

Introduction Session 04

Lecture Title: PowerPoint

Lecturer: Mr Angelito Sciberras

Date: 4 October 2024



~~Monday 30 September 2024~~

~~Introductions
The Academy~~

~~Tuesday 1 October 2024~~

~~Staying in Malta~~

~~Thursday 3 October 2024~~

~~The Study Programme
Assignments
Presentations
Reflective Diary~~

Friday 4 October 2024

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



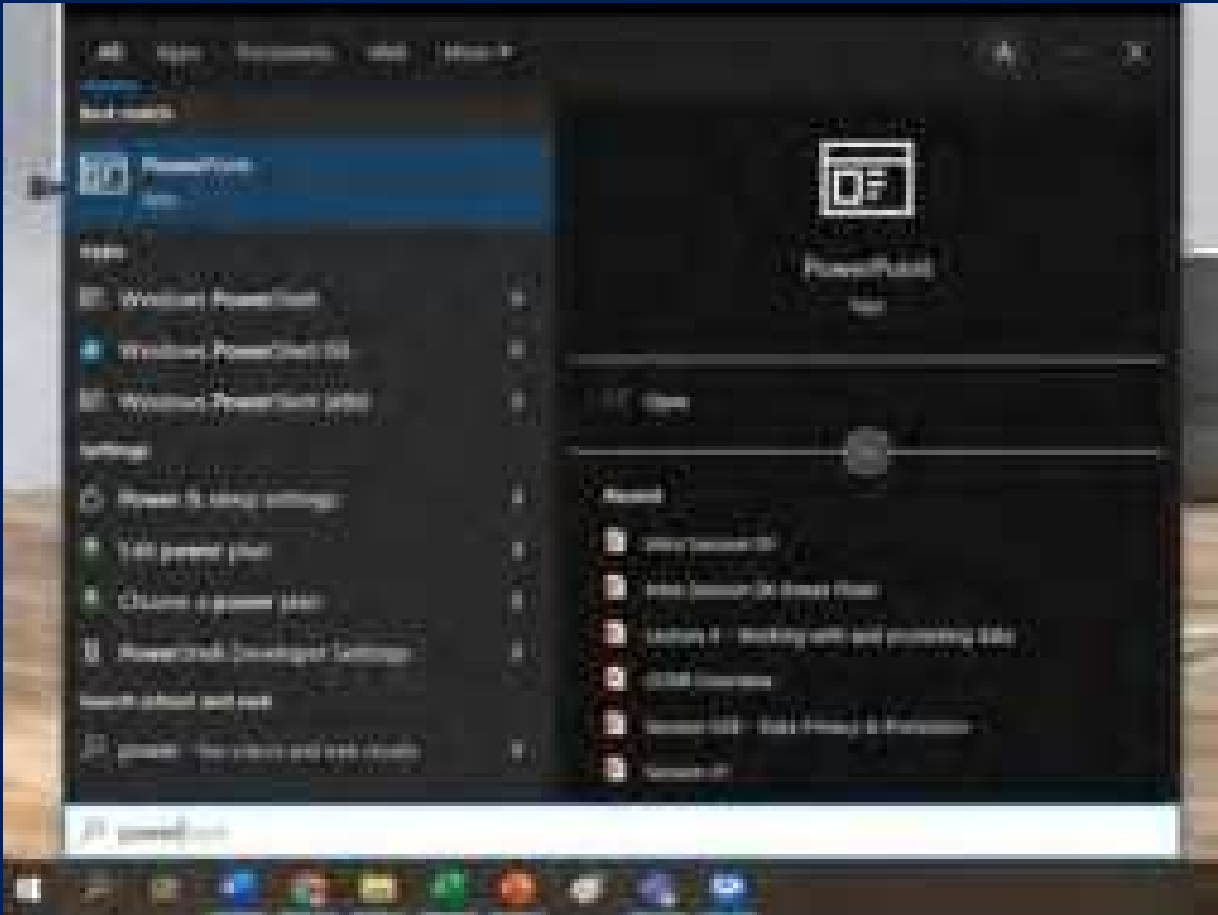
PowerPoint Slideshow

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



PowerPoint Slideshow

Opening PowerPoint



PowerPoint Slideshow



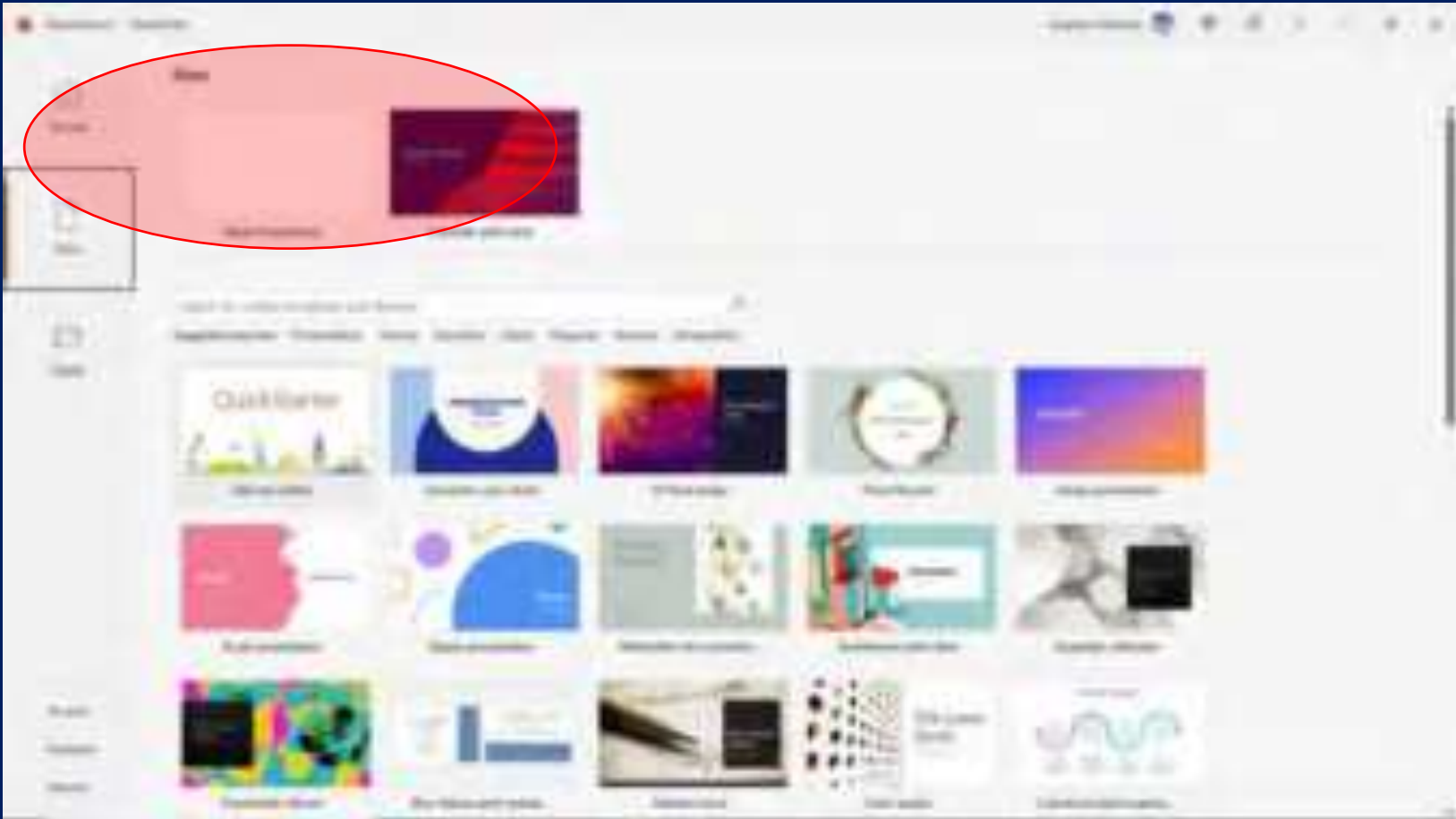
Blank Presentation vs Template

Originality vs Time



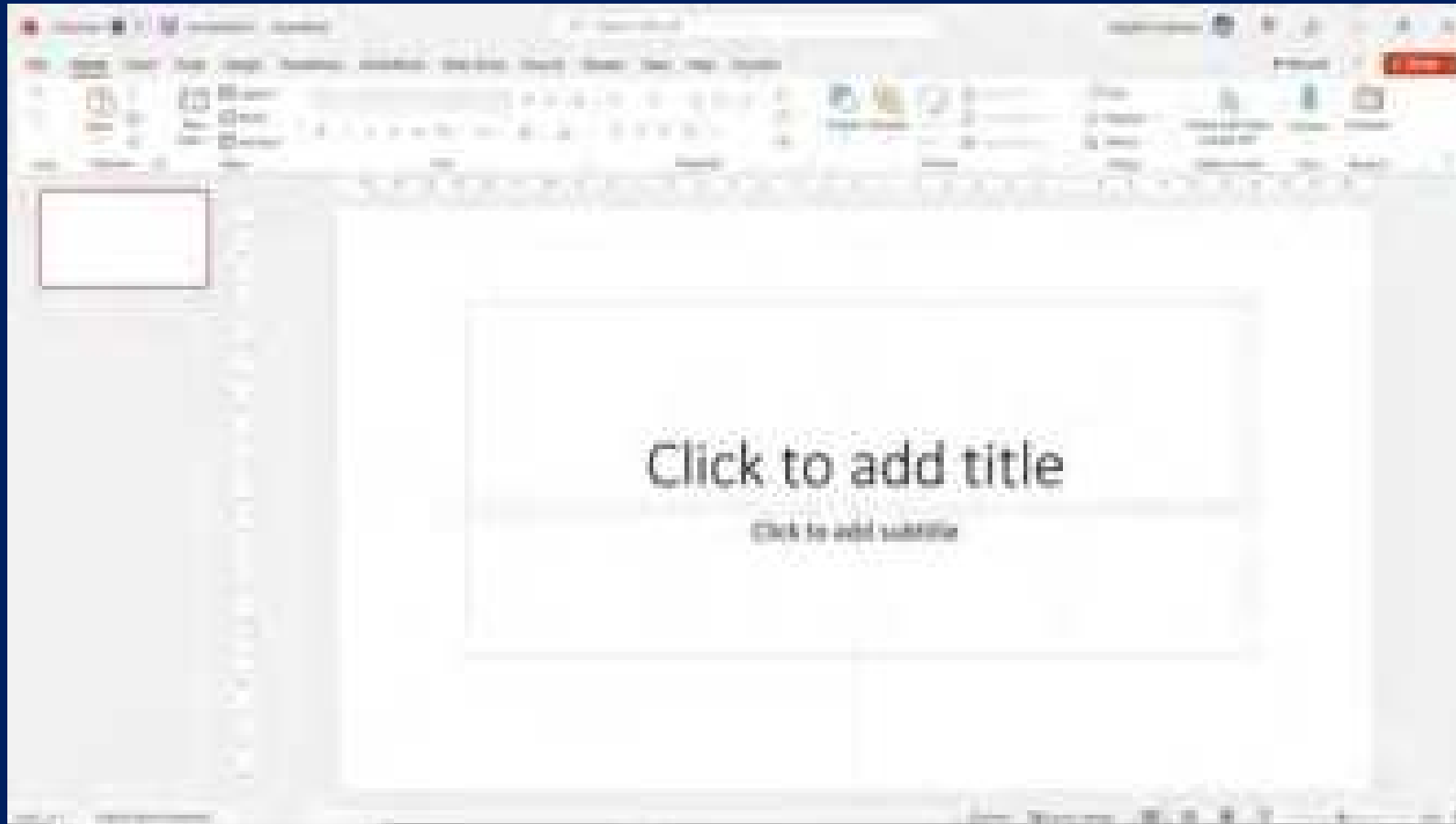
PowerPoint Slideshow

Opening PowerPoint



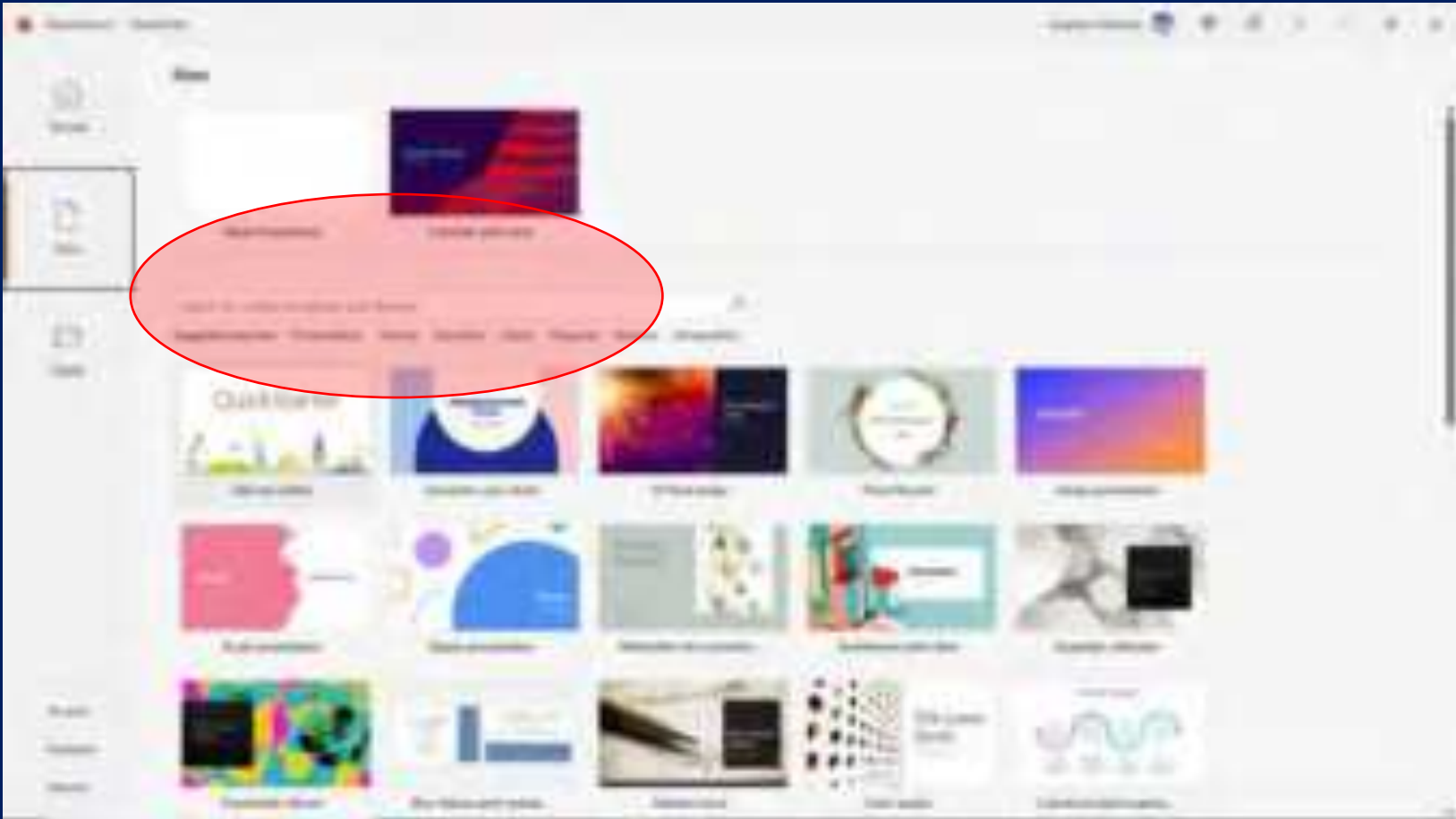
PowerPoint Slideshow

