



# جزوه درس

# Microsoft Power point

استاد: مرجان میرزنده دل

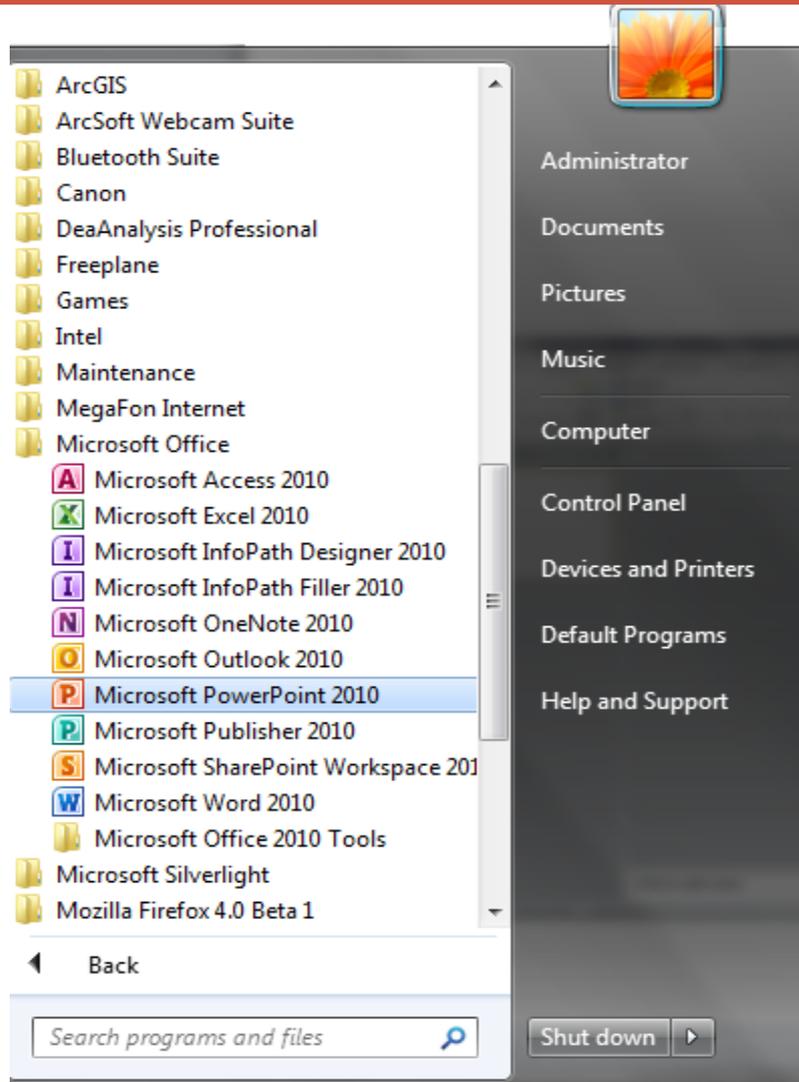
سال تحصیلی ۹۹-۱۳۹۸

# Powerpoint چیست؟

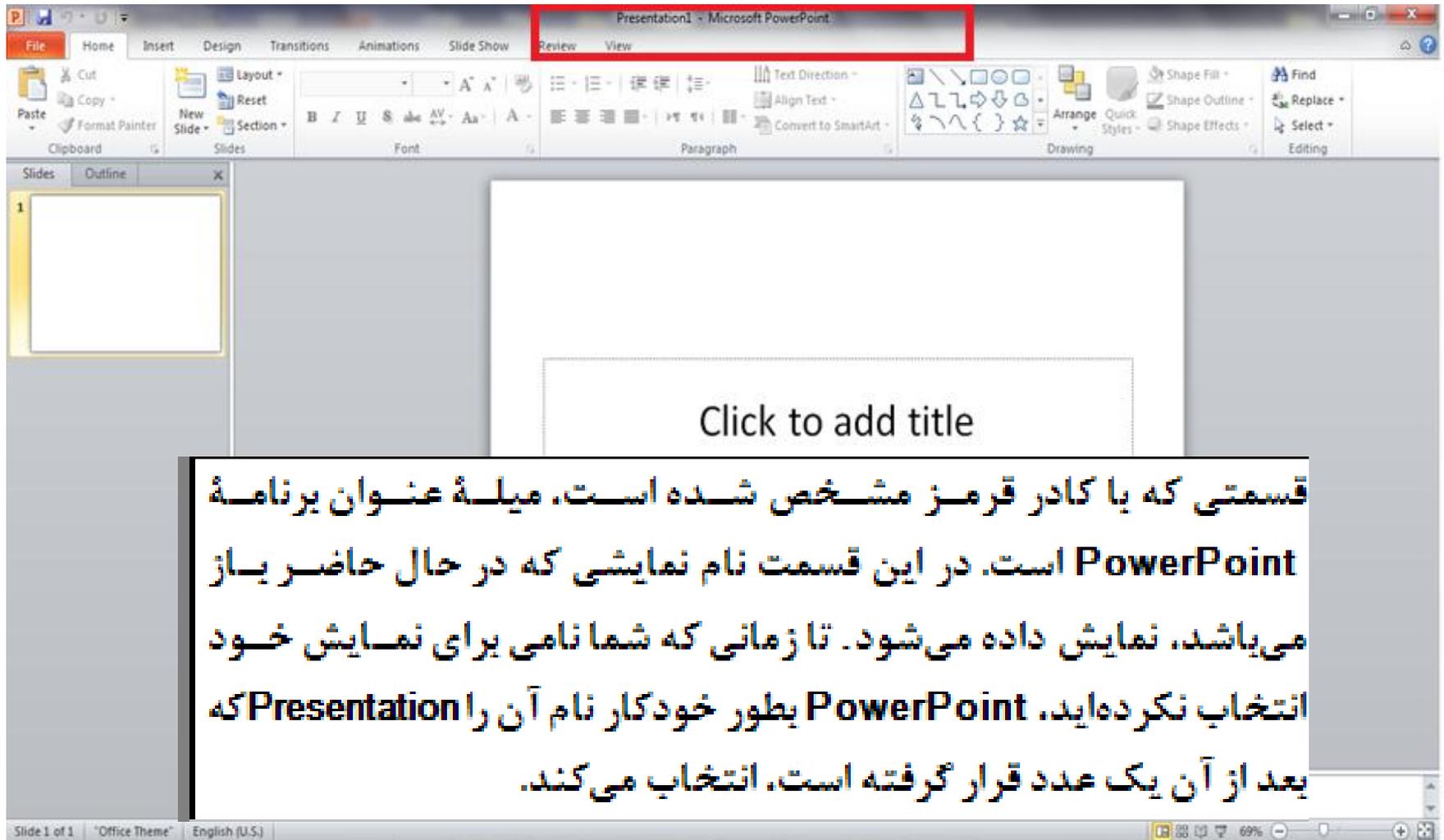
شما کمک میکند که اسلایدهای زیبا و پیچیده را به صورتهای مختلفی برای پروژکتورهای Overhead، اسلاید ۳۵ میلیمتری و یا محیط Internet بسازید. همچنین، نرم افزار PowerPoint ابزارهای لازم برای ایجاد نمایشهای قوی و تاثیر گذار را برای شما فراهم می آورد.

# 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

مدرس: مهندس روزن ده دل  
وبسایت آموزش عالی و شبانه روزی



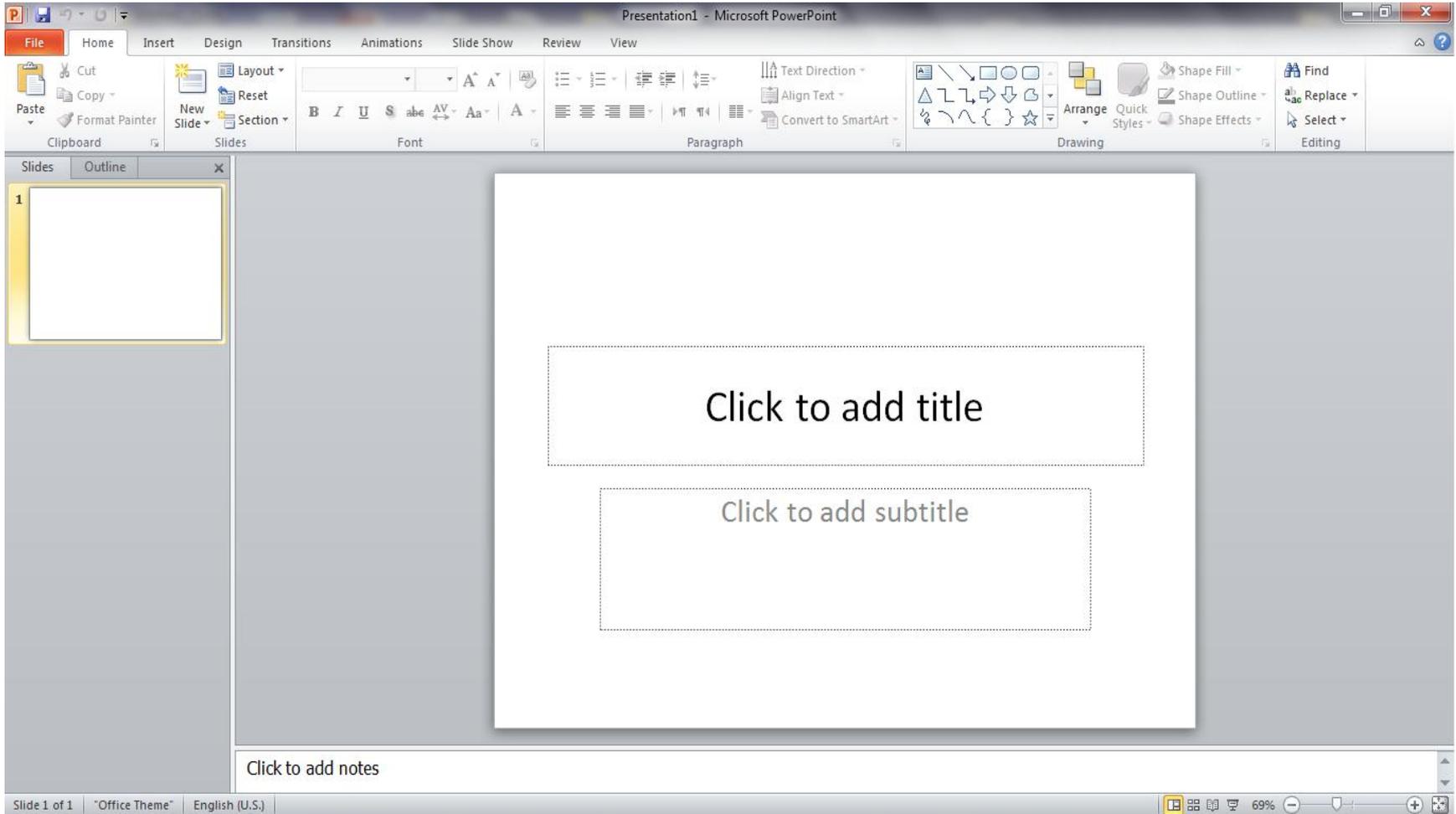
# پنجره ای مطابق شکل باز می شود که یک فایل جدید است



The screenshot shows the Microsoft PowerPoint 2010 interface. 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 ribbon contains groups for Clipboard, Slides, Font, Paragraph, Text Direction, Align Text, Convert to SmartArt, Drawing, and Editing. The main slide area displays a white slide with a large rectangular placeholder containing the text "Click to add title". The left sidebar shows the Slides pane with a single slide thumbnail labeled "1".

