

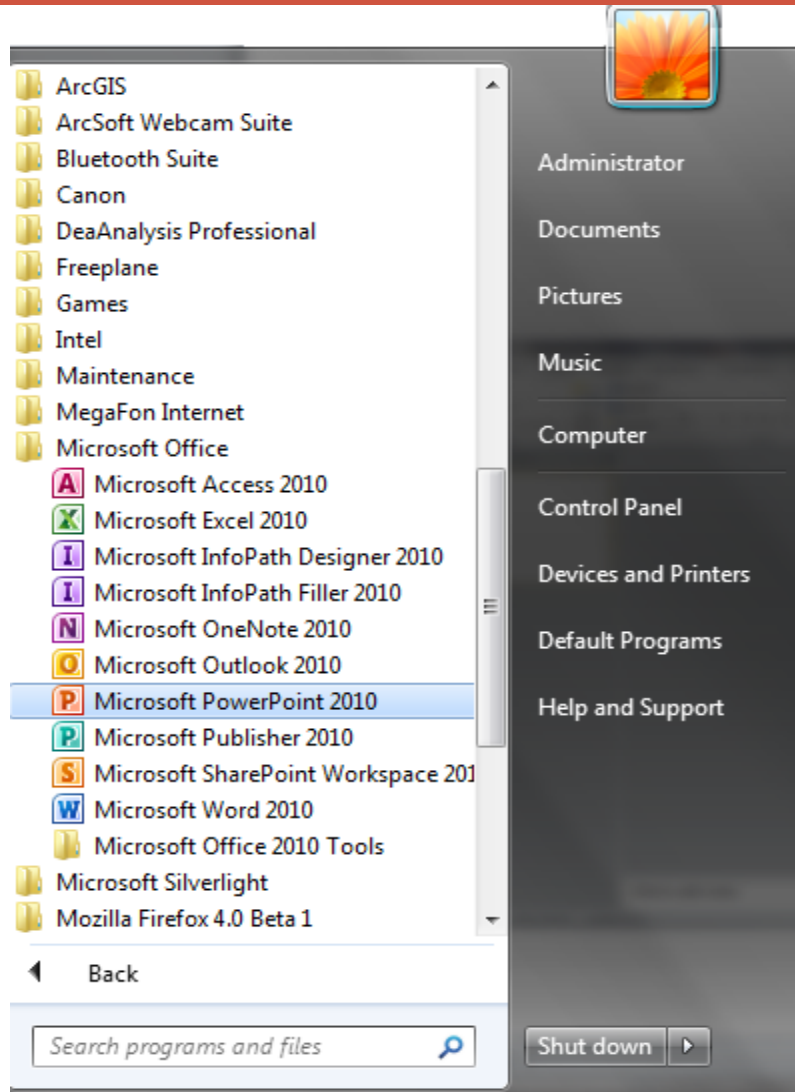
آموزش powerpoint



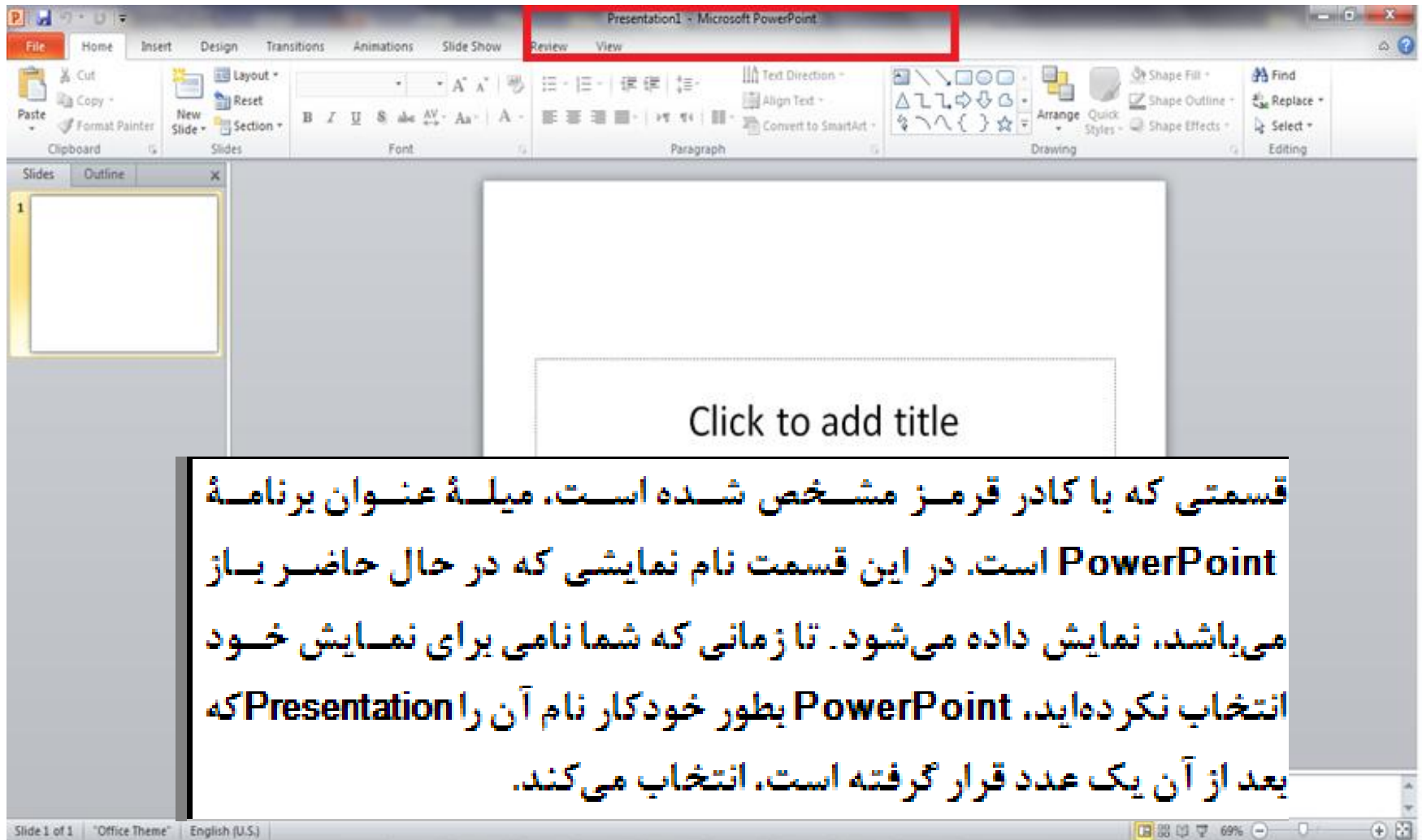
Powerpoint چیست؟

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



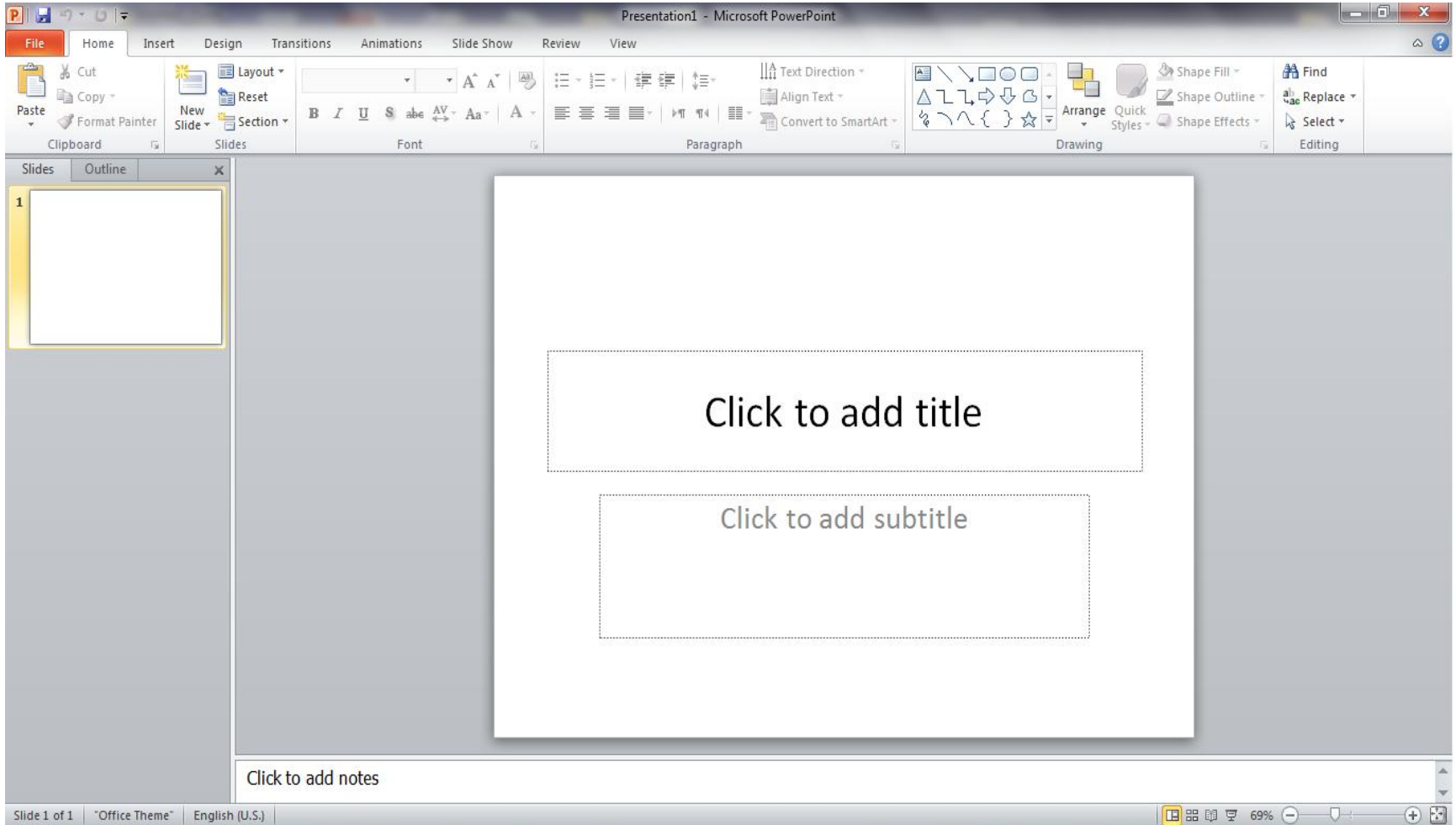
پنجره ای مطابق شکل باز می شود که یک فایل جدید است



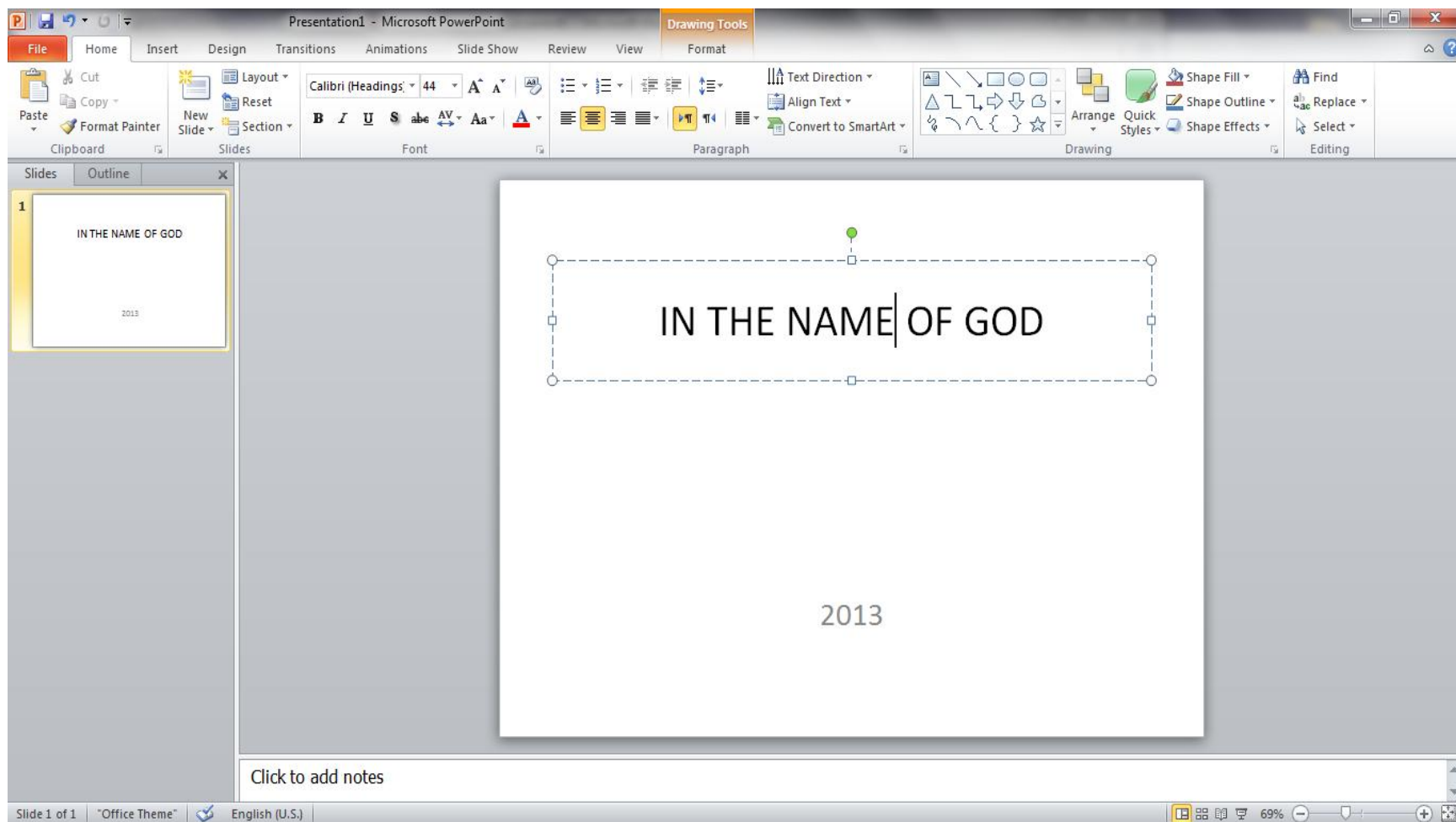
The screenshot shows the Microsoft PowerPoint application window. The title bar reads "Presentation1 - Microsoft PowerPoint". The ribbon includes tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The Review tab is currently selected. The main workspace is a blank slide with a placeholder text "Click to add title". A text box is overlaid on the slide containing Persian text.

