Microsoft PowerPoint

Learning Outcomes

By the end of this session, you will be able to:

- Use the key tools and layout options available in Microsoft PowerPoint.
- Integrate transitions, animations, and multimedia effectively into presentations.
- Record and export PowerPoint presentations in PPTX and PDF formats.
- Design a 5-slide presentation and present it using Presenter View and PowerPoint Live in online settings.

Overview

Microsoft PowerPoint is presentation software used to create and deliver presentations.

<u>Key features are:</u>

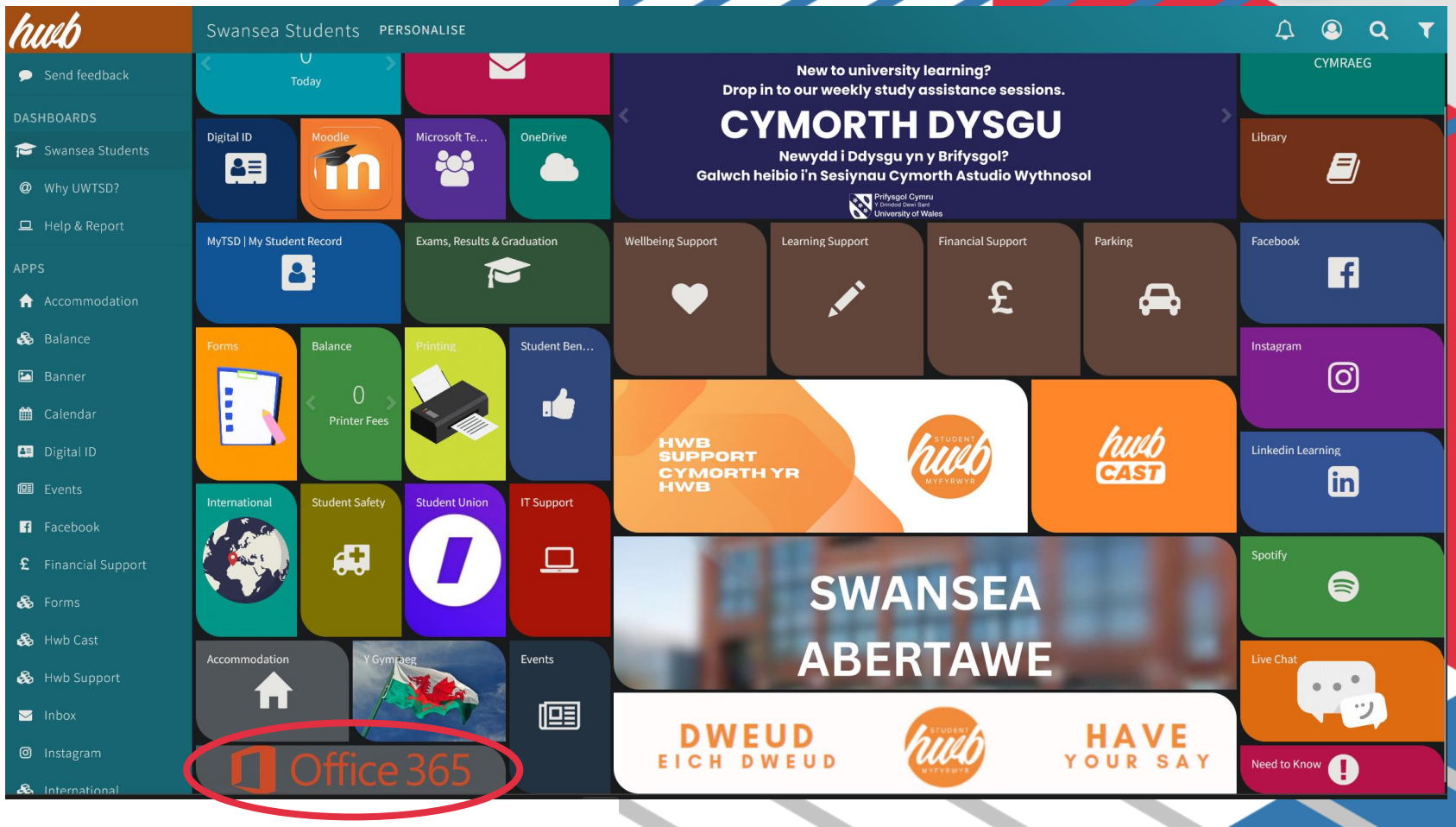
- Structured slide creation & presentation
- A broad range of multimedia integration
- Engaging visual design with animations and transitions
- Real-time collaboration within the Microsoft Office 365 ecosystem
- Access on various desktop and mobile platforms

How to access with your student account?

