

آموزش powerpoint

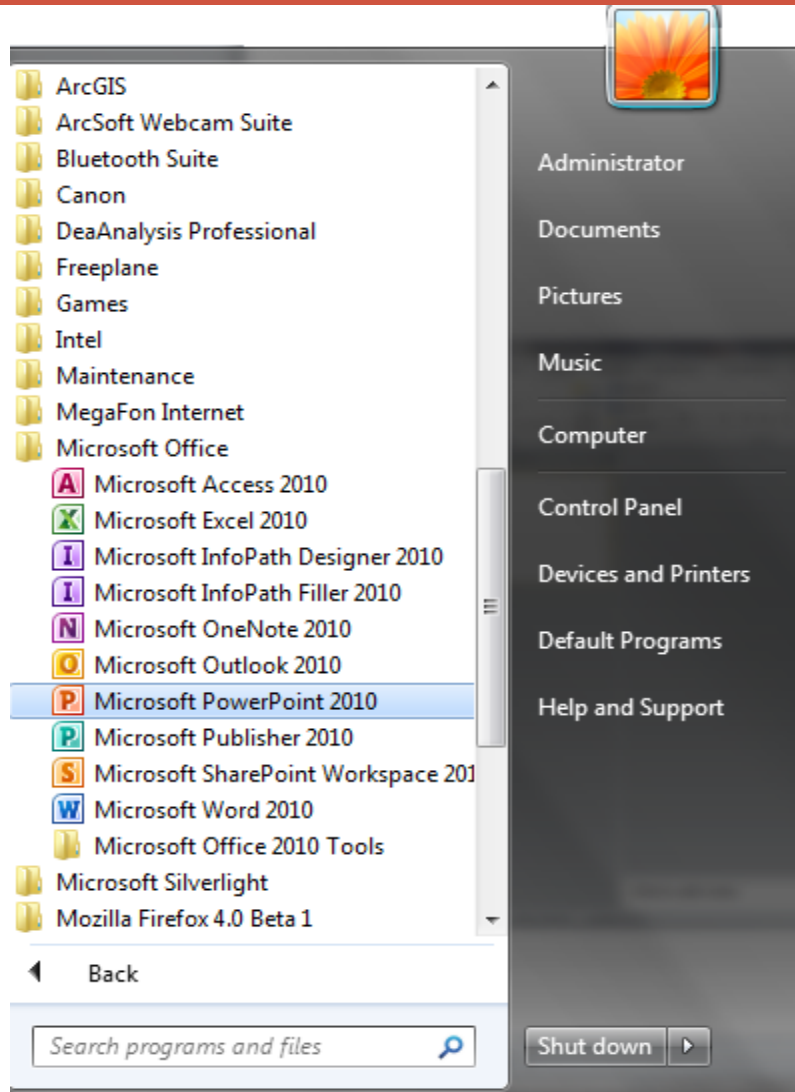
دانشگاه علوم پزشکی و خدمات بهداشتی،
درمانی کرمانشاه
دانشکده پرستاری سنقر



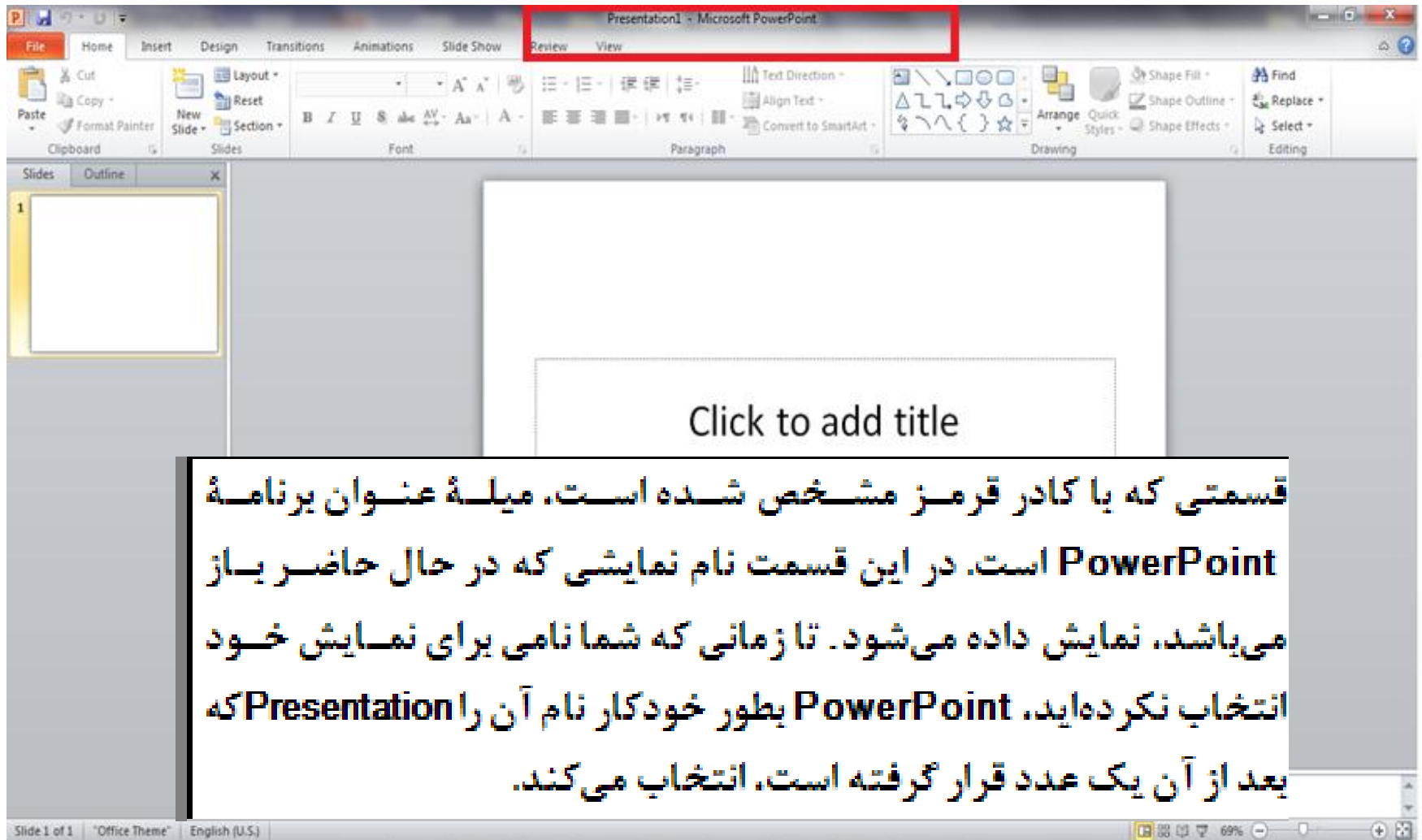
Powerpoint چیست؟

شما کمک میکند که اسلایدهای زیبا و پیچیده را به صورتهای مختلفی برای پروژکتورهای Overhead ، اسلاید ۳۵ میلیمتری و یا محیط Internet بسازید . همچنین ، نرم افزار PowerPoint ابزارهای لازم برای ایجاد نمایشهای قوی و تاثیر گذار را برای شما فراهم می آورد .

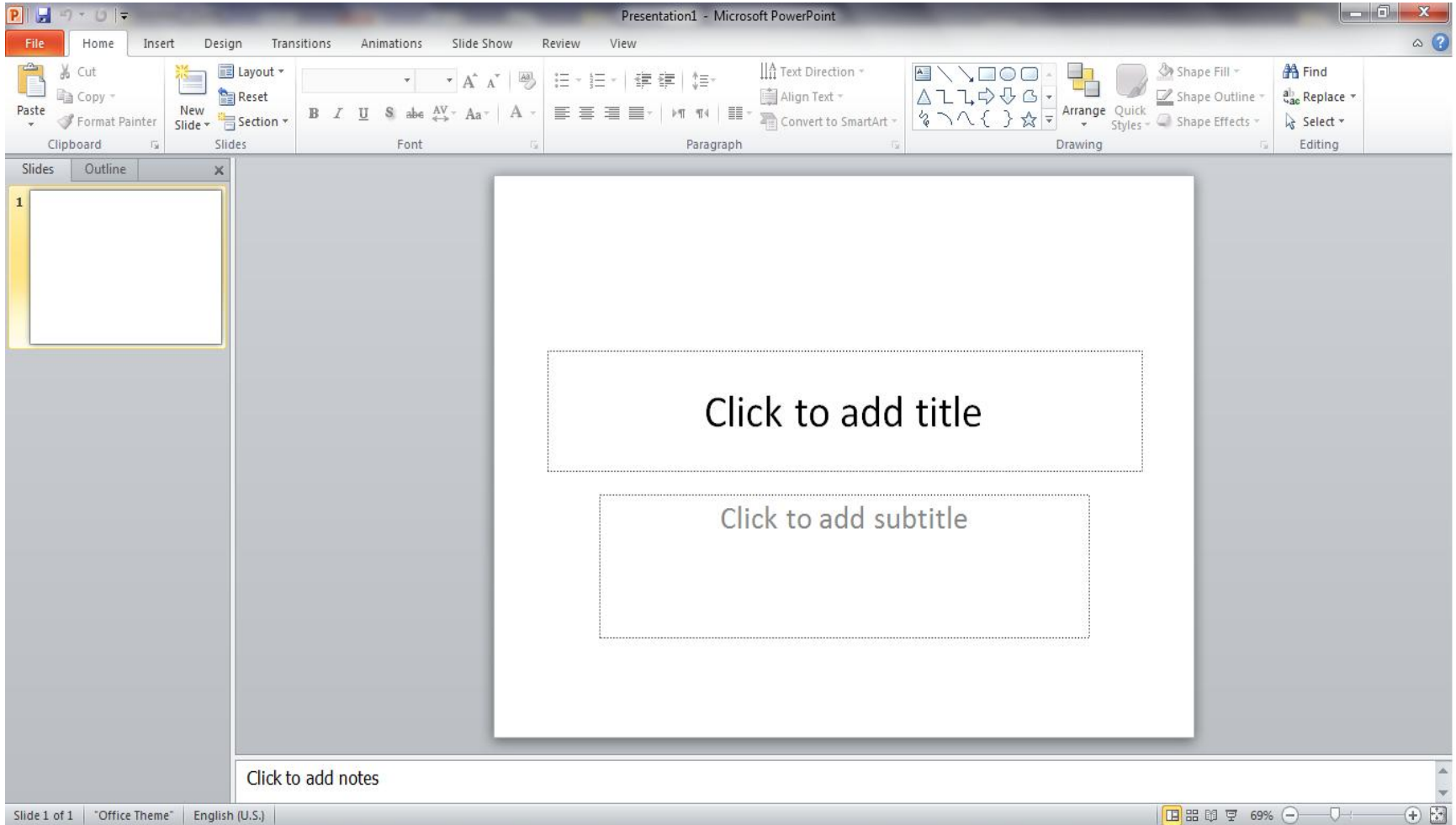
برای آوردن برنامه از ویندوز ابتدا از خط شروع start قسمت all program را انتخاب کرده و سپس از میکروسافت آفیس برنامه پاور پوینت را بر می‌گزینیم



