

AN INTRODUCTION TO POWERPOINT

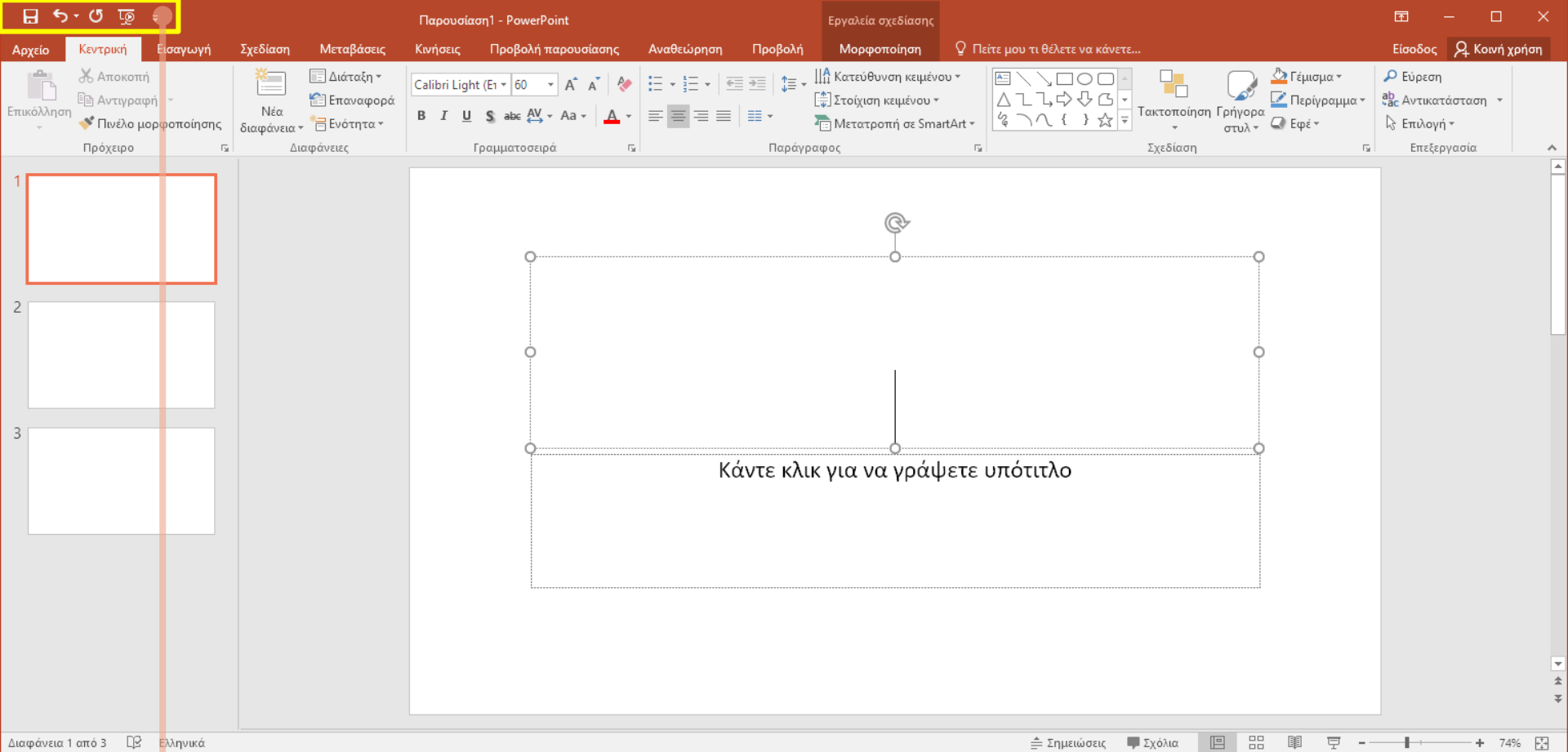
by Harilaos Blatsios

A decorative graphic consisting of several parallel white lines of varying thicknesses, slanted diagonally from the bottom-left towards the top-right, located in the lower right quadrant of the slide.

- ▶ The software was designed as a convenient way to display graphical information that would support the speaker and supplement the presentation.
- ▶ A PowerPoint presentation is a collection of slides. The slides themselves were never meant to be the “star of the show”.
- ▶ Your slides should have plenty of “white space”. The less clutter you have on your slide, the more powerful your visual message will become.
- ▶ Don’t let your message and your ability to tell a story get derailed by slides that are unnecessarily complicated.

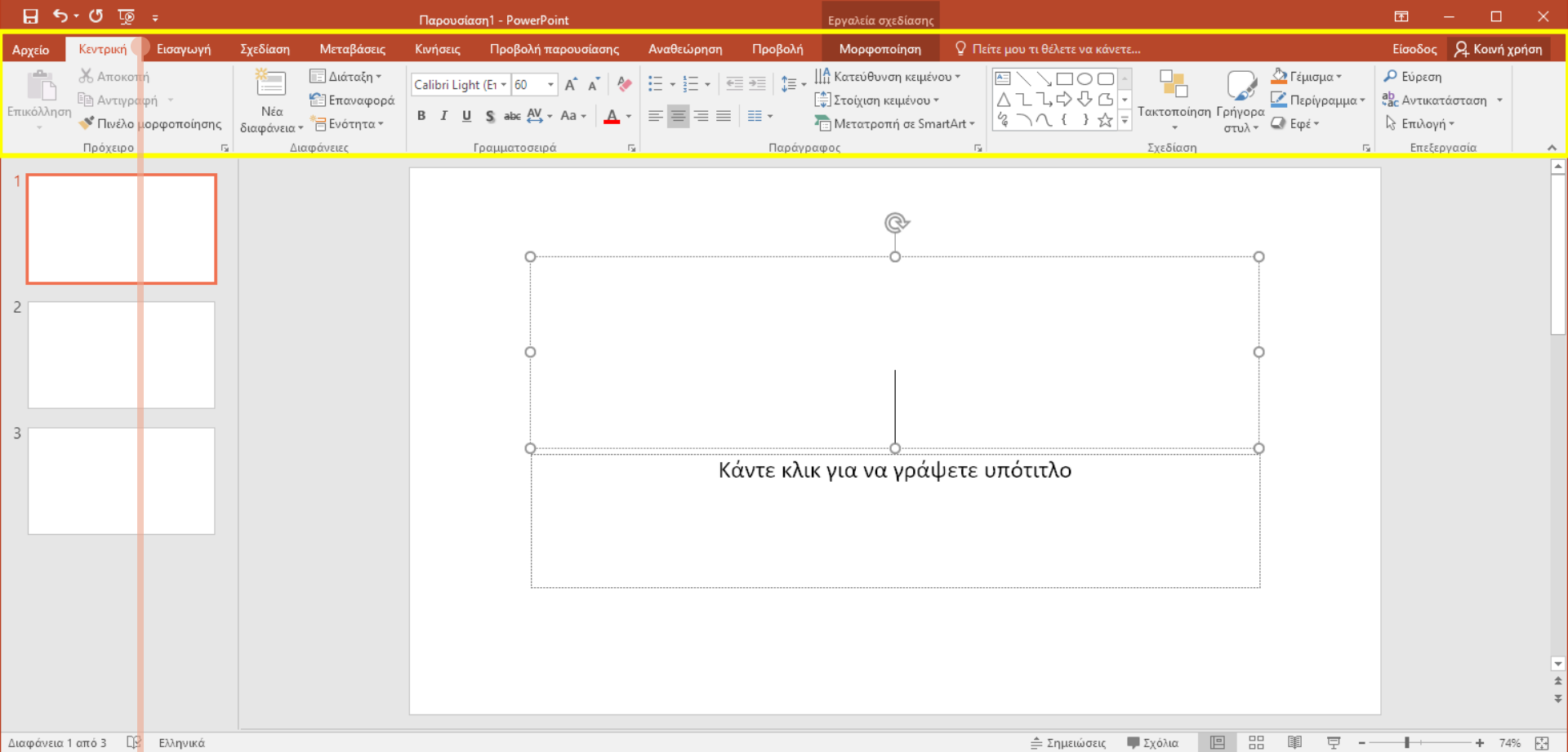
BASIC GUIDELINES FOR USING POWERPOINT





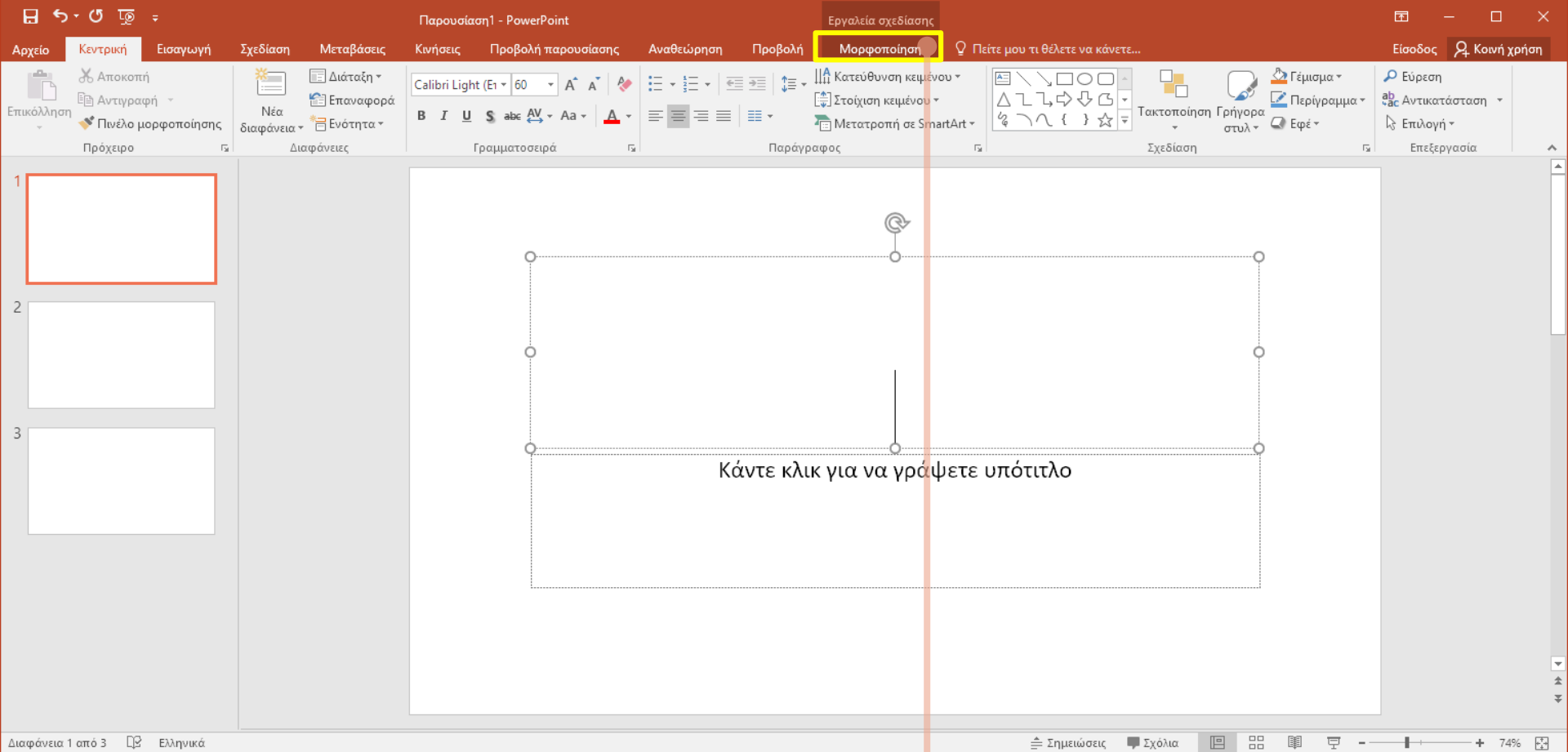
Quick Access Toolbar
Keep popular commands
right at your fingertips.

THE APPLICATION



Get quick access to tools and commands
See what PowerPoint can do by clicking the **ribbon** tabs and exploring all the tools.

