Introduction to Microsoft PowerPoint

University of Kelaniya
Faculty of Medicine

Contents

- A better PowerPoint presentation
- Create a basic presentation
- Customize color and design
- Other useful facilities

A better PowerPoint presentation

- **7 x 7 rule**
- KISS rule (Keep it short and simple)
- The 10-20-30 guidelines
- Common facts

➢7 x 7 rule

- No more than 7 bullets per slide
- No more than 7 words per bullet

➢KISS rule

- Keep It Short and Simple

➢The 10-20-30 guidelines

- A way to follow the K.I.S.S. principle
- Have just 10 slides
- Keep the presentation under 20 minutes long
- Stick with a 30 point font

Common facts

- How to calculate number of slides
- Preview your main points
- In summary you can add memorable "takeaways"
- Minimum font size 24 pts
- Your last slide should be "Questions"
- Don' t read from the slides
- For twenty minute, 10-12 slides

Create a basic presentation

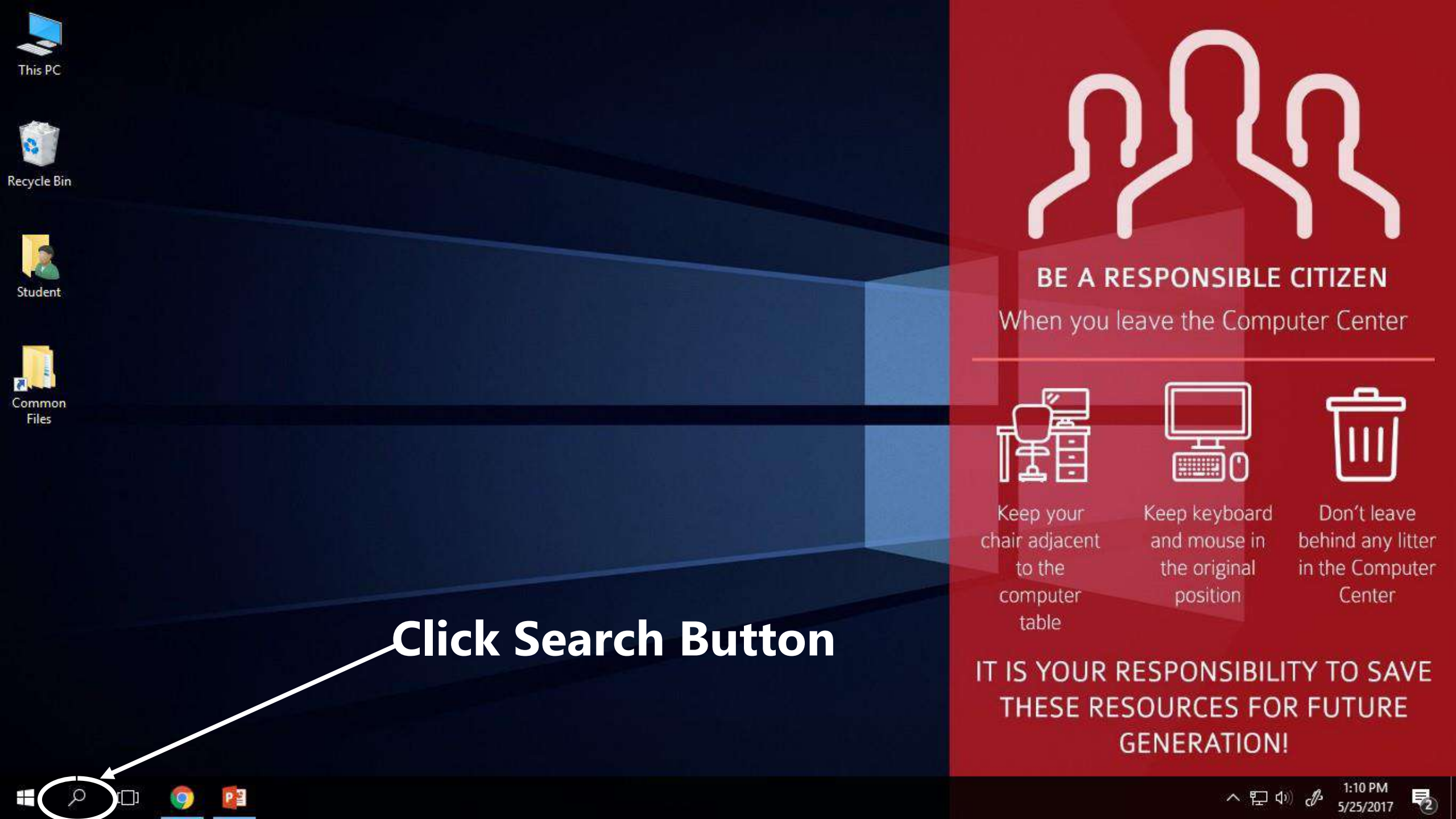
- Create blank presentations
- Build presentations from themes/templates
- Save
- Insert items
- Finalize and review
- Add transitions to slides
- Prepare and run

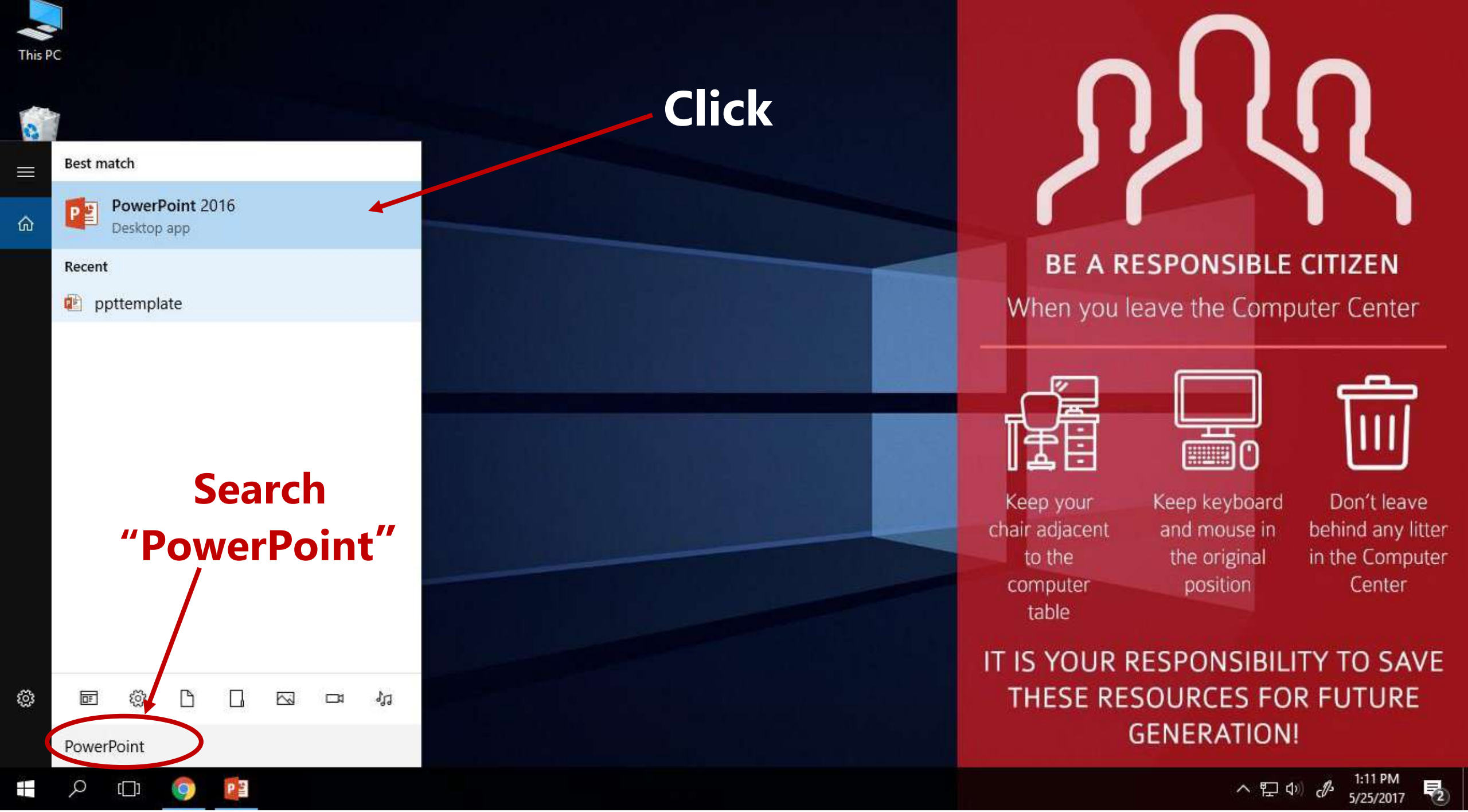
Kelaniya Medicine

Create a blank presentation

- Start a blank presentation
- Identify slide pane, place holder , ribbon
- NOTES pane
- Add title on the 1st slide
- Add next slide

Start a blank presentation


This PC
Recycle Bin
Student
Common Files
BE A RESPONSIBLE CITIZEN
When you leave the Computer Center
Keep your chair adjacent to the computer table
Keep keyboard and mouse in the original position
Don't leave behind any litter in the Computer Center
IT IS YOUR RESPONSIBILITY TO SAVE THESE RESOURCES FOR FUTURE GENERATION!
Click Search Button
1:10 PM
5/25/2017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Click
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PowerPoint 2016
Desktop app
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ppttemplate
Search
"PowerPoint"
PowerPoint
BE A RESPONSIBLE CITIZEN
When you leave the Computer Center
Keep your chair adjacent to the computer table
Keep keyboard and mouse in the original position
Don't leave behind any litter in the Computer Center
IT IS YOUR RESPONSIBILITY TO SAVE THESE RESOURCES FOR FUTURE GENERATION!
1:11 PM
5/25/2017

PowerPoint

Recent

Today

- Microsoft PowerPoint for B.Sc in Physiothe...
  C: » Users » rmha » Downloads
- Presentation4
  Desktop

This Week

- tem
  Desktop
- tem
  Documents » Custom Office Templates
- template1
  Desktop
- Presentation3
  Desktop
- Presentation3
  Documents » Custom Office Templates
- Presentation1
  Documents » Custom Office Templates

Open Other Presentations

Search for online templates and themes

Suggested searches: Presentations Business Industry Education Labels Charts Personal

Sign in to get the most out of Office

Learn more

Templates

Select

FEATURED PERSONAL

Blank Presentation

Take a tour

Welcome to PowerPoint

GALLERY

Gallery

PARCEL

Parcel

WOOD TYPE

Wood Type

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Ion Boardroom

Quotable

Quotable

Berlin

Berlin

CELESTIAL

Celestial

SAVON

Savon

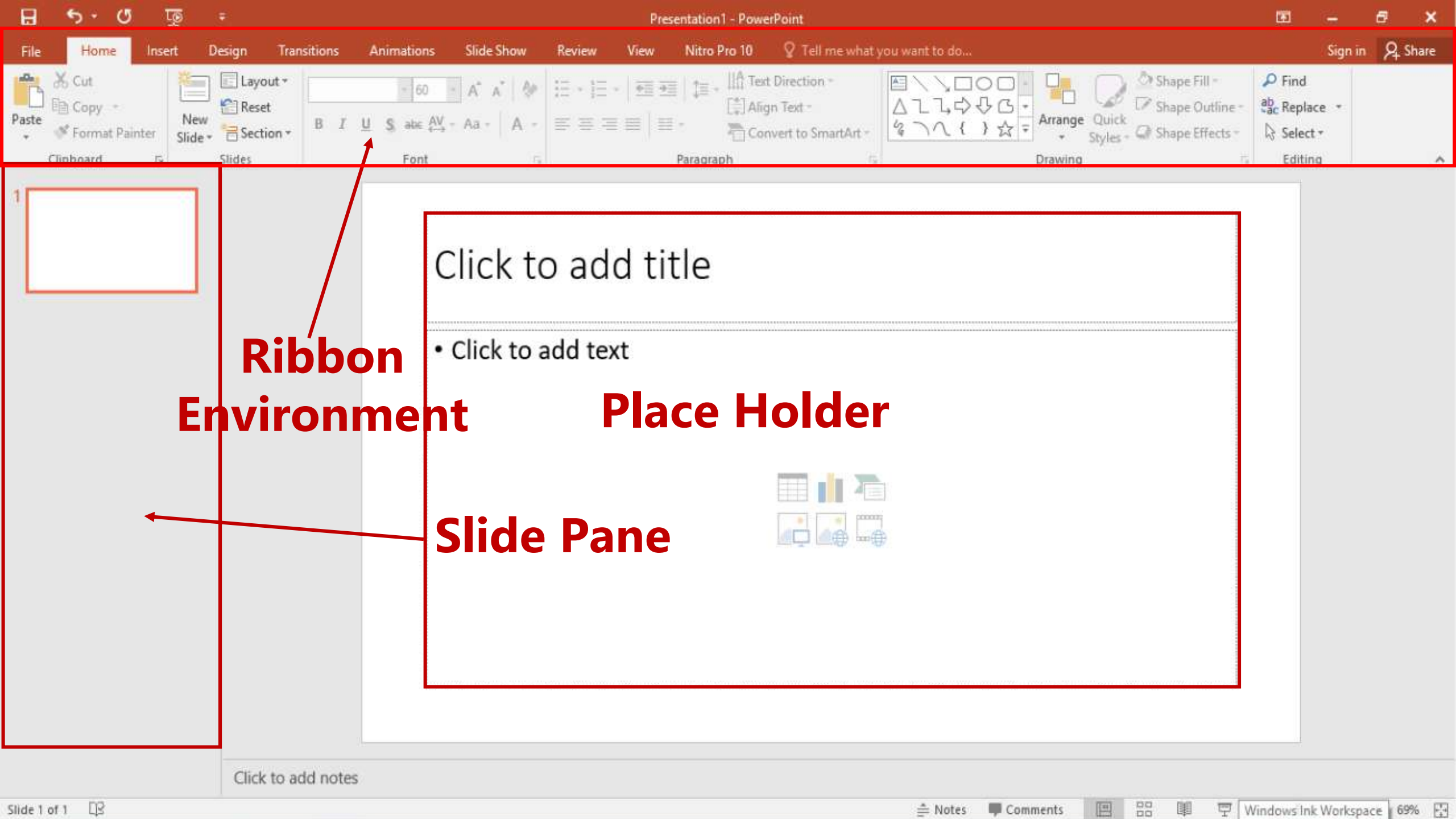
CROP

Crop

CIRCUIT

Circuit

Identifying the tabs and panes


Presentation1 - PowerPoint
File
Home
Insert
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Transitions
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Slide Show
Review
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Nitro Pro 10
Tell me what you want to do...
Sign in
Share
Paste
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New Slide
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Click to add title
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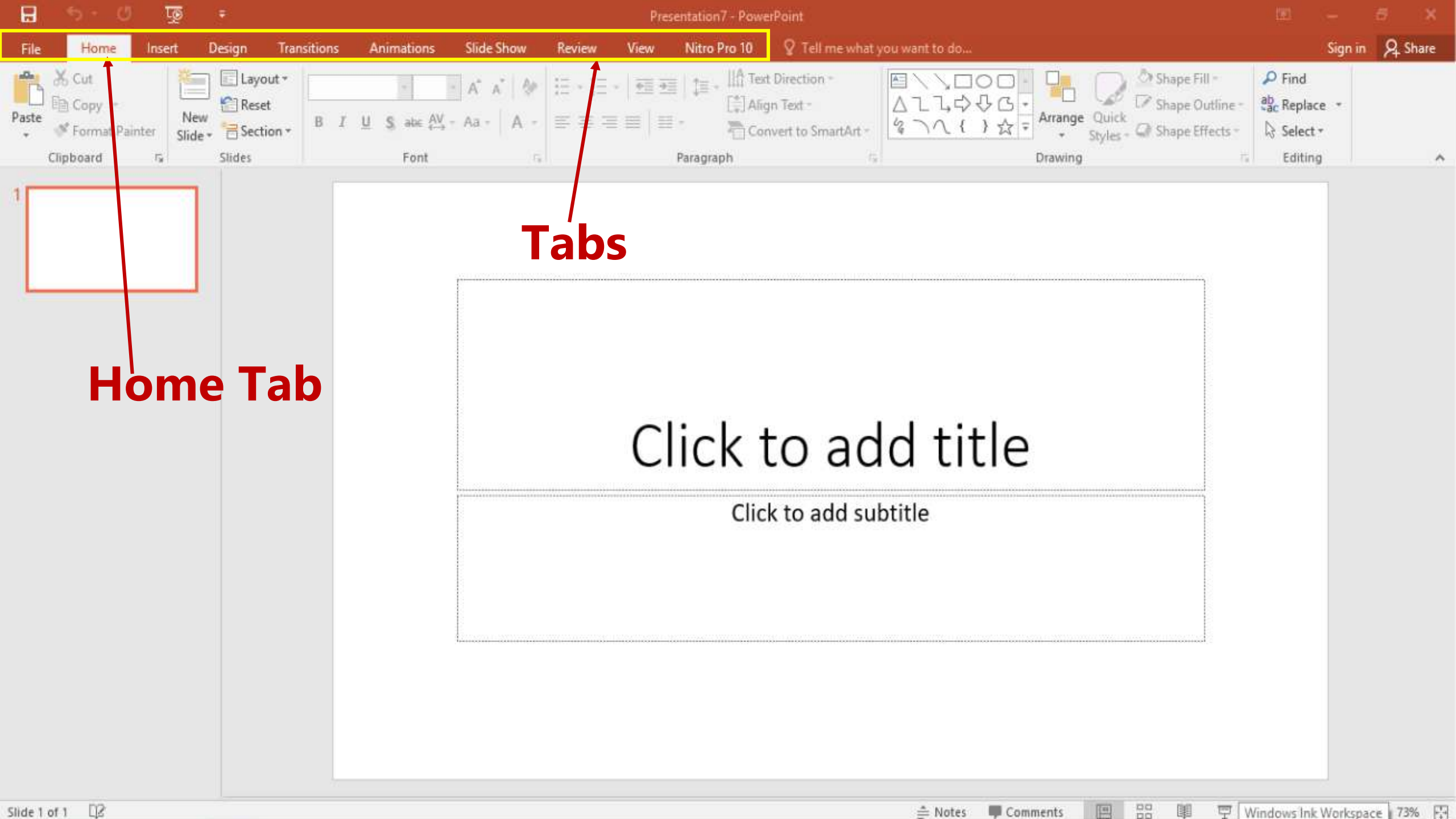
Ribbon Environment
Place Holder
Slide Pane
Click to add notes
Slide 1 of 1
Notes
Comments
Windows Ink Workspace
69%


Presentation7 - PowerPoint
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Home Tab
Click to add title
Click to add subtitle
Slide 1 of 1
Notes
Comments
Windows Ink Workspace
73%

Presentation1 - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

Insert Tab

New Slide | Table | Pictures | Online Pictures | Screenshot | Photo Album | Shapes | SmartArt | Chart | Store | My Add-ins | Hyperlink | Action | Comment | Text Box | Header & Footer | WordArt | Date & Time | Slide Number | Object | Equation | Symbol | Video | Audio | Screen Recording

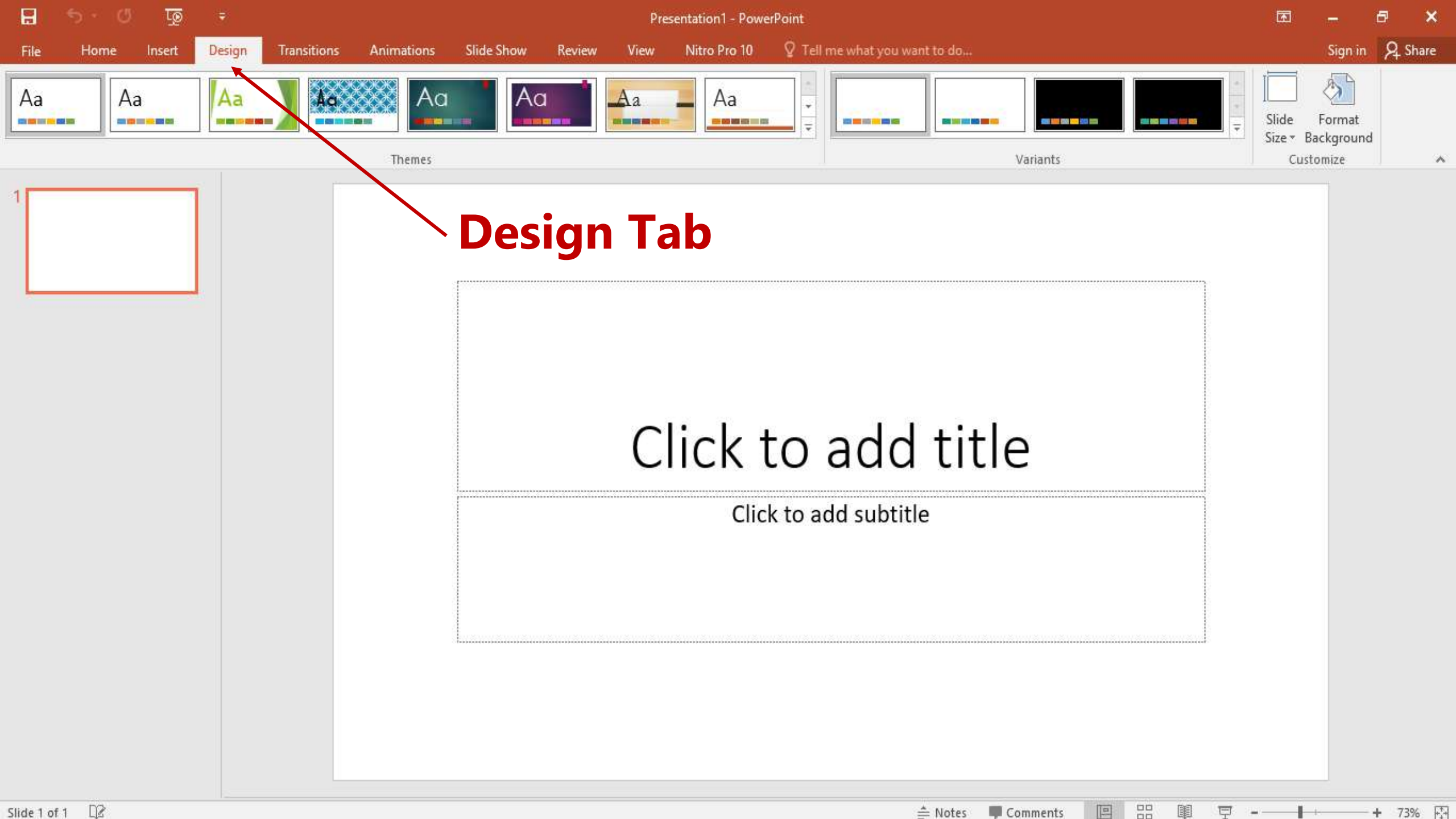
Slides | Tables | Images | Illustrations | Add-ins | Links | Comments | Text | Symbols | Media

1

Click to add title

Click to add subtitle

Slide 1 of 1 | Notes | Comments | 73%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Slide 1 of 1
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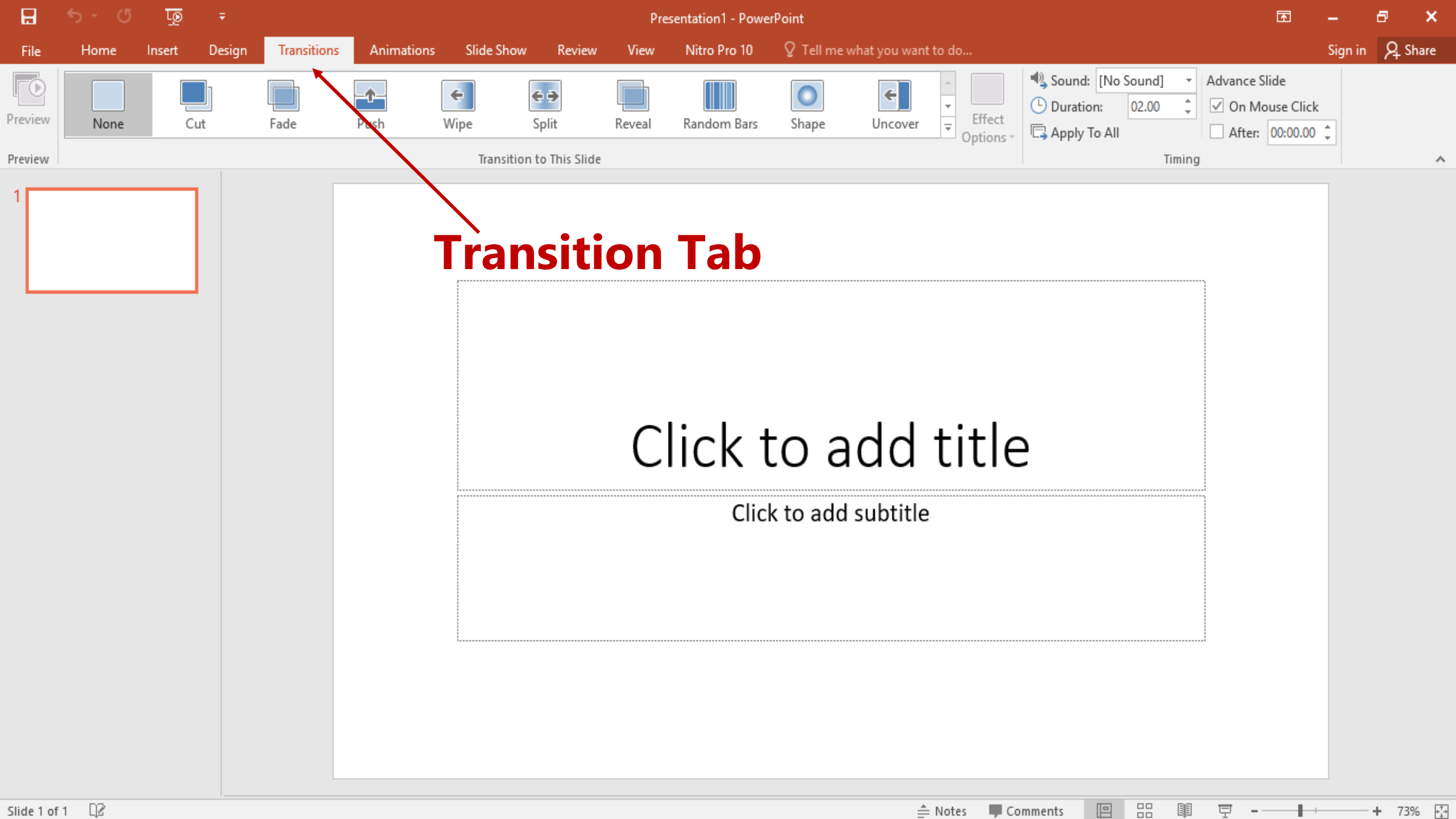
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Transition to This Slide
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After: 00:00.00
Timing
Transition Tab
Click to add title
Click to add subtitle
Slide 1 of 1
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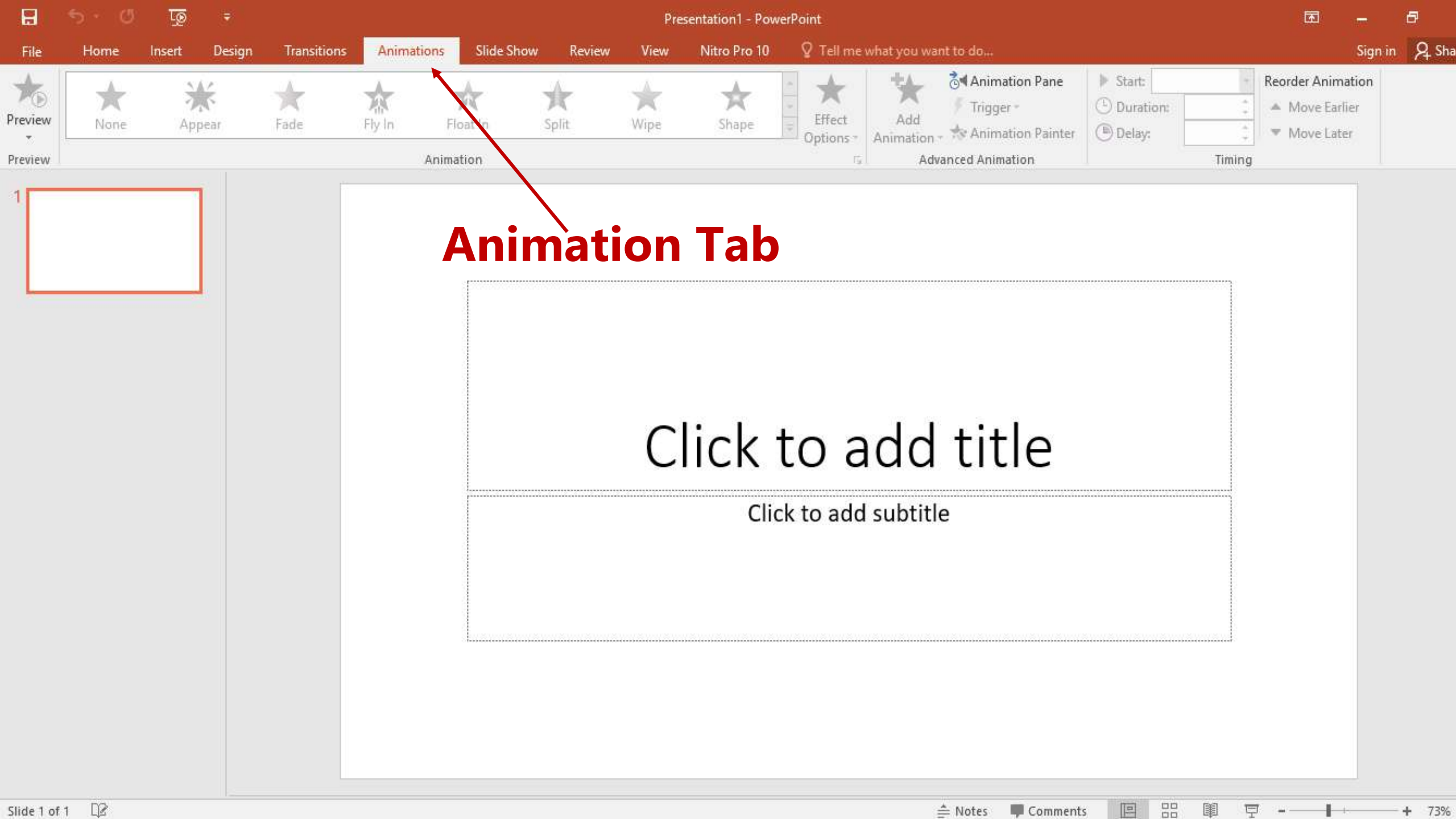
73%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Move Later
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Animation Tab
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Click to add subtitle
Slide 1 of 1
Notes
Comments
73%

