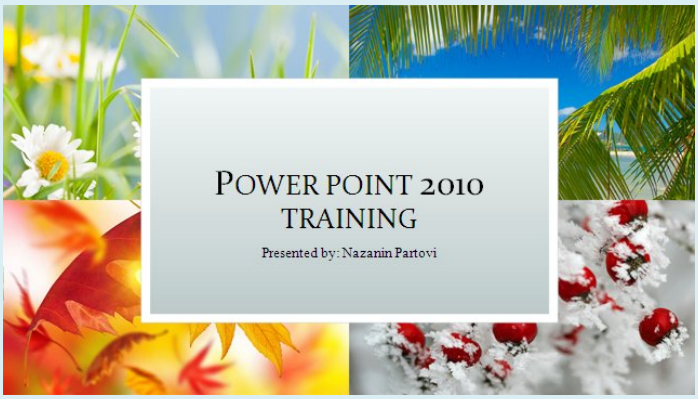
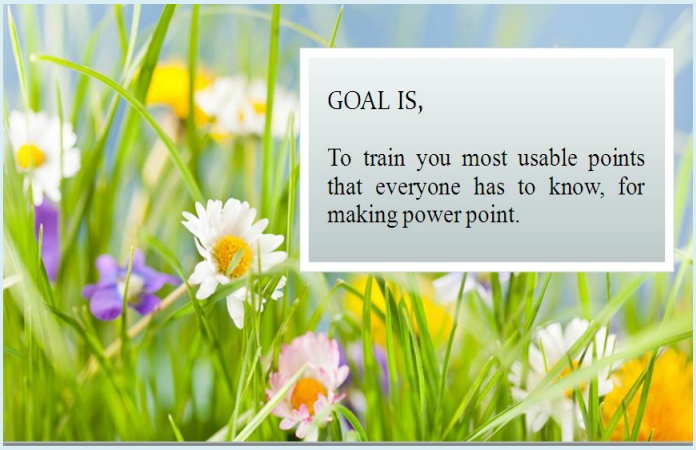
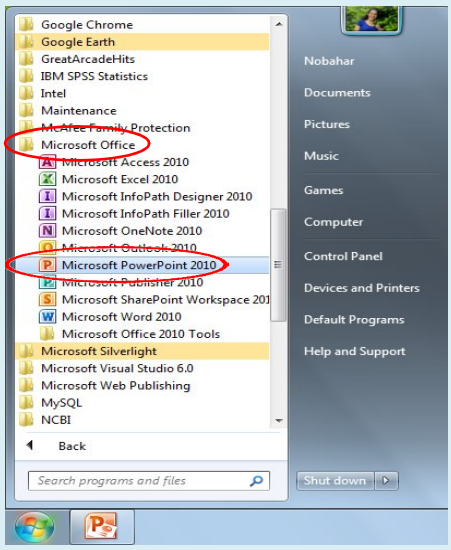

POWER POINT 2010
TRAINING
Presented by: Nazanin Partovi


GOAL IS,
To train you most usable points that everyone has to know, for making power point.

POINTS FOR USE POWER POINT EFFECTIVELY:
Use contrasting colors
Use a big enough font
use visuals Instead of using slides that only contain text such as graphs, diagrams, photos.

POINTS FOR USE POWER POINT EFFECTIVELY:
Rehearse your power point presentation
Keep your text simply by using bullet points or short sentences.
Check the spelling and grammar