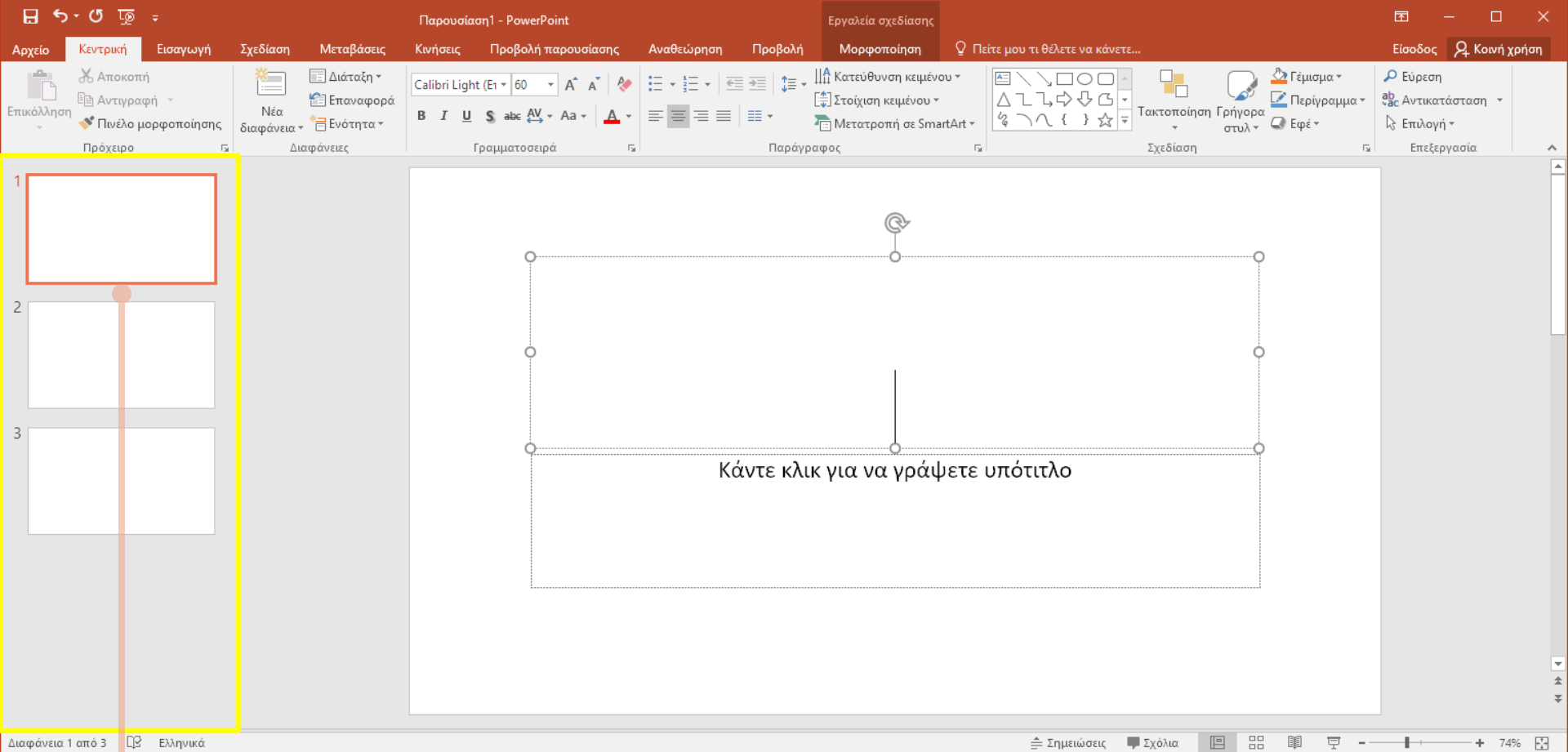
THE APPLICATION



Discover contextual commands

Select shapes, pictures and other objects in your presentation to reveal additional tabs.

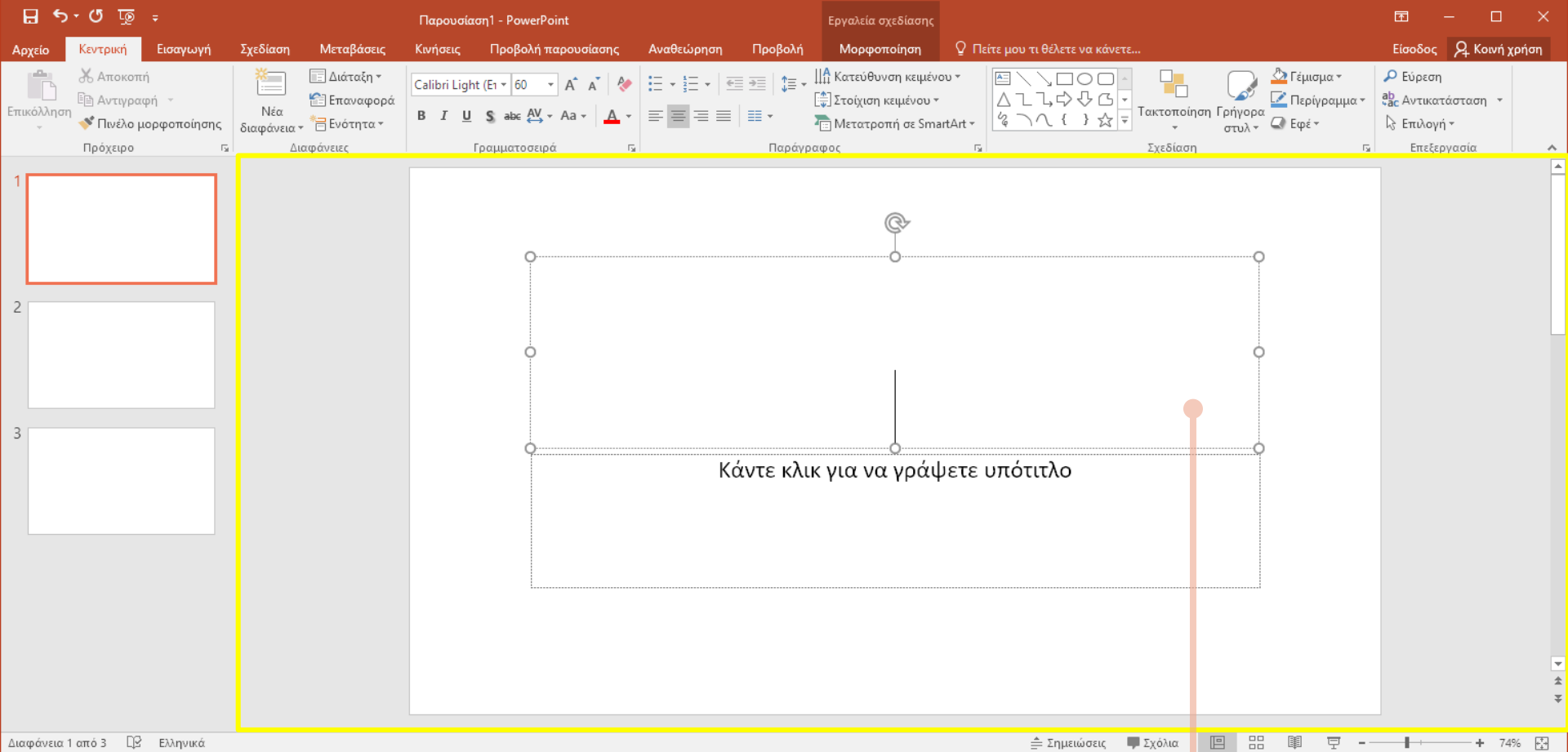
THE APPLICATION



Navigate and organize

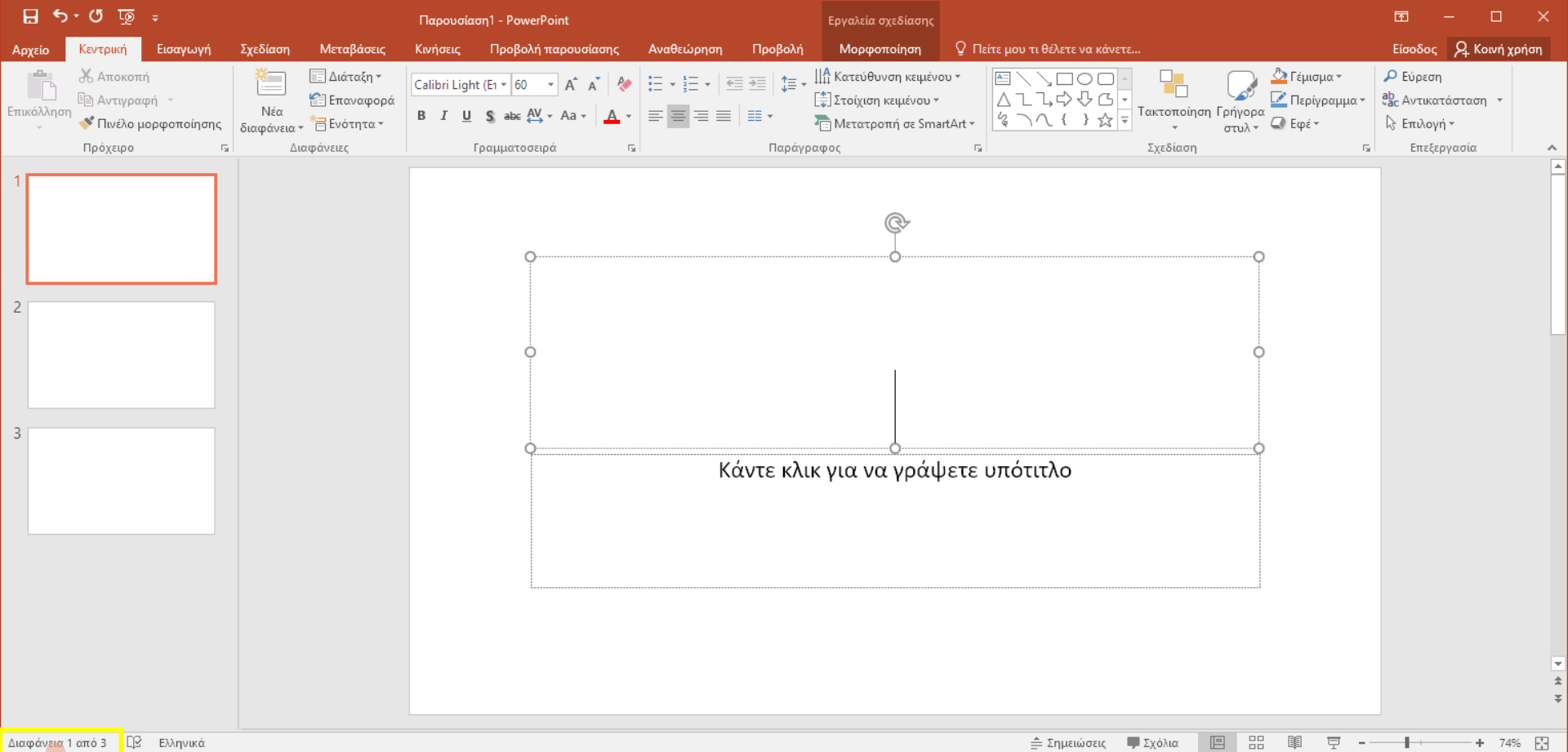
The “red” rectangle around the thumbnail shows the selected slide. Click a slide thumbnail to switch to it or drag a slide to move it up or down in the list.

