

Presentation Program

1. Using Program

Presentation Program

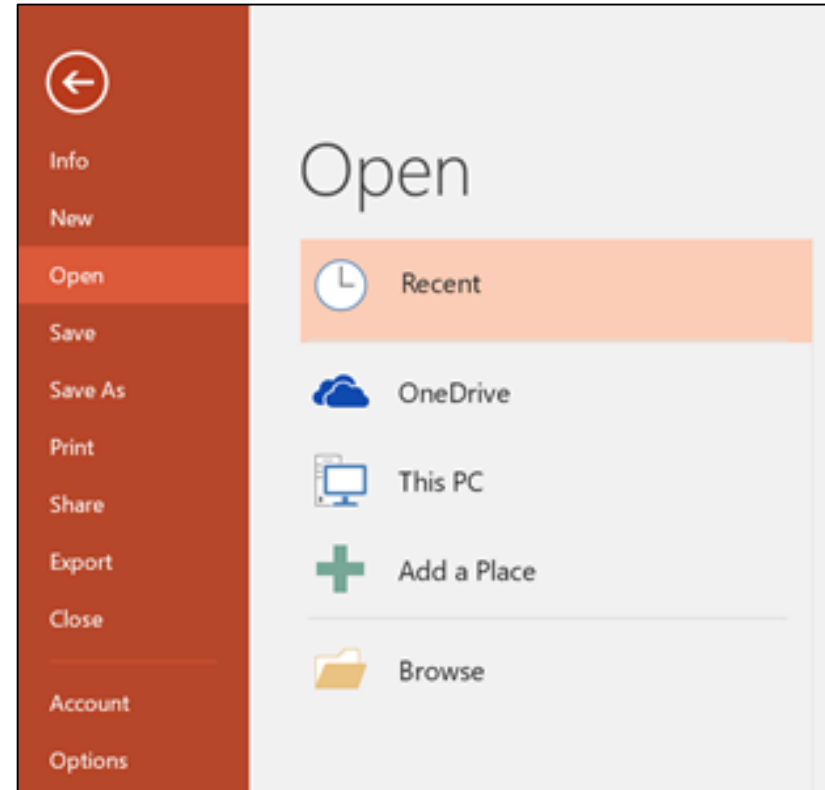
- Performing the process of transferring a study, topic or promotion in front of a group of viewers is called a "presentation". Visually supporting this narrative is extremely beneficial for both the narrator and the audience. For this reason, we can prepare and use materials called “presentations” that contain a summary of the topic and emphasize only the keywords. Presentations can consist of multiple pages called “slides”.
- Thus, while the narrator performs the content within a certain plan, without skipping any subject or important point, the audience can be attracted visually. It is extremely easy to add pictures, sound, video and animation to the content of the presentation as well as text and to prepare visually rich content. In addition, we can easily update the content at any time, implement standard word processing applications, and make the presentation even more attractive by using various effects and special animations.

Open the presentation application

- To prepare a presentation using the Windows operating system, to run the Microsoft PowerPoint program, we need to select the "Microsoft PowerPoint" option under the "All Programs" option from the "Start" menu.

Open an existing presentation file

- There are two options we can use to open a previously worked and saved file. To do this, you can select the "Open" option from the "File" menu or click the shortcut on the toolbar. Click "Open" on the toolbar.
- The desired file can be opened by clicking the button.



Opening a new Presentation file

- The three different ways we can open an existing file can also be used to create a new presentation file.
- You can select the "New" option from the "File" menu, click the shortcut to the "New" option on the toolbar or use the auxiliary dialog on the right in the first opening screen.

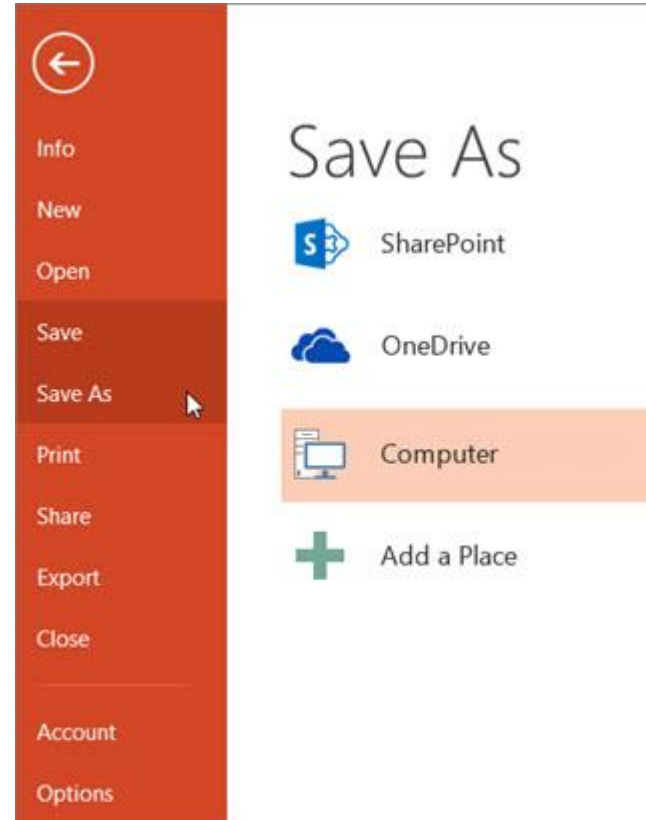


Save the presentation file to hard disk (hard disk) or floppy disk

- We need to keep the presentation file we are working on for further or use later.
- To save the file, we can use the "Save" option from the "File" menu or the "Save" shortcut on the toolbar.
- Unless we save the file, if the power goes out, we will lose all the work we do. For this reason, it is recommended that we save the file on the hard disk frequently.
- After selecting the "Save" option, a dialog box opens. By selecting where we want to save the file, after naming the file. Then we can save our file by pressing the "Save" button.

Save the presentation document as

- When we want to save the file we are working on with a different name in order to make a backup or to make various changes on the new one while preserving the old one, we need to select the "Save As" option from the "File" menu.
- We complete the registration process by selecting the directory and under which name the file will be saved and pressing the "Save" button.

