

# Introduction Session 04

Lecture Title: PowerPoint



Lecturer: Mr Angelito Sciberras

Date: 17 November 2023

Undergraduate Diploma in  
Business Administration

~~Wednesday 15 November 2023~~

~~Introductions  
The Academy~~

~~Thursday 16 November 2023~~

~~Staying in Malta~~

~~Friday 17 November 2023~~

~~The Study Programme  
Assignments  
Presentations  
Reflective Diary~~

Friday 17 November 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



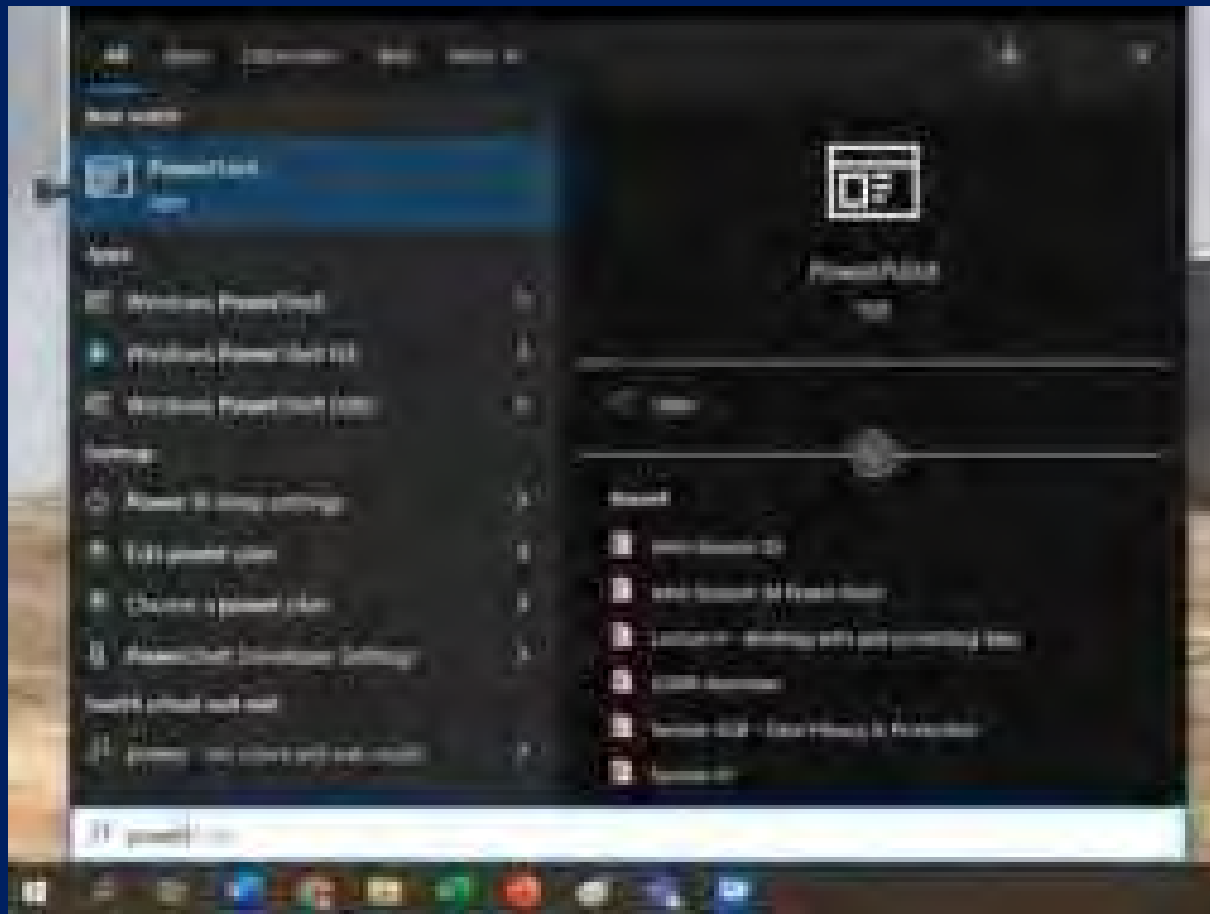
# PowerPoint Slideshow

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



# PowerPoint Slideshow

## Opening PowerPoint



# PowerPoint Slideshow



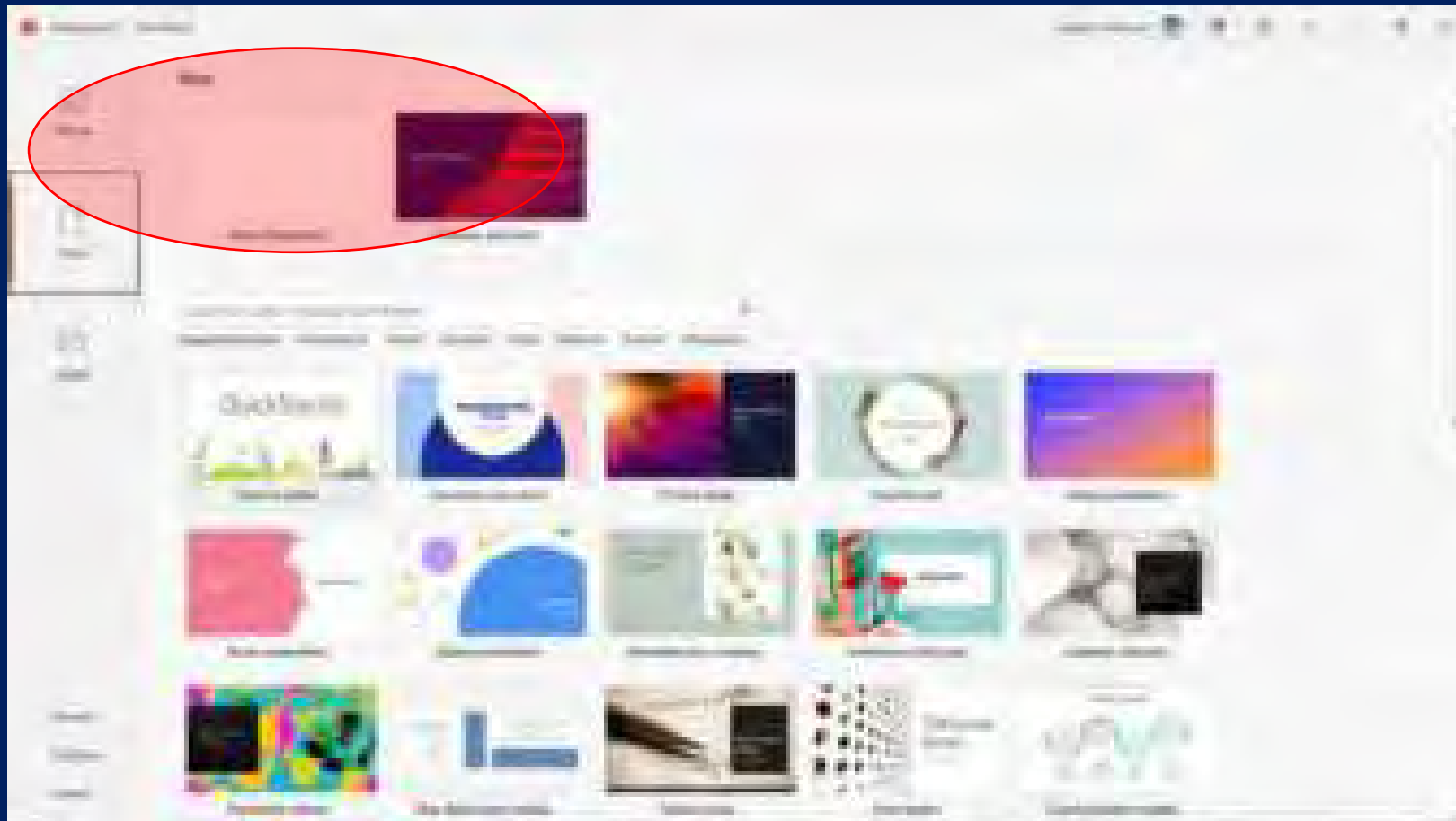
Blank Presentation vs Template

Originality vs Time



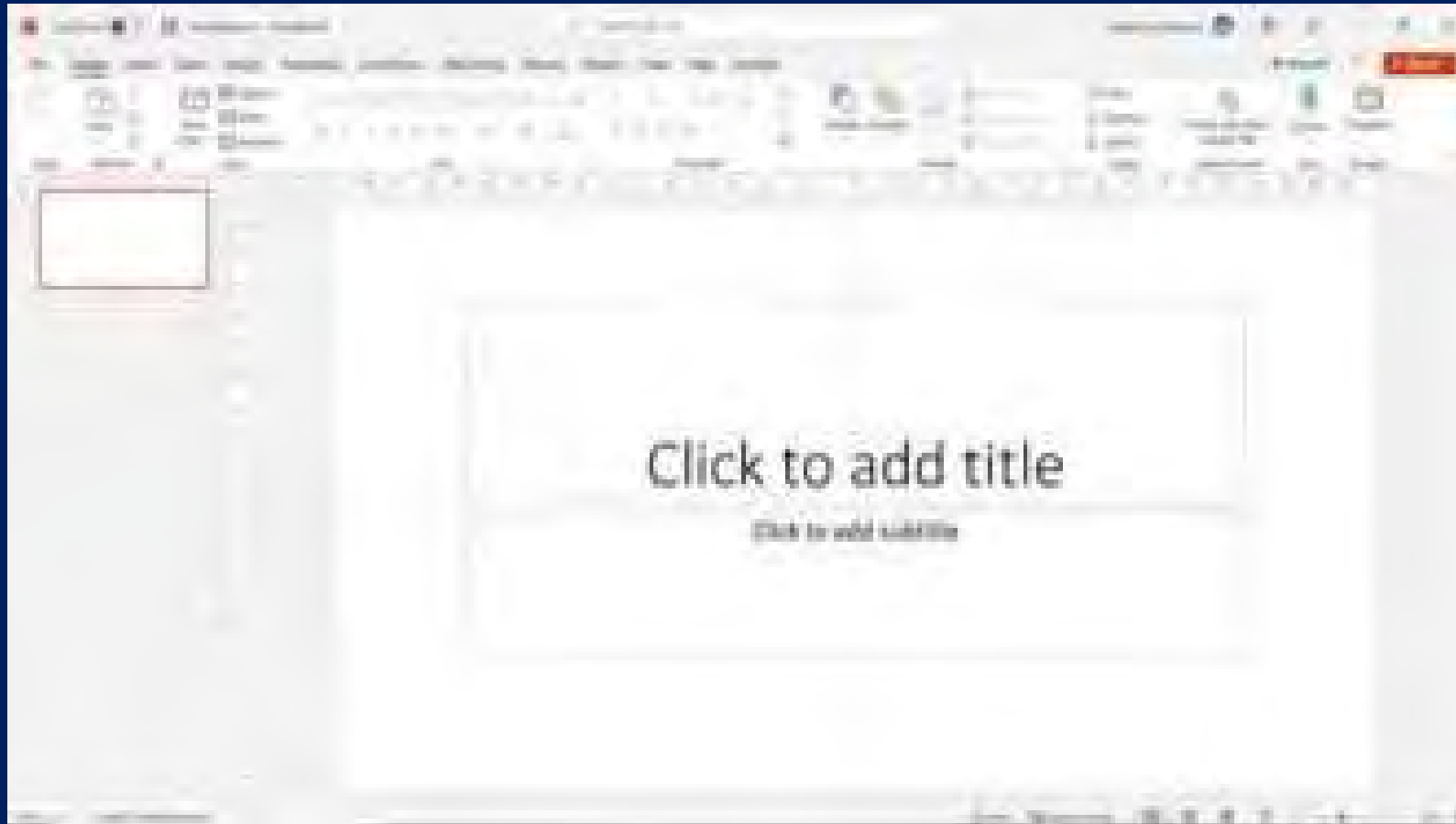
# PowerPoint Slideshow

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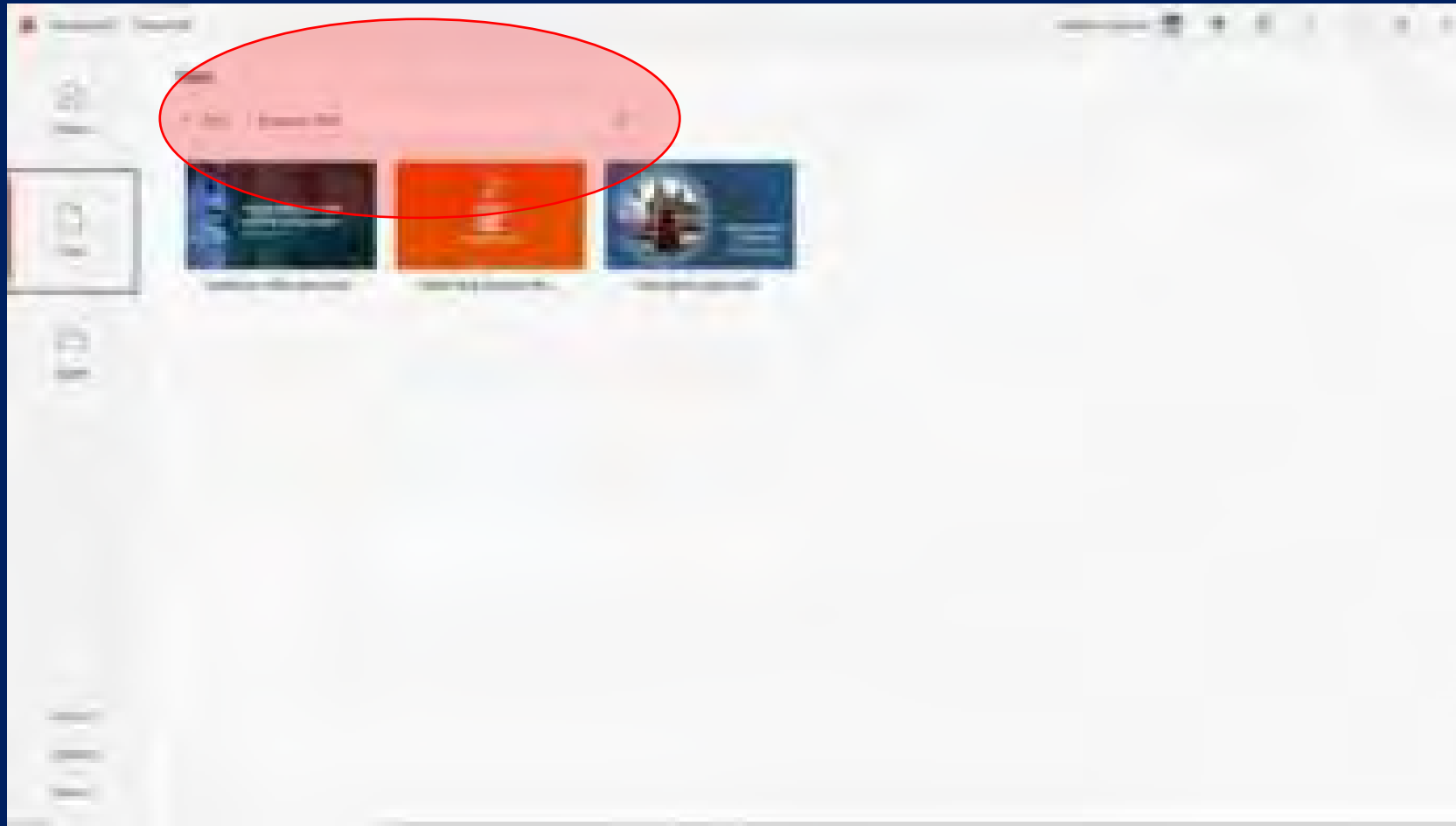






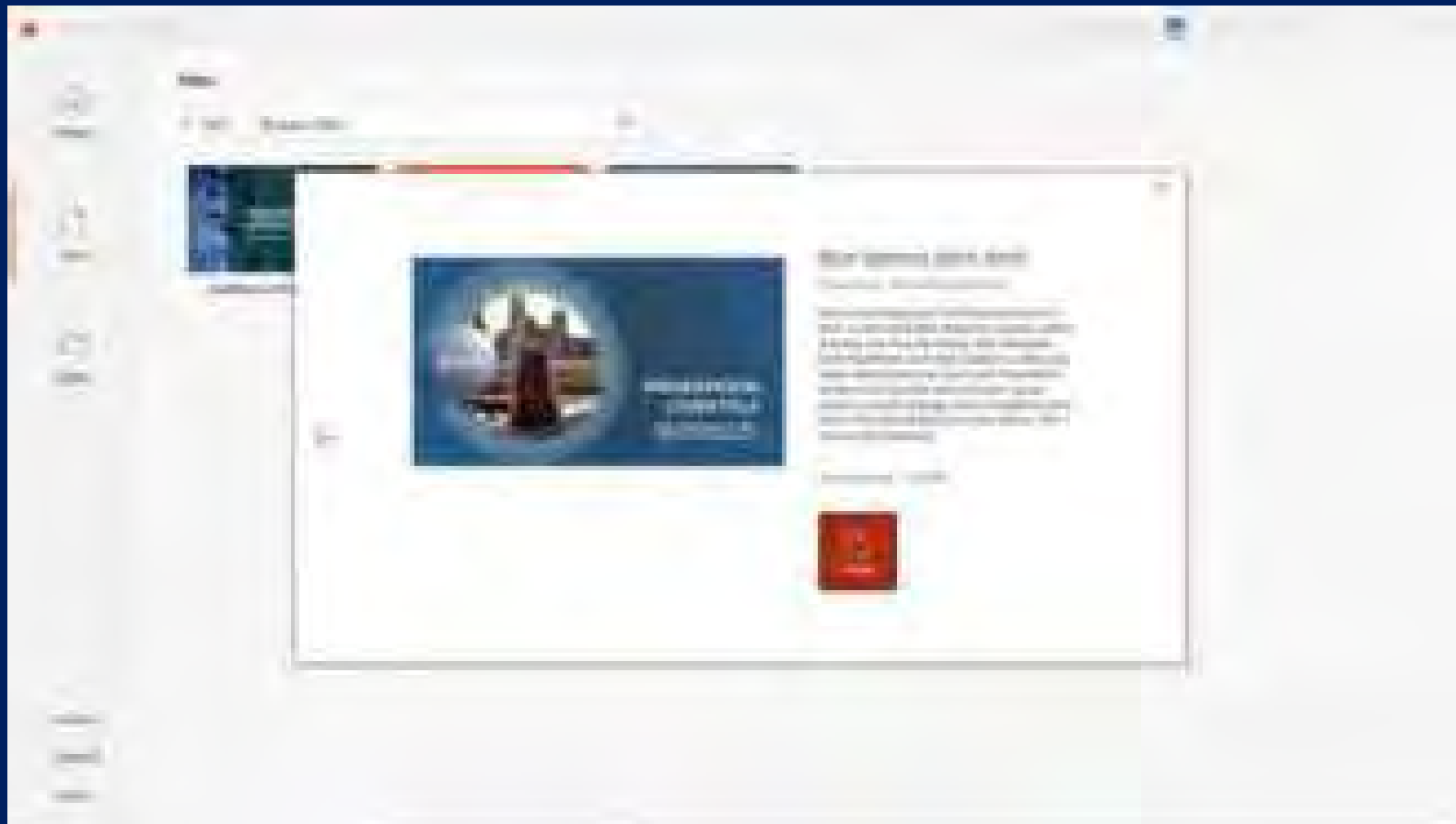
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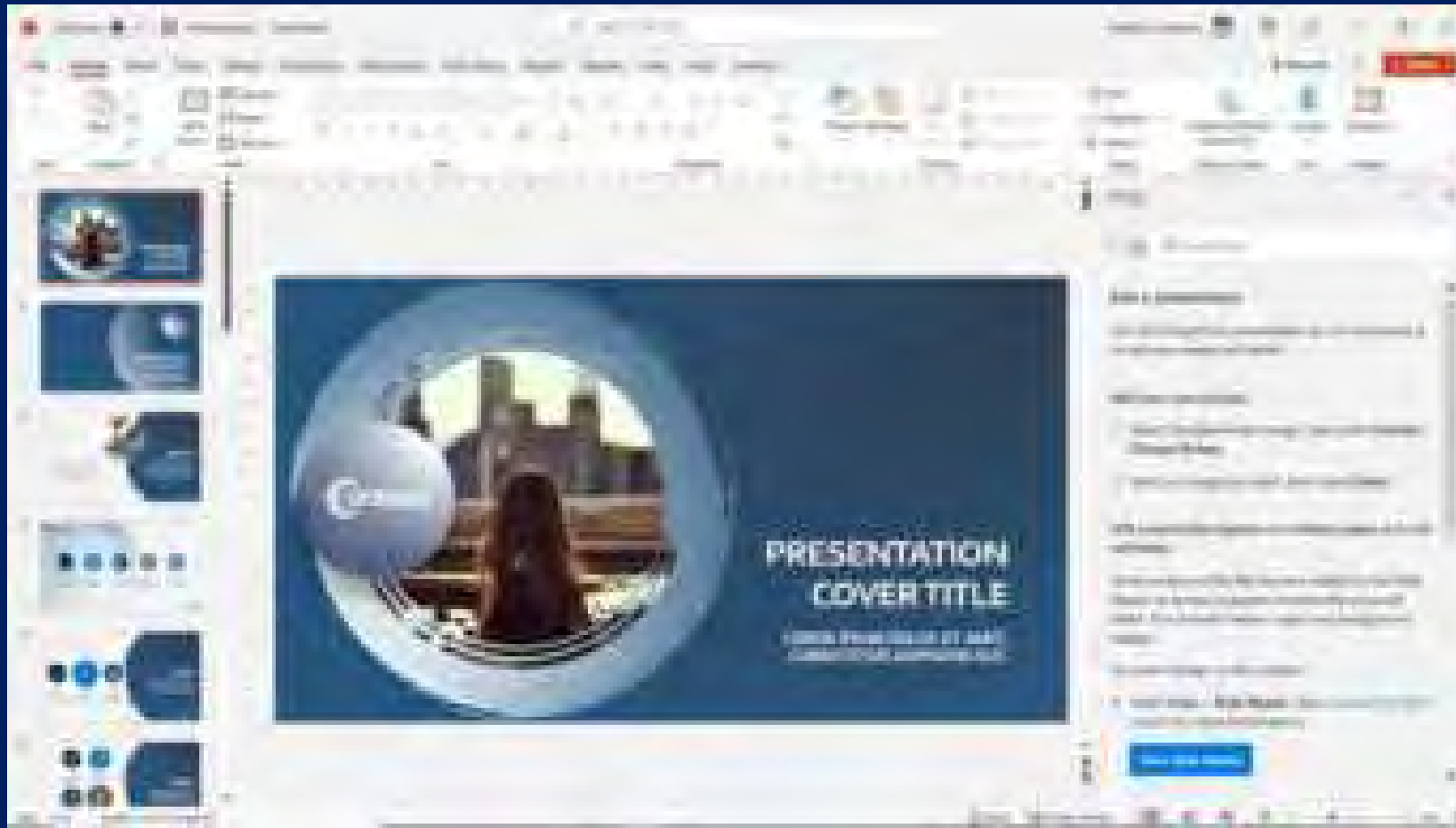
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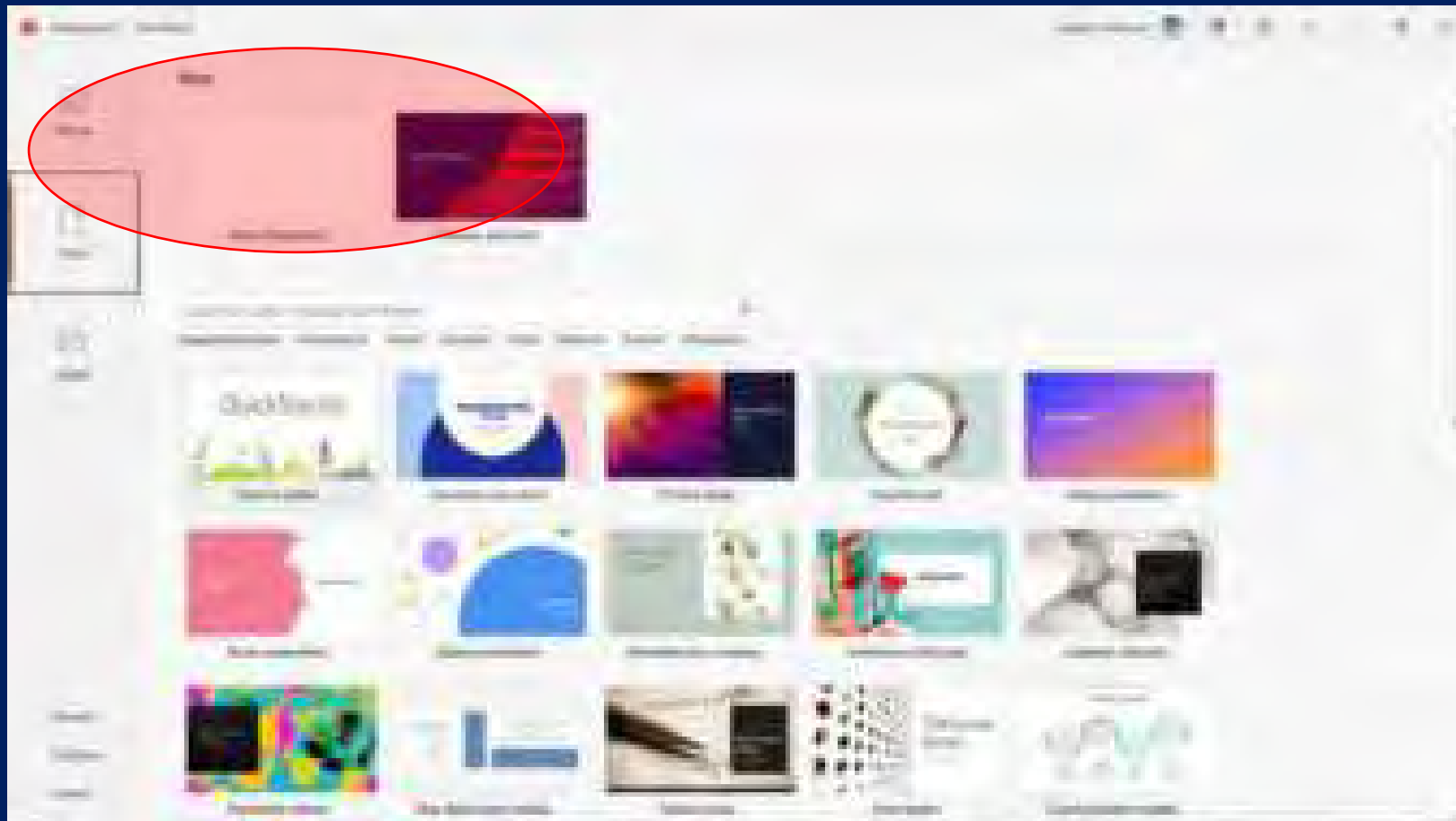
**Blank Presentation** vs Template

**Originality** vs Time



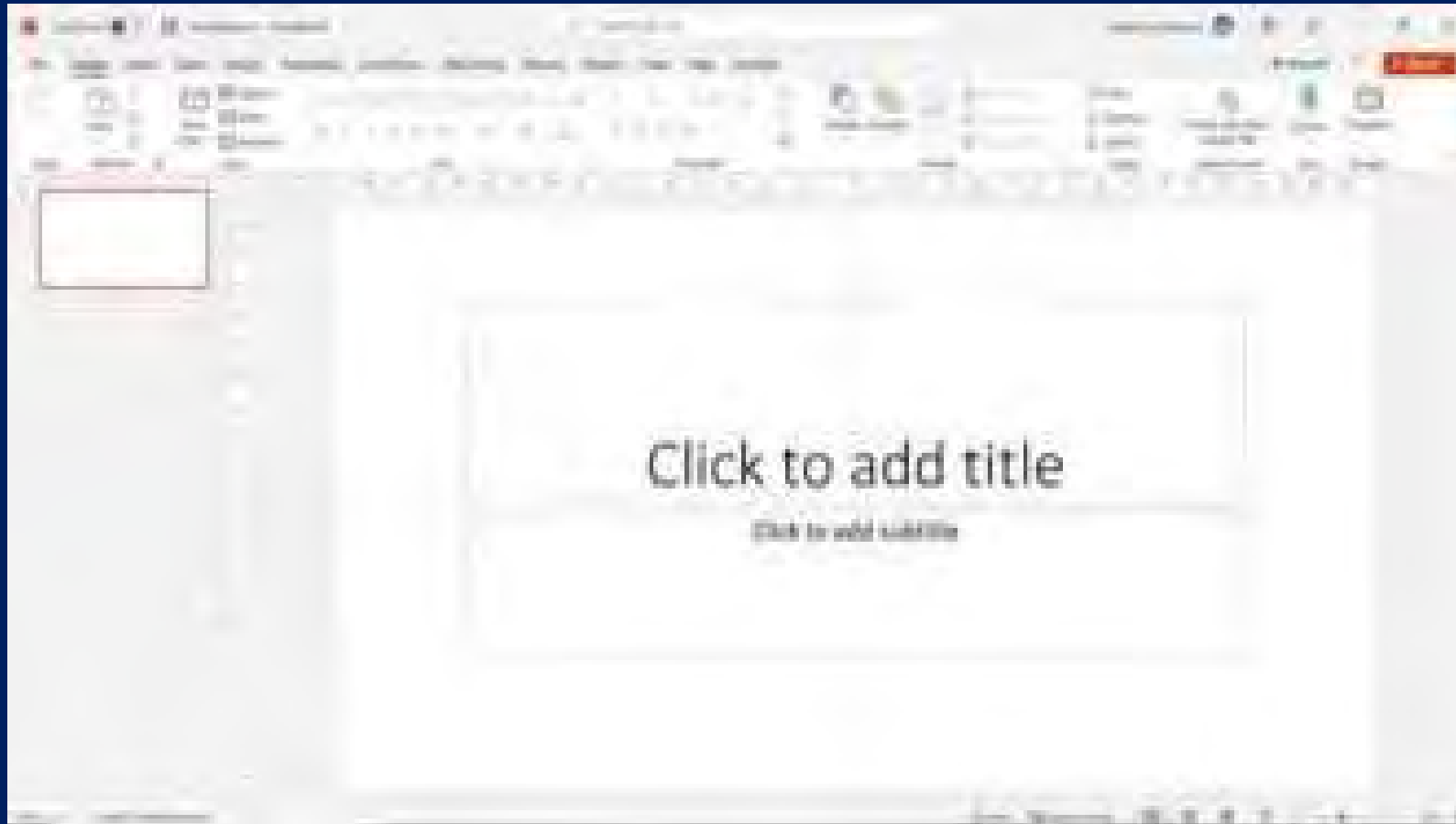
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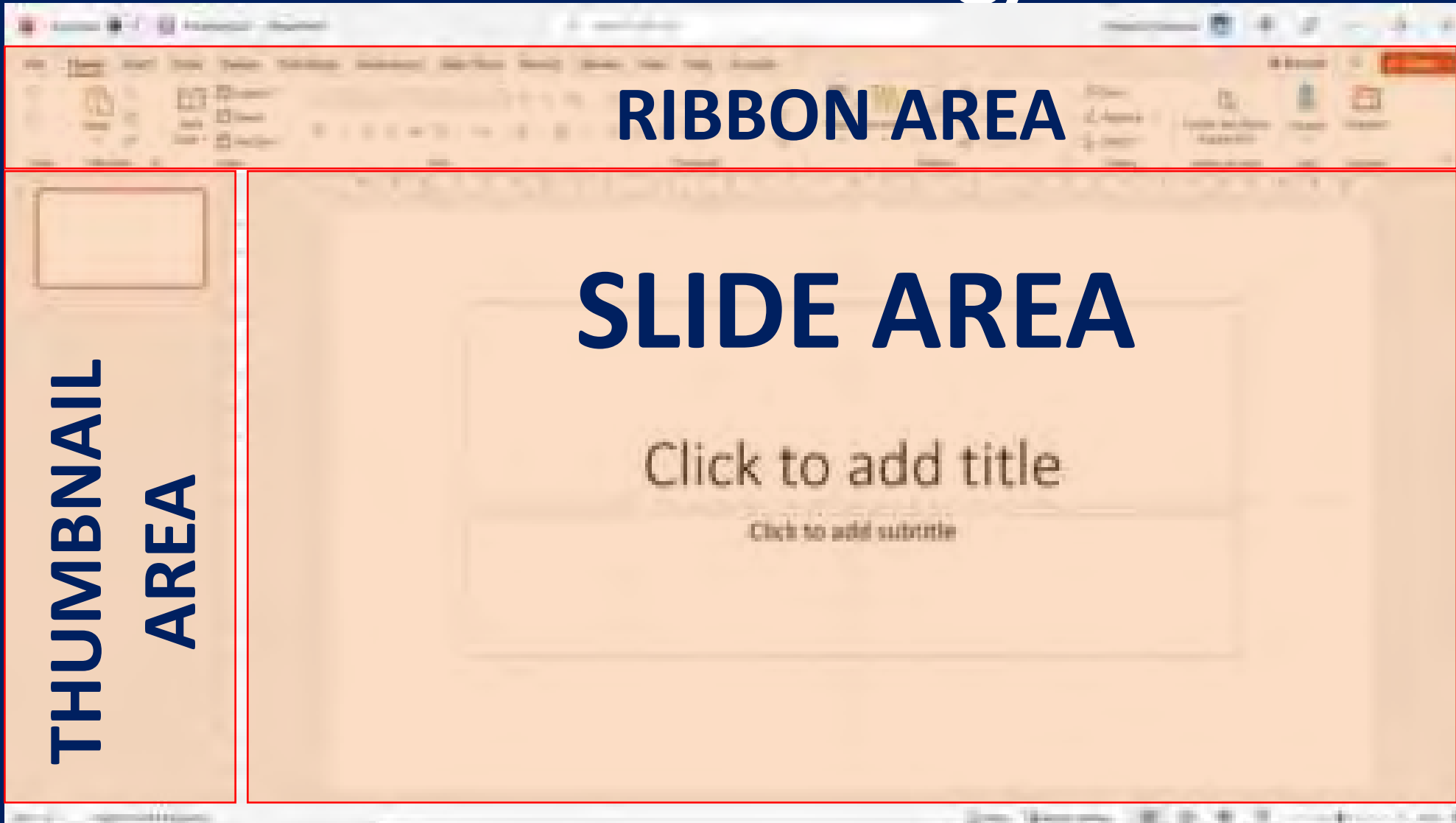
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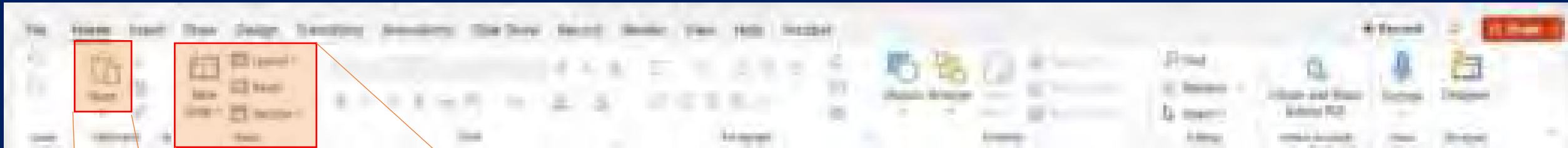
Hands On



# PowerPoint Terminology



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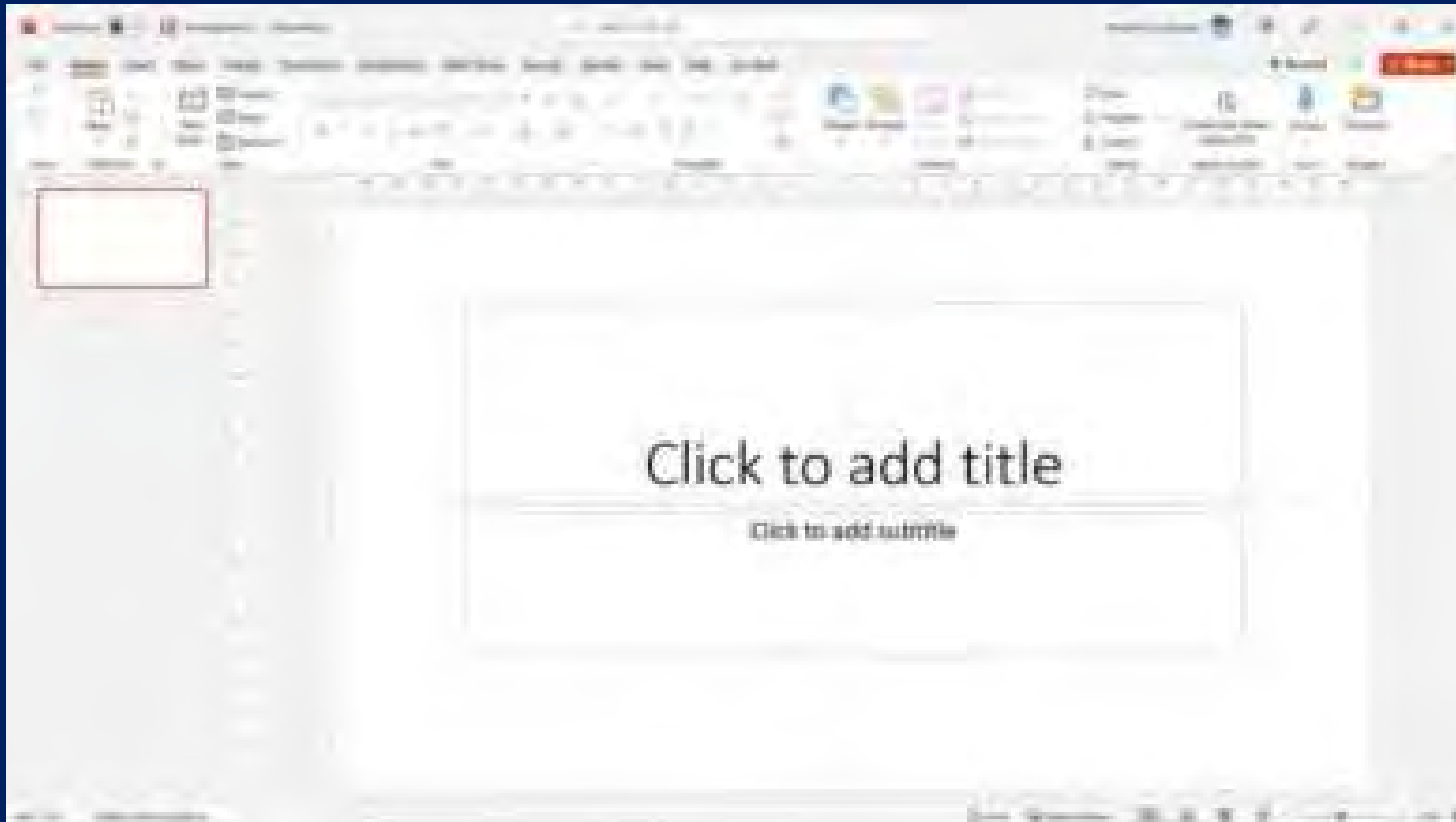


