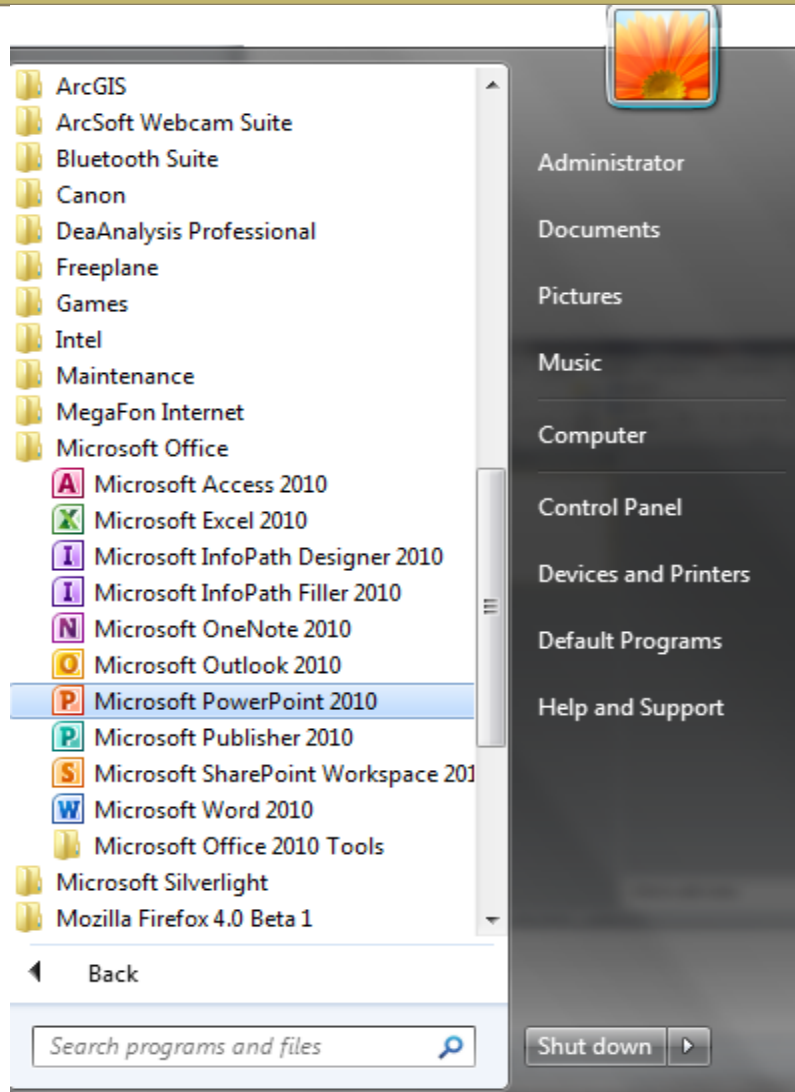


آموزش powerpoint

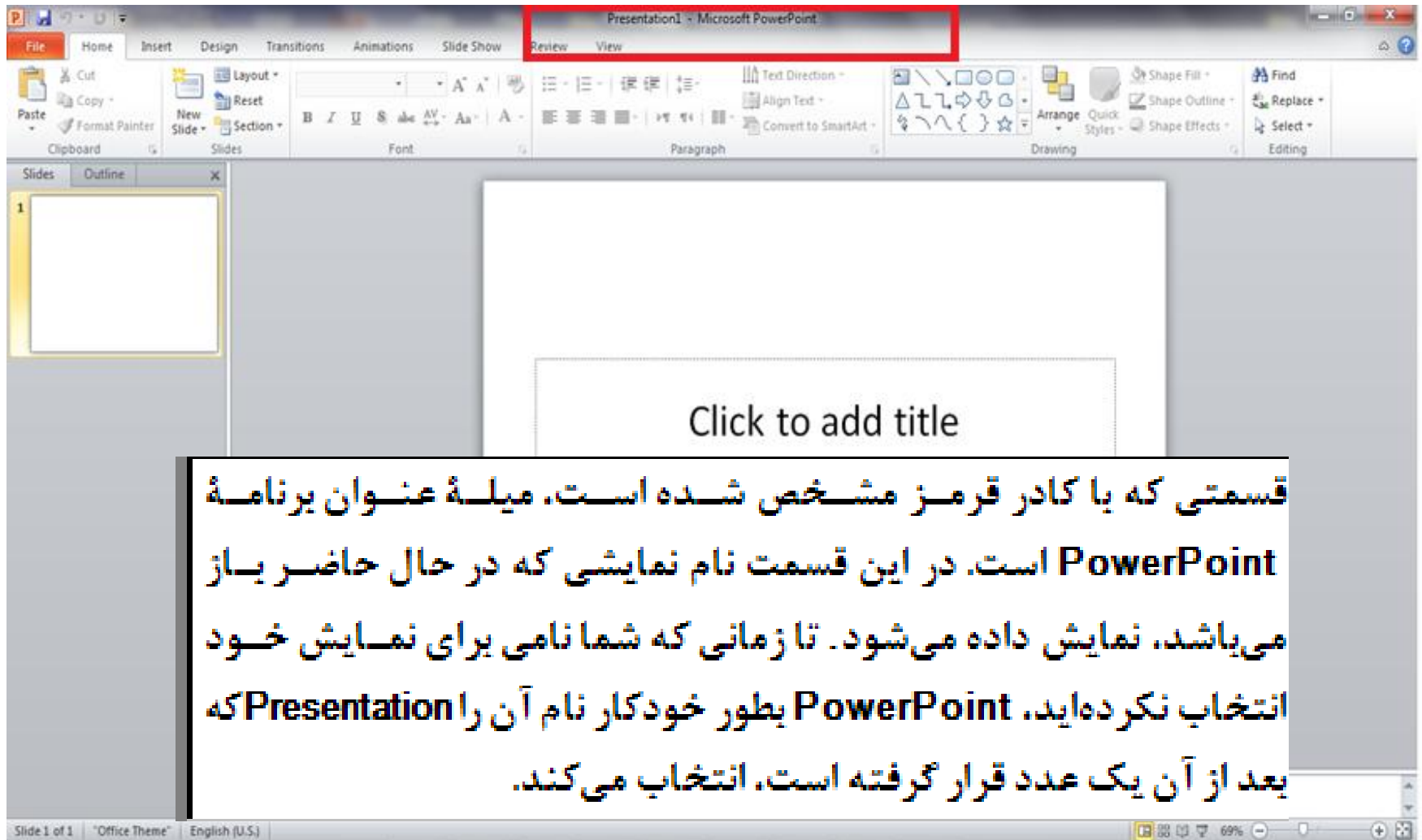
Powerpoint چیست؟

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 .