Opening PowerPoint



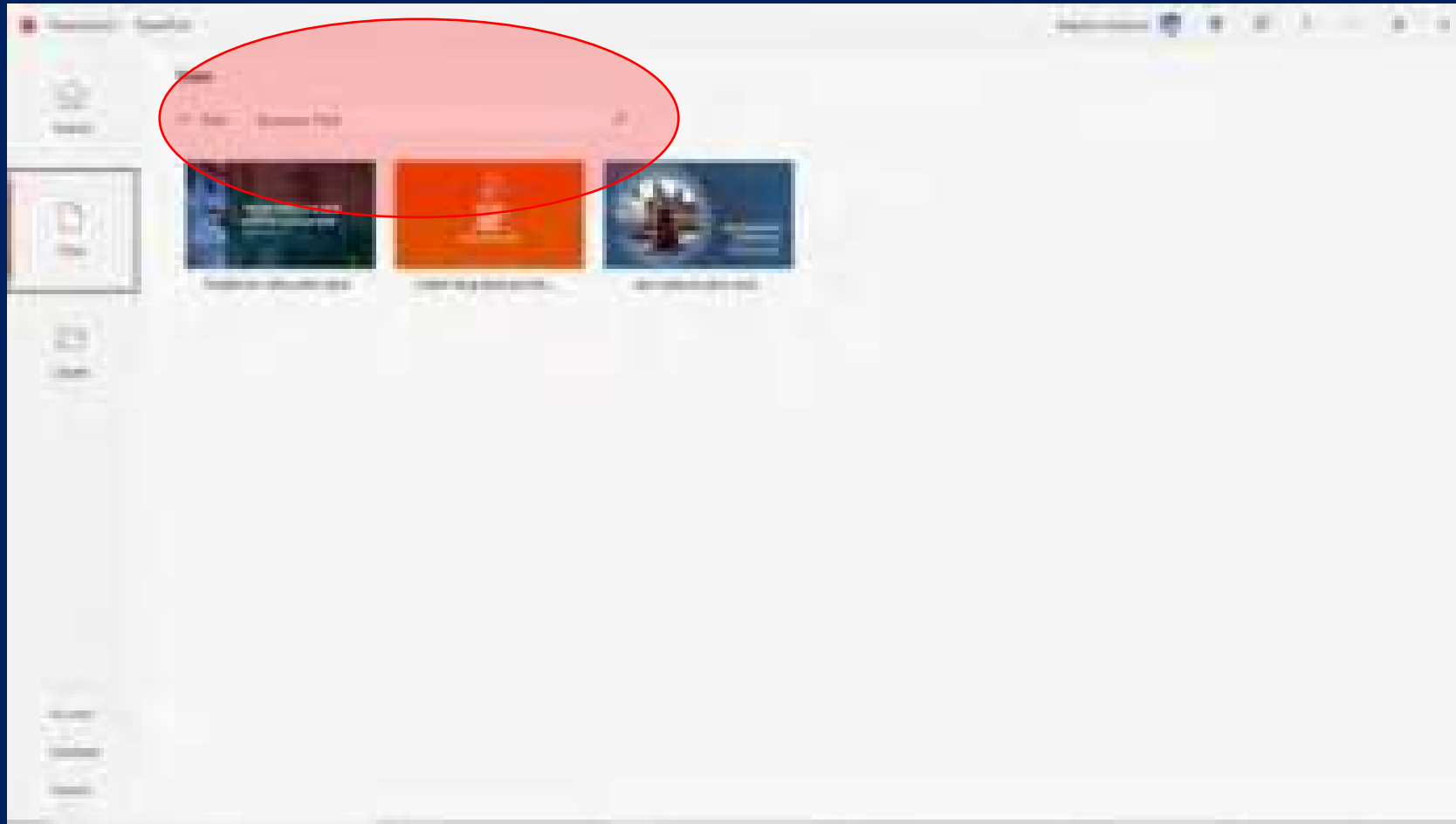
PowerPoint Slideshow

Opening PowerPoint



PowerPoint Slideshow

Opening PowerPoint



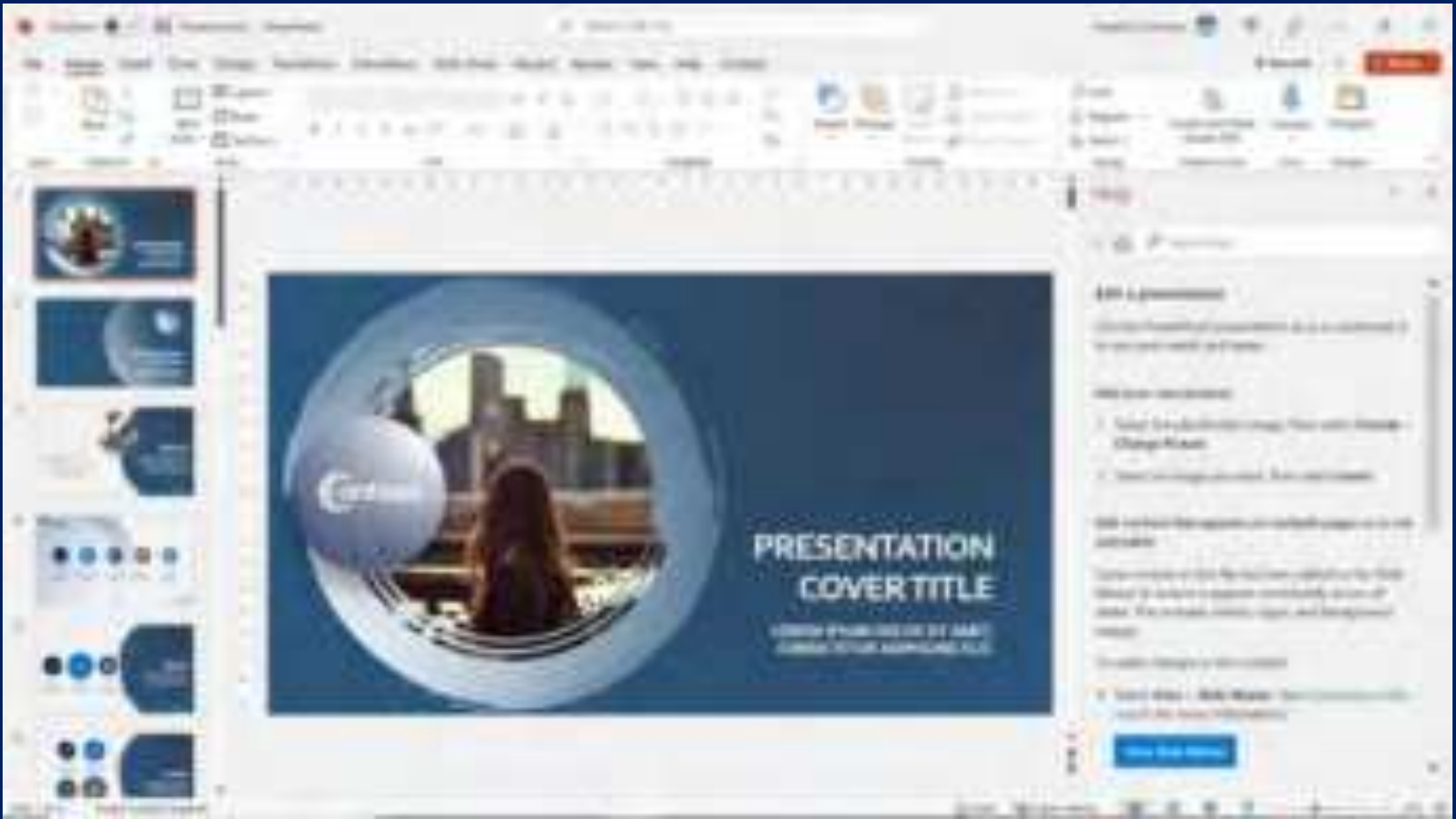
PowerPoint Slideshow

Opening PowerPoint



PowerPoint Slideshow

Opening PowerPoint



PowerPoint Slideshow



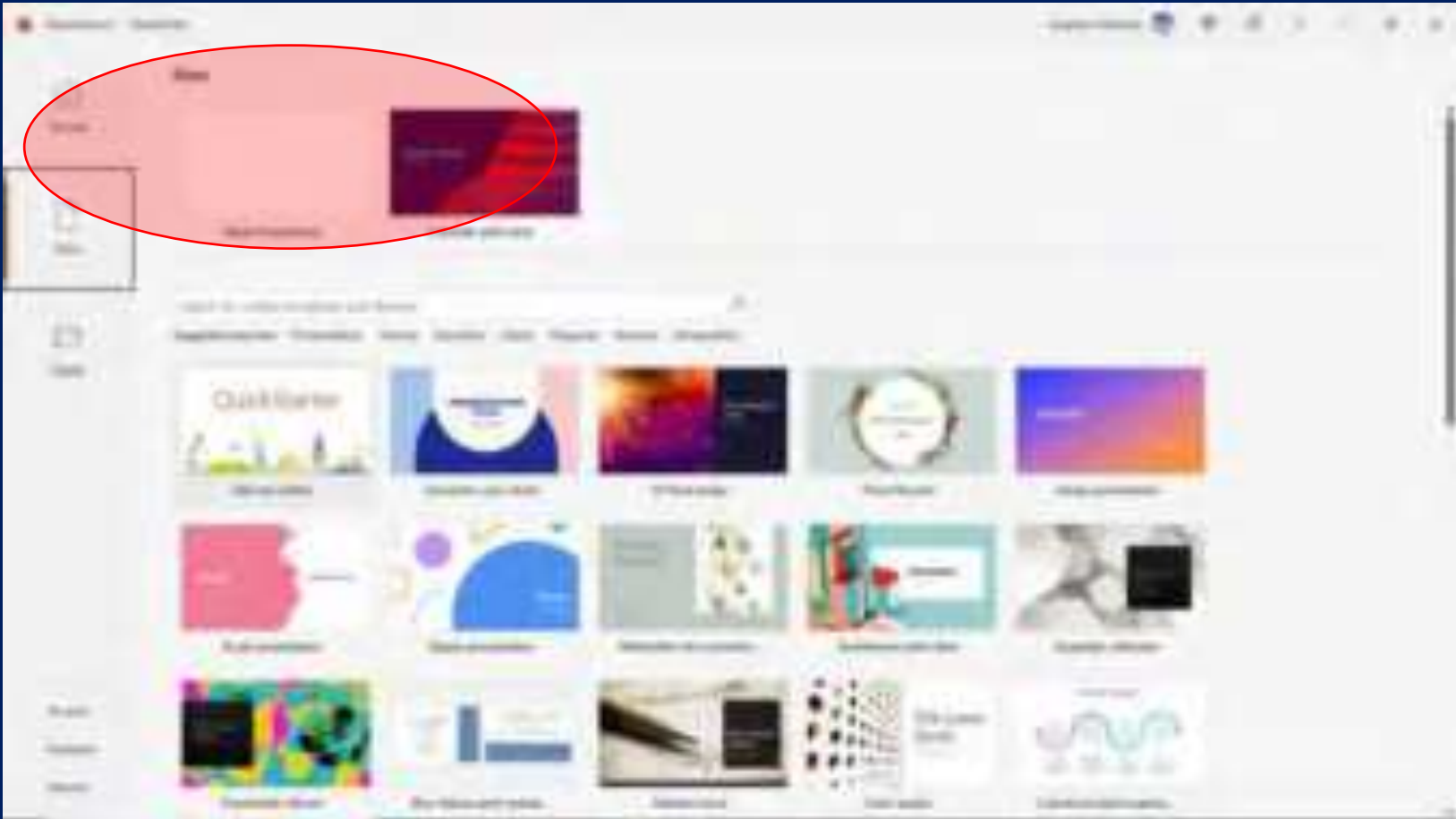
Blank Presentation vs Template

Originality vs Time



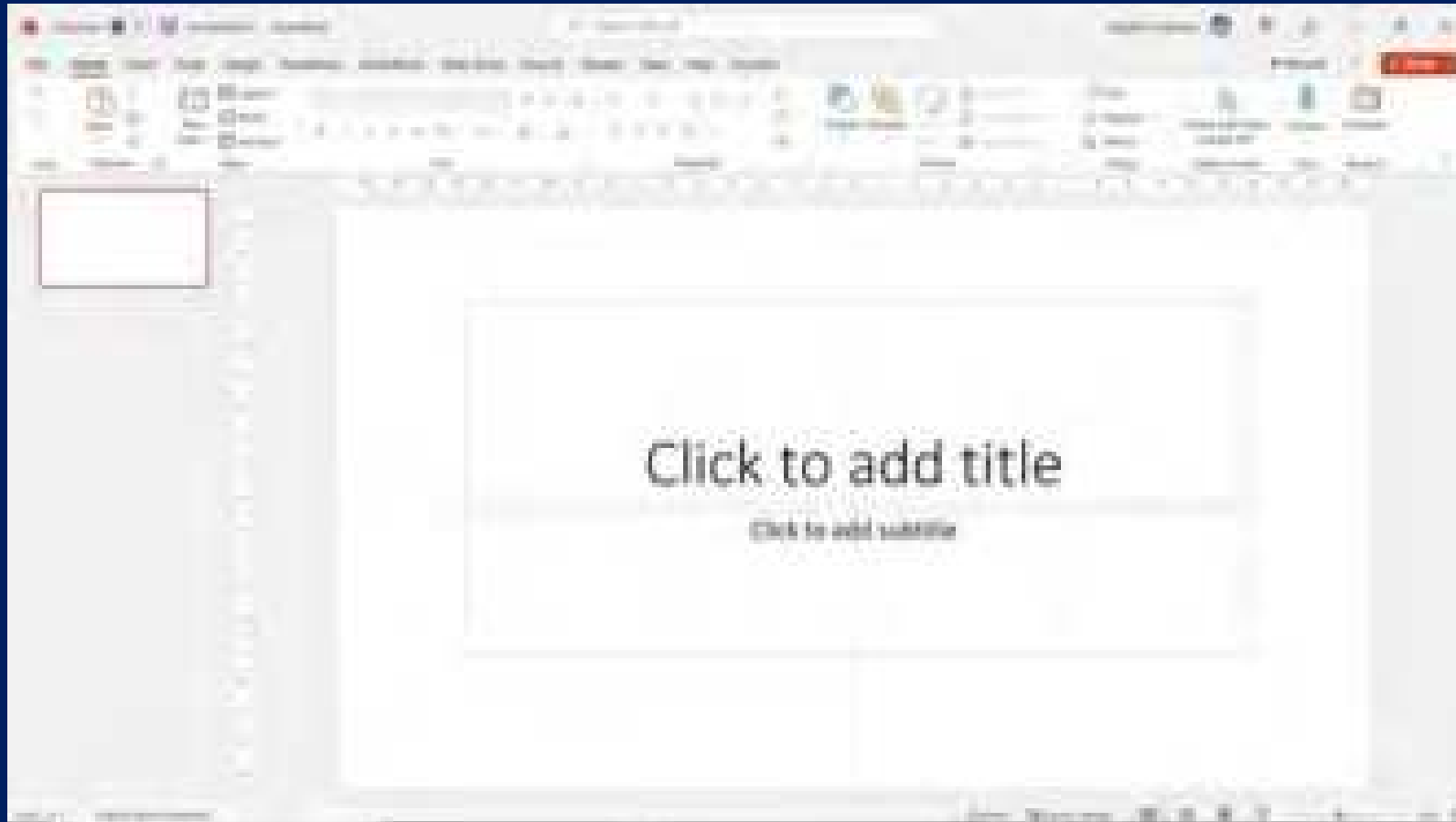
PowerPoint Slideshow

Opening PowerPoint



PowerPoint Slideshow

Opening PowerPoint



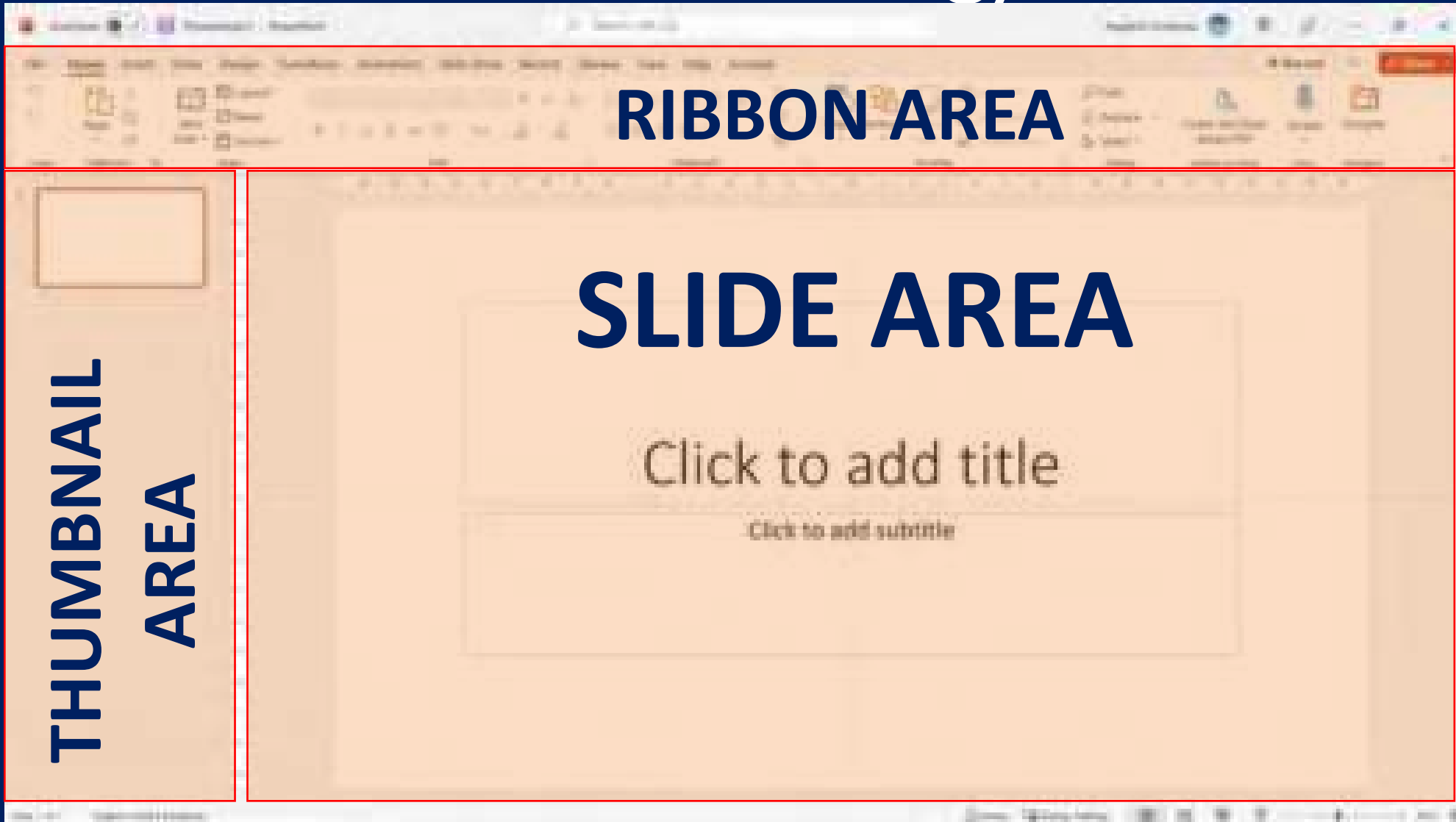
PowerPoint Slideshow



Hands On



PowerPoint Terminology



PowerPoint Terminology

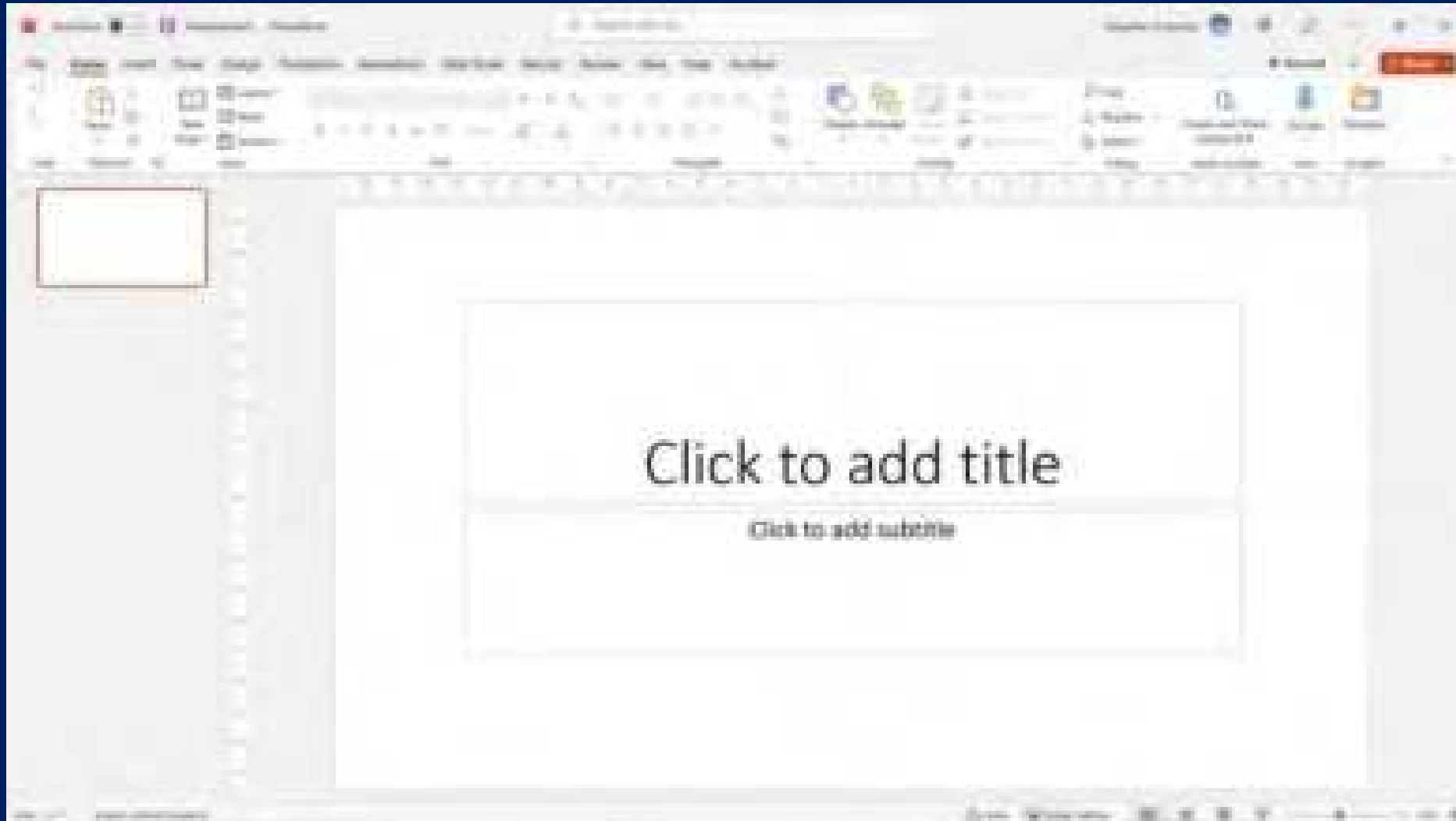


Tool

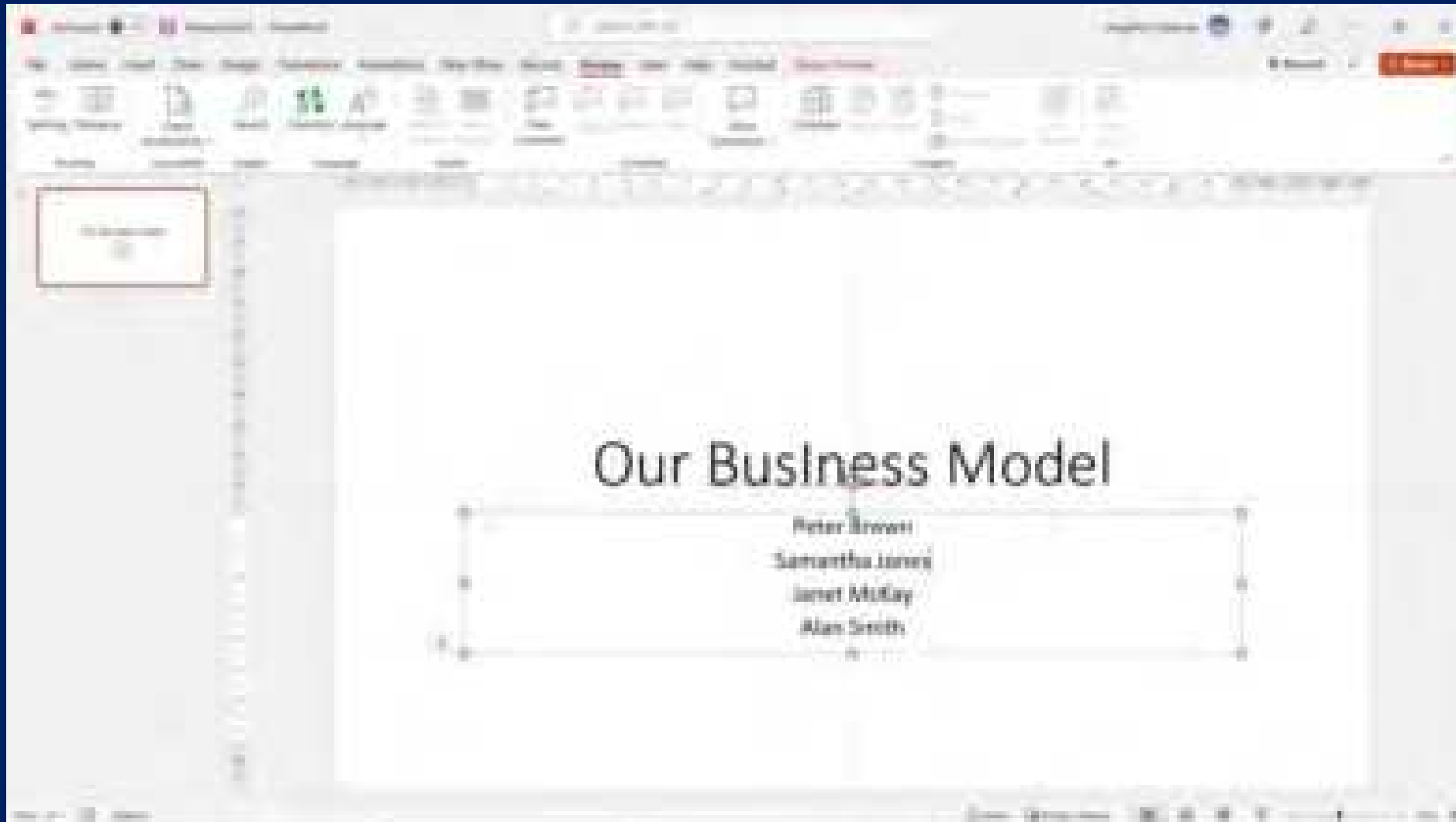
Group



PowerPoint Creating Slide



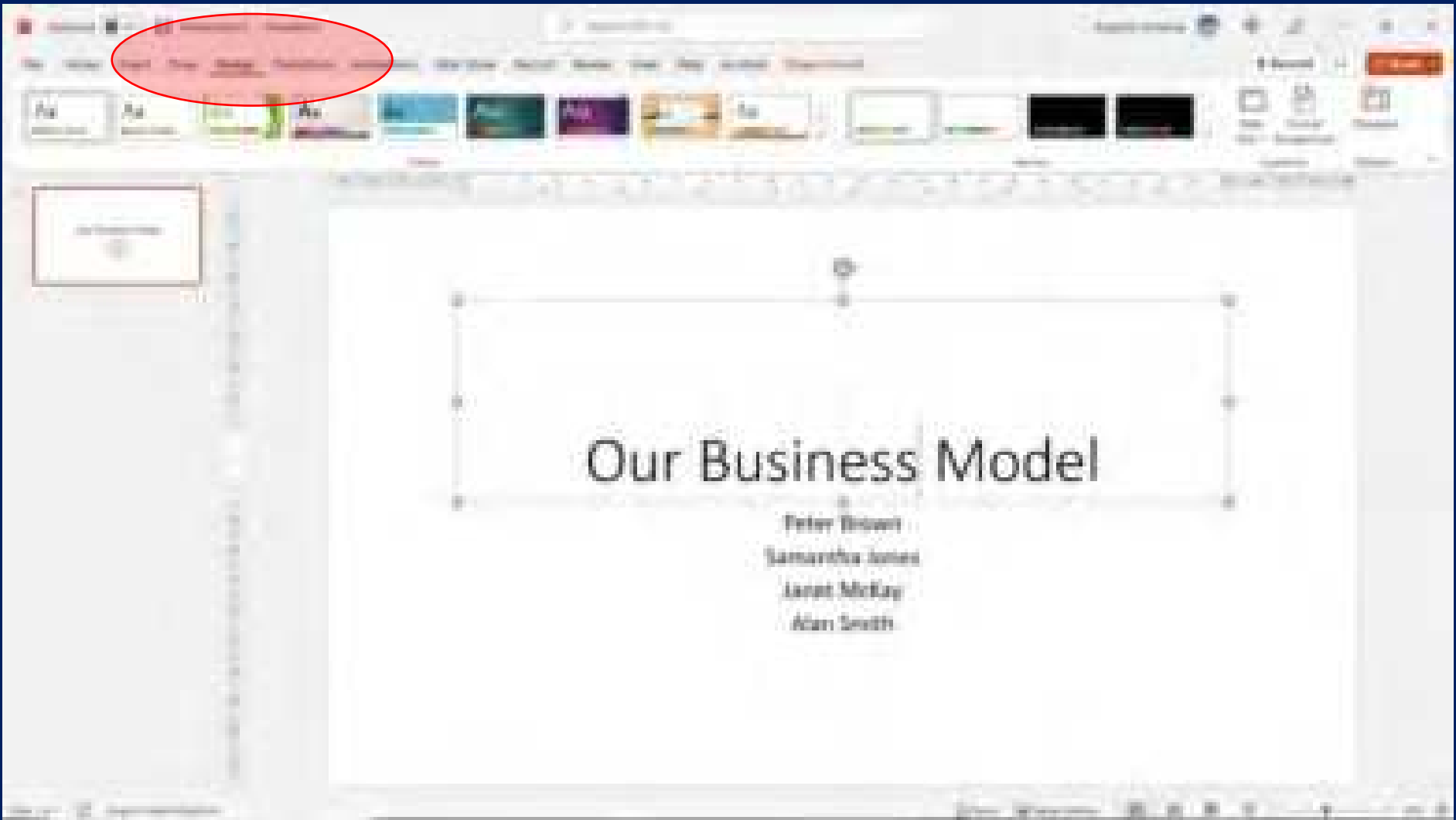
PowerPoint Creating Slide