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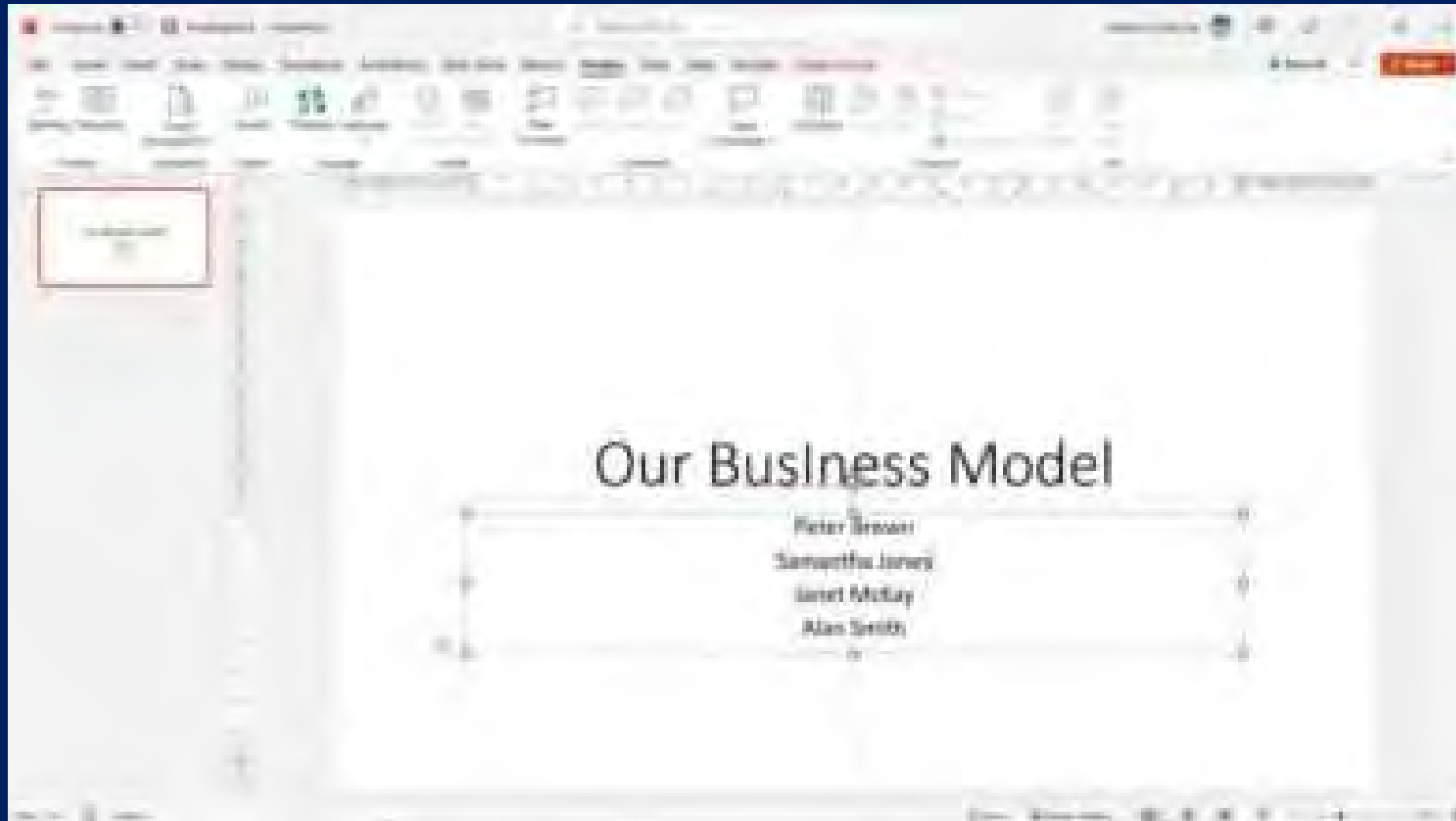
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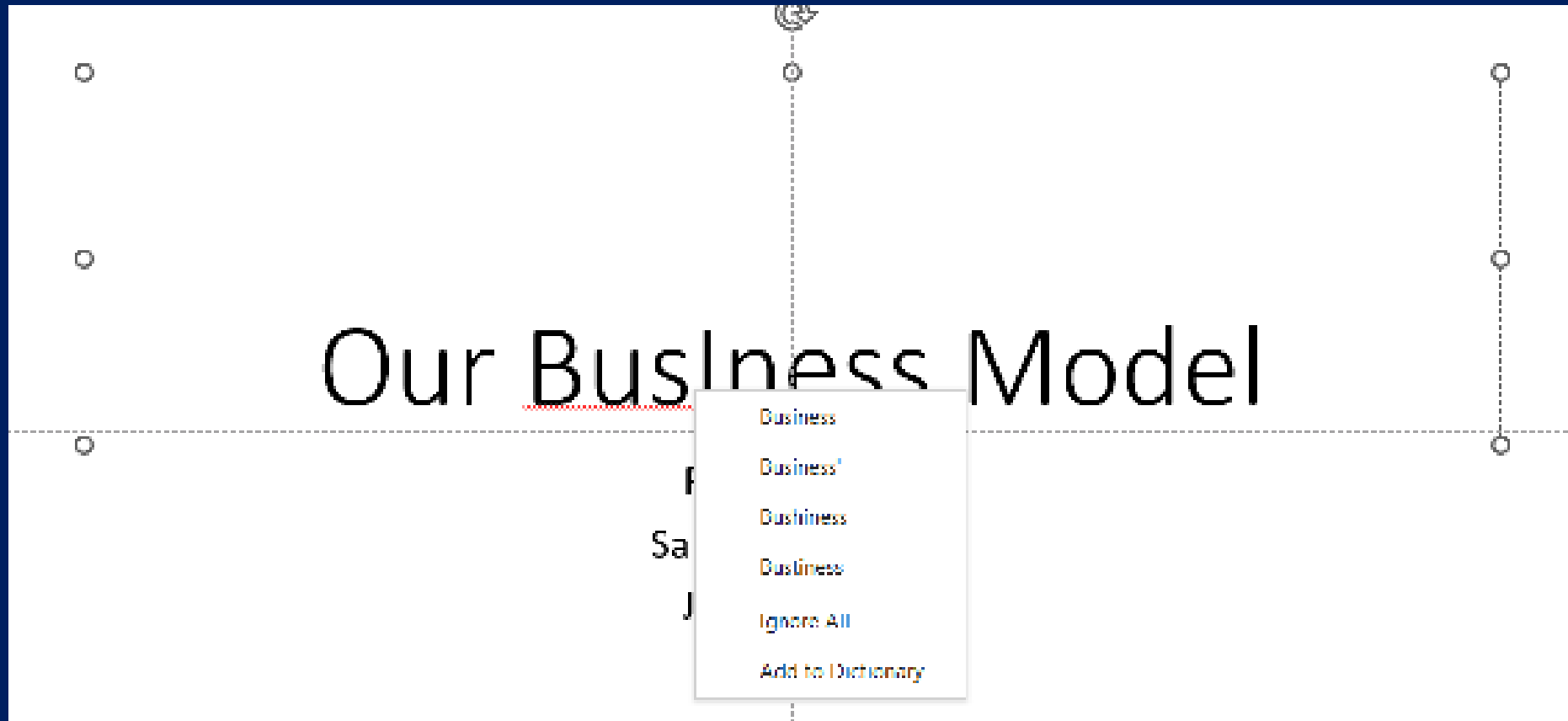
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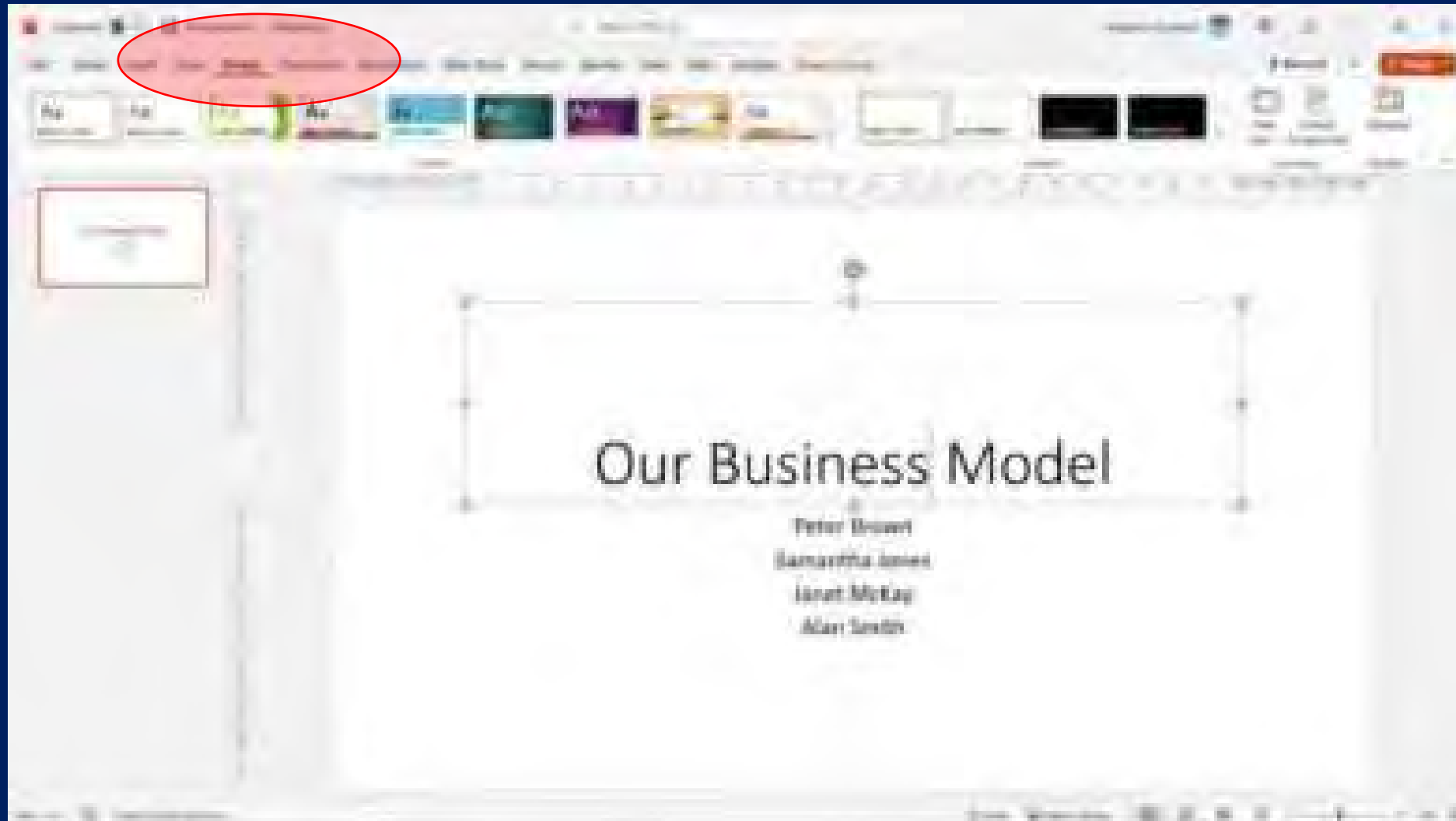
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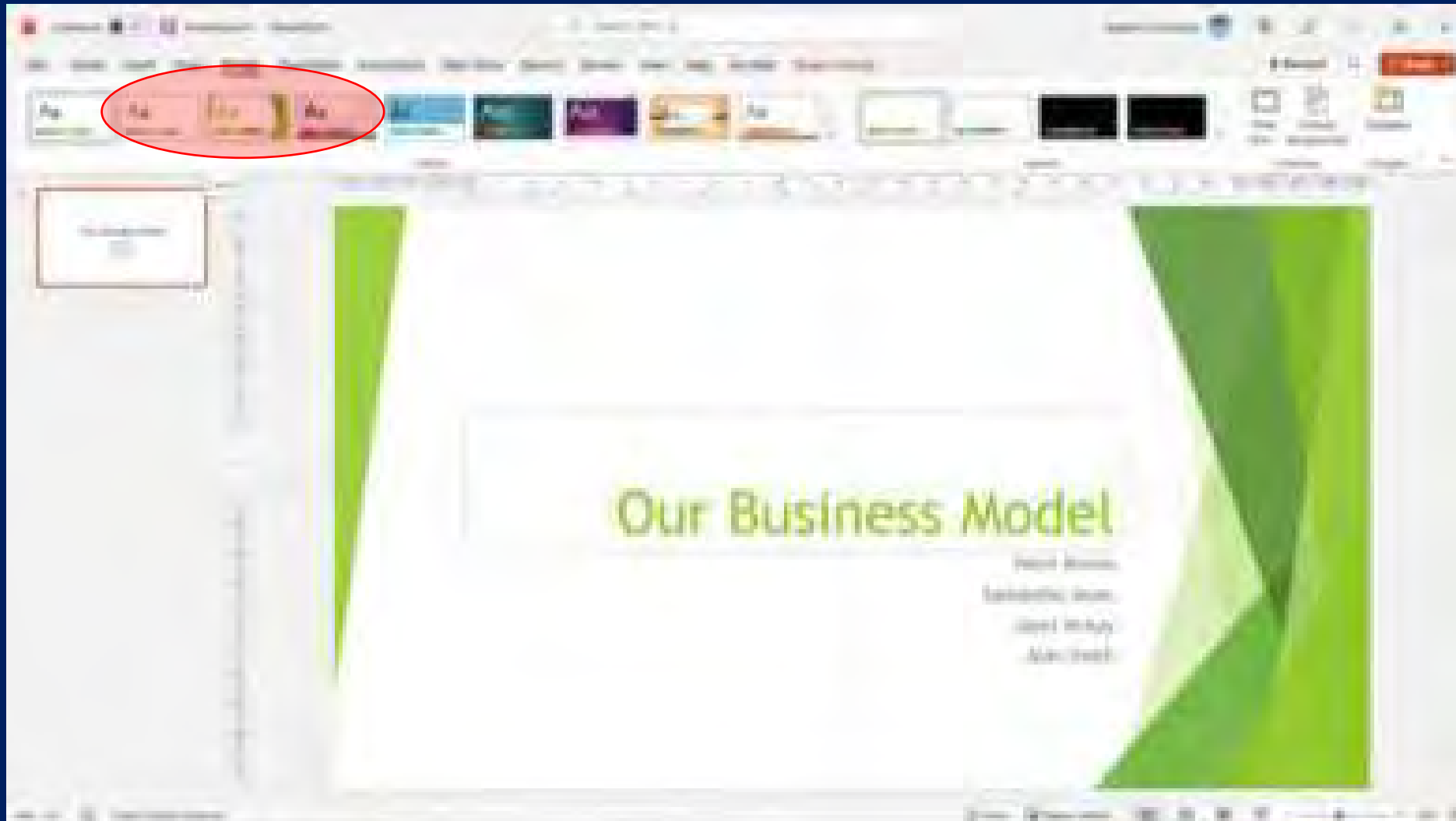
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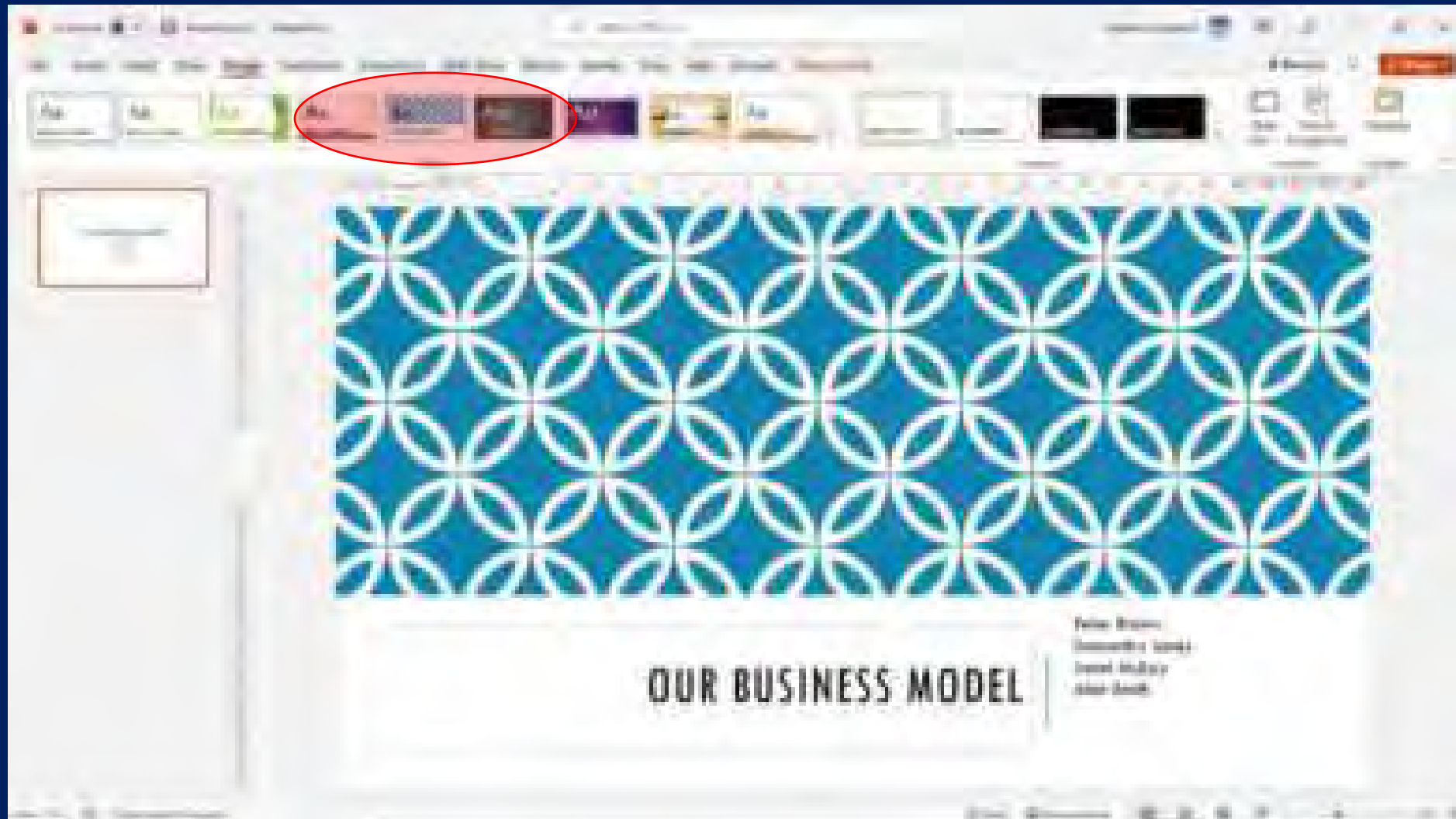
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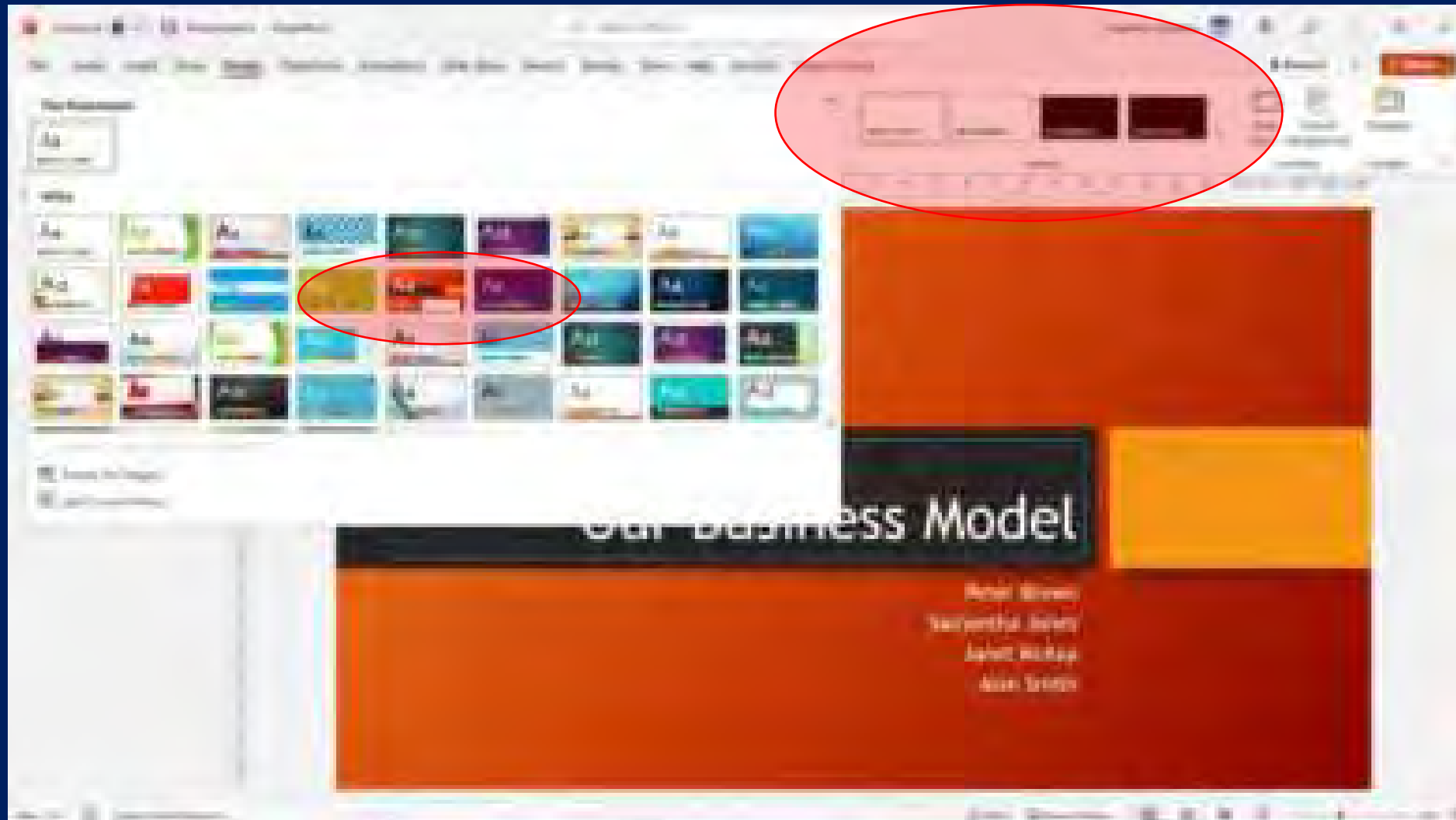


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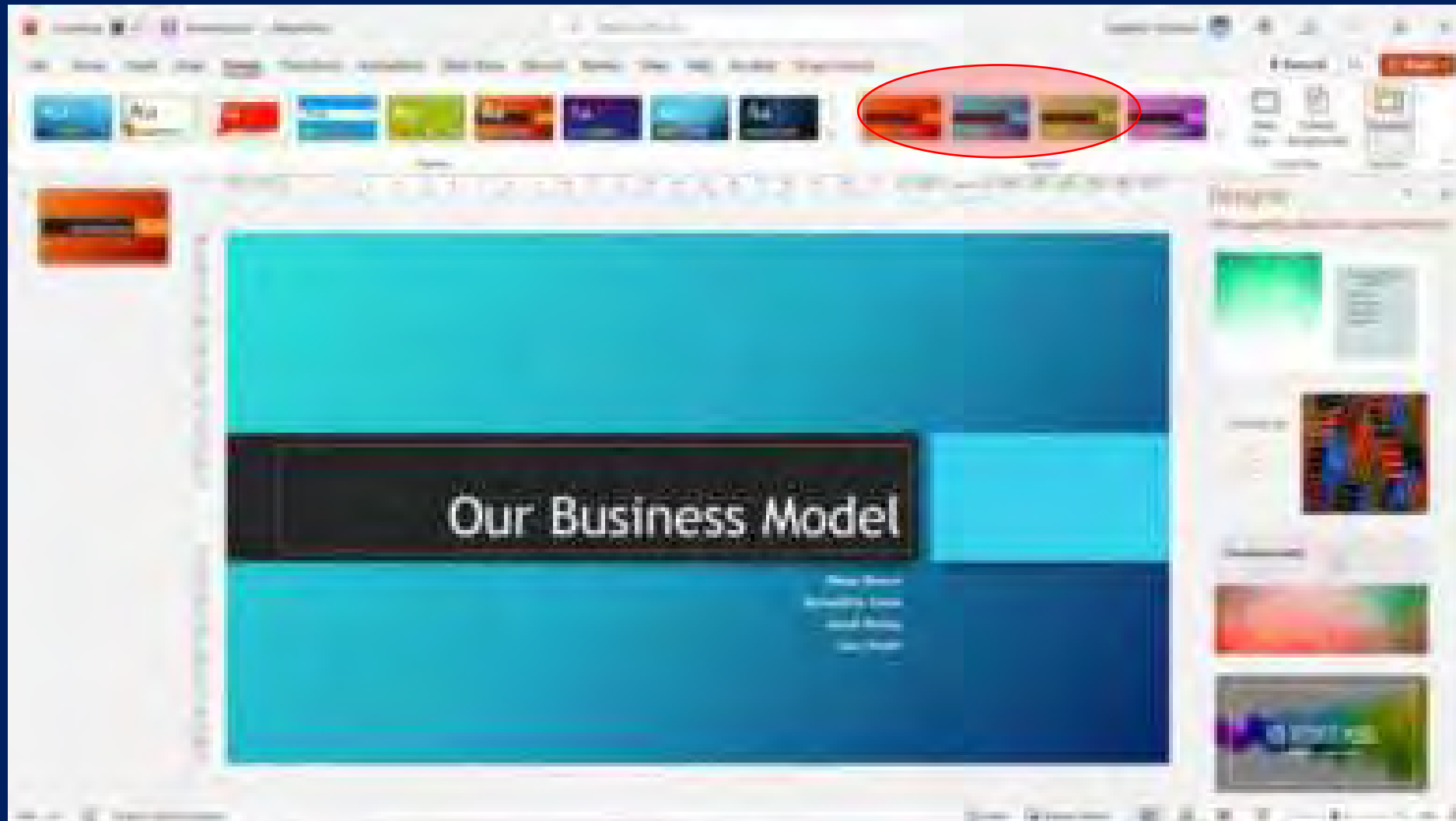




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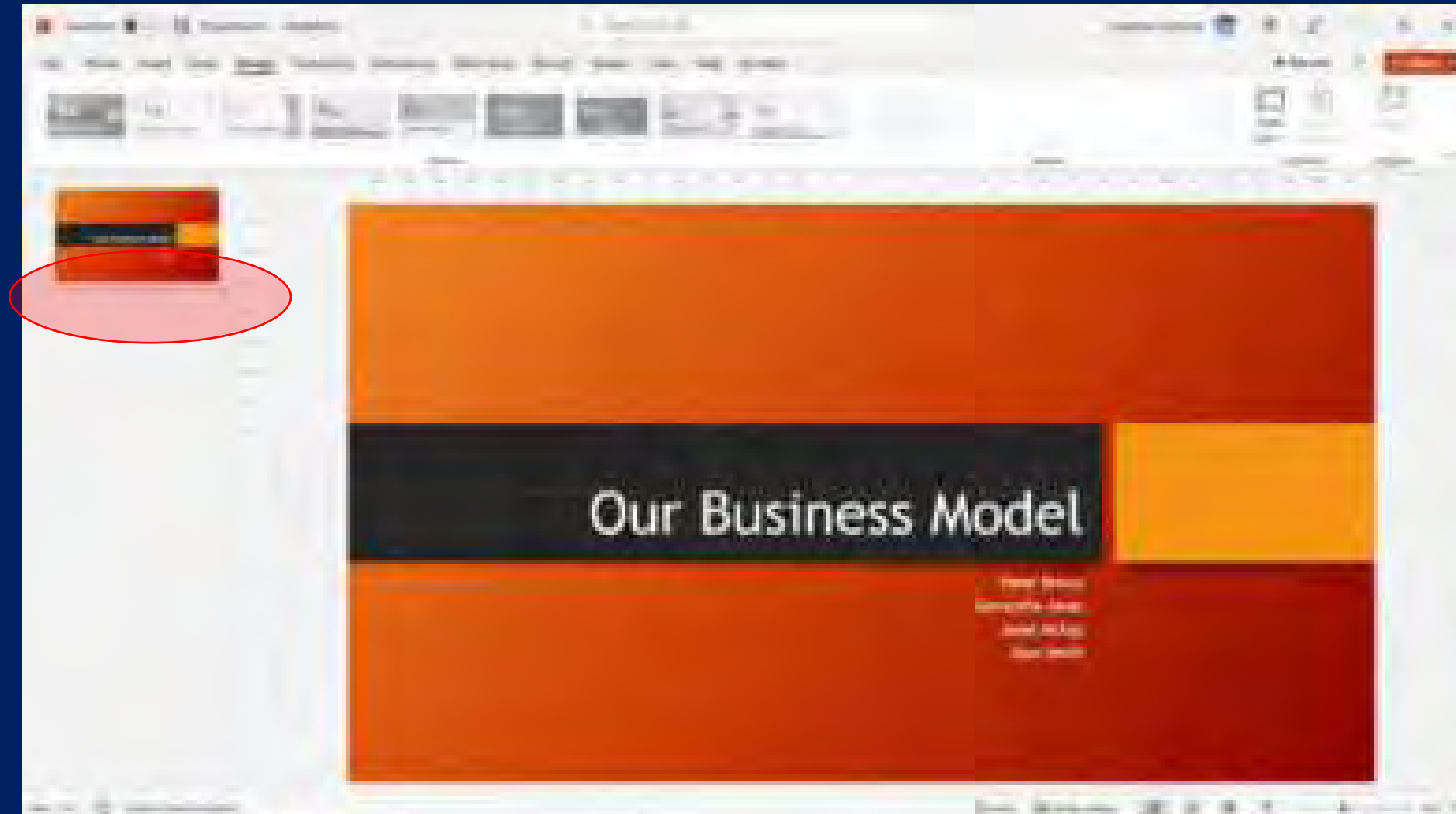
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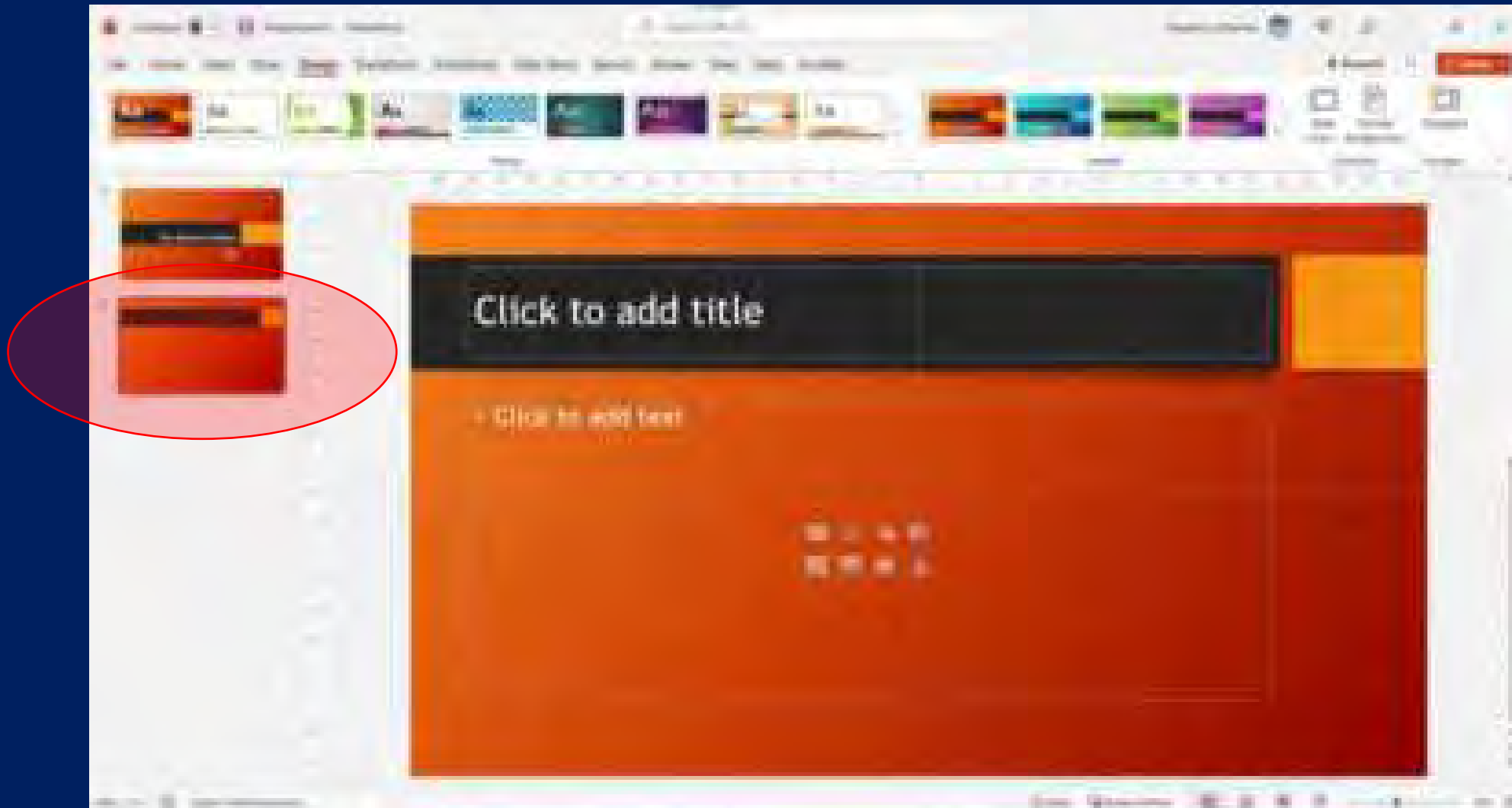
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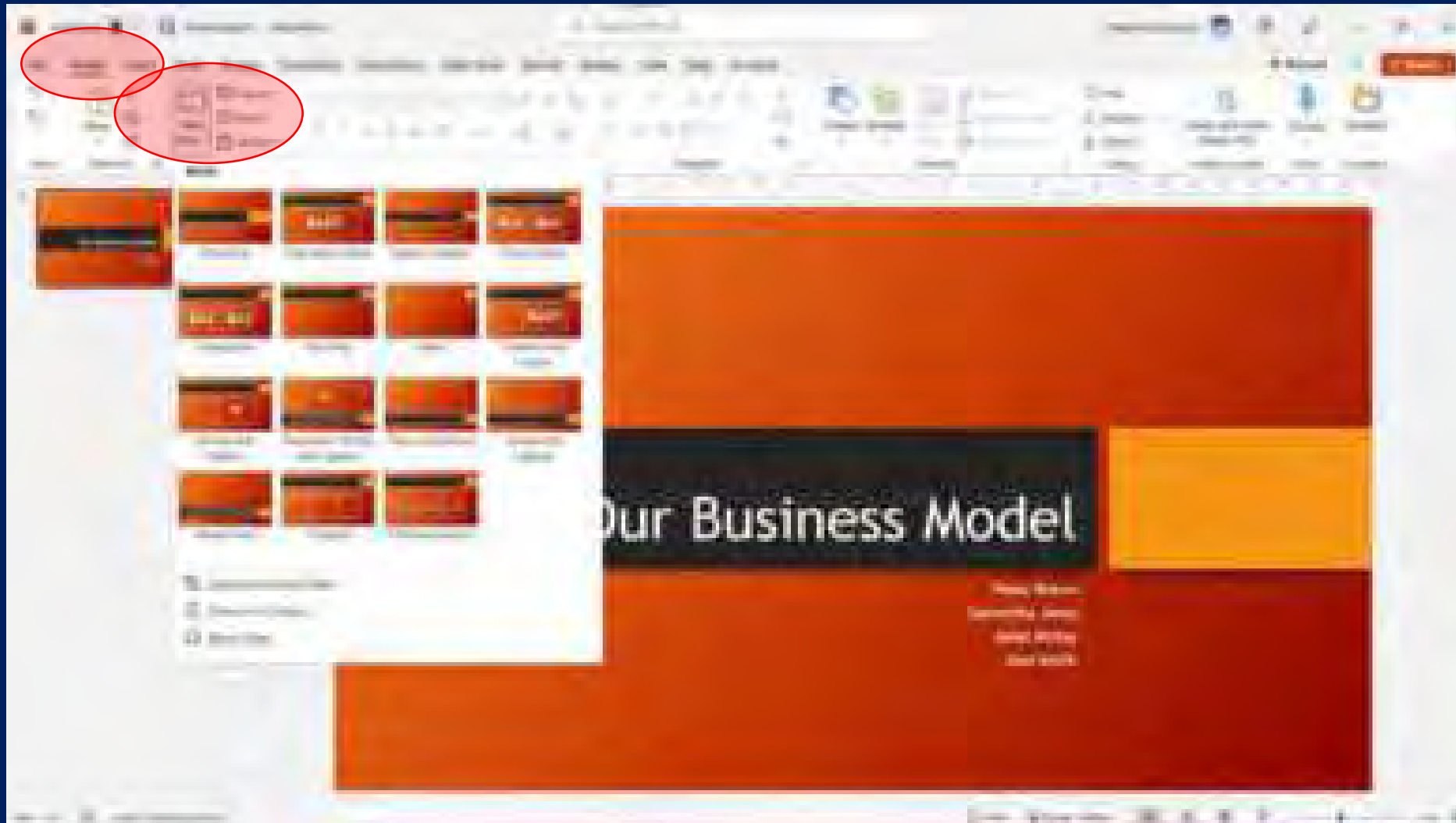
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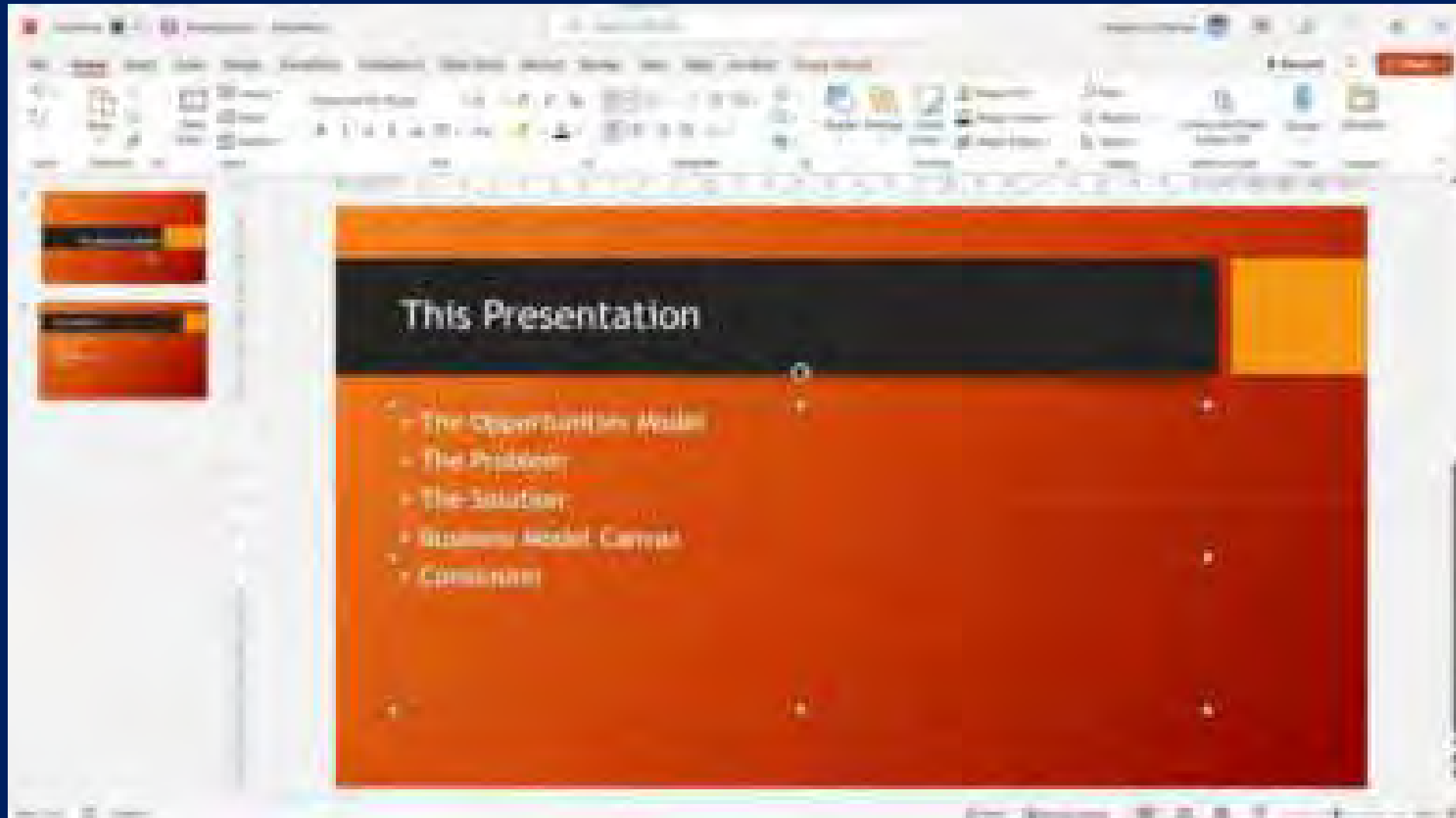
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**Hands On**

