Business Administration

Introduction Session 04

Lecture Title: PowerPoint

Lecturer: Mr Angelito Sciberras Date: 26 October 2023



Undergraduate Diploma in Business Administration

Tuesday 23 October 2023

Wednesday 25 October 2023

Wednesday 25 October 2023

Introductions The Academy

Staying in Malta

The Study Programme Assignments Presentations Reflective Diary

Thursday 26 October 2023

Using Power Point



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

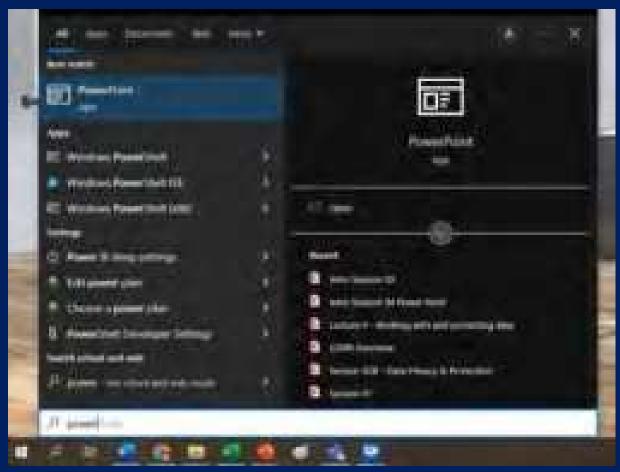


PowerPoint Slideshow

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



PowerPoint Slideshow





PowerPoint Slideshow

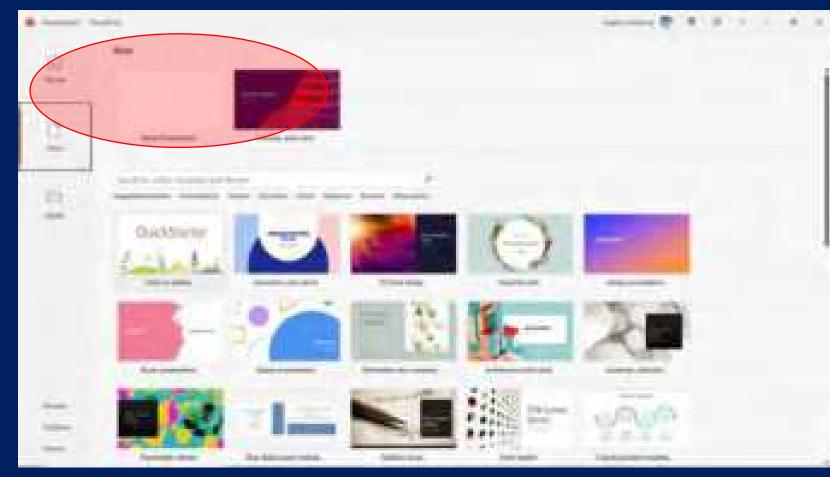
Undergraduate Diploma in Business Administration

Blank Presentation vs Template

Originality vs Time



PowerPoint Slideshow





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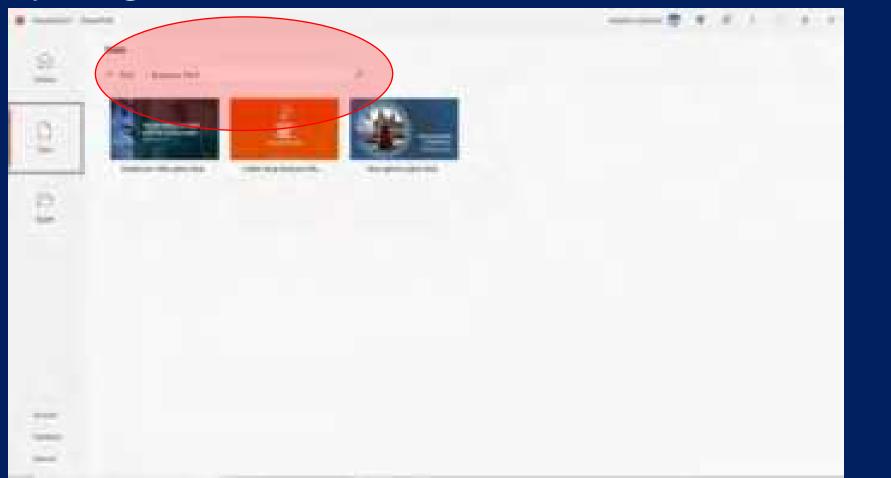
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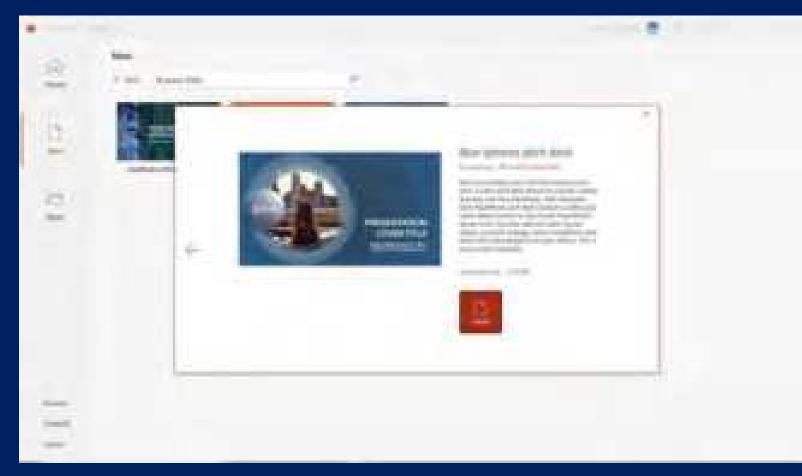




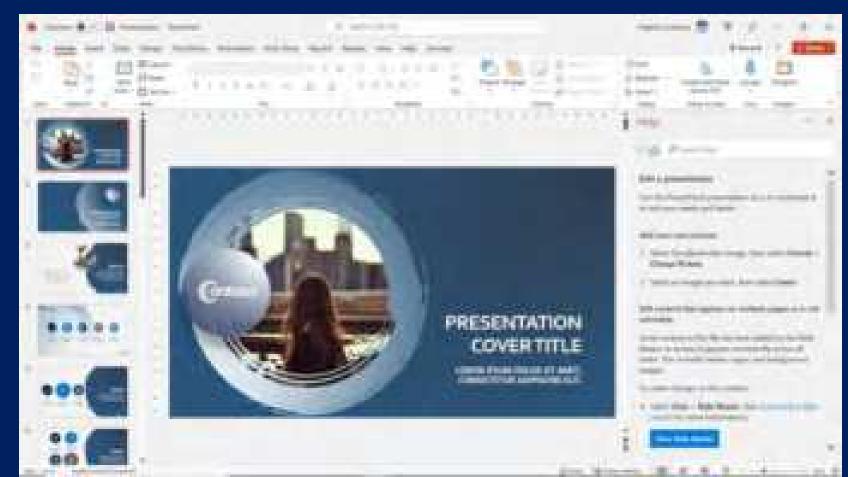
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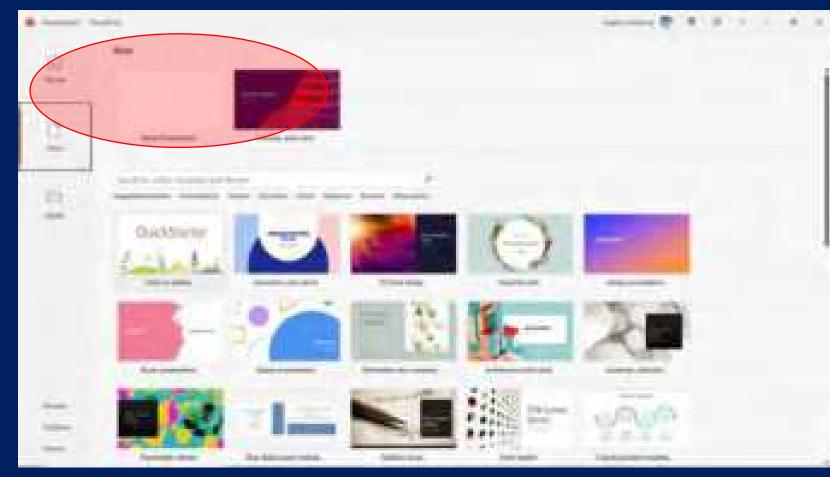
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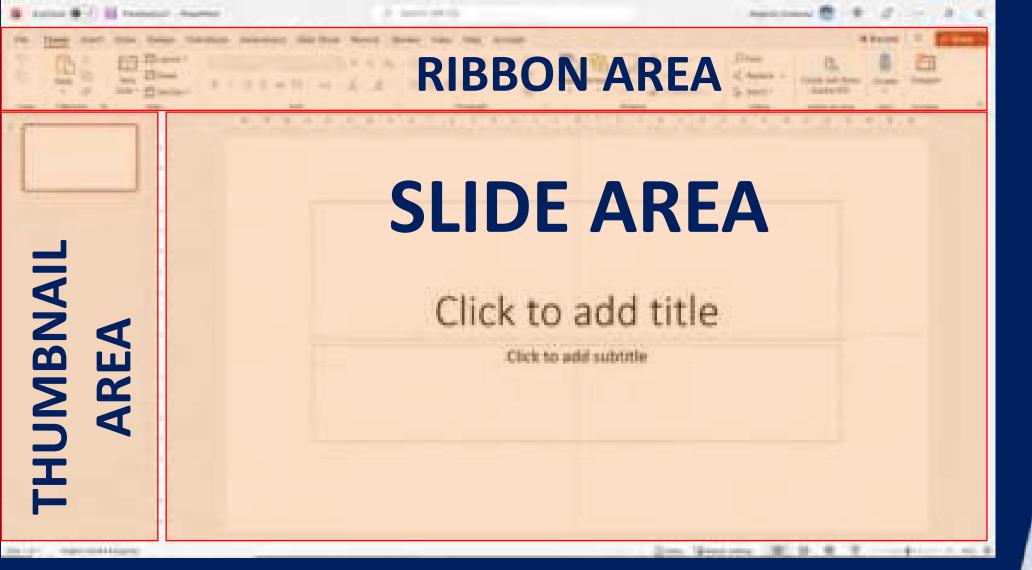
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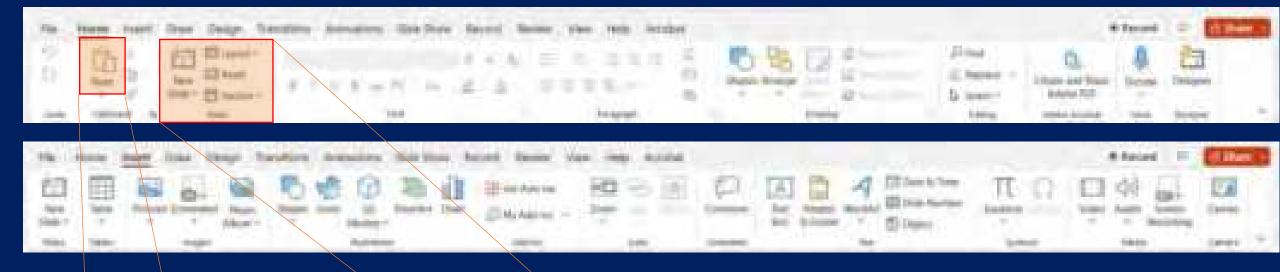




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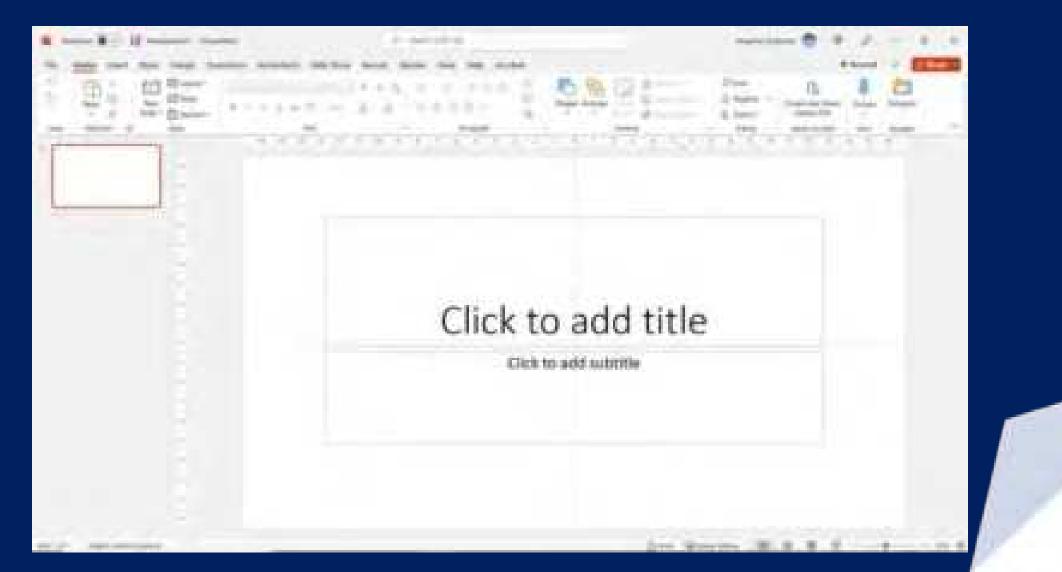


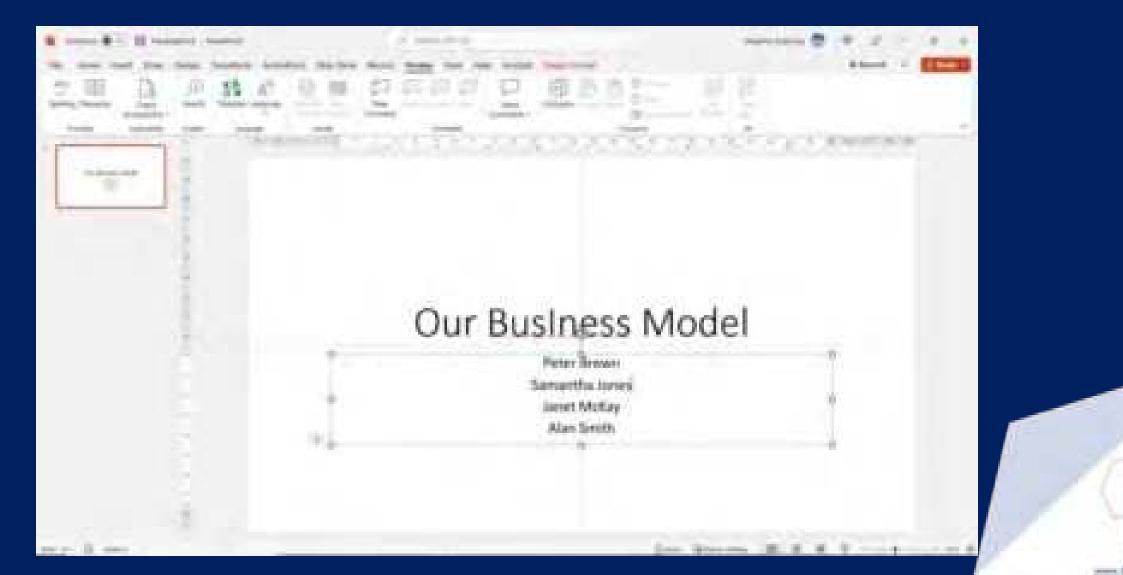
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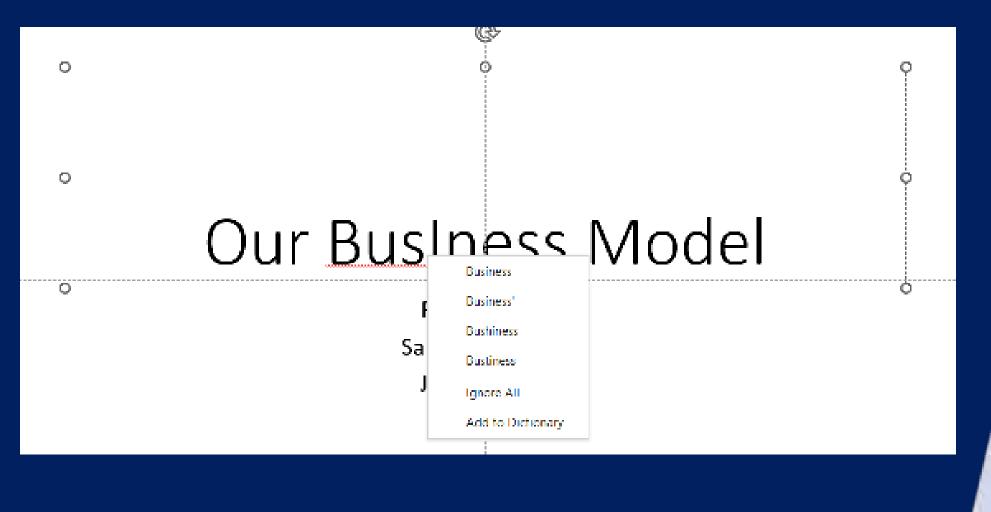


