



قسم التقنيات الاحيائية

حاسبات 2

المرحلة الاولى

الكورس الثاني

م. ميلا غازي عبد الحليم\*  
تدريسي في قسم علوم الحاسوب

## Computers Laboratory (1)

### Microsoft Office 2010

**Microsoft Office** is a set of computer applications that helps to acquire essential skills for producing professional work. The Microsoft Office 2010 suite includes:



**Word processor** is a word processing application that helps in producing and sharing various types of documents such as letters, papers and faxes.



**PowerPoint** is a presentation application that allows the user to create and manage slide presentations.



**Excel** is the spreadsheet application that helps in organizing and calculating data.



**Access** is the database application that helps to produce tables, forms, queries, and reports.



**Outlook** is part of the Microsoft Office 2010 suite. It is a tool for sending and receiving e-mail messages.

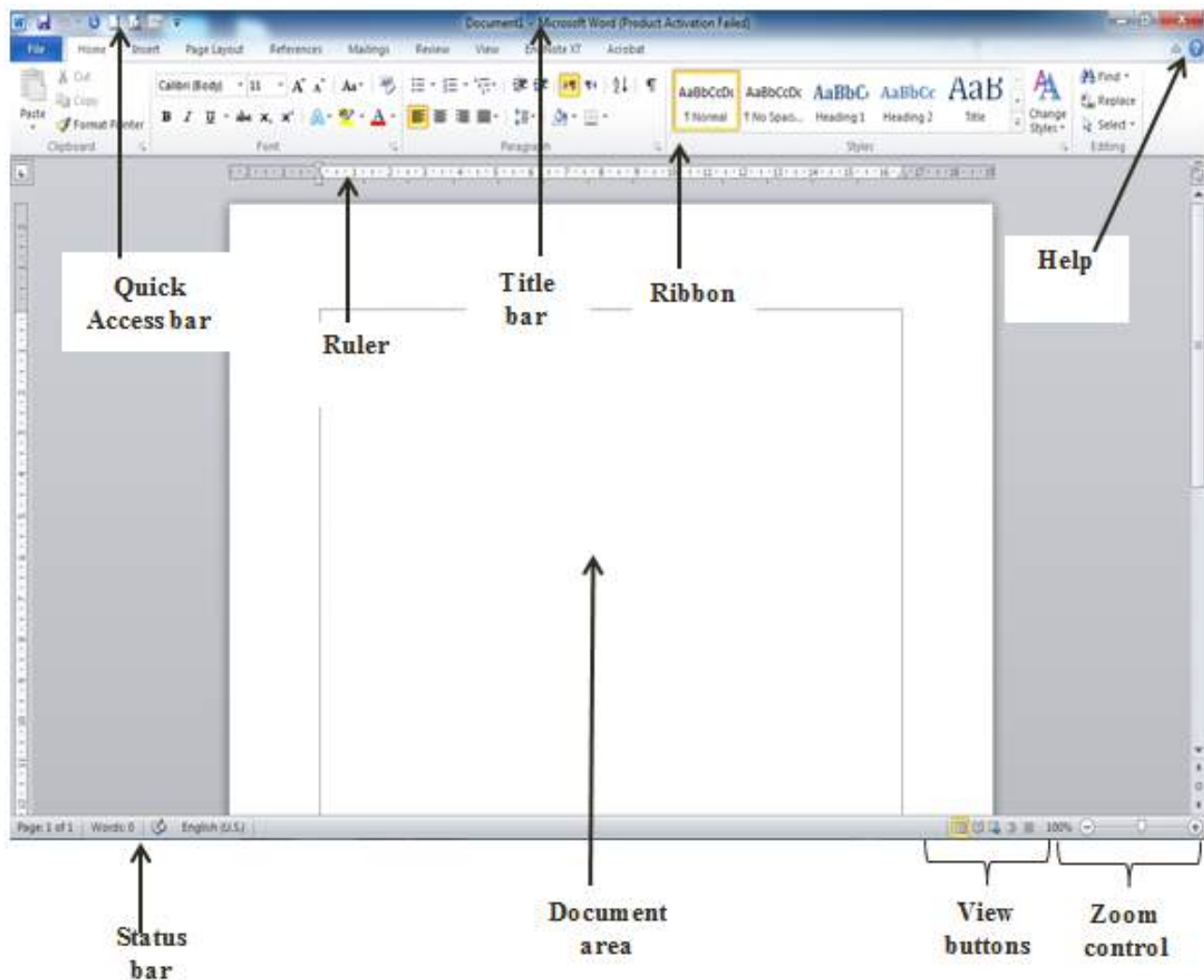
## **Microsoft Word 2010**

### **Keyboard Shortcuts in Microsoft Word 2010**

Some of the important keyboard shortcuts are shown in the following table:

<i>Keys</i>	<i>Function</i>
<b>Ctrl + N</b>	Create a <b>new</b> document
<b>Ctrl + O</b>	<b>O</b> pen an existing document
<b>Ctrl + S</b>	Save changes to a document
<b>Ctrl + P</b>	Print a document
<b>Alt + F4</b>	Close document
<b>Ctrl + Z</b>	Undo a change
<b>Ctrl + Y</b>	Redo a change
<b>Ctrl + A</b>	Select the entire document (Select All)
<b>Ctrl + X</b>	Cut a selection
<b>Ctrl + C</b>	Copy a selection
<b>Ctrl + V</b>	Paste a selection
<b>Ctrl + B</b>	<b>Make selected text bold</b>
<b>Ctrl + I</b>	<i>Italicize selected text</i>
<b>Ctrl + U</b>	<u>Underline selected text</u>
<b>Ctrl + Shift + &gt;</b>	Increase the font size
<b>Ctrl + Shift + &lt;</b>	Decrease the font size
<b>Ctrl + F</b>	Find text in a document
<b>Ctrl + H</b>	Replace text in a document
<b>F1</b>	Open Help

## Word Program Interface



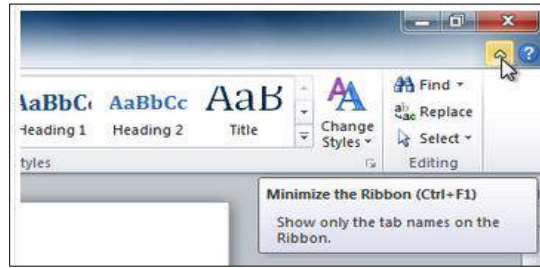
### The Ribbon

The Ribbon contains all the commands that the user will need in order to perform common tasks. It has multiple **tabs**, each with several **groups** of commands.



## To minimize and maximize the Ribbon

1. Click the **arrow** in the upper-right corner of the Ribbon to **minimize** it.



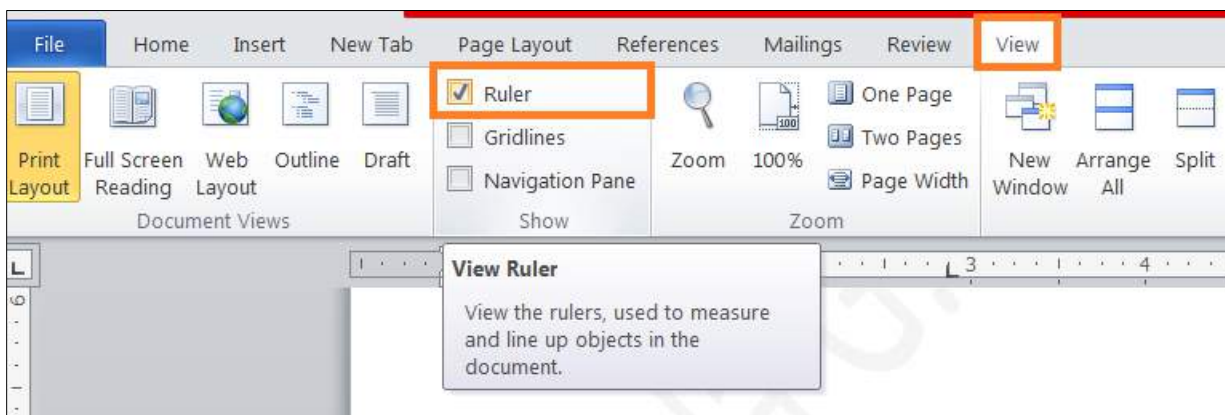
2. To **maximize** the Ribbon, click the arrow again.

## To hide or view the Ruler:

1. Click the **View Ruler** icon over the scrollbar to hide the ruler.
2. To show the ruler, click the **View Ruler** icon again.



The other way to show or hide the ruler is to click on **View** tab and then click on **Ruler**.



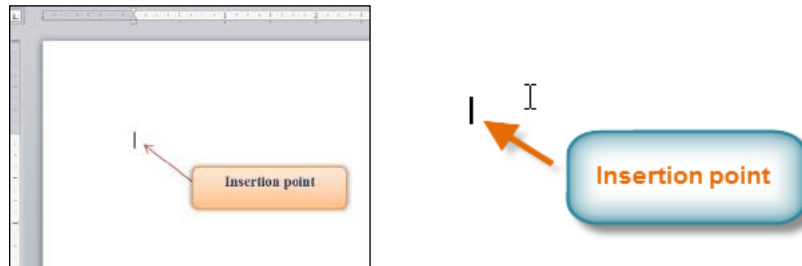
## Computers Laboratory (2)

### **MICROSOFT WORD 2010**

#### **The operations on Text**

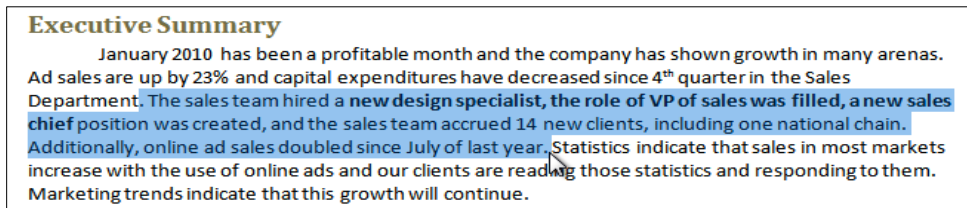
##### **Text insertion:**

Move the mouse to the location where the user wants text to appear in the document. Click the mouse. The **insertion point** appears.