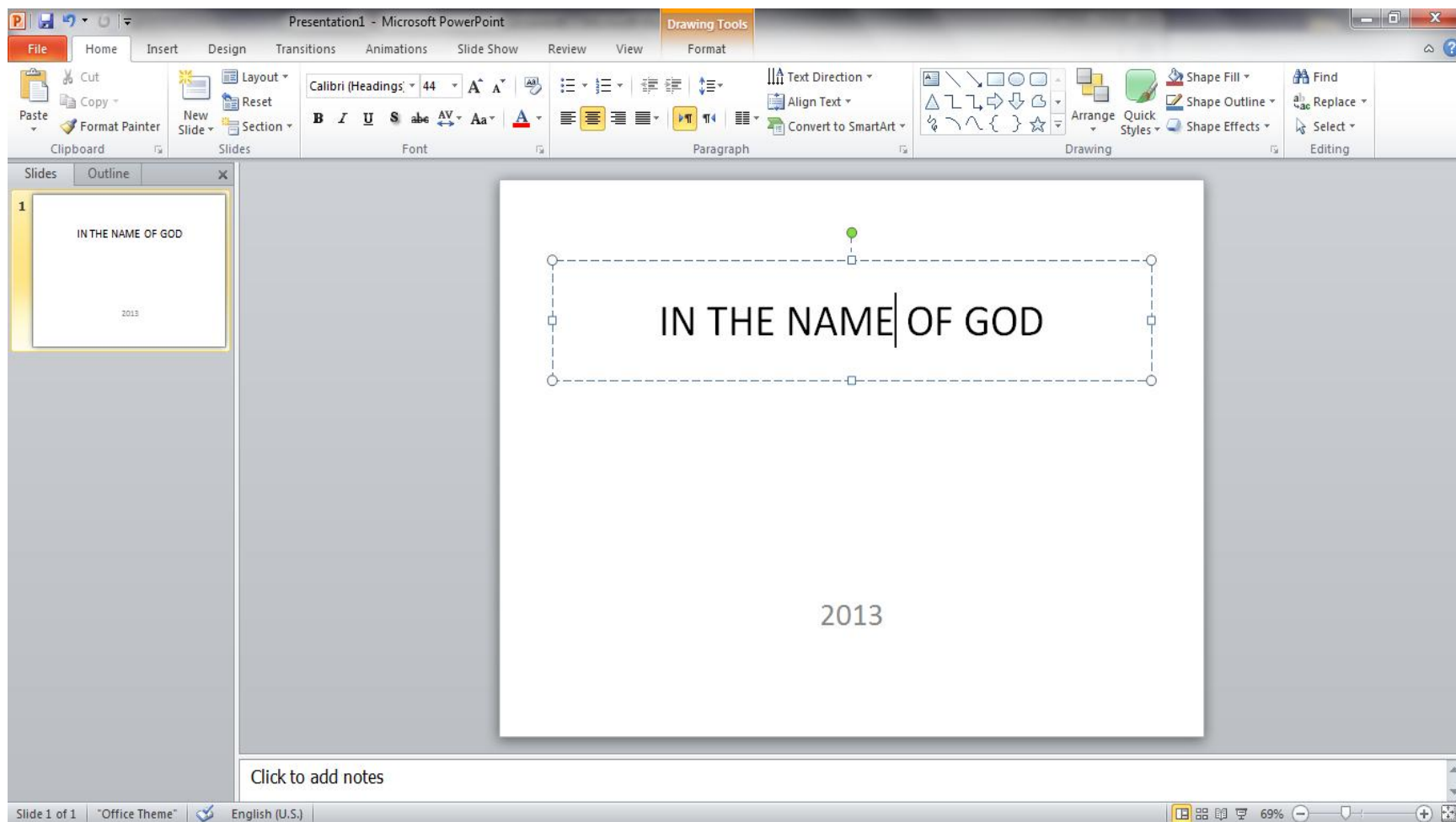
پنجره ای مطابق شکل باز می شود که یک فایل جدید است



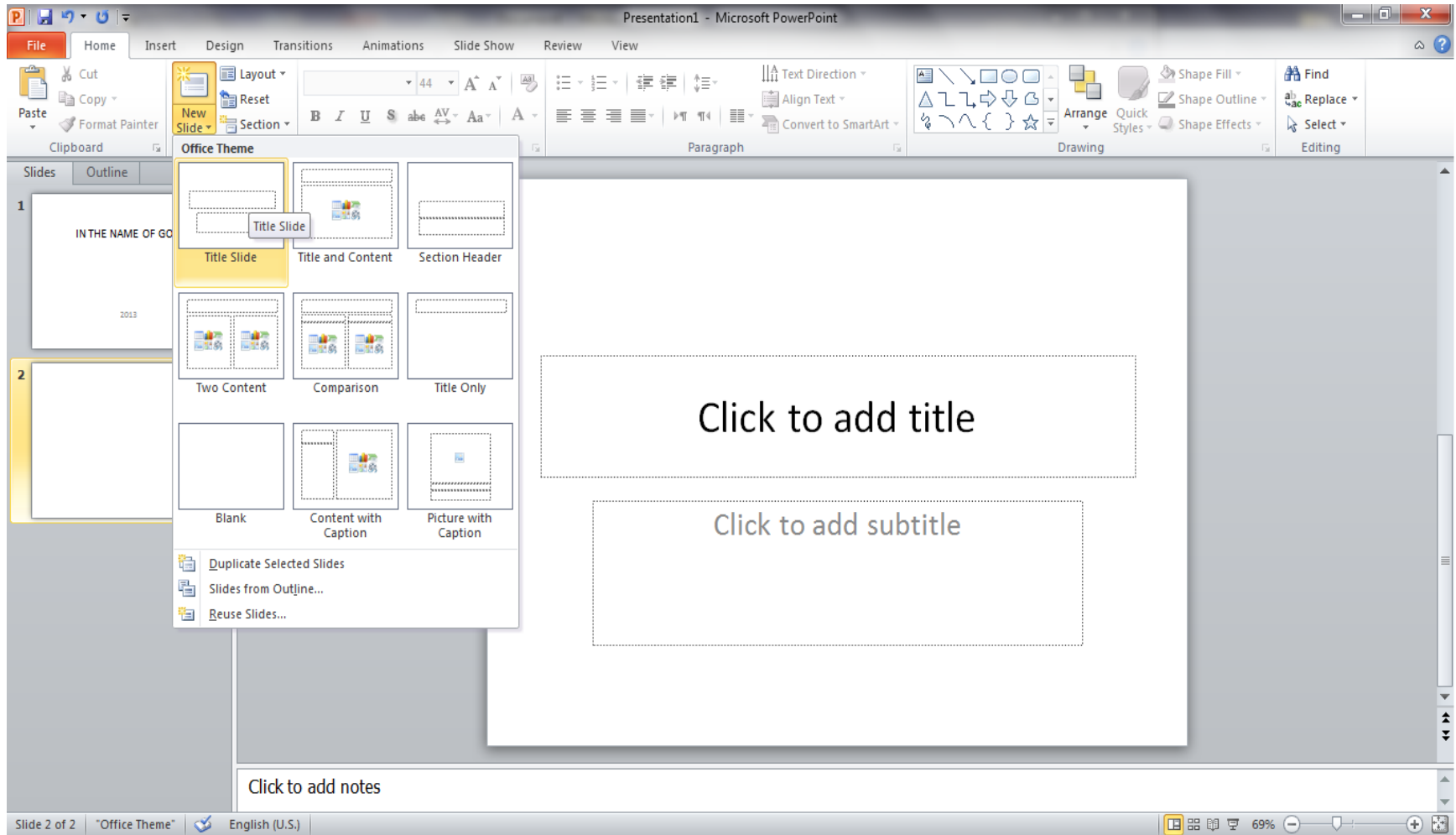
دو جعبه متن به صورت پیش فرض دارد که در داخل هر دو تا یا یکی از آنها متن مورد نظر را اضافه می کنیم



داخل هر قسمت از آن کلیک کرده و می توانیم متن مورد نظر را بنویسیم



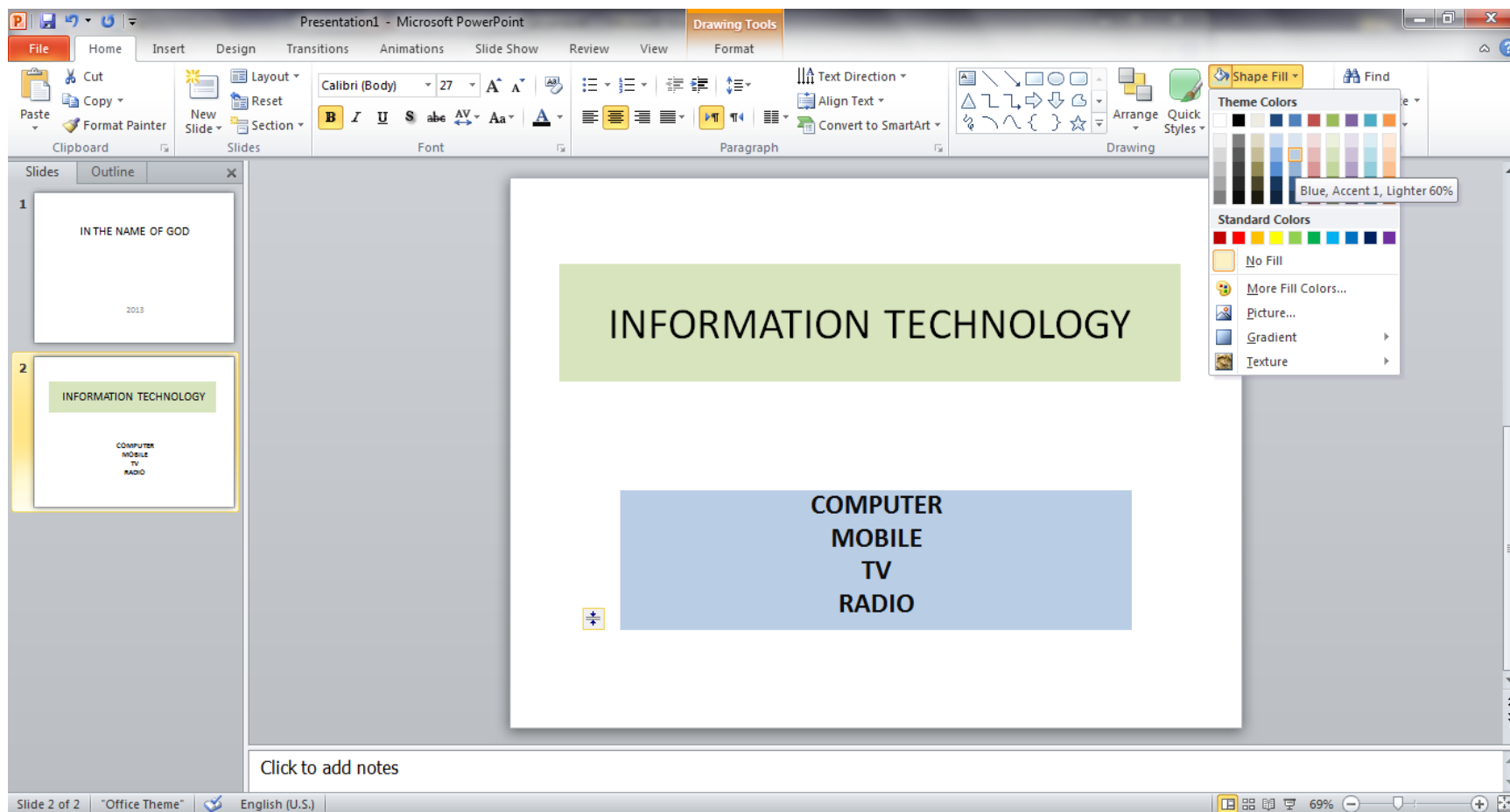
برای اضافه کردن صفحه یا اسلاید جدید از گزینه home باید new slide را انتخاب کنیم. حالت های مختلف اسلاید در شکل نشان داده می شود که هر کدام مد نظر بود را کلیک می کنیم



برای اسلاید های جدید هم می توان با کلیک در داخل جعبه های مشخص شده ، متن مورد نظر را وارد نماییم

The screenshot displays the Microsoft PowerPoint interface. The title bar reads "Presentation1 - Microsoft PowerPoint". The ribbon is set to "Drawing Tools" with the "Format" tab selected. The ribbon includes sections for Clipboard, Slides, Font, Paragraph, Drawing, and Editing. The main slide area shows a slide titled "INFORMATION TECHNOLOGY". Below the title, the text "COMPUTER MOBILE TV RADIO" is centered. A dashed rectangular box is drawn around this text, with a small green dot above it, indicating that the text is selected and ready for editing. The left sidebar shows a slide thumbnail for slide 2, which is highlighted. The status bar at the bottom indicates "Slide 2 of 2", "Office Theme", "English (U.S.)", and a zoom level of 69%.