Presentation1 - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

From Beginning | From Current Slide | Present Online | Custom Slide Show
Start Slide Show

Set Up Slide Show | Hide Slide | Rehearse Timings | Record Slide Show
Play Narrations
Use Timings
Show Media Controls
Set Up

Monitor: Automatic
Use Presenter View
Monitors

Slide Show Tab

1

Click to add title

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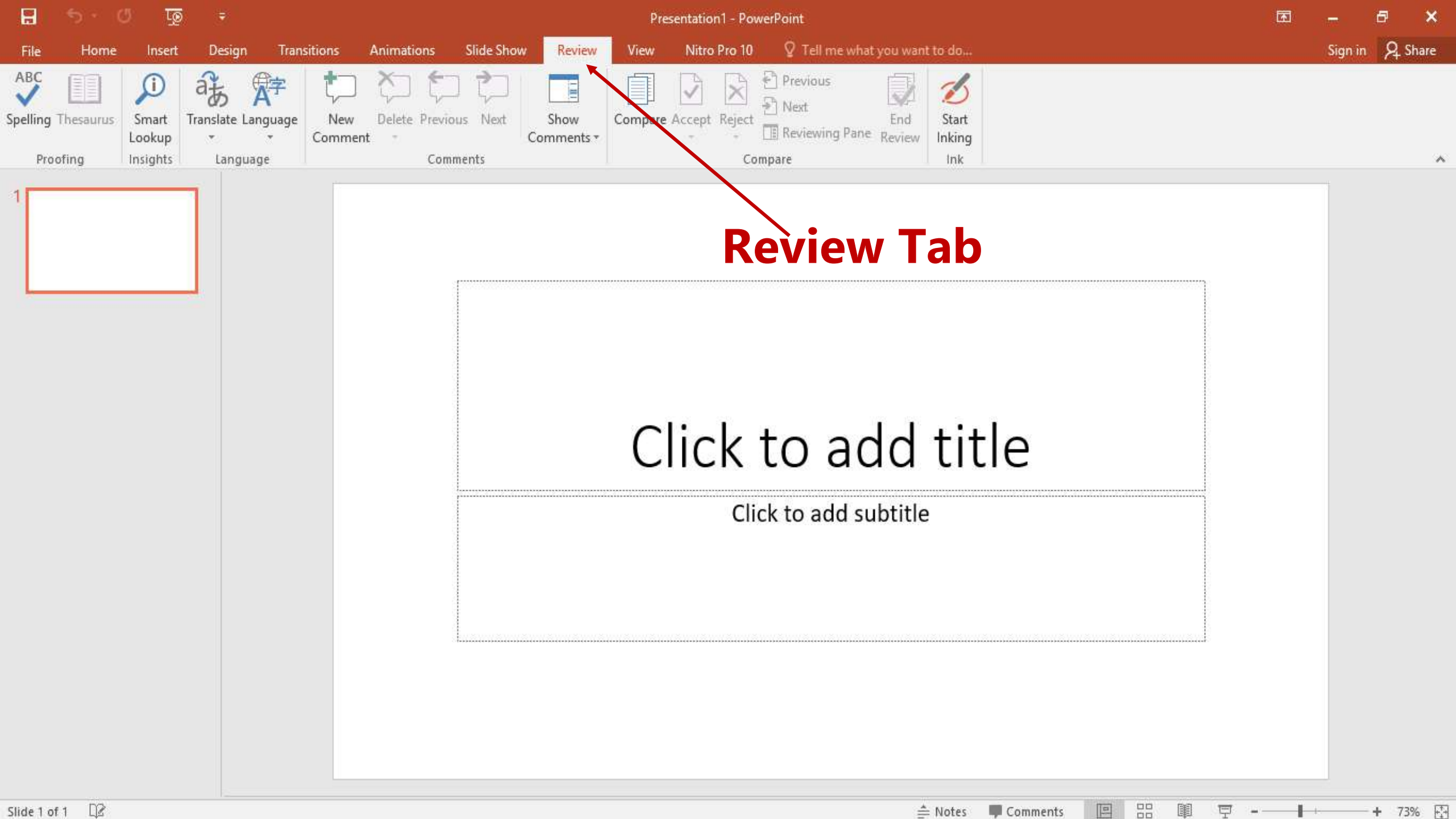
Slide 1 of 1

Notes | Comments | 73%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Slide 1 of 1
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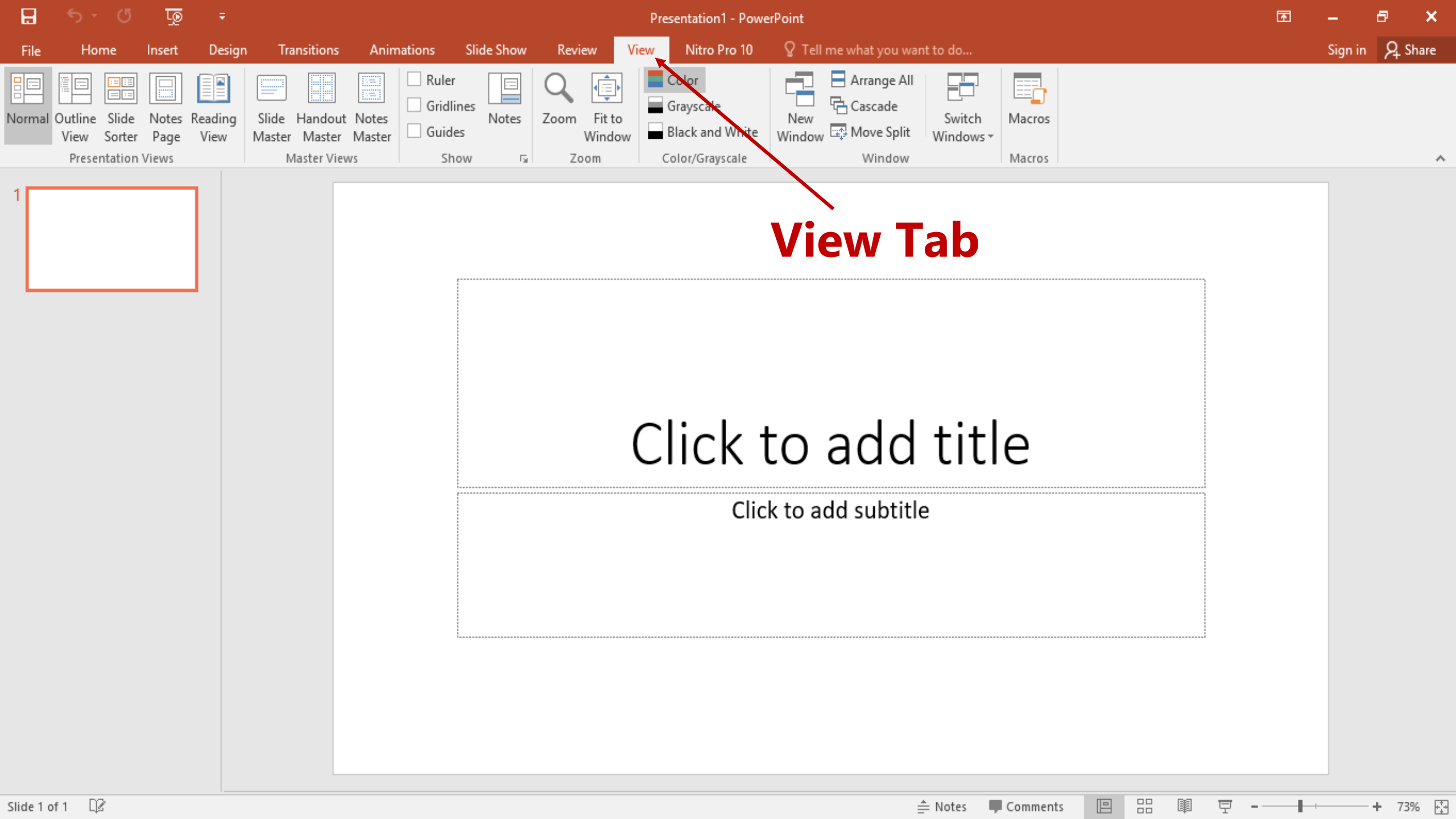
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Slide Master
Handout Master
Notes Master
Master Views
Ruler
Gridlines
Guides
Notes
Show
Zoom
Fit to Window
Zoom
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Grayscale
Black and White
Color/Grayscale
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Click to add subtitle
Slide 1 of 1
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Presentation1 - PowerPoint

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Paste | Cut | Copy | Format Painter
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Group

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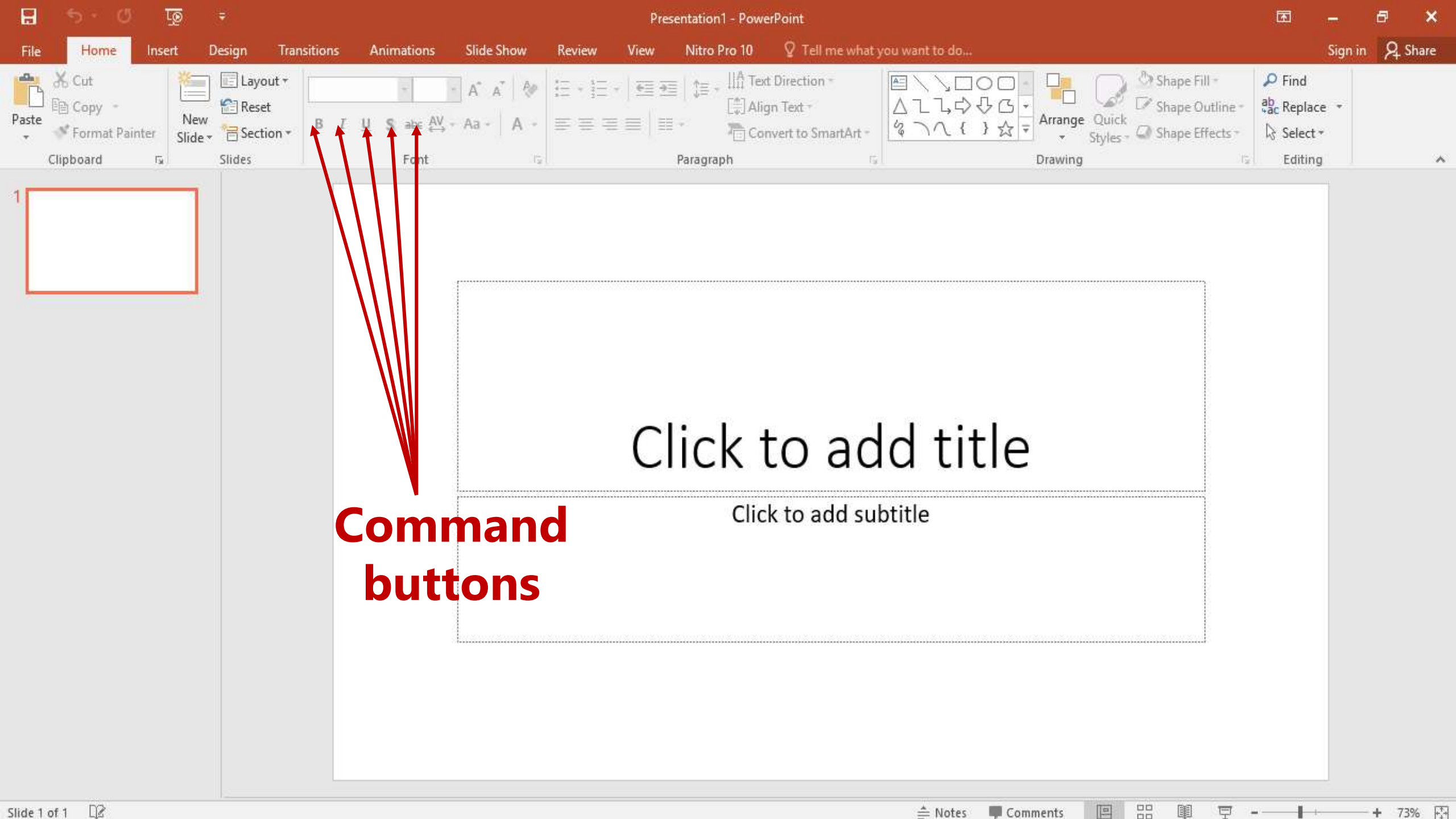
Slide 1 of 1

Notes | Comments | 73%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Shape Outline
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Click to add title
Click to add subtitle
Command buttons
Slide 1 of 1
Notes
Comments
73%

Notes pane

Importance

You can add

- Reminders
- Talking points
- Other important information
- Only the presenter can view them.

File Home Insert Design Transitions Animations Slide Show Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

Paste Cut Copy Format Painter Clipboard

New Slide Layout Reset Section Slides

Font

Text Direction Align Text Convert to SmartArt Paragraph

Arrange Quick Styles Shape Fill Shape Outline Shape Effects Drawing

Find Replace Select Editing

1

Click to add title

Click to add subtitle

Select Notes

Slide 1 of 1

Notes Comments 73%

Presentation1 - PowerPoint

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Paste | Cut | Copy | Format Painter | Clipboard

New Slide | Layout | Reset | Section | Slides

Calibri (Body) | 12 | Font

Text Direction | Align Text | Convert to SmartArt | Paragraph

Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects | Drawing

Find | Replace | Select | Editing

1

Click to add title

Click to add subtitle

Note Pane

Add reminders, talking points, or other pieces of information about slides to help you in front of your audience.

Slide 1 of 1 | Notes | Comments | 69%

Add Title

Presentation3 - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

Paste | Cut | Copy | Format Painter — Clipboard

New Slide | Layout | Reset | Section — Slides

Font

Text Direction | Align Text | Convert to SmartArt — Paragraph

Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects — Drawing

Find | Replace | Select — Editing

1

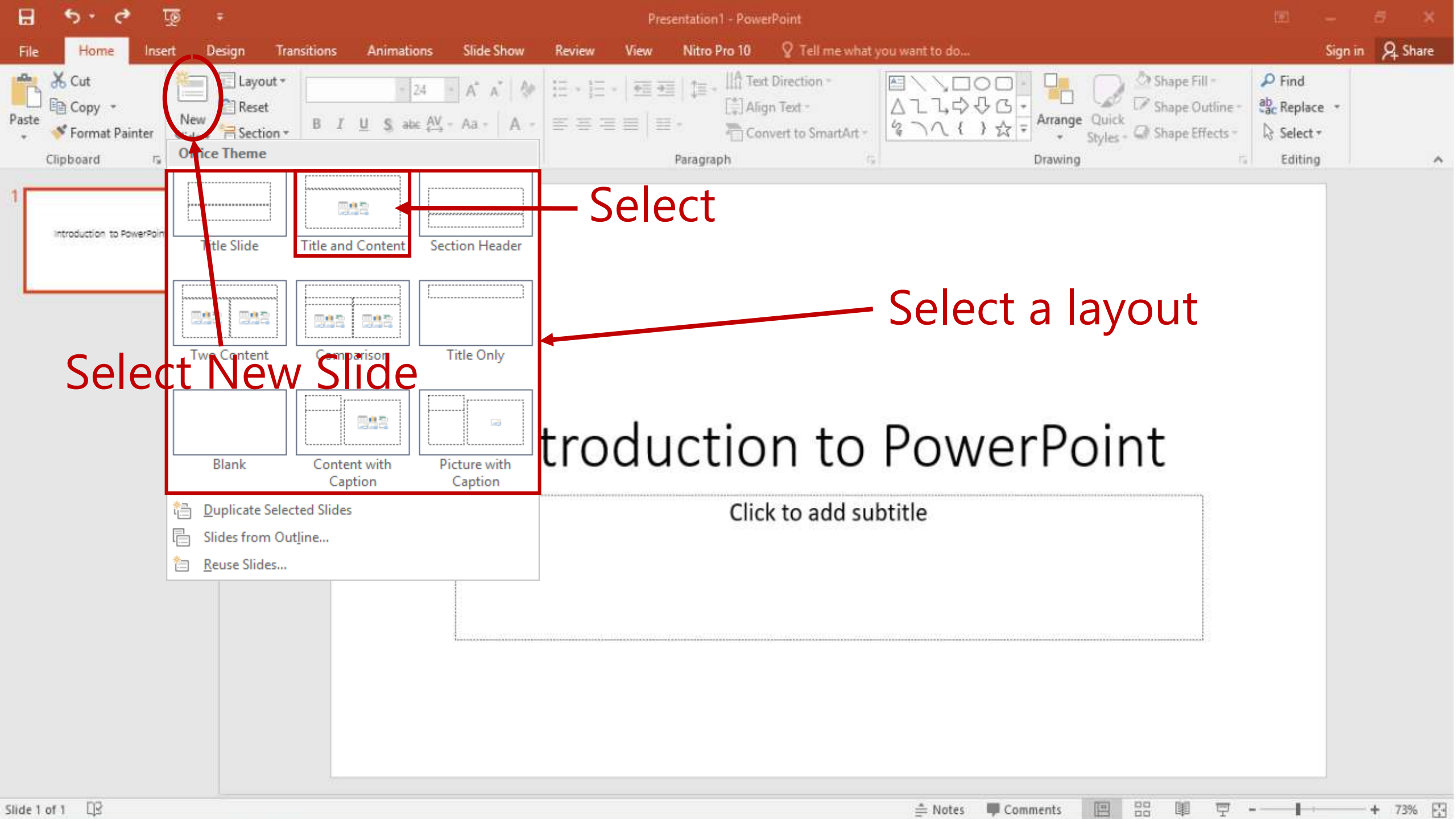
Click to add title

Click to add subtitle

Slide 1 of 1

Notes | Comments | 73%

How to add a new slide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Tell me what you want to do...
Sign in
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Clipboard
New
Layout
Reset
Section
Office Theme
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only
Blank
Content with Caption
Picture with Caption
Duplicate Selected Slides
Slides from Outline...
Reuse Slides...
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
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Slide 1 of 1
Notes
Comments
73%

Presentation1 - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

Paste | Cut | Copy | Format Painter | Clipboard

New Slide | Layout | Reset | Section | Slides

Font | Paragraph | Text Direction | Align Text | Convert to SmartArt

Drawing | Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects

Find | Replace | Select | Editing

1 Introduction to PowerPoint

2

New Slide

Click to add title

• Click to add text

Slide 2 of 2 | Notes | Comments | Windows Ink Workspace | 73%

How to save a file

- Save as a PowerPoint presentation

Save as a PowerPoint presentation

Presentation1 - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

New Slide Table Pictures Online Pictures Screenshot Photo Album Shapes SmartArt Chart Store My Add-ins Hyperlink Action Comment Text Box Header & Footer WordArt Date & Time Slide Number Object Equation Symbol Video Audio Screen Recording

