

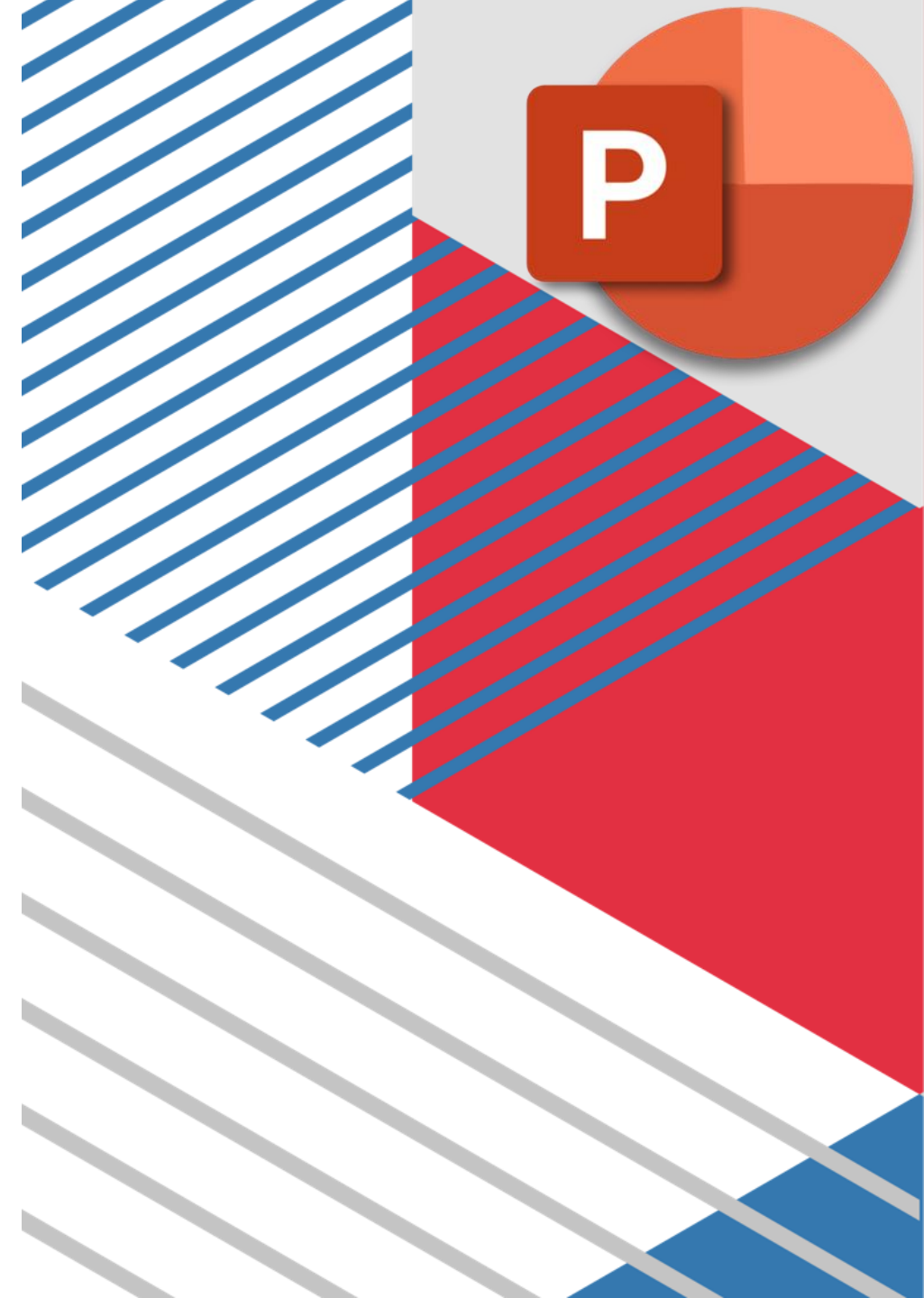


Microsoft PowerPoint

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.

Key features are:

- 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



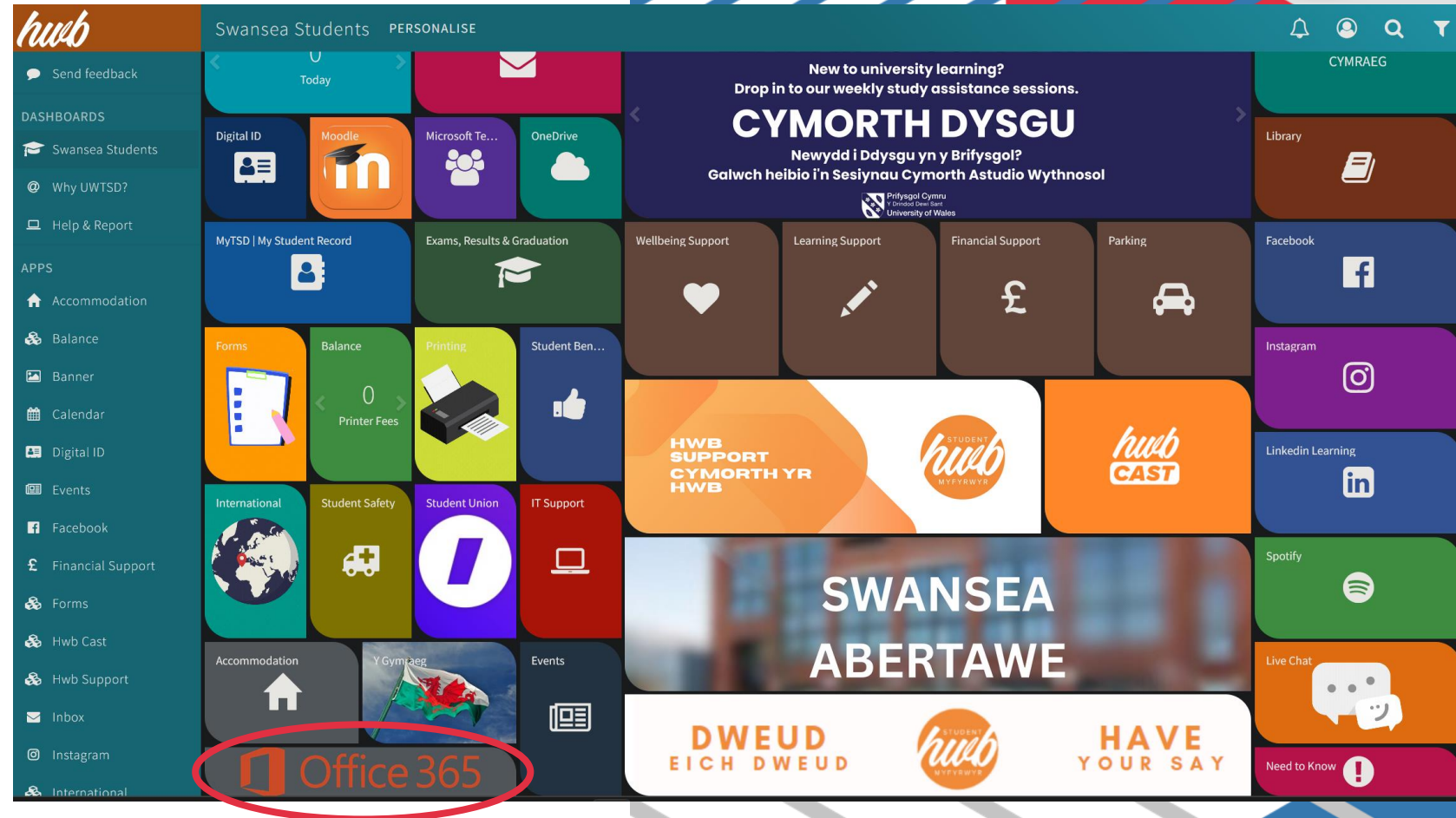
How to access with your student account?