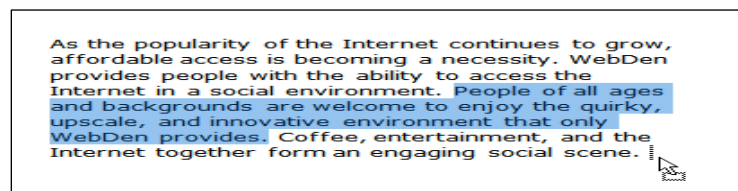
##### **Text selection**

Place the **insertion point** next to the text the user wants to select. Drag the mouse over the text to select it.



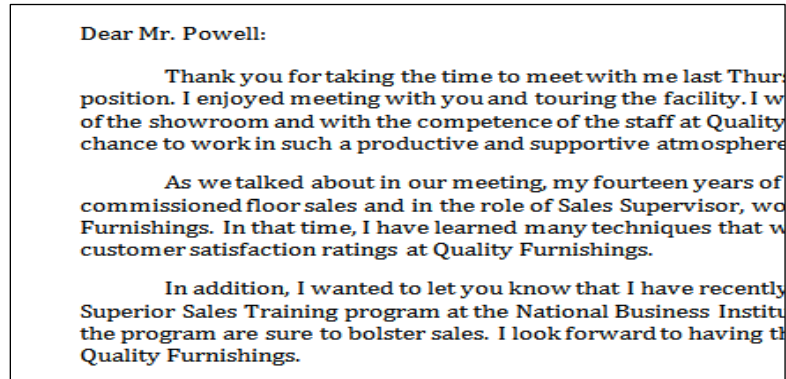
##### **Text transfer:**

1. Select the text.
2. **Click and drag the text** to the location where the user wants it to appear.
3. Release the mouse button, and the text will appear.



##### **Indentation of the text**

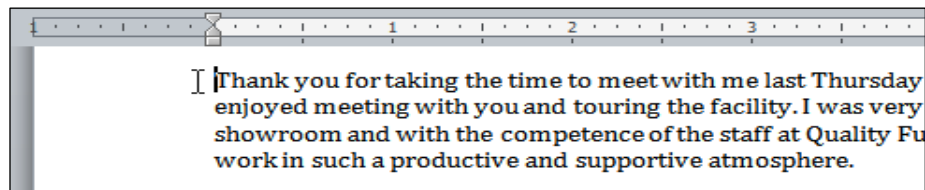
In many types of documents, the user may want to indent only the **first line** of each paragraph. This process helps to **visually separate** paragraphs from one another.



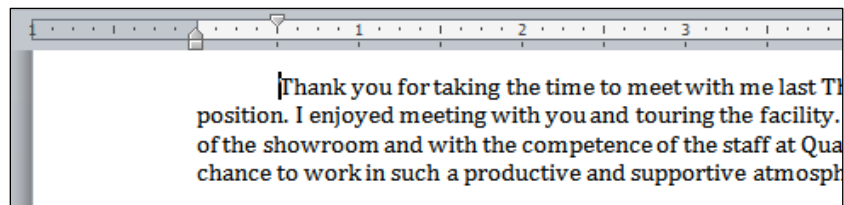
### Indent text using the Tab key:

A **quick** way to indent text is to use the **Tab** key.

1. Place the insertion point **at the beginning** of the paragraph the user wants to indent.



2. Press the **Tab** key. On the ruler, the user should see the **first-line indent marker** move to the right by 1/2 inch.



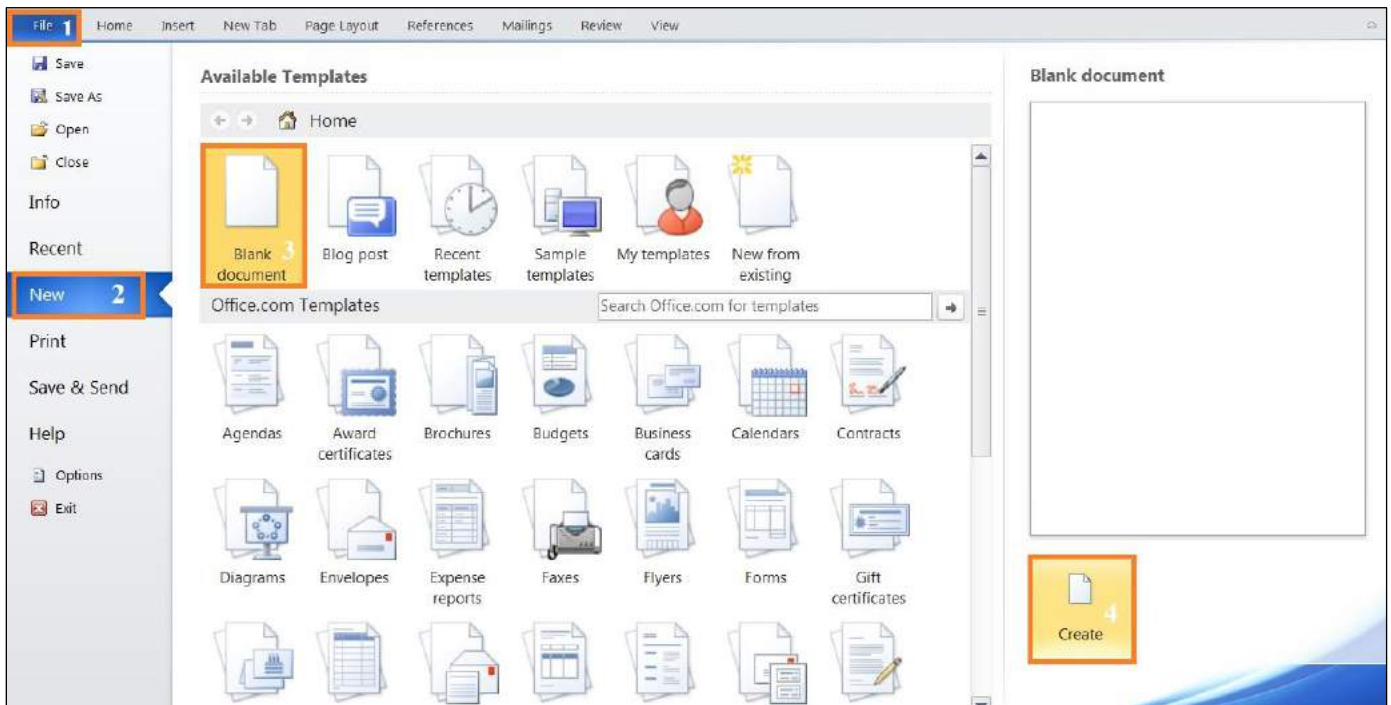
### **File Tab**

The **File** tab provides options for basic administrative tasks involving the document, such as saving, printing, and opening a new document.

#### **To create a new blank document:**

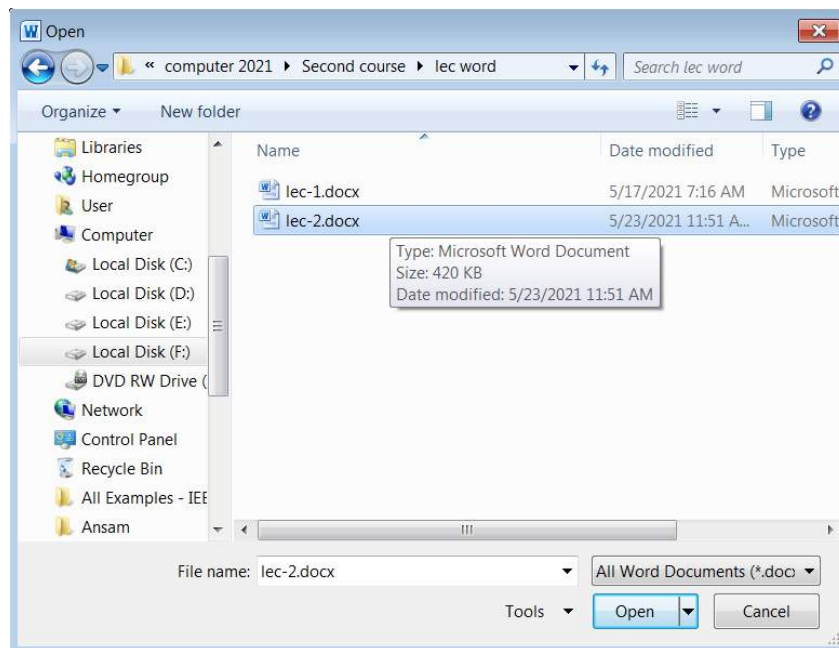
1. Click the **File** tab. Select **New**. Select **Blank document**.
2. Click **Create**. A new blank document appears in the Word window.





## To open an existing document:

1. Click the **File** tab. Select **Open**. The Open dialog box appears.



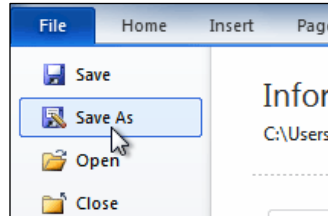
2. In the **Look in** list, click the drive or folder that contains the file you want to open.
3. Select the document name, and then click **Open**.



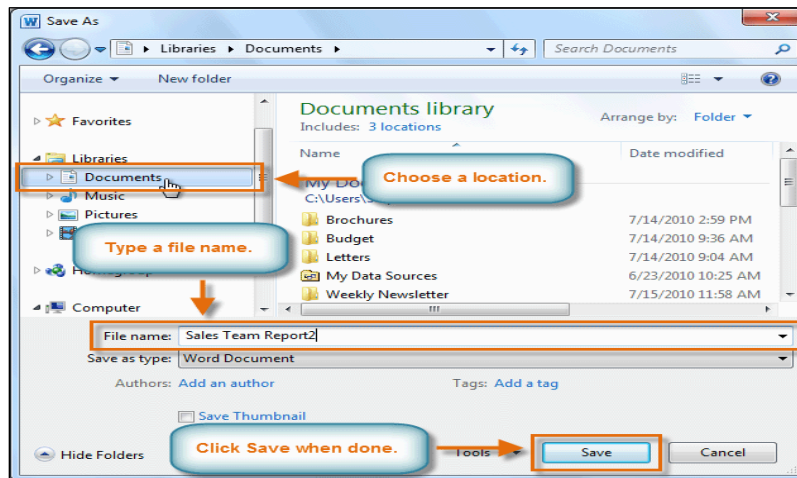
## Save documents

It's useful when the user creates a document for the first time or if the user wants to save a copy of the document with a different name while keeping the original copy.

