

# آموزش powerpoint

## دبيرستان غير دولتي پيام غدیر

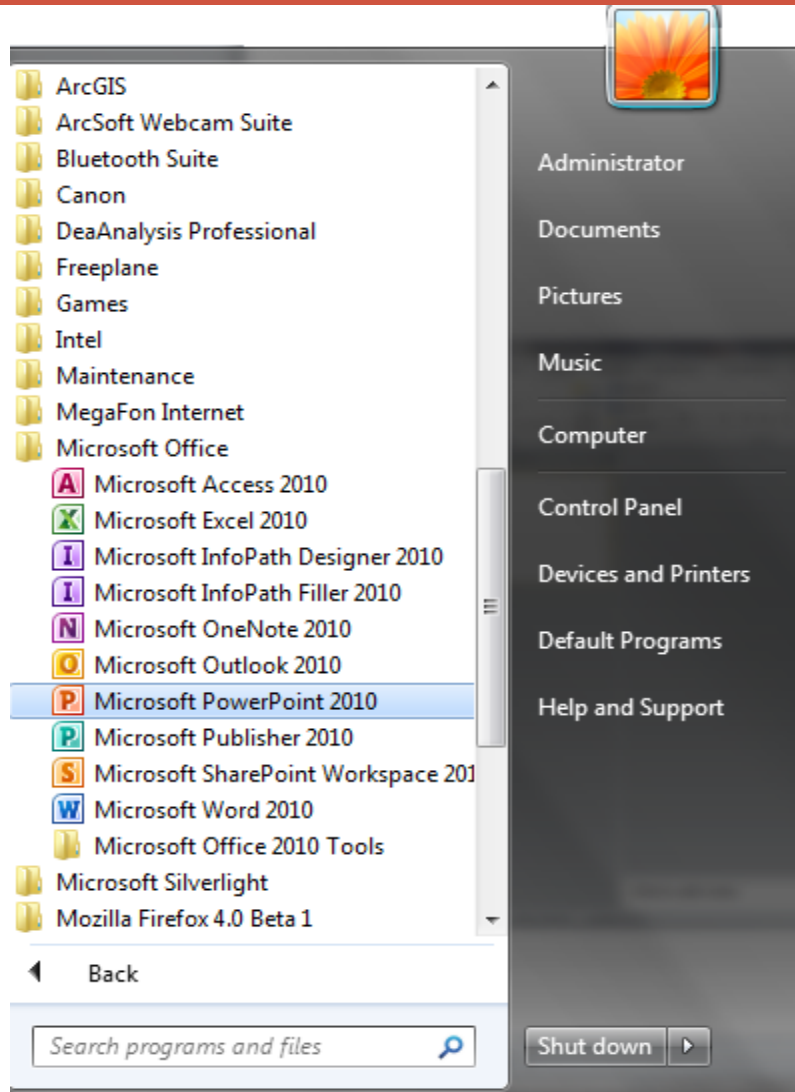


# Powerpoint چیست؟

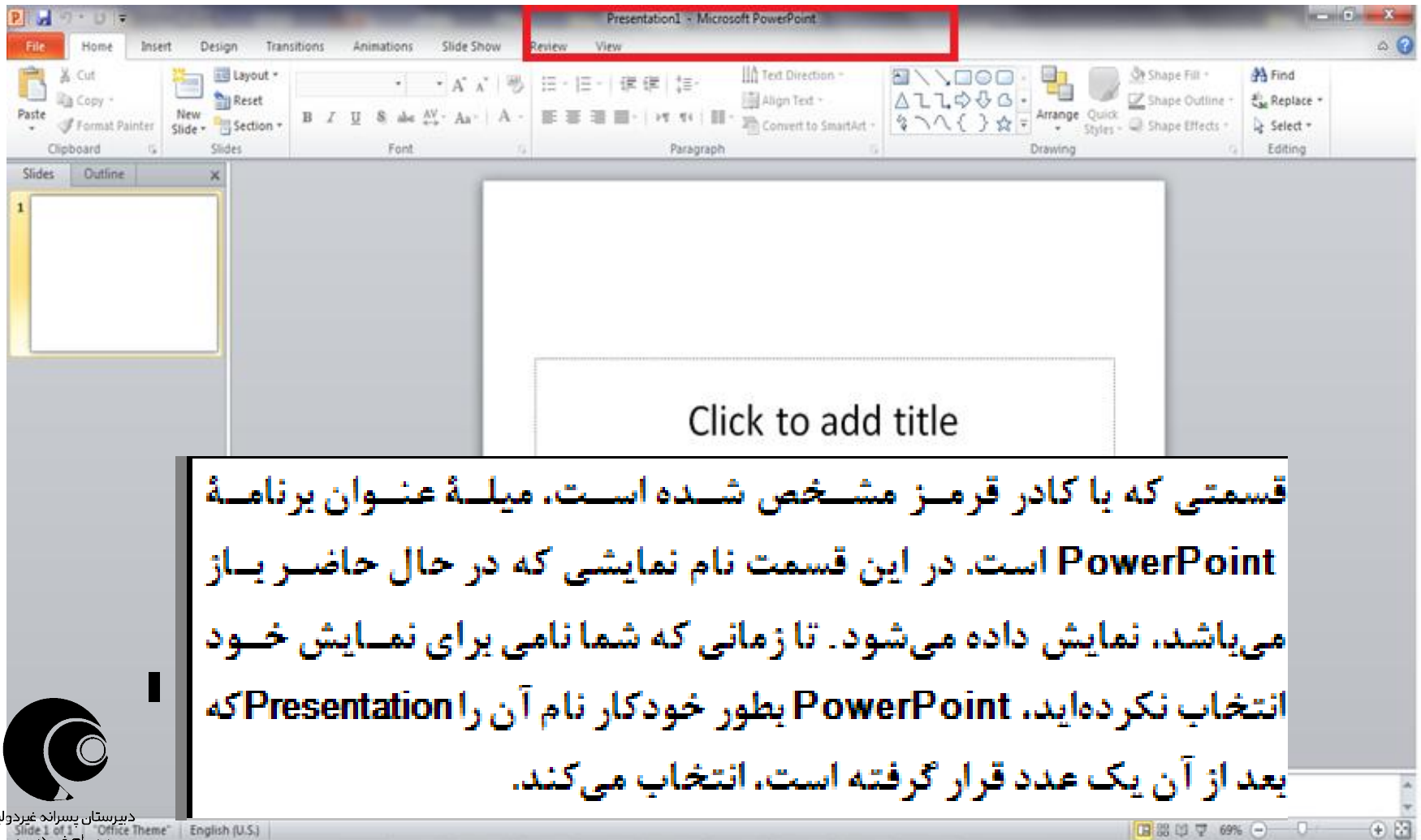
شما کمک میکنید که اسلایدهای زیبا و پیچیده را به صورتهای مختلفی برای پروژکتورهای Overhead، اسلاید ۳۵ میلیمتری و یا محیط Internet بسازید. همچنین، نرم افزار PowerPoint ابزارهای لازم برای ایجاد نمایشهای قوی و تاثیر گذار را برای شما فراهم می آورد.



