



COMPUTER

Lecture 9

Second stage

2021/2020

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Shortcut Keys in Microsoft Word

Ctrl + A: Selects all in the current document

Ctrl + B: Bold text.

Ctrl + C: Copies the item or text..

Ctrl + E: Switch a paragraph between center and left alignment

Ctrl + F: Displays the Find dialog box to search the current document.





Shortcut Keys in Microsoft Word

Ctrl + H: Displays the Replace dialogue box.

Ctrl + N: Create a new document.

Ctrl + O: Opens a new document.

Ctrl + P: Prints a document.

Ctrl + S: Saves a document.

Ctrl + U: Underlines text.

Ctrl + V: Pastes the copied item or text.

Ctrl + X: Cuts the selected item or text.

Ctrl + Z: Undo the last action.



Microsoft Power Point 2010

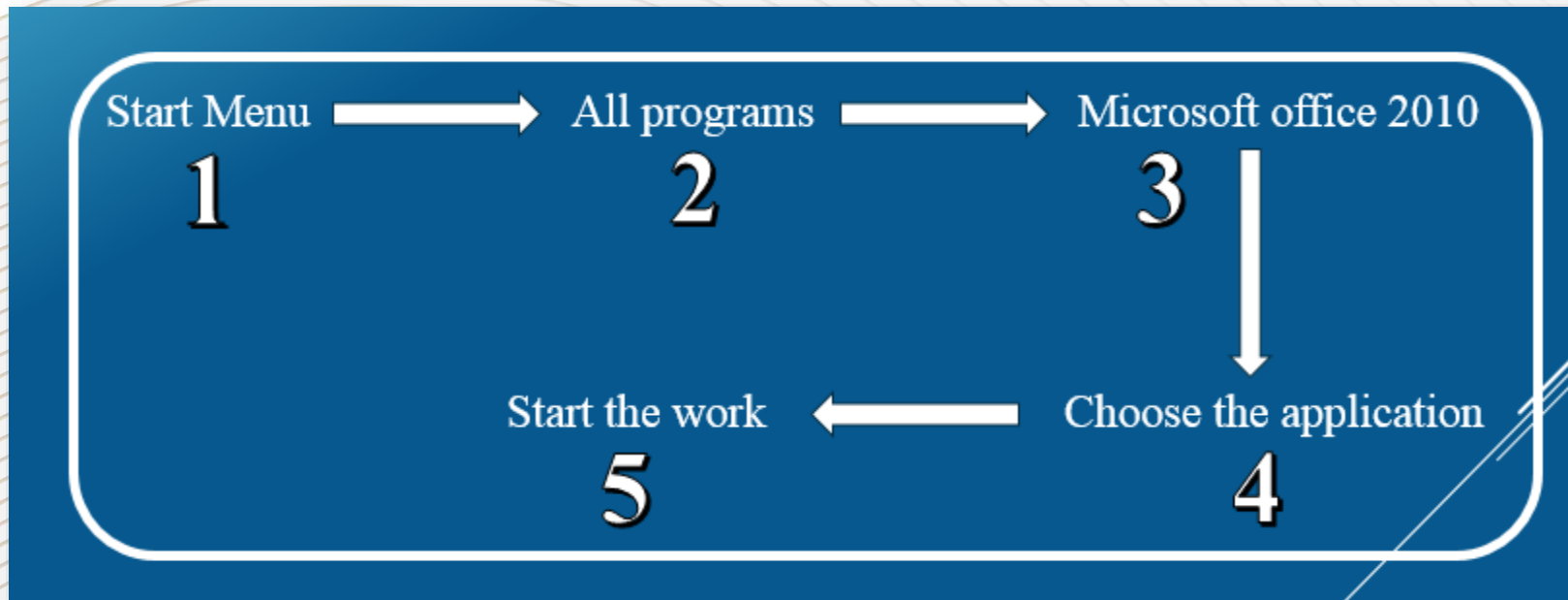
Microsoft PowerPoint is part of the Microsoft Office suite of programs. It can be one of your most powerful tools for communicating ideas and information during presentations. In PowerPoint, you are able to place your content into a series of "slides" which can then be projected for your audiences, printed and distributed as handouts, or published online using different file formats



