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

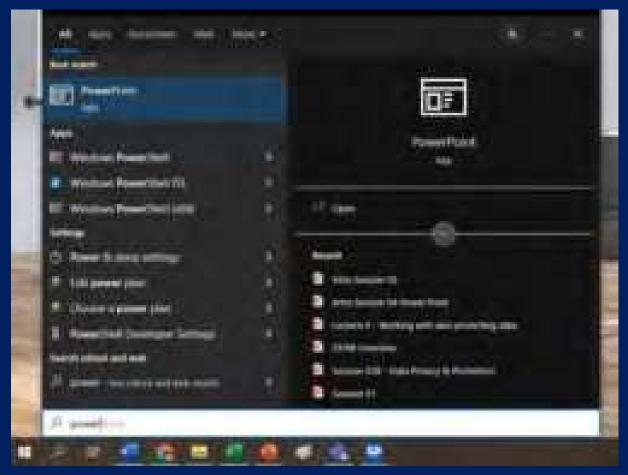


PowerPoint Slideshow

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



PowerPoint Slideshow





PowerPoint Slideshow

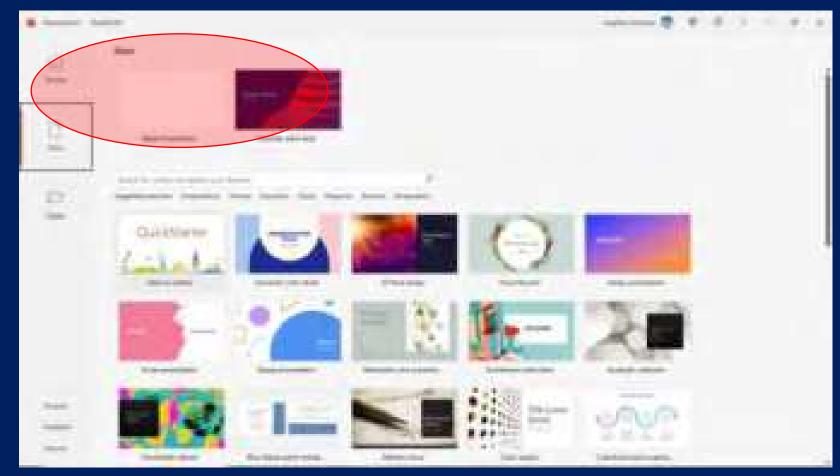


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Originality vs Time



PowerPoint Slideshow

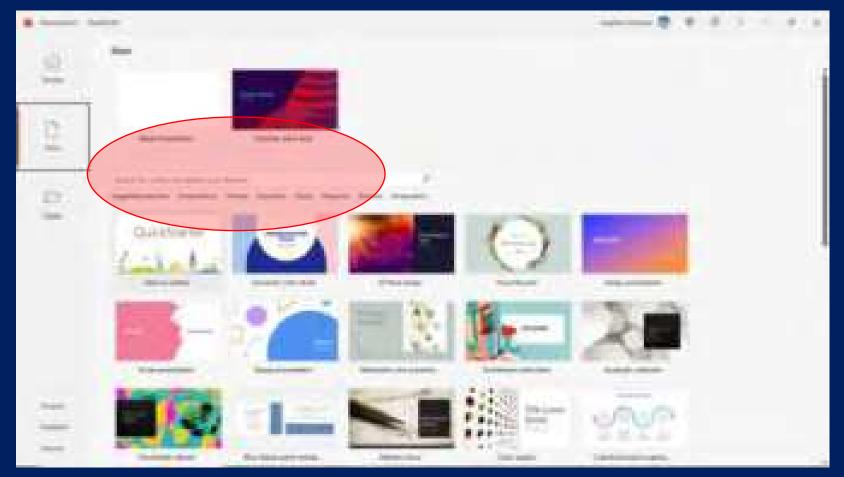


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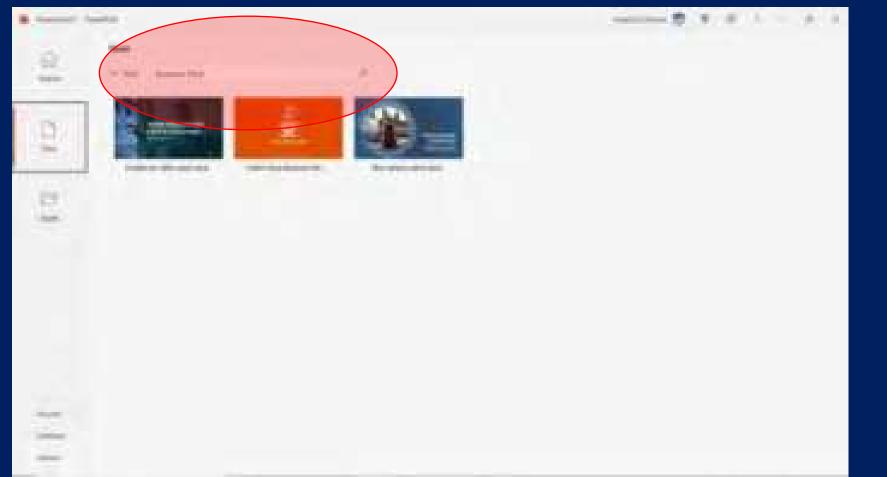
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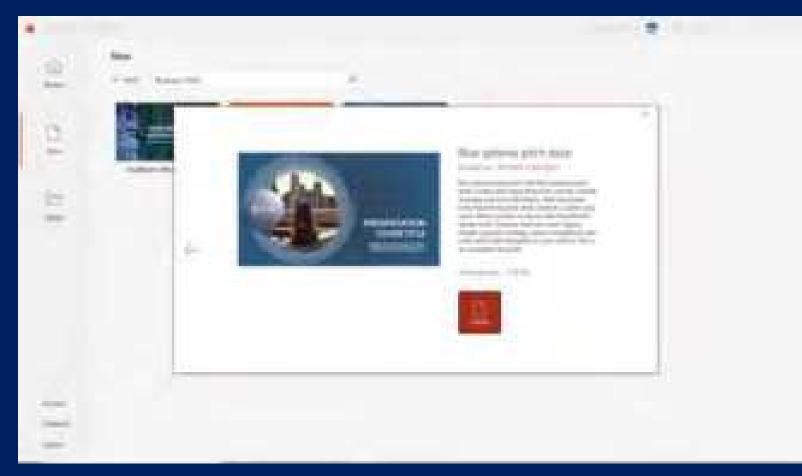
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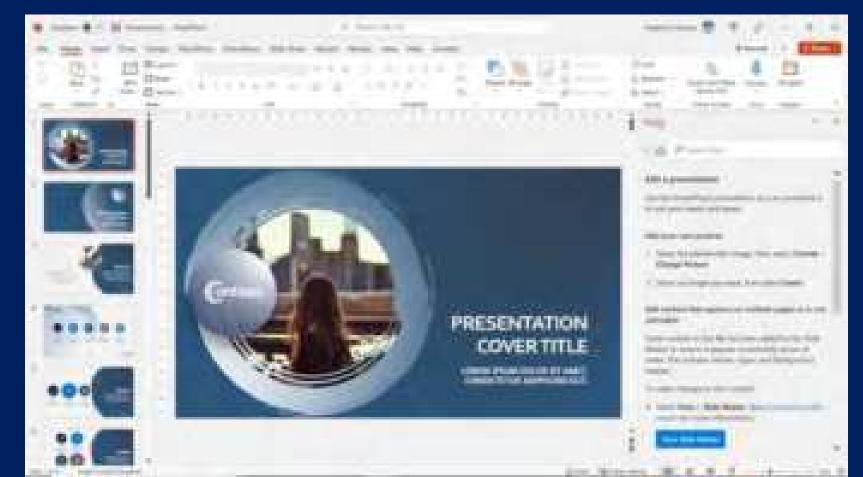
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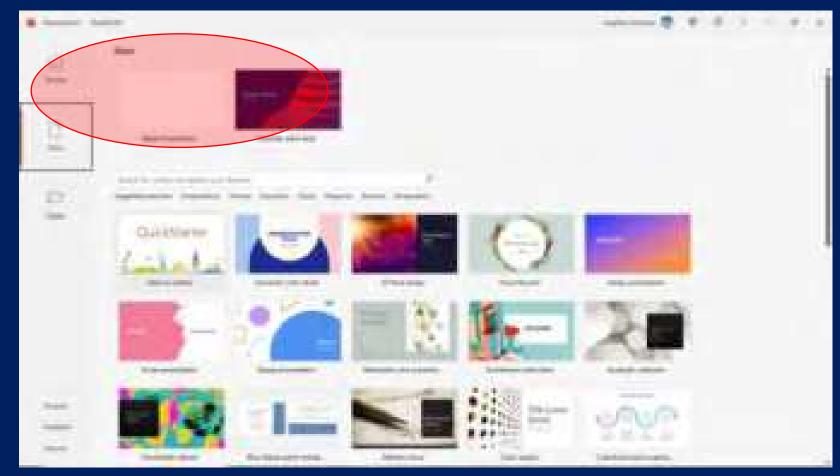


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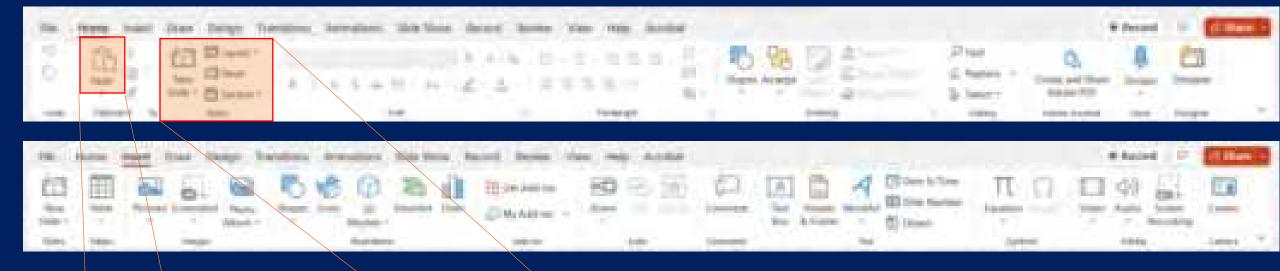
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PowerPoint Terminology



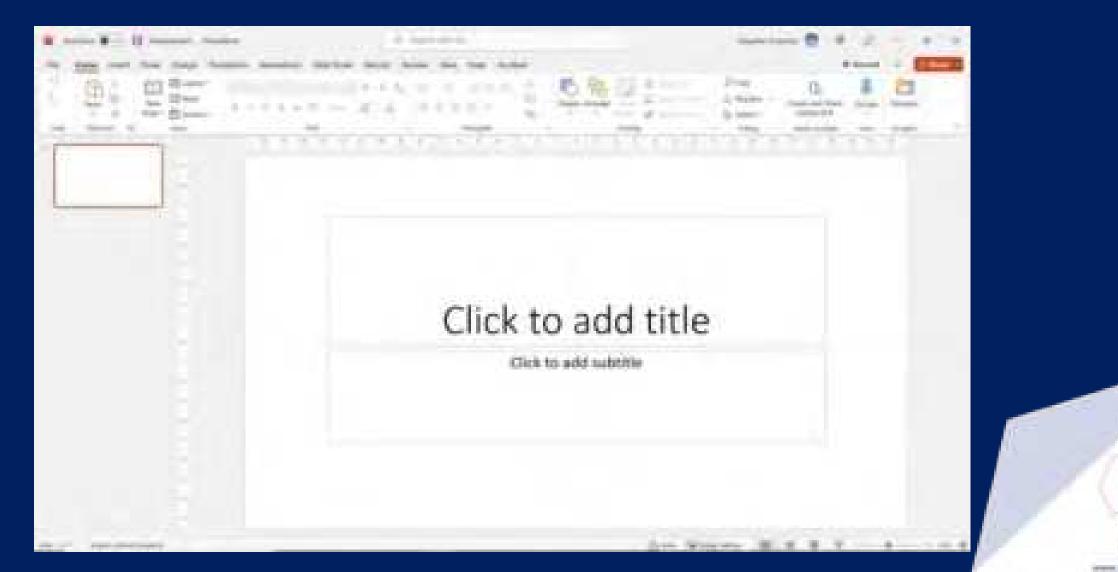
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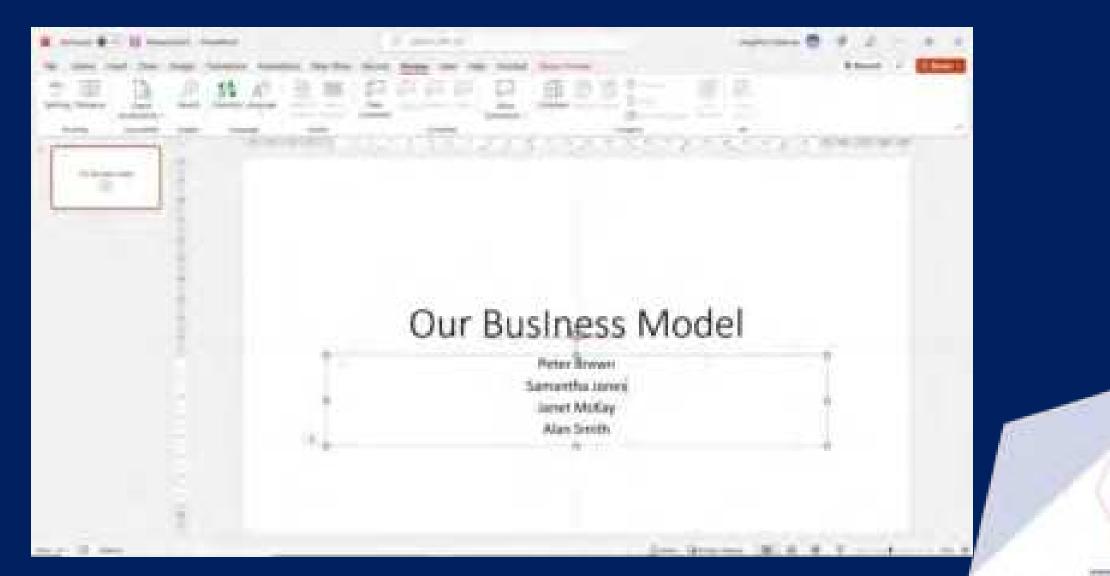