# 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 می گزینیم



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

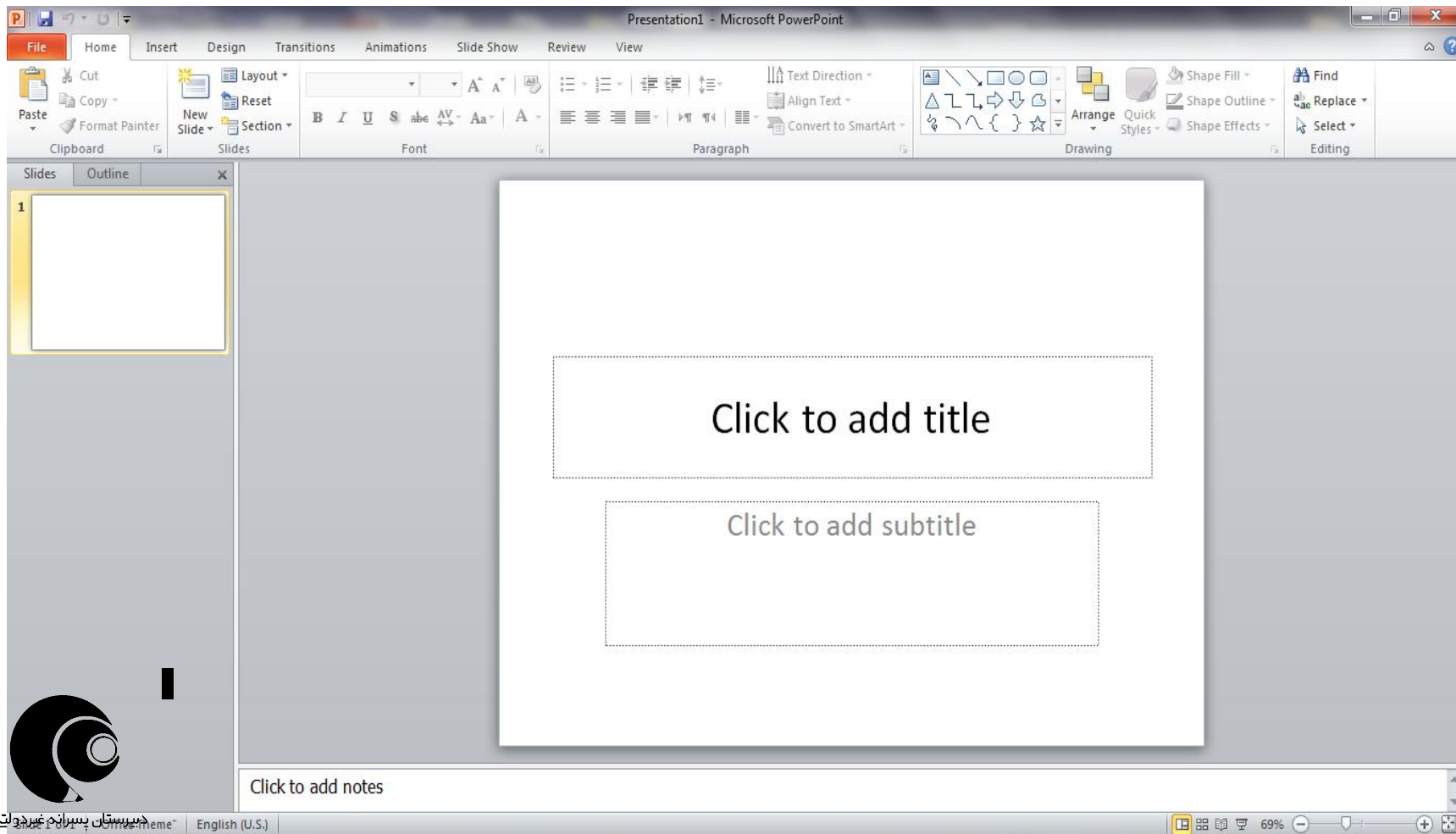


قسمتی که با کادر قرمز مشخص شده است، میله عنوان برنامه PowerPoint است. در این قسمت نام نمایشی که در حال حاضر باز می باشد، نمایش داده می شود. تا زمانی که شما نامی برای نمایش خود انتخاب نکرده اید، PowerPoint بطور خودکار نام آن را Presentation که بعد از آن یک عدد قرار گرفته است، انتخاب می کند.





# 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

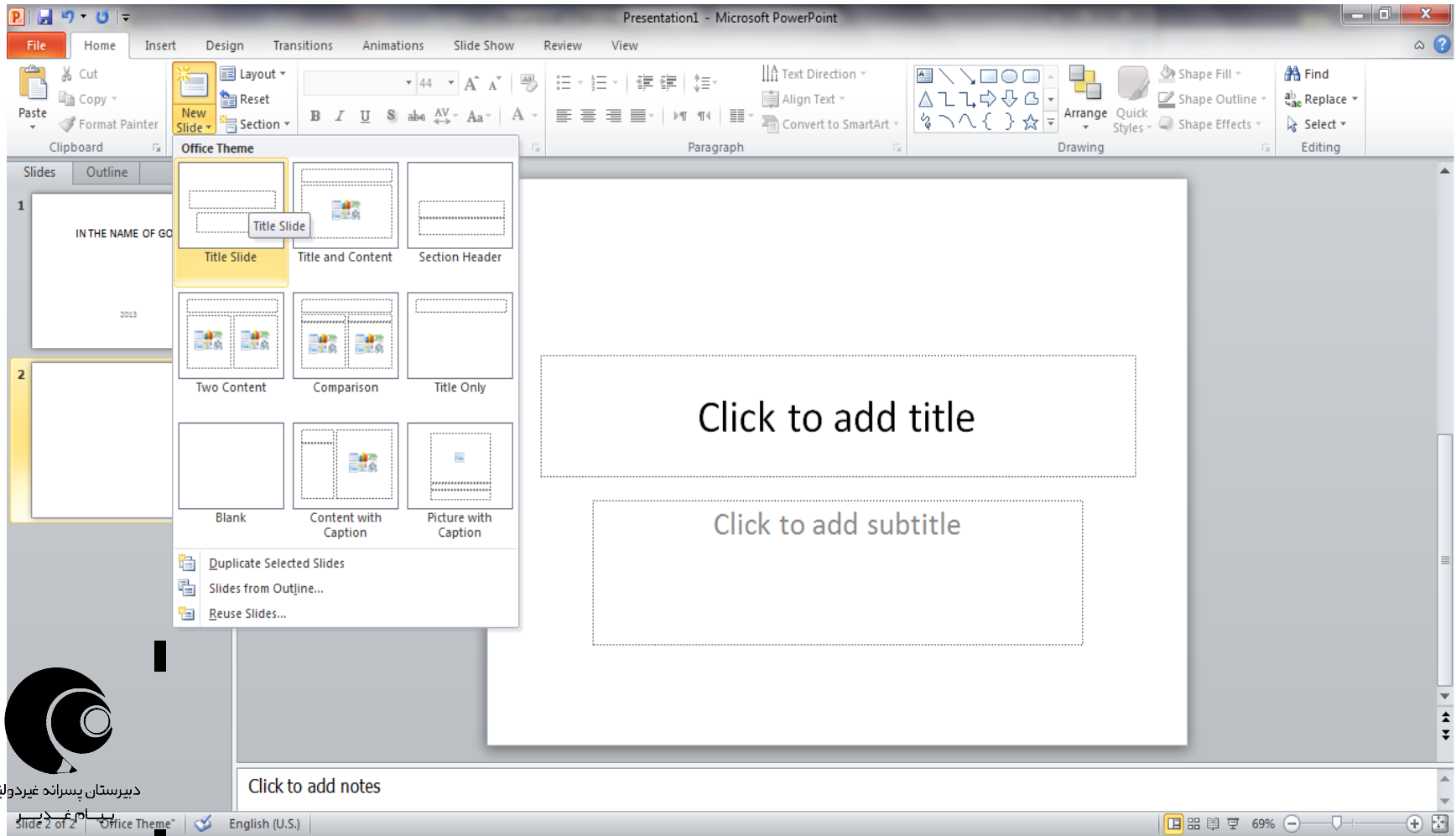


# داخل هر قسمت از آن کلیک کرده و می توانیم متن مورد نظر را بنویسیم

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 with the text "IN THE NAME OF GOD" and "2013". A dashed rectangular text box is overlaid on the text, with a vertical cursor positioned between "NAME" and "OF". The status bar at the bottom indicates "Slide 1 of 1", "English (U.S.)", and "69%".



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

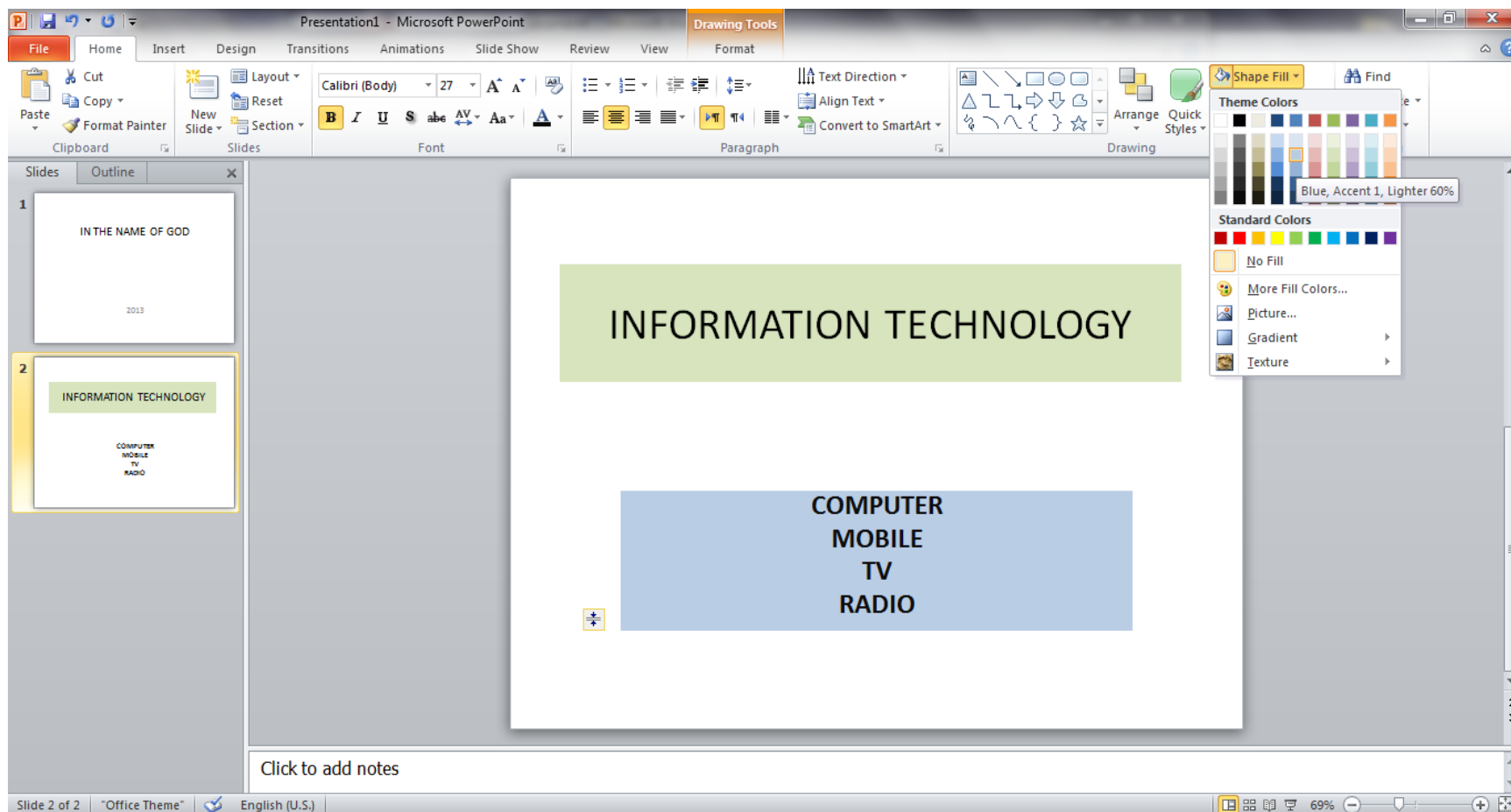
The screenshot displays the Microsoft PowerPoint interface. The title bar reads "Presentation1 - Microsoft PowerPoint". The ribbon is set to "Drawing Tools" with the "Format" tab selected. The ribbon includes sections for "Clipboard", "Slides", "Font", "Paragraph", "Drawing", and "Editing".

