Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

LLYFRAU a RHAGOR
BOOKS & BEYOND

PowerPoint Training Session

Basic technical skills

Jess Hill: Digital Skills Advisor

Your Digital Skills Advisor

Jessica Hill
Digital Skills Advisor
IMH
j.hill@uwtsd.ac.uk

E-mail: digitalskills@uwtsd.ac.uk

Website: digitalskills.uwtsd.ac.uk

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

Session Plan

Design

Content

Delivery

Aims

- To learn how to add effects to your PowerPoint slides
- To effectively use slide master and manage the various views
- To include images into the slides
- To record your presentation

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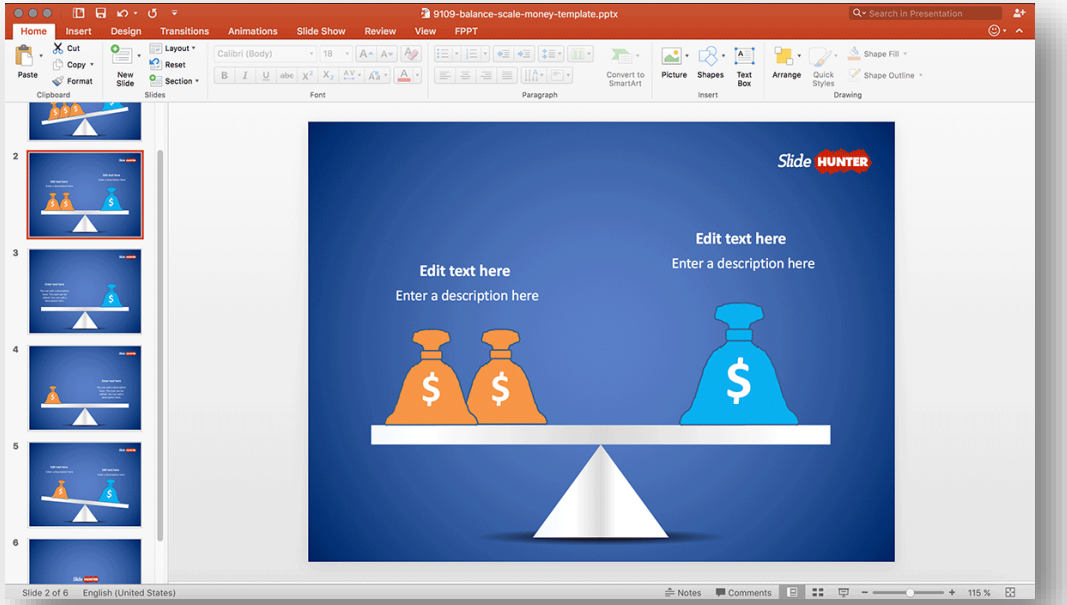
What can you do with PowerPoint?

- Enter and edit text
- Alter the appearance of information and images
- Organize and arrange information
- Incorporate information from other sources
- Present information in many ways
- Collaborate with others on a presentation