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



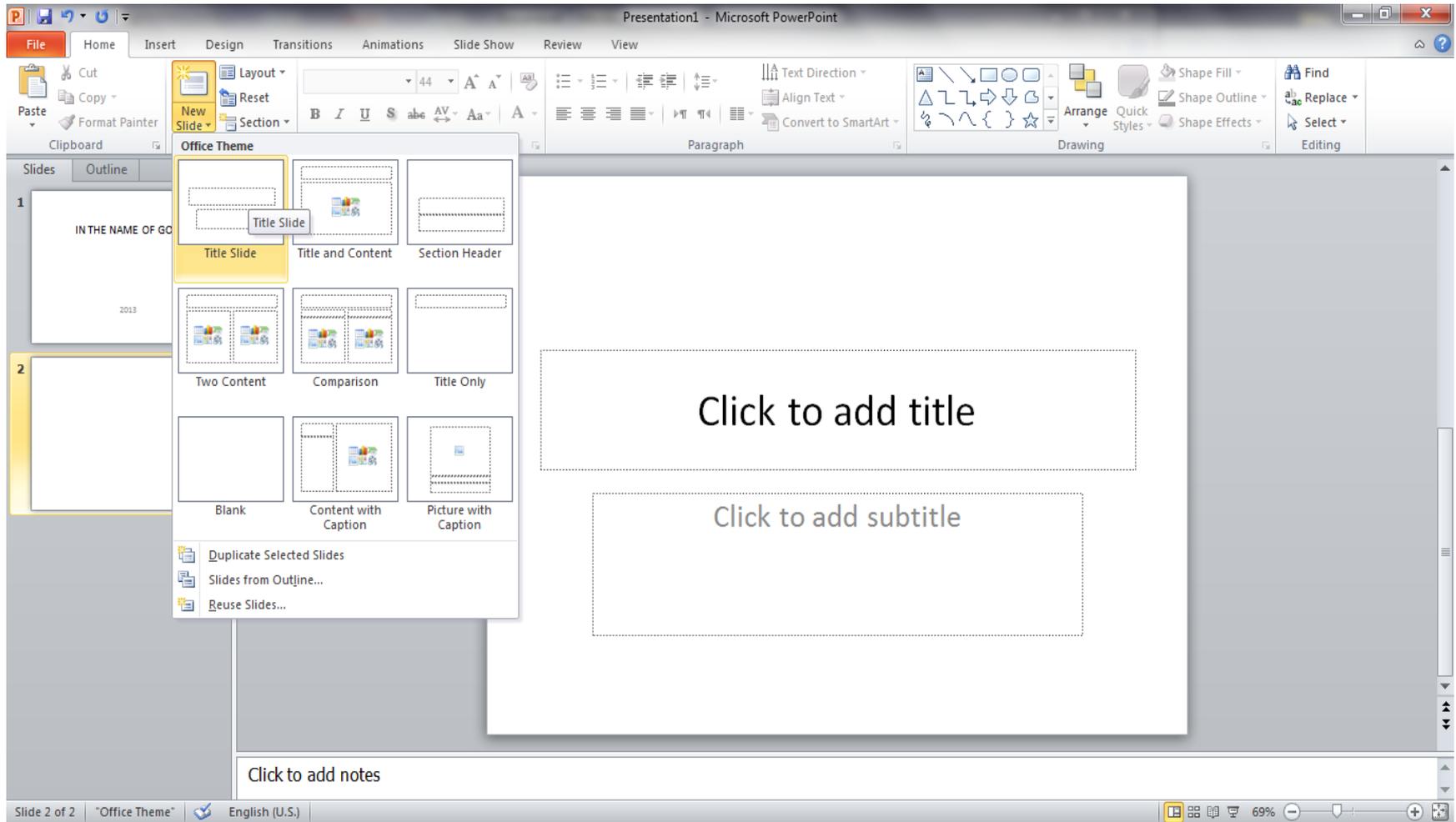
# داخل هر قسمت از آن کلیک کرده و می توانیم متن مورد نظر را بنویسیم

موسسه آموزش عالی کوشیار رشت

مدرس: مهندس میرزنده دل

The screenshot displays the Microsoft PowerPoint interface. The title bar reads "Presentation1 - Microsoft PowerPoint". The ribbon is set to "Drawing Tools" with the "Format" tab selected. The ribbon includes sections for "Clipboard", "Slides", "Font", "Paragraph", "Drawing", and "Editing". The main slide area shows a white slide with a text box containing the text "IN THE NAME OF GOD". The text box is currently selected, indicated by a dashed border and a vertical cursor. The year "2013" is visible at the bottom of the slide. The status bar at the bottom shows "Slide 1 of 1", "Office Theme", "English (U.S.)", and a zoom level of "69%".

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

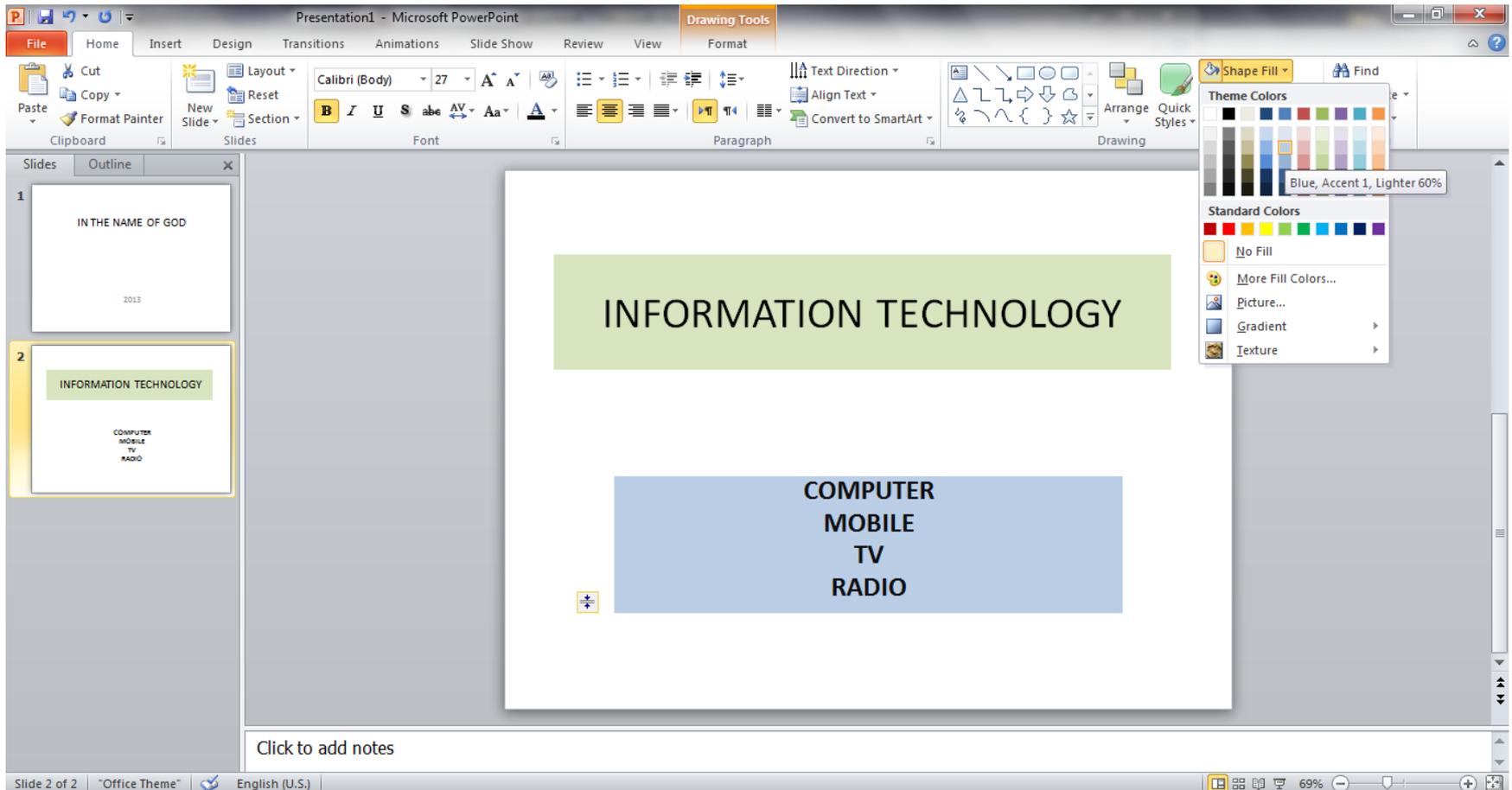


موسسه آموزش عالی کوشیار رشت  
مدرس: مهندس میرزنده دل

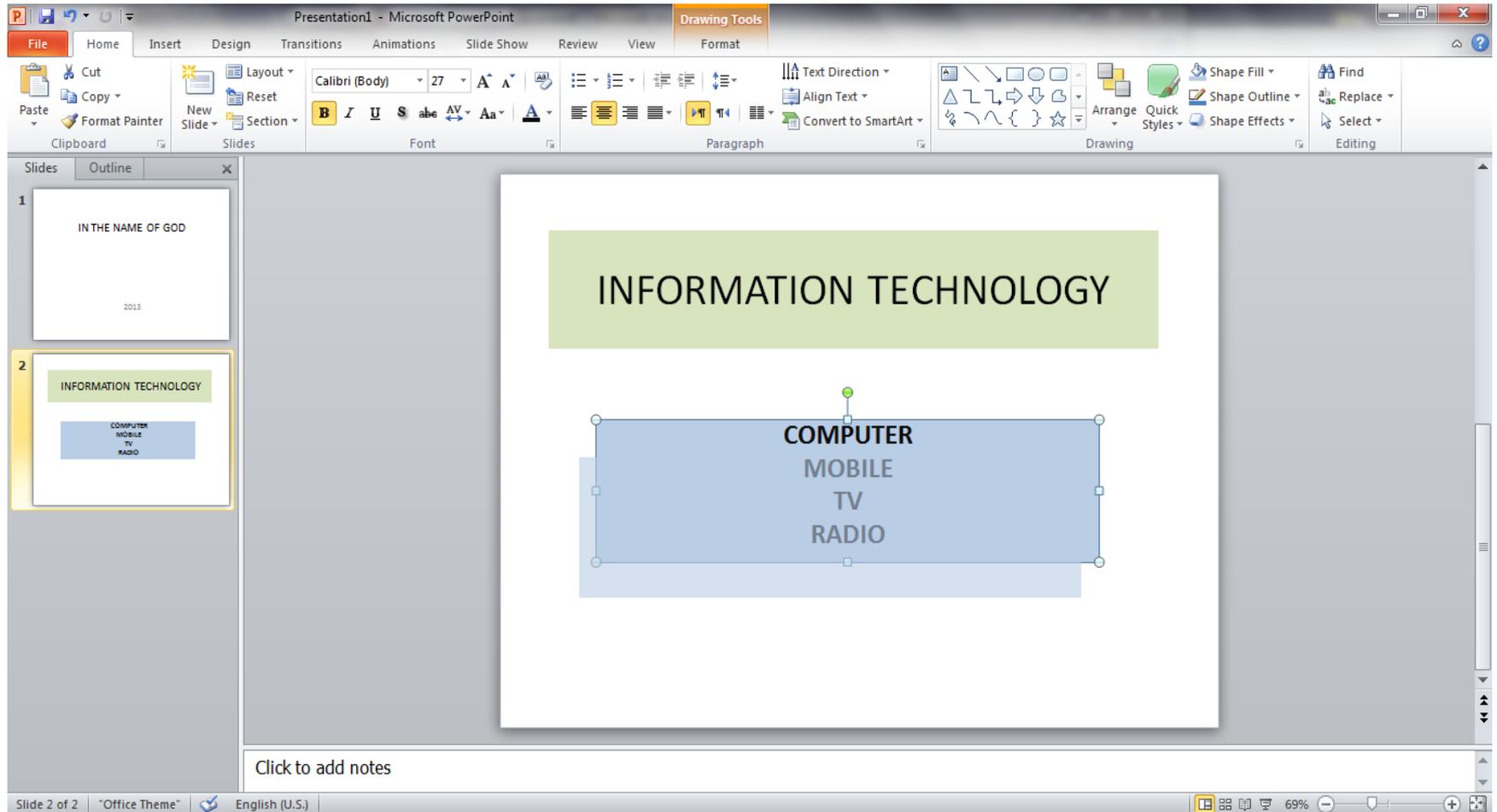
# برای اسلایدهای جدید هم می توان با کلیک در داخل جعبه های مشخص شده ، متن مورد نظر را وارد نماییم

