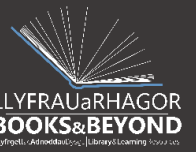




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Introduction to PowerPoint & Canva for Visual Communication

Presenter: Jess Hill



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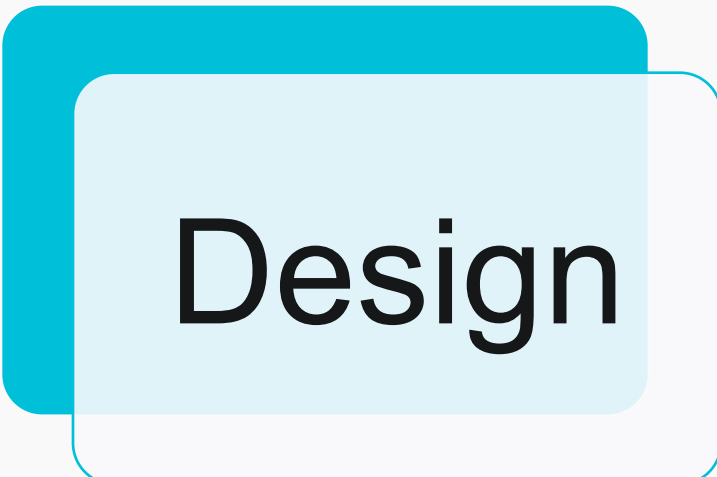
E-mail: digitalskills@uwtsd.ac.uk



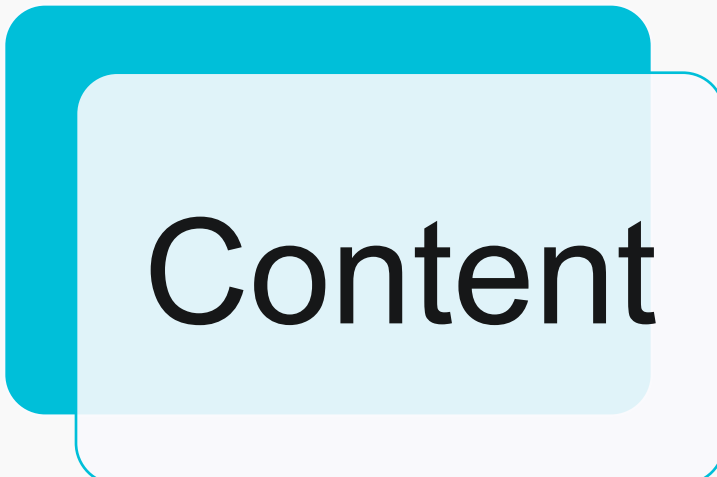
Website: digitalskills.uwtsd.ac.uk



Book us: bit.ly/UWTSD-DSA-Booking-form

A graphic consisting of a light blue rounded rectangle with a thin blue border, set against a darker blue rounded rectangle background.

Design

A graphic consisting of a light blue rounded rectangle with a thin blue border, set against a darker blue rounded rectangle background.

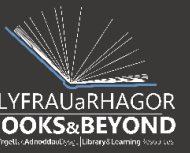
Content

A graphic consisting of a light blue rounded rectangle with a thin blue border, set against a darker blue rounded rectangle background.

Delivery



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PowerPoint Fundamentals



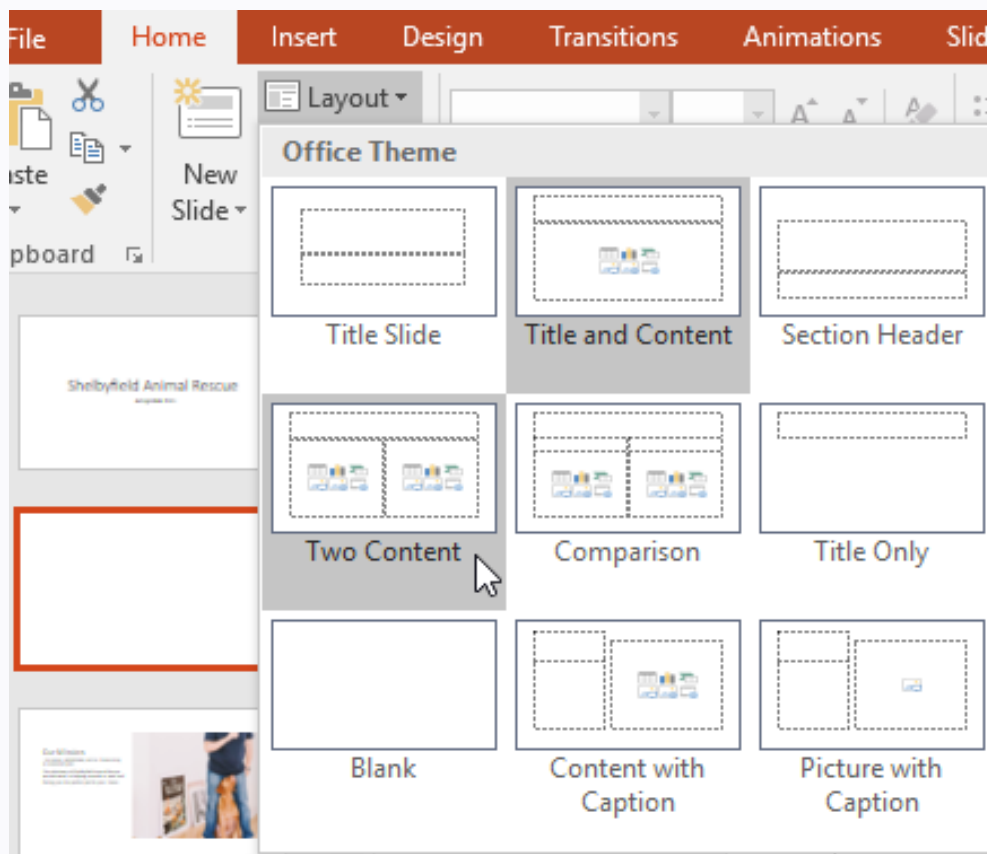
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PowerPoint Interface Overview

Explains the main interface elements including ribbon, slides pane, and notes section for easy navigation.

Creating and Formatting Slides

Learn to create new presentations and add text, images, shapes with formatting options and templates.