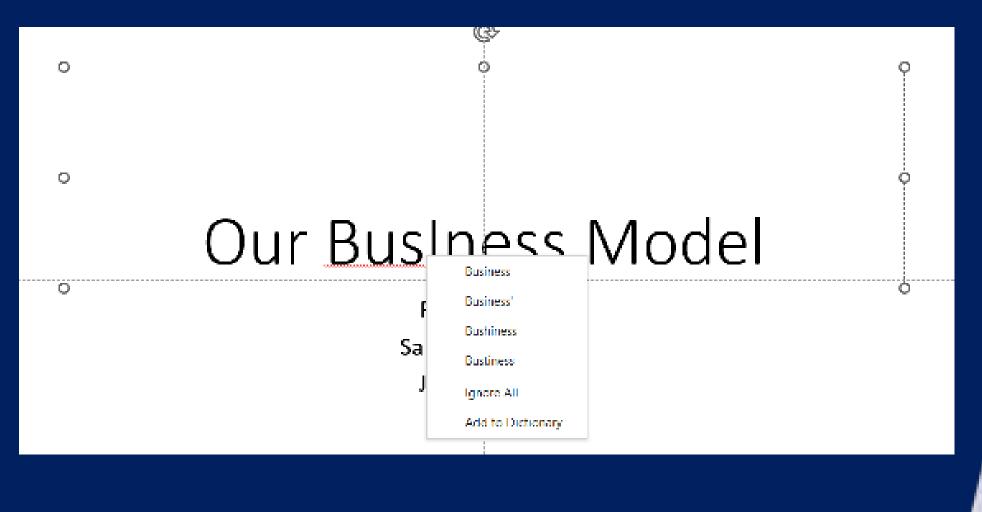


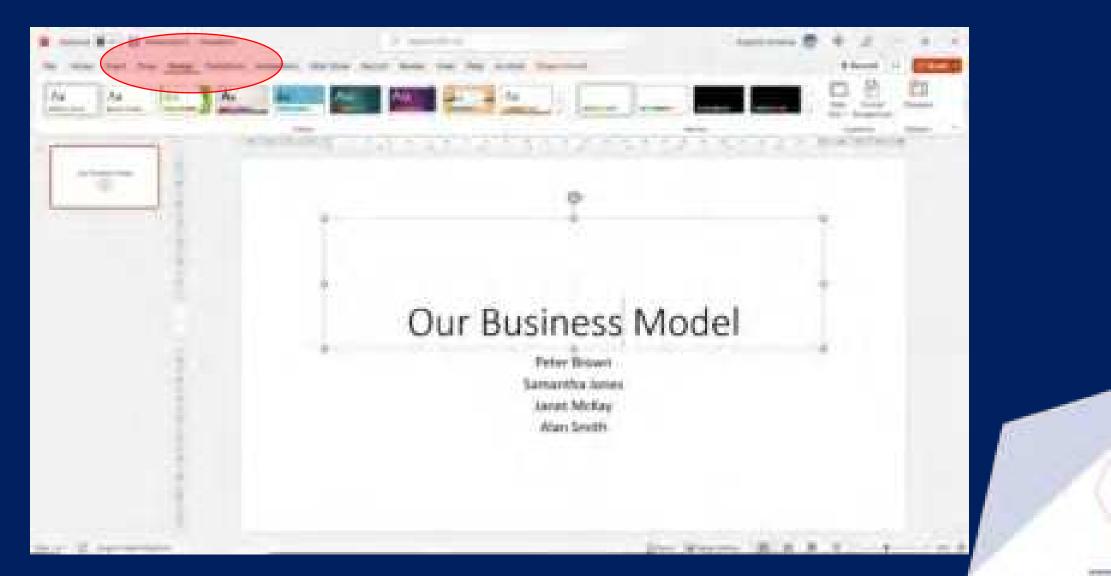


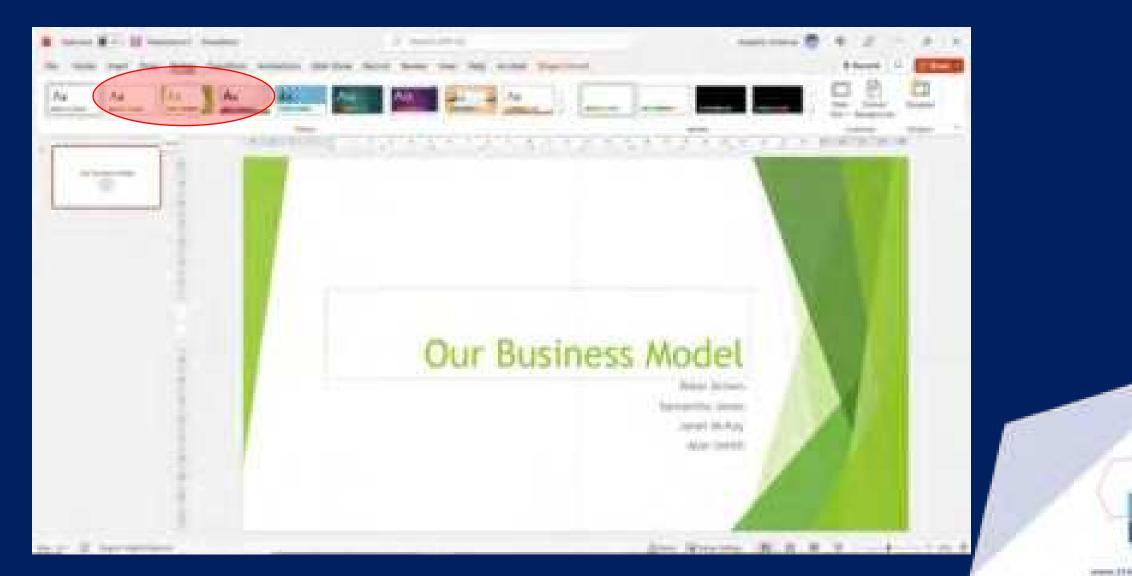




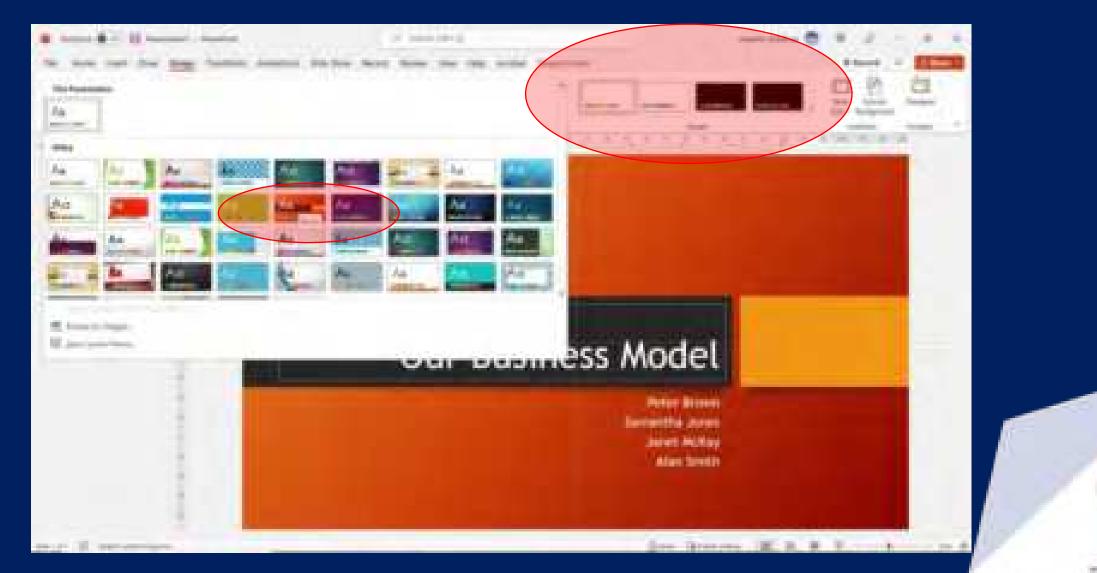


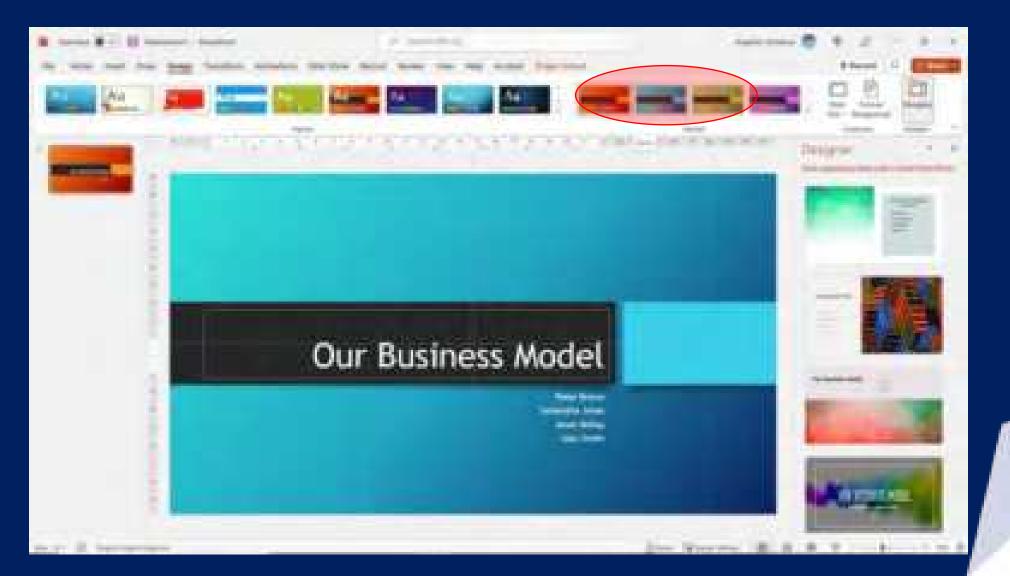














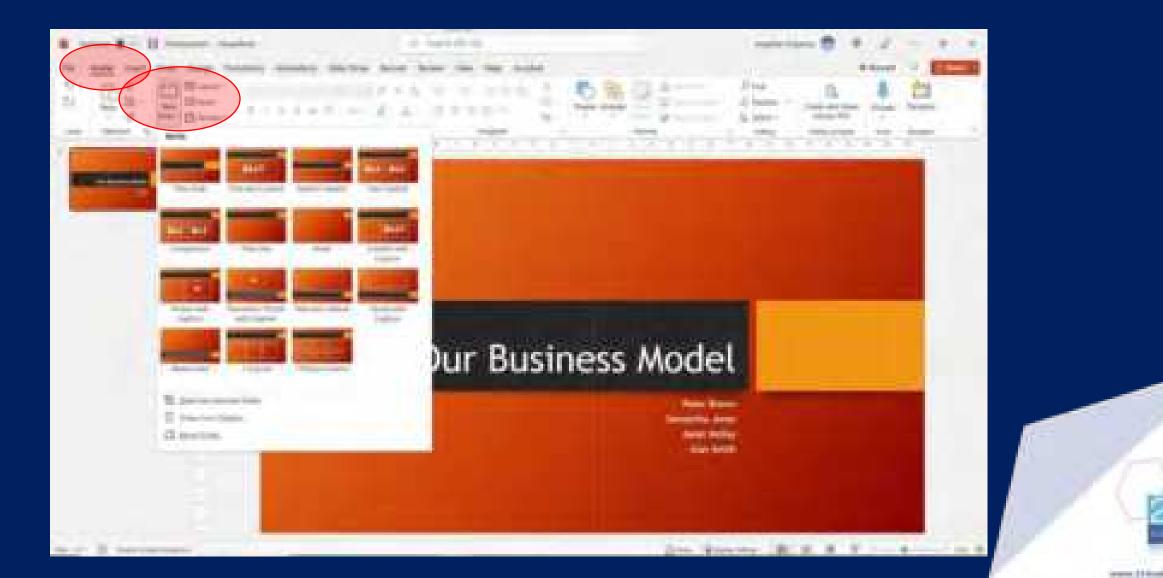
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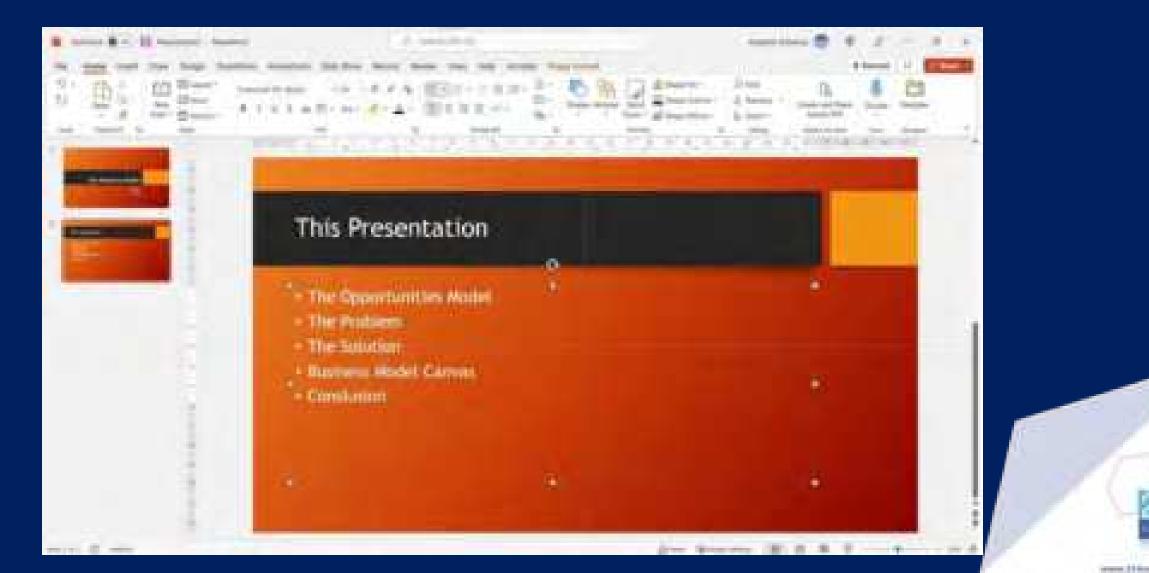
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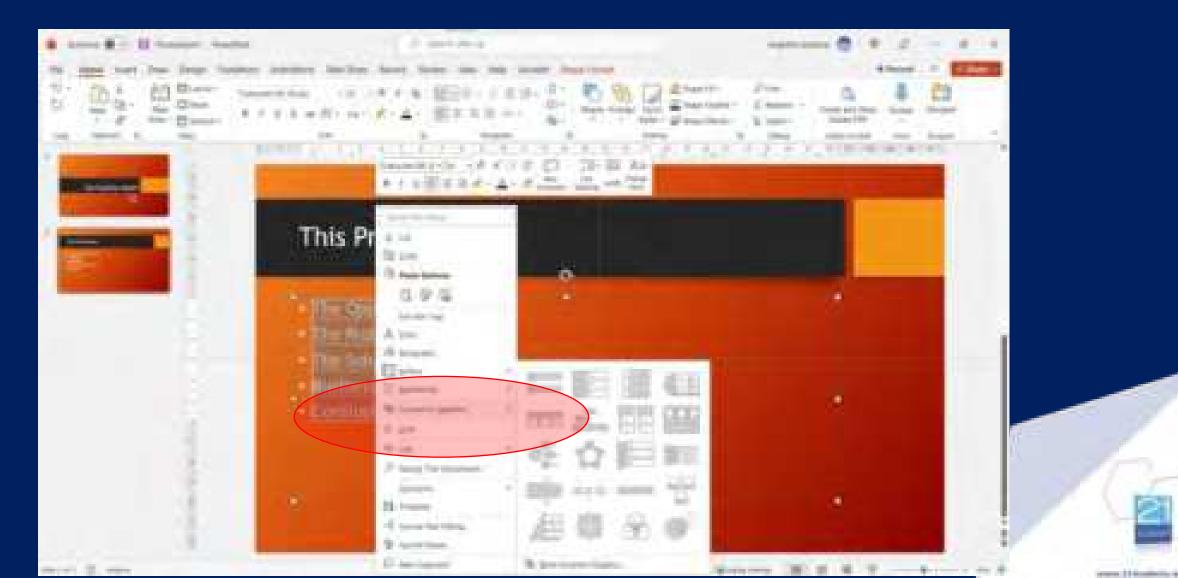


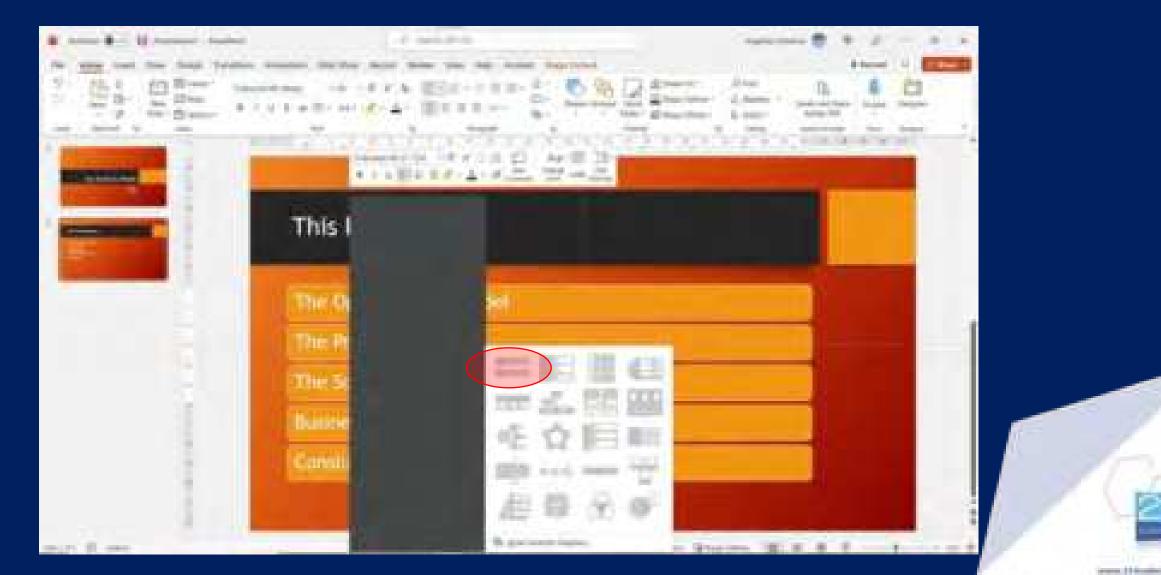
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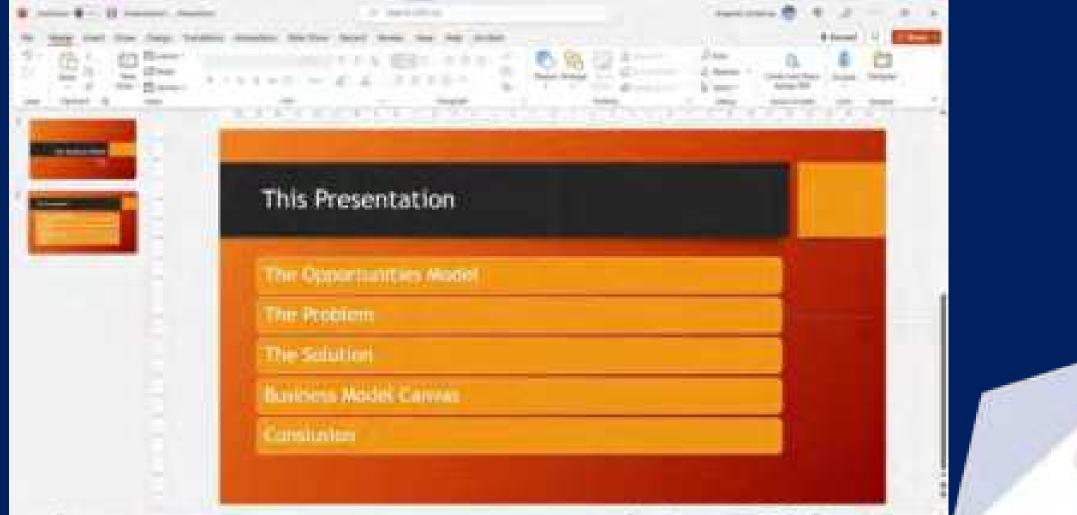




