

# Introduction Session 04

Lecture Title: PowerPoint



Lecturer: Mr Angelito Sciberras

Date: 27 April 2023

Undergraduate Diploma in  
Business Administration

# PowerPoint Slideshow

- Also known as a PowerPoint presentation
- Created on software from Microsoft
- Allows users to add audio, visual and audio/visual features to a presentation.
- Considered to be a multimedia technology
- Acts as a tool for collaboration and content sharing
- Included in Microsoft Office



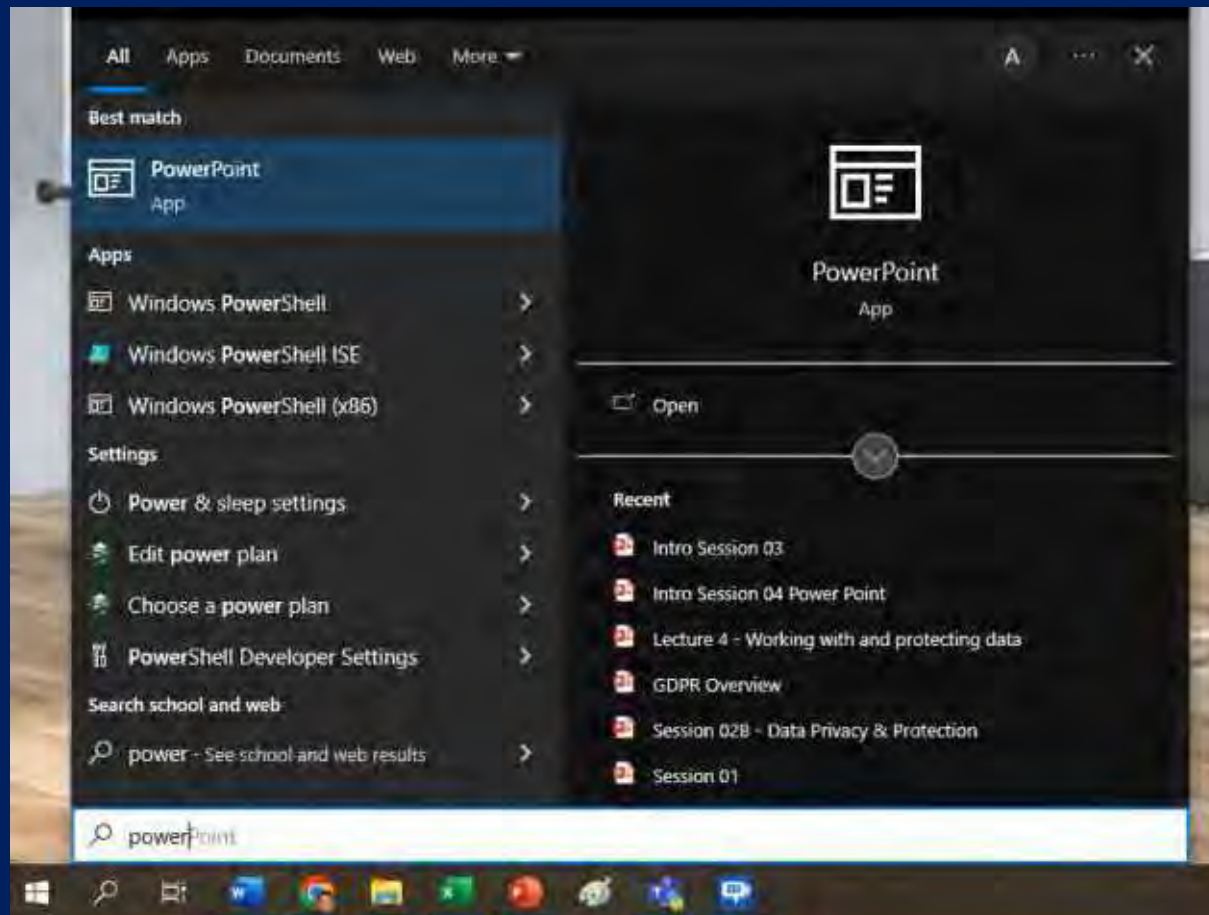
# PowerPoint Slideshow

*You only need to know 5% of PowerPoint to create an impactful presentation*



# PowerPoint Slideshow

## Opening PowerPoint



# PowerPoint Slideshow



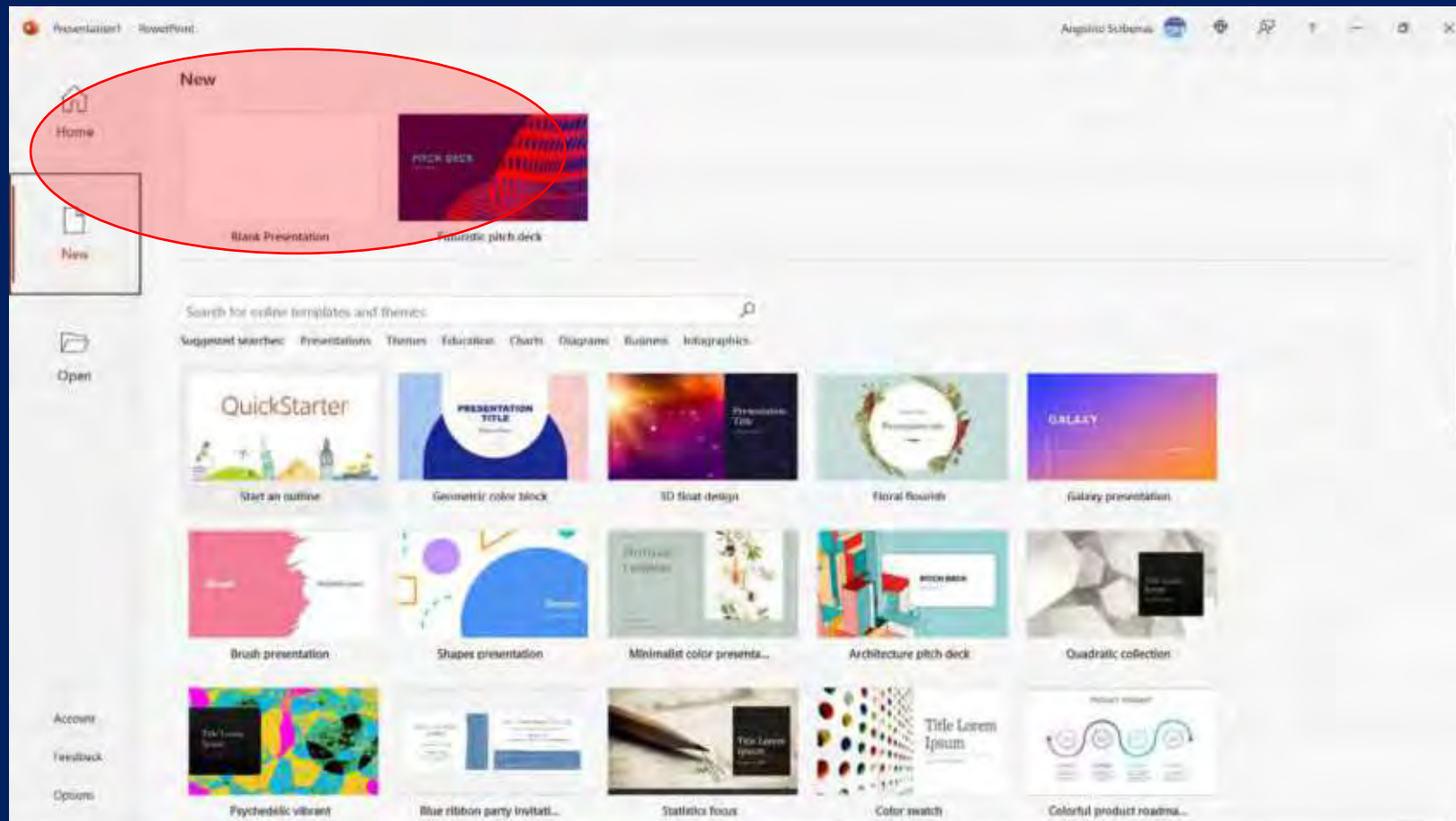
Blank Presentation vs Template

Originality vs Time



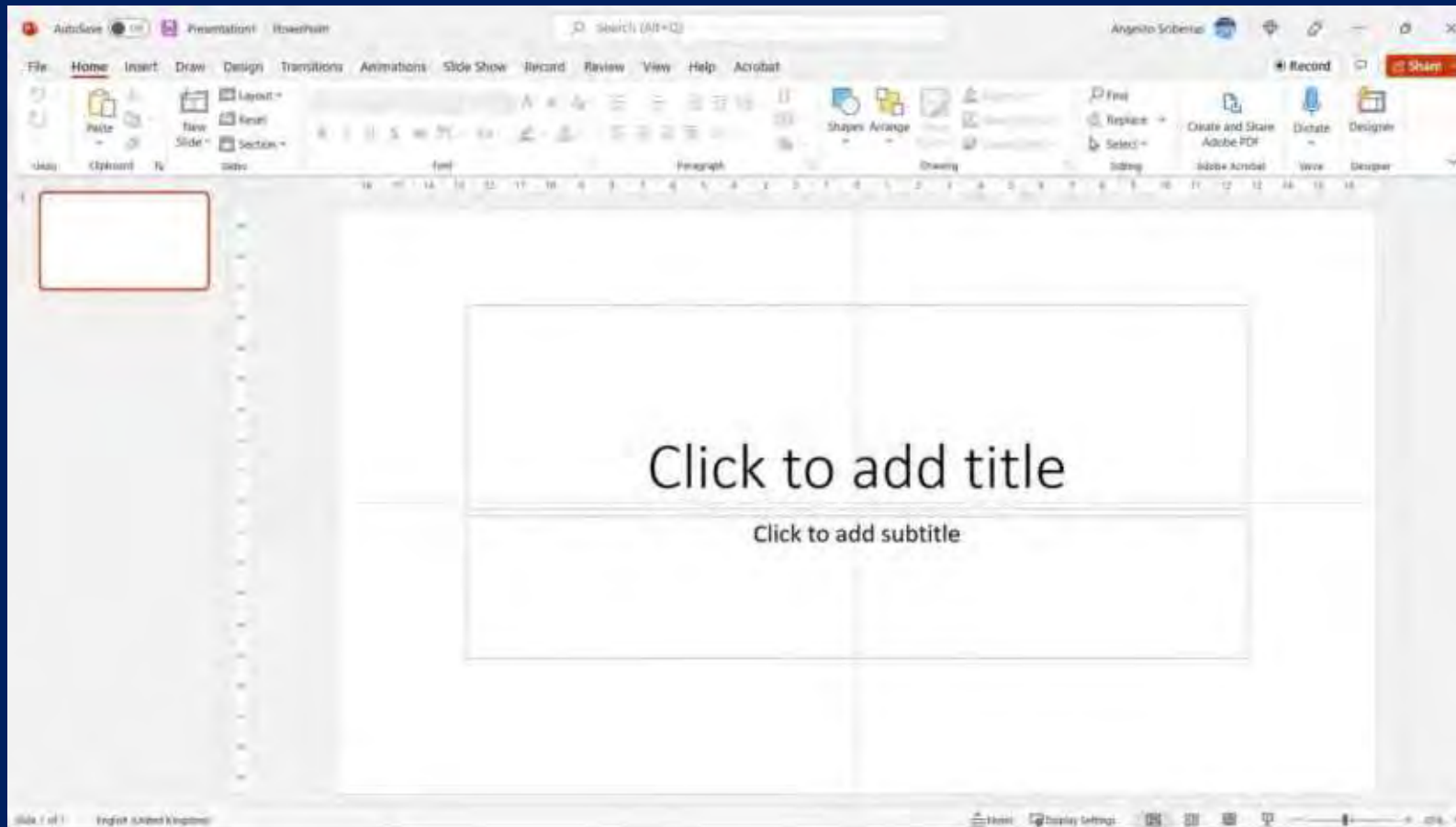
# PowerPoint Slideshow

## Opening PowerPoint



# PowerPoint Slideshow

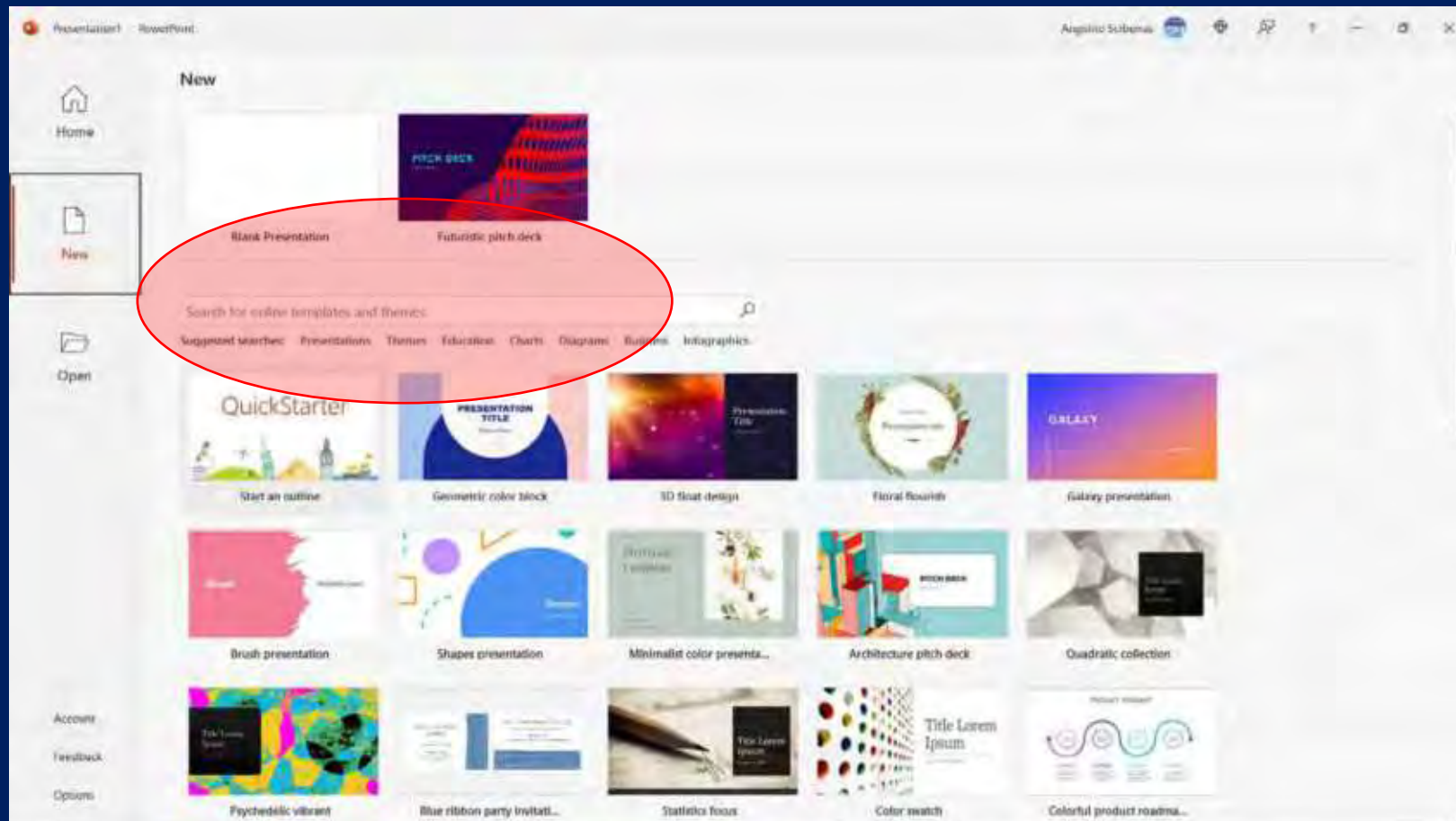
## Opening PowerPoint





# PowerPoint Slideshow

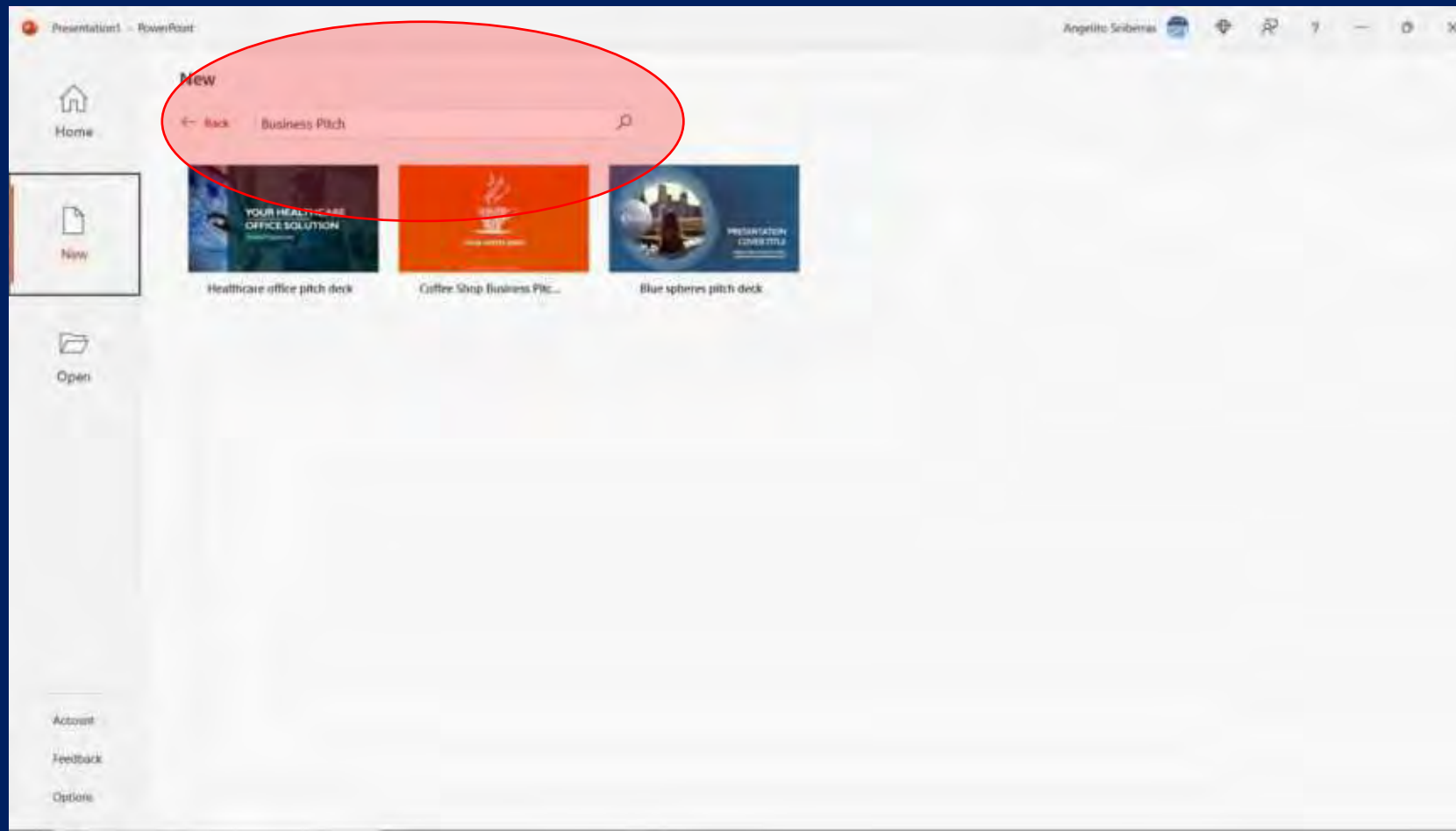
## Opening PowerPoint





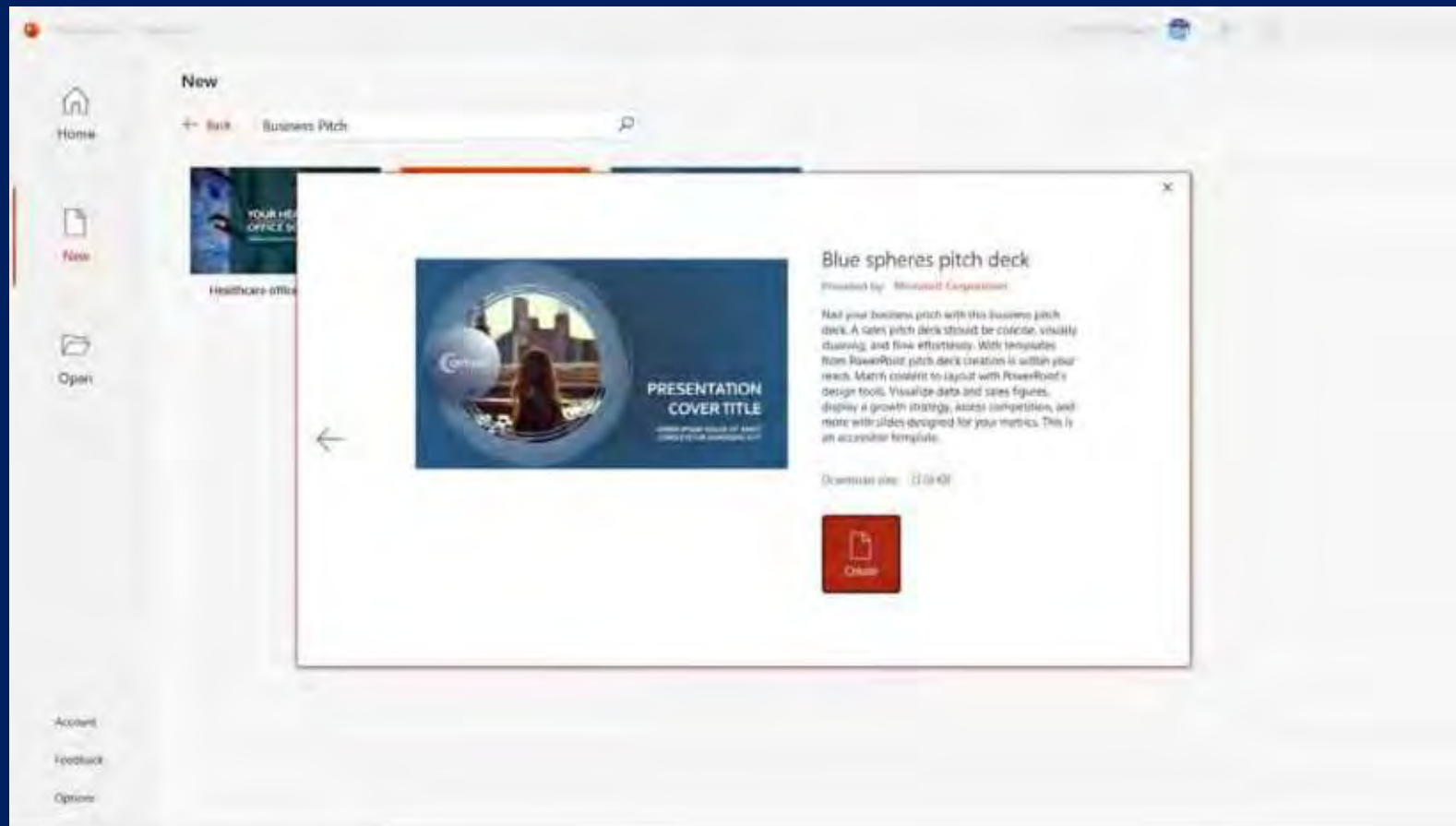
# PowerPoint Slideshow

## Opening PowerPoint



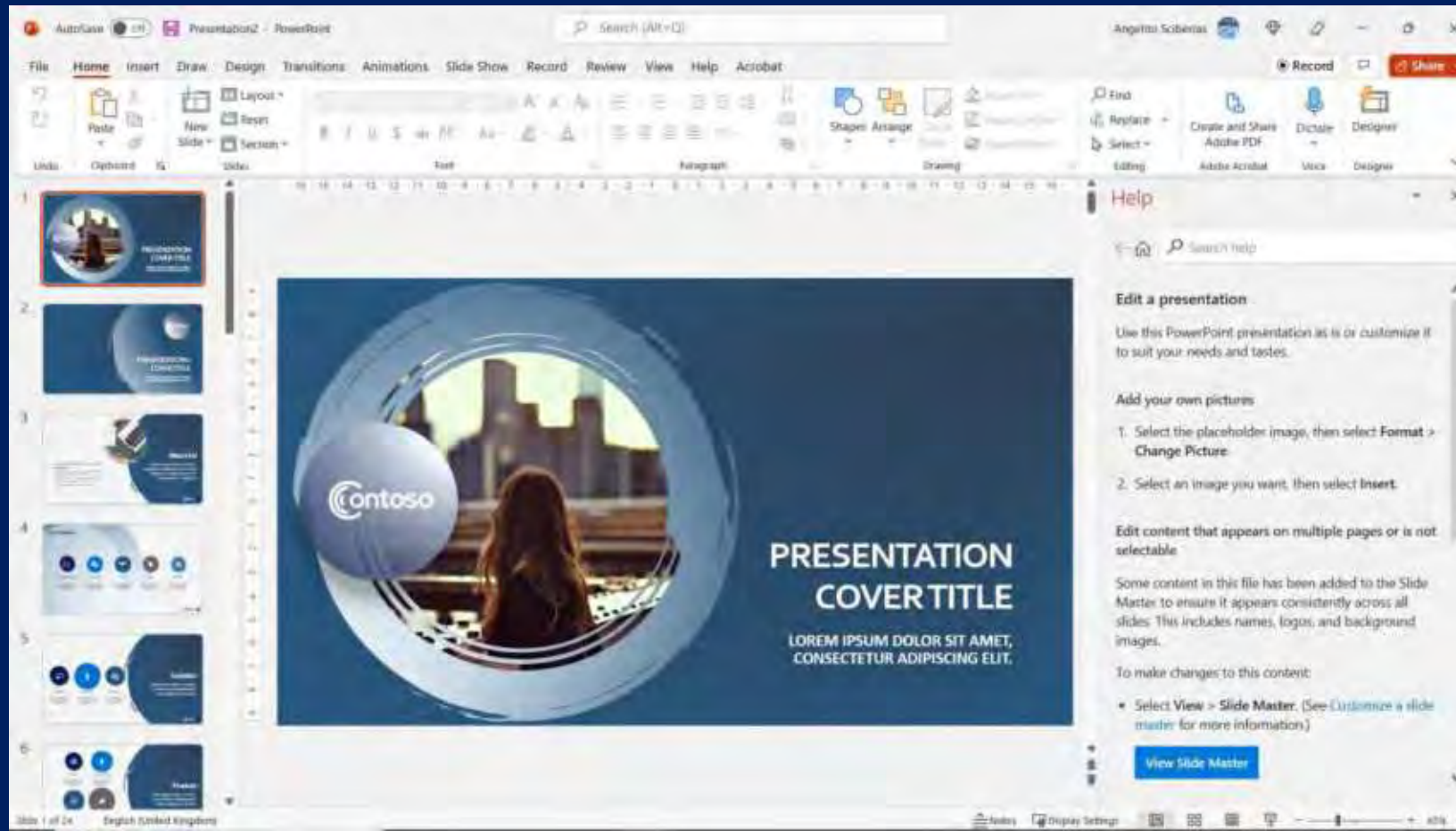
# PowerPoint Slideshow

## Opening PowerPoint



# PowerPoint Slideshow

## Opening PowerPoint



# PowerPoint Slideshow



Undergraduate Diploma in  
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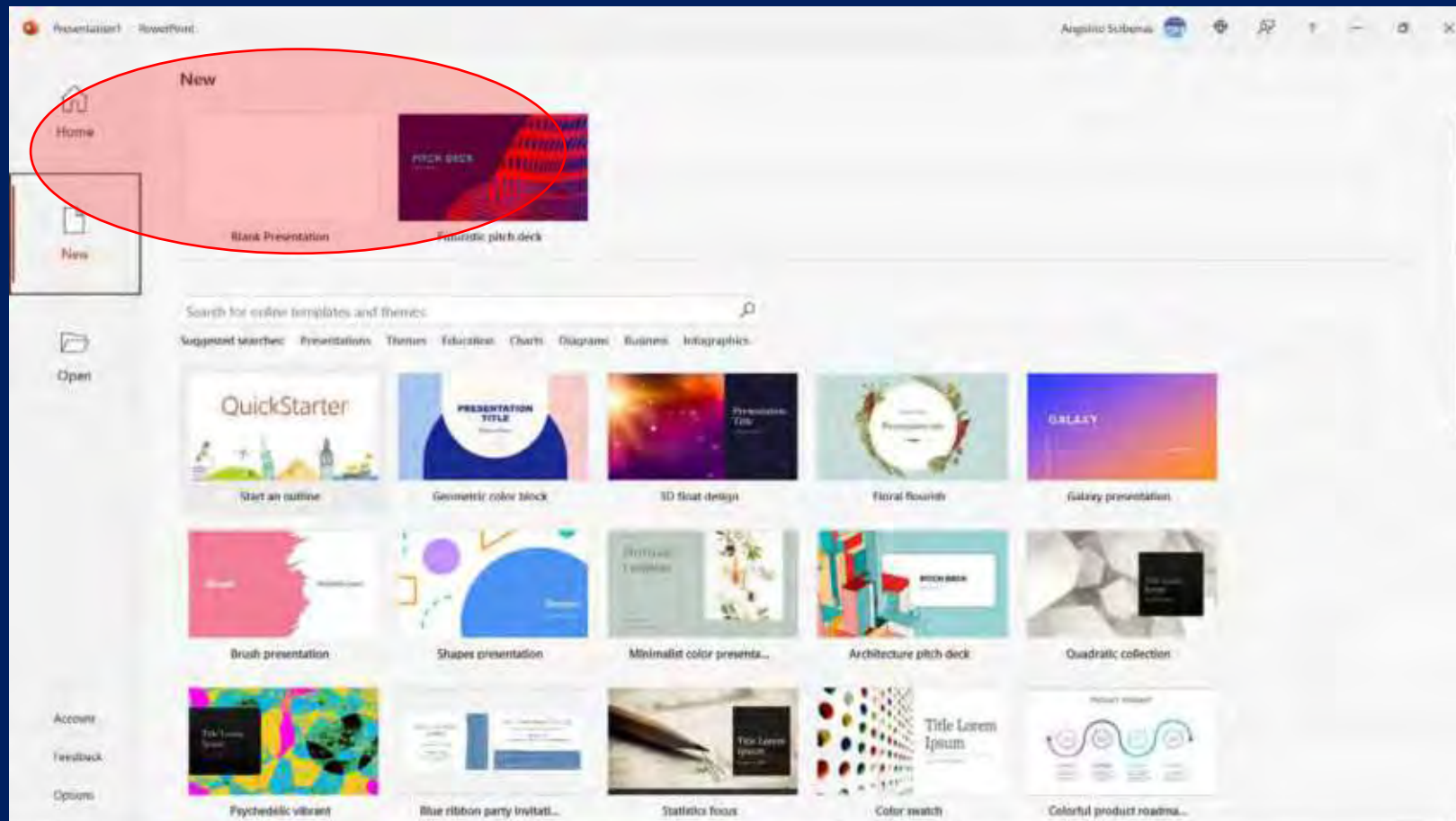
**Blank Presentation** vs Template