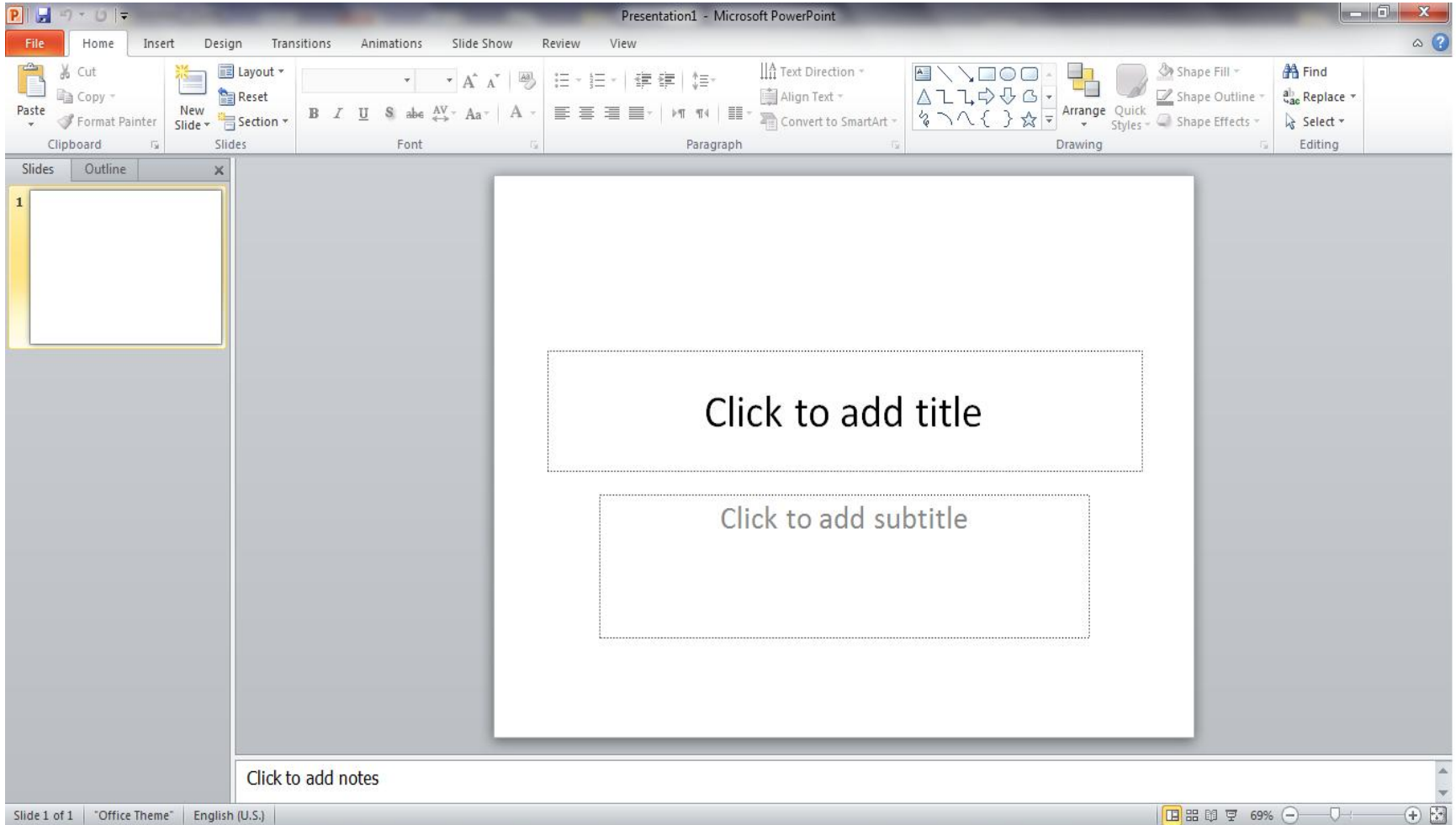
برای آوردن برنامه از ویندوز ابتدا از خط شروع start قسمت all program را انتخاب کرده و سپس از میکروسافت آفیس برنامه پاور پوینت را بر می گزینیم



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



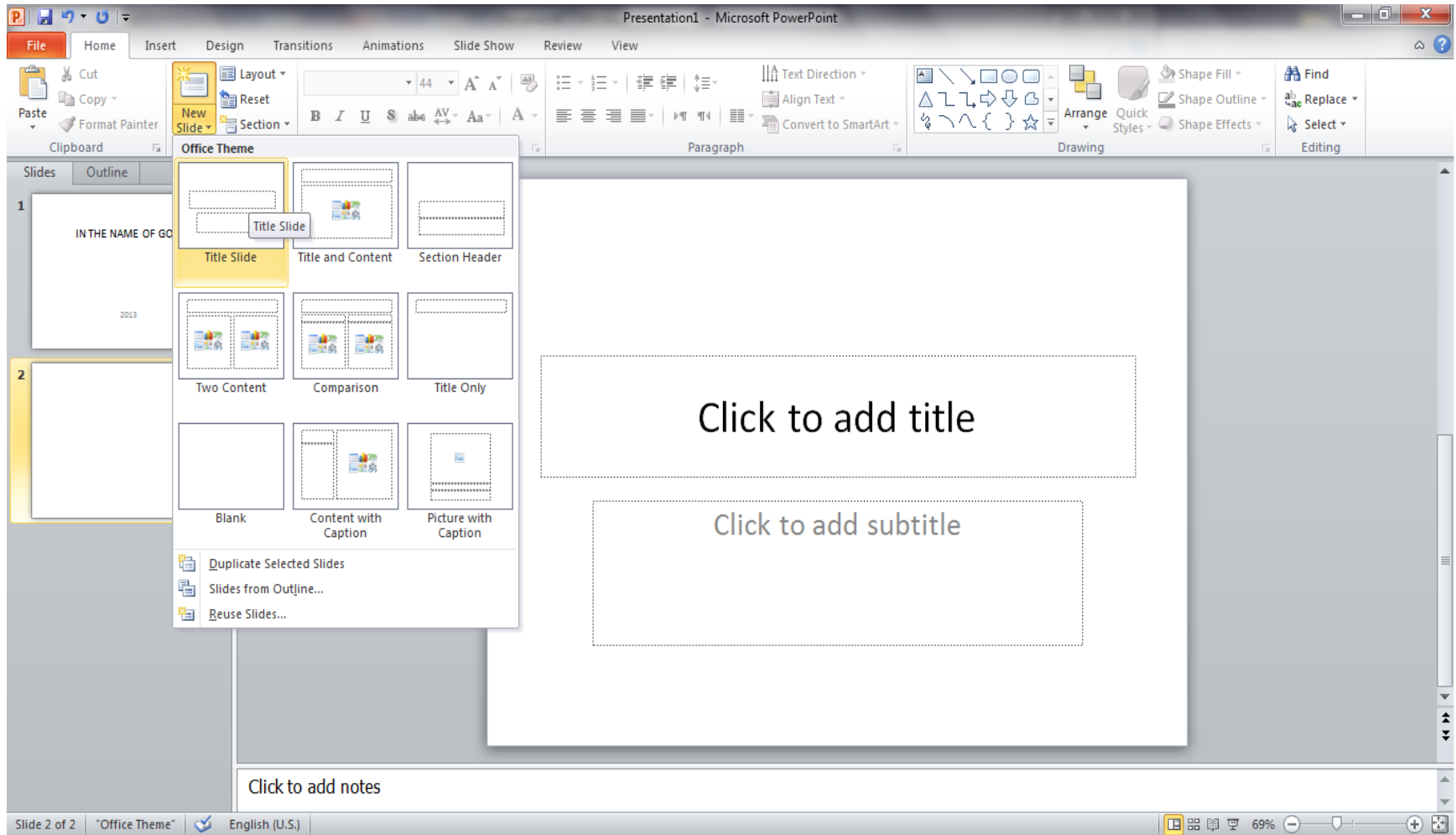
دو جعبه متن به صورت پیش فرض دارد که در داخل هر دو تا یا یکی از آنها متن مورد نظر را اضافه می کنیم



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

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 white slide with a text box containing the text "IN THE NAME OF GOD". A vertical cursor is positioned at the end of the word "NAME". The text box is surrounded by a dashed border with small squares at the corners and midpoints, indicating it is selected. Below the text box, the year "2013" is visible. The status bar at the bottom shows "Slide 1 of 1", "Office Theme", "English (U.S.)", and a zoom level of "69%".

