

Atelier bureautique du Cilac

Spécial confinement

Yves Cornil

Initiation et perfectionnement à l'utilisation de la micro-informatique.

PowerPoint 365 sur Mac

4.Thèmes – Transitions – Gestion des diapositives
– Vidéo – Tableaux et graphiques –

31/08/2020 – 18/02/2021



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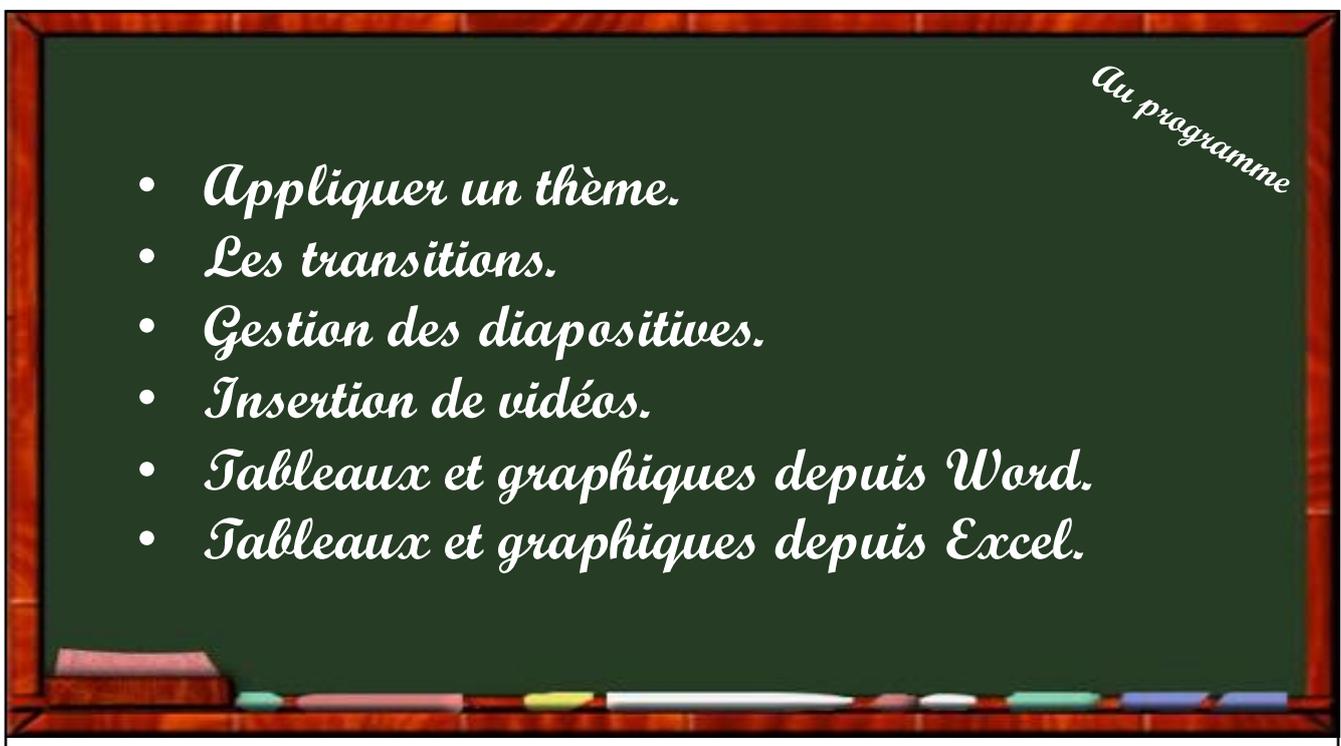
1



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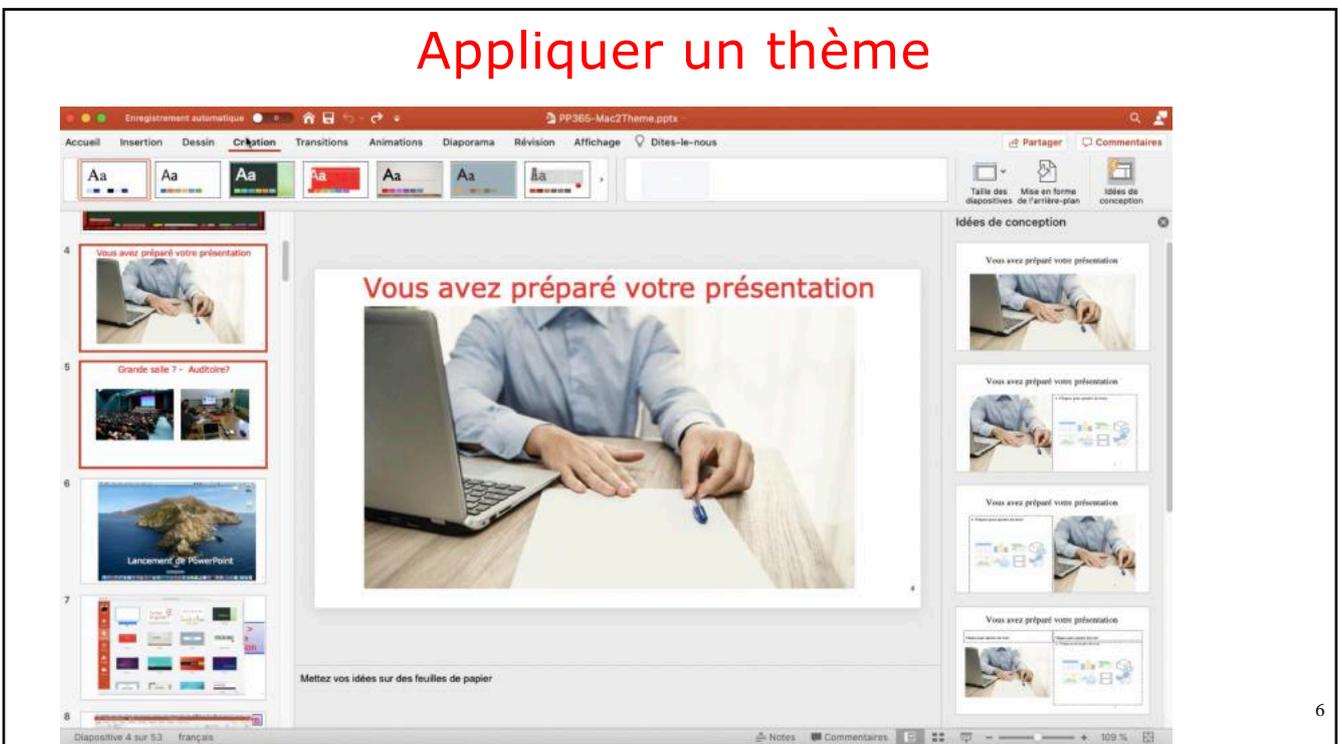
- Au programme*
- *Appliquer un thème.*
 - *Les transitions.*
 - *Gestion des diapositives.*
 - *Insertion de vidéos.*
 - *Tableaux et graphiques depuis Word.*
 - *Tableaux et graphiques depuis Excel.*

4

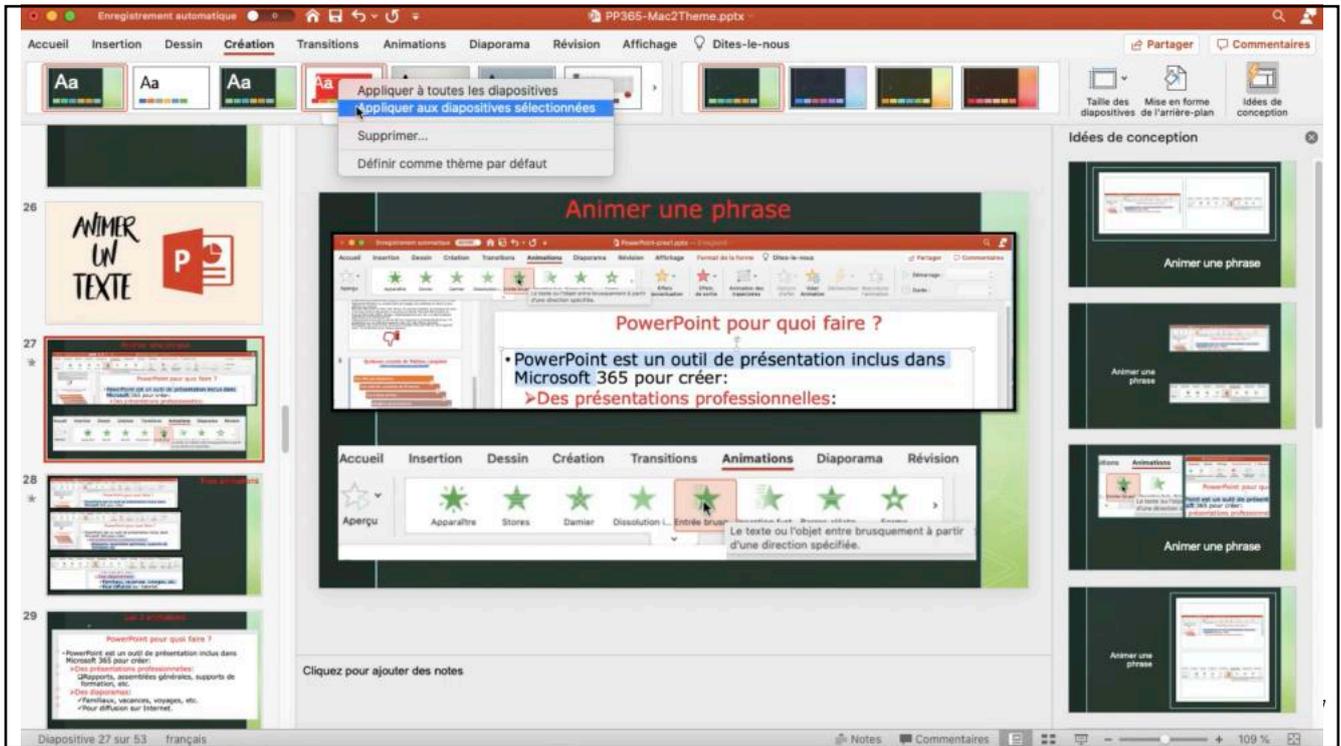


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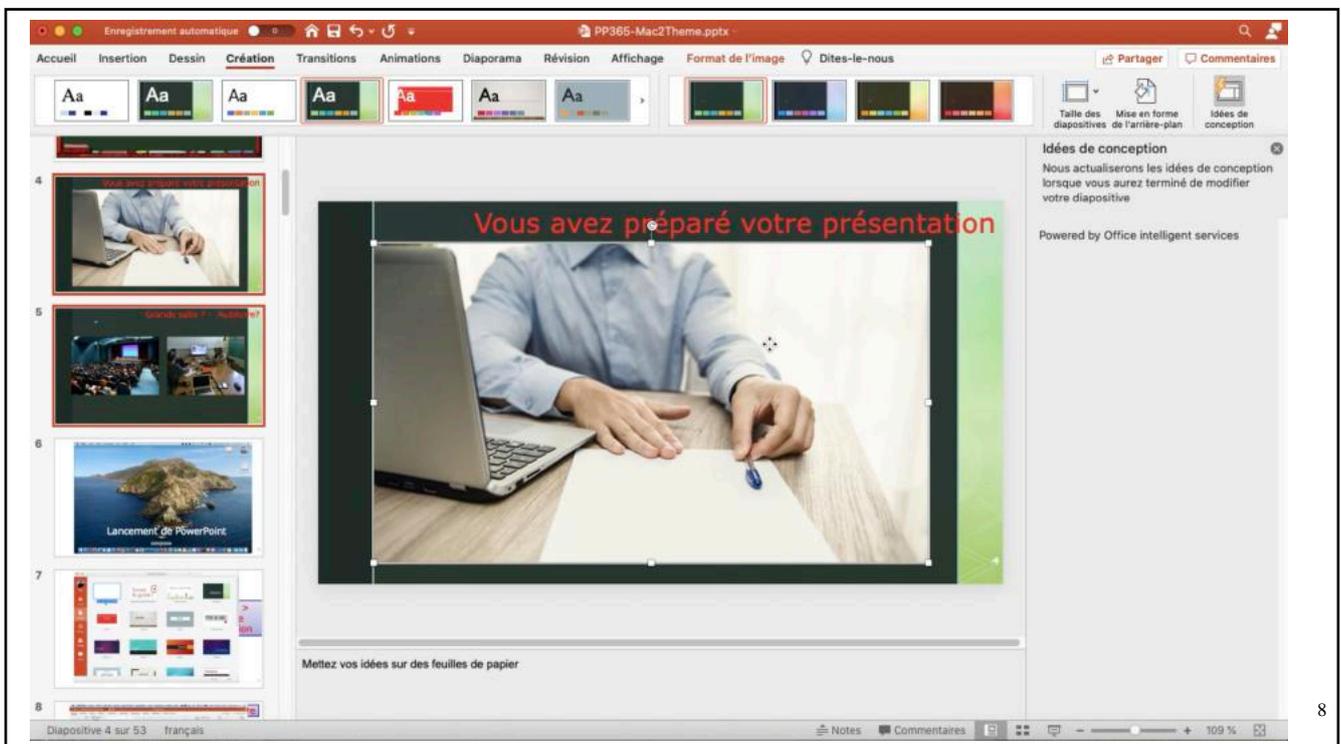
Appliquer un thème