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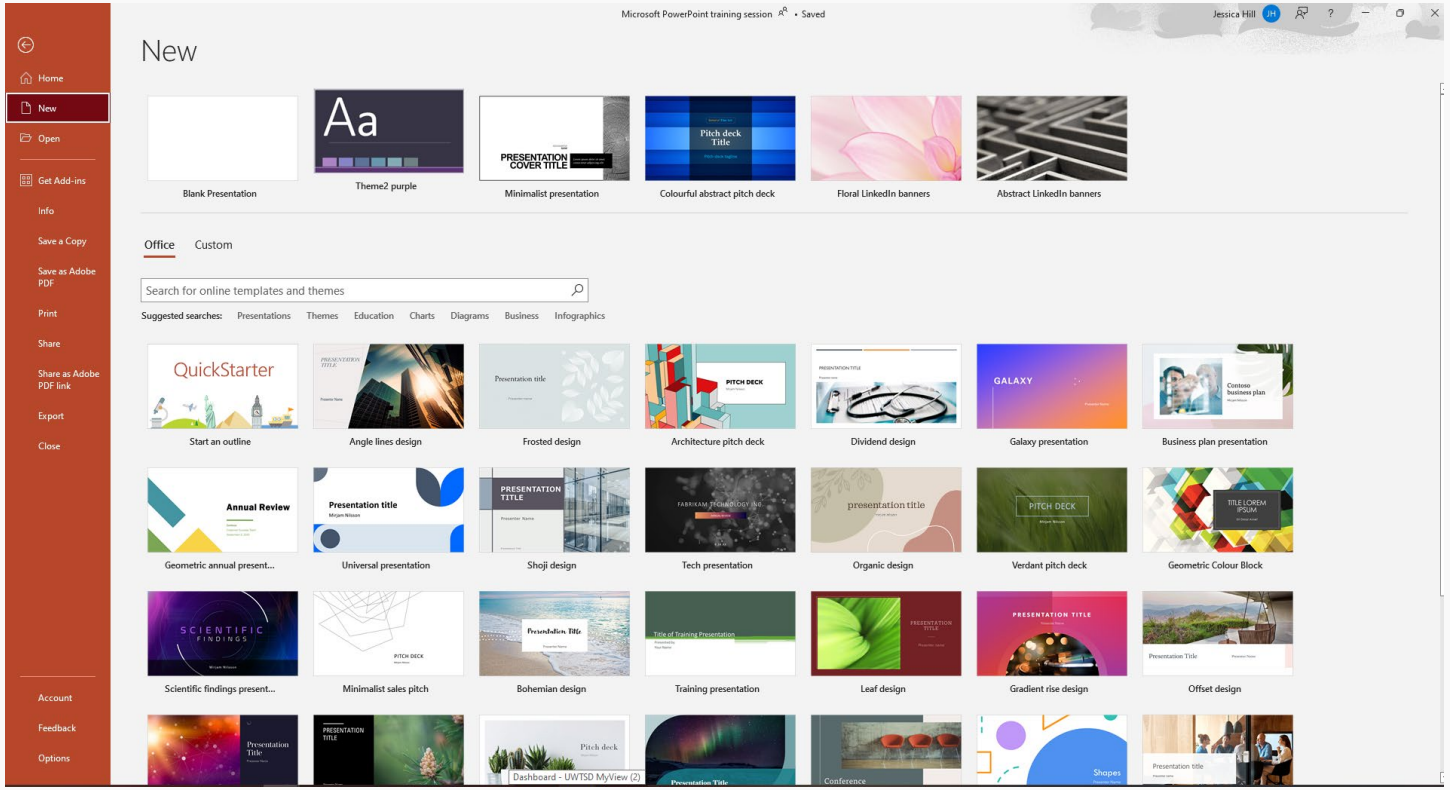
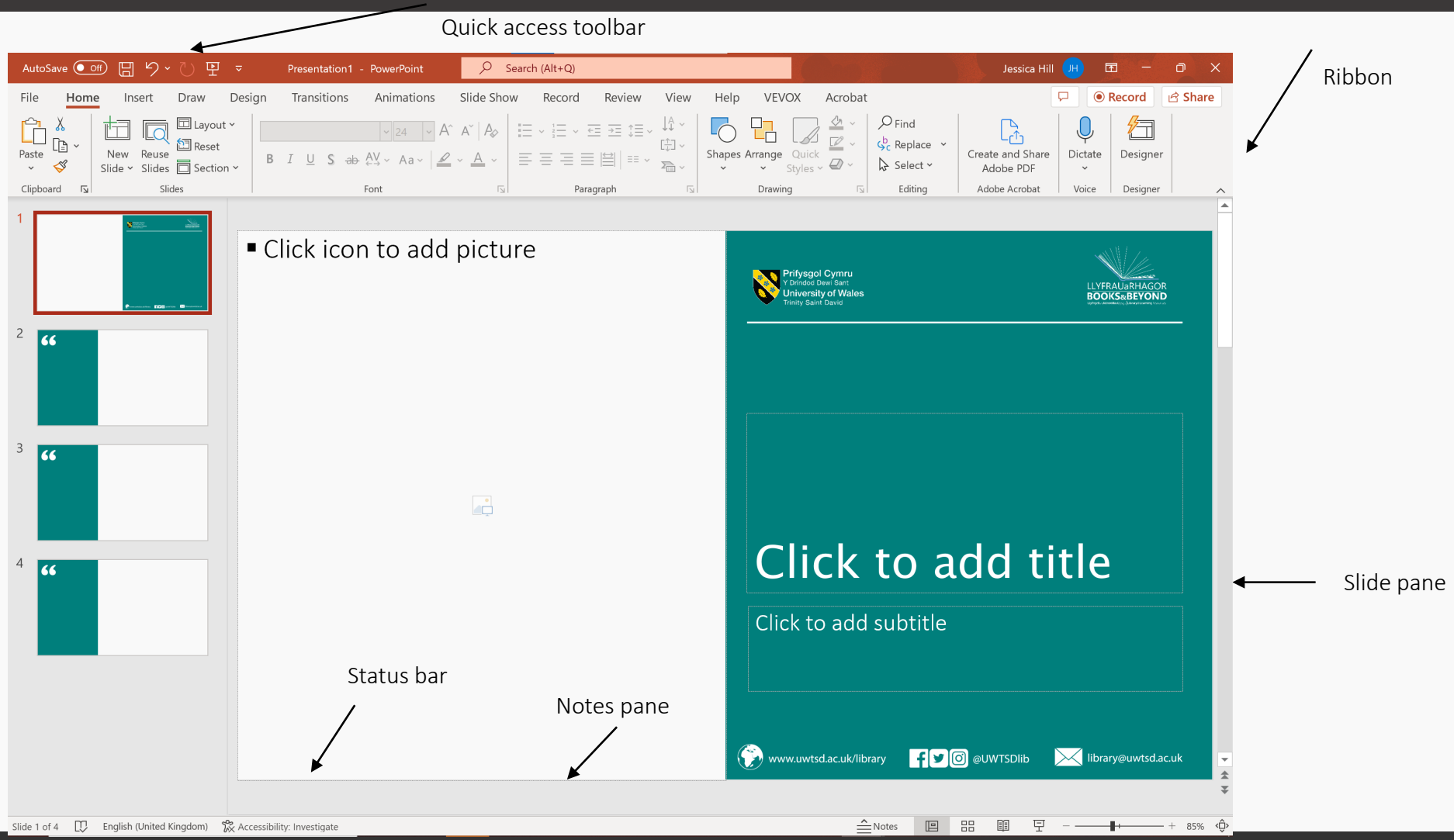
Choose a template to start