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

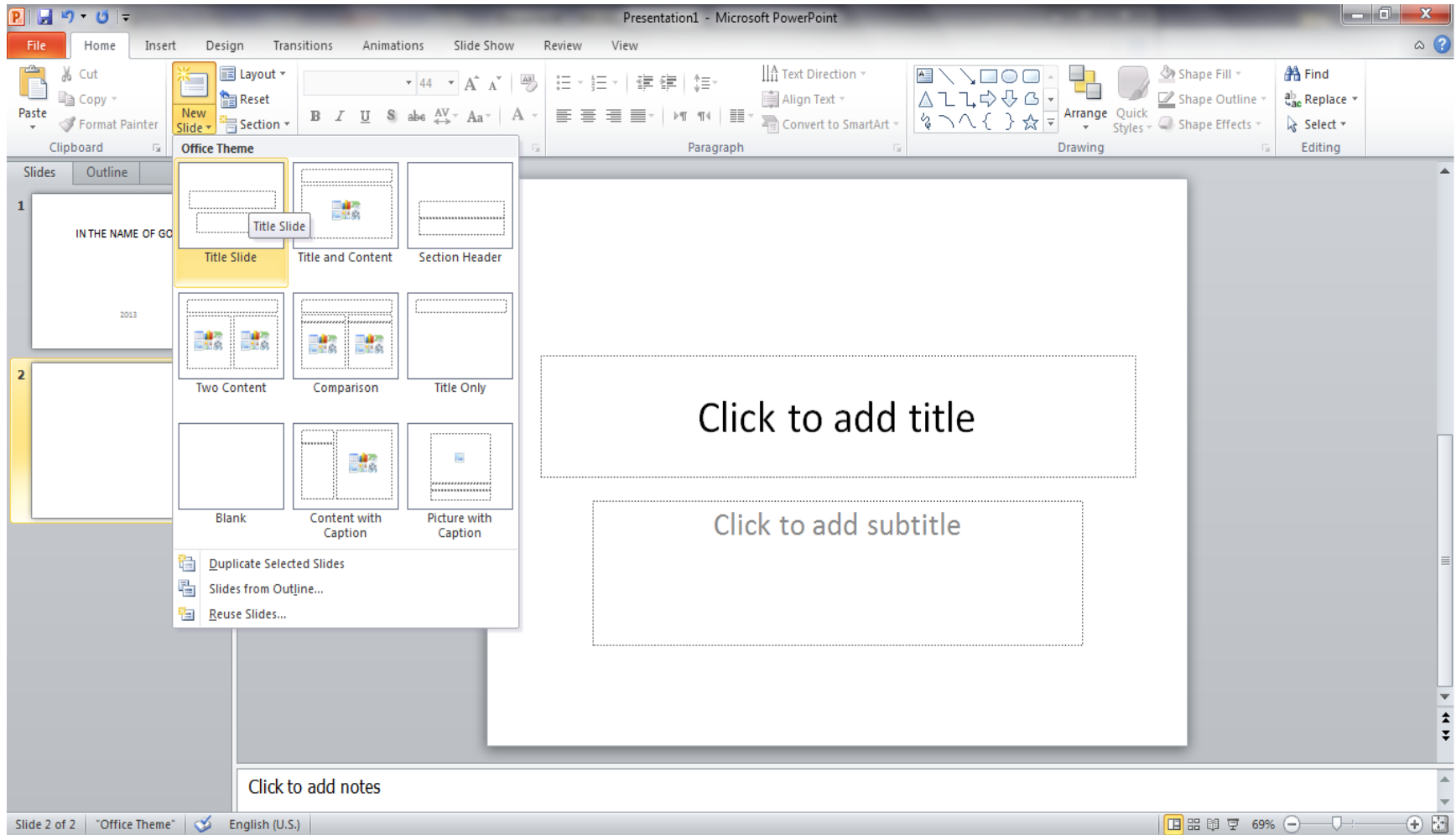
دو جعبه متن به صورت پیش فرض دارد که در داخل هر دو تا یا یکی از آنها متن مورد نظر را اضافه می کنیم



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



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



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

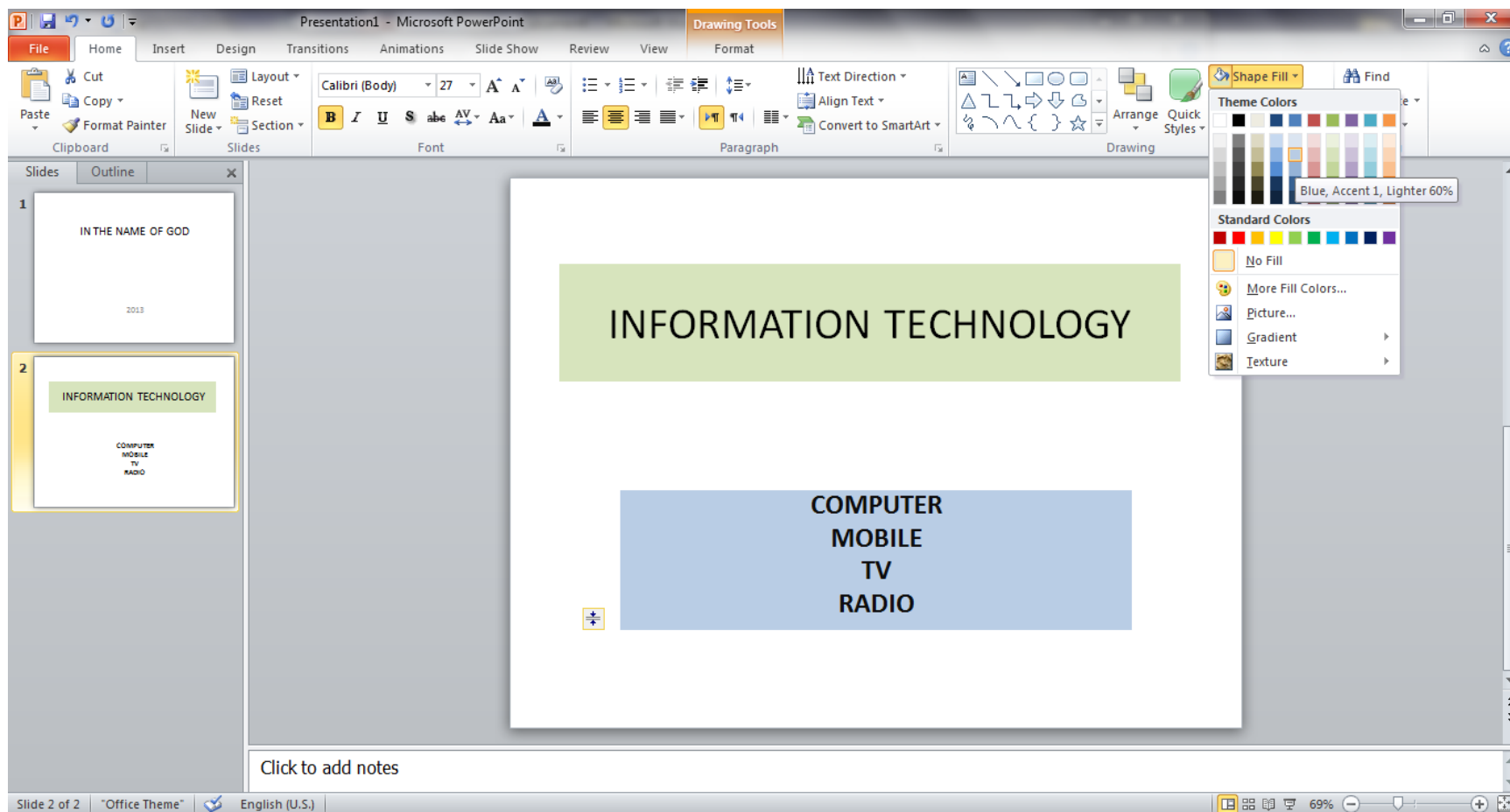
The screenshot displays the Microsoft PowerPoint interface. The title bar reads "Presentation1 - Microsoft PowerPoint". The ribbon is set to "Drawing Tools" with the "Format" tab selected. The ribbon includes sections for "Clipboard", "Slides", "Font", "Paragraph", "Drawing", and "Editing".

The slide thumbnail pane on the left shows two slides:

- Slide 1: "IN THE NAME OF GOD" with the year "2013" below it.
- Slide 2: "INFORMATION TECHNOLOGY" with a list of items: "COMPUTER", "MOBILE", "TV", and "RADIO".

The main slide area shows Slide 2 in edit mode. The text "INFORMATION TECHNOLOGY" is centered at the top. Below it, a dashed rectangular box is drawn around the text "COMPUTER MOBILE TV RADIO". A small green dot is positioned above the word "COMPUTER". 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 rectangular box is connected to a small green circle representing a computer. The blue box contains the text "COMPUTER MOBILE TV RADIO". The left-hand pane shows a slide thumbnail for slide 2, which is highlighted with a yellow border, indicating it is the current slide. The top ribbon is set to the "Drawing Tools" tab, and the status bar at the bottom indicates "Slide 2 of 2".

