

# Introduction Session 04

Lecture Title: PowerPoint



Lecturer: Mr Angelito Sciberras

Date: 26 October 2023

Undergraduate Diploma in  
Business Administration

~~Tuesday 23 October 2023~~

~~Introductions  
The Academy~~

~~Wednesday 25 October 2023~~

~~Staying in Malta~~

~~Wednesday 25 October 2023~~

~~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



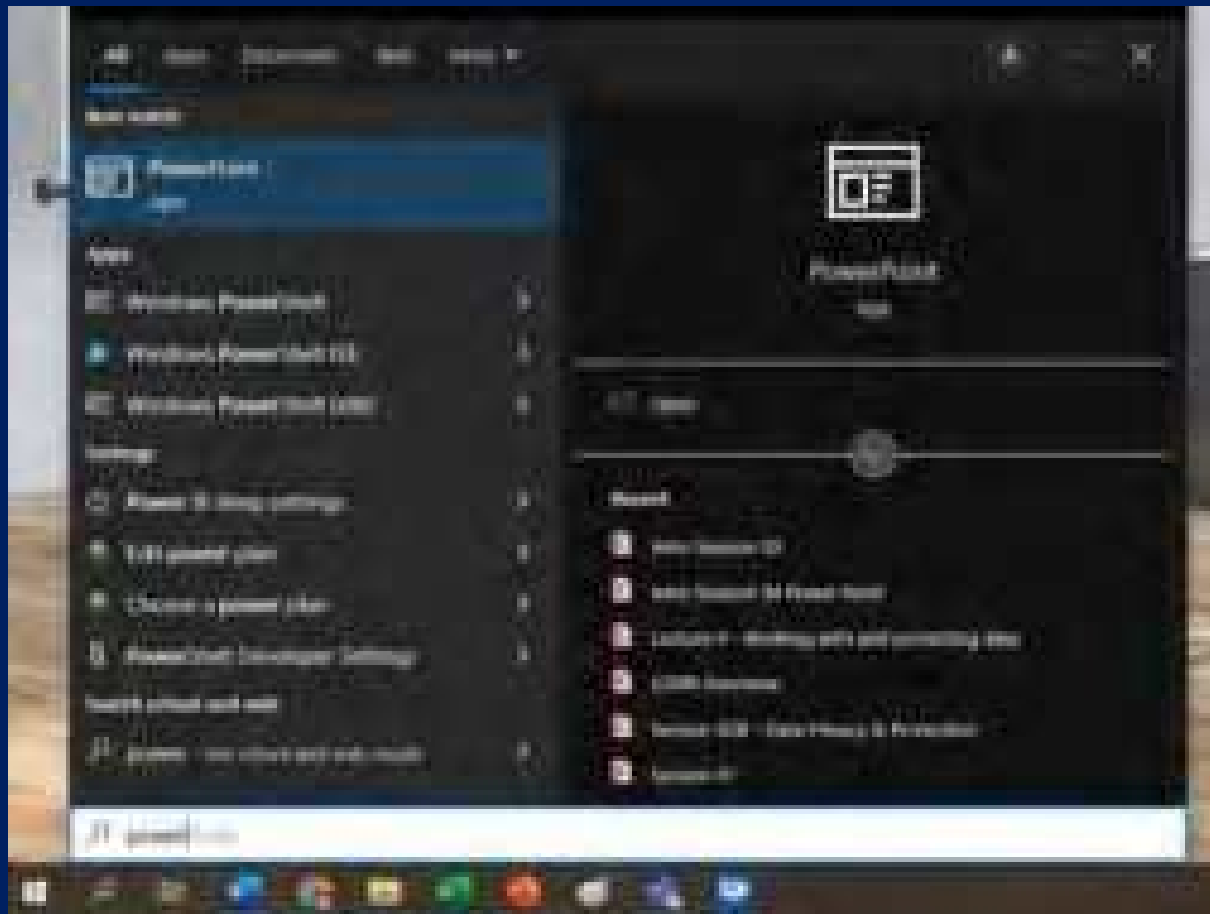
# PowerPoint Slideshow

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



# PowerPoint Slideshow

## Opening PowerPoint



# PowerPoint Slideshow



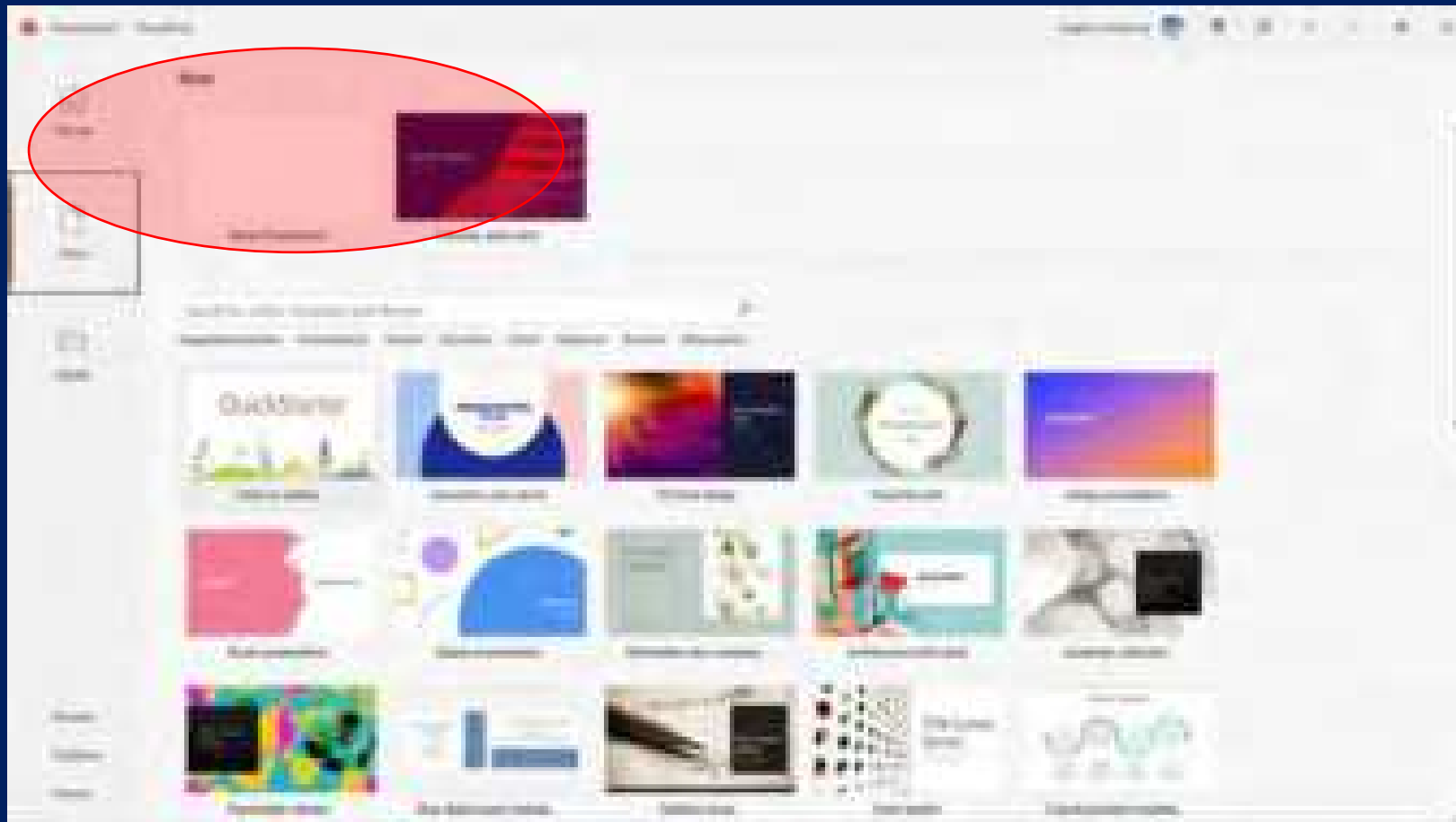
Blank Presentation vs Template

Originality vs Time



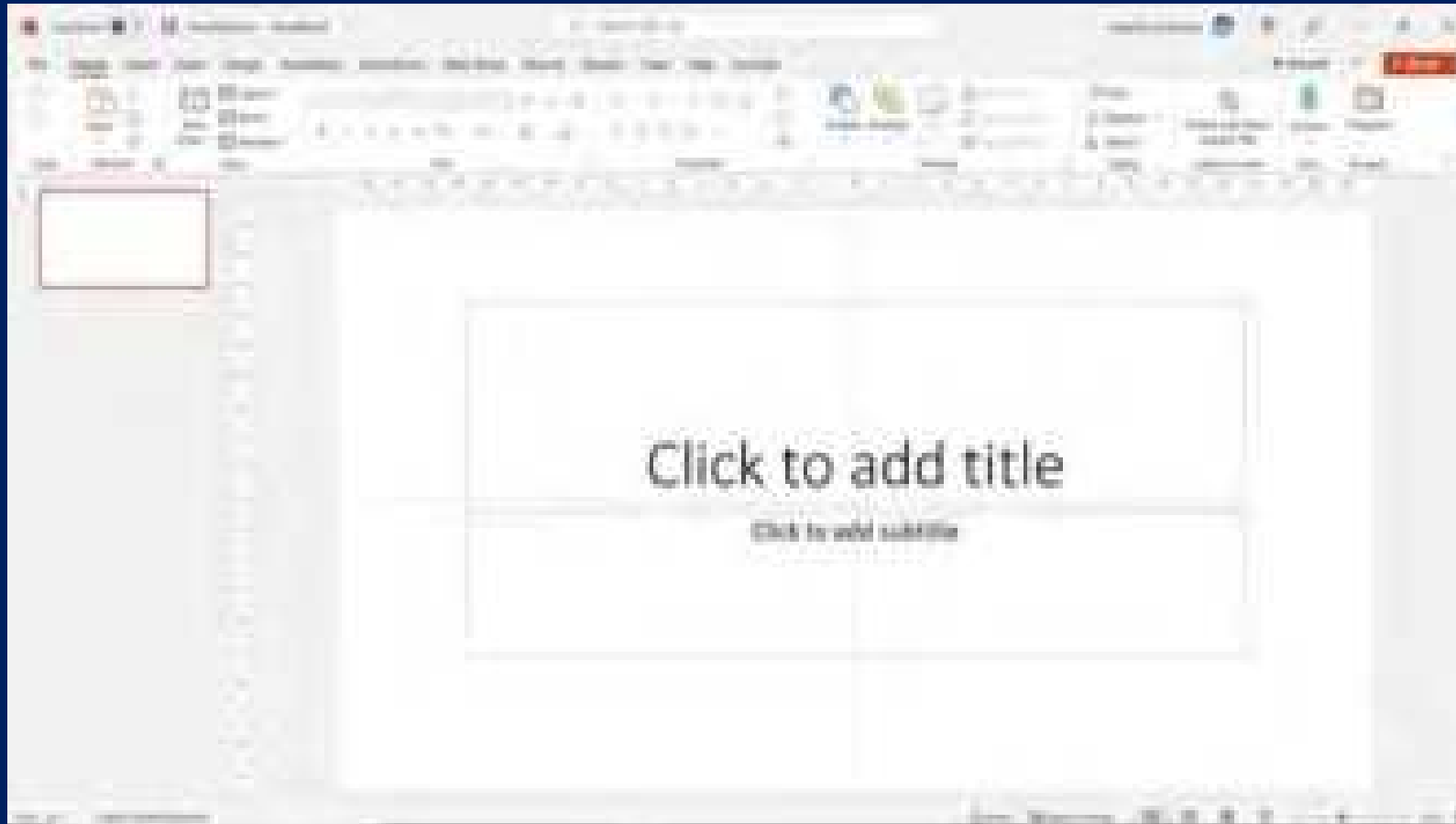
# PowerPoint Slideshow

## Opening PowerPoint



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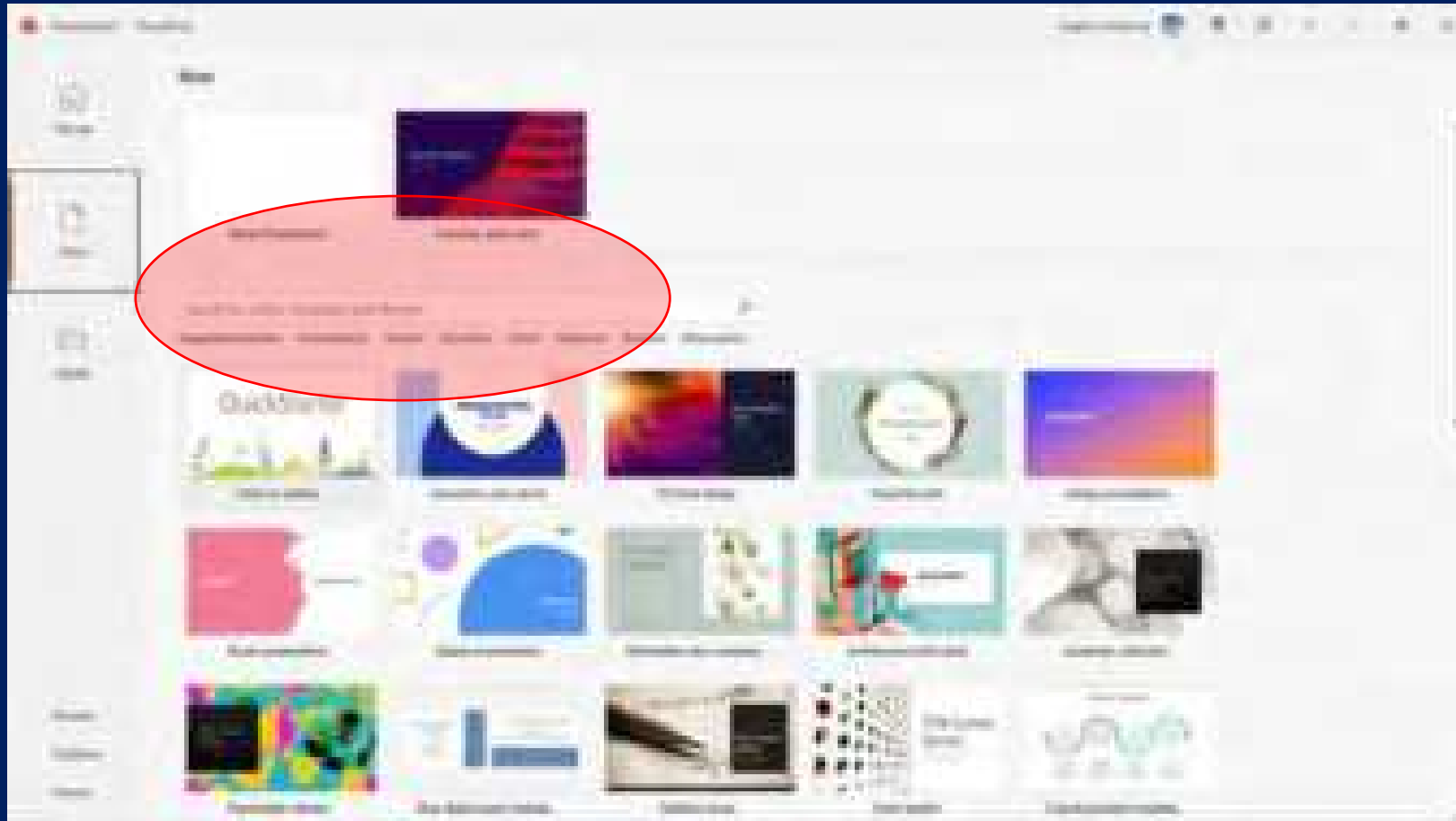
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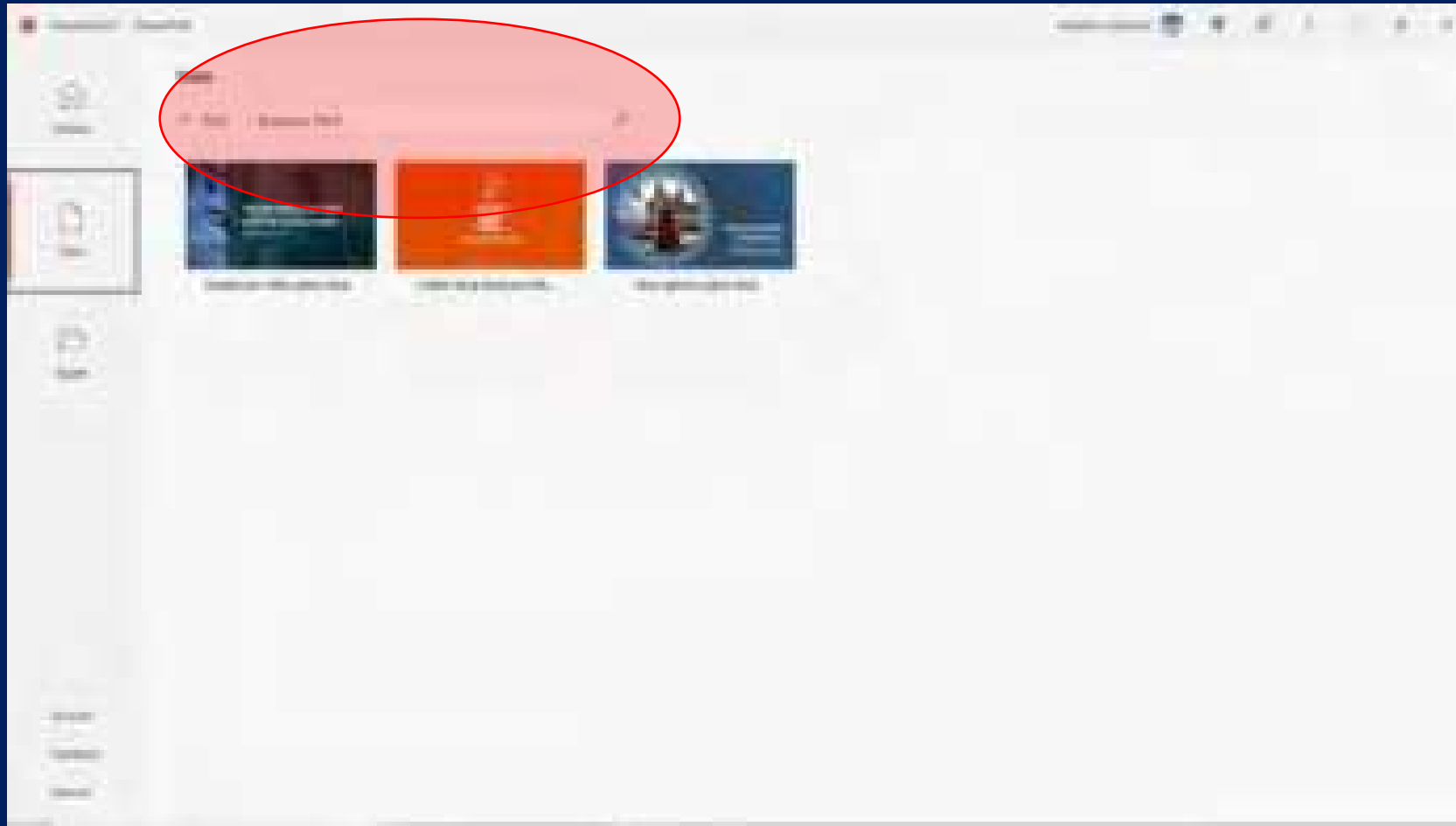
# PowerPoint Slideshow

## Opening PowerPoint



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## Opening PowerPoint



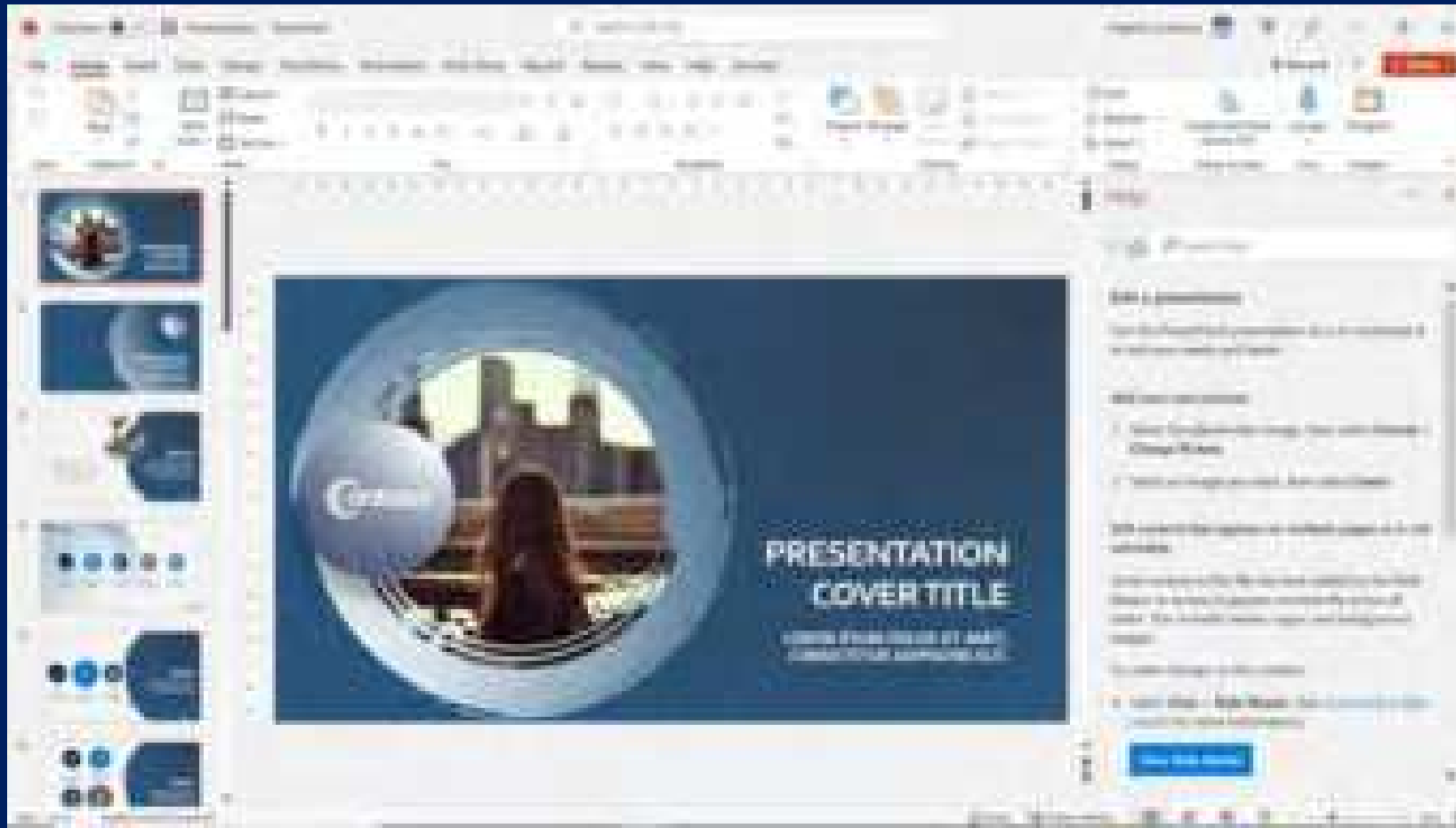
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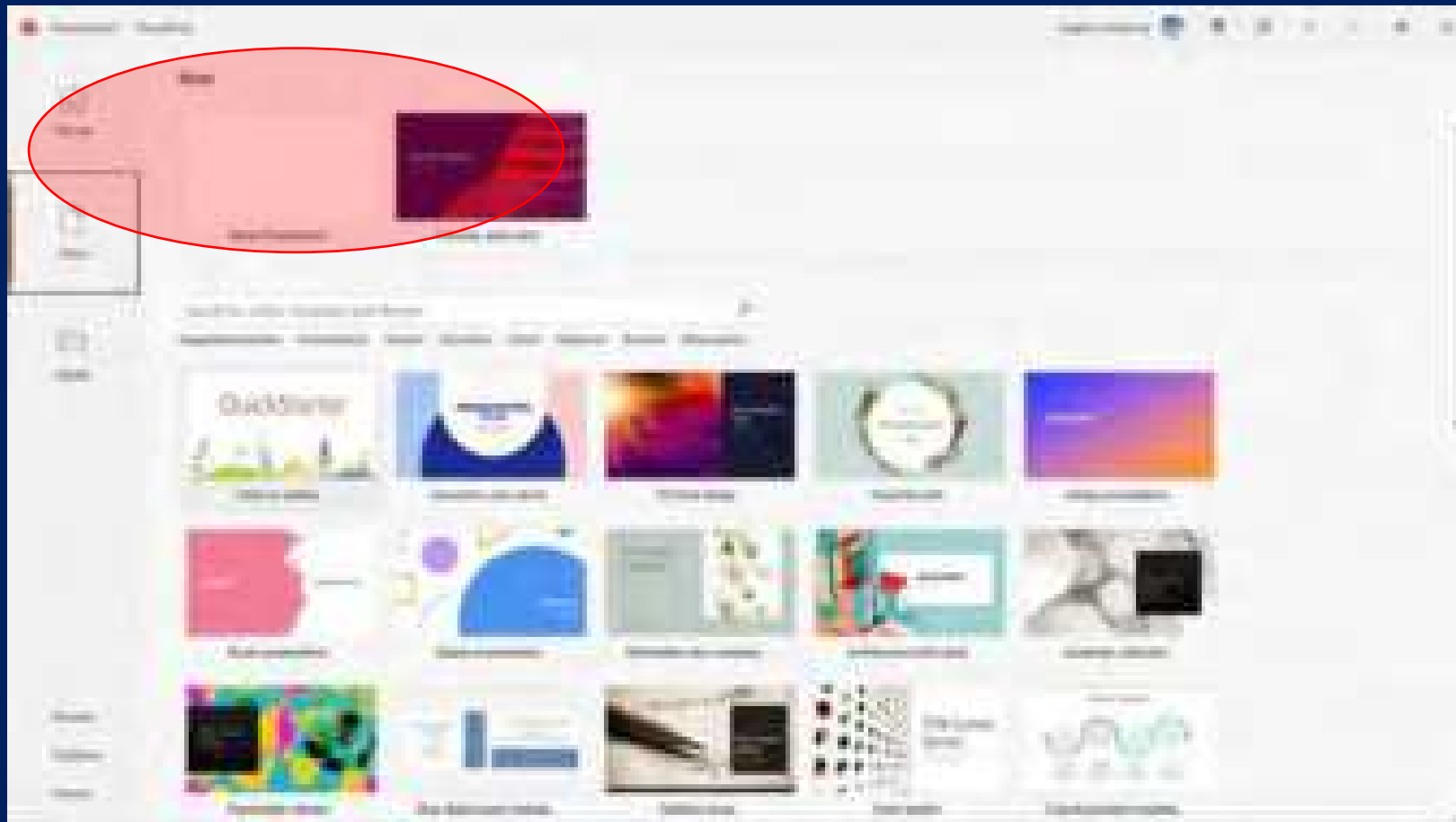
**Blank Presentation** vs Template

**Originality** vs Time



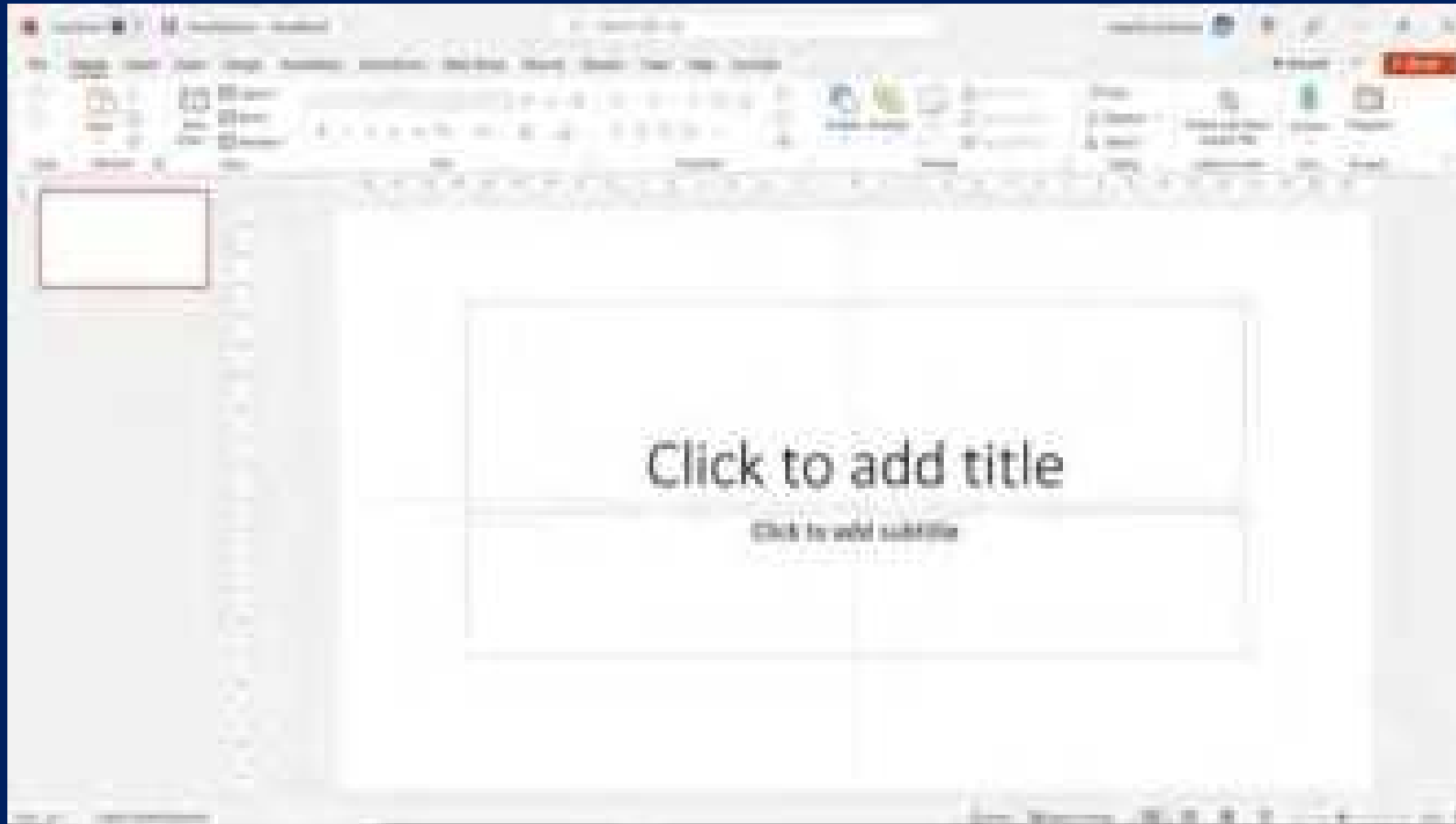
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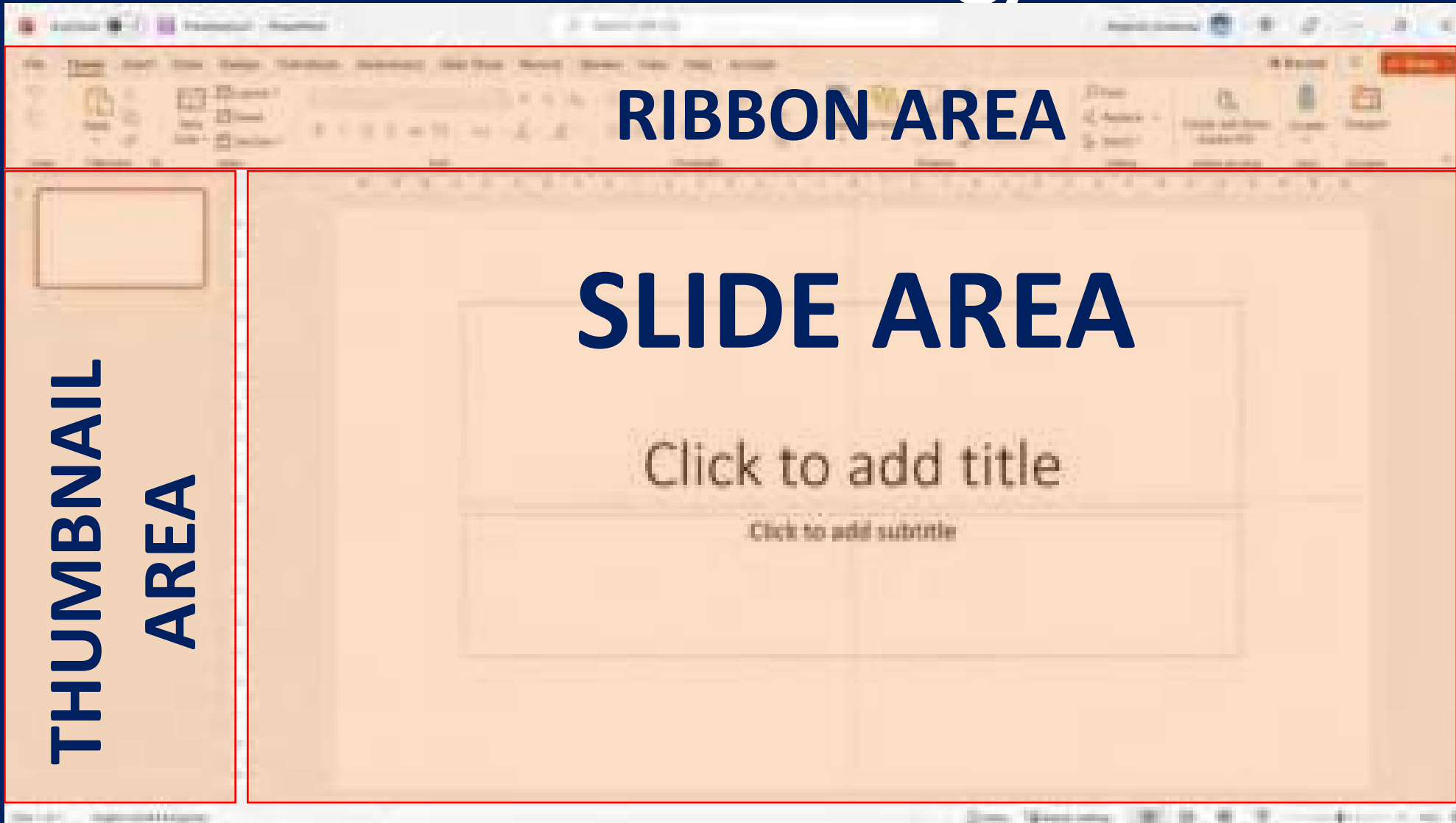