6



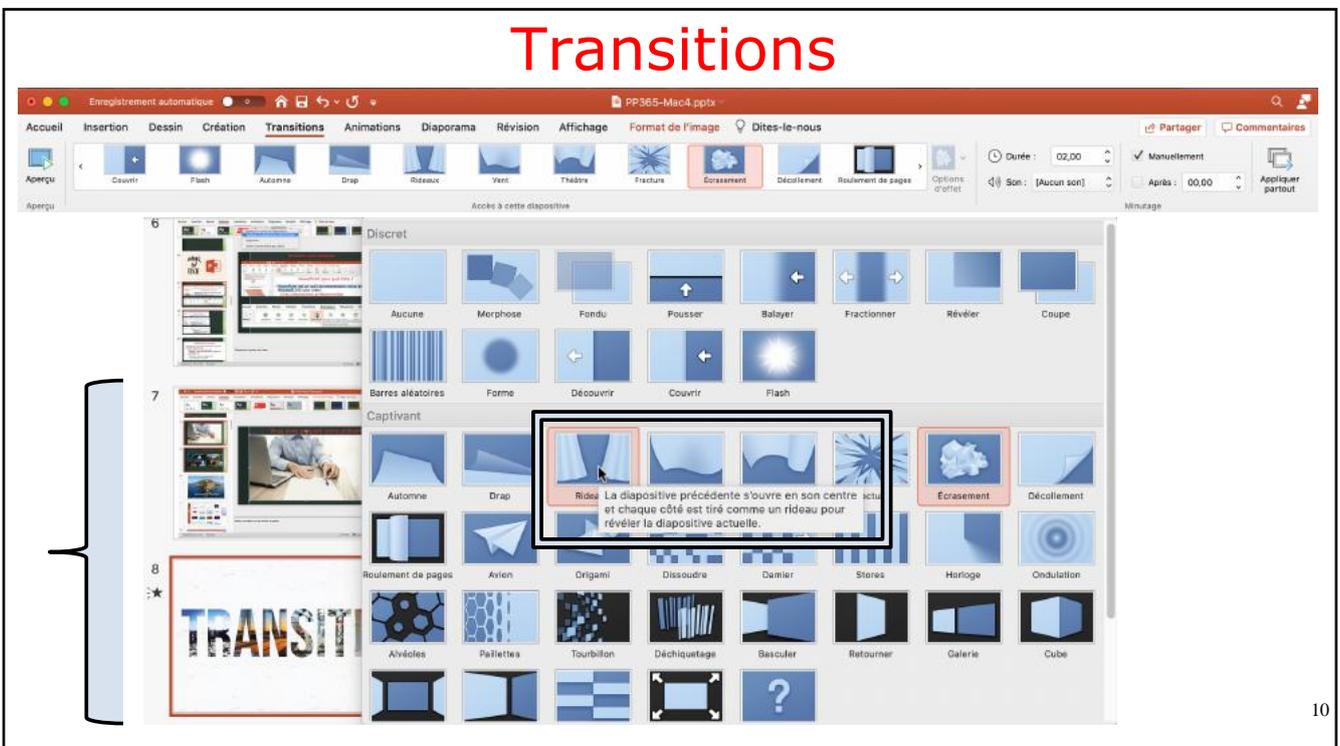
7



8



9



10

Les transitions

La transition s'applique entre la diapositive précédente et la diapositive sélectionnée



Durée

Appliquer à la diapo ou partout

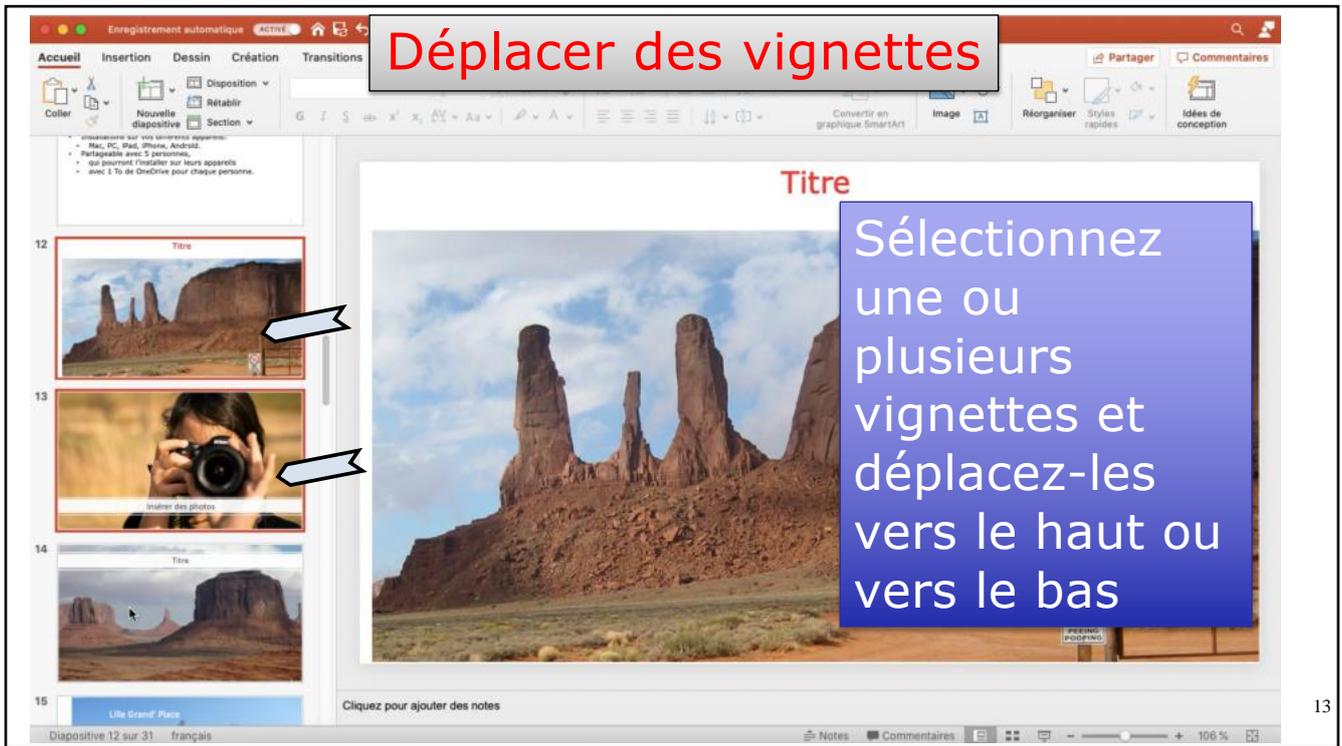
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11