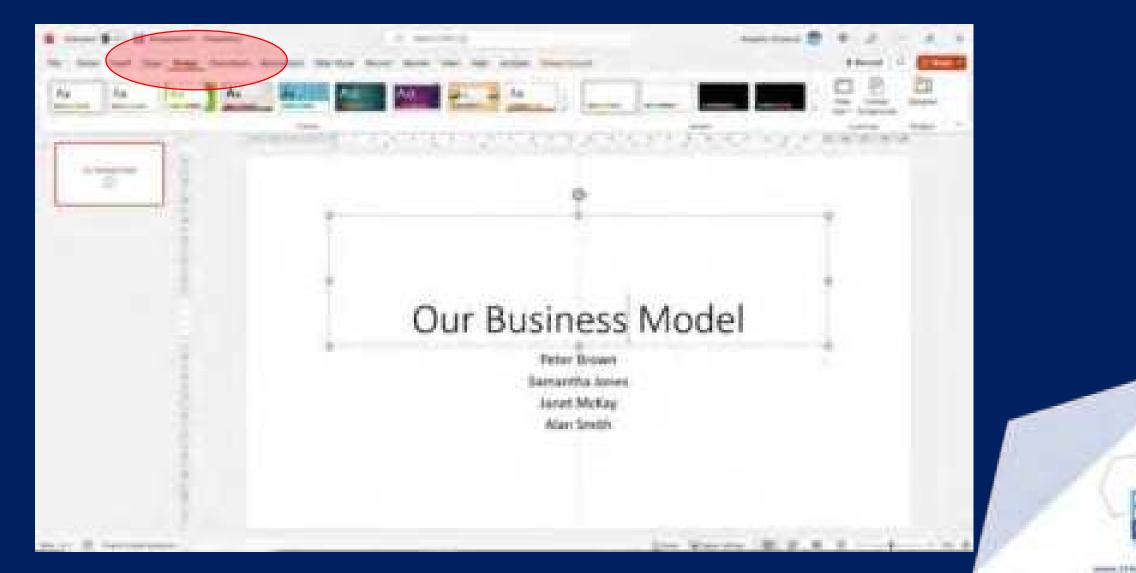


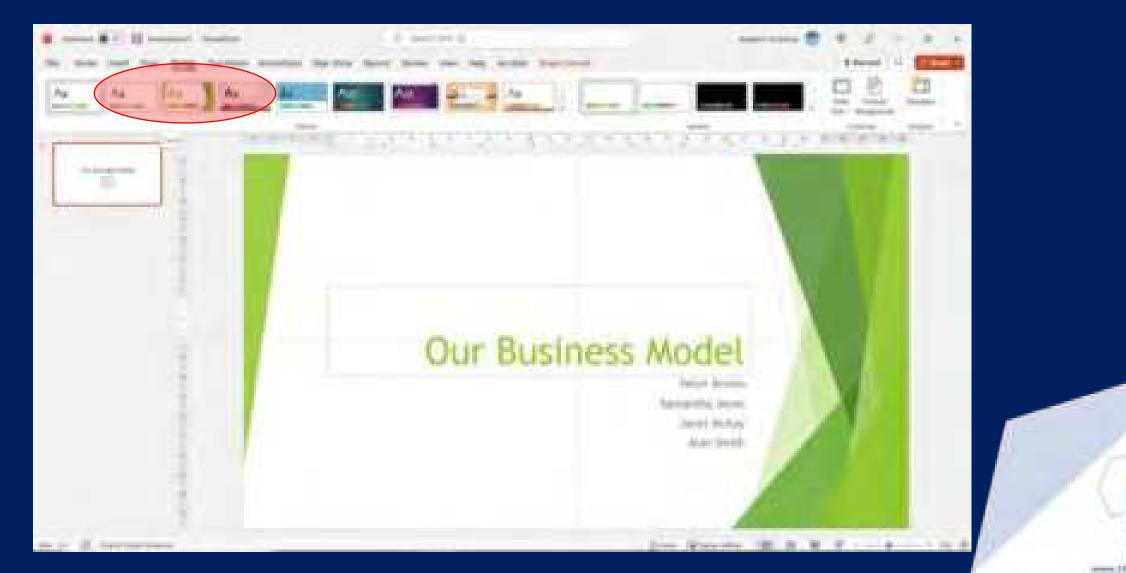
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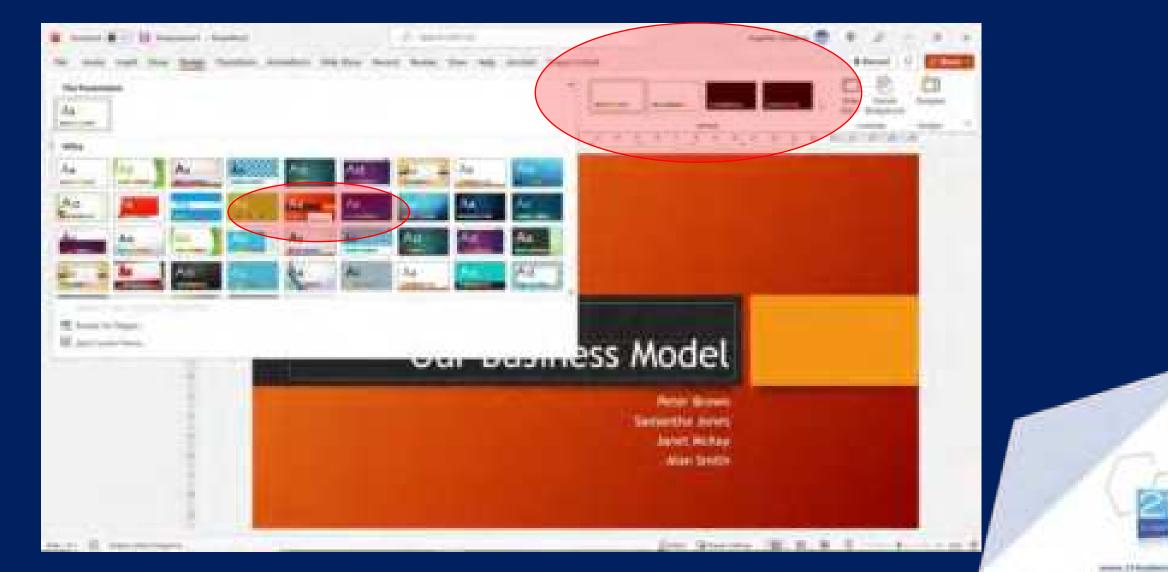


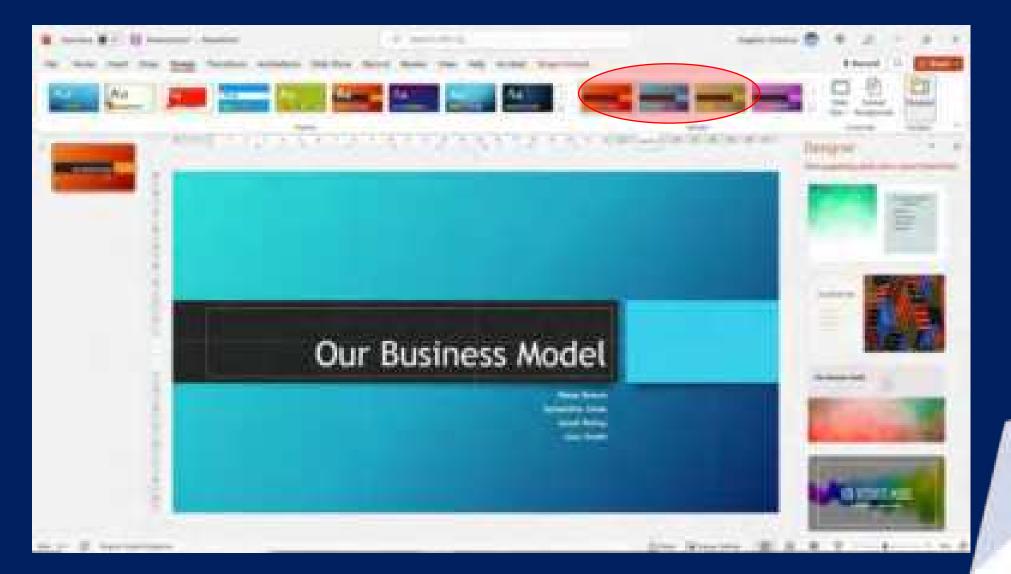








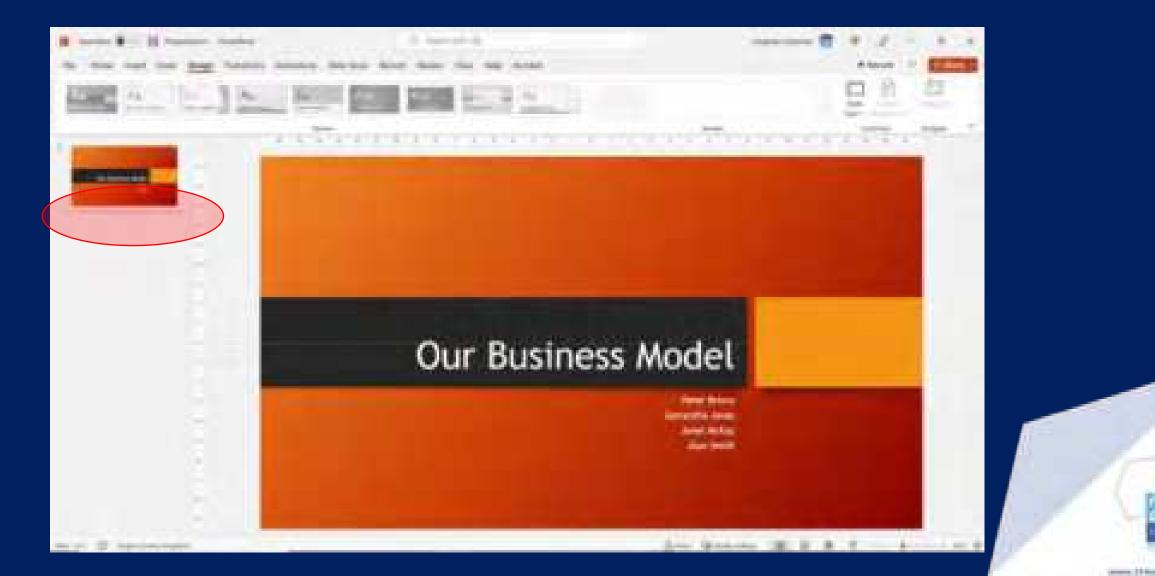








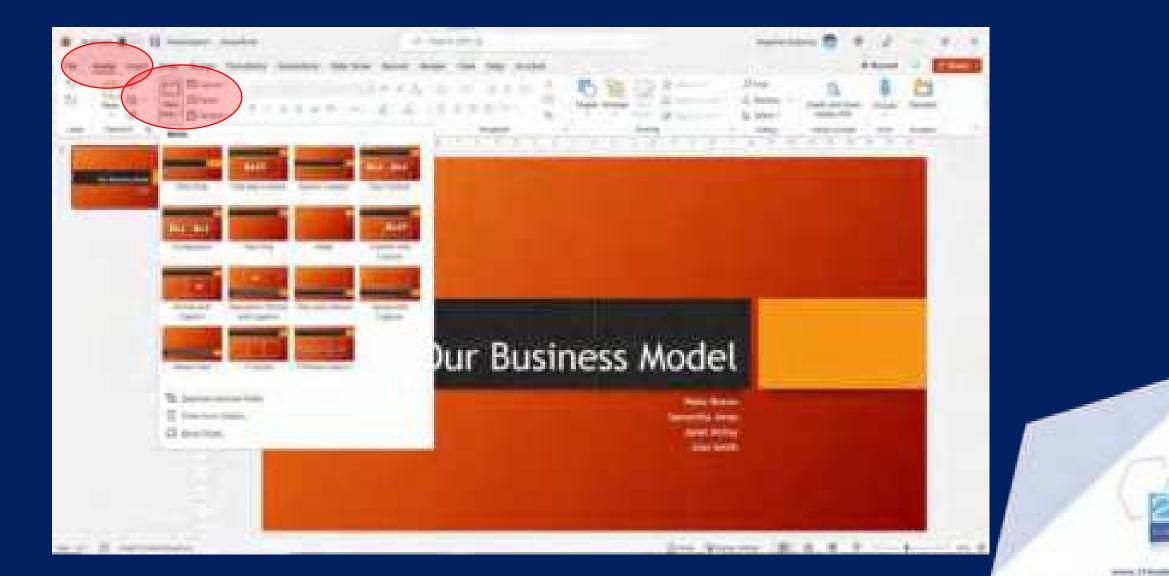
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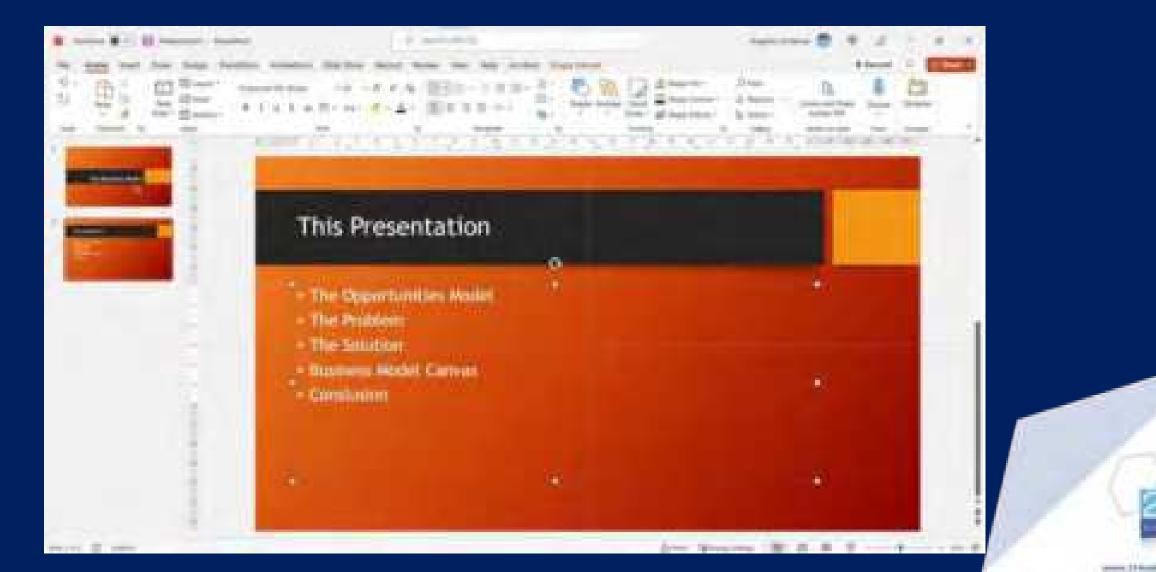


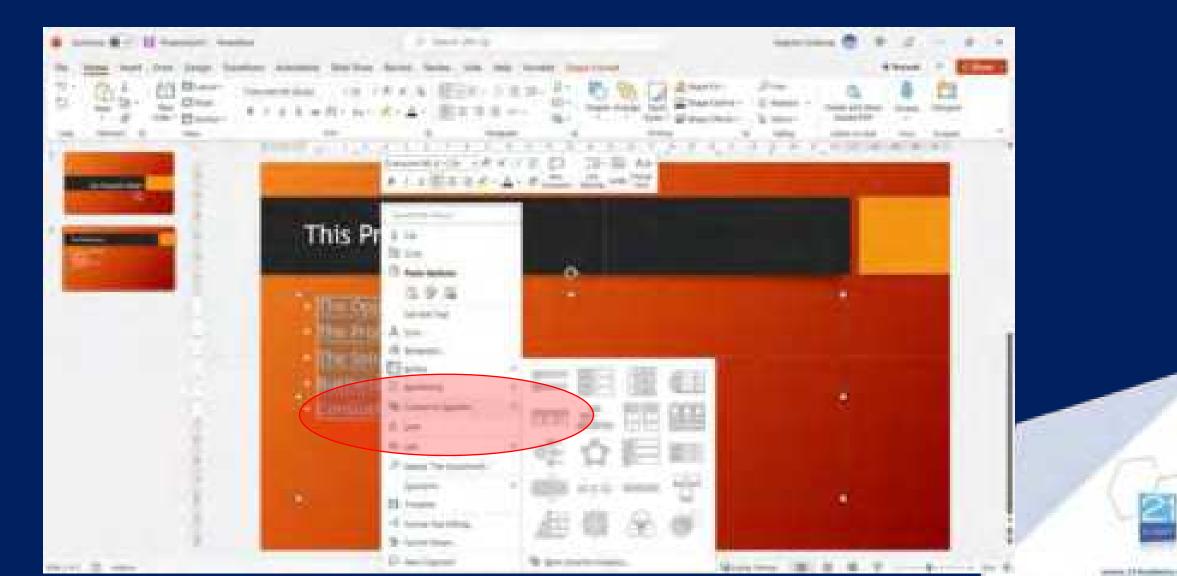
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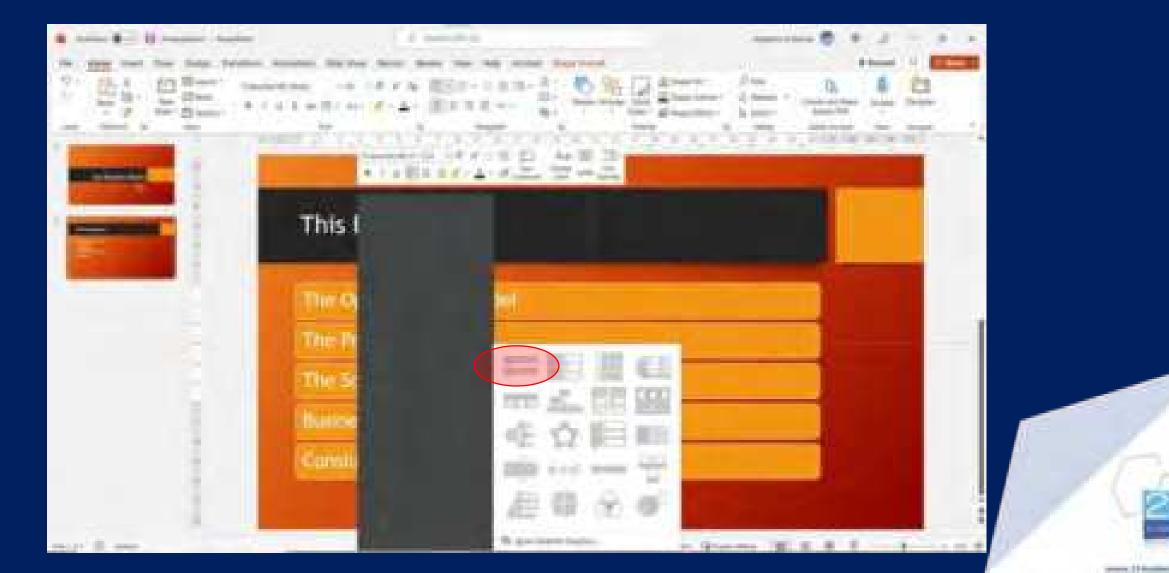








