

# Computer System

Lecture fifteen

**Microsoft**



**PowerPoint**

**Prepared By**

**M.Sc. Abd Ali Hussein**

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# Outline



**1. Objectives.**

**2. *The PowerPoint environment in MS-Word 2007 .***

**3. *The PowerPoint Window in MS-Word 2007 .***

**4. *The PowerPoint Help in MS-Word 2007 .***

# Objectives



1. Explain **The PowerPoint environment in MS-Word 2007.**
2. Illustrate *The PowerPoint Window of MS-Word 2007 .*
3. Explain *The PowerPoint Help in MS-Word 2007 .*

## *The PowerPoint environment in MS-Word 2007*



□ Microsoft Office PowerPoint (PPT) 2007 is a program that enables us to create slide-show presentations. The 2007 version offers expanded graphics and formatting capabilities, making it easier to create professional presentations. For more detailed information, visit <http://office.microsoft.com/enus/powerpoint>.

□ The term “PPT” Contains texts, tables, animations, or charts that are created for display.

□ To run the (ppt) program:- **Two ways**

1. From Start button → Select All Programs → Click Microsoft Office → From the sub-menu → click Microsoft Office PowerPoint option, then the window of the PowerPoint will opened for us.

2. Right Click on any space → Select New option → From the sub-menu, click **Microsoft Office PowerPoint presentation option**, then the window of the PowerPoint will appeared to us.

❖ This window is our workspace as shown.

# The PowerPoint Window in MS-Word 2007



The screenshot shows the Microsoft PowerPoint 2007 application window. The interface includes a title bar, a Quick Access Toolbar, a ribbon with tabs (Home, Insert, Design, Animations, Slide Show, Review, View, Add-Ins), and a task pane on the left. The main slide area contains a title box and a subtitle box. The status bar at the bottom shows the current slide (Slide 1 of 1), the theme (Office Theme), and the current view (Normal). The zoom level is set to 55%.

Numbered callouts and labels:

- 1: Microsoft PowerPoint title bar
- 2: Microsoft Office Button
- 3: Quick Access Toolbar
- 4: Task Pane with Slides and Outline tabs
- 5: Window control buttons (minimize, maximize, close)
- 6: Views: (Normal, Slide Sorter, Slide Show)
- 7: Click to add notes
- 8: Slide 1 of 1, Office Theme
- 9: Zoom Tool
- 10: Click to add title
- 11: Ribbon Menu
- 12: Editing group

# The PowerPoint Window in MS-Word 2007



## 1. Title Bar

- Displays the name of the application followed by the title of the presentation (To change title name by Rename option or one click on left button for the mouse).