Microsoft Power Point 2010

Working in the Program Environment

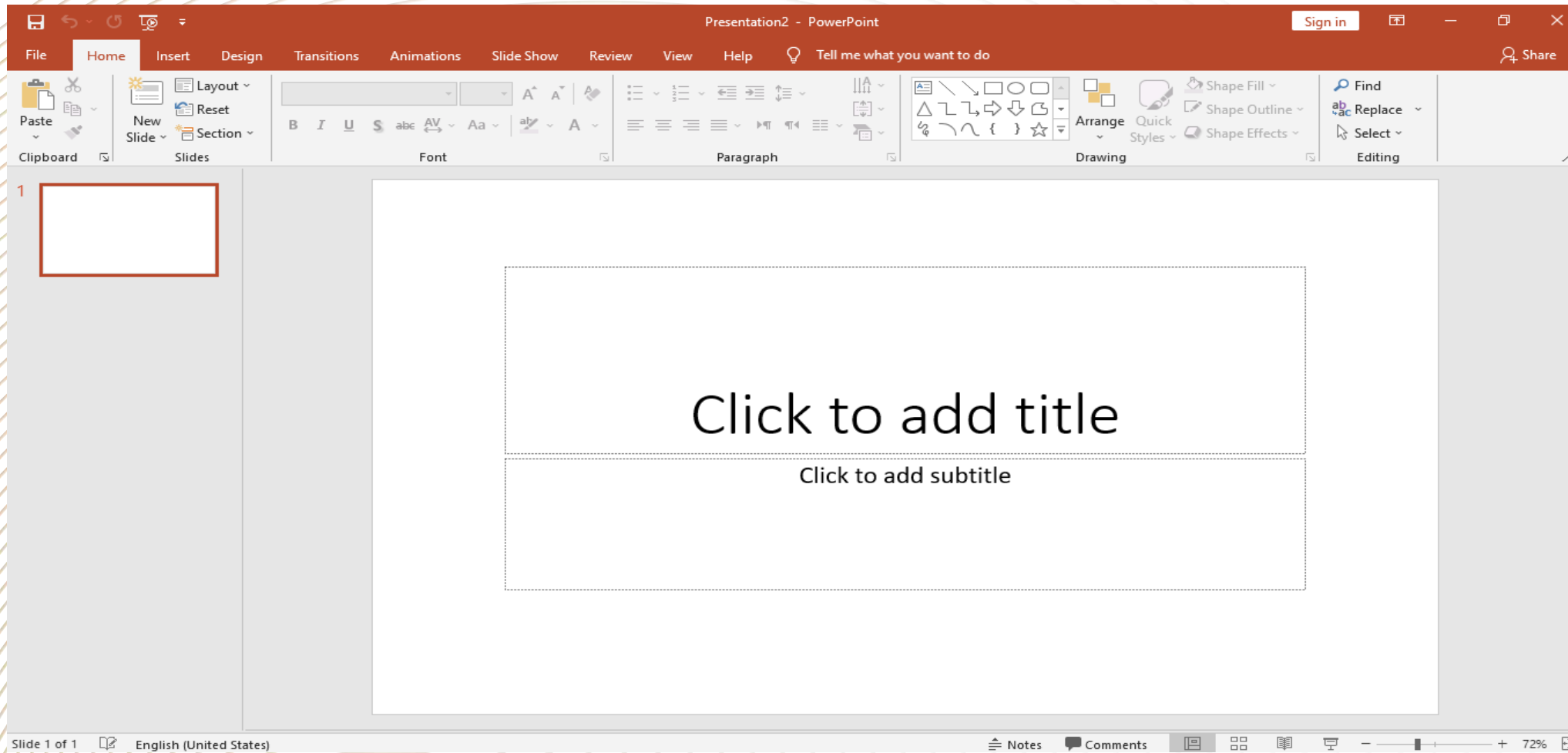
The most common way to start any Office 2010 program is from the Start menu, displayed when you click the Start button at the left end of the Windows Taskbar. On the Start menu, click All Programs, click the Microsoft Office folder, and then click the program you want to start. When you start Microsoft Word, Excel, or PowerPoint without opening a specific file, the program window appears, displaying a new blank document, workbook, or presentation