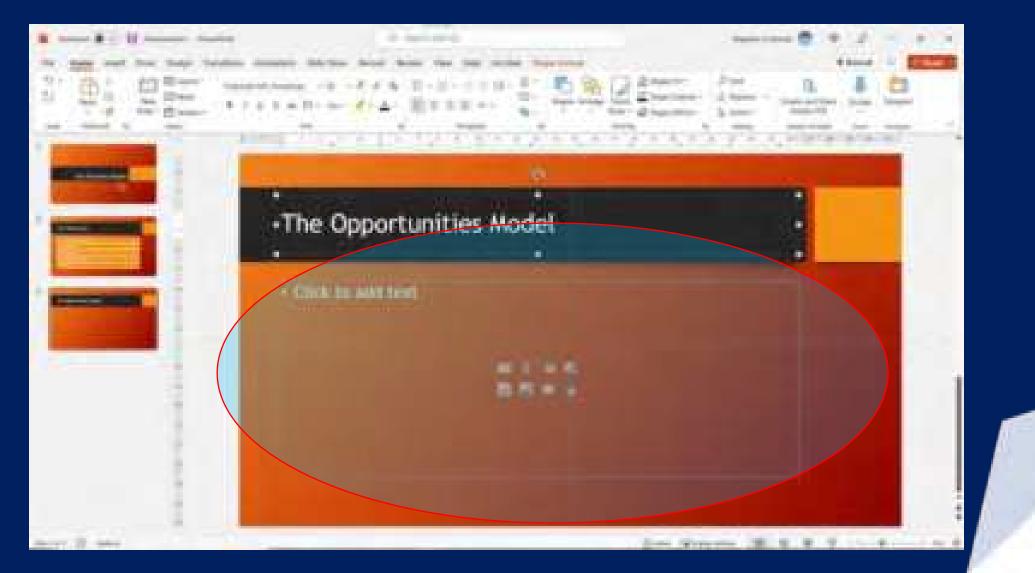


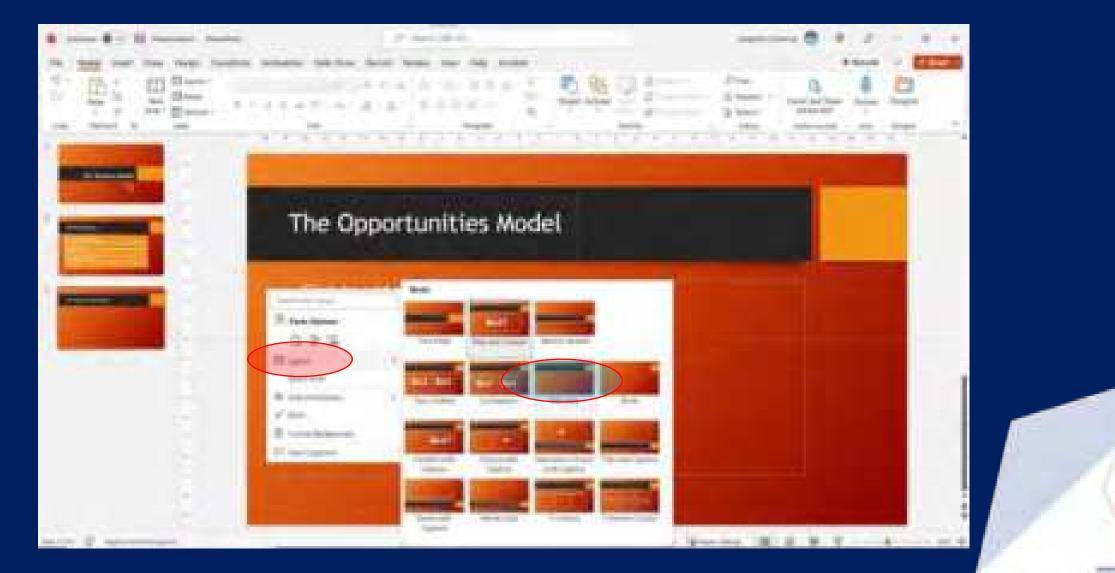


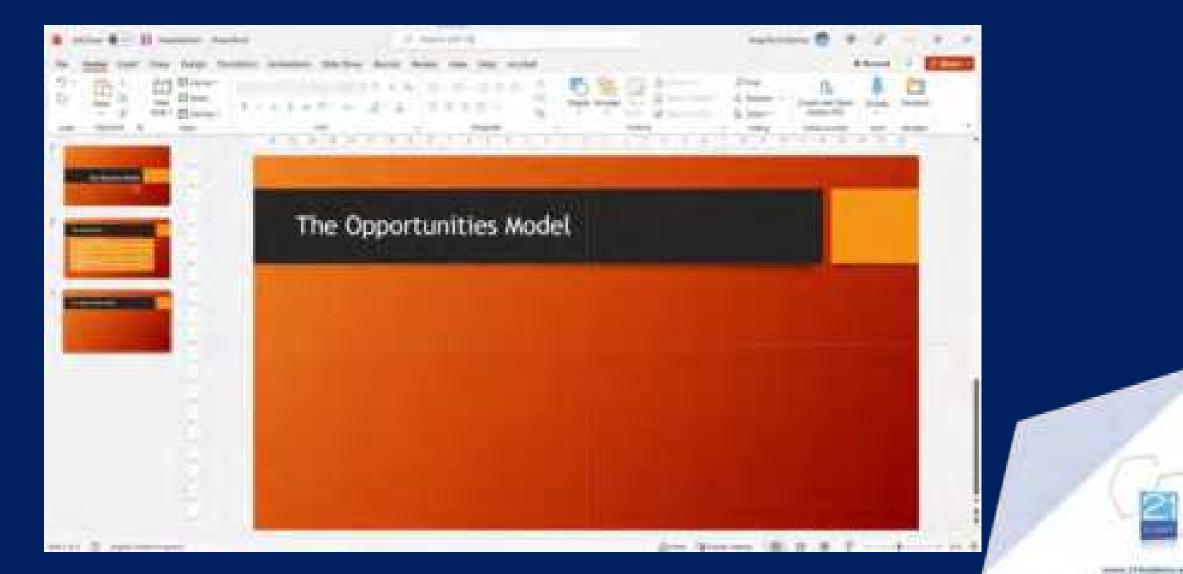
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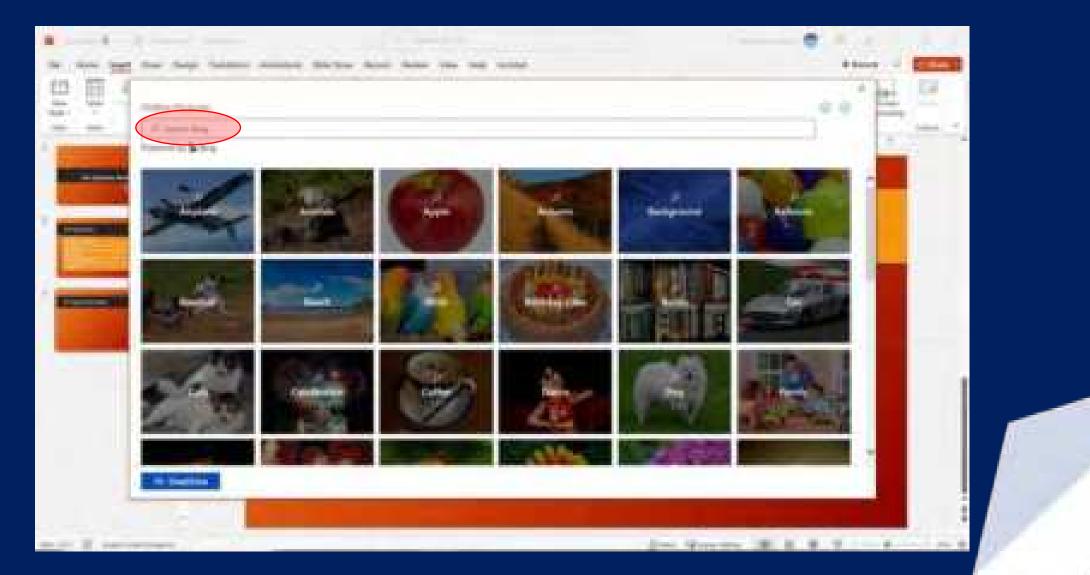


