



مجموعة جامعة  
الجميع الذكية  
للتعليم القابضة

MIDOCEAN  
UNIVERSITY  
BY EVERYONE'S SMART UNIVERSITY

# Internet and Information Technology ITC202

**Lecture 9 - Microsoft office: Power Point**

Prepared by  
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[www.midocean.ae](http://www.midocean.ae)

# Course Topics

- History of computing.
- Introduction to information technology.
- System and application software
- MS Word.
- MS Excel.
- **MS PowerPoint.**
- Common web services and tools.

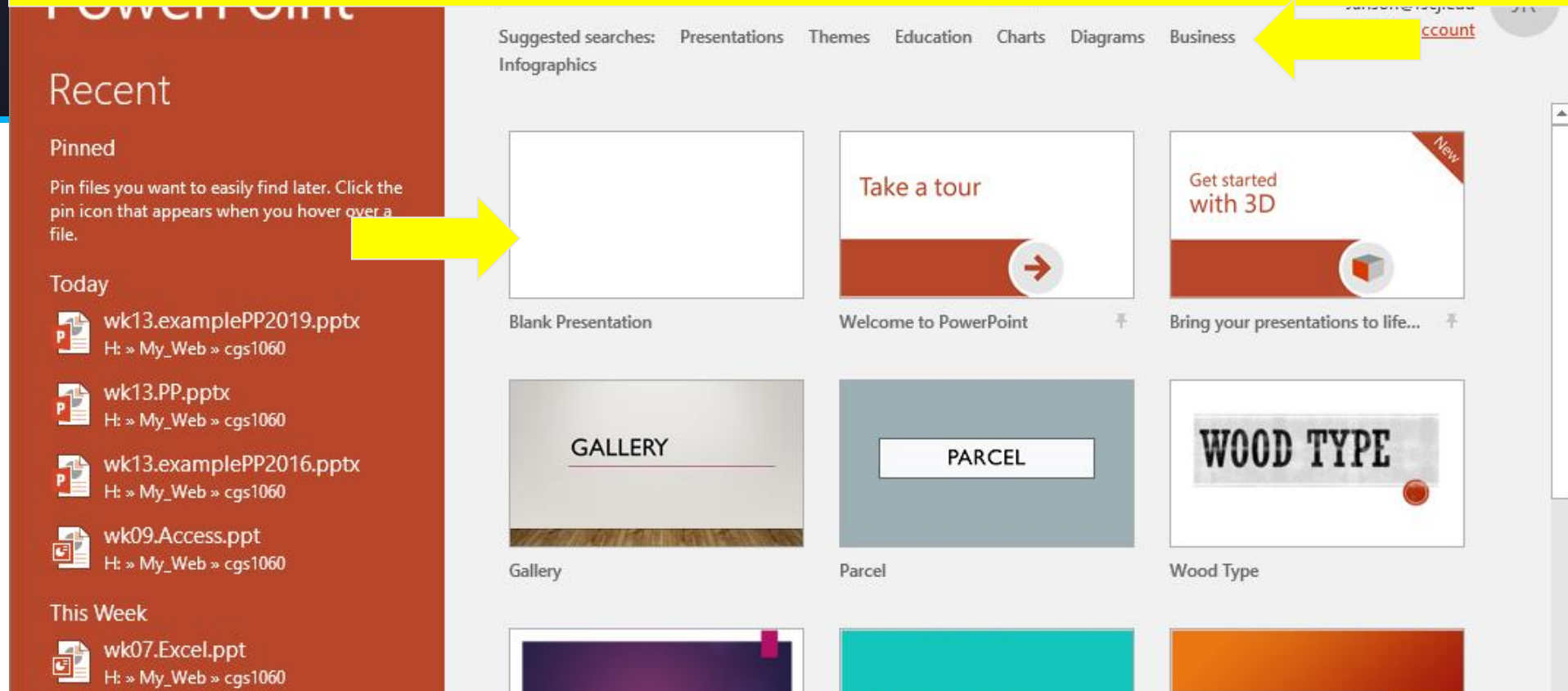
# Purpose of Presentations

- Support a verbal communication
  - Includes graphics, images, sounds, animations that enhance the presenter's message

# Creating a Presentation

- Must define the message you want to communicate
  - Is the purpose to inform, persuade, and/or prepare the audience?
- Understand your audience and what your objective is for the presentation
  - What's in it for the audience?

# Blank is default



## Start by selecting a category



# Then select a presentation or...

The screenshot displays the Microsoft PowerPoint 'New' interface. On the left, a vertical sidebar lists navigation options: New, Open, Save, Save As, History, Print, Share, Export, Close, Account, Feedback, and Options. The main area shows a grid of presentation templates under the 'Business' category. A yellow arrow points to the 'FUTURE CELESTIAL DESIGN' template. The right sidebar shows a 'Category' list with counts for various template types.

| Category              | Count |
|-----------------------|-------|
| Business              | 128   |
| Presentations         | 43    |
| Industry              | 28    |
| Letters               | 24    |
| Analysis              | 22    |
| Projects              | 21    |
| Business Cards        | 19    |
| Schedules             | 19    |
| Technology            | 18    |
| Labels                | 15    |
| Lists                 | 13    |
| Database              | 12    |
| Forms                 | 12    |
| Brochures             | 11    |
| Newsletters           | 10    |
| Planners and Trackers | 10    |
| Budgets               | 9     |
| Logs                  | 9     |
| Themes                | 9     |
| Marketing             | 7     |
| Business Plans        | 5     |
| Charts                | 5     |
| Paper                 | 5     |
| Personal              | 5     |

Templates shown in the grid:

- TECH DIVIDEND DESIGN
- FUTURE CELESTIAL DESIGN
- FINANCIAL PARCEL DESIGN
- RECREATION ORGANIC DESIGN
- MODERN CIRCUIT DESIGN
- COFFEE SHOP BUSINESS PITCH DECK
- PRODUCE WOOD
- Architecture Frame

# Creating a Presentation

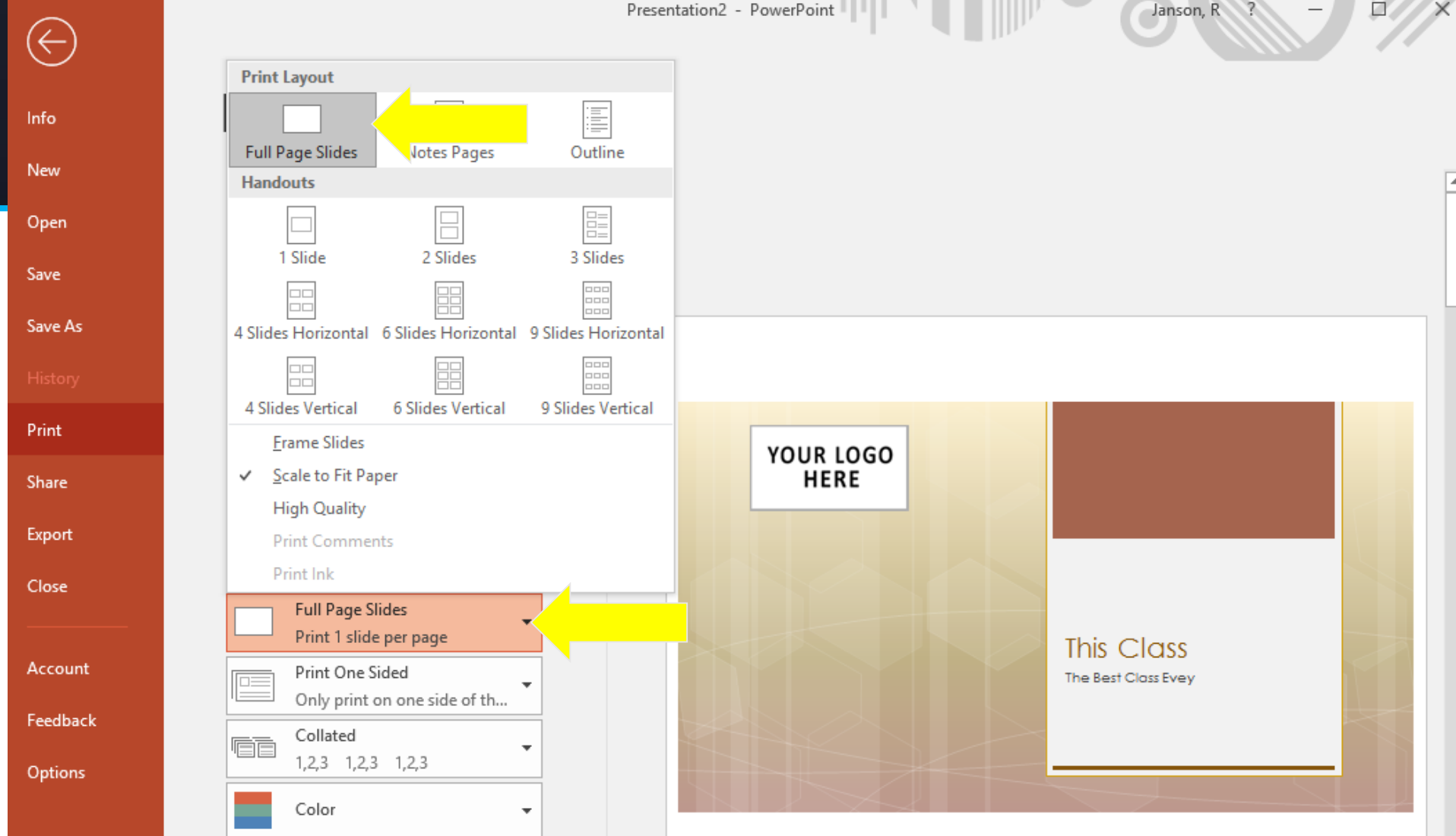
- Thumbnail of each slide shown on left
  - Change to Outline view (View, Outline) to see full text of each slide
- Move between slides by:
  - PageUp/PageDown keys
  - Click on slide in outline
  - Use scroll bar on right