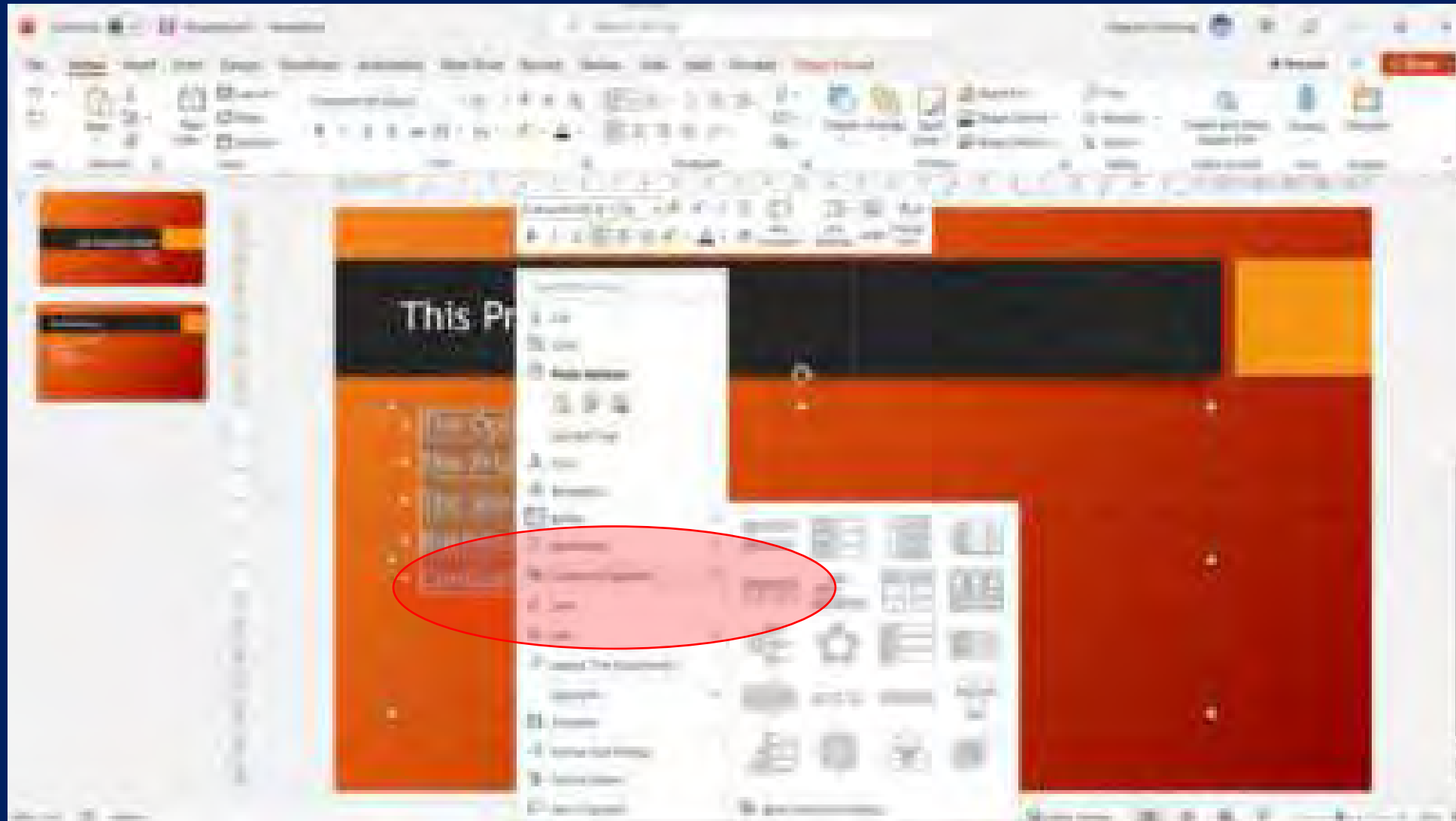


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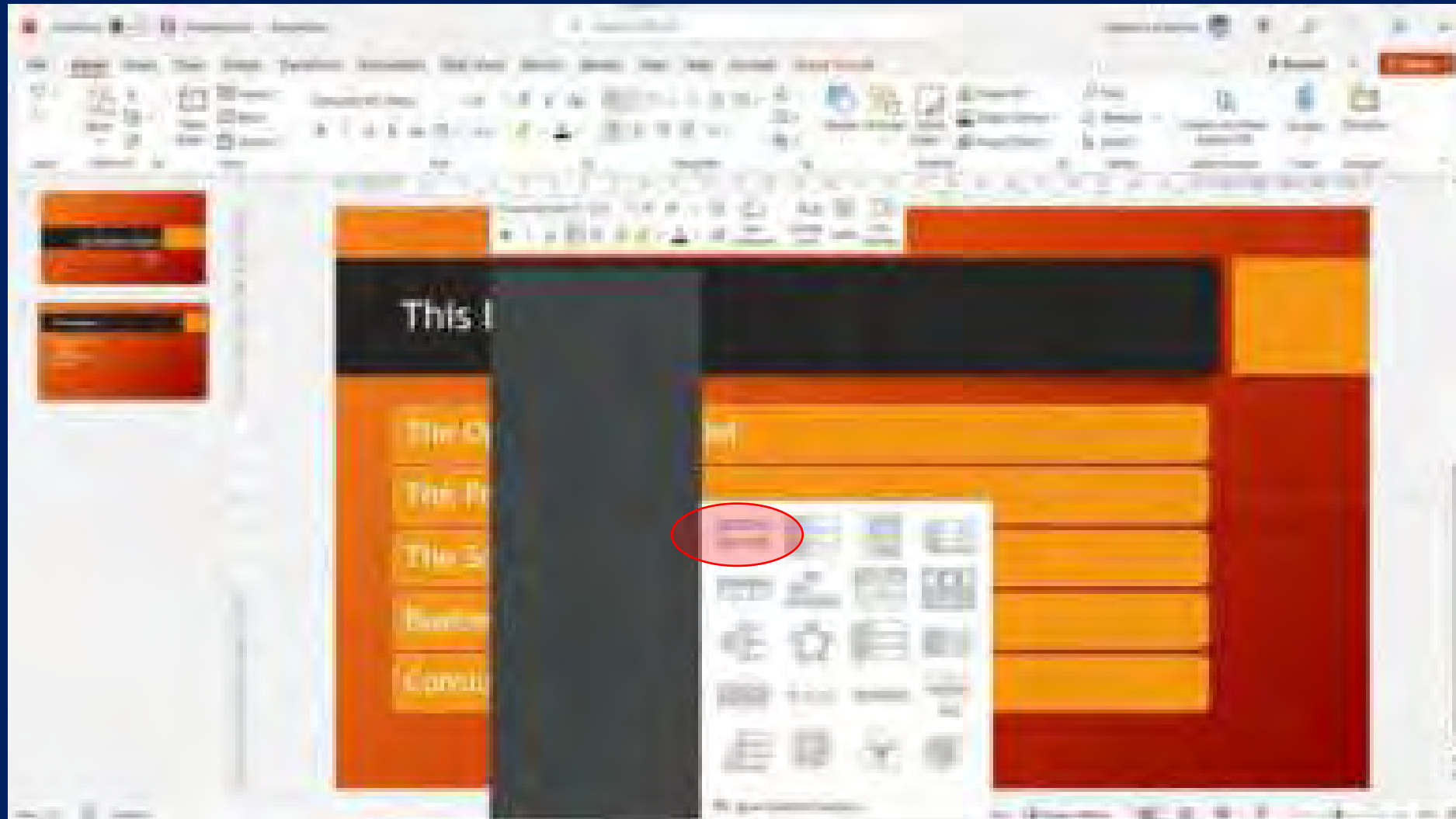




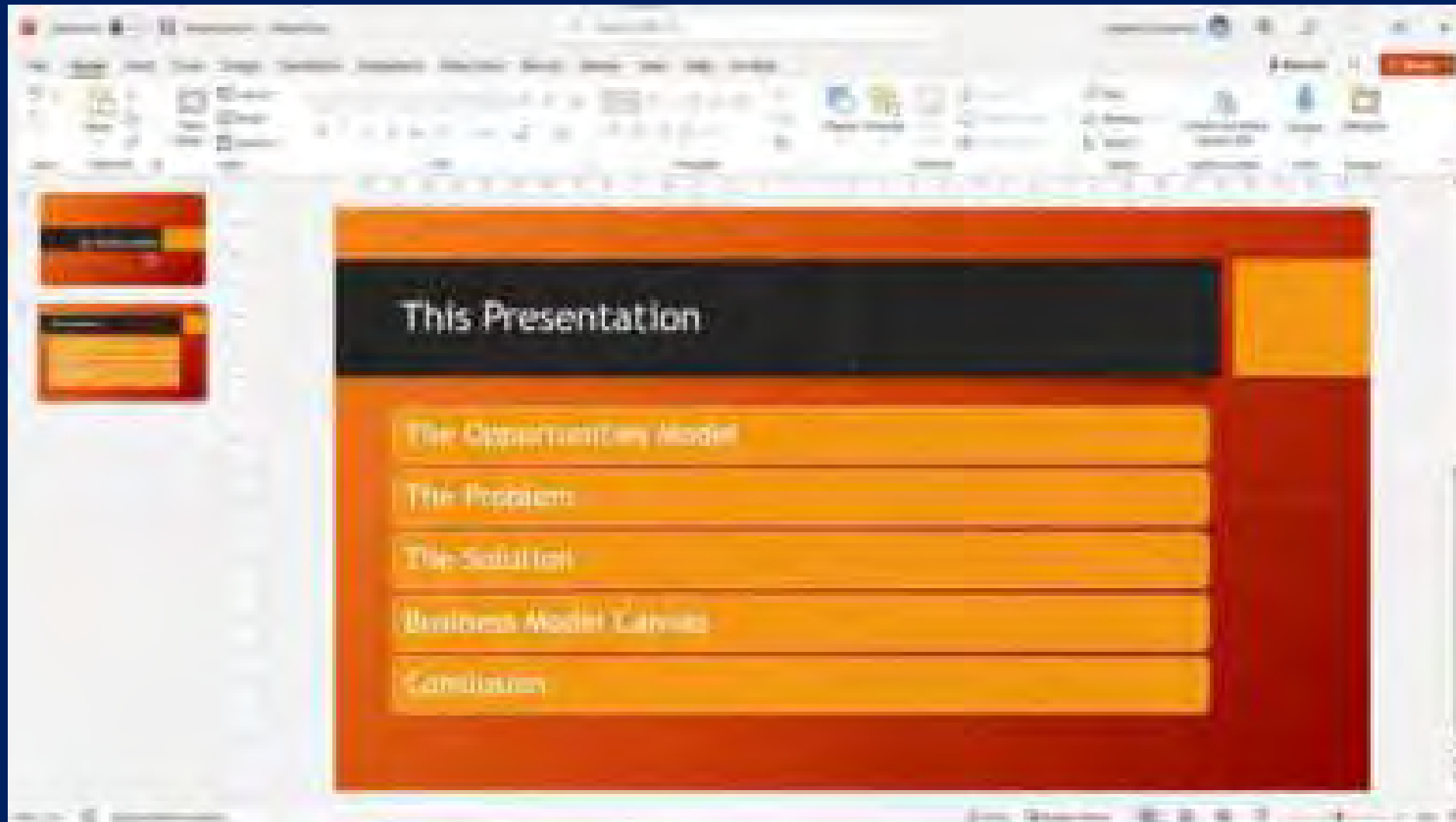
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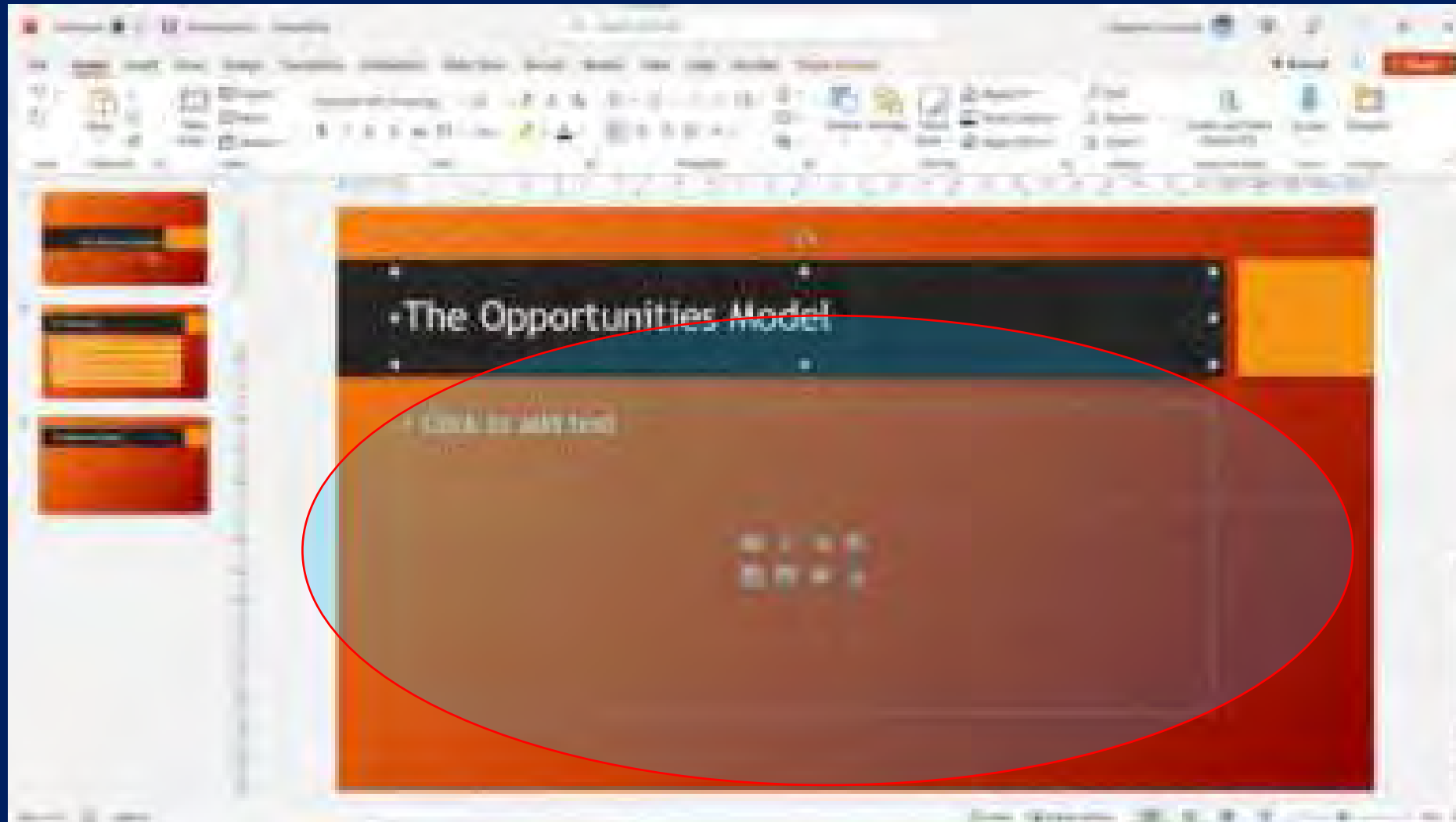
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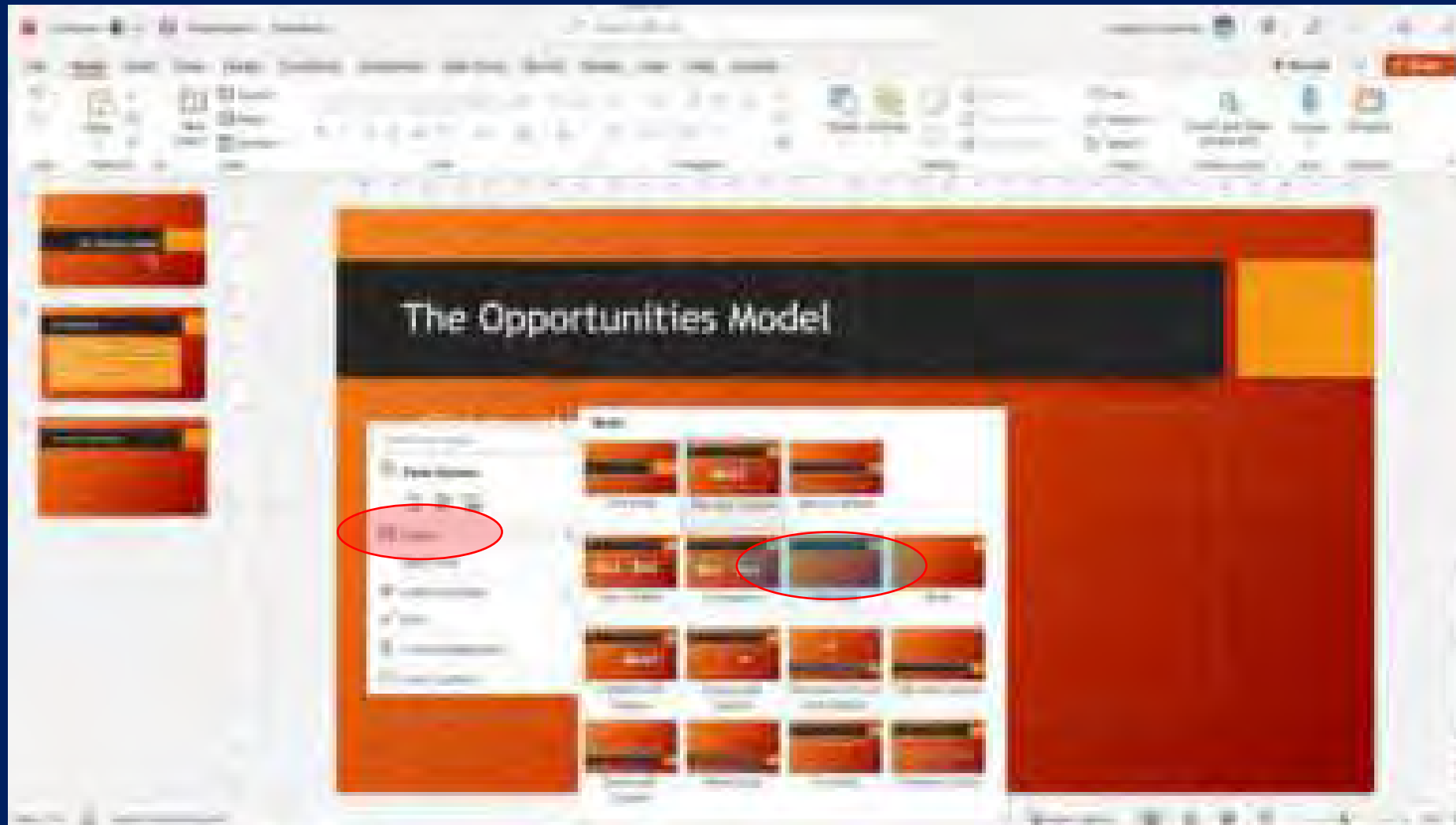
**Hands On**



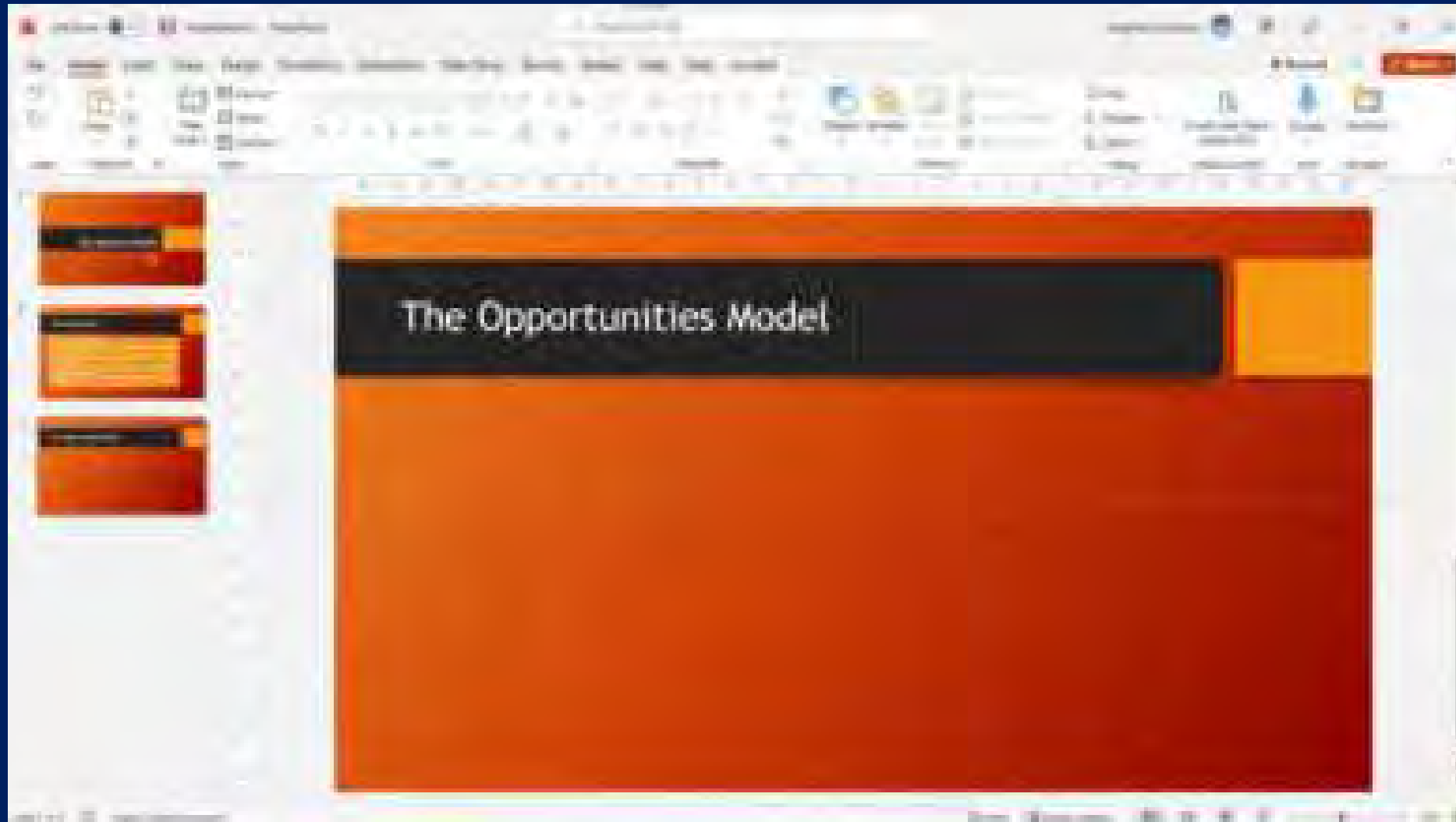
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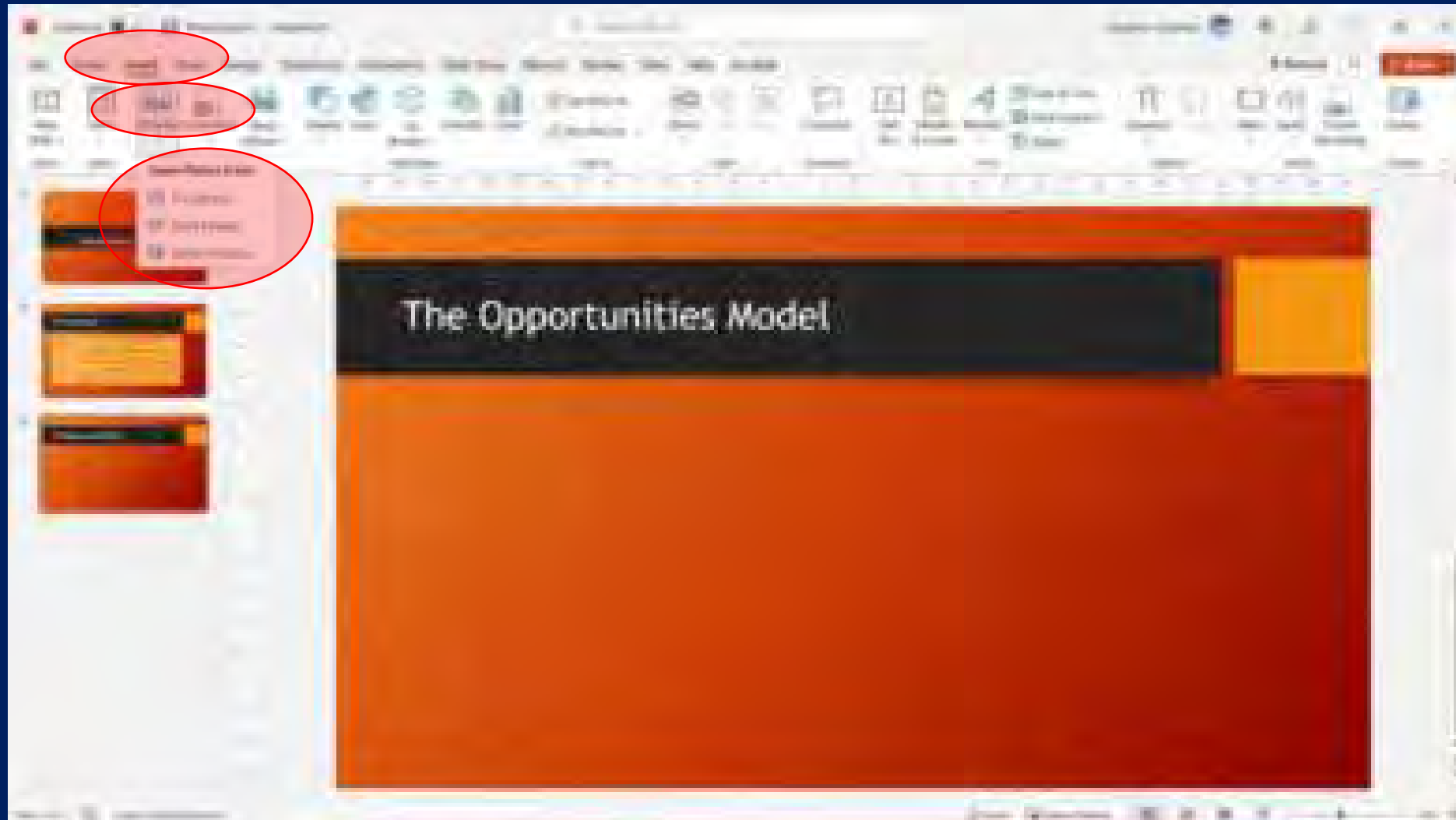
# PowerPoint Inserting Pictures



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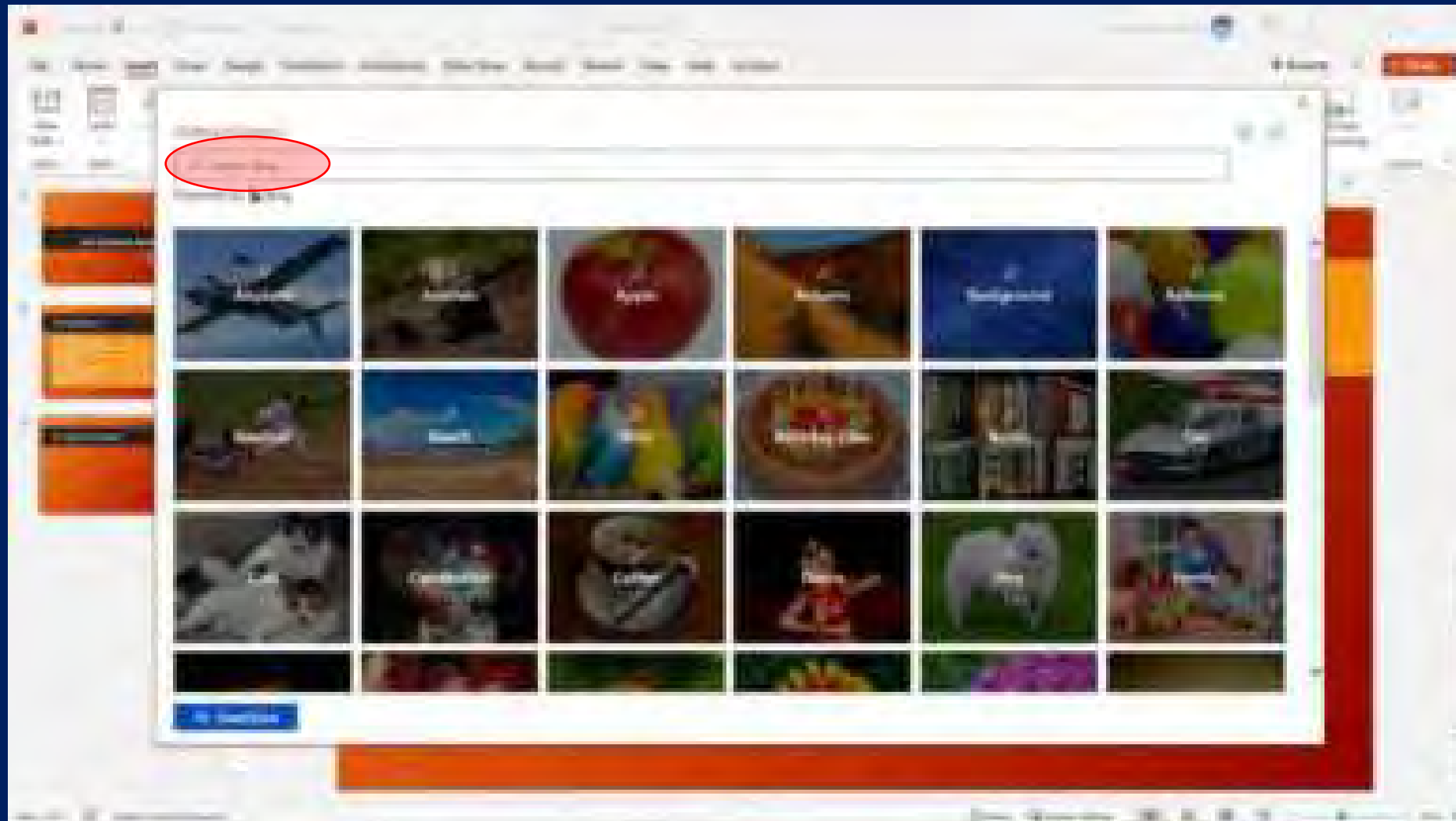


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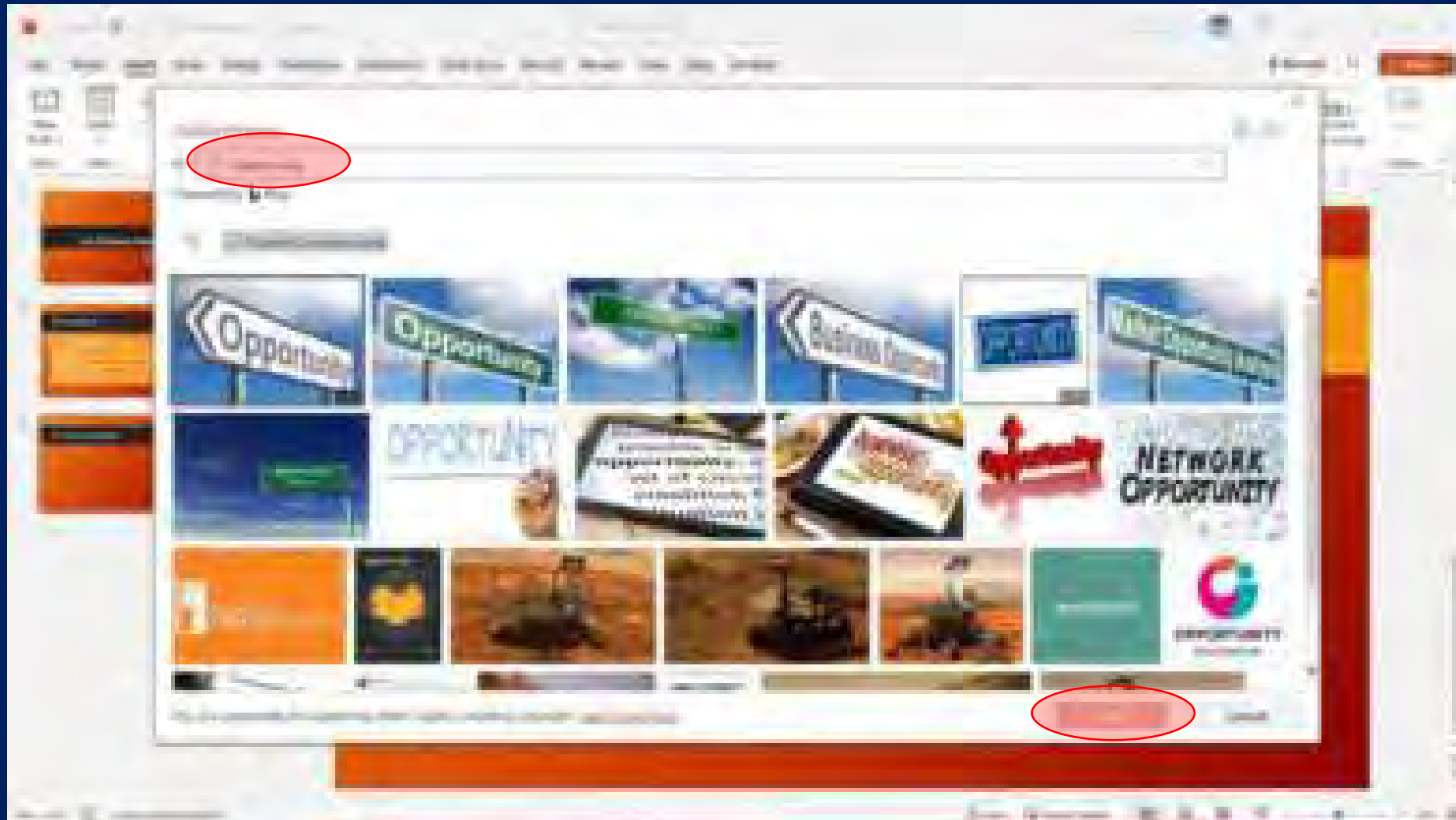