**Originality** vs Time



# PowerPoint Slideshow

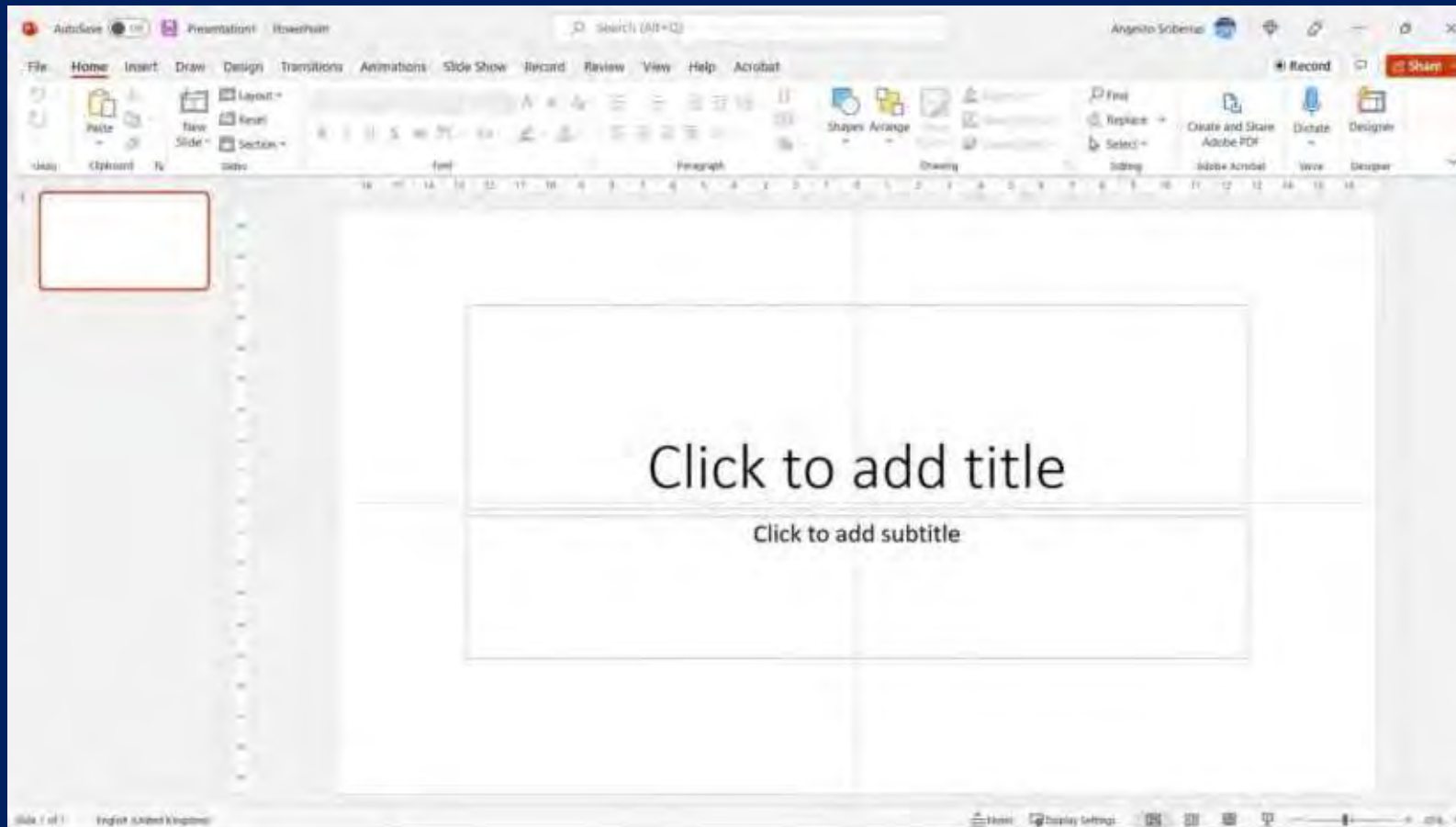
## Opening PowerPoint





# PowerPoint Slideshow

## Opening PowerPoint

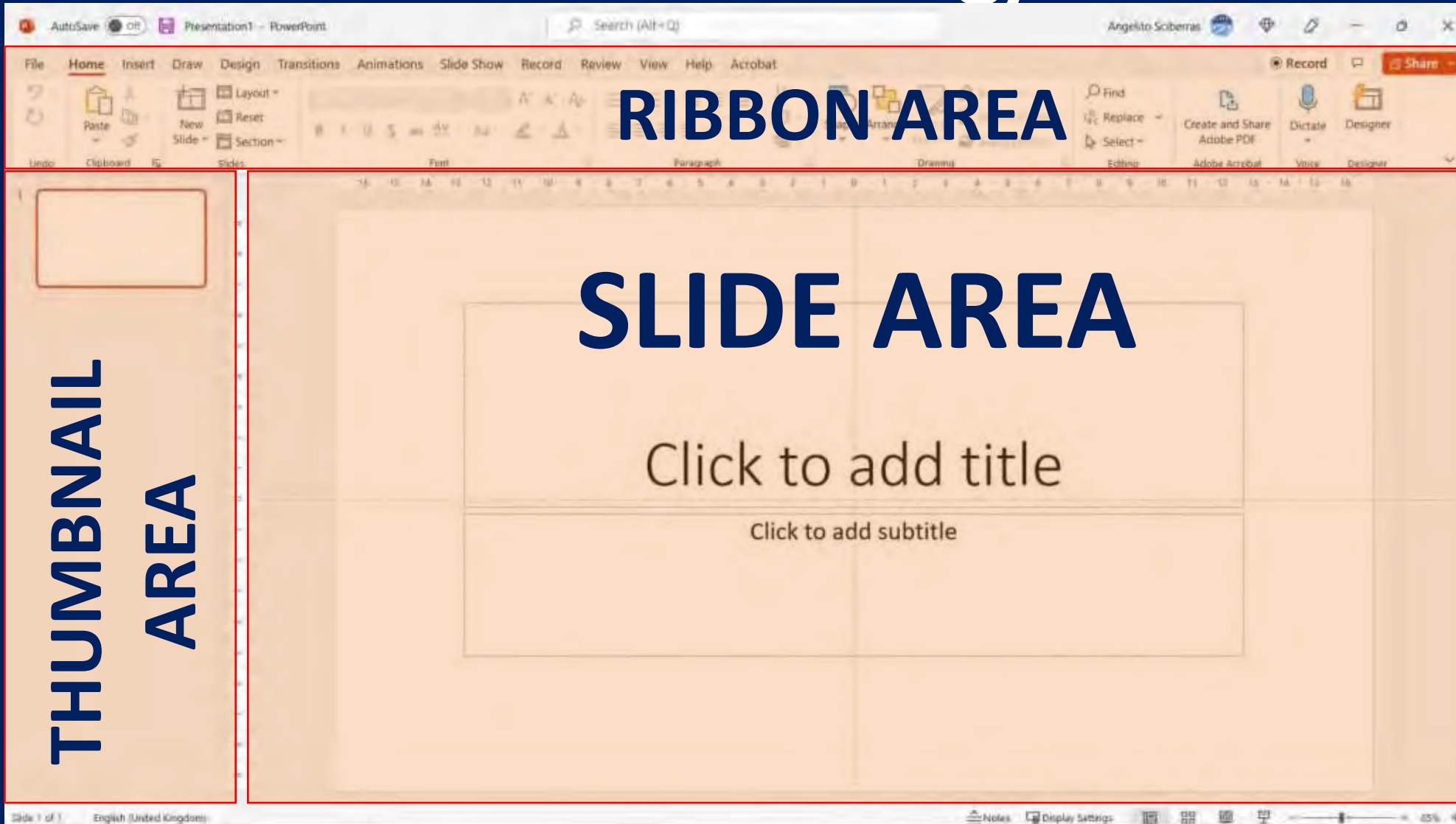




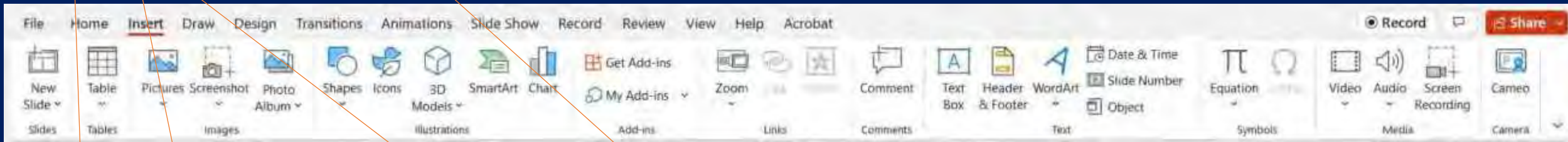
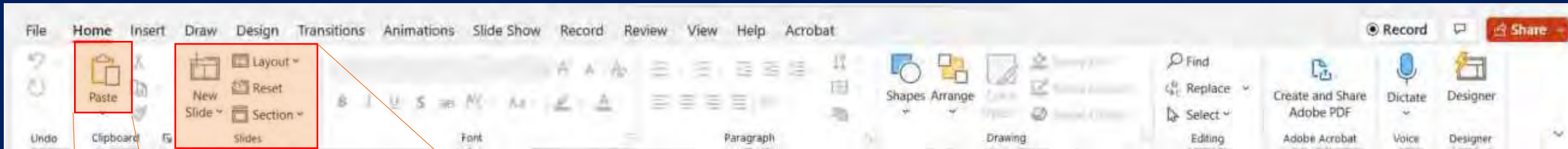
# PowerPoint Slideshow



# PowerPoint Terminology



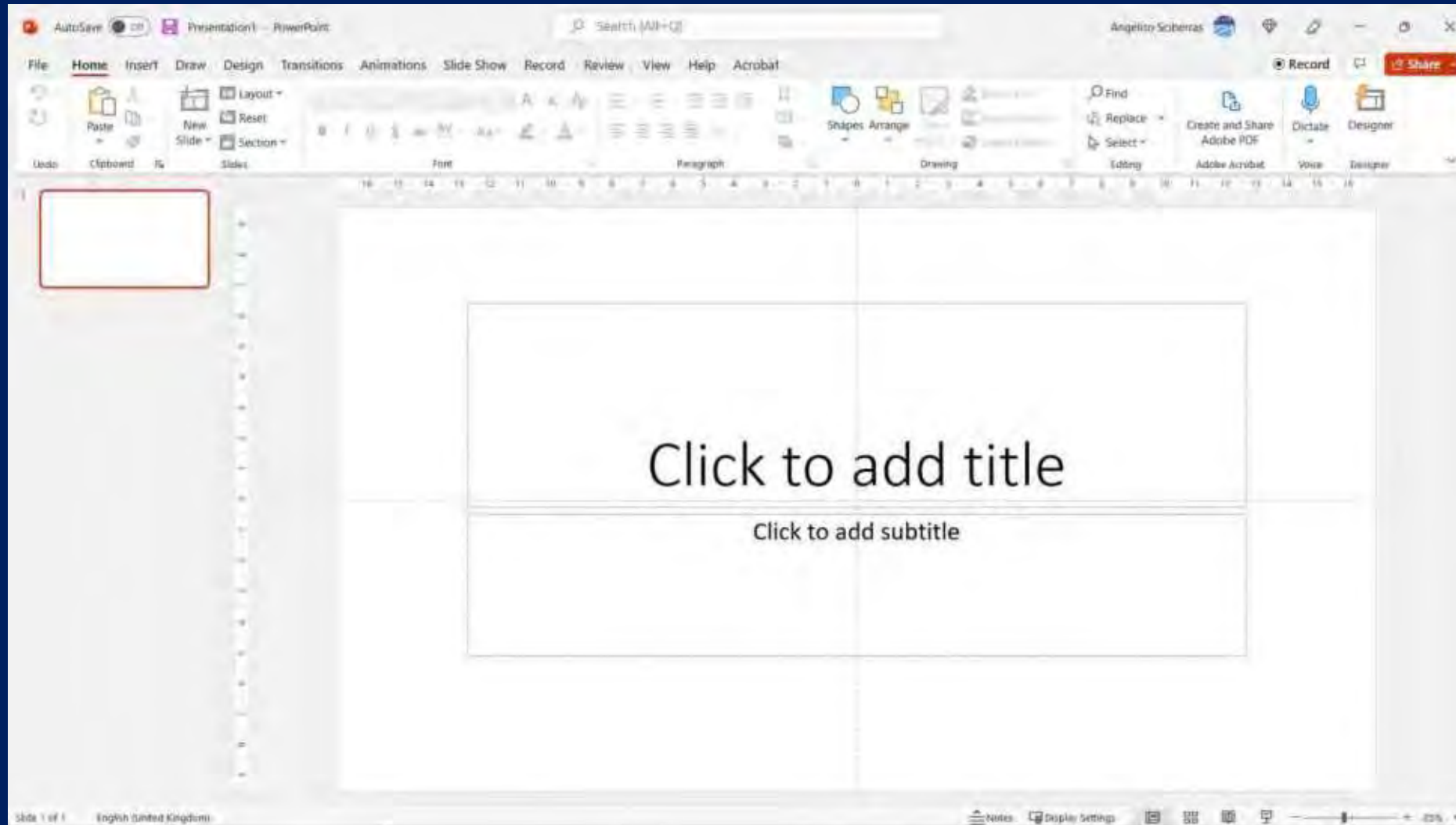
# PowerPoint Terminology



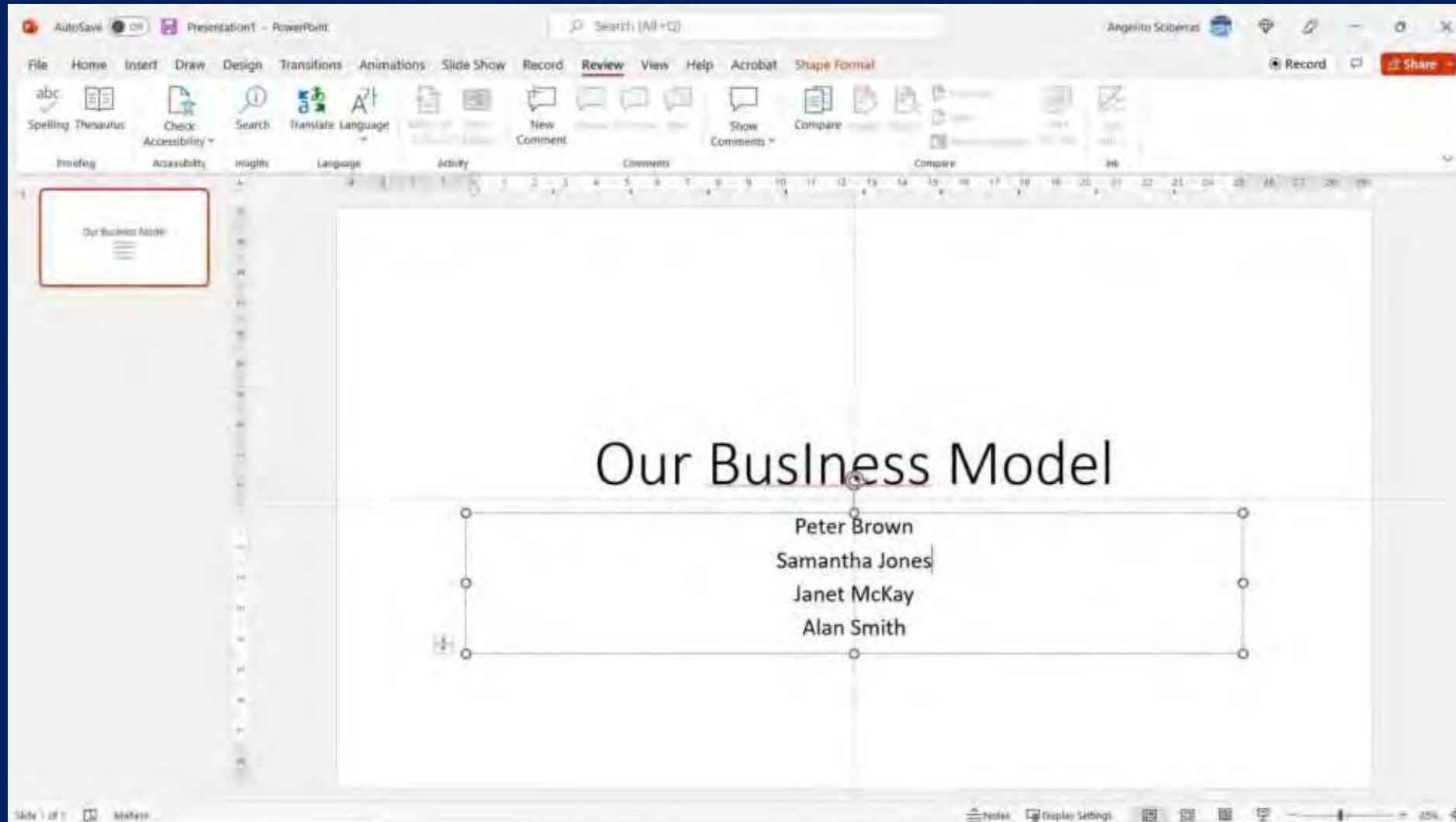
**Tool**

**Group**

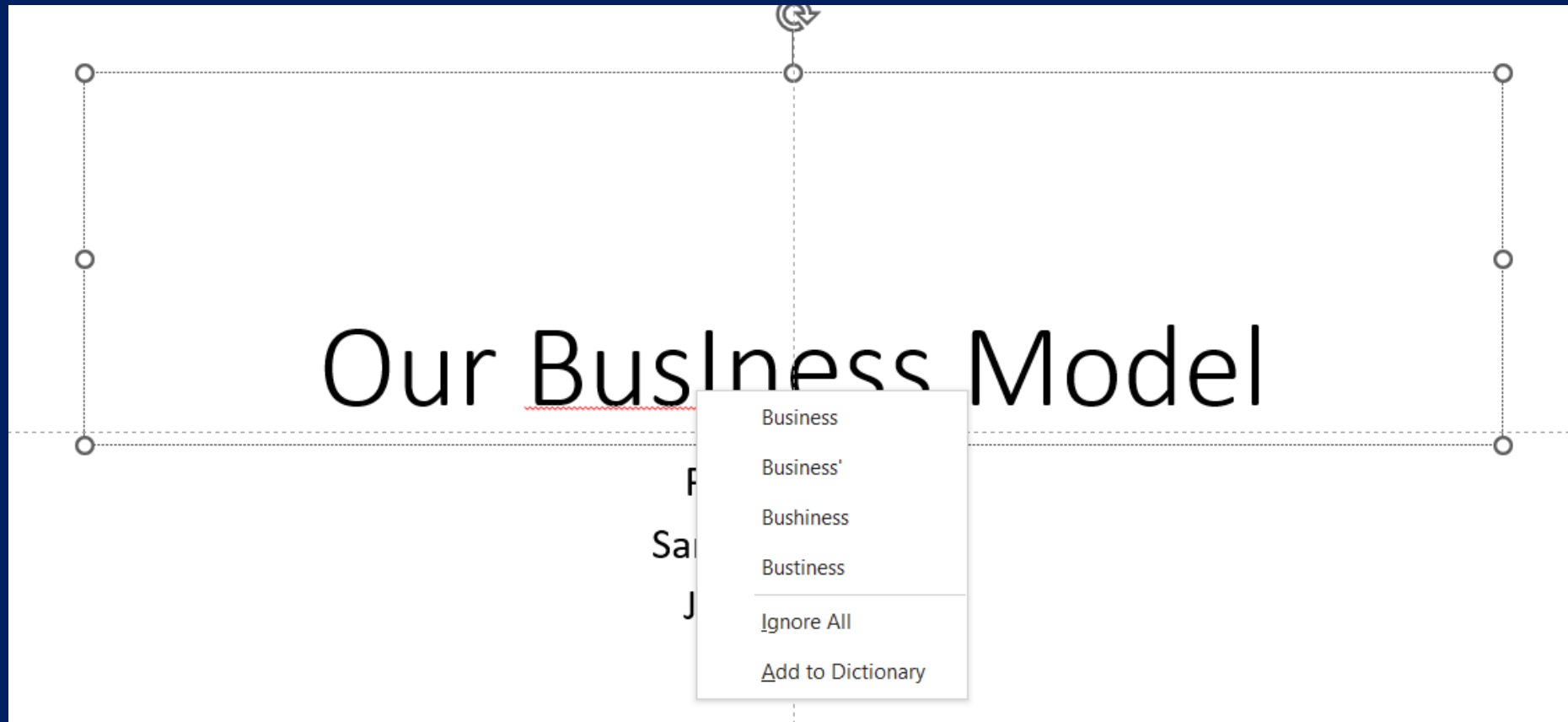
# PowerPoint Creating Slide



# PowerPoint Creating Slide

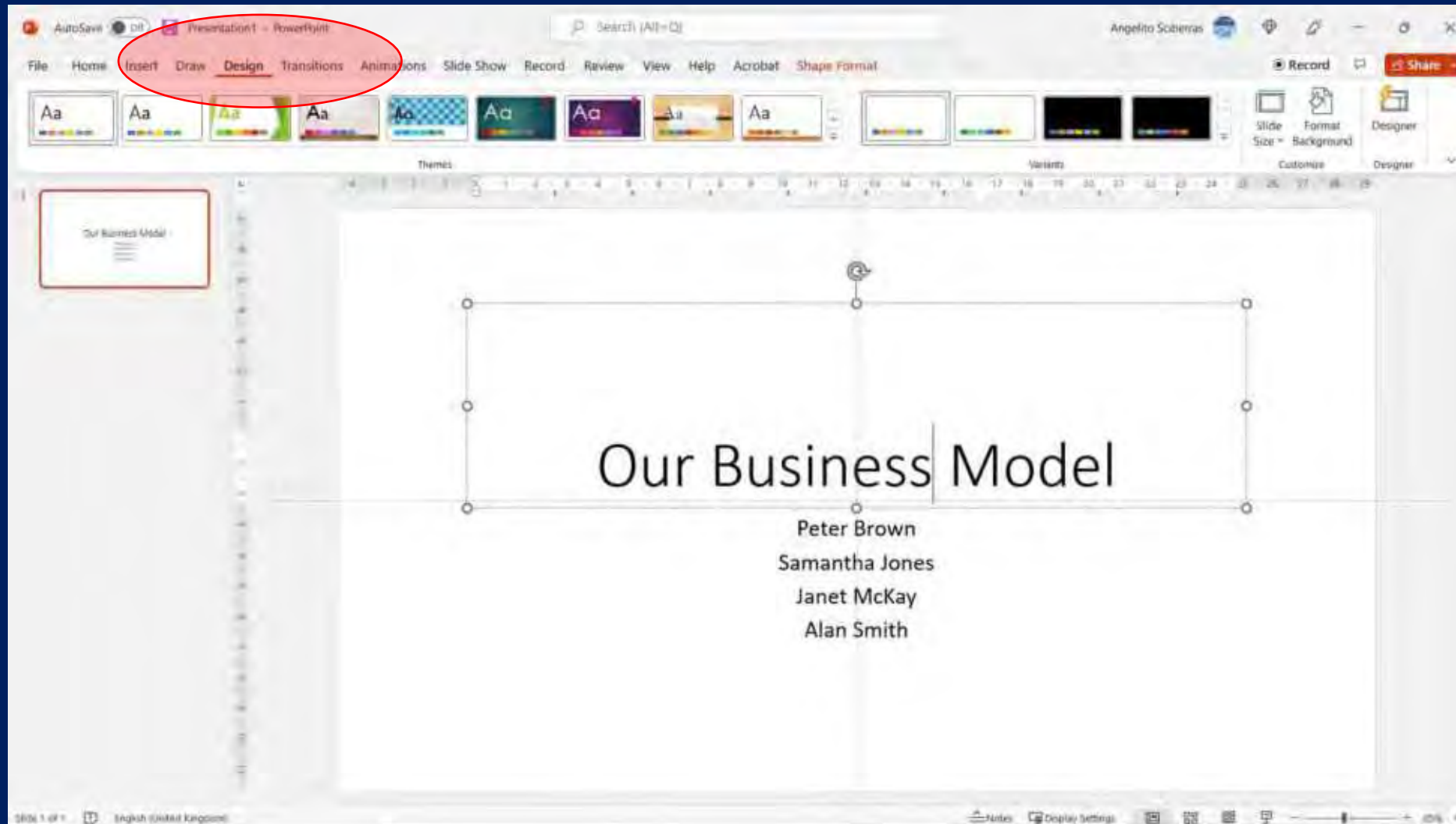


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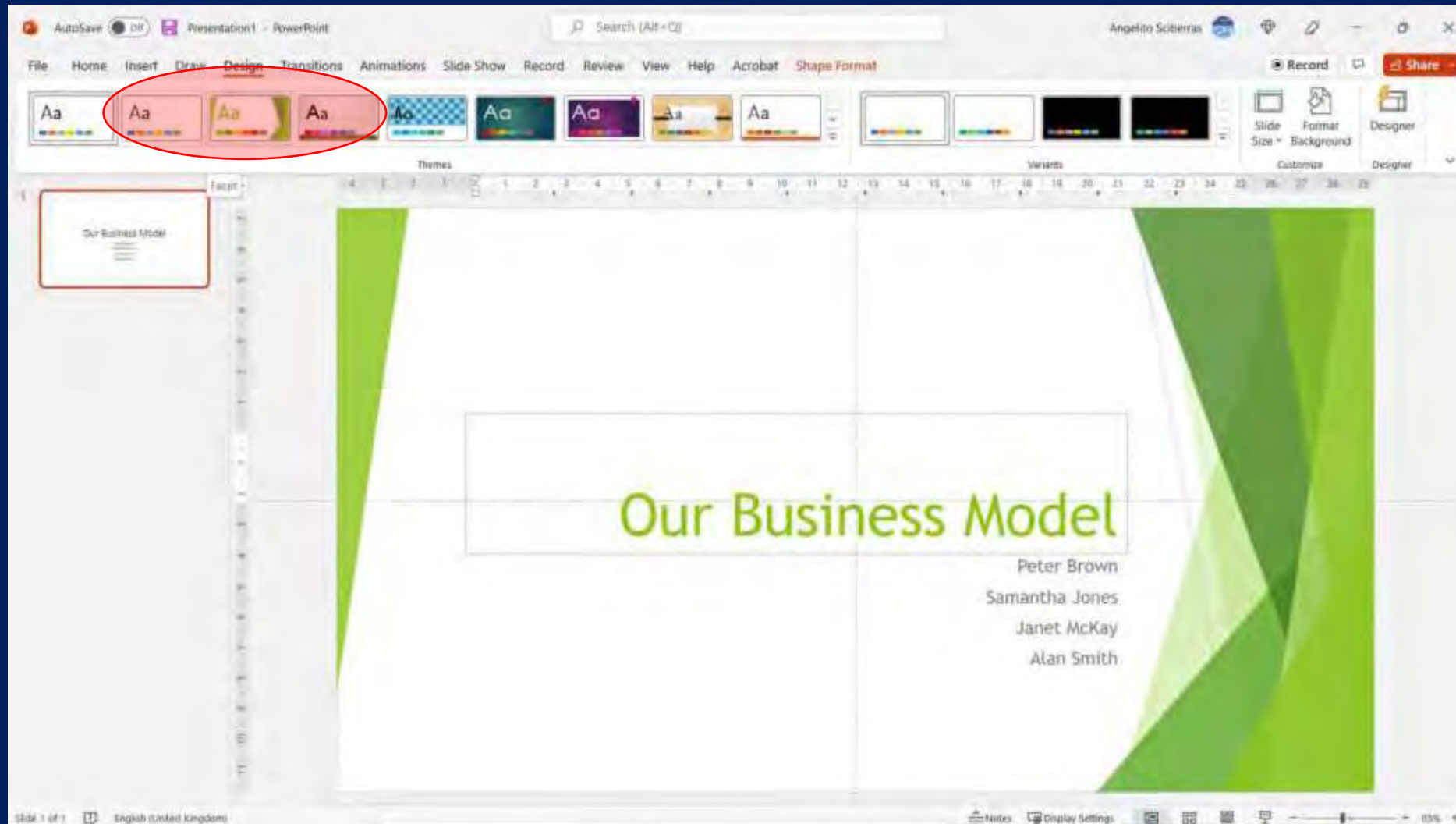




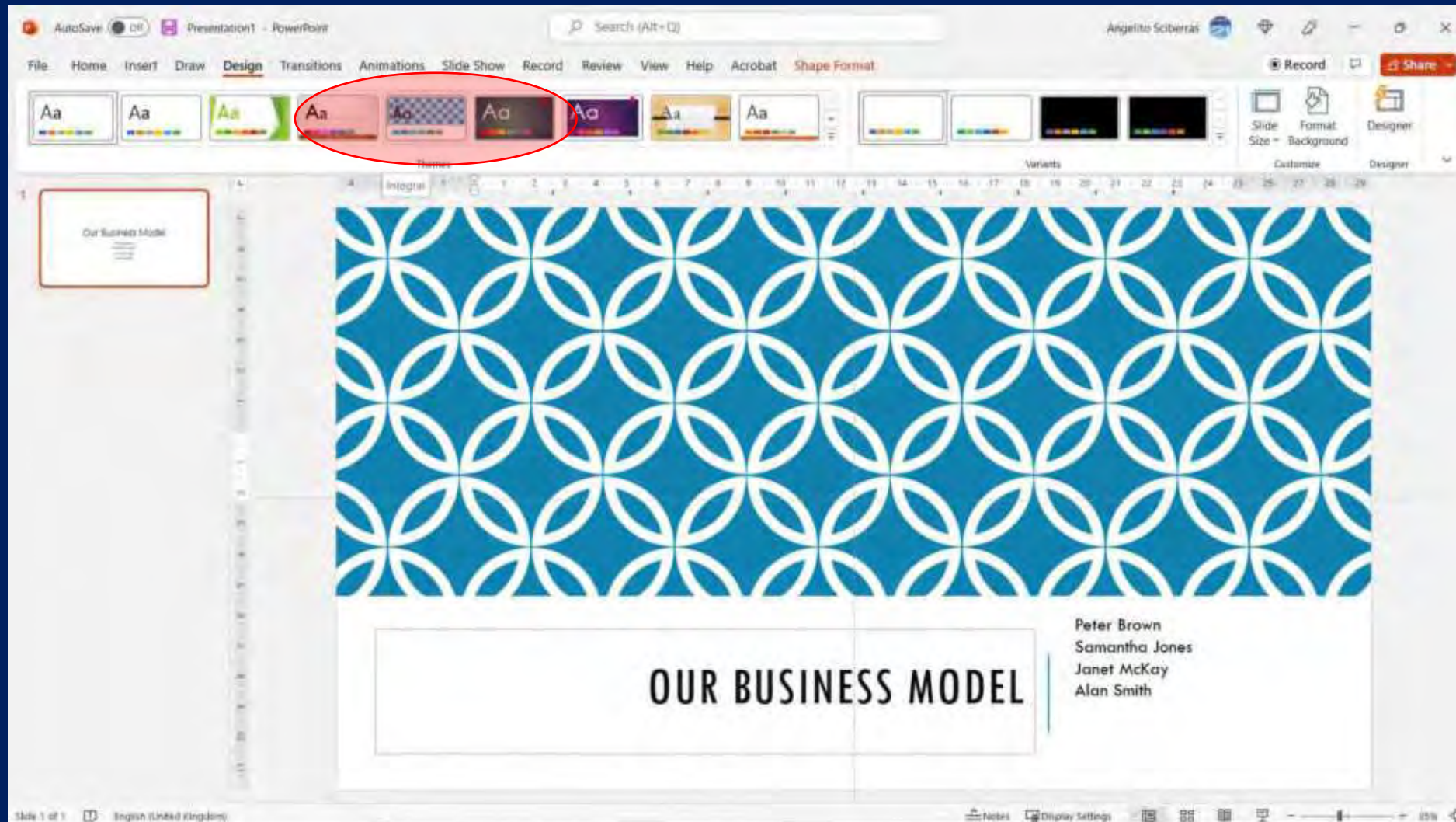
# PowerPoint Creating Slide



# PowerPoint Creating Slide

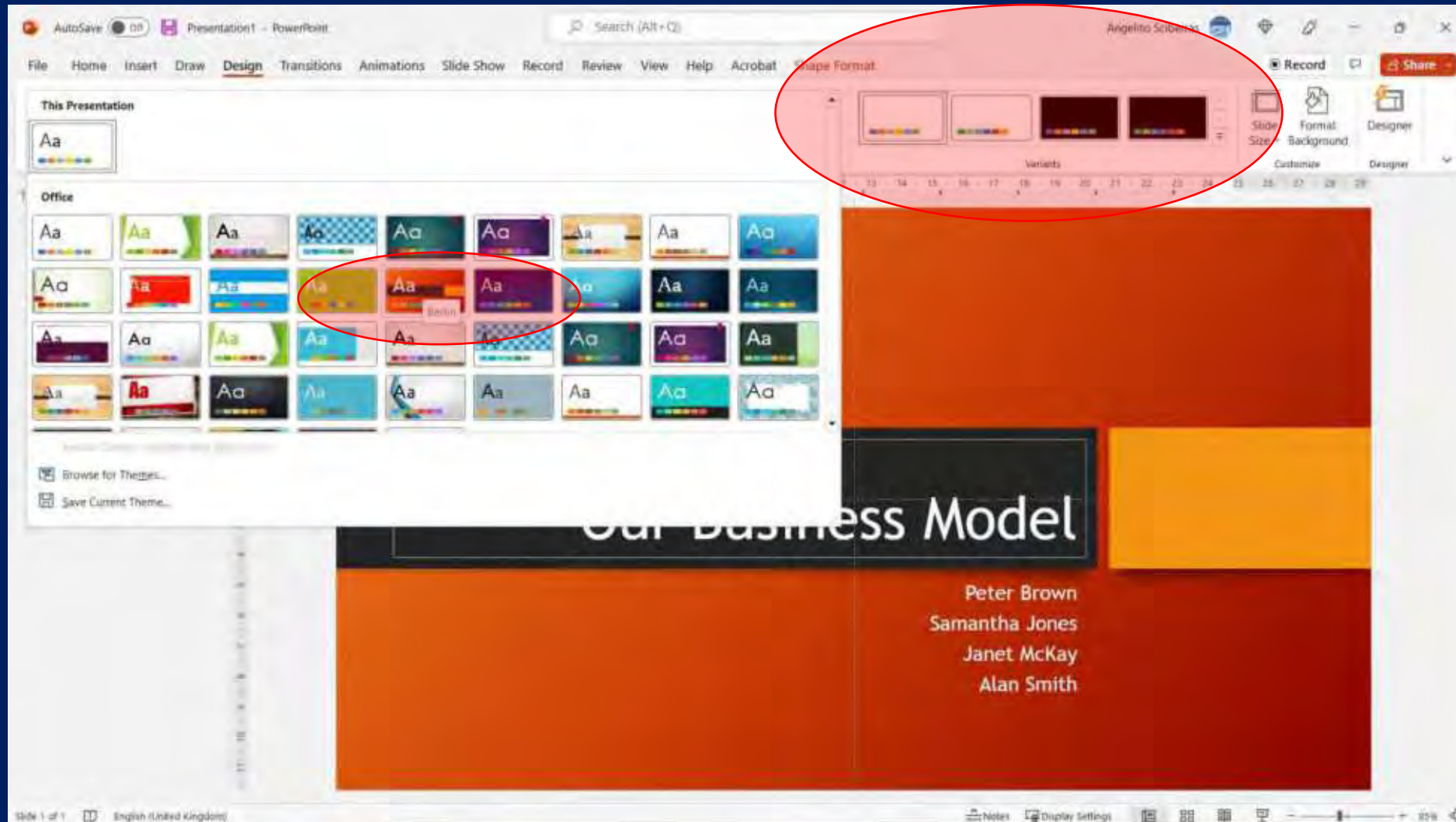


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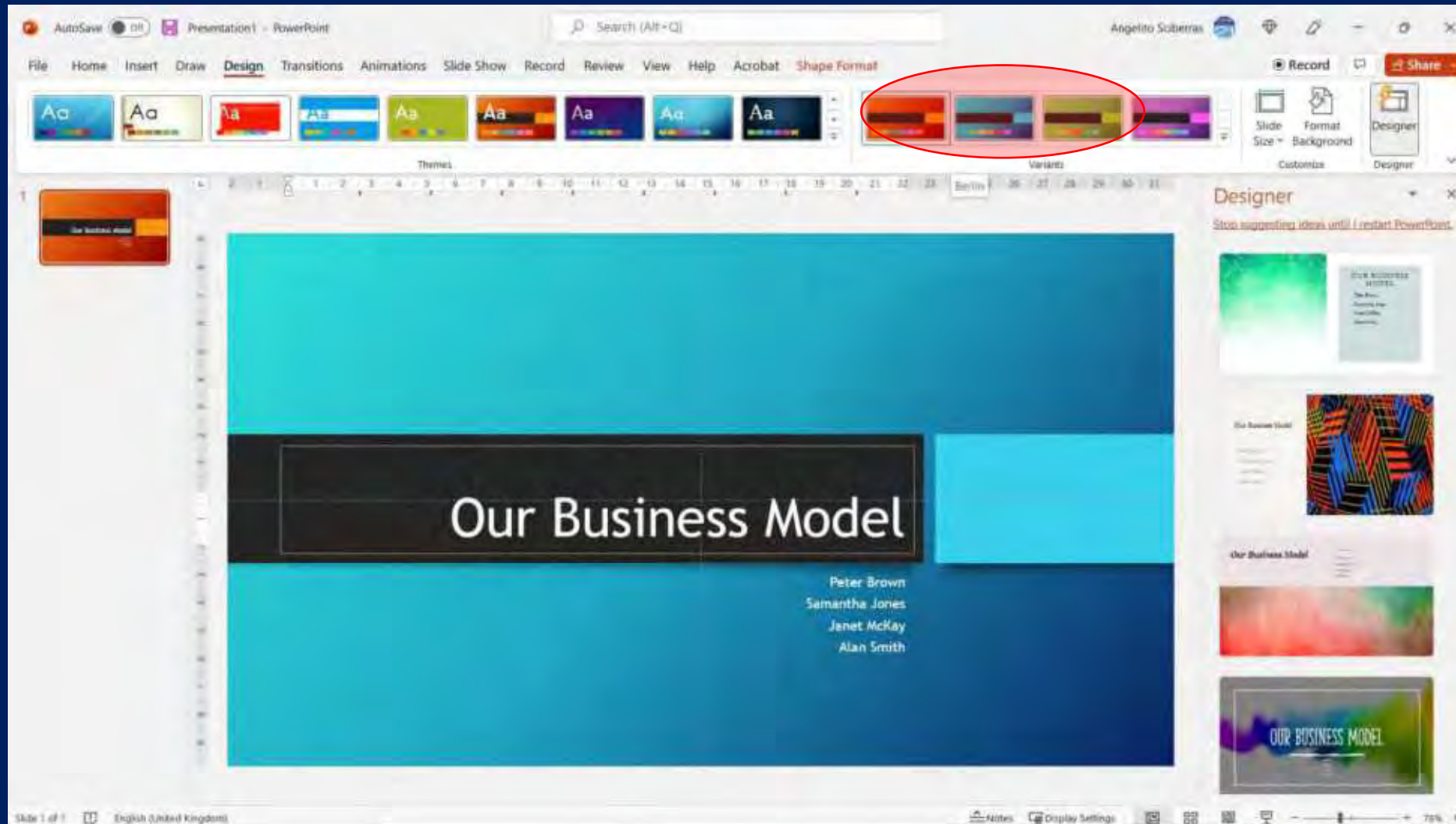