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, indicating it is selected 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 with a yellow border 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 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



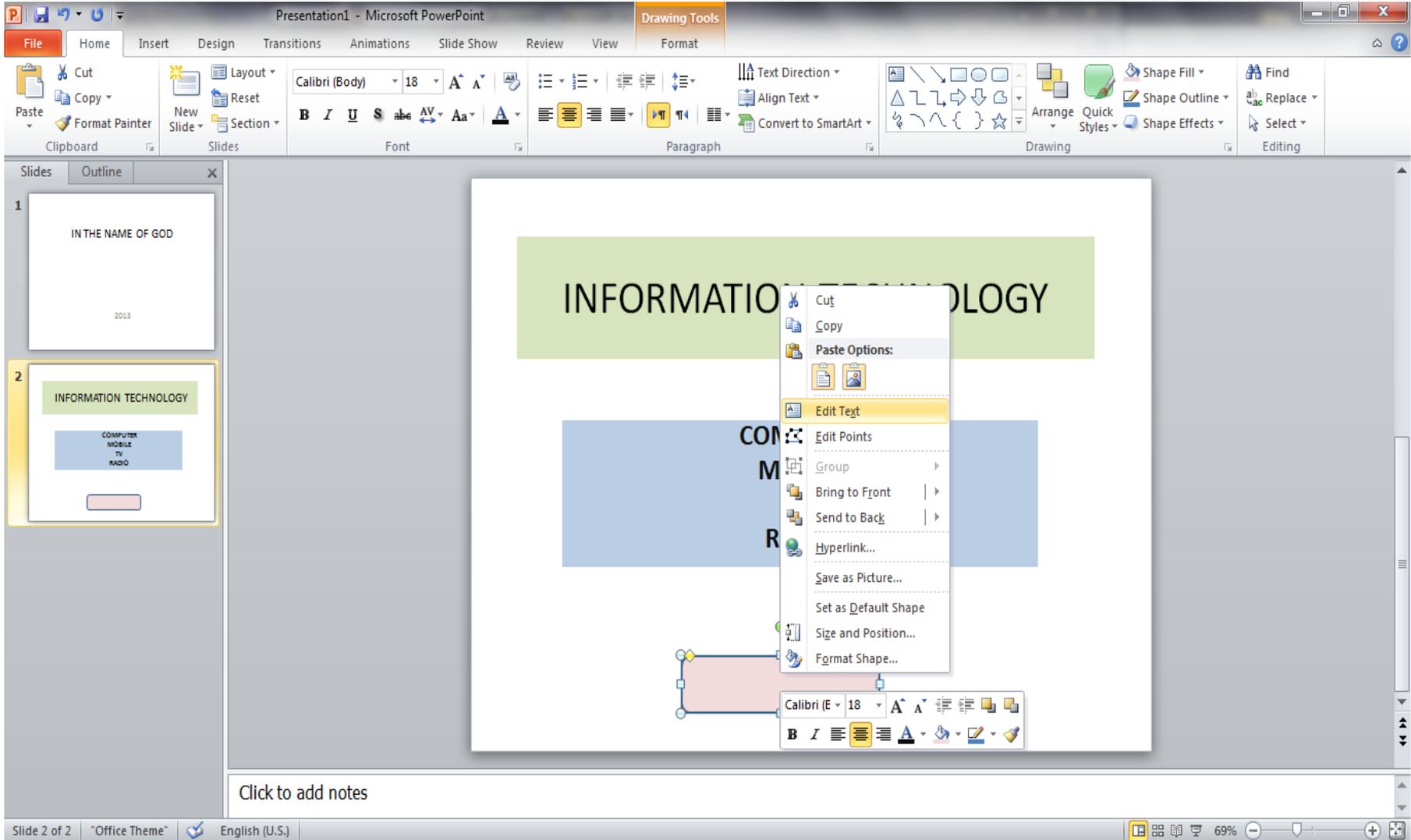
# برای جابجا کردن جای هر کدام از جعبه ها بر روی آن جعبه کلیک کرده و موس را پایین نگه می داریم و به محل جدید که رسیدیم موس را رها می سازیم و شکل مورد نظر به محل جدید انتقال پیدا کرد



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

The screenshot displays the Microsoft PowerPoint interface. The 'Insert' tab is active, and the 'Shapes' dropdown menu is open, showing various shape options like 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 titled 'INFORMATION TECHNOLOGY' is visible, featuring a green rectangular box at the top with the text 'INFORMATION TECHNOLOGY' and a blue rectangular box at the bottom with the text 'COMPUTER MOBILE TV RADIO'. 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



# 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 the 'Font' section. A font selection dropdown menu is open, showing 'Aharoni' as the selected font. The main slide area shows a slide with the text 'INFORMATION TECHNOLOGY' in a green box and 'COMPUTER MOBILE TV RADIO' in a blue box, with a red 'IT' button below. 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 shows the Microsoft PowerPoint interface with the 'Drawing Tools' ribbon active. The 'Shape Outline' dropdown menu is open, displaying a list of line weights. The 'Weight' option is highlighted in yellow, and the '6 pt' weight is selected. The main slide content includes a green box with 'INFORMATION TECHNOLOGY', a blue box with 'COMPUTER MOBILE TV RADIO', and a pink box with 'IT'. The status bar at the bottom indicates 'Slide 2 of 2', 'Office Theme', 'English (U.S.)', and a zoom level of 69%.

مدرس: مهرداد زنده دل  
موسسه آموزش عالی کوپار رشت

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

The screenshot displays the Microsoft PowerPoint interface. The 'Format' ribbon is active, showing the 'Shape Fill' gallery with a red color selected. The 'IT' text is highlighted in a pink box. The 'Format' ribbon includes options for Shape Fill, Shape Outline, and Shape Effects. The 'Shape Fill' gallery shows various color options, with a red color selected. The 'IT' text is highlighted in a pink box.

Click to add notes

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

# 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 main slide area shows a diagram with several overlapping shapes: a green rectangle at the top containing the word 'INFORMATI...', a blue rectangle below it, a large red shape on the right, and a pink rectangle at the bottom containing the letters 'IT'. A context menu is open over the red shape, with the 'Send to Back' option highlighted. The menu also includes options like 'Cut', 'Copy', 'Paste Options', 'Edit Text', 'Edit Points', 'Group', 'Bring to Front', 'Hyperlink...', 'Save as Picture...', 'Set as Default Shape', 'Size and Position...', and 'Format Shape...'. The ribbon at the top shows the 'Drawing Tools' tab with 'Format' selected. The status bar at the bottom indicates 'Slide 2 of 2', 'Office Theme', 'English (U.S.)', and a zoom level of 69%.

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

The screenshot displays the Microsoft PowerPoint interface. The main slide contains a diagram with three boxes: a green box at the top labeled "INFORMATION TECHNOLOGY", a blue box in the middle labeled "COMPUTER MOBILE TV RADIO", and a pink box at the bottom labeled "IT". A red vertical bar is positioned between the blue and pink boxes. A context menu is open over the "IT" box, with the "Bring to Front" option highlighted. The menu also includes options like "Copy", "Paste Options", "Edit Text", "Edit Points", "Group", "Bring to Front", "Send to Back", "Hyperlink...", "Save as Picture...", "Set as Default Shape", "Size and Position...", and "Format Shape...". The top ribbon shows the "Drawing Tools" tab with the "Format" group active. 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 فرار دارد برای دیدن لیست فایل هایی که اخیرا استفاده شده است ، می باشد

مدرس: مهندس میرزنده دل

موسسه آموزش عالی کوشیدار رشت

The screenshot displays the Microsoft PowerPoint 2010 interface. The 'File' menu is open, and the 'Recent' option is highlighted. The 'Recent Presentations' pane on the left lists several files, with 'IN THE NAME OF GOD' selected. The 'Recent Places' pane on the right shows various folders and files, including 'Desktop', 'Documents', and 'anjanman'. A tooltip is visible over the selected file, showing its full path: 'C:\Users\Administrator\Documents\IN THE NAME OF GOD.pptx'. The status bar at the bottom indicates 'Quickly access this number of Recent Presentations: 4' and 'Recover Unsaved Presentations'.

powerpoint-آموزش - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View

Save  
Save As  
Open  
Close  
Info  
**Recent**  
New  
Print  
Save & Send  
Help  
Options  
Exit