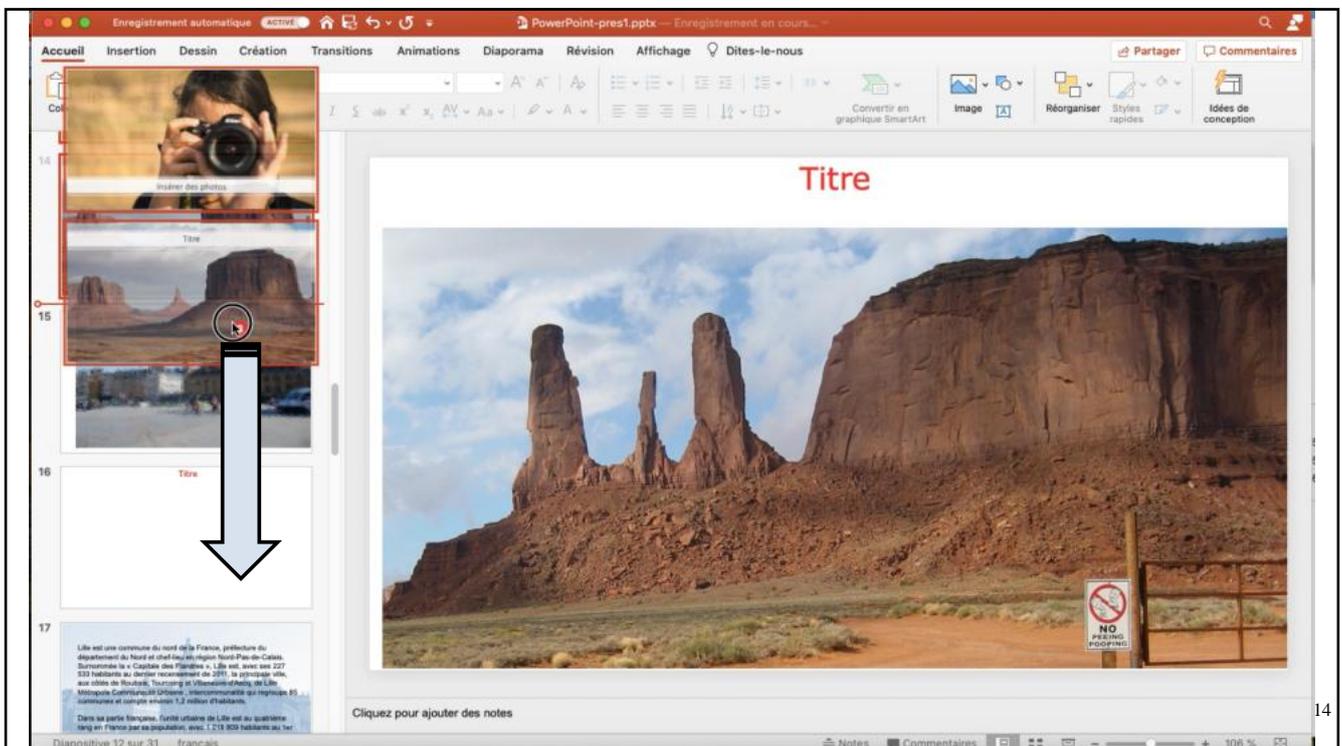


Gestion des diapositives

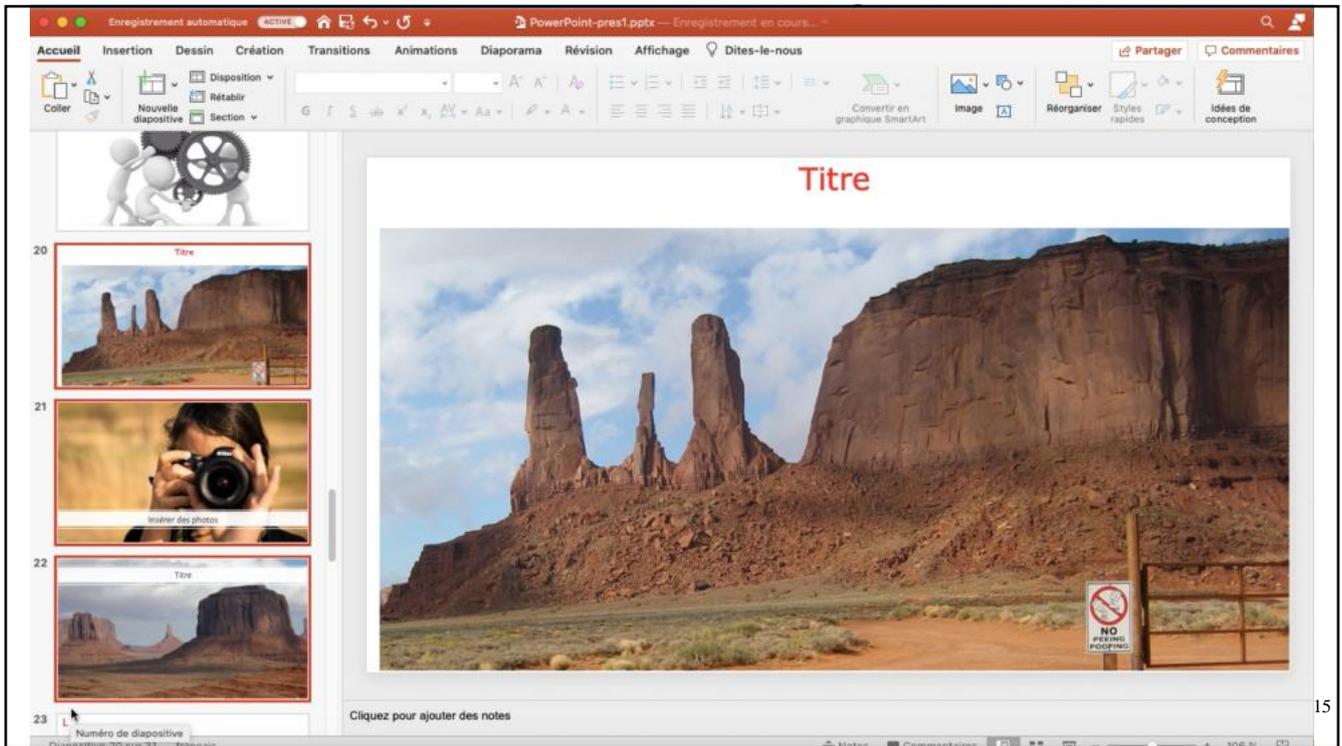
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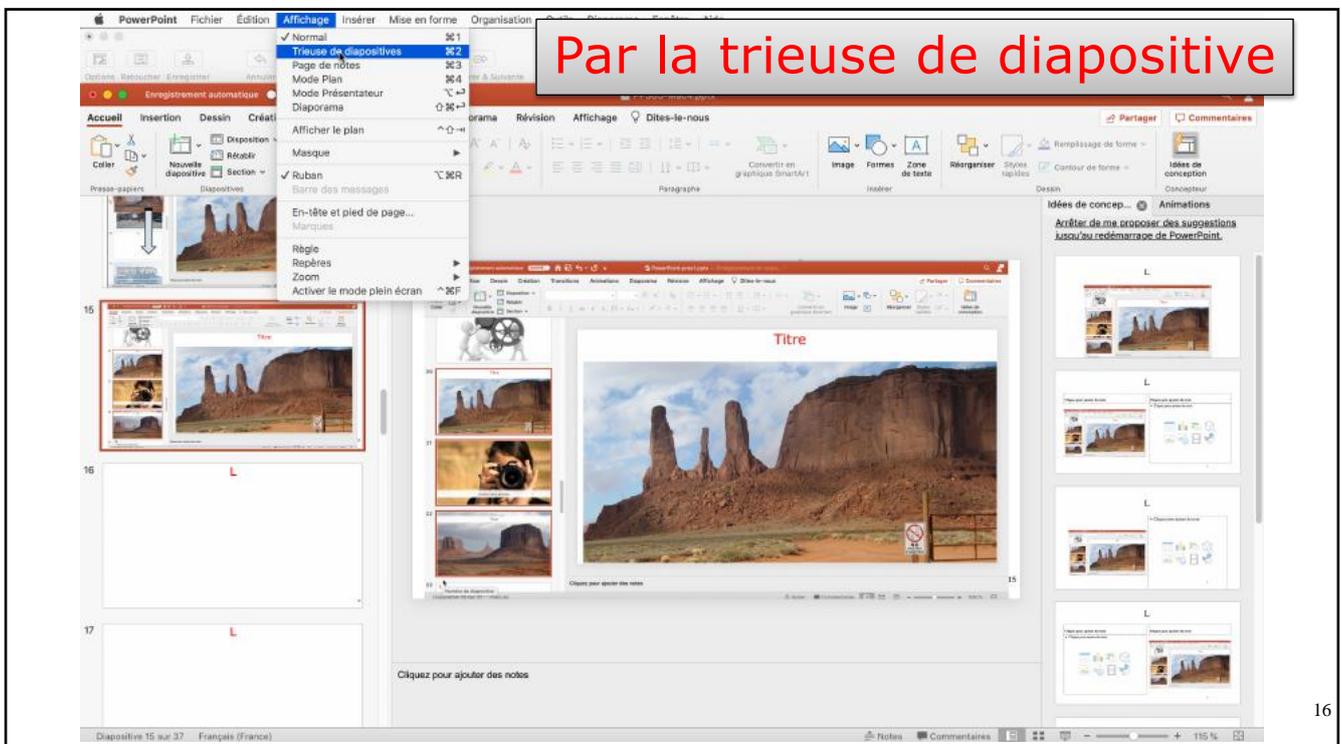
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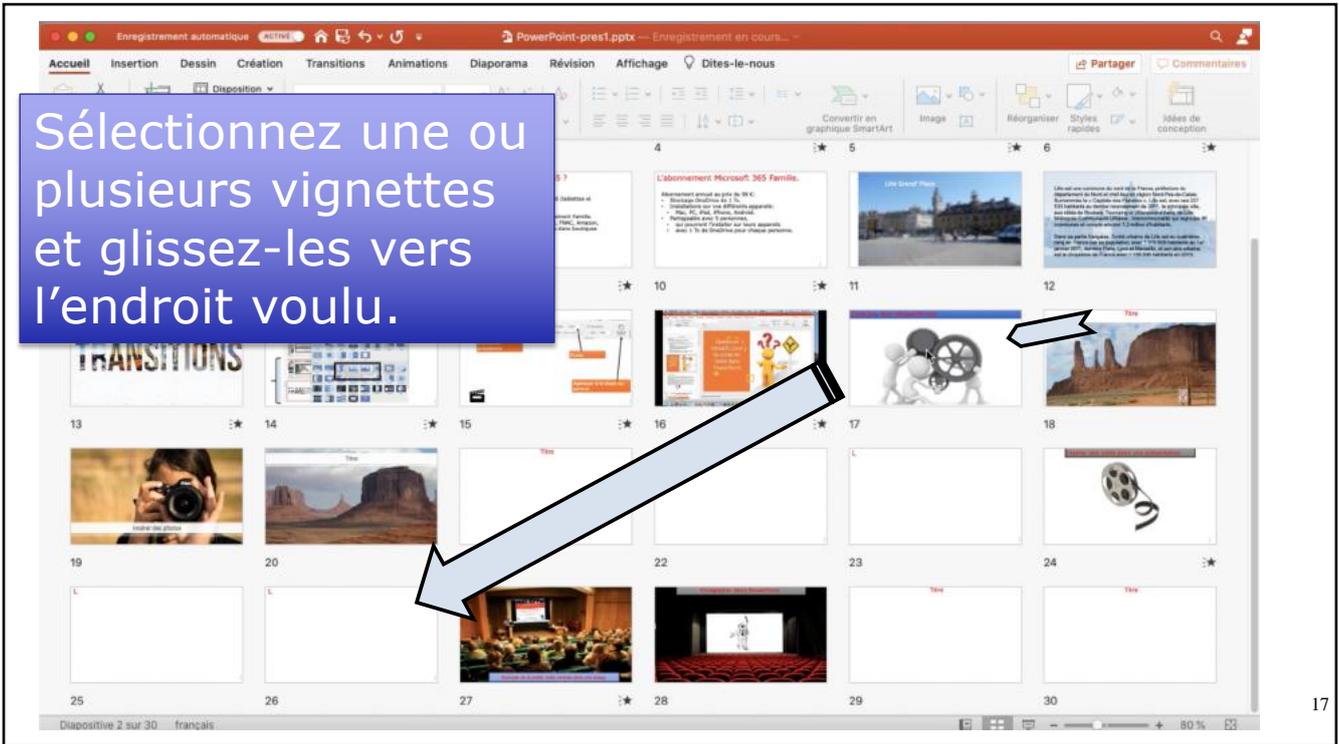
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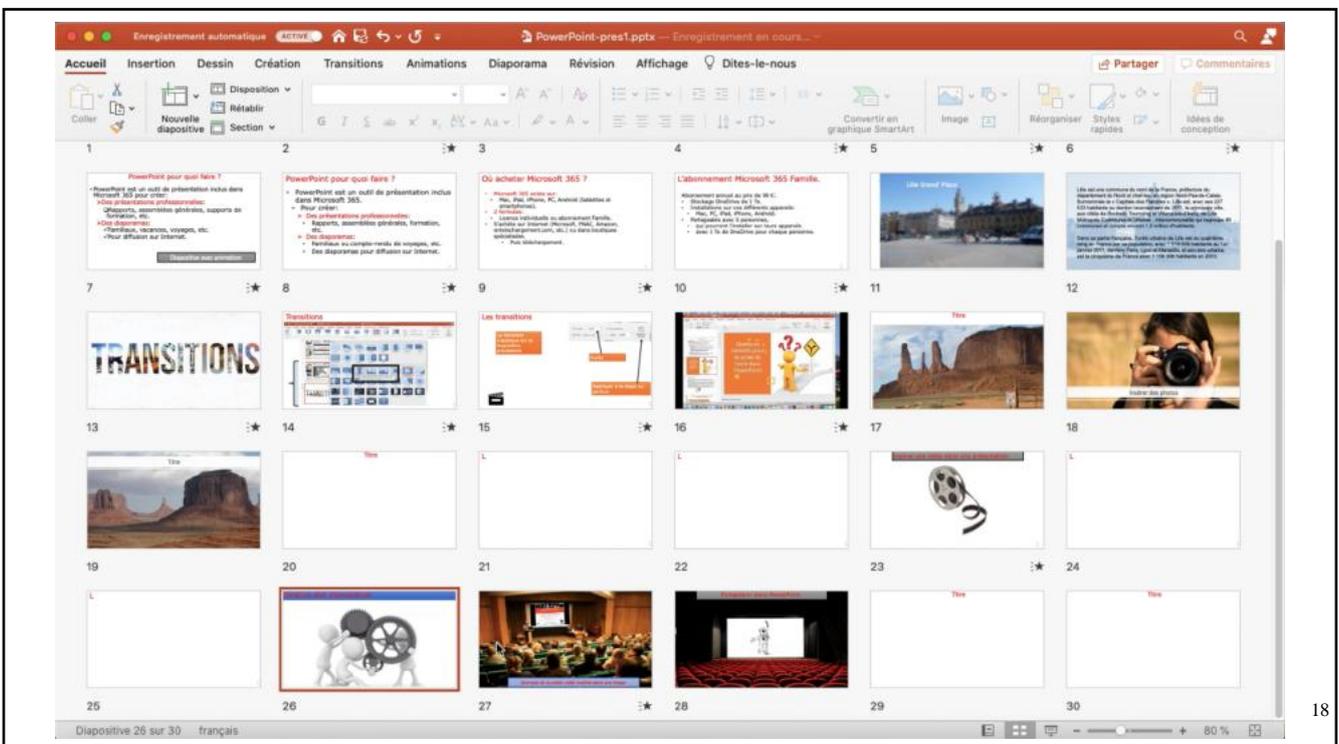
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16