# PowerPoint Creating Slide



# PowerPoint Creating Slide

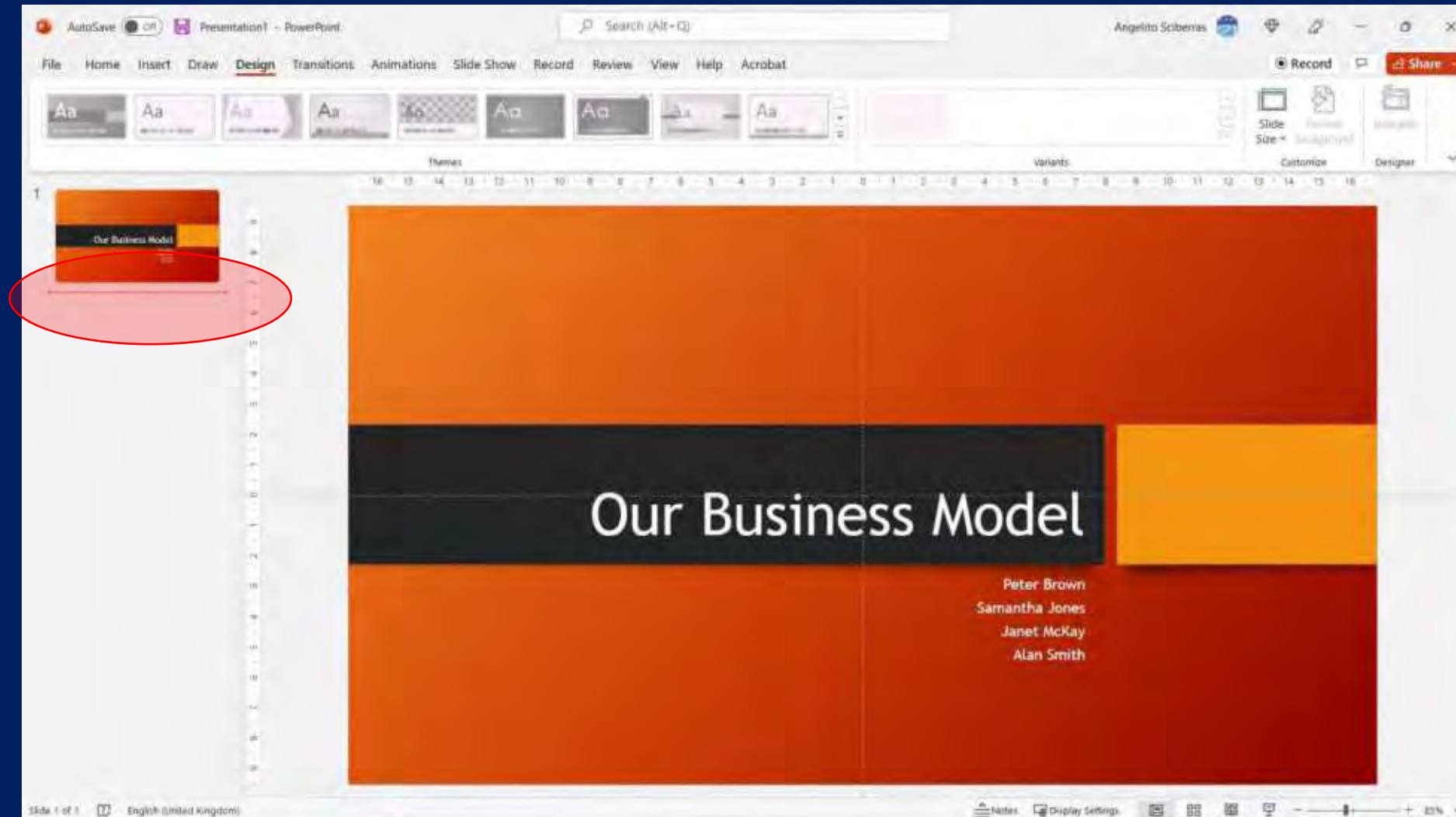


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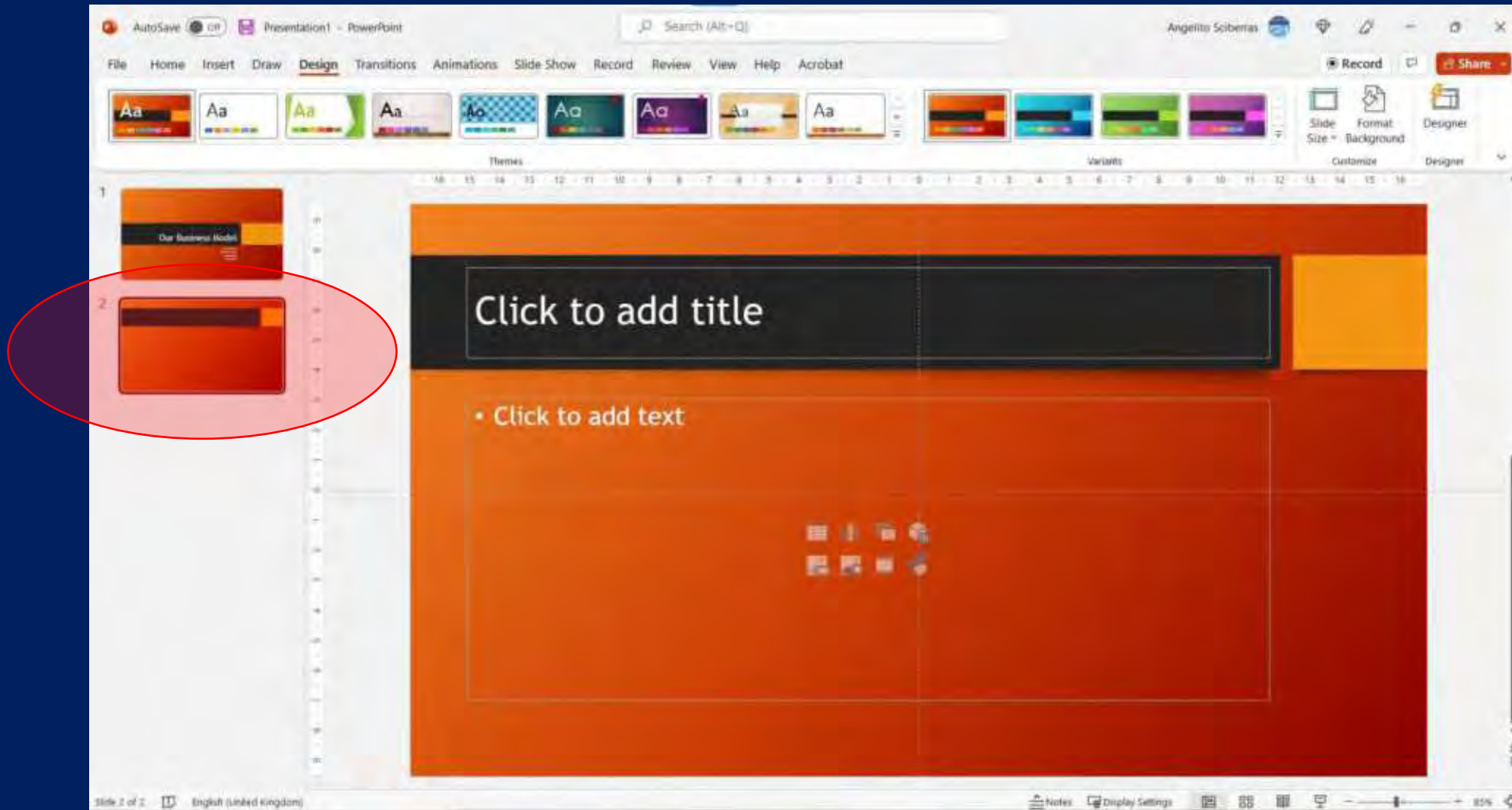




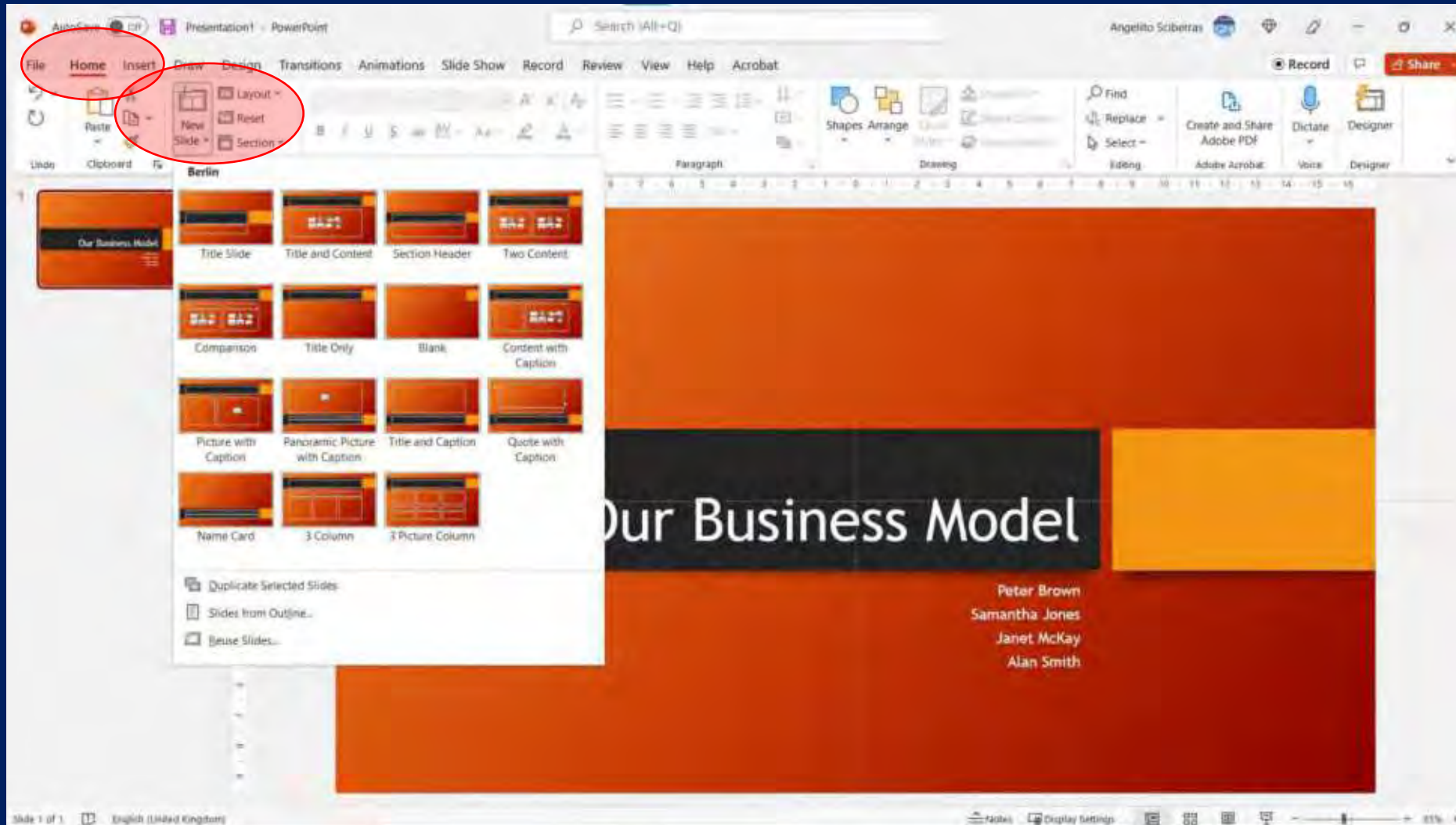
# PowerPoint New Slide



# PowerPoint New Slide



# PowerPoint New Slide

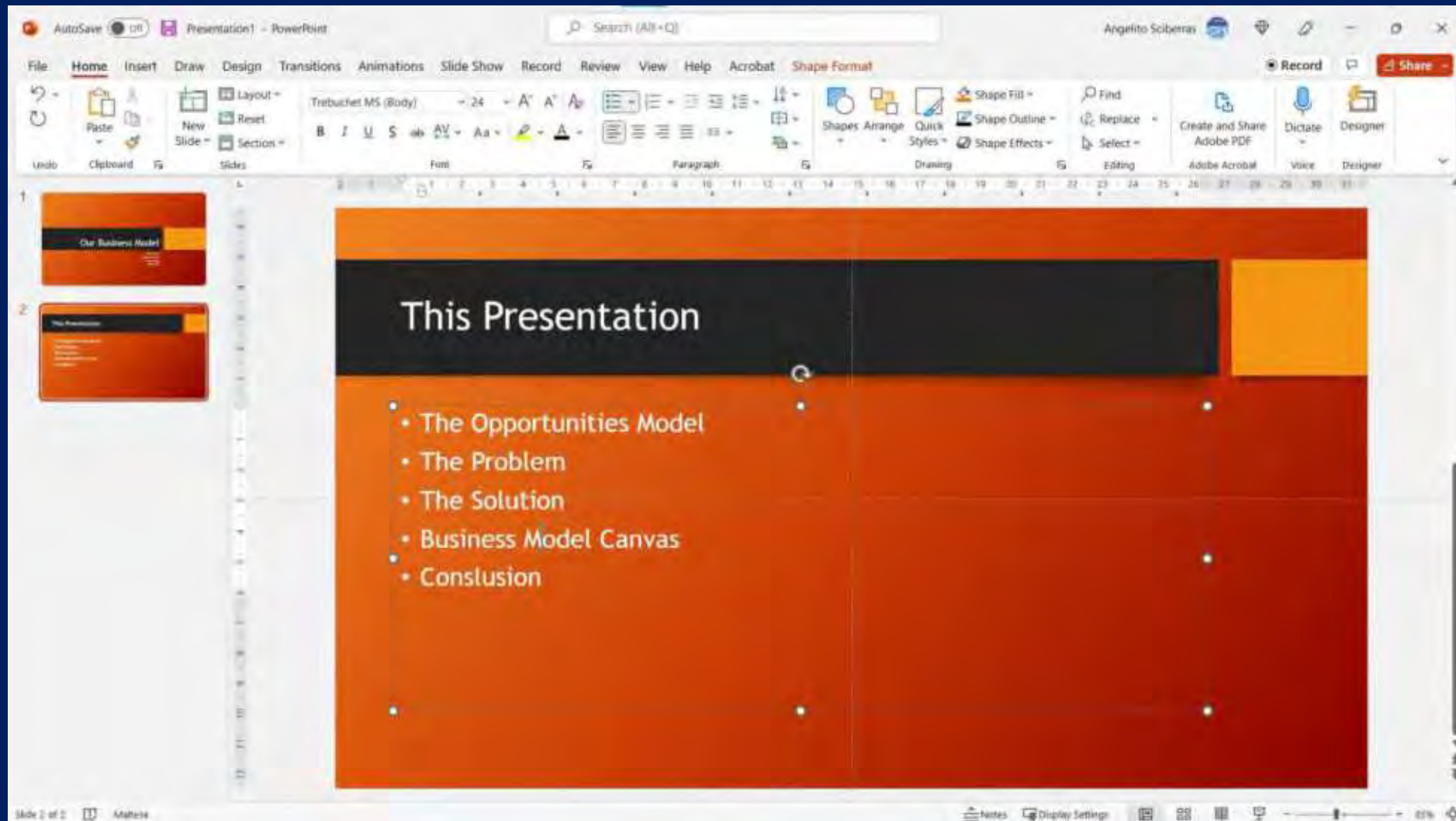


# PowerPoint Creating Slide





# PowerPoint Building the Slide



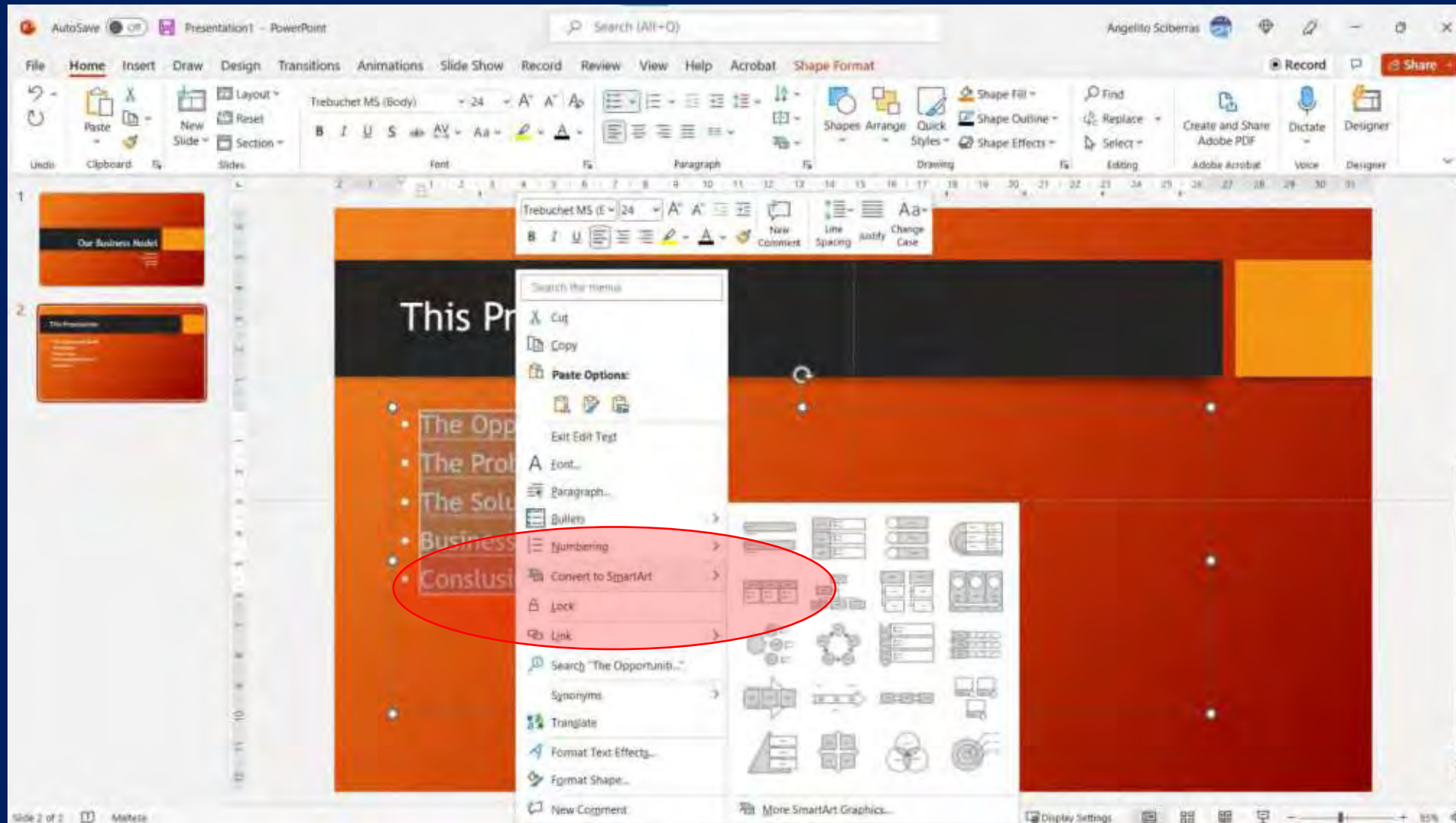
The screenshot displays the Microsoft PowerPoint interface. The title bar shows 'Presentation1 - PowerPoint' and the user 'Angelito Sciberan'. The ribbon includes 'File', 'Home', 'Insert', 'Draw', 'Design', 'Transitions', 'Animations', 'Slide Show', 'Record', 'Review', 'View', 'Help', 'Acrobat', and 'Shape Format'. The 'Home' ribbon is active, showing options for Undo, Paste, New Slide, Section, Font (Trebuchet MS, size 24), Paragraph, Drawing, Editing, and Designer. The slide content is as follows:

- 1. Our Business Model
- 2. This Presentation
  - The Opportunities Model
  - The Problem
  - The Solution
  - Business Model Canvas
  - Conclusion

The status bar at the bottom indicates 'Slide 2 of 2', 'Maths', and a zoom level of 20%.

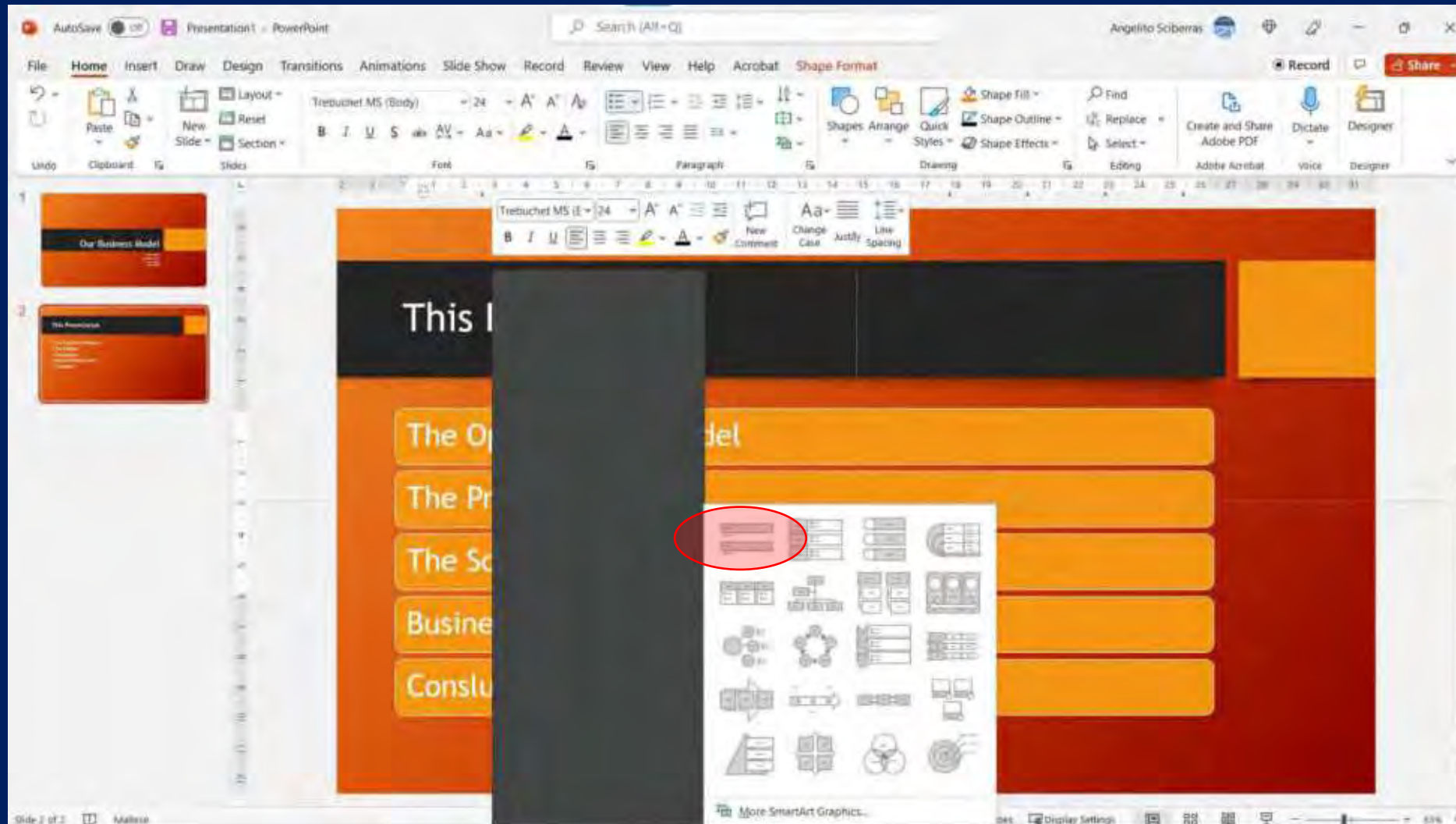


# PowerPoint Building the Slide





# PowerPoint Building the Slide



# PowerPoint Building the Slide

The screenshot displays the Microsoft PowerPoint interface. The title bar shows 'Presentation1 - PowerPoint'. The ribbon includes 'File', 'Home', 'Insert', 'Draw', 'Design', 'Transitions', 'Animations', 'Slide Show', 'Record', 'Review', 'View', 'Help', and 'Acrobat'. The 'Home' ribbon is active, showing options for 'Undo', 'Clipboard', 'Slides', 'Paragraph', 'Drawing', 'Editing', 'Adobe Acrobat', and 'Designer'. The main slide area shows a slide with a dark blue header and a light blue background. The slide content is as follows:

| This Presentation |                         |
|-------------------|-------------------------|
|                   | The Opportunities Model |
|                   | The Problem             |
|                   | The Solution            |
|                   | Business Model Canvas   |
|                   | Conclusion              |

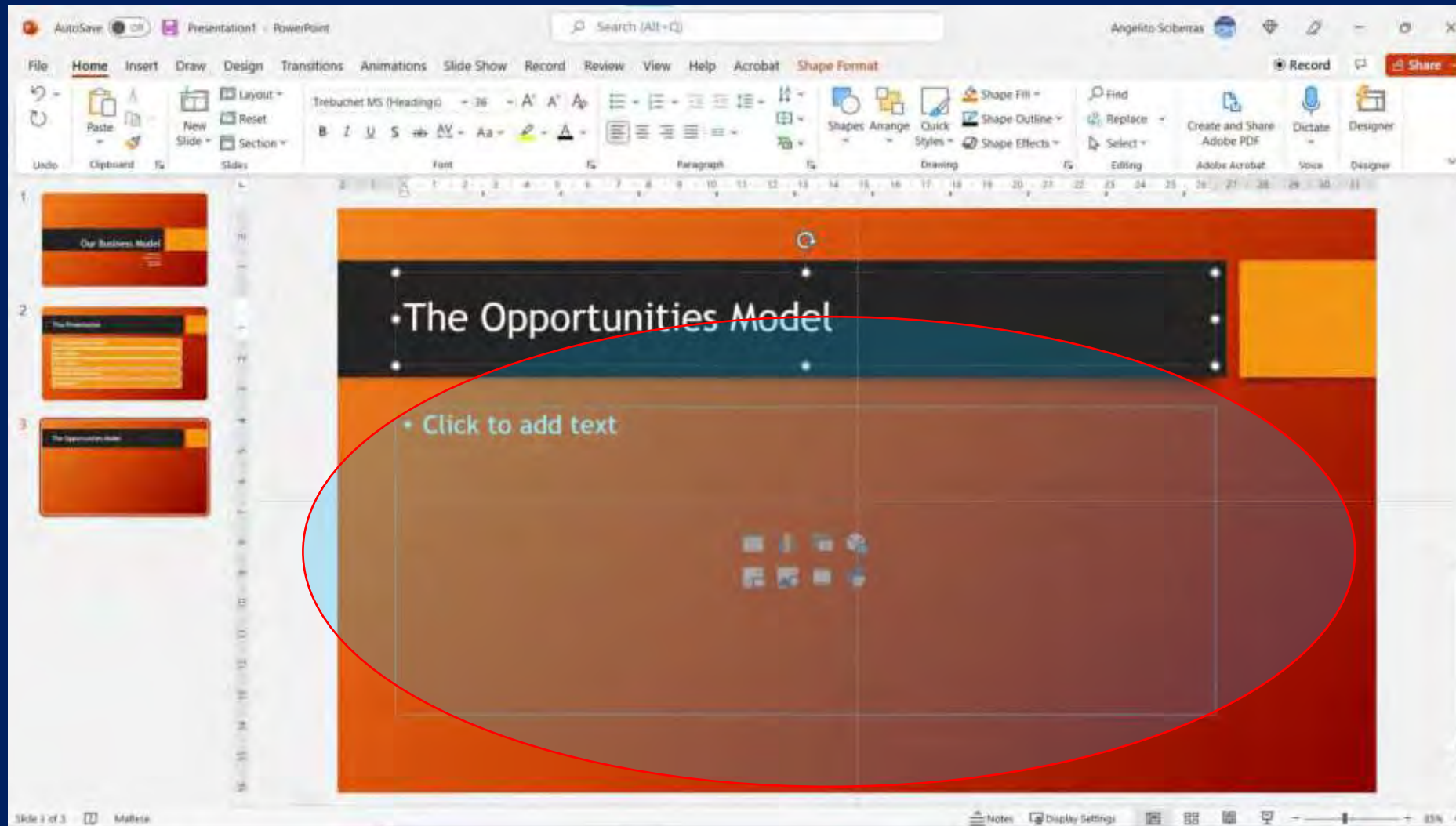
The status bar at the bottom indicates 'Slide 2 of 2', 'English (United Kingdom)', and '85%' zoom.



