

Introduction Session 04

Lecture Title: PowerPoint

Lecturer: Mr Angelito Sciberras

Date: 5 April 2024



Friday 5 April 2024

Introductions
The Academy

Staying in Malta

The Study Programme
Assignments
Presentations
Reflective Diary

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



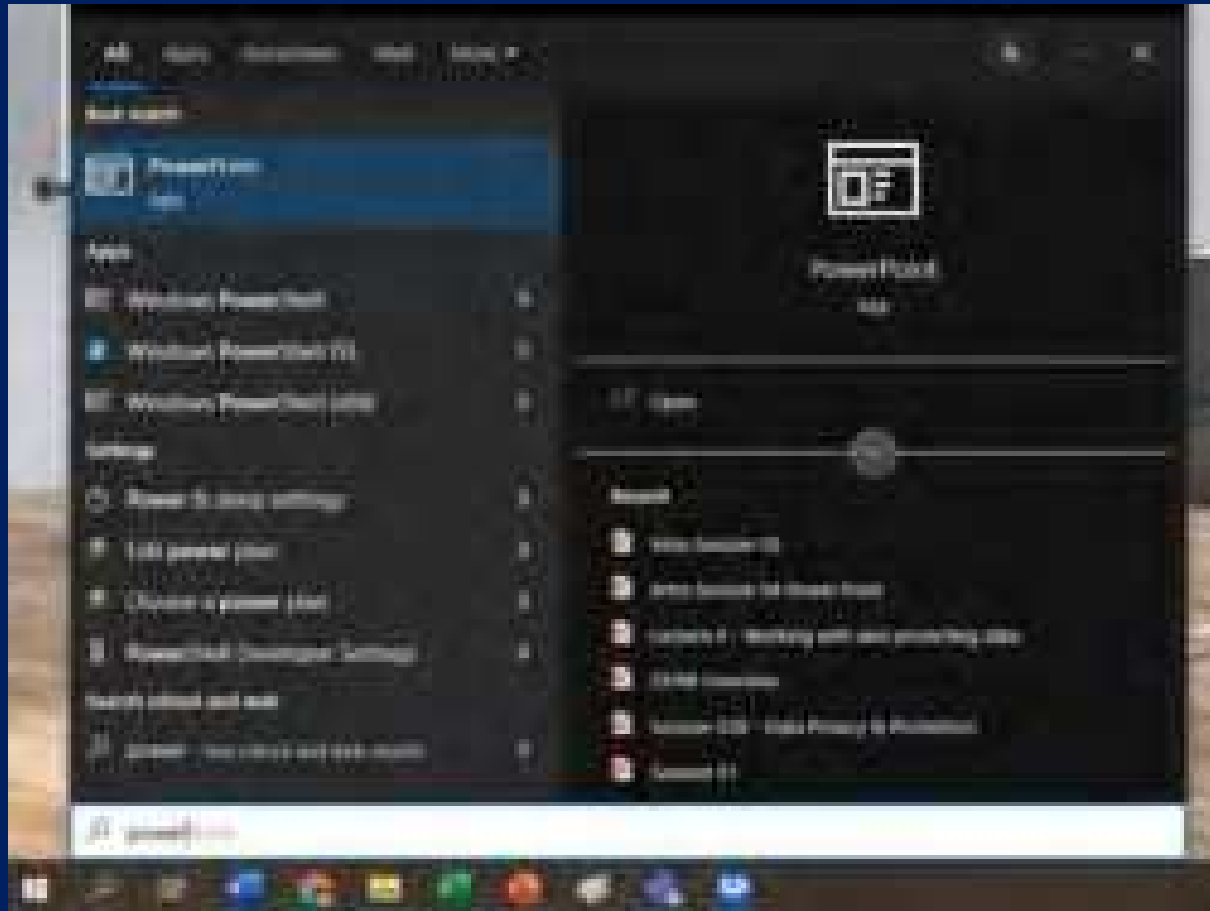
PowerPoint Slideshow

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



PowerPoint Slideshow

Opening PowerPoint



PowerPoint Slideshow



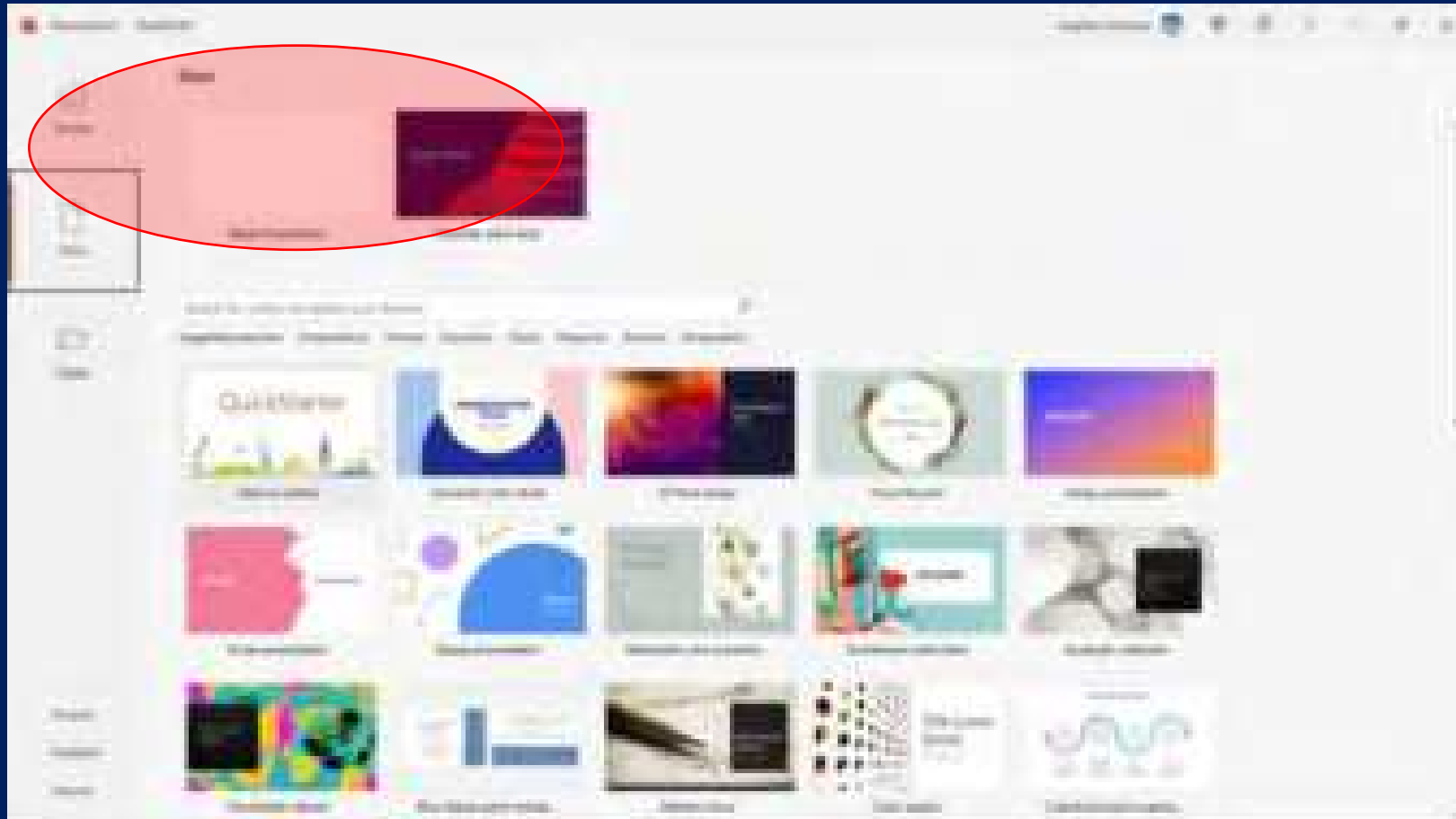
Blank Presentation vs Template

Originality vs Time



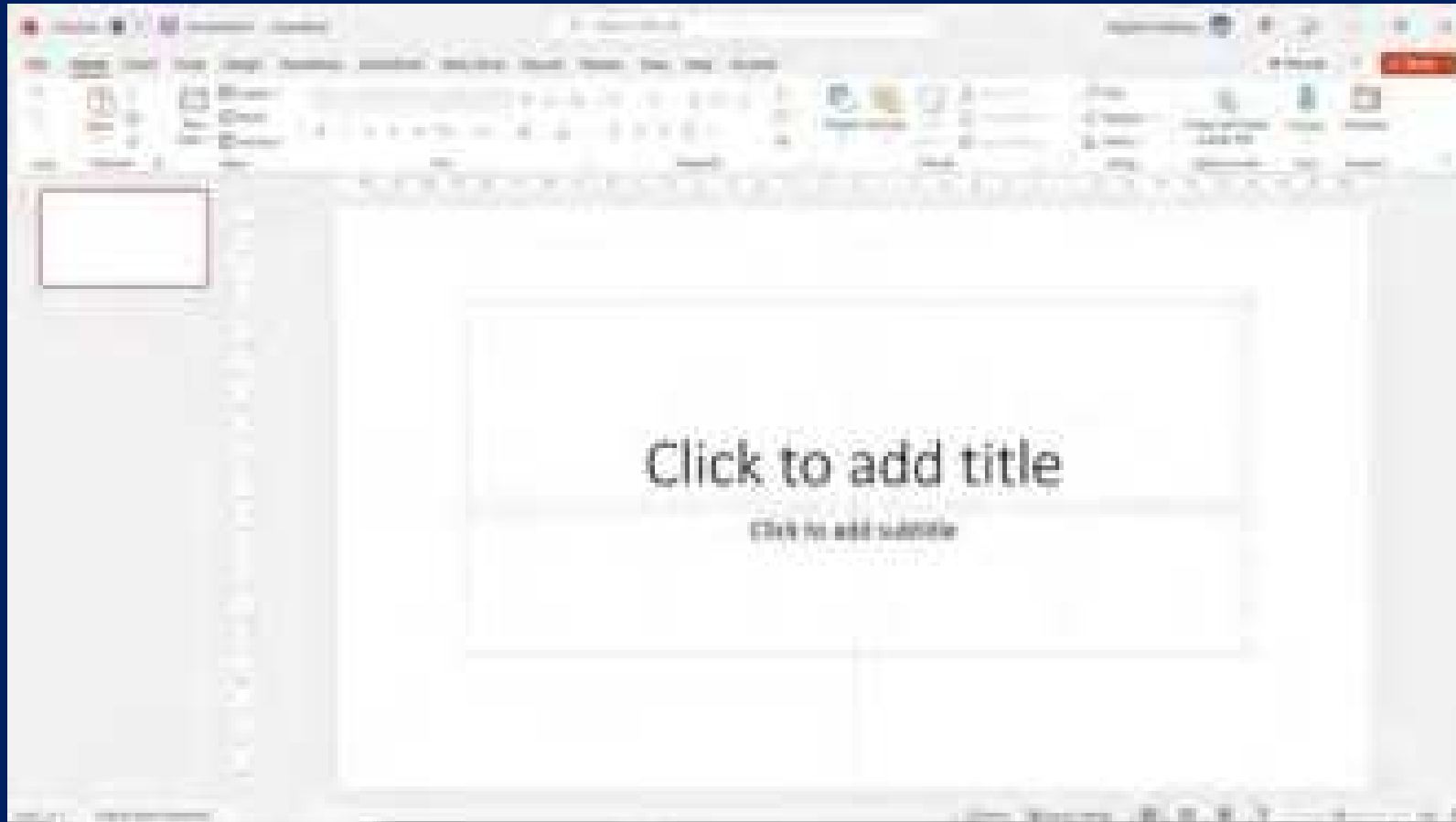
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Opening PowerPoint



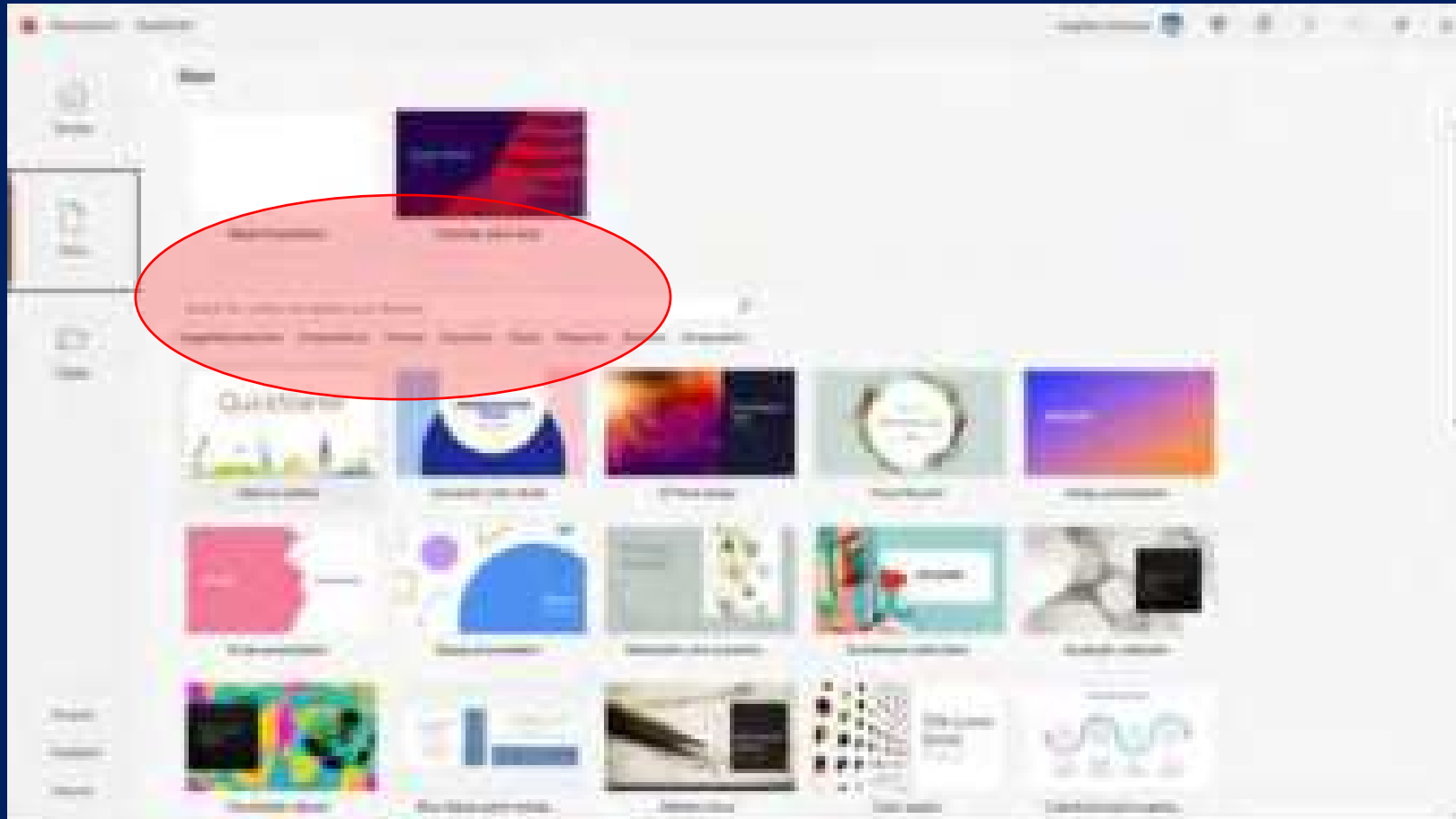
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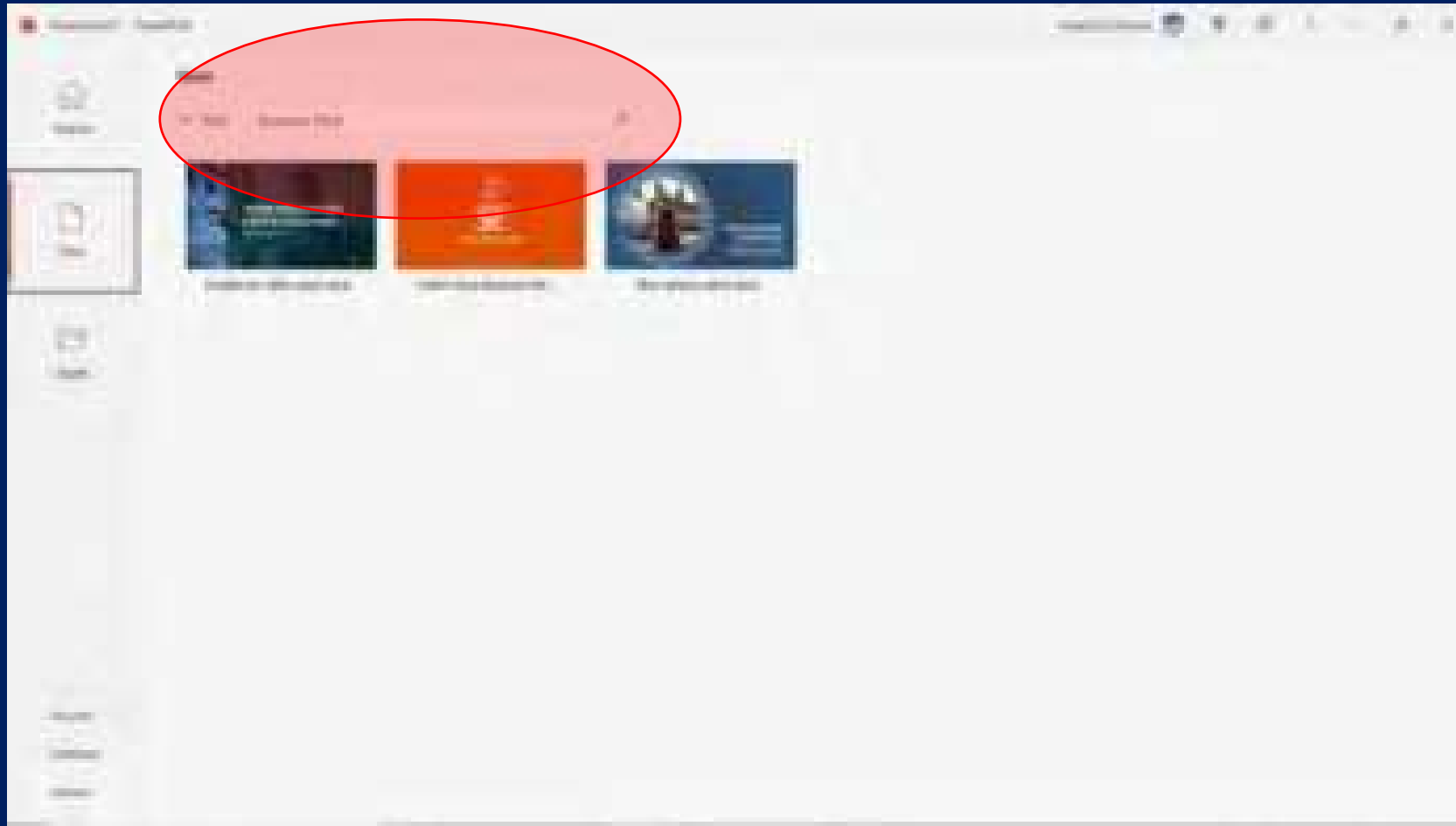
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Opening PowerPoint



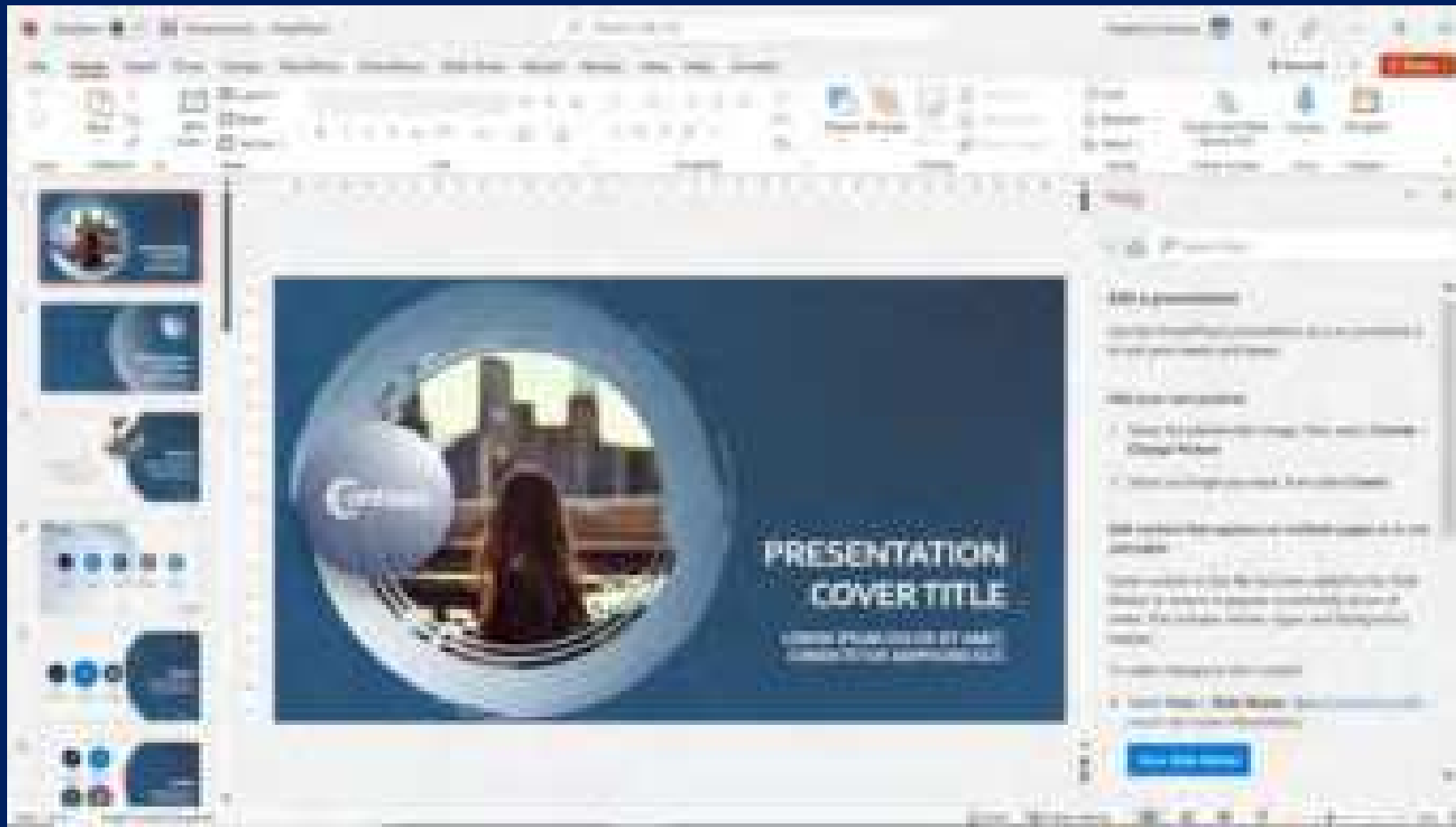
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Opening PowerPoint



PowerPoint Slideshow

Opening PowerPoint



PowerPoint Slideshow



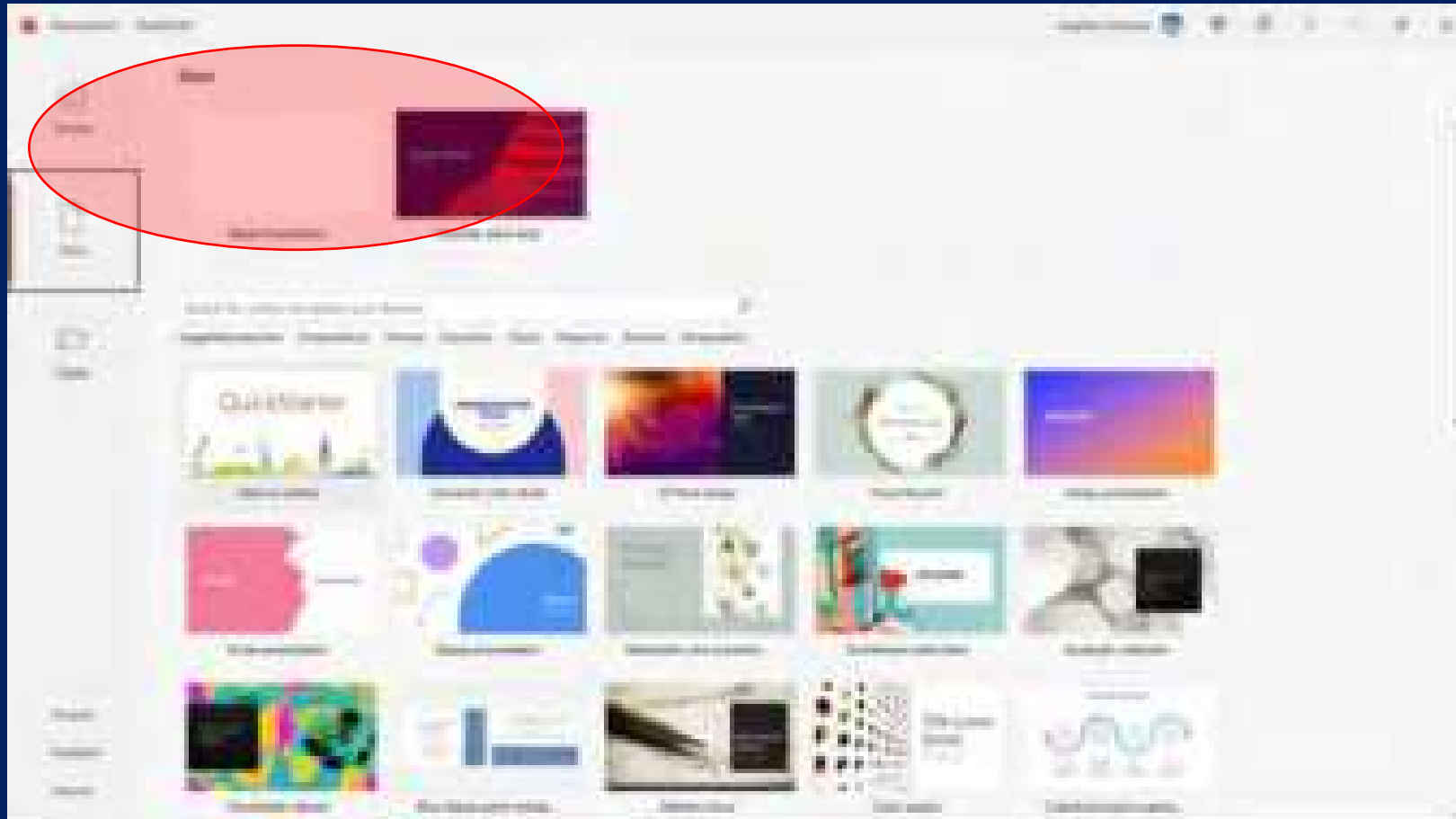
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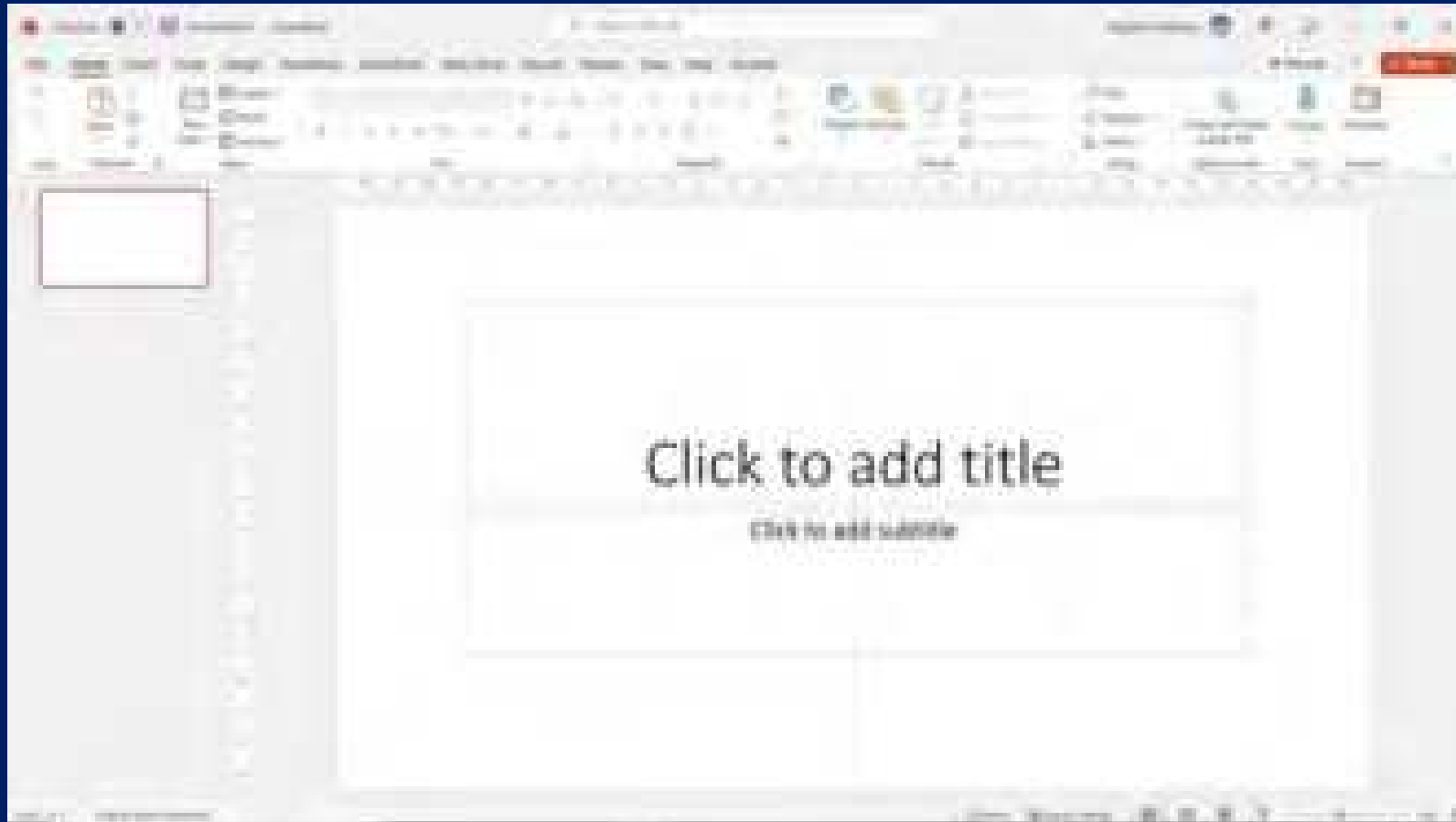
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Opening PowerPoint



PowerPoint Slideshow

Opening PowerPoint



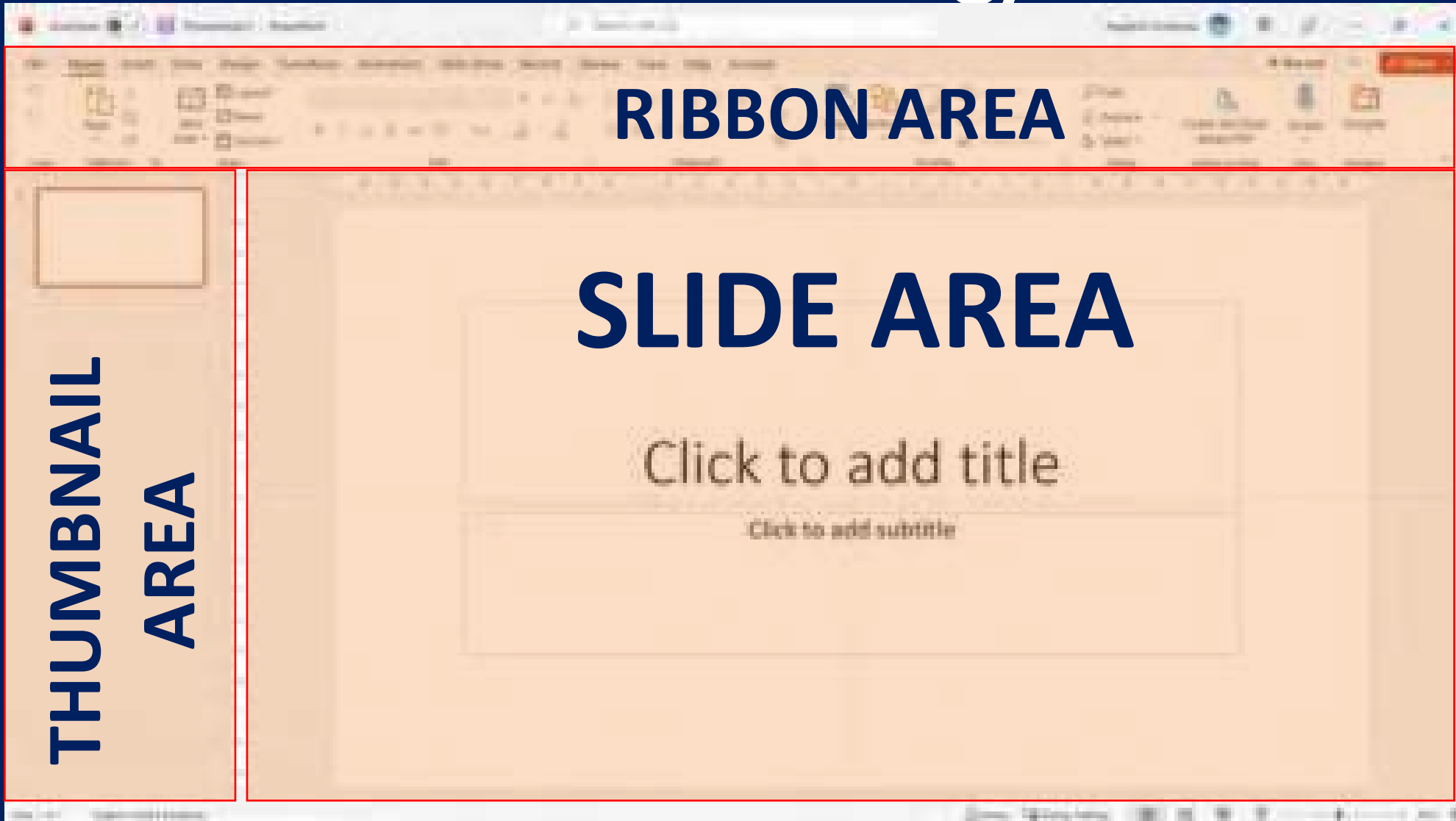
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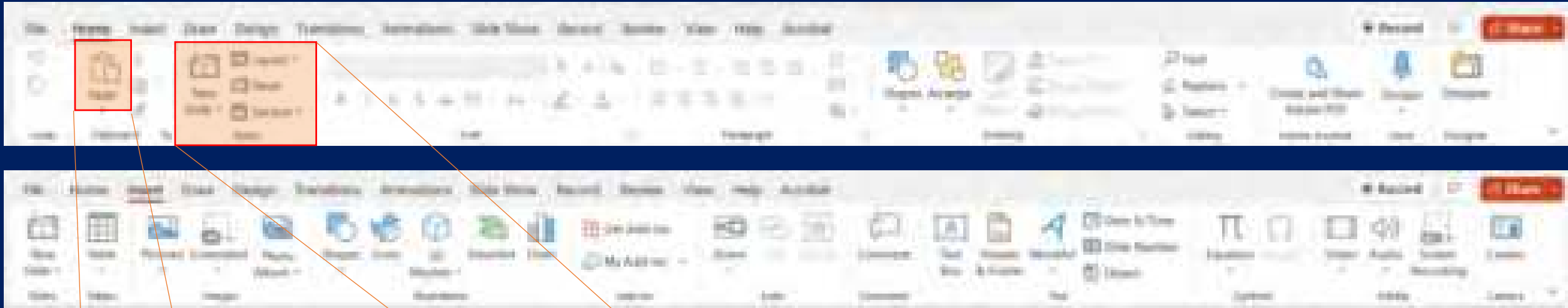
Hands On