برای عوض کردن رنگ هر جعبه بر روی آن دابل کلیک کرده و از قسمت بالای
را باز می shape fill صفحه همانگونه که در شکل نشان داده شده است گزینه
کنیم و بر روی رنگ دلخواه کلیک می کنیم



برای جابجا کردن جای هر کدام از جعبه ها بر روی آن جعبه کلیک کرده و موس را پایین نگه می داریم و به محل جدید که رسیدیم موس را رها می سازیم و شکل مورد نظر به محل جدید انتقال پیدا کرد

The screenshot displays the Microsoft PowerPoint interface. The main slide area shows a diagram with two rectangular boxes. The top box is light green and contains the text "INFORMATION TECHNOLOGY". Below it is a light blue box containing the text "COMPUTER", "MOBILE", "TV", and "RADIO" stacked vertically. A small green dot is positioned above the blue box, connected to its top edge by a thin line. The PowerPoint ribbon is visible at the top, with the "Drawing Tools" tab selected. The left sidebar shows a slide thumbnail for slide 2, which is highlighted with a yellow border. The status bar at the bottom indicates "Slide 2 of 2", "Office Theme", and "English (U.S.)".

برای رسم اشکال مختلف از گزینه Insert-shape استفاده می کنیم

The image shows a screenshot of the Microsoft PowerPoint application. The title bar reads "Presentation1 - Microsoft PowerPoint". The ribbon is set to the "Insert" tab, and the "Shapes" group is expanded, showing various shape options like Lines, Rectangles, Basic Shapes, Block Arrows, Equation Shapes, Flowchart, Stars and Banners, Callouts, and Action Buttons. The "Rounded Rectangle" shape is highlighted. In the background, a slide is visible with two colored boxes: a light green box at the top containing the text "INFORMATION TECHNOLOGY" and a light blue box at the bottom containing the text "COMPUTER MOBILE TV RADIO". The status bar at the bottom indicates "Slide 2 of 2", "Office Theme", and "English (U.S.)".

برای نوشتن متن در داخل هر شکل باید کلیک راست نمایم بر روی شکل و گزینه edit text را انتخاب کنیم

The screenshot displays the Microsoft PowerPoint interface. The main slide area shows a slide with a green header box containing the text "INFORMATION TECHNOLOGY" and a blue box containing the text "COMPUTER MOBILE TV RADIO". A context menu is open over the blue box, listing options such as Cut, Copy, Paste Options, Edit Text, Edit Points, Group, Bring to Front, Send to Back, Hyperlink..., Save as Picture..., Set as Default Shape, Size and Position..., and Format Shape... The "Edit Text" option is highlighted. The ribbon at the top includes the Drawing Tools section, and the status bar at the bottom shows "Slide 2 of 2", "Office Theme", and "English (U.S.)".

برای تغییر شکل و سایز متن های نوشته شده از قسمت بالای صفحه استفاده کرده و گزینه font را انتخاب می کنیم در این مرحله میتوان ضخامت و ایتالیک بودن حروف و زیر خط دار بودن آن را نیز مشخص نمود

The screenshot shows the Microsoft PowerPoint interface. The 'Drawing Tools' ribbon is active, with the 'Format' tab selected. A font selection dropdown menu is open, displaying various fonts. The 'Aharoni' font is highlighted in yellow. The main slide area shows a slide with the text 'INFORMATION TECHNOLOGY' in a green box, 'COMPUTER MOBILE TV RADIO' in a blue box, and 'IT' in a red box. The status bar at the bottom indicates 'Slide 2 of 2', 'Office Theme', 'English (U.S.)', and a zoom level of 69%.

Font selection options visible in the dropdown menu:

- Theme Fonts
 - Calibri (Headings)
 - Calibri (Body)
- Recently Used Fonts
 - Aharoni אהרונים
- All Fonts
 - AcadEref
 - Agency FB
 - Aharoni אהרונים
 - AIGDT א.ל.כ.פ.ע.//ג.ר.י.פ.
 - AKBAR ايجد هوز
 - آبجء هوز
 - ALGERIAN
 - AmdtSymbols
 - AMGDT
 - Andalus اءبد هوز
 - Angsana New آءءءءء
 - AngsanaUPC آءءءءء
 - Aparajita देववार्शी
 - Arabic Transparent اءبد هوز
 - Arabic Typesetting اءبد هوز
 - Arial

همچنین می توان نوار دور جعبه متن را نیز تغییر رنگ داد و یا ضخامتش را کم و زیاد نمود که این کار با استفاده از گزینه text outline , weight استفاده میگردد

The screenshot displays the Microsoft PowerPoint interface. The main slide area shows a diagram with three boxes: a green box at the top containing 'INFORMATION TECHNOLOGY', a blue box in the middle containing 'COMPUTER MOBILE TV RADIO', and a pink box at the bottom containing 'IT'. The 'Drawing Tools' ribbon is active, and the 'Shape Outline' dropdown menu is open, showing a list of line weights. The '6 pt' option is selected. The 'Outline' pane on the left shows the current slide selected. The status bar at the bottom indicates 'Slide 2 of 2', 'Office Theme', and 'English (U.S.)'.

Microsoft PowerPoint - Presentation1 - Drawing Tools

File Home Insert Design Transitions Animations Slide Show Review View Format

Clipboard Slides Font Paragraph Drawing

Shape Fill Shape Outline Find Replace

Theme Colors

Standard Colors

No Outline

More Outline Colors...

Weight

Daghes

Arrows

¼ pt

½ pt

¾ pt

1 pt

1½ pt

2¼ pt

3 pt

4½ pt

6 pt

More Lines...

Outline

1 IN THE NAME OF GOD

2013

2 INFORMATION TECHNOLOGY

COMPUTER MOBILE TV RADIO

IT

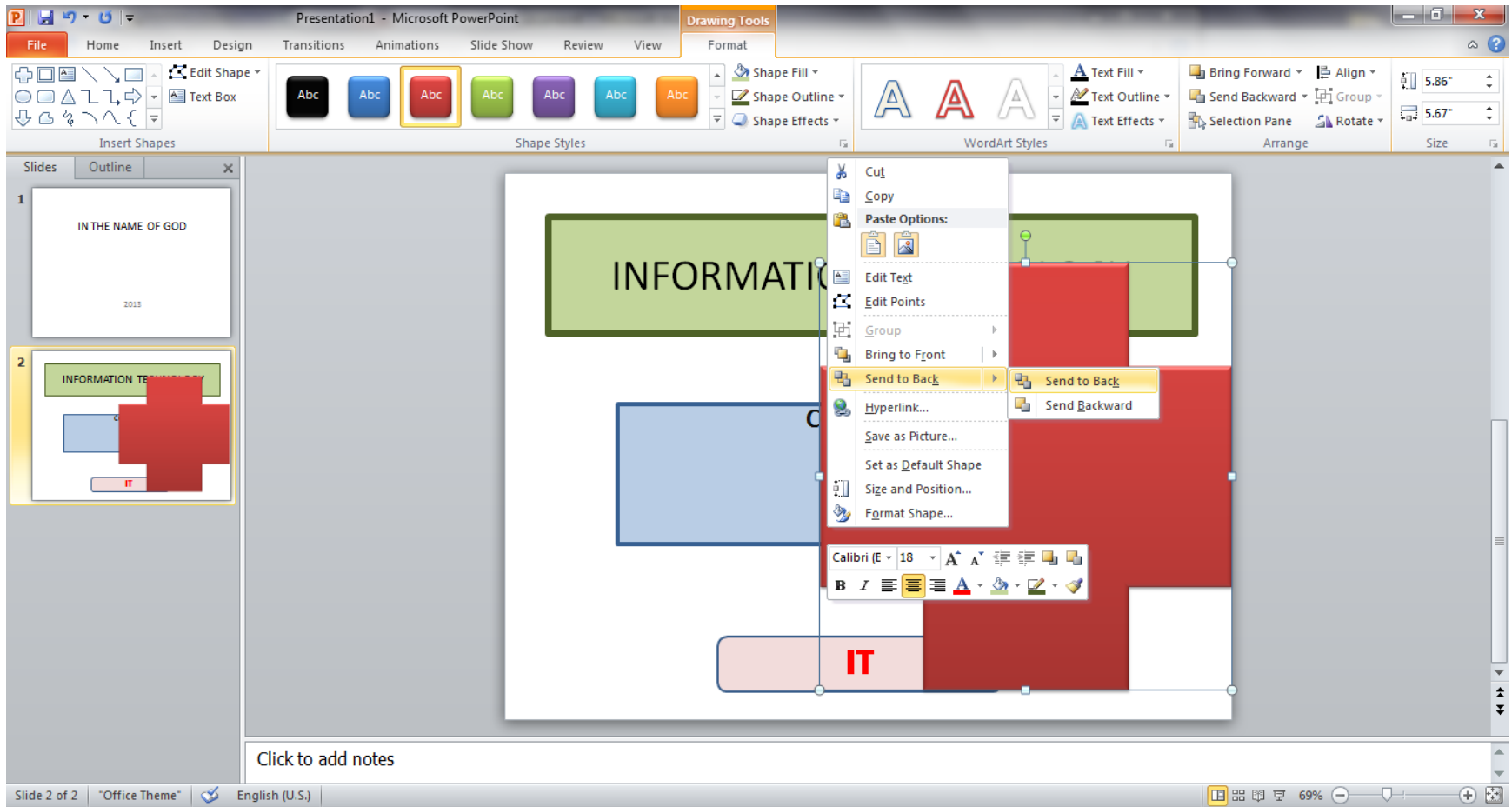
Click to add notes

Slide 2 of 2 "Office Theme" English (U.S.) 69%

یک شکل رسم می کنیم و با دابل کلیک shape با استفاده از گزینه
رفته و یک shape style به قسمت format بر روی آن از گزینه
رنگ و سبک دلخواه به شکل مورد نظر می دهیم

The screenshot displays the Microsoft PowerPoint interface. The 'Format' ribbon is active, showing various options for customizing the selected shape. The 'Shape Styles' gallery is open, displaying a grid of 48 different styles for the selected shape. The 'IT' text is highlighted in a pink box, and the 'Format' ribbon includes options for Shape Fill, Shape Outline, Shape Effects, WordArt Styles, Text Fill, Text Outline, Text Effects, and Arrange. The 'Shape Styles' gallery shows a grid of 48 different styles for the selected shape.