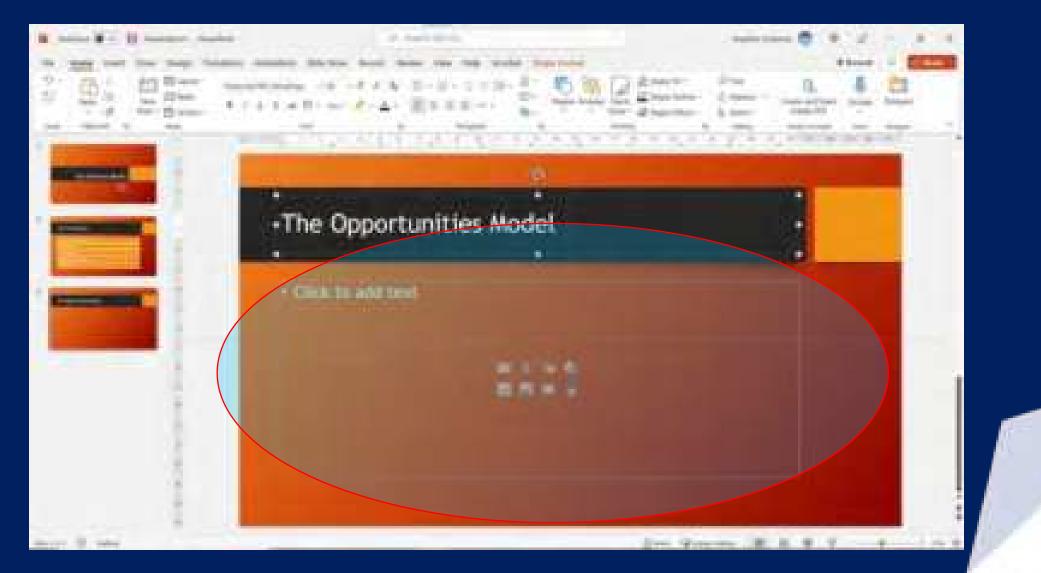


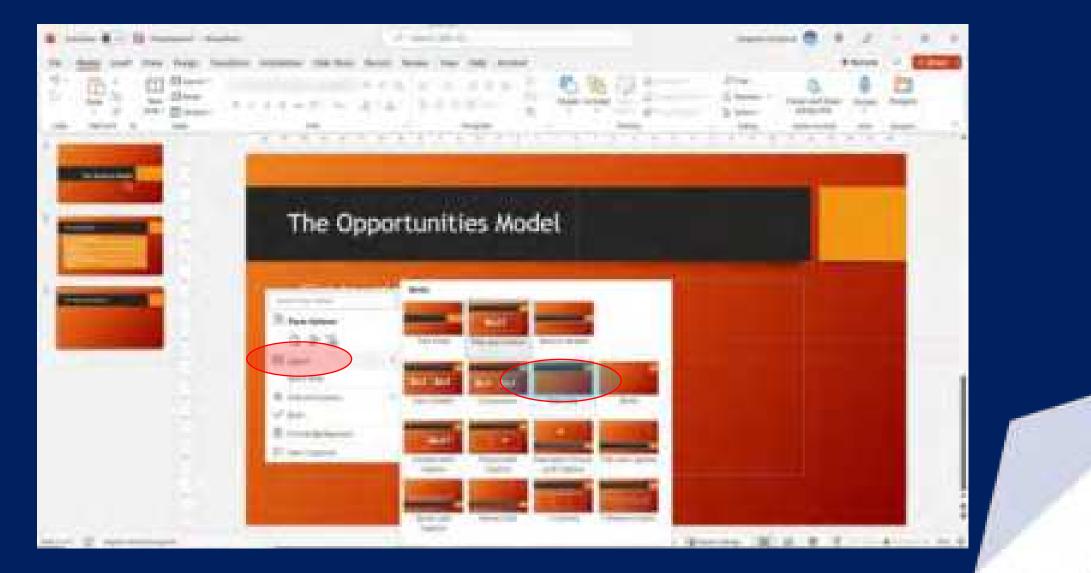


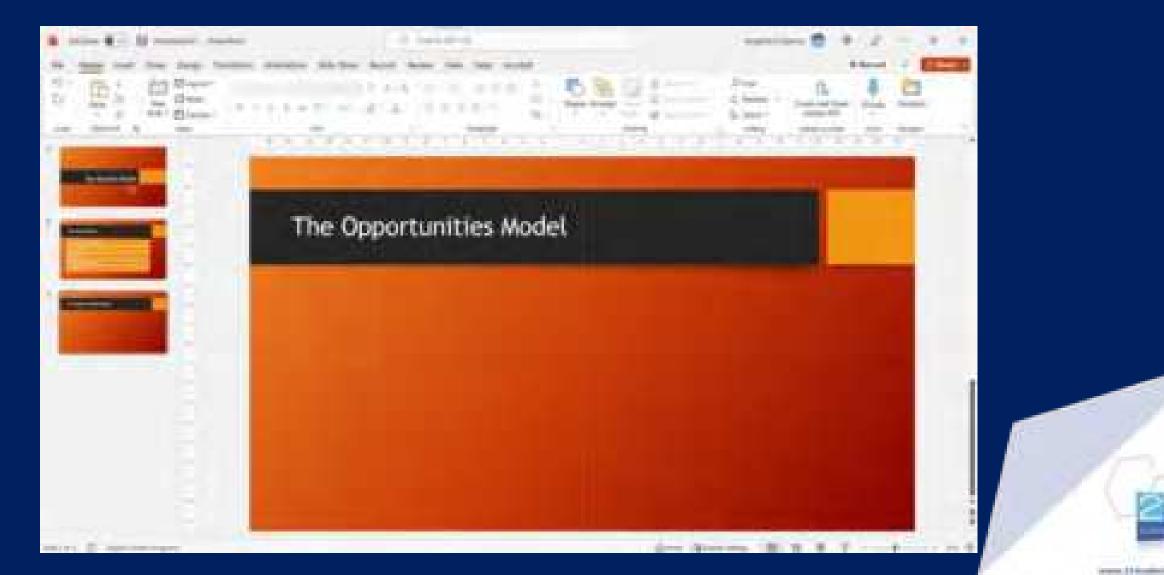


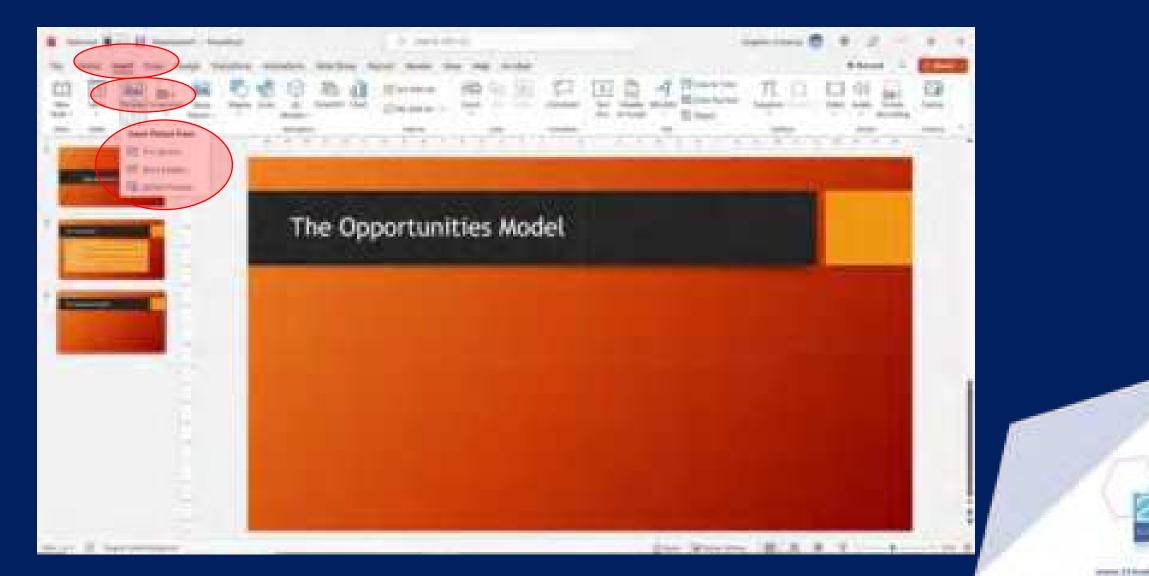


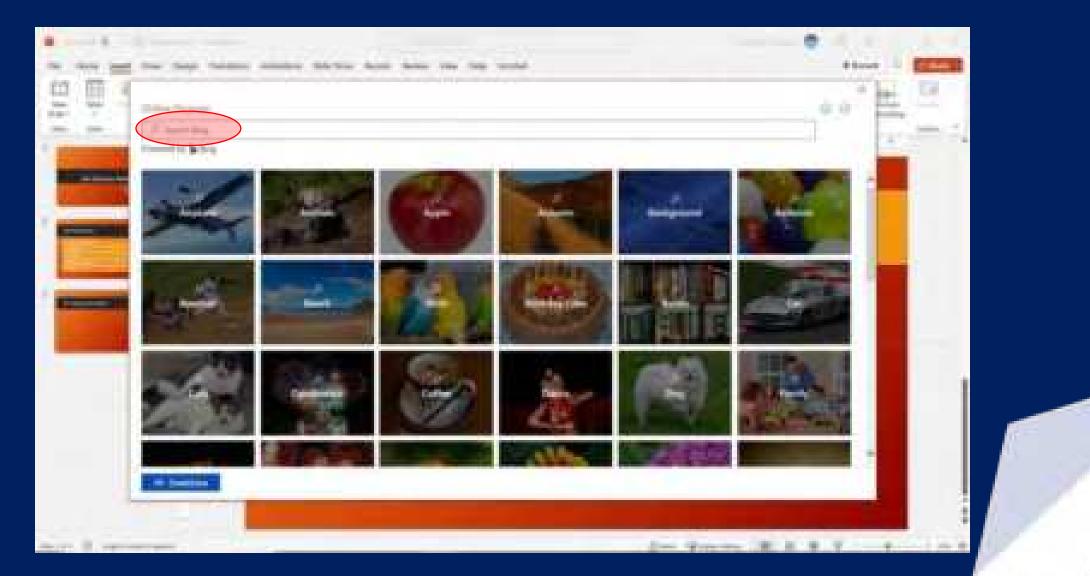


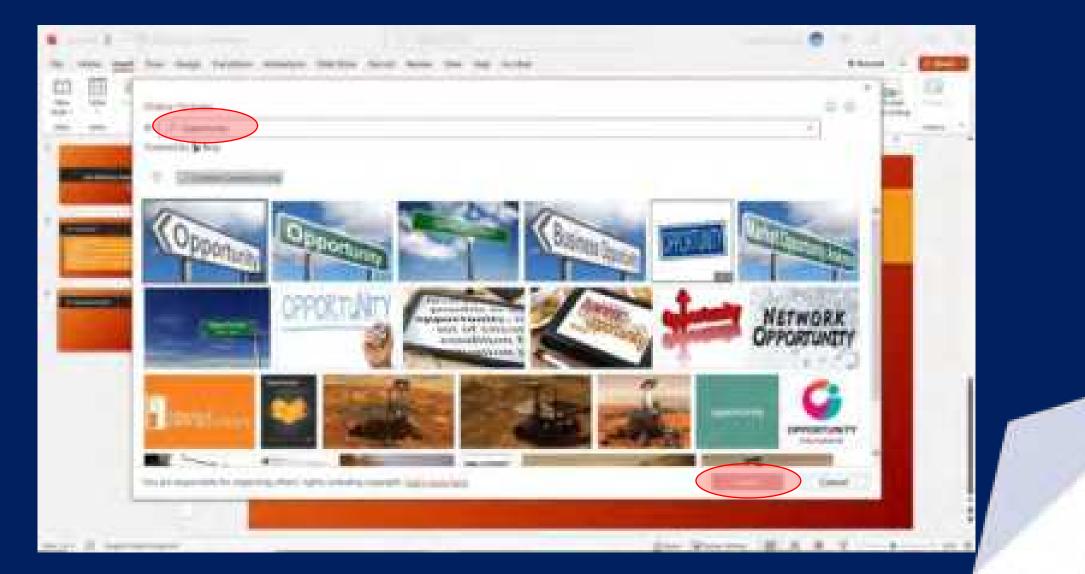




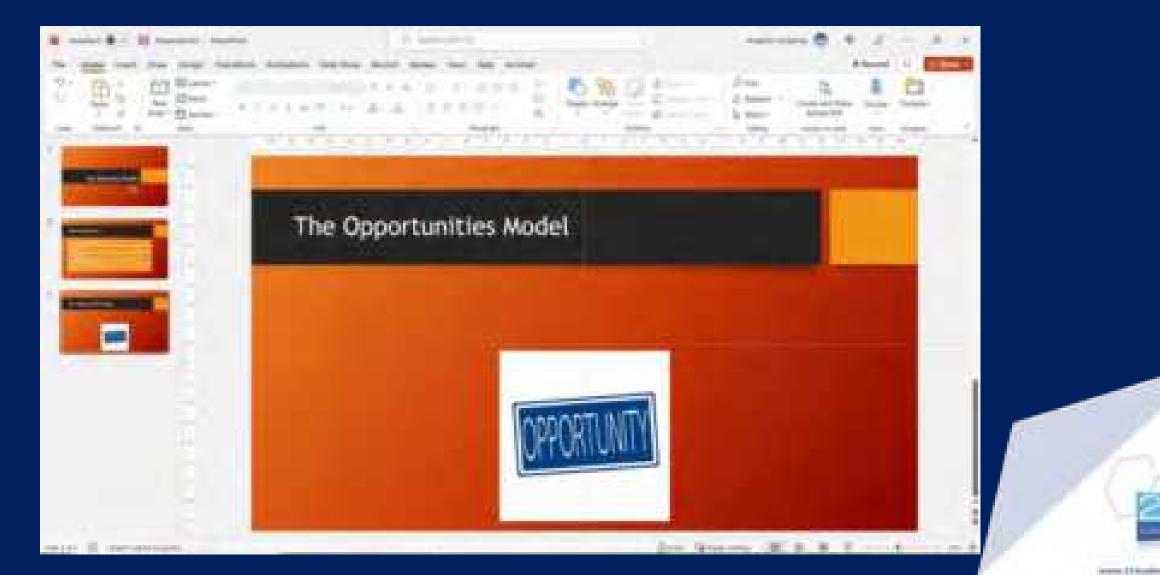




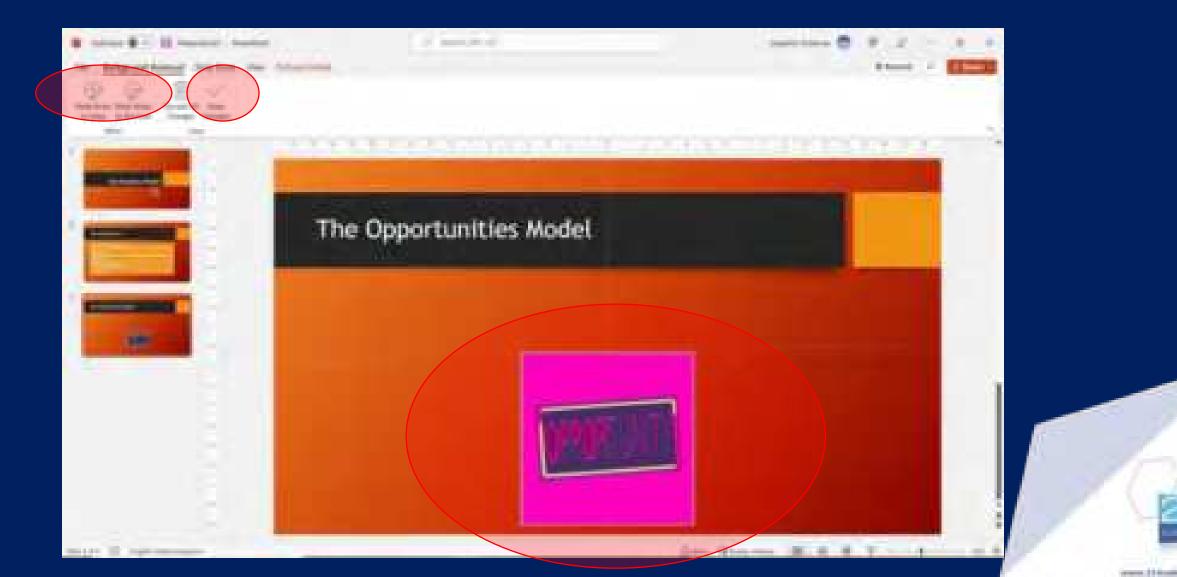






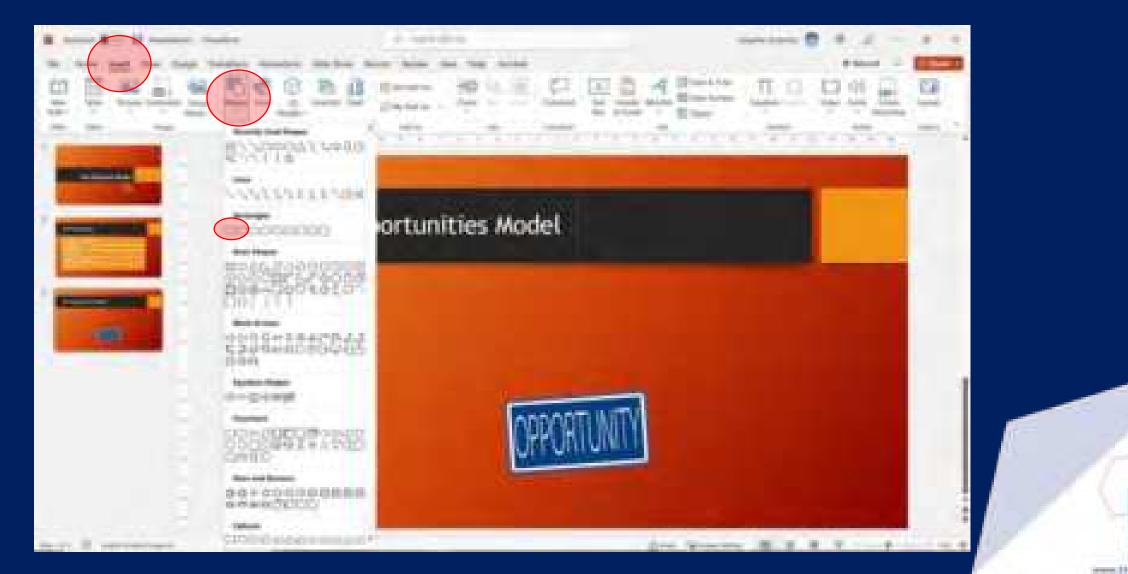