Slides Tables Images Illustrations Add-ins Links Comments Text Symbols Media

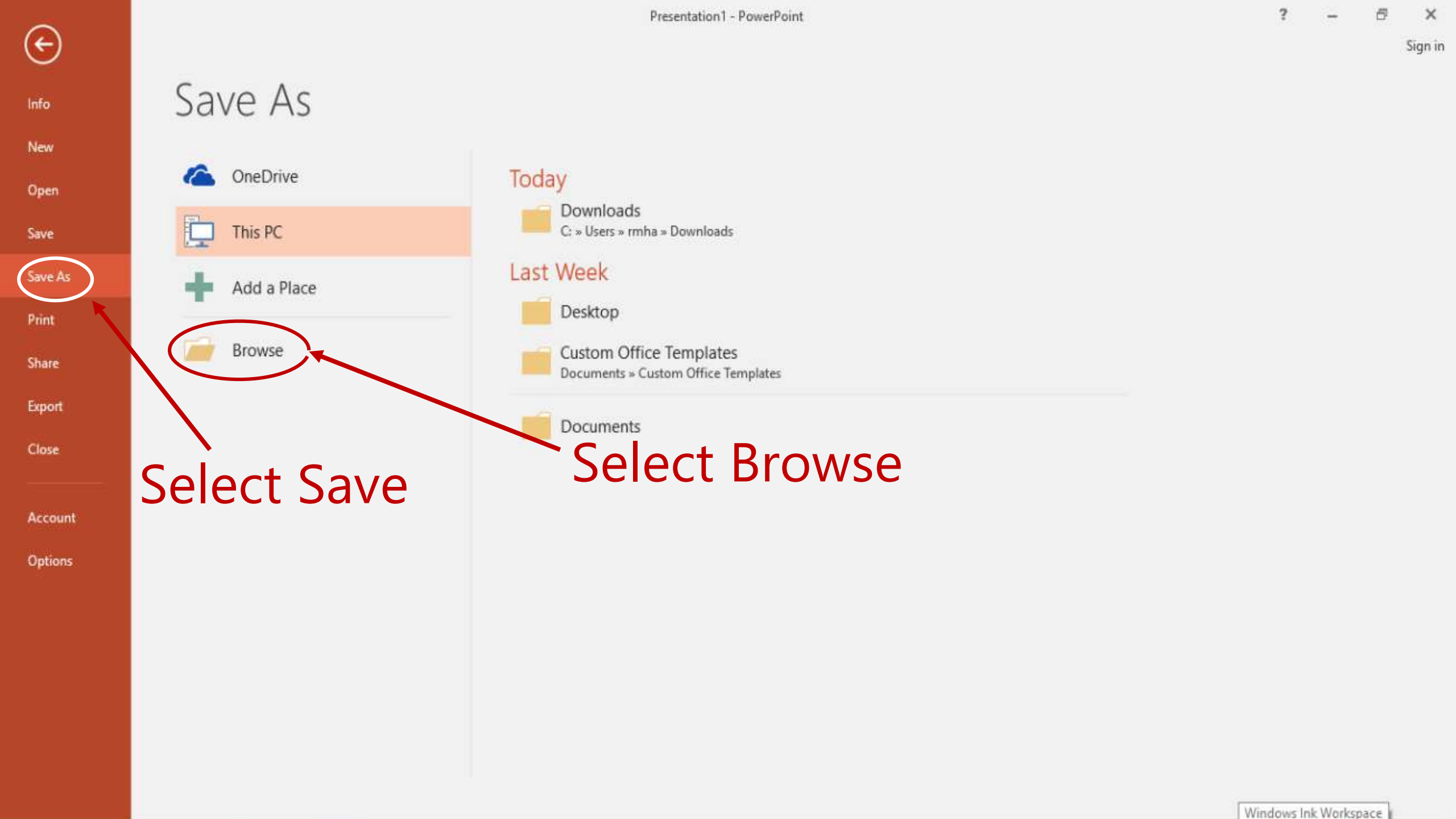
1 Introduction to PowerPoint

2

Select File

Introduction to PowerPoint

Slide 1 of 2 Notes Comments 73%


Presentation1 - PowerPoint
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This PC
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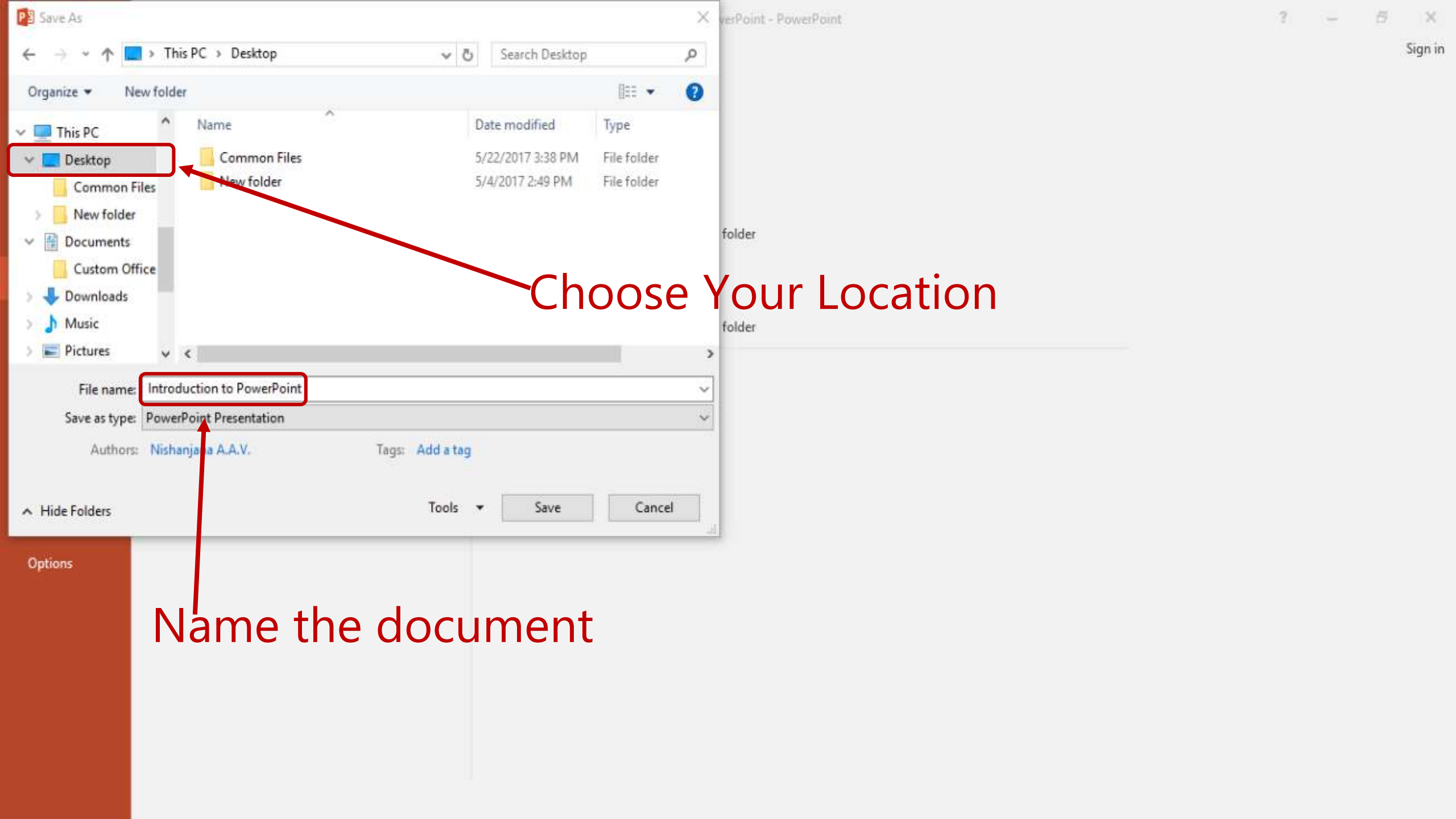
Save As
This PC › Desktop
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Organize
New folder
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Downloads
Music
Pictures
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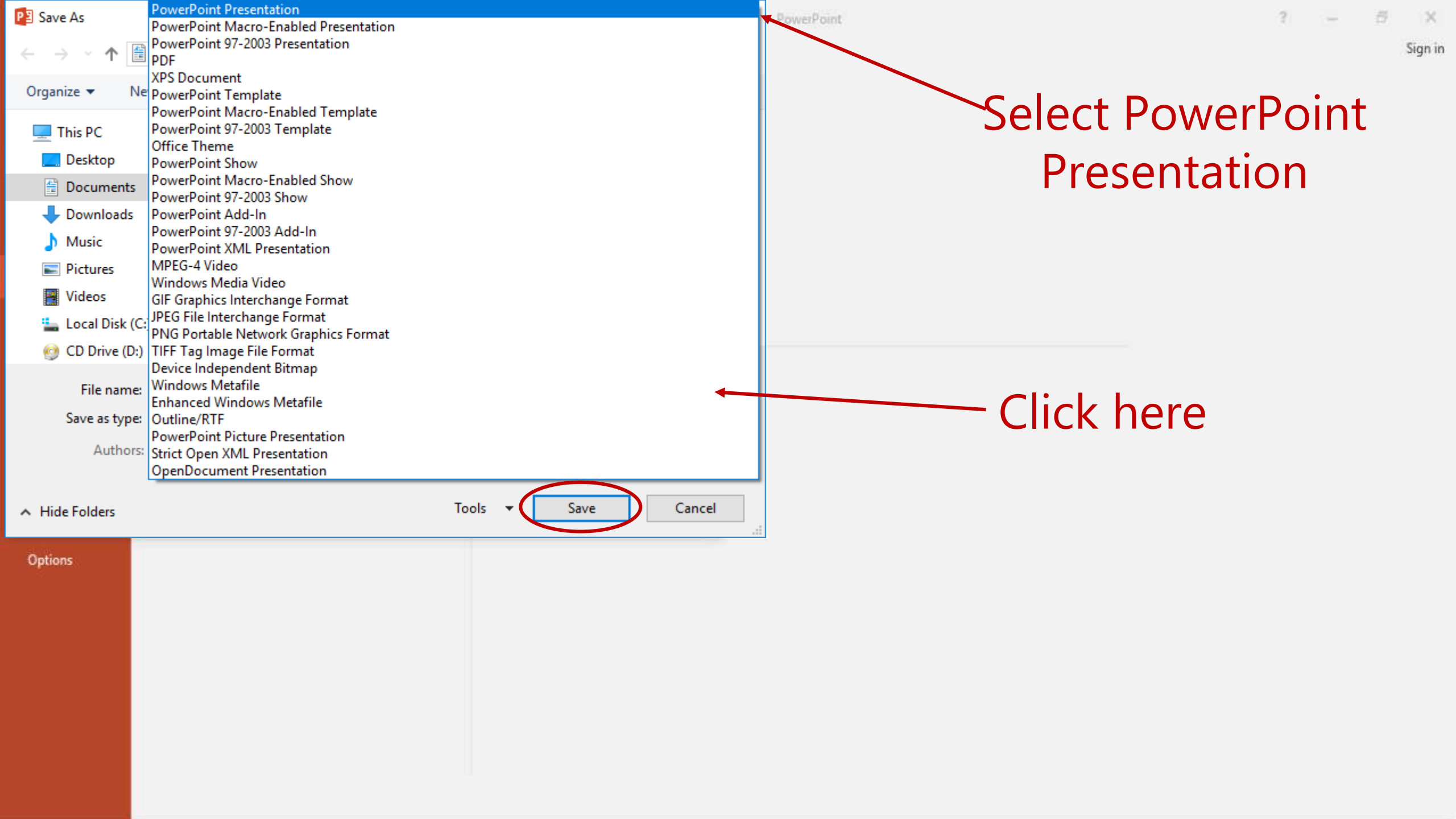
Date modified
Type
Common Files
5/22/2017 3:38 PM
File folder
New folder
5/4/2017 2:49 PM
File folder
File name:
Introduction to PowerPoint
Save as type:
PowerPoint Presentation
Authors:
Nishanjana A.A.V.
Tags:
Add a tag
Hide Folders
Tools
Save
Cancel
Sign in
Options
Choose Your Location
Name the document


Save As
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Hide Folders
Tools
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PowerPoint Presentation
PowerPoint Macro-Enabled Presentation
PowerPoint 97-2003 Presentation
PDF
XPS Document
PowerPoint Template
PowerPoint Macro-Enabled Template
PowerPoint 97-2003 Template
Office Theme
PowerPoint Show
PowerPoint Macro-Enabled Show
PowerPoint 97-2003 Show
PowerPoint Add-In
PowerPoint 97-2003 Add-In
PowerPoint XML Presentation
MPEG-4 Video
Windows Media Video
GIF Graphics Interchange Format
JPEG File Interchange Format
PNG Portable Network Graphics Format
TIFF Tag Image File Format
Device Independent Bitmap
Windows Metafile
Enhanced Windows Metafile
Outline/RTF
PowerPoint Picture Presentation
Strict Open XML Presentation
OpenDocument Presentation
PowerPoint
Sign in
Options
Select PowerPoint Presentation
Click here

Presentation1 - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

New Slide Table Pictures Online Pictures Screenshot Photo Album Shapes SmartArt Chart Store My Add-ins Hyperlink Action Comment Text Box Header & Footer WordArt Date & Time Slide Number Object Equation Symbol Video Audio Screen Recording

Slides Tables Images Illustrations Add-ins Links Comments Text Symbols Media

1

2

Shortcut for save

Introduction to PowerPoint

Slide 1 of 2 Notes Comments 73%

Exercise 1

1. Open PowerPoint
2. Select a blank presentation
3. Give the title as "Police Dog"
4. Insert a New slide → Title and Content
5. Give the title as Introduction
6. Copy only the text from the 1st paragraph given in the word document(**Police Dog**) in the common folder to the pace holder.
7. View your presentation using the following path
   Slide show → From current slide

Exercise 1 Cont.

8. Press Esc to return
9. Save your presentation as a PowerPoint presentation.

Police Dog

Kelaniya
Medicine

Introduction

A police dog, is a dog that is specifically trained to assist police and other law-enforcement personnel. Their duties include searching for drugs and explosives, locating missing people, finding crime scene evidence, and protecting their handlers. Police dogs must remember several verbal cues and hand gestures. The most commonly used breeds are the German Shepherd, Belgian Malinois and Rottweiler.

Insert Items

Insert items

- Pictures
- Shapes
  - Changing the color and outline of the shape
- Word arts
- Screen shots
- Text boxes

Insert items

- Smart arts
- Charts
- Bullets and Numbering

Insert Pictures

Presentation1 - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

New Slide Table Picture Online Pictures Screenshot Photo Album Shapes SmartArt Chart Store My Add-ins Hyperlink Action Comment Text Box Header & Footer WordArt Date & Time Slide Number Object Equation Symbol Video Audio Screen Recording

Slides Tables Images Illustrations Add-ins Links Comments Text Symbols Media

Select "Pictures"

Select Insert

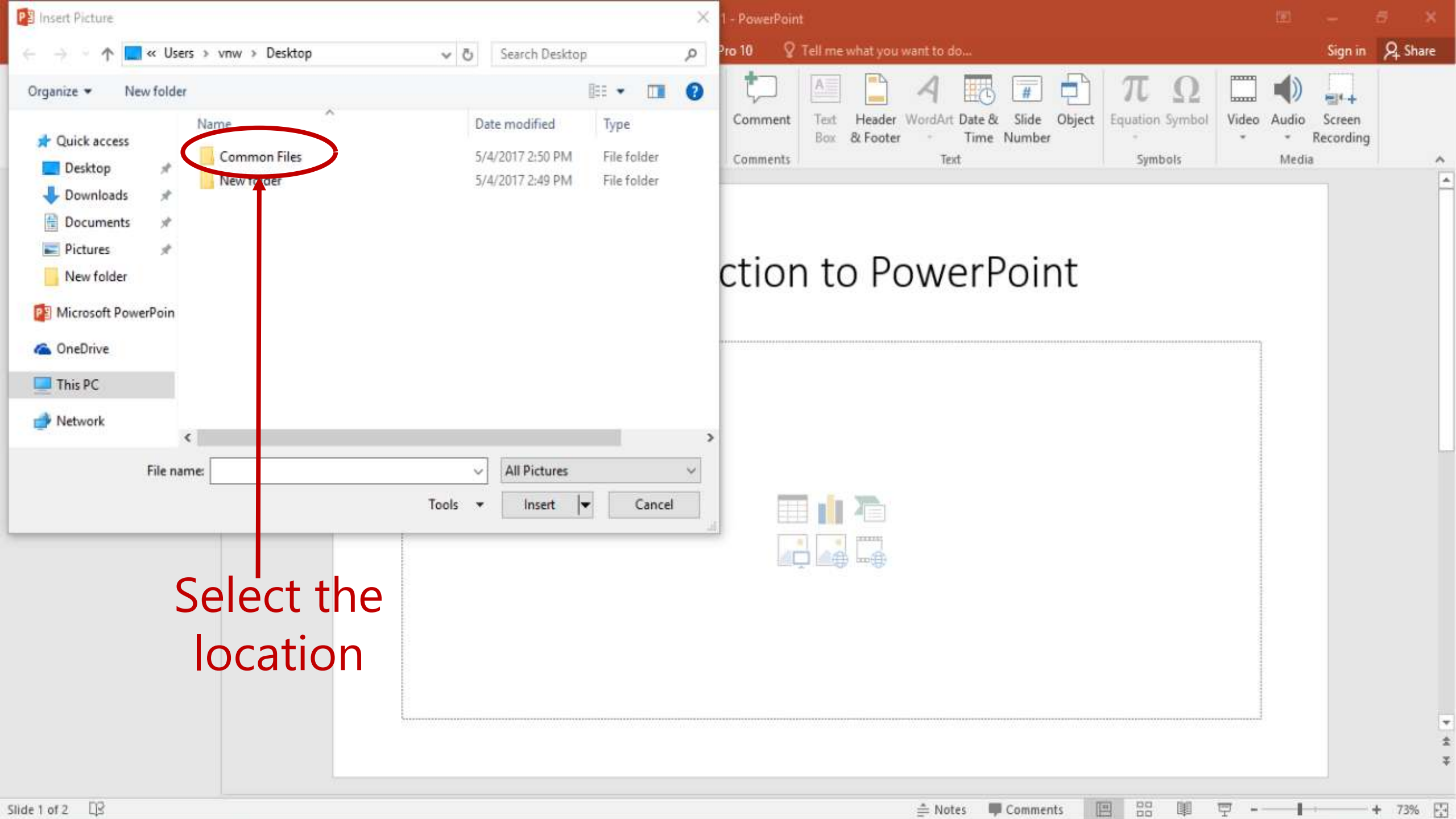
1 Introduction to PowerPoint

2

Click to add title

• Click to add text

Slide 2 of 2 Notes Comments 73%


Insert Picture
« Users › vnw › Desktop
Search Desktop
Organize
New folder
Name
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Type
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Documents
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New folder
Microsoft PowerPoin
OneDrive
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5/4/2017 2:49 PM
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1 - PowerPoint
Pro 10
Tell me what you want to do...
Sign in
Share
Comment
Comments
Text Box
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WordArt
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Slide Number
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Equation
Symbol
Symbols
Video
Audio
Screen Recording
Media
ction to PowerPoint
Slide 1 of 2
Notes
Comments
73%

Insert Picture

This PC › Desktop › Common Files

Search Common Files

Organize New folder

Quick access
Desktop
Downloads
Documents
Pictures
New folder
Microsoft PowerPoin
OneDrive
This PC
Network

unnamed

Select a picture

File name: All Pictures

Tools Insert Cancel

1 - PowerPoint

Pro 10 Tell me what you want to do... Sign in Share

Comment | Text Box | Header & Footer | WordArt | Date & Time | Slide Number | Object | Equation | Symbol | Video | Audio | Screen Recording

Comments | Text | Symbols | Media

ction to PowerPoint

Slide 1 of 2 Notes Comments Windows Ink Workspace 73%

Presentation4 - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do...

Sign in | Share

Paste | Cut | Copy | Format Painter — Clipboard

New Slide | Layout | Reset | Section — Slides

36 — Font

Text Direction | Align Text | Convert to SmartArt — Paragraph

Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects — Drawing

Find | Replace | Select — Editing

1

2

Slide 2 of 2 | Notes | Comments | 73%

Presentation1 - PowerPoint

Drawing To...

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Format | Tell me what you want to do...

Paste | Cut | Copy | Format Painter | Clipboard

New Slide | Layout | Reset | Section | Slides

Calibri Light (H | 44 | Font

Text Direction | Align Text | Convert to SmartArt | Paragraph

Arrange | Drawing

1

2

Click to add title

- Click to add text

Insert a Shape

Presentation1 - PowerPoint

Drawing Tools

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Format | Tell me what you want to do... | Sign in | Share

New Slide | Table | Pictures | Online Pictures | Screenshot | Photo Album | Shapes | SmartArt | Chart | Store | My Add-ins | Hyperlink | Action | Comment | Text Box | Header & Footer | WordArt | Date & Time | Slide Number | Object | Equation | Symbol | Video | Audio | Screen Recording

Slides | Tables | Images | Text | Symbols | Media

1 Introduction to PowerPoint

2

3

Shapes

Recently Used Shapes

Lines

Rectangles

Basic Shapes

Block Arrows

Equation Shapes

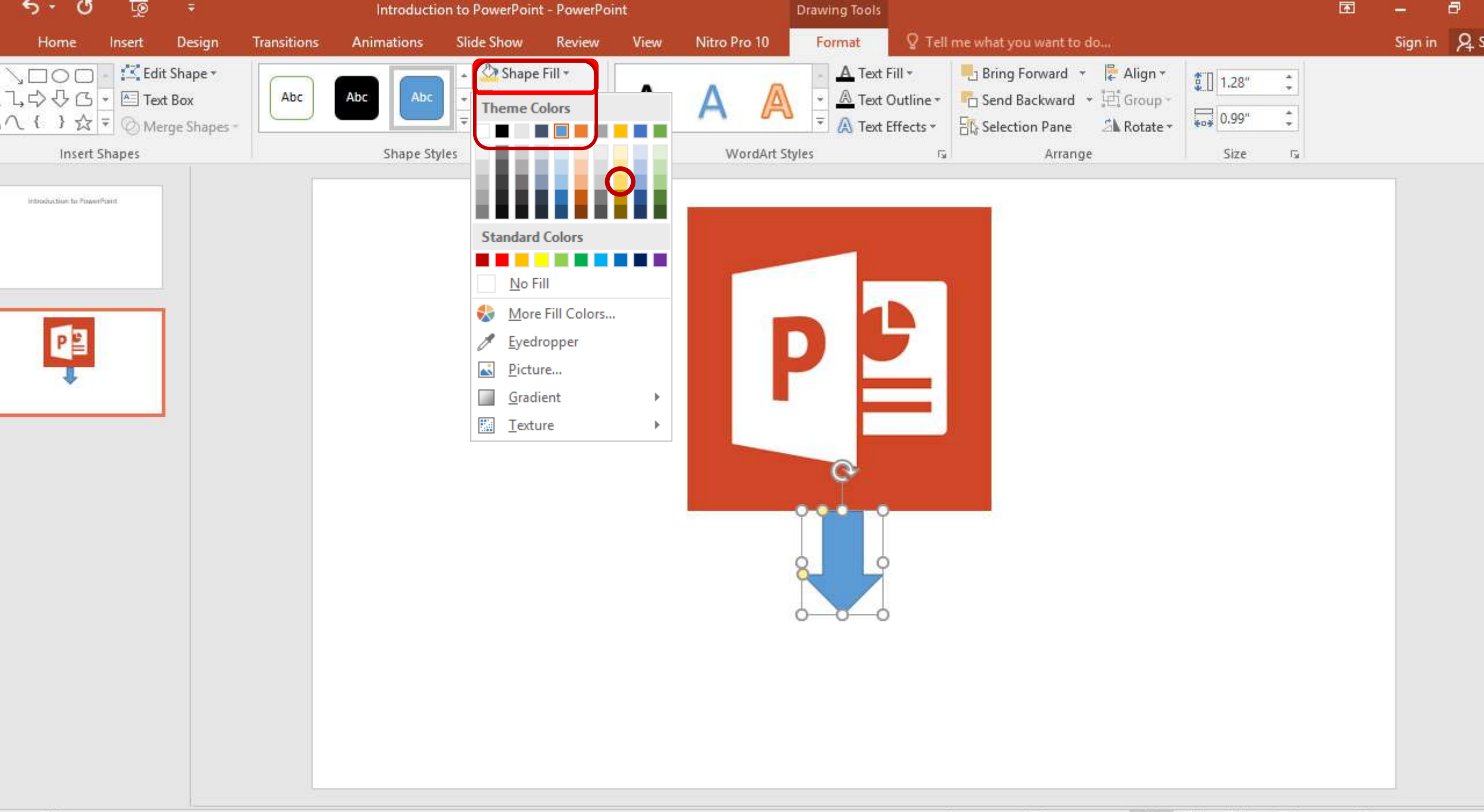
Select a Shape

Slide 3 of 3

Notes | Comments | 73%

Kelaniya
Medicine

Changing the color and outline of the shape


Introduction to PowerPoint - PowerPoint
Drawing Tools
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Edit Shape
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Insert Shapes
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Introduction to PowerPoint
of 2
Notes
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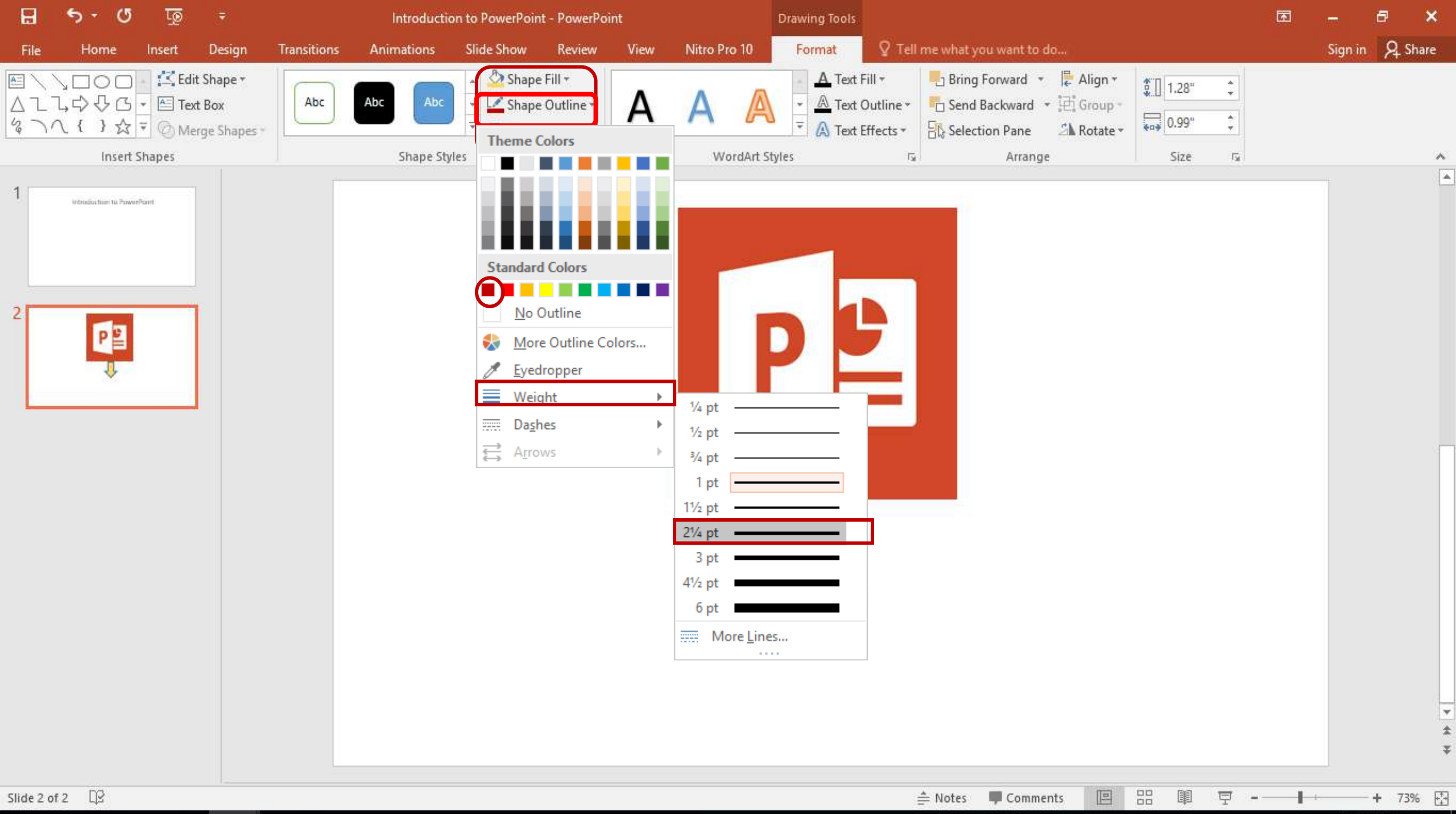
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Drawing Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Nitro Pro 10
Format
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Sign in
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Text Box
Merge Shapes
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WordArt Styles
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¾ pt
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1½ pt
2¼ pt
3 pt
4½ pt
6 pt
More Lines...
Slide 2 of 2
Notes
Comments
73%

Presentation4 - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do...

Sign in | Share

Paste | Cut | Copy | Format Painter — Clipboard

New Slide | Layout | Reset | Section — Slides

28 — Font

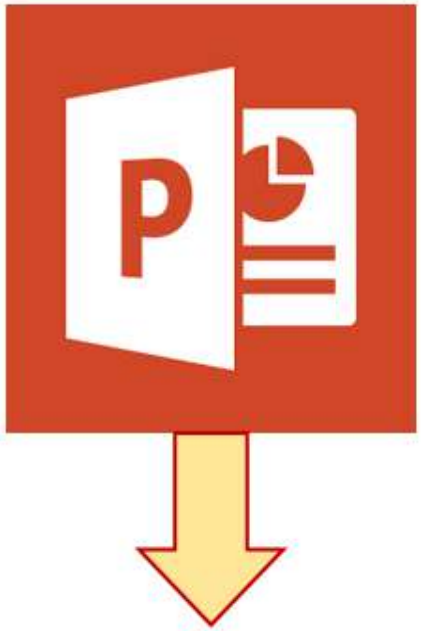
Text Direction | Align Text | Convert to SmartArt — Paragraph

Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects — Drawing

Find | Replace | Select — Editing

1

2



Slide 2 of 2

Notes | Comments | 73%

Introduction to PowerPoint - PowerPoint

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New Slide | Layout | Reset | Section | Slides

18 | Font

Text Direction | Align Text | Convert to SmartArt | Paragraph

Arrange | Quick Styles | Drawing

1

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Insert a Text Box

Presentation4 - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

New Slide | Table | Pictures | Online Pictures | Screenshot | Photo Album | Shapes | SmartArt | Chart | Store | My Add-ins | Hyperlink | Action | Comment | Text Box | Header & Footer | WordArt | Date & Time | Slide Number | Object | Equation | Symbol | Video | Audio | Screen Recording

Slides | Tables | Images | Illustrations | Add-ins | Links | Comments | Text | Symbols | Media

1

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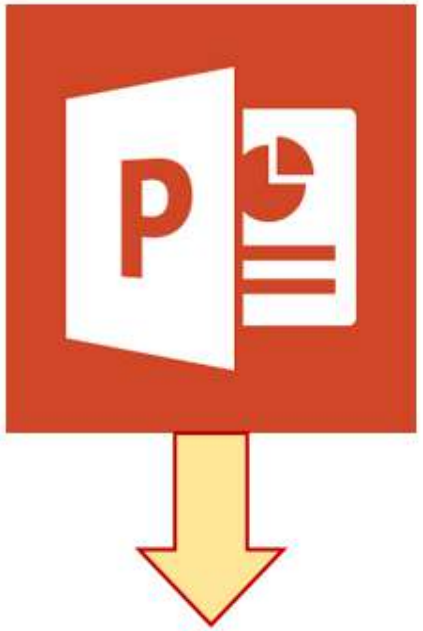
Text Box



Slide 2 of 2 | Notes | Comments | 73%

Presentation4 - PowerPoint

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New Slide | Layout | Reset | Section — Slides

18 — Font

Text Direction | Align Text | Convert to SmartArt — Paragraph

Arrange | Quick Styles | Shape Fill | Shape Outlin | Shape Effects — Drawing

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Insert Word Arts

Introduction to PowerPoint - PowerPoint

Drawing Tools

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Slides | Tables | Images | Illustrations | Add-ins | Links | Comments | Media

WordArt

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• Click to add text

Slide 3 of 3

Notes | Comments | 73%

Introduction to PowerPoint - PowerPoint

Drawing Tools

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Format | Tell me what you want to do...

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New Slide | Layout | Reset | Section | Slides

Calibri (Body) | 28 | Font

Text Direction | Align Text | Convert to SmartArt | Paragraph

Arrange | Quick Styles | Drawing

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Exercise 2

Go to the previous PowerPoint presentation that you saved.

1. Insert a new slide with **Title only** layout and give the title as "Police Dogs Breeds" .
2. Insert Police dog picture from the common files.
3. Adjust and move the picture to the left corner.
4. Insert a **Curved Down arrow** attached to right of the inserted picture.
5. Change its fill color to Gold, Accent 4.
6. Change its out line weight to 2 ¼ and its color to Orange, Accent 2.