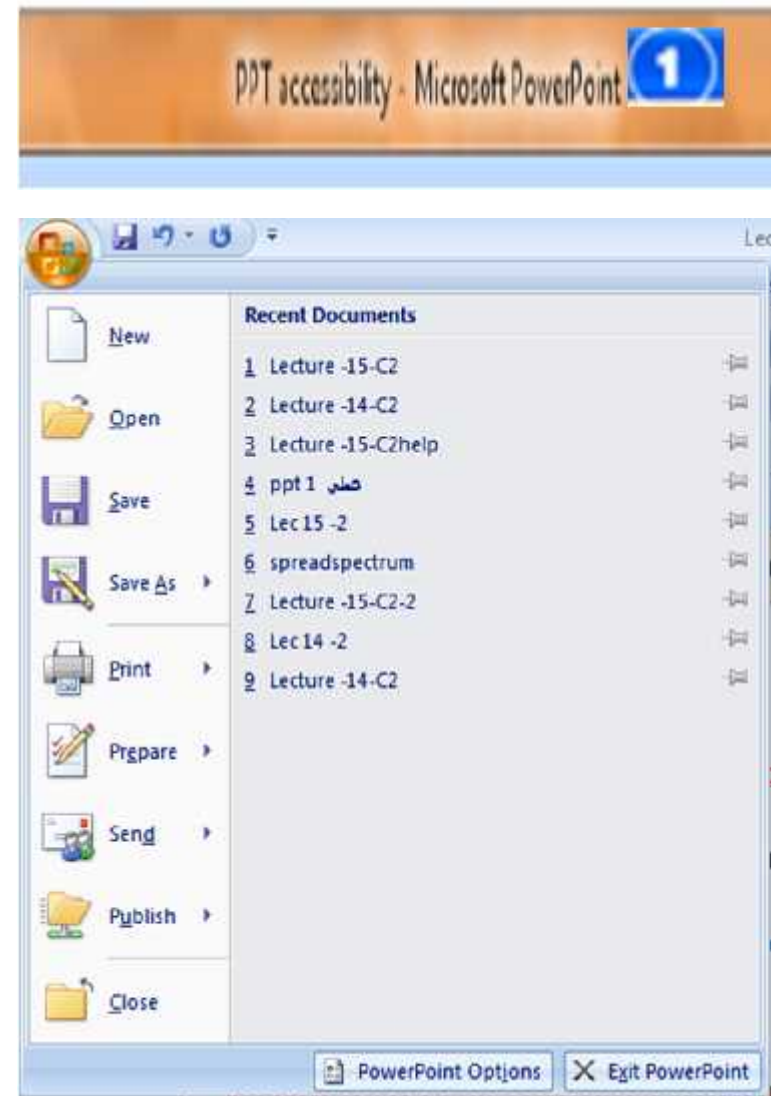


## 2. MS office button

➤ When you click on this button, a menu appears which contains the commands most commonly associated with the file.

➤ It contains the main File Functions:

- New
- Open
- Save
- Save as
- Print
- prepare
- Send
- publish
- Close





# The PowerPoint Window in MS-Word 2007

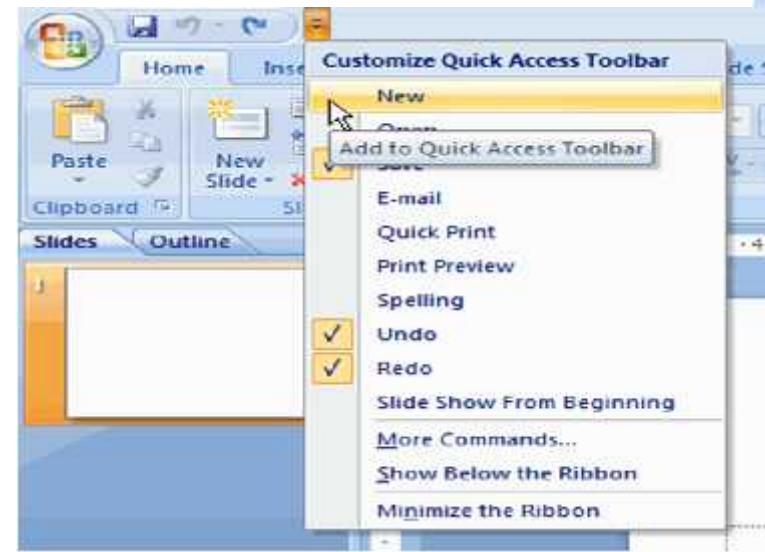


## 3. Quick Access Toolbar:



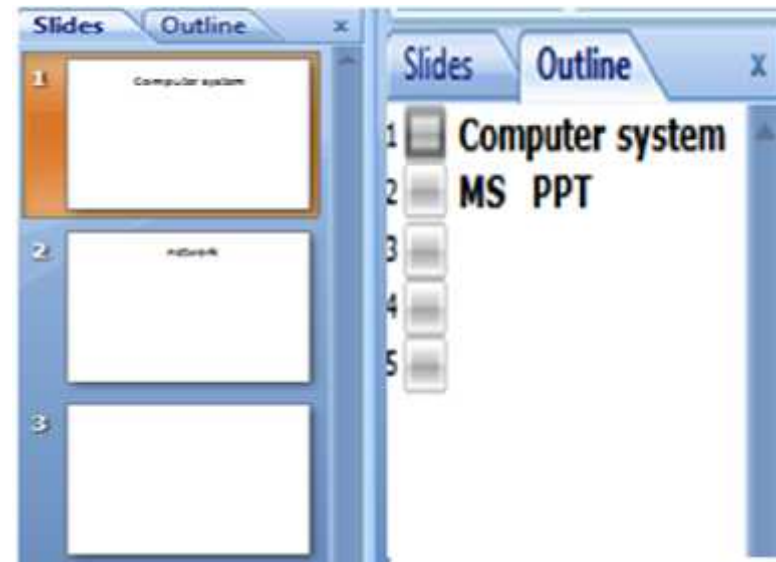
➤ Contains shortcuts to **Save, Undo, Repeat (Redo), and drop-down arrow** commands .

