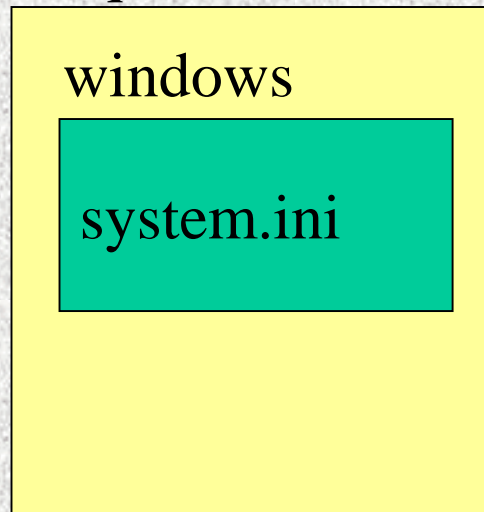


# POWERPOINT

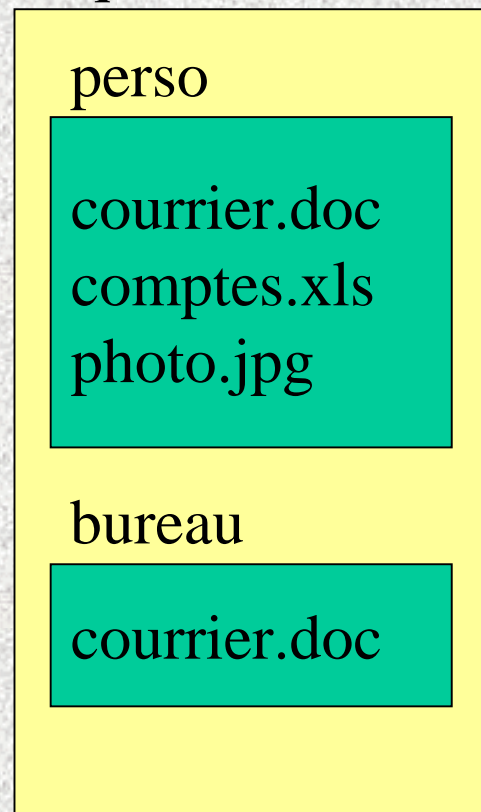
## Logiciel de présentation

# Organisation des fichiers

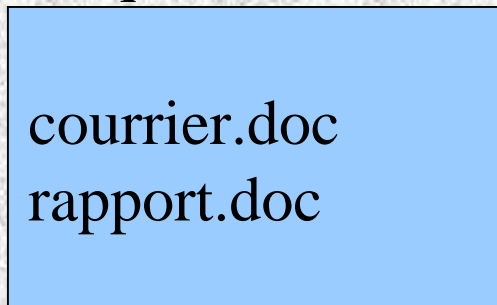
Disque dur C:



Disque dur D:



Disquette A:



c:\windows\system.ini  
d:\perso\courrier.doc  
d:\bureau\courrier.doc  
a:\courrier.doc

# Extensions

.exe	:	programme	.htm	:	hypertexte
.com	:	commande	.html	:	"
.ini	:	systeme	.shtml	:	"
.zip	:	compresse	.bmp	:	image
.arj	:	"	.gif	:	"
.doc	:	Word	.jpg	:	"
.xls	:	Excel	.tif	:	"
.pdf	:	Acrobat	.wmf	:	"
.ppt	:	Powerpoint			

# Interface Windows

Barre des tâches

Barre de menu

Barres d'outils

Barre d'état

Ascenseurs

Réduire, restaurer, agrandir, fermer la fenêtre

# Interface Powerpoint

Barre de menu

Ascenseurs

Barres d'outils:

- standard
- mise en forme
- dessin
- tableau
- ...

