

آموزش مقدماتی کار با نرم افزار

# پاورپوینت



Microsoft  
**PowerPoint**



«کاربرد رایانه در شهرسازی»  
مدرس دوره: وحید ملیحی



Malihi.Vahid  
Instagram Page

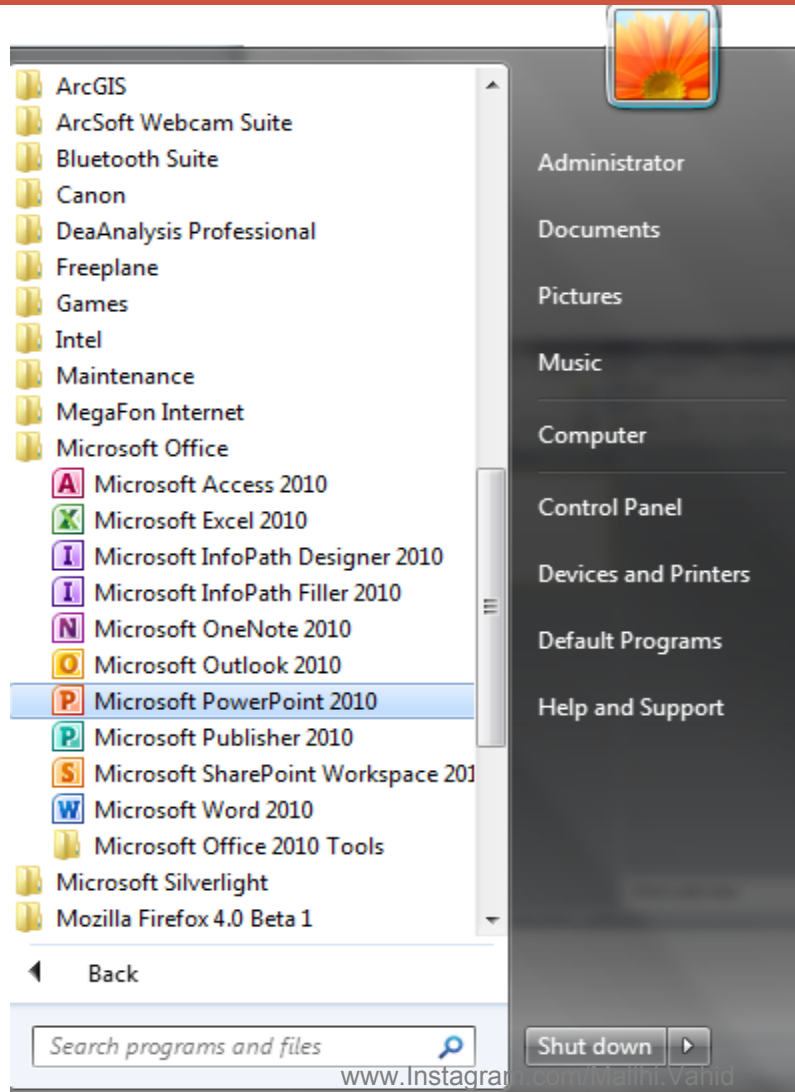


www.Micropolis.ir  
Official Website

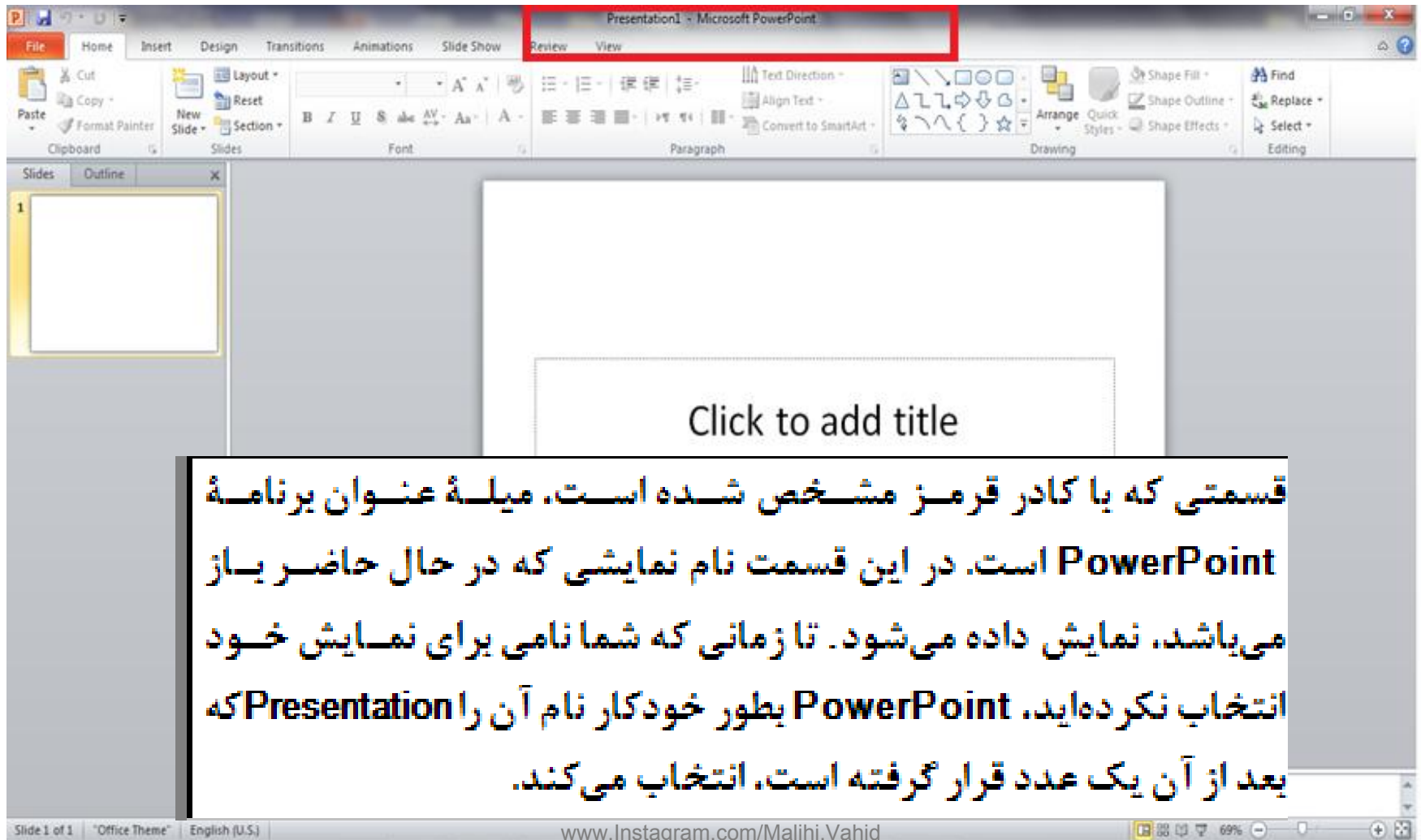
# Powerpoint چیست؟

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



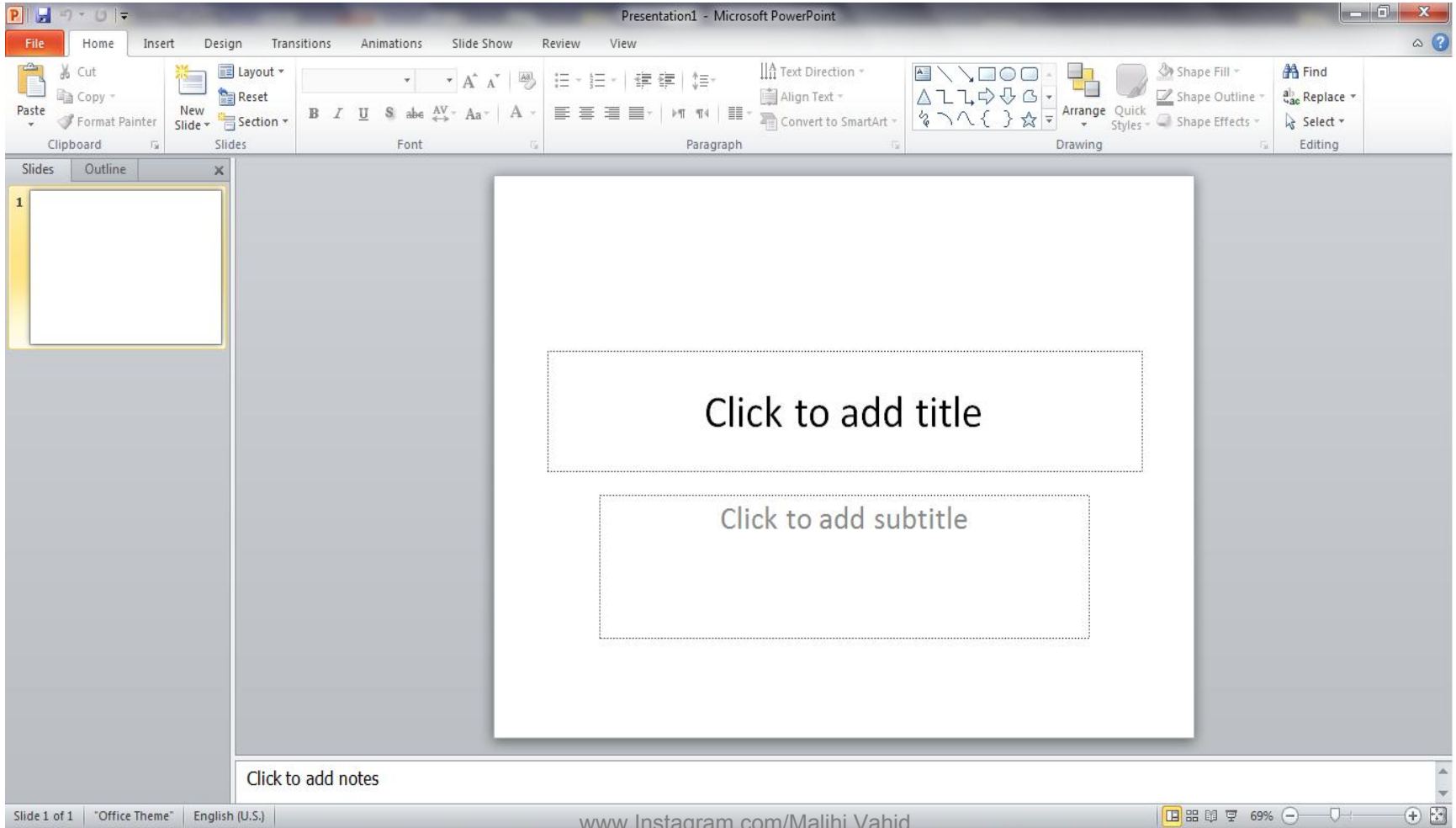
The screenshot shows the Microsoft PowerPoint application window titled "Presentation1 - Microsoft PowerPoint". The window title bar is highlighted with a red rectangle. The ribbon includes tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The Home tab is active, showing options for Clipboard, Slides, Font, Paragraph, Drawing, and Editing. The main slide area contains a text box with the placeholder text "Click to add title".