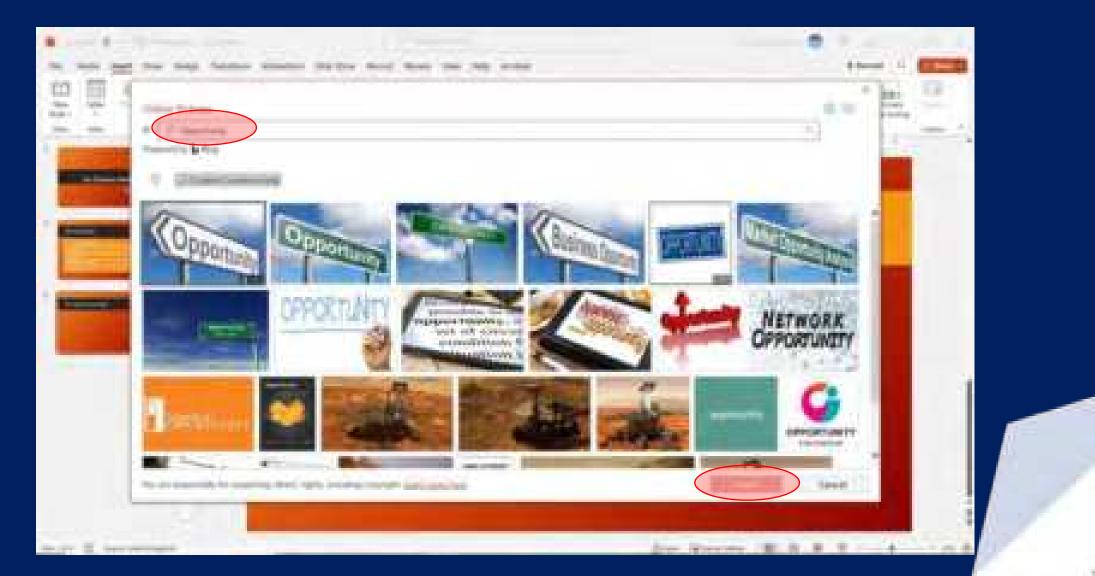








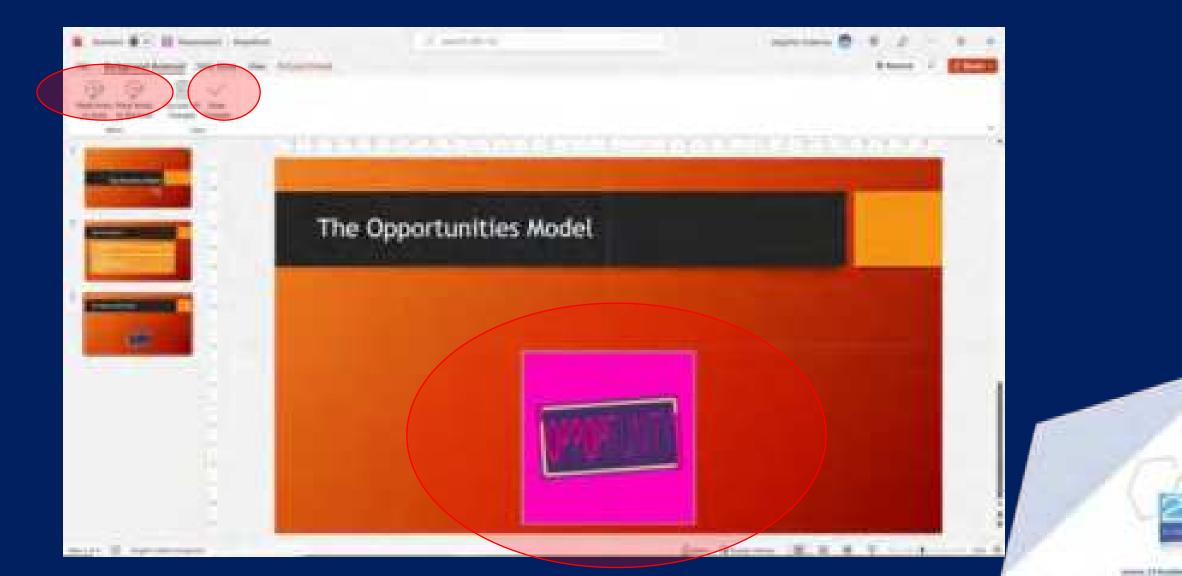


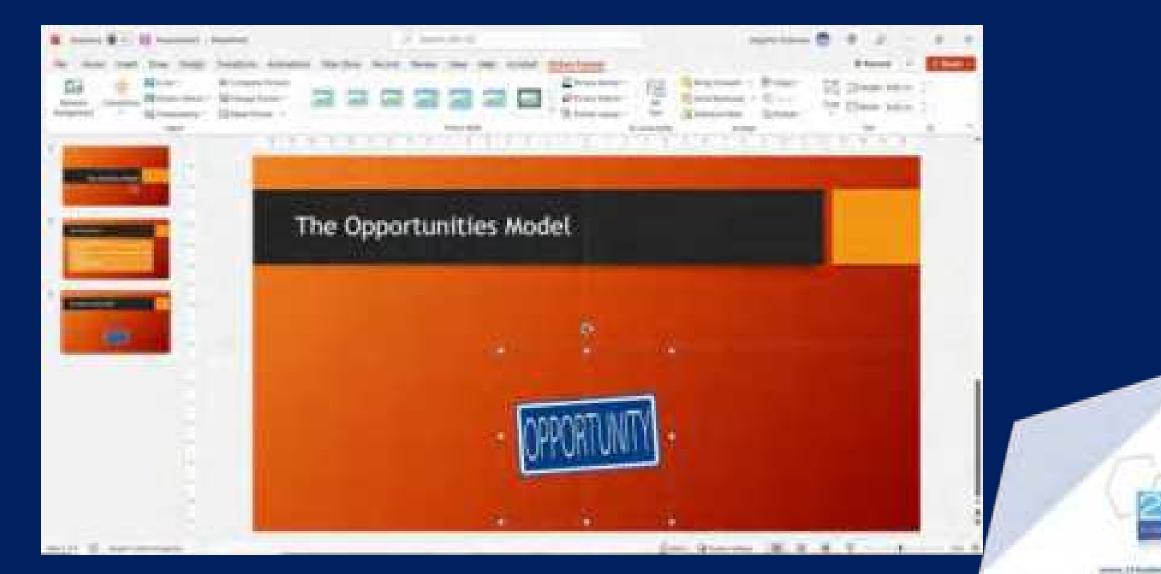






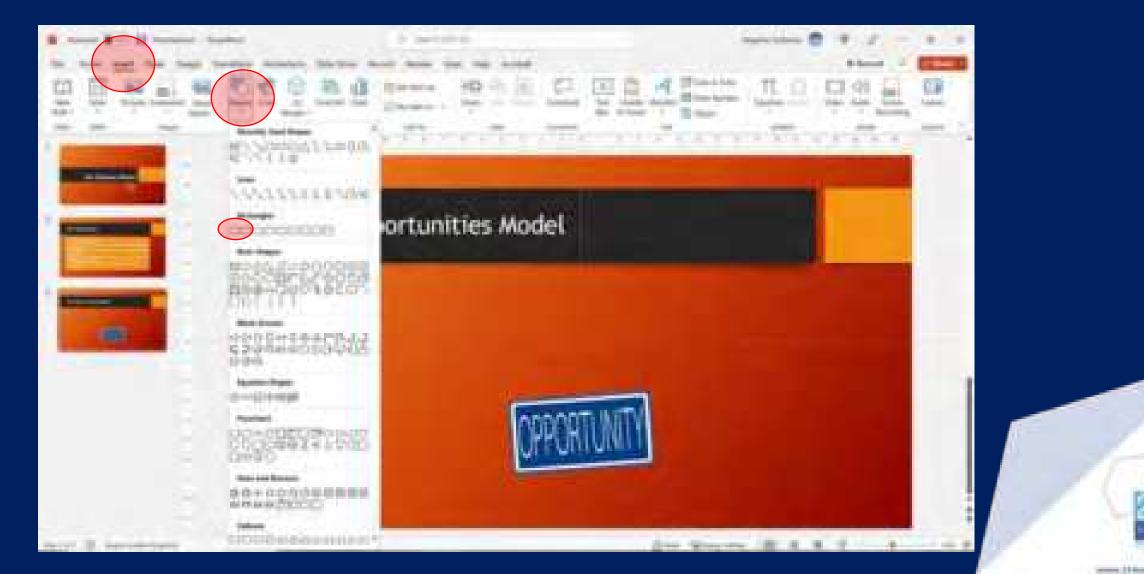




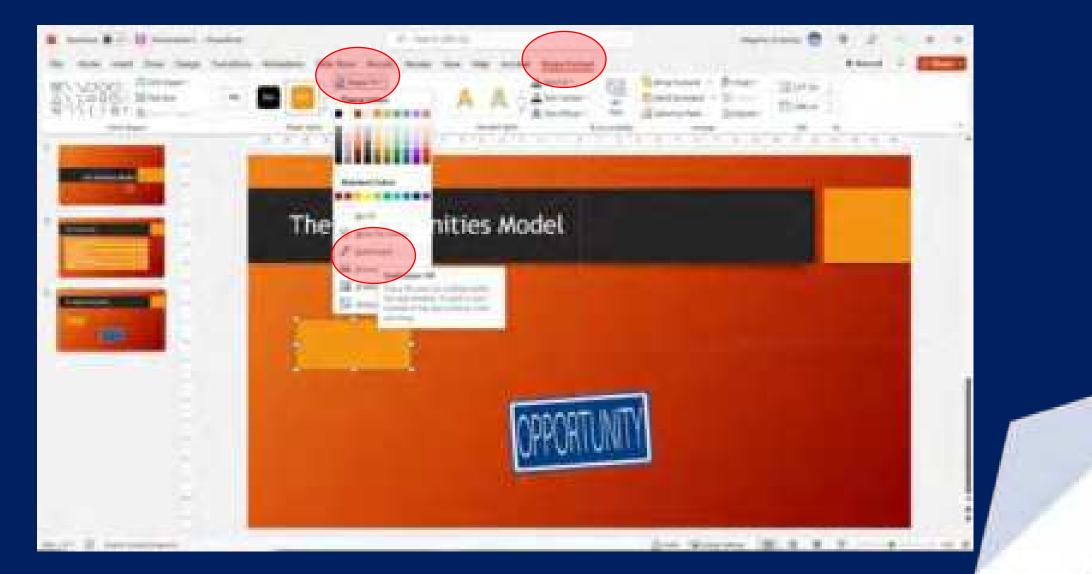


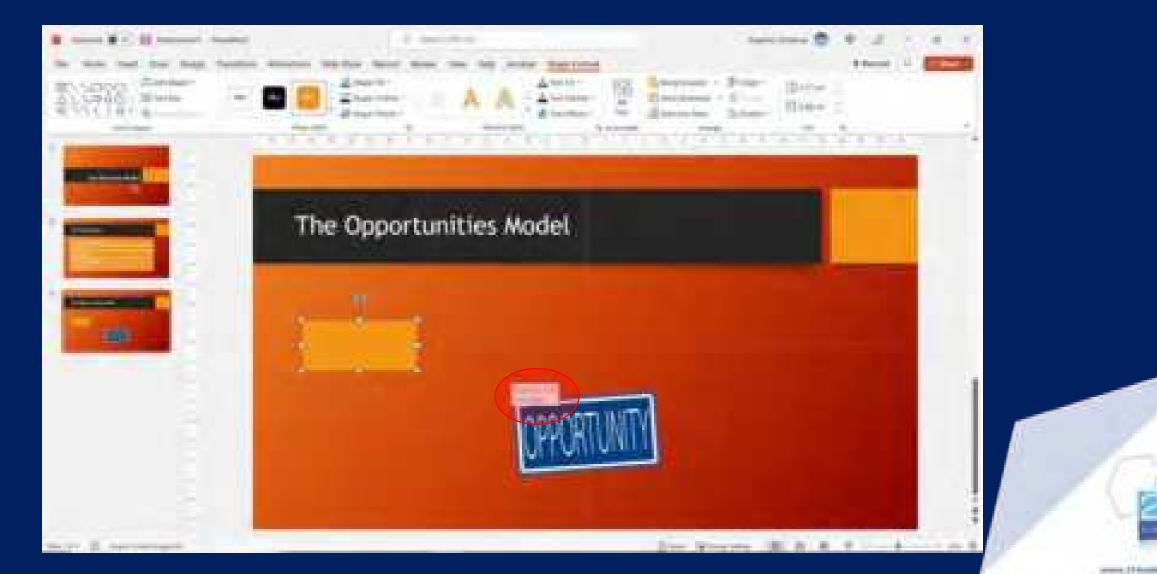


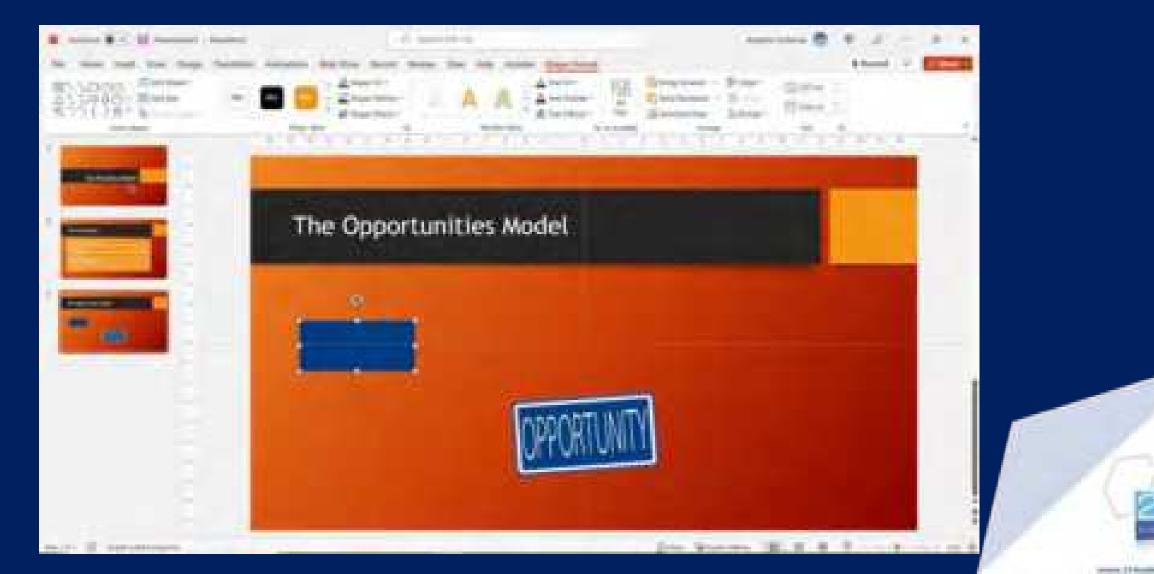


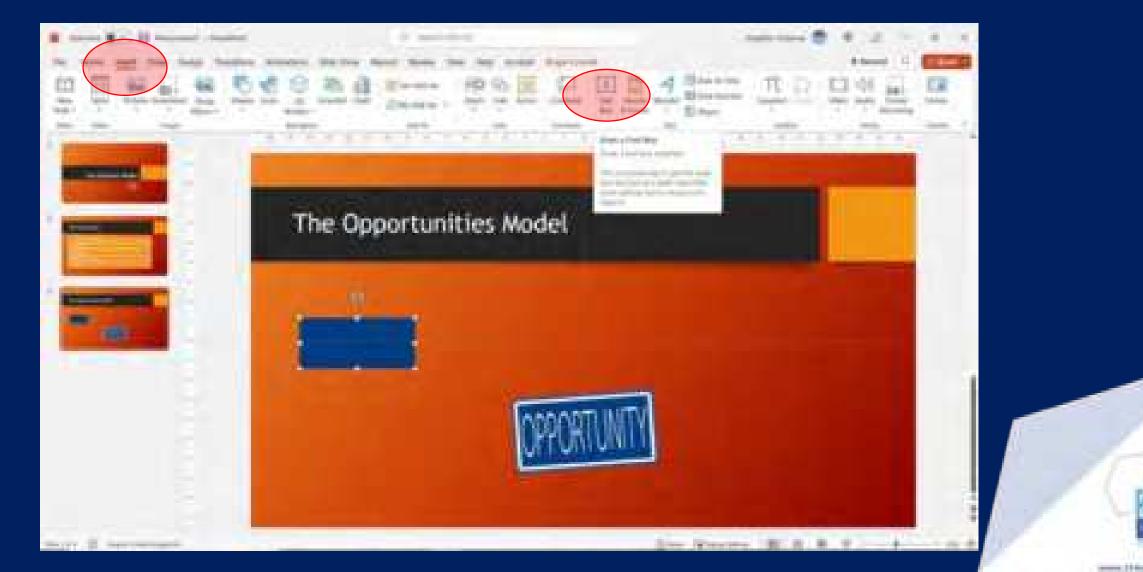


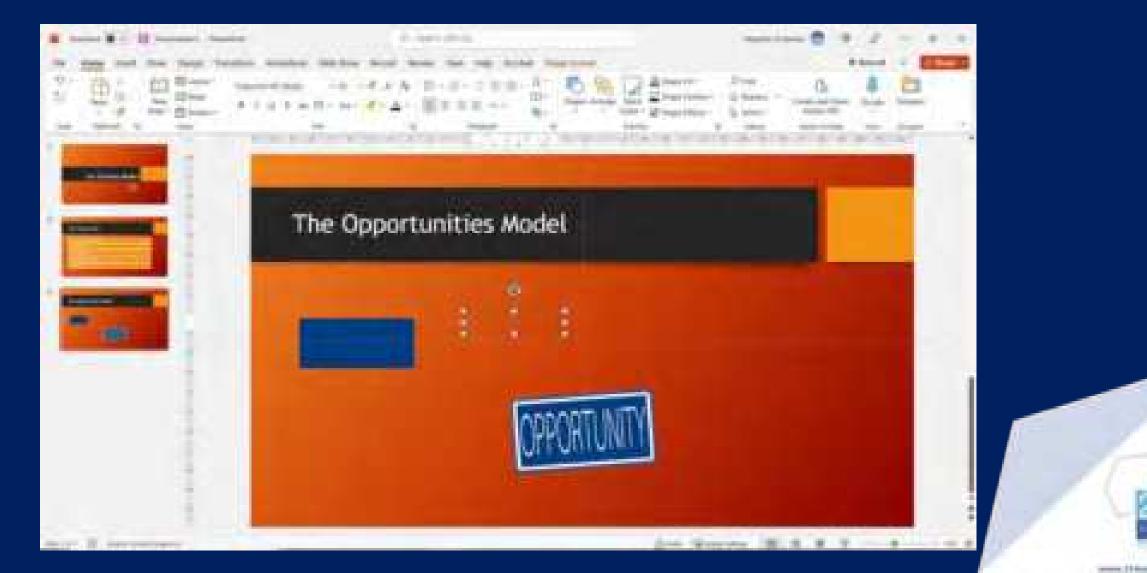






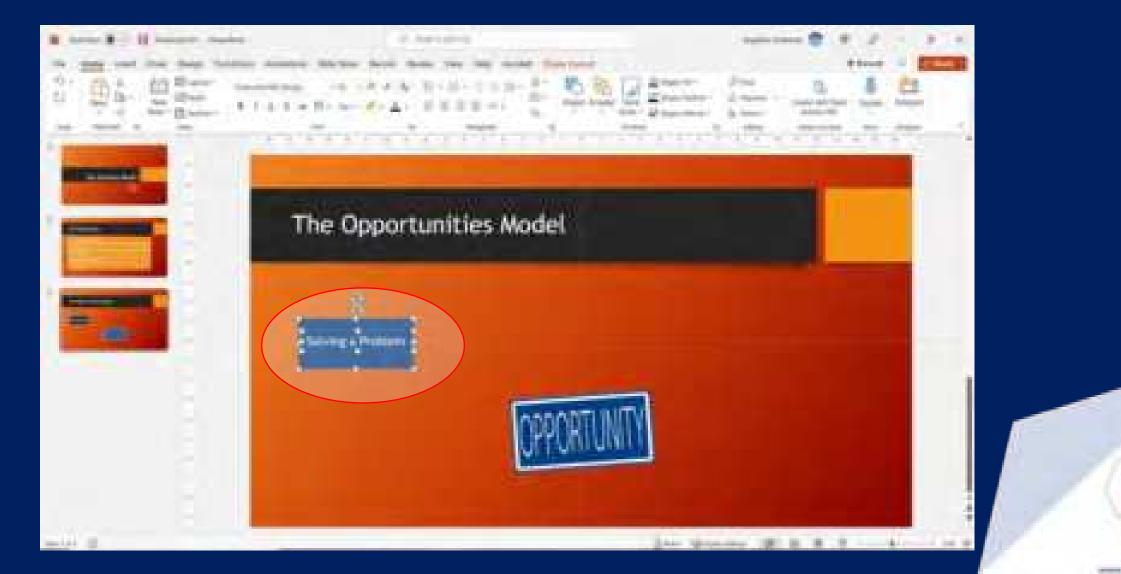




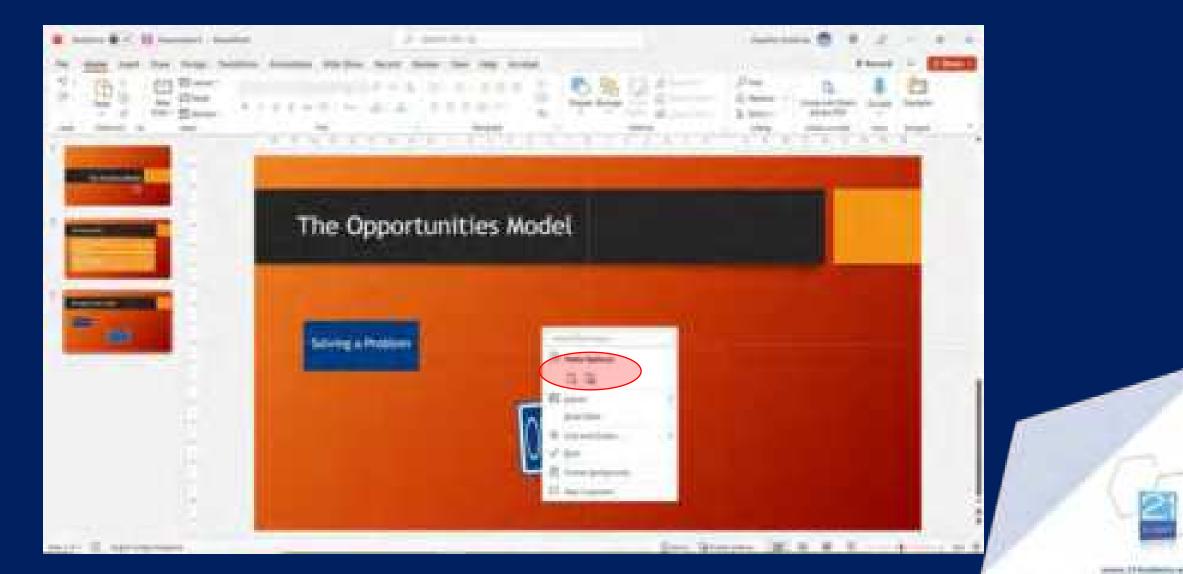


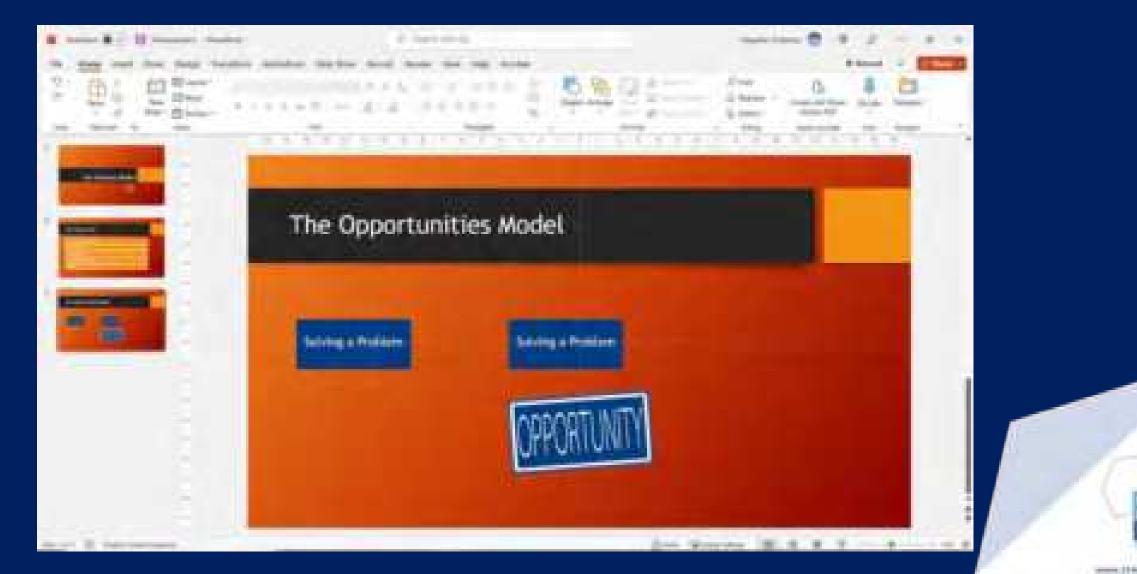


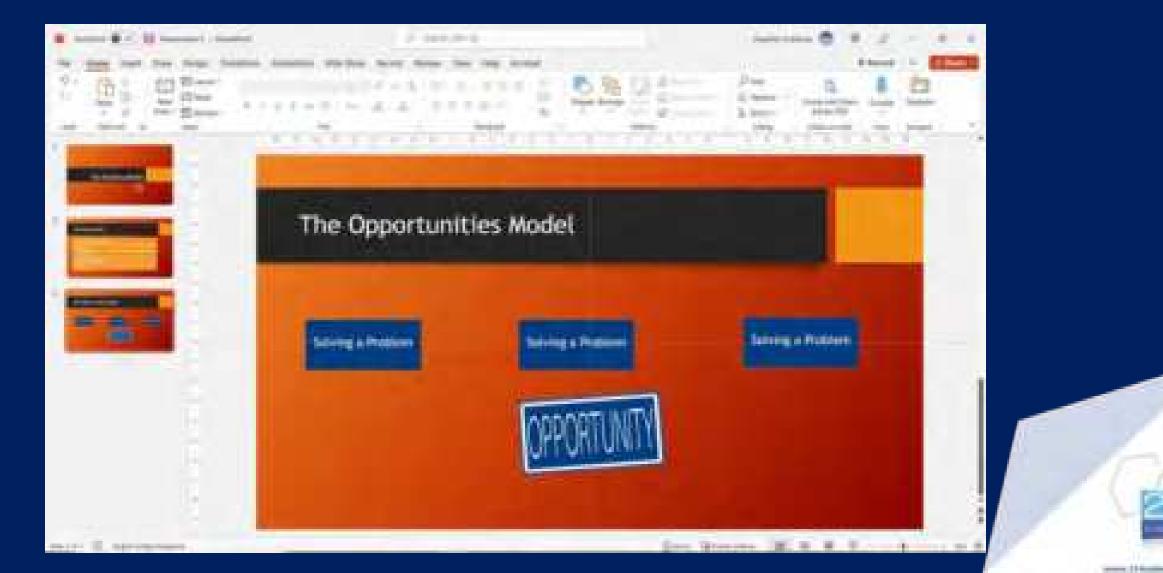


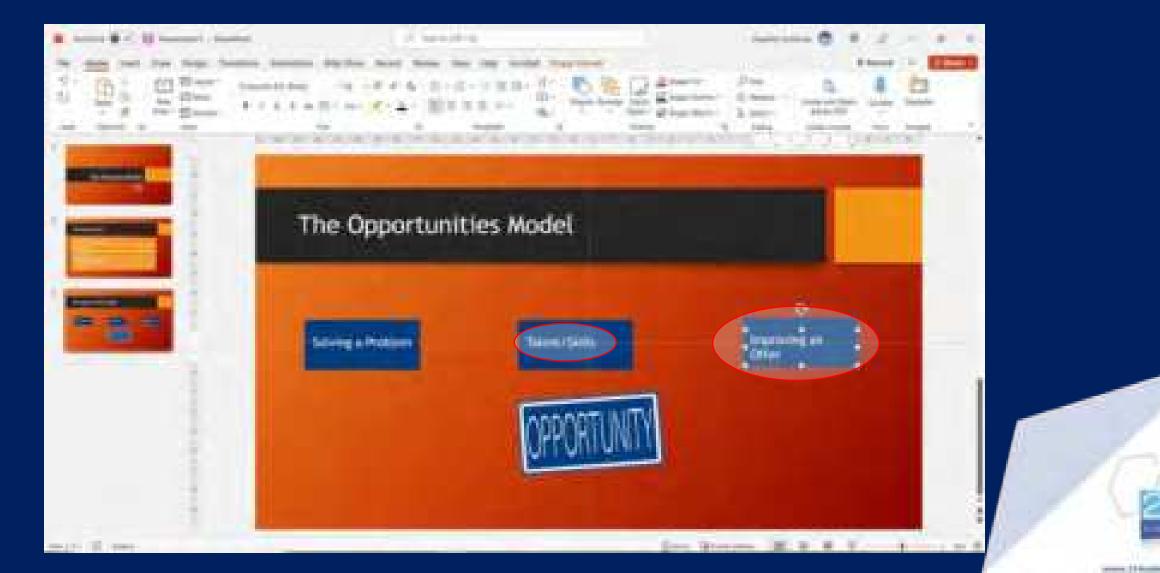


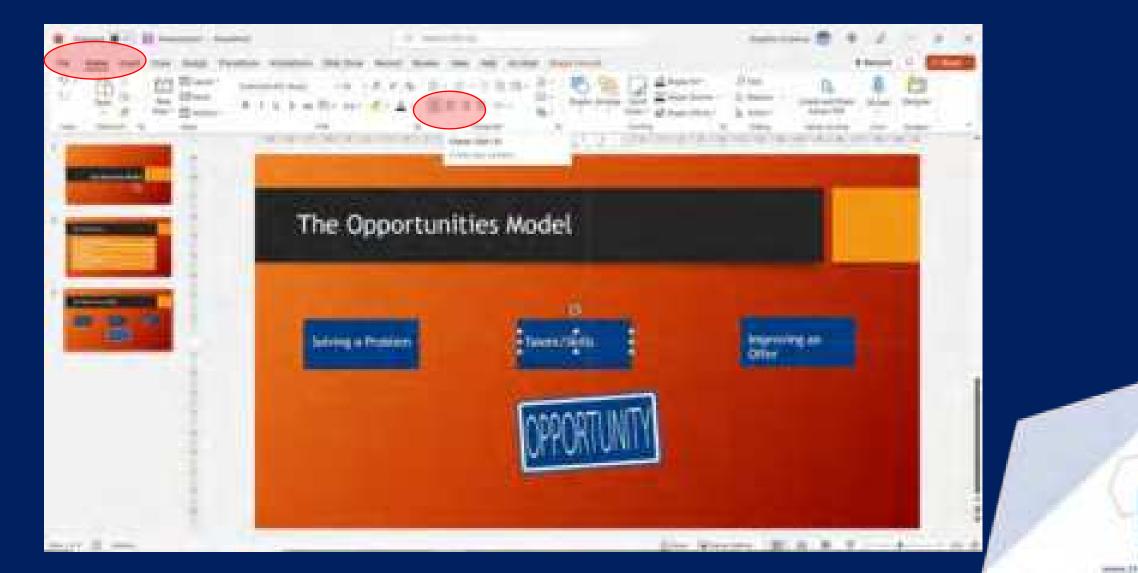


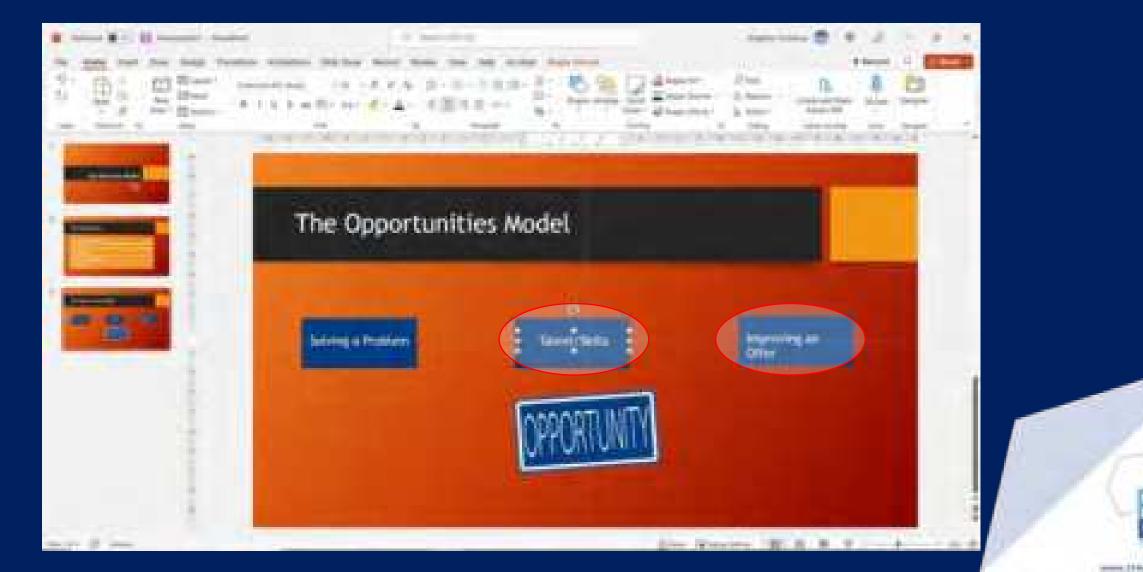


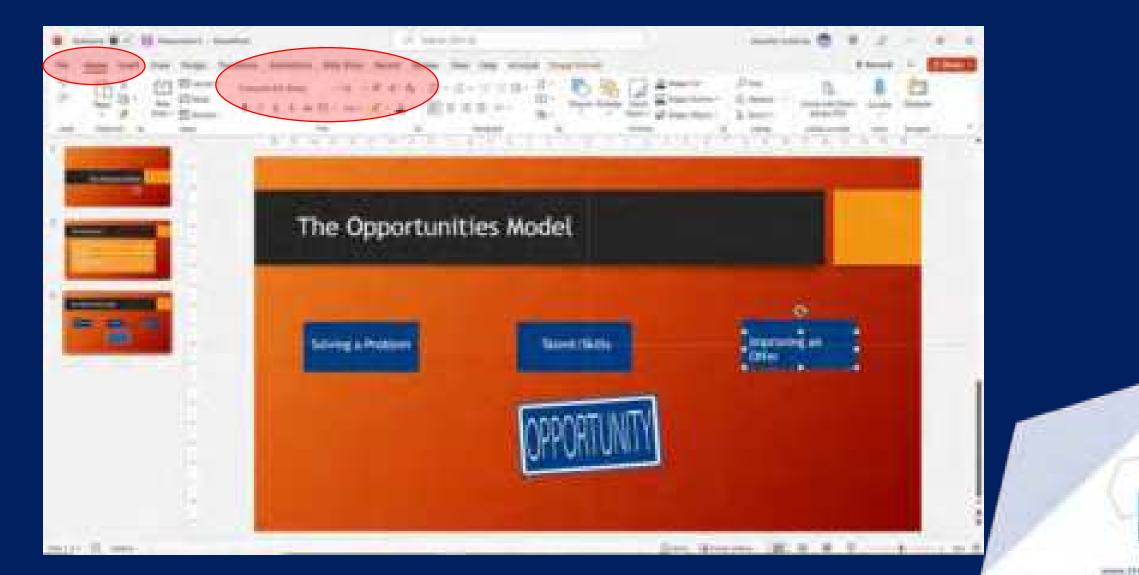


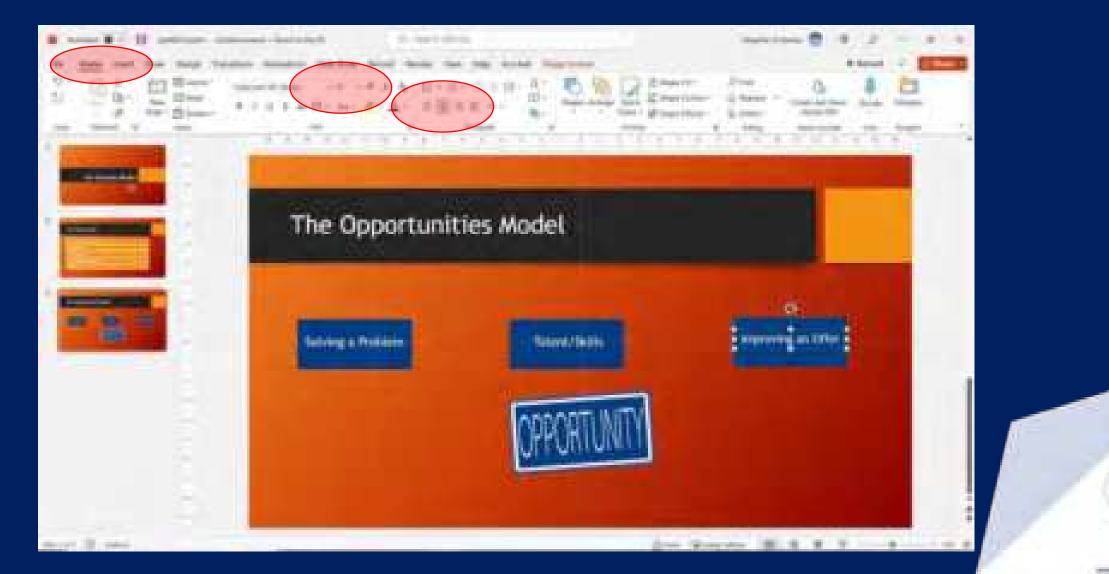


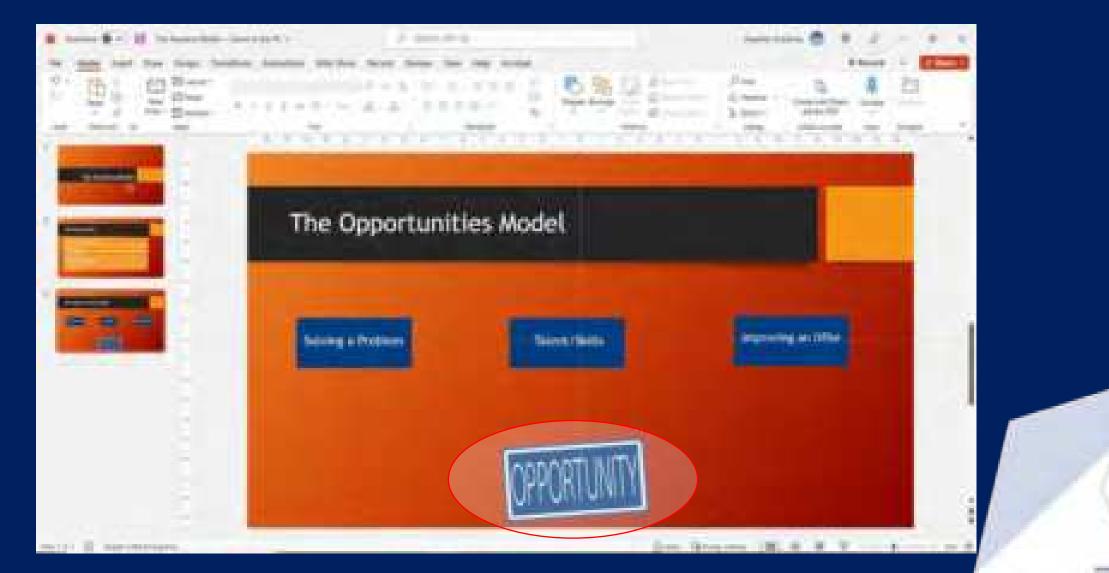


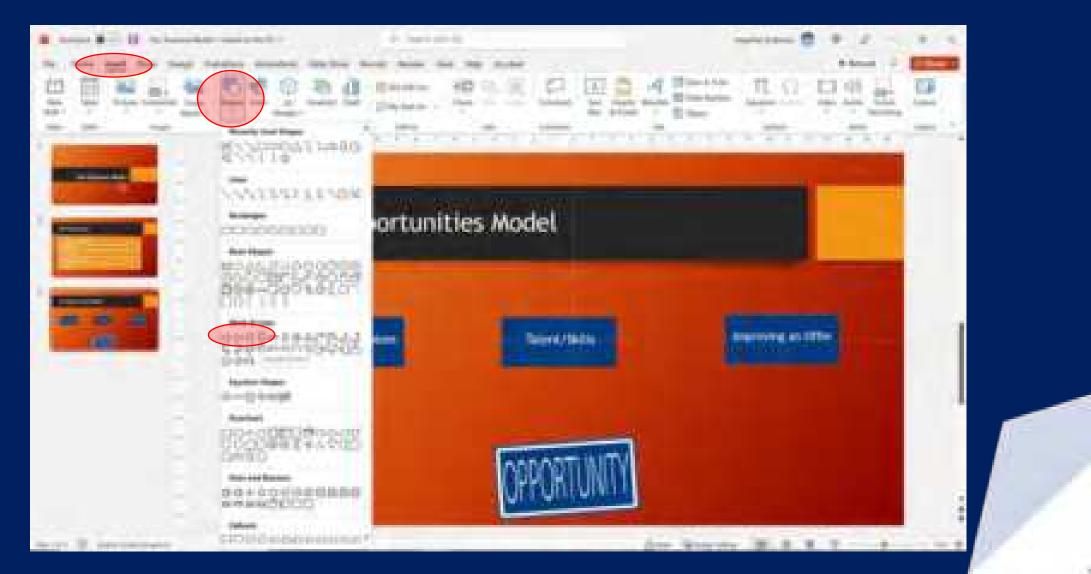


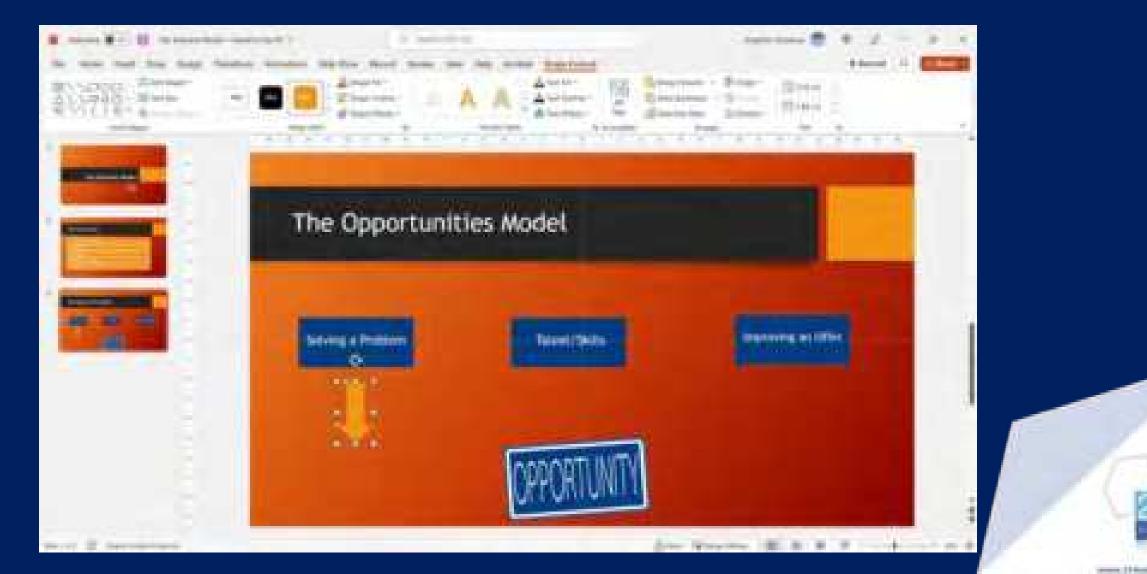