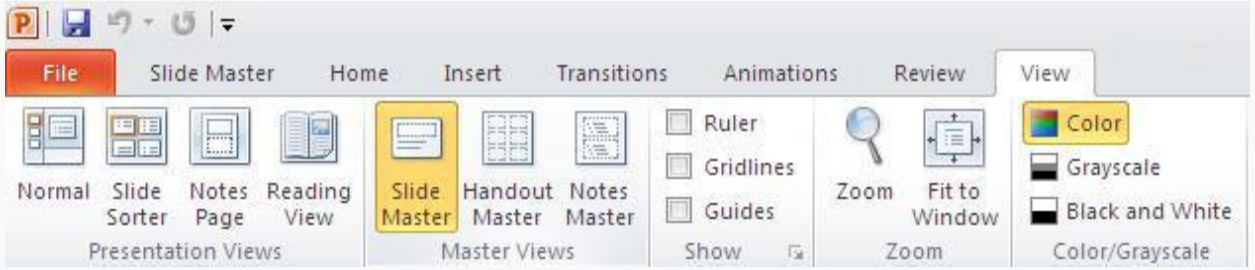


Examining the PowerPoint window



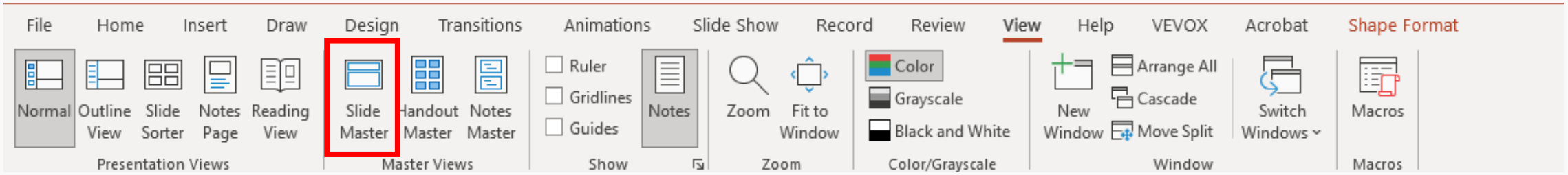
Comparing Presentation Views

- **Normal View-** edit slide content
- **Slide Sorter View** – Rearrange slides and add slide effects
- **Notes Page View** – Type notes to self
- **Slide show view** – Present slides
- **Reading view** – View presentation on a computer screen