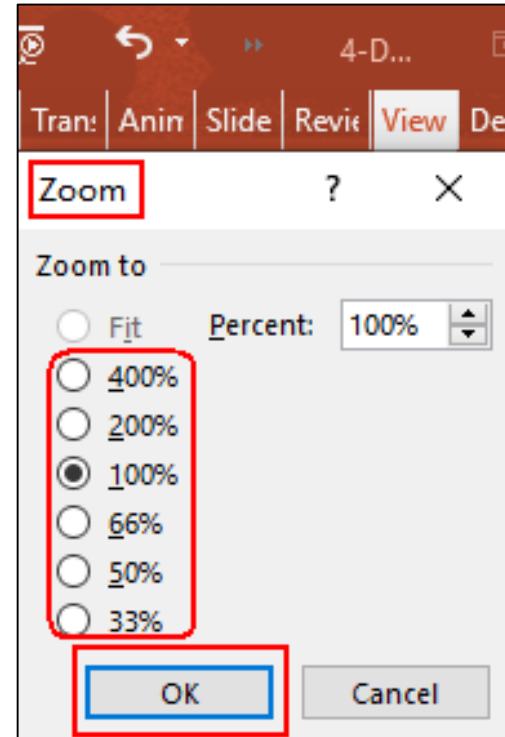


Using help functions

- We can find solutions to the problems we encounter by using the help of the program when we have difficulty using the presentation application.
- For this purpose, we can use the options in the "Help" menu of the presentation application. The functions of the options in this menu are as follows:
 - Microsoft PowerPoint Help: Used to edit and open the Help window
 - Hide / Show Office Assistant: It is used to call or hide the office assistant.
 - What's This ? : This option is used to display the dialog with explanations by selecting and clicking the relevant location.
 - Office on the web: It is used to connect to the Office help page on the Internet.
 - Activate Product: If the product used has not been activated yet, used to perform.
 - Detect and Repair: Used to automatically find and fix problems with the PowerPoint presentation program.
 - About Microsoft PowerPoint: Used to access information about the version of the PowerPoint program, its name, serial number, computer system, and access to various information.

Enlarging / reducing the presentation view

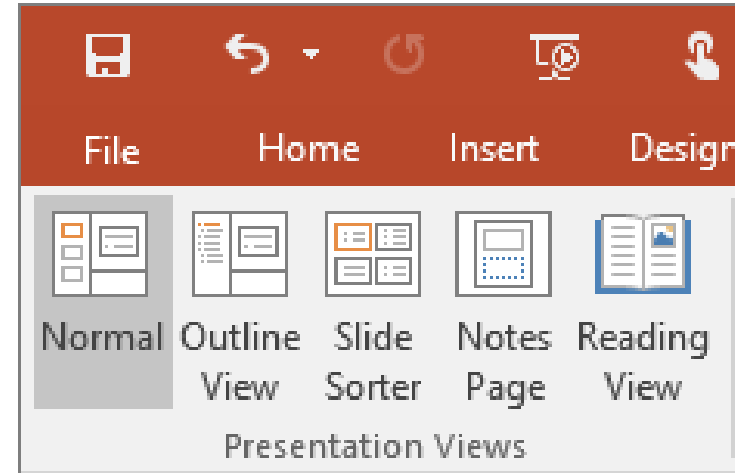
- The size of the slide we are working on can be changed using the Zoom menu on the View. In this menu, we can make the view larger or smaller by choosing the view size as a percentage.
- Also, by using the "Fit" option at the bottom of this menu, we can ensure that the slide covers the entire allocated space (according to the size of the current application window).



2. Developing Presentation

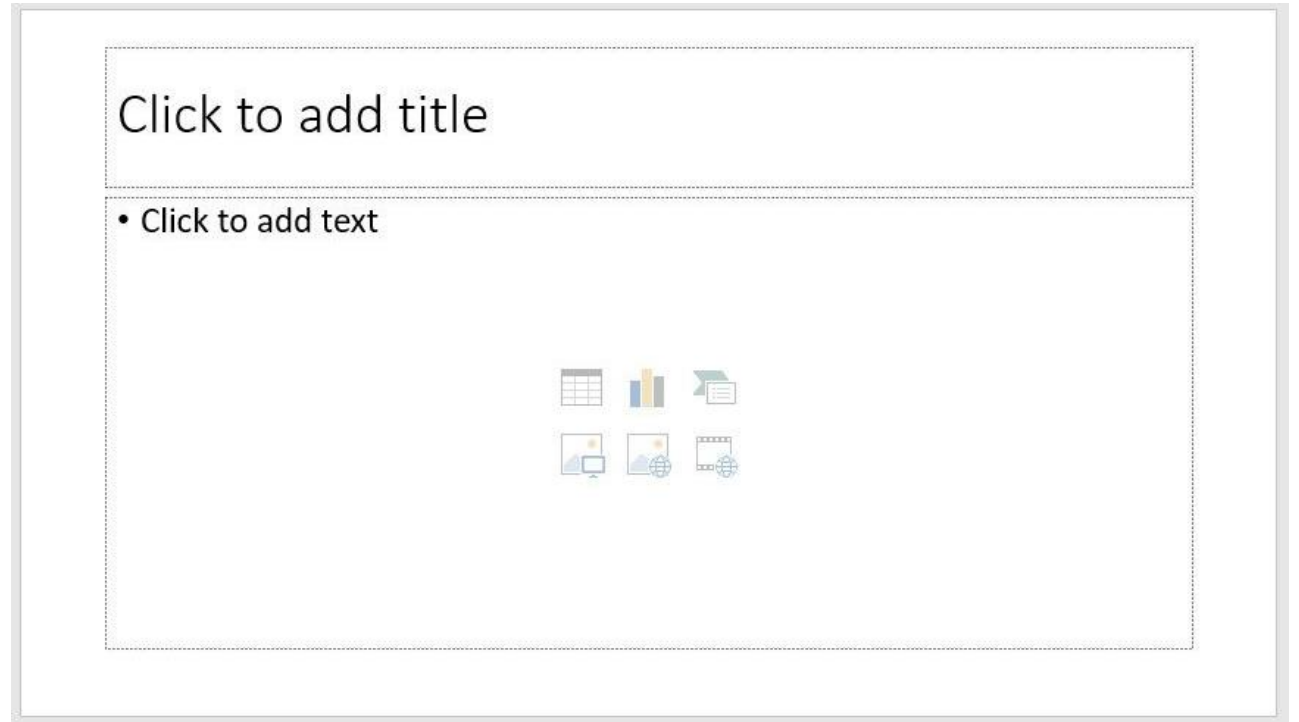
Understanding the different presentation view modes

- Different view modes in Powerpoint are shown on the side. You can select and use a view mode to suit your work needs.
- You can use the buttons in the lower right corner of the main screen or the options under the "View" menu to change the presentation modes.



