

Fiches d'initiation au logiciel PowerPoint

Préparé par Claude Frenette, RÉCIT de l'enseignement privé

version XP

Ce document vous présente les concepts de base du logiciel PowerPoint de Microsoft. Chaque fiche explore un des éléments énumérés ci-bas. Gardez ces fiches à portée de la main lorsque vous utilisez cette application, elles vous seront utiles.

Contenu des fiches :

Créer un nouveau document

- Vierge
- À partir d'un modèle

Insérer des éléments

- Une nouvelle diapositive
- Une zone de texte
- Une image
 - Redimensionner et rogner
 - Reprendre l'état original
- Un son
- Une séquence vidéo
- Un objet WordArt
- Un lien hypertexte

Personnaliser l'animation

- Défilement automatique des pages
- Entrée progressive du texte et des images
- Lecture et interruption des sons
- Transitions entre les diapositives

Personnaliser la mise en page

- Couleur de fond
- Image de fond et styles
- Les outils de dessin

Changer l'ordre des diapositives

Visionner le diaporama

Initiation Powerpoint 2007 Mes Fiches Pratiques

O García



Initiation Powerpoint 2007 Mes Fiches Pratiques:

Livres hebdo, 2008 **Livres de France**, 2009 Includes 1982 1995 Les Livres du mois also published separately *Les Livres disponibles*, 2002 La liste exhaustive des ouvrages disponibles publiés en langue française dans le monde La liste des auteurs et la liste des collections de langue française *PowerPoint 2010* Catherine Monjauze, Daniel-Jean David, 2011 Ce manuel d'autoformation est destiné aux débutants et aux utilisateurs de PowerPoint 2010 qui souhaitent réaliser des présentations plus attractives tout en gagnant en productivité Il permettra aussi aux utilisateurs des précédentes versions du logiciel de s'adapter rapidement la nouvelle interface utilisateur introduite dans PowerPoint 2007 et enrichie dans PowerPoint 2010 La première partie Manuel utilisateur présente sous forme de fiches pratiques les fonctions de PowerPoint 2010 dont vous aurez besoin au quotidien créer un diaporama insérer des textes des tableaux Excel des graphiques ou des organigrammes des sons et des vidéos réaliser des effets de transition projeter le diaporama sur écran ou réaliser des impressions papier etc La deuxième partie Exercices pratiques permet d'assimiler les notions étudiées précédemment travers 30 exercices Vous pouvez également débuter directement par ces exercices pour un apprentissage par l'exemple et vous reporter ensuite aux fiches pratiques de la première partie pour réviser compléter ou approfondir vos connaissances La troisième partie Cas pratiques vous propose la réalisation d'une présentation complète en dix tapes pour consolider votre savoir faire et vous préparer créer vos propres présentations dans les règles de l'art **PowerPoint 2007** Catherine Monjauze, 2009 Ce manuel d'autoformation est destiné aux débutants et aux utilisateurs de PowerPoint qui souhaitent réaliser des présentations plus attractives tout en gagnant en productivité Il permettra aussi aux utilisateurs des précédentes versions du logiciel de s'adapter rapidement la nouvelle interface utilisateur de PowerPoint 2007 La première partie Manuel utilisateur présente sous forme de fiches pratiques les fonctions de Power Point 2007 dont vous aurez besoin au quotidien créer un diaporama insérer des textes des tableaux Excel des graphiques ou des organigrammes des sons et des vidéos réaliser des effets de transition projeter le diaporama sur écran ou réaliser des impressions papier etc La deuxième partie Exercices pratiques permet d'assimiler les notions étudiées précédemment travers 30 exercices Vous pouvez également débuter directement par ces exercices pour un apprentissage par l'exemple et vous reporter ensuite aux fiches pratiques de la première partie pour réviser compléter ou approfondir vos connaissances La troisième partie Cas pratiques vous propose la réalisation d'une présentation complète en dix tapes pour consolider votre savoir faire et vous préparer créer vos propres présentations dans les règles de l'art *PowerPoint 2007* Catherine Guérois, 2008 Une douzaine d'exercices pour apprendre maîtriser ce logiciel de présentation assisté par ordinateur création des premières diapositives saisie et mise en forme du texte insertion d'objets graphiques et d'images réalisation de diaporamas **PowerPoint 2007** Bernard Jolival, 2007-09-20 Apprenez utiliser toutes les fonctionnalités de la dernière version de PowerPoint [j'apprends à me servir de Powerpoint 2007](#) Joël Green, 2008-06-30 Joël Green est diplômé de Sup de Co Rouen Il a d'abord travaillé comme directeur de gestion dans des entreprises de toutes tailles où il a t