THE APPLICATION



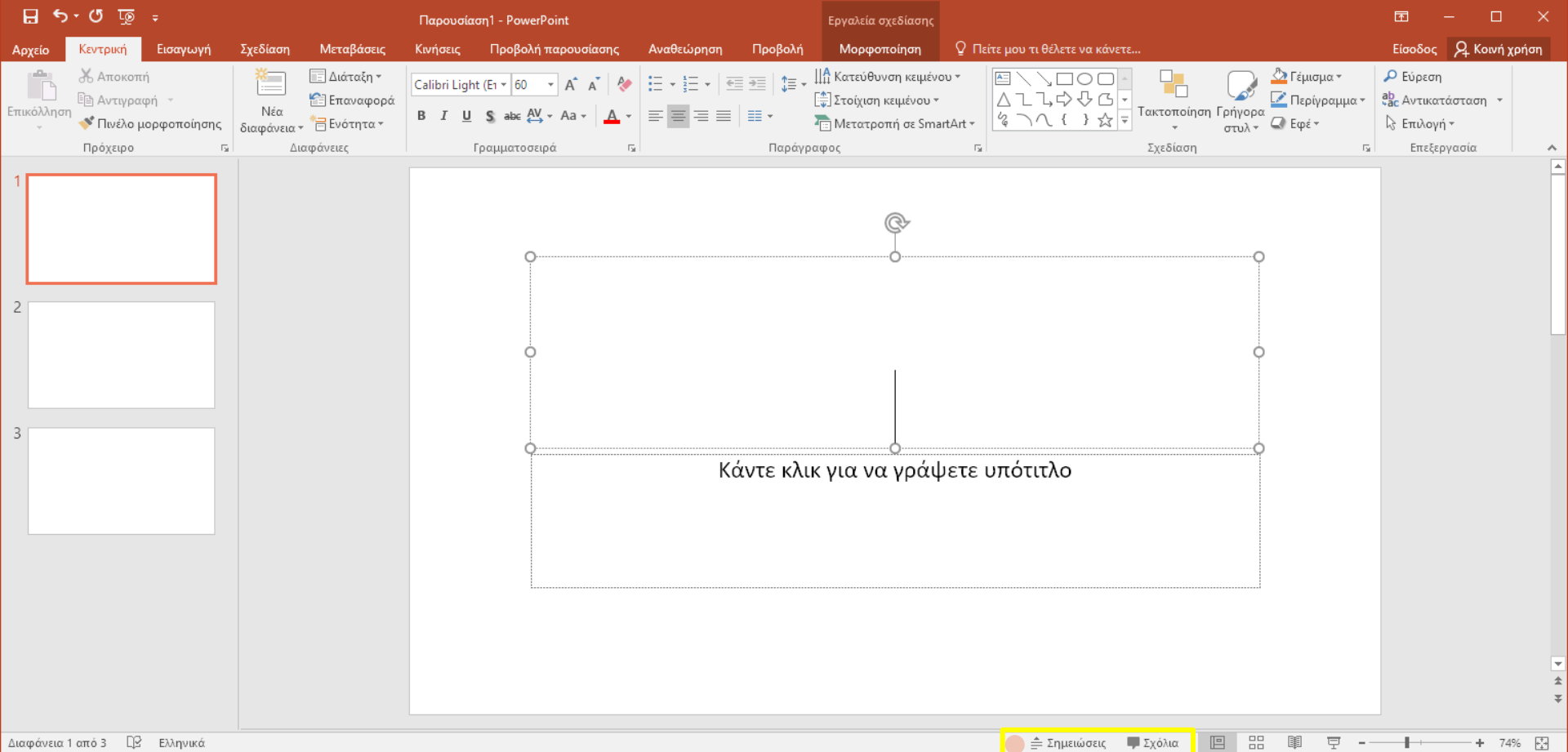
Edit slide
Insert text, shapes, images,
video and audio

THE APPLICATION



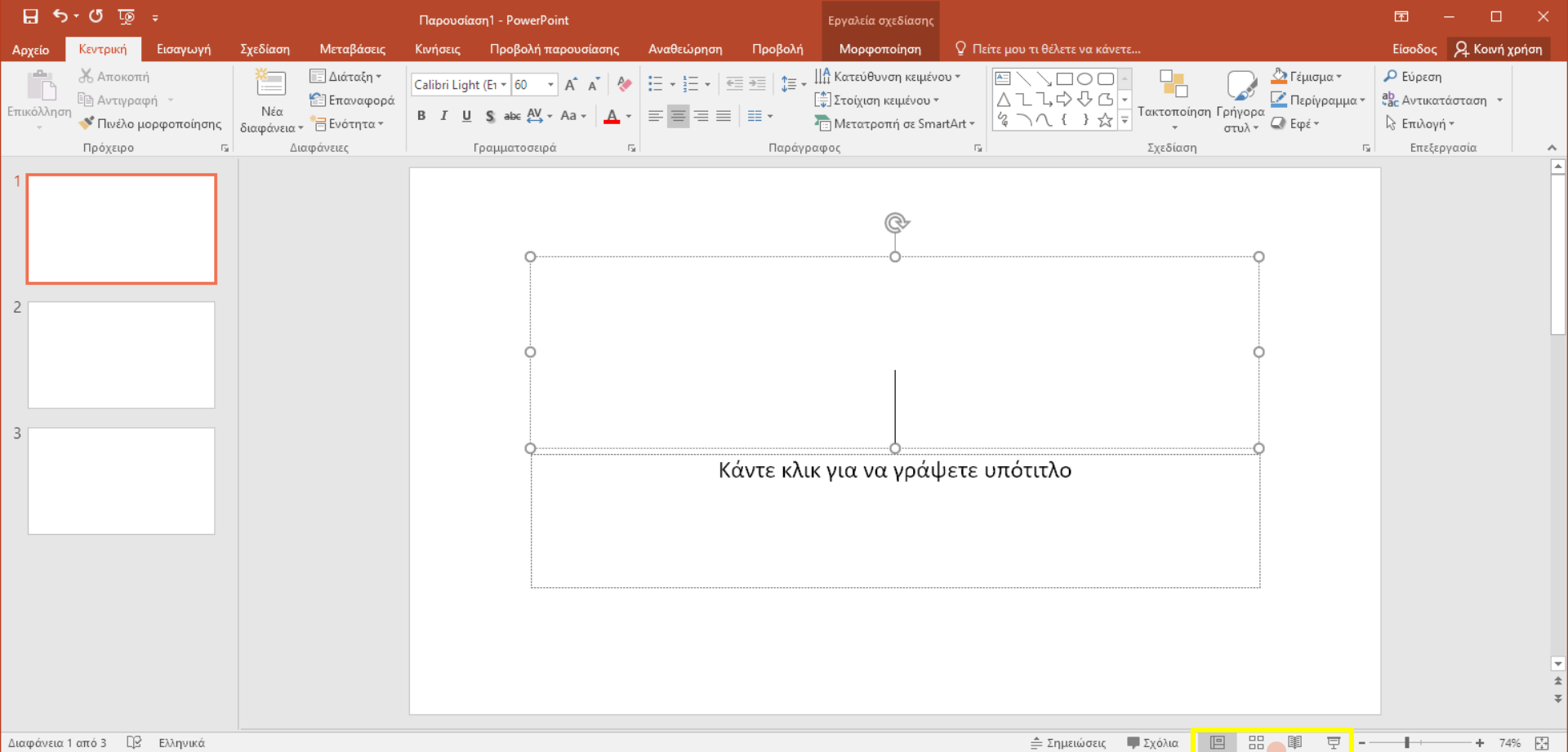
Slides numbers
Shows the sequence number of the selected slide and the total number of the slides of the presentation.

THE APPLICATION



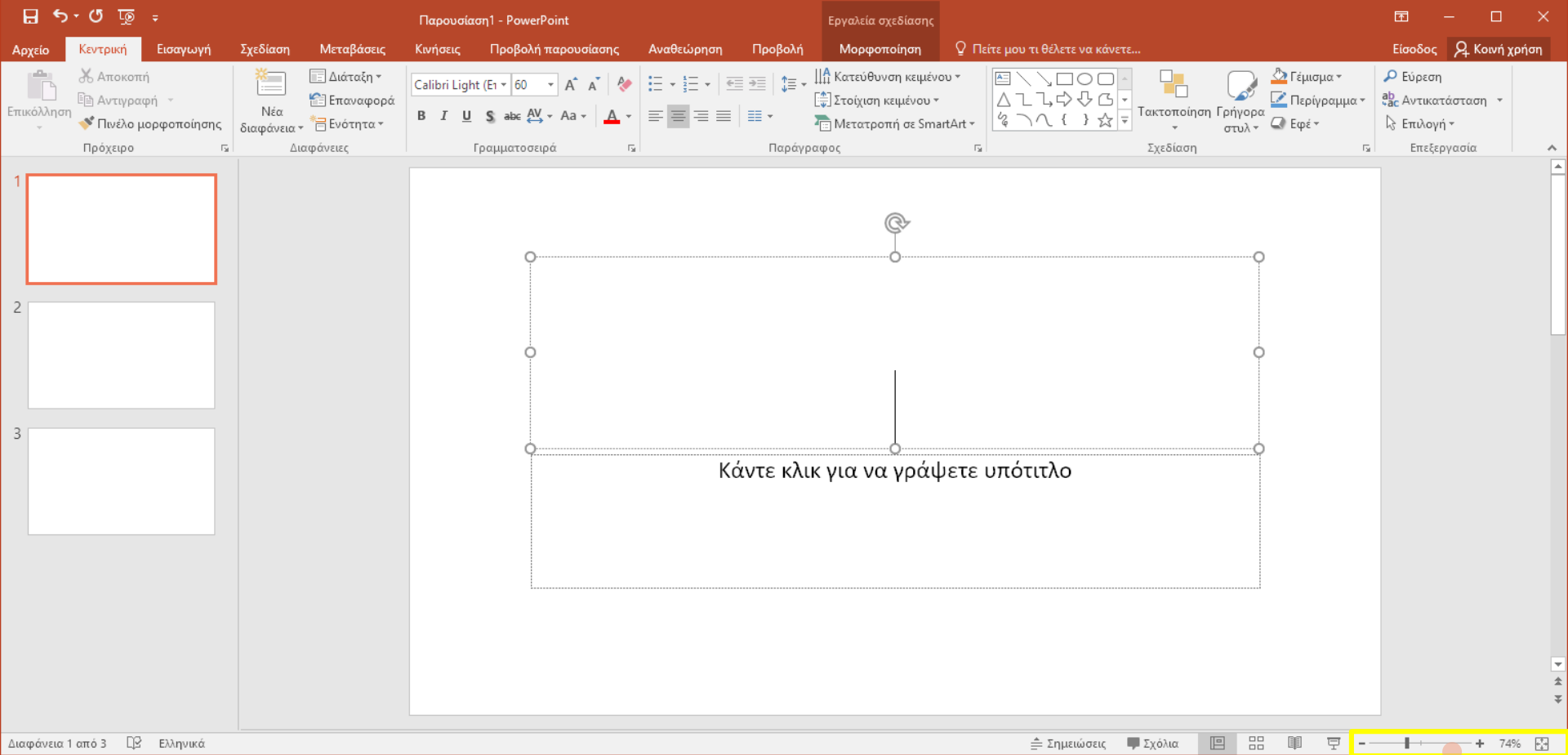
Add notes and comments
Track your team's feedback in the Comments Pane. Use the Note pane to keep important facts handy.

THE APPLICATION



Change the View
Click here to change the view mode between normal, sorting or reading or to start the presentation from the current slide.