# Deleting Slides

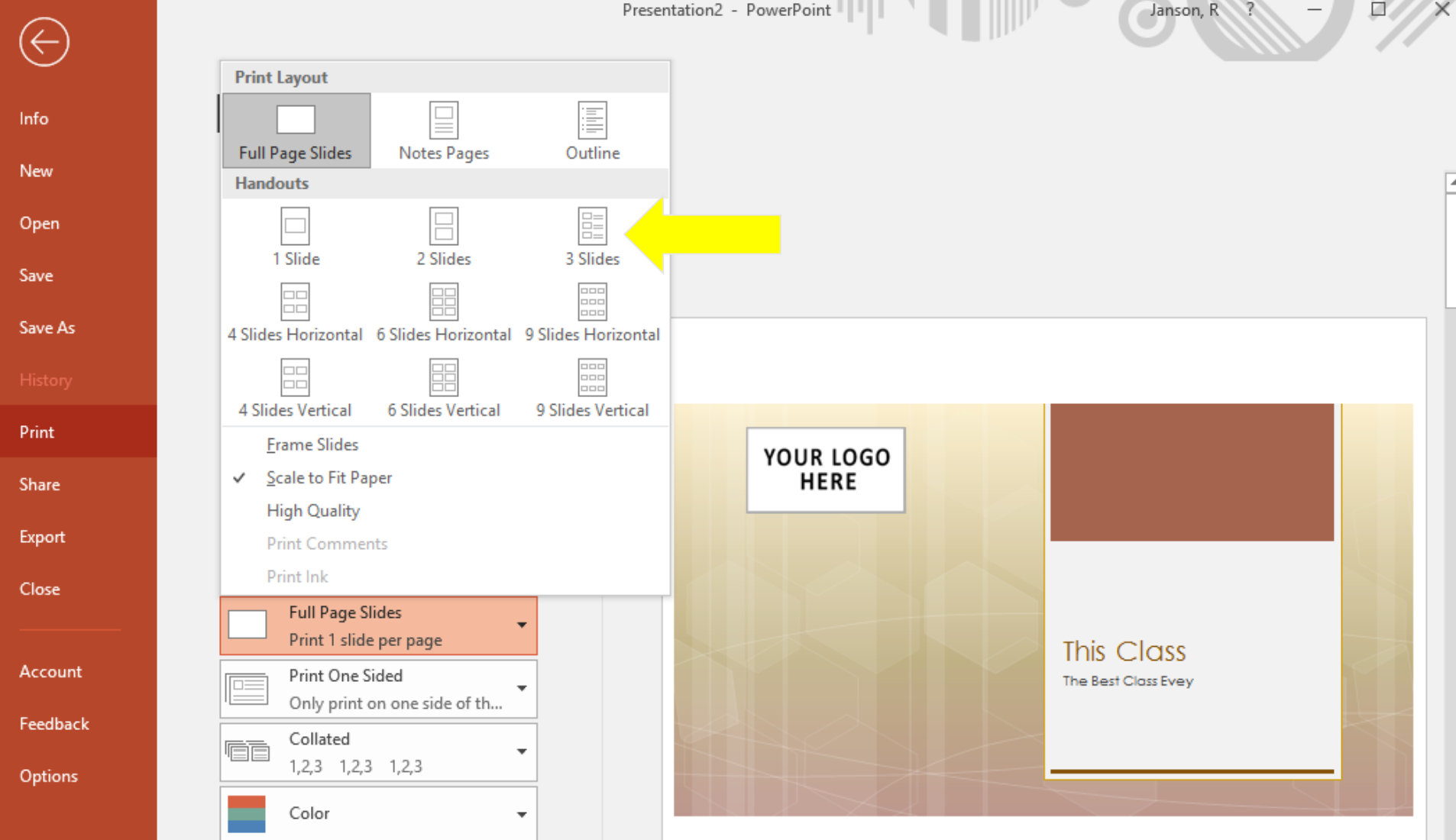
- Select it in left pane
  - Press Delete key
- Right click in left pane
  - From short cut menu, select Delete Slide

# Printing

- Just like all other apps but more control over what is printed
  - Slides or Notes or Handouts
- Handouts lets you print many thumbnail views to a page
- Can print in “grayscale” (i.e. shades of black and white)
  - Saves on colored ink



Default is one slide per page – that's a lot of paper!



Handouts is better for printing



Info

New

Open

Save

Save As

History

Print

Share

Export

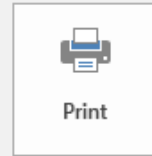
Close

Account

Feedback

Options

# Print



Copies: 1

## Printer



STH-F211C-PCL on PRINTE...

Ready

[Printer Properties](#)

## Settings



Print All Slides

Print entire presentation

Slides:



3 Slides

Handouts (3 slides per page)



Print One Sided

Only print on one side of th...



Collated

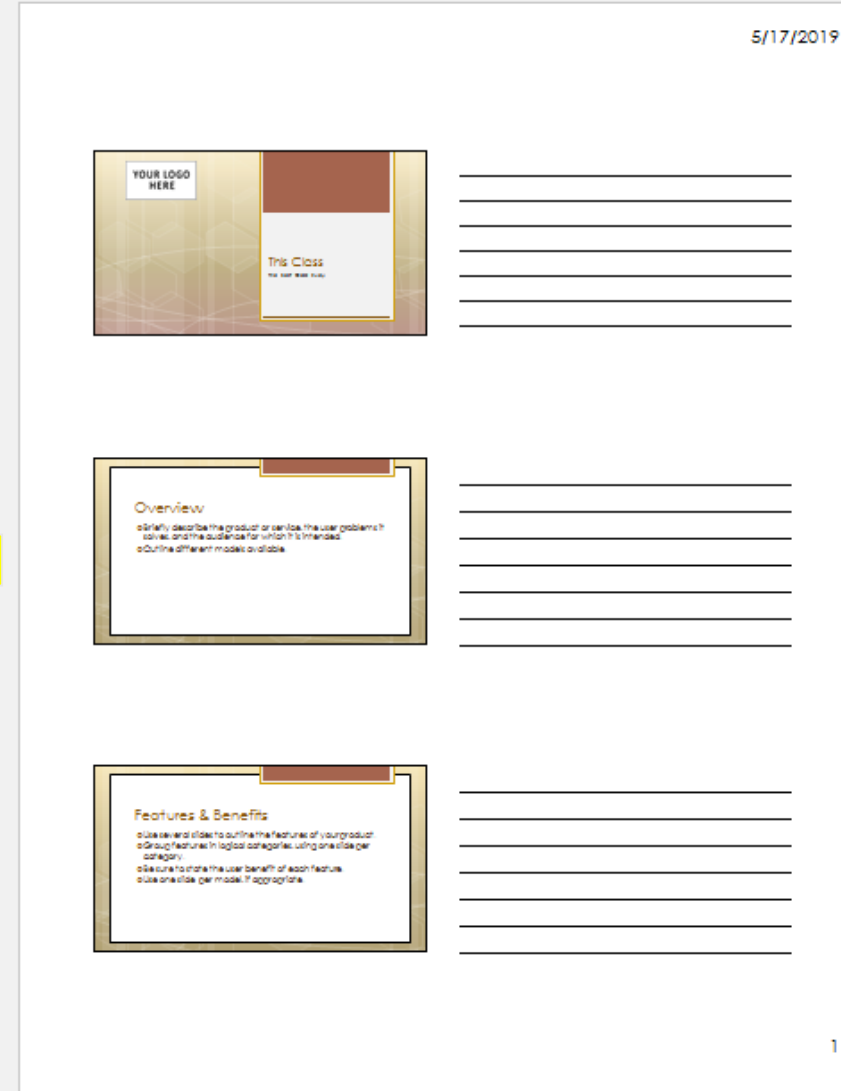
1,2,3 1,2,3 1,2,3



Portrait Orientation



Color

[Edit Header & Footer](#)



Info

New

Open

Save

Save As

History

Print

Share

Export

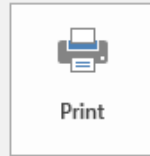
Close

Account

Feedback

Options

# Print



Copies: 1

## Printer



STH-F211C-PCL on PRINTE...

Ready

[Printer Properties](#)

## Settings



Print All Slides

Print entire presentation

Slides:



Notes Pages

Print slides with notes



Print One Sided

Only print on one side of th...



