



# Computer Science

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By:

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# *Chapter One*

## *Introduction to Computer*

### **1.1 Computer:**

A computer is an electronic device, operating under the control of instructions stored in its own memory that can accept data (input), process the data according to specified rules, produce information (output), and store the information for future use.

Any digital computer carries out five functions in gross terms:

- 1- Takes data as input.
- 2- Stores the data\ instruction in its memory and use them when required.
- 3- Processes the data and converts it into useful information.
- 4- Generates the output
- 5- Controls all the above four steps.



**Figure 1: Computer Function**

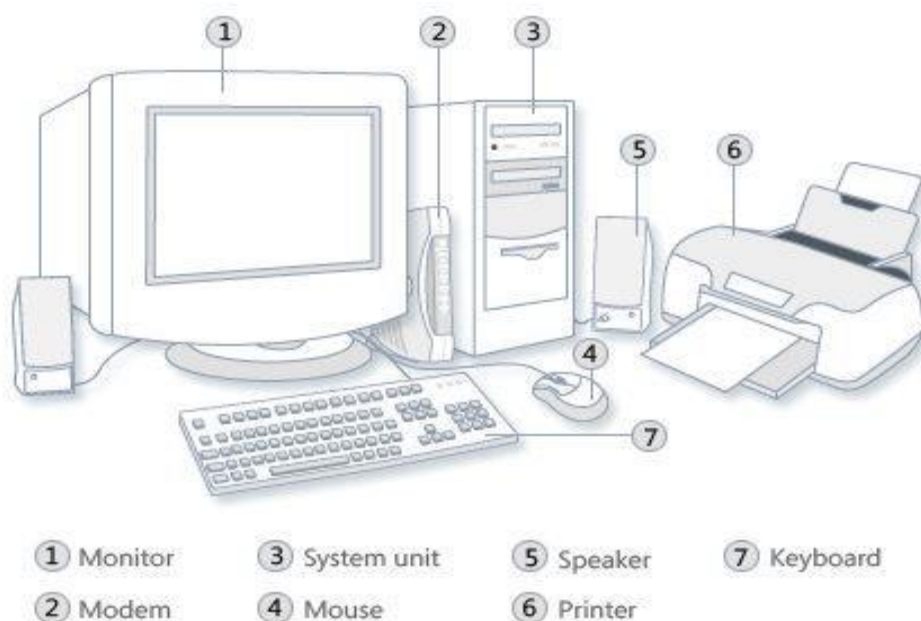
### **1.2 Computer Components:**

Any kind of Computers consist of:

- 1- **HARDWARE**
- 2- **SOFTWARE**

## 1- HARDWARE:

Computer hardware is the collection of physical elements that constitutes a computer system. Computer hardware refers to the physical parts or components of a computer such as the monitor, mouse, keyboard, computer data storage, hard drive disk (HDD), system unit (graphic cards, sound cards, memory, motherboard and chips), etc. all of which are physical objects that can be touched.



**Figure 2: Computer Hardware**

### A- Input Devices

Input device is any peripheral (piece of computer hardware equipment to provide data and control signals to an information processing system such as a computer or other information appliance.

Input device Translate data from **form** that humans understand to one that the computer can work with. Most common are keyboard and mouse.

Example of Input Devices:-

1. Keyboard	2. Mouse (pointing device)	3. Microphone
4. Touch screen	5. Scanner	6. Webcam
7. Touchpads	8. MIDI keyboard	9.
10. Graphics Tablets	11. Cameras	12. Pen Input
13. Video Capture Hardware	14. Microphone	15. Trackballs
16. Barcode reader	17. Digital camera	18. Joystick
19. Gamepad	20. Electronic Whiteboard	21.

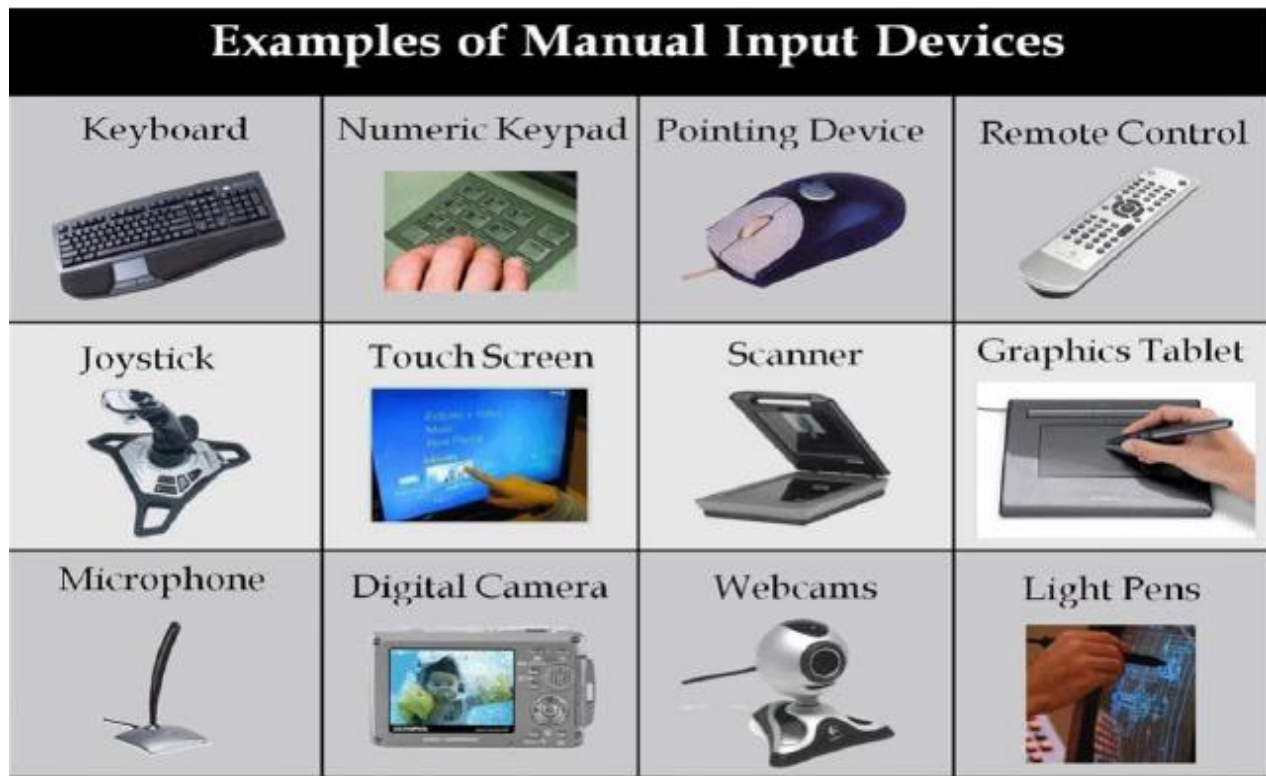


Figure 3: Input Devices

## B- Central Processing Unit (CPU)

A CPU is brain of a computer. It is responsible for all functions and processes. Regarding computing power, the CPU is the most important element of a computer system.

The CPU is comprised of three main parts:

- **Arithmetic Logic Unit (ALU):** Executes all arithmetic and logical operations. Arithmetic calculations like as addition, subtraction, multiplication and division. Logical operation like compare numbers, letters, or special characters
- **Control Unit (CU):** controls and co-ordinates computer components.
  1. Read the code for the next instruction to be executed.
  2. Increment the program counter so it points to the next instruction.
  3. Read whatever data the instruction requires from cells in memory.
  4. Provide the necessary data to an ALU or register.
  5. If the instruction requires an ALU or specialized hardware to complete, instruct the hardware to perform the requested operation.
- **Registers:** Stores the data that is to be executed next, "very fast storage area".

## C- Memory

### 1- Primary Memory:-

- **RAM:** Random Access Memory (RAM) is a memory scheme within the computer system responsible for storing data on a temporary basis, so that it can be promptly accessed by the processor as and when needed. It is volatile in nature, which means that data will be erased once supply to the storage device is turned off. RAM stores data randomly and the processor accesses these data randomly from the RAM storage. RAM is considered "random access" because you can access any memory cell directly if you know the row and column that intersect at that cell.
- **ROM:** (Read Only Memory): ROM is a permanent form of storage. ROM stays active regardless of whether power supply to it is turned on or off. ROM devices do not allow data stored on them to be modified.

### 2- Secondary Memory:-

Stores data and programs permanently: it's retained after the power is turned off

- **Hard drive (HD):**

A hard disk is part of a unit, often called a "disk drive," "hard drive," or "hard disk drive," that store and provides relatively quick access to large amounts of data on an electromagnetically charged surface or set of surfaces.

- **Optical Disk:**

An optical disc drive (ODD) is a disk drive that uses laser light as part of the process of reading or writing data to or from optical discs. Some drives can only read from discs, but recent drives are commonly both readers and recorders, also called burners or writers. Compact discs, DVDs, and Blu-ray discs are common types of optical media which can be read and recorded by such drives. Optical drive is the generic name; drives are usually described as "CD" "DVD", or "Blu-ray", followed by "drive", "writer", etc. There are three main types of optical media: CD, DVD, and Blu-ray disc. CDs can store up to 700 megabytes (MB) of data and DVDs can store up to 8.4 GB of data. Blu-ray discs, which are the newest type of optical media, can store up to 50 GB of data. This storage capacity is a clear advantage over the floppy disk storage media (a magnetic media), which only has a capacity of 1.44 MB. 4.

- **Flash Disk:**

A storage module made of flash memory chips. Flash disks have no mechanical platters or access arms, but the term "disk" is used because the data are accessed as if they were on a hard drive. The disk storage structure is emulated.

## Comparison between Main memory (RAM) and Secondary Memory (Hard disk)

RAM	Hard Disk (Hard Drive)
Memory	Storage
Smaller amount (typically 500 MB-6 GB)	Much larger amount (typically 80GB to 1000 GB)
Temporary storage of files and programs	Permanent storage of files and programs
A little like your real desktop - has only your current work on it (which could be ruined by a spill of Coke or coffee!)	Like a file cabinet - has long-term storage of work (it's safe from spills!)
Contents disappear when you turn off power to the computer and when the computer crashes	Contents remain when you turn off the power to the computer (they don't disappear unless you purposely delete them), and when the computer crashes
Consists of chips (microprocessors)	Consists of hard disks (platters)
When you want to use a program, a temporary copy is put into RAM and that's the copy you use	Holds the original copy of the program permanently

**D- Output devices**

An output device is any piece of computer hardware equipment used to communicate the results of data processing carried out by an information processing system (such as a computer) which converts the electronically generated information into human-readable form.

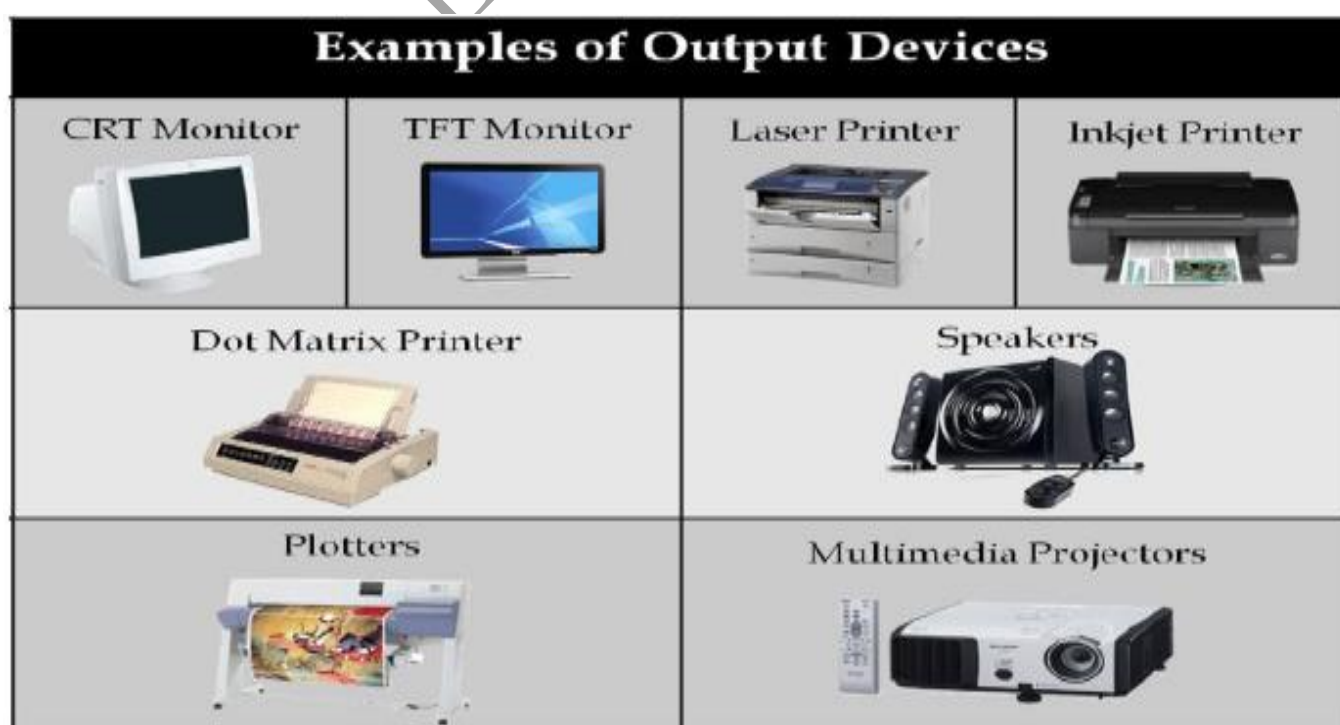


Figure 4: Output Devices

1. Monitor	2. LCD Projection Panels
3. Printers (all types)	4. Computer Output Microfilm (COM)
5. Plotters	6. Speaker(s)
7. Projector	

## 2- SOFTWARE:

Software is a generic term for organized collections of computer data and instructions, often broken into two major categories: system software that provides the basic non-task-specific functions of the computer, and application software which is used by users to accomplish specific tasks.