The slide thumbnail pane on the left shows two slides. Slide 1 is titled "IN THE NAME OF GOD" and dated "2013". Slide 2 is titled "INFORMATION TECHNOLOGY" and contains the text "COMPUTER MOBILE TV RADIO". Slide 2 is currently selected and highlighted in yellow.

The main slide area shows the content of Slide 2. The title "INFORMATION TECHNOLOGY" is centered at the top. Below it, the text "COMPUTER MOBILE TV RADIO" is centered and enclosed in a dashed rectangular box with handles at the corners and midpoints, indicating it is selected for editing. A small green dot is visible above the text box.

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 title bar reads "Presentation1 - Microsoft PowerPoint". The ribbon is set to "Drawing Tools" with the "Format" tab selected. The main slide area shows a slide with a green header box containing the text "INFORMATION TECHNOLOGY". Below this, a blue box contains the text "COMPUTER MOBILE TV RADIO". A small green circle is connected to the top of the blue box by a thin line. The left-hand "Slides" pane shows a thumbnail of the current slide, 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 a list of shape options. The "Recently Used Shapes" section at the top of the list includes a rounded rectangle, which is highlighted. Below this, there are sections for "Lines", "Rectangles", "Basic Shapes", "Block Arrows", "Equation Shapes", "Flowchart", "Stars and Banners", "Callouts", and "Action Buttons".

The main slide area displays two slides in the "Outline" view. Slide 1 is titled "IN THE NAME OF GOD" and has the year "2013" below it. Slide 2 is titled "INFORMATION TECHNOLOGY" and contains a blue box with the text "COMPUTER", "MOBILE", "TV", and "RADIO" stacked vertically. The main slide area also shows a green box with the text "INFORMATION TECHNOLOGY" and a blue box with the text "COMPUTER", "MOBILE", "TV", and "RADIO" stacked vertically.

The status bar at the bottom indicates "Slide 2 of 2", "Office Theme", and "English (U.S.)". The system tray shows the date and time as "69%".

# برای نوشتن متن در داخل هر شکل باید کلیک راست نماییم 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 displays the Microsoft PowerPoint interface. The 'Drawing Tools' ribbon is active, showing options for text direction, alignment, and conversion to SmartArt. A font selection menu is open, showing the 'Aharoni' font selected. The menu lists various fonts, including 'Aharoni' (highlighted), 'AcadEref', 'Agency FB', 'AIGDT', 'AKBAR', 'ALGERIAN', 'AmdtSymbols', 'AMGDT', 'Andalus', 'Angsana New', 'AngsanaUPC', 'Aparajita', 'Arabic Transparent', 'Arabic Typesetting', and 'Arial'. The main slide area shows a slide titled 'INFORMATION TECHNOLOGY' with a green header, a blue box containing 'COMPUTER MOBILE TV RADIO', and a red button labeled 'IT'. The status bar at the bottom indicates 'Slide 2 of 2', 'Office Theme', and 'English (U.S.)'.

همچنین می توان نوار دور جعبه متن را نیز تغییر رنگ 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 the 'Shape Styles' gallery. A red cross shape is applied to a slide. The slide content includes a green box labeled 'INFORMATION TECHNOLOGY' and a blue box labeled 'IT'. The status bar at the bottom indicates 'Slide 2 of 2', 'Office Theme', and 'English (U.S.)'.

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 .

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 active. The ribbon includes sections for "Shape Styles" (with various colored "Abc" buttons), "WordArt Styles" (with "A" icons), and "Arrange" (with "Bring Forward", "Send Backward", "Align", "Group", "Selection Pane", and "Rotate" options). The "Size" section shows dimensions of 5.86" and 5.67".

The main slide area shows a diagram with several shapes: a green rectangle at the top containing the text "INFORMATI...", a blue rectangle below it, a large red shape on the right, and a pink rectangle at the bottom containing the text "IT". A context menu is open over the green rectangle, with the "Send to Back" option highlighted. The menu items include: 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... Below the menu is a text formatting toolbar with "Calibri (E) 18" and various icons for bold, italic, underline, and text alignment.

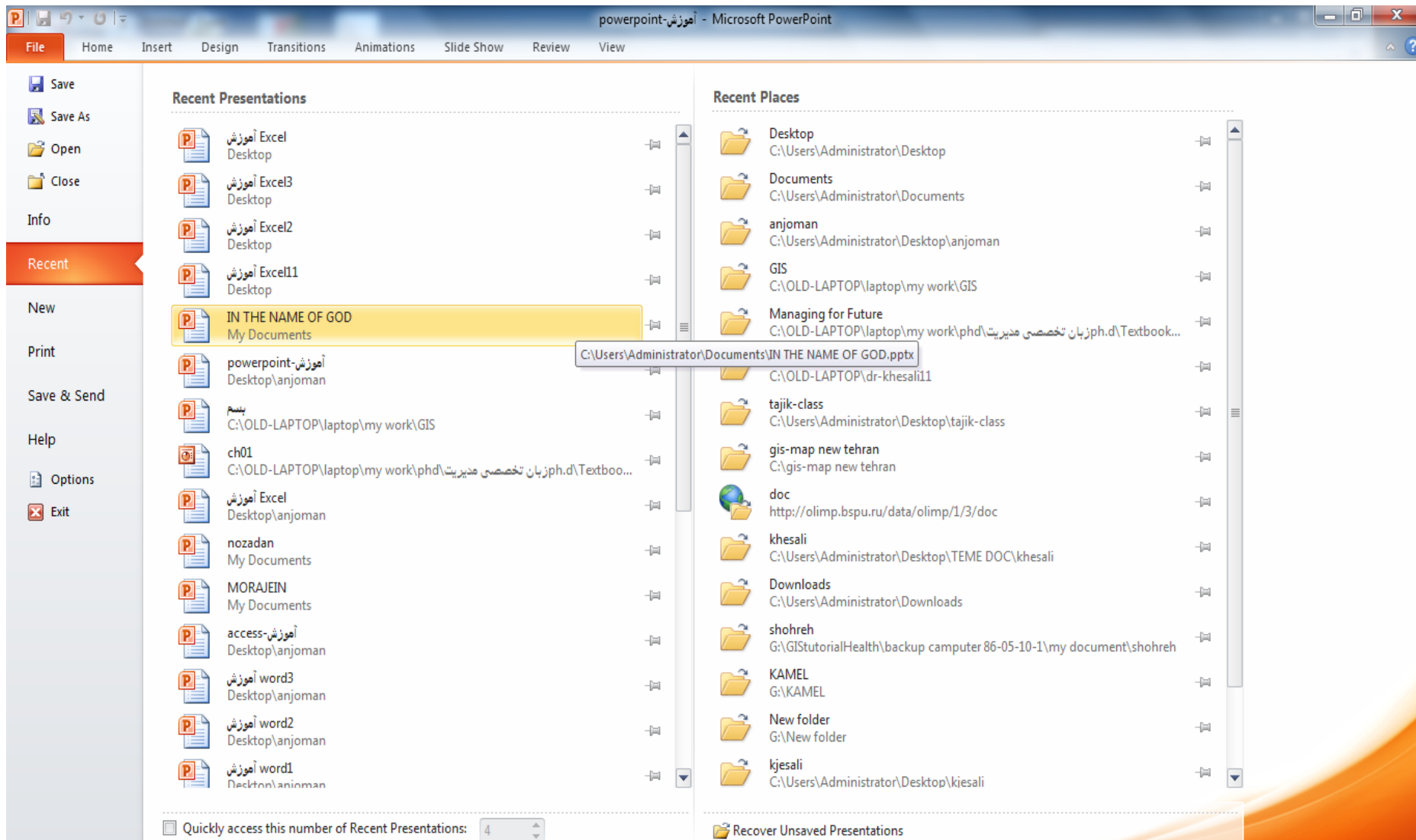
The left sidebar shows the "Slides" pane with two slides. Slide 1 is titled "IN THE NAME OF GOD" and dated "2013". Slide 2 is the current slide, showing a thumbnail of the diagram with a red cross over it.

