

CertHE Skills for the Workplace

Creating Good Presentations

- Aims of presenting
- ABC of presenting
- Before and during presentations
- Creating a PowerPoint

The aim of your presentation

- To send a clear, persuasive message confidently
- To engage your audience
- To present info accurately and memorably

The ABC of Presenting

- Accuracy
 - Spelling, content etc
- Brevity
 - Points should be what the audience ***must know***
- Clarity
 - Neat, simple, uncluttered

Creating your PowerPoint

- Follow the ABC rule
- Remember visibility
- Make it interesting
- Plan the sequence
 - Title slide
 - Intro slide
 - Slides of topics
 - Concluding slide (+ refs if necessary)

Before the presentation

- Preparation
 - Know the equipment
 - Know the room
 - Know the information

During the presentation

- Breathe
- Take your time
- Don't ONLY read the slides
- Don't ONLY read your notes

Presenting yourself

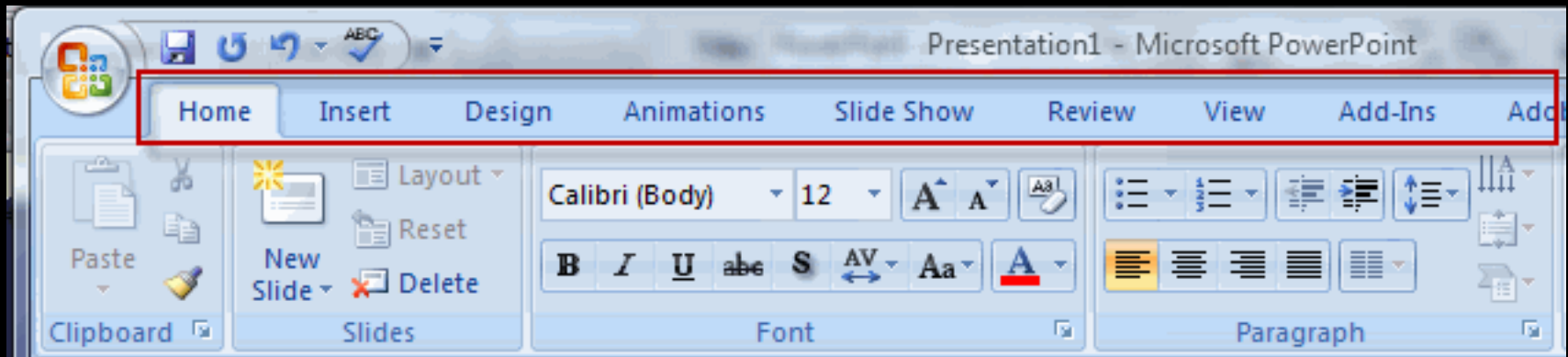
- Open body language
- Eye contact
- Use gestures
- Don't fiddle
- Speak out into the room

