

Knowledge
is
power!



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PowerPoint Training Session

Basic technical skills

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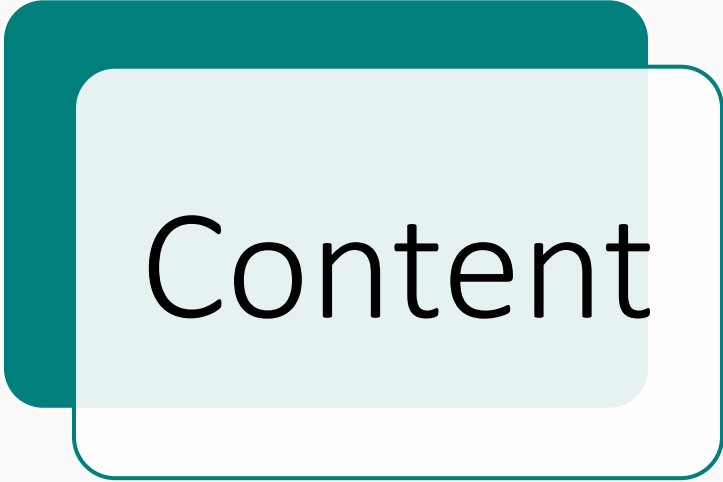
Book us: bit.ly/UWTSD-DSA-Booking-form



Session Plan

A graphic consisting of a teal rounded rectangle with a light blue rounded rectangle inside it, which has a thin teal border.

Design

A graphic consisting of a teal rounded rectangle with a light blue rounded rectangle inside it, which has a thin teal border.

Content

A graphic consisting of a teal rounded rectangle with a light blue rounded rectangle inside it, which has a thin teal border.

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

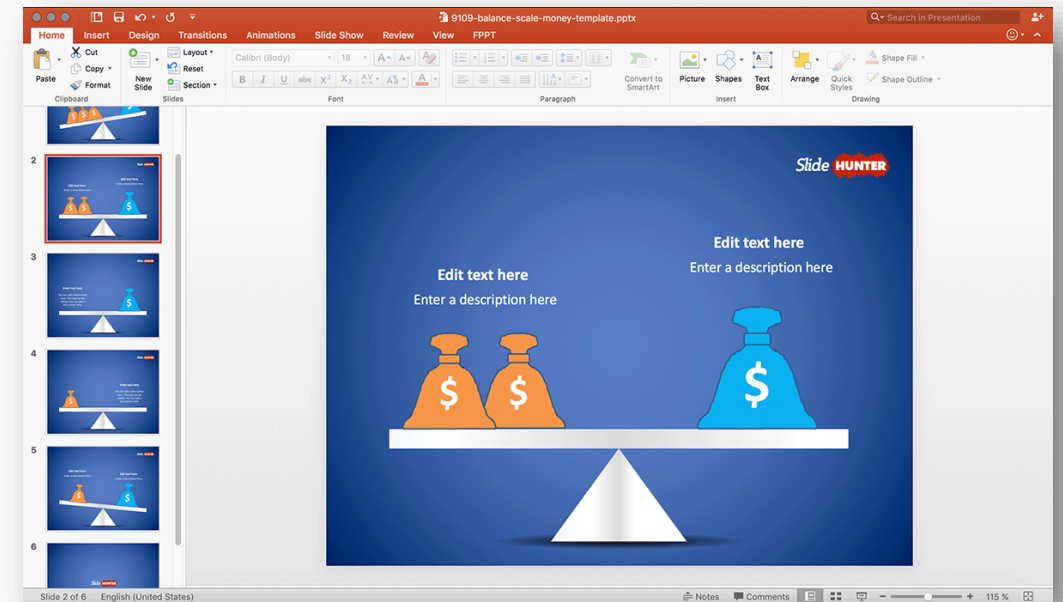


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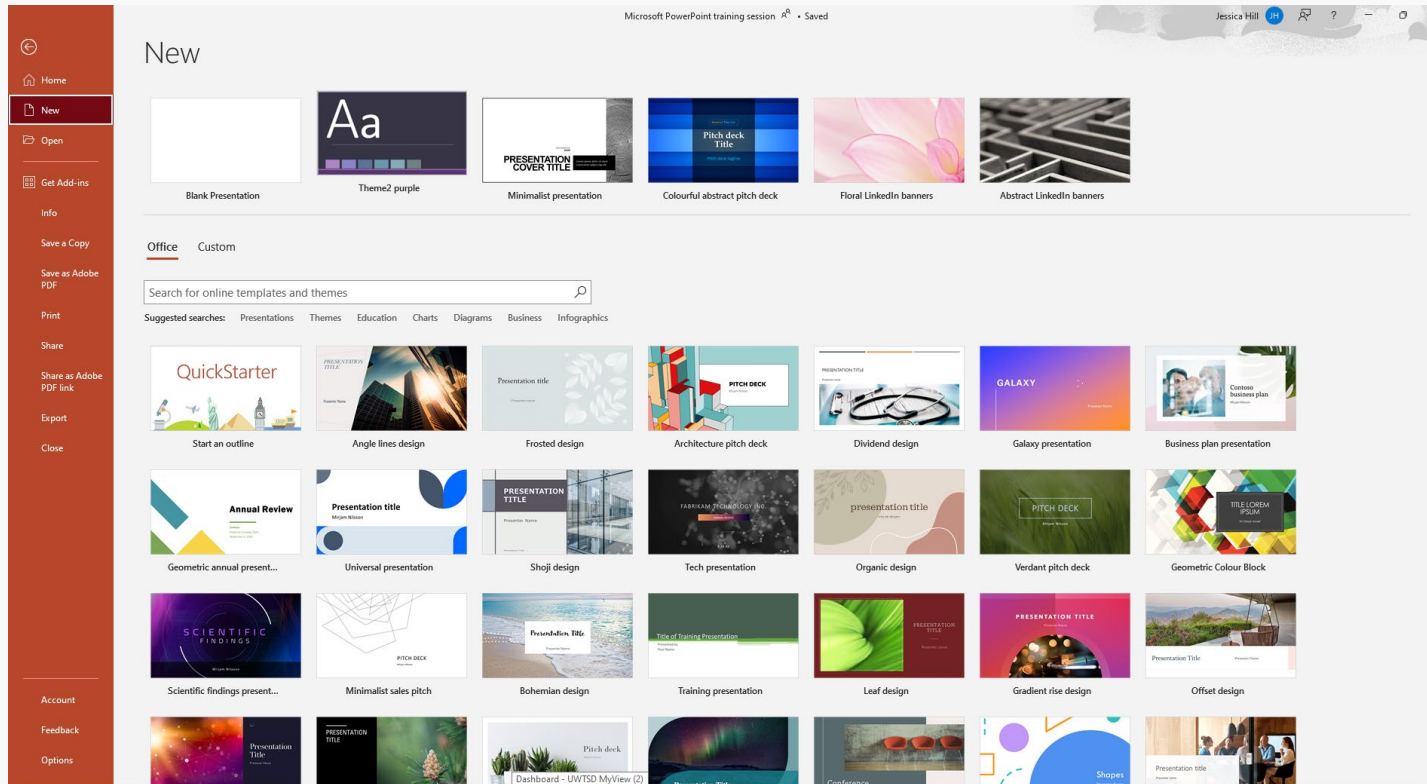
What can you do with PowerPoint?