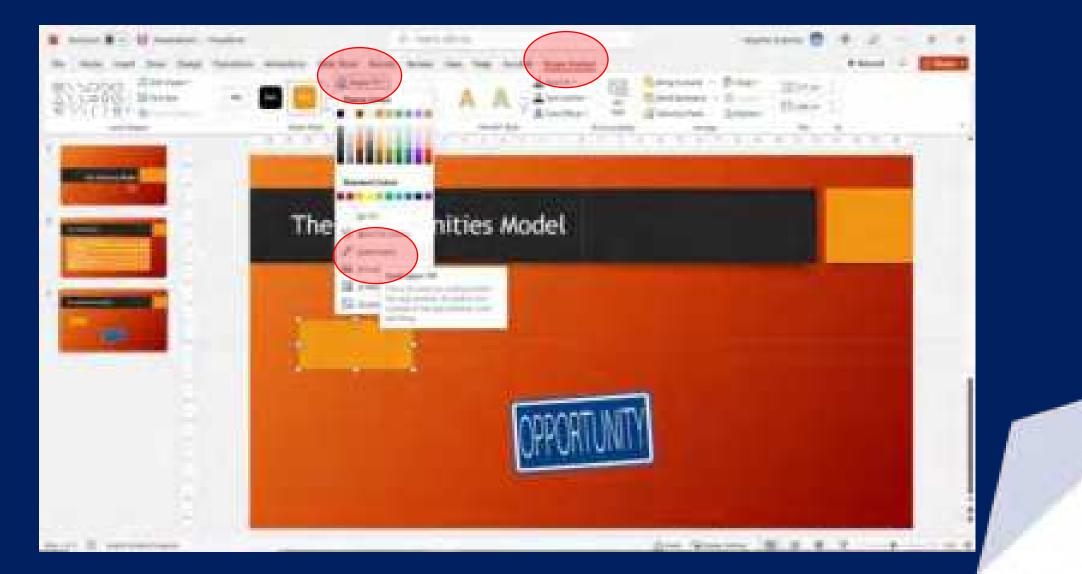


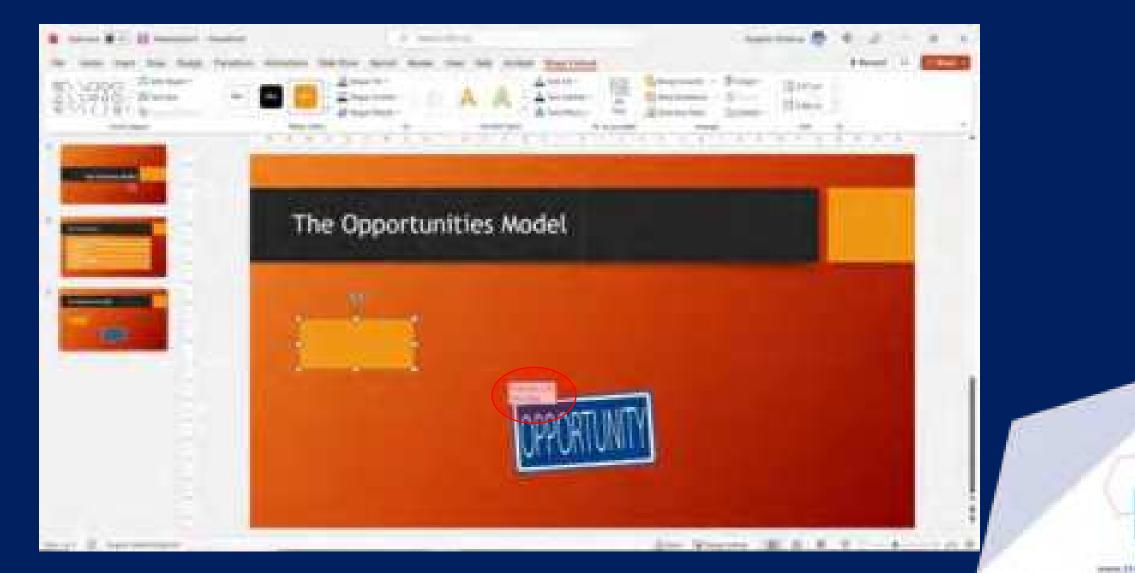


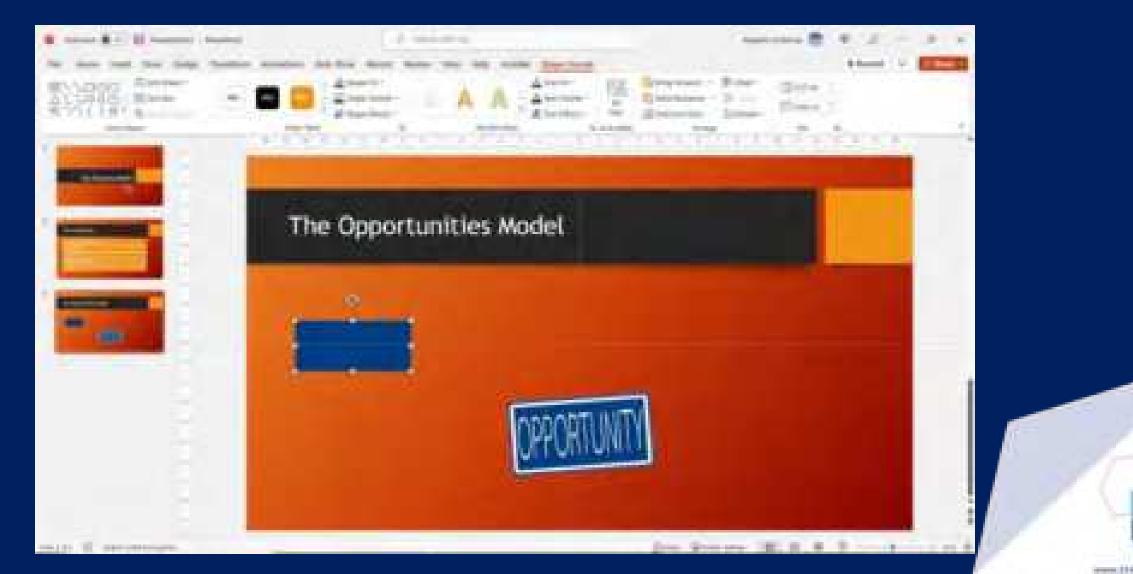


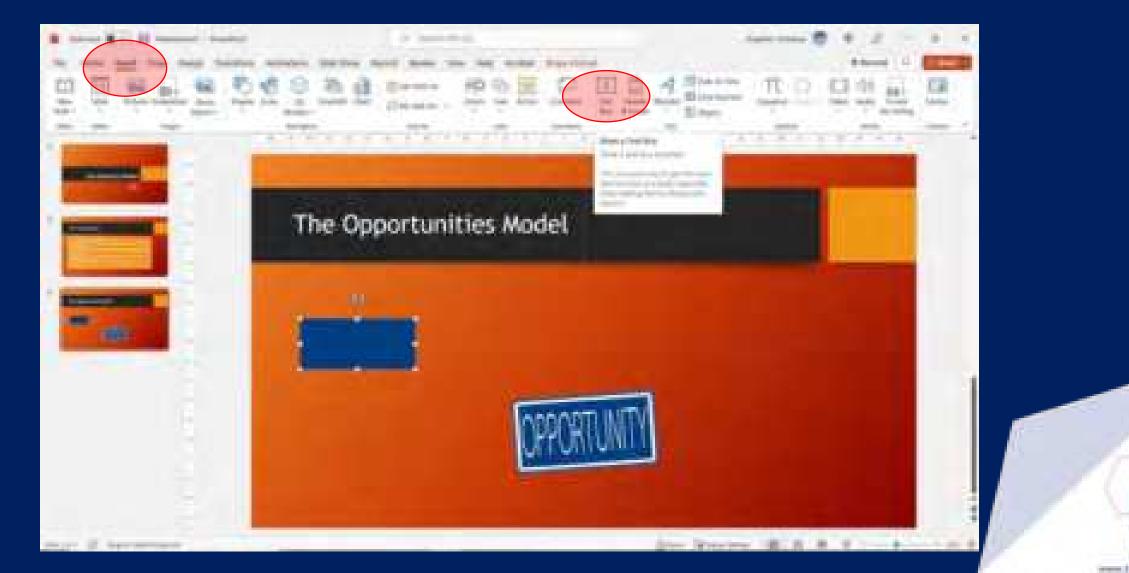






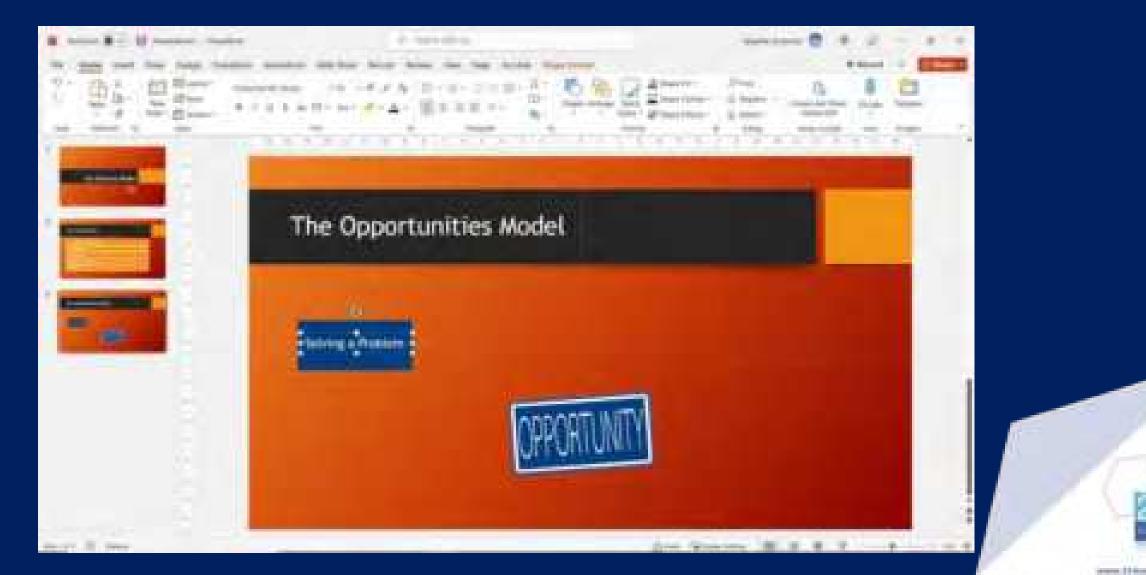


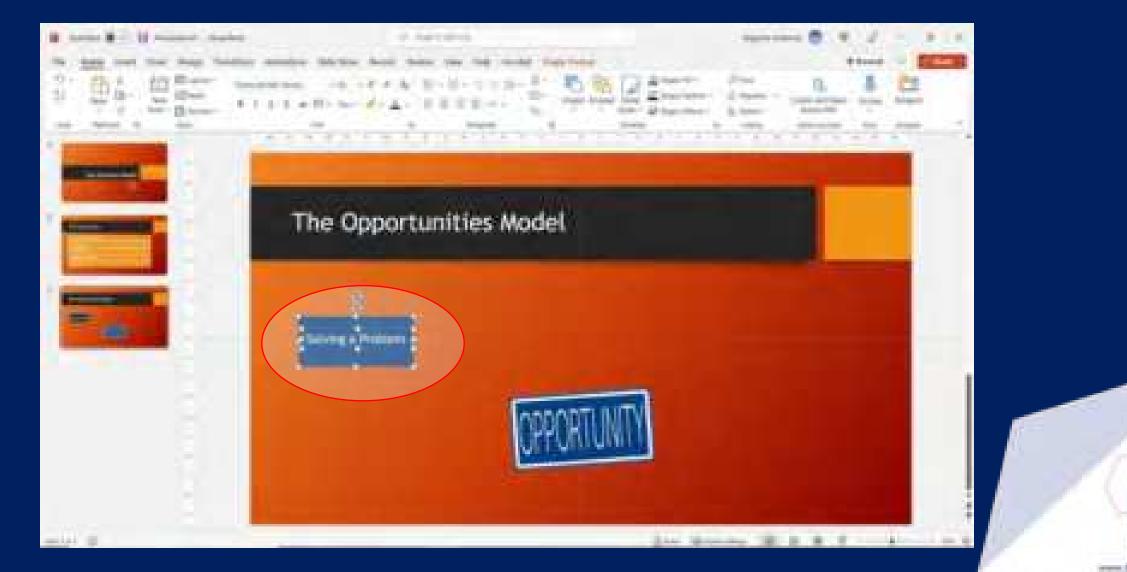




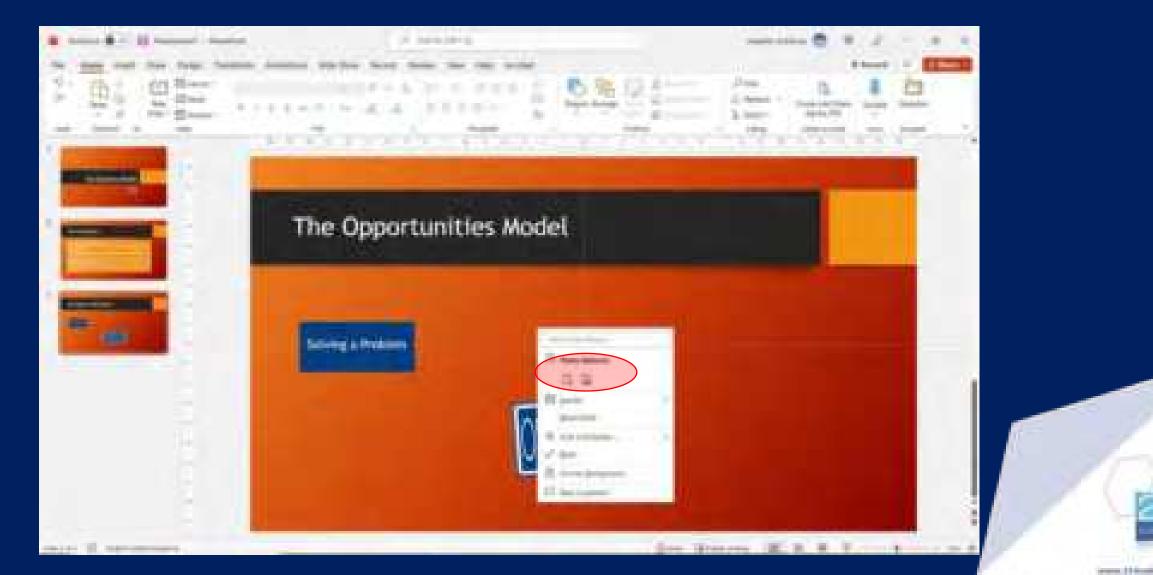


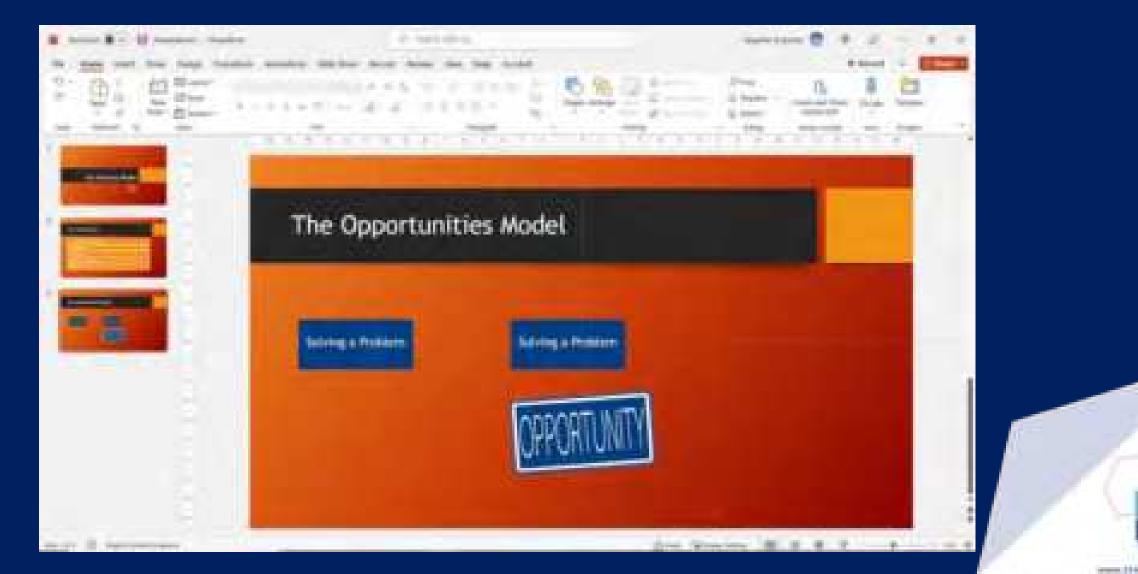


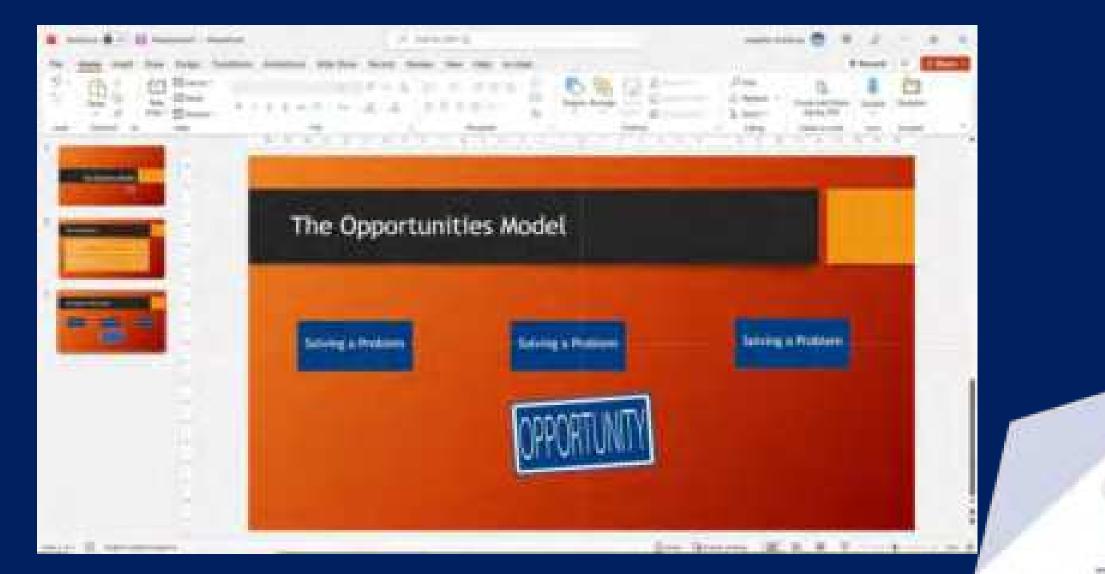