**Hands On**





# PowerPoint Terminology



# PowerPoint Terminology

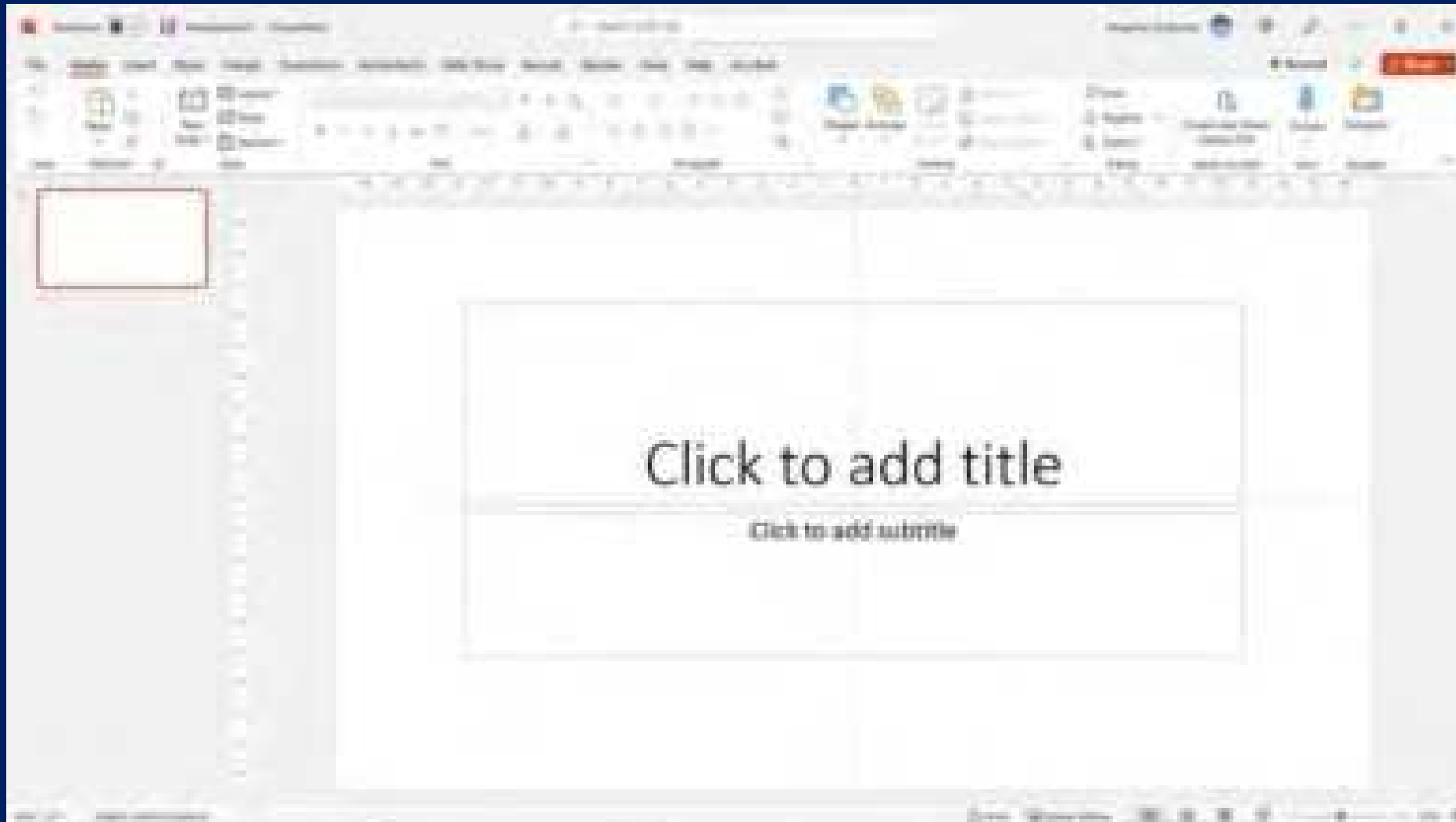


**Tool**

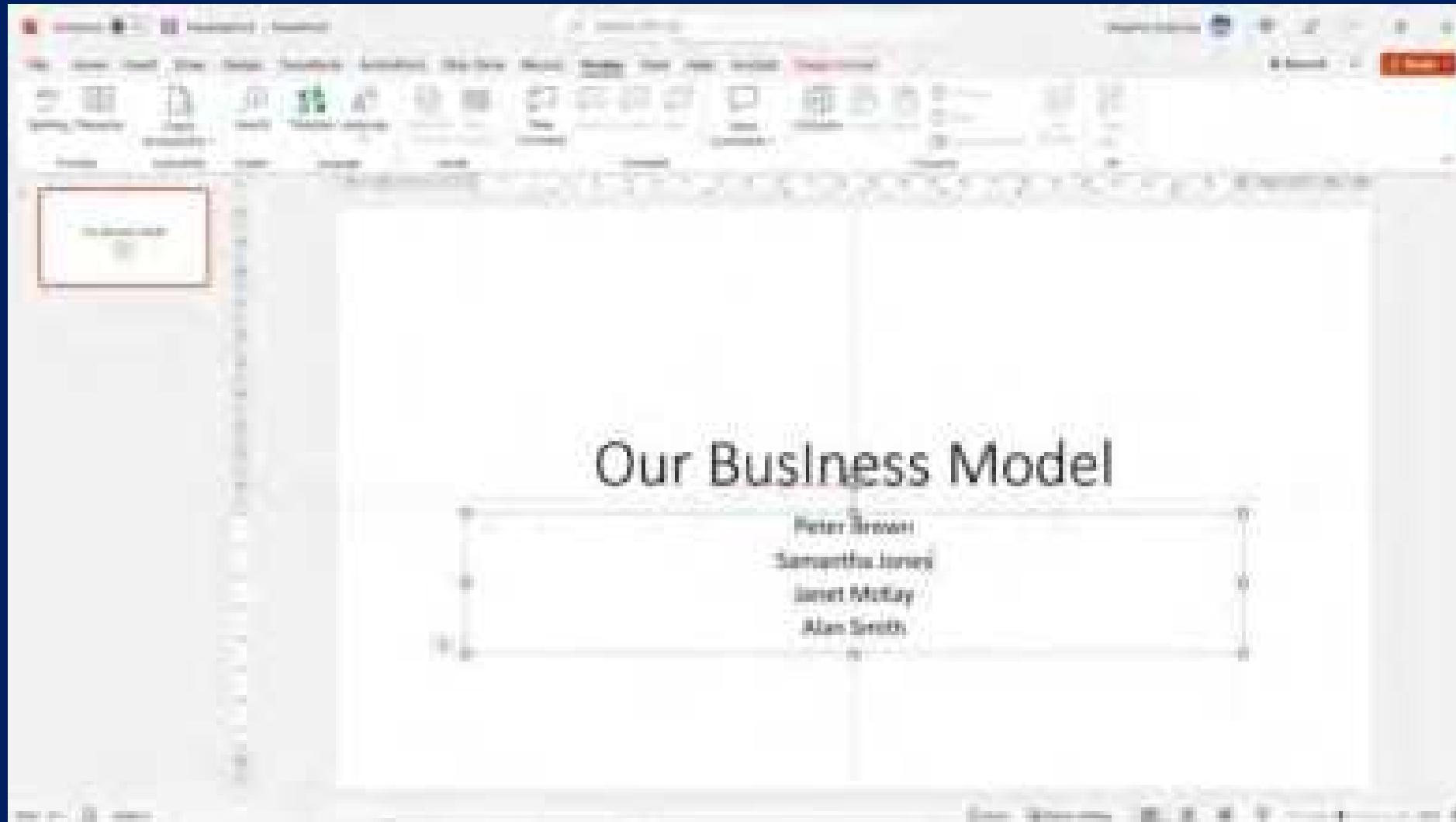
**Group**



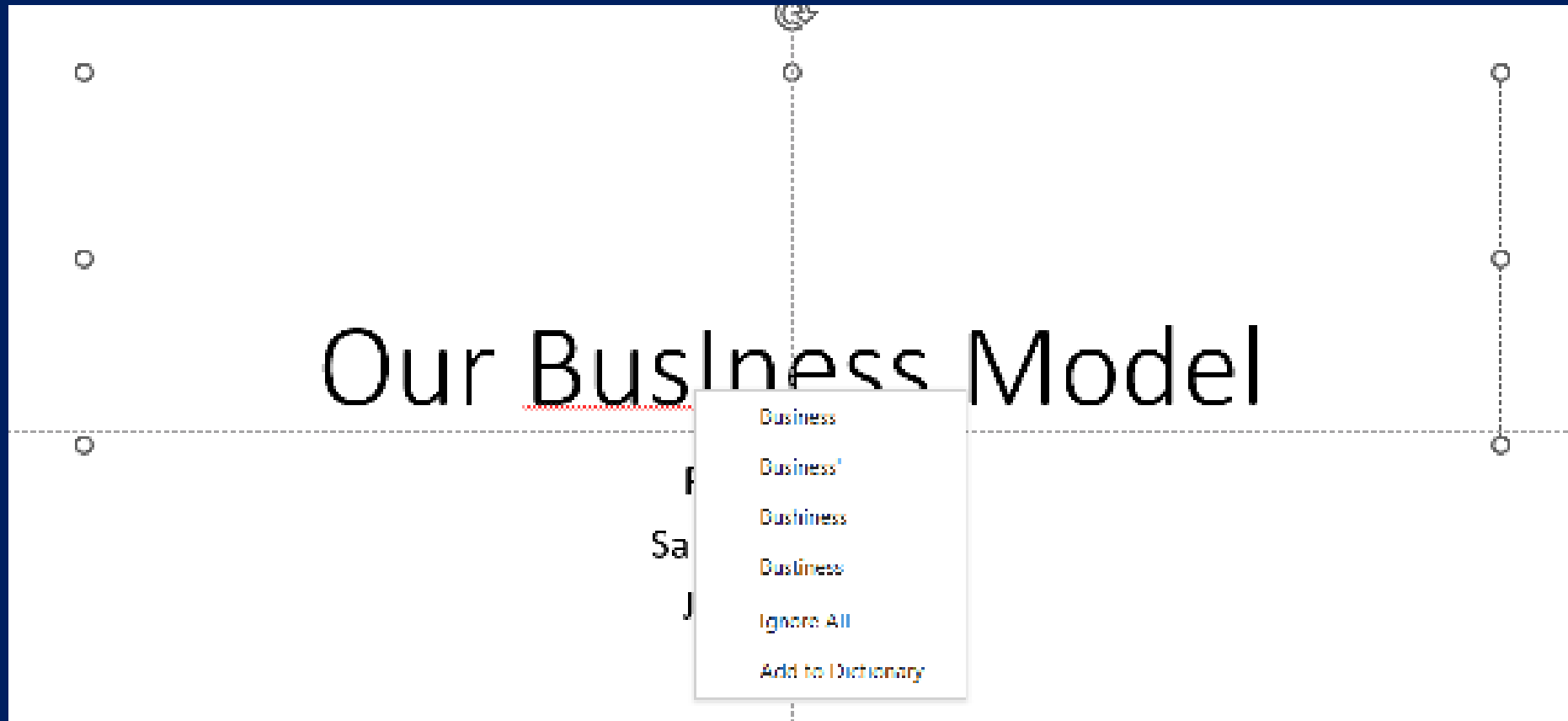
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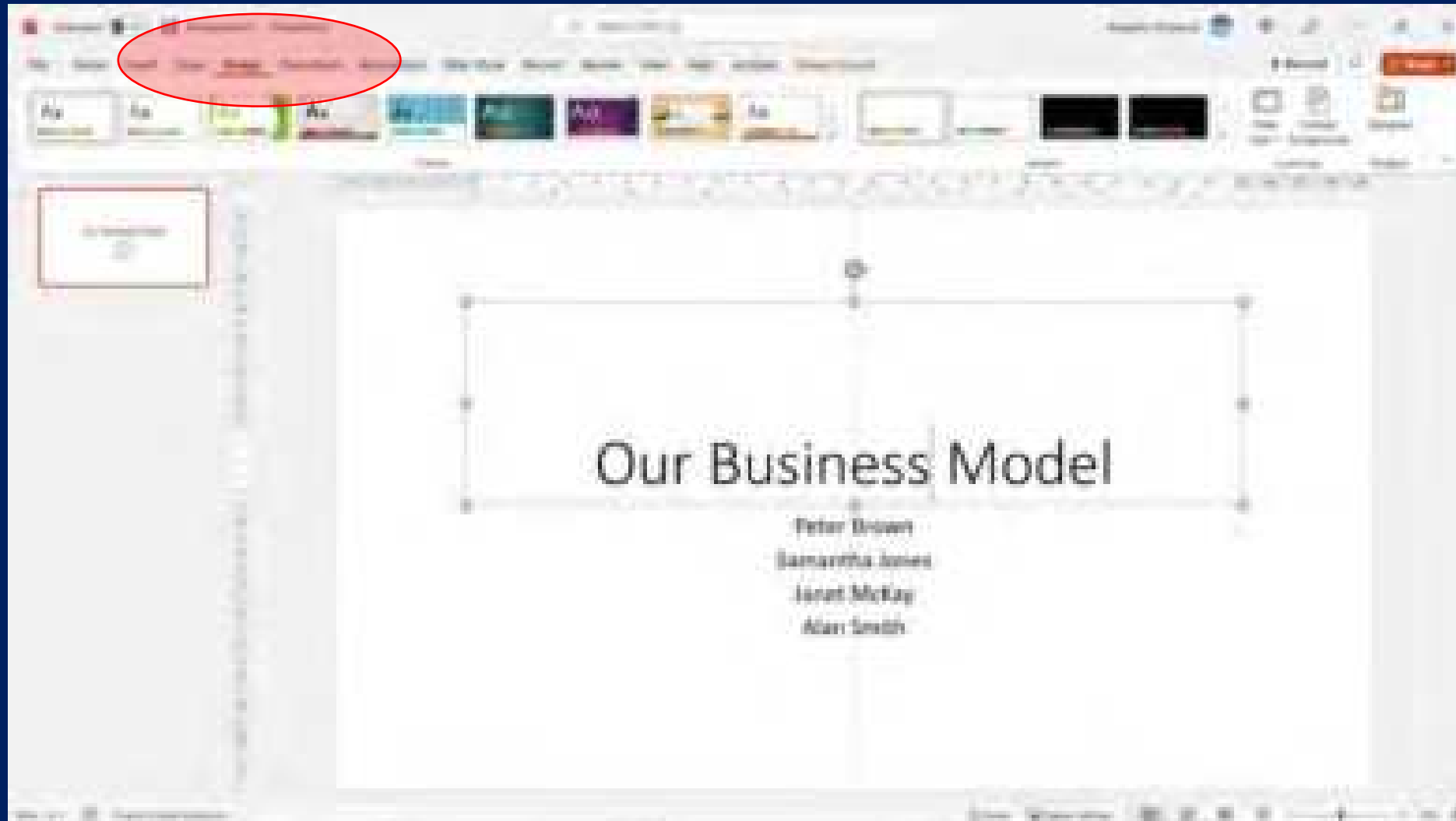
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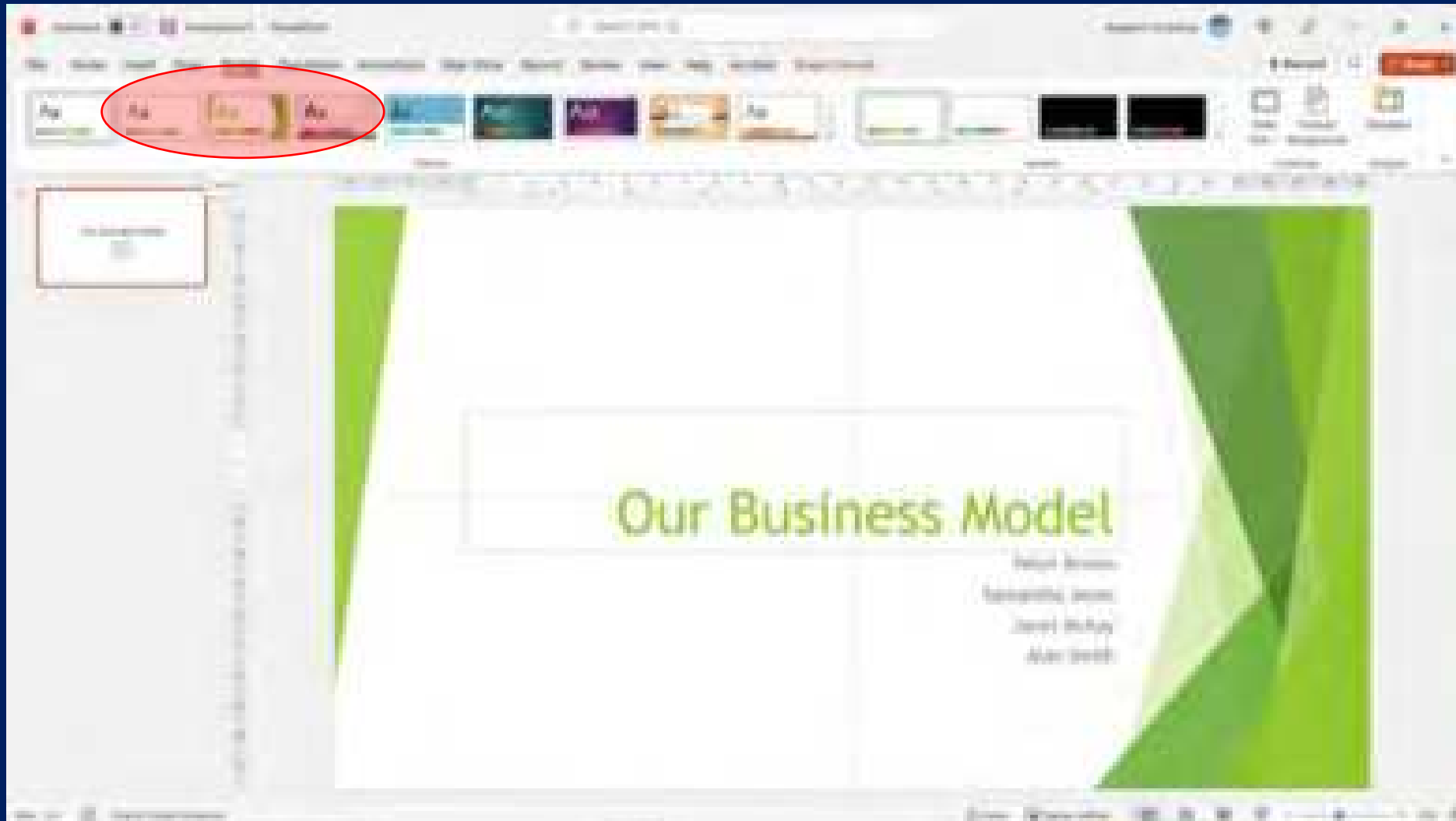
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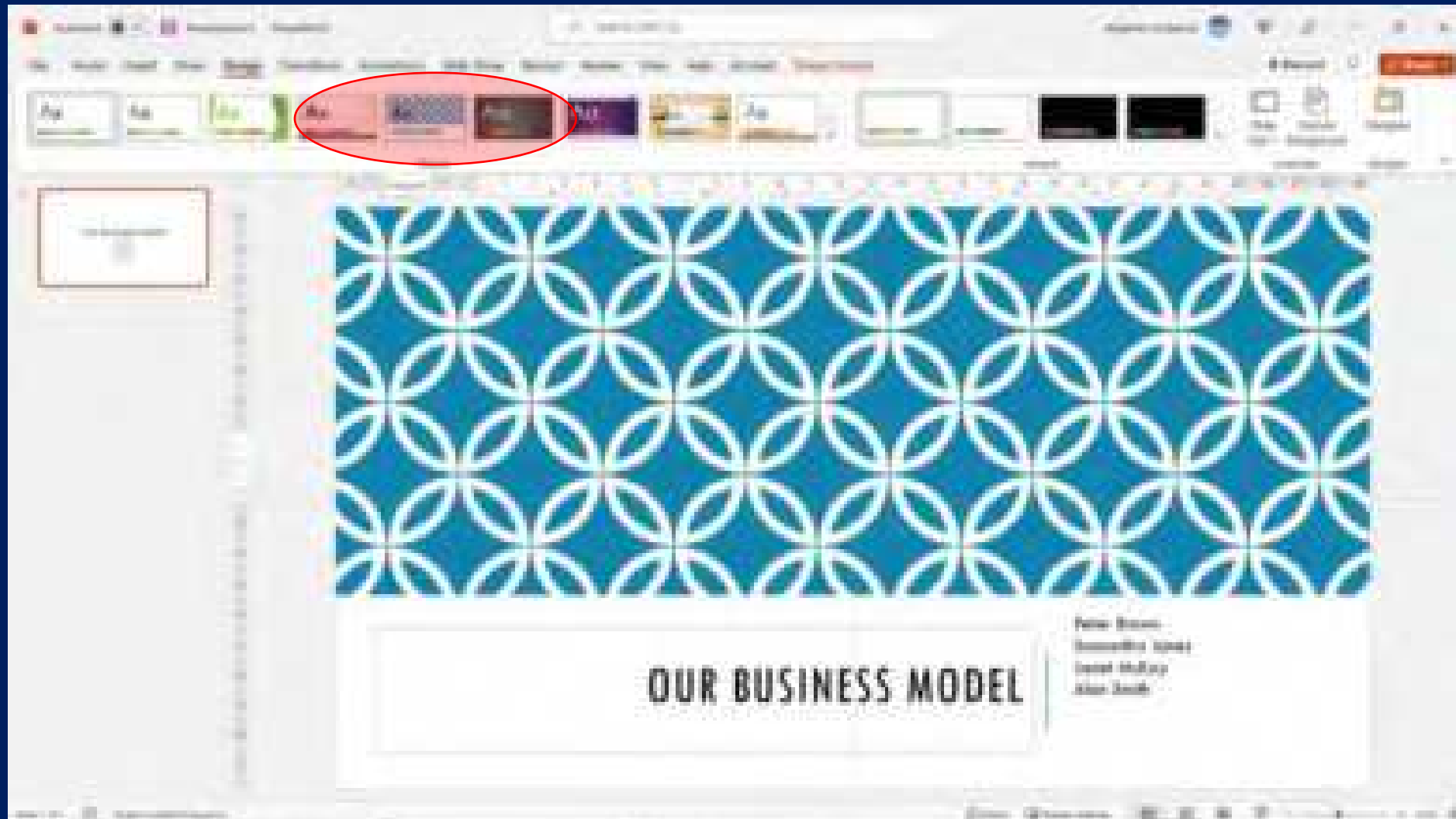
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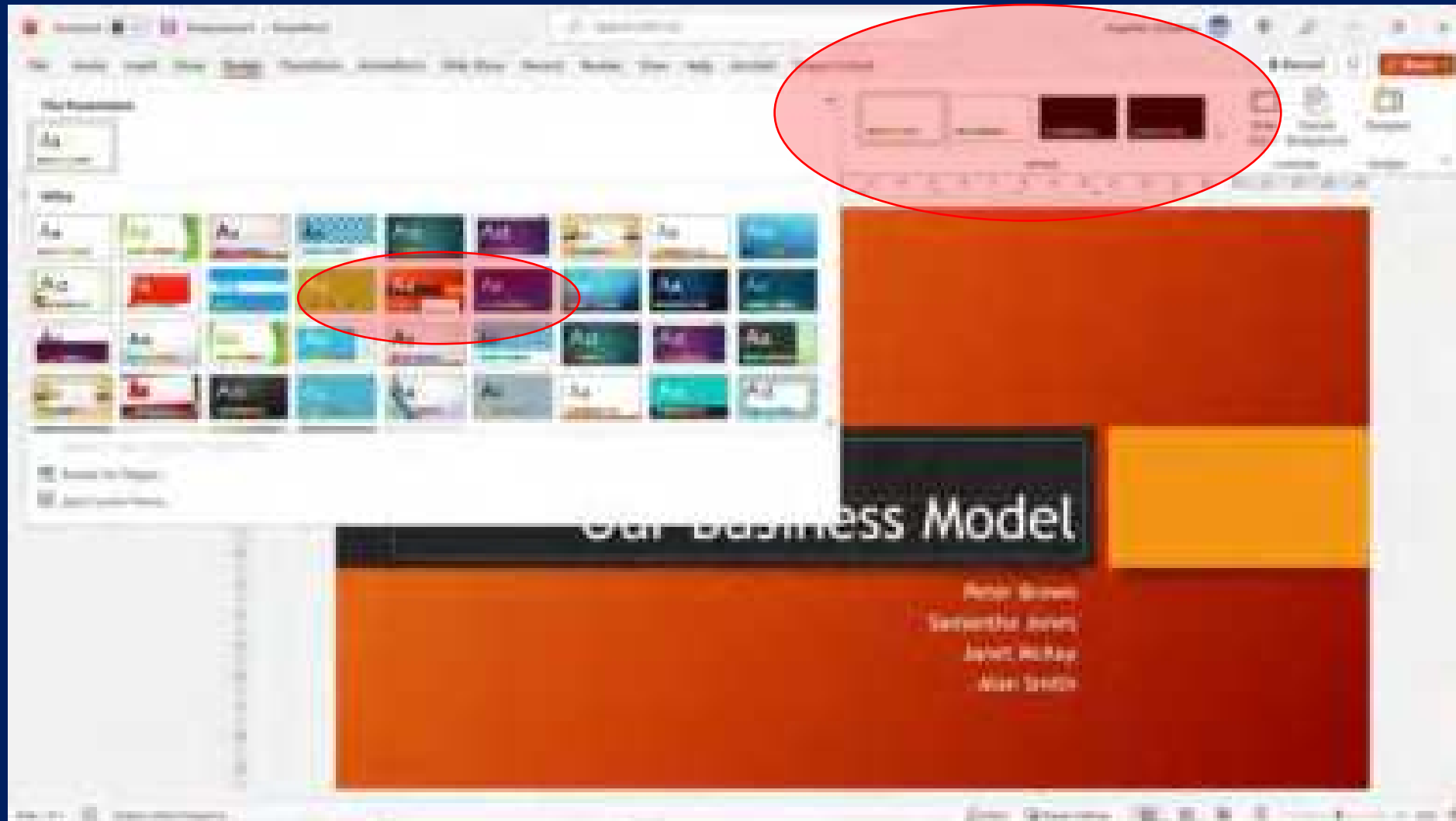


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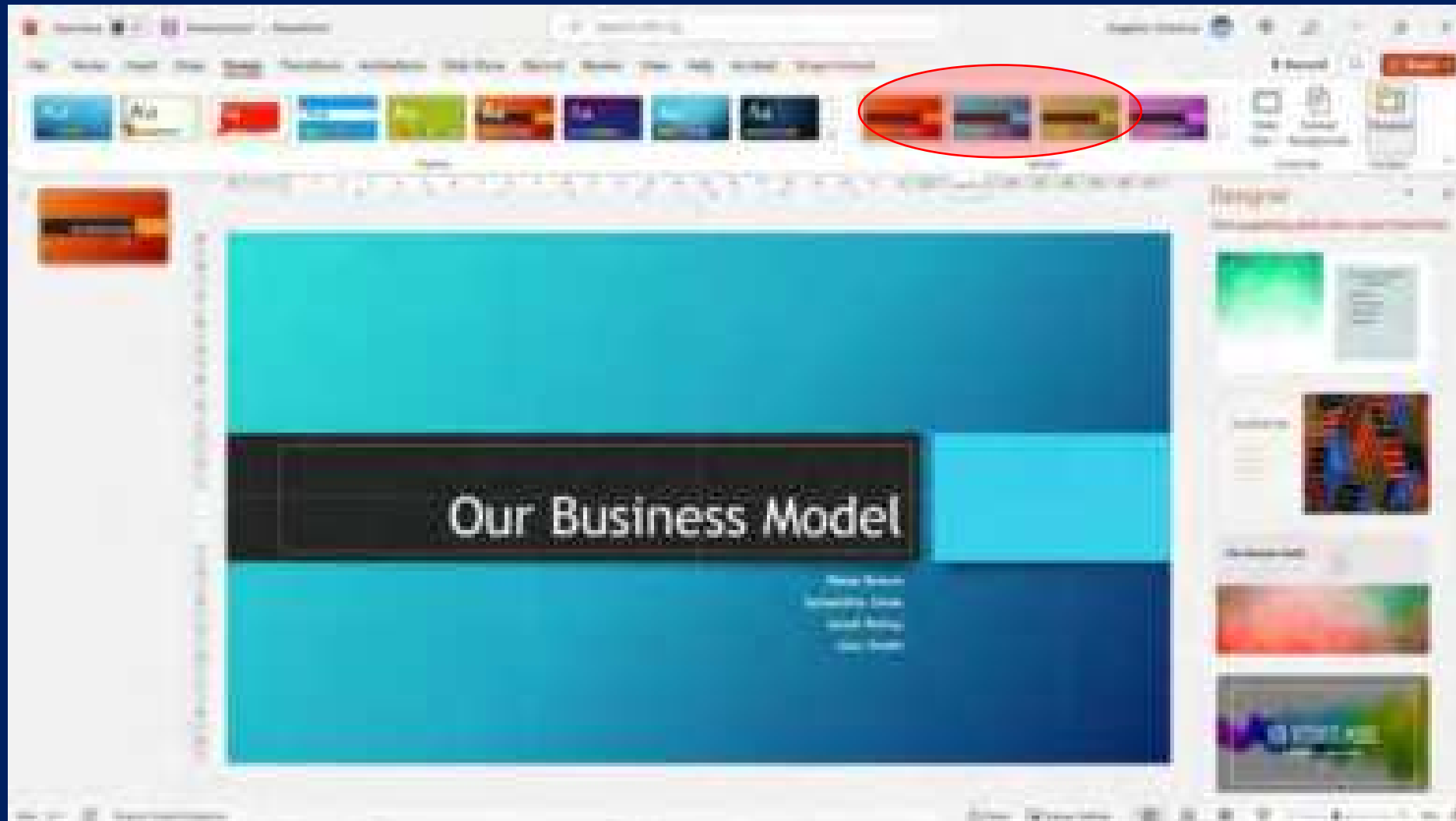




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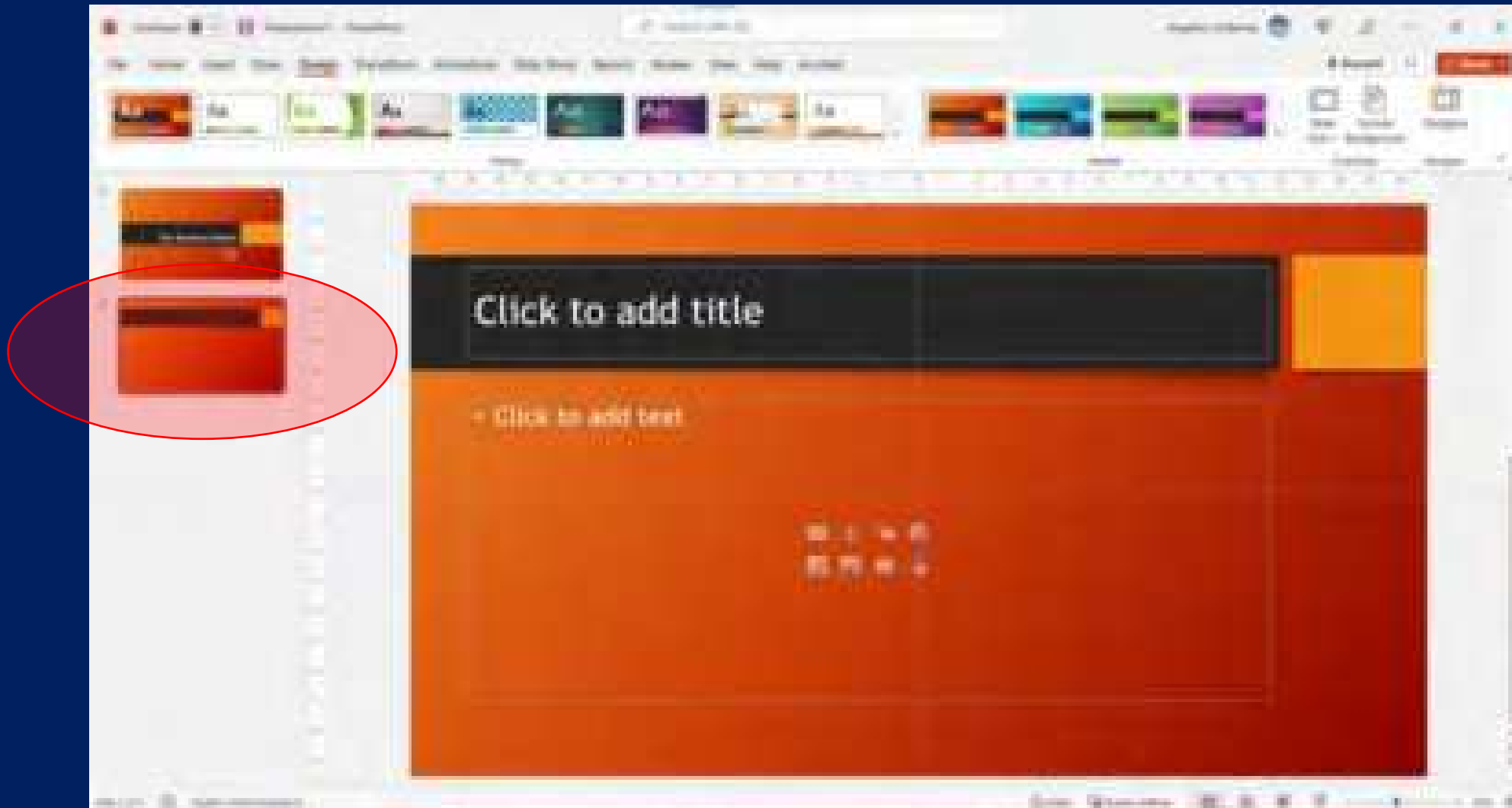


Hands On

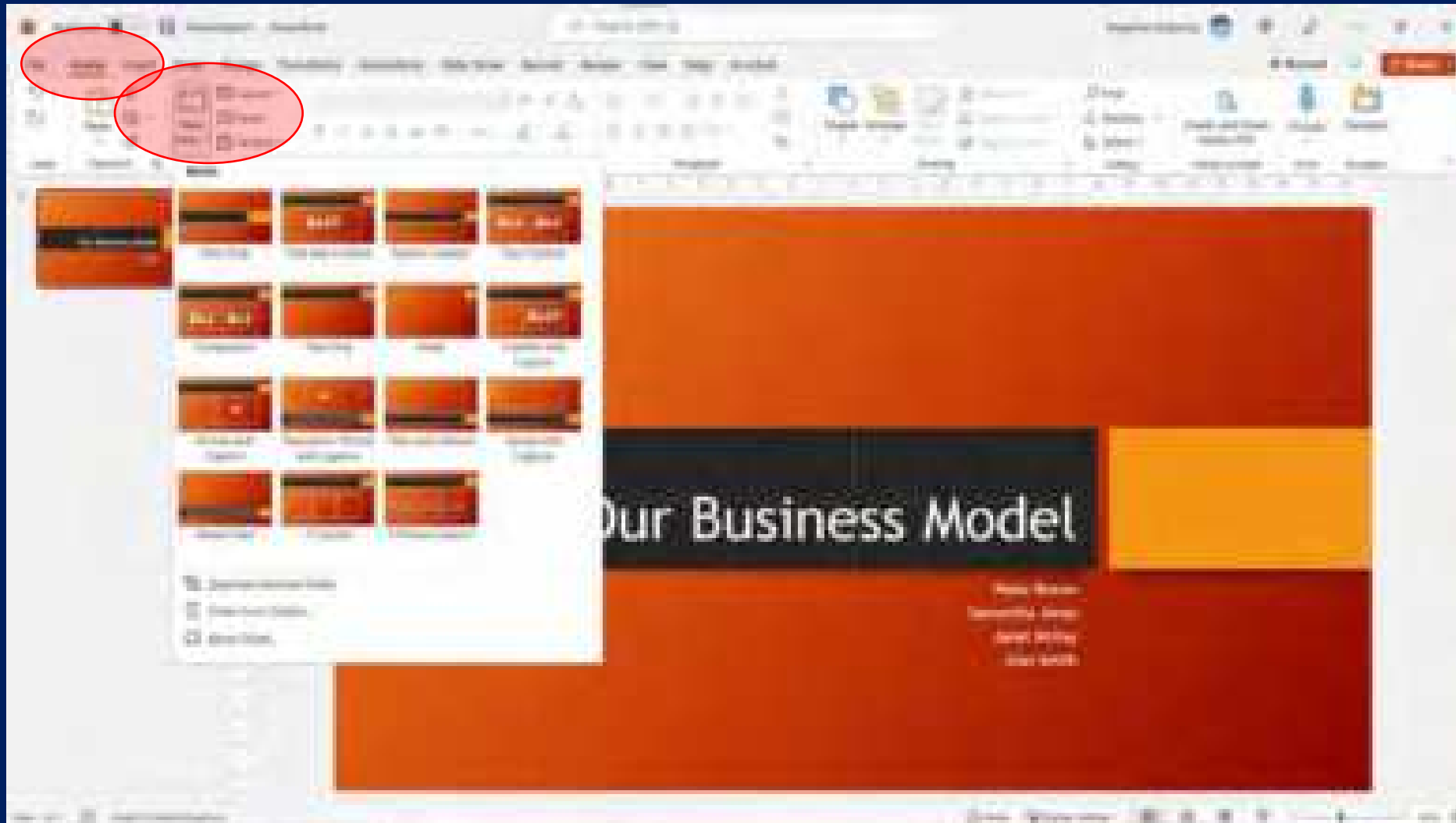
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# PowerPoint New Slide



# PowerPoint New Slide



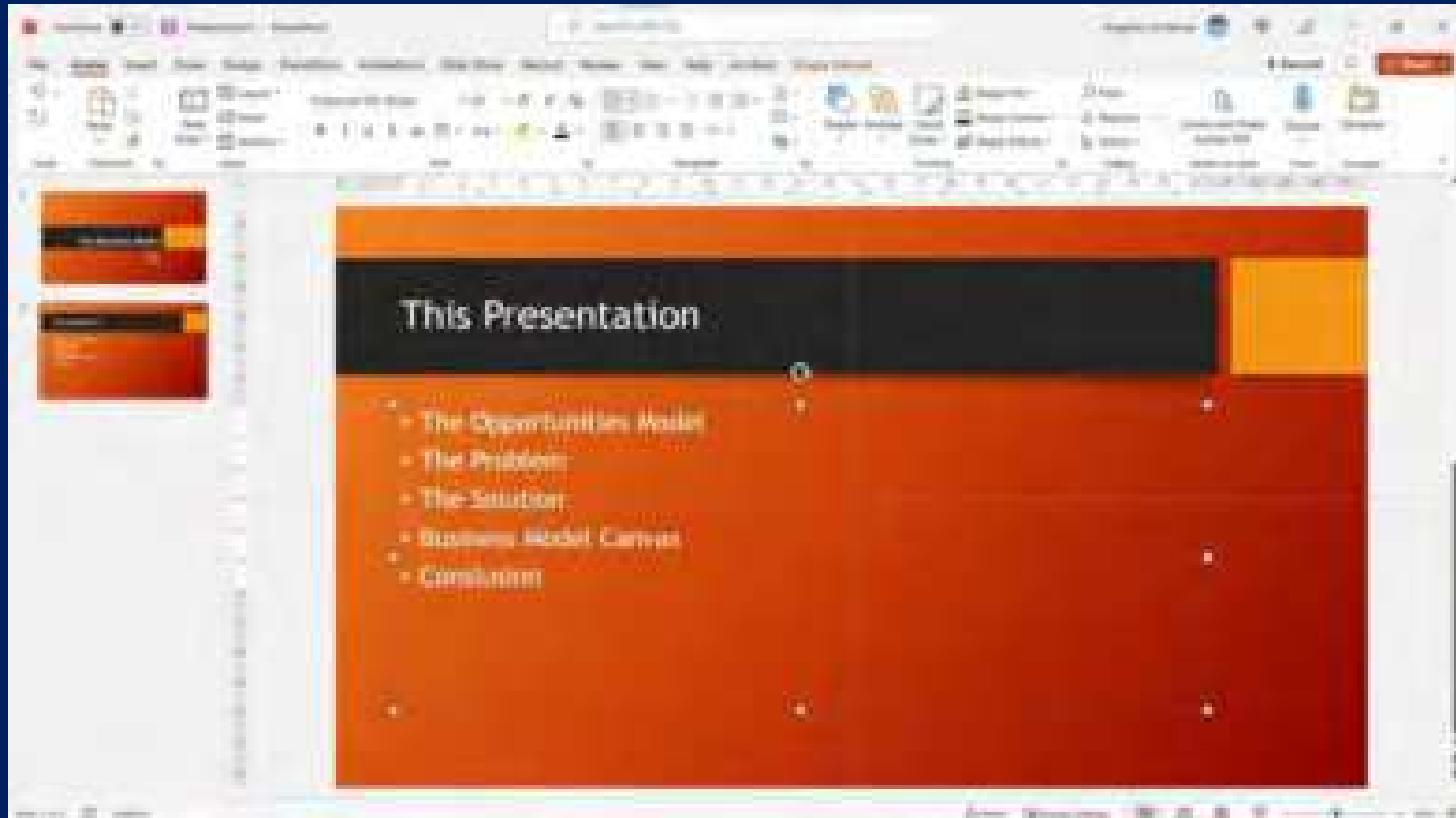
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**Hands On**



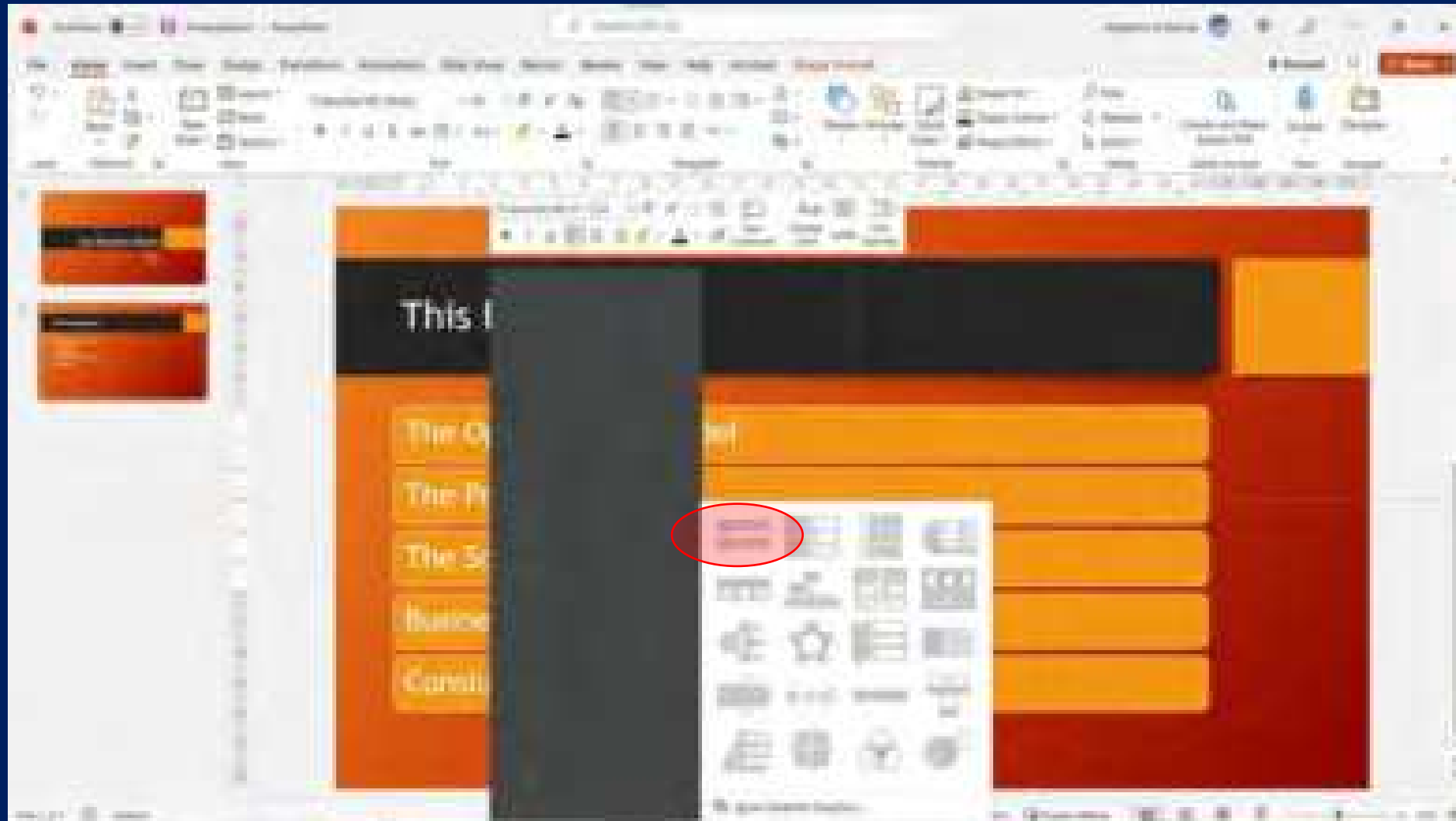
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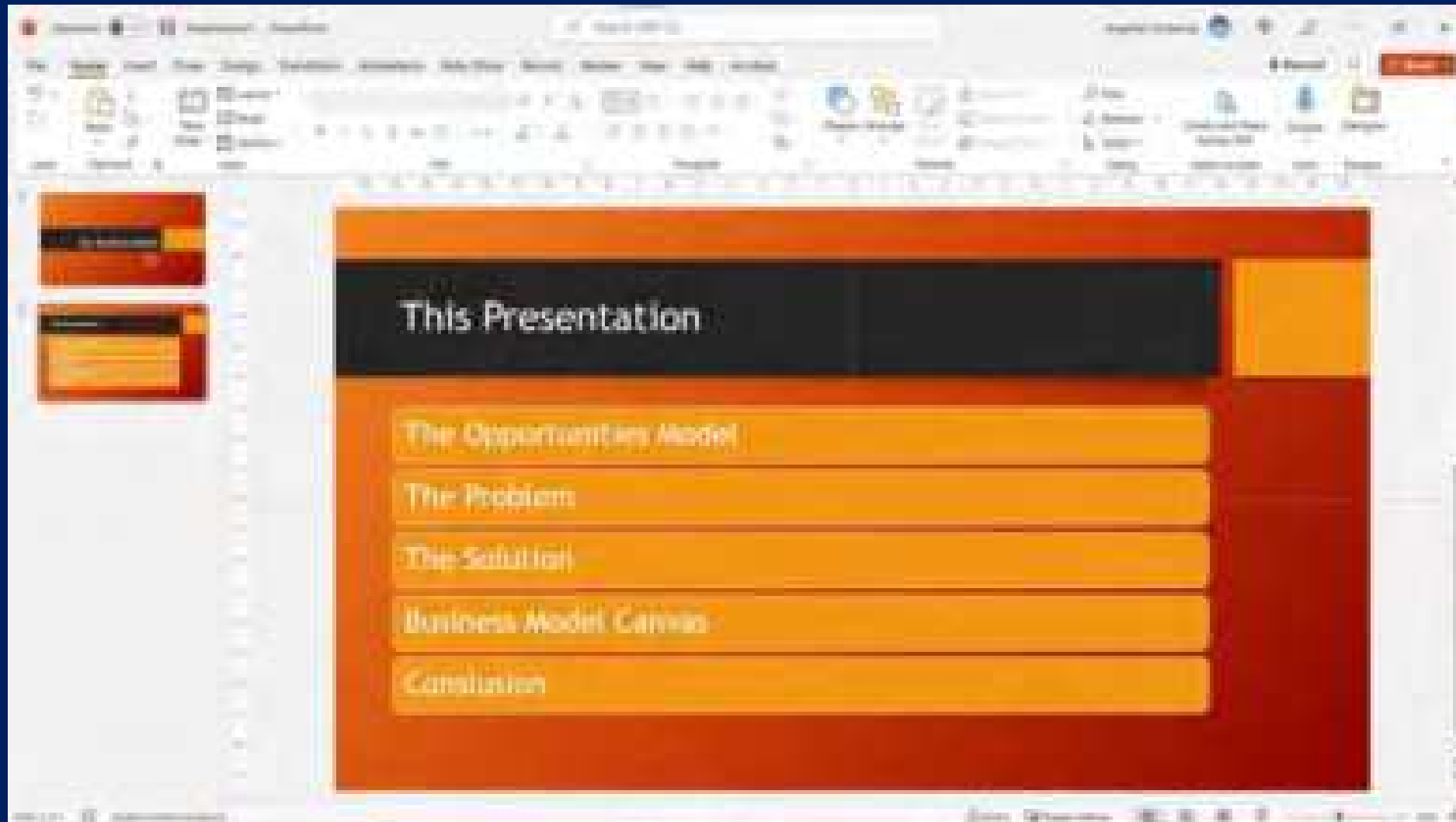