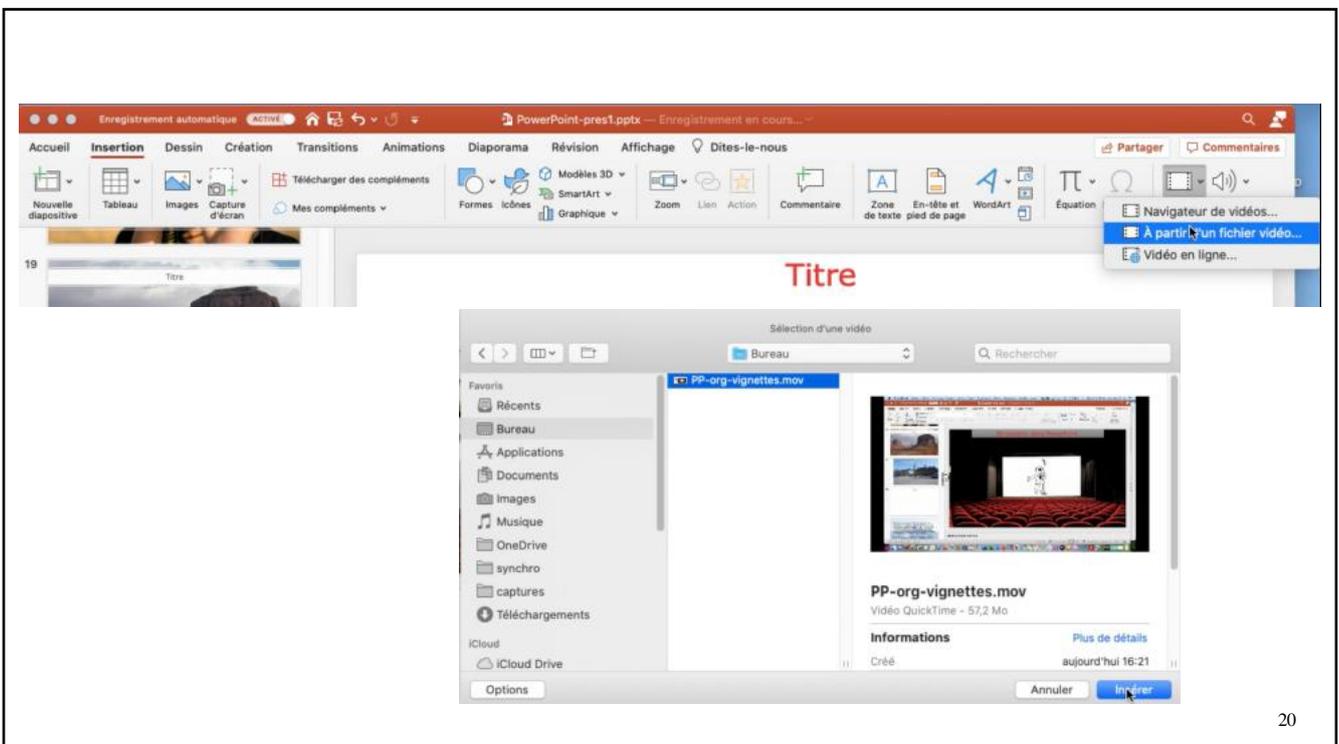
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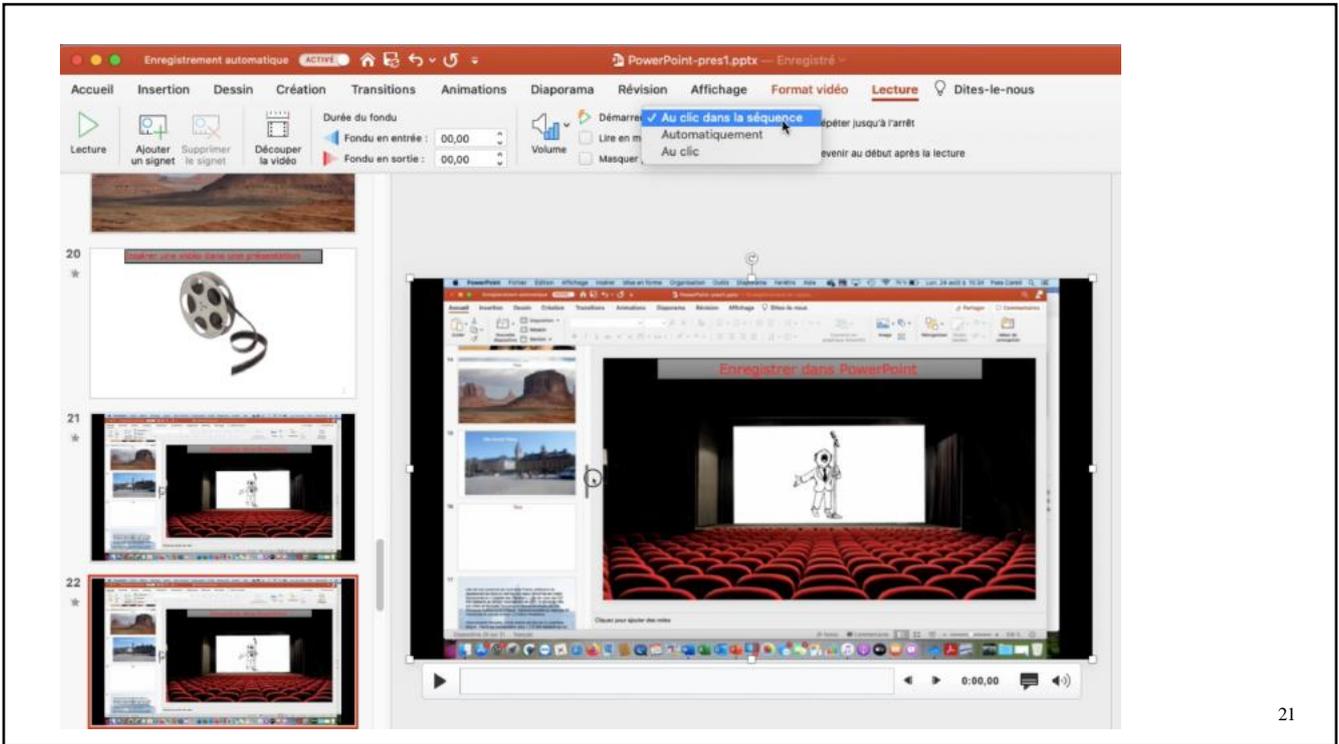
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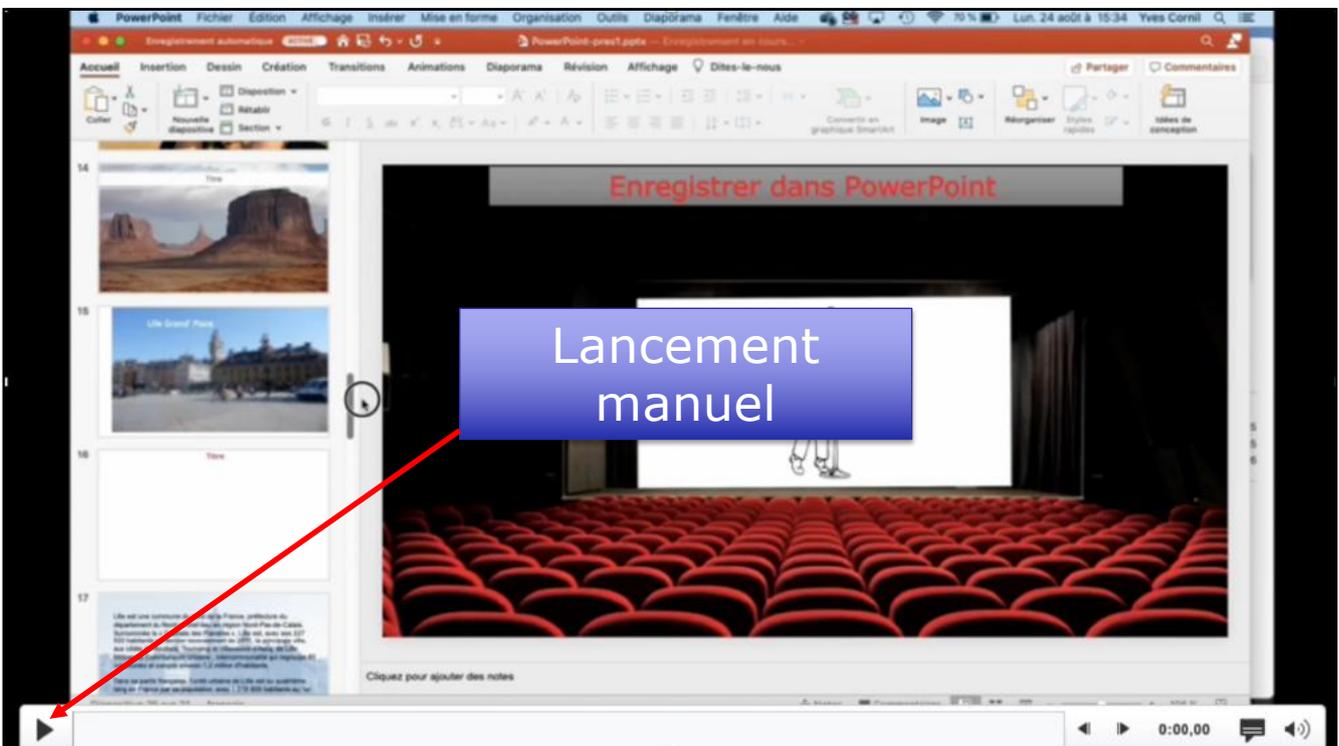
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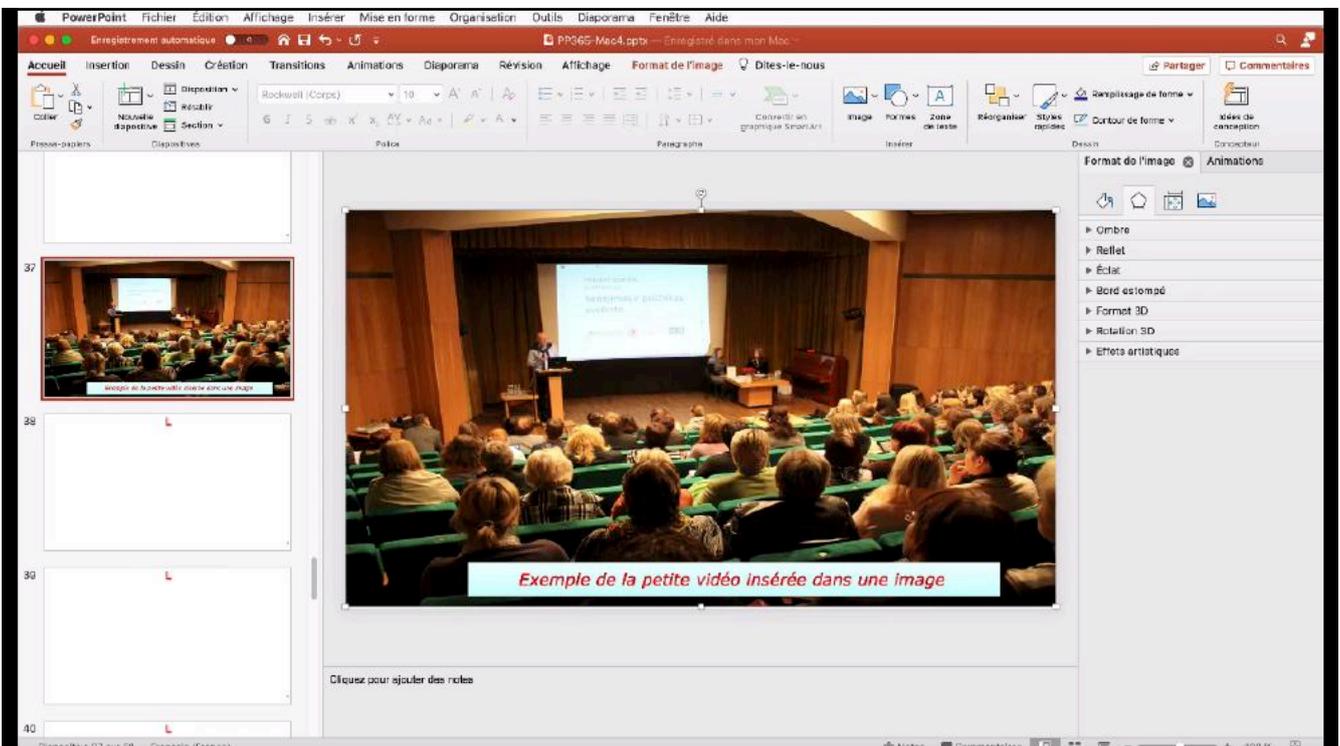
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22