Open power point on your computer



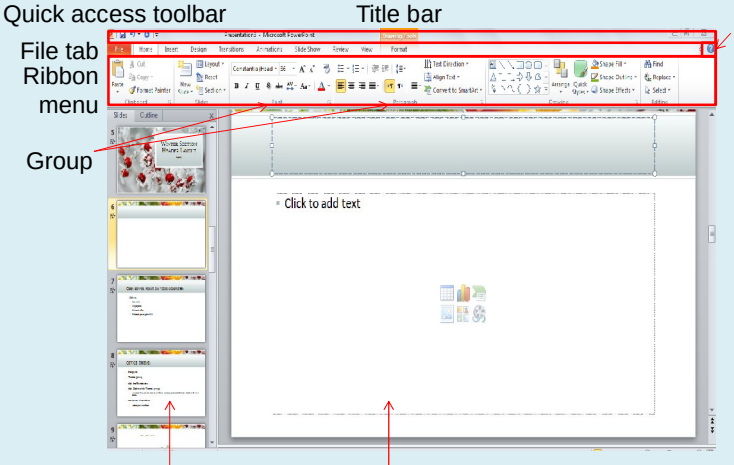
3

4

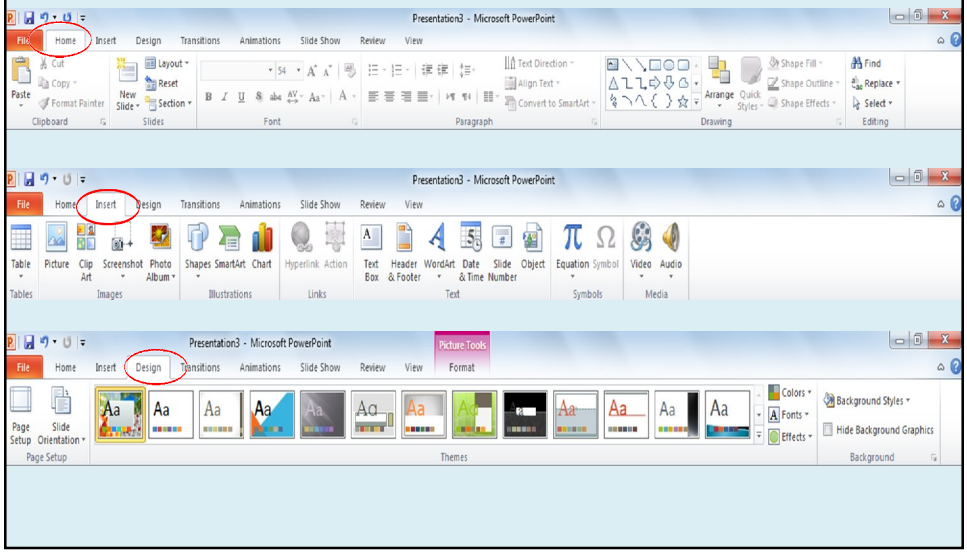
2.**All programs**

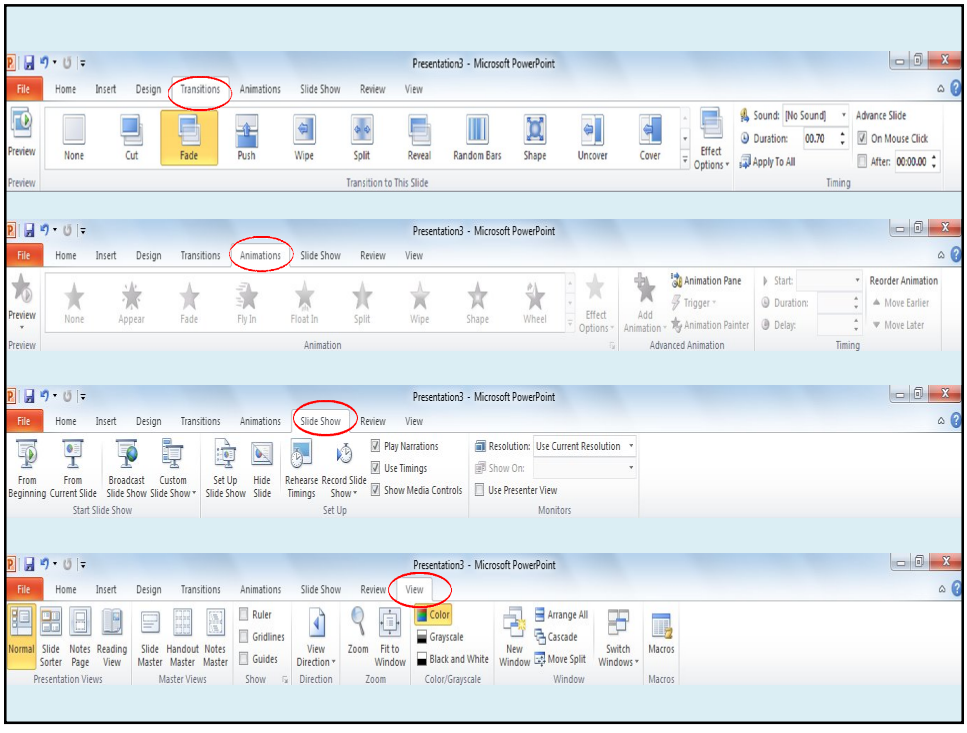
1.**Start menu**

Screen elements

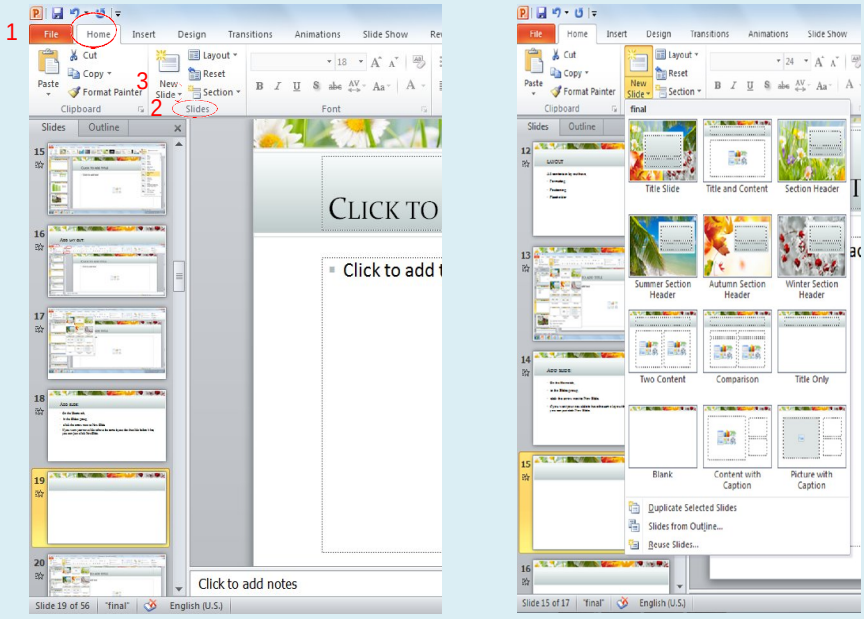


Over view on ribbon's elements in each tab

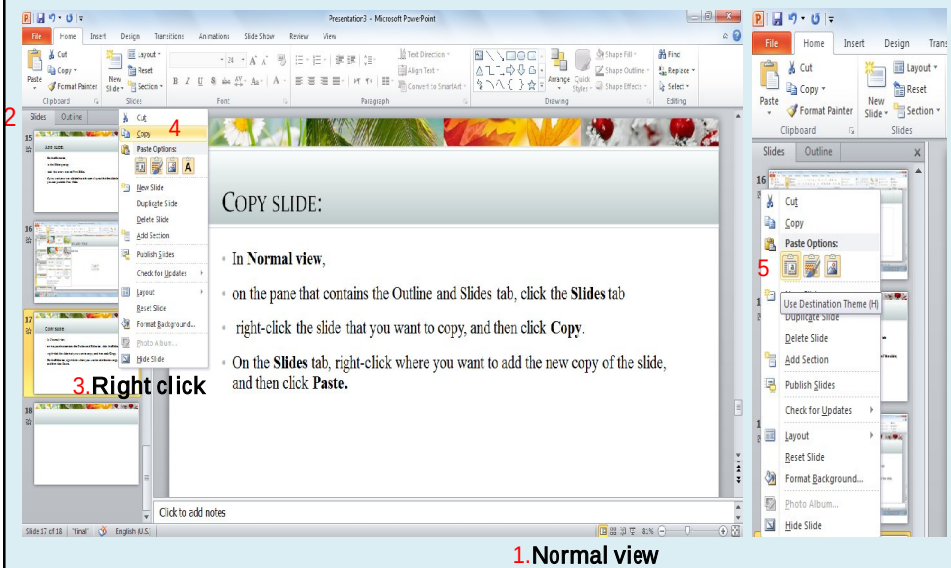