# PowerPoint Building the Slide



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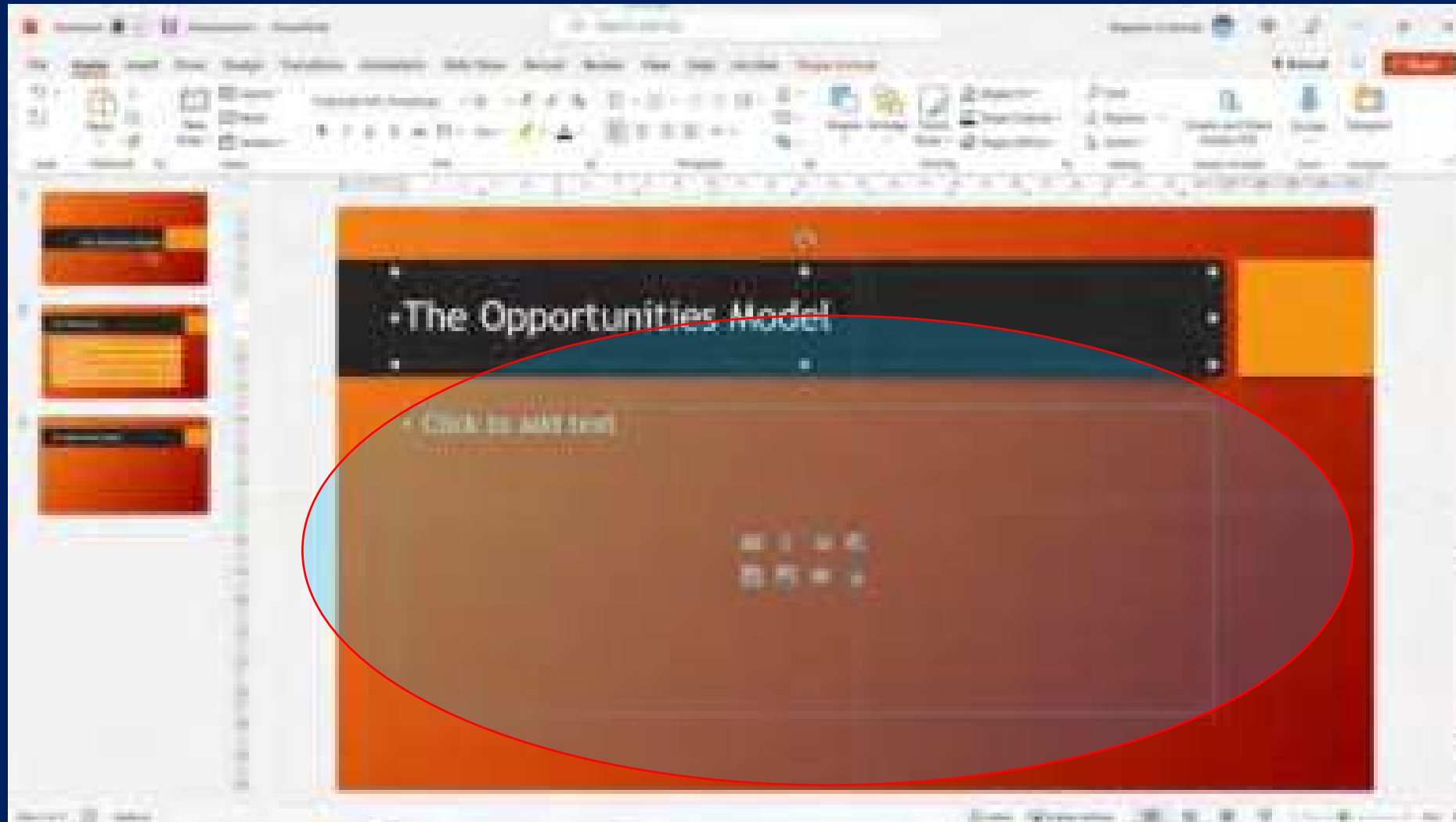
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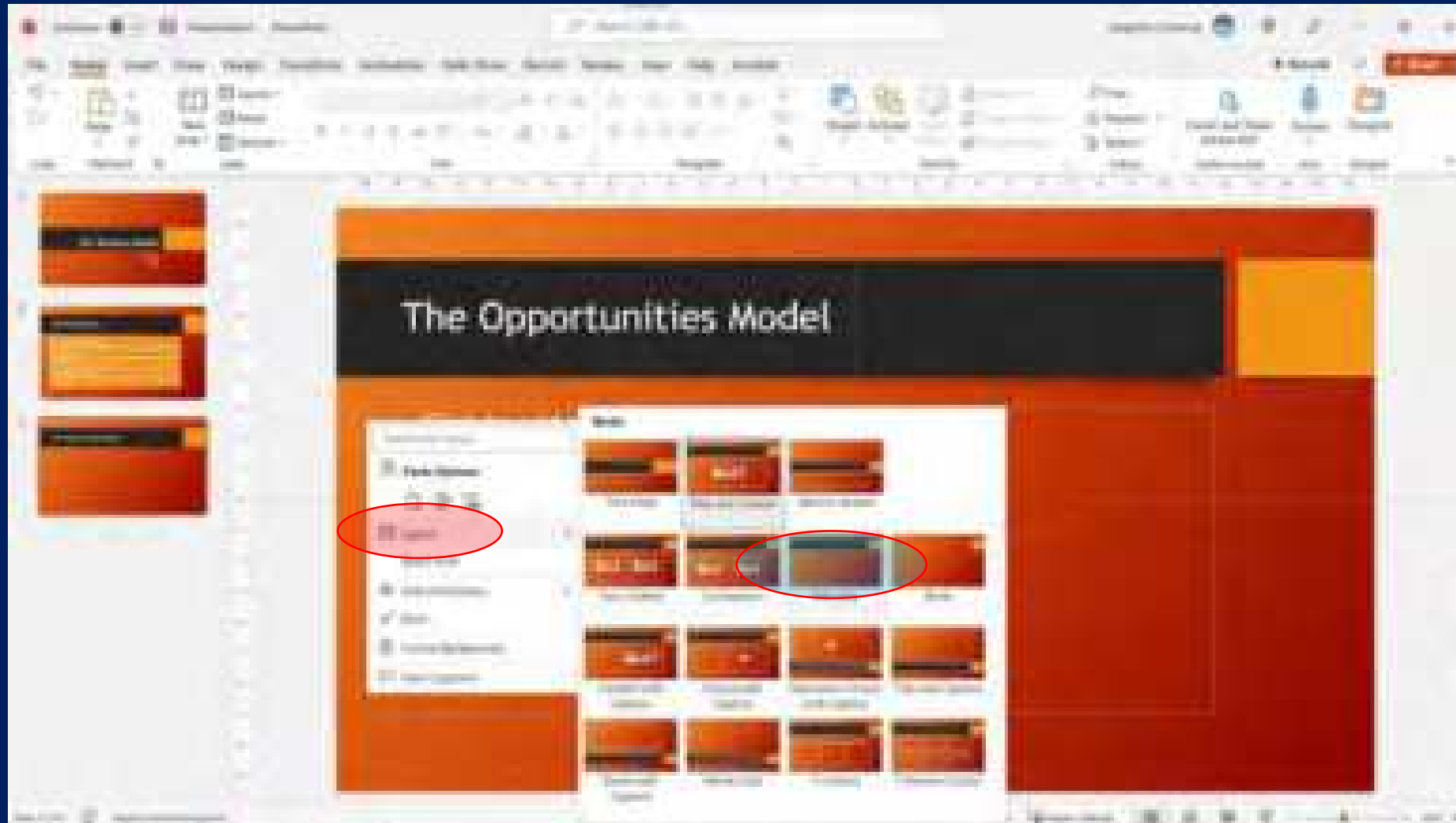
**Hands On**



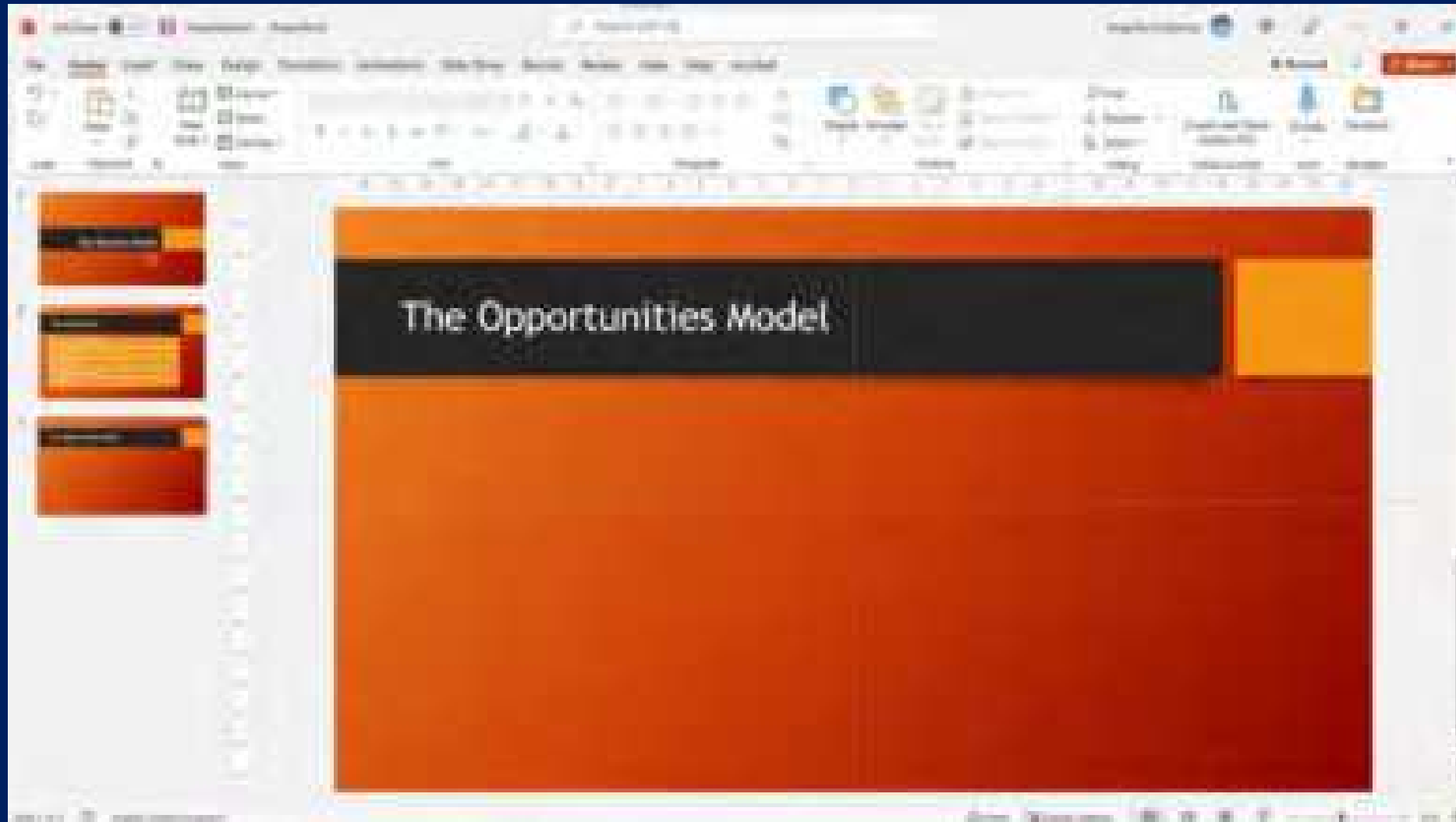
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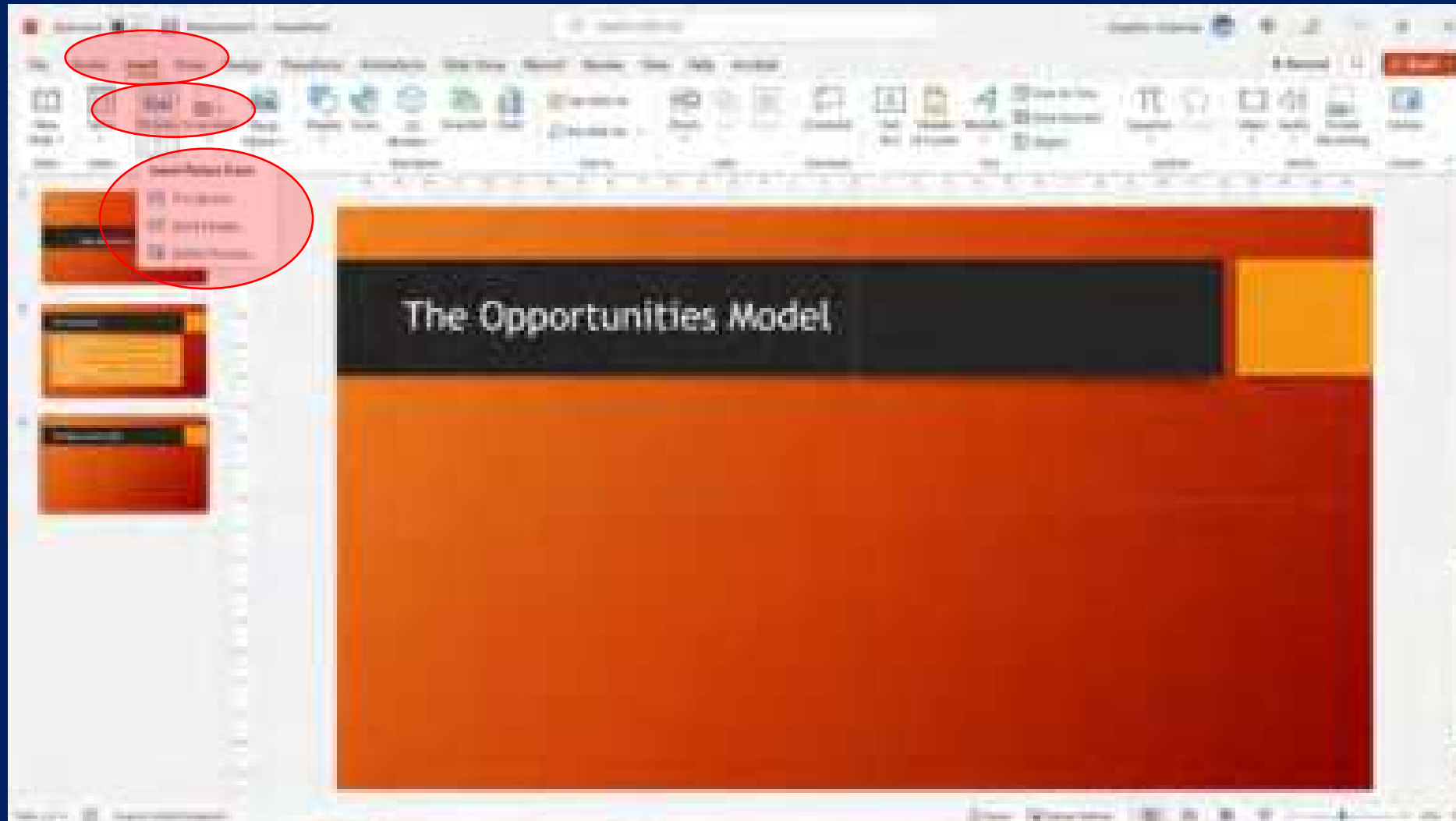
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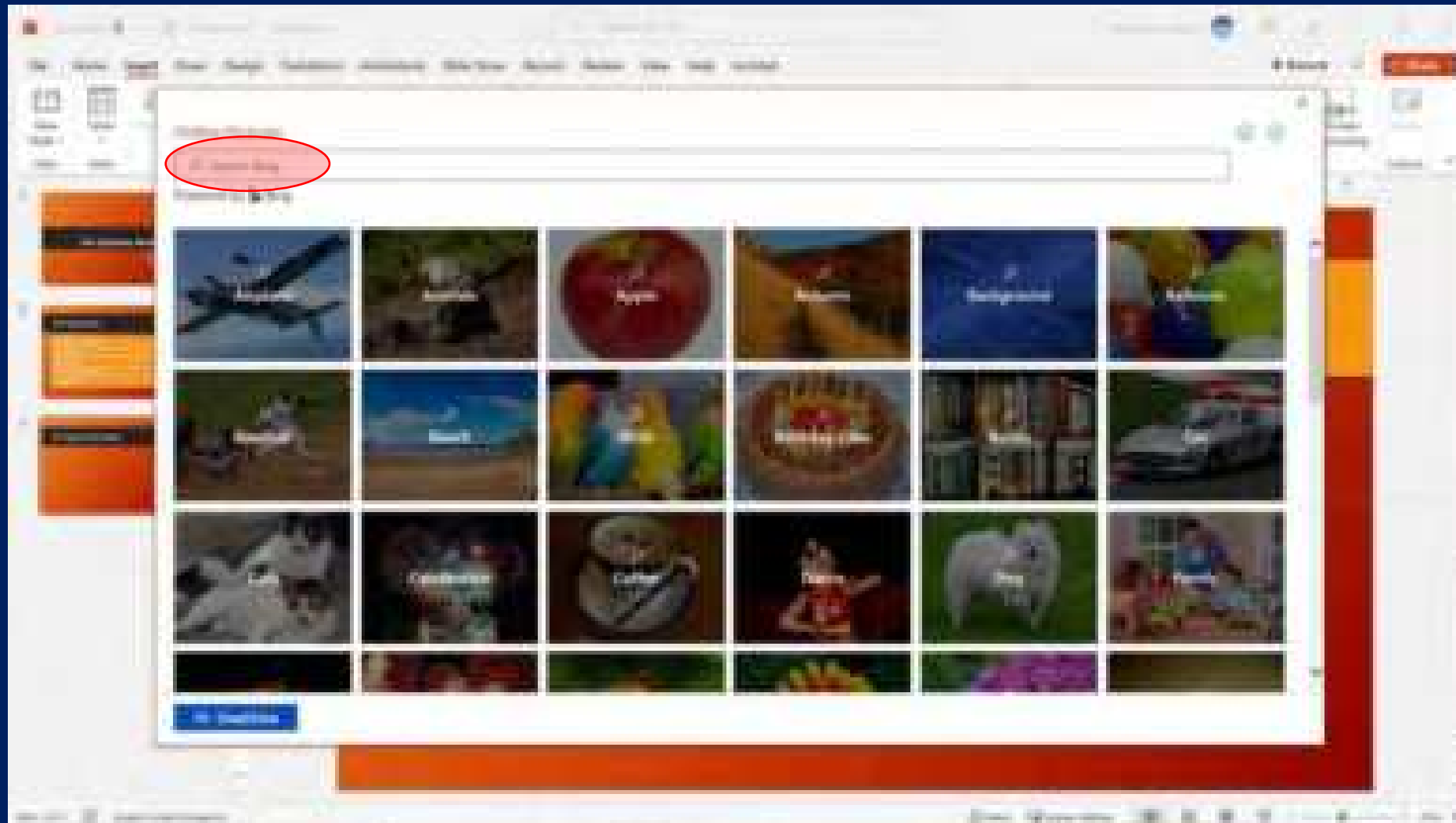


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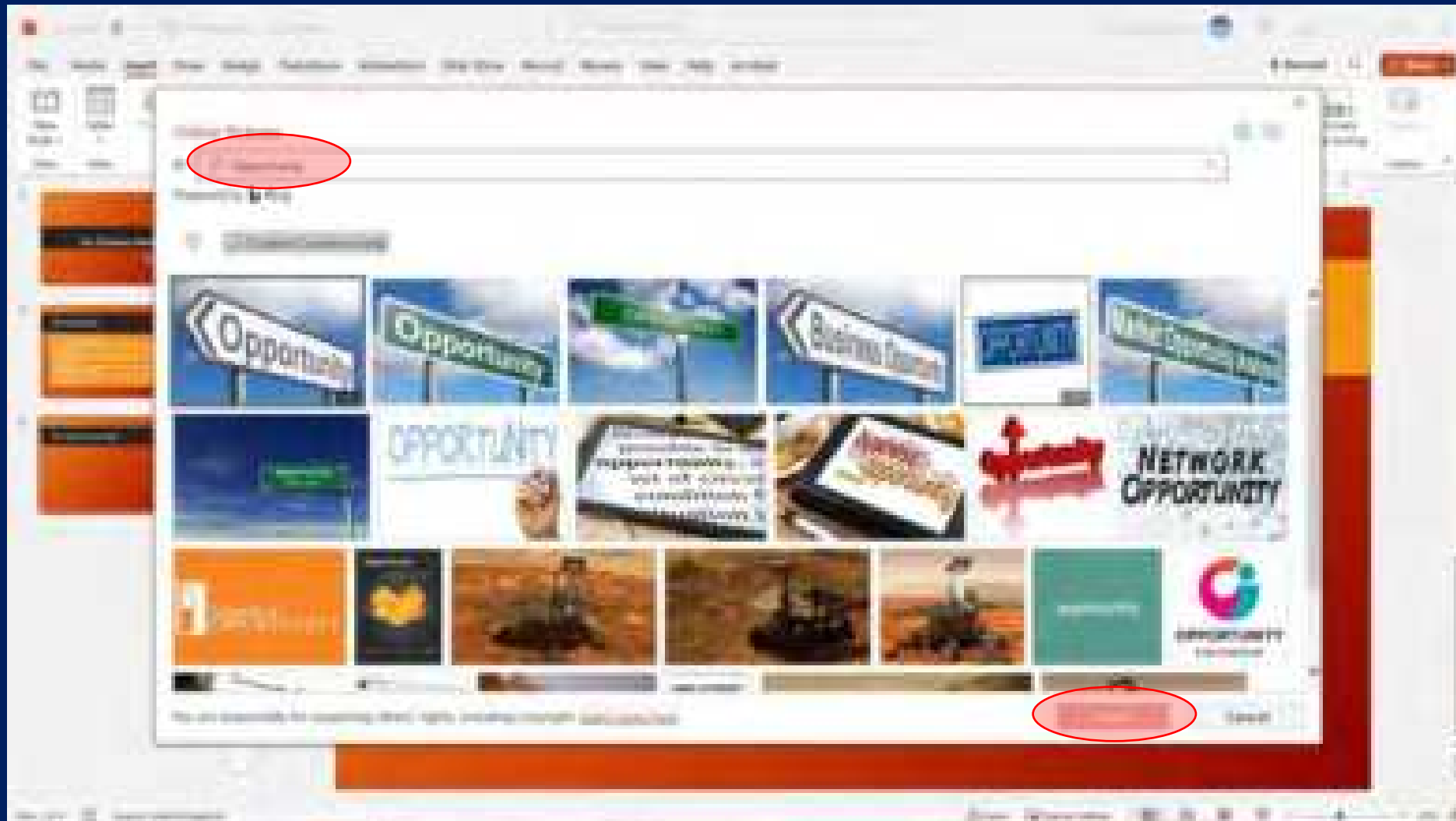




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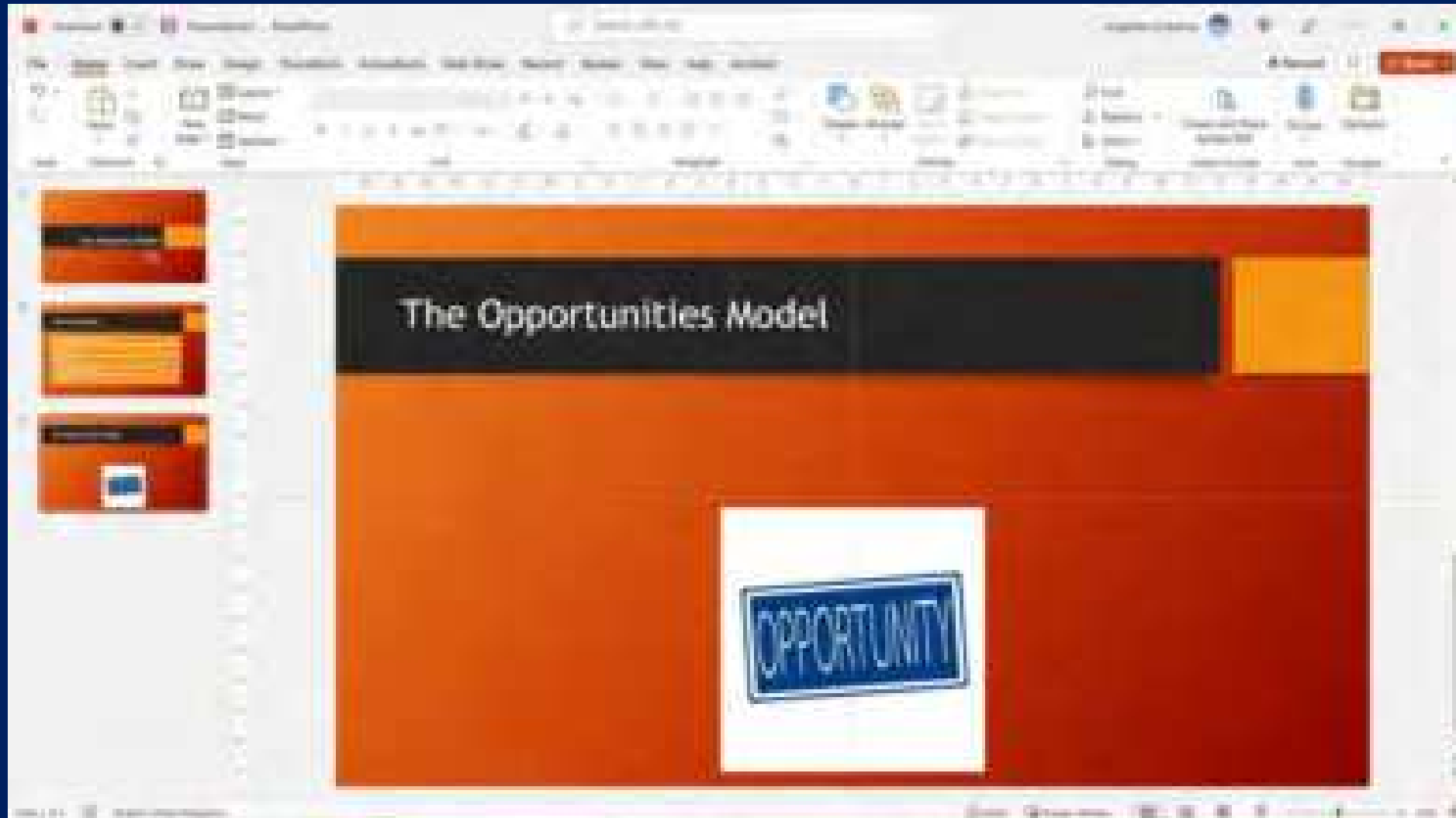
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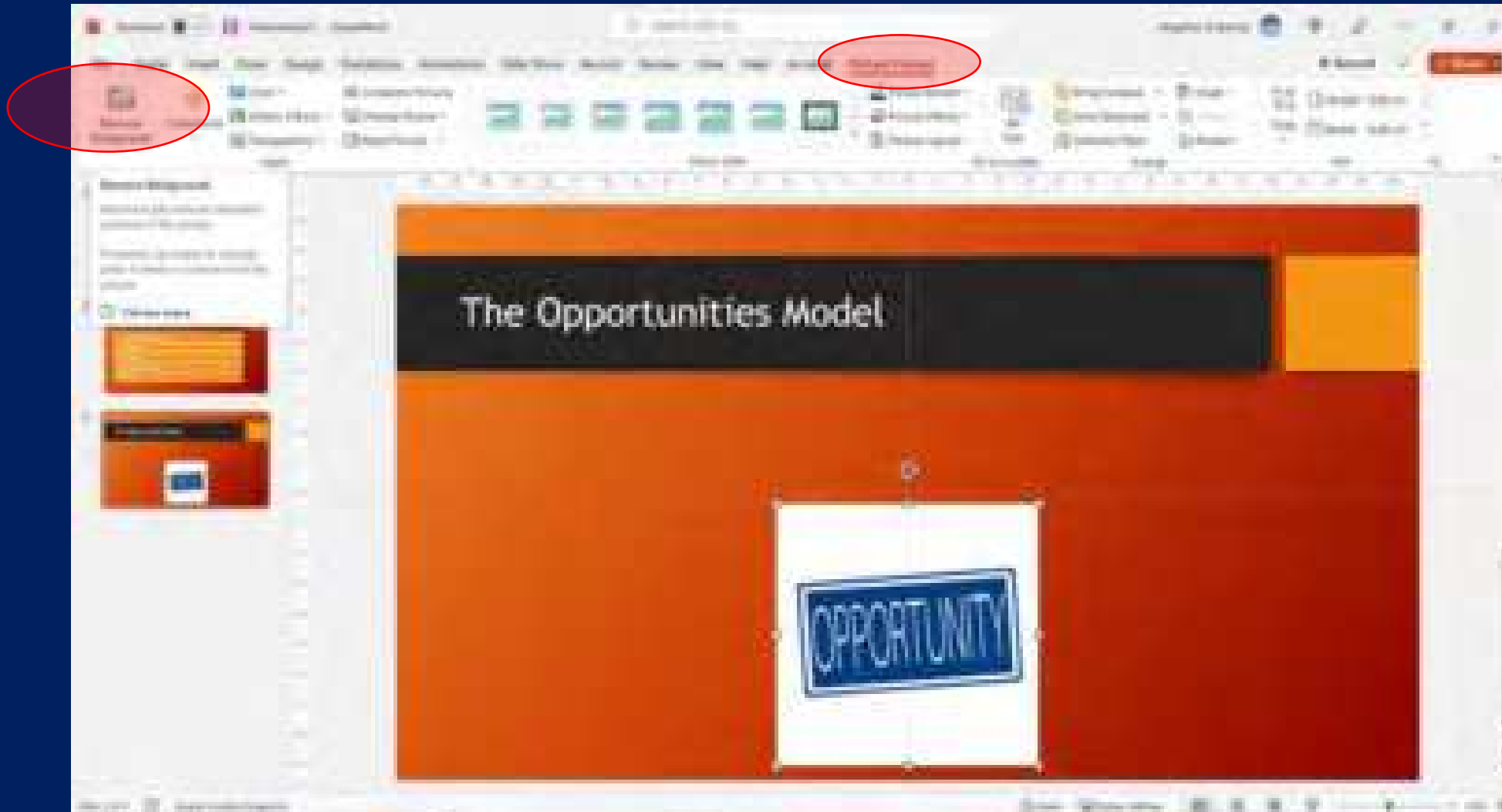
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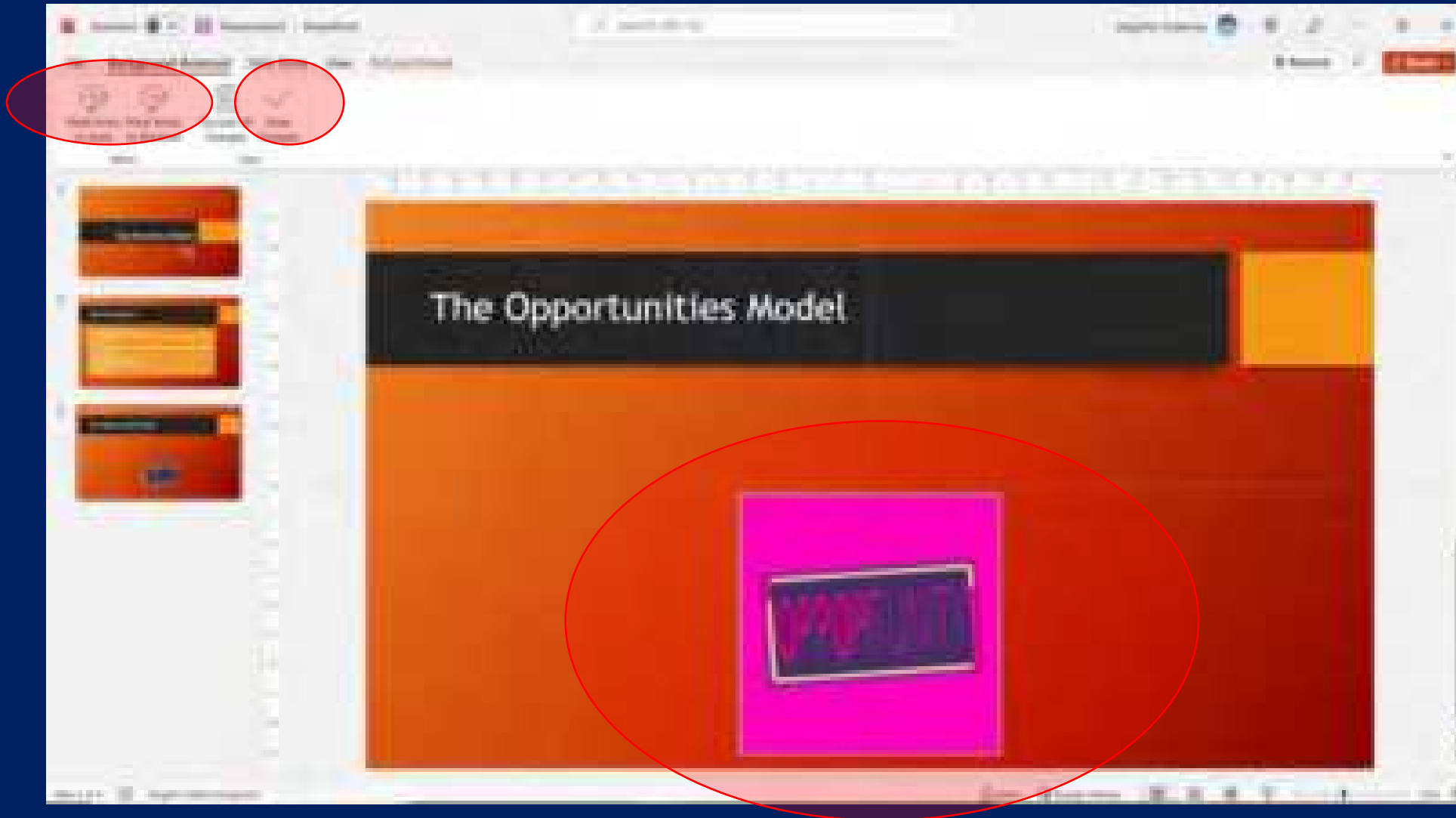
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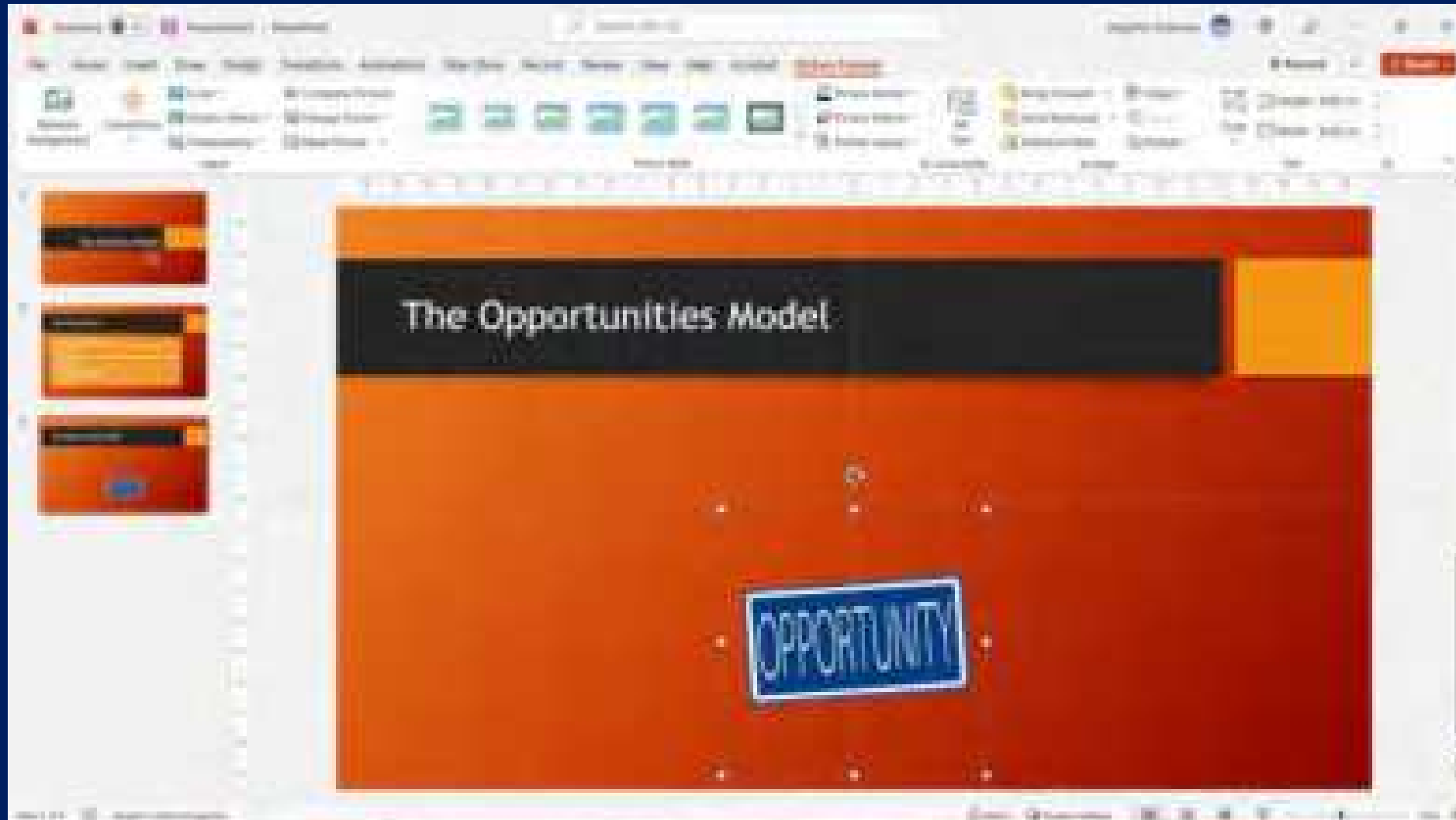
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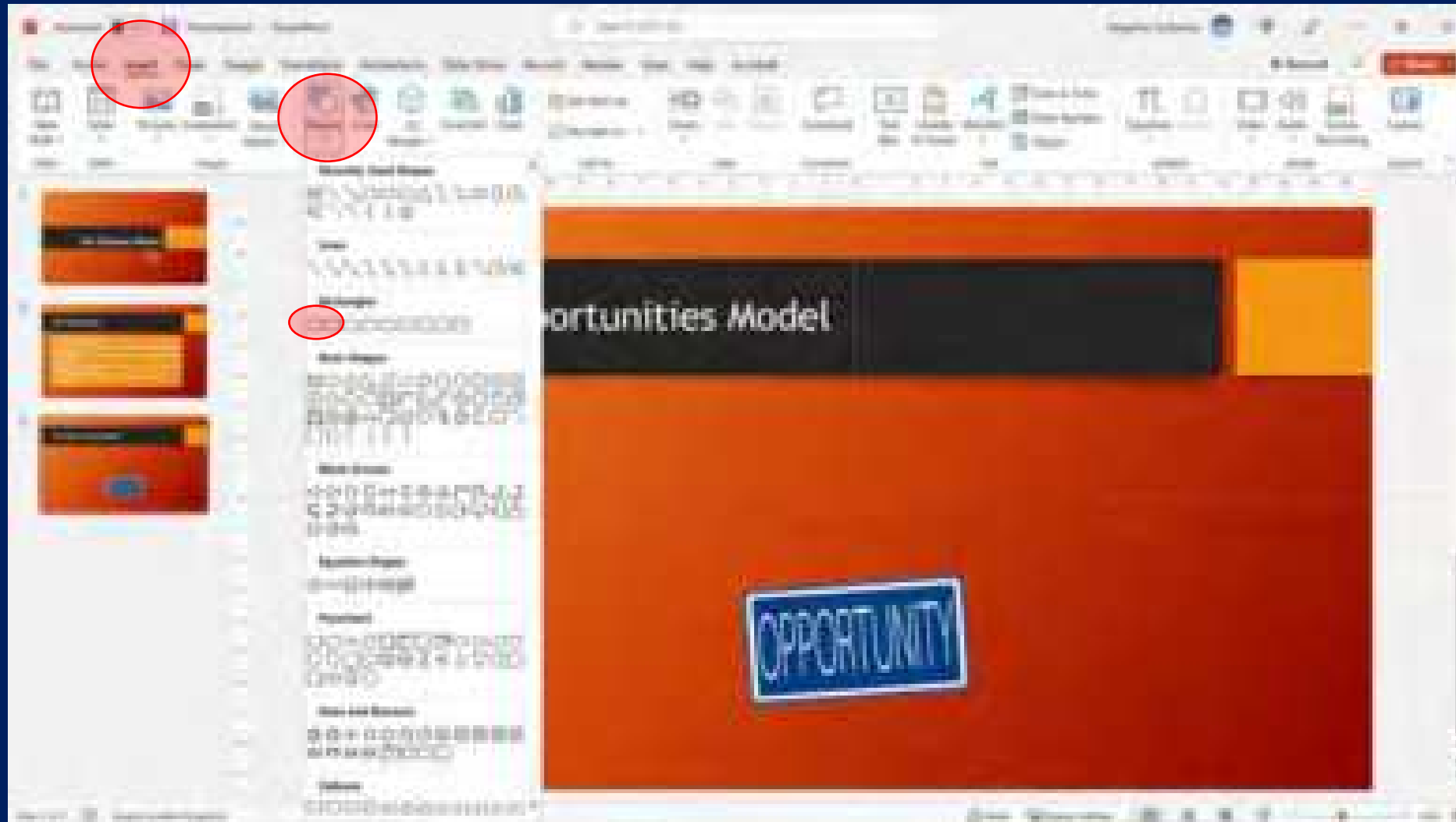