- 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

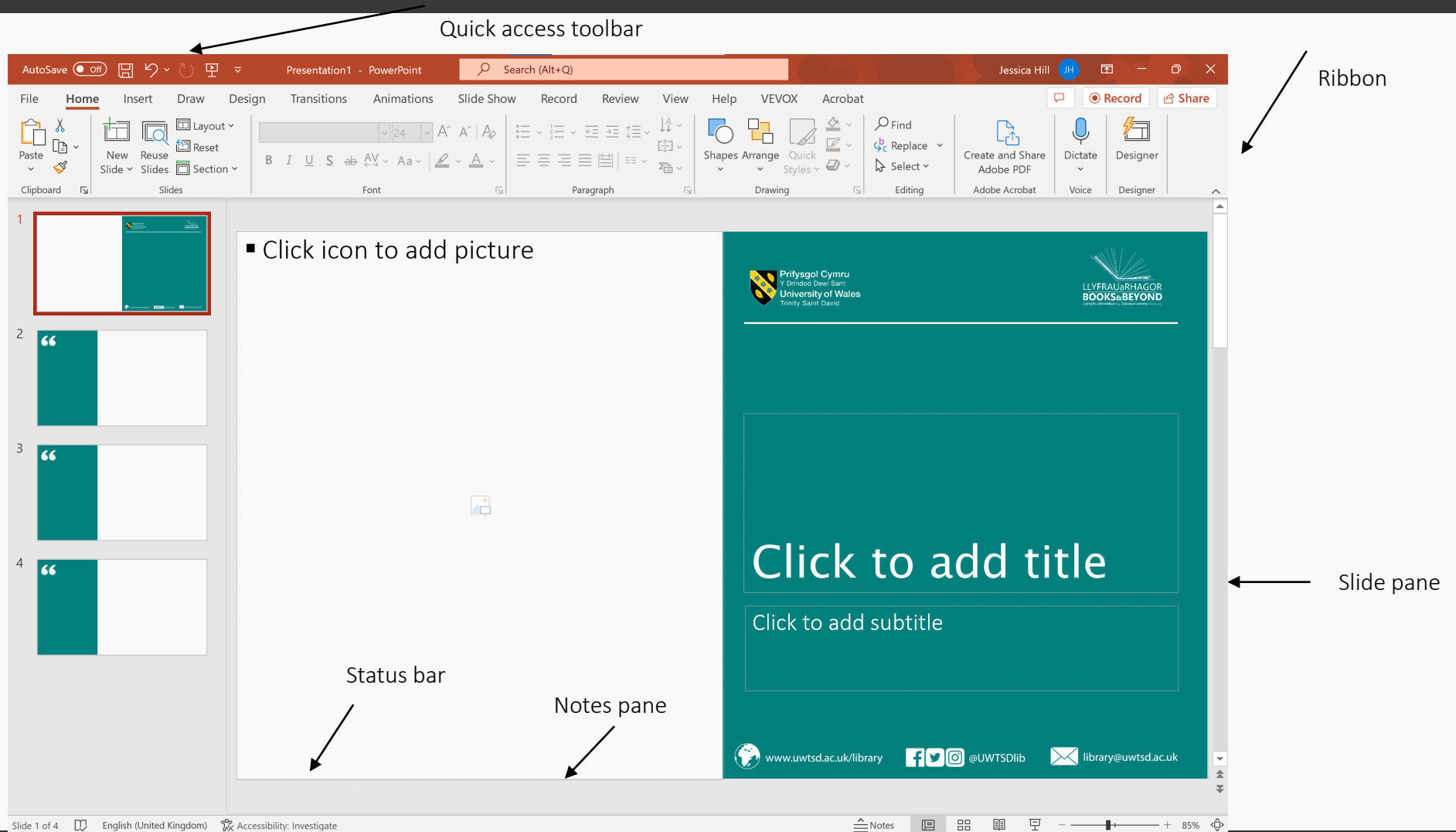


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Choose a template to start

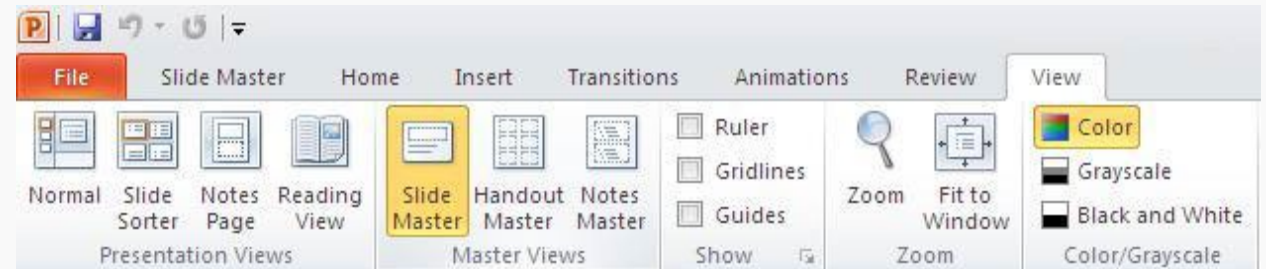


Examining the PowerPoint window

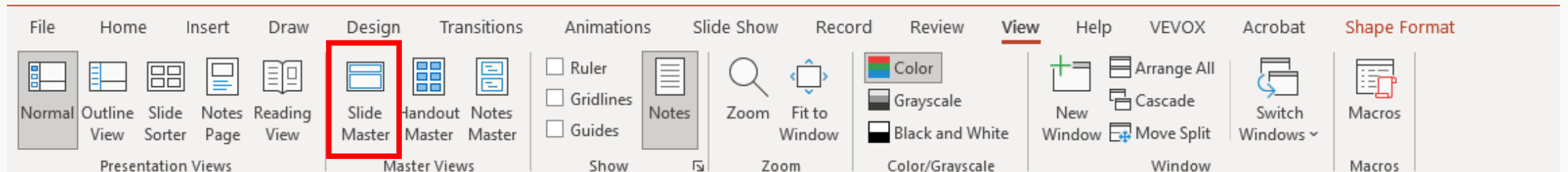


Comparing Presentation Views

- **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