1. Click the **File** tab, select **Save As**.

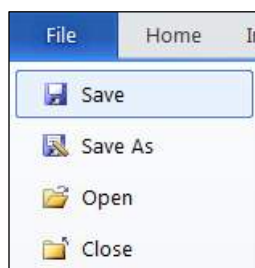


2. The **Save As** dialog box will appear. Select the location where the user wants to save the document. Enter a name for the document in **File name** field, then click **Save**.



### Use **Save** command:

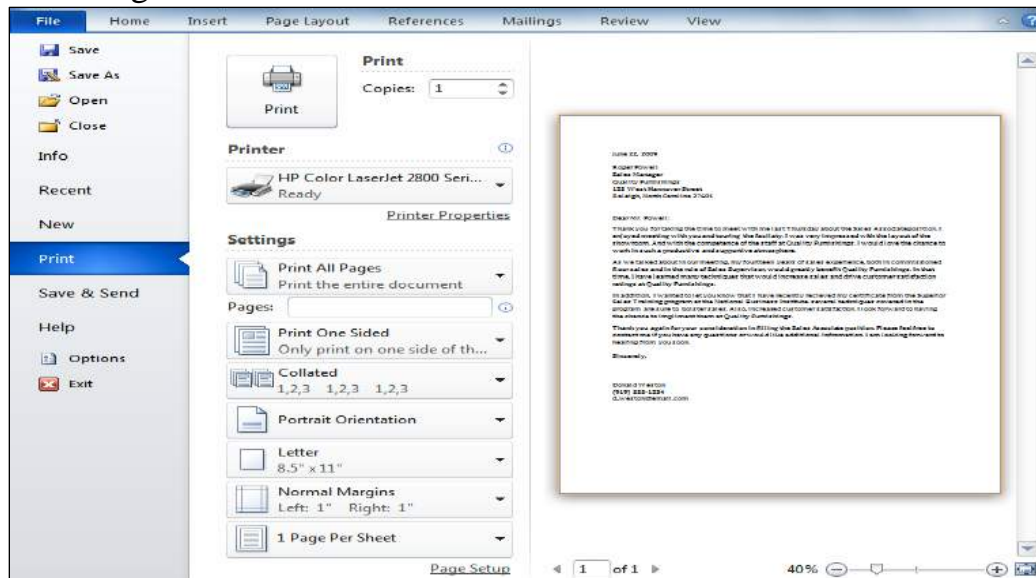
Click the **Save** command, the document will be saved in its current location with the same file name.



**Note:** If the user saves the document for the first time using the **Save** command, the **Save As** dialog box will appear.

## Printing

Click the **File** tab, select **Print**. The Print pane appears, with the print settings on the left and the **Preview** on the right.



## Close a document

When you finish working on a document, you need to close it. This will help prevent unintended changes to it, and also free up the computer's working memory [Random Access Memory (RAM)] some space. Click the **File** tab, and then select **Close**. This process closes the active document **without** actually quitting the entire **Word** window. Simply, you can click the **Close Window (X)** button to the extreme right of the Menu bar. The active document will be closed.

## Exit Word

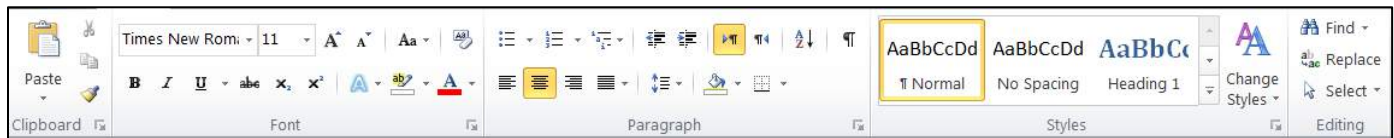
**Exit** is a command on the File menu used for quitting the Microsoft Word application when you finish working in your document. When you exit Word, the open document is also closed.

## Computers Laboratory (3)

### MICROSOFT WORD 2010

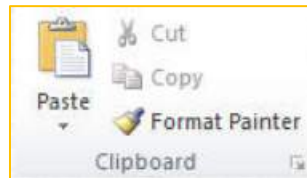
#### Home Tab





The **Home** tab is the basic to edit the basic formatting of the document, such as the font (type, size, color, etc.), text alignment, and creating bulleted or numbered lists. The Home Tab has its controls arranged in five groups from left to right.



[Clipboard](#) -- [Font](#) -- [Paragraph](#) -- [Styles](#) -- [Editing](#)

#### The Clipboard Group







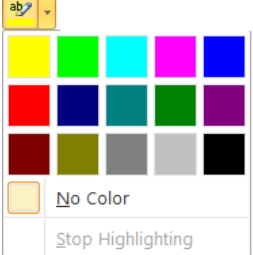

Button	Name	Function	Keyboard shortcuts
	Cut	Cut the selected item	Ctrl + X
	Copy	Copy the selected item	Ctrl + C
	Paste	Paste the selected item	Ctrl + V
	Format painter	Copy formatting from one place and apply it to another.	<b>Ctrl+Shift+C to copy formatting,</b> <b>Ctrl+Shift+V to paste formatting</b>

#### The Font Group

First, the user must select the text he wants to edit.

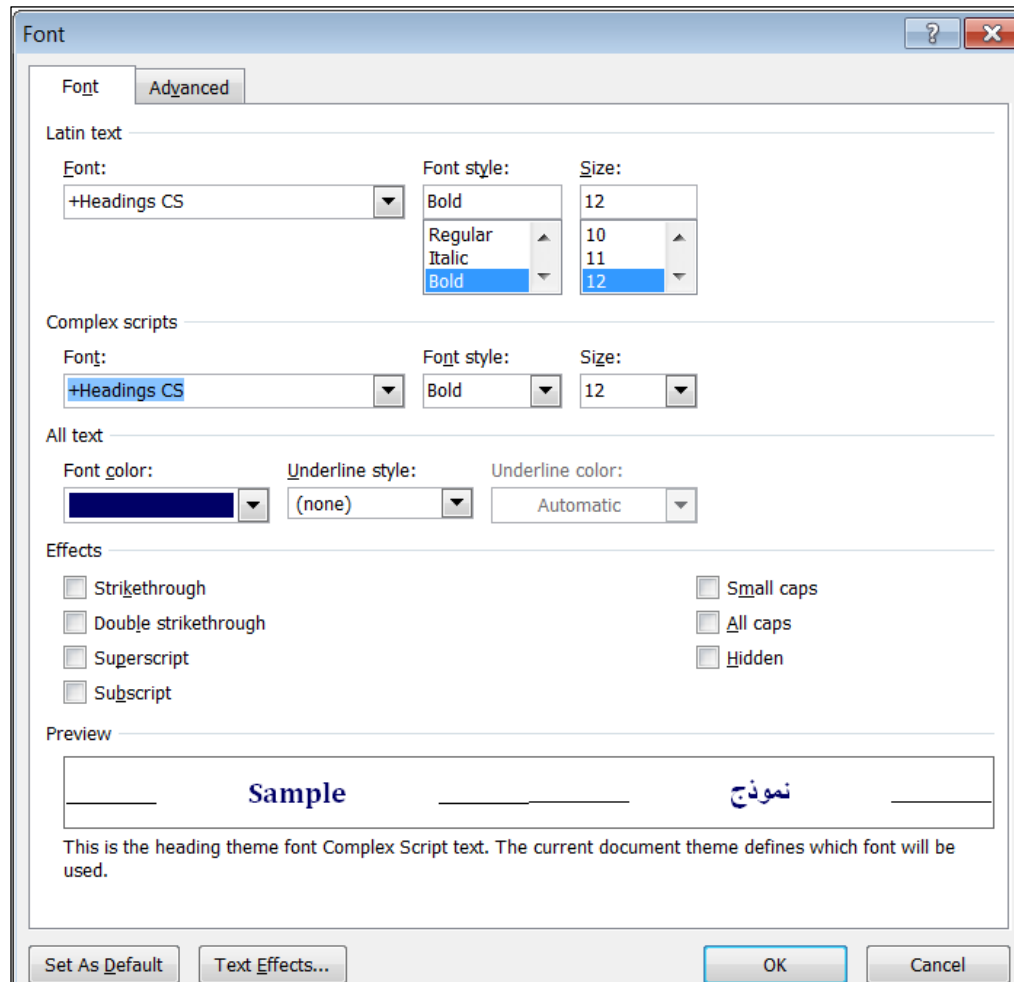


Button	Name	Function
	Font	Changes the font of the text.
	Font Size	Changes the size of the text.
	Grow Font	Increases the size of the selected text.
	Shrink Font	Decreases the size of the selected text.
	Change Case	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>To capitalize the first letter of a sentence and leave all other letters as lowercase, click <b>Sentence case</b>.</li> <li>To exclude capital letters from your text, click <b>lowercase</b>.</li> <li>To capitalize all of the letters, click <b>UPPERCASE</b>.</li> <li>To capitalize the first letter of each word and leave the other letters lowercase, click <b>Capitalize Each Word</b>.</li> <li>To shift between two case views (for example, to shift between Capitalize Each Word and the opposite, cAPITALIZE eACH wORD), click <b>tOGGLE cASE</b>.</li> </ul>
	Clear Formatting	Strips the effects of the other buttons in the font group from selected text, leaving only the plain text.
	Bold	Makes the selected text bold.
	Italic	Italicizes the selected text.
	Underline	Draws a line under the selected text.