Collated

1,2,3 1,2,3 1,2,3



Portrait Orientation



Grayscale

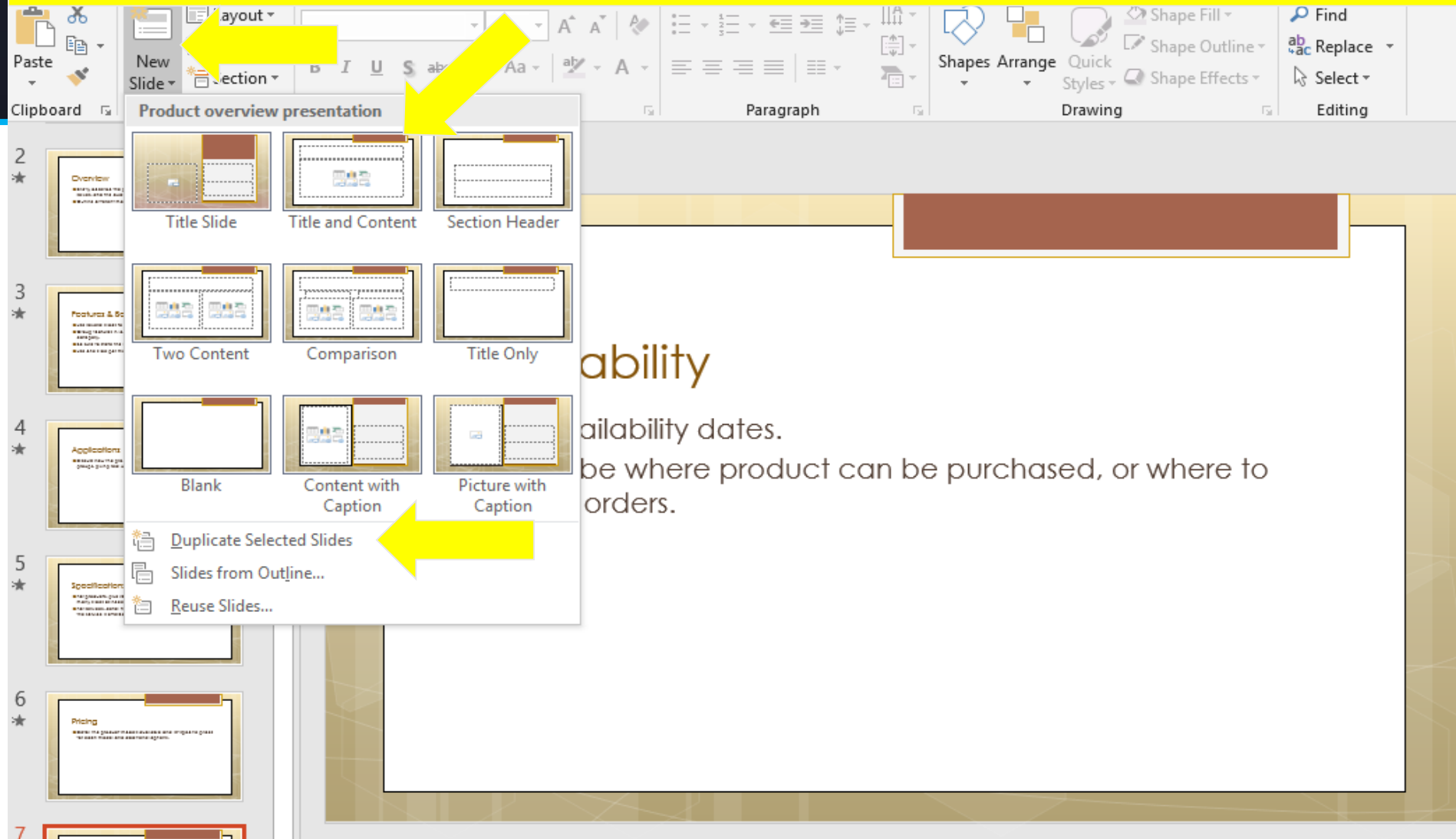
[Edit Header & Footer](#)

Open with the great job offer for ex-student

1

13

# To add a slide: move to slide to add after



On Home ribbon, display new slide menu, pick  
Layout type or Duplicate selected slide

New slides contain "Placeholders"  
Placeholders hold the slide's content and come with text that doesn't show up in the left pane

The screenshot displays the Microsoft PowerPoint interface. On the left, the 'Slide Sorter' pane shows a list of slides. Slide 8 is highlighted with a red border and a yellow arrow pointing to it. The main slide area shows a new slide with a title placeholder 'Click to add title' and a text placeholder 'Click to add text', both with yellow arrows pointing to them. The slide also features a set of icons representing various business and technology concepts. At the bottom, the 'Notes' pane is visible with the text 'Click to add notes'. The status bar at the bottom indicates 'Slide 8 of 8', 'www.midocean.ae', and a zoom level of 64%.

File Home Insert Design Transitions Animations Slide Show Review View Help Storyboarding Format Tell me Share