Modes:

- diapositive (slide sorter)
- plan (outline view)
- trieuse (slide view)
- commentaire (notes view)
- diaporama (slide show)

**Personnaliser l'interface**

# Créer une nouvelle présentation

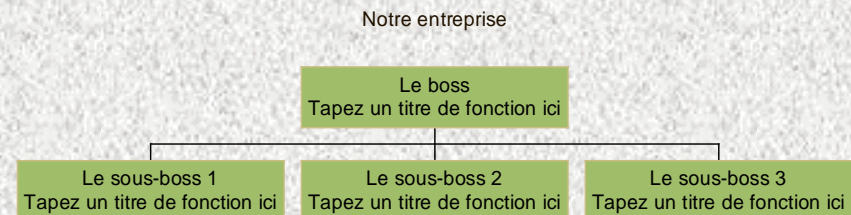
- Liste à puces
- Liste à puces

Image



Tableau


Organigramme



# Le masque

Principe

Conseils

Police, couleur, etc ...

Mise en page automatique

Arrière-plan

En-tête et pied de page

Insérer:

- logo
- numéro de page
- autres

Sauvegarde

A graphic of a spiral-bound notebook with a brown cover and a silver spiral binding on the left side. The notebook is open to a white page with horizontal ruling lines. The title 'Utilisation de modèles' is written in blue at the top. The text 'Bla bla bla ...' is written in black in the middle. The page is framed by a grey textured border at the top and bottom.

# Utilisation de modèles

Bla bla bla ...



# Liste à puces (bullets points)

⊕ aaaaaaaaa

🏠 bbbbbbbbbbb

❤ cccccccccc

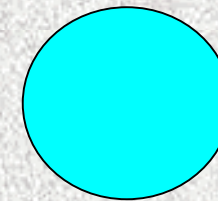
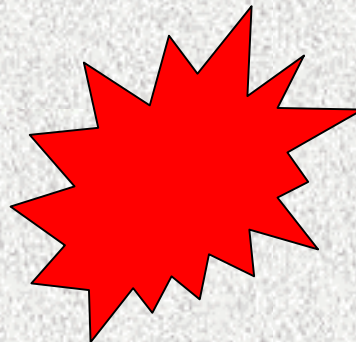
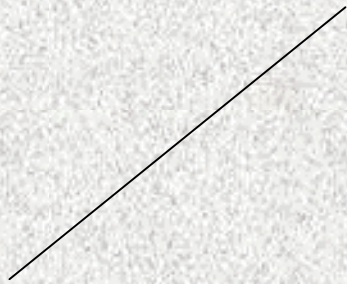
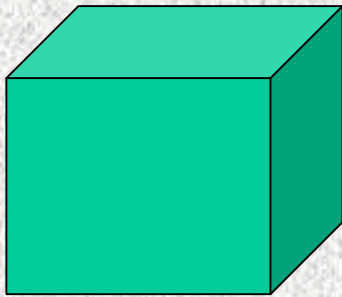
• dddddddd

⊗ eeeeeeee

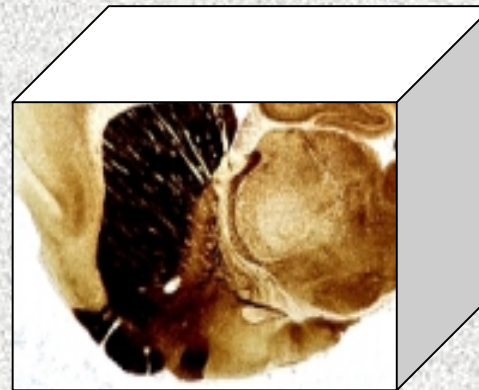
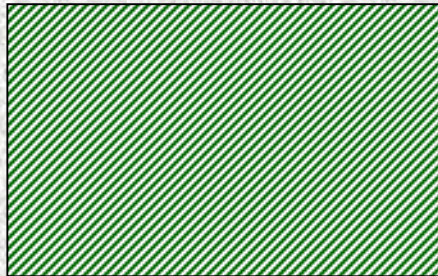
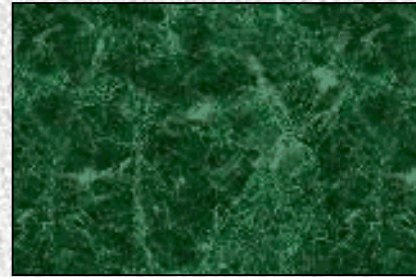
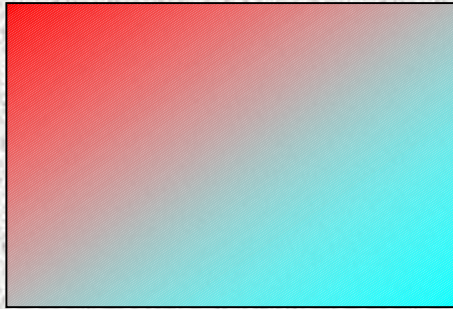
# Couleurs et dimensions