PowerPoint Terminology



PowerPoint Terminology

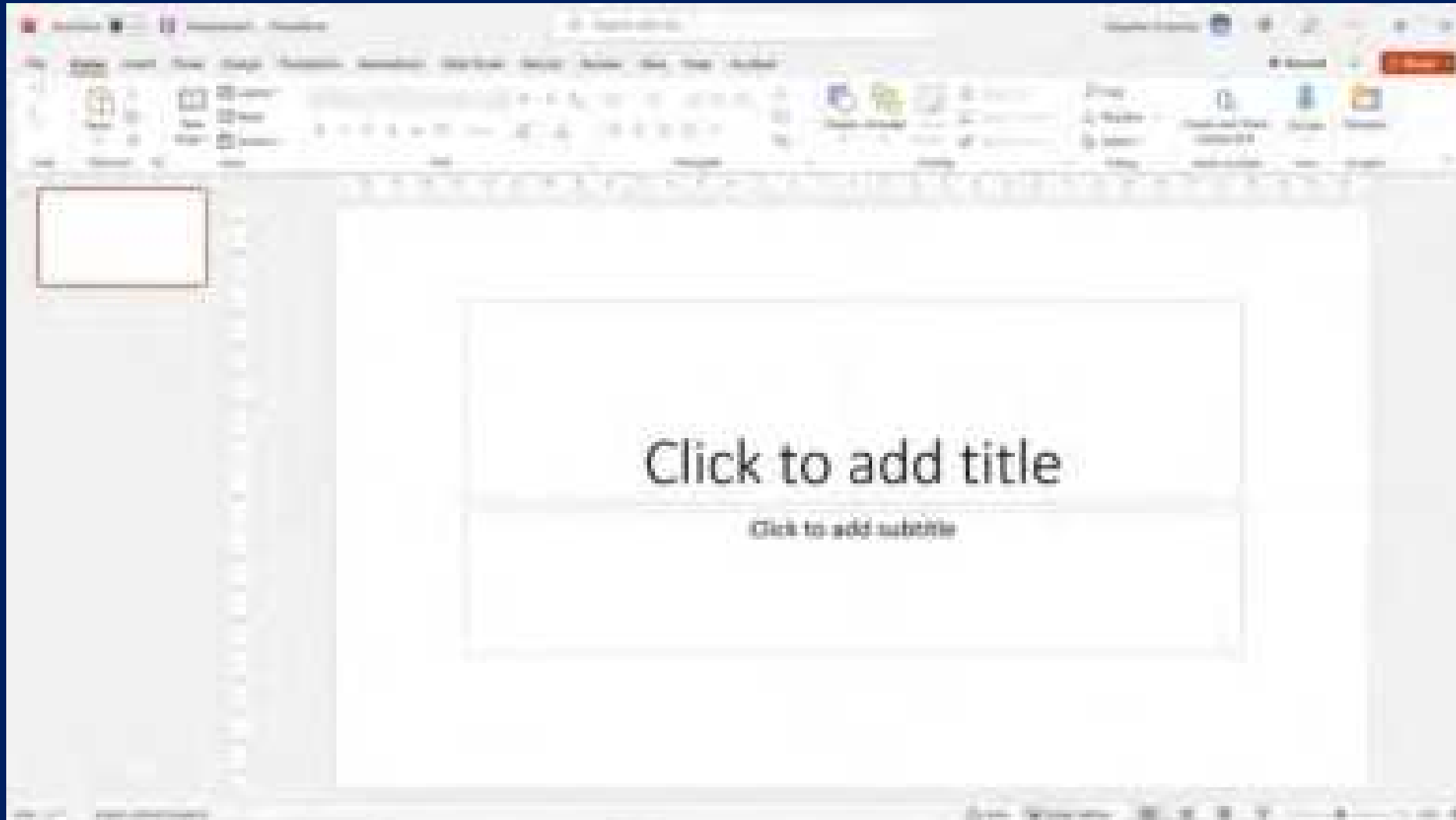


Tool

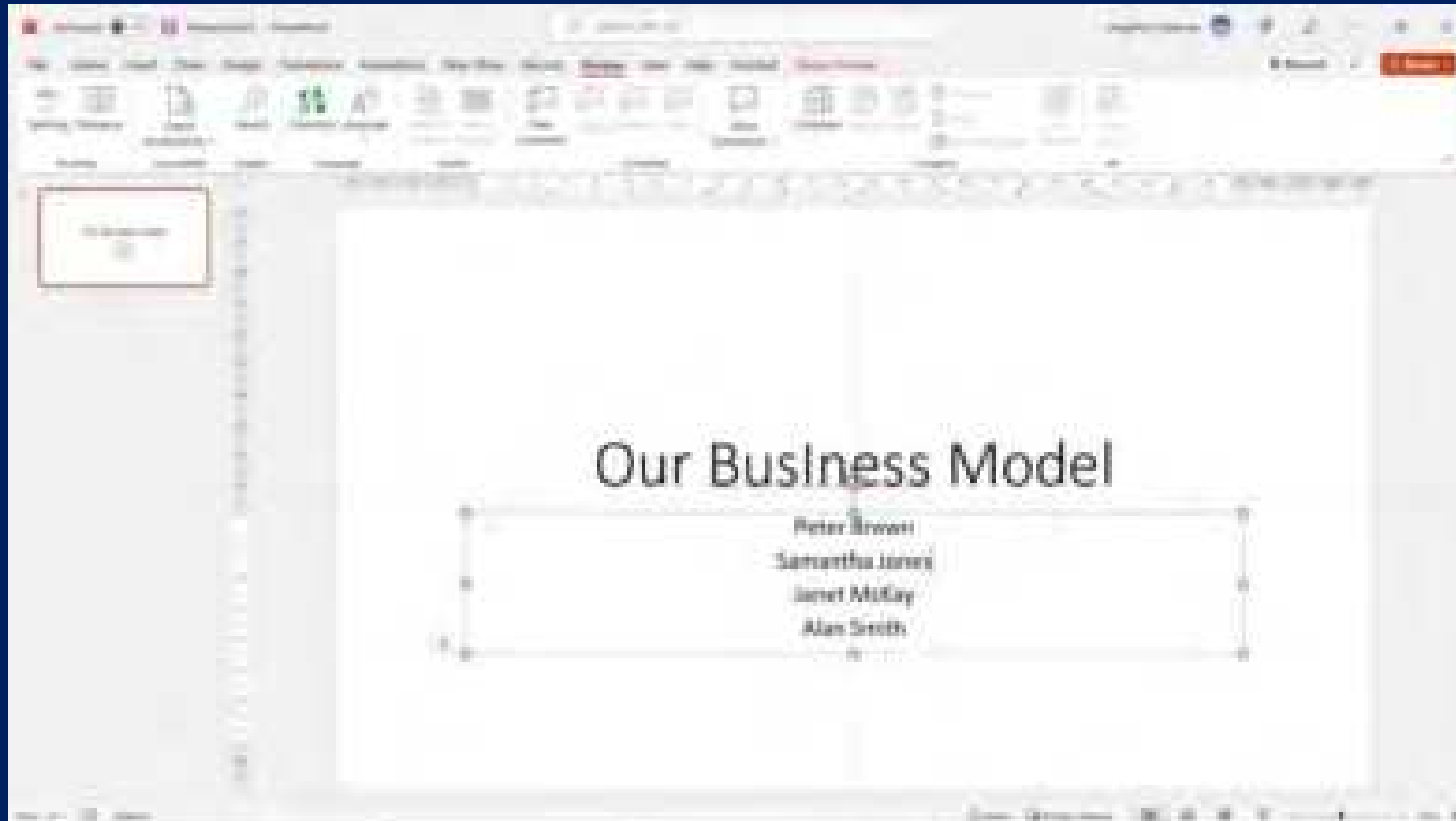
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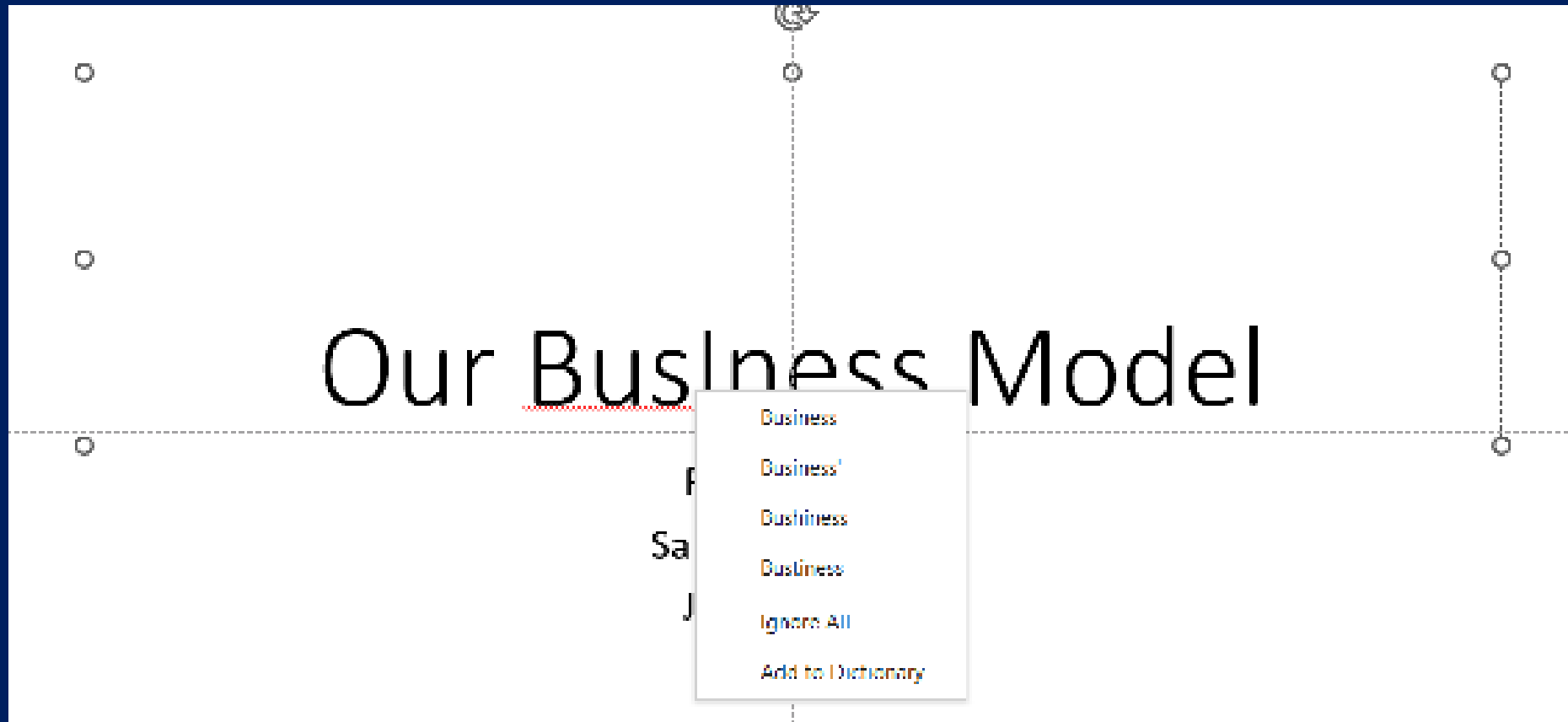
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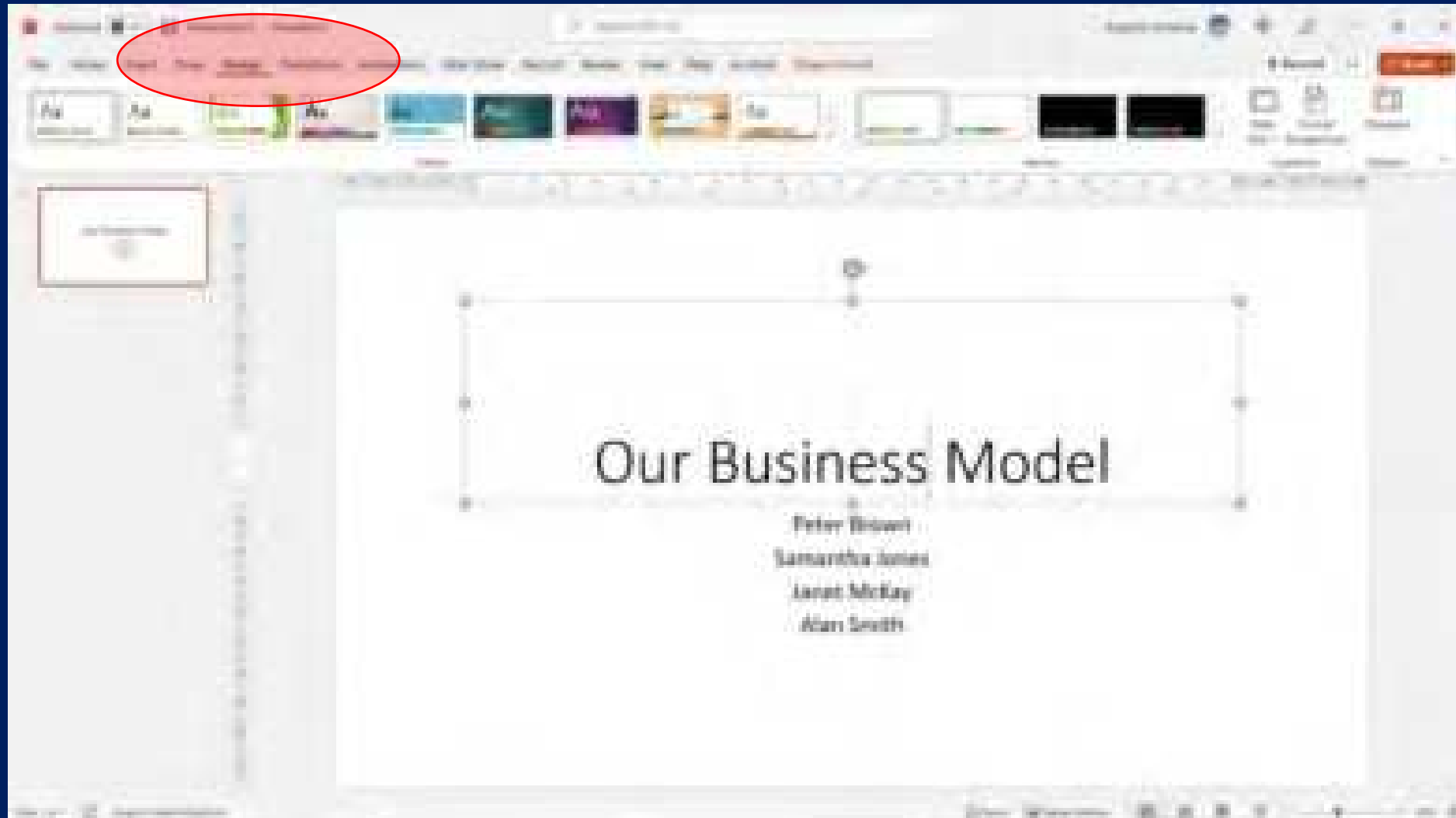
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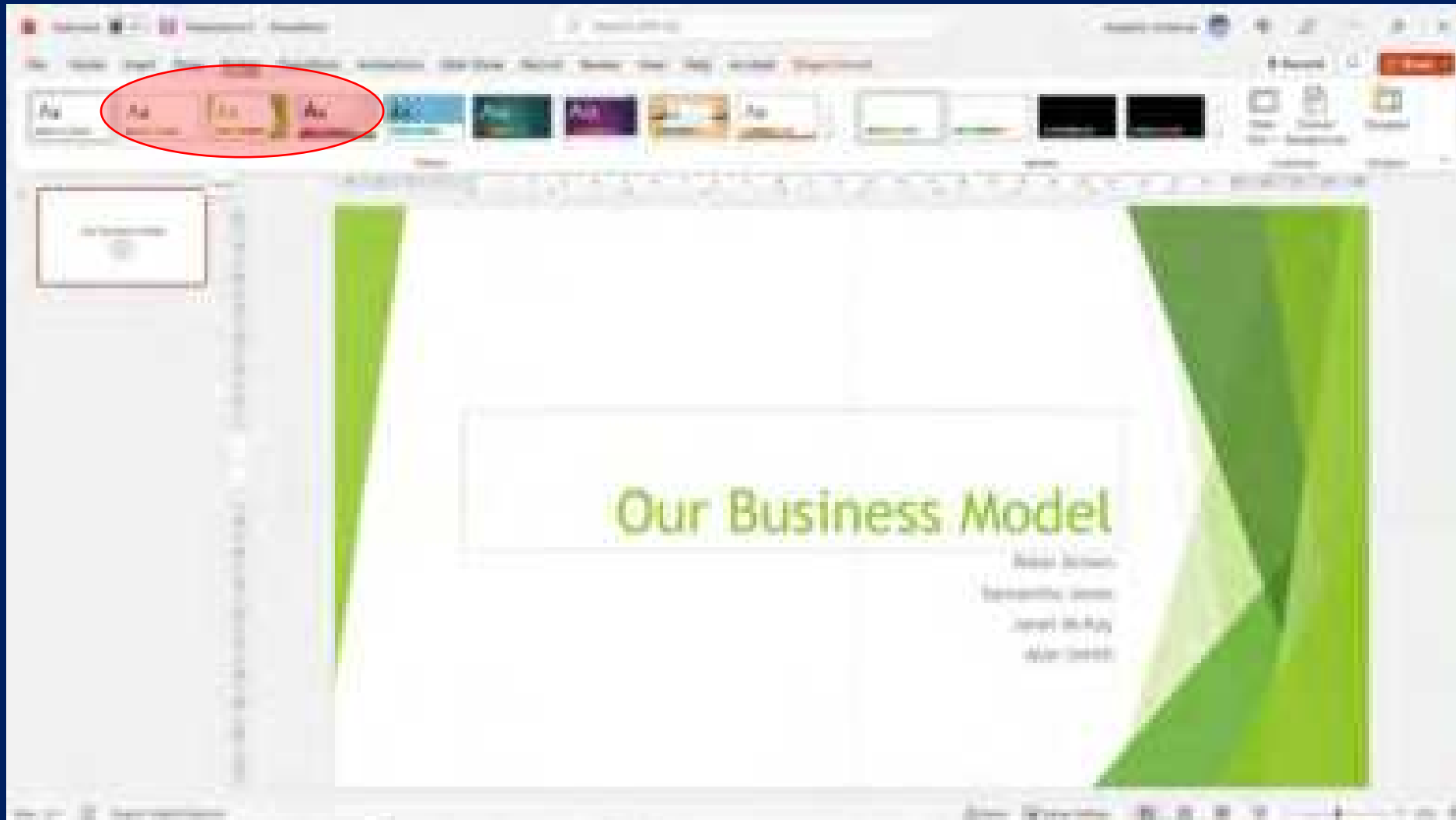
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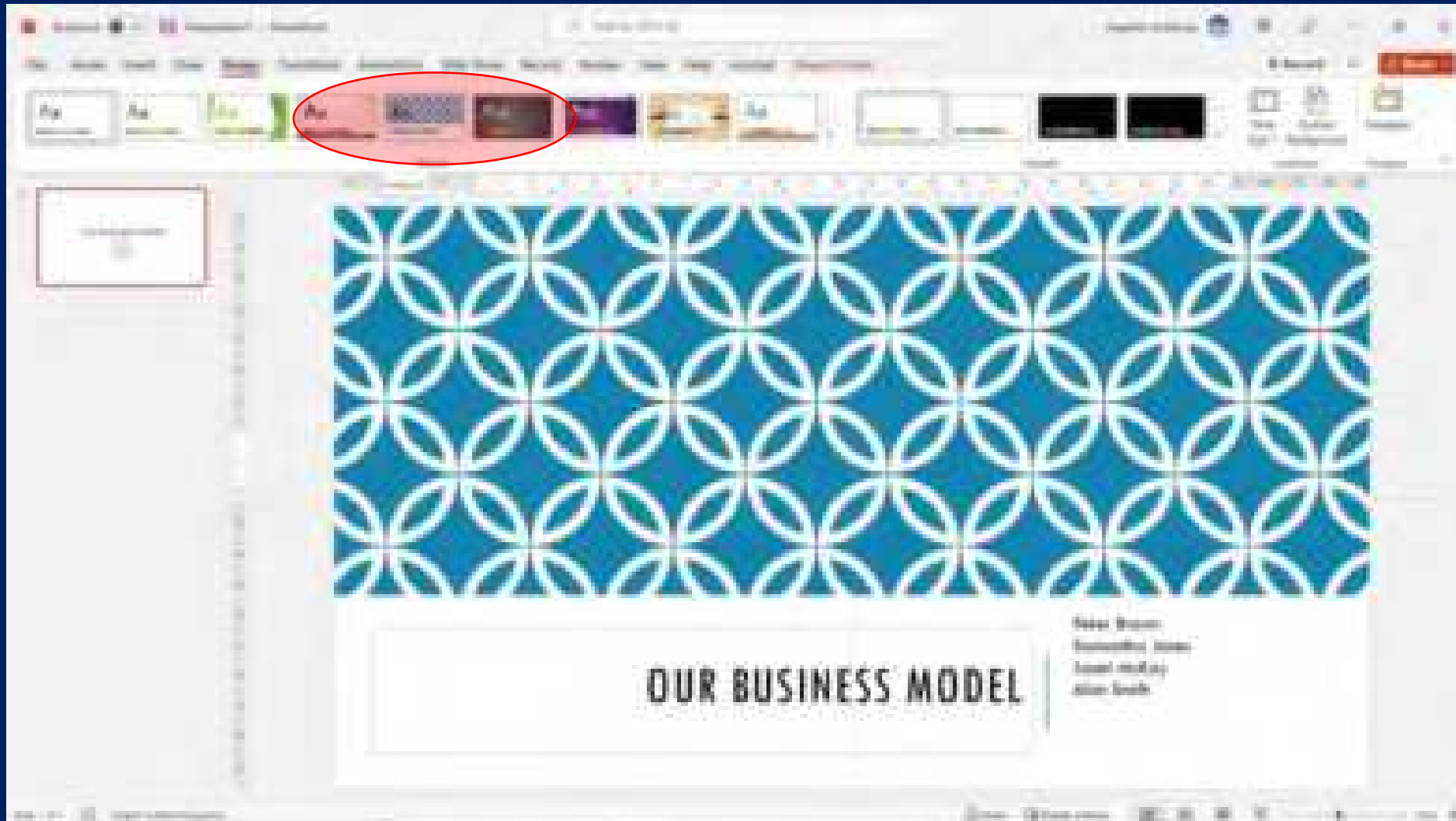
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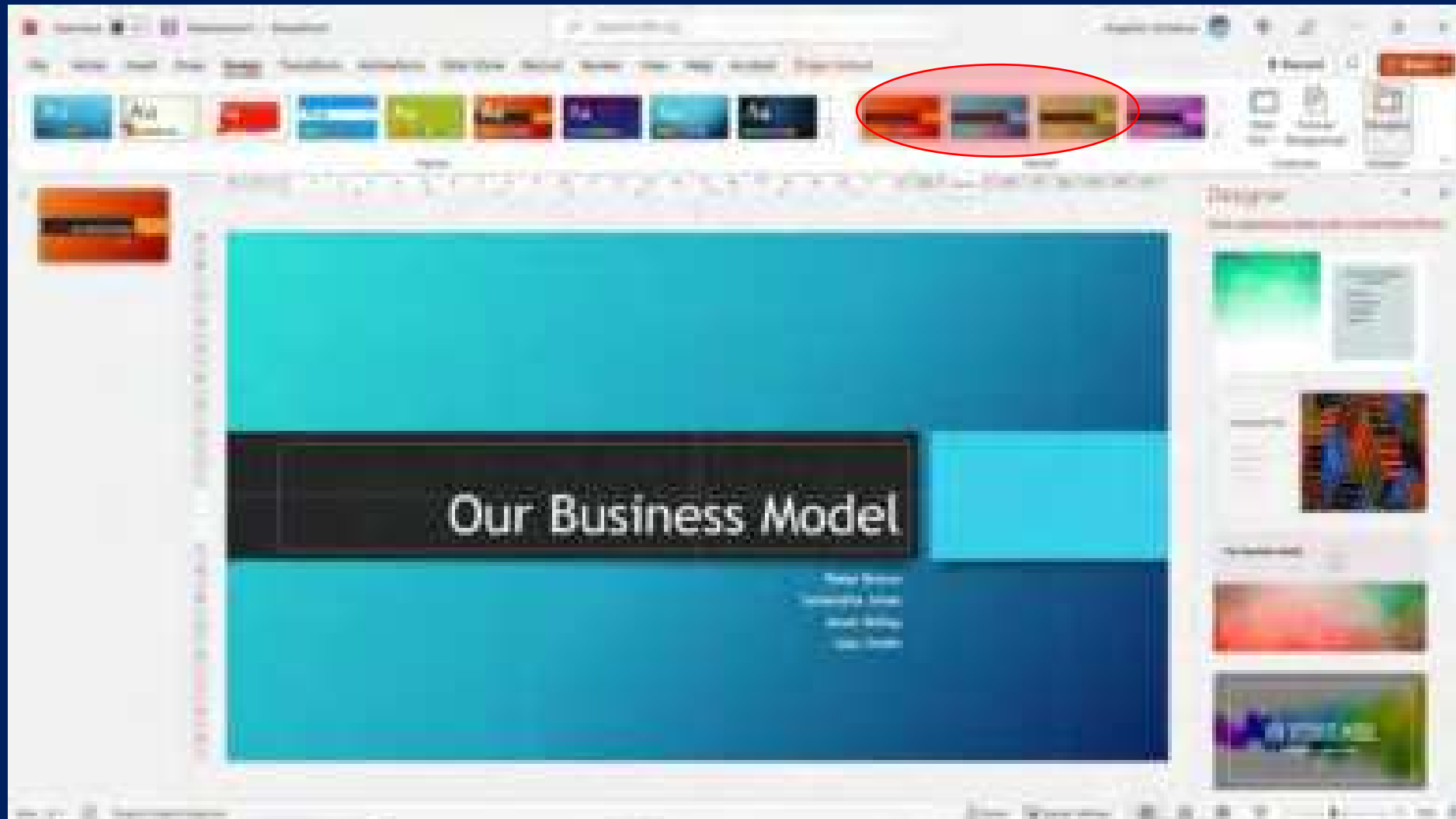
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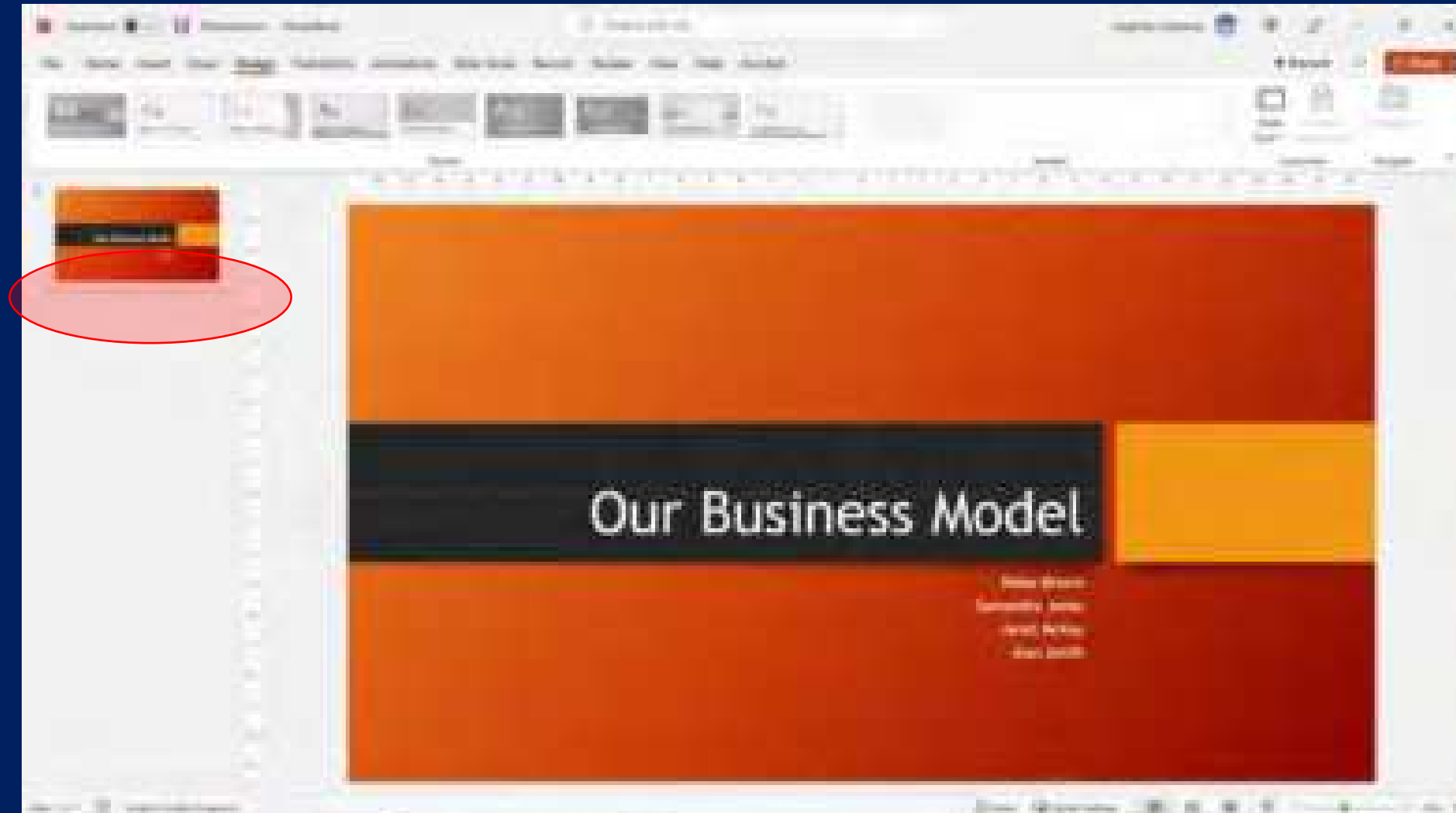
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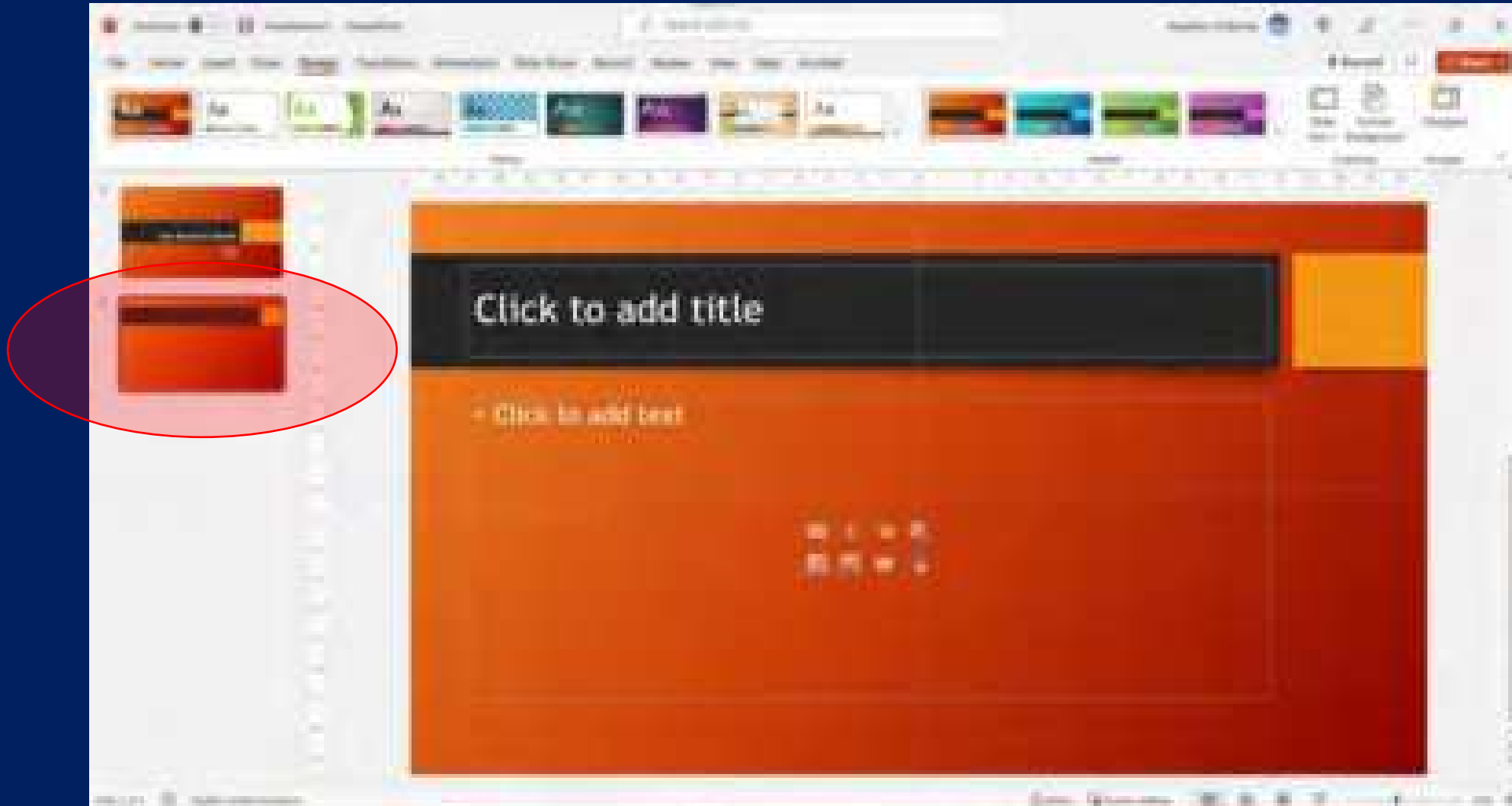
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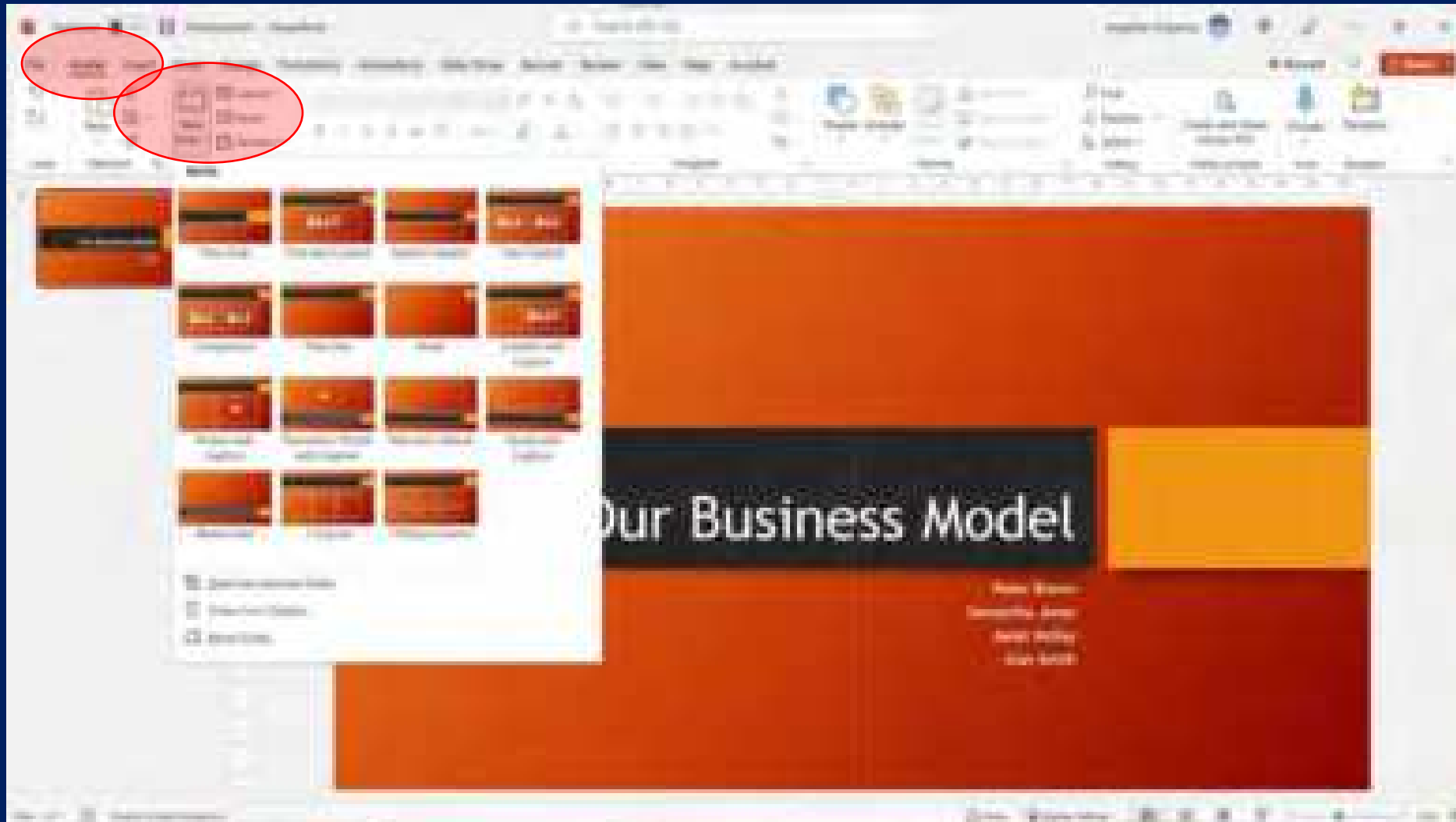
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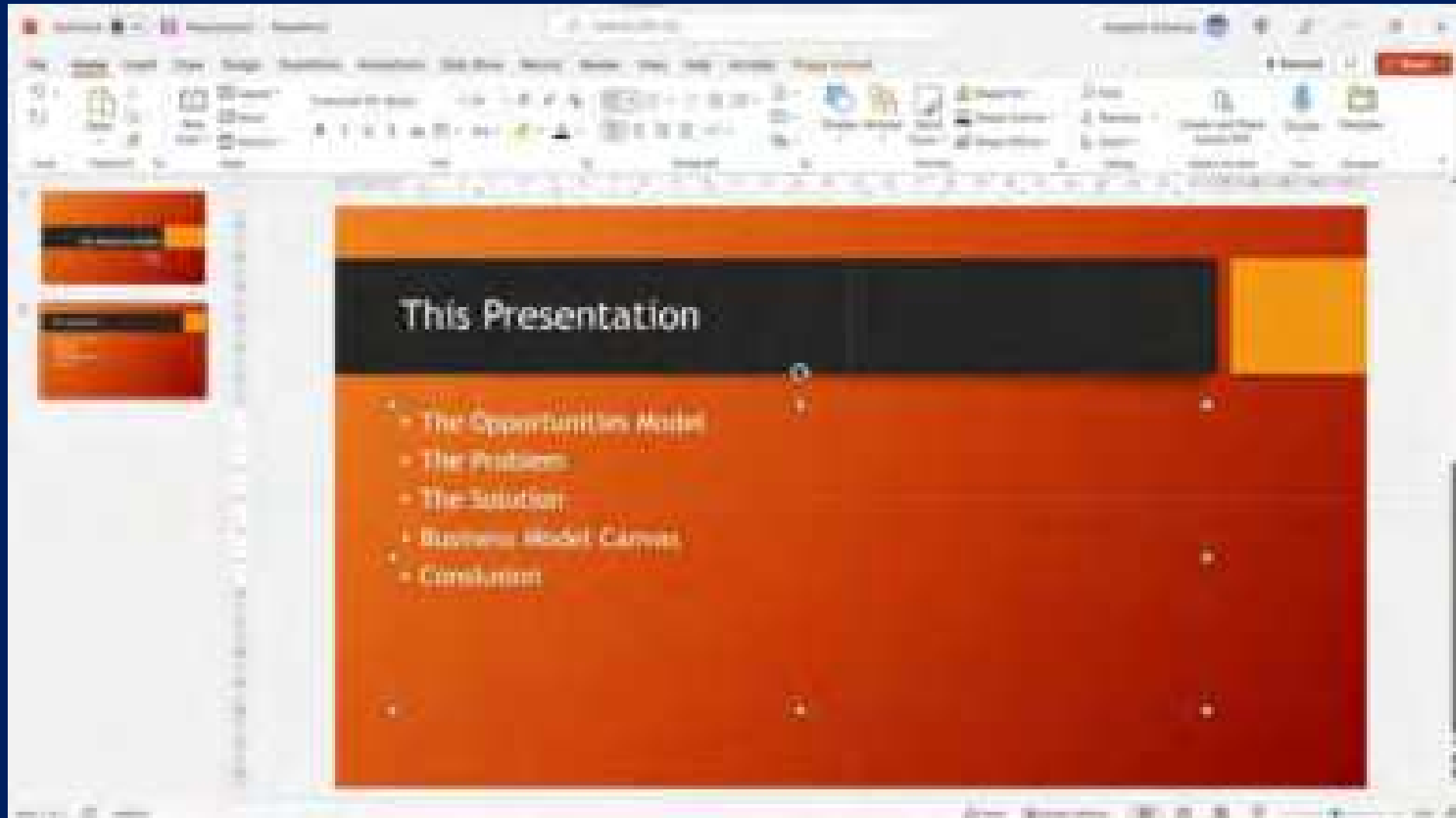
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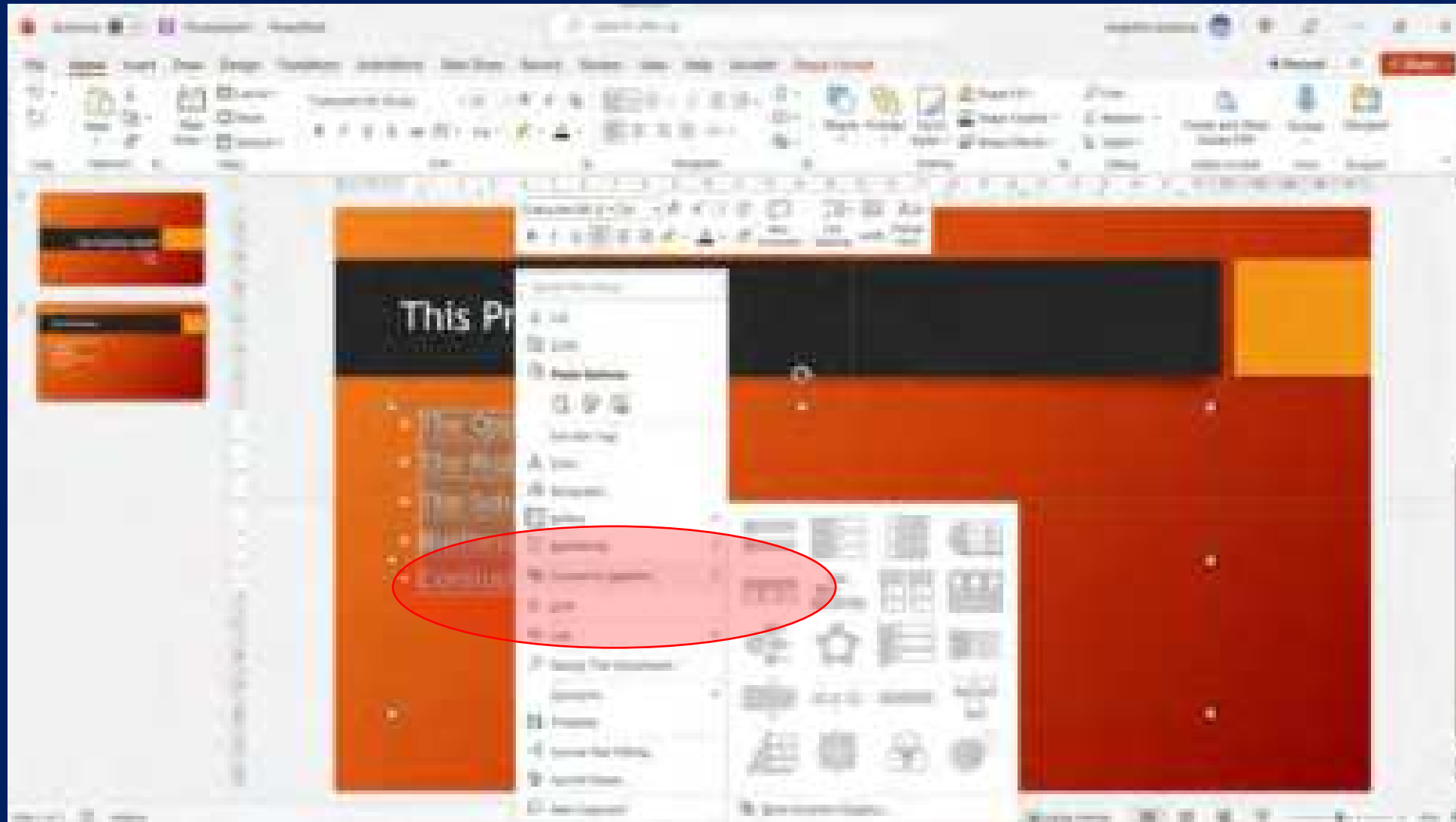