➤ To add commands to the Quick Access toolbar: Click the **arrow** to the right of this toolbar. Select the **command** we want to add from the **drop-down list**. It will appear in the Quick Access toolbar.



## 4. Outline and Slides Tab :

- **The slides tab** gives us a thumbnail view of all the slides in the presentation and allows to rearrange their order.
- **The outline tab** adds textual content to the slides in an outline format

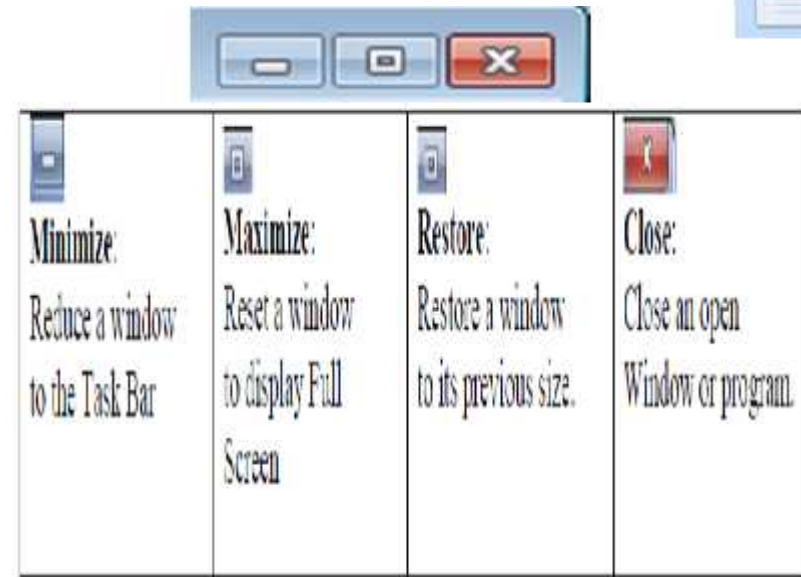


# The PowerPoint Window in MS-Word 2007



## 5. The Size Buttons:

- There are three buttons in the upper-right corner of the window.
- It contains:-
  - ❖ Minimize button.
  - ❖ Maximize/Restore button, and
  - ❖ Close button.



## 6. View Buttons :

To change the way view of our presentation;

- ❖ Normal view (left button) is the default,
- ❖ Slide Sorter view (center button) shows you only the thumbnails and is used to sort and rearrange the presentation, and
- ❖ Slide Show view (right button) runs the presentation from the current slide





# The PowerPoint Window in MS-Word 2007



7. **Notes Pane** - Adds notes for yourself for each slide in your presentation.

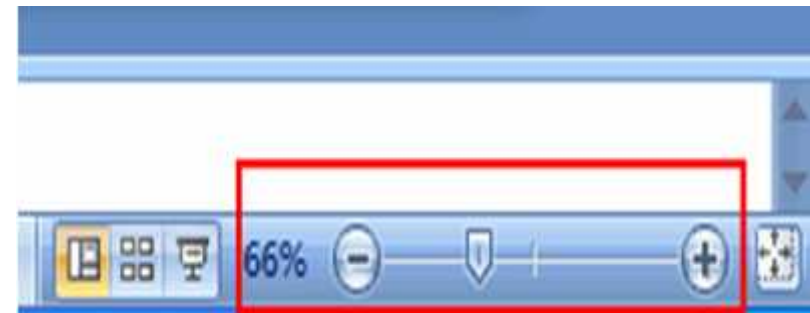


8. **Status bar** : have many notations to show slide Number, Theme name, Spelling error, and Language.



9. **Zoom tool(bar)**:

- To zoom in and out:
- Locate the **zoom bar** in the bottom-right corner.
- Click the **slider** and **drag** it to the right to zoom in and to the left to zoom out.