Obtain Microsoft Office 365 with a student account:

https://hwb.uwtsd.ac.uk/dashboard/swanseaabertawe

Or Download it to your laptop



What advantages does PowerPoint offer?

- Professional Communication Skills
- Digital Literacy Proficiency
- Creativity and Visual Design Abilities
- Confidence in Public Speaking
- Effective Collaboration Techniques
- Professional Agility and a Relevant, Up-to-date Skill Set

Today’s Main Activity:

Create a 5-slide presentation about your favourite band or artist:

Slide 1 — Title slide, Band/artist background

Slide 2 — Why do you like this band/artist

Slide 3-6 — Morph 3 Images and record a voice over.

Slide 7 — The most Iconic video clip

Slide 8 — End slide add Music

We will do this together over the next few hours

Let’s get started

- Accessing PowerPoint
- New Presentation
- How to save your presentation
- Add and remove slides
- Slide layout
- Slide management
- Slide Designer
- Slide Master

Activity

1. Open the PowerPoint application and create a new presentation
2. Design your **Title page**
3. Choose the slide's theme
4. Organise the slide by using the Slide layout, Design, and Master tools

Why are visual effects important?

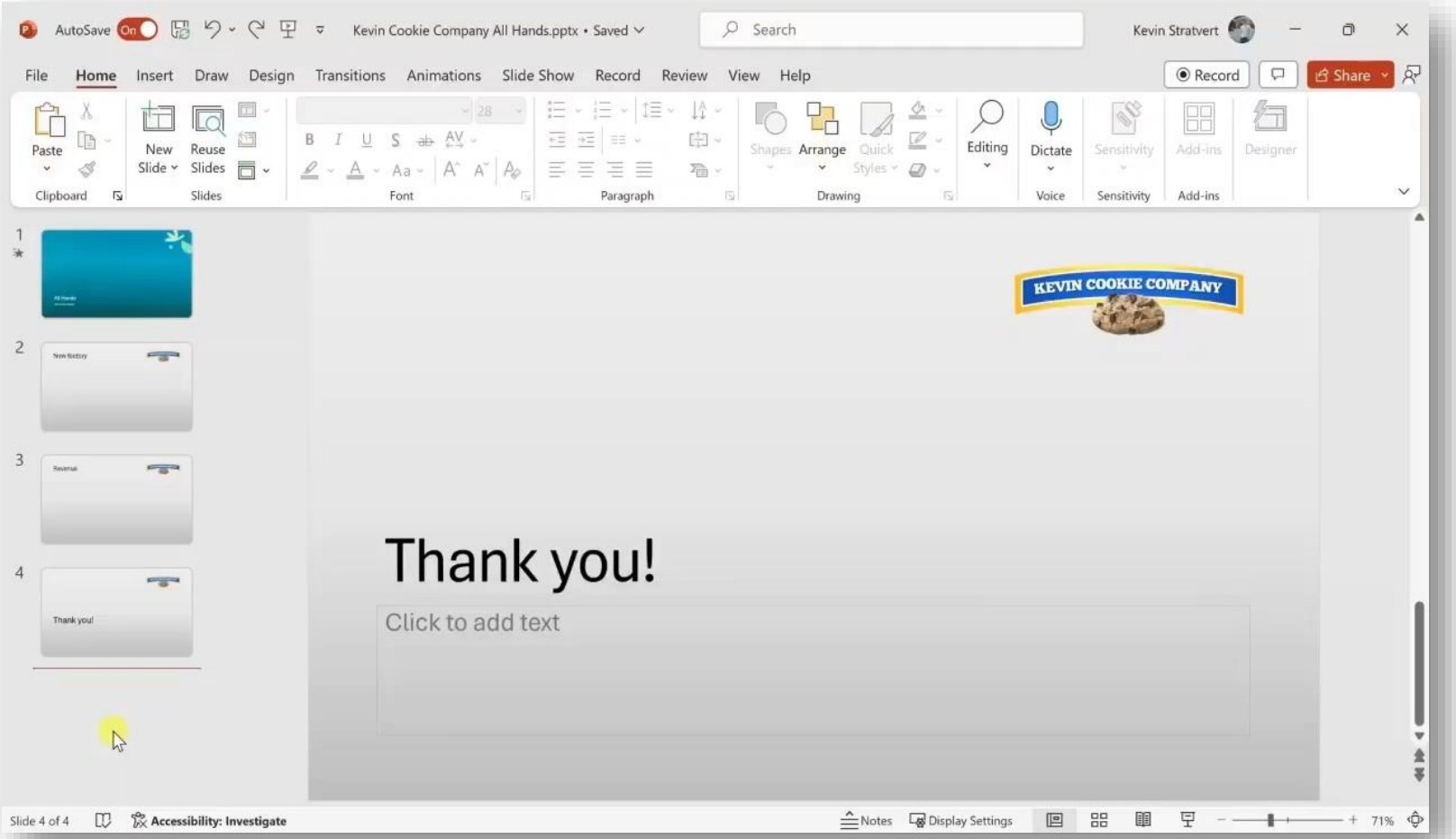
- Enhances communication and clarity
- Improves engagement
- Demonstrates digital competence
- Builds professional presentation skills
- Teaches balance and design discipline

“Design is not just decoration. It’s about making information clearer and more effective.”