Obtain Microsoft Office 365 with a student account:

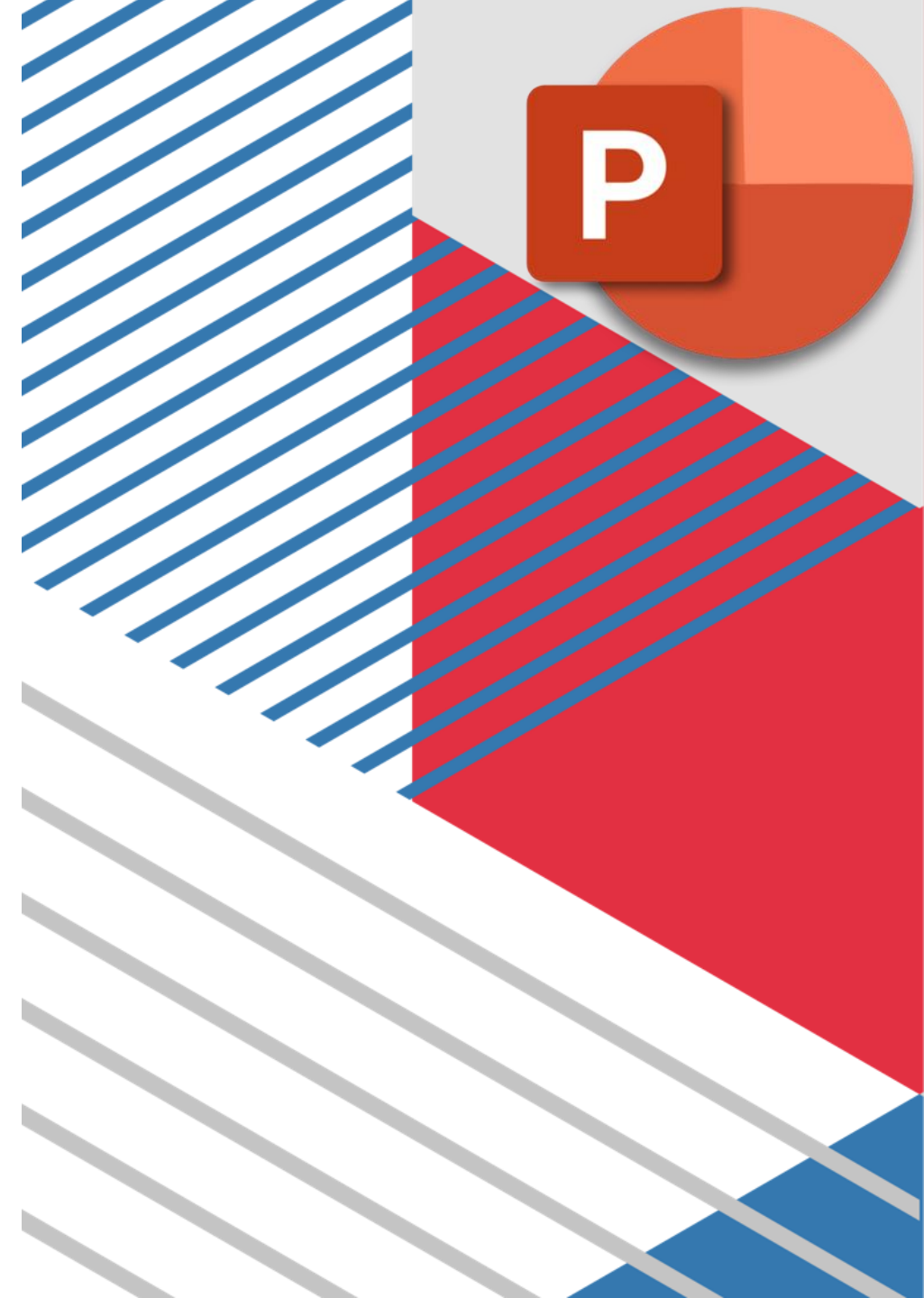
<https://hwb.uwtsd.ac.uk/dashboard/swanseaabertawe>

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

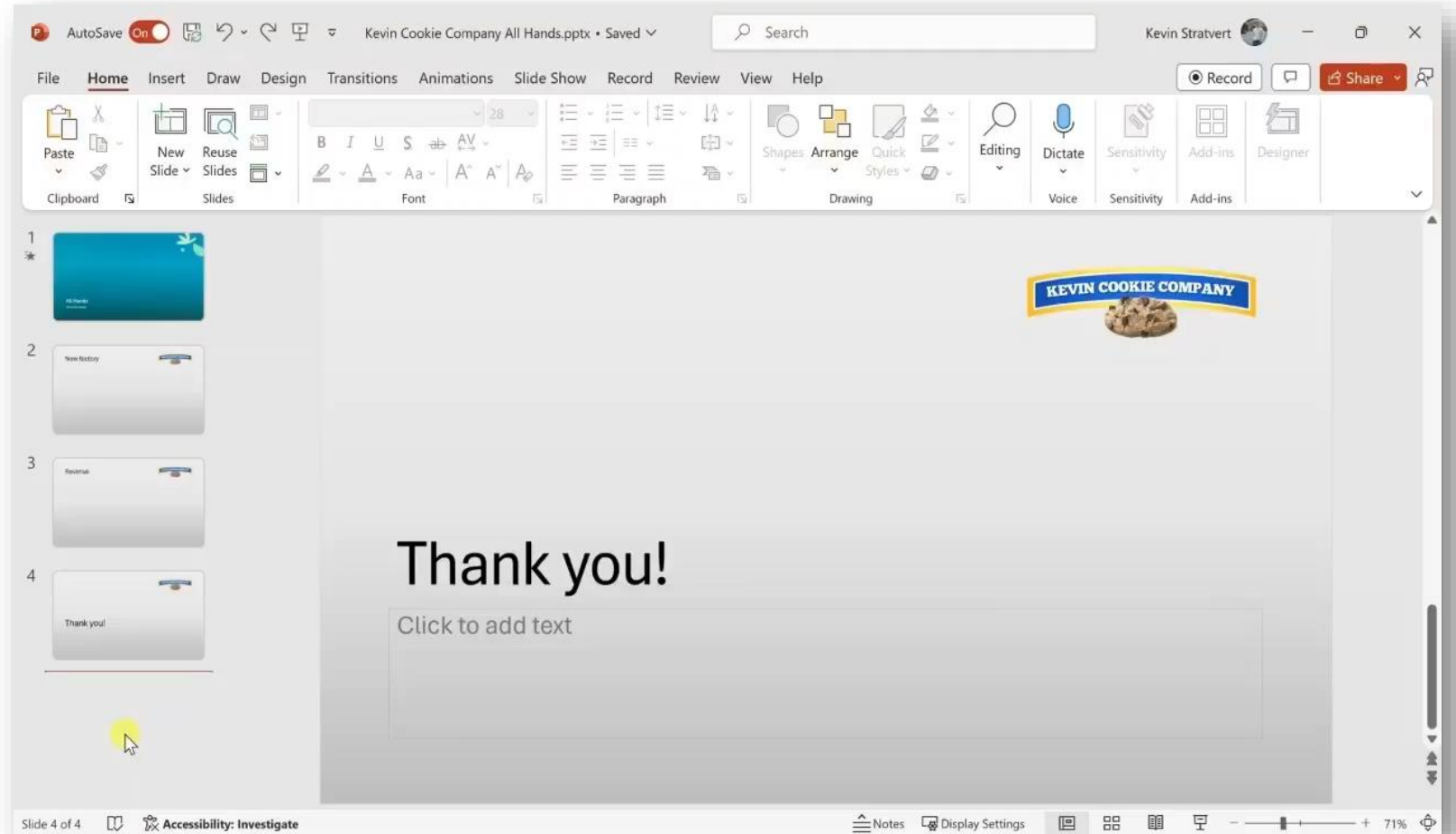


“Design is not just decoration. It’s about making information clearer and more effective.”