### • **Software Types:**

**A- System software** is responsible for controlling, integrating, and managing the individual hardware components of a computer system so that other software and the users of the system see it as a functional unit without having to be concerned with the low-level details such as transferring data from memory to disk, or rendering text onto a display. Generally, system software consists of an operating system and some fundamental utilities such as disk formatters, file managers, display managers, text editors, user authentication (login) and management tools, and networking and device control software.

**B- Application software** is used to accomplish specific tasks other than just running the computer system. Application software may consist of a single program, such as an image viewer; a small collection of programs (often called a software package) that work closely together to accomplish a task, such as a spreadsheet or text processing system; a larger collection (often called a software suite) of related but independent programs and packages that have a common user interface or shared data format, such as Microsoft Office, which consists of closely integrated word processor, spreadsheet, database, etc.; or a software system, such as a database management system, which is a collection of fundamental programs that may provide some service to a variety of other independent applications.



### **1.3 Unit of Measurements:**

**Storage measurements:** The basic unit used in computer data storage is called a bit (binary digit). Computers use these little bits, which are composed of ones and zeros, to do things and talk to other computers. All your files, for instance, are kept in the computer as binary files and translated into words and pictures by the software (which is also ones and zeros). These two number systems are called a “binary number system” since it has only two numbers in it. The decimal number system in contrast has ten unique digits, zero through nine.

Computer Storage units

Bit	BIT	0 or 1
Kilobyte	KB	1024 bytes
Megabyte	MB	1024 kilobytes
Gigabyte	GB	1024 megabytes
Terabyte	TB	1024 gigabytes

**Speed measurement:** The speed of Central Processing Unit (CPU) is measured by Hertz (Hz), which represent a CPU cycle. The speed of CPU is known as Computer Speed.

CPU SPEED MEASURES	
1 hertz or Hz	1 cycle per second
1 MHz	1 million cycles per second or 1000 Hz
1 GHz	1 billion cycles per second or 1000 MHz

## **1.4 Computer Classifications:**

Computers can be generally classified by size and power as follows, though there is considerable overlap:

- 1- Personal computer:** A small, single-user computer based on a microprocessor. In addition to the microprocessor, a personal computer has a keyboard for entering data, a monitor for displaying information, and a storage device for saving data.
- 2- Workstation:** A powerful, single-user computer. A workstation is like a personal computer, but it has a more powerful microprocessor and a higher-quality monitor.
- 3- Minicomputer:** A multi-user computer capable of supporting from 10 to hundreds of users simultaneously.
- 4- Mainframe:** A powerful multi-user computer capable of supporting many hundreds or thousands of users simultaneously.
- 5- Supercomputer:** An extremely fast computer that can perform hundreds of millions of instructions per second.
- 6- Laptop and Smartphone Computers:**
  - **LAPTOP:** A laptop is a battery or AC-powered personal computer that can be easily carried and used in a variety of locations. Many laptops are designed to have all of the functionality of a desktop computer, which means they can generally run the same software and open the same types of files. However, some laptops, such as netbooks, sacrifice some functionality in order to be even more portable.
  - **Netbook:** A netbook is a type of laptop that is designed to be even more portable. Netbooks are often cheaper than laptops or desktops. They are generally less powerful than other types of computers, but they provide enough power for email and internet access, which is where the name "netbook" comes from.
  - **Mobile Device:** A mobile device is basically any handheld computer. It is designed to be extremely portable, often fitting in the palm of your hand or in your pocket. Some mobile devices are more powerful, and they allow you to do many of the same things you can do with a desktop or laptop computer. These include tablet computers, e-readers, and smartphones.

- Tablet Computers:** Like laptops, tablet computers are designed to be portable. However, they provide a very different computing experience. The most obvious difference is that tablet computers don't have keyboards or touchpads. Instead, the entire screen is touch-sensitive, allowing you to type on a virtual keyboard and use your finger as a mouse pointer. Tablet computers are mostly designed for consuming media, and they are optimized for tasks like web browsing, watching videos, reading e-books, and playing games. For many people, a "regular" computer like a desktop or laptop is still needed in order to use some programs. However, the convenience of a tablet computer means that it may be ideal as a second computer.
- Smartphones:** A smartphone is a powerful mobile phone that is designed to run a variety of applications in addition to phone service. They are basically small tablet computers, and they can be used for web browsing, watching videos, reading e-books, playing games and more.

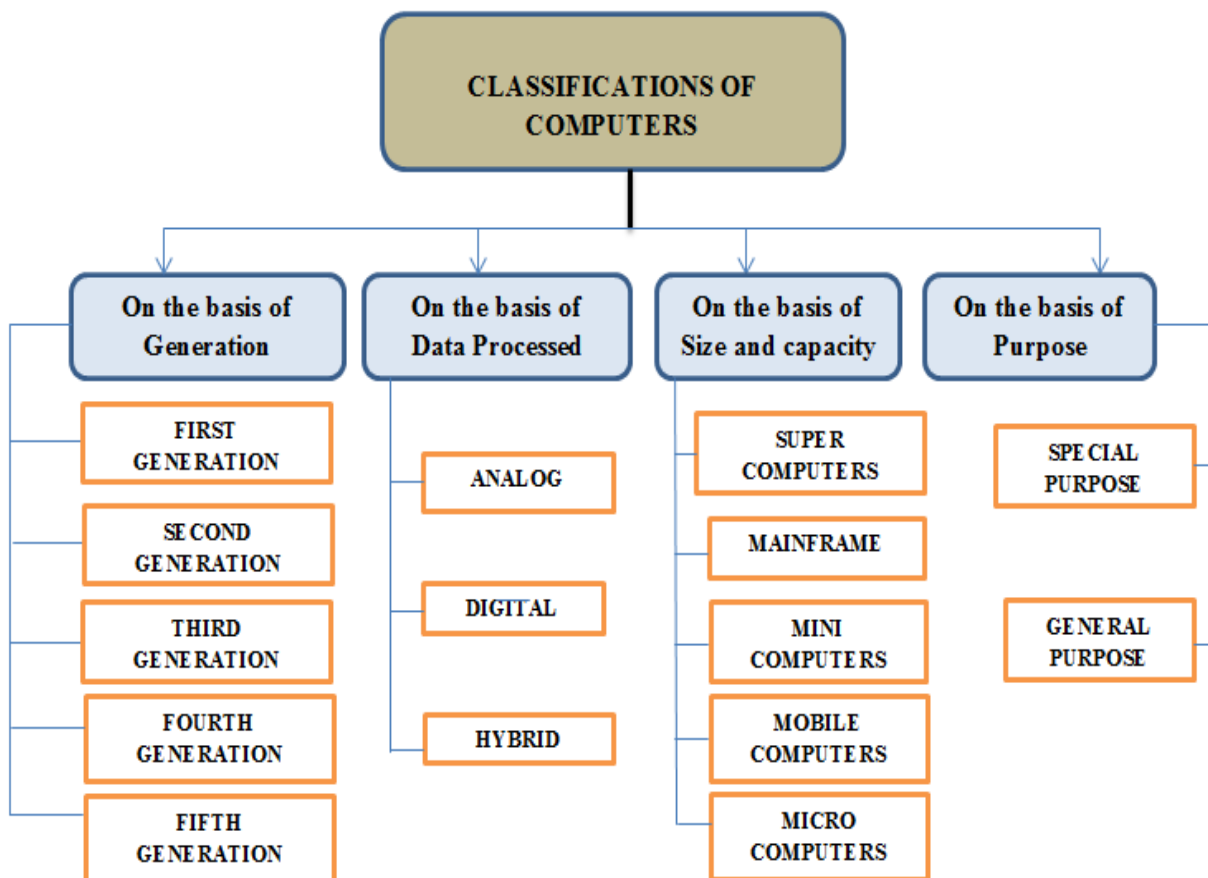


Figure 5: Computer Classifications

## *Chapter two*

### *Operating System (Windows 7)*

#### 2.1 Operating system (OS)

OS is system software that manages computer hardware and software resources and provides common services for computer programs.

In another word, an **operating system** is the most important software that runs on a **computer**. It manages the **computer's** memory and processes, as well as all of its software and hardware. It also allows you to communicate with the **computer** without knowing how to speak the **computer's** language.



Figure 6: Operating Systems Examples

#### 2.2 Examples of the Operating Systems

As shown in the above figure, the most famous operating systems are:

- 1- Linux operating system
- 2- Windows operating systems
- 3- IOS
- 4- Android
- 5- Blackberry