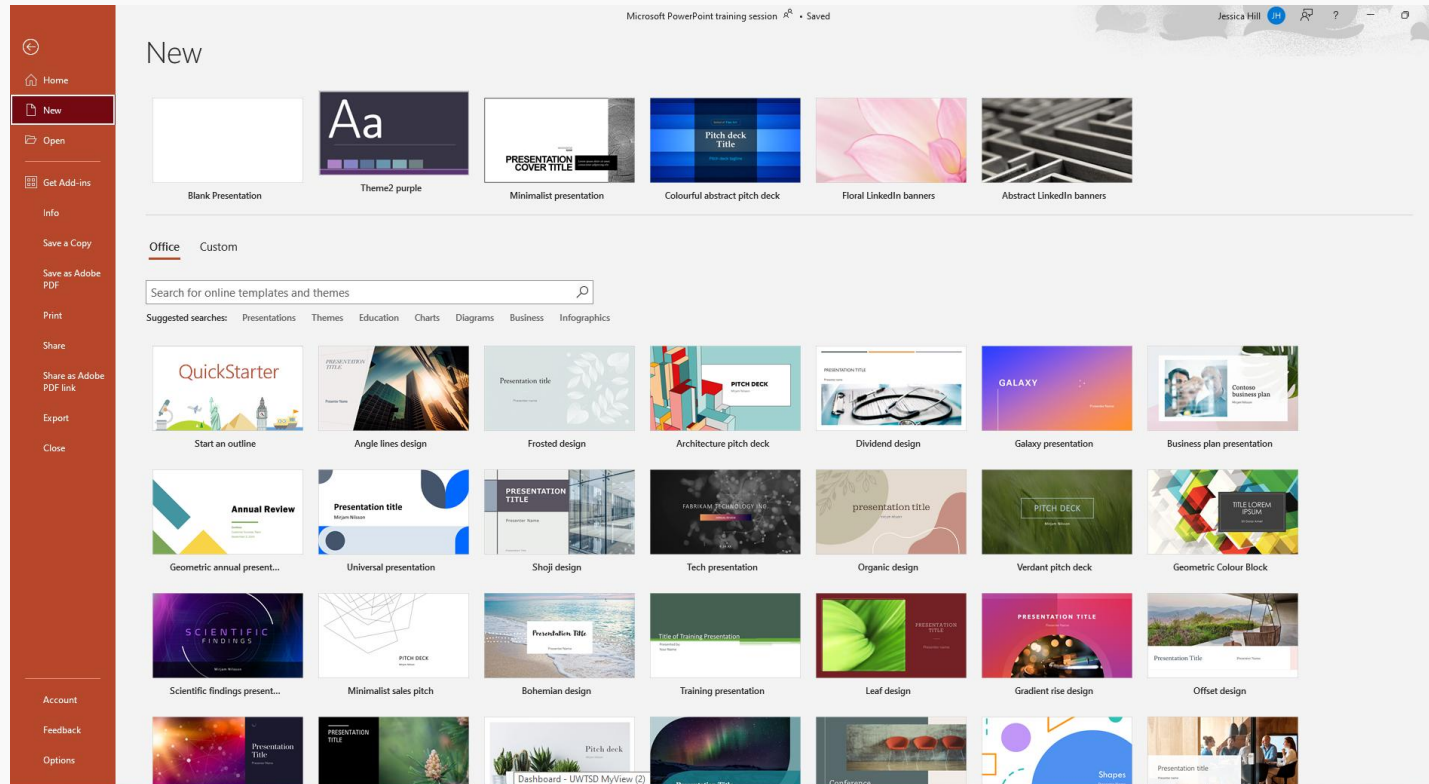
Animations and Transitions

Basic animations and slide transitions demonstrate how to highlight key points effectively.

Saving and Exporting

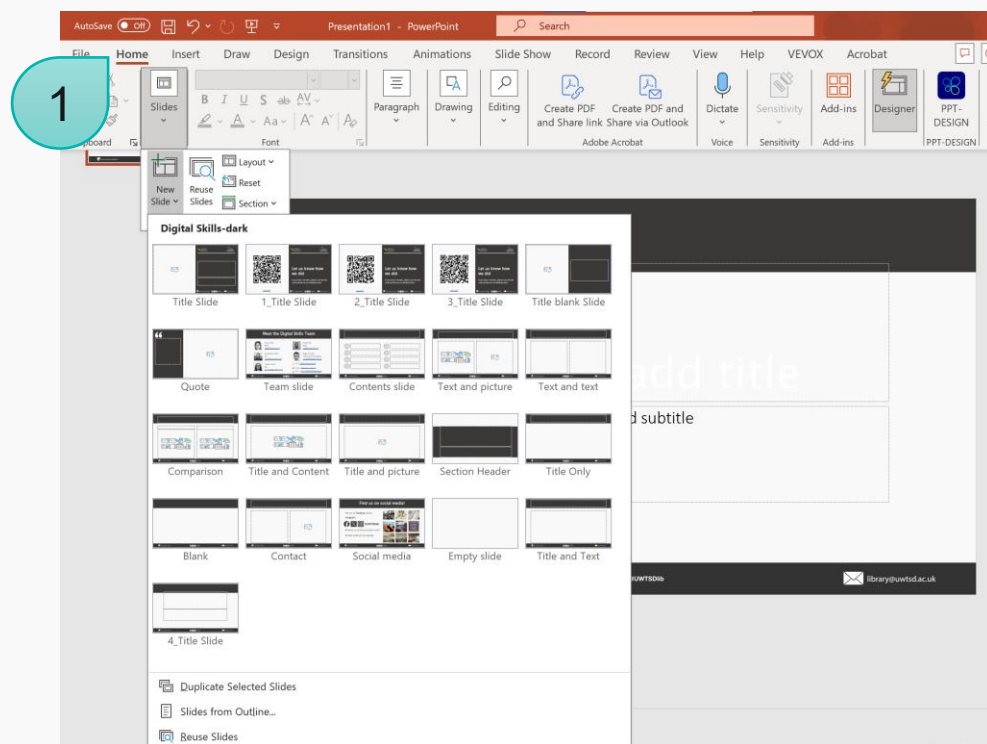
Guidance on saving presentations and exporting files for sharing and presentation purposes.

Choose a template to start

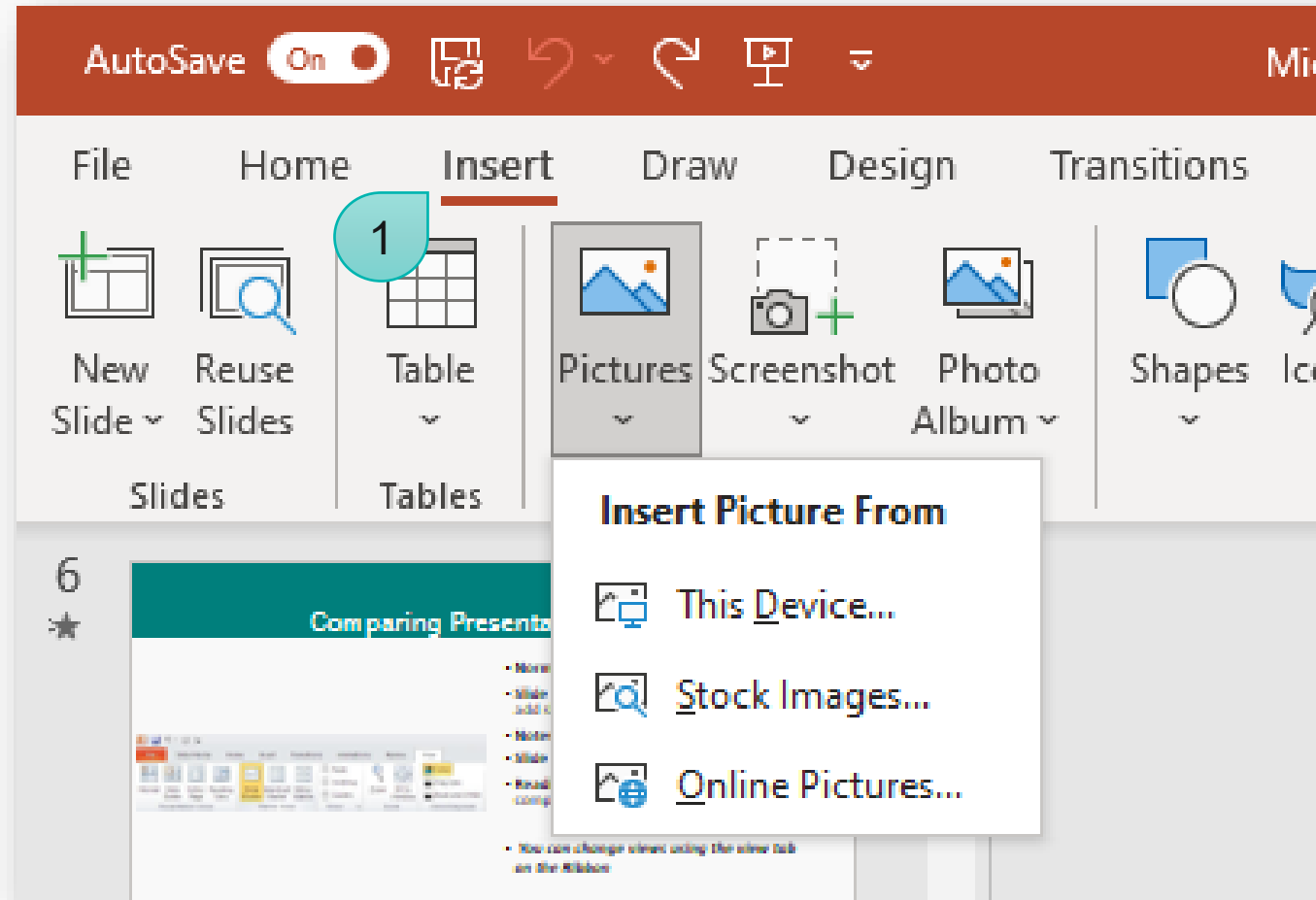


Adding a new slide

- It is easy to add a new slide to your presentation – navigate to the **home** tab
- A slide layout contains text and object placeholders that are arranged in a specific way on the slide