How to Open Microsoft Office Programs



Microsoft Power Point 2010

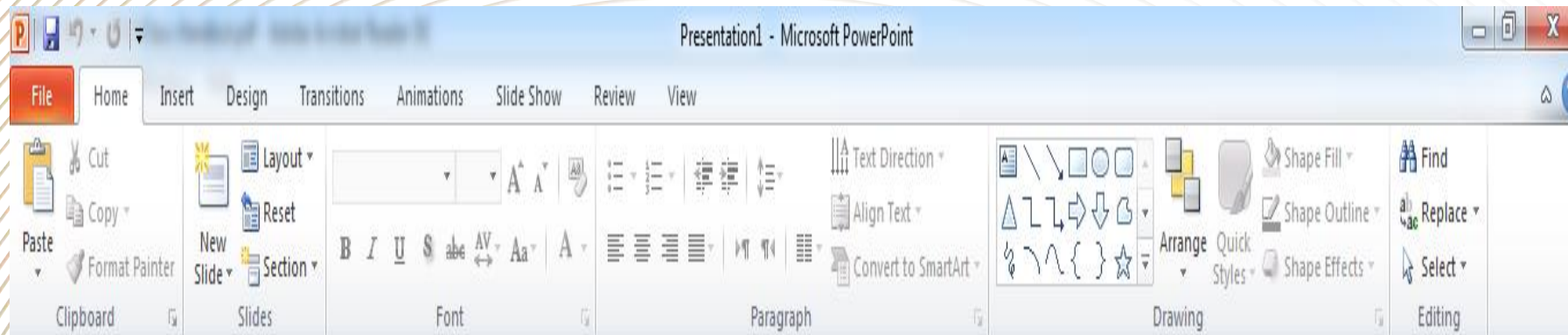


Microsoft Power Point window



Microsoft Power Point 2010

The Ribbon:



Microsoft Power Point window



Microsoft Power Point 2010

Zoom Slider and Viewing pane: On the bottom right of the window you will find the Zoom Slider. Clicking or dragging the slider arrow or + /- icons with your mouse will enlarge or shrink the size of the slide in your window.



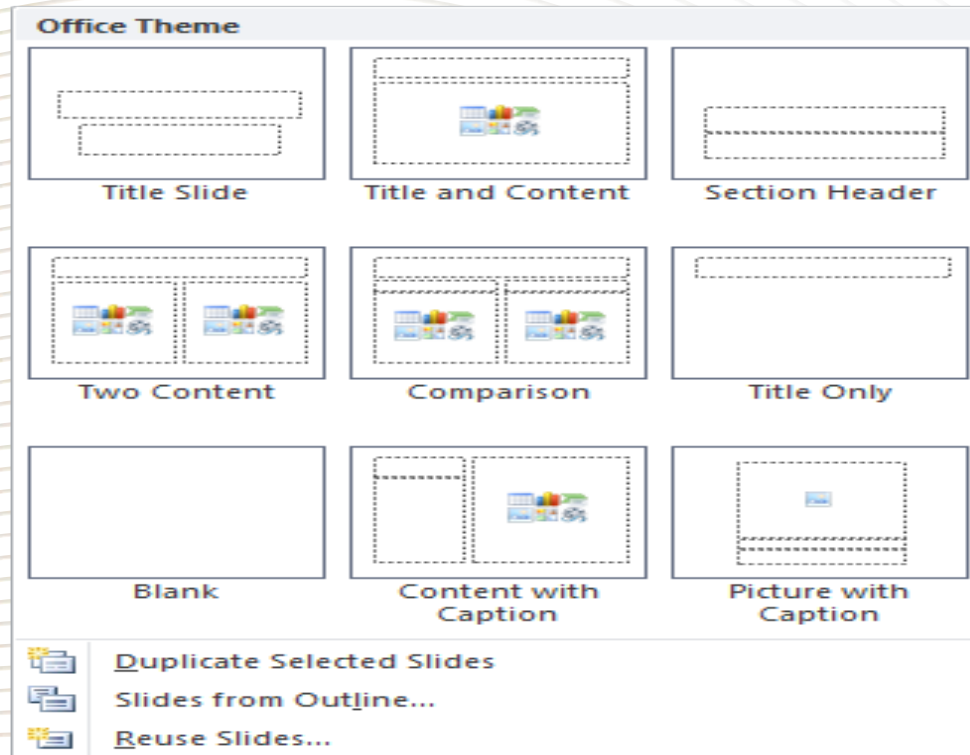
Also, notice the four icons to the left of the slider. These are shortcuts to the normal, sorter, slideshow, or reading pane view of your presentation.