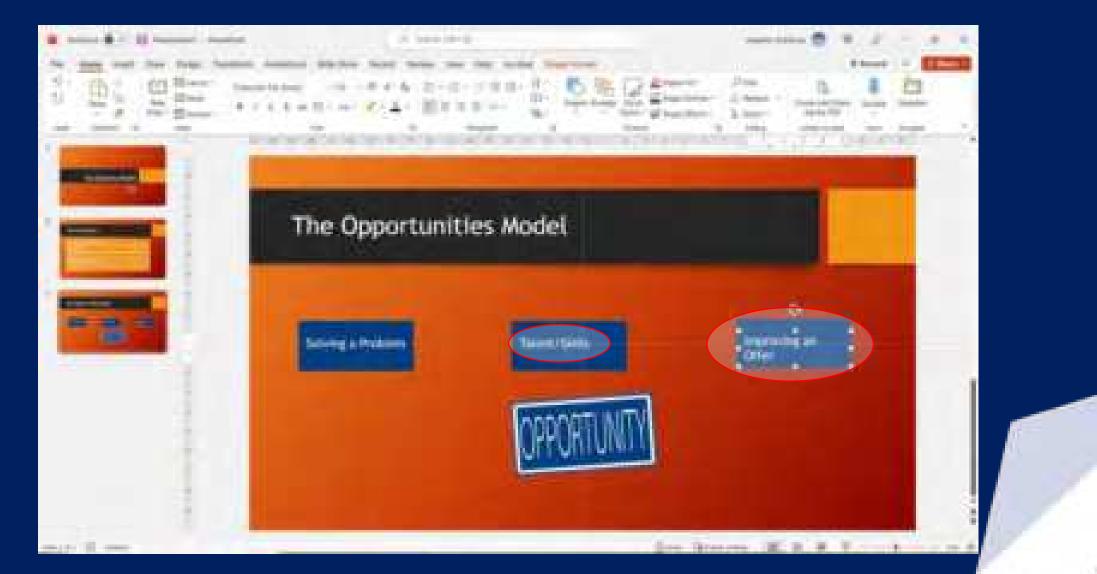




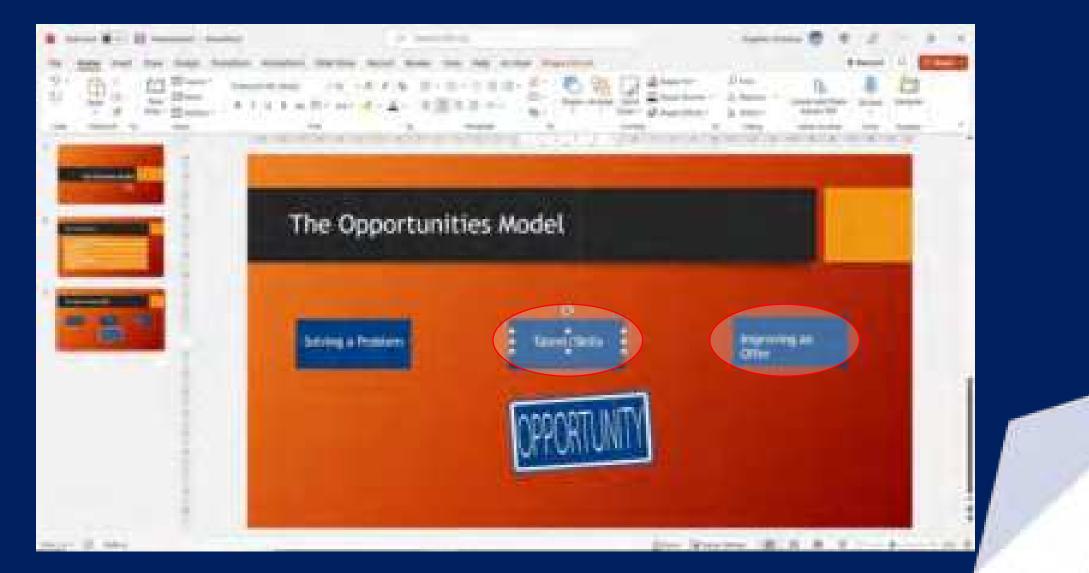


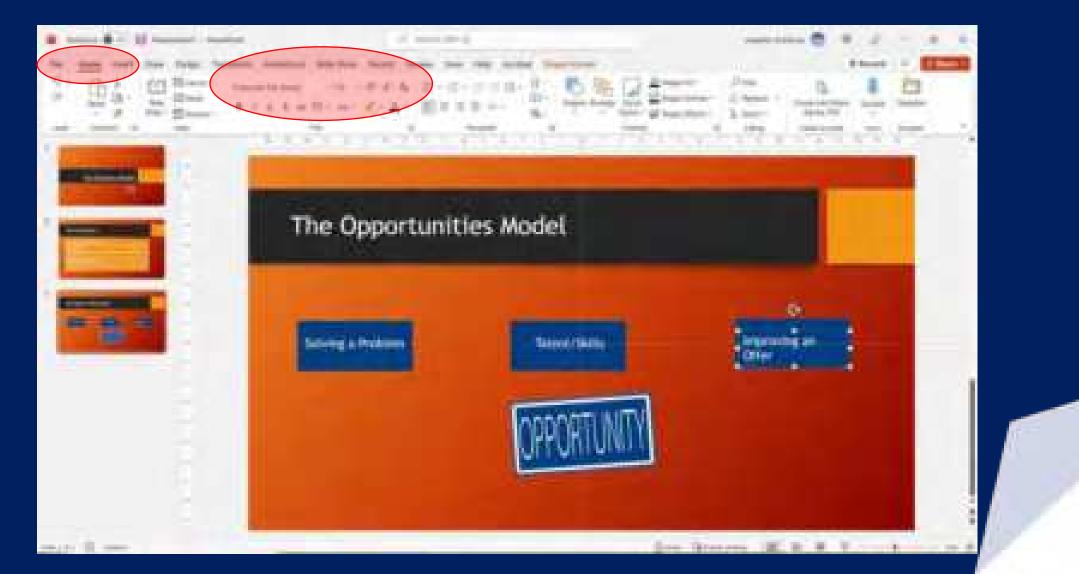


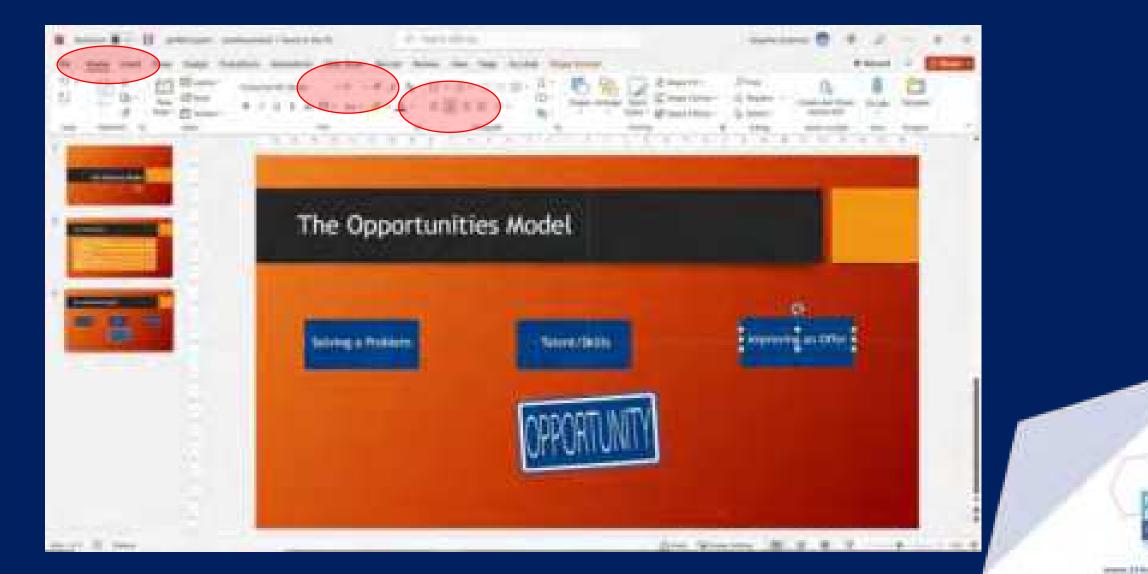


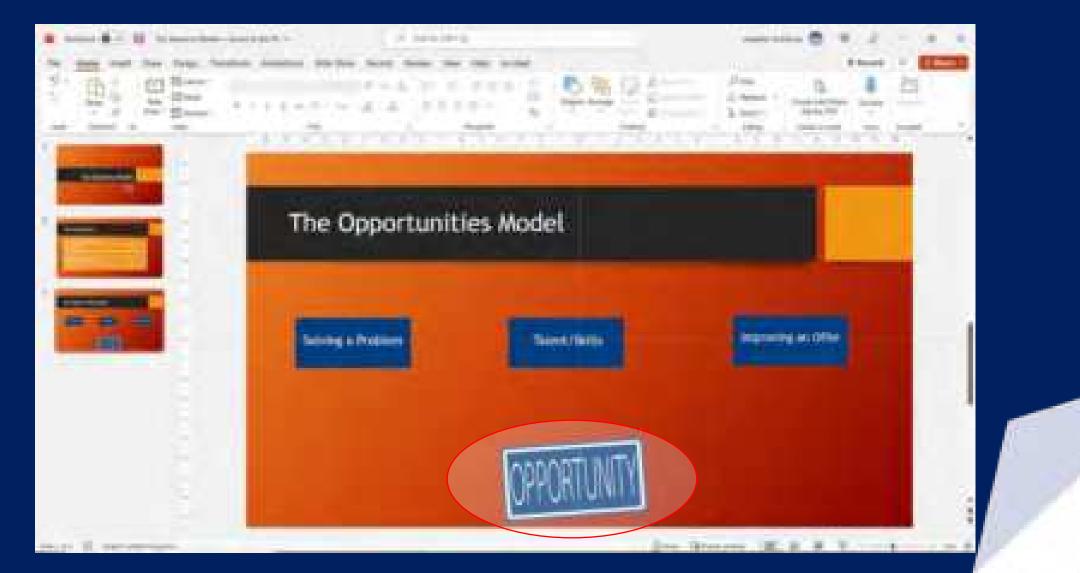




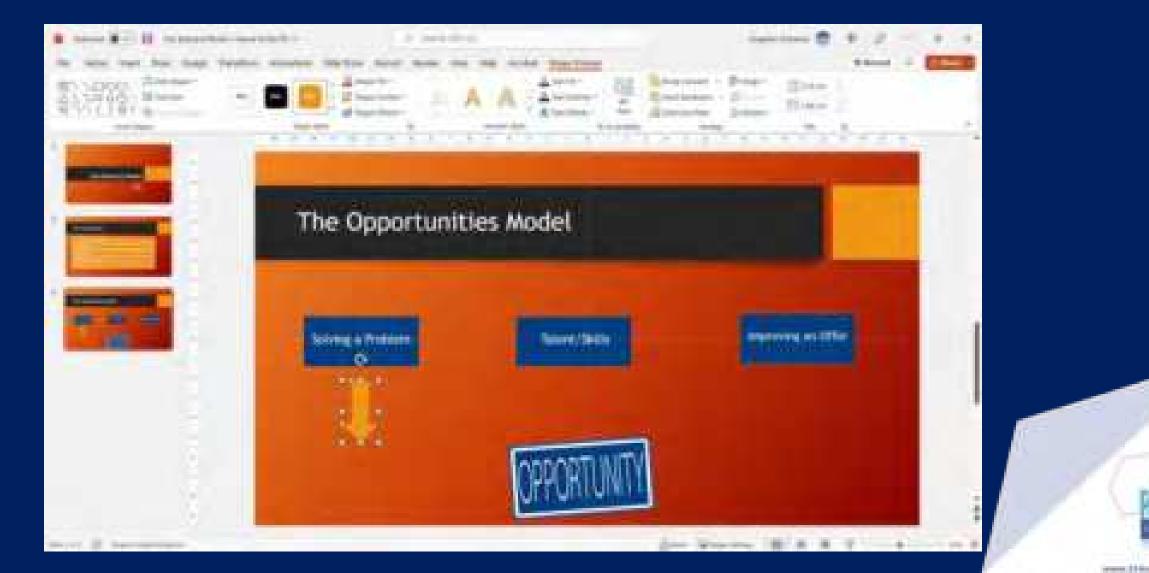


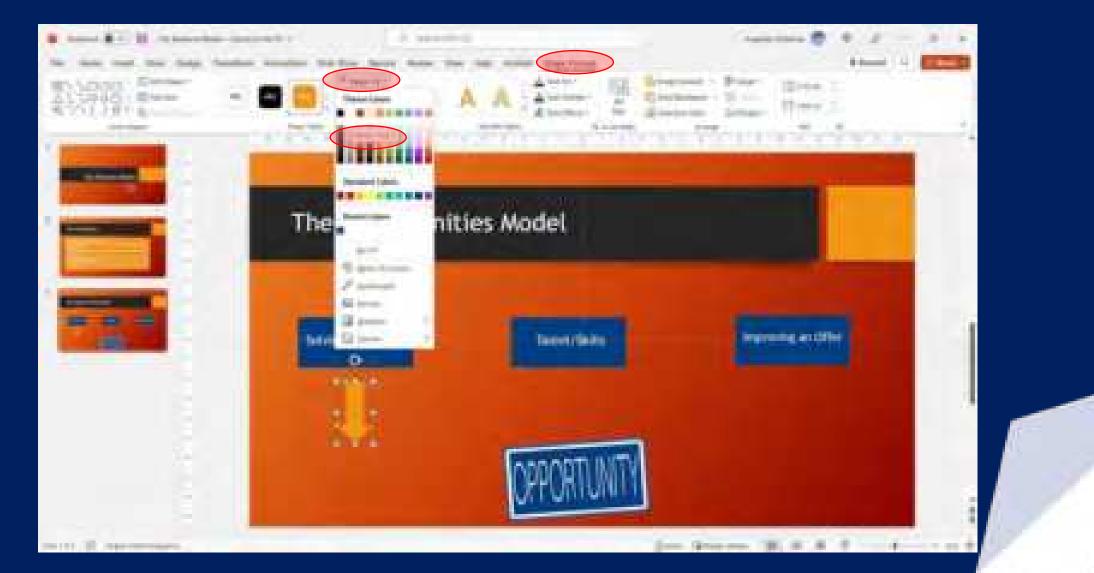


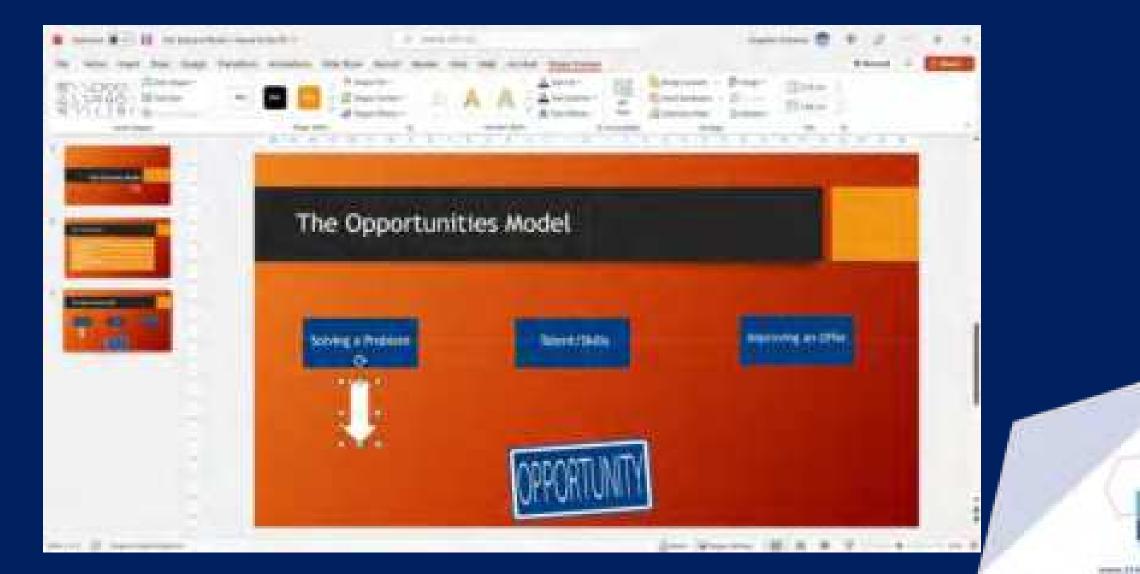


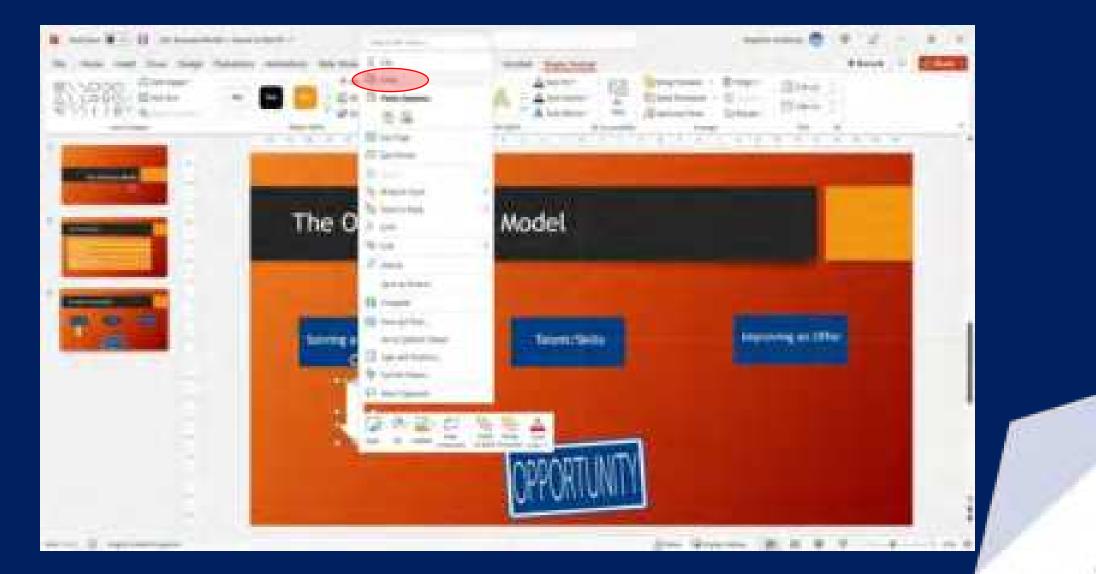