Button	Name	Function
		Click the dropdown arrow to select the type of underline.
	Strikethrough	Draws a line through the middle of selected text.
	Subscript	Creates small letters below the line of text.
	Superscript	Creates small letters above the line of text.
	Text Effects	Apply a visual effect to the selected text, such as a shadow, glow, or reflection.
	Text Highlight Color	Makes text look like it was marked with a highlighter pen.
	Font Color	Change the text color

## Font Dialog Box

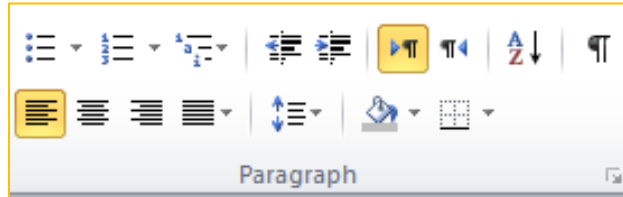
To show the font dialog box, click on  in the bottom right corner of the **Font**.



## Computers Laboratory (4)




### **MICROSOFT WORD 2010**

#### **The Paragraph Group**



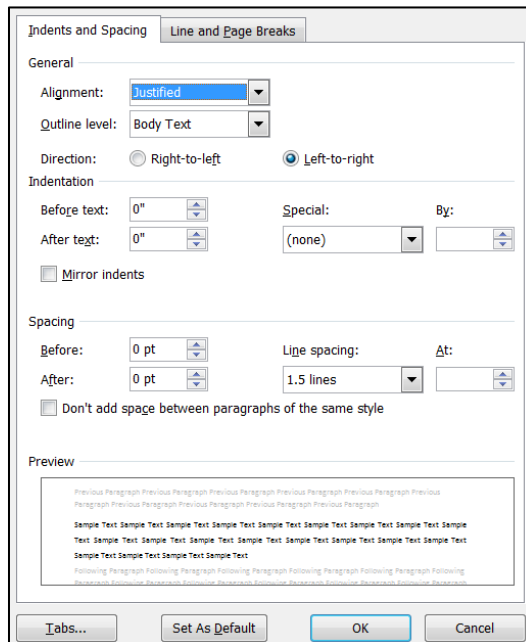
Button	Name	Function
	Bullets and Numbering	Are used to organize lists in Word. To remove numbers or bullets from a list, select the list, then click the Bullets or Numbering command.
	multilevel list	Creates multilevel list To remove numbers or bullets from a list, select the list, and then click the multilevel list command. For example: <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> <li>❖ Sporting Equipment <ul style="list-style-type: none"> <li>➤ Baseball <ul style="list-style-type: none"> <li>▪ Baseball glove</li> <li>▪ Baseballs</li> </ul> </li> <li>▪ Bats</li> </ul> </li> <li>➤ Basketball <ul style="list-style-type: none"> <li>▪ Basketballs</li> </ul> </li> <li>➤ Golf <ul style="list-style-type: none"> <li>▪ Golf clubs</li> <li>▪ Golf balls</li> </ul> </li> </ul> <li>❖ Miscellaneous Equipment <ul style="list-style-type: none"> <li>➤ Pool <ul style="list-style-type: none"> <li>▪ Pool float (small)</li> <li>▪ Pool float (medium)</li> <li>▪ Water volleyball kit</li> </ul> </li> <li>➤ Other <ul style="list-style-type: none"> <li>▪ Hula hoops</li> <li>▪ Horseshoes</li> <li>▪ Sidewalk chalk</li> </ul> </li> </ul> </li> </div>
	Increase and Decrease Indent	Indent all lines in a paragraph; the user can use the Indent commands to increase the indent level of the paragraph or to decrease it.
	Align text	Align Text to the Left, Center text, Align Text to the Right and Justify text on a page (Align text to both left and right margins).
	Show/Hide ¶ command	Seeing nonprinting characters such as the spacebar, paragraph (¶), and Tab key markings.
	Text Direction	Set the direction of text to be displayed from left-to-right or from right to left.
	Sort	Sort the text in various manners.



 <ul style="list-style-type: none"> <li>1.0</li> <li>1.15</li> <li>1.5</li> <li>2.0</li> <li>2.5</li> <li>3.0</li> <li>Line Spacing Options...</li> <li>Add Space Before Paragraph</li> <li>Add Space After Paragraph</li> </ul>	Line spacing	Change the spacing between lines of text.
	Shading	Colors the background behind the selected text or paragraph.
	Bottom border	Customize the borders of the selected cells, or text.

## Paragraph Dialog Box

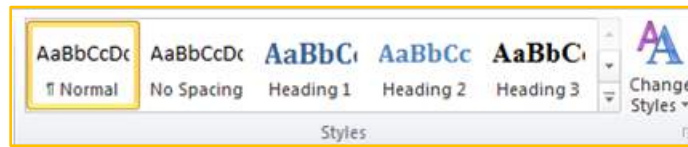
To show the paragraph dialog box, click on  in the bottom right corner of the Paragraph.



The image shows the 'Indents and Spacing' tab of the Paragraph dialog box. It includes sections for General (Alignment: Justified, Outline level: Body Text, Direction: Left-to-right), Indentation (Before text: 0", After text: 0", Special: (none), By: ), Spacing (Before: 0 pt, After: 0 pt, Line spacing: 1.5 lines, At: ), and a Preview section showing sample text with the applied formatting. Buttons at the bottom include Tabs..., Set As Default, OK, and Cancel.

## The Styles Group


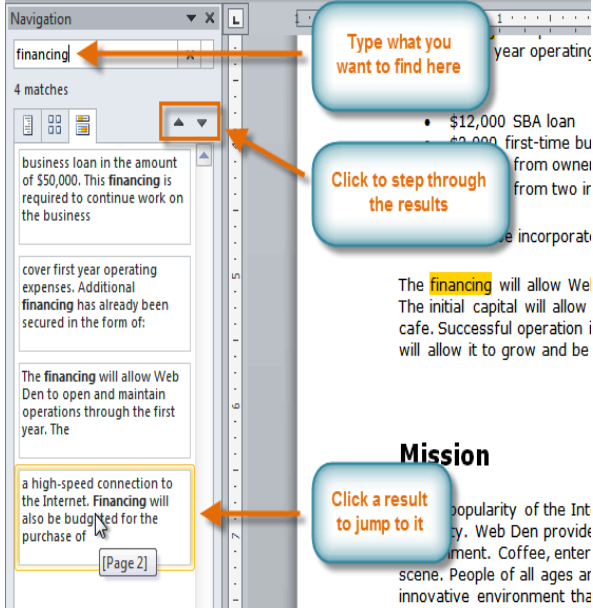
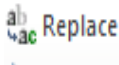
A style is a set of formatting characteristics, such as font name, size, color, paragraph alignment and spacing.

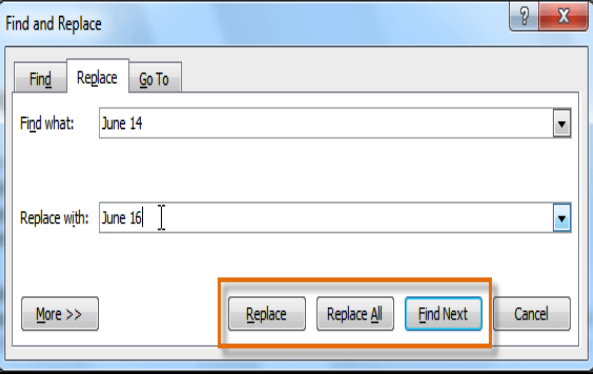
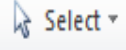


- Select the text to which you want to apply a Quick Style, or if you want to change the style for an entire paragraph, click anywhere in the paragraph.
- In the Styles group, click the “More” button to open the Styles Gallery.
- Click the desired Quick Style to apply it to the selected text or paragraph.

## The Editing Group



Button	Name	Function
	Find	<p>To find and select specific text within the document.</p>  <p>Type what you want to find here</p> <p>Click to step through the results</p> <p>Click a result to jump to it</p> <p><b>Mission</b></p>
	Replace	Is used to replace text in the document.

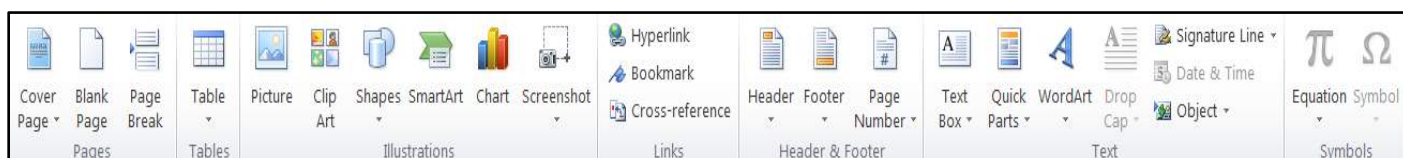
		
	Select	Is used to select text or object.

## Computers Laboratory (5)

### MICROSOFT WORD 2010

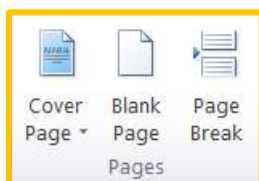
#### Insert Tab



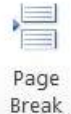
The **Insert** tab provides options to put visual enhancements in the document. It contains all the commands for inserting items into the document, such as pictures, tables, and charts. The **Insert** Tab has its controls arranged in seven groups from left to right.



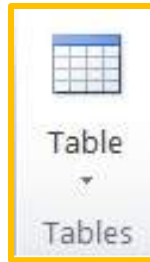
[Pages](#) -- [Tables](#) -- [Illustrations](#) -- [Links](#) -- [Header & Footer](#) -- [Text](#) -- [Symbols](#)

#### The Pages Group



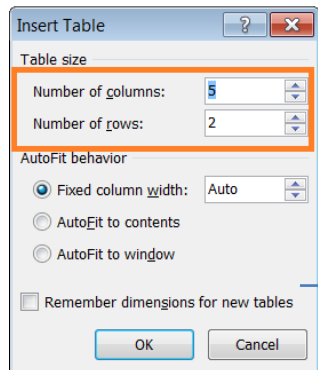
Button	Name	Function
	Cover page	Insert a fully formatted cover page. The user fills in the titles, author name, date and other information. To remove cover page, Select Cover Page in the document and then select the <b>Remove Current Cover Page option</b> from the Drop-Down.
	Blank page	Inserts a new blank page. It inserts a blank page by inserting two page breaks, one above the current insertion point and one below it.
	Page Break	Start the next page at the current Position.