Add slide

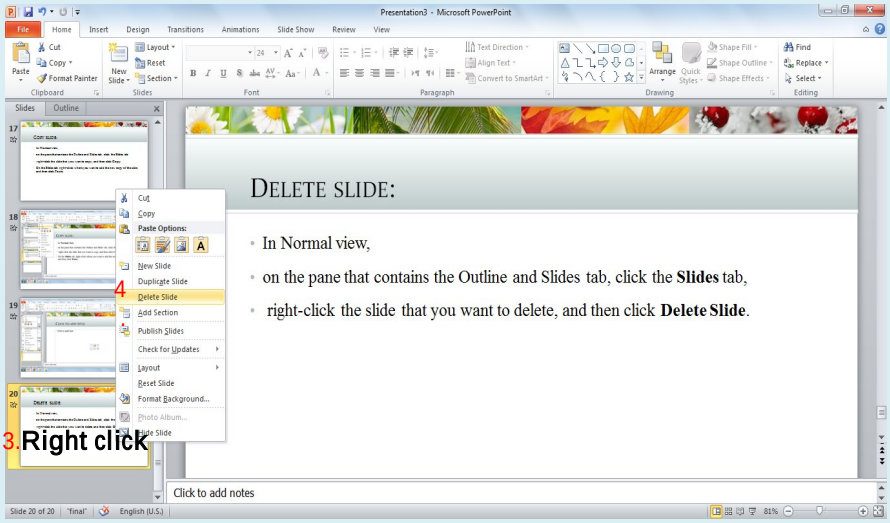


Copy slide

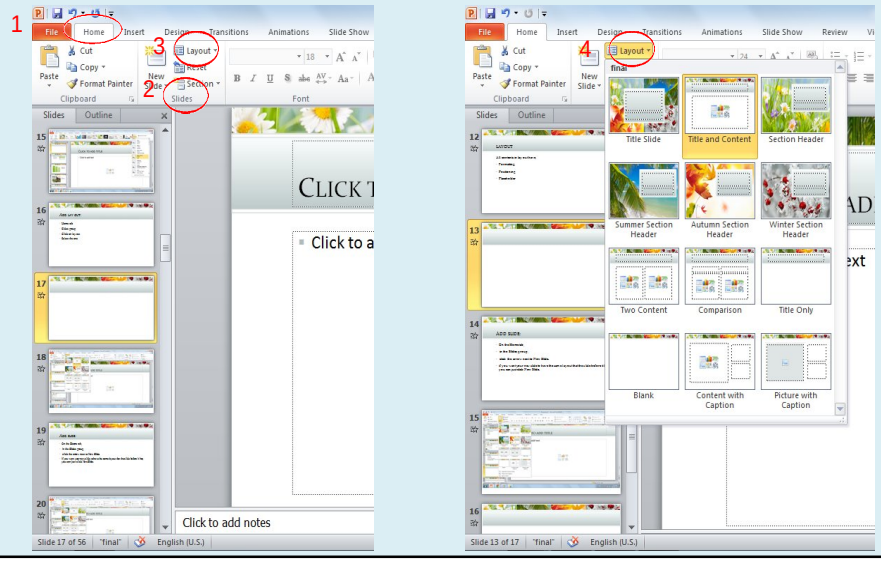


1.Normal view

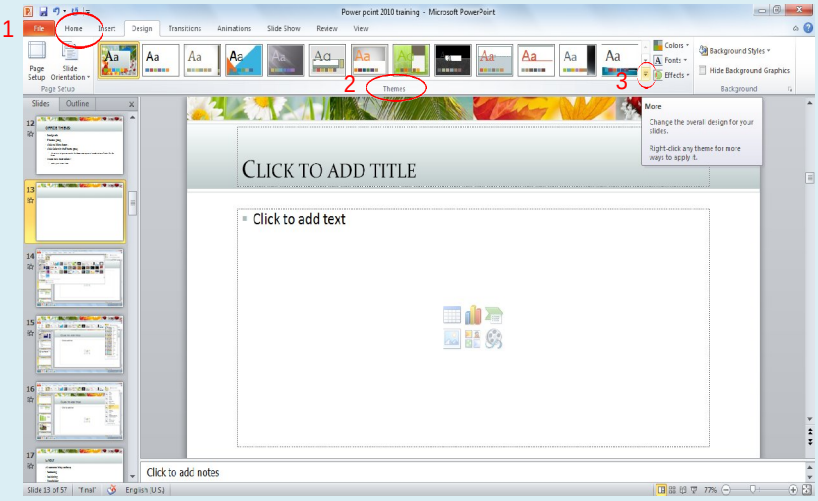
Delete slide

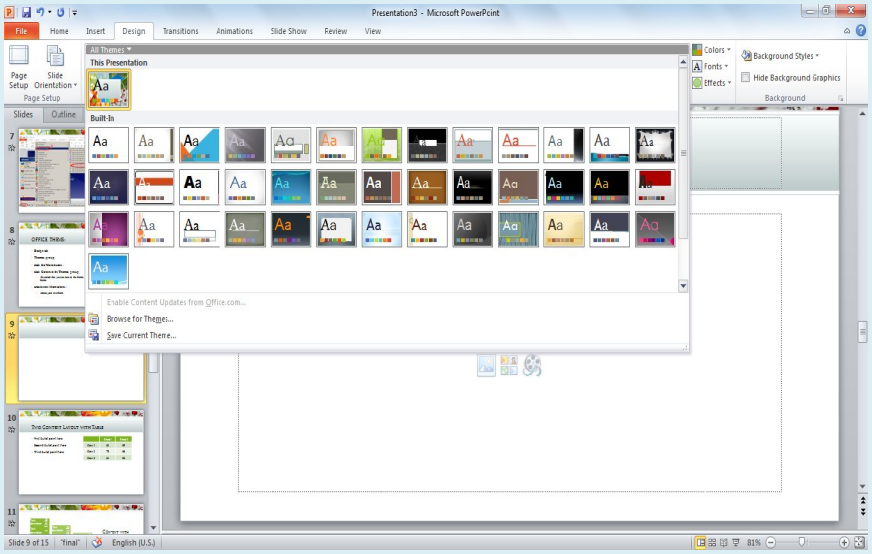


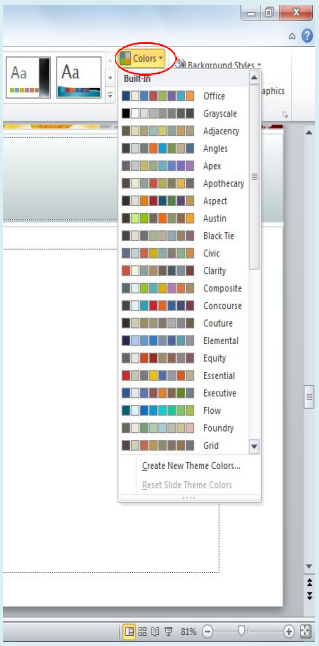
Add lay out

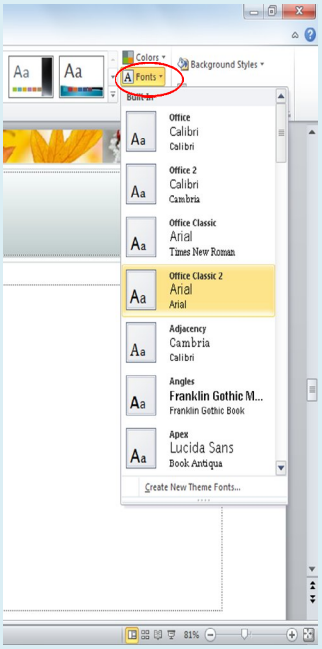


Office Themes