**Recent Presentations**

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

**Recent Places**

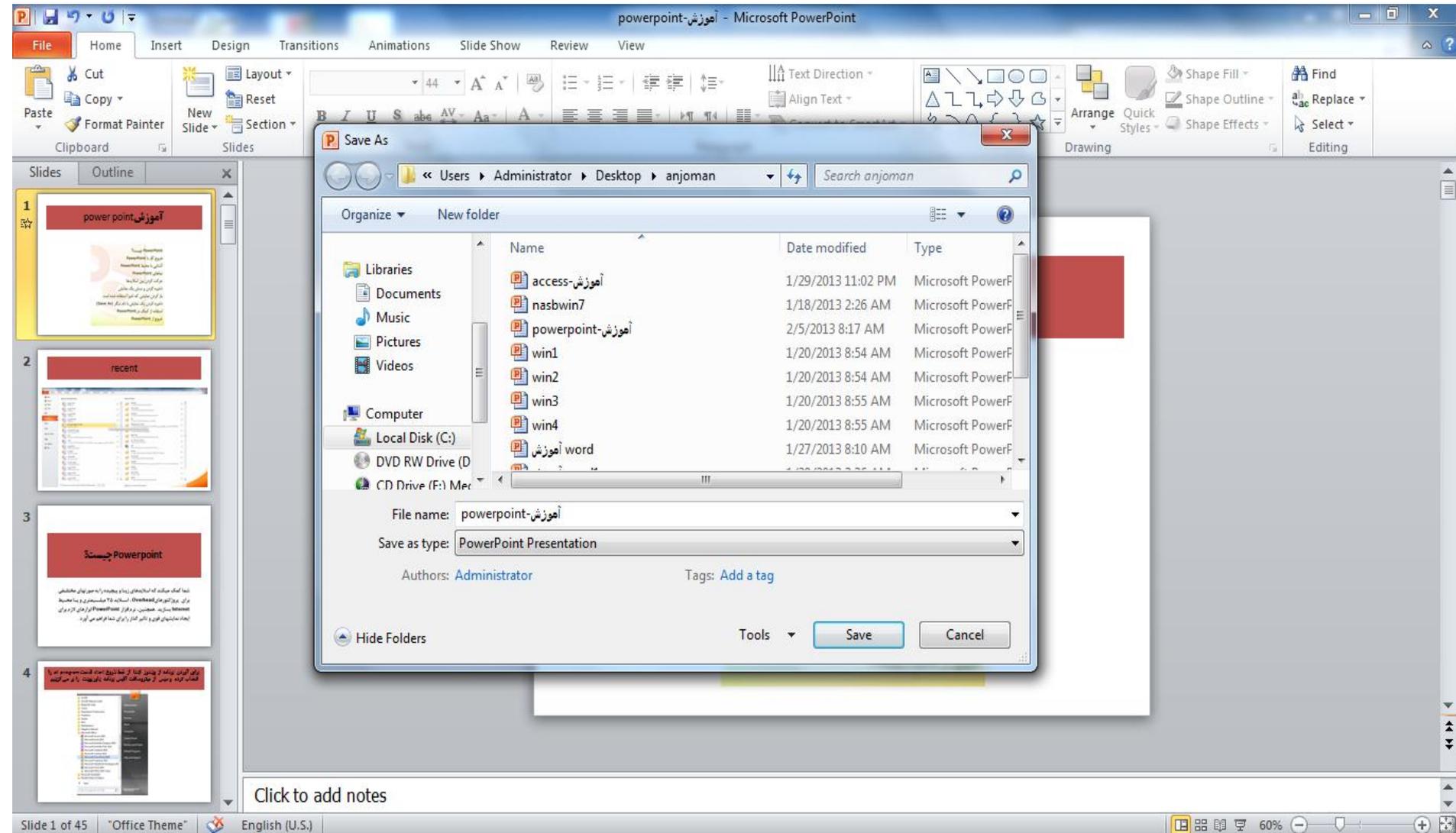
- Desktop C:\Users\Administrator\Desktop
- Documents C:\Users\Administrator\Documents
- anjanman C:\Users\Administrator\Desktop\anjanman
- GIS C:\OLD-LAPTOP\laptop\my work\GIS
- Managing for Future C:\OLD-LAPTOP\laptop\my work\phd\مدیریت تخصصی مدیریت\ph.d\Textbook...
- C:\OLD-LAPTOP\dr-khesali11
- tajik-class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

C:\Users\Administrator\Documents\IN THE NAME OF GOD.pptx

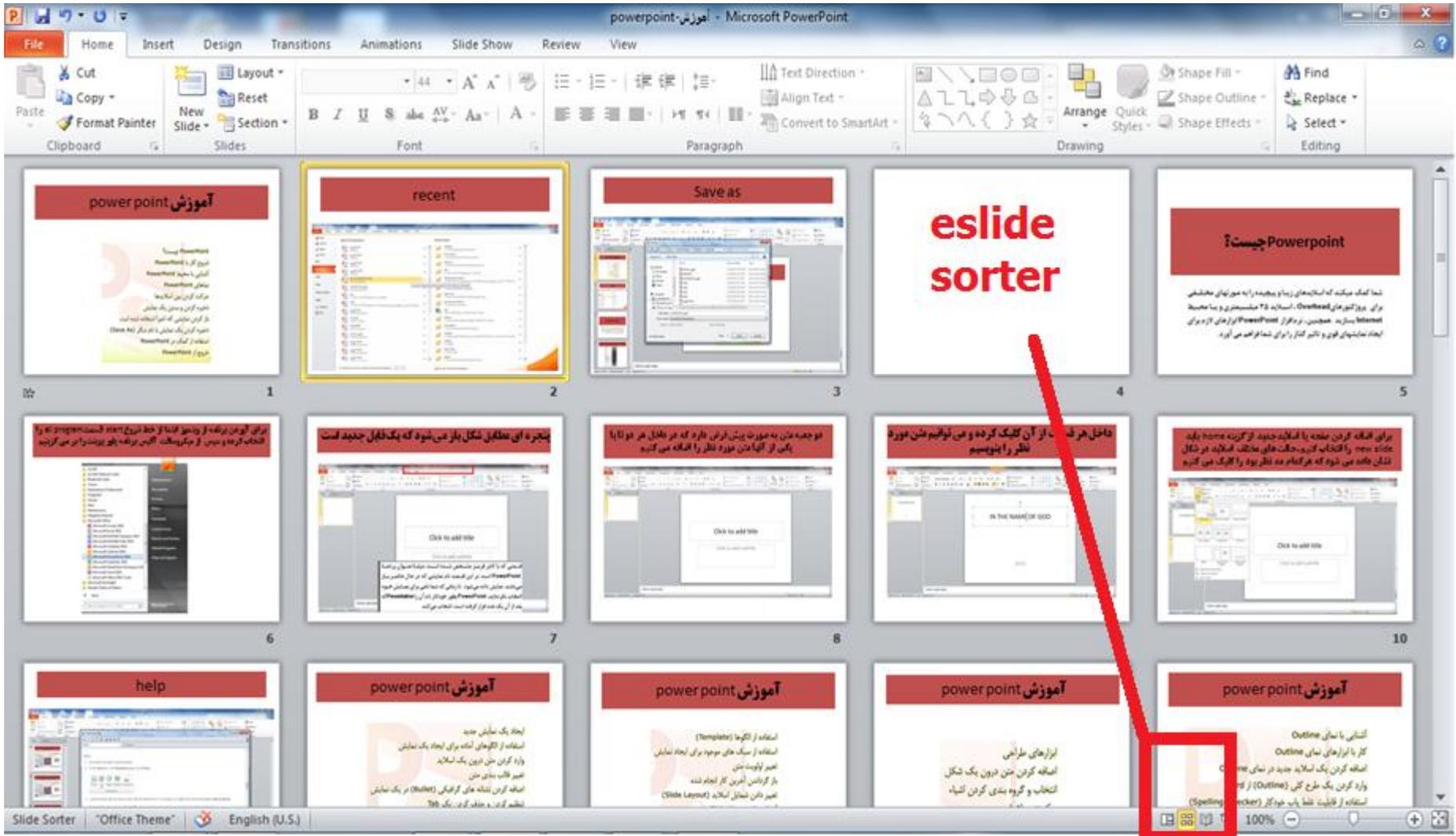
Quickly access this number of Recent Presentations: 4

Recover Unsaved Presentations

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



# 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 displays the Microsoft PowerPoint interface. The main slide area shows a slide with a green header box containing the text "IN THE NAME OF GOD" and the year "2013" below it. The left-hand pane shows a slide thumbnail with a diagram titled "INFORMATION TECHNOLOGY" containing sub-items "COMPUTER", "MOBILE", "TV", and "RADIO", along with an "IT" button and a red cross icon. The top ribbon is set to "Drawing Tools" > "Format". The "Quick Styles" task pane is open on the right, showing a grid of various fill colors and styles for the selected header box. The status bar at the bottom indicates "Slide 1 of 2", "Office Theme", and "English (U.S.)".

# help

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 فرستادگی picture structure و به تصویر رسانی توان به عکس یا کشوری کرد

41 هرچون این طریق های متفاوتی را که در این اسلاید مشاهده می کنید به کمک این ابزار می توانید به عکس یا کشوری رسانی کنید

42 با استفاده از این ابزار می توانید به عکس یا کشوری رسانی کنید. نمونه های picture این ابزار را مشاهده کنید.

43 **Sample text**

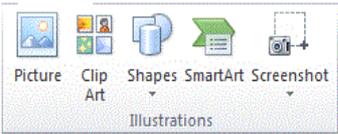
- 1-microsoft
- 2-microsoft
- 3-word

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.

PowerPoint Help Offline

Click to add notes

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

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

The screenshot displays the Microsoft PowerPoint interface. The 'Font' ribbon is active, and the 'Font Size' and 'Font Color' sections are highlighted with a red box. The font is set to 'Calibri (Body)' and the size is '60'. The 'Font Color' dropdown is set to 'Aa'. The 'Text Direction' and 'Align Text' options are also visible.

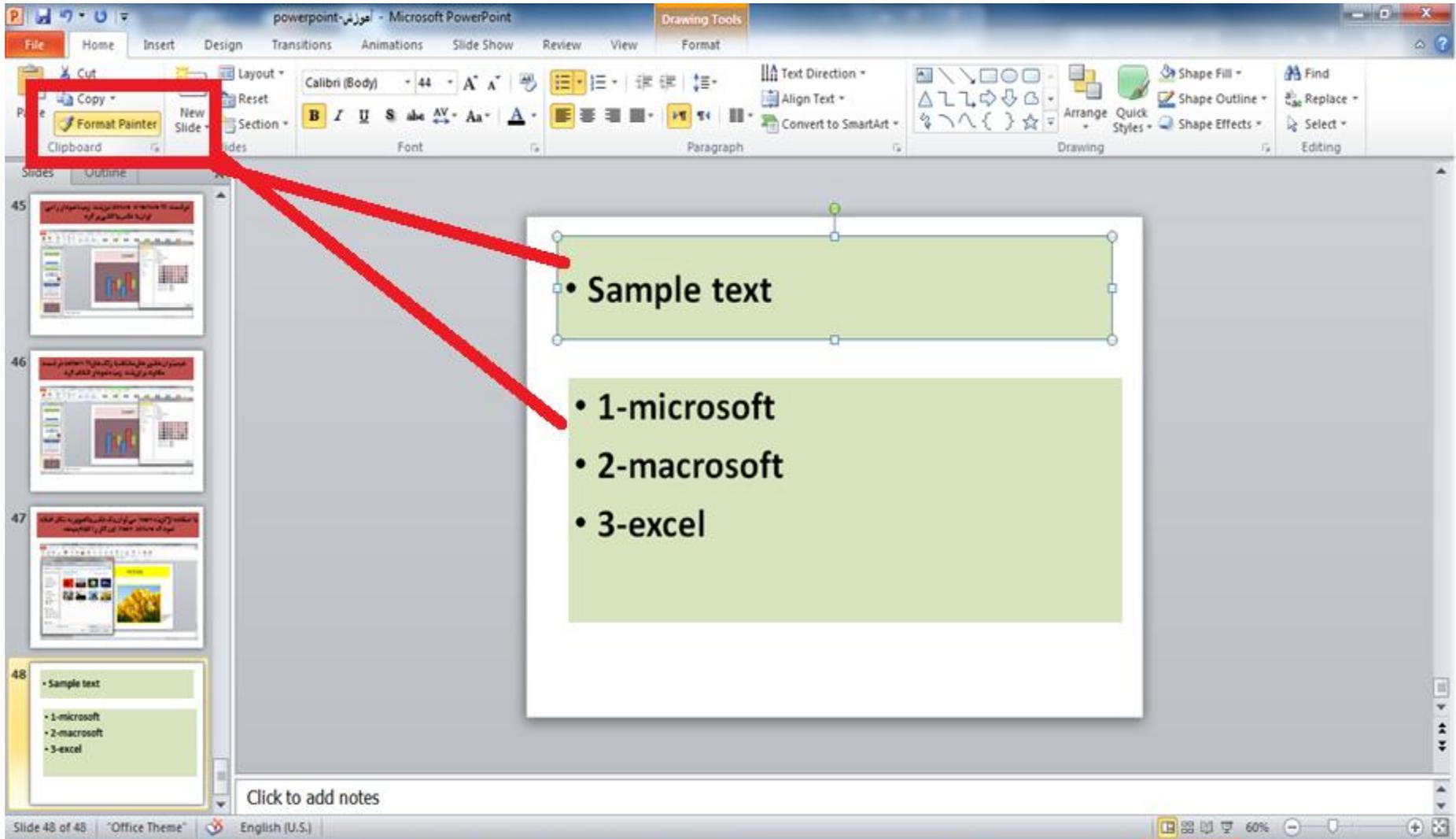
The slide content is as follows:

Sample text

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

The slide is titled 'Sample text' and is part of a presentation with 49 slides. The current slide is slide 49, titled 'Sample text'. The status bar at the bottom indicates 'Slide 49 of 49', 'Office Theme', and 'English (U.S.)'.

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



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

موسسه آموزش عالی کوشیار رشت

مدرس: مهندس میرز نده دل

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. Below this is a search bar for "Office.com Templates" with the text "Search Office.com for templates". 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 with a yellow border. On the right side, a detailed view of the "Women's History Month presentation" is shown, including the text "Provided by: Microsoft Corporation", "Download size: 221KB", and "Rating: ★★★★★ (1210 Votes)". Below this is a "Download" button with a document icon.

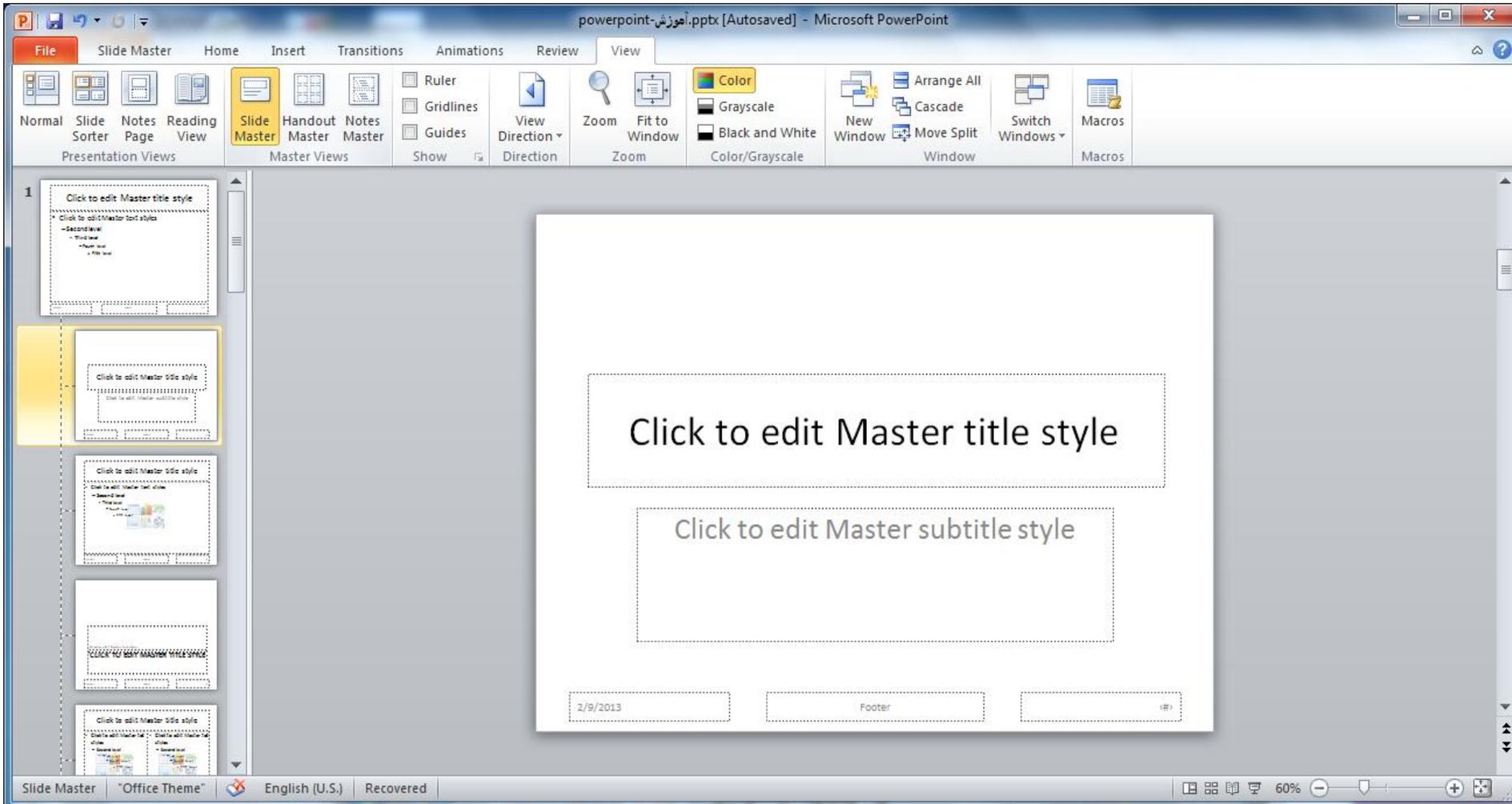
# تغییر دادن شمایل یک اسلاید با استفاده از slide layout انجام می گیرد

موسسه آموزش عالی کوثر شهر اشد

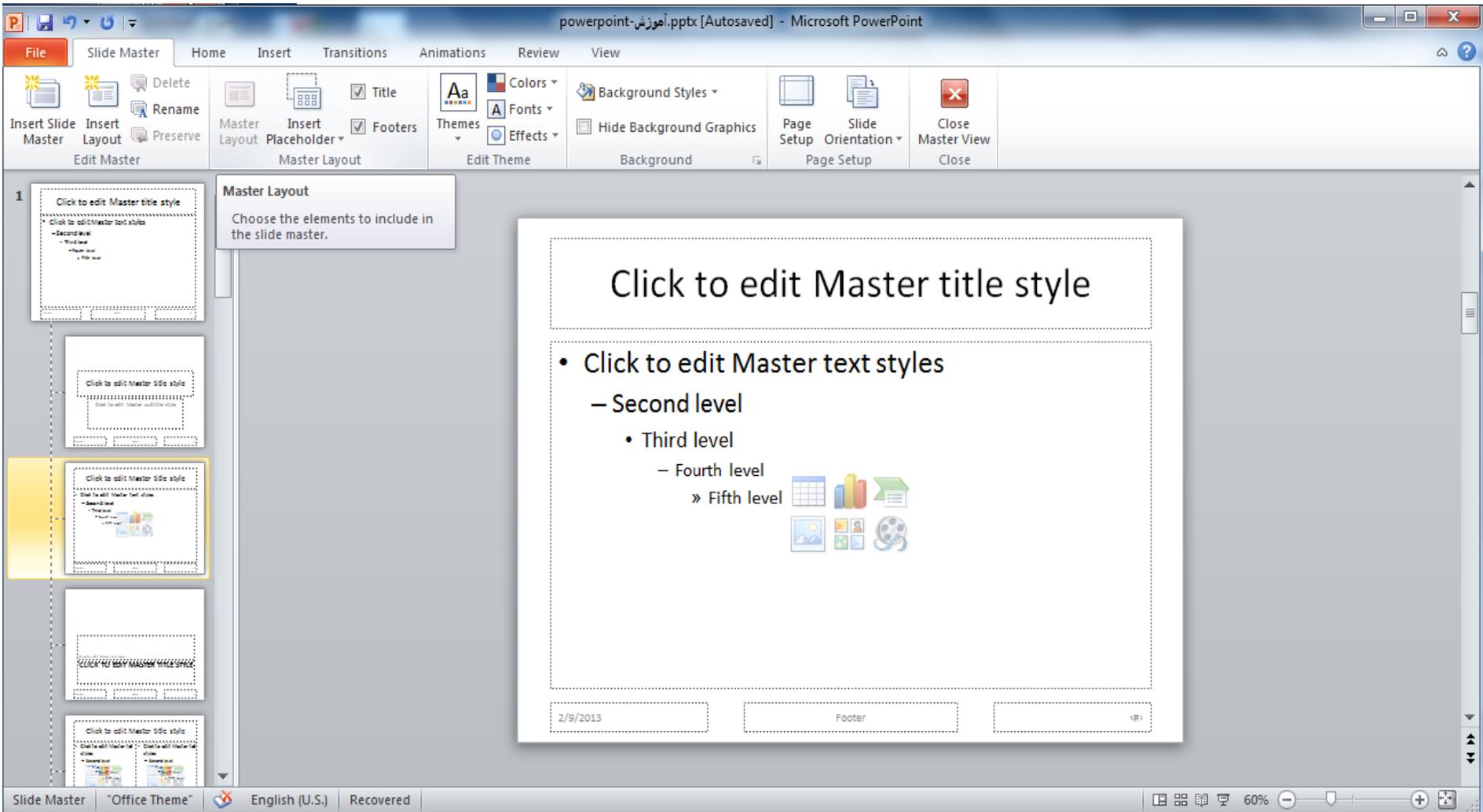
مدرس: مهندس پیرزنده دل

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'.