Adding slide titles

- For your presentation to be effective and successful, you need to add a title to each slide.



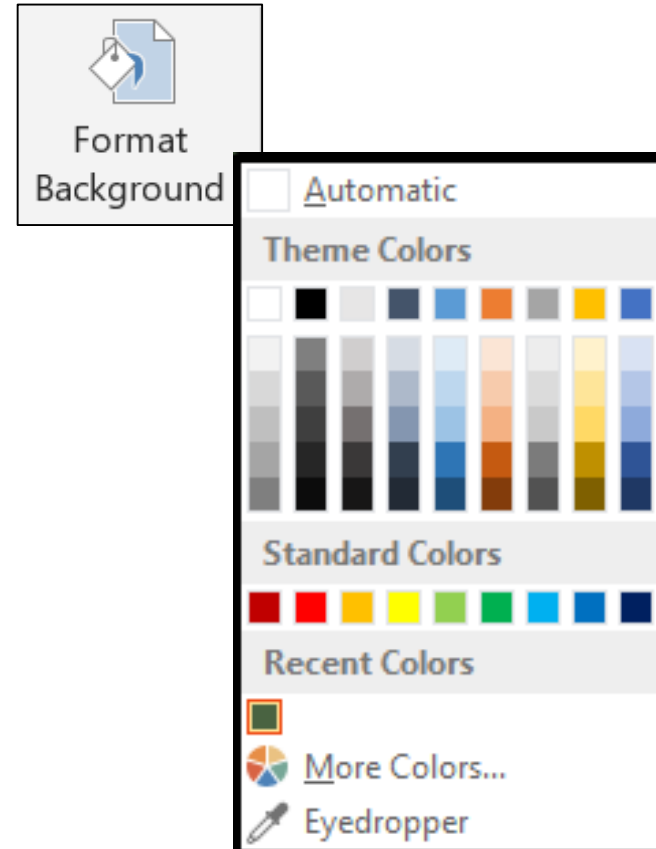
Choosing different design structures for slides

- You can apply different design models to make our presentation more colorful and fun. For this, you can use any template you want under the "Design" menu.



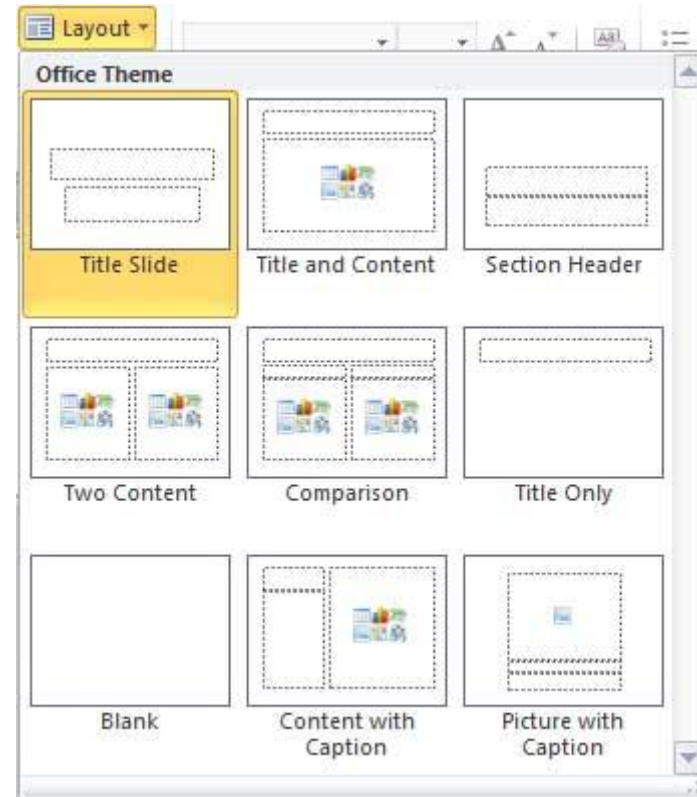
Change the background color of specific or all slides

- To change the background colors of the slides, you can right click on the slide and click "Format Background".
- You can select the color you want in the panel that opens on the right and apply it to the whole presentation or to the slide you have selected.



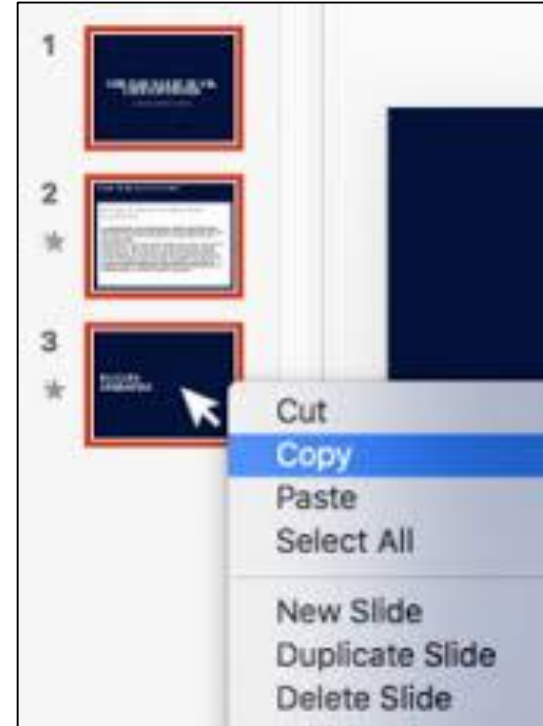
Adding different slide layouts

- There are different layout shapes in PowerPoint to facilitate your operations.
- These include title slide, title and content, section header, two content, comparison, title only, blank, titled content, and title image.
- You can choose the one that best suits your work purpose and proceed easily.