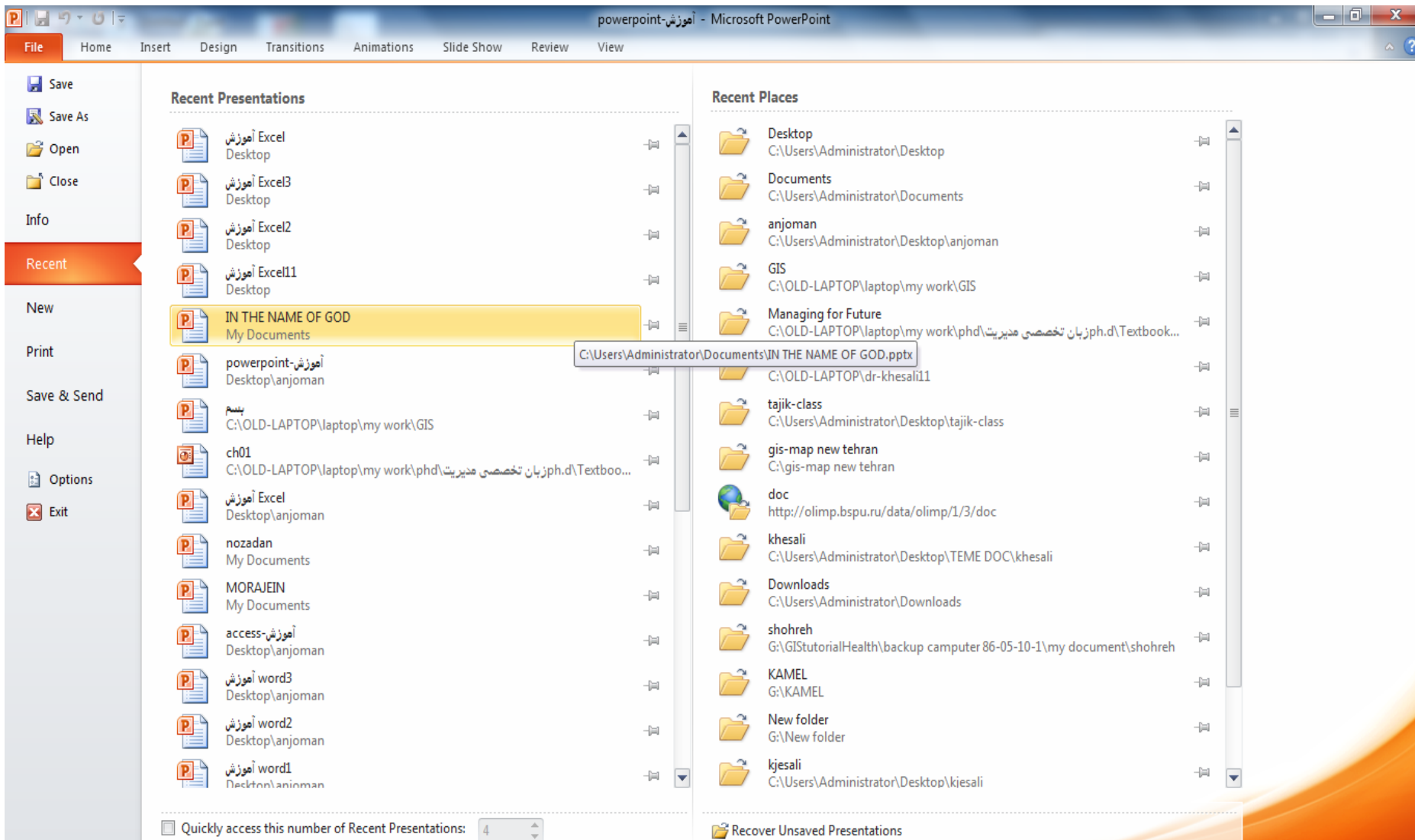
برای آنکه این شکل در زیر شکل های دیگر آورده شود تنها کافی است که بر روی آن کلیک راست کرده و گزینه send to back را انتخاب می کنیم .



برای نشان دادن یک شکل بر روی شکل های دیگر نیز دقیقاً همین کار را انجام داده و به جای **send to back** گزینه **bring to front** را انتخاب می کنیم

The screenshot displays the Microsoft PowerPoint interface. The main slide contains a diagram with three boxes: a green box at the top labeled "INFORMATION TECHNOLOGY", a blue box in the middle labeled "COMPUTER MOBILE TV RADIO", and a pink box at the bottom labeled "IT". A red vertical bar is positioned between the middle and bottom boxes. A context menu is open over the "IT" box, with the "Bring to Front" option highlighted. The menu also includes options like "Copy", "Paste Options", "Edit Text", "Edit Points", "Group", "Bring to Front", "Send to Back", "Hyperlink...", "Save as Picture...", "Set as Default Shape", "Size and Position...", and "Format Shape...". The PowerPoint ribbon shows the "Drawing Tools" tab with the "Format" group active. The status bar at the bottom indicates "Slide 2 of 2", "Office Theme", "English (U.S.)", and a zoom level of 69%.

گزینه Recent که در منوی file قرار دارد برای دیدن لیست فایل هایی که اخیرا استفاده شده است ، می باشد



Save as برای ذخیره کردن فایل در مسیر جدید و یا مسیر قبلی و با نام جدید یا همان نام قبلی می باشد

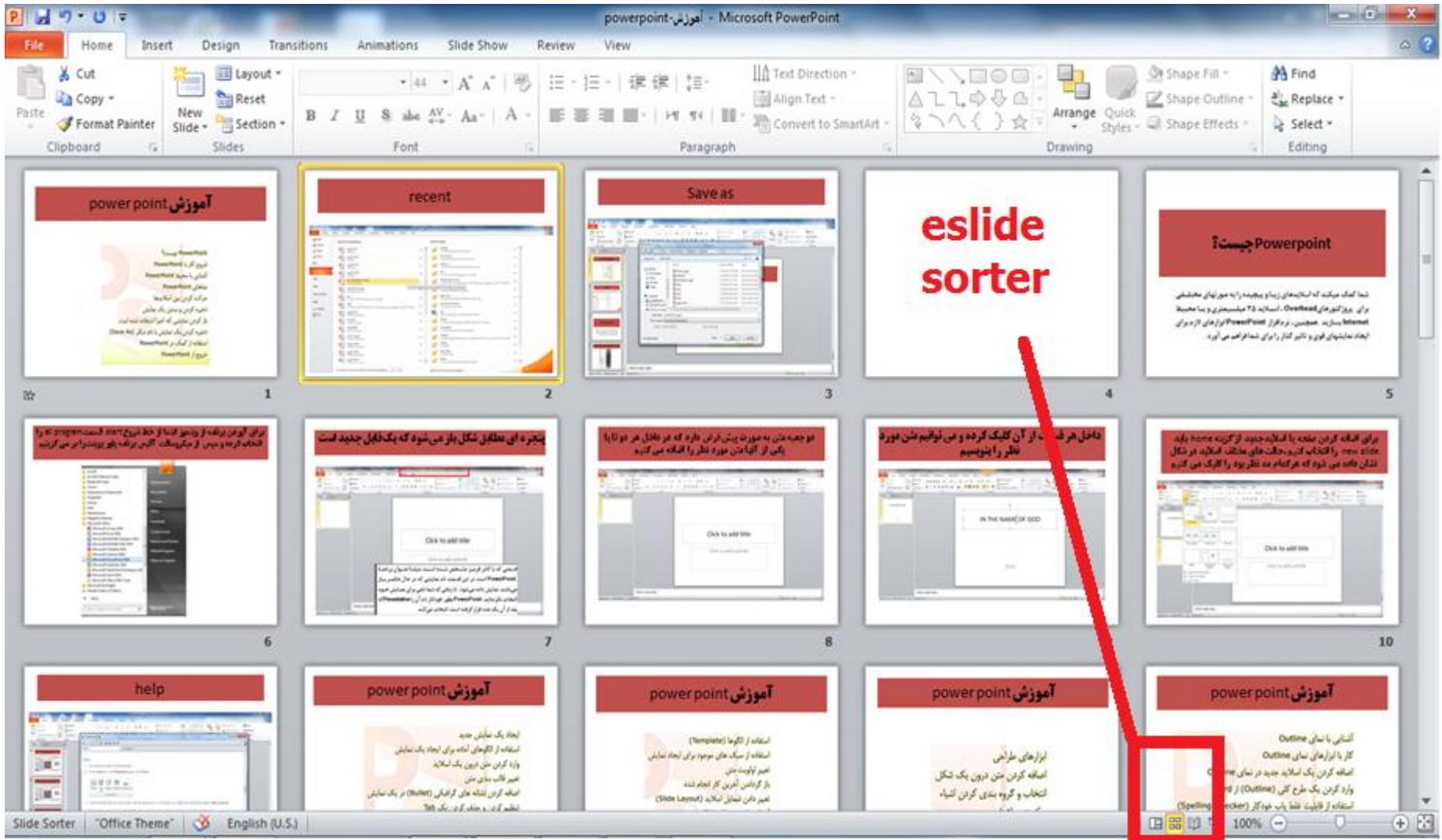
The screenshot shows the Microsoft PowerPoint interface with the 'Save As' dialog box open. The dialog is set to save the file on the Desktop. The file name is 'powerpoint-آموزش' and the save type is 'PowerPoint Presentation'. The background shows a slide titled 'آموزش power point'.

Name	Date modified	Type
access-آموزش	1/29/2013 11:02 PM	Microsoft PowerF
nasbwin7	1/18/2013 2:26 AM	Microsoft PowerF
powerpoint-آموزش	2/5/2013 8:17 AM	Microsoft PowerF
win1	1/20/2013 8:54 AM	Microsoft PowerF
win2	1/20/2013 8:54 AM	Microsoft PowerF
win3	1/20/2013 8:55 AM	Microsoft PowerF
win4	1/20/2013 8:55 AM	Microsoft PowerF
آموزش word	1/27/2013 8:10 AM	Microsoft PowerF

File name: آموزش-آرشیو
Save as type: PowerPoint Presentation
Authors: Administrator
Tags: Add a tag

Slide 1 of 45 "Office Theme" English (U.S.) 60%

گزینه Slide sorter برای نمایش ردیفی اسلایدها کاربرد دارد



یک اسلاید دیگر ایجاد کرده و متن در داخلش نوشته و برای تغییر رنگ و سبک آن گزینه quick style که در قسمت home قرار دارد را انتخاب کرده و جعبه را تغییر شکل و سبک می دهیم

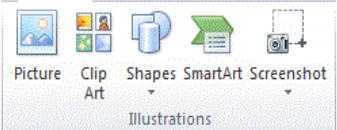
The screenshot shows the Microsoft PowerPoint interface. The main slide has a white background with a green header bar containing the text "IN THE NAME OF GOD" and the year "2013" below it. A text box is overlaid on the slide, containing the same text. The "Quick Styles" task pane is open on the right, showing a grid of 48 different theme fill options for the text box. The options are arranged in a 6x8 grid, with each cell containing a small "Abc" text box with a different background color and border. The "Other Theme Fills" section is visible at the bottom of the task pane. The PowerPoint ribbon is visible at the top, with the "Home" tab selected. The status bar at the bottom shows "Slide 1 of 2", "Office Theme", "English (U.S.)", and a zoom level of 69%.

help

The screenshot shows the Microsoft PowerPoint interface with the Help window open. The Help window title is "PowerPoint Help" and the search term is "insert". The content of the Help window is as follows:

EXCEL

1. Click where you want to insert the picture.
2. On the **Insert** tab, in the **Illustrations** group, click **Picture**.



3. Locate the picture that you want to insert, and then double-click it. For example, you might have a picture file located in **My Documents**.

To add multiple pictures, press and hold **CTRL** while you click the pictures that you want to insert, and then click **Insert**.

4. To resize a picture, select the picture you have inserted in the spreadsheet. To increase or decrease the size in one or more directions, drag a sizing handle away from or toward the center, while you do one of the following:

- To keep the center of an object in the same location, press and hold **CTRL** while you drag the sizing handle.
- To maintain the object's proportions, press and hold **SHIFT** while you drag the sizing handle.
- To both maintain the object's proportions and keep its center in the same location, press and hold both **CTRL** and **SHIFT** while you drag the sizing handle.