(Reynolds, 2008, p. 25)

Visual Effects

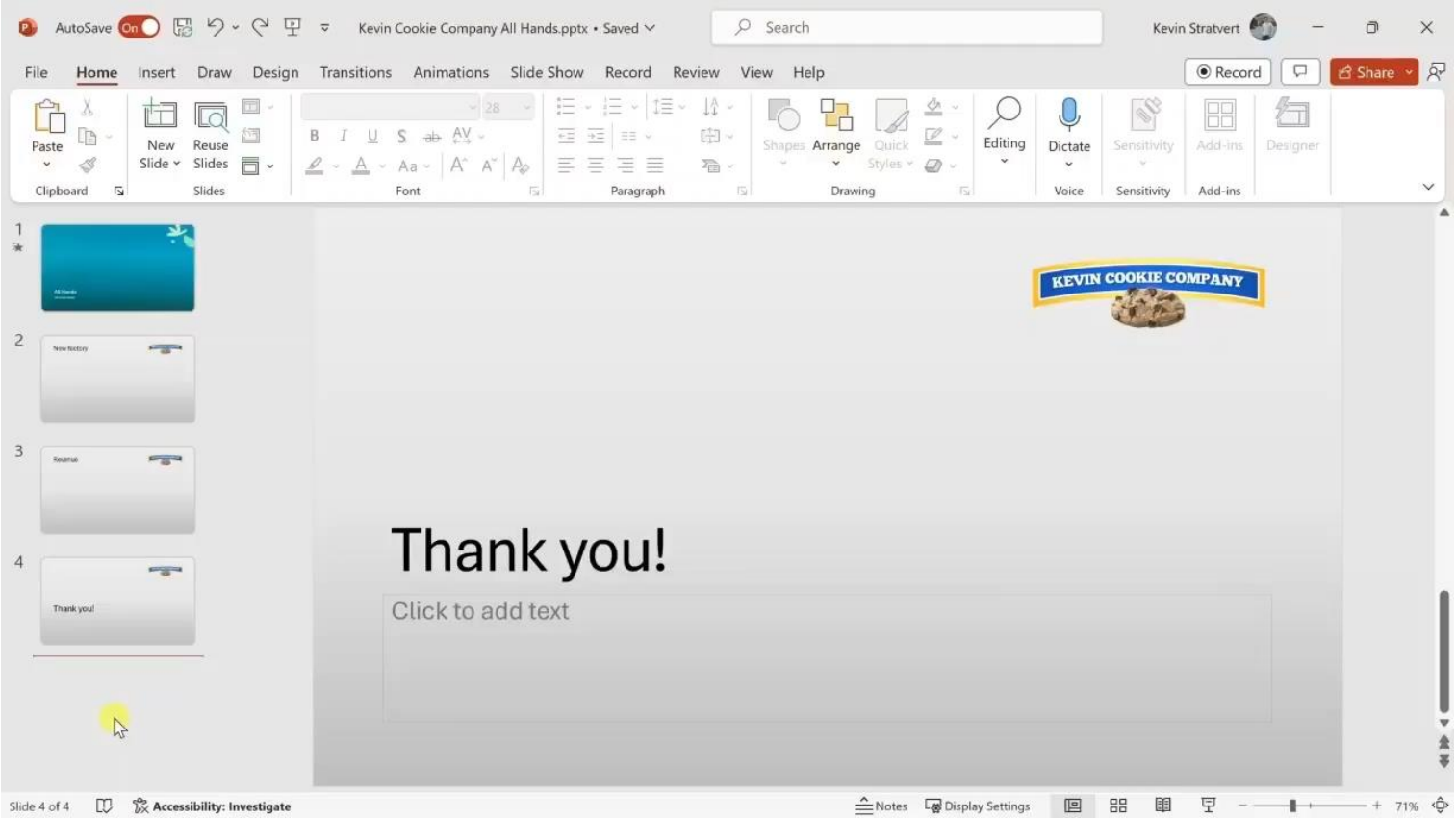
- Adding a text box
- Smart Art
- Incerting images
- Different layers & Selection pin
- Animations
- Transitions