23

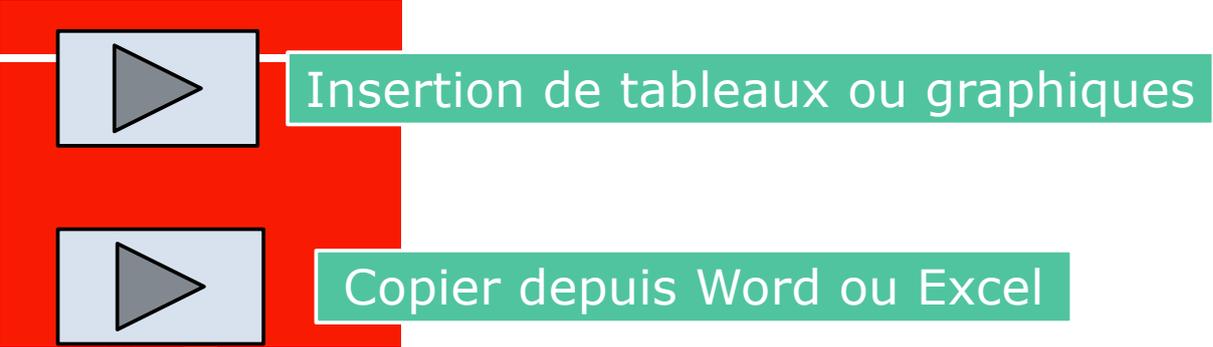


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Tableaux et graphiques



Insertion de tableaux ou graphiques

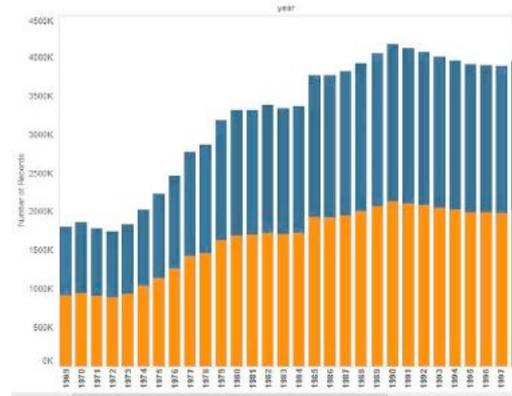
Copier depuis Word ou Excel

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Insertion de tableaux et de graphiques

| ARTICLE | TABLER | COLORIS | QTE | SEIN | P.A./P.S. | CA 2010 | % CA 10 | CA 2011 | % CA 11 | DEFA | % DEFA | INVENTAIRE | MARGE | COMMANDE | QTE A |
|---------|--------|---------|-----|------|-----------|---------|---------|---------|---------|-------|--------|------------|-------|---------------------|-------|
| CONFORD | SPONDY | 230 | 300 | 40 | 30 | 170000 | 8.36% | 160000 | 8.07% | 5000 | -0.89% | 5000 | 37 | | |
| CONFORD | SPONDY | 280 | 300 | 40 | 30 | 180000 | 8.36% | 150000 | 8.30% | 3000 | -0.16% | 5000 | 37 | | |
| CONFORD | SPONDY | 230 | 300 | 40 | 30 | 170000 | 1.91% | 260000 | 1.27% | 90000 | 5.37% | 5000 | 37 | | |
| CONFORD | SPONDY | 230 | 300 | 40 | 30 | 170000 | 1.37% | 270000 | 1.17% | 10000 | 0.61% | 5000 | 37 | | |
| CONFORD | SPONDY | 30 | 300 | 40 | 30 | 20000 | 1.27% | 30000 | 1.50% | 10000 | 5.00% | 5000 | 37 | 52 pieces commandes | |
| CONFORD | SPONDY | 10 | 300 | 40 | 30 | 30000 | 1.58% | 30000 | 1.50% | 0 | 0.00% | 5000 | 37 | 52 pieces commandes | |
| CONFORD | SPONDY | 200 | 300 | 40 | 30 | 180000 | 1.47% | 210000 | 1.07% | 30000 | 16.67% | 5000 | 37 | 52 pieces commandes | |
| CONFORD | SPONDY | 150 | 300 | 40 | 30 | 170000 | 1.87% | 200000 | 0.97% | 30000 | 17.65% | 5000 | 37 | 52 pieces commandes | |
| BAITE | SPONDY | 20 | 300 | 40 | 30 | 210000 | 1.01% | 150000 | 0.67% | 60000 | 28.57% | 5000 | 37 | 42 pieces commandes | |
| BAITE | SPONDY | 230 | 300 | 40 | 30 | 180000 | 1.24% | 207000 | 1.54% | 27000 | 15.00% | 5000 | 37 | 47 | |
| BAITE | SPONDY | 150 | 300 | 40 | 30 | 180000 | 1.37% | 170000 | 1.07% | 10000 | 5.56% | 5000 | 37 | 44 | |
| BAITE | SPONDY | 30 | 300 | 40 | 30 | 180000 | 0.57% | 170000 | 0.95% | 10000 | 5.88% | 5000 | 37 | 44 | |
| PONDY | SPONDY | 200 | 400 | 40 | 30 | 200000 | 1.01% | 200000 | 1.00% | 0 | 0.00% | 5000 | 37 | 50 pieces commandes | |

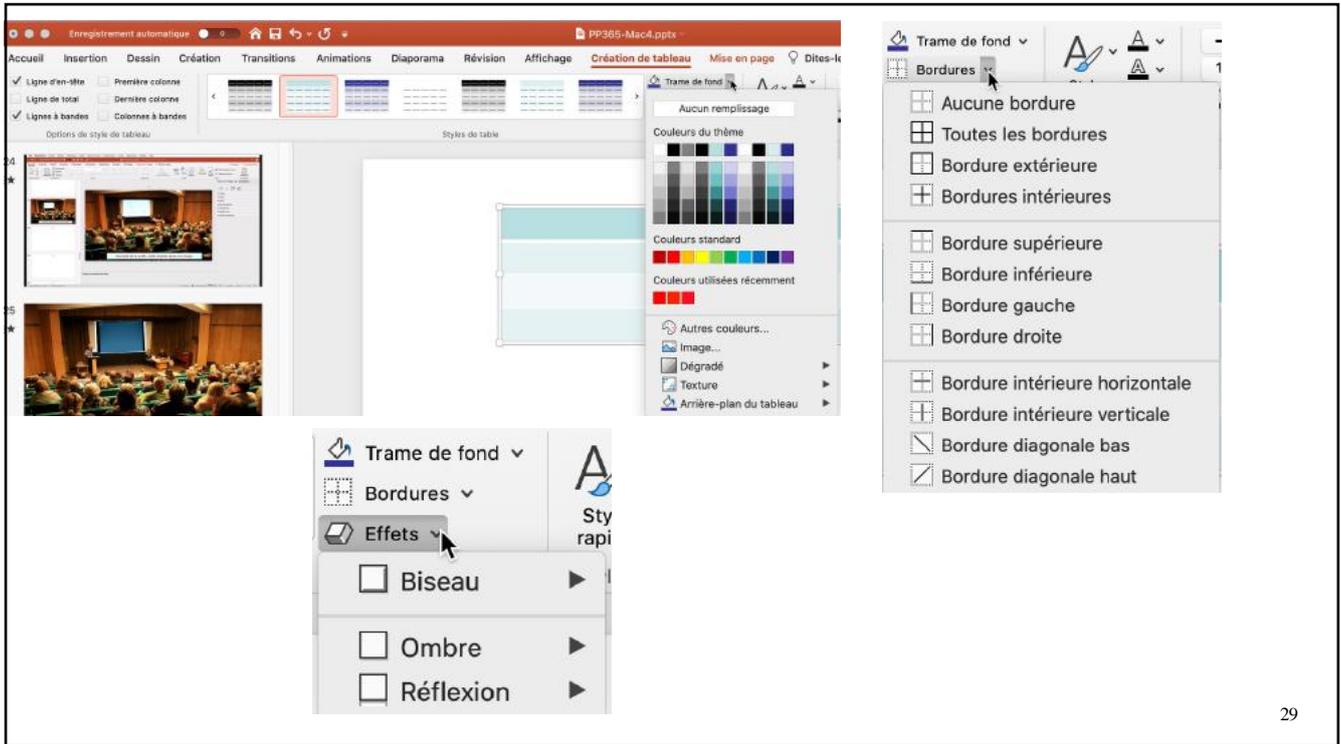


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Insertion de tableau

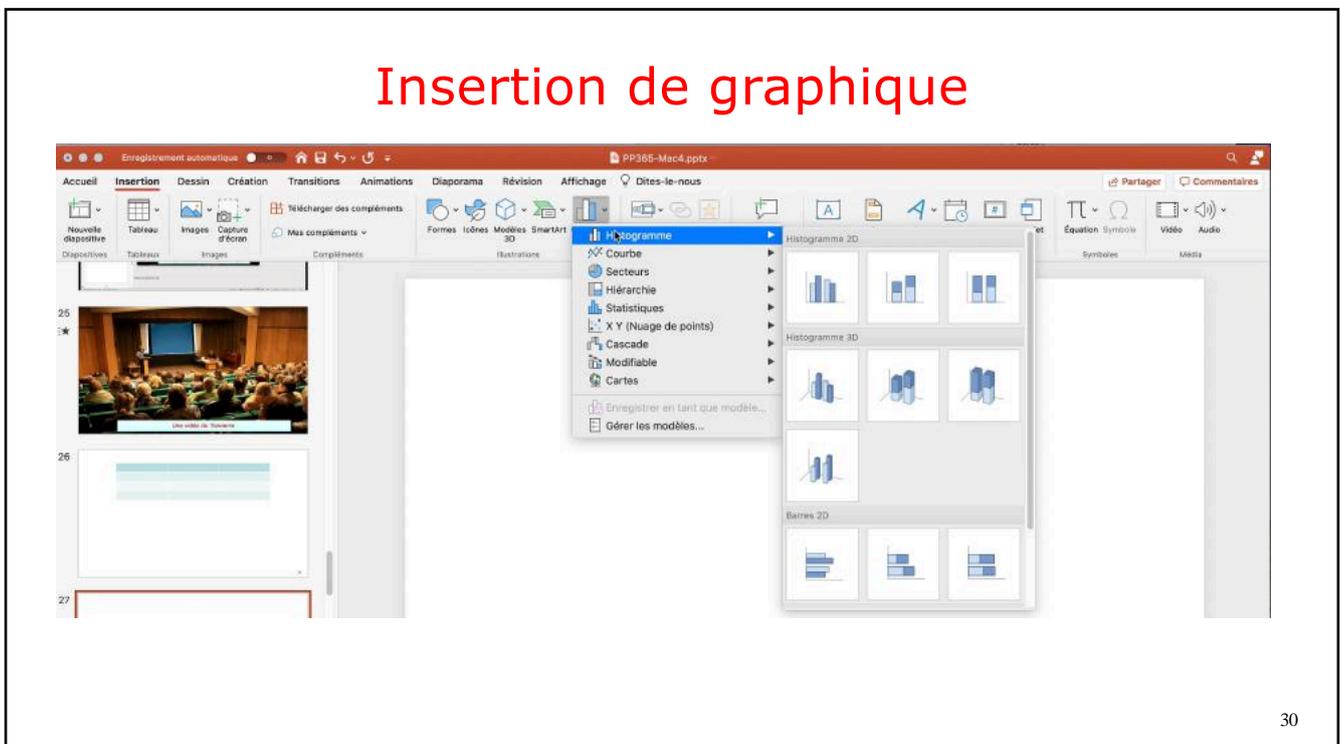
The screenshot shows the PowerPoint interface with the 'Insertion' ribbon active. The 'Tableau' button is highlighted, and a 3x3 grid is shown. The 'Création de tableaux' task pane is open, displaying various table templates and options for creating a table.

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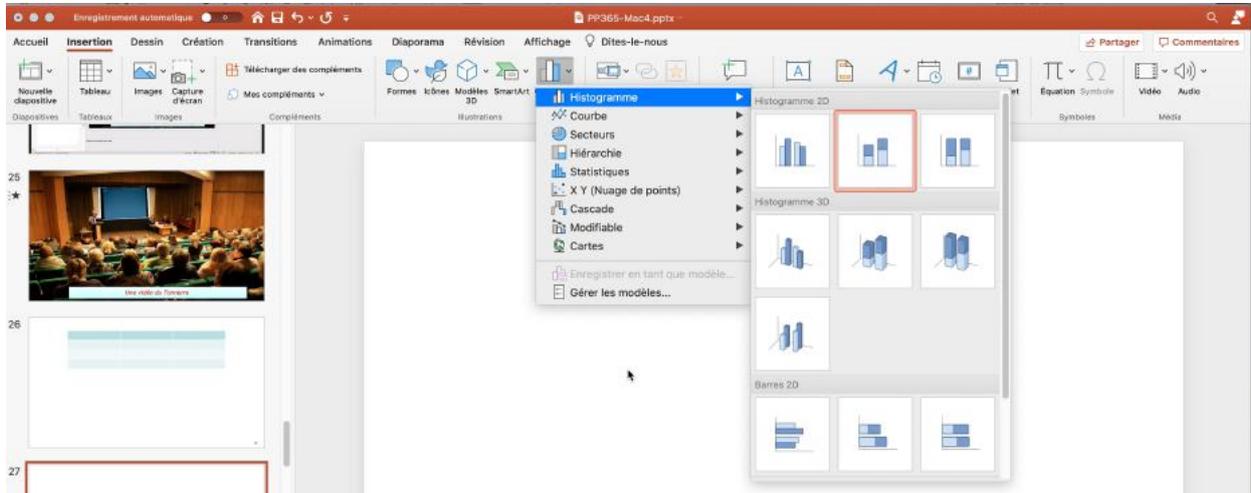
29