Kelaniya Medicine

Exercise 2 Cont.

7. Insert a text box attached to the arrow head and type inside “Popular Breeds "in Bold text.
8. Text color should be Dark red , Font size should be 28 points.

Police Dog Breeds

Popular Dogs

Insert a screen shot

Introduction to PowerPoint - PowerPoint

Drawing Tools

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Format | Tell me what you want to do... | Sign in | Share

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Slides | Tables | Images | Illustrations | Add-ins | Links | Comments | Text | Symbols | Media

1

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3

What is PowerPoint?

Screenshot

Slide 3 of 3

Notes | Comments | 73%

Presentation2 - PowerPoint

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Font | Paragraph | Text Direction | Align Text | Convert to SmartArt

Drawing | Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects

Find | Replace | Select | Editing

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What is PowerPoint?

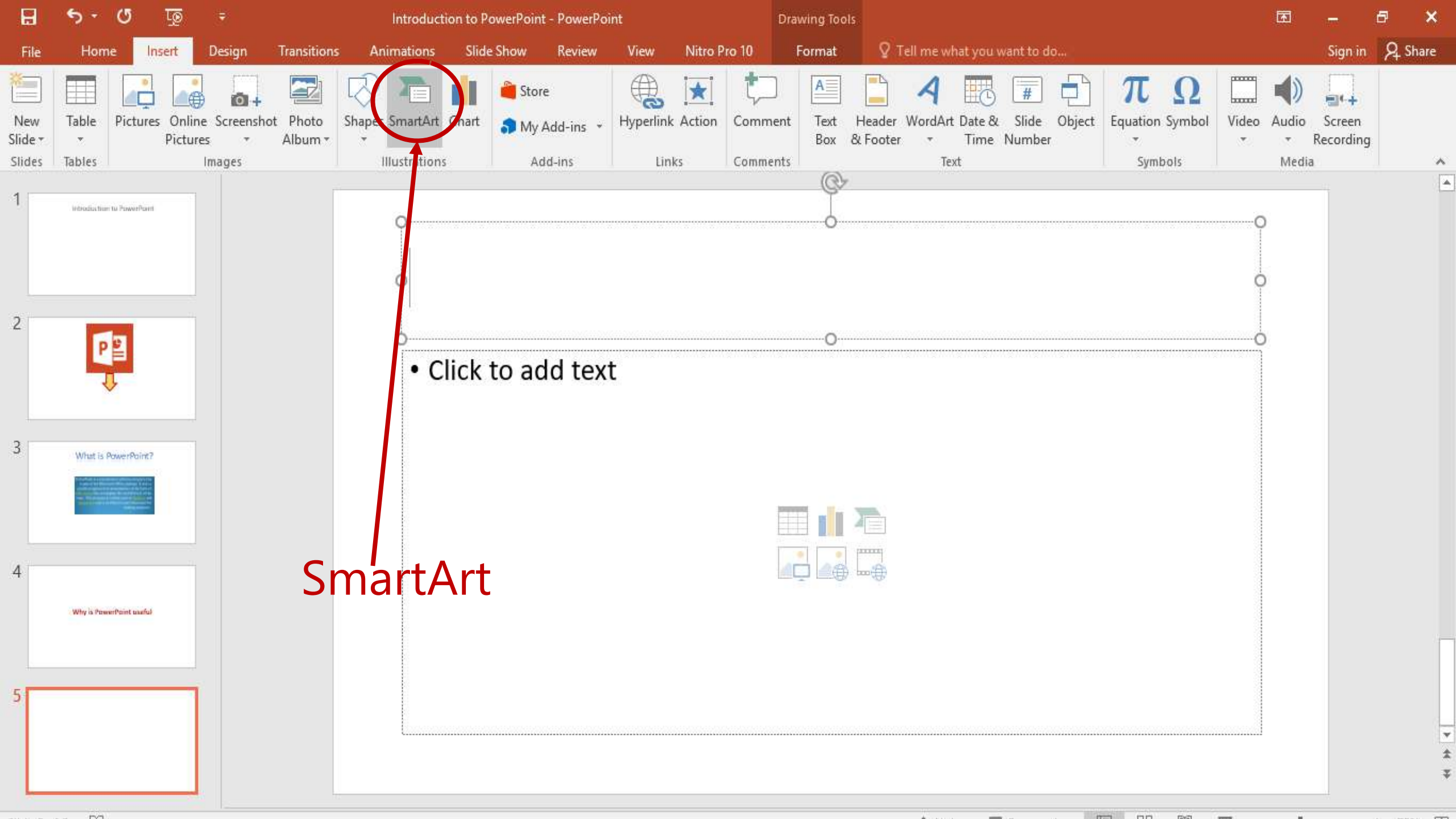
Click to add text

Slide 3 of 3

Notes | Comments | 73%

10:52 AM
5/25/2017

How to insert a smart art


Introduction to PowerPoint - PowerPoint
Drawing Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Nitro Pro 10
Format
Tell me what you want to do...
Sign in
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Screenshot
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Shapes
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Store
My Add-ins
Hyperlink
Action
Comment
Text Box
Header & Footer
WordArt
Date & Time
Slide Number
Object
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Audio
Screen Recording
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• Click to add text
SmartArt

Introduction to PowerPoint - PowerPoint

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Paste | Cut | Copy | Format Painter — Clipboard

New Slide | Layout | Reset | Section — Slides

44 — Font

Text Direction | Align Text | Convert to SmartArt — Paragraph

Arrange | Quick Styles | Shape Fil | Shape Ou | Shape Eff — Drawing

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What is PowerPoint?

4

Why is PowerPoint useful

5

How to Draw Flow Charts

Presentation1 - PowerPoint (Product Activation Failed)

Drawing To...

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Format

Tell me what you want to do...

Samankumara Hettige | Share

New Slide | Table | Pictures | Online Pictures | Screenshot | Photo Album | Shapes | SmartArt | Chart | Store | My Add-ins | Hyperlink | Action | Comment | Text Box | Header & Footer | WordArt | Date & Time | Slide Number | Object | Equation | Symbol | Video | Audio | Screen Recording

Slides | Tables | Images | Illustrations | Add-ins | Links | Comments | Text | Symbols | Media

1

Choose a SmartArt Graphic

- All
- List
- Process
- Cycle
- Hierarchy
- Relationship
- Matrix
- Pyramid
- Picture
- Office.com

Basic Block List

Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.

OK | Cancel

Slide 1 of 1 | English (United States) | Notes | Comments | 70%

ENG | 11:34 AM | 9/7/2017

Insert a Graph

Introduction to PowerPoint - PowerPoint

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New Slide | Table | Pictures | Online Pictures | Screenshot | Photo Album | Shapes | SmartArt | Store | Video | Audio | Screen Recording | Symbol

Slides | Tables | Images | Illustrations | Media

Insert Chart

All Charts

- Recent
- Templates
- Column
- Line
- Pie
- Bar
- Area
- X Y (Scatter)
- Stock
- Surface
- Radar
- Treemap
- Sunburst
- Histogram
- Box & Whisker
- Waterfall
- Combo

Clustered Column

Chart Title

Category 1 | Category 2 | Category 3 | Category 4

Series1 | Series2 | Series3

OK | Cancel

Chart

Select the type of graph you need

Introduction to PowerPoint - PowerPoint

Chart Tools

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Design | Format | Tell me what you want to do... | Sign in | Share

Add Chart Element | Quick Layout | Change Colors | Chart Styles | Switch Row/ Column | Select Data | Edit Data | Refresh Data | Change Chart Type

Chart Layouts | Chart Styles | Data | Type

Chart in Microsoft P...

	A	B	C	D
1		Series 1	Series 2	Series 3
2	Category 1	4.3	2.4	2
3	Category 2	2.5	4.4	2
4	Category 3	3.5	1.8	3
5	Category 4	4.5	2.8	5
6				

Chart Title

Give your Title

Edit data

Category 1 | Category 2 | Category 3 | Category 4

Series 1 | Series 2 | Series 3

Slide 6 of 6

Notes | Comments | 73%

3:20 PM 5/5/2017

Exercise 3

- Draw a bar chart for the following data with chart title " ICT Literacy, Computer penetration and Internet penetration Development in Sri Lanka" .

	Computer literacy	Computer penetration	Internet penetration
2004	9.8	3.8	0.7
2008	16.1	8.2	3.81
2012	40	20.2	12.5

Kelaniya Medicine

Introduction to PowerPoint - PowerPoint

Chart Tools

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Design | Format | Tell me what you want to do... | Sign in | Share

Paste | Cut | Copy | Format Painter | Clipboard | New Slide | Layout | Reset | Section | Slides | Font | Text Direction | Align Text | Convert to SmartArt | Paragraph | Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects | Drawing | Find | Replace | Select | Editing

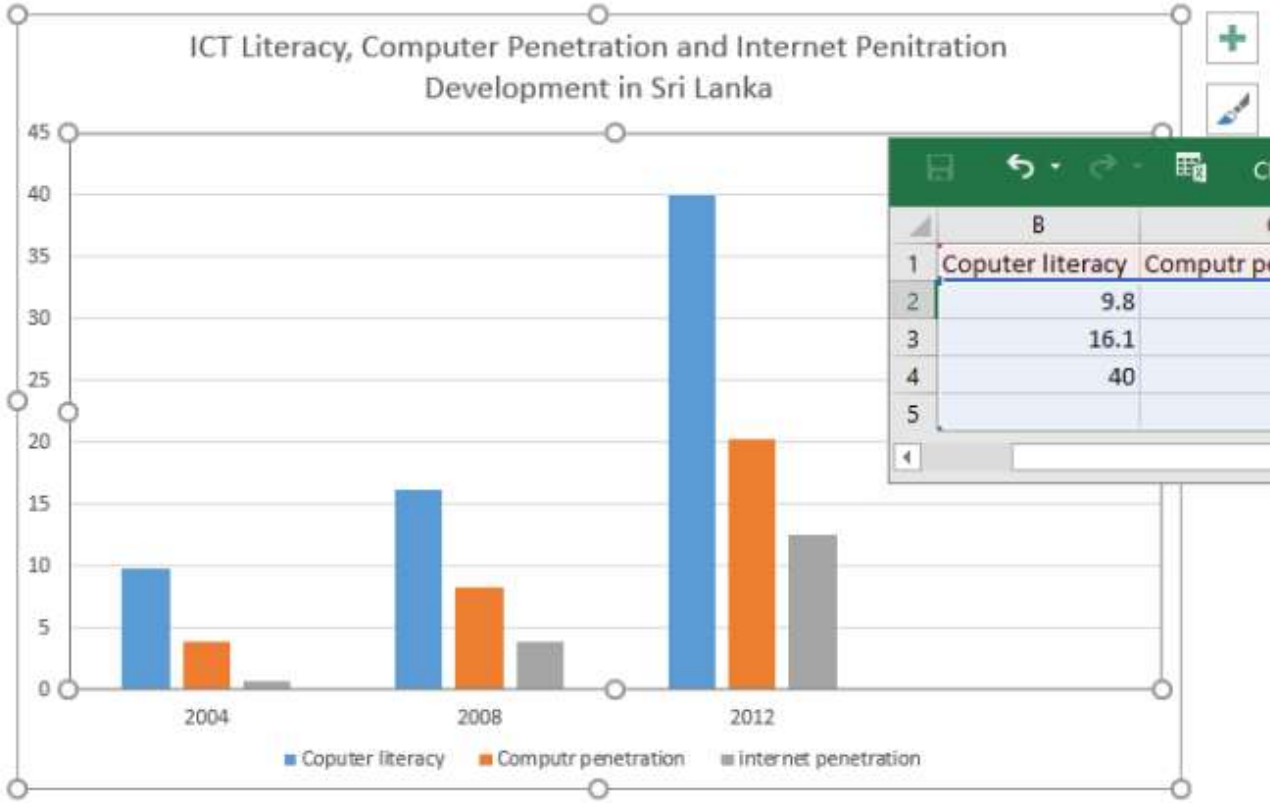


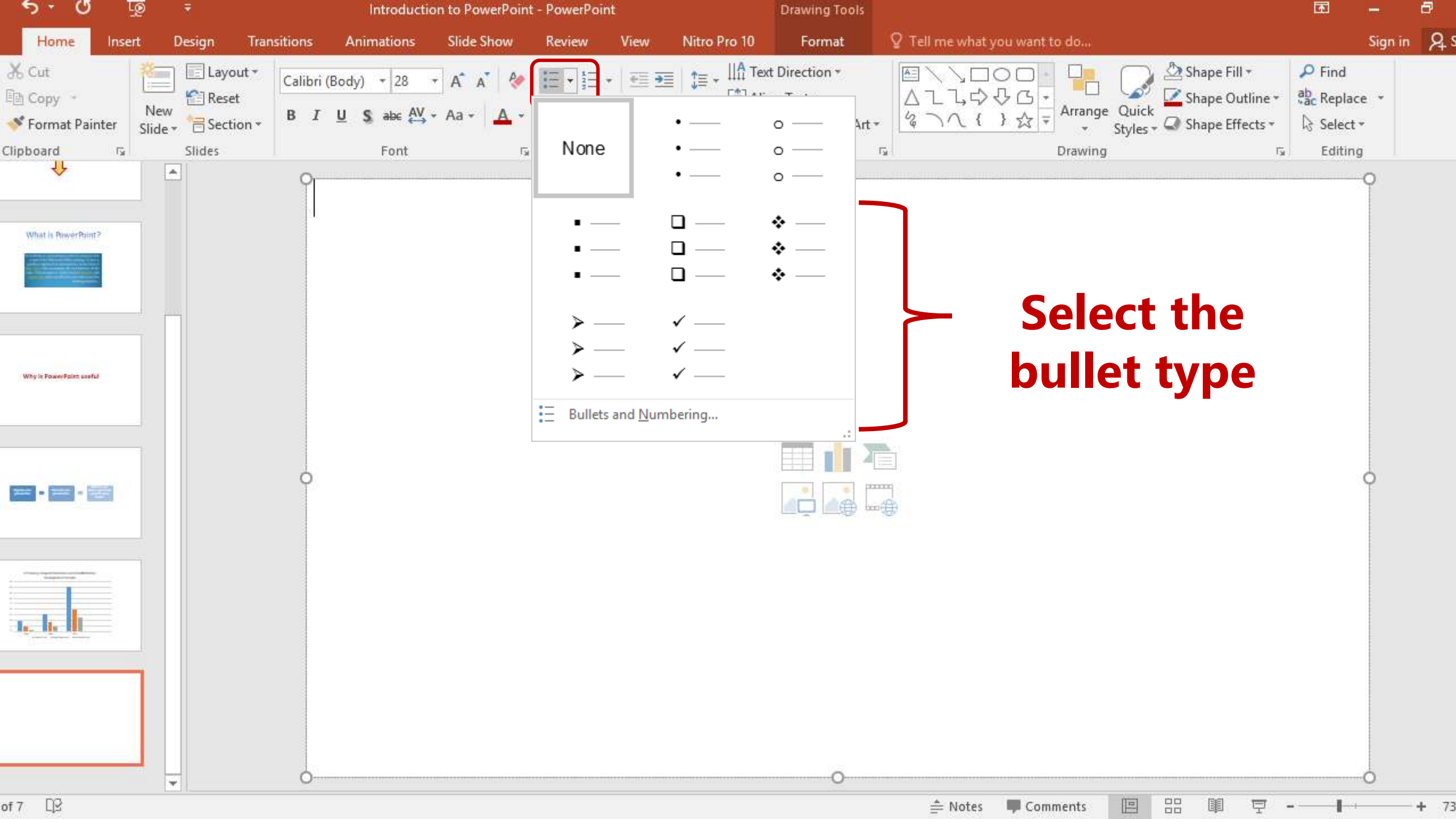
Chart in Microsoft PowerPoint

	B	C	D
1	Coputer literacy	Computr penetration	internet penetration
2	9.8	3.8	0.7
3	16.1	8.2	3.81
4	40	20.2	12.5
5			

Slide 6 of 6 | Notes | Comments | 73%

3:41 PM 5/5/2017

Insert Bullet Points


Introduction to PowerPoint - PowerPoint
Drawing Tools
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
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Tell me what you want to do...
Sign in
Cut
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New Slide
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Section
Slides
Calibri (Body)
28
Font
Text Direction
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
None
Bullets and Numbering...
Select the bullet type
Notes
Comments
of 7

Remake affliated - PowerPoint

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Paste | Cut | Copy | Format Painter | Clipboard

New Slide | Layout | Reset | Section | Slides

28 | Font

Text Direction | Align Text | Convert to SmartArt | Paragraph

Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects | Drawing

Find | Replace | Select | Editing

2

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4

What is PowerPoint?

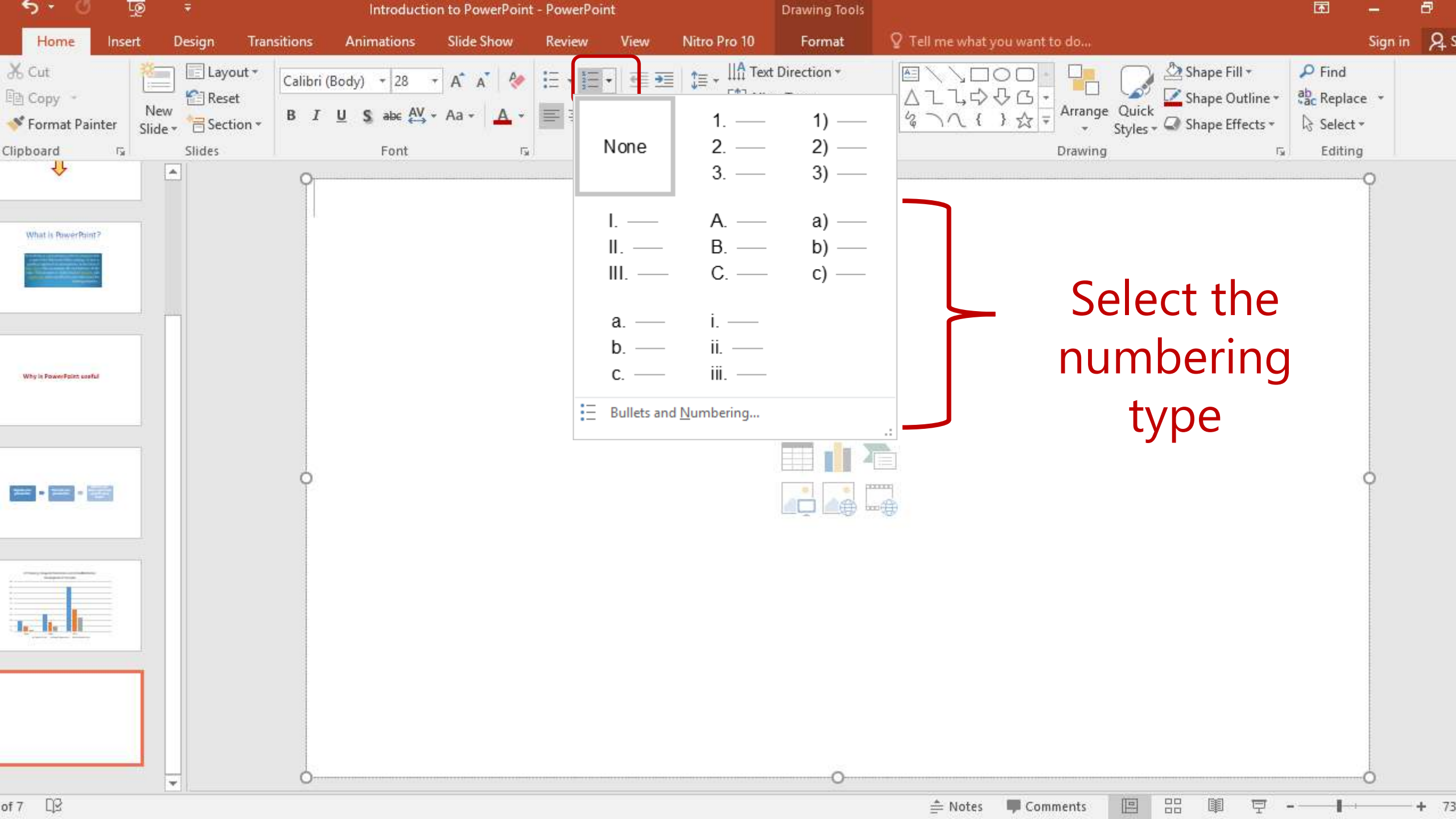
5

6

Click to add title

• Click to add text

Numbering


Introduction to PowerPoint - PowerPoint
Drawing Tools
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
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New Slide
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I.
II.
III.
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Remake affliated - PowerPoint

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Paste | Cut | Copy | Format Painter — Clipboard

New Slide | Layout | Reset | Section — Slides

44 — Font

Text Direction | Align Text | Convert to SmartArt — Paragraph

Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects — Drawing

Find | Replace | Select — Editing

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6

7

Click to add title

• Click to add text

Exercise 4

1. Go to the Presentation that you saved earlier.
2. Insert a new slide (**Title and content layout)** and title it as " Main Breeds" .
3. Click on "Click to add text "area (Place holder).
4. Copy the text from the second Paragraph from the Word document given in the Common Folder.
5. Insert arrow bullets and change its color to red.

Main Breeds

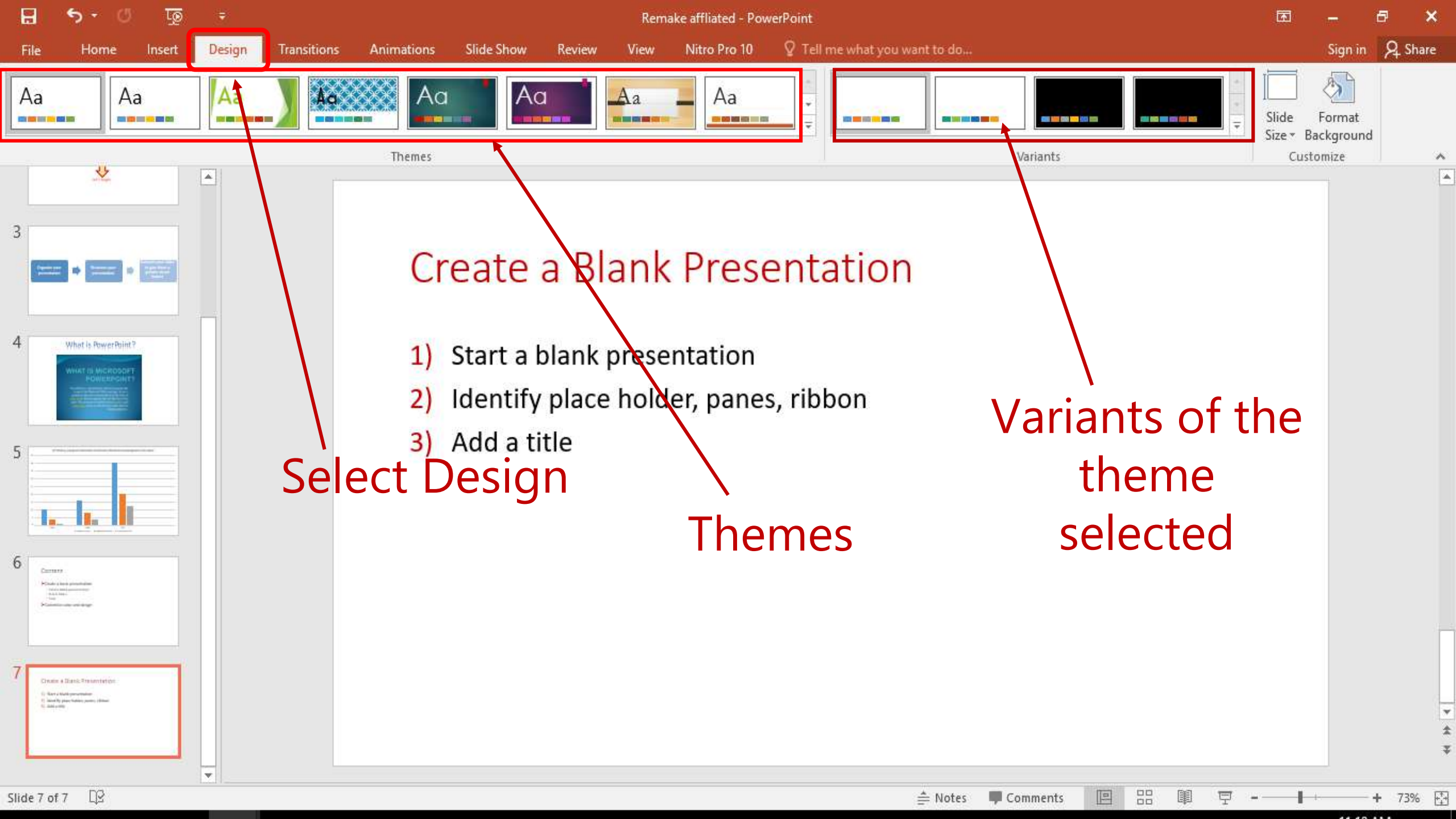
- Basset Hound
- Beagle
- Belgian Malinois
- Bloodhound
- English Cocker Spaniel
- Doberman Pinscher
- Dutch Shepherd
- Springer Spaniel
- German Shepherd
- German Shorthaired Pointer
- Labrador Retriever

Finalize and Review

➢Finalize and review

- Design the presentation
  - Applying professional designs
- Preview your slide show before delivering

Design the presentation


Remake affliated - PowerPoint
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Insert
Design
Transitions
Animations
Slide Show
Review
View
Nitro Pro 10
Tell me what you want to do...
Sign in
Share
Themes
Variants
Slide Size
Format Background
Customize
Create a Blank Presentation
1) Start a blank presentation
2) Identify place holder, panes, ribbon
3) Add a title
Select Design
Themes
Variants of the theme selected
Slide 7 of 7
Notes
Comments
73%

File Home Insert Design Transitions Animations Slide Show Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

Paste Cut Copy Format Painter Clipboard
New Slide Layout Reset Section Slides
44 Font
Text Direction Align Text Convert to SmartArt Paragraph
Arrange Quick Styles Shape Fill Shape Outline Shape Effects Drawing
Find Replace Select Editing

3

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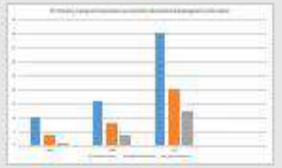


6

7

Create a Blank Presentation

1) Start a blank presentation
2) Identify place holder, panes, ribbon
3) Add a title

Exercise 5

1. Go to the PowerPoint presentation that you saved.
2. Select Design.
3. Apply the "Wisp" theme to all slides.
4. Apply the blue variant.
5. Preview the slides using slide show.

Police Dog

Introduction

A police dog, is a dog that is specifically trained to assist police and other law-enforcement personnel. Their duties include searching for drugs and explosives, locating missing people, finding crime scene evidence, and protecting their handlers. Police dogs must remember several verbal cues and hand gestures. The most commonly used breeds are the German Shepherd, Belgian Malinois and Rottweiler.