## The Tables Group

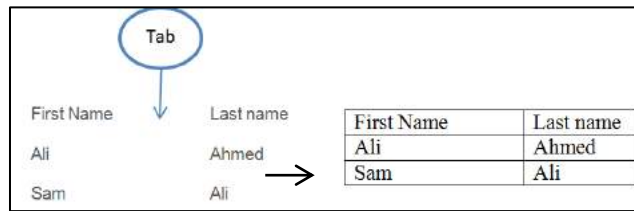


There are several methods used to create a table in Word 2010:

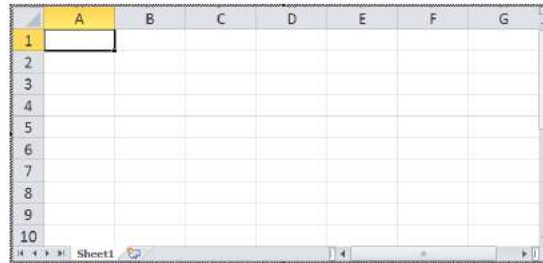
1. On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Insert Table**. The Insert Table displays the "Insert Table" dialog box. The user determines the table size.



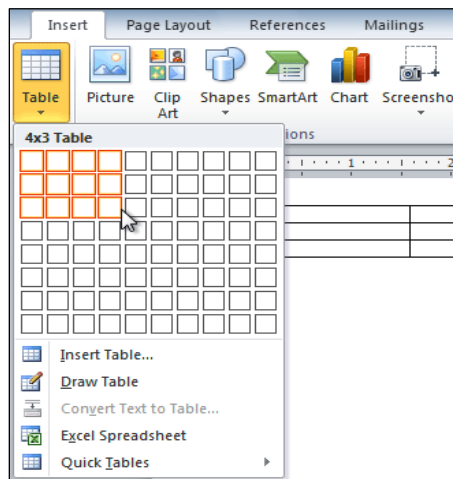

2. On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Draw Table**. The Draw Table lets you create a table by inserting horizontal and vertical lines using the mouse.
3. On the **Insert** tab, in the **Tables** group, click **Table**, **Convert Text to Table**.
  - Insert separator characters — such as tabs — to indicate where you want to divide the text into columns. For example, in a list with two words on a line, insert a tab after the first word to create a two-column table.
  - Select the text that you want to convert.
  - On the Insert tab, in the Tables group, click Table, and then click Convert Text to Table.
  - The Convert Text to Table displays the "Convert Text to Table" dialog box. Click OK. The text will convert to a table.



4. On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Excel Spreadsheet**.  
The Excel Spreadsheet command inserts an Excel worksheet into the document.



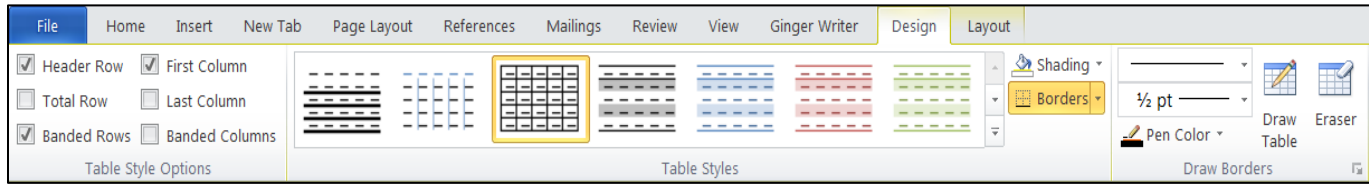
5. On the **Insert** tab, in the **Tables** group, click **Table**, point to **Quick Tables**, The Quick Tables lets you insert tables that have been stored as building blocks (built in tables).
6. On the **Insert** tab, in the **Tables** group, click **Table**, move mouse on the grid to determine the number of rows and columns in the table.



When a user select a table in Word 2010, **Design** and **Layout** tabs appear under **Table Tools** on the Ribbon.

## Design Tab

**In Design Tab:** A user must select a table.



### Tables Styles Group

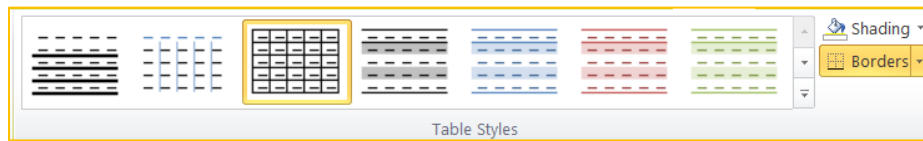
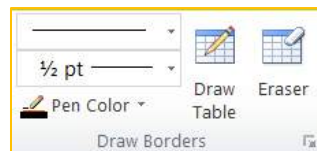


	Table Styles	To apply a visual style for the table.
	Shading	Color the background of table
	Border	To add borders to a table

### Draw Borders Group

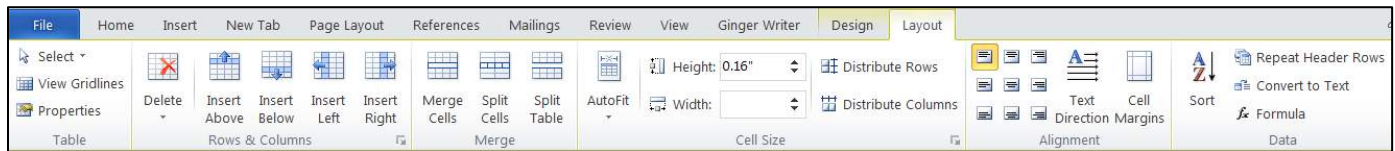


	-Line Style -Line Weight -Pen Color	-Select the style of the line used to draw borders. -Select the width of the line used to draw borders. -Change the pen color.
	Draw Table	To draw the borders of a table.
	Eraser	To delete the borders of a table

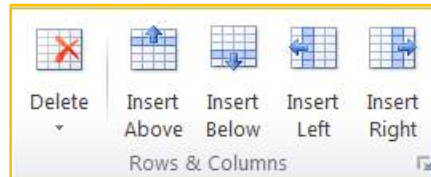


## Layout Tab

**In Layout Tab:** A user must select a table.

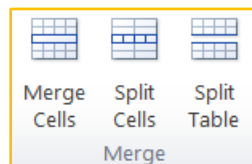





### Rows & Column Group



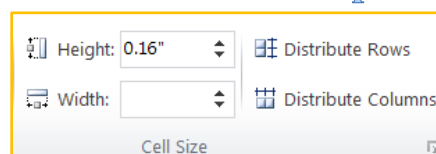
<div><div><div><div></div></div><div></div></div><div><div></div><div></div></div></div> <div>Delete</div>	Delete	Delete cells, rows, columns and table.
<div><div><div><div></div></div><div></div></div><div><div></div><div></div></div></div> <div><div><div><div></div></div><div></div></div><div><div></div><div></div></div></div> <div><div><div><div></div></div><div></div></div><div><div></div><div></div></div></div> <div><div><div><div></div></div><div></div></div><div><div></div><div></div></div></div> <div>Insert Above</div> <div>Insert Below</div> <div>Insert Left</div> <div>Insert Right</div>	Insert Rows and Columns	Add rows and columns to the table.



### Merge Group





 Merge Cells	 Split Cells	 Split Table	-Merge cells -Split Cells -Split table	-Merge multiple cells into one. -Split a single cell into multiple cells. -Split the table into two tables.
--	--	--	--	---

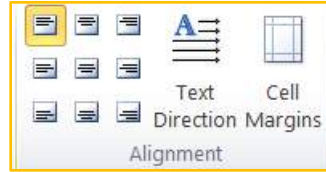
### Cell Size Group






 Height: 0.73 cm	-Table Row height	-Set the height of the selected cells.
 Width: 5.63 cm	-Table Column width	-Set the width of the selected cells.

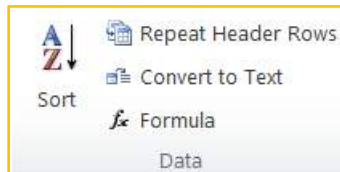
 Distribute Rows  Distribute Columns	Distribute Rows / Columns	Makes all rows or columns the same size
---	---------------------------	---





### Alignment Group



	Align Cell Text	The user can control exactly where the text is located within the selected cells.
	Text Direction	Change Text Direction within the selected cells.
	Cell Margins	Customize cell margins and the spacing between cells

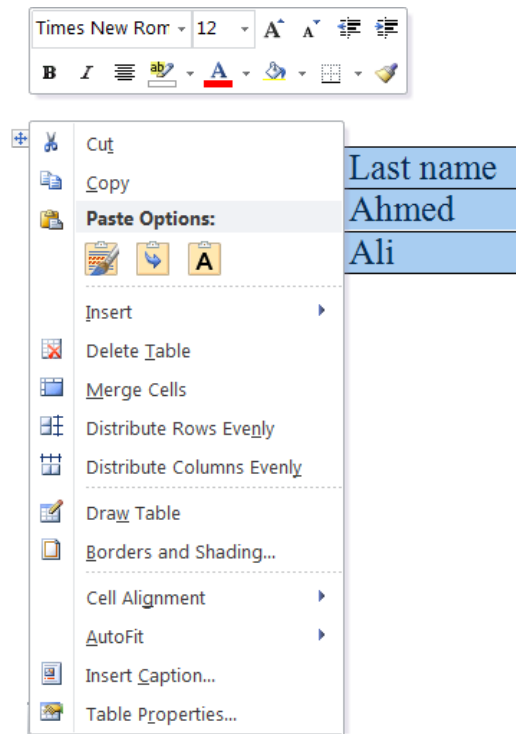
### Data Group



	Sort	Sort selected data.
	Repeat Header Rows	Repeat the header rows on every page.
	Convert to text	Convert the table to text.
	Formula	Add a formula to a cell.

