Computer System

Lecture fifteen

Microsoft PowerPoint

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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*** .

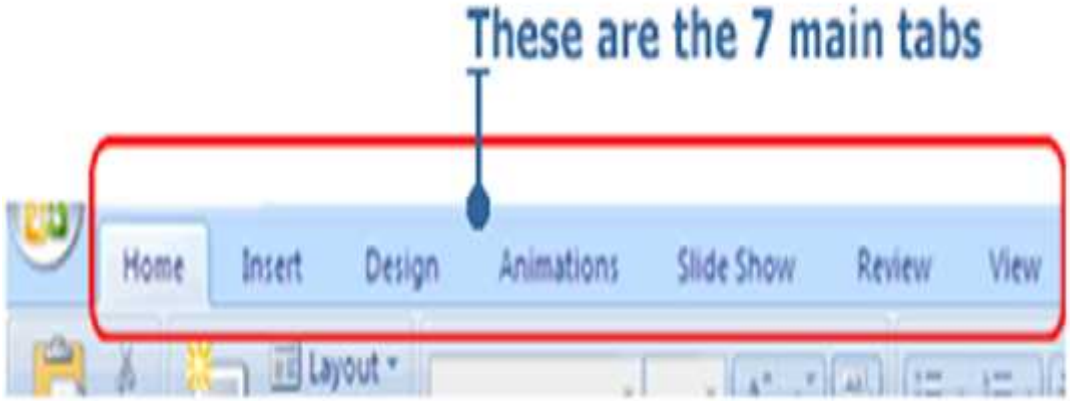
3. Explain ***The PowerPoint Help in MS-Word 2007*** .

The PowerPoint Tabs in MS-Word 2007

❑ Tabs in MS -PPT2007

❖ **The main tabs are:-**

- ***Home tab,***
- ***Insert tab,***
- ***Design tab,***
- ***Animations tab,***
- ***Slide Show tab,***
- ***Review* tab, and**
- ***View tab.***



❖ When you open PowerPoint, the tab always displayed to start out with is the Home tab. You start at the Home tab because it has all the common tasks you'll want to use in making your presentation.

❖When we stop on any active option within these groups , we can be seen dialog box talk us about the task of this option.

❖The main tabs are organized into specific *Groups* containing graphically illustrated buttons. Each Group breaks a key task into subtasks.