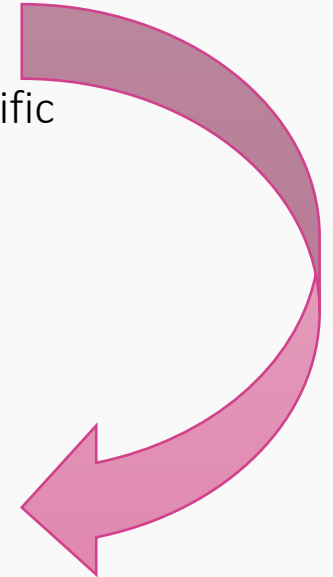
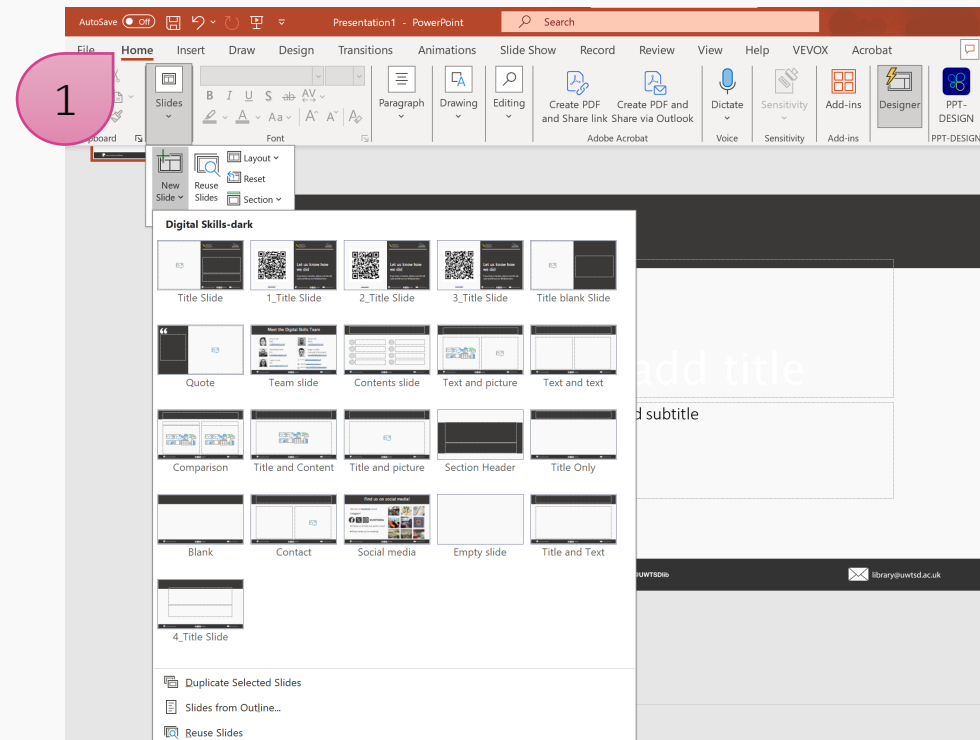


Add logos or content to each slide with the slide master view

DEMO

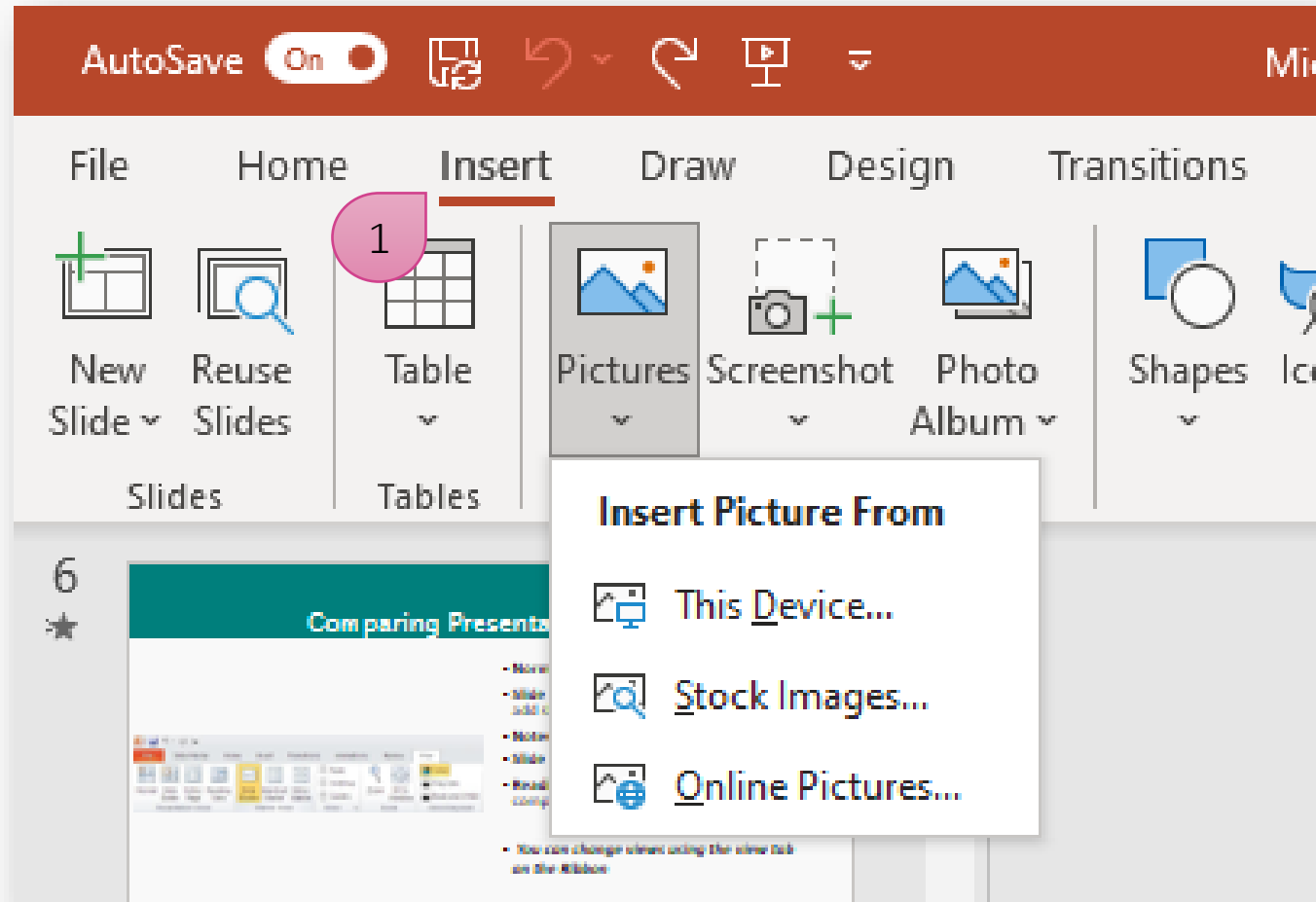
Adding a new slide

- 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





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How to make your slides interesting