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.

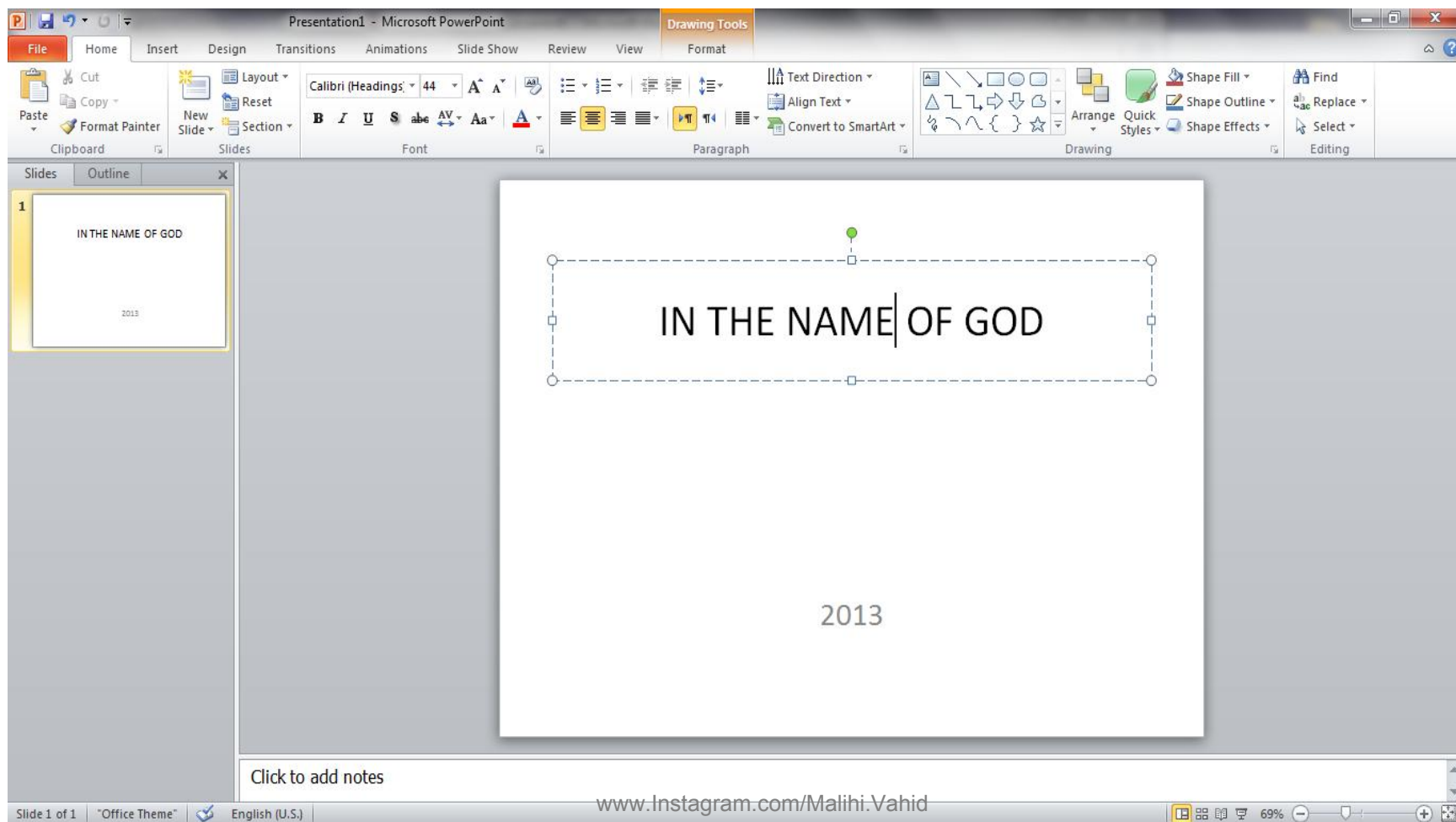
Slide 1 of 1 "Office Theme" English (U.S.) [www.Instagram.com/Malihi.Vahid](http://www.Instagram.com/Malihi.Vahid) 69%



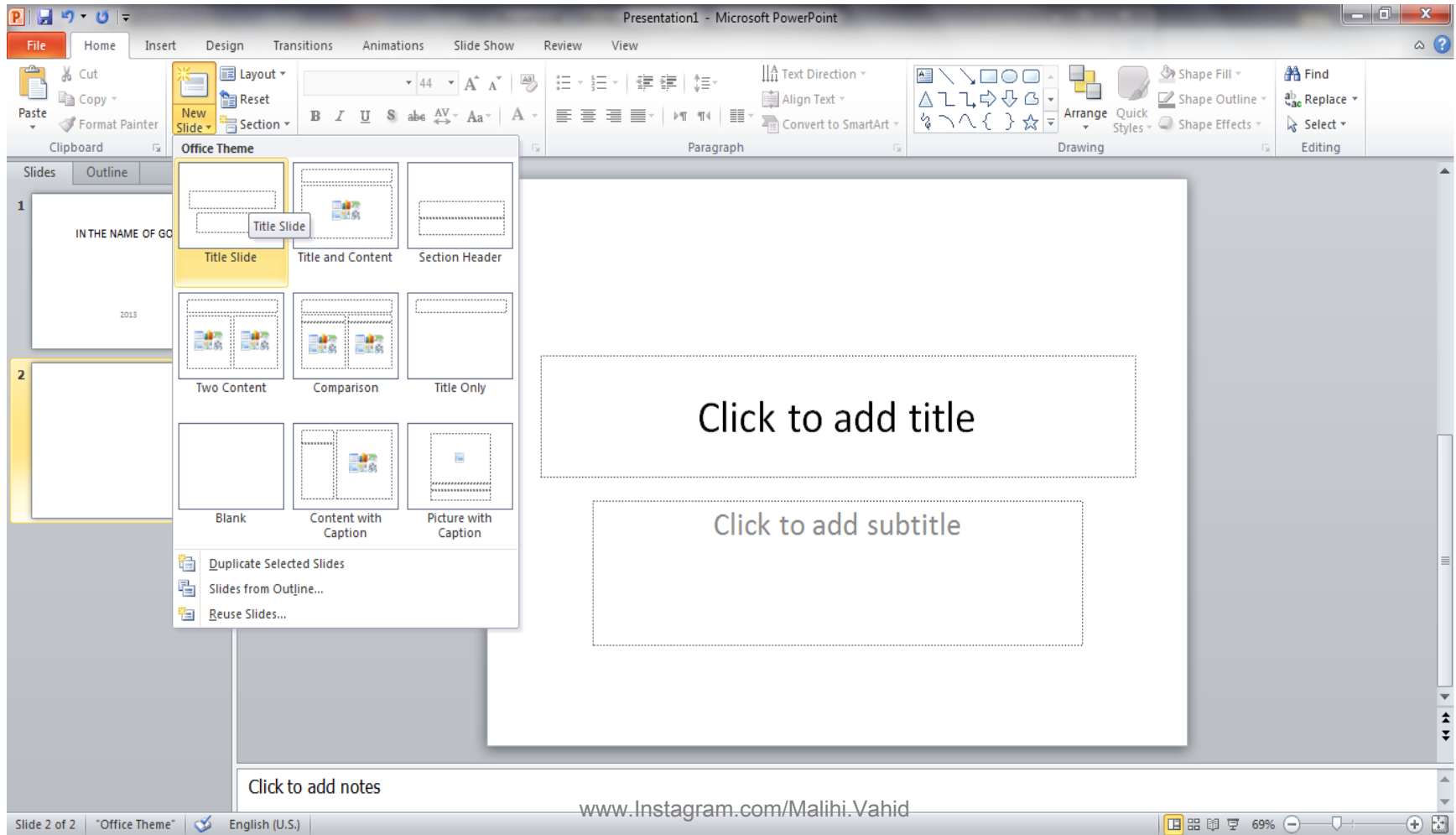
دو جعبه متن به صورت پیش فرض دارد که در داخل هر دو تا یا یکی از آنها متن مورد نظر را اضافه می کنیم