**NOTE**

**Many of the commands described above can be obtained by right-clicking on the selected table.**

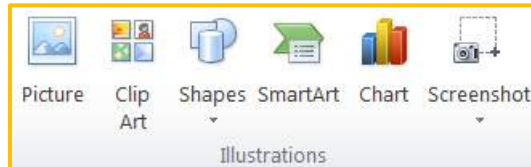








## Computers Laboratory (6)

### **MICROSOFT WORD 2010**

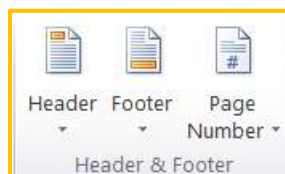
#### **Insert Tab**

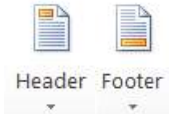

#### **The Illustrations Group**



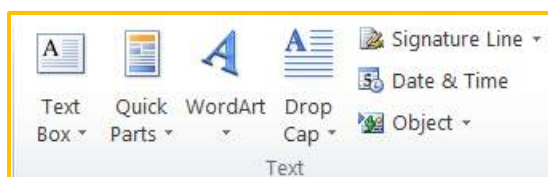
Button	Name	Function
 Picture	Insert Picture from File	Insert a picture from a file. Click on the picture to open the Format tab.
 Clip Art	Clip Art	Insert clip Art including drawings, movies, sounds, photos etc.
 Shapes	Shapes	To insert ready-made shape, such as rectangles and circles, arrows, lines, etc.
 SmartArt	SmartArt Graphics	To insert a SmartArt Graphic.
 Chart	Chart	Insert a chart to illustrate and compare data.
 Screenshot	Screenshot	Insert a picture of part of a screen into the file.




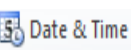
#### **The Header and Footer Group**



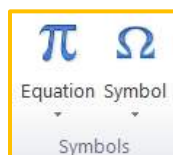
Button	Name	Function
	Header & Footer	Insert Header & Footer. The content of the header will appear at the top of each page while the content in the footer will appear at the bottom. When a user finishes from editing header and footer, click close Header and Footer in the Design tab.
	Page number	Insert page numbers into the document.


## The Text Group




Button	Name	Function
	Text Box	Draw Text Box.
	WordArt	Creating decorative text.
	Drop Cap	Create a large capital letters at the beginning of the paragraph. First you must select the first letter or word at the beginning of the paragraph.
	Date & Time	Insert the current date or time into the current document.

## The Symbols Group

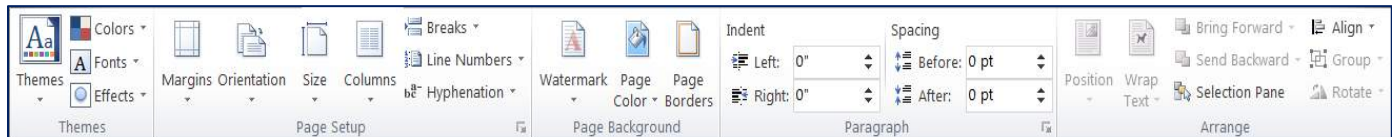


Button	Name	Function
	Equation	To insert a common mathematical equation or build up your own equation.

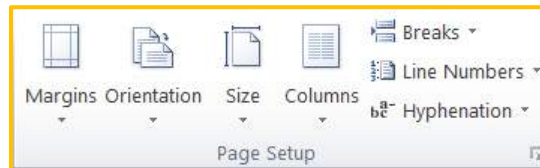
	Symbol	Insert symbols or special characters that are not on your keyboard.
---	--------	---


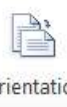

## Page Layout Tab

The **Page Layout** tab provides options for more advanced formatting of the pages of document, such as margins, page orientation (i.e. portrait/landscape), size, etc.




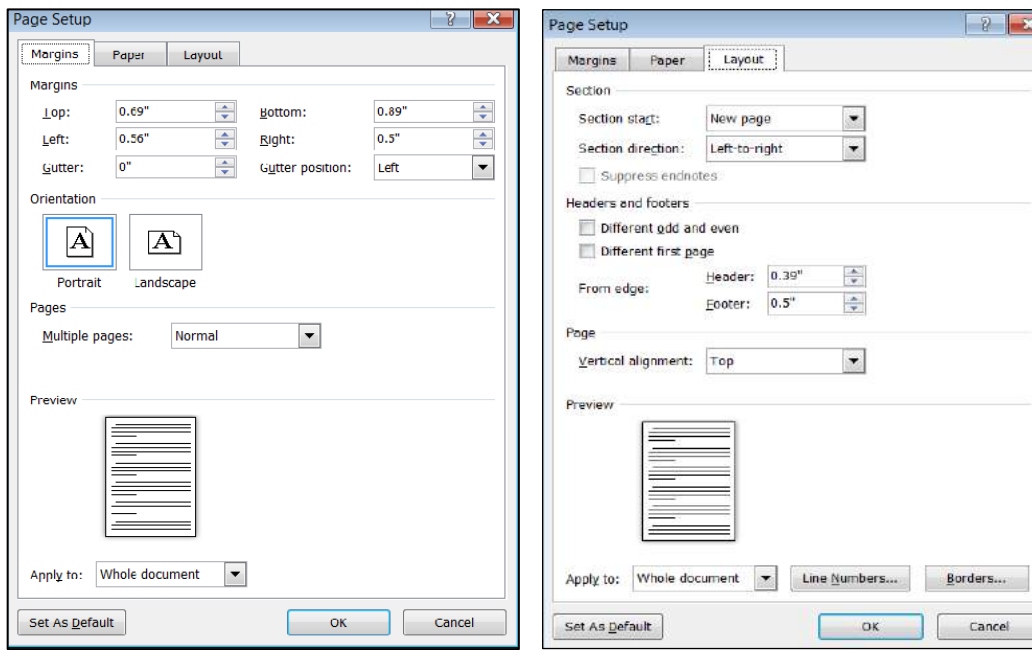
## The Page Setup Group



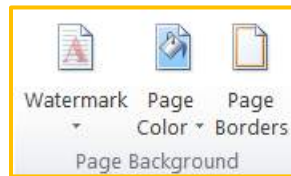
Button	Name	Function
	Margins	To format page margins. <b>Normal</b> is selected by default. Page margins are the blank space around the edges of the page.
	orientation	To change page orientation. Click either <b>Portrait</b> or <b>Landscape</b> to change the page orientation. Landscape format means the page is oriented <b>horizontally</b> , while <b>portrait</b> format means it is oriented <b>vertically</b> .
	columns	Split text into two or more columns




## Page Setup Dialog Box

To show the page setup dialog box, click on  in the bottom right corner of the **Font** page setup for more formatting options.

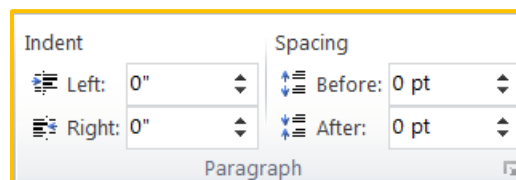


## The Page Background Group












Button	Name	Function
	Watermark	Adding a Watermark (a ghosted text behind the content on the page). Watermarks are useful for identifying certain documents.
	Page Color	Adding a color to a page background.
	Page borders	Add or change the borders around the entire page.

## The Paragraph Group





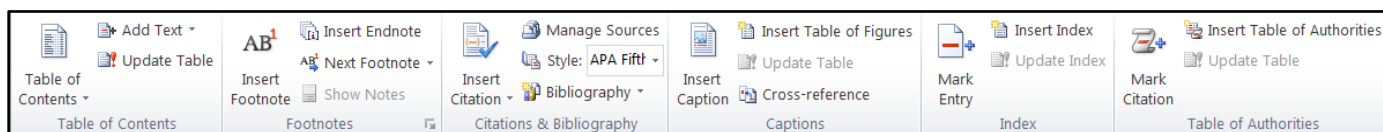
Button	Name	Function
 Indent  Left: 0"   Right: 0" 	Indent	The user can change indentation—the distance between the paragraph and the end of margin in the left or the right side.
Spacing  Before: 0 pt   After: 0 pt 	Spacing	Change the space between paragraphs by adding space above or after the selected paragraph.

## Computers Laboratory (7)

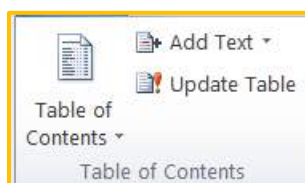
### MICROSOFT WORD 2010

#### References Tab

References tab offers a quick way to enter the document sources, citations and choose a style. On the references tab the user will find things like table of contents, footnotes, citations & bibliography, table of figures, captions, indexes and table of authorities.

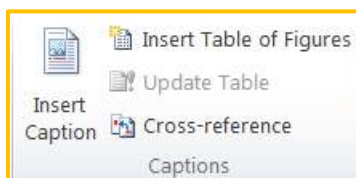



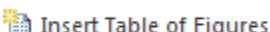
#### The Table of Contents Group



Button	Name	Function
	Table of Contents	Add a table of contents to the document. First the user must select heading styles for titles from the Home tab before the insertion of Table of Contents.
	Add Text	Add the current paragraph as an entry in the Table of Contents.
	Update Table	Update Table of Contents so that all the entries refer to the correct page number.

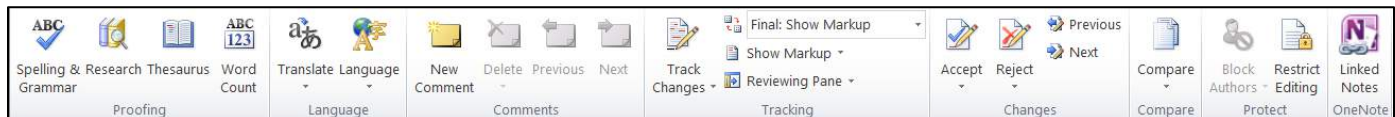
#### The Captions Group



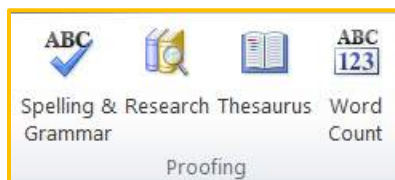
Button	Name	Function
	Insert Caption	Add caption to a picture. Caption is a line of text that appears below the object to describe it.
	Insert table of figures	Insert a table of figures into the document



## Review Tab

The Review tab provides options for editing the document's content, such as a Spelling and Grammar check, a translator, and inserting comments in specific areas.