Activity Why do you like this band/artist

1. For slide 1 Find pictures related to your favourite band/artist and add them to the slide
2. In the 2nd slide, insert a text box and add something related to your favourite artist/band
3. Use the Insert tab to add an image
4. Try different Animations

Morph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Quick Styles
Drawing
Editing
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Sensitivity
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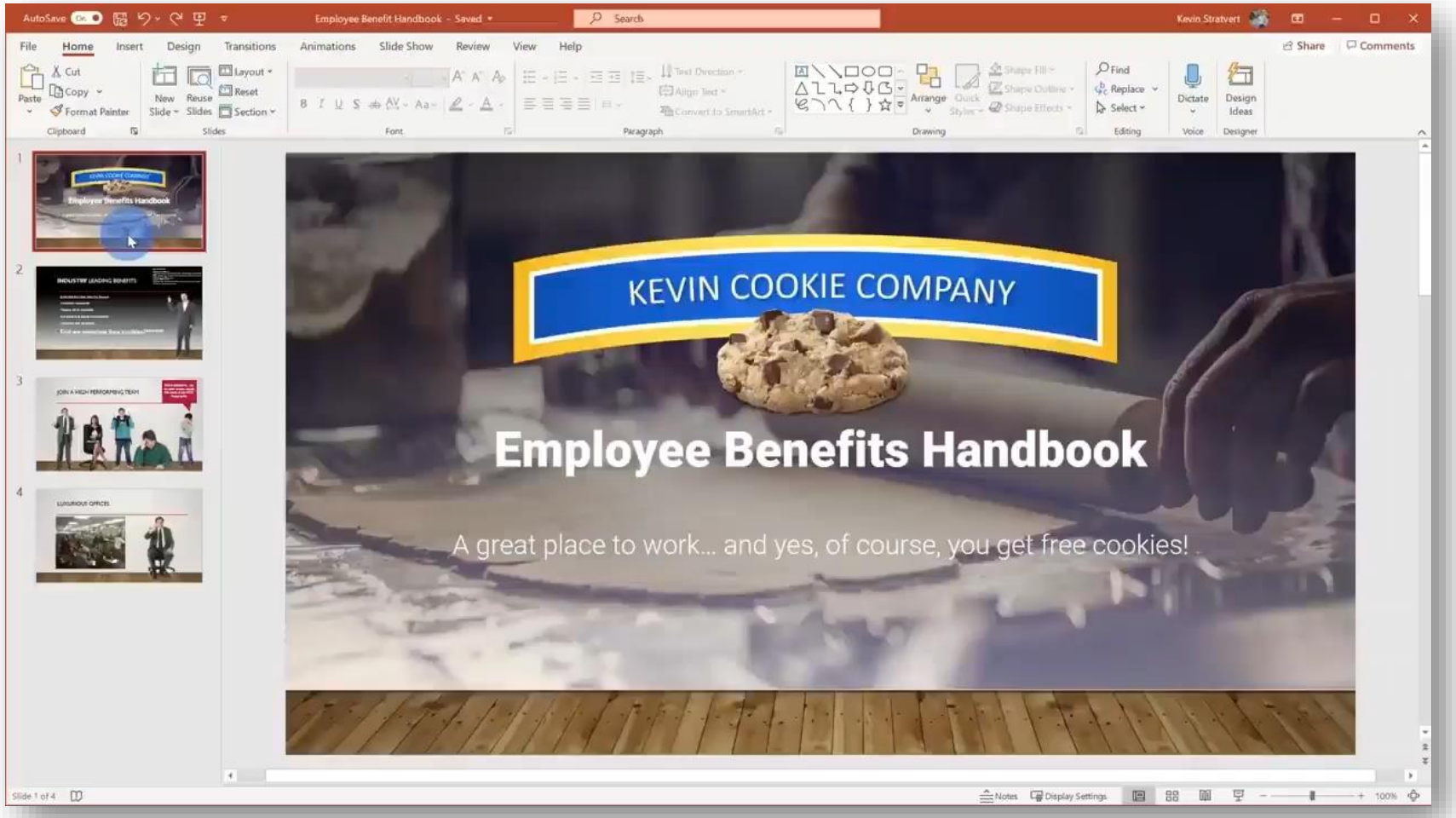
Designer
KEVIN COOKIE COMPANY
Thank you!
Click to add text
Slide 4 of 4
Accessibility: Investigate
Notes
Display Settings
71%

Activity

1. Record your voice or add background music to your **2nd slide**.
2. Create a Morph Using you 3 favorite images this will require you to duplicate 4 slides

Background Music & Voice

- Adding audio and background music to PowerPoint
- Recording options
- Playback controls
- Audio editing instruments
- Volume adjustment
- Presentation distribution, saving and exporting



Activity

1. Record your voice or add background music to your **2nd slide**.
2. Use the playback option.
3. Get familiar with the slideshow recording option.
4. Test the audio editing instruments, such as the audio trim option.
5. Explore the saving and exporting options.