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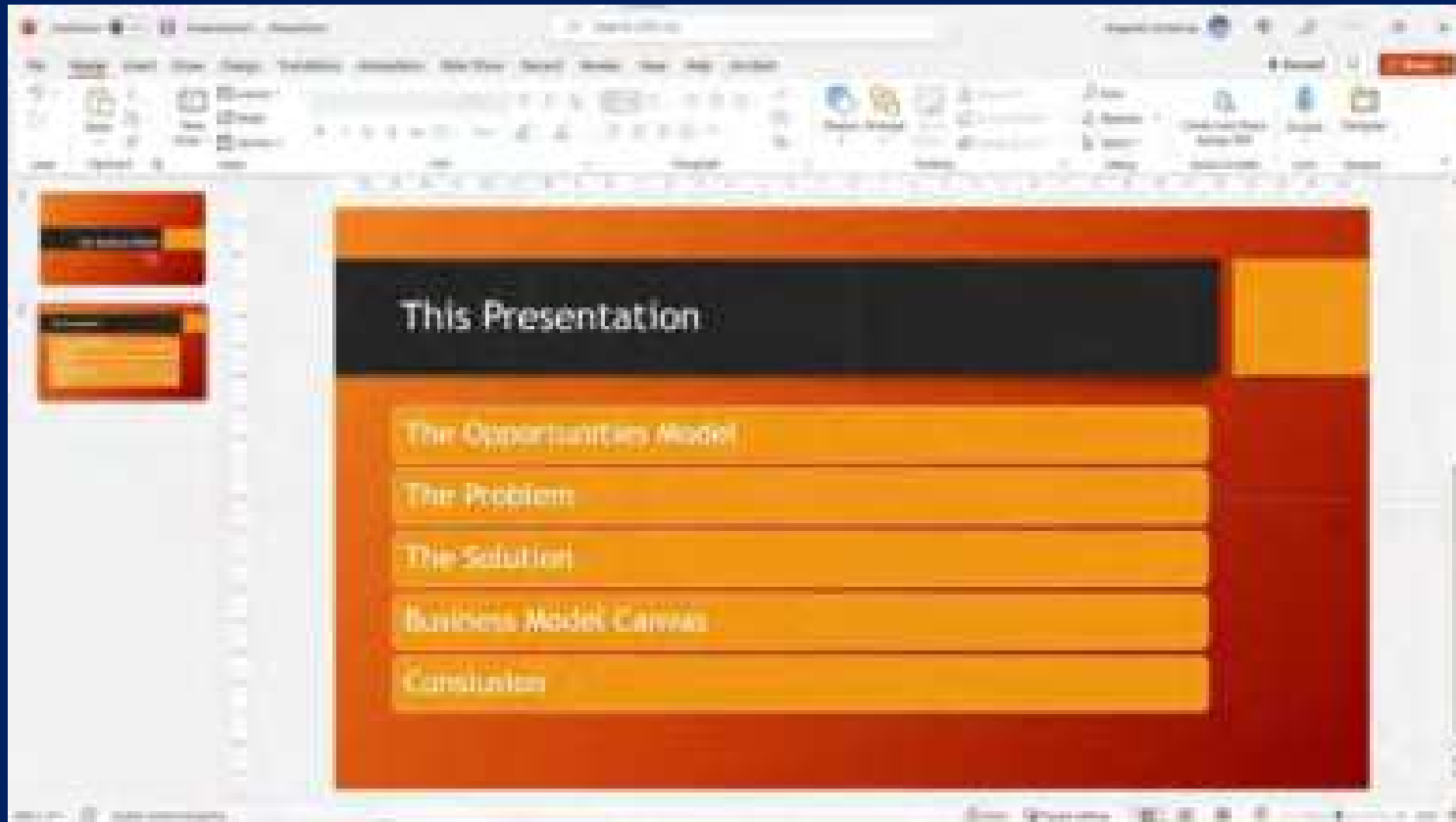
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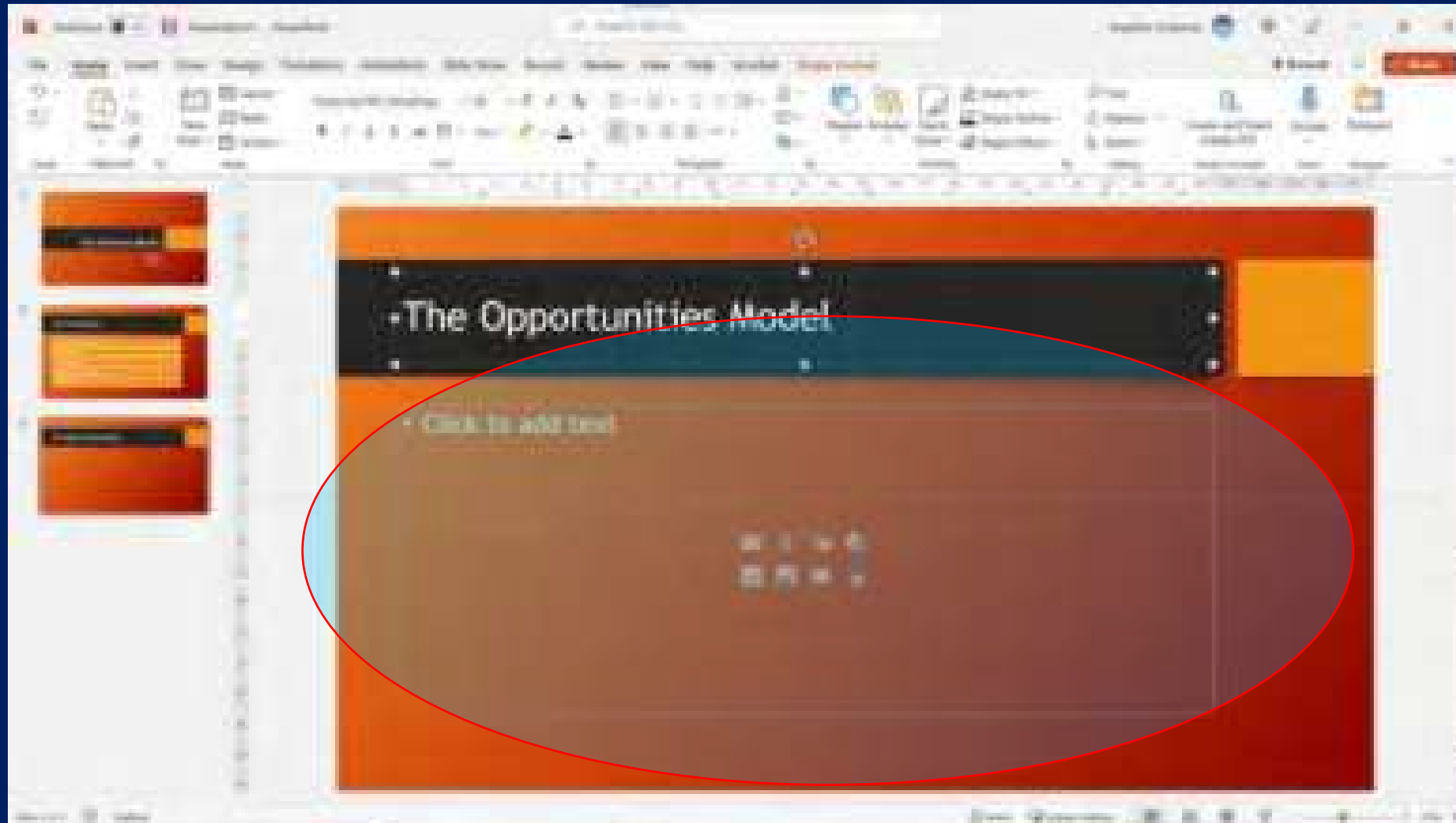
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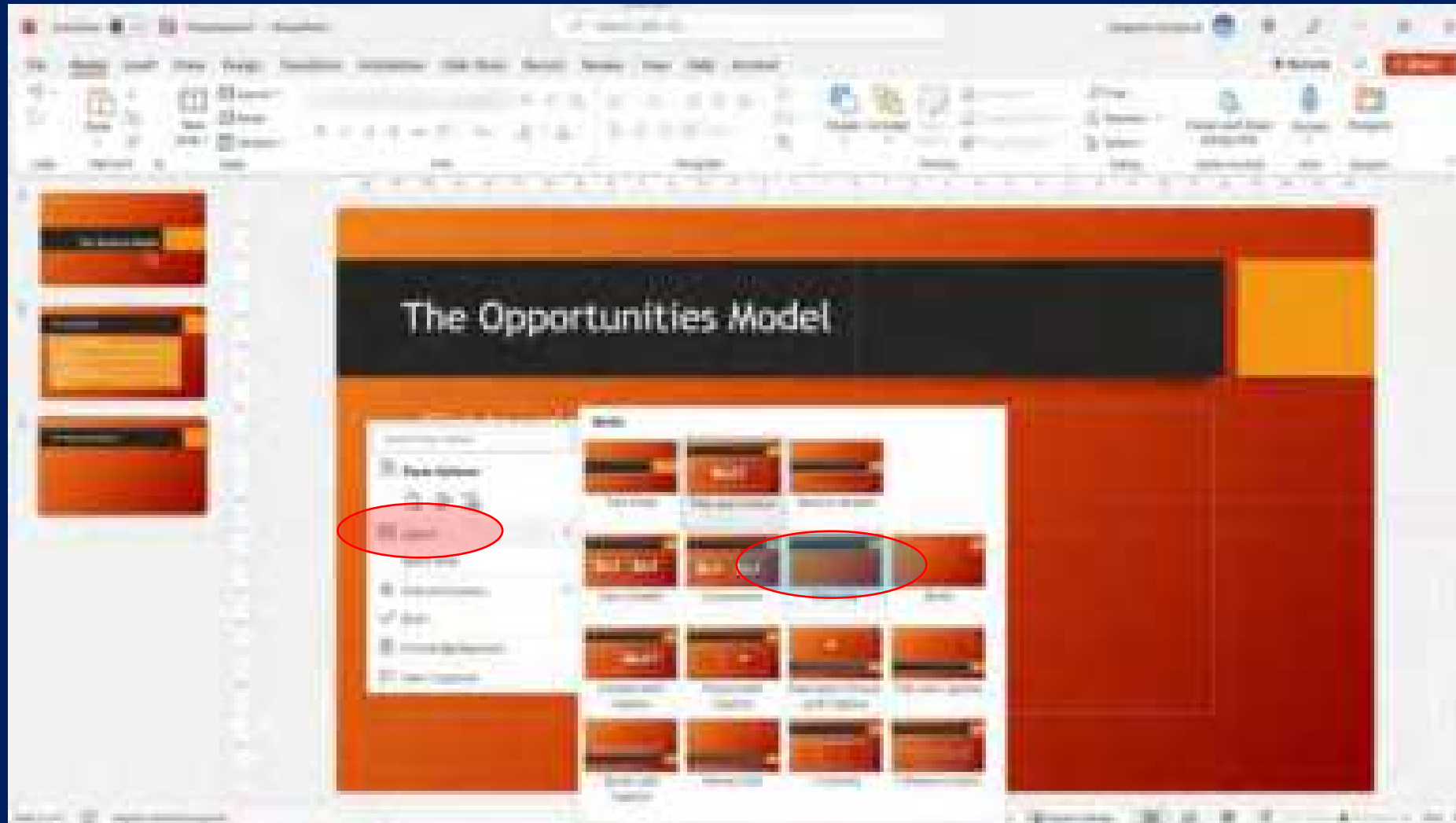
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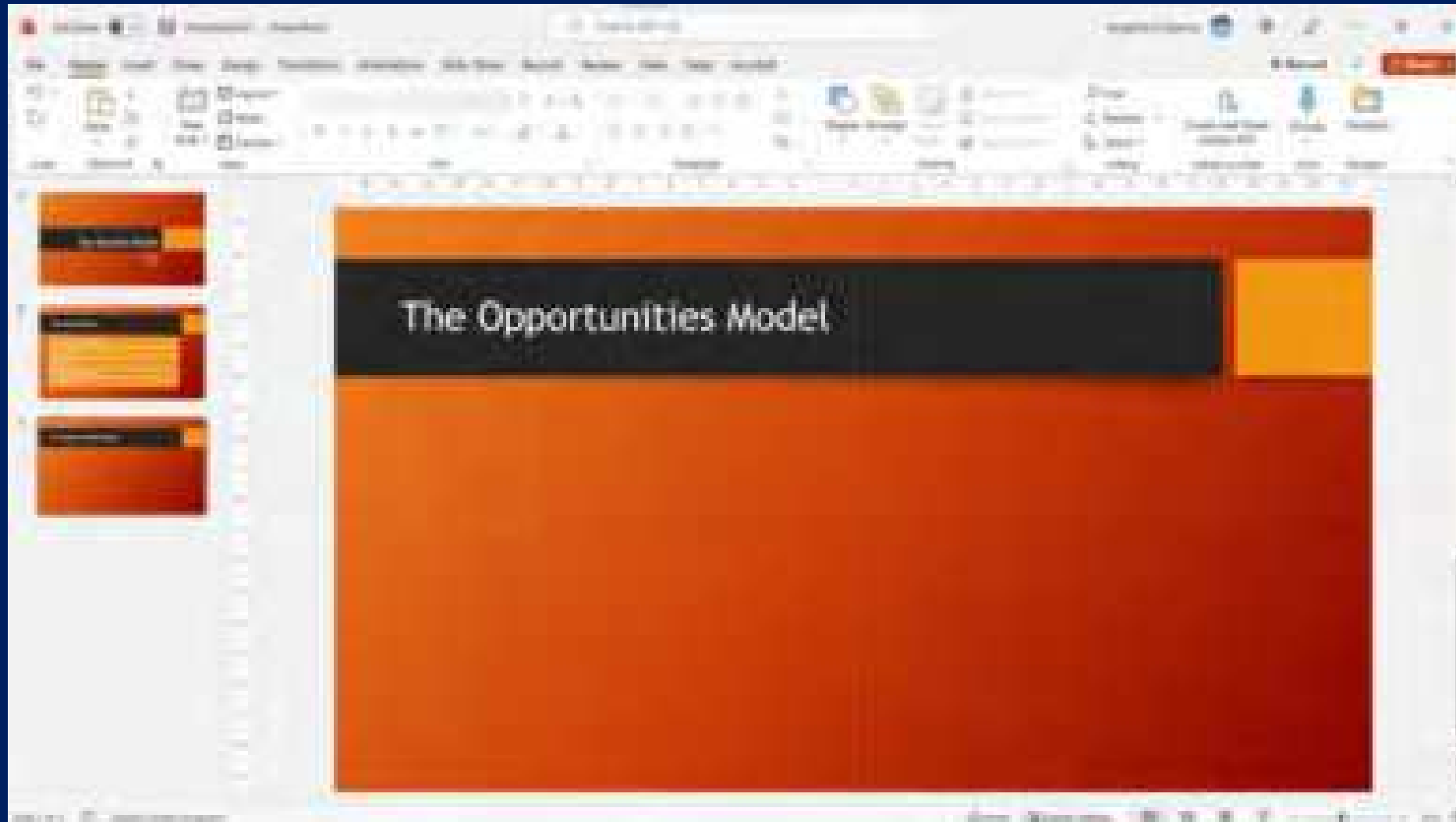
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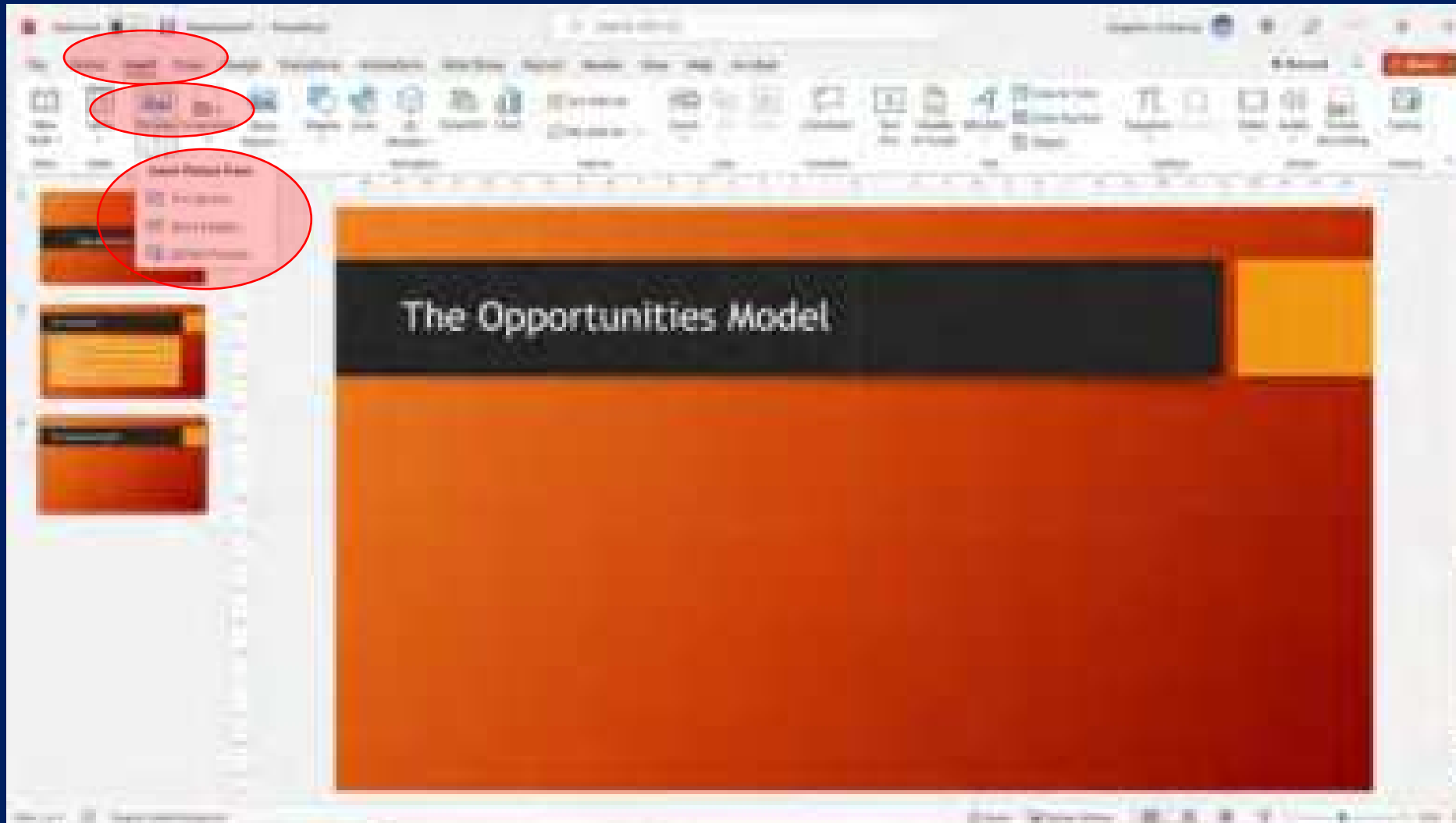
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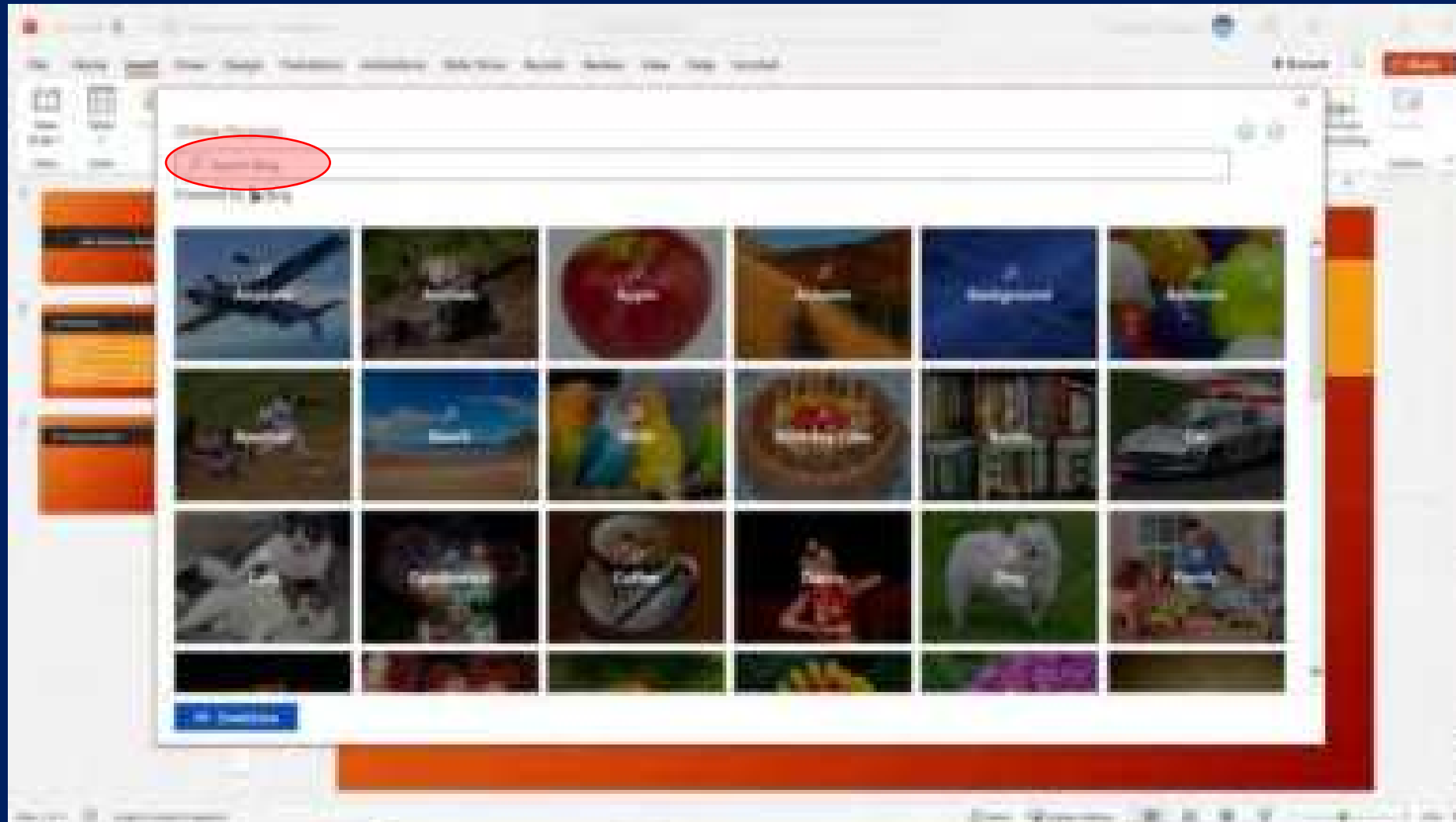
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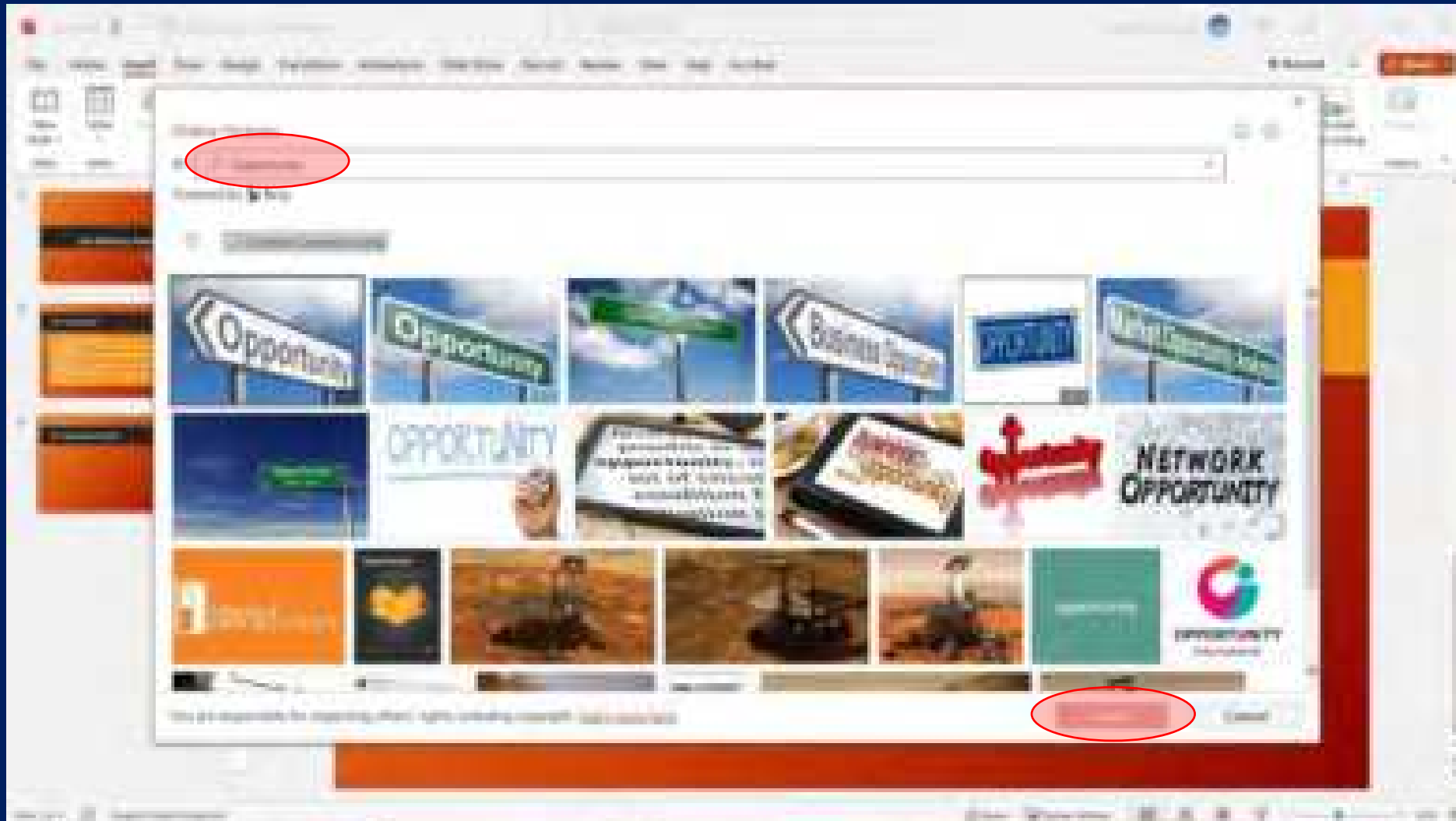
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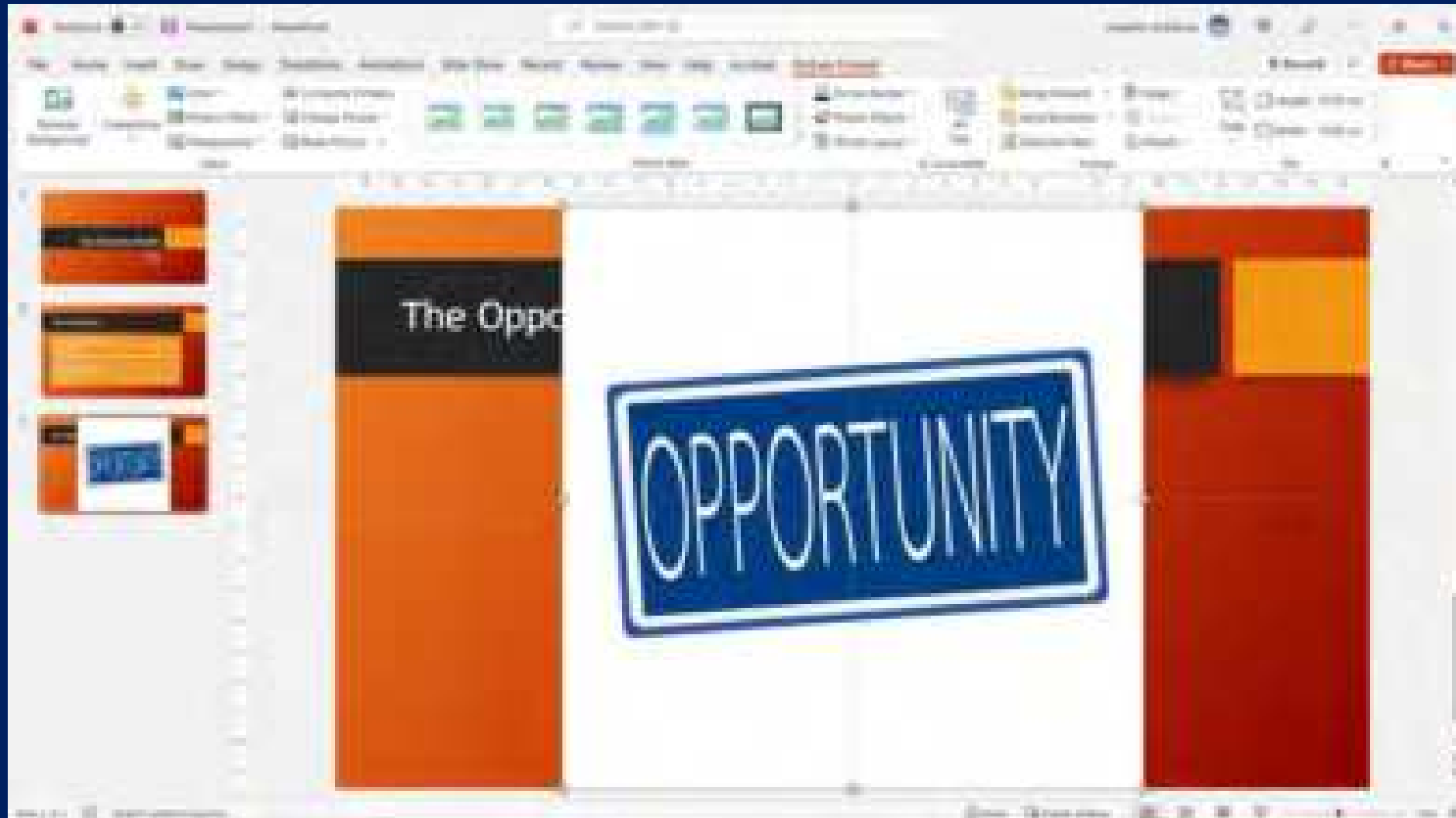
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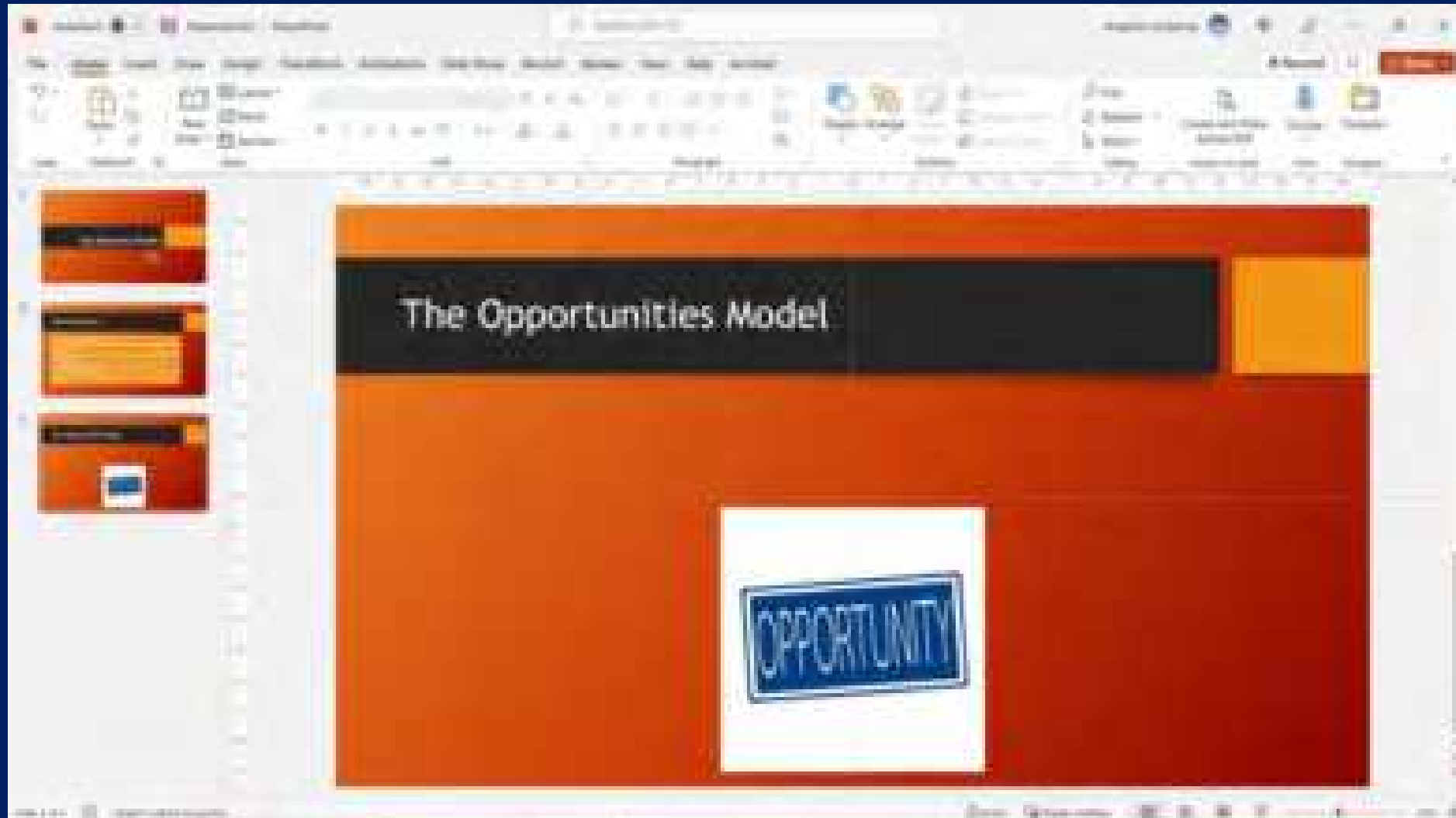
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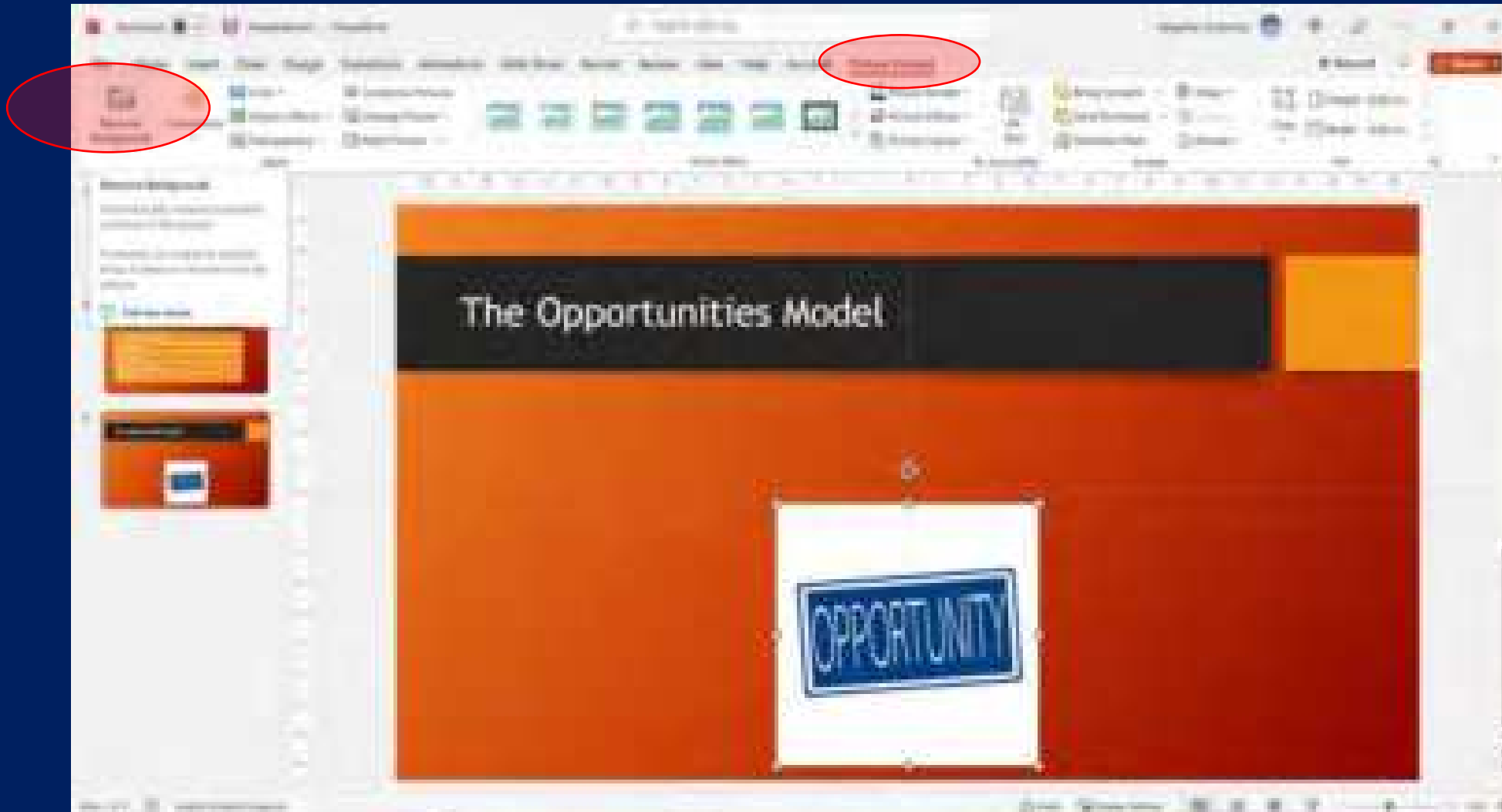
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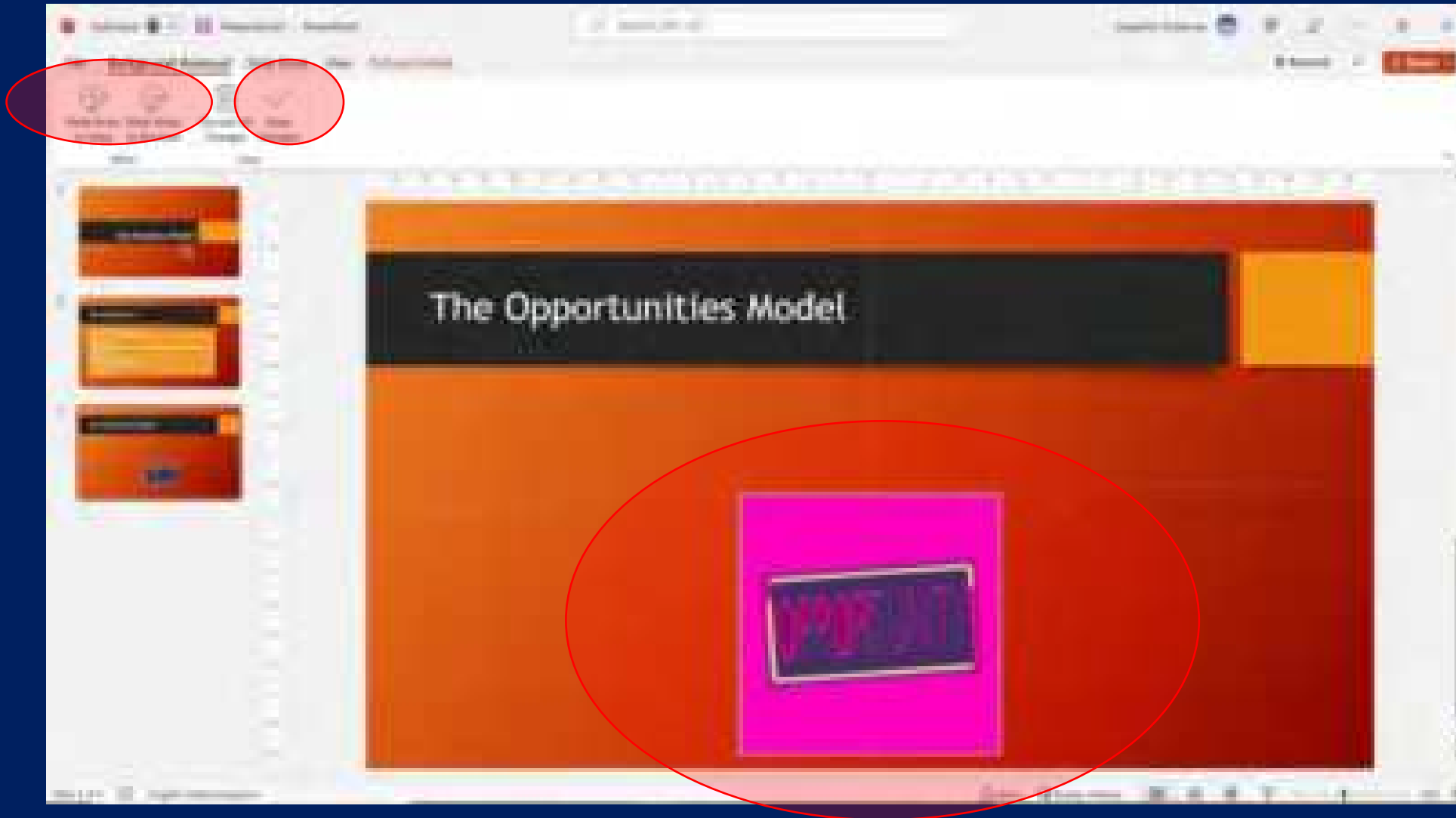
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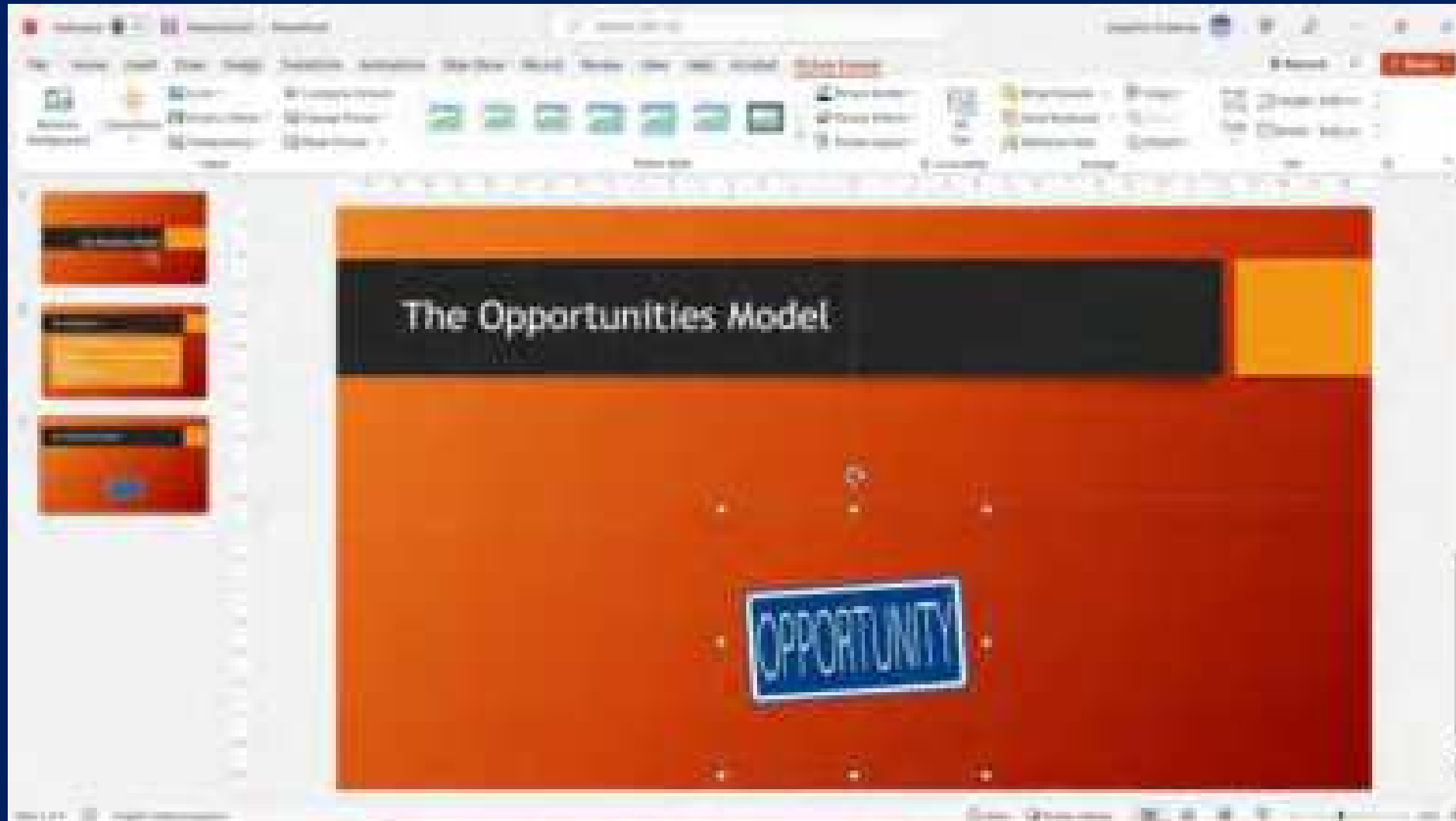