THE APPLICATION

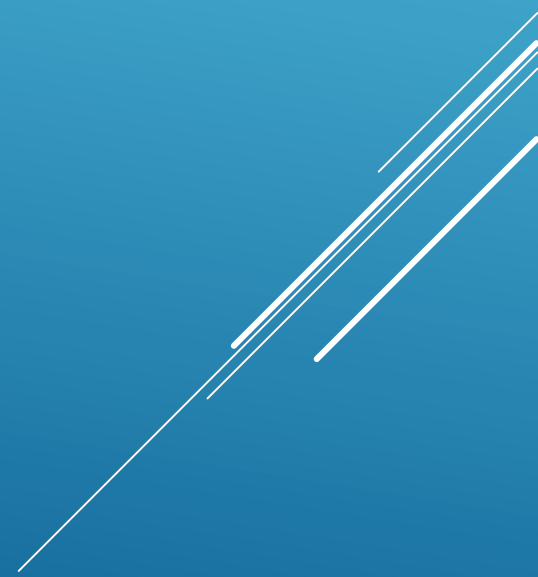


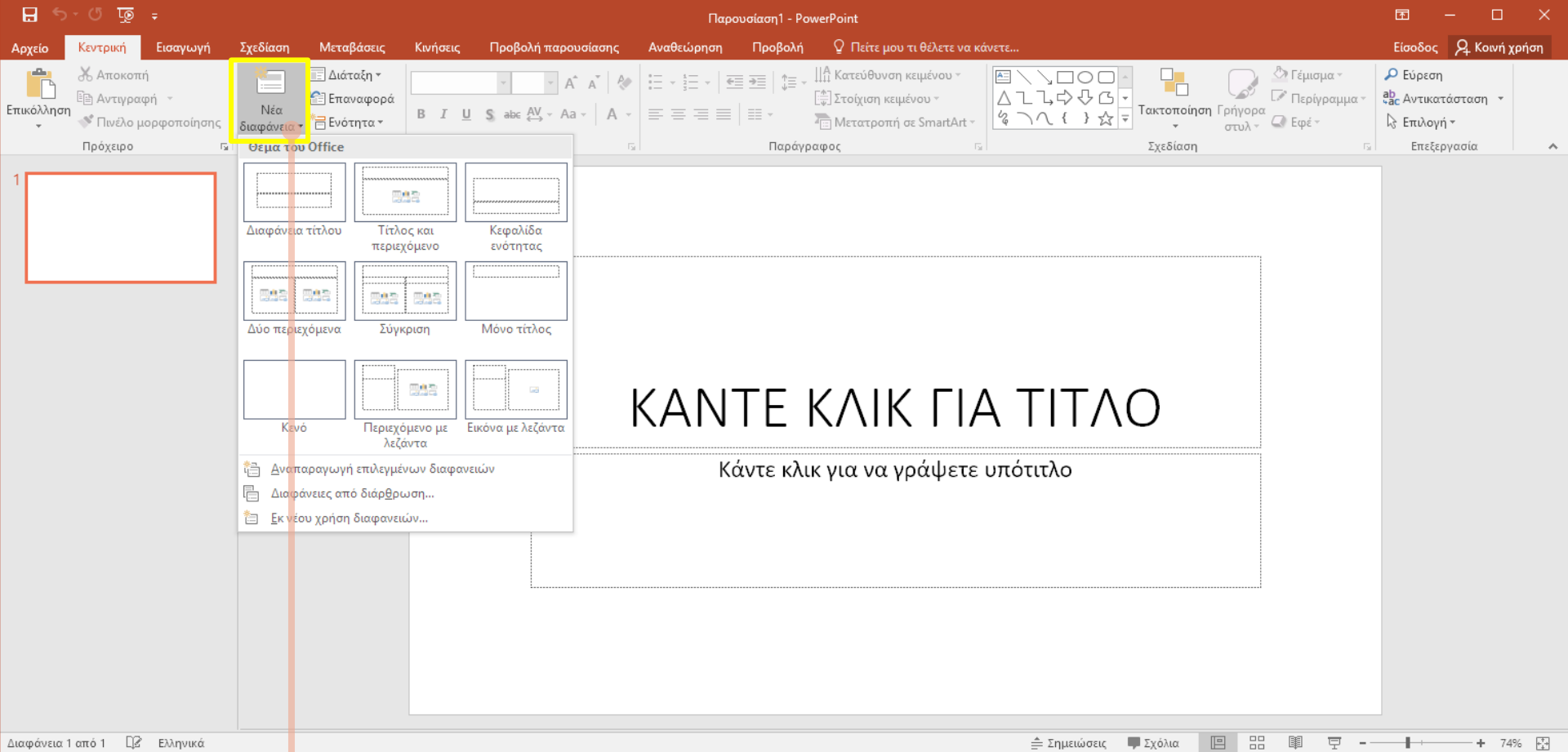
Zoom
Use the zoom slider to magnify the slide display to your liking.

THE APPLICATION

- ▶ The Ribbon has replaced the traditional Menu and the Toolbar. Now you have a menu of toolbars.
- ▶ The Ribbon contains the complete set of the commands you can execute inside the application.
- ▶ When you right click on an object you see the most common commands associated with this object. The Ribbon contains more !

THE RIBBON

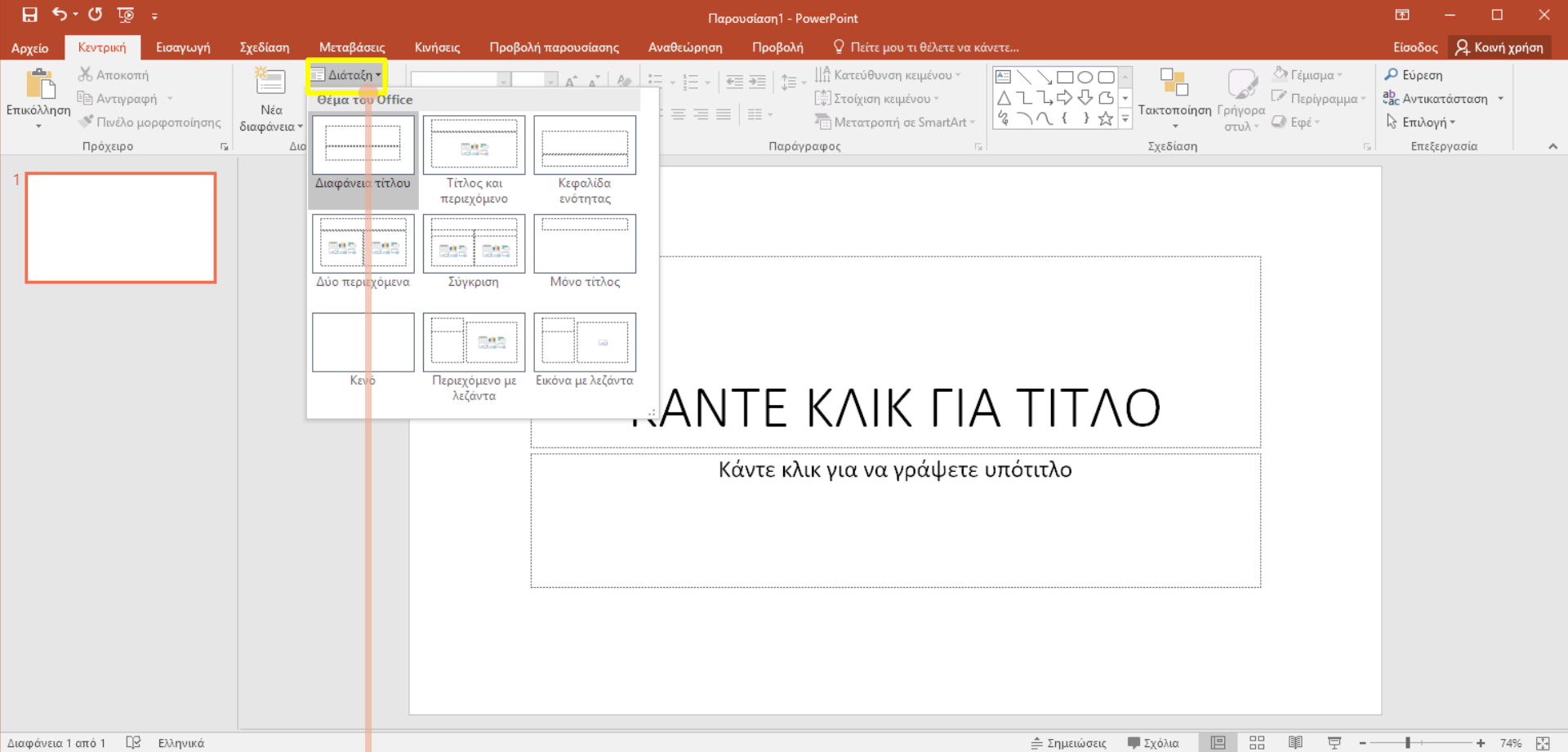




New slide

Creates a new slide after the current one. If you click on the small arrow next to the command, you can select the layout of the new slide.

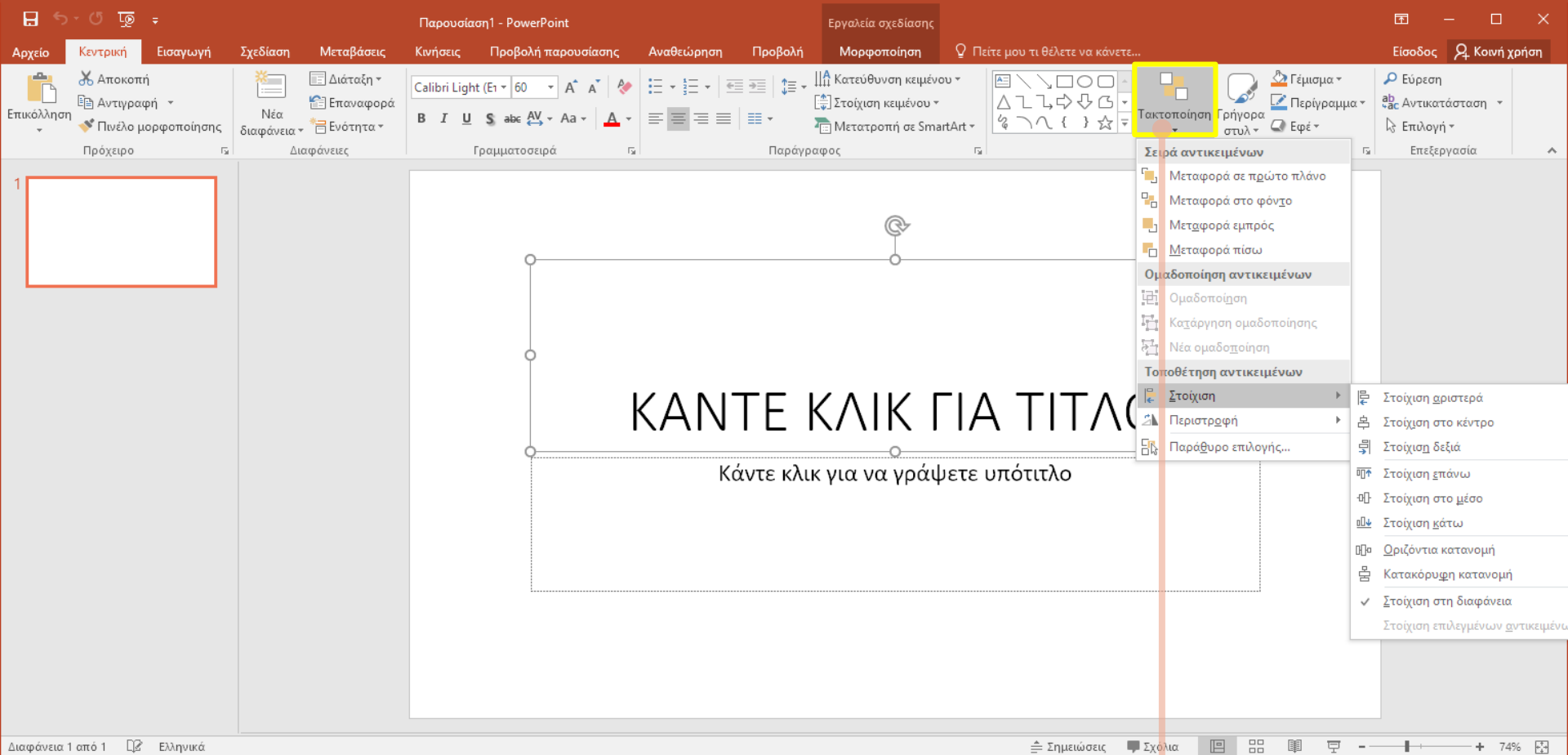
HOME



Layout

You can change the layout of the current slide.