PowerPoint Help | Offline

Slide 43 of 43 "Office Theme" English (U.S.) 60%

ترازبندی - افزودن عدد و نشانه گذاری - قالب بندی متن - تنظیم و حذف tab

The screenshot displays the Microsoft PowerPoint interface. The top ribbon is set to 'Drawing Tools'. The 'Font' section of the ribbon is highlighted with a red box, showing the font name 'Calibri (Body)', size '60', and various formatting options like bold, italic, underline, and text color. The 'Paragraph' section is also visible, showing text direction and alignment options. The 'Slide Show' tab is active, and the 'Format' ribbon is visible. The main slide area shows a green rectangular box with the text 'Sample text' in red. Below this box is a list of items: '1-microsoft', '2-microsoft', and '3-excel'. The left sidebar shows the 'Outline' view with slide thumbnails for slides 46, 47, 48, and 49. Slide 49 is highlighted and shows the same content as the main slide. The bottom status bar indicates 'Slide 49 of 49', 'Office Theme', and 'English (U.S.)'.

Font: Calibri (Body), 60

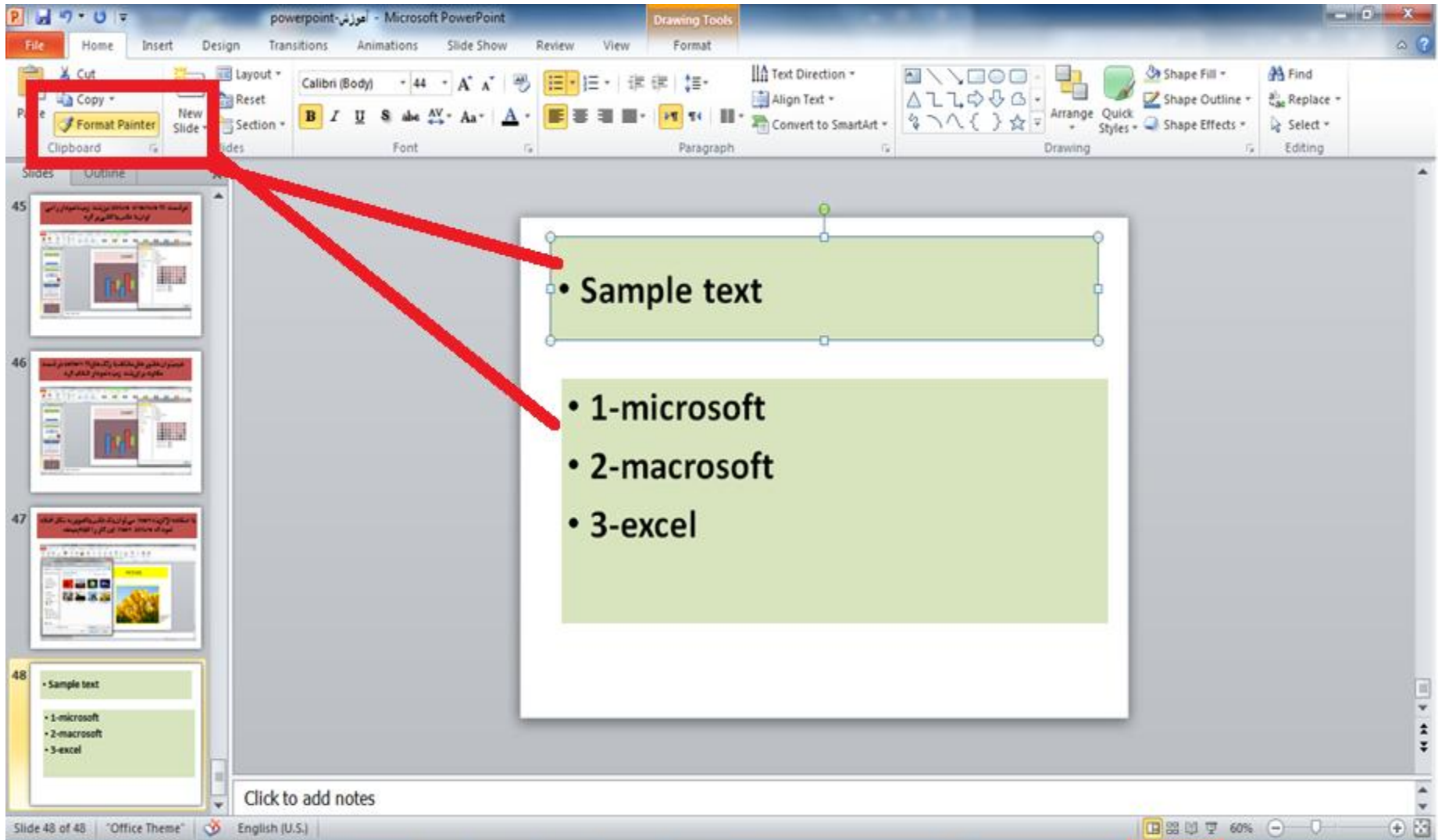
Text: Sample text

- 1-microsoft
- 2-microsoft
- 3-excel

Click to add notes

Slide 49 of 49 "Office Theme" English (U.S.) 60%

برای همسان نمودن فونت و رنگ و سایز و سایر تنظیمات یک متن یا کادر مورد نظر از Format painter استفاده می کنیم



الگوهای از پیش آماده شده (template) بر روی گزینه new از منوی file قرار دارد

The screenshot displays the Microsoft PowerPoint interface. The title bar reads "powerpoint-آموزش - Microsoft PowerPoint". The ribbon includes "File", "Home", "Insert", "Design", "Transitions", "Animations", "Slide Show", "Review", and "View". The "File" menu is open, showing options: Save, Save As, Open, Close, Info, Recent, **New**, Print, Save & Send, Help, Options, and Exit. The "New" menu is highlighted, showing a list of available templates and themes. The "Office.com Templates" section is active, displaying a search bar and a grid of 15 template thumbnails. The thumbnails include: Space presentation, Black History Month presentation, Classroom expectations presentation, World country report presentation, Science fair project presentation, State history report presentation, Student presentation, Back-to-school presentation, Food pyramid presentation, Biography report presentation, All About [Your Animal], Welcome! presentation, Parent Bill of Rights, Black History Month Presentation, and Women's History Month Presentation. The "Women's History Month presentation" is highlighted in yellow. On the right side, a detailed view of the "Women's History Month presentation" is shown, including its title, provider (Microsoft Corporation), download size (221KB), and a rating of 4.5 stars (1210 votes). A "Download" button is visible below the preview.

تغییر دادن شمایل یک اسلاید با استفاده از slide layout انجام می گیرد

The image shows a screenshot of the Microsoft PowerPoint interface. The title bar indicates the file is "powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint". The ribbon is set to "Drawing Tools" with the "Format" tab selected. The "Layout" task pane is open, displaying various slide layouts under the "Office Theme". The "Title and Content" layout is highlighted in yellow. The main slide area shows a slide with a red header containing the text "تغییر دادن شمایل اسلاید" and a white content area with the text "Click to add text". The slide thumbnail in the left pane is also highlighted, showing the same red header and white content area. The status bar at the bottom indicates "Slide 17 of 51", "Office Theme", and "Recovered".

powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Format

Clipboard: Cut, Copy, Paste, Format Painter, New Slide

Layout

Office Theme

- Title Slide
- Title and Content**
- Section Header
- Two Content
- Comparison**
- Title Only
- Blank
- Content with Caption
- Picture with Caption

Text Direction, Align Text, Convert to SmartArt, Paragraph, Drawing, Arrange, Quick Styles, Shape Fill, Shape Outline, Shape Effects, Find, Replace, Select, Editing

Slide 17 of 51 "Office Theme" Recovered 60%

Eslide master برای انتخاب چارچوب اصلی کادرها و فونت ها و سایر تنظیمات اسلایدها به کار می رود

The image shows the Microsoft PowerPoint interface in Slide Master view. The title bar indicates the file is "powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint". The ribbon is set to "View", and the "Slide Master" tab is active. The ribbon includes options for "Presentation Views" (Normal, Slide Sorter, Notes Page, Reading View), "Master Views" (Slide Master, Handout Master, Notes Master), "Show" (Ruler, Gridlines, Guides), "Direction" (View Direction), "Zoom" (Zoom, Fit to Window), "Color/Grayscale" (Color, Grayscale, Black and White), "Window" (New Window, Arrange All, Cascade, Move Split), and "Macros".

The main workspace displays a slide master template with the following elements:

- A large text box containing "Click to edit Master title style".
- A smaller text box containing "Click to edit Master subtitle style".
- A footer area with three boxes: "2/9/2013", "Footer", and "#?".

The left sidebar shows a list of slide masters, with the first one highlighted. The bottom status bar shows "Slide Master", "Office Theme", "English (U.S.)", "Recovered", and a 60% zoom level.

Esliade master در منوی view قرار دارد

The screenshot displays the Microsoft PowerPoint interface in Slide Master view. The title bar shows the file name "powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint". The ribbon is set to "Slide Master", with the "View" tab selected. The "Master Layout" task pane on the left contains a list of slide master layouts, with the first one selected and highlighted in yellow. A tooltip for the selected layout reads: "Master Layout Choose the elements to include in the slide master." The main slide area shows a slide master template with a title placeholder "Click to edit Master title style" and a content area containing a bulleted list:

- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - » Fifth level

Below the list are icons for inserting various elements: a table, a bar chart, a document, a picture, a video, and a media clip. At the bottom of the slide, there are three placeholders for the date "2/9/2013", the footer "Footer", and a slide number "#1". The status bar at the bottom of the window shows "Slide Master", "Office Theme", "English (U.S.)", "Recovered", and a zoom level of "60%".