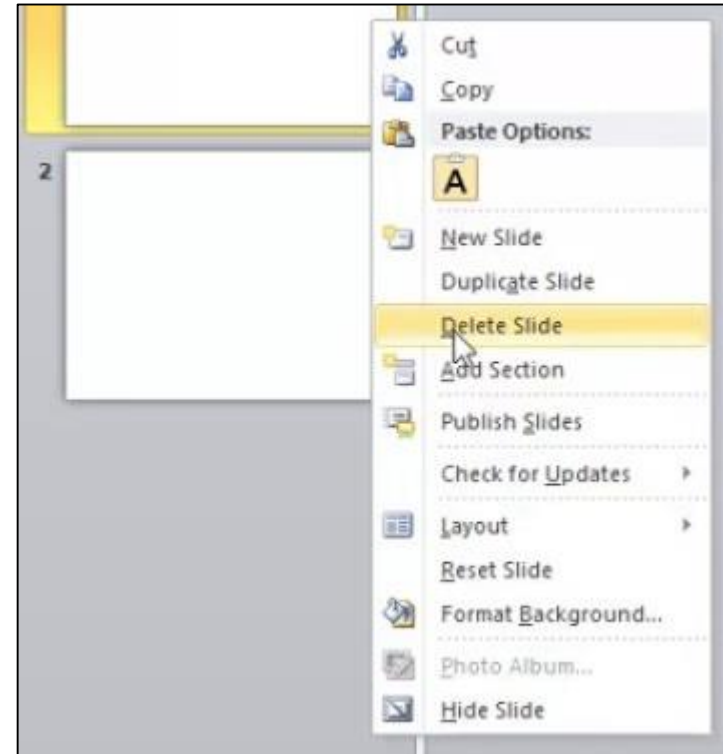
Copying and moving slides between presentations

- To copy and move slides within the presentation or from a different presentation file, you need to select the relevant slide and paste it where you want to drop it.
- Normal view and slide sorter view will allow you to do these things easily.



Delete slide

- To delete slides in a presentation file, you have to select the relevant slides and press the "Delete" key on the keyboard or right click with the mouse and click on the "Delete Slide" option.

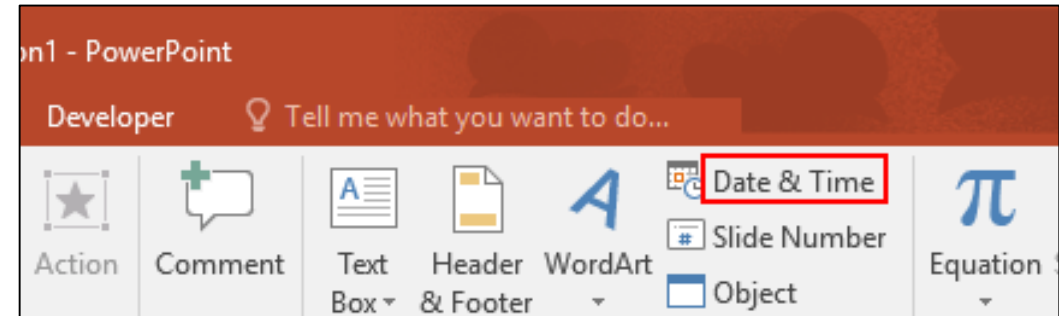


Add or remove graphics from the master slide

- The purpose of the slide master is to allow you to make general changes, such as changing the font style or color, and ensure that your changes are reflected in all slides in the presentation.
- For example, your caps were in black and you decided they were all blue. In this case, if you have 10 slides, instead of doing this process 10 times, you can make all your pages change automatically by making the relevant change on the master slide.
- Among the usage purposes of the main slide; It includes operations such as changing fonts or bullets, adding images, such as the logo to appear on each slide. To view the master slide, select the "Master Slide" option from the "View" menu.
- Any changes made to the master slide will reflect, it is necessary to be careful. After making changes, you can continue working in the normal view by closing the "Master Slide View".