Creating a PowerPoint Presentation



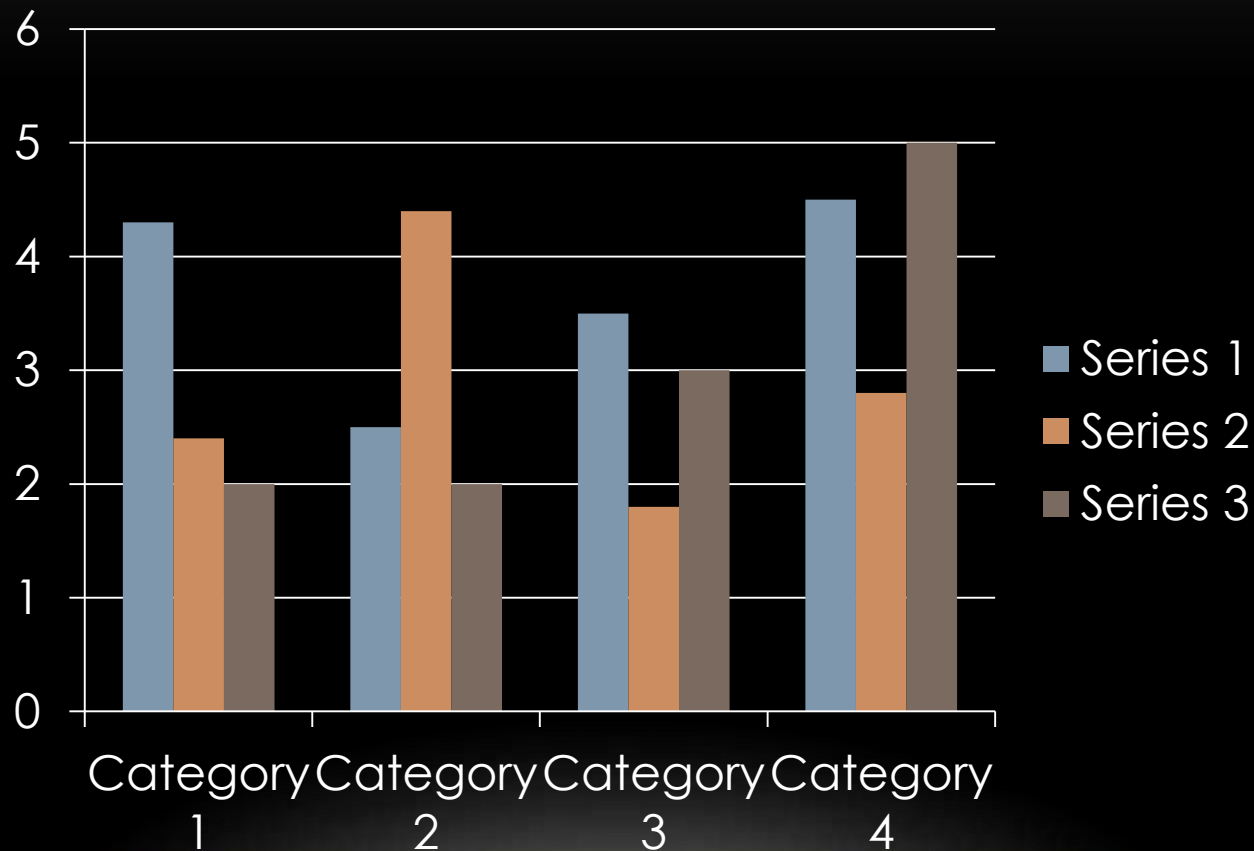
The Tool Bar

- Home – similar functions to Word
- Insert – pictures, film, hyperlink, tables, charts
- Design – themes of the slides, background
- Animations – moving objects in the slide
- Slide Show – see the show
- Review – Spelling, Thesaurus
- View – seeing the slides