Police Dog Breeds

Popular Dogs

Main Breeds

- Basset Hound
- Beagle
- Belgian Malinois
- Bloodhound
- English Cocker Spaniel
- Doberman Pinscher
- Dutch Shepherd
- Springer Spaniel
- German Shepherd
- German Shorthaired Pointer
- Labrador Retriever

➢ Add transitions to slides

- Add a Transition
- Add and remove sounds to a transition

Add transitions to a slide

Introduction to PowerPoint - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

Preview

None | Cut | Fade | Push | Wipe | Split | Reveal | Random Bars | Shape | Uncover

Transition to This Slide

Effect Options

Sound: [No Sound]
Duration: 02.00
Apply To All

Advance Slide
On Mouse Click
After: 00:00.00

Timing

Select Transition

Select a transition

CLICK TO ADD TITLE

• CLICK TO ADD TEXT

Slide 9 of 9

Notes | Comments | 73%

Introduction to PowerPoint - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

Paste | Cut | Copy | Format Painter — Clipboard

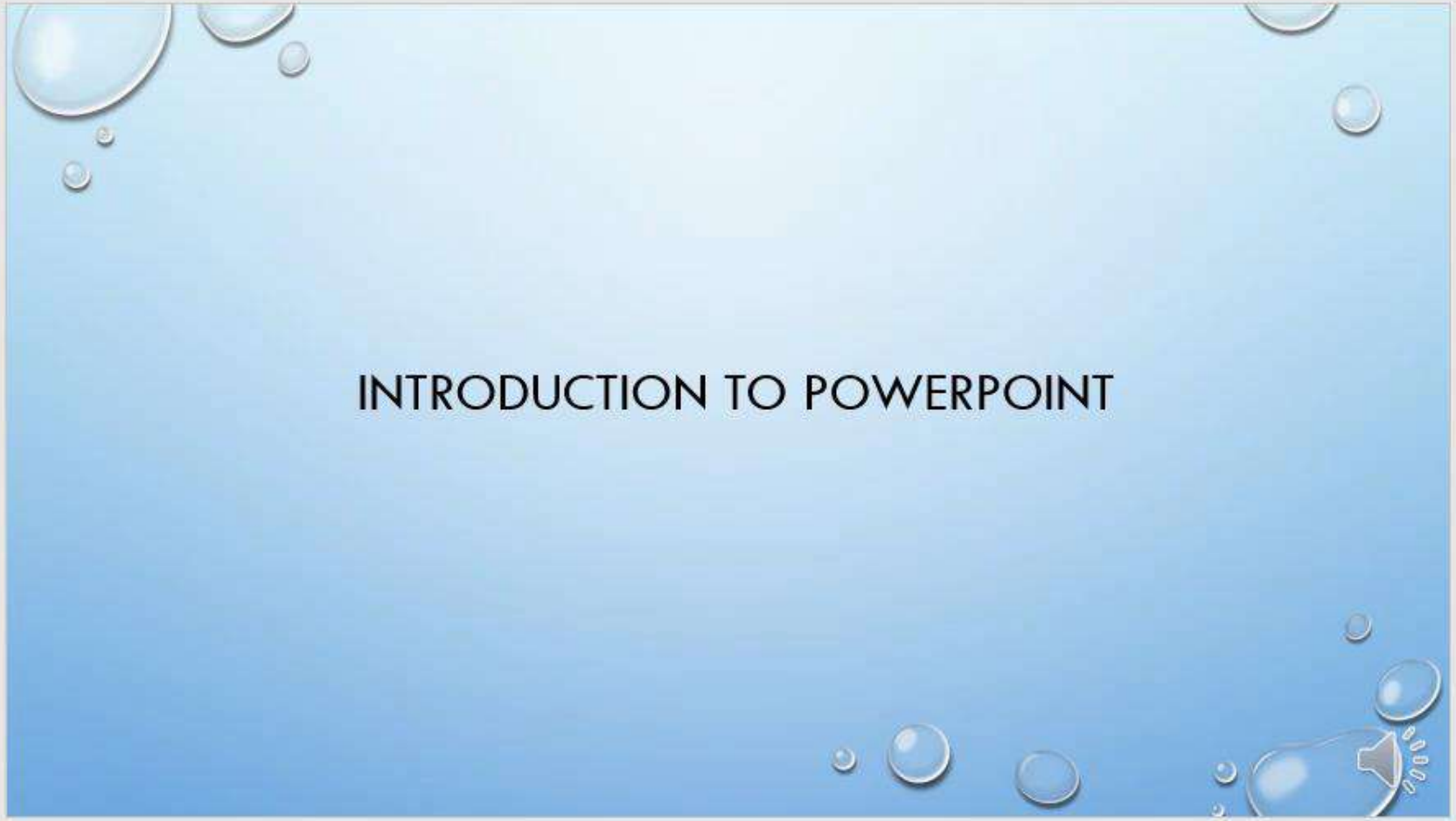
New Slide | Layout | Reset | Section — Slides

Font

Text Direction | Align Text | Convert to SmartArt — Paragraph

Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects — Drawing

Find | Replace | Select — Editing



Click to add notes

Slide 1 of 15

Notes | Comments | 69%

10:00 AM
5/25/2017

Introduction to PowerPoint - PowerPoint

Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in

None | Cut | Fade | Push | Wipe | Split | Reveal | Random Bars | Shape | Uncover

Effect Options

Transition to This Slide

Sound: [No Sound]

Duration: 06.00

Apply To All

Advance Slide

On Mouse Click

After: 00:00.00

Timing

Remove transition

INTRODUCTION TO POWERPOINT

of 9

Notes | Comments

Add a sound to a transition

Introduction to PowerPoint - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

Preview

None | Cut | Fade | Push | Wipe | Split | Reveal | Random Bars | Shape | Uncover

Transition to This Slide

Effect Options

Sound: [No Sound] | Advance Slide

Duration | Apply To | lick | .00

[No Sound]
[Stop Previous Sound]
Applause
Arrow
Bomb
Breeze
Camera
Cash Register
Chime
Click
Coin
Drum Roll
Explosion
Hammer
Laser
Push
Suction
Typewriter
Voltage
Whoosh
Wind
Other Sound...
Loop Until Next Sound

INTRODUCTION TO POWERPOINT

Slide 1 of 9 | Notes | Comments | 73%

Remove sounds from transitions

Introduction to PowerPoint - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

Preview

None | Cut | Fade | Push | Wipe | Split | Reveal | Random Bars | Shape | Uncover

Transition to This Slide

Effect Options

Sound: [No Sound]

Duration

Apply To

Advance Slide

Click

[No Sound]
[Stop Previous Sound]
Applause
Arrow
Bomb
Breeze
Camera
Cash Register
Chime
Click
Coin
Drum Roll
Explosion
Hammer
Laser
Push
Suction
Typewriter
Voltage
Whoosh
Wind
Other Sound...
Loop Until Next Sound

INTRODUCTION TO POWERPOINT

Slide 1 of 9

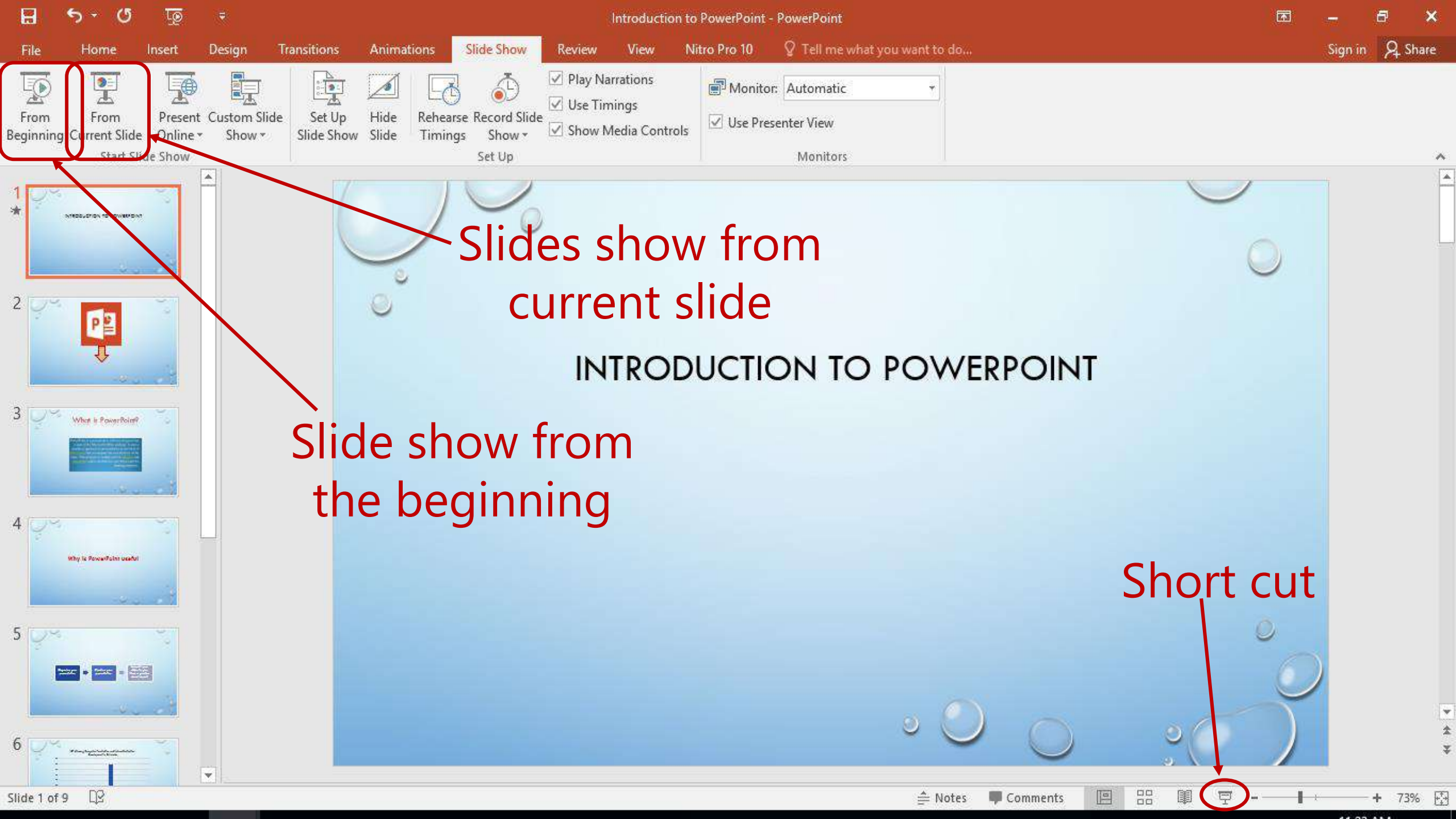
Notes | Comments | 73%

Exercise 6

1. Back to the slides and go to the 1st slide (Title slide).
2. Select Transitions and add "Ripple " transition to the 1st slide.
3. Insert the transition sound " **Chime"** .
4. Preview your presentation using presenter view.

Police Dog

- **Prepare and run**


Introduction to PowerPoint - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Nitro Pro 10
Tell me what you want to do...
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Share
From Beginning
From Current Slide
Present Online
Custom Slide Show
Start Slide Show
Set Up Slide Show
Hide Slide
Rehearse Timings
Record Slide Show
Play Narrations
Use Timings
Show Media Controls
Set Up
Monitor: Automatic
Use Presenter View
Monitors
Slides show from current slide
INTRODUCTION TO POWERPOINT
Slide show from the beginning
Short cut
Slide 1 of 9
Notes
Comments
73%

Presenter View

Presenter View

- Alt + F5

OR

- Right click on the slide in the slide show and select “Show presenter view” .

SHOW TASKBAR DISPLAY SETTINGS ▾ END SLIDE SHOW

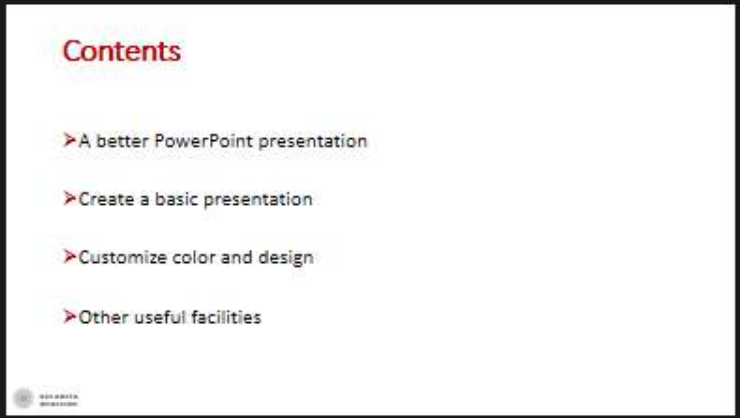
0:00:02 10:41 AM

Introduction to Microsoft Power Point

University of Kelaniya
Faculty of Medicine

Slide 1 of 203

Next slide



No Notes.

Exercise 7

- Preview your saved presentation using "**Presenter View**" .

Contents

➢ Customize and design further

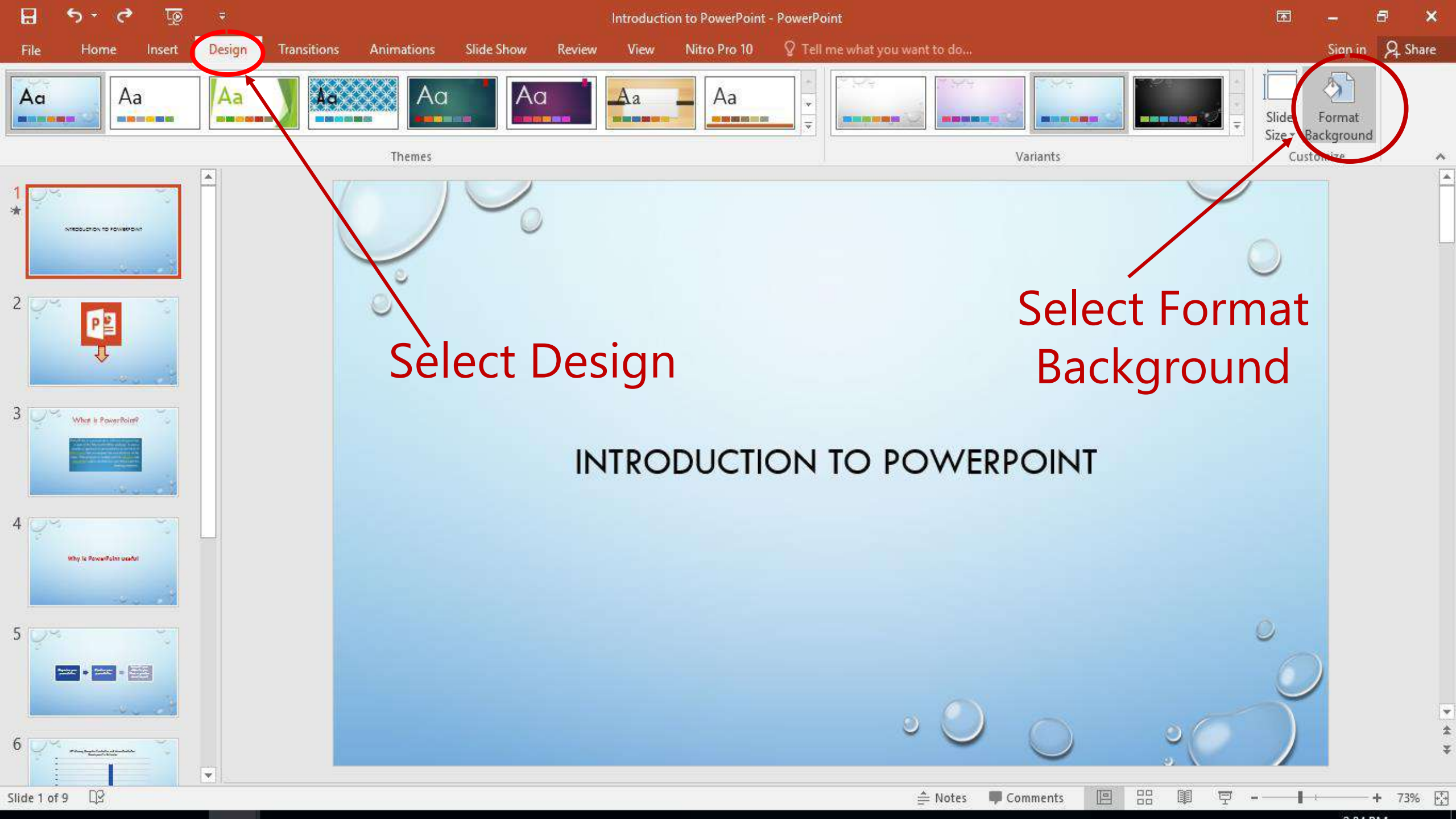
- Backgrounds
- Cropping pictures and Grouping pictures & shapes
- Layers in slides
- Videos
- Print a presentation
- Record a presentation

Backgrounds

- Format Background
  - Solid fill
  - Gradient fill
  - Picture or texture fill
  - Pattern fill
- Slide Master
  - Watermarks and logos

Kelaniya Medicine

Format Backgrounds


Introduction to PowerPoint - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Nitro Pro 10
Tell me what you want to do...
Sign in
Share
Themes
Variants
Slide Size
Format Background
Customize
Select Design
Select Format Background
INTRODUCTION TO POWERPOINT
Slide 1 of 9
Notes
Comments
73%

Solid Fill

Introduction to PowerPoint - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

Themes Variants Slide Size Format Background Customize

INTRODUCTION TO POWERPOINT

Solid Fill

Adjust the transparency to 50%

Select a color

Format Background

Fill

Solid fill

Gradient fill

Picture or texture fill

Pattern fill

Hide background graphics

Color

Tran

Automatic

Theme Colors

Standard Colors

More Colors...

Eyedropper

Apply to All Reset Background

Slide 1 of 9 Notes Comments 68%

Introduction to PowerPoint.pptx - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

Themes Variants Slide Size Format Background Customize

INTRODUCTION TO POWERPOINT

Click to add notes

Format Background

Fill

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

Color

Transparency 50%

Click here

Apply to All Reset Background

Slide 1 of 16 Notes Comments 68%

Gradient Fill

Introduction to PowerPoint - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

Themes Variants Customize

Slide Size Format Background

Gradient Fill

INTRODUCTION TO POWERPOINT

Adjust the gradients, type, direction, angle, color, gradient stops etc.

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%

Apply to All Reset Background

Slide 1 of 9 Notes Comments 68%

Introduction to PowerPoint.pptx - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

Paste | Cut | Copy | Format Painter — Clipboard

New Slide | Layout | Reset | Section — Slides

Font

Text Direction | Align Text | Convert to SmartArt — Paragraph

Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects — Drawing

Find | Replace | Select — Editing

INTRODUCTION TO POWERPOINT

Click to add notes

Picture or texture fill

Introduction to PowerPoint - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

Themes Variants Customize

Slide Size Format Background

Picture or texture Fill

INTRODUCTION TO POWERPOINT

Format Background

Fill

Solid fill

Gradient fill

Picture or texture fill

Pattern fill

Hide background graphics

Insert picture from

File... Clipboard Online...

Texture

Transparency 0%

Tile picture as texture

Offset X 0 pt

Offset Y 0 pt

Scale X 100%

Scale Y 100%

Alignment Top left

Apply to All Reset Background

Slide 1 of 9

Notes Comments 68%

Pattern fill

File Home Insert Design Transitions Animations Slide Show Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

Themes Variants Slide Size Format Background Customize

Pattern Fill

INTRODUCTION TO POWERPOINT

Select a pattern

Pattern Fill

Format Background

Fill

Solid fill

Gradient fill

Picture or texture fill

Pattern fill

Hide background graphics

Pattern

Foreground

Apply to All Reset Background

Slide 1 of 9 Notes Comments 68%

Introduction to PowerPoint.pptx - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

Themes Variants Customize

Slide Size Format Background

INTRODUCTION TO POWERPOINT

Click to add notes

Format Background

Fill

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

Pattern

Foreground

Apply to All Reset Background

Slide 1 of 16 Notes Comments 68%

Reset Background

Introduction to PowerPoint - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

Themes Variants Slide Size Format Background Customize

INTRODUCTION TO POWERPOINT

Reset the background

Format Background

Fill

Solid fill

Gradient fill

Picture or texture fill

Pattern fill

Hide background graphics

Pattern

Foreground

Apply to All Reset Background

Slide 1 of 9 Notes Comments 68%

Slide Master

Slide Master

- Can be used to enter a logo for all slides.

Introduction to PowerPoint - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

Normal Outline View Slide Sorter Notes Page Reading View — Presentation Views

Slide Master Handout Master Notes Master — Master Views

Ruler Gridlines Guides Notes — Show

Zoom Fit to Window — Zoom

Color Grayscale Black and White — Color/Grayscale

New Window Arrange All Cascade Move Split — Window

Switch Windows

Macros — Macros

Select Slide Master

Select View

CLICK TO ADD TITLE

• CLICK TO ADD TEXT

Slide 9 of 9

Notes Comments 73%

Introduction to PowerPoint.pptx - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

Paste | Cut | Copy | Format Painter | Clipboard

New Slide | Layout | Reset | Section | Slides

Font

Text Direction | Align Text | Convert to SmartArt | Paragraph

Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects | Drawing

Find | Replace | Select | Editing

INTRODUCTION TO POWERPOINT

Click to add notes

Cropping pictures and Grouping pictures & shapes

➢Cropping a picture

- **Crop a picture to a shape**
- **Crop to fit or fill a shape**
  - **Fill** sets the picture size to match the shape’ s height or width, whichever is greatest
  - **Fit** sets the picture size so that the picture’ s height and width both match the shape’ s boundaries. This fits as much of the picture into the shape as possible.

Crop a picture to a shape

Introduction to PowerPoint - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

New Slide | Table | Pictures | Online Pictures | Screenshot | Photo Album | Shapes | SmartArt | Chart | Store | My Add-ins | Hyperlink | Action | Comment | Text Box | Header & Footer | WordArt | Date & Time | Slide Number | Object | Equation | Symbol | Video | Audio | Screen Recording

Slides | Tables | Images | Illustrations | Add-ins | Links | Comments | Text | Symbols | Media

Select Insert

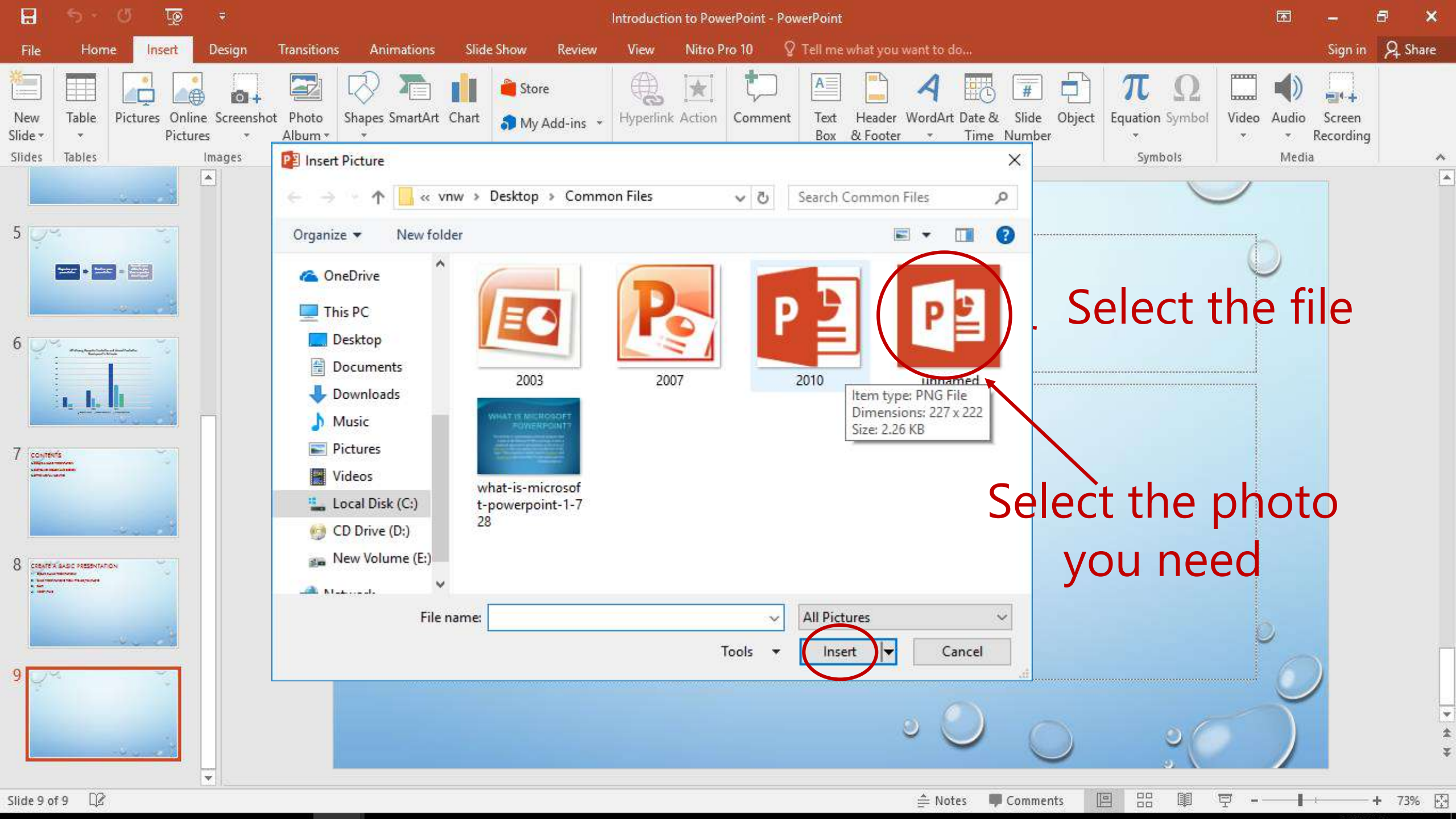
Select Pictures

CLICK TO ADD TITLE

• CLICK TO ADD TEXT

Slide 9 of 9

Notes | Comments | 73%


Introduction to PowerPoint - PowerPoint
File
Home
Insert
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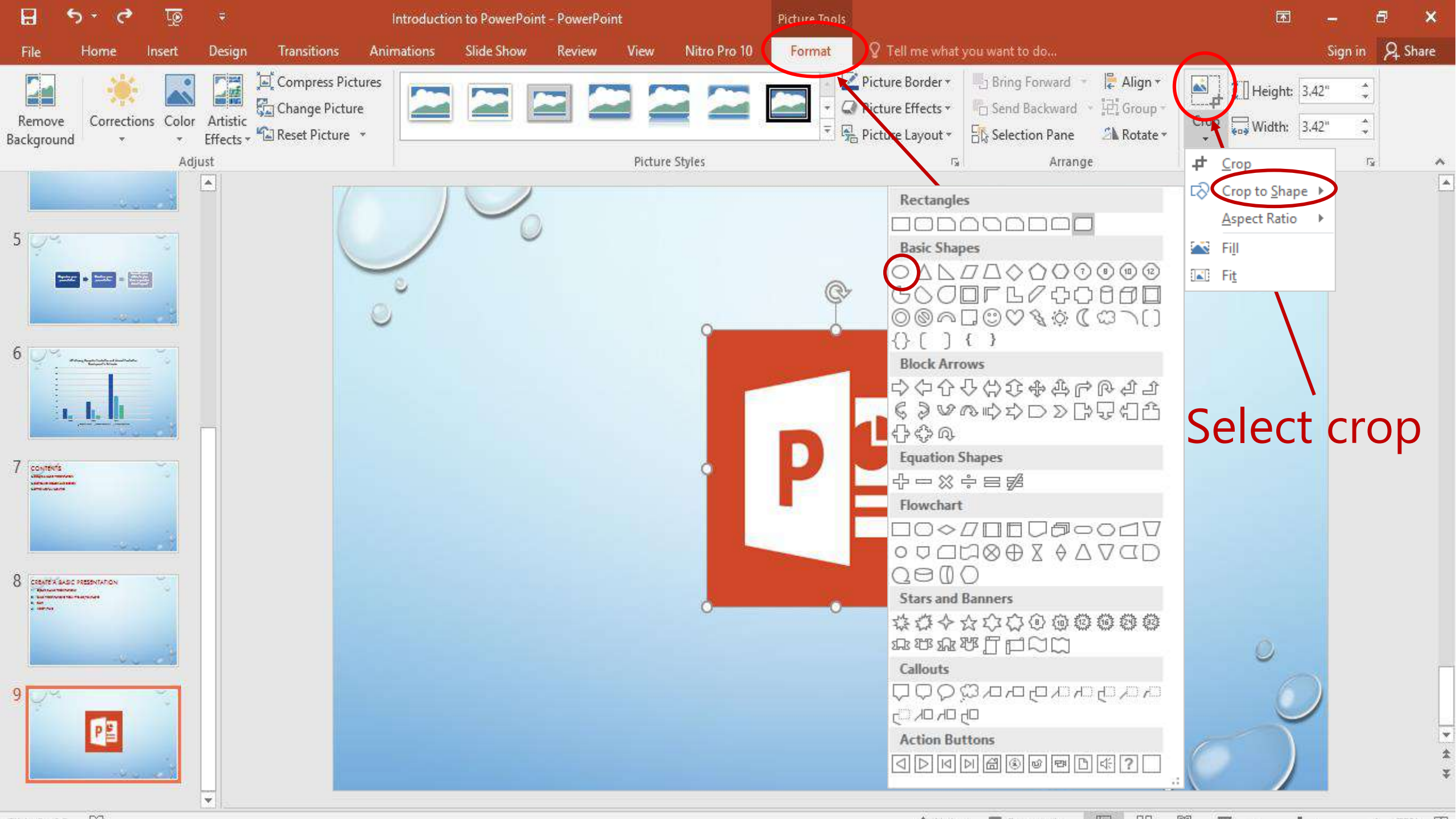
Transitions
Animations
Slide Show
Review
View
Nitro Pro 10
Tell me what you want to do...
Sign in
Share
New Slide
Table
Pictures
Online Pictures
Screenshot
Photo Album
Shapes
SmartArt
Chart
Store
My Add-ins
Hyperlink
Action
Comment
Text Box
Header & Footer
WordArt
Date & Time
Slide Number
Object
Equation
Symbol
Video
Audio
Screen Recording
Slides
Tables
Images
Symbols
Media
Insert Picture
« vnw › Desktop › Common Files
Search Common Files
Organize
New folder
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
CD Drive (D:)
New Volume (E:)
2003
2007
2010
unnamed
Item type: PNG File
Dimensions: 227 x 222
Size: 2.26 KB
what-is-microsoft-powerpoint-1-728
File name:
All Pictures
Tools
Insert
Cancel
Select the file
Select the photo you need
Slide 9 of 9
Notes
Comments
73%