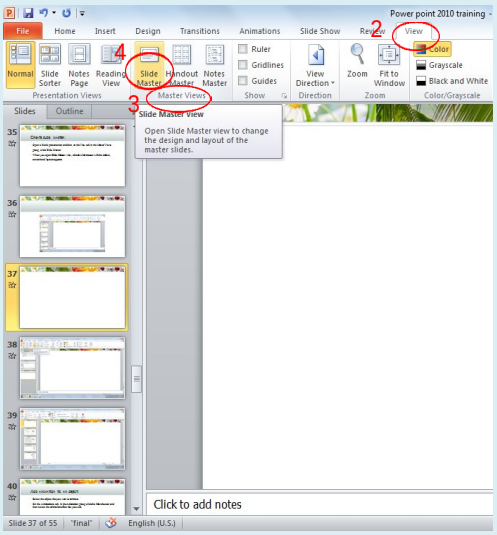




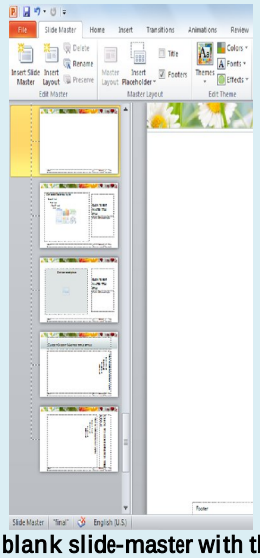




Create slide master

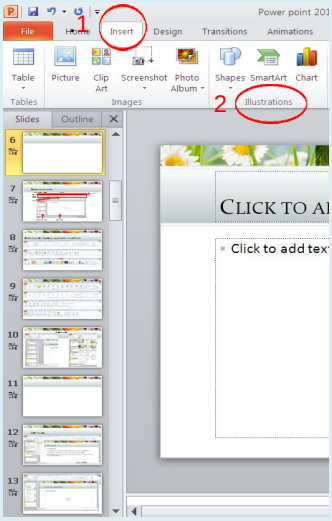


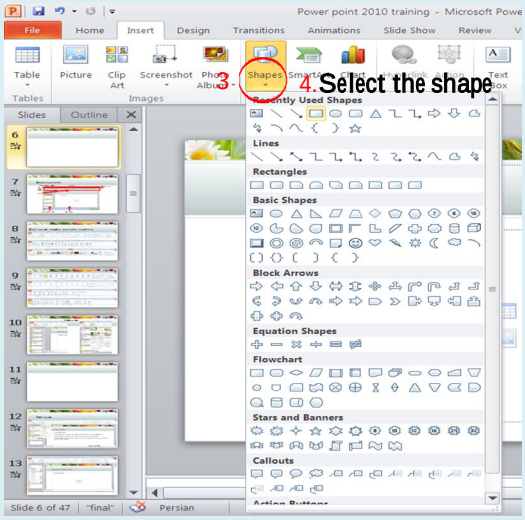
1.From new slide option open a blank presentation



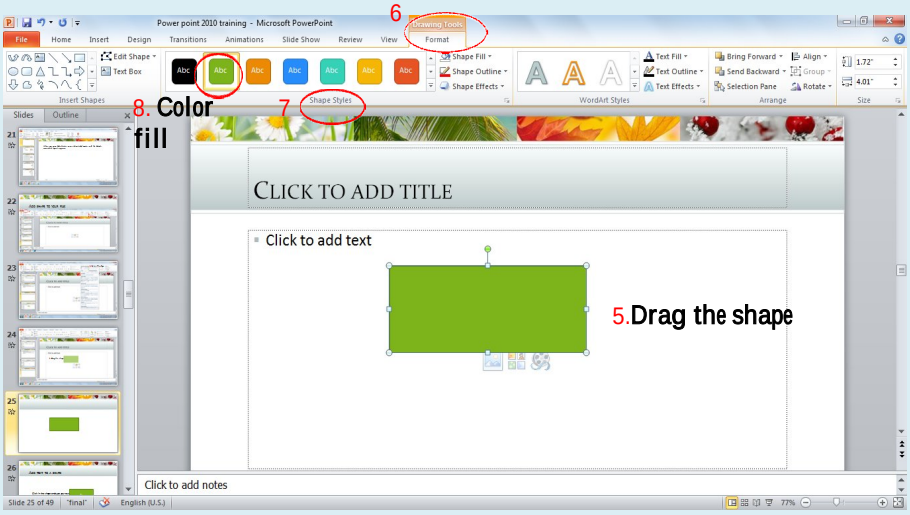
a blank slide-master with the default, associated layouts appears.