The status bar at the bottom indicates "Slide 2 of 2", "Office Theme", "English (U.S.)", and a zoom level of "69%".

# 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 blue and pink 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 is visible at the top, showing the "Drawing Tools" tab with the "Format" group selected. 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 list includes several PowerPoint presentations and a Word document. The current file name is 'powerpoint-آموزش' and it is being saved as a 'PowerPoint Presentation'.

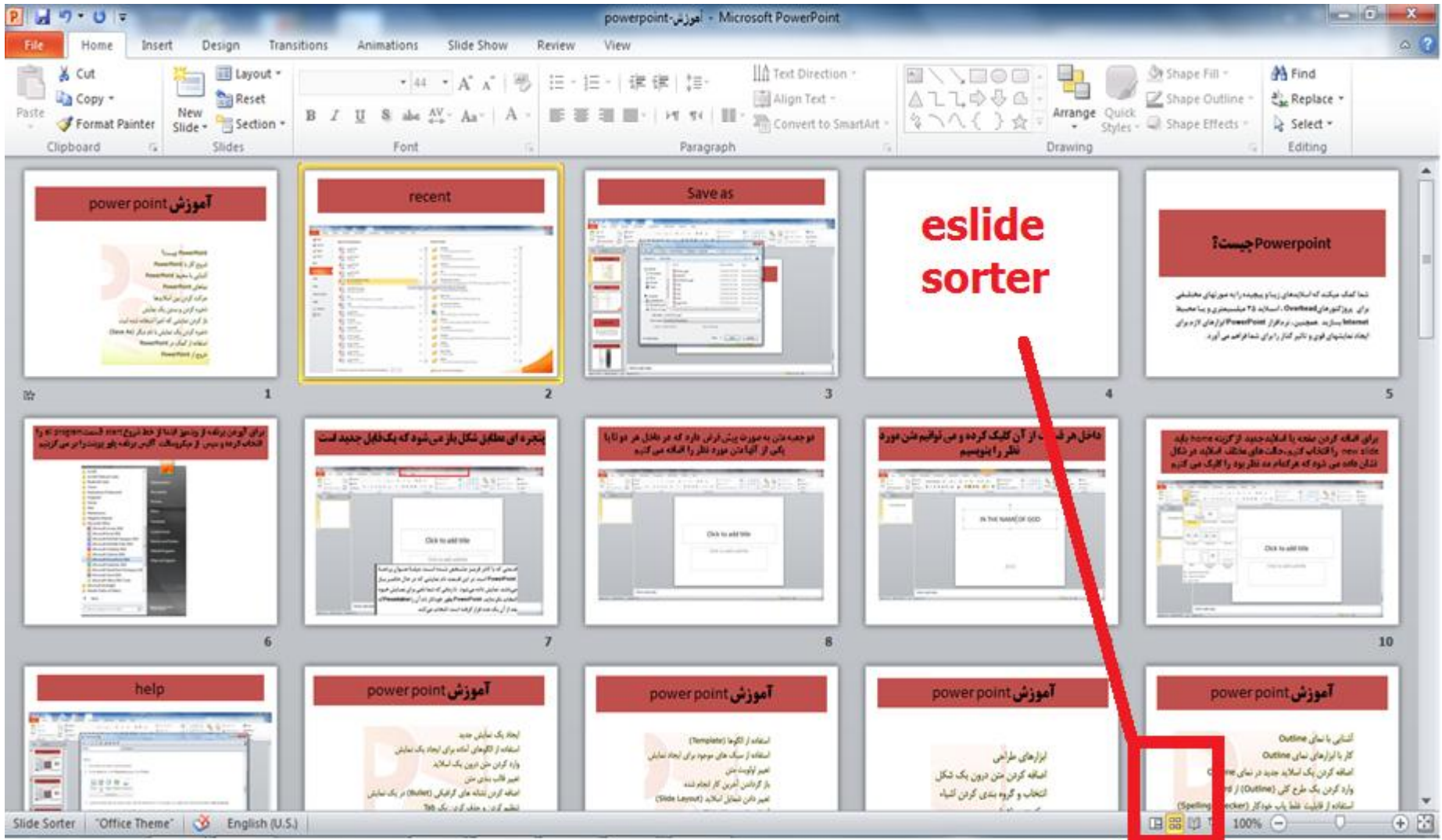
| Name             | Date modified      | Type             |
|------------------|--------------------|------------------|
| access-آموزش     | 1/29/2013 11:02 PM | Microsoft PowerF |
| nasbwin7         | 1/18/2013 2:26 AM  | Microsoft PowerF |
| powerpoint-آموزش | 2/5/2013 8:17 AM   | Microsoft PowerF |
| 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

Buttons: Hide Folders, Tools, Save, Cancel



# 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 image shows a screenshot of the Microsoft PowerPoint interface. The main slide area displays a slide with a green header containing the text "IN THE NAME OF GOD" and the year "2013" below it. The left-hand pane shows a slide thumbnail for slide 1 with the same content and a thumbnail for slide 2 titled "INFORMATION TECHNOLOGY" with sub-items "COMPUTER", "MOBILE", "TV", and "RADIO". The top ribbon is set to "Drawing Tools" > "Format". The "Quick Styles" task pane is open on the right, showing a grid of 48 different text styles (font, size, color, and background fill combinations) for the text "Abc". The status bar at the bottom indicates "Slide 1 of 2", "Office Theme", "English (U.S.)", and a zoom level of 69%.

# help

powerpoint- آموزش - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View

PowerPoint Help

insert Search

## EXCEL

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

Picture Clip Art Shapes SmartArt Screenshot

Illustrations

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

Click to add notes

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 'Drawing Tools' ribbon is active, and the 'Font' group is highlighted with a red box. The font settings show 'Calibri (Body)' at size 60. The 'Text Direction' and 'Align Text' options are also visible. The slide content includes a title box with 'Sample text' and a list of items: '1-microsoft', '2-microsoft', and '3-excel'. The status bar at the bottom indicates 'Slide 49 of 49' and 'Office Theme'.

Font settings: Calibri (Body), 60, Bold, Italic, Underline, Strikethrough, Color, Size, Language, Font Family, Font Style, Font Color, Text Direction, Align Text, Convert to SmartArt.

Slide content:

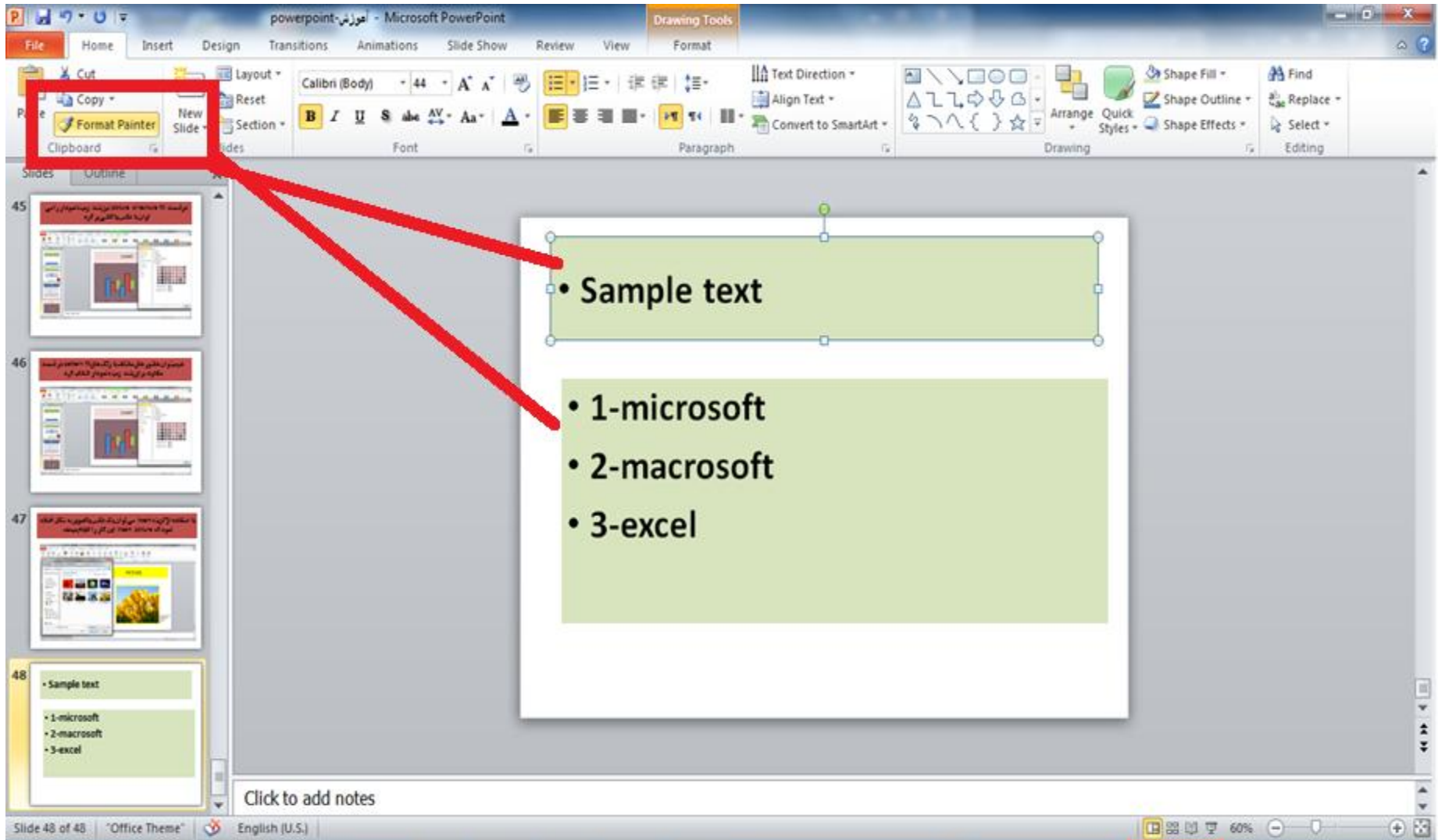
Sample text

- 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 application window. The title bar reads "powerpoint- آموزش - Microsoft PowerPoint". The ribbon menu includes "File", "Home", "Insert", "Design", "Transitions", "Animations", "Slide Show", "Review", and "View". The "File" tab is active, showing a sidebar with options: Save, Save As, Open, Close, Info, Recent, New (highlighted), Print, Save & Send, Help, Options, and Exit.

The main area is titled "Available Templates and Themes" and shows a navigation path: Home > Presentations > Academic presentations. Below this is a search bar for "Office.com Templates" with the text "Search Office.com for templates".

The templates are arranged in a grid:

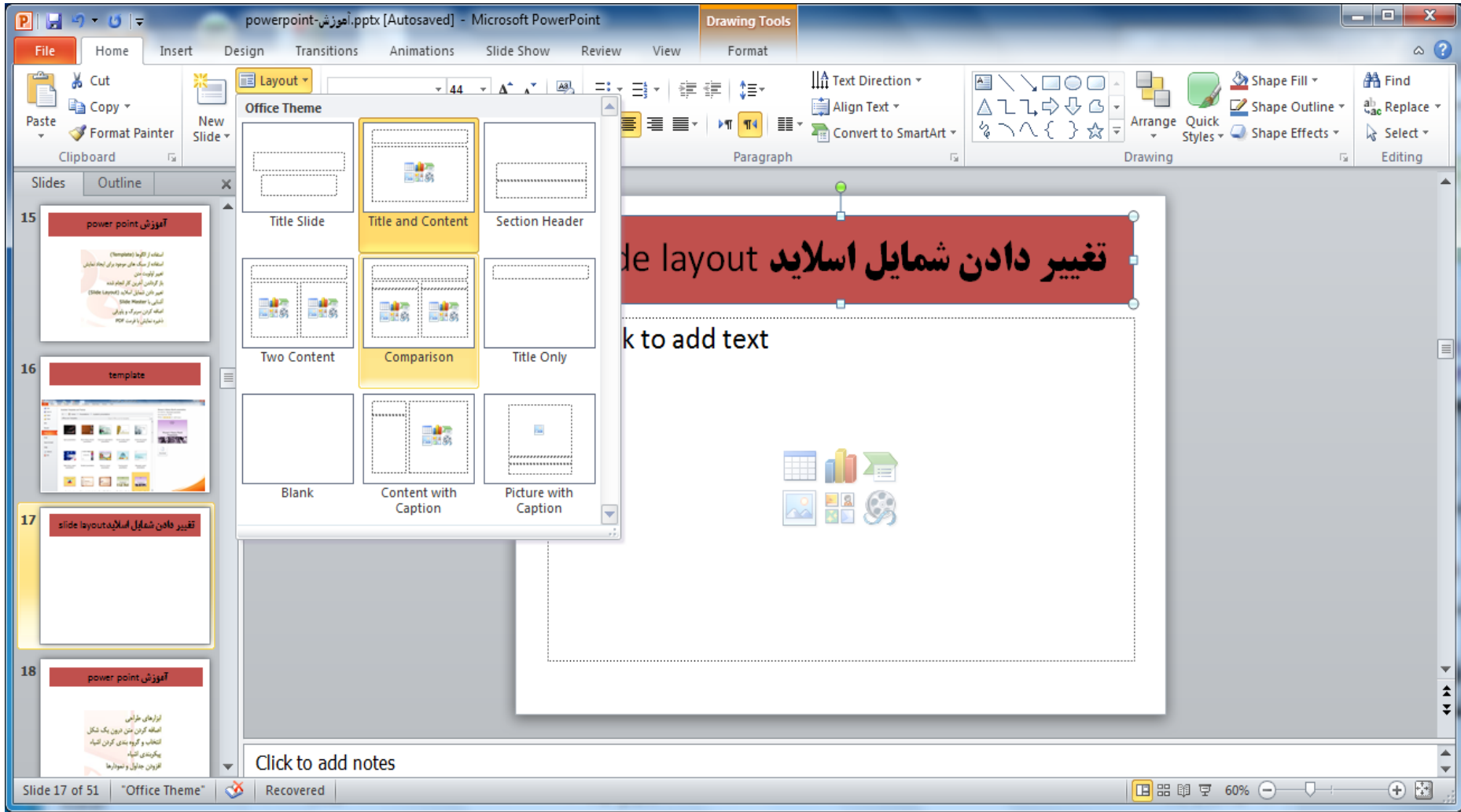
- Space presentation
- Black History Month presentation
- Classroom expectations presentation
- World country report presentation
- Science fair project presentation
- State history report presentation
- Student presentation
- Back-to-school presentation
- Food pyramid presentation
- Biography report presentation
- All About [Your Animal]
- Welcome! [Insert Year] School Year
- Parent Bill of Rights
- Black History Month Presentation
- Women's History Month Presentation (highlighted)

On the right side, a detailed view of the "Women's History Month presentation" is shown. It includes the following information:

- Provided by: [Microsoft Corporation](#)
- Download size: 221KB
- Rating: ★★★★★ (1210 Votes)

Below the preview image, there is a "Download" button.

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





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

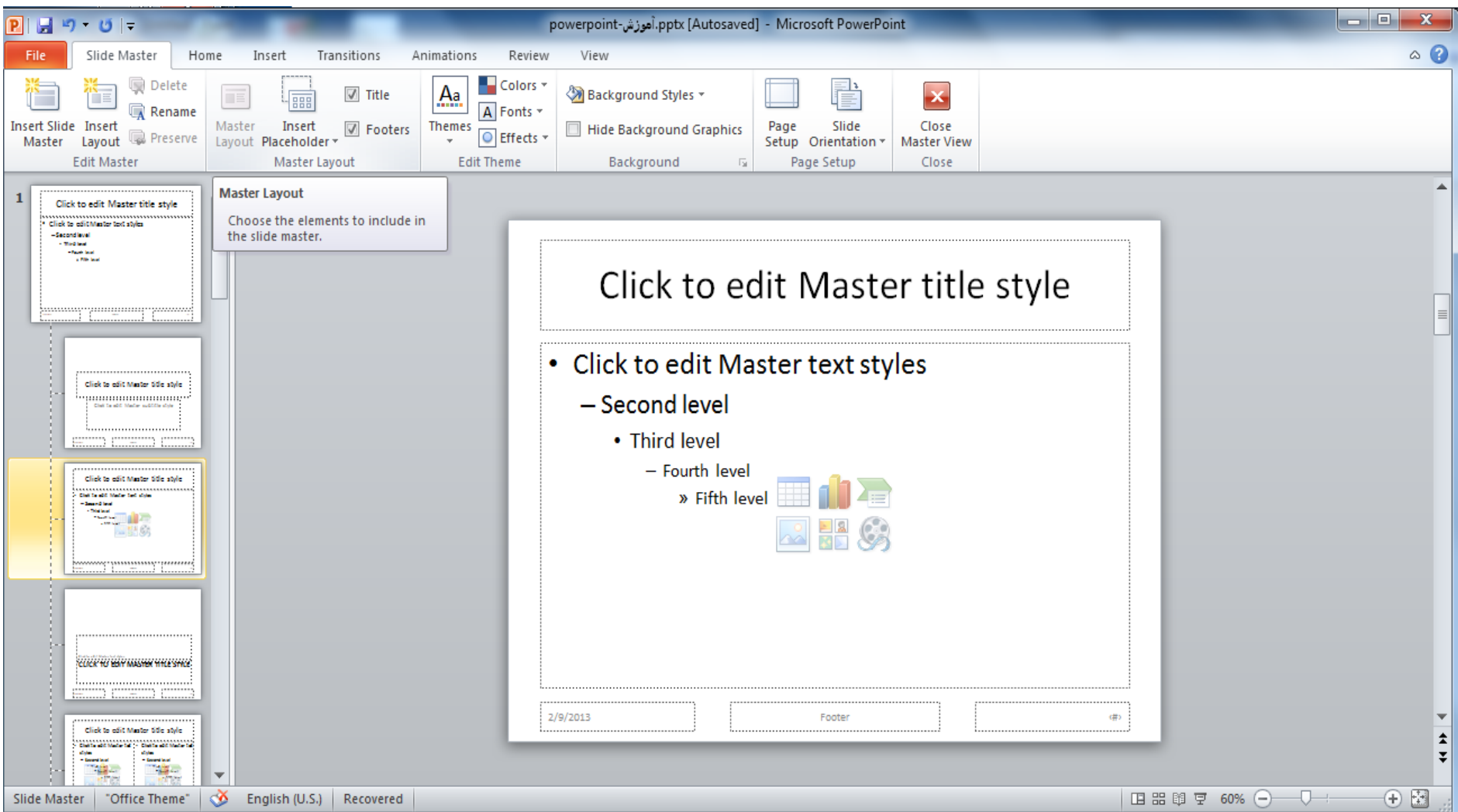
The image shows the Microsoft PowerPoint interface in Slide Master view. The title bar indicates the file is "powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint". The ribbon is set to "View", and the "Slide Master" tab is active. The ribbon includes options for "Presentation Views" (Normal, Slide Sorter, Notes Page, Reading View), "Master Views" (Slide Master, Handout Master, Notes Master), "Show" (Ruler, Gridlines, Guides), "Direction" (View, 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".
- Footer boxes containing "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 system icons including a 60% zoom level.