Apply automatic slide numbering to all slides

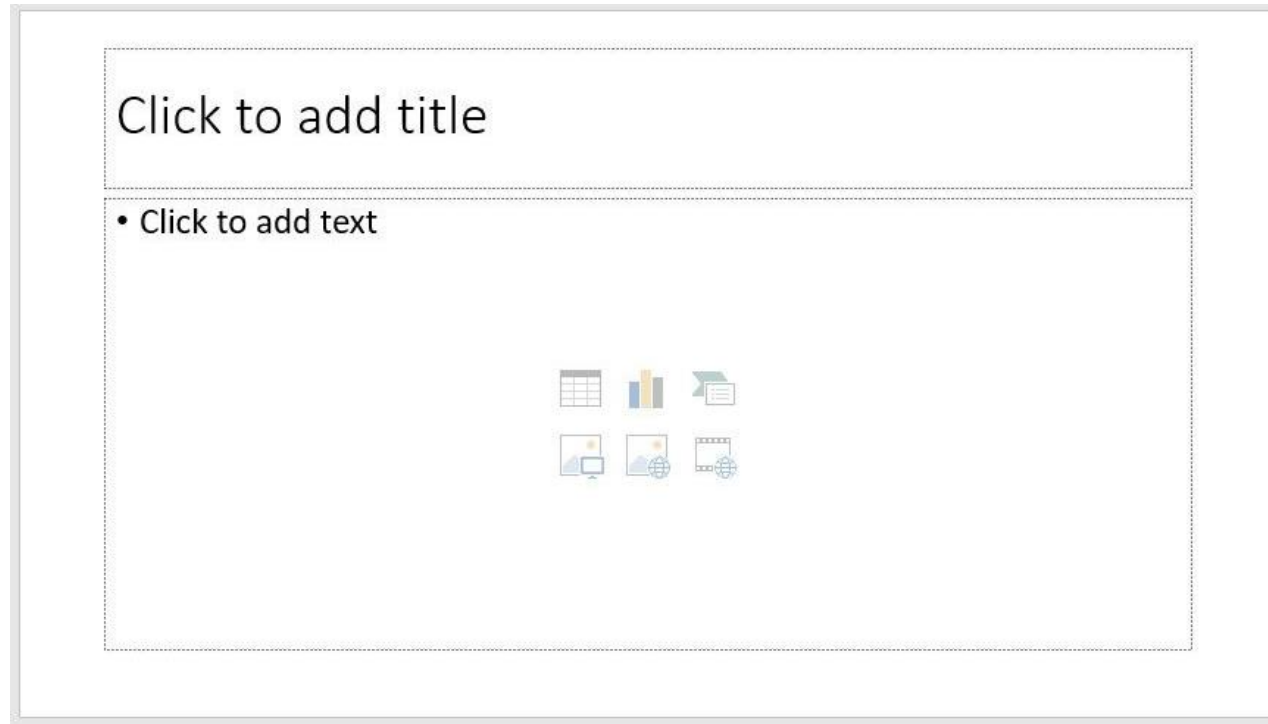
- We can add information such as slide number and date to be added to the slides by clicking the "Date and Time" option under the «Insert» menu.
- If the desired date / time information to be added is to be fixed, the "Fixed" option should be activated from the opened window. Otherwise, real-time date / time will be shown instead of the date / time you entered every time you open your presentation.



3. Text

Slide content preparation : using short paragraphs, bullet points, numbered lists

- When entering texts on the presentation screen, you can enter them as plain text, bullets or numbered lists.



Editing text in a presentation, copying and moving text between presentations

- Text copying / cutting / deleting operations are done in the same way in presentation programs as in other programs.
- The right mouse button, shortcuts on the toolbar or keyboard shortcuts are used for these operations. Shortcuts on the toolbar or keyboard shortcuts can also be used to change the typeface (color, font, size, etc.).
- Listings can be made thanks to the bullet and numbering buttons.

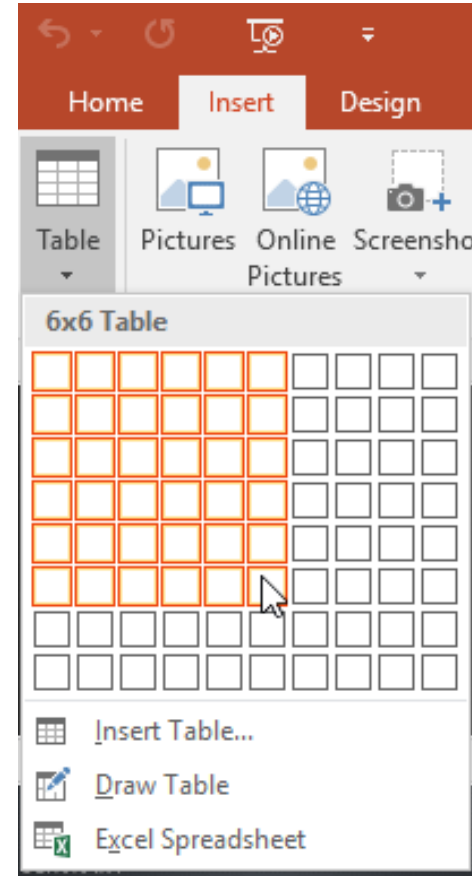
Using the back and forth command

- To undo a change you have made, you can click the "Ctrl + Z" keyboard shortcut or the «undo» button in the upper left corner of the application window.
- To restore a change you have undone, you can click "Ctrl + Y" or the «redo» button in the upper left corner of the window.



Adding Table

- To add a table to your slides, you can click the "Table" option under the "Insert" menu, or you can add a table in the number of rows and columns you want by clicking the "Table" symbol on the blank slide.