Clipboard New Slide

Layout

Product overview presentation

Title Slide Title and Content Section Header

Two Content Two Content Title Only

Blank Content with Caption Picture with Caption

add title

New text box

- First bullet item
- Second bullet item
- Indented bullet item

You can change the layout of the slide

Click to add notes

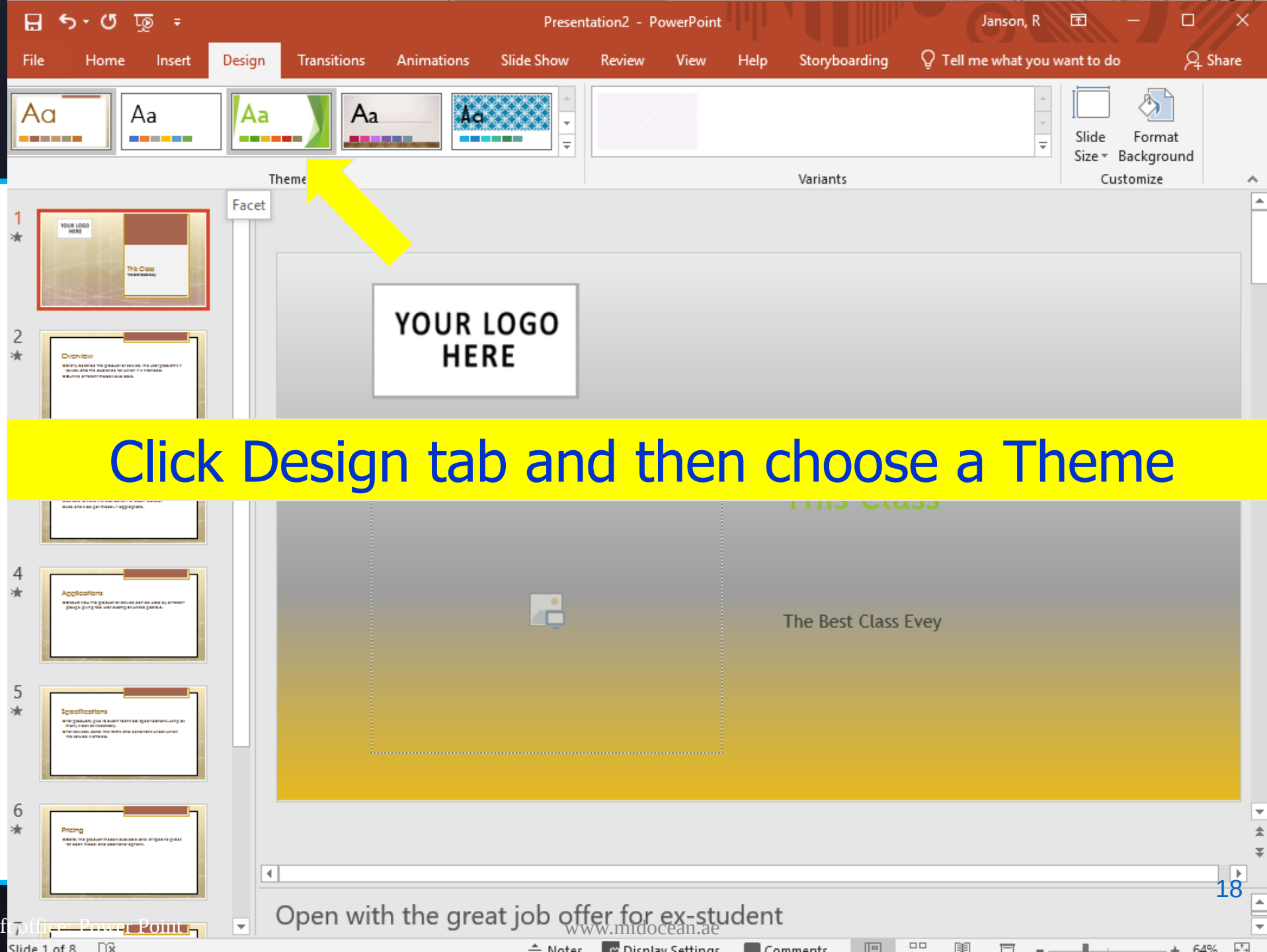
Slide 8 of 8

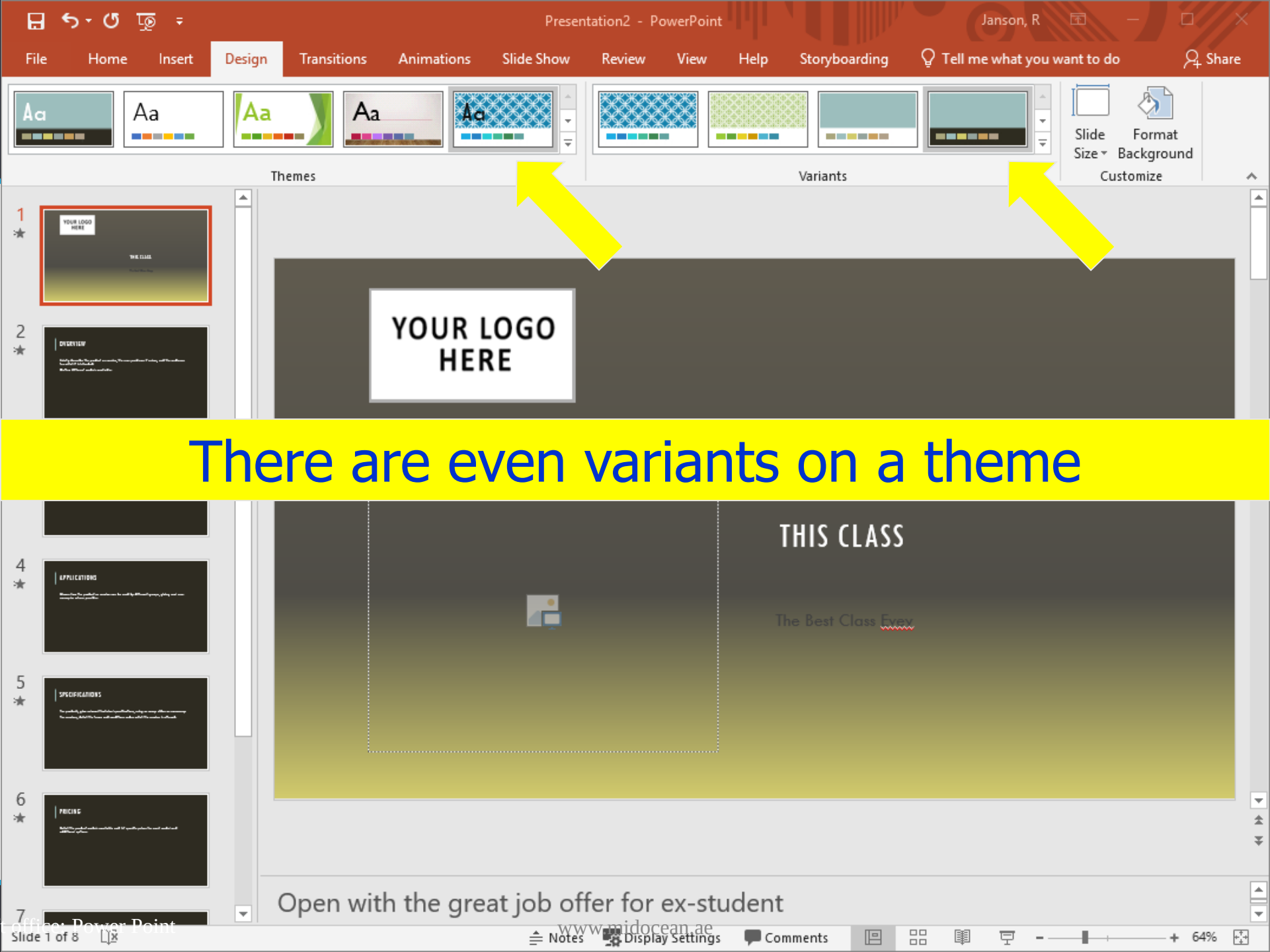
Notes Display Settings Comments

64%

# Themes

- Different from a Template
- Just defines fonts and colors
  - No content suggestions
- Can be used as the basis of a new presentation or applied to an existing one

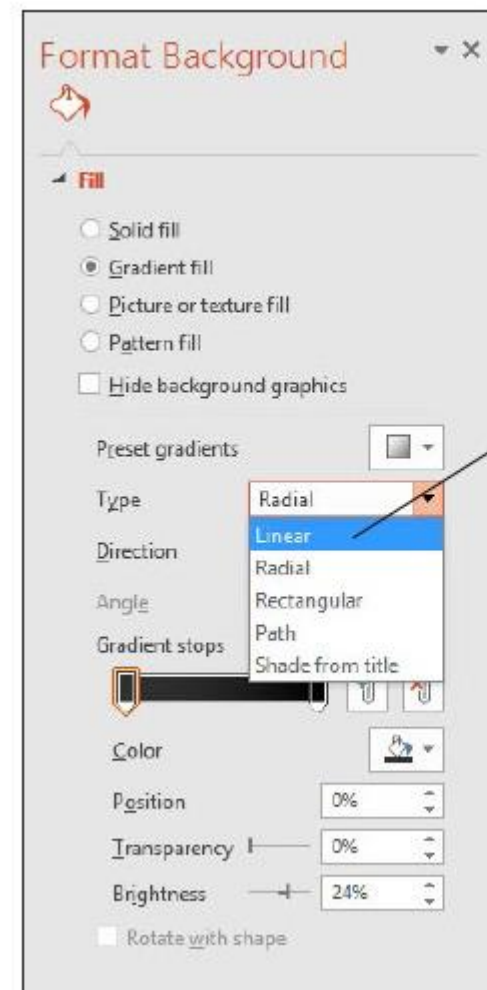




**GET READY.** USE the *Special Events Final* presentation that is still open from the previous exercise.

1. With slide 6 still active, click the **Format Background** button on the Design tab. The Format Background task pane opens. A gradient fill is selected because the style you selected in the previous exercise was a gradient.
2. Click the **Type** drop-down arrow and then in the drop-down list, select the **Linear** preset (see Figure 4-7). Click the linear option and the slide background changes to a different gradient type.

3. Click the **Solid Fill** option button. The controls change to those for solid colors.
4. Click the **Color** drop-down arrow and in the gallery that appears, click **Dark Purple, Background 2, Darker 50%** (the third color in the bottom row of the Theme Colors section).
5. Drag the Transparency slider to **20%** or type **20** in the Transparency text box. The fill lightens because it is now partly transparent.
6. Click **Picture or texture fill**. The controls change to those for pictures and textures.
7. Click the **Texture** drop-down arrow and then click the **Green Marble** texture.
8. Click **Pattern Fill**. The controls change to those for patterns.
9. Open the **Foreground Color** drop-down list and click **Dark Purple, Background 2** (the third color in the top row of the Theme Colors section).
10. Open the **Background Color** drop-down list and click **Teal, Accent 5** (next-to-last color in the top row of the Theme Colors section).
11. Click the **90%** pattern (the last pattern in the second row).
12. In the Format Background task pane, click **Reset Background**. The background returns to its original state specified by the theme and variant in use.
13. **CLOSE** the Format Background task pane.
14. **SAVE** the presentation.



# Transitions and Text Animation

- Control
  - How slides are shown
  - How text is displayed
- Click Transitions, then select one in Transition to This Slide
- To control text
  - Click Animations
  - Select text
  - Choose one

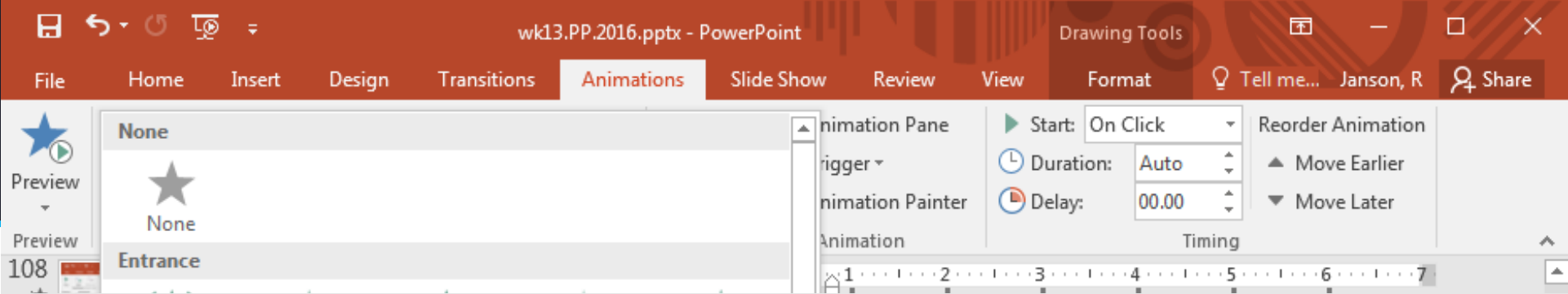
Can also control sound and speed of slide transition

Transitions and Text Animation

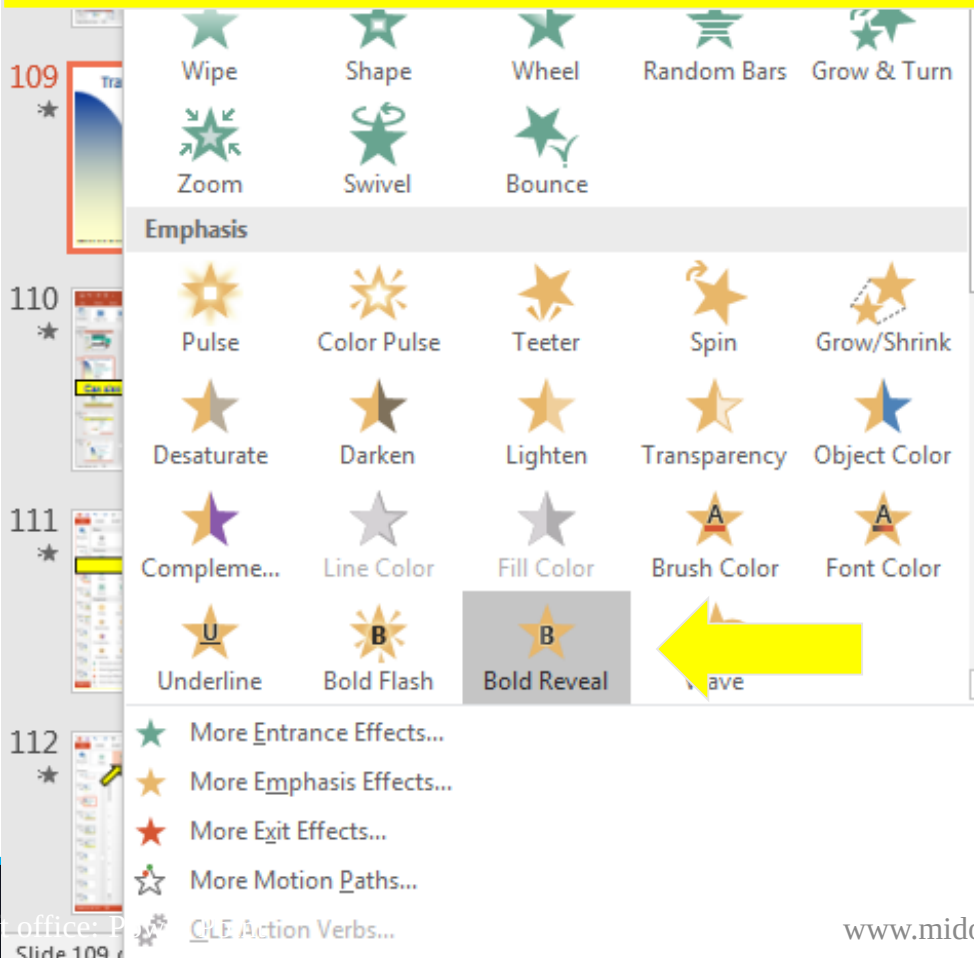
- Control
  - How slides are shown
  - How text is displayed
- To control text
  - Click Animations
  - Select text
  - Choose one