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

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

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

The screenshot displays the Microsoft PowerPoint interface. The main slide area shows a slide with a green header box containing the text "INFORMATION TECHNOLOGY" and a blue box containing the text "COMPUTER MOBILE TV RADIO". A context menu is open over the text in the blue box, with the "Edit Text" option highlighted. The ribbon at the top shows the "Drawing Tools" tab, with the "Format" group active. The "Format" group includes options for Text Direction, Align Text, and Convert to SmartArt. The "Drawing" group includes options for Shape Fill, Shape Outline, and Shape Effects. The "Editing" group includes options for Find, Replace, and Select. The "Font" group includes options for Font, Paragraph, and Drawing. The "Paragraph" group includes options for Paragraph, Paragraph, and Paragraph. The "Drawing" group includes options for Drawing, Drawing, and Drawing. The "Editing" group includes options for Editing, Editing, and Editing. The status bar at the bottom shows "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 'Drawing Tools' ribbon is active, showing options for text direction, alignment, and conversion to SmartArt. A font selection menu is open, showing the 'Aharoni' font selected. The menu lists various fonts, including 'Aharoni' (highlighted), 'AcadEref', 'Agency FB', 'AIGDT', 'AKBAR', 'ALGERIAN', 'AmdtSymbols', 'AMGDT', 'Andalus', 'Angsana New', 'AngsanaUPC', 'Aparajita', 'Arabic Transparent', 'Arabic Typesetting', and 'Arial'. The main slide area shows a slide titled 'INFORMATION TECHNOLOGY' with a green header, a blue box containing 'COMPUTER MOBILE TV RADIO', and a red button labeled 'IT'. The status bar at the bottom indicates 'Slide 2 of 2', 'Office Theme', and 'English (U.S.)'.

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

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

Microsoft PowerPoint - Presentation1

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

Clipboard Slides Font Paragraph Drawing

Shape Fill Shape Outline Find Replace

Theme Colors

Standard Colors

No Outline More Outline Colors...

Weight

Daghes

Arrows

¼ pt ½ pt ¾ pt 1 pt 1½ pt 2¼ pt 3 pt 4½ pt 6 pt

More Lines...

Click to add notes

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

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

The screenshot displays the Microsoft PowerPoint interface. The 'Format' ribbon is active, showing options for 'Shape Fill', 'Shape Outline', 'Shape Effects', 'WordArt Styles', 'Text Fill', 'Text Outline', 'Text Effects', 'Bring Forward', 'Send Backward', 'Selection Pane', 'Rotate', and 'Size'. The 'Shape Styles' task pane is open, showing a grid of various color and style options for shapes. A large red cross shape is visible on the slide, and the 'IT' text is highlighted in a pink box. The 'Format' ribbon also shows 'WordArt Styles' and 'Text Effects' options. The 'Shape Styles' task pane shows a grid of various color and style options for shapes. The 'Format' ribbon also shows 'Bring Forward', 'Send Backward', 'Selection Pane', 'Rotate', and 'Size' options. The 'Shape Styles' task pane shows a grid of various color and style options for shapes.

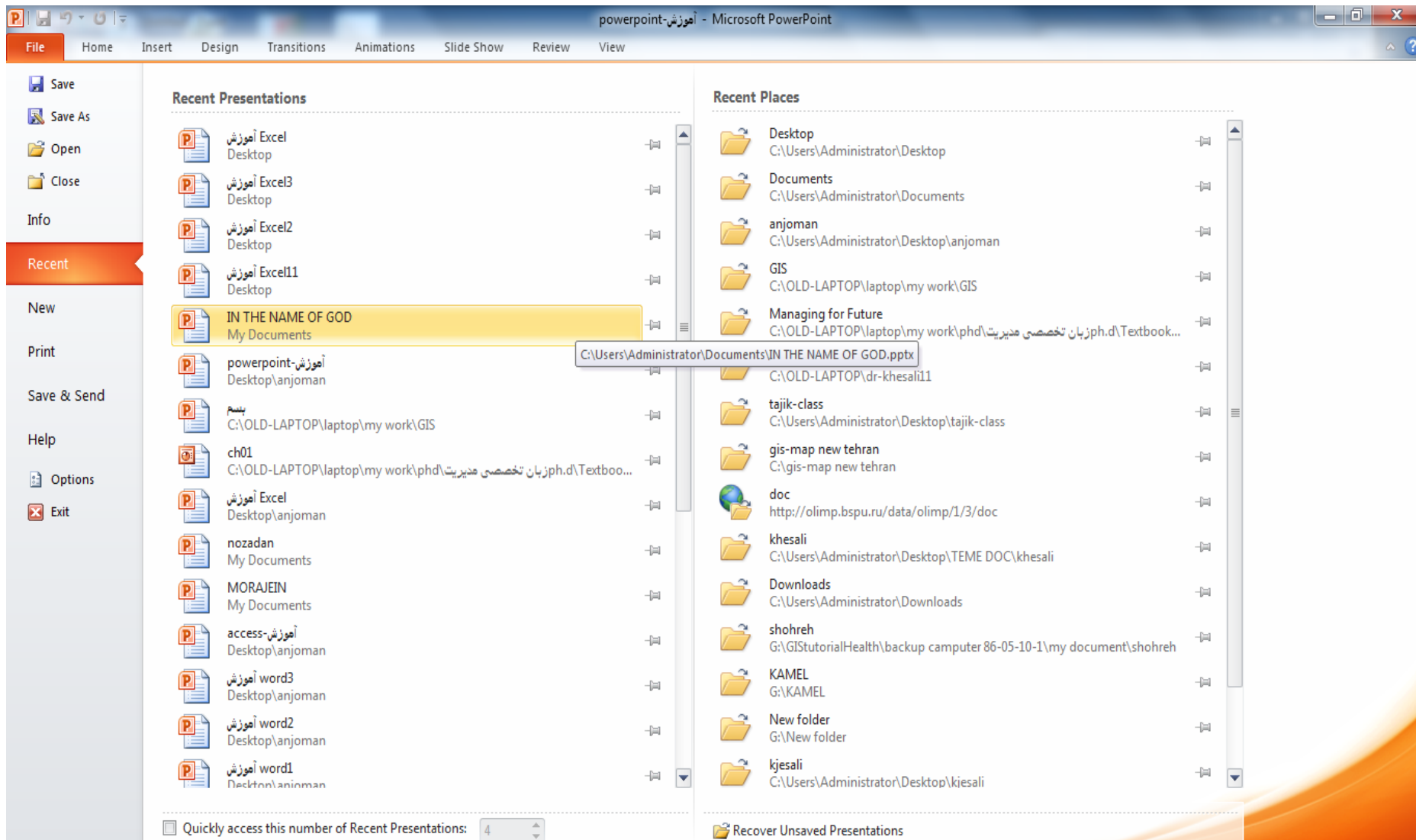
برای آنکه این شکل در زیر شکل های دیگر آورده شود تنها کافی است که بر روی آن کلیک راست کرده و گزینه send to back را انتخاب می کنیم .

The screenshot displays the Microsoft PowerPoint interface. The title bar reads "Presentation1 - Microsoft PowerPoint". The ribbon is set to "Drawing Tools" with the "Format" tab active. The ribbon includes sections for "Shape Styles" (with various colored "Abc" buttons), "WordArt Styles" (with "A" icons), and "Arrange" (with 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 "IT". A context menu is open over the green rectangle, 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 "Send to Back" option is highlighted, and a sub-menu is visible showing "Send to Back" and "Send Backward". The left sidebar shows the "Slides" pane with two slides; the second slide is selected and shows a thumbnail of the diagram. The status bar at the bottom indicates "Slide 2 of 2", "Office Theme", "English (U.S.)", and a zoom level of "69%".