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



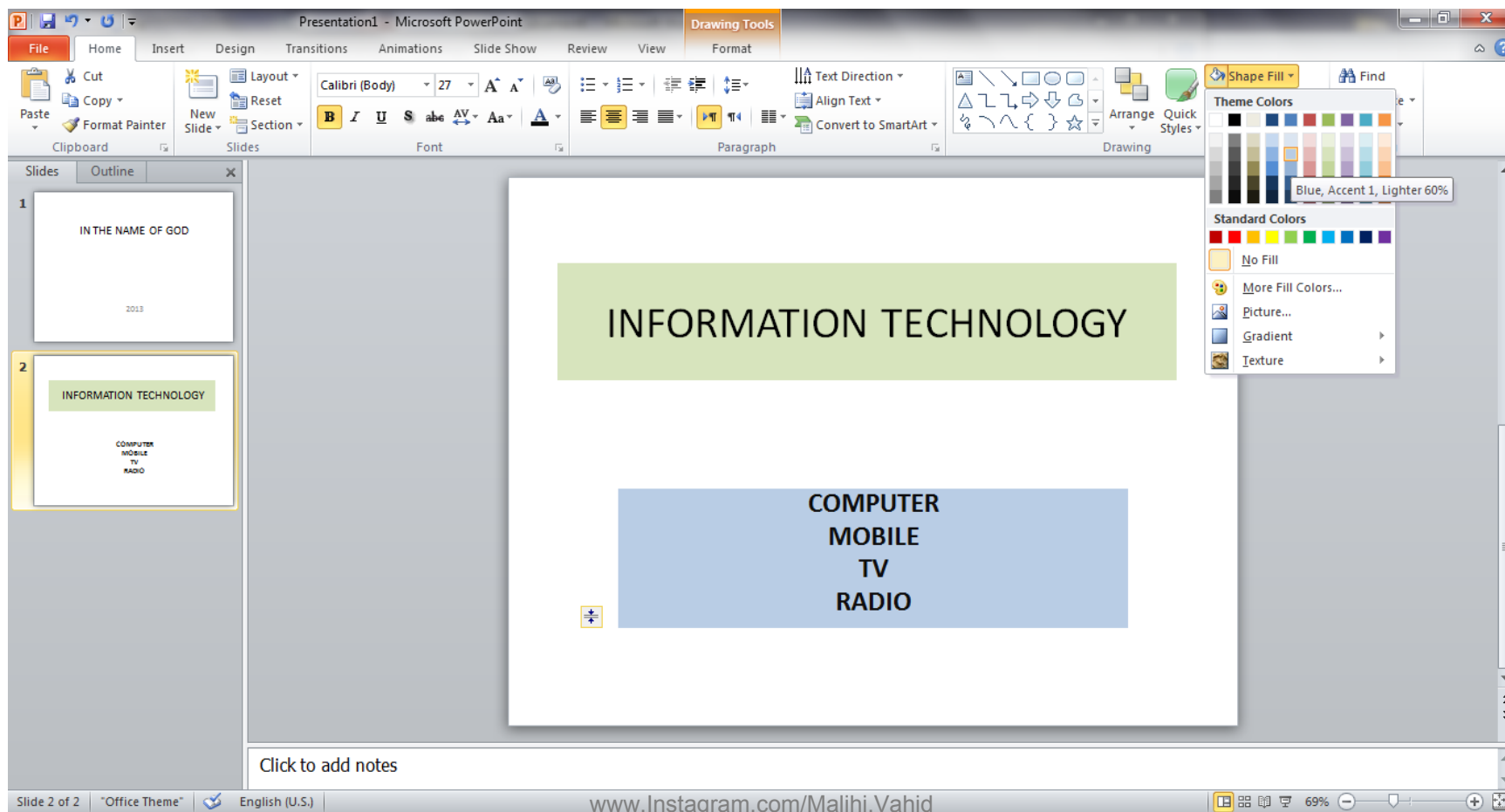
برای اضافه کردن صفحه یا اسلاید جدید از گزینه home باید new slide را انتخاب کنیم. حالت های مختلف اسلاید در شکل نشان داده می شود که هر کدام مد نظر بود را کلیک می کنیم



# برای 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" in large black letters. 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 it, indicating that the text is selected and ready for editing. The left-hand "Slides" pane shows two slides: slide 1 with the text "IN THE NAME OF GOD" and "2013", and slide 2, which is highlighted in yellow and contains the text "INFORMATION TECHNOLOGY" and the list of devices. The status bar at the bottom indicates "Slide 2 of 2", "Office Theme", "English (U.S.)", and a watermark "www.Instagram.com/Malihi.Vahid".

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





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

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

# 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 "Insert", and the "Shapes" dropdown menu is open, displaying various shape options such as Lines, Rectangles, Basic Shapes, Block Arrows, Equation Shapes, Flowchart, Stars and Banners, Callouts, and Action Buttons. The "Rounded Rectangle" option is highlighted. In the background, a slide is visible with two colored boxes: a light green box at the top containing the text "INFORMATION TECHNOLOGY" and a light blue box at the bottom containing the text "COMPUTER MOBILE TV RADIO". The status bar at the bottom indicates "Slide 2 of 2", "Office Theme", "English (U.S.)", and a watermark "www.Instagram.com/Malihi.Vahid".

# 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 below it containing the text "COMPUTER MOBILE TV RADIO". A context menu is open over the green header box, listing options such as Cut, Copy, Paste Options, Edit Text (highlighted), Edit Points, Group, Bring to Front, Send to Back, Hyperlink..., Save as Picture..., Set as Default Shape, Size and Position..., and Format Shape... The ribbon at the top includes the Drawing Tools section, which is 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

[www.Instagram.com/Malihi.Vahid](http://www.Instagram.com/Malihi.Vahid)

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' menu is open, showing the 'Aharoni' font selected. The font list includes 'Theme Fonts' (Calibri), 'Recently Used Fonts' (Aharoni), and 'All Fonts' (AcadEref, Agency FB, Aharoni, AIGDT, AKBAR, ALGERIAN, AmdtSymbols, AMGDT, Andalus, Angsana New, AngsanaUPC, Aparajita, Arabic Transparent, Arabic Typesetting, Arial). The main slide area shows a slide with a green header box containing 'INFORMATION TECHNOLOGY', a blue box containing 'COMPUTER MOBILE TV RADIO', and a red box containing 'IT'. The status bar at the bottom indicates 'Slide 2 of 2', 'Office Theme', 'English (U.S.)', and the URL 'www.Instagram.com/Malihi.Vahid'.

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

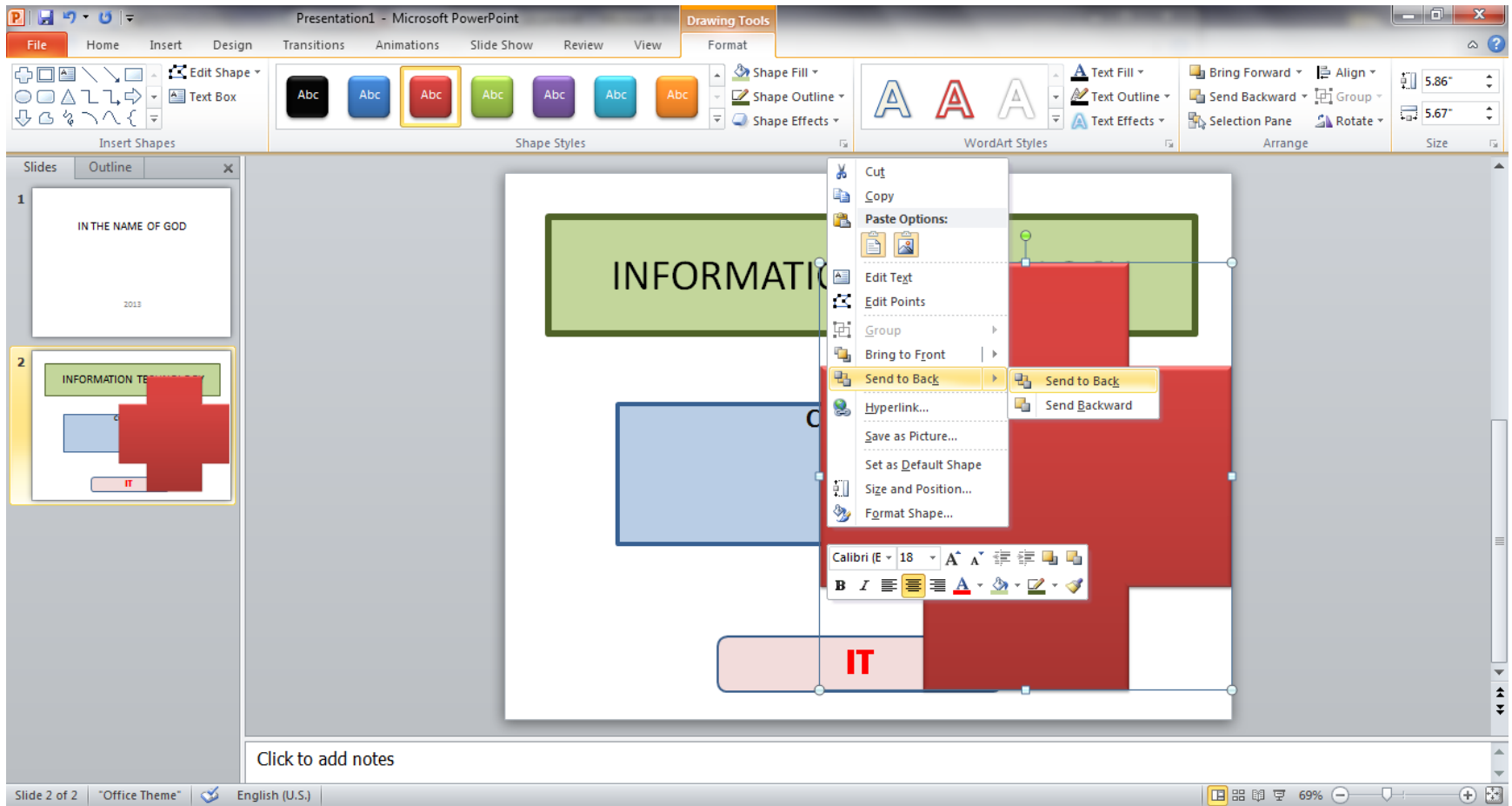
The image shows a screenshot of the Microsoft PowerPoint interface. The main slide area displays a diagram with three boxes: a green box at the top containing 'INFORMATION TECHNOLOGY', a blue box in the middle containing 'COMPUTER MOBILE TV RADIO', and a pink box at the bottom containing 'IT'. The 'Drawing Tools' ribbon is active, and the 'Shape Outline' dropdown menu is open, showing various outline weights. The 'Weight' option is selected and set to 6 pt. The 'Outline Colors' menu is also visible, showing 'Theme Colors' and 'Standard Colors' options. The status bar at the bottom indicates 'Slide 2 of 2', 'Office Theme', 'English (U.S.)', and the URL 'www.Instagram.com/Malihi.Vahid'.