# PowerPoint Creating Slide

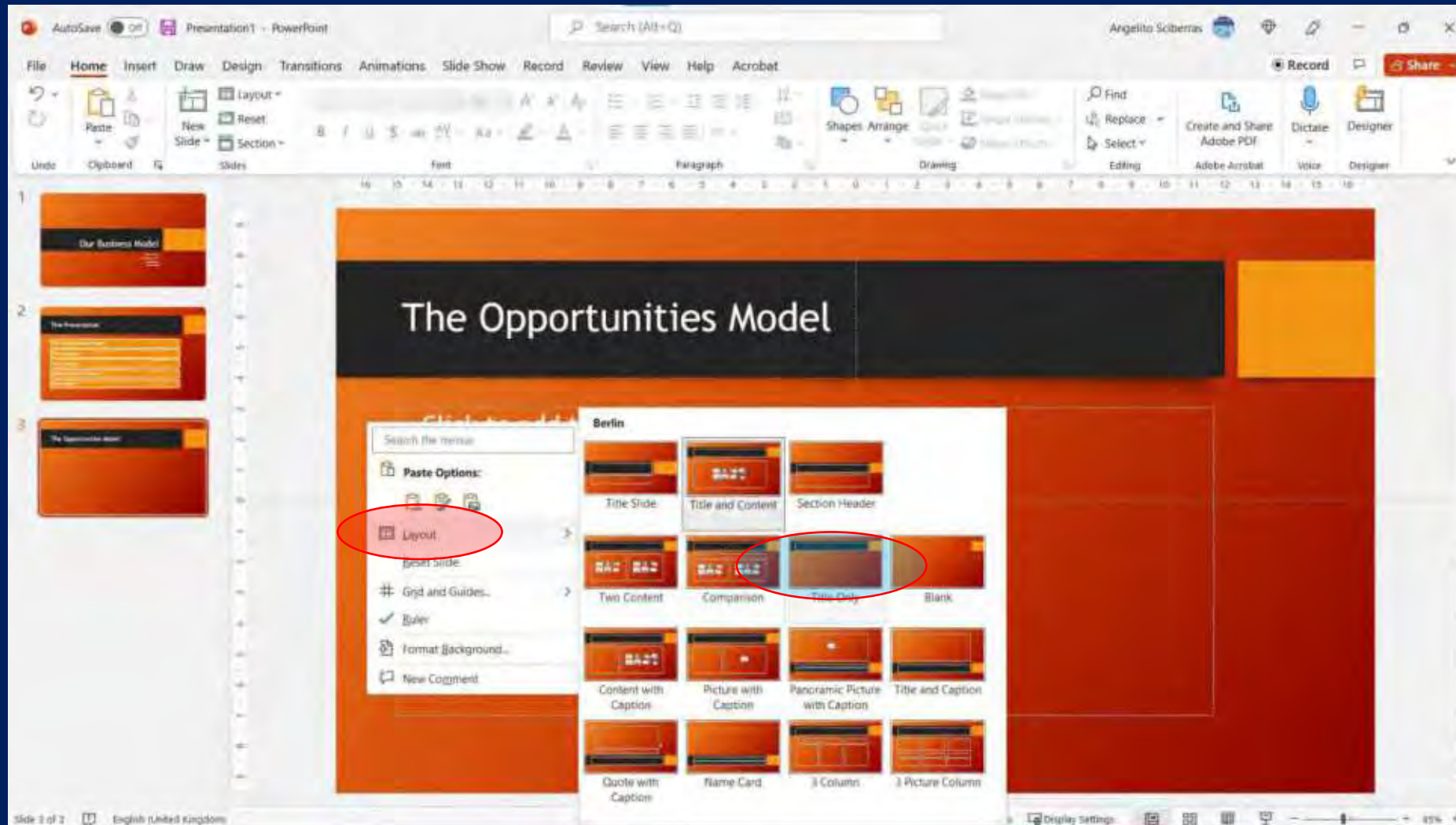


# PowerPoint Inserting Pictures

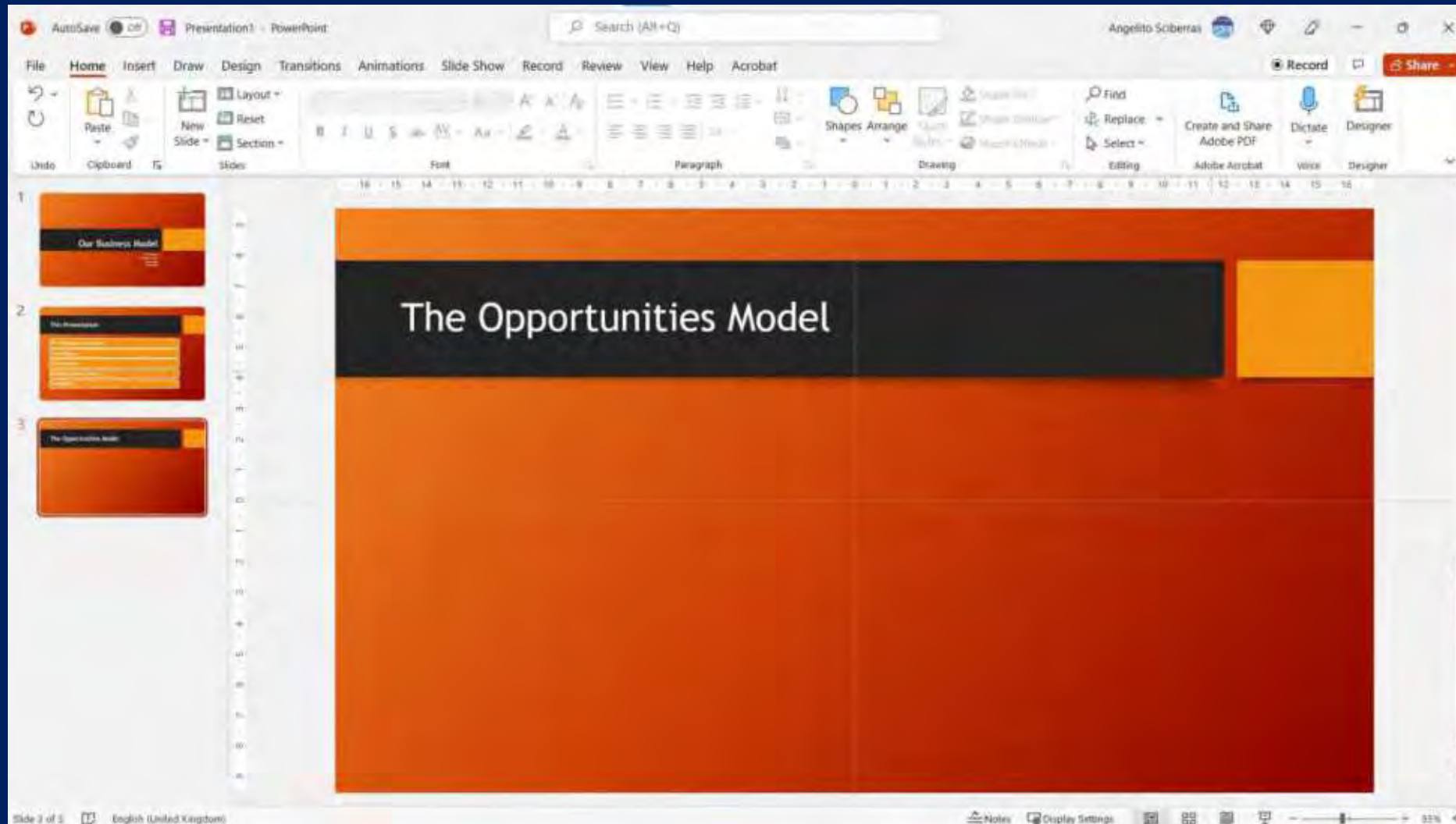




# PowerPoint Inserting Pictures

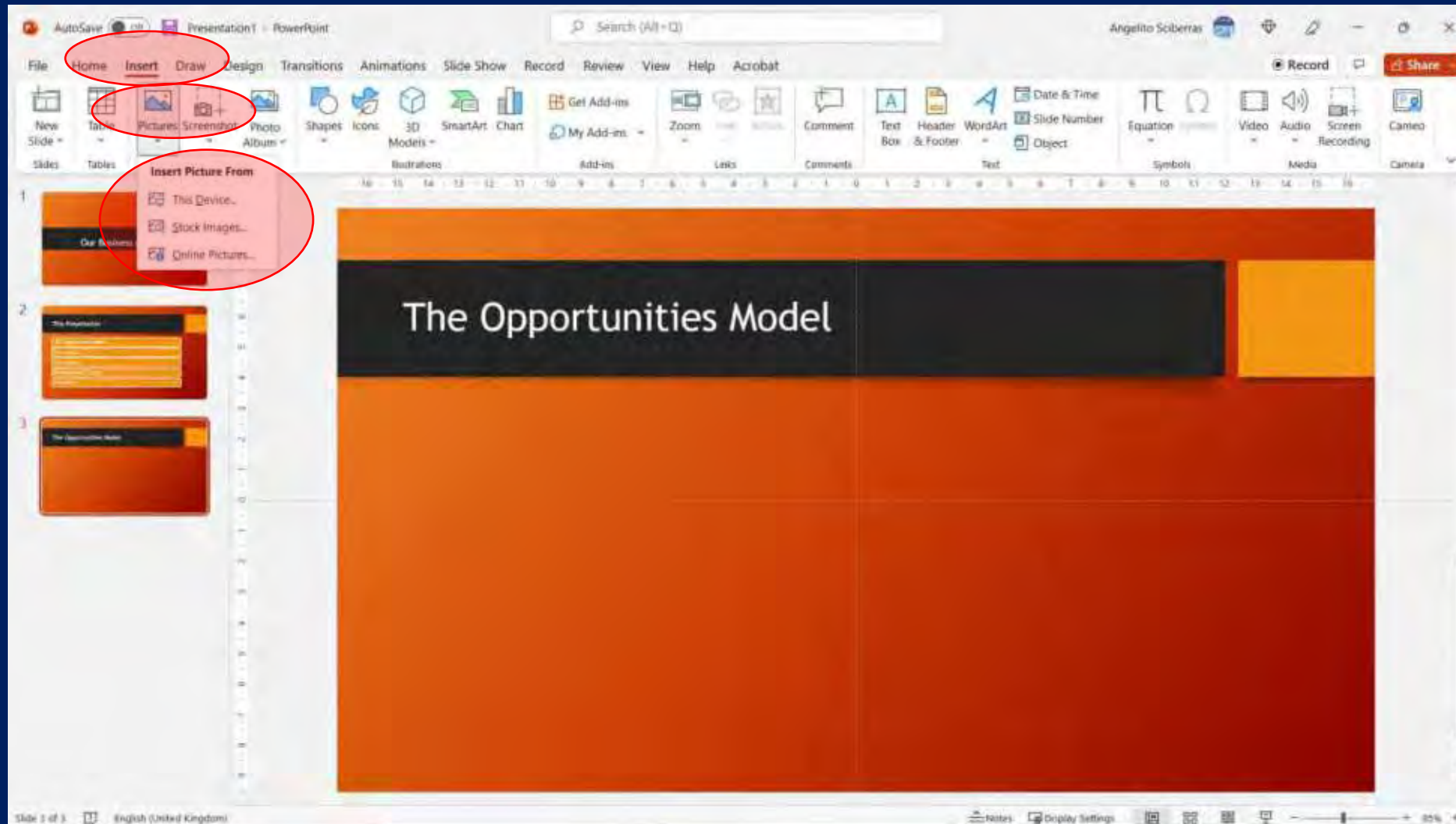


# PowerPoint Inserting Pictures

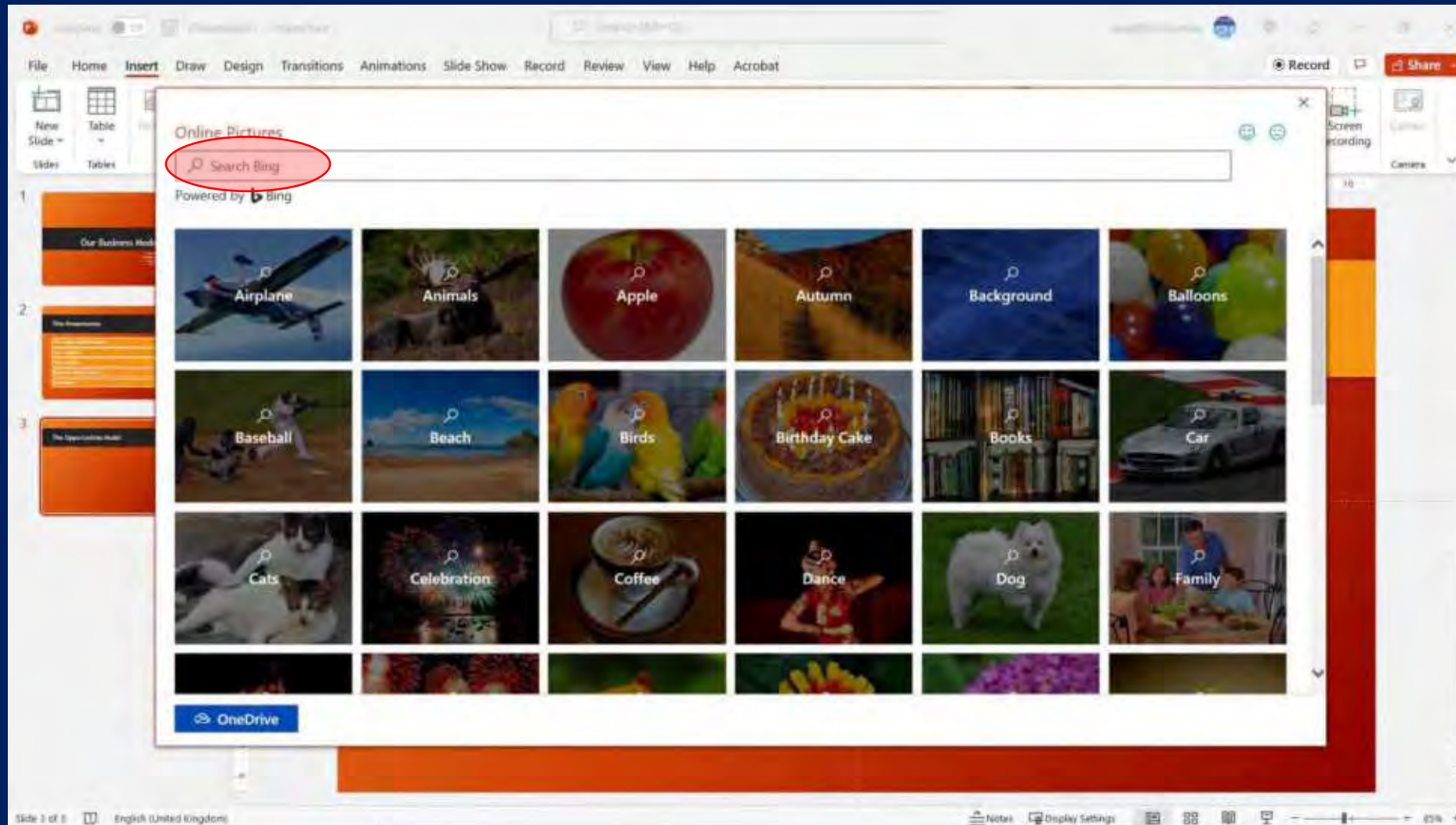




# PowerPoint Inserting Pictures

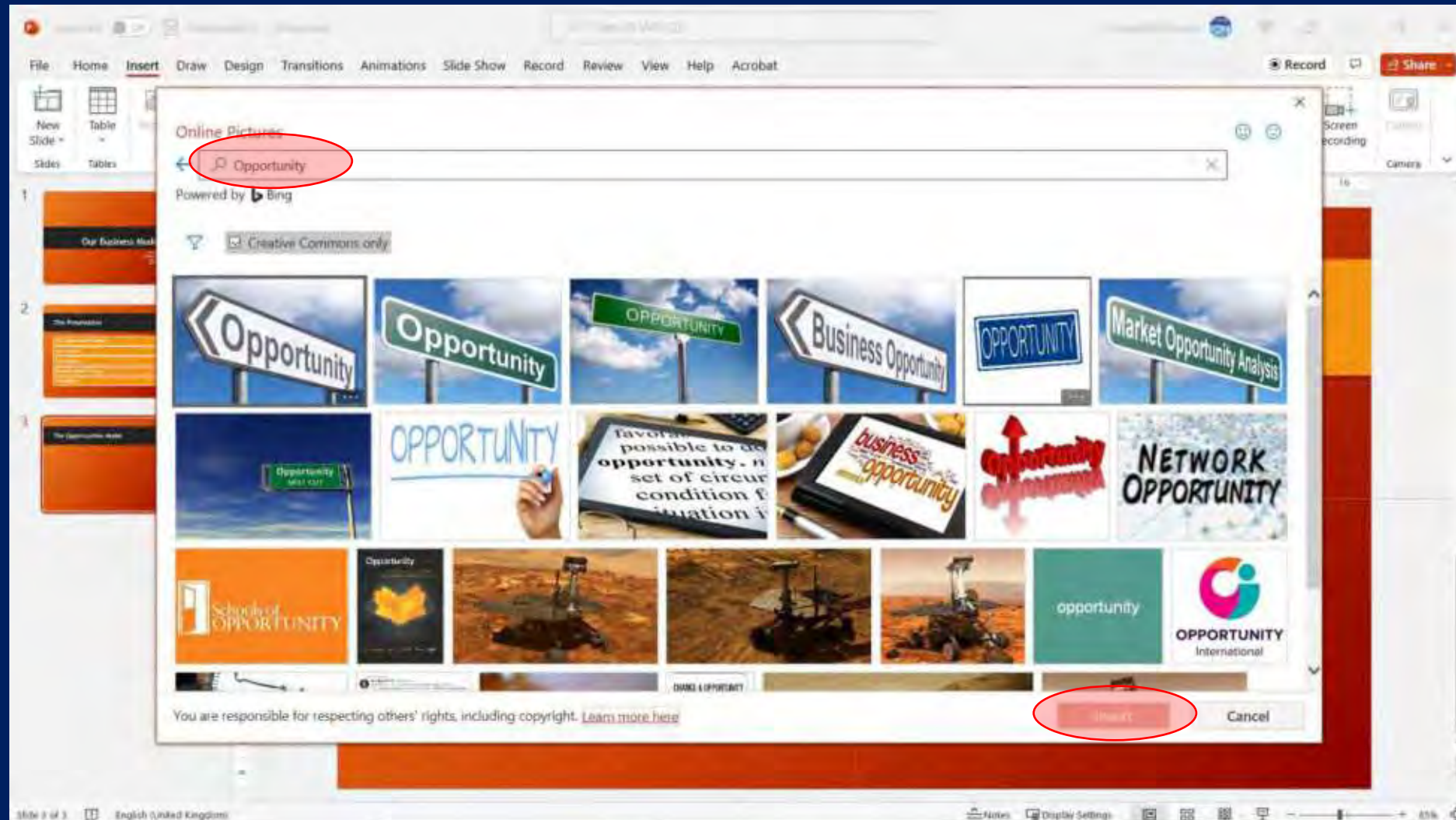


# PowerPoint Inserting Pictures

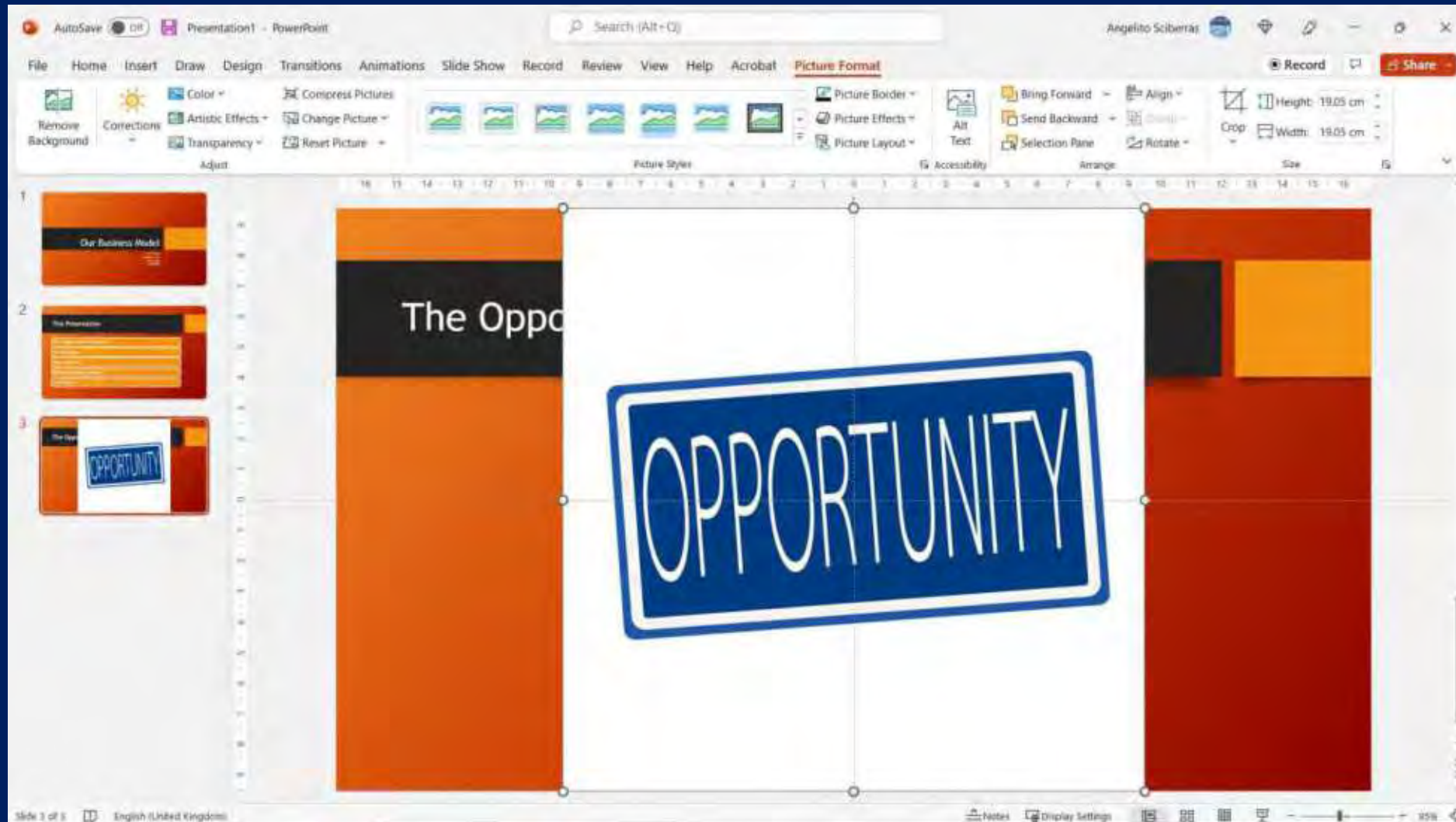




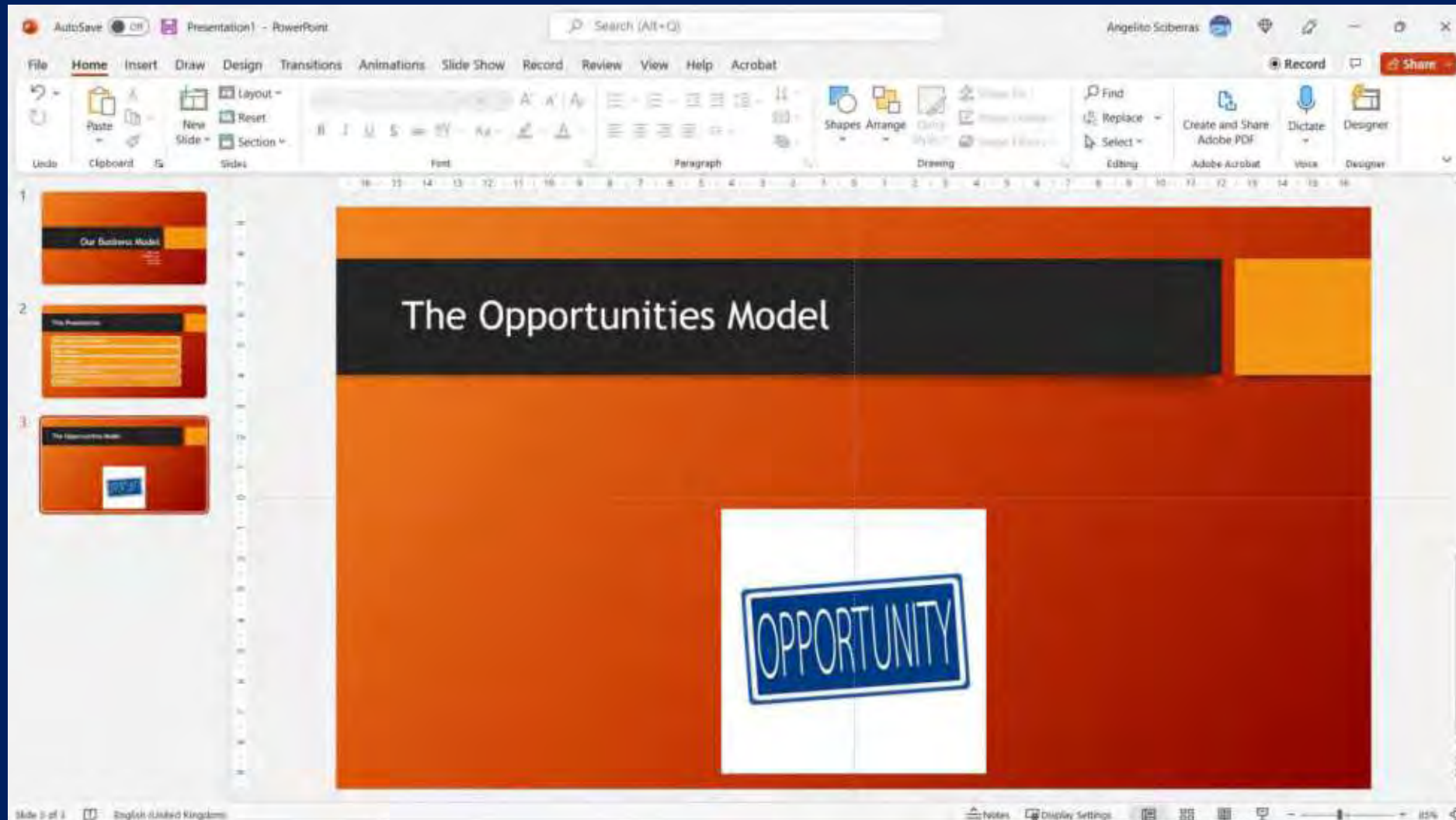
# PowerPoint Inserting Pictures



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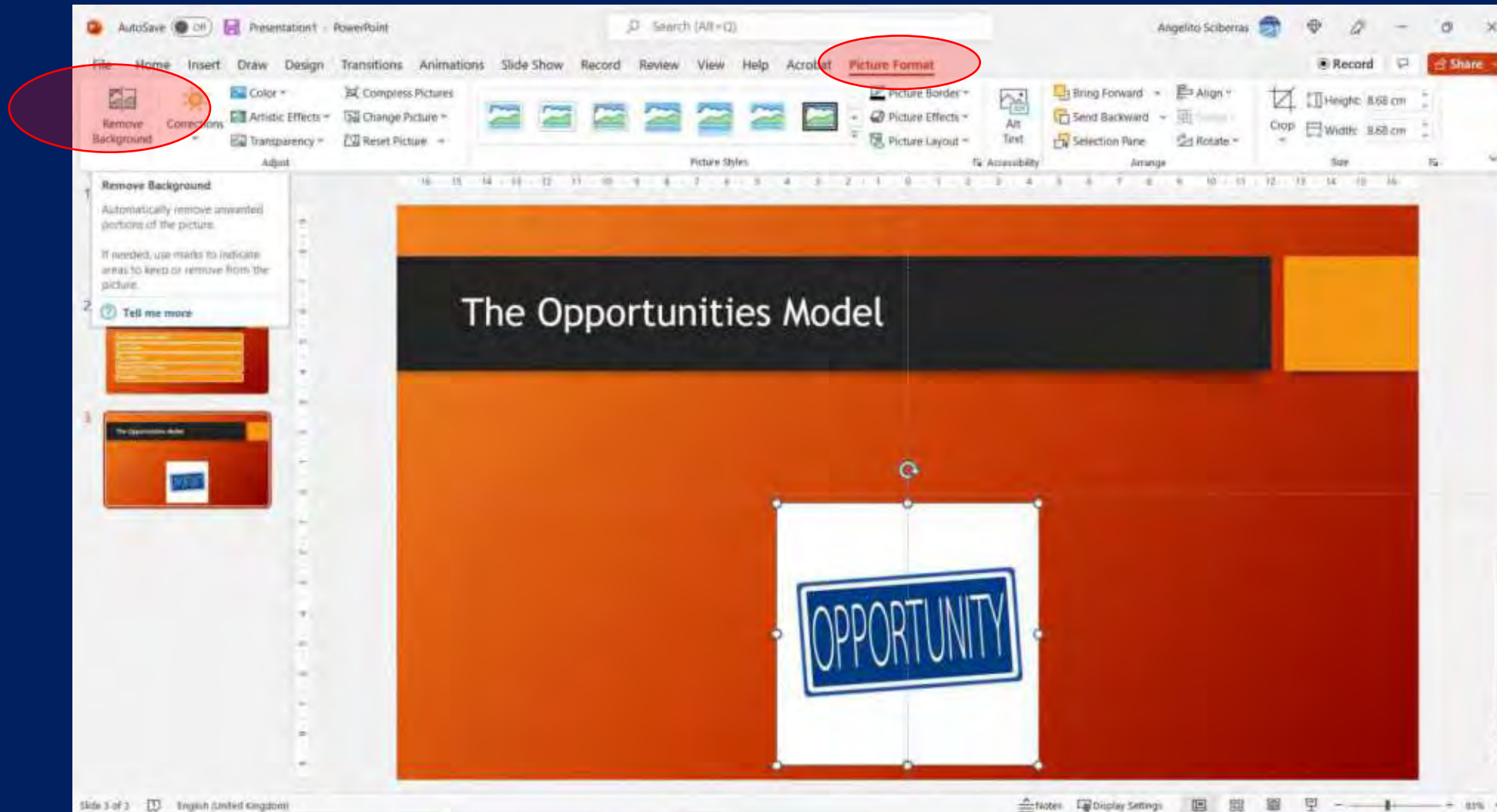