Introduction to PowerPoint - PowerPoint
Picture Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Nitro Pro 10
Format
Tell me what you want to do...
Sign in
Share
Remove Background
Corrections
Color
Artistic Effects
Compress Pictures
Change Picture
Reset Picture
Adjust
Picture Styles
Picture Border
Picture Effects
Picture Layout
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
Height: 3.42"
Width: 3.42"
Crop
Crop to Shape
Aspect Ratio
Fill
Fit
Rectangles
Basic Shapes
Block Arrows
Equation Shapes
Flowchart
Stars and Banners
Callouts
Action Buttons
Select crop

Introduction to PowerPoint.pptx - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

Paste | Cut | Copy | Format Painter | Clipboard

New Slide | Layout | Reset | Section | Slides

Font

Text Direction | Align Text | Convert to SmartArt | Paragraph

Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects | Drawing

Find | Replace | Select | Editing

Click to add notes

Slide 9 of 16

Notes | Comments | 69%

Crop to fill a shape

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Picture Tools

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Format | Tell me what you want to do... | Sign in | Share

Remove Background | Corrections | Color | Artistic Effects | Compress Pictures | Change Picture | Reset Picture

Adjust

Picture Styles

Picture Border | Picture Effects | Picture Layout

Bring Forward | Send Backward | Selection Pane | Align | Group | Rotate

Arrange

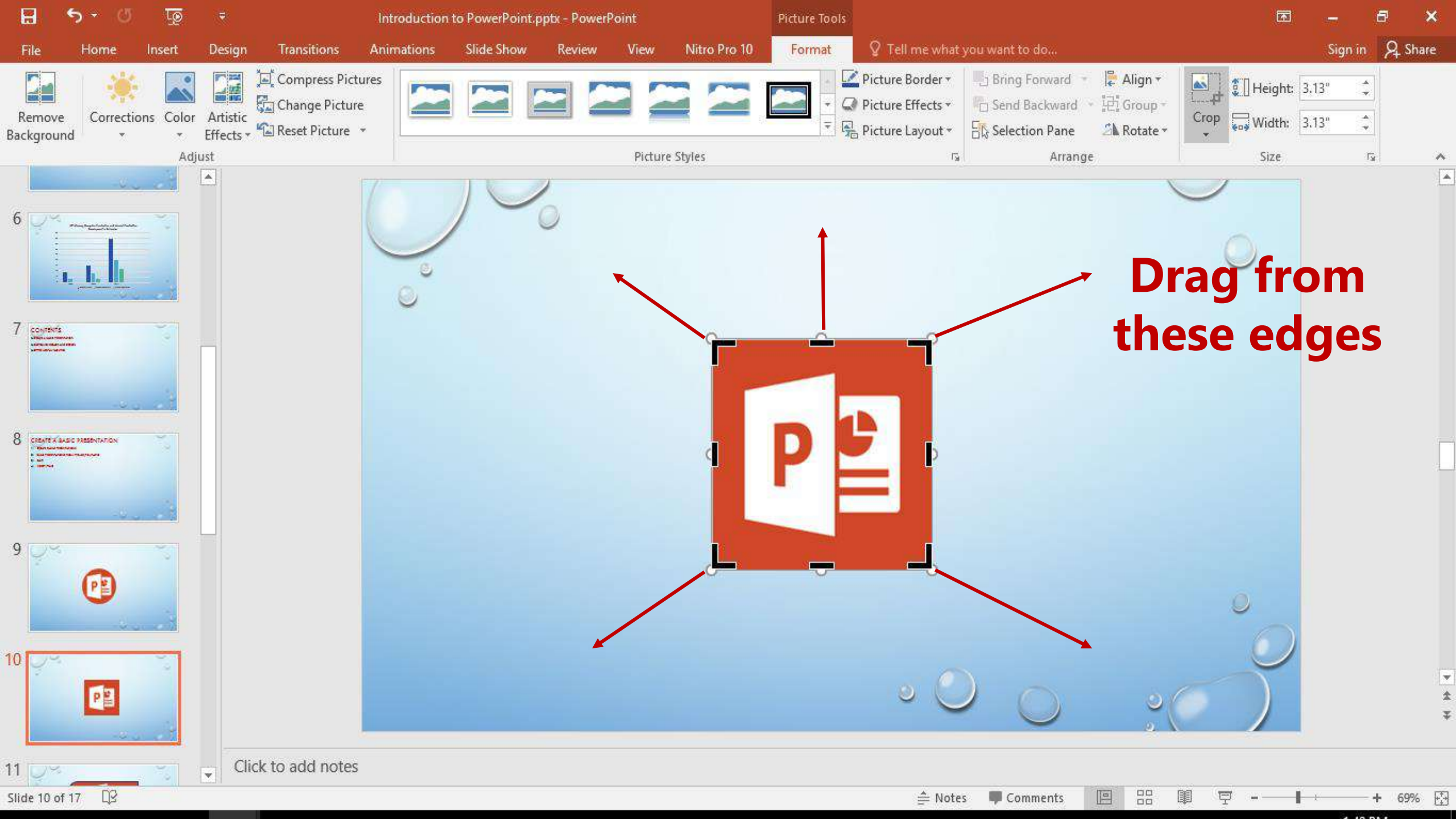
Height: 3.13"

Crop
Crop to Shape
Aspect Ratio
Fill
Fit

Click to add notes

Slide 10 of 17

Notes | Comments | 69%


Introduction to PowerPoint.pptx - PowerPoint
Picture Tools
File
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Insert
Design
Transitions
Animations
Slide Show
Review
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Nitro Pro 10
Format
Tell me what you want to do...
Sign in
Share
Remove Background
Corrections
Color
Artistic Effects
Compress Pictures
Change Picture
Reset Picture
Adjust
Picture Styles
Picture Border
Picture Effects
Picture Layout
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
Crop
Height: 3.13"
Width: 3.13"
Size
Drag from these edges
Click to add notes
Slide 10 of 17
Notes
Comments
69%

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Picture Tools

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Format | Tell me what you want to do... | Sign in | Share

Remove Background | Corrections | Color | Artistic Effects | Compress Pictures | Change Picture | Reset Picture

Adjust

Picture Styles

Picture Border | Picture Effects | Picture Layout

Bring Forward | Send Backward | Selection Pane | Align | Group | Rotate

Arrange

Crop | Height: 5.64" | Width: 4.61"

Crop
Crop to Shape
Aspect Ratio
Fill
Fit

Click to add notes

Slide 11 of 16

Notes | Comments | 69%

Introduction to PowerPoint.pptx - PowerPoint

Picture Tools

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Format | Tell me what you want to do... | Sign in | Share

Remove Background | Corrections | Color | Artistic Effects | Compress Pictures | Change Picture | Reset Picture

Adjust

Picture Styles | Picture Border | Picture Effects | Picture Layout

Bring Forward | Send Backward | Selection Pane | Align | Group | Rotate

Arrange

Crop | Height: 5.64" | Width: 4.61"

Size

Click to add notes

Slide 11 of 16

Notes | Comments | 69%

Crop to fit a shape

Introduction to PowerPoint.pptx - PowerPoint

Picture Tools

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Format | Tell me what you want to do... | Sign in | Share

Remove Background | Corrections | Color | Artistic Effects | Compress Pictures | Change Picture | Reset Picture

Adjust

Picture Styles

Picture Border | Picture Effects | Picture Layout

Bring Forward | Send Backward | Selection Pane | Align | Group | Rotate

Arrange

Crop | Height: 3.13" | Width: 3.13"

Crop
Crop to Shape
Aspect Ratio
Fill
Fit

10
11
12
13
14
15

Click to add notes

Slide 12 of 18

Notes | Comments | 69%

Remove Background | Corrections | Color | Artistic Effects | Compress Pictures | Change Picture | Reset Picture
Adjust

Picture Styles | Picture Border | Picture Effects | Picture Layout

Bring Forward | Send Backward | Selection Pane | Align | Group | Rotate
Arrange

Crop | Height: 4.39" | Width: 2.59"
Size

Click to add notes

Introduction to PowerPoint.pptx - PowerPoint

Picture Tools

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Format | Tell me what you want to do... | Sign in | Share

Remove Background | Corrections | Color | Artistic Effects | Compress Pictures | Change Picture | Reset Picture

Adjust

Picture Styles

Picture Border | Picture Effects | Picture Layout

Bring Forward | Send Backward | Selection Pane | Align | Group | Rotate

Arrange

Crop | Height: 4.39" | Width: 2.59"

Crop
Crop to Shape
Aspect Ratio
Fill
Fit

10
11
12
13
14
15

Click to add notes

Slide 12 of 18

Notes | Comments | 69%

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Picture Tools

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Format | Tell me what you want to do... | Sign in | Share

Remove Background | Corrections | Color | Artistic Effects | Compress Pictures | Change Picture | Reset Picture

Adjust

Picture Styles | Picture Border | Picture Effects | Picture Layout

Bring Forward | Send Backward | Selection Pane | Align | Group | Rotate

Arrange

Crop | Height: 4.39" | Width: 2.59"

Size

Click to add notes

Slide 12 of 18

Notes | Comments | 69%

Exercise 8

1. Insert a new slide having the theme **Picture with caption**.
2. Give the title as "**Training**" .
3. Insert the 3rd paragraph from the word document given in common folder.
4. Insert the Picture named as **Training** from the common folder.
5. Crop the picture in to a circle shape.

Training

For a dog to be considered for a Police Department, they must first pass a basic obedience training course. They must be able to obey the commands of their handler without hesitation. This allows the officer to have complete control over how much force the dog should use against a suspect. Dogs trained in Europe are usually given commands in the country's native language. Dogs are initially trained with this language for basic behavior, so, it is easier for the officer to learn new words/commands, rather than retraining the dog to new commands..

➢ Grouping pictures & shapes

- Group shapes, pictures, or other objects.
- Ungroup shapes, pictures, or other objects.

Group

- Insert the pictures you need
  - Insert→ Pictures →Desktop → Common Files→ Insert the selected pictures
  - Ctrl + A
  - Or use mouse to drag the pictures

Introduction to PowerPoint.pptx - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

New Slide | Table | Pictures | Online Pictures | Screenshot | Photo Album | Shapes | SmartArt | Chart | Store | My Add-ins | Hyperlink | Action | Comment | Text Box | Header & Footer | WordArt | Date & Time | Slide Number | Object | Equation | Symbol | Video | Audio | Screen Recording

Slides | Tables | Images | Symbols | Media

Insert Picture

« vnw › Desktop › Common Files

Search Common Files

Organize | New folder

This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
CD Drive (D:)
New Volume (E:)
Resources (Y:)
Network

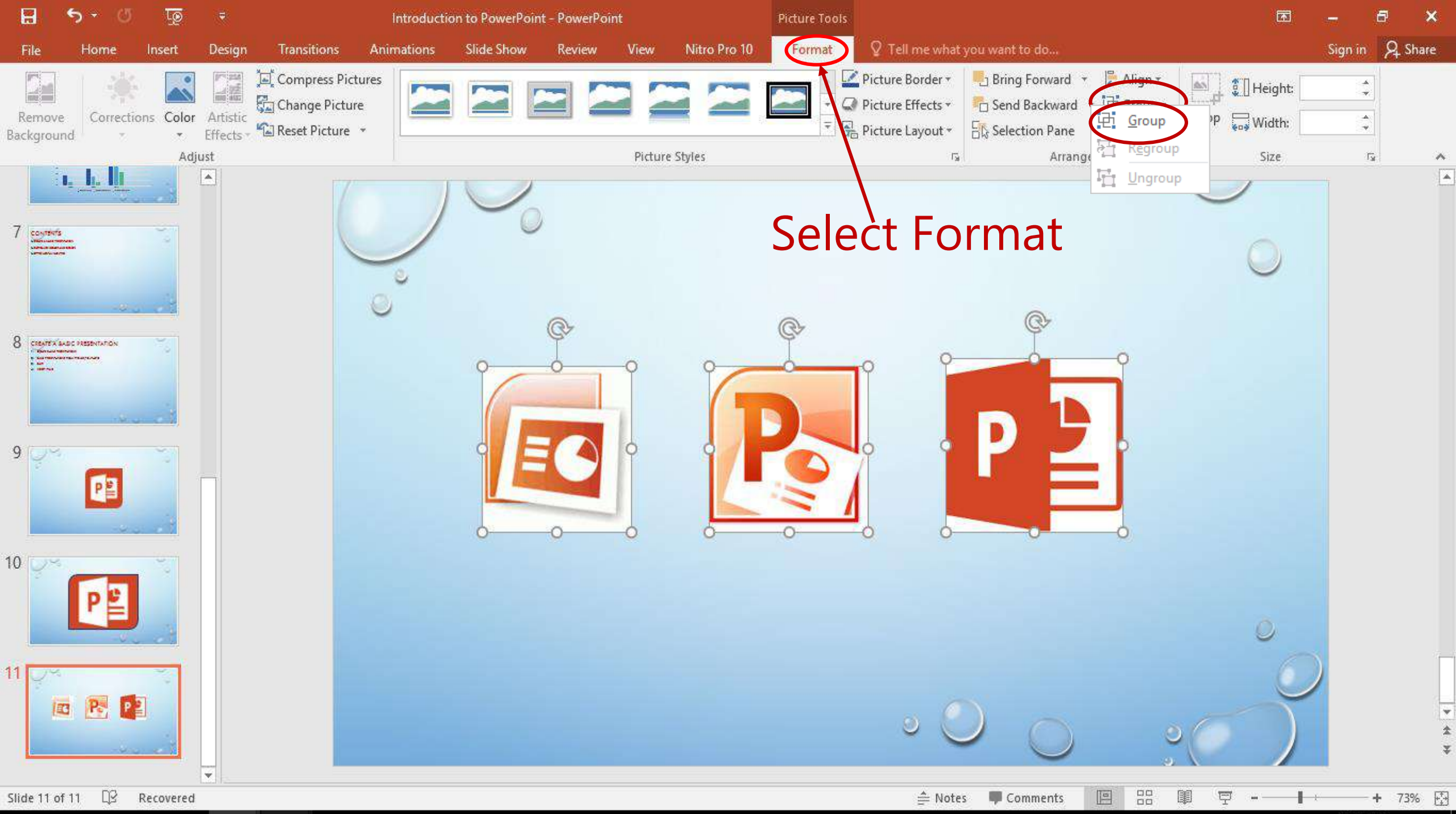
2003.jpg
2007.jpg
2010.png
download.png
fac logo.png
images.png
unnamed.png
what-is-microsoft-powerpoint-1-728.jpg

File name:
All Pictures (*.emf;*.wmf;*.jpg;*

Tools | Insert | Cancel

Click to add notes

Slide 13 of 20 | Notes | Comments | 69%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Picture Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Nitro Pro 10
Format
Tell me what you want to do...
Sign in
Share
Remove Background
Corrections
Color
Artistic Effects
Compress Pictures
Change Picture
Reset Picture
Adjust
Picture Styles
Picture Border
Picture Effects
Picture Layout
Bring Forward
Send Backward
Selection Pane
Group
Regroup
Ungroup
Arrange
Height:
Width:
Size
Select Format
Slide 11 of 11
Recovered
Notes
Comments
73%

Remove Background | Corrections | Color | Artistic Effects | Compress Pictures | Change Picture | Reset Picture
Adjust

Picture Styles | Picture Border | Picture Effects | Picture Layout

Bring Forward | Send Backward | Selection Pane | Align | Group | Rotate
Arrange

Crop | Height: 2.22" | Width: 8.58"
Size

Ungroup

- Ungroups the grouped pictures

- Select on the grouped pictures →Format → Group → Ungroup.

Introduction to PowerPoint - PowerPoint

Drawing Tools | Picture Tools

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Format | Format | Tell me what you want to do... | Sign in | Share

Remove Background | Corrections | Color | Artistic Effects | Compress Pictures | Change Picture | Reset Picture

Adjust

Picture Styles | Picture Border | Picture Effects | Picture Layout

Bring Forward | Send Backward | Selection Pane | Align | Group | Group | Regroup | Ungroup

Arrange

Height: 2.22" | Width: 8.58"

Size

Slide 11 of 11

Notes | Comments | 73%

Remove Background | Corrections | Color | Artistic Effects | Compress Pictures | Change Picture | Reset Picture
Adjust

Picture Styles | Picture Border | Picture Effects | Picture Layout

Bring Forward | Send Backward | Selection Pane | Align | Group | Rotate
Arrange

Crop | Height: | Width:
Size

Exercise 9

1. Insert a new slide having the **Title only** layout.
2. Give the title as “Events” .
3. Insert pictures named **Event1 & Event2** from the common folder.
4. Adjust the pictures to same size.
5. Group the pictures.

Events

Layers in a slide

Introduction to PowerPoint.pptx - PowerPoint

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

Paste | Cut | Copy | Format Painter | Clipboard

New Slide | Layout | Reset | Section | Slides

36 | Font

Text Direction | Align Text | Convert to SmartArt | Paragraph

Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects | Drawing

Find | Replace | Select | Editing

9

10

11

12

13

14

- CLICK TO ADD TEXT

Click to add notes

Move an object to the back or front

1. Select the object.

2. Right-click and select an option

   1. **Send to Back → Send to Back**

   2. **Bring to Front → Bring to Front**

Introduction to PowerPoint.pptx - PowerPoint

Picture Tools

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Format | Tell me what you want to do... | Sign in | Share

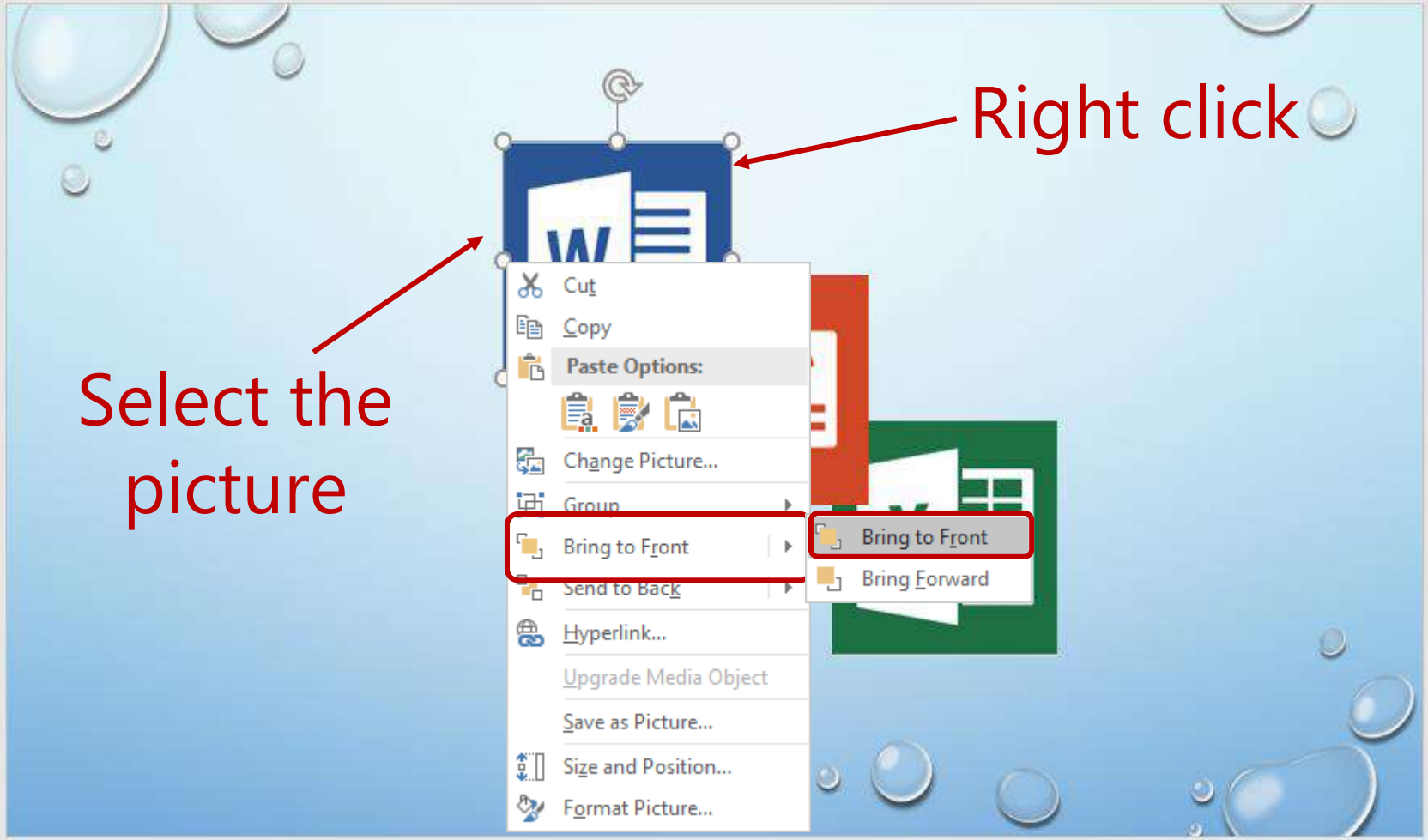
Paste | Cut | Copy | Format Painter | Clipboard

New Slide | Layout | Reset | Section | Slides

Font | Paragraph | Text Direction | Align Text | Convert to SmartArt

Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects | Drawing

Find | Replace | Select | Editing



Click to add notes

Slide 14 of 18 | Notes | Comments | 69%

Introduction to PowerPoint.pptx - PowerPoint

Picture To...

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Format | Tell me what you want to do... | Sign in | Share

Paste | Cut | Copy | Format Painter | Clipboard

New Slide | Layout | Reset | Section | Slides

Font | Paragraph | Text Direction | Align Text | Convert to SmartArt

Arrange | Quick Styles | Shape Fill | Shape Outline | Shape Effects | Drawing

Find | Replace | Select | Editing

11

12

13

14

15

16

Cut
Copy
Paste Options:
Change Picture...
Group
Bring to Front
Send to Back
Hyperlink...
Upgrade Media Object
Save as Picture...
Size and Position...
Format Picture...

Send to Back
Send Backward

Click to add notes

Slide 14 of 18

Notes | Comments | 69%

Exercise 10

1. Insert a new slide having the layout **Picture with capture**.
2. Give the title as "Retirement".
3. Insert the 4th paragraph from the word document.
4. Insert the pictures named as "**Retirement3** and **Retirement 4**".
5. Adjust them to a same size.
6. Arrange the picture as follows.

Retirement

Police dogs are retired if they become injured to an extent where they will not recover completely, pregnant, or raising puppies, or are too old or sick to continue working. Since many dogs are raised in working environments for the first year of their life and retired before they become unable to perform, the working life of a K9 is 6–9 years. If these K9s are killed in the line of duty they get the same honors as their human partners

Videos

- Insert YouTube videos
- Use YouTube embed code in a presentation
- Insert videos from your Onedrive.com account
- Insert videos from your PC
- Requirements for videos to run in PowerPoint

Insert You Tube videos

Introduction to PowerPoint - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

New Slide Table Pictures Online Pictures Screenshot Photo Album Shapes SmartArt Chart Store My Add-ins Hyperlink Action Comment Text Box Header & Footer WordArt Date & Time Slide Number Object Equation Symbol Video Audio Screen Recording

Slides Tables Images Illustrations Add-ins Links Comments Text Symbols

Online Video...
Video on My PC...

Select Insert

Select video

Insert Video

YouTube
The largest worldwide video-sharing community!

Search YouTube

From a Video Embed Code
Paste the embed code to insert a video from a web site

Paste embed code here

Search the You Tube video you want

Sign in with your Microsoft account to insert photos and videos from OneDrive, Facebook, and other sites.