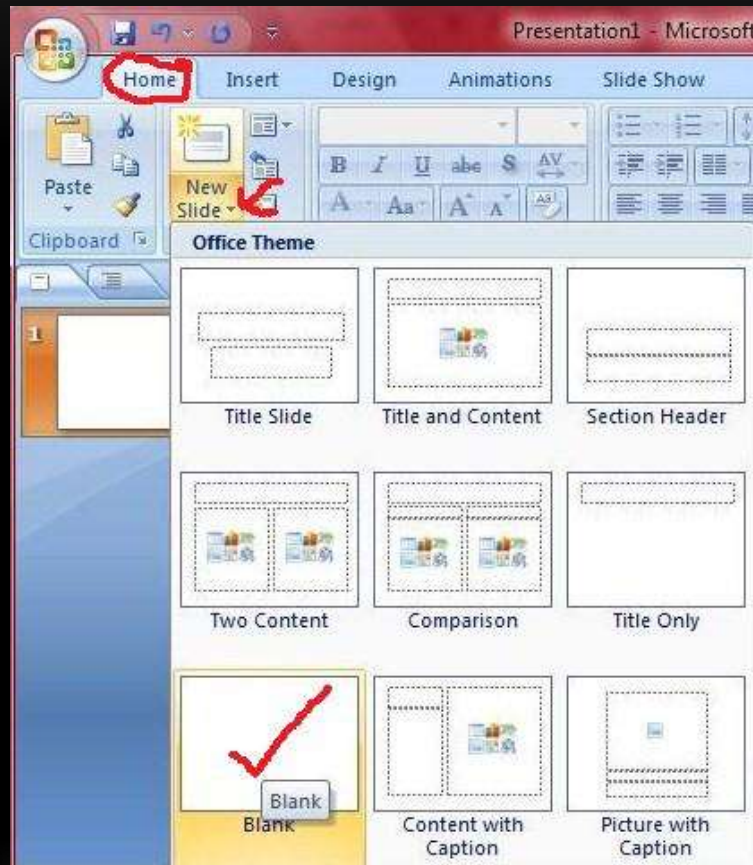


Charts:

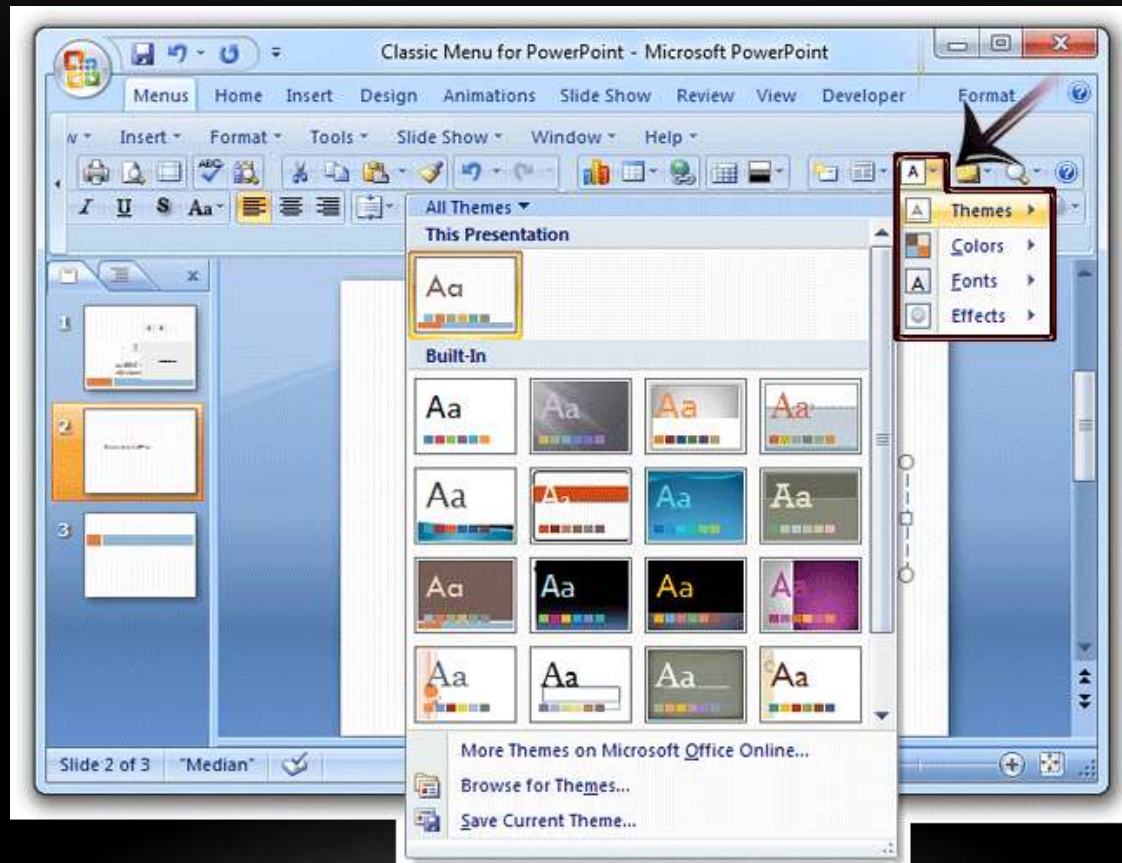
Copying data from Excel into PP



New Slide and Slide types

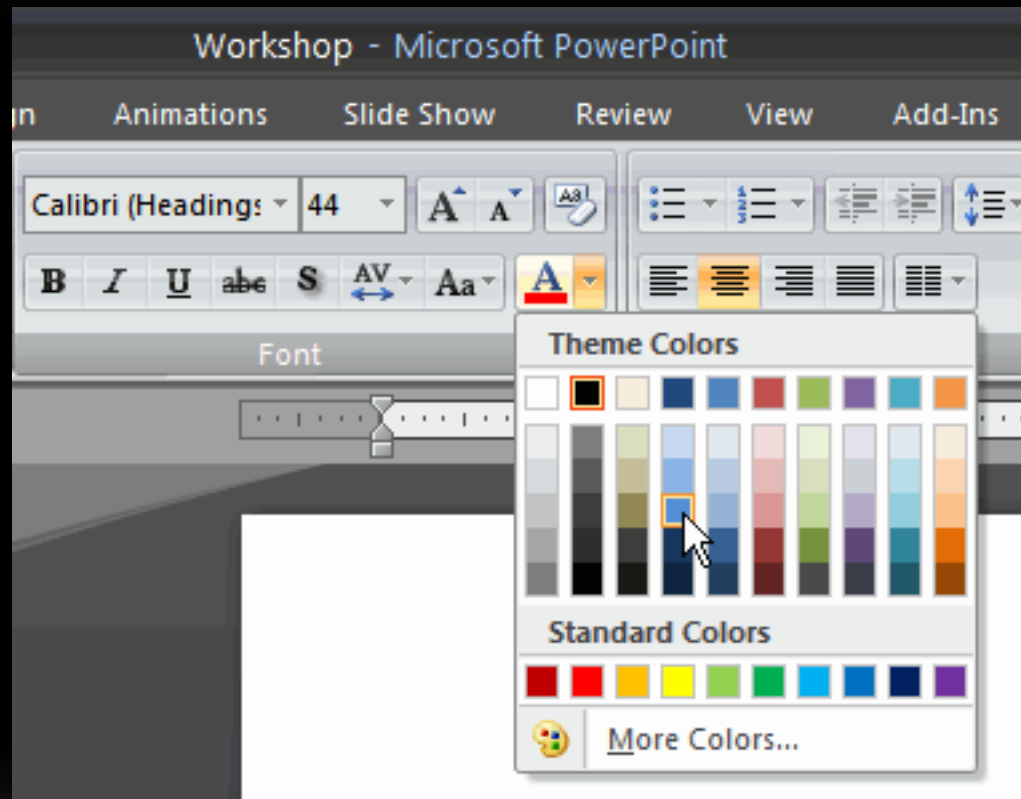


Choosing a theme



Colours and Fonts

- Choose contrasting colours
- Choose a clear bold font



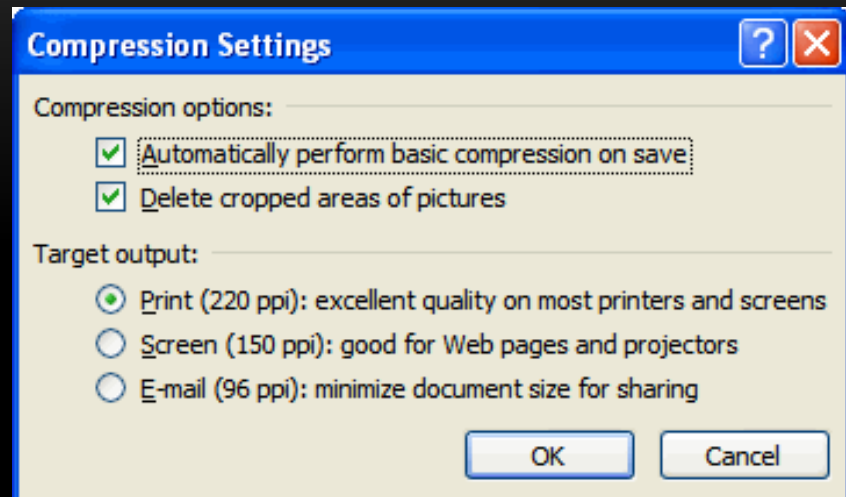
Backgrounds

- Go to Design, Background Styles
- Choose style or insert a picture
- Widen picture in page set up, if necessary



Inserting Pictures

- Pictures from
 - Your files
 - From clip art