Note:- See this link ”**http://www.actden.com/pp2007/unit1/1_2.htm** “

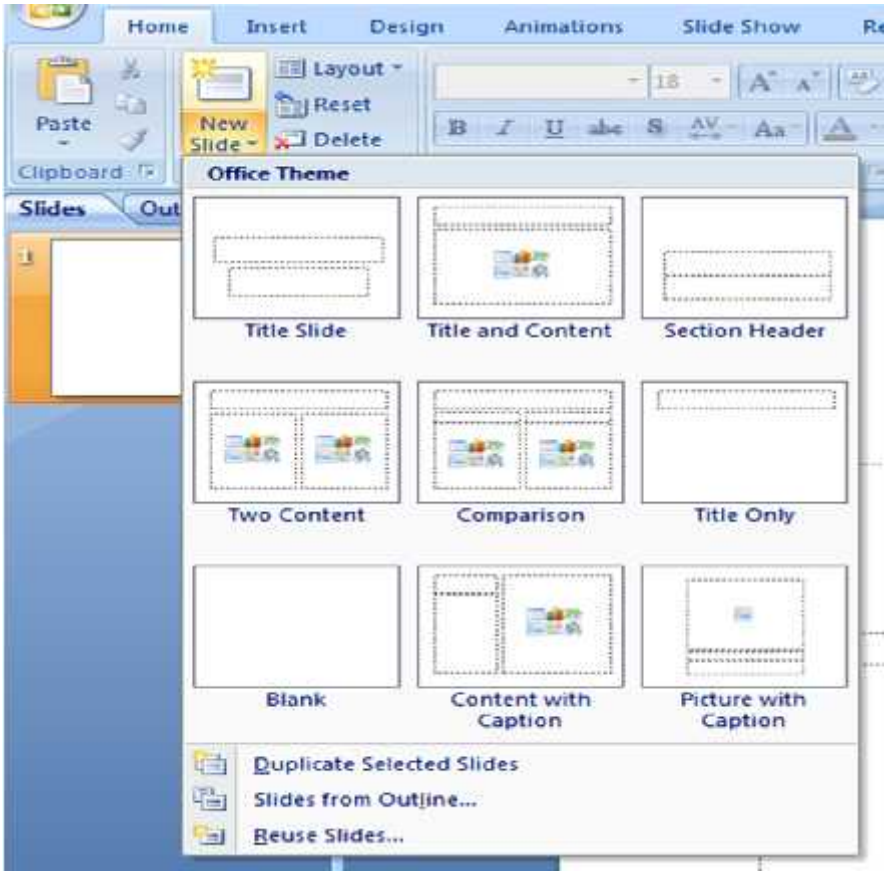
The PowerPoint Tabs in MS-Word 2007

❑ **The Home tab has 6 groups:-**

❖ **Clipboard group,**
❖ **Slides group,**
❖ **Paragraph group,**
❖ **Drawing group, and**
❖ **Editing group**.

❑ Within each subtask are more controls - either buttons, galleries or dialog boxes - that allow you to carry out a command. For example, there are four commands to choose from in Slides: New Slide, Layout, Reset and Delete.

❑ Each command becomes highlighted as you move the mouse around in any group, such as Slides. When you have picked which command you want to do, click on it. The command will either execute, or you will be presented with options to select from first before the command is carried out.



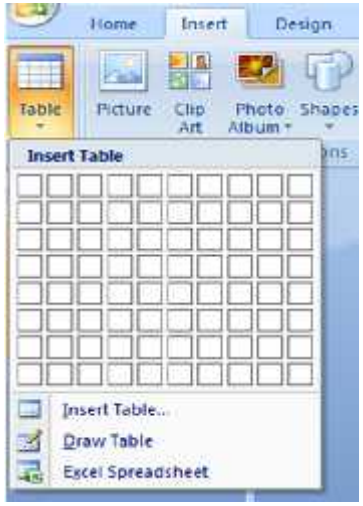
The PowerPoint Window in MS-Word 2007

❑ **The Insert tab** is where you go to add in objects to a slide as well as edit any objects you add.

❑ Its include these groups:-

- ❖ **tables group,**
- ❖ **Illustrations group,**
- ❖ **Links group,**
- ❖ **Text group, and**
- ❖ **Media Clips group.**

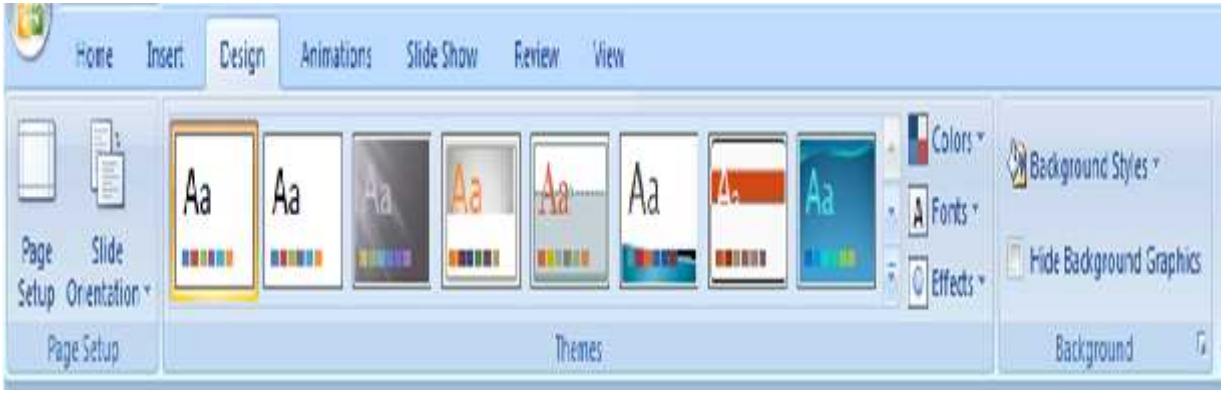
❑ Each group has many options which give us espial task, for example the first group in the insert tab is Tables which deals with the insertion the tables within our slide as shown bellow:



The PowerPoint Window in MS-Word 2007

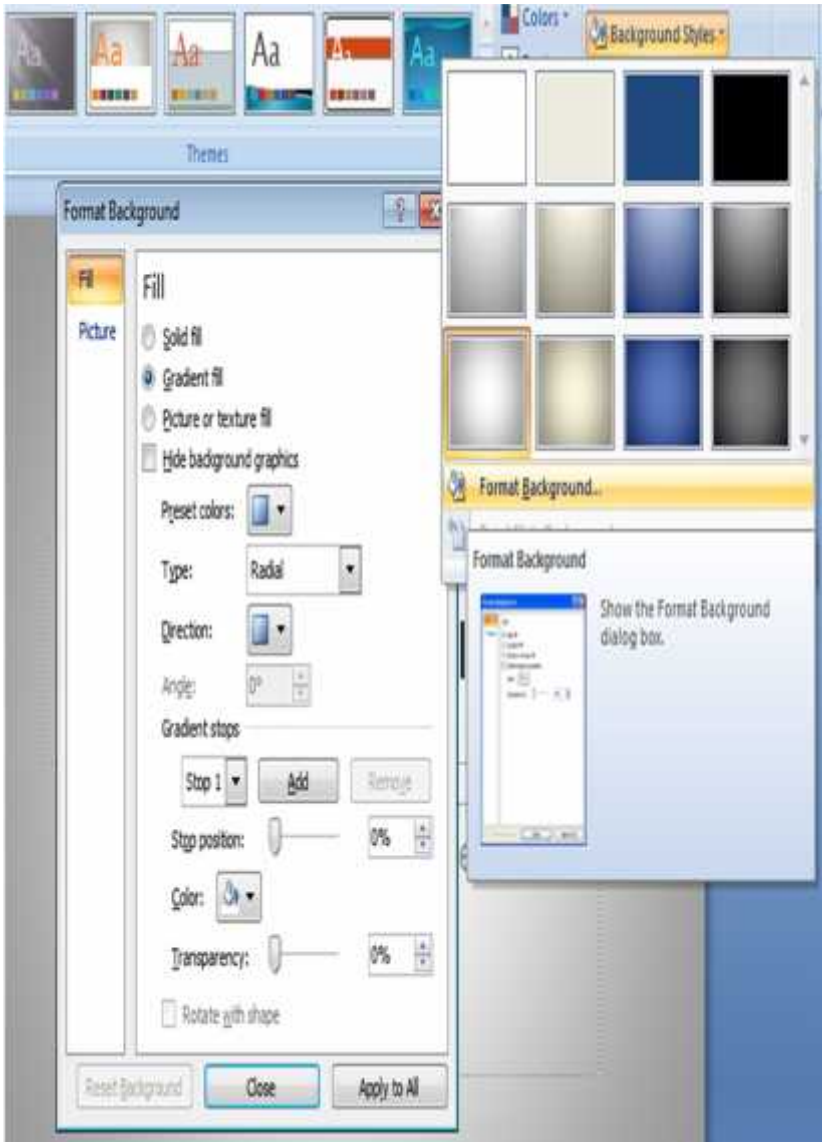
❑ **The Design tab** is contains three groups:-