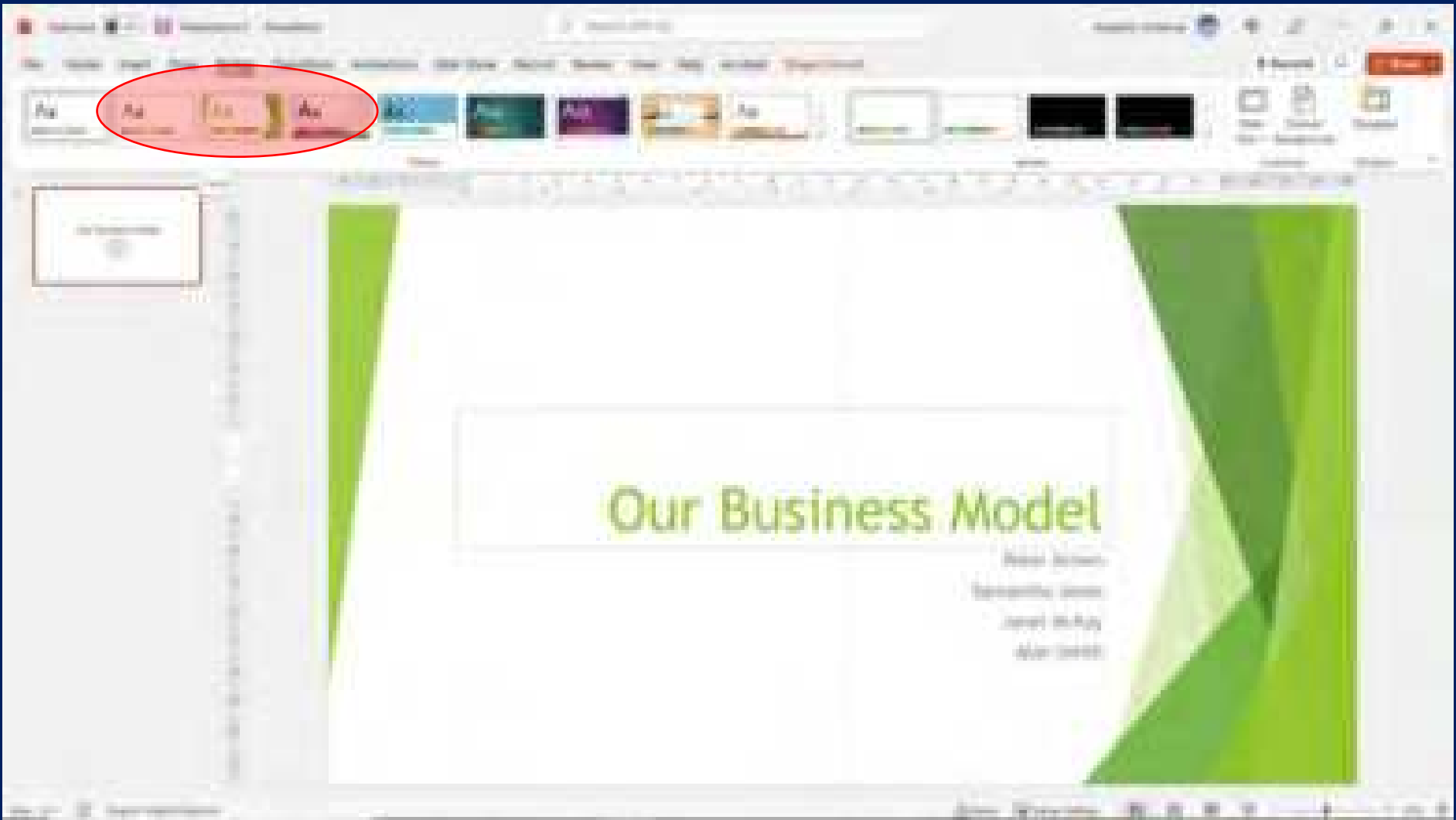
PowerPoint Creating Slide



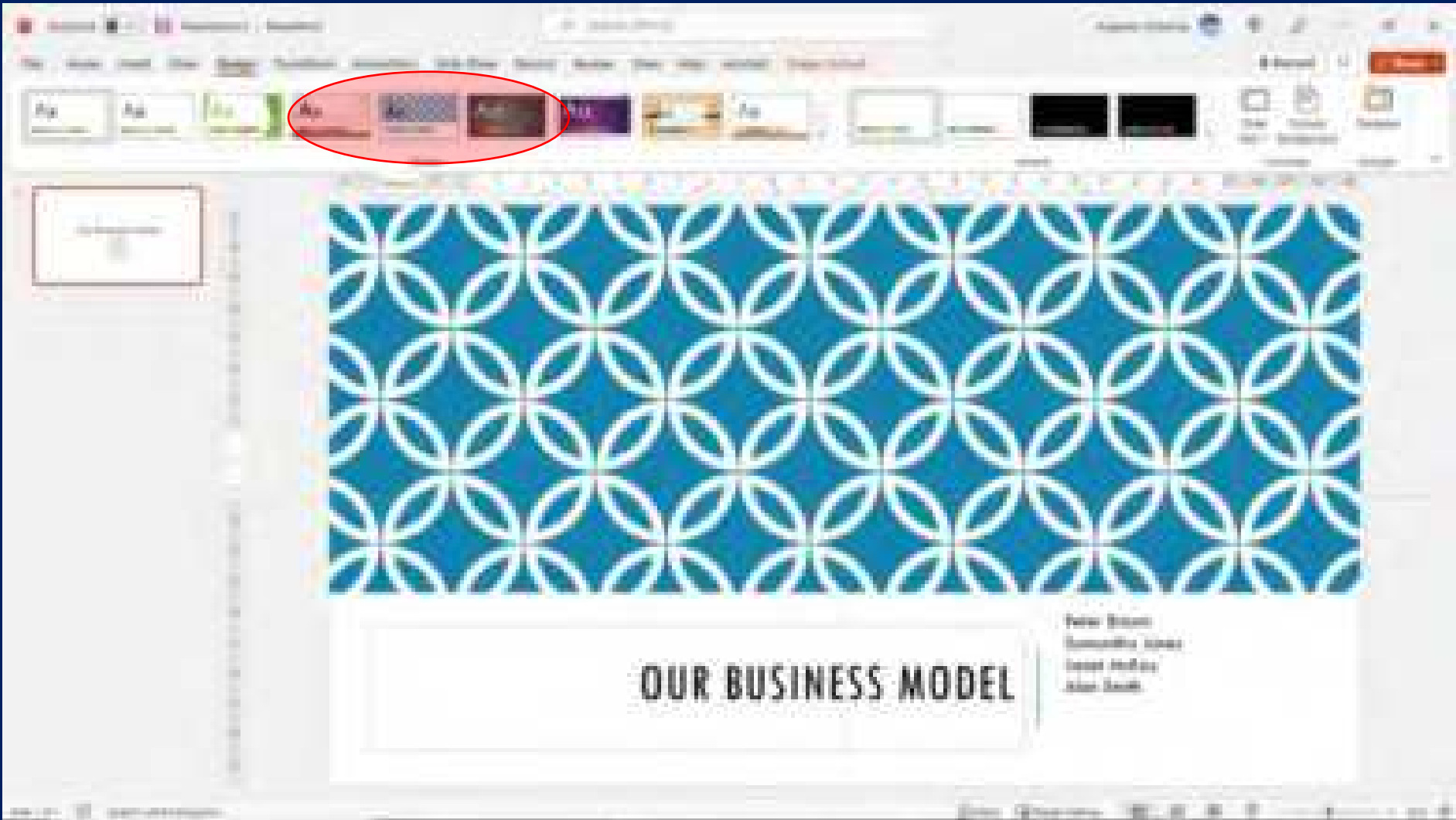
PowerPoint Creating Slide



PowerPoint Creating Slide



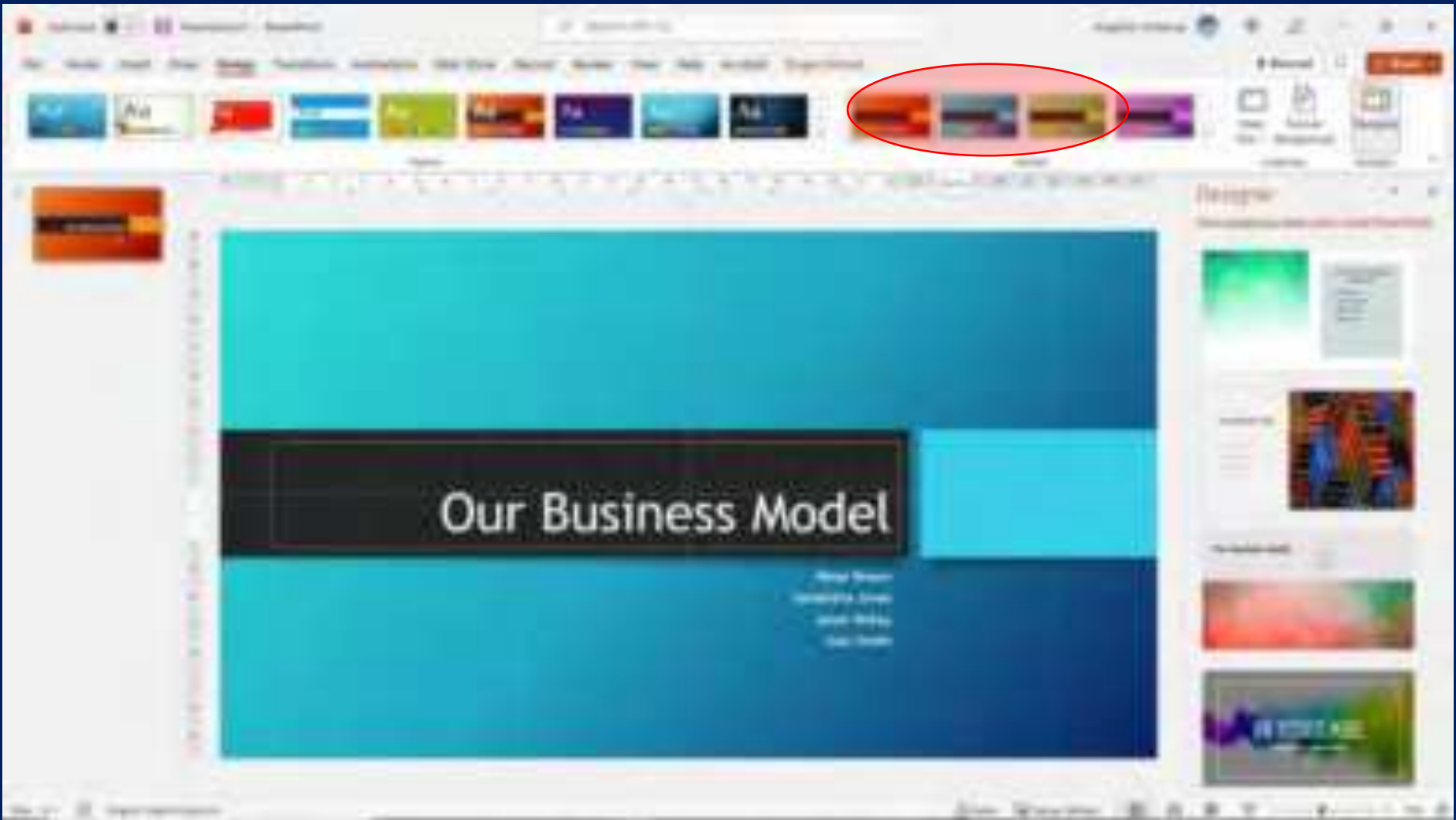
PowerPoint Creating Slide



PowerPoint Creating Slide



PowerPoint Creating Slide



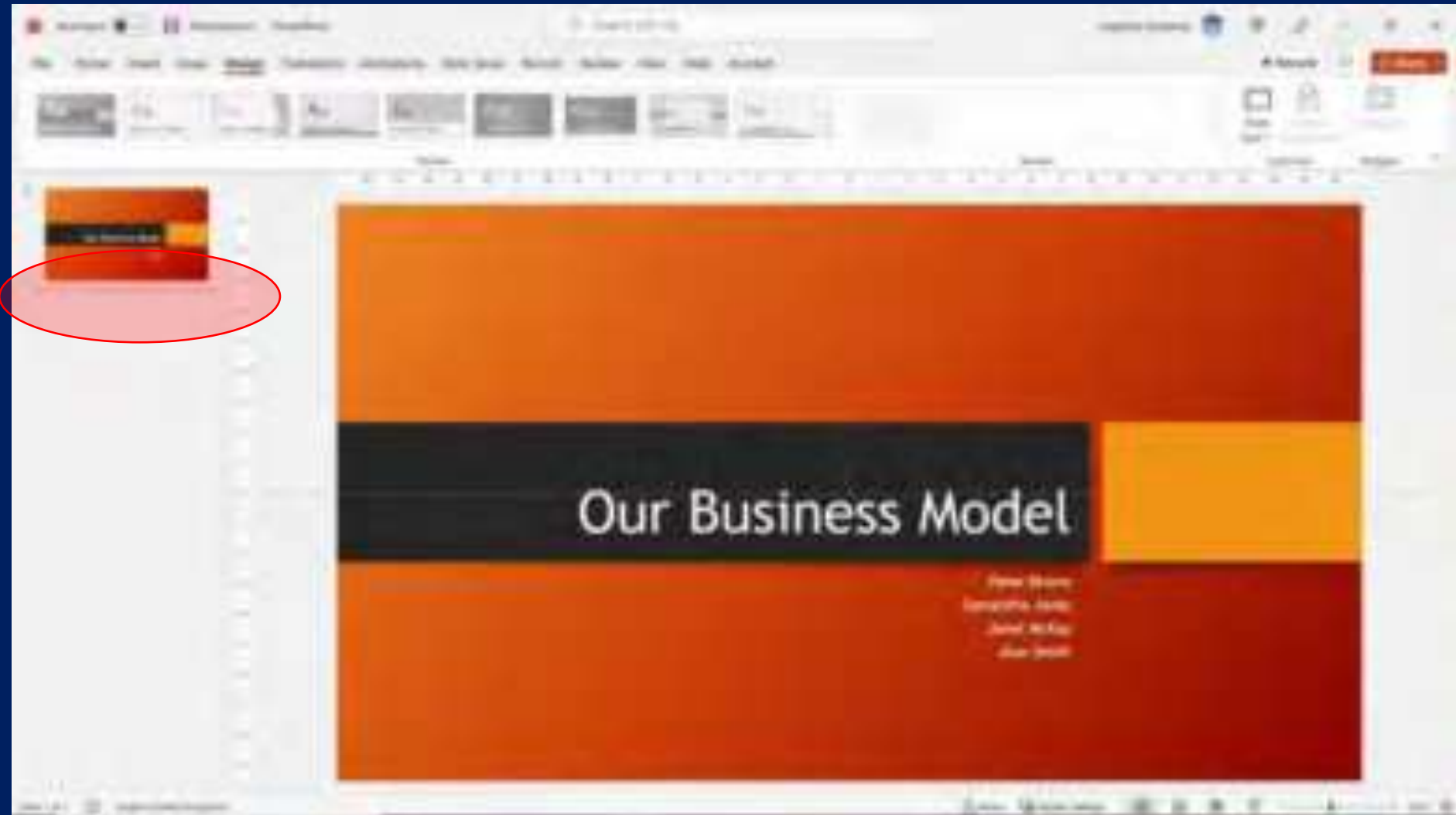
PowerPoint Creating Slide



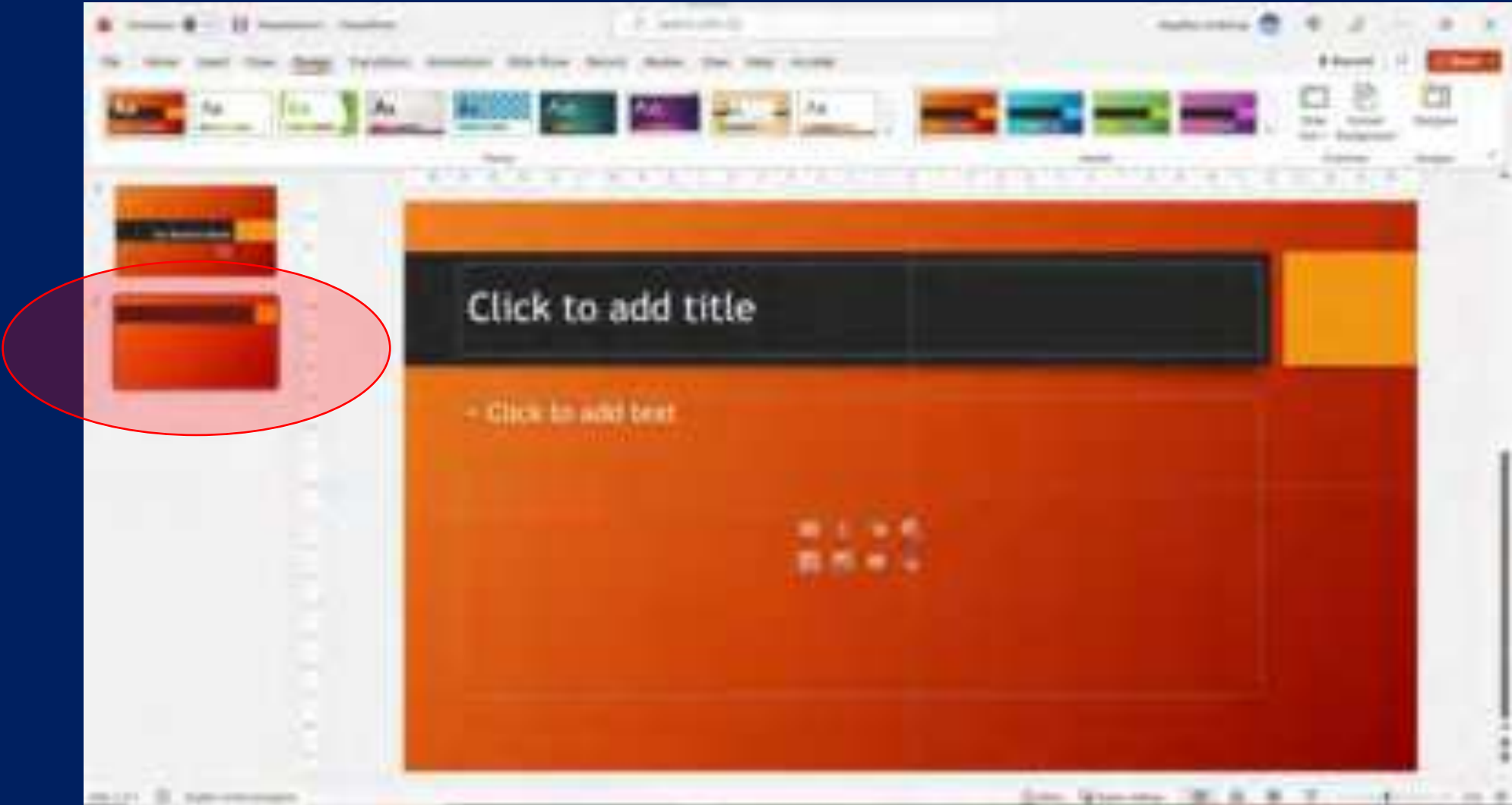
Hands On



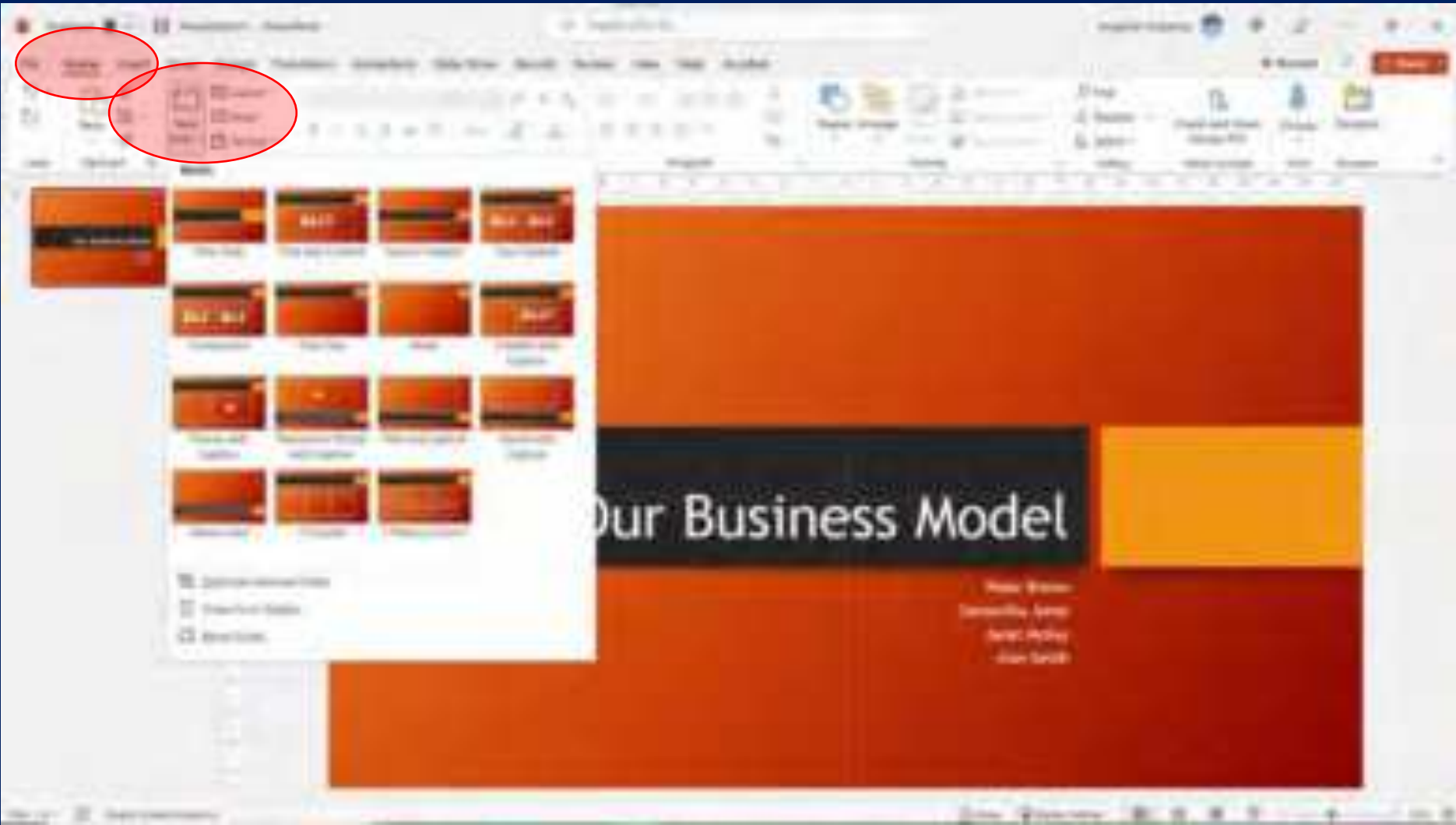
PowerPoint New Slide



PowerPoint New Slide



PowerPoint New Slide



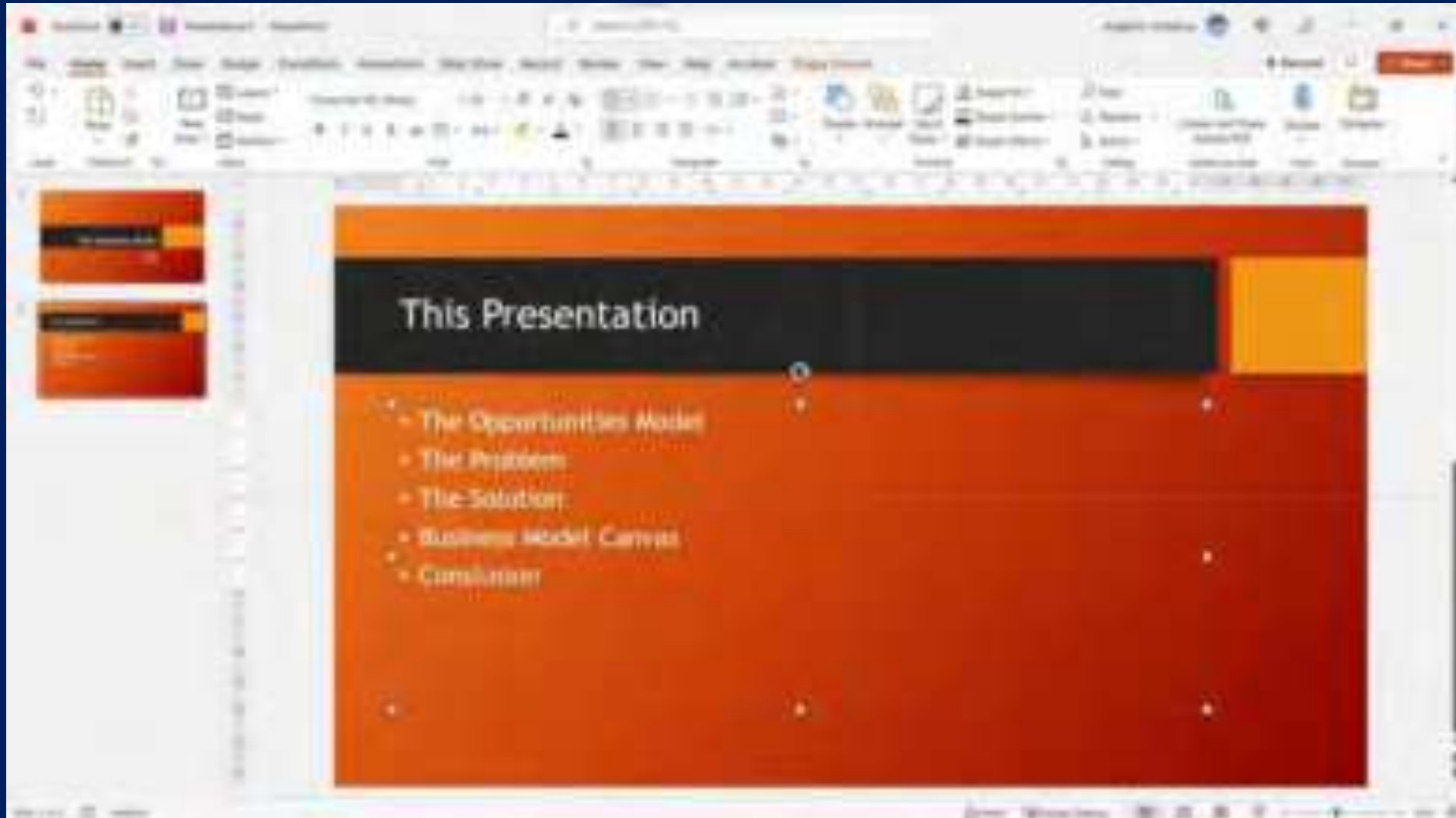
PowerPoint Creating Slide



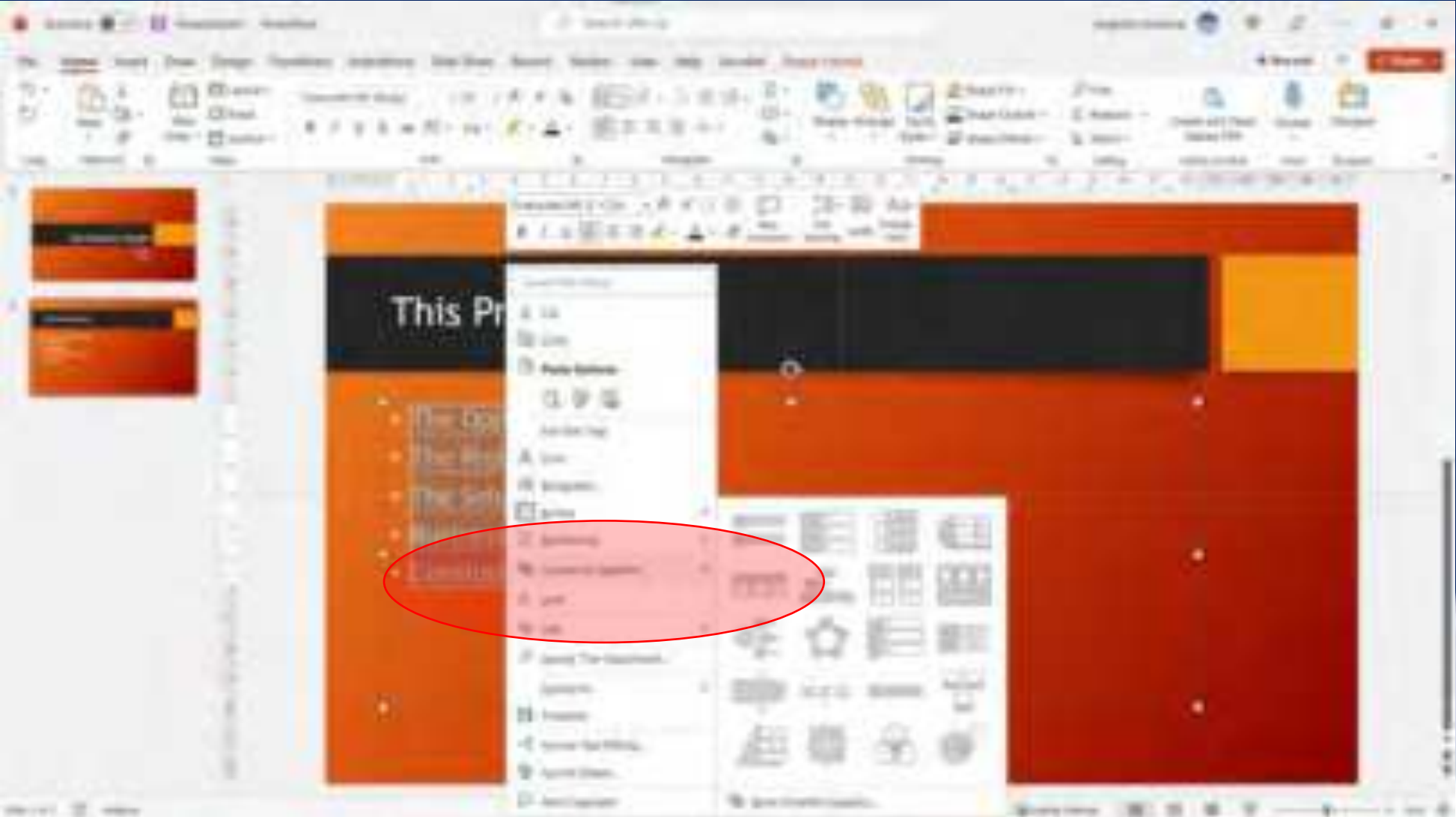
Hands On



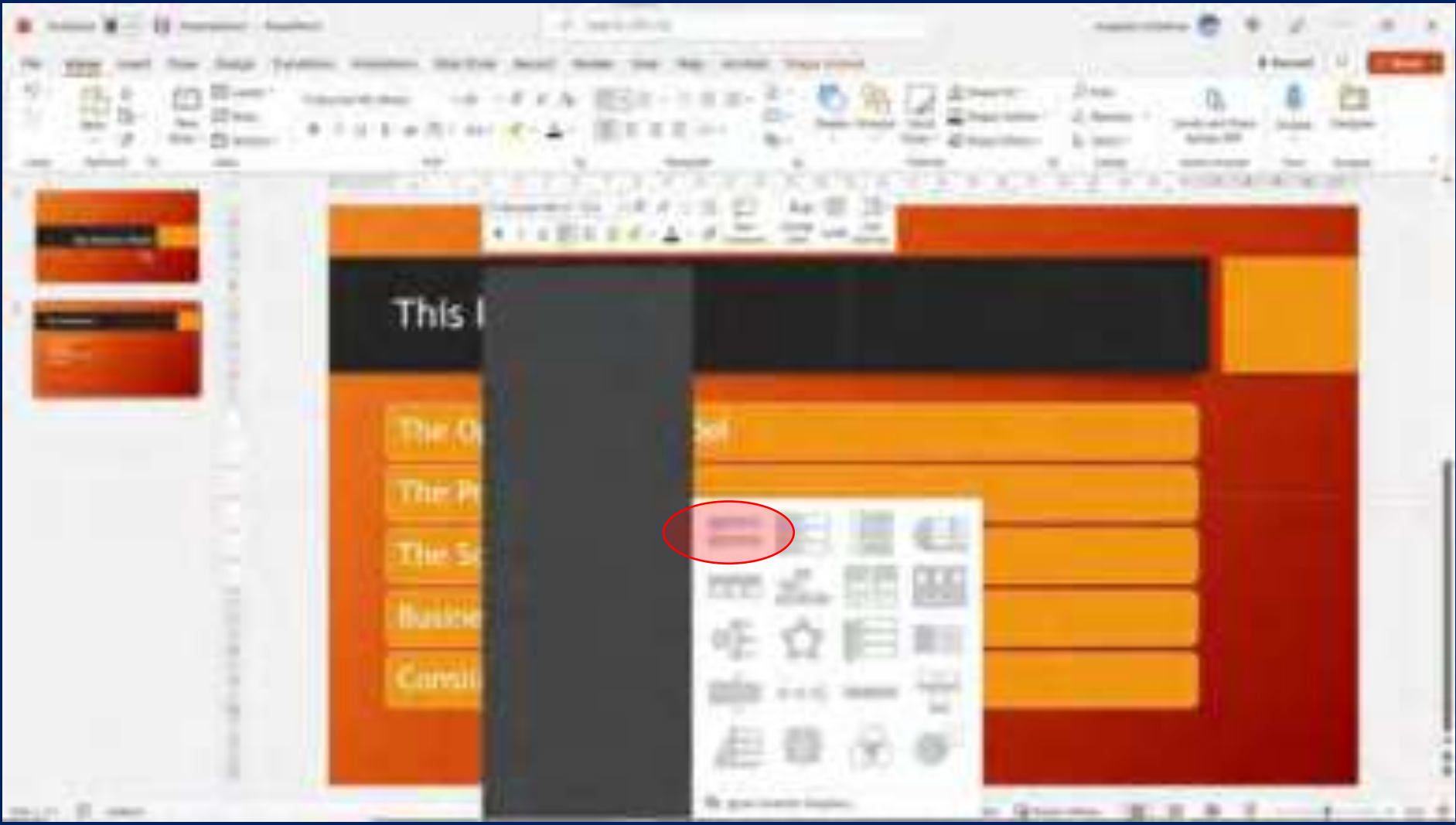
PowerPoint Building the Slide



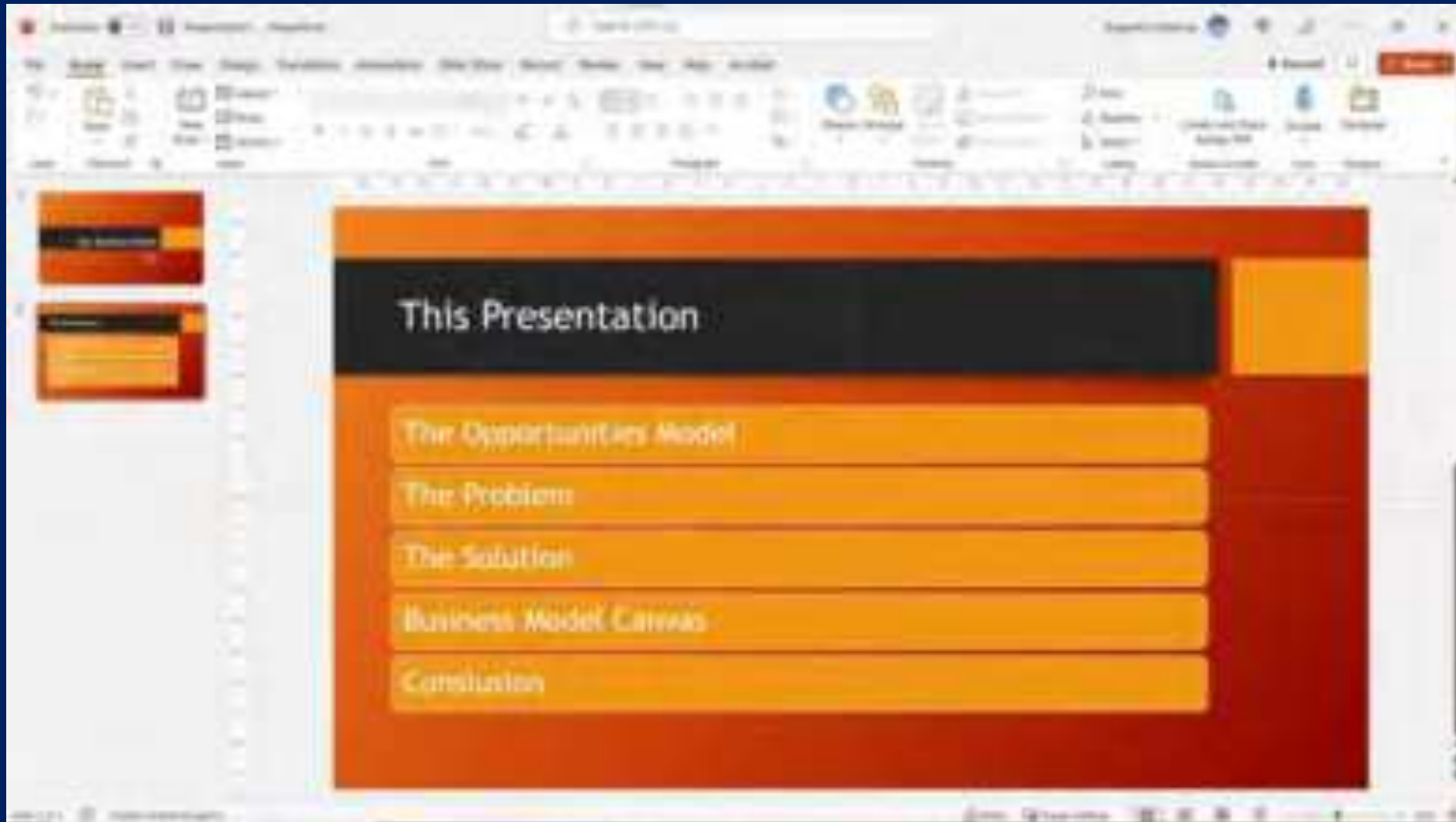
PowerPoint Building the Slide



PowerPoint Building the Slide