## The Proofing Group






Button	Name	Function
	Spelling & Grammar	Checking spelling and grammar of text in the document.
	Word Count	Find out the number of words, characters, paragraph and lines

## The Comments Group



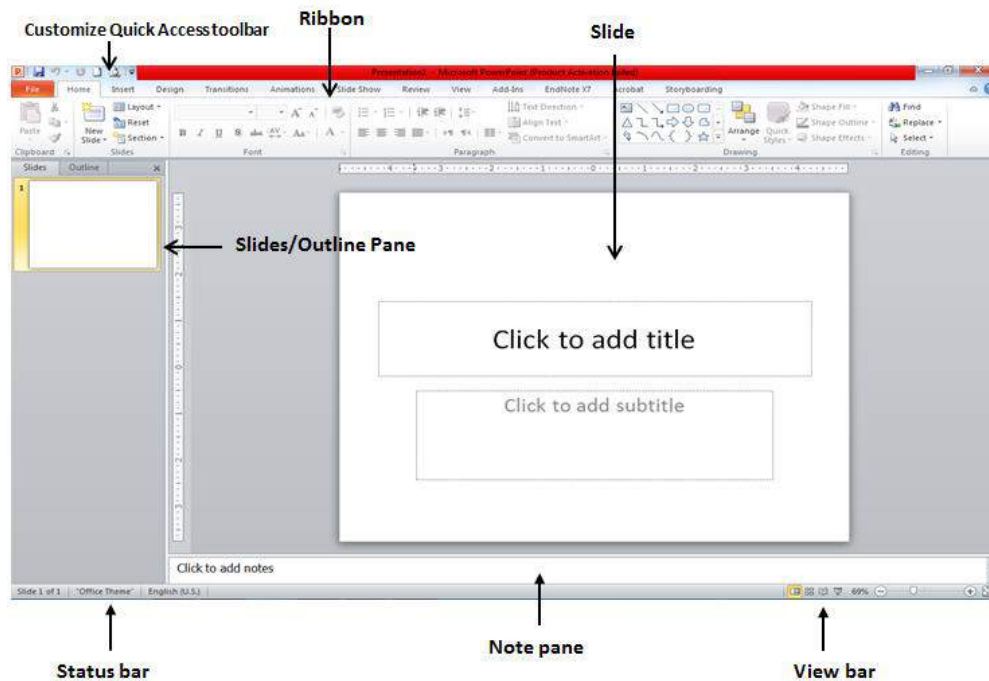
Button	Name	Function
	New comment	Add a Comment about the selection. 

 Delete	Delete	Delete comment
 Previous	Previous	Go to the previous comment in the document.
 Next	Next	Go to the next comment in the document.

## Computers Laboratory (8)

### **POWER POINT 2010**

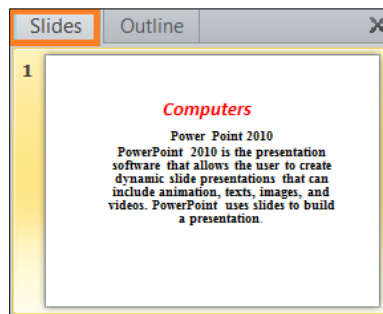
PowerPoint 2010 is the presentation **software** that allows the user to create dynamic slide presentations that can include animation, texts, images, and videos. PowerPoint uses slides to build a **presentation**.



### **Slides/Outline Pane**

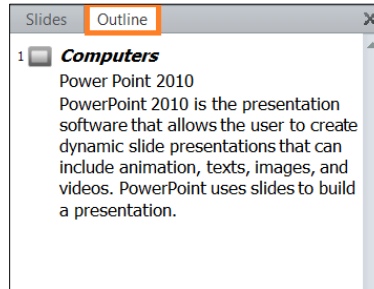
#### **Slides Tab**

Slides **tab** displays the **slides** of your presentation as small images. This view allows easy navigation through **slides**. Slides **pane** contains the current slide in your presentation. If you add more slides to the presentation a vertical scroll bar will appear to view the other **slides** in your presentation.



## Outline Tab

The **outline** tab conveniently displays the text content of each slide. The user can edit the text directly from the outline view.



## Comparison between Word 2010 and PowerPoint 2010


Word 2010	PowerPoint 2010
Word is a word processing program.	PowerPoint is presentation software.
Word Processor is used for creating and formatting text.	Power point is used for creating presentations.
The file is called Document.	The file is called Presentation.
The document consists of pages	The presentation consists of slides
It can be written directly on the page	It can only be written through an object
Users generally use Microsoft Word when they need to create letters, forms, mailings and reports.	Users use PowerPoint when they need to create presentations for business meetings, seminars, workshops or trainings.




## Home Tab



## The Slides Group



Button	Name	Function
	New Slide	To insert a new slide. Click this button to insert a new slide into the presentation. The slide will be inserted after the current slide with the same format as the current slide.

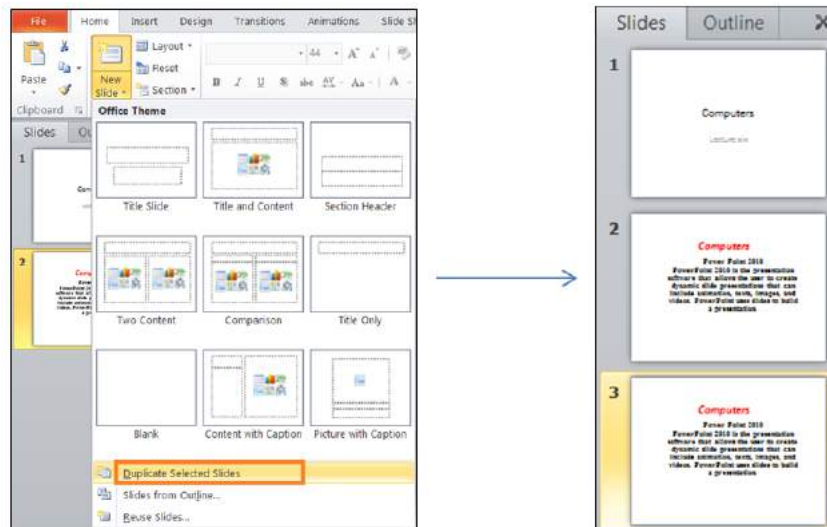
		Clicking the arrow will display a gallery of different slide layouts.
 Layout ▾	Layout	Customize slide layout. Change the layout of the selected slide. When this button is clicked, a gallery of different slide layouts will appear. Click one of the layouts to apply it to the current slide.
 Reset	Reset	Reset the position, size and formatting of the selected slide placeholders to their default settings.
 Section ▾	Section	Organize the slides into sections.

**Note:** the other groups in Home and Insert tabs are the same as those in Microsoft word and were explained previously.

## Some Operations on the Slides

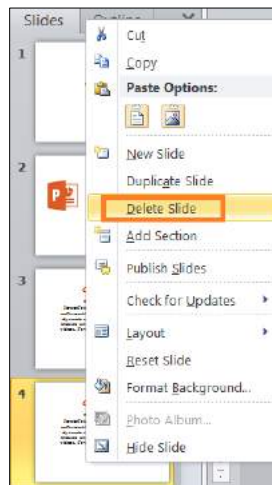
### Duplicate a Slide

To duplicate a slide, select the slide you want to duplicate. Click drop-down menu of the **New Slide** command. Choose **Duplicate Selected Slides**. Another way is to **Right click** on the slide the user wants to duplicate and selecting **Duplicate Slide**.



### Delete a slide

- Select the slide you want to delete. Press the **Delete** or **Backspace** key on the keyboard.
- Or **Right click** on the slide you want to delete and select **Delete Slide**.



## Move a slide

1. Select the slide the user wants to move.
2. Click, hold, and **drag** the mouse to a new location. A horizontal insertion line will mark the new location.



3. **Release** the mouse button. The slide will appear in the new location.

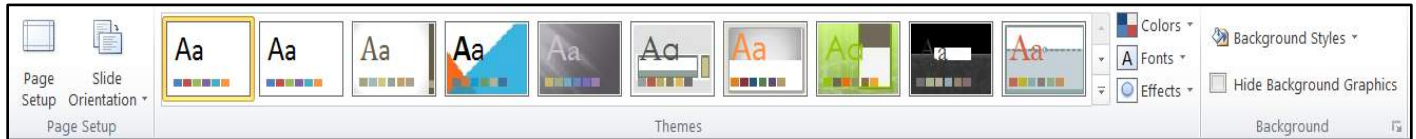


## Computers Laboratory (9)

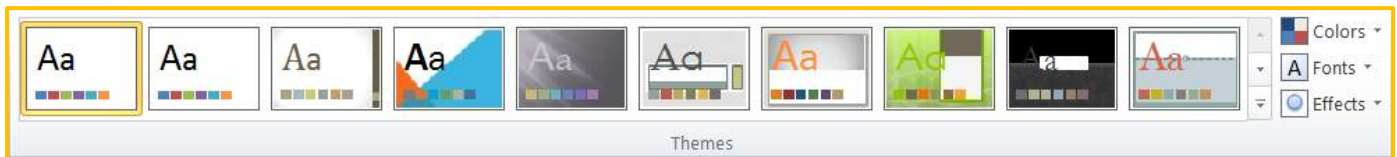
### **POWER POINT 2010**


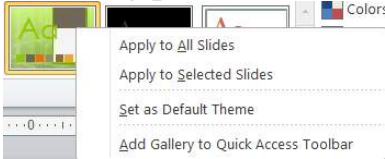


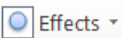
#### **Design Tab**

This tab is used to apply a design to a PowerPoint presentation. It is also possible to make changes to the slide orientation, page setup, themes, slide background, and other design attributes.

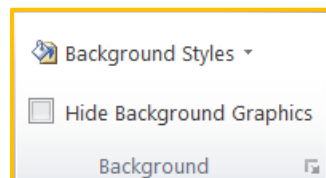



#### **The Themes Group**



Button	Name	Function
	Themes	Change the overall design for the slides. Right click on any theme for more ways to apply it. Use <a href="#">themes</a> to simplify the process of creating professional designer-looking presentations. 
	Colors	Change the color for the current theme.
	Fonts	Change the font for the current theme.
	Effects	Change the effects for the current theme. They include line and fill effects.

