

Inserting Tables

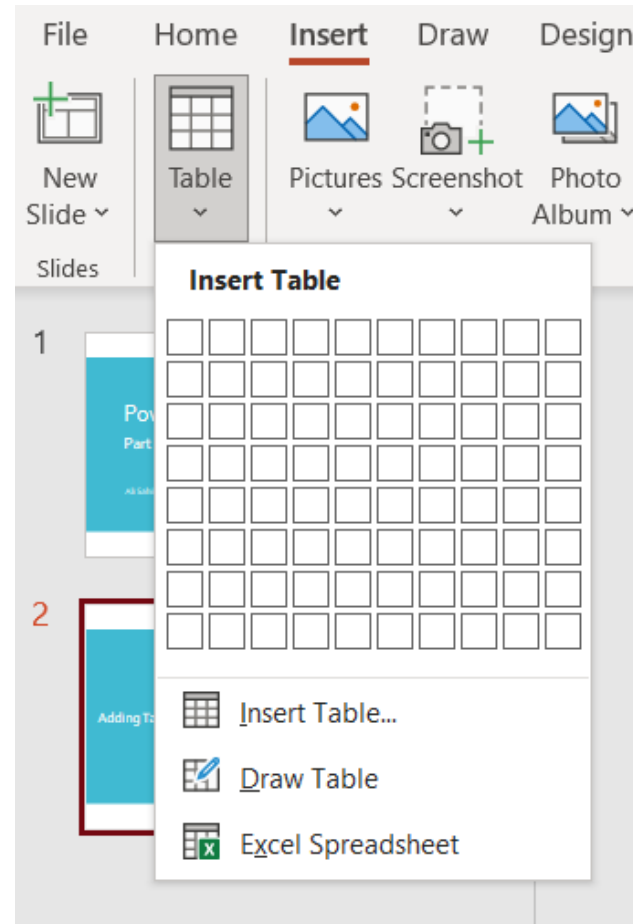
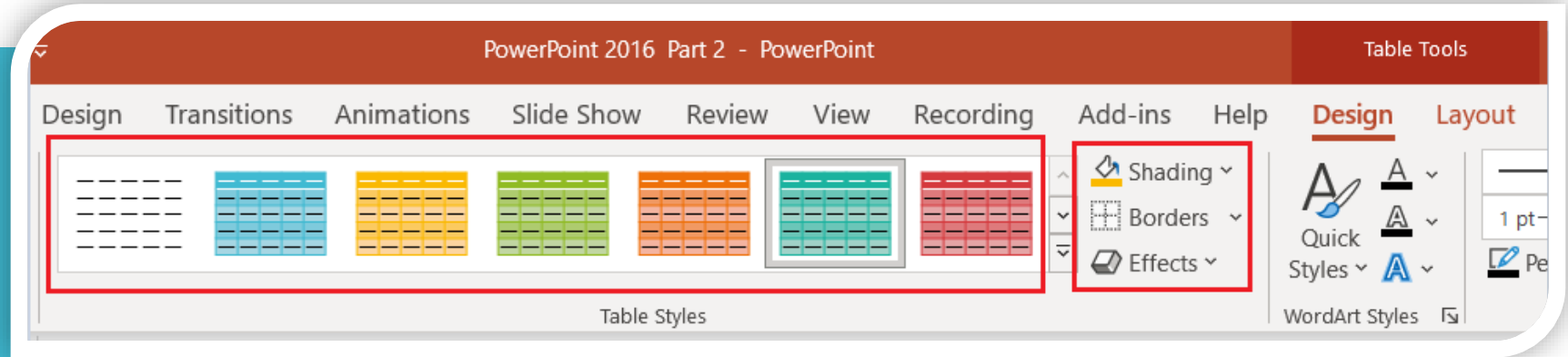