 - From online sources
- Adjusting your pictures



Inserting more info

- Header and footer

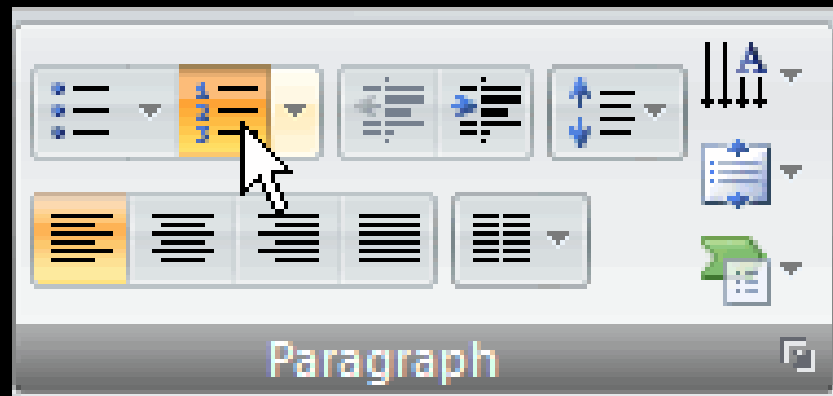
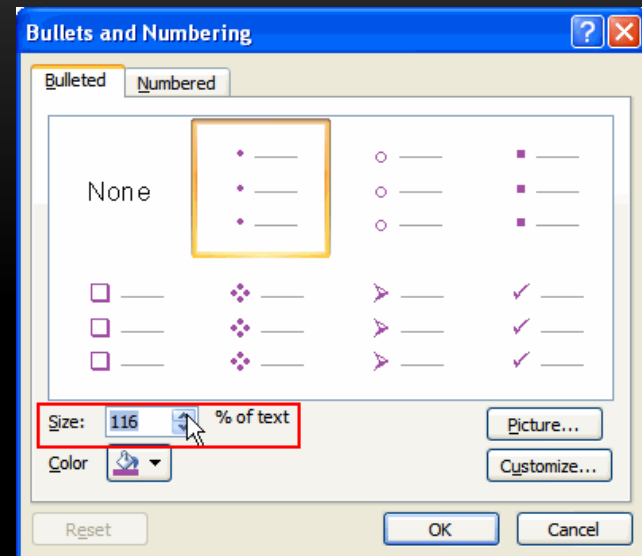
- Page number
- Date
- Time
- Title or author

Available on 'Insert' tab,
in 'Text' section

- Text box – available on 'Home' tab, in 'Drawing' section
- Hyperlink – available on 'Insert' tab, in 'Links' section

Lists

- Bullet points
 - Customise bullet points
- Number lists
 - Customise number list



