

Welcome to Digital Skills

LCLM4002 Digital Skills

Week 8





Let's remember last week!



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Finished? Help others

- Remember, if you finish a task early, you are invited to help others.
- As soon as you finish, come to the front and get a Digital Helper badge
- Then go around the room and help others complete the task.



What today is about

Use PowerPoint to make clear business slides

Design slides that are simple and easy to read

Use big fonts, clear colours, and alt text

Remember: Part 3 of your assessment Is Due in Week 10!

- DS3: Digital Portfolio + Audio Reflection (40%)
- Due: Week 10
- What you do :
 - Choose 3–5 pieces of digital work from this module. These can be from work you did in-class.
 - Record a short audio or video (a voice note is fine).
- If you haven't completed the guidance for DS3, you should be doing that quickly!

Nancy Duarte
The Secret
Structure of
Great Talks



What did you think?

In pairs:

- Discuss this question:
 - What's the point of a presentation?
- You have 2 minutes
- One short idea is enough
- There are no right or wrong answers
- Be ready to share one idea.

What makes a good slide?



Keep it simple

- Use short points, not long text
- Avoid too many ideas at once
- Business audiences have limited time

Simple slides are easier to understand.

Use space

- Space helps the eye rest
- Crowded slides feel stressful
- Space shows what is important

**Space is helpful,
not empty.**

One idea per slide

- Each slide = one main message
- Too many ideas = confusion
- Clear slides guide the audience

1 slide

1 idea

1 message

Good slides for business

Good slides:

- Keep things simple
- Use space to guide the eye
- Focus on one idea per slide

Clear slides help people:

- Understand ideas quickly
- Stay focused
- Make decisions

**Slides should support your
message,
not distract from it.**



Which do you think is hardest?



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Slide Design

Helping John







Let's check what John has done

In Pairs

- Look through the sample slides on Moodle
- Find examples of:
 - Clear spacing
 - Slides with too much text
 - Images that work well
 - Colours that are hard to read
- Use the checklist to note what you see.
- You do not need to fix anything yet.
- Go to Moodle
- In Digital Skills
- Under Week 8
- Open the John's Presentation PDF file.

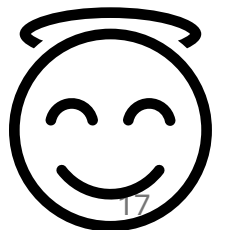


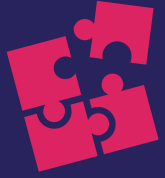
Fixing one of John's slides

- You will work in pairs.
- You will receive one slide from John's presentation.
- On Moodle, under Week 8:
 - Open the John's Presentation Slide 3 PPT
- Use the checklist!

Your task

- Choose two improvements only
- Make the slide clearer and easier to read
- You can choose from ideas like:
 - reduce the amount of text
 - add more space
 - highlight one main message





Sharing your improvements

- Join with one other pair
- Work in a group of four
- **What to do:**
 - Show your improved slide
 - Take turns to give feedback
- Feedback
 - Give one positive comment only
 - Use words like: clearer · easier to read · more focused

Remember:

- No judging
- No “better or worse”
- Share ideas only

**What change made the biggest
difference to your slide?**

Break time!

See you in 15 minutes 😊

Accessibility



Why accessibility matters in business

- About one in four people in the UK has a disability
- Many difficulties are not visible
- In business, this means:
 - Some people may struggle to read slides
 - Some people may miss key information
 - Poor slides can affect understanding and decisions
- Accessible slides help businesses communicate clearly and fairly
- **“Disabled consumers across the UK experience limited choice and feelings of disempowerment, resulting in over 43 per cent abandoning shopping tasks without purchasing”**
- **“90% of respondents were affected at the decision-making stage of purchases by either limitations of design, limitations in available information, or how information was presented.”**
- Business Disability Forum (2024) What disabled consumers choose to buy and why. Available at: <https://businessdisabilityforum.org.uk/resource/report-what-disabled-consumers-choose-to-buy-and-why/> (Accessed: 27 February 2026)

What accessibility means in slides

- Accessibility means making slides work for as many people as possible
- Accessible slides are:
 - Easy to read
 - Easy to understand
 - Calm and clear
- Good accessibility usually means:
 - Bigger and clearer text
 - Strong contrast between colours
 - Images that support the message
 - Fewer distractions
- Accessible slides are usually better slides

Accessibility, law, and expectations

- In the UK, organisations have a legal responsibility to make information accessible
- This includes:
 - Documents
 - Online content
 - Presentation slides
- There are also professional expectations
- In business, unclear slides often look:
 - Unprofessional
 - Unprepared
 - Hard to trust
- Accessibility supports both law and professionalism



Listening to slides with a screen reader

- You will listen to two slides being read aloud.
- One slide is from John's presentation
- One slide is from today's class PowerPoint

What to do

- Listen carefully
- Do not write yet
- Notice what information you get
- Notice what information is missing



Let's make John's slide accessible

- You will work in pairs.
- Go to Moodle, in Digital Skills, under Week 8:
 - Open the PPT: John's Presentation Slide 6
- **Your task**
 - Make the slide more accessible and clearer.
- You do not need to make it perfect.
- Focus on clear communication.