Add shape to your file

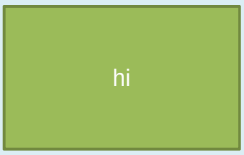




Select the color fill of your shape

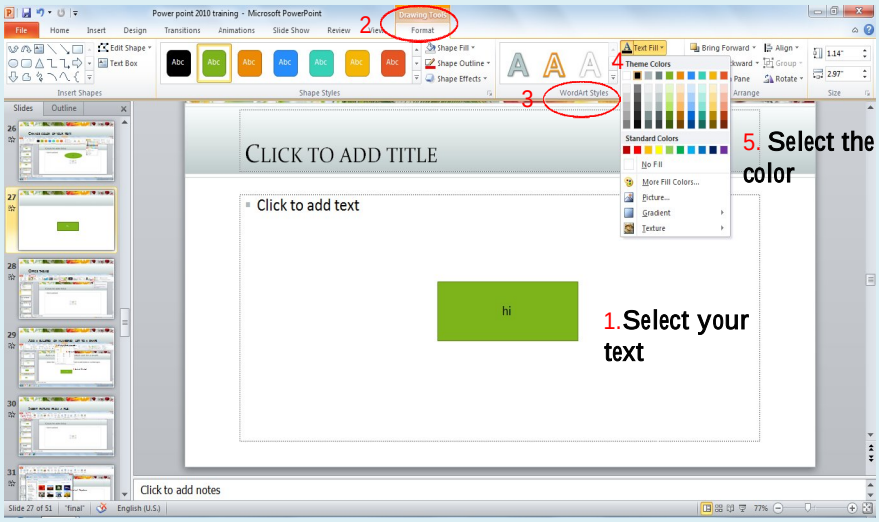


Add text to a shape:

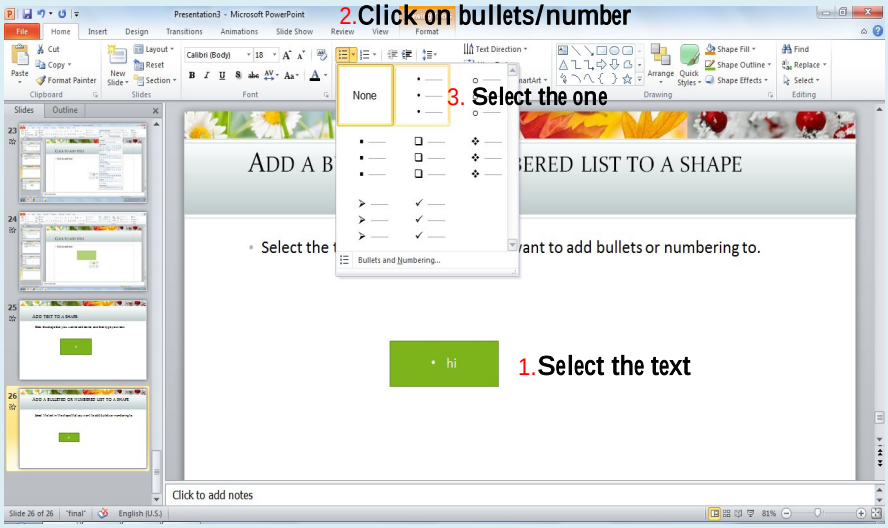


Click in the shape and type your text

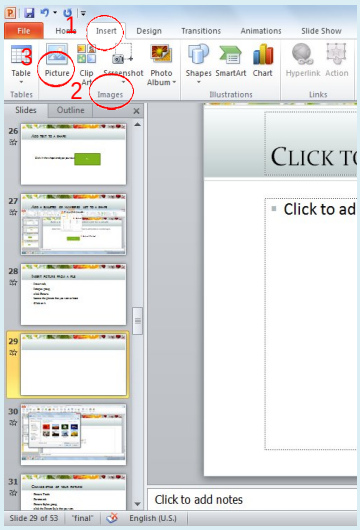
Change color of your text

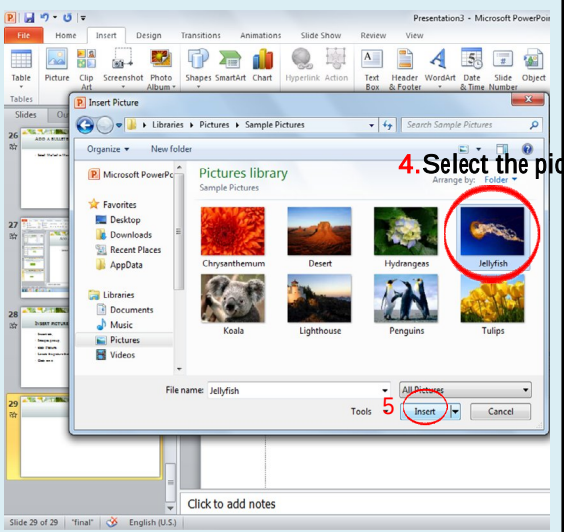


Add a bulleted or numbered list to a shape

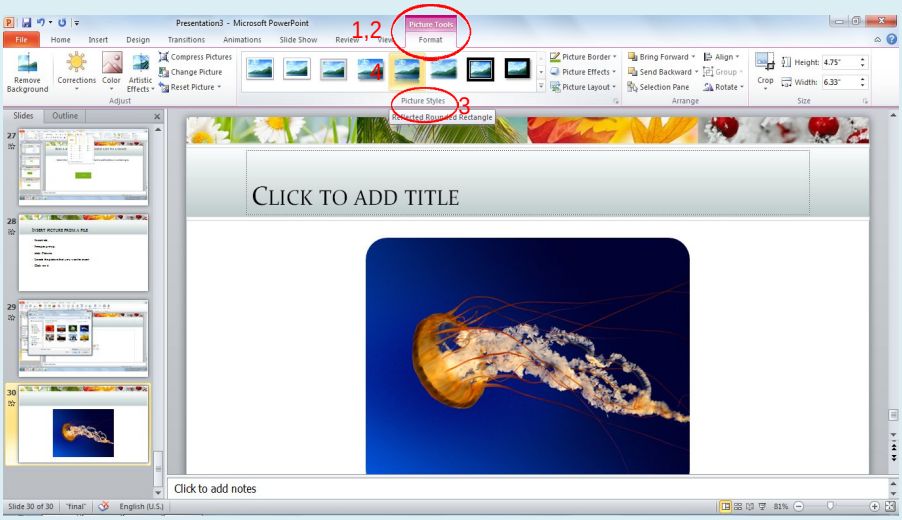


Insert picture from a file:

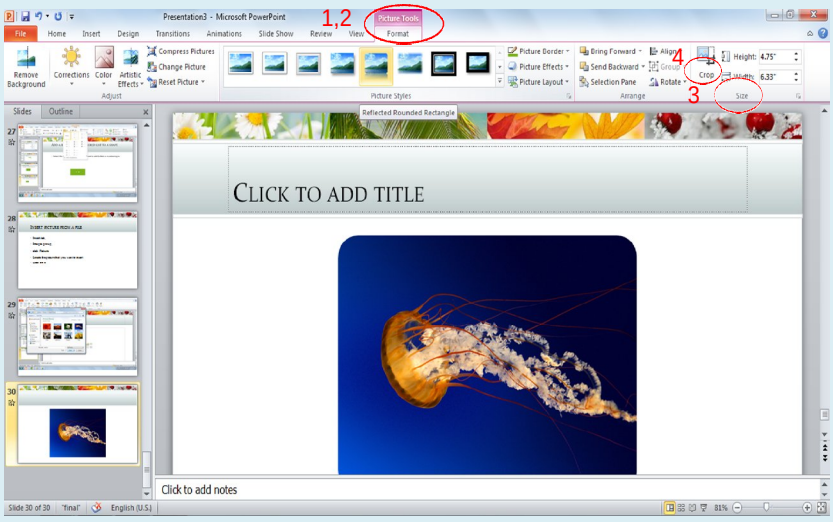




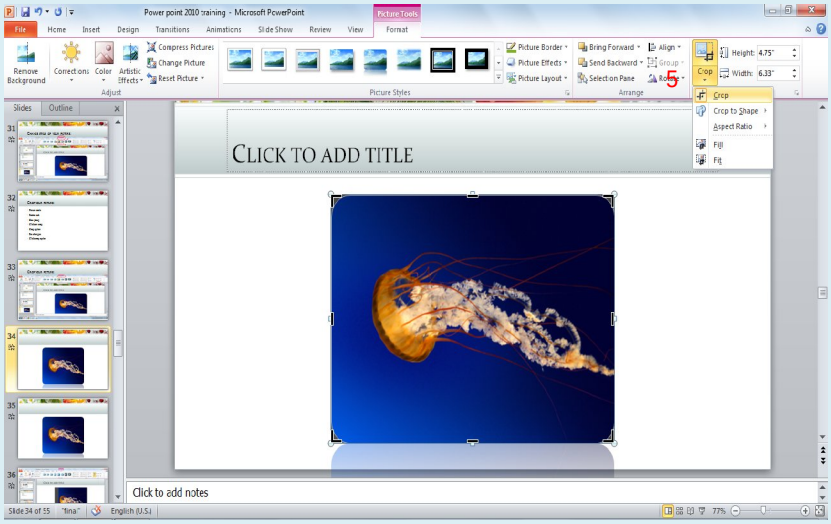
Change style of your picture



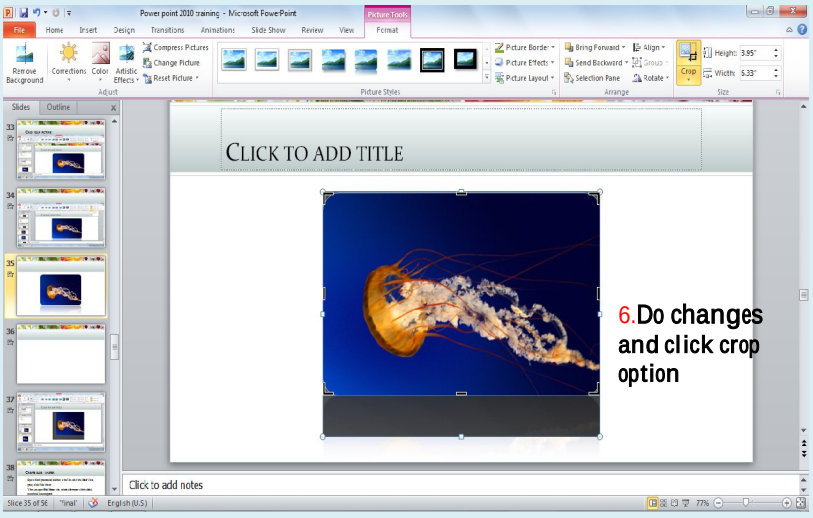
Crop your picture



Crop your picture

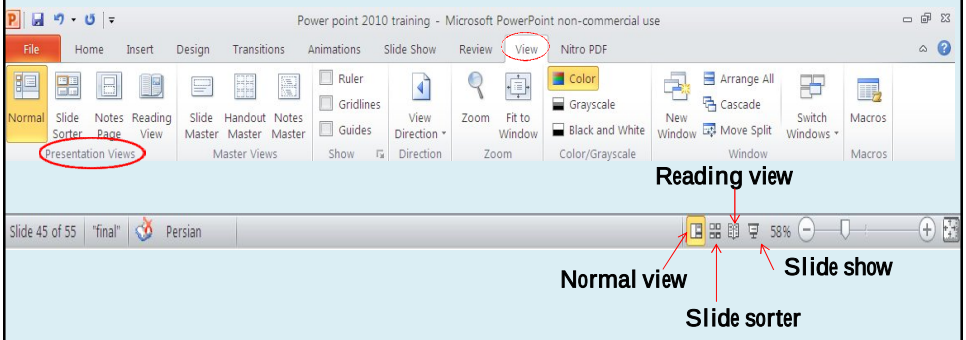


Crop your picture



6.Do changes and click crop option

Presentation Views



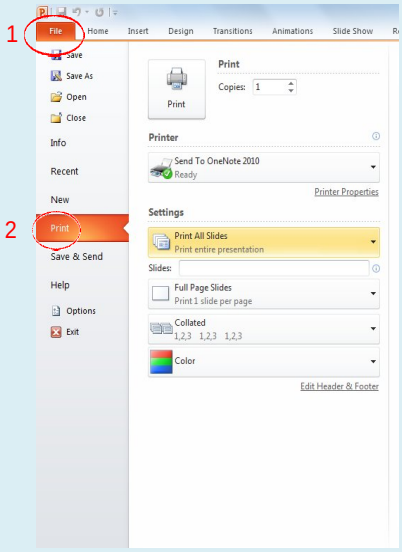
Reading view

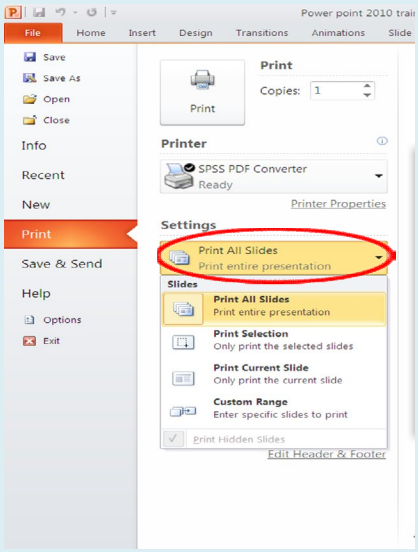
Normal view

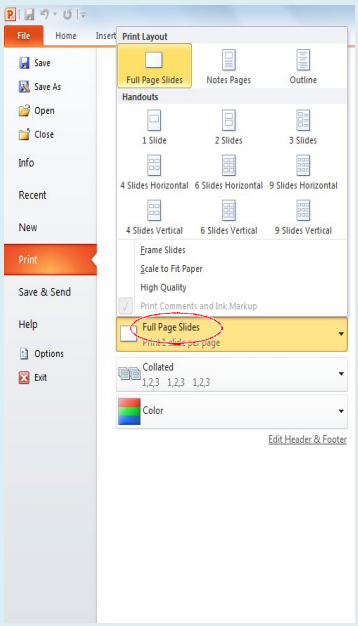
Slide show

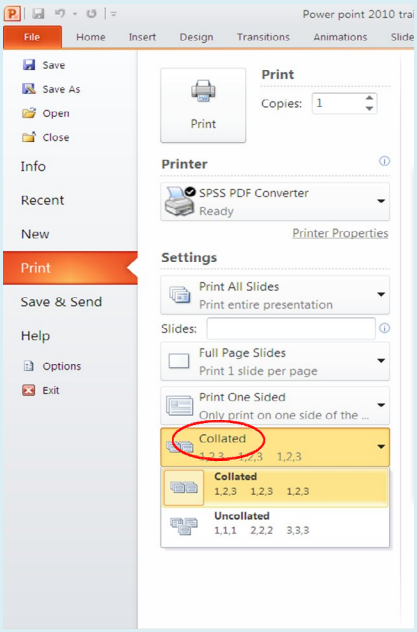
Slide sorter

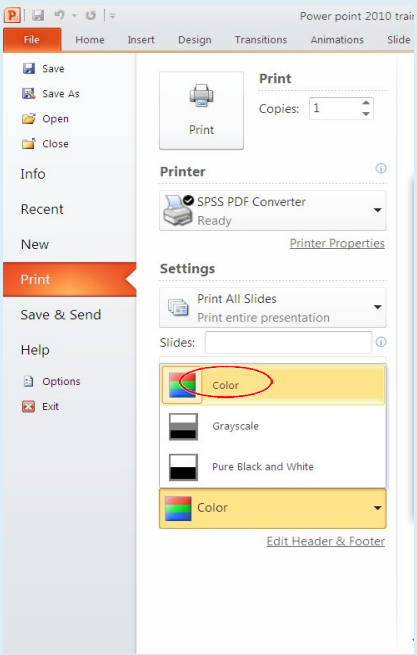
Take print of your Power Point



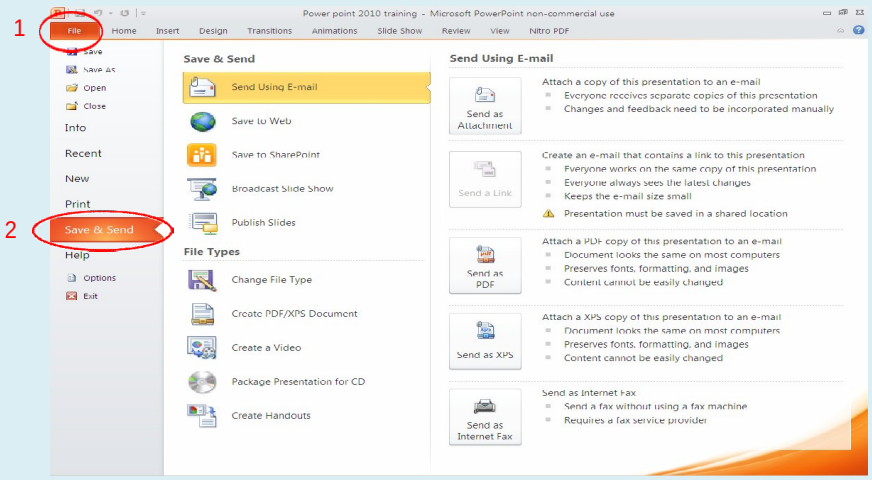


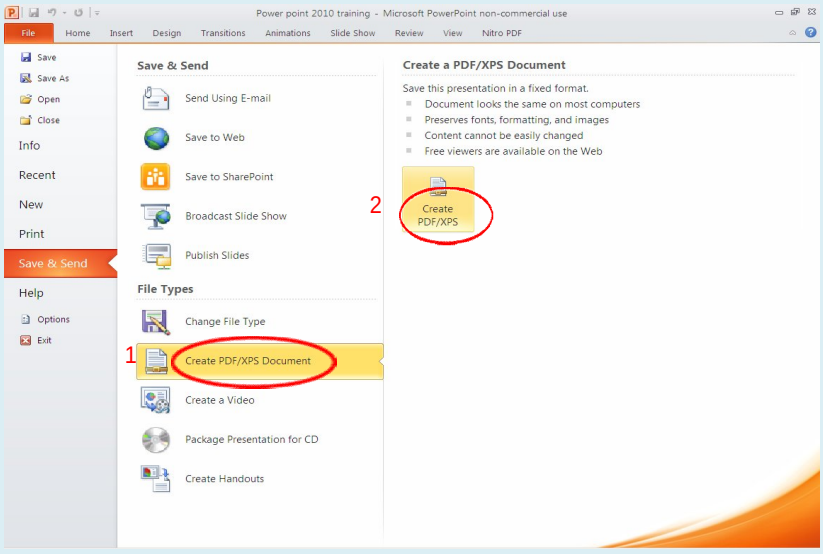

File
Home
Insert
Print Layout
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Full Page Slides
Notes Pages
Outline
Handouts
1 Slide
2 Slides
3 Slides
4 Slides Horizontal
6 Slides Horizontal
9 Slides Horizontal
4 Slides Vertical
6 Slides Vertical
9 Slides Vertical
Frame Slides
Scale to Fit Paper
High Quality
Print Comments and Ink Markup
Full Page Slides
Print 1 slide per page
Collated
1,2,3 1,2,3 1,2,3
Color
Edit Header & Footer

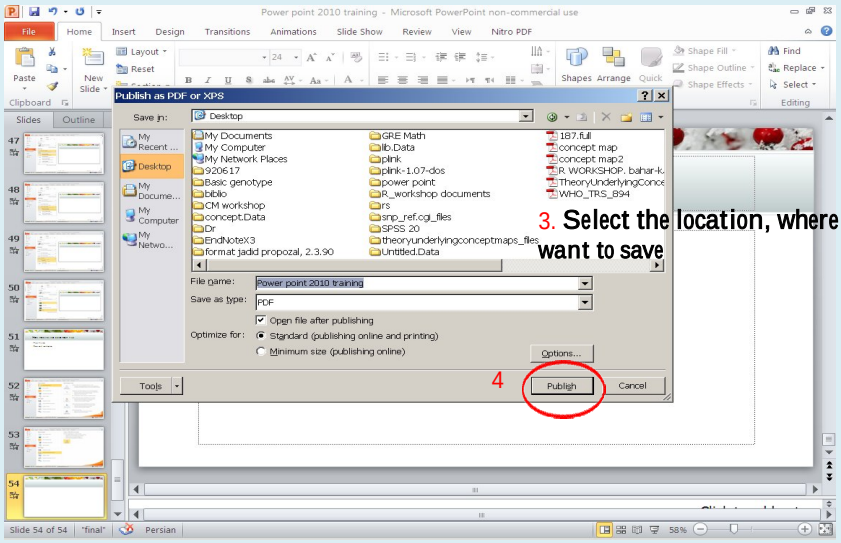

Power point 2010 trai
File
Home
Insert
Design
Transitions
Animations
Slide
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Print
Print
Copies: 1
Printer
SPSS PDF Converter
Ready
Printer Properties
Settings
Print All Slides
Print entire presentation
Slides:
Full Page Slides
Print 1 slide per page
Print One Sided