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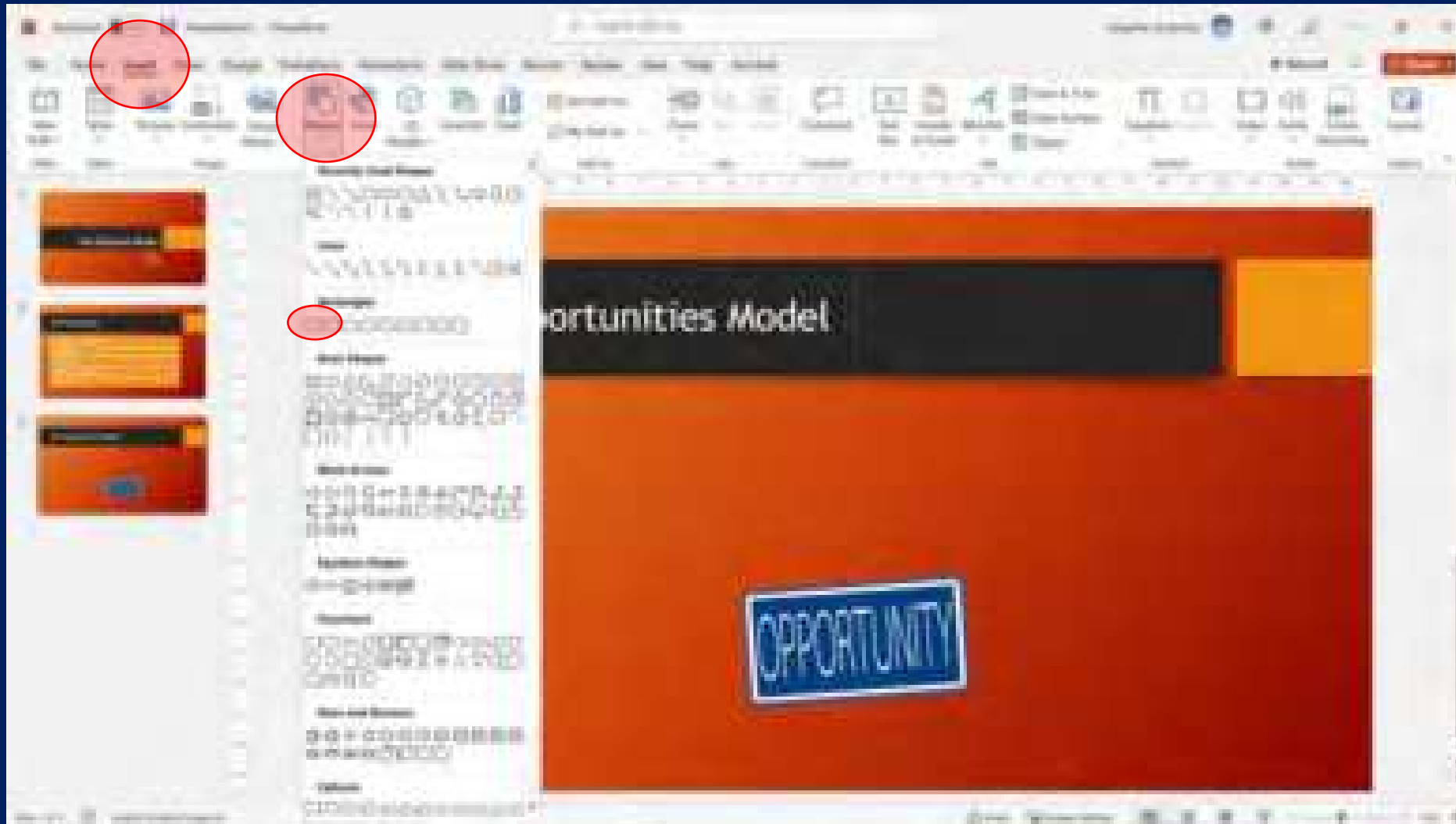
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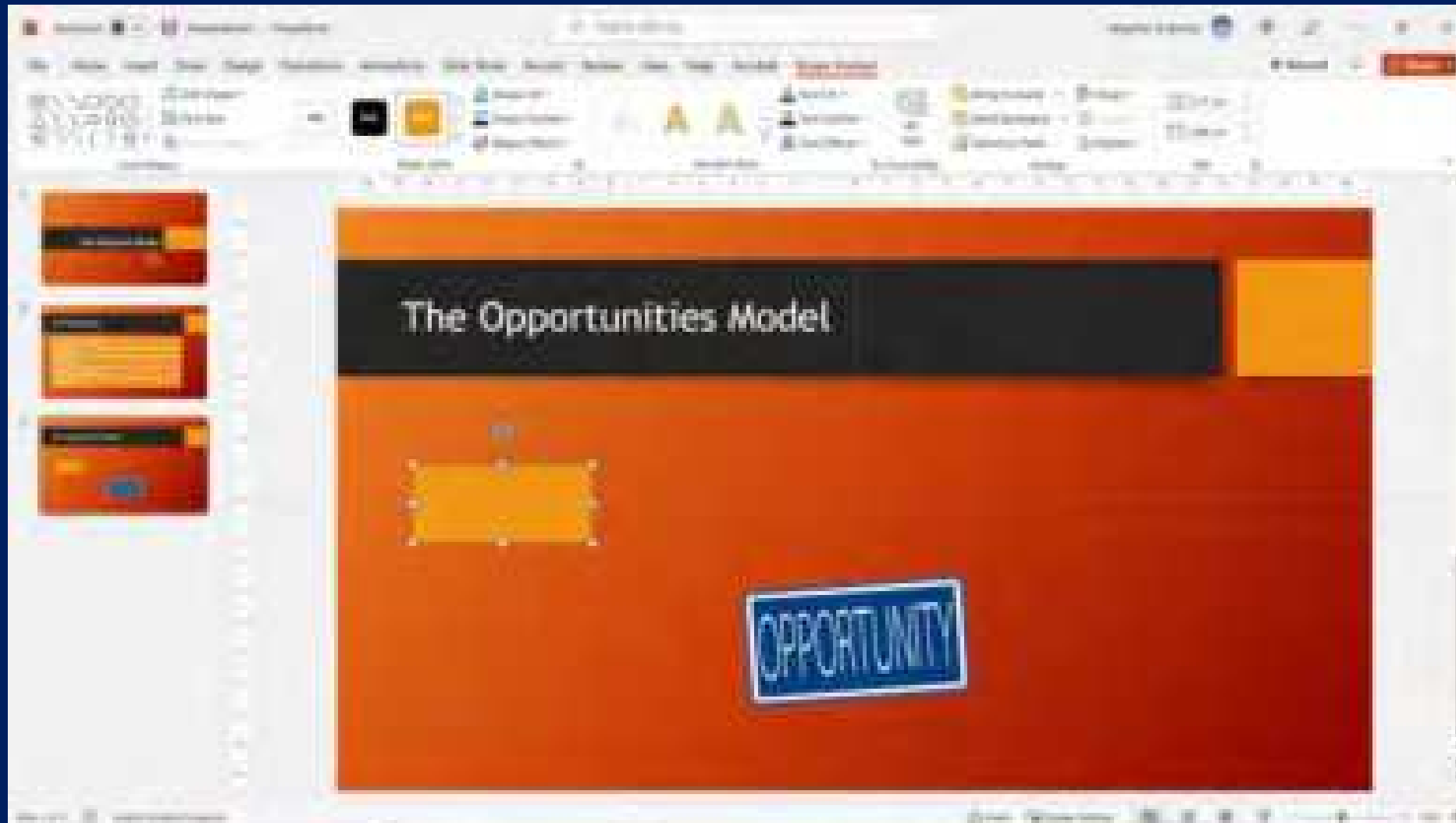
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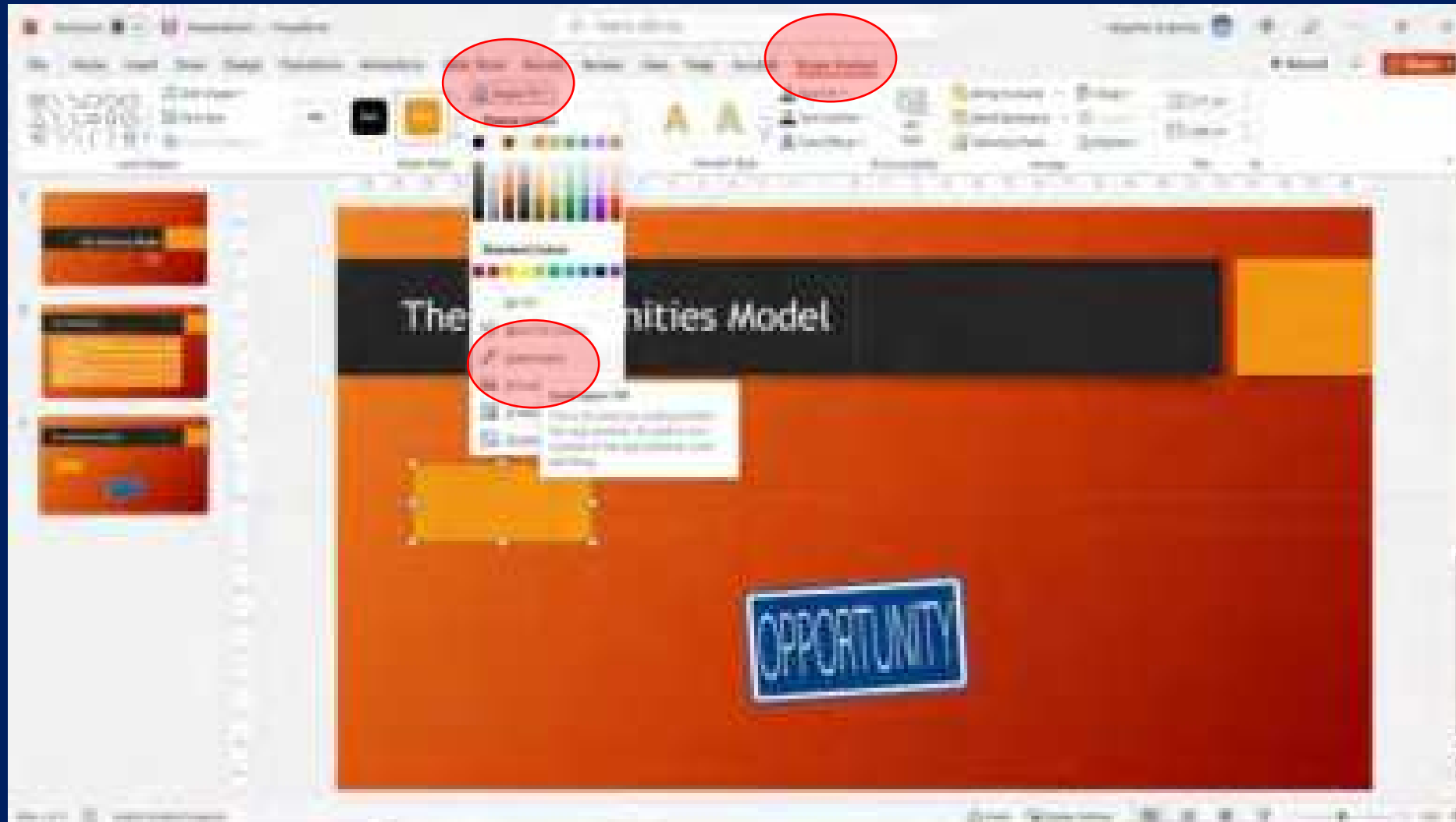
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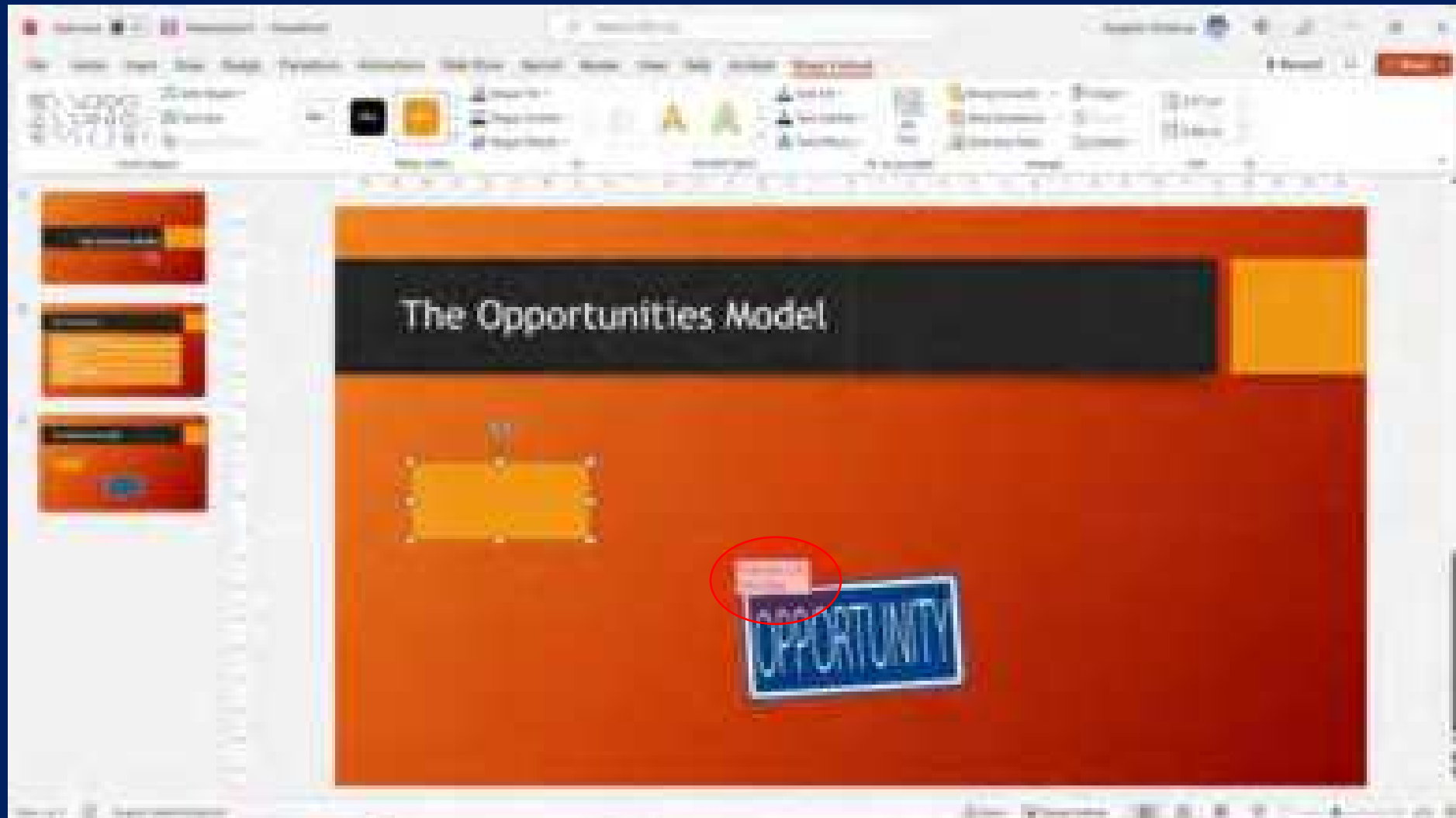
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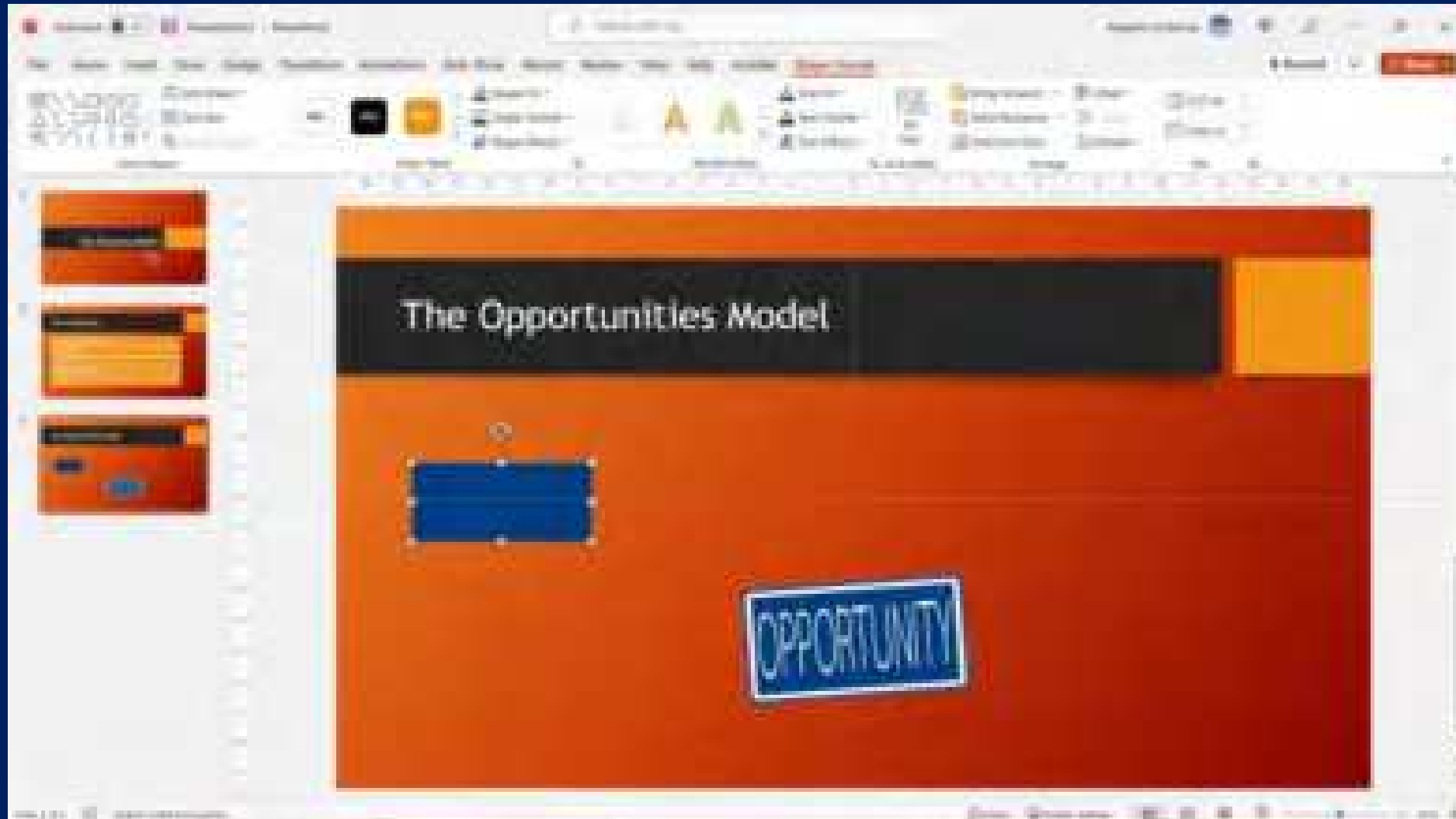
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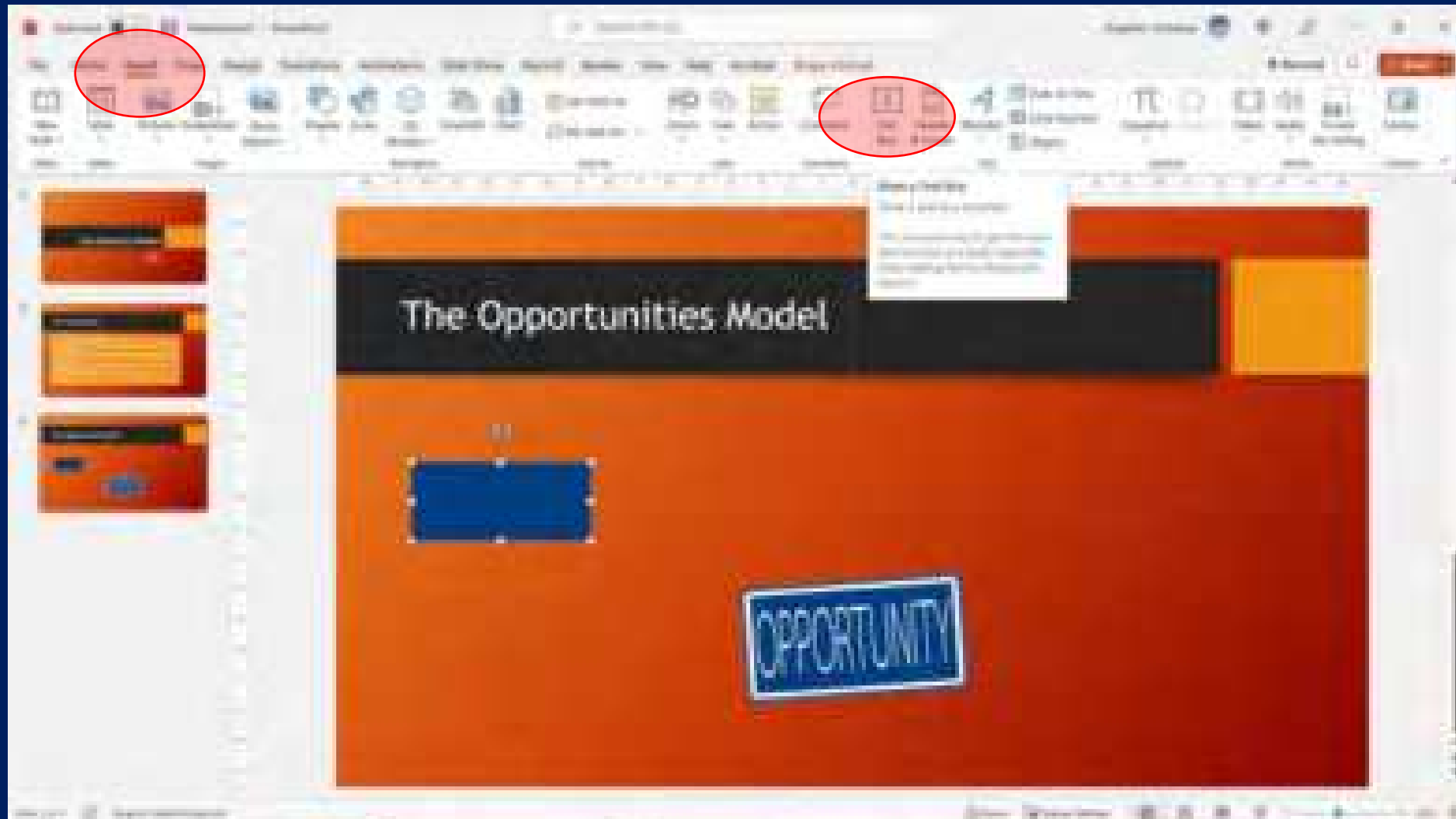
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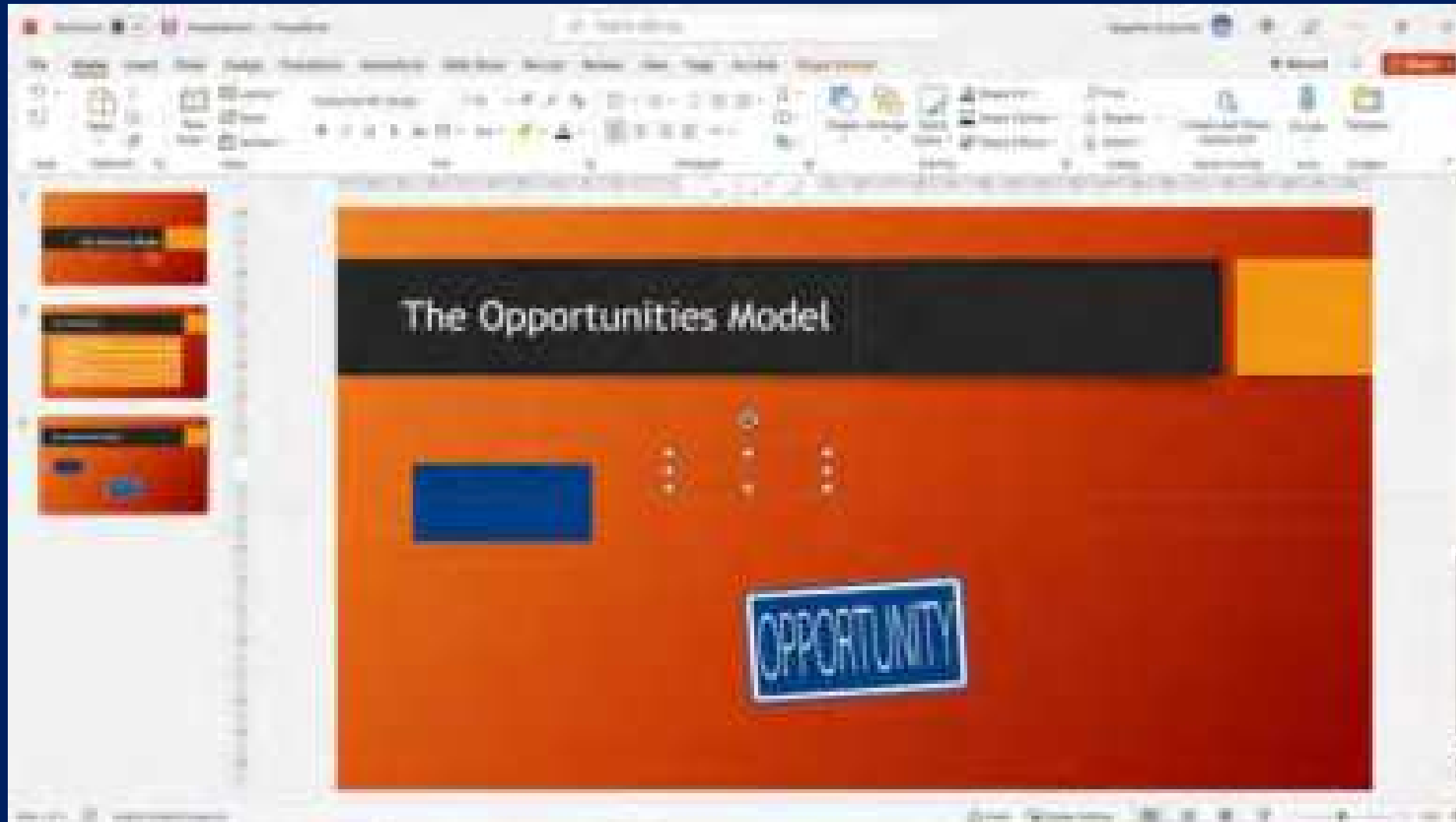
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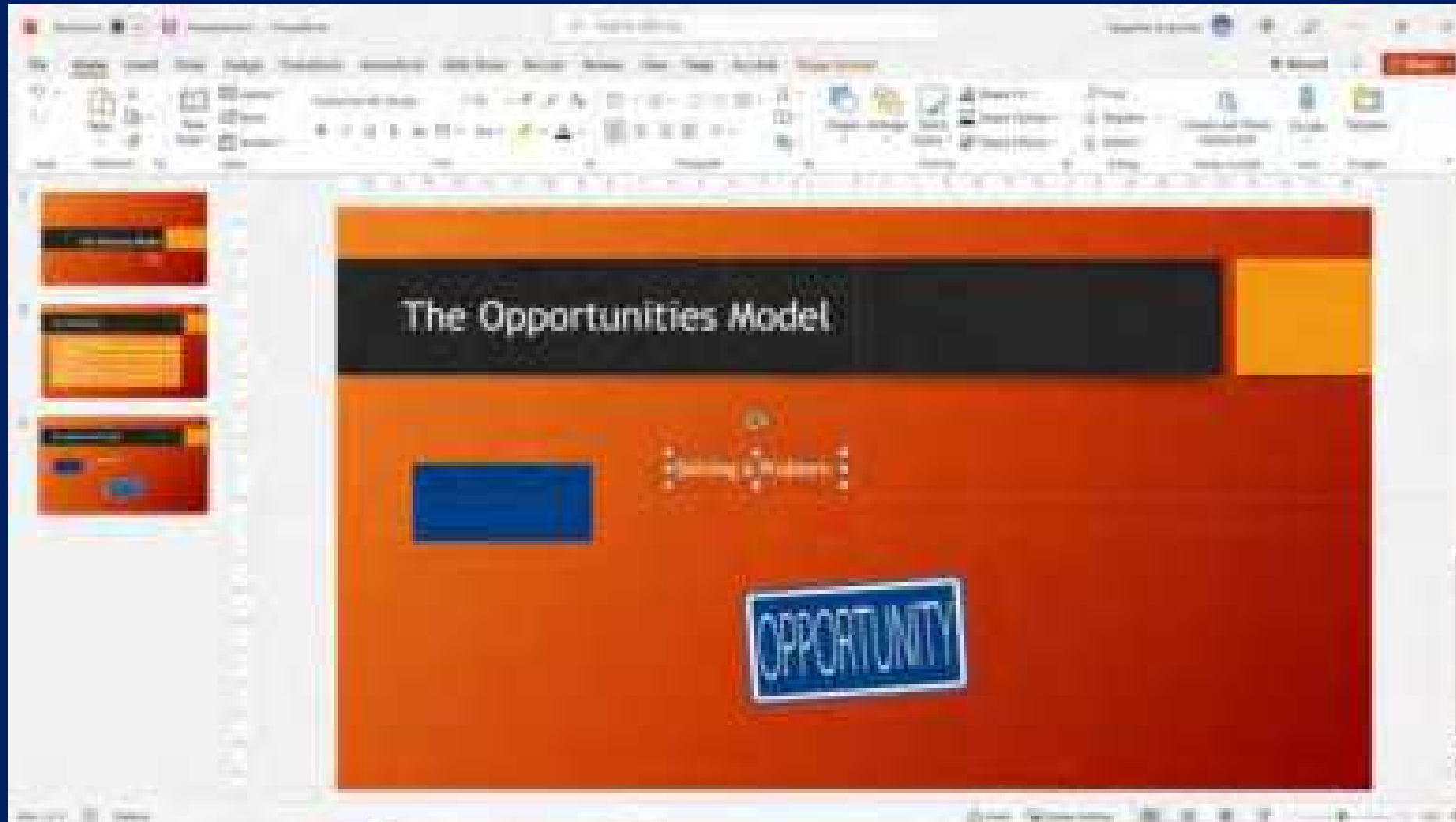
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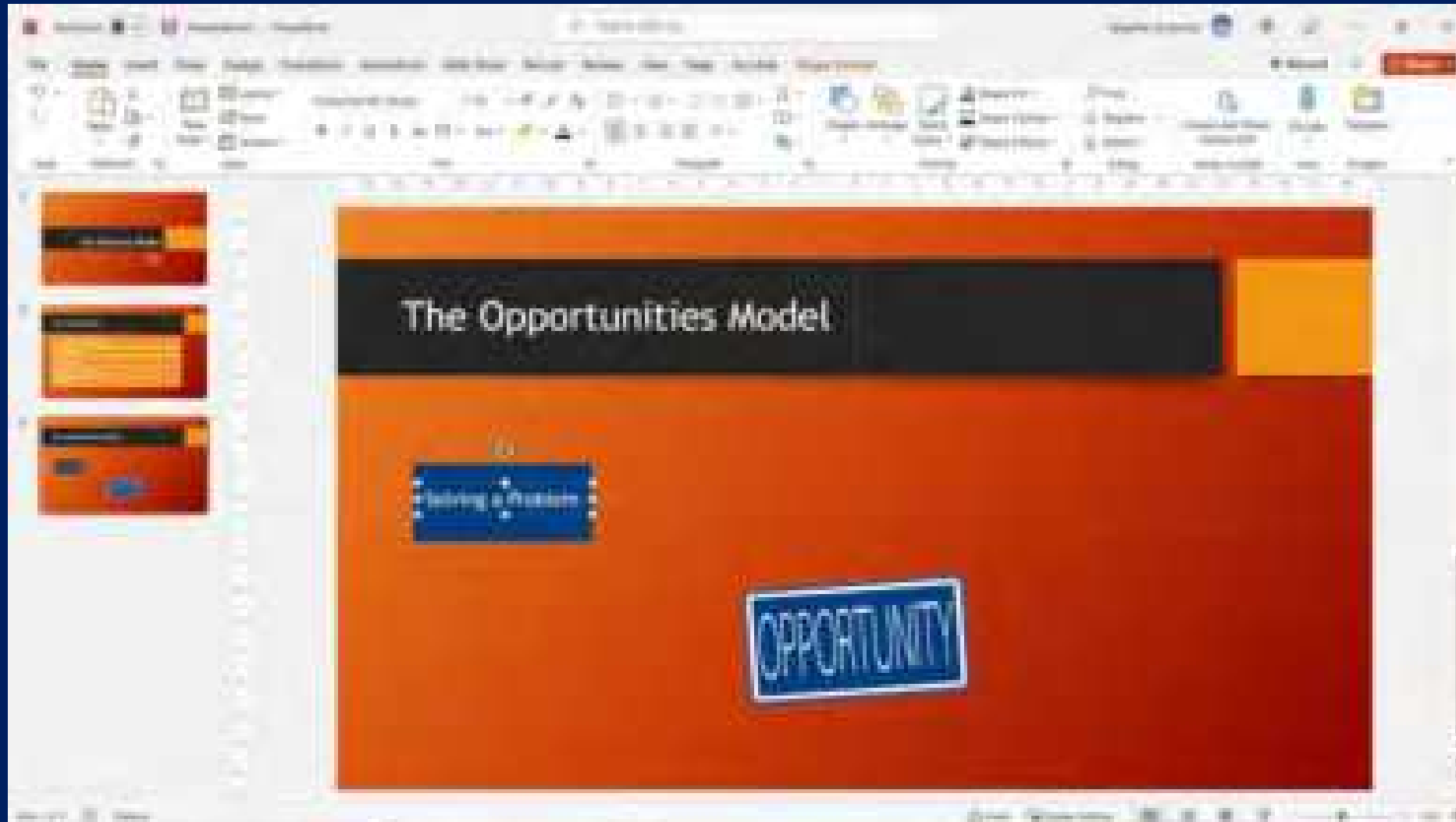
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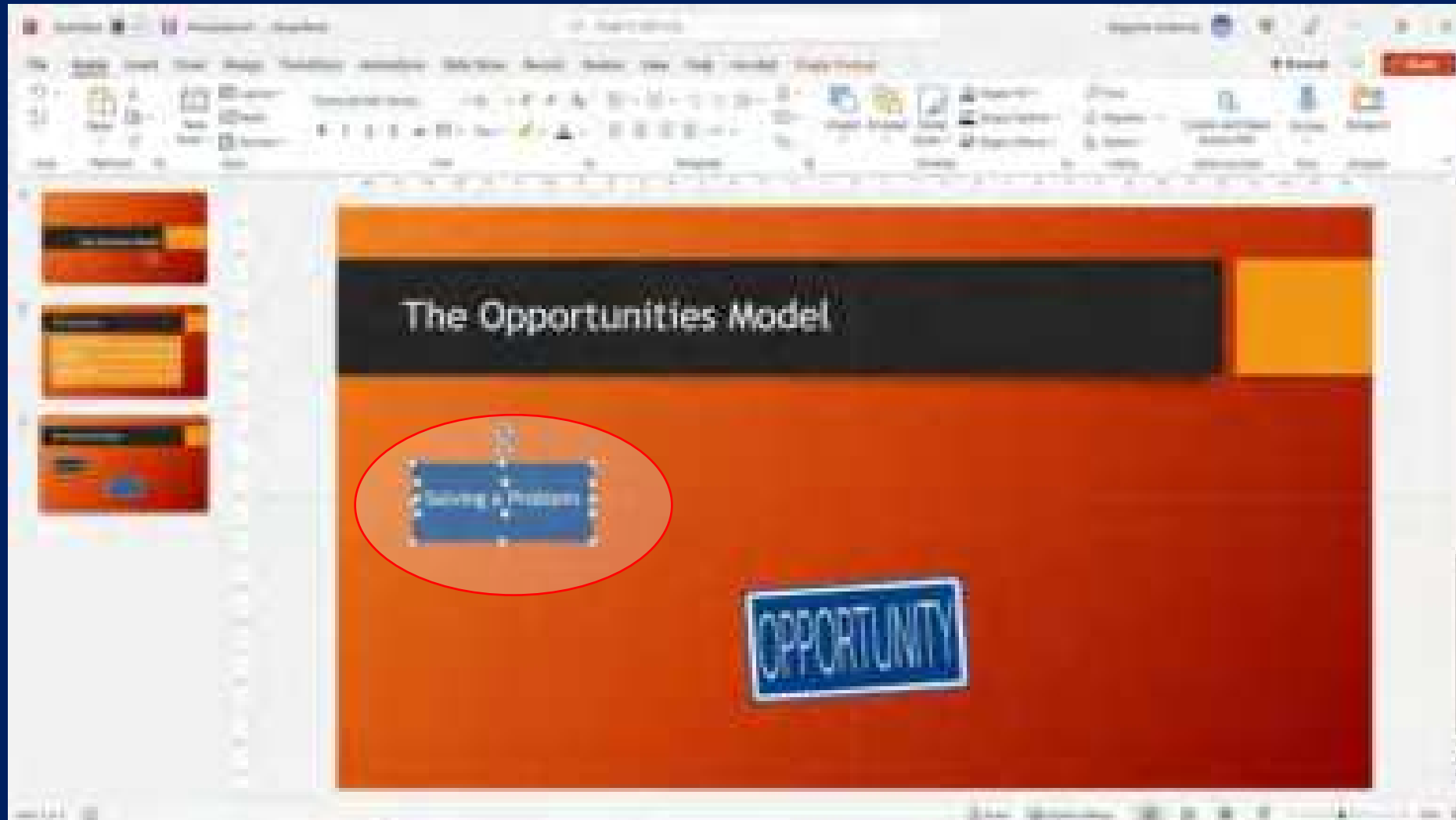
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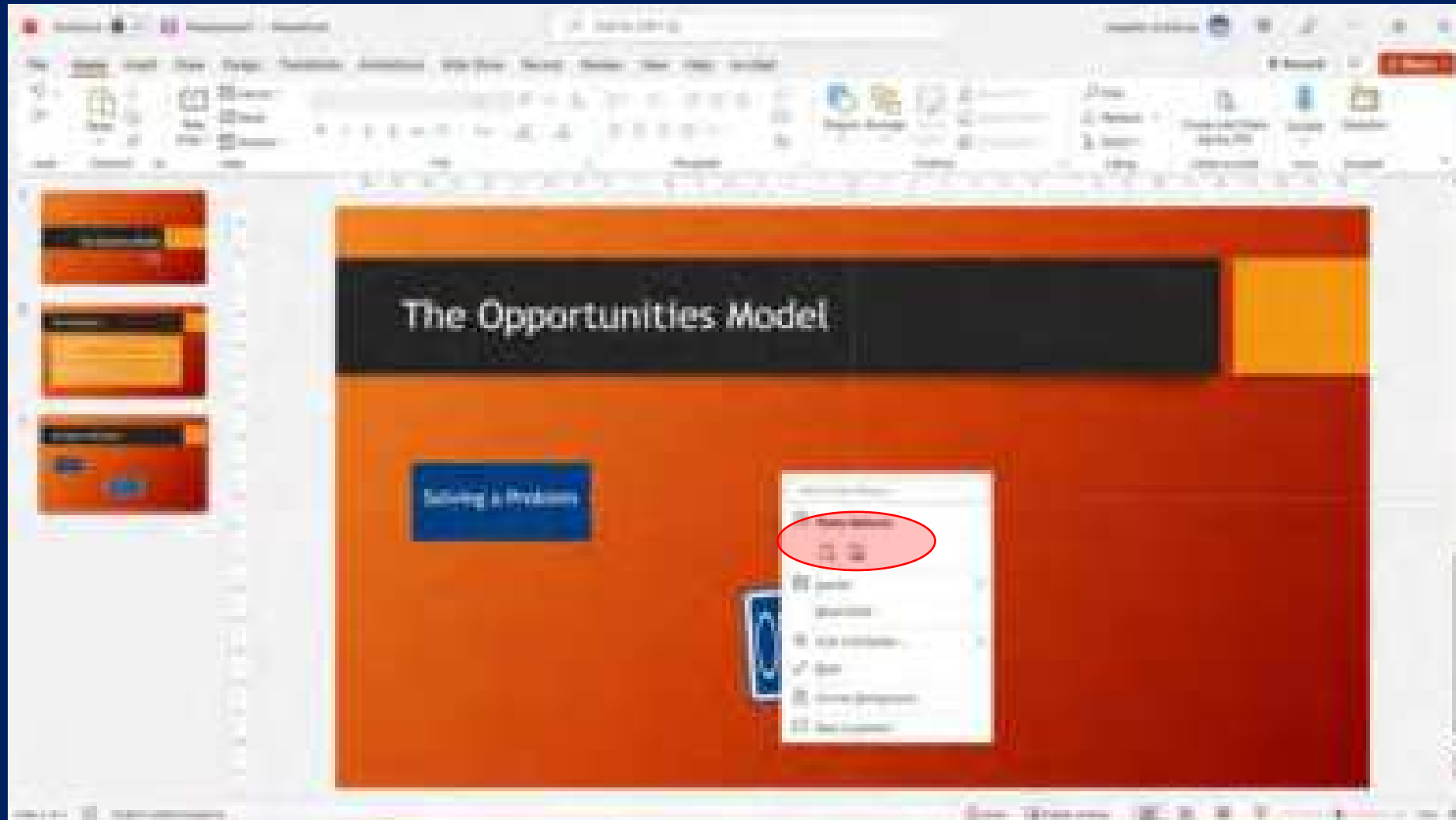
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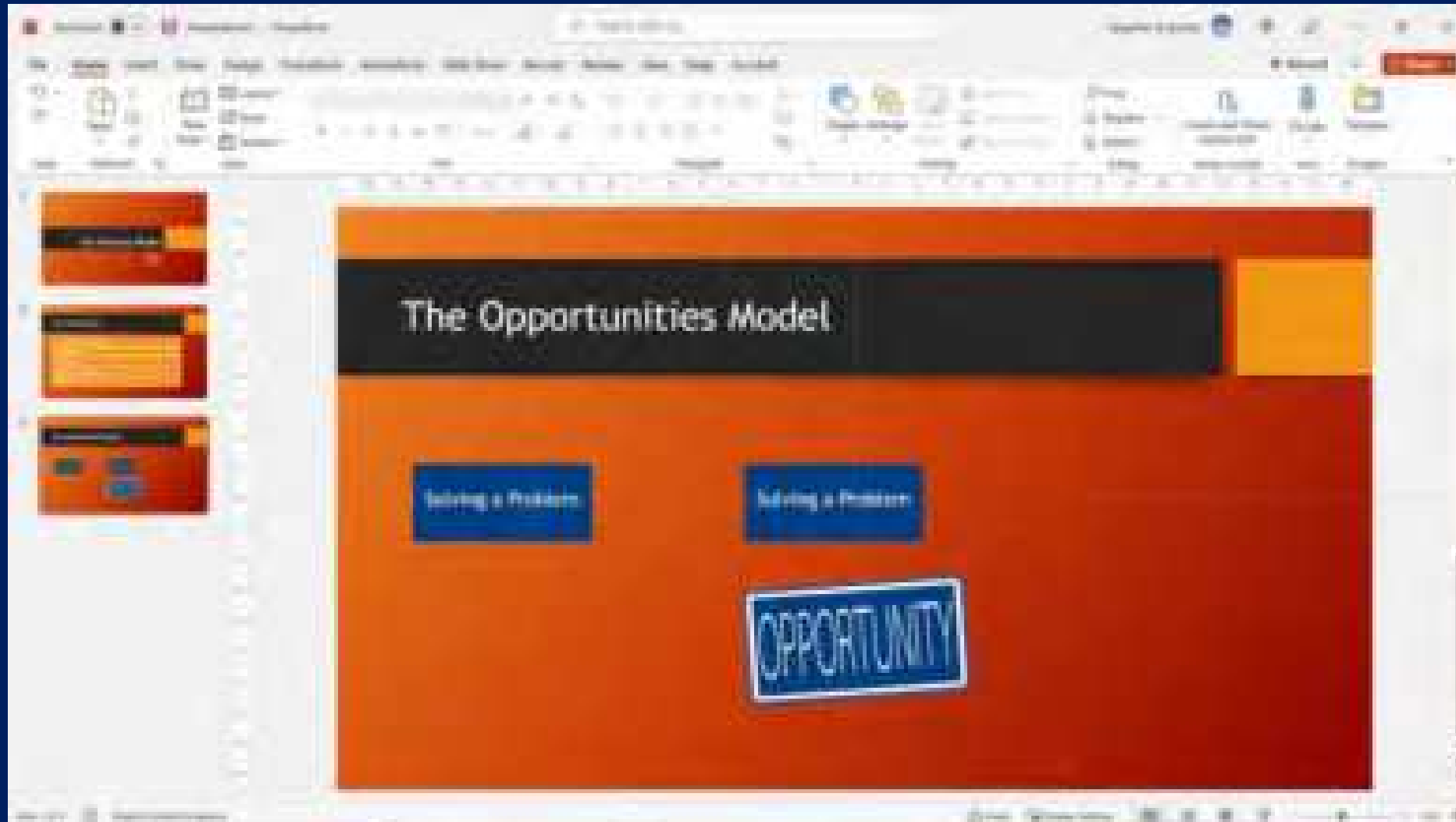