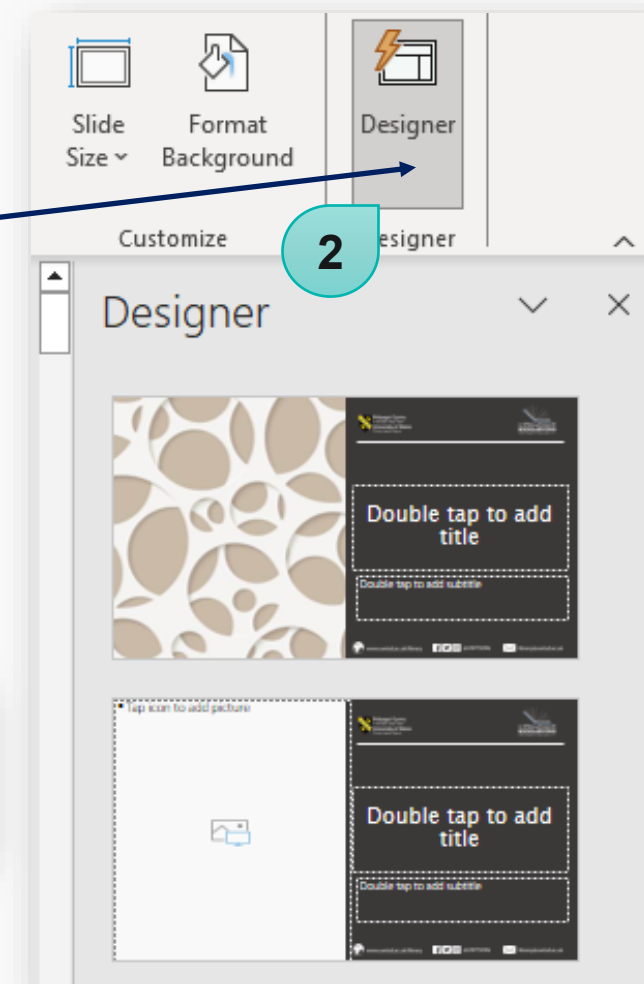
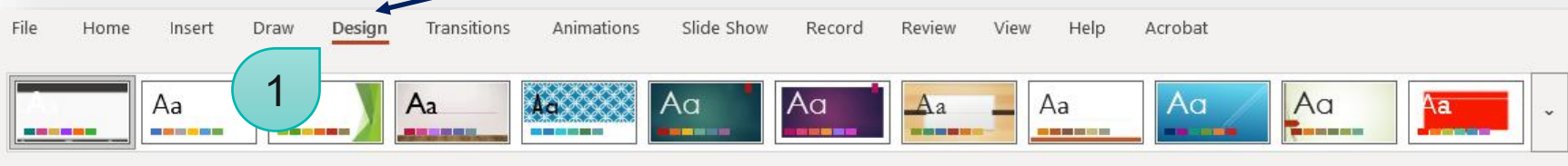


- There are several ways you can insert images and change the appearance of them

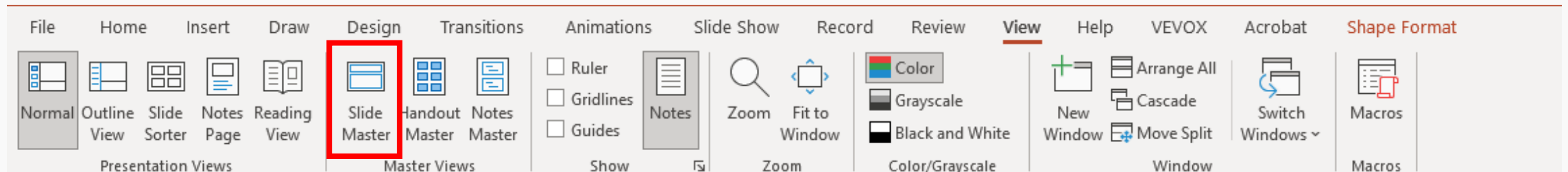


Designer – Can help you auto generate a professional slide

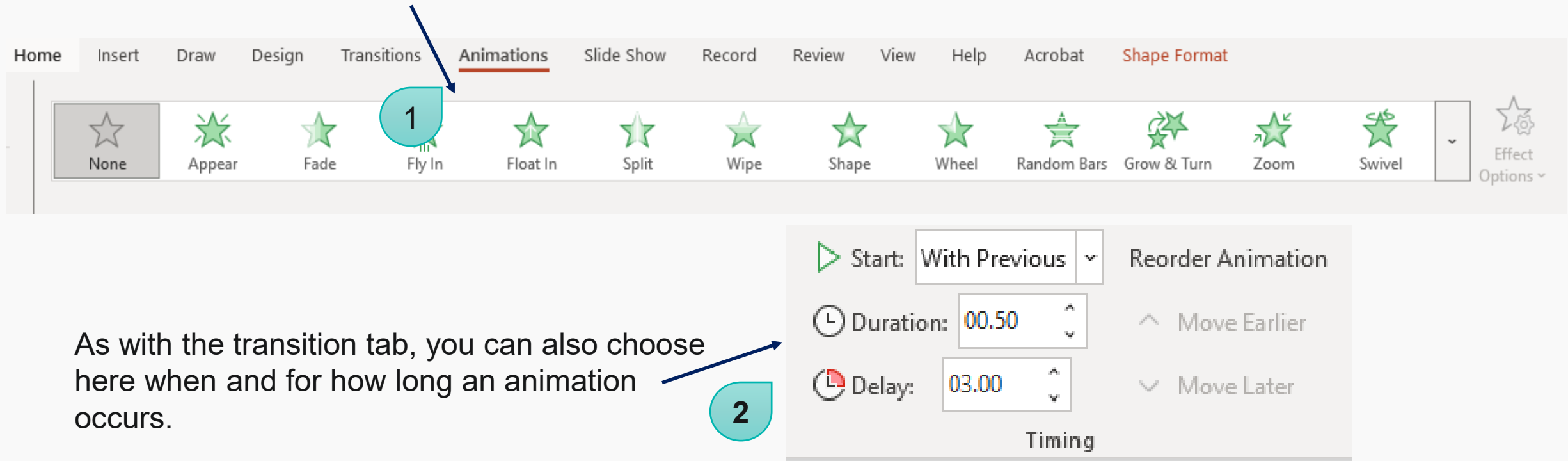
Design themes – PowerPoint has a standard set of design themes that you can use to make your presentations professional.



Add logos or content to each slide with the slide master view



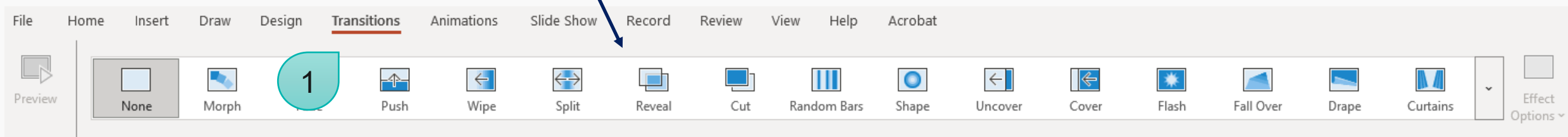
Animations – You can choose entrance, emphasis, exit
This is usually best used for bullet-points and images



The screenshot shows the Microsoft PowerPoint interface with the 'Animations' tab selected in the ribbon. A blue arrow points to the 'Fly In' animation icon, which is circled in blue and labeled with a '1'. Below the ribbon, the 'Timing' task pane is visible, showing settings for 'Start: With Previous', 'Duration: 00.50', and 'Delay: 03.00'. A blue arrow points to the 'Duration' field, which is circled in blue and labeled with a '2'.