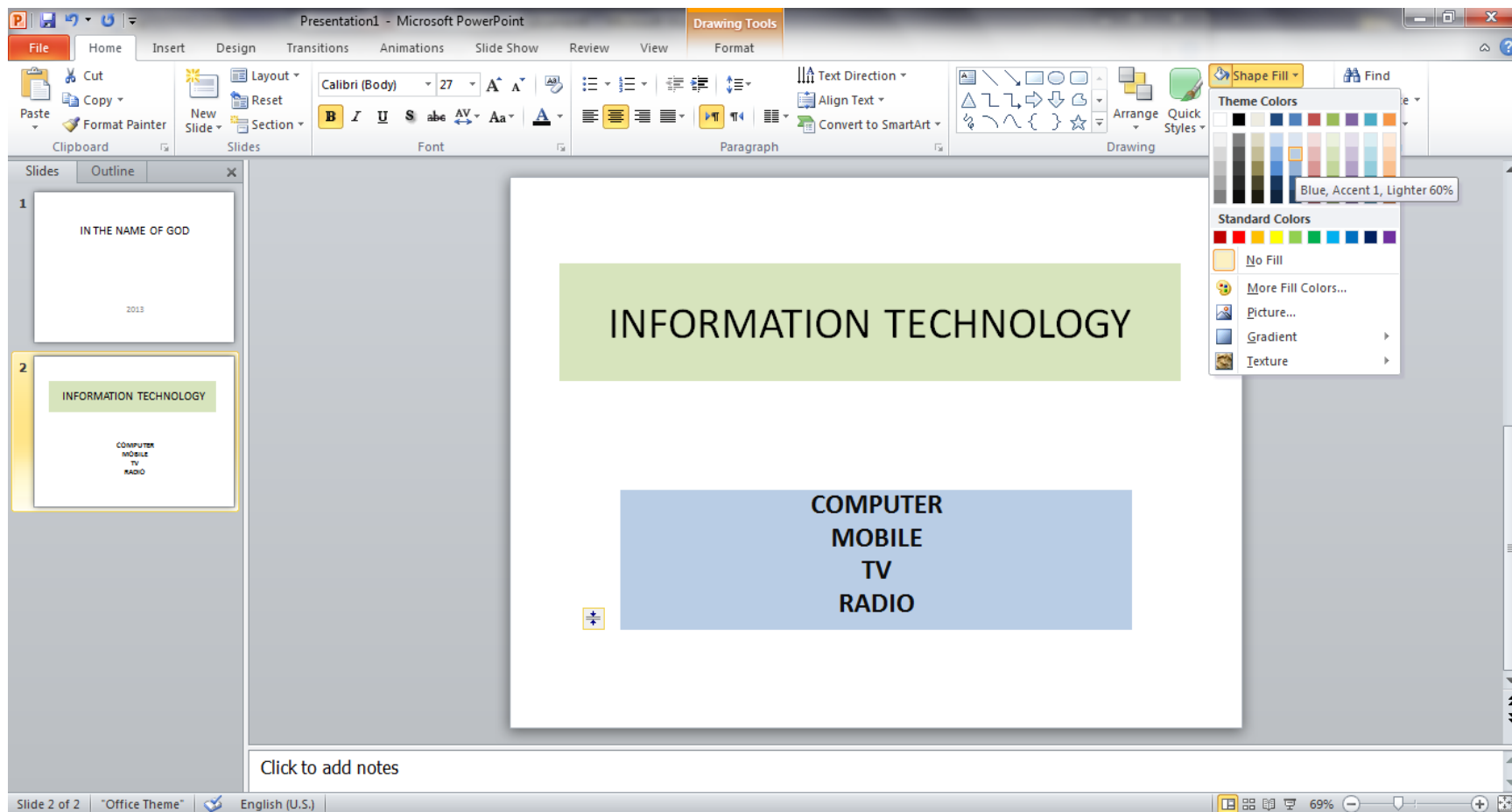
برای اضافه کردن صفحه یا اسلاید جدید از گزینه home باید new slide را انتخاب کنیم. حالت های مختلف اسلاید در شکل نشان داده می شود که هر کدام مد نظر بود را کلیک می کنیم



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 main slide area shows a white slide with the title "INFORMATION TECHNOLOGY" centered at the top. Below the title, the words "COMPUTER", "MOBILE", "TV", and "RADIO" are stacked vertically. A dashed rectangular box is drawn around this text, with a small green dot above the word "COMPUTER". The left-hand "Slides" pane shows two slides: slide 1 titled "IN THE NAME OF GOD" and slide 2 titled "INFORMATION TECHNOLOGY", which is currently selected and highlighted with a yellow border. 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 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, suggesting a connection or flow. 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 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. Slide 1, titled "IN THE NAME OF GOD", has the year "2013" at the bottom. Slide 2, which is the current slide, features a light green rectangular box at the top containing the text "INFORMATION TECHNOLOGY" and a light blue rectangular box at the bottom containing 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 a 69% zoom level.

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 shows the "Drawing Tools" tab, with the "Format" section active. The status bar at the bottom indicates "Slide 2 of 2", "Office Theme", "English (U.S.)", and a zoom level of 69%.

Click to add notes

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 'Font' ribbon is active, showing the 'Font' section with the font name 'Aharoni' selected. A font selection dropdown menu is open, listing 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', and 'English (U.S.)'.

Font Selection List:

- Theme Fonts
 - Calibri (Headings)
 - Calibri (Body)
- Recently Used Fonts
 - Aharoni
- All Fonts
 - AcadEref
 - Agency FB
 - Aharoni
 - AIGDT
 - AKBAR
 - ALGERIAN
 - AmtdSymbols
 - AMGDT
 - Andalus
 - Angsana New
 - AngsanaUPC
 - Aparajita
 - Arabic Transparent
 - Arabic Typesetting
 - Arial

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 red box at the bottom containing 'IT'. The 'Drawing Tools' ribbon is active, and the 'Shape Outline' dropdown menu is open, showing various outline weights. The 'Weight' dropdown is currently set to 6 pt. 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.)'.

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 options for 'Shape Fill', 'Shape Outline', and 'Shape Effects'. The 'Shape Styles' task pane is open, displaying a grid of various color and style options for the selected shape. The slide content includes a green header 'INFORMATION TECHNOLOGY' and a red cross shape with the text 'IT' below 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 color swatches), "WordArt Styles" (with text styles), and "Arrange" (with options like "Bring Forward", "Send Backward", "Align", "Group", "Selection Pane", and "Rotate").

The main slide area shows a diagram with several shapes: a green rectangle at the top containing the word "INFORMATI...", a blue rectangle below it, a large red shape on the right, and a pink rectangle at the bottom containing the letters "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 text formatting icons.

The left sidebar shows the "Slides" pane with two slides. Slide 1 is titled "IN THE NAME OF GOD" and has the year "2013" at the bottom. Slide 2 is the current slide, showing a preview of the diagram with a red crosshair over the "IT" shape.

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 connects the top and middle 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 various formatting options. The slide thumbnail on the left shows the current slide (slide 2) and the previous slide (slide 1).

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

The screenshot displays the Microsoft PowerPoint 2010 interface. The title bar reads "powerpoint-آموزش - Microsoft PowerPoint". The ribbon includes tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The left-hand menu is open to the "Recent" option. The main workspace is divided into two panes: "Recent Presentations" and "Recent Places".

Recent Presentations:

- آموزش Excel Desktop
- آموزش Excel3 Desktop
- آموزش Excel2 Desktop
- آموزش Excel11 Desktop
- IN THE NAME OF GOD My Documents** (highlighted)
- powerpoint-آموزش Desktop\anjoman
- بسم C:\OLD-LAPTOP\laptop\my work\GIS
- ch01 C:\OLD-LAPTOP\laptop\my work\phd\مدیریت تخصصی مدیریت\ph.d\Textboo...
- آموزش Excel Desktop\anjoman
- nozadan My Documents
- MORAJEIN My Documents
- آموزش-access Desktop\anjoman
- آموزش word3 Desktop\anjoman
- آموزش word2 Desktop\anjoman
- آموزش word1 Desktop\anjoman

Recent Places:

- Desktop C:\Users\Administrator\Desktop
- Documents C:\Users\Administrator\Documents
- anjoman C:\Users\Administrator\Desktop\anjoman
- GIS C:\OLD-LAPTOP\laptop\my work\GIS
- Managing for Future C:\OLD-LAPTOP\laptop\my work\phd\مدیریت تخصصی مدیریت\ph.d\Textbook...
- C:\OLD-LAPTOP\dr-khesali11
- tajik-class C:\Users\Administrator\Desktop\tajik-class
- gis-map new tehran C:\gis-map new tehran
- doc http://olimp.bspu.ru/data/olimp/1/3/doc
- khesali C:\Users\Administrator\Desktop\TEME DOC\khesali
- Downloads C:\Users\Administrator\Downloads
- shohreh G:\GISutorialHealth\backup computer 86-05-10-1\my document\shohreh
- KAMEL G:\KAMEL
- New folder G:\New folder
- kjesali C:\Users\Administrator\Desktop\kjesali

At the bottom, there is a checkbox for "Quickly access this number of Recent Presentations:" set to 4, and a "Recover Unsaved Presentations" button.