# PowerPoint Inserting Pictures



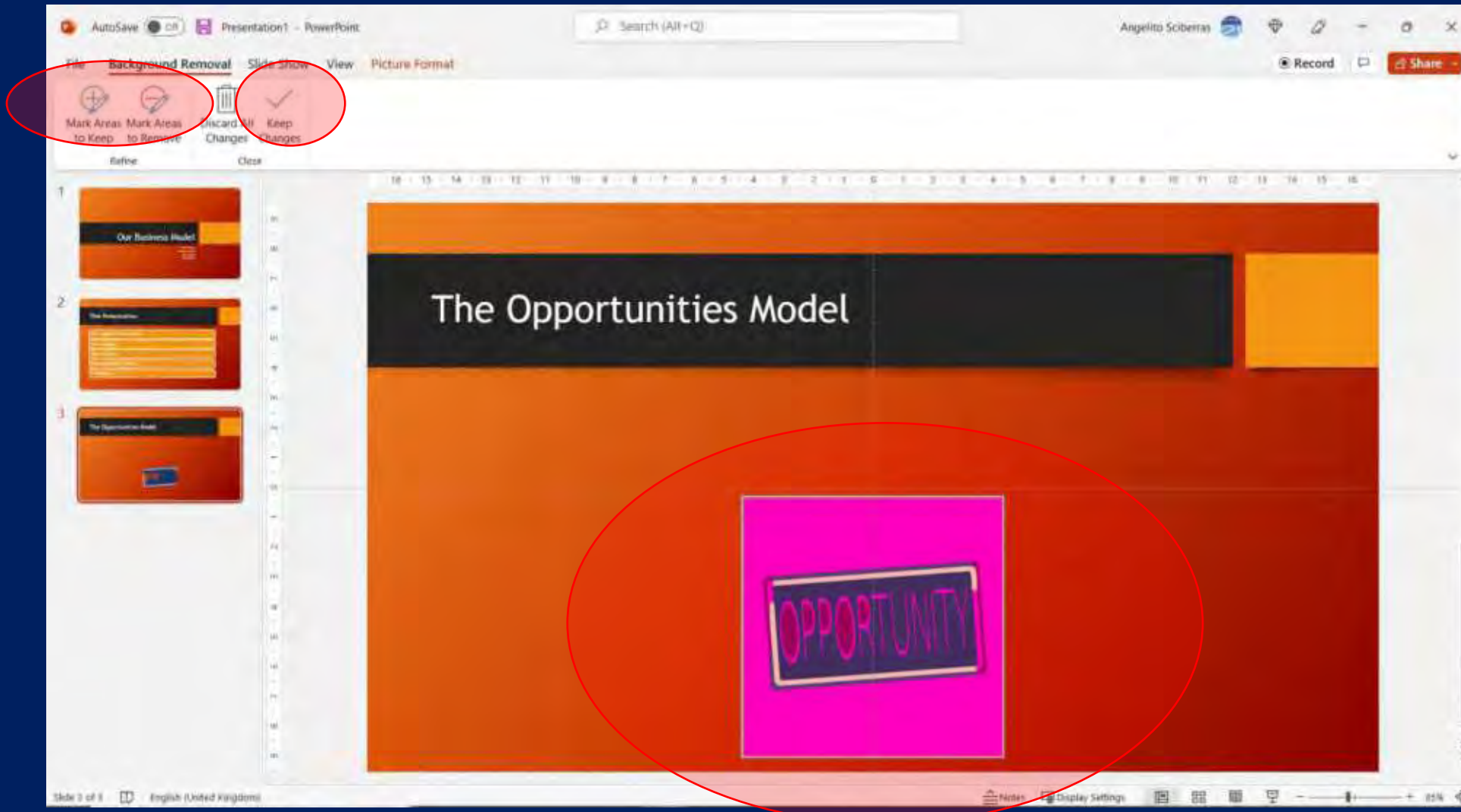


# PowerPoint Inserting Pictures

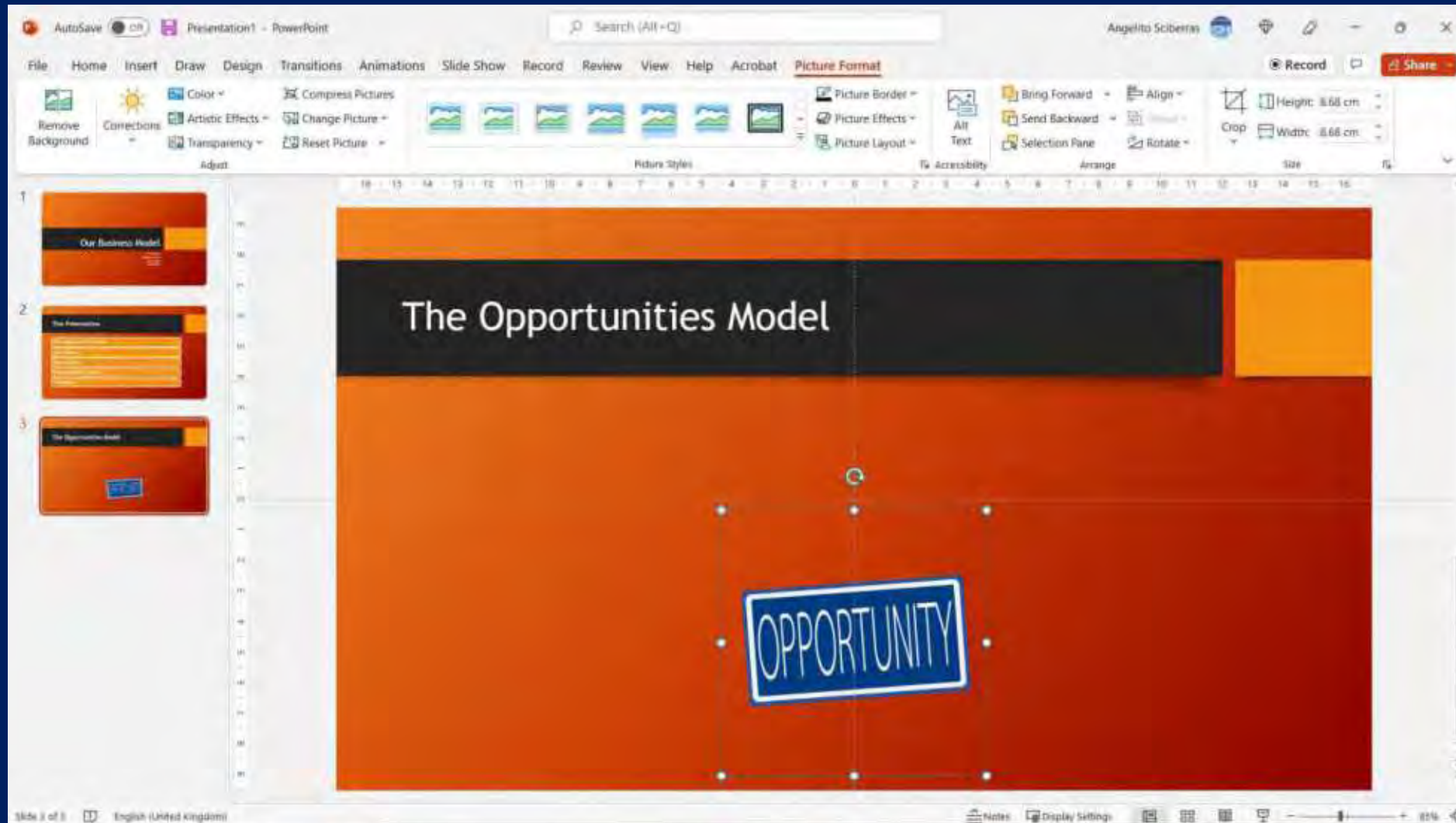




# PowerPoint Inserting Pictures



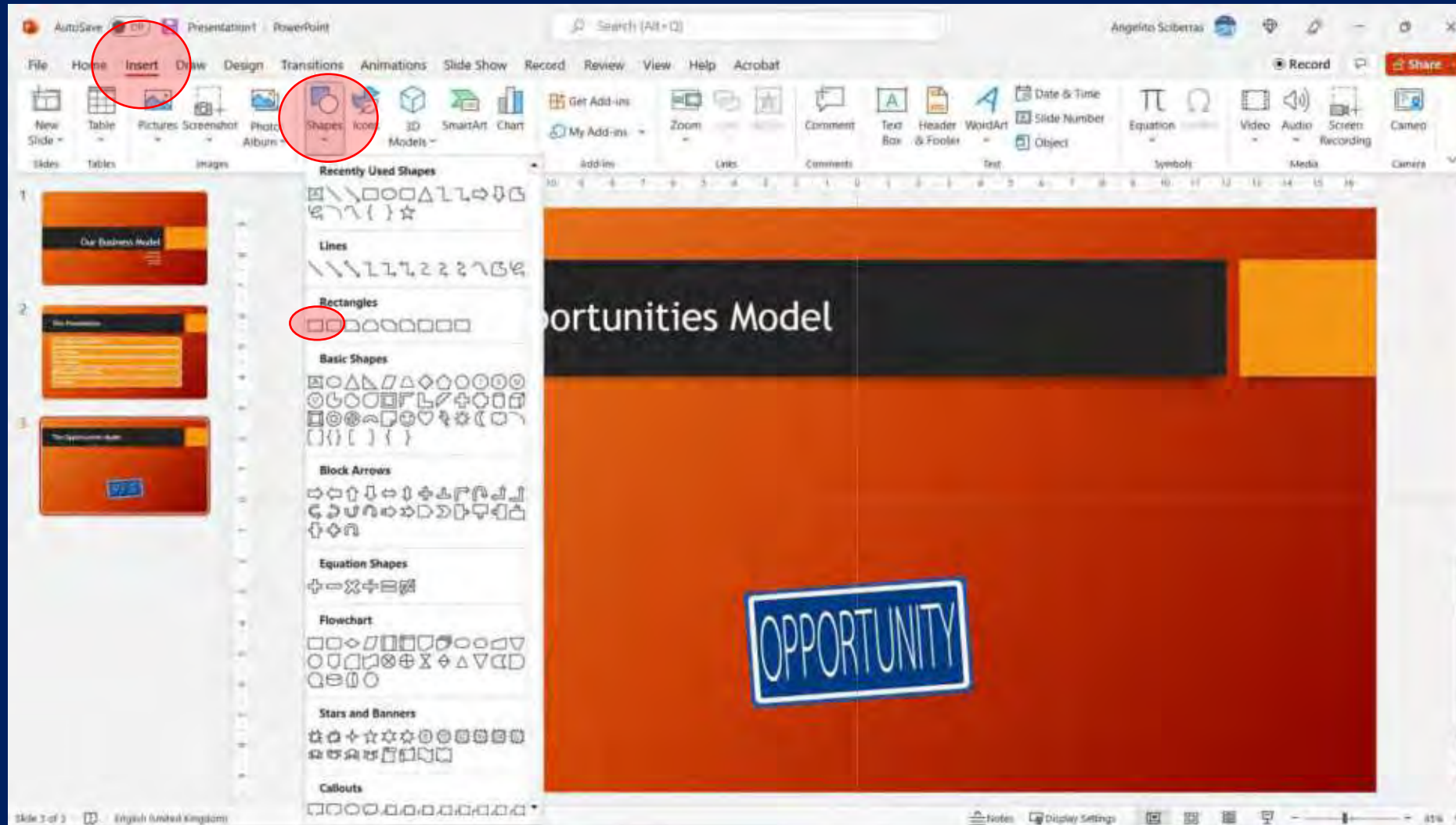
# PowerPoint Inserting Pictures



# PowerPoint Inserting a Picture

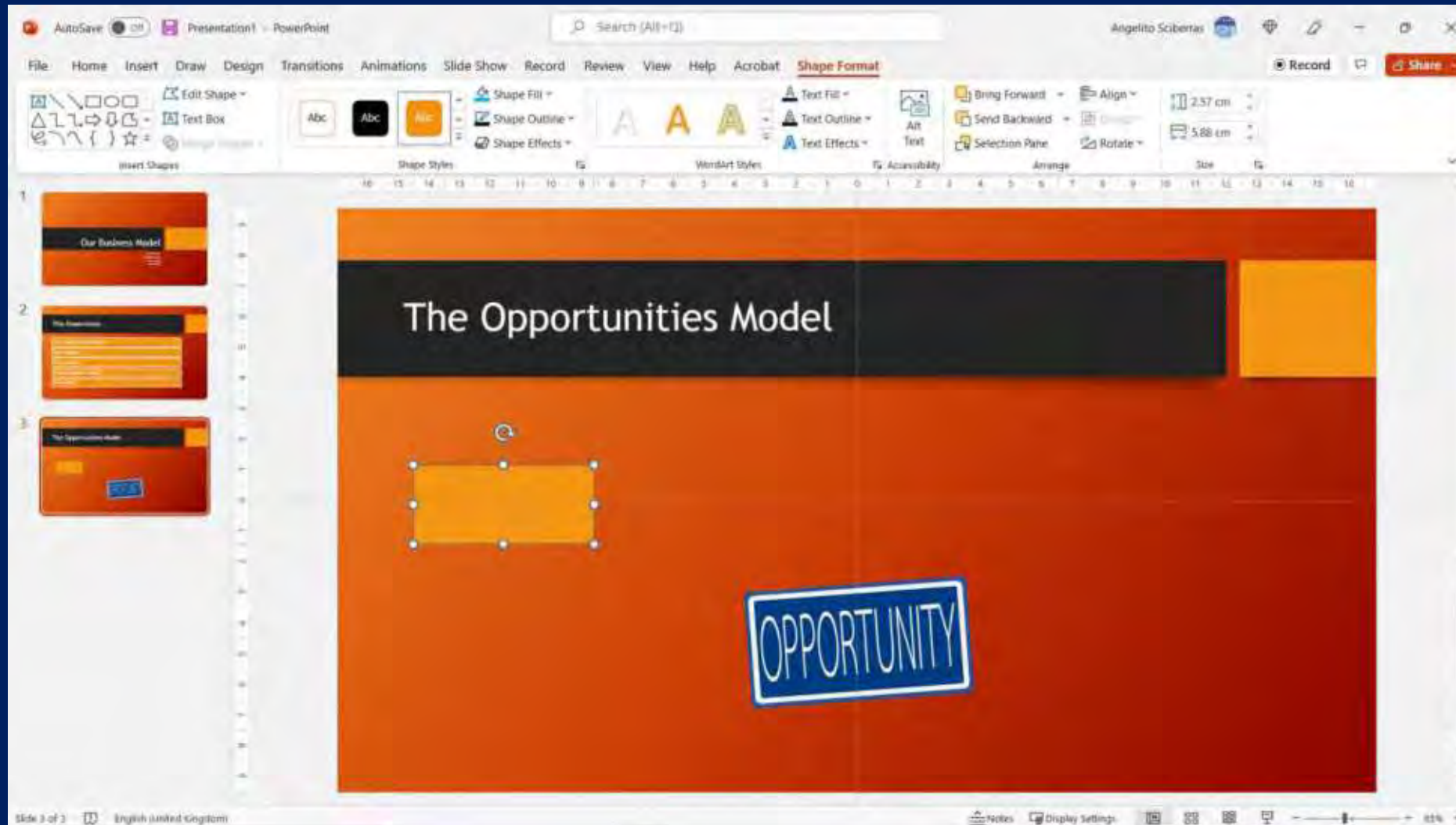


# PowerPoint Inserting Shapes



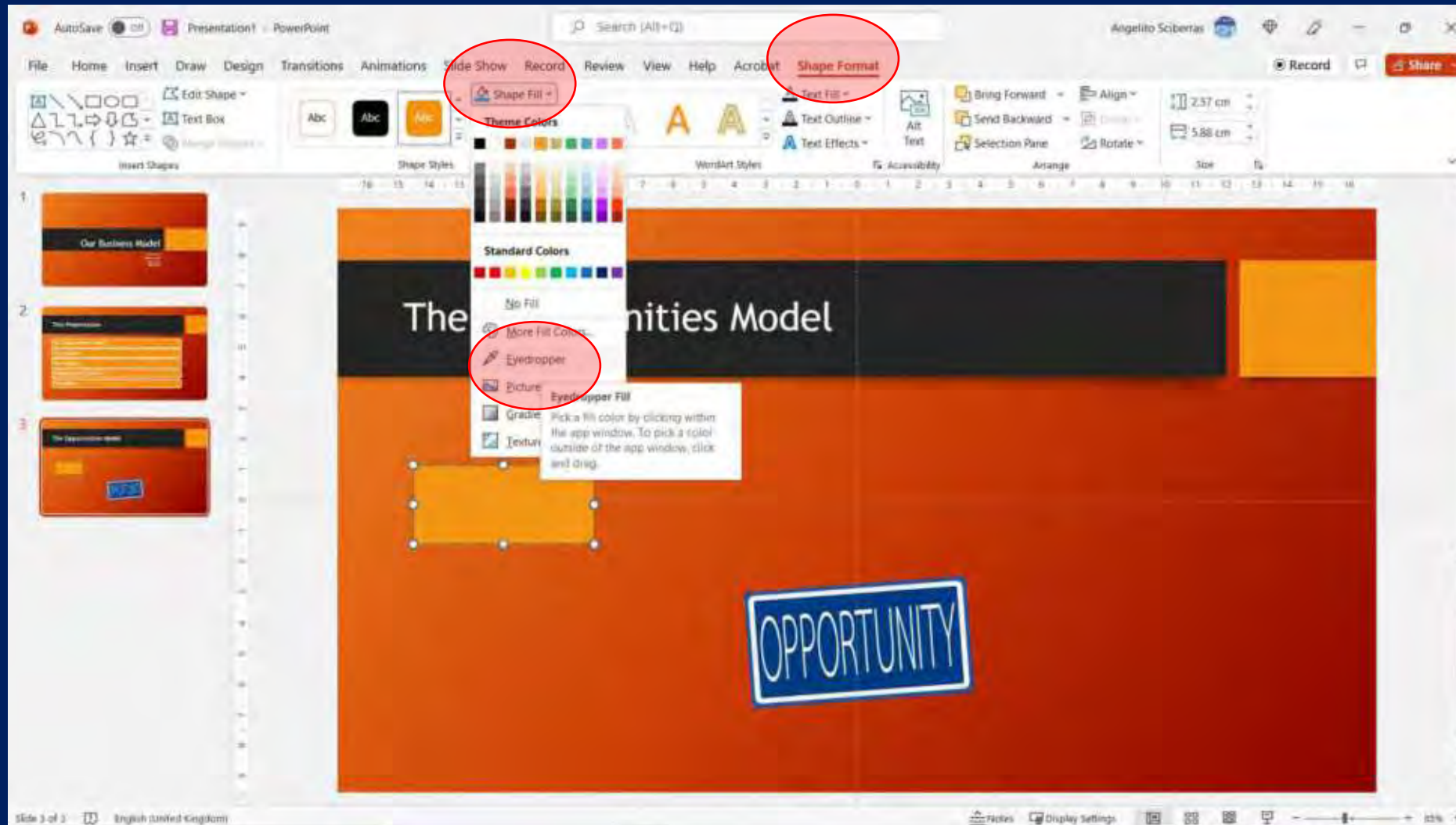


# PowerPoint Inserting Shapes

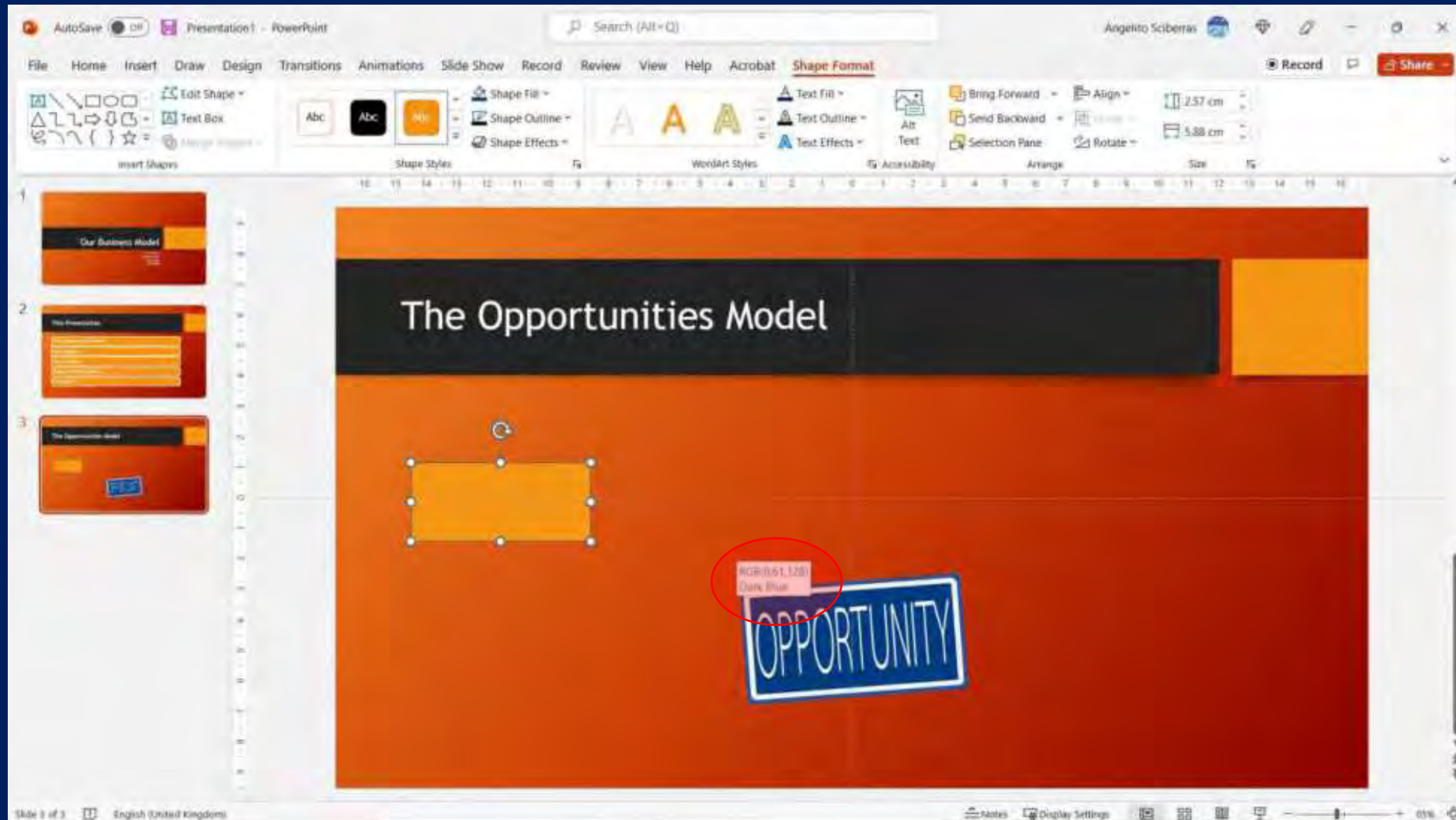




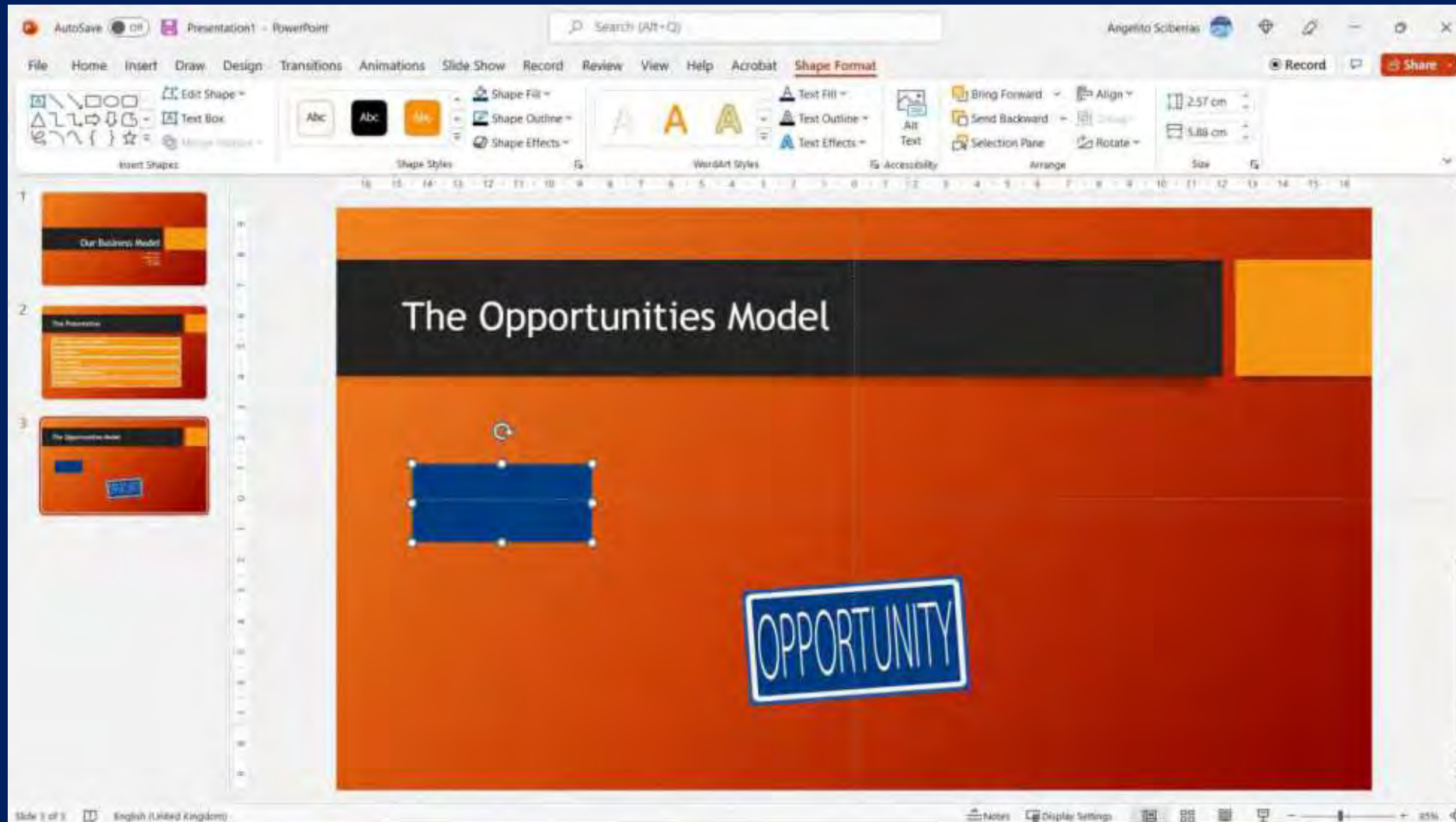
# PowerPoint Inserting Shapes



# PowerPoint Inserting Shapes

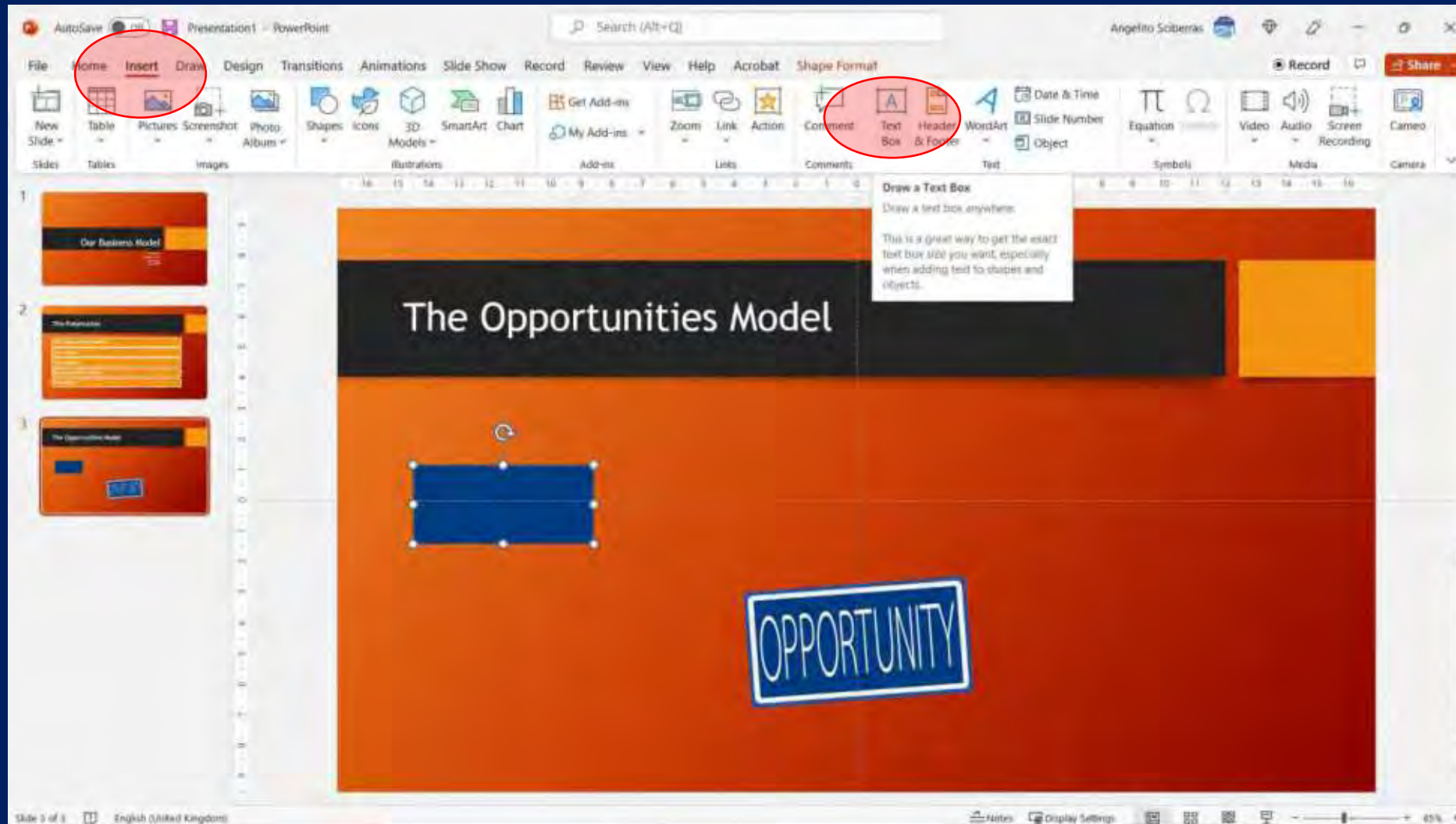


# PowerPoint Inserting Shapes

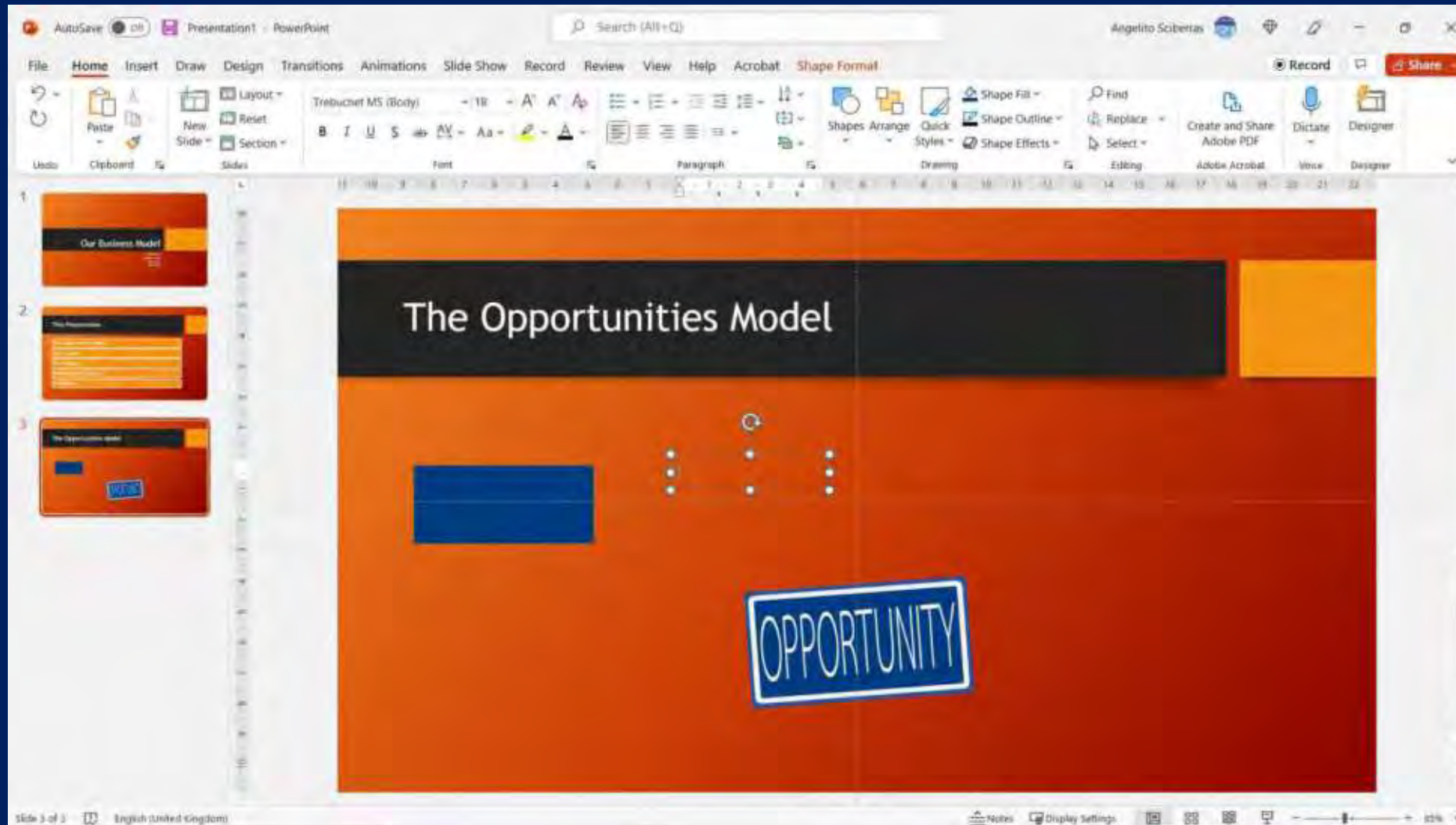




# PowerPoint Inserting Shapes

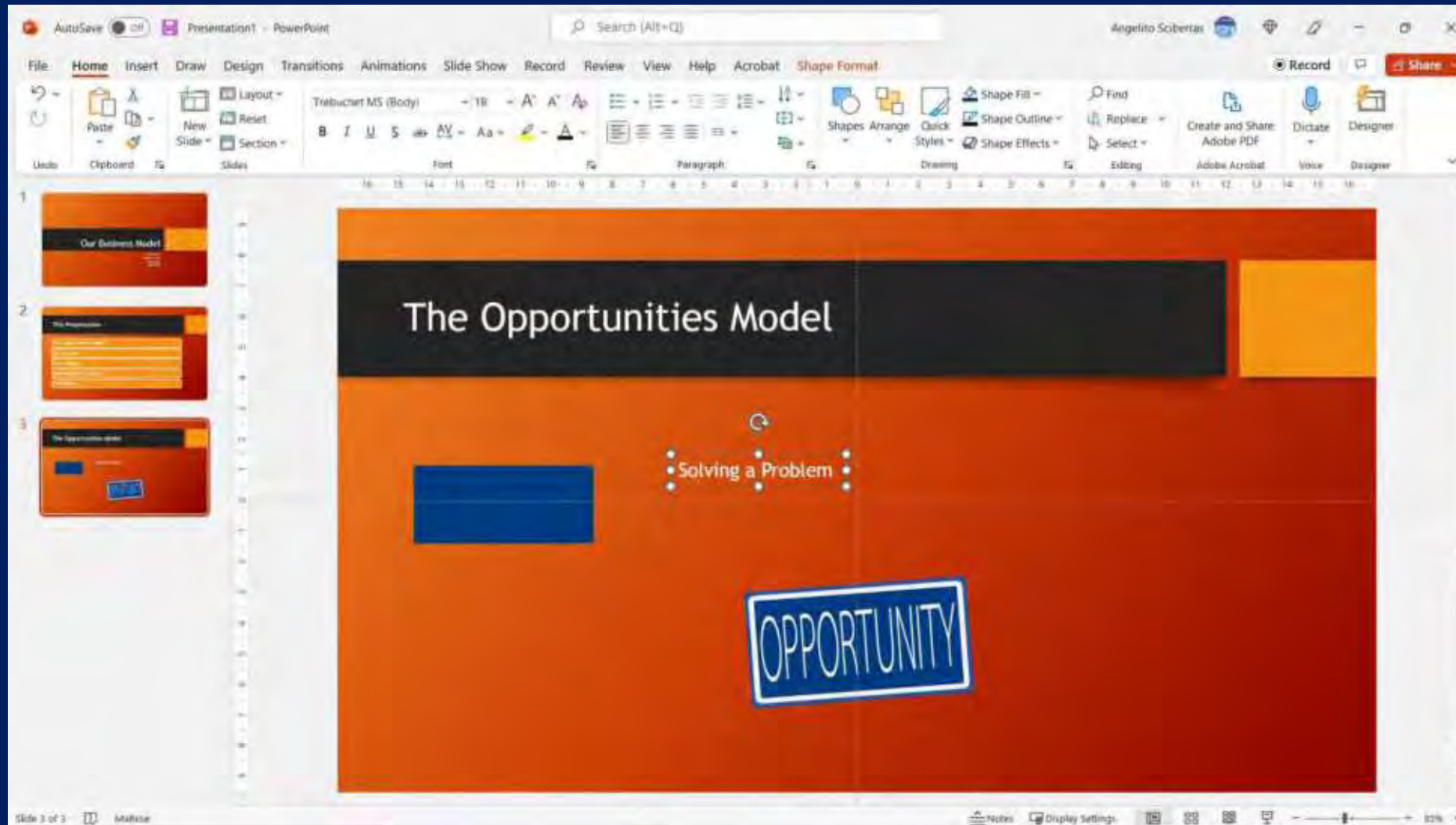


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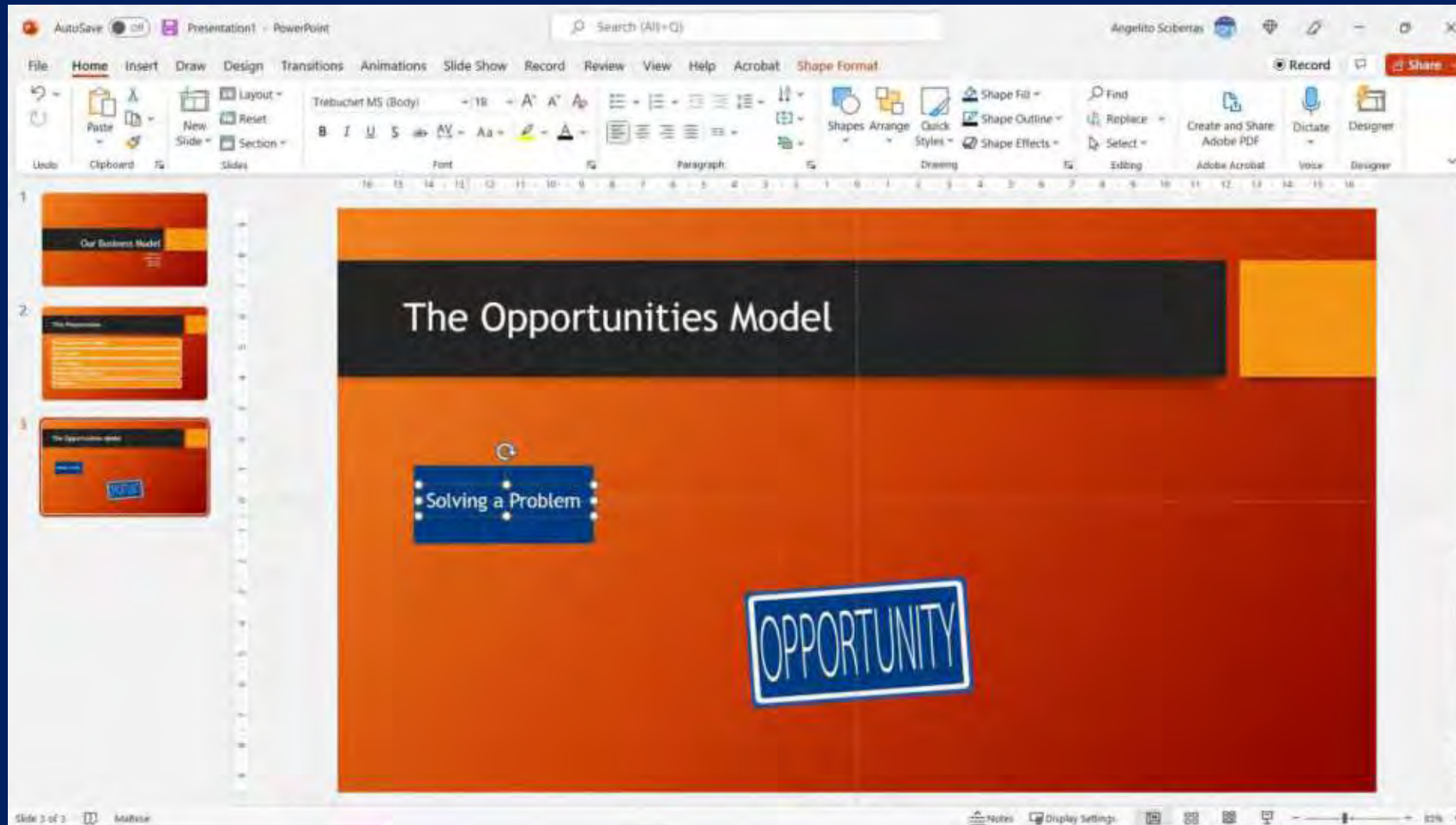