As with the transition tab, you can also choose here when and for how long an animation occurs.

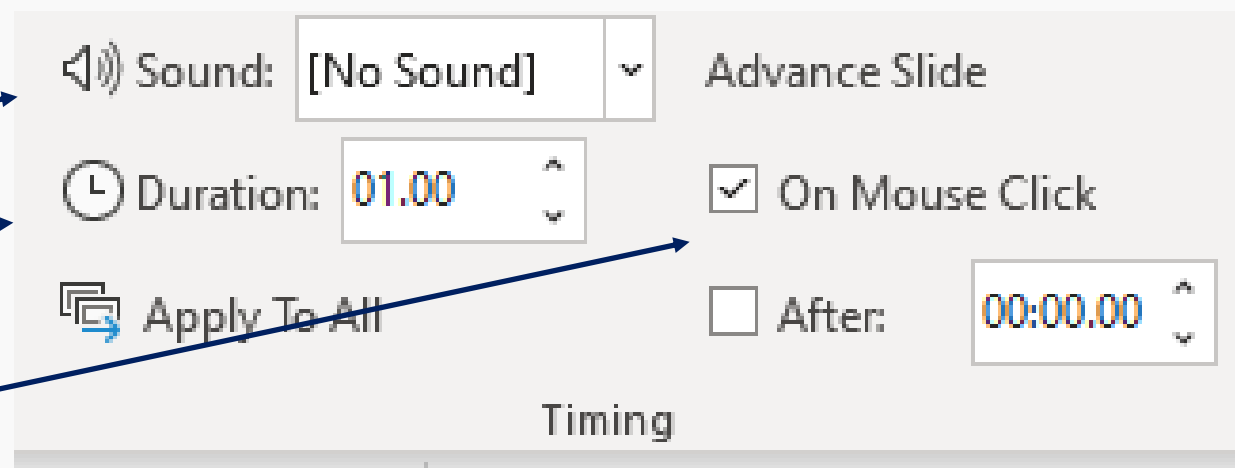
This will help you seamlessly transition between slides.(here is a demonstration of a few)



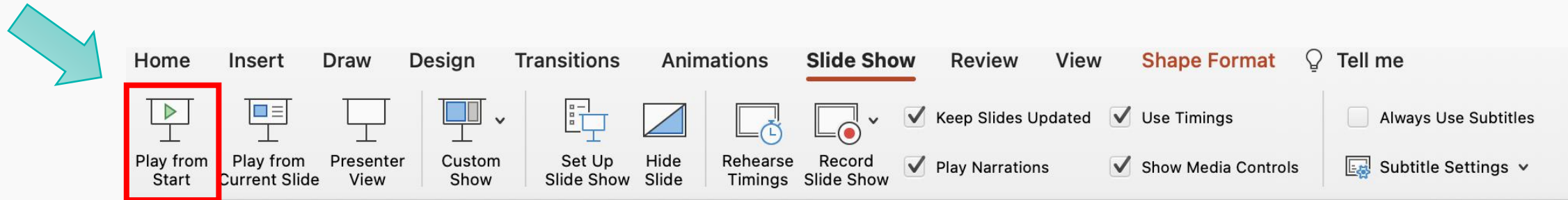
Sound - You can also add in sound effects such as applause, camera shutter, wind and more.

Duration – how long the transition lasts

Advanced options – You can tell the transition when to go to the next page and how.



- Your animations and transitions come to life in slide show mode – click on ‘play from start.’





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Recording your PowerPoint



www.uwtsd.ac.uk/library



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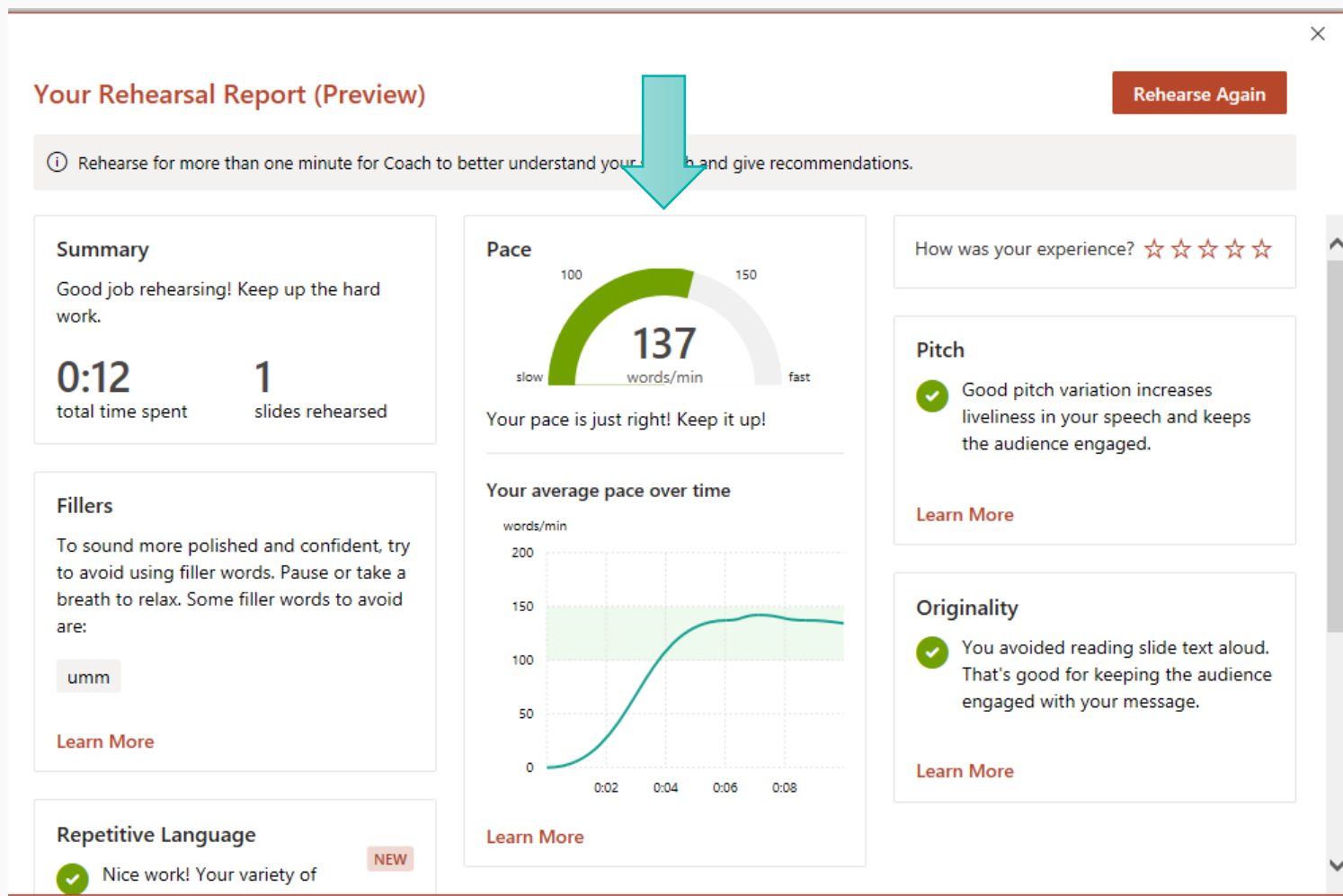
library@uwtsd.ac.uk