Header

The image shows a screenshot of Microsoft PowerPoint 2010. The title bar indicates the file is "powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint". The ribbon is set to the "View" tab, and the "Header and Footer" icon is highlighted with a red box. The main slide area shows a slide with a red header and the text "Header-footer". A "Header and Footer" task pane is visible on the left, showing slides 20, 21, 22, and 23. Slide 21 is highlighted. A "Header and Footer" dialog box is open, showing the "Notes and Handouts" tab. The "Include on page" section has "Date and time" checked, with "Update automatically" selected. The date is "2/9/2013", the language is "English (U.S.)", and the calendar type is "Western". The "Fixed" option is also selected. The "Header" checkbox is checked, and the text "amozeshhhhhh" is entered in the header field. The "Apply to All" button is highlighted with a red box. The status bar at the bottom shows "Slide 21 of 55", "Office Theme", "English (U.S.)", "Recovered", and a 60% zoom level.

footer

The image shows a screenshot of Microsoft PowerPoint with the 'Header and Footer' task pane open on the left and the 'Header and Footer' dialog box open in the center. The task pane shows three slides: slide 20 (Header-Footer), slide 21 (Header-Footer), and slide 22 (آموزش power point). The dialog box is set to 'Slide' and has the following options:

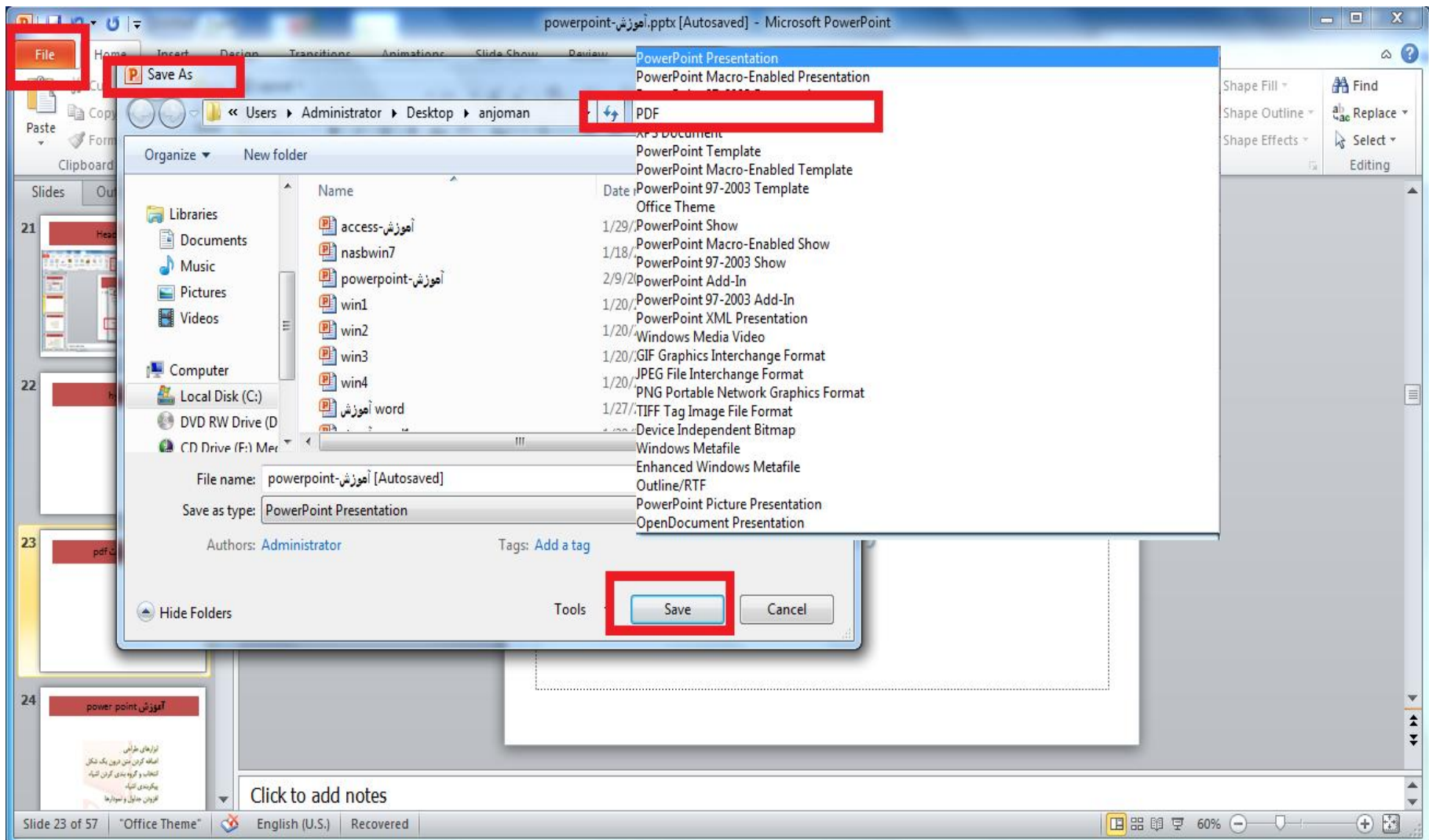
- Include on slide
- Date and time
 - Update automatically
 - Date: 2/9/2013
 - Language: English (U.S.)
 - Calendar type: Western
 - Fixed
 - Date: 2/9/2013
- Slide number
- Footer
 - Footer text: amozesh powerpoint
- Don't show on title slide

The 'Header and Footer' task pane and the 'Header and Footer' dialog box are highlighted with red boxes. The dialog box also has a 'Preview' section on the right.

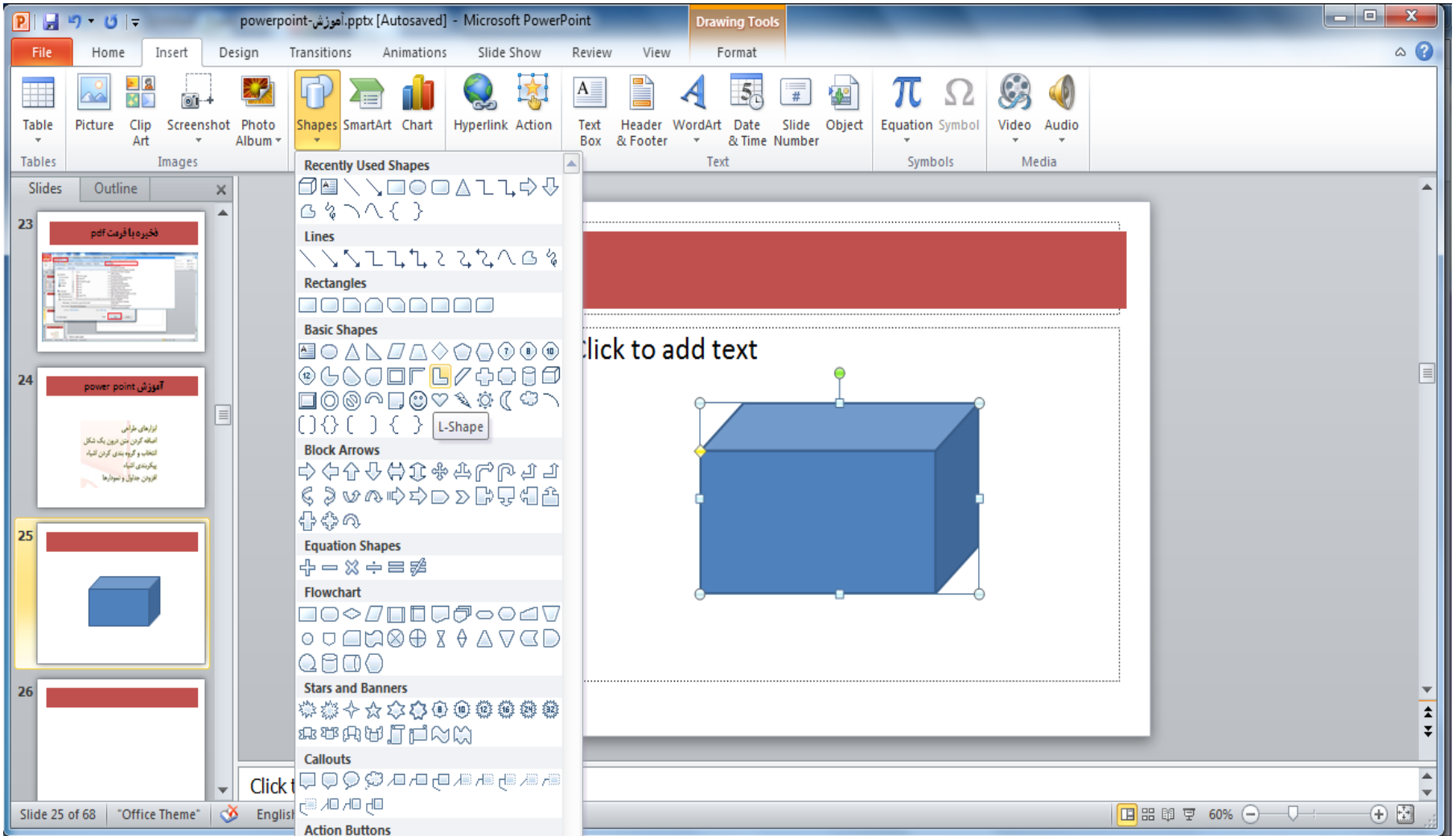
Hyperlink برای لینک گذاشتن بر روی صفحات استفاده می گردد

The image shows a screenshot of Microsoft PowerPoint 2010. The title bar indicates the file is 'powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint'. The ribbon is set to 'Drawing Tools' with the 'Format' tab selected. The 'Hyperlink' button in the 'Links' group is highlighted. A slide is visible with a red rectangular box containing the text 'hyperlink'. Below the box, there is a bullet point that says 'Click to add text'. The 'Insert Hyperlink' dialog box is open, showing the 'Text to display' field with 'hyperlink' and the 'Look in' dropdown set to 'My Documents'. The file list shows various folders and files, including 'ArcGIS', 'Canon', 'Copy of کلاس', 'Database1', 'Database2', 'IN THE NAME OF GOD', 'MORAJEIN', 'new3', 'nozadan', and 'shakhes'. The 'Address' field is empty. The dialog box has 'OK' and 'Cancel' buttons. The status bar at the bottom shows 'Slide 22 of 57', 'Office Theme', 'English (U.S.)', and 'Recovered'.