Fig 1

You can insert tables through one of the methods illustrated in Fig: 1

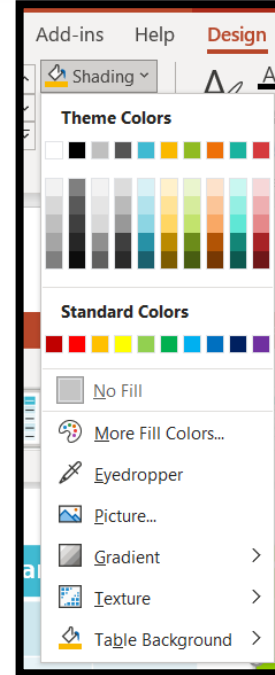
No.	Name	Mark

Inserting Tables

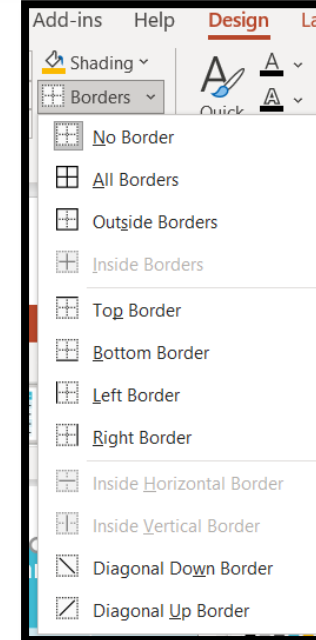


No.	Name	Mark

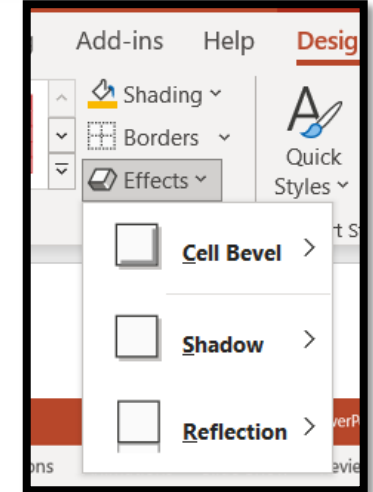
Ready styles



Shading

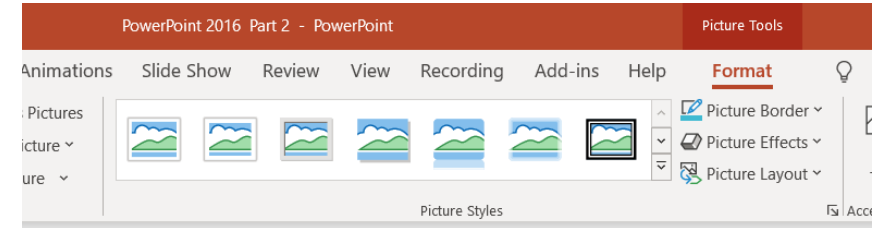
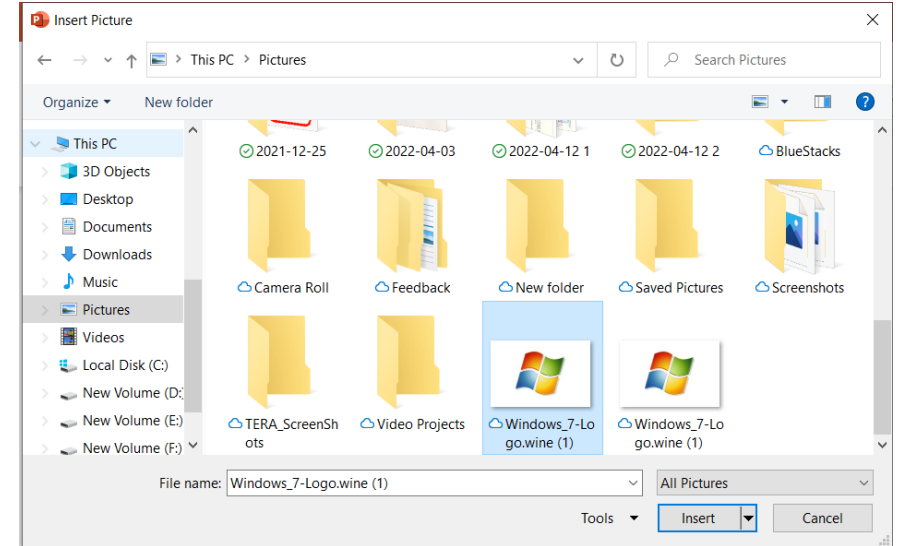
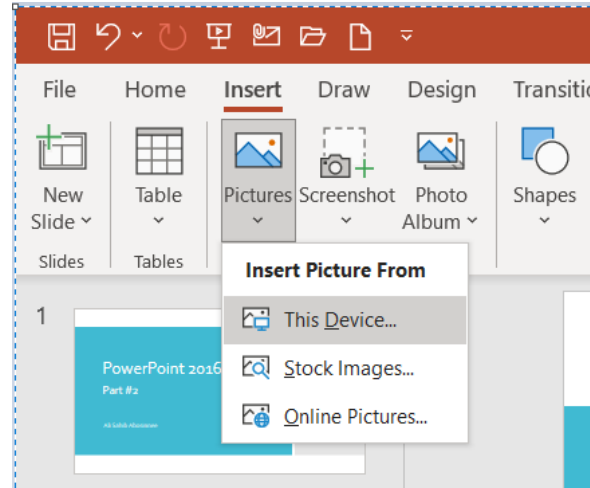