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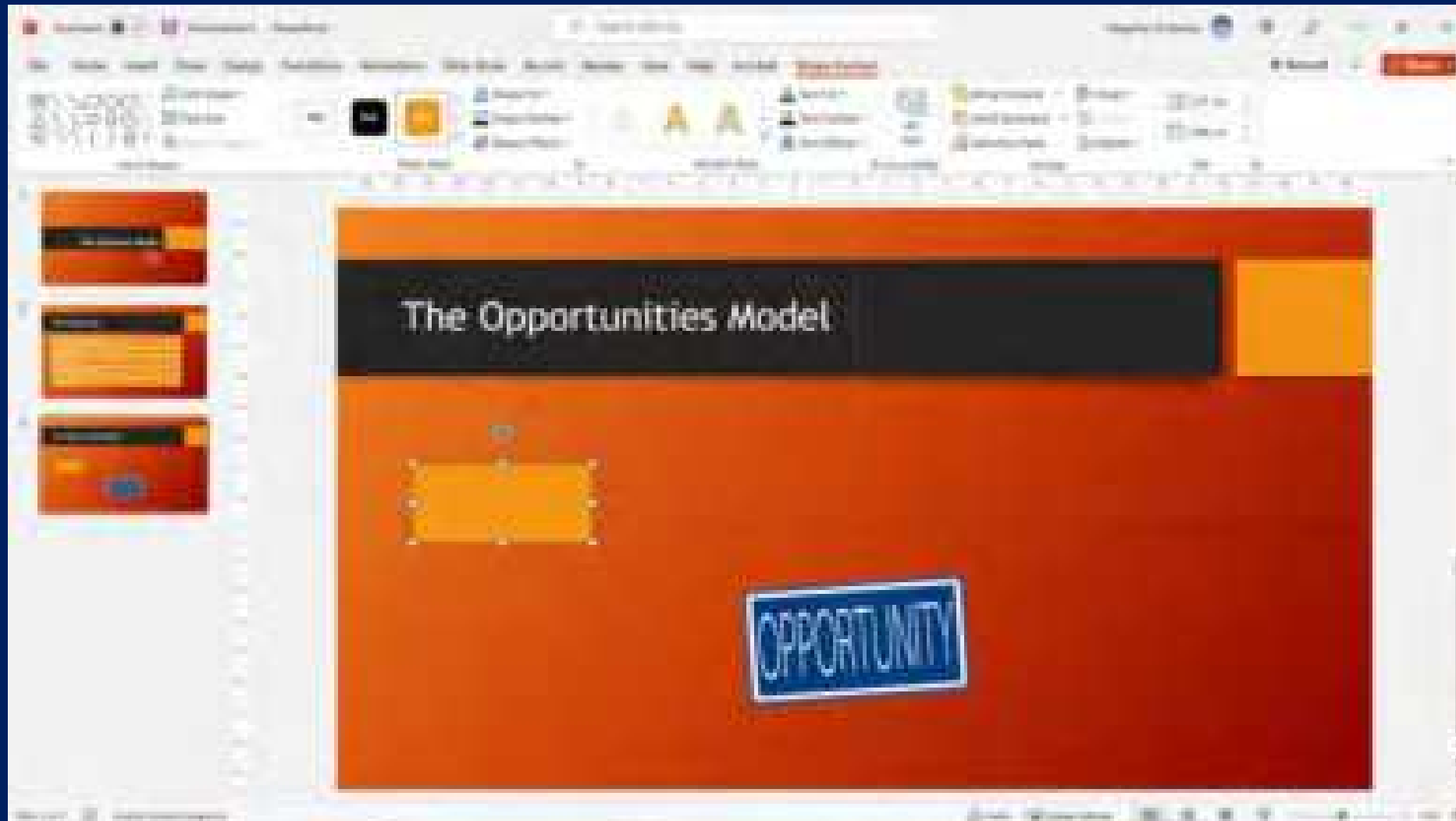




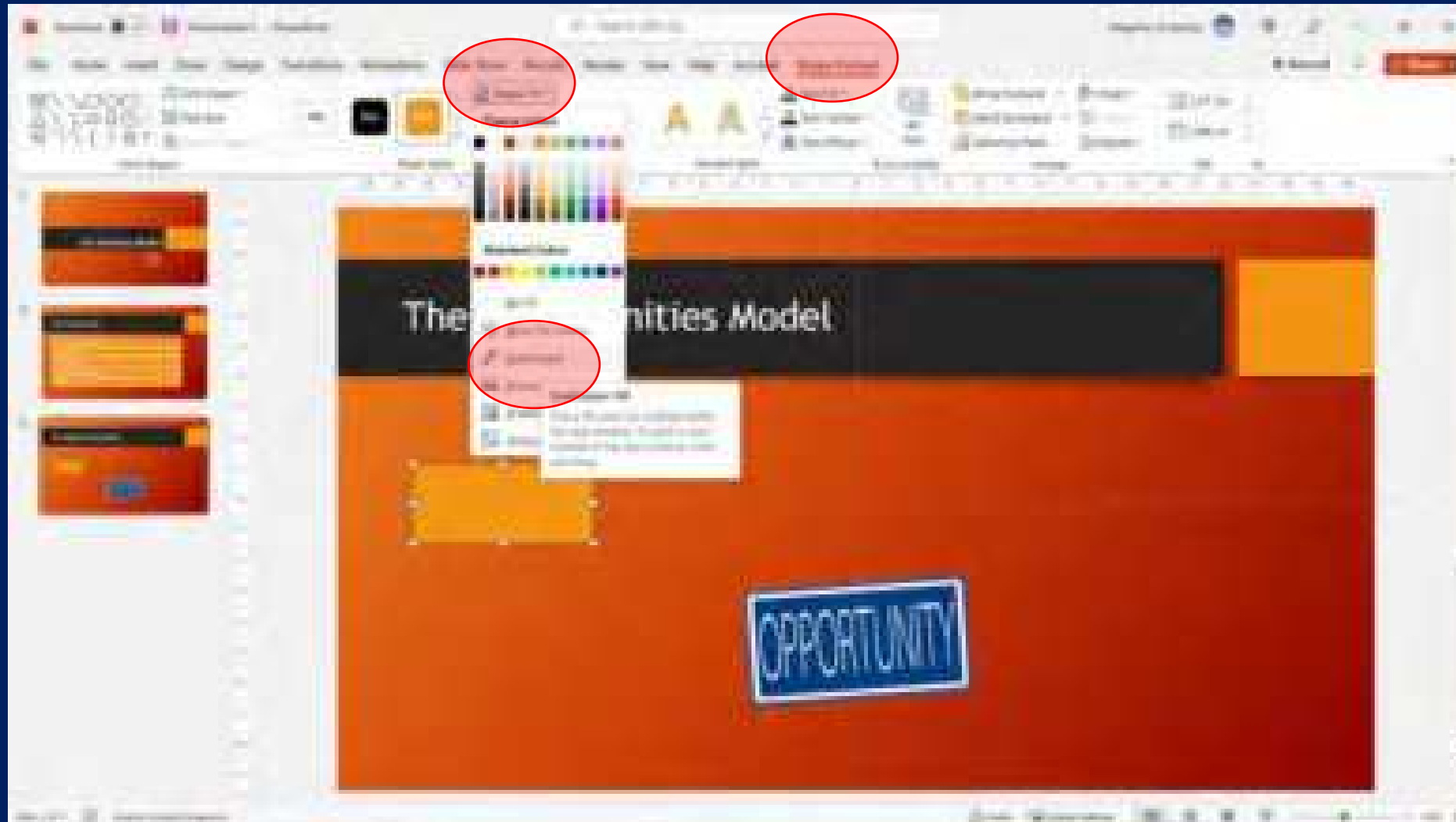
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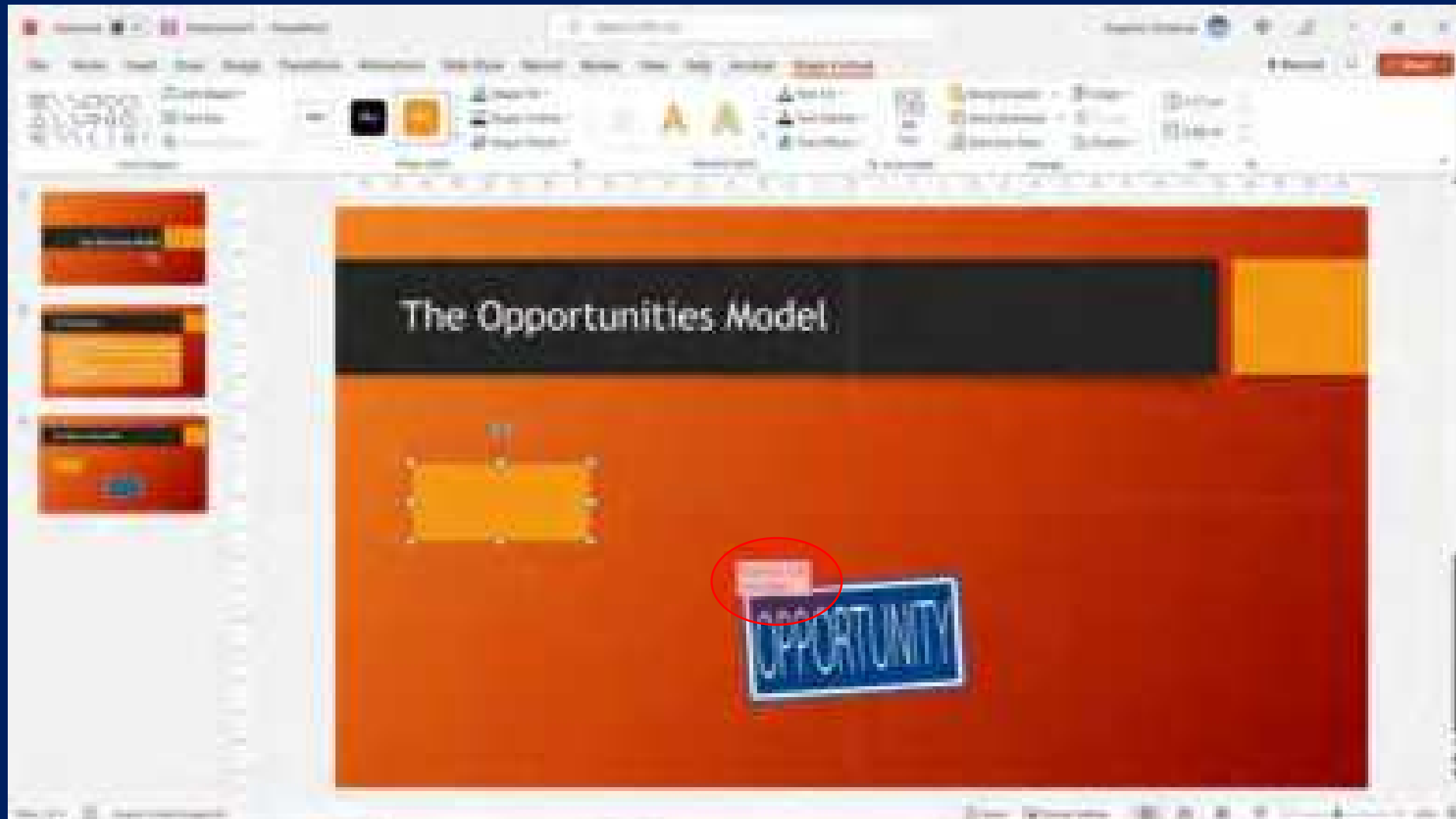
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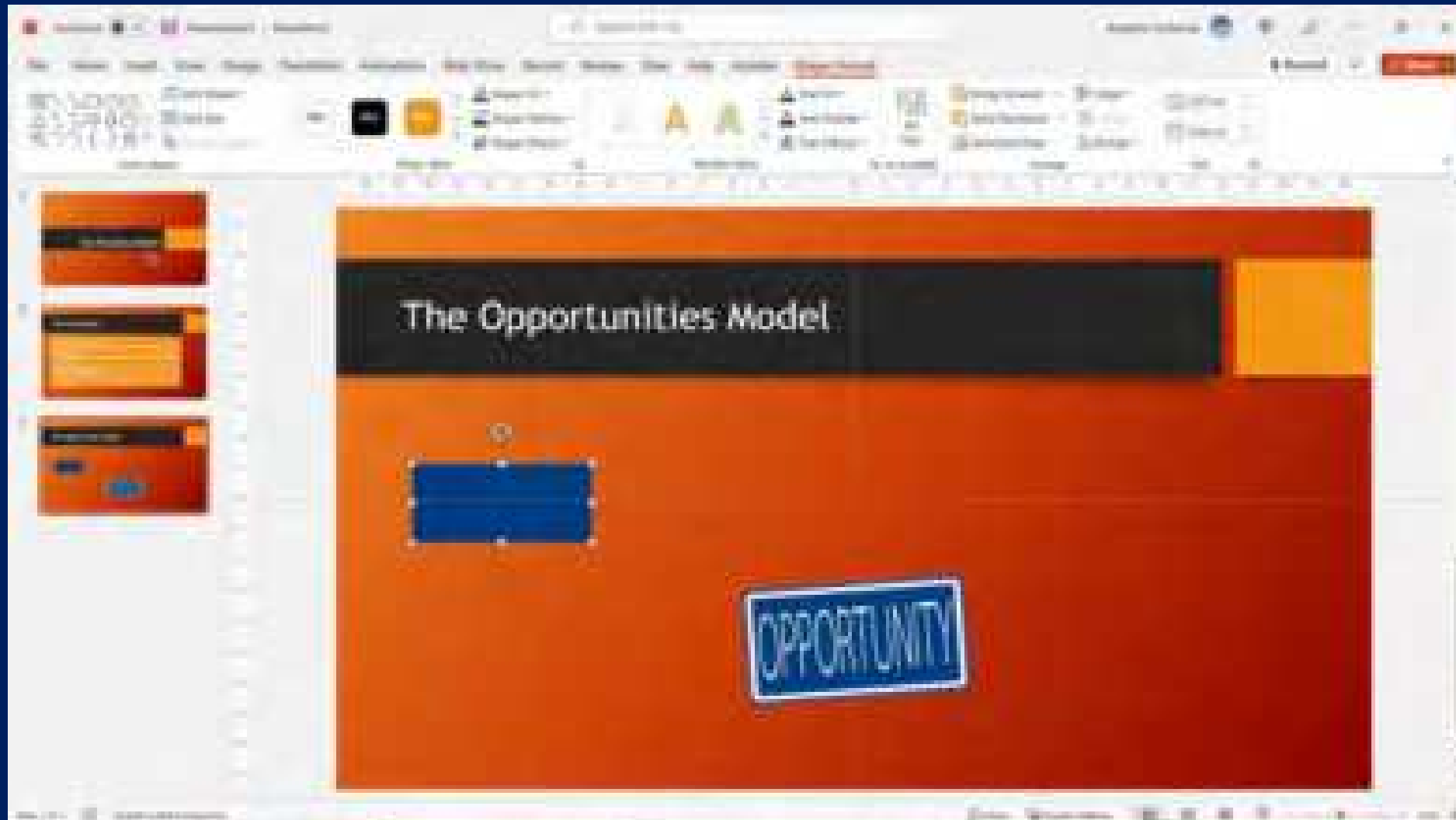
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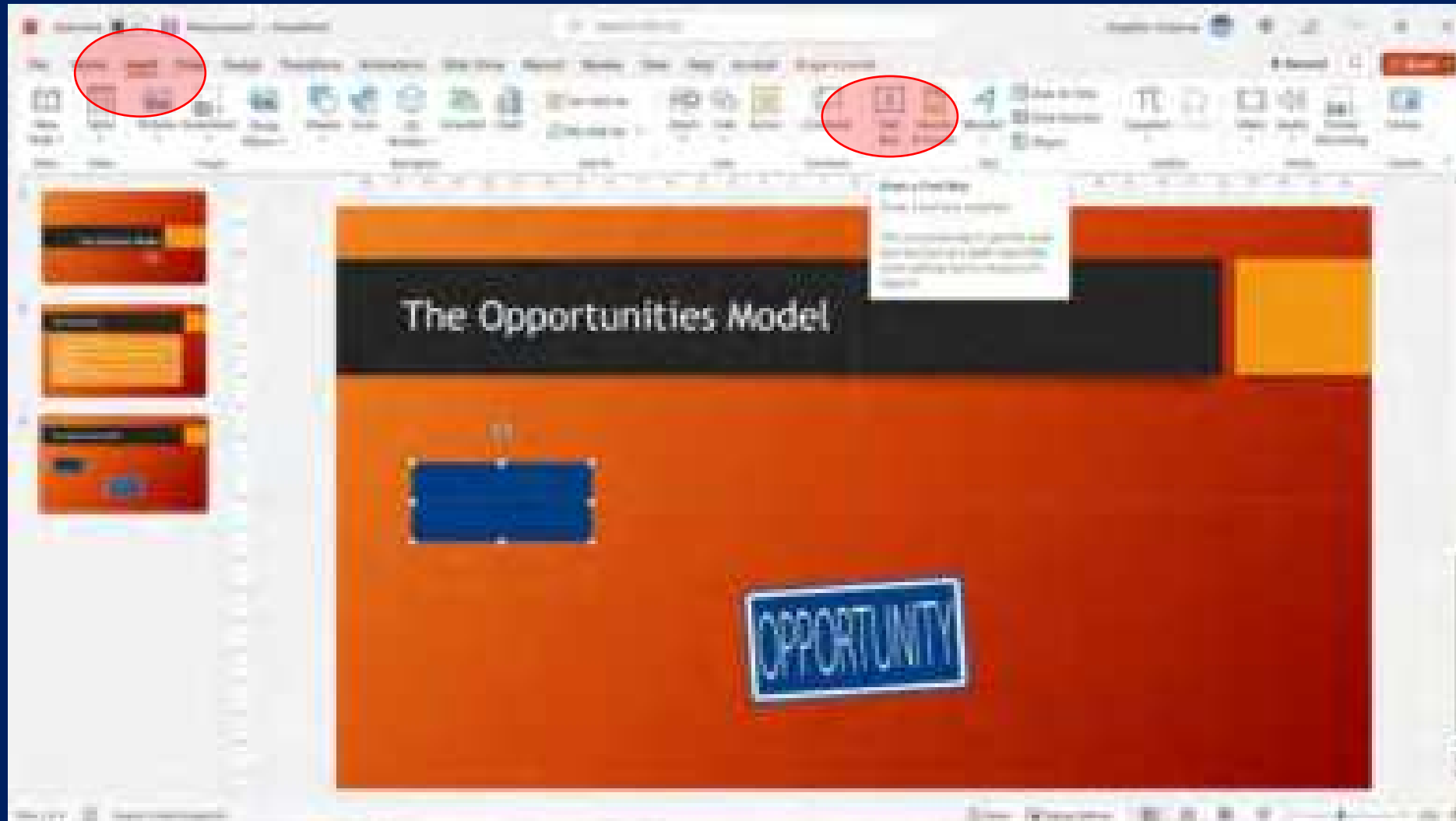
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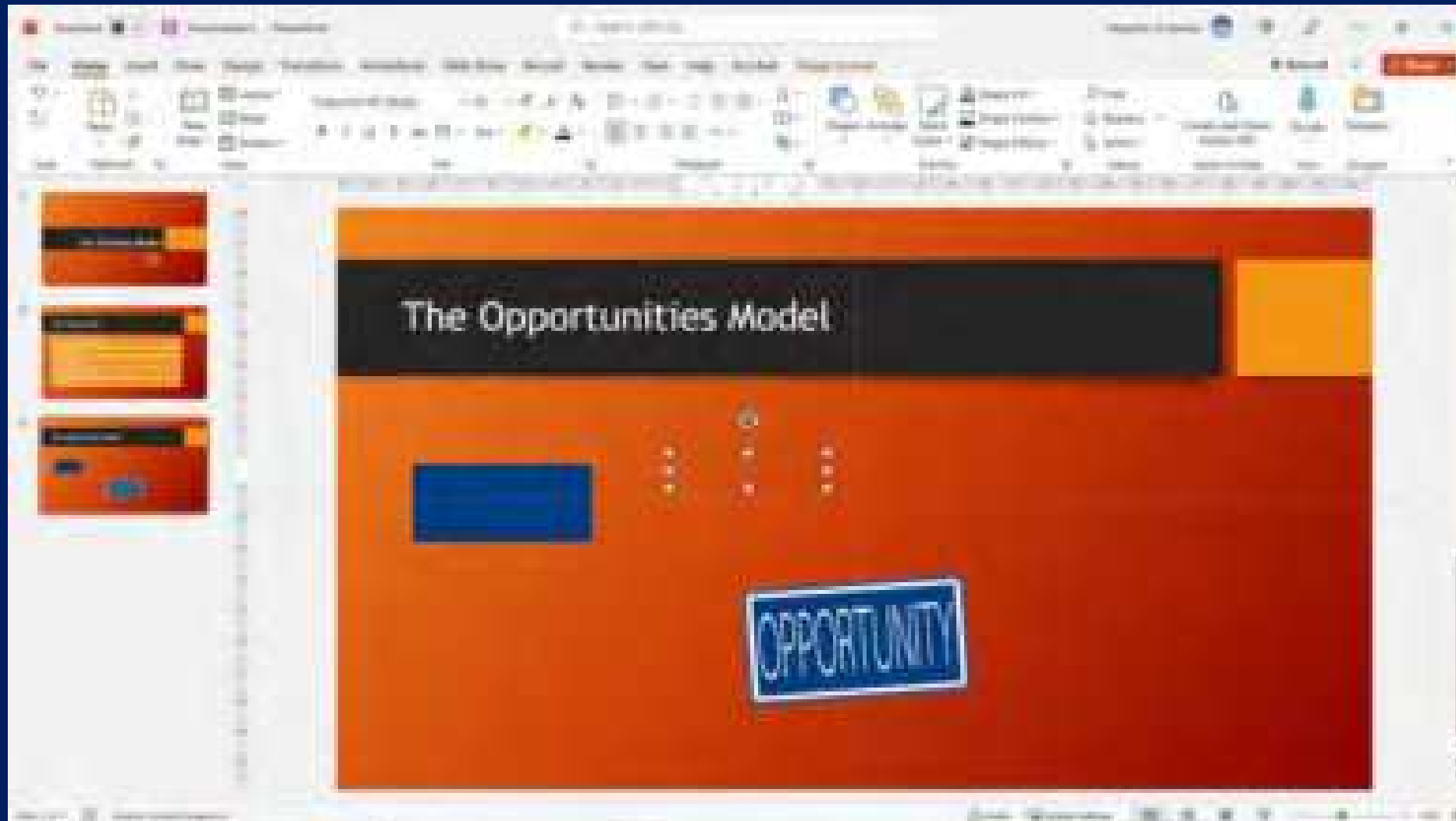
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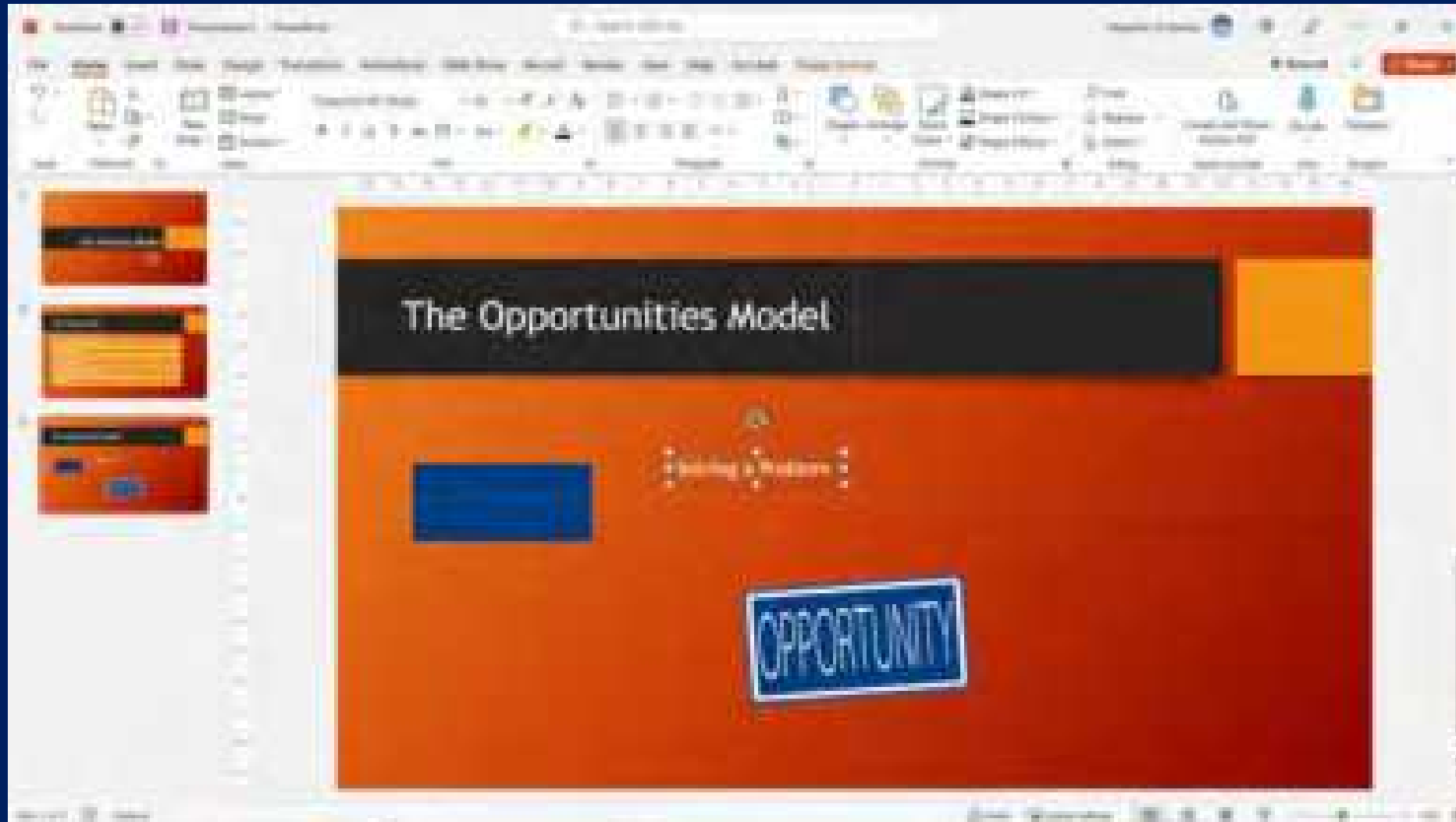
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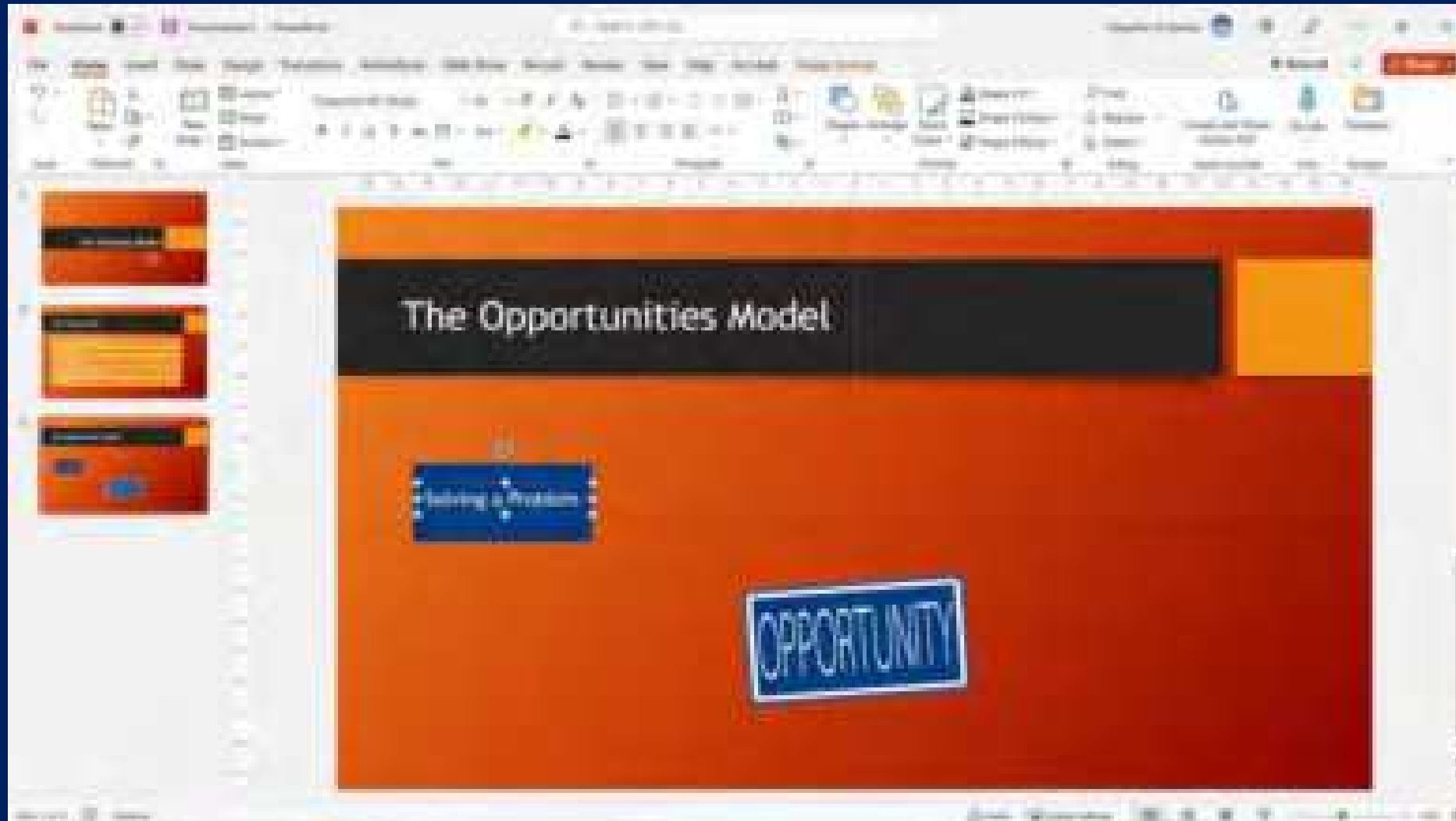


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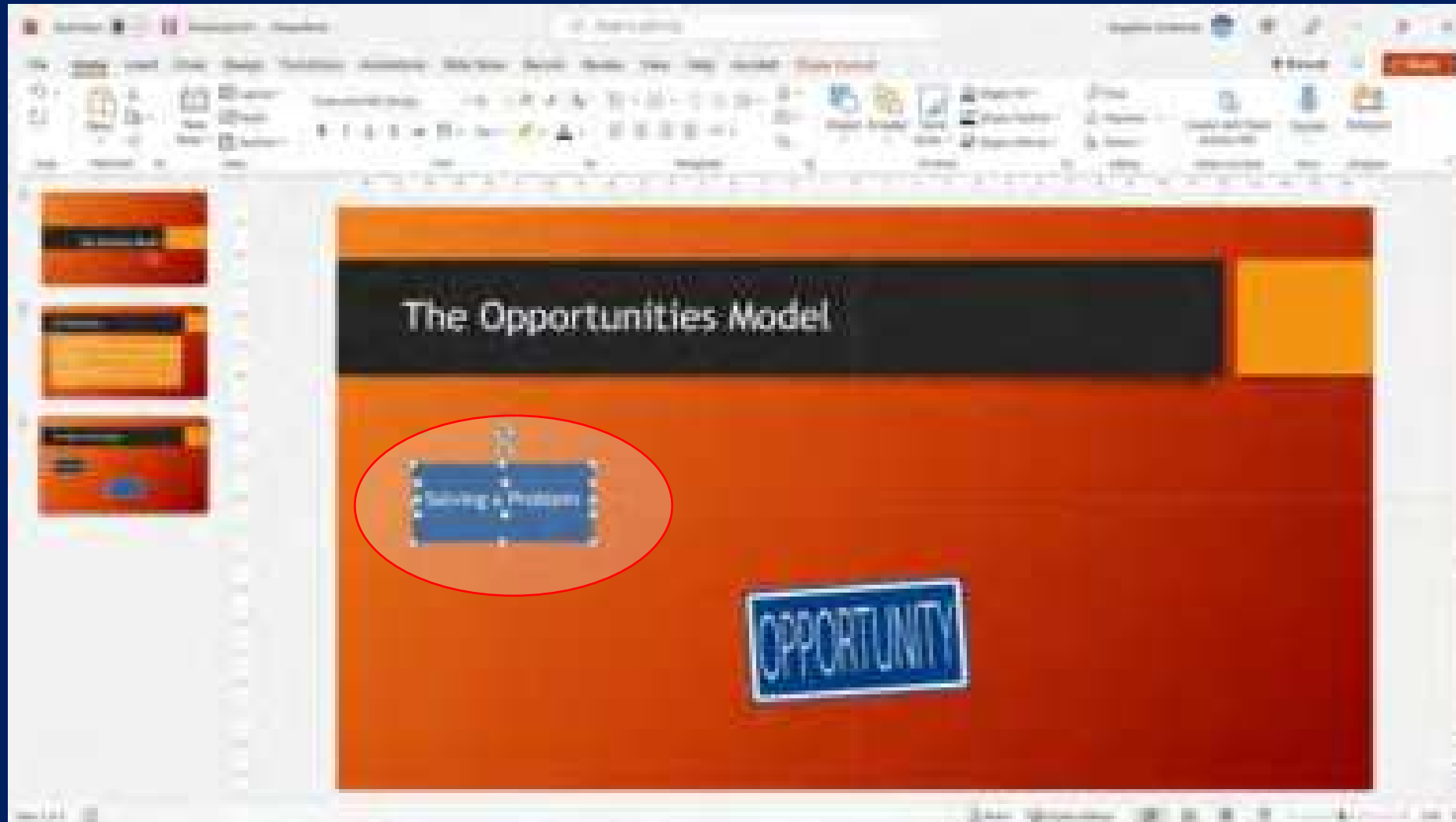