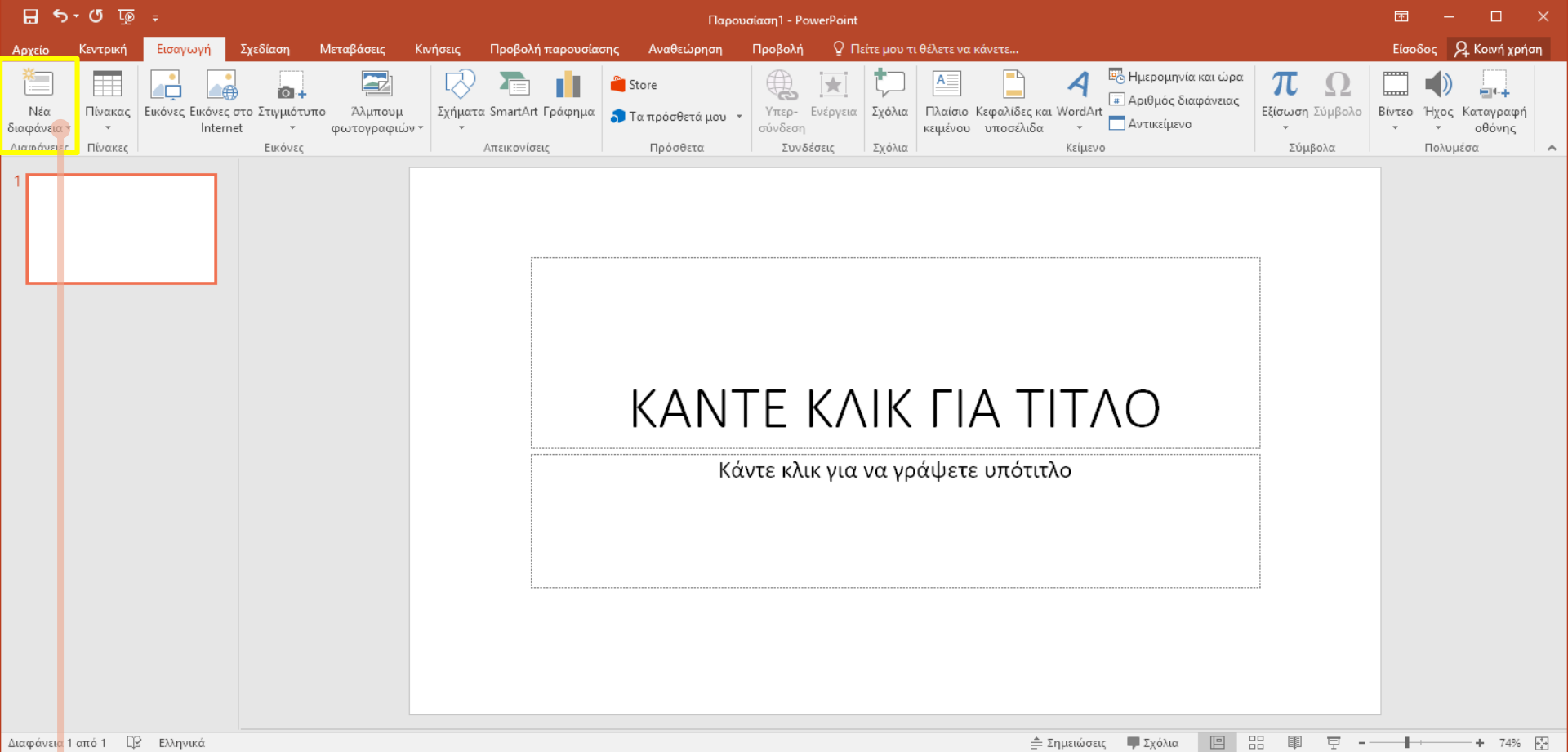
HOME



Arrange

In PowerPoint, each slide may have multiple items, such as pictures, shapes, and text boxes. You can arrange the objects the way you want by aligning, ordering, grouping, and rotating them in various ways.

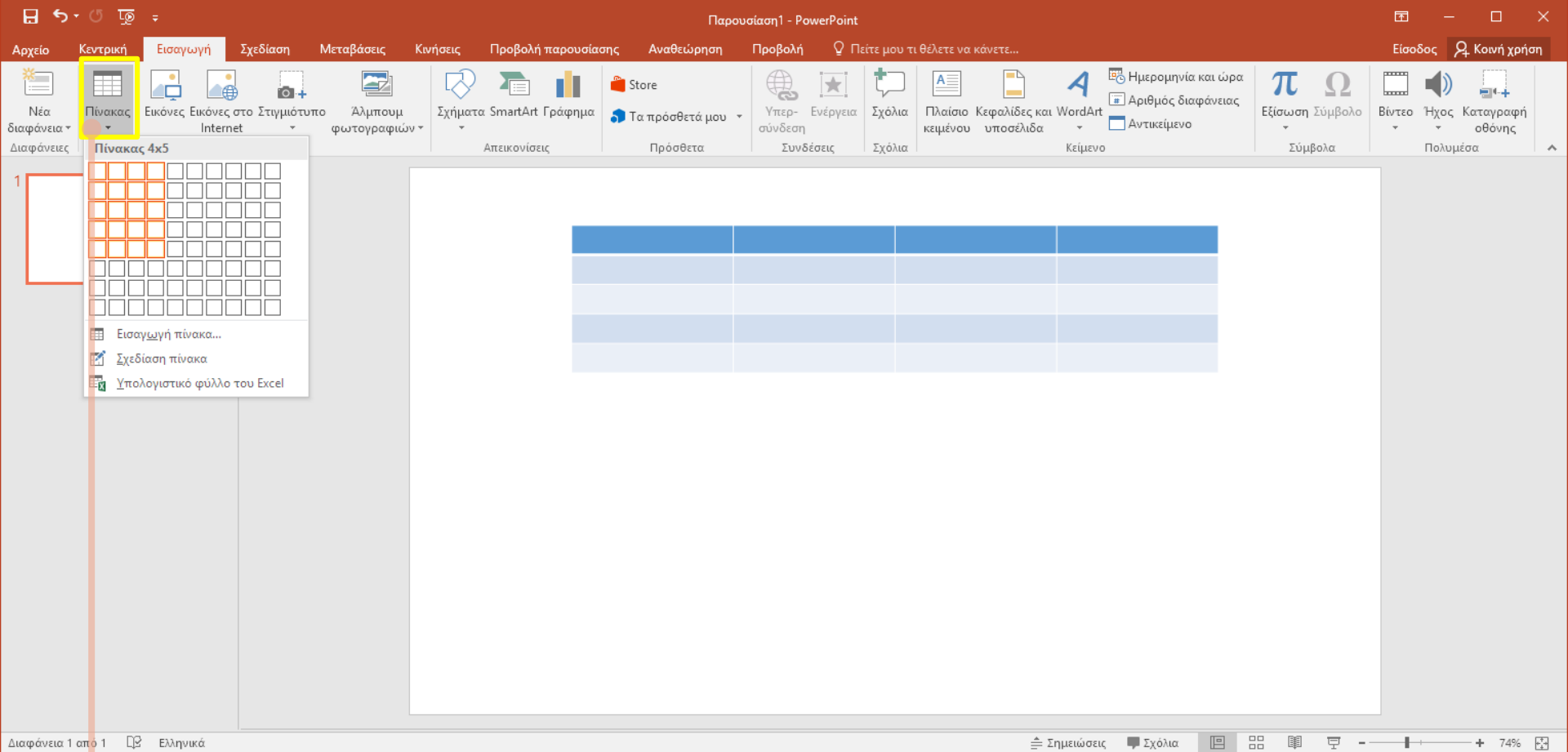
HOME



New slide

It is the same command with the one found in the **Home** tab.

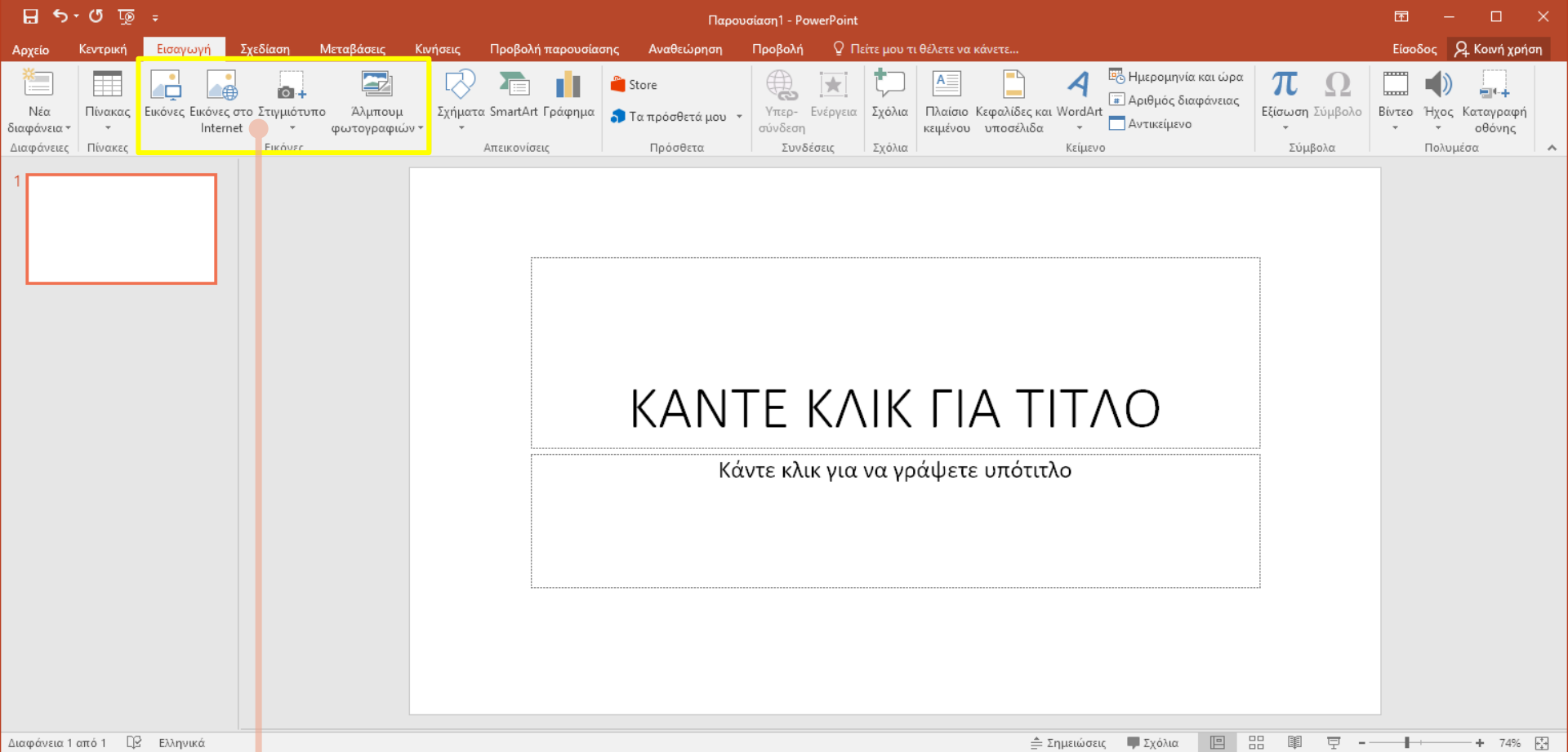
INSERT



Table

The command works the same way as in **Word**.