(Reynolds, 2008, p. 25)

Visual Effects

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

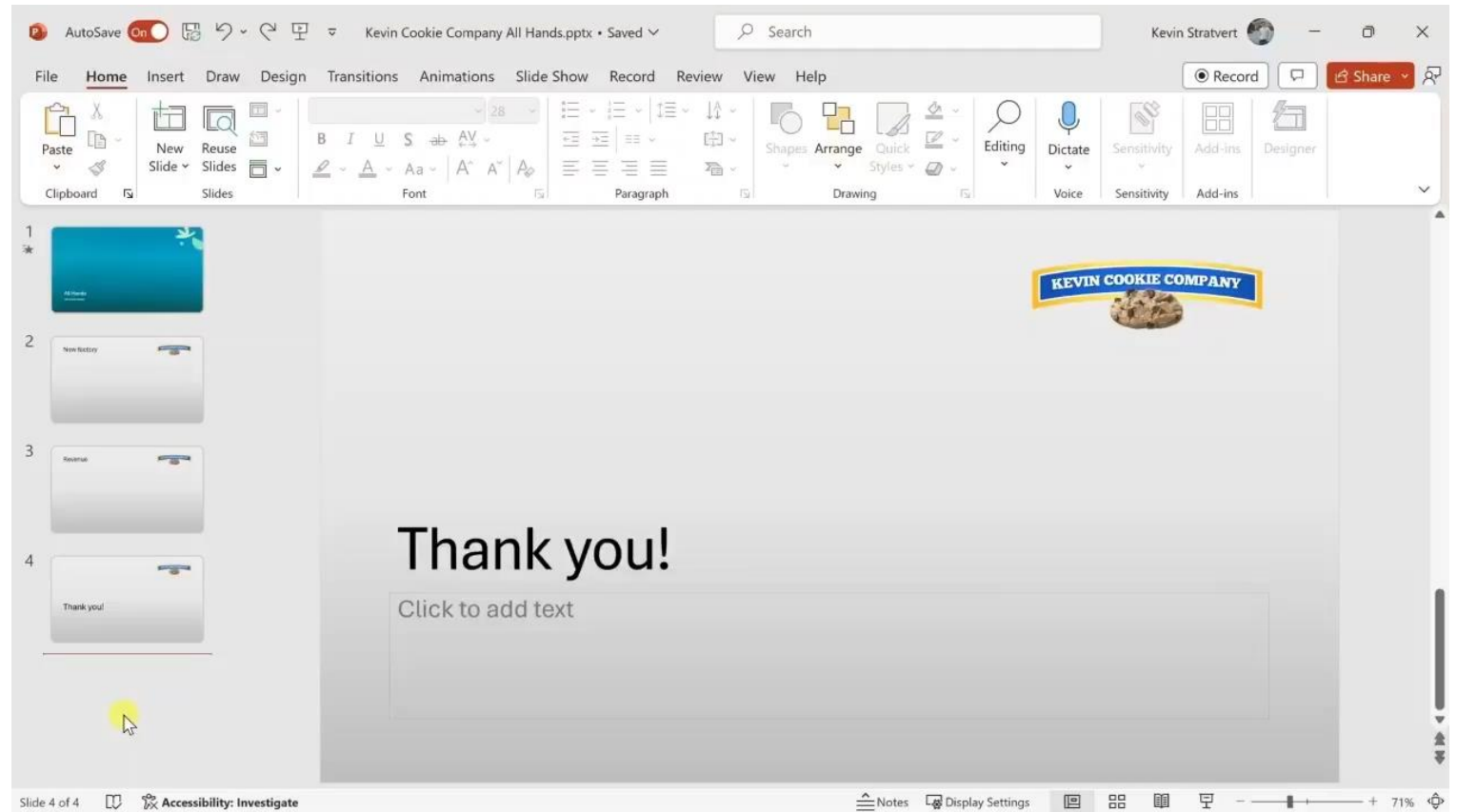


Activity Why do you like this band/artist

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



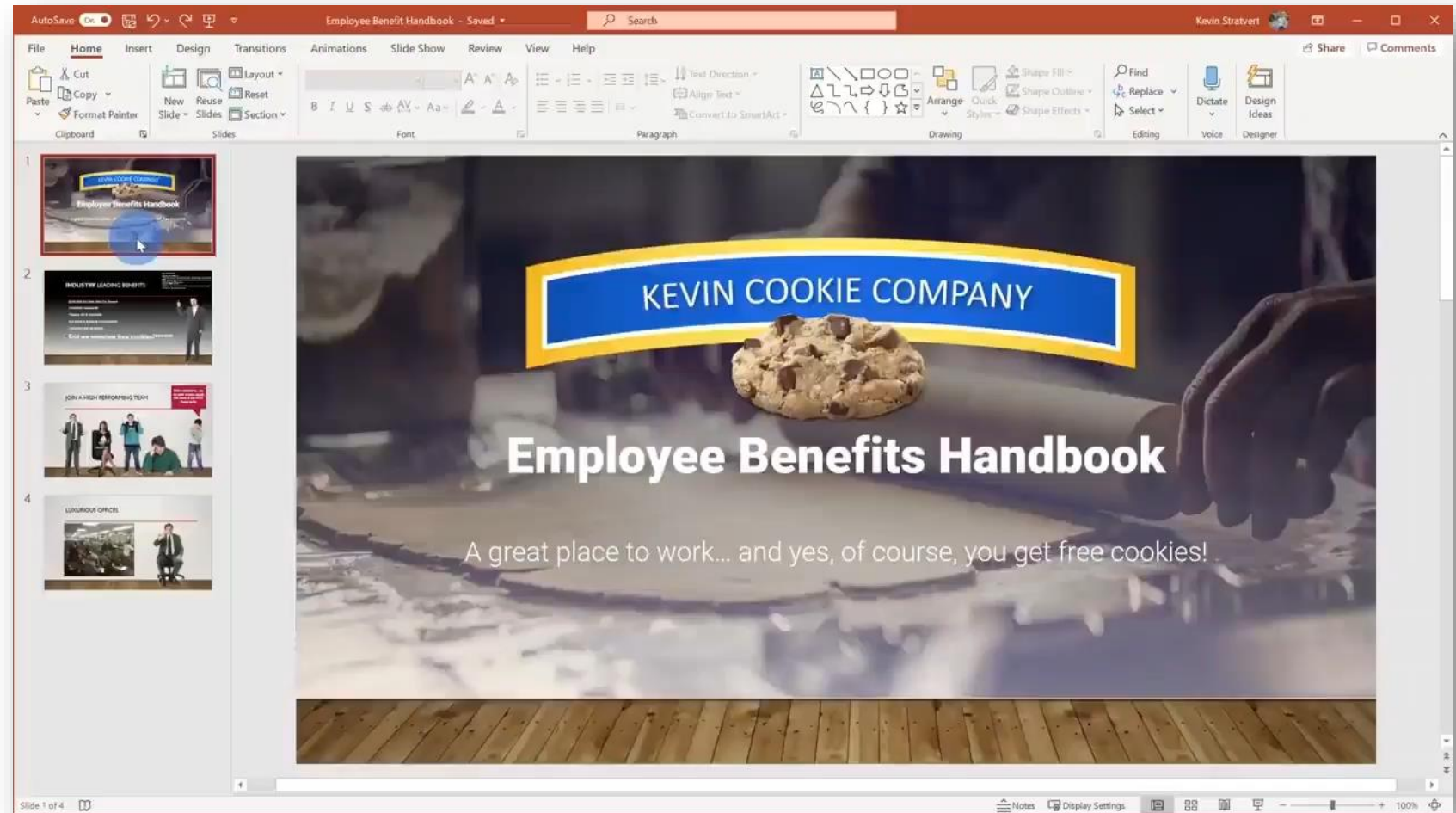
Activity