- ***You can change views using the view tab on the Ribbon***

Slide Master View

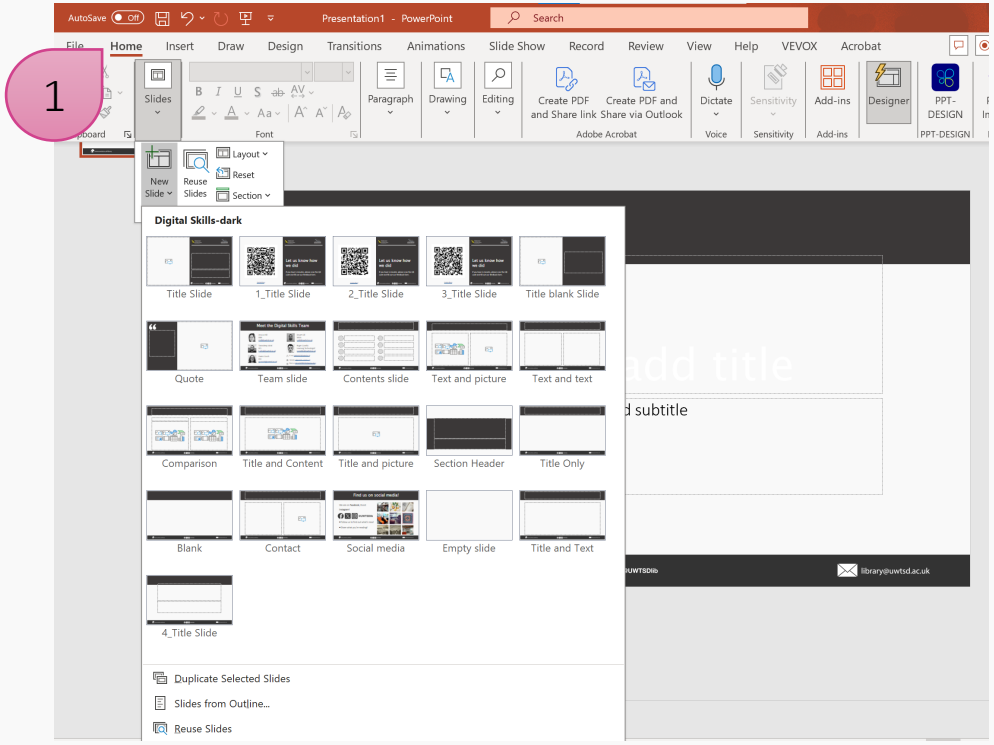


Add logos or content to each slide with the slide master view

<u>DEMO</u>

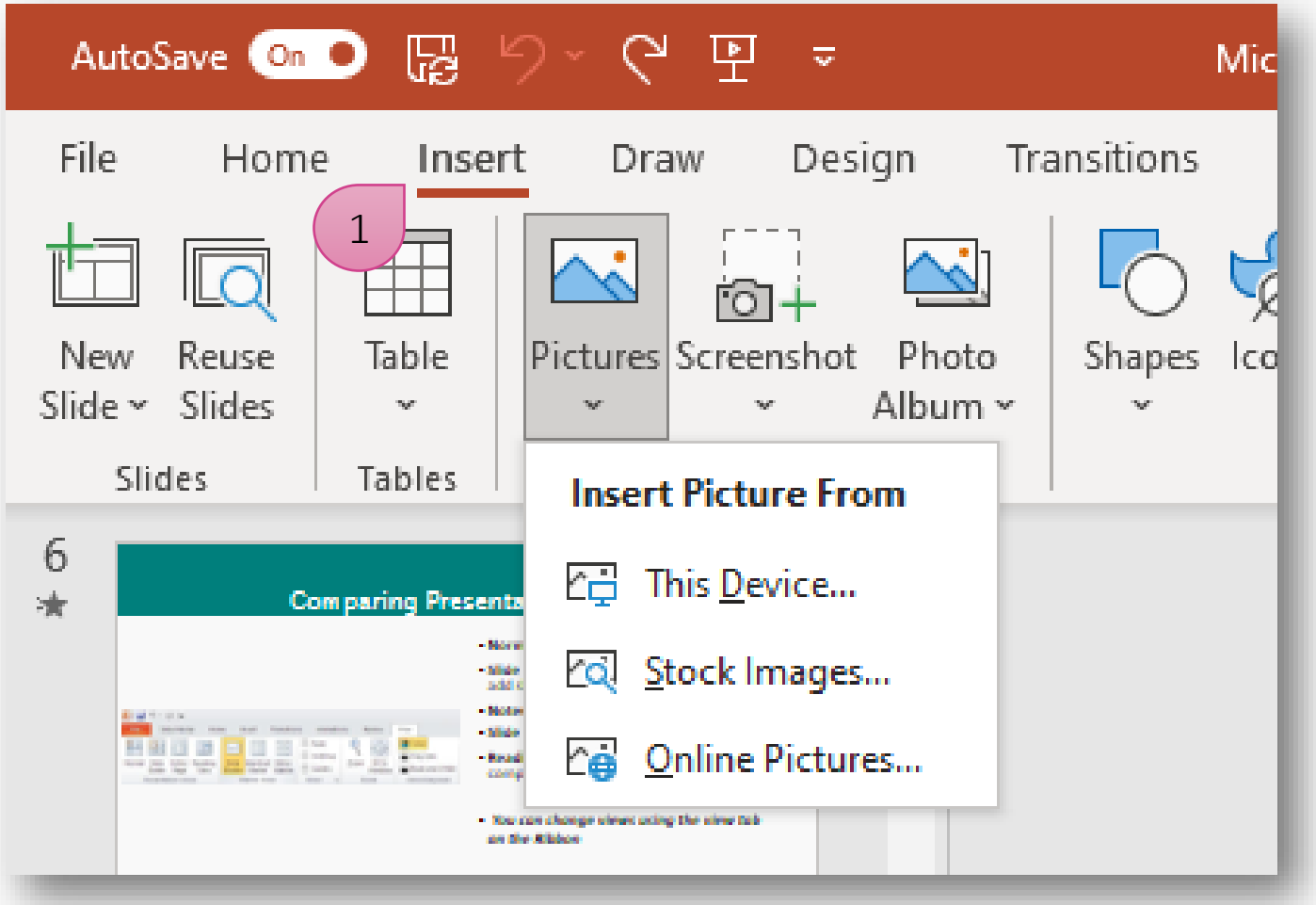
Adding a new slide

- 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



Images – Insert tab

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

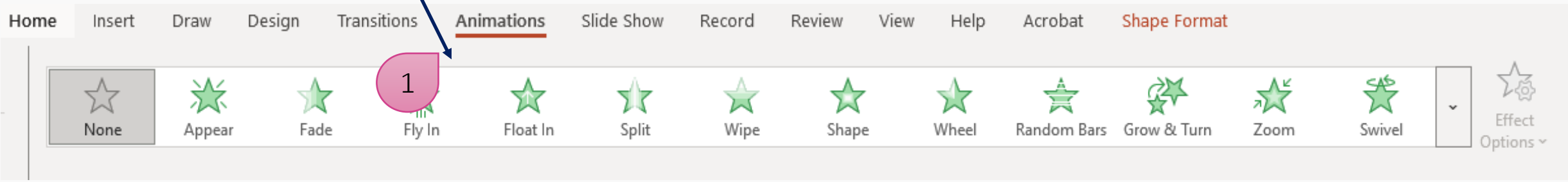


How to make your slides interesting