## 2.3 Functions of the Operating System

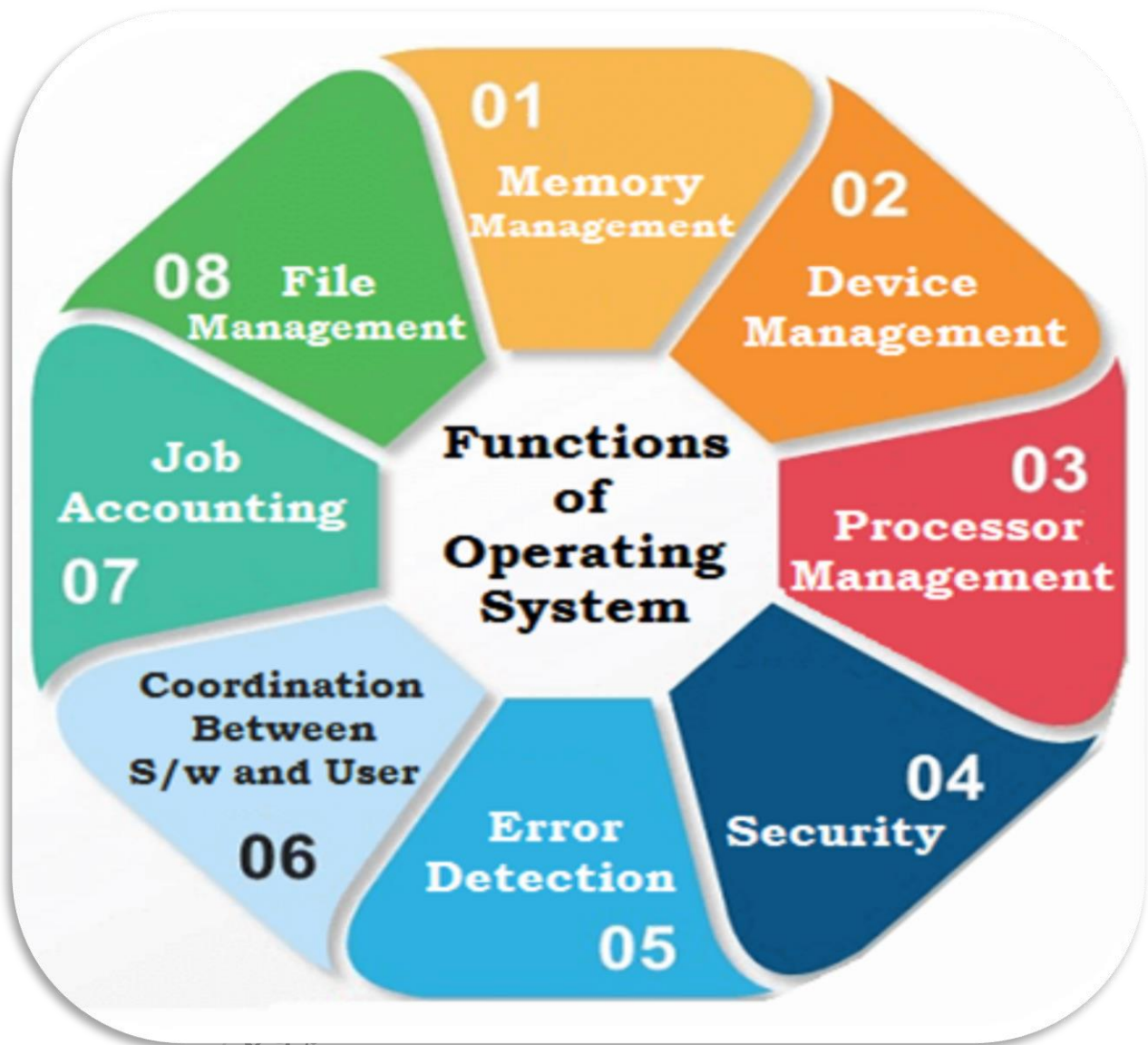
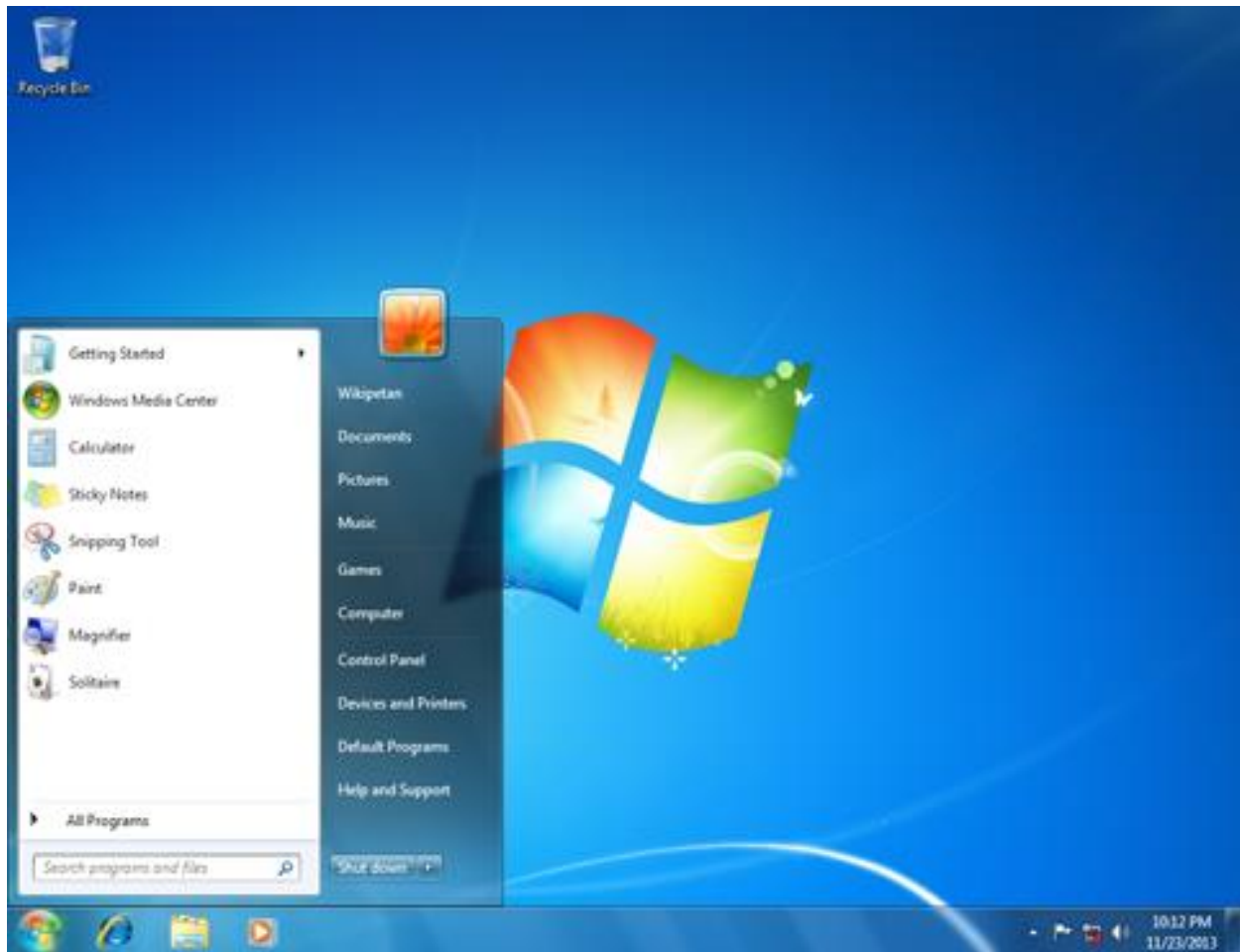


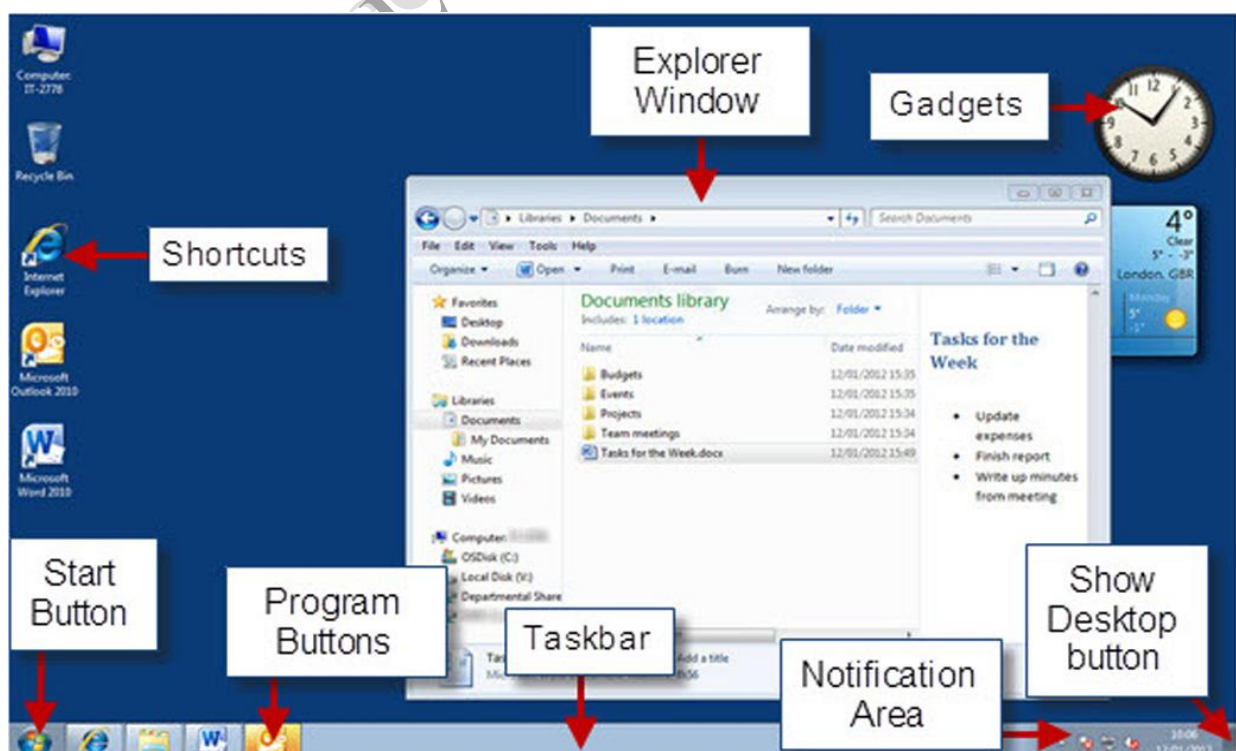
Figure 7: Operating Systems Functions

**2.4 Windows 7:** is a personal computer operating system that was produced by Microsoft as part of the Windows NT family of operating systems. It was released to manufacturing on July 22, 2009 and became generally available on October 22, 2009, less than three years after the release of its predecessor, Windows Vista. Windows 7's server counterpart, Windows Server 2008 R2, was released at the same time.