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

The screenshot displays the Microsoft PowerPoint interface. The main slide contains a diagram with three boxes: a green box at the top labeled "INFORMATION TECHNOLOGY", a blue box in the middle labeled "COMPUTER MOBILE TV RADIO", and a pink box at the bottom labeled "IT". A red vertical bar is positioned between the 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 top ribbon shows the "Drawing Tools" tab with the "Format" group selected. The left sidebar shows the "Slides" pane with slide 2 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

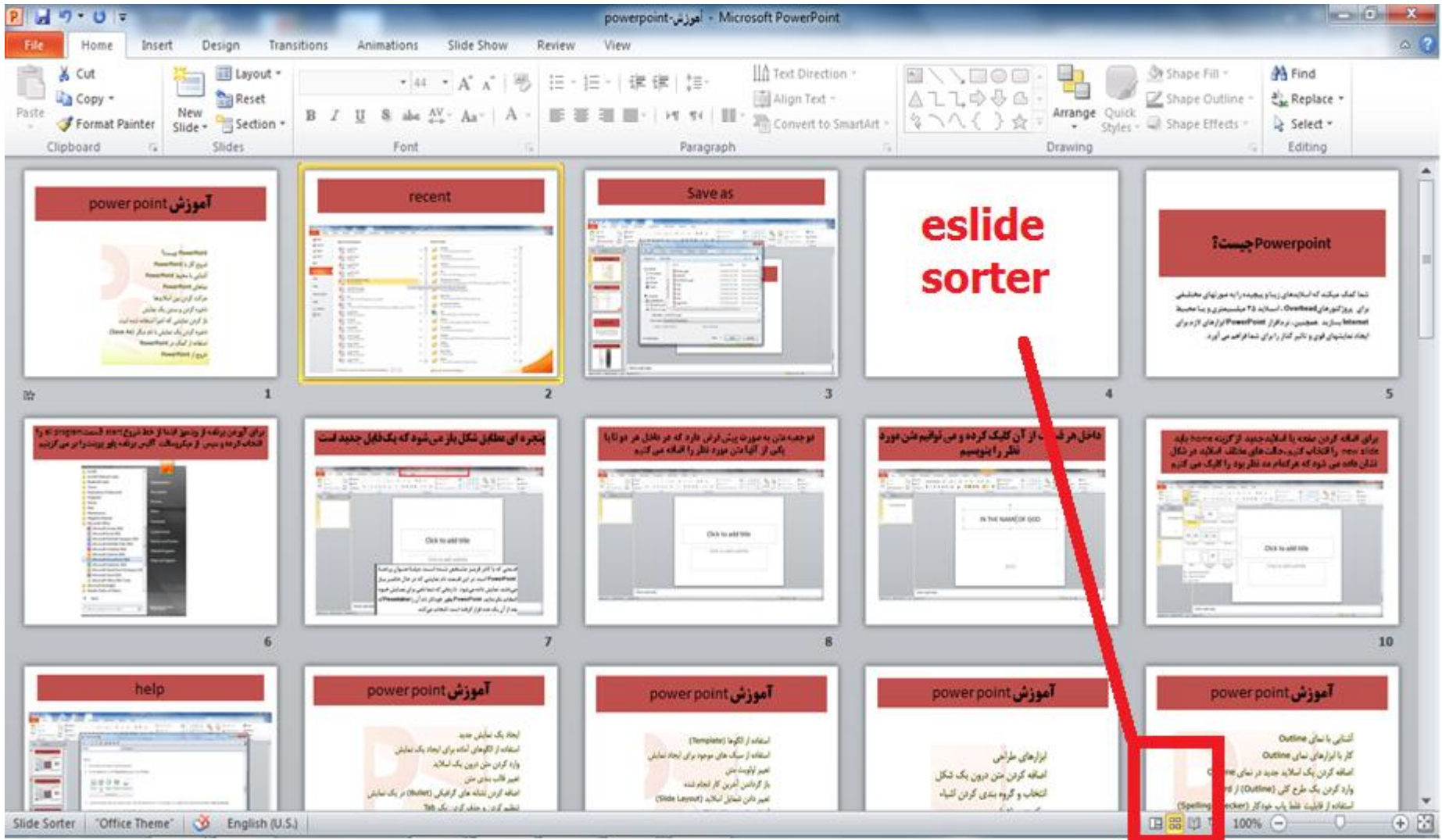
The screenshot shows the Microsoft PowerPoint application window with the 'Save As' dialog box open. The dialog is titled 'Save As' and shows the current location as 'Users > Administrator > Desktop > anjoman'. The file list includes:

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

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

Background PowerPoint details:
Title: آموزش - Microsoft PowerPoint
Ribbon: File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View
Slide 1: آموزش powerpoint
Slide 2: recent
Slide 3: Powerpoint چیست؟
Slide 4: اولین ریزه کاری در این زمینه است که به شما امکان می دهد تا به راحتی و به سرعت با آن کار کنید.

گزینه Slide sorter برای نمایش ردیفی اسلایدها کاربرد دارد



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

The image shows a screenshot of the Microsoft PowerPoint interface. The main slide area displays a slide with a green header containing the text "IN THE NAME OF GOD" and the year "2013" below it. The left sidebar shows a slide thumbnail for slide 1 with the same text and a thumbnail for slide 2 with a diagram titled "INFORMATION TECHNOLOGY" containing "COMPUTER", "MOBILE", "TV", "RADIO", and "IT". The top ribbon is set to "Drawing Tools" with the "Format" tab selected. The "Quick Styles" task pane is open on the right, showing a grid of 48 different text styles with various colors and fonts. The status bar at the bottom indicates "Slide 1 of 2", "Office Theme", "English (U.S.)", and a zoom level of 69%.

help

The screenshot shows the Microsoft PowerPoint interface with the PowerPoint Help window open. The Help window displays instructions for inserting a picture into a slide. The background shows the PowerPoint ribbon with the 'Insert' tab selected, and the 'Illustrations' group containing 'Picture', 'Clip Art', 'Shapes', 'SmartArt', and 'Screenshot' options. The Help window also shows a search bar with 'insert' entered and a list of steps for inserting a picture.

powerpoint-آموزش - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View

Paste Copy Format Painter New Slide Layout Reset Section Slides

Clipboard

Slides Outline

40 فرستاد picture structure و به نمودار و می توان به عکس یا کلیه برود

41 هر دو این طریق های متفاوتی از یکدیگر با sample فرستاد تفاوت بر اینست و به نمودار انتخاب کرد

42 با استفاده از این به نام می توان یک عکس یا تصویر به شکل جدول نمود که picture نام این گروه را انتخاب کنید

43 **Sample text**

- 1-microsoft
- 2-microsoft
- 3-word

PowerPoint Help

Offline

Click to add notes

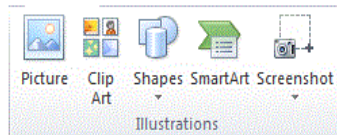
Slide 43 of 43 "Office Theme" English (U.S.) 60%

PowerPoint Help

insert

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.

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

The screenshot displays the Microsoft PowerPoint interface. The top ribbon is set to 'Drawing Tools'. The 'Font' section of the ribbon is highlighted with a red box, showing the font name 'Calibri (Body)', size '60', and various formatting options like bold, italic, underline, and text color. The 'Paragraph' section is also visible, showing text direction and alignment options. The 'Slide Sorter' on the left shows slide 49 selected, which contains the text 'Sample text' and a bulleted list. The main slide area shows a green rectangular box with the text 'Sample text' in red, and a larger green box below it containing a bulleted list: '1-microsoft', '2-microsoft', and '3-excel'. The status bar at the bottom indicates 'Slide 49 of 49', 'Office Theme', and 'English (U.S.)'.