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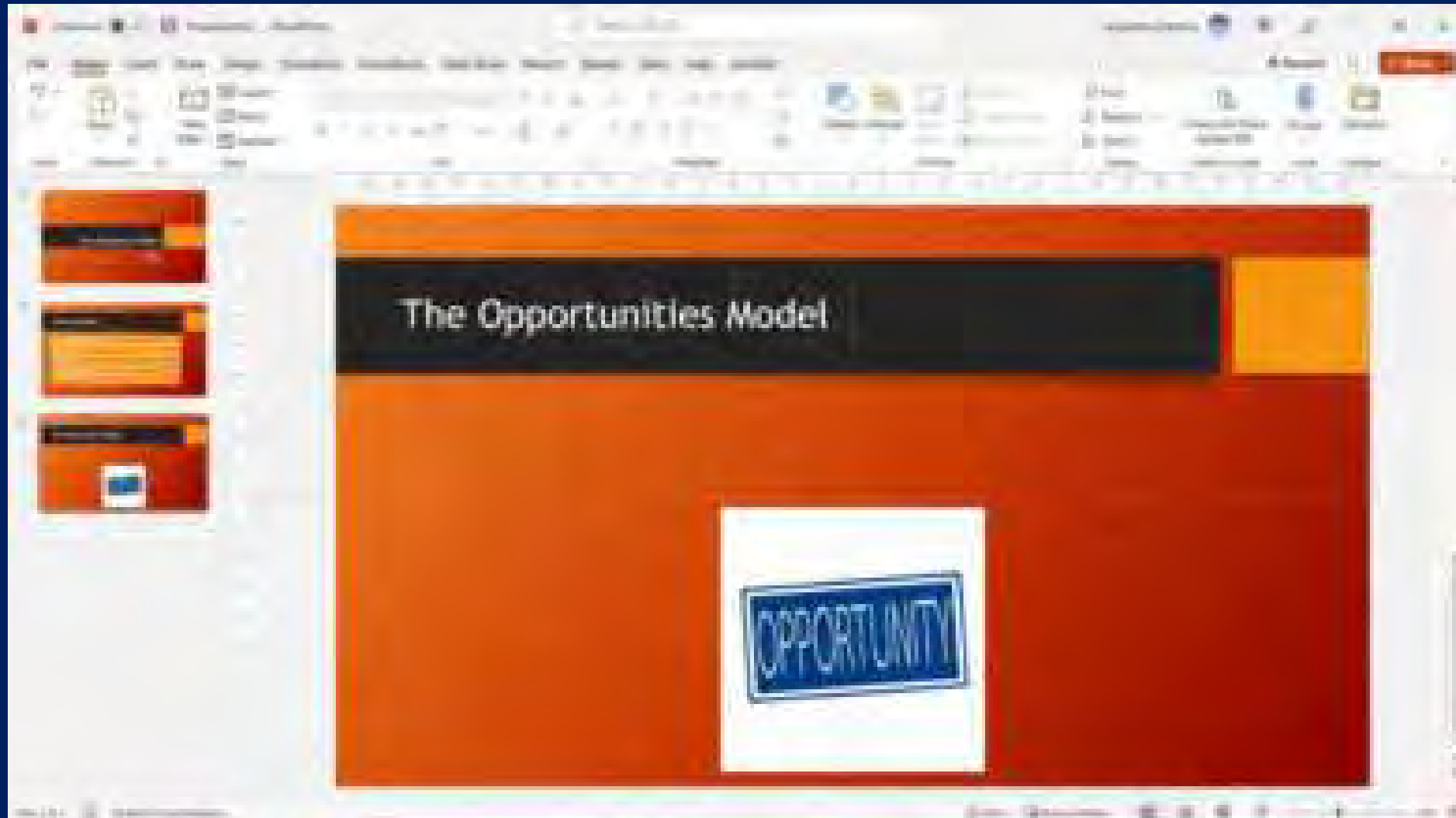
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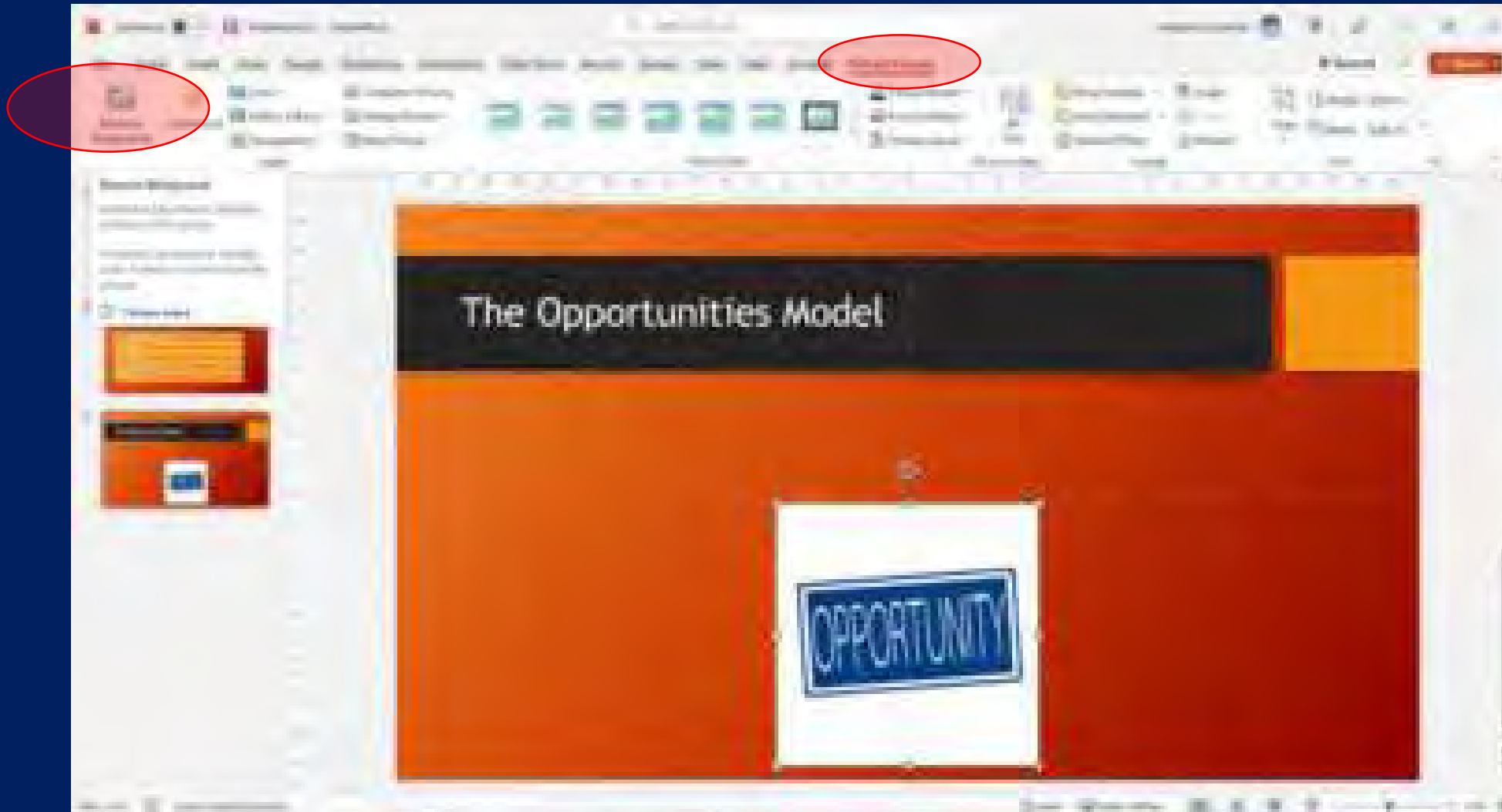
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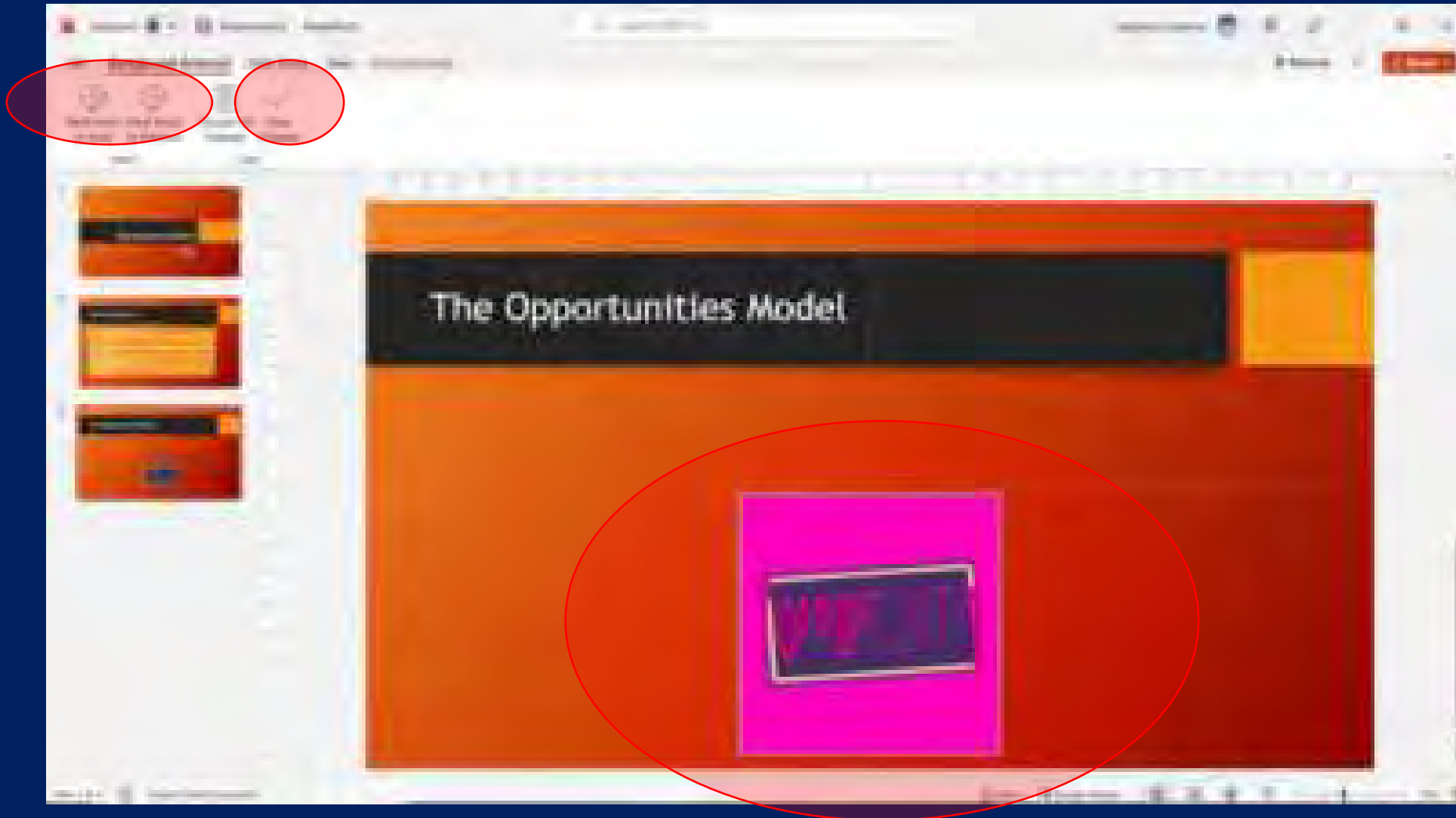
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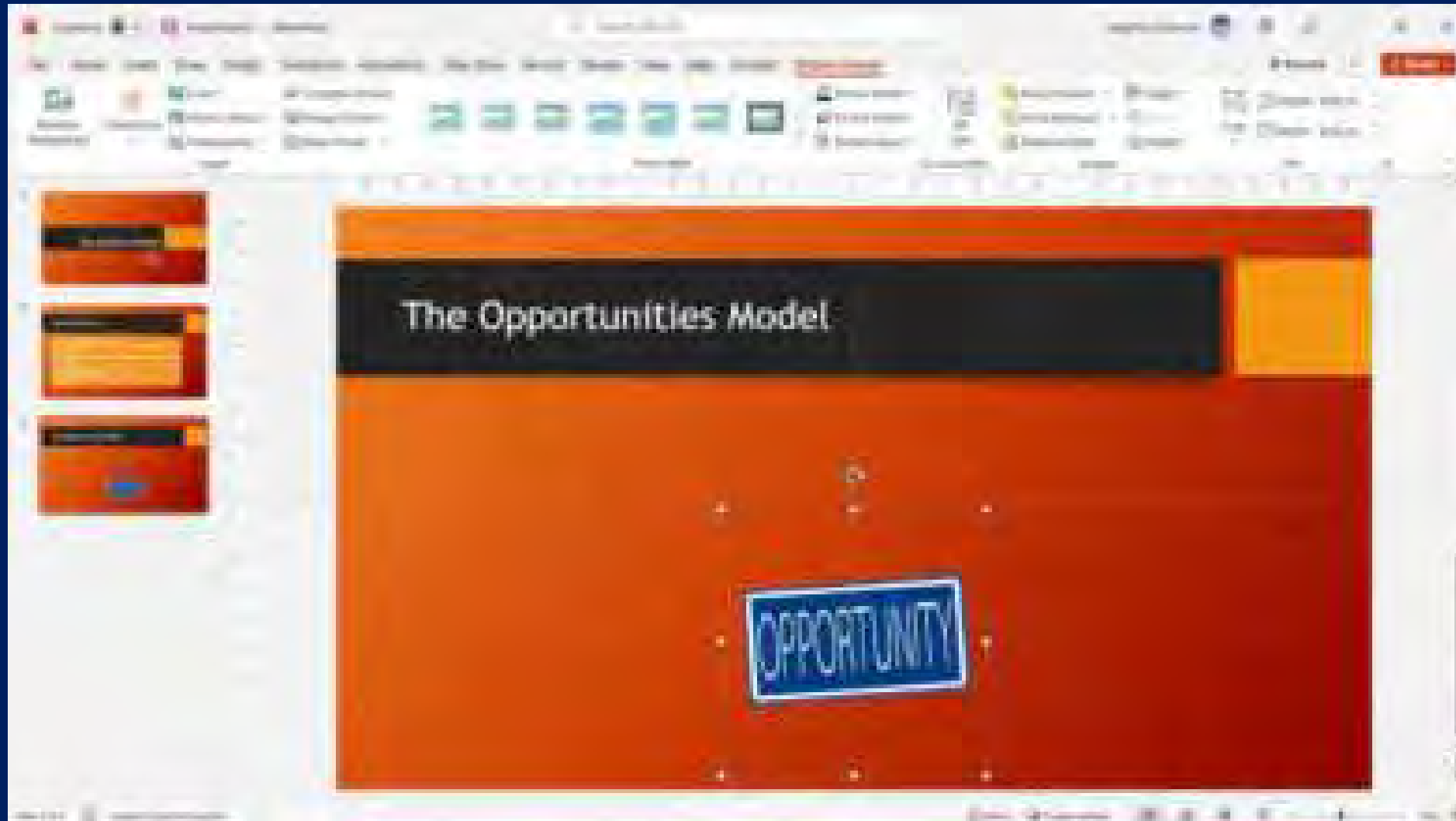
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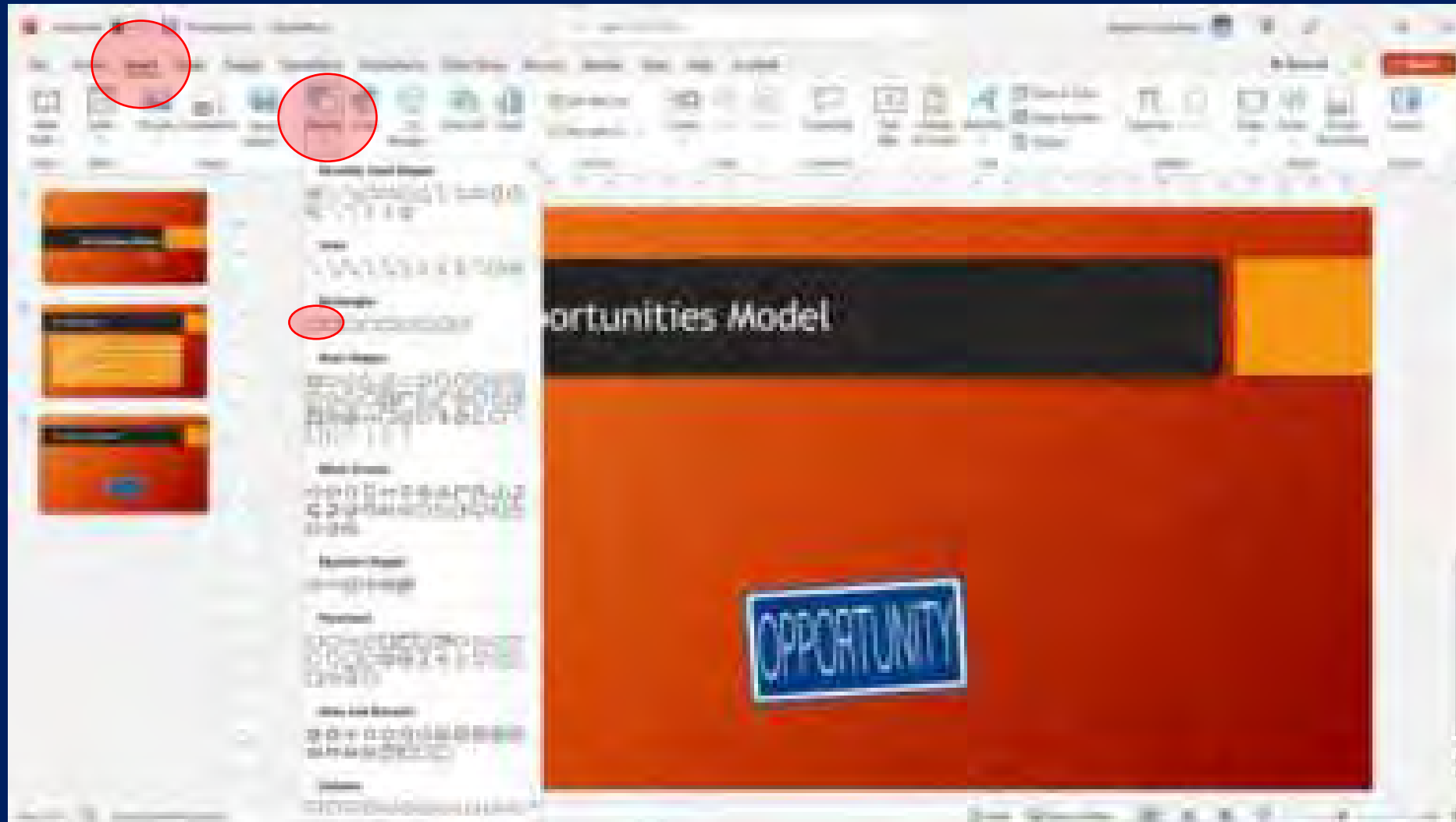


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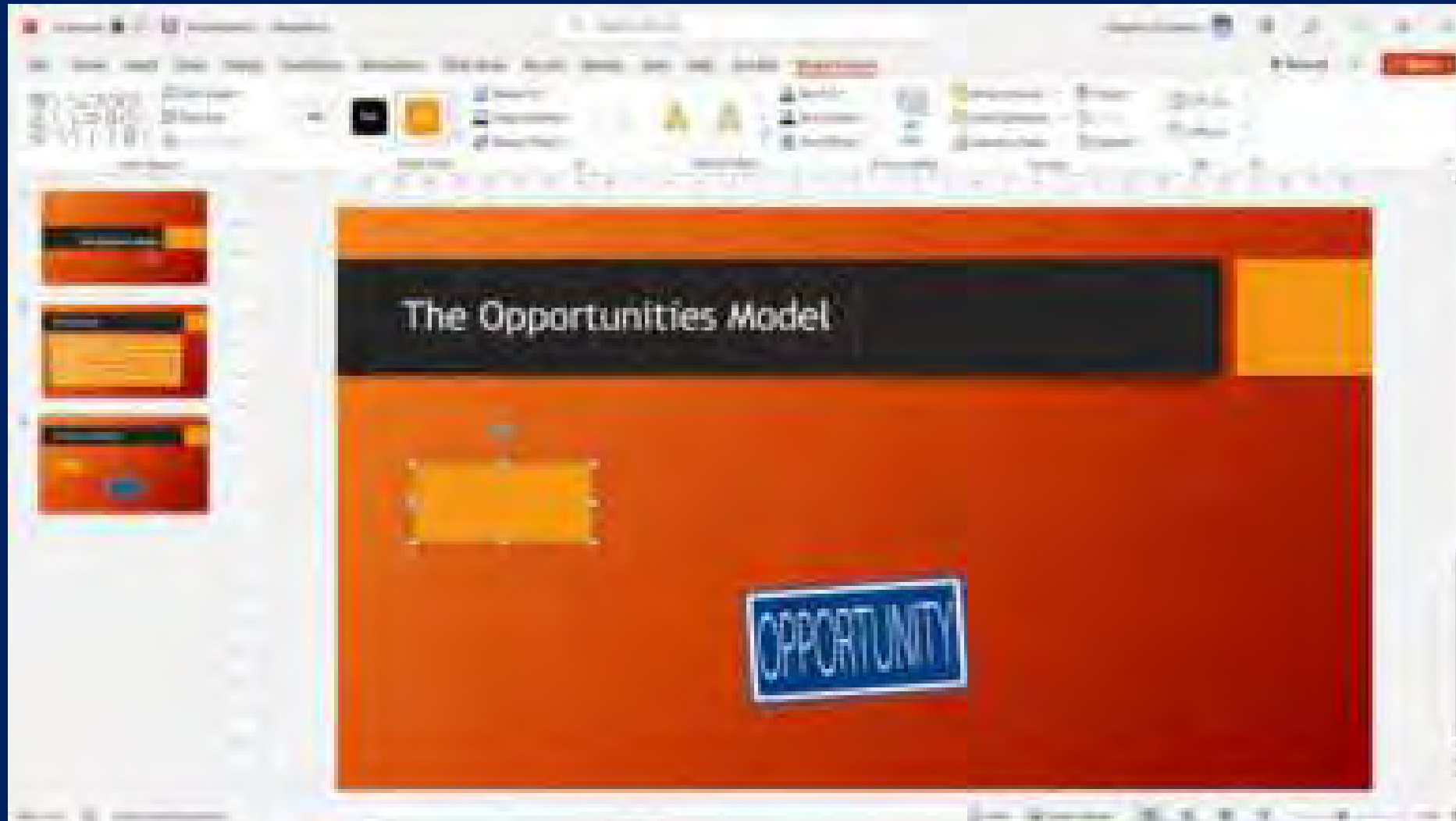




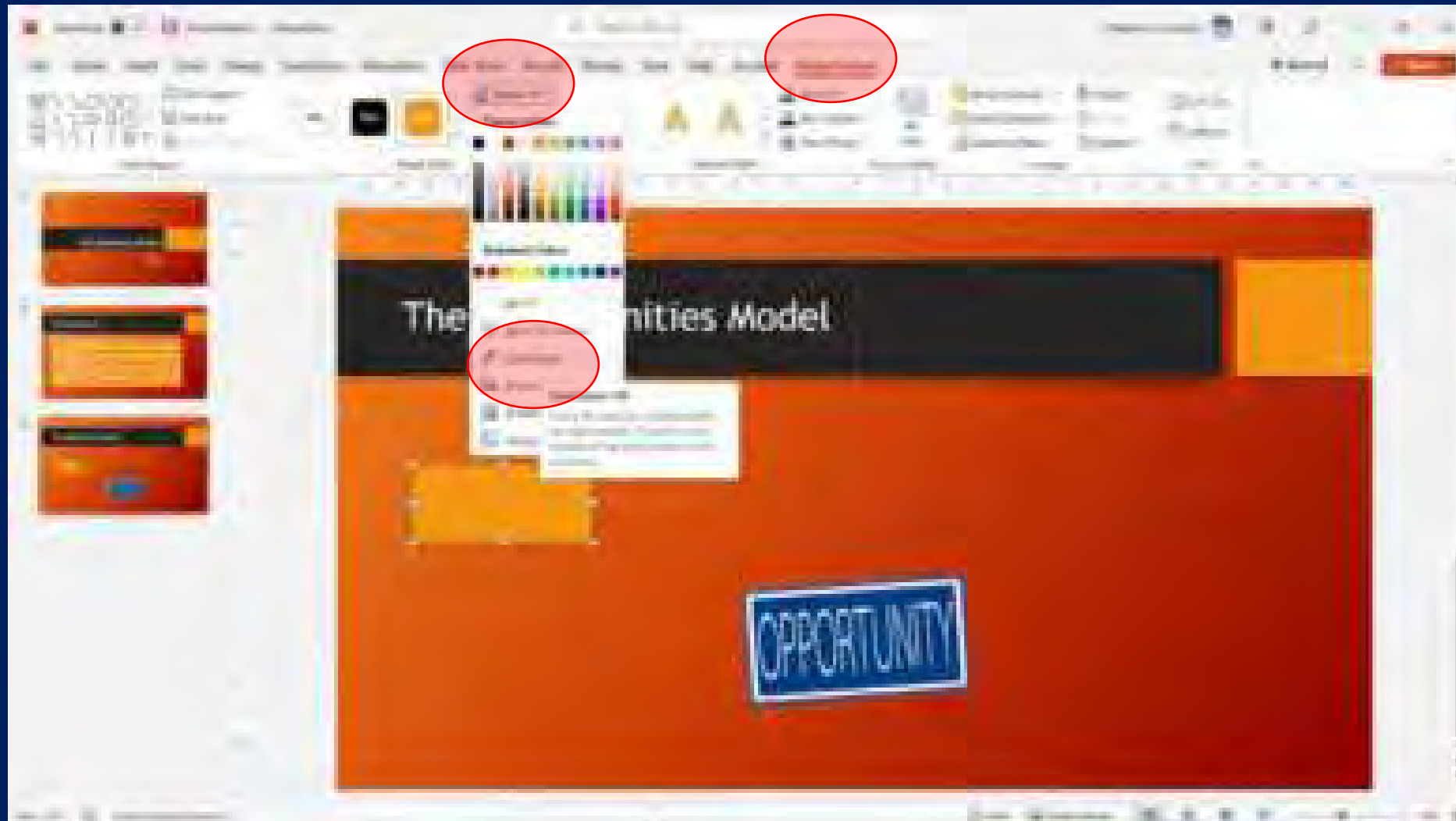
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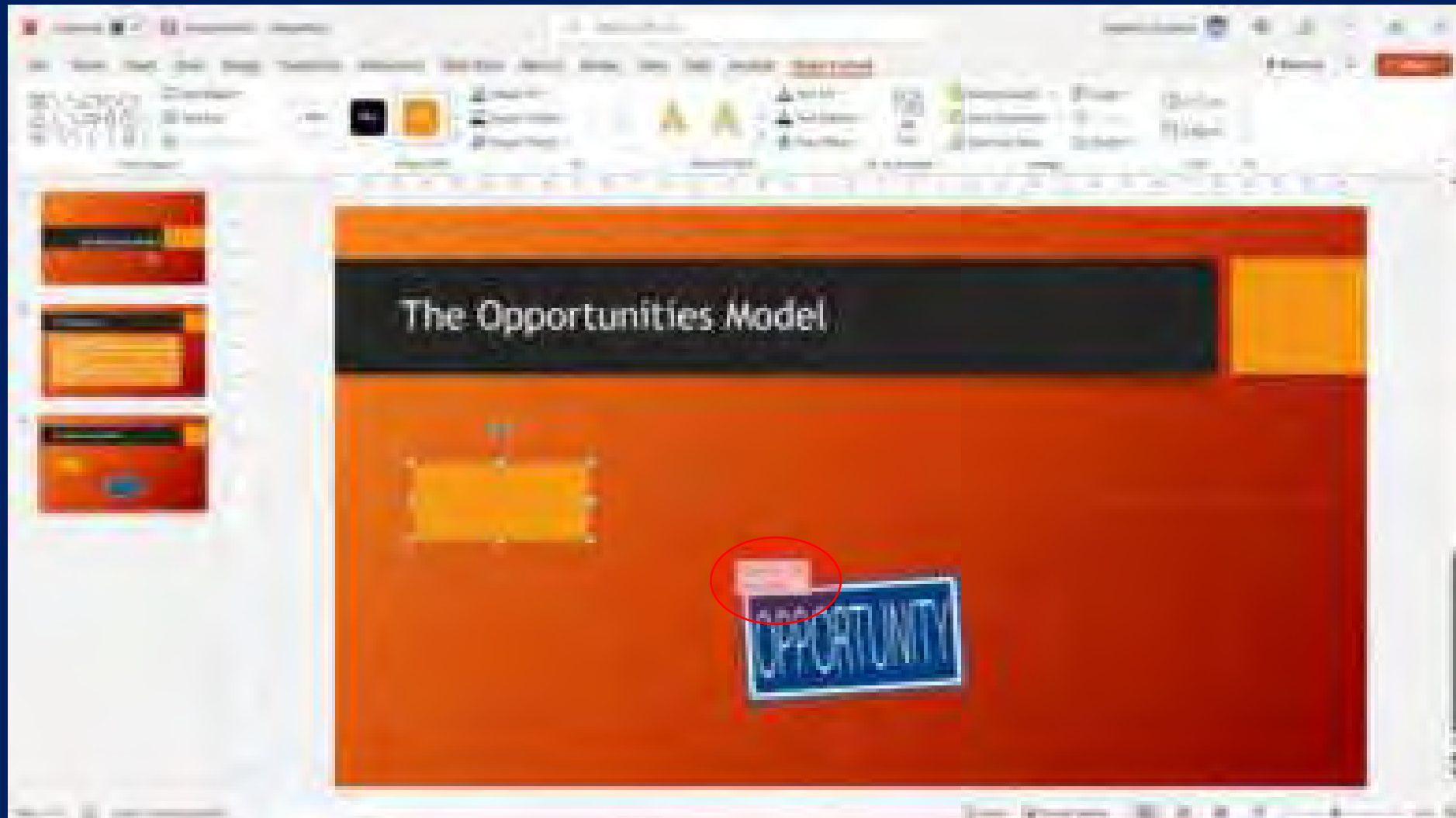
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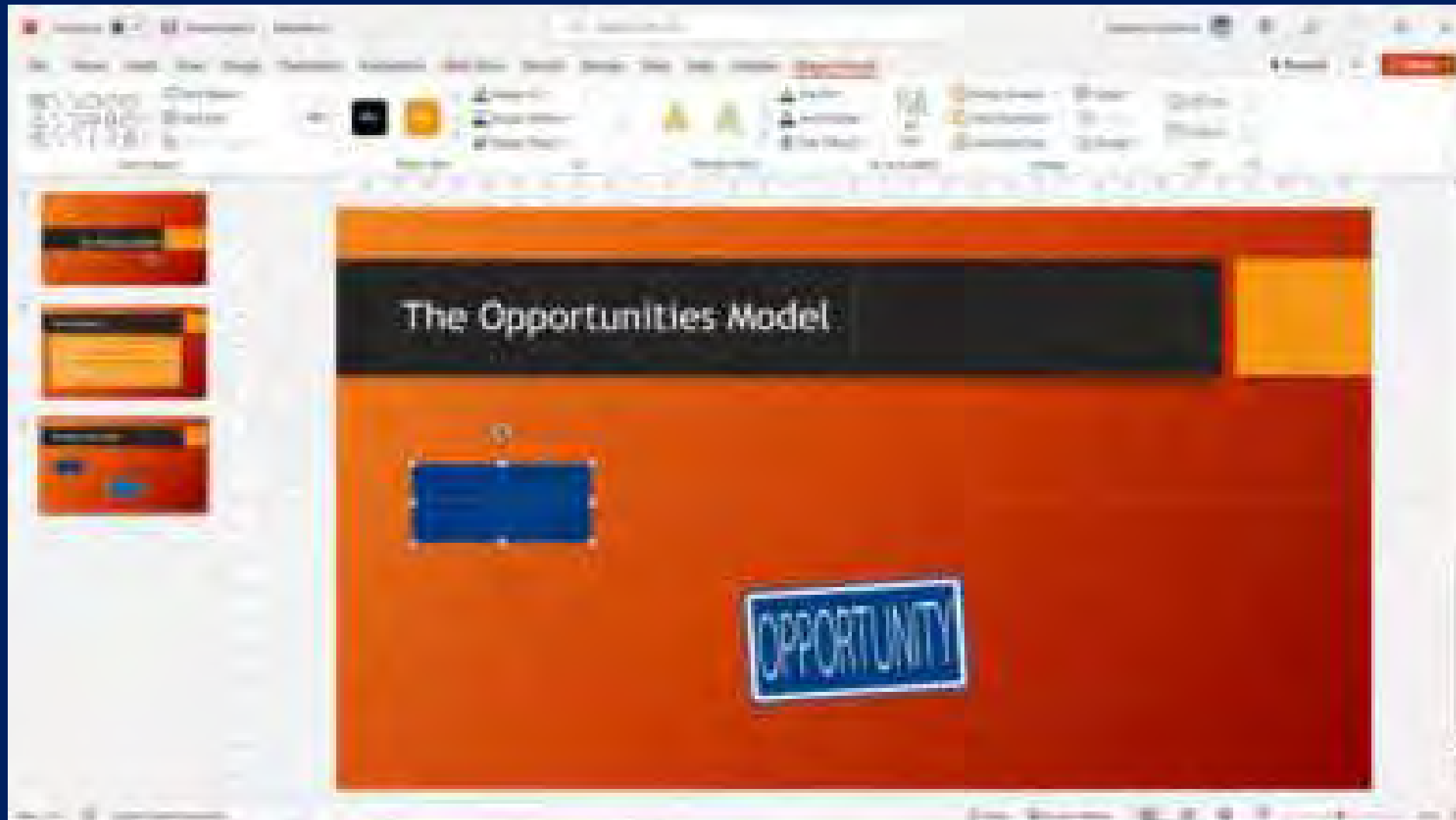
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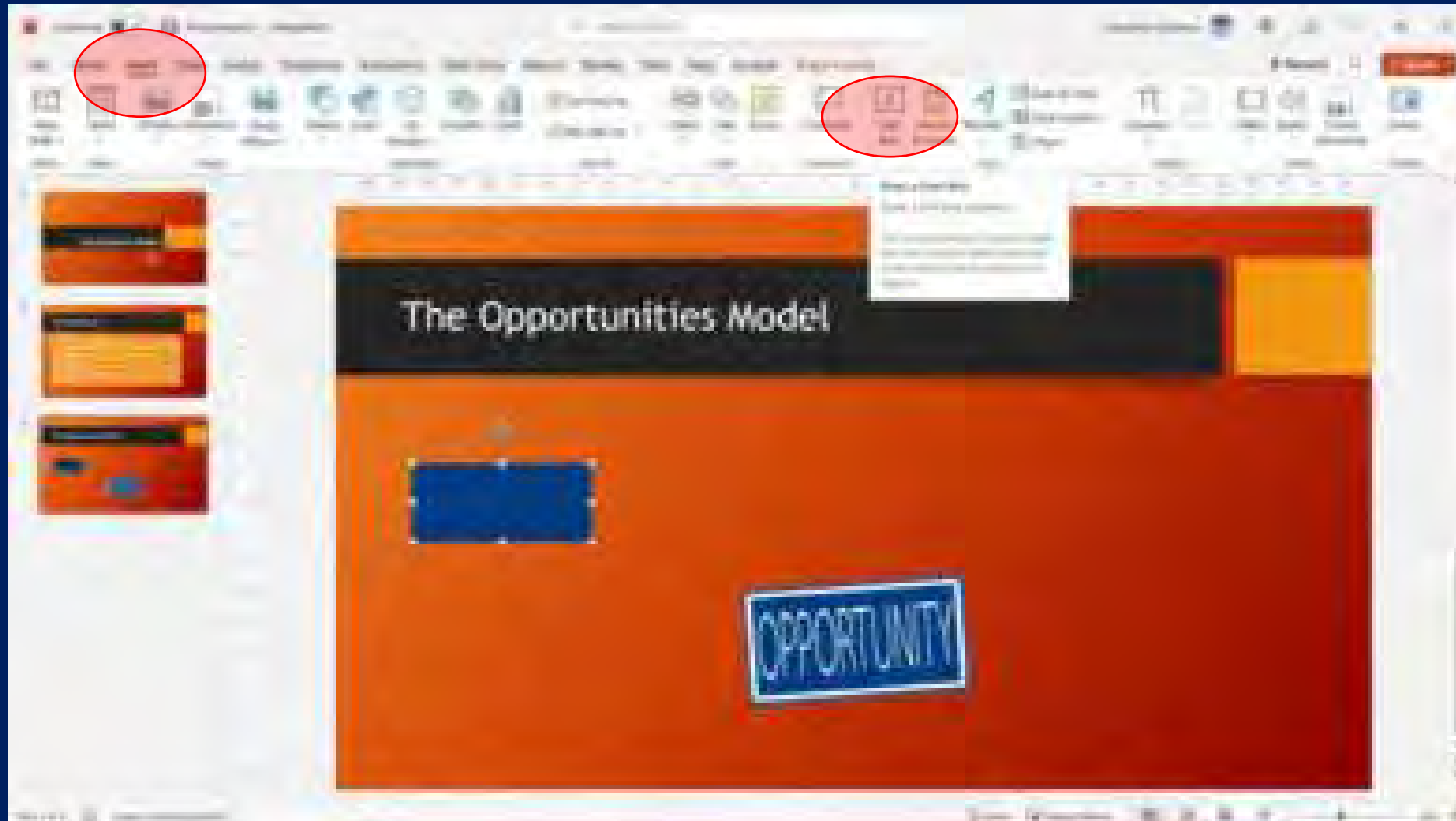
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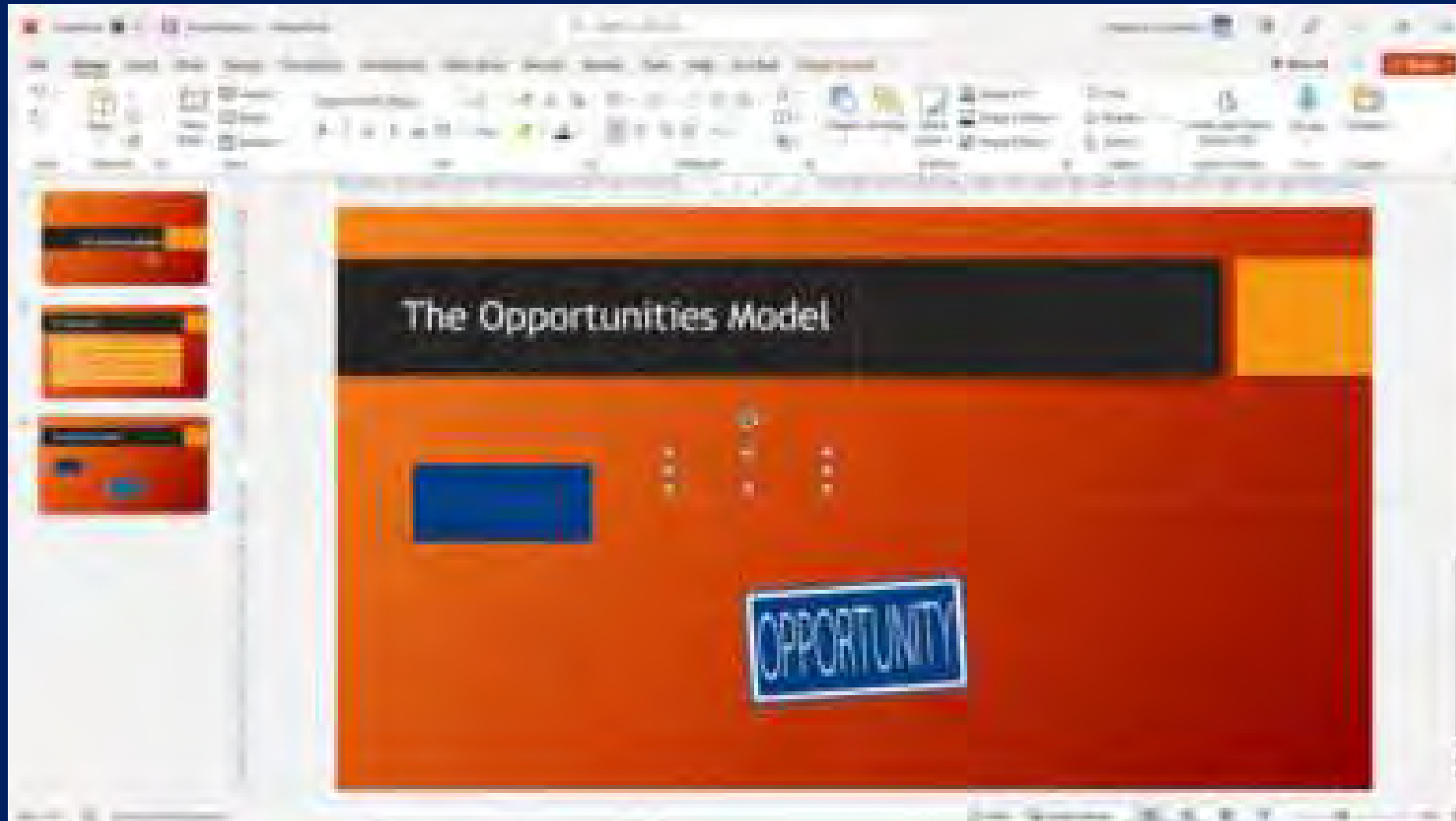
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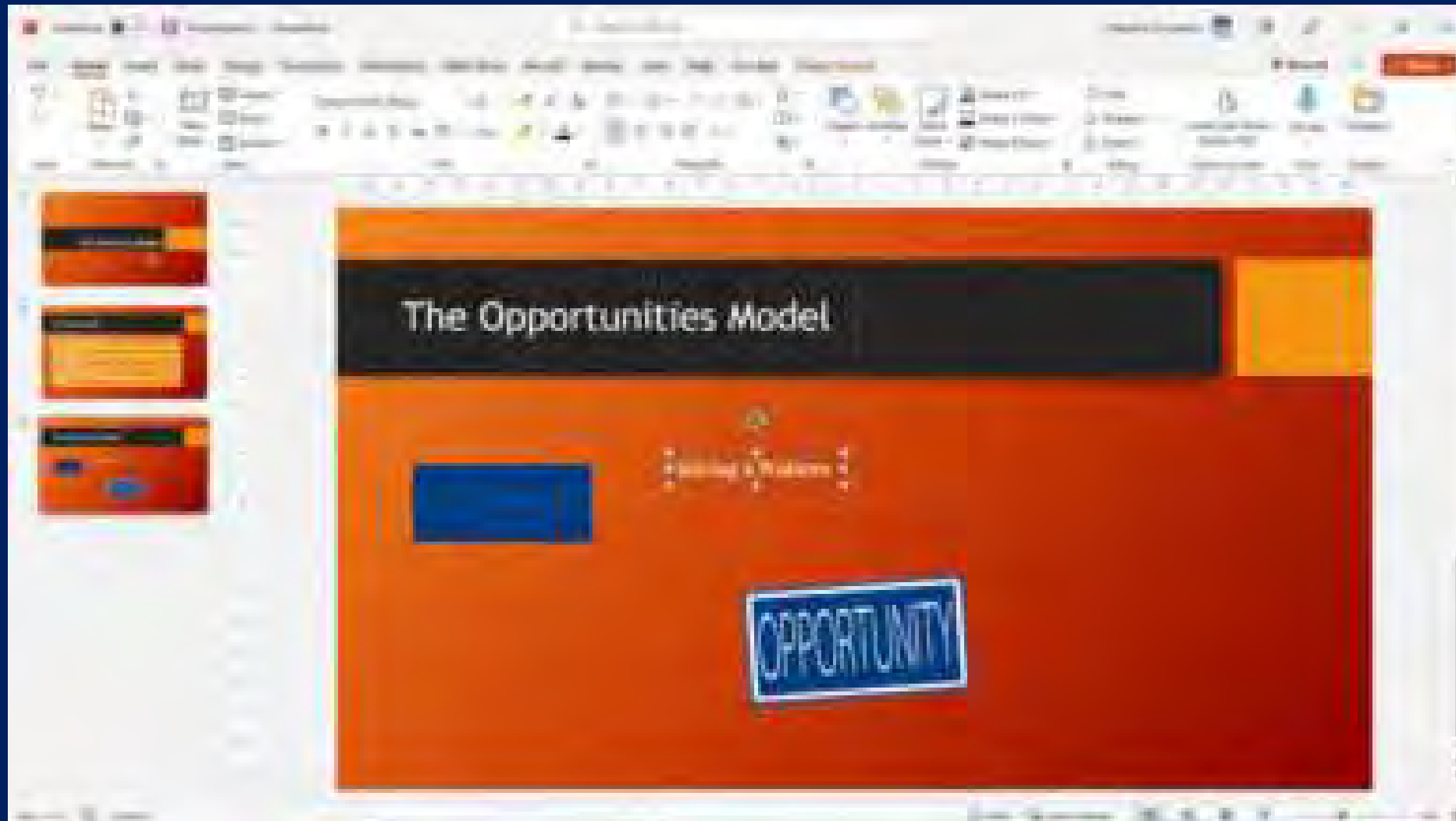
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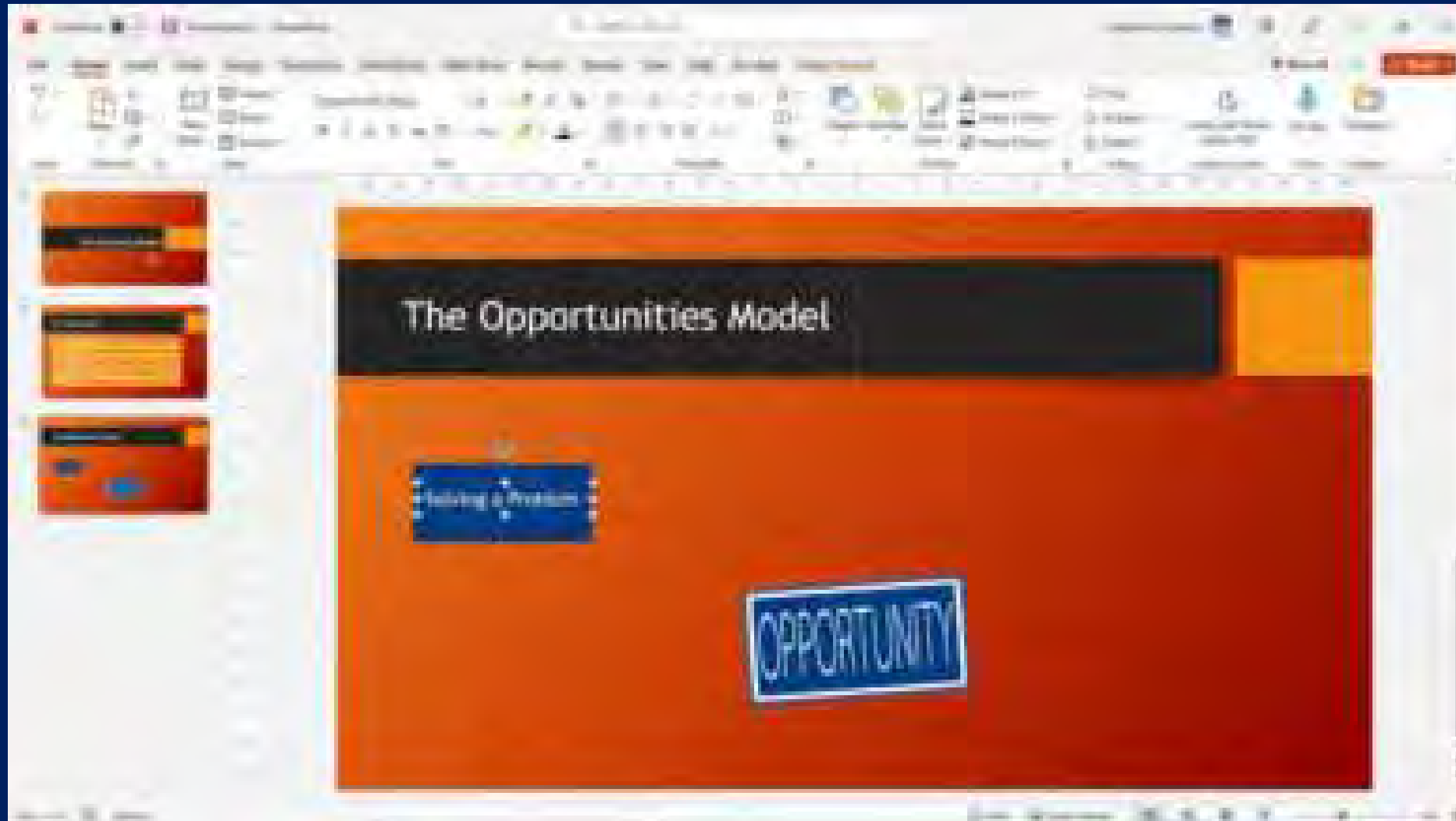


