Contents

[Presentation graphics applications 1](#_Toc501782646)

[The user interface 1](#_Toc501782647)

[Home tab 2](#_Toc501782648)

[Insert tab 2](#_Toc501782649)

[Design tab 3](#_Toc501782650)

[Transitions tab 3](#_Toc501782651)

[Animation tab 3](#_Toc501782652)

[Slide show tab 3](#_Toc501782653)

[View tab 3](#_Toc501782654)

# Presentation graphics applications

Presentation graphics applications: is designed to create and present information graphically the form of slides.

There are feature such as:

* Slide: a slide is a single page of a presentation, created with the presentation graphics applications.
* Placeholder: these are dotted boxes in a slide, which are used to add text, pics, charts, tables ,etc..
* Objects: these are elements of a slide such as text boxes, pic, table, charts, smartart.
* Animations: there are a set of visual effects that can be applied to objects, so that it will animate during the slide shows.
* Transitions: there are visual effects applied to the slides, when you moving from one slide to another.

**Popular Presentation graphics applications**:

* MS PowerPoint 2016 ( most widely used )
* Apple keynote
* Corel presentations.

## The user interface

* Slide thumbnails pane: it appears on the left side of the PowerPoint 2016 window. In it you can rearrange, delete, hide, duplicate and add new slides in the presentation.
* Slide area: it is the actual slide where you can add objects such as text, pic, table …
* Notes pane: it is located below the slide area, which enables you to add notes for each slide. These notes also known as Speaker Notes that the presenter can refer to while delivering the presentation.
* Status bar: it is a strap at the bottom that displays active slide NO. and contains the zoom buttons and the view button.
* View buttons: these are used to switch between the views of the presentation. Normal, slide sorter, reading and slide show view.
* Next slide: enables you to move to the next slide.
* Pervious slide: enables you to move to the pervious slide.
* Fit slide to current window: enables you to fit the current slide to the slide area.

By default , the presentation is saved with **.pptx** extension.

In file → print → setting → handouts

Handout: used by the audience to folloe along the slide show or keep for future reference.

## Home tab

1. Clipboard
2. Slides
   1. New slide
   2. Layout: contains pre-formatted placeholder for text,pic..etc.
   3. Reset: used to reset the position, size and formatting of the placeholder in a slide to its default layout.
   4. Section: allows you to create, rename, or marge all section in a presentation.
3. Font
   1. Character spacing: allows you to adjust the spacing between the characters of the selected text.
4. Paragraph
   1. Text direction: can be set in different ways such as rotate 90 , rotate 270, and stacked.
5. Drawing
   1. Insert shapes
6. Editing
   1. Replace helps you to replace a particular text or phrase with another text or phrase.

## Insert tab

1. Tables
2. Images
3. Links
   1. Hyperlinks: allows you to create a link to website or file or other slide in the same presentation.
   2. Action: used to add action to an object, when you click on it or mouse over it. The action could be a jump to another slide, playing a sound, or opening another program while running the slide shows.
4. Text
   1. Insert textbox
   2. Insert header& footer.
5. Media : to insert video and audio file in the presentation.
   1. Video
   2. Trimming video: to remove the unwanted parts of video.
   3. Audio
   4. Screen recording: enables you to record the activities on the screen along with the audio.

## Design tab

1. Themes groups
2. Customize groups

## Transitions tab

1. Transition to this slide: enhance the moving between the slides during a presentation. ( there is effect option which allows you enables you to change the properties of the applied transition.
2. Timing: allows you to specify the duration of the transition and its sound and to control the slide entrance.

## Animation tab

Refers to the special visual or sound effects that are applied to the objects of the slides.

1. Animation: can applied to the objects.
2. Advanced animation: allows you to add more animation to an object.
   1. Animation pane: helps you to view and edit the applied animations of the objects. You can re-order or remove the applied one.
3. Timing

## Slide show tab

1. Start a slideshow:
   1. From beginning
   2. From current slide

## View tab

1. Presentation views
   1. Normal view: the main editing view is used to create and design your presentations.
   2. Outline view: is used to create an outline or story board for your presentation, it displays only text in your slides.
   3. Slide sorter view: allows you to see your slides in thumbnail form, enabling you to sort and organized the sequence of your slides.
   4. Notes page view: enables you to type notes related to the current slide in the note pane.
   5. Reading view: enables you to play a slide show in the PowerPoint window to see the animations and transitions without switching to full screen slide show.
2. Master views: enables you to make changes to the slide master of your presentation.

**Done ♥**

**جهد شخصي، يرجى فتح الملف في برنامج الوورد للحصول على جميع الميزات. شكراً.**