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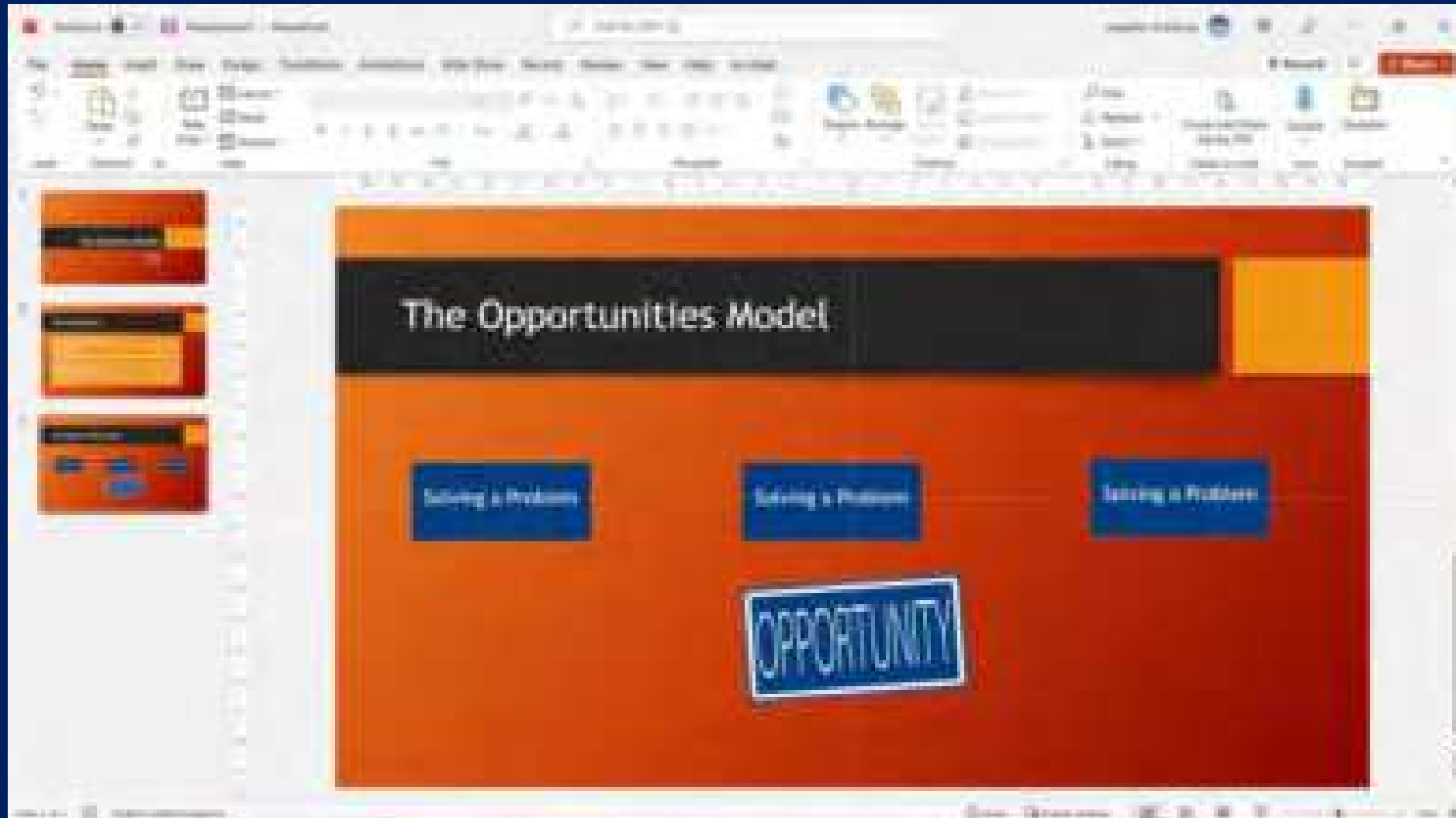
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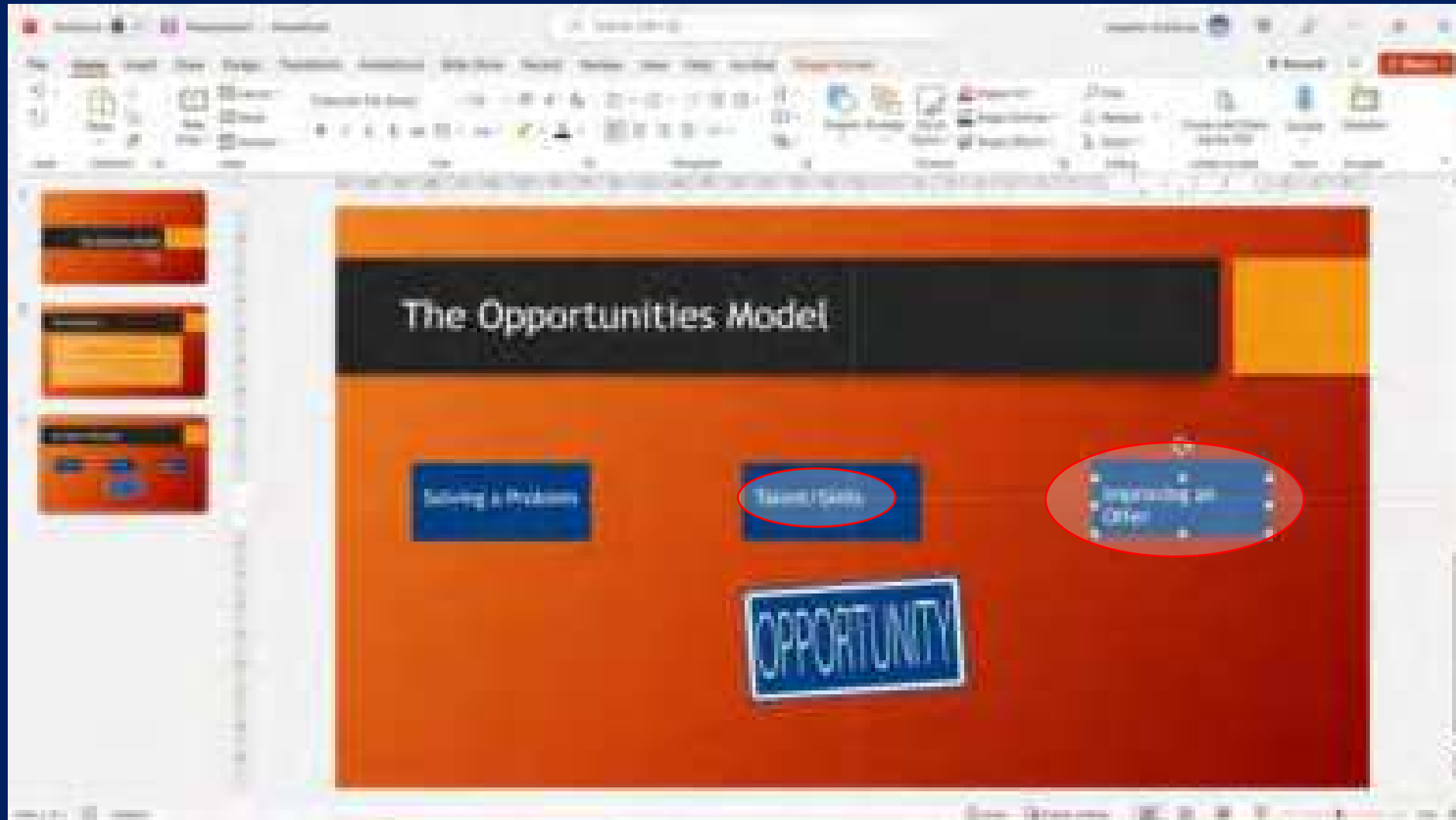
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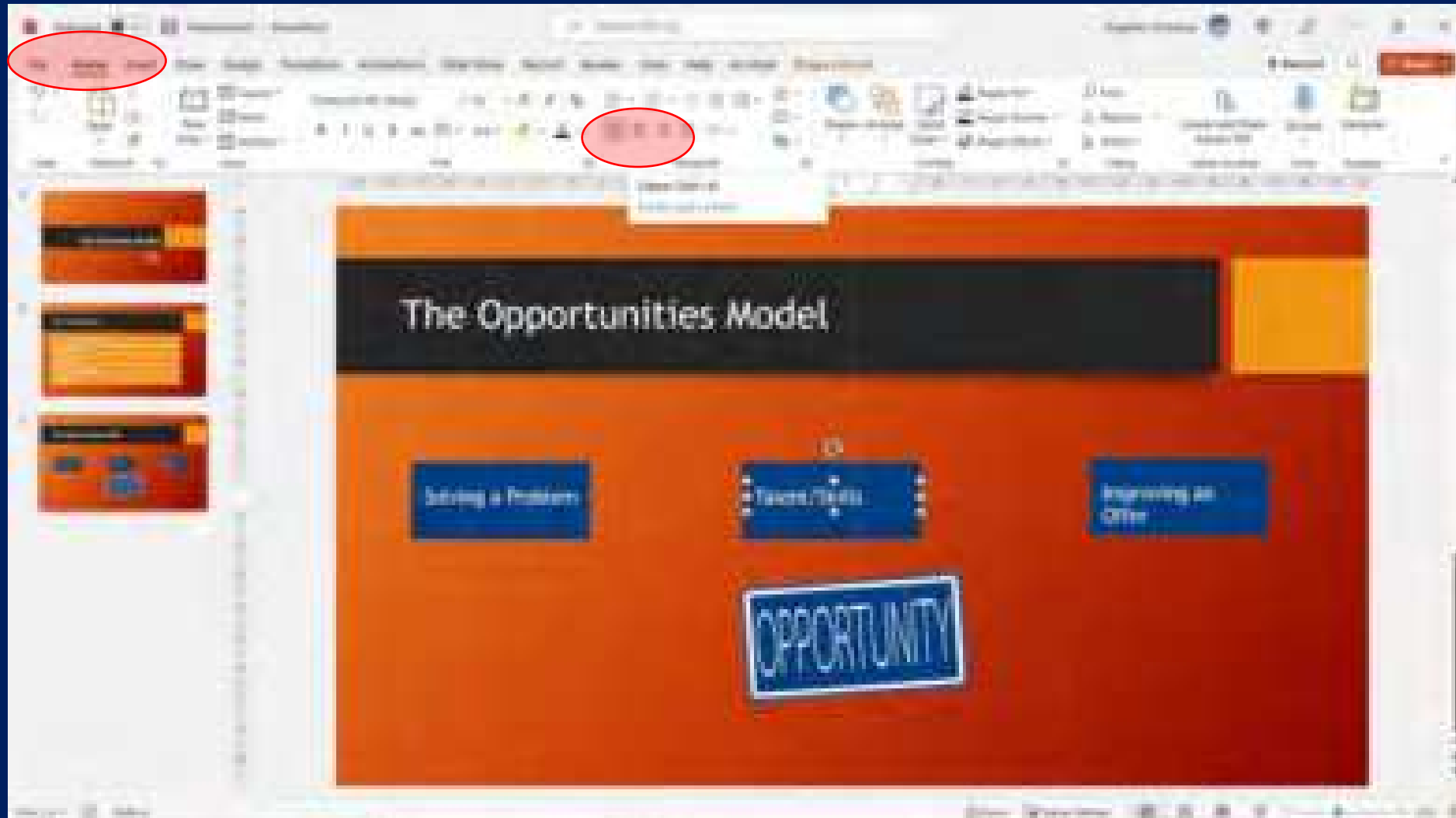
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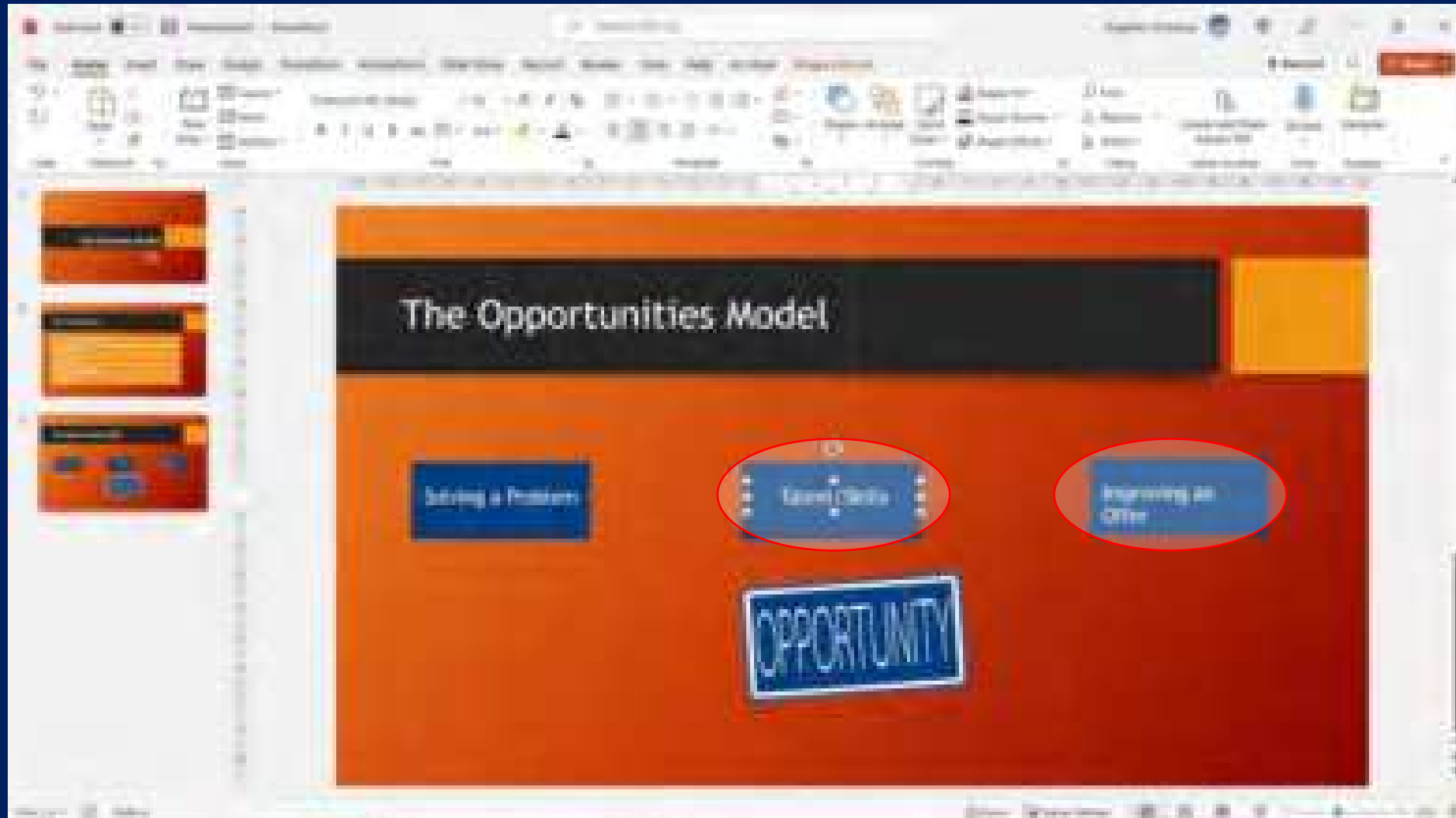
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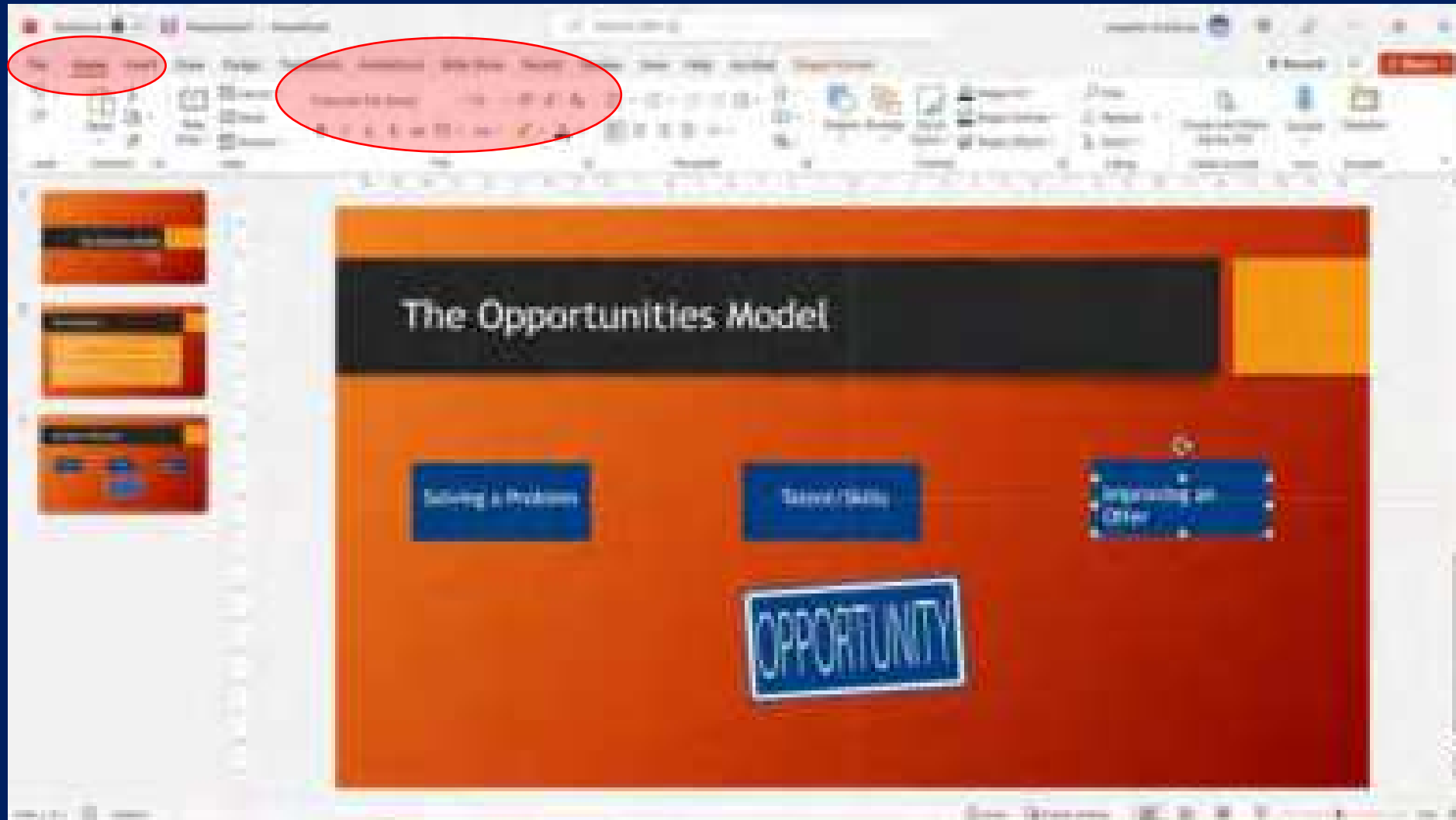
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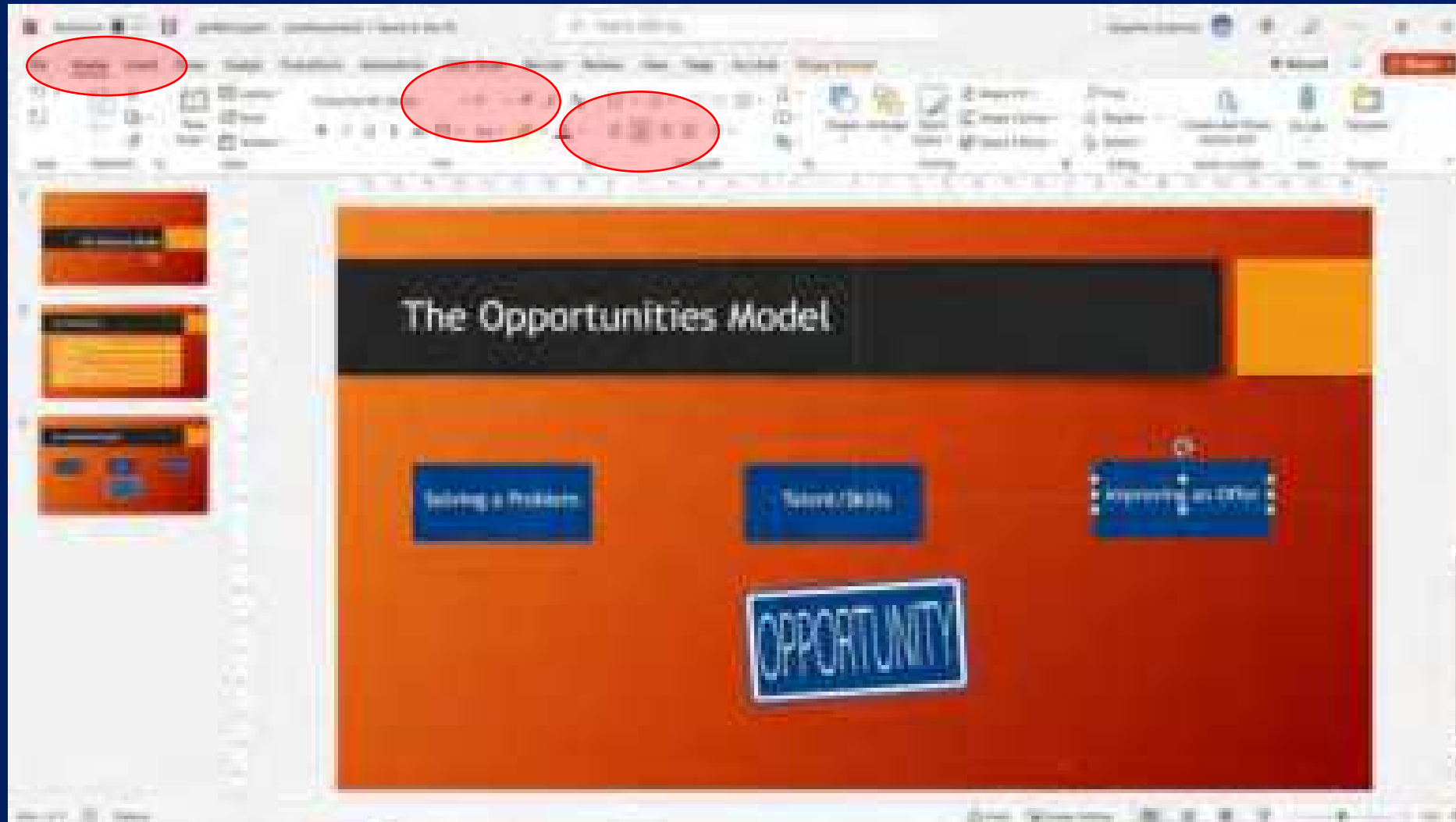
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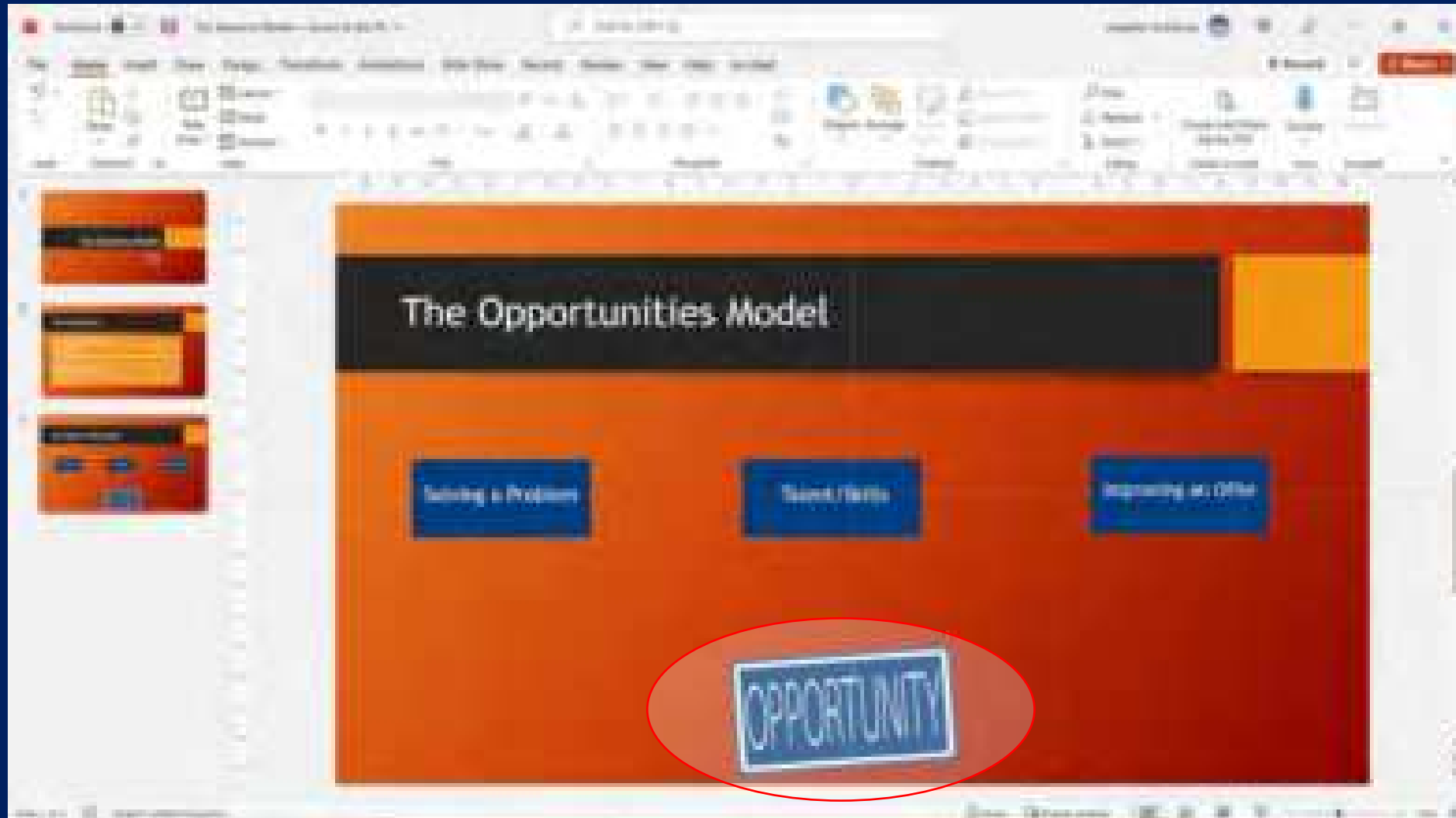
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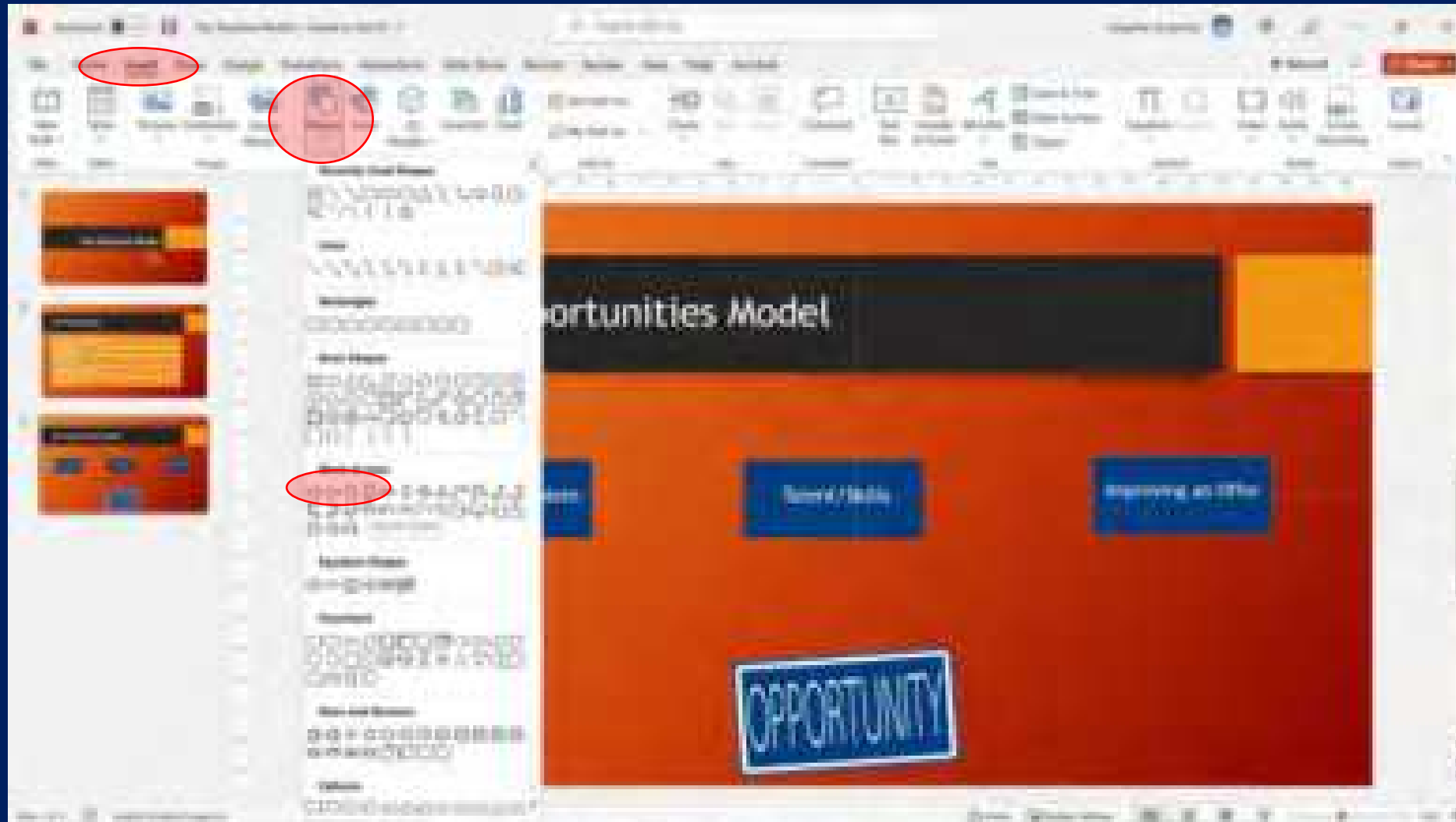
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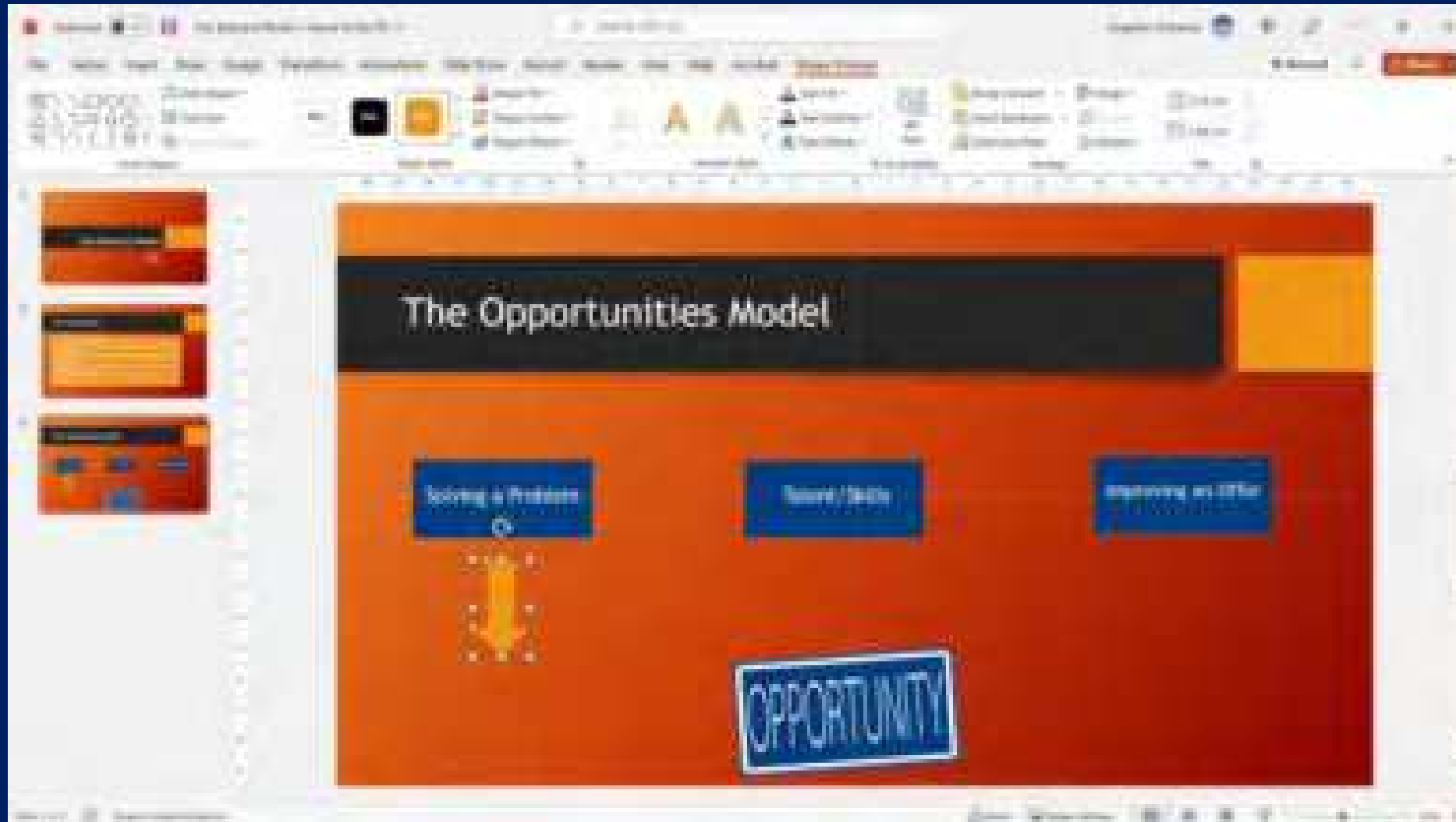
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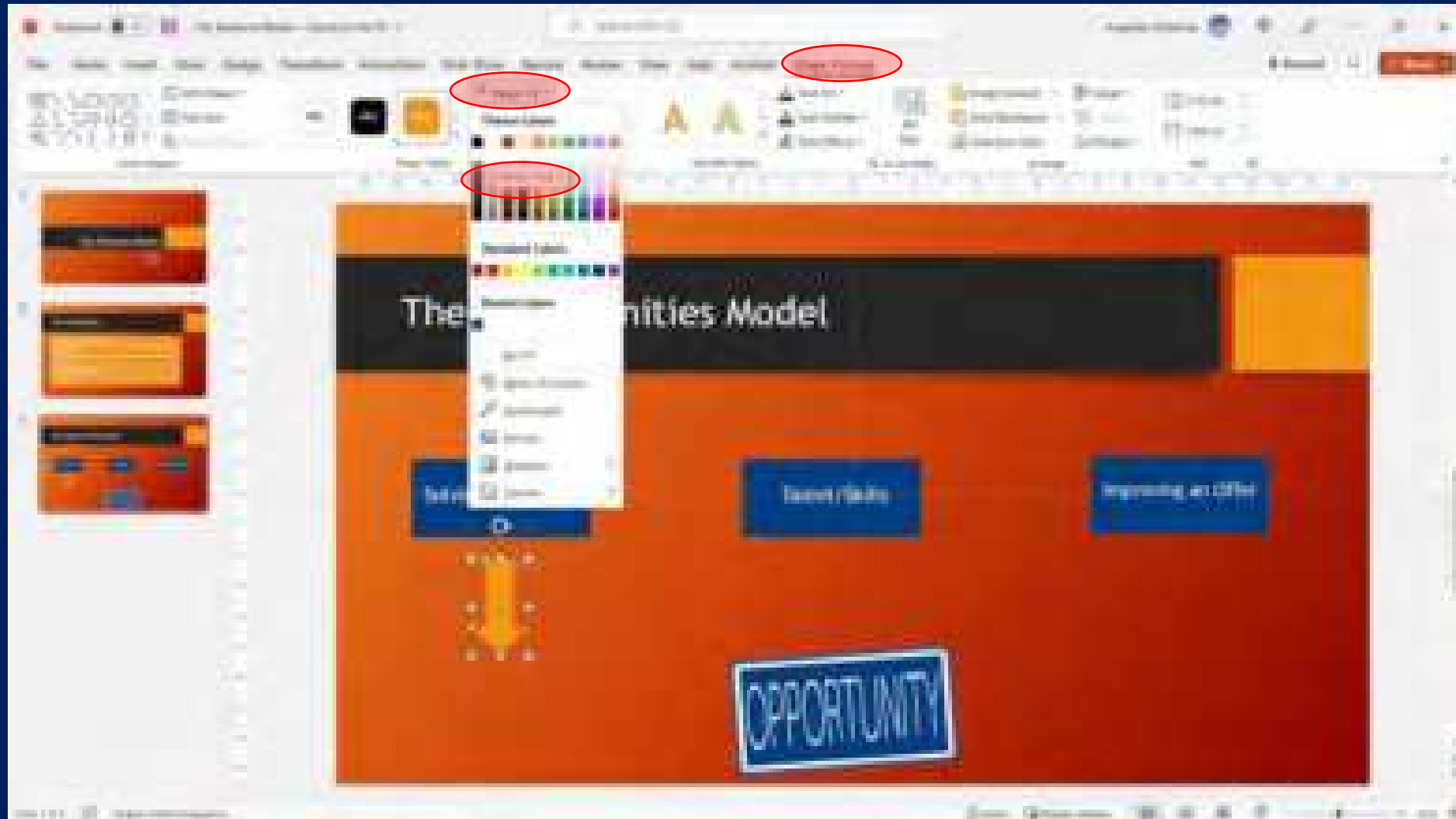
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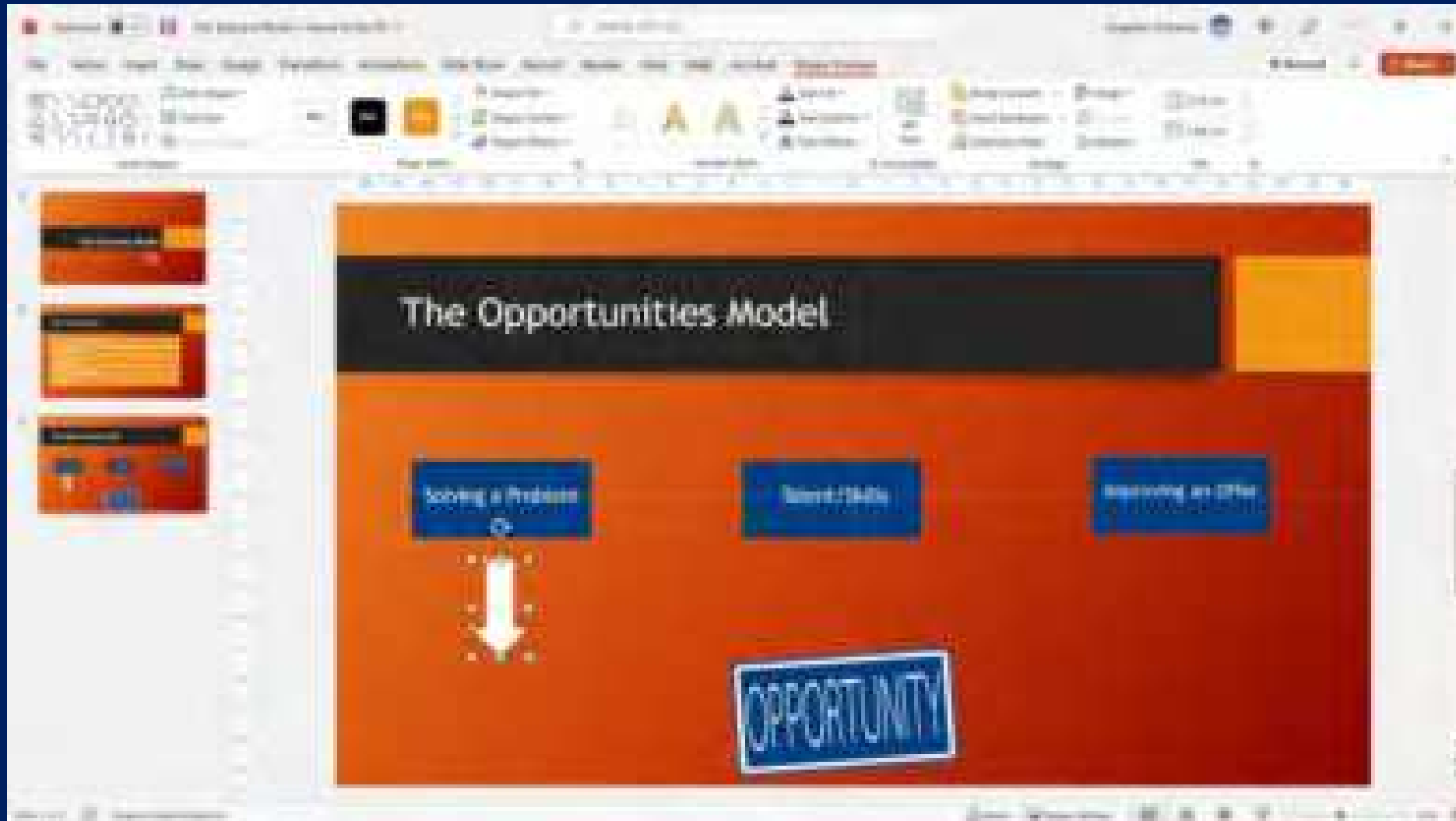
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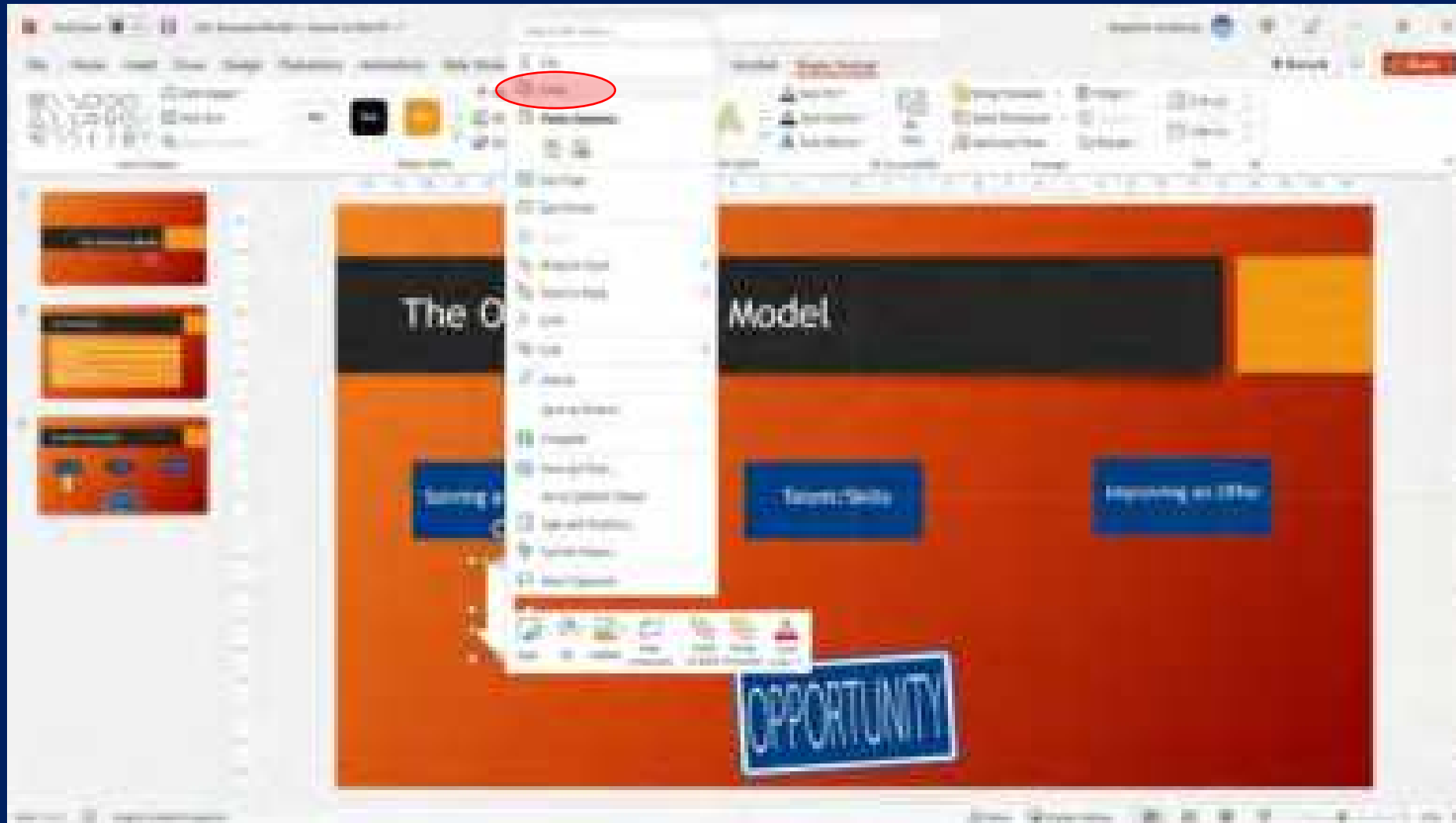