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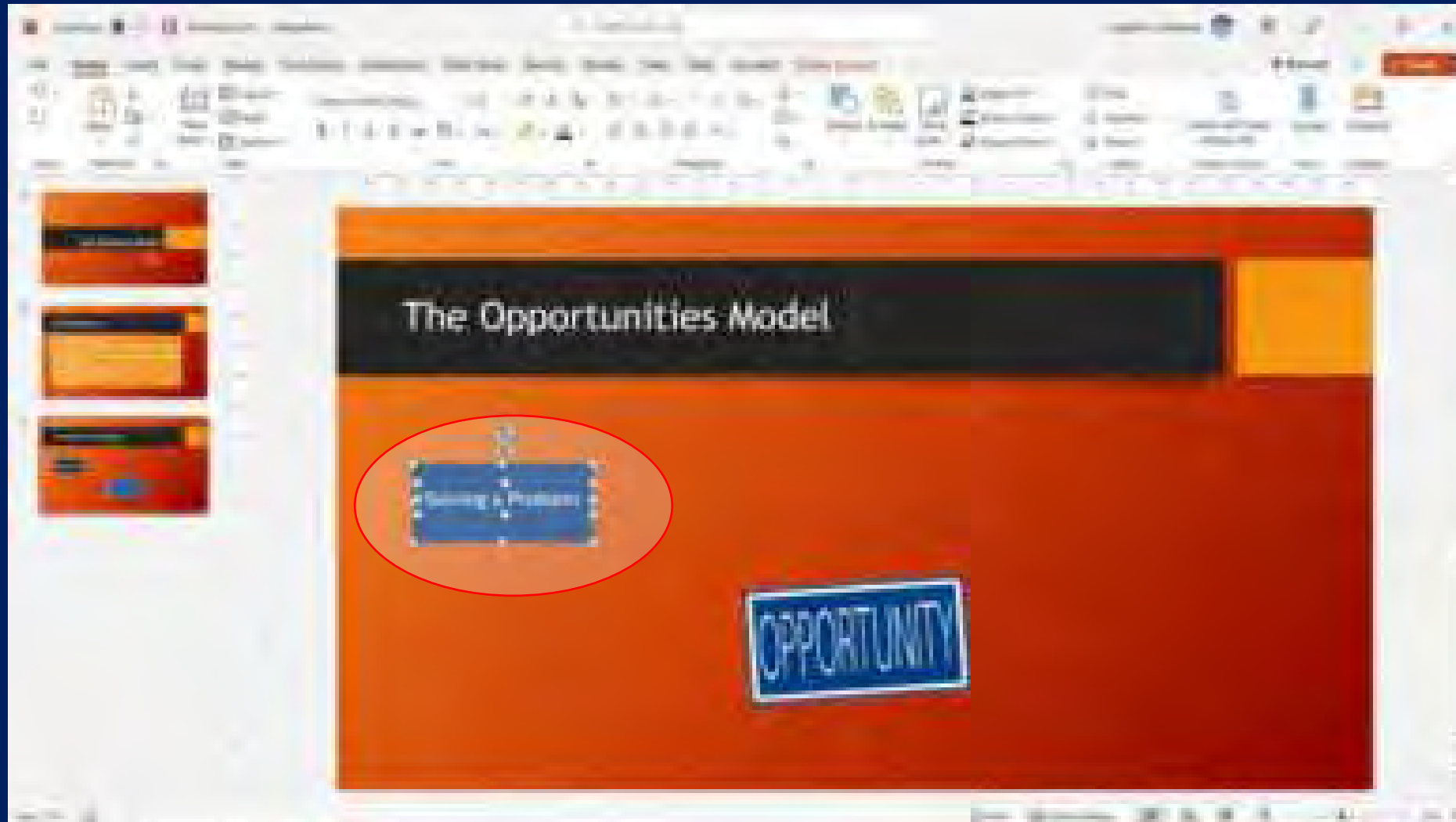




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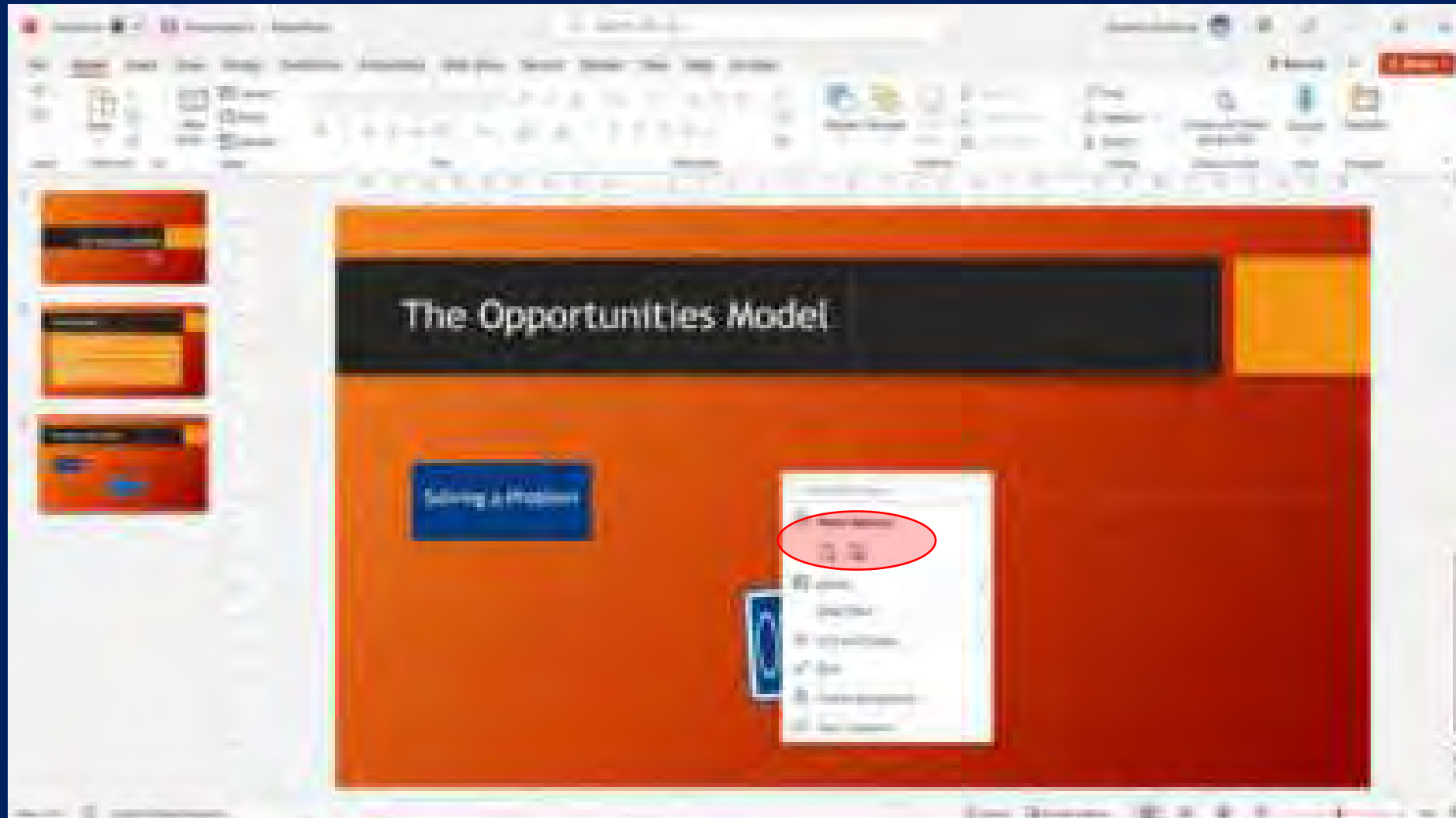
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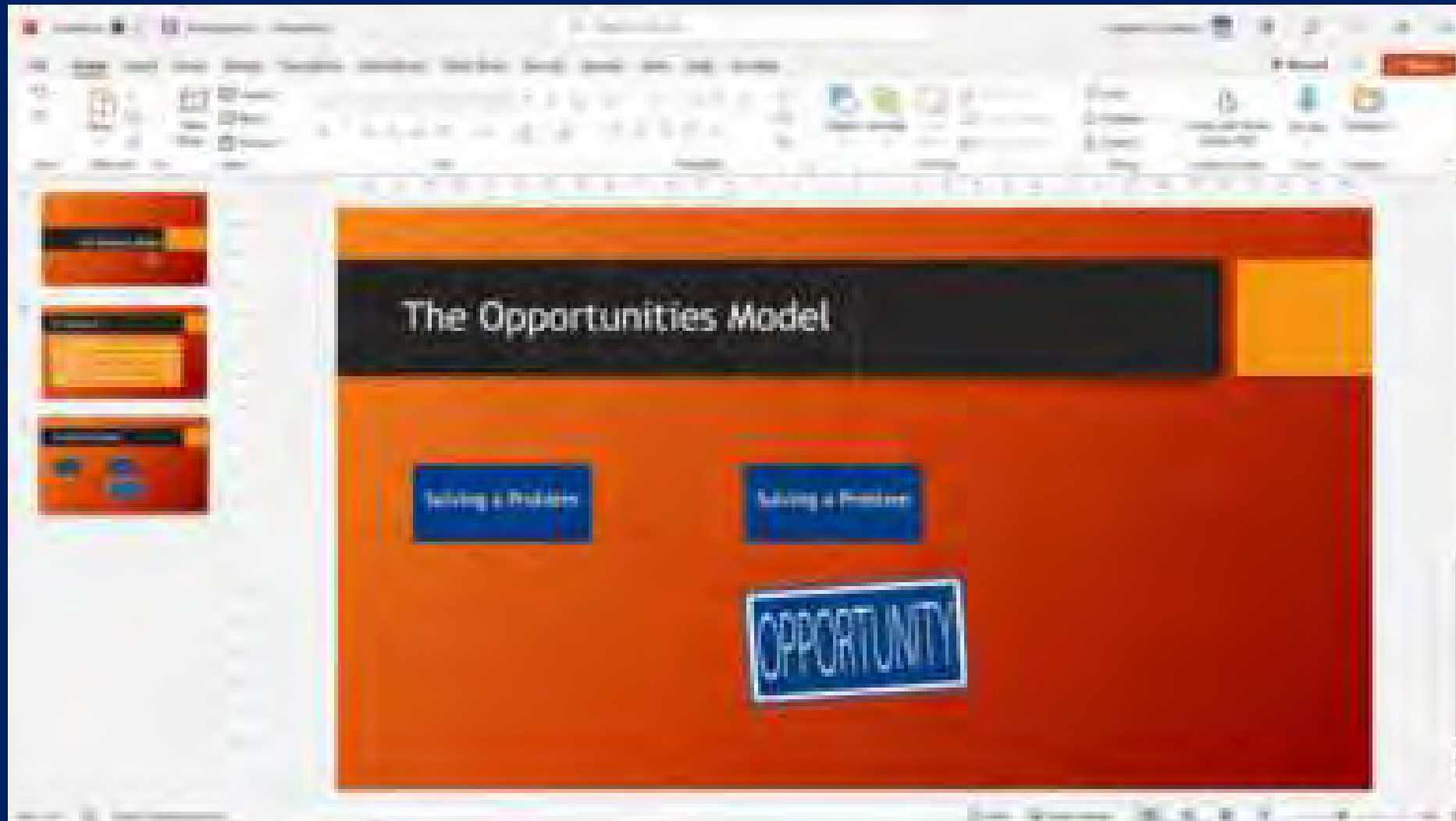
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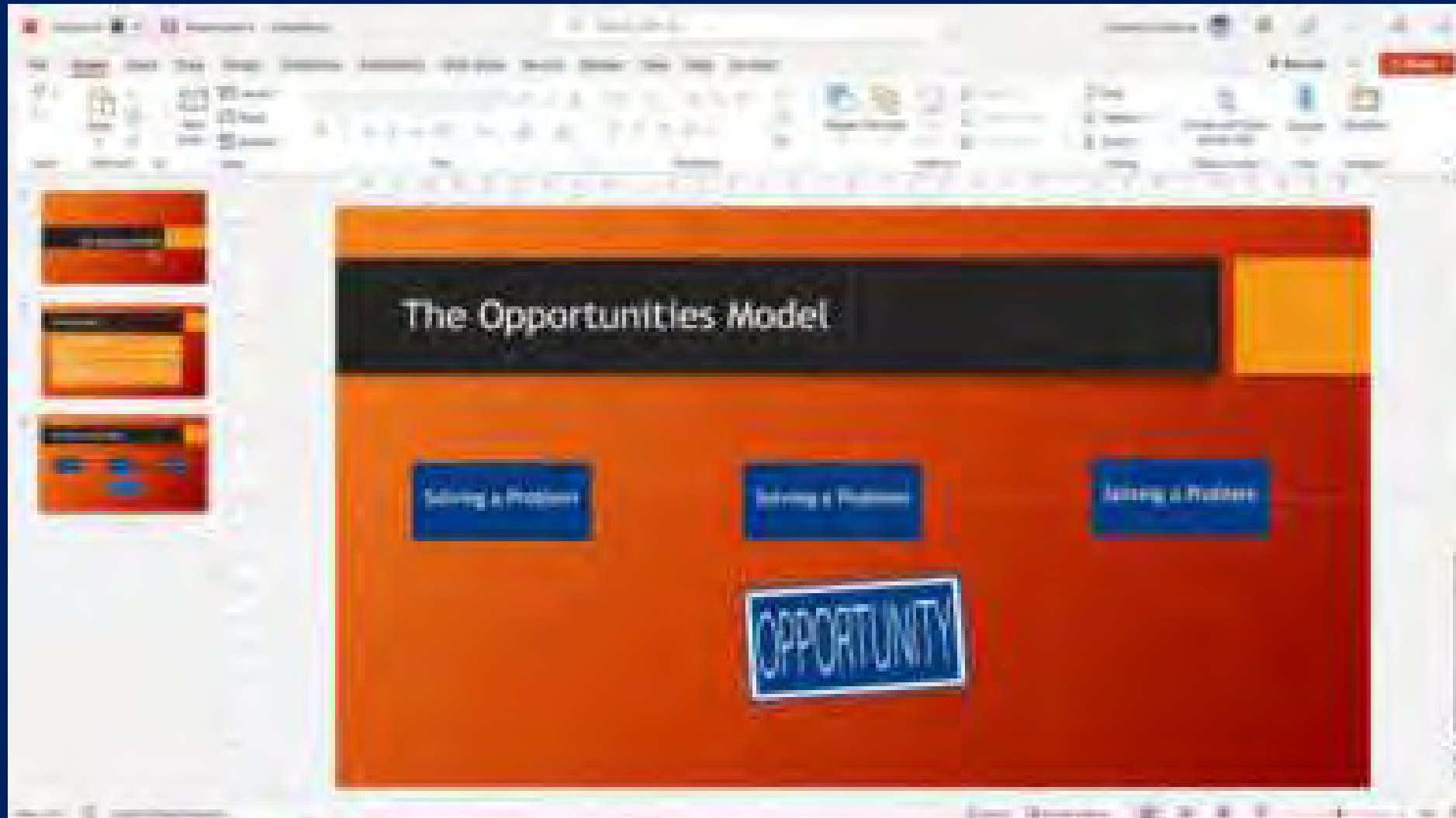
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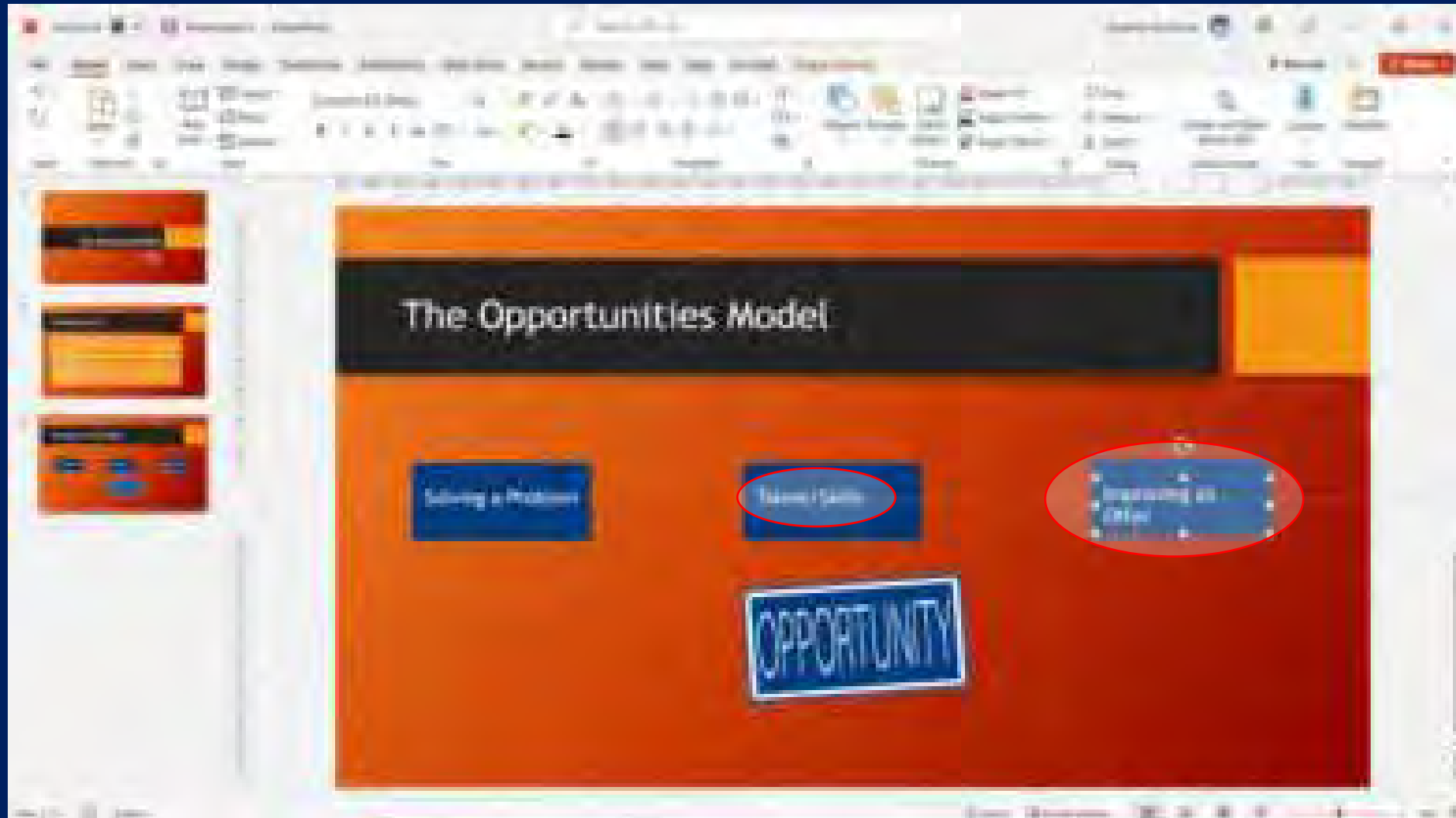
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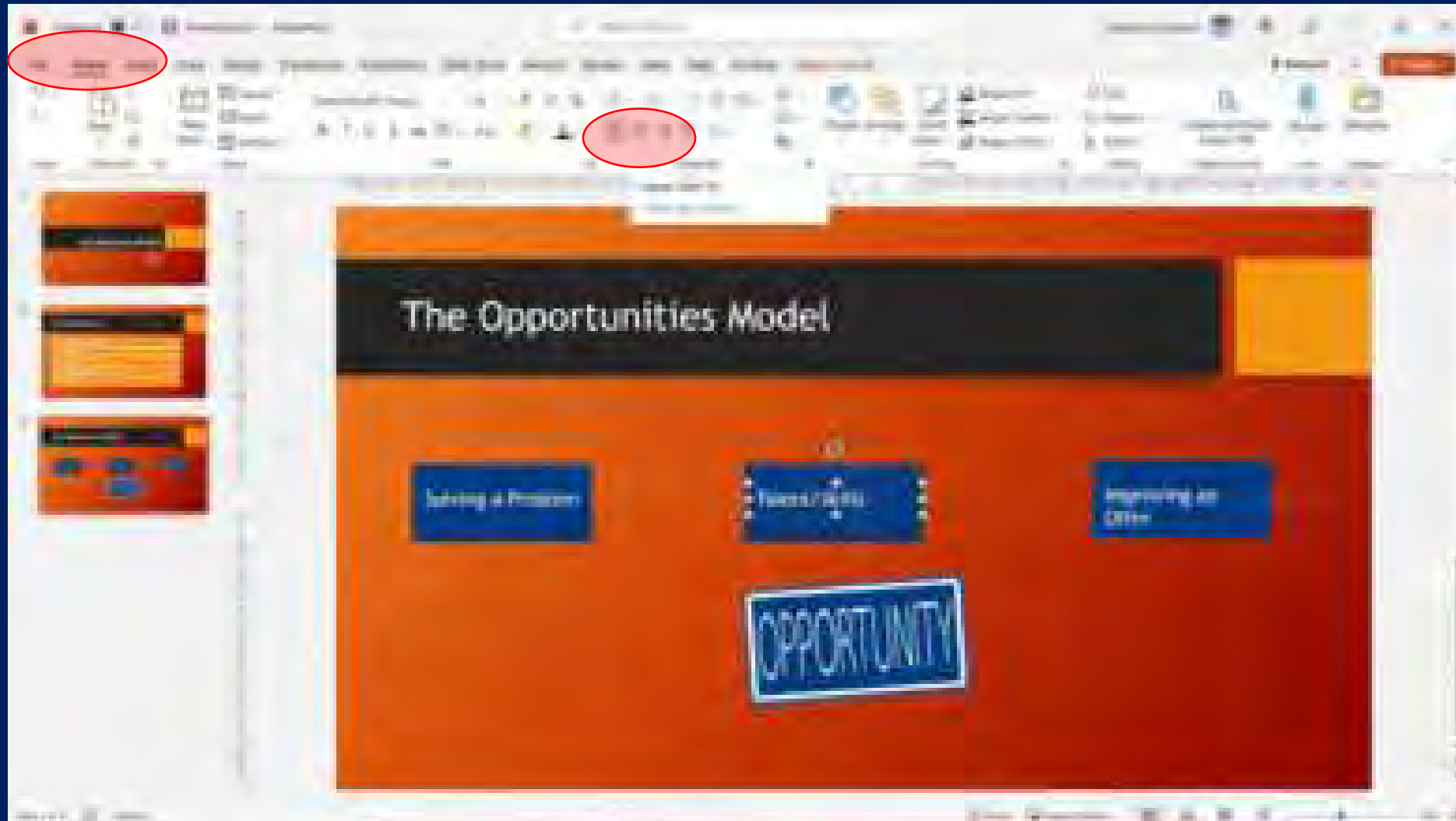
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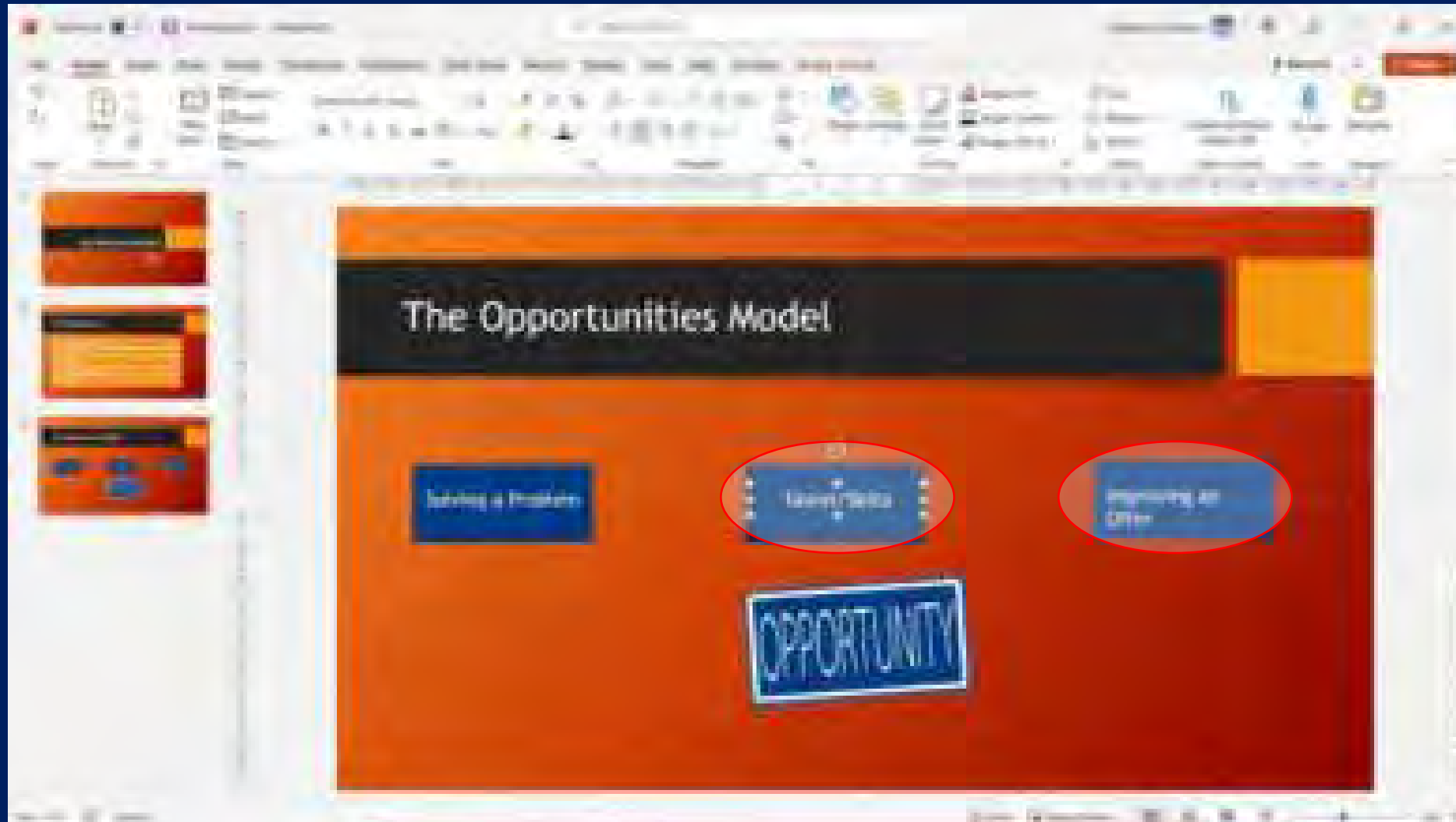


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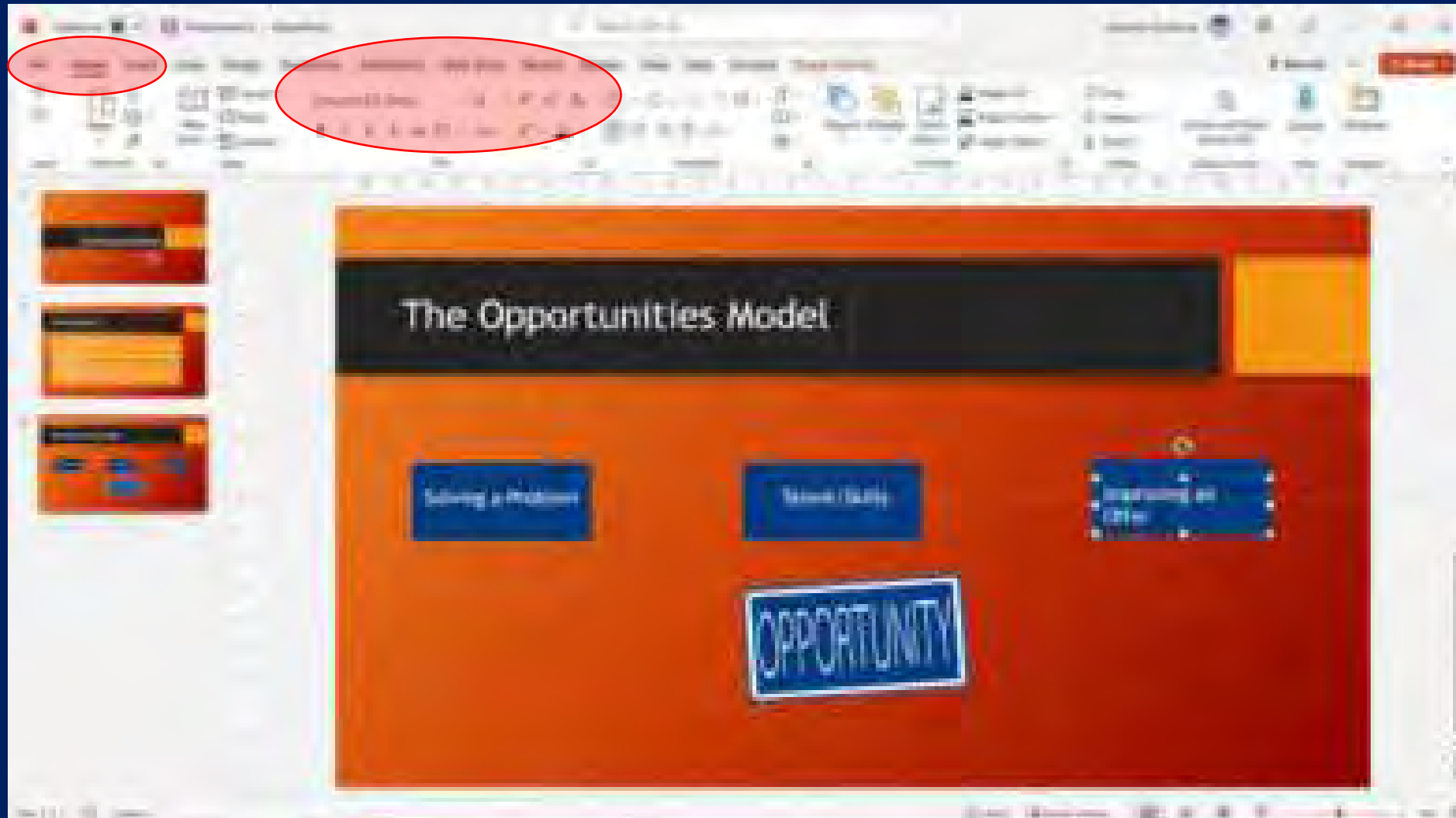