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Slide 109 of 123



Highlight text, click Animations tab, pick an animation



IS and TEXT ANIMATION

control

How slides are shown

How text is displayed

Click Transitions, then select one Transition to This Slide

to control text

Click Animations

Select text

Choose one

File Home Insert Design Transitions Animations Slide Show Review View Format Tell me... Janson, R Share

Preview Wipe Shape Wheel Effect Options Add Animation Animation Painter Start: With Previous Duration: 02.00 Delay: 00.00 Reorder Animation Move Earlier Move Later

108 109 110 111 112

# Transitions and Text Animation

- Control
  - How slides are shown
  - How text is displayed
- Click Transitions, then select one in Transition to This Slide
- To control text
  - Click Animations
  - Select text
  - Choose one

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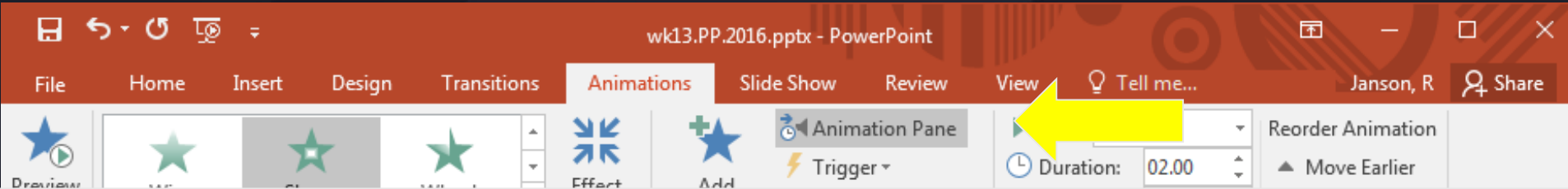
Click to add notes

Slide 109 of 123

www.midocean.ae

Notes Comments

60%



To modify, click an animation then Animation Pane

**Transitions and Text Animation**

- **Control**
  - ◆ How slides are shown
  - ◆ How text is displayed
- **Click Transitions, then select in Transition to This Slide**
- **To control text**
  - ◆ Click Animations
  - ◆ Select text
  - ◆ Choose one

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**Animation Pane**

► Play From

- 1 B How slides ar...
- 2 B How text is di...
- 3 ★ Click Transiti...
- 4 ★ Click Animati...

Start On Click  
Start With Previous  
Start After Previous  
Effect Options...  
Timing...  
Hide Advanced Timeline  
Remove

# Rules of Effects/Animations

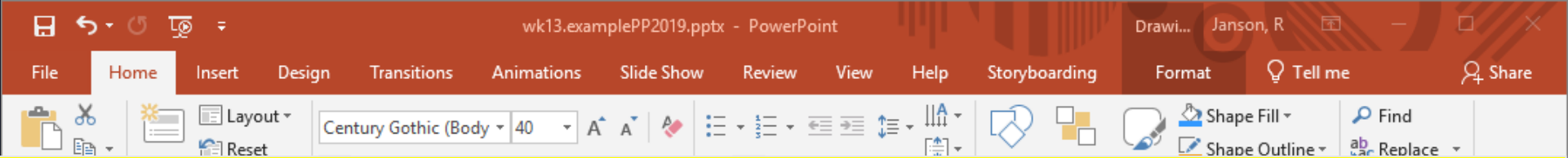
- Use sparingly:
  - too many are distracting
- Should add to the content/ message of the presentation
- Can be used to spice up a dull or long presentation

# Graphics

- Use when better than words
- Or to make presentation more interesting
- Too many graphics can be distracting



- Just like Word & Excel you can insert and manipulate images:
  - Pictures
  - Clip Art
  - Smart Art
  - Shapes
  - Symbols
- With PP you are more likely to insert Smart Art
  - Org charts
  - Diagrams



Lots of other shapes available

**Format Shape**

**Shape Options** | **Text Options**

**Fill**

- ☐ No fill
- ☒ Solid fill
- ☐ Gradient fill
- ☐ Picture or texture fill
- ☐ Pattern fill
- ☐ Slide background fill

Color [Color Picker]

Transparency [Slider] 0%

**Line**

- ☐ No line
- ☒ Solid line
- ☐ Gradient line

Color [Color Picker]

Transparency [Slider] 0%

Width 1.5 pt

Compound type [Dropdown]

Microsoft PowerPoint interface showing the 'Shape Effects' menu. The menu is open, displaying various effects like Shadow, Reflection, Glow, Soft Edges, Bevel, and 3-D Rotation. A red starburst graphic with the text 'The class !Wow!' is overlaid on the slide, with a yellow arrow pointing to the 'Shape Effects' menu. The slide content includes a list of items (1-8) and a 'Click to add notes' area at the bottom.

File Home Insert Design Transitions Animations Slide Show Review View Help Storyboarding Format Tell me Share

Clipboard Slides Font Paragraph

Layout Reset Section

Century Gothic (Body) 40 A A B I U S abc AV Aa

Shapes Arrange Quick Styles

Shape Fill Shape Outline Shape Effects

Find Replace Select

Editing

No Presets

Presets

Preset 9 ons...

Shadow Reflection Glow Soft Edges Bevel 3-D Rotation

Color Transparency 0%

Line No line Solid line

Transparency 0% Width 1.5 pt Compound type

Click to add notes

Slide 10 of 10

Microsoft PowerPoint interface showing the 'Format Shape' task pane for a red starburst shape. The main slide content displays the text 'This class !Wow!' inside the starburst.

**Format Shape Task Pane:**

- Shape Options** | Text Options
- Fill**
  - ☐ No fill
  - ☒ Solid fill
  - ☐ Gradient fill
  - ☐ Picture or texture fill
  - ☐ Pattern fill
  - ☐ Slide background fill
- Color: [Color Picker]
- Transparency: 0%
- Line**
  - ☒ No line
  - ☐ Solid line
  - ☐ Gradient line

**Slide 10 Content:**

Click to add notes

# Working With Shapes

- To get a shape, may merge or overlay other shapes
- When overlaying, can move objects
  - Forward or back
  - To the front or back
    - Do this by right clicking and specifying front/back options
- For example, want to create a donut shape

Inserted a circle with brown fill, then a smaller circle with white fill, then text box. Each added shape lays on top of the previous shapes

Format Background

**Fill**

- ☐ Solid fill
- ☒ Gradient fill
- ☐ Picture or texture fill
- ☐ Pattern fill
- ☐ Hide background graphics

Preset gradients

Type Linear

Direction

Angle 90°

Gradient stops

Color

Position 0%

Transparency 0%

Brightness -4%

☐ Rotate with shape

Apply to All Reset Background

Click to add notes

Slide 11 of 11

www.midocean.ae

Notes Display Settings Comments

33

File Home Insert Design Transitions Animations Slide Show Review View Help Storyboarding Format Tell me Share

# If circle brought to front all others hidden

Clipboard Slides Font Paragraph Drawing Editing

Format Shape

Shape Options Text Options

**Fill**

- ☐ No fill
- ☒ Solid fill
- ☐ Gradient fill
- ☐ Picture or texture fill
- ☐ Pattern fill
- ☐ Slide background fill

Color [Color Picker]

Transparency [Slider] 0%

**Line**

- ☐ No line
- ☒ Solid line
- ☐ Gradient line

Color [Color Picker]

Transparency [Slider] 0%

Width 1.5 pt

Compound type [Dropdown]

34

Click to add notes

# Formatting Text

- Can be changed just like other apps
  - Select the text
  - Use Home ribbon to specify
  - Or use the appropriate dialog box