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', 'Shape Effects', 'WordArt Styles', 'Text Fill', 'Text Outline', 'Text Effects', and 'Arrange'. The 'Shape Styles' gallery is open, showing a grid of color and style options for shapes. A large red cross shape is visible on the slide, and the 'IT' text is highlighted in red. The 'Format' ribbon also shows options for 'Bring Forward', 'Send Backward', 'Align', 'Group', 'Selection Pane', and 'Rotate'. The 'Shape Fill' dropdown is set to 'Shape Fill', and the 'Shape Outline' dropdown is set to 'Shape Outline'. The 'Shape Effects' dropdown is set to 'Shape Effects'. The 'WordArt Styles' dropdown is set to 'WordArt Styles'. The 'Text Fill' dropdown is set to 'Text Fill', the 'Text Outline' dropdown is set to 'Text Outline', and the 'Text Effects' dropdown is set to 'Text Effects'. The 'Arrange' group shows 'Bring Forward', 'Send Backward', 'Align', 'Group', 'Selection Pane', and 'Rotate'. The 'Size' group shows '5.86\"

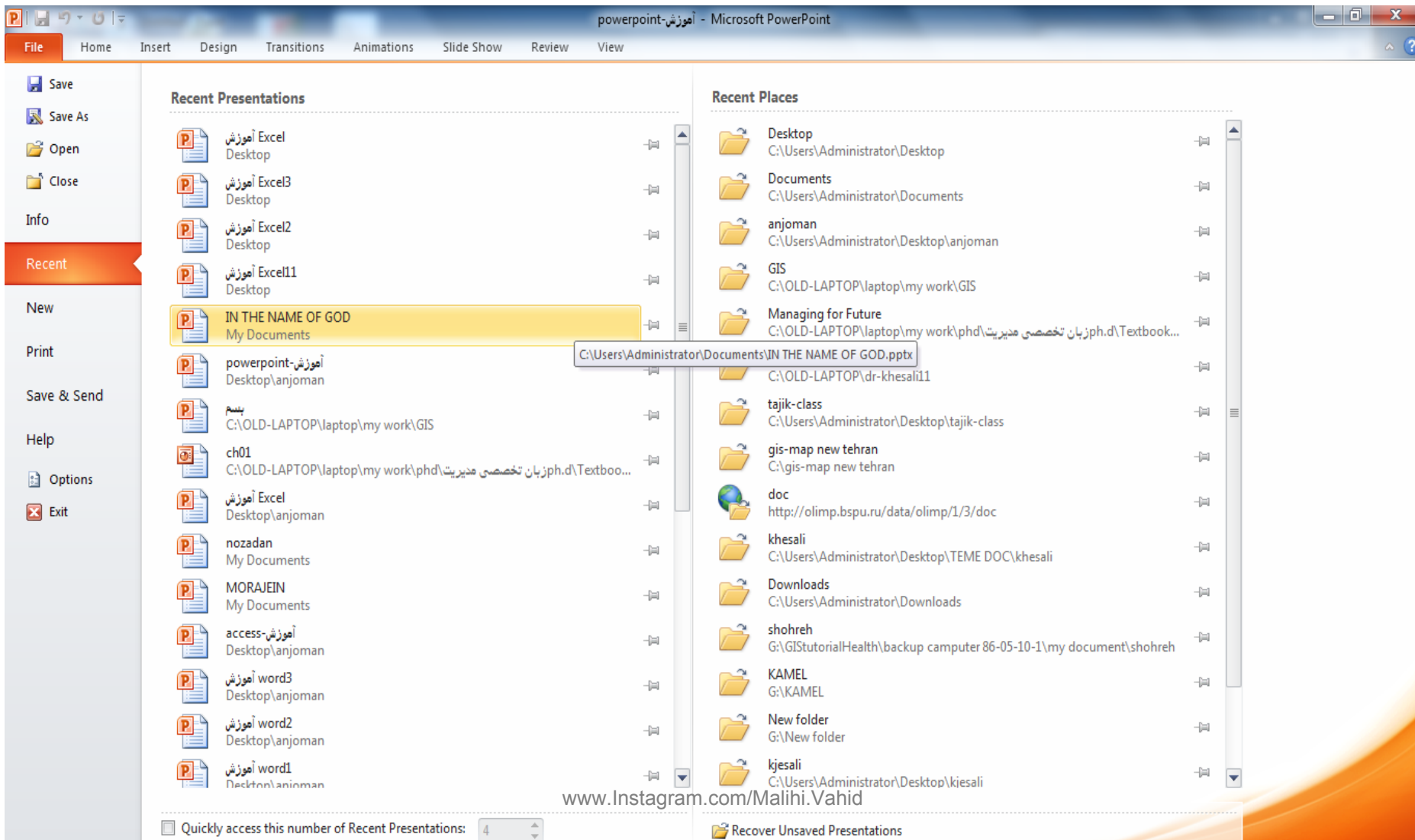
برای آنکه این شکل در زیر شکل های دیگر آورده شود تنها کافی است که بر روی آن کلیک راست کرده و گزینه send to back را انتخاب می کنیم .



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

The screenshot displays the Microsoft PowerPoint interface. The main slide contains a diagram with three boxes: a green box at the top labeled 'INFORMATION TECHNOLOGY', a blue box in the middle labeled 'COMPUTER MOBILE TV RADIO', and a pink box at the bottom labeled 'IT'. A red vertical bar is positioned between the middle and bottom boxes. A context menu is open over the 'IT' box, with the 'Bring to Front' option highlighted. The menu also includes options like 'Copy', 'Paste Options', 'Edit Text', 'Edit Points', 'Group', 'Bring to Front', 'Send to Back', 'Hyperlink...', 'Save as Picture...', 'Set as Default Shape', 'Size and Position...', and 'Format Shape...'. The PowerPoint ribbon shows the 'Drawing Tools' tab with the 'Format' group 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 the Desktop folder of the Administrator user. The file list includes several PowerPoint presentations and a Word document. The 'File name' field is filled with 'powerpoint-آموزش' and the 'Save as type' is set to 'PowerPoint Presentation'. The 'Authors' field shows 'Administrator' and there is a 'Tags' field with 'Add a tag'.

| 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 |

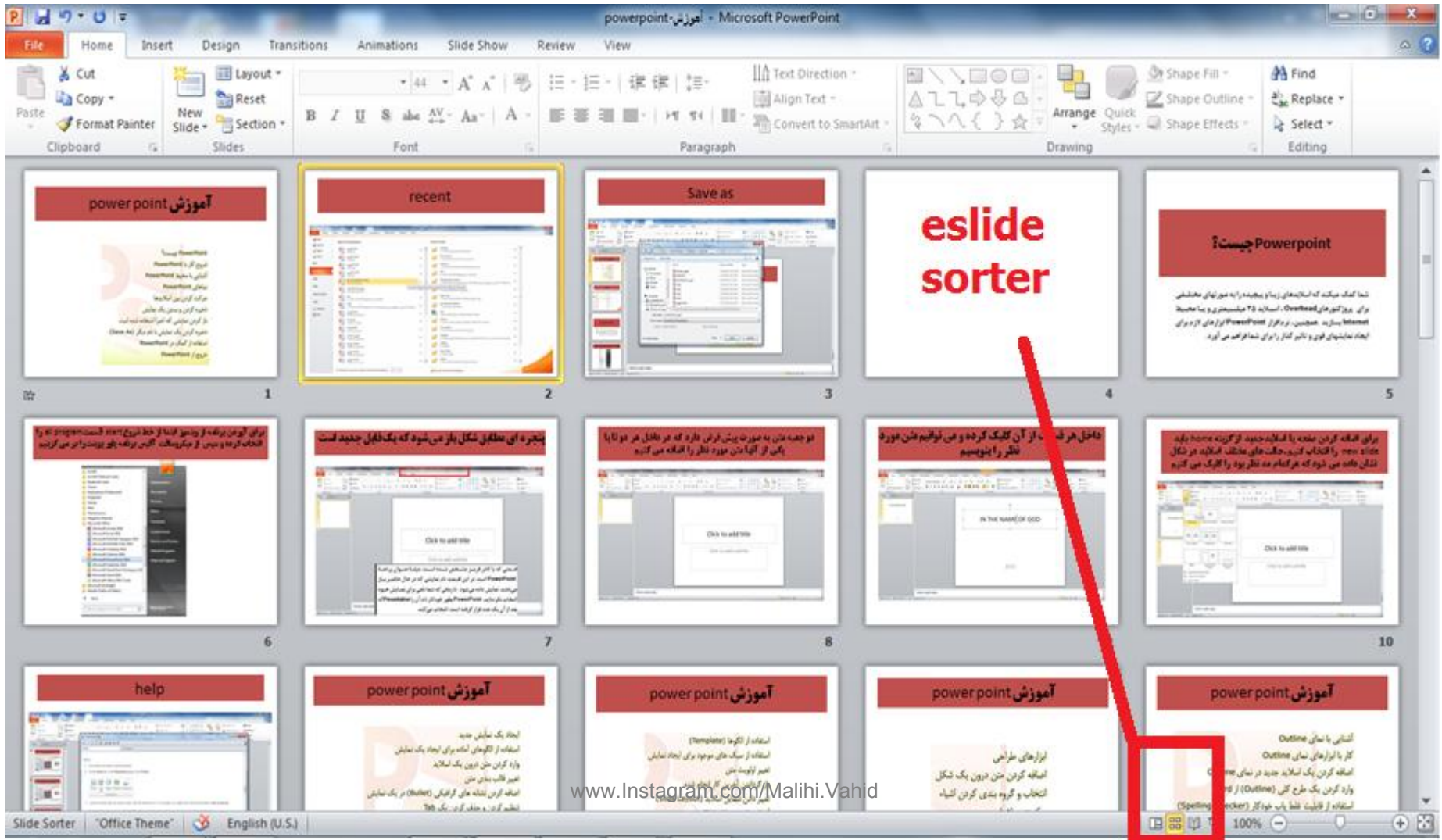
File name: آموزش-آرشیو  
Save as type: PowerPoint Presentation  
Authors: Administrator  
Tags: Add a tag

www.Instagram.com/Malihi.Vahid

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 contains a green header with the text "IN THE NAME OF GOD" and a white text box below it with the same text. The "Quick Styles" task pane is open on the right, showing a grid of colored boxes for text styling. The "Office Theme" is selected. The status bar at the bottom shows "Slide 1 of 2", "Office Theme", "English (U.S.)", and the URL "www.Instagram.com/Malihi.Vahid".