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

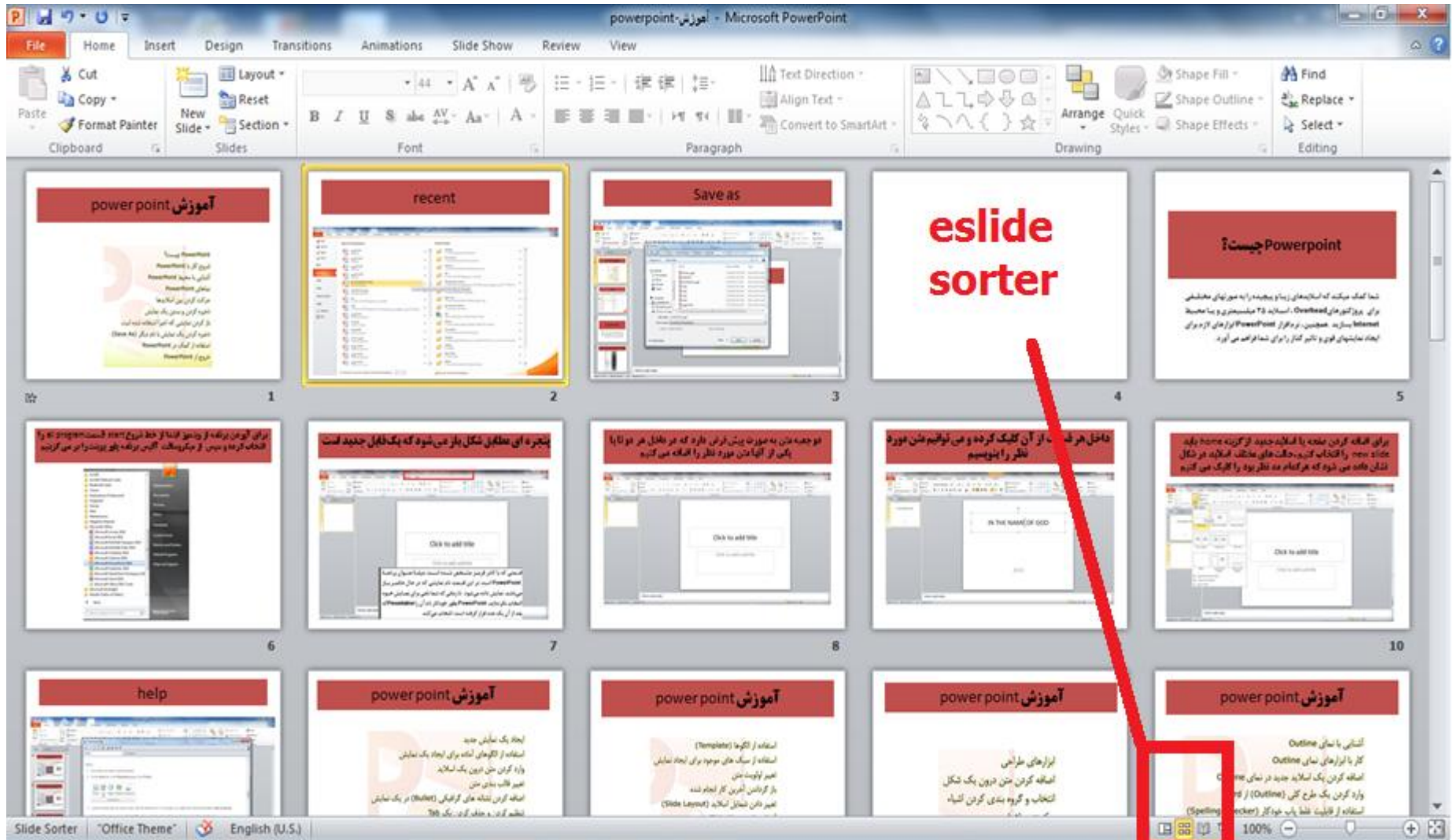
The screenshot shows the Microsoft PowerPoint interface with the 'Save As' dialog box open. The dialog box is titled 'Save As' and shows the current location as 'Users > Administrator > Desktop > anjoman'. The file list includes:

Name	Date modified	Type
access-آموزش	1/29/2013 11:02 PM	Microsoft PowerF
nasbin7	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

The 'File name' field contains 'powerpoint-آموزش' and the 'Save as type' is set to 'PowerPoint Presentation'. The 'Authors' field is 'Administrator' and the 'Tags' field is 'Add a tag'. The 'Save' button is highlighted.

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. The "Quick Styles" task pane is open, showing a grid of 48 different fill and border combinations for the text box. The grid is organized into 8 rows and 6 columns. The first row shows various fill colors (white, black, blue, red, green, purple, cyan, orange). The second row shows the same colors with different border styles (solid, dashed, dotted, thick, thin). The third row shows the same colors with different border colors (black, blue, red, green, purple, cyan, orange). The fourth row shows the same colors with different border colors (black, blue, red, green, purple, cyan, orange). The fifth row shows the same colors with different border colors (black, blue, red, green, purple, cyan, orange). The sixth row shows the same colors with different border colors (black, blue, red, green, purple, cyan, orange). The seventh row shows the same colors with different border colors (black, blue, red, green, purple, cyan, orange). The eighth row shows the same colors with different border colors (black, blue, red, green, purple, cyan, orange). The task pane also includes options for "Shape Fill", "Shape Outline", and "Shape Effects".

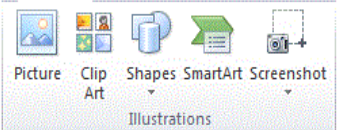
Slide 1 of 2 | "Office Theme" | English (U.S.) | 69%

help

The screenshot shows the Microsoft PowerPoint interface with a 'PowerPoint 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%