**2.5 Windows 7 Desktop Elements:**



**Figure 8: Windows 7 Desktop Screen**



**Figure 9: Desktop Elements**

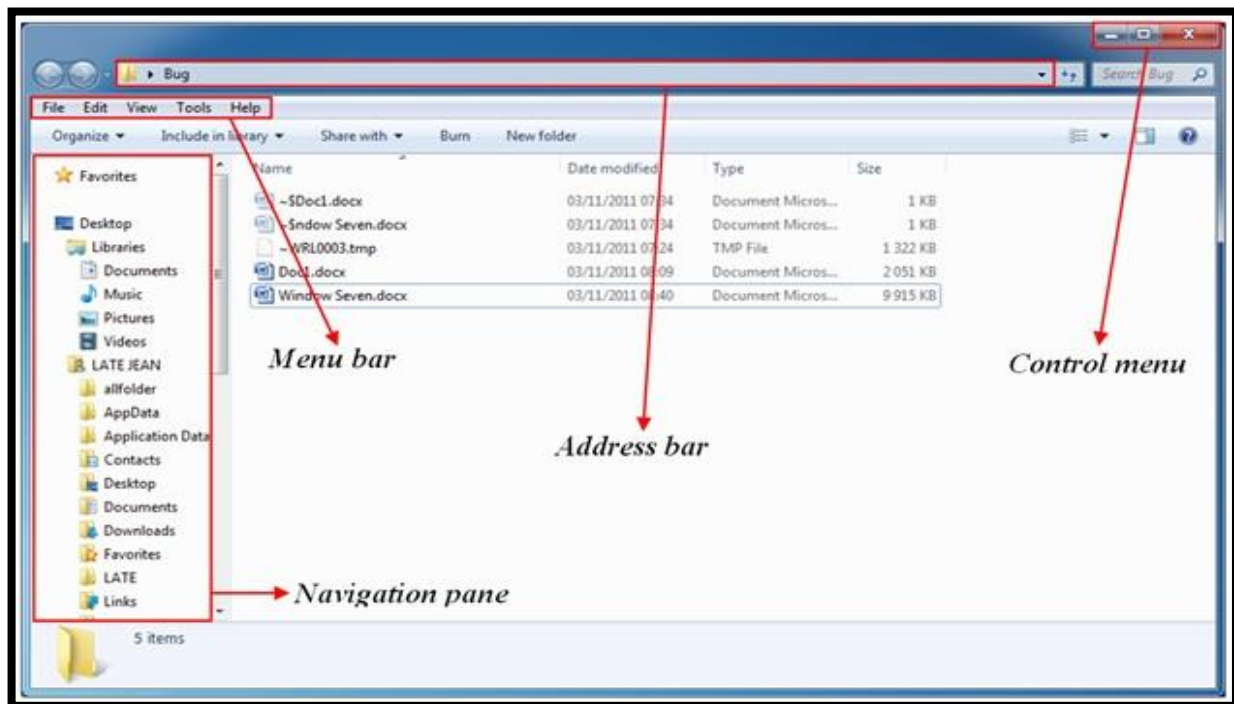


Figure 10: Folder Window

### 2.5.1 How to make shutdown:

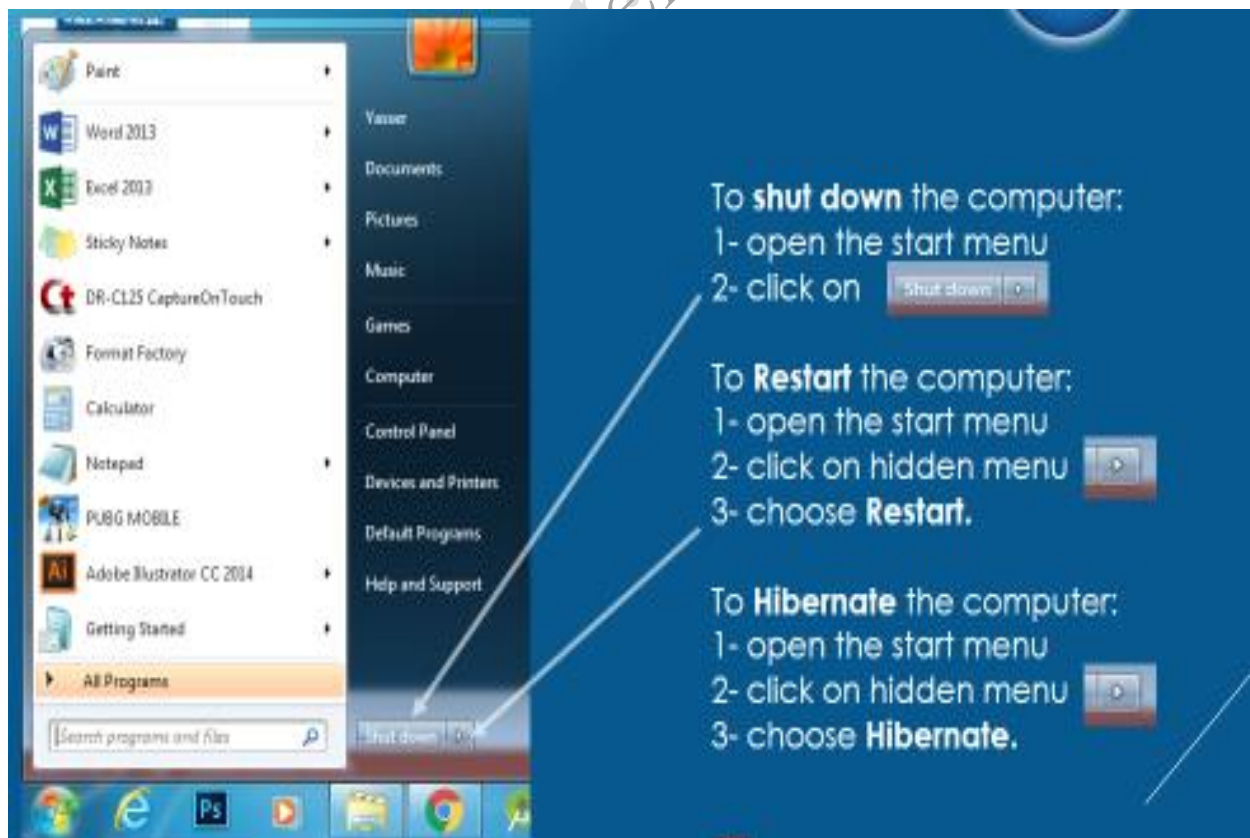








Figure 11: Shutdown Steps

## 2.6 Shortcuts Keys:

Description	Shortcut Keys
Open Explorer ( My Computer)	 + E
Search on startup Menu	 + S
Search on files, folders	 + F
Search on files, folders, internet	<b>Ctrl+F</b>
Copy	<b>Ctrl+C</b>
Paste	<b>Ctrl+V</b>
Select All	<b>Ctrl+A</b>
Switch between the languages ( Arabic to English and vice versa)	<b>Alt+Shift</b>
Left to Right text direction	<b>Right Ctrl+Right Shift</b>
Right to Left text direction	<b>Left Ctrl+Left Shift</b>
Close Current Program ( if there is no program in process then it work as a shutdown button)	<b>Alt+F4</b>
Show the task manager ( it is useful if the computer is hanging or the programs are not response)	<b>Ctrl+Alt+Delete</b>
Switch between the programs	<b>Ctrl+Tab</b>
Maximize Current Window	 +Up Arrow
Minimize Current Window	 +Down Arrow
Minimize all windows	 + M
Take a screenshot	<b>PrtSc ( sometimes not working alone so you can click on: <b>Fn+PrtSc</b>)</b>
File menu options in the current program.	<b>Alt+F</b>
Edit options in current program	<b>Alt+E</b>
Switch between open programs	<b>Alt+Tab</b>
Universal Help in almost every Windows program.	<b>F1</b>



Rename a selected file	<b>F2</b>
Refresh the current program window	<b>F5</b>
Create a new, blank document in some software programs	<b>Ctrl+N</b>
Open a file in current software program	<b>Ctrl+O</b>
Select all text.	<b>Ctrl+A</b>
Change selected text to be Bold	<b>Ctrl+B</b>
Change selected text to be in Italics	<b>Ctrl+I</b>
Change selected text to be Underlined	<b>Ctrl+U</b>
Open find window for current document or window.	<b>Ctrl+F</b>
Save current document file.	<b>Ctrl+S</b>
Cut selected item.	<b>Ctrl+X</b>
Cut selected item.	<b>Shift+Del</b>
Copy selected item.	<b>Ctrl+C</b>
Copy selected item	<b>Ctrl+Ins</b>
Paste	<b>Ctrl+V</b>
Paste	<b>Shift+Ins</b>
Redo the last action	<b>Ctrl+Y</b>
Undo last action	<b>Ctrl+Z</b>
Insert hyperlink for selected text	<b>Ctrl+K</b>
Print the current page or document.	<b>Ctrl+P</b>
Goes to beginning of current line.	<b>Home</b>
Goes to beginning of the document.	<b>Ctrl+Home</b>
Goes to end of current line.	<b>End</b>
Goes to end of the document.	<b>Ctrl+End</b>

Highlights from current position to the beginning of a line.	<b>Shift+Home</b>
Highlights from current position to end of a line.	<b>Shift+End</b>
Moves one word to the left at a time.	<b>Ctrl+Left arrow</b>
Moves one word to the right at a time.	<b>Ctrl+Right arrow</b>
Opens the START menu	<b>Ctrl+Esc</b>
Opens Windows Task Manager	<b>Ctrl+Shift+Esc</b>
Close the currently active program	<b>Alt+F4</b>
Open the Properties for the selected item (file, folder, shortcut, etc.)	<b>Alt+Enter</b>

## *Chapter three*

### *Microsoft Office 2010*

**Microsoft Office 2010** is a comprehensive system of programs, servers, services, and solutions, including a dozen desktop productivity programs that you can install on your computer, and four new online program versions. To meet the varying needs of individuals and organizations, Microsoft offers five different Office 2010 software suites, each consisting of a different subset of programs. The following table identifies the programs available in each of the software suites.

Office Home and Student	Office Home and Business	Office Professional	Office Professional Academic
Word 2010	Word 2010	Word 2010	Word 2010
Excel 2010	Excel 2010	Excel 2010	Excel 2010
PowerPoint 2010	PowerPoint 2010	PowerPoint 2010	PowerPoint 2010
OneNote 2010	OneNote 2010	OneNote 2010	OneNote 2010
	Outlook 2010	Outlook 2010	Outlook 2010
		Publisher 2010	Publisher 2010
		Access 2010	Access 2010

**Figure 12: Microsoft Office Versions**

- **Microsoft Word 2010** a word-processing program with which you can quickly and efficiently author and format documents.
- **Microsoft Excel 2010** a spreadsheet program with which you can analyze, communicate, and manage information.
- **Microsoft PowerPoint 2010** a program with which you can develop and present dynamic, professional-looking slide presentations.

- **Microsoft OneNote 2010** a digital notebook program with which you can collect, organizes, and quickly locates many types of electronic information.
- **Microsoft Outlook 2010** a personal information management program with which you can manage e-mail, contacts, meetings, tasks, and other communications.
- **Microsoft Access 2010** a database program with which you can collect information and output information for reuse in a variety of formats.
- **Microsoft Publisher 2010** a desktop publishing program with which you can lay out newsletters, cards, calendars, and other publications.



Figure 13: Microsoft Office Package

### 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.

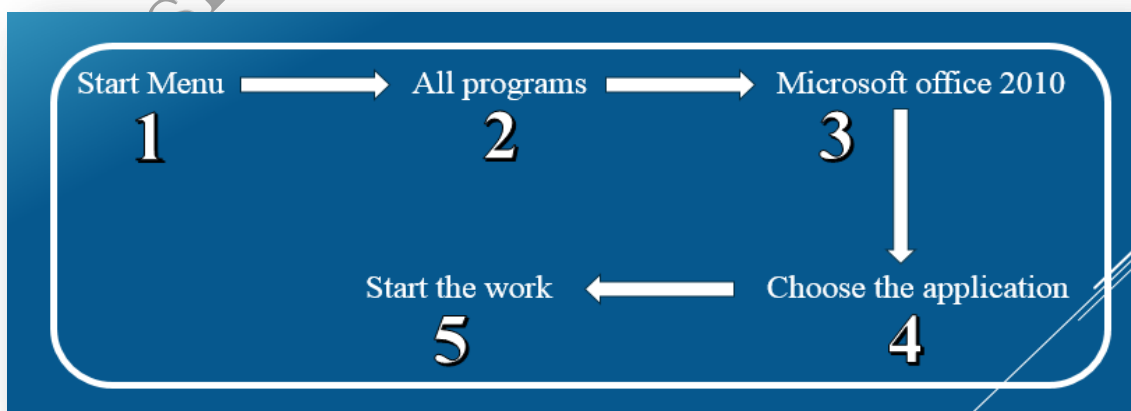


Figure 14: How to Open Microsoft Office Programs

### 3.1 Microsoft Word 2010:

Aside from actually typing the document, there are a number of tasks that you will perform most during your usage of Word. These tasks include:

- Creating new documents
- Opening existing documents
- Saving documents
- Working with text within documents
- Formatting documents
- Inserting non-text items
- Proofing documents
- Printing documents
- Closing Documents

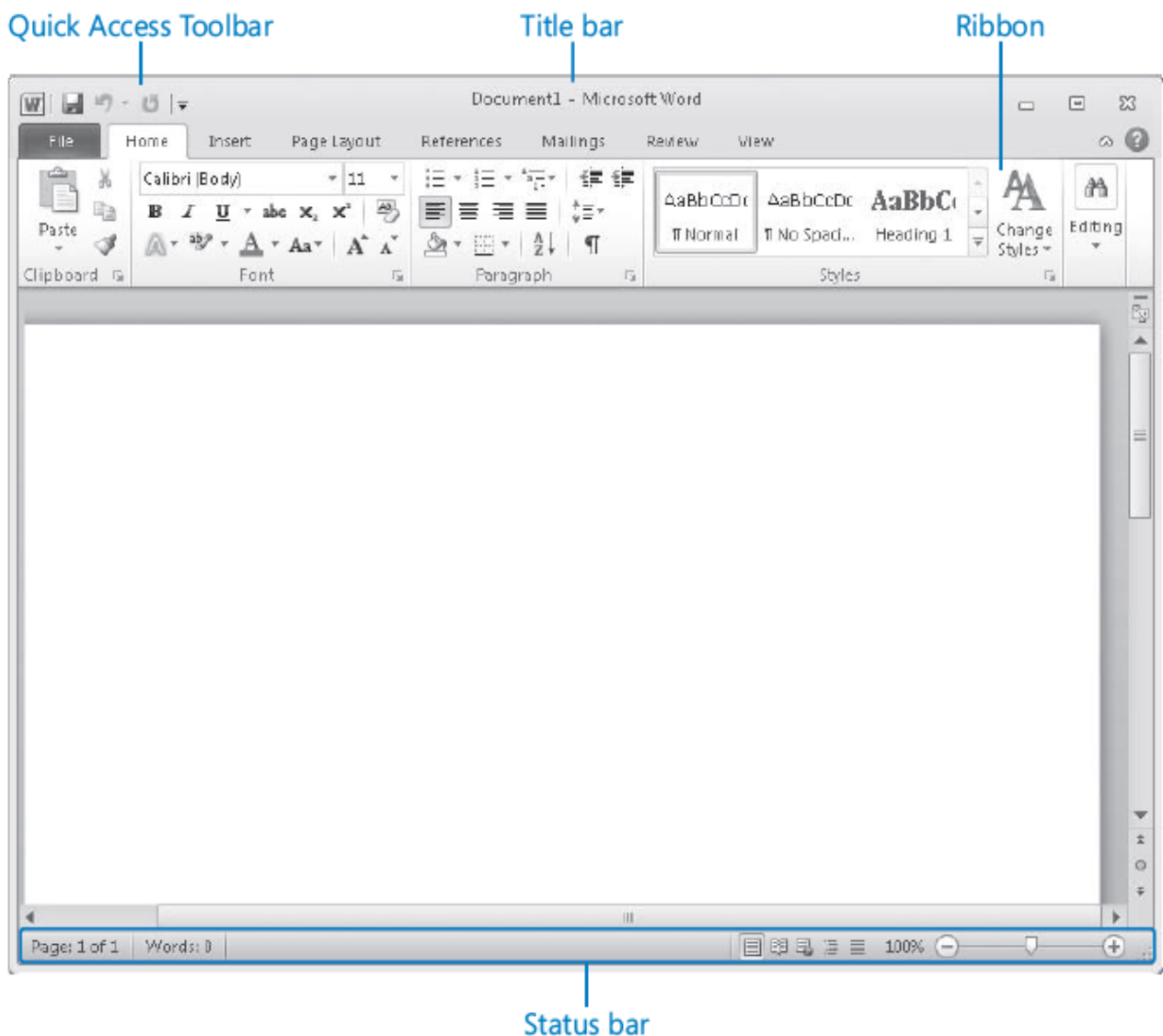


Figure 15: Microsoft Word window

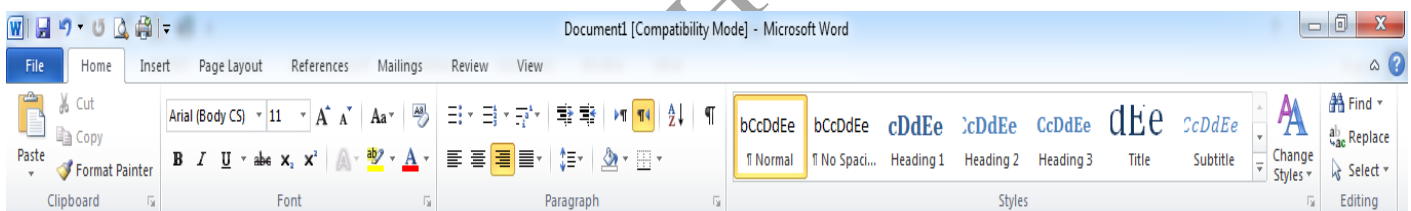
- The title bar displays the name of the active document. At the left end of the title bar is the program icon, which you click to display commands to move, size, and close the program window. Three buttons at the right end of the title bar serve the same functions in all Windows programs: You can temporarily hide the program window by clicking the Minimize button, adjust the size of the window by clicking the Restore Down/Maximize button, and close the active document or exit the program by clicking the Close button.