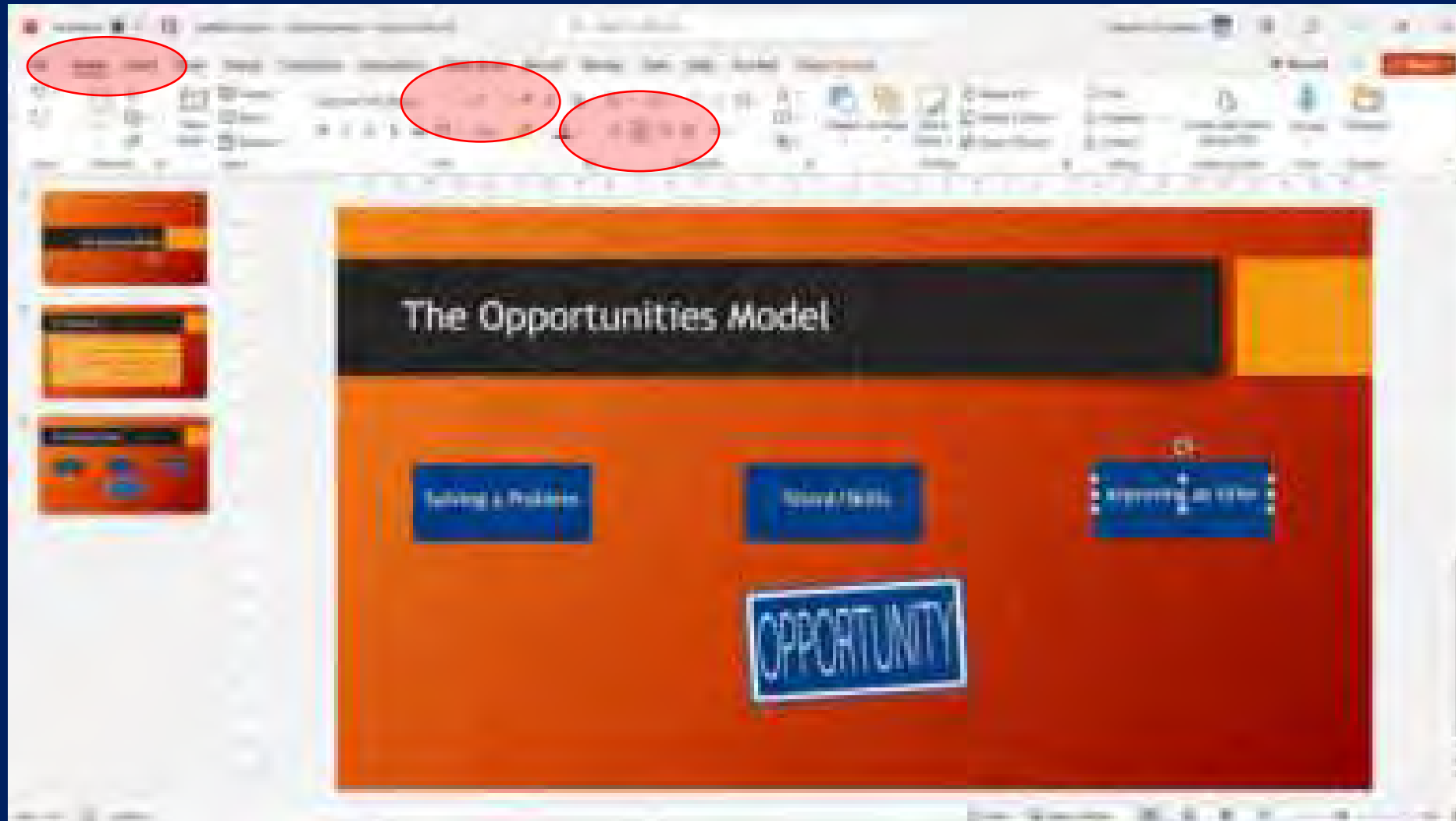
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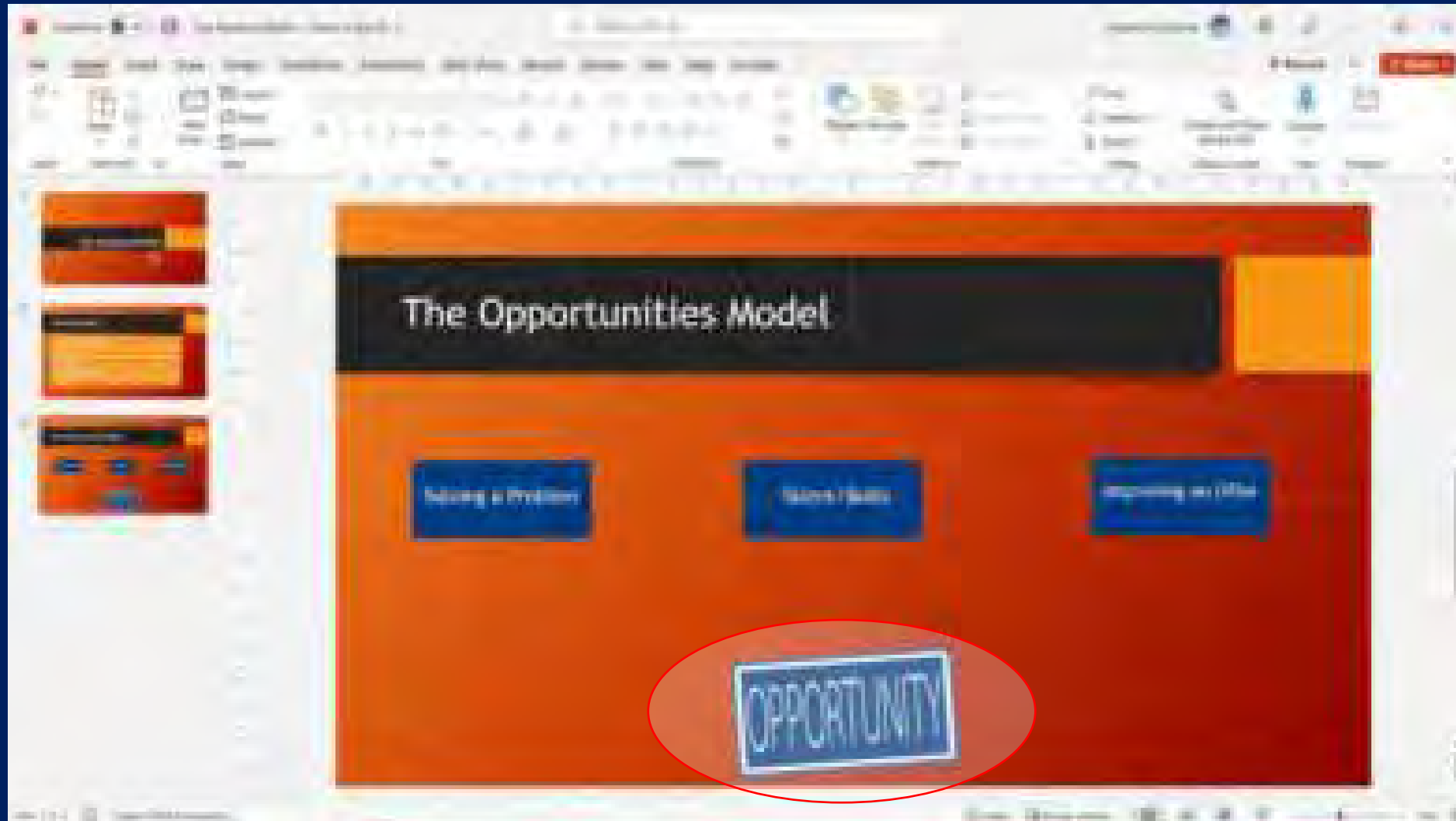
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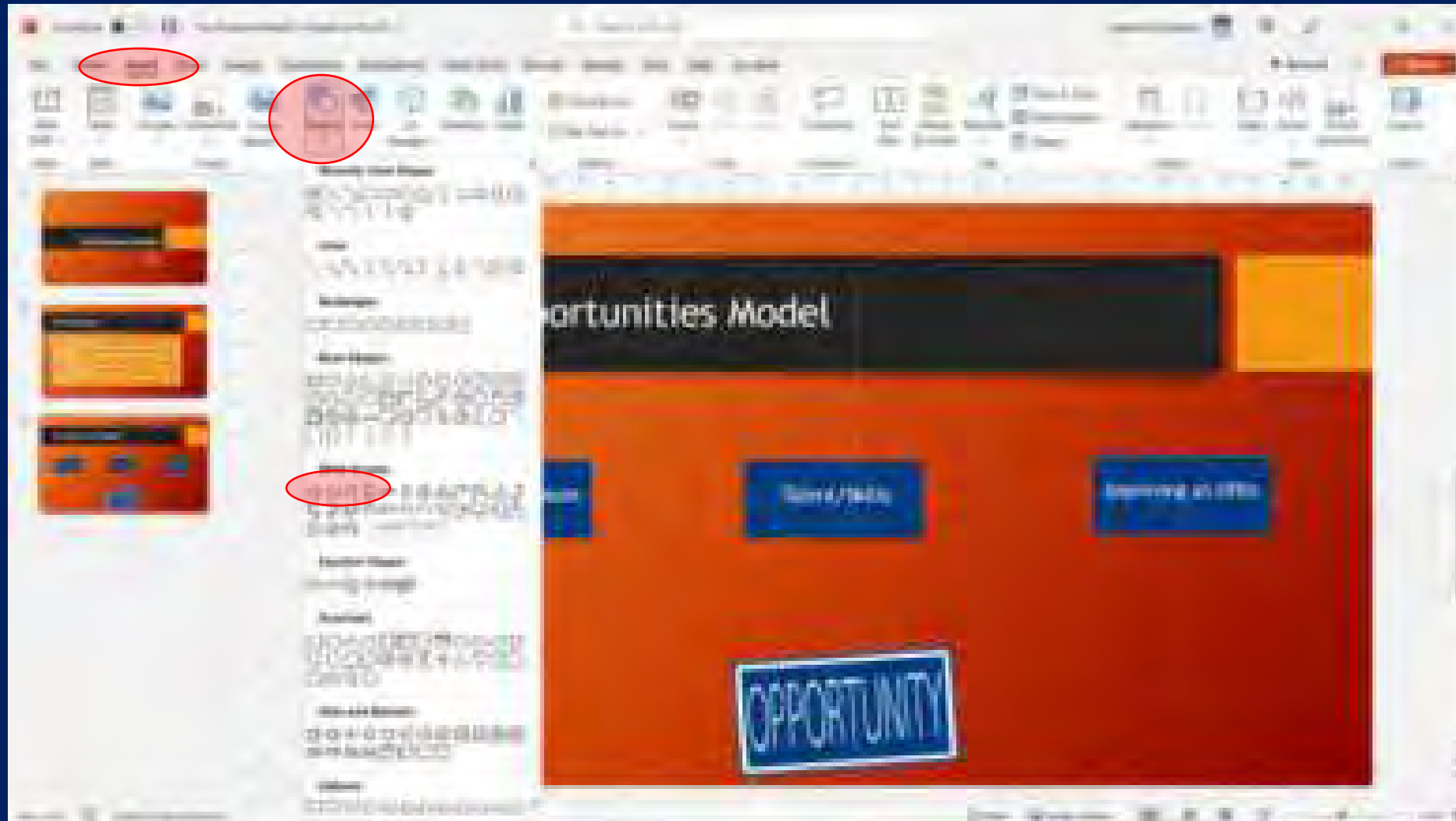
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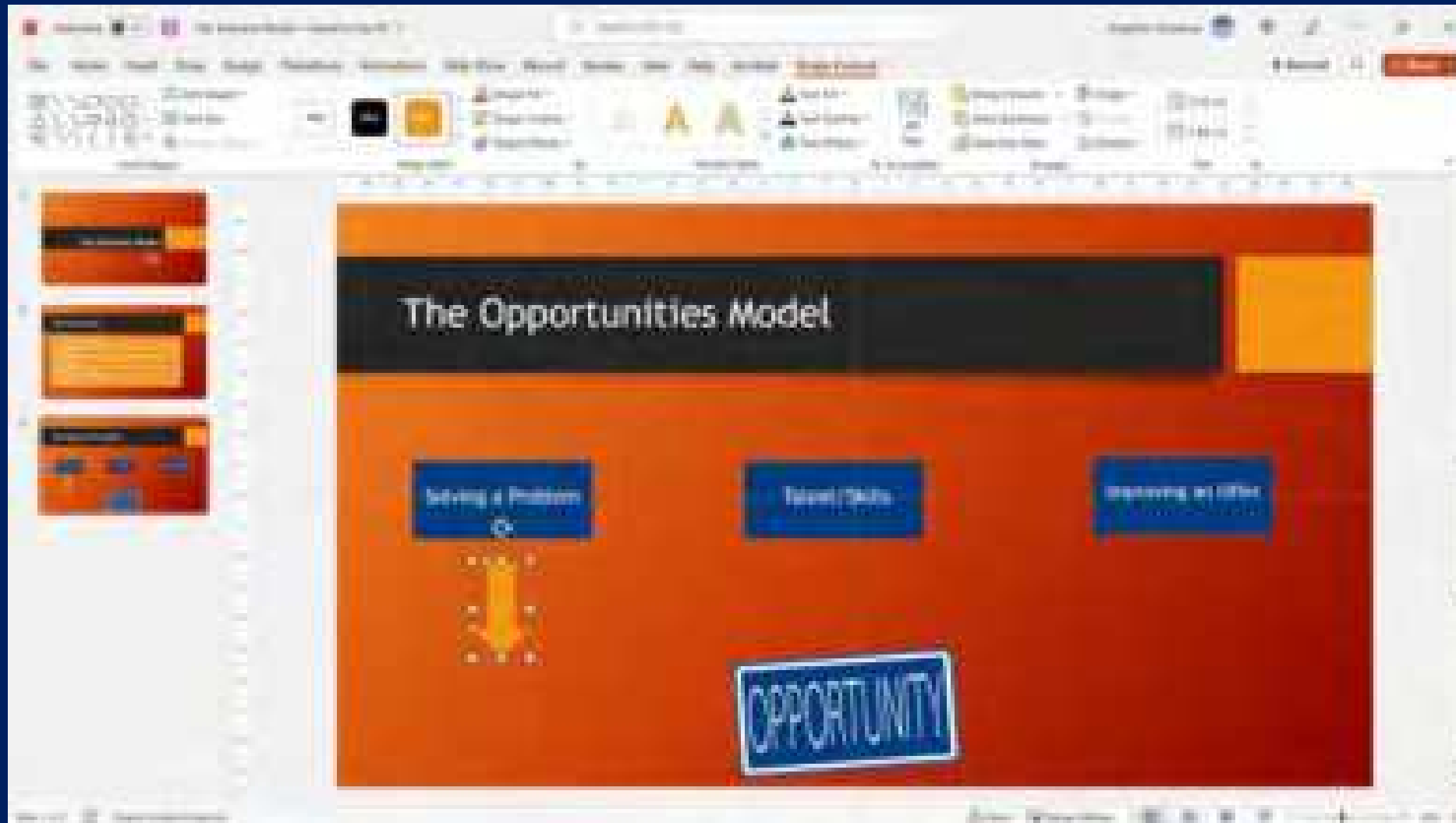
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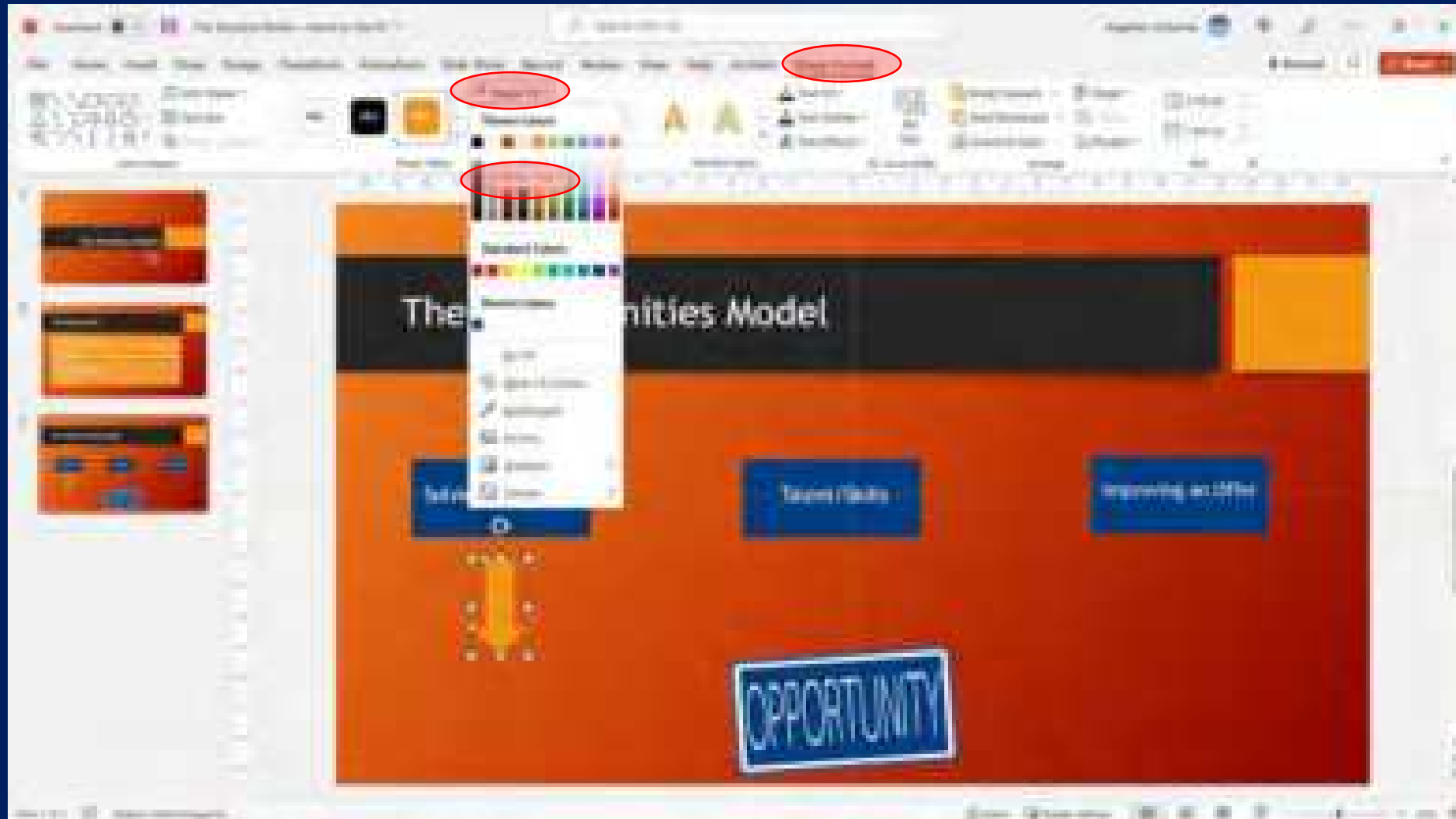
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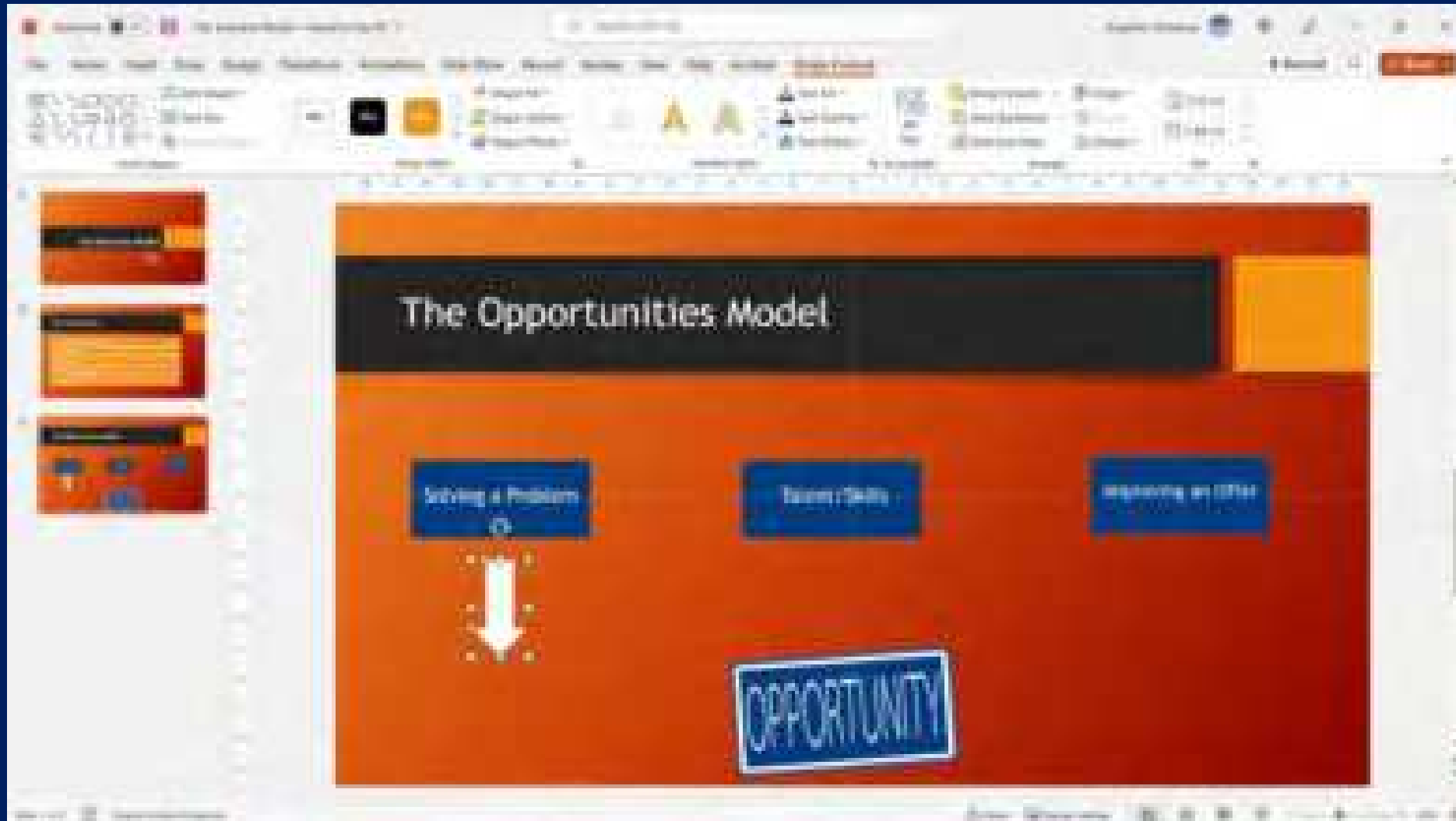
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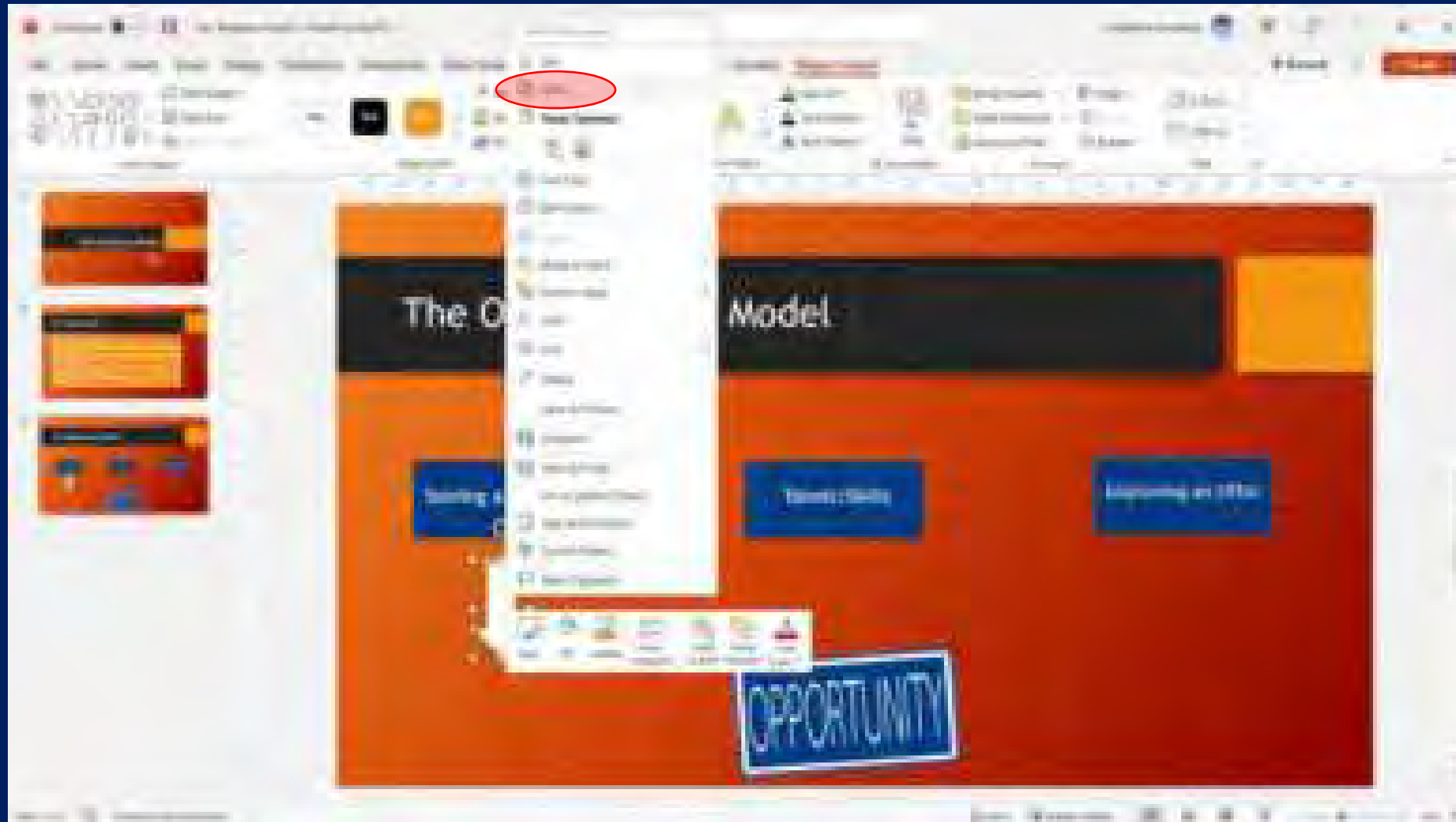


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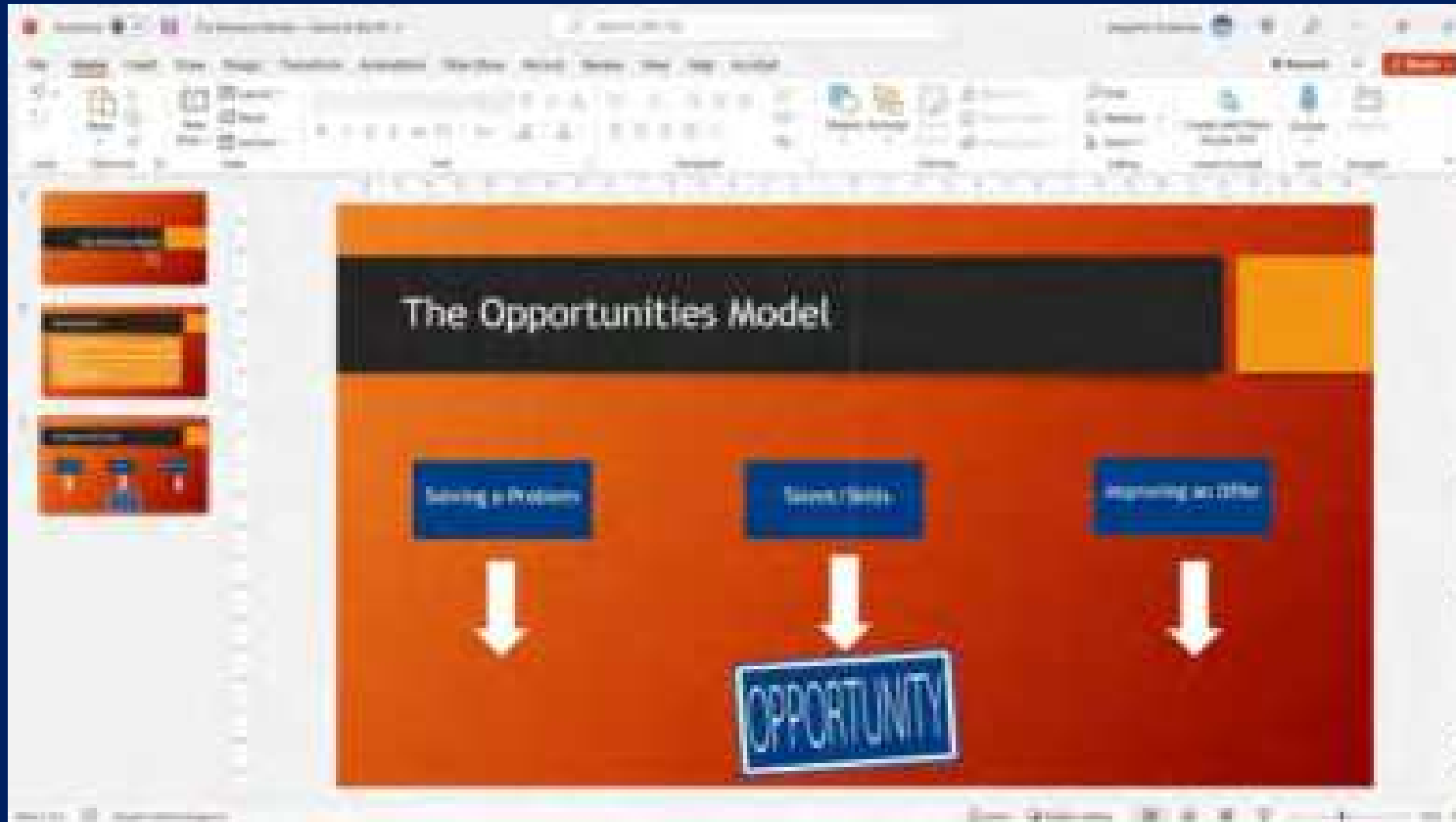
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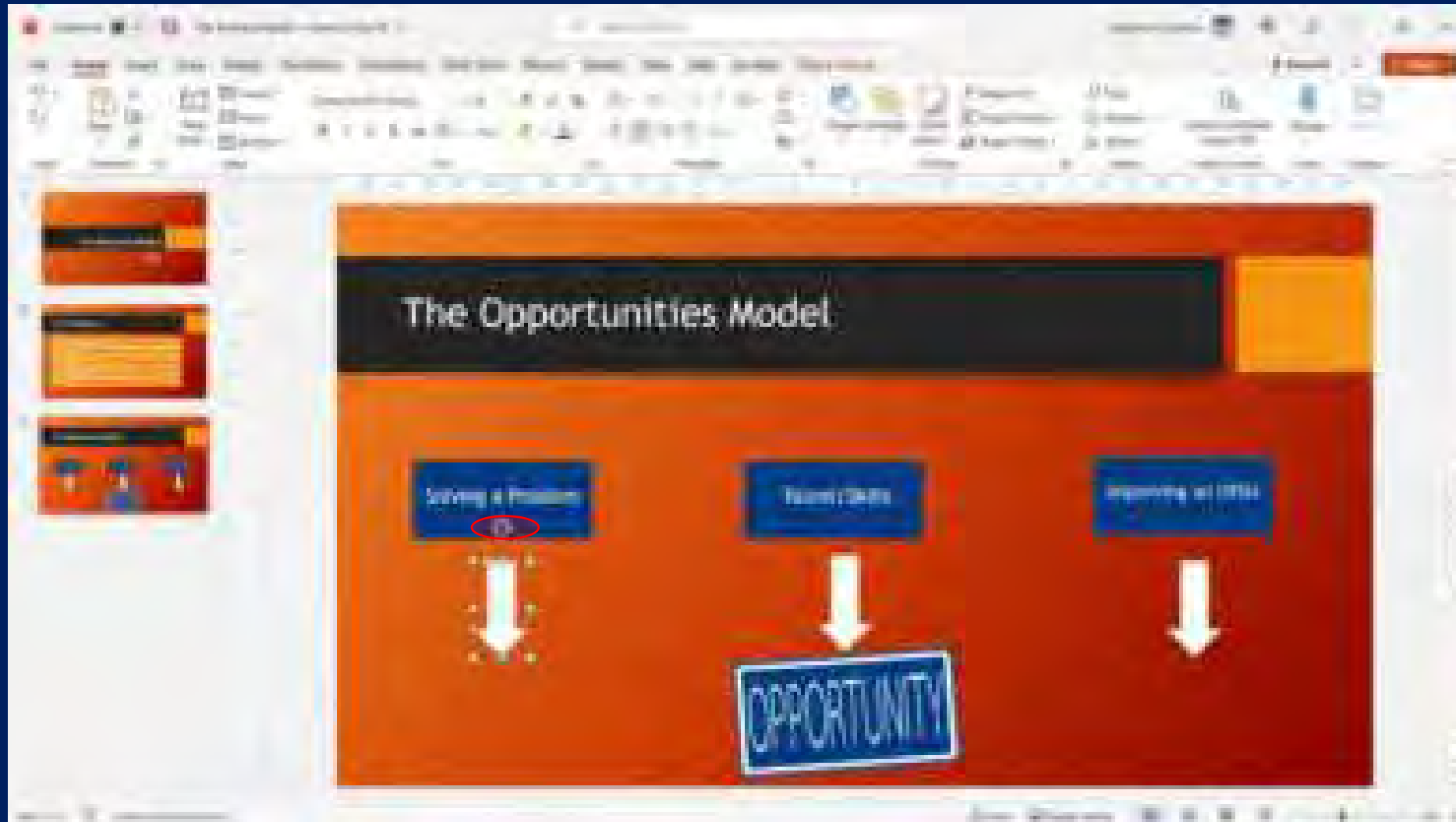
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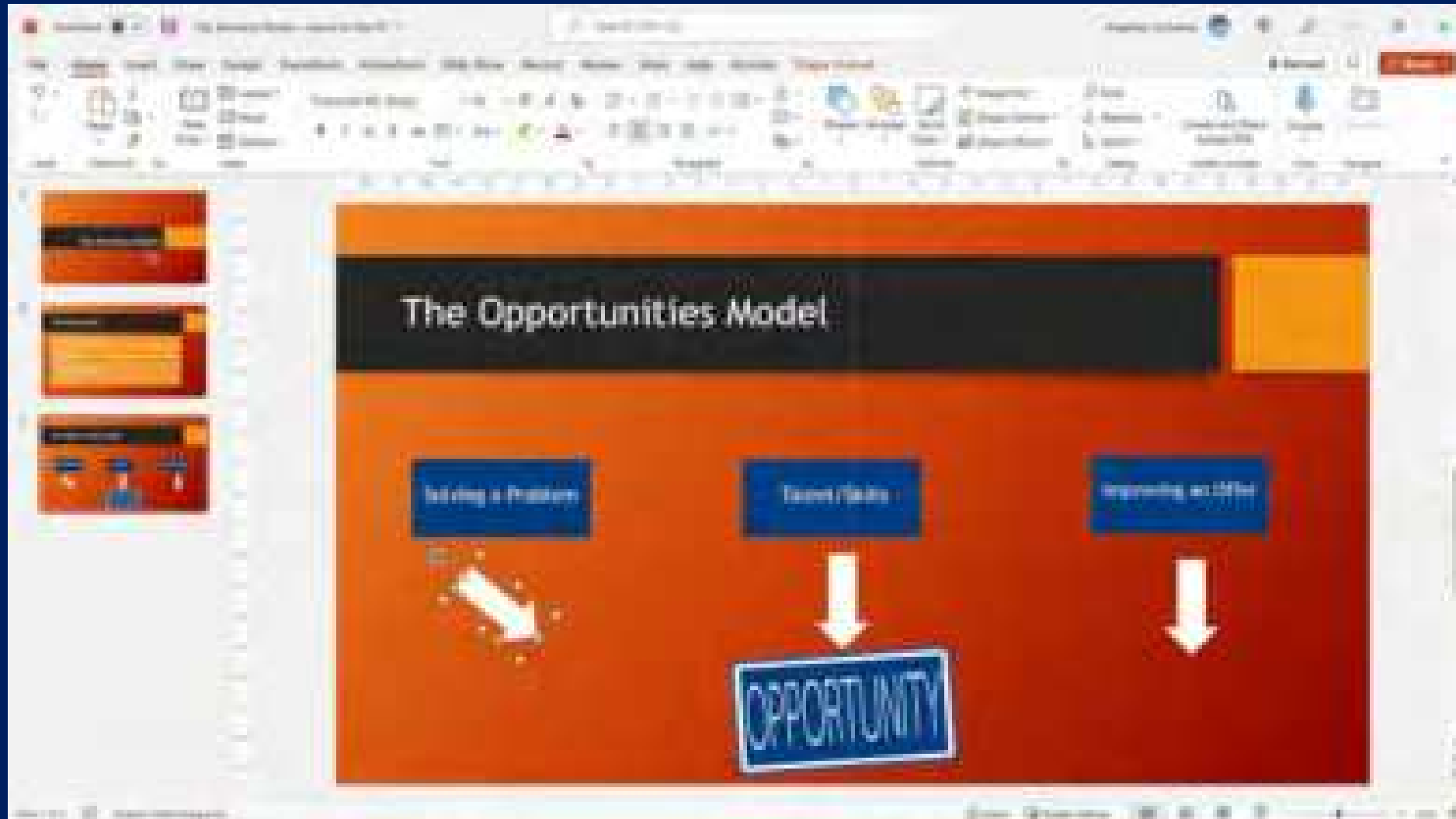
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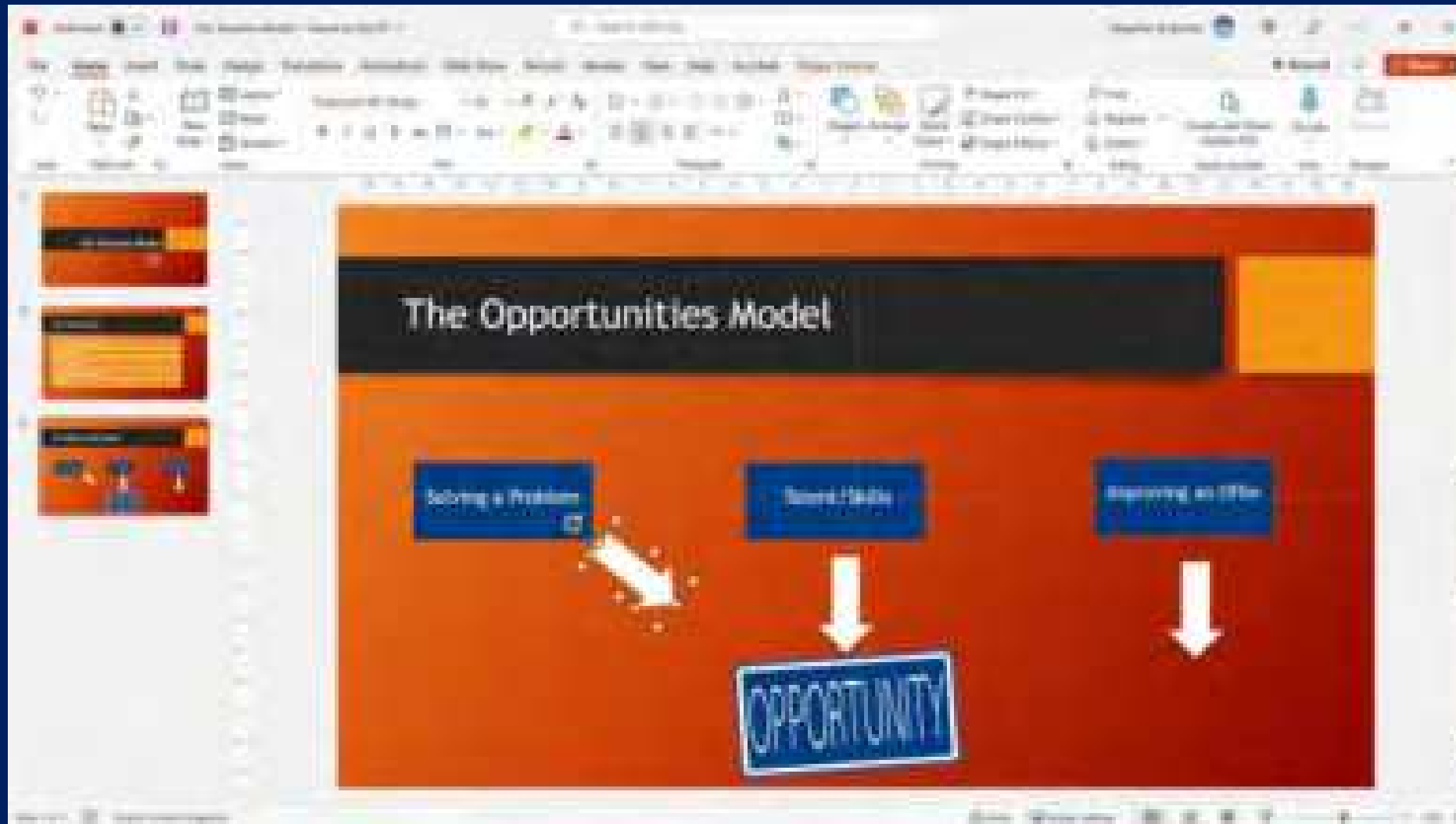
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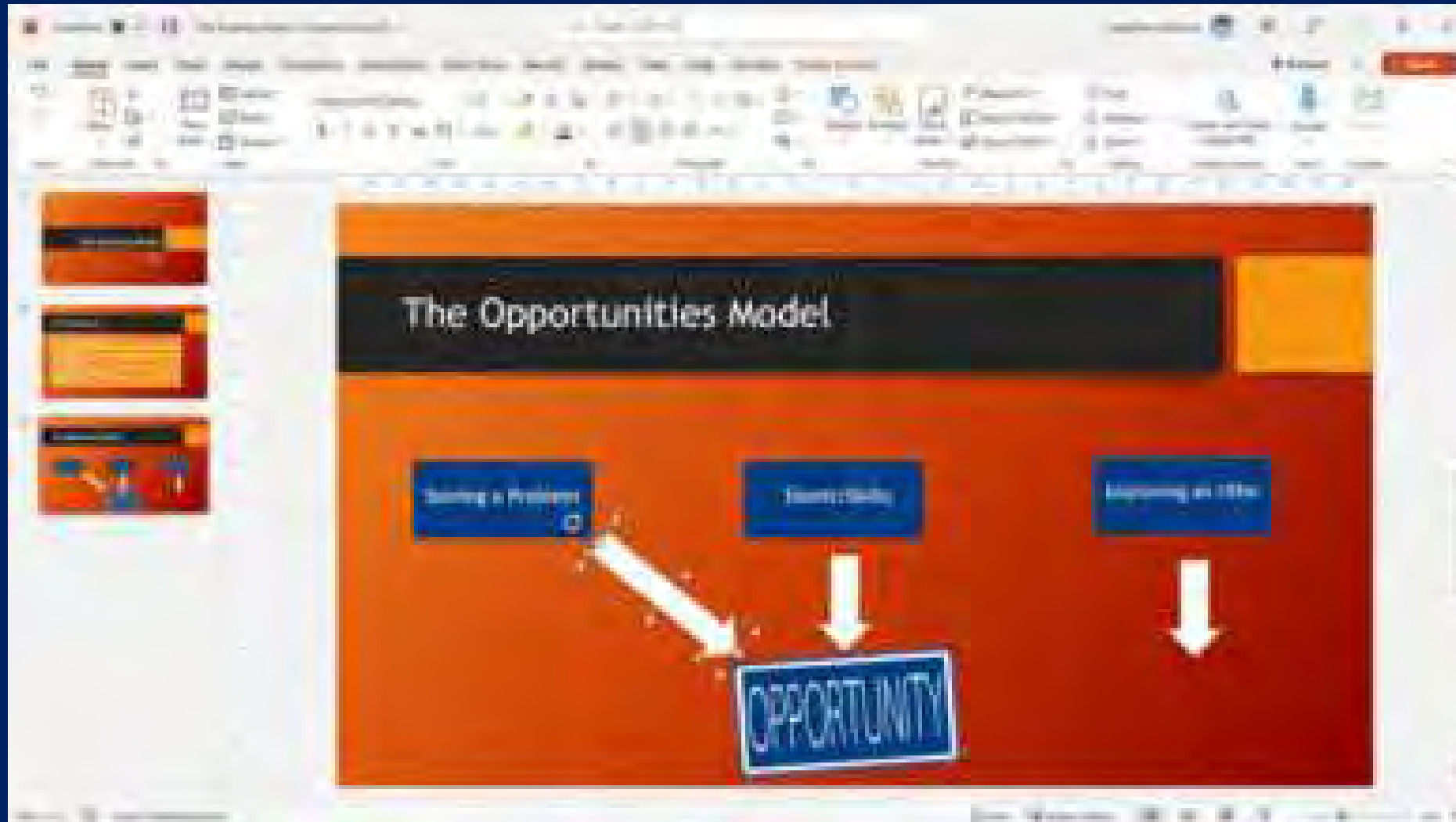
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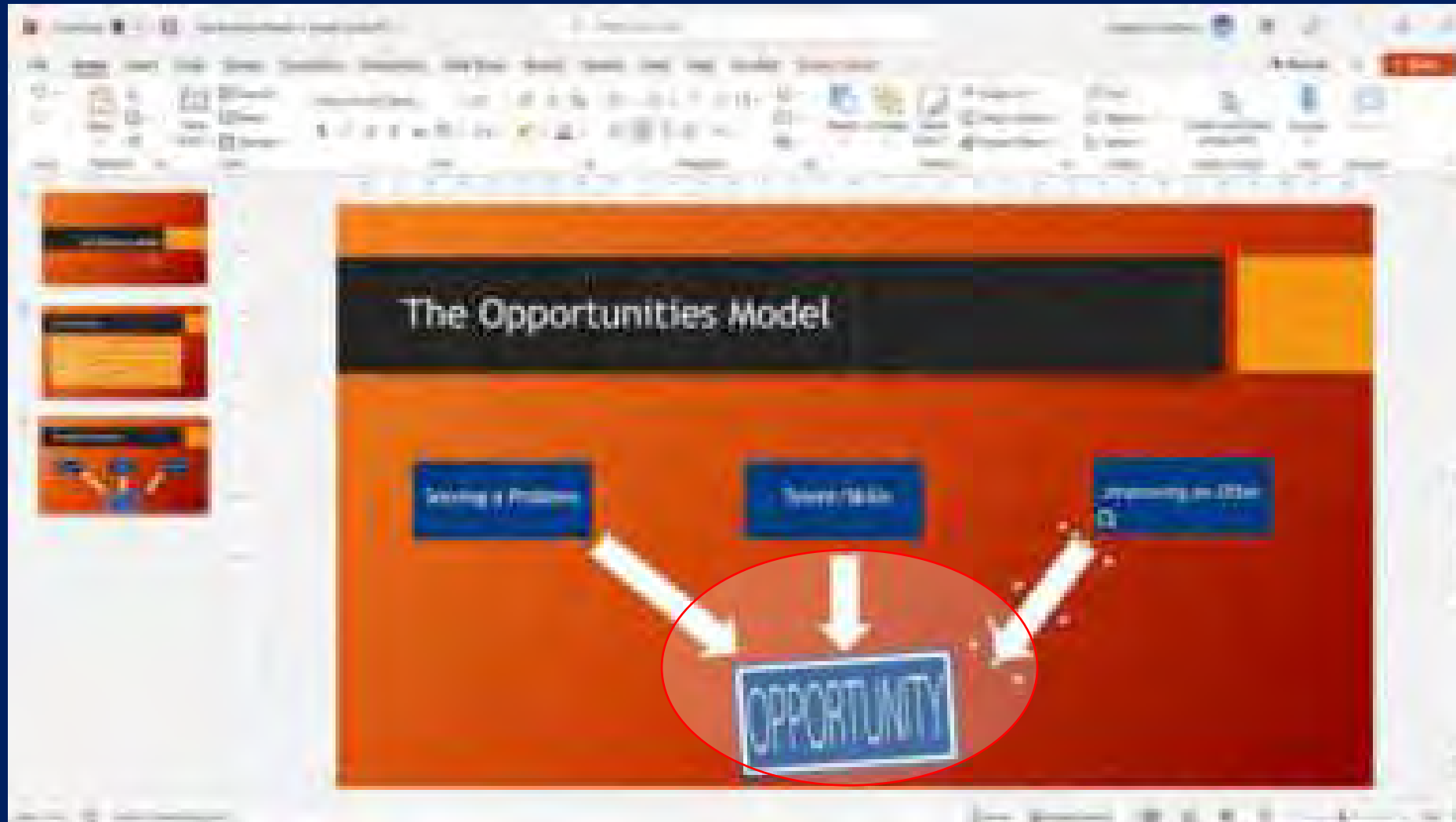
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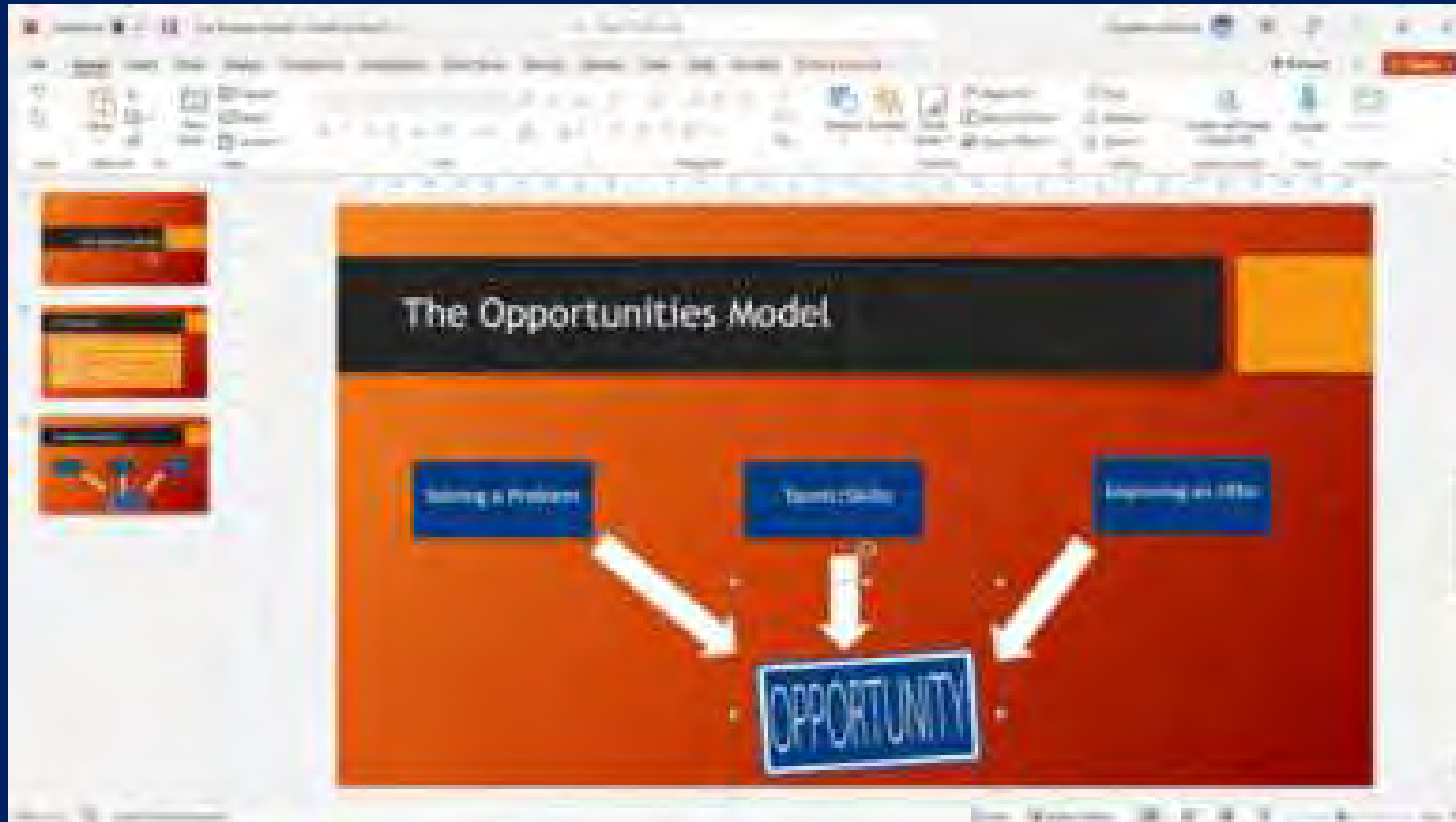