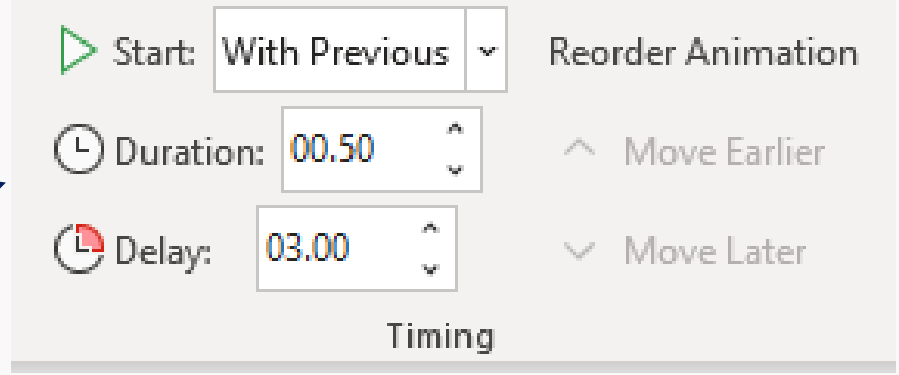
Animations

Animations – You can choose entrance, emphasis, exit

This is usually best used for bullet-points and images

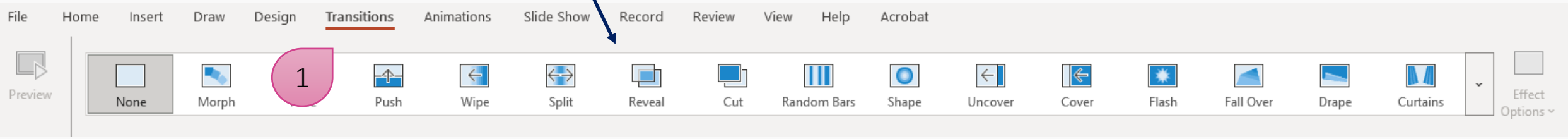


As with the transition tab, you can also choose here when and for how long an animation occurs.



Transitions

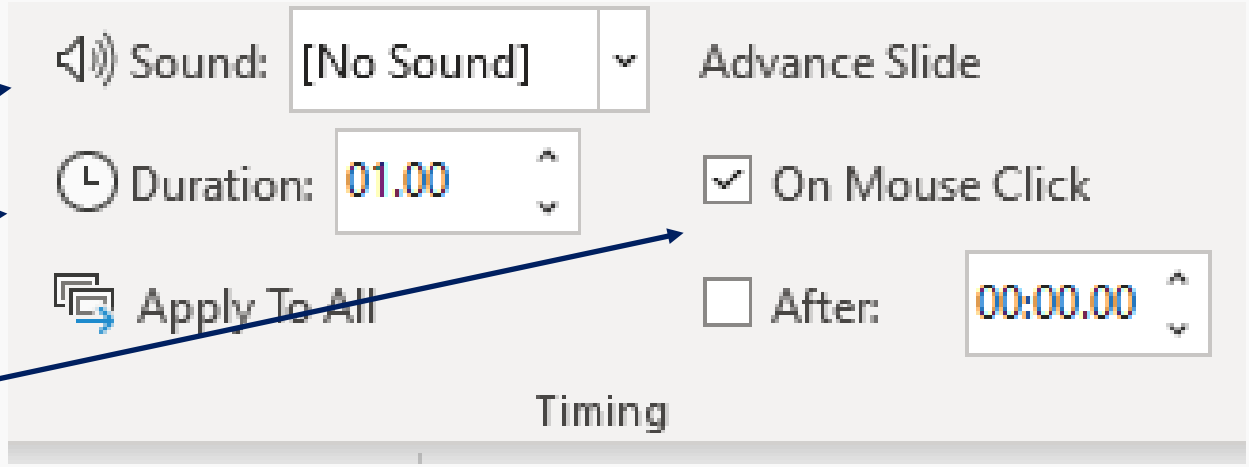
This will help you seamlessly transition between slides.(here is a demonstration of a few)



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.