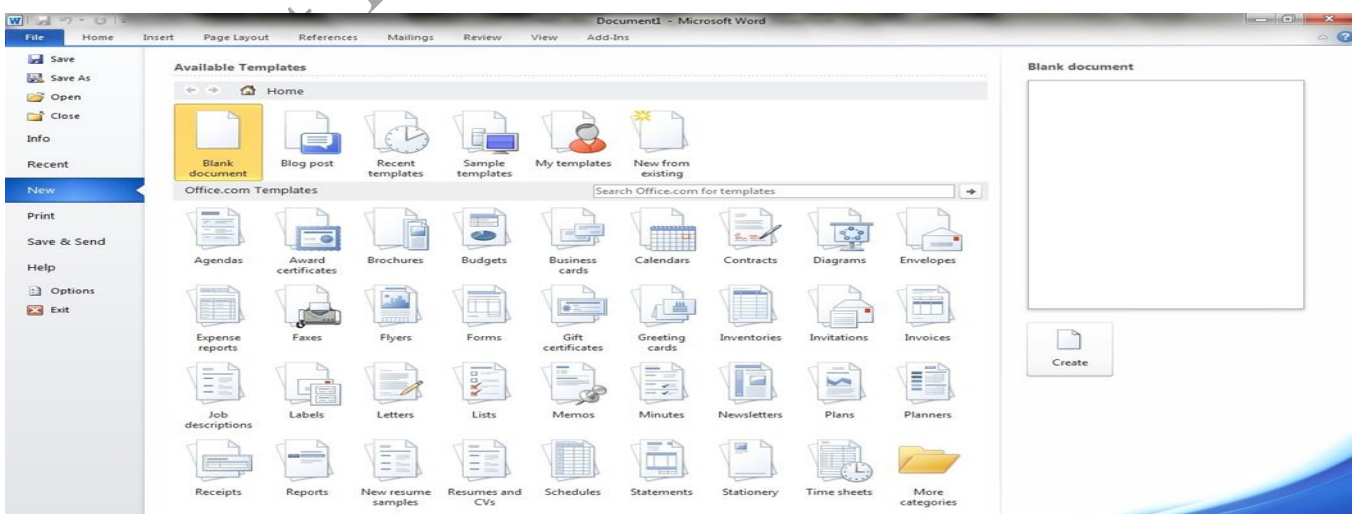
- By default, the Quick Access Toolbar appears to the right of the program icon at the left end of the title bar. Each program has a default set of Quick Access Toolbar buttons; most commonly, the default Quick Access Toolbar displays the Save, Undo, and Redo buttons. You can change the location of the Quick Access Toolbar and customize it to include any command to which you want to have easy access.



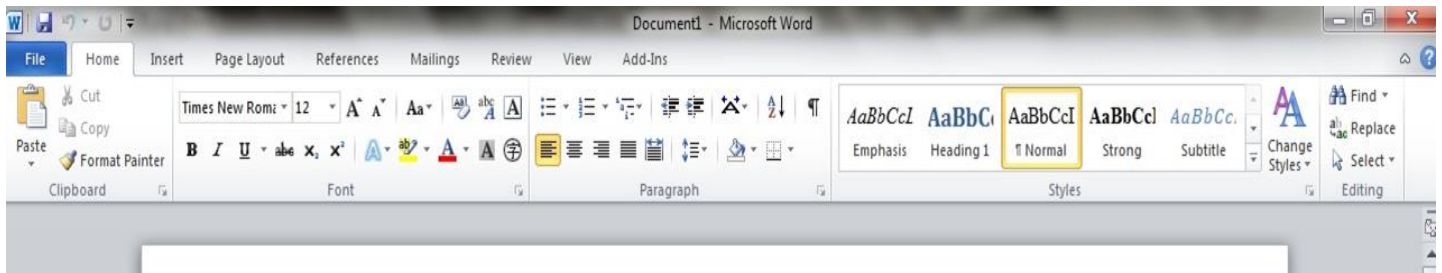
- Below the title bar is the ribbon. All the commands for working with file content are available from this central location so that you can work efficiently with the program.



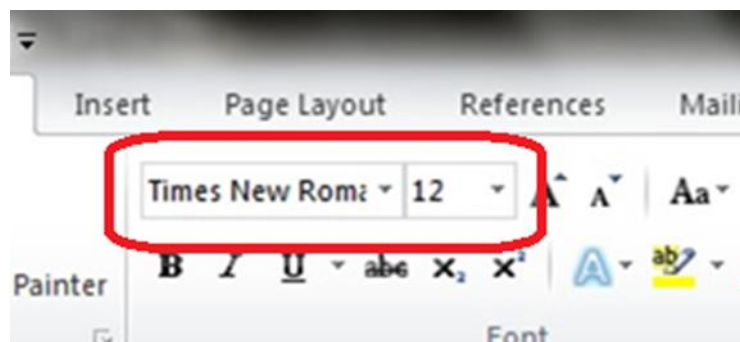
- File Menu:** This menu will give you access to general options related to the Word file itself.



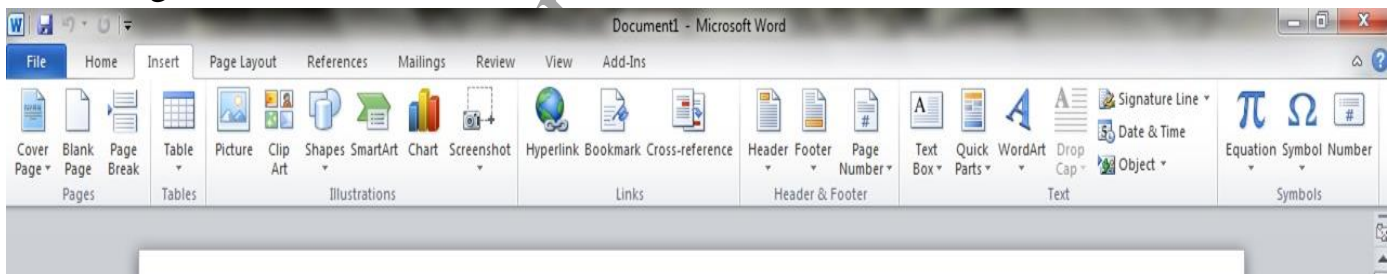
- **Home Ribbon Menu:** The “Home” menu contains general options such as font sizes, alignment, and copy/paste. The bulk of your time in the menu system will be spent in this menu.



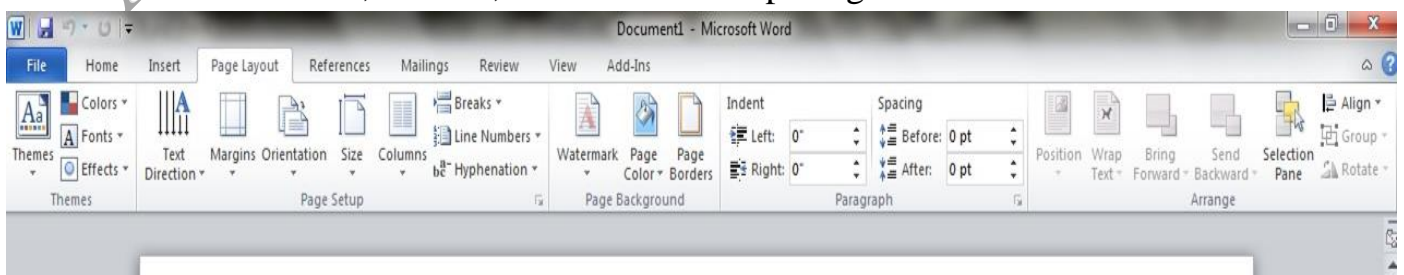
The font size and style controls are located within this ribbon, as shown below. You may adjust these settings by using the relevant dropdown menus.



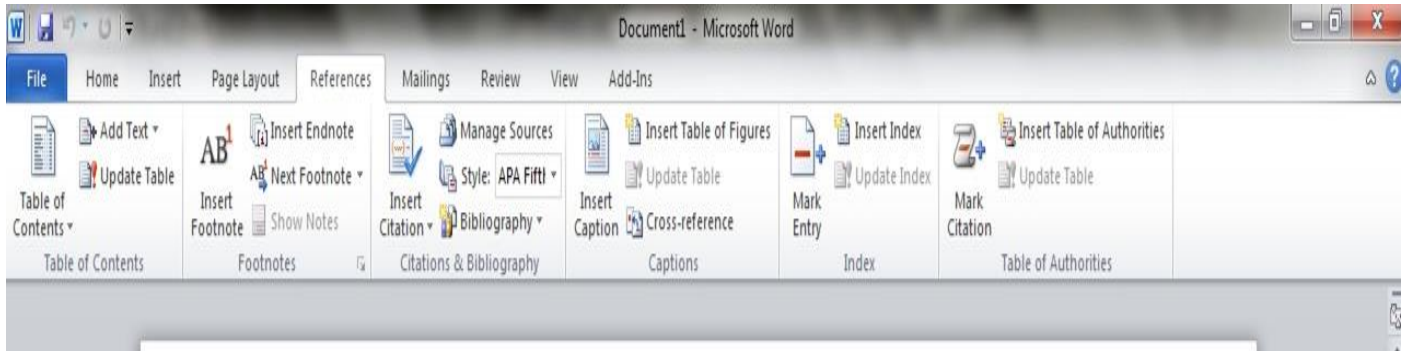
- **Insert Ribbon Menu:** This menu allows you to insert a variety of non-text objects into your document. You can use it to add tables, pictures, links, headers and footers, among other things.



- **Page Layout Ribbon Menu:** The “Page Layout” menu is where you will do the majority of your document formatting. You can use it to set margins, page orientation, and size, the number of text columns, borders, indentation and spacing.



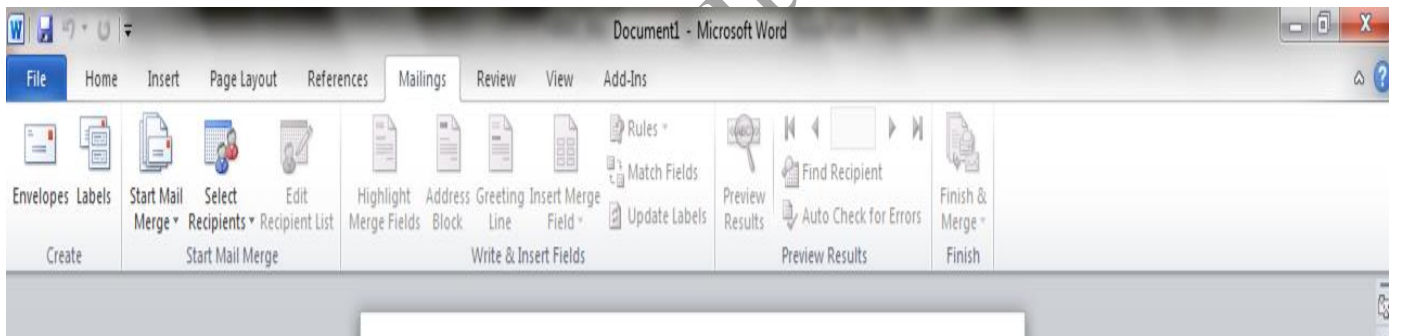
- **References Ribbon Menu:** The “References” menu allows you to easily cite and reference sources that you may use while creating a document.