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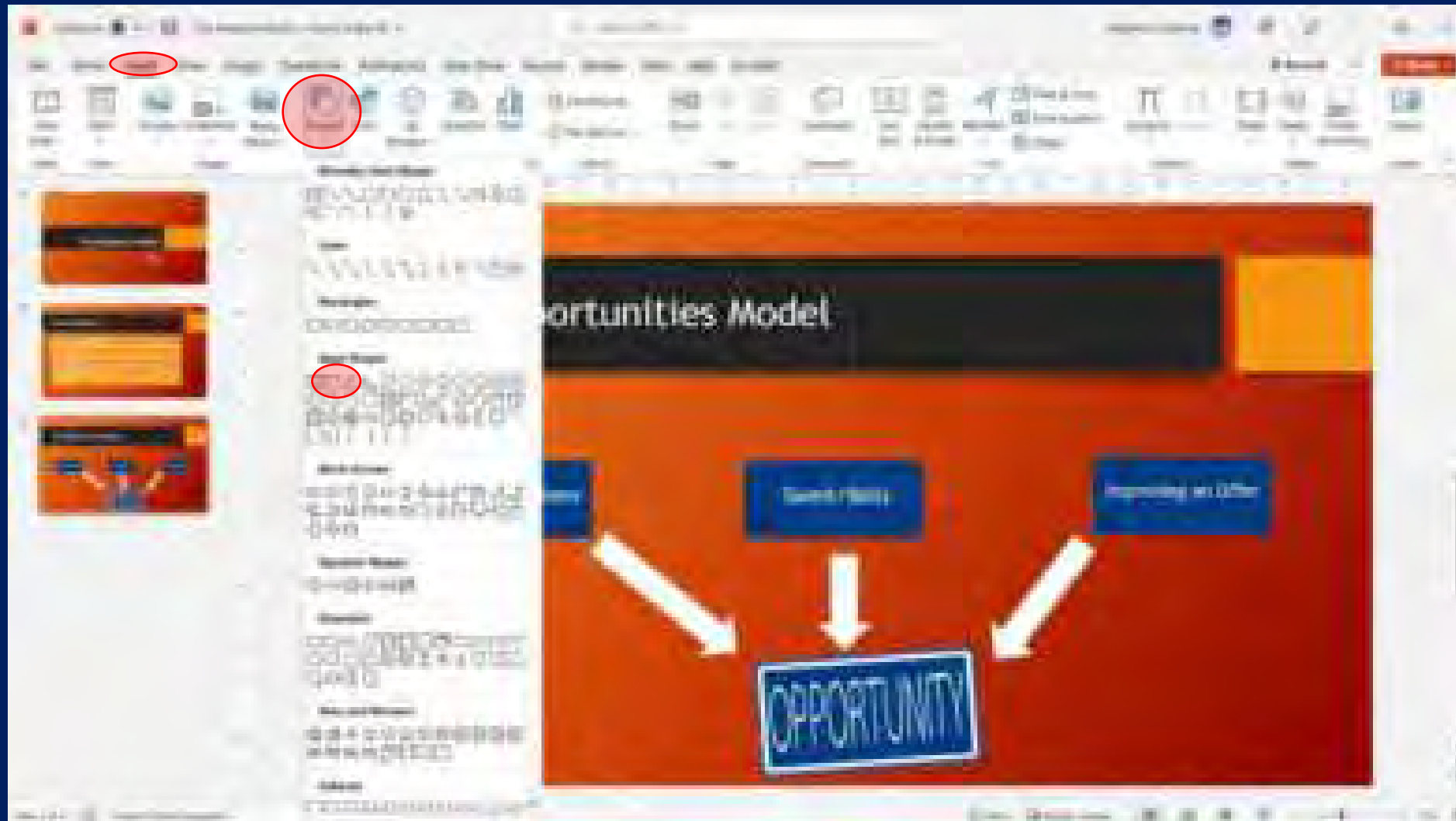
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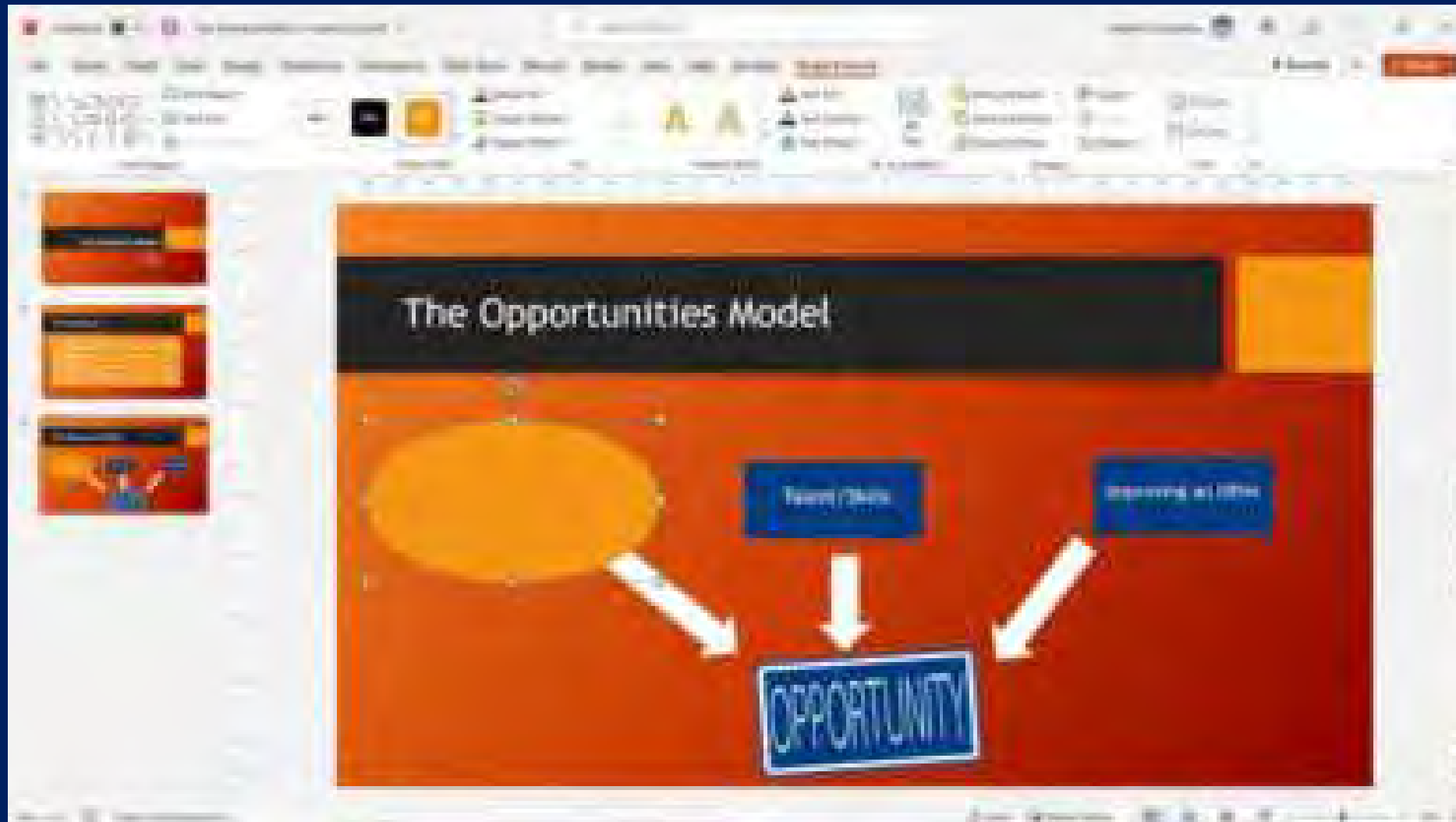
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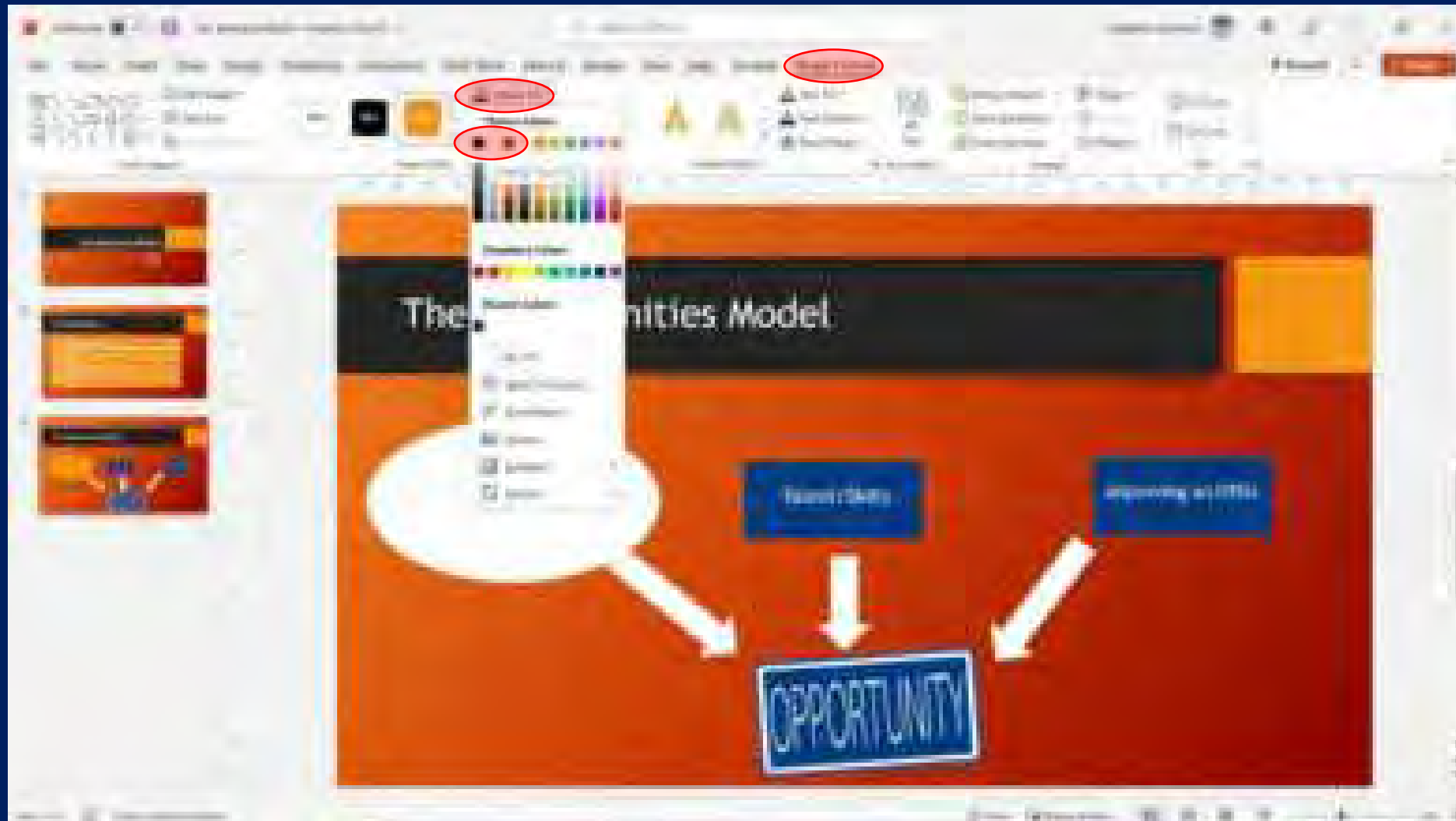
# Inserting Semi Transparent Shapes



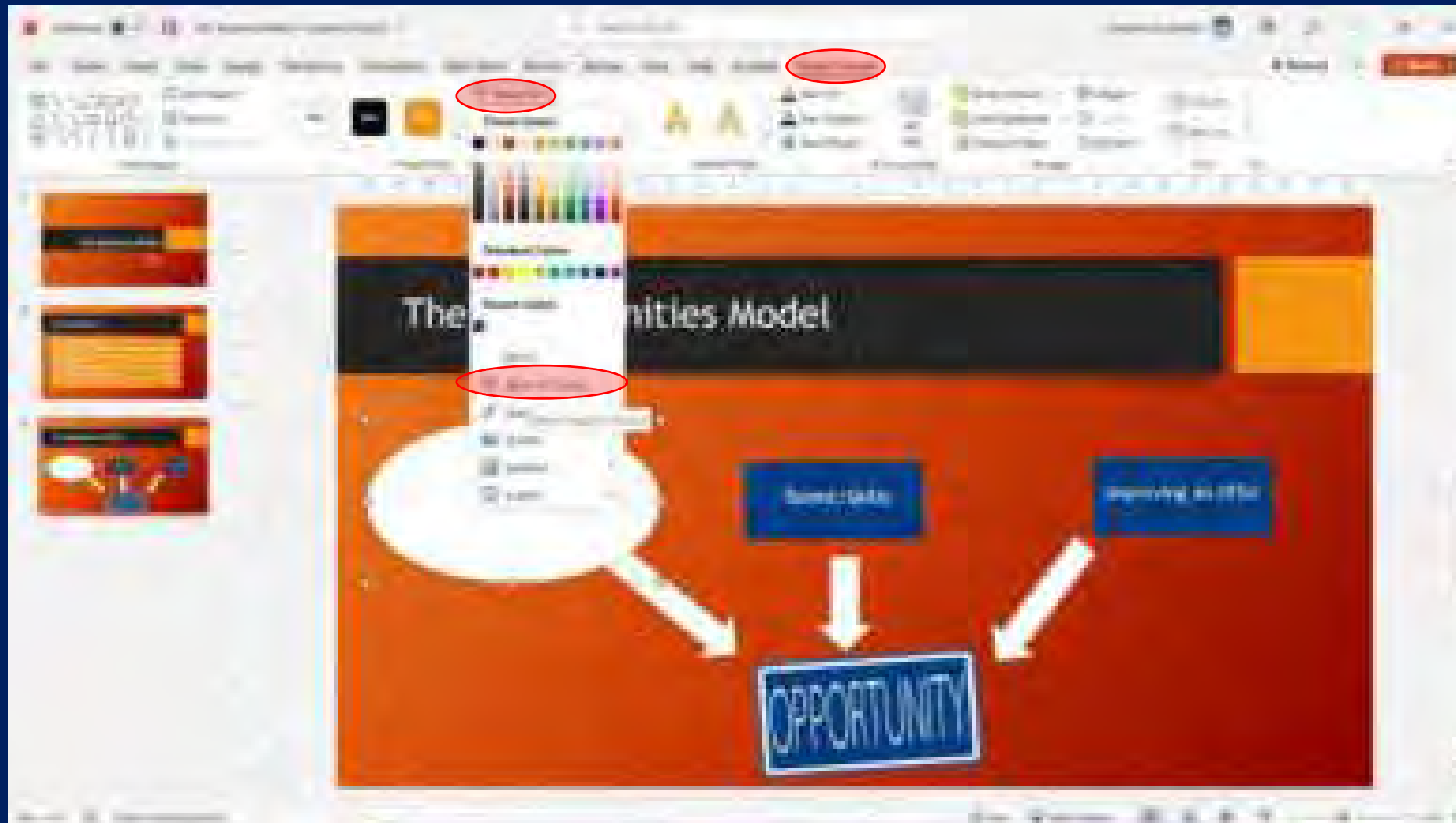
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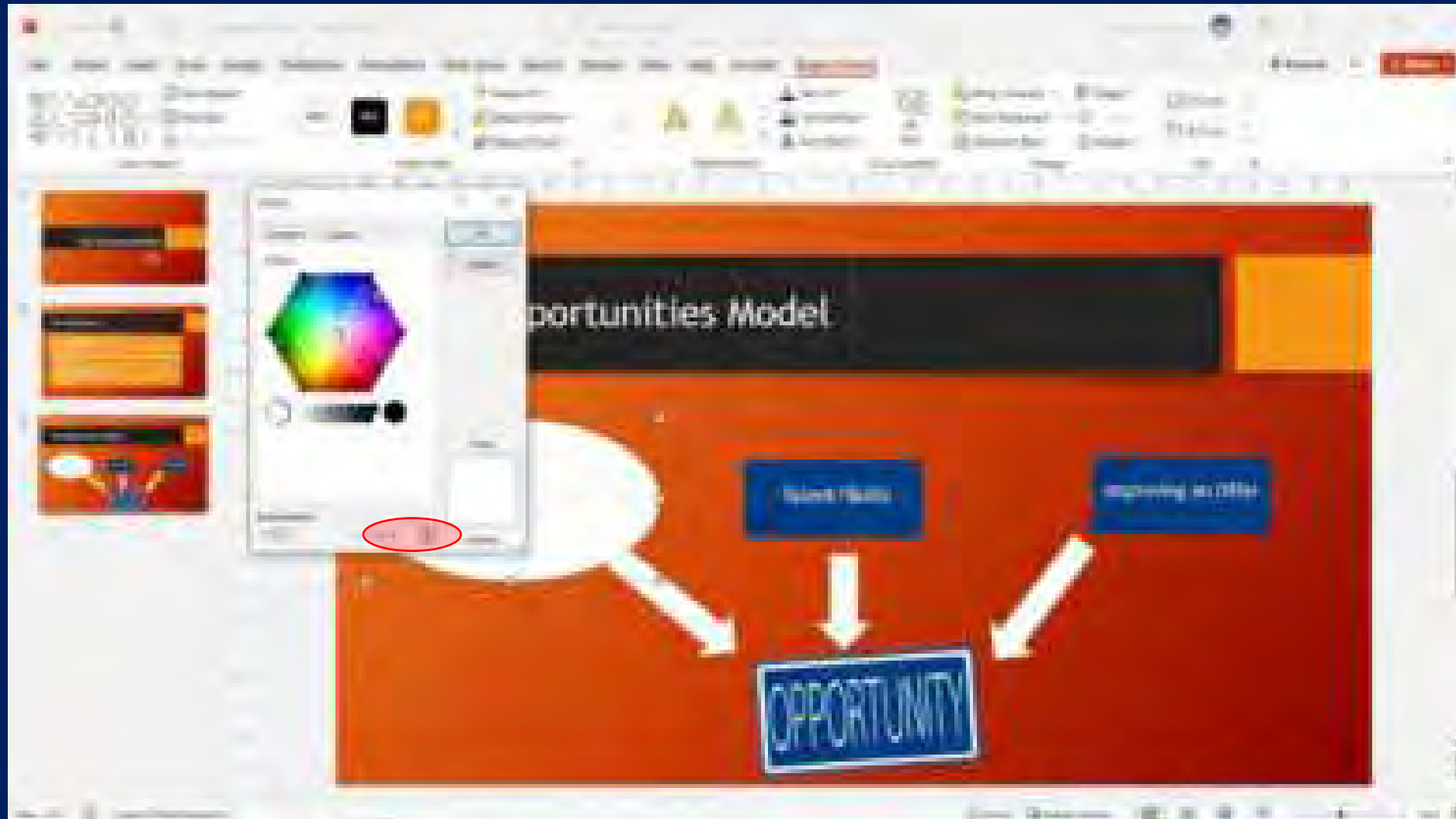
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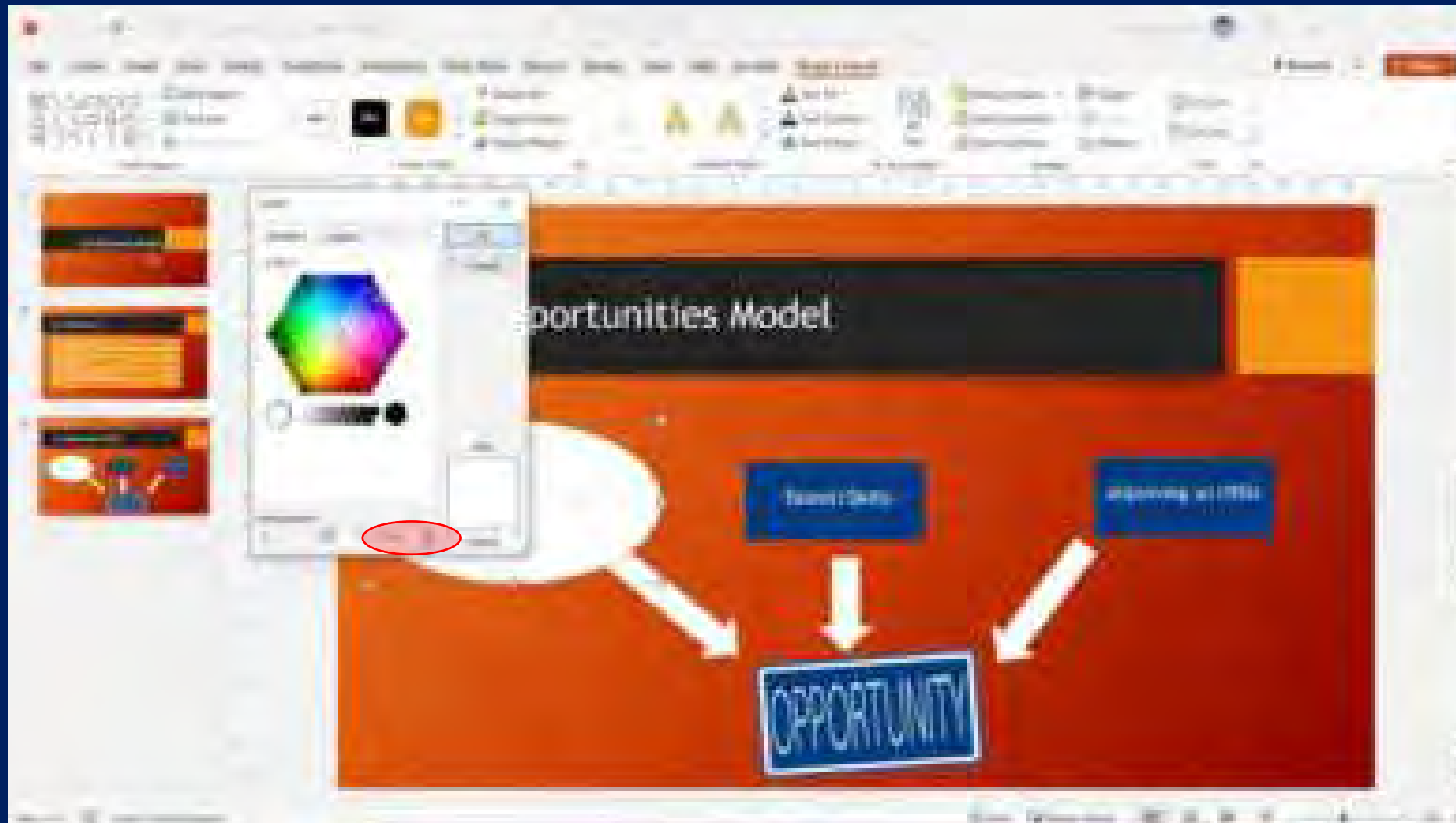
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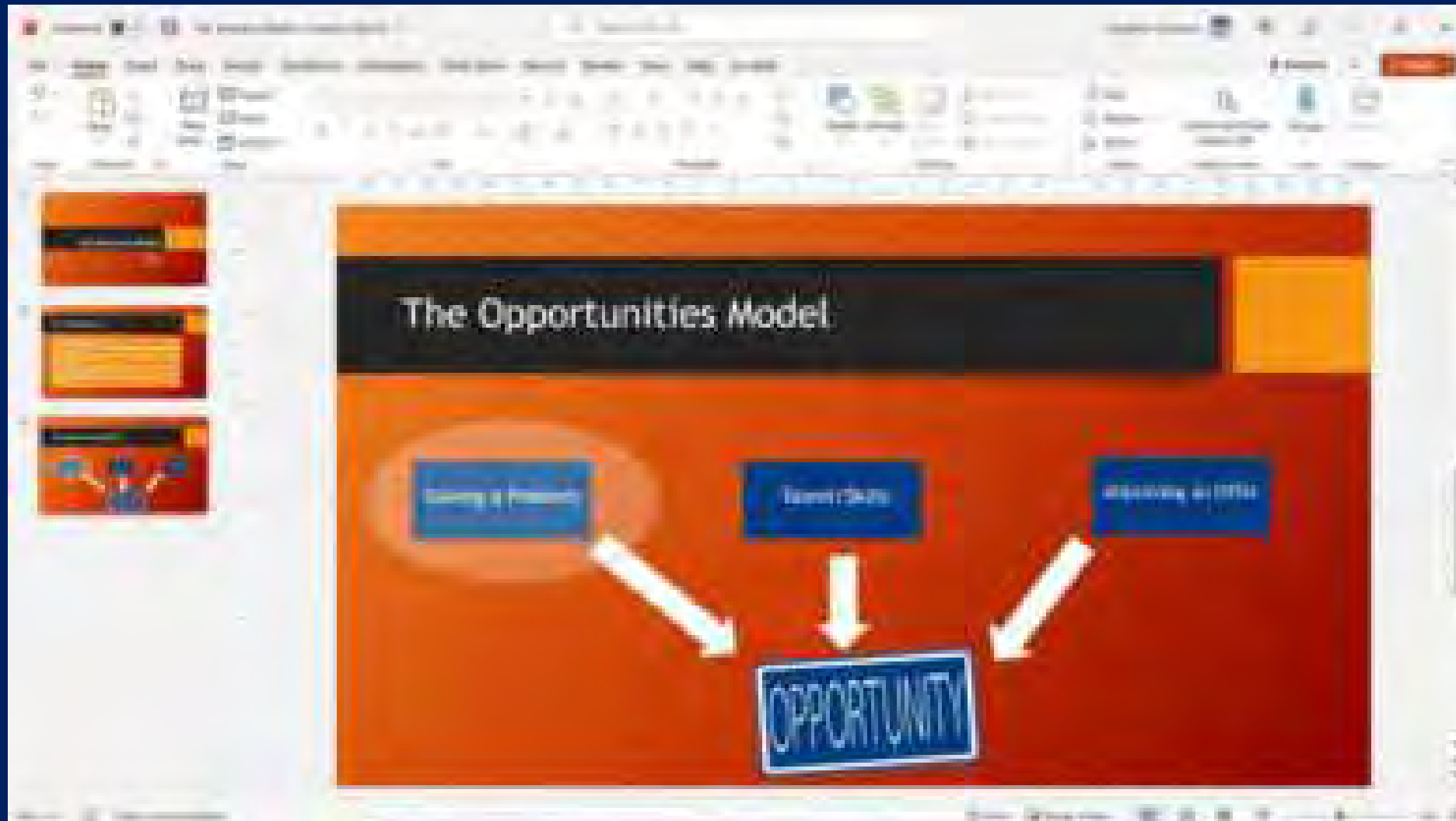


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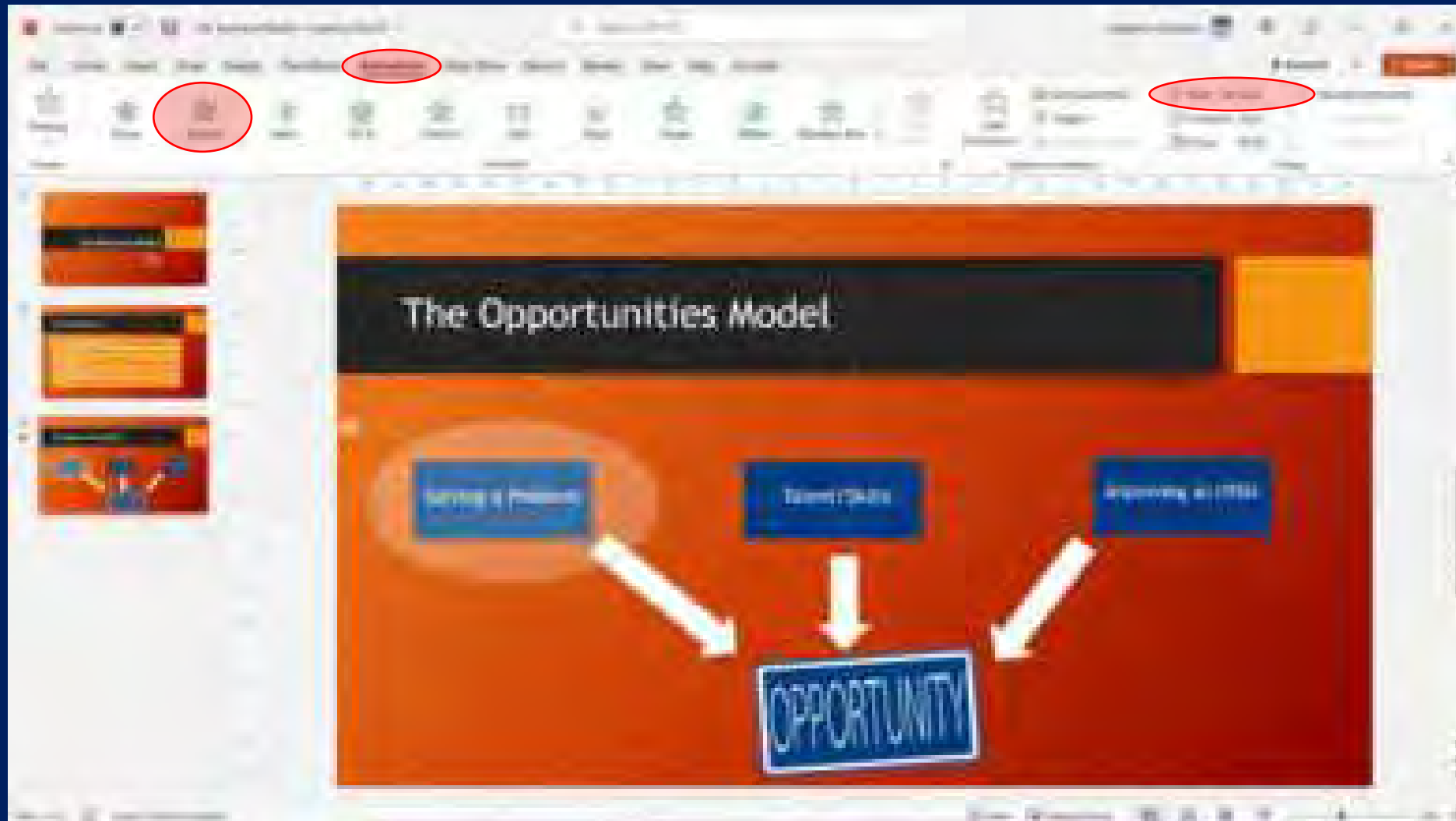
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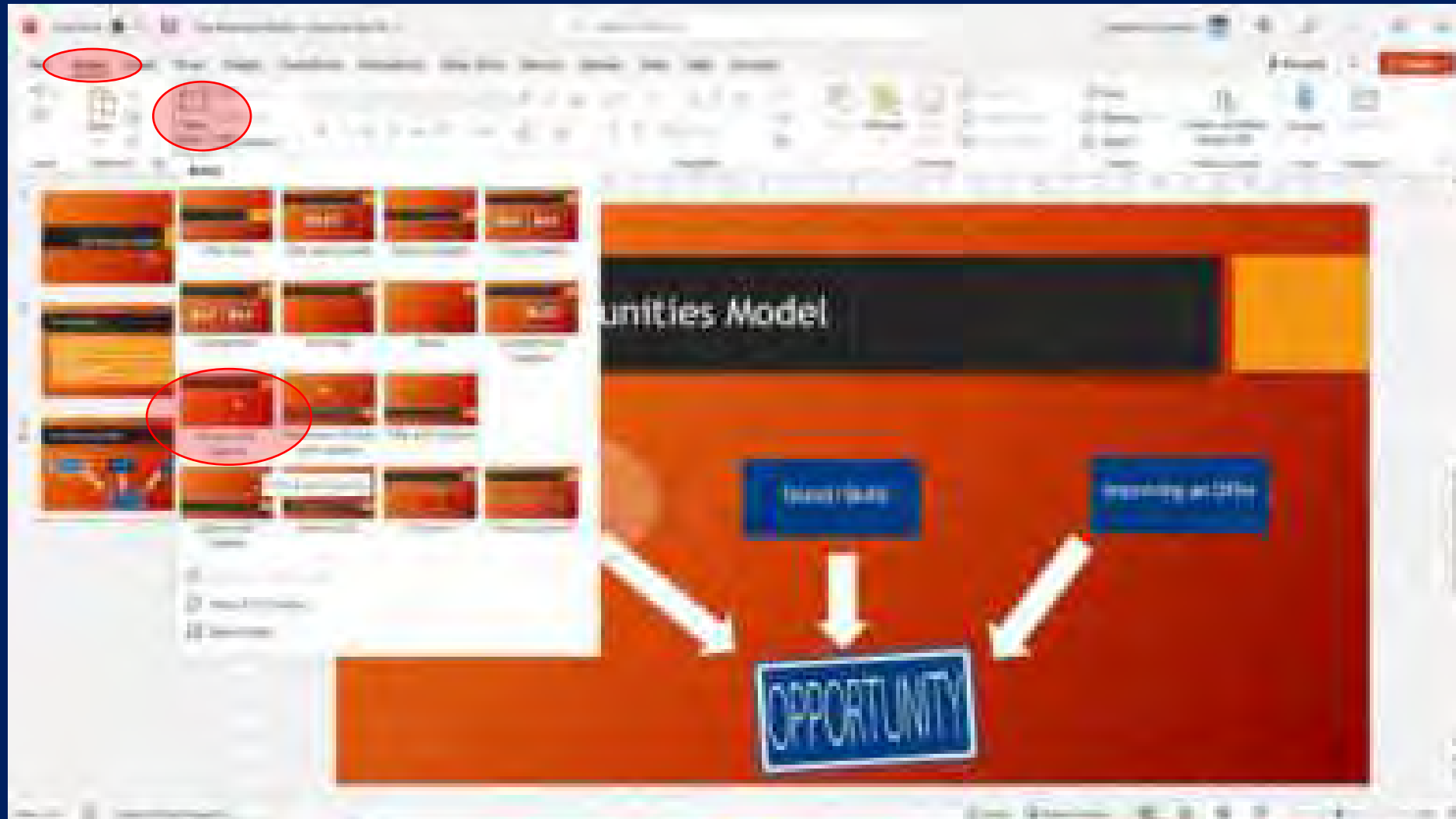
# Inserting Animation



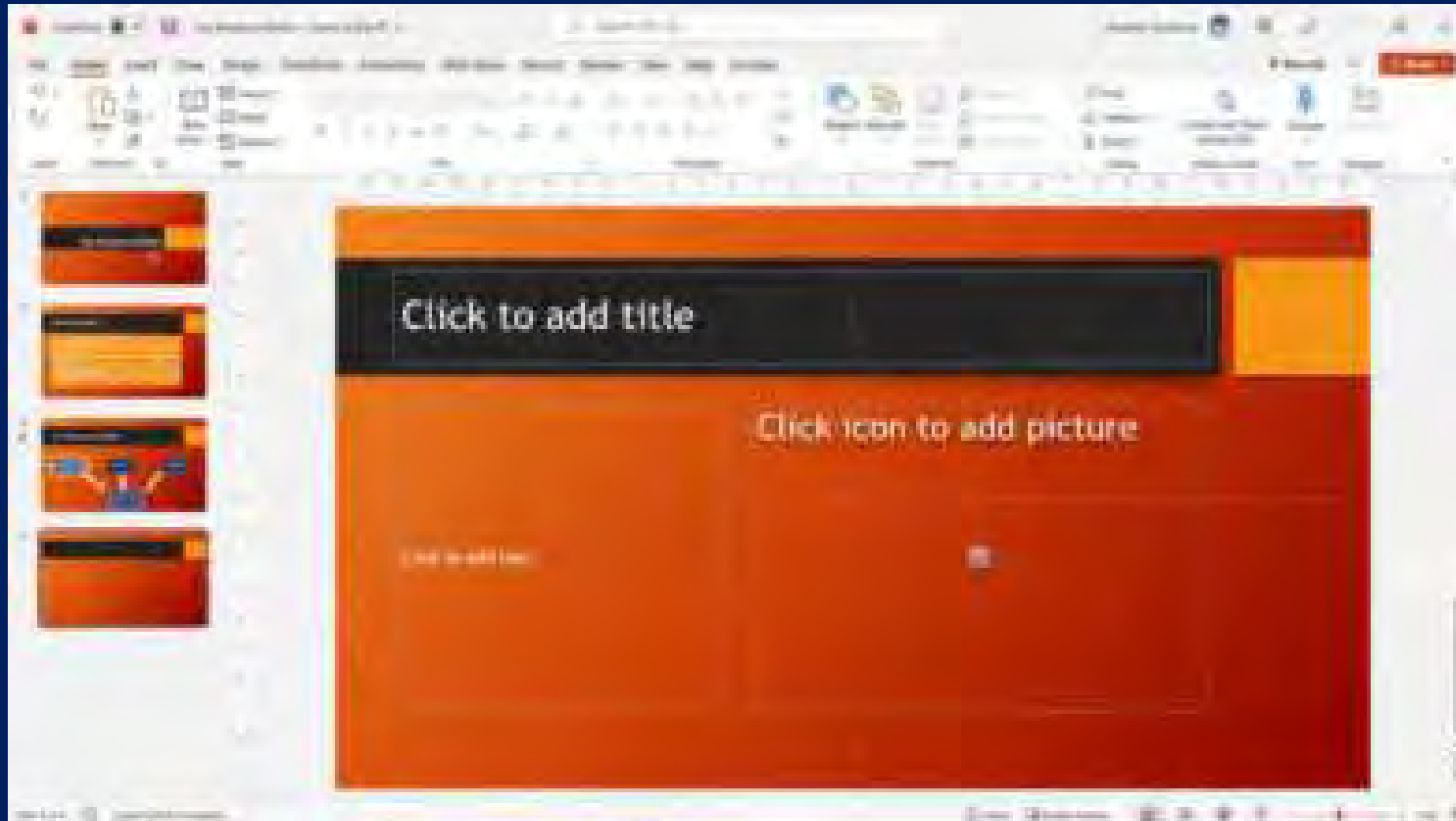
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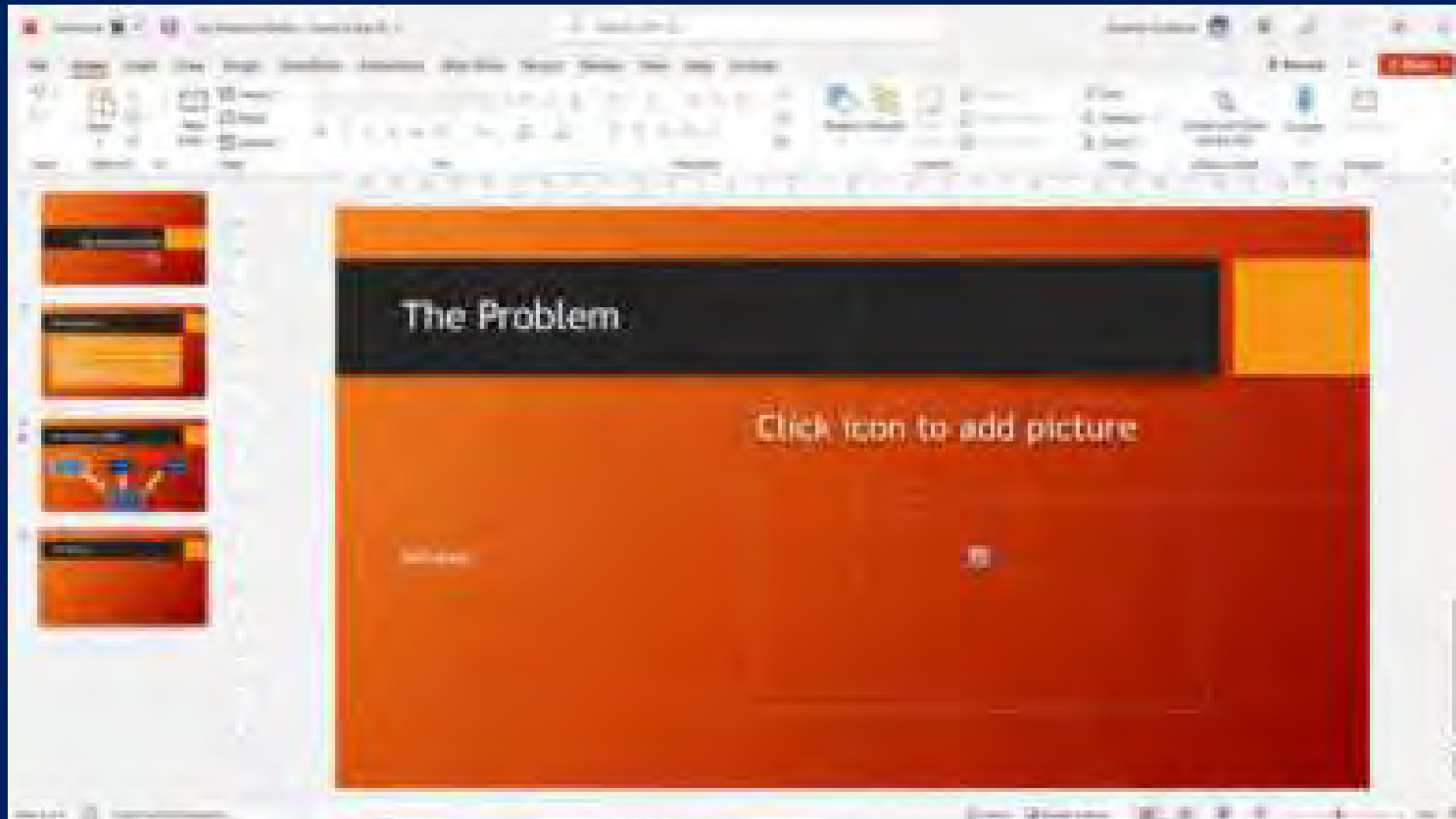
# PowerPoint Inserting Another Slide