Slide 12 of 12 Notes Comments 73%

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File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Tell me what you want to do... | Sign in | Share

New Slide | Table | Pictures | Online Pictures | Screenshot | Photo Album | Shapes | SmartArt | Chart | Store | My Add-ins | Hyperlink | Action | Comment | Text Box | Header & Footer | WordArt | Date & Time | Slide Number | Object | Equation | Symbol | Video | Audio | Screen Recording

Slides | Tables | Images | Illustrations | Add-ins | Links | Comments | Text | Symbols | Media

BACK TO SITES

YouTube
1000000 search results for powerpoint 2016

powerpoint 2016

Select an item. Insert Cancel

Slide 12 of 12

Notes | Comments | 73%

1:36 PM
5/22/2017

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Video Tools

File | Home | Insert | Design | Transitions | Animations | Slide Show | Review | View | Nitro Pro 10 | Format | Playback | Tell me what you want to do... | Sign in | Share

Play | Corrections | Color | Poster Frame | Reset Design

Preview | Adjust | Video Styles

Video Shape | Video Border | Video Effects

Bring Forward | Send Backward | Selection Pane | Align | Group | Rotate

Arrange

Crop | Height: 7.49" | Width: 13.33"

Size

Slide 12 of 12

Notes | Comments | 73%

2:10 PM
5/22/2017

You Tube embedded code

Introduction to PowerPoint - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

Store
My Add-ins
Add-ins
Hyperlink Action
Links
Comment
Comments
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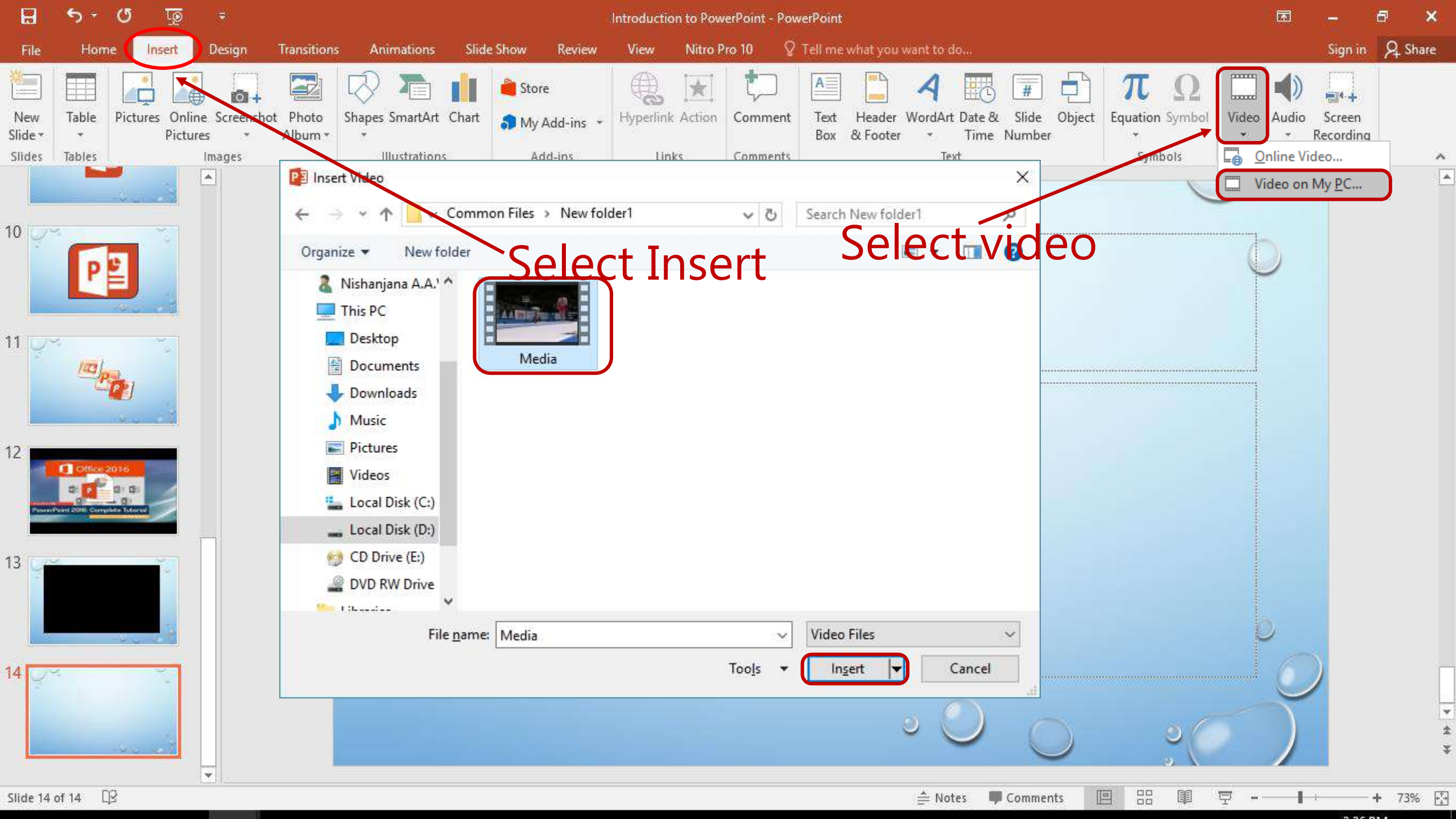
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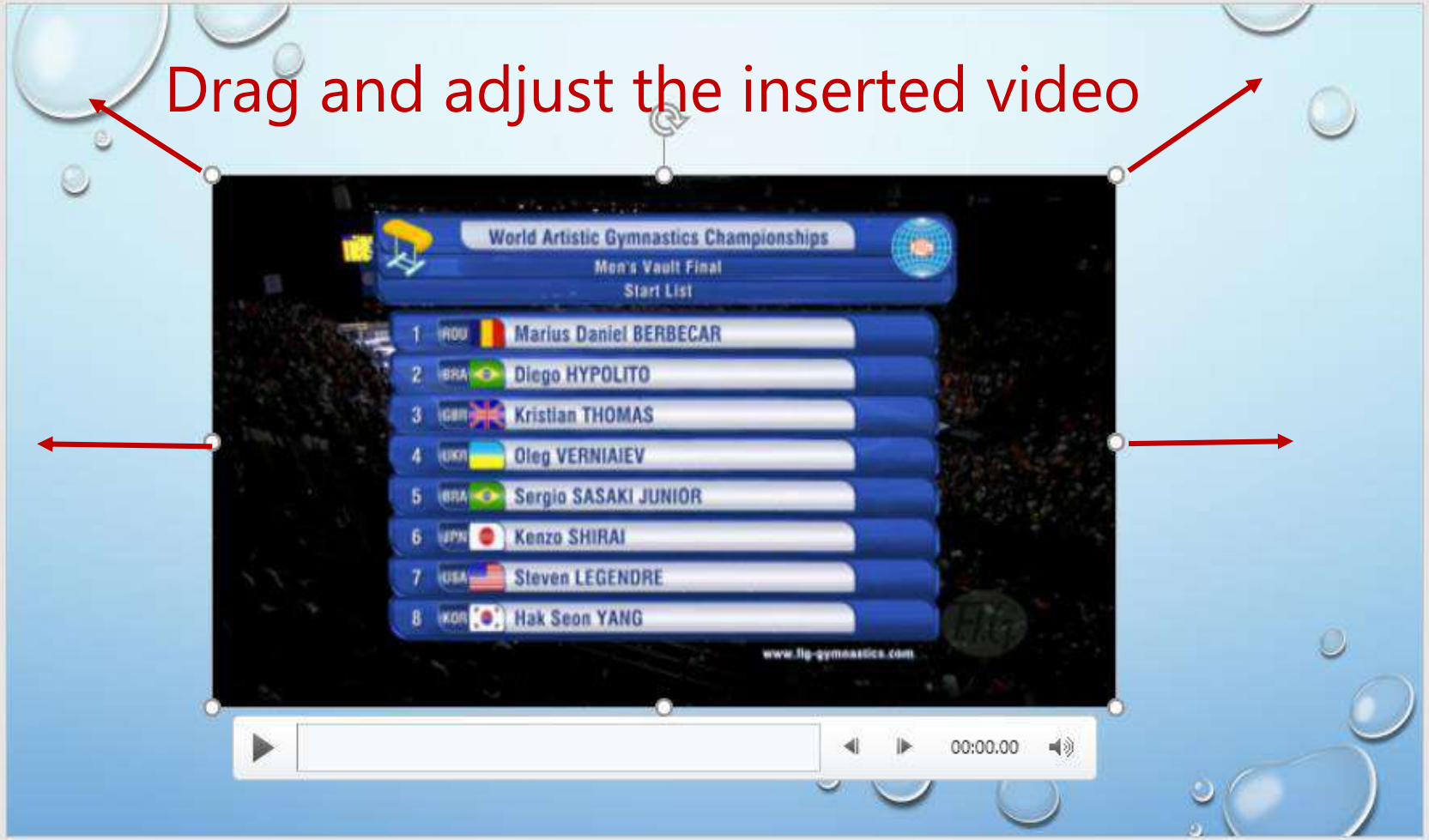

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Men's Vault Final

Start List

1	ROU	Marius Daniel BERBECAR
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3	GBR	Kristian THOMAS
4	UKR	Oleg VERNIAIEV
5	BRA	Sergio SASAKI JUNIOR
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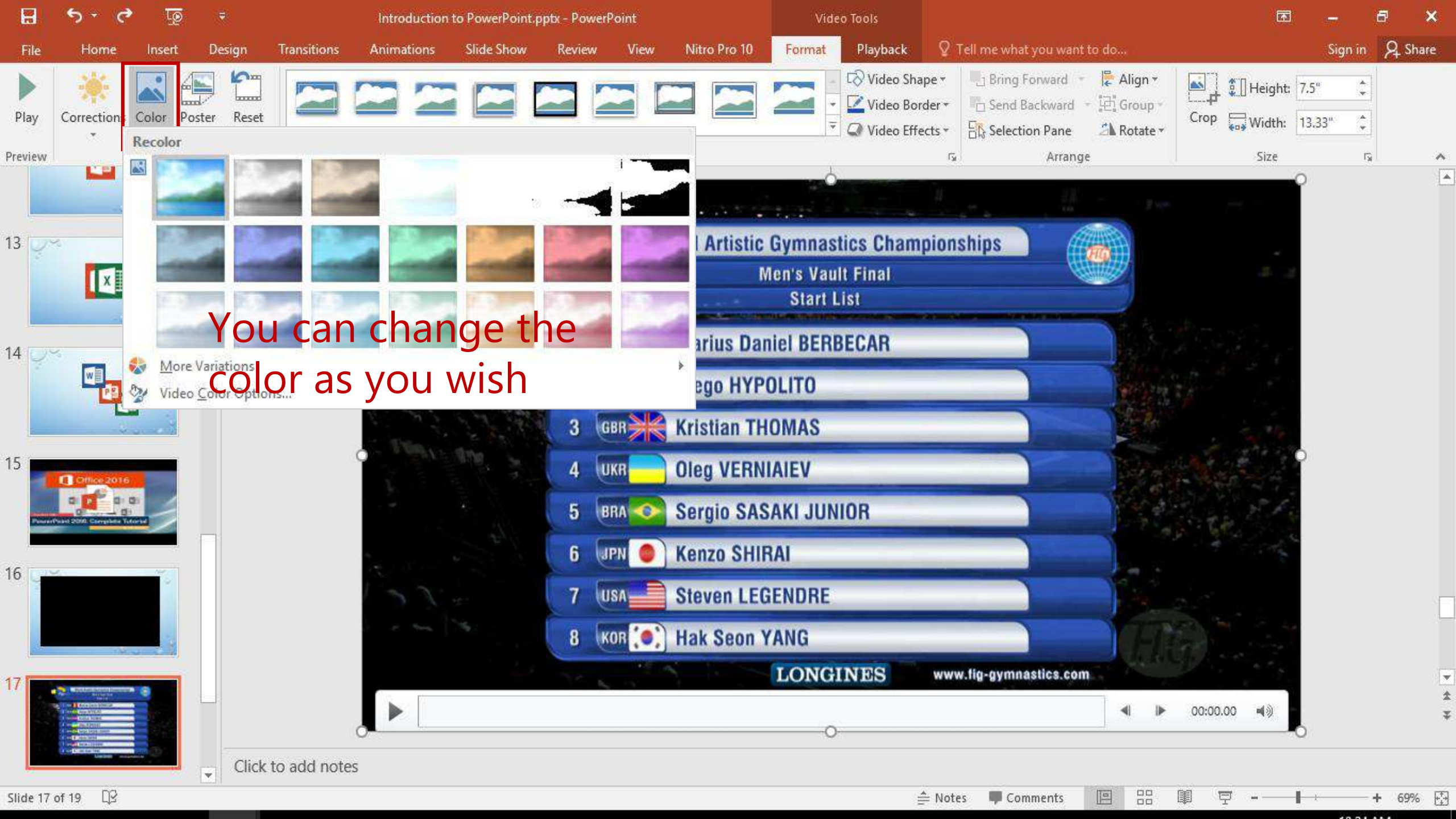
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Review
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Preview | Adjust | Video Styles | Arrange | Size

Select Format

Select a style

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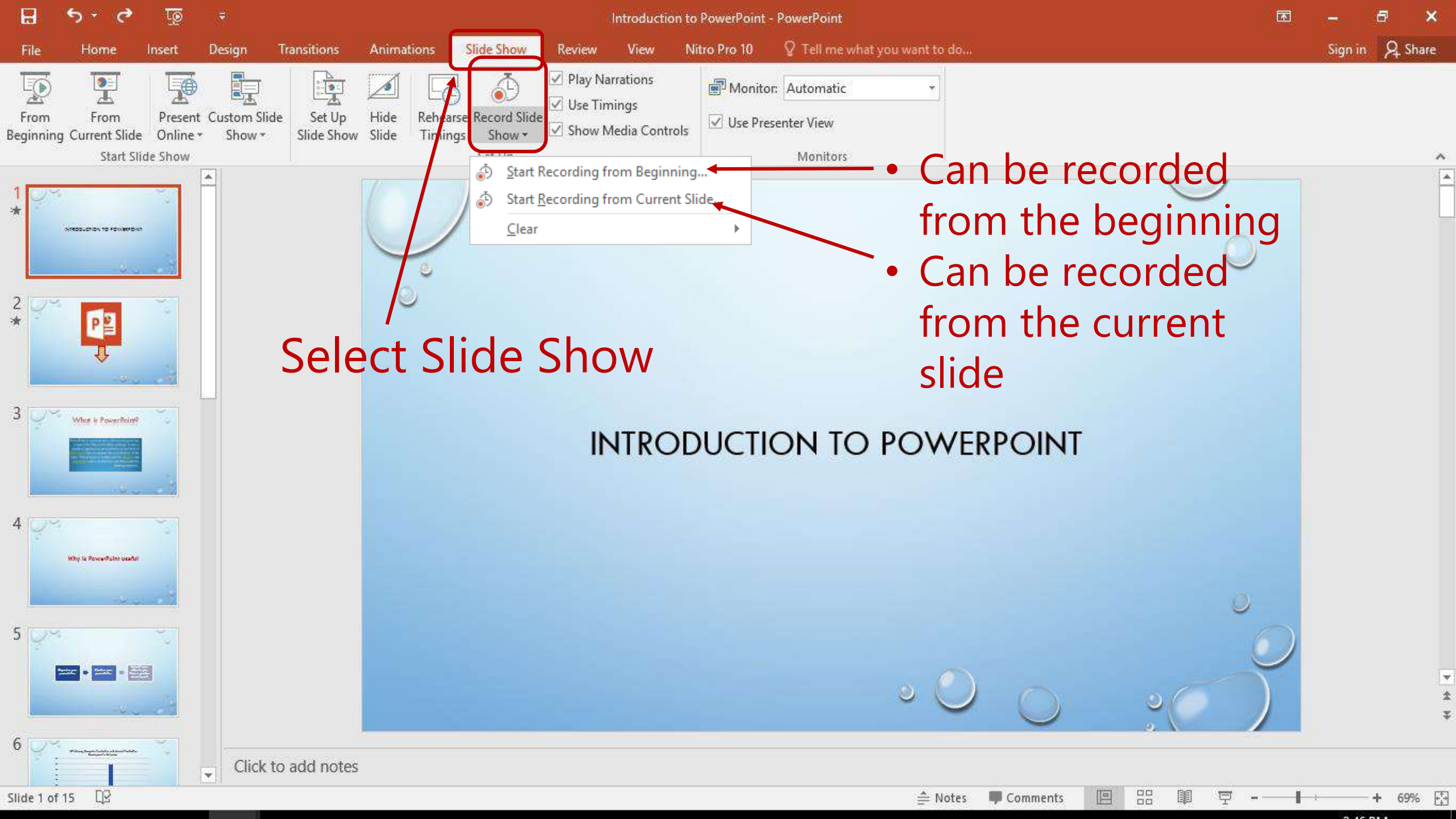
Record a presentation

Why record a Presentation?

- You can practice your presentation corresponding with the time & you can measure the time consuming for the presentation
- Once you have a recorded version you like, others can view the presentation exactly as you intended.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Custom Slide Show
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Rehearse Timings
Record Slide Show
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From Beginning | From Current Slide | Present Online | Custom Slide Show | Set Up Slide Show | Hide Slide | Rehearse Timings | Record Slide Show

Play Narrations
Use Timings
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Monitor: Automatic
Use Presenter View

Start Slide Show | Monitors

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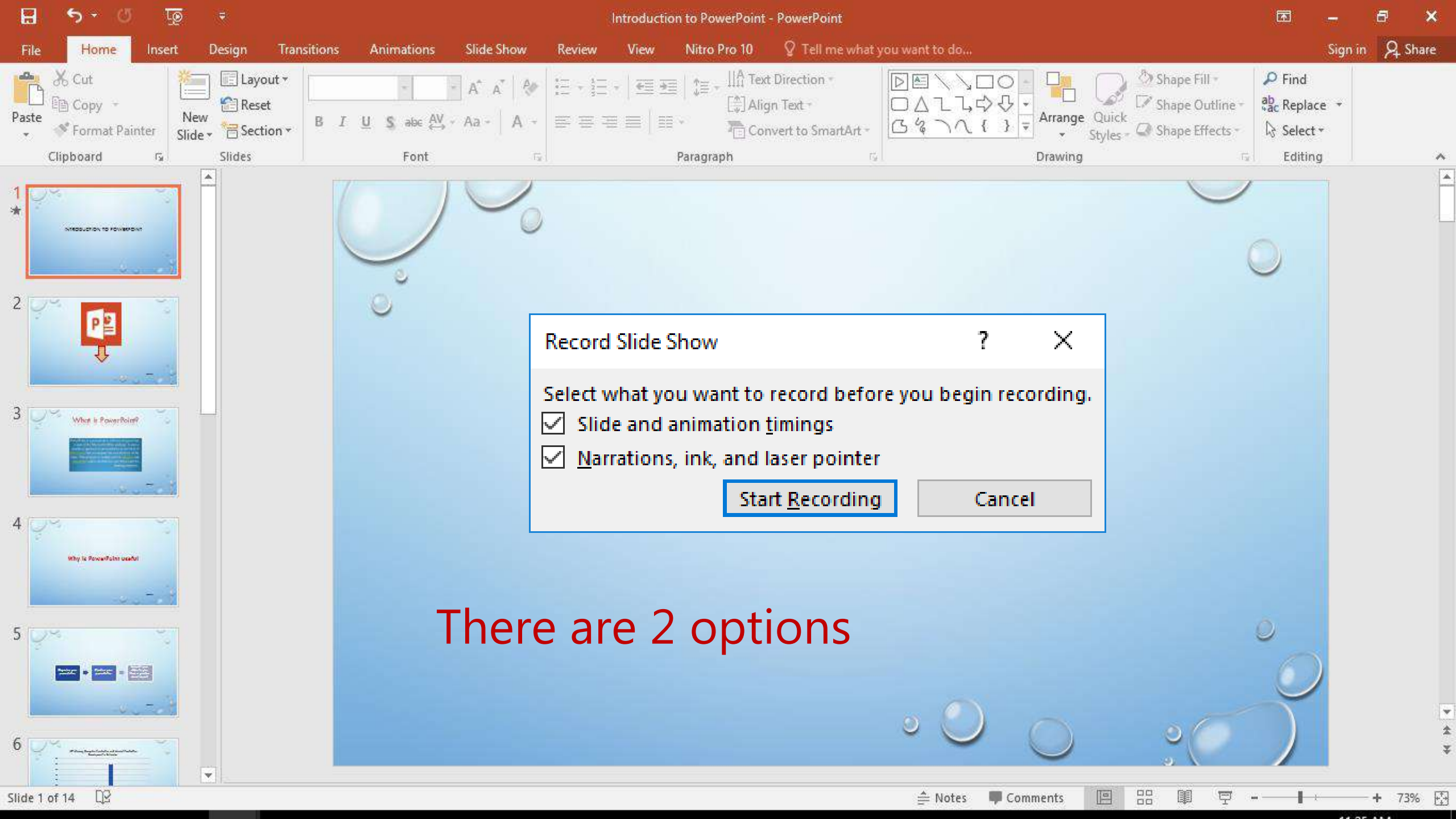
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Slide and animation timings
Narrations, ink, and laser pointer
Start Recording
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There are 2 options
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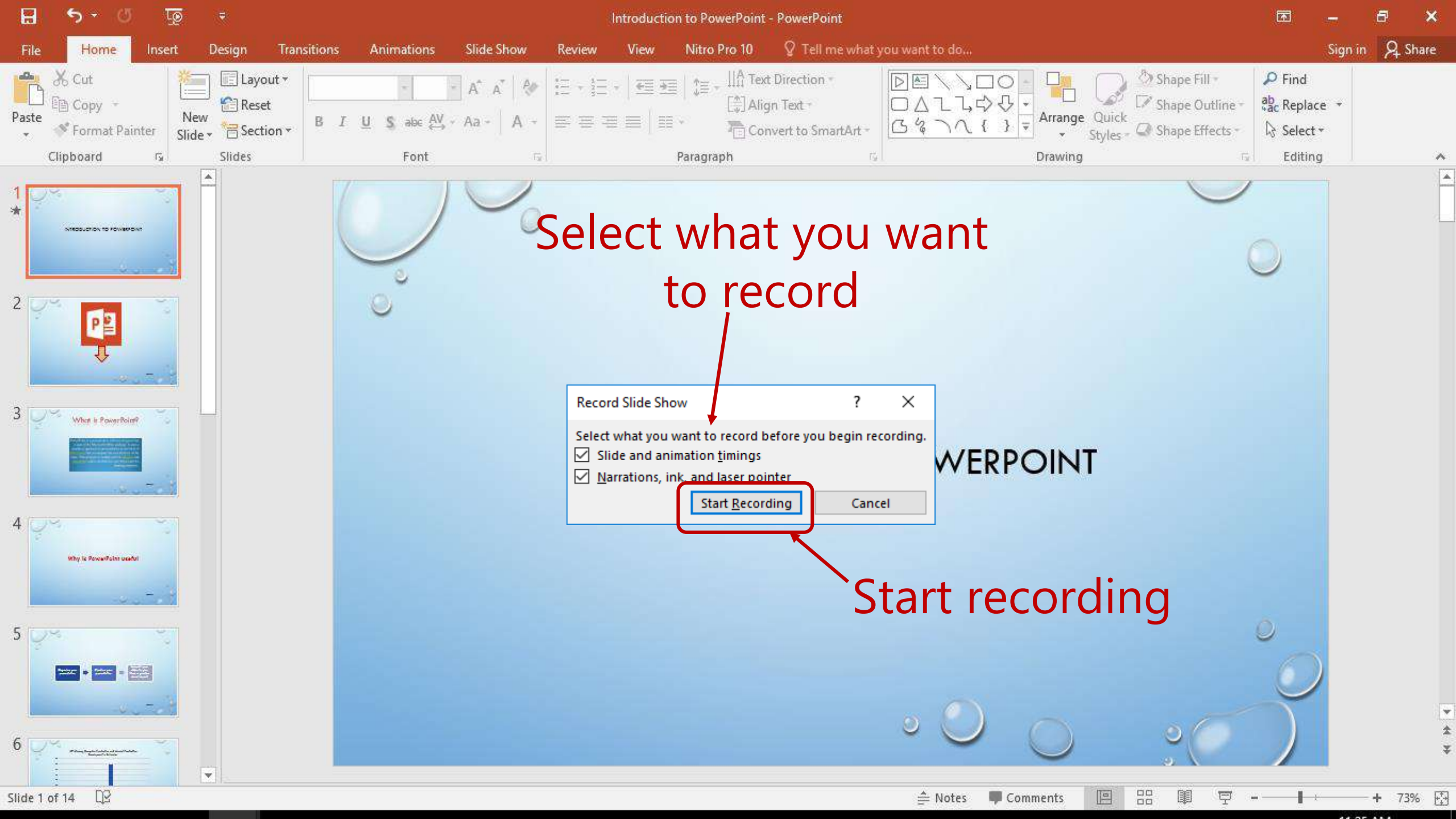
- **Slide and animation timings :-** automatically records the time you spend on each slide, including any animation steps that occur, and the use of any triggers on each slide.

- **Narrations, ink, and laser pointer:-**Record your voice as you run through your presentation. If you use the pen, highlighter, eraser, or laser pointer, PowerPoint records those for playback as well.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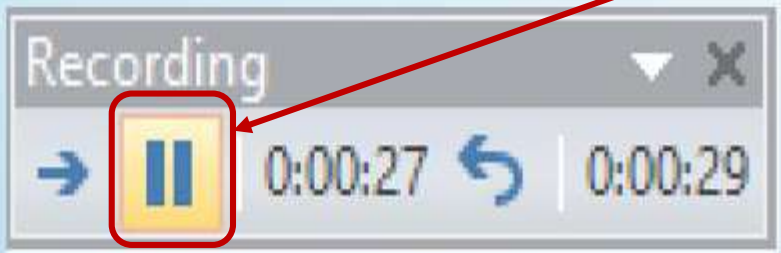

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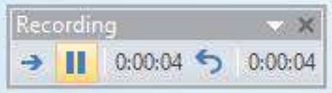

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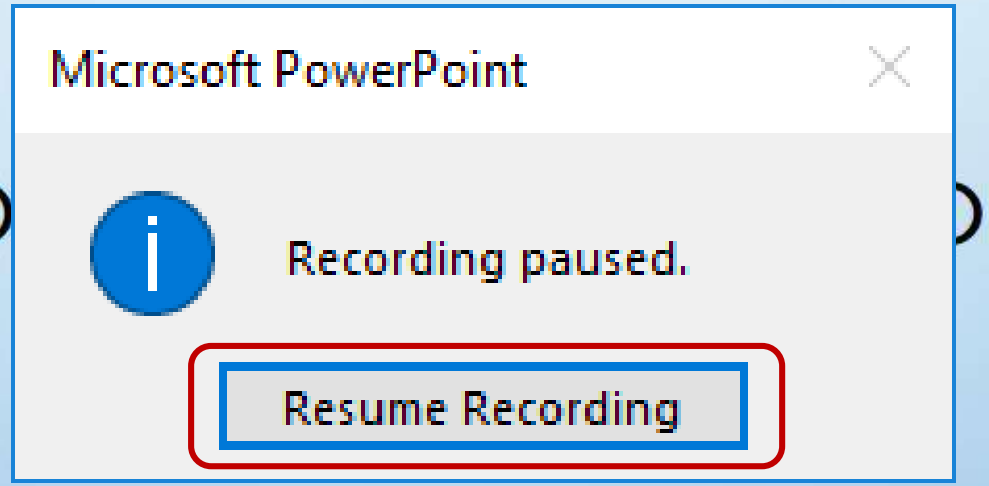