PowerPoint Building the Slide



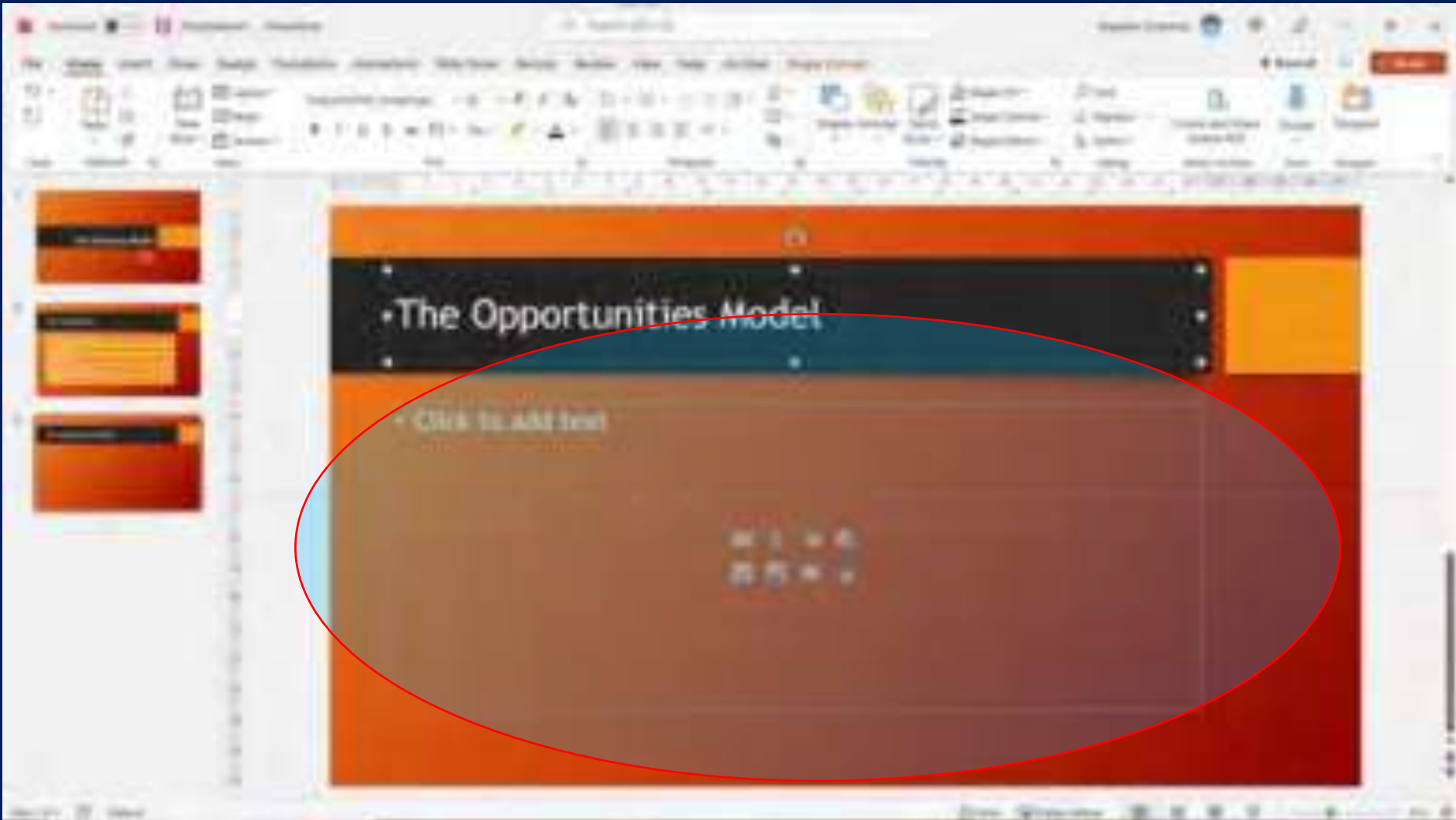
PowerPoint Creating Slide



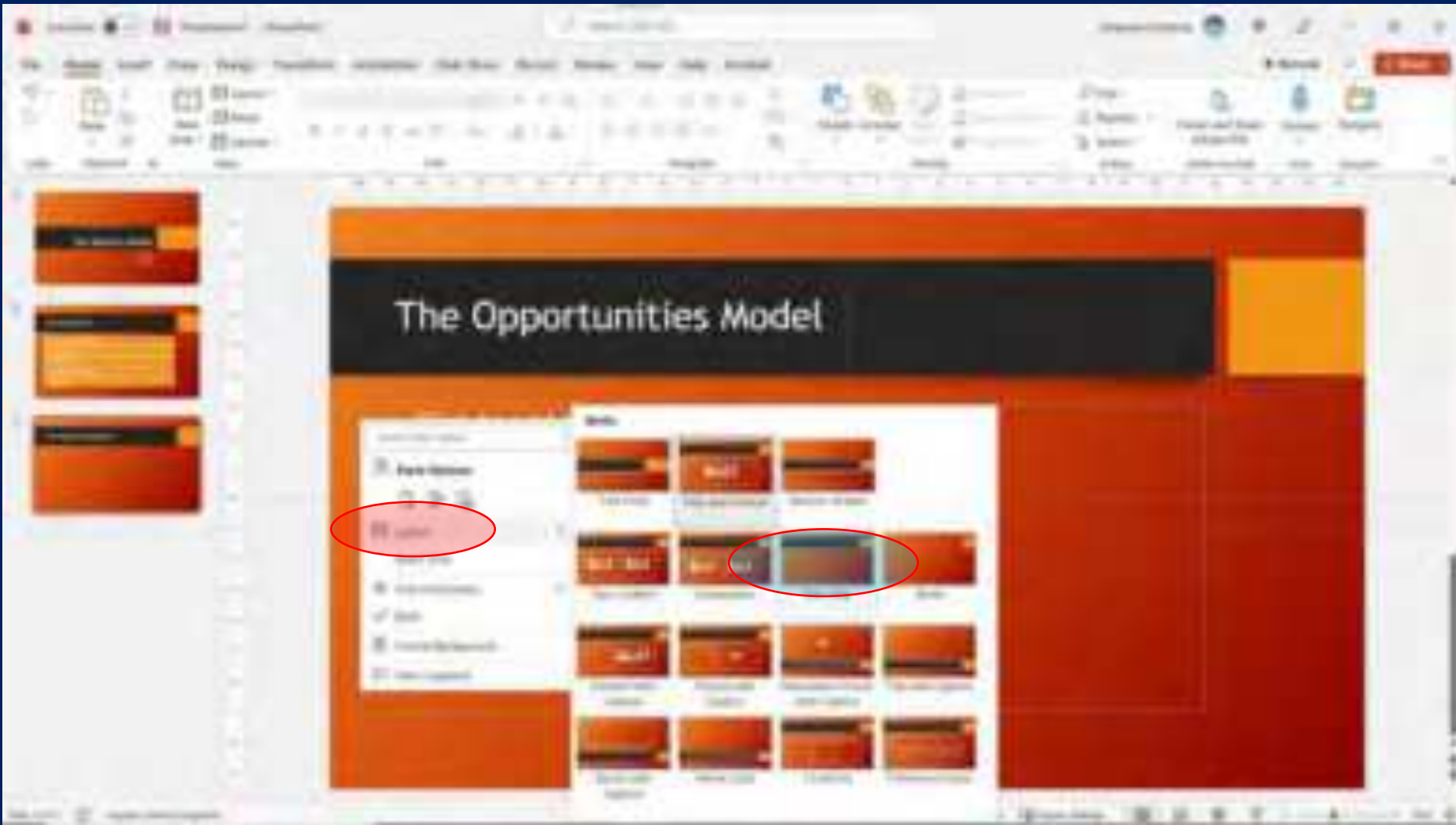
Hands On



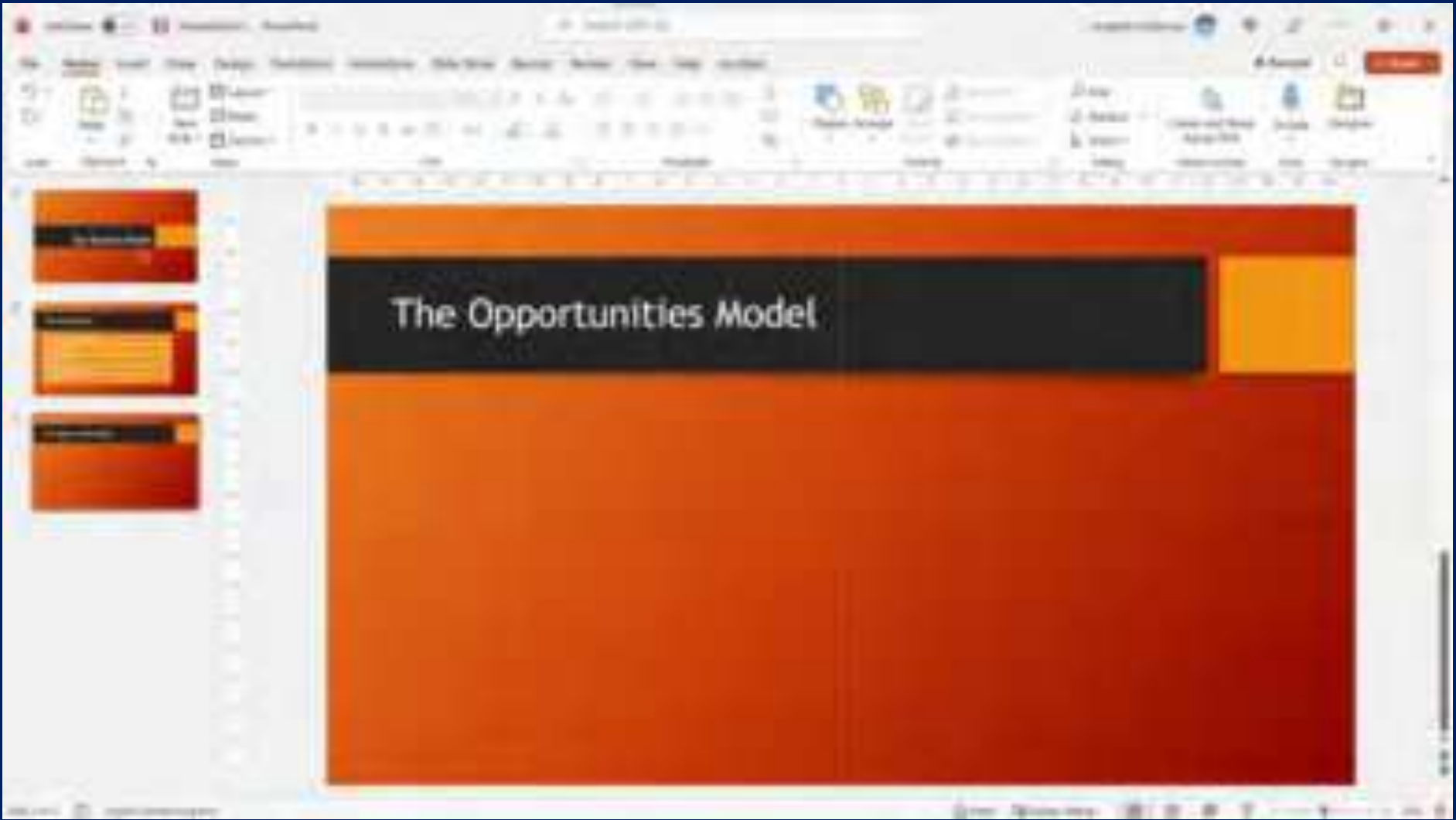
PowerPoint Inserting Pictures



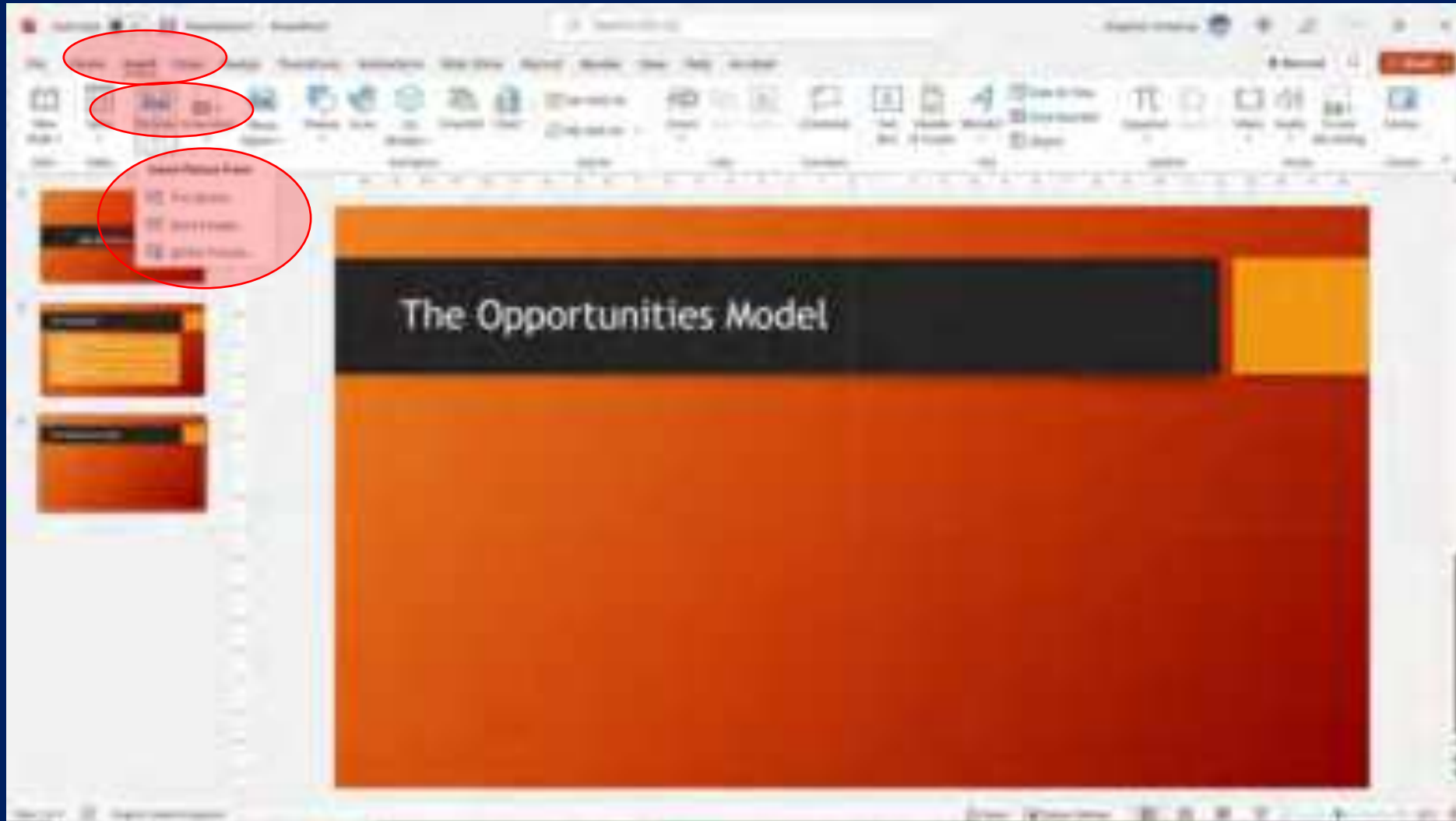
PowerPoint Inserting Pictures



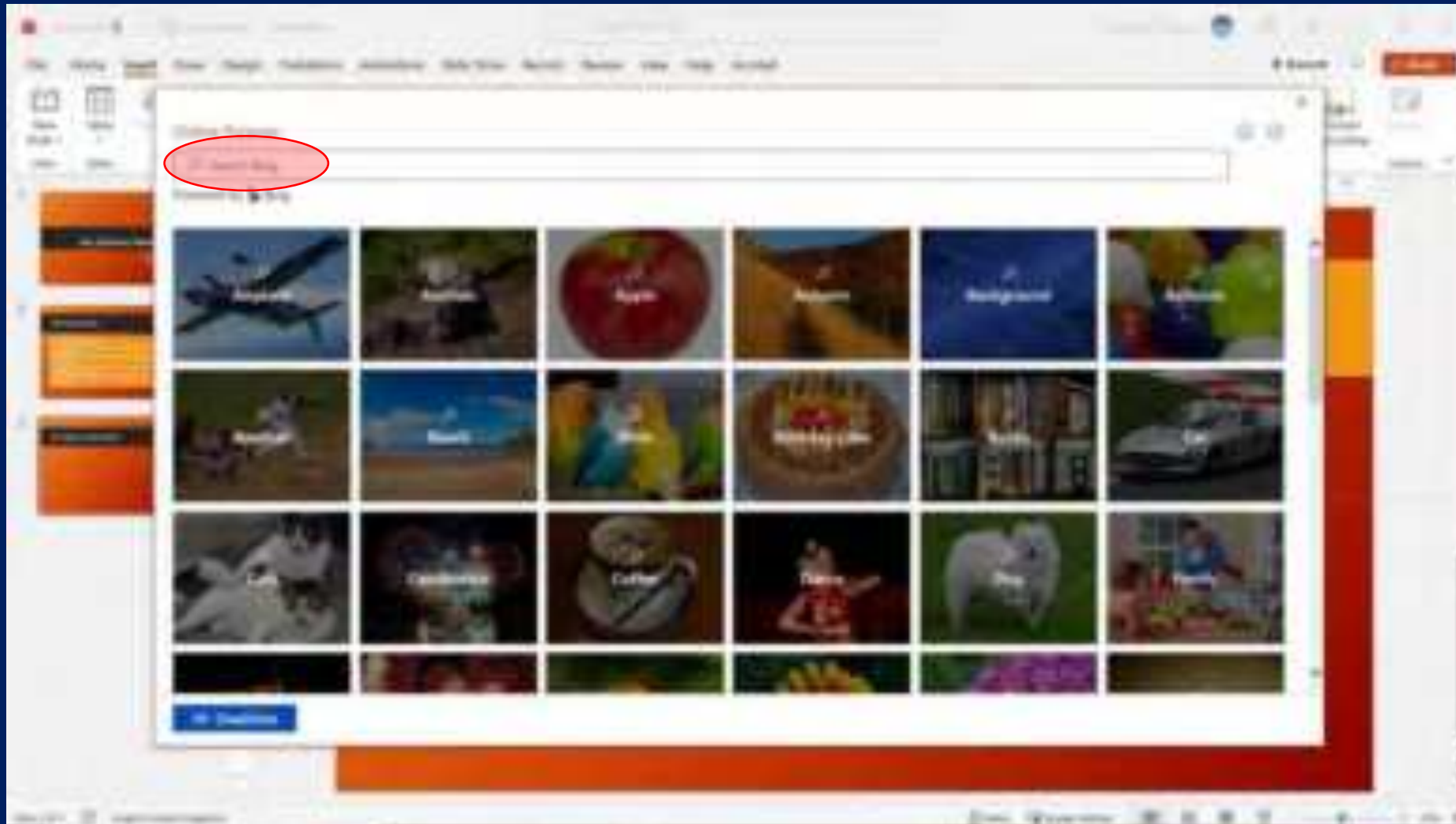
PowerPoint Inserting Pictures



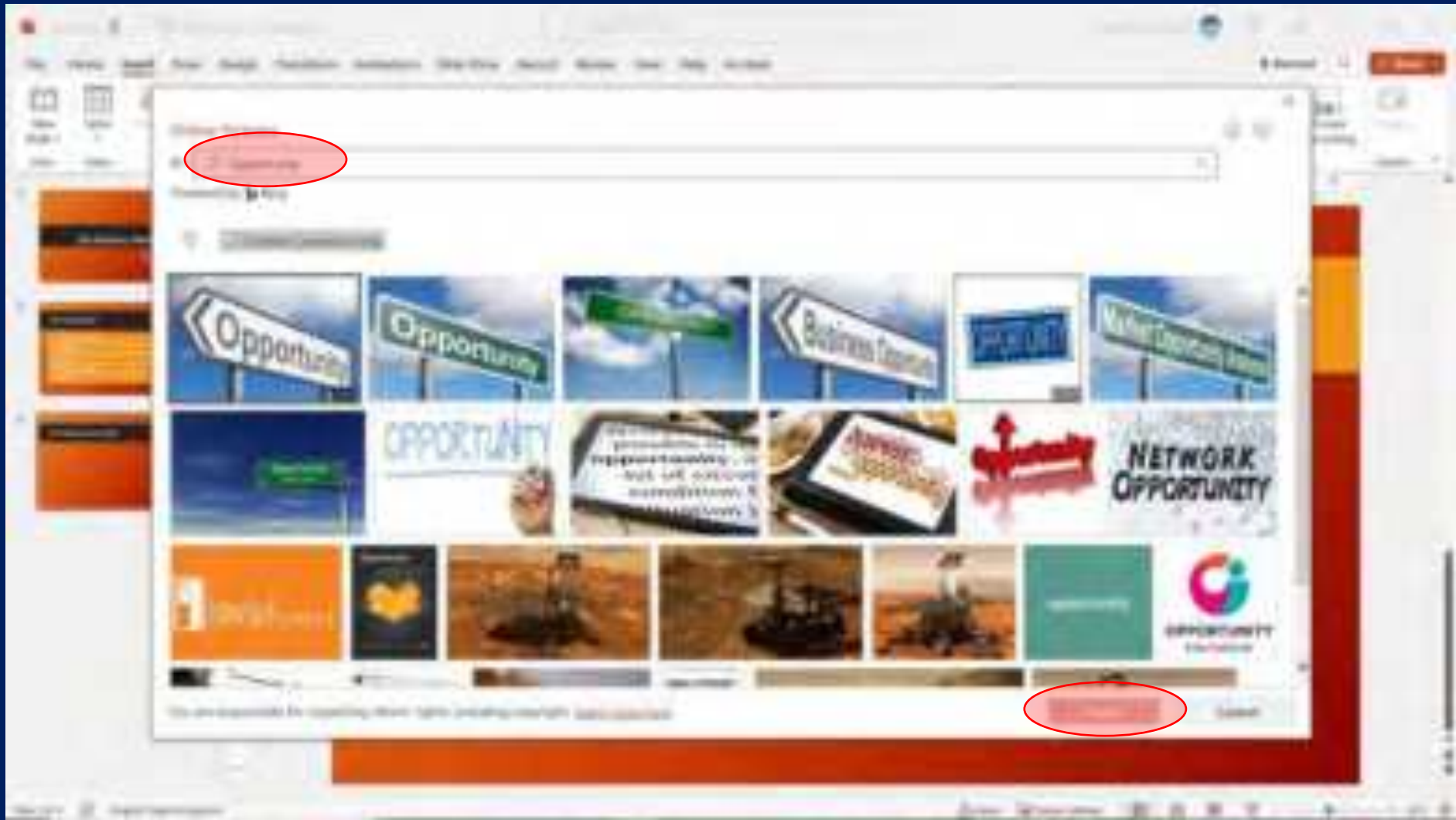
PowerPoint Inserting Pictures



PowerPoint Inserting Pictures



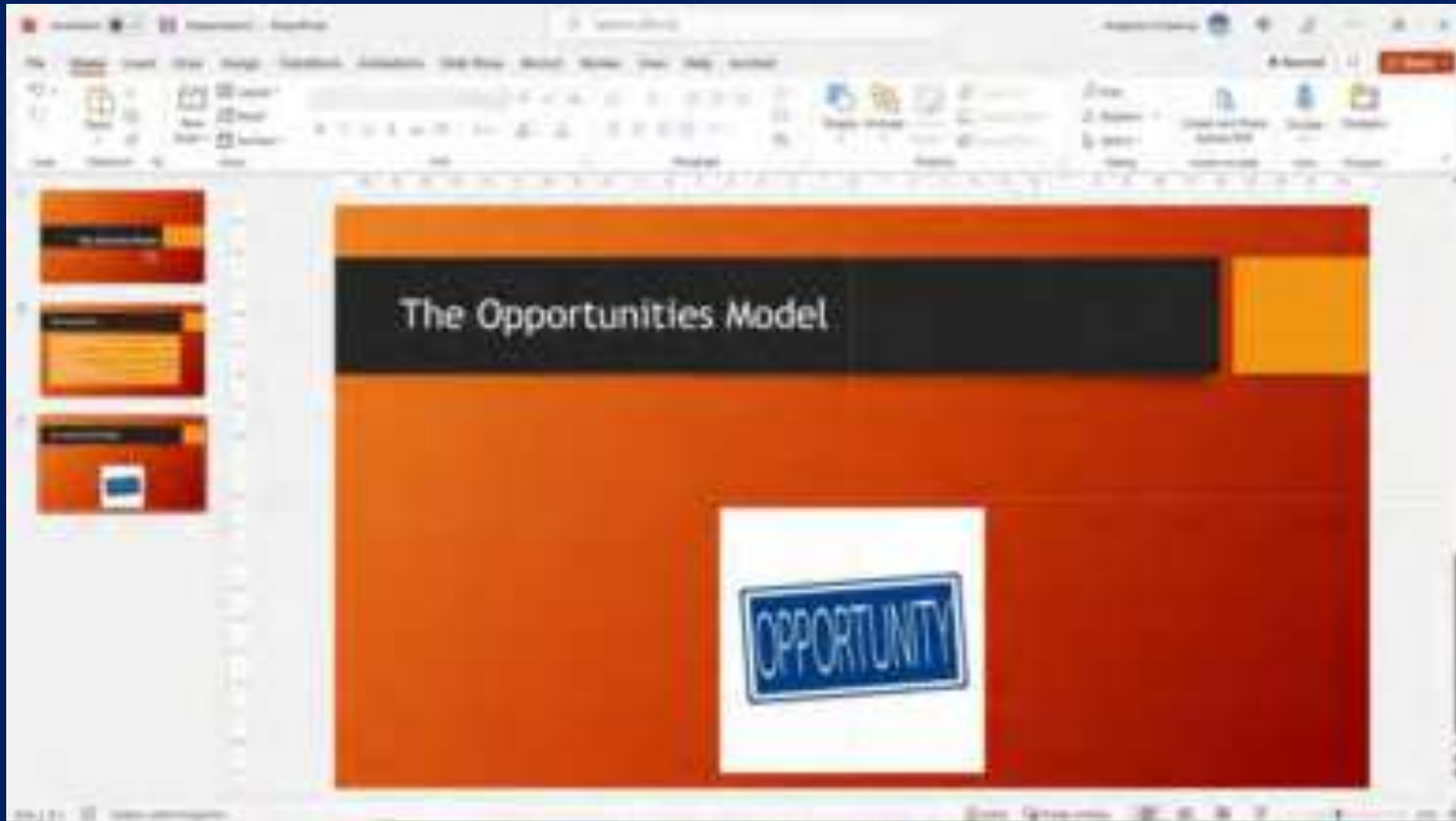
PowerPoint Inserting Pictures



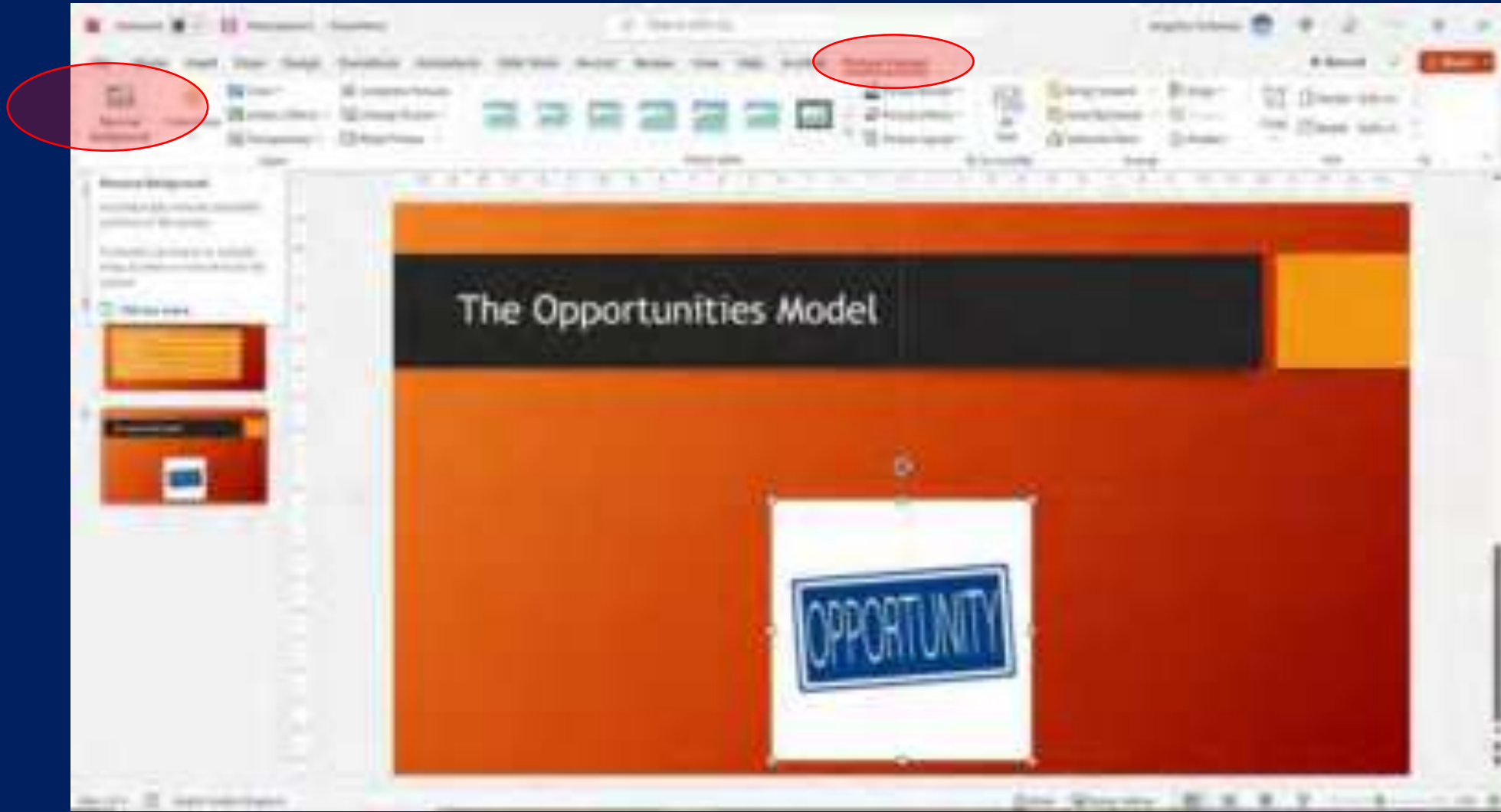
PowerPoint Inserting Pictures



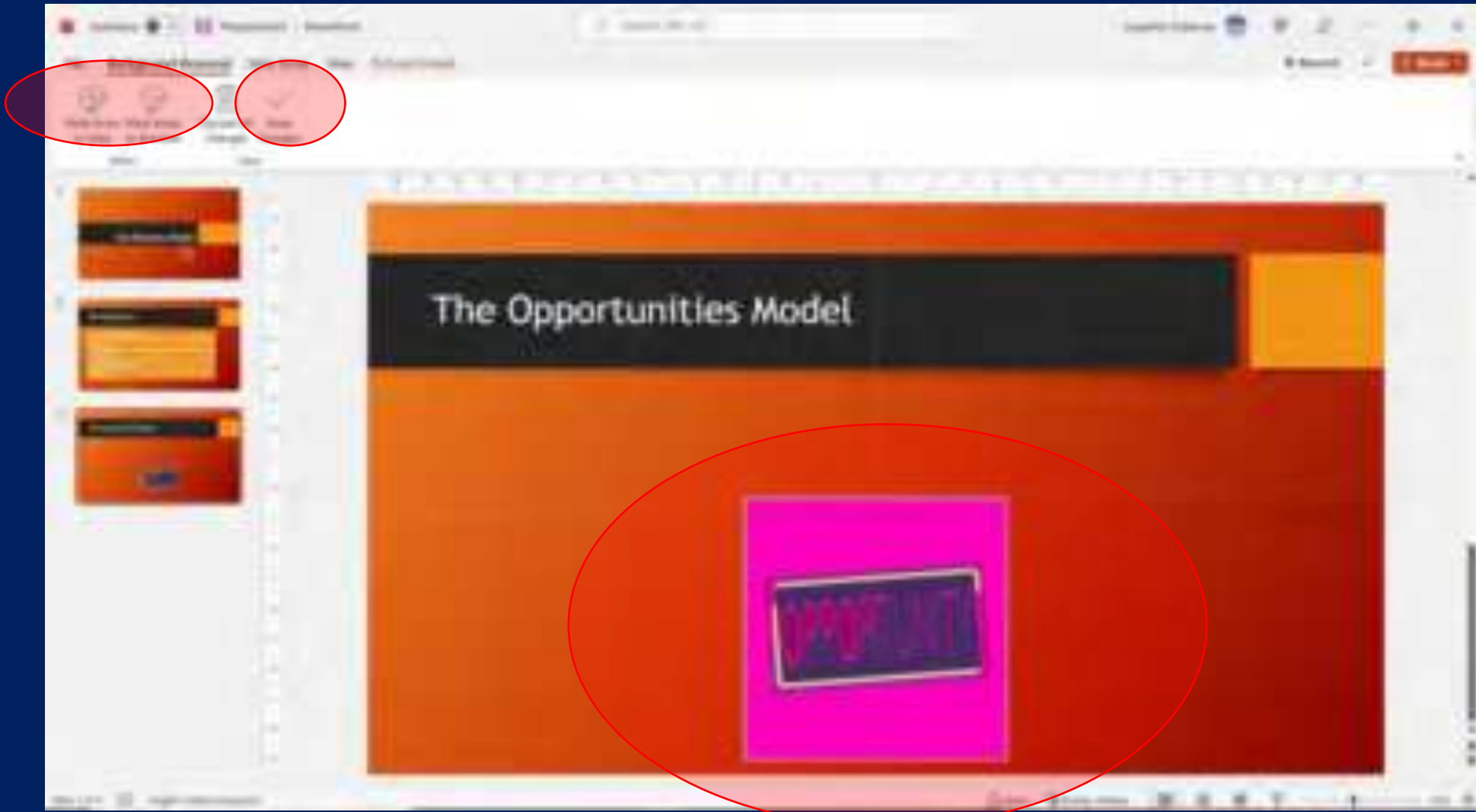
PowerPoint Inserting Pictures



PowerPoint Inserting Pictures



PowerPoint Inserting Pictures



PowerPoint Inserting Pictures