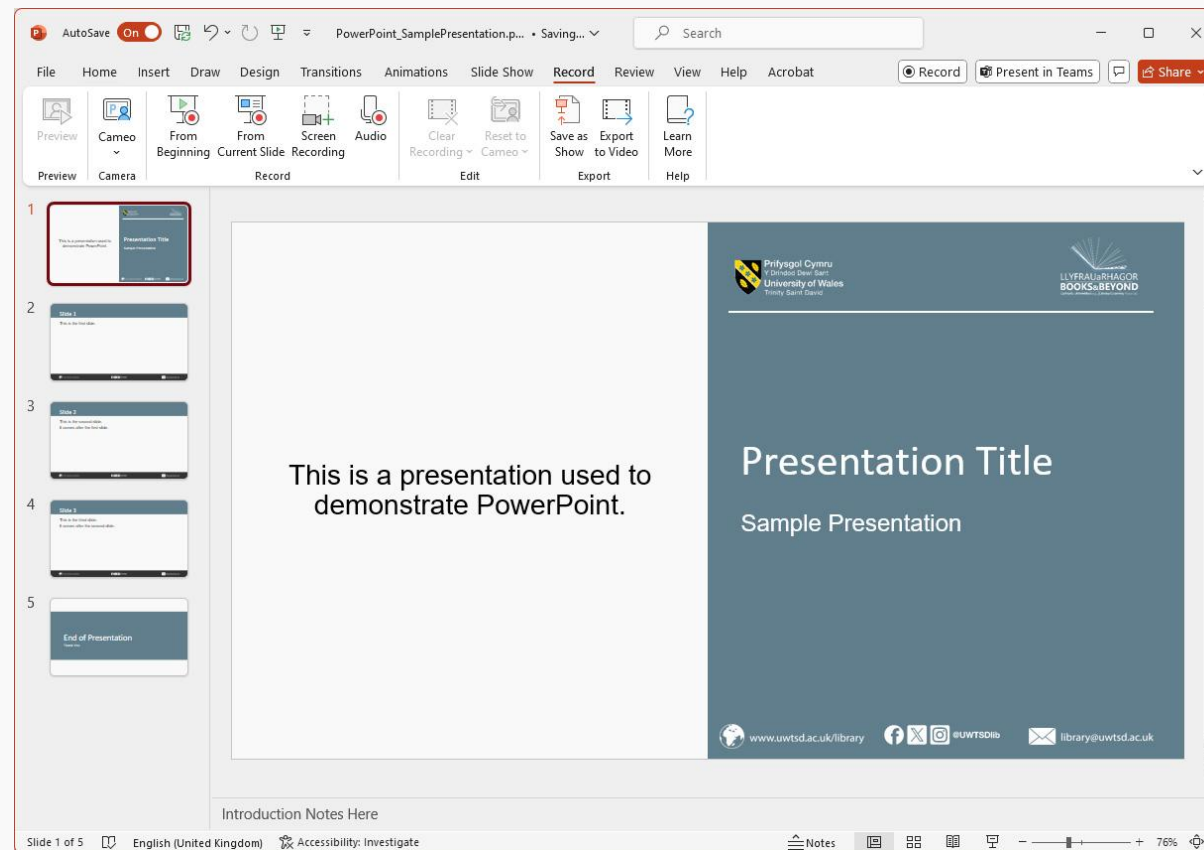
Find it within slideshow



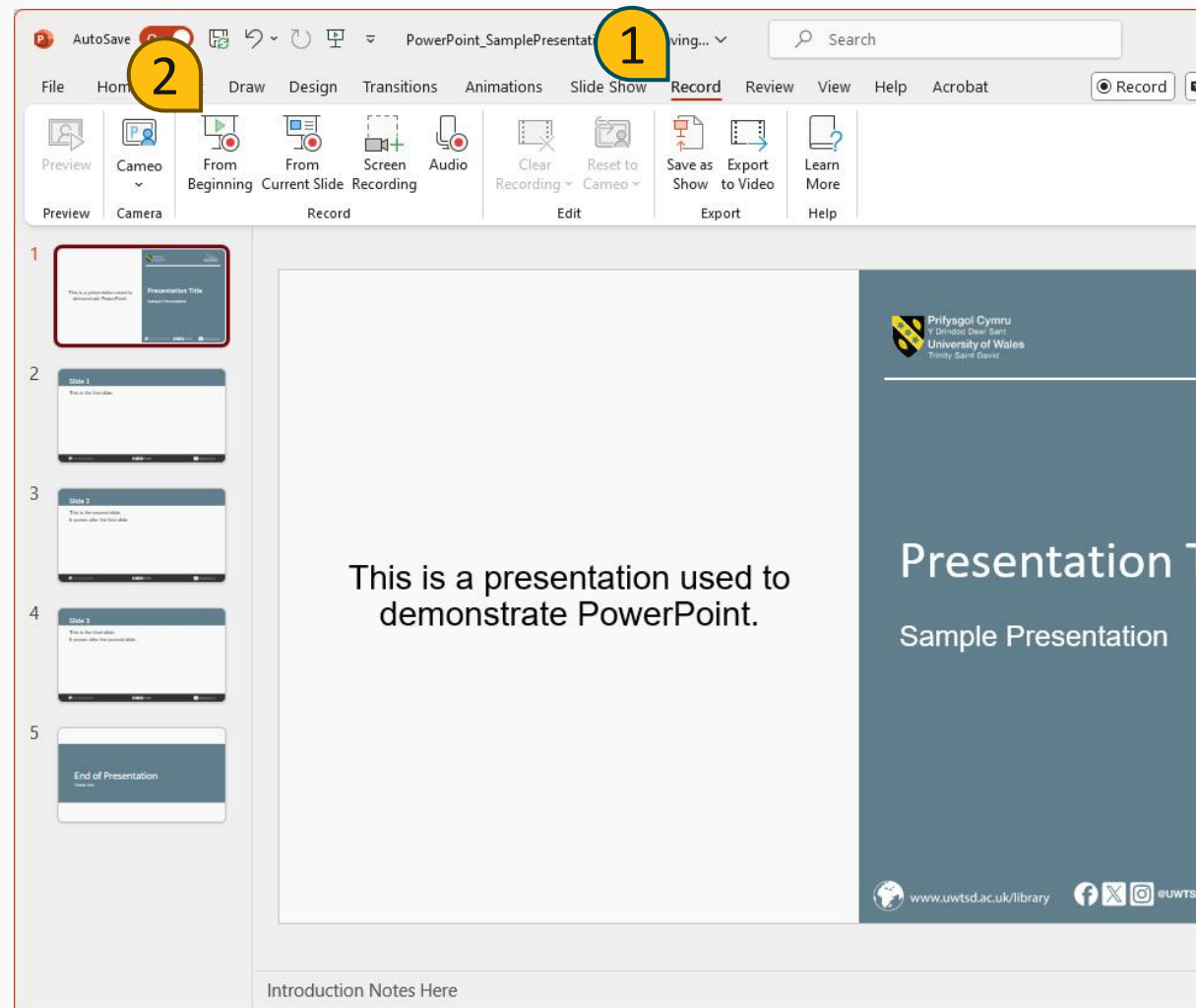
Analyse your
presentation



- **You will need:**
- A PowerPoint presentation open in the **PowerPoint desktop application** on a computer.
- *The online version PowerPoint does not have the features described in this guide.*
- A **microphone**, such as:
 - a webcam microphone.
 - headset/earbuds with a microphone.
 - the microphone built into your laptop.