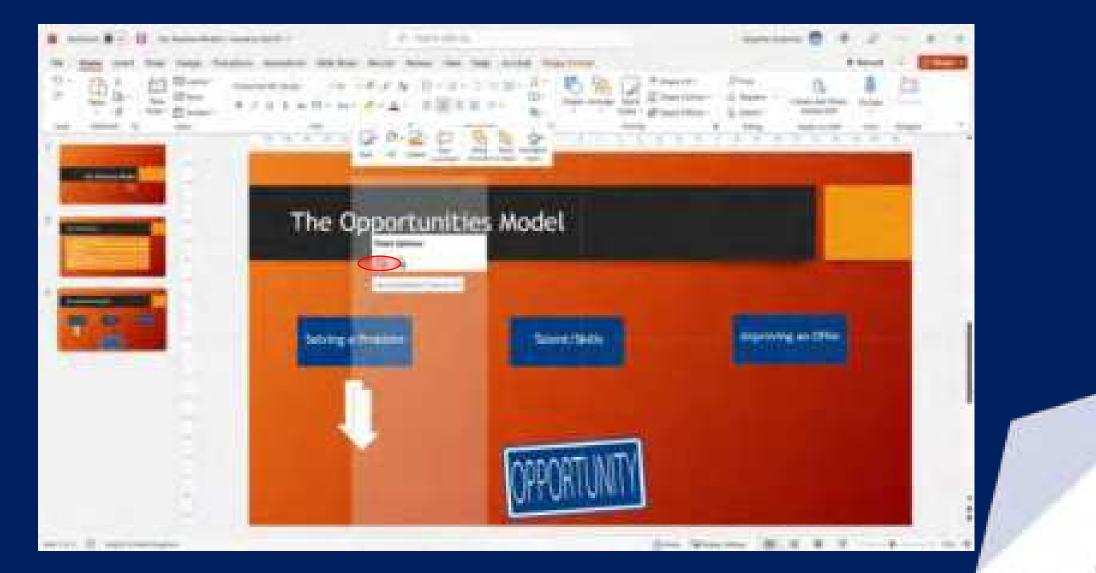


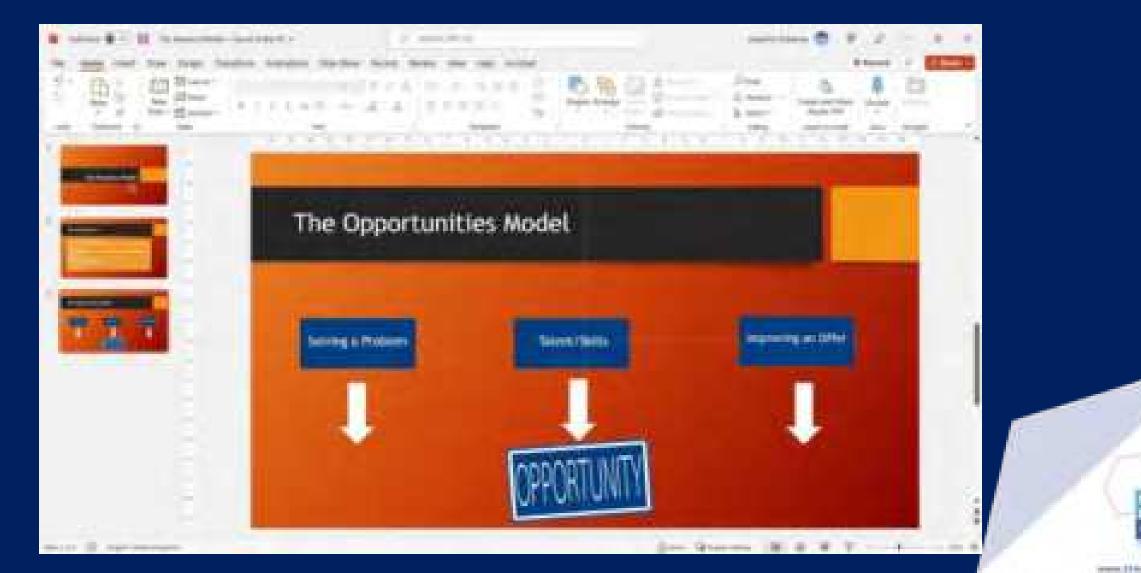


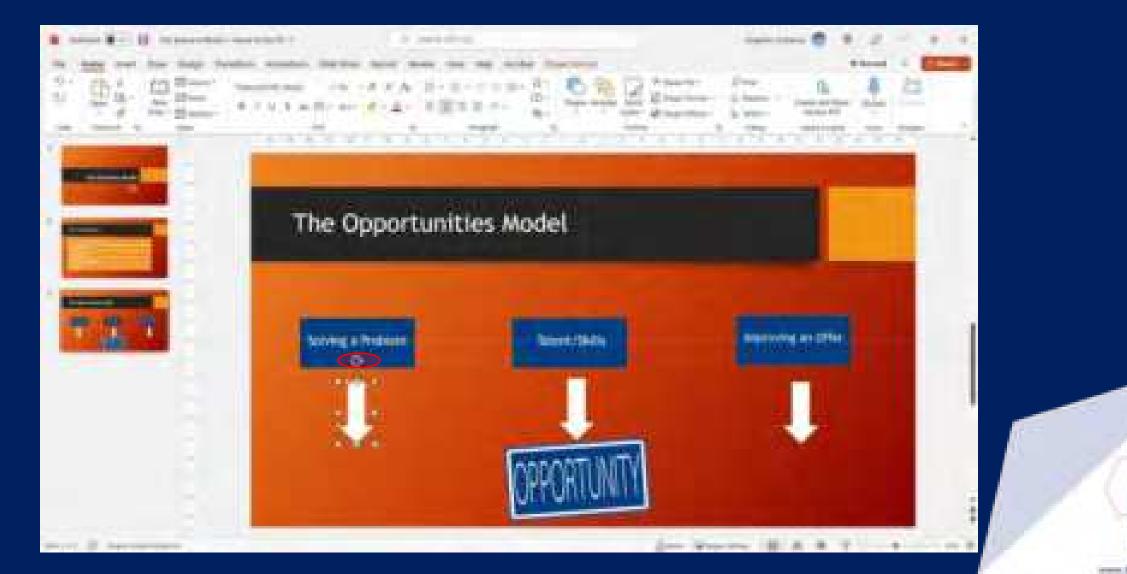


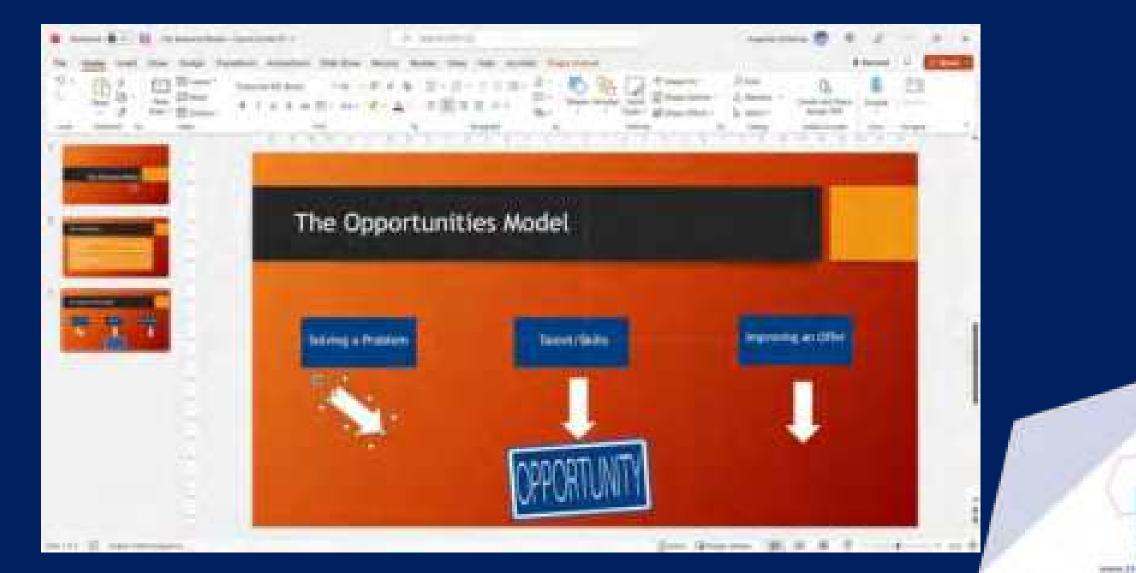


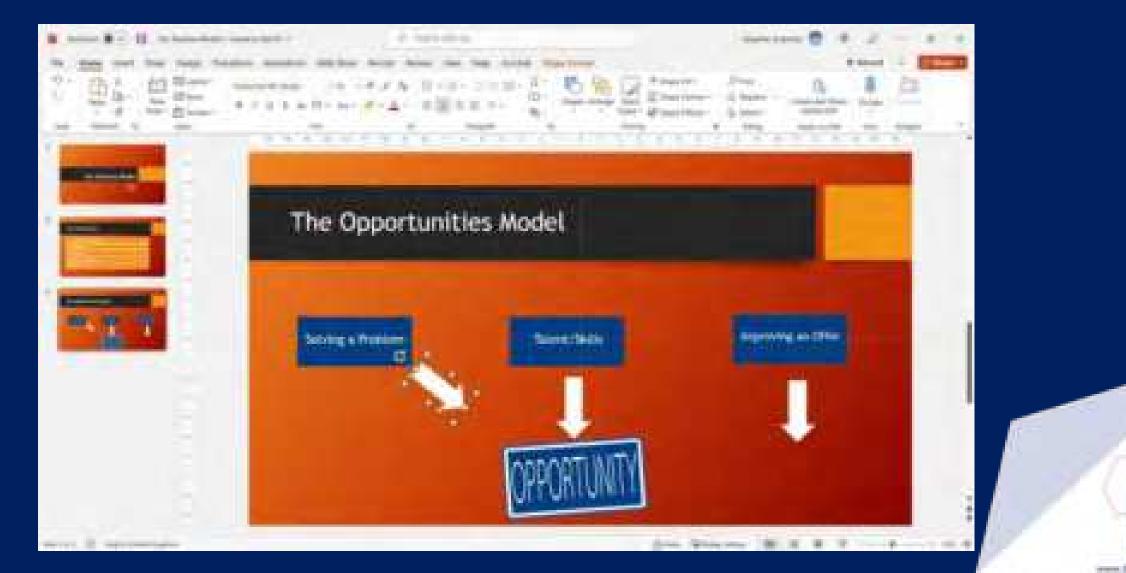


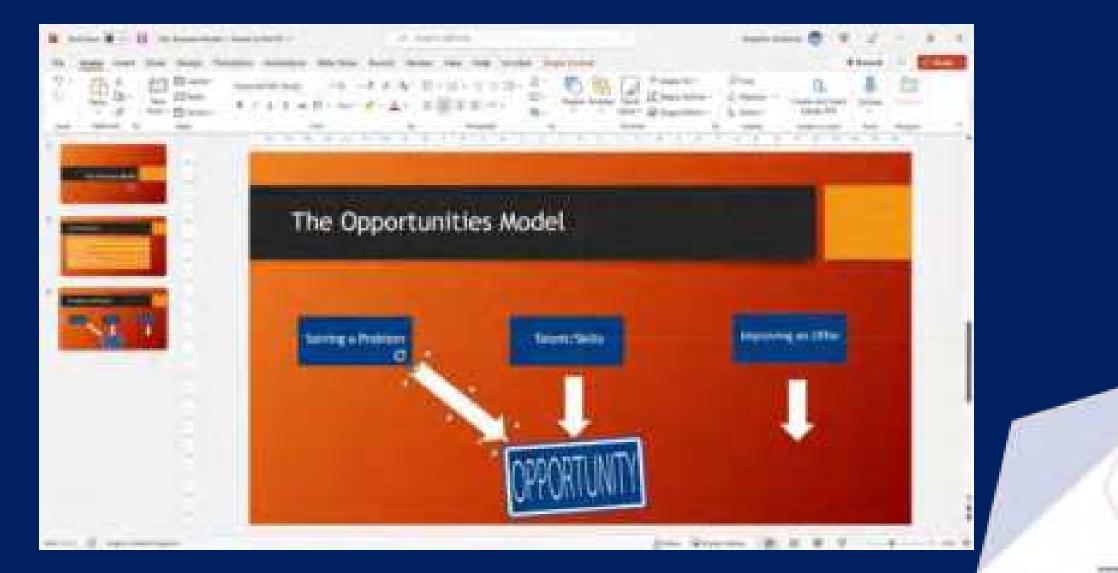


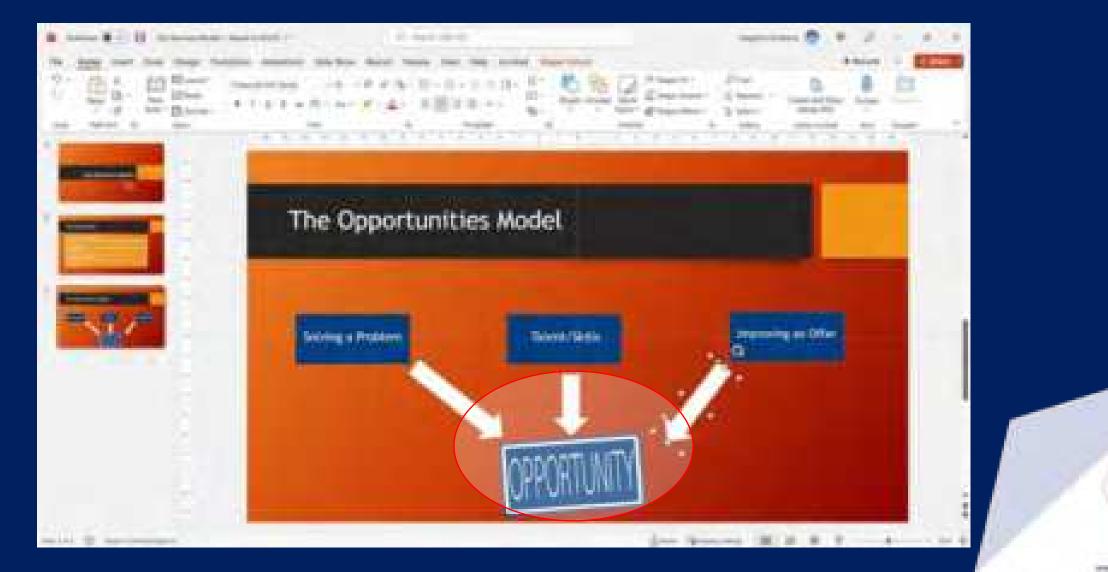


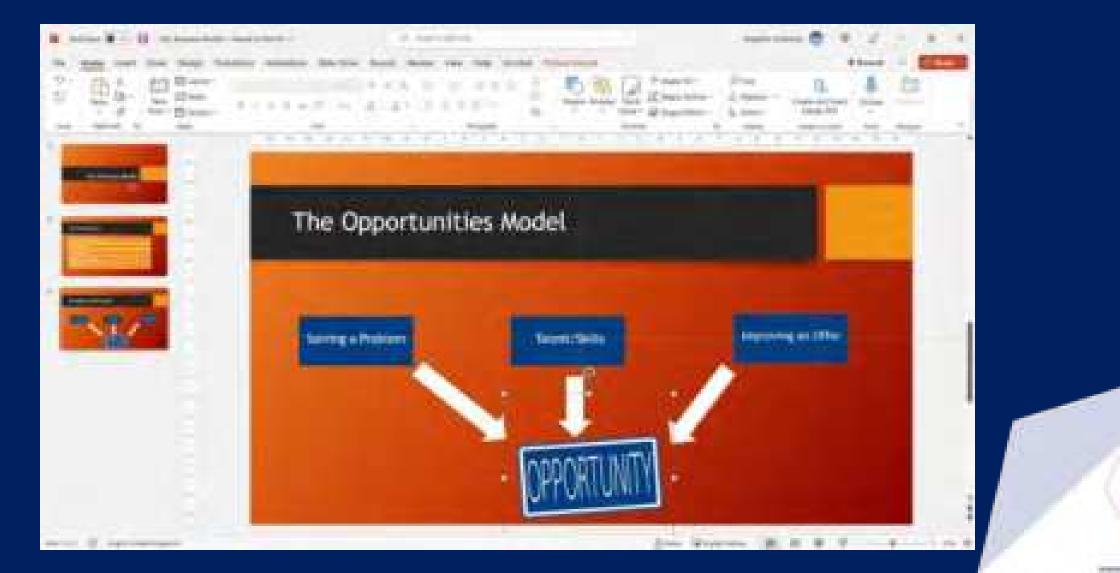






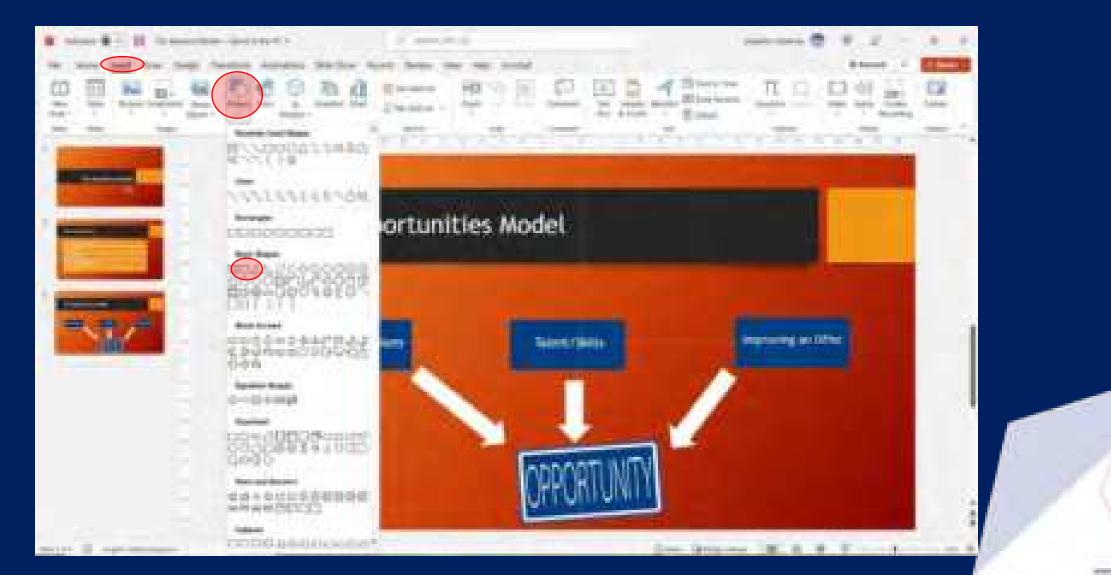