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Animations

Animations – You can choose entrance, emphasis, exit
This is usually best used for bullet-points and images

Home Insert Draw Design Transitions **Animations** Slide Show Record Review View Help Acrobat Shape Format

None Appear Fade **Fly In** Float In Split Wipe Shape Wheel Random Bars Grow & Turn Zoom Swivel Effect Options

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

Start: With Previous Reorder Animation

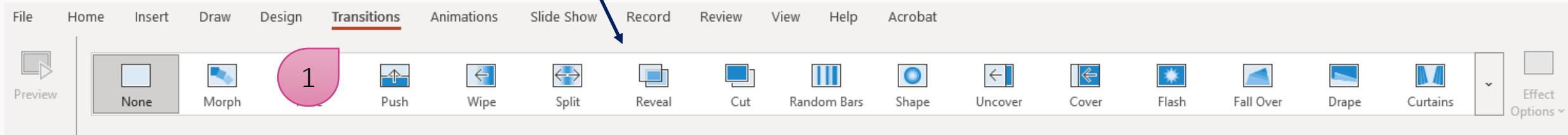
Duration: 00.50 Move Earlier

Delay: 03.00 Move Later

Timing

Transitions

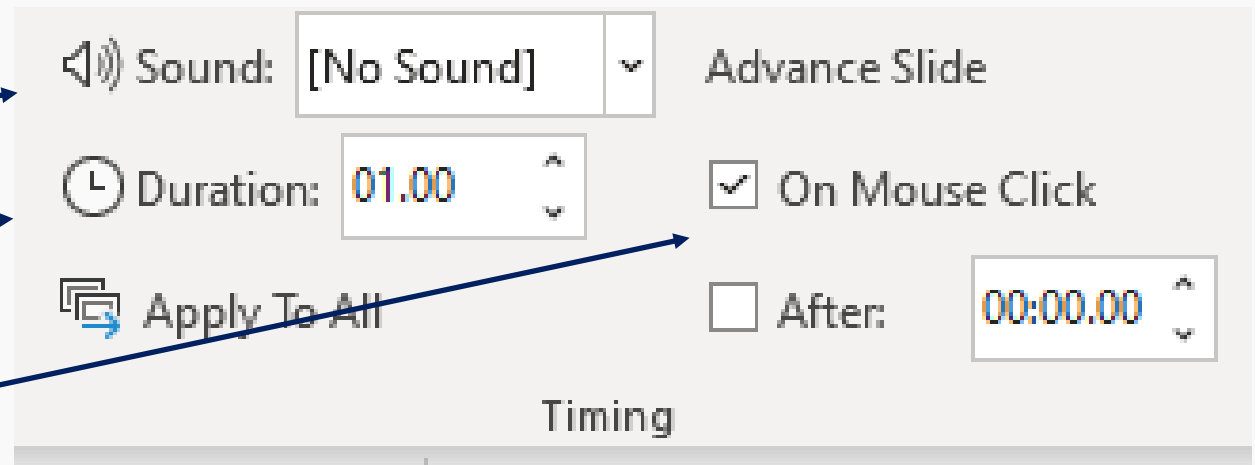
This will help you seamlessly transition between slides.(here is a demonstration of a few)



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.



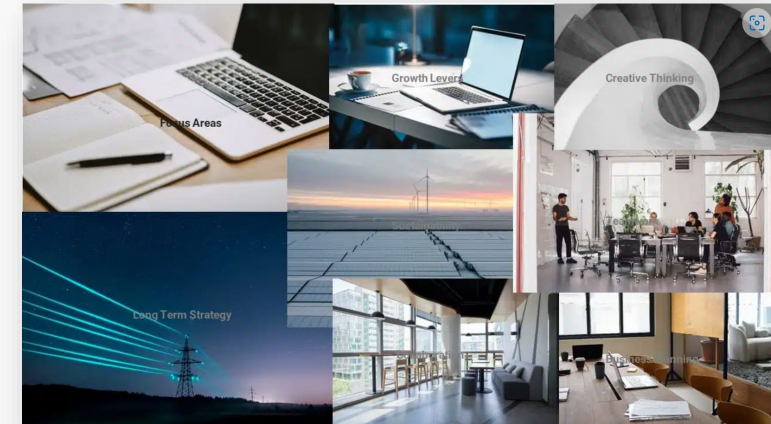
2.



3.

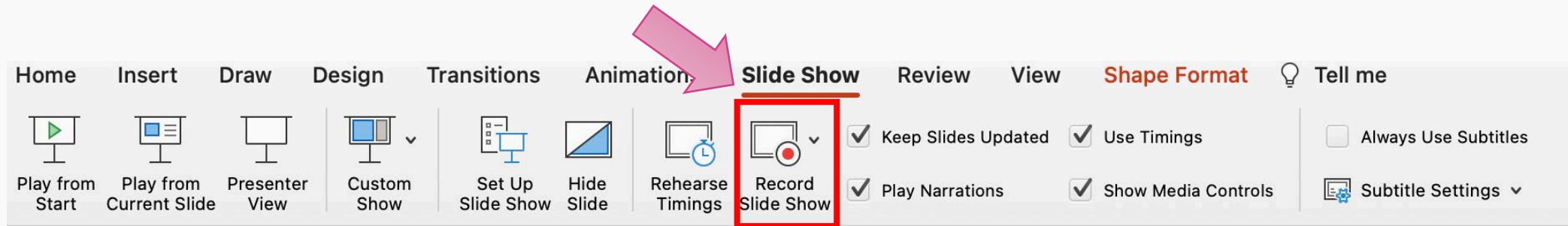


4.