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.

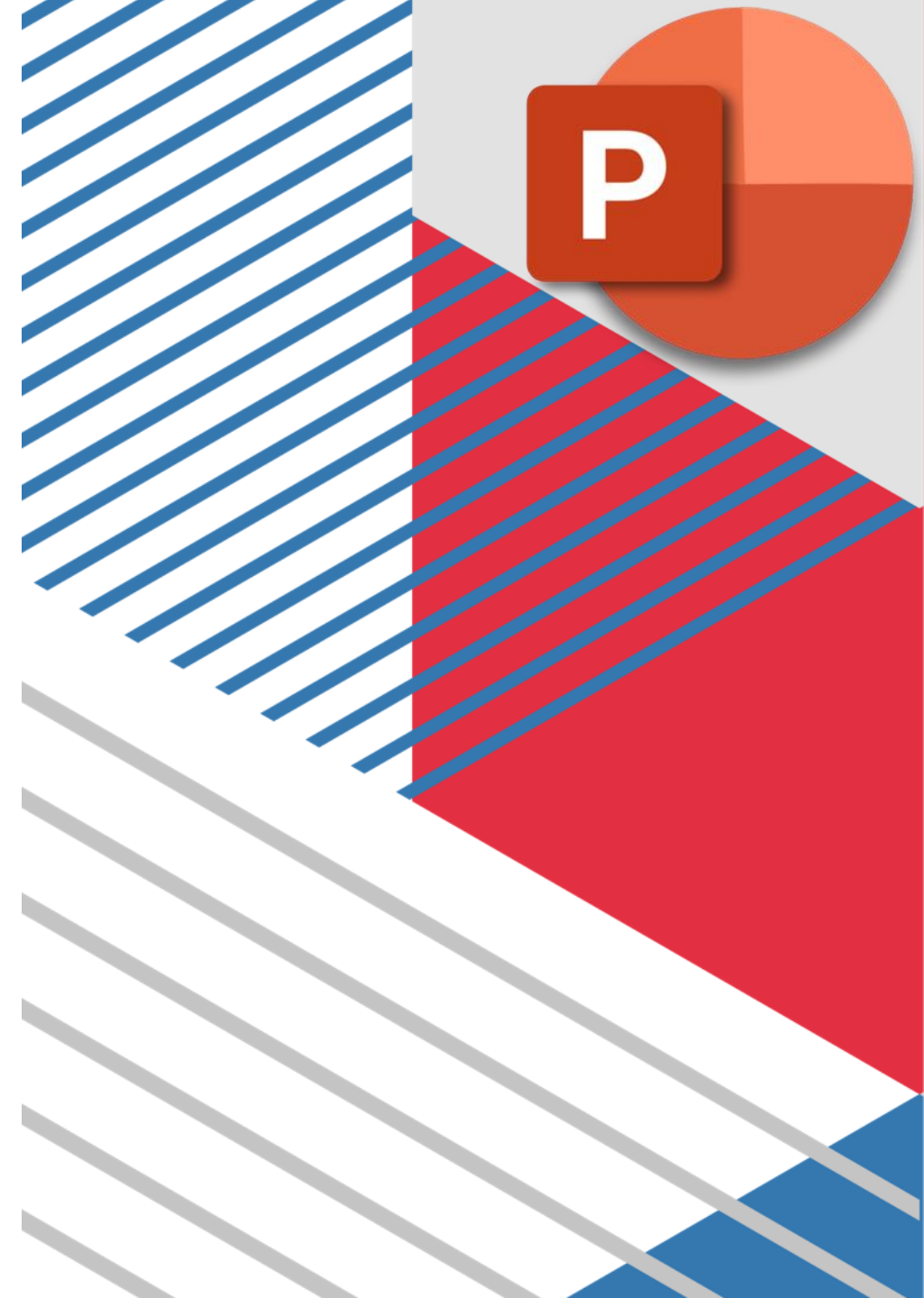
Is background music always suitable for your presentations?

Effective Use:

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

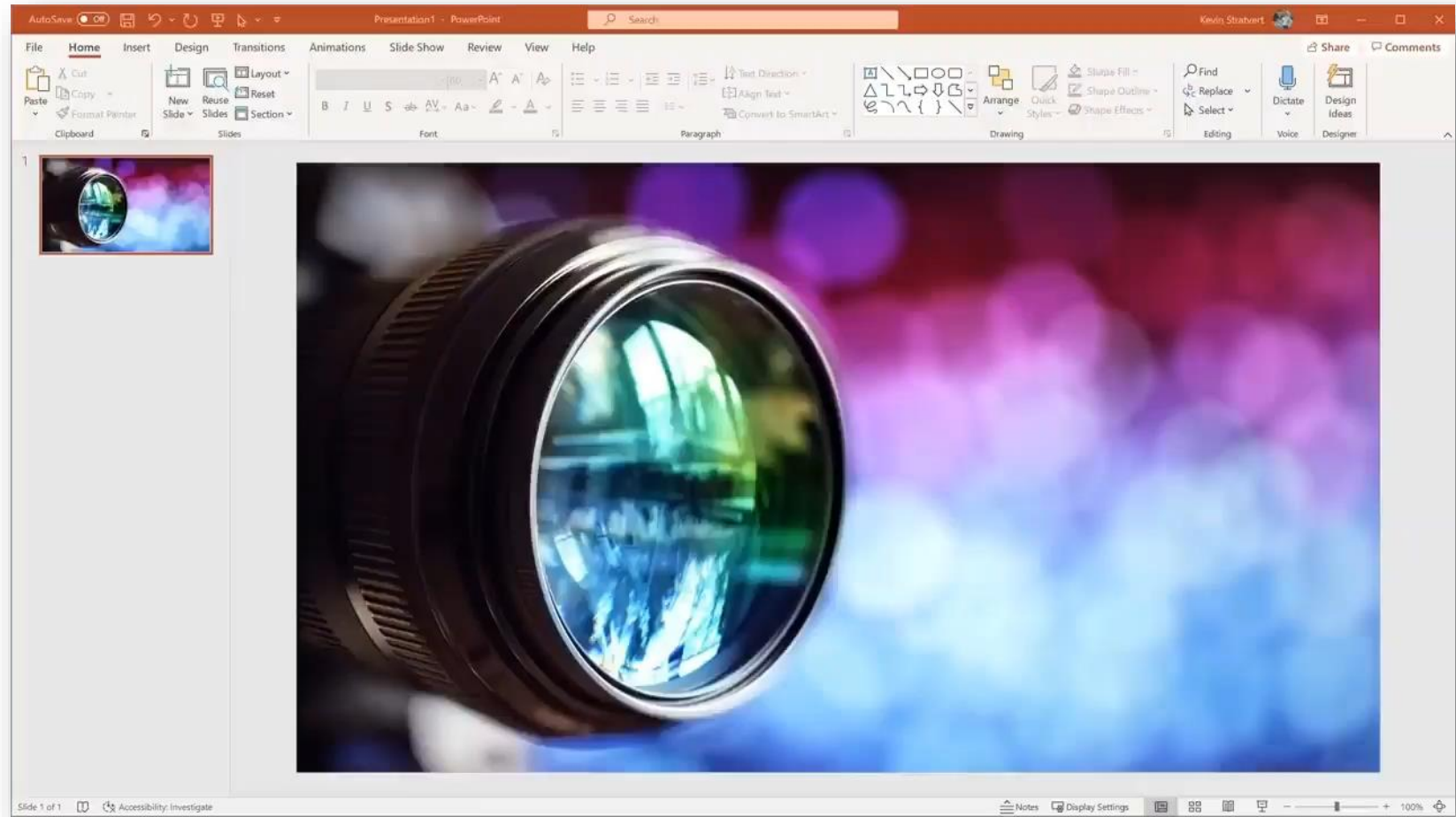
Ineffective Use:

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



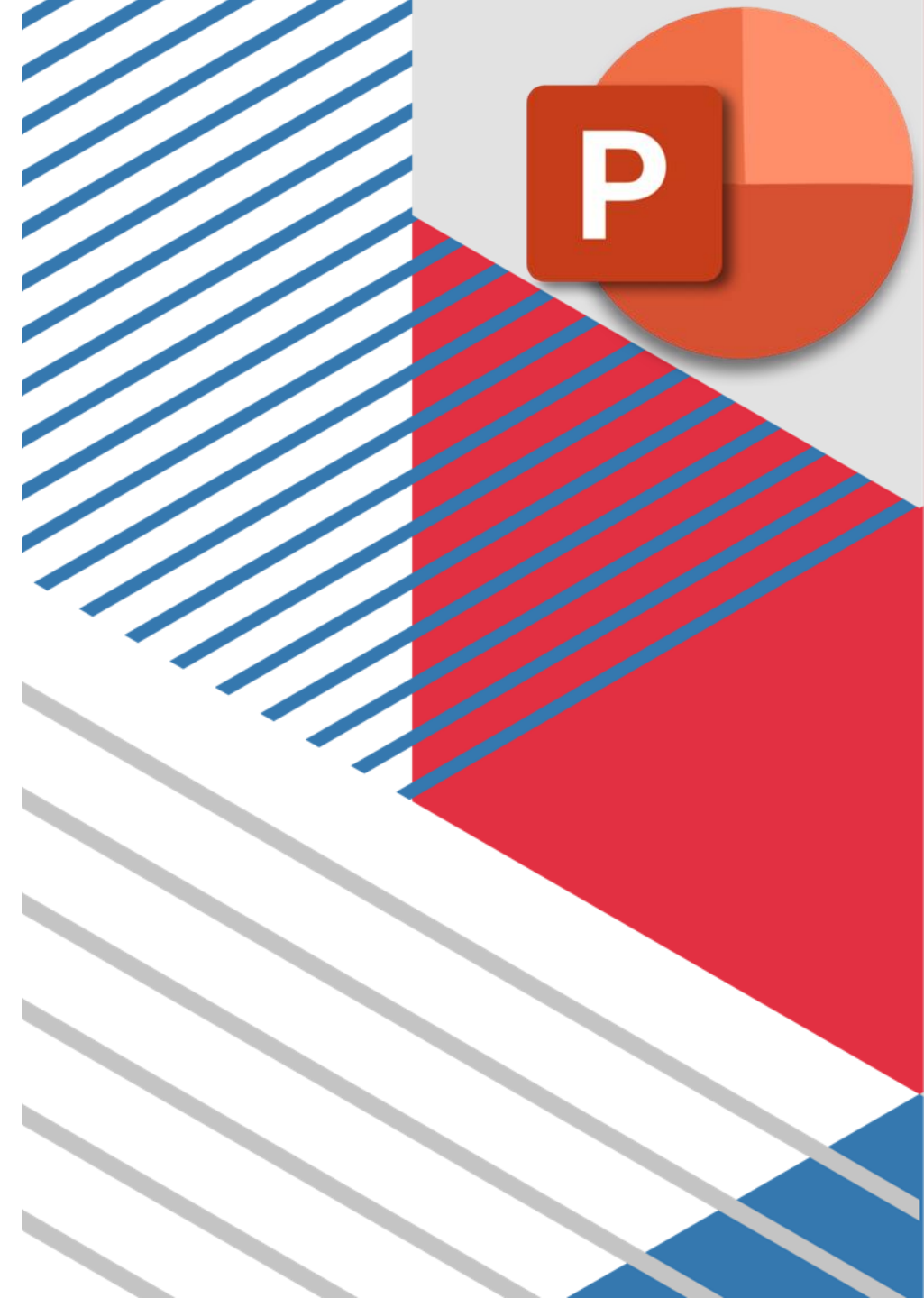
Video Integration

- 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

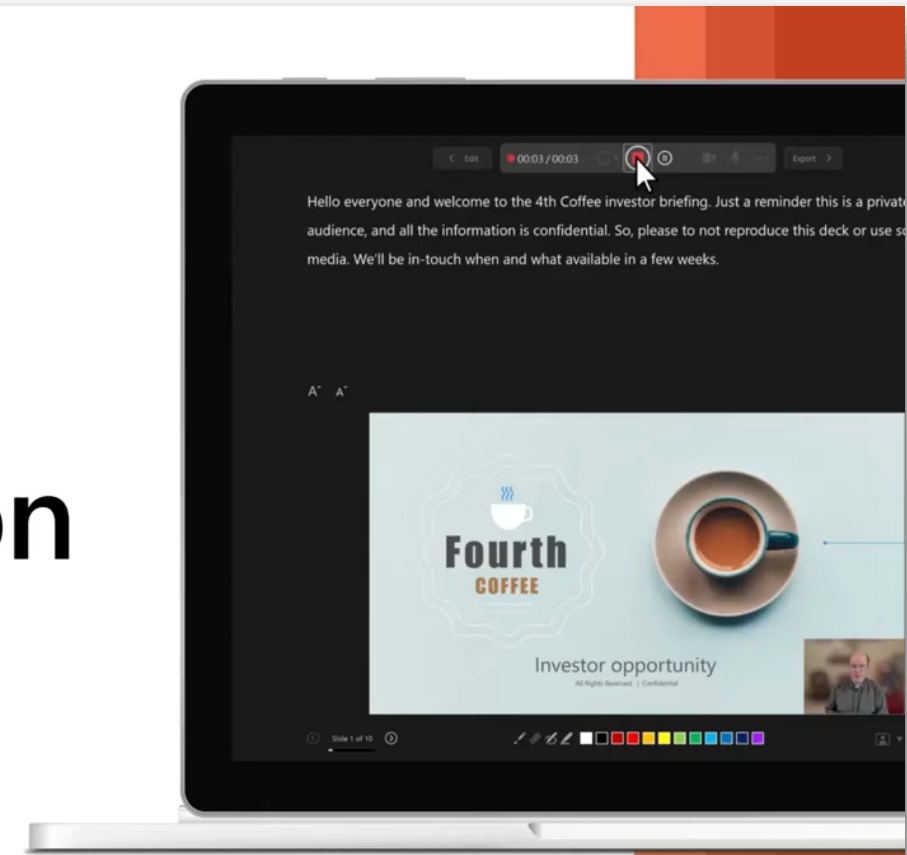


Recording PowerPoint Presentation

- 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