Insertion de graphique



30

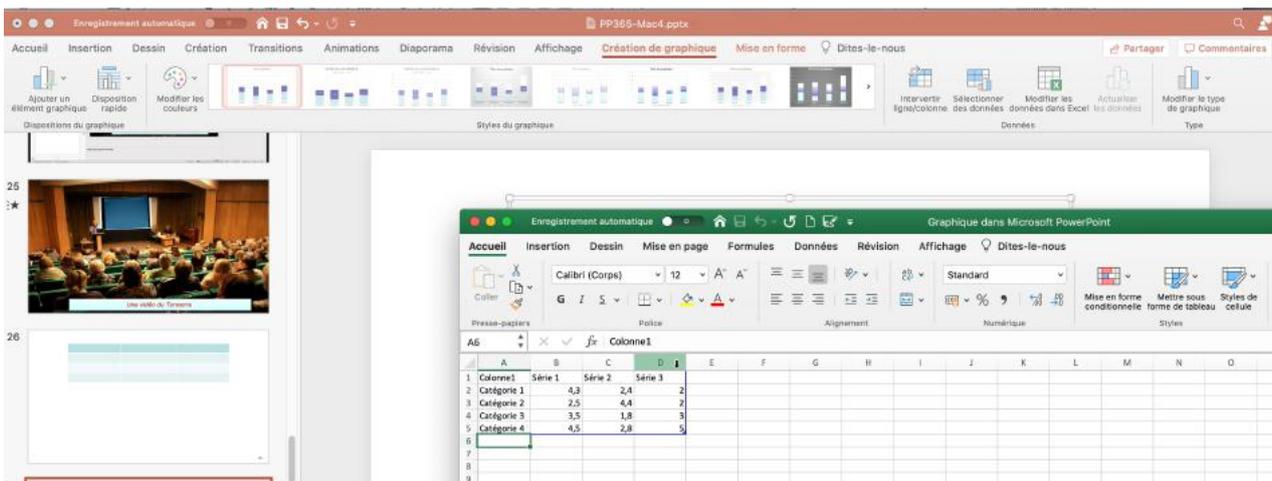
Création d'un histogramme



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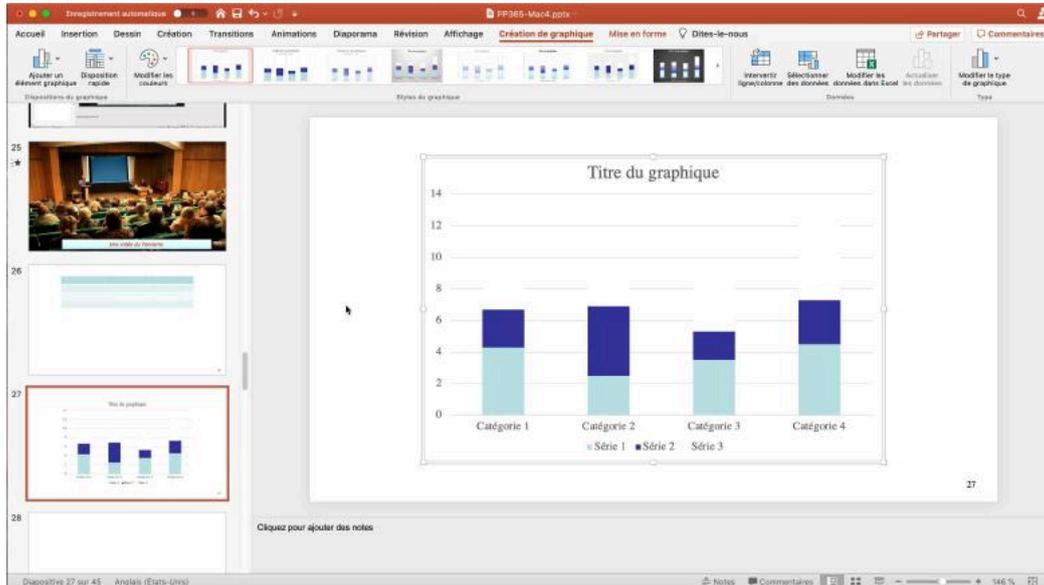
Remplissez les données dans la feuille de calcul



32

32

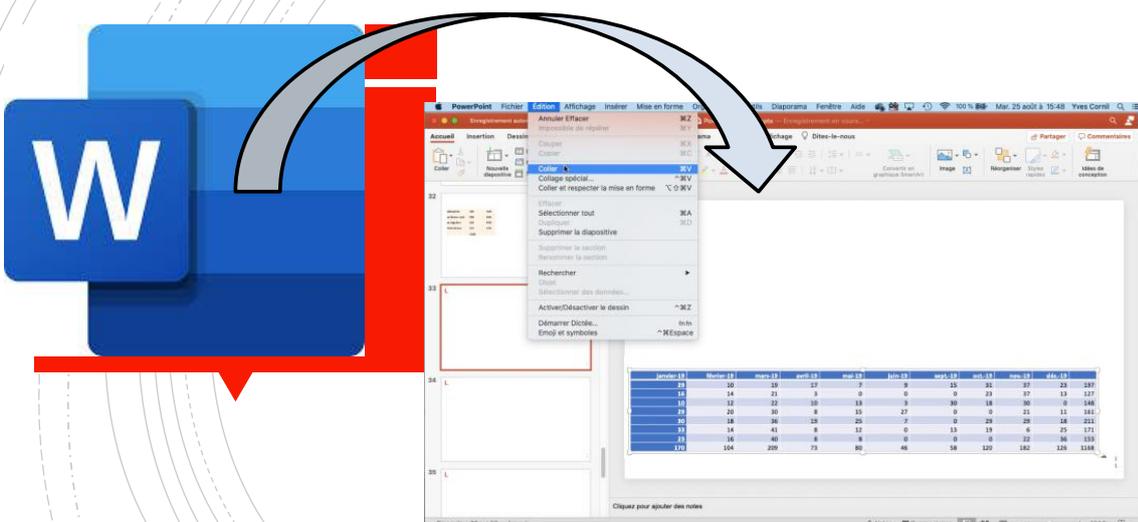
Exemple d'historgramme g n r  (  modifier)



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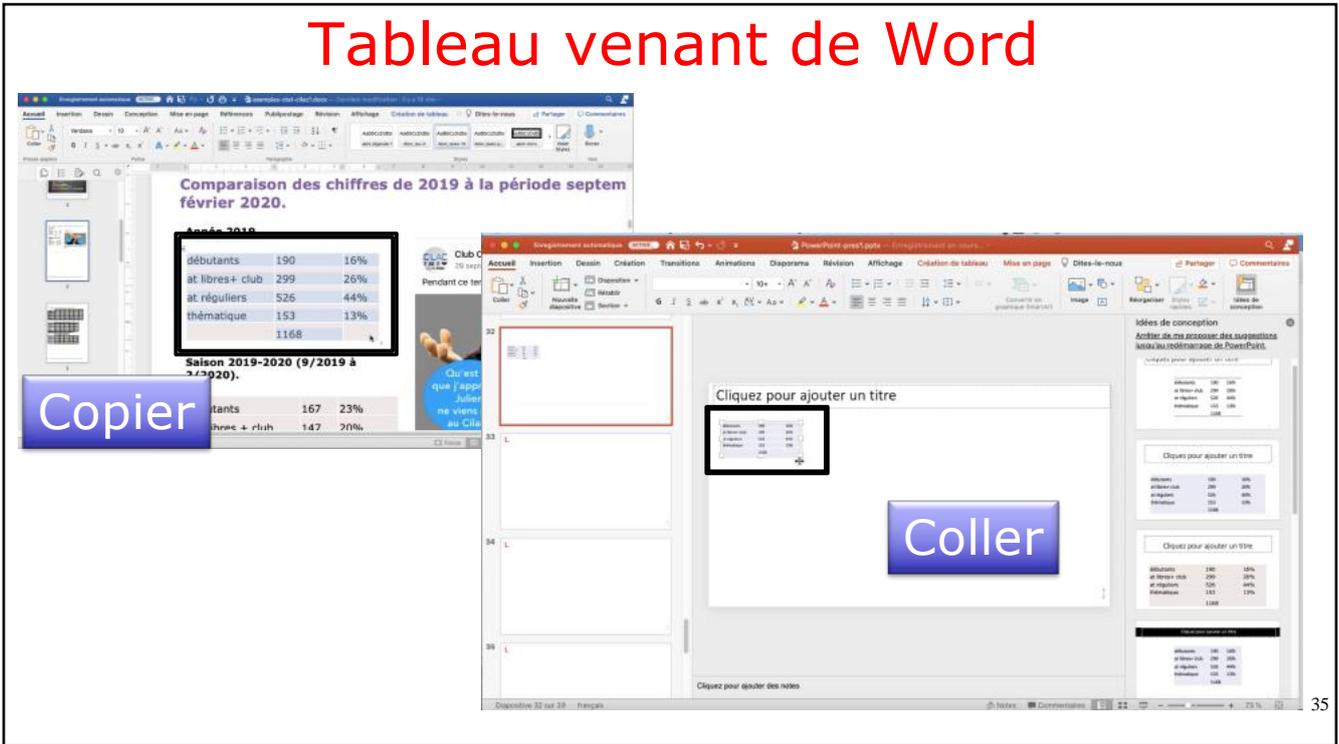
33