Choose two changes only, for example:

- Improve the slide title so it explains the message
- Decide if the image is useful for the message
- Add clear alt text to explain the image
- Improve text size or contrast
- Remove unnecessary effects (check it as a slide show!)





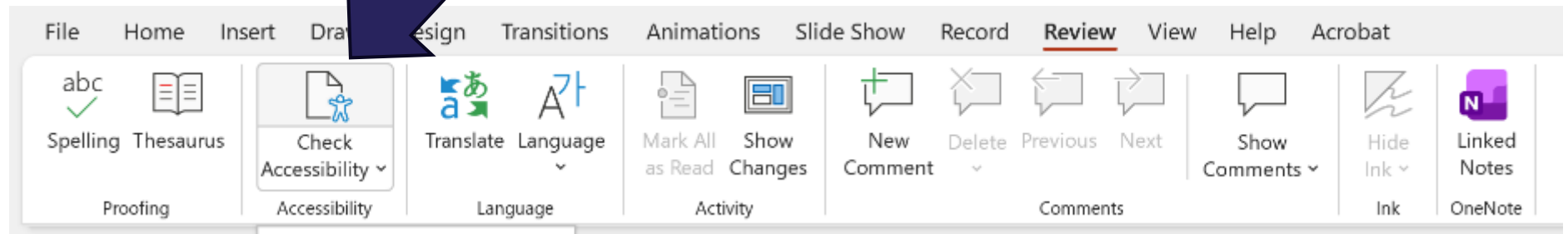
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Using in-built tools



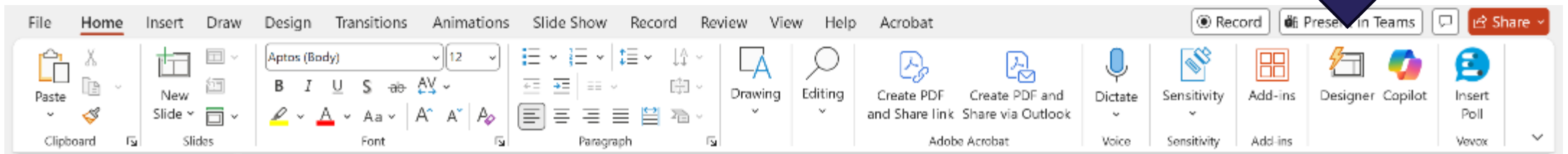
PowerPoint Accessibility Checker

- PowerPoint has a built in Accessibility Checker
- It helps you:
 - Find missing alt text
 - Check slide titles
 - Spot contrast and reading issues
- The checker:
 - Does not fix slides for you
 - Helps you notice possible problems
- You still decide what to change



PowerPoint Designer

- PowerPoint also has a tool called Designer
- Designer gives ideas for:
 - Layout
 - Spacing
 - Visual balance
- Designer:
 - Suggests options
 - Does not know your message
- You choose what works best for your slide





Using PowerPoint tools to improve your slide

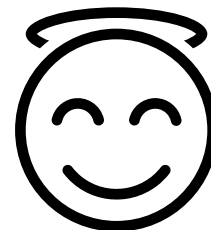
- You will work in pairs.
- Use your accessible version of Slide 6.
- **Step 1**
 - Open Accessibility Checker in PowerPoint
 - Look at the suggestions
 - Talk together about what they mean
- **Step 2**
 - Open Designer
 - Look at the layout ideas
 - Choose ideas that support your message