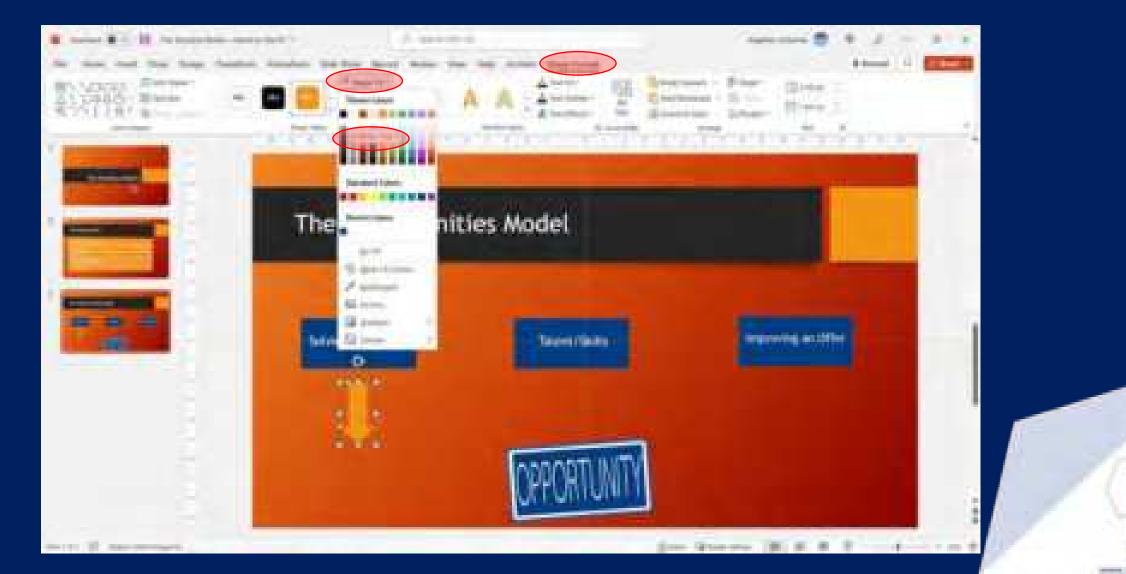


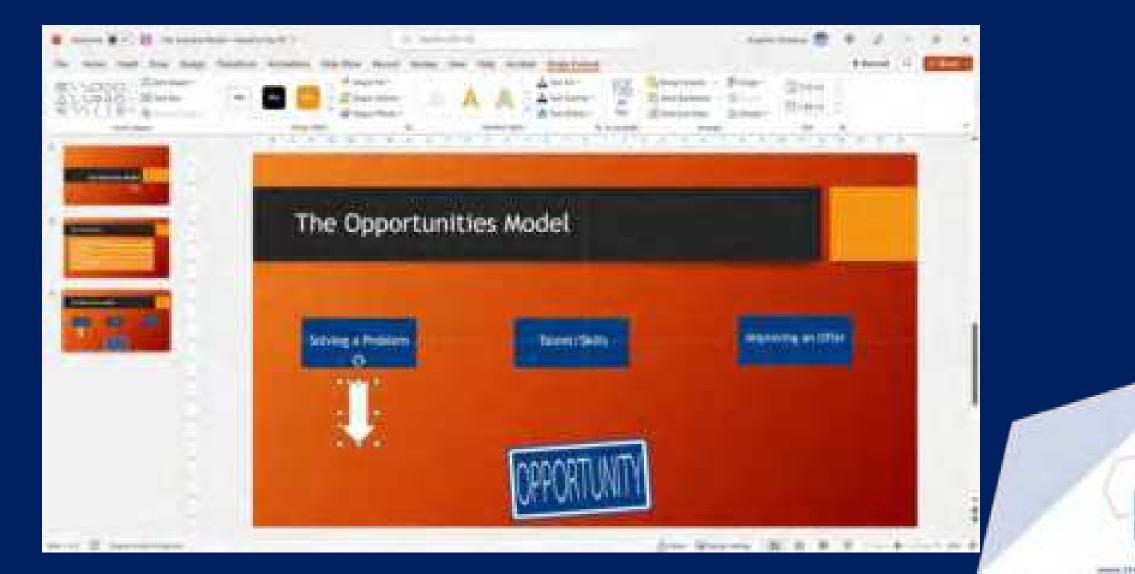


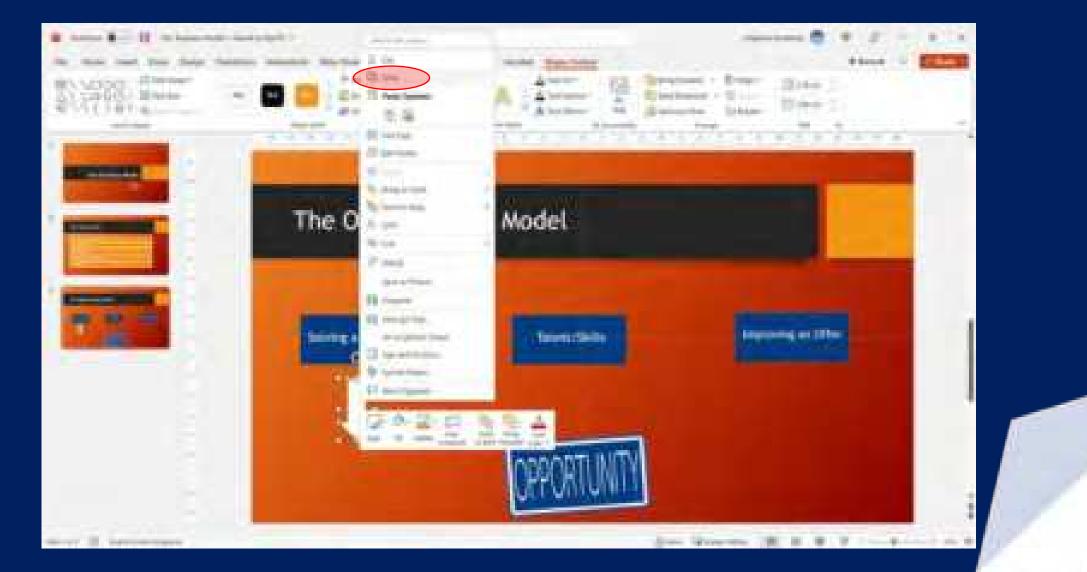


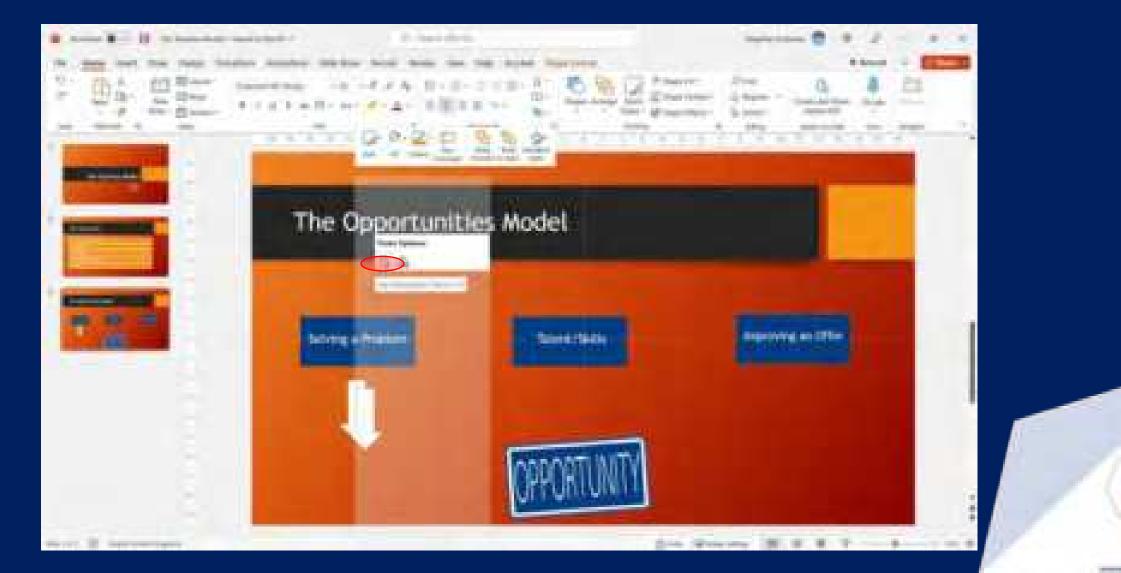


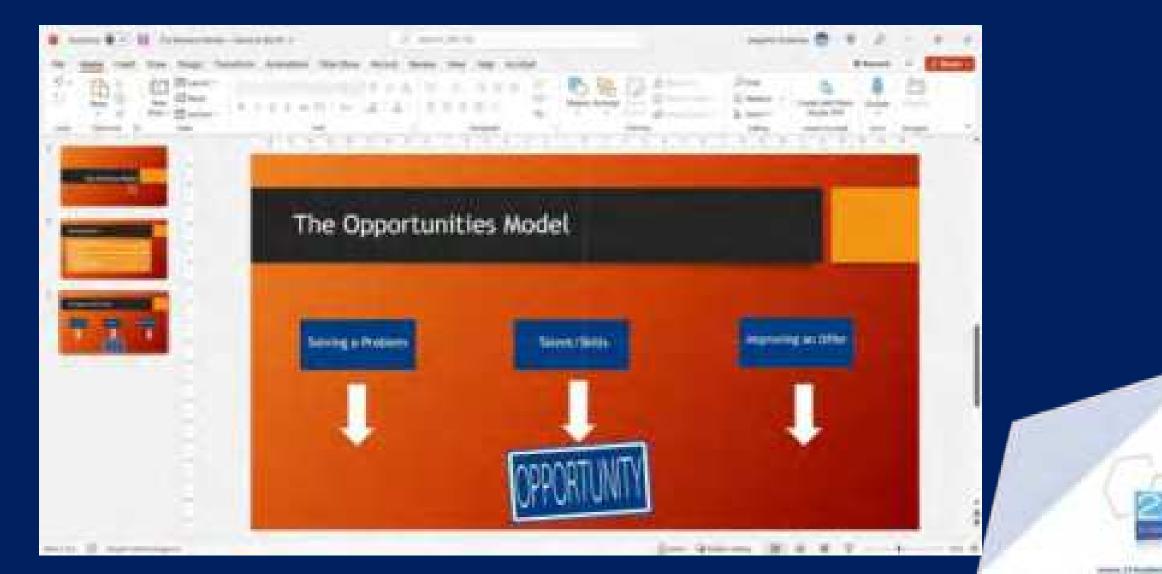


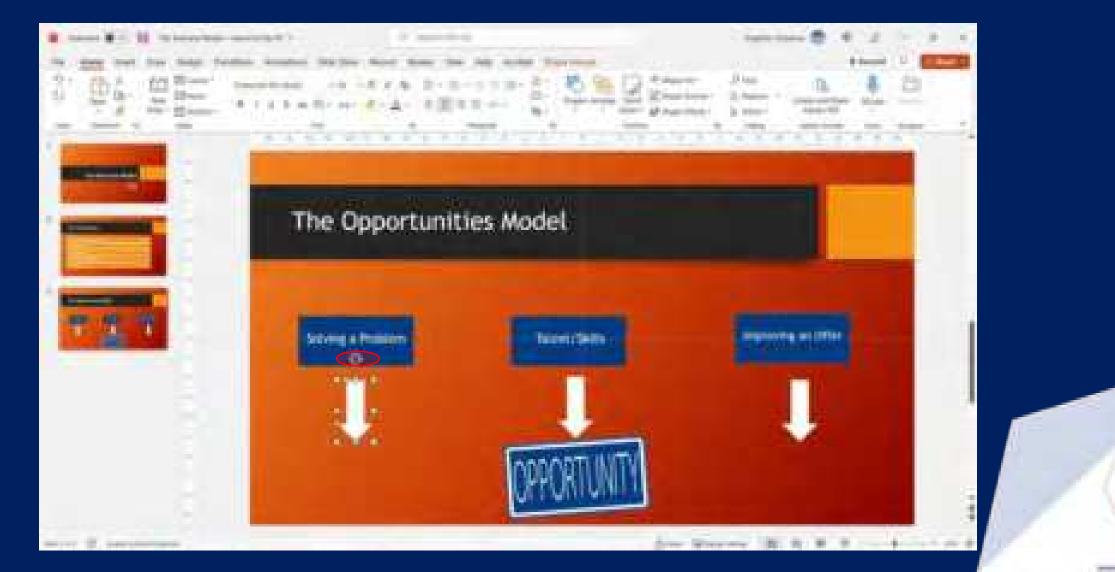


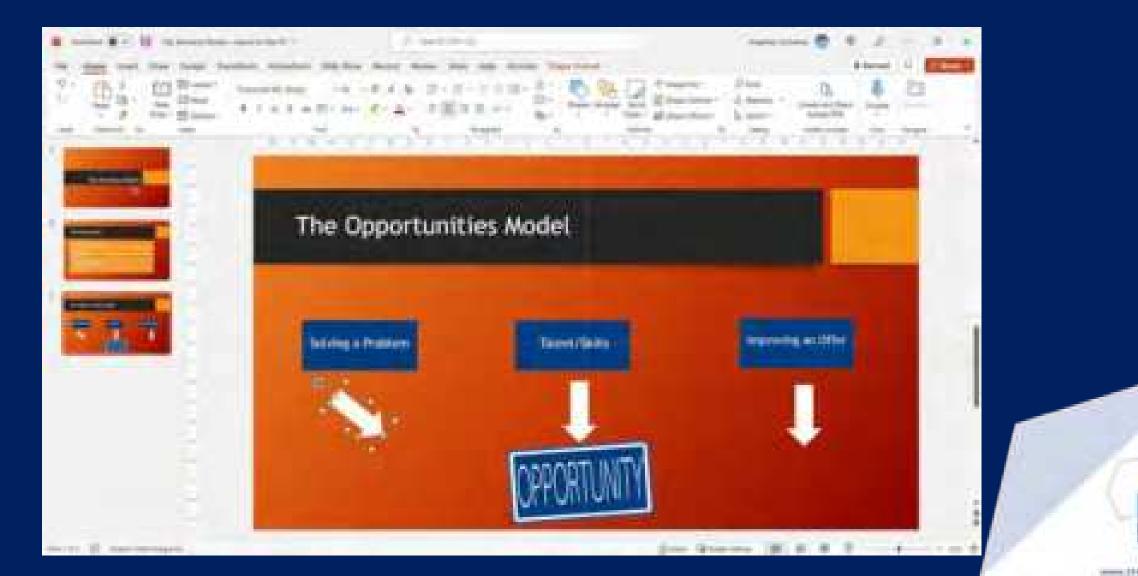




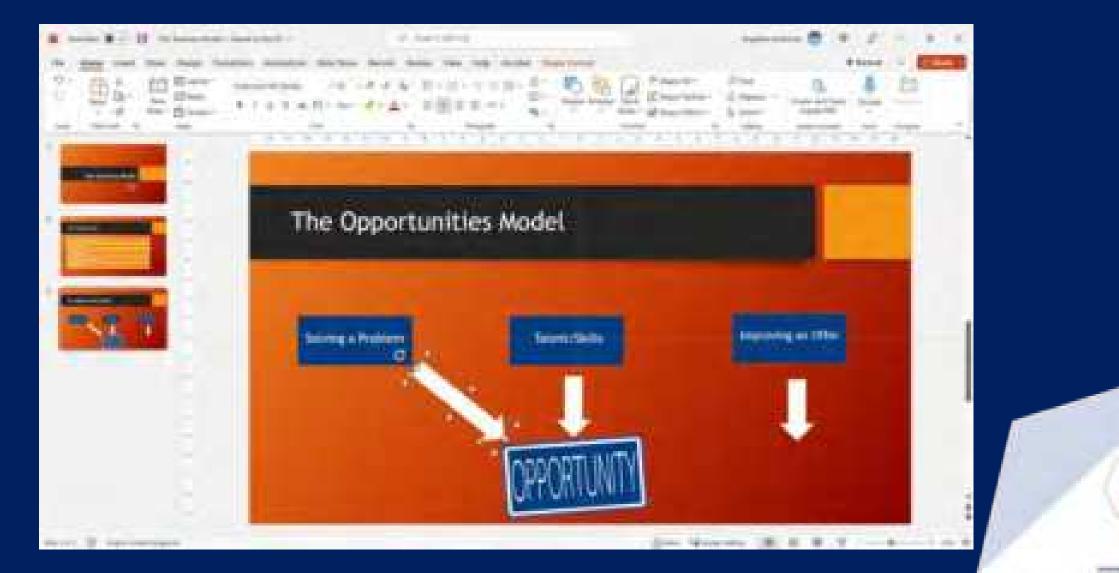


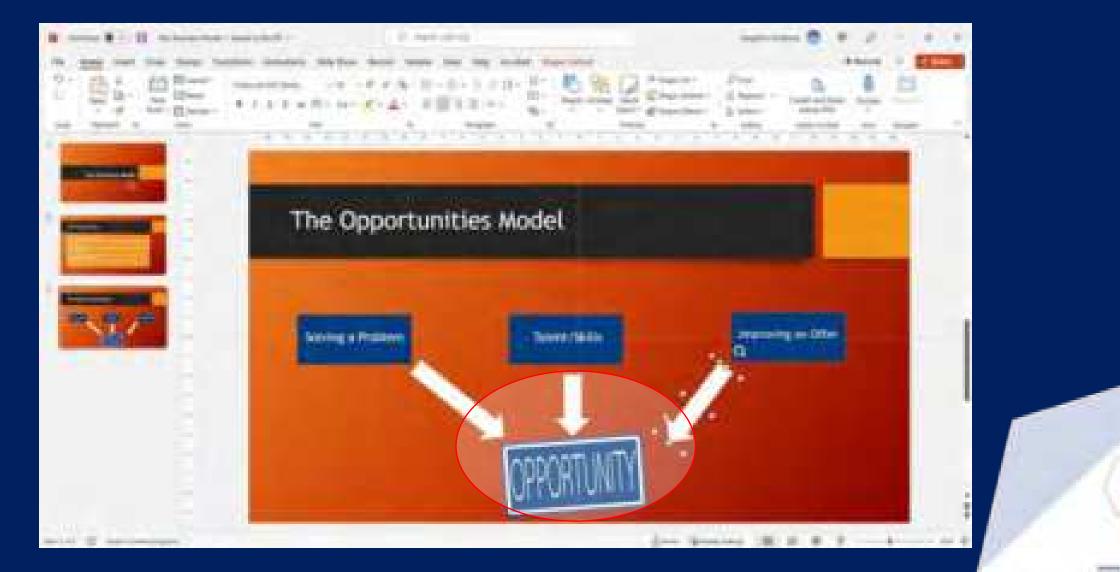


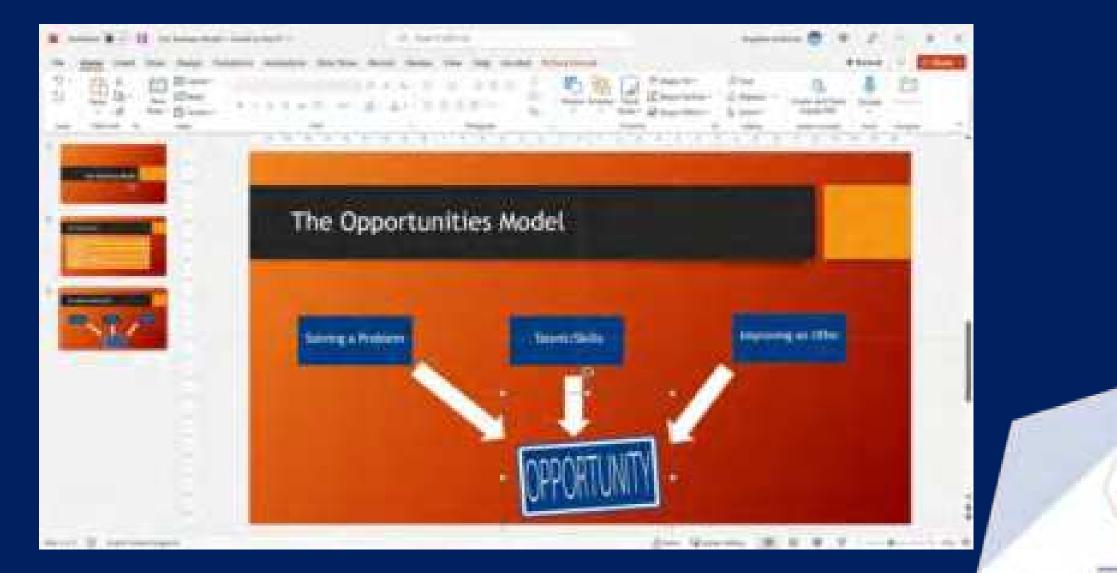






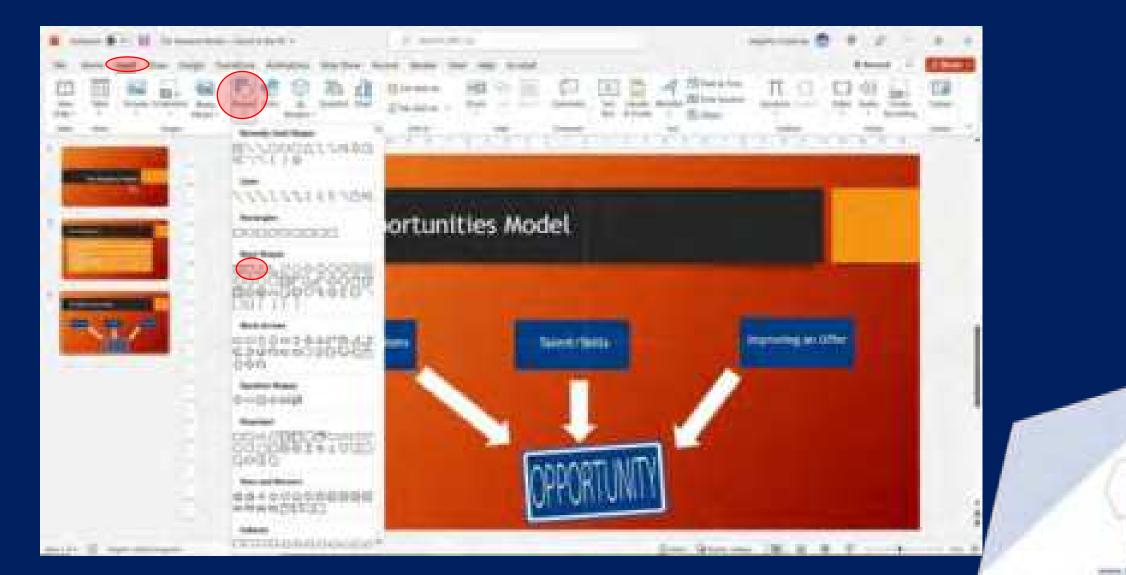


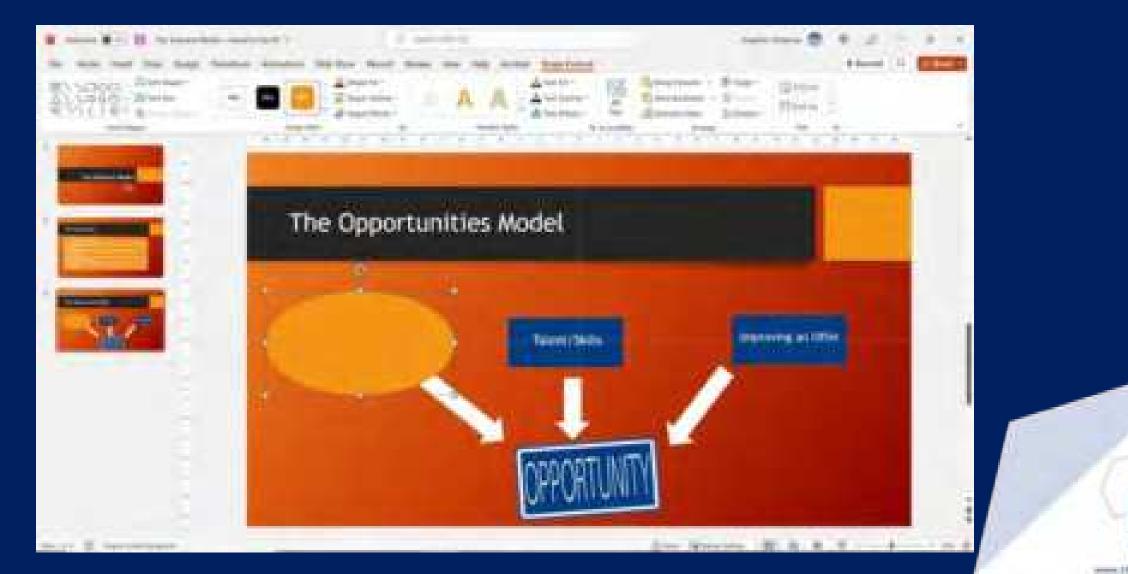


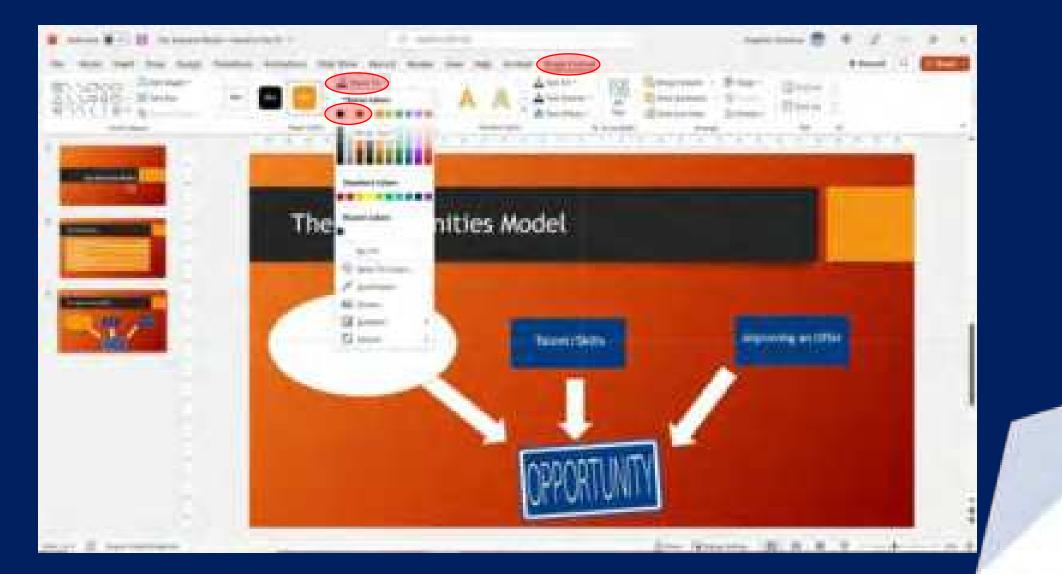


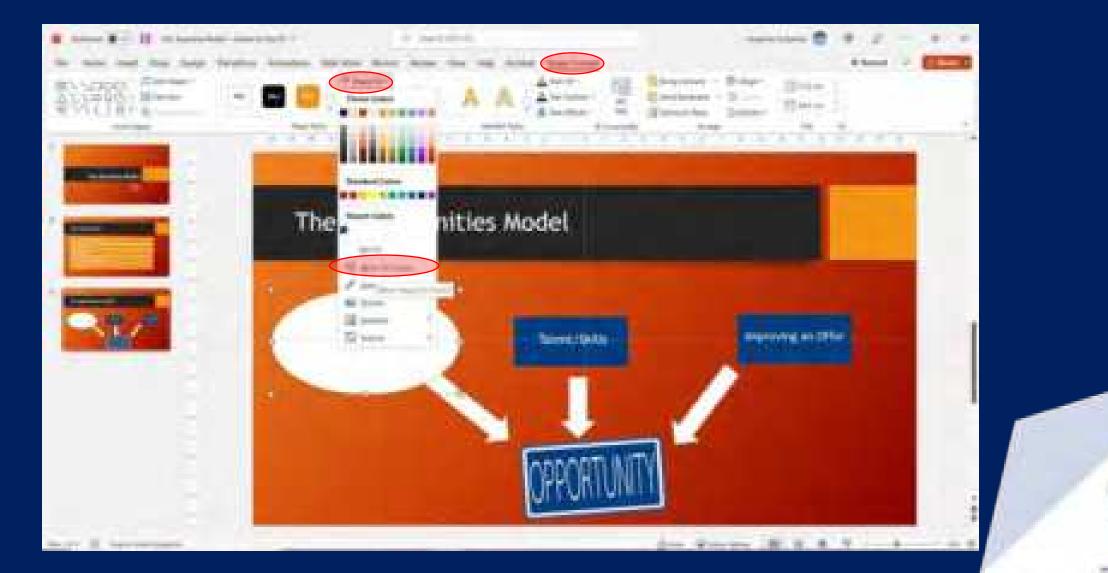


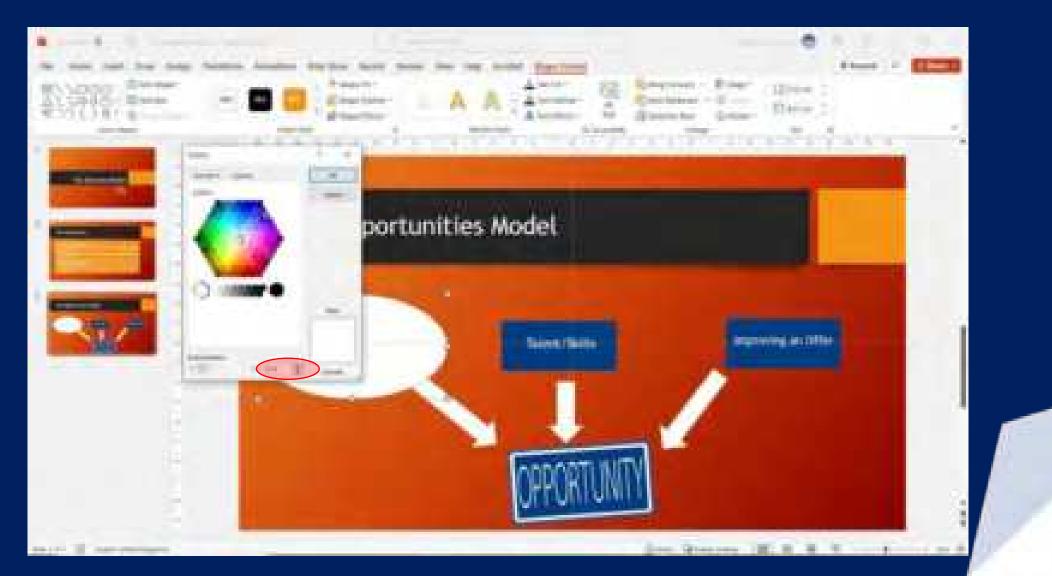


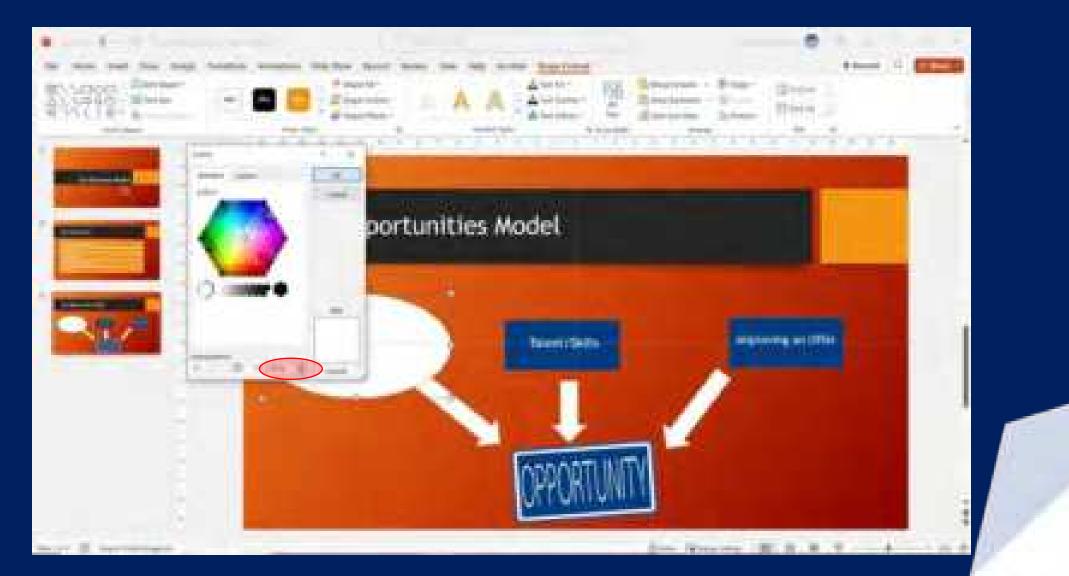


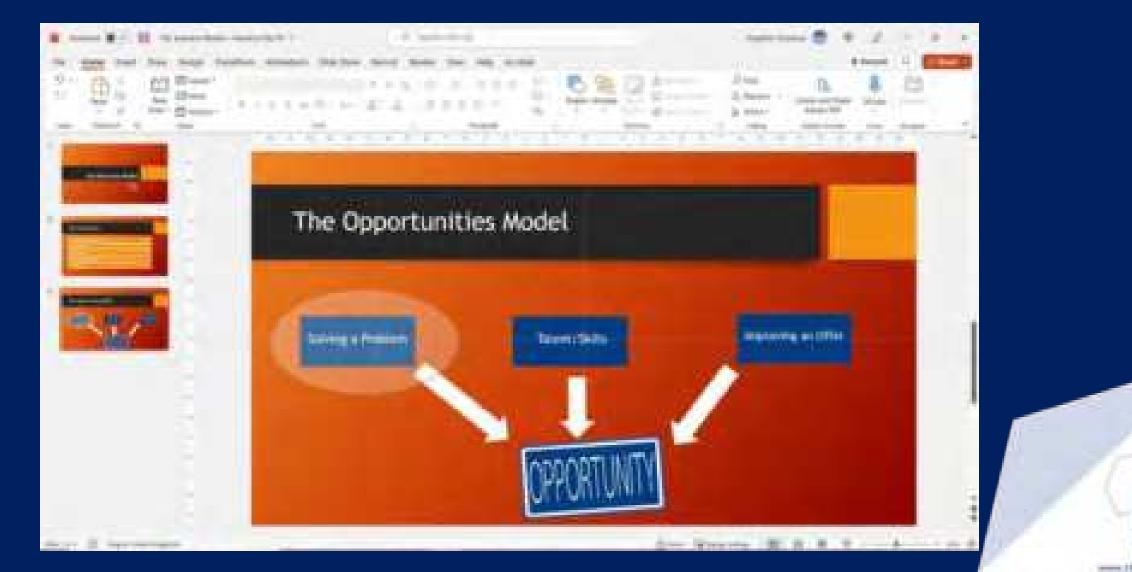






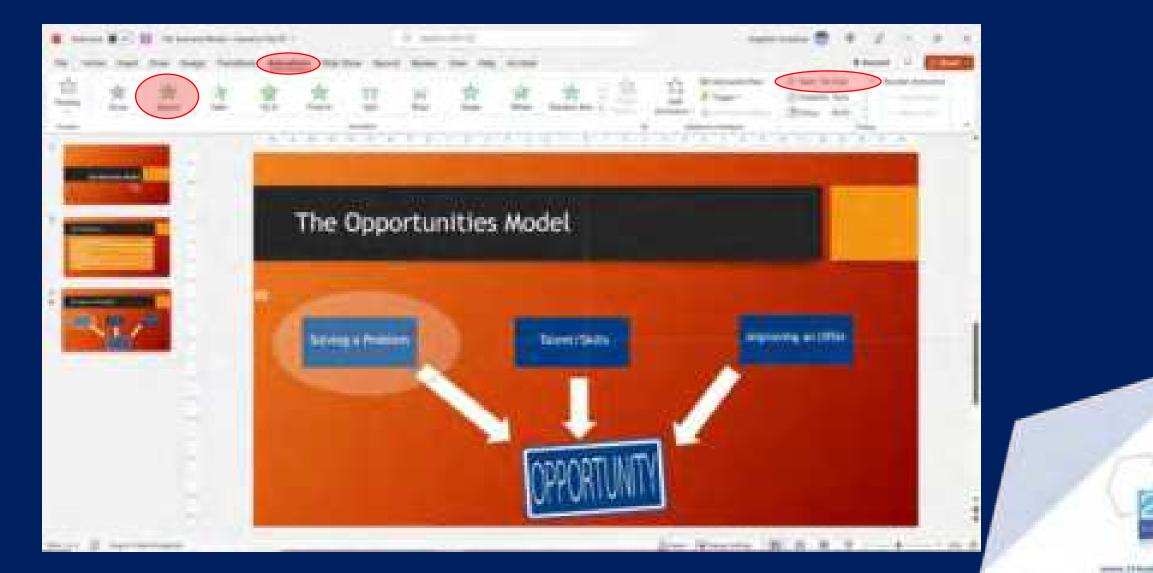








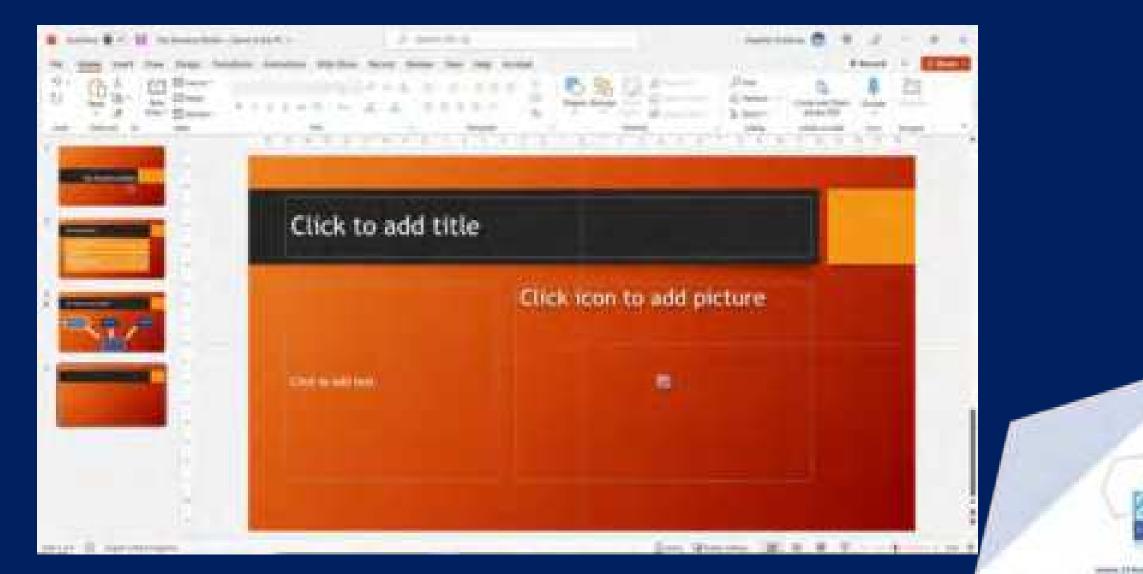
Inserting Animation



PowerPoint Inserting Animation