# Dessin - Formes automatiques



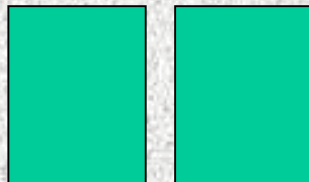
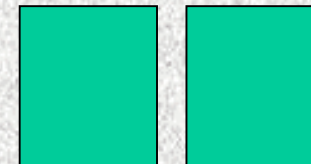
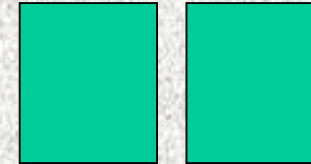
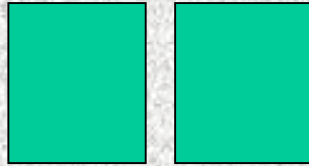
# Motifs et textures



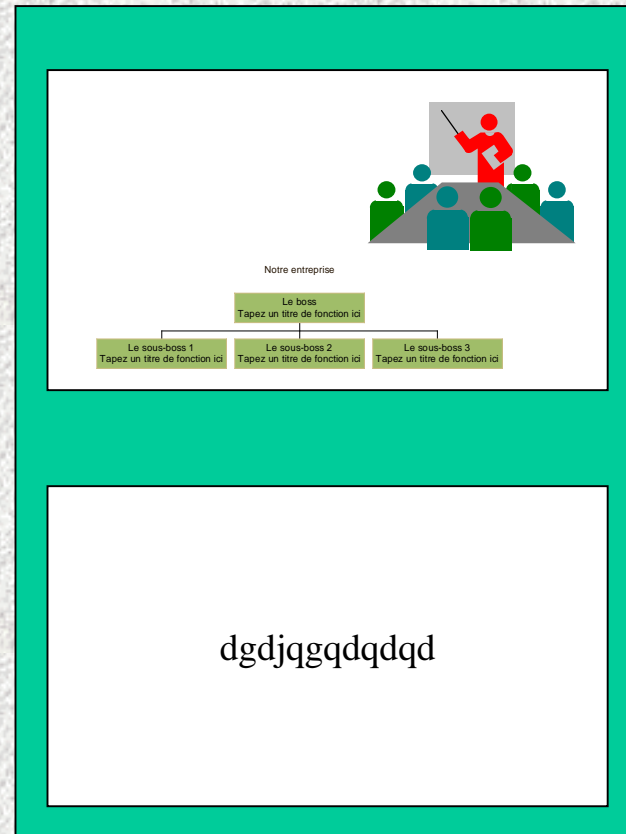
# Règle et repères

# Impression

## Documents (handouts)



# Commentaires (notes)



# Animations

Transitions entre les diapos

Animation de chaque diapo



# Exporter une présentation

Enregistrer au format HTML

Présentation à emporter

# La présentation

**B**lanc

**N**oir

Numéro de diapositive

Avant/Arrière

Début/Fin