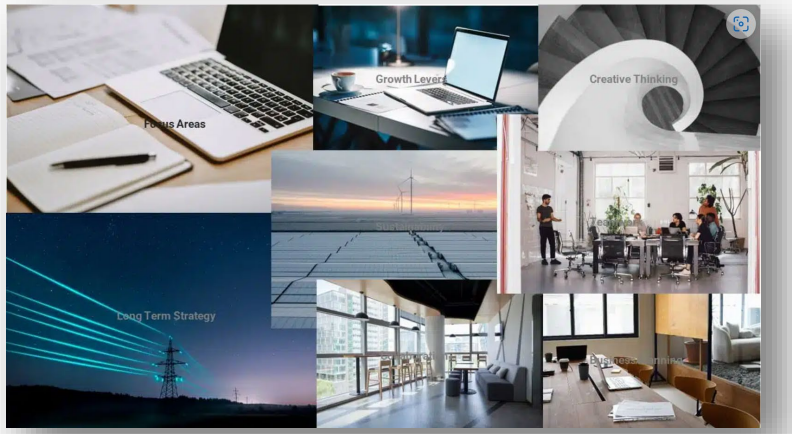
Good vs bad presentation slides

1.

2.

3.

4.

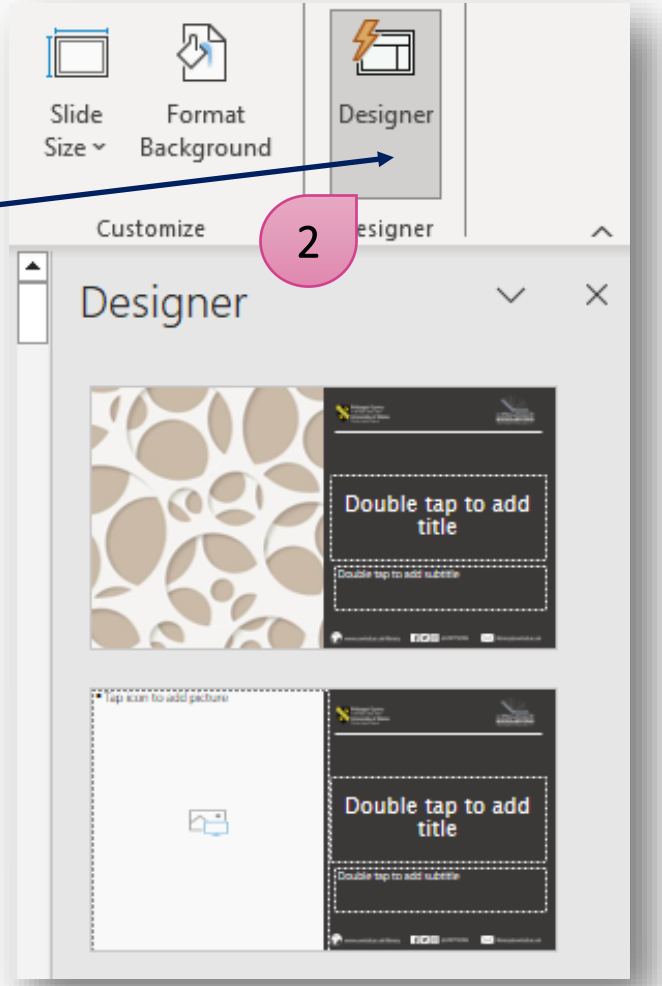


Slide show

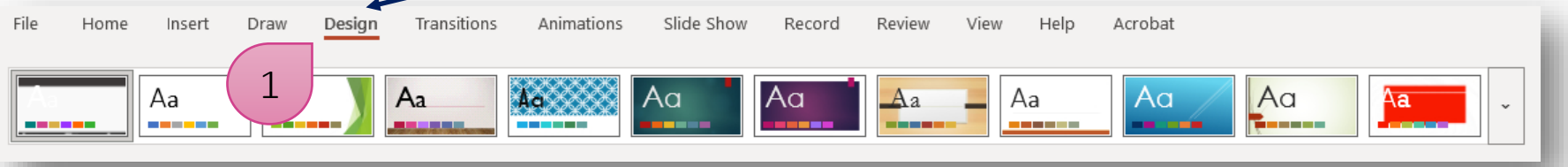
- You can record slide show in the slide show tab. You will need to click on ***'play from beginning.'***

Designer Feature

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 notes

You can print off your notes under file print settings, next to full page slides select the drop-down arrow, under print layout, select Notes Pages. Click Print.