Font: Calibri (Body), 60

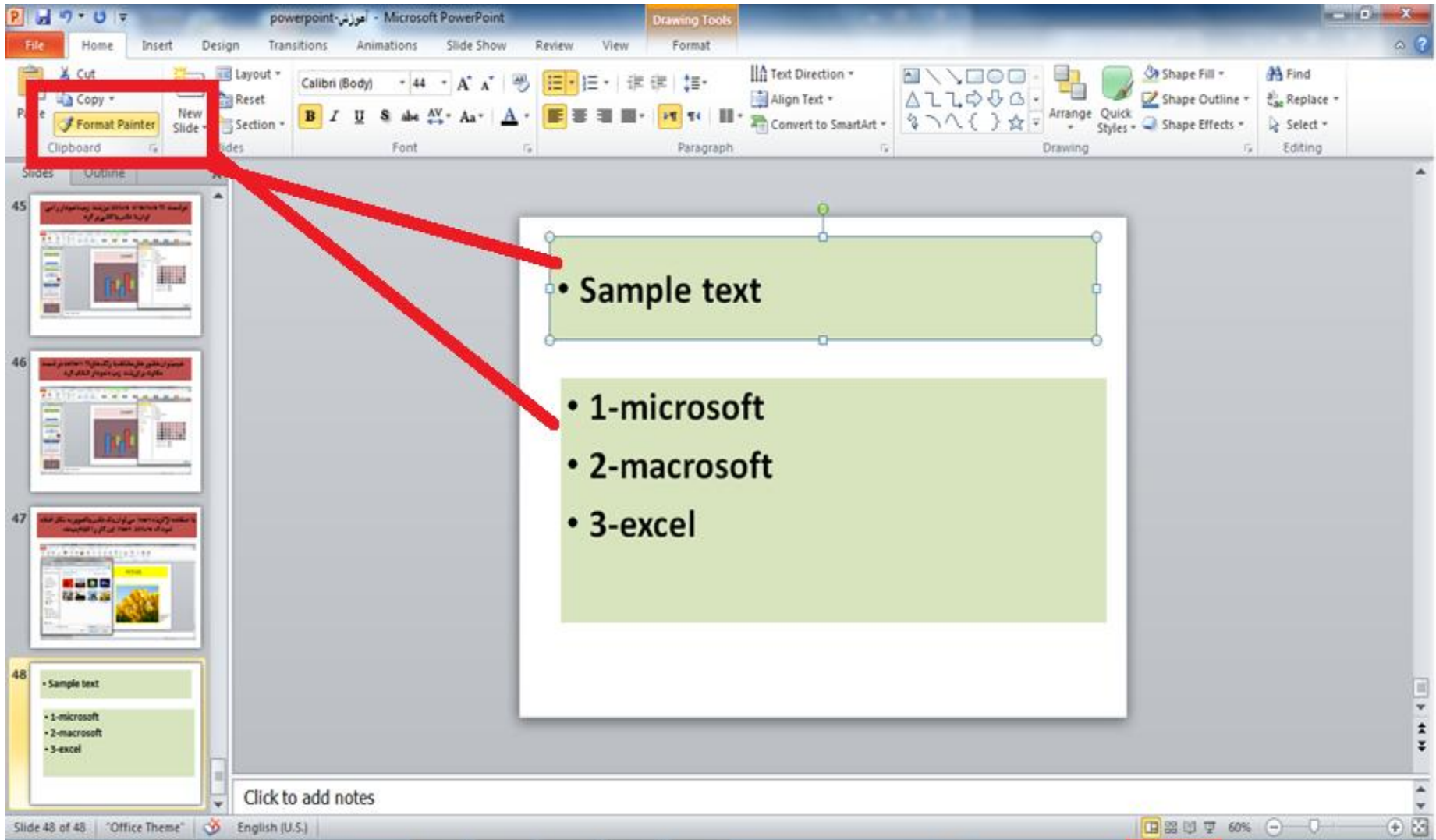
Text: Sample text

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

Click to add notes

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

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



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

The screenshot displays the Microsoft PowerPoint application window. The title bar reads "powerpoint- آموزش - Microsoft PowerPoint". The ribbon menu includes "File", "Home", "Insert", "Design", "Transitions", "Animations", "Slide Show", "Review", and "View". The "File" 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 in orange.

The main workspace shows "Available Templates and Themes" with a breadcrumb path: Home > Presentations > Academic presentations. A search bar is labeled "Office.com Templates" and "Search Office.com for templates".

Below the search bar, a grid of 15 presentation templates is displayed, each with a thumbnail and a title:

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

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

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

Below this information is a large thumbnail of the presentation cover, which features the text "Women's History Month Presentation" and a photo of diverse women. A "Download" button is located below the thumbnail.

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 slide with a red header containing the Persian 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

Slides: Outline

15 آموزش power point

16 template

17 تغییر دادن شمایل اسلاید

18 آموزش power point

Office Theme

Title Slide

Title and Content

Section Header

Two Content

Comparison

Title Only

Blank

Content with Caption

Picture with Caption

Text Direction

Align Text

Convert to SmartArt

Paragraph

Drawing

Shape Fill

Shape Outline

Shape Effects

Quick Styles

Arrange

Find

Replace

Select

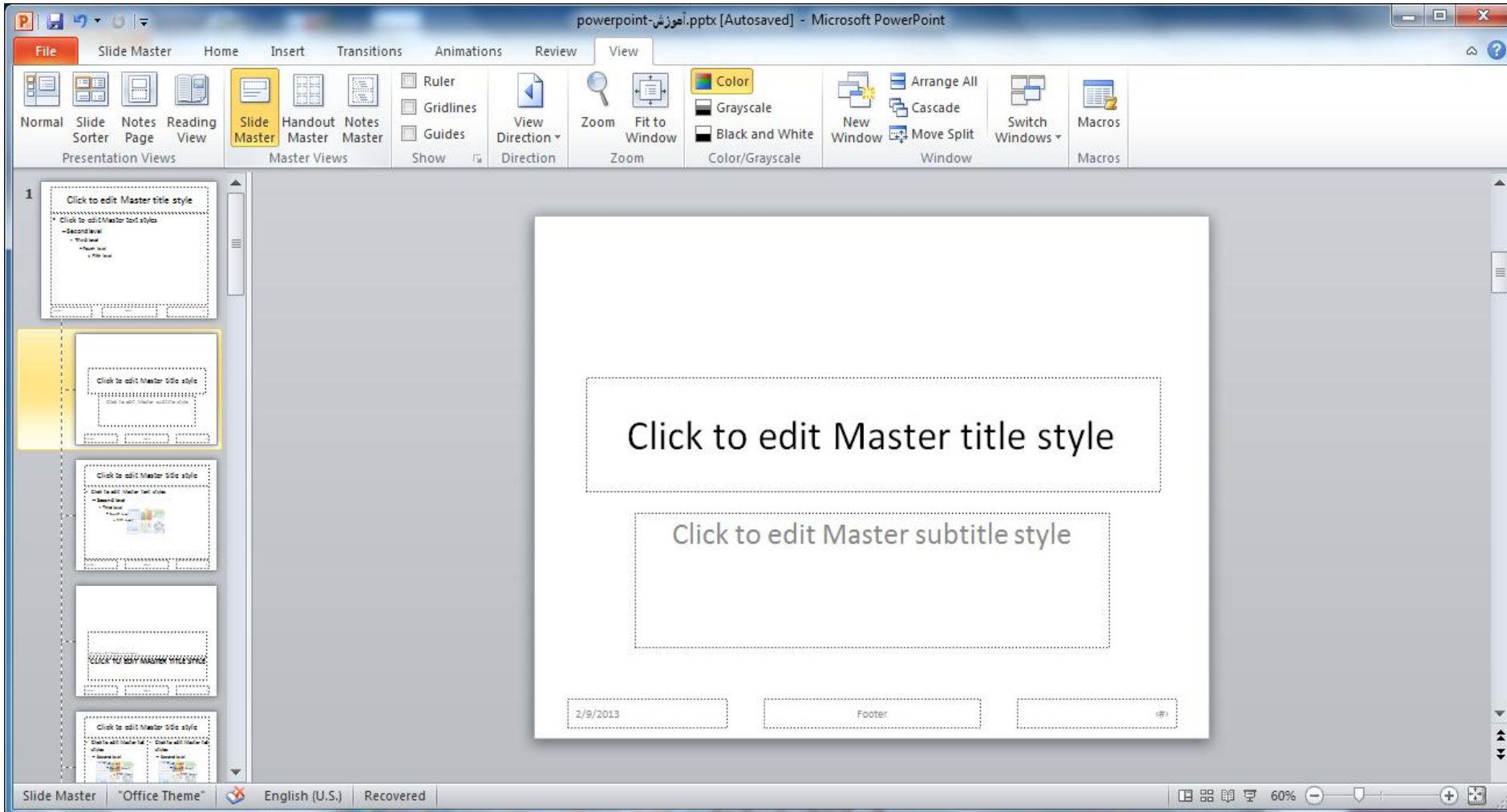
Editing

Click to add text

Click to add notes

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



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', 'Page Setup', and 'Slide Orientation'. 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' task pane is open. The 'Header and Footer' dialog box is also open, with the 'Notes and Handouts' tab selected. The dialog box shows the following settings:

- Slide: Notes and Handouts
- Include on page: Date and time, Update automatically
- Date and time: 2/9/2013
- Language: English (U.S.), Calendar type: Western
- Fixed: Fixed, 2/9/2013
- Header: Header, amozeshhhhhh
- Footer: Footer

The 'Apply to All' button is highlighted in red. The background shows a slide with a red header and the text 'Header-footer'. The status bar at the bottom indicates 'Slide 21 of 55', 'Office Theme', 'English (U.S.)', 'Recovered', and '60%' zoom.

footer

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

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

The 'Footer' option and its text field are highlighted with a red box. The 'Header and Footer' dialog box title bar is also highlighted with a red box. The 'Header and Footer' task pane icon is highlighted with a red box. The 'Header and Footer' task pane is highlighted with a red box. The 'Header and Footer' dialog box is highlighted with a red box. The 'Header and Footer' dialog box is highlighted with a red box. The 'Header and Footer' dialog box is highlighted with a red box.