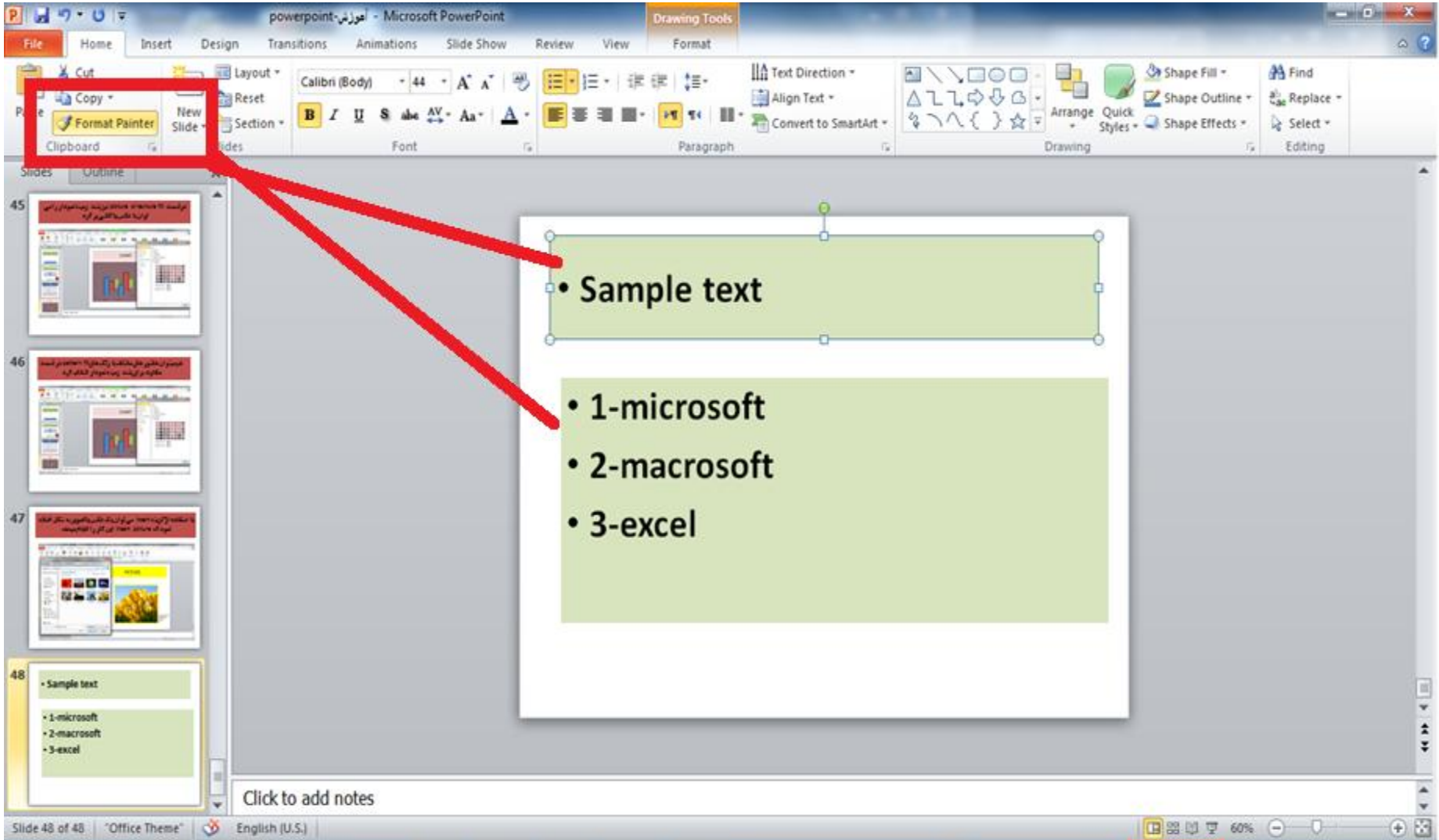
ترازبندی - افزودن عدد و نشانه گذاری - قالب بندی متن - تنظیم و حذف tab

The screenshot displays the Microsoft PowerPoint interface. The top ribbon shows the 'Drawing Tools' context menu, with the 'Font' group highlighted by a red box. This group includes options for font face (Calibri (Body)), size (60), bold (B), italic (I), underline (U), strikethrough (ABC), text color (A), and text direction. The main slide area shows a green rectangular text box containing the text 'Sample text' in red. Below this, a larger green rectangular area contains a bulleted list:

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

The left sidebar shows the 'Outline' pane with slide thumbnails. The current slide (49) is highlighted and shows the same text and list. The status bar at the bottom indicates 'Slide 49 of 49', 'Office Theme', and 'English (U.S.)'.

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



The screenshot displays the Microsoft PowerPoint interface. The ribbon is set to the 'Format' tab, with the 'Drawing Tools' context menu open. The 'Clipboard' group contains the 'Format Painter' button, which is highlighted with a red box. Two red arrows originate from this button: one points to a text box on slide 45 containing '• Sample text', and the other points to a text box on slide 48 containing a bulleted list: '• 1-microsoft', '• 2-microsoft', and '• 3-excel'. The slide thumbnails on the left show slides 45, 46, 47, and 48. The status bar at the bottom indicates 'Slide 48 of 48', 'Office Theme', and 'English (U.S.)'.

powerpoint: آموزش - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Format

Cut Copy Paste New Slide Format Painter Clipboard

Calibri (Body) 44 A A B I U S Aa AV Aa Convert to SmartArt

Text Direction Align Text Paragraph

Shape Fill Shape Outline Shape Effects Find Replace Select

45 • Sample text

46

47

48 • Sample text

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

Click to add notes

Slide 48 of 48 Office Theme English (U.S.) 60%

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! [Insert Year] School Year, Parent Bill of Rights, Black History Month Presentation, and Women's History Month Presentation. The "Women's History Month presentation" template is highlighted in yellow. On the right side, a detailed view of the "Women's History Month presentation" is shown, including the provider "Microsoft Corporation", download size "221KB", and a rating of "4.5 stars (1210 Votes)". A "Download" button is visible below the template preview.

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

The screenshot displays the Microsoft PowerPoint interface. The 'Layout' task pane is open, showing various slide layouts. The 'Title and Content' layout is selected and highlighted in yellow. The main slide area shows a red header with the Persian text 'تغییر دادن شمایل اسلاید' (Changing slide layout) and a large text box below it with the placeholder 'Click to add text'. The status bar at the bottom indicates 'Slide 17 of 51' and 'Office Theme'.

powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint

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

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, Zoom, Fit to Window), "Color/Grayscale" (Color, Grayscale, Black and White), "Window" (New Window, Arrange All, Cascade, Move Split), and "Macros".

The main slide area displays a master slide with the following text boxes:

- Click to edit Master title style
- Click to edit Master subtitle style
- 2/9/2013
- Footer
- #1

The taskbar at the bottom shows "Slide Master", "Office Theme", "English (U.S.)", and "Recovered". The system tray includes icons for window management, a volume icon, and a 60% zoom level.

Esldie master در منوی view قرار دارد

The screenshot shows the Microsoft PowerPoint interface in Slide Master view. The title bar indicates the file is 'powerpoint-آموزش.pptx [Autosaved]'. The ribbon is set to 'Slide Master', with sub-tabs for 'Home', 'Insert', 'Transitions', 'Animations', 'Review', and 'View'. The 'View' sub-tab is active, showing options like 'Background Styles', 'Hide Background Graphics', 'Page Setup', 'Slide Orientation', and 'Close Master View'. The main workspace displays a slide master layout with a title placeholder and a bulleted list. A 'Master Layout' dialog box is open, prompting the user to choose elements to include in the slide master. The status bar at the bottom shows 'Slide Master', 'Office Theme', 'English (U.S.)', 'Recovered', and a zoom level of 60%.

powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint

File Slide Master Home Insert Transitions Animations Review View

Insert Slide Master Insert Layout Delete Rename Preserve Edit Master

Master Layout Insert Placeholder Master Layout

Themes Colors Fonts Effects Edit Theme

Background Styles Hide Background Graphics Background

Page Setup Slide Orientation Page Setup

Close Master View Close

1

Click to edit Master title style

Click to edit Master text styles

- Second level
- Third level
- Fourth level
- Fifth level

Master Layout

Choose the elements to include in the slide master.

Click to edit Master title style

Click to edit Master text styles

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

2/9/2013 Footer

Slide Master "Office Theme" English (U.S.) Recovered 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 bar containing the text "Header-footer". A dialog box titled "Header and Footer" is open, with the "Notes and Handouts" tab selected. The "Include on page" section has "Date and time" checked and "Update automatically" selected. The date is set to 2/9/2013, with "English (U.S.)" as the language and "Western" as the calendar type. 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 titled 'Header and Footer' and has a 'Slide' tab selected. The 'Include on slide' section has the following options:

- 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 'Apply to All' button is visible in the top right corner of the dialog box. The status bar at the bottom shows 'Slide 21 of 55', 'Office Theme', 'English (U.S.)', 'Recovered', and a zoom level of 60%.