Borders

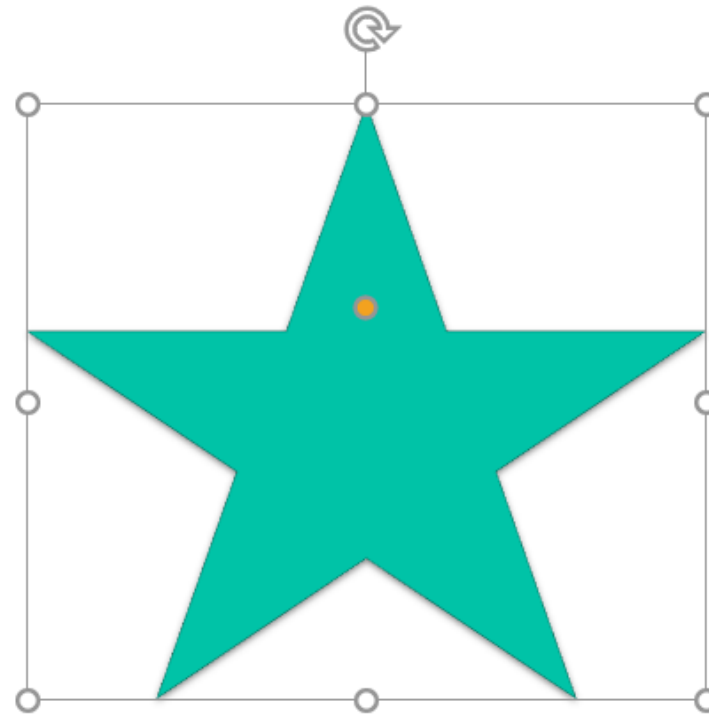
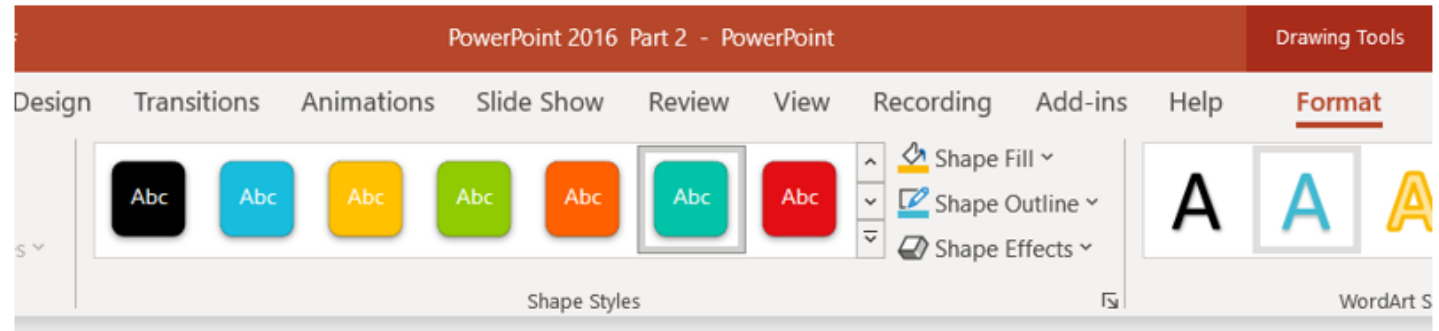