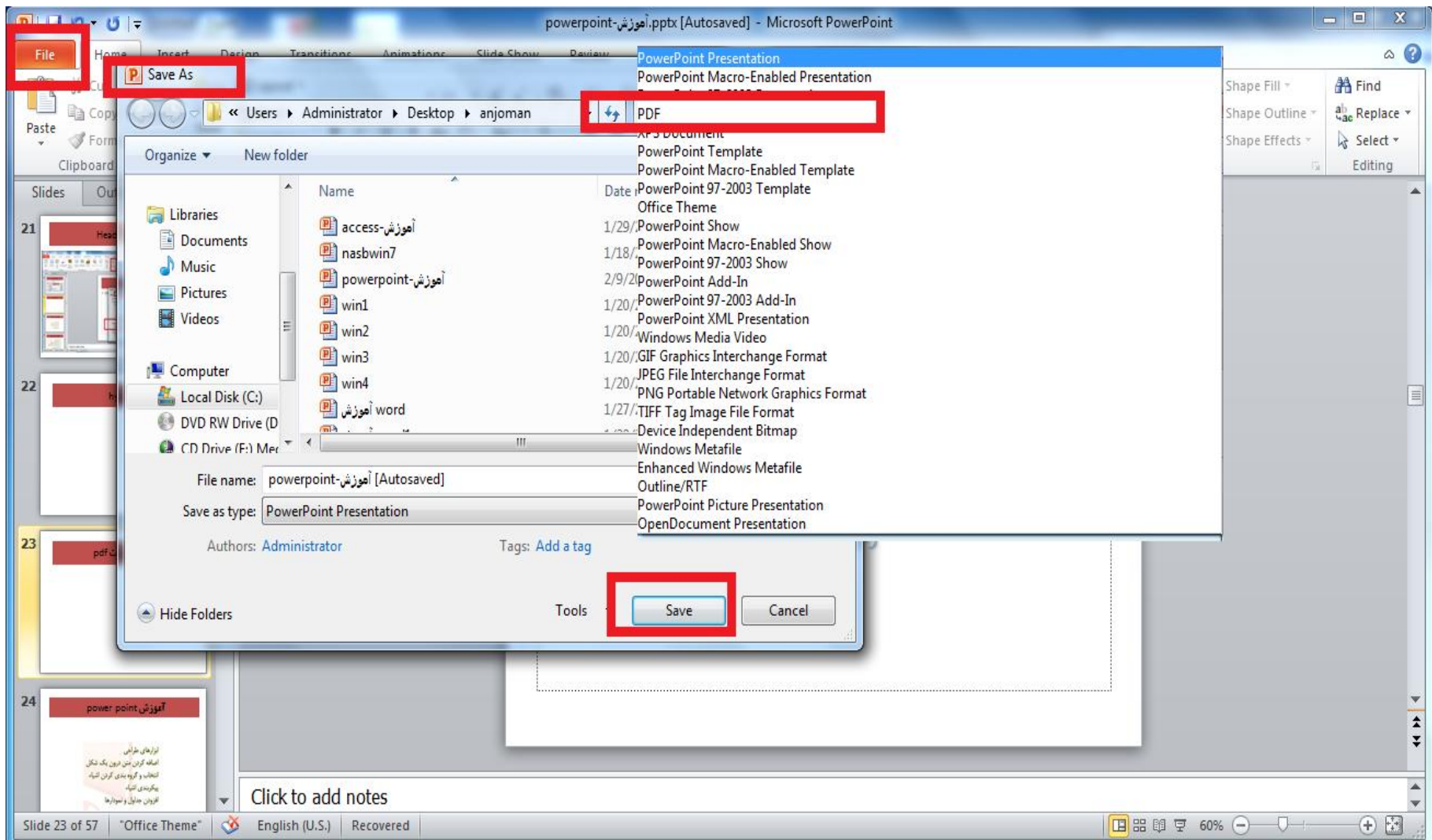
Hyperlink برای لینک گذاشتن بر روی صفحات استفاده می گردد

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



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 prism. A context menu is open over the prism, 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. A text box is visible within the prism, containing the text "Click to add text". 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', 'Arrange', and 'Size'. The main slide area shows a slide with a red header, a text box containing 'Click to add text', and a collection of shapes: a blue 3D box, a green circle, 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 shows options like 'Cut', 'Copy', 'Paste Options', 'Bring to Front', 'Send to Back', 'Hyperlink...', 'Save as Picture...', 'Size and Position...', and 'Format Object...'. 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.)', 'Recovered', and a zoom level of 60%.

درج تصویر

The image shows a Microsoft PowerPoint 2010 interface with the following elements:

- File Name:** powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint
- Current Slide:** 24. Title: آموزش پاورپوینت. Content: از راه های طراحی استفاده کردن متن درون یک شکل انتخاب و گروه بندی کردن اشیا. یکباردیگی اشیا. افزودن جدول و نمودارها.
- Next Slide:** 25. Content: A red rectangle.
- Next Slide:** 26. Title: درج شکل. Content: A screenshot of a PowerPoint slide.
- Next Slide:** 27. Title: نوشتن متن در داخل شکل. Content: A screenshot of a PowerPoint slide with text inside a shape.
- Taskbar:** The 'Insert Picture' button is highlighted with a red box.
- Ribbon:** The 'Picture' button in the 'Insert' tab is highlighted with a red box.
- Pictures Library:** A window titled 'Pictures library' is open, showing 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
 - Size: 581 KB
- Status Bar:** Slide 25 of 68, "Office Theme", English (U.S.), Recovered, 1316 x 706px, 2530 x 768px, 50% zoom.

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

The screenshot shows the Microsoft PowerPoint interface. The main slide area contains a title box with the text "Click to add title" and a text box with the text "Click to add text". An "Insert Table" dialog box is open, displaying "Number of columns: 5" and "Number of rows: 2". The "OK" button is highlighted. The status bar at the bottom indicates "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 various fonts. The "ALGERIAN" font is highlighted. The table on the slide is currently styled with a blue header and light blue body cells.

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' pane on the left includes checkboxes for 'Header Row', 'Total Row', 'Banded Rows', 'First Column', 'Last Column', and 'Banded Columns'. The 'Table Styles' task pane shows various grid styles under 'Best Match for Document', 'Light', and 'Medium' categories. The main slide area shows a table with the following data:

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

The status bar at the bottom indicates 'Slide 3 of 4', 'Office Theme', and 'English (U.S.)'. The system tray shows a 69% battery level.

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

The screenshot shows a Microsoft PowerPoint presentation with a slide titled "TABLE". The slide contains a table with 6 columns (A-F) and 6 rows of data. The table is styled with a blue header and light blue body. The PowerPoint interface is visible, showing the ribbon with the 'Design' tab selected, and the 'Table' group containing options like 'Shape Fill', 'Shape Outline', and 'Shape Effects'. The status bar at the bottom indicates 'Slide 3 of 4', 'Office Theme', and 'English (U.S.)'.

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

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

درج نمودار

	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							

Click to add notes

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

1309 × 709px 3324 × 768px 25%

درج نمودار

The image displays a Microsoft PowerPoint presentation with a grouped bar chart on the slide. The chart has four categories on the x-axis and three data series. The PowerPoint interface shows the 'Chart Tools' ribbon with 'Design', 'Layout', and 'Format' tabs. The 'Chart Styles' gallery is visible, with one style highlighted. The PowerPoint title bar indicates the file is 'powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint'.