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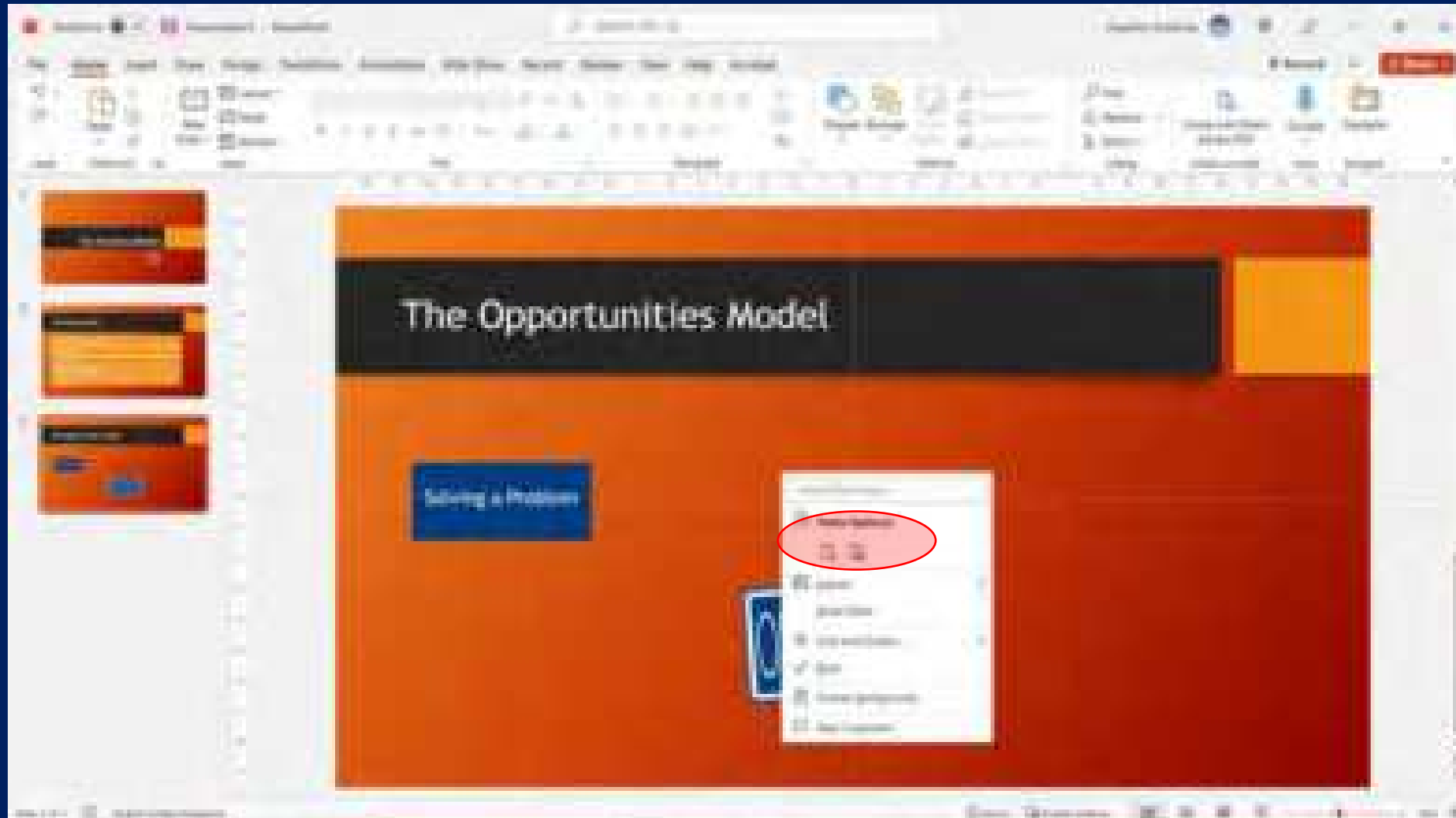
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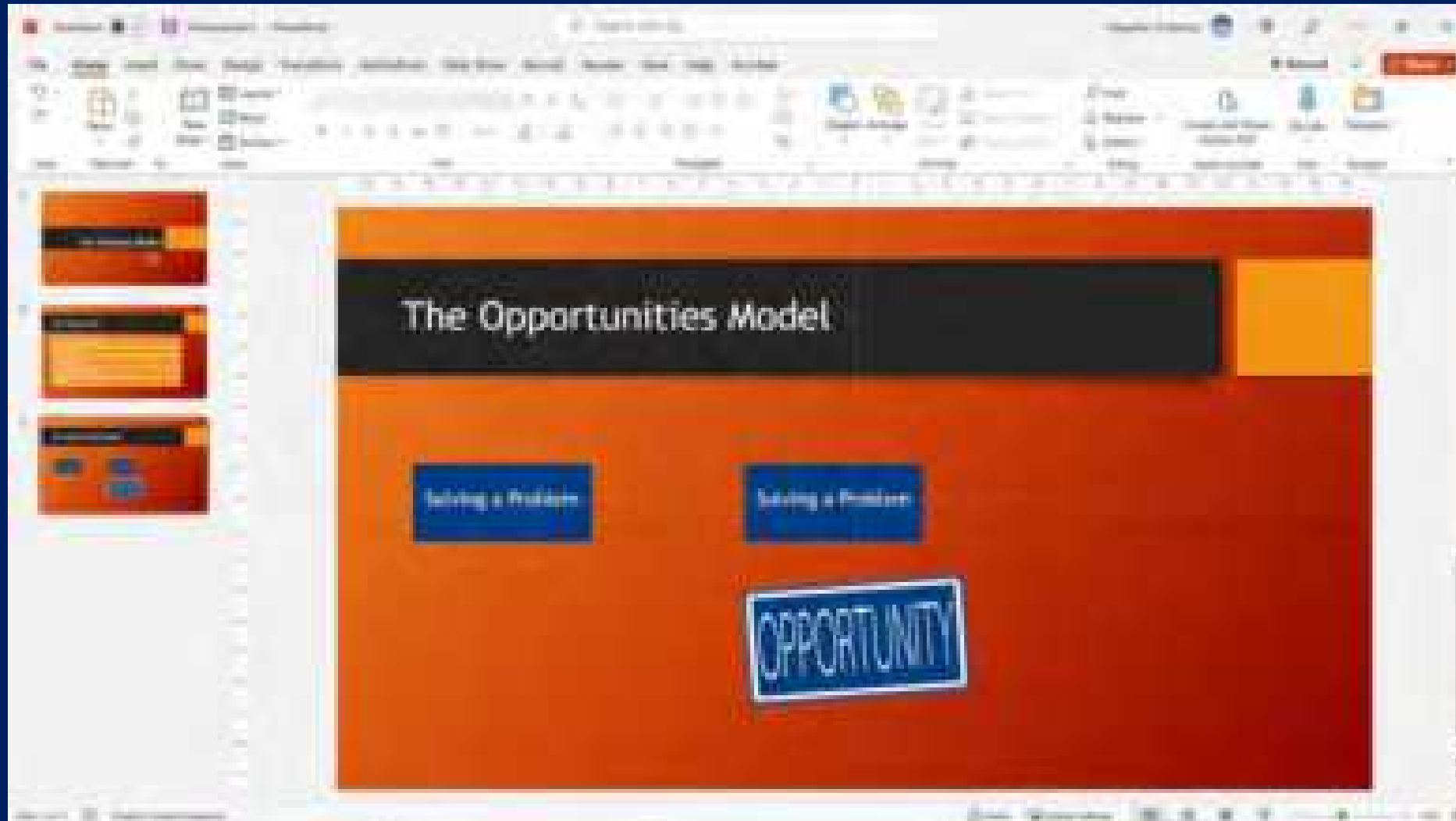
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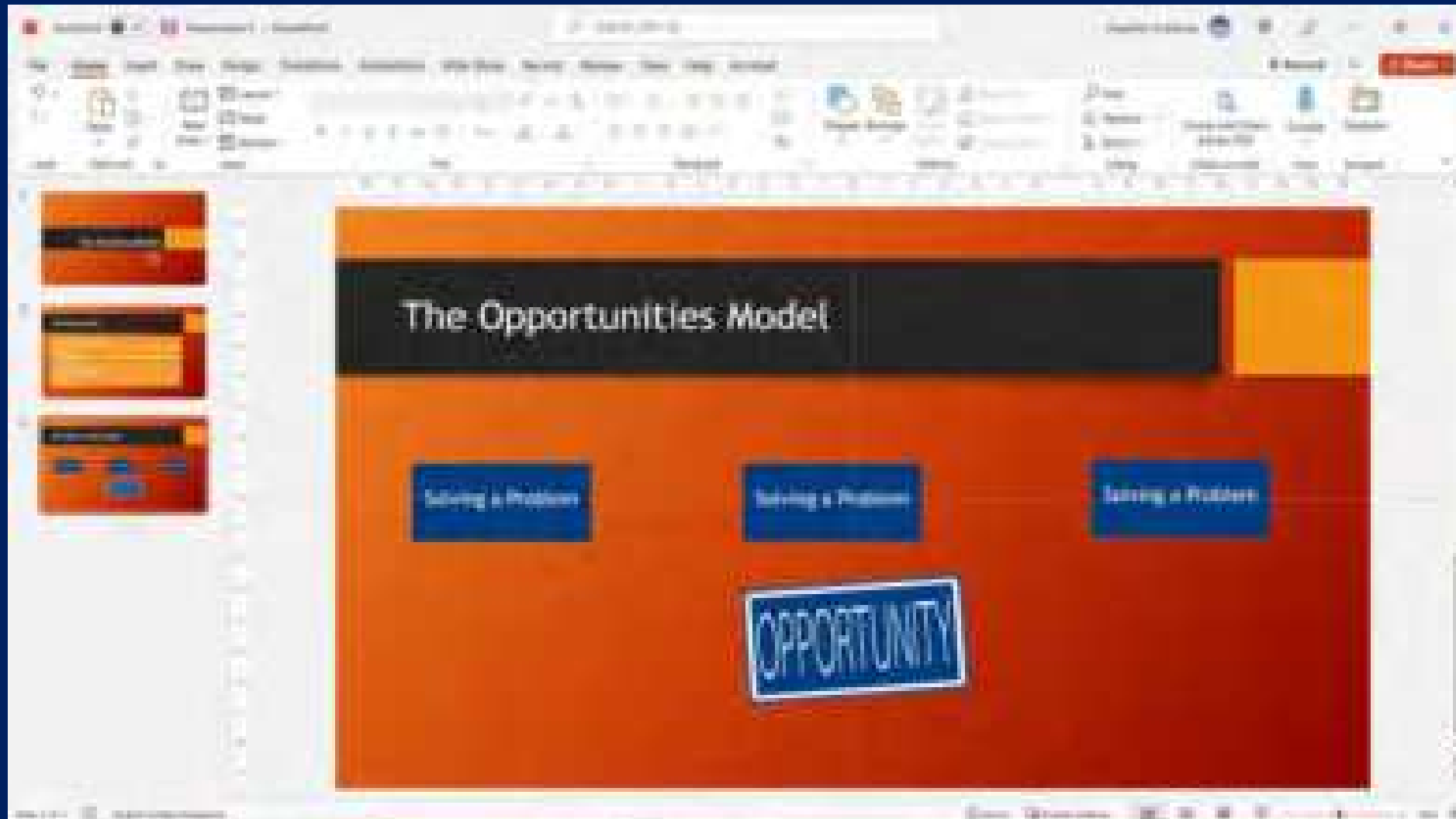
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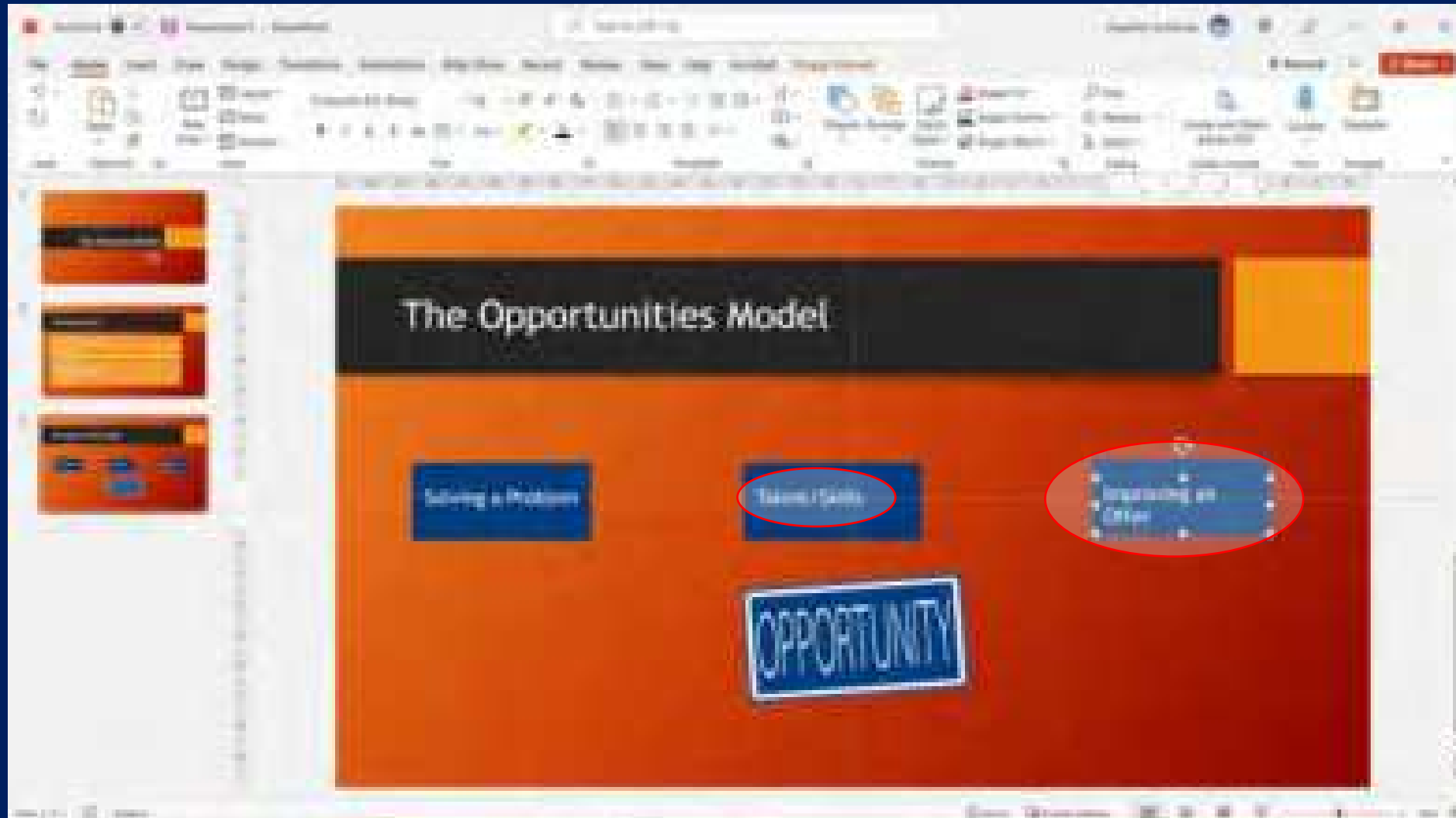
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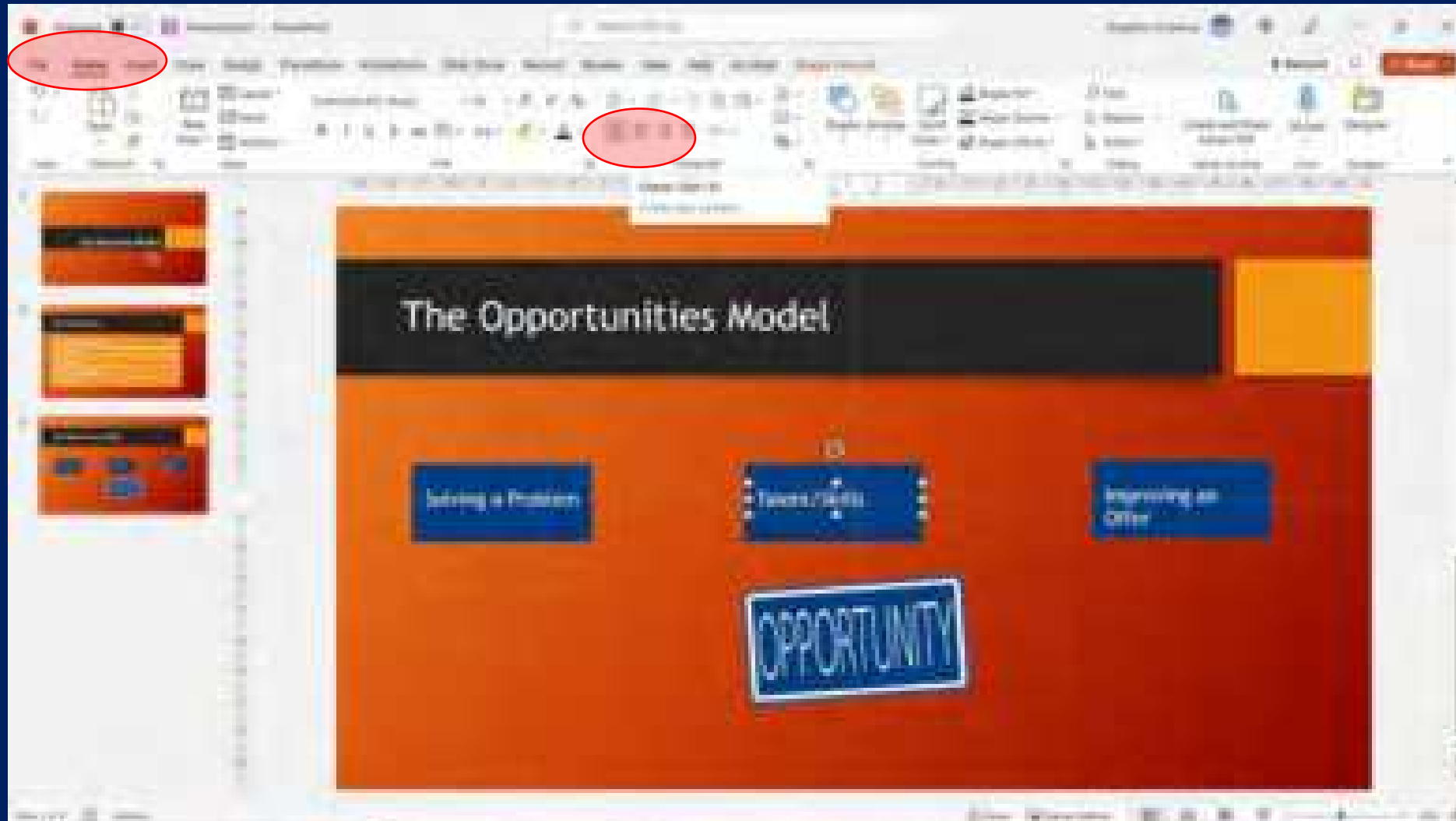
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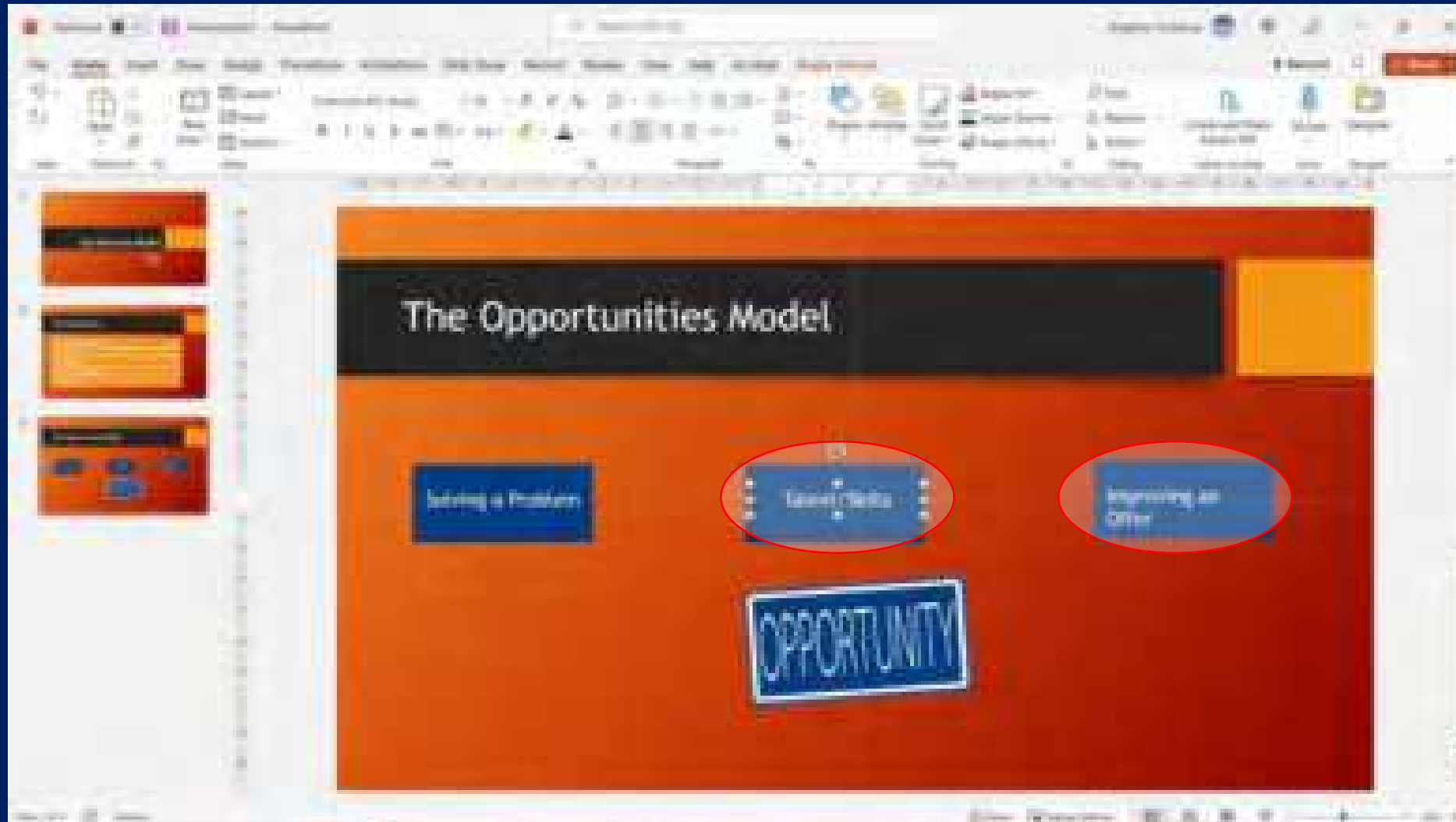


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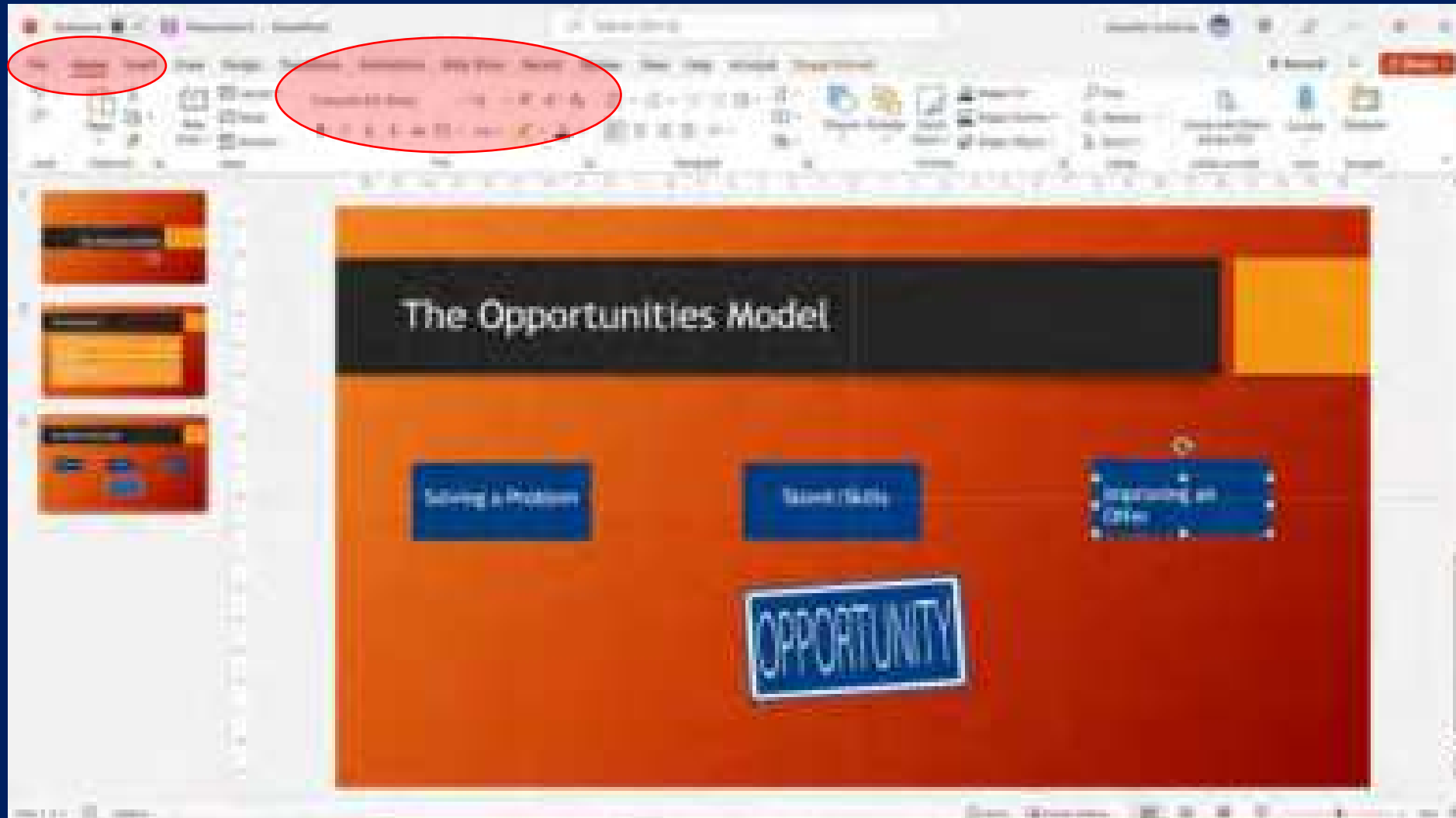




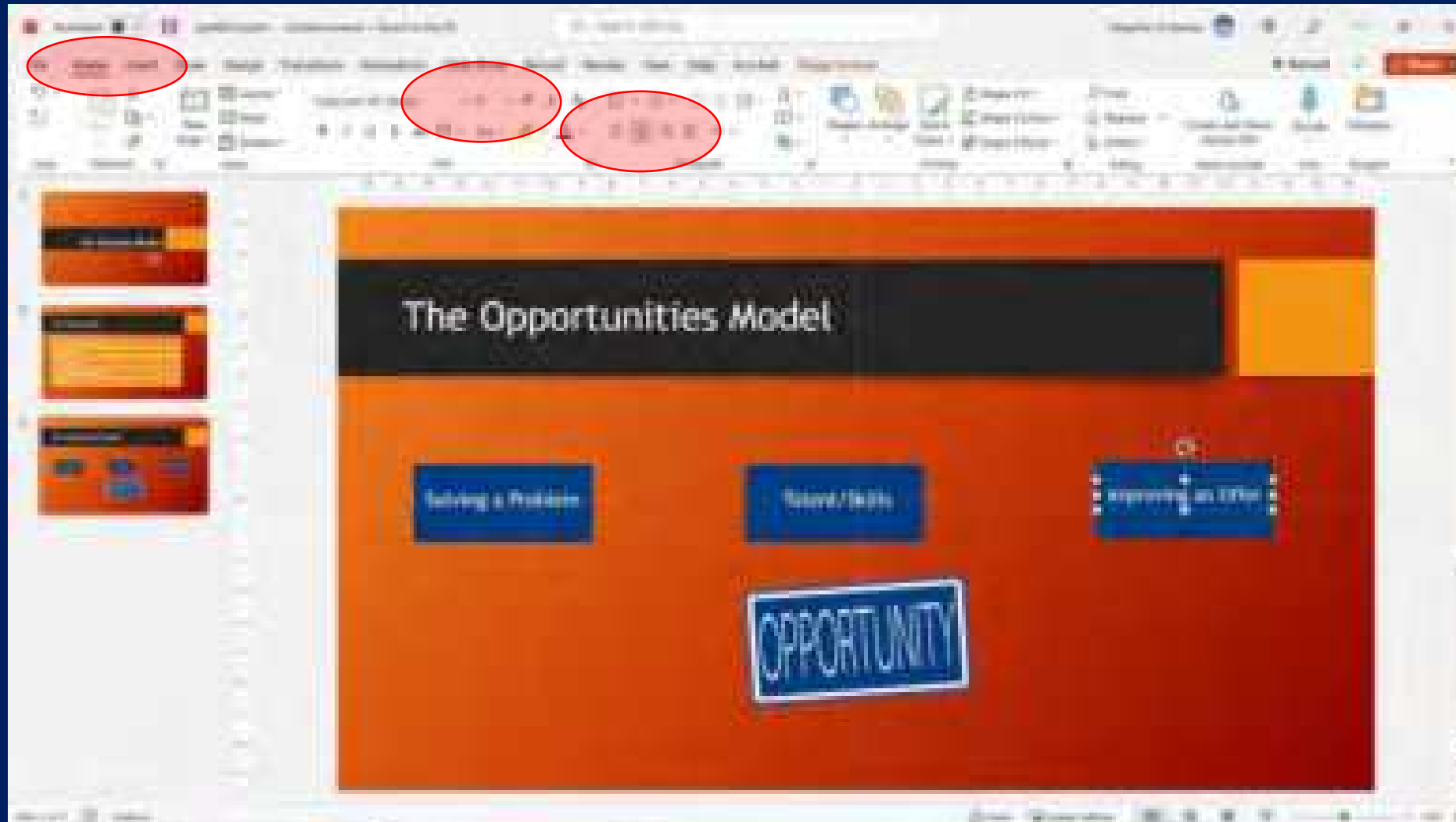
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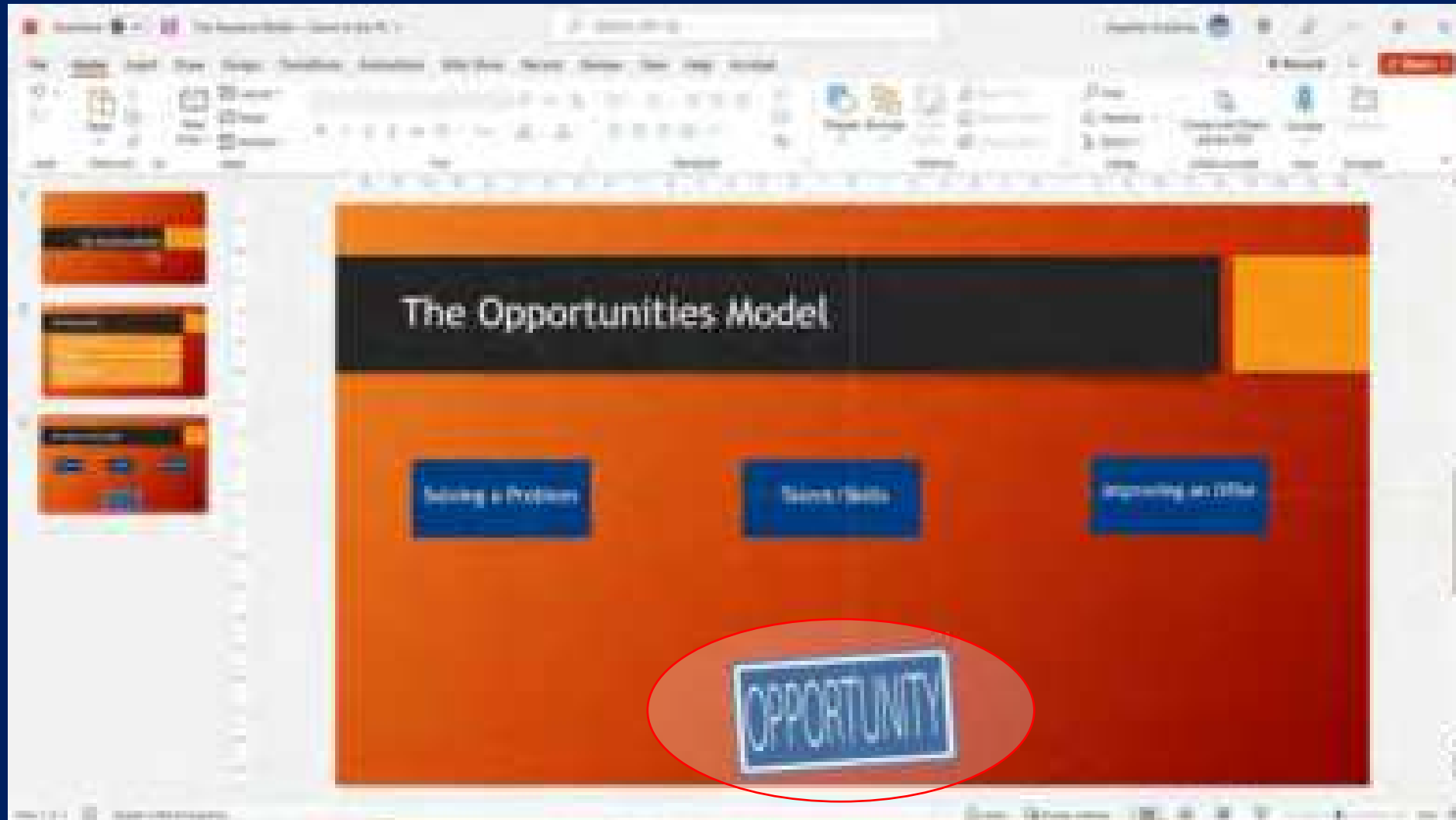
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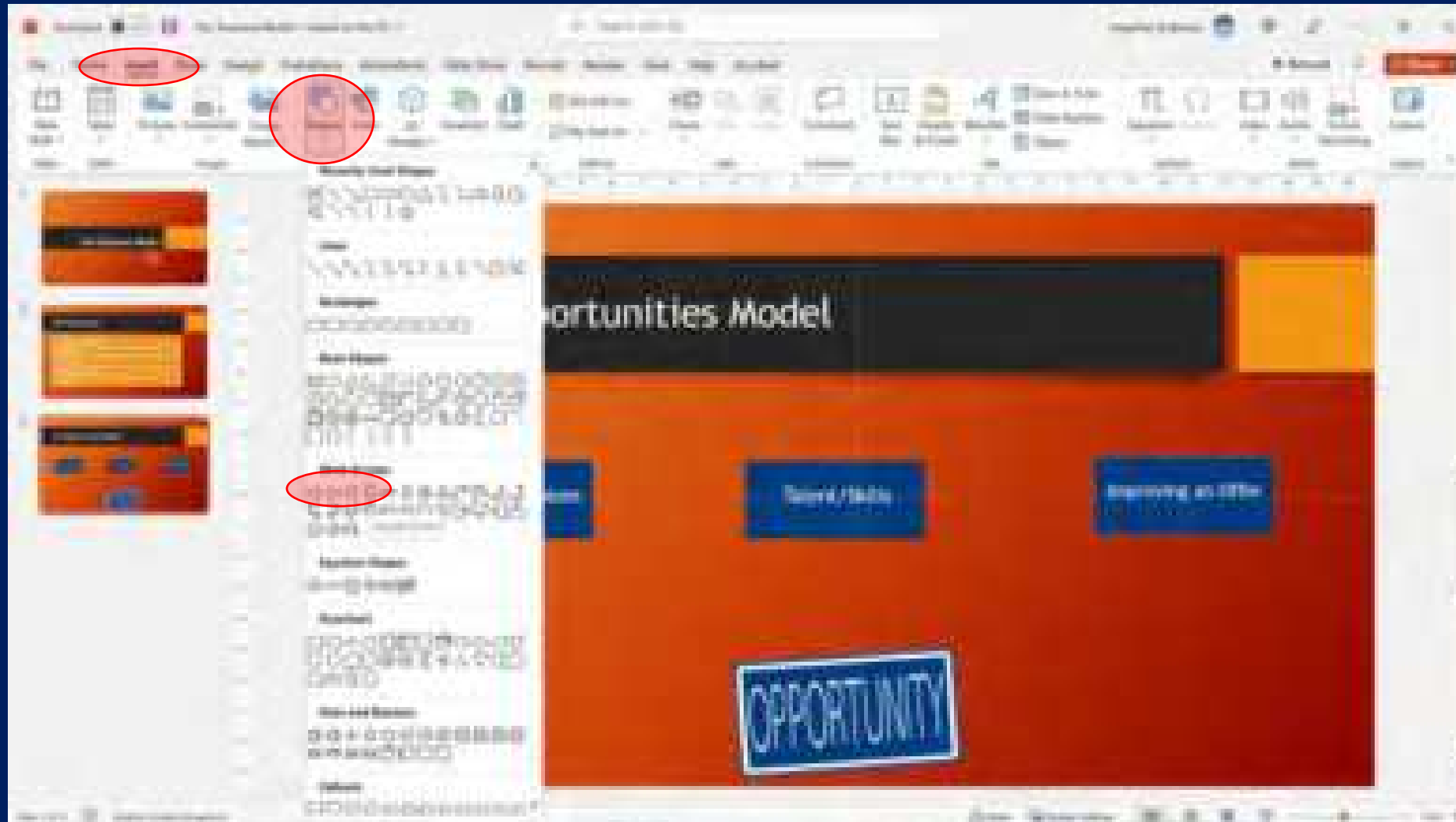
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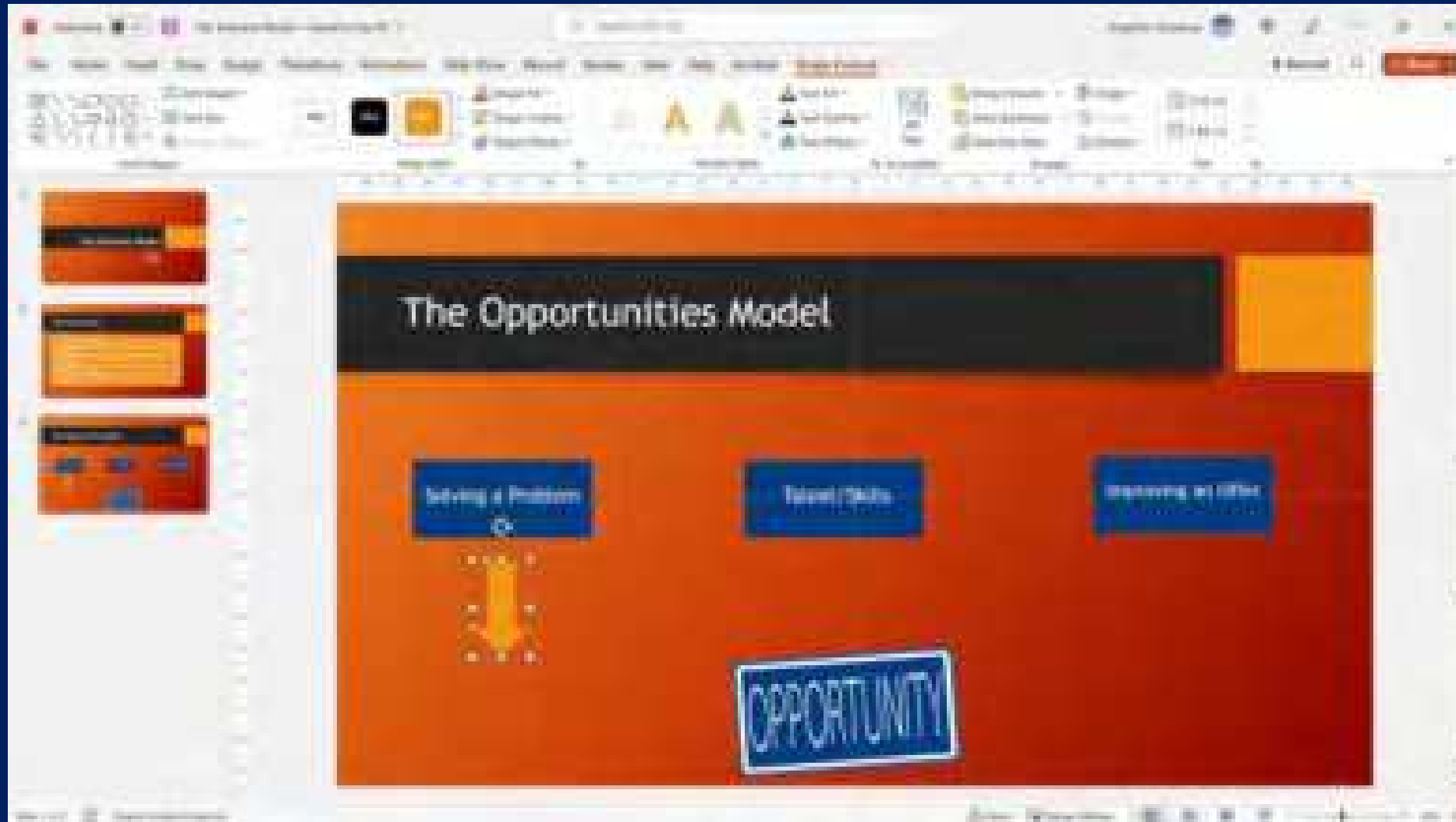
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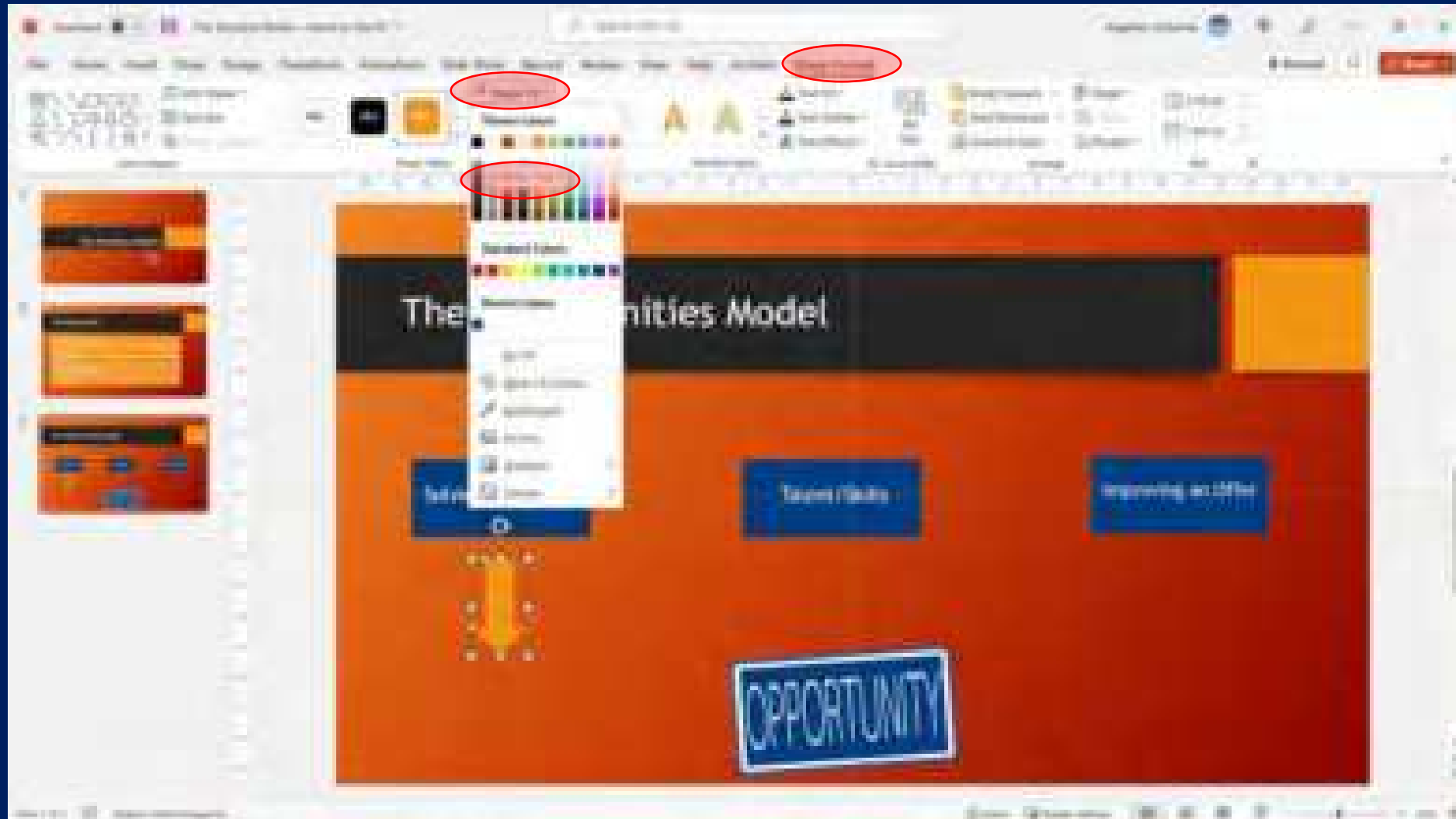
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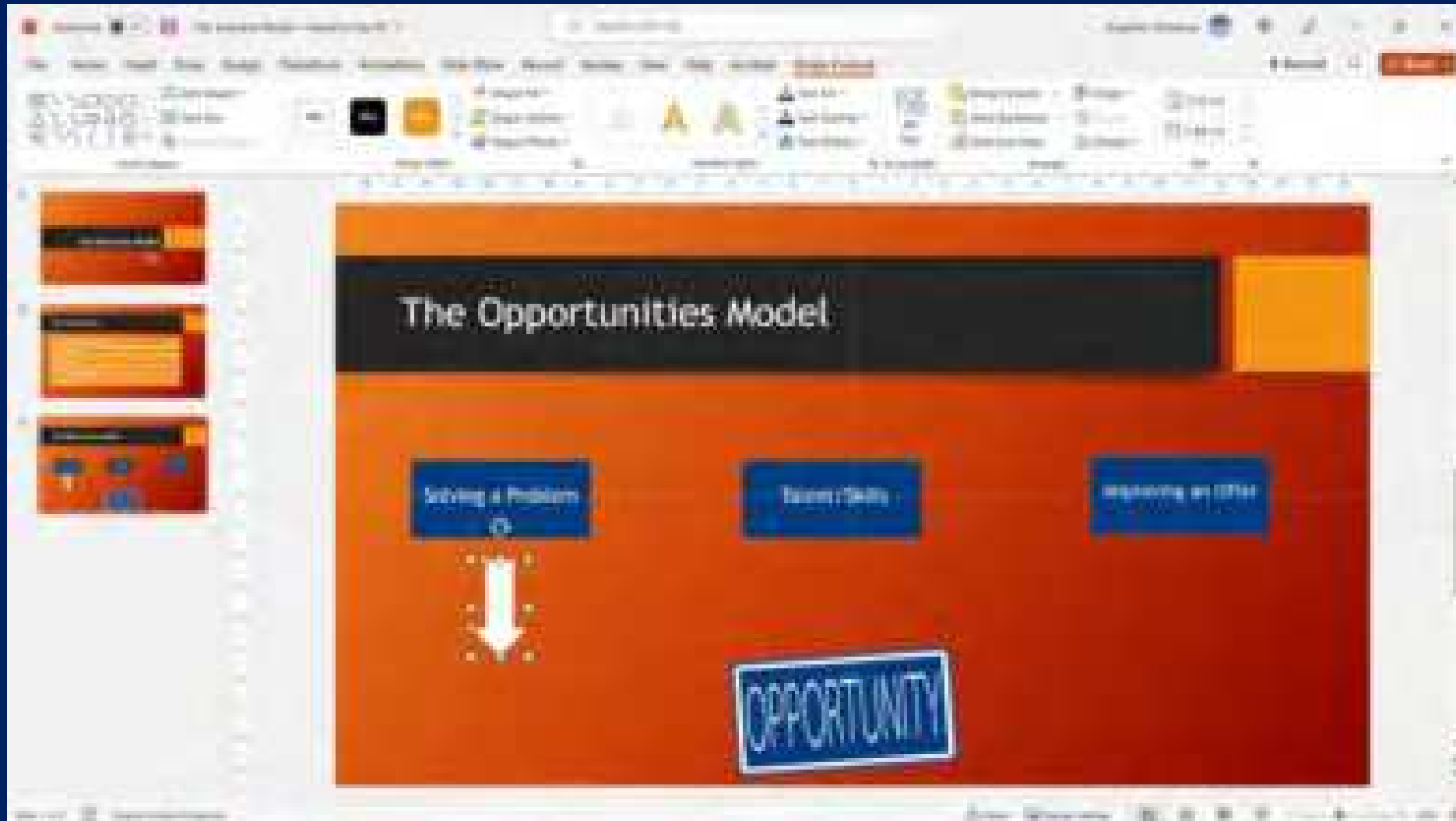
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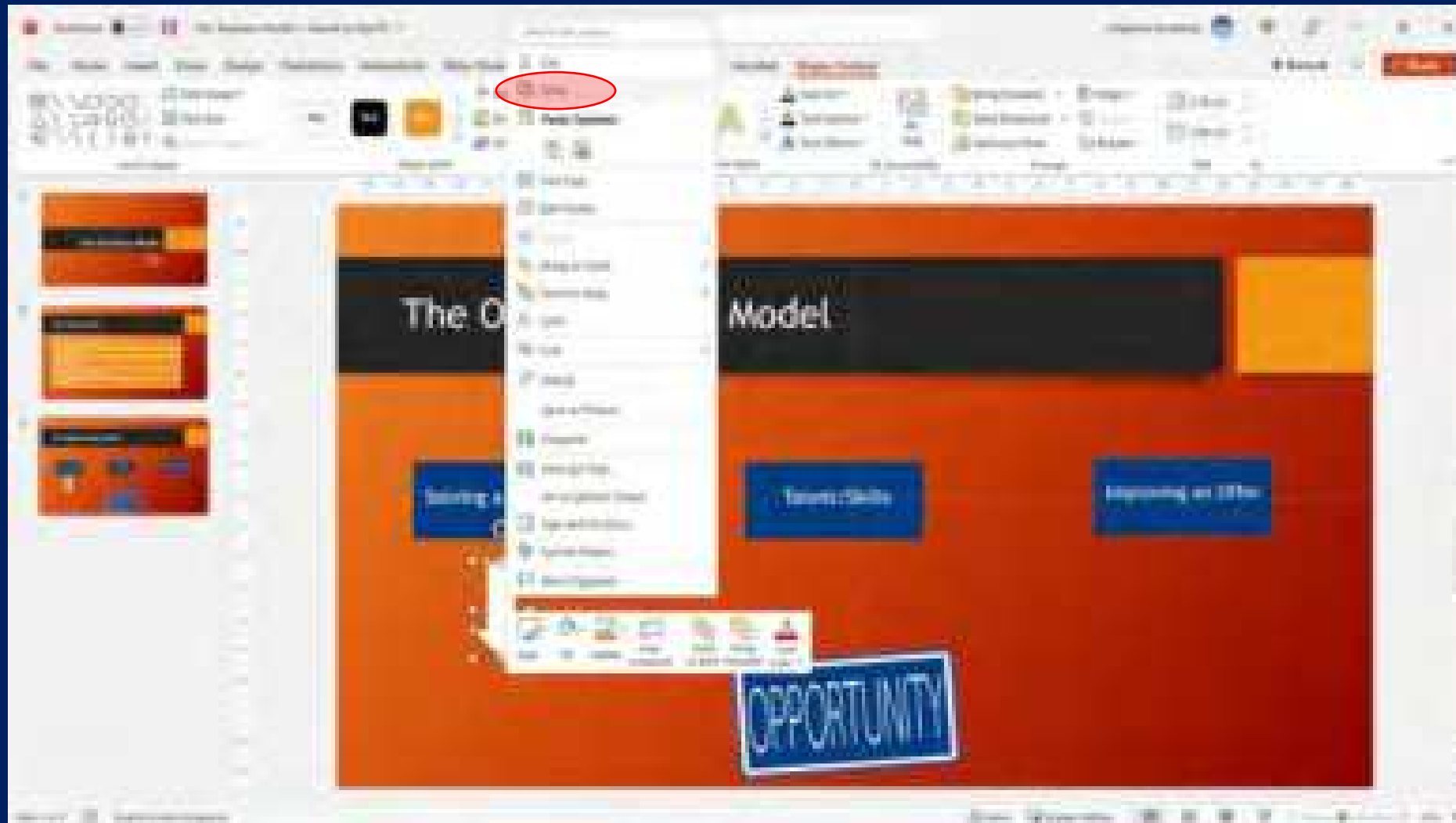