Effects

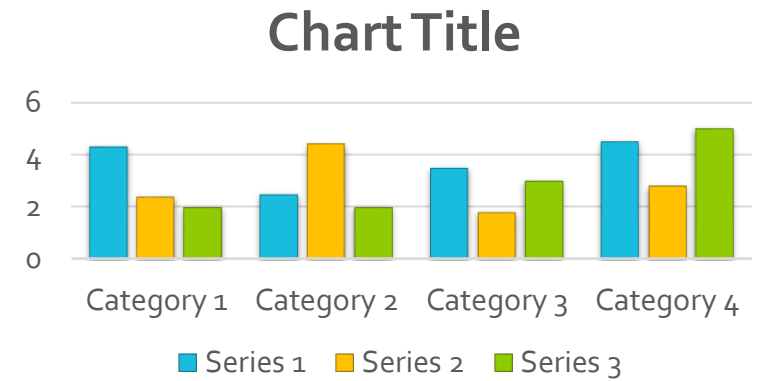
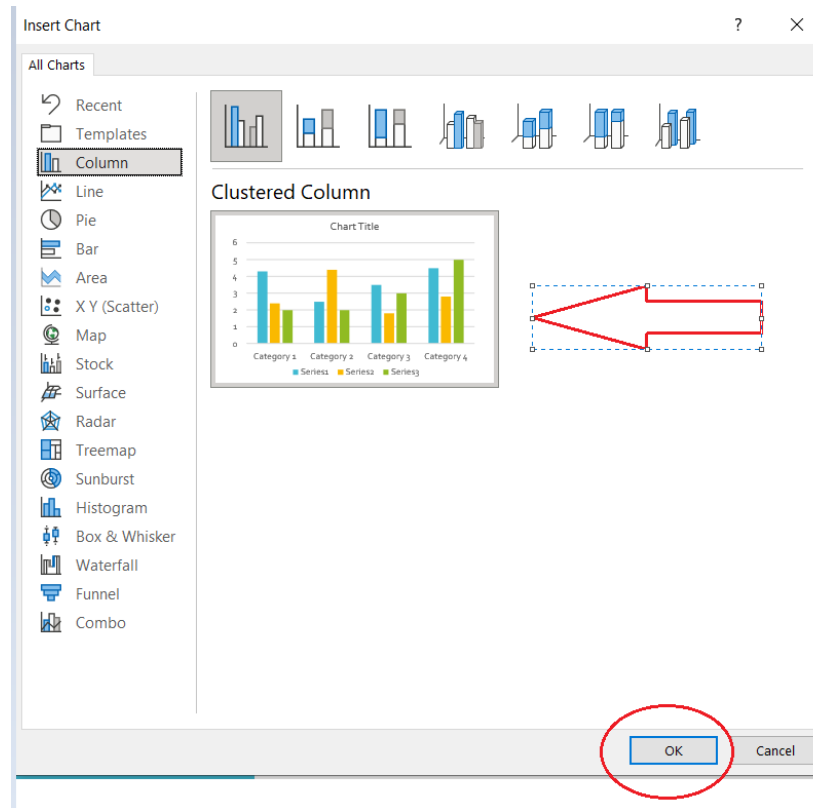
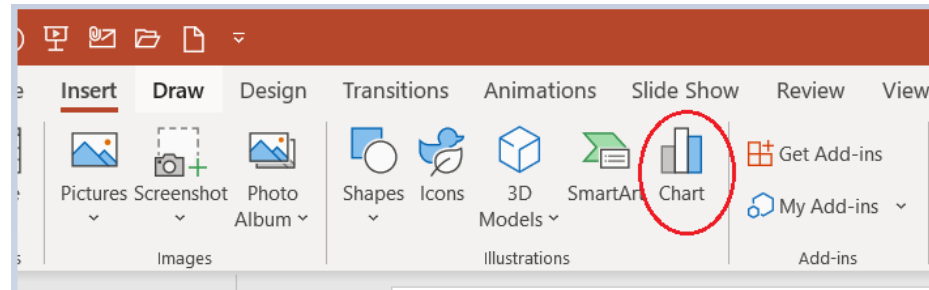
Inserting Pictures