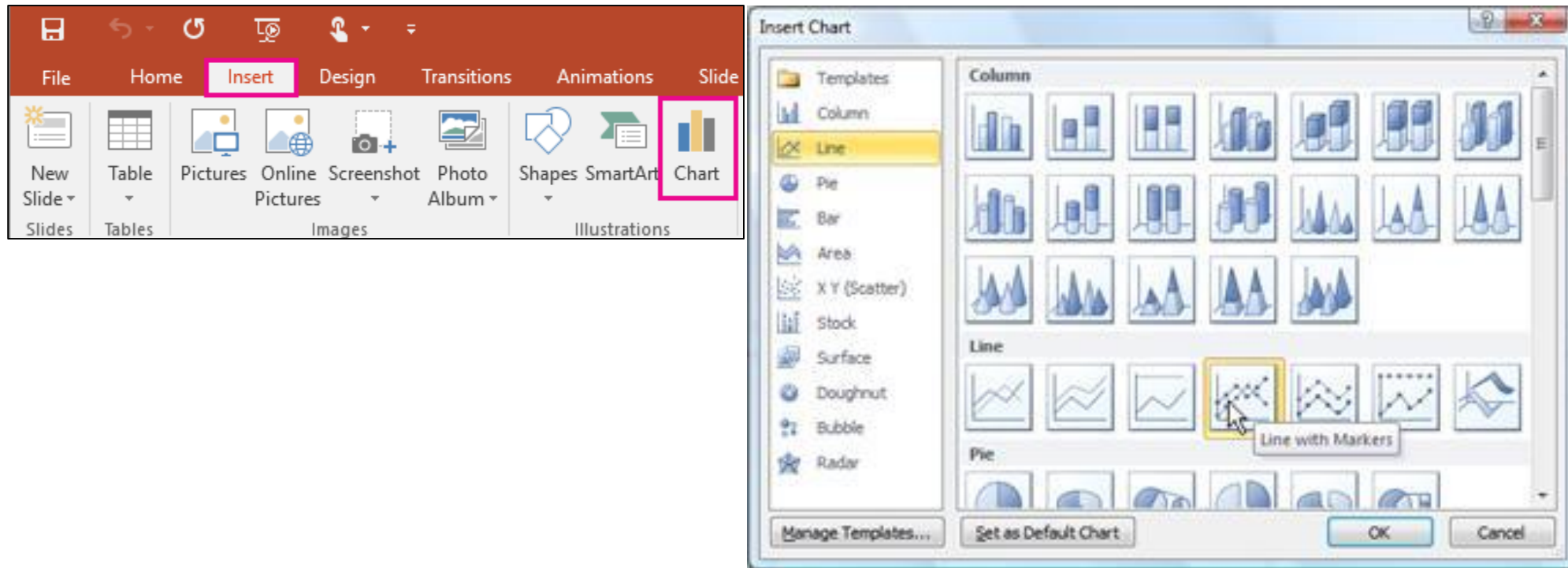
Adding and removing rows and columns

- To add or delete rows / columns in a table you have added to your slide, you can use the buttons in the "Table Tools" menu that appears when you click the table.

4. Charts

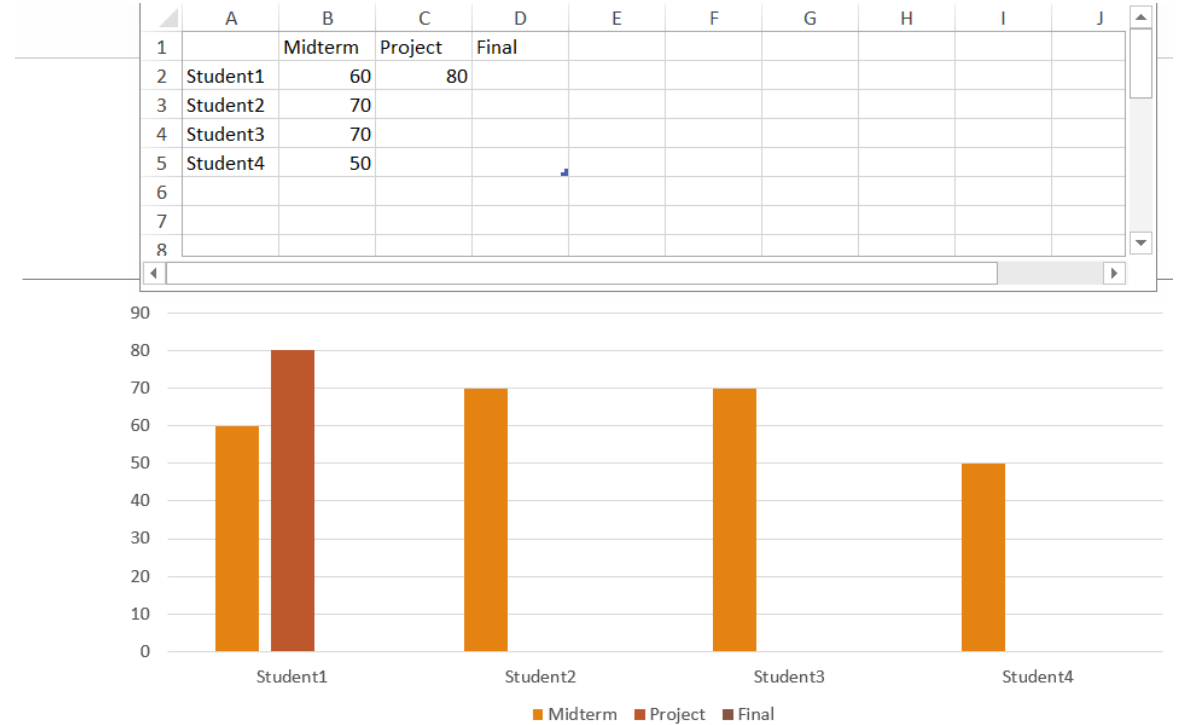
Adding a chart to the slide

To add graphics to your slide, you can click the Graphics button from the "Insert" menu, or you can click the graphic symbol in the empty text box to add.



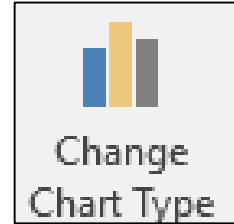
Entering data while creating a chart in a presentation

- After clicking to add a chart to your slide, you will see an Excel Application window after you select the chart type on the screen that appears.
- You can enter data using the rows / columns here.



Change the chart type

- You can also change the type of chart you have selected later.
- You can use the "Change Chart Type" option under "Design" from the "Chart Tools" menu.

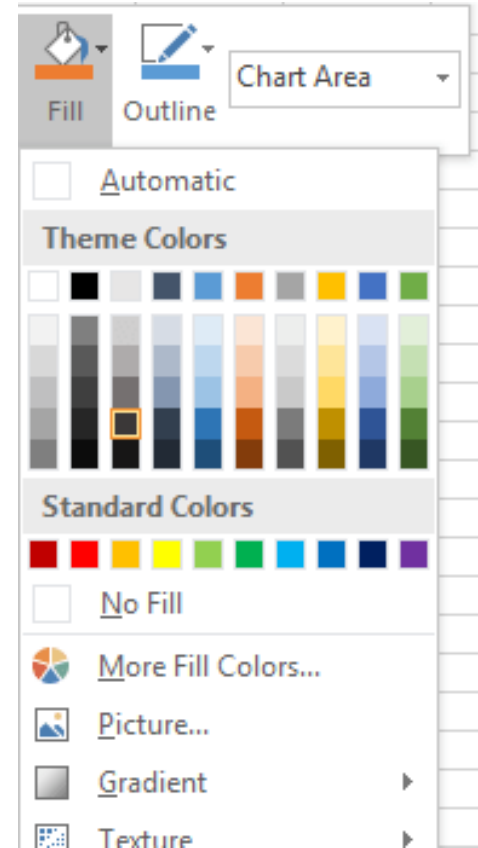


Add, remove, edit, chart title

To add a title to a chart you have added, simply click the text box with the name "Chart Title" on the chart and type the text you want