An inset window shows the Microsoft Excel spreadsheet used for the chart data. The Excel title bar is 'Chart in Microsoft PowerPoint - Microsoft Excel'. The spreadsheet has the following data:

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

The Excel status bar shows 'Ready' and 'Sheet1'. The PowerPoint status bar shows '50%' zoom.

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

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

Category	Series 1	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... (highlighted), Edit Data..., 3-D Rotation..., Group, Bring to Front, Send to Back, Save as Picture..., and Format Chart Area... The ribbon includes File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Chart Tools (Design, Layout, Format), and Chart Styles. The status bar at the bottom indicates 'Slide 4 of 4', 'Office Theme', 'English (U.S.)', and a zoom level of 69%.

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

Click to add title

Click to add notes

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

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

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

Sheet1 100%

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

The screenshot displays the Microsoft PowerPoint interface. The main slide shows a 3D bar chart with a yellow background. The chart has two categories on the x-axis: 'کلاس 1' (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: two blue bars for Class 1 (heights approximately 4.5 and 3.5) and four bars for Class 2 (heights approximately 4.5, 3.5, 5.5, and 4.5). The text 'سری اول' (Series 1) is visible at the bottom right of the chart area.

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

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

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

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

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

The image displays two windows side-by-side. The left window is Microsoft PowerPoint, showing a slide with a 3D bar chart. The chart has two groups of bars labeled 'کلاس 1' and 'کلاس 2'. The legend indicates three series: 'سری اول' (blue), 'سری دوم' (red), and 'سری سوم' (green). The right window is Microsoft Excel, showing the data 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 shows the Microsoft PowerPoint interface. The main slide displays a 3D bar chart with five bars of varying heights and colors (blue, red, green, red, green). The chart is set against a blue background. 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 slide title is 'Click to add title'. The slide number is 4 of 4. The status bar at the bottom shows 'Office Theme', 'English (U.S.)', and a zoom level of 69%.

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

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

The image shows a Microsoft PowerPoint presentation with a slide containing a 3D bar chart. The chart is set against a background of crumpled paper texture. The chart has five bars with the following approximate values: 5, 4, 3, 2, and 1. The bars are colored blue, red, green, blue, and red respectively. The x-axis is labeled 'کلاس 1' and 'کلاس 2'. The y-axis is labeled from 0 to 5. The slide title is 'Click to add title'. The 'Format Chart Area' task pane is open, showing the 'Fill' section with 'Picture or texture fill' selected. The 'Recycled paper' texture is highlighted in the texture gallery.

کلاس	رنگ	ارتفاع (مقدار)
کلاس 1	آبی	5
کلاس 2	قرمز	4
کلاس 3	سبز	3
کلاس 4	آبی	2
کلاس 5	قرمز	1

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

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

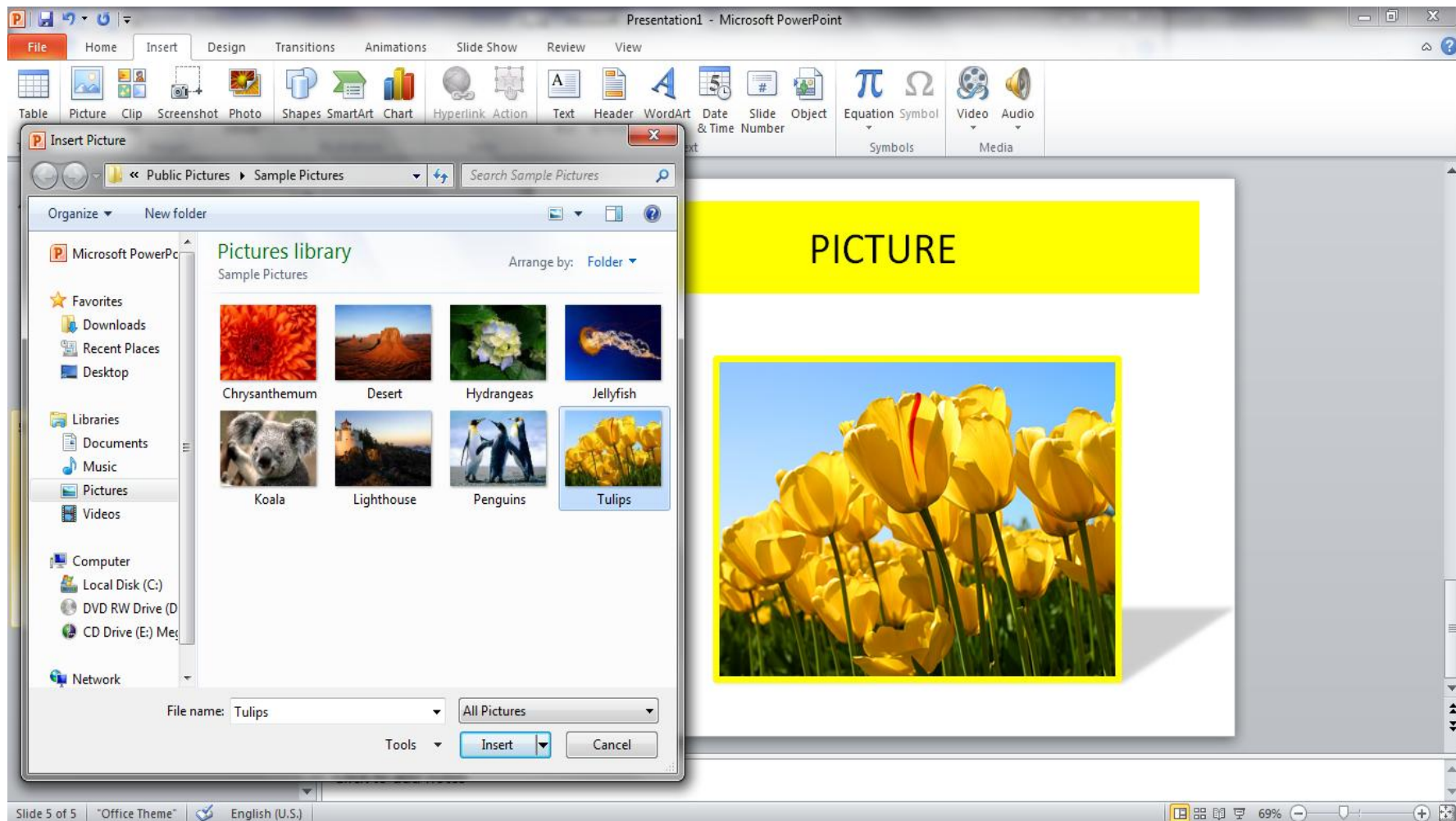
Category	Bar 1	Bar 2	Bar 3	Bar 4	Bar 5
کلاس 1	4.5	3.5	4.0	3.0	4.0
کلاس 2	4.5	3.5	4.0	3.0	4.0

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. The pane also includes options for "No fill", "Solid fill", "Gradient fill", "Picture or texture fill", and "Automatic". A grid of various pattern swatches is visible, along with "Foreground Color" and "Background Color" selection tools. The status bar at the bottom indicates "Slide 4 of 4", "Office Theme", "English (U.S.)", and a zoom level of 69%.

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



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 section includes options for Bold, Italic, Underline, Strikethrough, and text color. The Paragraph section includes options for bullet points, numbering, and alignment. 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 یا رنگ های متفاوت برای پشت زمینه نمودار انتخاب کرد

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

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

53

54

outline

- Click to add text

Click to add notes

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

Collapse-expand

The 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 تا یا یکی از آنها متن مورد نظر را اضافه می کنیم". The interface includes the ribbon (File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View) and the Outline pane on the left. The Outline pane is currently collapsed, and a context menu is open over it, showing options: Cut, Copy, Paste Options, Collapse, Expand, Collapse All, New Slide, Delete Slide, Promote, Demote, Move Up, Move Down, Hyperlink..., Show Text Formatting, Synonyms, and Translate. The 'Collapse', 'Expand', and 'Collapse All' options are highlighted with a red box. The status bar at the bottom shows "Slide 8 of 68" and "3324 x 768px".