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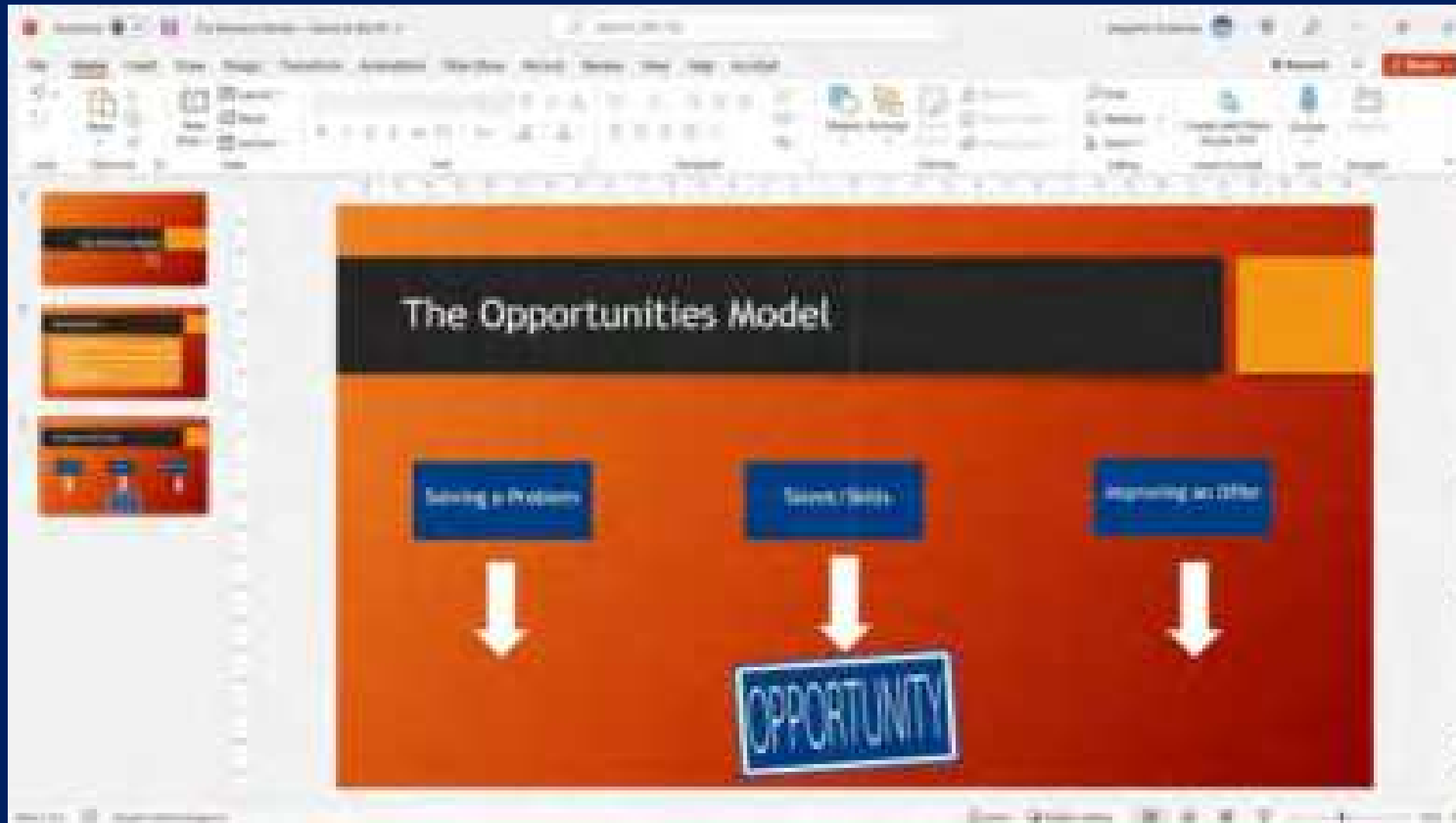
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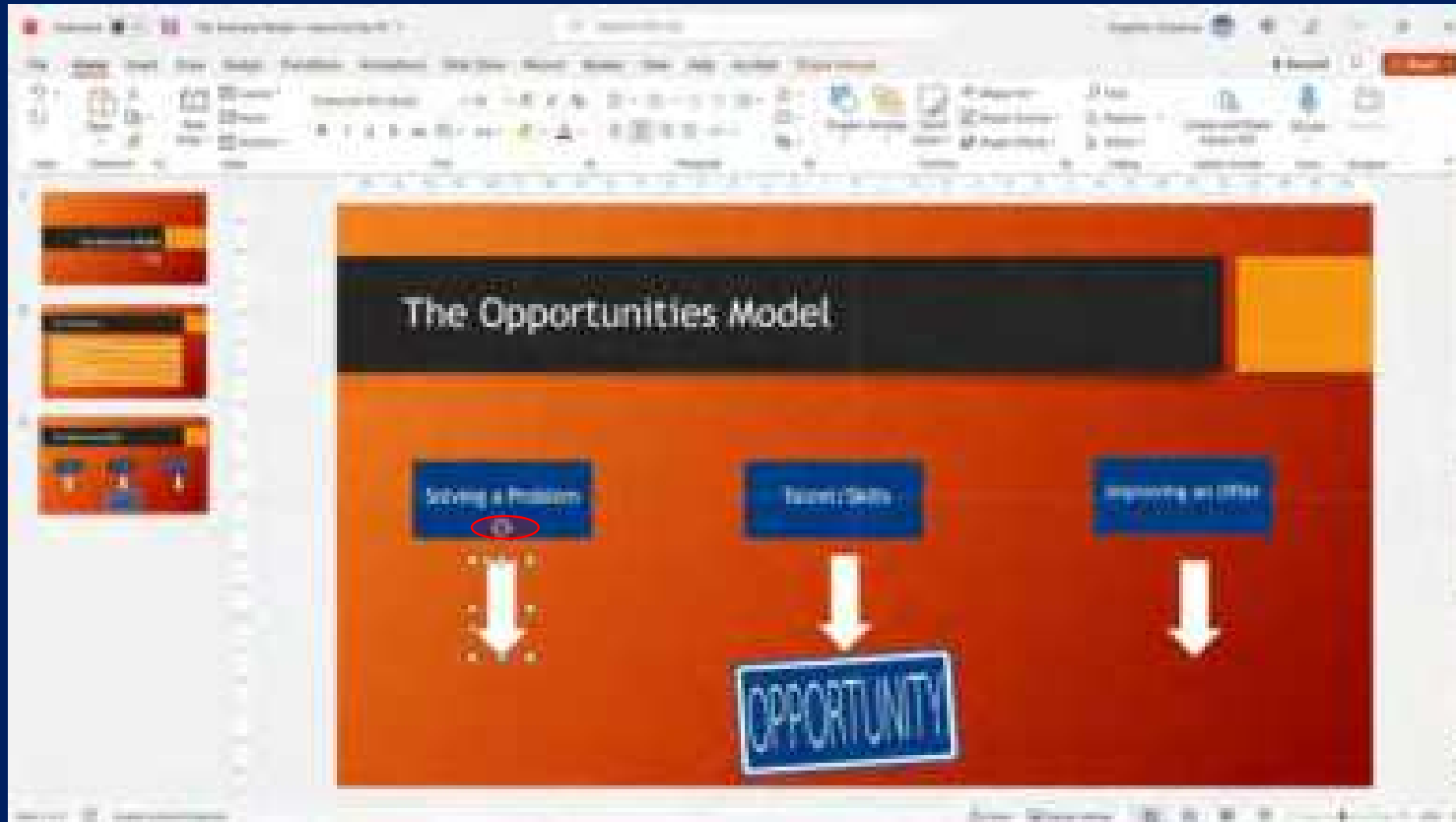
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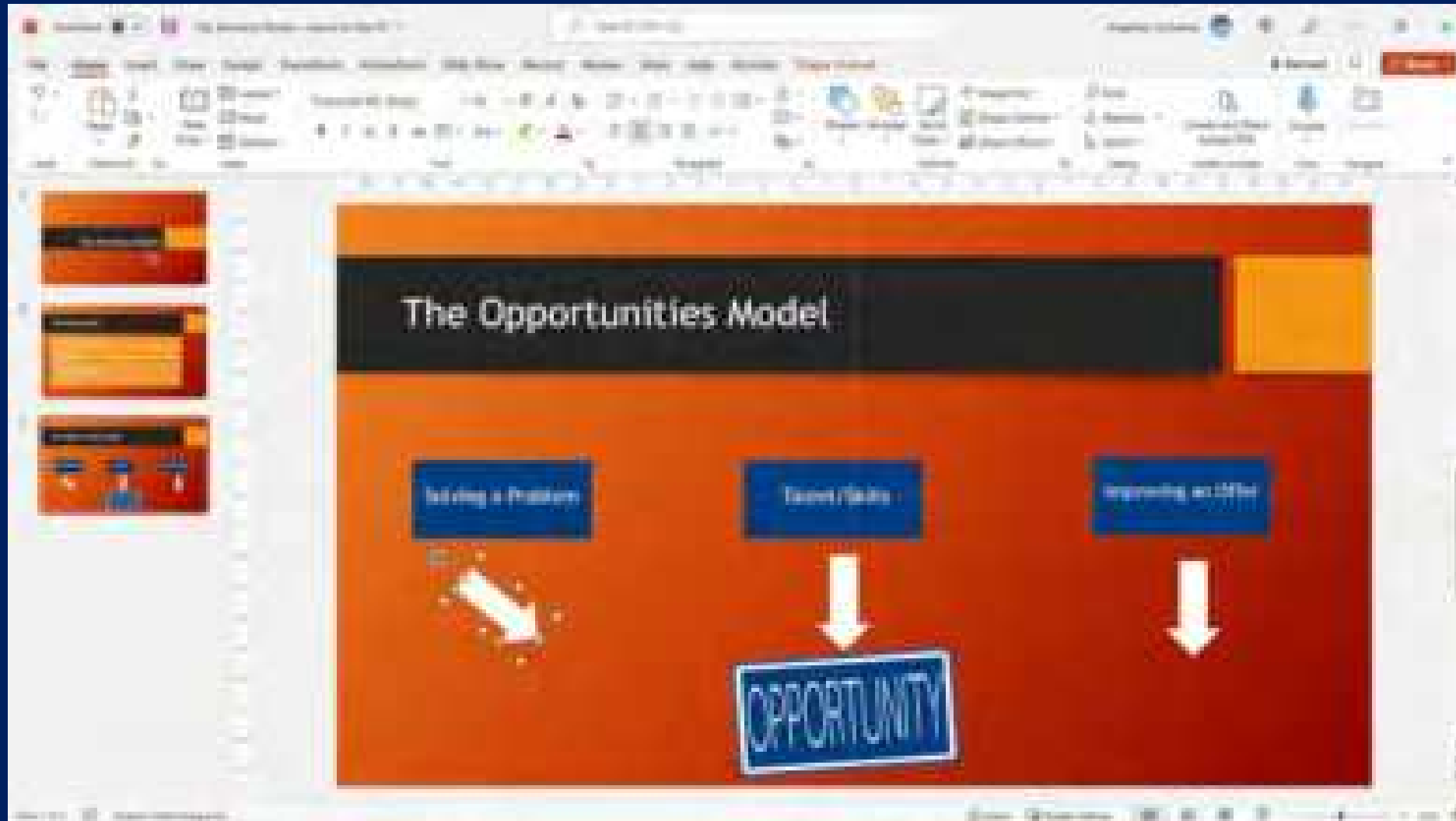
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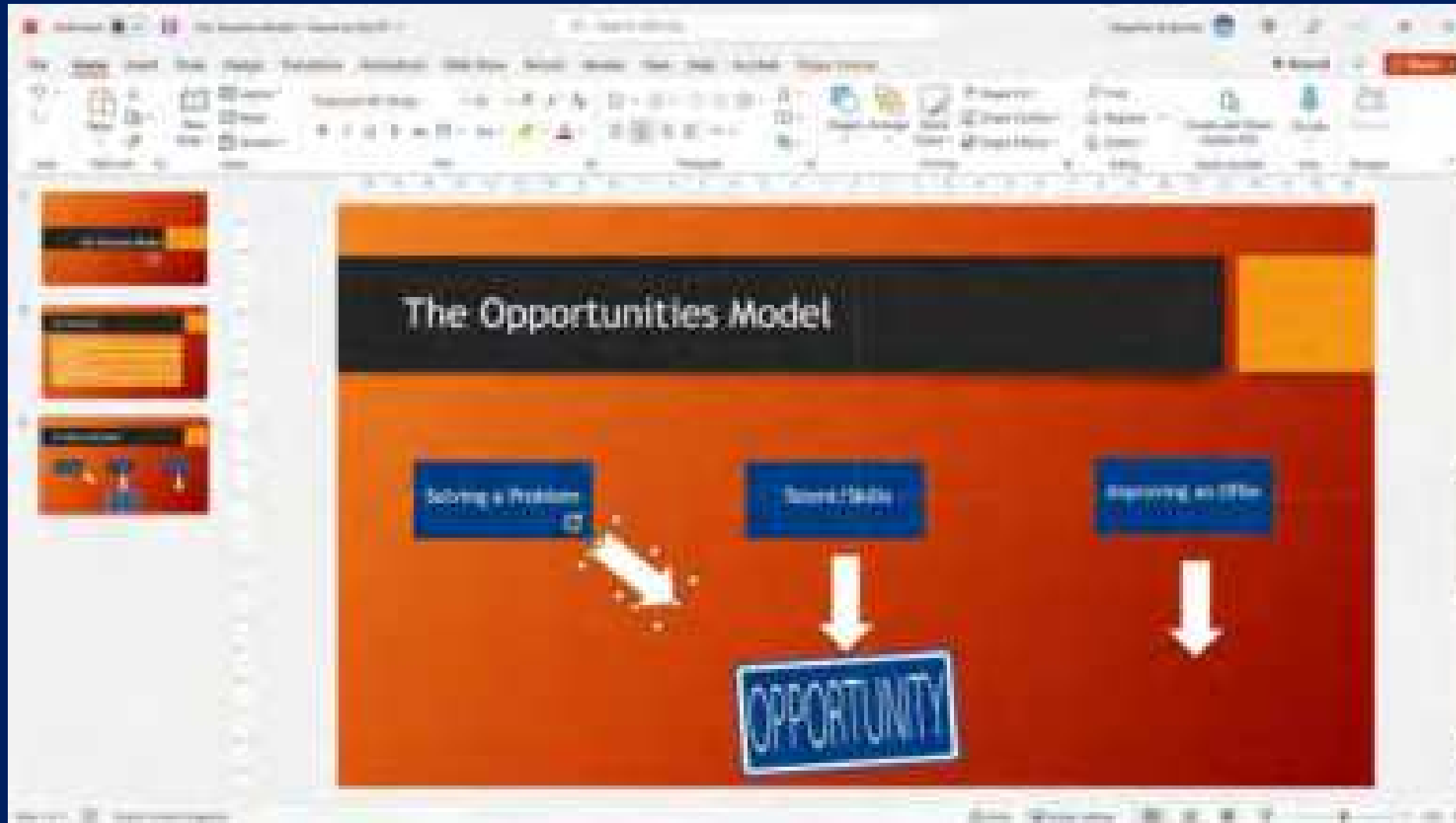
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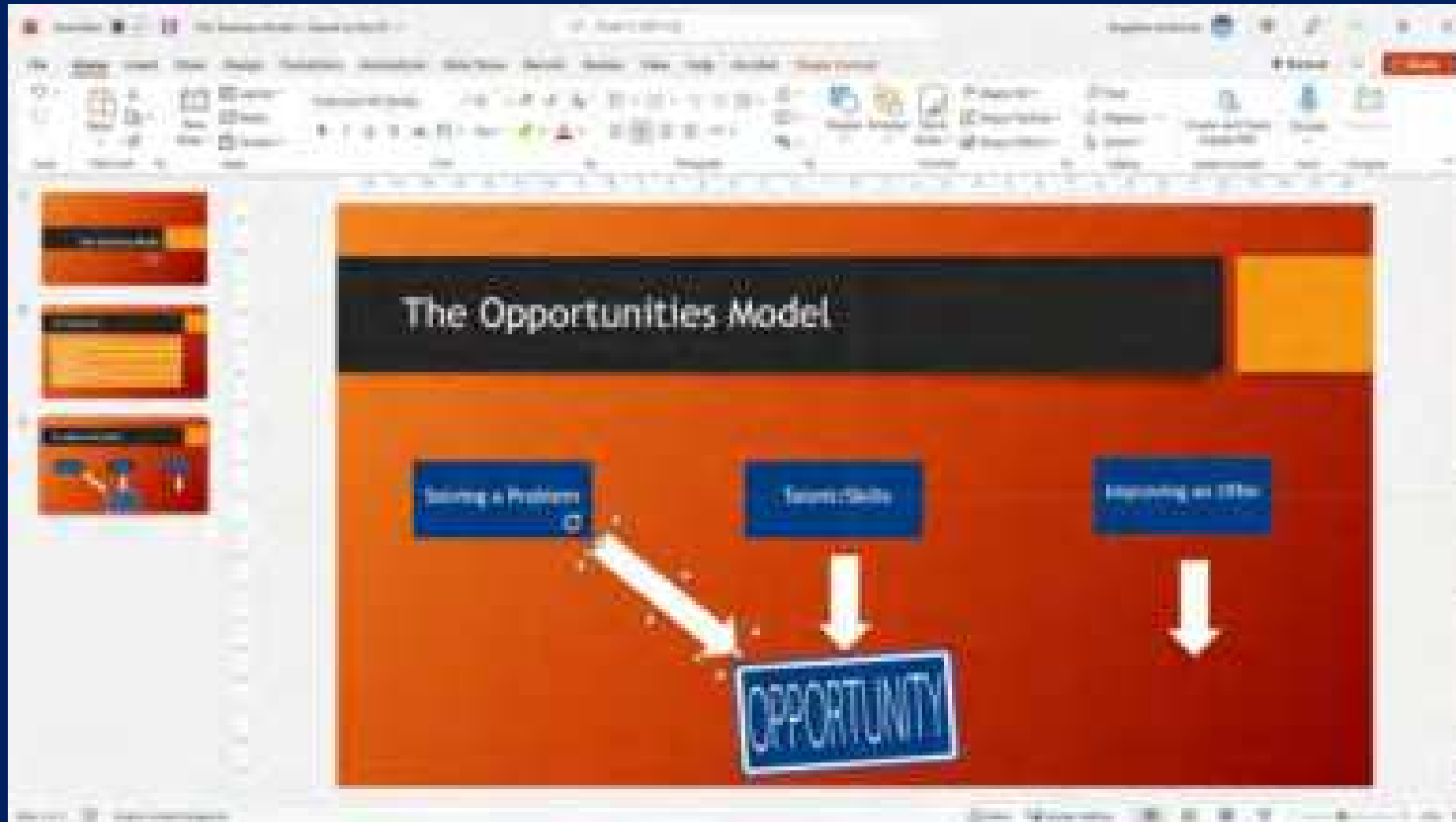
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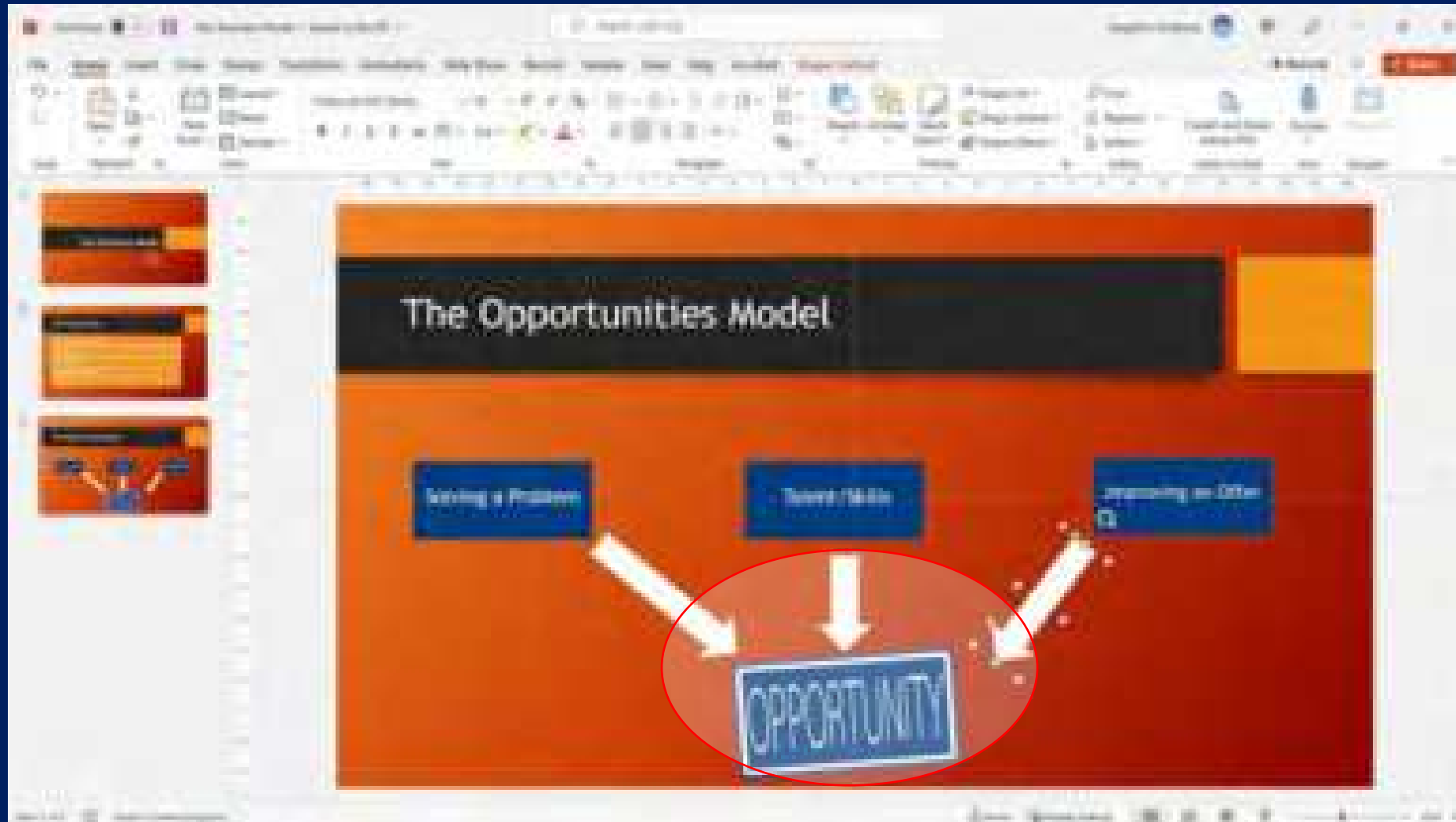
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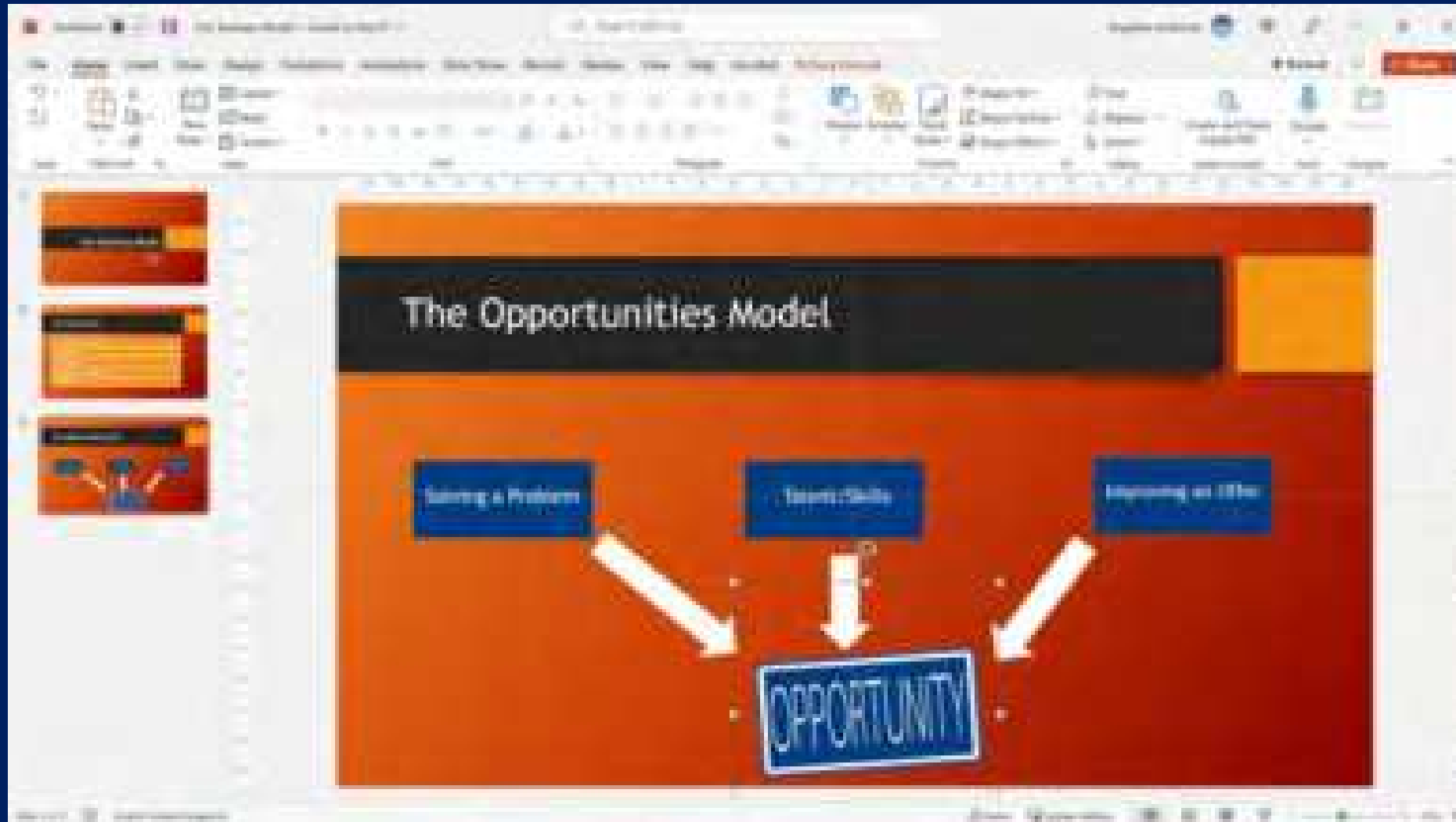