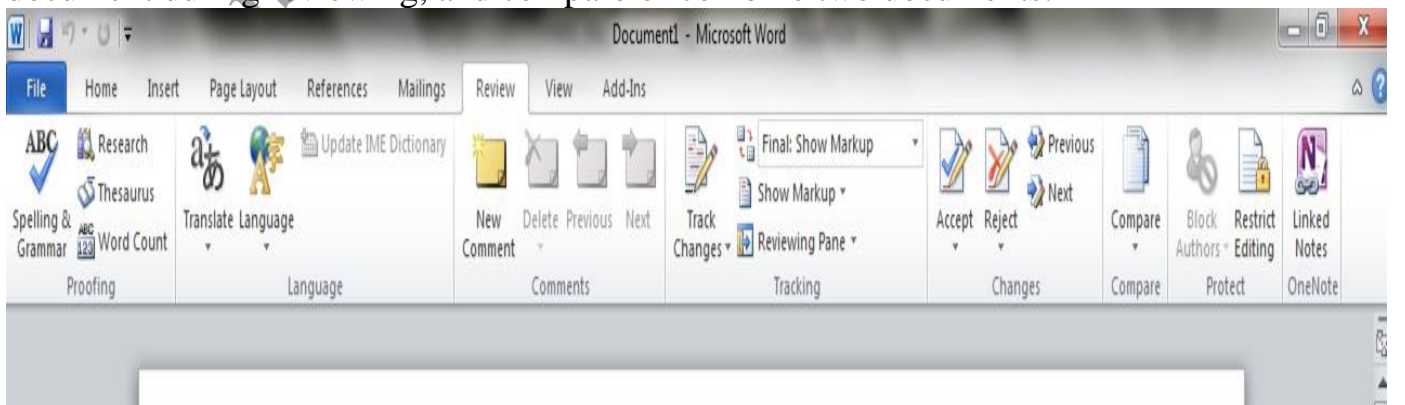
- **Mailings Ribbon Menu:** The “Mailings” ribbon menu contains a number of features related to documents that will be created for the purpose of being sent in the mail.

You can use these tools to print envelopes and labels, as well as personalizing individual letters in a large mailing to the specific recipient using address and contact information.

Note that not all printers support these features, and you must have contacts available in your Microsoft Outlook application in order to use the “Select from Outlook Contacts” feature.



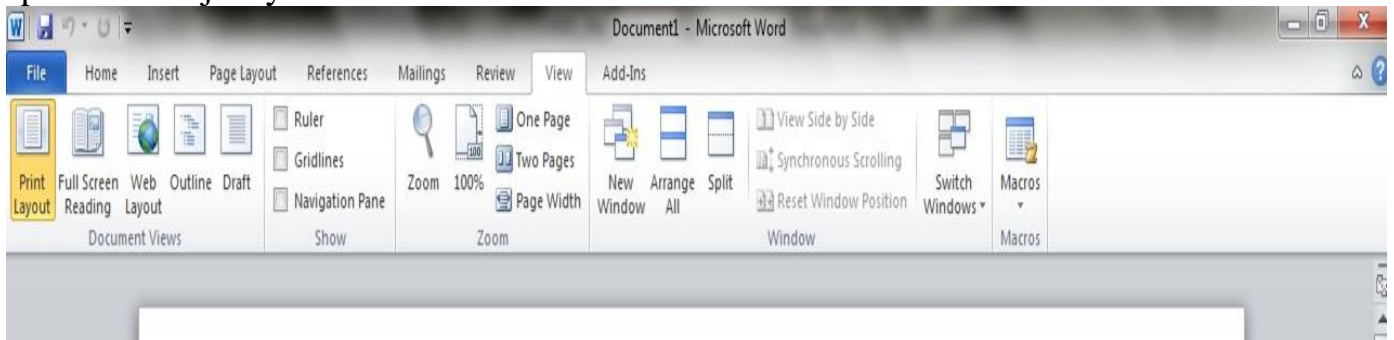
- **Review Ribbon Menu:** The “Review” menu allows you to review your document for spelling and grammatical errors, insert comments, track (and accept) changes made to your document during reviewing, and compare or combine two documents.



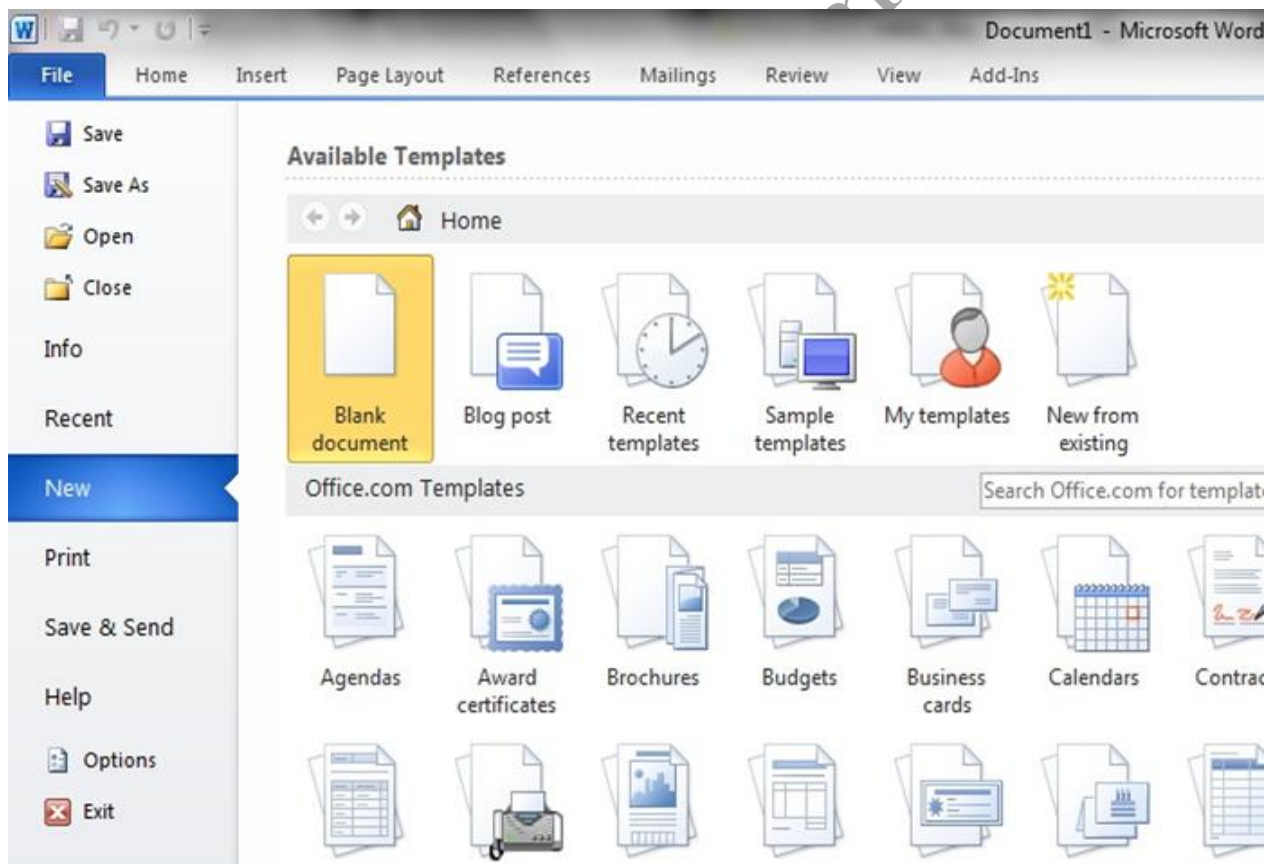


- **View Ribbon Menu:** The “View” menu allows you to change how the document is viewed within Word.

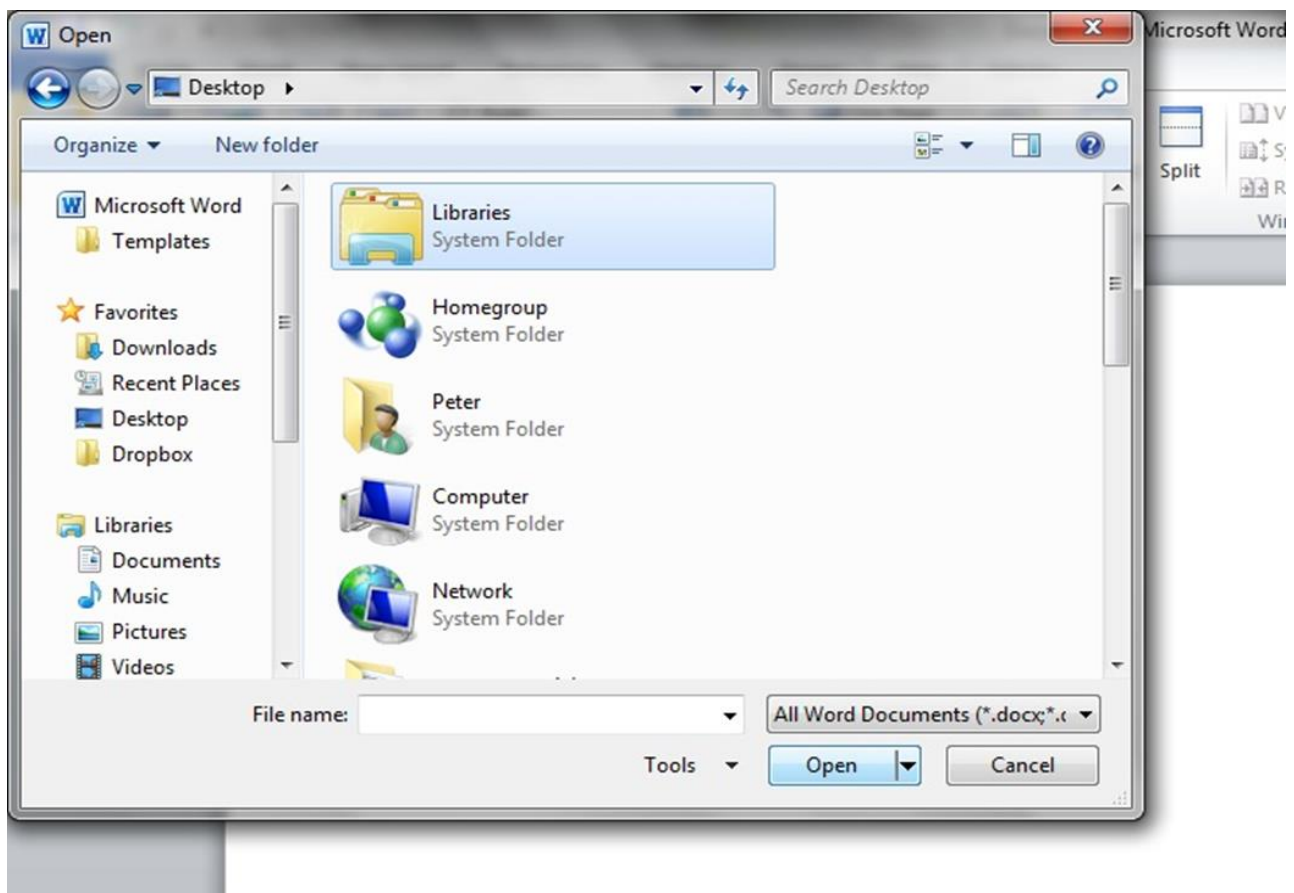
The “Zoom” and the “Document Views” sections of this document are where you will spend the majority of the time in this menu.