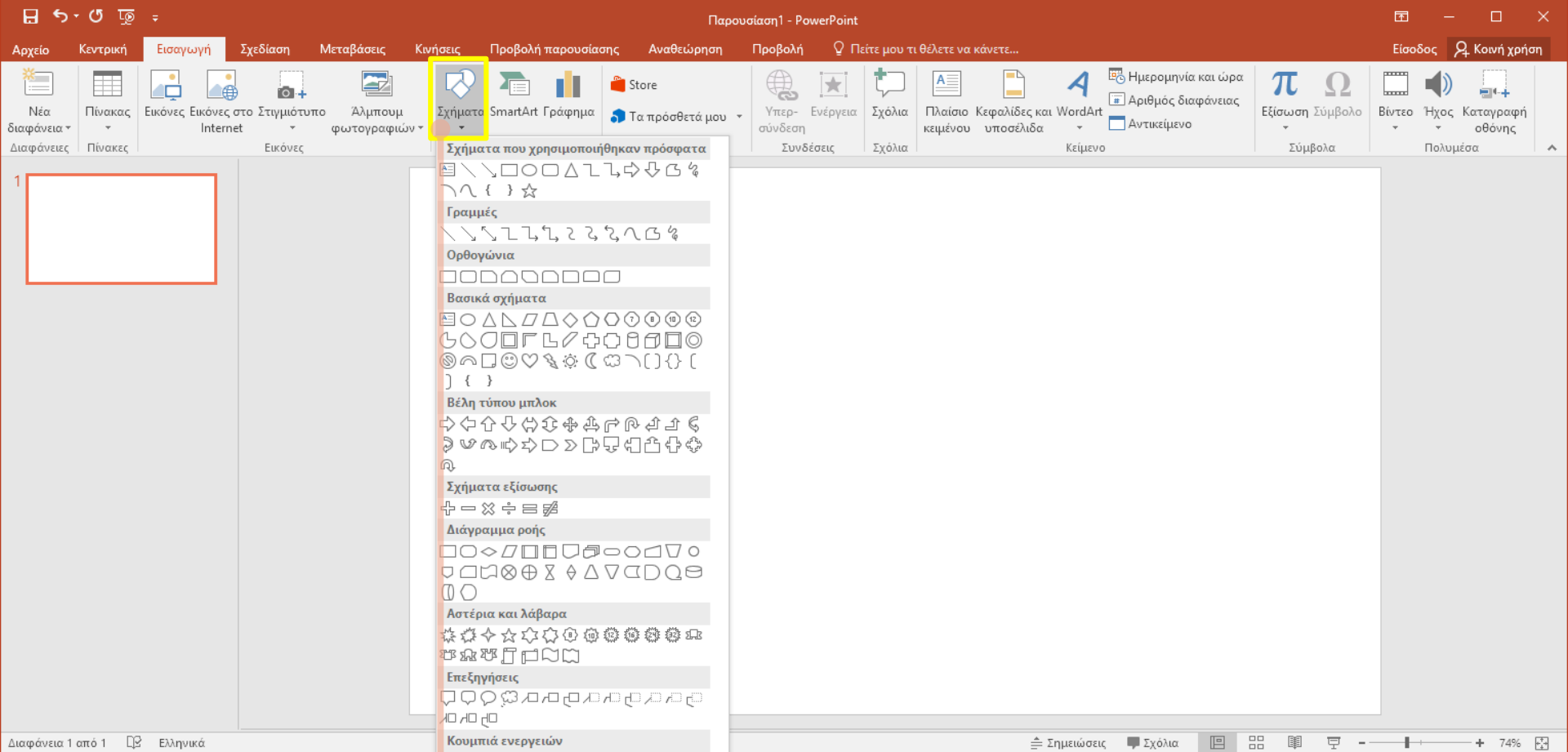
INSERT



Images

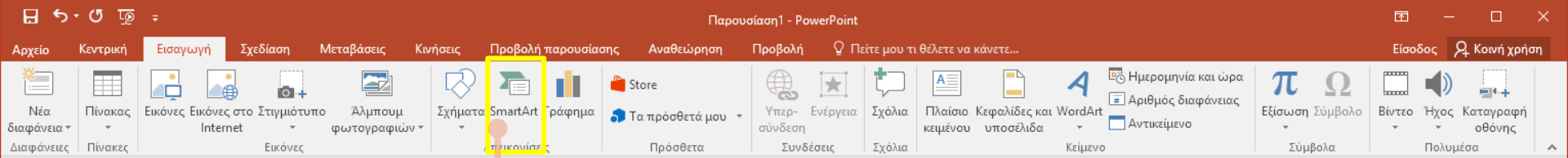
You can insert images from your pc or search them in the Internet or even take snapshots from your desktop.

INSERT



Shapes
PowerPoint gives you a lot of different shapes to choose from, and they can be customized to suit your needs, using your own color palette, preferences, and more.

INSERT



Επιλογή γραφικού SmartArt

- Όλα
- Λίστα
- Διεργασία
- Κύκλος
- Ιεραρχία**
- Σχέση
- Πίνακας
- Πυραμίδα
- Εικόνα

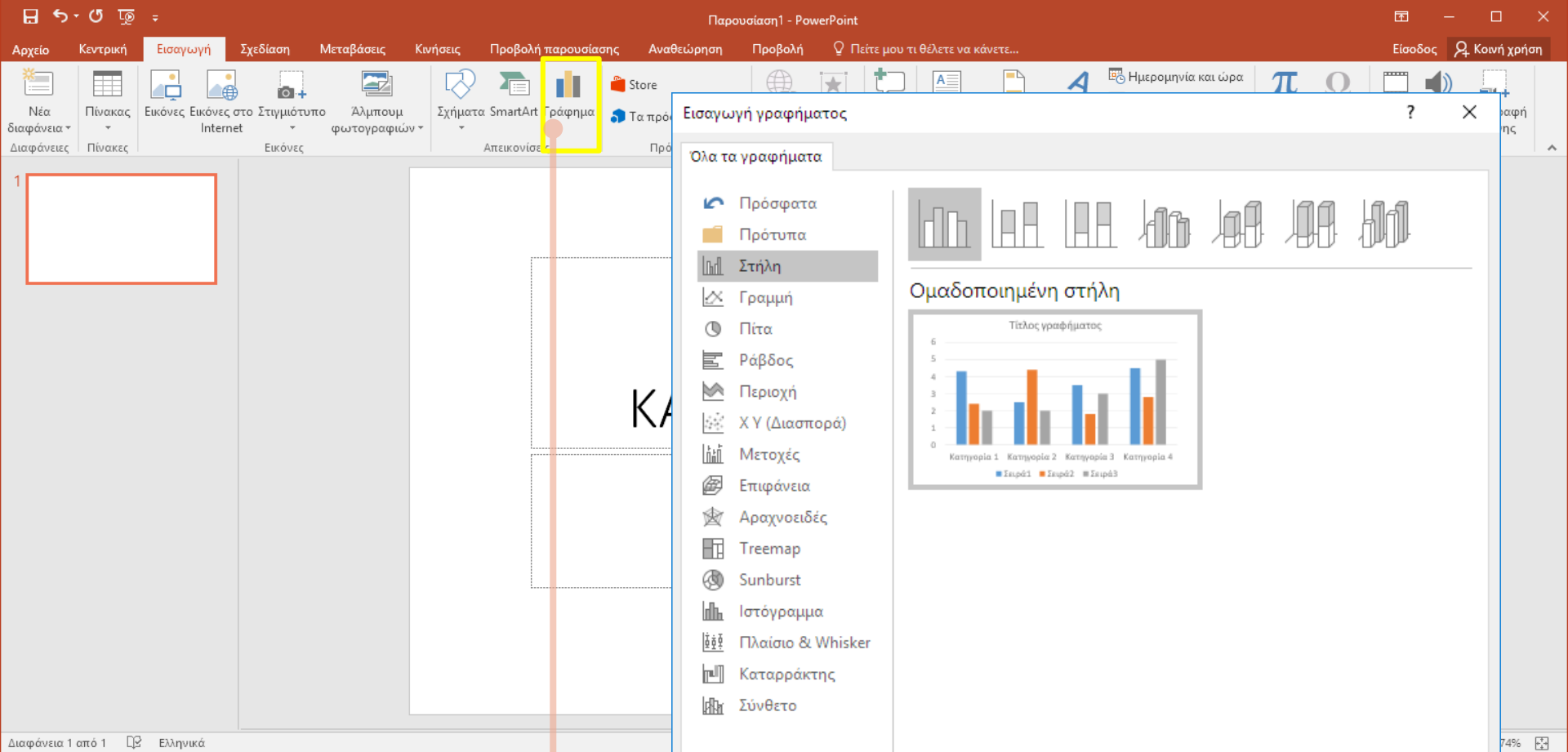
Βασική λίστα μπλοκ

Χρησιμοποιήστε το για να εμφανίσετε μη διαδοχικά ή ομαδοποιημένα μπλοκ πληροφοριών. Μεγιστοποιεί τον οριζόντιο και τον κατακόρυφο χώρο εμφάνισης των σχημάτων.

OK Άκυρο

SmartArt
With SmartArt you can create List, Process, Cycle, Hierarchy, Relationship, Matrix, and Pyramid diagrams.