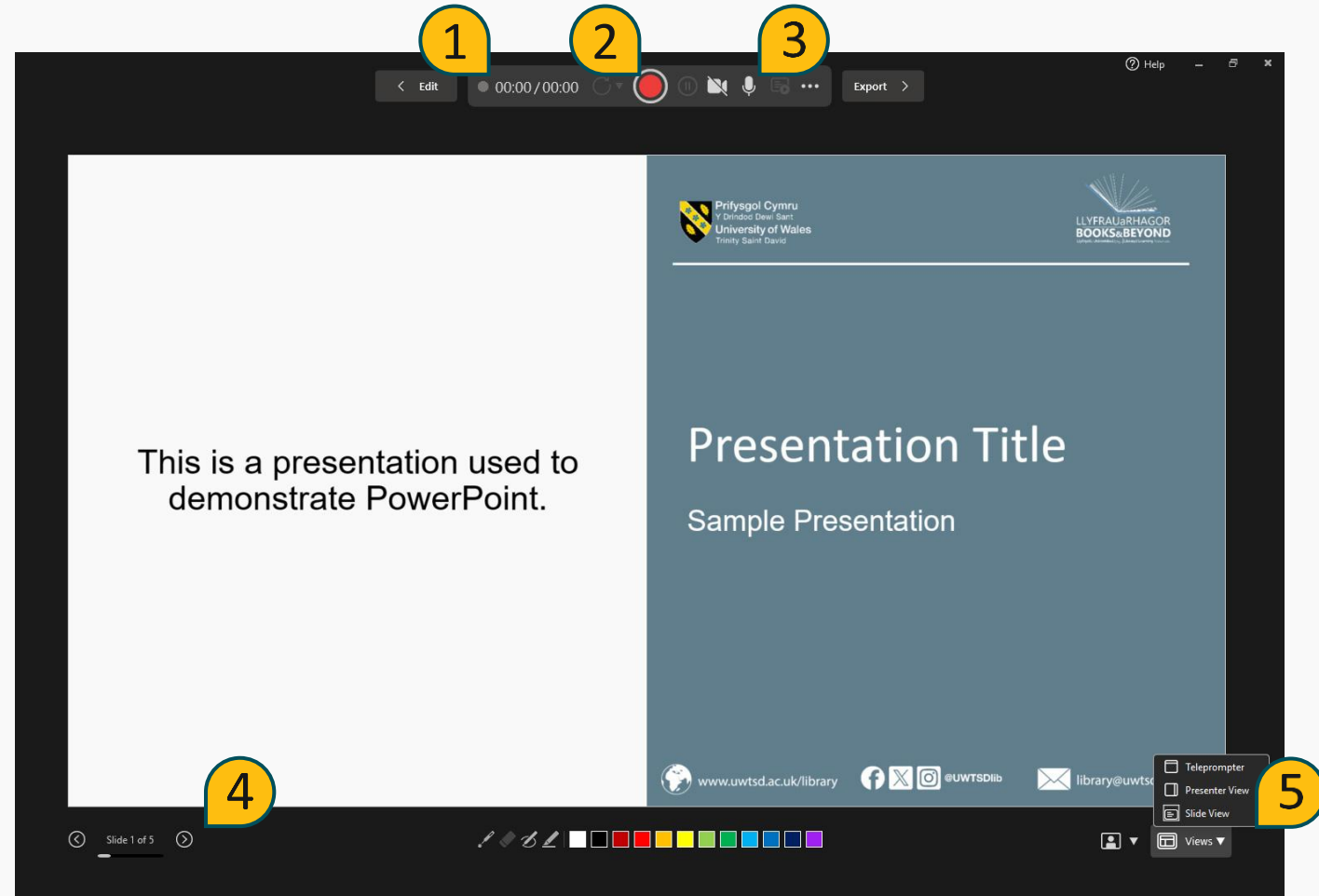


- To start recording from the first slide:
 1. Select the Record Menu.
 2. Click on From Beginning.
- This will launch your presentation and open the recording window.



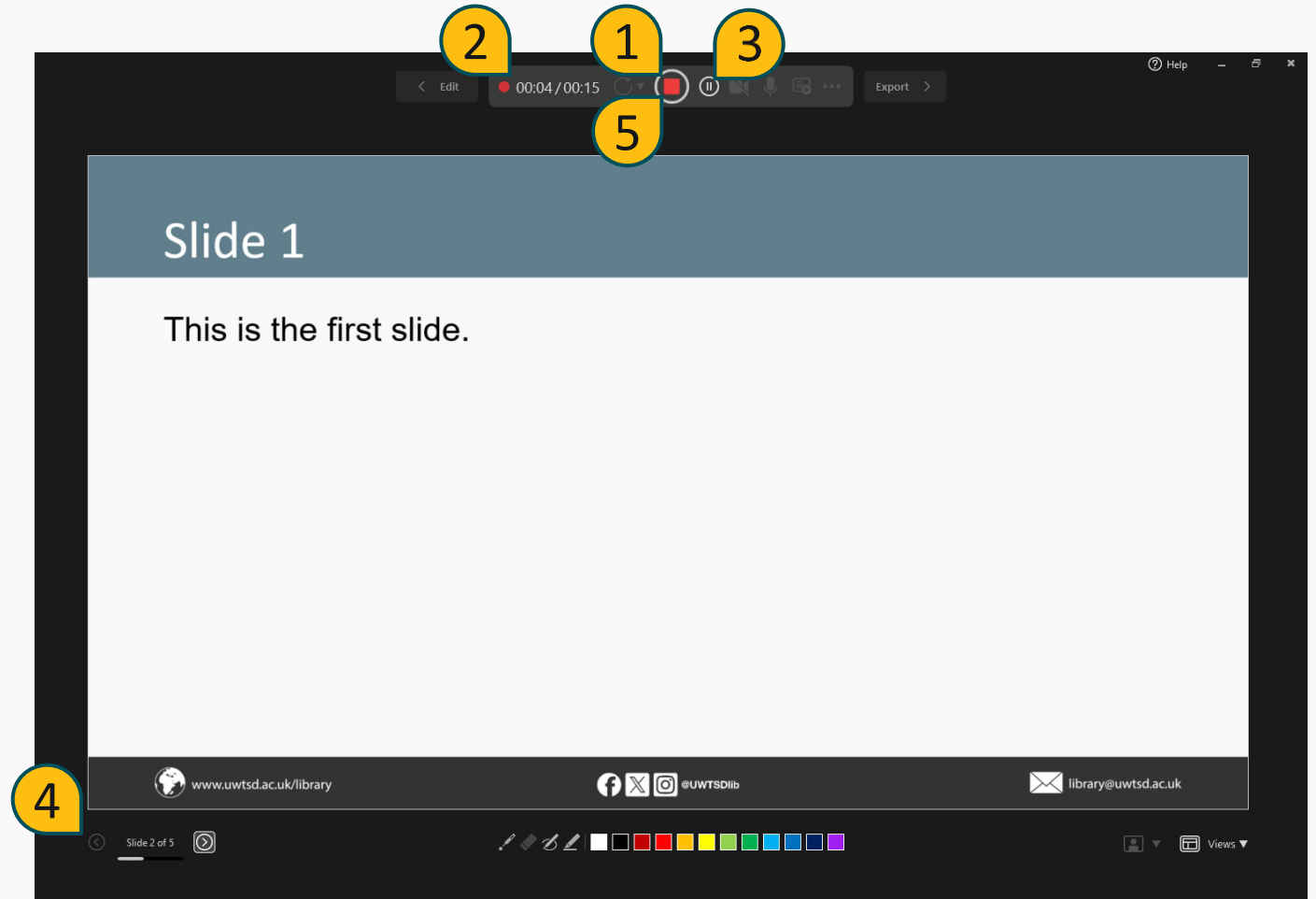
- **The recording window has:**

1. A timer for your presentation
2. Record Button
3. Camera & Microphone On/Off buttons
Turn the camera off to record voice-only.
4. Forward & back buttons
5. View options:
 - *Teleprompter* and *Presenter* views will show any notes you have added.
 - *Presenter* view will also show a small preview of the next slide.
 - *Slide* view shows the current slide at full-screen size.