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



# view در منوی قرار دارد



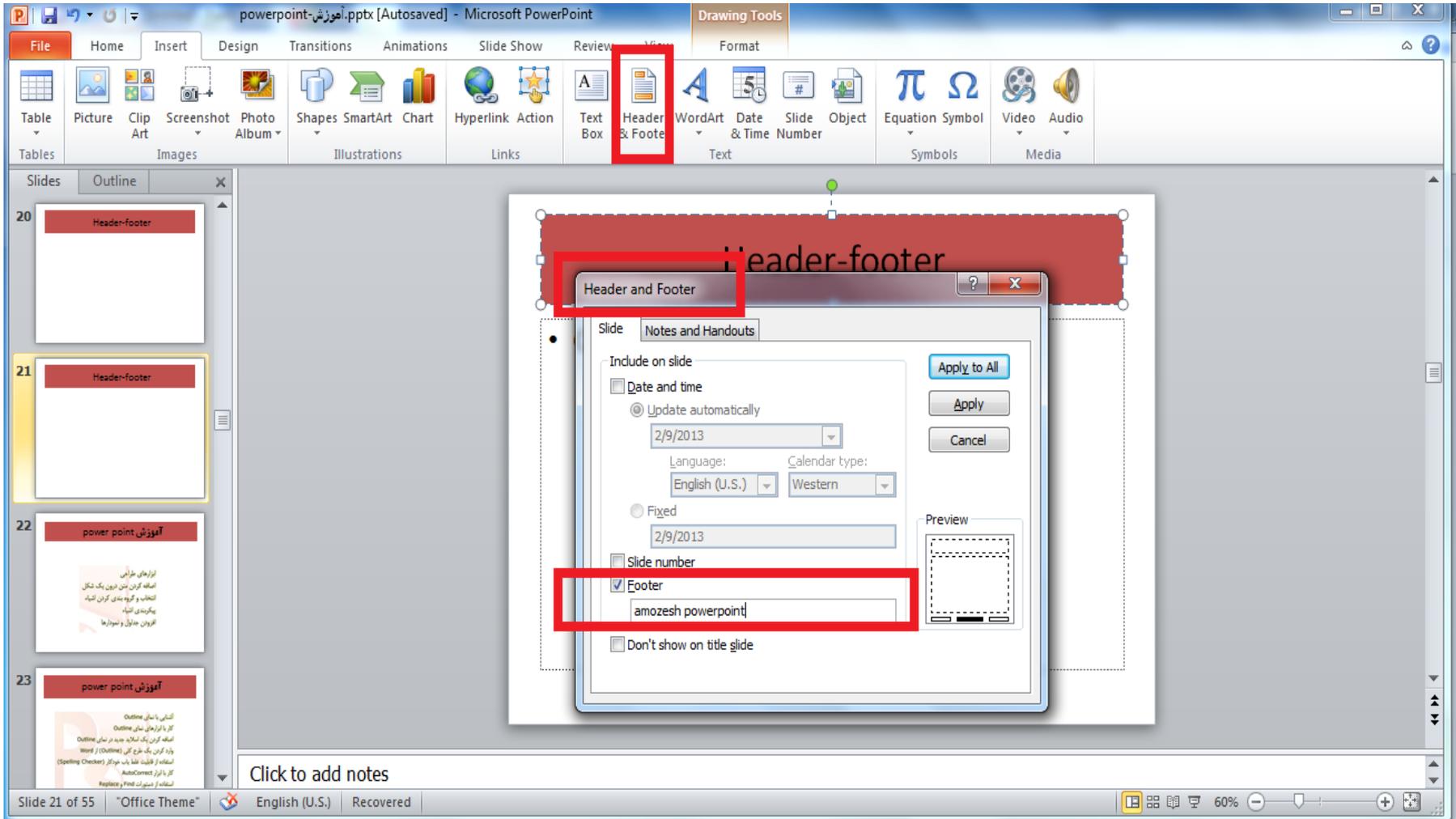
# Header

The screenshot displays the Microsoft PowerPoint 2010 interface. The title bar shows the file name "powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint". The ribbon is set to the "View" tab, with the "Header and Footer" icon highlighted by a red box. The main slide area shows a slide with a red header and the text "Header-footer". The "Header and Footer" task pane is open on the left, showing a preview of the slide with a red header and footer area. The "Header and Footer" dialog box is open in the foreground, with the "Notes and Handouts" tab selected and highlighted by a red box. The "Apply to All" button is also highlighted by a red box. The dialog box contains the following settings:

- Slide: Notes and Handouts
- Include on page:
  - Date and time
    - Update automatically
      - Date: 2/9/2013
      - Language: English (U.S.)
      - Calendar type: Western
    - Fixed
      - Date: 2/9/2013
  - Header
    - Text: amozeshhhhhh
  - Page number
  - Footer
- Buttons: Apply to All, Cancel
- Preview: A preview of the slide showing the header and footer areas.

Click to add notes

# footer



# Hyperlink برای لینک گذاشتن بر روی صفحات استفاده می گردد

The image shows a Microsoft PowerPoint window with the title bar "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 highlighted. The main slide area shows a red rectangular box with the text "hyperlink" inside. Below the box, there is a bullet point: "Click to add text".

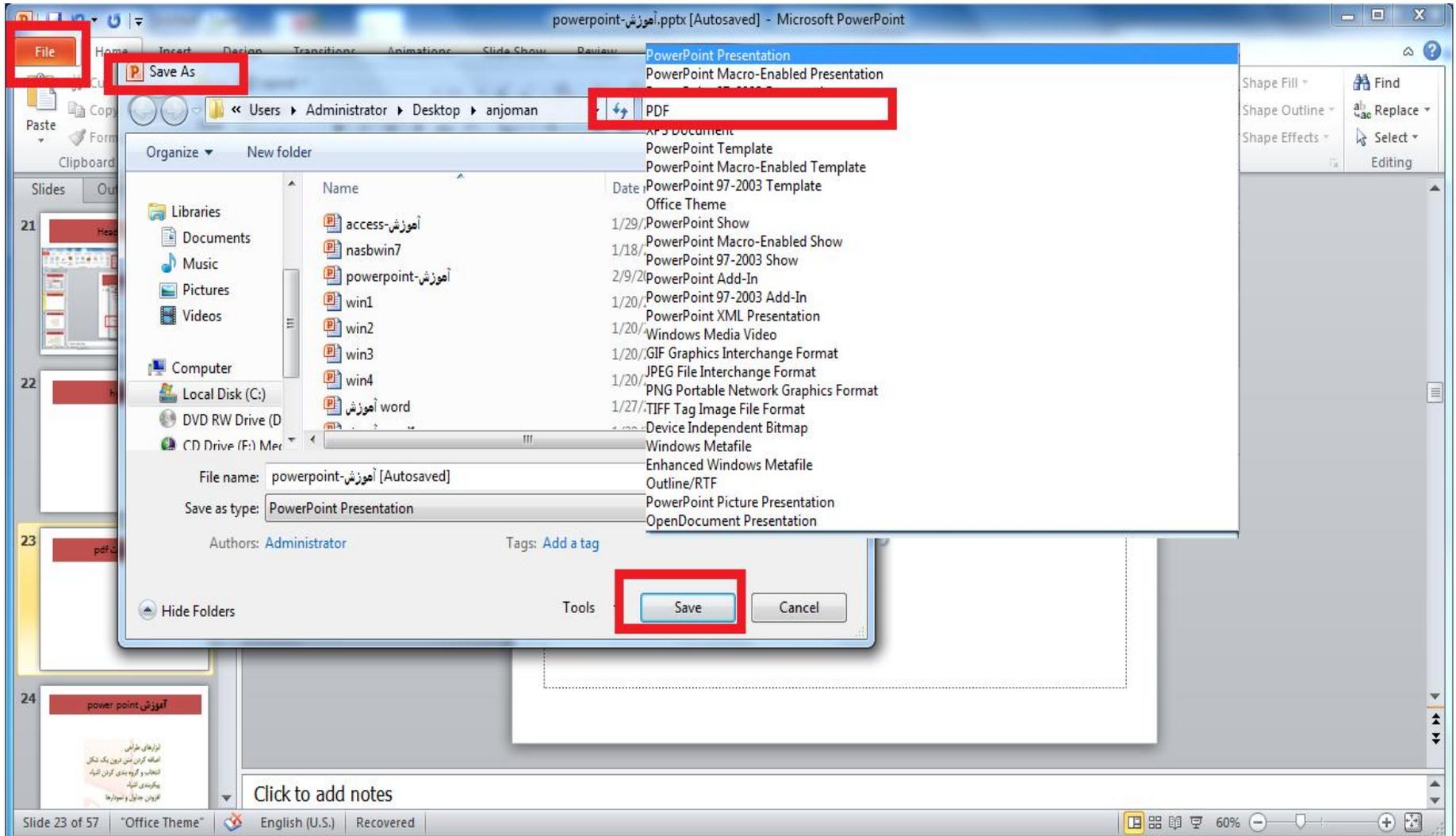
The "Insert Hyperlink" dialog box is open, showing the following fields and options:

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

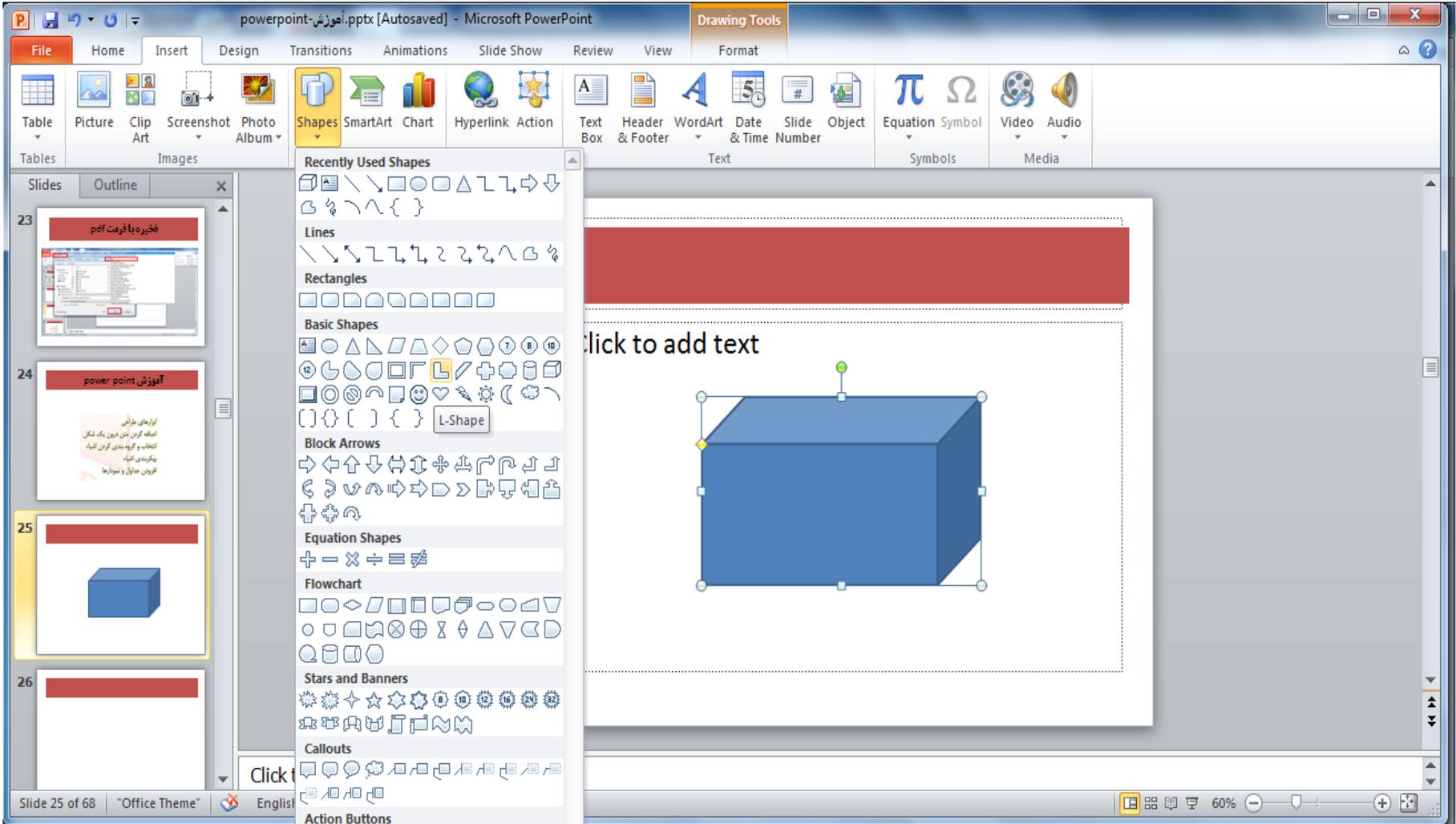
The slide navigation pane on the left shows slides 20, 21, 22, and 23. Slide 22 is the current slide, showing the red box with "hyperlink". Slide 23 has the title "فهرده با فرمت pdf".