Is background music always suitable for your presentations?

Effective Use:

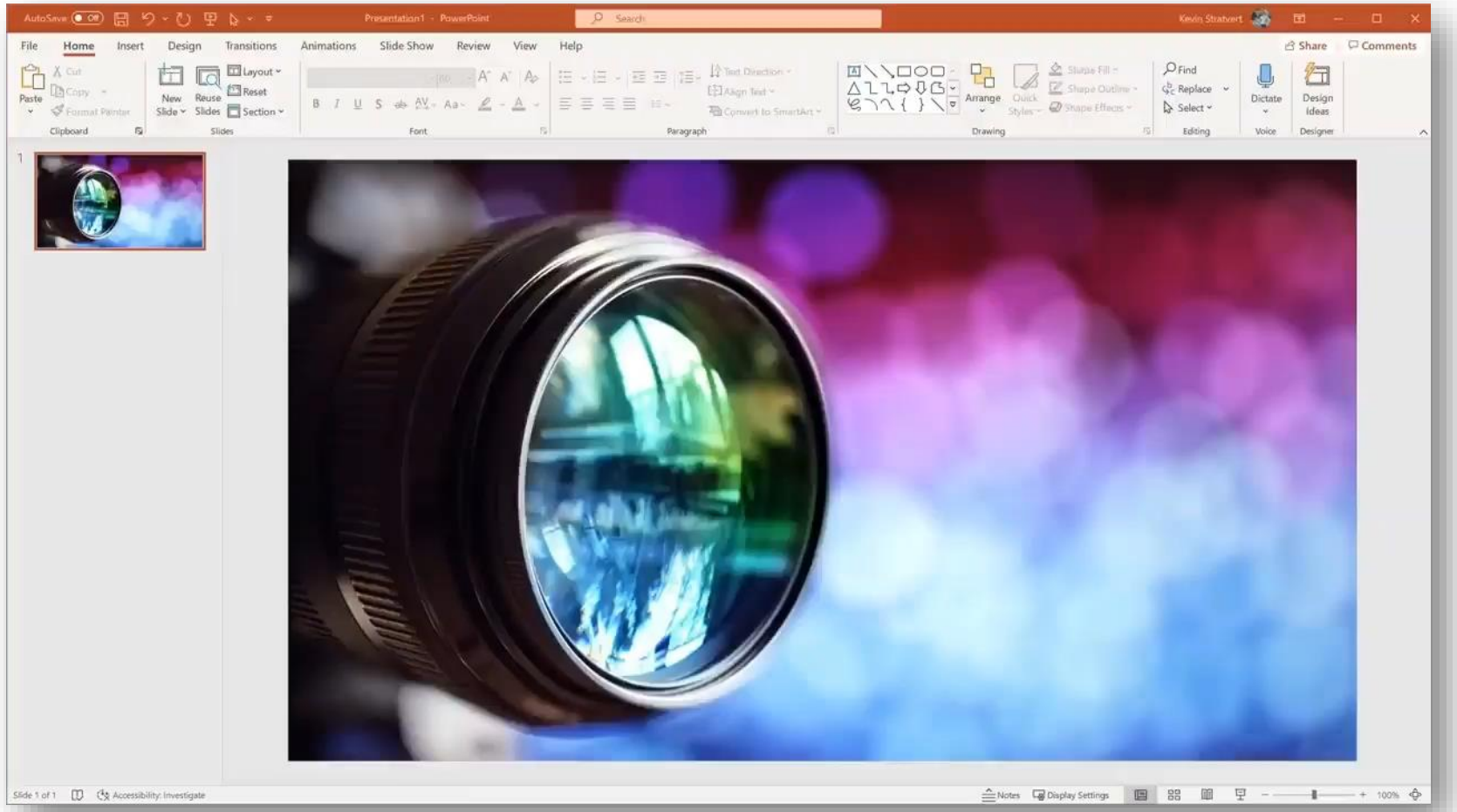
- Intro slides, emotional storytelling, or transitions
- Low-volume, consistent tone
- Music that complements visuals

Ineffective Use:

- During dense or spoken content
- Loud and disruptive
- When it distracts from the main message

Video Integration

- Online video embedding
- YouTube share control options
- Video format & Playback
- Internal storage video embedding
- Video window size adjustment