Printing a PowerPoint Presentation

You can print your presentation when you would like to view your work or just want a hard copy

It is possible to preview your presentation to show you exactly how each slide looks before you print the presentation

To print handouts, go to file – then print select handouts from layout

Presenting Tips

Planning

Planning is a critical part of creating a presentation

Planning includes:

Determine and outline the message you want to convey

Deciding on additional materials needed – you may want a script for example something that you can refer to that will prompt you

Identify the audience and the delivery location

Keep it professional not distracting

Rehearse your presentation – utilize some of the tools in the slide show tab in PowerPoint

Dress to impress – wear a smart outfit make sure you feel good about yourselves and that will give you the confidence to do well

More tips

Get the right balance between images and text. Images reinforce your content.

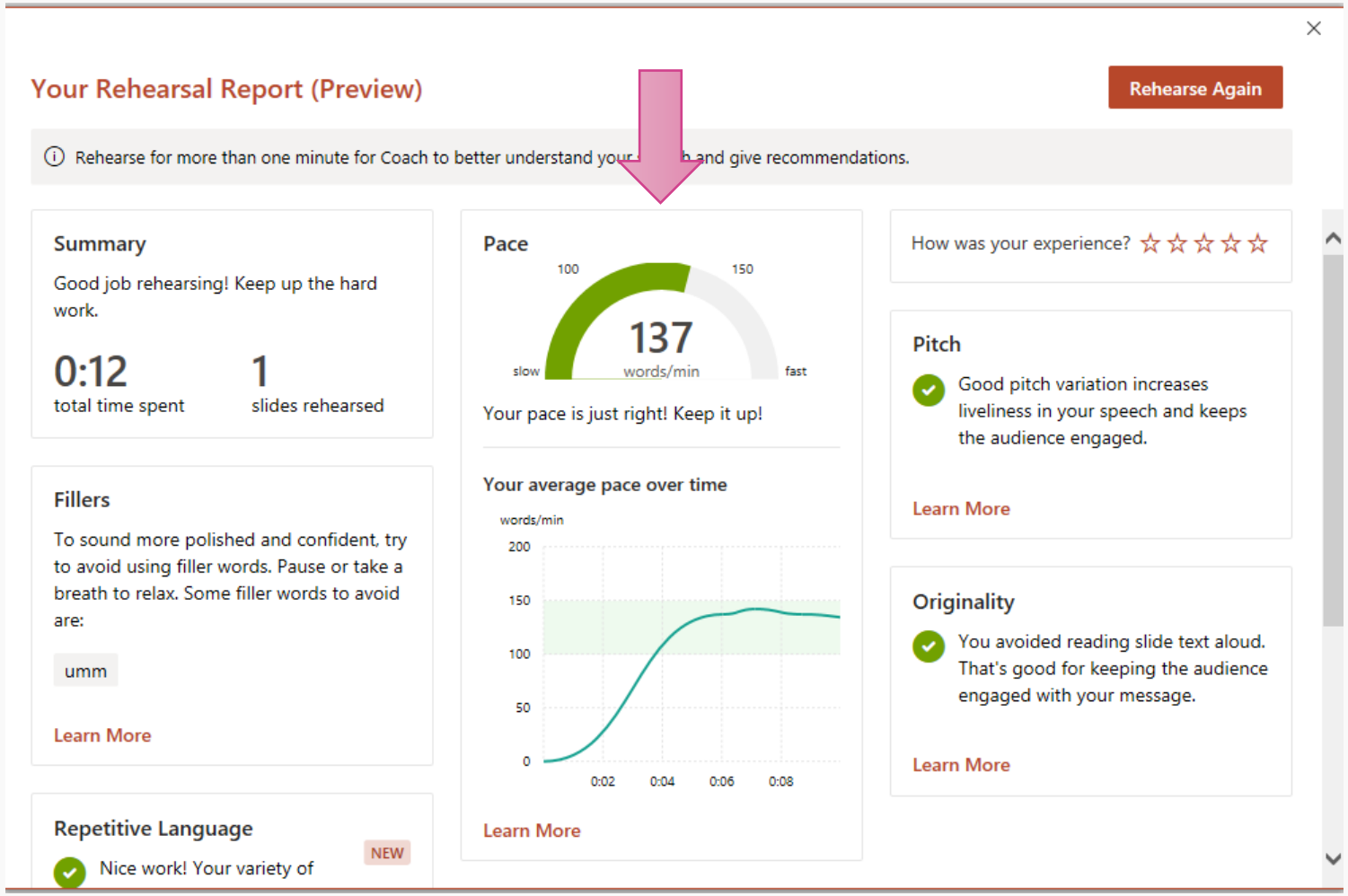
A suggestion would be to use 18pts for the content and around 32pts to 44 pts for the headings