# Esldie 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 includes the "Slide Master" tab, which is currently active. 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 above the task pane reads: "Master Layout Choose the elements to include in the slide master." The main workspace 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 master, there are three placeholders for the date "2/9/2013", the footer "Footer", and a page 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'. The 'Header and Footer' task pane is open on the left, showing a preview of the slide with a red header and footer. The '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. The task pane is located on the left side of the window and contains three slides: slide 20 (Header-Footer), slide 21 (Header-Footer), and slide 22 (آموزش power point). Slide 21 is selected. The 'Header and Footer' dialog box is open, showing the 'Slide' tab. The 'Include on slide' section is checked, and the 'Footer' checkbox is checked. The footer text is 'amozesh powerpoint'. The 'Date and time' section is also checked, and the date is '2/9/2013'. The 'Language' is 'English (U.S.)' and the 'Calendar type' is 'Western'. The 'Preview' section shows a dashed box representing the footer area. The status bar at the bottom indicates 'Slide 21 of 55', 'Office Theme', 'English (U.S.)', and 'Recovered'.

powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review Drawing Tools Format

Table Picture Clip Art Screenshot Photo Album Shapes SmartArt Chart Hyperlink Action Text Box Header & Footer WordArt Date & Time Number Object Equation Symbol Video Audio

Slides Outline

20 Header-Footer

21 Header-Footer

22 آموزش power point

23 آموزش power point

Header and Footer

Slide Notes and Handouts

Include on slide

Date and time

Update automatically

2/9/2013

Language: English (U.S.) Calendar type: Western

Fixed

2/9/2013

Slide number

Footer

amozesh powerpoint

Don't show on title slide

Apply to All Apply Cancel

Preview

Click to add notes

Slide 21 of 55 "Office Theme" English (U.S.) Recovered 60%

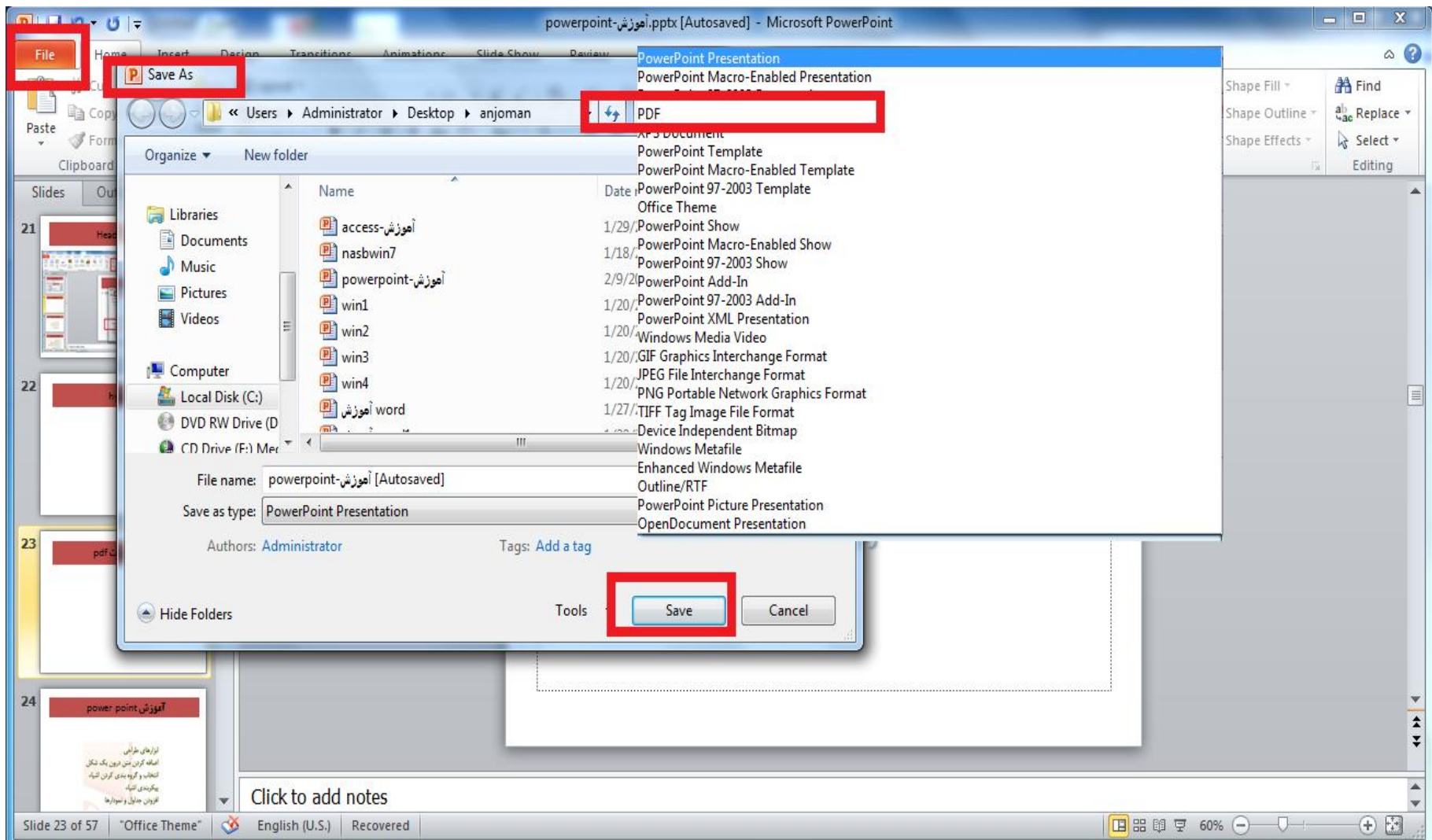
# Hyperlink برای لینک گذاشتن بر روی صفحات استفاده می گردد

The image shows a Microsoft PowerPoint window with the 'Insert Hyperlink' dialog box open. The dialog box has the following fields and options:

- Link to:** Existing File or Web Page (selected)
- Text to display:** hyperlink
- Look in:** My Documents
- File List:**
  - Current Folder
    - ArcGIS
    - Canon
    - Copy of کلاس
    - Database1
    - Database2
    - IN THE NAME OF GOD
    - MORAJEIN
    - new3
    - nozadan
    - shakhes
  - Browsed Pages
  - Recent Files
- Address:** (empty)
- Buttons:** ScreenTip..., Bookmark..., OK, Cancel

The background slide shows a red rectangular area with the text 'hyperlink' and a bullet point below it: 'Click to add text'. The PowerPoint interface includes the ribbon (File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Format) and the Slides pane on the left showing slides 20, 21, 22, and 23.