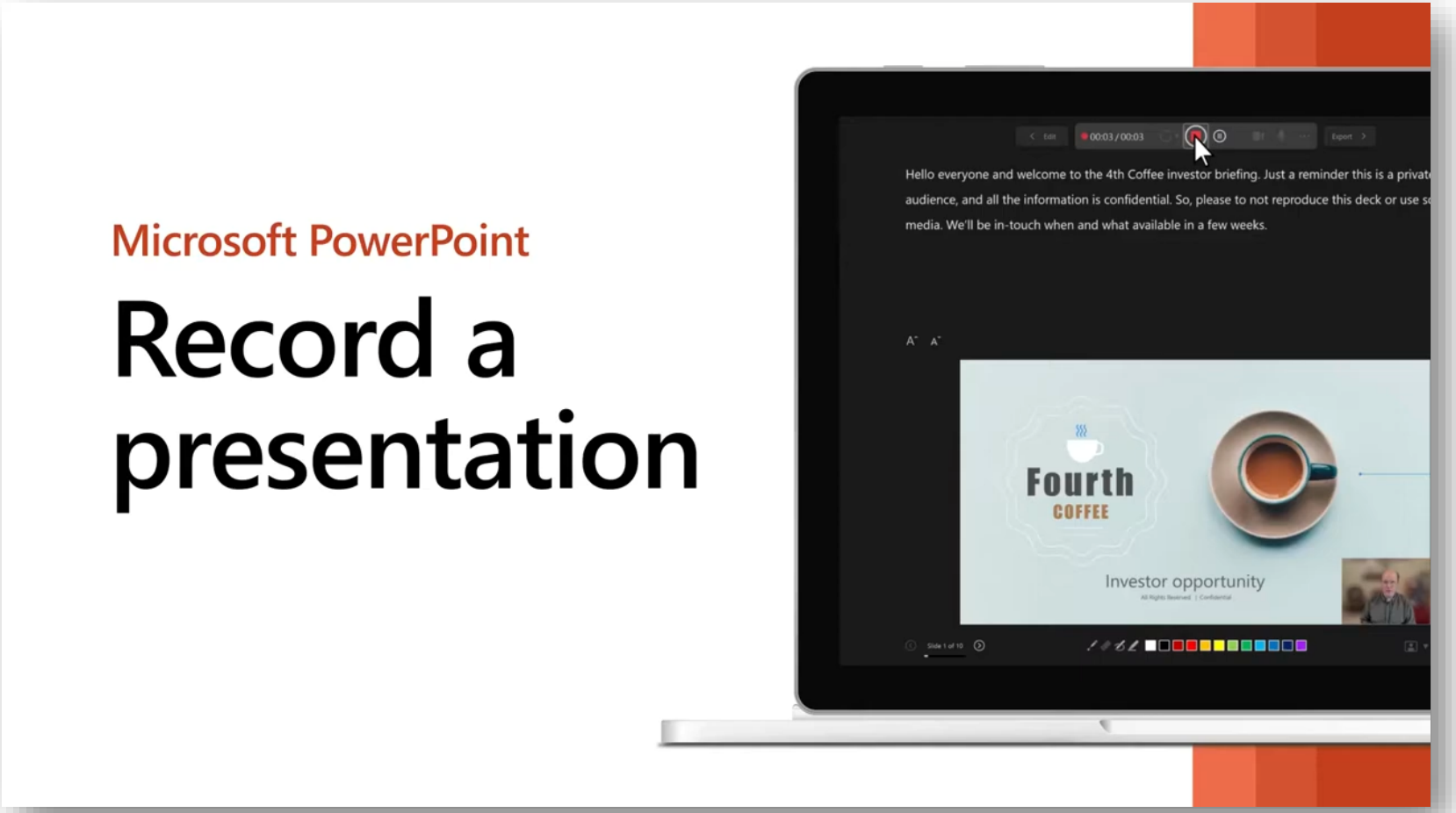


What emotions or messages can a video convey that static slides cannot?

- Deepen the emotional connection with the audience
- Create the appropriate mood and perception levels
- Simplify complex concepts through clear demonstrations

Recording PowerPoint Presentation

- Record a slide or an entire PowerPoint presentation
- Camera mode and Background options
- Microphone & camera settings
- Notes & Teleprompter usage
- Presenter & Slide Views
- The record process & control buttons
- Export video, view and share options



How can recorded presentations improve learning or communication compared to live delivery?