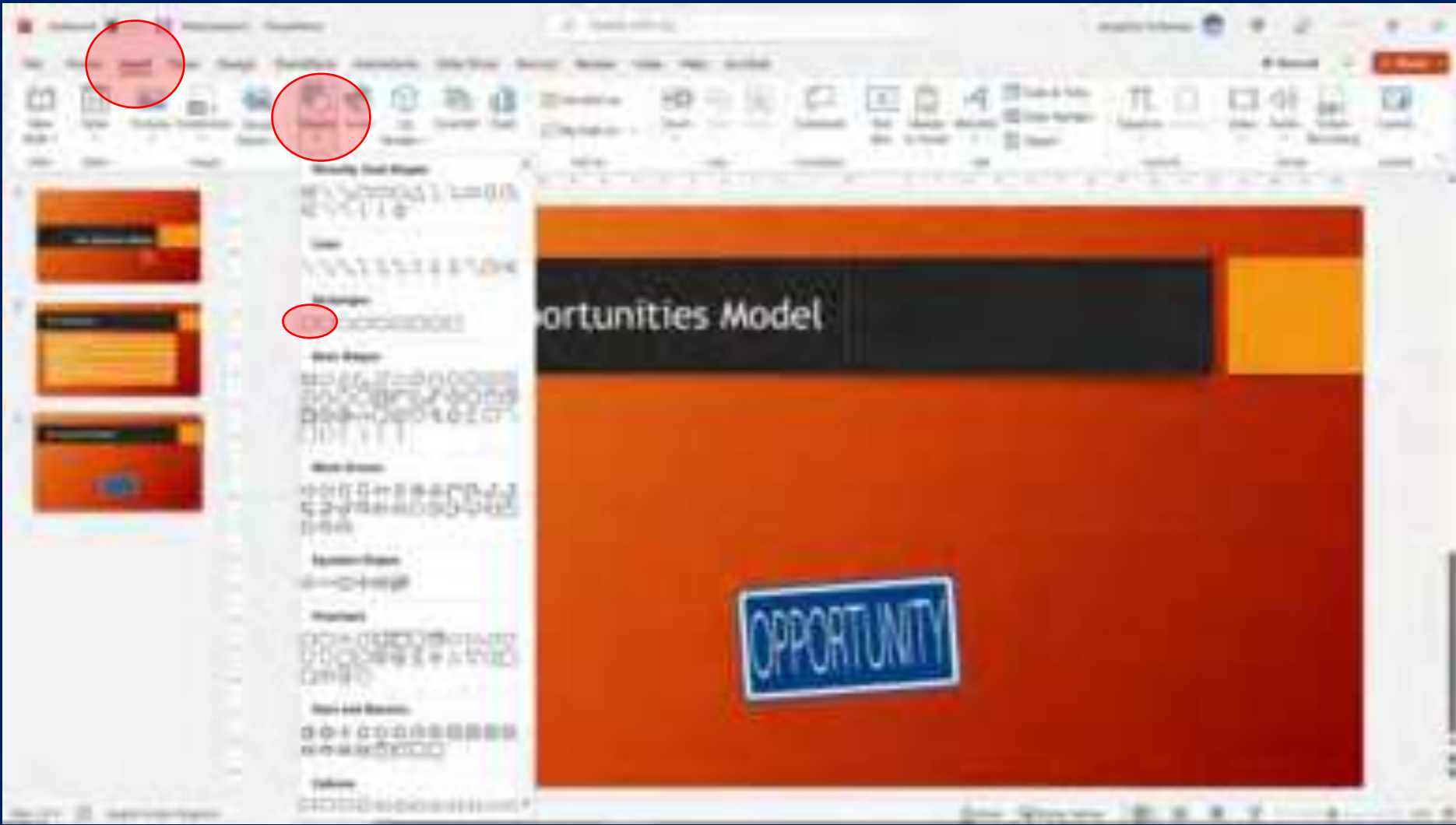
PowerPoint Inserting a Picture



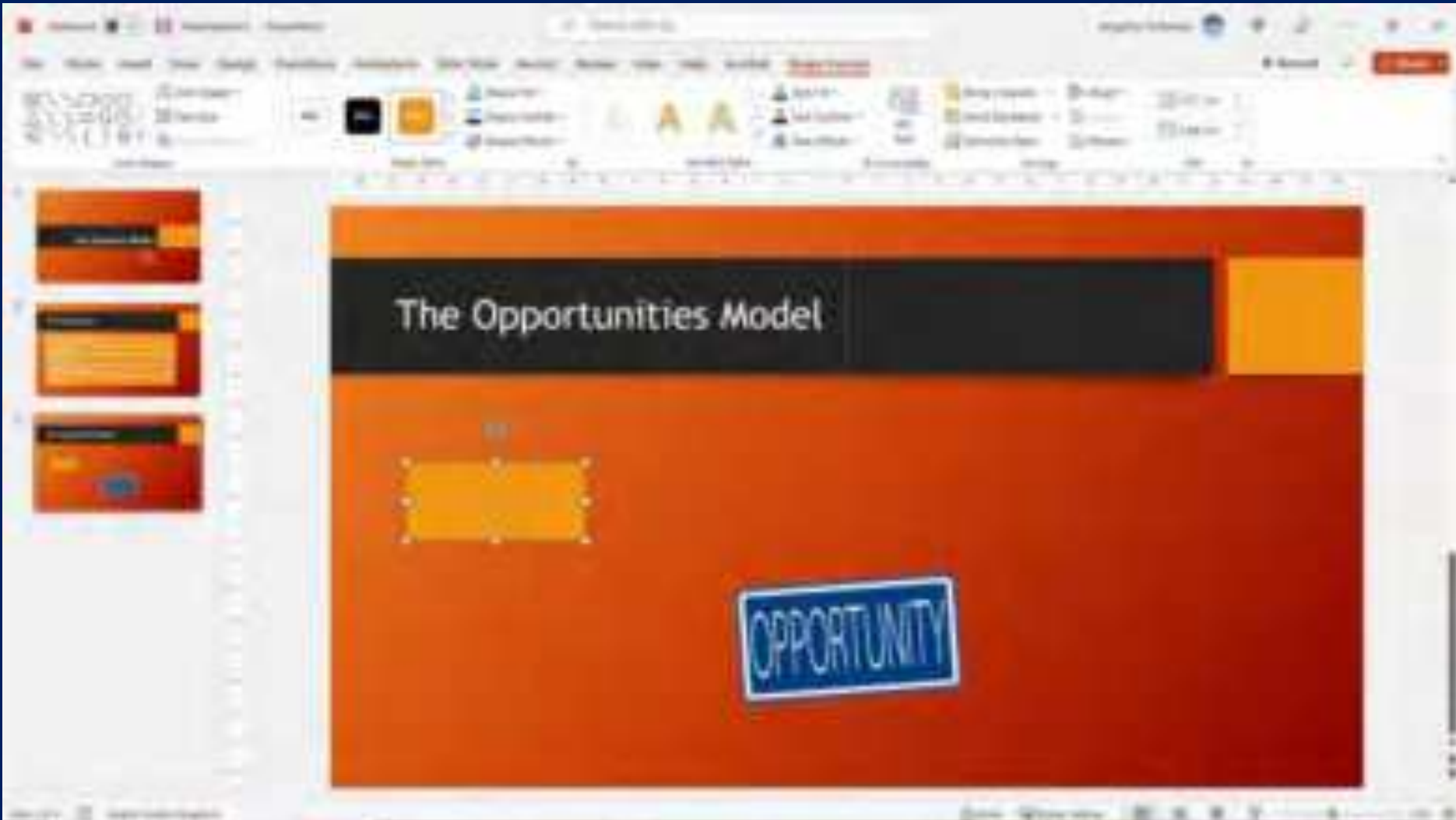
Hands On



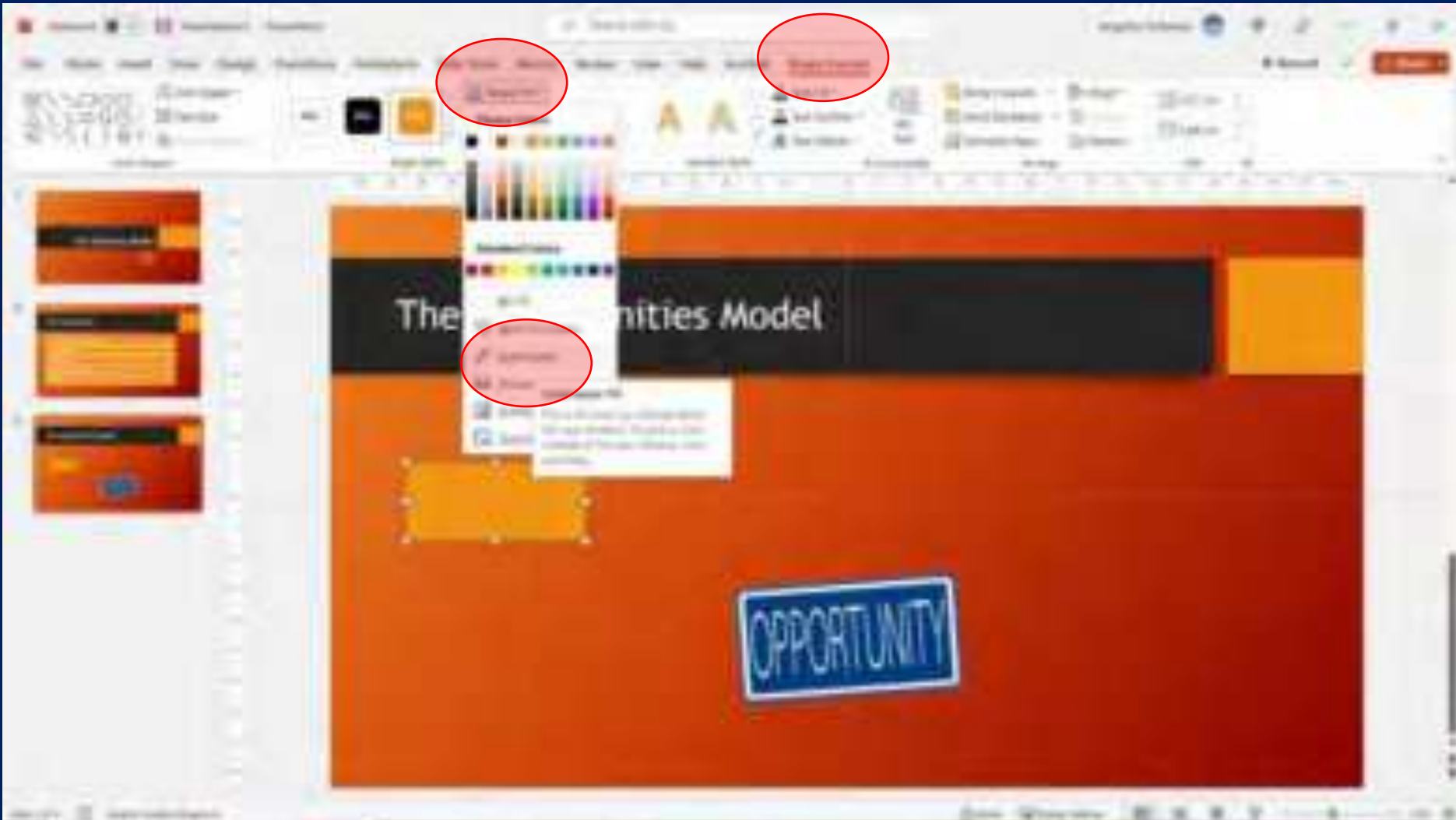
PowerPoint Inserting Shapes



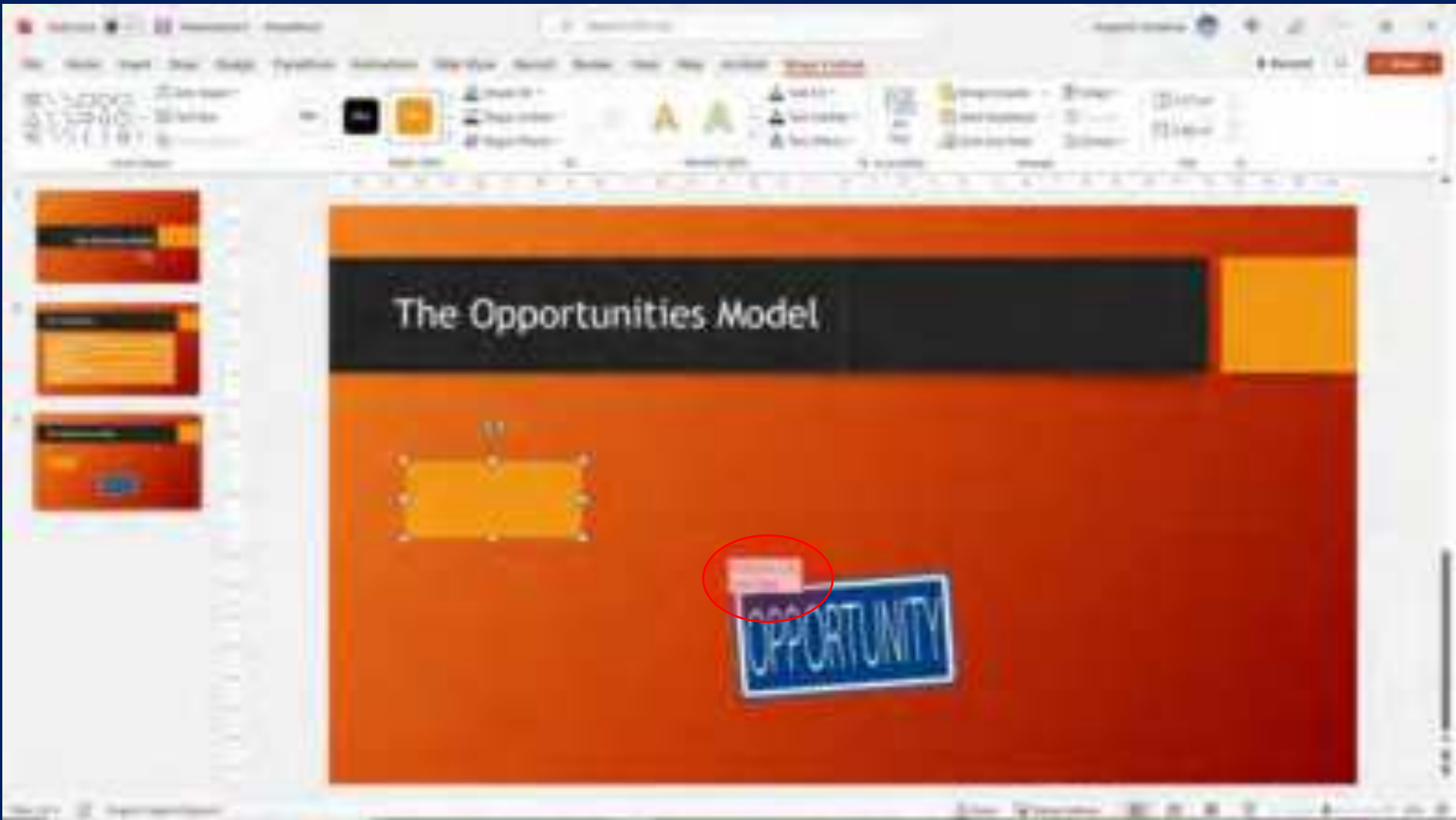
PowerPoint Inserting Shapes



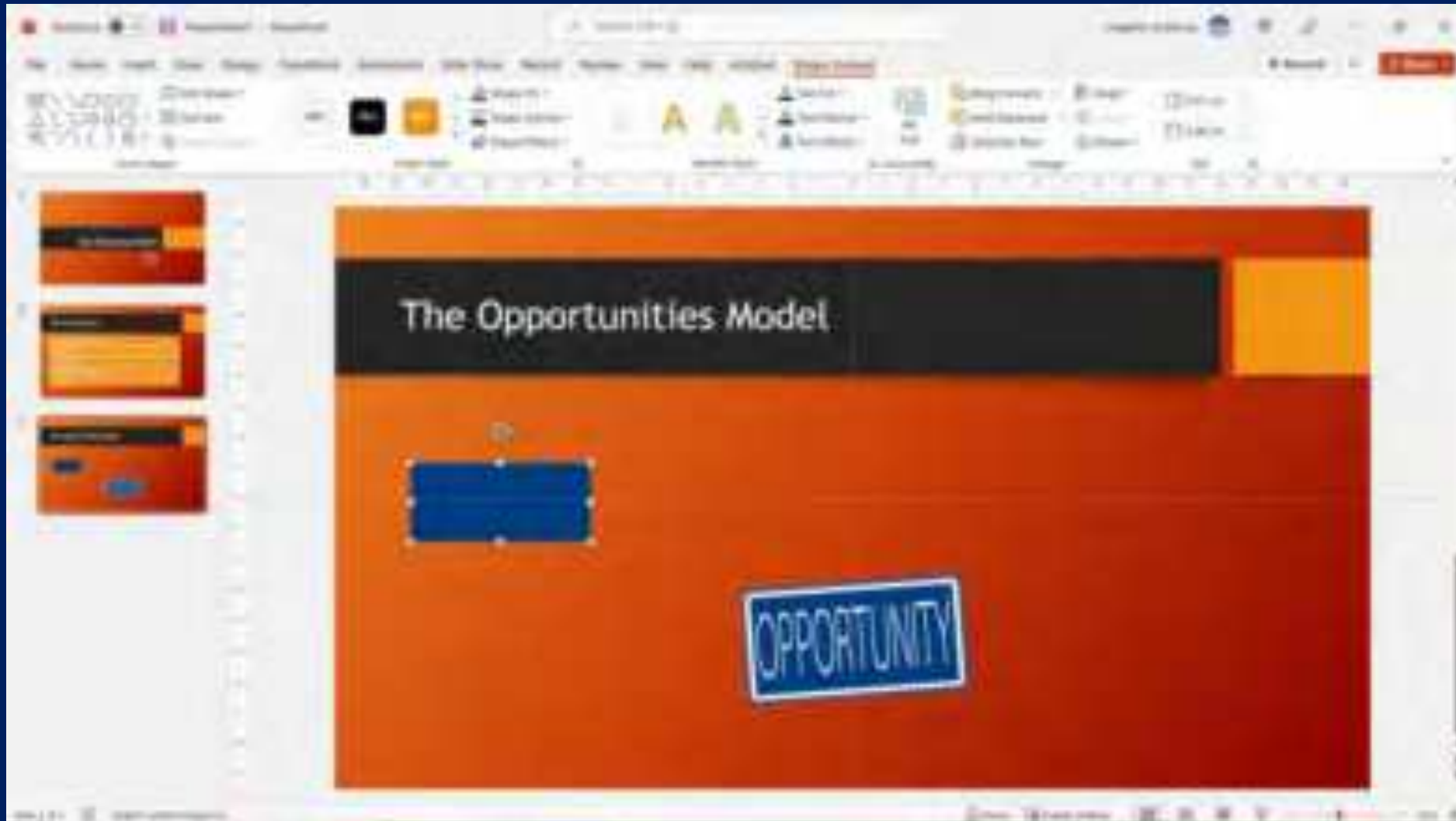
PowerPoint Inserting Shapes



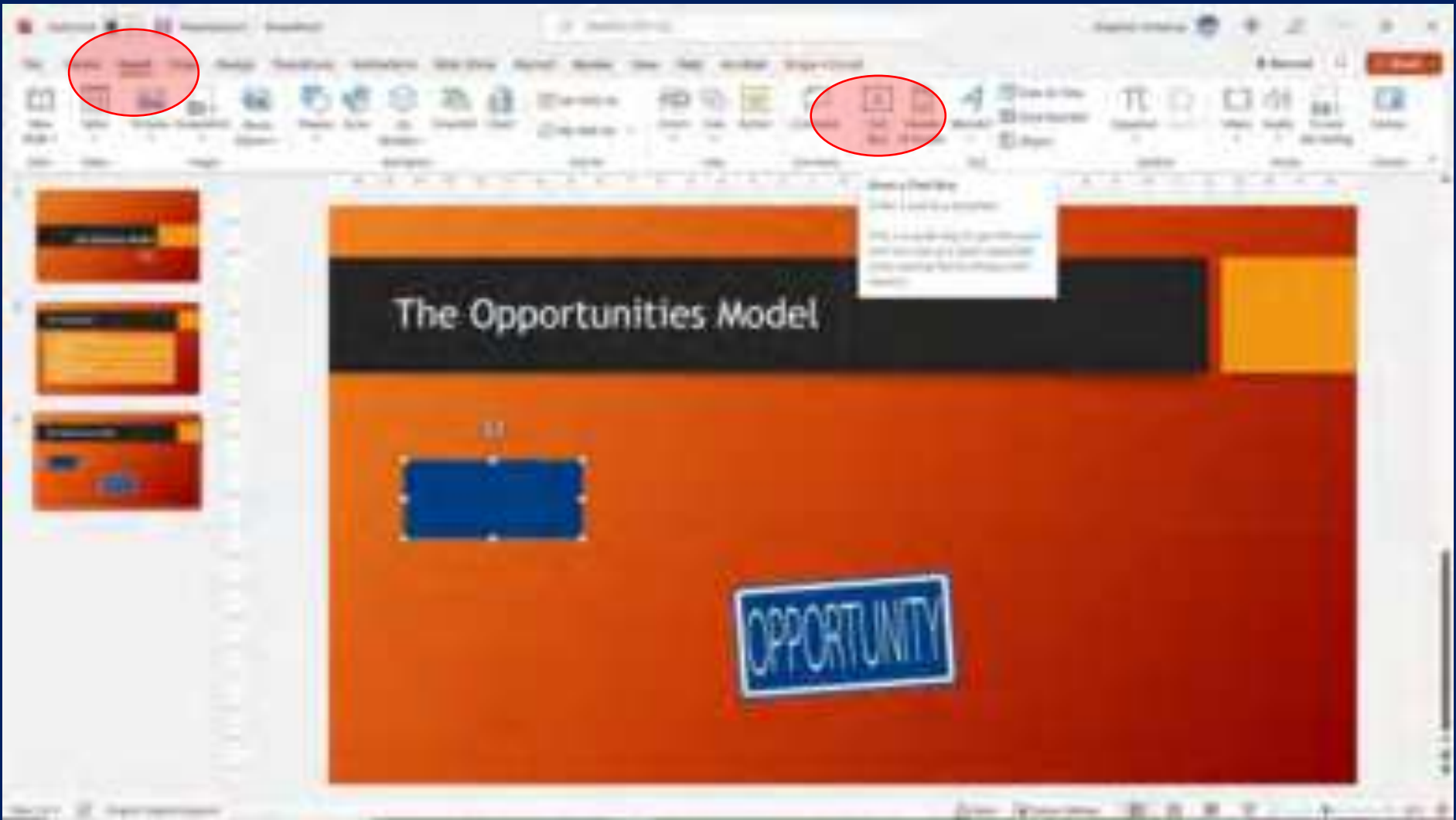
PowerPoint Inserting Shapes



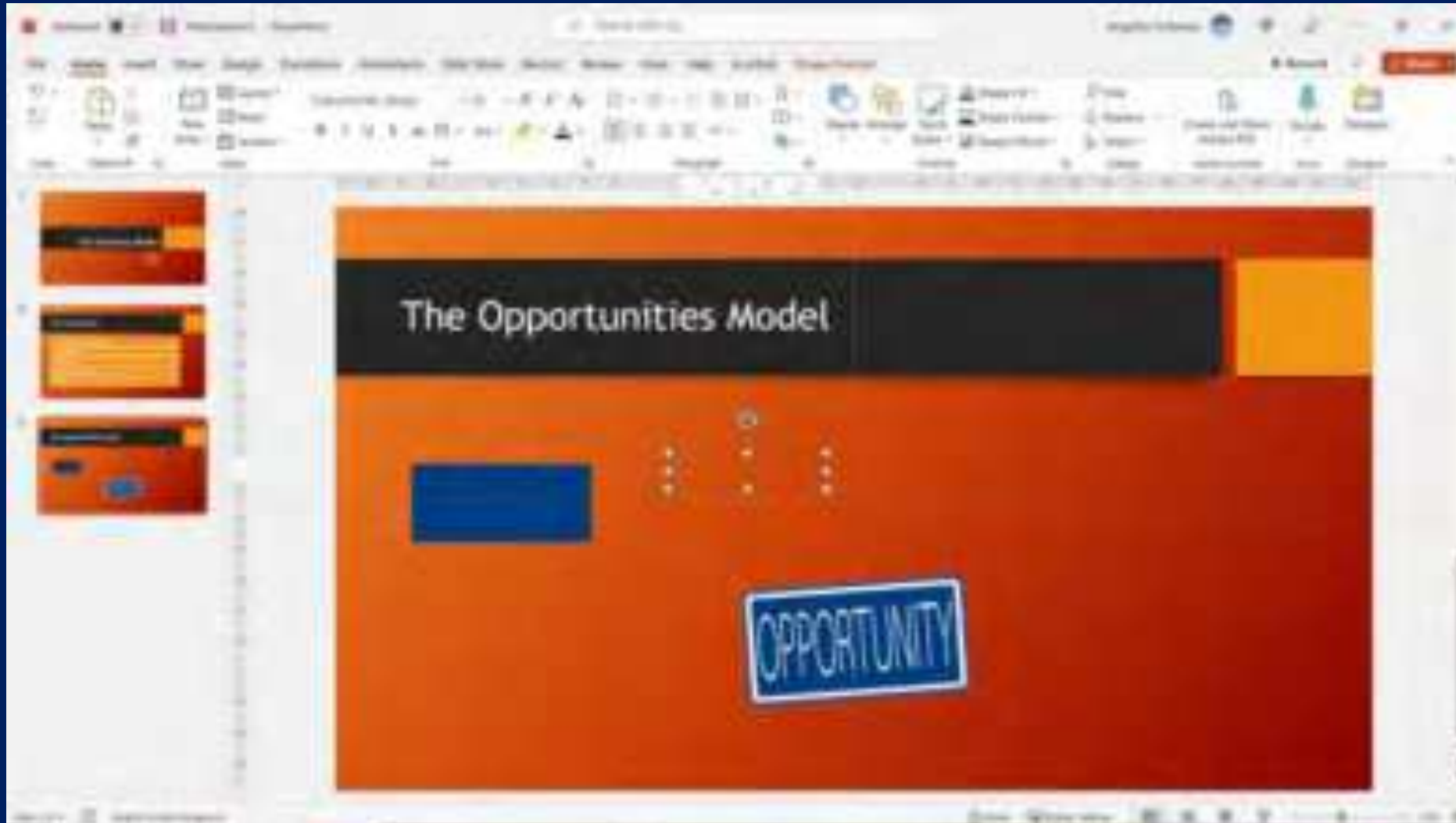
PowerPoint Inserting Shapes



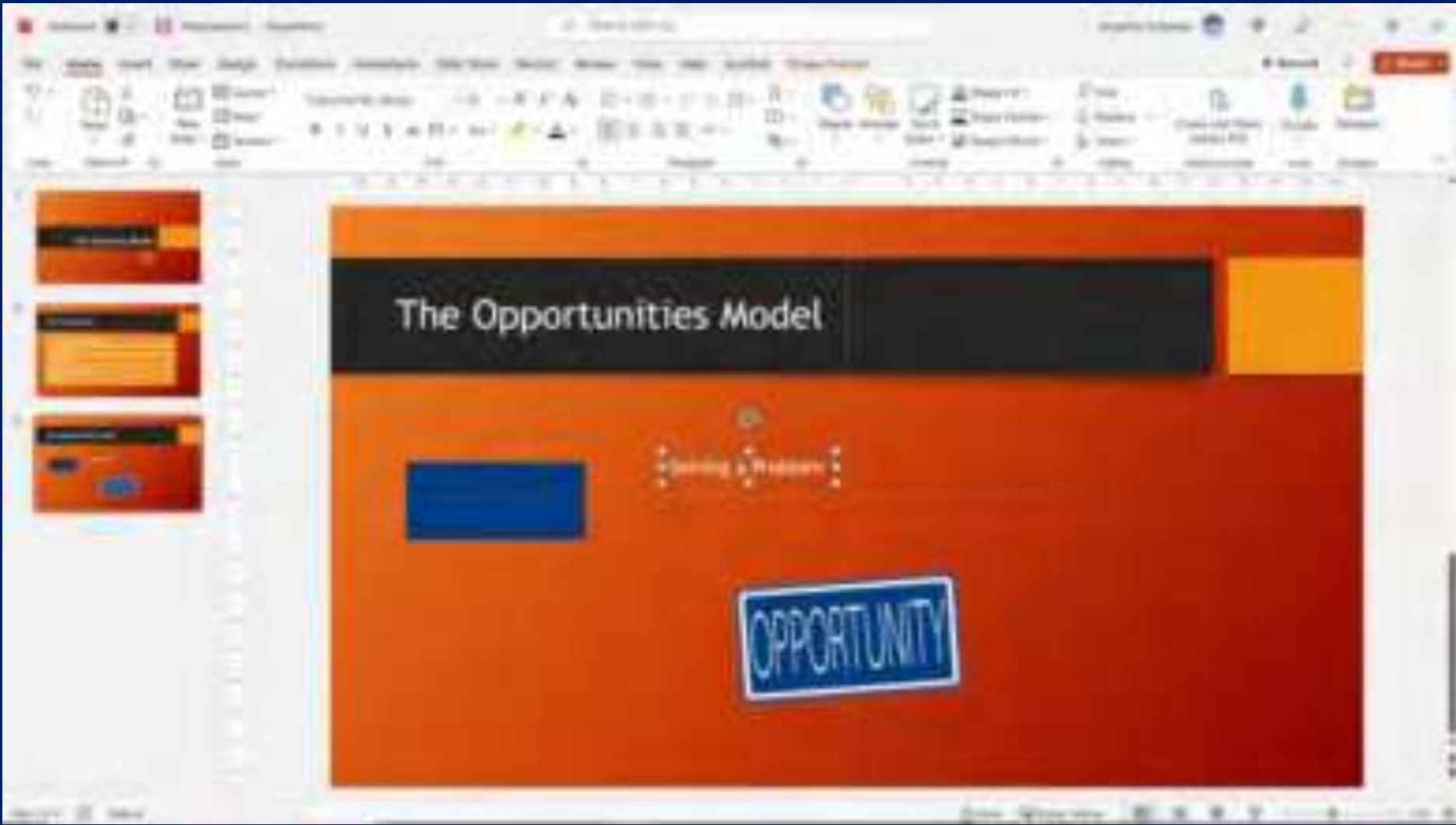
PowerPoint Inserting Shapes



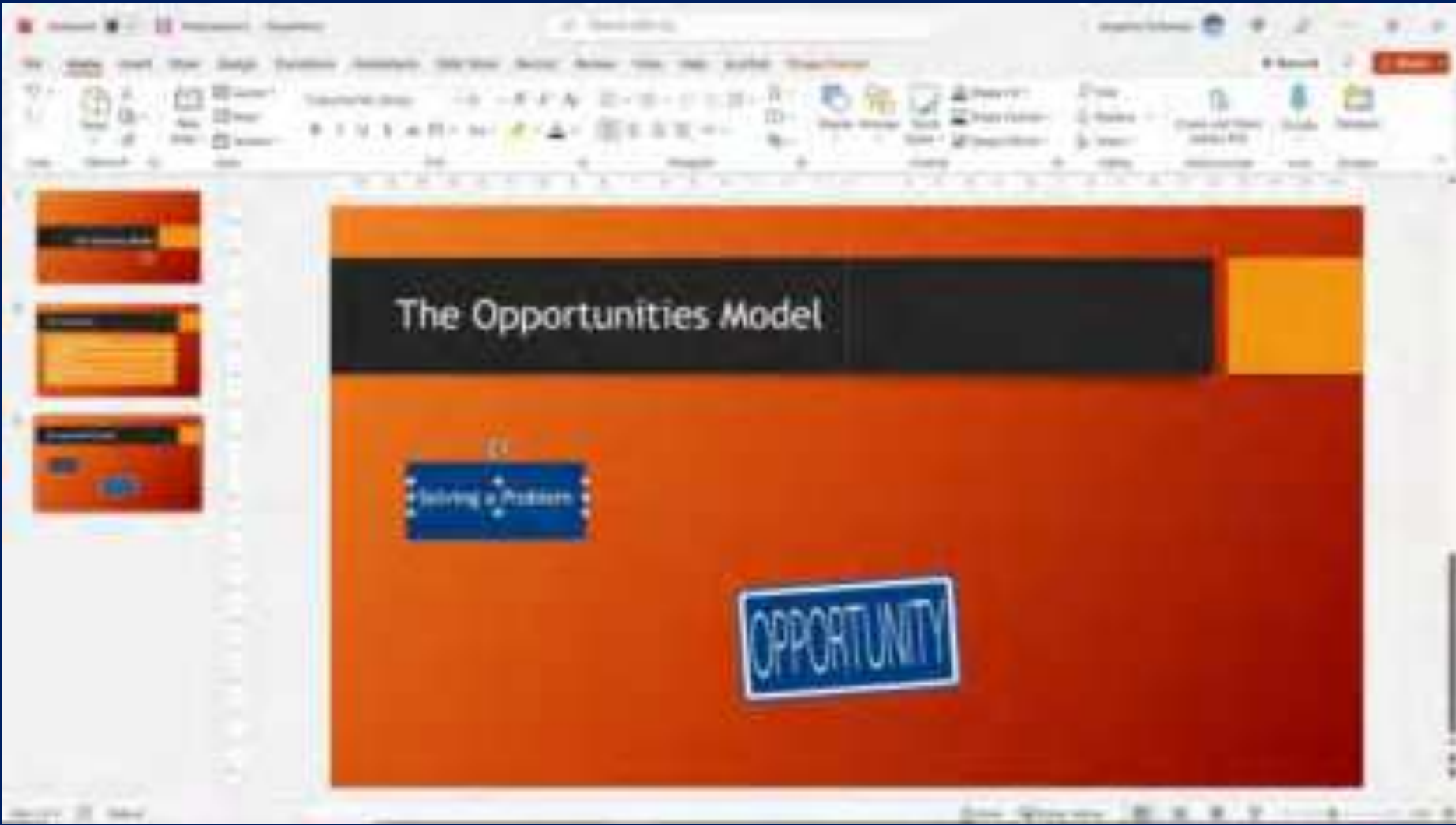
PowerPoint Inserting Shapes



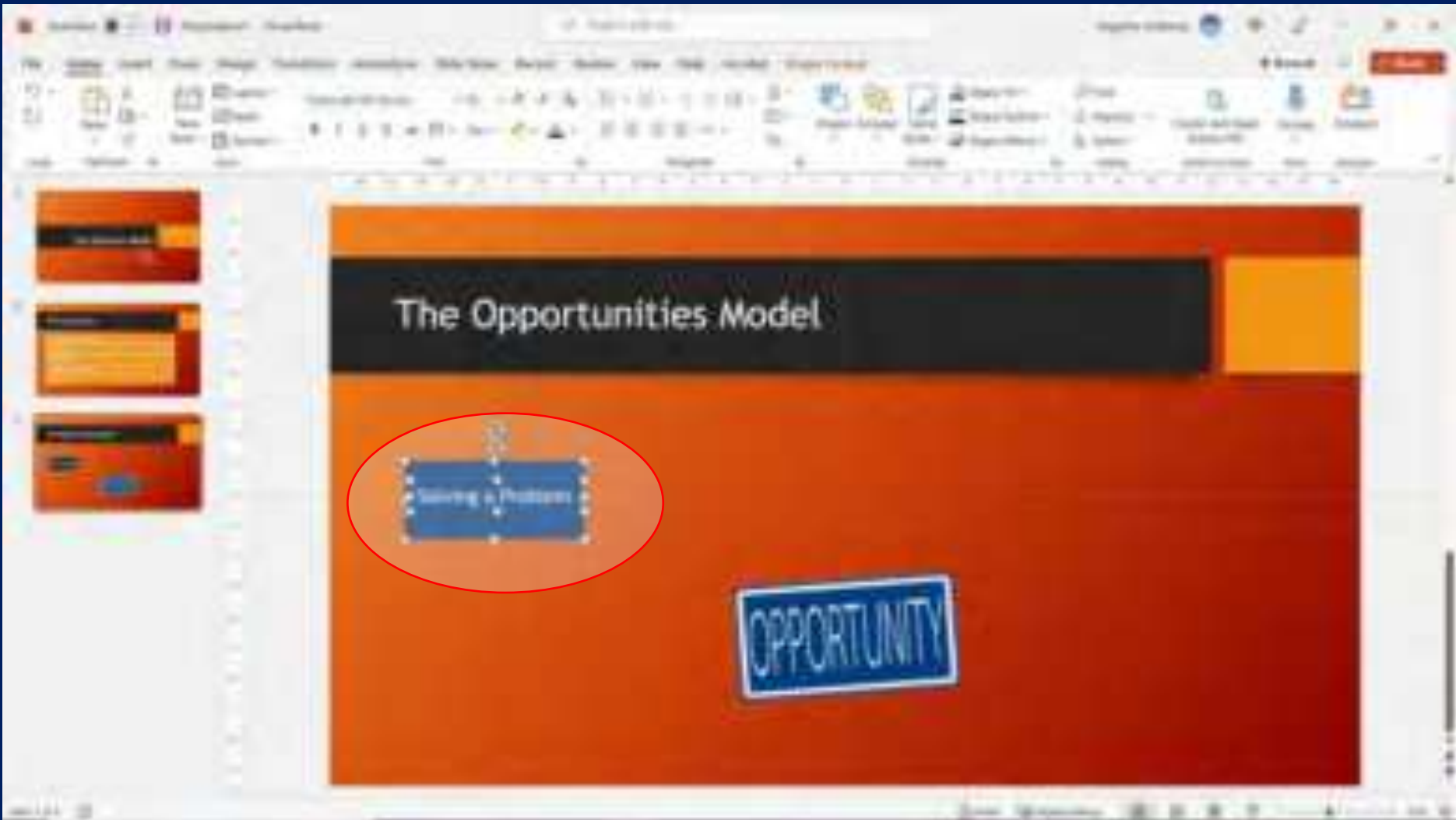
PowerPoint Inserting Shapes



PowerPoint Inserting Shapes



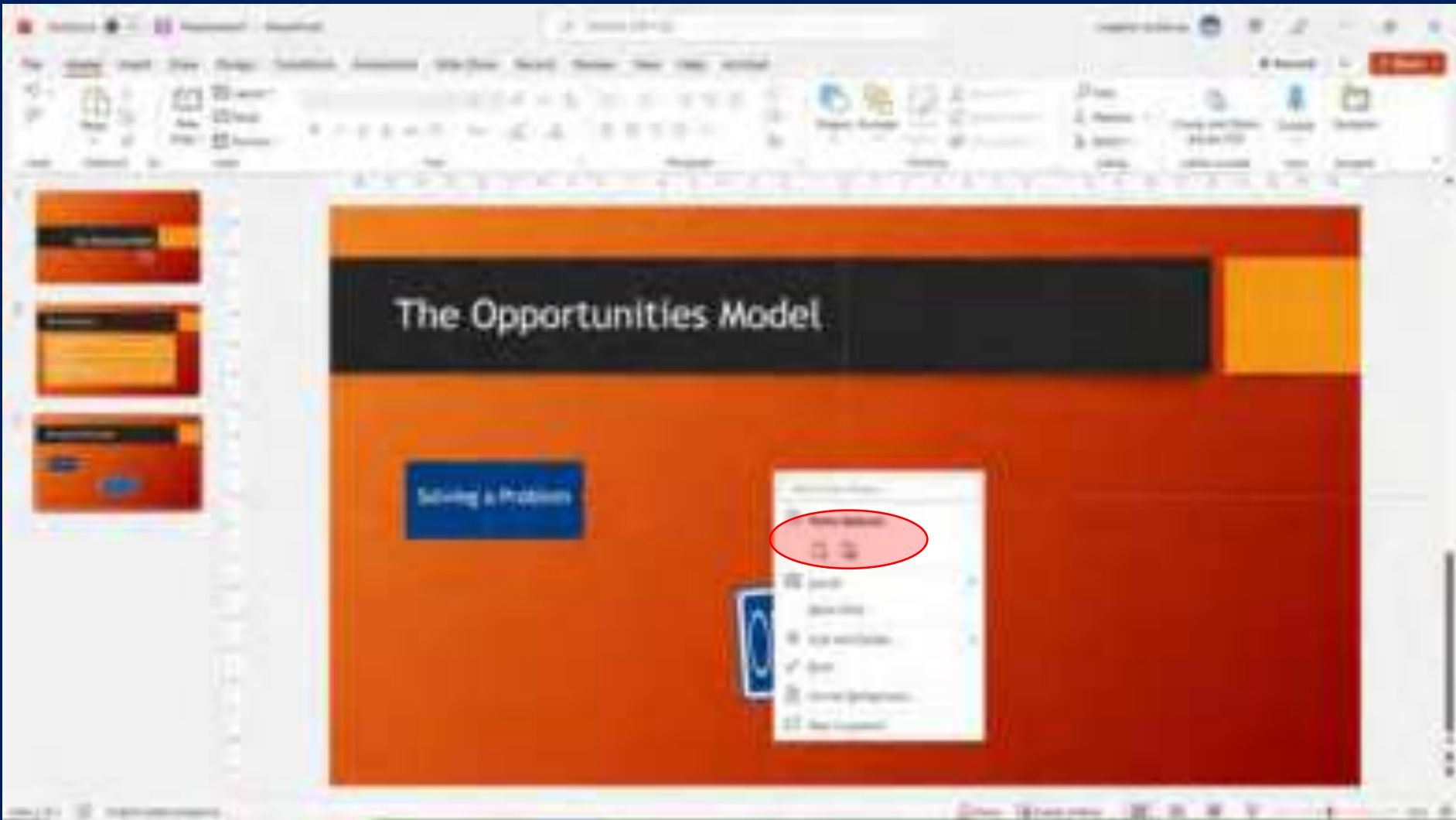
PowerPoint Inserting Shapes



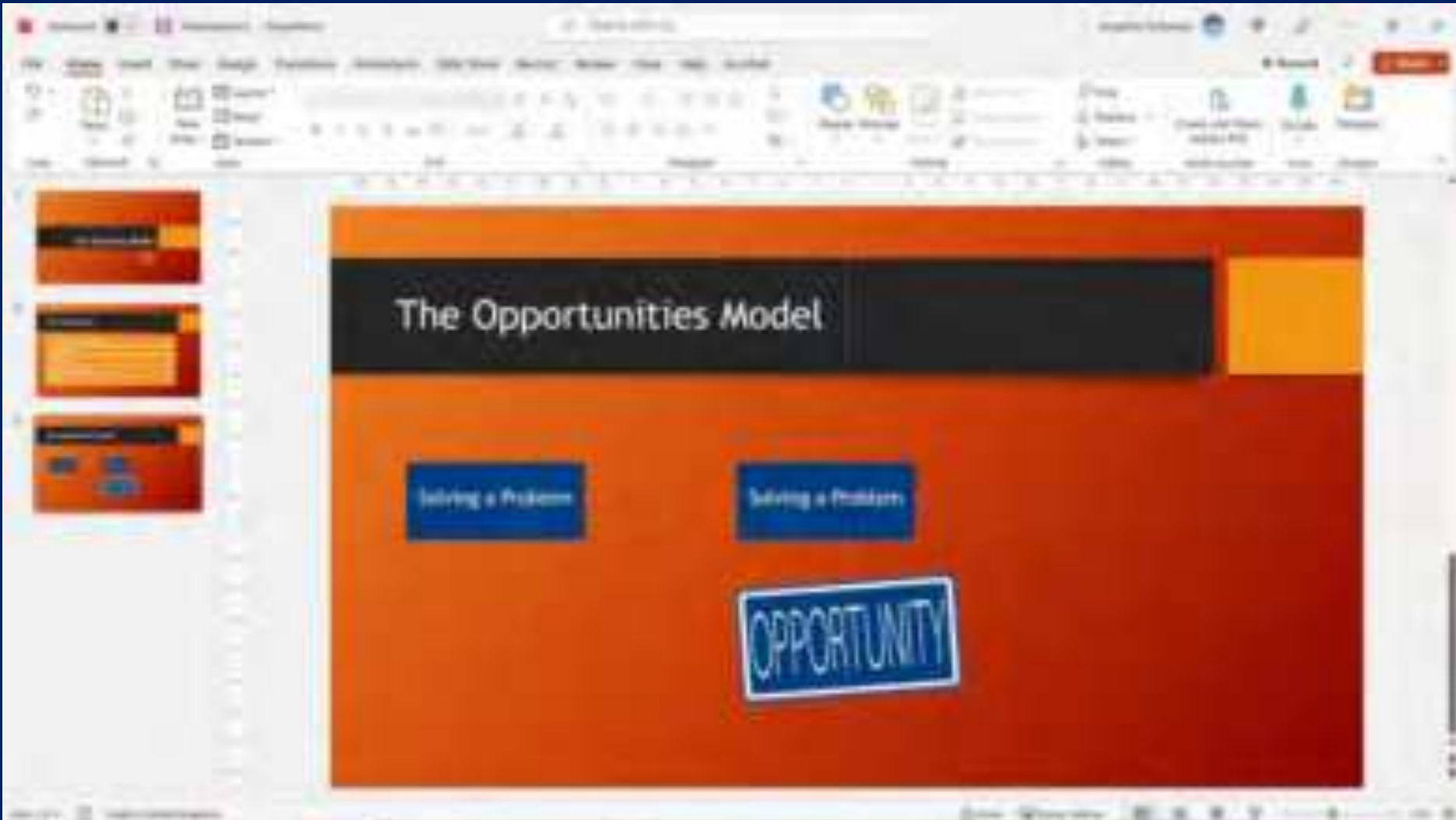