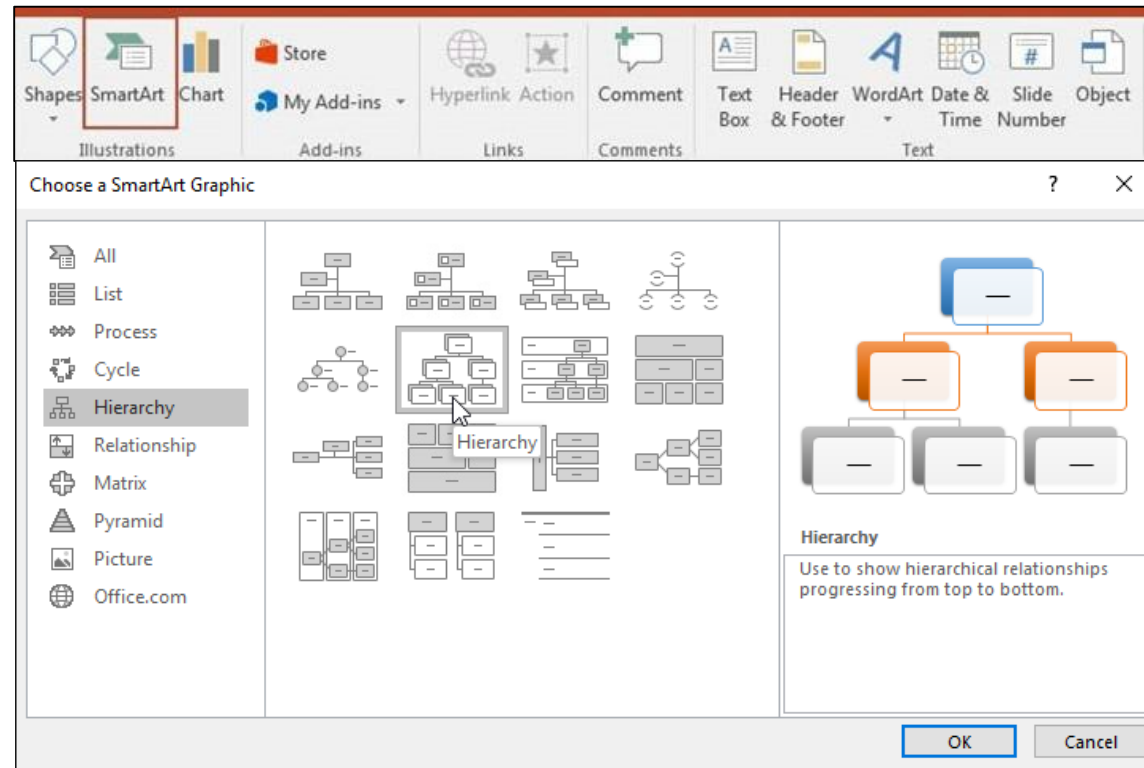
Change the background color of the chart

- To change the background color of your chart, you need to select the chart and right click and select the "Format Graphics Area" option.
- You can change the background color as you wish in the panel that opens on the right. Or, you can choose one of the templates under the "Design" menu and make the relevant change.



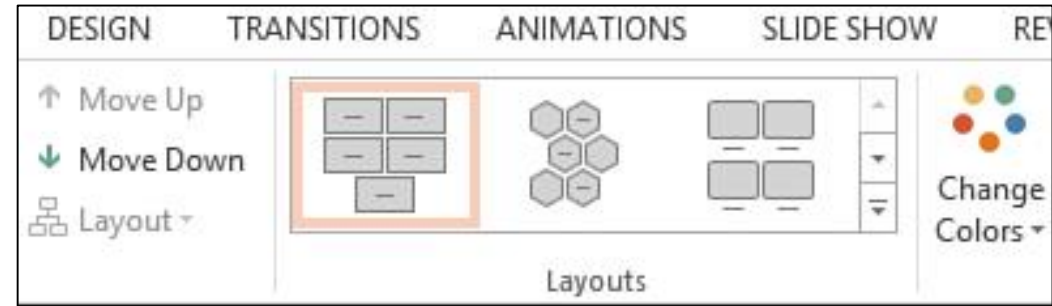
Creating an organization chart with hierarchical relationships

To create an organization chart, click the "SmartArt" button from the «Insert» menu and select one of the schemes under the "Hierarchy" tab from the window that appears.



Changing the hierarchical structure in the organization chart

You can use the Layouts tab from the "SmartArt Tools - Design" menu to change the organization chart. You can change the structure you added first with a different structure you choose here.



Add and remove subordinates and collaborators to the organization chart

- You can right click on the shape and use the "Add Shape" option to add or remove subordinate / parent / collaborator to the schema you have added or you can use the "SmartArt Tools - Design" menu.
- You can make additions to the diagram by using the "Add Shape" option in the upper left corner. For the deletion process, you can use the "Delete" button after clicking the shape to be deleted.