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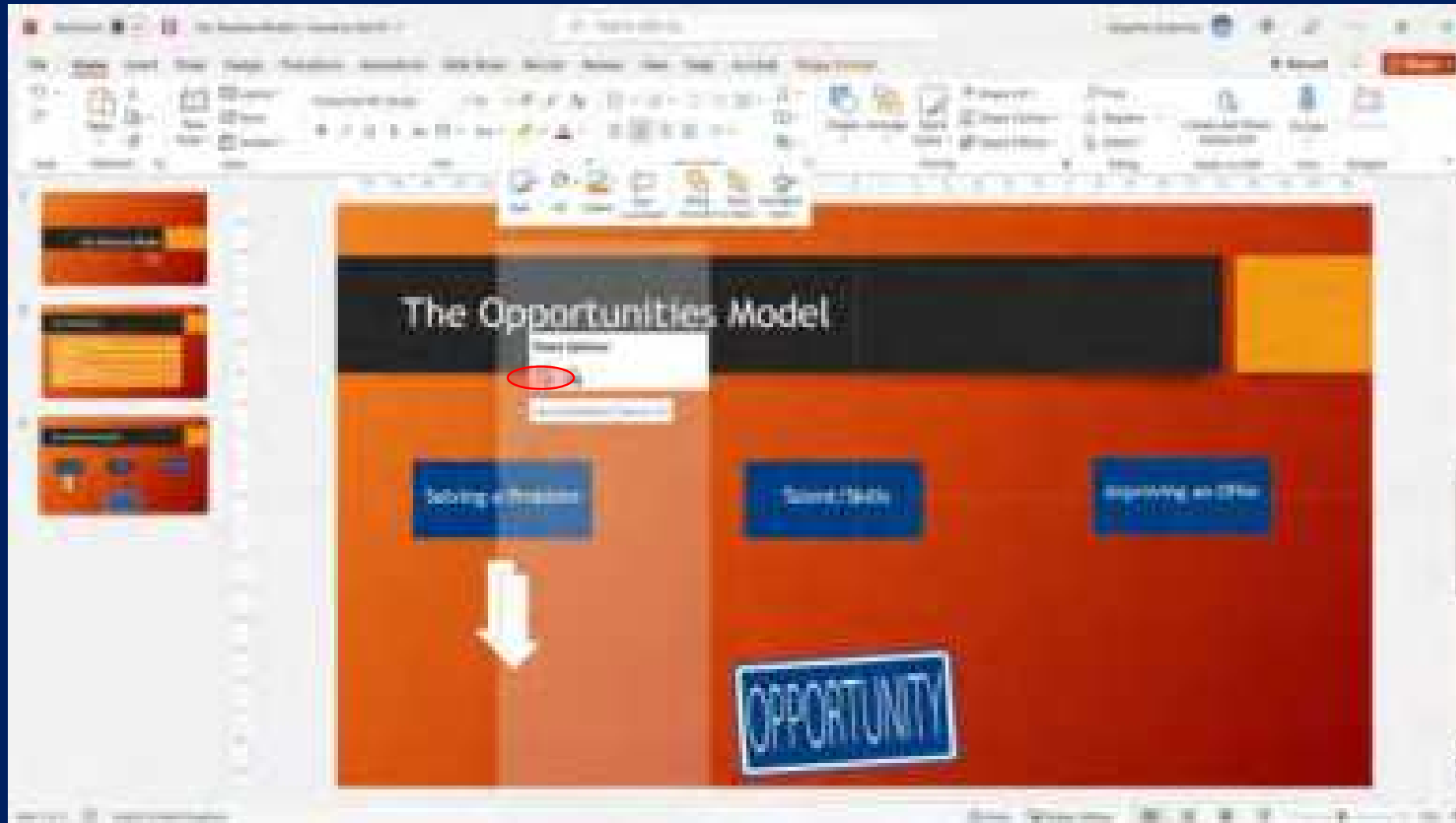
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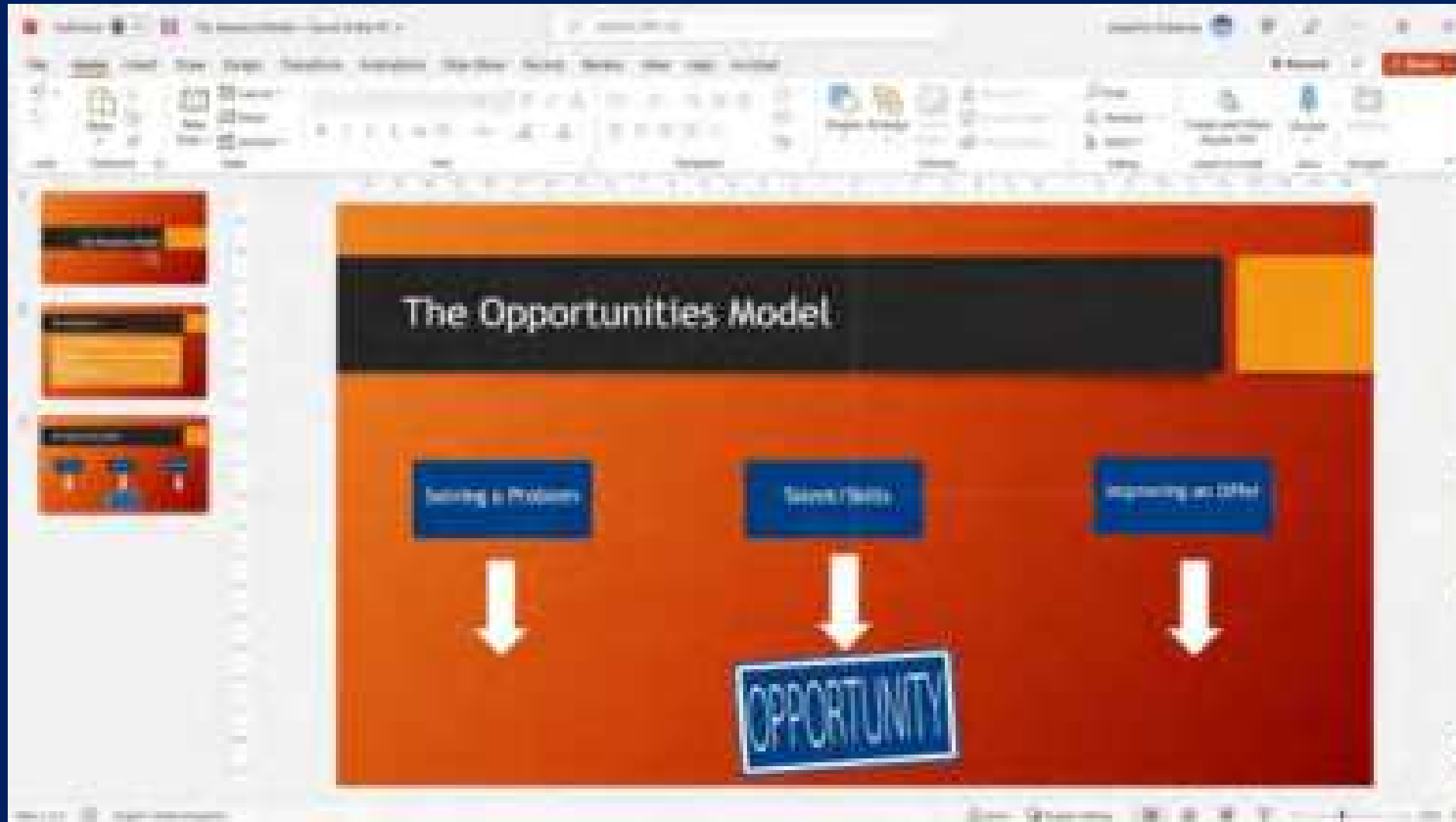
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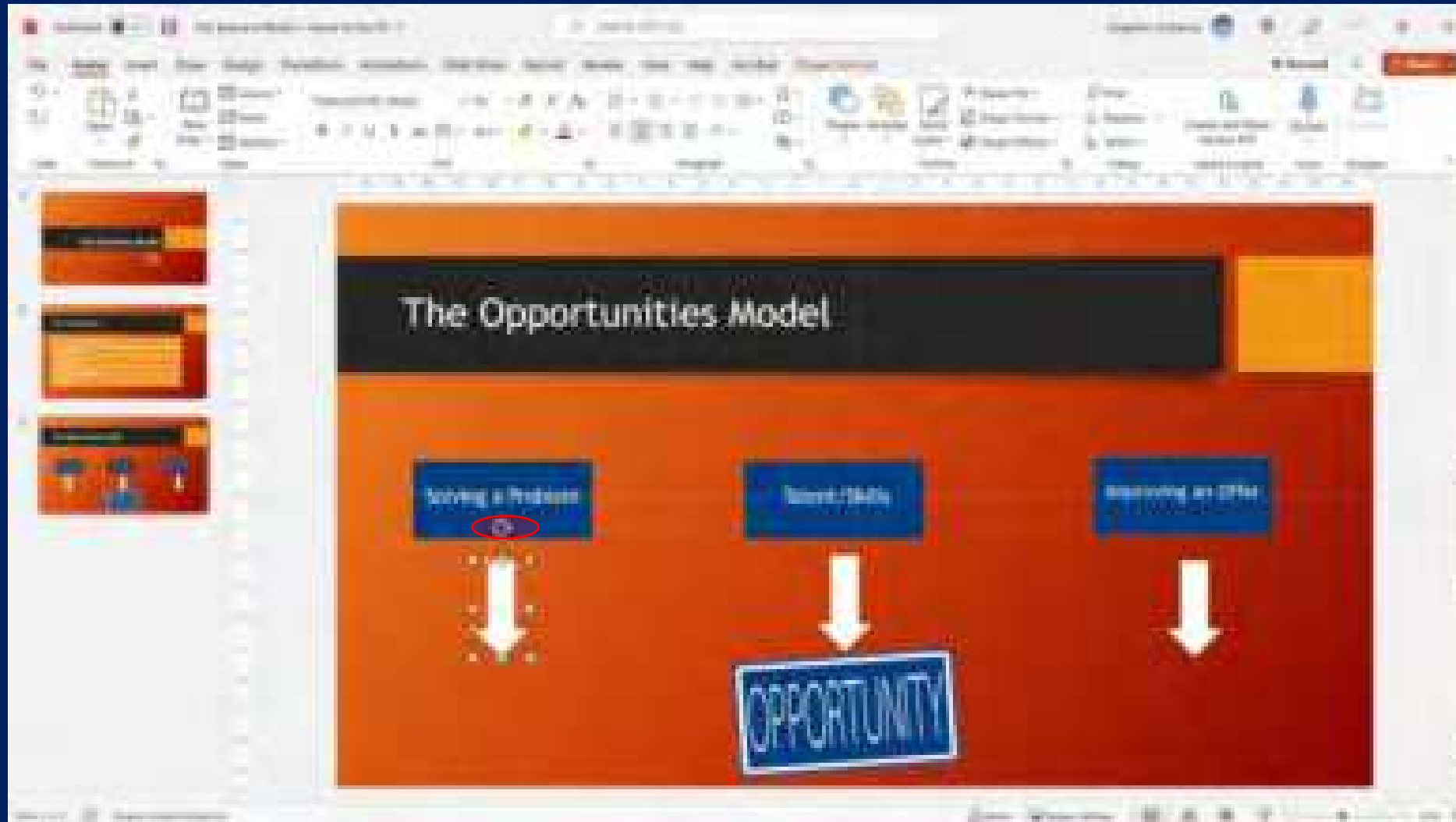
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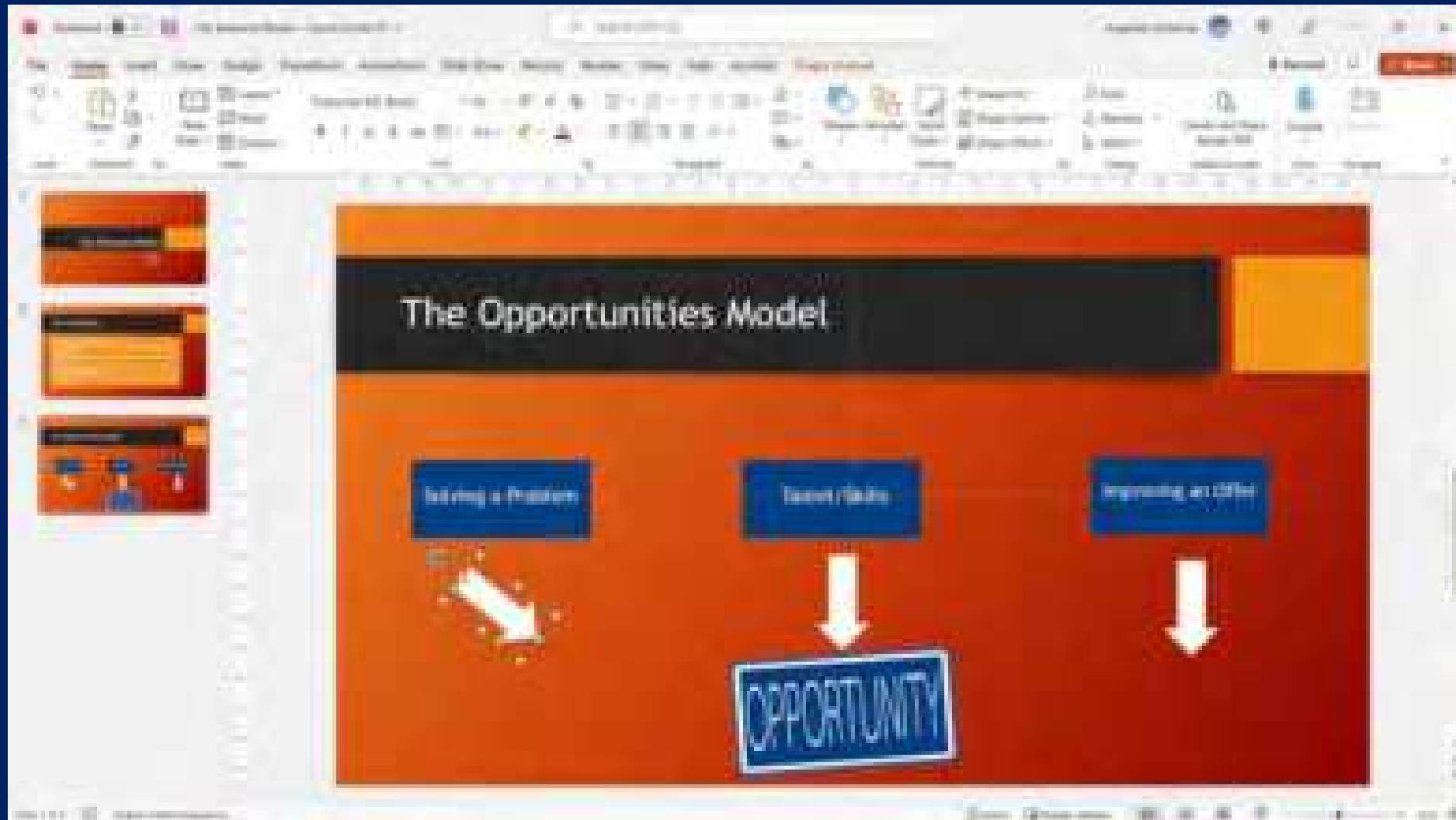
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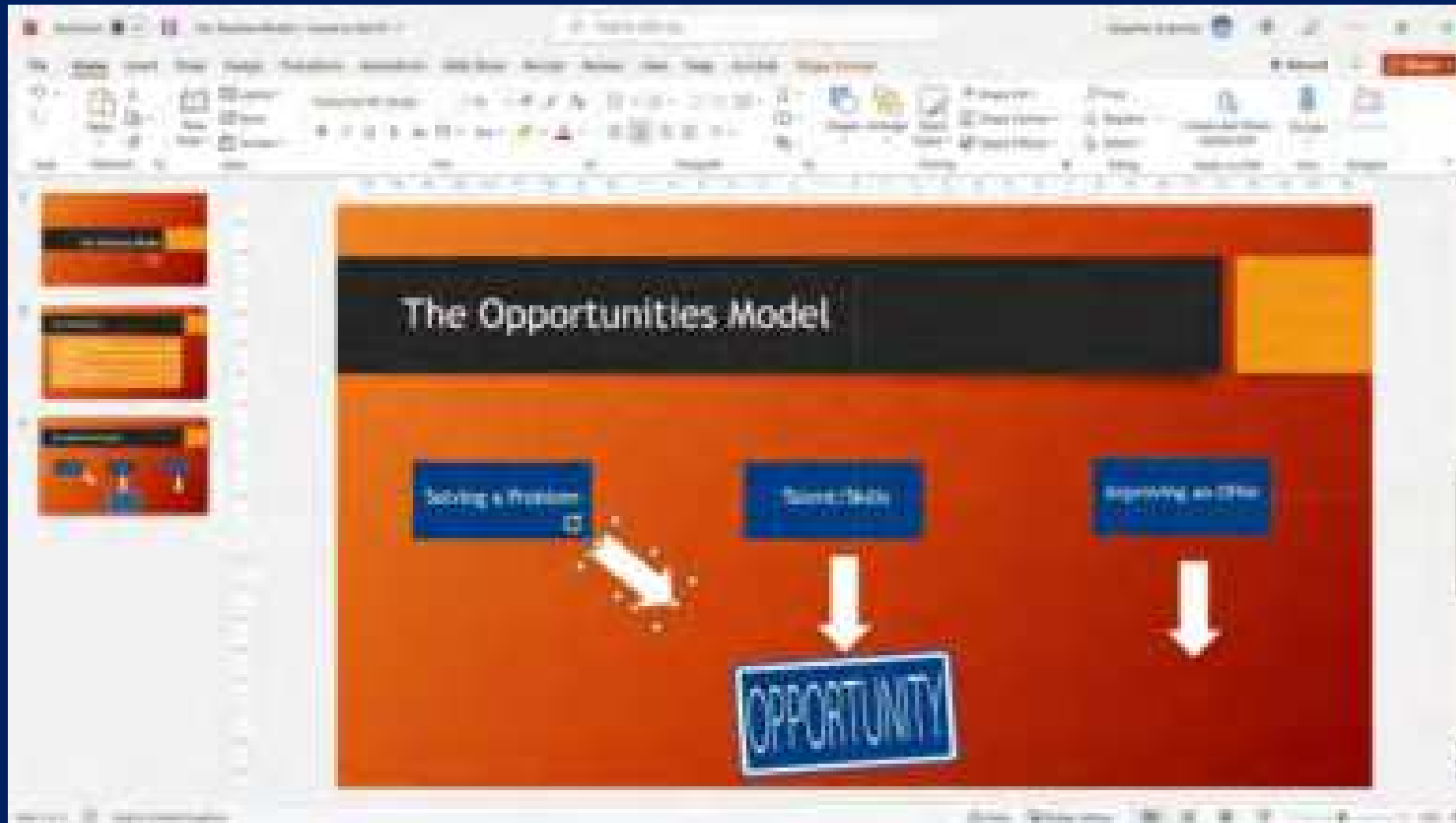
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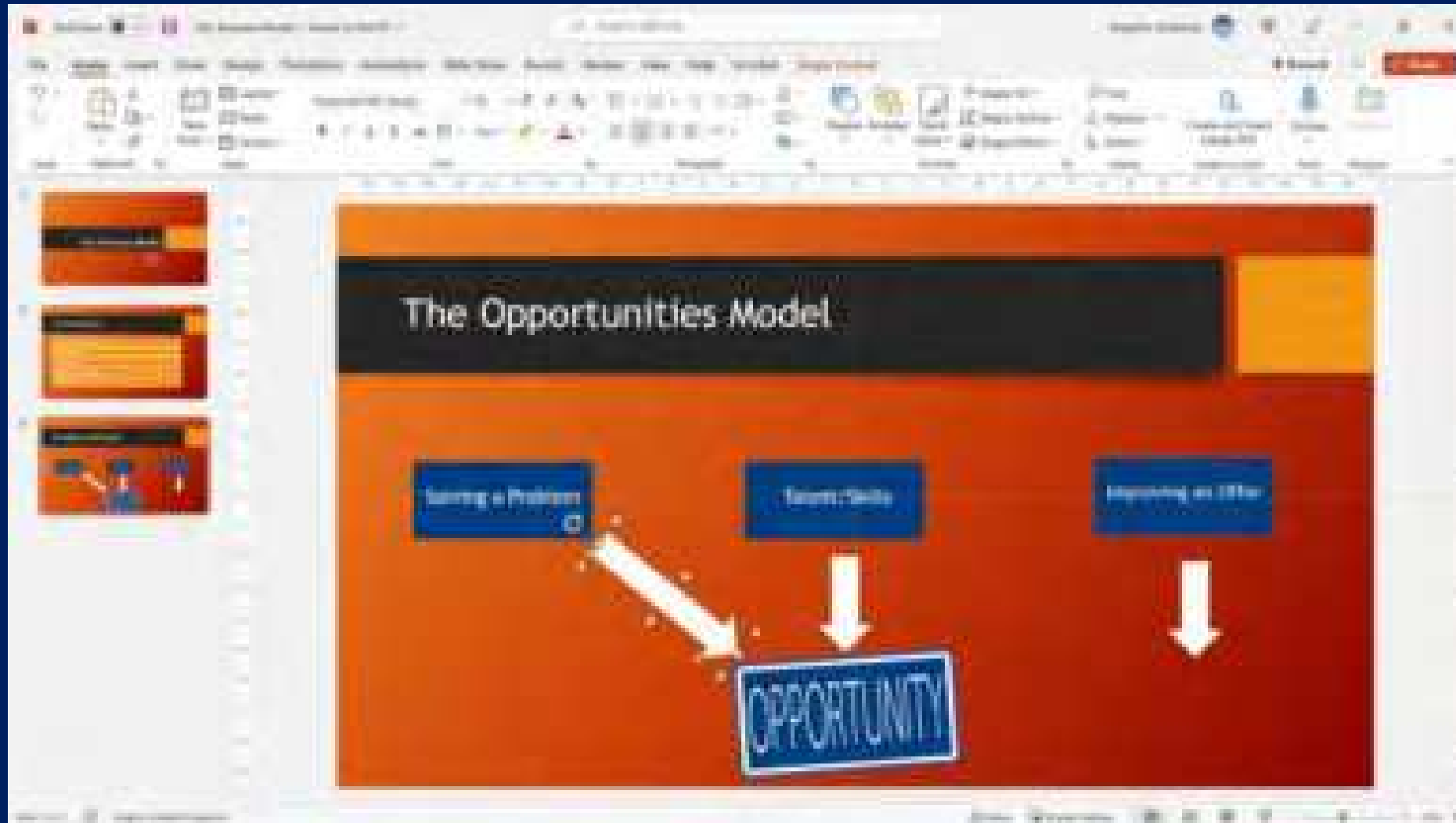
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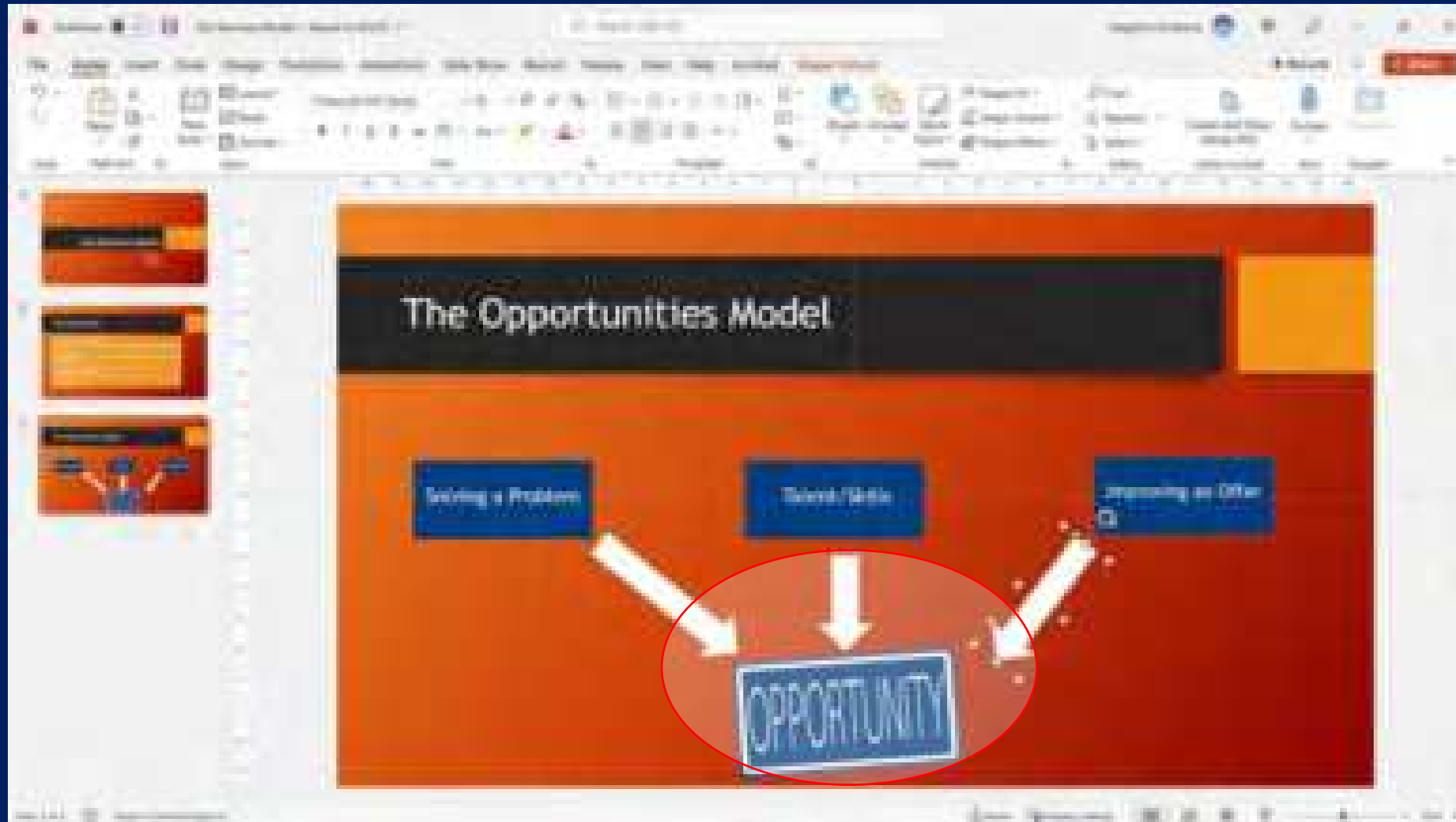
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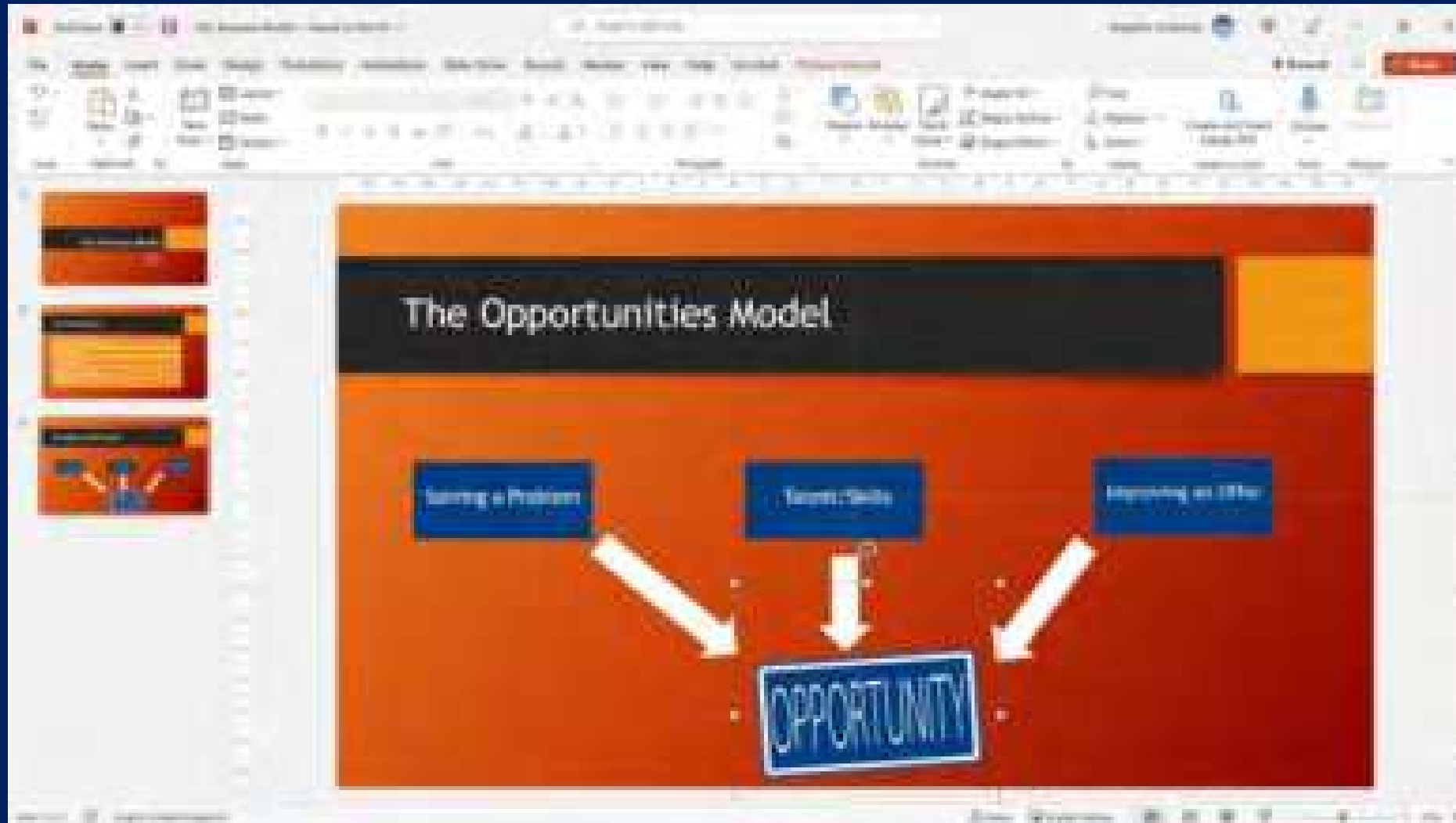
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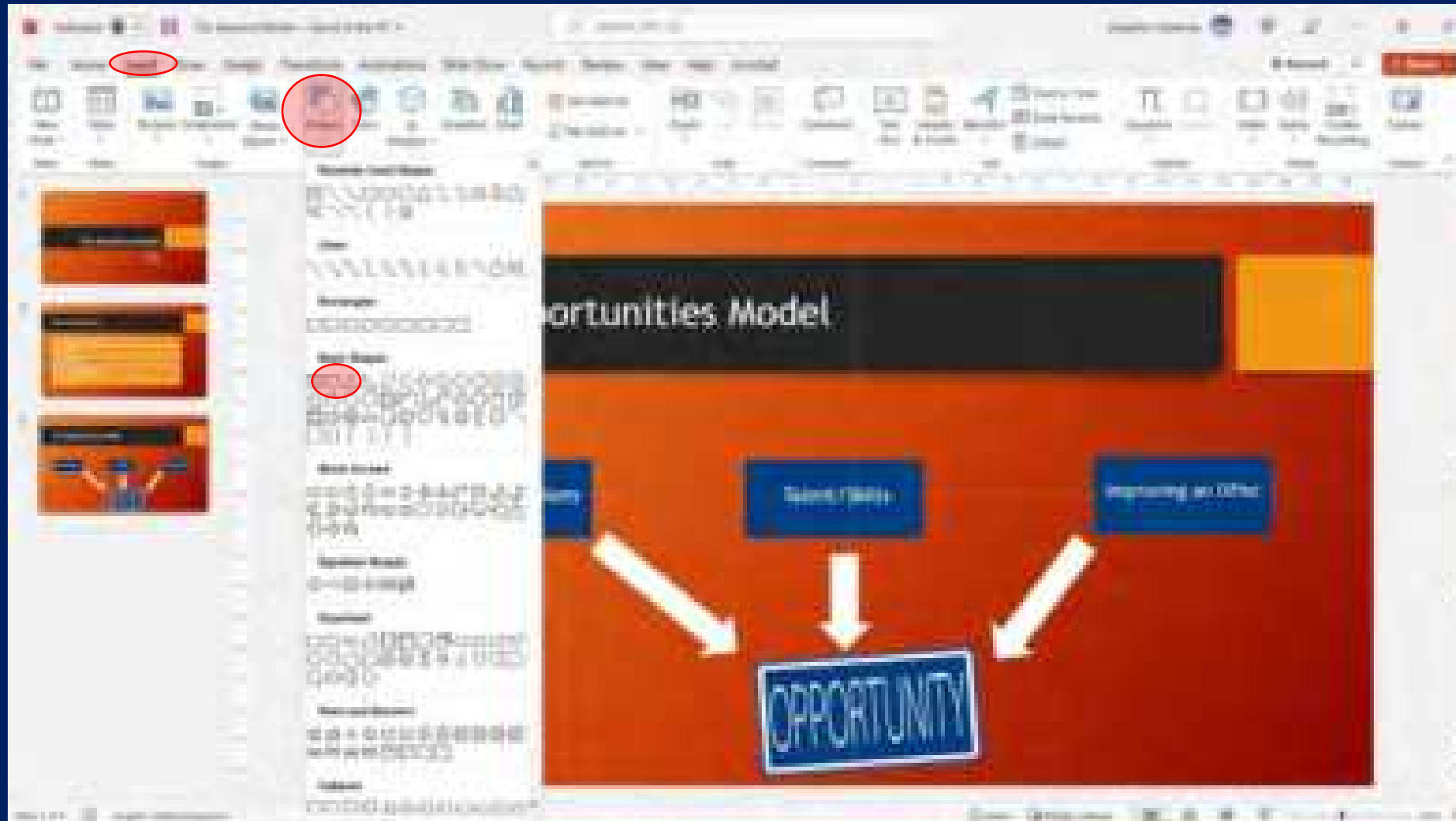
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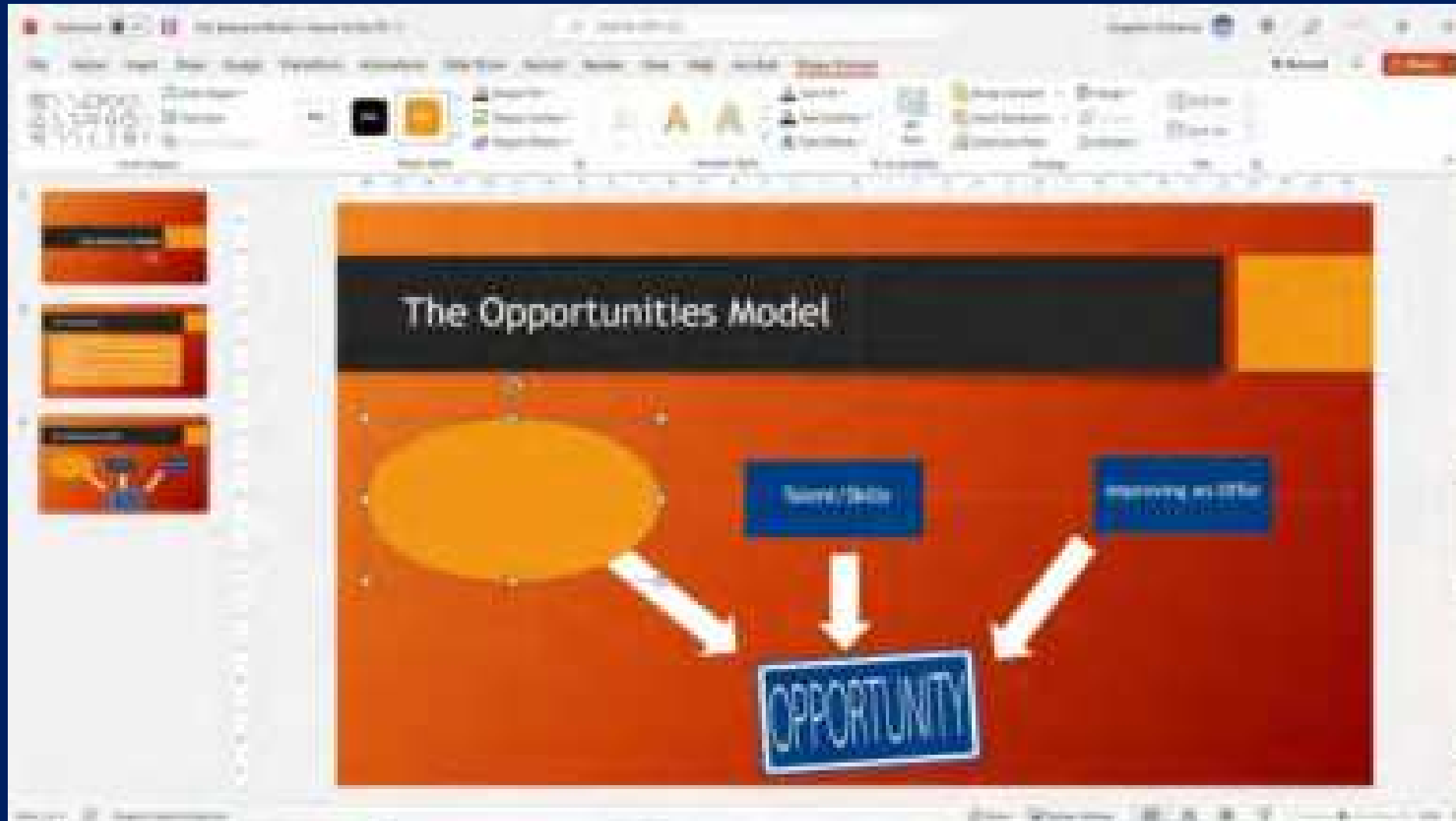
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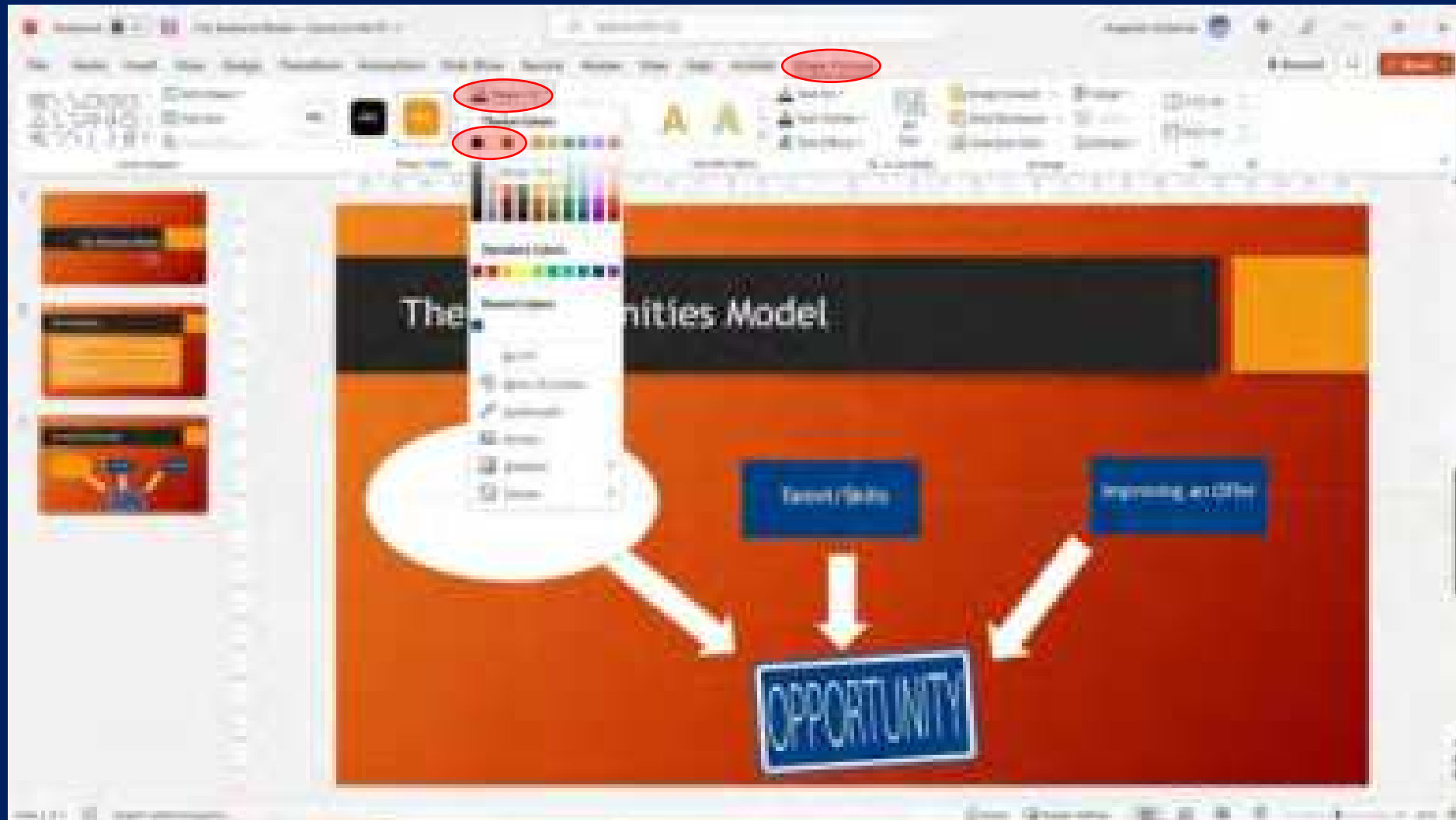
Inserting Semi Transparent Shapes