Copier un tableau ou un graphique depuis Word

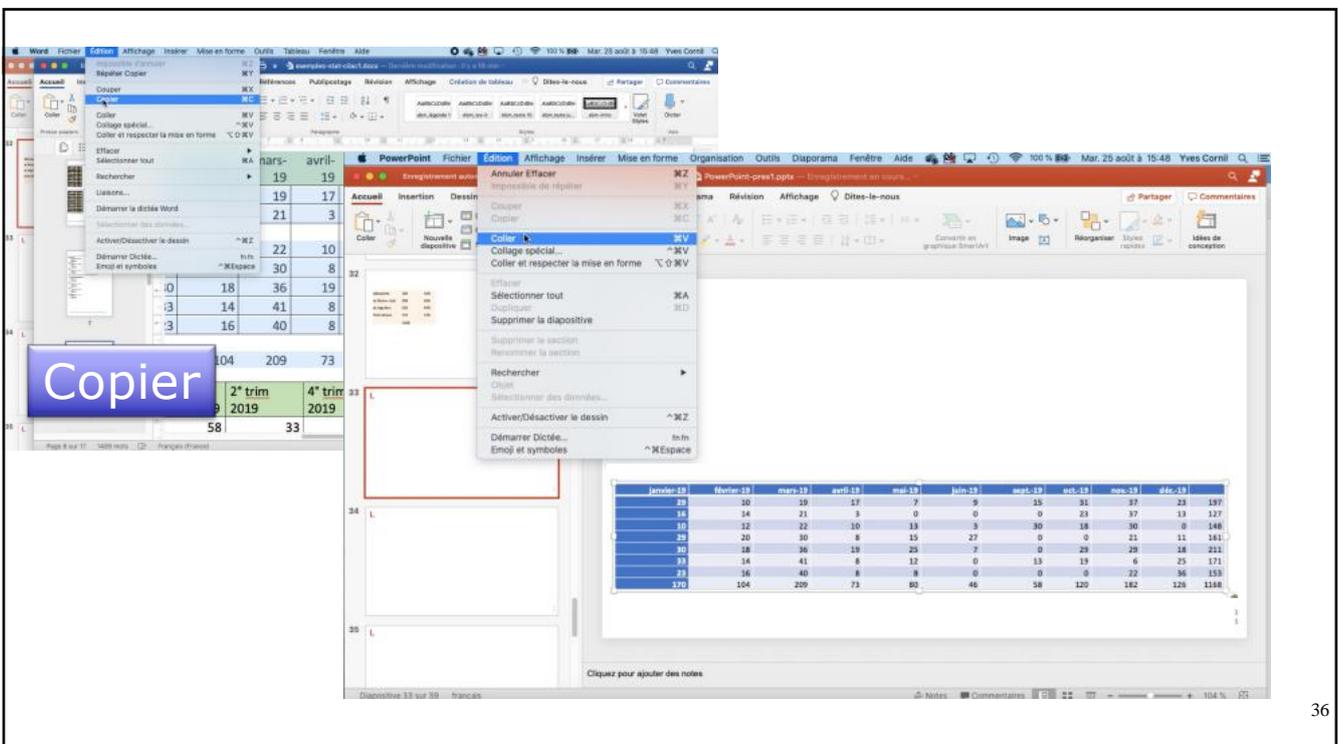


34

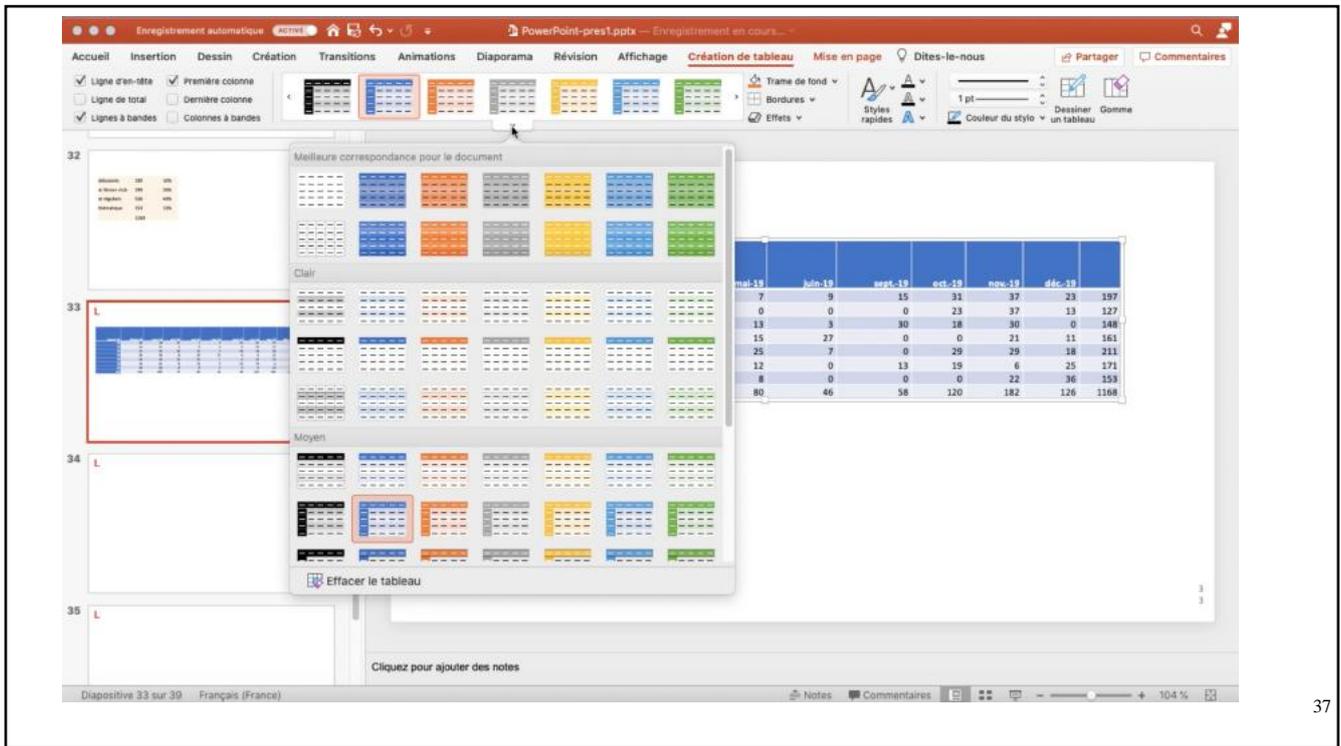
Tableau venant de Word



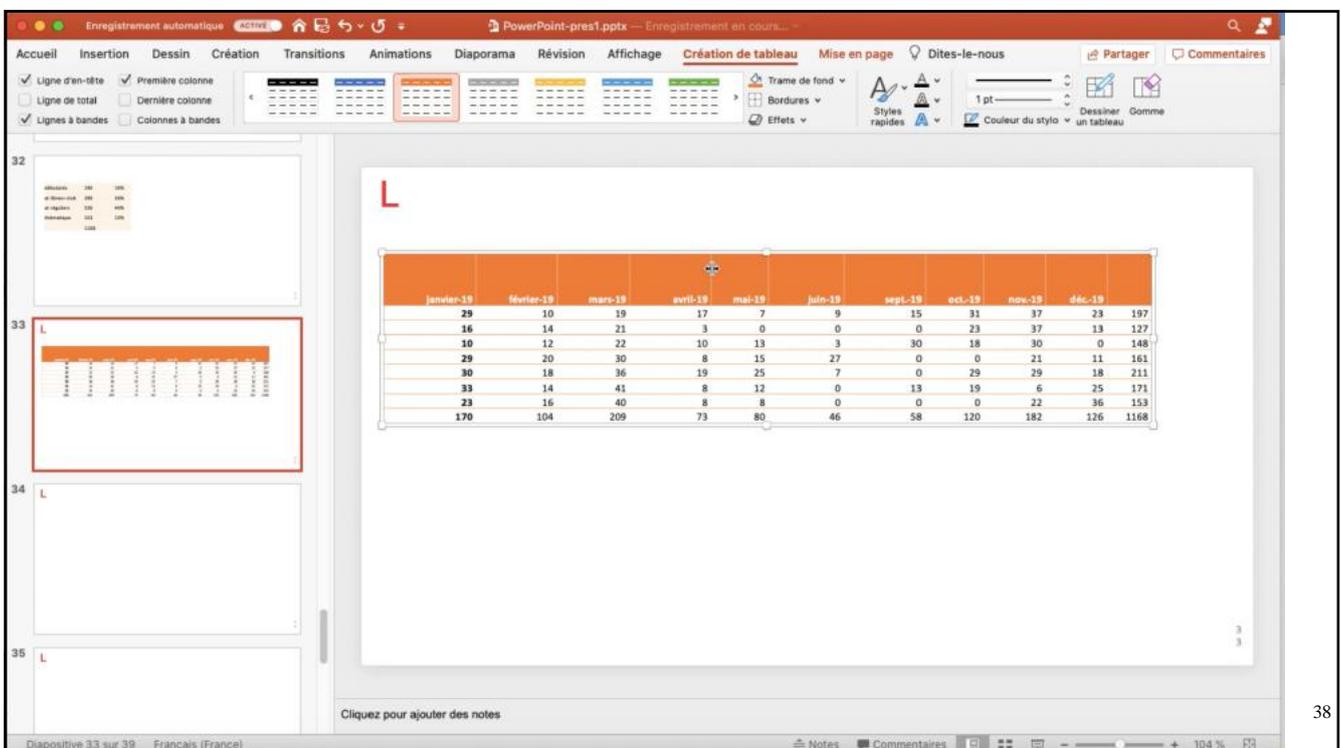
35



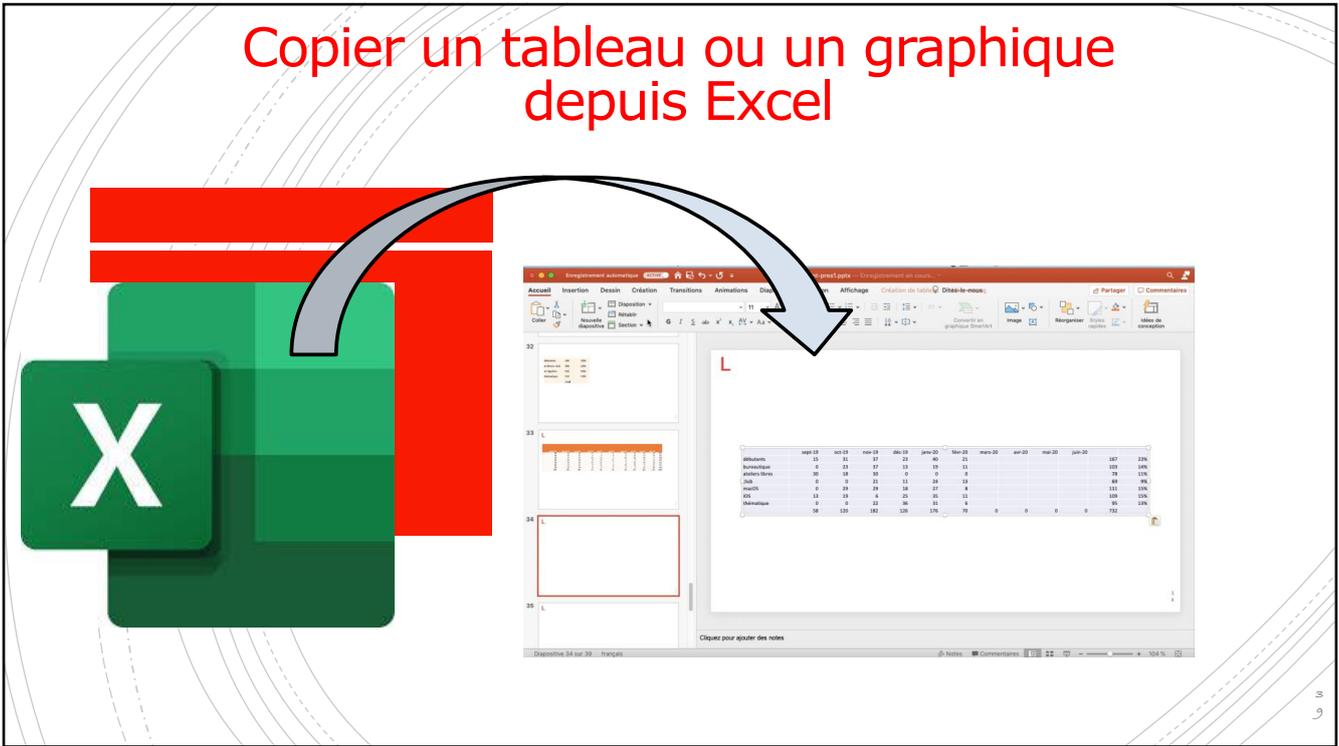
36



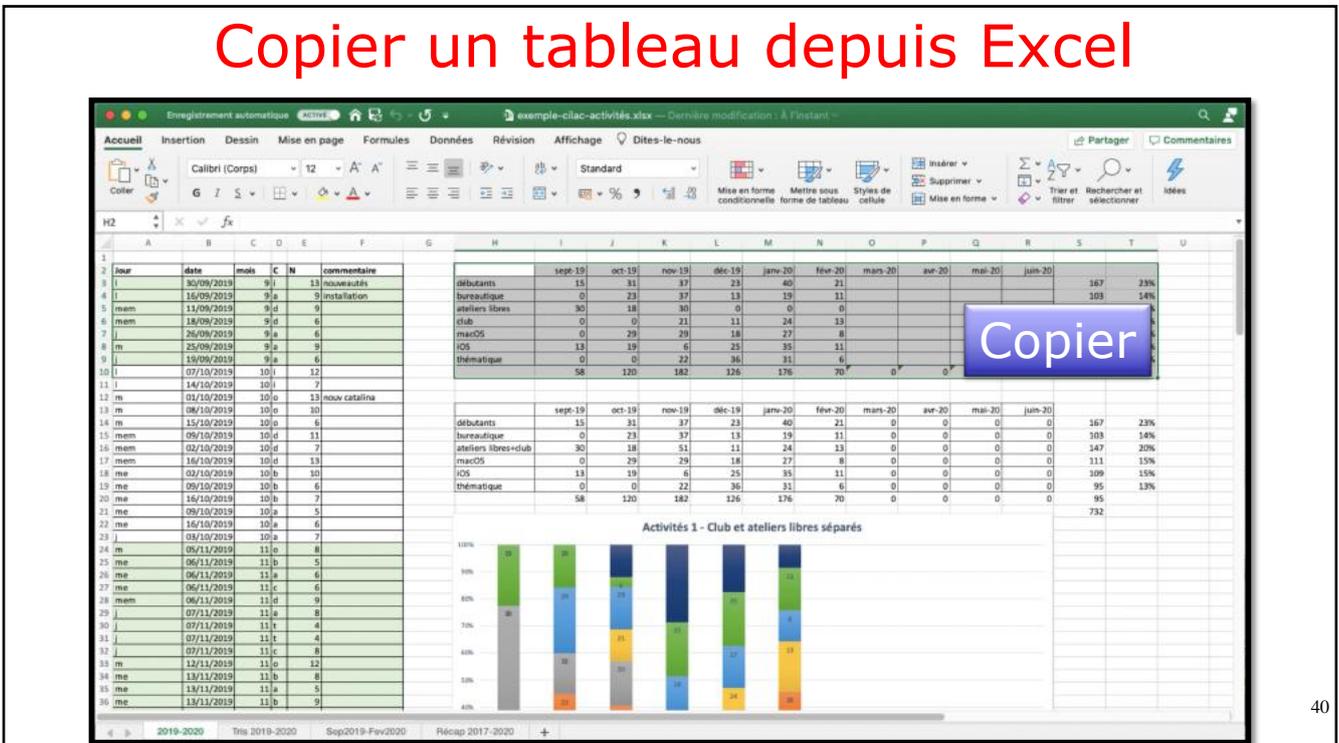
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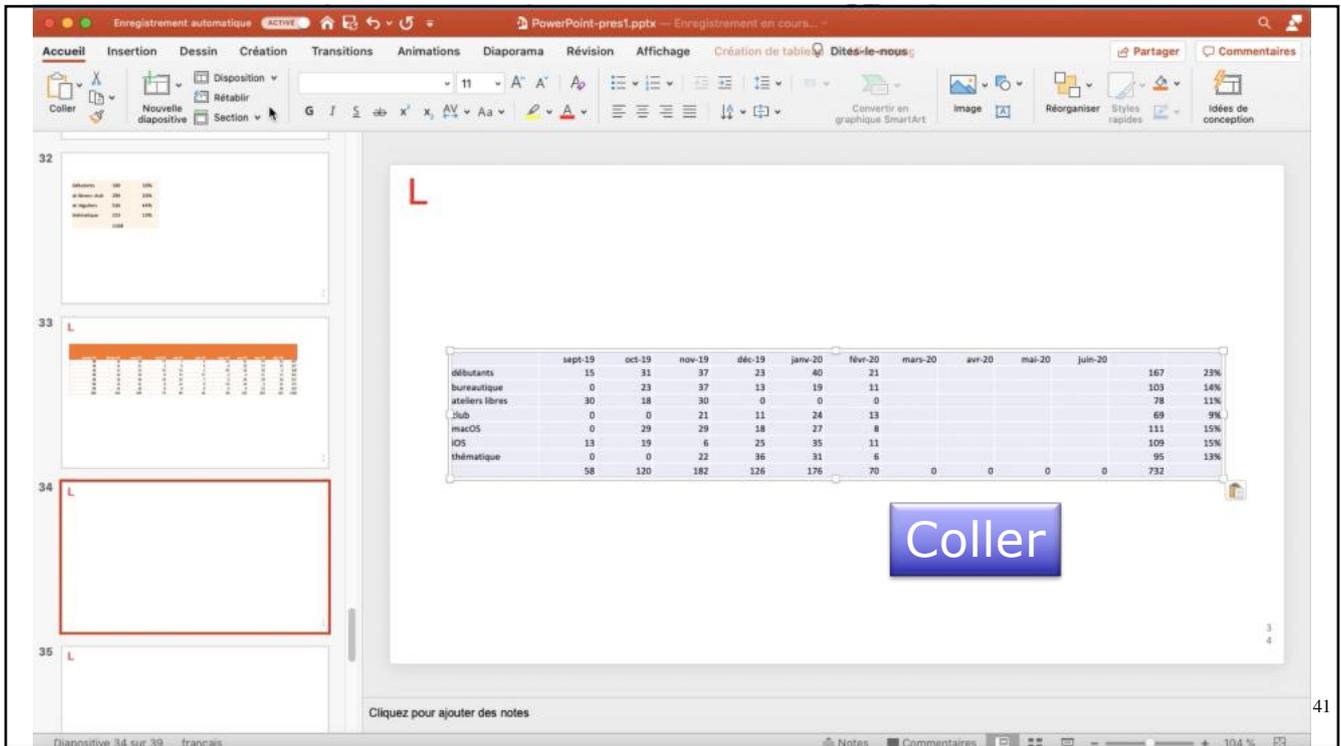
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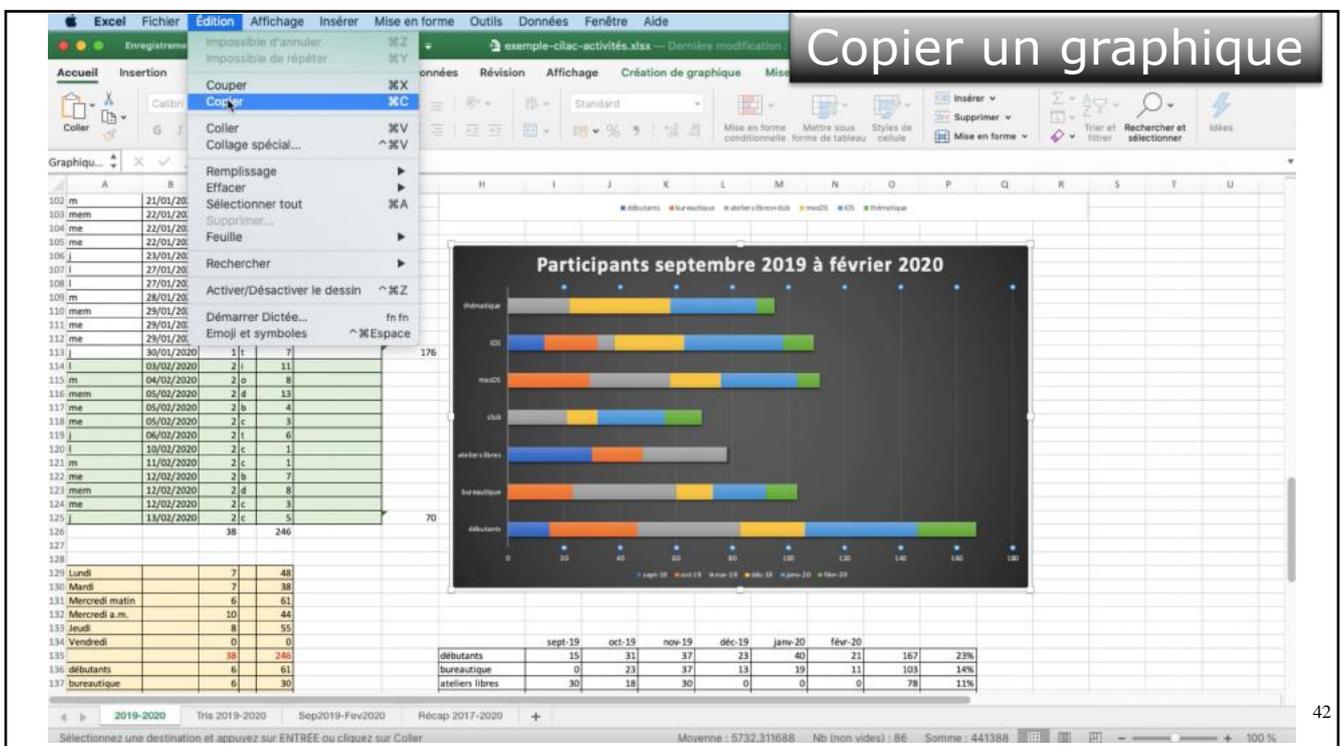