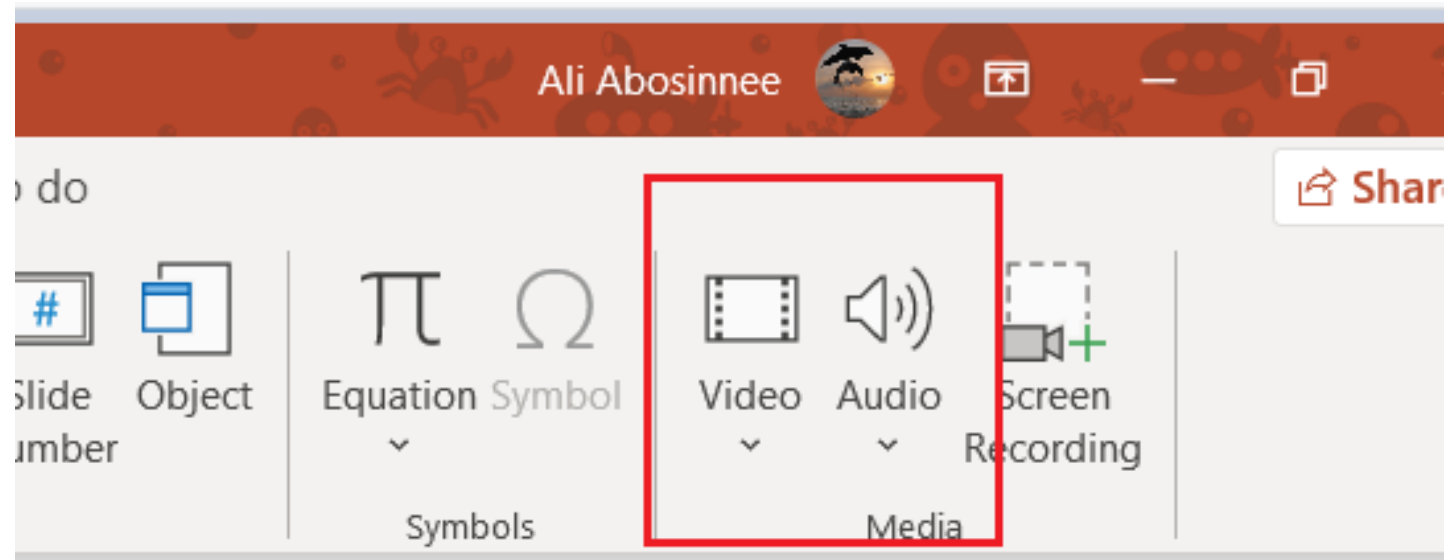
Inserting Shapes



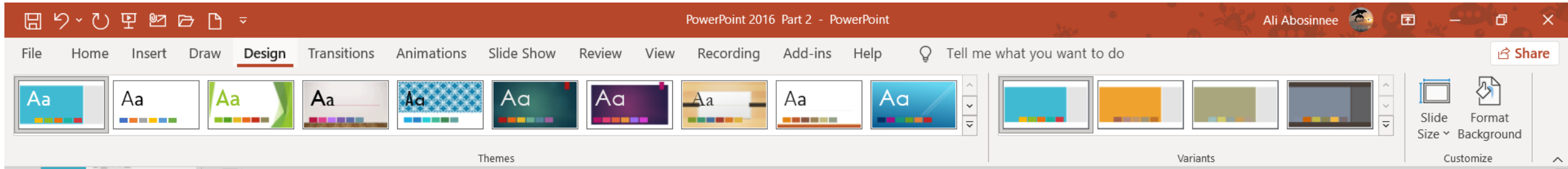
Inserting Charts



Inserting Videos and Audios



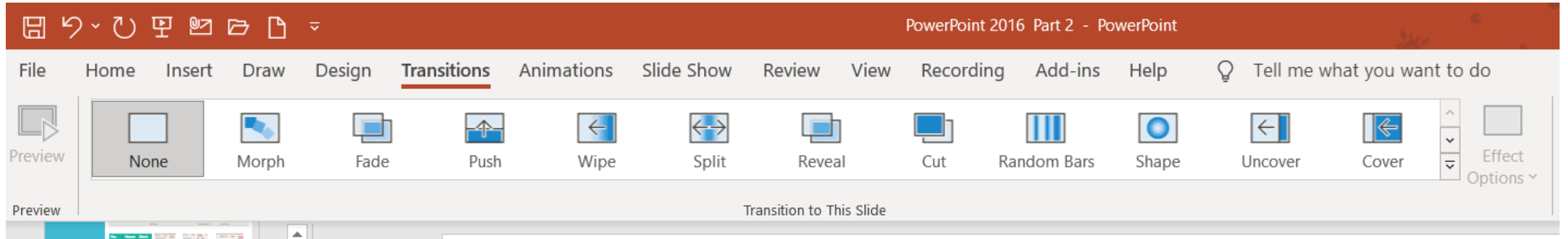
Design Tab



From Design Tab, you can choose any theme and apply it to the whole presentation.