Click to add notes

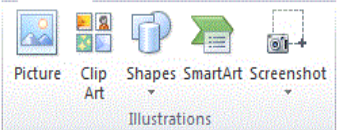
Slide 1 of 2 "Office Theme" English (U.S.) www.Instagram.com/Malihi.Vahid 69%

# help

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

**EXCEL**

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



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

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

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

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

PowerPoint Help | Offline

www.instagram.com/Matini\_Vahid

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' tab, with the 'Format' section highlighted. A red box highlights the font settings area, which includes the font name 'Calibri (Body)', size '60', and various text formatting options like bold, italic, underline, and text color. The main slide area shows a green rectangular box containing the text 'Sample text' in red. Below this box is a list of three items: '1-microsoft', '2-microsoft', and '3-excel'. The left sidebar shows the 'Outline' view with slide 49 selected, which contains the same text as the main slide. The bottom status bar shows 'Slide 49 of 49', 'Office Theme', and 'English (U.S.)'. The URL 'www.Instagram.com/Malihi.Vahid' is visible in the bottom right corner.

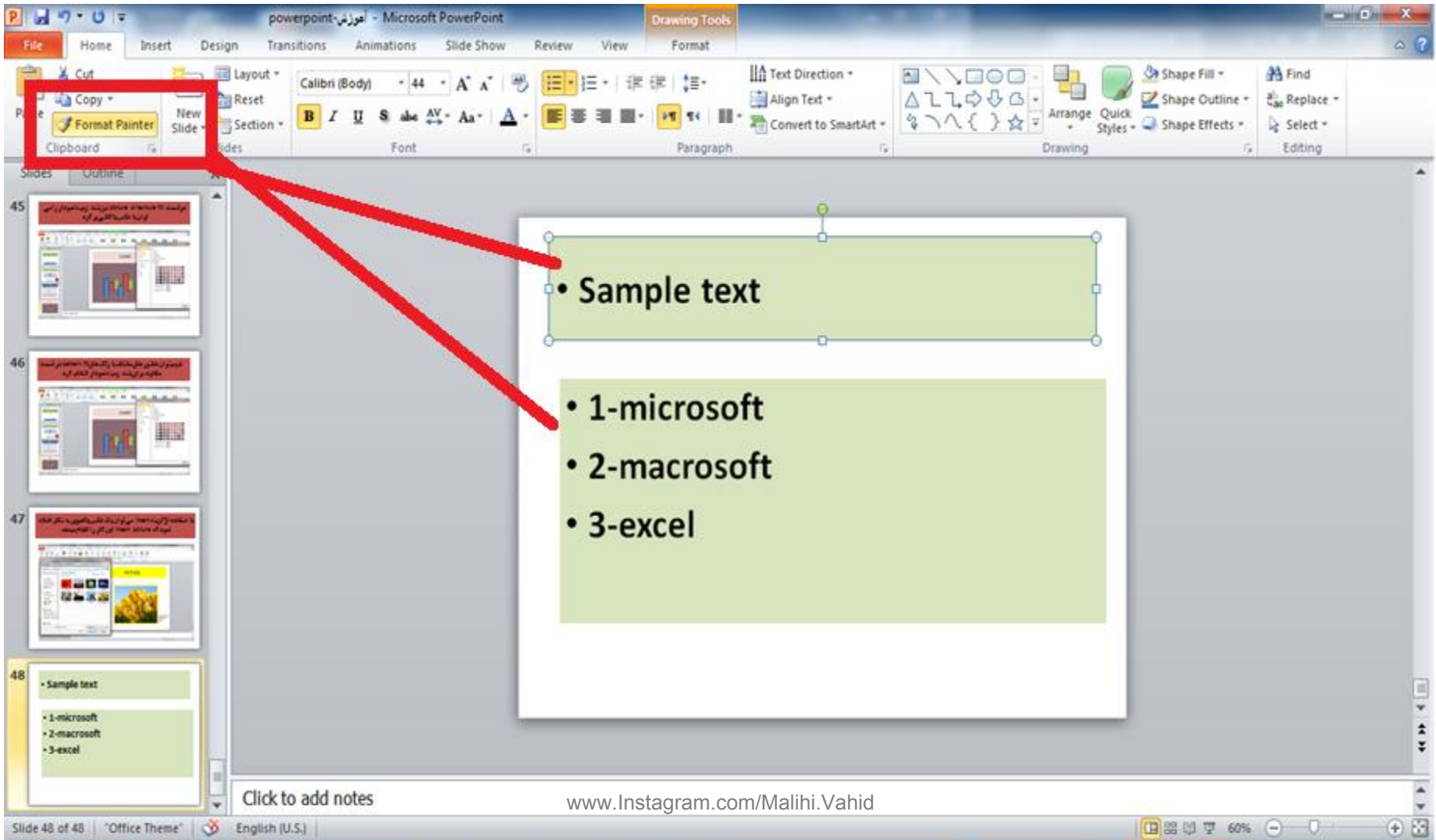
Font settings: Calibri (Body), 60, Bold, Italic, Underline, Text Color, Text Direction, Align Text, Convert to SmartArt.

Slide 49 content:

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

www.Instagram.com/Malihi.Vahid

# 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 'Format Painter' button highlighted in a red box. Two red arrows point from this button to two text boxes on the current slide (slide 48). The first text box contains the text 'Sample text'. The second text box contains a bulleted list: '1-microsoft', '2-microsoft', and '3-excel'. The left-hand 'Slides' pane shows a preview of slide 48, which matches the content of the main slide. The status bar at the bottom indicates 'Slide 48 of 48', 'Office Theme', and 'English (U.S.)'. A watermark 'www.Instagram.com/Malihi.Vahid' is visible at the bottom center.

Format Painter

- Sample text
- 1-microsoft
- 2-microsoft
- 3-excel

Click to add notes

www.Instagram.com/Malihi.Vahid

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 left sidebar shows the "File" menu with options: Save, Save As, Open, Close, Info, Recent, **New**, Print, Save & Send, Help, Options, and Exit. The main area is titled "Available Templates and Themes" and shows a breadcrumb path: Home > Presentations > Academic presentations. A search bar for "Office.com Templates" is present. A grid of 15 template thumbnails is displayed, each with a title below it: 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, 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 preview. At the bottom center, the text "www.Instagram.com/Malini.Vahid" is displayed.

# 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 such as Title Slide, Title and Content, Section Header, Two Content, Comparison, Title Only, Blank, Content with Caption, and Picture with Caption. The 'Title and Content' layout is selected. The main slide area shows a red header with the text 'تغییر دادن شمایل اسلاید' and a white content area with the text '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

www.Instagram.com/Malihi.Vahid

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", with the "Slide Master" tab selected. The ribbon includes options for "Presentation Views" (Normal, Slide Sorter, Notes Page, Reading View), "Master Views" (Slide Master, Handout Master, Notes Master), "Show" (Ruler, Gridlines, Guides), "Direction" (View Direction), "Zoom" (Zoom, Fit to Window), "Color/Grayscale" (Color, Grayscale, Black and White), "Window" (New Window, Arrange All, Cascade, Move Split), and "Macros".

The main 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 status bar at the bottom shows "Slide Master", "Office Theme", "English (U.S.)", "Recovered", and a watermark "www.Instagram.com/Malihi.Vahid".

# Esliade 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', 'Page Setup', and 'Slide Orientation'. The main workspace displays a slide master layout with a title placeholder and a bulleted list. A tooltip points to the 'Master Layout' section, which contains the text: 'Choose the elements to include in the slide master.' The slide master layout includes a title placeholder, a bulleted list with four levels, and a footer area with a date placeholder '2/9/2013', a footer placeholder, and a page number placeholder '#1'. The status bar at the bottom shows 'Slide Master', 'Office Theme', 'English (U.S.)', 'Recovered', and the website 'www.Instagram.com/Malihi.Vahid'.

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

– Second level

• Third level

– Fourth level

» Fifth level

Click to edit Master title style

Click to edit Master text styles

– Second level

• Third level

– Fourth level

» Fifth level

Click to edit Master title style

Click to edit Master text styles

– Second level

• Third level

– Fourth level

» Fifth level

Click to edit Master title style

Click to edit Master text styles

– Second level

• Third level

– Fourth level

» Fifth level

Click to edit Master title style

Click to edit Master text styles

– Second level

• Third level

– Fourth level

» Fifth level

Click to edit Master title style

Click to edit Master text styles

– Second level

• Third level

– Fourth level

» Fifth level

2/9/2013 Footer #1

Slide Master "Office Theme" English (U.S.) Recovered www.Instagram.com/Malihi.Vahid 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 displays a slide with a red header bar containing the text "Header-footer". A "Header and Footer" task pane is visible on the left, showing a preview of the slide with a red header bar. 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 the URL "www.Instagram.com/Malihi.Vahid".

powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View

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 power point آموزش

23 power point آموزش

Header and Footer

Slide Notes and Handouts

Include on page

Date and time

Update automatically

2/9/2013

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

Fixed

2/9/2013

Header

amozeshhhhhh

Page number

Footer

Apply to All

Cancel

Preview

Click to add notes

Slide 21 of 55 "Office Theme" English (U.S.) Recovered www.Instagram.com/Malihi.Vahid 60%

# 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 21 is selected and highlighted in yellow. The 'Header and Footer' dialog box is open over the slide, and the 'Footer' checkbox is checked. The footer text 'amozesh powerpoint' is entered in the text box. The 'Header and Footer' task pane is also highlighted with a red box.