5. Drawing

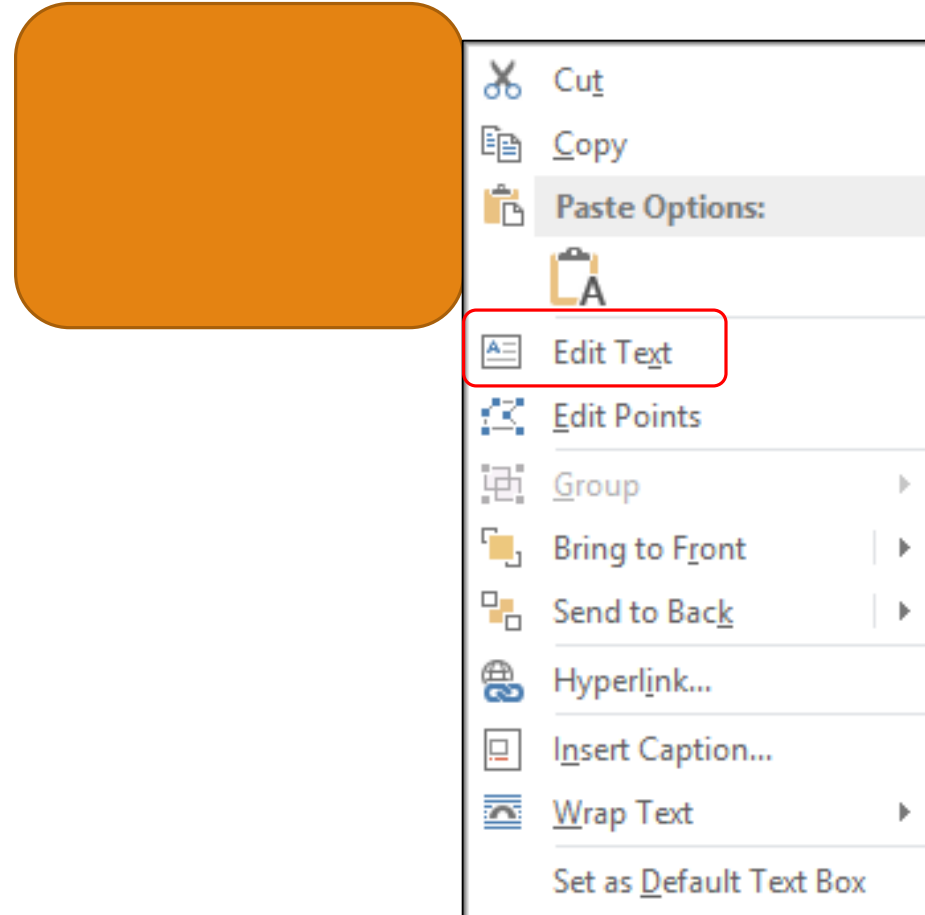
Apply different drawings to the slide: line, arrow, triangle, square, oval, circle, text box, connector

To add an object to your slide, you can click the "Add Shape" button from the "Insert" menu. From here, you can click the shapes that suit your needs and add them to your slide.



Entering text in a shape

To enter text in a shape that you have added to your slide, simply right click on the shape you have selected and click "Add Text".



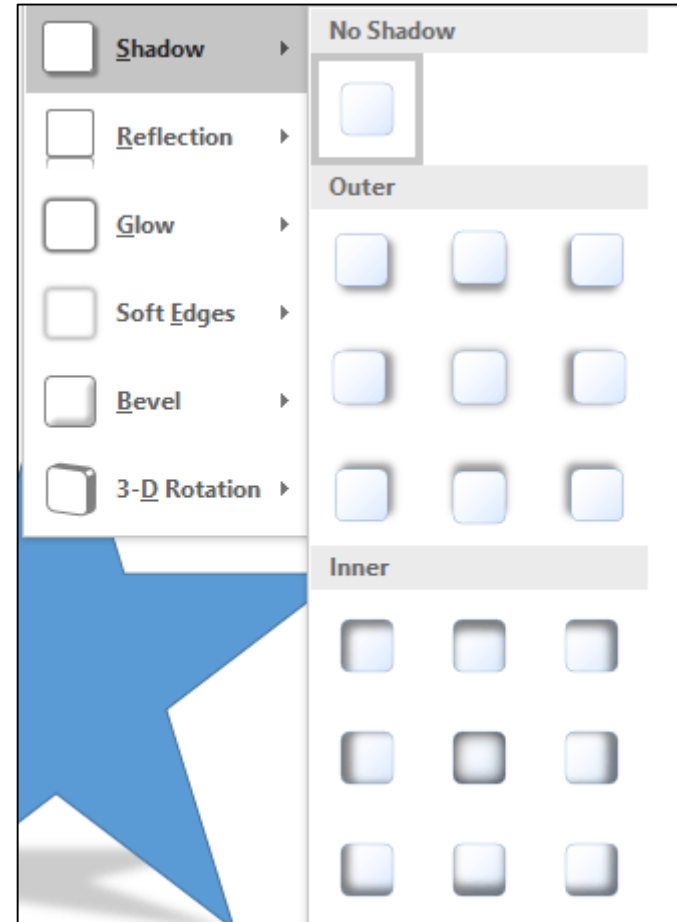
Change the background color, line color, line width and line style of the drawing object

In order to change the properties of the shape you have added, you can use the properties under the «Format» menu that opens after selecting the shape or you can right-click with the mouse and change the properties from the window that opens.



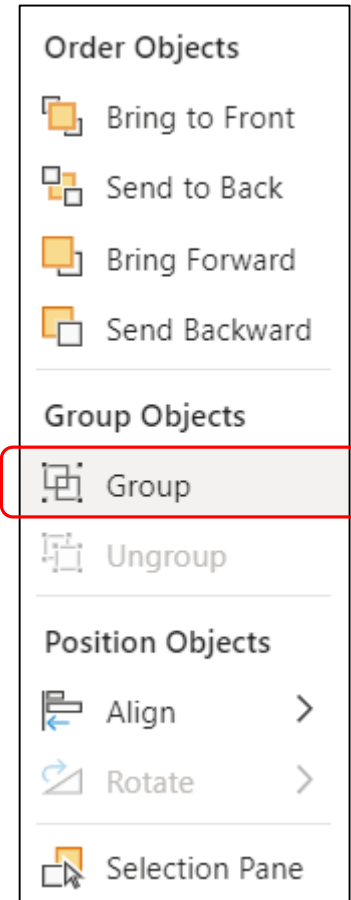
Apply a shadow to the drawing object

You can use the "Shadow" option under the "Drawing Tools - Format" menu to add a shadow to the object you have added as a shape.



Grouping and removing drawing objects in the slide

To group more than one shape you have added to a slide, simply select all shapes with the mouse by using the "Ctrl" key, then right click and click "Group". In the same way, just right click and click "Ungroup" to detach from the group.



Taking the drawing object one step forward, one step back, forward, back

To change the order of the shapes you have added to the slide; You can select the shape you want to change the order of, right click and select the "Bring to front / Send to the back" options as you wish.