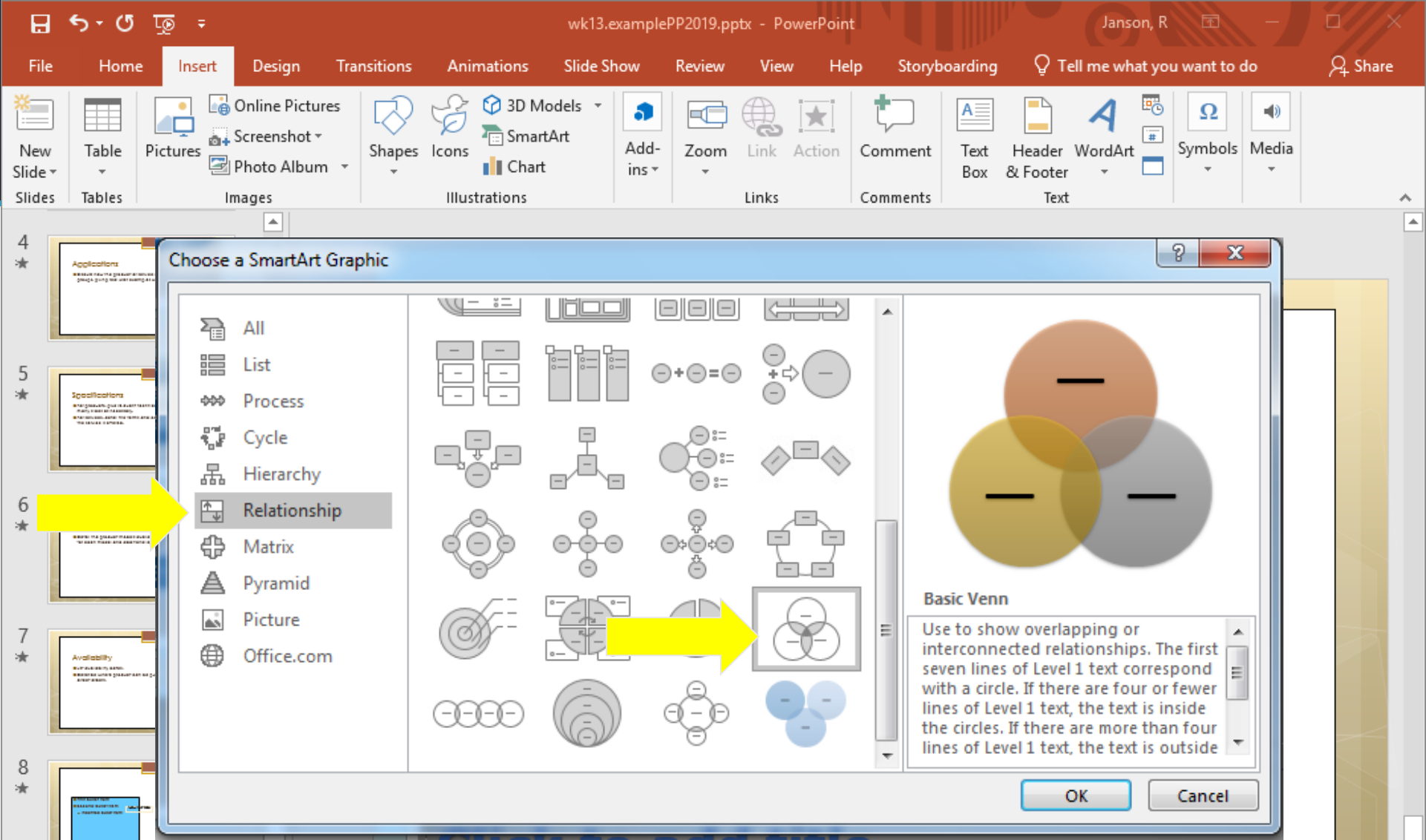
The screenshot shows the Microsoft PowerPoint interface. The 'Insert' tab is selected in the ribbon, and the 'SmartArt' button is highlighted with a yellow arrow. The 'Choose a SmartArt Graphic' dialog box is open, displaying various SmartArt templates. A yellow banner with the text 'Click Insert tab and then Smart Art' is overlaid on the dialog box. The background shows a presentation with slides titled 'Applications', 'Specifications', 'Pricing', and 'SmartArt'.

Choose a SmartArt Graphic

List

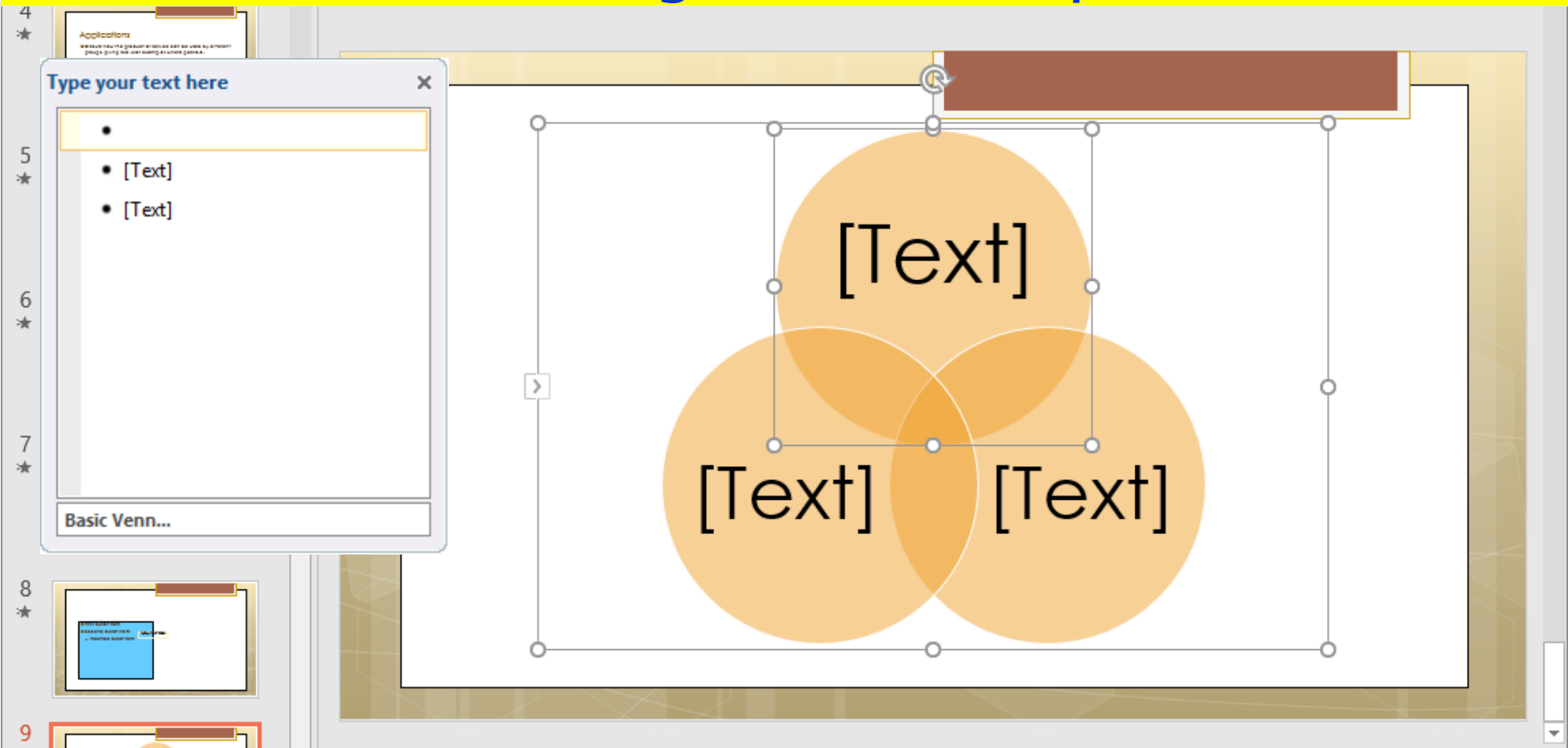
OK Cancel

Click to add notes



Choose a category or scroll through all and pick a graphic, then click OK

This diagram has 3 circles each with a text box  
Circles can be manipulated by right clicking and  
selecting Format Shape



Can make the entire diagram bigger, change  
colors, insert text (but not move the text)

# Enter text in window and PP will size to fit

The screenshot shows a PowerPoint slide with a Venn diagram. The diagram consists of three overlapping circles. The top circle is labeled 'Lecture', the bottom-left circle is labeled 'Reading', and the bottom-right circle is labeled 'Doing'. A text box is open over the 'Lecture' circle, and a 'Type your text here' dialog box is also open, showing a list of items: 'Lecture', 'Doing', and 'Reading'. The 'Lecture' item is selected. The dialog box is titled 'Basic Venn...'. The slide is titled 'Enter text in window and PP will size to fit'. The slide number is 4. The slide is titled 'Applications'. The slide is titled 'Basic Venn...'. The slide is titled 'Click to add notes'. The slide is titled 'www.midocean.ae'. The slide is titled 'Notes Display Settings Comments'. The slide is titled '64%'.

4

5

6

7

8

Type your text here

- Lecture
- Doing
- Reading

Basic Venn...

Lecture

Reading

Doing

Click to add notes

www.midocean.ae

Notes Display Settings Comments

64%

## Also change text by double clicking and typing

# A variety of formatting options

Click to add notes

Format Shape

Shape Options Text Options

Fill

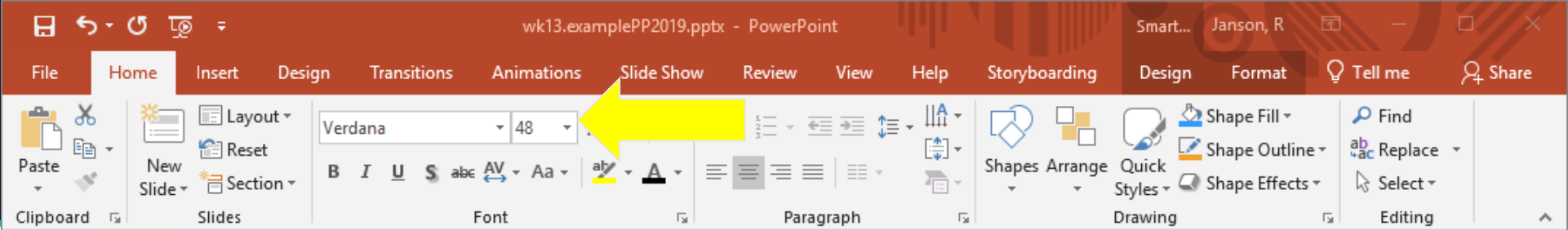
- ☐ No fill
- ☒ Solid fill
- ☐ Gradient fill
- ☐ Picture or texture fill
- ☐ Pattern fill