Microsoft PowerPoint

Record a presentation





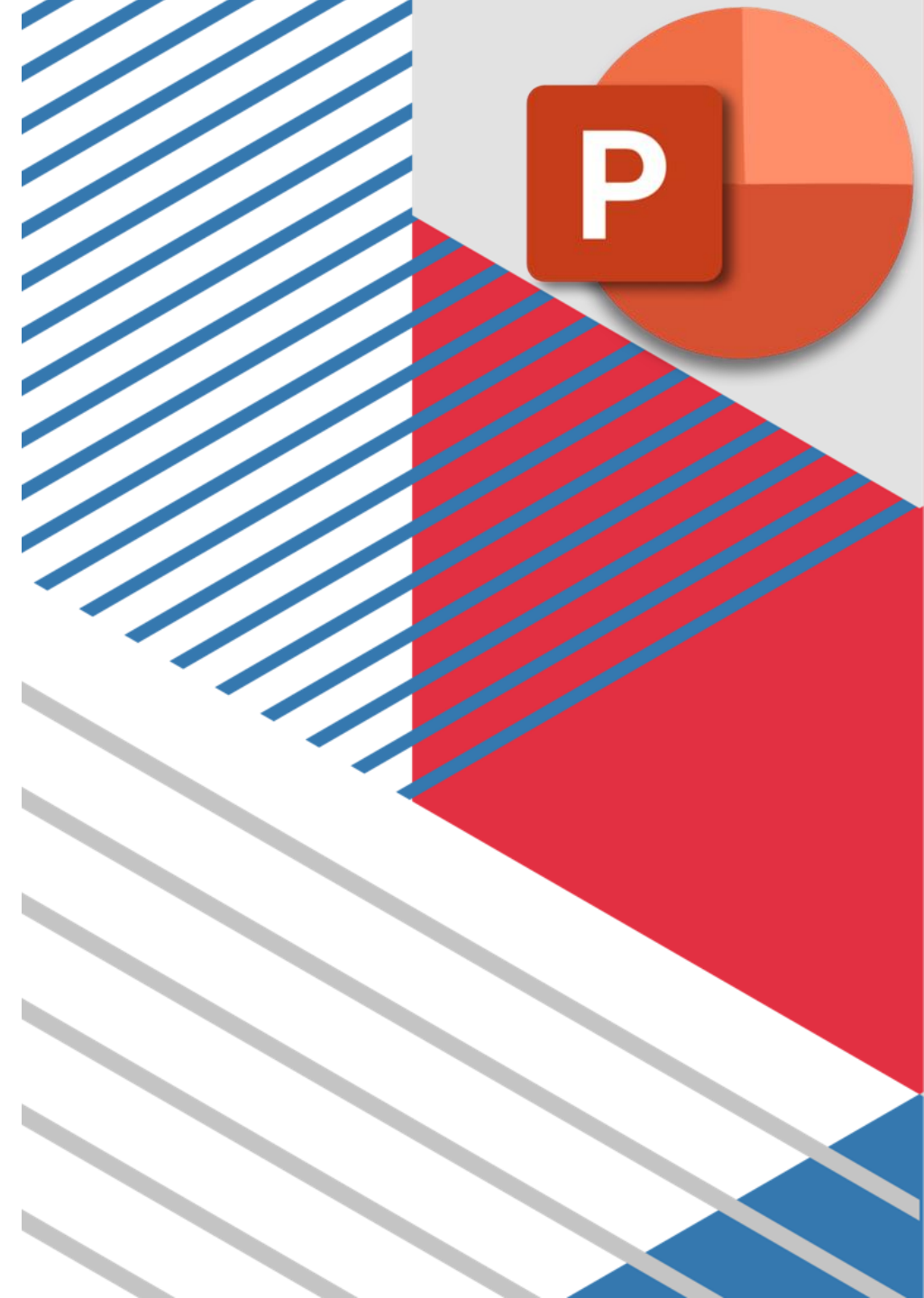
How can recorded presentations improve learning or communication compared to live delivery?

- 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





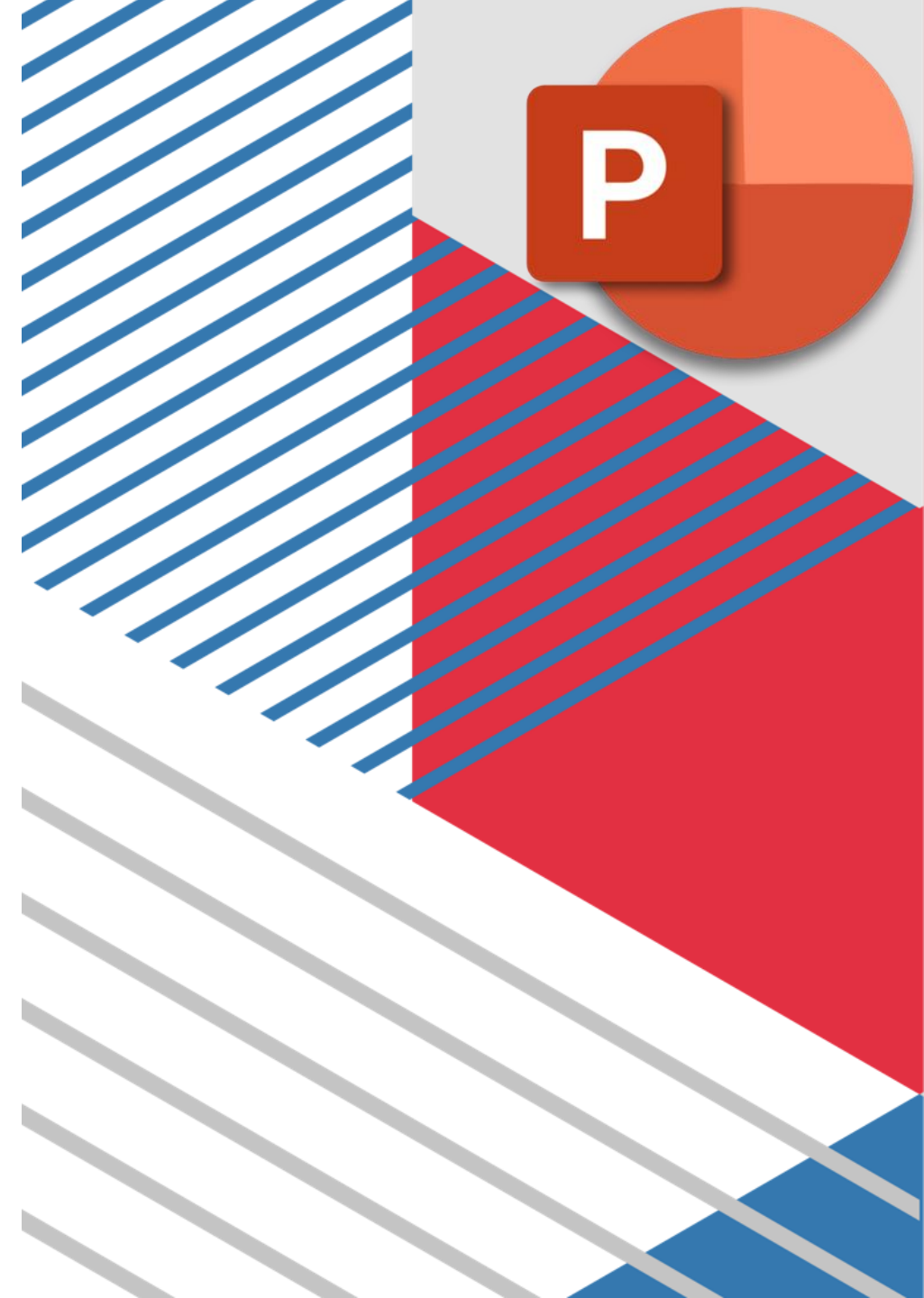
Why customise the Quick Access Toolbar?