ذخیره با فرمت pdf



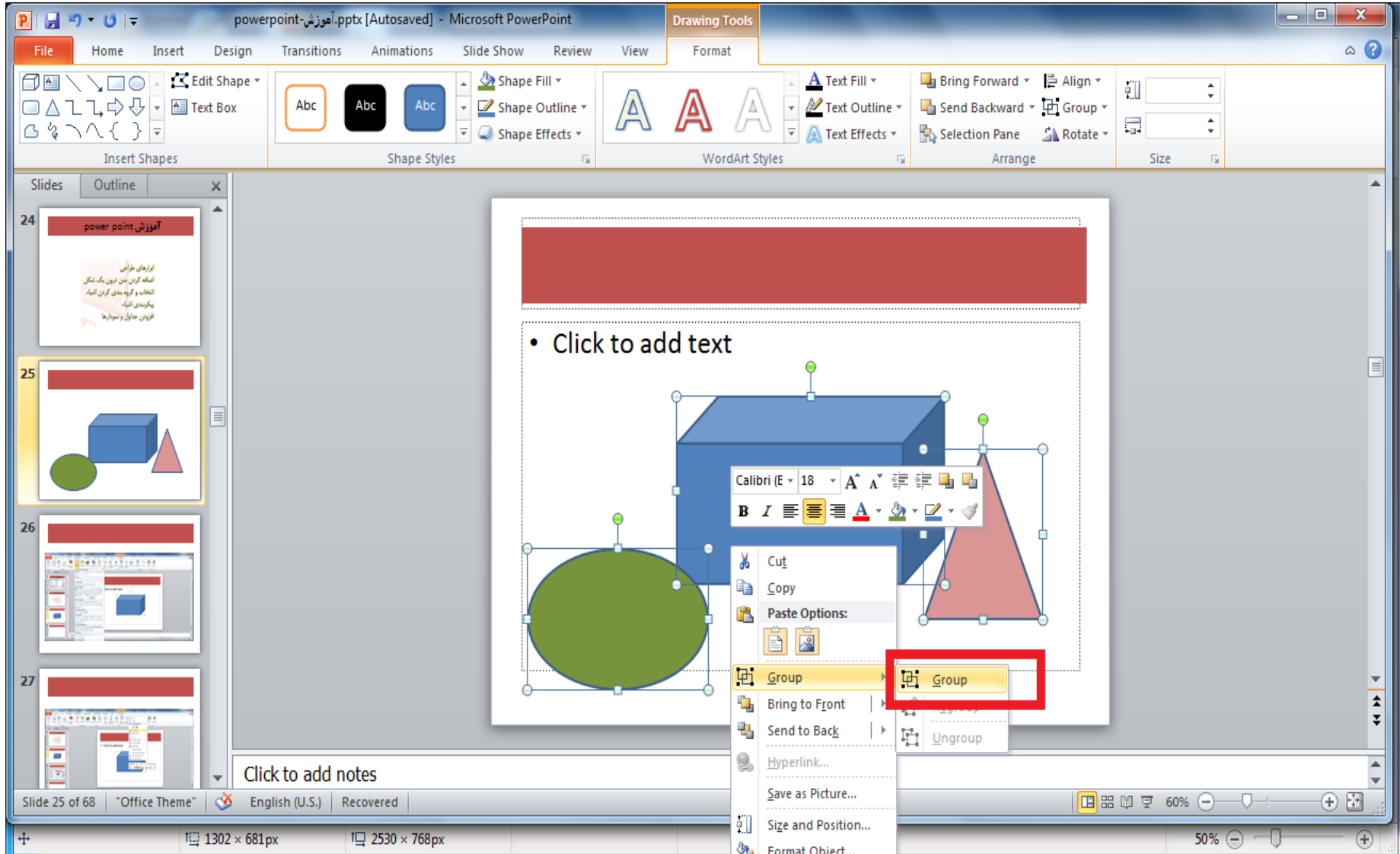
درج شکل



نوشتن متن در داخل شکل

The screenshot displays the Microsoft PowerPoint interface. The title bar shows "powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint". The ribbon is set to "Drawing Tools" with the "Format" tab selected. The "Text" group on the ribbon is active, and a context menu is open over a blue 3D rectangular prism. The menu options include: Cut, Copy, Paste Options (with icons for text and graphics), Edit Text (highlighted), Edit Points, Group, Bring to Front, Send to Back, Hyperlink..., Save as Picture..., Set as Default Shape, Size and Position..., and Format Shape... Below the menu is a text formatting toolbar showing "Calibri (E) 18" font, bold (B), italic (I), underline (U), bulleted list, numbered list, text color, fill color, and text background color. The slide thumbnail pane on the left shows slide 25 selected, which contains the blue 3D shape. The main slide area shows a red header bar, a bullet point "Click to add text", and the blue 3D shape. The status bar at the bottom indicates "Slide 25 of 68", "Office Theme", "English (U.S.)", and "Recovered".

برای آن که بتوانیم یک تغییر را بر روی گروهی از اشکال انجام دهیم .
پس از انتخاب کردن اشکال با استفاده از پایین نگه داشتن کلید کنترل یا شیفت ، با کلیک راست
گزینه group را انتخاب کرده و اشیاء را گروه بندی نماییم



درج تصویر

The image shows a Microsoft PowerPoint 2010 interface with the 'Picture Tools' ribbon active. The 'Picture' button in the ribbon and the 'Insert Picture' button in the taskbar are highlighted with red boxes. A file explorer window is open, showing a 'Pictures library' with a 'Chrysanthemum' image selected and highlighted with a red box. A tooltip for the selected image shows details: 'Item type: JPEG image', 'Date taken: 3/24/2008 4:41 PM', 'Rating: 3 Stars', 'Dimensions: 1024 x 768', and 'Size: 581 KB'.

powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Format

Table Picture Clip Art Screenshot Photo Album Shapes SmartArt Chart Hyperlink Action Text Header WordArt Insert Picture

Public Pictures Sample Pictures Search Sample Pictures

Organize New folder

Microsoft PowerPoint Pictures library Arrange by: Folder

Chrysanthemum Desert Hydro

Item type: JPEG image
Date taken: 3/24/2008 4:41 PM
Rating: 3 Stars
Dimensions: 1024 x 768
Size: 581 KB

ICDL1 images imagesCAEAS0EZ

imagesCASRPH MZ imagesCAVZWUI imagesS

File name: All Pictures

Tools Open Cancel

Slide 25 of 68 "Office Theme" English (U.S.) Recovered

1316 x 706px 2530 x 768px 50%

می توانیم در داخل صفحات پاورپوینت جدول هم رسم نماییم. برای این کار باید از گزینه insert قسمت table را انتخاب نماییم

The screenshot shows the Microsoft PowerPoint interface. The main slide area contains a title box with the text "Click to add title" and a text box with the text "Click to add text". An "Insert Table" dialog box is open, displaying "Number of columns: 5" and "Number of rows: 2". The "OK" button is highlighted. The left sidebar shows three slides: Slide 1 with "IN THE NAME OF GOD", Slide 2 with "INFORMATION TECHNOLOGY" and "COMPUTER MOBILE TV RADIO", and Slide 3 which is currently selected and empty. The bottom status bar shows "Slide 3 of 3", "Office Theme", "English (U.S.)", and a 69% zoom level.

همچنین می توان تعداد سطر و ستون را از گزینه سمت چپ table انتخاب کنیم

The screenshot shows a Microsoft PowerPoint presentation with three slides. The third slide is selected and displays a table with the following data:

	B	C	D	E	F
B	5	7	4	1	2
C	5	6	2	5	8
D	2	5	8	4	9
E	6	9	5	9	5
F	3	8	4	2	4

The font selection menu is open, showing various fonts. The 'Calibri' font is selected for the body text. The table on the slide is titled 'TABLE' and has a blue header row and blue cells.

Click to add notes

در داخل جدول می توانیم اعداد را وارد کنیم و همچنین می توانیم فونت را بزرگ و کوچک کنیم و جدول را به صورت دلخواه در آوریم

The screenshot displays the Microsoft PowerPoint interface. The 'Table Tools' ribbon is active, showing options for 'Design' and 'Layout'. The 'Design' tab includes 'Table Style Options' (Header Row, Total Row, Banded Rows, First Column, Last Column, Banded Columns) and a 'Table Style Gallery' with categories like 'Best Match for Document', 'Light', and 'Medium'. The 'Layout' tab includes 'Shading', 'Borders', 'Effects', 'Quick Styles', 'WordArt Styles', 'Pen Color', 'Draw Table', and 'Eraser'. The main slide area shows a table with the following data:

	D	E	F
	4	1	2
	2	5	8
	8	4	9
	5	9	5
	4	2	4

The status bar at the bottom indicates 'Slide 3 of 4', 'Office Theme', and 'English (U.S.)'.

همچنان می توان شکل و رنگ جدول را نیز عوض کرد که این کار با استفاده از دابل کلیک کردن بر روی جدول و انتخاب گزینه design امکانپذیر است

The screenshot shows a Microsoft PowerPoint presentation with a slide titled "TABLE". The table contains the following data:

A	B	C	D	E	F
4	5	7	4	1	2
8	5	6	2	5	8
2	2	5	8	4	9
7	6	9	5	9	5
2	3	8	4	2	4

The interface shows the 'Design' tab in the ribbon, which includes options for 'Table', 'Shape Fill', 'Shape Outline', and 'Shape Effects'. The 'Table' option is highlighted, indicating that the user can double-click the table to access these design options.

در داخل جدول مربوطه می توان ستون و سطریایی را اضافه یا کم نمود/

درج نمودار

The screenshot displays the Microsoft PowerPoint 2010 interface. The 'Insert' tab is active, and the 'Chart' group is selected. The 'Insert Chart' dialog box is open, showing various chart templates. The 'Column' category is selected, and the 'Stacked Cylinder' chart type is highlighted. The background shows a PowerPoint slide with a red header and a chart area. A small Excel spreadsheet is visible in the background, showing data for three series.

	Series 1	Series 2	Series 3	
1				
2	Category 1	4.3	2.4	2
3	Category 2	2.5	4.4	3
4	Category 3	3.5	1.8	3
5	Category 4	4.5	2.8	5
6				
7				
8				
9				
10				
11				

Click to add notes

Slide 30 of 68 "Office Theme" English (U.S.) Recovered 60%

1309 × 709px 3324 × 768px 25%

درج نمودار

The image displays a Microsoft PowerPoint presentation with a grouped bar chart. The chart is titled "درج نمودار" (Grouped Bar Chart) and is located on a slide with a red background. The chart shows three data series (Series 1, Series 2, and Series 3) across four categories (Category 1, Category 2, Category 3, and Category 4). The chart is currently selected, and the "Chart Tools" ribbon is visible, showing the "Design" tab. The "Chart Styles" gallery is open, and a yellow box highlights the "Grouped Bar" style.

The data source for the chart is a Microsoft Excel spreadsheet. The spreadsheet is titled "Chart in Microsoft PowerPoint - Microsoft Excel" and shows the following data:

	A	B	C	D	E	F	G
1		Series 1	Series 2	Series 3			
2	Category 1	4.3	2.4	2			
3	Category 2	2.5	4.4	2			
4	Category 3	3.5	1.8	3			
5	Category 4	4.5	2.8	5			
6							
7							
8							
9							
10							
11							

The Excel spreadsheet also includes a note: "To resize chart data range, drag lower right corner of range."

همچنین می توان محدوده مورد نظر برای رسم نمودار را نیز عوض کرد یا اینکه محتوی جدول نمودار را تغییر داد

The screenshot displays the Microsoft PowerPoint interface. The main slide (Slide 4) features a 3D bar chart with the following data series:

Category	Series 1 (Blue)	Series 2 (Red)	Series 3 (Green)
Category 1	4.5	3.5	3.5
Category 2	2.8	5.2	3.5
Category 3	3.8	2.8	4.5
Category 4	4.8	3.8	5.5

The slide also includes a title box with the text "Click to add title" and a table on the previous slide (Slide 3) with the following content:

TABLE			
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36
37	38	39	40
41	42	43	44
45	46	47	48
49	50	51	52
53	54	55	56
57	58	59	60
61	62	63	64
65	66	67	68
69	70	71	72
73	74	75	76
77	78	79	80
81	82	83	84
85	86	87	88
89	90	91	92
93	94	95	96
97	98	99	100

The context menu for the chart includes options such as Cut, Copy, Paste Options, Reset to Match Style, Font..., Change Chart Type..., Edit Data..., 3-D Rotation..., Group, Bring to Front, Send to Back, Save as Picture..., and Format Chart Area...

با کلیک راست بر روی نمودار و انتخاب گزینه edit data می توانیم این کار را انجام دهیم

Click to add title

Click to add notes

Slide 4 of 4 "Office Theme" English (U.S.) 53%

	Series 1	Series 2	Series 3
Category 1	4.3	2.4	2
Category 2	2.5	4.4	2
Category 3	3.5	1.8	3
Category 4	4.5	2.8	5

To resize chart data range, drag lower right corner of range.

Sheet1 100%

همچنین میتوانیم با کلیک بر روی نوار آبی رنگ جدول محدوده را بزرگتر یا کوچکتر نماییم

The screenshot displays the Microsoft PowerPoint interface. The main slide shows a 3D bar chart with a yellow background. The chart has two categories on the x-axis: 'کلاس 1' and 'کلاس 2'. The y-axis ranges from 0 to 5. The bars are colored blue, red, green, and red. The text 'سری اول' is visible at the bottom right of the chart area. The 'Format Chart Area' task pane is open on the right, showing the 'Fill' section with 'Solid fill' selected. A color palette is visible, with 'Yellow' selected. The task pane also shows options for 'Border Color', 'Border Styles', 'Shadow', 'Glow and Soft Edges', '3-D Format', '3-D Rotation', 'Size', 'Position', and 'Alt Text'. The status bar at the bottom indicates 'Slide 4 of 4', 'Office Theme', and 'English (U.S.)'.

کلاس	سری اول	سری دوم	سری سوم	سری چهارم
کلاس 1	4.5	3.5	4.5	4.5
کلاس 2	3.5	5.5	4.5	4.5

جدول مربوط به نمودار در محیط excel باز می شود و می توانیم عنوان سطرها یا ستون ها را عوض کنیم

The image displays two windows from Microsoft Office. The left window is Microsoft PowerPoint, showing a slide with a 3D bar chart. The chart has two groups of bars labeled 'کلاس 1' and 'کلاس 2'. The legend indicates three series: 'سری اول' (blue), 'سری دوم' (red), and 'سری سوم' (green). The right window is Microsoft Excel, showing the data table for the chart. The table has columns for 'سری اول', 'سری دوم', and 'سری سوم', and rows for 'کلاس 1', 'کلاس 2', 'کلاس 3', and 'کلاس 4'. The data values are: کلاس 1 (4.3, 2.4, 2), کلاس 2 (2.5, 4.4, 2), کلاس 3 (3.5, 1.8, 3), and کلاس 4 (4.5, 2.8, 5).