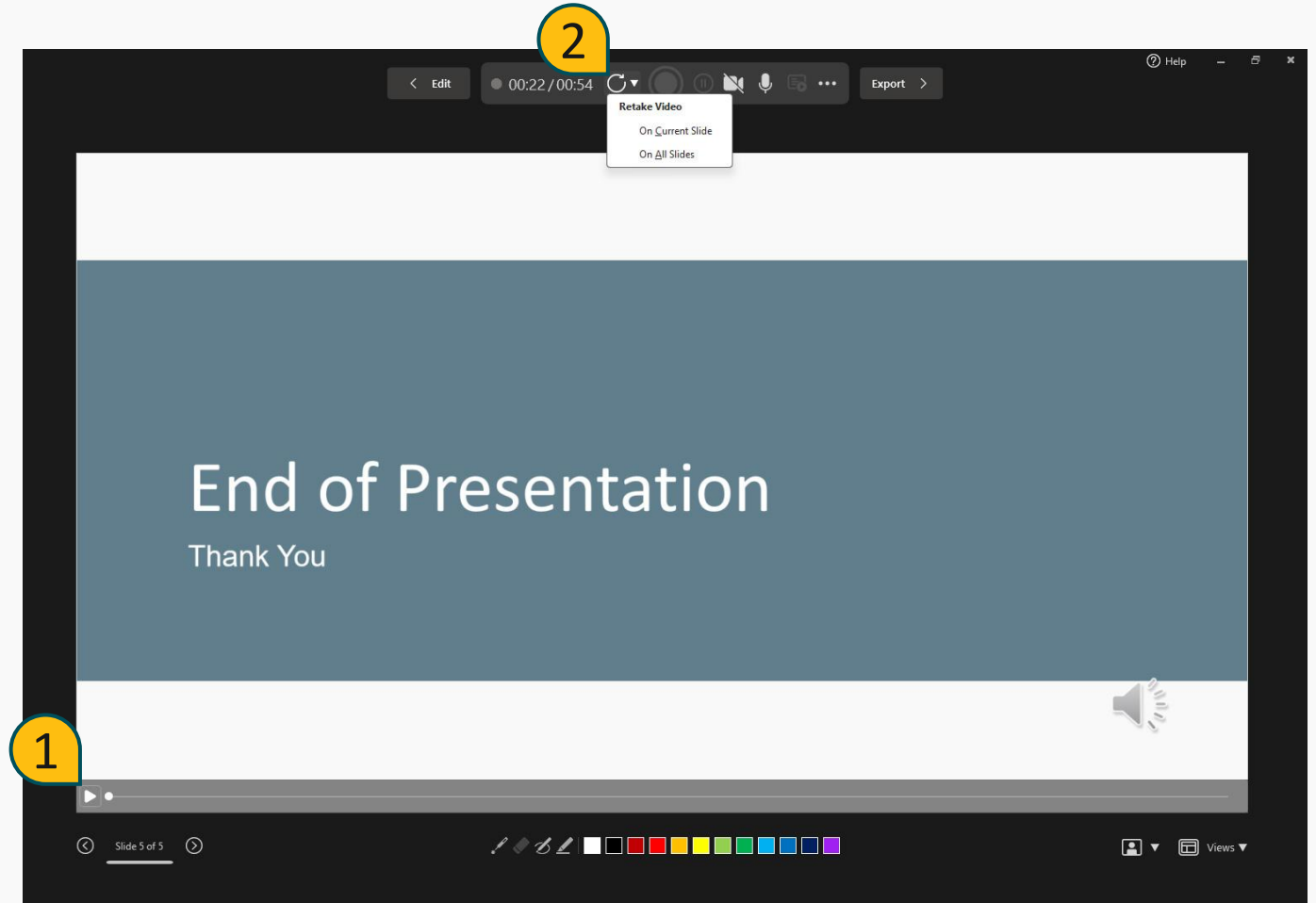


Record Your Presentation

1. Click the **Record** button to start recording
2. After a short on-screen countdown, your recording will start. The **timer** will begin counting, and a red recording indicator will appear by the timer.
3. You can pause recording any time to check notes, etc. using the **pause button**.
4. Use the **slide controls** or your arrow keys to move through slides while recording your presentation.
5. The recording will stop when you reach the end, or you can click the **Record** button again to stop recording at any time.



- When the recording has finished:
 1. You can **play the recording of each slide** to check it.
 2. If you want to try again, you can select **Retake Video**.



Upload to Turnitin

*Note: **Do not click on “Export”.***

*Exporting video creates an mp4 file,
which **Moodle will not accept.***

*Your recordings are saved inside the
PowerPoint presentation file. You
will submit the PowerPoint file to
Moodle.*



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Llyfrgell Adnoddau Cyfnewidiol Learning Resources

Canva Fundamentals



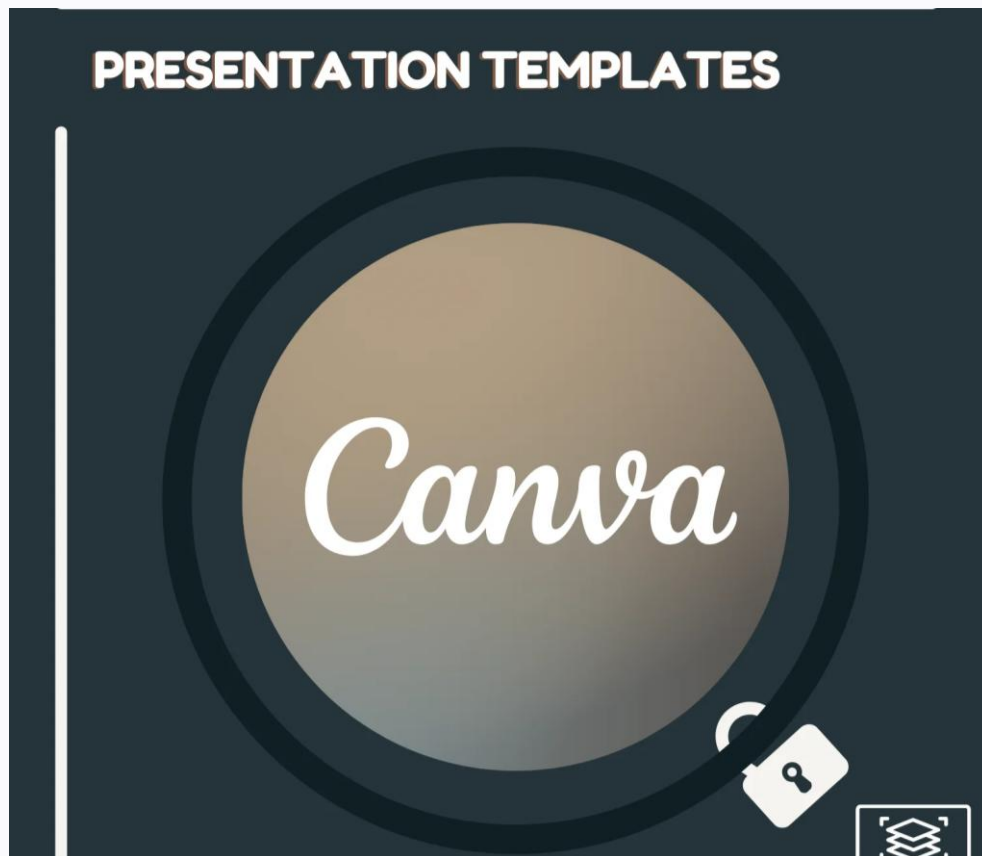
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Introduction to Canva

Canva is a web-based design tool with a unique approach different from PowerPoint, focusing on ease and creativity.

How to download onto taskbar as an application for accessibility.

Templates and Design Elements

Participants explore various templates and learn to add and edit text, images, and icons for creative projects.