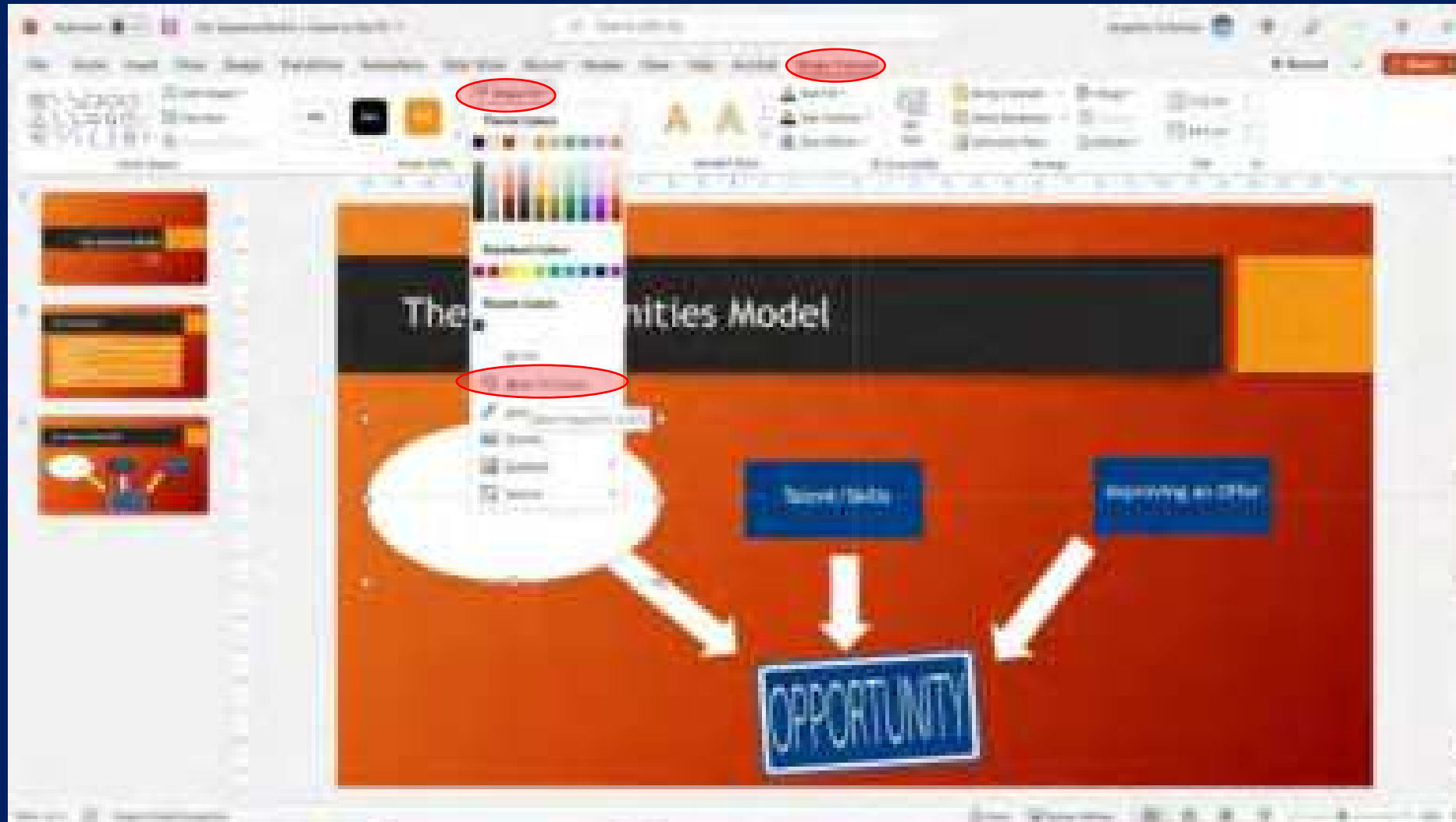
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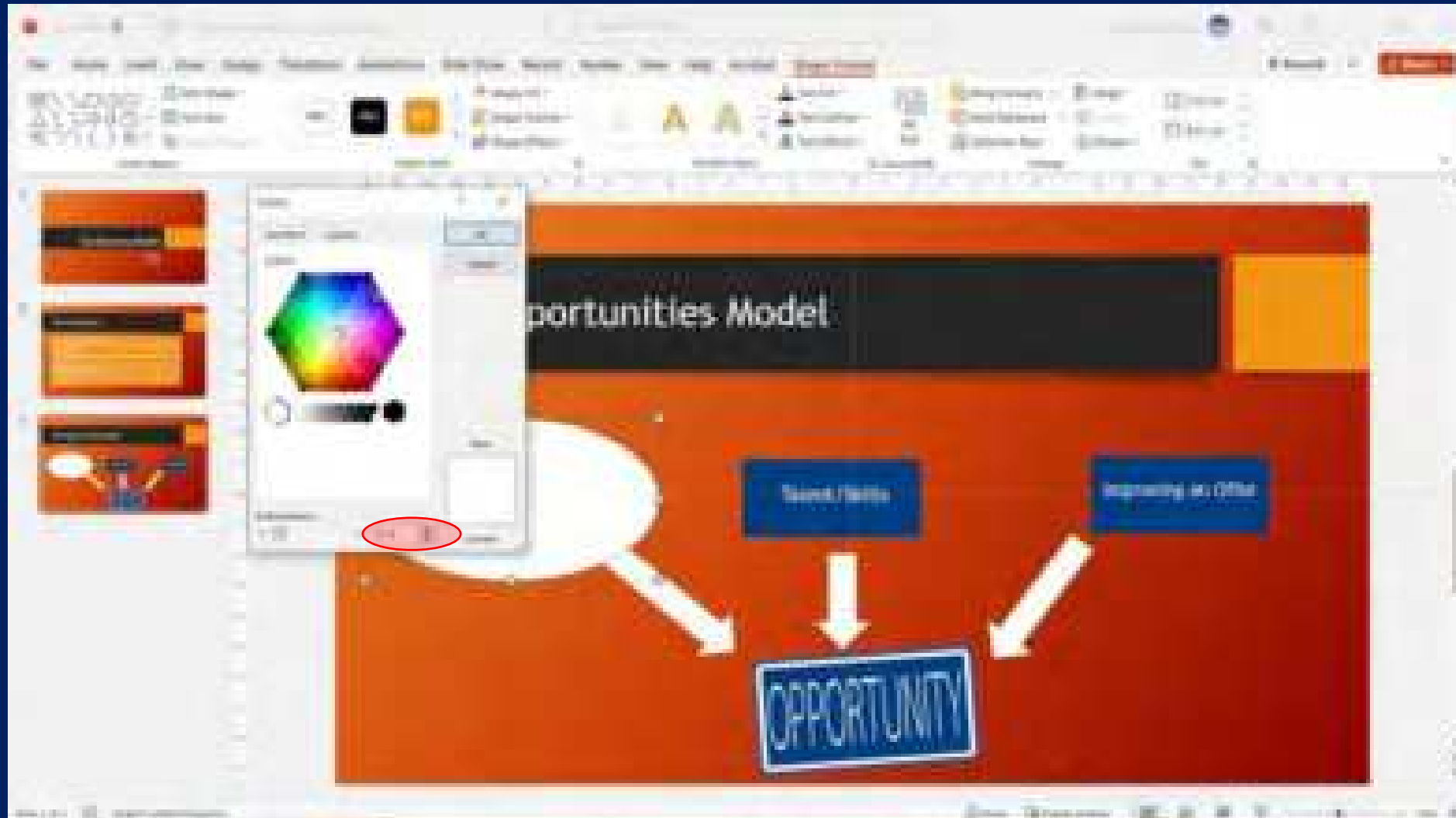
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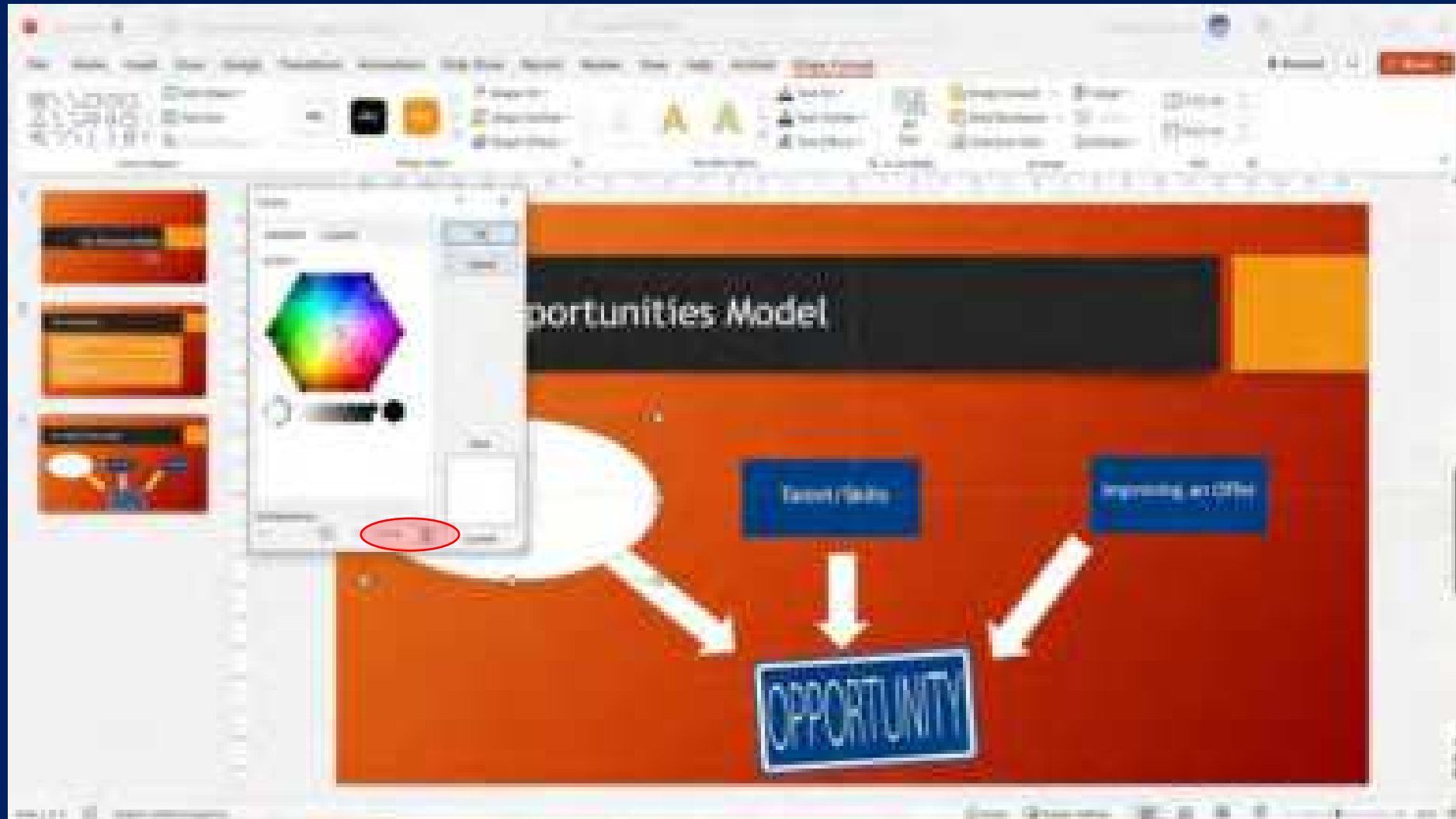
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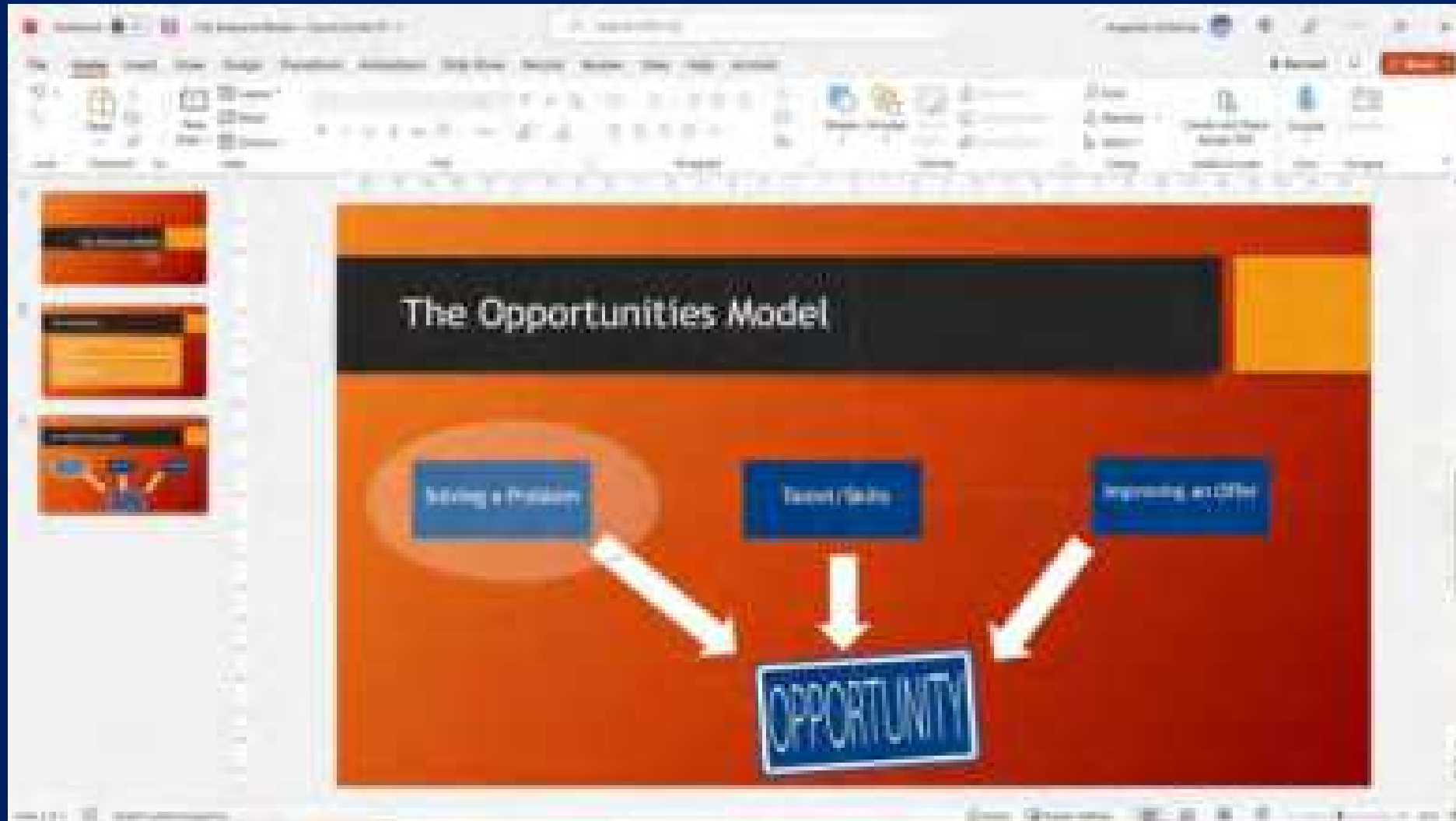
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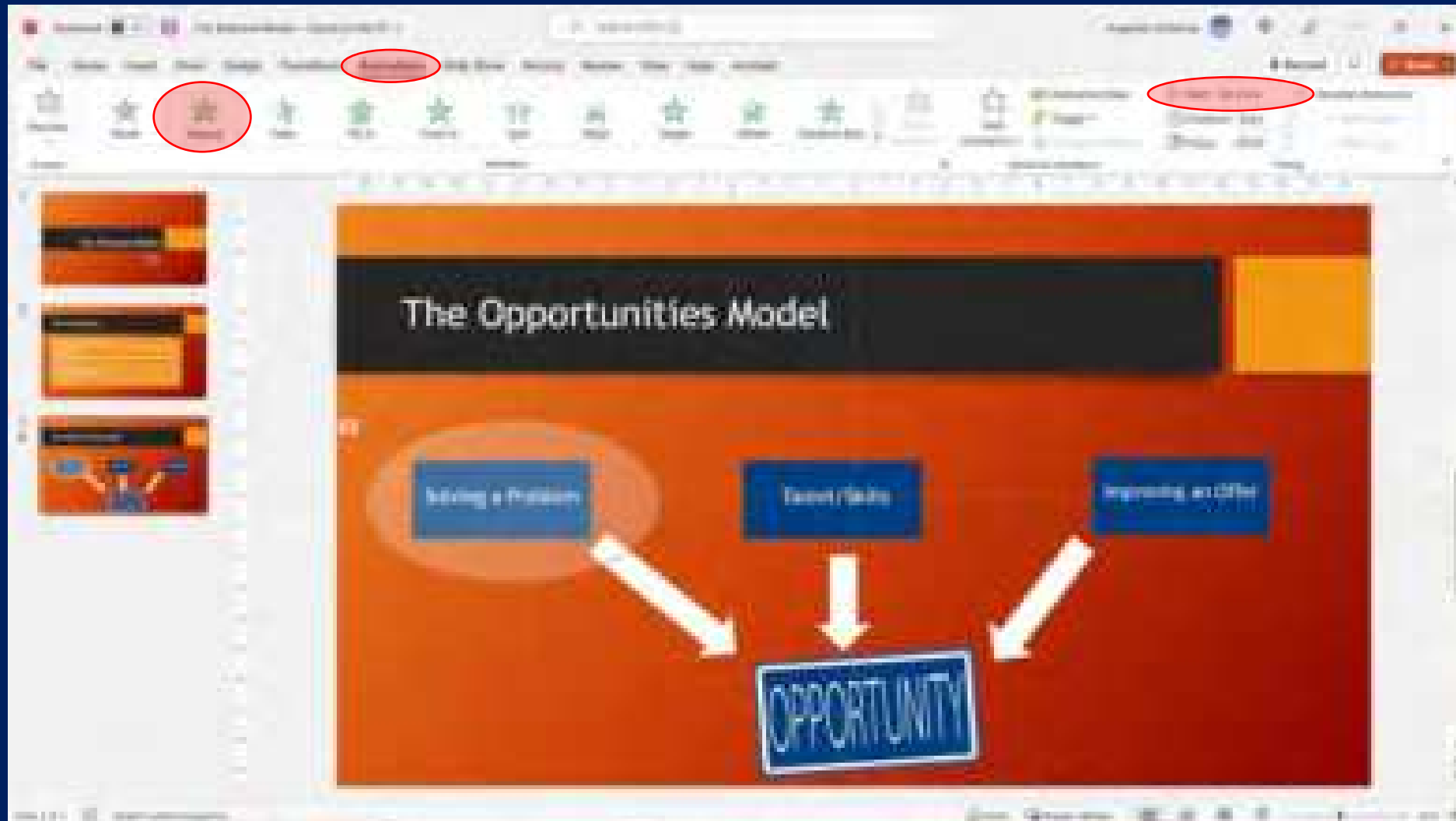
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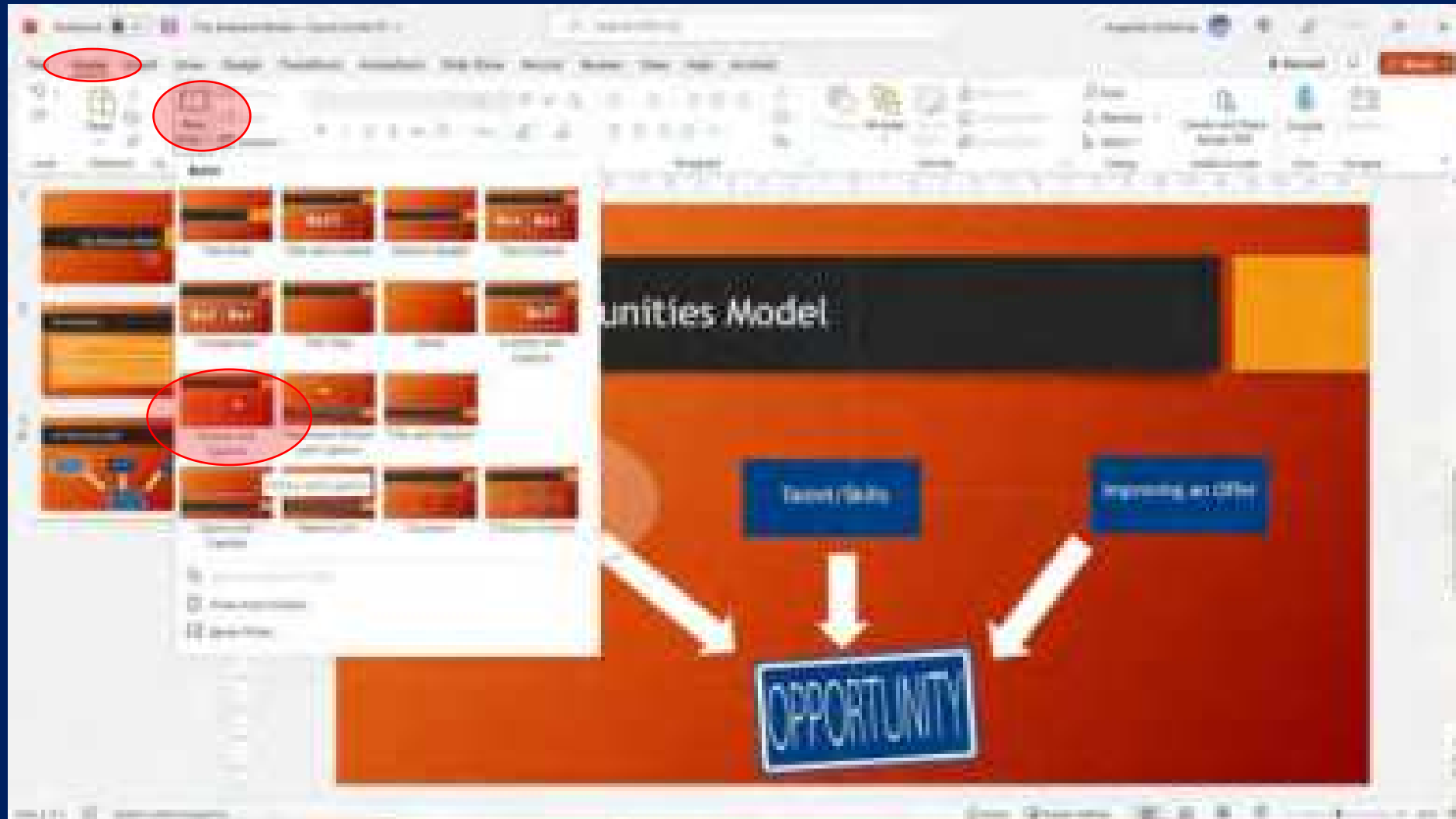
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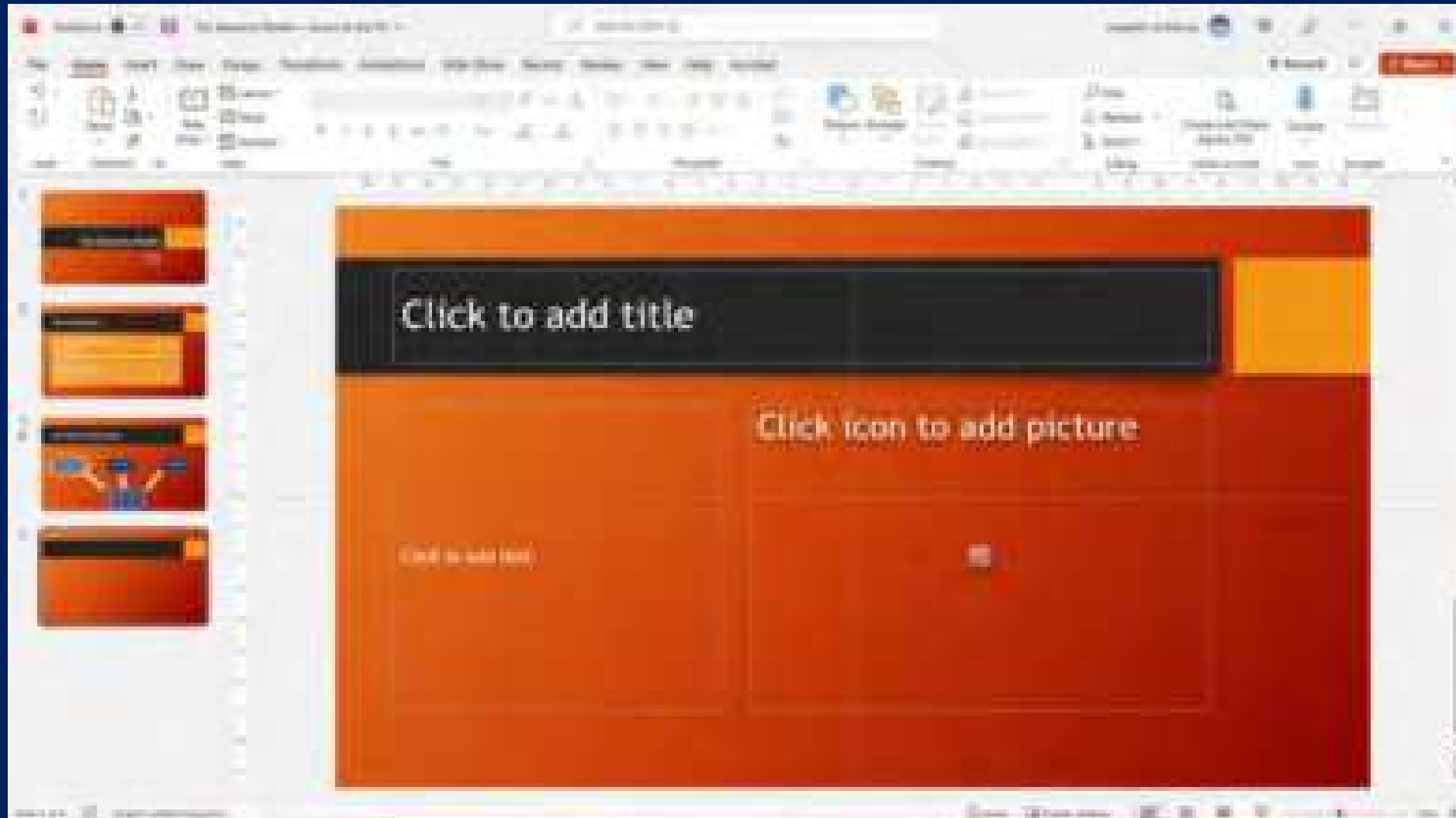
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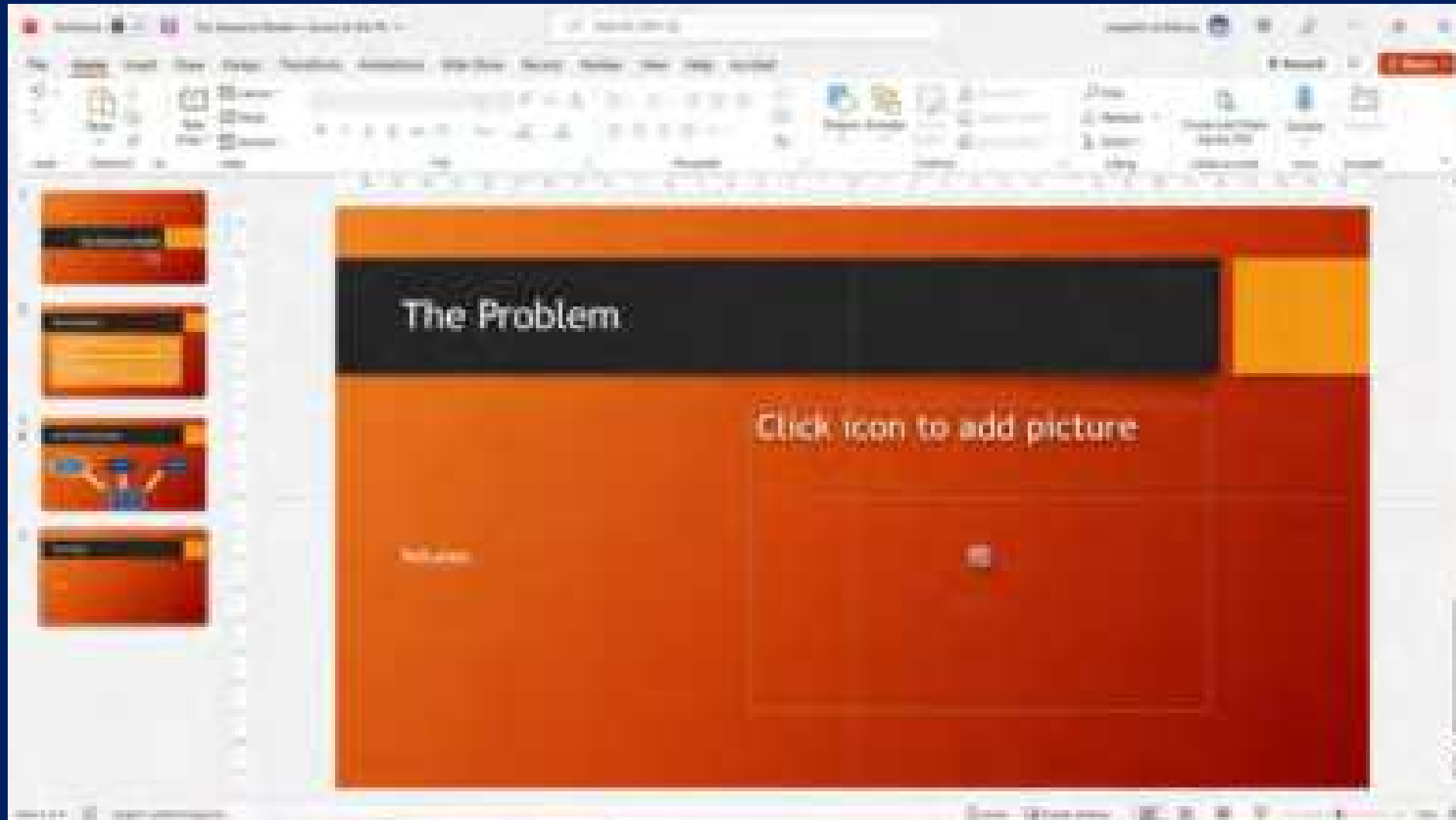
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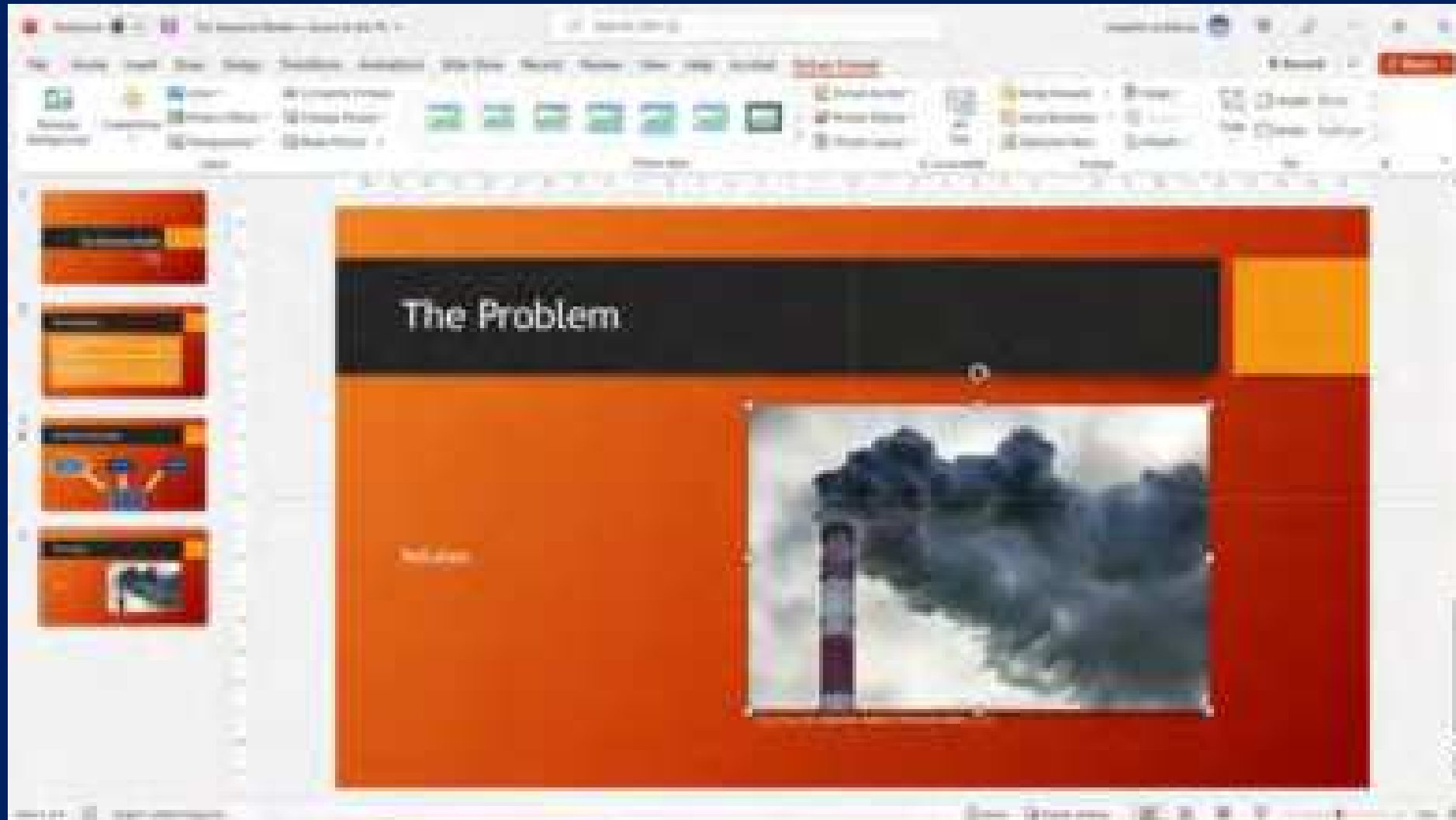
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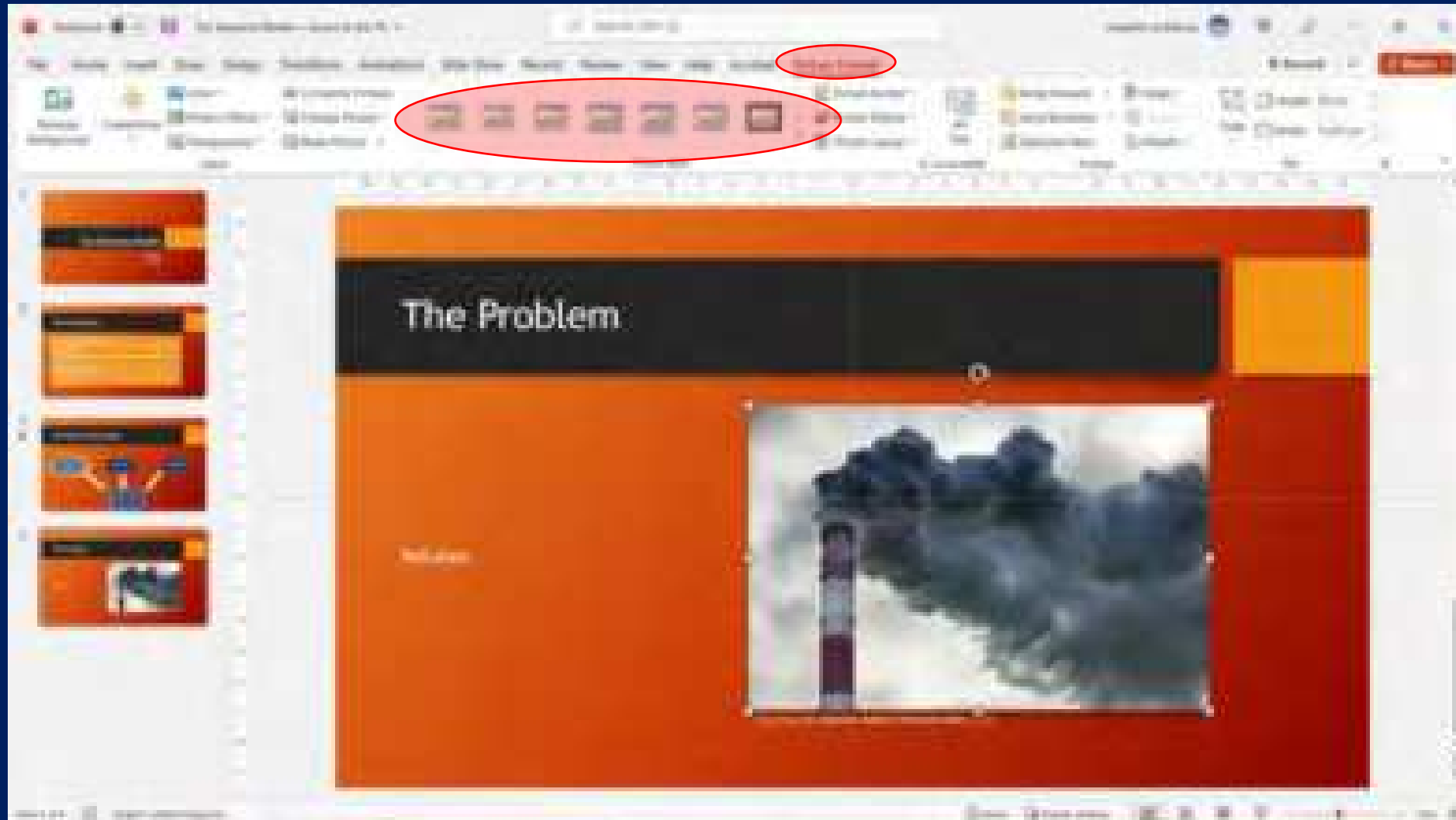
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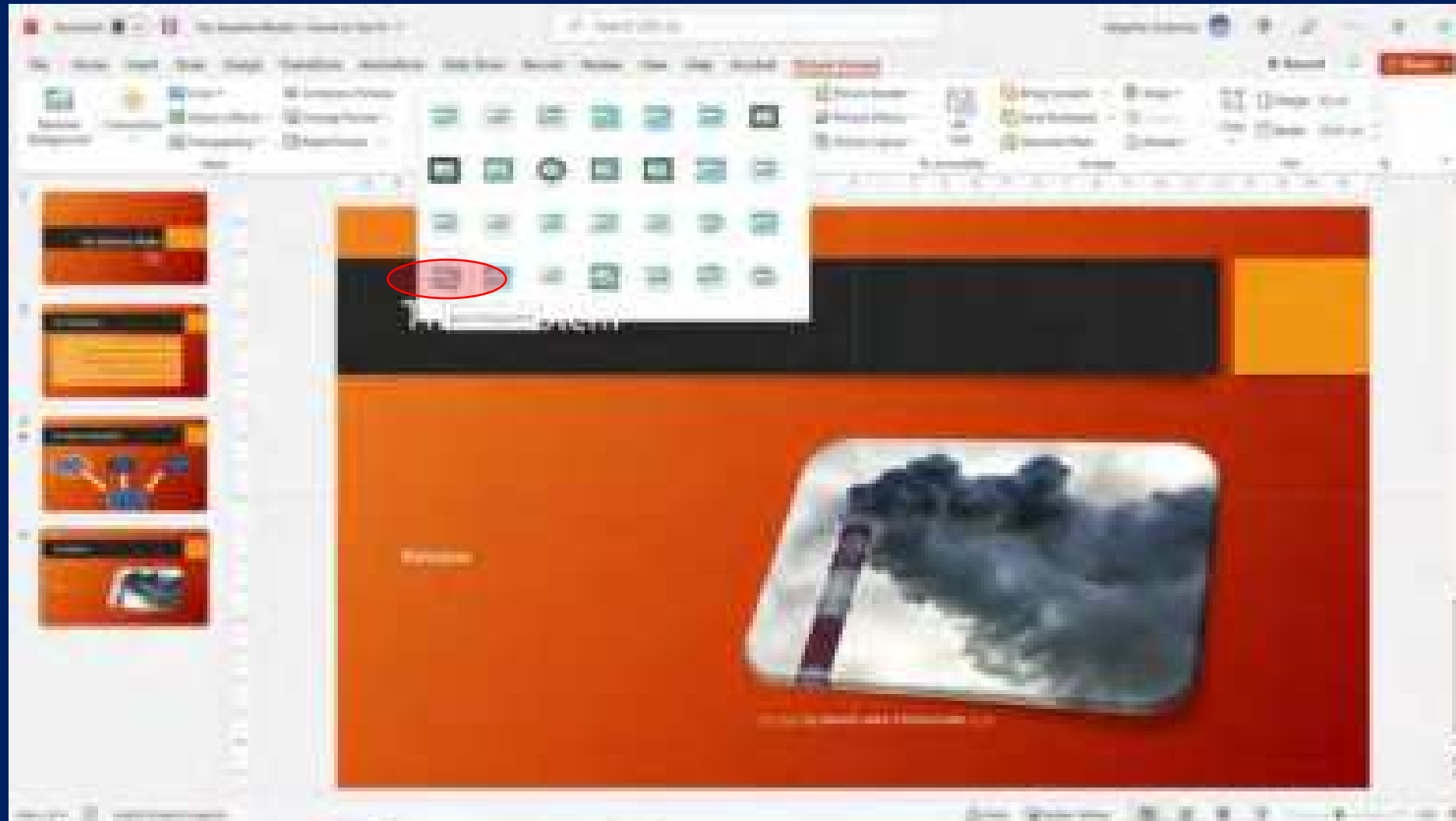
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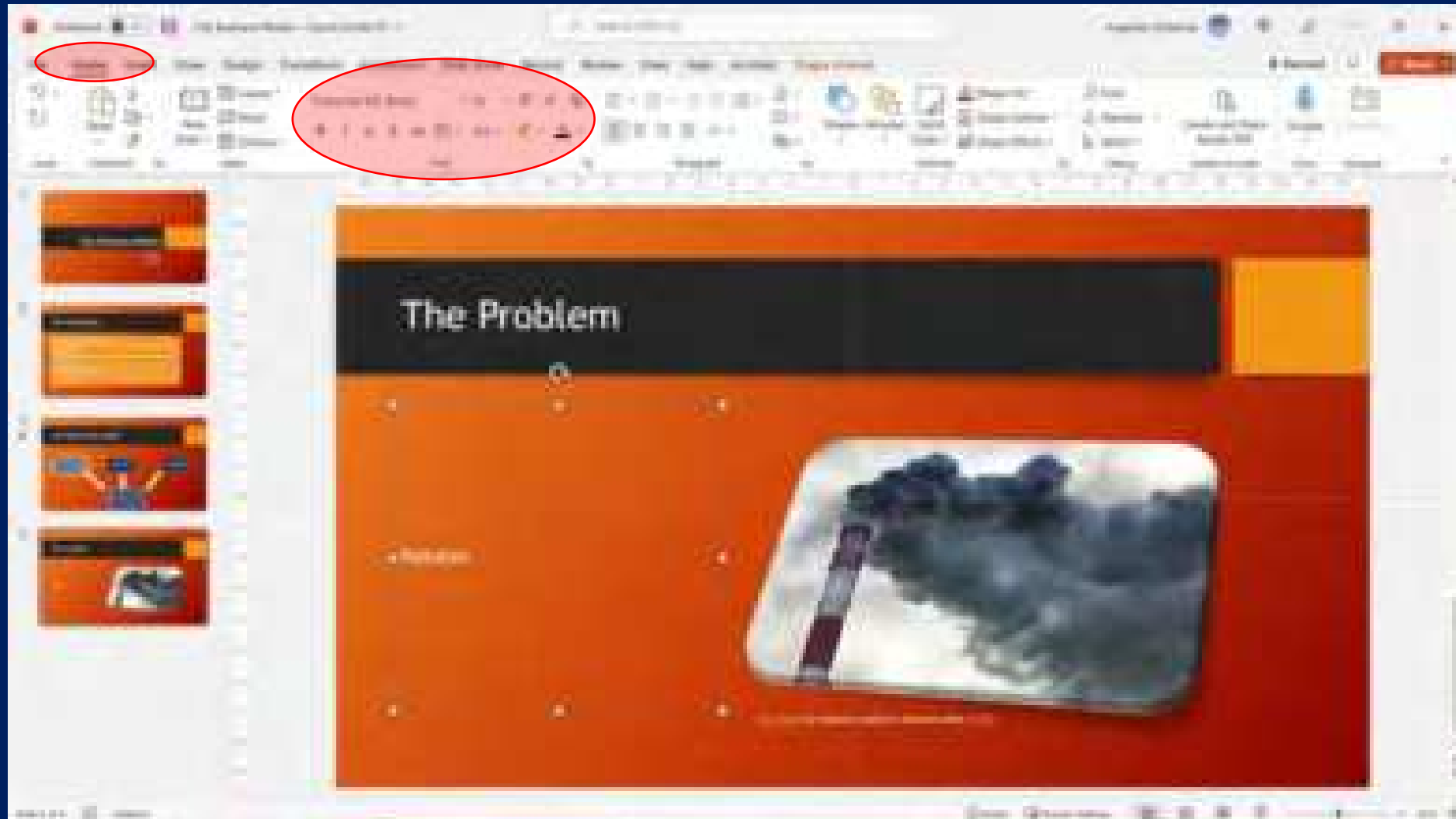
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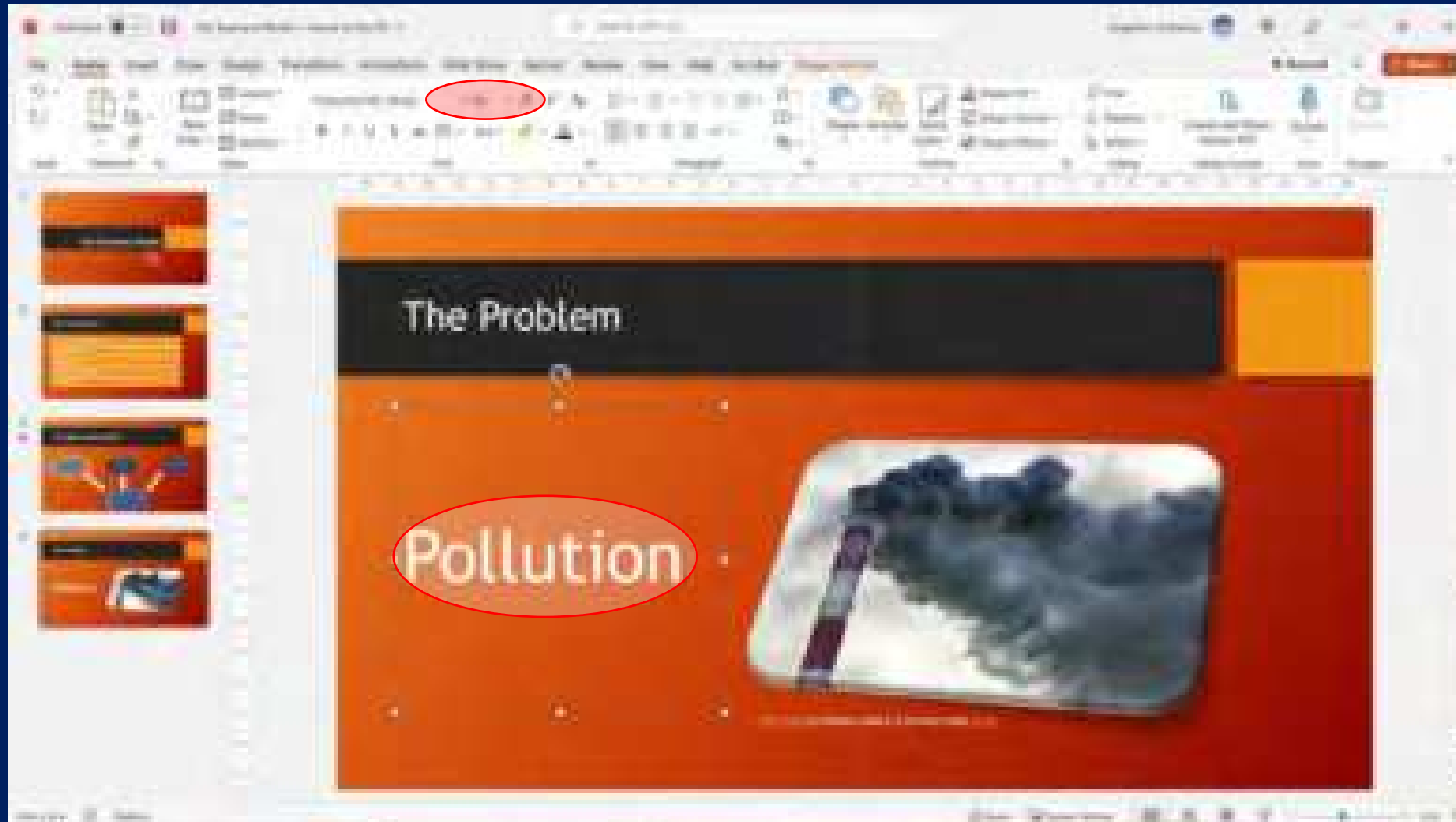
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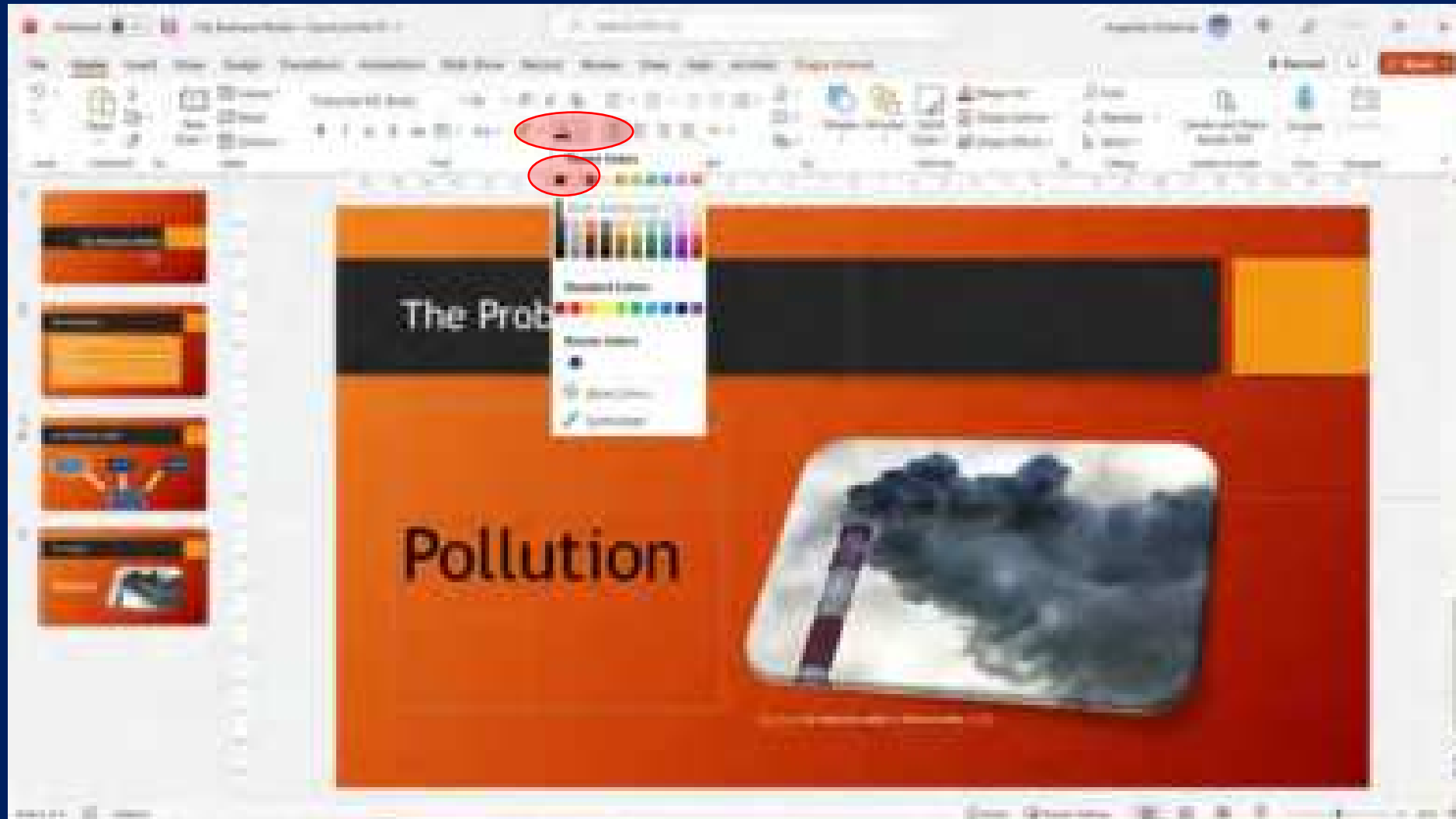
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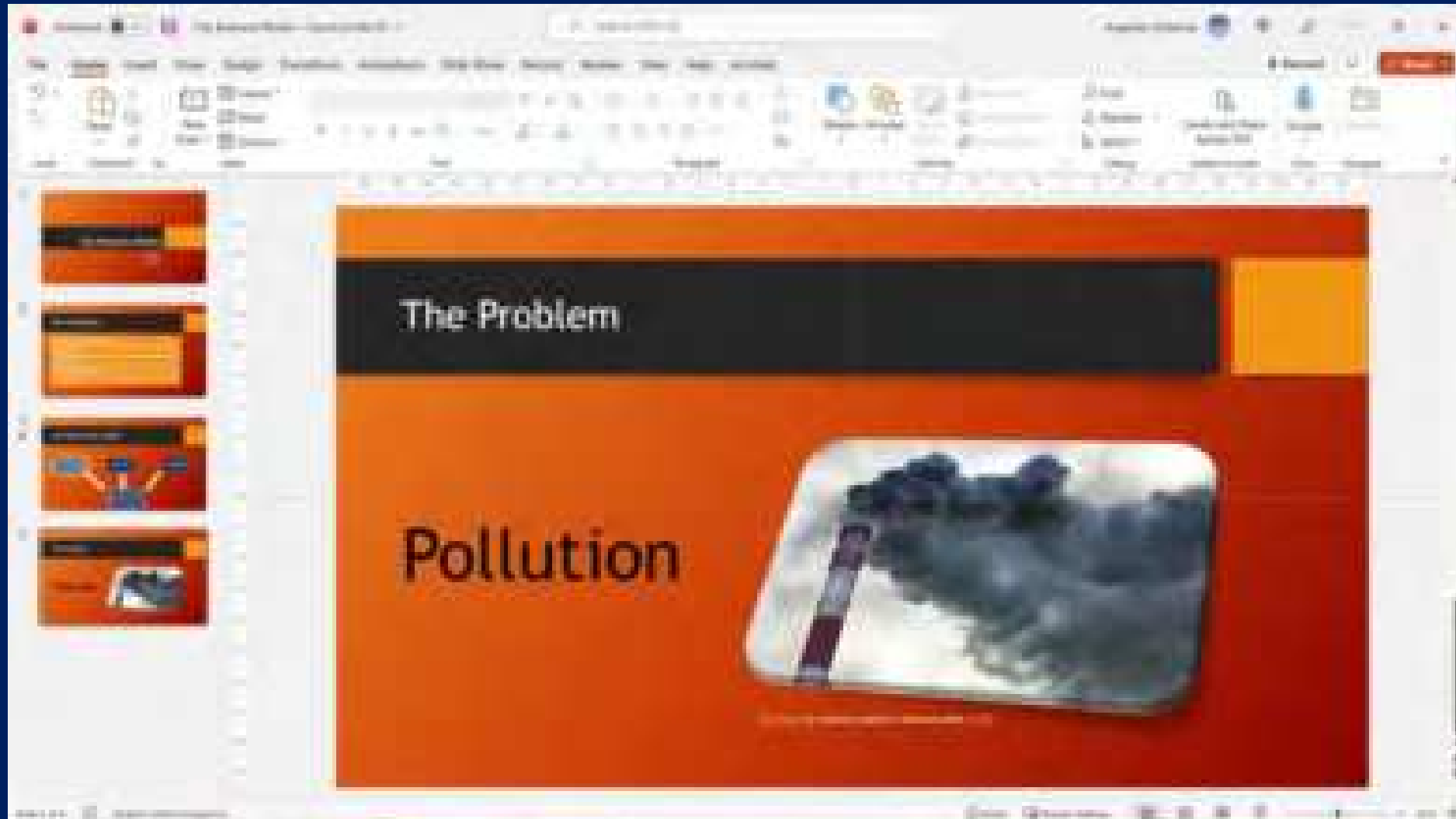
PowerPoint Inserting Another Slide