Only print on one side of the ...
Collated
1,2,3 1,2,3 1,2,3
Collated
1,2,3 1,2,3 1,2,3
Uncollated
1,1,1 2,2,2 3,3,3


Power point 2010 trai
File
Home
Insert
Design
Transitions
Animations
Slide
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Print
Print
Copies: 1
Printer
SPSS PDF Converter
Ready
Printer Properties
Settings
Print All Slides
Print entire presentation
Slides:
Color
Grayscale
Pure Black and White
Color
Edit Header & Footer

Save and send your file







Assignment

Create a power point presentation with the given style:

- Open power point 2010, add a slide with title slide lay out and 3 slides with title and content slide lay out.
- Select your desirable them.
- From colors tab Select Austin format.
- From fonts tab select Civic format.
- In your Title slide type “power point training” title with Times New Roman font and font size 48.

Assignment

- In title placeholder of the rest of slides add “power point training” with Times New Roman font and font size 40.
- In your second slide add an oval shape, with green color fill, and write on it “ today is Sunday” with text fill black.
- Insert a picture which is on your desktop to your third slide, and give it Double Frame, Black style.

Assignment

- On your forth slide, write 2 sentences under each other, first “this slide is getting animated” second “ animation format is Fly In” and give them Fly In animation.
- Save your file in to PDF format and name it “ practice power point” on your desktop.

به پایان آمداین دفتر
حکایت همچنان باقی