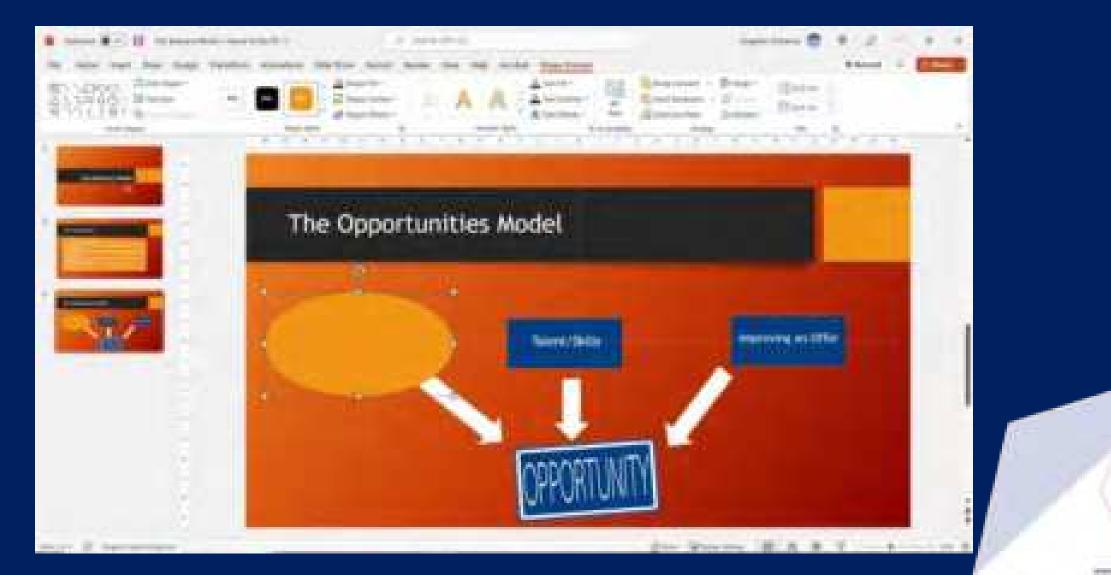


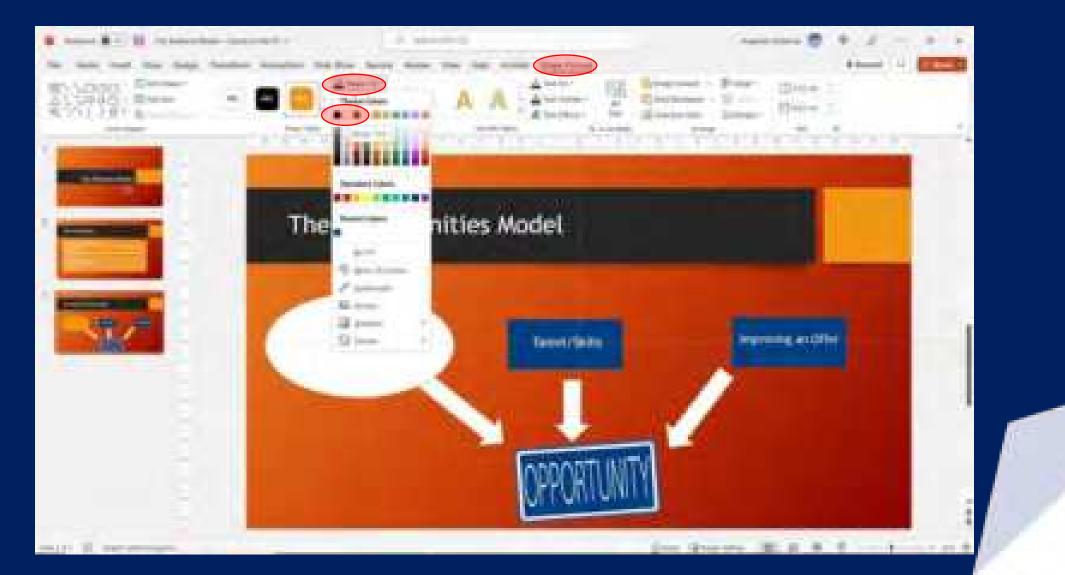


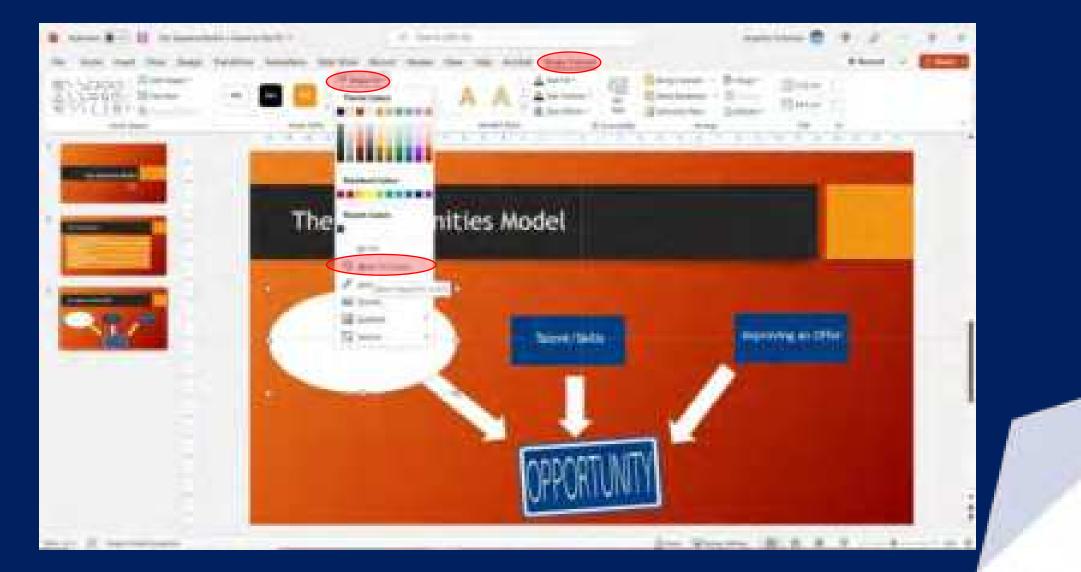




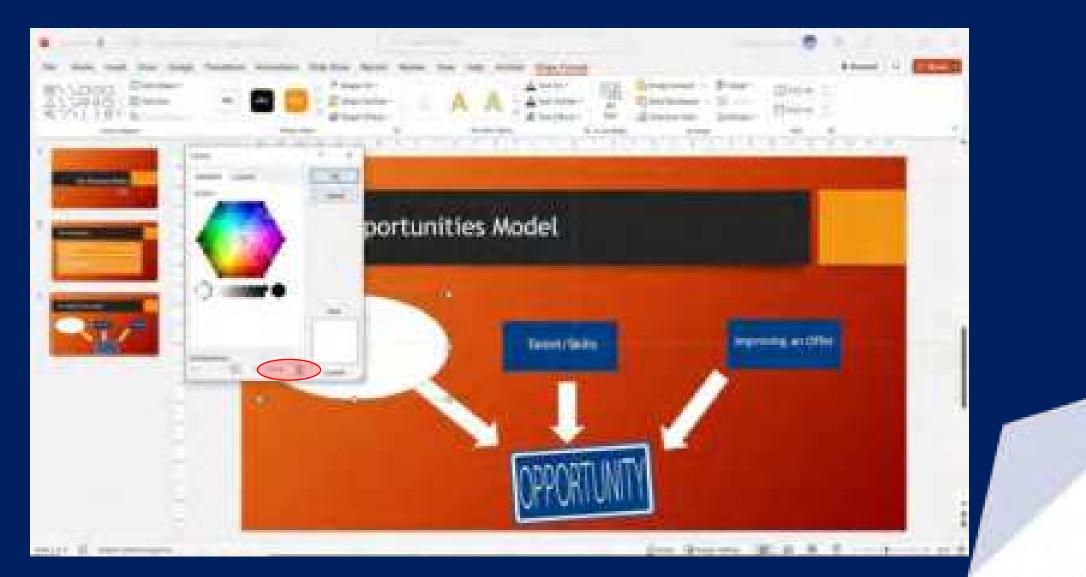


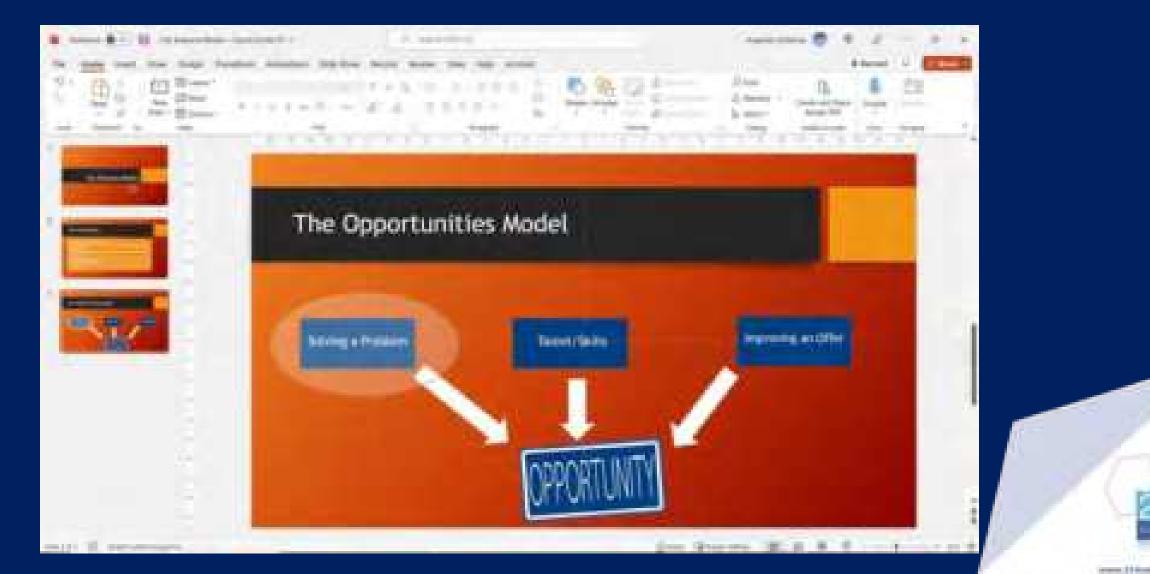






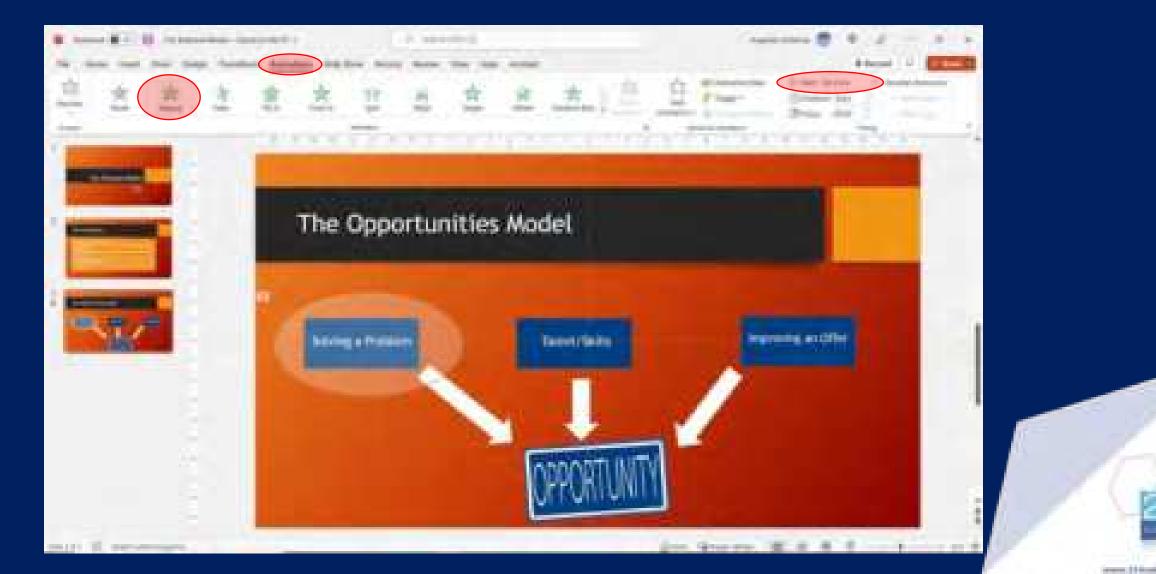








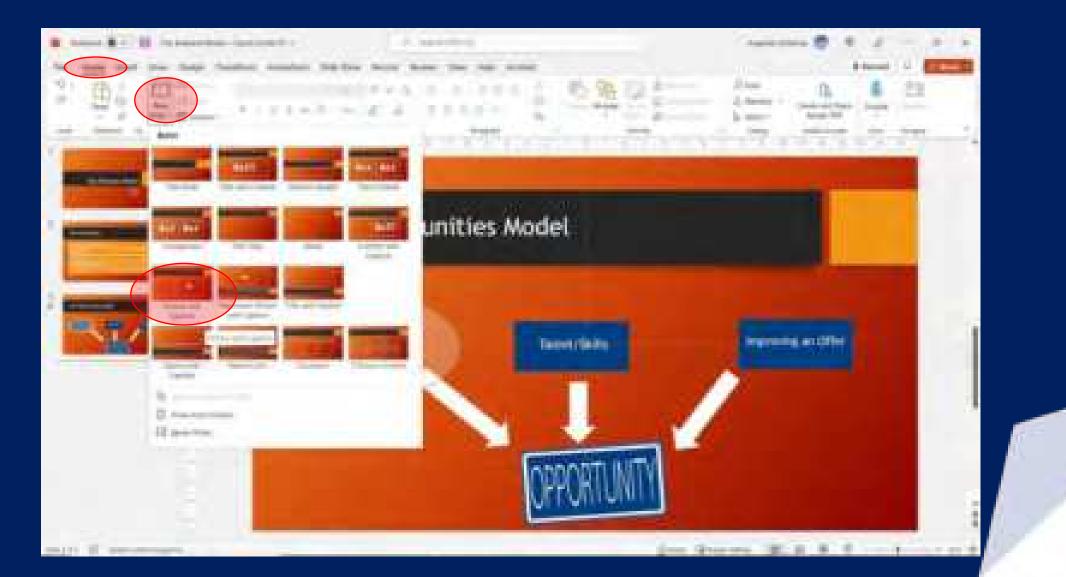
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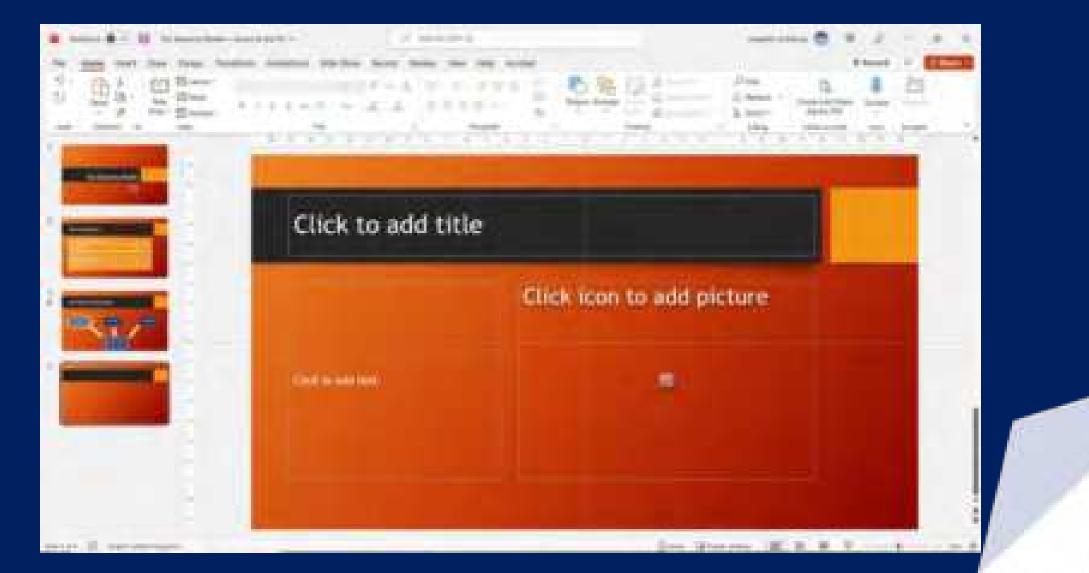