PowerPoint Inserting Shapes



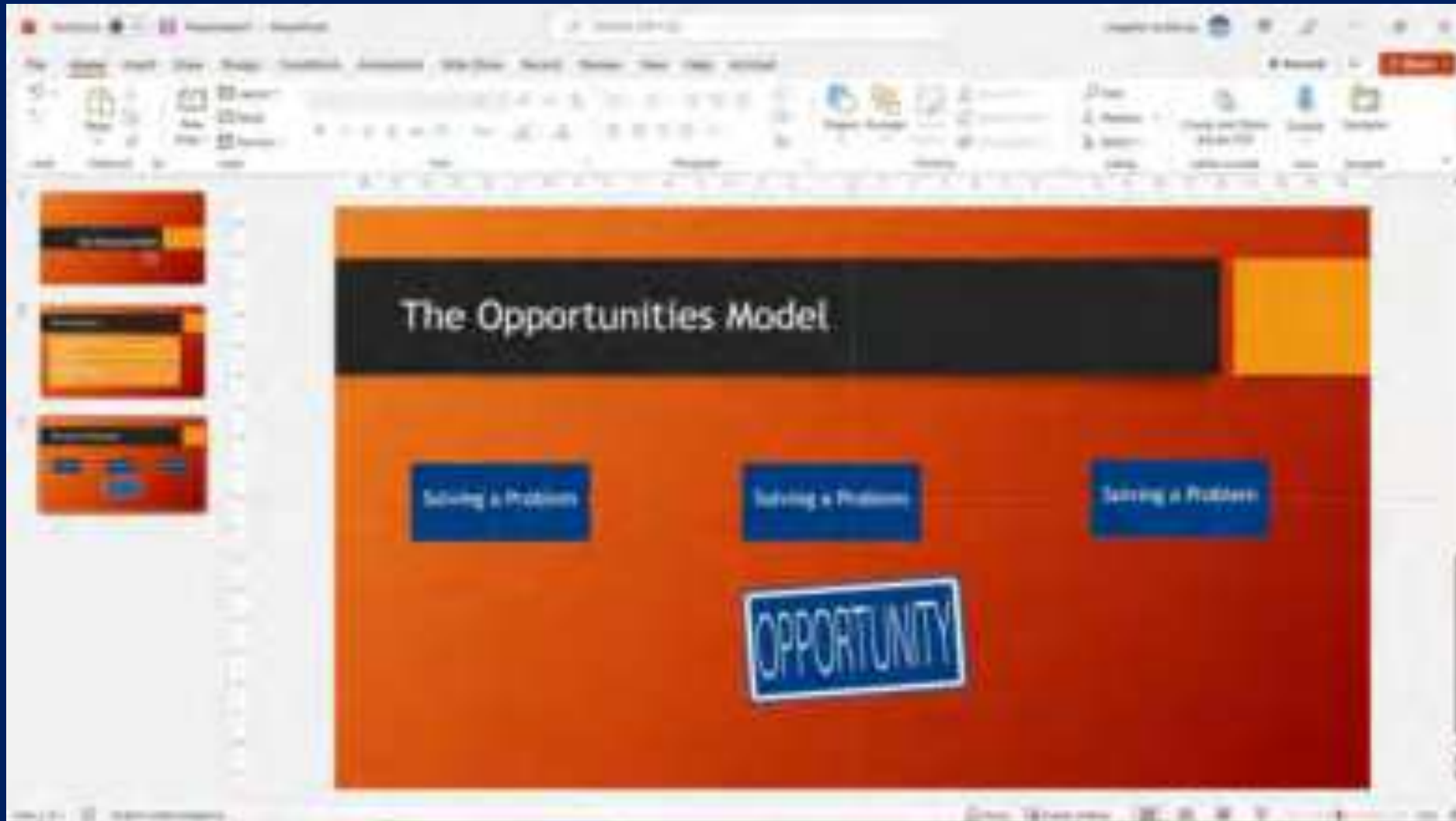
PowerPoint Inserting Shapes



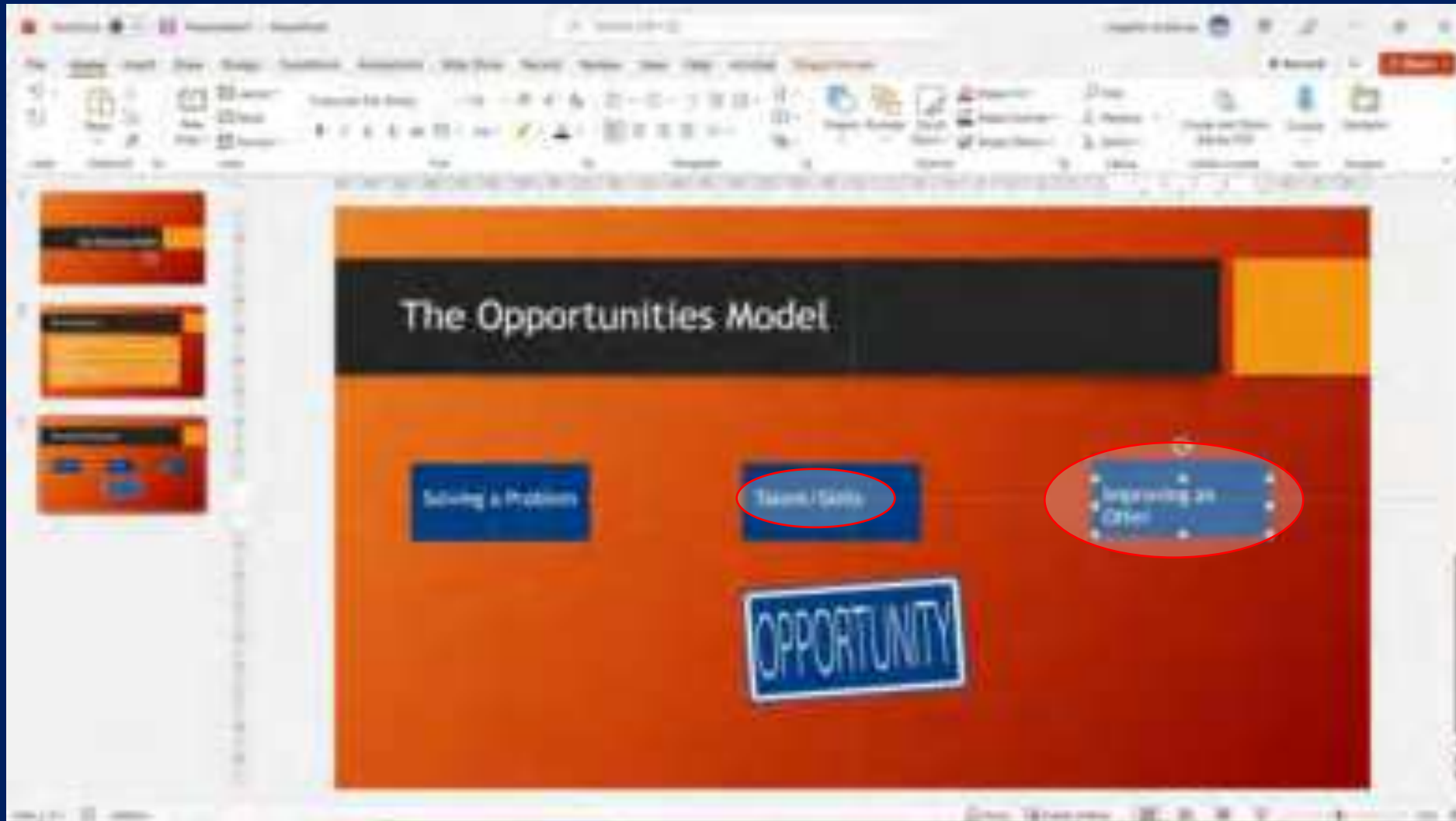
PowerPoint Inserting Shapes



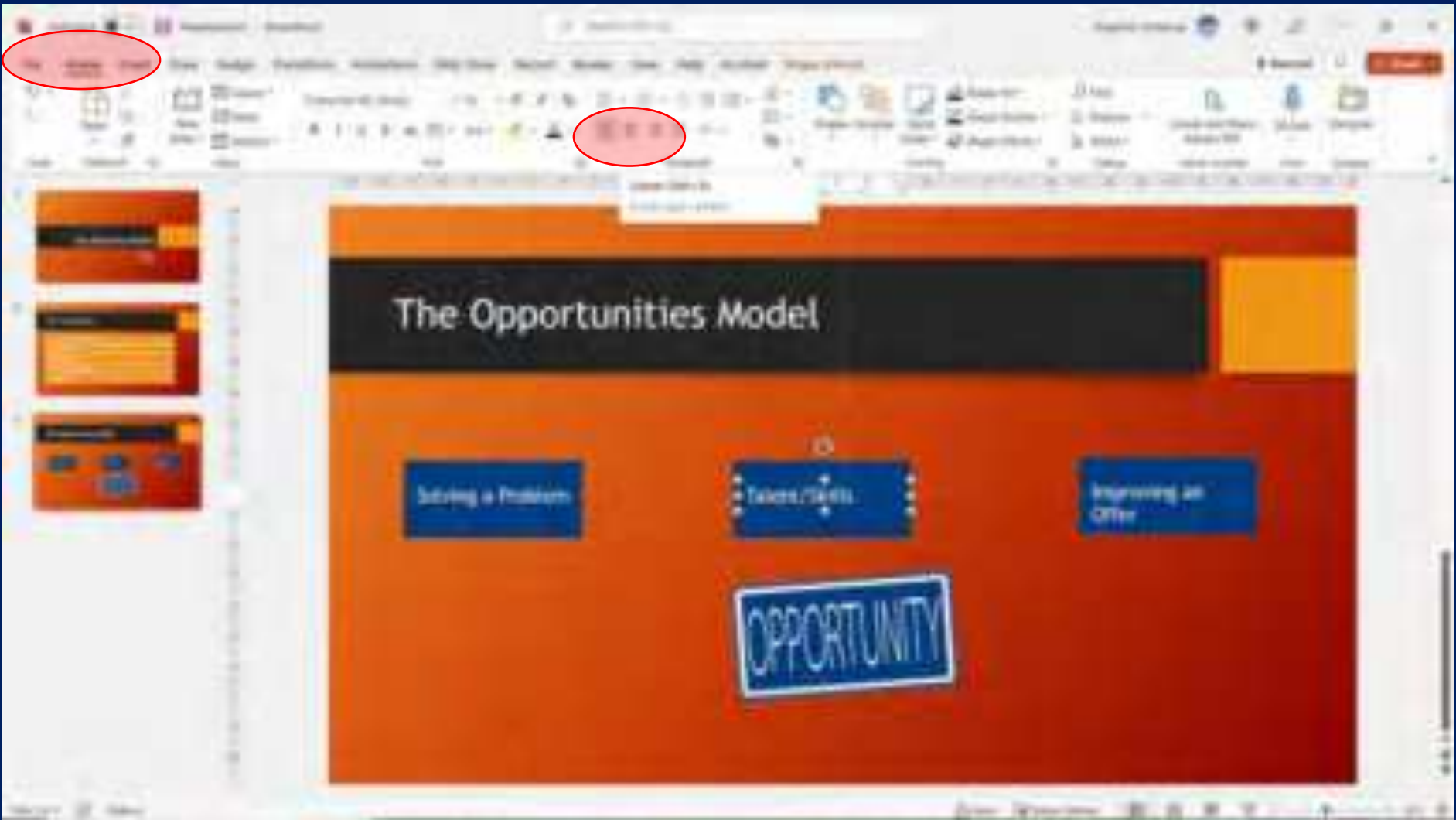
PowerPoint Inserting Shapes



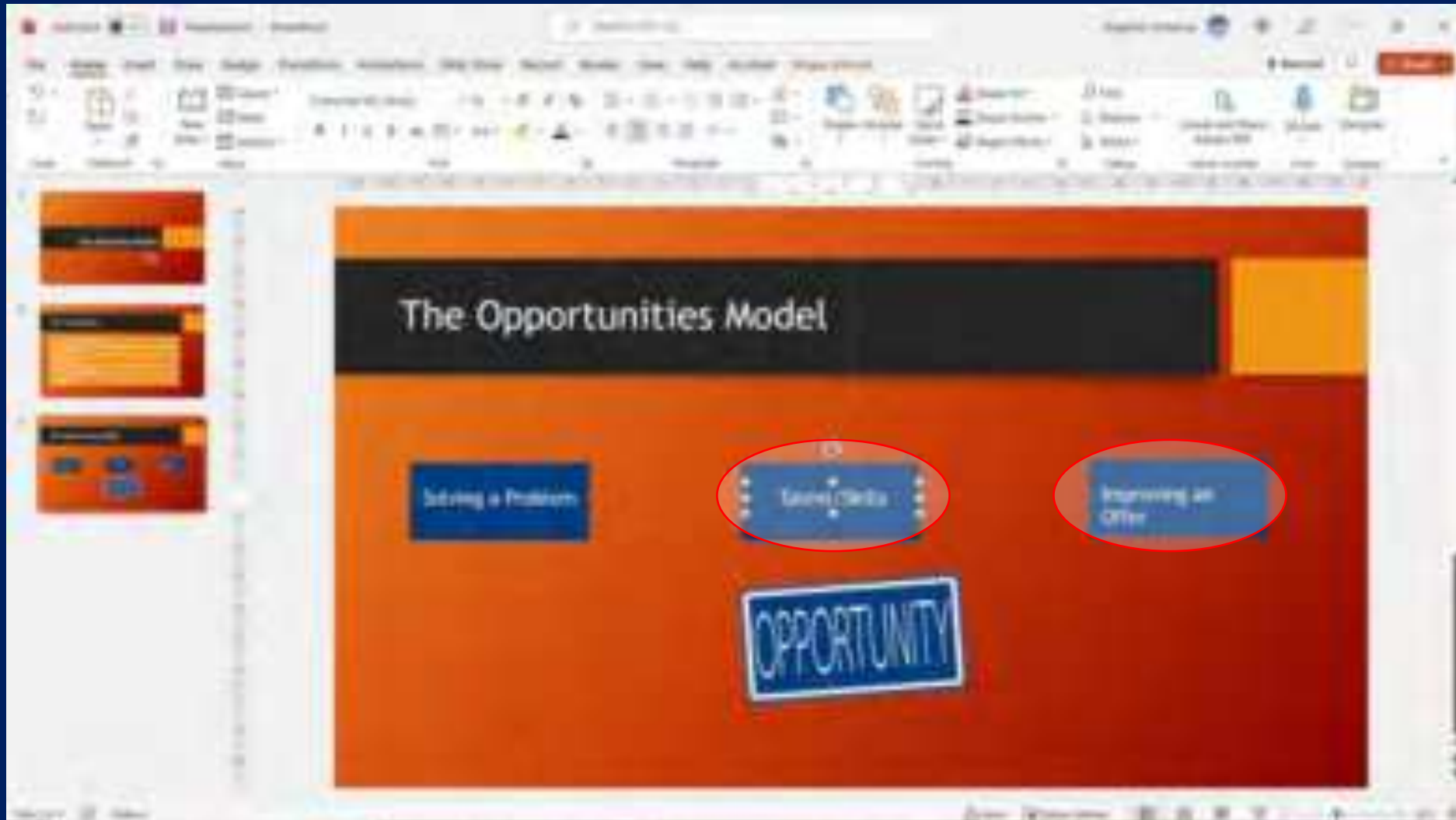
PowerPoint Inserting Shapes



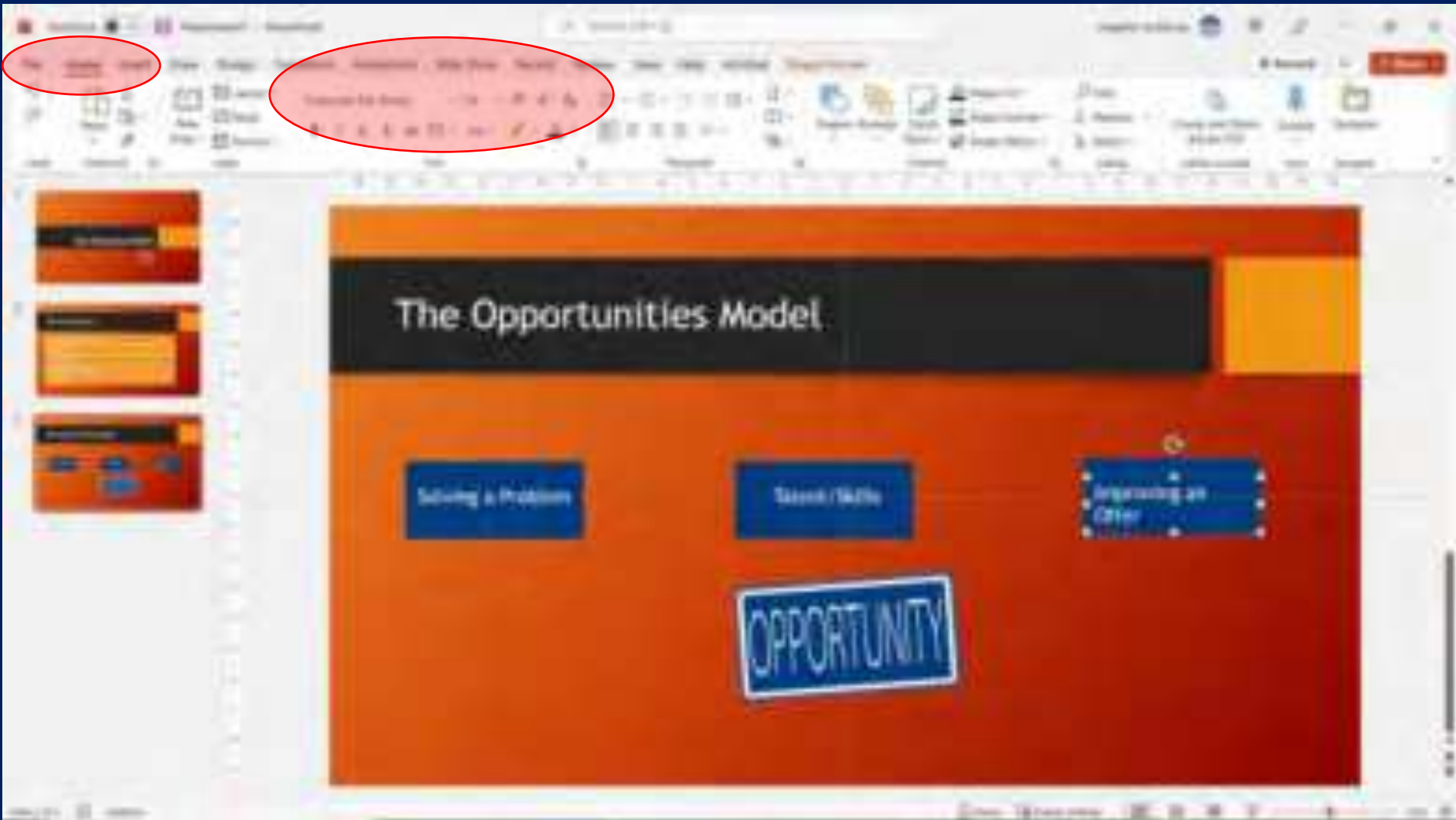
PowerPoint Inserting Shapes



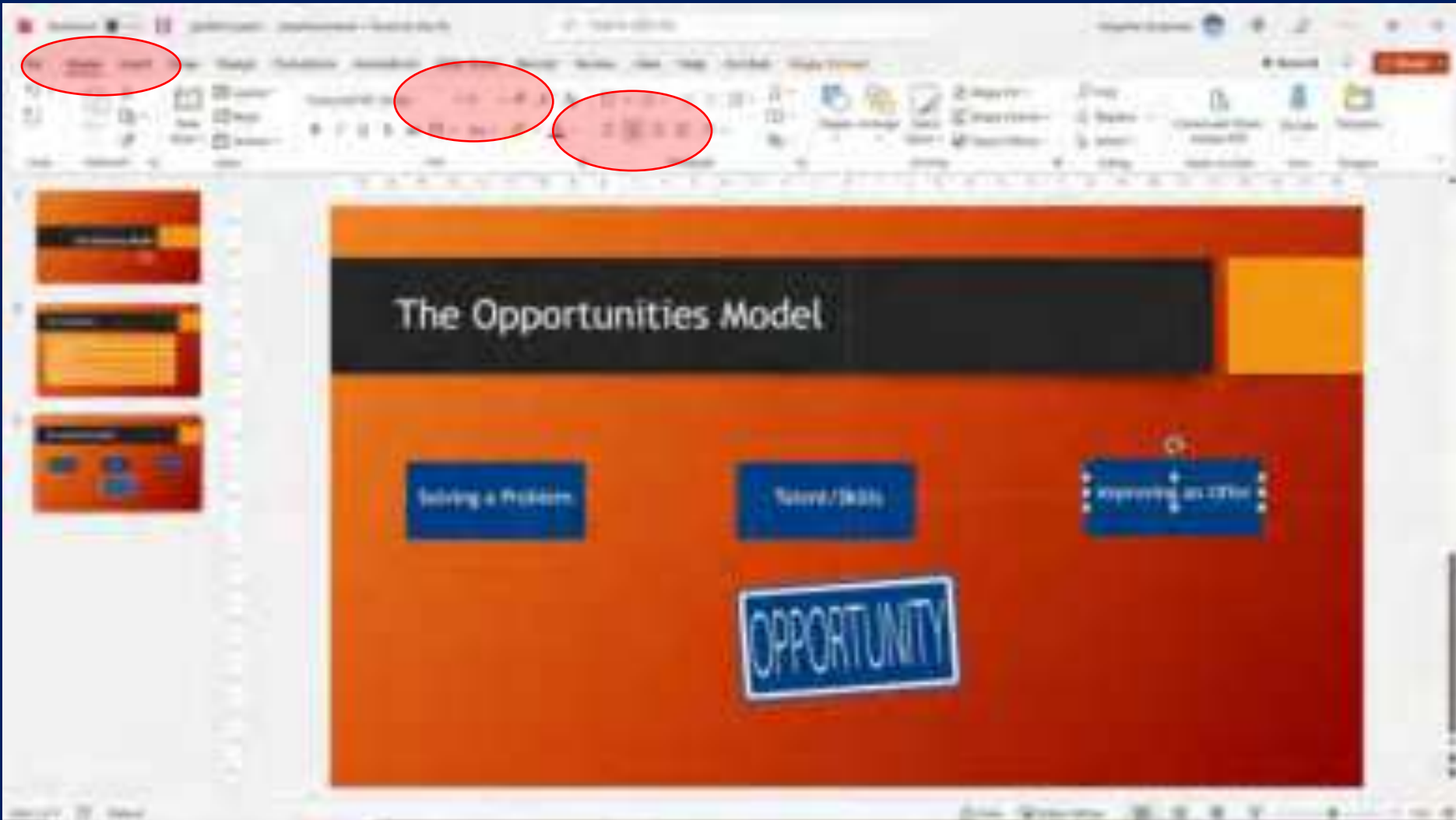
PowerPoint Inserting Shapes



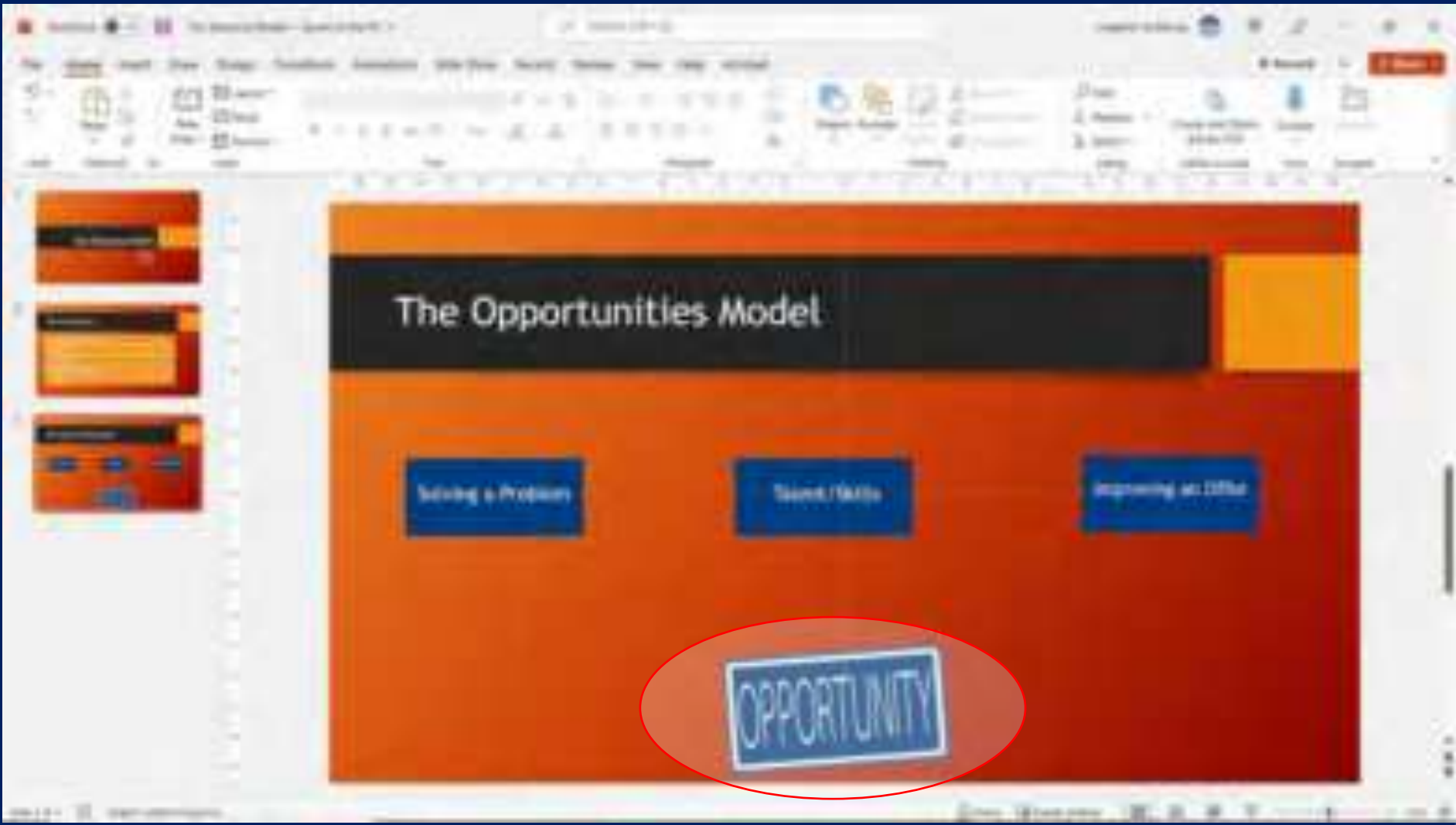
PowerPoint Inserting Shapes



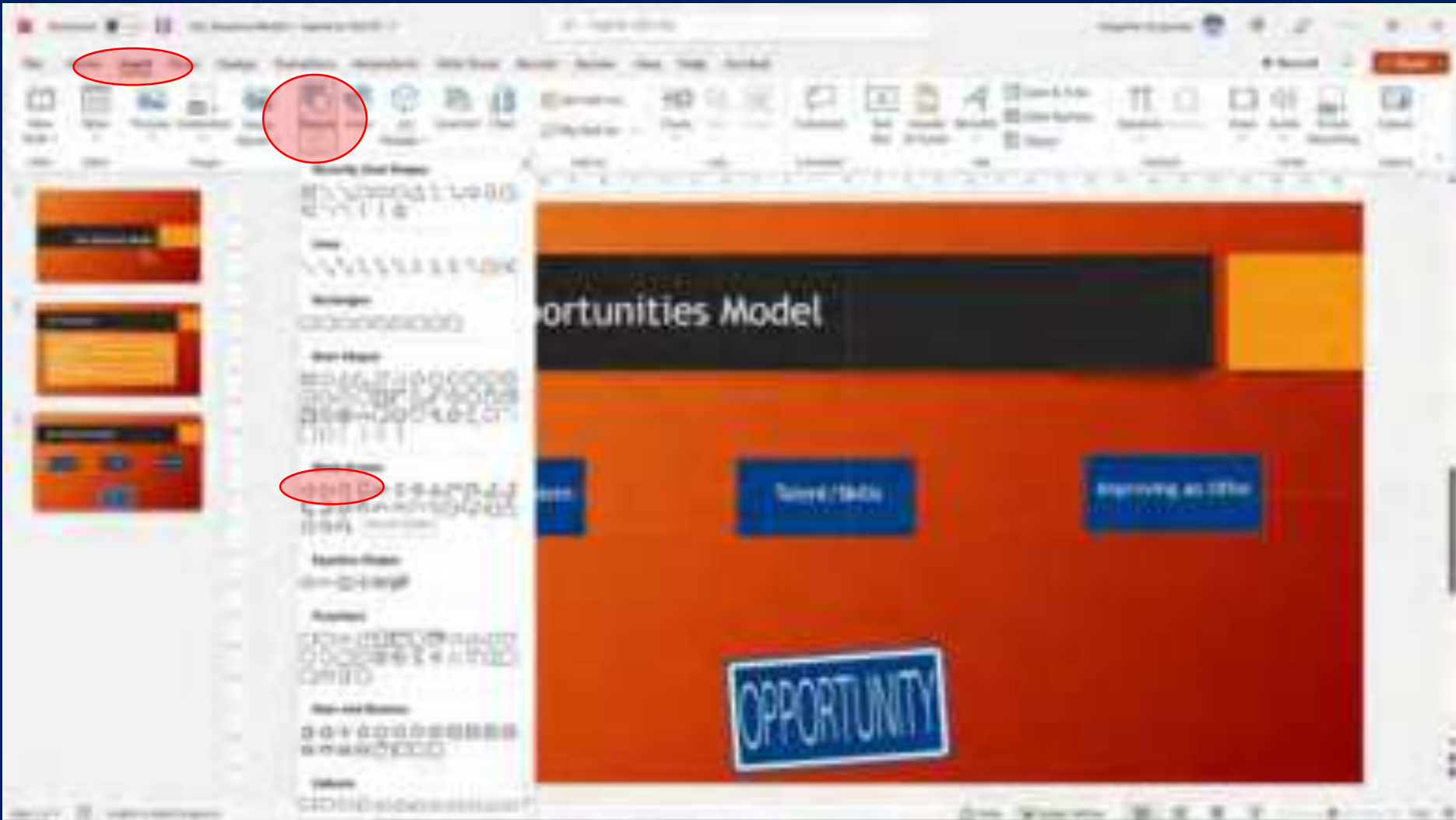
PowerPoint Inserting Shapes



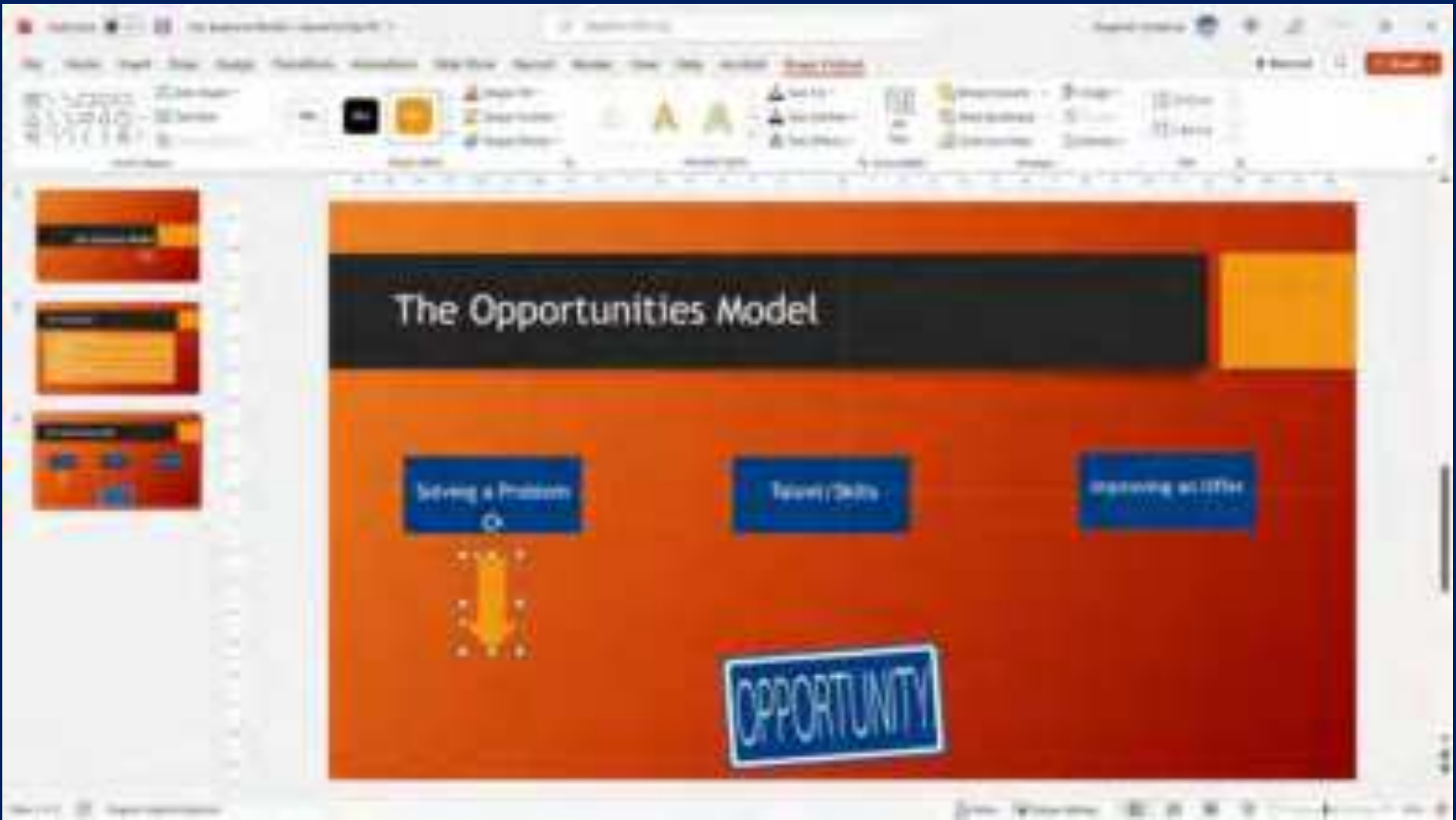
PowerPoint Inserting Shapes



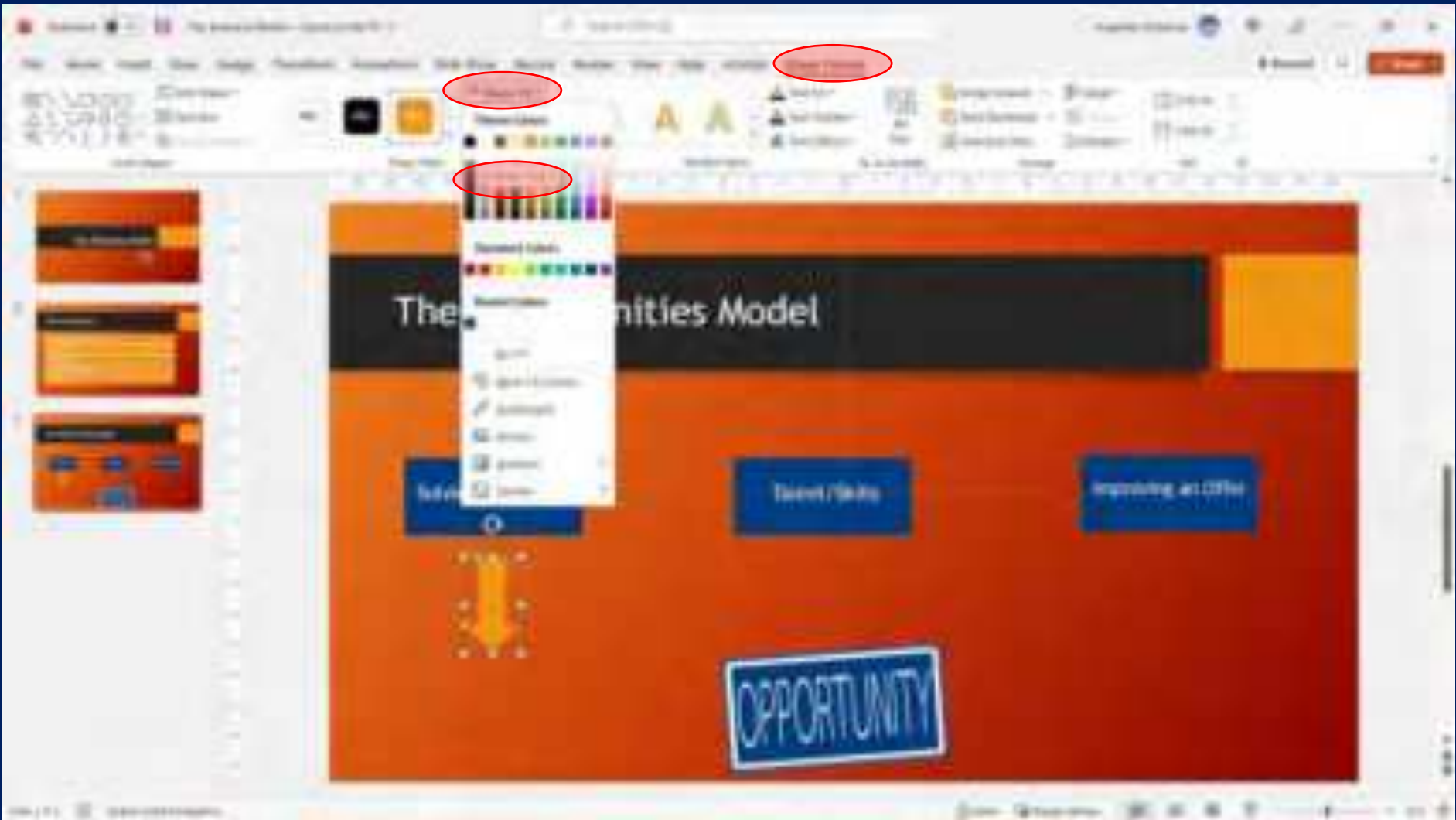
PowerPoint Inserting Shapes



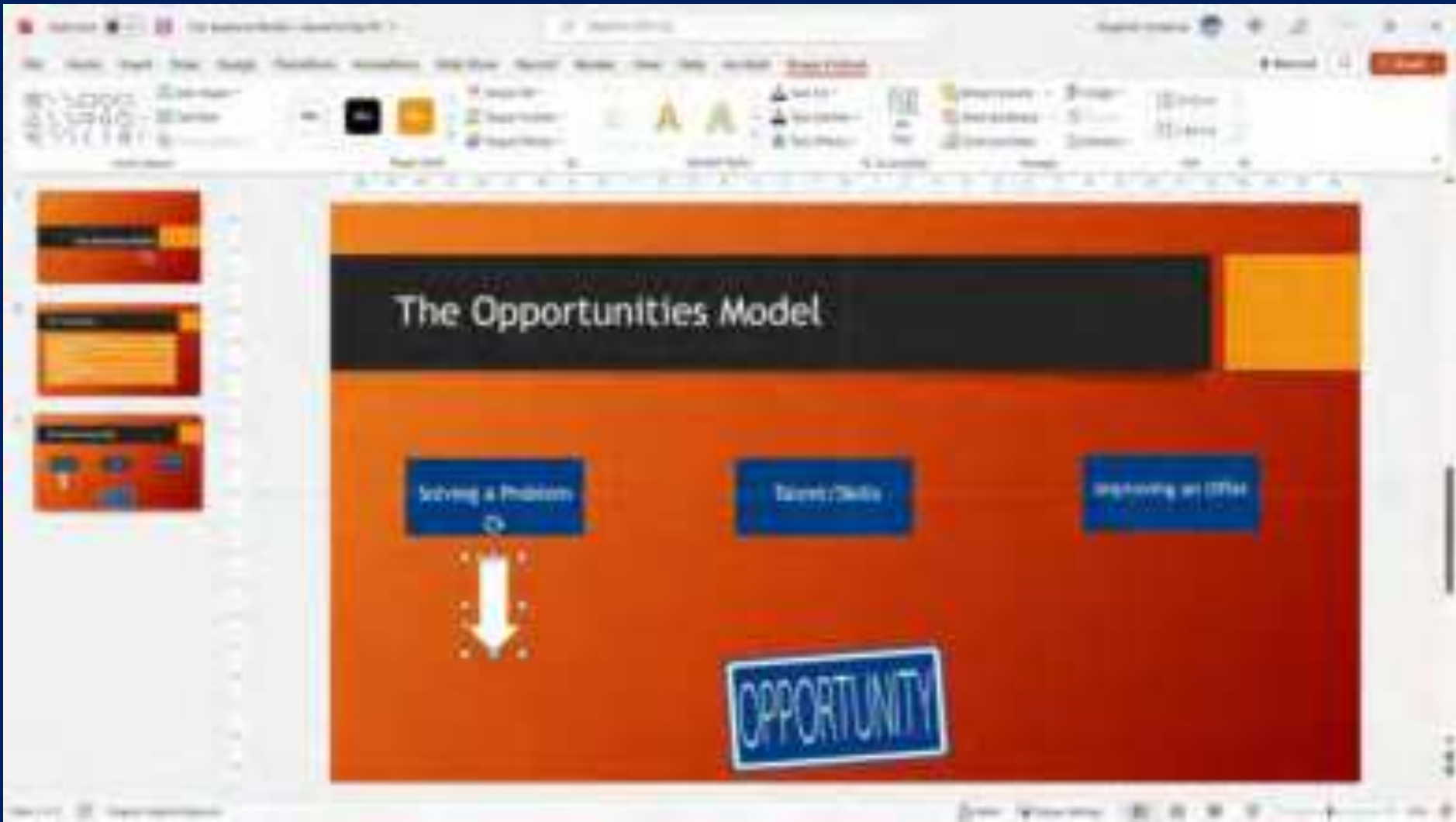
PowerPoint Inserting Shapes



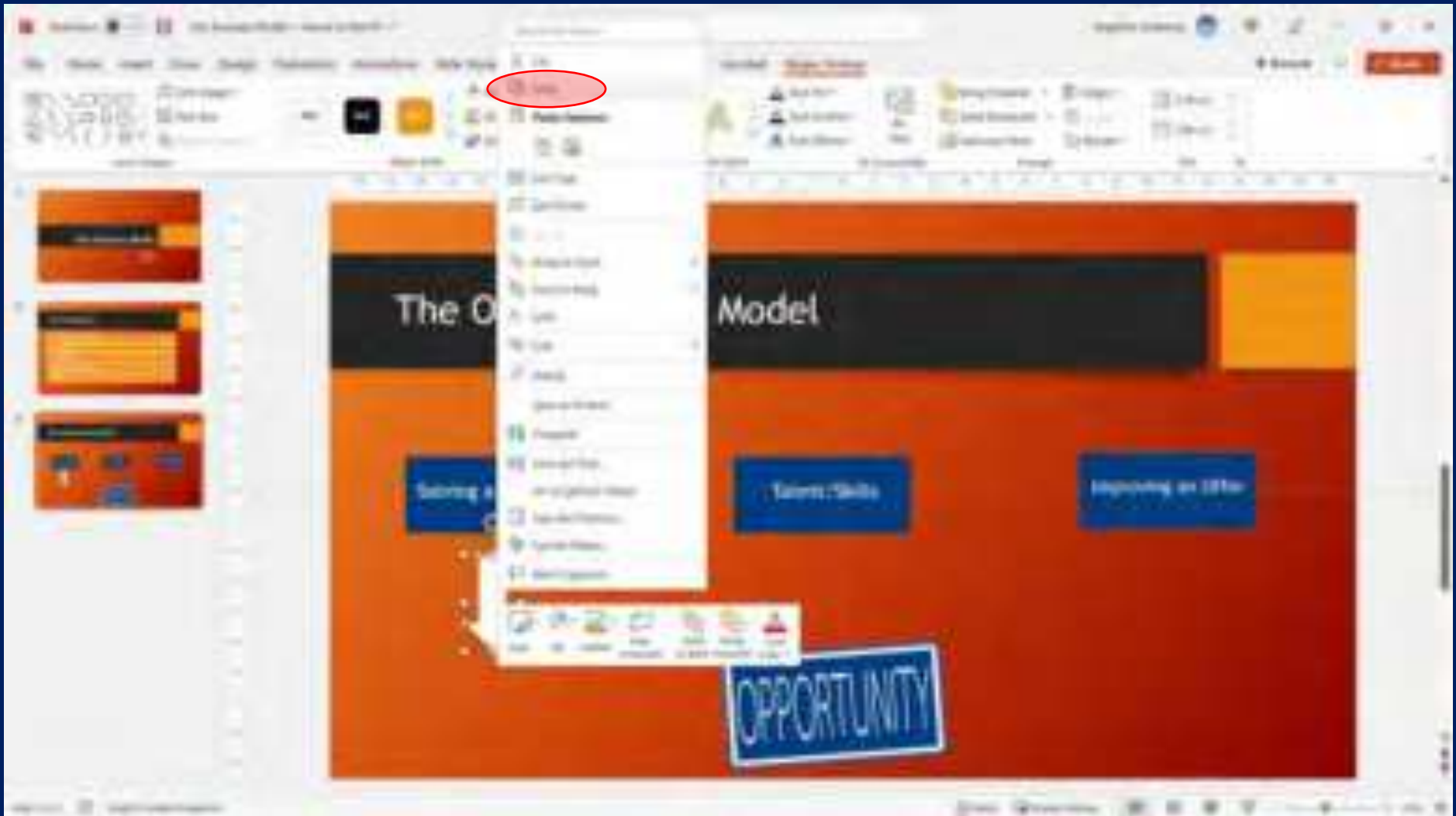