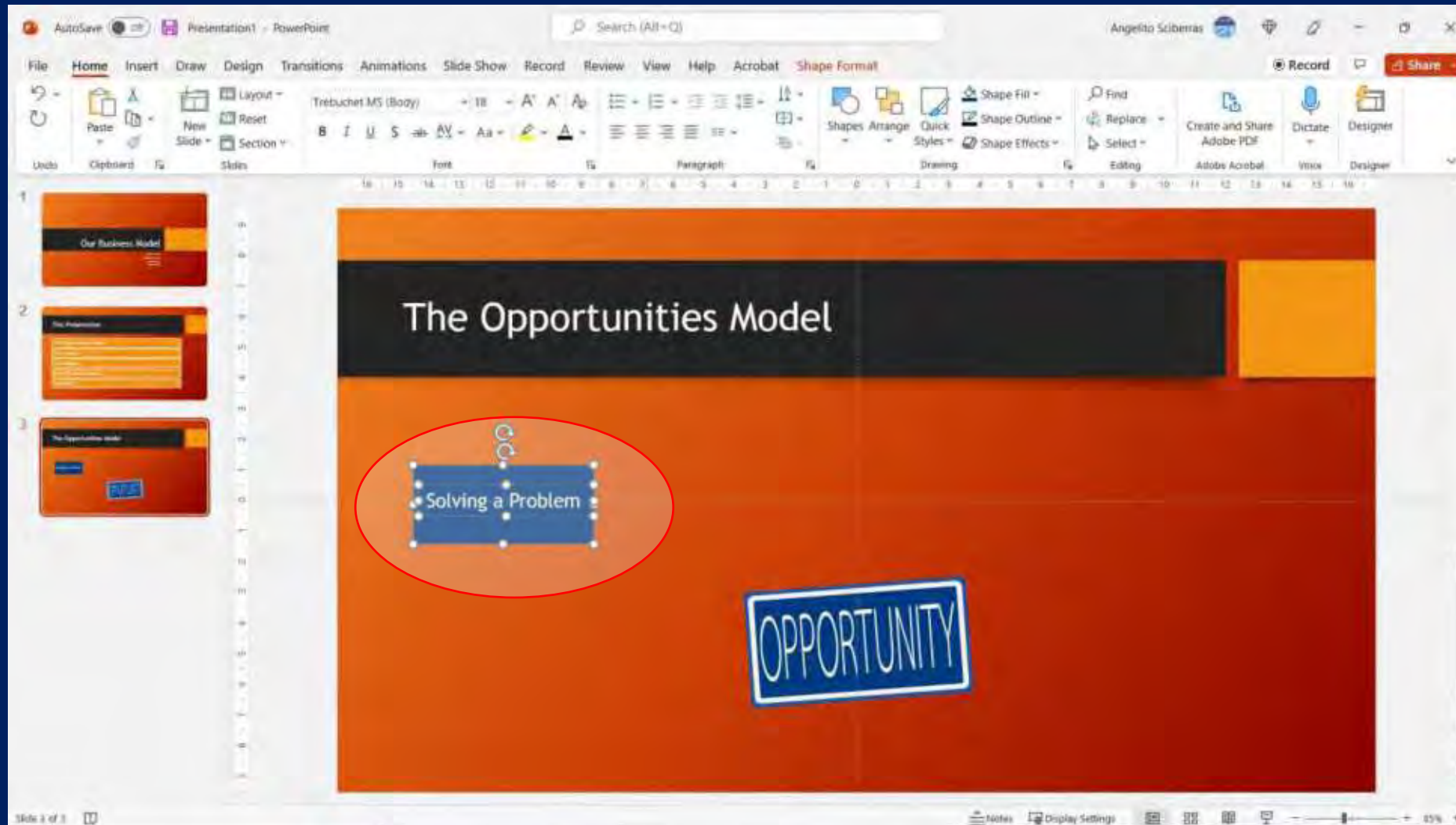
# PowerPoint Inserting Shapes



# PowerPoint Inserting Shapes

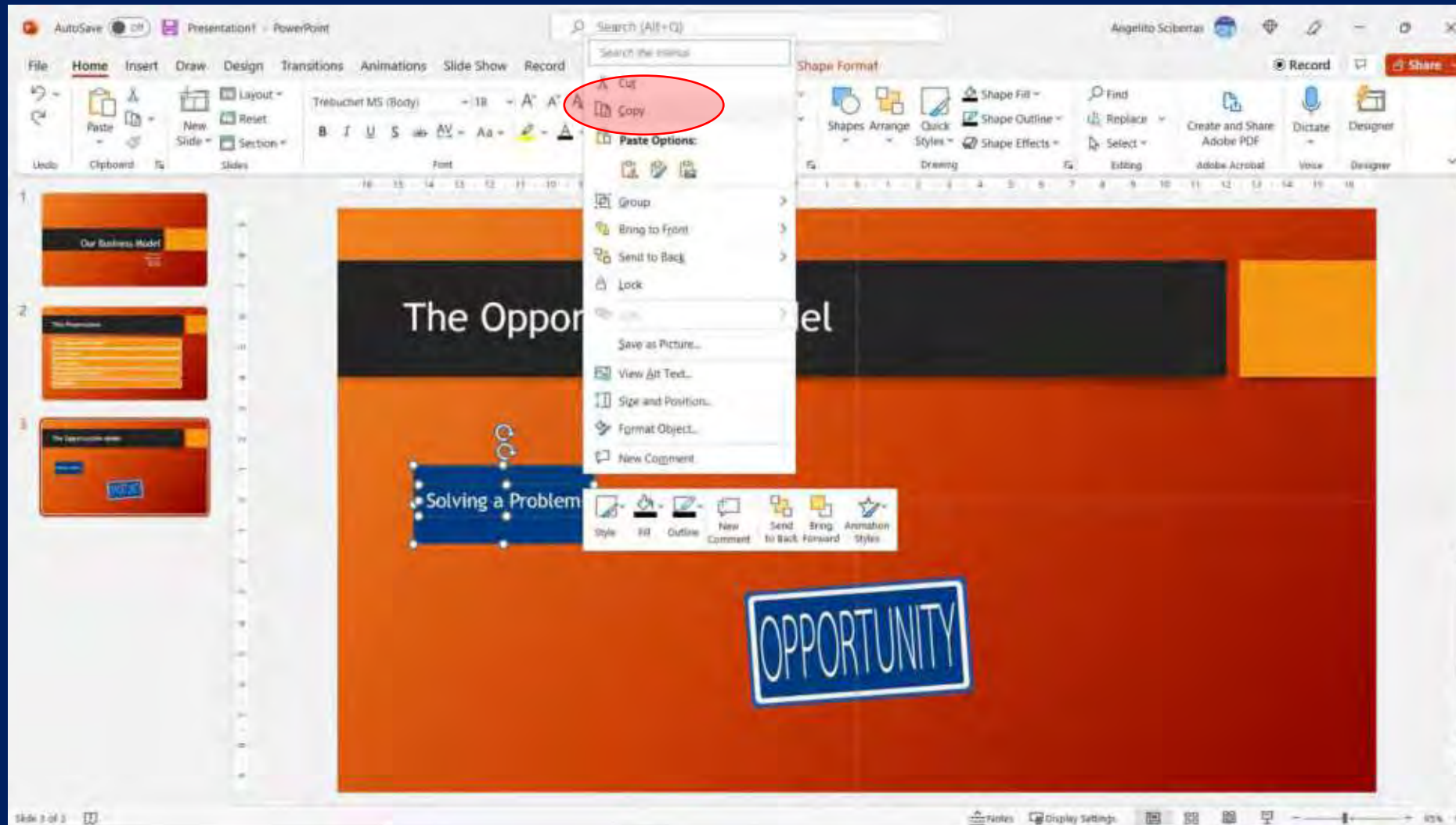


# PowerPoint Inserting Shapes



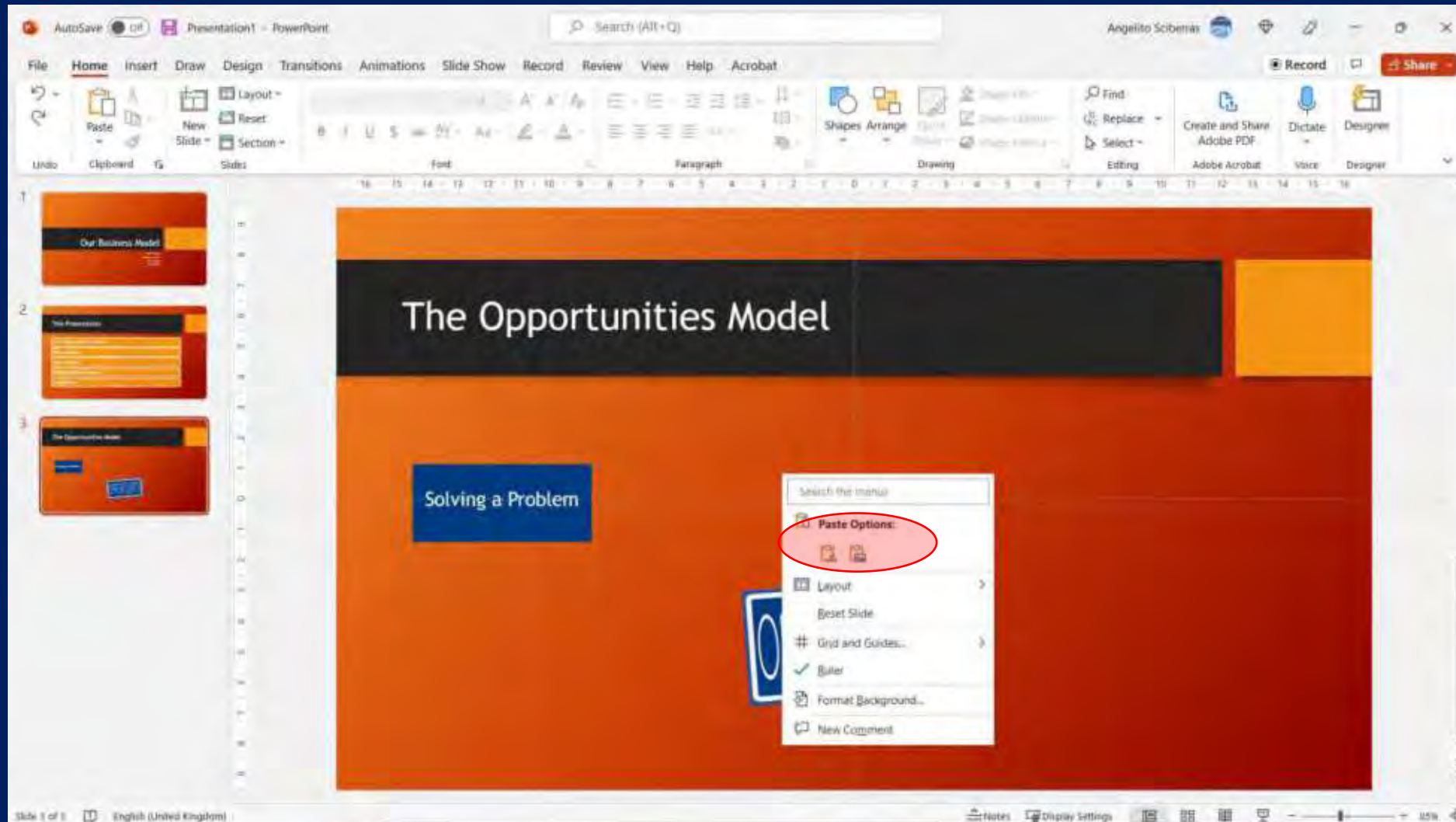


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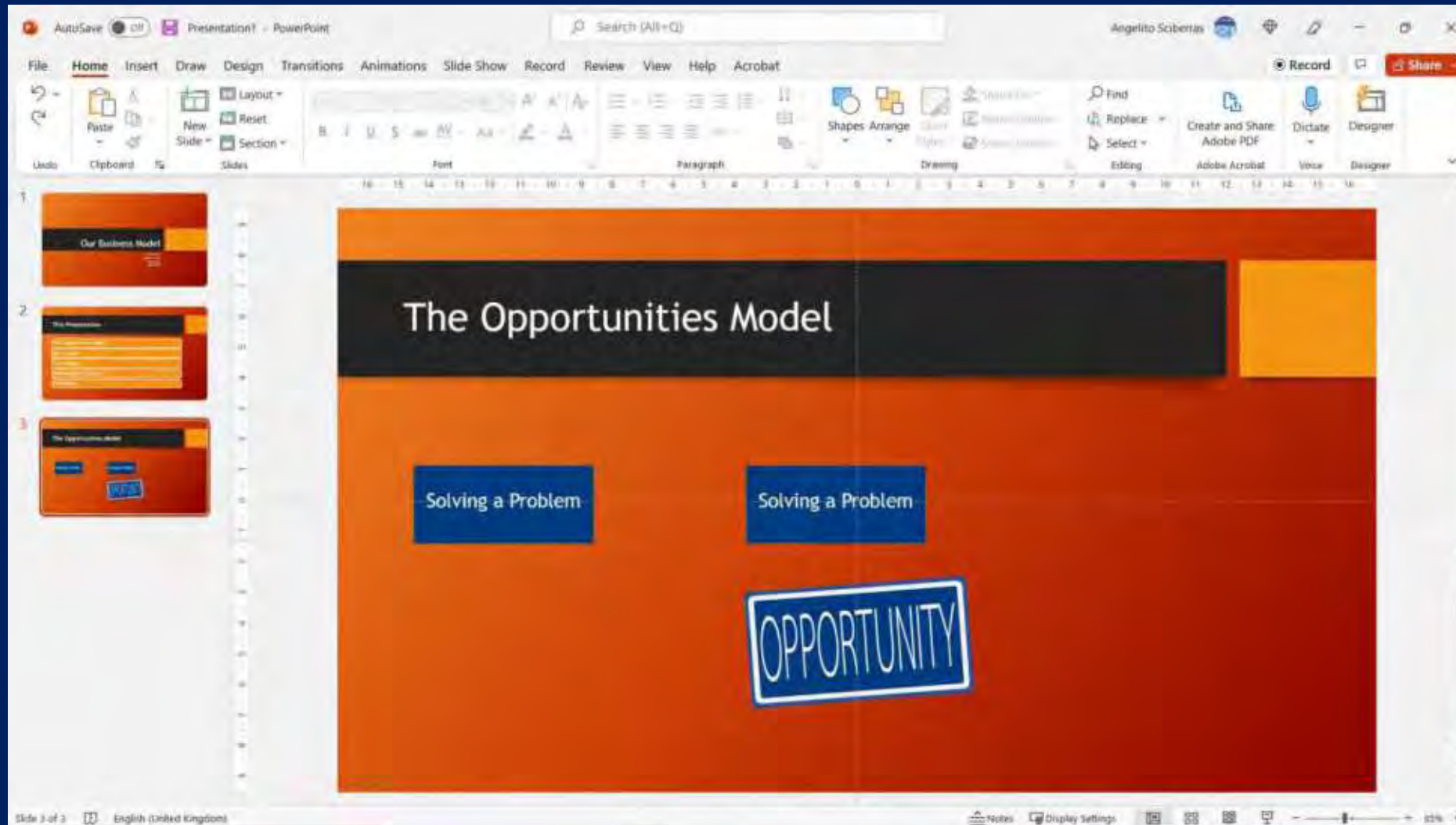




# PowerPoint Inserting Shapes



# PowerPoint Inserting Shapes



# PowerPoint Inserting Shapes

The screenshot displays the Microsoft PowerPoint interface. The title bar shows 'Presentation1 - PowerPoint'. The ribbon includes 'File', 'Home', 'Insert', 'Draw', 'Design', 'Transitions', 'Animations', 'Slide Show', 'Record', 'Review', 'View', 'Help', and 'Acrobat'. The 'Insert' ribbon is active, showing options for 'Shapes', 'Text', 'Table', 'Chart', 'SmartArt', and 'Equation'. The main slide area features a dark orange background with a black header bar containing the text 'The Opportunities Model'. Below the header, there are three blue rectangular boxes, each containing the text 'Solving a Problem'. At the bottom center, there is a blue rectangular box with the word 'OPPORTUNITY' written in white, tilted at an angle. The left sidebar shows a slide thumbnail grid with three slides. The status bar at the bottom indicates 'Slide 1 of 3', 'English (United Kingdom)', and '85%' zoom.



# PowerPoint Inserting Shapes

The screenshot displays the Microsoft PowerPoint interface. The title bar shows 'Presentation1 - PowerPoint'. The ribbon includes 'File', 'Home', 'Insert', 'Draw', 'Design', 'Transitions', 'Animations', 'Slide Show', 'Record', 'Review', 'View', 'Help', 'Acrobat', and 'Shape Format'. The 'Shape Format' ribbon is active, showing options for 'Shape Fill', 'Shape Outline', and 'Shape Effects'. The main slide area has a dark orange background with a black header bar containing the text 'The Opportunities Model'. Below the header, there are three blue rectangular boxes arranged horizontally: 'Solving a Problem', 'Talent/Skills', and 'Improving an Offer'. The 'Improving an Offer' box is highlighted with a red oval. At the bottom center, there is a blue box with the word 'OPPORTUNITY' in white, tilted slightly. The status bar at the bottom indicates 'Slide 1 of 3', 'Matrix', and '85%' zoom.



# PowerPoint Inserting Shapes

The screenshot displays the Microsoft PowerPoint interface. The 'Insert' tab is selected in the ribbon, and the 'Shapes' menu is open, showing various shape options. The main slide area shows a presentation slide titled 'The Opportunities Model' with a diagram consisting of three blue boxes labeled 'Solving a Problem', 'Talent/Skills', and 'Improving an Offer', all connected to a central blue box labeled 'OPPORTUNITY'.

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

Clipboard New Slide Section Font Paragraph Drawing Editing Adobe Acrobat Voice Designer

Center (Ctrl+E)  
Center your content.

Our Business Model

The Opportunities Model

The Opportunities Model

Solving a Problem

Talent/Skills

Improving an Offer

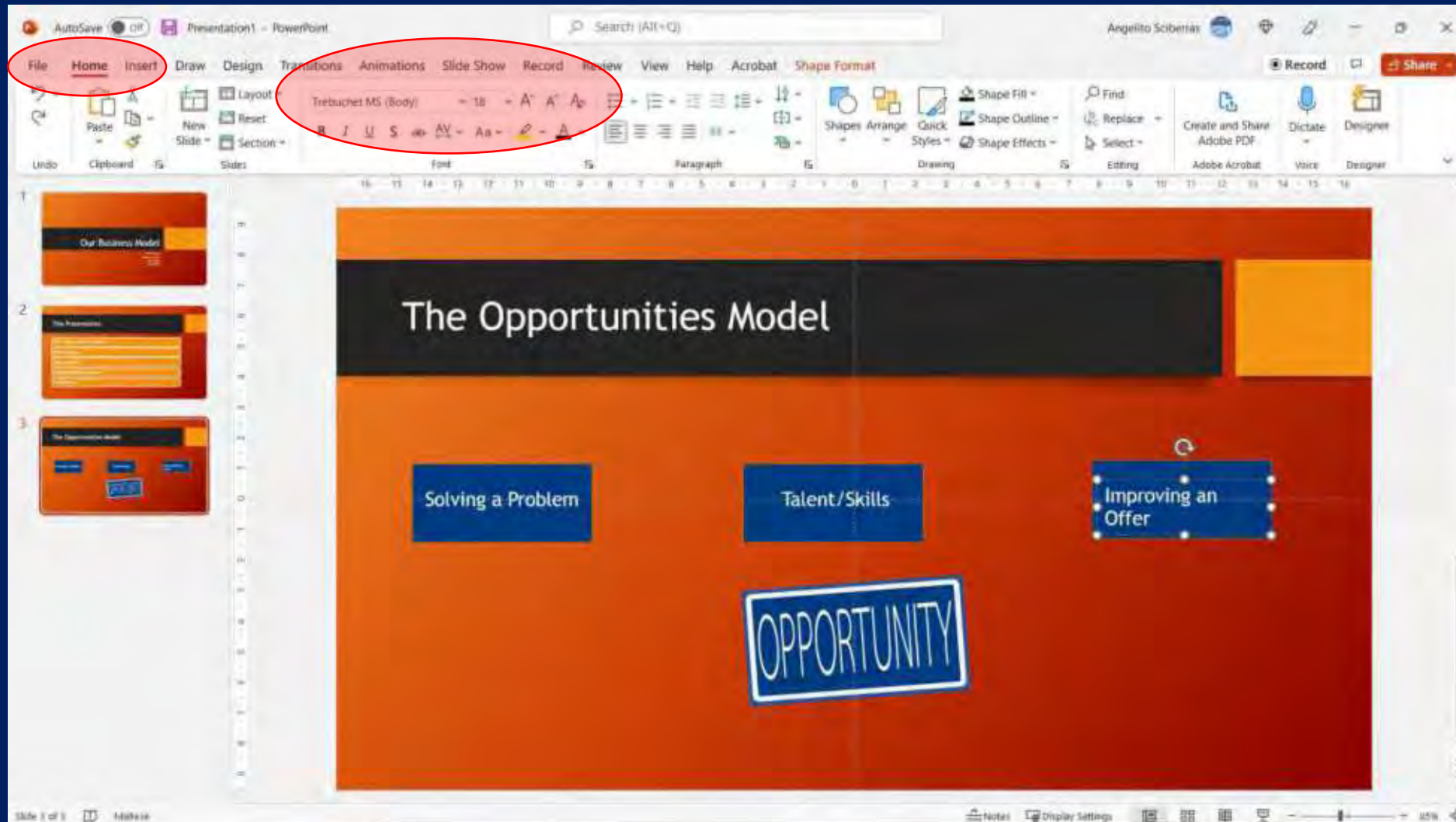
OPPORTUNITY

Slide 3 of 3

# PowerPoint Inserting Shapes

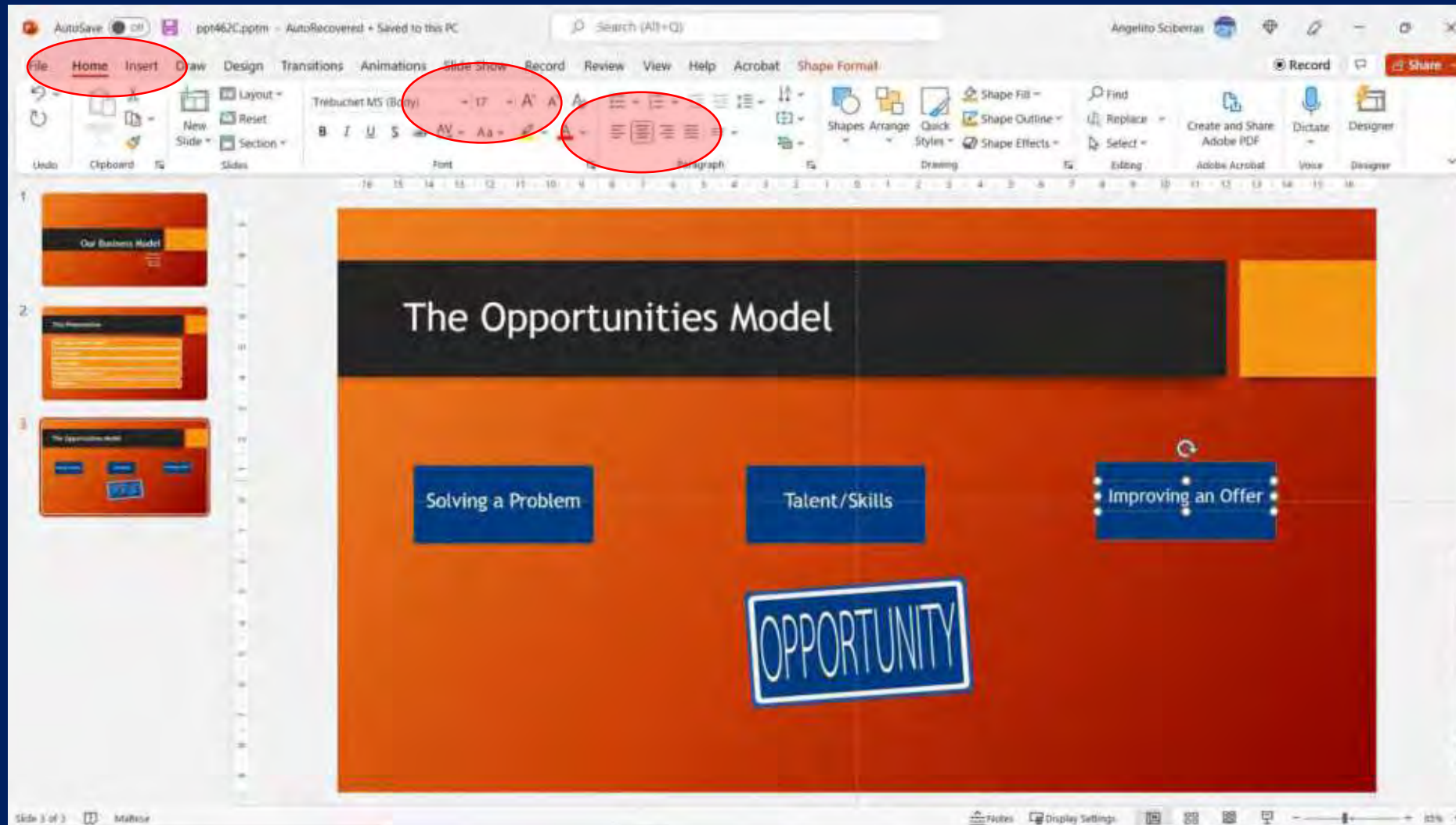
The screenshot displays the Microsoft PowerPoint interface. The title bar shows 'Presentation1 - PowerPoint' and the user 'Angelito Soberras'. The ribbon is set to 'Shape Format', with options for Shape Fill, Shape Outline, and Shape Effects. The main slide area features a dark orange background with a black header bar containing the text 'The Opportunities Model'. Below the header, three blue rectangular boxes are arranged horizontally, connected by a thin white line. The boxes are labeled 'Solving a Problem', 'Talent/Skills', and 'Improving an Offer'. The 'Talent/Skills' and 'Improving an Offer' boxes are circled in red. Below these three boxes is a larger, tilted blue box with the word 'OPPORTUNITY' written in white, stylized capital letters. The left sidebar shows three slide thumbnails. The status bar at the bottom indicates 'Slide 1 of 3' and 'Mathews'.

# PowerPoint Inserting Shapes





# PowerPoint Inserting Shapes

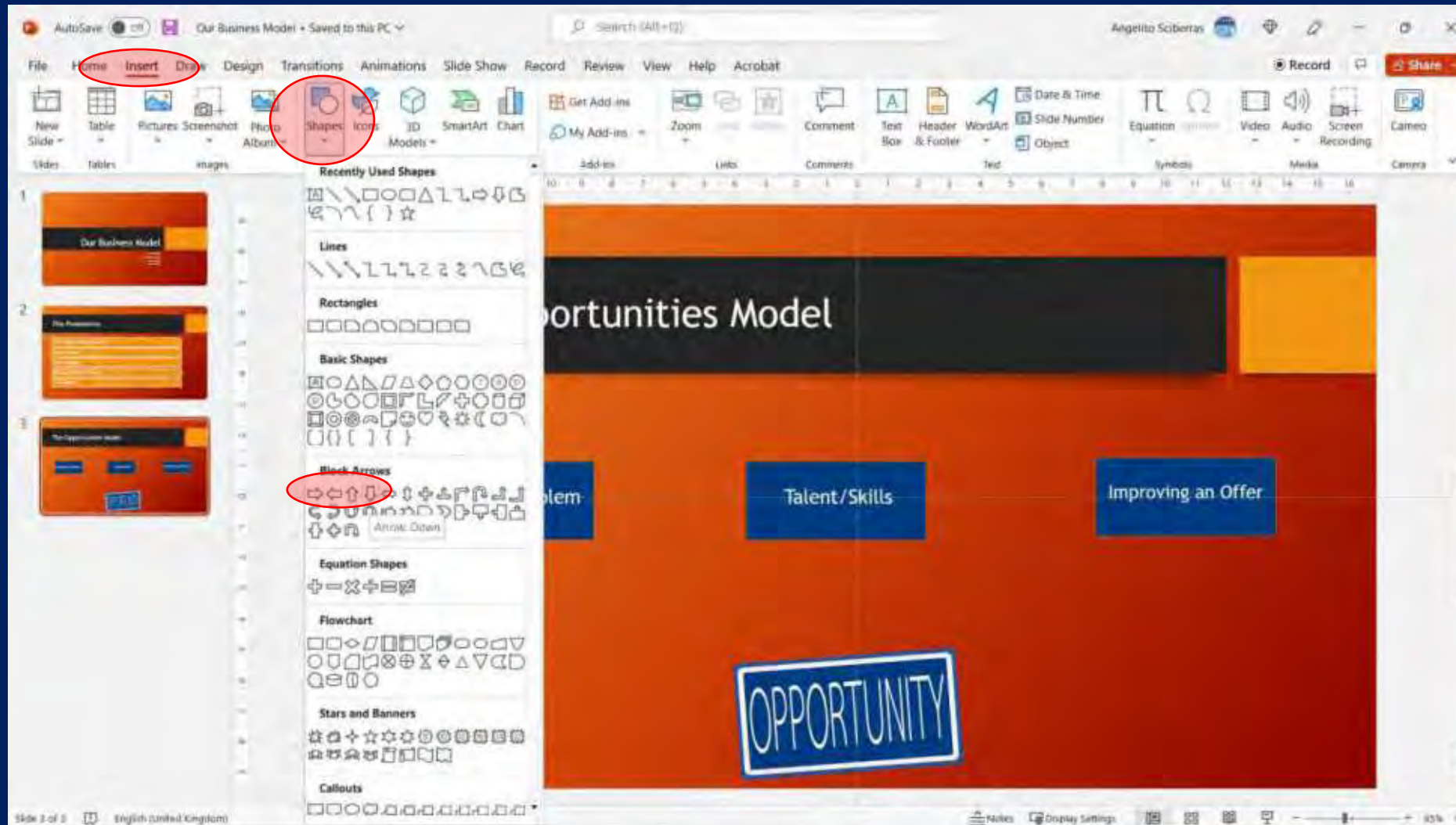




# PowerPoint Inserting Shapes

The screenshot displays the Microsoft PowerPoint interface. The title bar shows the file name 'Our Business Model - Saved to this PC'. The ribbon includes 'File', 'Home', 'Insert', 'Draw', 'Design', 'Transitions', 'Animations', 'Slide Show', 'Record', 'Review', 'View', 'Help', and 'Acrobat'. The 'Insert' tab is active, showing options for 'Shapes', 'Text', 'Table', 'Chart', and 'Media'. The slide content features a dark blue header with the text 'The Opportunities Model'. Below the header, three blue rectangular boxes are arranged horizontally, containing the text 'Solving a Problem', 'Talent/Skills', and 'Improving an Offer'. At the bottom center, a blue rectangular box with the word 'OPPORTUNITY' in white, hand-drawn-style capital letters is highlighted with a red oval. The status bar at the bottom indicates 'Slide 3 of 3' and 'English (United Kingdom)'.

# PowerPoint Inserting Shapes



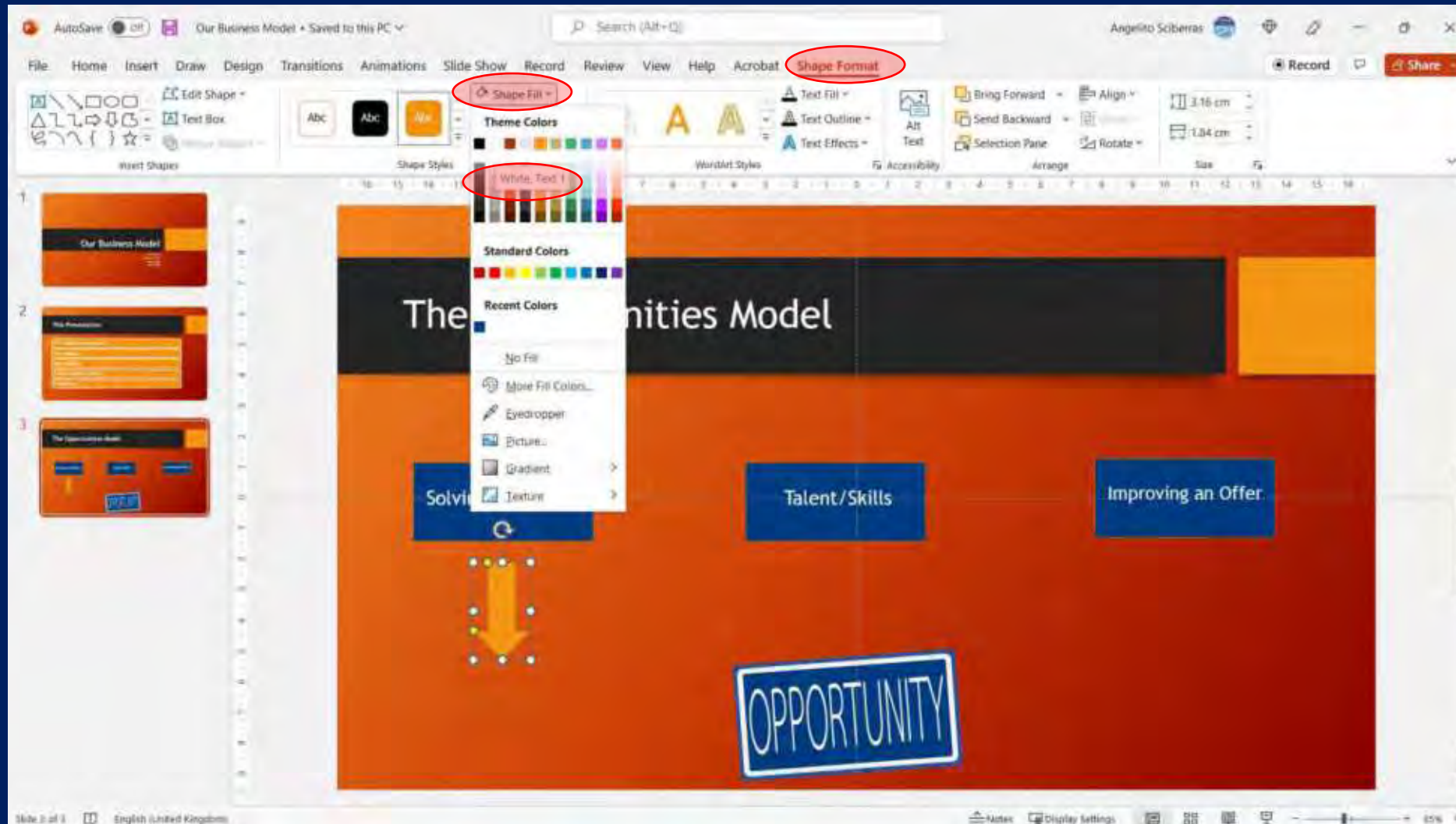
# PowerPoint Inserting Shapes

The screenshot displays the Microsoft PowerPoint interface. The 'Shape Format' ribbon is active, showing options for Shape Fill, Shape Outline, Shape Effects, Text Fill, Text Outline, Text Effects, and Text. The ribbon also includes options for Bring Forward, Send Backward, Selection Pane, Align, Size, and Rotate. The main slide area shows a slide titled 'The Opportunities Model' with a dark blue header and a light blue background. The slide content includes three blue boxes: 'Solving a Problem', 'Talent/Skills', and 'Improving an Offer'. A large yellow arrow points from 'Solving a Problem' down to a blue box labeled 'OPPORTUNITY'. The slide is part of a presentation titled 'Our Business Model'.