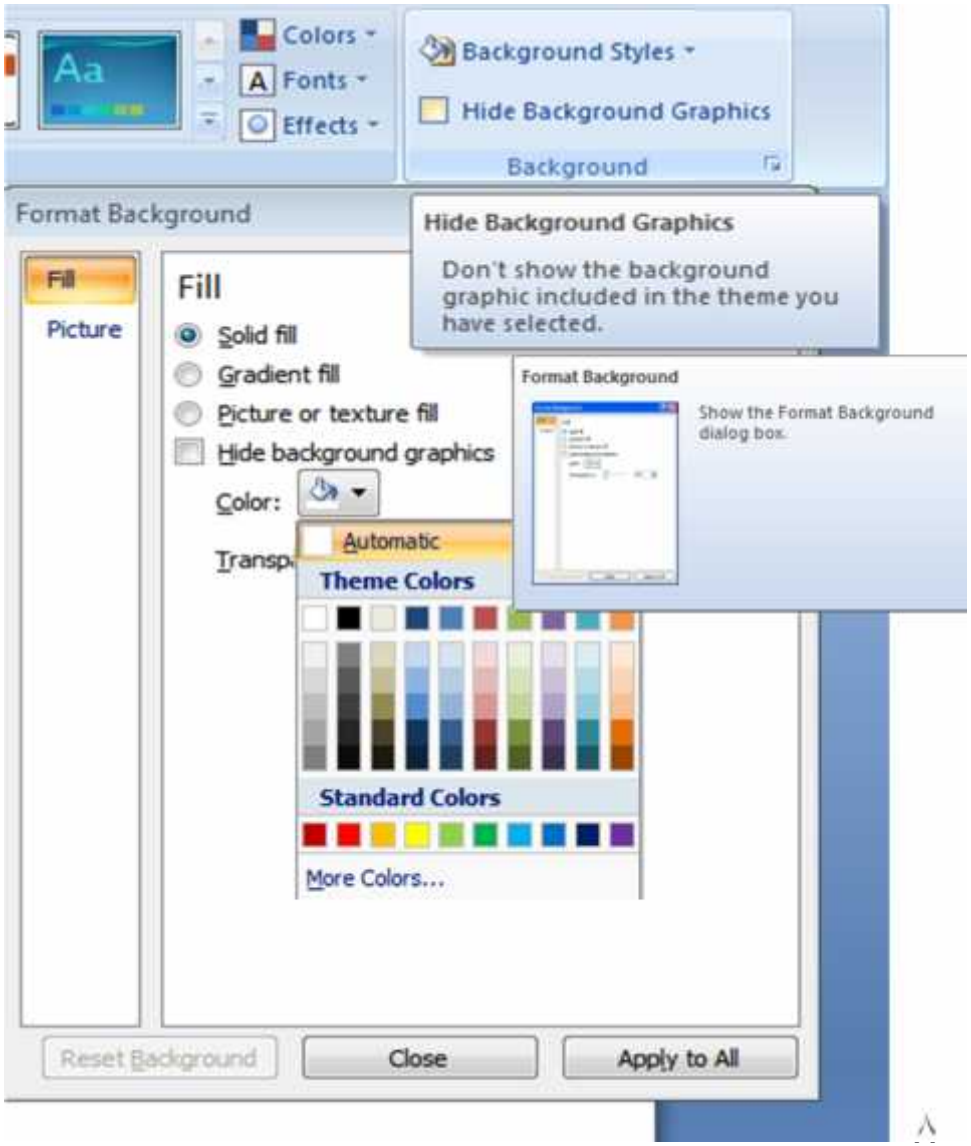
- **Page Setup group,**
- **Themes group, and**
- **Background group.**



❑ It is where you go to control how your entire presentation will look: it's theme, colors, fonts, style and even add in theme effects.

The PowerPoint Window in MS-Word 2007





The PowerPoint Window in MS-Word 2007

❑**Animations Tap:-** **Animations is the** movement to slides or objects.