amen utiliser tableurs traitements de texte bases de donn es et autres et ce depuis les tous premiers micro ordinateurs Il a ensuite cr et dirig pendant vingt ans un organisme de formation informatique o il effectuait lui m me des formations Ses ouvrages ont pour but de rendre accessibles les logiciels informatiques des fonctionnalit s les plus simples aux plus complexes

Guide Pratique PowerPoint 2007 Kathleen Lebeuf,2009-01 PowerPoint 2007 Just the Steps For Dummies Barbara Obermeier,Ted Padova,2007-02-26 When you re trying to harness the power of PowerPoint you don t want to wade through lots of background and definitions you want to make things happen Power Point Just the Steps for Dummies puts your hands and eyes to work immediately so you can finish any PowerPoint project in a flash Just choose your task follow the step by step instructions and vivid illustrations and POOF It s done In seconds you ll be Creating a new presentation Resizing or moving an object Duplicating a slide Using the outlining toolbar Adding notes to a slide Printing your presentation Setting up a slide show Working with pictures and clip art Coloring text and objects Modifying the slide master Creating a template Inserting a diagram or chart Adding sound and video And more Whether you re new to PowerPoint pressed for time or visually oriented this get it done guide will help make your next PowerPoint presentation look like a work of genius

PowerPoint 2007 : Guérois Catherine, Ce livre sur Microsoft PowerPoint 2007 a t con u pour vous permettre de retrouver rapidement toutes les fonctions de ce logiciel de PR sentation Assist e par Ordinateur description de l environnement et des modes d affichage cr ation et gestion des documents ouverture et enregistrement de pr sentations et de mod les gestion d album photos impression et mise en page exploitation des l ments d une pr sentation diapositives masques th mes arri res plan gestion du texte saisie du contenu des diapositives du plan et mises en valeur cr ation modification et mise en valeur des objets formes automatiques tableaux images objets multim dias diagrammes et graphiques r alisation de diaporamas incluant effets d animation annotations et minutage des diapositives et pour terminer des fonctions avanc es telles que la gestion des liens hypertexte la r vision d une pr sentation le travail avec d autres applications Office et la cr ation de pages Web

Microsoft PowerPoint 2007 for Dummies D. Lowe,2007 *Microsoft Office PowerPoint* Joyce Cox,Joan Preppernau,2008 **Microsoft Office PowerPoint 2007** Gary B. Shelly,2009 **PowerPoint pour Windows** Armand St-Pierre,1995 PowerPoint 2007 Joyce Cox,Joan Preppernau,Jonas de Vries,Studio Imago (Amersfoort),2007 **Learning Guide** ,2008 **Microsoft PowerPoint 2007** Palani Murugappan,2007 *Introduction to Microsoft PowerPoint 2007* , **Learn to use Microsoft PowerPoint 2007** Microsoft Corporation,Government Security Program,GSP.,2007

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 - Chapter 1: Introduction to Initiation Powerpoint 2007 Mes Fiches Pratiques
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 - Chapter 3: Initiation Powerpoint 2007 Mes Fiches Pratiques in Everyday Life
 - Chapter 4: Initiation Powerpoint 2007 Mes Fiches Pratiques in Specific Contexts
 - Chapter 5: Conclusion
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