Slide show

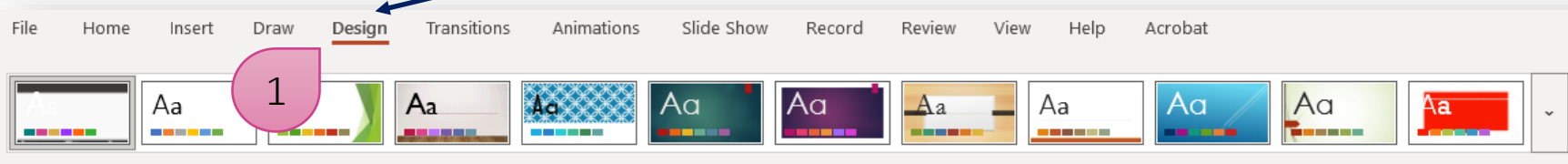
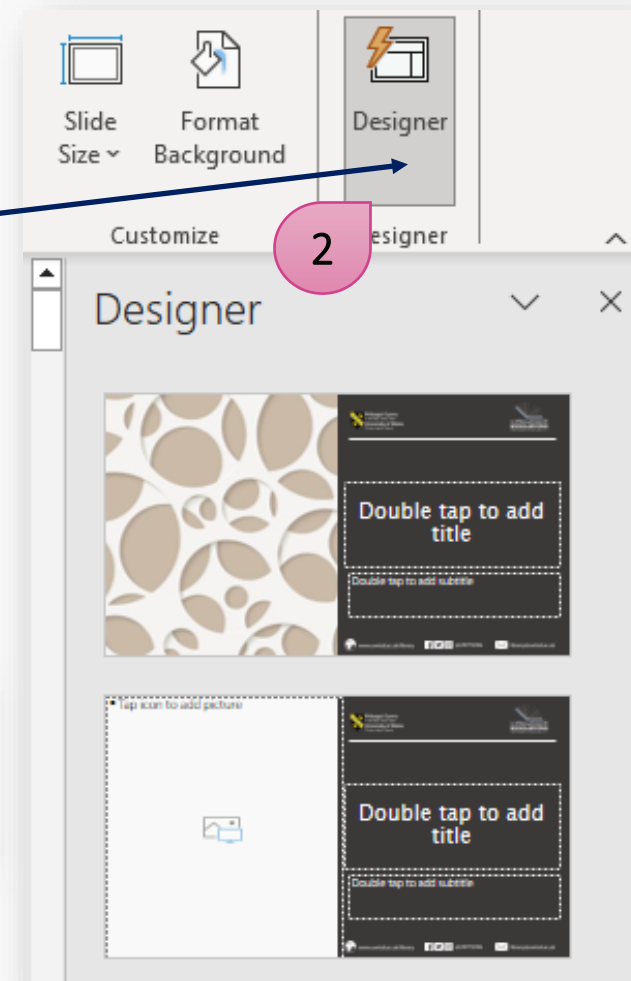
- You can record slide show in the slide show tab. You will need to click on ***‘play from beginning.’***



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.



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 but use a size that you are comfortable with.





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Recording your PowerPoint



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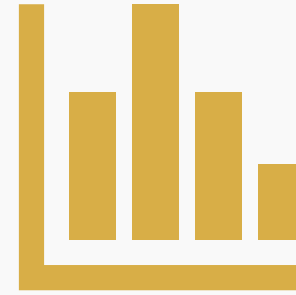