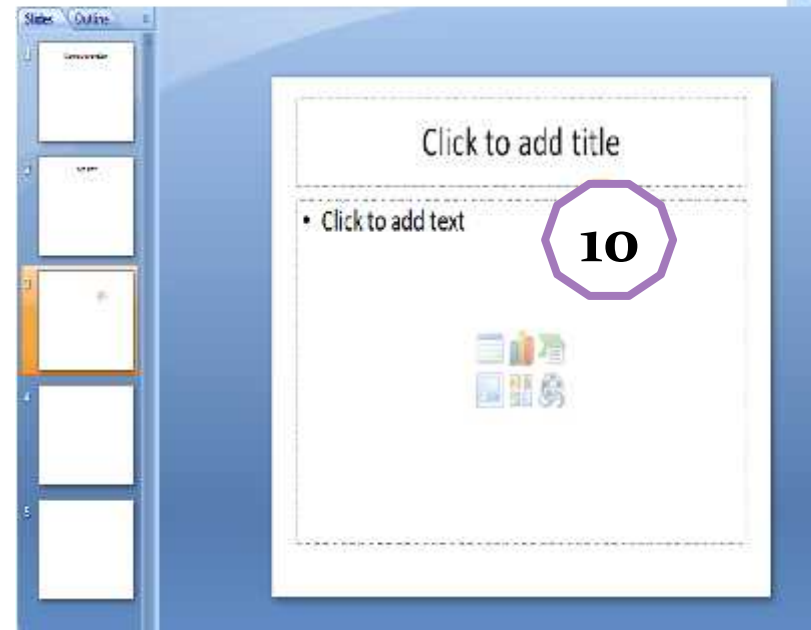


# The PowerPoint Window of MS-Word 2007



## 10. Placeholders:

- Designate the space that will be filled with titles, text, or other objects such as graphics or charts.
- When we create a new presentation the first slide to appear is a **Title slide**.
- **Standard Title slide** contains two placeholders:



- **Title placeholder and**
- **Subtitle placeholder.**

- To add text, click within the placeholder and type.