# PowerPoint Inserting Shapes

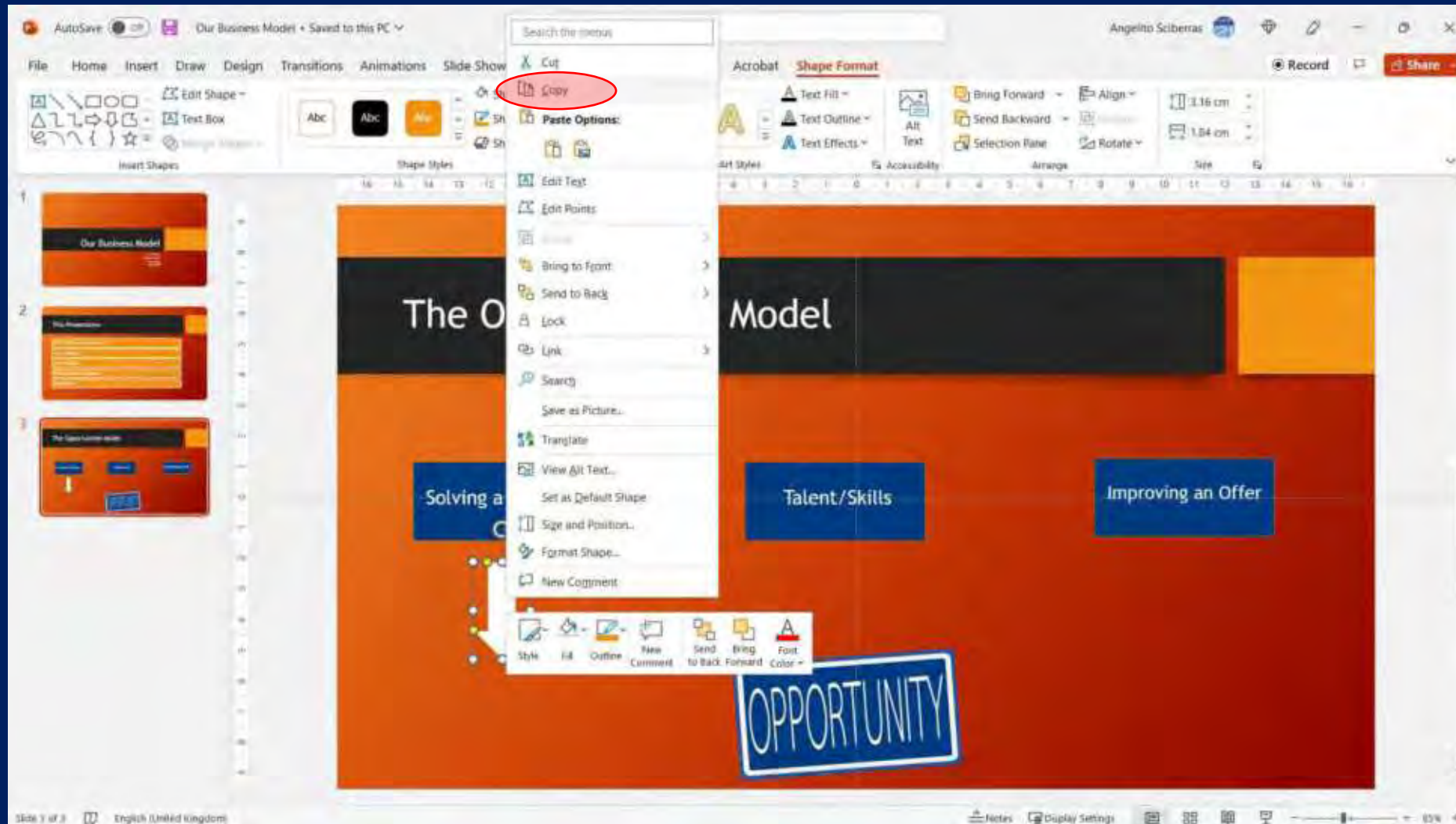




# PowerPoint Inserting Shapes

The screenshot displays the Microsoft PowerPoint interface. The 'Shape Format' ribbon is active, showing options for Shape Fill, Shape Outline, Shape Effects, Text Fill, Text Outline, Text Effects, and Text. The ribbon also includes 'Bring Forward', 'Send Backward', 'Selection Pane', 'Align', 'Size', and 'Rotate' options. The slide content is titled 'The Opportunities Model' and features three blue boxes: 'Solving a Problem', 'Talent / Skills', and 'Improving an Offer'. A large white arrow with a circular arrow icon above it points downwards from the 'Solving a Problem' box. Below the arrow is a blue box with the word 'OPPORTUNITY' in white capital letters. The slide is part of a presentation with three slides shown in the left-hand pane. The status bar at the bottom indicates 'Slide 1 of 3' and 'English (United Kingdom)'.

# PowerPoint Inserting Shapes



# PowerPoint Inserting Shapes

The screenshot displays the Microsoft PowerPoint interface. The title bar shows the file name 'Our Business Model' and the user 'Angelito Sciberas'. The ribbon is set to 'Shape Format', with various options for shape fill, outline, and effects. The main slide area shows a presentation slide titled 'The Opportunities Model'. The slide has a dark orange background with a black header bar containing the title. Below the title, there are three blue rectangular boxes: 'Solving a Problem', 'Talent/Skills', and 'Improving an Offer'. A large white arrow points downwards from 'Solving a Problem'. At the bottom of the slide, there is a blue box with the word 'OPPORTUNITY' in white, slanted text. A 'Paste Options' menu is visible over the slide, with the 'Use Destination Theme (H)' option highlighted by a red circle. The slide navigation pane on the left shows three slides, with the current slide being the third one. The status bar at the bottom indicates 'Slide 3 of 3' and 'English (United Kingdom)'.





# PowerPoint Inserting Shapes

The screenshot displays the Microsoft PowerPoint interface. The title bar shows the file name 'Our Business Model + Saved to this PC'. The ribbon is set to the 'Home' tab, with the 'Shapes' group selected. The main slide area features a dark orange background with a black header bar containing the text 'The Opportunities Model'. Below the header, three blue rectangular boxes are arranged horizontally, each containing text: 'Solving a Problem', 'Talent/Skills', and 'Improving an Offer'. White arrows point downwards from each of these boxes towards a central blue box at the bottom containing the word 'OPPORTUNITY' in white, stylized capital letters. The left sidebar shows three slide thumbnails. The status bar at the bottom indicates 'Slide 3 of 3' and 'English (United Kingdom)'.



# PowerPoint Inserting Shapes

The screenshot displays the Microsoft PowerPoint interface. The title bar shows the file name 'Our Business Model' and the user 'Angelito Scibemas'. The ribbon is set to 'Shape Format', with options for Shape Fill, Shape Outline, and Shape Effects. The main slide area features a dark blue header with the text 'The Opportunities Model'. Below the header, a flowchart diagram is shown on a red-to-orange gradient background. The diagram consists of three blue rectangular boxes at the top: 'Solving a Problem', 'Talent/Skills', and 'Improving an Offer'. White arrows point downwards from each of these boxes towards a larger blue box at the bottom labeled 'OPPORTUNITY'. A red circle highlights a small circular arrow icon on the 'Solving a Problem' box, indicating a shape or animation effect. The left sidebar shows three slide thumbnails, with the current slide being the third one. The status bar at the bottom indicates 'Slide 3 of 3' and 'English (United Kingdom)'.



# PowerPoint Inserting Shapes

The screenshot displays the Microsoft PowerPoint interface. The title bar shows the file name 'Our Business Model' and the user 'Angelito Sciberras'. The ribbon is set to 'Shape Format', with options for Shape Fill, Shape Outline, and Shape Effects. The slide content features a dark blue header with the text 'The Opportunities Model'. Below this, three blue rectangular boxes are arranged horizontally: 'Solving a Problem', 'Talent/Skills', and 'Improving an Offer'. White arrows point from each of these boxes down to a central blue box with a white border containing the word 'OPPORTUNITY' in white capital letters. The status bar at the bottom indicates 'Slide 3 of 3' and 'English (United Kingdom)'.



# PowerPoint Inserting Shapes

The screenshot displays the Microsoft PowerPoint interface. The 'Shape Format' ribbon is active, showing options for Shape Fill, Shape Outline, and Shape Effects. The main slide area shows a presentation slide titled 'The Opportunities Model'. The slide content includes a flowchart with three blue boxes at the top: 'Solving a Problem', 'Talent/Skills', and 'Improving an Offer'. Arrows point from each of these boxes down to a larger blue box at the bottom labeled 'OPPORTUNITY'. A white arrow with a dotted tail is pointing towards the 'Solving a Problem' box, indicating the current selection point for inserting a shape. The slide is part of a presentation with three slides shown in the left-hand pane.



# PowerPoint Inserting Shapes

The screenshot displays the Microsoft PowerPoint interface. The title bar shows the file name 'Our Business Model' and the user 'Angelito Sciberras'. The ribbon is set to 'Shape Format', with various options for shape fill, outline, and effects. The slide content features a dark blue header with the text 'The Opportunities Model'. Below this, a diagram illustrates the 'Opportunities Model' with three blue boxes: 'Solving a Problem', 'Talent/Skills', and 'Improving an Offer'. Arrows from each of these boxes point towards a central blue box labeled 'OPPORTUNITY'. The slide is the first of three in the presentation, as indicated by the slide thumbnails on the left. The status bar at the bottom shows 'Slide 1 of 3' and 'English (United Kingdom)'.





# PowerPoint Inserting Shapes

The screenshot displays the Microsoft PowerPoint interface. The title bar shows the file name 'Our Business Model' and the user 'Angelito Soliberras'. The ribbon is set to 'Shape Format'. The slide content features a dark blue header with the text 'The Opportunities Model'. Below the header, three blue rectangular boxes are arranged horizontally: 'Solving a Problem', 'Talent/Skills', and 'Improving an Offer'. White arrows point from each of these three boxes towards a central blue box at the bottom labeled 'OPPORTUNITY'. This central box is highlighted with a red oval. The status bar at the bottom indicates 'Slide 3 of 3' and 'English (United Kingdom)'.

# PowerPoint Inserting Shapes

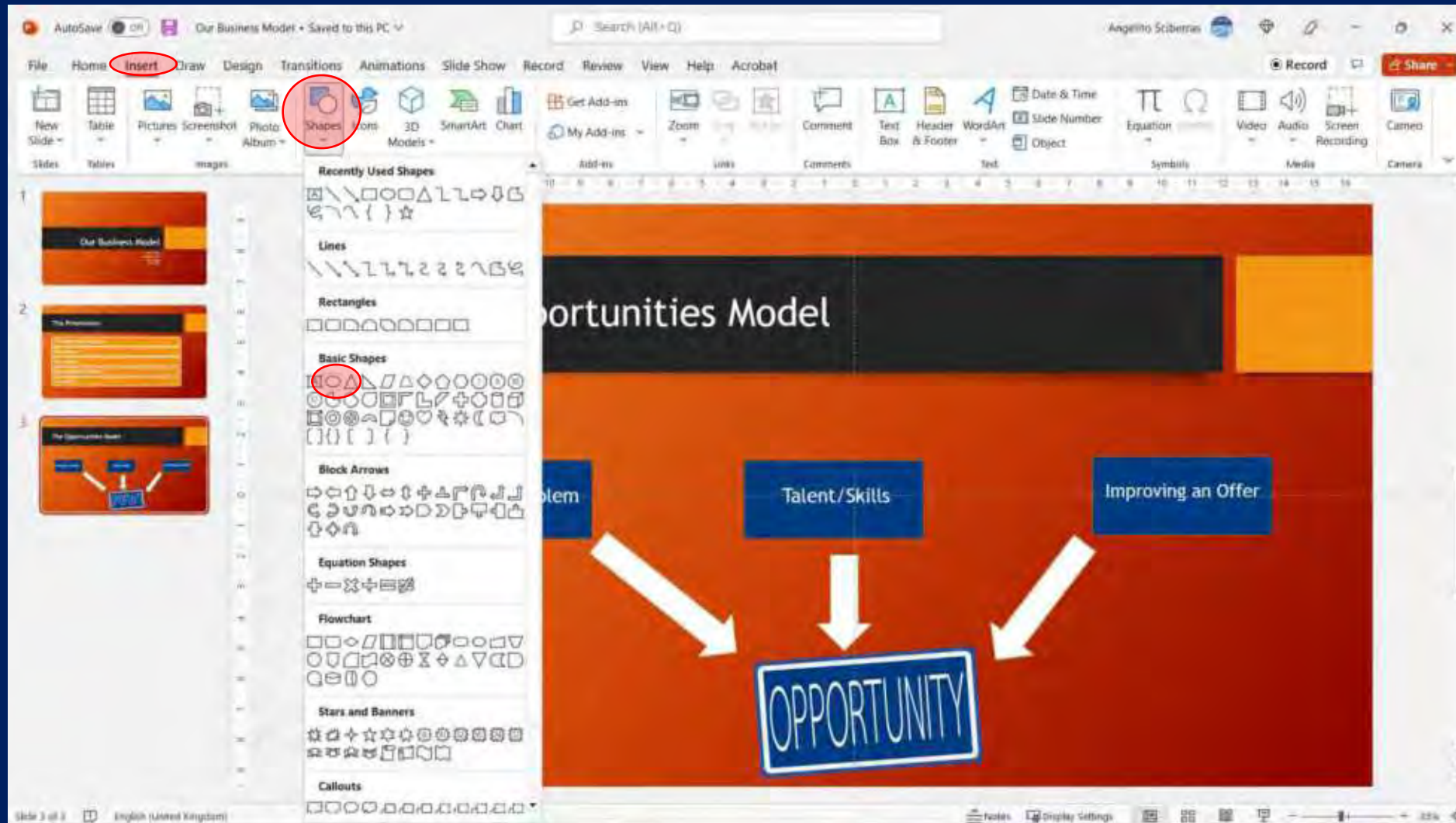
The screenshot displays the Microsoft PowerPoint interface. The title bar shows the file name 'Our Business Model - Saved to this PC'. The ribbon is set to 'Picture Format', with sub-ribbons for 'Shapes', 'Arrange', 'Quick Styles', and 'Shape Effects'. The main slide area features a dark orange background with a black header bar containing the text 'The Opportunities Model'. Below the header, a diagram consists of three blue rectangular boxes: 'Solving a Problem', 'Talent/Skills', and 'Improving an Offer'. White arrows point from each of these boxes towards a central blue box with a white border that contains the word 'OPPORTUNITY' in white, uppercase letters. The status bar at the bottom indicates 'Slide 3 of 5' and 'English (United Kingdom)'. The system tray shows 'Notes', 'Display Settings', and a volume icon.

# PowerPoint Inserting Shapes





# Inserting Semi Transparent Shapes



# Inserting Semi Transparent Shapes

The screenshot displays the Microsoft PowerPoint interface. The 'Shape Format' ribbon is active, showing options for Shape Fill, Shape Outline, and Shape Effects. The ribbon also includes sections for WordArt Styles, Arrange, and Size. The main slide area shows a presentation slide titled 'The Opportunities Model'. The slide features a dark blue header with the title, a large orange oval on the left, and two blue rectangular boxes labeled 'Talent/Skills' and 'Improving an Offer'. Three white arrows point from these elements to a blue rectangular box at the bottom labeled 'OPPORTUNITY'. The slide is set against a red-to-orange gradient background. The status bar at the bottom indicates 'Slide 1 of 3' and 'English (United Kingdom)'.



# Inserting Semi Transparent Shapes

The screenshot displays the Microsoft PowerPoint interface. The 'Shape Format' tab is active, and the 'Shape Fill' dropdown menu is open, showing various color options. The background slide is titled 'The Opportunities Model' and features a diagram with three blue boxes: 'Talent/Skills', 'Improving an Offer', and 'OPPORTUNITY'. The 'OPPORTUNITY' box is highlighted with a white border. The 'Shape Fill' menu is open, showing 'Theme Colors', 'Standard Colors', and 'Recent Colors' sections. The 'Shape Fill' button in the ribbon is circled in red, and the 'Shape Fill' dropdown menu is also circled in red.



# Inserting Semi Transparent Shapes

The screenshot displays the Microsoft PowerPoint interface. The 'Shape Format' tab is active, and the 'Shape Fill' dropdown menu is open. The menu options are: Theme Colors, Standard Colors, Recent Colors, No Fill, Move Fill Colors (highlighted with a red circle), Move Shape Fill Colors, Picture..., Gradient, and Texture. The background slide is titled 'The Opportunities Model' and features a diagram with three blue boxes: 'Talent/Skills', 'Improving an Offer', and 'OPPORTUNITY'. Arrows point from the top two boxes to the bottom box. The slide is part of a presentation titled 'Our Business Model'.

# Inserting Semi Transparent Shapes

The screenshot displays the Microsoft PowerPoint interface with the 'Shape Format' tab active. A 'Colors' task pane is open, showing a color wheel and a transparency slider. The transparency slider is set to 0% and is circled in red. The background of the slide is a gradient of orange and red, featuring a diagram titled 'Opportunities Model'. The diagram consists of a large white arrow pointing from the left towards a central blue box labeled 'OPPORTUNITY'. Above this central box are two other blue boxes: 'Talent/Skills' and 'Improving an Offer', with white arrows pointing down towards the 'OPPORTUNITY' box. The PowerPoint ribbon includes options for Shape Fill, Shape Outline, Shape Effects, Text Fill, Text Outline, Text Effects, Bring Forward, Send Backward, Selection Pane, Align, Size, and Rotate. The status bar at the bottom indicates 'Slide 3 of 3' and 'English (United Kingdom)'.



# Inserting Semi Transparent Shapes

The screenshot displays the Microsoft PowerPoint interface. The 'Shape Format' ribbon is active, showing options for Shape Fill, Shape Outline, and Shape Effects. A 'Colors' dialog box is open, showing a color wheel and a transparency slider set to 71%. The slide content includes a title 'Opportunities Model' and a diagram with three boxes: 'Talent/Skills', 'Improving an Offer', and 'OPPORTUNITY'. The 'OPPORTUNITY' box is semi-transparent, allowing the background to be visible through it.



# Inserting Semi Transparent Shapes

The screenshot displays the Microsoft PowerPoint interface. The title bar shows 'Our Business Model - Saved to this PC'. The ribbon includes 'Home', 'Insert', 'Draw', 'Design', 'Transitions', 'Animations', 'Slide Show', 'Record', 'Review', 'View', 'Help', and 'Acrobat'. The 'Home' ribbon is active, showing options for 'Undo', 'Clipboard', 'Slides', 'Text', 'Paragraph', 'Drawing', 'Editing', 'Adobe Acrobat', 'Voice', and 'Designer'. The slide content features a dark orange background with a black header bar containing the text 'The Opportunities Model'. Below the header, a diagram consists of three blue rectangular boxes: 'Solving a Problem', 'Talent/Skills', and 'Improving an Offer'. White arrows point from each of these boxes towards a larger, tilted blue box at the bottom labeled 'OPPORTUNITY'. A semi-transparent orange oval highlights the 'Solving a Problem' box. The slide navigation pane on the left shows three slides, with the current slide being the third. The status bar at the bottom indicates 'Slide 3 of 3', 'English (United Kingdom)', and a zoom level of 85%.

# Inserting Semi Transparent Shapes



# Inserting Animation

The screenshot displays the Microsoft PowerPoint interface. The 'Animations' tab is selected in the ribbon, with the 'Appear' animation effect highlighted. The 'Start: On Click' option is also highlighted in the 'Advanced Animation' pane. The main slide area shows a diagram titled 'The Opportunities Model' with three boxes: 'Solving a Problem', 'Talent/Skills', and 'Improving an Offer', all pointing to a central box labeled 'OPPORTUNITY'. The 'Solving a Problem' box is circled in orange. The status bar at the bottom indicates 'Slide 3 of 3' and 'English (United Kingdom)'.



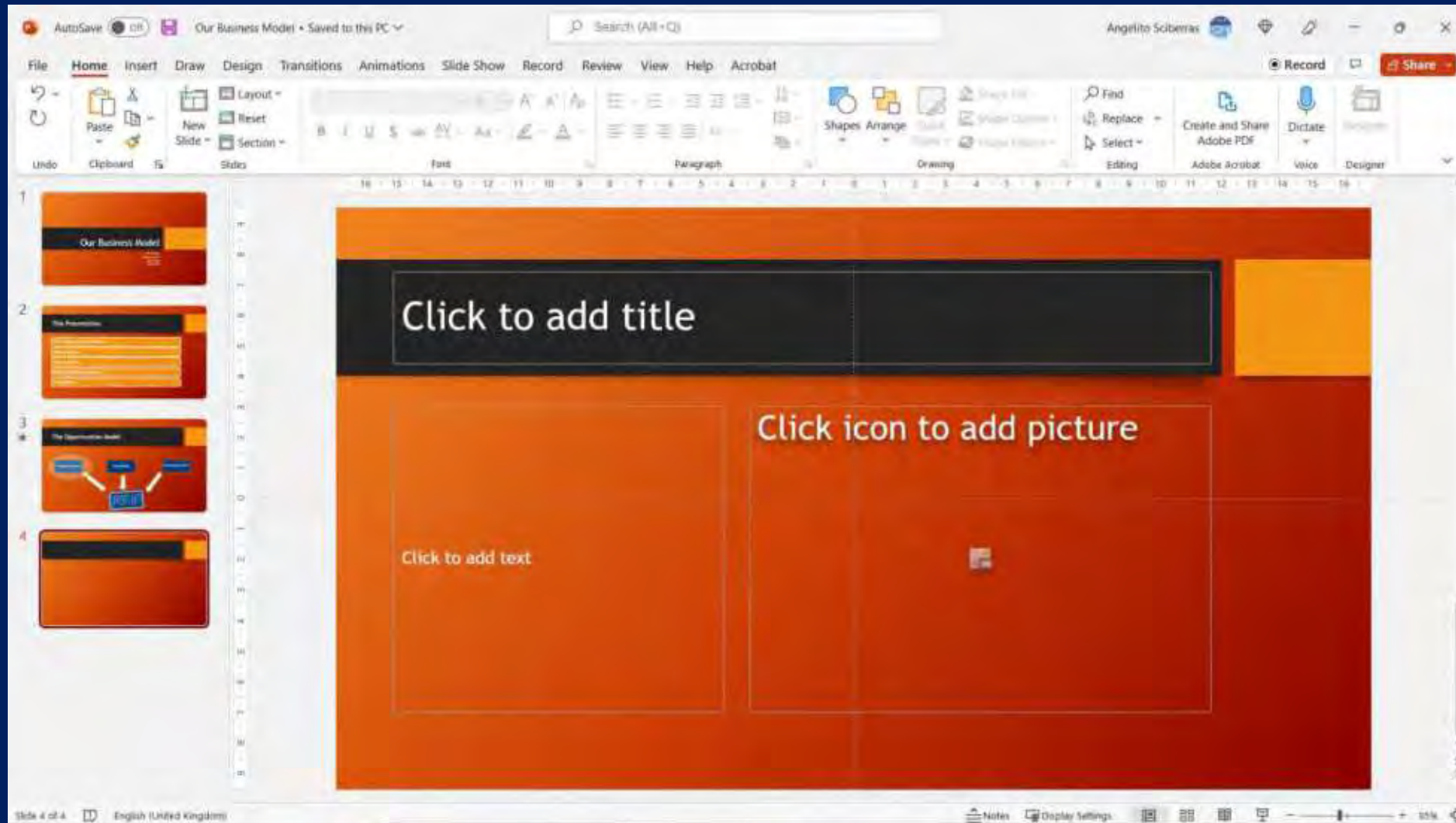
# PowerPoint Inserting Animation



# PowerPoint Inserting Another Slide

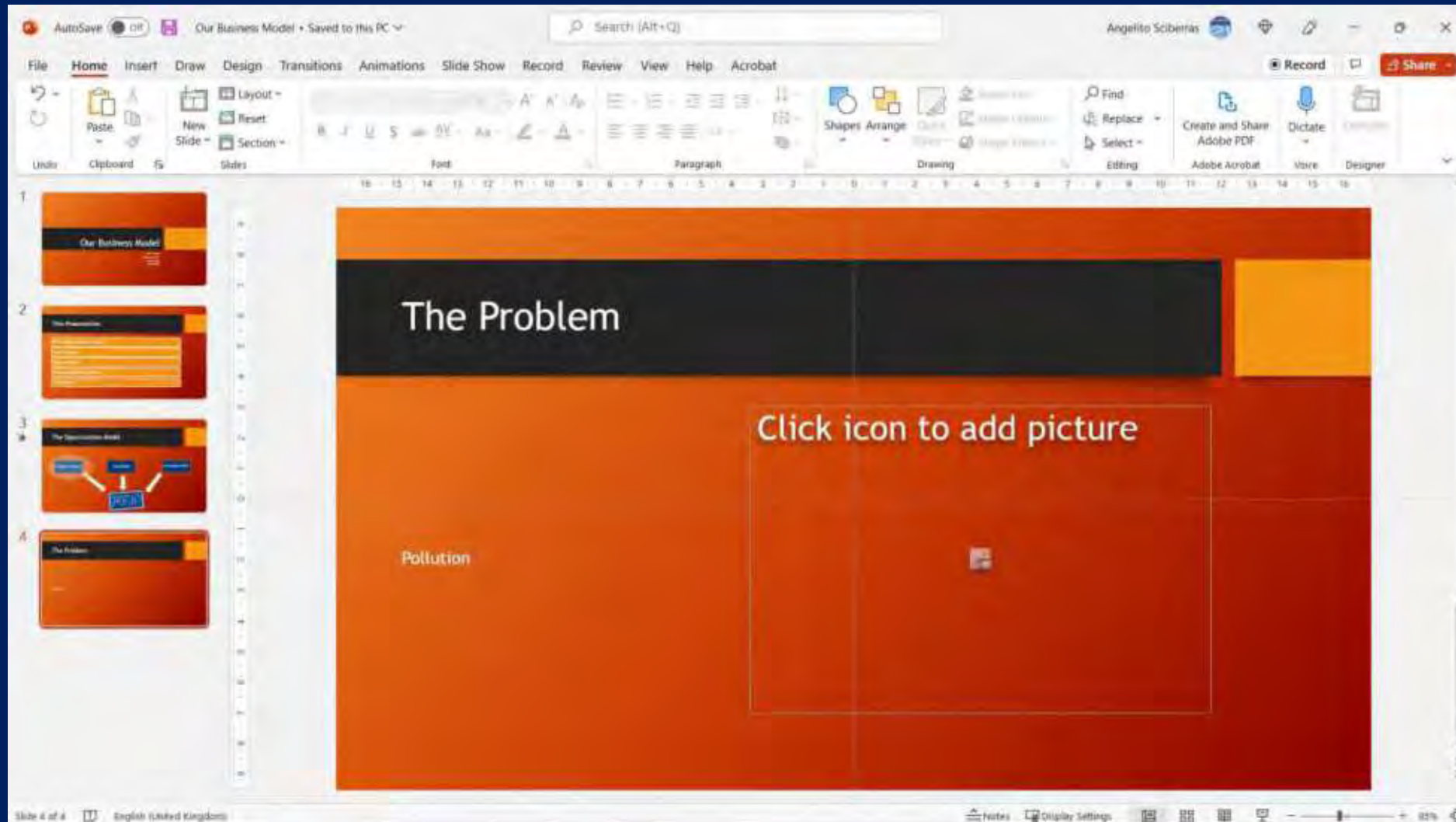
The screenshot displays the Microsoft PowerPoint interface. The 'Home' tab is selected in the ribbon, and the 'Insert' tab is also visible. The 'New Slide' button in the ribbon is circled in red. A dropdown menu is open, showing various slide layouts, with the 'Picture with Caption' layout also circled in red. The background slide is titled 'Communities Model' and features a diagram with three blue boxes: 'Talent/Skills', 'Improving an Offer', and 'OPPORTUNITY'. Arrows point from the top two boxes to the bottom box. The status bar at the bottom indicates 'Slide 3 of 3' and 'English (United Kingdom)'.

# PowerPoint Inserting Another Slide





# Inserting Another Slide



# Inserting Another Slide

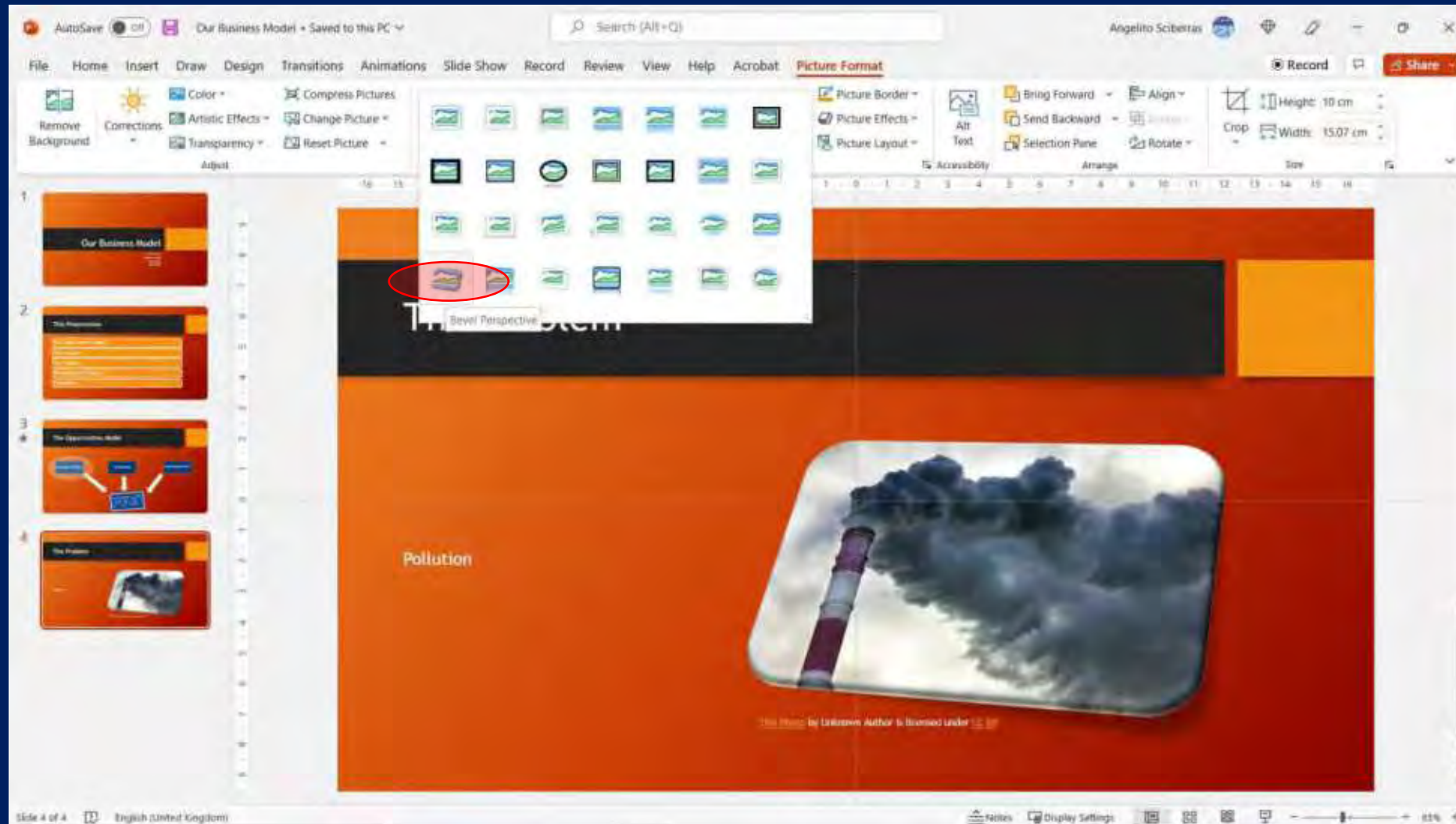
The screenshot displays the Microsoft PowerPoint application window. The title bar shows 'Our Business Model - Saved to this PC'. The ribbon is set to 'Picture Format', with options for 'Picture Border', 'Picture Effects', and 'Picture Layout'. The task pane on the left shows a list of slides: 1. Our Business Model, 2. The Presentation, 3. The Organization Model, and 4. The Problem. The main slide area shows a slide titled 'The Problem' with a background of orange and red. A picture of a factory emitting smoke is being inserted into the slide. The word 'Pollution' is visible on the slide. The status bar at the bottom indicates 'Slide 4 of 4' and 'English (United Kingdom)'.

# PowerPoint Inserting Another Slide

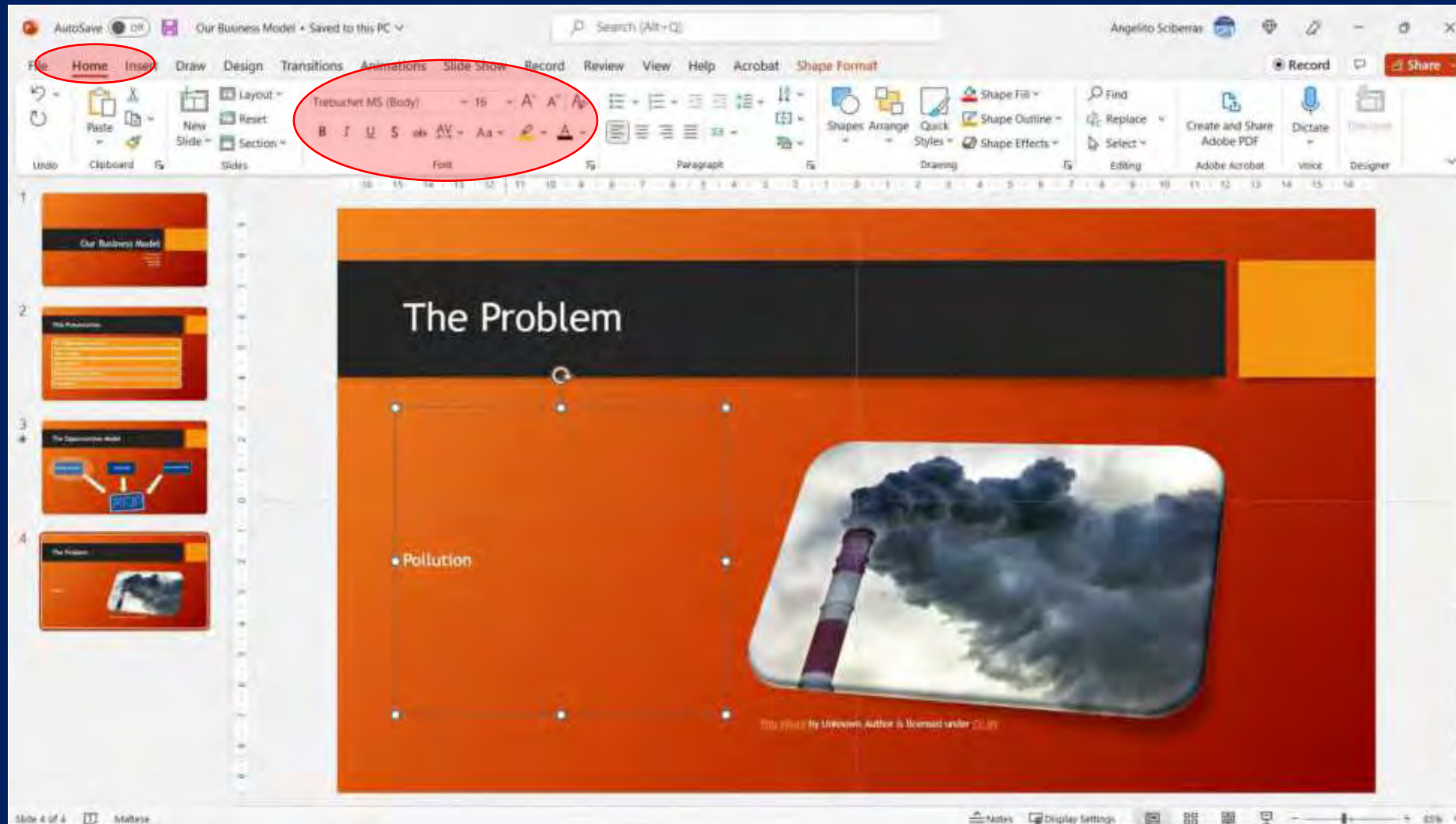
The screenshot displays the Microsoft PowerPoint interface. The 'Picture Format' ribbon is active, with the 'Picture Styles' group highlighted by a red oval. This group contains several icons for applying different picture styles, including 'Picture Style 1' through 'Picture Style 9' and 'Picture Style 10'. The main slide area shows a slide titled 'The Problem' with a background of orange and red. The word 'Pollution' is written on the left side of the slide. A photograph of a factory chimney emitting thick black smoke is centered on the slide. The left-hand navigation pane shows four slides, with the current slide being the fourth. The status bar at the bottom indicates 'Slide 4 of 4' and 'English (United Kingdom)'.