Every theme has its variants which refer to sub-themes from the original but with different colors and text

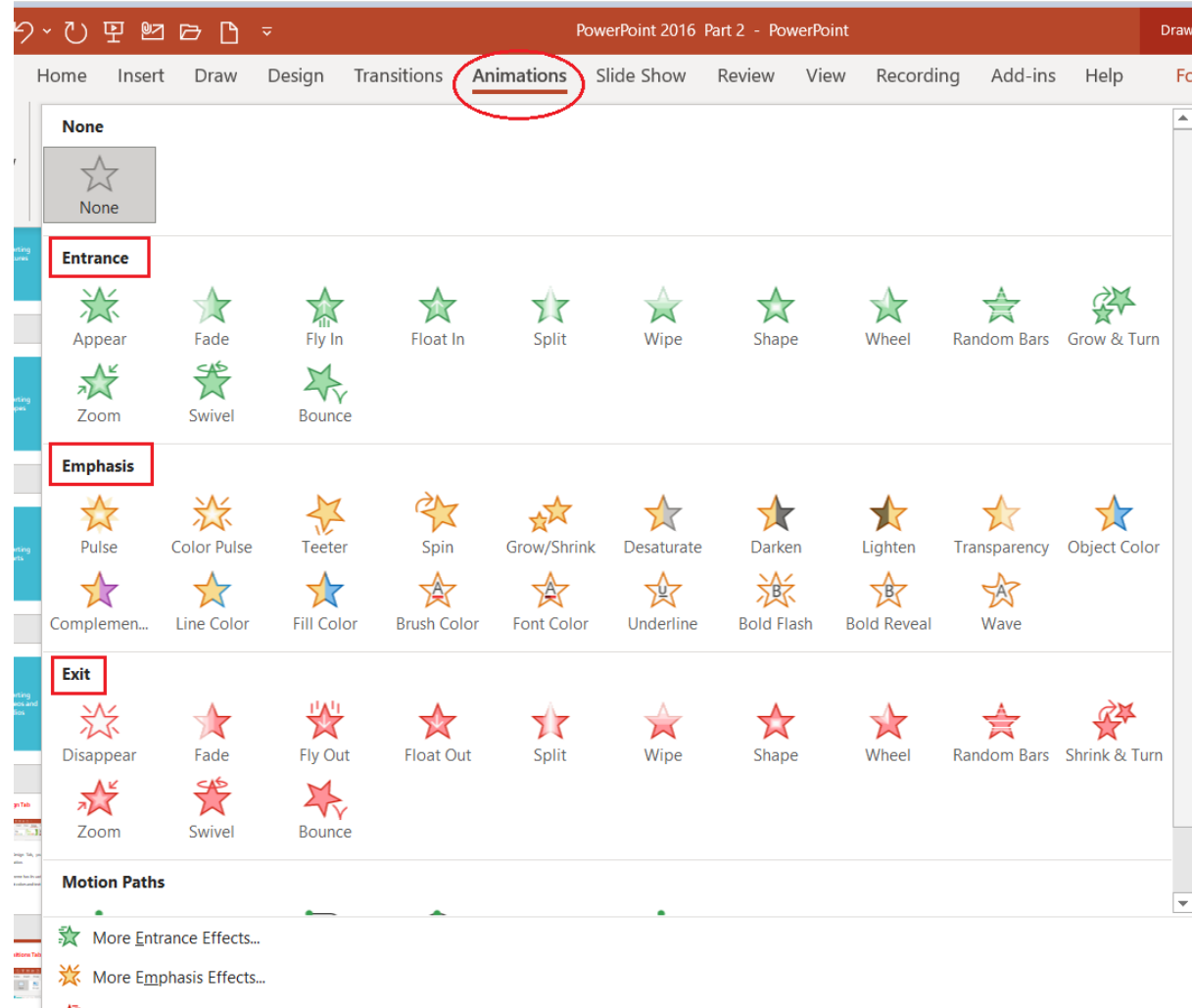
Transitions Tab



You can choose and apply any of the transitions to each slide for all slides, which refer to the transition between slides when you show the presentation in slide show mode

Animations Tab

Adding animation to any content in the slide from three different kinds of animations which are **entrance**, **emphasis** and **exit**



How to make any Picture as a Background for a slide.