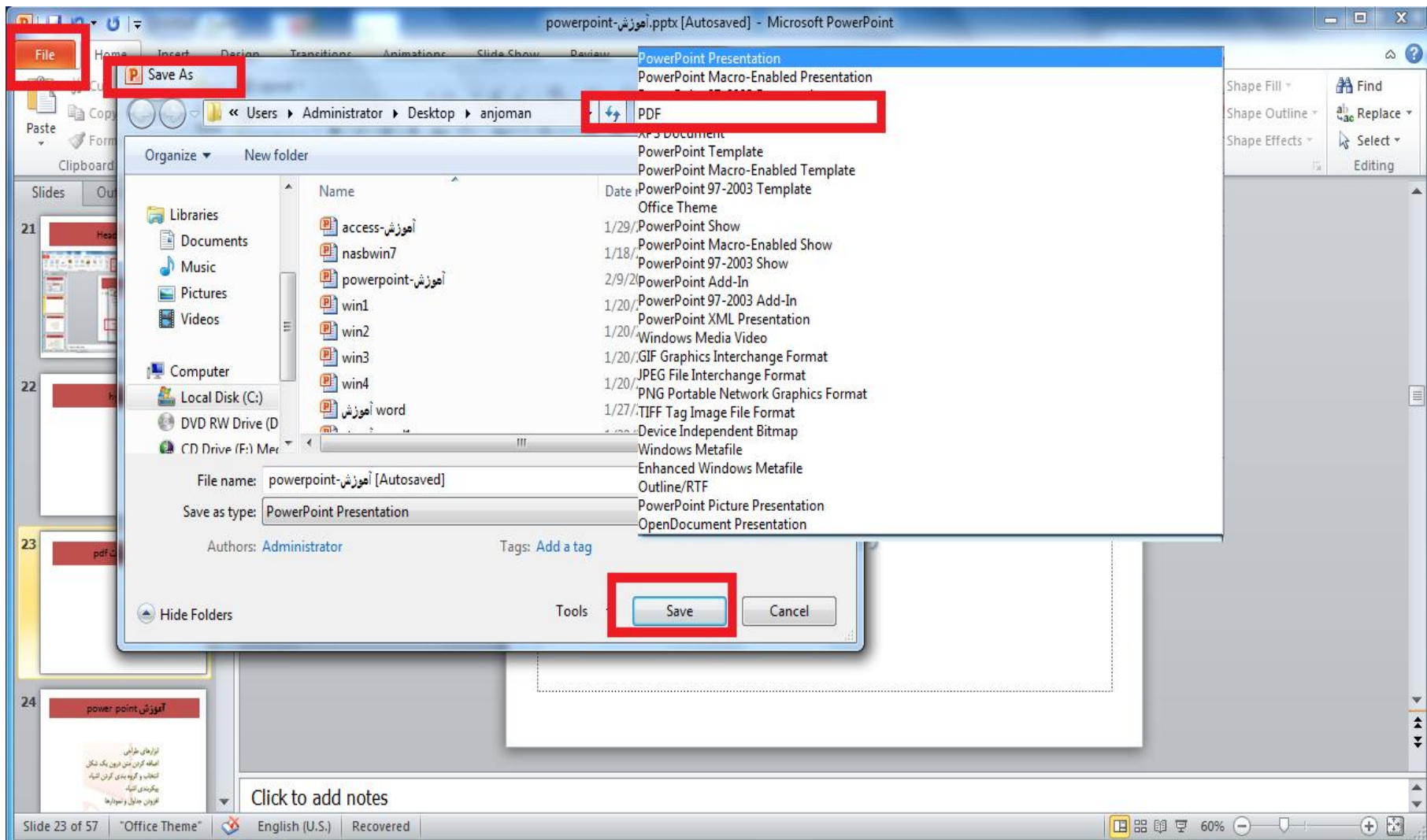
Hyperlink برای لینک گذاشتن بر روی صفحات استفاده می گردد

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

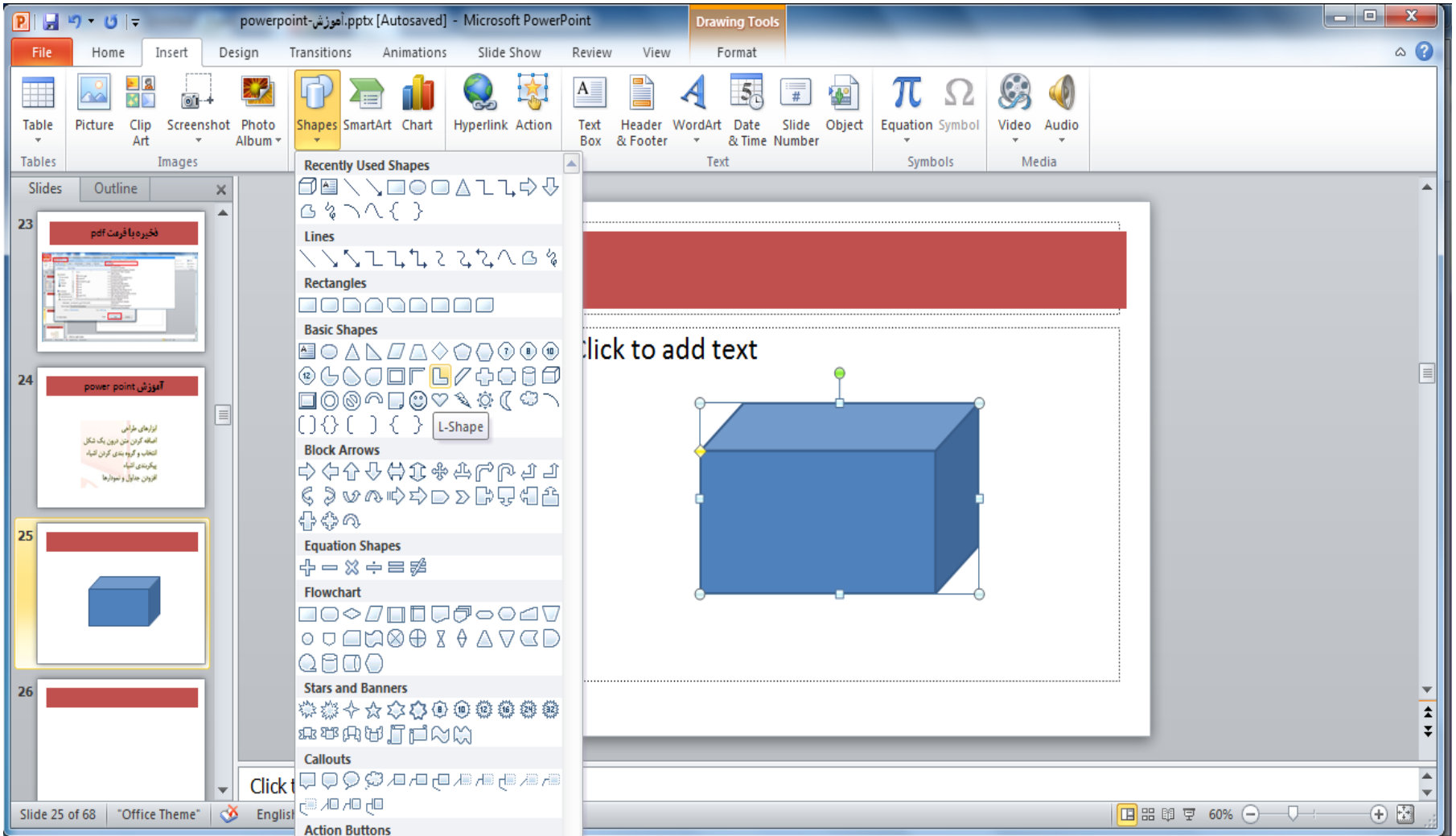
- Link to:** Existing File or Web Page (selected)
- Text to display:** hyperlink
- Look in:** My Documents
- File List:**
 - Current Folder
 - ArcGIS
 - Canon
 - Copy of کلاس
 - Database1
 - Database2
 - IN THE NAME OF GOD
 - MORAJEIN
 - new3
 - nozadan
 - shakhes
 - Browsed Pages
 - Recent Files
- Address:**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



نوشتن متن در داخل شکل

The screenshot displays the Microsoft PowerPoint interface. The title bar shows the file name "powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint". The ribbon is set to "Drawing Tools" with the "Format" tab selected. The main slide area shows a blue 3D rectangular shape with a text box inside it. The text box contains the bullet point "• Click to add text". A context menu is open over the text 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...". A text formatting toolbar is also visible at the bottom of the context menu, showing "Calibri (E) 18" font, bold, italic, and alignment options. The left sidebar shows a slide thumbnail for slide 25, which is the current slide. 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

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', 'Text Fill', 'Text Outline', 'Text Effects', 'Arrange', and 'Size'. The main slide area contains a red header bar, a text box with the bullet point 'Click to add text', and three shapes: a blue 3D box, a green circle, and a red triangle. A context menu is open over the 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. The title bar reads "powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint". The ribbon is set to "Picture Tools" with the "Format" tab selected. In the "Home" tab of the ribbon, the "Picture" button is highlighted with a red box. In the taskbar, the "Insert Picture" button is also highlighted with a red box. A "Pictures library" window is open, displaying a grid of images. The "Chrysanthemum" image is highlighted with a red box. A tooltip for this image displays the following information: "Item type: JPEG image", "Date taken: 3/24/2008 4:41 PM", "Rating: 3 Stars", "Dimensions: 1024 x 768", and "Size: 581 KB". The main slide area shows a red rectangle and the selected chrysanthemum image. The slide thumbnail pane on the left shows slides 24, 25, 26, and 27. The status bar at the bottom indicates "Slide 25 of 68", "Office Theme", "English (U.S.)", "Recovered", and zoom level "50%".