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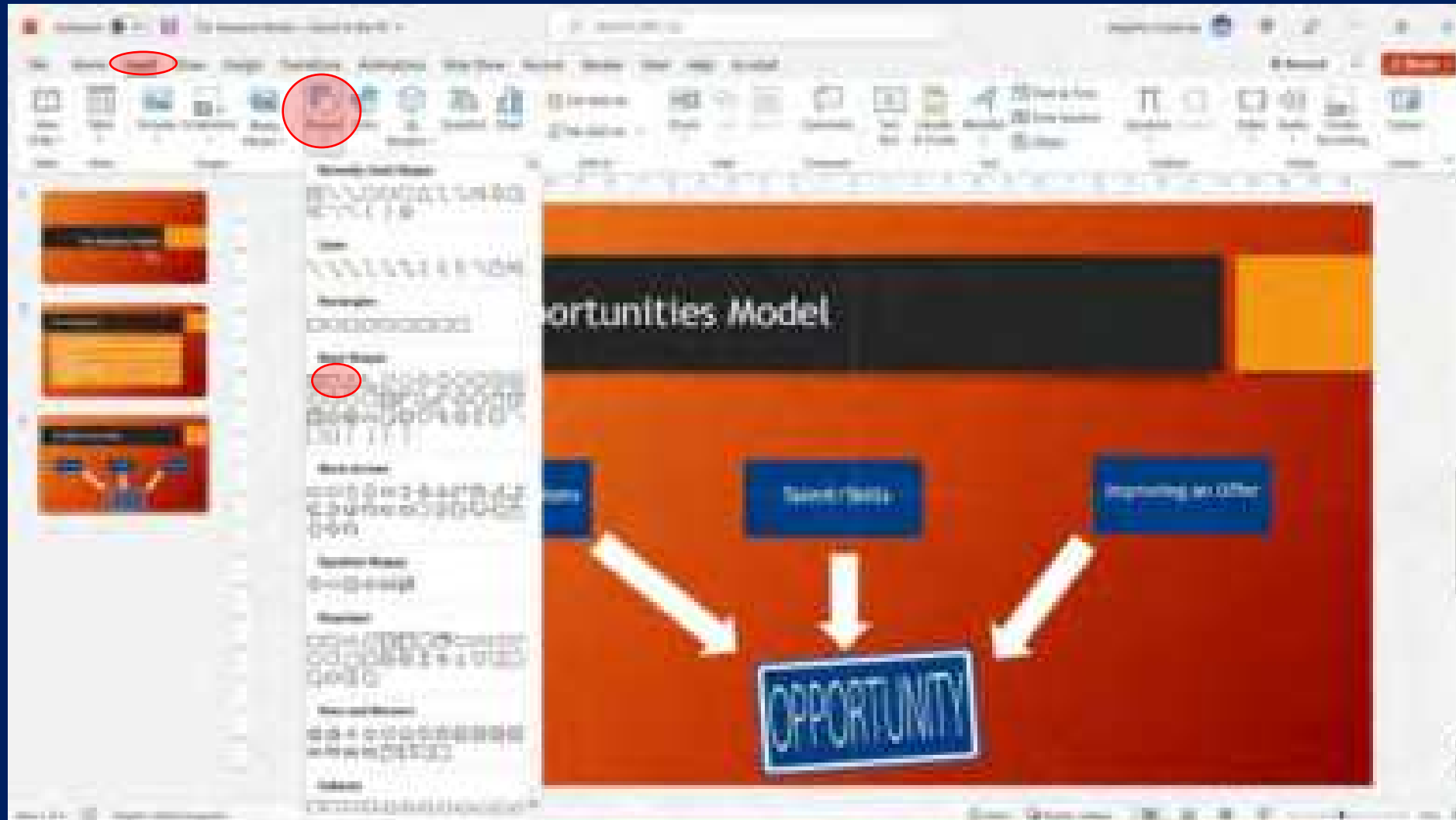
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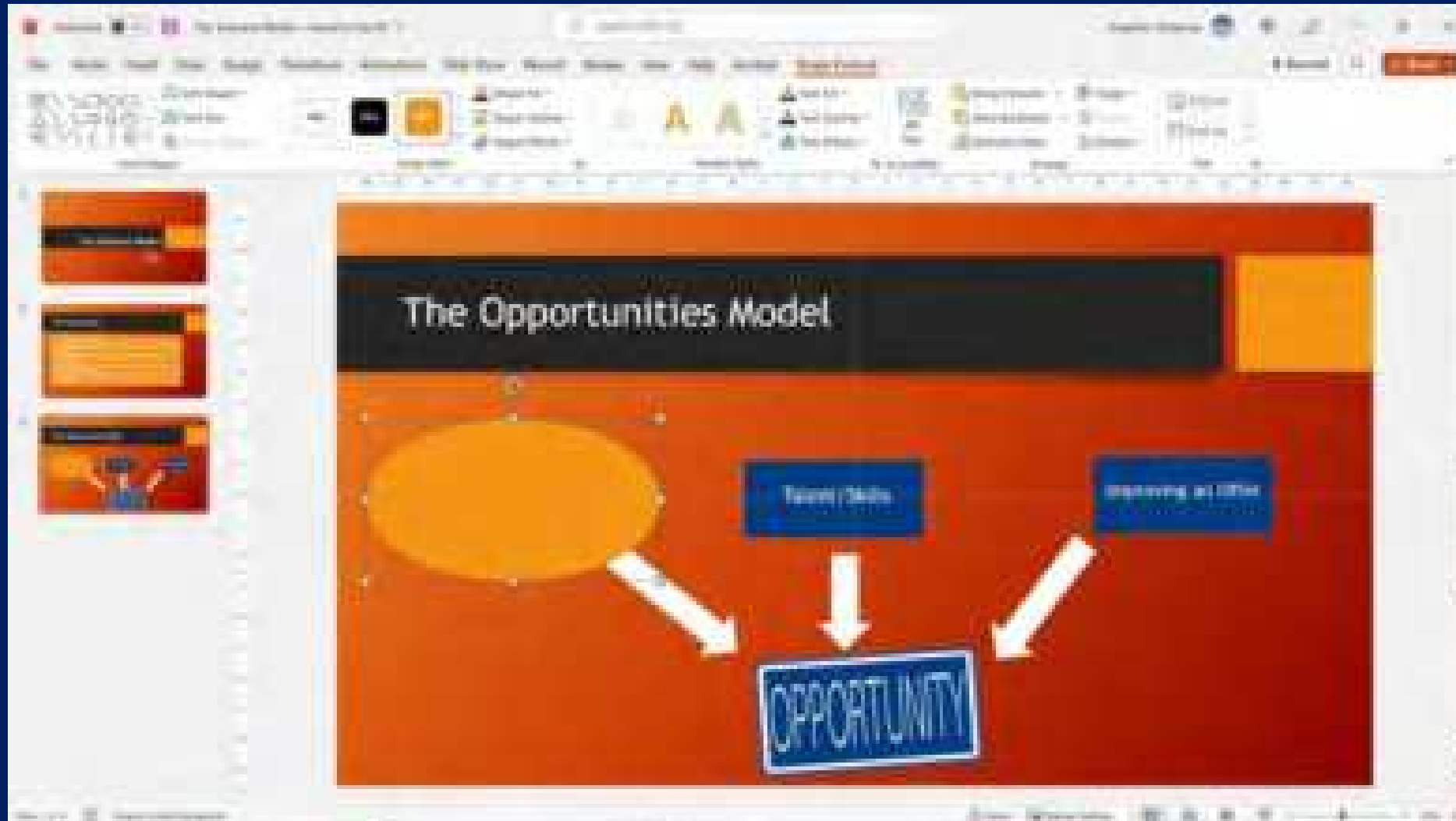
**Hands On**



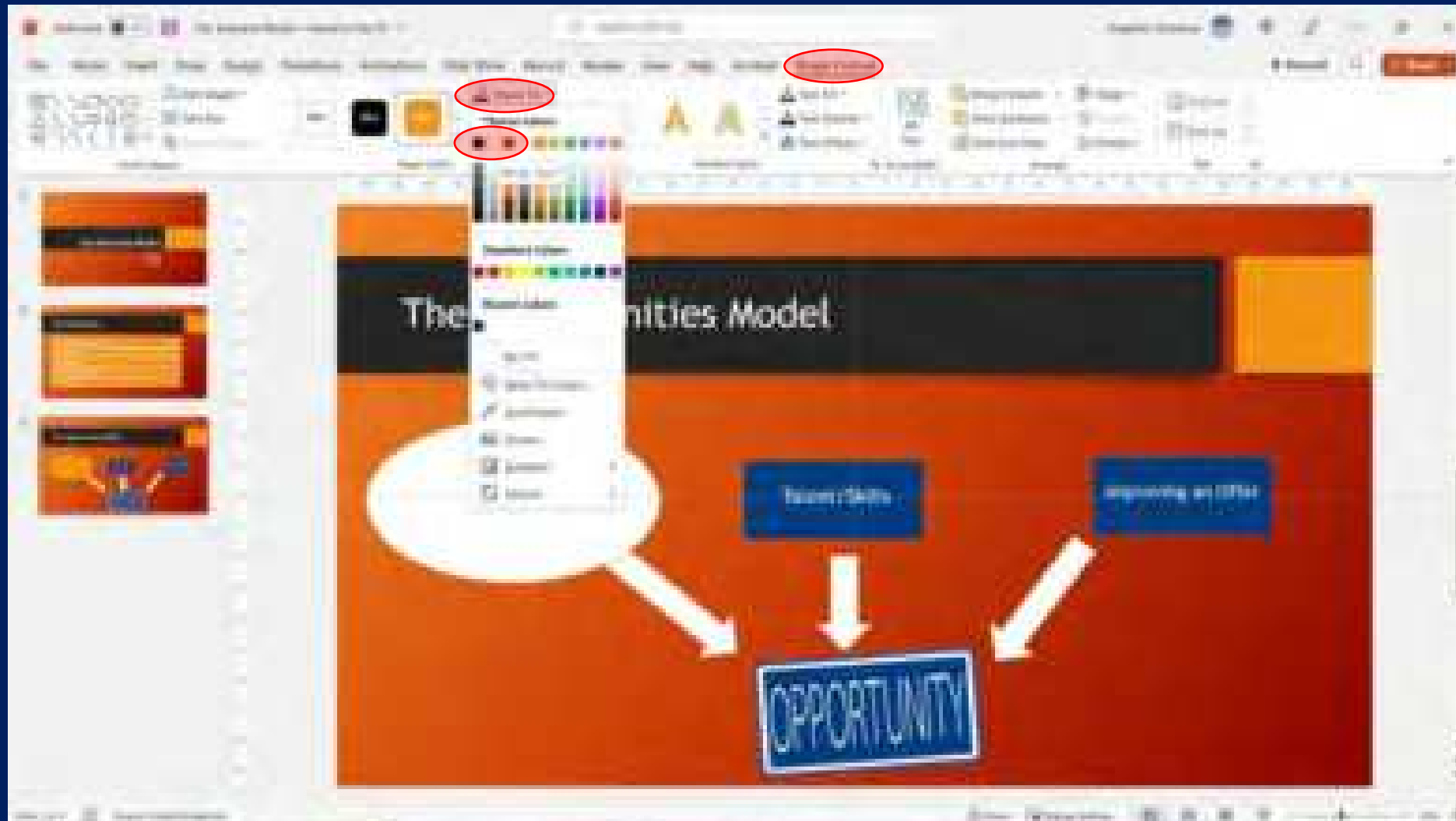
# Inserting Semi Transparent Shapes



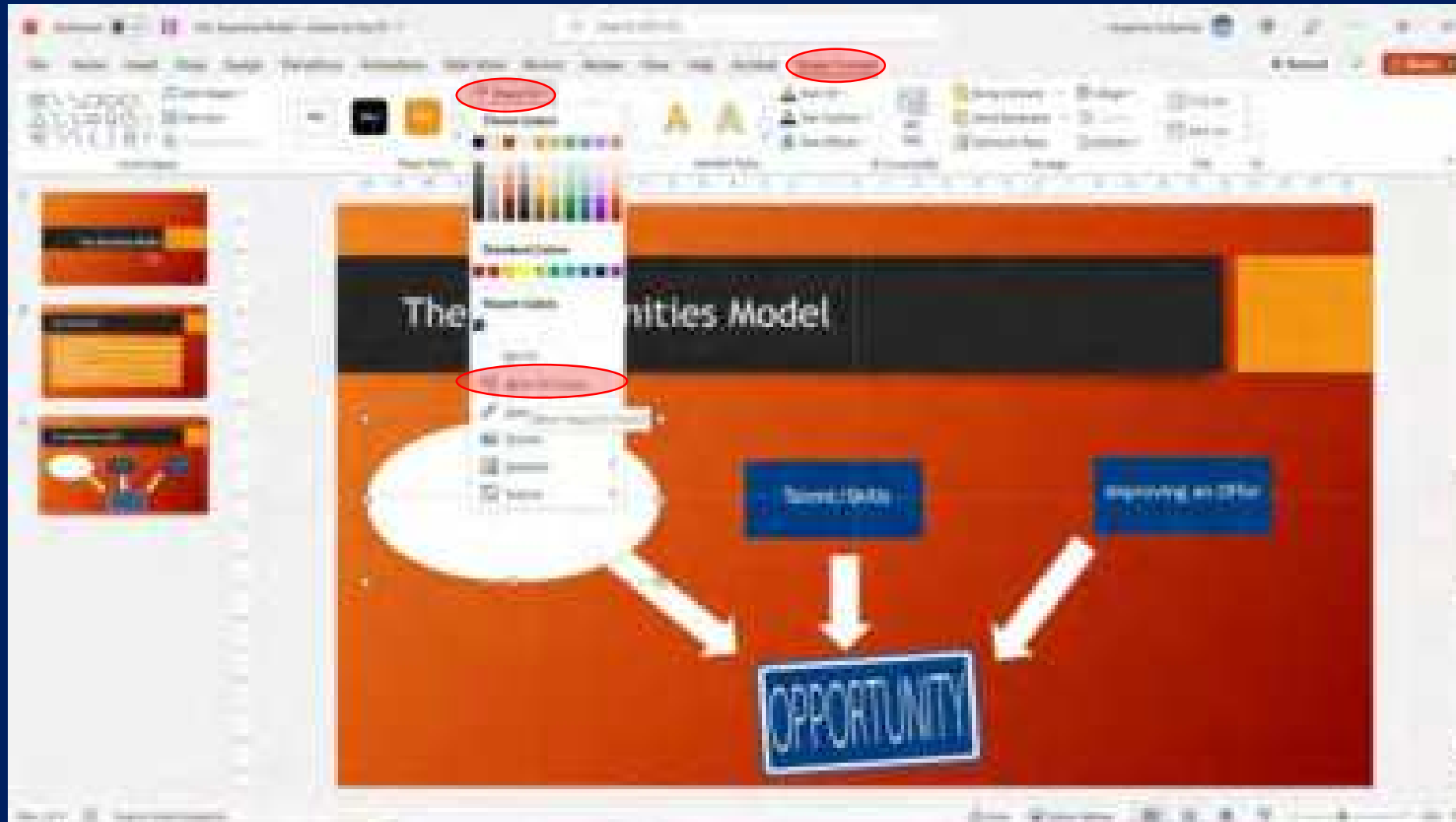
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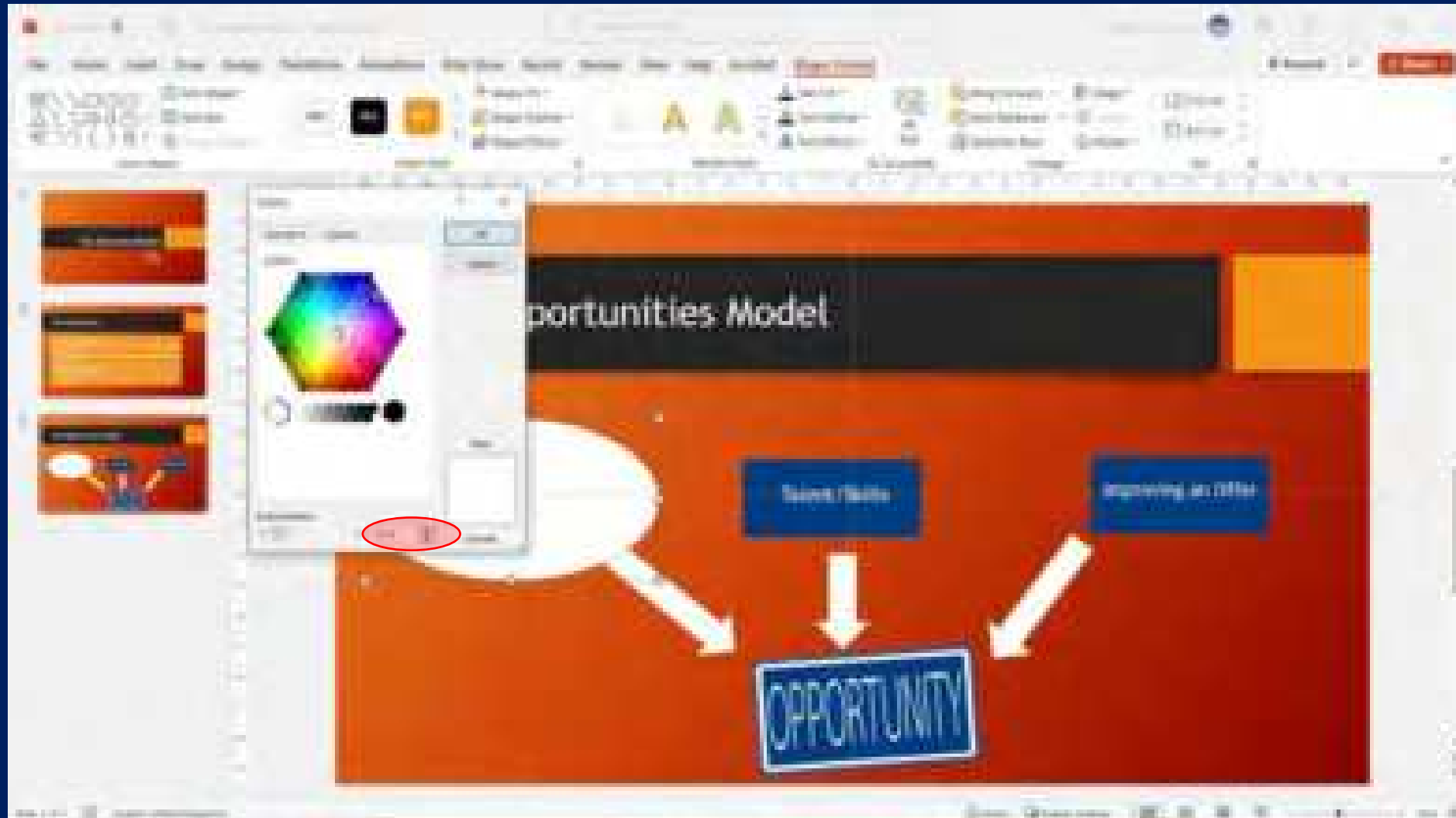
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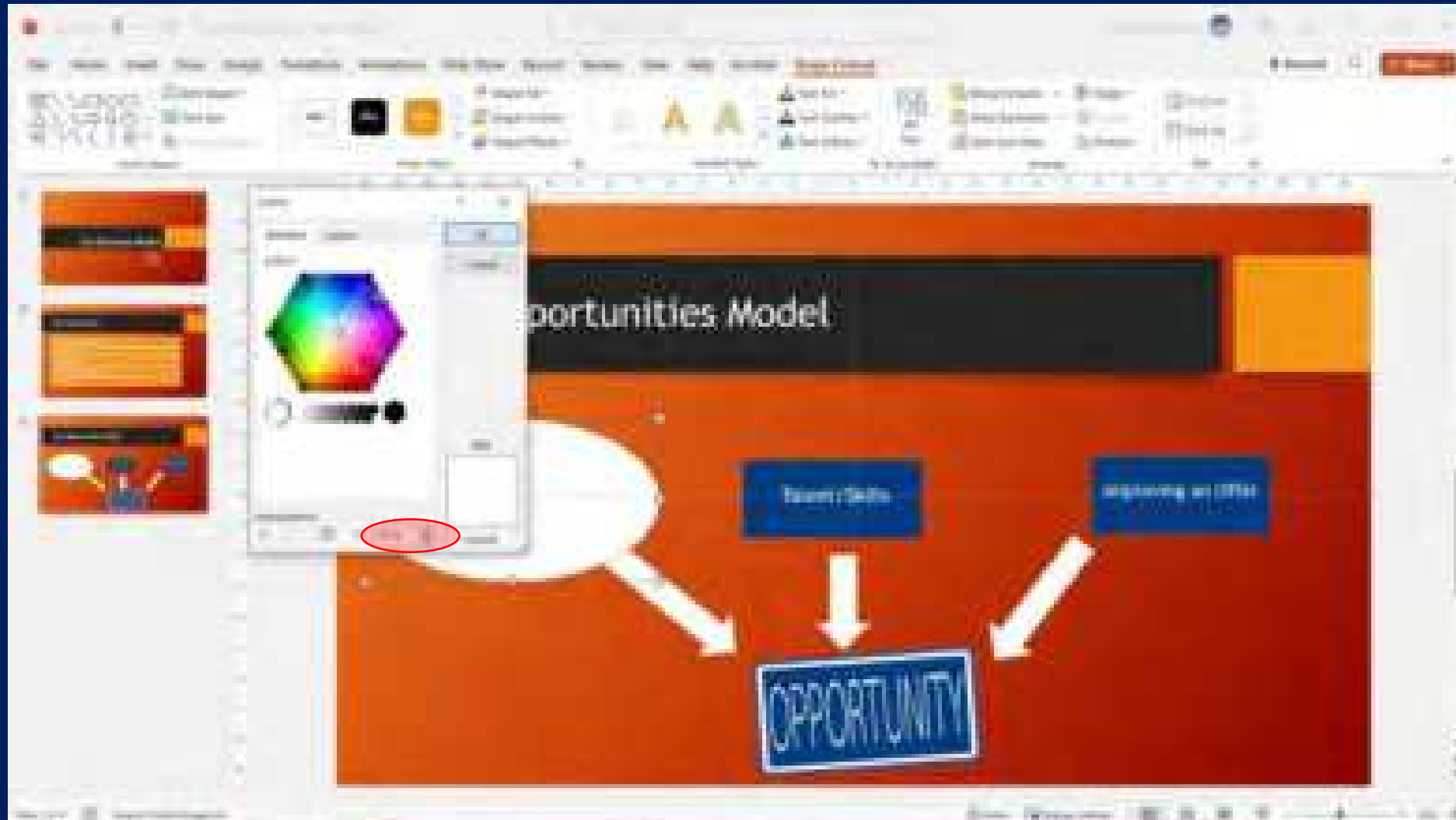
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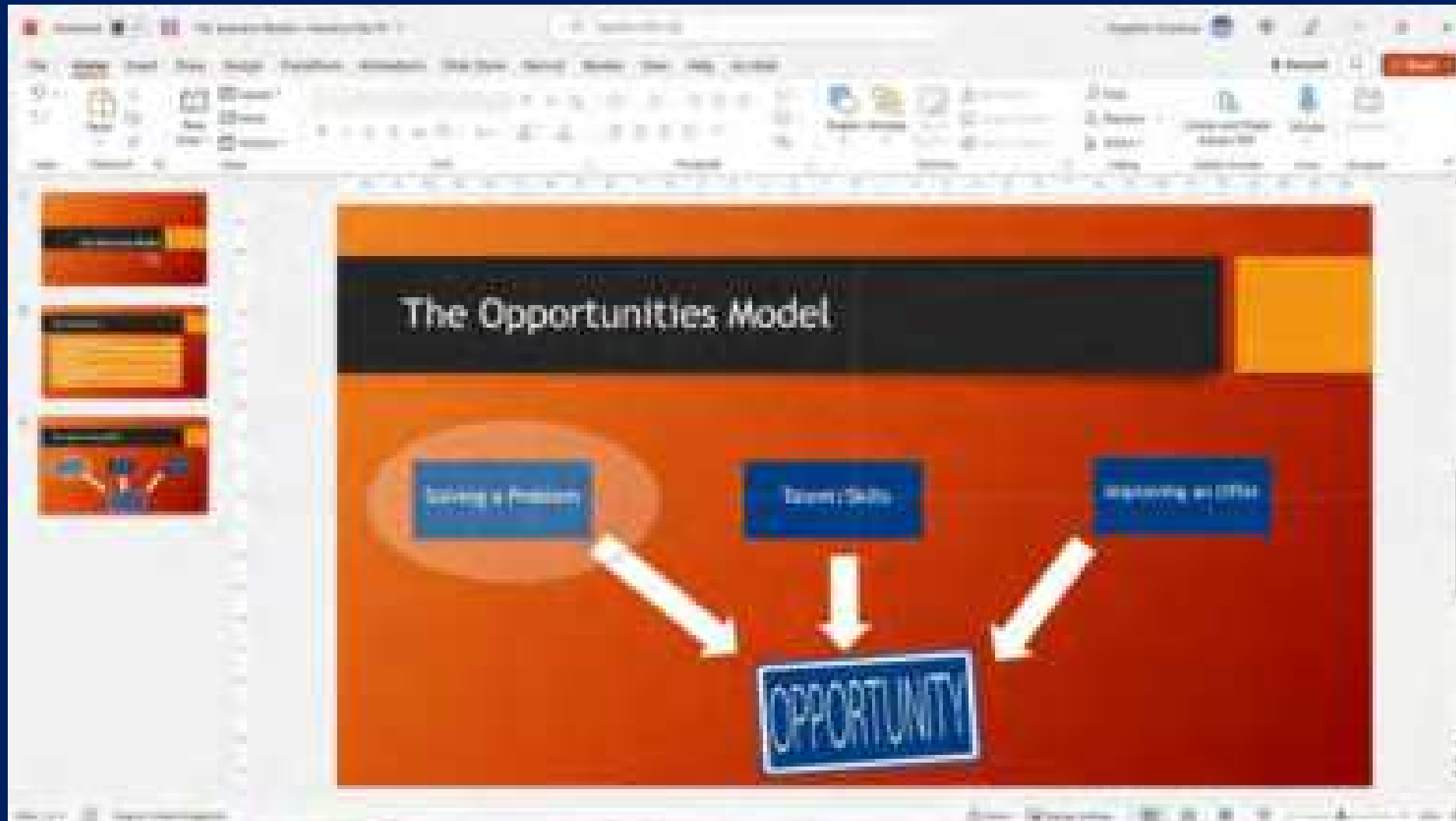


# Inserting Semi Transparent Shapes





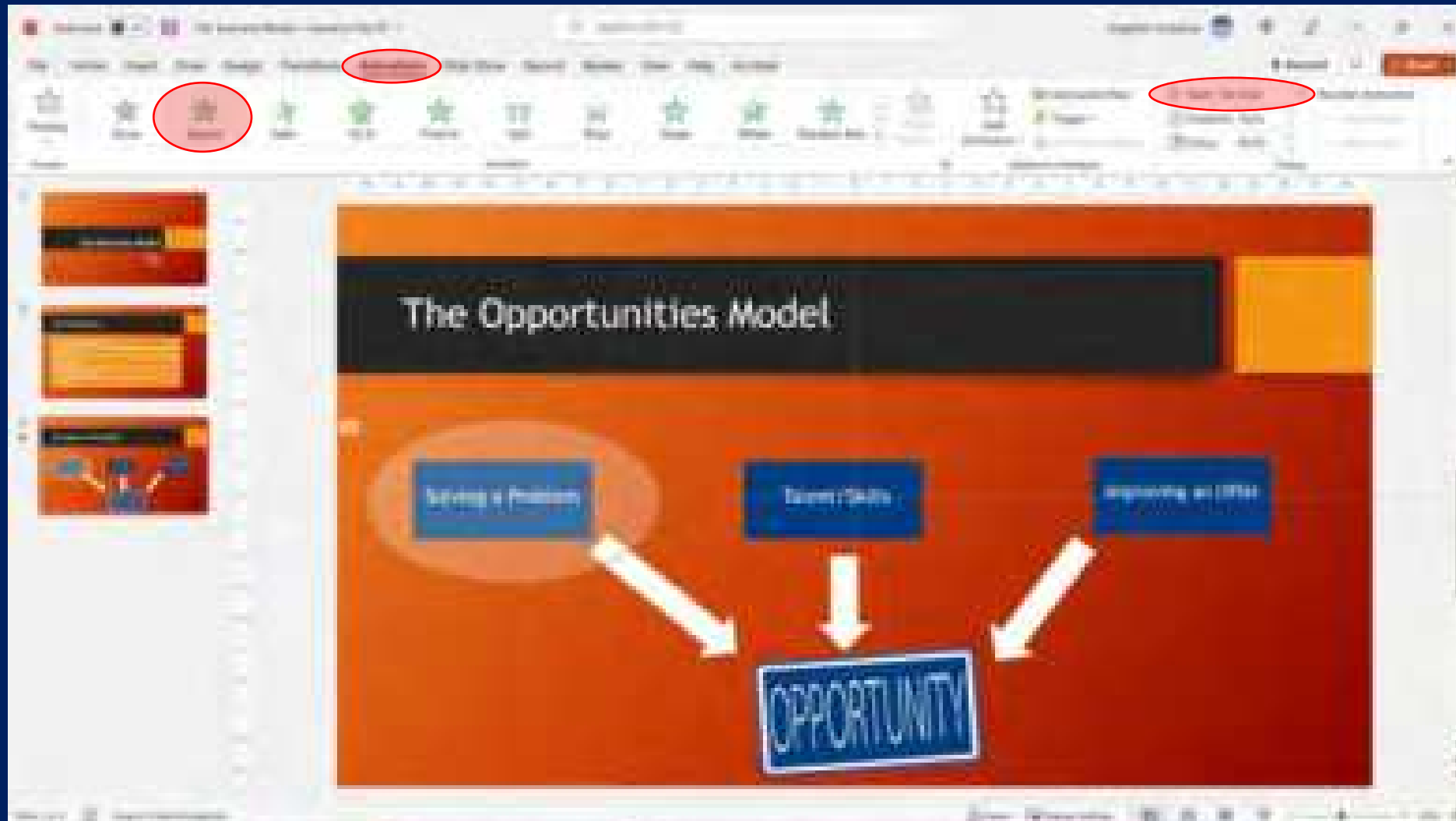
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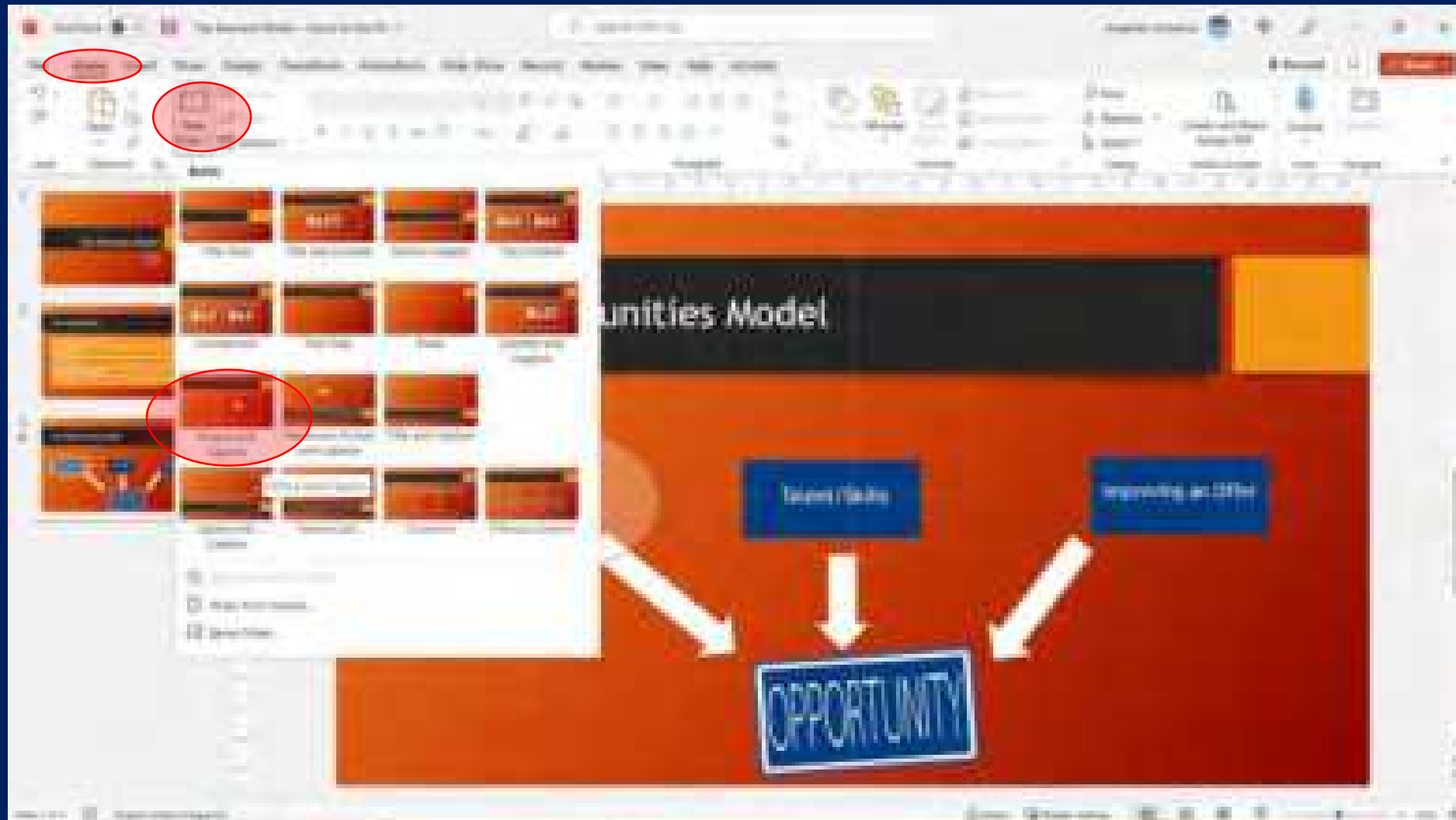
# Inserting Animation



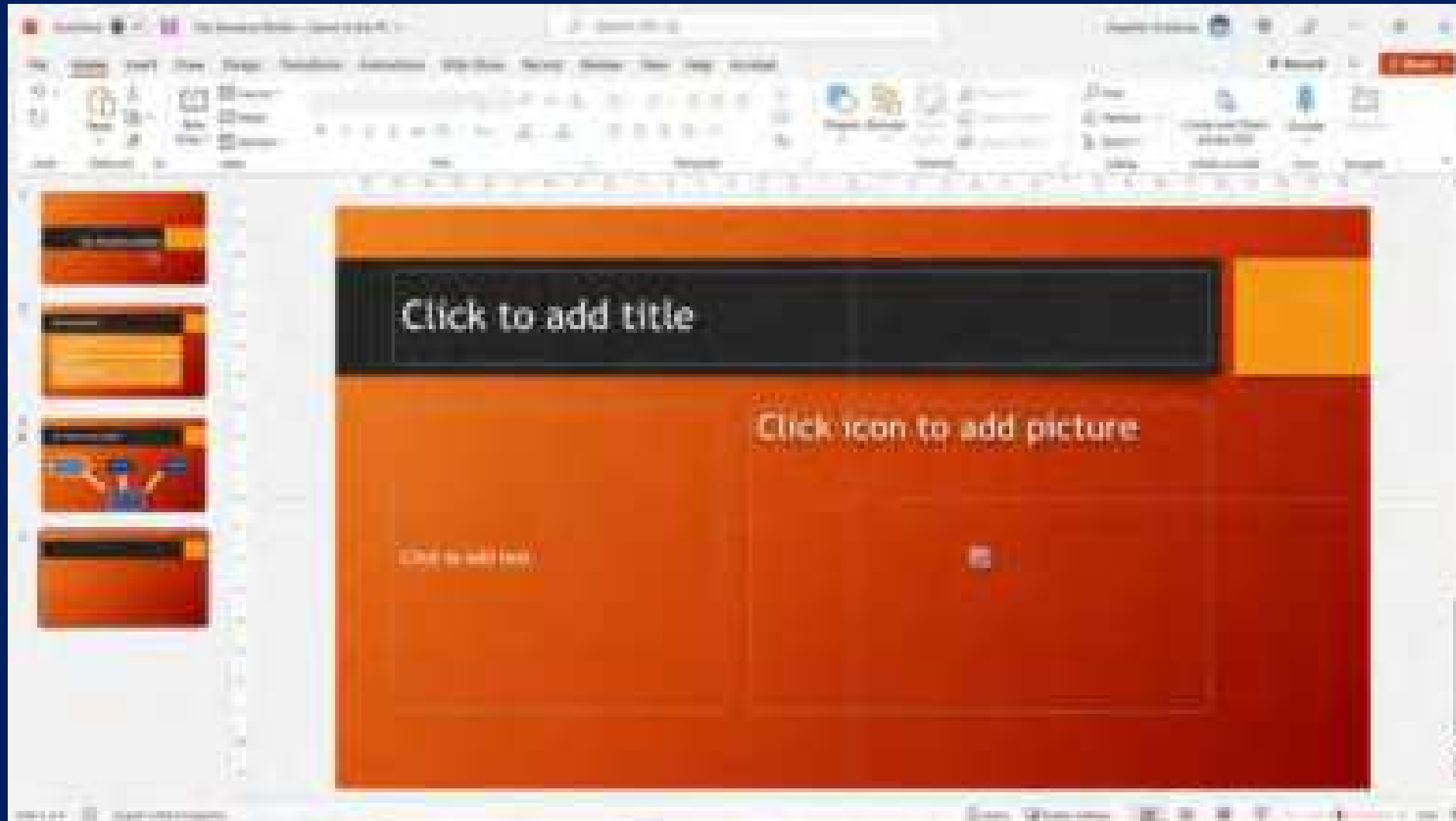
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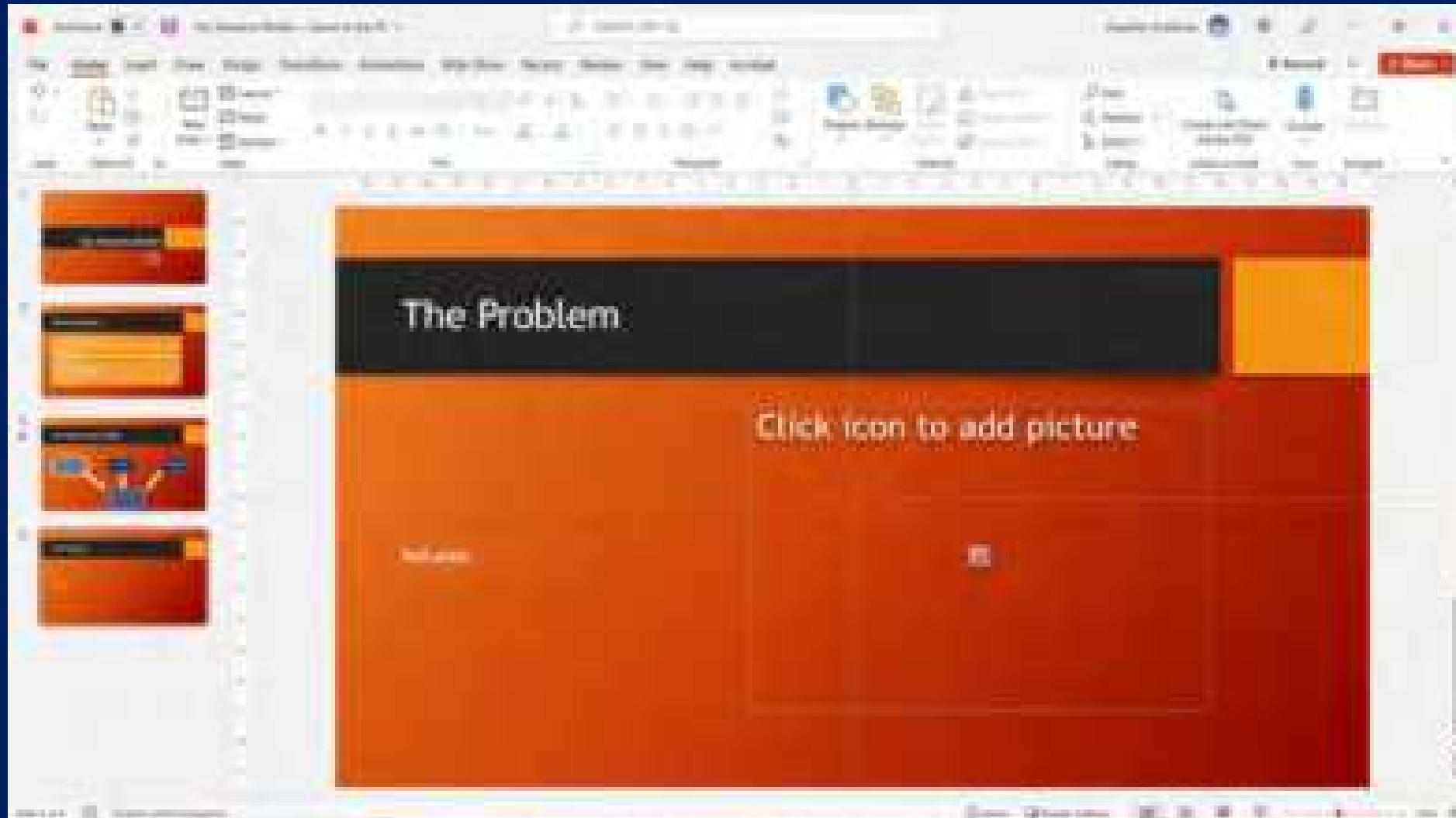
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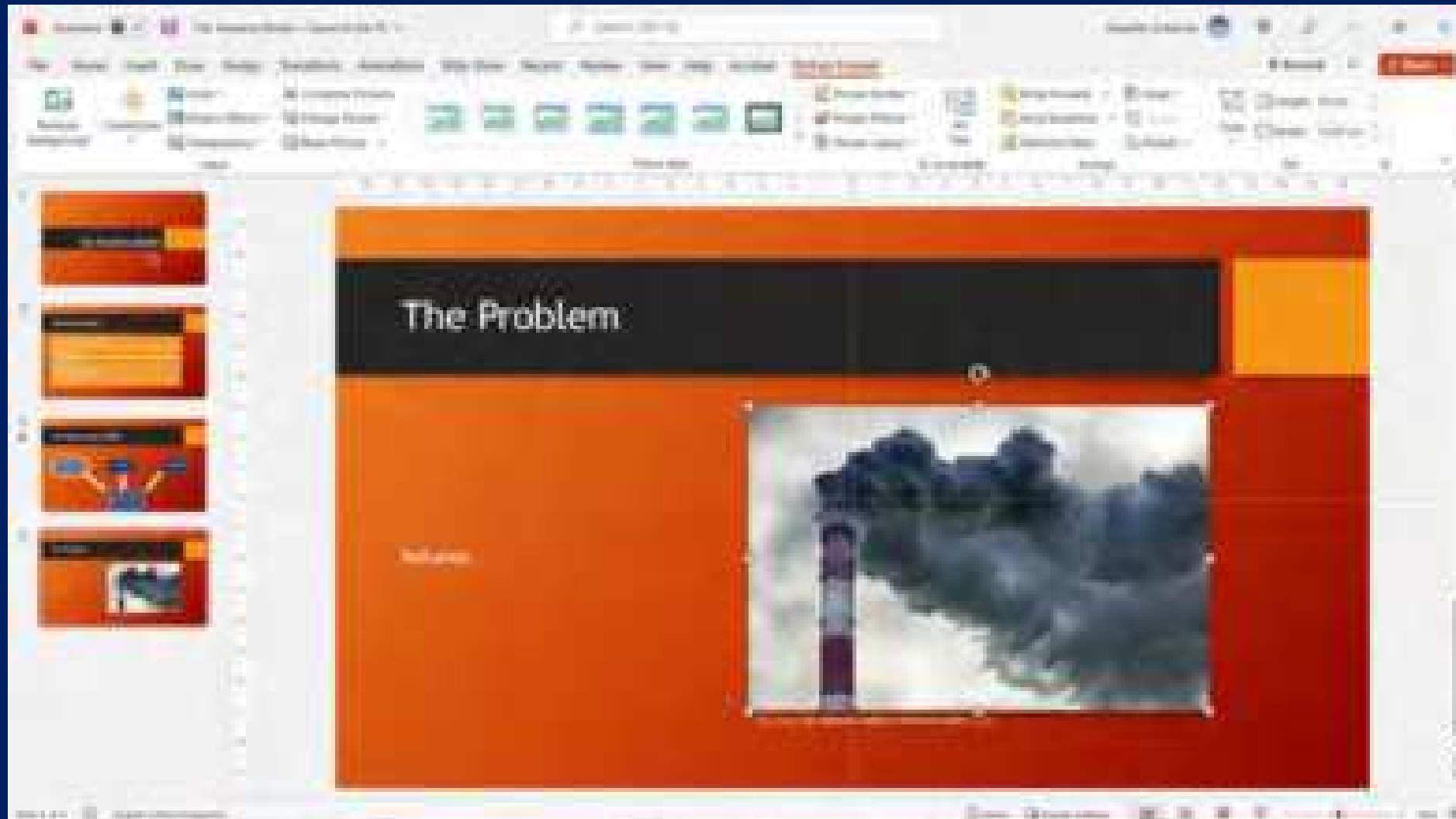
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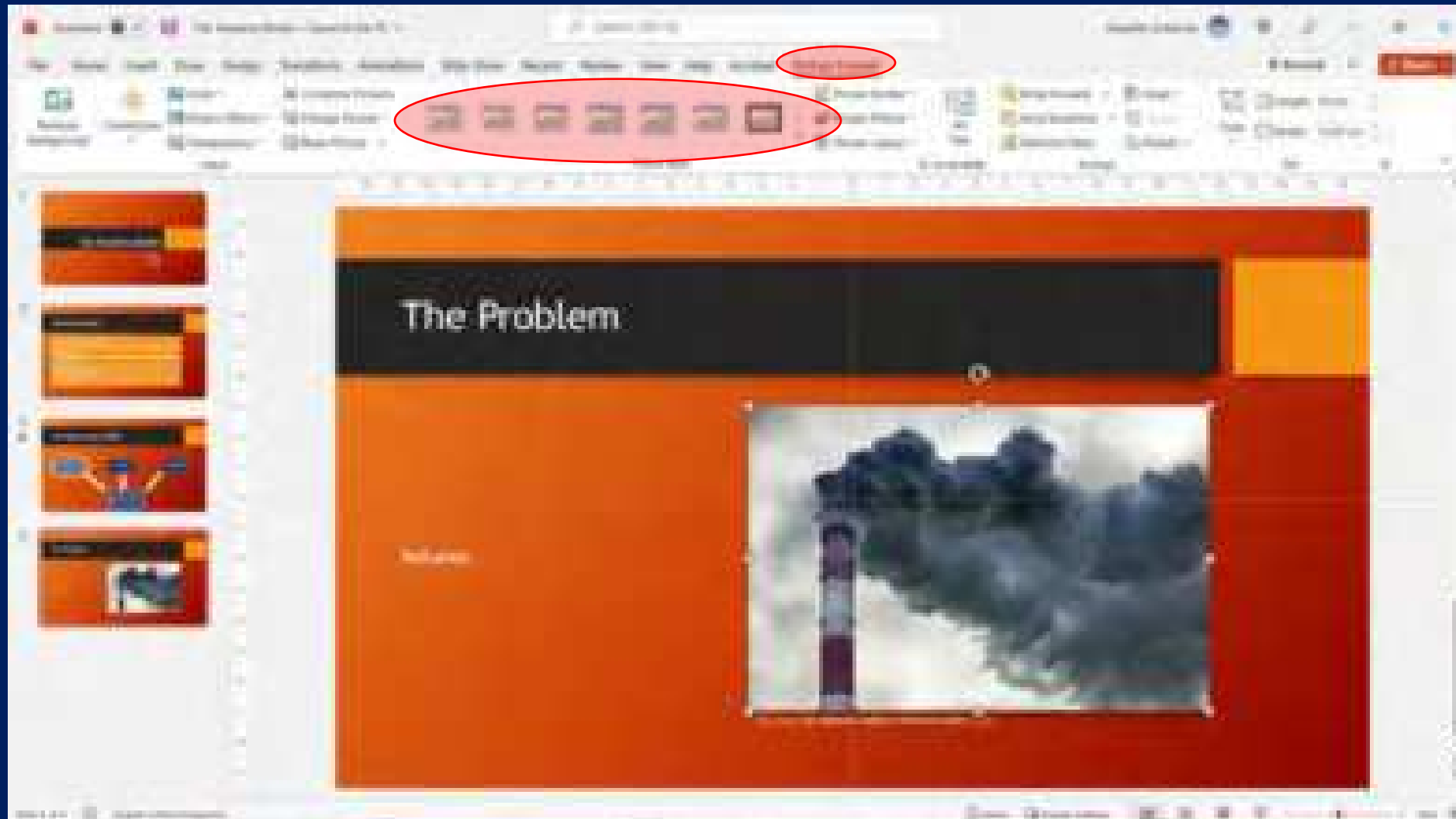