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 Slide 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

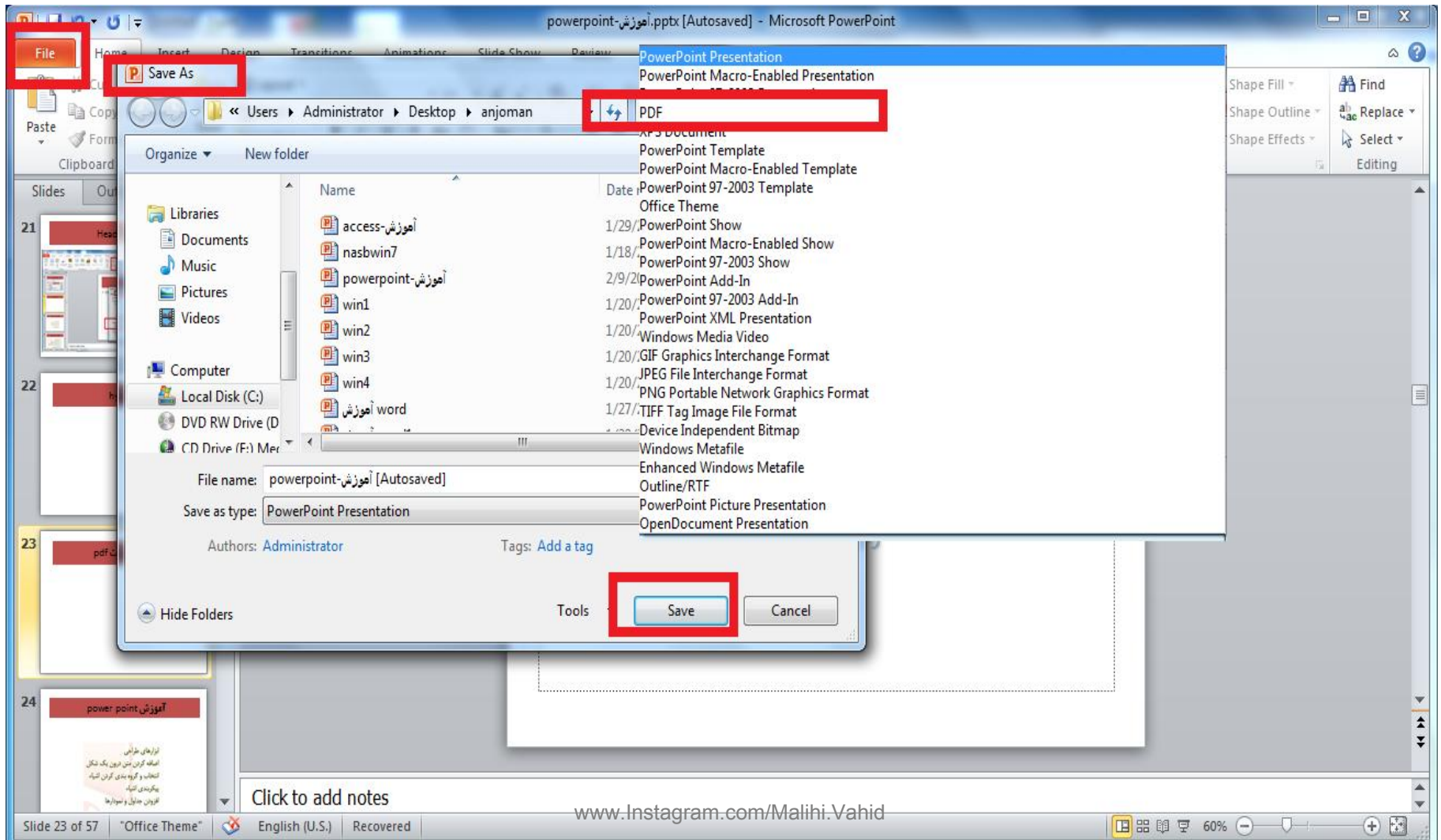
Slide 21 of 55 "Office Theme" English (U.S.) Recovered www.Instagram.com/Malihi.Vahid 60%

# Hyperlink برای لینک گذاشتن بر روی صفحات استفاده می گردد

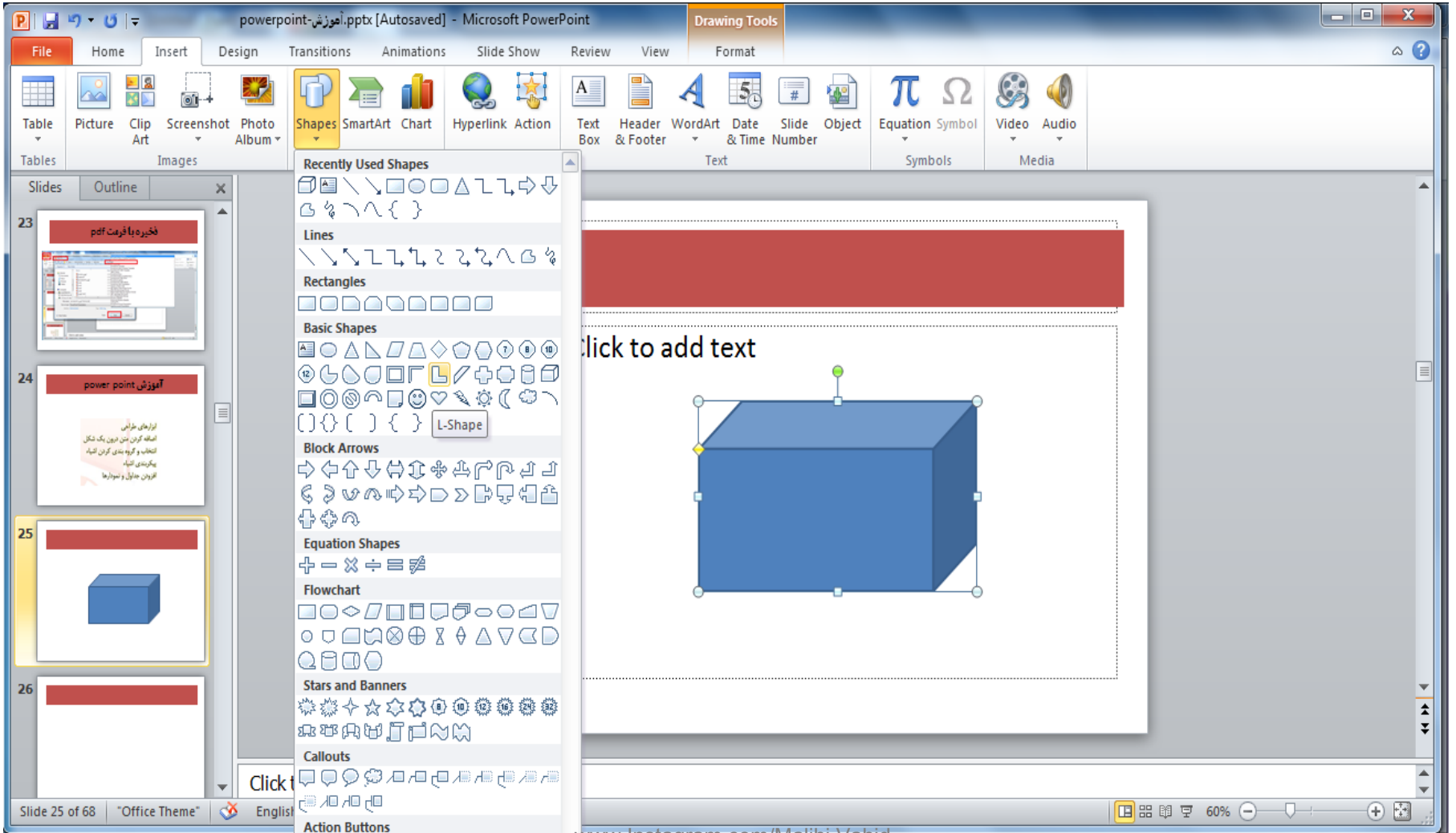
The image shows a screenshot of Microsoft PowerPoint 2010. The title bar indicates the file is 'powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint'. The ribbon is set to 'Drawing Tools' with the 'Format' tab selected. The 'Hyperlink' button in the 'Links' group is active. A red rectangular box is selected on a slide, containing the text 'hyperlink'. Below the box, a bullet point reads 'Click to add text'. The 'Insert Hyperlink' dialog box is open, showing the 'Link to:' section with 'Text to display: hyperlink'. The 'Look in:' dropdown is set to 'My Documents', and a list of folders and files is visible, including 'ArcGIS', 'Canon', 'Copy of کلاس', 'Database1', 'Database2', 'IN THE NAME OF GOD', 'MORAJEIN', 'new3', 'nozadan', and 'shakhes'. The 'Address:' field is empty. The 'OK' and 'Cancel' buttons are at the bottom. The status bar at the bottom shows 'Slide 22 of 57', 'Office Theme', 'English (U.S.)', 'Recovered', and a 60% zoom level.