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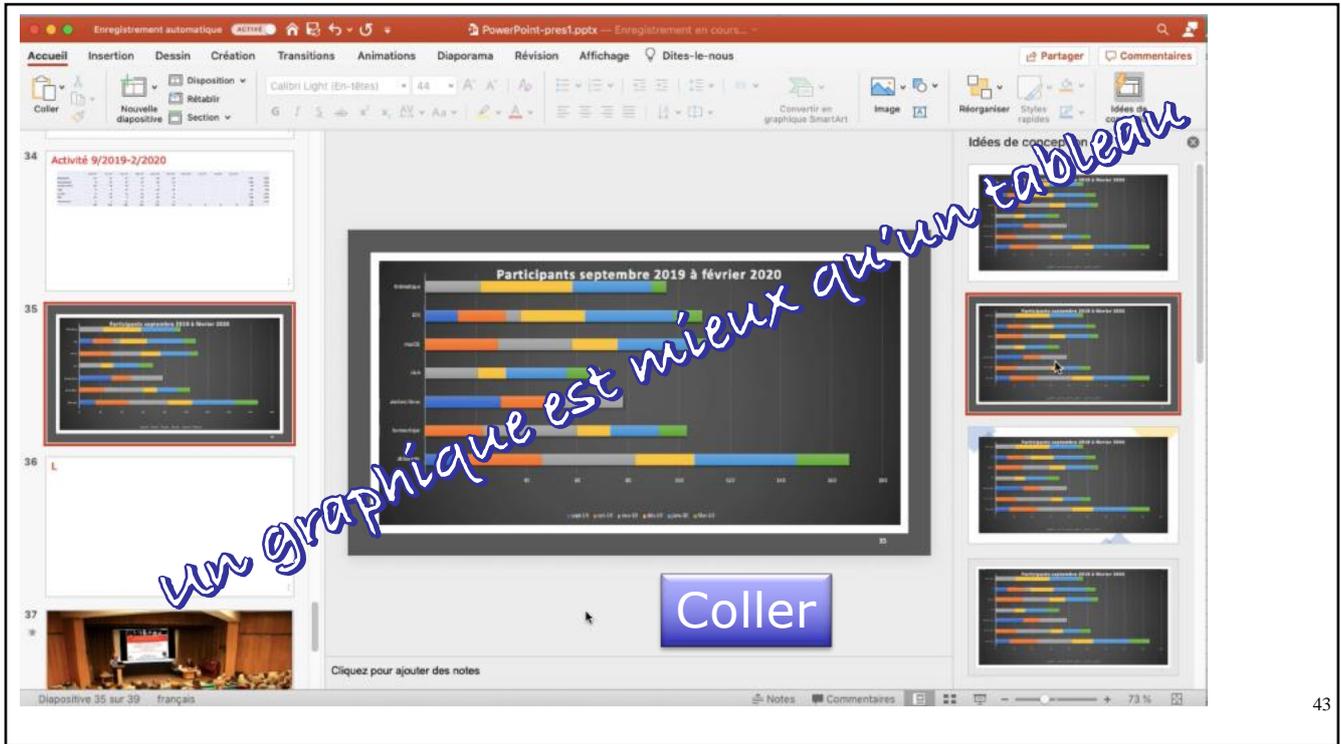
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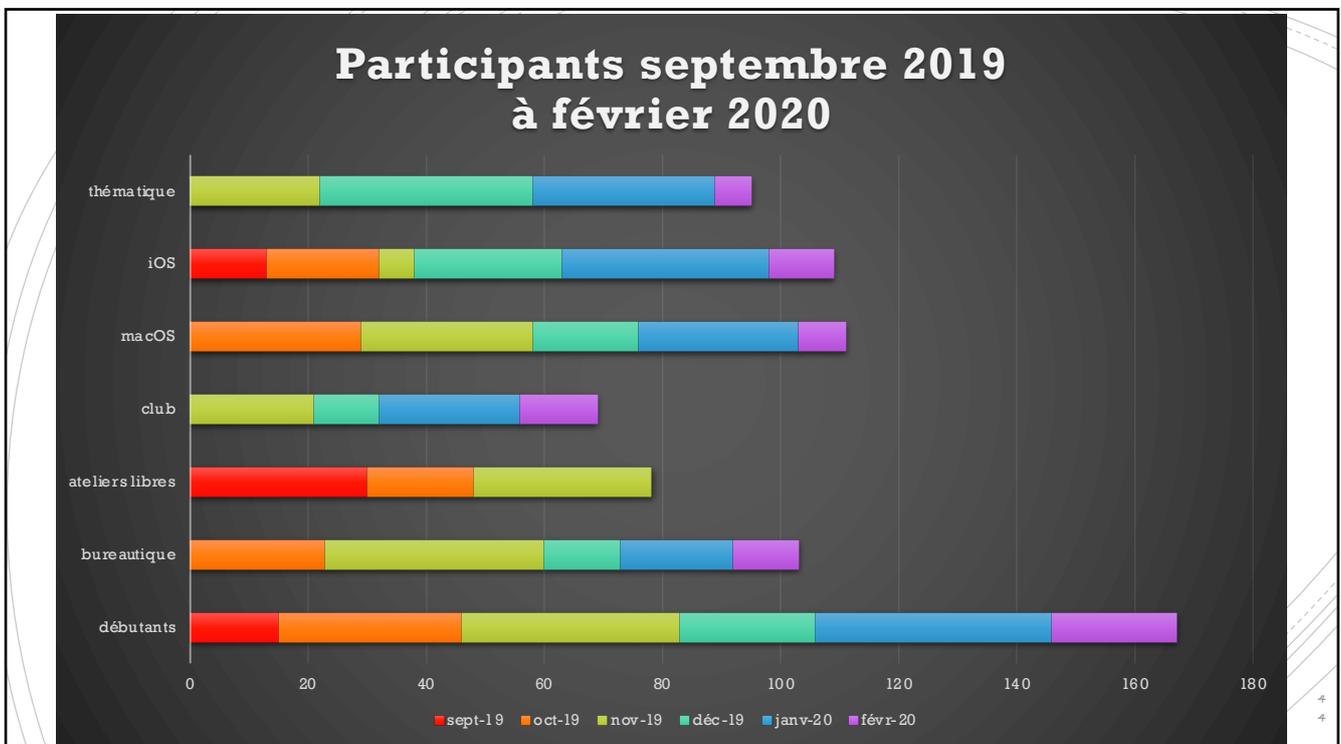
41



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Mais ce n'est pas fini, il y a une suite.



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Plus sur



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