Rehearse with Coach

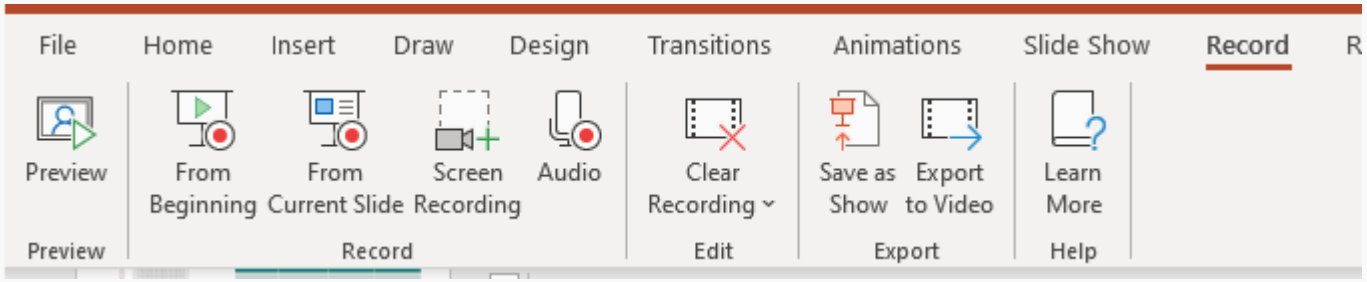
Find it within slideshow

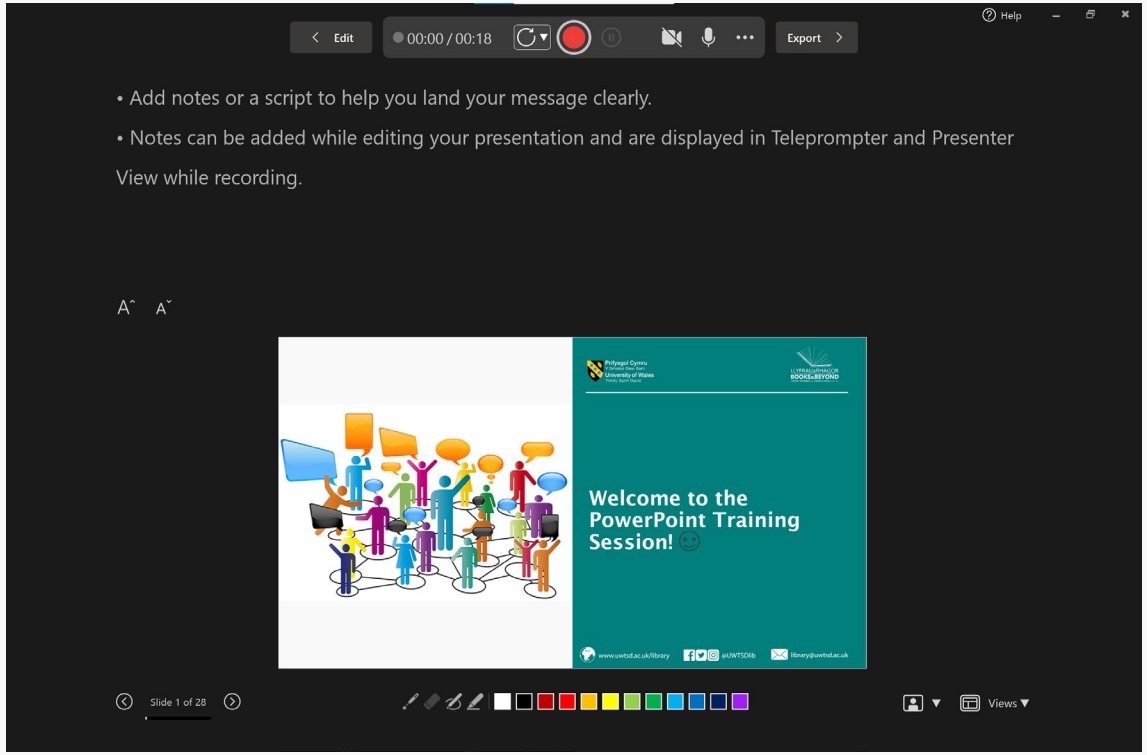
Analyse your presentation

Rehearse Coach



Make a recording





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.

Sources of information

https://slidemodel.com/23-powerpoint-presentation-tips-creating-engaging-interactive-presentations/

Presenting with cameo - Microsoft Support

Create a presentation in PowerPoint - Microsoft Support

Lesson: Make a Presentation on a Topic- Applied Digital Skills

Thank you for listening

Jessica Hill

j.hill@uwtsd.ac.uk

https://bit.ly/DigiSkills-Feedback

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