The status bar at the bottom shows "Slide 22 of 57", "Office Theme", "English (U.S.)", "Recovered", and a zoom level of 60%.

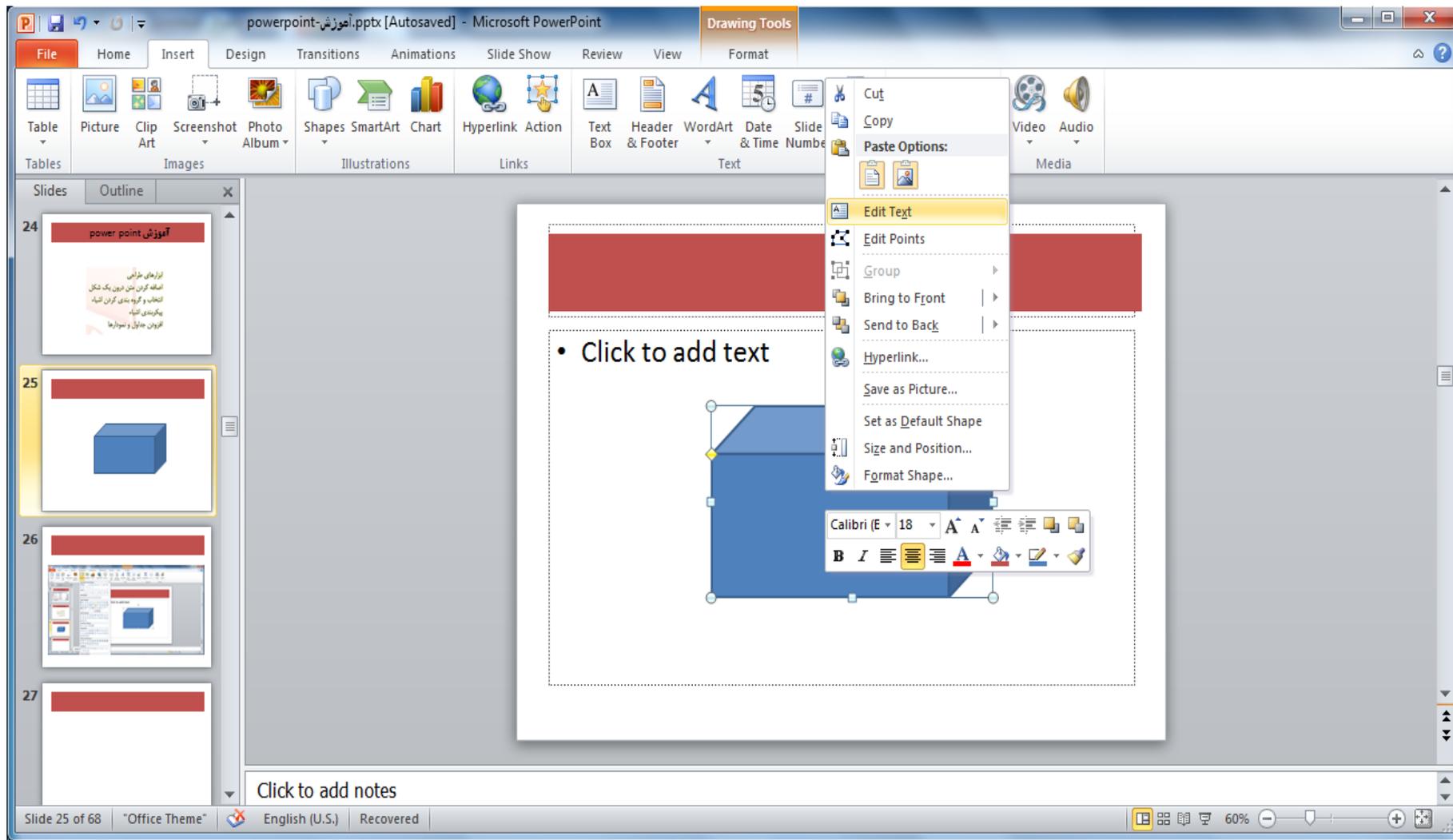
# ذخیره با فرمت pdf



# درج شکل



# نوشتن متن در داخل شکل



مدرس: مهندس پیرزاد دل  
برای آن که بتوانیم یک تغییر را بر روی گروهی که داشته‌ایم  
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 main slide area shows a 3D scene with a blue cube, a green sphere, and a red pyramid. A context menu is open over the 3D objects, with the 'Group' option highlighted in yellow and a red box around it. The menu also includes options like 'Cut', 'Copy', 'Paste Options', 'Bring to Front', 'Send to Back', 'Hyperlink...', 'Save as Picture...', 'Size and Position...', and 'Format Object...'. The ribbon at the top shows the 'Drawing Tools' tab with various options like 'Shape Fill', 'Shape Outline', 'Text Fill', 'Text Outline', 'Text Effects', 'Bring Forward', 'Send Backward', 'Selection Pane', 'Align', 'Group', 'Rotate', and 'Size'. The left sidebar shows a slide thumbnail for slide 25, which contains the 3D scene. 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

موسسه آموزش عالی کوشیار رشت

The screenshot displays the Microsoft PowerPoint 2010 interface. The title bar shows the file name 'powerpoint-آموزش.pptx [Autosaved] - Microsoft PowerPoint'. The ribbon is set to 'Picture Tools' with the 'Format' tab selected. In the 'Home' tab of the ribbon, the 'Picture' button is highlighted with a red box. In the taskbar, the 'Insert Picture' button is also highlighted with a red box. A 'Pictures library' window is open, showing a grid of images. 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. The slide thumbnail pane on the left shows slides 24, 25, 26, and 27. The status bar at the bottom indicates 'Slide 25 of 68', 'Office Theme', 'English (U.S.)', 'Recovered', and zoom level '50%'.

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

The screenshot shows the Microsoft PowerPoint interface. The title bar reads 'Presentation1 - Microsoft PowerPoint'. The ribbon includes 'File', 'Home', 'Insert', 'Design', 'Transitions', 'Animations', 'Slide Show', 'Review', and 'View'. The 'Insert' tab is active, showing options for 'Table', 'Image', 'SmartArt', 'Text', 'Text Box', 'Text Direction', 'Align Text', 'Convert to SmartArt', 'Drawing', 'Shape Fill', 'Shape Outline', 'Shape Effects', 'Find', 'Replace', and 'Select'. The 'Table' icon is highlighted. A dialog box titled 'Insert Table' is open, showing 'Number of columns: 5' and 'Number of rows: 2'. The 'OK' button is highlighted. The slide content includes a title 'Click to add title', a text area 'Click to add text', and a table icon. The status bar at the bottom shows 'Slide 3 of 3', 'Office Theme', 'English (U.S.)', and '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 the "Table Tools" ribbon with the "Design" tab selected. The font list includes "Calibri" (selected), "Aharoni", "AcadEref", "Agency FB", "AIGDT", "AKBAR", "ALGERIAN", "AmdtSymbols", "AMGDT", "Andalus", "Angriana New", "AngrianaUPC", "Aparajita", "Arabic Transparent", "Arabic Typesetting", and "Arial".

Click to add notes

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

# در داخل جدول می توانیم اعداد را وارد کنیم و همچنین می توانیم فونت را بزرگ و کوچک کنیم و جدول را به صورت دلخواه در آوریم

Presentation1 - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Table Tools Design Layout

Header Row First Column  
Total Row Last Column  
Banded Rows Banded Columns  
Table Style Options

Slides Outline

1 IN THE NAME OF GOD  
2011

2 INFORMATION TECHNOLOGY  
COMPUTER  
MOBILE  
TV  
RADIO  
IT

3 TABLE

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

4

Shading Borders Effects  
Quick Styles WordArt Styles  
1pt Pen Color Draw Table Eraser  
Draw Borders

TABLE

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

Click to add notes

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

موسسه آموزش عالی کوشیار رشت  
مدیرین مهندس میرزنده دله

# 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 سطری 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

مدرس: مهندس میرزنده دل

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 "Slides" pane on the left shows the current slide (30) and a thumbnail of the chart. The "Outline" pane is also visible.

The Microsoft Excel window shows the data source for the chart. The data is located in the range A1:D5. The "Home" ribbon is active, and the "Editing" group is visible. The status bar at the bottom of the Excel window indicates "Ready" and "100%".

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

The screenshot shows a Microsoft PowerPoint presentation with a 3D bar chart on slide 4. The chart displays data for four categories: Category 1, Category 2, Category 3, and Category 4. Each category has three data series represented by blue, red, and green bars. A context menu is open over the chart, with 'Change Chart Type...' highlighted. The PowerPoint interface includes the ribbon (File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Chart Tools), taskbar, and slide thumbnails on the left. The status bar at the bottom shows 'Slide 4 of 4', 'Office Theme', 'English (U.S.)', and a 69% zoom level.

Category	Series 1 (Blue)	Series 2 (Red)	Series 3 (Green)
Category 1	4.5	3.5	3.5
Category 2	2.8	5.2	3.8
Category 3	3.8	2.8	4.5
Category 4	4.8	3.8	5.5

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

The image shows two side-by-side screenshots from Microsoft PowerPoint. The left screenshot displays a slide with a 3D bar chart. The right screenshot shows the Excel spreadsheet that serves as the data source for the chart.

**Chart Data (from Excel):**

	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

**Chart Labels (from PowerPoint):**

- Series 1 (Blue)
- Series 2 (Red)
- Series 3 (Green)

**Excel Spreadsheet Content:**

The Excel spreadsheet shows the data table above. A text instruction is present in cell E8: "To resize chart data range, drag lower right corner of range." The status bar at the bottom indicates "Sheet1" and "100%" zoom.

**PowerPoint Slide Content:**

The slide is titled "Click to add title" and features the 3D bar chart. The status bar at the bottom indicates "Slide 4 of 4", "Office Theme", "English (U.S.)", and "53%" zoom.

# 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' and 'کلاس 2'. The y-axis ranges from 0 to 5. The bars are colored blue, red, green, and red. The text 'Click to add title' is visible above the chart. 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.)'.