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

Microsoft PowerPoint interface showing the 'Insert Table' dialog box. The dialog box is open, displaying 'Number of columns: 5' and 'Number of rows: 2'. The background shows a slide with a title 'Click to add title' and a text box 'Click to add text'. The PowerPoint interface includes the ribbon with 'File', 'Home', 'Insert', 'Design', 'Transitions', 'Animations', 'Slide Show', 'Review', and 'View' tabs. The 'Insert' tab is active, and the 'Table' icon is highlighted. The status bar at the bottom shows 'Slide 3 of 3', 'Office Theme', 'English (U.S.)', and a zoom level of 69%.

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, titled "TABLE", contains a table with 6 columns (A-F) and 6 rows (1-6). The table data is as follows:

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 font selection menu is open, showing "Calibri" as the selected font. The "Table Tools" ribbon is active, and the "Design" tab is selected. The status bar at the bottom indicates "Slide 3 of 3", "Office Theme", "English (U.S.)", and a zoom level of 69%.

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 'Table Style Options' group includes checkboxes for 'Header Row', 'Total Row', 'Banded Rows', 'First Column', 'Last Column', and 'Banded Columns'. The 'Table Styles' task pane is open, showing various table styles categorized by 'Best Match for Document', 'Light', and 'Medium'. A table is inserted on the slide, with the word 'TABLE' above it. The table has 6 columns and 6 rows. The first row is highlighted in orange and contains the letters 'D', 'E', and 'F'. The subsequent rows contain numerical data.

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

Click to add notes

Slide 3 of 4 | Office Theme | English (U.S.) | 69%

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 window with a slide titled 'TABLE'. The slide contains a table with 6 columns and 6 rows. The columns are labeled A through F. The data in the table is as follows:

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 PowerPoint interface shows the 'Design' tab selected in the ribbon, with the 'Table' group visible. The slide thumbnail on the left shows the current slide selected. The status bar at the bottom indicates 'Slide 3 of 4', 'Office Theme', and 'English (U.S.)'.

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' 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, and a small Excel spreadsheet window showing data for three series.

	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							

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 chart is styled with a 3D effect and a legend on the right side.

The data source is shown in a Microsoft Excel spreadsheet window. The data is as follows:

	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							

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

The PowerPoint interface shows the "Chart Tools" ribbon with "Design", "Layout", and "Format" tabs. The "Chart Styles" gallery is visible, and the selected chart style is highlighted with a yellow border. The PowerPoint window title is "powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint".

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 shows a 3D bar chart with the following data series:

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

The context menu is open, showing 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... The 'Change Chart Type...' option is highlighted.

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

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

Presentation1 - Microsoft PowerPoint

Chart Tools

Design Layout Format

File Home Insert Design Transitions Animations Slide Show Review View

Change Chart Type Save As Chart Type 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

A6

	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

Ready 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 'مقدار' (Quantity) and ranges from 0 to 5. The chart contains six bars: a blue bar for Class 1 (height ~4.5), a red bar for Class 1 (height ~3.5), a green bar for Class 2 (height ~4.5), a blue bar for Class 2 (height ~3.5), a red bar for Class 2 (height ~5.5), and a green bar for Class 2 (height ~4.5). The text 'سری اول' (Series 1) is visible near the bottom right of the chart area.

The 'Format Chart Area' task pane is open on the right, showing the 'Fill' section. The 'Fill Color' dropdown is set to 'Yellow'. A color palette is visible, showing 'Theme Colors' and 'Standard Colors'. The 'Standard Colors' section includes a 'Yellow' color swatch.

The status bar at the bottom indicates 'Slide 4 of 4', 'Office Theme', and 'English (U.S.)'. The system tray 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'. Each group contains three bars representing 'سری اول' (blue), 'سری دوم' (red), and 'سری سوم' (green). The y-axis ranges from 0 to 5. The right window is Microsoft Excel, showing the data source for the chart. The data is organized in a table with 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 on the x-axis: 'کلاس 1' (Class 1) and 'کلاس 2' (Class 2). The y-axis represents values from 0 to 5. The chart has a blue and red color scheme. The 'Format Chart Area' task pane is open on the right, showing the 'Fill' section. The 'Solid fill' option is selected, and the 'Color' dropdown is set to a blue color. The 'Format Chart Area' task pane also shows options for 'Border Color', 'Shadow', 'Glow and Soft Edges', '3-D Format', '3-D Rotation', 'Size', 'Position', and 'Alt Text'. The 'Format Chart Area' task pane is currently open to the 'Fill' section, where the 'Solid fill' radio button is selected. Below the 'Fill' section, there are various color and gradient options, including a 'Color' dropdown menu that is currently set to a blue color. The 'Format Chart Area' task pane also includes a 'Close' button at the bottom right.

Class	Value
کلاس 1	4.5
کلاس 2	3.5

Click to add notes

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

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

The screenshot displays the Microsoft PowerPoint interface. The main slide shows a 3D bar chart with five bars of varying heights and colors (blue, red, green, blue, red) set against a crumpled paper texture. The chart has a vertical axis labeled from 0 to 5 and horizontal axis labels 'کلاس 1' and 'کلاس 2'. The 'Format Chart Area' task pane is open on the right, showing the 'Fill' section with options for No fill, Solid fill, Gradient fill, Picture or texture fill (selected), Pattern fill, and Automatic. A grid of texture options is visible, with 'Recycled paper' highlighted. The PowerPoint ribbon includes 'File', 'Home', 'Insert', 'Design', 'Transitions', 'Animations', 'Slide Show', 'Review', 'View', 'Design', 'Layout', and 'Format'. The 'Chart Tools' ribbon is also visible, showing 'Design', 'Layout', and 'Format' tabs. The status bar at the bottom indicates 'Slide 4 of 4', 'Office Theme', and 'English (U.S.)'.

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, blue, and red. 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 'Picture or texture fill' selected. The task pane also includes options for 'No fill', 'Solid fill', 'Gradient fill', 'Automatic', 'Border Color', 'Border Styles', 'Shadow', 'Glow and Soft Edges', '3-D Format', '3-D Rotation', 'Size', 'Position', and 'Alt Text'. The 'Background Color' dropdown is visible at the bottom of the task pane. The status bar at the bottom indicates 'Slide 4 of 4', 'Office Theme', 'English (U.S.)', and a zoom level of 69%.

