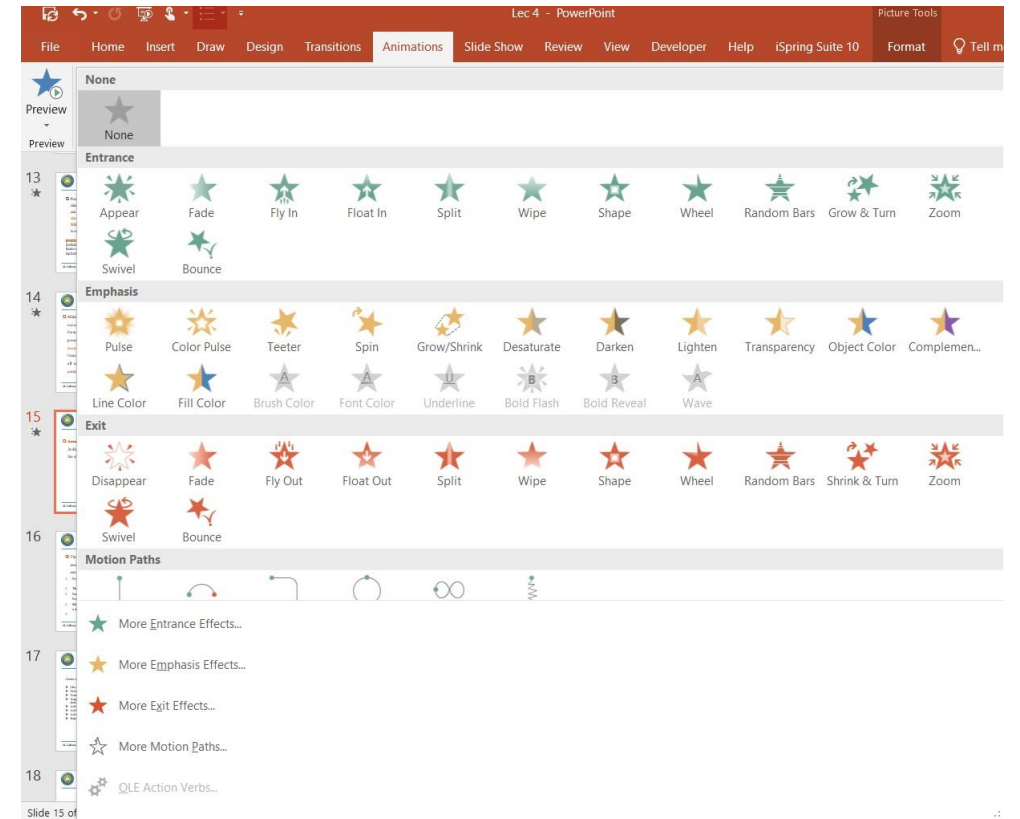
Switching between different slide views is easy .Just locate and select the desired slide view command in the bottom-right corner of the PowerPoint window.



❑ Slide **transitions** are **motion effects** that occur in Slide Show view when you move from **one slide** to then **another** during a presentation. You can **control the speed**, **add sound**, and even customize the properties of transition effects. To add a transition first of all select a slide in the left hand panel that contains the Slides and Outline tabs.



□ **Animations** can be applied to text boxes, bullet points, and images so they move on the slide during a slide show.





Questions



□ The following questions are important to assessment yourself in this session try to answer it:

1. PowerPoint automatically opens with Windows (True or False?)
2. The file tab contains basic file commands. (True or False?)
3. You can only create a new presentation by lunching the PowerPoint program. (True or False?)
4. When you save a presentation with new name the old presentation is deleted (True or False?)



MS PowerPoint Assignment



MS PowerPoint Assignment

Create a PowerPoint slide show with the contents given at the bottom of the page.

- Choose a topic to present (Your topic should be about the use of computer in Medicine)
- Select a suitable design template and appropriate slide layouts.
- Your first page should include the title and your name
- Graphics that can enhance your presentation may also be inserted. You can replace standard bullet symbols with other graphics.
- Add animation effects to the bullet items.
- Add transition and appropriate sound effects.
- Add a timing to automate your slide show.
- Number of Slides should not exceed 10 slides

Use

1. **Design Template**
2. **Slide Layout**
3. **Text**
4. **Clipart**
5. **Bullets**
6. **Add Animation, Transition &**
7. **Sound Effects**
8. **Timings**
9. **Slide Shows**



POWERPOINT

Thank you