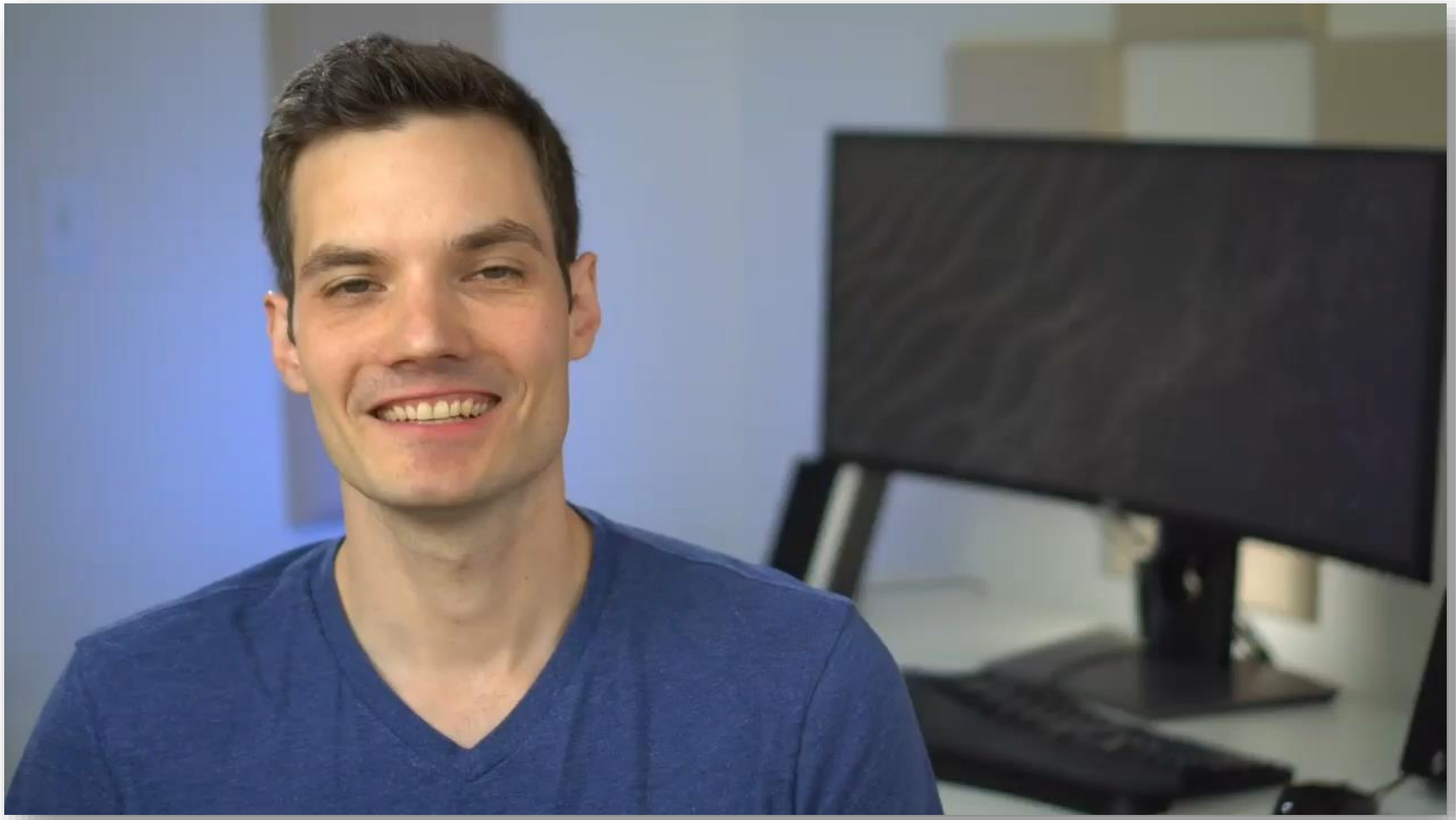
- Flexibility and Accessibility
- Consistency of Message
- Reflective and Professional Development

Activity

1. Use YouTube to find a video clip of your favourite band or artist and integrate it into your 7th **slide**.
2. Use Slide Designer to find the best layout.
3. Add notes to your slide.
4. Finalise your presentation — **Slide 8**.

PPT to PDF & Outlook Sharing

- The benefits of PDF format
- File menu & Export
- File saving options
- Methods to convert your presentation to PDF format
- Quick Access Toolbar customisation
- Email as a PDF attachment



Why customise the Quick Access Toolbar?