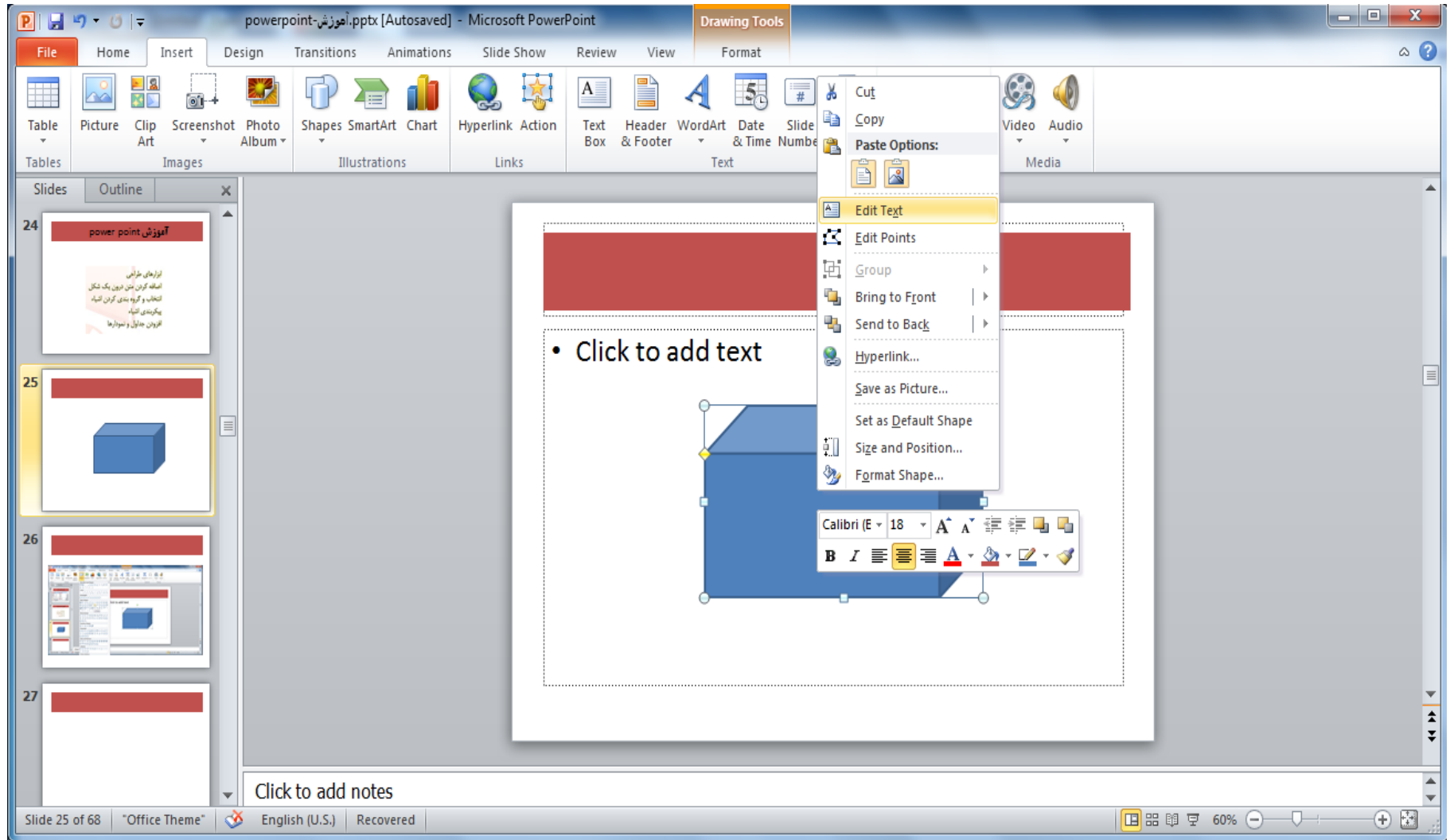
# ذخیره با فرمت pdf



# درج شکل

The image shows a screenshot of the Microsoft PowerPoint application window. The title bar reads "powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint". The "Drawing Tools" ribbon is active, displaying various drawing options under the "Format" tab, including Text, Header & Footer, WordArt, Date & Time, Slide Number, Object, Equation, Symbol, Video, and Audio. The "Shapes" section is expanded, showing categories like Recently Used Shapes, Lines, Rectangles, Basic Shapes, Block Arrows, Equation Shapes, Flowchart, Stars and Banners, and Callouts. The "L-Shape" option is highlighted. The main slide area shows a red header bar and a text box containing the text "Click to add text". Below the text box is a 3D blue cube with a green dot on top and a yellow dot on the front-left corner. The slide thumbnail on the left shows the current slide (Slide 25) with the cube. The status bar at the bottom indicates "Slide 25 of 68", "Office Theme", and "English".

# نوشتن متن در داخل شکل





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

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 ribbon includes sections for 'Insert Shapes', 'Shape Styles', 'WordArt Styles', 'Arrange', and 'Size'. The main slide area shows a slide with a red header bar and a text box containing 'Click to add text'. Below the text box, there are three shapes: a blue 3D box, a green circle, and a red triangle. A context menu is open over these shapes, listing options such as 'Cut', 'Copy', 'Paste Options', 'Group', 'Bring to Front', 'Send to Back', 'Hyperlink...', 'Save as Picture...', 'Size and Position...', and 'Format Object...'. The 'Group' option is highlighted with a red rectangle. The left sidebar shows a slide thumbnail for slide 25, which contains the same shapes. The status bar at the bottom indicates 'Slide 25 of 68', 'Office Theme', 'English (U.S.)', 'Recovered', and a zoom level of 60%.

# 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 status bar at the bottom indicates "Slide 3 of 3", "Office Theme", "English (U.S.)", and a zoom level of 69%.

# تعداد سطر و ستون مورد نظر را وارد می نمایم جدول مربوطه رسم میگردد

The screenshot displays the Microsoft PowerPoint interface. The 'Table Tools' ribbon is active, showing various table styles and options like Shading, Borders, and Effects. A table with 8 rows and 7 columns is inserted into the slide. The table has a blue header row and light blue body rows. The slide also contains a title box with the text 'Click to add title' and a notes box at the bottom with the text 'Click to add notes'. The status bar at the bottom indicates 'Slide 3 of 3', 'Office Theme', and 'English (U.S.)'.

Table Tools

Shading  
Borders  
Effects

Quick Styles  
WordArt Styles

Pen Color  
Draw Table  
Eraser

Draw Borders

8x7 Table

Insert Table...  
Draw Table  
Excel Spreadsheet

COMPUTER  
MOBILE  
TV  
RADIO

IT

3

Click to add title

Click to add notes

Slide 3 of 3 | Office Theme | English (U.S.) | 69%

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

The screenshot shows the Microsoft PowerPoint interface. The 'Table Tools' ribbon is active, and the 'Font' section is open, displaying a list of fonts. The 'Calibri' font is selected. The 'Table' tool is also visible, showing a grid of 6 columns and 6 rows. The table on the slide is as follows:

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

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 shows the Microsoft PowerPoint interface with the Table Tools ribbon selected. The ribbon includes options for Shading, Borders, Effects, WordArt Styles, Quick Styles, Pen Color, Draw Table, and Eraser. The Table Style Options pane on the left shows various table styles, including 'Best Match for Document', 'Light', and 'Medium'. The slide content 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 slide contains a table with 6 columns (A-F) and 6 rows of data. The table is styled with a blue header and light blue body cells. The PowerPoint interface is visible, showing the ribbon with the 'Design' tab selected, and the 'Table' group containing options like 'Table Styles', 'Table Properties', and 'Table Tools'. The status bar at the bottom indicates 'Slide 3 of 4', 'Office Theme', and 'English (U.S.)'.

| 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 |

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

# درج نمودار

The screenshot displays the Microsoft PowerPoint 2010 interface. 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      | 2 |
| 4 | Category 3 | 3.5      | 1.8      | 3 |
| 5 | Category 4 | 4.5      | 2.8      | 5 |
| 6 |            |          |          |   |

Click to add notes

Slide 30 of 68 "Office Theme" English (U.S.) Recovered 60% 25%

# درج نمودار

The image displays a Microsoft PowerPoint presentation with a grouped bar chart. The chart is titled "Chart in Microsoft PowerPoint - Microsoft Excel" and is embedded in a slide. 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 data is as follows:

| Category   | 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        |

The PowerPoint interface shows the "Chart Tools" ribbon with "Design", "Layout", and "Format" tabs. The "Chart Styles" gallery is visible, and the "Chart Layouts" gallery is also shown. The Excel window is overlaid on the PowerPoint slide, showing the data source for the chart. The Excel window displays the "Formulas" ribbon and the data table. The status bar at the bottom of the Excel window indicates "Ready" and "100%".



# 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 with a 3D bar chart on slide 4. The chart features four categories on the x-axis and three data series. A context menu is open over the chart, with 'Change Chart Type...' highlighted. The PowerPoint ribbon shows the 'Chart Tools' section with 'Design', 'Layout', and 'Format' tabs. The slide thumbnails on the left show the current slide and the previous ones.

| Category   | Series 1 | Series 2 | Series 3 |
|------------|----------|----------|----------|
| Category 1 | 4.5      | 3.5      | 3.5      |
| Category 2 | 2.8      | 5.5      | 3.5      |
| Category 3 | 3.8      | 2.8      | 4.5      |
| Category 4 | 4.8      | 3.8      | 5.5      |

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

The image displays two windows from Microsoft Office. The left window is Microsoft PowerPoint, showing a slide with a 3D bar chart. The right window is Microsoft Excel, showing the data source for the chart.

**Microsoft PowerPoint - Chart Tools**

File Home Insert Design Transitions Animations Slide Show Review View Design Layout Format

Change Chart Type Save As Chart Template Switch Row/Column Select Data Edit Data Refresh Data Quick Layout Quick Styles

Click to add title

Click to add notes

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

**Chart in Microsoft PowerPoint - Microsoft Excel**

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Cells Editing

|    | A          | B        | C        | D        | E | F | G | H | I |
|----|------------|----------|----------|----------|---|---|---|---|---|
| 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 |            |          |          |          |   |   |   |   |   |
| 12 |            |          |          |          |   |   |   |   |   |
| 13 |            |          |          |          |   |   |   |   |   |
| 14 |            |          |          |          |   |   |   |   |   |
| 15 |            |          |          |          |   |   |   |   |   |
| 16 |            |          |          |          |   |   |   |   |   |
| 17 |            |          |          |          |   |   |   |   |   |
| 18 |            |          |          |          |   |   |   |   |   |
| 19 |            |          |          |          |   |   |   |   |   |
| 20 |            |          |          |          |   |   |   |   |   |
| 21 |            |          |          |          |   |   |   |   |   |
| 22 |            |          |          |          |   |   |   |   |   |
| 23 |            |          |          |          |   |   |   |   |   |
| 24 |            |          |          |          |   |   |   |   |   |
| 25 |            |          |          |          |   |   |   |   |   |

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' (Class 1) and 'کلاس 2' (Class 2). The y-axis is labeled 'متر' (Meters) and ranges from 0 to 5. The chart contains six bars: two blue bars for Class 1 (heights approximately 4.5 and 3.5) and four bars for Class 2 (heights approximately 4.5, 3.5, 5.5, and 4.5). The text 'سری اول' (Series 1) is visible at the bottom right of the chart area.