PowerPoint Inserting Shapes



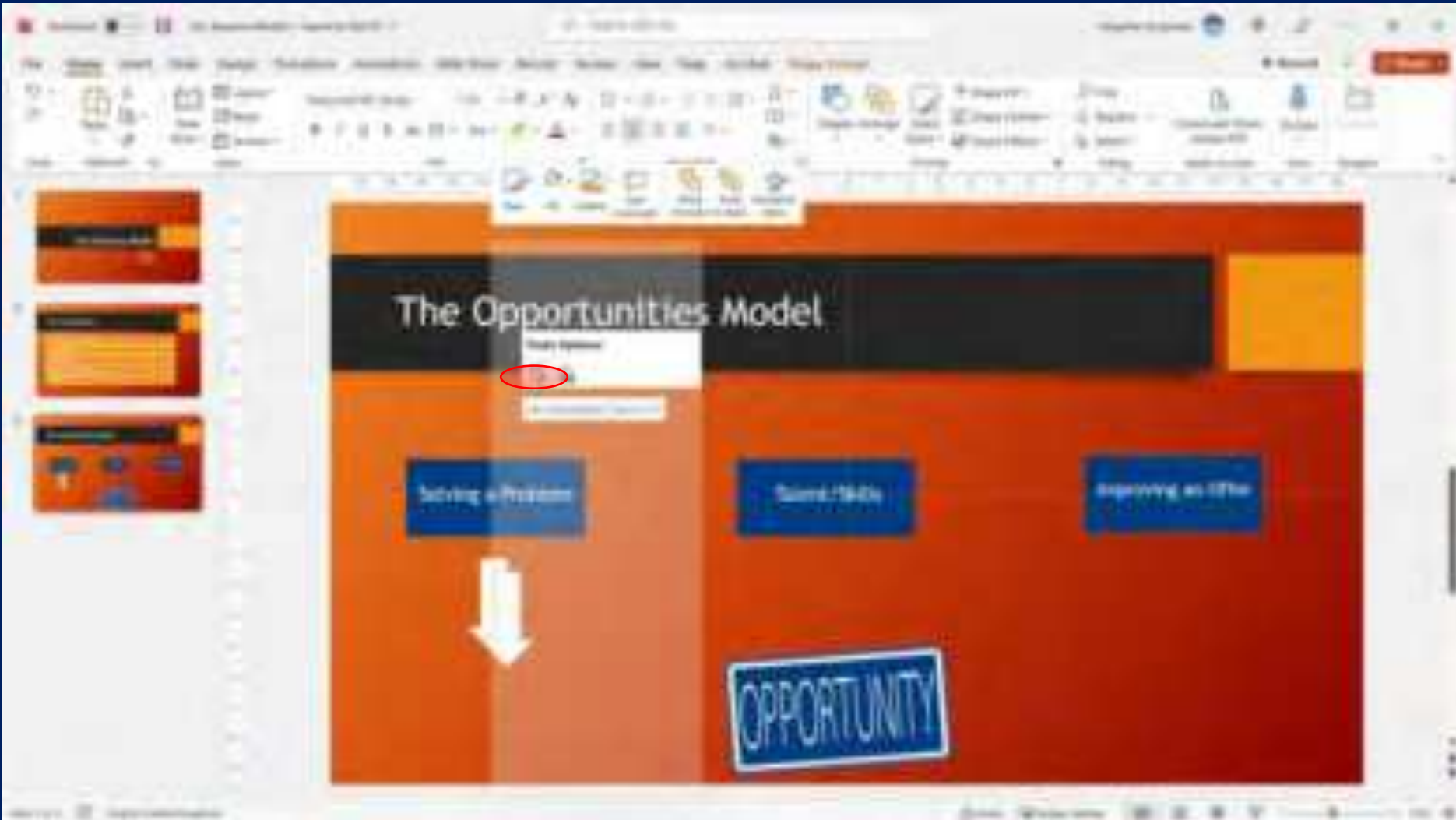
PowerPoint Inserting Shapes



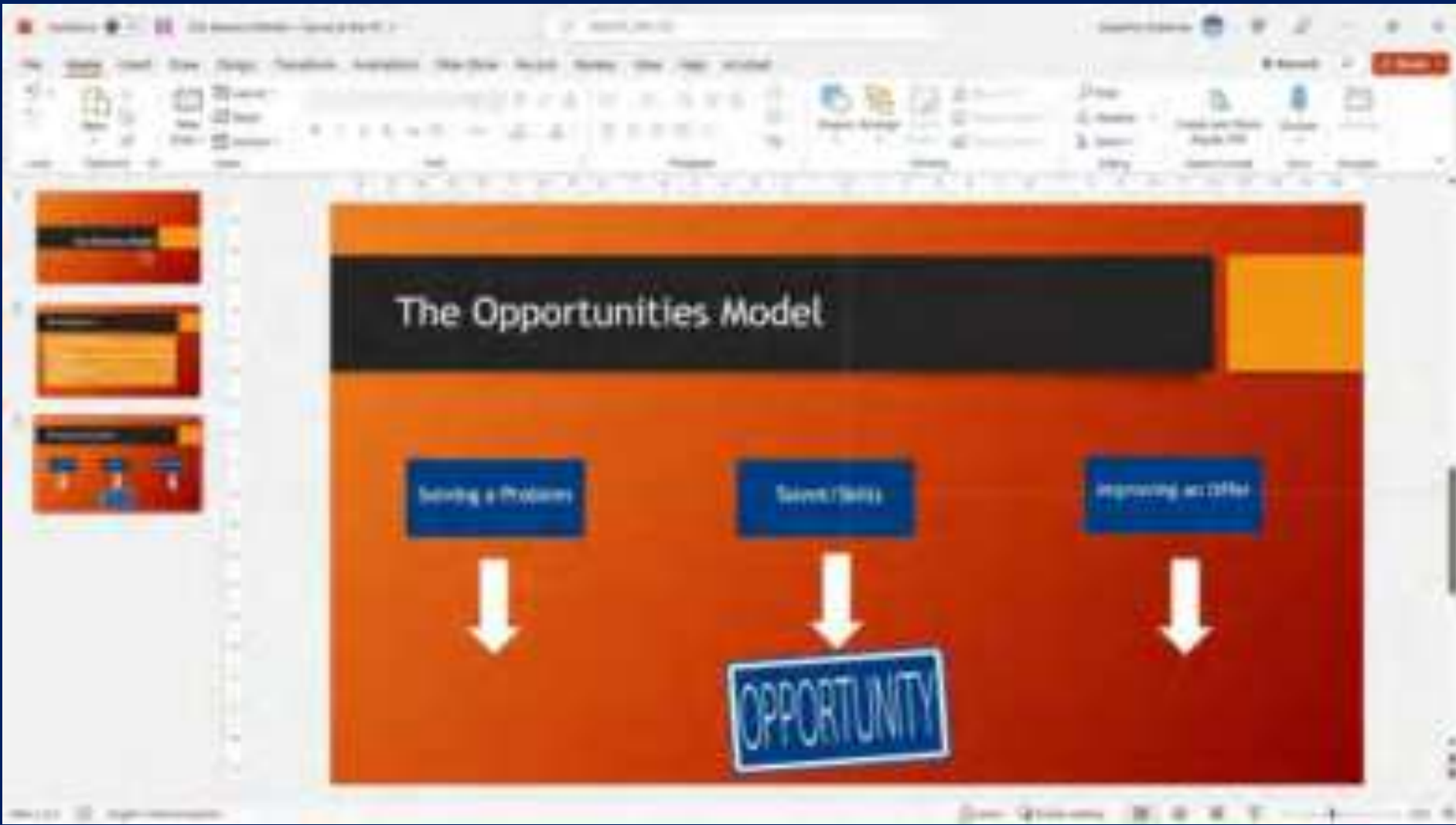
PowerPoint Inserting Shapes



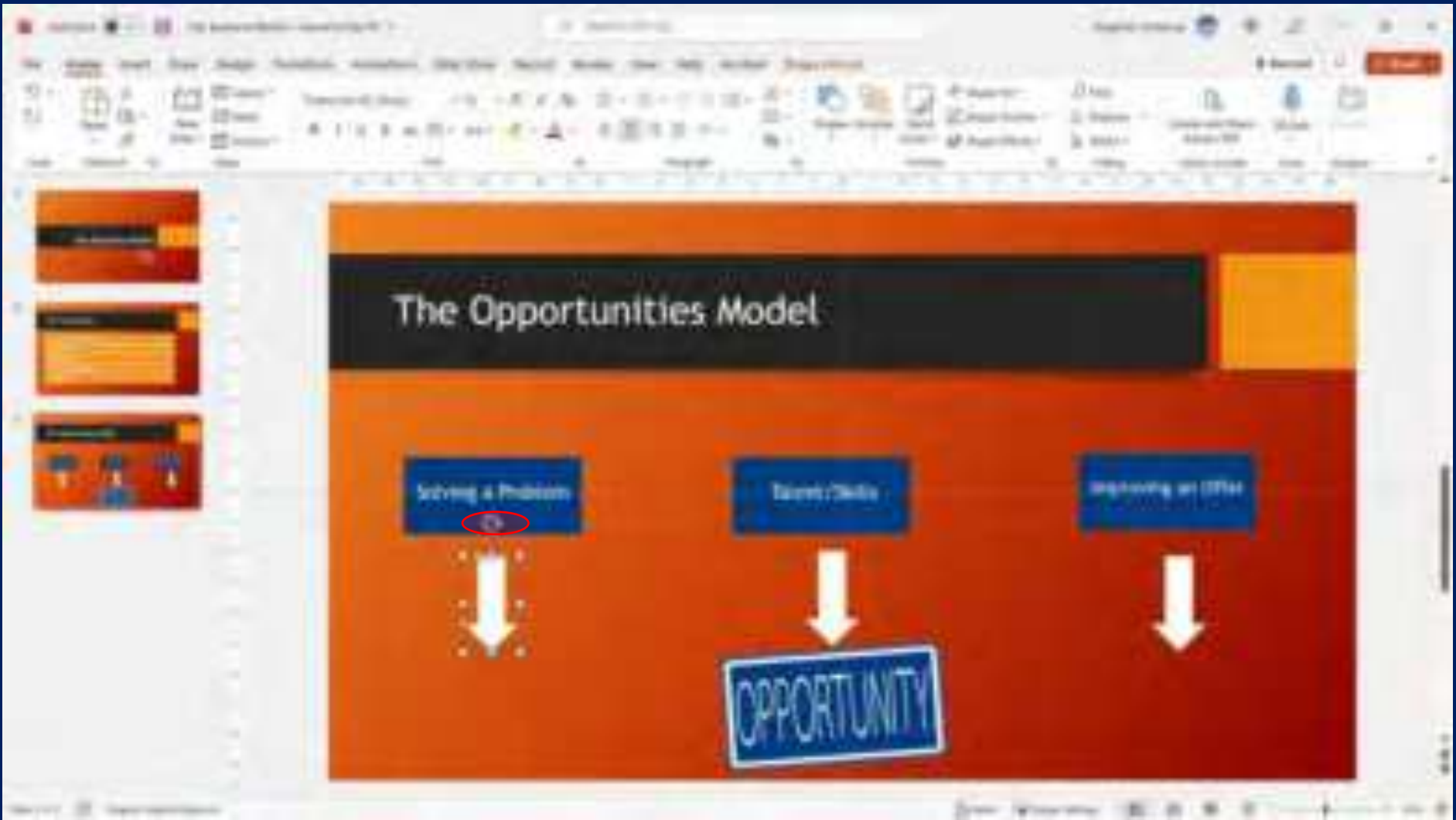
PowerPoint Inserting Shapes



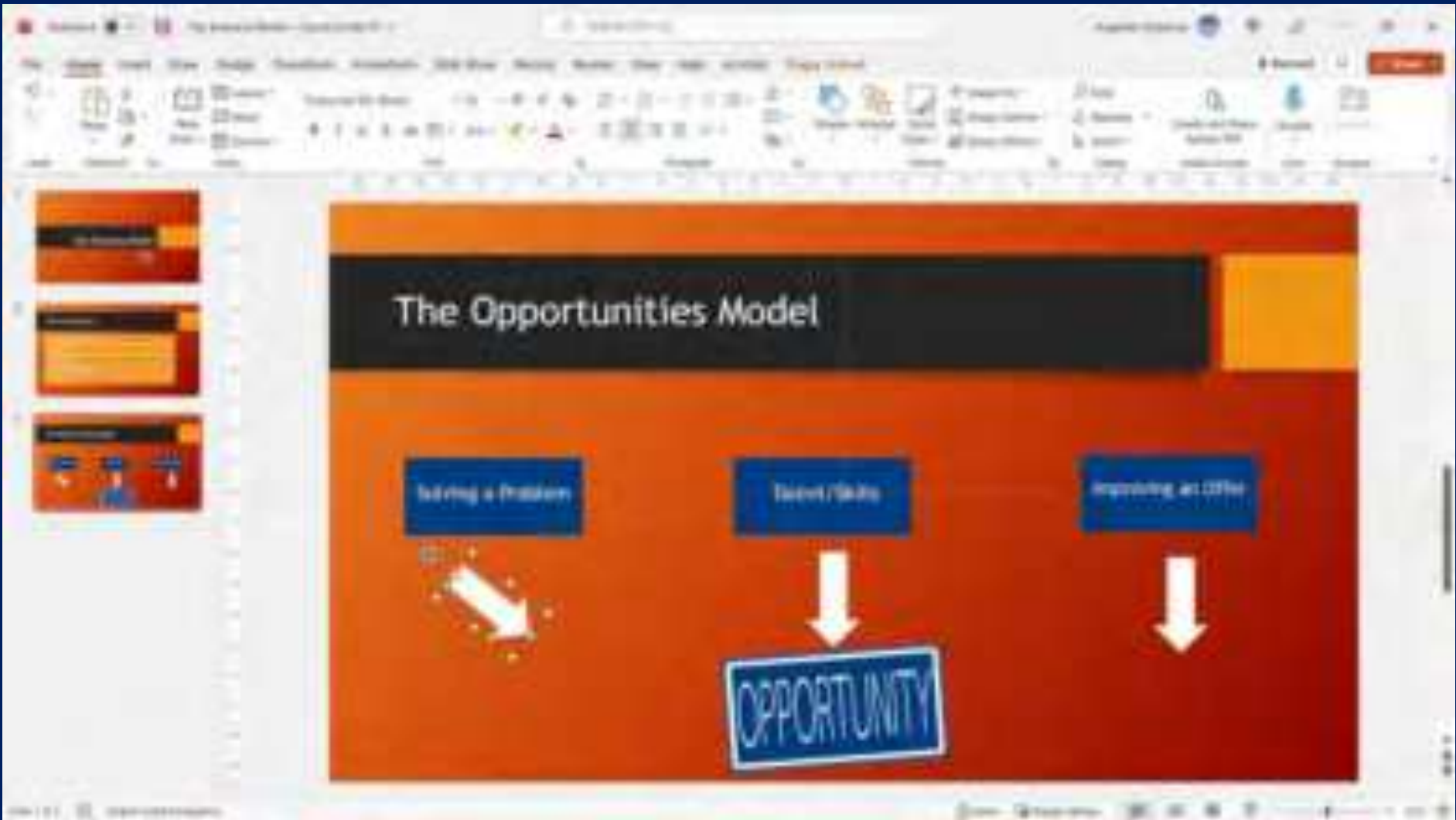
PowerPoint Inserting Shapes



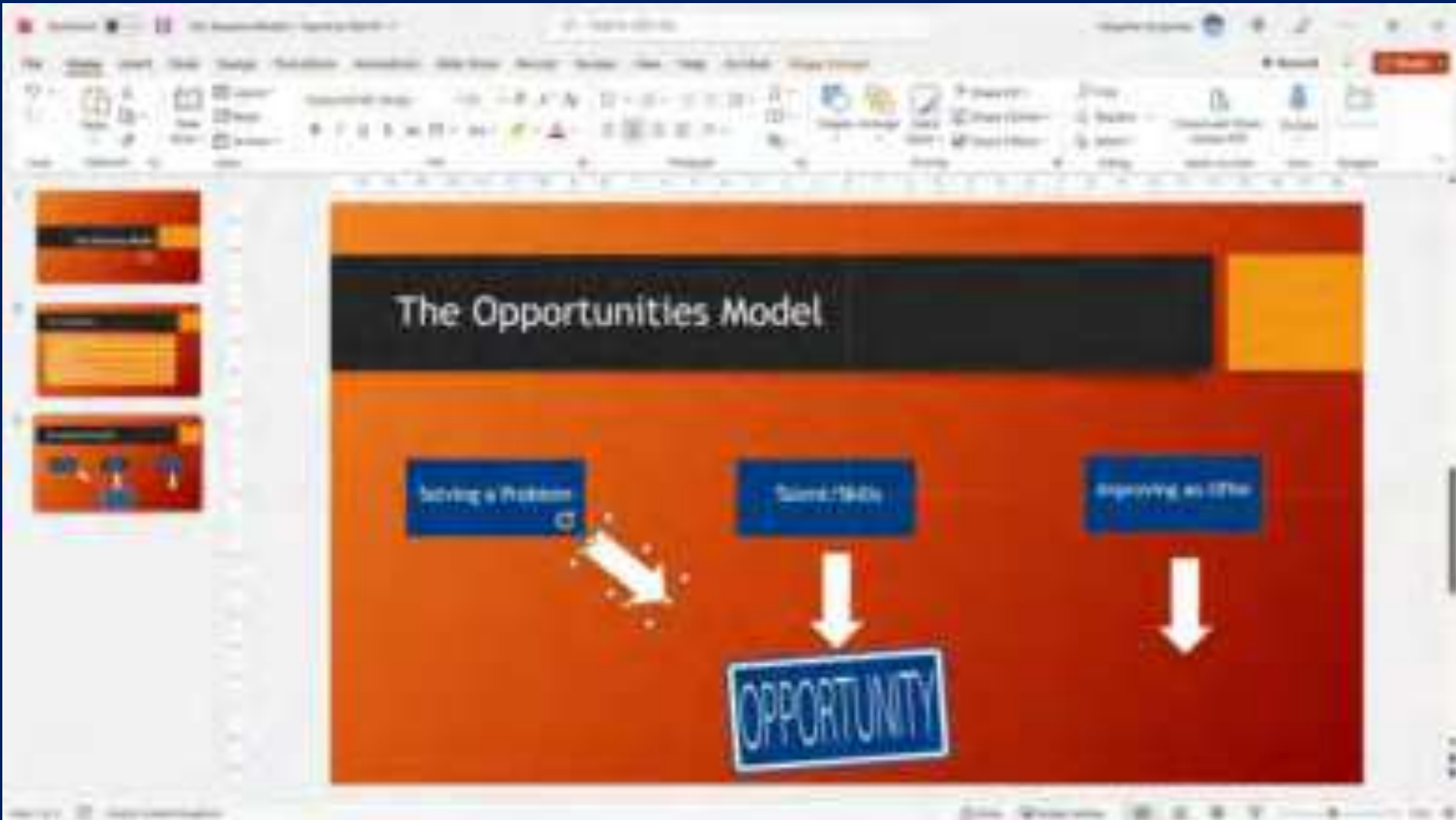
PowerPoint Inserting Shapes



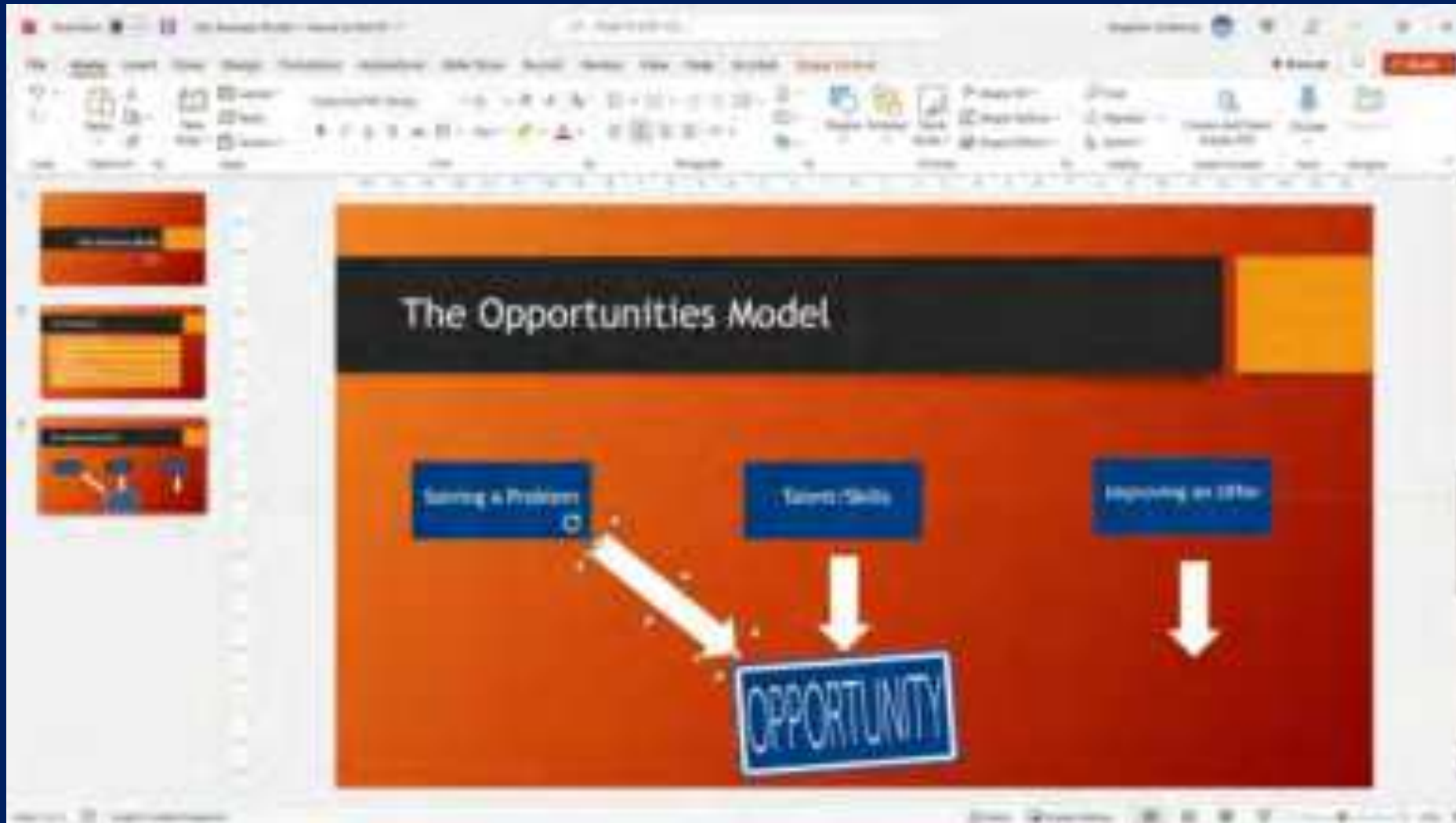
PowerPoint Inserting Shapes



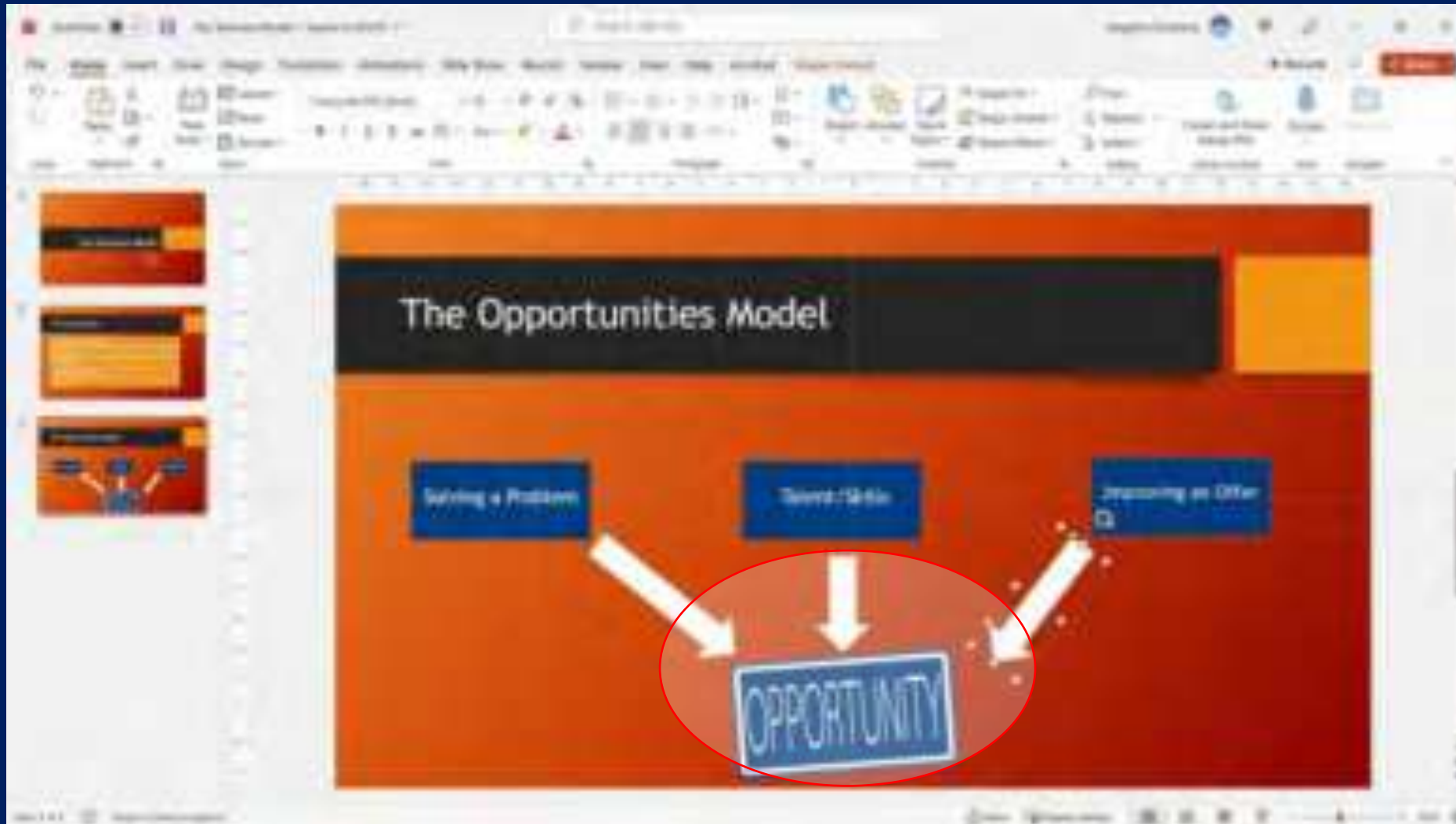
PowerPoint Inserting Shapes



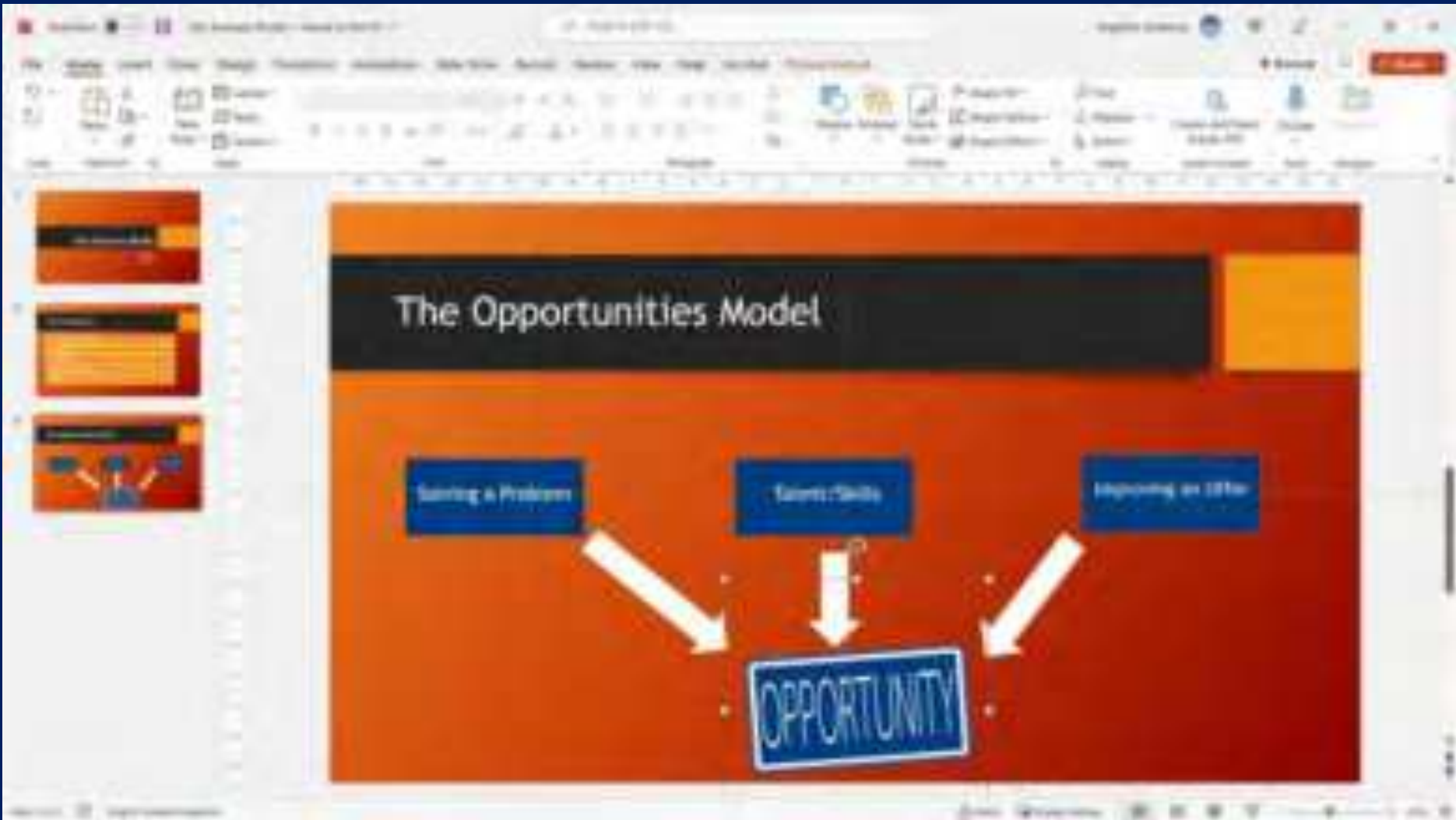
PowerPoint Inserting Shapes



PowerPoint Inserting Shapes



PowerPoint Inserting Shapes



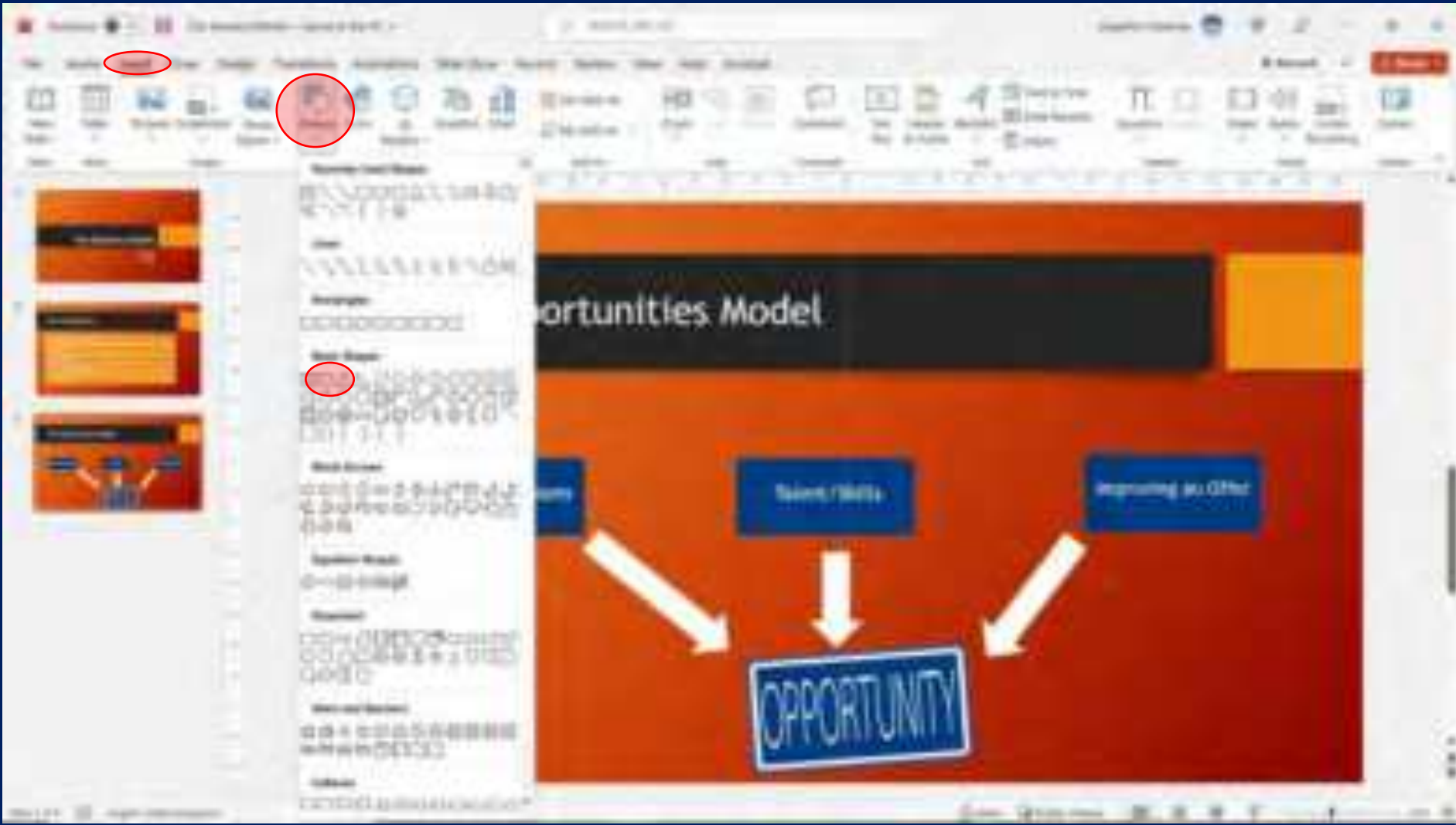
PowerPoint Inserting Shapes



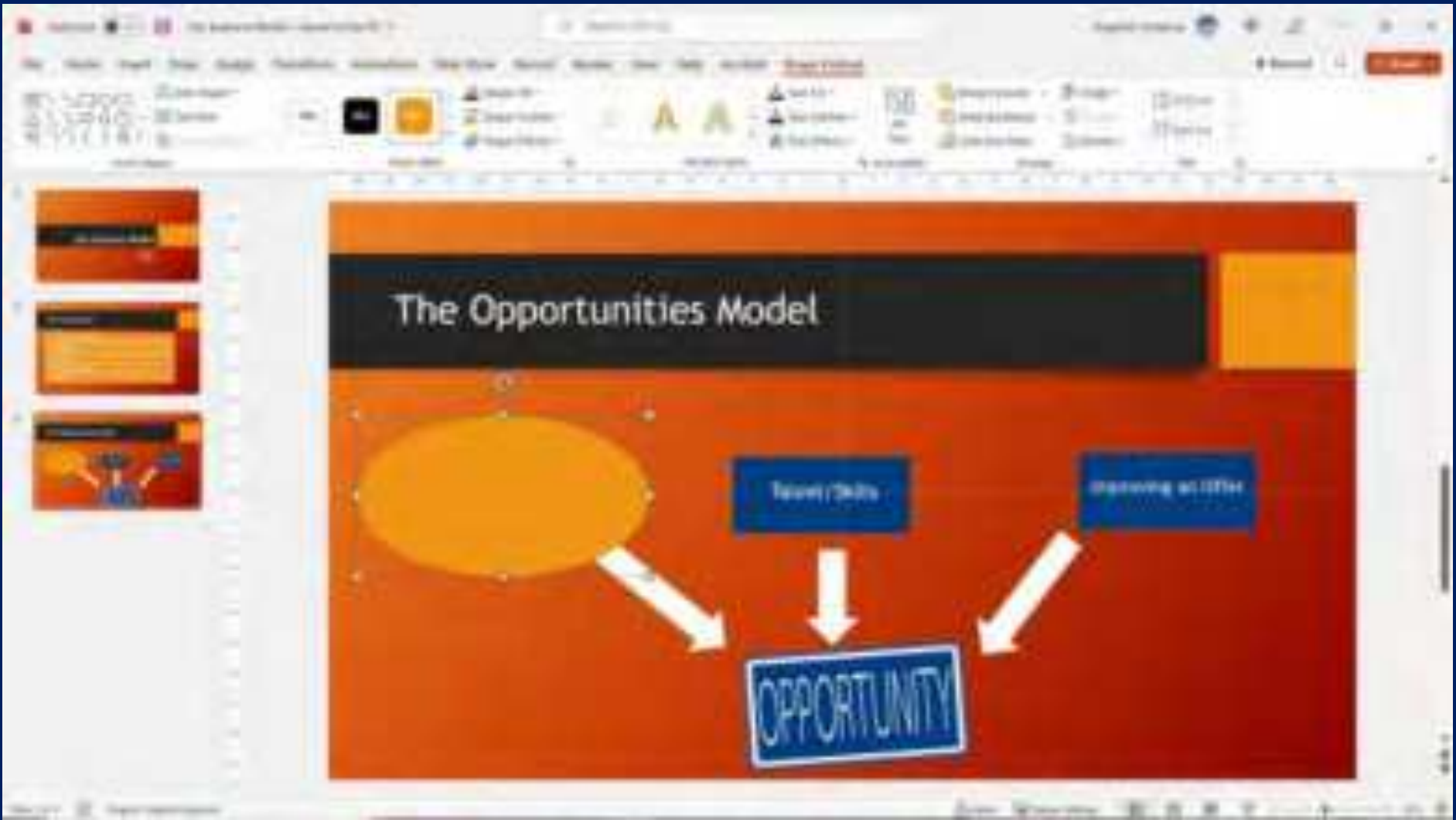
Hands On



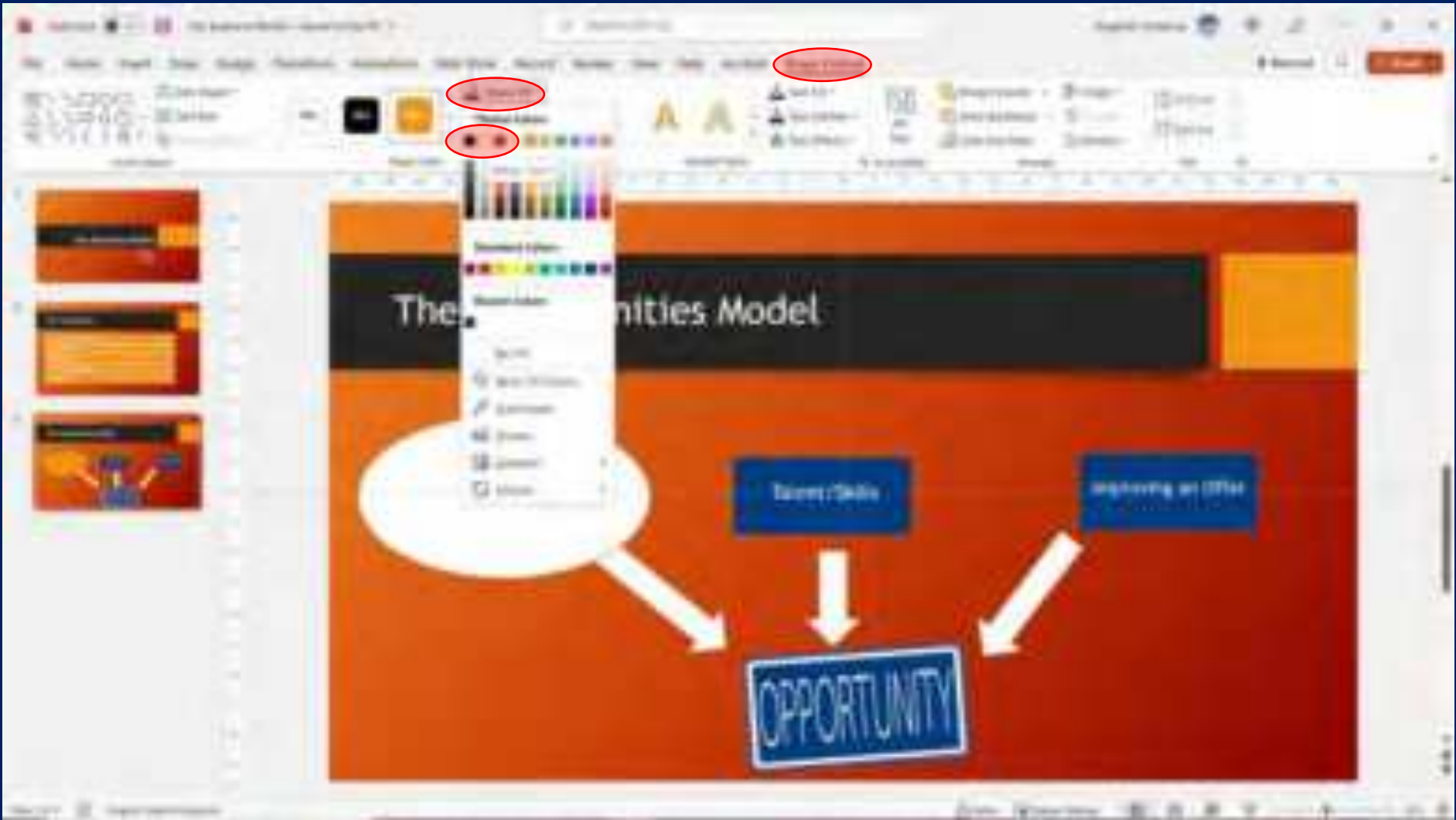