Color

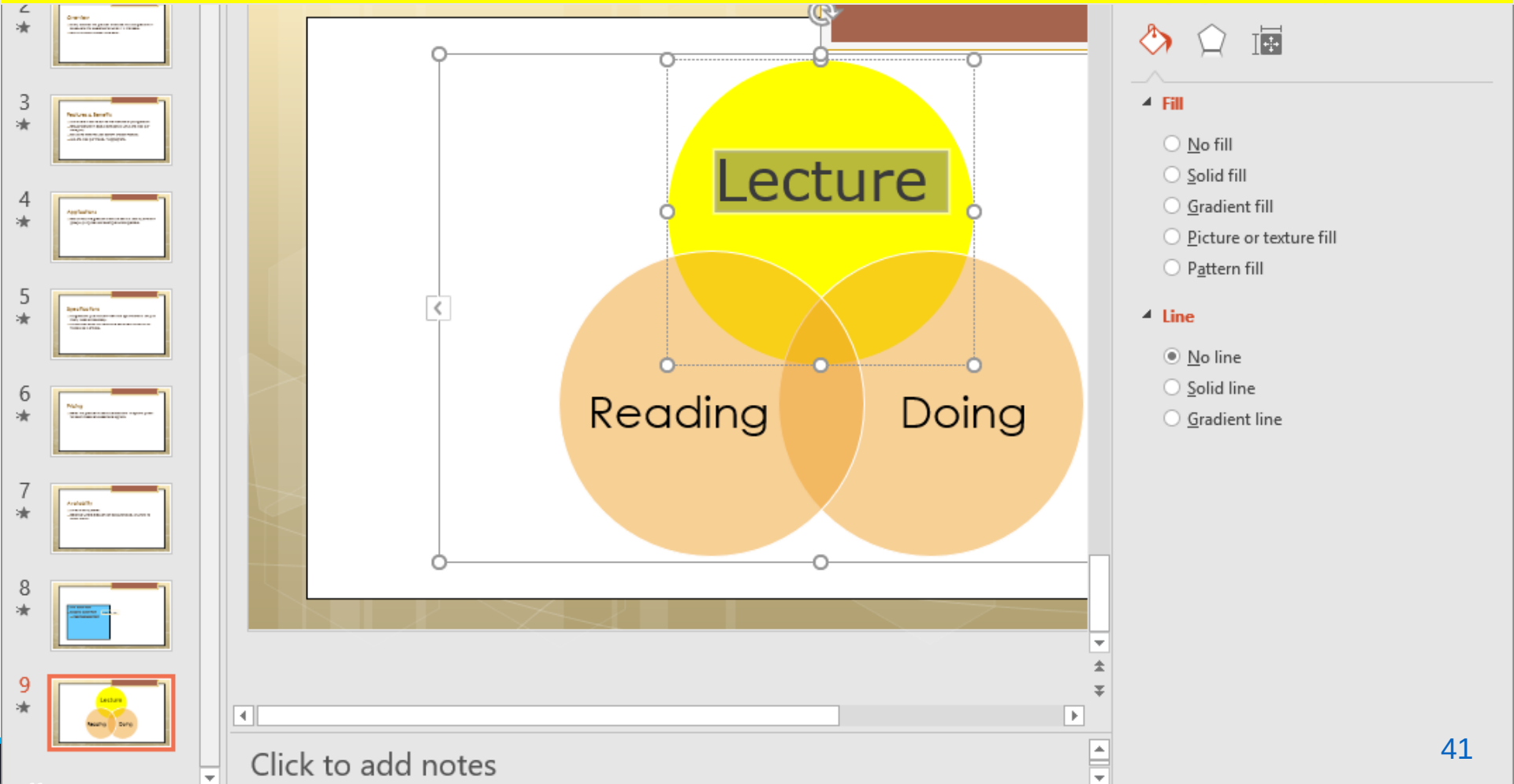
Transparency 0%

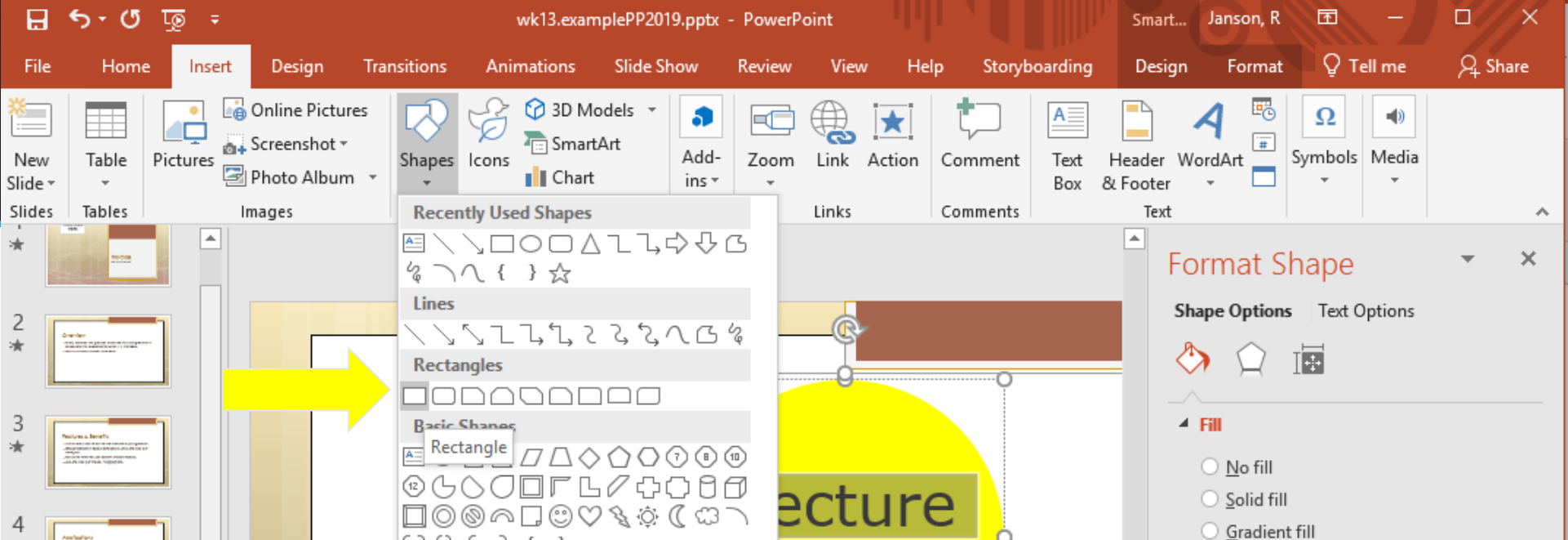
Line

- ☒ No line
- ☐ Solid line
- ☐ Gradient line

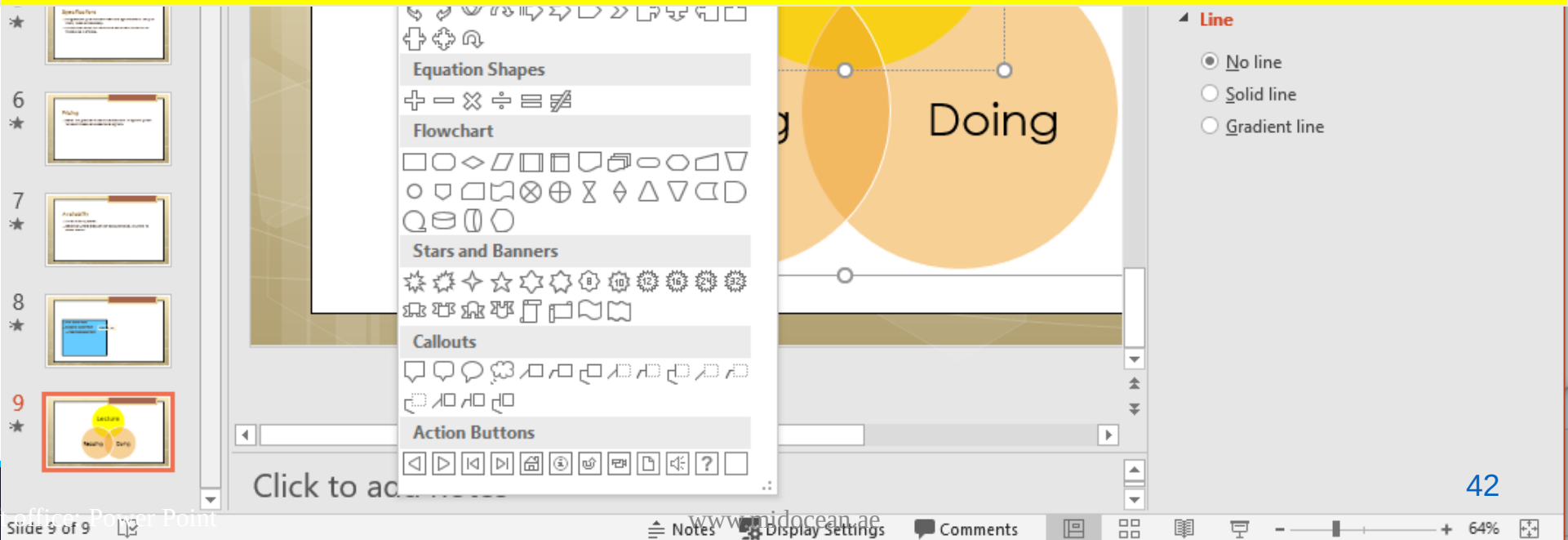


Can also make changes via the Home ribbon





Can add shapes



Microsoft PowerPoint interface showing a slide titled "Structure" with a Venn diagram illustrating the relationship between "Reading" and "Doing". The diagram consists of two overlapping circles, one labeled "Reading" and one labeled "Doing", with a third circle labeled "Structure" overlapping both. A yellow arrow points to the "Structure" circle.