Paste Options:

- Layout >
- Reset Slide
- Grid and Guides... >
- Ruler
- Format Background...**
- New Comment

Format Background

Fill

- Solid fill
- Gradient fill
- Picture or texture fill**
- Pattern fill
- Hide background graphics

Color: [Color Picker]

Transparency: 0%

Apply to All Reset Background

Insert Pictures

- From a File**
Browse files on your computer or local network
- Stock Images
Unleash your imagination with premium content from the stock image library
- Online Pictures
Search images from online sources like Bing, Flickr or OneDrive
- From Icons
Search the icon collection

Format Background

Fill

- Solid fill
- Gradient fill
- Picture or texture fill**
- Pattern fill
- Hide background graphics

Picture source

- Insert...**
- Clipboard

Texture: [Texture Picker]

Transparency: 0%

Tile picture as texture

Offset X: 0 pt

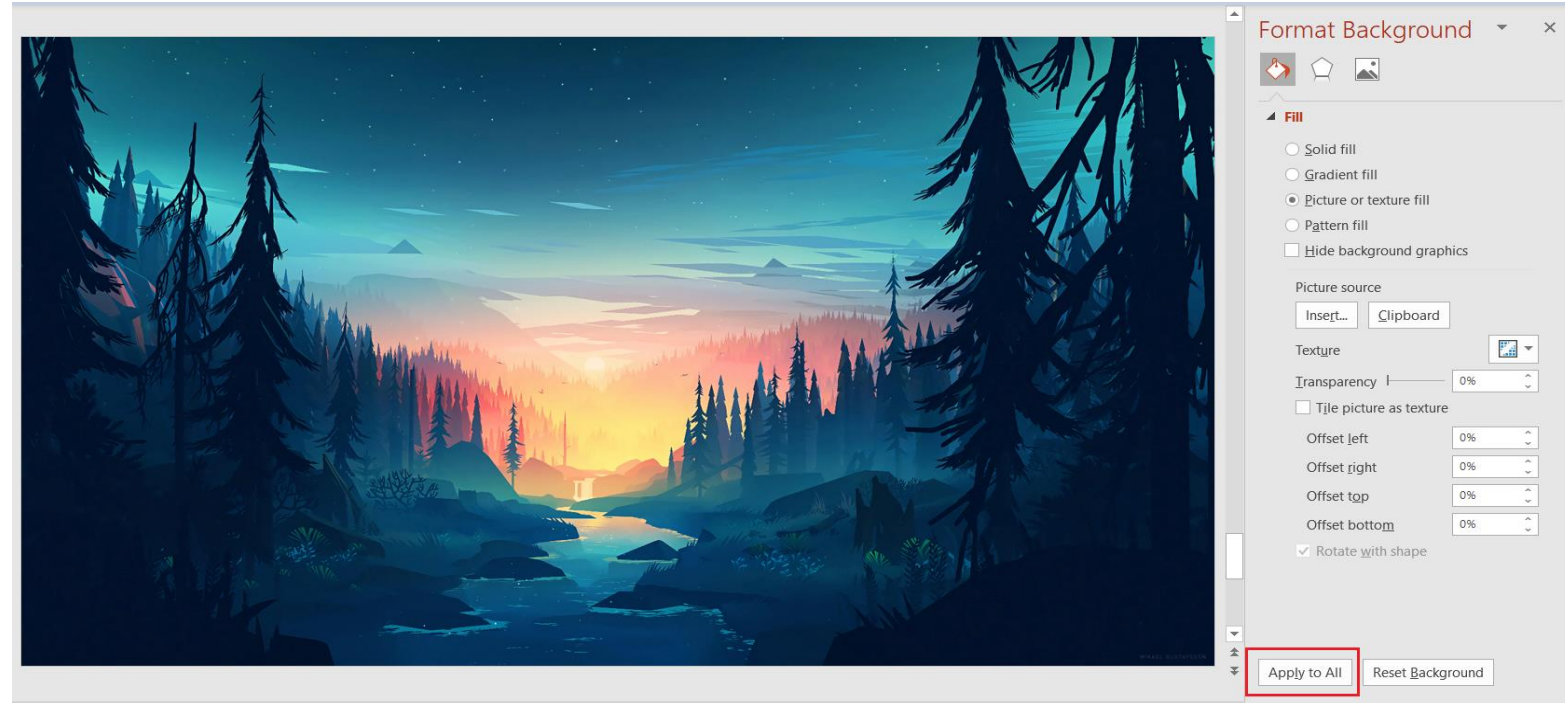
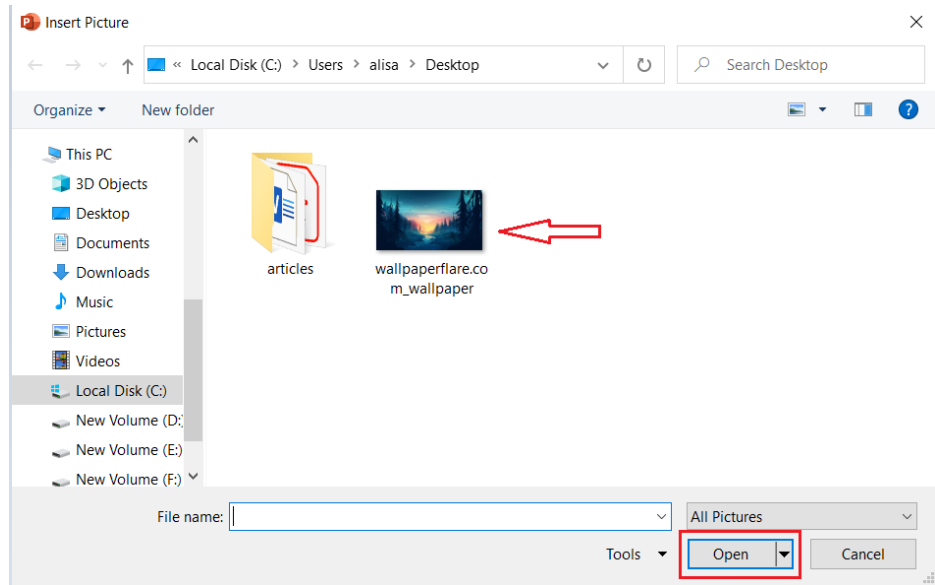
Offset Y: 0 pt