Microsoft Power Point 2010

Adding New Slides

PowerPoint includes nine built-in slide layouts:





Microsoft Power Point 2010

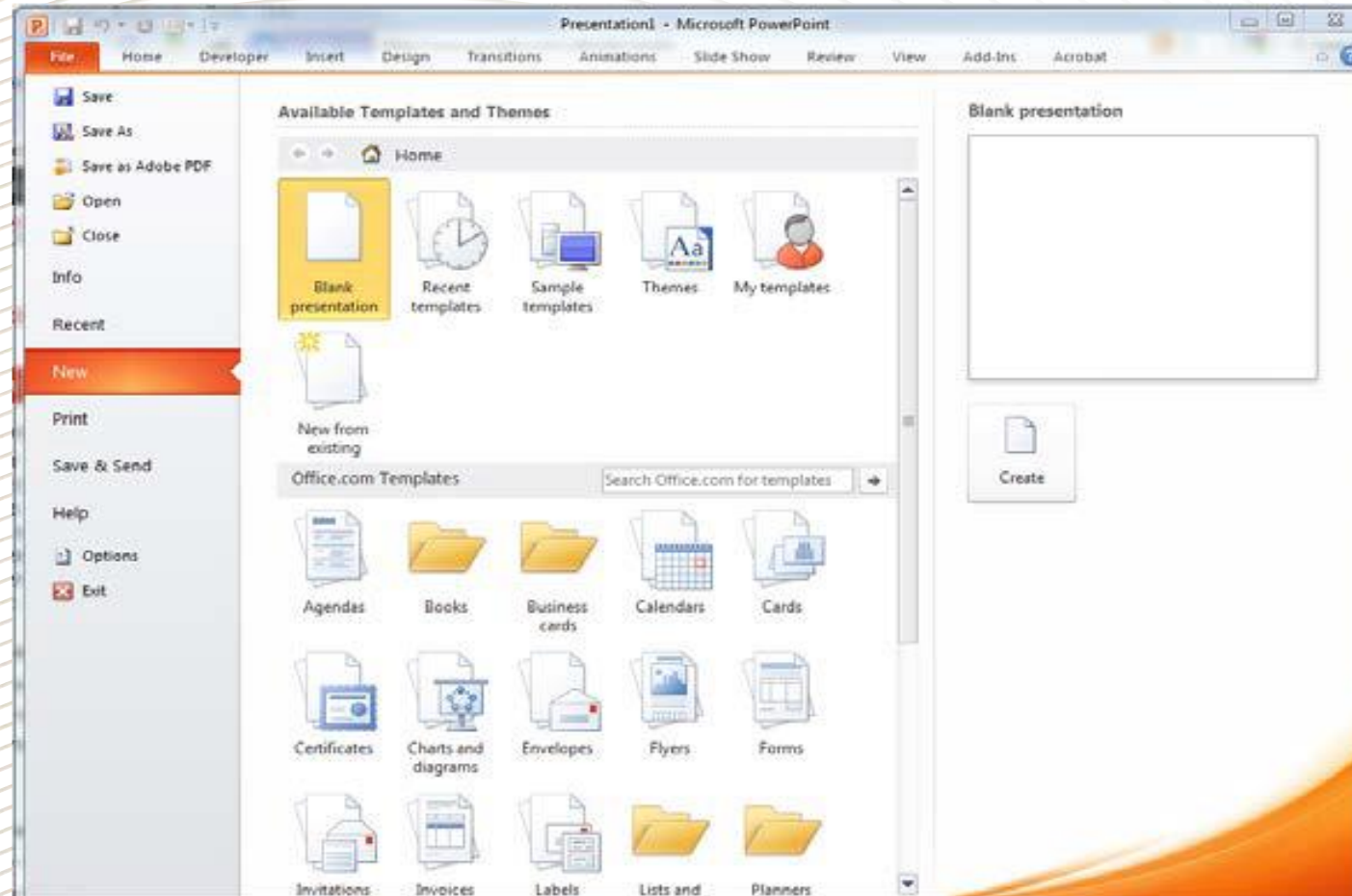
Creating a New Presentation

To Create a New Presentation:

1. Click on the **File** tab
2. Click on **New**
3. Select either a **Blank Presentation** or one of the **Office.com Templates**
4. Click **Create**



Microsoft Power Point 2010



Microsoft Power Point 2010

To Add New Slides:

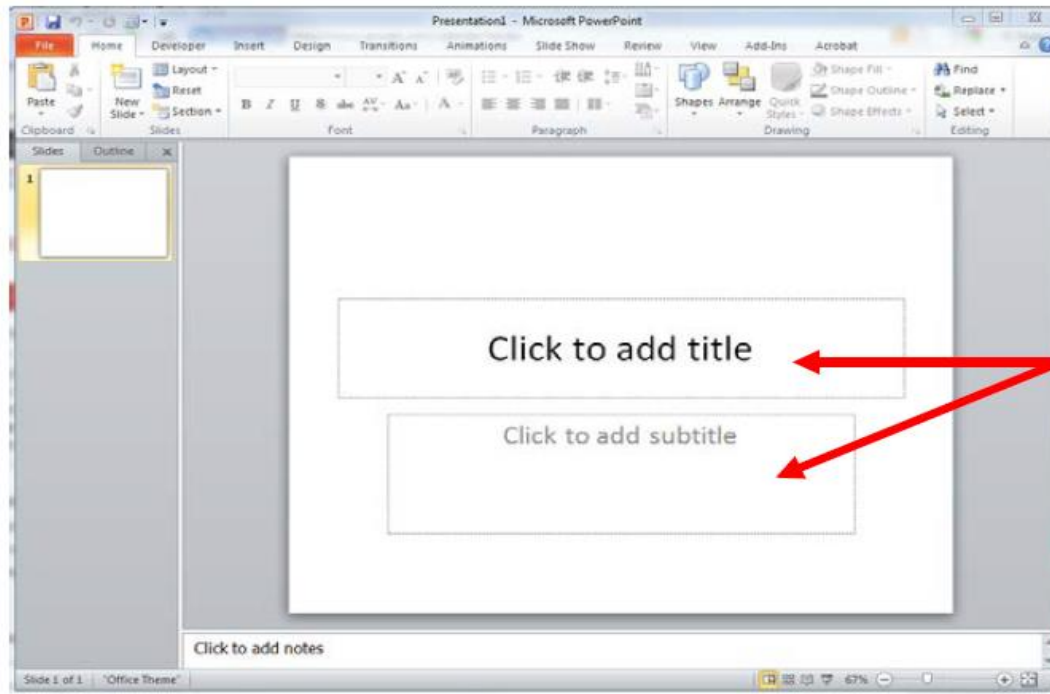
1. Click on the **Home** tab
2. Click on **New Slide** in the **Slides** group
3. Choose a **slide layout**



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Entering Text on a Slide

When you create a new presentation, the first slide to appear is a **Title slide**. It contains two placeholders: a **title placeholder** and a **subtitle placeholder**. To add text, click within the placeholder and type.