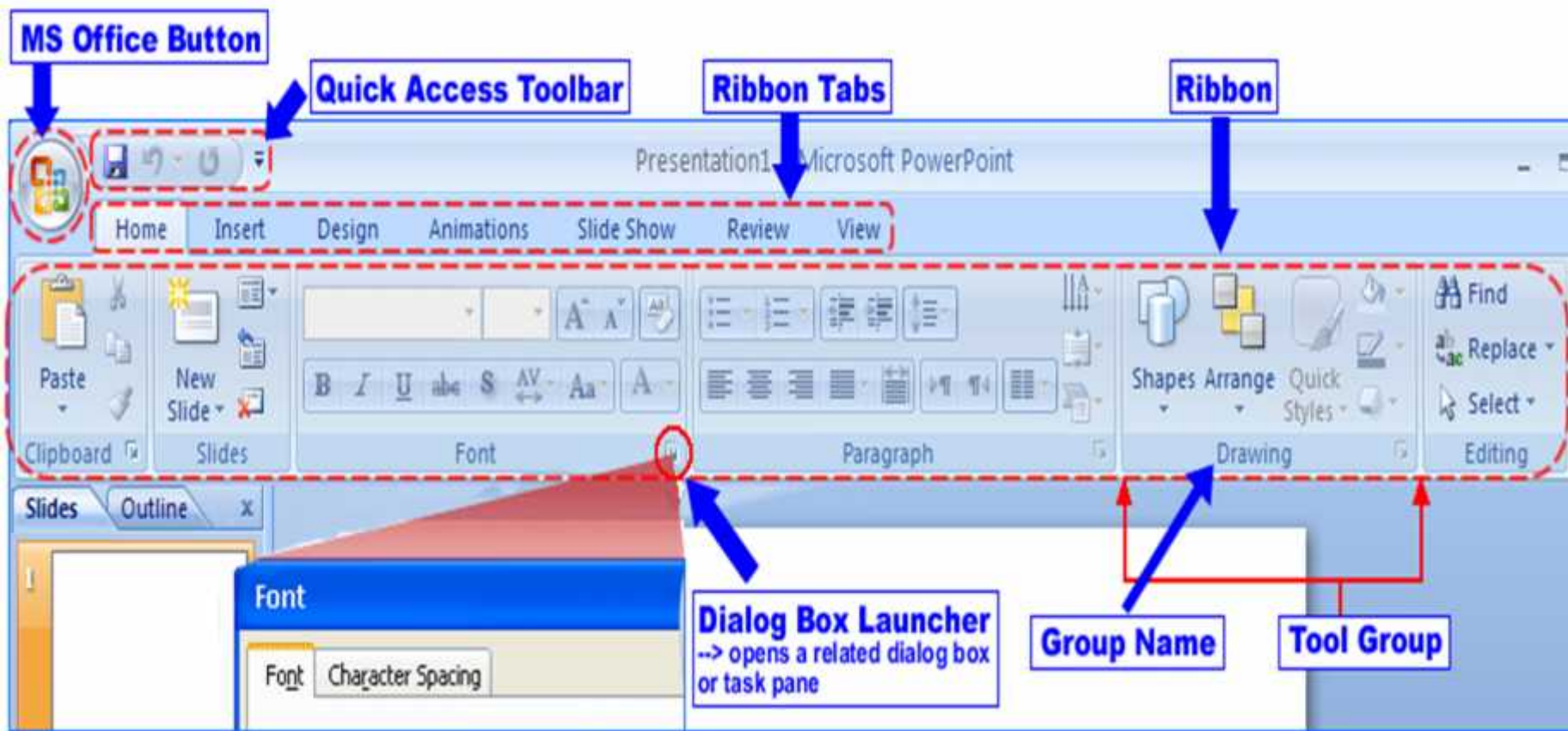


The default PowerPoint standard layout: **Title Slide**

# The PowerPoint Window of MS-Word 2007



**11. Ribbon Tabs:** Each Ribbon Tab displays a Ribbon that provides a set of Tool Groups. These Ribbon Tabs and the Tool Groups correspond to the MS Word 2007 with some differences .



# The PowerPoint Help in MS-Word 2007

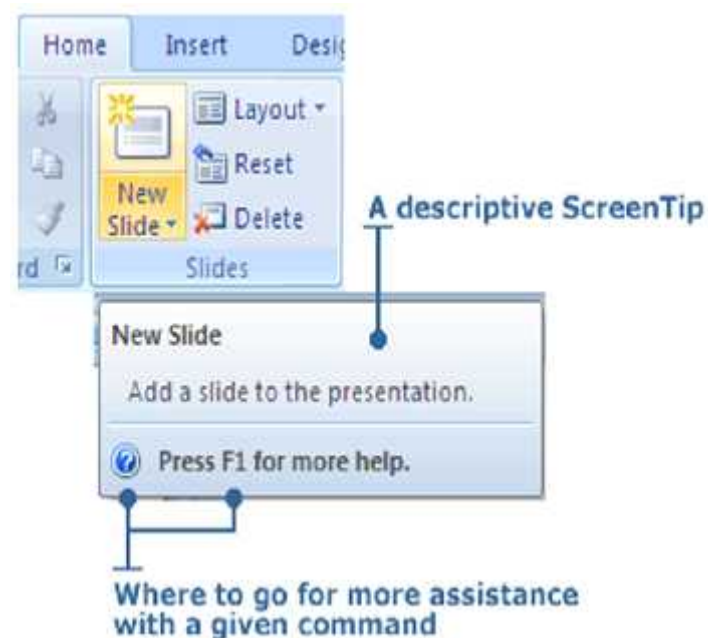


## 12. PowerPoint Help:

➤ In PowerPoint 2007, help from hints to links to the online Microsoft Office resources is always easy to access. The first way PowerPoint 2007 offers help is with ScreenTips.