#### **The Background Group**



Button	Name	Function
 Background Styles ▾	Background styles	Changes the background style for the current theme

## Slide show Tab

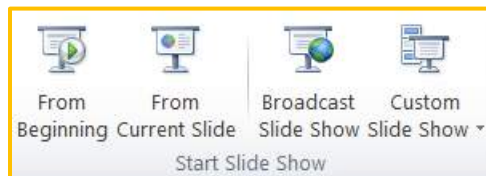
This tab provides options for presenting the Slide Show to the audience. For example, decisions can be made as to where to start the presentation.




**Tips** for presenting a slide show:

- ✚ Press the **F5** key on the keyboard to **start** the slide show from the beginning.
- ✚ Press the **ESC** key on the keyboard to **exit** out of full screen mode
- ✚ On the keyboard use the **Enter** key, **Space Bar**, or **Arrow** key to advance through the slide show.



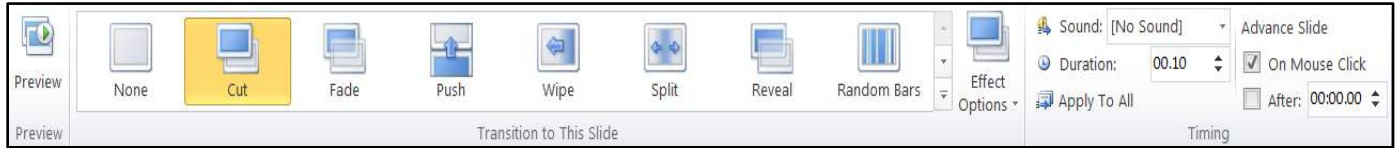
## The Start Slide Show Group



Button	Name	Function
	From Beginning	To start the slide show from the first slide of the presentation.
	From Current Slide	To start the slide show from the current slide.
	Custom Slide Show	Displays only selected slides. This option makes it possible to have several slide shows within the same presentation.


## Transitions Tab

**Transitions** determine how the slides in the presentation will move from slide to slide. When the transition is selected, it is applied to the current slide. Use the Transitions tab to add transitions to a slide and to customize transition effects.

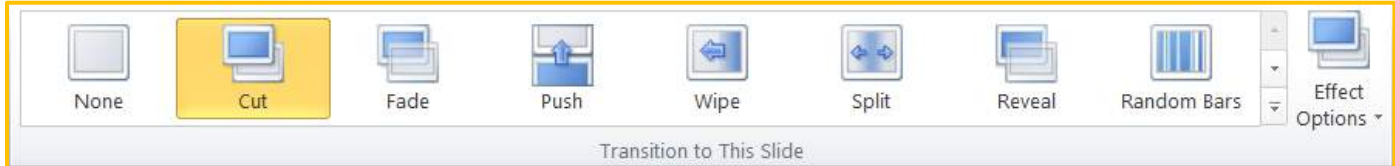










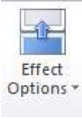
### The Preview Group



Button	Name	Function
	Preview	To preview a selected transition.

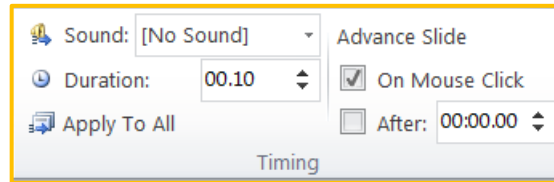
### The Transition to This Slide Group






Button	Name	Function
       	Transition	To apply a transition that will be applied during the transition between the previous slide and the current slide.
	Effect Options	Change the properties of transition effect such as direction or color

**To remove a transition** Select the **slide** you want to modify. Choose **None** from the gallery in the **Transition to This Slide** group.

## The Timing Group



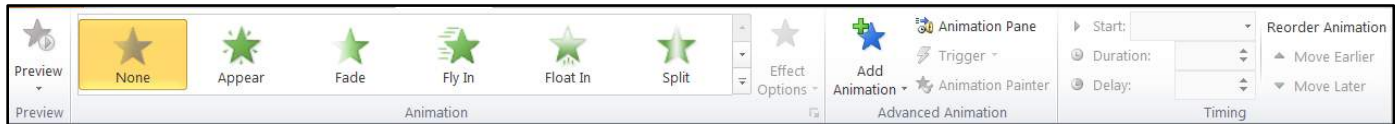
Button	Name	Function
 Sound: [No Sound] ▾	Sound	To add sound to play during the transition between the previous slide and the current slide.
 Duration: 01.00 ▴ ▾	Duration	To adjust the length of a transition period.
 Apply To All	Apply to All	Apply the selected transition to all slides When the transition is first selected, it is only applied to the selected slide. This button must be selected to apply the transition to all the slides in the presentation.
Advance Slide <input checked="" type="checkbox"/> On Mouse Click <input type="checkbox"/> After: 00:00.00 ▴ ▾	Advance Slide	This option is used to determine how the transition is take place from one slide to the next. <b>On Mouse Click</b> option means waiting until a mouse click to move to the next slide. <b>After</b> option means moving to next slide after a specific number of seconds.

## Computers Laboratory (10)

### **POWER POINT 2010**

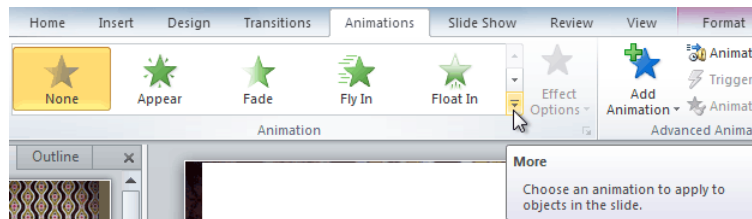
#### **Animations Tab**

Use the Animations tab to add animation to the objects in a slide and to manage the animation order. First you must select the object in the slide to activate many options in this tab.

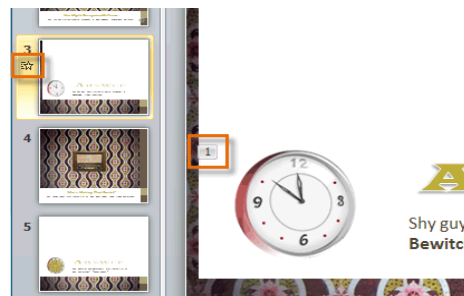


#### **Applying an animation to an object:**

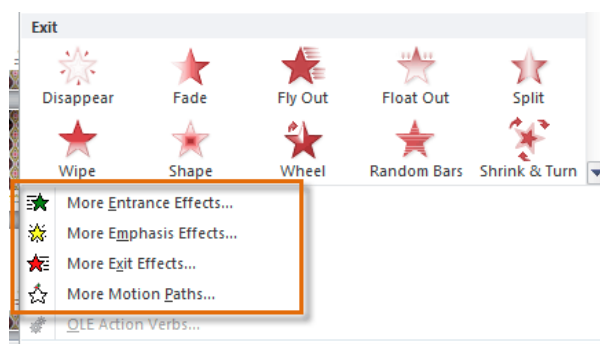
1. Select an object. Click the **Animations** tab. Select an animation from **Animation group**.



2. The object will now have a small **number** next to it to show that it has an animation.

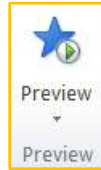


At the bottom of the menu, the user can access even more effects.

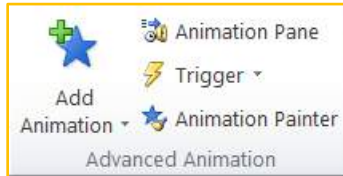


## To preview animations:

1. Click the **slide** you want to preview.
2. From the **Animations** tab, click the **Preview** command in **Preview group**.



## The Advanced Animation Group

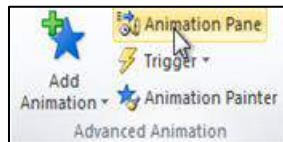


**Add Animation** command allows you to add multiple animations to an object. If you select a new animation from the menu in the Animation group, it will replace the object's current animation. However, you'll sometimes want to place **more than one animation** on an object, such as with an **entrance** and **exit** effect. To do this, you'll need to use the **Add Animation** command, which will allow you to keep your current animations while adding new ones.

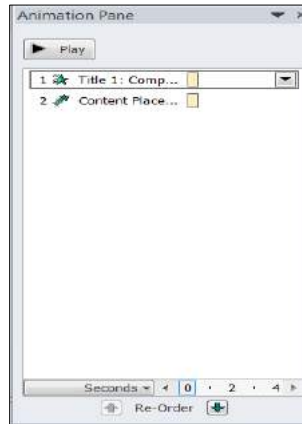
## Animation pane

The **Animation pane** allows you to view and manage all of the effects that are on the current slide. You can **modify** and **reorder** effects directly from the Animation pane, which is especially useful when you have several effects.

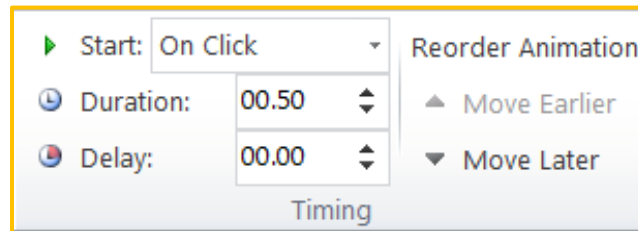
1. From the **Animations** tab, click the **Animation Pane** command.


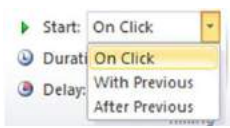




2. The Animation pane will open on the right side of the window. It will show all of the effects for the current slide in the order they will appear.



## The Timing Group



Button	Name	Function
 Start: On Click	Start (Animation Timing)	Determines when an animation starts to play. Drop-down menu contains three options: (on Click, <u>W</u> ith Previous and <u>A</u> fter Previous). 
 Duration: 00.50	Animation Duration	To specify the length of an animation.
 Delay: 00.00	Delay	Adds a <b>delay</b> before the effect starts. Plays animation after a certain number of seconds.