PowerPoint Inserting Another Slide



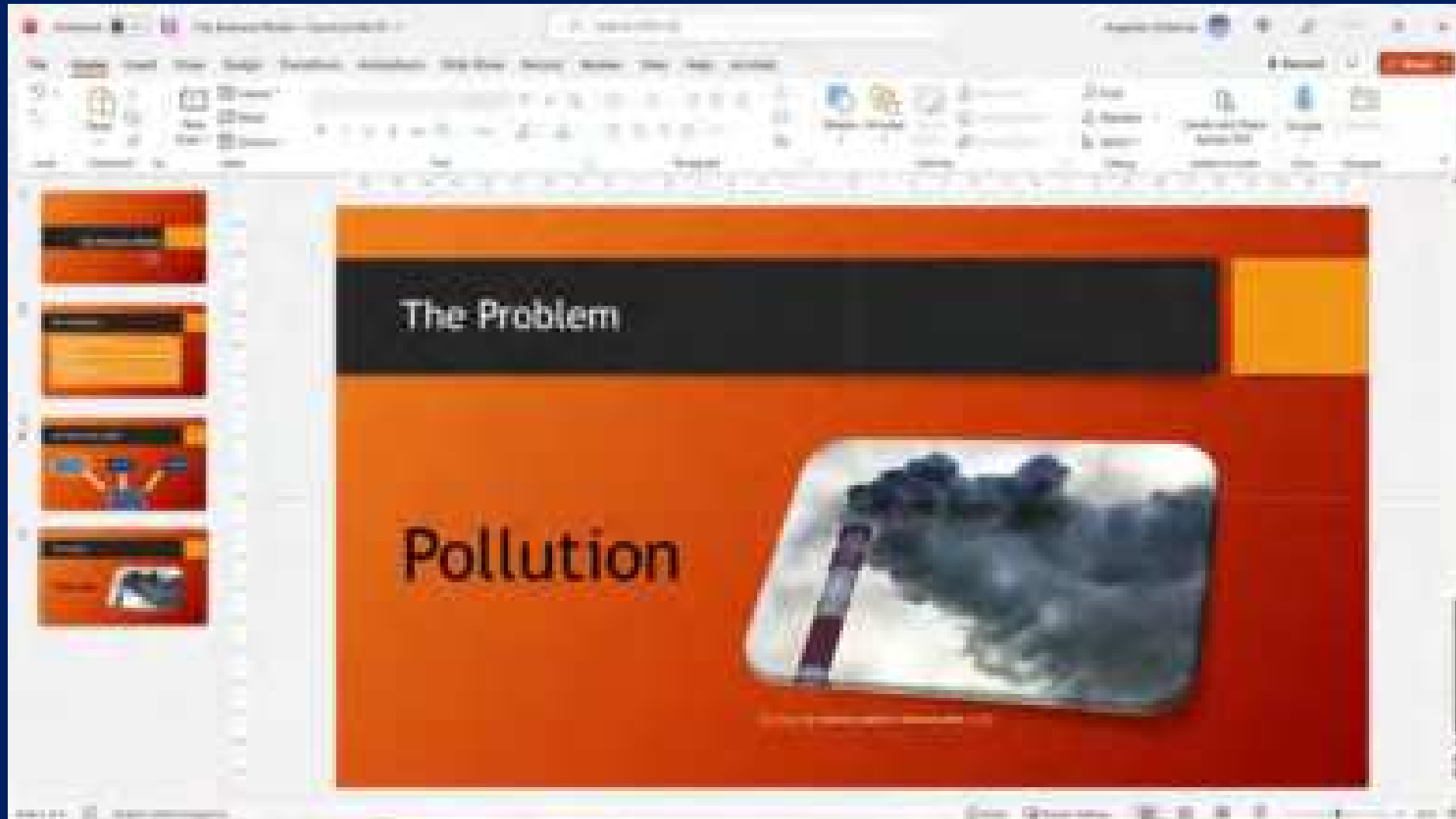
PowerPoint Inserting Another Slide



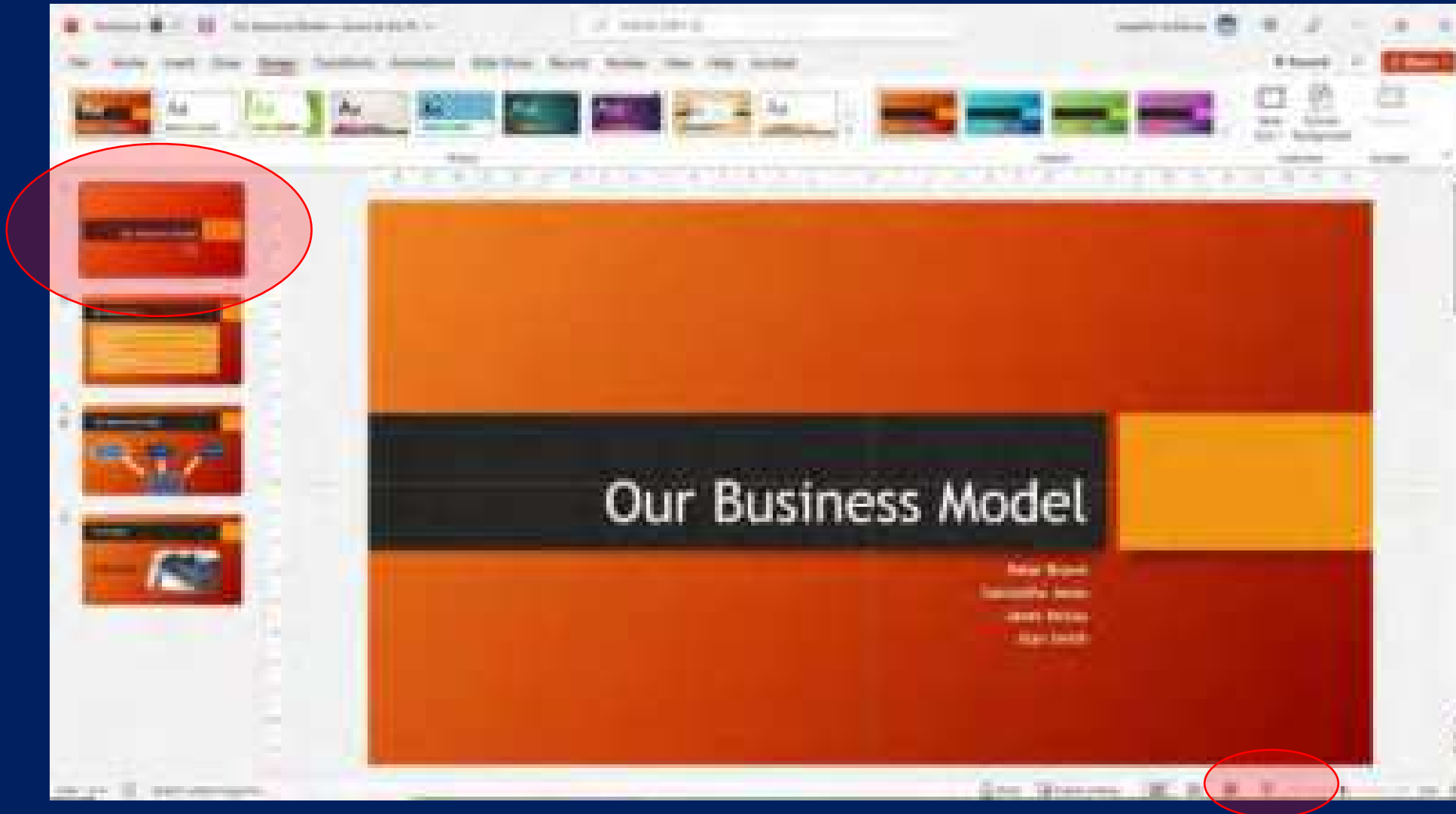
PowerPoint Inserting Another Slide



PowerPoint Slideshow



PowerPoint Slideshow



PowerPoint Slideshow

Our Business Model

Robert Brown
Christina Jones
David Miller
Alan Smith



PowerPoint Slideshow



PowerPoint Slideshow



PowerPoint Slideshow

This Presentation

The Opportunities Model

The Problem

The Solution

Business Model Canvas

Conclusion



Undergraduate Diplon
Undergraduate



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** when you view presentation on different devices.
 - Use them **only for a few** of the 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.



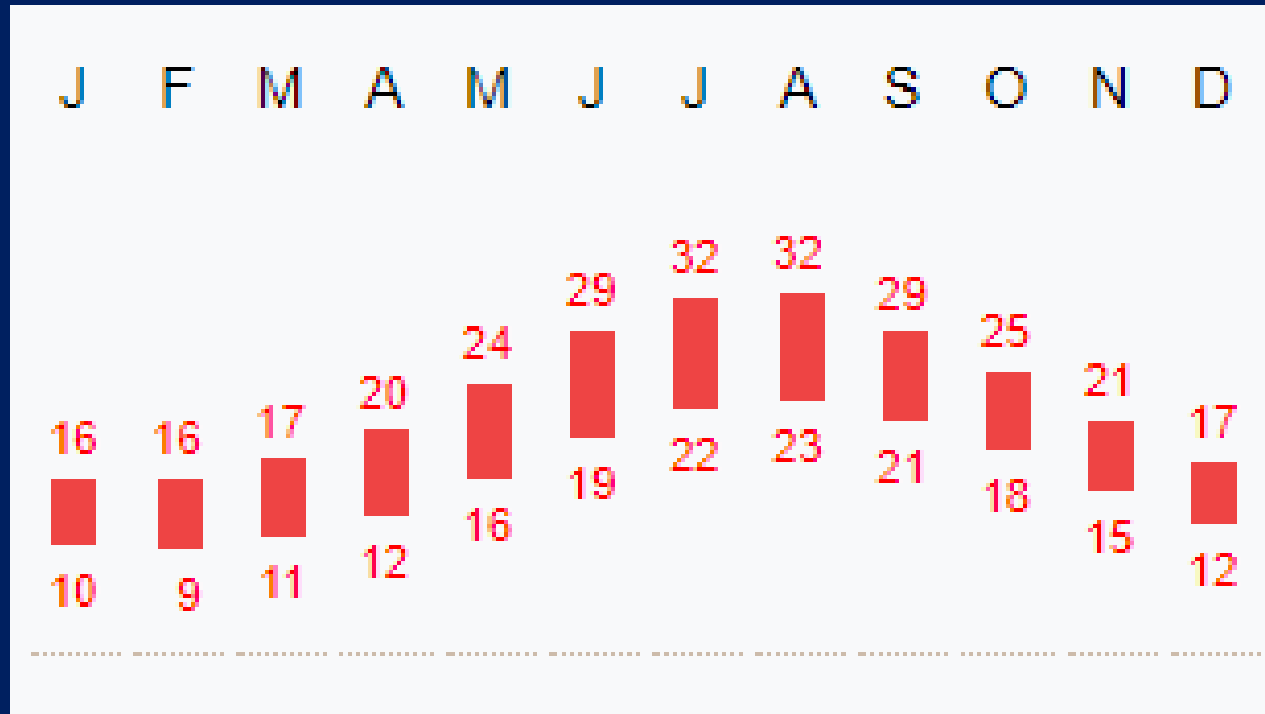
In-Class Group Presentation

- 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>
 - 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.

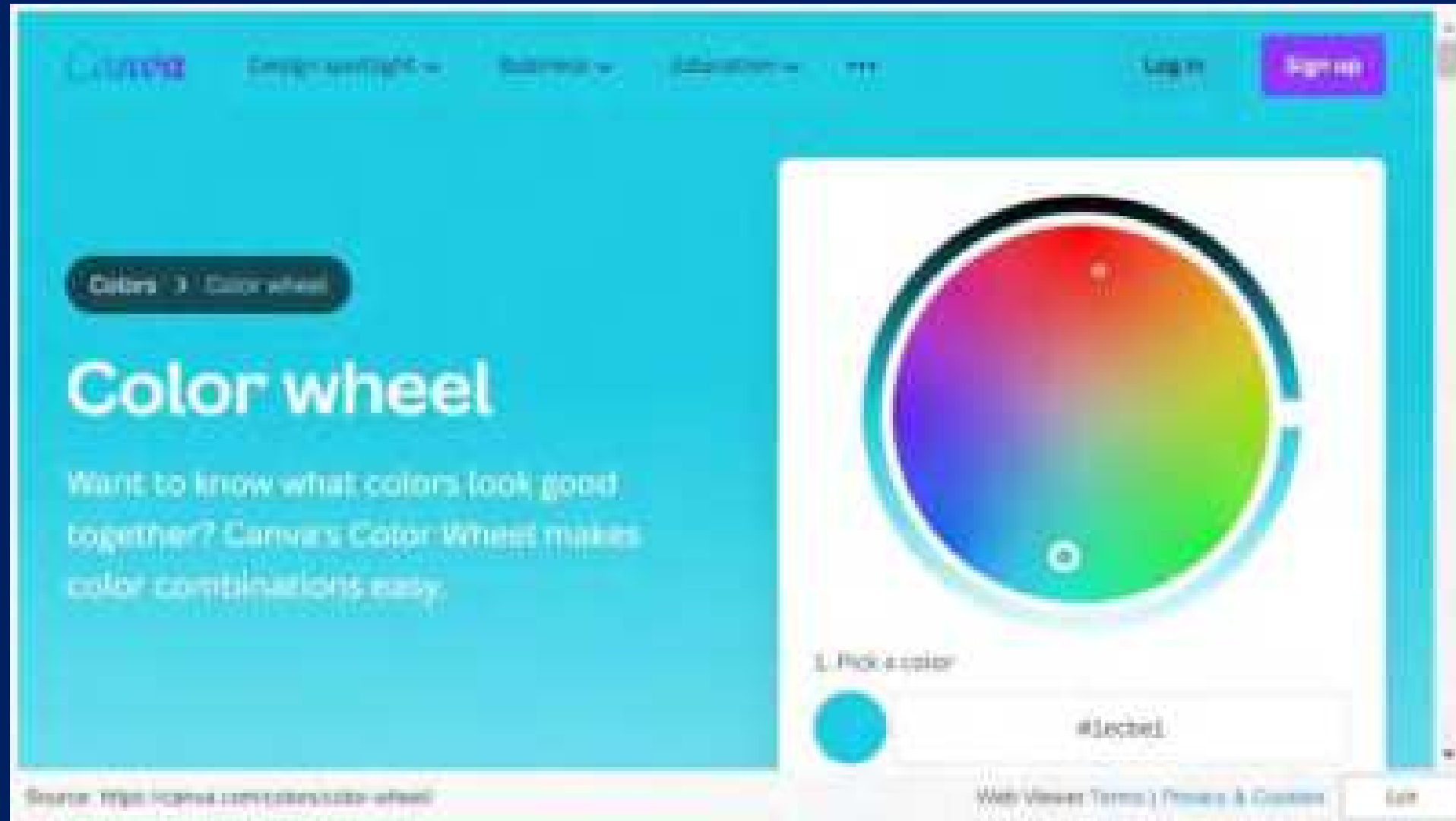


In-Class Group Presentation

- 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

	4 Stars	3 Stars	2 Stars	1 Star	0 Stars
Professionalism	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.
Appearance	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.
Customer Service	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.
Marketing Strategy	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.
Product/Service	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.
Location	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.
Hours	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.
Website	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.
Summary	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.	Always presents the business as a professional operation.



Presentation

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



Undergraduate Diploma in Business Administration
Undergraduate Diploma in Digital Marketing



Introduction Session 04

Lecture Title: PowerPoint

Lecturer: Mr Angelito Sciberras

Date: 5 April 2024