❑We can use animations to make our text and images appear on the screen dramatically or to make smooth transitions between slides and topics.

❑We can see three main groups though this tab:-

- Preview group,
- Animations group, and
- Transition to This Slide.

The PowerPoint Window of MS-Word 2007

PowerPoint 2007 includes many different types of slide transitions, including (but not limited to) the following:

1. No transition
2. Blinds Horizontal
3. Blinds Vertical
4. Box In
5. Box Out
6. Checkerboard Across
7. Checkerboard Down
8. Comb Horizontal
9. Comb Vertical

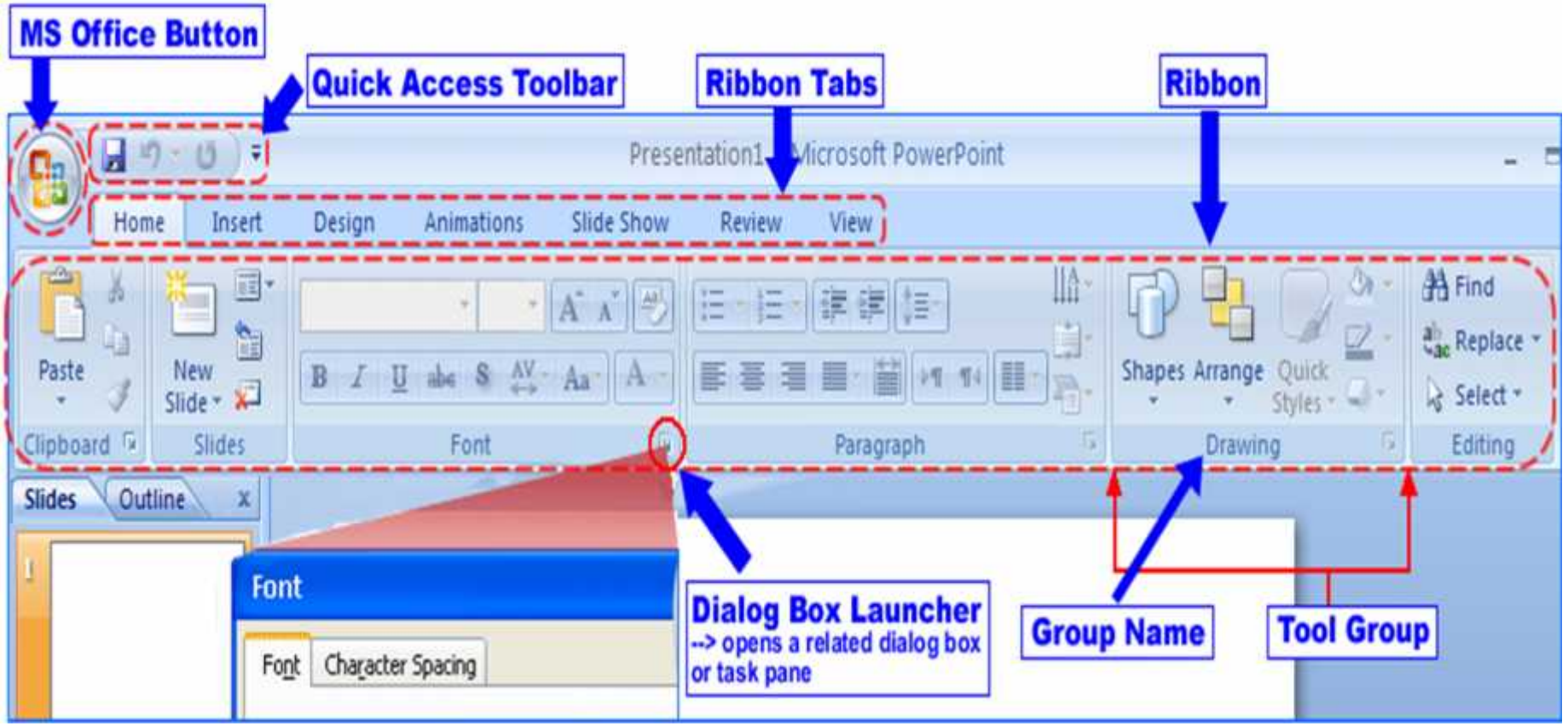
To see more transition effects, in the Quick Styles list, click the **More** button, as shown in the diagram above.