The 'Format Chart Area' task pane is open on the right side of the screen. It shows the 'Fill' section with the following options:

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

The 'Fill Color' section is expanded, showing a color palette with 'Theme Colors' and 'Standard Colors'. The 'Standard Colors' section is highlighted, and the 'Yellow' color is selected.

The status bar at the bottom of the window shows 'Slide 4 of 4', 'Office Theme', and 'English (U.S.)'. The system tray at the bottom right shows the date and time as '69%'.

# 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' through 'کلاس 4'.

|        | 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 displays the Microsoft PowerPoint interface. The main slide shows a 3D bar chart with two categories: 'کلاس 1' (Class 1) and 'کلاس 2' (Class 2). The chart has five bars of varying heights and colors (blue, red, green, red, green). The y-axis is labeled from 0 to 5. The slide title is 'Click to add title'. The 'Format Chart Area' task pane is open, showing the 'Fill' section with 'Solid fill' selected. A color palette is visible, and the 'Close' button is at the bottom right of the task pane. The slide navigation pane on the left shows four slides, with the current slide being slide 4 of 4. The status bar at the bottom indicates 'Slide 4 of 4', 'Office Theme', and 'English (U.S.)'.

| Category | Bar 1 | Bar 2 | Bar 3 | Bar 4 | Bar 5 |
|----------|-------|-------|-------|-------|-------|
| کلاس 1   | 4.5   | 3.5   | 4.0   | 3.0   | 4.0   |
| کلاس 2   | 3.5   | 4.5   | 3.0   | 4.0   | 3.5   |

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

The image shows a Microsoft PowerPoint presentation with a slide containing a 3D bar chart. The chart is set against a background of crumpled paper texture. The chart has five bars of varying heights and colors (blue, red, green, blue, red). The y-axis is labeled from 0 to 5. The x-axis has two labels: 'کلاس 1' and 'کلاس 2'. The slide title is 'Click to add title'. The 'Format Chart Area' task pane is open, showing the 'Fill' section with 'Picture or texture fill' selected. The pane displays a grid of various texture options, including 'Recycled paper'.

| Slide | Content  |
|-------|--|
| 1     | IN THE NAME OF GOD   |
| 2     | INFORMATION TECHNOLOGY<br>COMPUTER<br>MOBILE<br>TV<br>RADIO<br>IT                |
| 3     | TABLE<br>A B C D E F<br>1 2 3 4 5 6<br>2 3 4 5 6 7<br>3 4 5 6 7 8<br>4 5 6 7 8 9 |
| 4     | Click to add title<br>کلاس 1 کلاس 2<br>0 1 2 3 4 5                               |



# 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 in blue, red, green, red, and 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 "Picture or texture fill" selected. Below the task pane, the status bar indicates "Slide 4 of 4", "Office Theme", "English (U.S.)", and a zoom level of 69%.

CHART

| کلاس   | Bar 1 | Bar 2 | Bar 3 | Bar 4 | Bar 5 |
|--------|-------|-------|-------|-------|-------|
| کلاس 1 | 4     | 3     | 2     | 4     | 3     |
| کلاس 2 | 3     | 4     | 5     | 3     | 4     |

کلاس 1 کلاس 2

Click to add notes

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

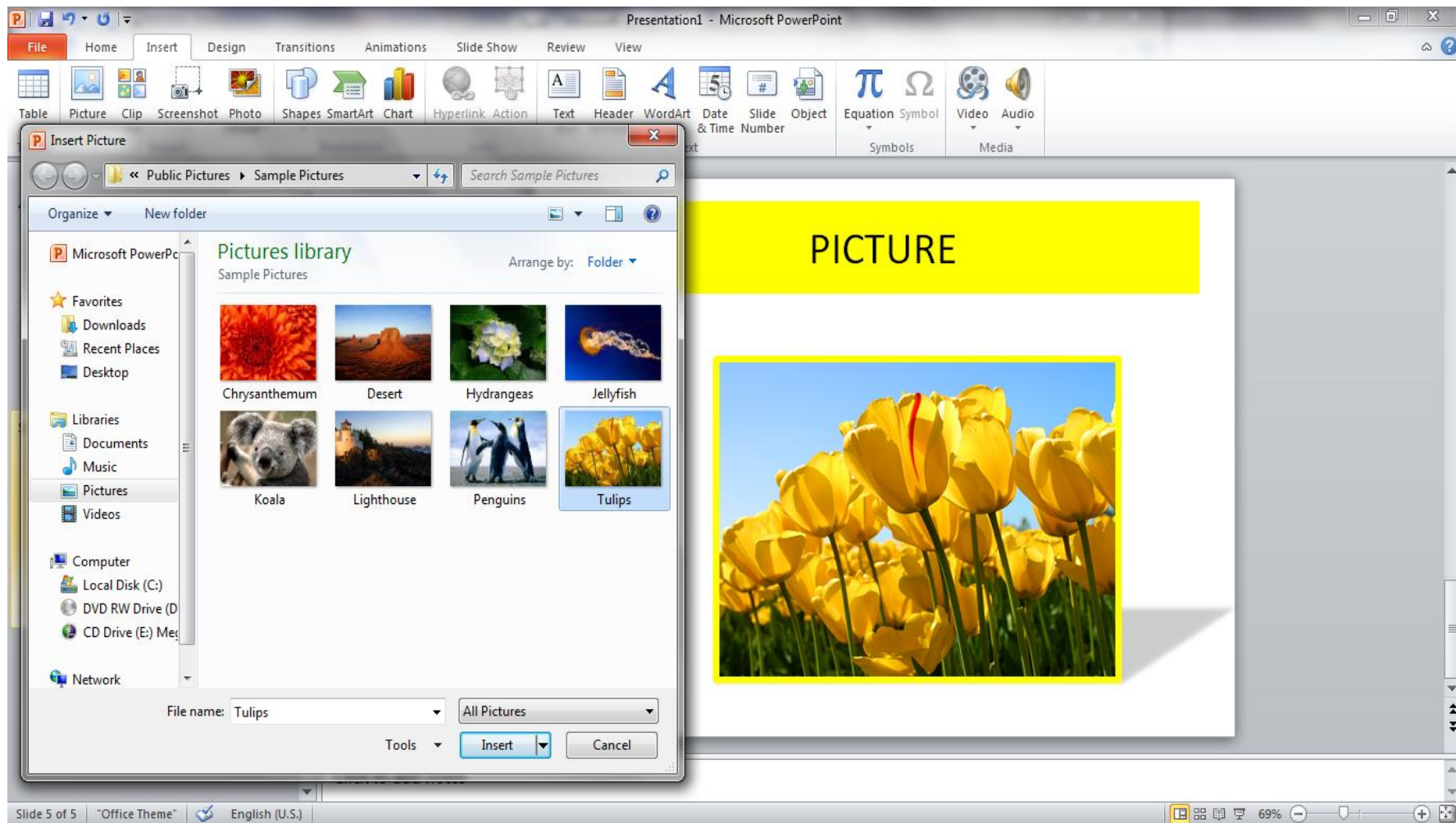


# هم میتوان هاشور های مختلف با رنگ های pattern fill در قسمت متفاوت برای پشت زمینه نمودار انتخاب کرد

The screenshot displays the Microsoft PowerPoint interface. The main slide, titled "CHART", features a 3D bar chart with five bars in blue, red, green, red, and green. The chart's background is filled with a diagonal hatched pattern. The "Format Chart Area" task pane is open on the right, showing the "Fill" section with "Pattern fill" selected. The pane also includes options for "No fill", "Solid fill", "Gradient fill", "Picture or texture fill", and "Automatic". A grid of various pattern swatches is visible, along with "Foreground Color" and "Background Color" selection tools. 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

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 "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 area shows a slide with a red header containing 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". Below the header is a smaller thumbnail of the same slide, which has a white background with two text boxes: "Click to add title" and "Click to add subtitle".

The left-hand pane shows the "Outline" view, which is currently collapsed. A context menu is open over the "Outline" tab, with the "Collapse" and "Expand" options highlighted in red. The "Collapse" option is currently selected, and the "Collapse All" option is also visible. The "Expand" option is currently disabled.

The top ribbon shows the "Home" tab, with the "Outline" group expanded. The "Outline" group contains the "Collapse" and "Expand" options, which are highlighted in red. The "Collapse" option is currently selected, and the "Collapse All" option is also visible.

The bottom status bar shows the slide number "Slide 8 of 68", the resolution "3324 x 768px", and the zoom level "50%".