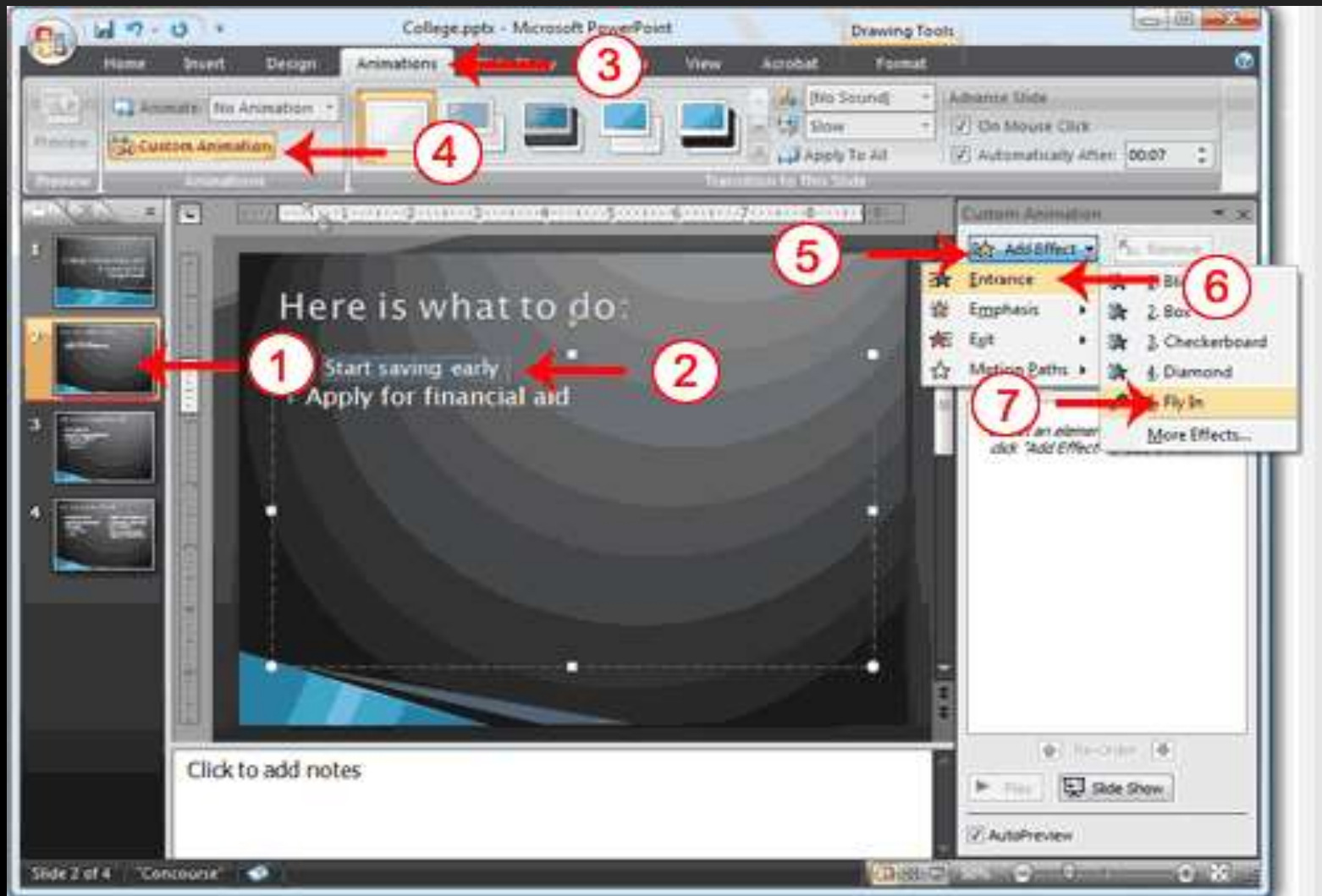
Animations

- 4 types
 - Entrance – how something arrives on the slide
 - Emphasis – draws attention to something
 - Exit – how something leaves the slide
 - Motion – determines a path of movement in the slide
- Animations can be customised