The PowerPoint Window in MS-Word 2007

- As you can see, there are lots of Groups and Command buttons in each main tab, but you don't have to try and learn them now. We'll be covering in more detail all the crucial ones as we go along to help you make your presentation.

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

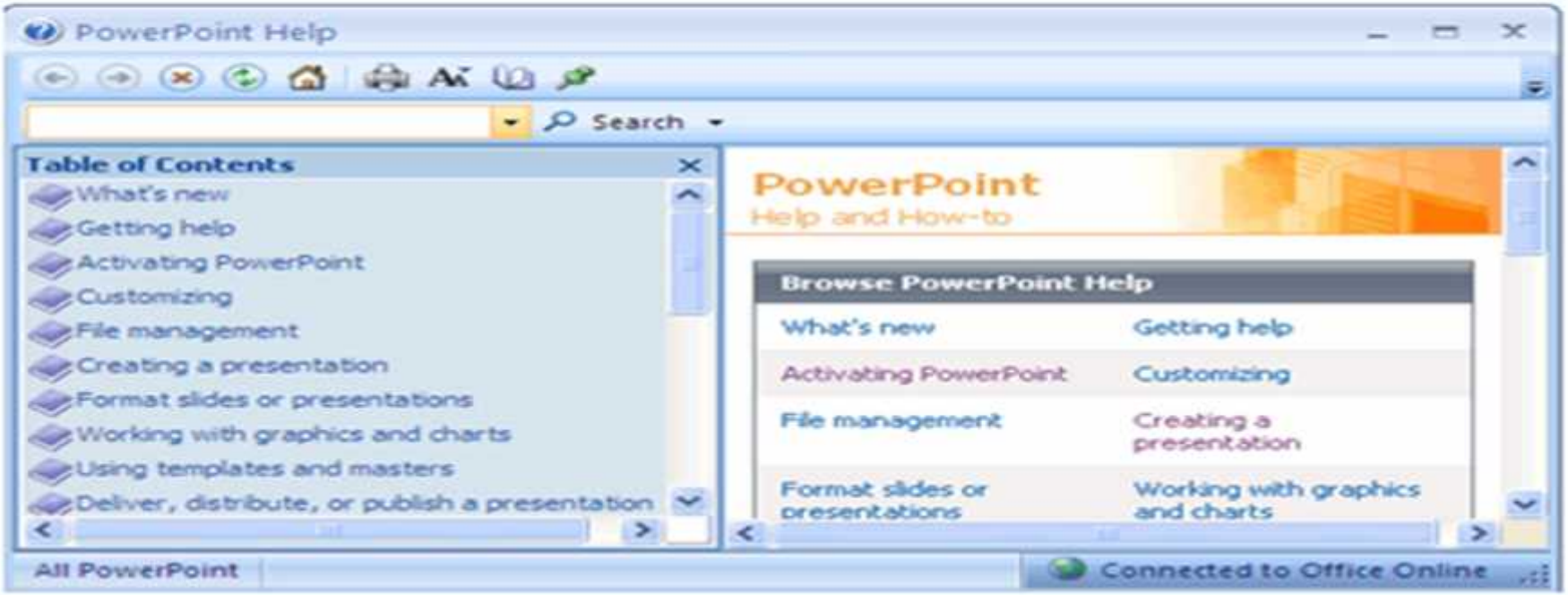
12. PowerPoint Help:

➢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