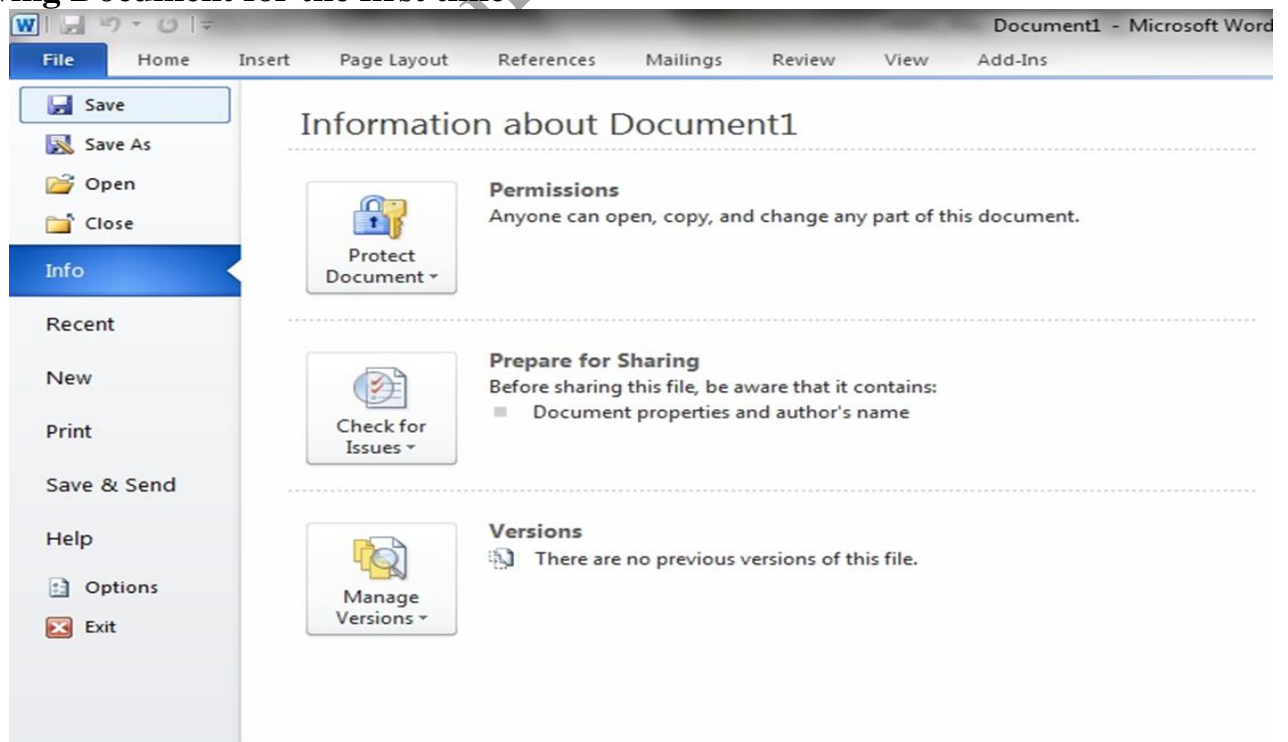
## Create New Document



## Open Existing Document



## Saving Document for the first time



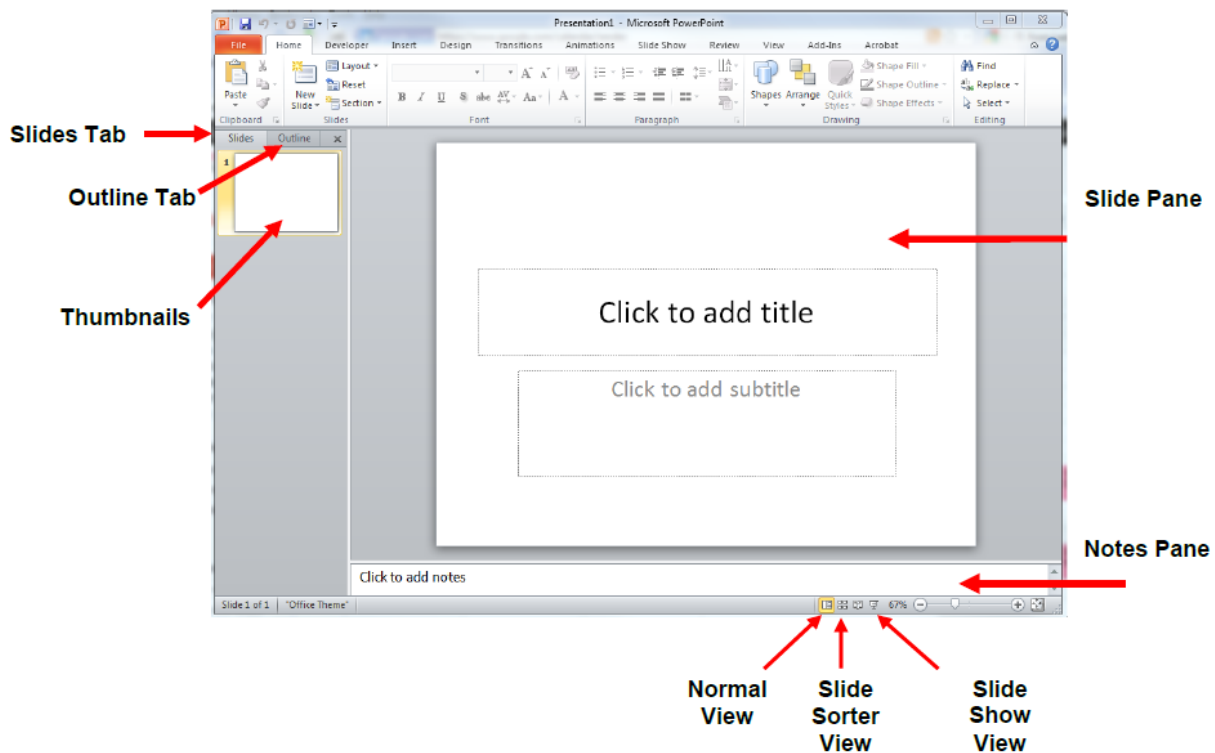
- **Shortcut Keys in Microsoft Word**

- **F1 Key:** Get help on a selected command or use the Office assistant.
- **Shift and F1 Key:** Review text formatting.
- **F2 Key:** Move text or image.
- **Shift + F2 Key:** Copy text.
- **F3 Key:** Insert an auto text entry.
- **Shift + F3 Key:** Change the case of the selected text.
- **F4 Key:** Perform last action again.
- **Shift + F4 Key:** Perform a Find or Go To action again.
- **F5 Key:** Displays the Go To dialogue box. You can also get to Find and Replace from here.
- **Shift + F5 Key:** Move to a previous revision.
- **F6 Key:** Go to the next frame or pane.
- **Shift + F6 Key:** Go to the previous frame or pane.
- **F7 Key:** Launch the Spell Checker.
- **Shift + F7 Key:** Launch the Thesaurus.
- **F8 Key:** Extend the current selection.
- **Shift + F8 Key:** Shrink the current selection.
- **F9 Key:** Refresh.
- **Shift + F9 Key:** Switch between a field code and its result.
- **F10 Key:** Show Key Tips.
- **Shift + F10 Key:** Display a Shortcut Menu (same as right-clicking).
- **F11 Key:** Go to the next field.
- **SHIFT + F11 Key:** Go to the previous field.
- **F12 Key:** Open Save As, equivalent to tools menu.
- **Shift + F12 Key:** Save document, equivalent to tools menu.
- **Ctrl + A:** Selects all in the current document.
- **Ctrl + B:** Bold text.
- **Ctrl + C:** Copies the item or text.
- **Ctrl + D:** Displays the Font dialogue box.
- **Ctrl + E:** Switch a paragraph between center and left alignment.
- **Ctrl + F:** Displays the Find dialog box to search the current document.

- **Ctrl + G:** Displays the Go to dialog box to search for a specific location in the current document.
- **Ctrl + H:** Displays the Replace dialogue box.
- **Ctrl + I:** Italicize text.
- **Ctrl + J:** Switch a paragraph between justified and left alignment.
- **Ctrl + K:** Create a hyperlink.
- **Ctrl + L:** Left align a paragraph.
- **Ctrl + M:** Indent a paragraph from the left.
- **Ctrl + N:** Create a new document.
- **Ctrl + O:** Opens a new document.
- **Ctrl + P:** Prints a document.
- **Ctrl + R:** Switch the alignment of a paragraph between left and right.
- **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 + Y:** Redo the last action.
- **Ctrl + Z:** Undo the last action.
- **Ctrl + Enter:** Insert a page break.
- **Ctrl + F2:** Select Print Preview command.
- **Ctrl + F4:** Closes the active window.
- **Ctrl + F6:** Opens the next window if multiple is open.

### 3.2 Microsoft Power Point 2010:

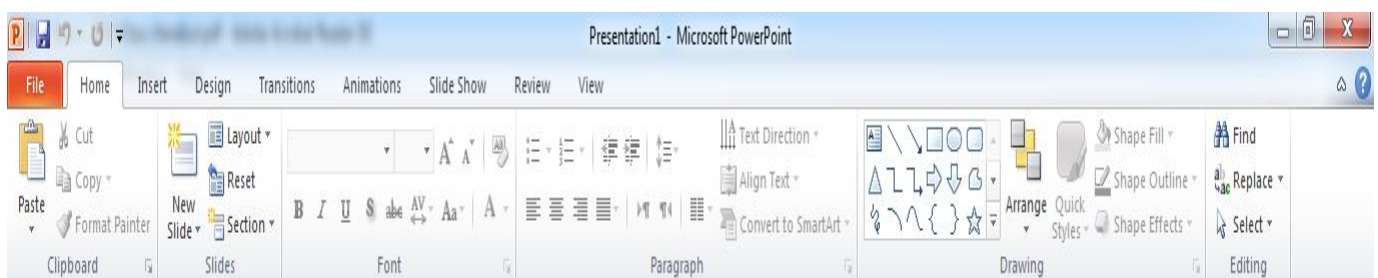
Microsoft PowerPoint is part of the Microsoft Office suite of programs. It can be one of your most powerful tools for communicating ideas and information during presentations. In PowerPoint, you are able to place your content into a series of "slides" which can then be projected for your audiences, printed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



**Figure 15: Microsoft Power Point window**

You use the PowerPoint window to interact with the software by choosing commands. After opening PowerPoint 2010, the window appears and your screen will look similar to the one shown above.

#### **The Ribbon:**





### 1. Tabs

### 2. Command Group

### 3. Command Buttons

### 4. Launcher

**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.

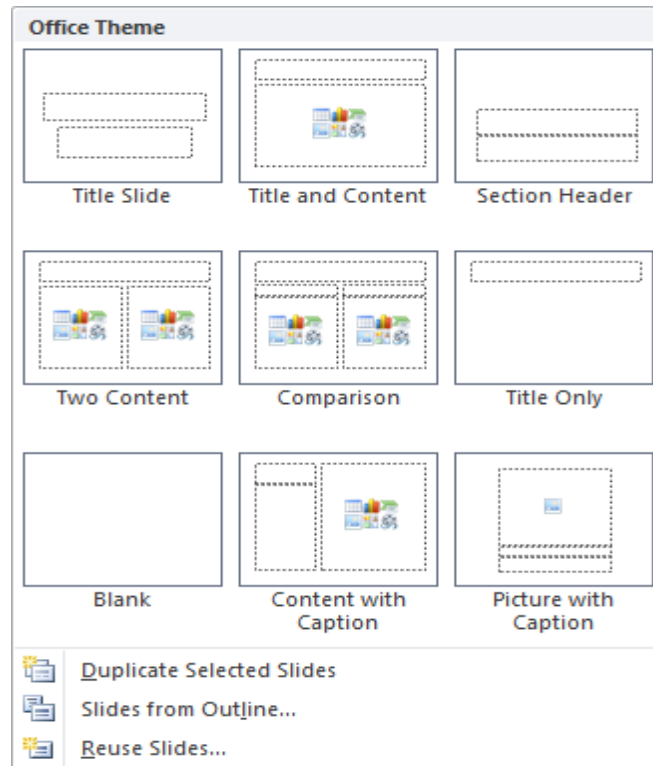
### Making a Slide Show

**Slide 1: Title Slide:** The first slide will be the Title Slide. You will notice, in the lower left corner of the screen, Slide 1 of 1 is indicated.

### Adding New Slides

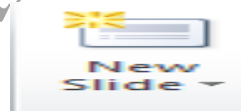
Each slide in PowerPoint has a slide layout. Slide layouts contain formatting, positioning, and placeholders for all of the content that appears on a slide.