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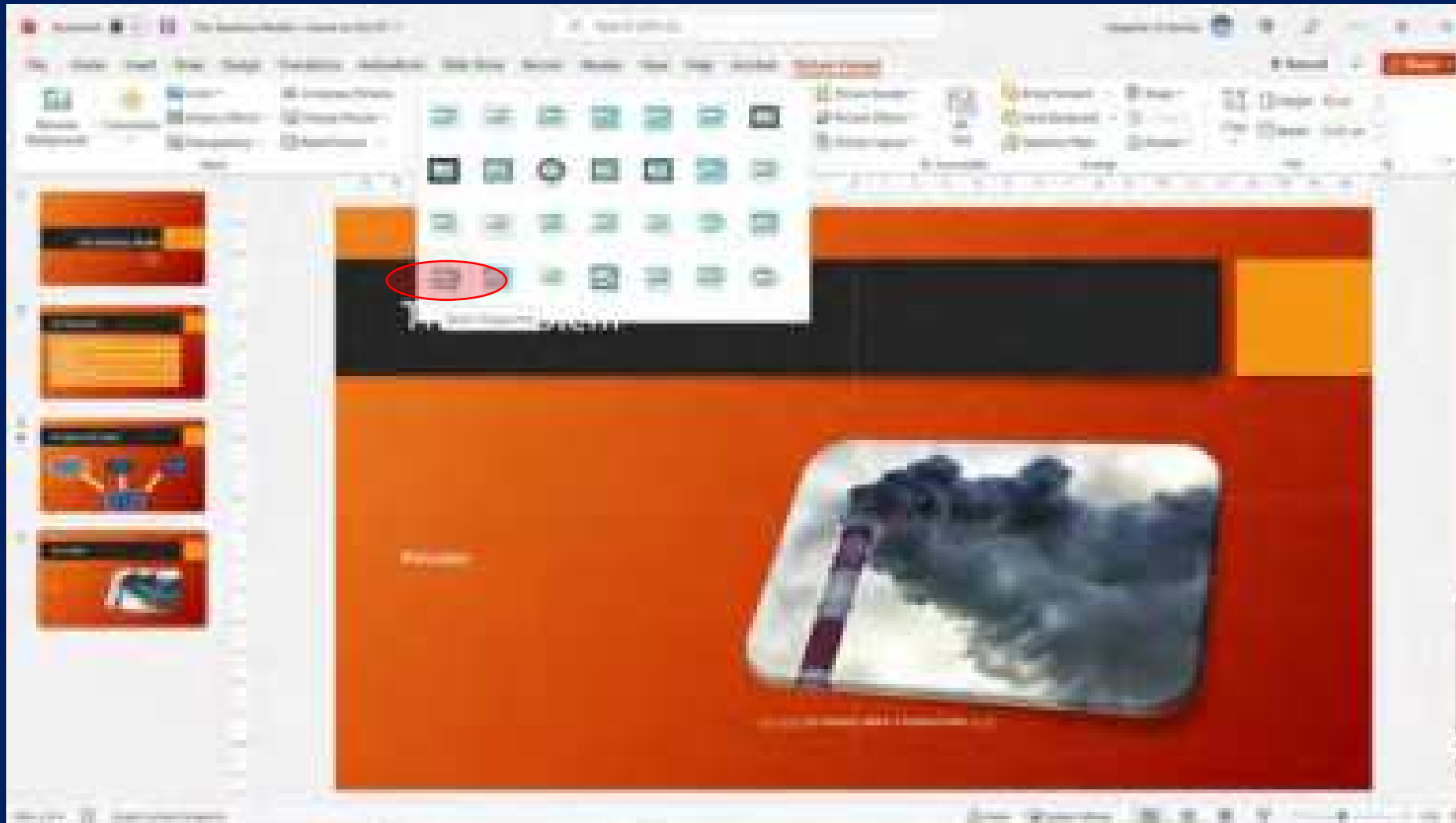




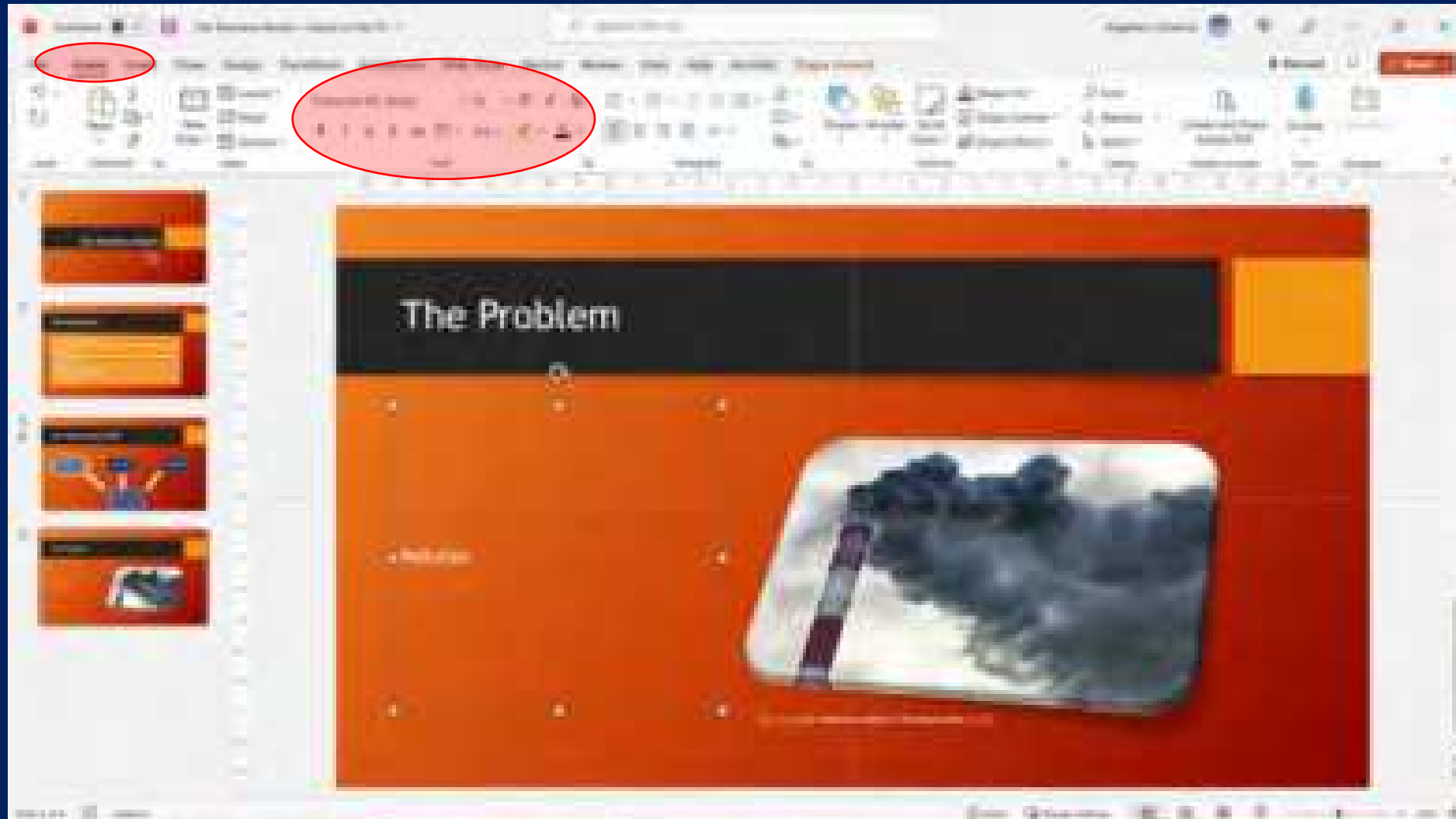
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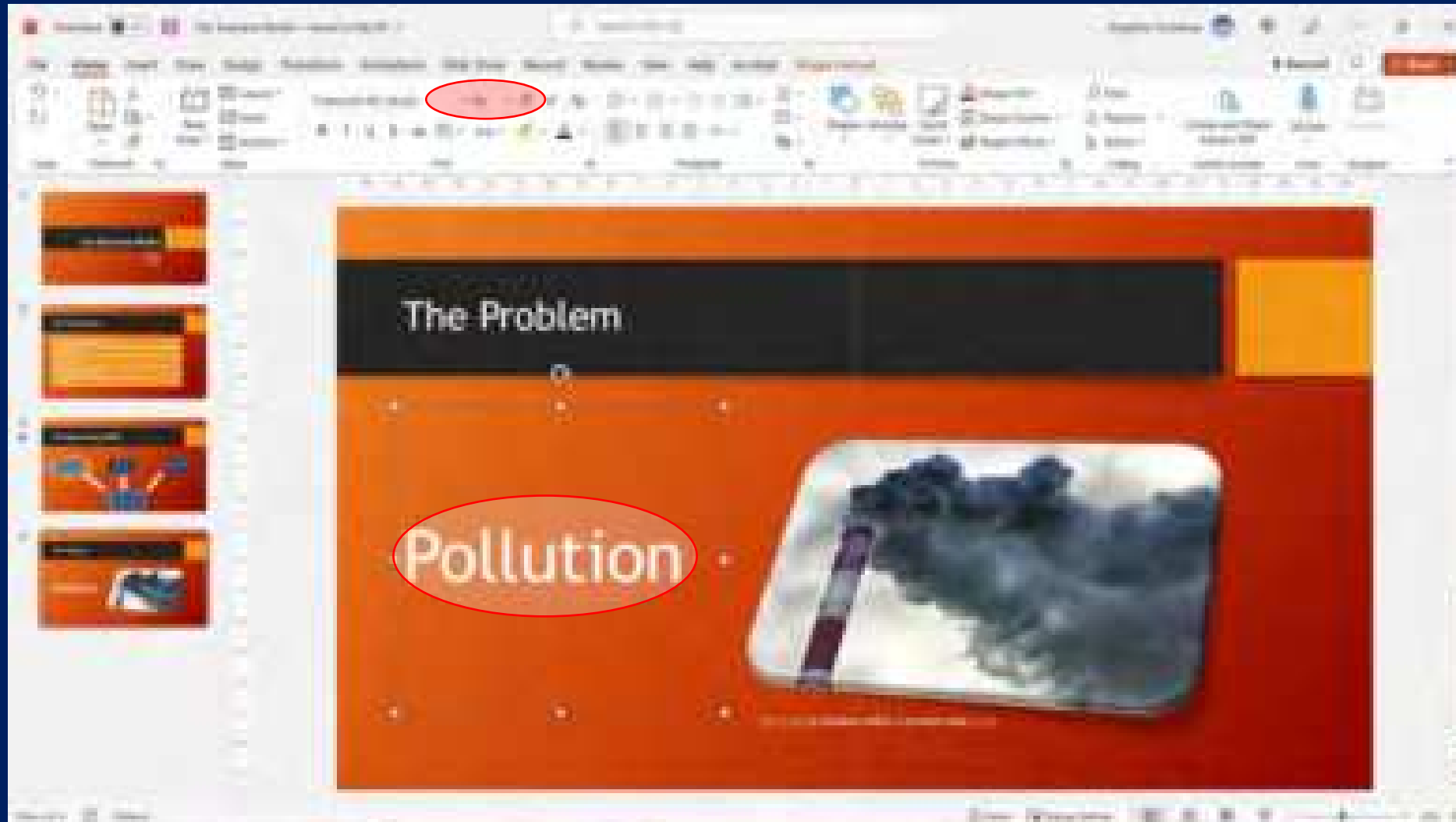
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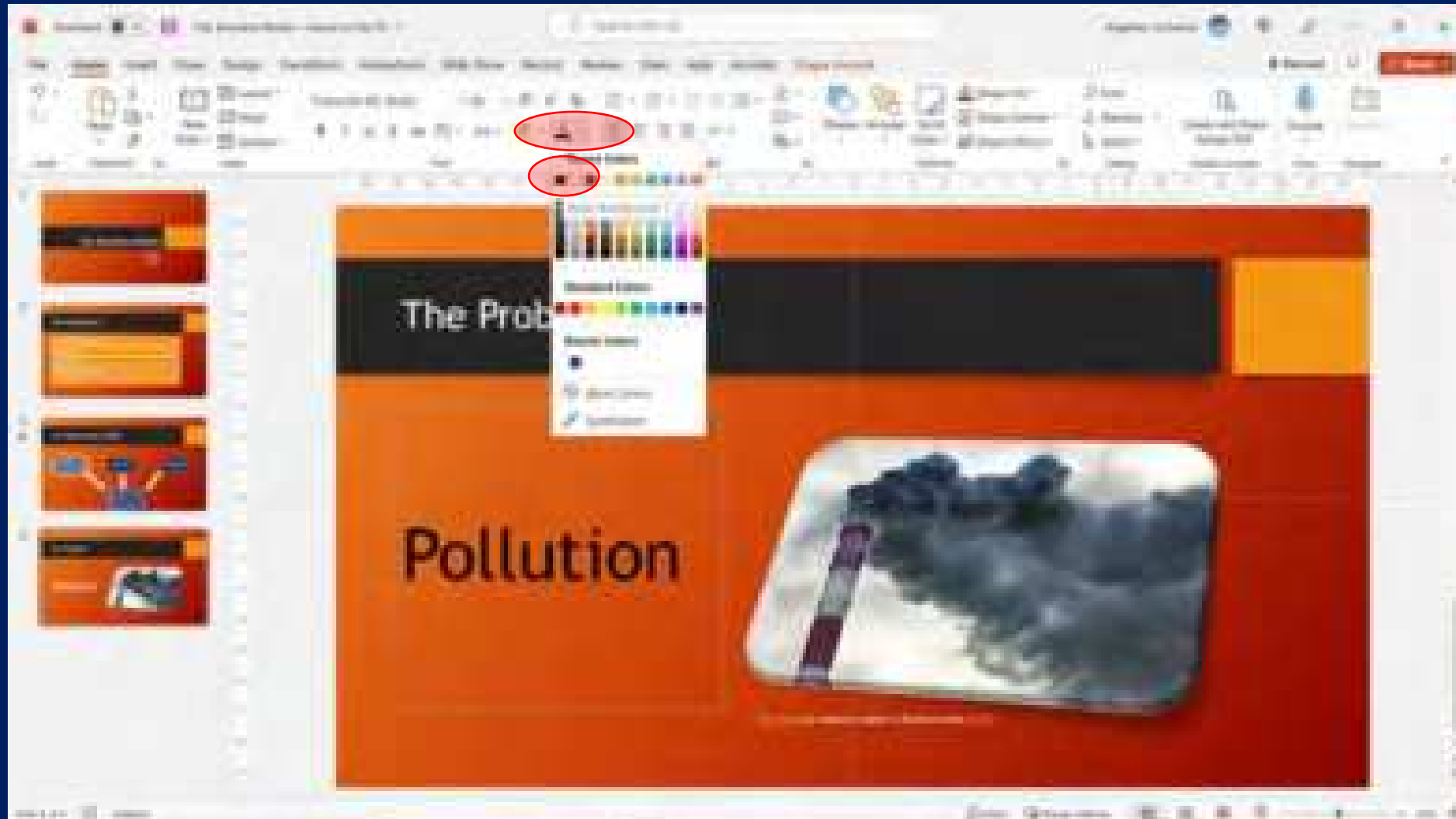
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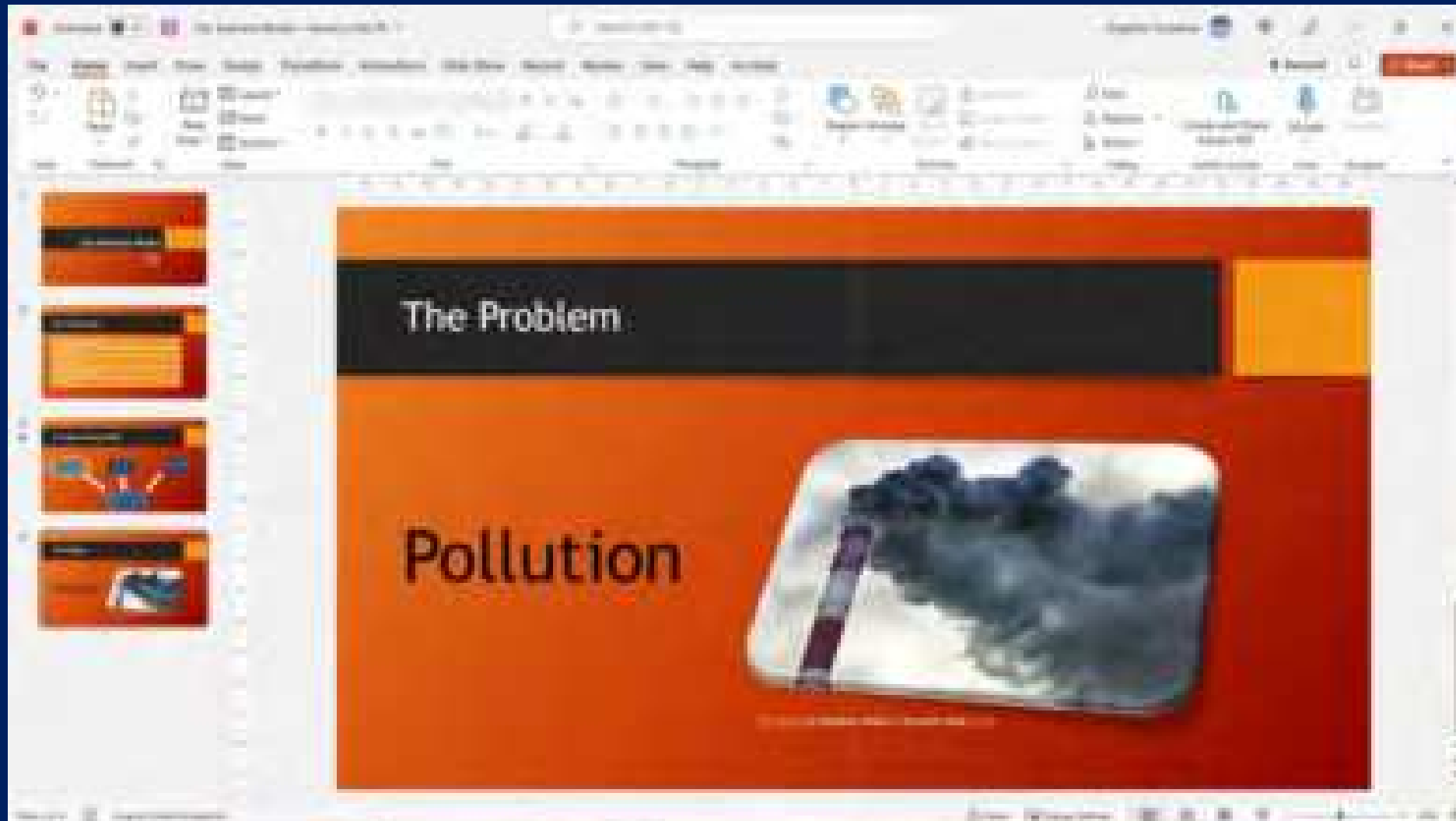
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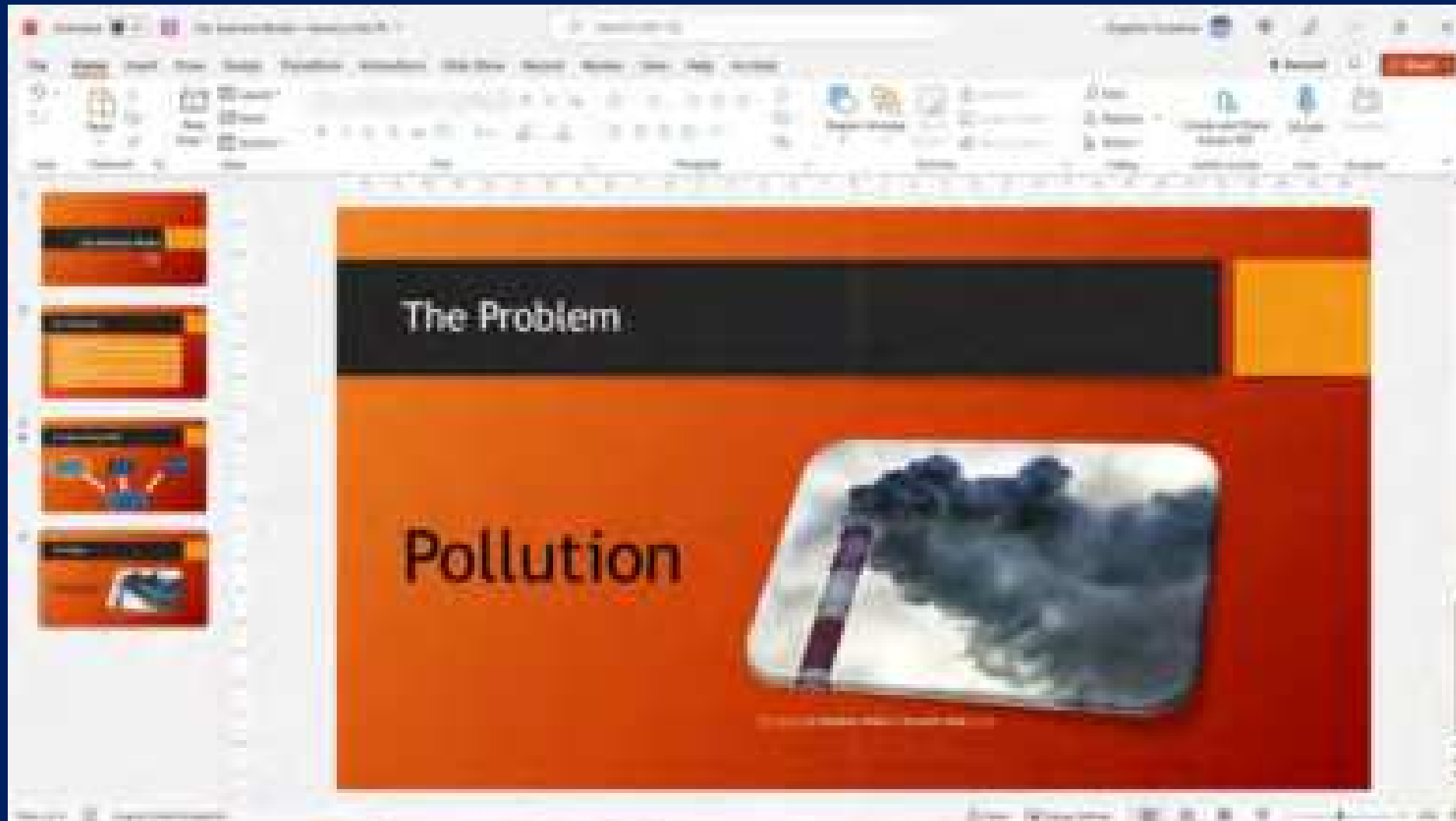
# PowerPoint Inserting Another Slide



# PowerPoint Inserting Another Slide



# PowerPoint Slideshow





# PowerPoint Slideshow



# PowerPoint Slideshow

## Our Business Model

Robert Brown  
Christina Jones  
David 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

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  - 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.





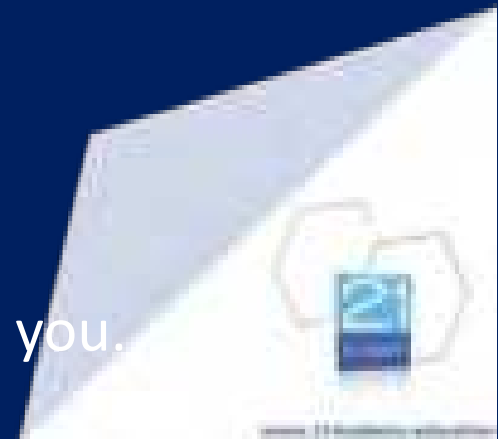
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  - Chunks of text will **tempt you to read** from the slides rather than communicate with audience.



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  - 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 animation is a bad idea.
  - It can also be **problematic** when you view presentation on different devices.
  - Use them **only for a few** key stages of a process.
  - Use only subtle transitions such as **fade** or **push** etc.
  - Do not use more than **one** different type of transition in one slide.



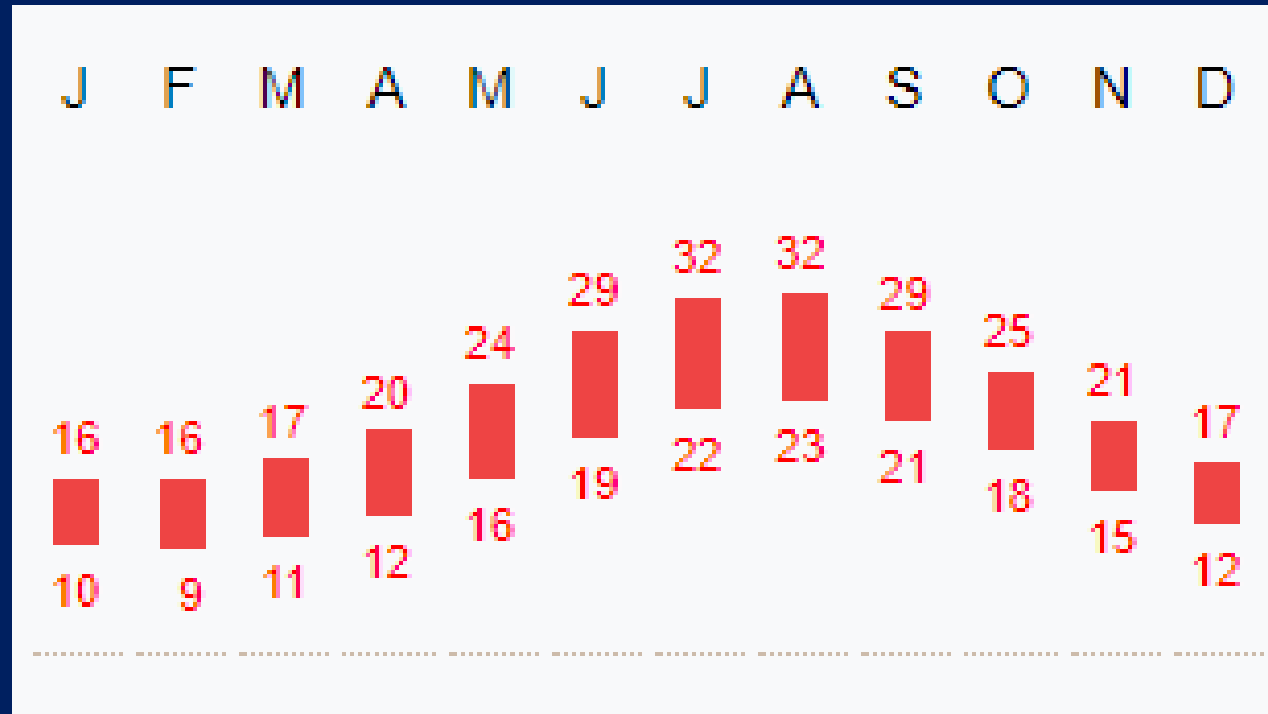
# In-Class Group Presentation

- 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>
  - 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.

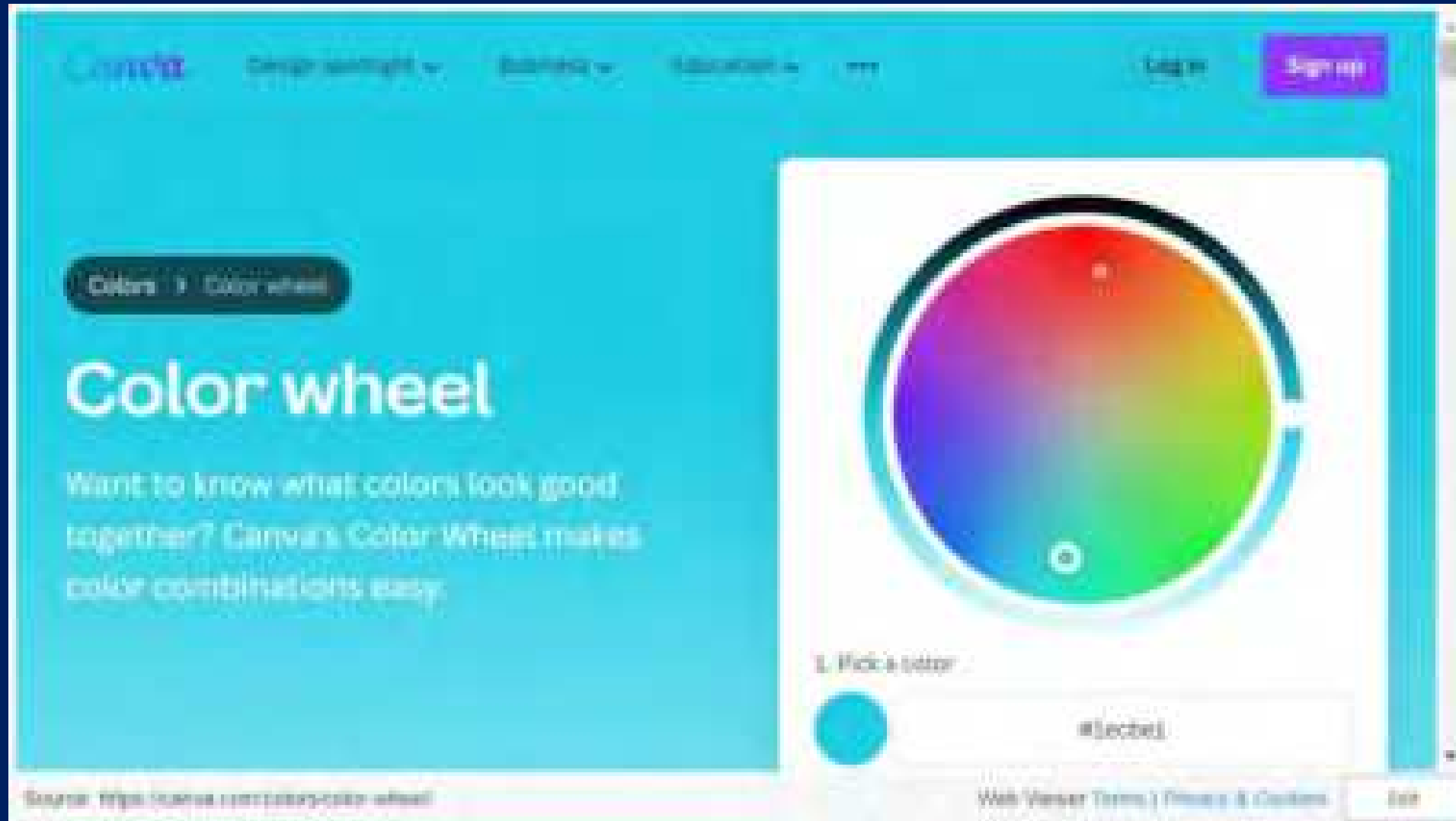


# In-Class Group Presentation

- 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



# 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

	1 mark	2 mark	3 mark	4 mark	5 mark
<b>Introduction</b>	Does not present the business as a defined profession.	Does not present the business as a defined profession.	Does not present the business as a defined profession.	Does not present the business as a defined profession.	Does not present the business as a defined profession.
<b>Definition</b>	Does not define the business as a defined profession.	Does not define the business as a defined profession.	Does not define the business as a defined profession.	Does not define the business as a defined profession.	Does not define the business as a defined profession.
<b>Explanation</b>	Does not explain the business as a defined profession.	Does not explain the business as a defined profession.	Does not explain the business as a defined profession.	Does not explain the business as a defined profession.	Does not explain the business as a defined profession.
<b>Importance of business</b>	Does not explain the importance of business.	Does not explain the importance of business.	Does not explain the importance of business.	Does not explain the importance of business.	Does not explain the importance of business.
<b>Role of business</b>	Does not explain the role of business.	Does not explain the role of business.	Does not explain the role of business.	Does not explain the role of business.	Does not explain the role of business.
<b>History</b>	Does not explain the history of business.	Does not explain the history of business.	Does not explain the history of business.	Does not explain the history of business.	Does not explain the history of business.
<b>Future</b>	Does not explain the future of business.	Does not explain the future of business.	Does not explain the future of business.	Does not explain the future of business.	Does not explain the future of business.
<b>Conclusion</b>	Does not conclude the business as a defined profession.	Does not conclude the business as a defined profession.	Does not conclude the business as a defined profession.	Does not conclude the business as a defined profession.	Does not conclude the business as a defined profession.
<b>Summary</b>	Does not summarize the business as a defined profession.	Does not summarize the business as a defined profession.	Does not summarize the business as a defined profession.	Does not summarize the business as a defined profession.	Does not summarize the business as a defined profession.



# Presentation

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







# Introduction Session 04

Lecture Title: PowerPoint



Lecturer: Mr Angelito Sciberras

Date: 26 October 2023

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