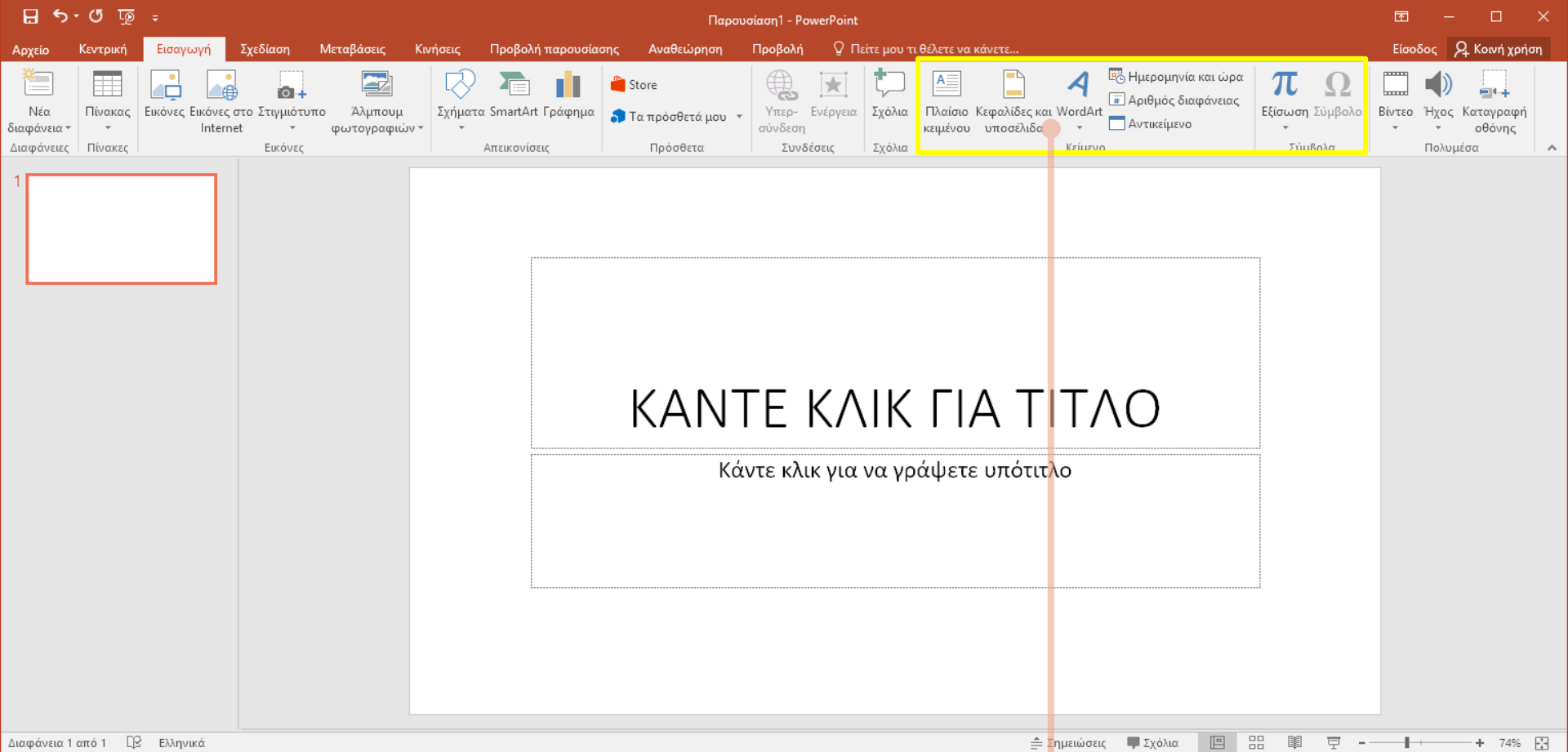
INSERT



Chart

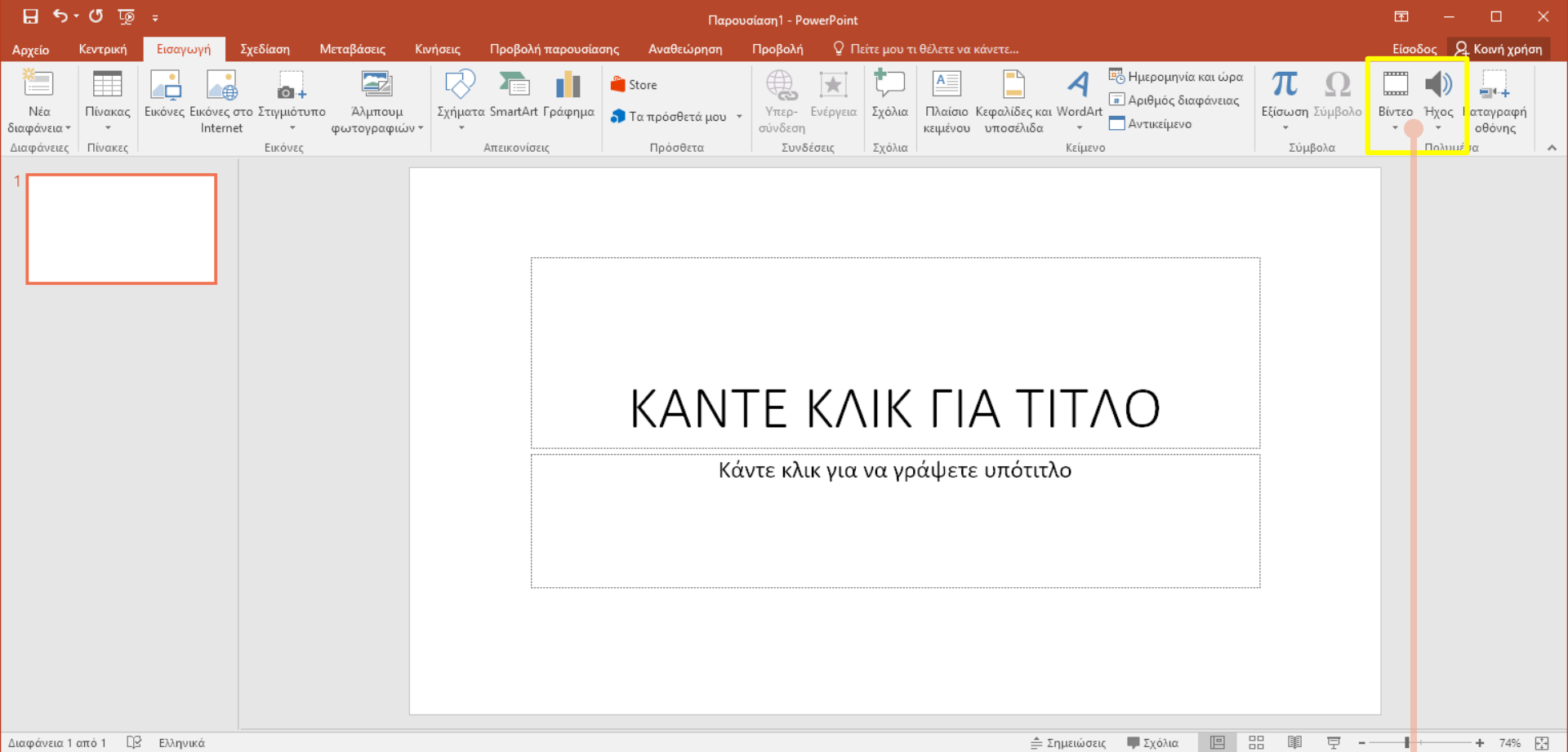
The command works the same way as in Excel.

INSERT



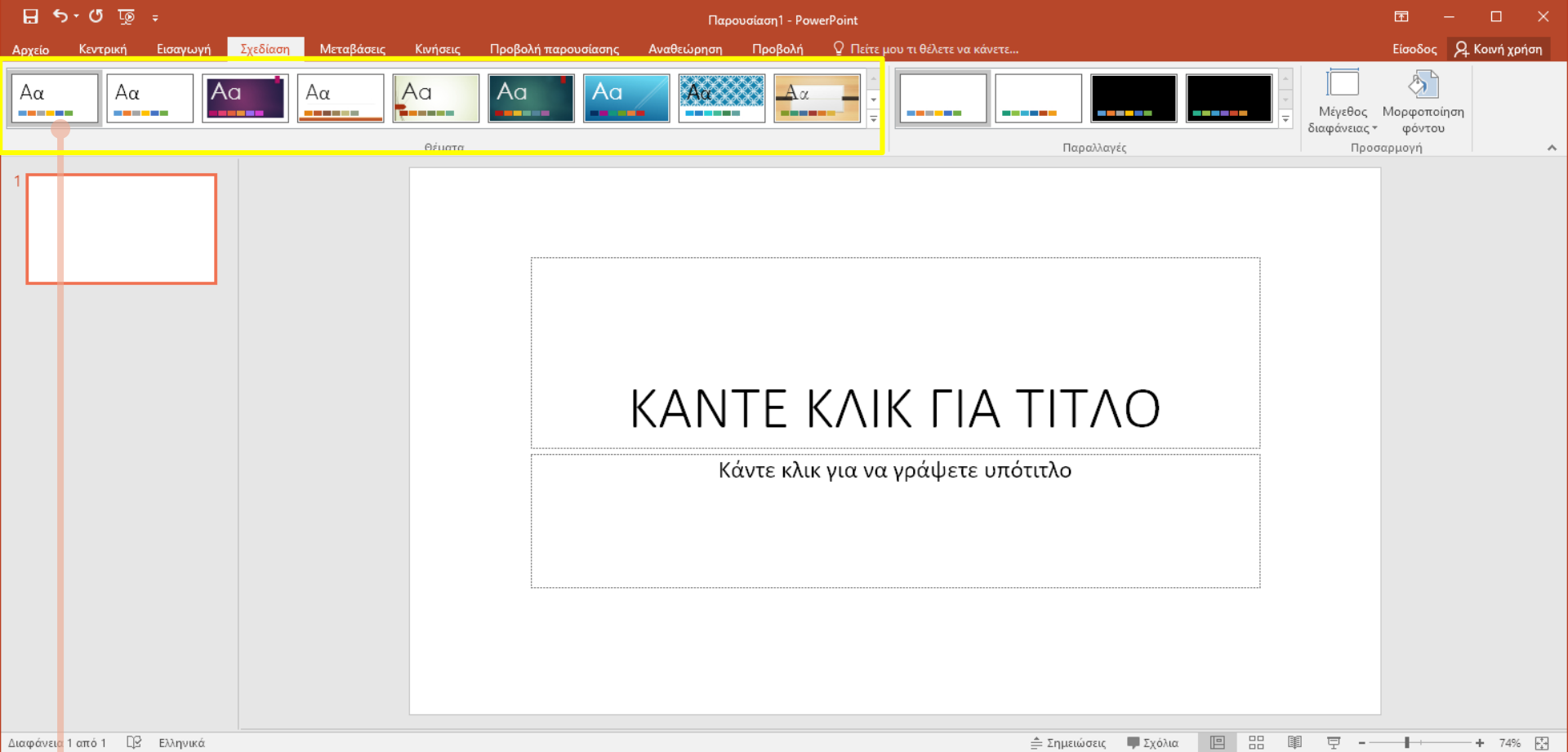
Textbox and more
You can use a textbox to add text wherever you like inside a slide. The rest of the commands work the same way as in **Word**.

INSERT



Video and Audio
You can embed video and/or audio inside a slide.

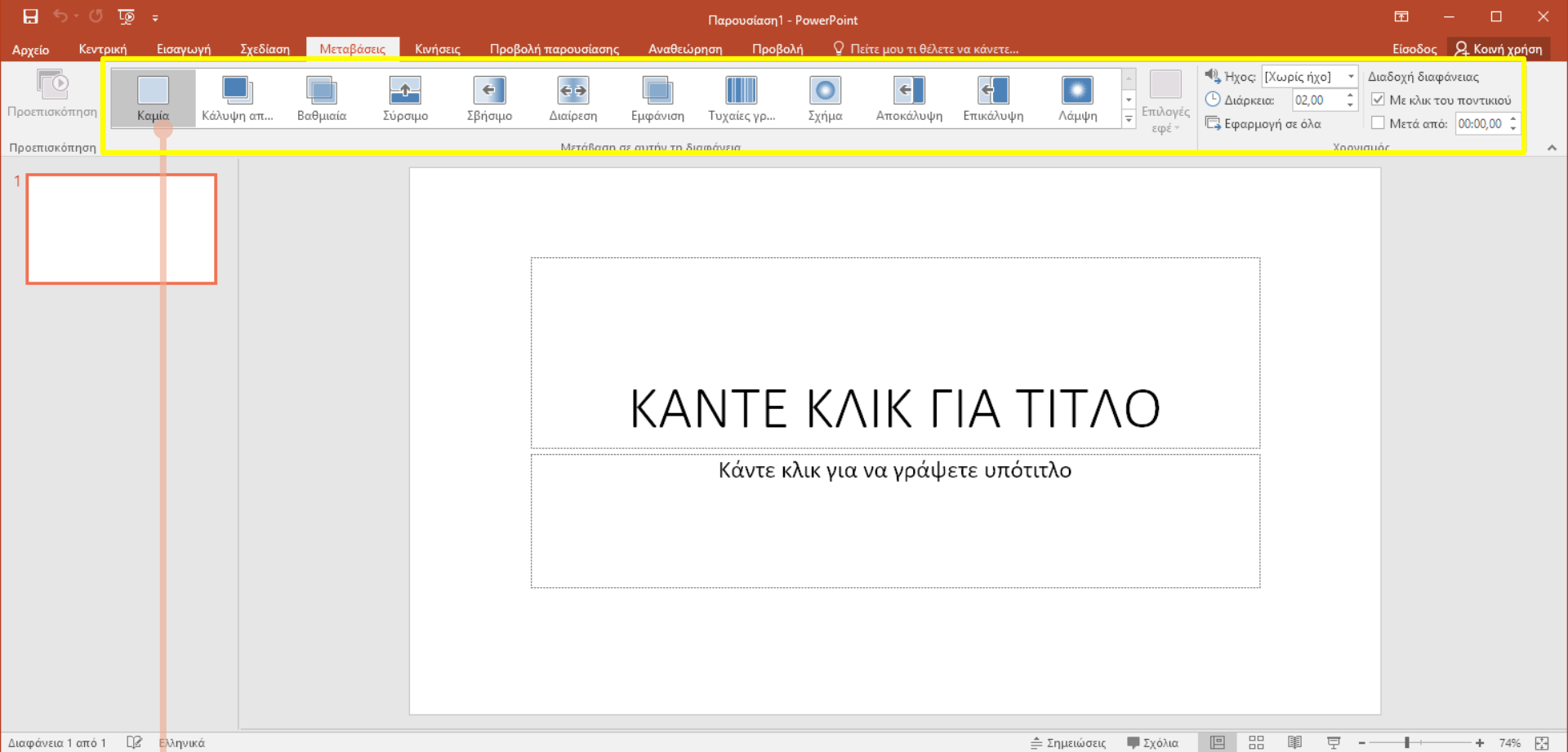
INSERT



Themes

Themes give your presentations a designer-quality look, that includes one or more slide layouts with coordinating colors, a matching background, fonts, and effects. Themes can also be applied to tables, SmartArt graphics, shapes, or charts in your slides.