- Improves Efficiency and Workflow
- Personalises the Interface
- Enhances Productivity During Live Delivery
- Demonstrates Digital Confidence

Activity

1. Save your presentation in PPT and PDF formats.
2. Share your presentation by using Outlook.

Presenting PowerPoint Slides

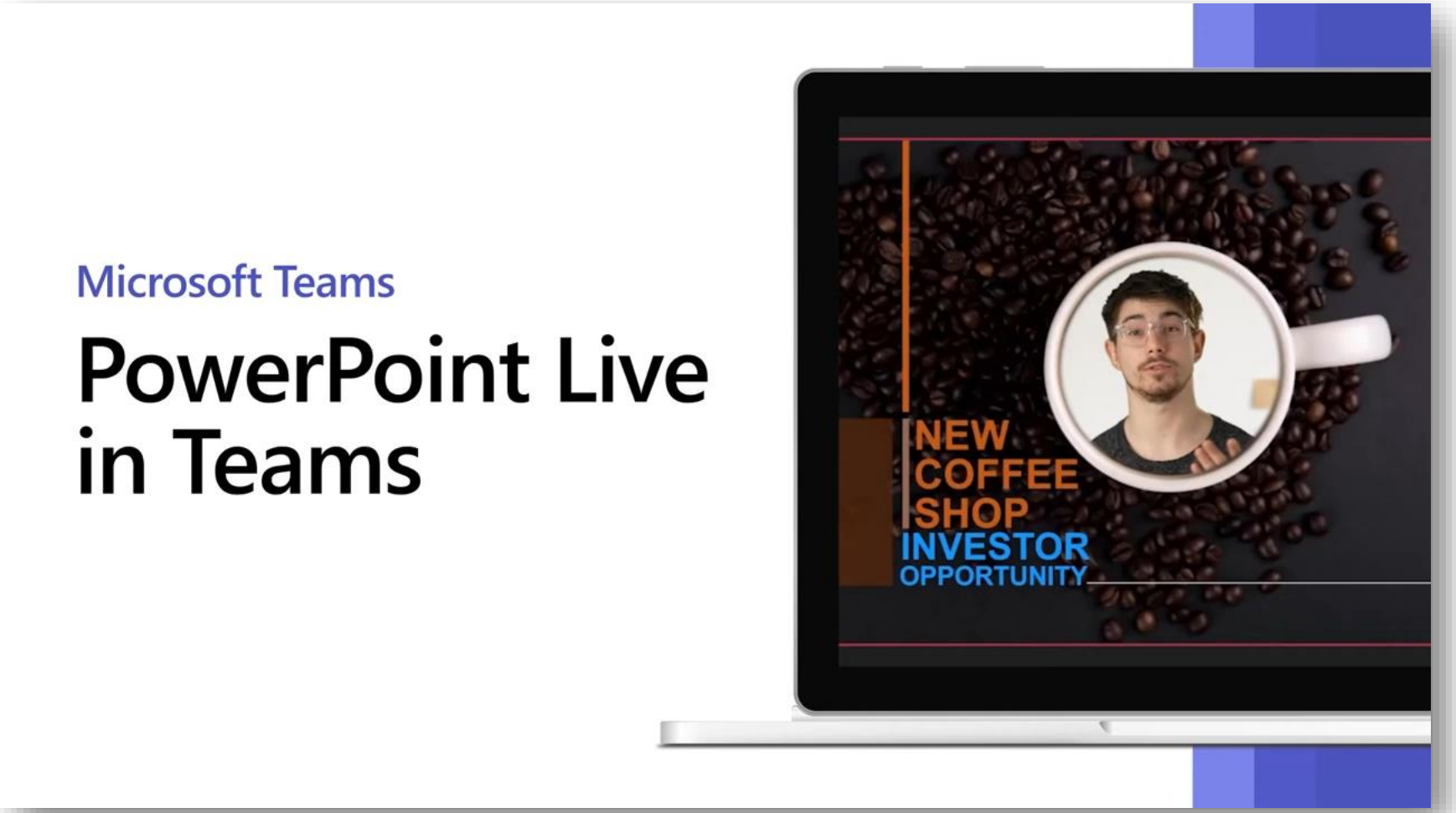
- Slide Show set up
- Presenting View
- Slide navigation panel
- Pen & laser pointer tools

How can we improve collaboration in PowerPoint?

- Use the Microsoft Office 365 ecosystem
- Work on Shared Files in OneDrive or SharePoint
- Use PowerPoint Live in Microsoft Teams

PowerPoint Live in Teams

- An inclusive and engaging way of presenting
- Advanced Presenting View
- Cameo
- Sync to Presenter
- Accessibility tools:
  - Screen readers for narration
  - High contrast view
  - Slide translation
- Co-presenting & Take Control option



Recap

By the end of this session, you can:

- Create clear, professional slides using PowerPoint tools and layouts.
- Add transitions, animations, and media to make presentations engaging.
- Record and save your presentations in different formats.
- Confidently present a short slideshow using Presenter View or PowerPoint Live online.

Next week Presentations Good Luck Everyone.

Do you have any questions?