- 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

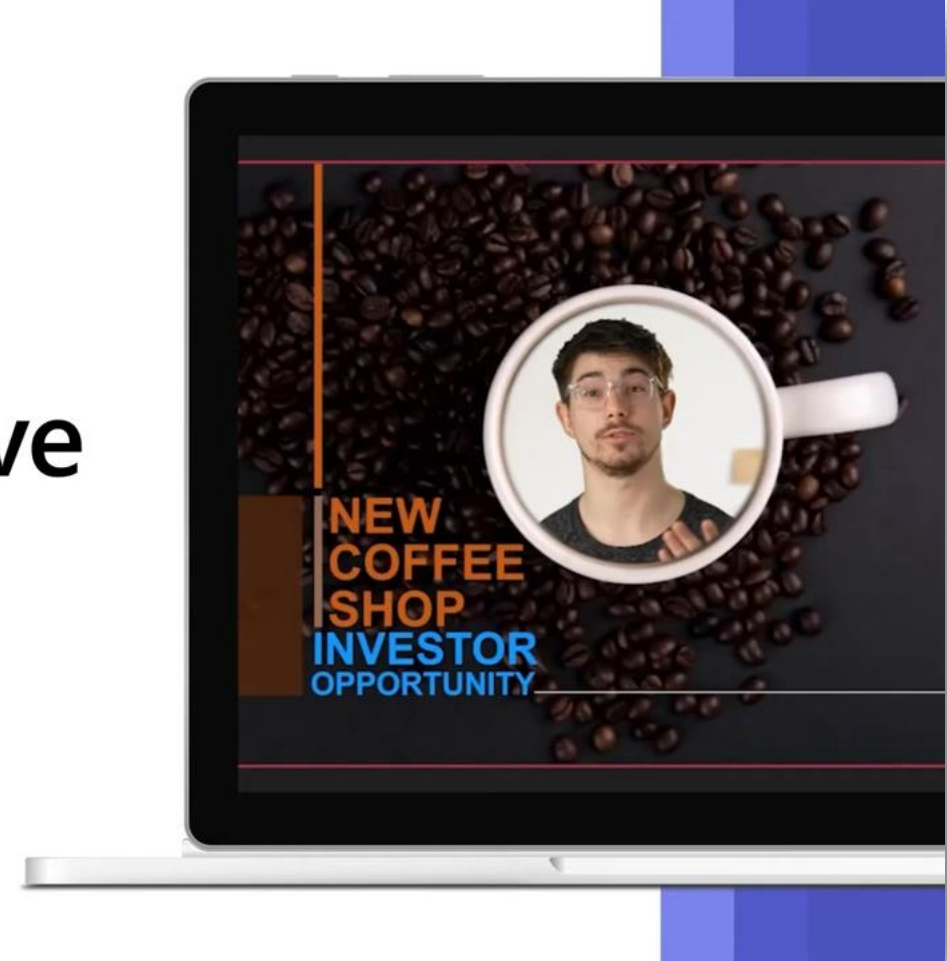


PowerPoint Live in Teams

- 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

Microsoft Teams

PowerPoint Live in Teams





Using Canva

Creating professional materials

What is Canva?

- Canva is a web-based graphic design platform
- It allows users to create visual content without specialist design skills
- Widely used in education, business, and professional settings
- Works in a browser with cloud-based saving



Why Use Canva?

Supports clear and professional academic communication

Helps present complex ideas visually

Reduces time spent on layout and formatting

Suitable for presentations, posters, and group work



Getting Started

Please only use the free option available

1

Go to
www.canva.com

2

Sign up or log in
using your
university email

3

Check if Canva for
Education features
are available

4

Familiarise yourself
with the homepage
and design
dashboard

Choosing the Right Design

- Select the correct format for your task:
- Presentation
- Poster
- Document
- Infographic
- Check size and orientation match assessment guidance
- Avoid resizing designs late in the process



Using Templates Effectively

- Templates provide structure and consistency
- Replace all placeholder text and images
- Avoid mixing elements from different templates
- Keep the same style throughout your work





Editing Content

- Click directly on text boxes to edit content
- Use clear headings to structure information
- Keep bullet points concise
- Use alignment tools for a clean layout

Designing for Academic Clarity

- Prioritise clarity over decoration
- Use bullet points instead of long paragraphs
- Ensure font sizes are readable in presentations
- Maintain white space to avoid clutter