# ذخیره با فرمت pdf

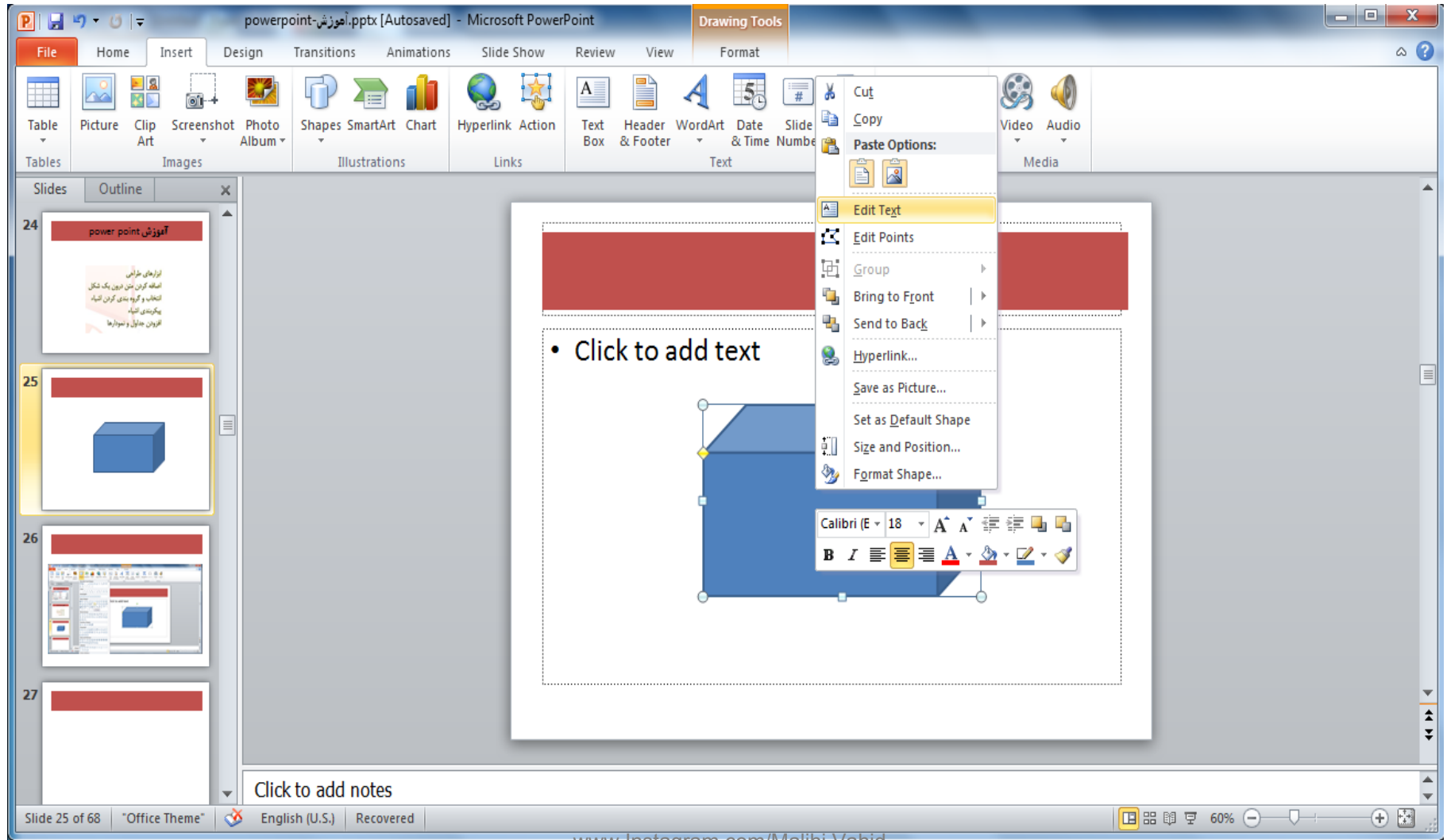


# درج شکل





# 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', 'Text Fill', 'Text Outline', 'Text Effects', '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 green circle, a blue 3D rectangular prism, and a red triangle. A context menu is open over these shapes, with the 'Group' option highlighted in yellow and a red box around it. The context menu also includes options like 'Cut', 'Copy', 'Paste Options', 'Bring to Front', 'Send to Back', 'Hyperlink...', and 'Save as Picture...'. 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 file explorer window is open, showing the "Pictures library" with "Sample Pictures". The "Chrysanthemum" image is selected and 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 large orange chrysanthemum image being inserted into a red rectangular placeholder. The slide thumbnail on the left shows the current slide (Slide 25) with the chrysanthemum image. The status bar at the bottom indicates "Slide 25 of 68", "Office Theme", "English (U.S.)", "Recovered", and a zoom level of 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 'Insert' tab is active, and the 'Table' option is selected. The 'Insert Table' dialog box is open, showing the following settings:

- Number of columns: 5
- Number of rows: 2

The background slide shows a title box with the text 'Click to add title' and a text box with the text 'Click to add text'. The status bar at the bottom indicates 'Slide 3 of 3', 'Office Theme', 'English (U.S.)', and the URL 'www.Instagram.com/Malihi.Vahid'.



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

The screenshot shows the Microsoft PowerPoint interface. The 'Font' menu is open, displaying a list of fonts. The 'Calibri' font is selected. The 'Table' tool is also visible, showing 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 slide content includes:

- Slide 1: IN THE NAME OF GOD
- Slide 2: INFORMATION TECHNOLOGY
- Slide 3: TABLE

Click to add notes

www.Instagram.com/Malihi.Vahid

# 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 with the 'Table Tools' ribbon active. The ribbon includes options for 'Design' and 'Layout'. The 'Design' tab shows various table styles categorized by 'Best Match for Document', 'Light', and 'Medium'. The 'Layout' tab shows options for 'Shading', 'Borders', 'Effects', 'Quick Styles', 'WordArt Styles', 'Pen Color', 'Draw Table', and 'Eraser'. The 'Table Style Options' pane on the left includes checkboxes for 'Header Row', 'Total Row', 'Banded Rows', 'First Column', 'Last Column', and 'Banded Columns'. 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', 'English (U.S.)', and the URL 'www.Instagram.com/Malihi.Vahid'.



# 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

TABLE

| 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 |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

Click to add notes

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

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

# درج نمودار

The screenshot shows the Microsoft PowerPoint interface with the 'Insert Chart' dialog box open. The dialog box is titled 'Insert Chart' and contains a list of chart types on the left and a grid of chart templates on the right. 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.

Chart Data Table:

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

Slide 30 of 68 "Office Theme" English (U.S.) Recovered  
www.Instagram.com/Malihi.Vahid  
1309 × 709px 3324 × 768px 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 open in the foreground, showing the data source for the chart. The Excel window title is "Chart in Microsoft PowerPoint - Microsoft Excel". The Excel ribbon shows the "Formulas" tab, and the "fx" button is visible. The data is entered in the following cells:

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

The PowerPoint window title is "powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint". The PowerPoint ribbon shows the "Design" tab, and the "Chart Tools" ribbon is also visible. The "Chart Styles" gallery is highlighted, and the "Chart Layouts" gallery is also shown. The "Chart Styles" gallery shows various chart styles, and the "Chart Layouts" gallery shows various chart layouts. The "Chart Styles" gallery is highlighted, and the "Chart Layouts" gallery is also shown. The "Chart Styles" gallery is highlighted, and the "Chart Layouts" gallery is also shown.

www.instagram.com/Malihi.Vahid

# 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 has four categories on the x-axis: Category 1, Category 2, Category 3, and Category 4. The y-axis ranges from 0 to 5. There are three data series: Series 1 (blue), Series 2 (red), and Series 3 (green). A context menu is open over the chart, showing options like 'Change Chart Type...', 'Edit Data...', and 'Format Chart Area...'. The PowerPoint ribbon shows the 'Chart Tools' section with 'Design', 'Layout', and 'Format' tabs. The slide content includes a title 'Click to add title', a table, and a list of items: 'COMPUTER', 'MOBILE', 'TV', 'RADIO', and 'IT'.

|   | C | M | T | R |  |
|---|---|---|---|---|--|
| 1 |   |   |   |   |  |
| 2 |   |   |   |   |  |
| 3 |   |   |   |   |  |
| 4 |   |   |   |   |  |
| 5 |   |   |   |   |  |

COMPUTER  
MOBILE  
TV  
RADIO  
IT

Click to add notes

Slide 4 of 4 | Office Theme | English (U.S.) | www.Instagram.com/Malihi.Vahid | 69%

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

The image shows two windows from Microsoft Office. The left window is Microsoft PowerPoint, displaying 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%

Ready

# 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 groups of bars on the x-axis labeled 'کلاس 1' and 'کلاس 2'. The y-axis is labeled 'متر' and ranges from 0 to 5. The bars are colored blue, red, green, and blue. The text 'سری اول' is visible at the bottom right of the chart area. The 'Format Chart Area' task pane is open on the right, showing the 'Fill' section with 'Solid fill' selected. A color palette is open, showing 'Theme Colors' and 'Standard Colors', with 'Yellow' selected. The status bar at the bottom indicates 'Slide 4 of 4', 'Office Theme', and 'English (U.S.)'. The URL 'www.Instagram.com/Malihi.Vahid' is visible in the bottom center.

| کلاس   | سری اول | سری دوم | سری سوم |
|--------|---------|---------|---------|
| کلاس 1 | 4.5     | 3.5     | 4.5     |
| کلاس 2 | 3.0     | 5.0     | 4.0     |

# 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 three series: 'سری اول' (Series 1) in blue, 'سری دوم' (Series 2) in red, and 'سری سوم' (Series 3) in green. The x-axis is labeled 'کلاس' (Class) with categories '1 کلاس' and '2 کلاس'. 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', 'کلاس 2', 'کلاس 3', and 'کلاس 4'. The Excel window also shows a text box with the instruction: 'To resize chart data range, drag lower right corner of range.'

|        | 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 a color palette is visible. The task pane also includes options for 'Border Color', 'Shadow', 'Glow and Soft Edges', '3-D Format', '3-D Rotation', 'Size', 'Position', and 'Alt Text'. The status bar at the bottom indicates 'Slide 4 of 4', 'Office Theme', and 'English (U.S.)'. A watermark 'www.Instagram.com/Malihi.Vahid' is visible at the bottom center.

| کلاس   | مقدار |
|--------|-------|
| کلاس 1 | 4.5   |
| کلاس 2 | 3.5   |

# 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 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, with the 'Fill' section selected. Under 'Fill', the 'Picture or texture fill' option is chosen. A grid of various textures is shown, 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 slide navigation pane on the left shows four slides, with the current slide being slide 4 of 4.