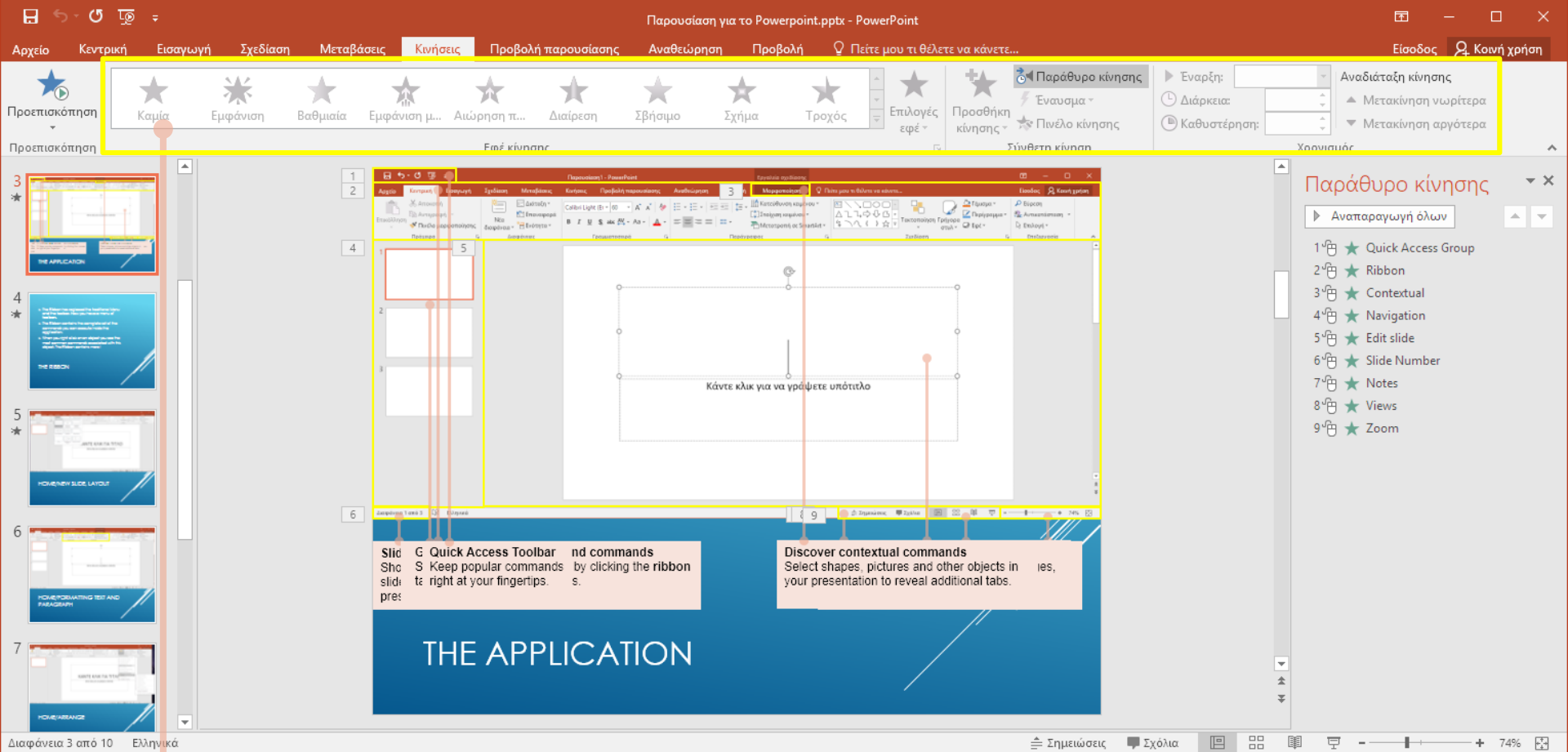
DESIGN



Transition from this slide

Slide transitions are the animation-like effects that occur when you move from one slide to the next during a presentation. You can control the speed, add sound, and customize the properties of transition effects.

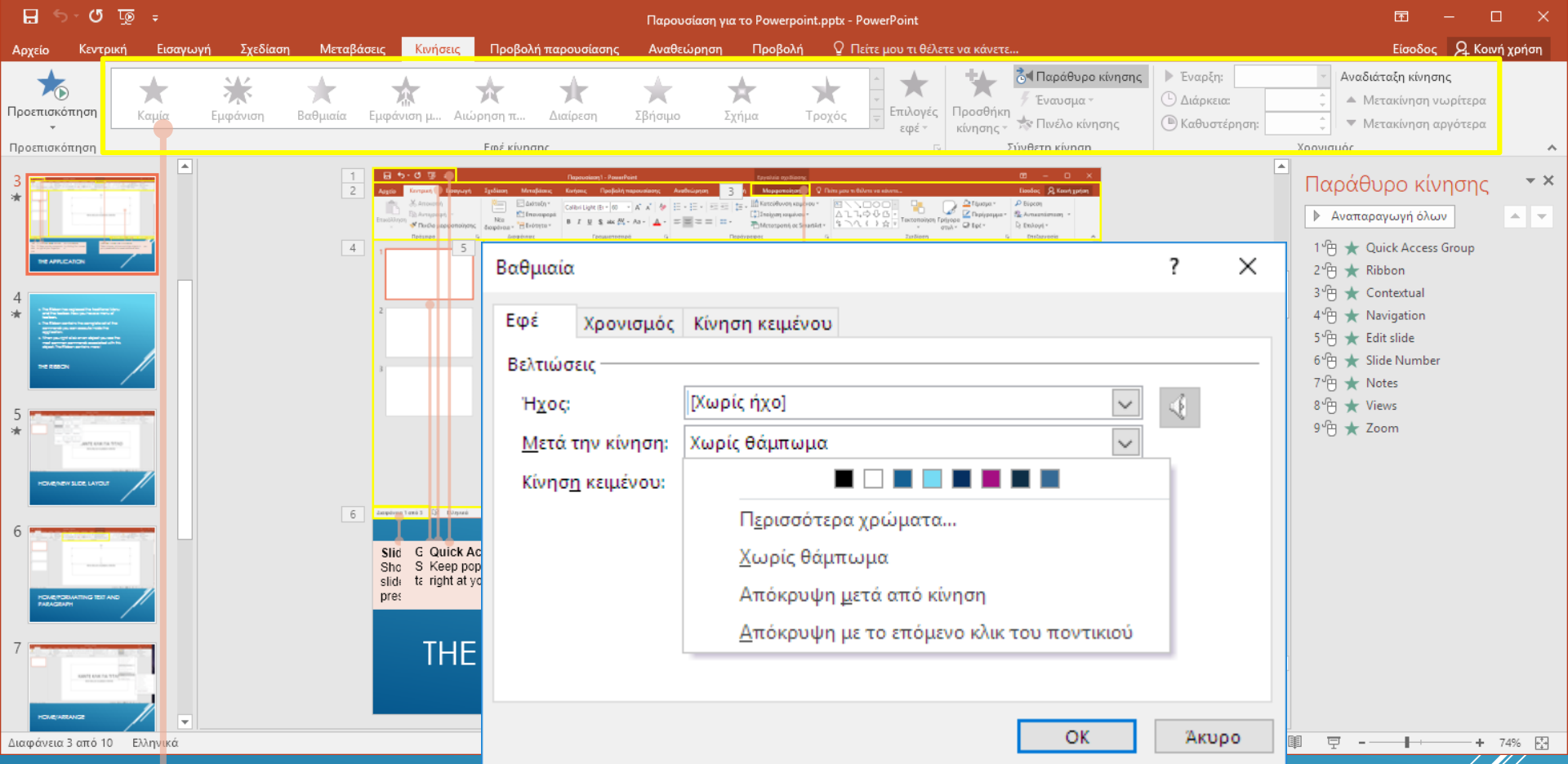
TRANSITIONS



Animate objects

You can animate the text, pictures, shapes, tables, SmartArt graphics, and other objects in your PowerPoint presentation to give them visual effects, including entrances, exits, changes in size or color, and even movement.

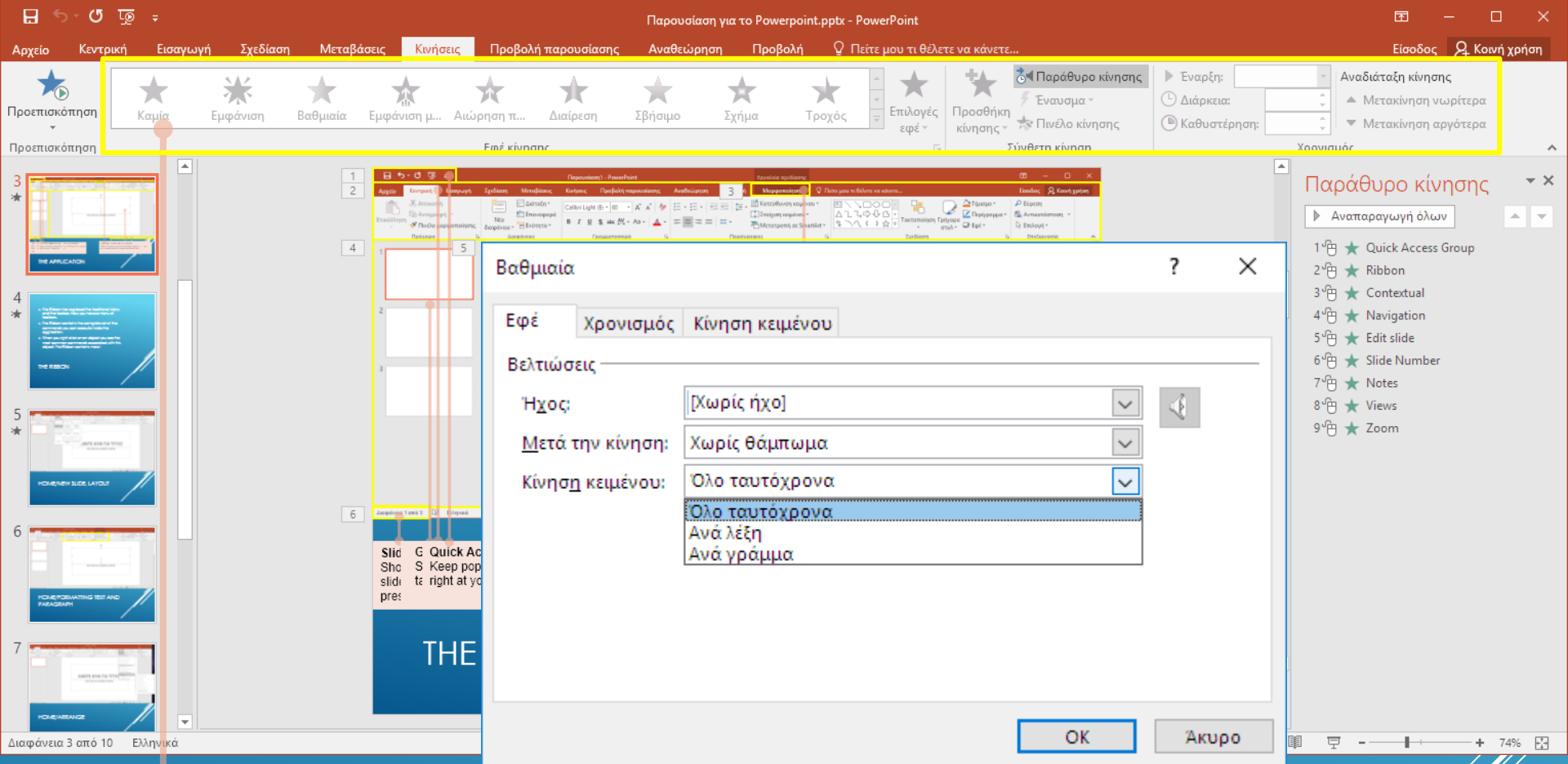
ANIMATIONS



Animate objects

You can animate the text, pictures, shapes, tables, SmartArt graphics, and other objects in your PowerPoint presentation to give them visual effects, including entrances, exits, changes in size or color, and even movement.

ANIMATIONS



Animate objects
You can animate the text, pictures, shapes, tables, SmartArt graphics, and other objects in your PowerPoint presentation to give them visual effects, including entrances, exits, changes in size or color, and even movement.

ANIMATIONS

THIS IS THE END OF THE
BEGINNING ;-)