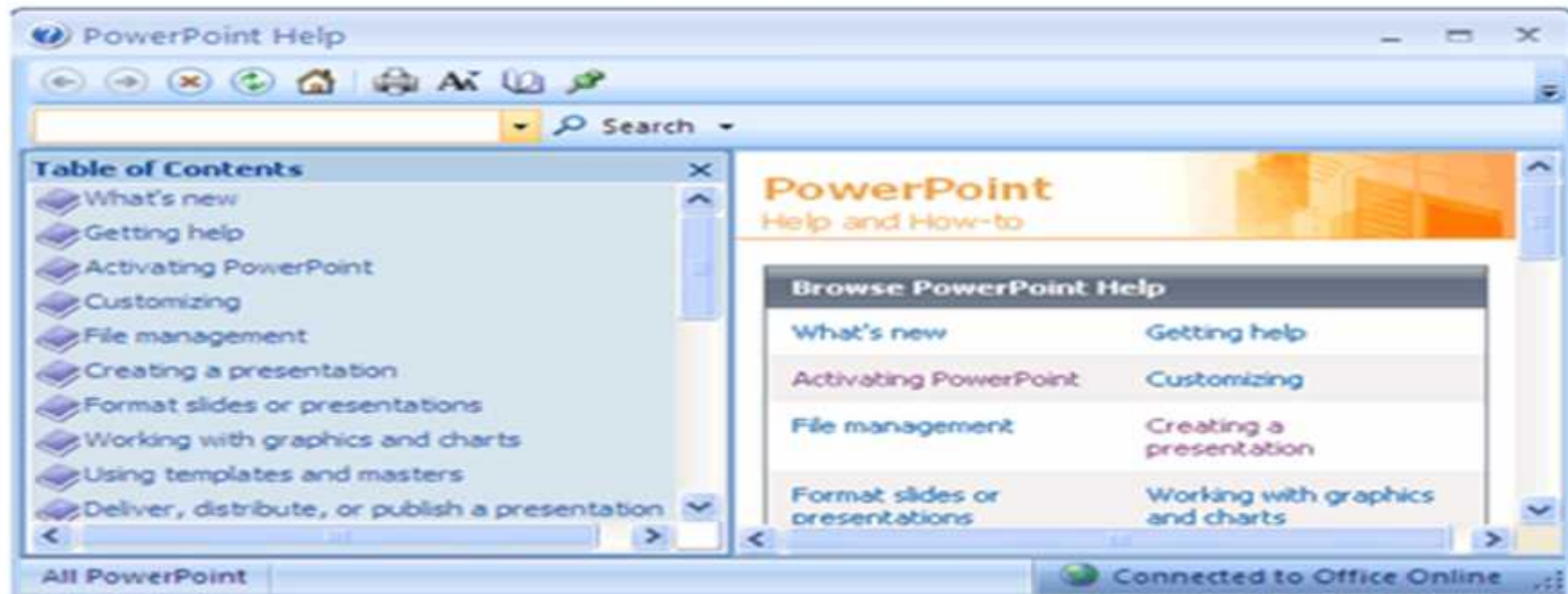
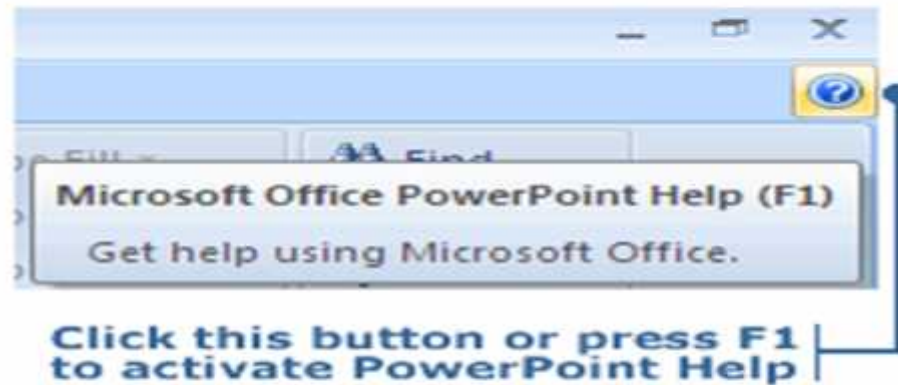
➤ When you hold the cursor over any Command button, a small window appears with text telling you about the command, what it does. This is a **ScreenTip**.

➤ Some of the ScreenTips direct you to more assistance by telling you to click **F1** or click the **Blue and White question mark button** found at the far right of the Ribbon.





# *The PowerPoint Help in MS-Word 2007*





# Questions

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