Scale X: 100%

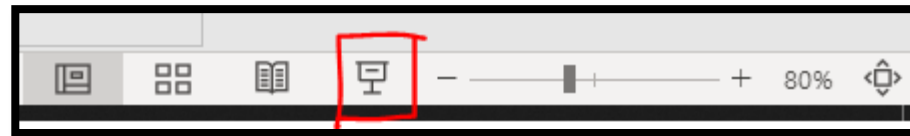
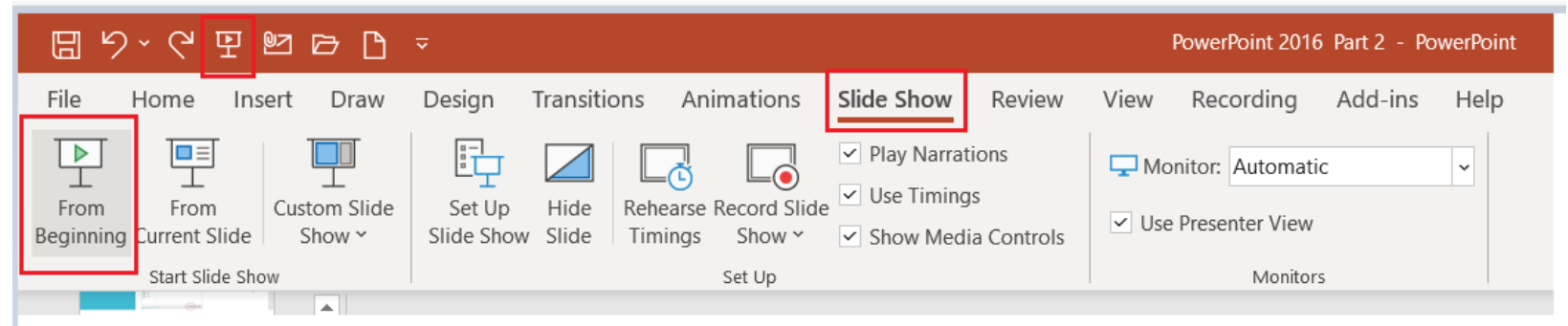
Scale Y: 100%

Alignment: Top left

How to make any Picture as a Background for a slide.



Active slide show mode to make the presentation in full screen.



Or just press F5

Inserting Date and time, slide number and footer