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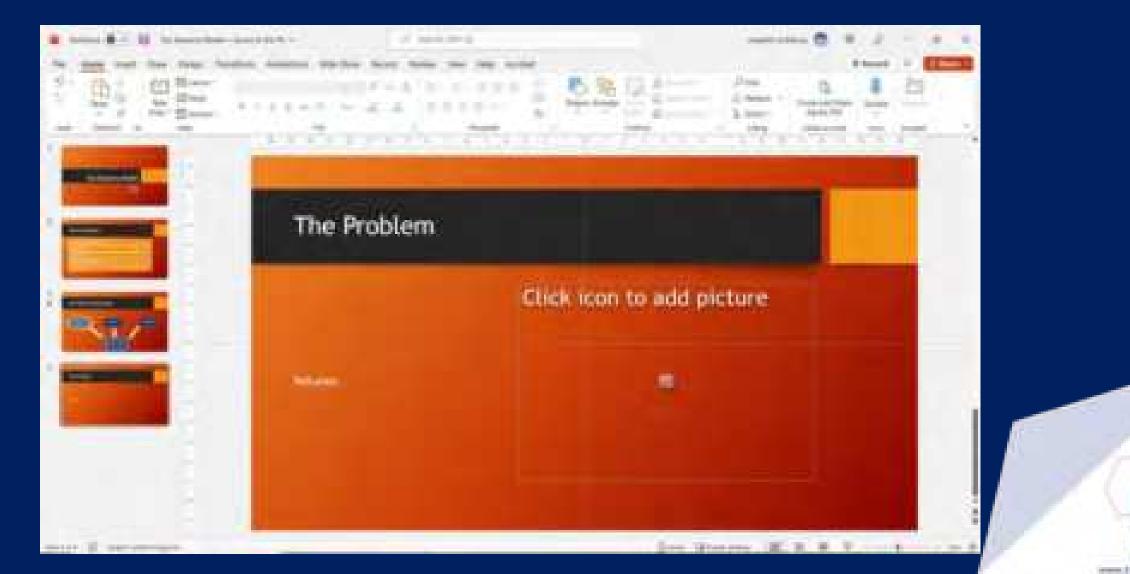




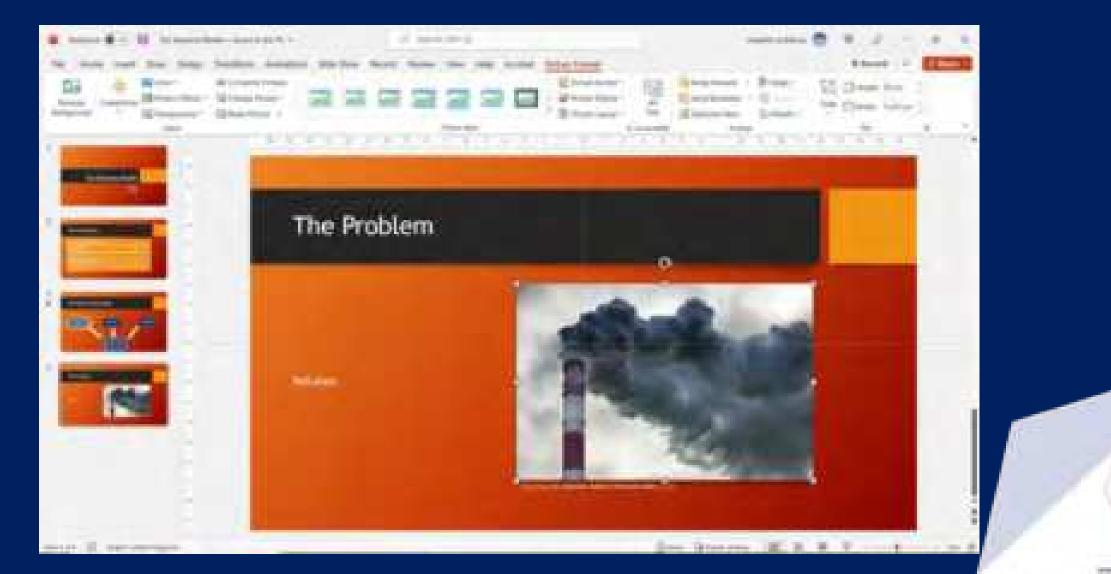




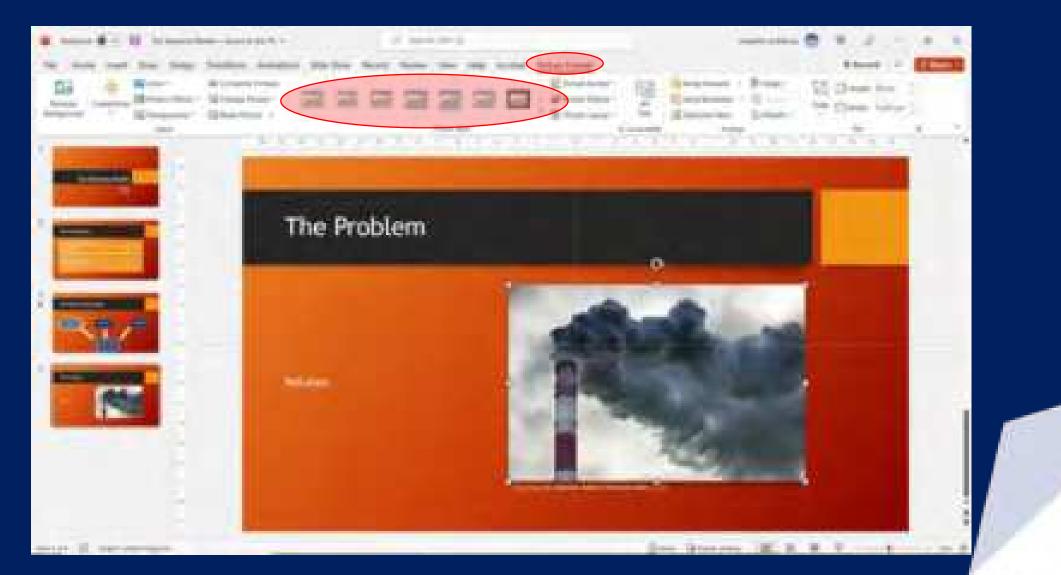
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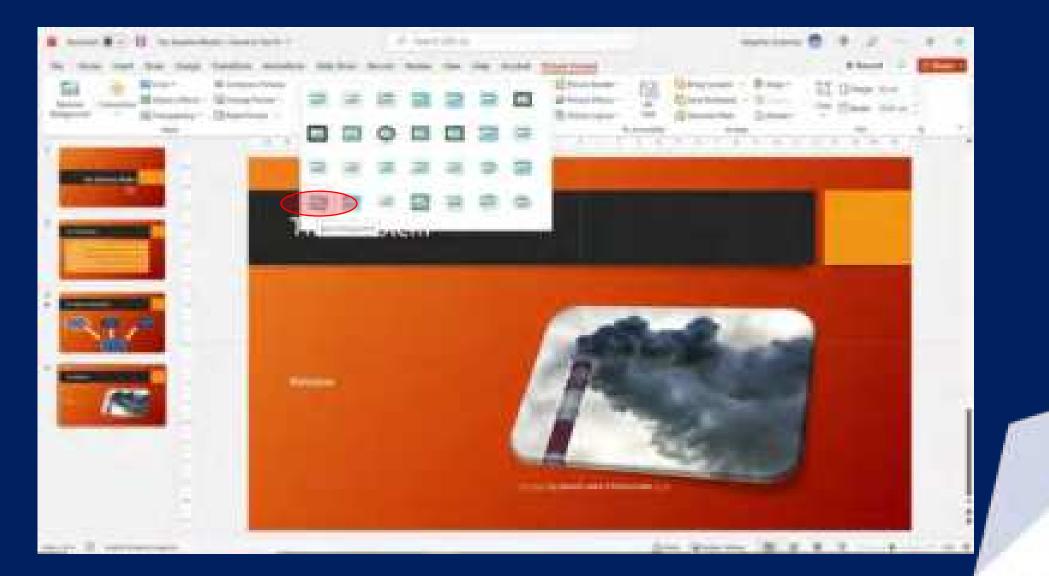


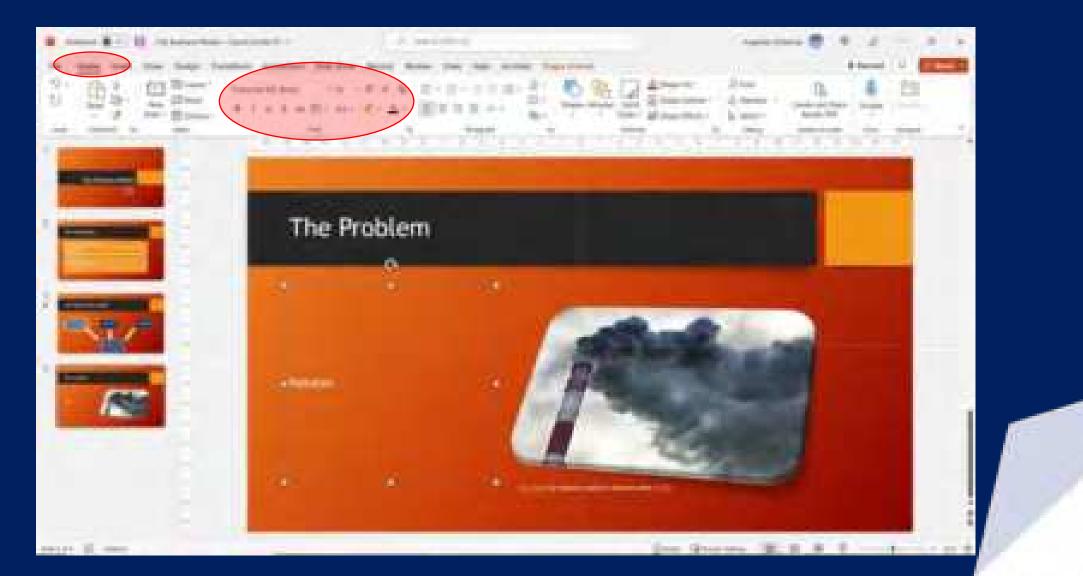
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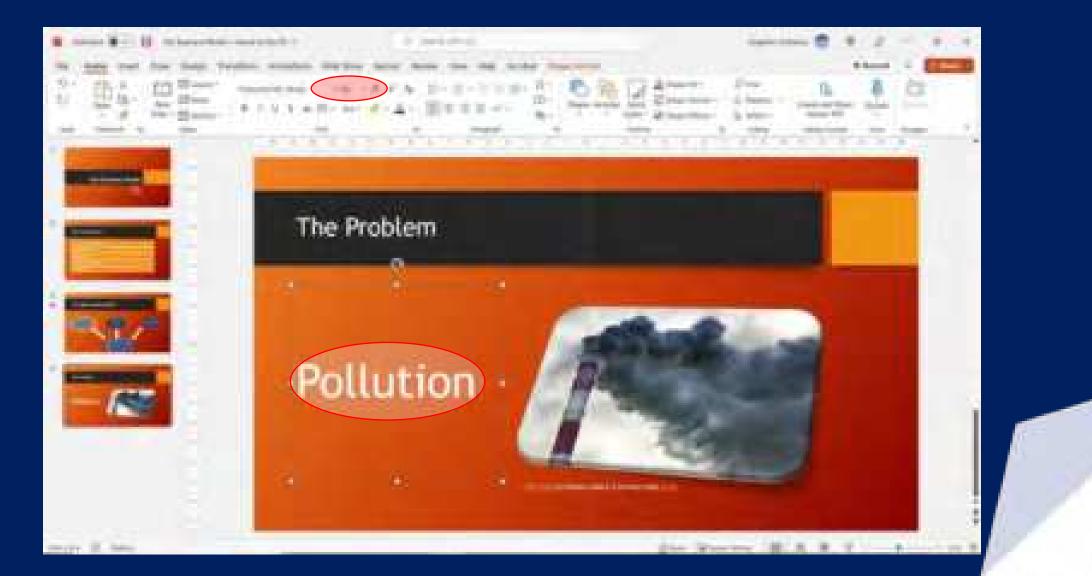


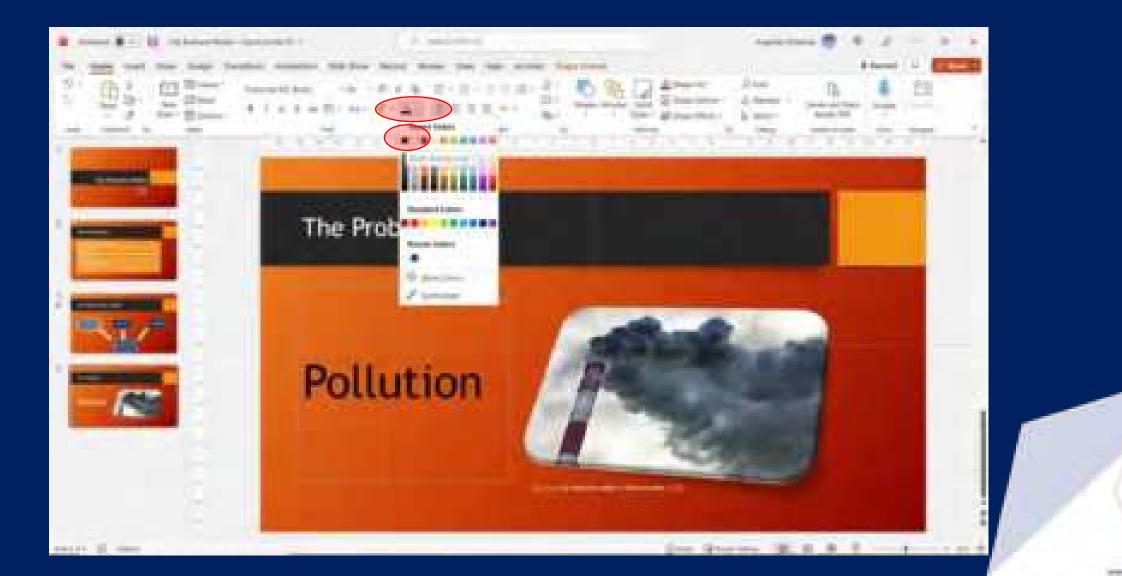
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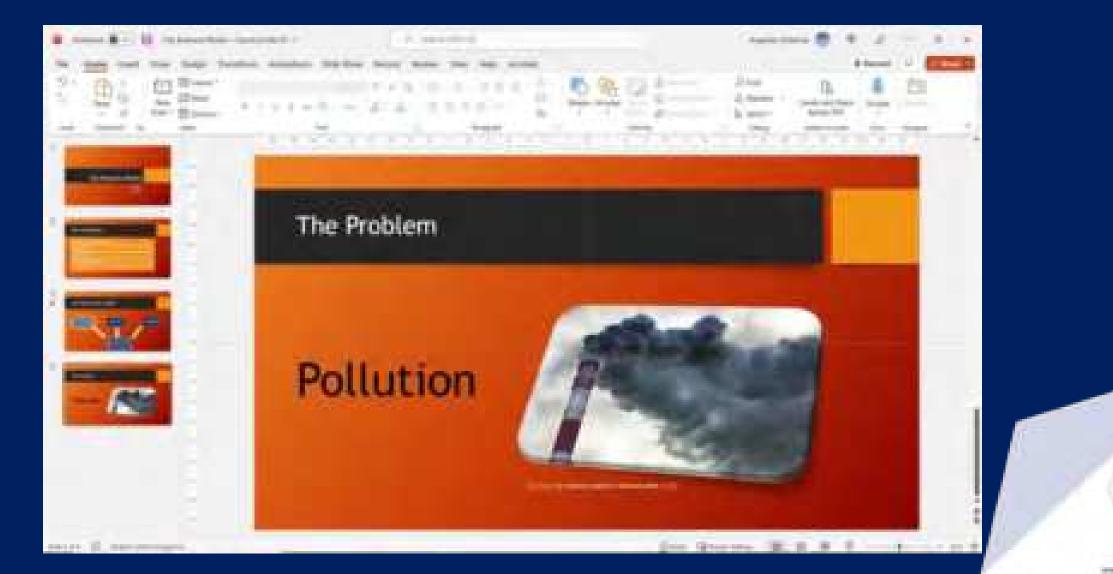












PowerPoint Inserting Another Slide















PowerPoint Slideshow

This Presentation	
The Opportunities Model	
The Problem	
The Solution	
Business Model Canvas	
Constusion	A A

Undergraduate Diplon Undergraduate





Undergraduate Diploma in Business Administration





Undergraduate Diploma in Business Administration

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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 - 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





- 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
 - Using lots of ann
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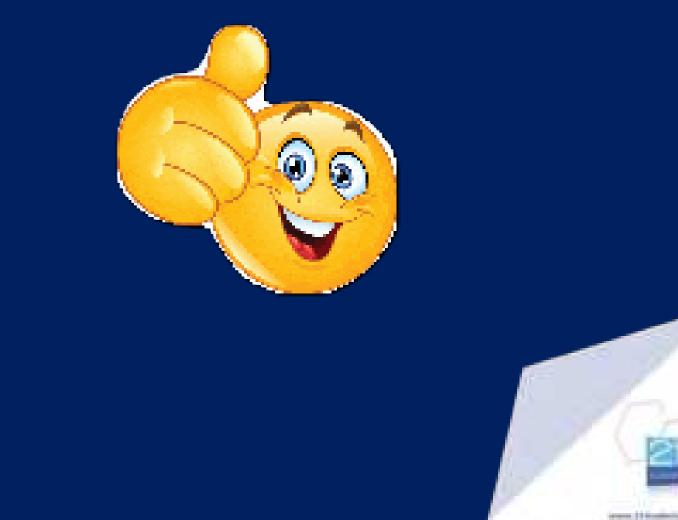
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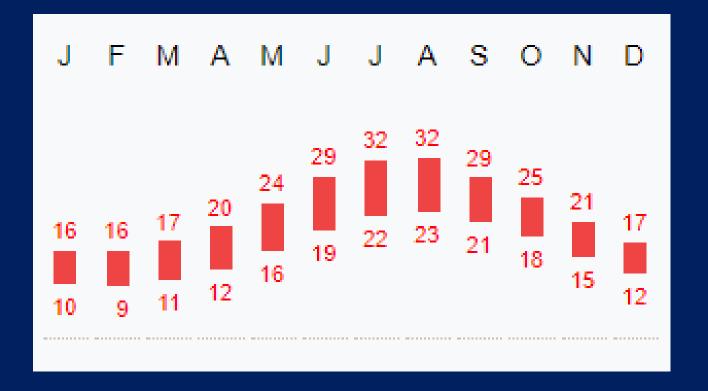
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- Visual Aids
 - Pictures
 - Graphs
 - Object
 - Map
 - Video Clip



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





- 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





Introduction Session 04

Lecture Title: PowerPoint

Lecturer: Mr Angelito Sciberras Date: 5 April 2024