	سری اول	سری دوم	سری سوم
کلاس 1	4.3	2.4	2
کلاس 2	2.5	4.4	2
کلاس 3	3.5	1.8	3
کلاس 4	4.5	2.8	5

از طرفی می توانیم با دابل کلیک بر روی شکل ، کادری باز می شود که در گزینه solid fill آن رنگ پشت صفحه نمودار را می توانیم تنظیم نماییم

The screenshot shows the Microsoft PowerPoint interface. The main slide displays a 3D bar chart with the following data series:

کلاس	سری اول
کلاس 1	4.5
کلاس 2	3.5

The 'Format Chart Area' task pane is open, showing the 'Fill' section with the following options:

- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill
- Automatic

The 'Gradient fill' section is expanded, showing a grid of color and gradient options. The 'Type' is set to 'Gradient fill' and the 'Direction' is set to 'From top to bottom'.

The slide content includes a title 'Click to add title', a 3D bar chart with axes labeled 'کلاس 1', 'کلاس 2', and 'سری اول', and a table below it. The slide number is 4 of 4.

در قسمت gradient fill میتوانیم انواع رنگ بندی مختلف را انتخاب نماییم

The screenshot shows the Microsoft PowerPoint interface with the 'Format Chart Area' task pane open. The chart on the slide is a 3D bar chart with five bars. The y-axis is labeled from 0 to 5. The x-axis has two categories: 'کلاس اول' (Class 1) and 'کلاس دوم' (Class 2). The bars are colored blue, red, green, blue, and red from left to right. The chart area is filled with a crumpled paper texture. The 'Format Chart Area' task pane is open, showing the 'Fill' section with options for 'No fill', 'Solid fill', 'Gradient fill', 'Picture or texture fill', 'Pattern fill', and 'Automatic'. The 'Picture or texture fill' option is selected, and a grid of texture options is displayed, including 'Recycled paper'.

Category	Bar 1	Bar 2	Bar 3	Bar 4	Bar 5
کلاس اول	4	3	4	2	3
کلاس دوم	5	4	5	3	4

در قسمت picture or texture fill نیز پشت زمینه نمودار را می توان با عکس یا کاشی پر کرد

The screenshot displays the Microsoft PowerPoint interface. The main slide, titled "CHART", features a 3D bar chart with five bars of varying heights and colors (blue, red, green, red, green). The chart's background is filled with a diagonal hatched pattern. The y-axis is labeled from 0 to 5. The x-axis has two categories labeled "کلاس 1" and "کلاس 2". The "Format Chart Area" task pane is open on the right, showing the "Fill" section with the "Picture or texture fill" option selected. Below the task pane, there is a grid of various pattern options, and the "Close" button is visible at the bottom right of the pane. The status bar at the bottom indicates "Slide 4 of 4", "Office Theme", "English (U.S.)", and a zoom level of 69%.

Click to add notes

هم میتوان هاشور های مختلف با رنگ های pattern fill در قسمت متفاوت برای پشت زمینه نمودار انتخاب کرد

The image shows a Microsoft PowerPoint presentation with four slides. The fourth slide is active and displays a 3D bar chart with a patterned background. The chart has five bars of varying heights and colors (blue, red, green, red, green). The background of the chart area is filled with a diagonal line pattern. The 'Format Chart Area' task pane is open on the right, showing the 'Fill' section with 'Pattern fill' selected. The task pane also shows options for 'No fill', 'Solid fill', 'Gradient fill', 'Picture or texture fill', and 'Automatic'. Below the pattern selection grid, there are 'Foreground Color' and 'Background Color' dropdown menus. The status bar at the bottom indicates 'Slide 4 of 4', 'Office Theme', 'English (U.S.)', and a zoom level of 69%.

Slide 1: IN THE NAME OF GOD

Slide 2: INFORMATION TECHNOLOGY

Slide 3: TABLE

Slide 4: CHART

Format Chart Area

Fill

No fill

Solid fill

Gradient fill

Picture or texture fill

Pattern fill

Automatic

Border Color

Border Styles

Shadow

Glow and Soft Edges

3-D Format

3-D Rotation

Size

Position

Alt Text

Foreground Color:

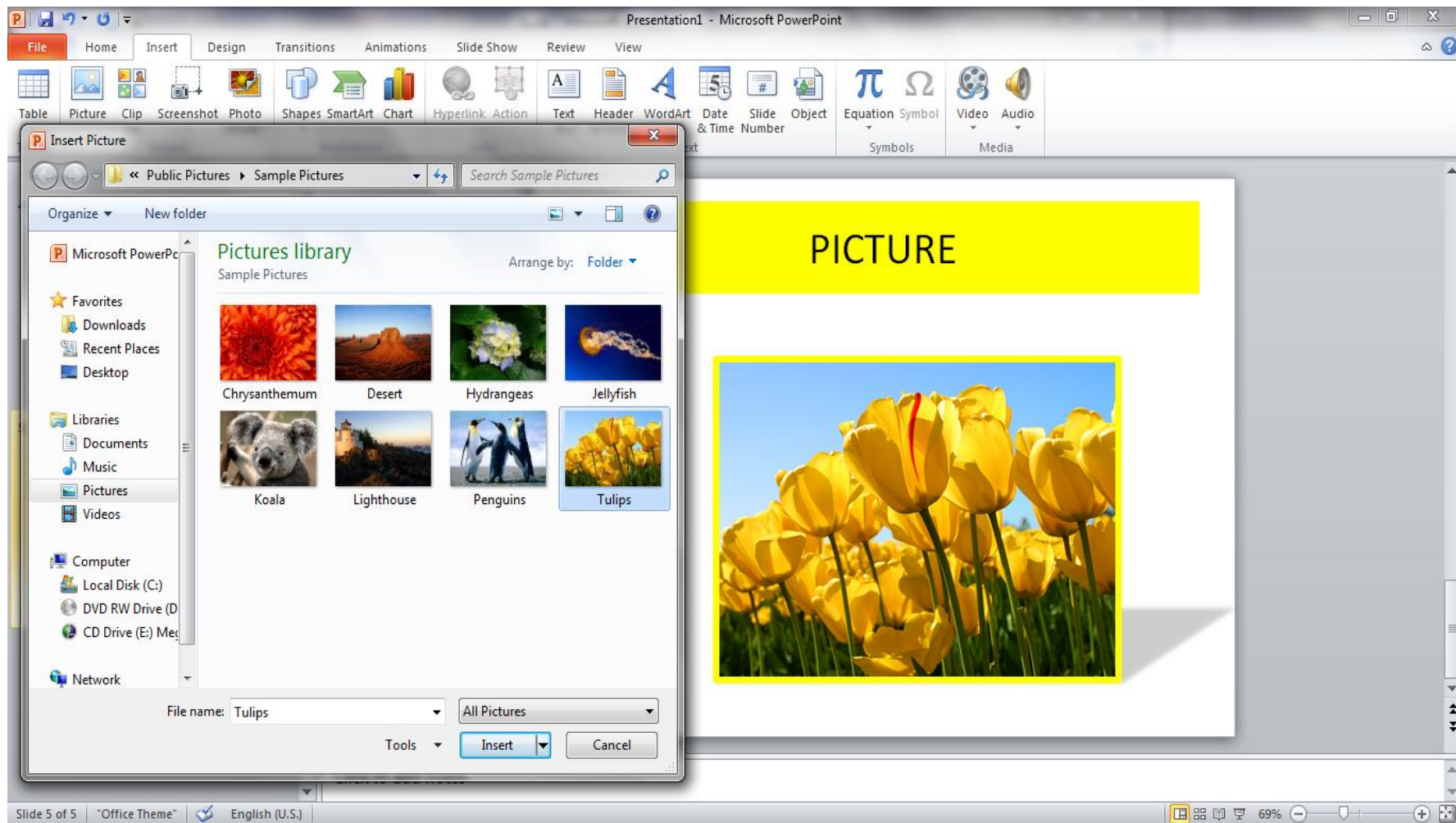
Background Color:

Close

Click to add notes

Slide 4 of 4 "Office Theme" English (U.S.) 69%

با استفاده از گزینه insert می توان یک عکس یا تصویر به شکل اضافه نمود که insert picture این کار را انجام میدهد



outline

The image shows a screenshot of the Microsoft PowerPoint application. The title bar indicates the file is "powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint". The ribbon includes tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The Home tab is active, showing options for Paste, New Slide, Layout, Reset, and Section. The Font group includes options for Bold, Italic, Underline, Strikethrough, and text color. The Paragraph group includes options for bullet points, numbering, and indentation. The Drawing group includes options for Shapes, Arrange, and Quick Styles. The Editing group includes options for Find, Replace, and Select. The Outline pane on the left shows a list of slides with Persian text. The main slide area displays a red header with the word "outline" and a bullet point that says "Click to add text". The status bar at the bottom shows "Slide 53 of 54", "Office Theme", "English (U.S.)", "Recovered", and a zoom level of 60%.

powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View

Paste New Slide Layout Reset Section B I U S Aa A Paragraph Drawing Editing

Slides Outline

45 همچنین میتوانیم با کلیک بر روی نوار آبی رنگ جدول محدوده را بزرگتر یا کوچکتر نمایم

46 باز excel جدول مربوط به نمودار در محیط می شود و می توانیم عنوان سطرها یا ستون ها را عوض کنیم

47 از طرفی می توانیم با دابل کلیک بر روی solid شکل کادری باز می شود که در گزینه این رنگ پشت صفحه نمودار را می توانیم تنظیم نمایم

48 میتوانیم انواع رنگ gradient fill در قسمت بندی مختلف را انتخاب نمایم

49 نیز پشت picture or texture fill در قسمت زمینه نمودار را می توان با عکس یا کاشی پر کرد

50 هم میتوان هاشور pattern fill در قسمت های مختلف یا رنگ های متفاوت برای پشت زمینه نمودار انتخاب کرد

51 می توان یک insert با استفاده از گزینه عکس یا تصویر به شکل اضافه نمود که این کار را انجام میدهد insert picture

52 همچنین می توان شکل نمودار را عوض کرد که این کار با کلیک راست بر روی نمودار و شکل change chart type انتخاب گزینه جدیدی برای نمودار انتخاب کرد

53

54

outline

- Click to add text

Click to add notes

Slide 53 of 54 "Office Theme" English (U.S.) Recovered 60%

Collapse-expand

The screenshot displays the Microsoft PowerPoint interface. The main slide contains Persian text: "دو جعبه متن به صورت پیش فرض دارد که در داخل هر دو تایا یکی از آنها متن مورد نظر را اضافه می کنیم". The Outline pane on the left is active, and a context menu is open over it. The menu items "Collapse", "Expand", and "Collapse All" are highlighted with red boxes. The "Collapse" option is currently selected. The status bar at the bottom indicates "Slide 8 of 68" and "3324 x 768px".

powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View

Clipboard Slides Font Paragraph Drawing Editing

Outline

1 power point آموزش

2 recent

3 Save as

4 Slide sorter

5 Powerp

6

7

8

9

10

Click to add title

Click to add subtitle

Click to add notes

Slide 8 of 68

3324 x 768px

60%

50%

Collapse

Expand

Collapse All