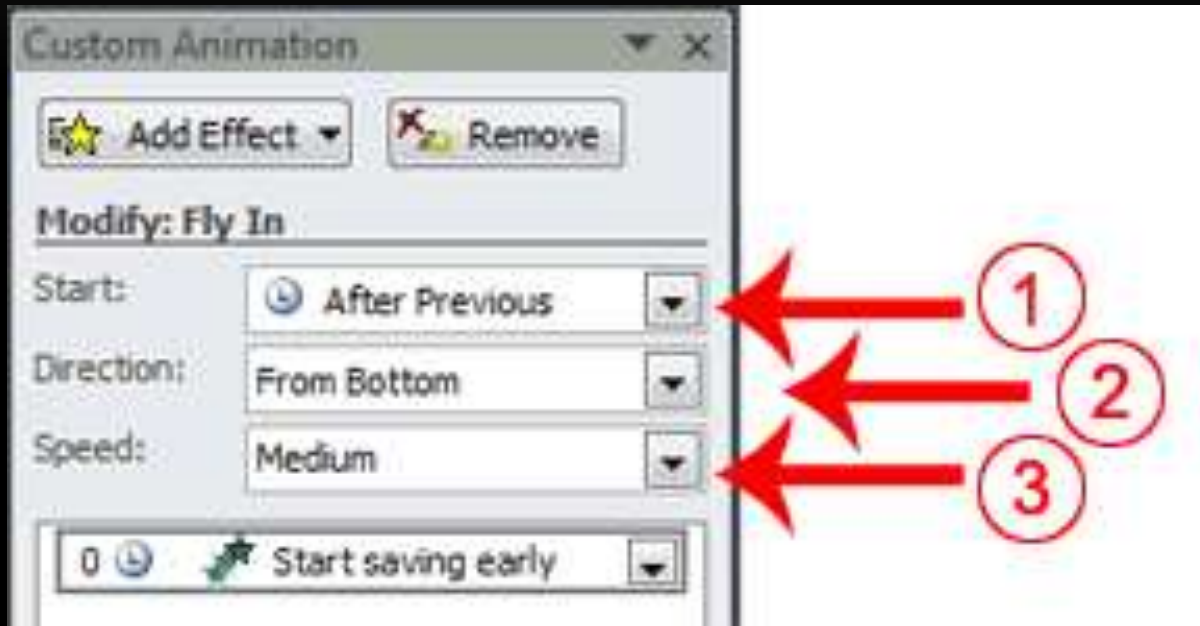
To Animate

- Highlight the part of the slide that you want to animate
- Choose 'Animation' tab
- Choose 'Custom Animation' in tool bar
- 'Add Effect' appears
 - Choose which of the 4 types of animation you want.
 - Then select your effect from the submenu
- Select 'Auto Preview' to see the animation