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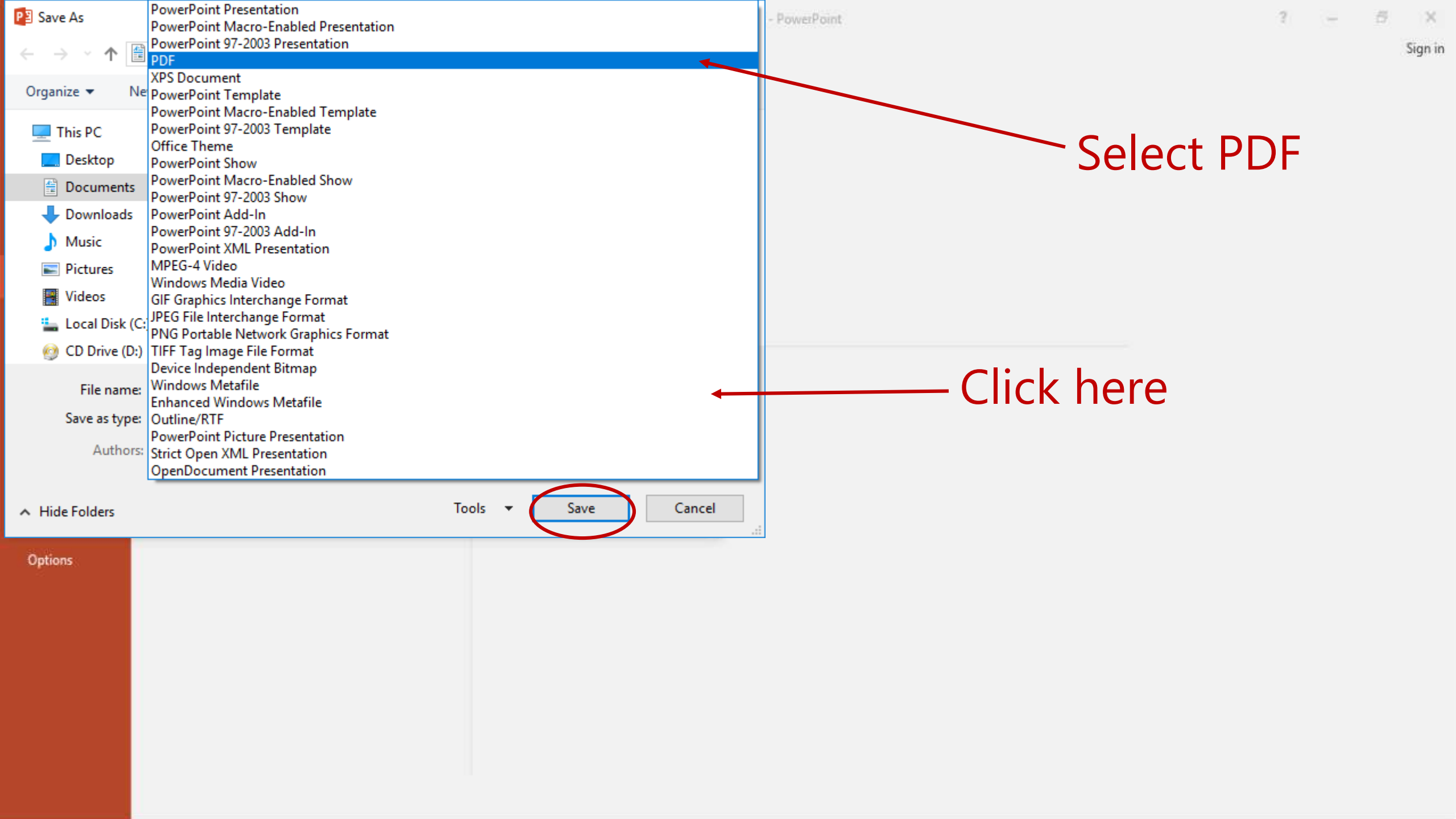
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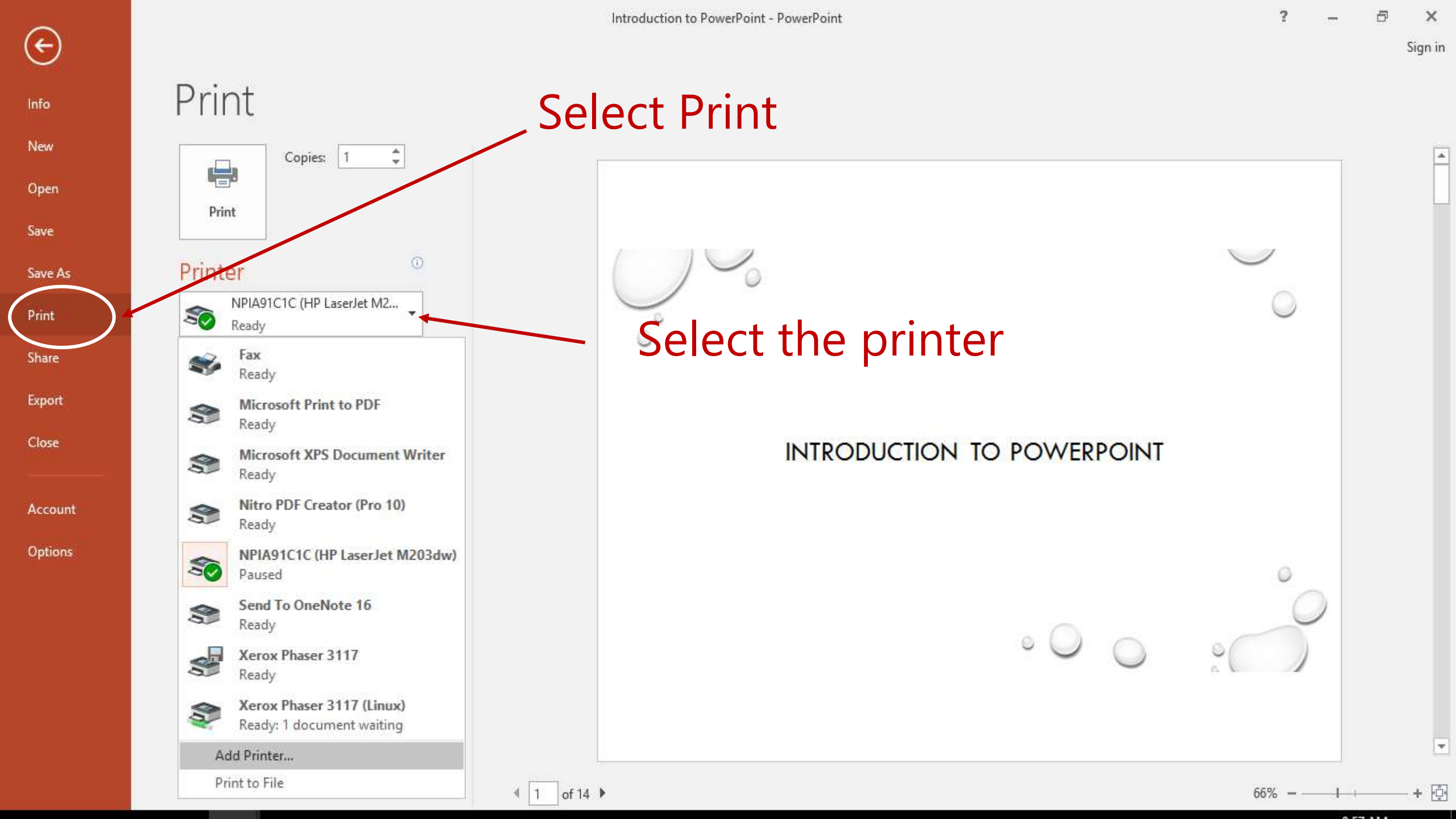
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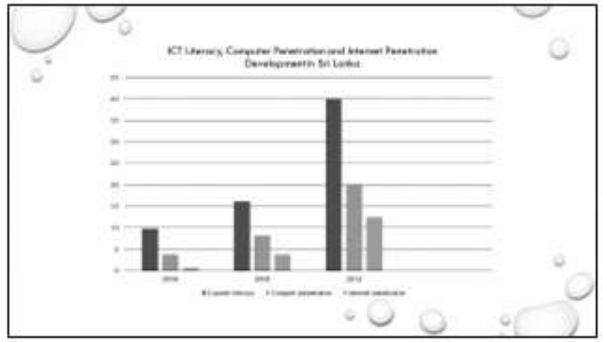

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Print Layout

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

3 Slides
Handouts (3 slides per page)

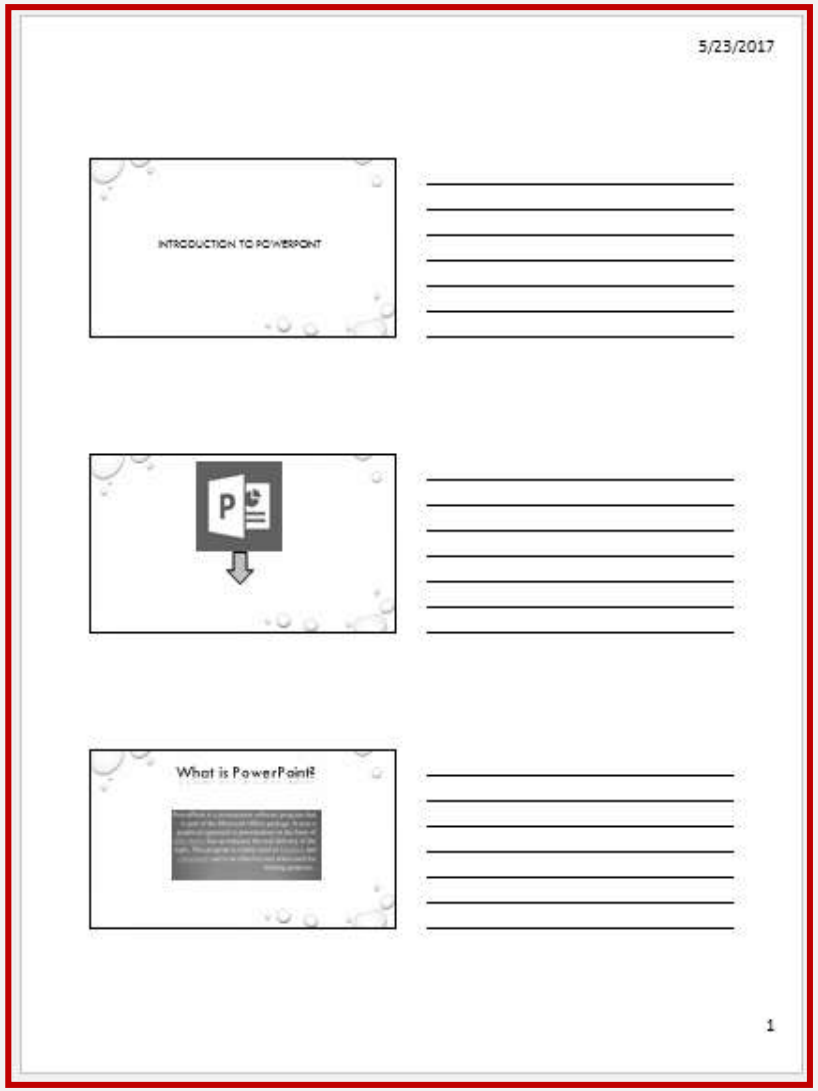
Print One Sided
Only print on one side of th...

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

Portrait Orientation

Grayscale

Edit Header & Footer



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Options

Print

Print

Copies: 1

Printer

NPIA91C1C (HP LaserJet M2...
Ready

Printer Properties

Settings

Print All Slides
Print entire presentation

Slides:

6 Slides Horizontal
Handouts (6 slides per page)

Print One Sided
Only print on one side of th...

Print One Sided
Only print on one side of the page

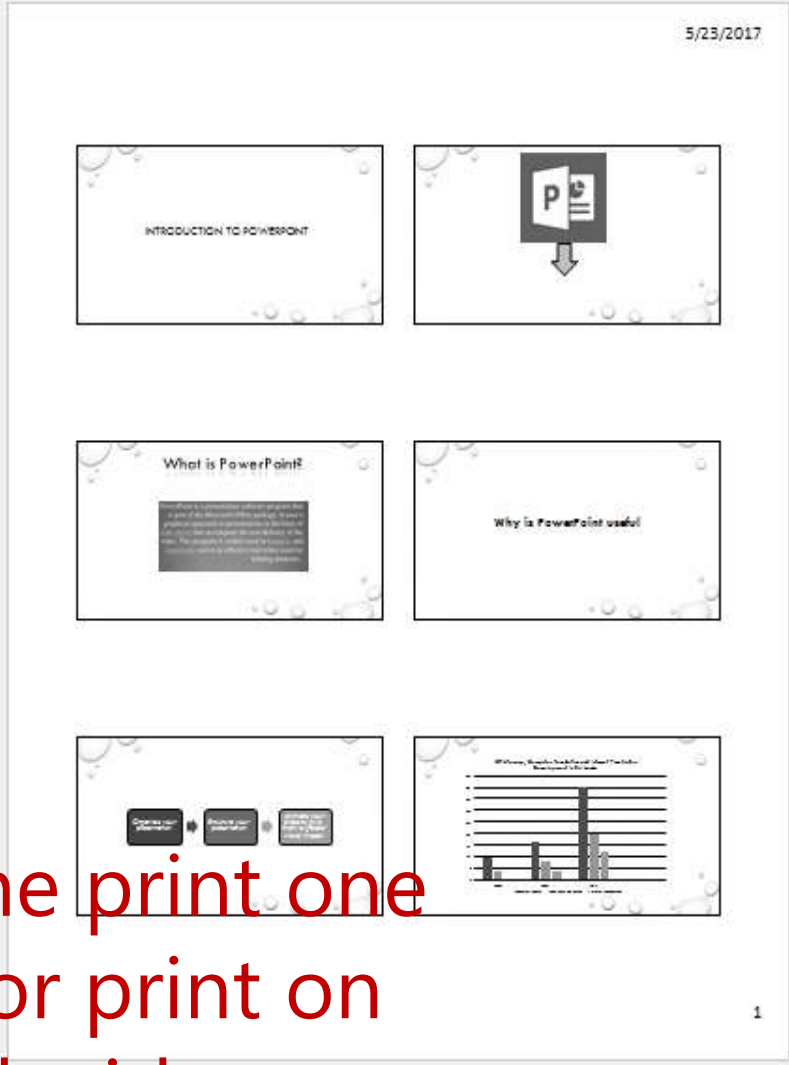
Print on Both Sides
Flip pages on long edge

Print on Both Sides
Flip pages on short edge

Edit Header & Footer

Click here

Select the print one shield or print on both sides



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Collated or Uncollated

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Slides:

6 Slides Horizontal
Handouts (6 slides per page)

Print One Sided
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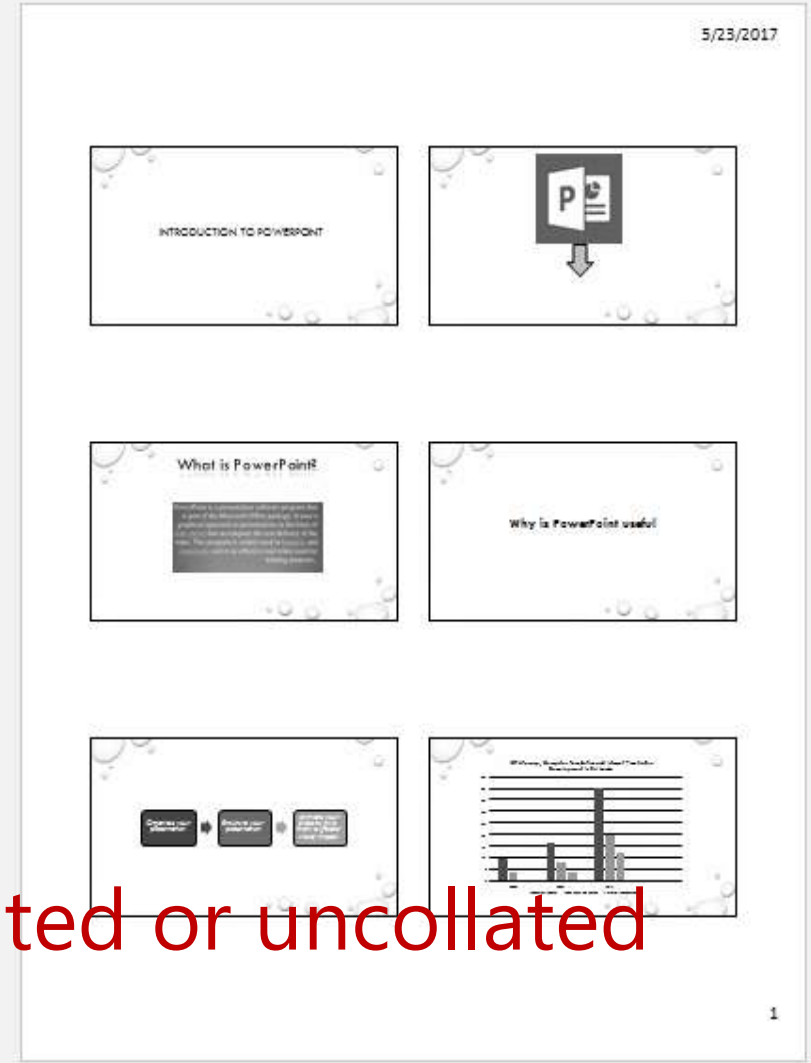
Collated
1,2,3 1,2,3 1,2,3

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

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

Edit Header & Footer

Select Collated or uncollated



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Orientations

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Handouts (6 slides per page)

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Collated
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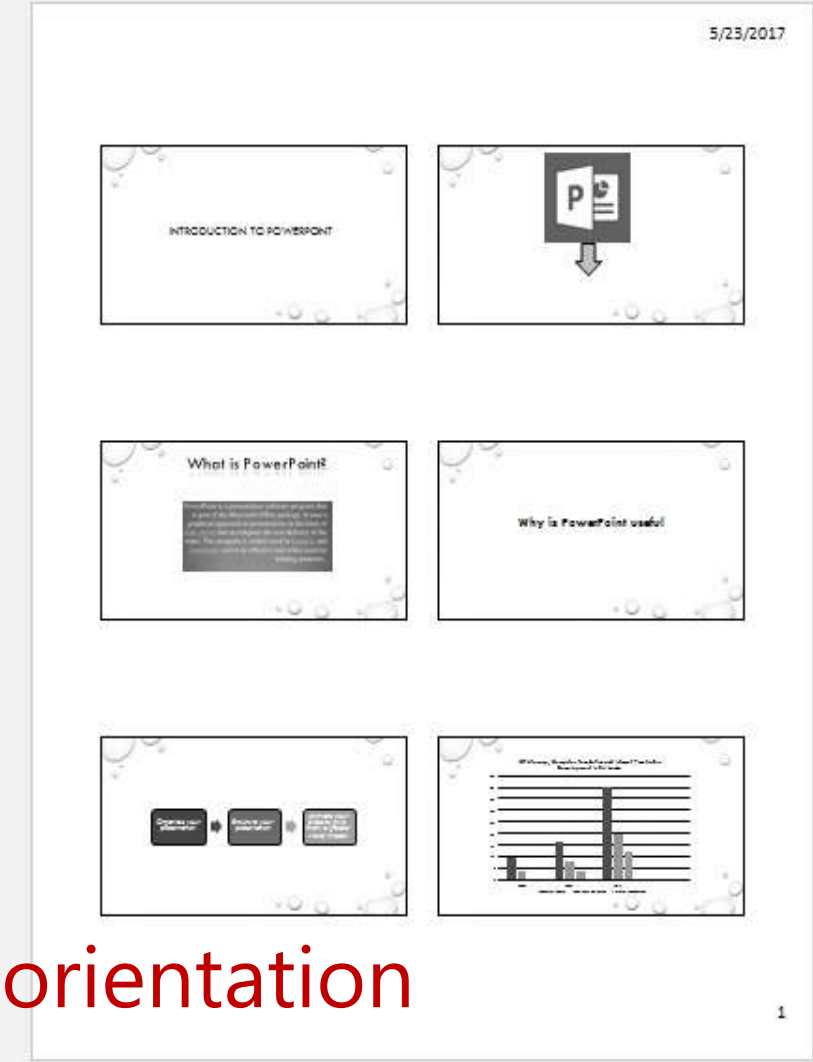
Portrait Orientation

Portrait Orientation

Landscape Orientation

Select the orientation



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Color

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Printer Properties

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Print All Slides
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Slides:

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Handouts (6 slides per page)

Color

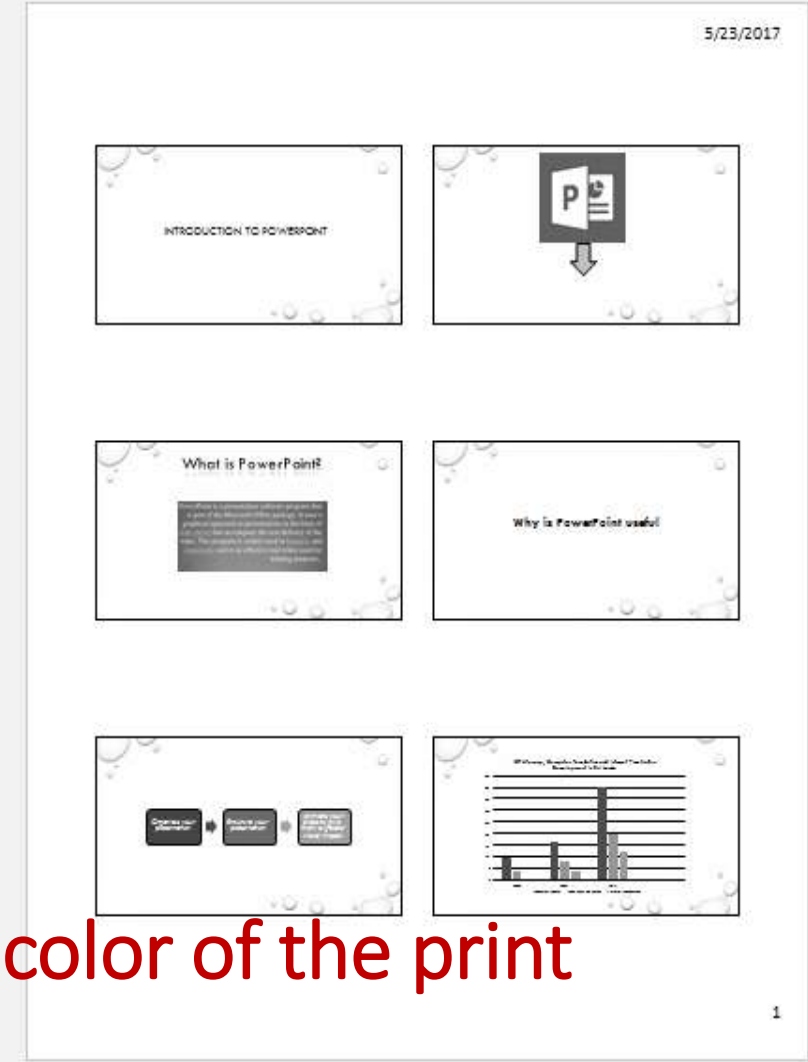
Grayscale

Pure Black and White

Grayscale

Edit Header & Footer

Select the color of the print



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Edit header and footer

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Settings

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Print entire presentation

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Handouts (6 slides per page)

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

Portrait Orientation

Grayscale

Edit Header & Footer

5/23/2017

1

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Header and Footer

Slide | Notes and Handouts

Include on page

- [x] Date and time
  - (•) Update automatically
    - 5/23/2017
    - Language: English (United States)
    - Calendar type: Gregorian
  - ( ) Fixed
    - 5/23/2017
- [x] Page number
- [x] Header
- [x] Footer

Preview

Apply to All | Cancel

Selection of the number of copies

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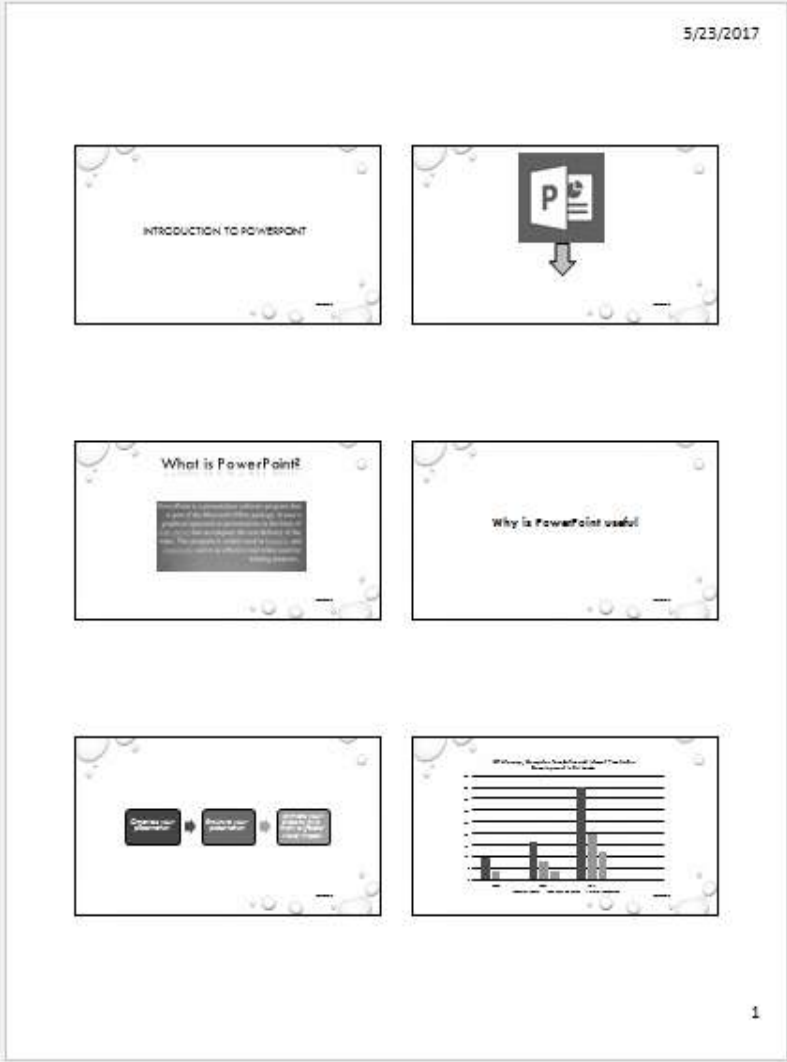

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Print

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Print

Click on Print

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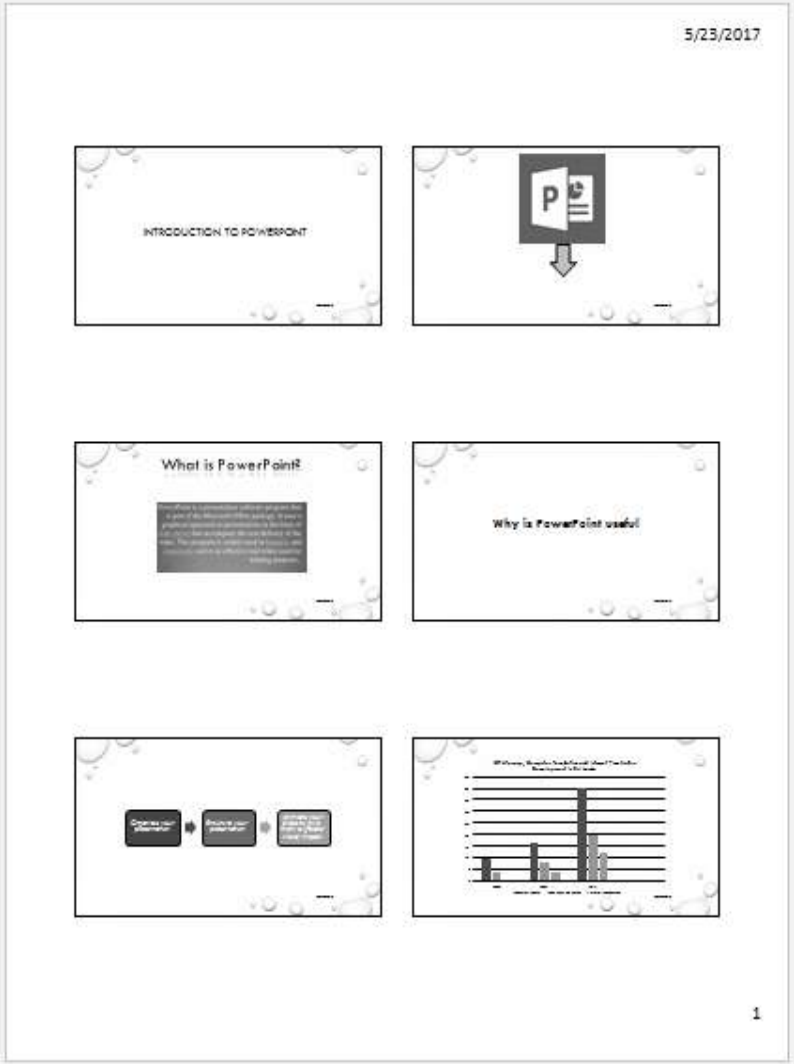

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Feedback

- What did you like about this lesson?
- What didn’ t you like about this lesson?
- What did you learn from this lesson?

Thank you