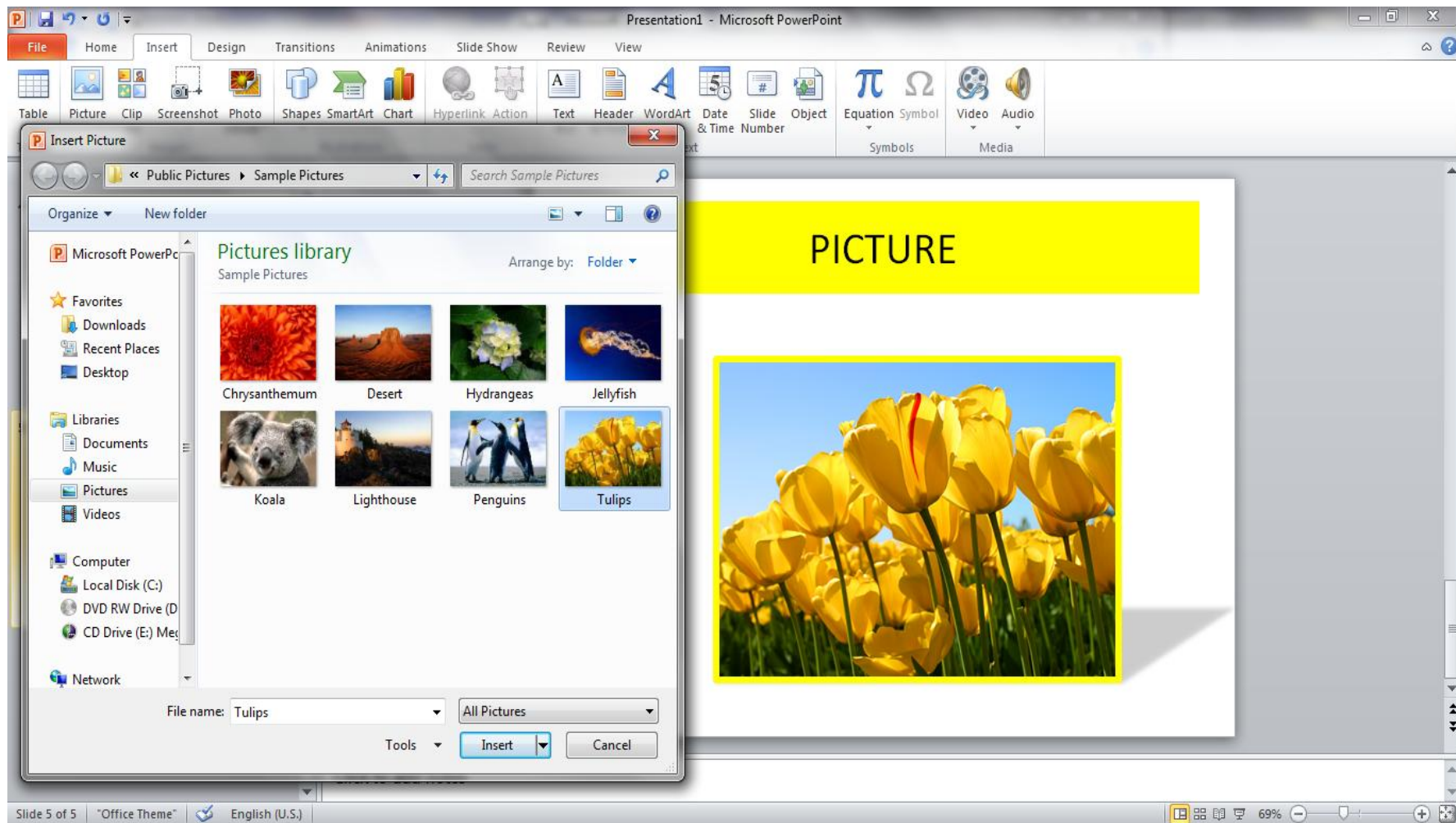
Click to add notes

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

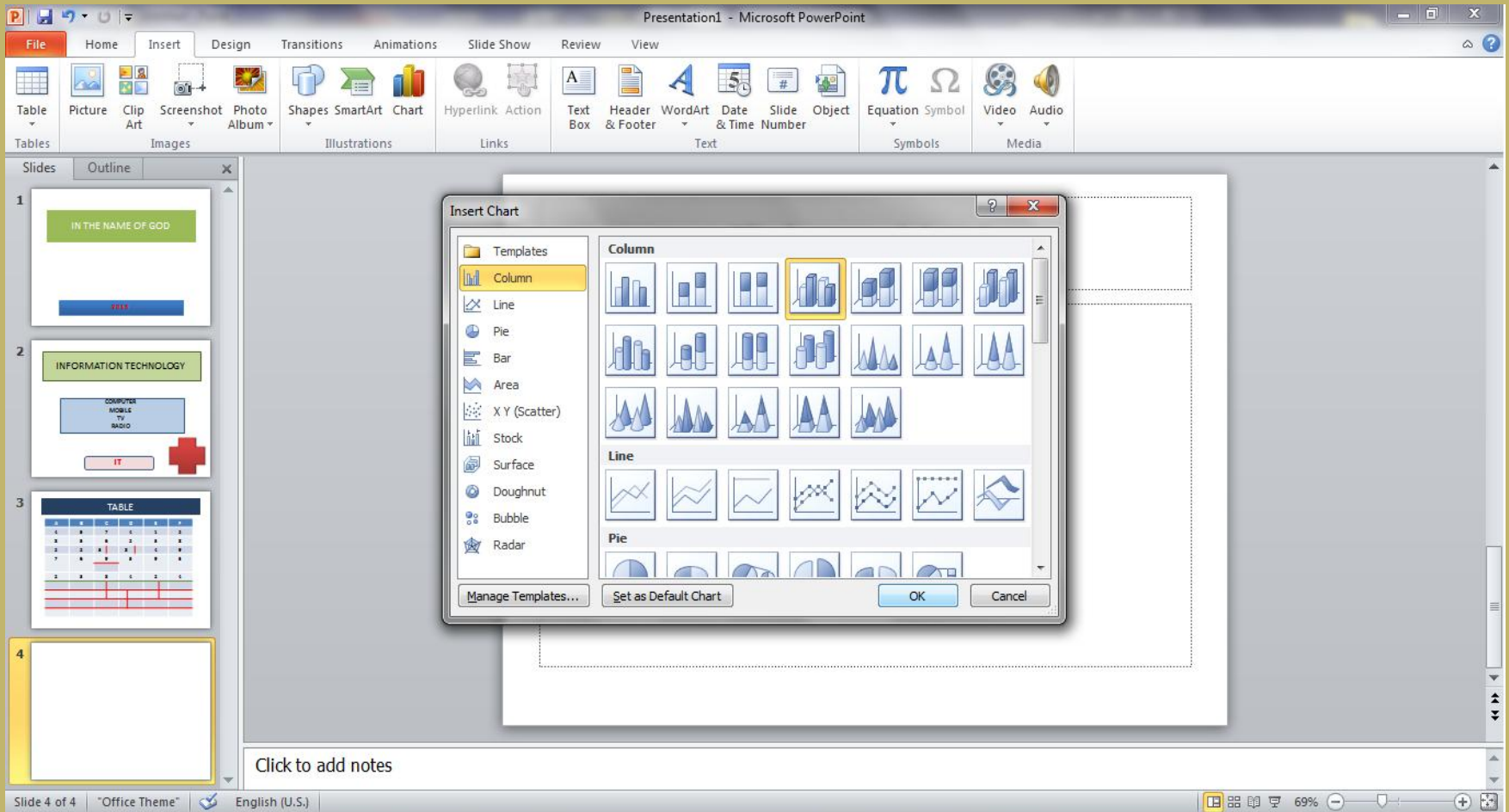
The screenshot displays the Microsoft PowerPoint interface. The main slide, titled "CHART", features a 3D bar chart with five bars in blue, red, green, red, and green. The chart's background is filled with a diagonal hatched pattern. The "Format Chart Area" task pane is open on the right, showing the "Fill" section with the "Pattern fill" option selected. Below the pattern selection grid, the "Foreground Color" and "Background Color" options are visible. The status bar at the bottom indicates "Slide 4 of 4", "Office Theme", "English (U.S.)", and a zoom level of 69%.

Category	Value
کلاس 1	4.5
کلاس 2	3.5
کلاس 3	4.5
کلاس 4	5.5
کلاس 5	4.5

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



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



outline

The image shows a screenshot of the Microsoft PowerPoint application interface. 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 section includes options for Bold, Italic, Underline, Strikethrough, and text color. The Paragraph section includes options for bullet points, numbering, and indentation. The Drawing section includes options for Shapes, Arrange, and Quick Styles. The Editing section 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 با 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