The interface includes the following elements:

- Top Ribbon:** File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Help, Storyboarding, Format, Tell me, Share.
- Format Tab:** Bring Forward, Send Backward, Selection Pane, Arrange, Size.
- Format Shape Task Pane:**
  - Shape Options:** Fill, Line, Shape Effects.
  - Fill:** No fill, Solid fill (selected), Gradient fill, Picture or texture fill, Pattern fill, Slide background fill.
  - Line:** No line, Solid line (selected), Gradient line.
- Slide Navigation:** A list of slides on the left, with slide 9 selected.
- Slide Content:** A Venn diagram with three circles. The top circle is yellow and labeled "Structure". The bottom-left circle is orange and labeled "Reading". The bottom-right circle is orange and labeled "Doing". A yellow arrow points from the left towards the "Structure" circle.
- Slide Footer:** "Click to add notes".

# Manipulating Shapes

- Resize just like images
- Rotate with “white arrow circle handle” at top of selected shape
- Change color
- Can insert text, but limited control over where it appears
  - Often best to add a textbox

# Does the graphic support the message?

## Did the shape add to the message?

Slide 9 of 9

Click to add notes

www.midocean.ae

Notes Display Settings Comments 64%

The diagram is a Venn diagram consisting of three overlapping circles. The top circle is yellow and labeled 'Lecture'. The bottom-left circle is pink and labeled 'Reading'. The bottom-right circle is blue and labeled 'Doing'. The central area where all three circles overlap is highlighted with a small black box containing the text 'Sweet Spot'. The diagram is set against a white background within a larger slide frame. To the left of the main slide is a vertical pane showing thumbnails for slides 4 through 9. Slide 9 is currently selected and highlighted with a red border. At the bottom of the slide, there is a grey bar with the text 'Click to add notes' and a status bar at the very bottom showing 'www.midocean.ae', 'Notes', 'Display Settings', 'Comments', and a zoom level of '64%'.





# كتابي الأول

2

1

4

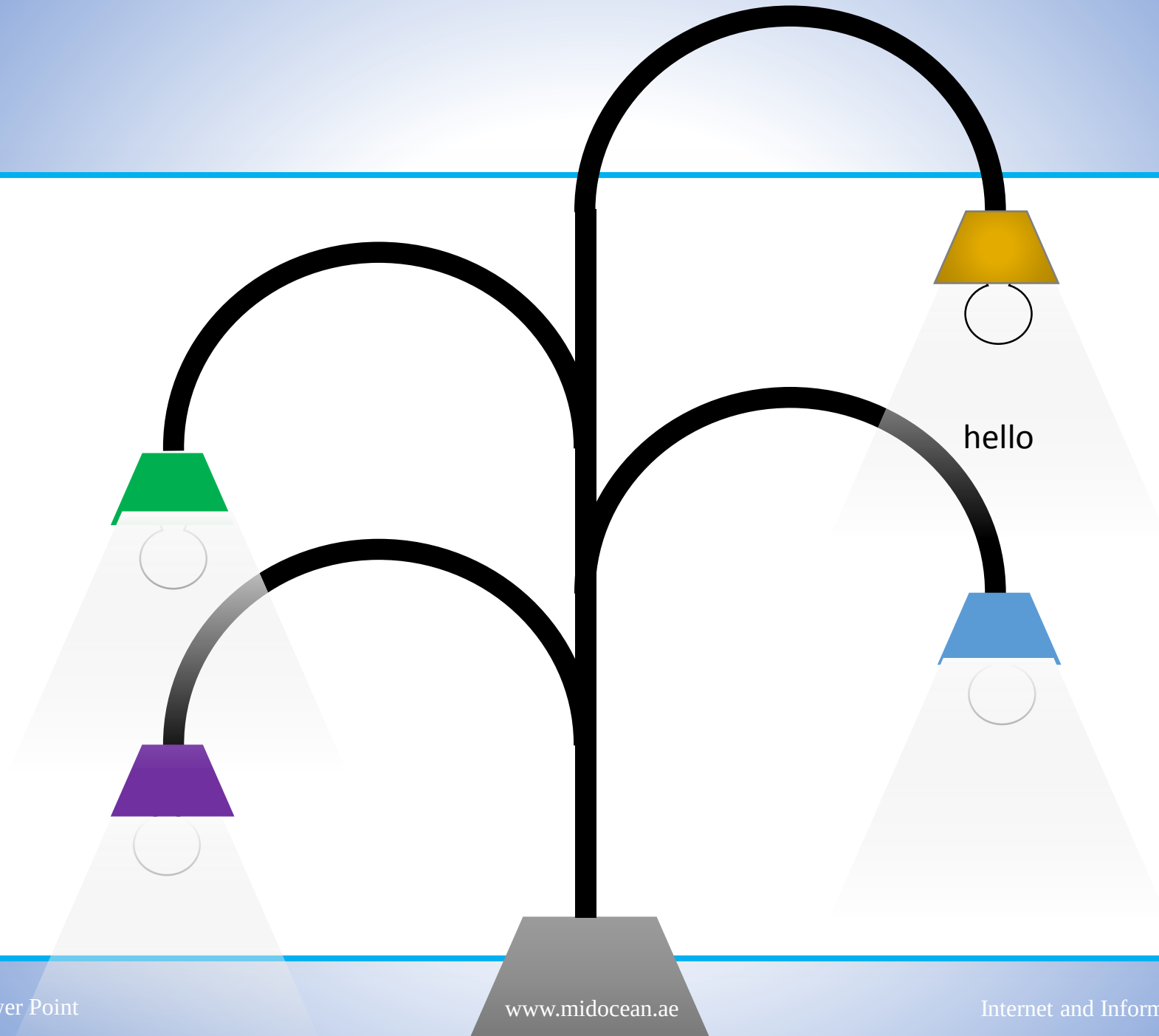
3

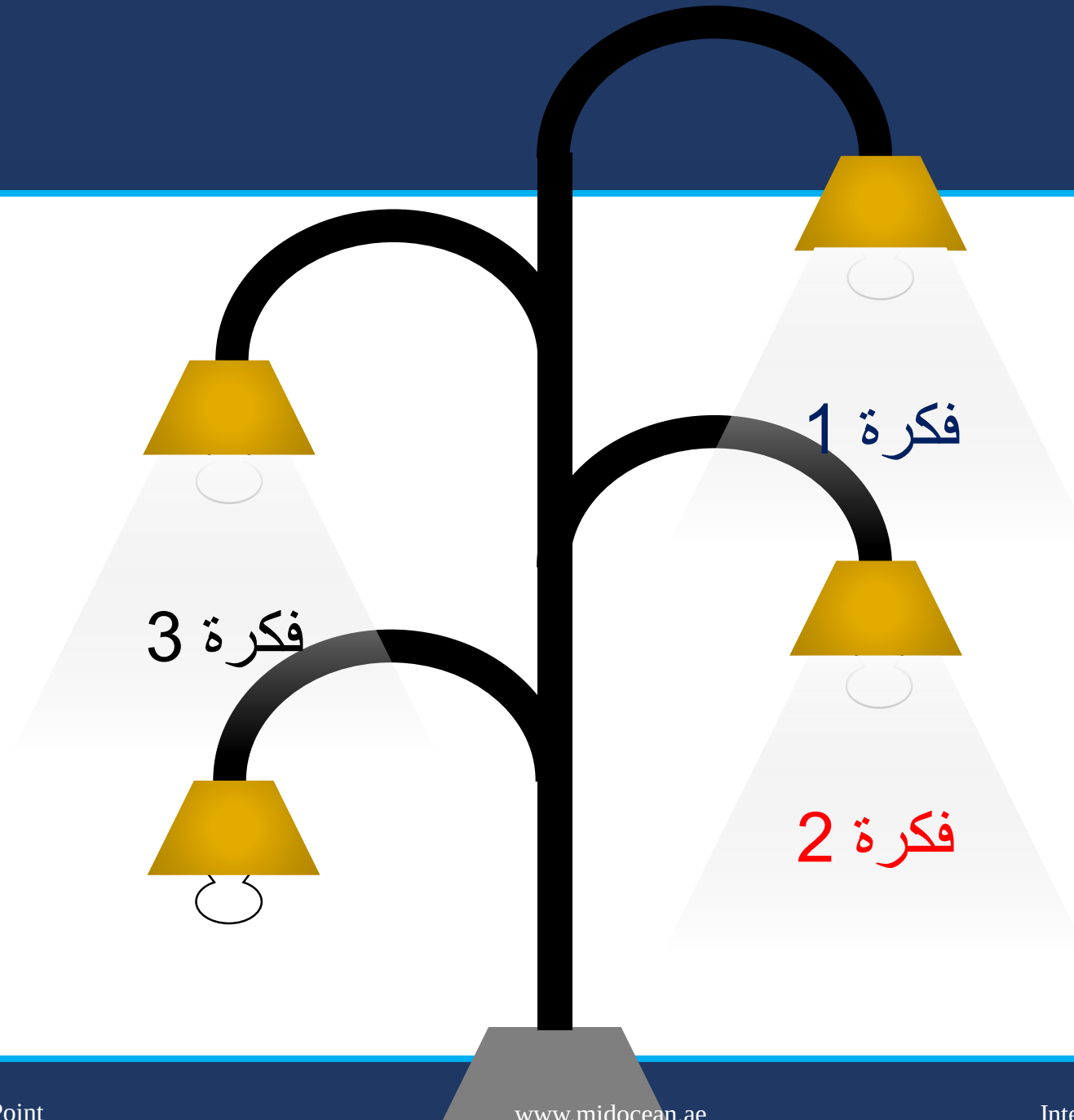












# Reference