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Rehearse with Coach



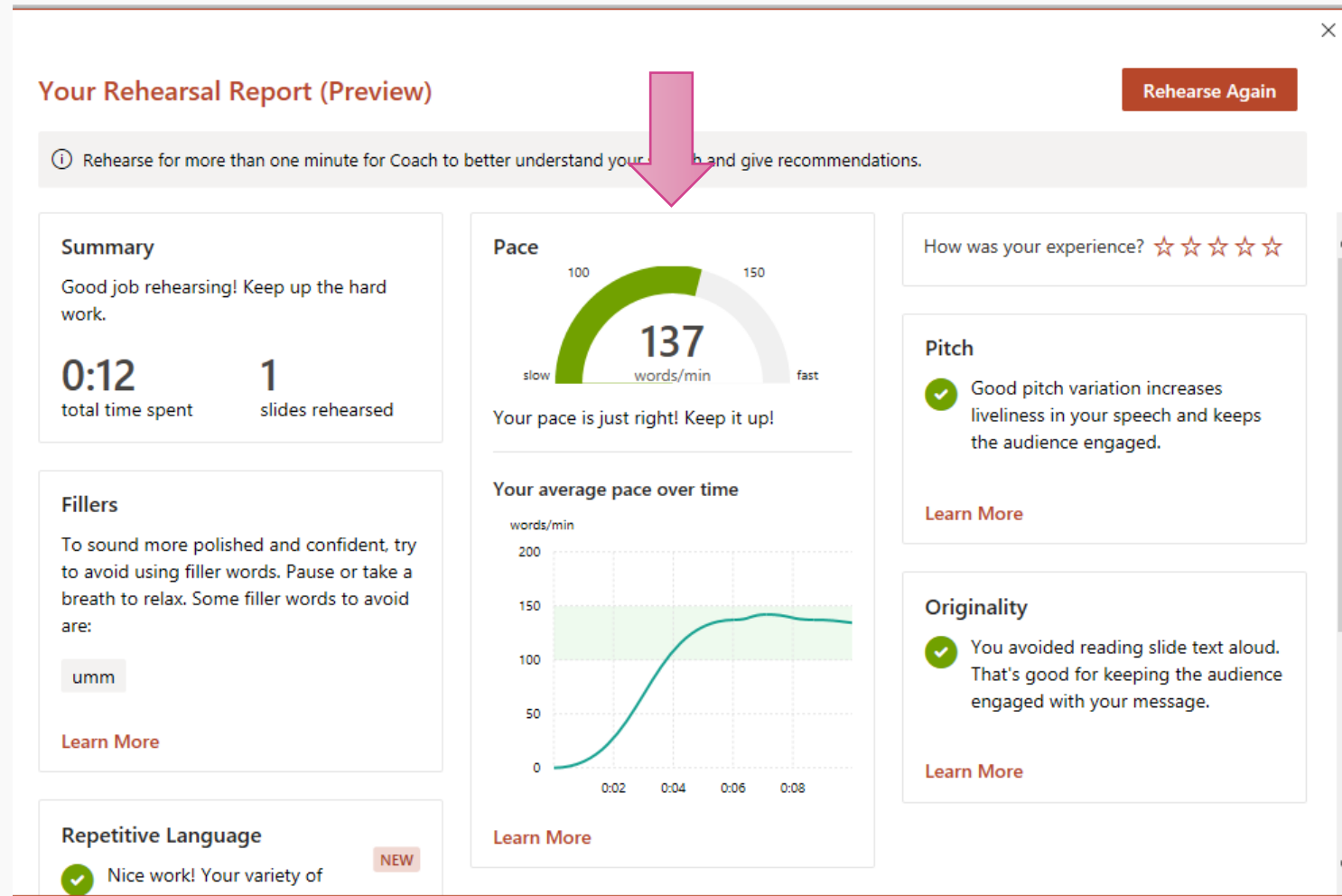
Find it within slideshow



Analyse your presentation

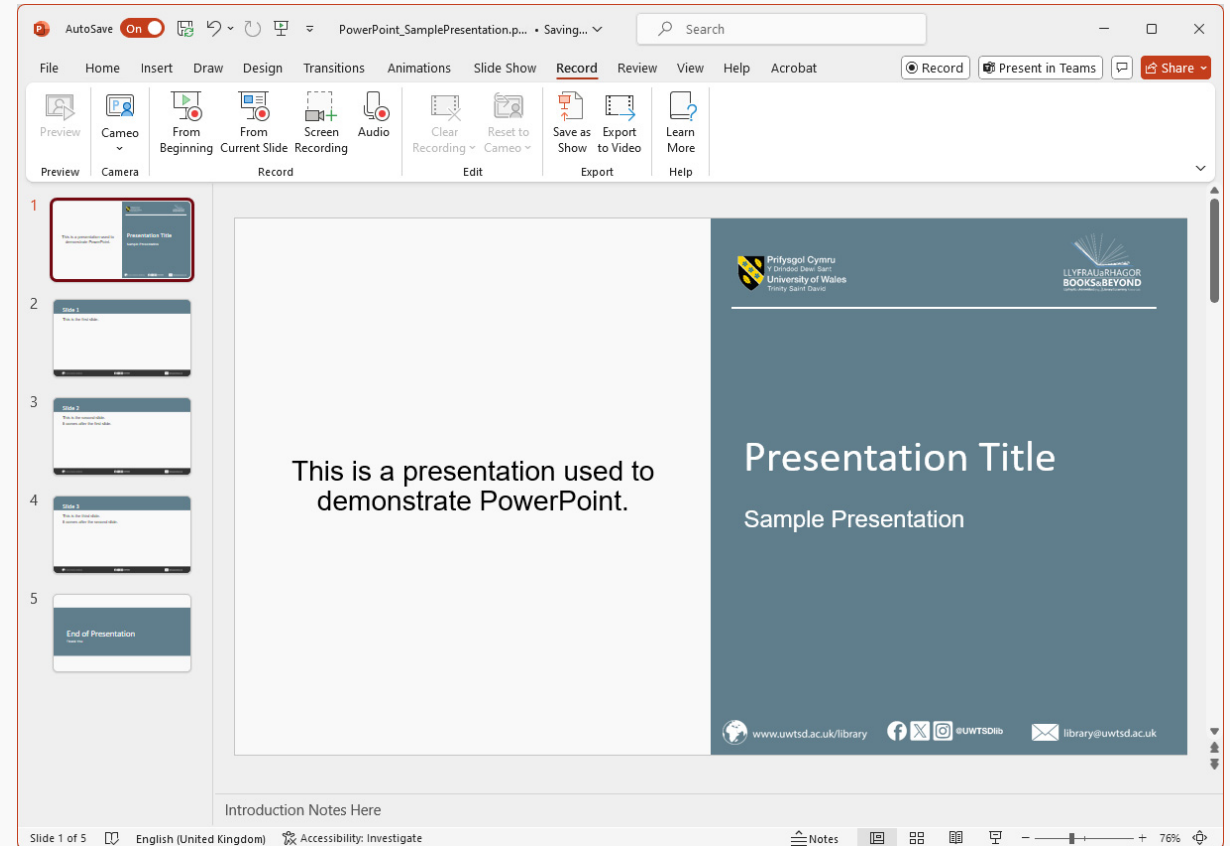


Rehearse Coach



Prepare To Record - 1

- You will need:
 - A PowerPoint presentation open in the **PowerPoint** desktop application on a computer.
 - *The online version PowerPoint does not have the features described in this guide.*
- A **microphone**, such as:
 - a webcam microphone.
 - headset/earbuds with a microphone.
 - the microphone built into your laptop.

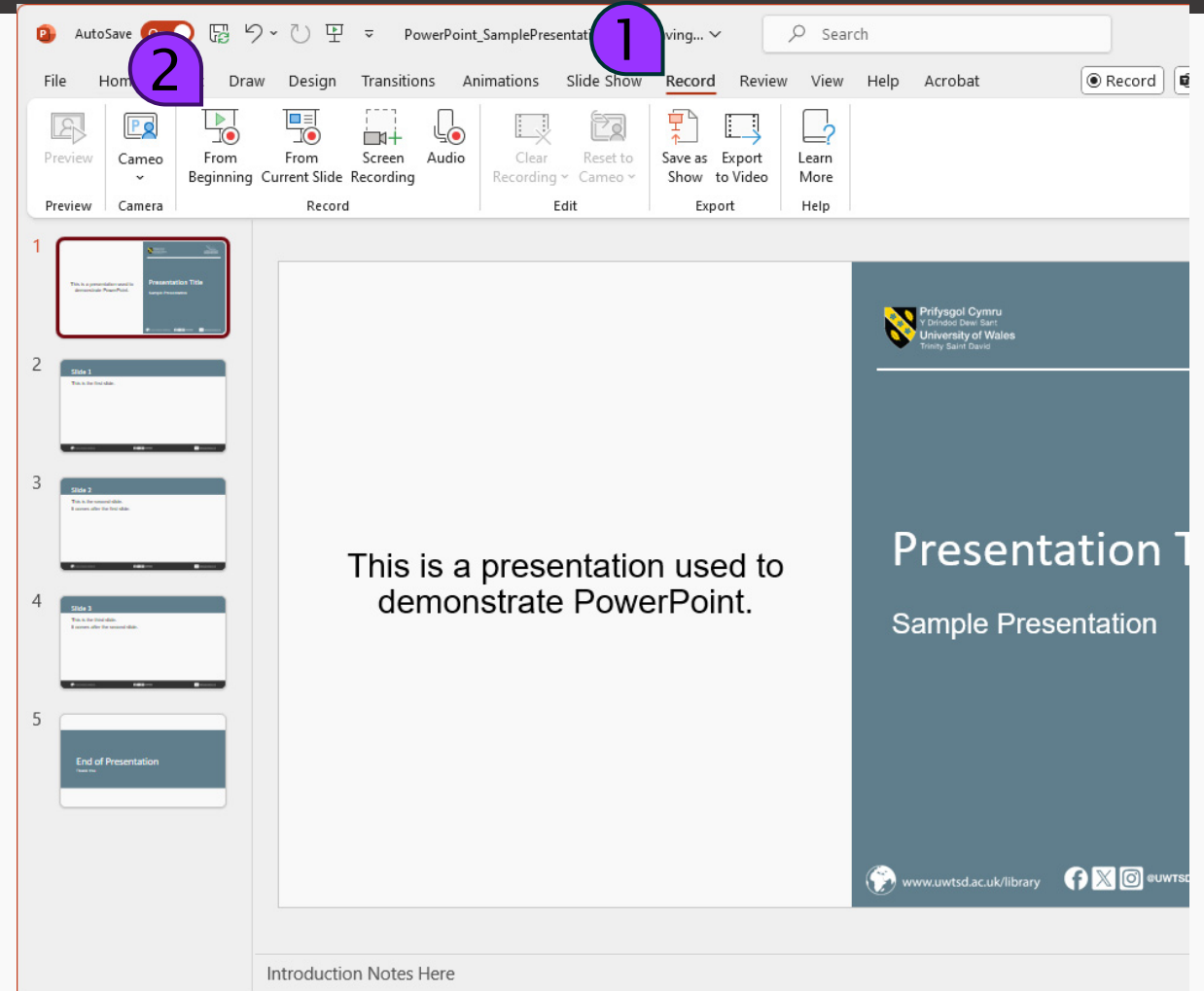


Prepare To Record - 2

- To start recording from the first slide:

1. Select the Record Menu.
2. Click on From Beginning.

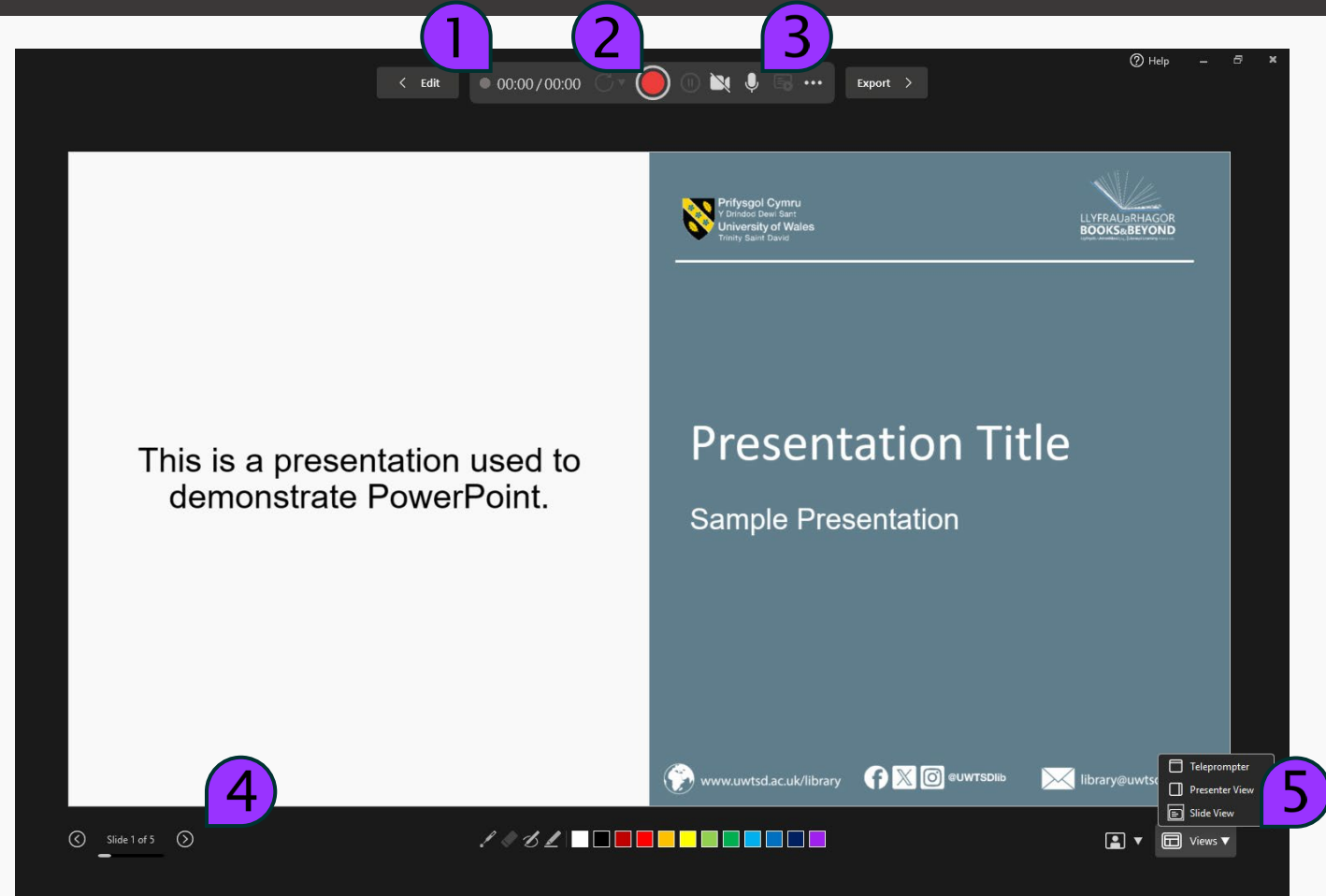
- This will launch your presentation and open the recording window.



Prepare To Record - 3

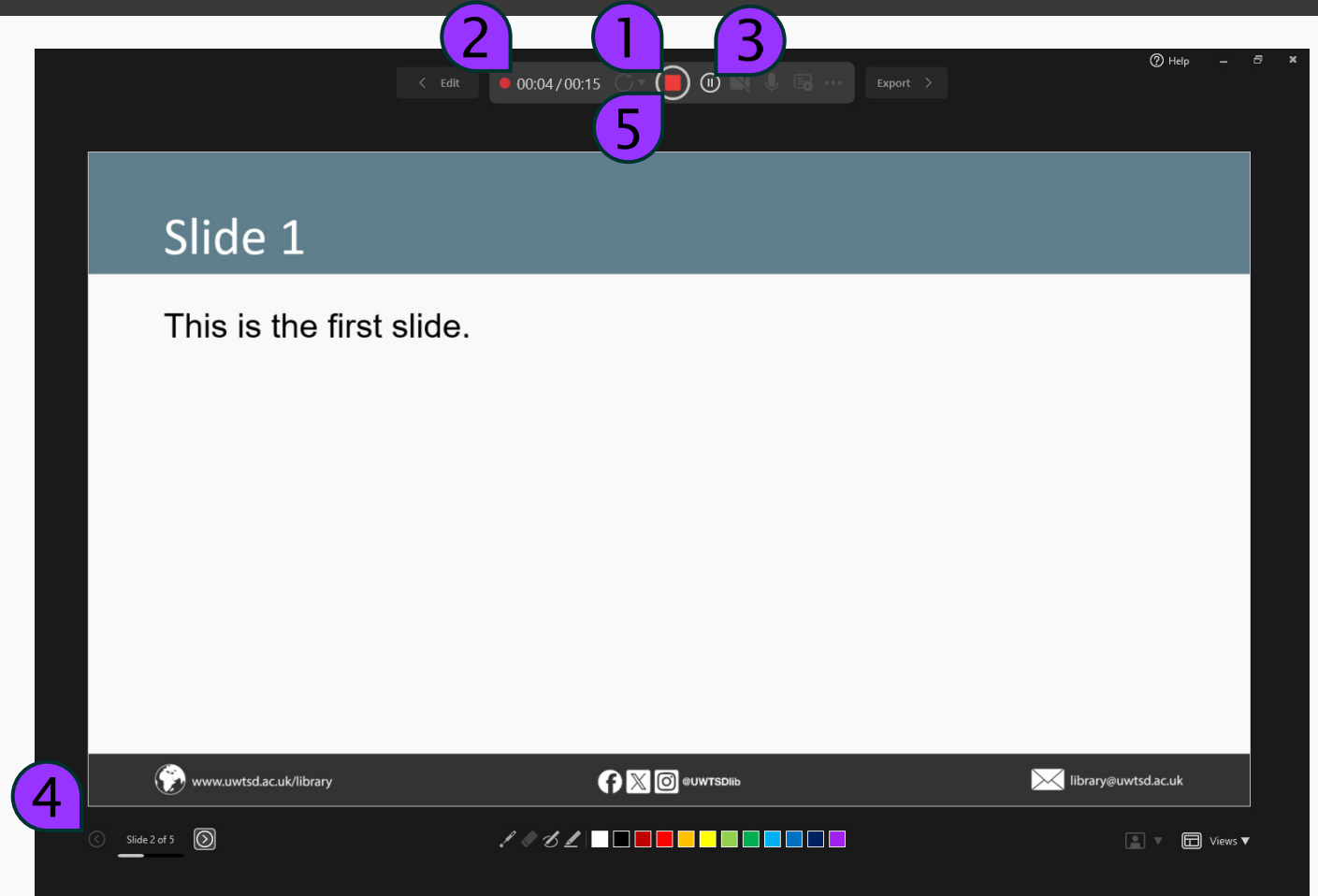
■ The recording window has:

1. A timer for your presentation
2. Record Button
3. Camera & Microphone On/Off buttons
Turn the camera off to record voice-only.
4. Forward & back buttons
5. View options:
 - *Teleprompter* and *Presenter* views will show any notes you have added.
 - *Presenter* view will also show a small preview of the next slide.
 - *Slide* view shows the current slide at full-screen size.



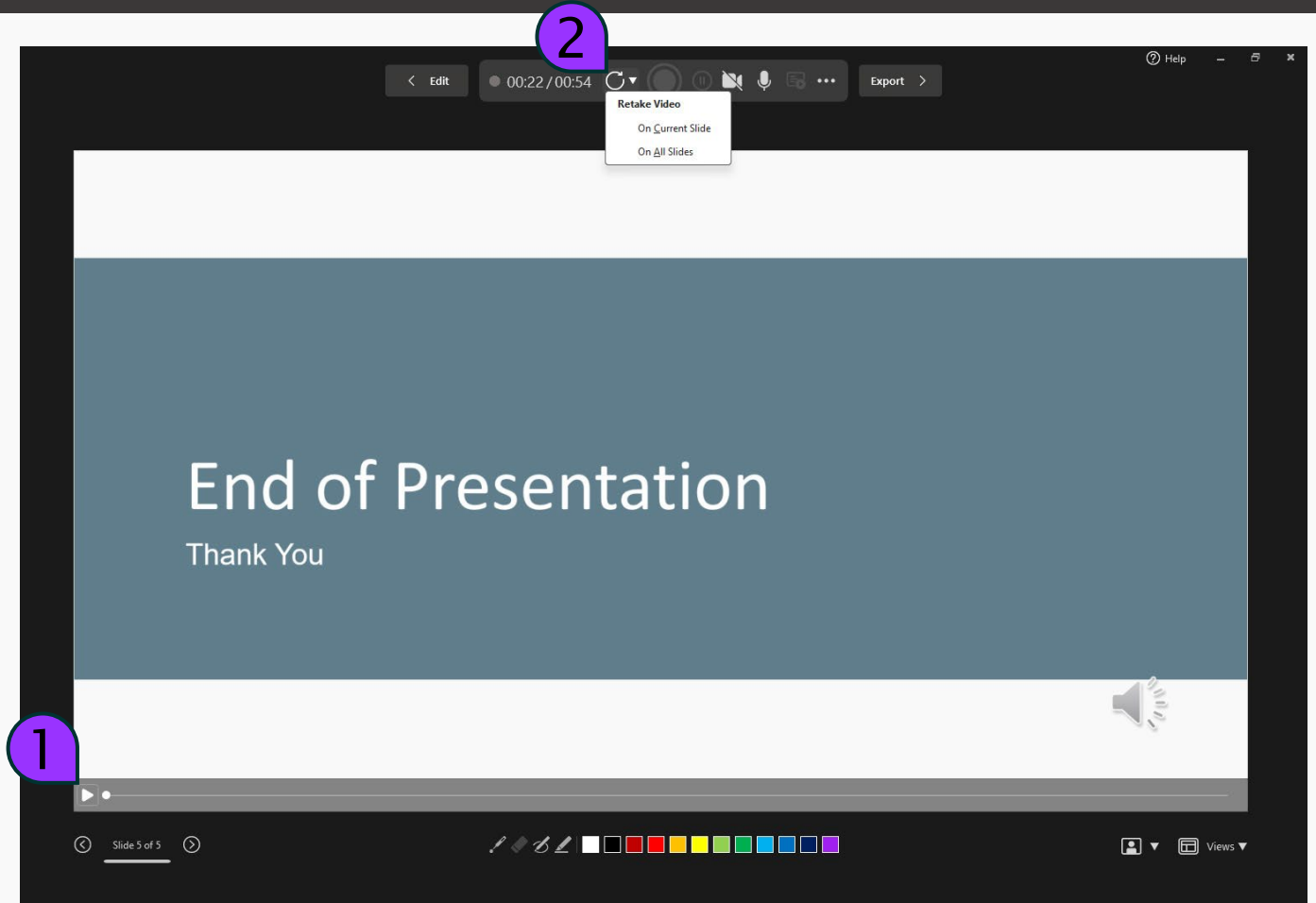
Record Your Presentation

1. Click the **Record** button to start recording
2. After a short on-screen countdown, your recording will start. The **timer** will begin counting, and a red recording indicator will appear by the timer.
3. You can pause recording any time to check notes, etc. using the **pause button**.
4. Use the **slide controls** or your arrow keys to move through slides while recording your presentation.
5. The recording will stop when you reach the end, or you can click the **Record** button again to stop recording at any time.



Check Your Recording

- When the recording has finished:
 1. You can **play the recording of each slide** to check it.
 2. If you want to try again, you can select **Retake Video**.



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](#)

[How to make good PowerPoint Presentation \(2022\) | SlideLizard®](#)

[Aims & objectives - Study Skills | Designing your presentation](#)



Thank you for listening



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Please provide some
feedback