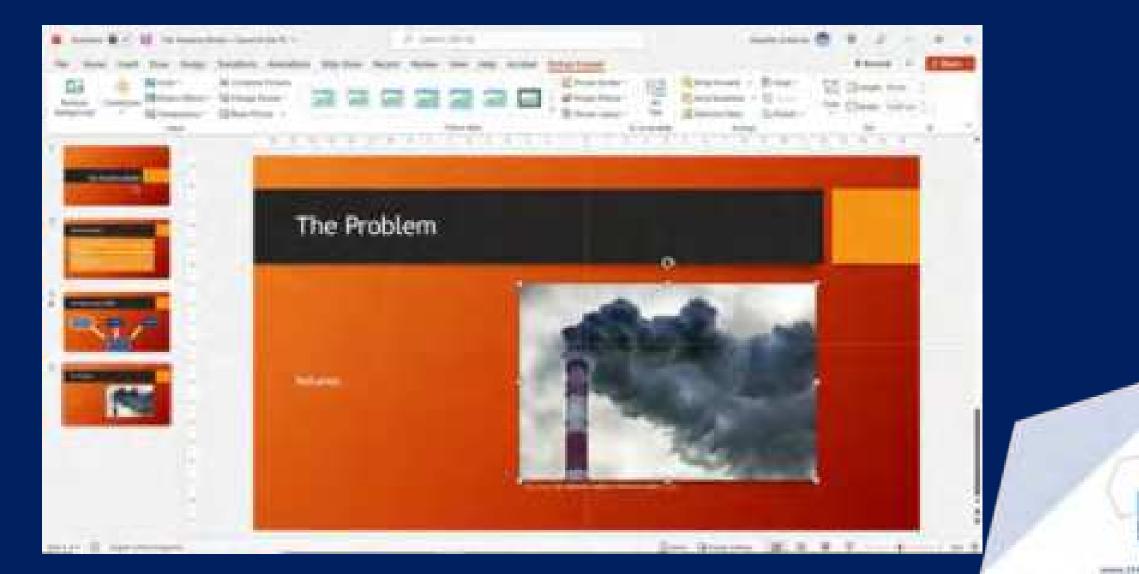


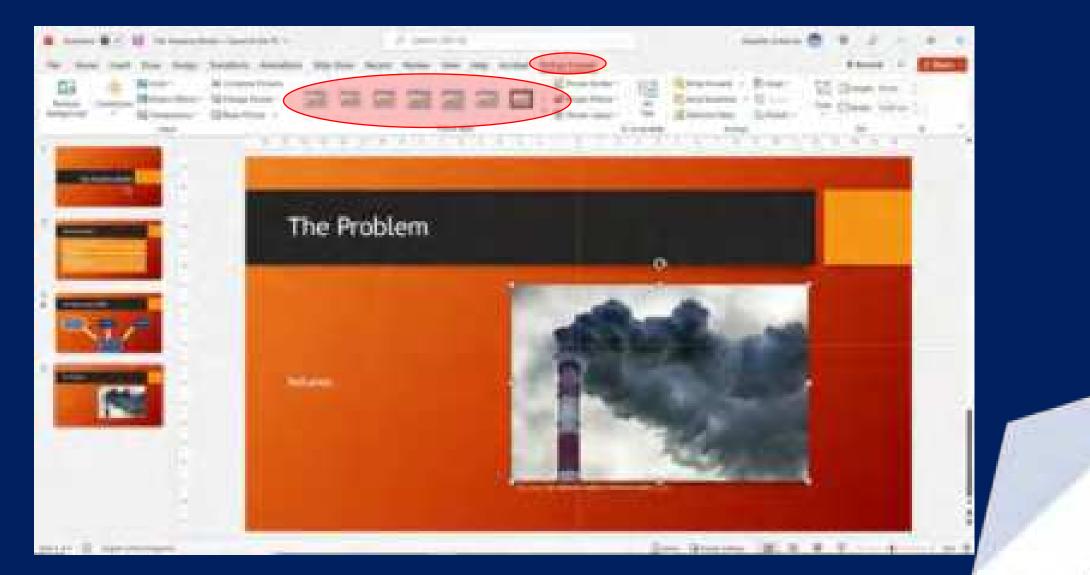


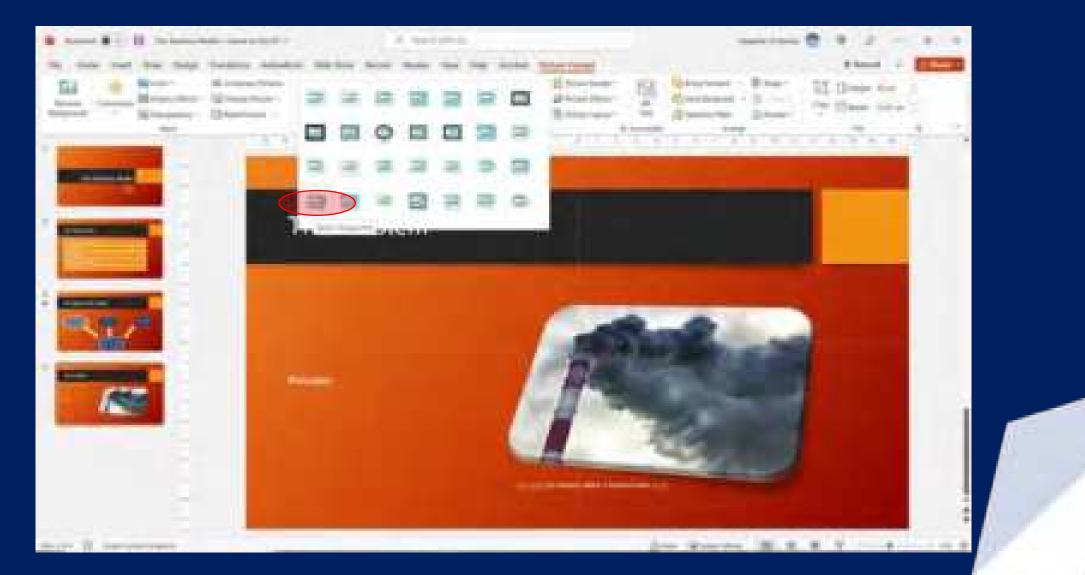
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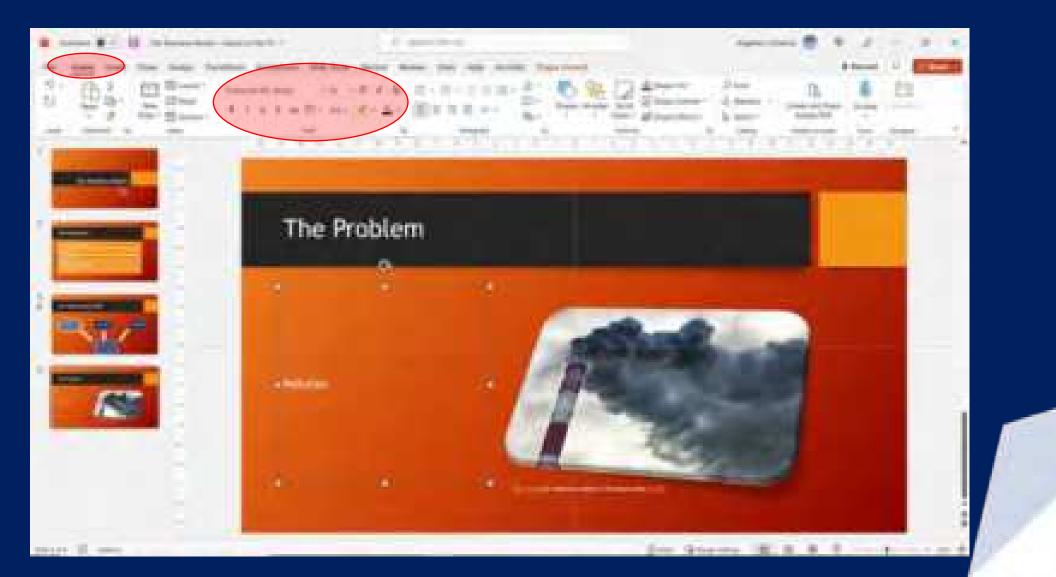
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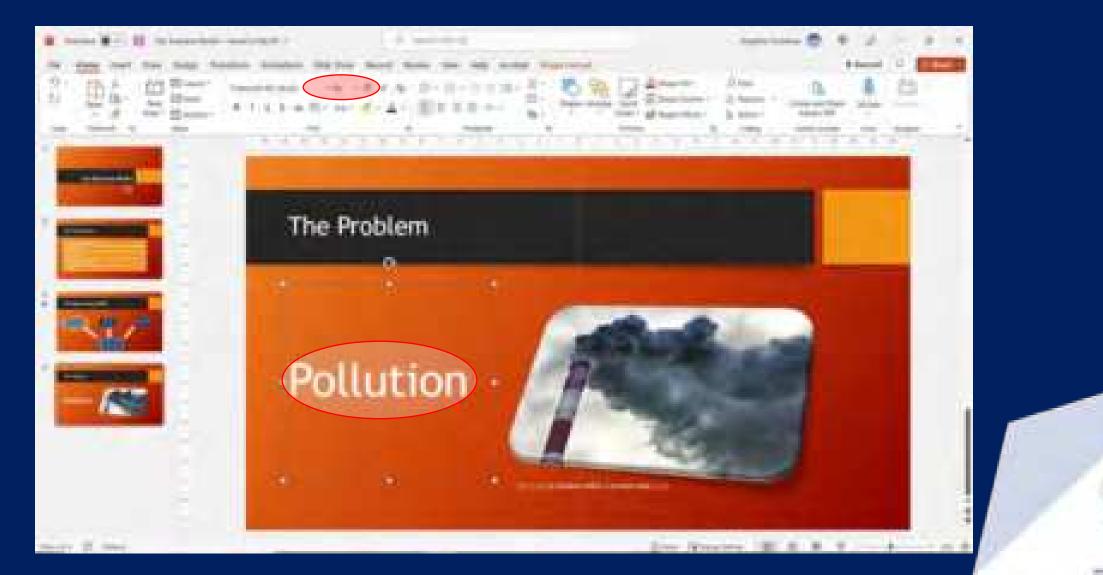
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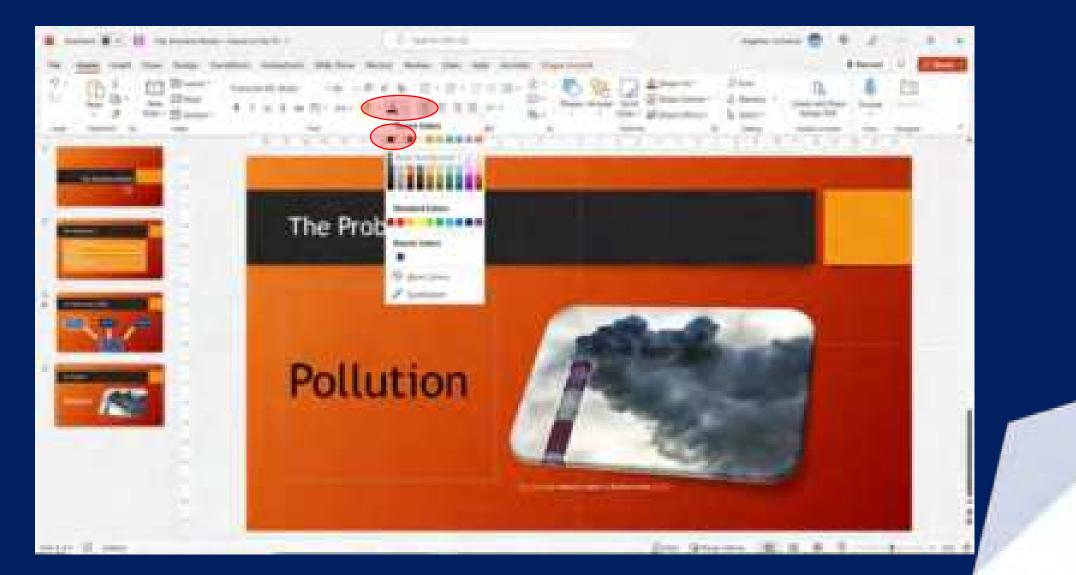


















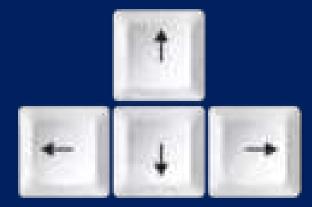


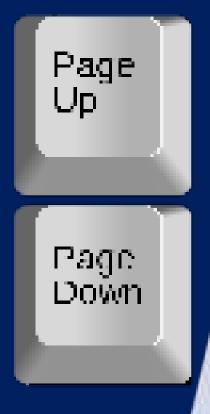












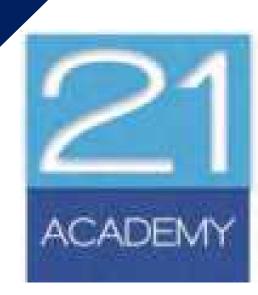




PowerPoint Slideshow

This Presentation	
The Opportunities Model	
The Problem	
The Solution	
Business Model Canvas	
Consilusion	









5.()

- 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



- 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.

• 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.