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

The screenshot displays the Microsoft PowerPoint interface. The main slide, titled 'CHART', features a 3D bar chart with five bars of varying heights and colors (blue, red, green, red, green). The chart's background is filled with a diagonal hatched pattern. The '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 'Border Color', 'Border Styles', 'Shadow', 'Glow and Soft Edges', '3-D Format', '3-D Rotation', 'Size', 'Position', and 'Alt Text'. The 'Background Color' is set to a light blue. The status bar at the bottom indicates 'Slide 4 of 4', 'Office Theme', 'English (U.S.)', and a zoom level of 69%.

| Category | Series 1 | Series 2 | Series 3 | Series 4 | Series 5 |
|----------|----------|----------|----------|----------|----------|
| Value    | 4        | 3        | 5        | 2        | 4        |

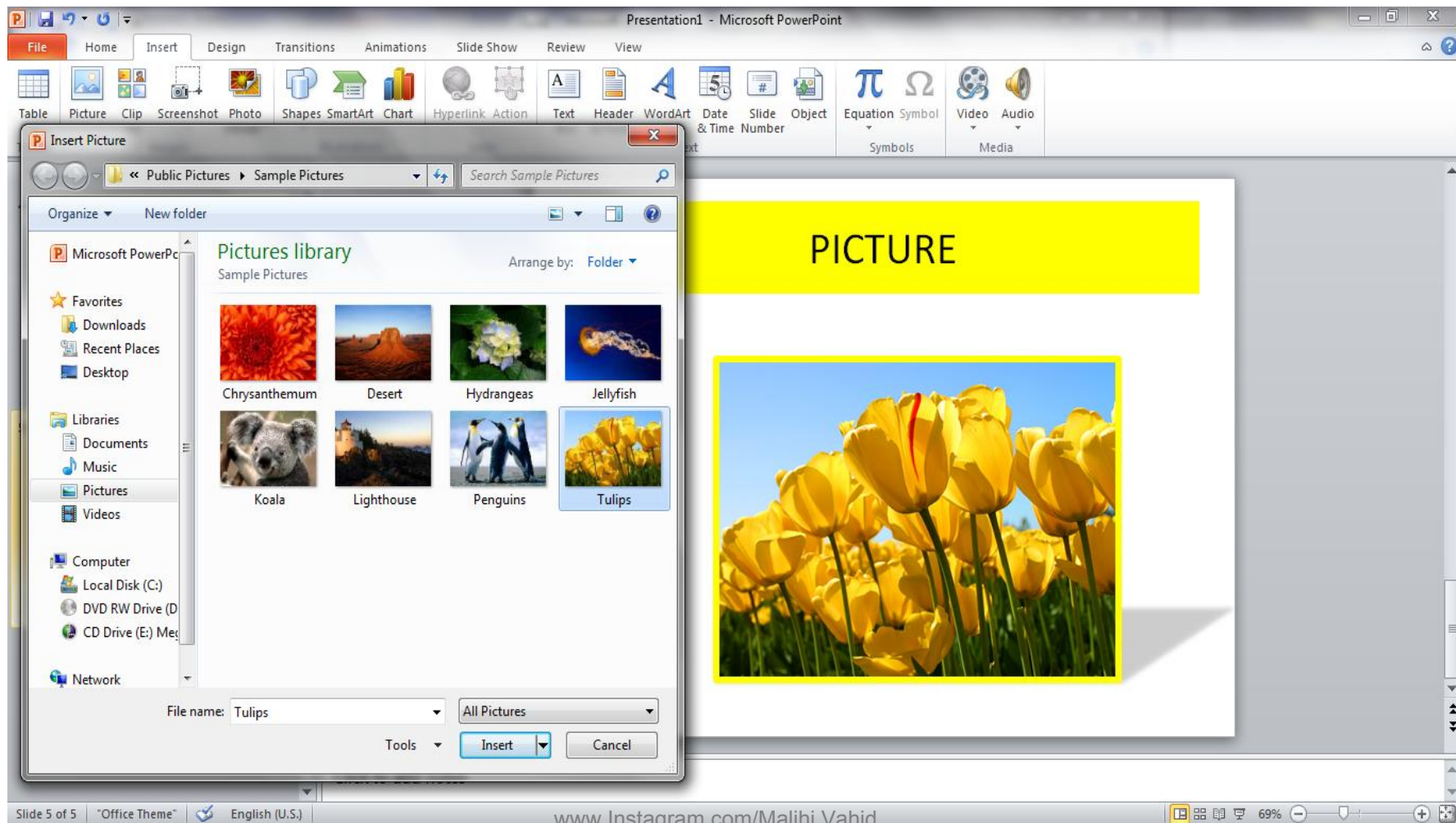
# هم میتوان هاشور های مختلف با رنگ های pattern fill در قسمت متفاوت برای پشت زمینه نمودار انتخاب کرد

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 '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 pane. The status bar at the bottom indicates 'Slide 4 of 4', 'Office Theme', 'English (U.S.)', and a zoom level of 69%.

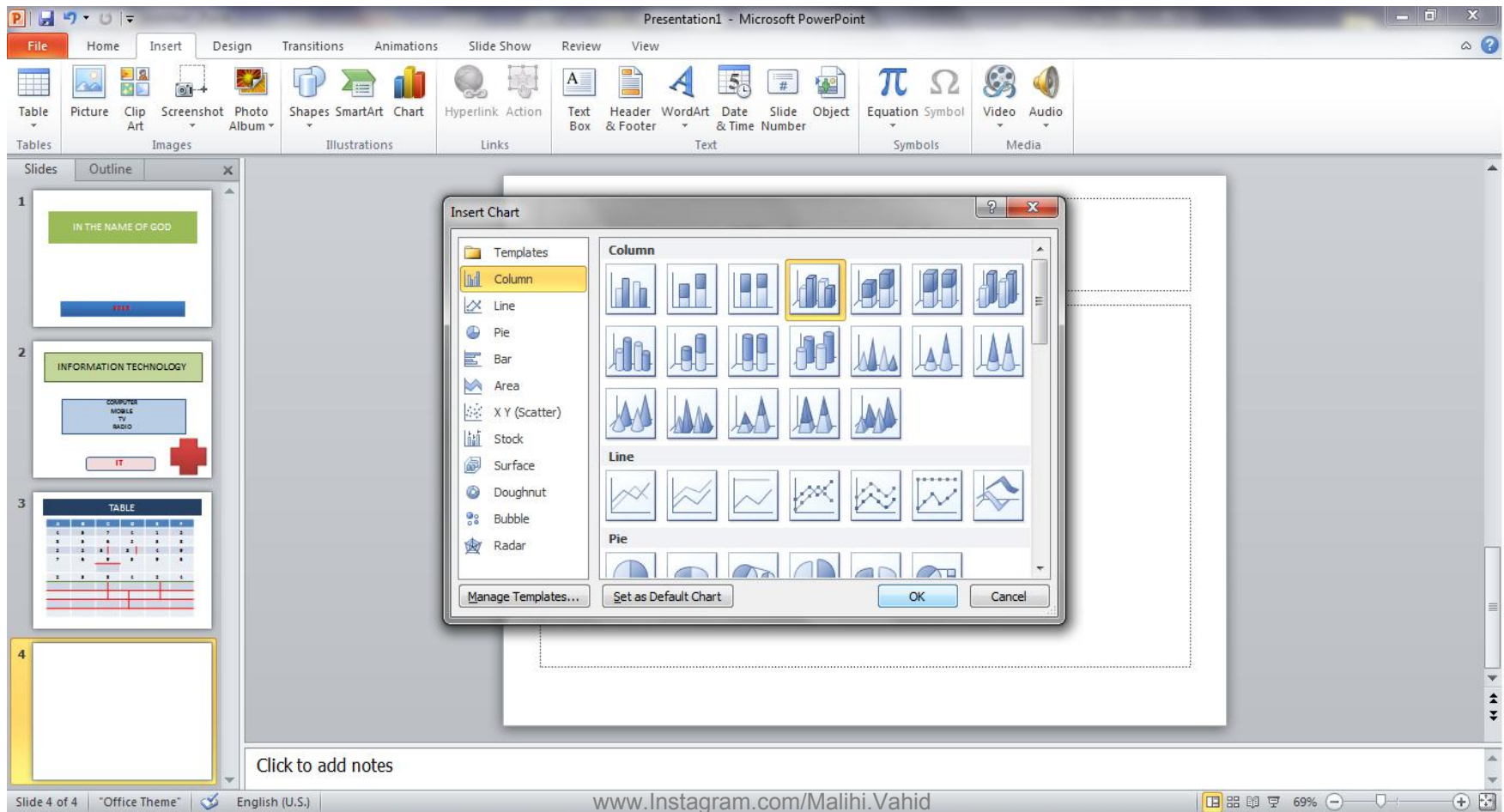
| Category | Value |
|----------|-------|
| کلاس 1   | 4.5   |
| کلاس 2   | 3.5   |
| کلاس 3   | 4.5   |
| کلاس 4   | 5.5   |
| کلاس 5   | 4.5   |



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. 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 text box containing the text "Click to add text". The status bar at the bottom shows "Slide 53 of 54", "Office Theme", "English (U.S.)", "Recovered", and the URL "www.Instagram.com/Malihi.Vahid".

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 Shapes Arrange Quick Styles Find Replace Select 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 www.Instagram.com/Malihi.Vahid 60%

# Collapse-expand

The image shows a screenshot of the Microsoft PowerPoint interface. The main window displays a slide with Persian text: "دو جعبه متن به صورت پیش فرض دارد که در داخل هر دو تایا یکی از آنها متن مورد نظر را اضافه می کنیم". The Outline pane on the left is active, and a context menu is open over it. The menu items "Collapse" and "Expand" are highlighted with red boxes. The "Collapse" option is currently selected, and a sub-menu is visible showing "Collapse" and "Collapse All" options, with "Collapse" also highlighted. The status bar at the bottom shows "Slide 8 of 68" and "www.Instagram.com/Malihi.Vahid".

powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View

Clipboard Slides Font Paragraph Drawing Editing

Outline

1 power point آموزش

2 recent

3 Save as

4 Slide sorter

5 Powerp

6

7

8

9

10

Click to add title

Click to add subtitle

Click to add notes

Slide 8 of 68

3324 x 768px

www.Instagram.com/Malihi.Vahid

60%

50%