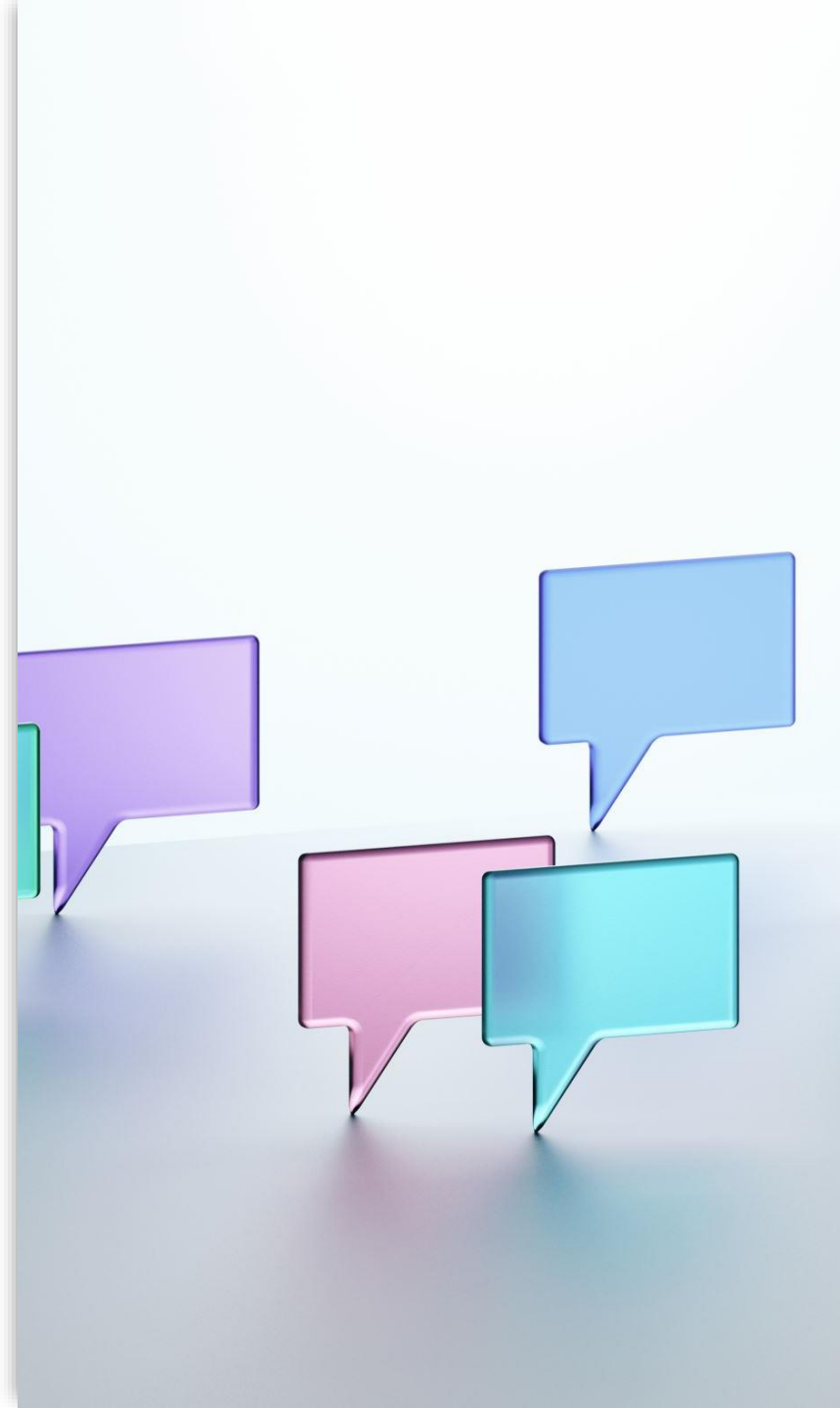


Adding Images and Visuals

- Use visuals to support understanding
- Insert charts or diagrams for data or processes
- Avoid decorative images without purpose
- Ensure visuals are accurate and relevant

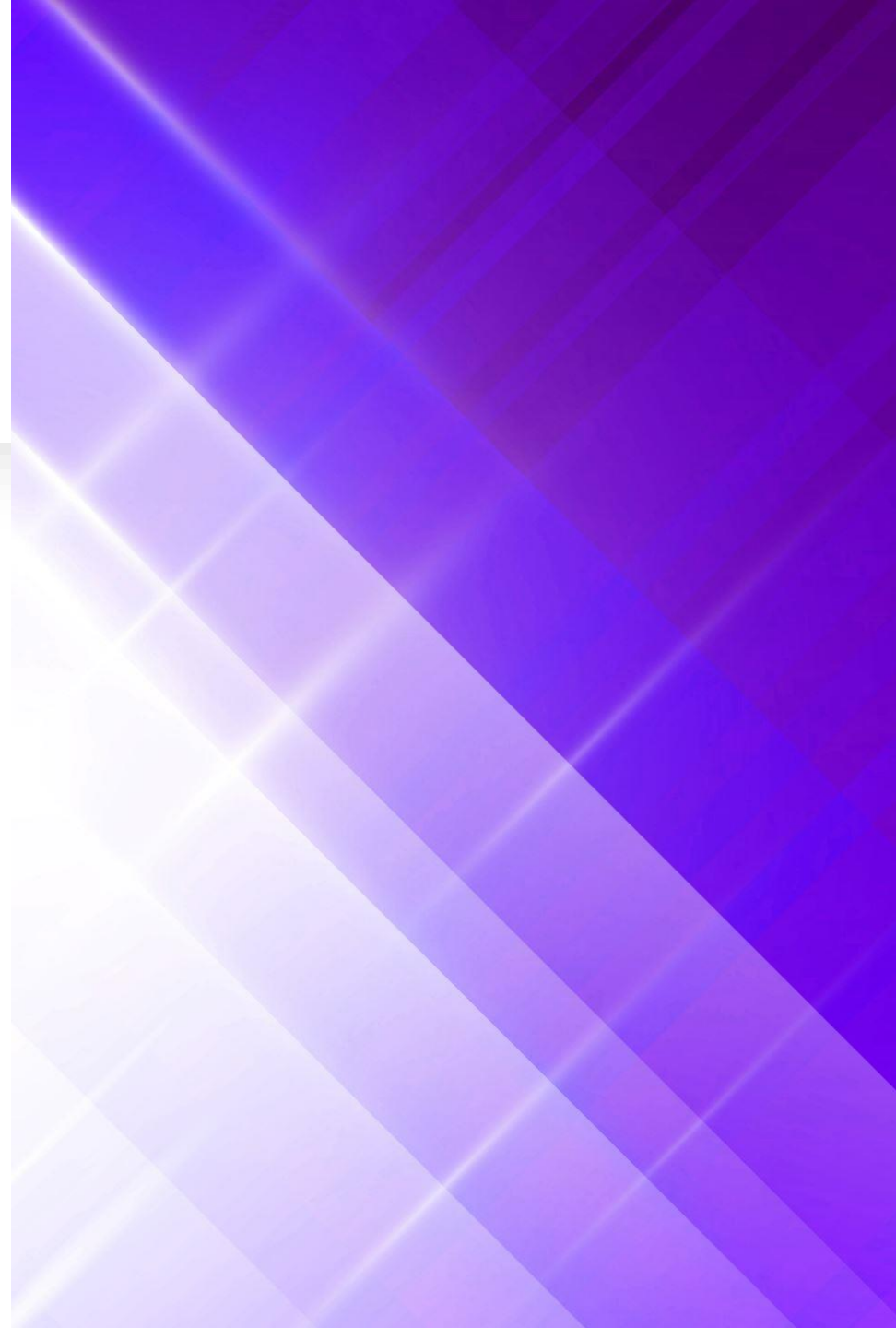
Collaboration and Feedback

- Share designs with peers or tutors
- Set permissions: view, comment, or edit
- Use comments to give and receive feedback
- Supports effective group assignments



Accessibility and Good Practice

- Choose clear, readable fonts
- Use strong contrast between text and background
- Avoid colour combinations that reduce readability
- Add alt text to images where possible



Exporting and Submitting Work

- Download as:
- PPTX
- PDF
- Image formats
- Check formatting before submission
- Ensure file type meets assessment requirements
- Use Canva's Present mode if appropriate

Key Takeaways

All academic content must
be your own

Avoid over-designing at
the expense of substance

Follow university guidance
on academic integrity

Canva supports learning —
it does not replace it

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.



Home Work

Write 500 words (No References)

Reflective essay on what you have learned in class up till the end of Week 5

Submit to Turnitin By Friday 20th February 23.59

Also

Explore the Slide Show & Presenting View.

Practice using Slide Show and PowerPoint Live

Record your Music presentation on teams

LINKEDIN LEARNING POWERPOINT & CANVA

Deliver a powerful message with a powerful
presentation | LinkedIn Learning

Create professional designs with Canva | LinkedIn
Learning



**Next week Reading week,
NO in class Lecture
Thank you for your time.**

Do you have any questions?