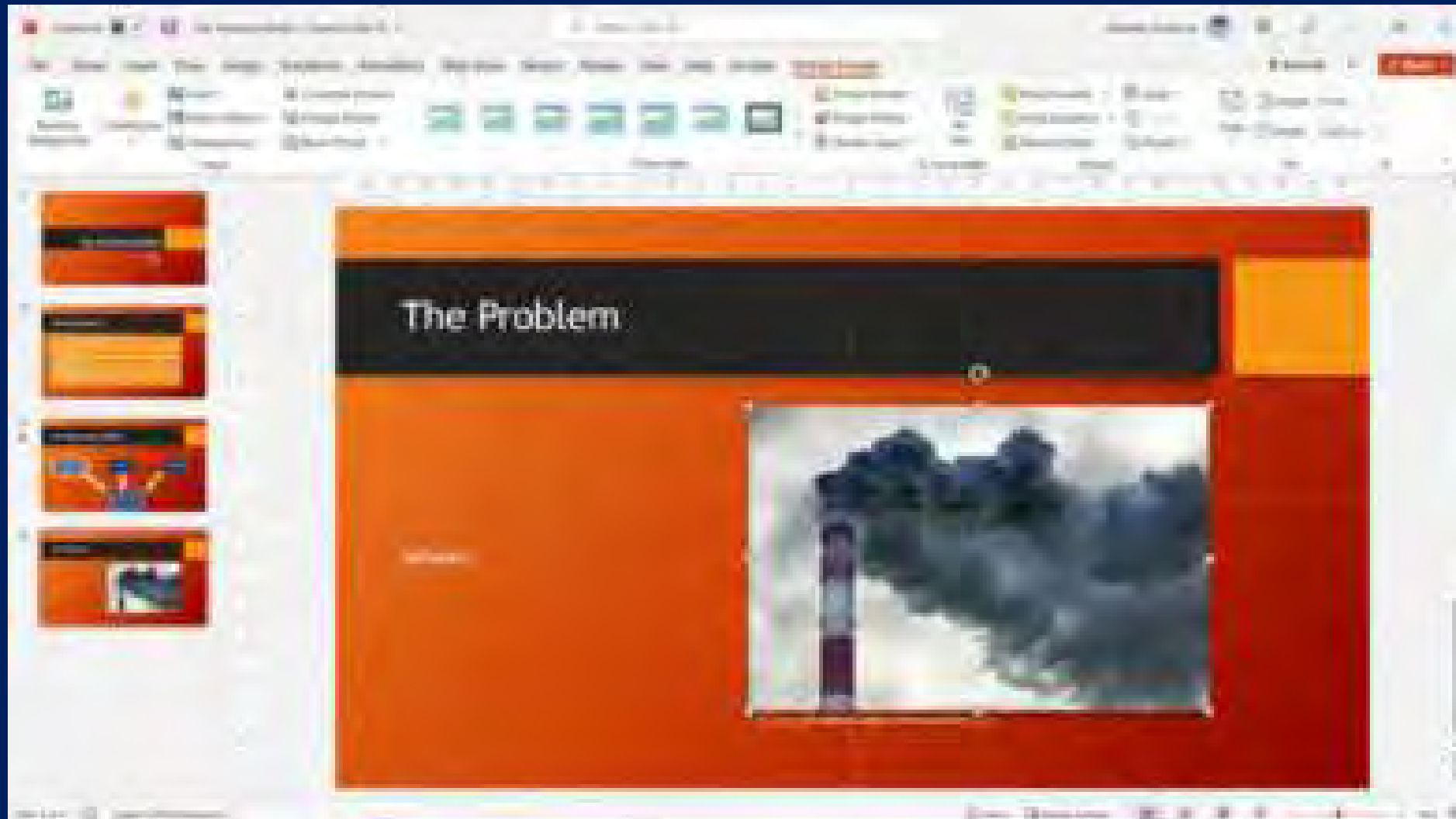
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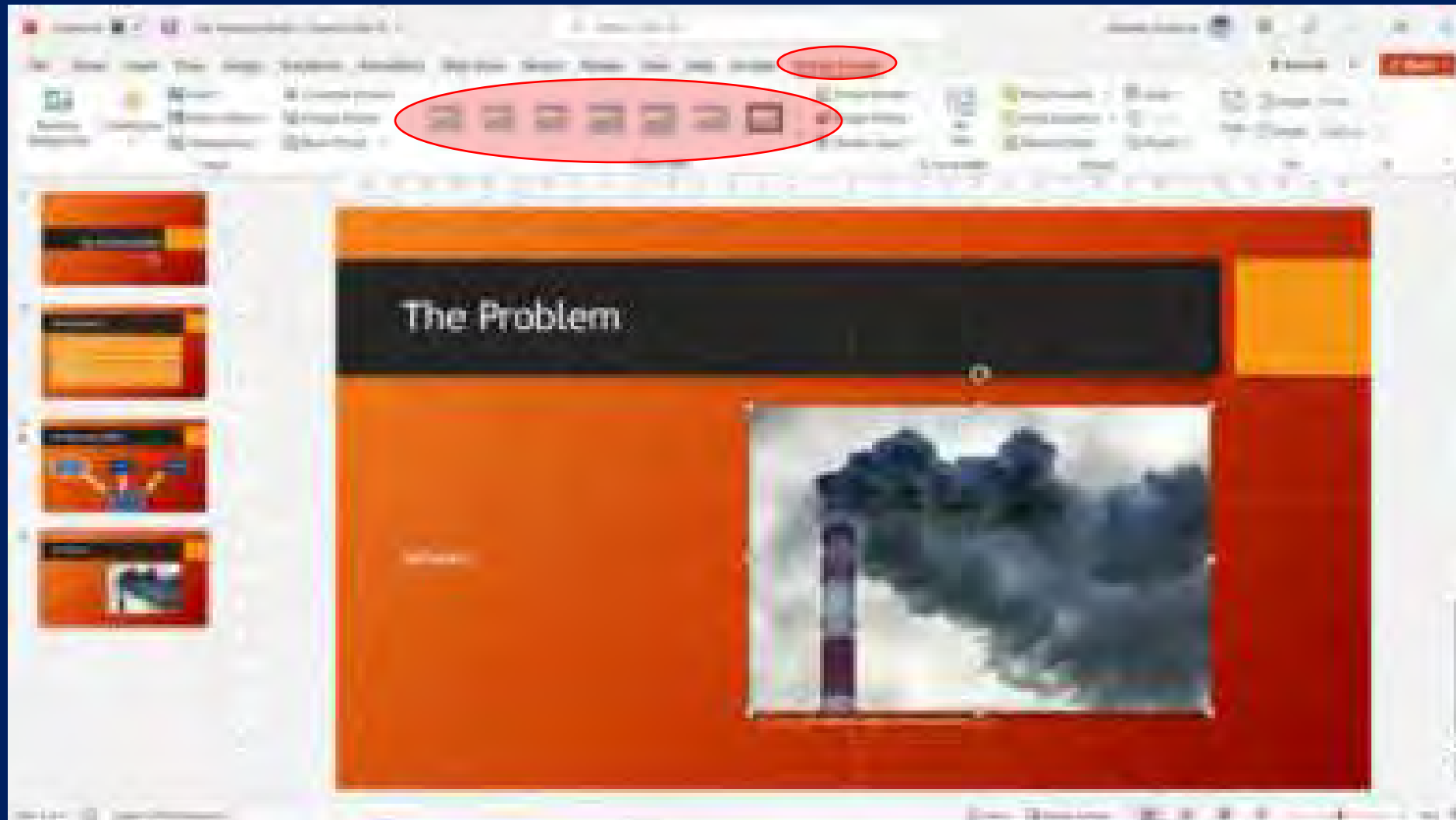


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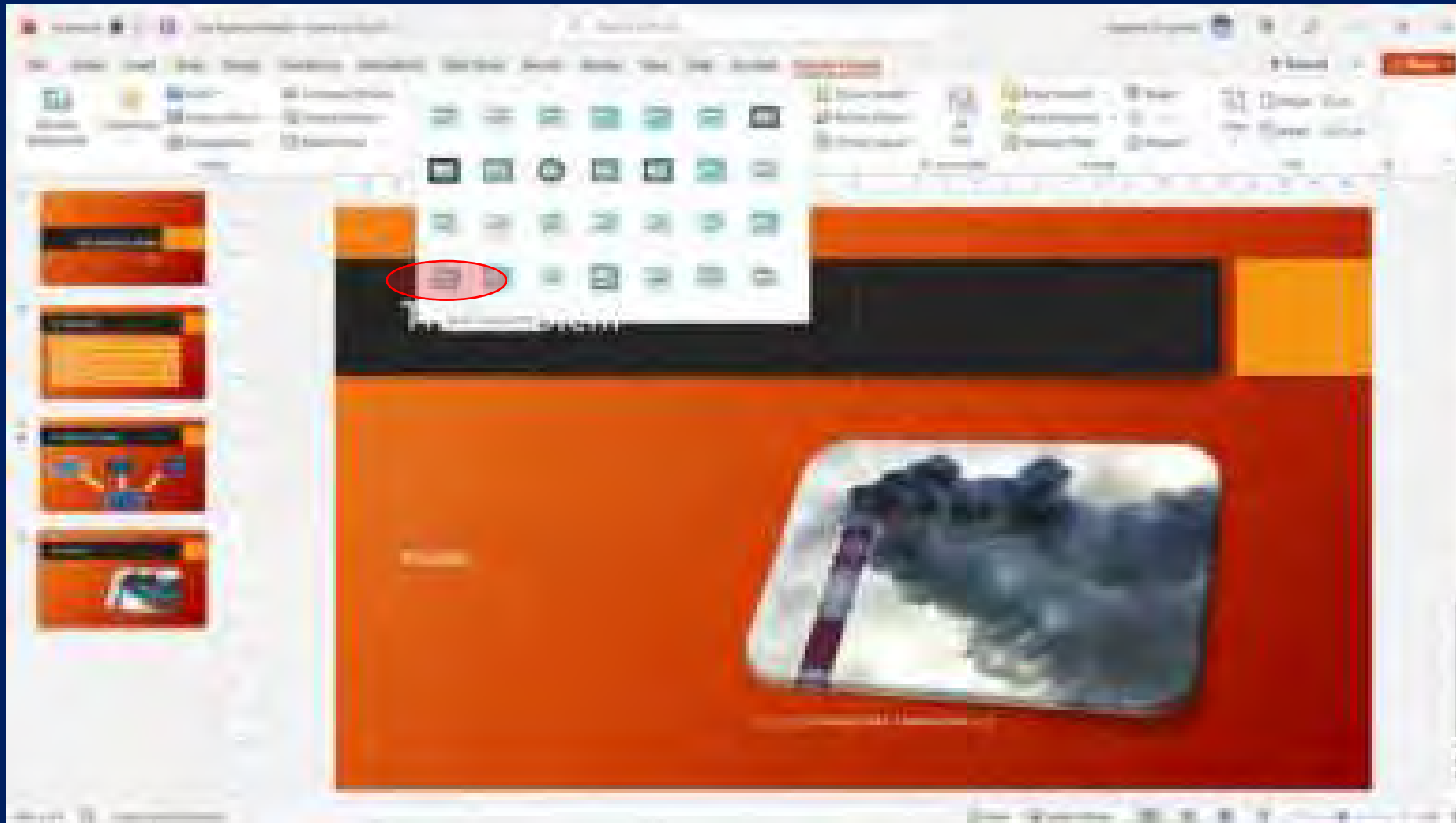




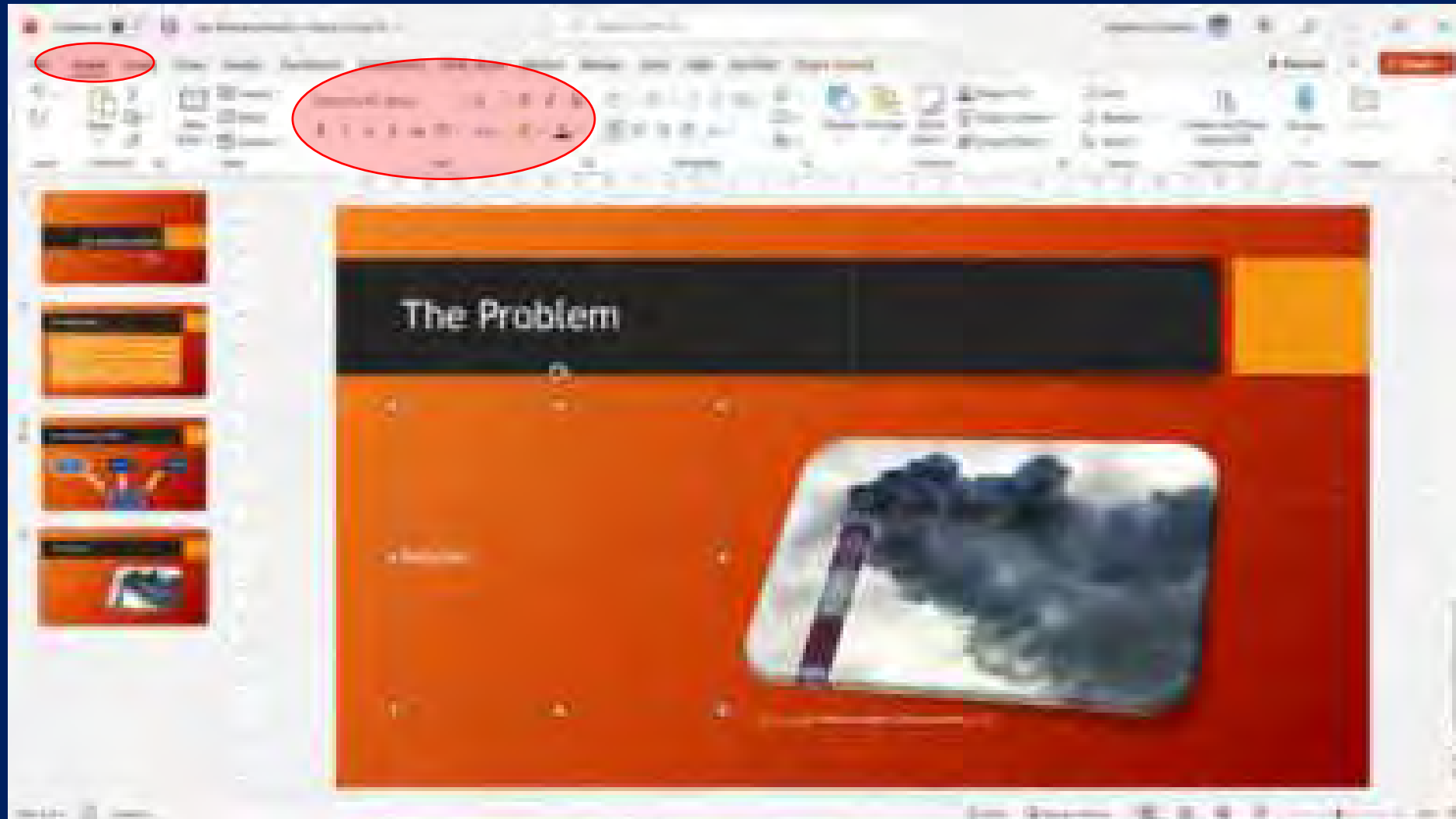
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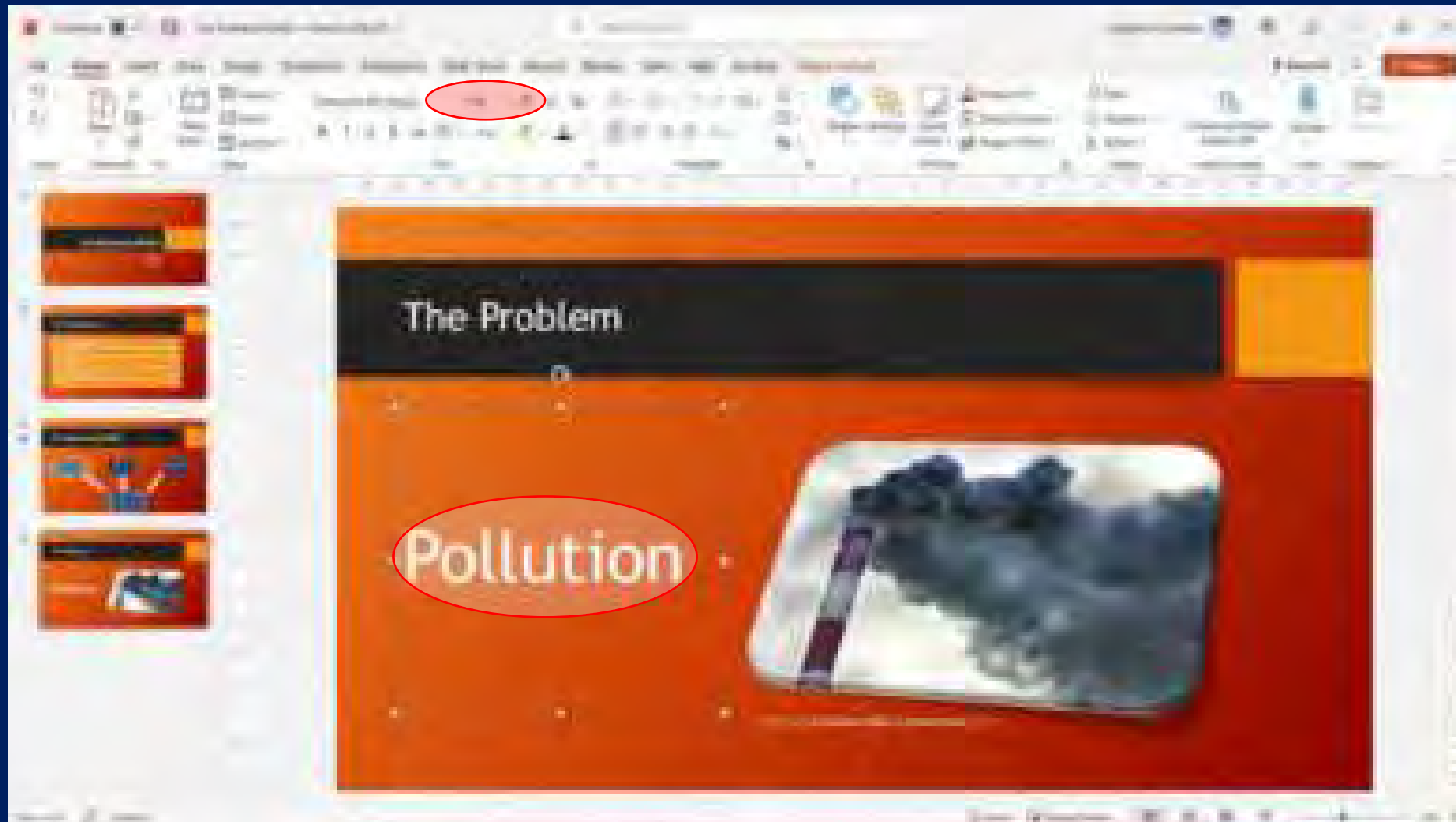
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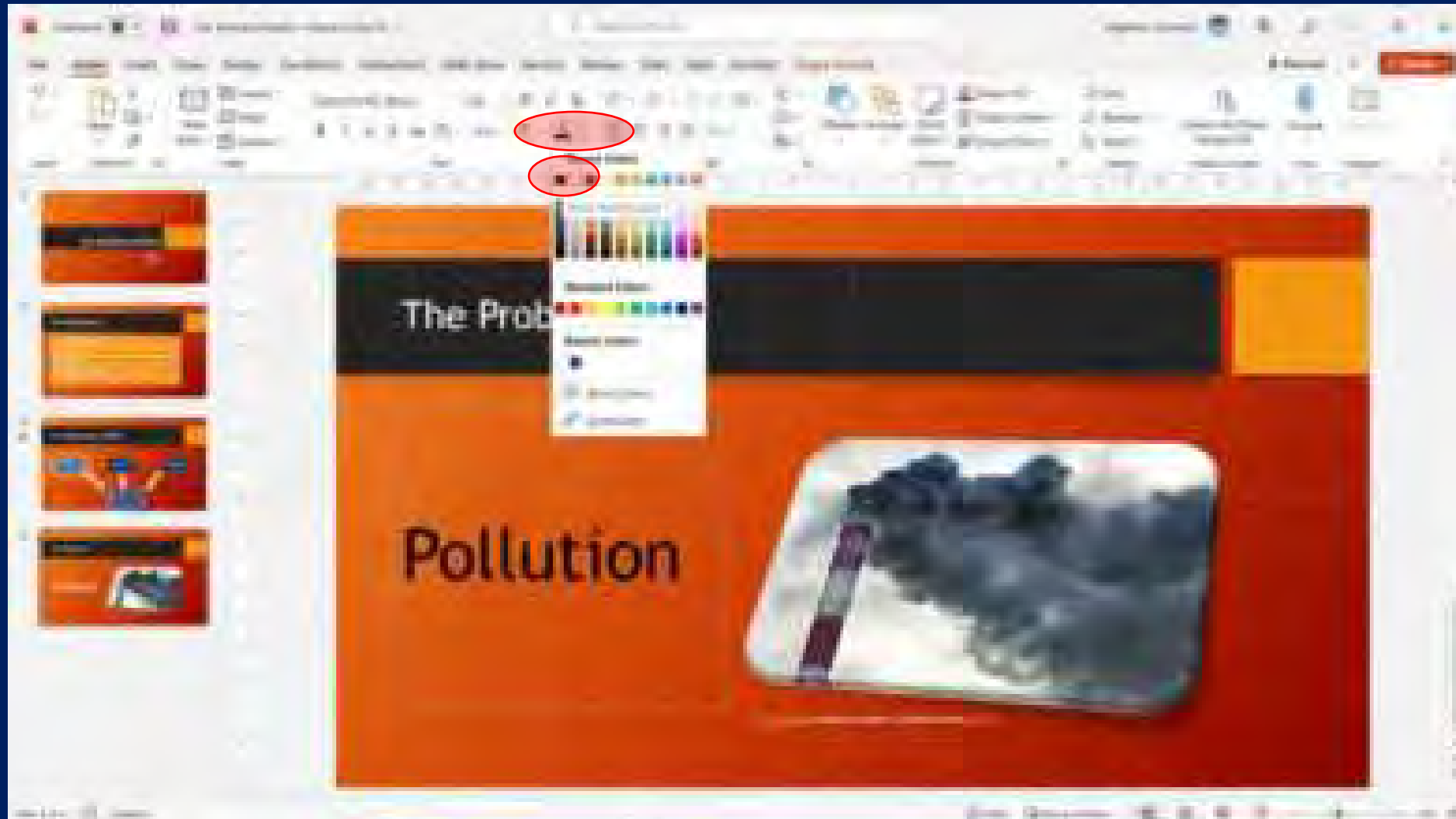
# PowerPoint Inserting Another Slide



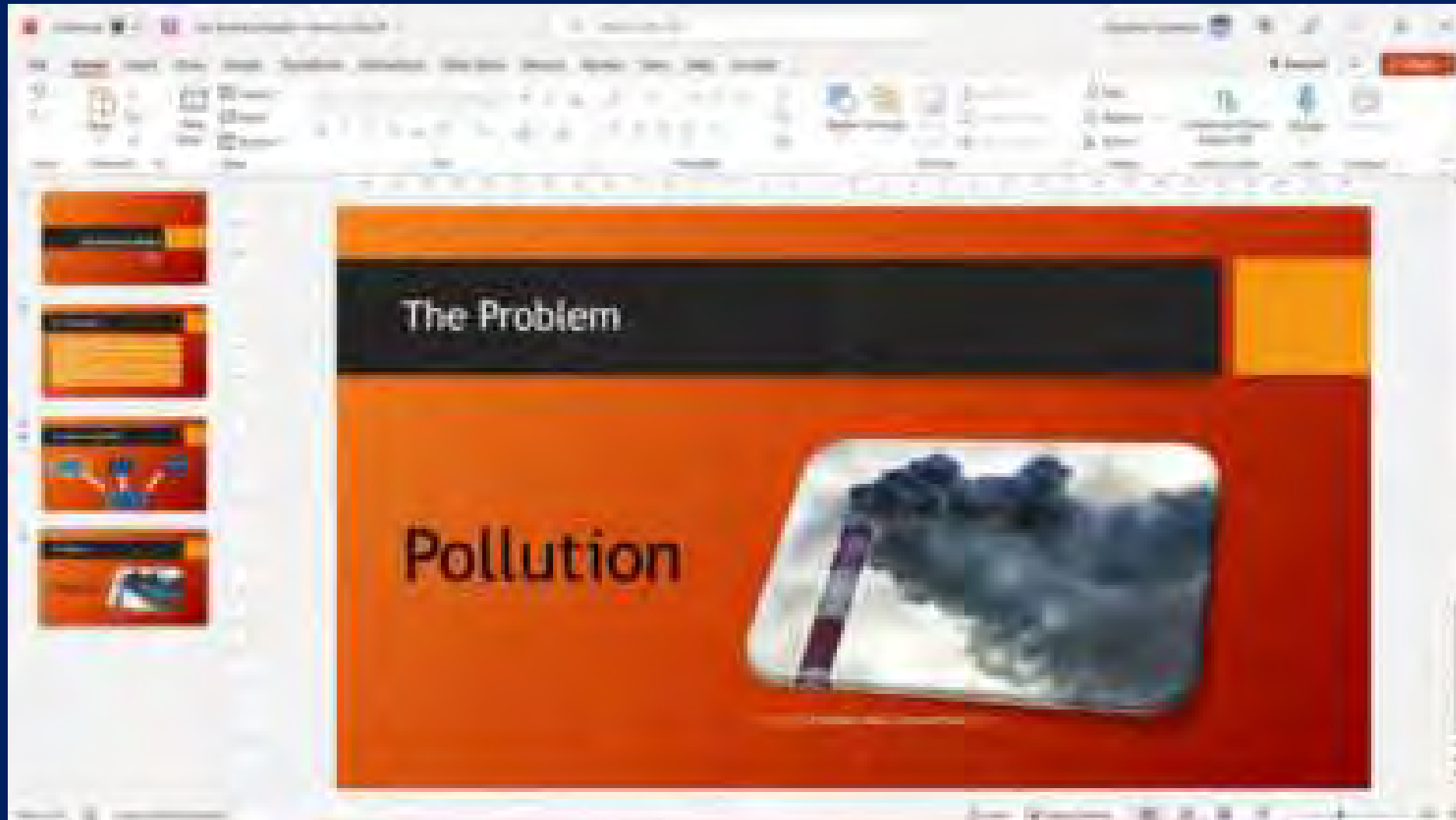
# PowerPoint Inserting Another Slide



# PowerPoint Inserting Another Slide



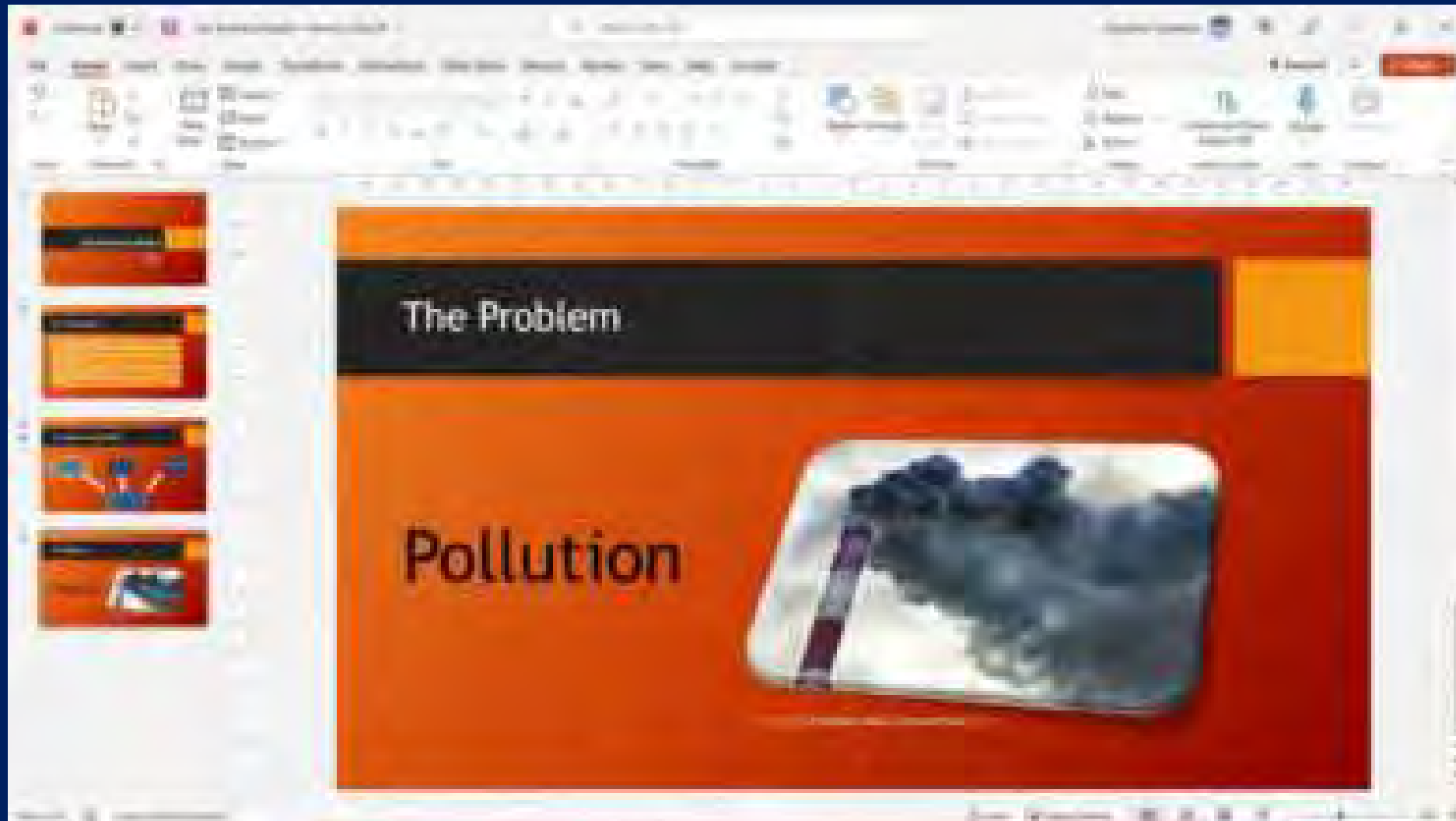
# PowerPoint Inserting Another Slide



# PowerPoint Inserting Another Slide



# PowerPoint Slideshow





# PowerPoint Slideshow



# PowerPoint Slideshow

## Our Business Model

James Brown  
Lorraine Jones  
John Alby  
Mary 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.



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



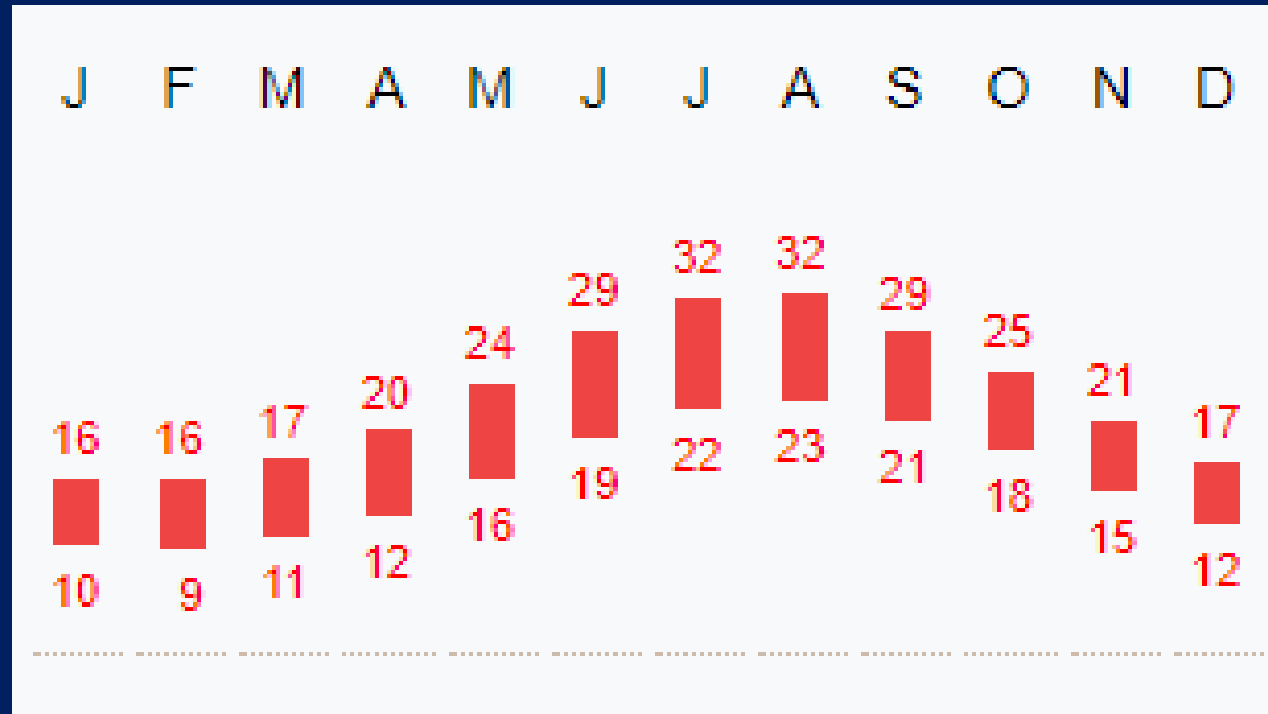
# In-Class Group Presentation

- 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](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.

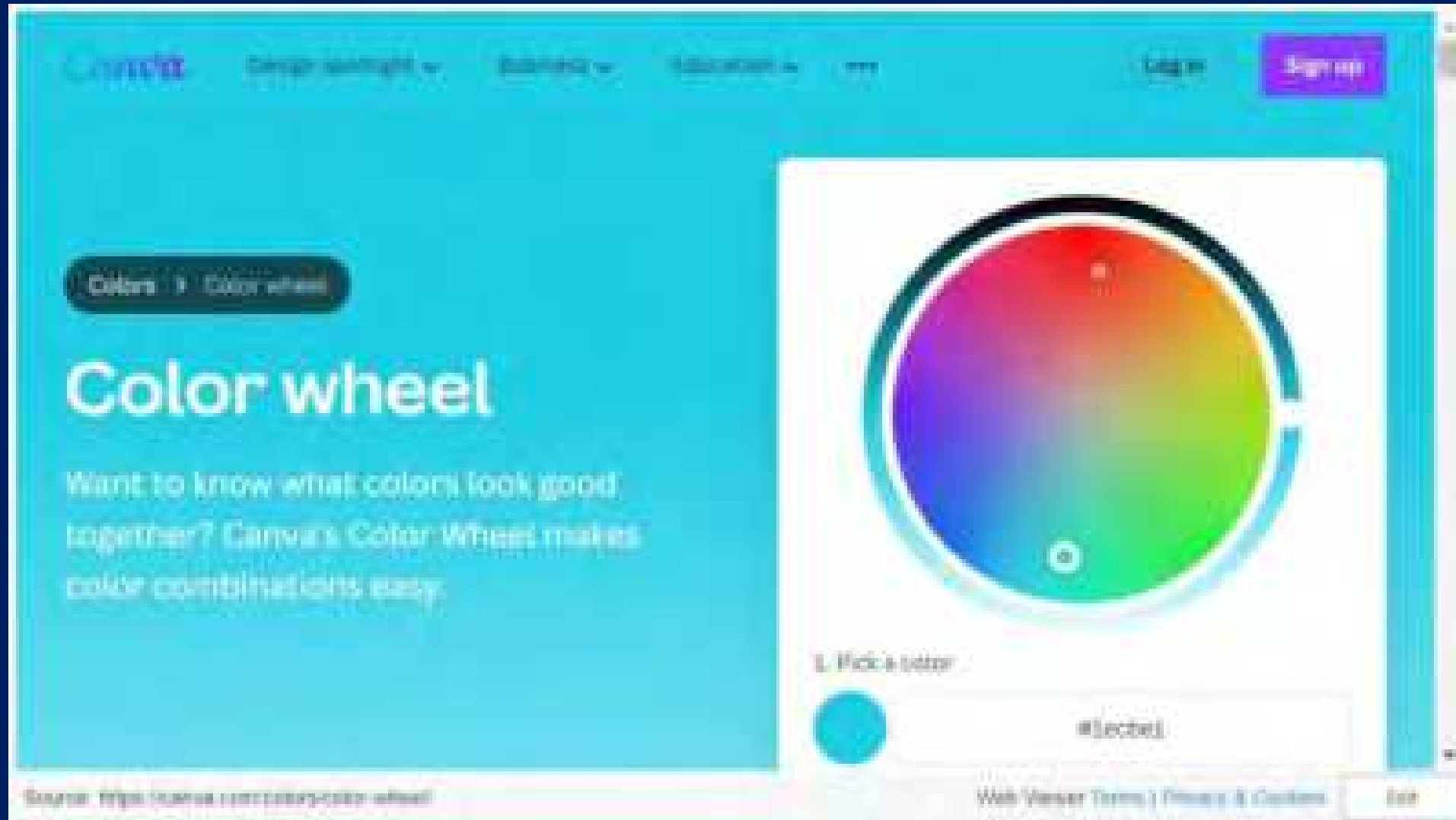


# In-Class Group Presentation

- 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 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)
<b>Knowledge</b>	Does not demonstrate a basic understanding of the concepts and theories of the discipline.	Demonstrates a basic understanding of the concepts and theories of the discipline.	Demonstrates a good understanding of the concepts and theories of the discipline.	Demonstrates a very good understanding of the concepts and theories of the discipline.	Demonstrates an excellent understanding of the concepts and theories of the discipline.
<b>Application</b>	Does not demonstrate the ability to apply the concepts and theories of the discipline to solve problems.	Demonstrates the ability to apply the concepts and theories of the discipline to solve problems.	Demonstrates a good ability to apply the concepts and theories of the discipline to solve problems.	Demonstrates a very good ability to apply the concepts and theories of the discipline to solve problems.	Demonstrates an excellent ability to apply the concepts and theories of the discipline to solve problems.
<b>Analysis</b>	Does not demonstrate the ability to analyze and synthesize information.	Demonstrates the ability to analyze and synthesize information.	Demonstrates a good ability to analyze and synthesize information.	Demonstrates a very good ability to analyze and synthesize information.	Demonstrates an excellent ability to analyze and synthesize information.
<b>Communication</b>	Does not demonstrate the ability to communicate effectively in writing and speaking.	Demonstrates the ability to communicate effectively in writing and speaking.	Demonstrates a good ability to communicate effectively in writing and speaking.	Demonstrates a very good ability to communicate effectively in writing and speaking.	Demonstrates an excellent ability to communicate effectively in writing and speaking.
<b>Professionalism</b>	Does not demonstrate the ability to work effectively in a team and to adhere to professional standards.	Demonstrates the ability to work effectively in a team and to adhere to professional standards.	Demonstrates a good ability to work effectively in a team and to adhere to professional standards.	Demonstrates a very good ability to work effectively in a team and to adhere to professional standards.	Demonstrates an excellent ability to work effectively in a team and to adhere to professional standards.
<b>Leadership</b>	Does not demonstrate the ability to lead and motivate others.	Demonstrates the ability to lead and motivate others.	Demonstrates a good ability to lead and motivate others.	Demonstrates a very good ability to lead and motivate others.	Demonstrates an excellent ability to lead and motivate others.
<b>Global Awareness</b>	Does not demonstrate an understanding of the global context of business.	Demonstrates an understanding of the global context of business.	Demonstrates a good understanding of the global context of business.	Demonstrates a very good understanding of the global context of business.	Demonstrates an excellent understanding of the global context of business.
<b>Research Skills</b>	Does not demonstrate the ability to conduct research and analyze data.	Demonstrates the ability to conduct research and analyze data.	Demonstrates a good ability to conduct research and analyze data.	Demonstrates a very good ability to conduct research and analyze data.	Demonstrates an excellent ability to conduct research and analyze data.
<b>Problem Solving</b>	Does not demonstrate the ability to identify and solve problems.	Demonstrates the ability to identify and solve problems.	Demonstrates a good ability to identify and solve problems.	Demonstrates a very good ability to identify and solve problems.	Demonstrates an excellent ability to identify and solve problems.
<b>Decision Making</b>	Does not demonstrate the ability to make sound decisions.	Demonstrates the ability to make sound decisions.	Demonstrates a good ability to make sound decisions.	Demonstrates a very good ability to make sound decisions.	Demonstrates an excellent ability to make sound decisions.
<b>Teamwork</b>	Does not demonstrate the ability to work effectively in a team.	Demonstrates the ability to work effectively in a team.	Demonstrates a good ability to work effectively in a team.	Demonstrates a very good ability to work effectively in a team.	Demonstrates an excellent ability to work effectively in a team.
<b>Self-Management</b>	Does not demonstrate the ability to manage time and resources effectively.	Demonstrates the ability to manage time and resources effectively.	Demonstrates a good ability to manage time and resources effectively.	Demonstrates a very good ability to manage time and resources effectively.	Demonstrates an excellent ability to manage time and resources effectively.



# Presentation

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







# Introduction Session 04

Lecture Title: PowerPoint



Lecturer: Mr Angelito Sciberras

Date: 17 November 2023

Undergraduate Diploma in  
Business Administration