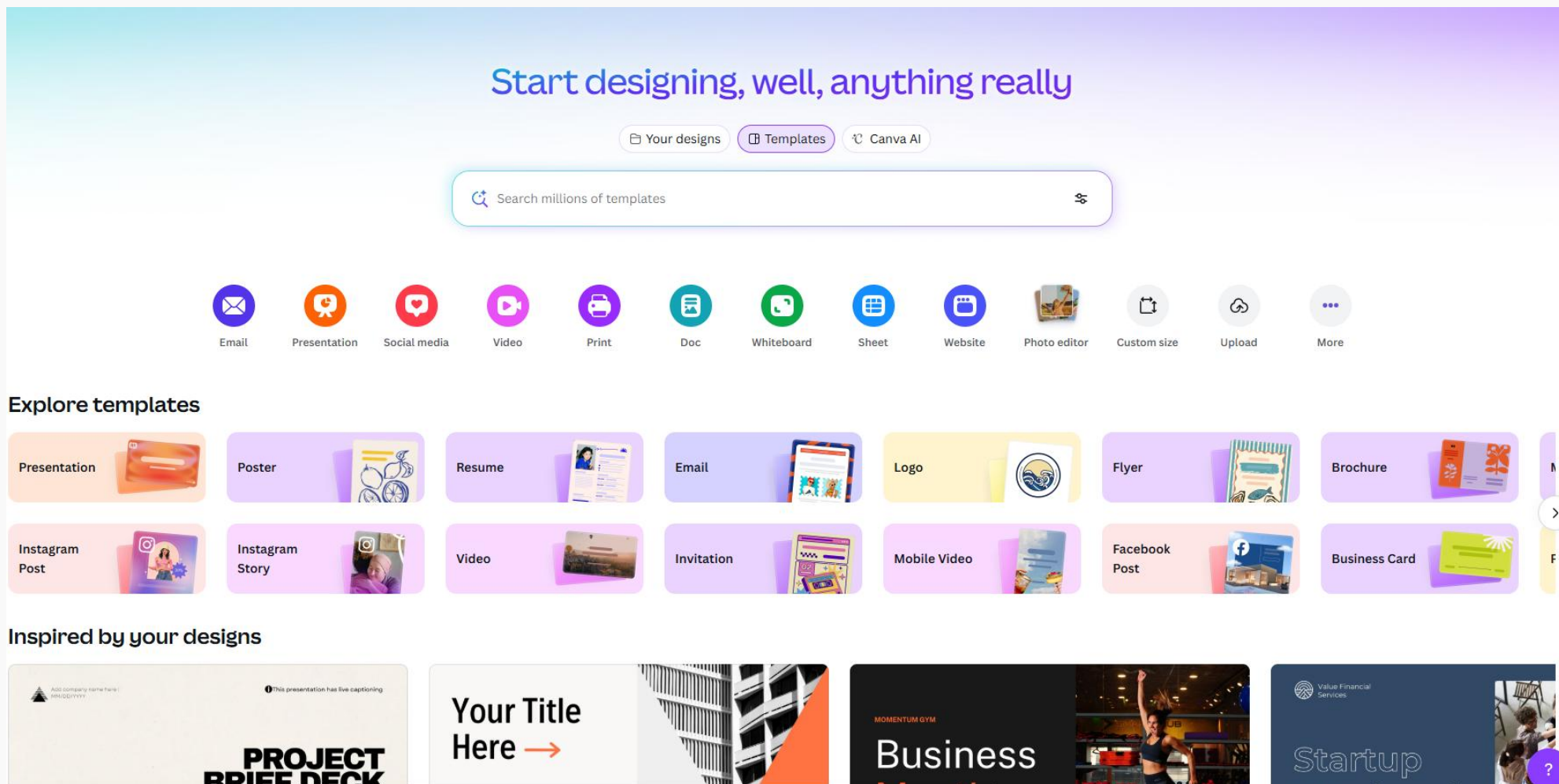
Downloading and Sharing

The session covers how to download completed designs and share them easily with others online.

Desktop version - <https://www.canva.com/download/windows/> (also available for MAC)



Choose the Presentation template



The screenshot displays the Canva homepage with a purple-to-blue gradient background. At the top, the text "Start designing, well, anything really" is centered. Below it are three tabs: "Your designs", "Templates" (which is selected), and "Canva AI". A search bar with the placeholder text "Search millions of templates" is positioned below the tabs. A row of icons represents different design categories: Email, Presentation, Social media, Video, Print, Doc, Whiteboard, Sheet, Website, Photo editor, Custom size, Upload, and More. Below this row, the "Explore templates" section features a grid of template categories with representative images: Presentation, Poster, Resume, Email, Logo, Flyer, Brochure, Instagram Post, Instagram Story, Video, Invitation, Mobile Video, Facebook Post, and Business Card. The "Inspired by your designs" section at the bottom shows four example templates: a "PROJECT BRIEF DECK", a "Your Title Here" template with an orange arrow, a "Business" template for "MOMENTUM GYM", and a "Startup" template for "Value Financial Services".

Create a design

- For you
- Emails
- Presentations**
- Social media
- Photo editor
- Videos
- Print
- Docs
- Whiteboards
- Sheets
- Websites
- Custom size
- Upload
- More

Presentations



Presentation (16:9)
1920 x 1080 px

Presentation templates



[See all](#)

1

Add the template slides

2

Amend the text

3

Use the upload feature to
upload your own design



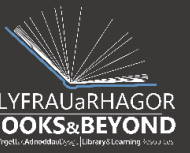
Animate and Record

- Select text and choose to **animate** – select a variation
- To add a **transition**, select the icon in between the pages
- Click on **Present** and start your recording





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Design Principles



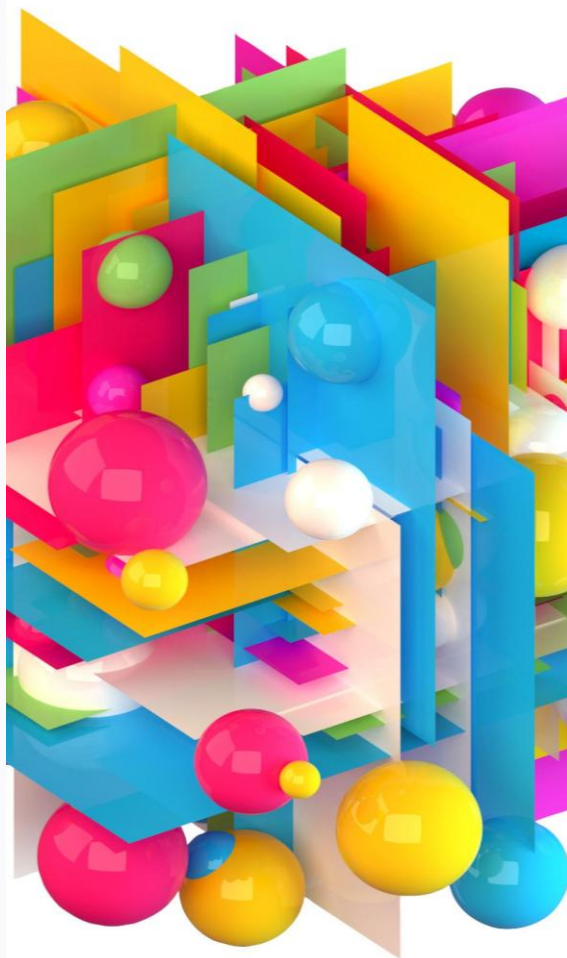
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Layout and Alignment

Proper layout and alignment organise content clearly, making information easy to follow and understand.

Color and Contrast

Using effective color and contrast draws attention and enhances readability in visual designs.

Typography Tips

Selecting appropriate fonts ensures text is legible and visually appealing in all designs.

[A beginner's guide to using Canva](#)

[New to Canva? Get started with Canva Essentials](#)

[Presentation resources](#)

Thank you for listening



Jessica Hill

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<https://bit.ly/DigiSkills-Feedback>



Please provide some
feedback