Your task

- Choose one small improvement only
- Apply it to your slide

Remember

- These tools support your thinking
- You decide what works best for your slide



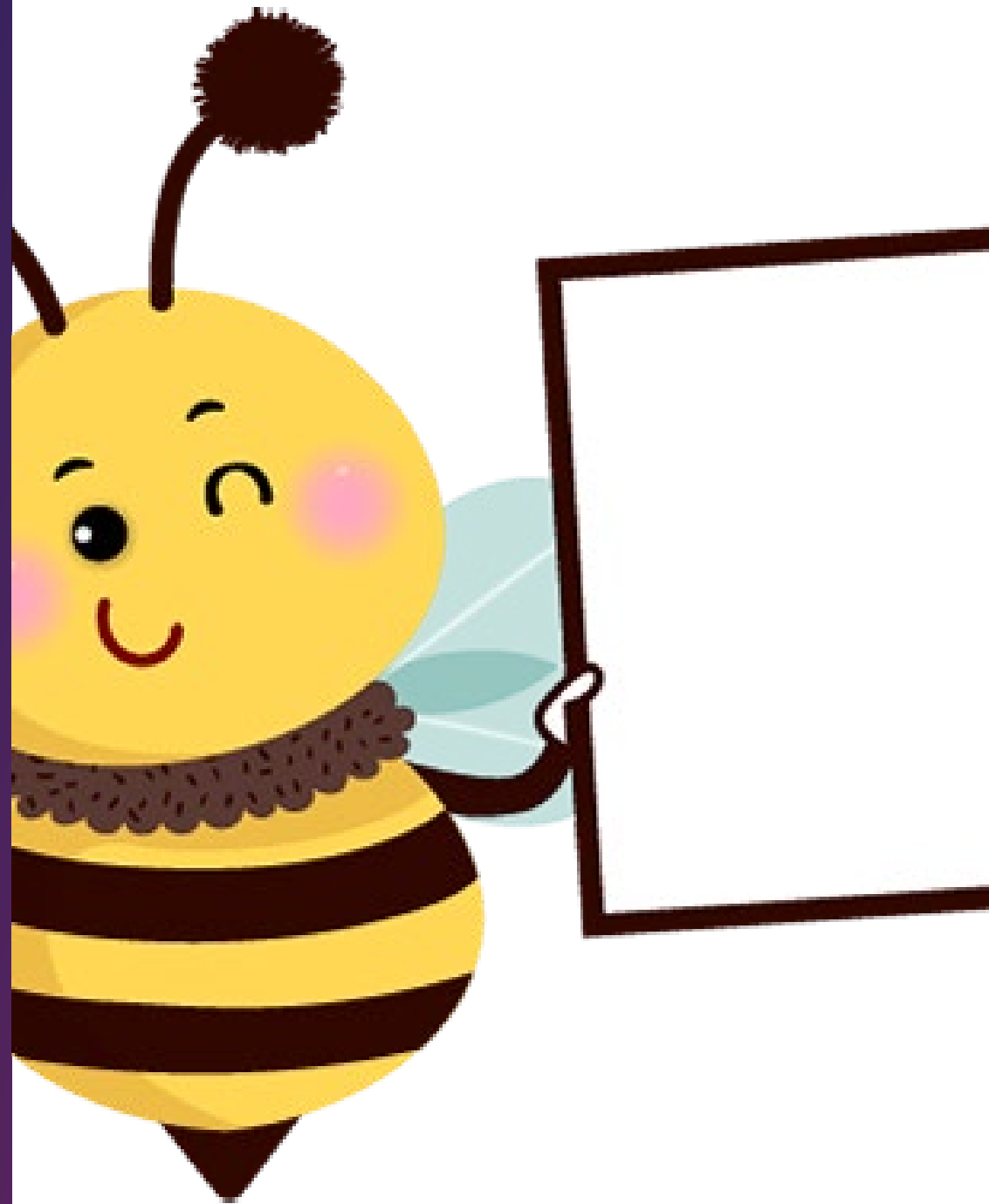
Break time!

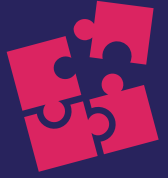
See you in 10 minutes 😊



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Building Slides





Build a two-slide mini deck

- Use the information provided.
- **Your task**
 - Create two slides only.
 - Slide one
 - Clear title
 - One key point
 - Slide two
 - One image
 - Three short bullet points only
- Focus on
 - Clear titles
 - Simple layout
 - Space on the slide
 - Easy to read text
 - Good contrast
- There is no presenting.
- This task is about practice, not performance.

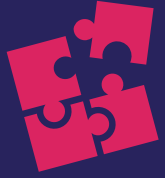




Check your own slides

- Take two minutes to check your own slides.
- Check:
 - The title is clear
 - There is one main idea on each slide
 - Text is easy to read
 - The image makes sense and has alt text
 - The slide feels calm and clear

**No changes needed
unless something is
missing.**



Share with one other person

- Turn to one person next to you.
- Show your two slides.
- See their two slides.
- Give one positive comment only, for example:
 - Clear
 - Easy to read
 - Calm
 - Easy to follow

**No advice.
No fixing.
No judging.**



Let's see what everyone thinks



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Reflection Time!

Please write a short post including:

- One thing I learned this week about what makes a business slide clear and effective
- One thing I learned about improving slides using small changes
- One thing I now understand better about accessibility in presentations
- One thing I will do differently next time I create slides for study or work
- You will post your answers on Moodle in the forum “Reflection Space – Individual”.
- Only you and the tutor can see your post.
- This is not marked.
- You do not need to share with the class.





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Recap



Today we learned how to:

Make business slides that are clear and easy to read

Focus on one main idea per slide using space and simple layout

Understand accessibility and why it matters in business presentations

Improve slides for accessibility using

Make small changes that improve clarity without rewriting everything



Homework for Week 9



1. Go through the assessment information for DS3 on Moodle
2. Start working on your DS3 assignment

Open Moodle

- Go to this module (Digital Skills)
- Click Assessment Information and Submission
- Go to the DS3 Assessment Information and Help

Did you help others today?

- Remember to take a selfie with your badge
- Post it in the "Digital Helper" forum on Moodle
- Everyone that has helped will be recognised.



Continue Your Microsoft Specialist Journey

- If you want to keep building your skills, continue what you started with MOS last week
- Remember:
- As a UWTSD student, the MOS courses and exams are free
- This is an extra opportunity to grow your digital skills
- You can study at your own pace