Placeholders



Formatting

PowerPoint provides a wide variety of themes that apply a distinctive look to the text, bullets, background colors, and graphics in a presentation

To Apply a Theme:

1. Click on the **Design** tab
2. Select one of the themes in the **Themes** group

To see more themes click on the **dialog box launcher**.



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To Format Text:

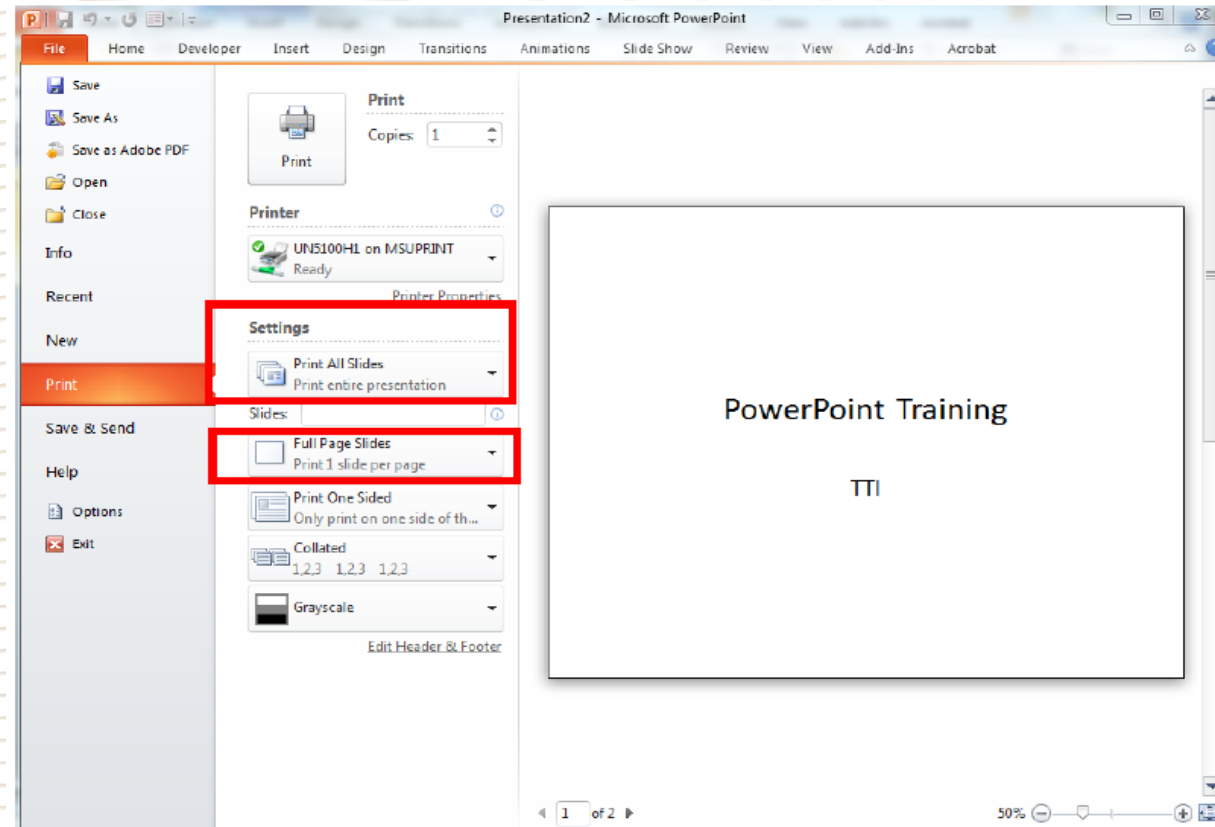
- 1) Click within the placeholder
- 2) Select the text to format
- 3) Click on the Home tab
- 4) Click on the formatting buttons in either the Font or Paragraph groups



Printing

To Print:

- 1) Click on the File tab
- 2) Click on Print



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Under **Settings** click on **Print All Slides** and select one of the options to print:

- Print All Slides – print entire presentation
- Print Selection – only print the selected slides
- Print Current Slide – only print the current slide
- Custom Range – enter specific slides to print