To Animate



To adapt your Effect



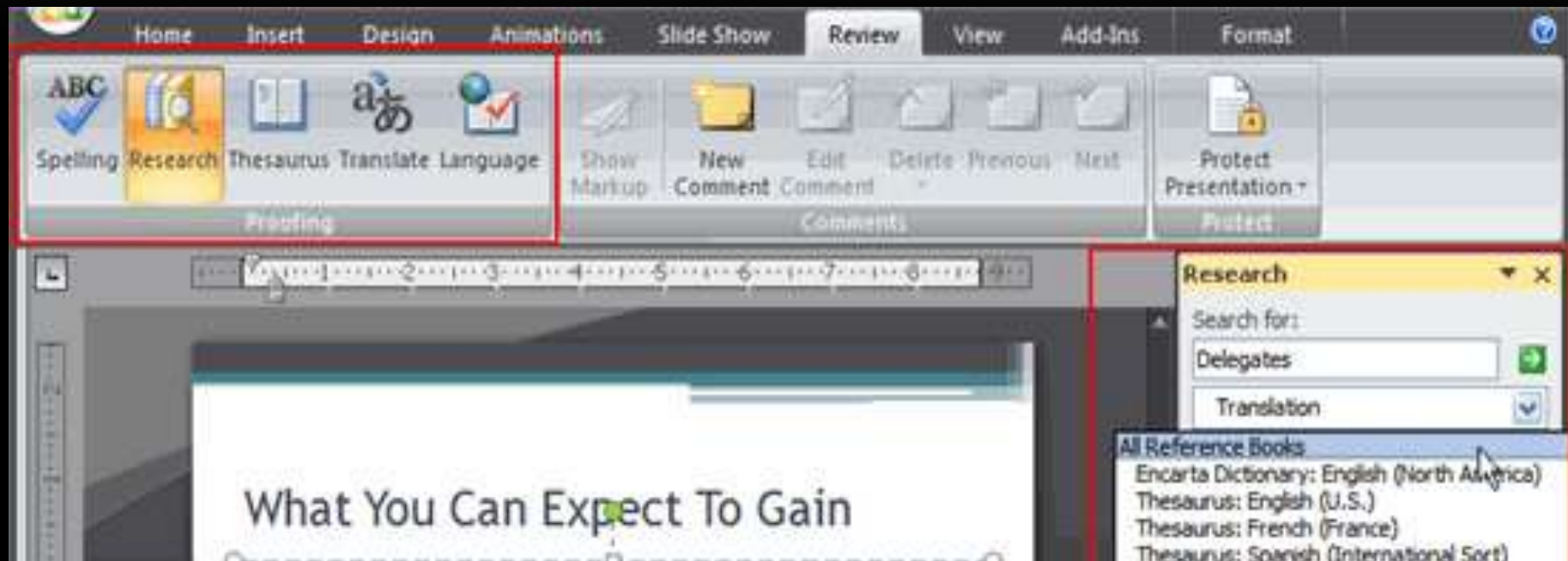
Transitions

- Alters how the slides appears in the show
- Choose 'Animations'
- Select the type of transition you want
- Then set timings on the toolbar
 - Select 'on click' or 'mouse over'
 - Timing in seconds
 - Then 'apply to all' or just that slide



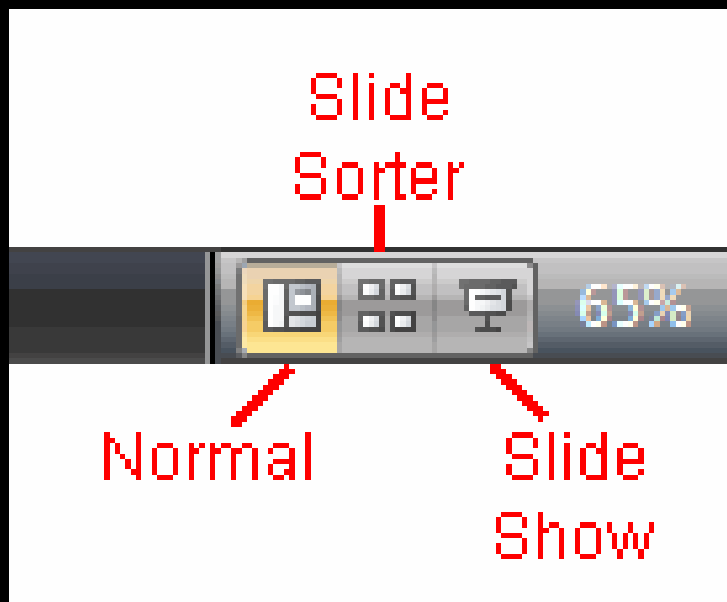
Review Tab

- Spelling, Thesaurus etc.



Viewing your Slides

- Normal – with or without side bar
- Sorter – view of all at the same time
- Slide Show – as a show



Save as...

- Save as a PowerPoint file (.ppt or .pptx)
- Save as 'PowerPoint Show' .ppts
- Save as pdf file (.pdf) when you want to upload the file to Moodle, the web etc. and don't need to make any further changes.

In Summary

- Presenting material is a necessary skill these days both in academia and employment
- To present using PowerPoint follow the **ABC** of presentations
- Using PowerPoint effectively means being accurate, brief and clear*