- 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



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



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 - 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.



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 - Include only the main speaking points in the form of short concise bullets.



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 - Chunks of text will tempt you to read from the slides rather than communicate with audience.

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 - Otherwise, the audience may be reading rather than listening to y

- 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



Undergraduate Diploma in



- 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

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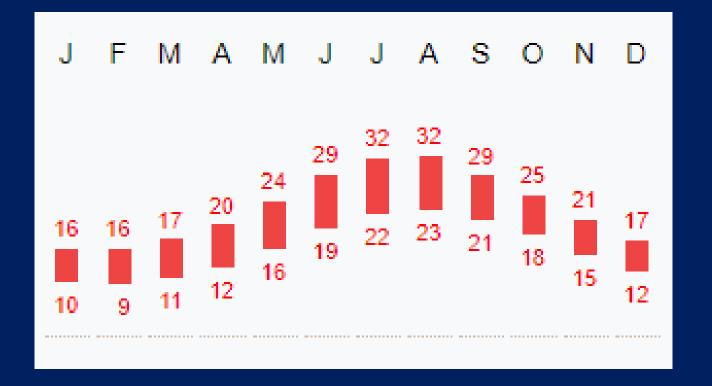
- Visual Aids
 - Pictures
 - Graphs
 - Object
 - Map
 - Video Clip





In-Class Group Presentation

• Visual Aids



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
- 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**

• <u>https://www.canva.com/colors/color-wheel</u>



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Color wheel Want to know what colors look good together? Canvars Color Wheel makes color combinations easy:	
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- 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



- 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

- 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

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Presentation

- Maximum score 100
- Weighted 20







Business Administration

Introduction Session 04

Lecture Title: PowerPoint

Lecturer: Mr Angelito Sciberras Date: 26 October 2023



Undergraduate Diploma in Business Administration