PowerPoint includes nine built-in slide layouts:









### To Add New Slides:

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



### Content

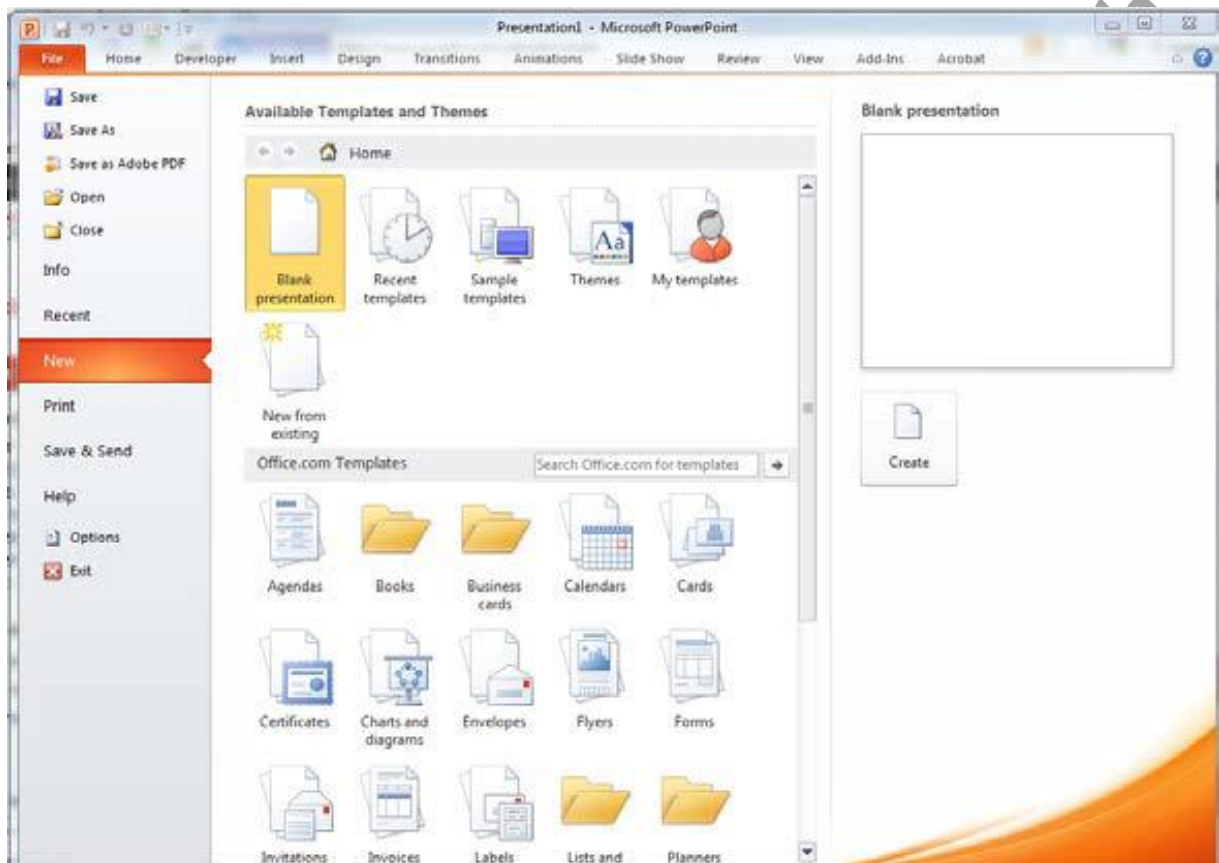
There are six types of content:

- 1) **Tables** 
- 2) **Charts** 
- 3) **SmartArt Graphics** 
- 4) **Pictures** 
- 5) **Clipart** 
- 6) **Media** 

## Creating a New Presentation

### To Create a New Presentation:

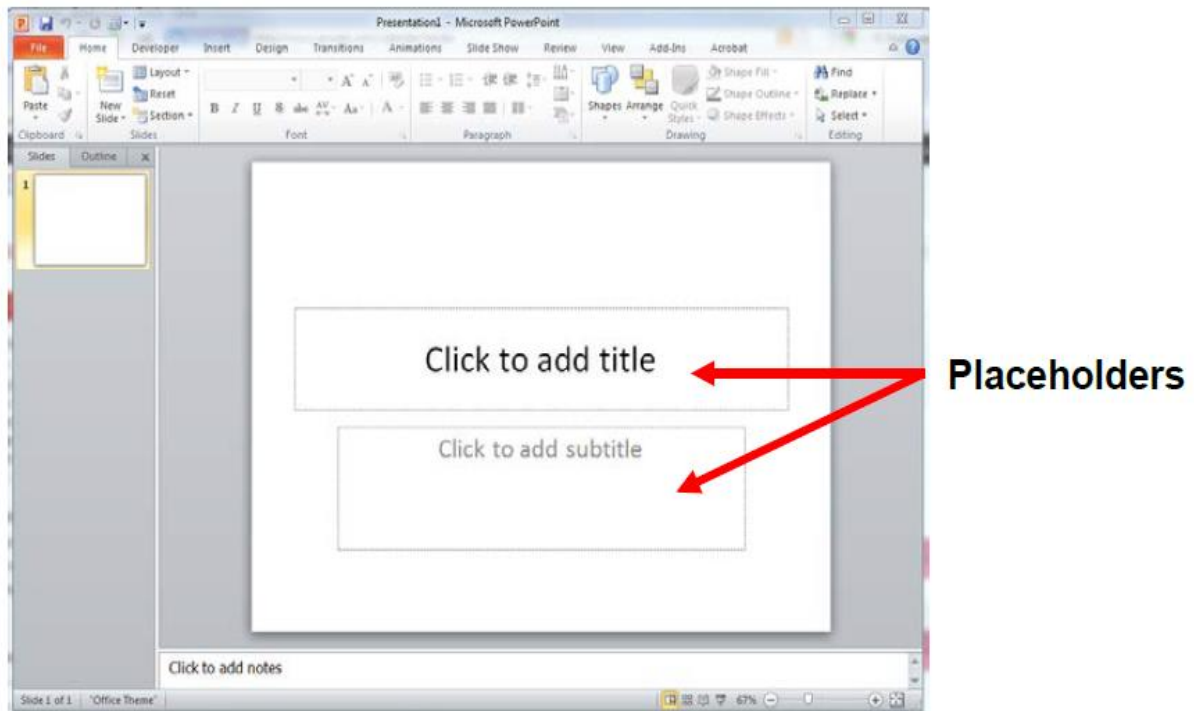
- 1) Click on the **File** tab
- 2) Click on **New**
- 3) Select either a **Blank Presentation** or one of the **Office.com Templates**
- 4) Click **Create**



### 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.





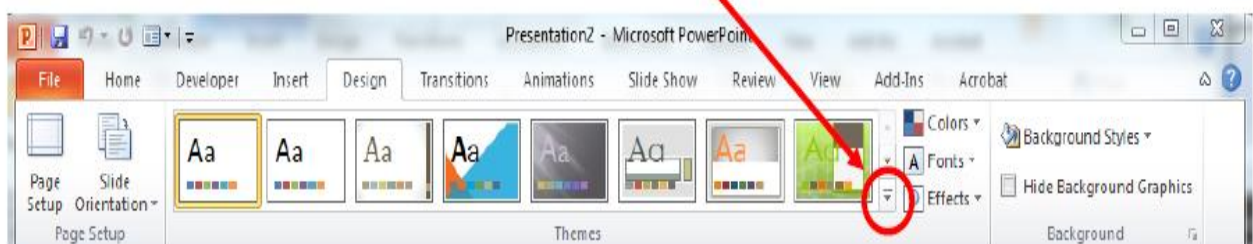
## Formatting

PowerPoint provides a wide variety of themes that apply a distinctive look to the text, bullets, background colors, and graphics in a presentation. Using a theme is a big time-saver and immediately adds a professional touch to your presentation. You can apply a theme when you create a new presentation and you can change the theme as many times as you want.

### 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**.



**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

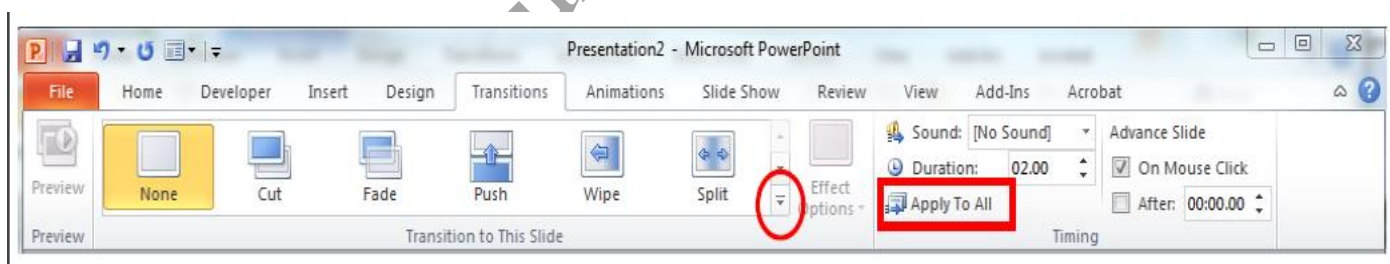
You can also use the **Mini Tool Bar** that appears when the text is selected.

**Applying Slide Transitions**

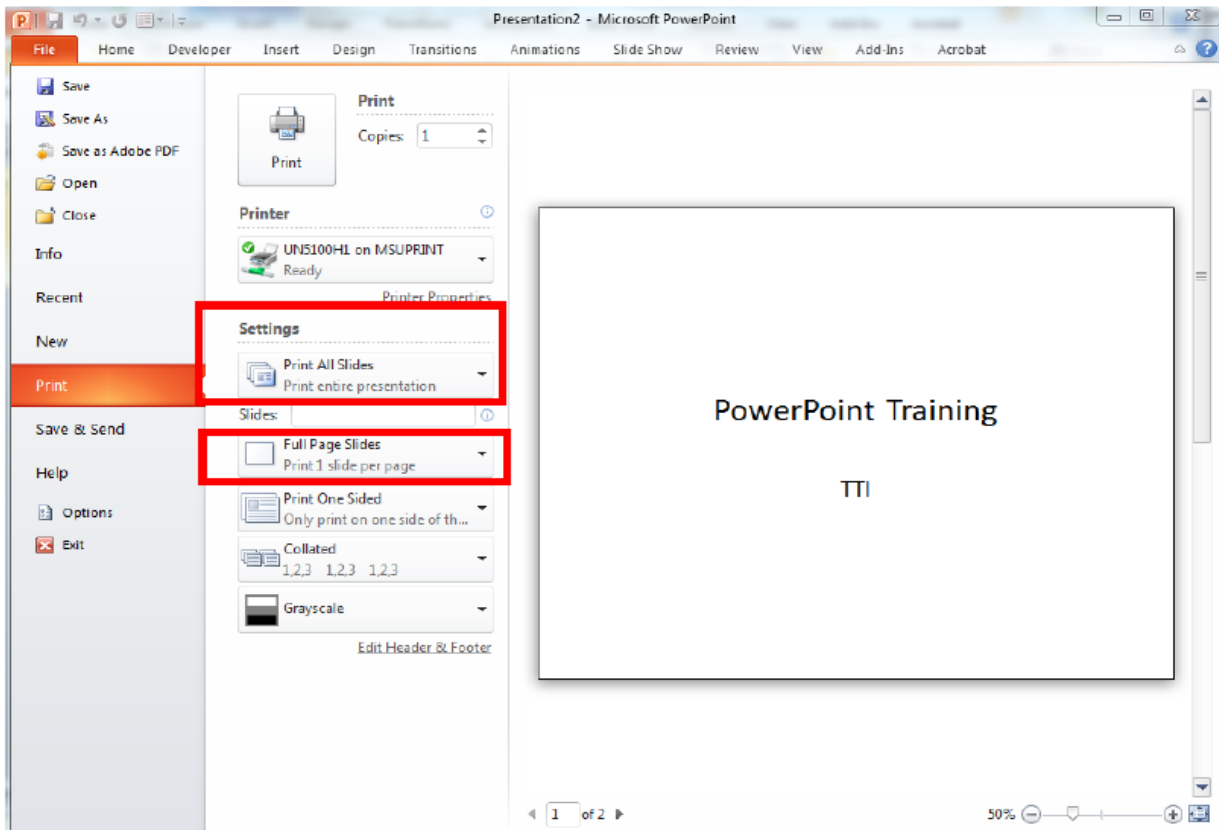
A transition is a special effect that determines how a slide appears as it enters or leaves the screen.

**To Apply Transitions:**

- 1) Click on the **Transitions** tab
- 2) Click on the drop down arrow in the **Transition to This Slide** group to see a listing of all available transitions
- 3) Click on the transition you want to apply
- 4) Click on **Apply to all** to apply the transition effect to the entire presentation

**Printing****To Print:**

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



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

### Printing Handouts, Notes and Outline

Click on **Full Page Slides** and choose from the following:

- **Print Layout**
  - Full Page Slides
  - Notes Pages
  - Outline
- **Handouts** o Choose between 1– 9 slides per page (horizontal or vertical)