کلاس	رنگ	ارتفاع
کلاس 1	آبی	4.5
کلاس 1	قرمز	3.5
کلاس 1	سبز	4.0
کلاس 2	آبی	3.0
کلاس 2	قرمز	5.0
کلاس 2	سبز	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 shows two screenshots from Microsoft Office applications. The left screenshot is from Microsoft PowerPoint, showing a slide with a 3D bar chart. The right screenshot is from Microsoft Excel, showing the data source for the chart.

**Microsoft PowerPoint - Chart Tools**

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

**Chart in Microsoft PowerPoint - Microsoft Excel**

	A	B	C	D	E
1		سری اول	سری دوم	سری سوم	
2	کلاس 1	4.3	2.4	2	
3	کلاس 2	2.5	4.4	2	
4	کلاس 3	3.5	1.8	3	
5	کلاس 4	4.5	2.8	5	
6					
7					
8	To resize chart data range, drag lower right corner of range.				
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

Ready | Sheet1 | 100%

# 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 a blue background. The 'Format Chart Area' task pane is open, showing the 'Fill' section. The 'Solid fill' option is selected, and a color palette is visible. The chart has two categories on the x-axis: 'کلاس 1' and 'کلاس 2'. The y-axis ranges from 0 to 5. The chart is titled 'Click to add title'.

Category	Series 1 (Blue)	Series 2 (Red)	Series 3 (Green)
کلاس 1	4.5	3.5	4.5
کلاس 2	3.5	4.5	4.5

# در قسمت gradient fill انواع رنگ بندی مختلف را انتخاب نمایم

The screenshot displays the Microsoft PowerPoint interface. The main slide shows a 3D bar chart with a crumpled paper texture. The chart has a vertical axis from 0 to 5 and two horizontal axes labeled 'کلاس 1' and 'کلاس 2'. The bars are colored blue, red, green, and yellow. The 'Format Chart Area' task pane is open on the right, showing the 'Fill' section with 'Picture or texture fill' selected. A grid of texture options is visible, with 'Recycled paper' highlighted. The status bar at the bottom indicates 'Slide 4 of 4', 'Office Theme', and 'English (U.S.)'.

# در قسمت picture or texture fill توان با عکس یا کاشی پر کرد

The screenshot shows the Microsoft PowerPoint interface with the 'Format Chart Area' task pane open. The chart is a 3D bar chart with five bars. The background of the chart area is filled with a diagonal line pattern. The 'Format Chart Area' task pane is open, showing the 'Fill' section with 'Picture or texture fill' selected. The chart has five bars of varying heights and colors (blue, red, green, red, green) on a background of diagonal lines. The slide title is 'CHART'.

Bar Color	Approximate Height
Blue	4.5
Red	3.5
Green	4.0
Red	5.0
Green	4.0

Click to add notes

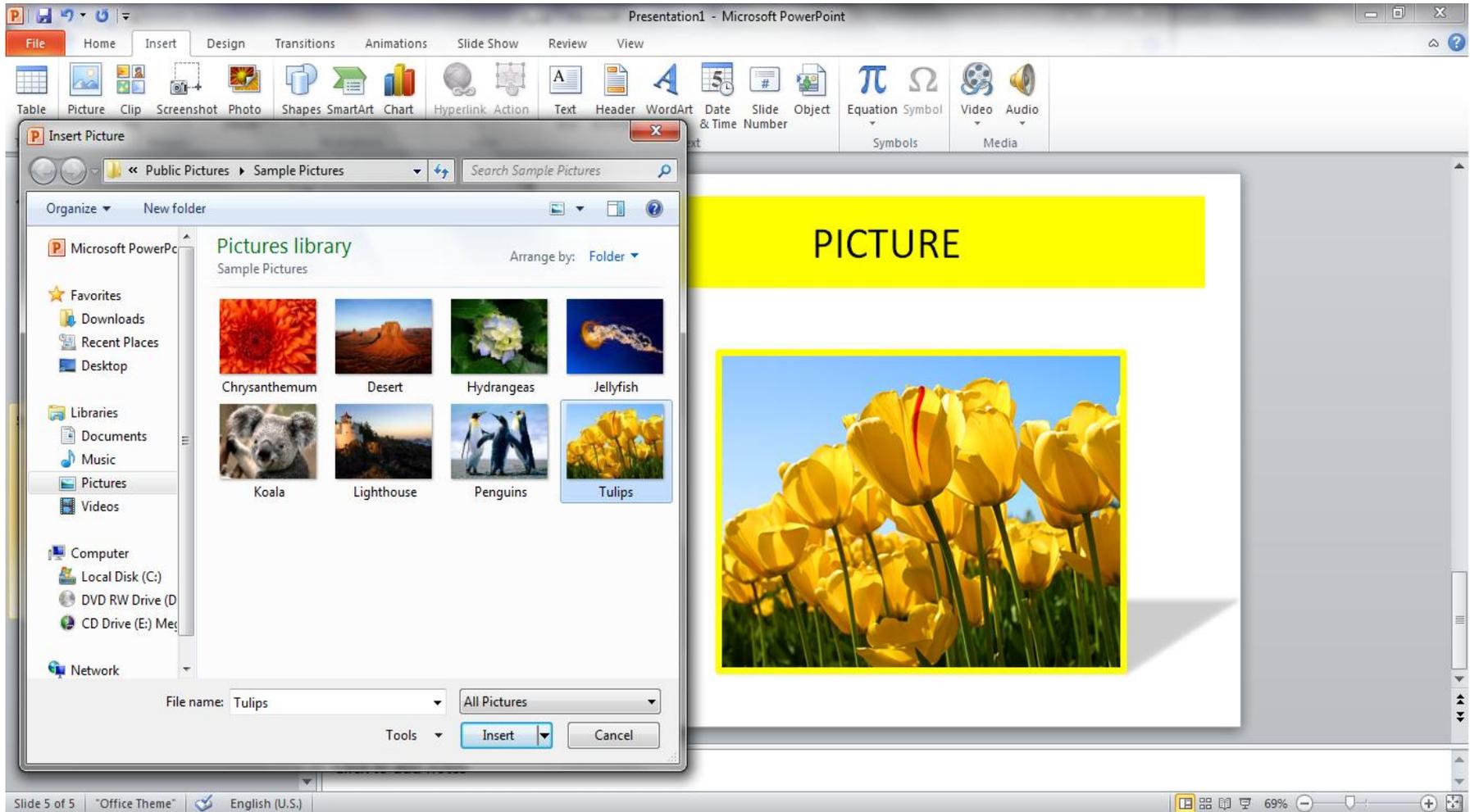
Slide 4 of 4 "Office Theme" English (U.S.) 69%

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

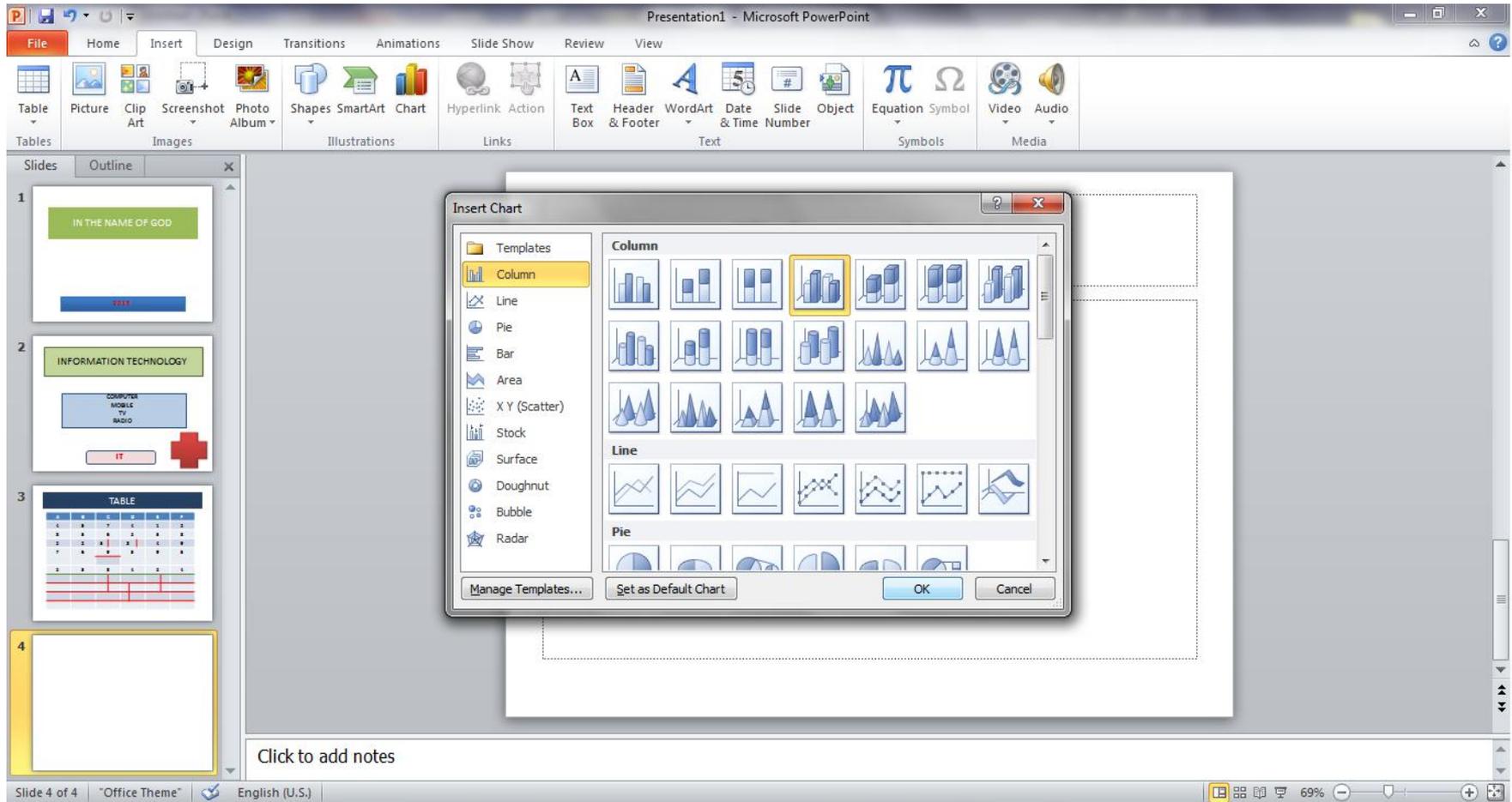
The screenshot displays the Microsoft PowerPoint interface. The main slide, titled "CHART", features a 3D bar chart with five bars of varying heights and colors (blue, red, green, blue, red). The chart's background is filled with a diagonal hatching pattern. The "Format Chart Area" task pane is open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

Bar Color	Approximate Height
Blue	4.5
Red	3.5
Green	4.0
Blue	3.0
Red	5.0

# 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 screenshot displays the Microsoft PowerPoint interface with the Outline view selected. The main slide content is as follows:

## outline

- Click to add text

Below the main content area, there is a section for notes:

Click to add notes

The left-hand pane shows the Outline view of the presentation, listing slides 45 through 54 with their respective titles in Persian:

- 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

The status bar at the bottom indicates: Slide 53 of 54, "Office Theme", English (U.S.), Recovered, 60% zoom.

# Collapse-expand