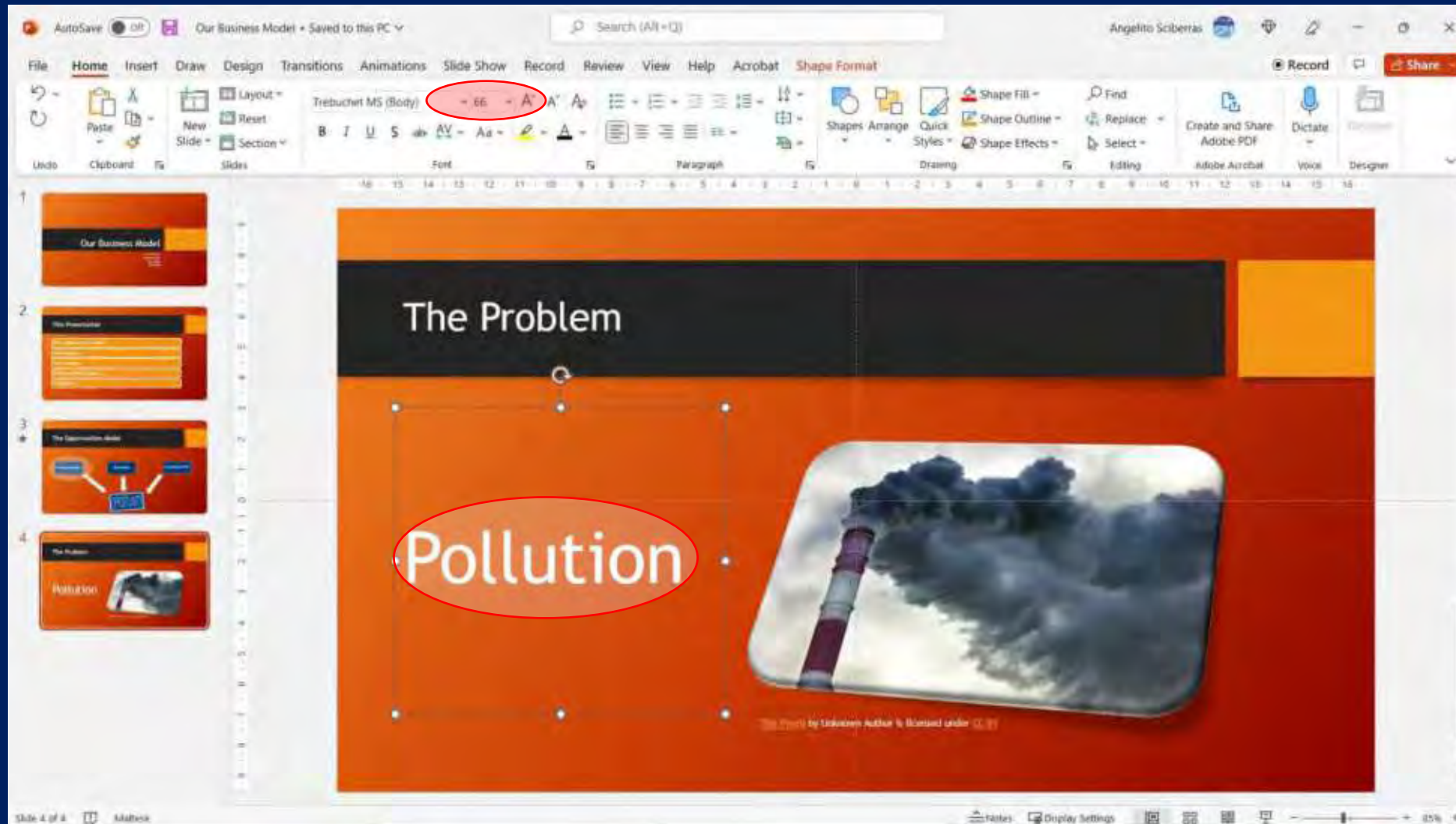
# PowerPoint Inserting Another Slide



# PowerPoint Inserting Another Slide

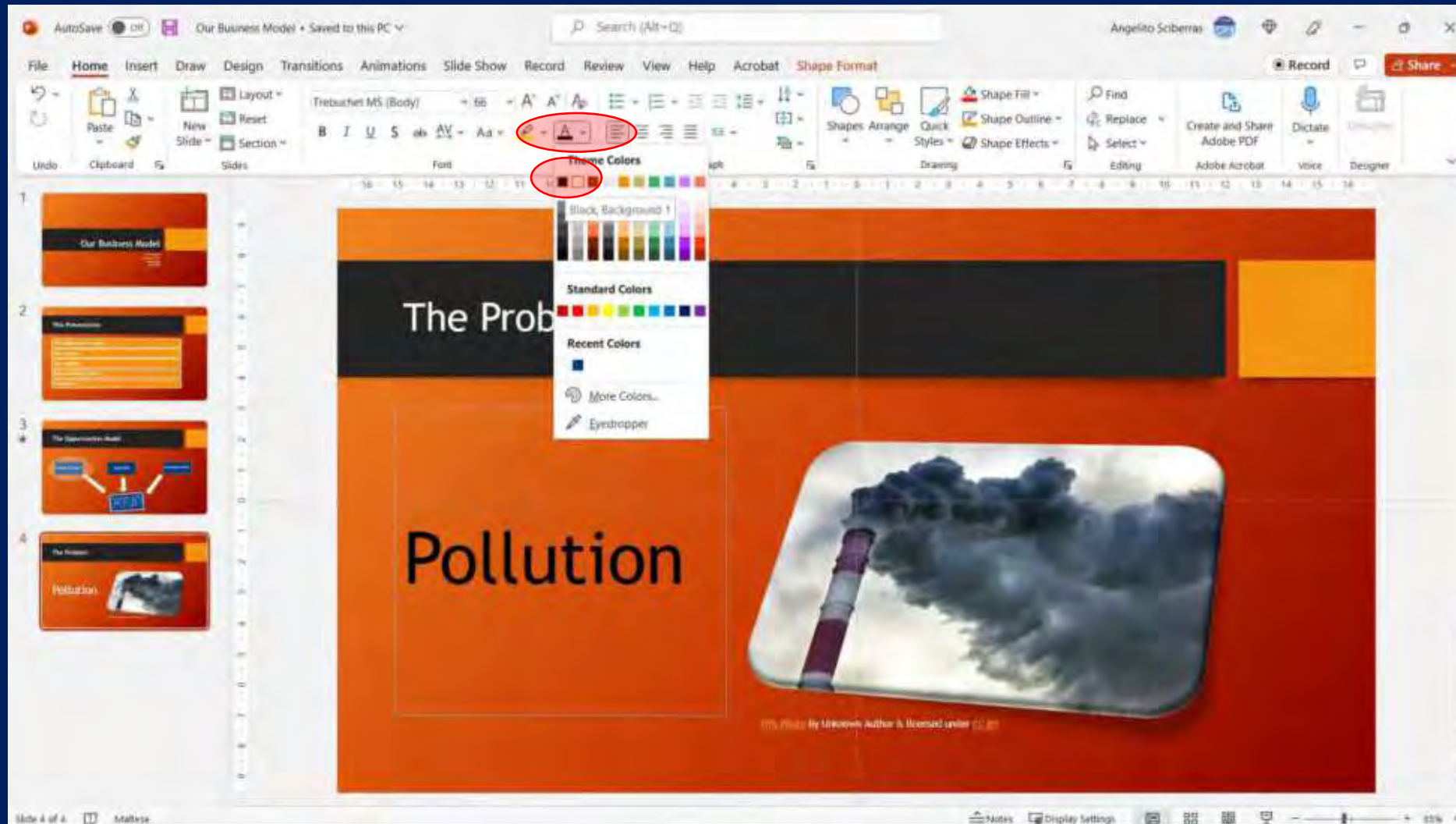


# PowerPoint Inserting Another Slide





# PowerPoint Inserting Another Slide



# PowerPoint Inserting Another Slide

The screenshot displays the Microsoft PowerPoint interface. The title bar shows the file name 'Our Business Model' and the user 'Angelito Sciberras'. The ribbon is set to 'Home', with the 'Slides' group active, showing options like 'New Slide' and 'Section'. The main slide area features a dark orange background with a black header bar containing the text 'The Problem'. Below this, the word 'Pollution' is written in a large, white, sans-serif font. To the right of the text is a rounded rectangular image of a red and white striped smokestack emitting thick black smoke into a cloudy sky. The left-hand slide sorter shows four slides: the first is the title slide, the second is a text slide, the third is a diagram slide, and the fourth is the current slide. The status bar at the bottom indicates 'Slide 4 of 4' and 'English (United Kingdom)'.

# PowerPoint Inserting Another Slide



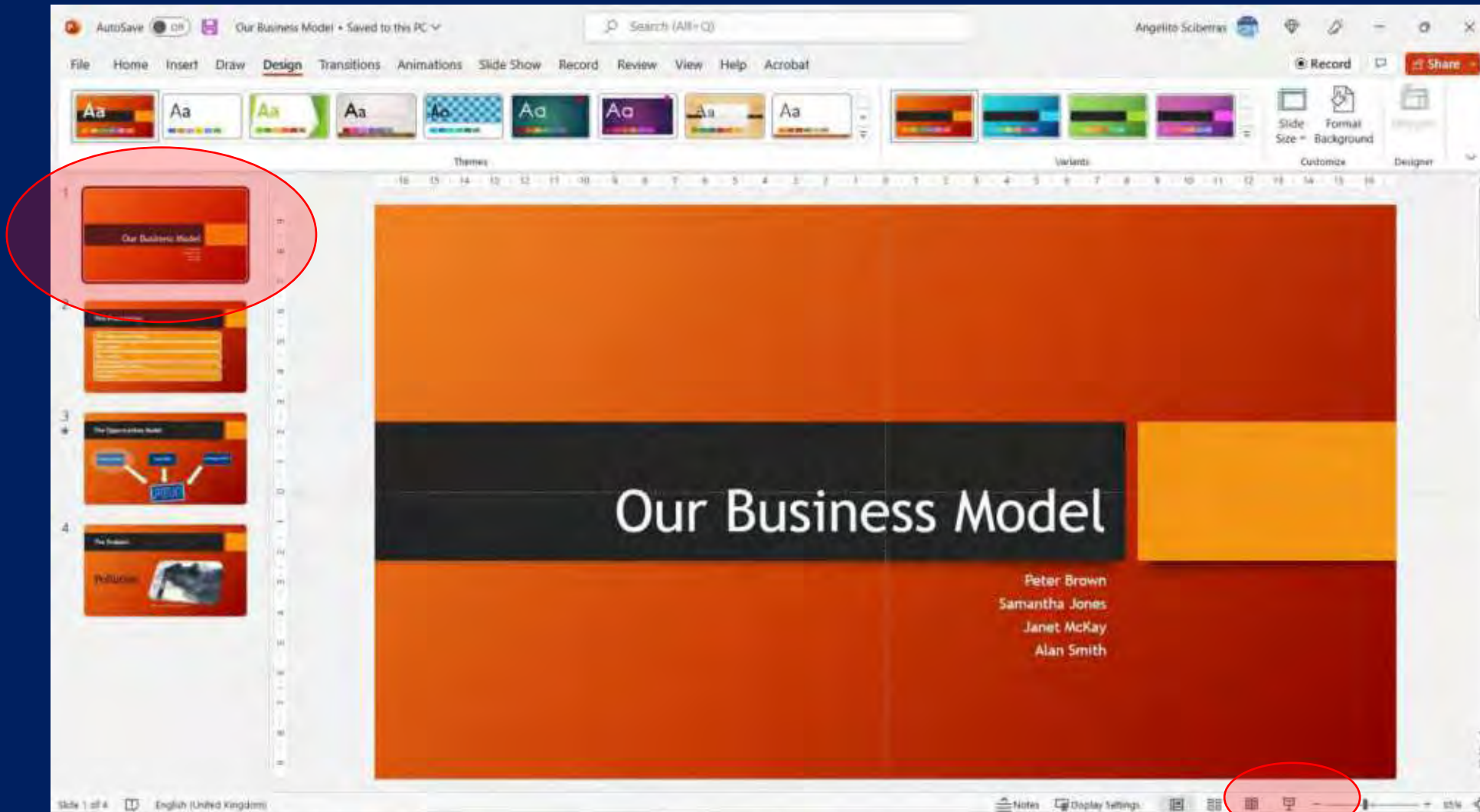


# PowerPoint Slideshow

The screenshot displays the Microsoft PowerPoint interface. The title bar shows the file name "Our Business Model" and the user "Angelito Sciberras". The ribbon includes tabs for File, Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Record, Review, View, Help, and Acrobat. The Home tab is active, showing options for Undo, Clipboard, Slides, Text, Paragraph, Drawing, Editing, and Designer. The main slide area shows a slide with a dark blue header containing the text "The Problem" and a large orange body containing the word "Pollution" and a photograph of a smokestack emitting thick black smoke. A slide navigation pane on the left shows four slides, with the current slide highlighted. The status bar at the bottom indicates "Slide 4 of 4" and "English (United Kingdom)".



# PowerPoint Slideshow



# PowerPoint Slideshow

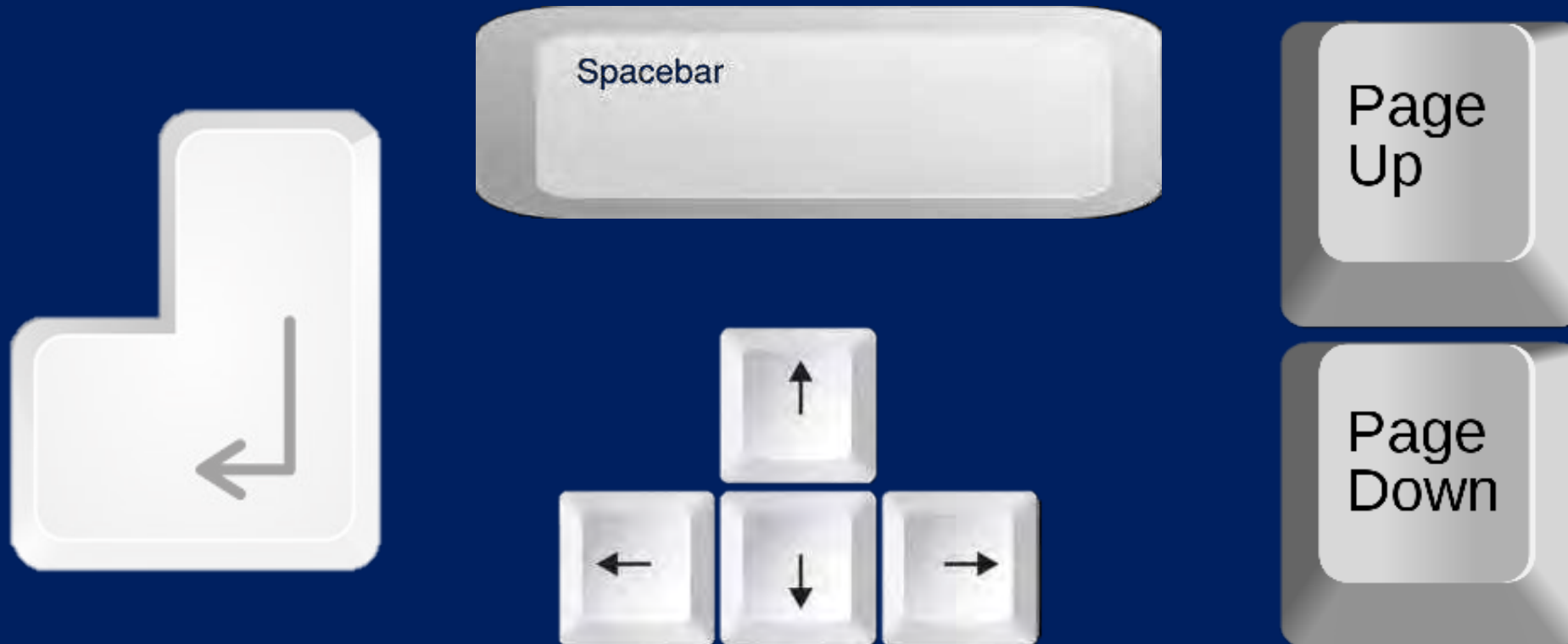
## Our Business Model

Peter Brown  
Samantha Jones  
Janet McKay  
Alan Smith





# PowerPoint Slideshow



# PowerPoint Slideshow



# PowerPoint Slideshow

## This Presentation

The Opportunities Model

The Problem

The Solution

Business Model Canvas

Conclusion







**Undergraduate Diploma in  
Business Administration**

15:00



**Undergraduate Diploma in  
Business Administration**

# In-Class Group Presentation

- 20 minute presentation
  - using power point
  - built together (mostly during supervised sessions)
  - delivered during last session
  - by all group members
  - questions asked by colleagues and tutor





# In-Class Group Presentation

- Effective presentations
  - choosing the right font and font size.
  - understanding the importance of simplicity.
  - when to use transitions and animations.
  - how to use the colour wheel.
  - list and understand the different types of visual aids.



# In-Class Group Presentation

- Tips
  - Adding facts and figures to a presentation increases audience retention by 20%.
  - Presentations with visual aids are 43% more persuasive than the same presentations without visuals.
  - 91% of presenters feel more confident presenting with a well designed slide deck.



# In-Class Group Presentation

- Before Starting
  - Know your stuff
  - Know your audience
  - Write it out
  - Rehearse





# In-Class Group Presentation

- Fonts
  - This is a Sans Serif font
  - This is a Serif font



# In-Class Group Presentation

- Fonts
  - This is a comic font
  - *This is script font*





# In-Class Group Presentation

- Keep Text to a Minimum
  - Powerpoint is there as your presentation aid **not the main source of information.**





# In-Class Group Presentation

- Keep Text to a Minimum
  - Powerpoint is there as your presentation aid **not the main source of information.**
  - If you really need to text heavy a slide, **gradually** reveal it when needed.



# In-Class Group Presentation

- Keep Text to a Minimum
  - Powerpoint is there as your presentation aid **not the main source of information.**
  - If you really need to text heavy a slide, **gradually** reveal it when needed.
  - Include **only the main speaking points** in the form of short concise bullets.



# In-Class Group Presentation

- Keep Text to a Minimum
  - Powerpoint is there as your presentation aid **not the main source of information.**
  - If you really need to text heavy a slide, **gradually** reveal it when needed.
  - Include **only the main speaking points** in the form of short concise bullets.
  - Chunks of text will **tempt you to read** from the slides rather than communicate with audience.



# In-Class Group Presentation

- Keep Text to a Minimum
  - Powerpoint is there as your presentation aid **not the main source of information.**
  - If you really need to text heavy a slide, **gradually** reveal it when needed.
  - Include **only the main speaking points** in the form of short concise bullets.
  - Chunks of text will **tempt you to read** from the slides rather than communicate with audience.
  - Otherwise, the **audience may be reading** rather than listening to you.





# In-Class Group Presentation



- Keep it Simple
  - Do not fill up empty spaces with unnecessary elements.
  - This will NOT help audience in understanding what you are saying.
  - The less clutter in a slide, the more impact your visual message will have.
  - Design elements should be kept at minimum to prevent distraction, such as a simple background

# In-Class Group Presentation



# In-Class Group Presentation

- Limit Transition and Animations
  - Using lots of animations is **distracting and amateurish**.
  - It can also be **problematic and frustrating** to view presentation on different devices.
  - Use them **only for a purpose**, such as to reveal the stages of a process.
  - Use only subtle animations, such as **“Fade”, “Appear”** etc.
  - Do not use more than 3 different types of animations in one slide.



# In-Class Group Presentation

- Limit Transition Animations
  - Using lots of animations is a bad idea.
  - It can also be **problematic** to view presentation on different devices.
  - Use them **only for a few** key stages of a process.
  - Use only subtle transitions such as **fade** etc.
  - Do not use more than **one** different type of transition in one slide.



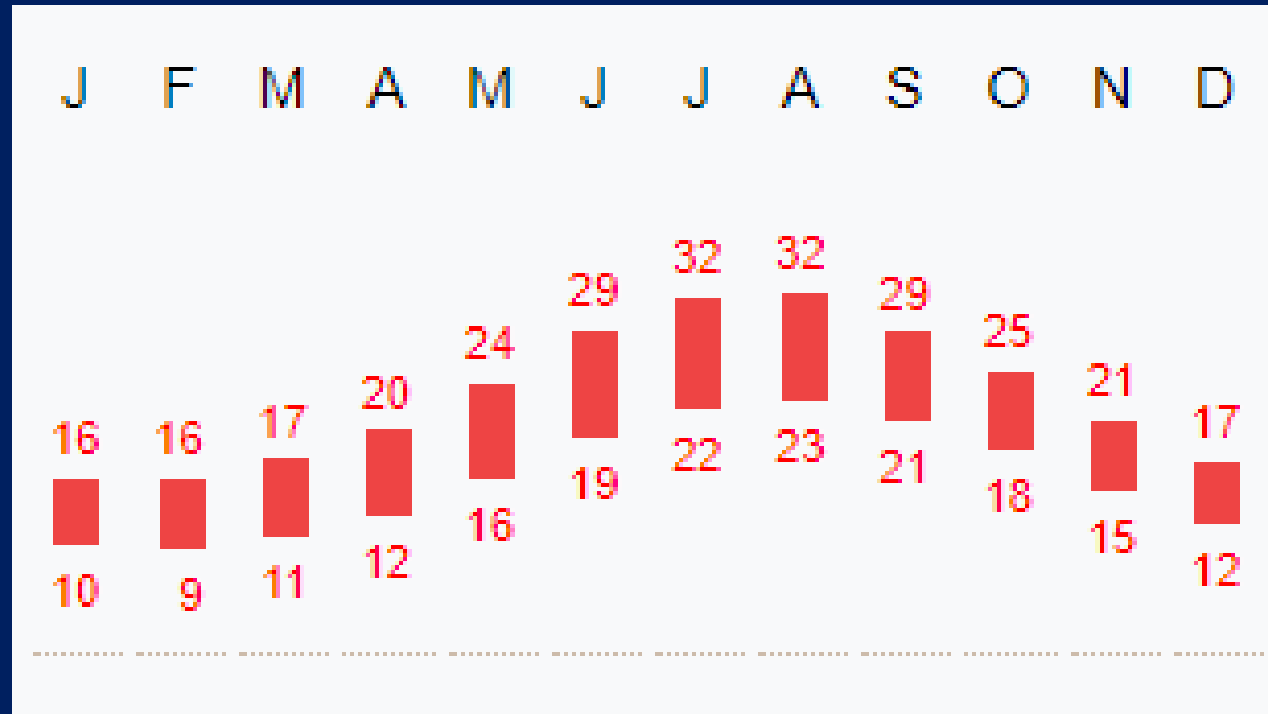
# In-Class Group Presentation

- Visual Aids
  - Pictures
  - Graphs
  - Object
  - Map
  - Video Clip



# In-Class Group Presentation

- Visual Aids



# In-Class Group Presentation

- Colours
  - Use colours it **increases people's motivation to read.**
  - Colours can also evoke emotions and can **improve understanding**  
eg : highlighting certain
  - Use the **colour wheel** to help you:  
[https://www.canva.com/colors/color wheel](https://www.canva.com/colors/color-wheel)
  - Colour opposite each other are complimentary and create contrast.
  - Using complimentary colours **makes your text more readable.**
  - Avoid using too many colours in your presentation.



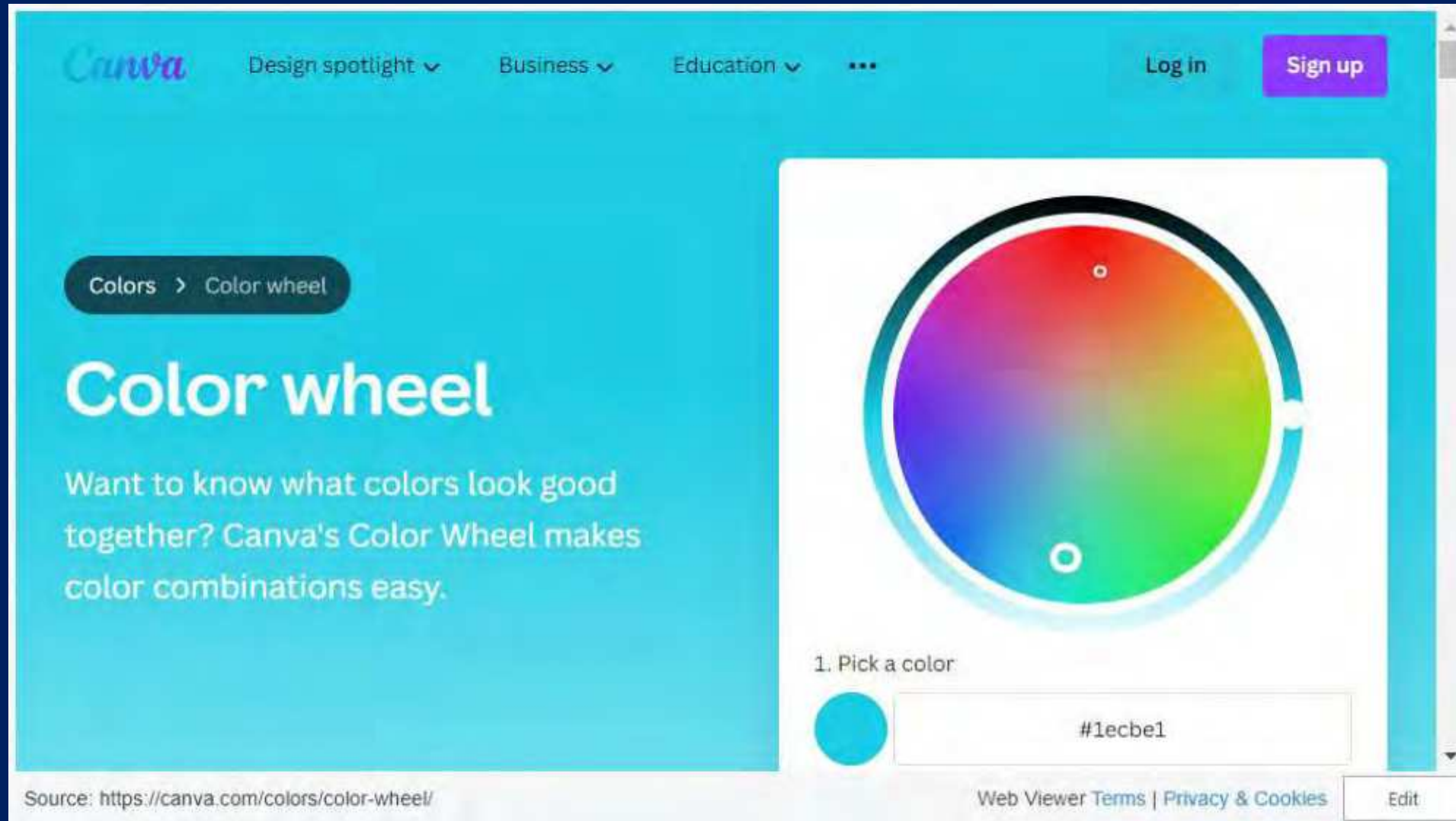
# In-Class Group Presentation

- Colours
  - When using the **wrong colour the text may become** illegible
  - When using the **right colour you create contrast**
  - <https://www.canva.com/colors/color-wheel>





# In-Class Group Presentation



The screenshot shows the Canva website's 'Color wheel' tool. The interface is clean and user-friendly, with a light blue background. At the top, there's a navigation bar with the Canva logo, 'Design spotlight', 'Business', 'Education', and 'Log in' buttons. A prominent purple 'Sign up' button is on the right. Below the navigation, a breadcrumb trail reads 'Colors > Color wheel'. The main heading 'Color wheel' is in a large, white, sans-serif font. Below it, a paragraph explains the tool's purpose: 'Want to know what colors look good together? Canva's Color Wheel makes color combinations easy.' To the right, a large, circular color wheel is displayed, showing a spectrum of colors from red to purple. Below the wheel, a step-by-step instruction '1. Pick a color' is followed by a small blue circle and a text input field containing the hex code '#1ecbe1'. At the bottom right, there are links for 'Web Viewer Terms | Privacy & Cookies' and an 'Edit' button.

Canva Design spotlight Business Education Log in Sign up

Colors > Color wheel

## Color wheel

Want to know what colors look good together? Canva's Color Wheel makes color combinations easy.

1. Pick a color

#1ecbe1

Web Viewer Terms | Privacy & Cookies Edit

Source: <https://canva.com/colors/color-wheel/>



# In-Class Group Presentation

- Use the spell checker but do not rely on it ONLY
  - Spelling mistakes show that you are not giving attention to detail
  - Be careful of Malapropisms



# In-Class Group Presentation

- Malapropisms
  - “Texas has a lot of **electrical** votes” - George Bush 1989
  - “I might just fade into **Bolivian.**” - Mike Tyson 2002
  - “I’m not going for the **Sixteenth** Chapel look.” - Justin Bieber 2012





# In-Class Group Presentation

- Grammatical mistakes
  - While in the woods I came across a **bare**.
  - I needed some **piece** of mind
  - Joe is a little shorter **then** Anna



# The Rubric

|                                  | 5 marks   | 4 marks  | 3 marks   | 2 marks   | 0 marks   |
|----------------------------------|---|--|---|---|---|
| <b>Presentation Etiquette</b>    | Student presented the material in a professional manner.  | Student presented the material in a mostly professional manner.  | Student presented the material in a somewhat professional manner.   | Not Applicable  | Student did not take presentation seriously.  |
| <b>Citations</b>                 | All sources (information and graphics) are accurately documented in the desired format.   | All sources (information and graphics) are accurately documented, but one is not in the desired format.                                | All sources (information and graphics) are accurately documented, but two or more are not in the desired format.                          | Some sources are not accurately documented  | No citations  |
| <b>Appearance</b>                | Presentation shows considerable originality and inventiveness. The content and ideas are presented in a unique and interesting way. | Presentation shows some originality and inventiveness. The content and ideas are presented in an interesting way.                      | Presentation shows an attempt at originality and inventiveness on most of the slides.   | Presentation shows an attempt at originality and inventiveness in only a few of the slides. | Presentation is a rehash of other people's ideas and/or graphics and shows very little attempt at original thought. |
| <b>Sequencing of Information</b> | Information is organized in a clear, logical way. It is easy to anticipate the type of material that might be on the next slide.    | Most information is organized in a clear, logical way. One slide or item of information seems out of place.                            | Some information is logically sequenced. An occasional slide or item of information seems out of place.                                   | There is a haphazard plan for the organization of information.                              | No plan for the organization of information.  |
| <b>Use of Graphics</b>           | All graphics are attractive (size and colours) and support the theme/content of the presentation.                                   | A few graphics are not attractive but all support the theme/content of the presentation.   | All graphics are attractive but a few do not seem to support the theme/content of the presentation.                                       | Several graphics are unattractive AND detract from the content of the presentation.         | Student did not use any graphics at all.  |
| <b>Timing</b>                    | The presentation was delivered within the time given.   | Presentation was over or under the time given to deliver the whole presentation  | The presentation was over 5 minutes longer or shorter than the allocated time.  | The presentation was far too long   | The presentation was far too short  |
| <b>Preparedness</b>              | Student was very well prepared and had obviously rehearsed  | Student seemed very prepared but might have needed to rehearse some more.  | Student was prepared but lacked rehearsing.   | Student was not very prepared and lacked rehearsing.  | Student was not prepared at all.  |
| <b>Questions</b>                 | Student answered all questions made by the other students and tutor in a confident and correct way.                                 | Student answered most of the questions made by the other students and tutor in a way that shows good understanding of the subject.     | Student answered only some of the questions made by the other students and tutor in a way that shows lack of a good grasp of the subject. | Student failed to answer most of the questions made by the other students and tutor.        | Student failed to answer any of the questions made by the other students and tutor.                                 |
|                                  | <b>46 - 60 marks</b>  | <b>31 - 45 marks</b>   | <b>16 - 30 marks</b>  | <b>01 - 15 marks</b>  | <b>0 marks</b>  |
| <b>Content</b>                   | Presentation includes all material needed to gain a comfortable understanding of the topic  | Presentation includes most material needed to gain a comfortable understanding of the material but is lacking one or two key elements. | Presentation is missing more than two key elements.   | Presentation is lacking several key elements and has inaccuracies.                          | Presentation does not address the assignment question.  |



# Presentation

- *Maximum score*      *100*
- *Weighted*              *20*







# Introduction Session 04

Lecture Title: PowerPoint



Lecturer: Mr Angelito Sciberras

Date: 27 April 2023

Undergraduate Diploma in  
Business Administration