Inserting Semi Transparent Shapes



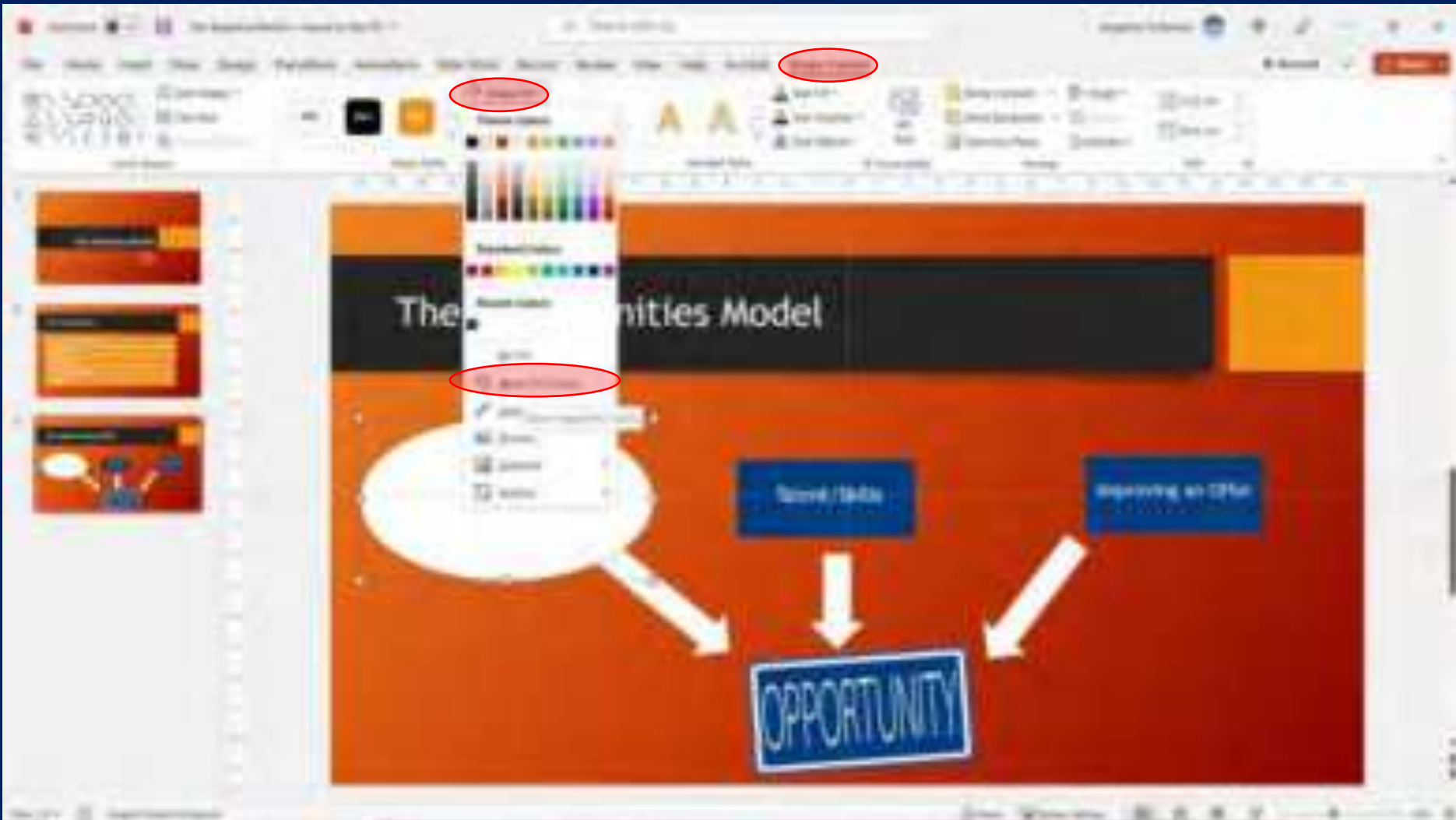
Inserting Semi Transparent Shapes



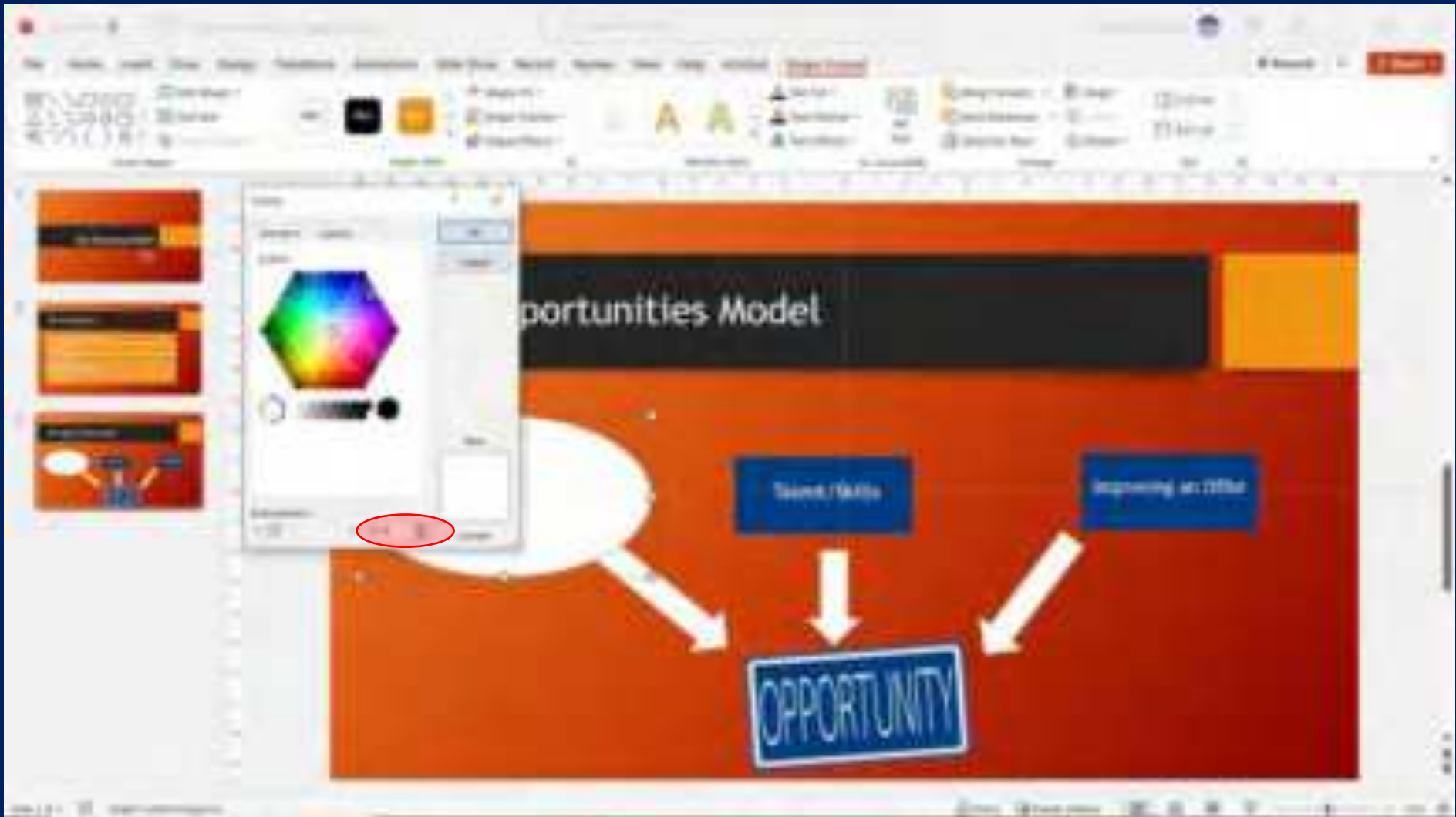
Inserting Semi Transparent Shapes



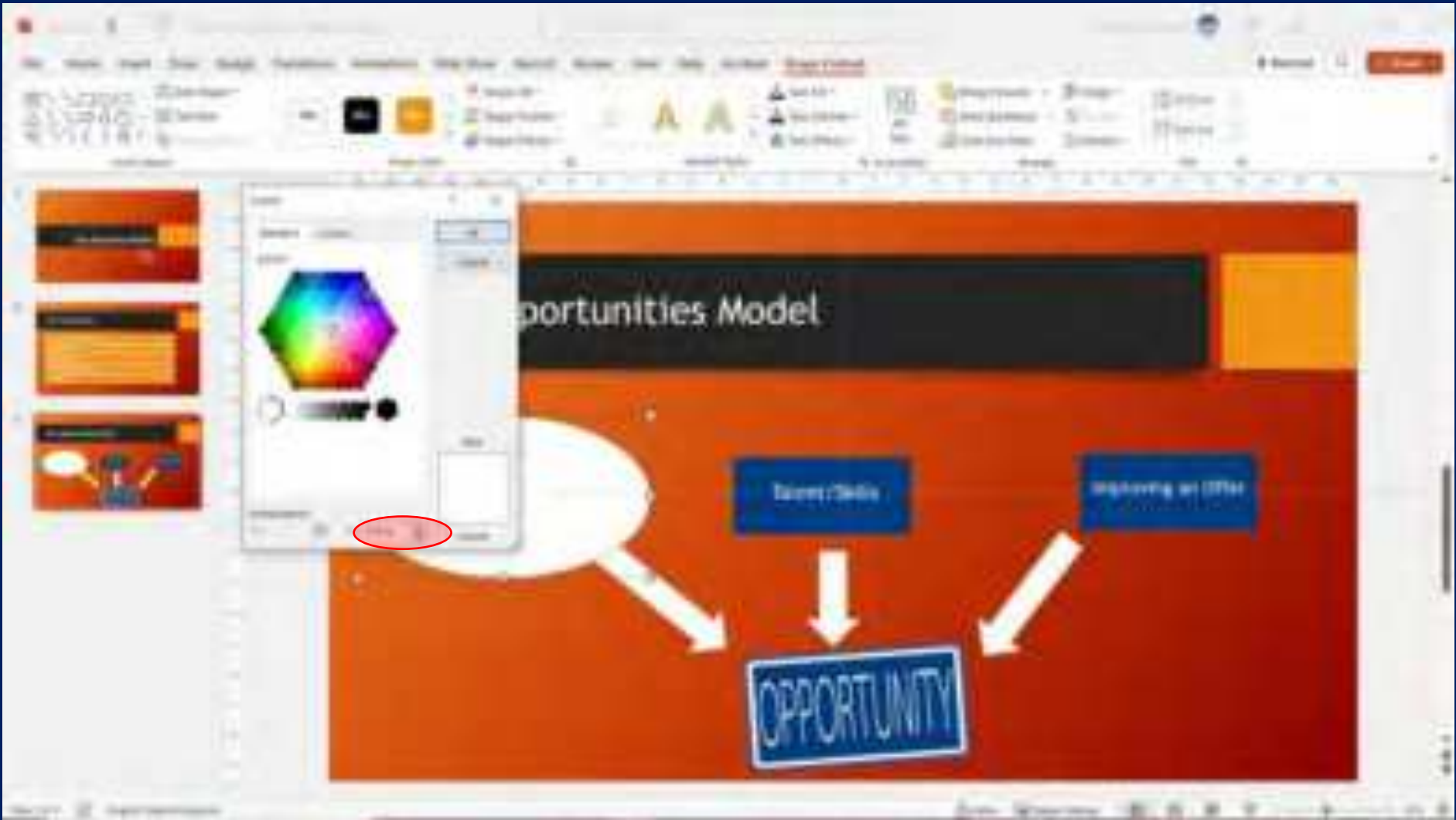
Inserting Semi Transparent Shapes



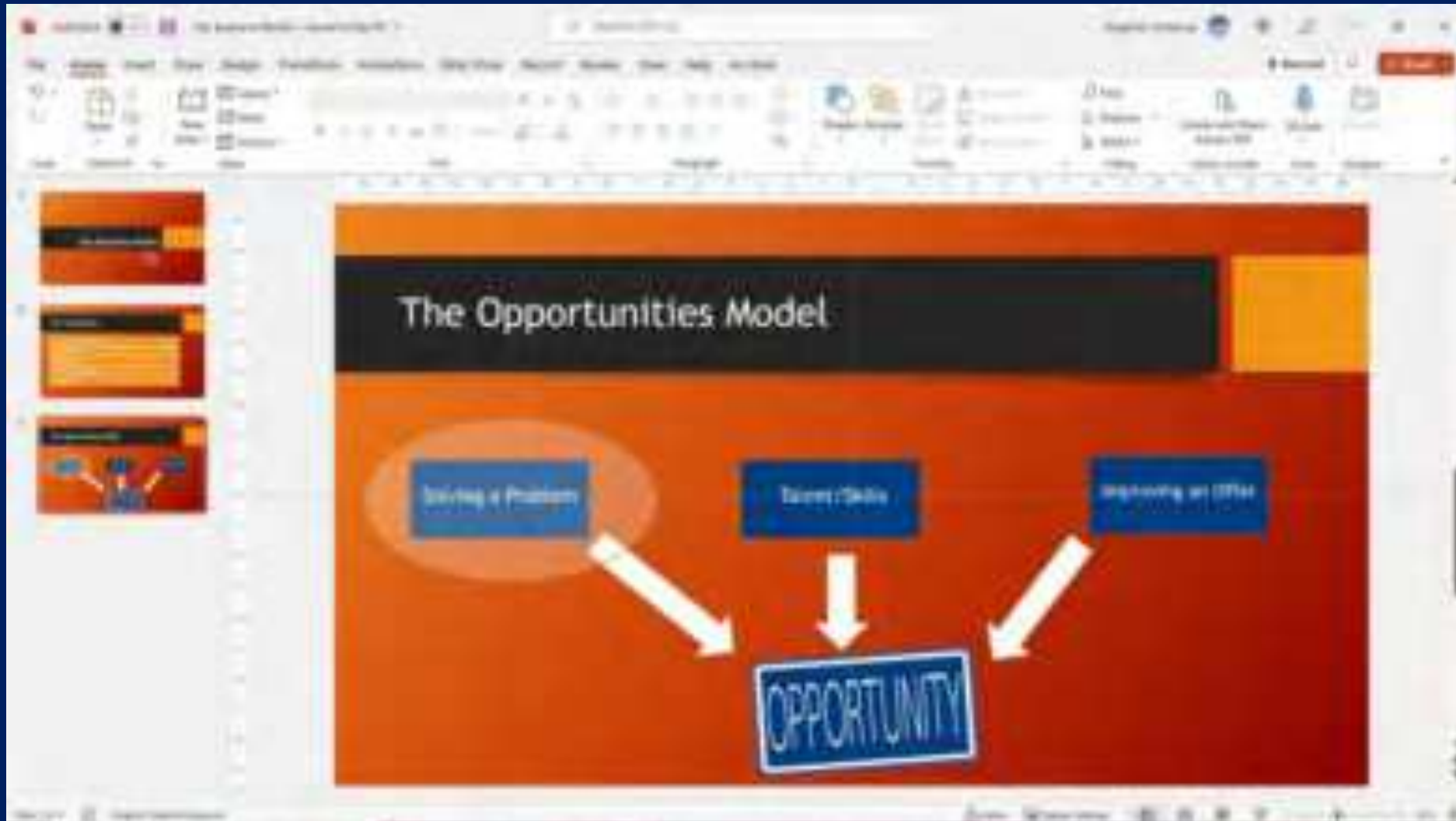
Inserting Semi Transparent Shapes



Inserting Semi Transparent Shapes



Inserting Semi Transparent Shapes

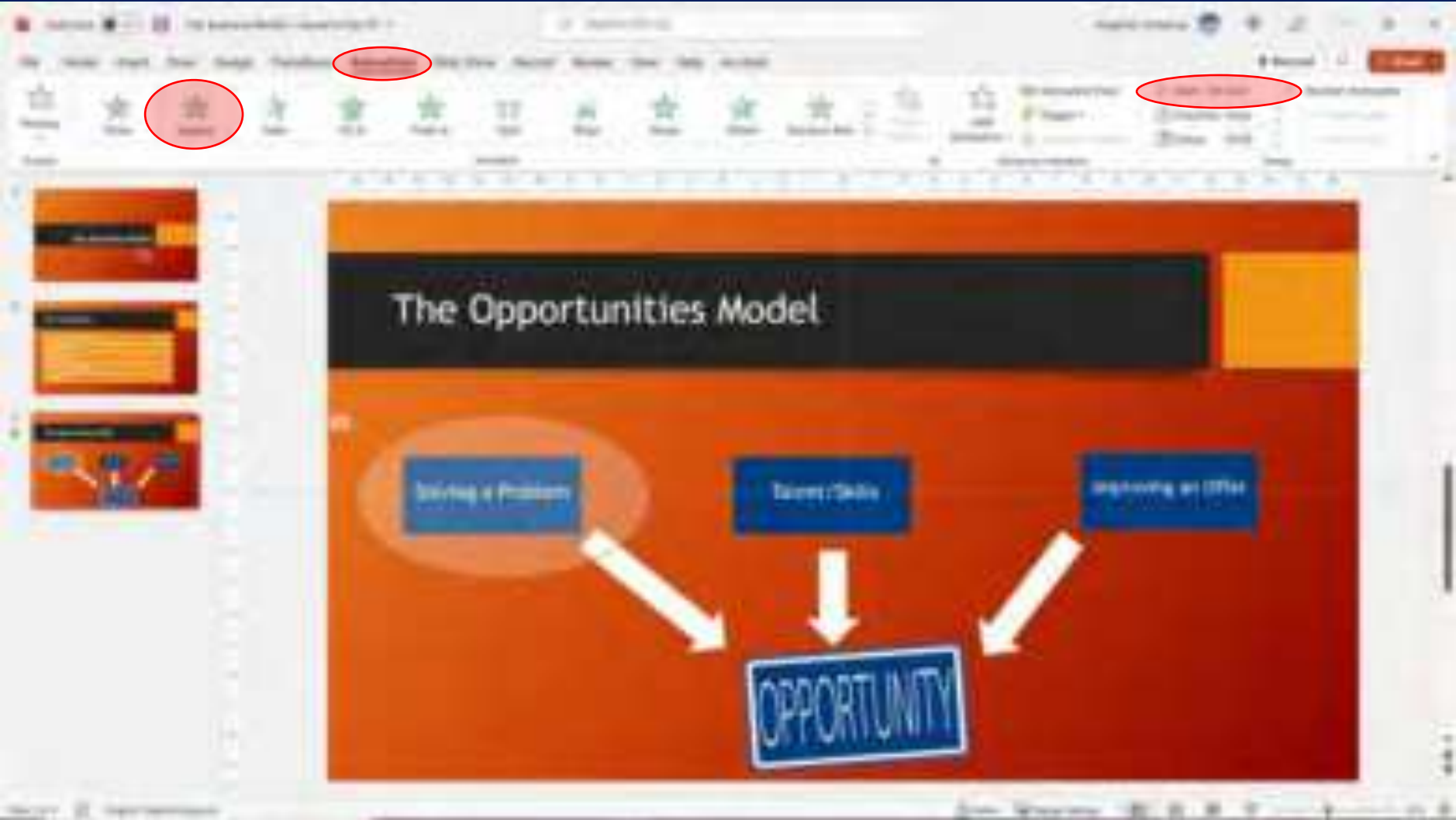


Inserting Semi Transparent Shapes



Hands On

Inserting Animation



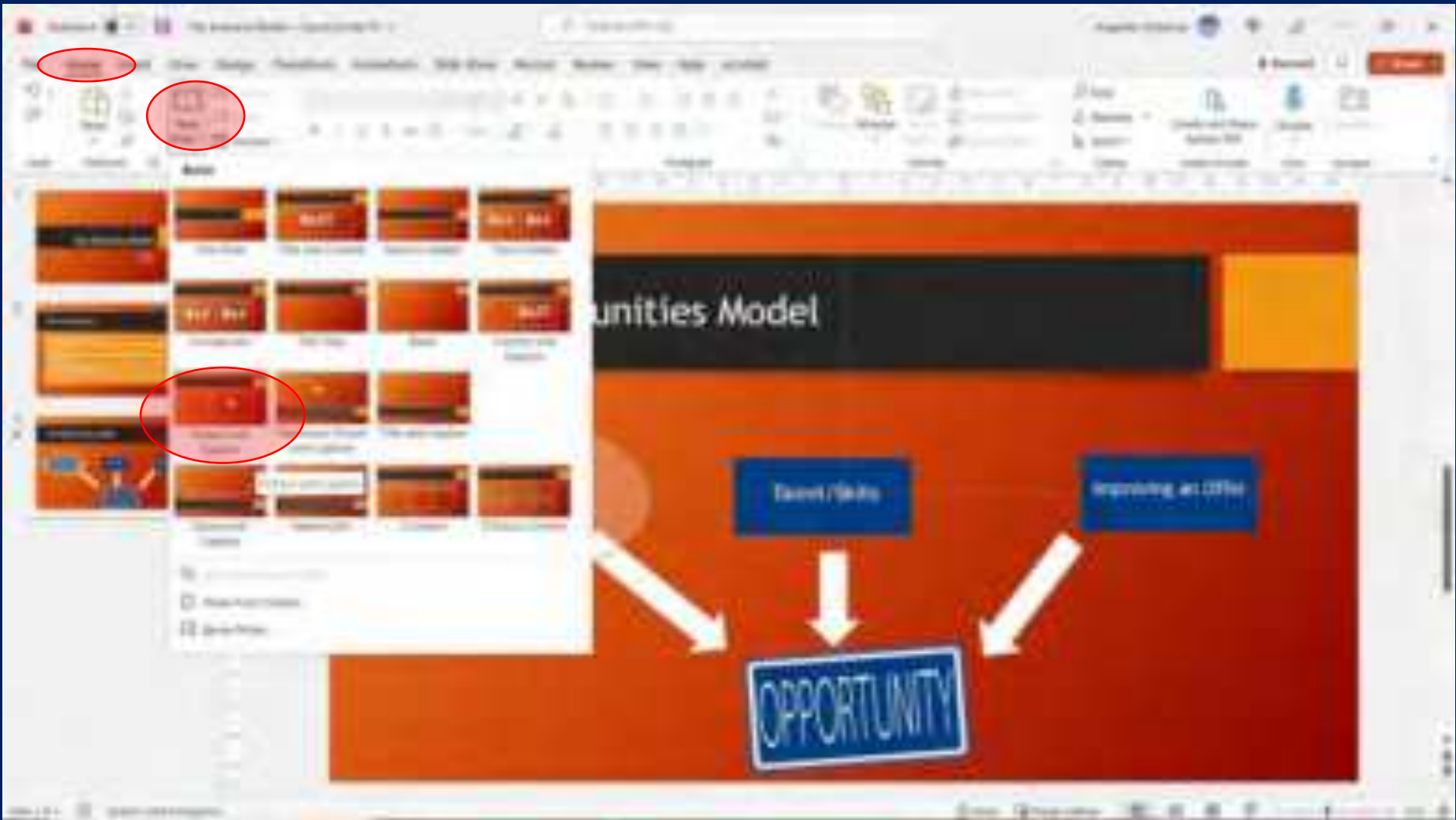
PowerPoint Inserting Animation



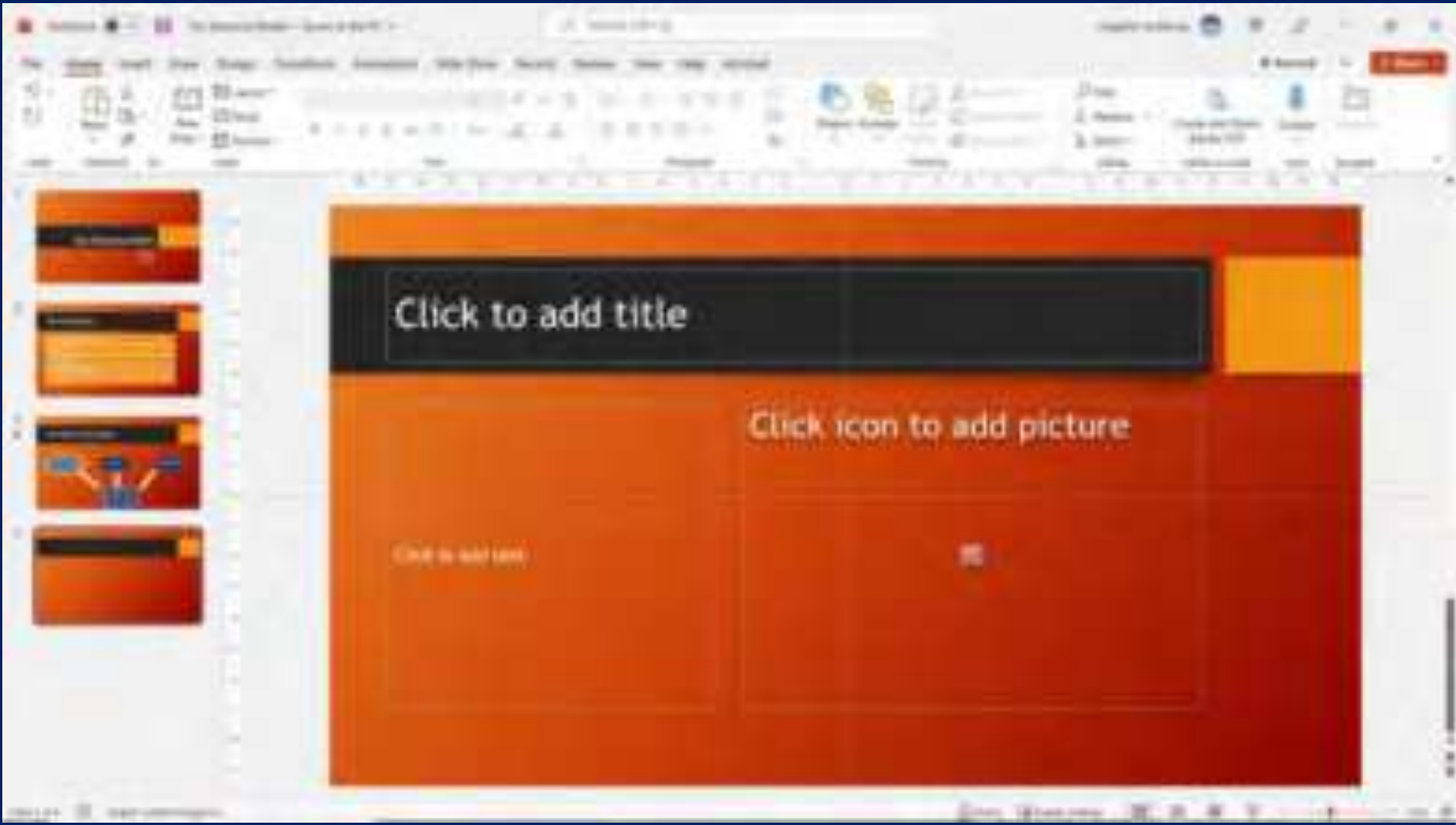
Hands On



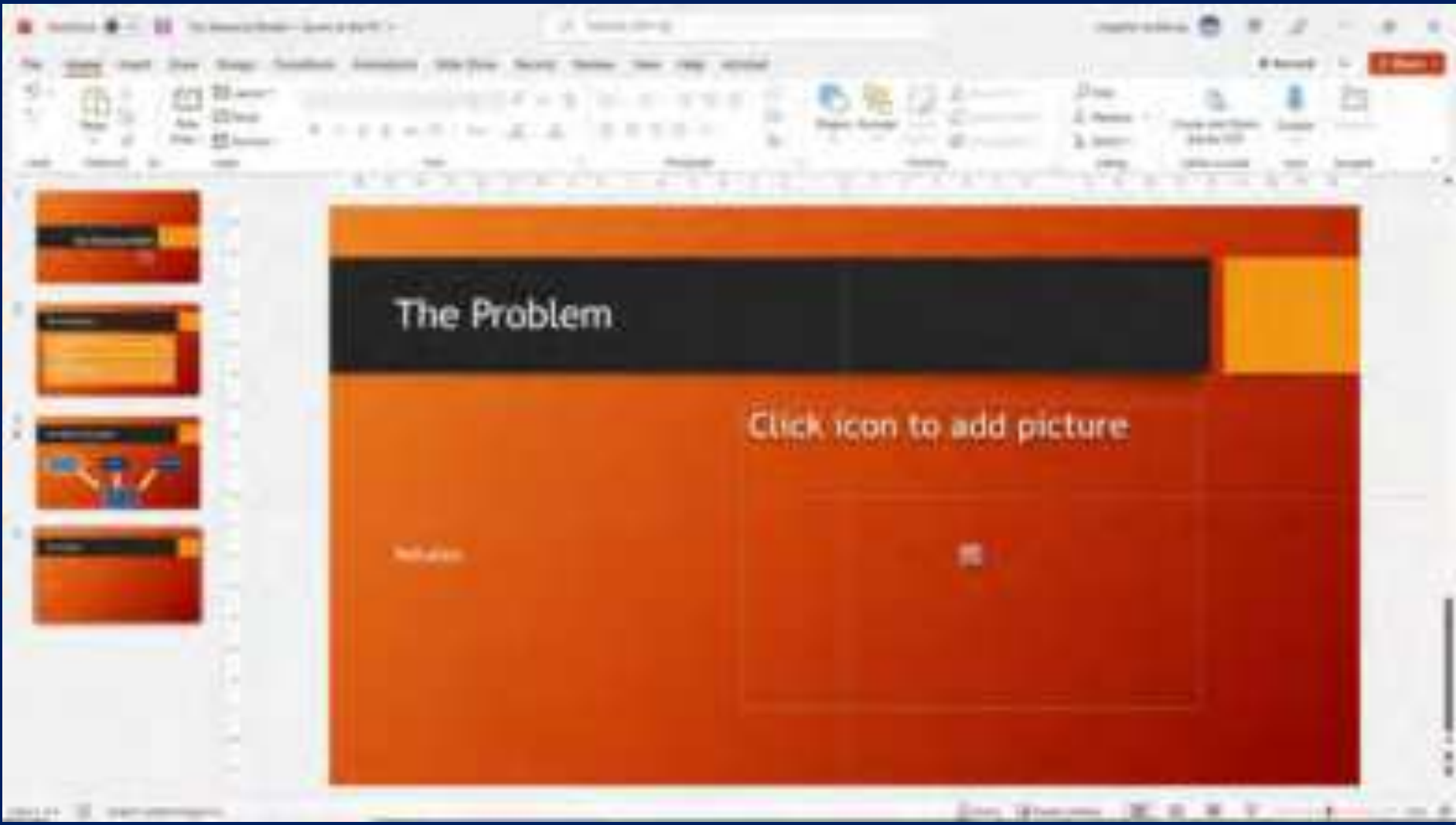
PowerPoint Inserting Another Slide



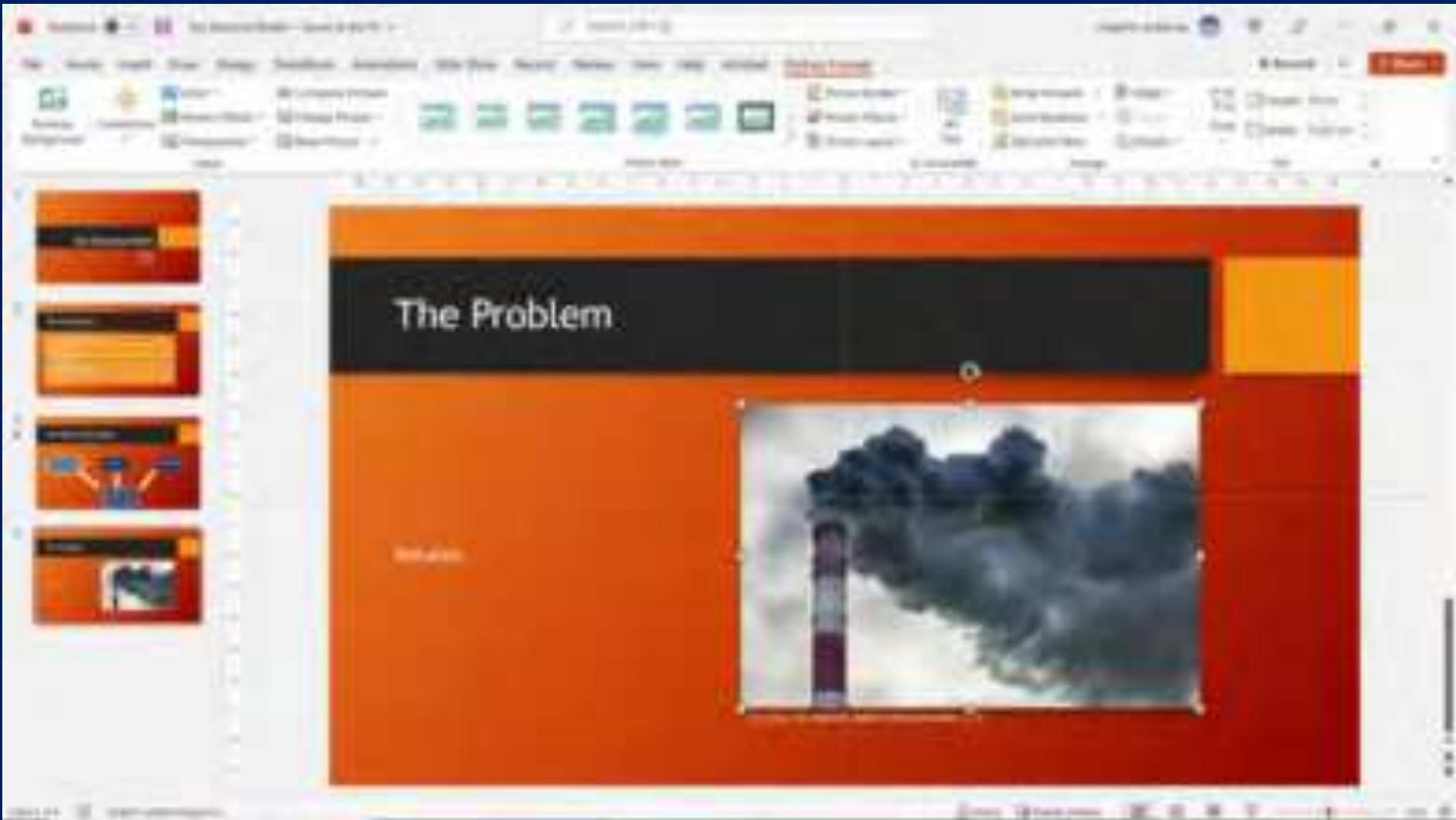
PowerPoint Inserting Another Slide



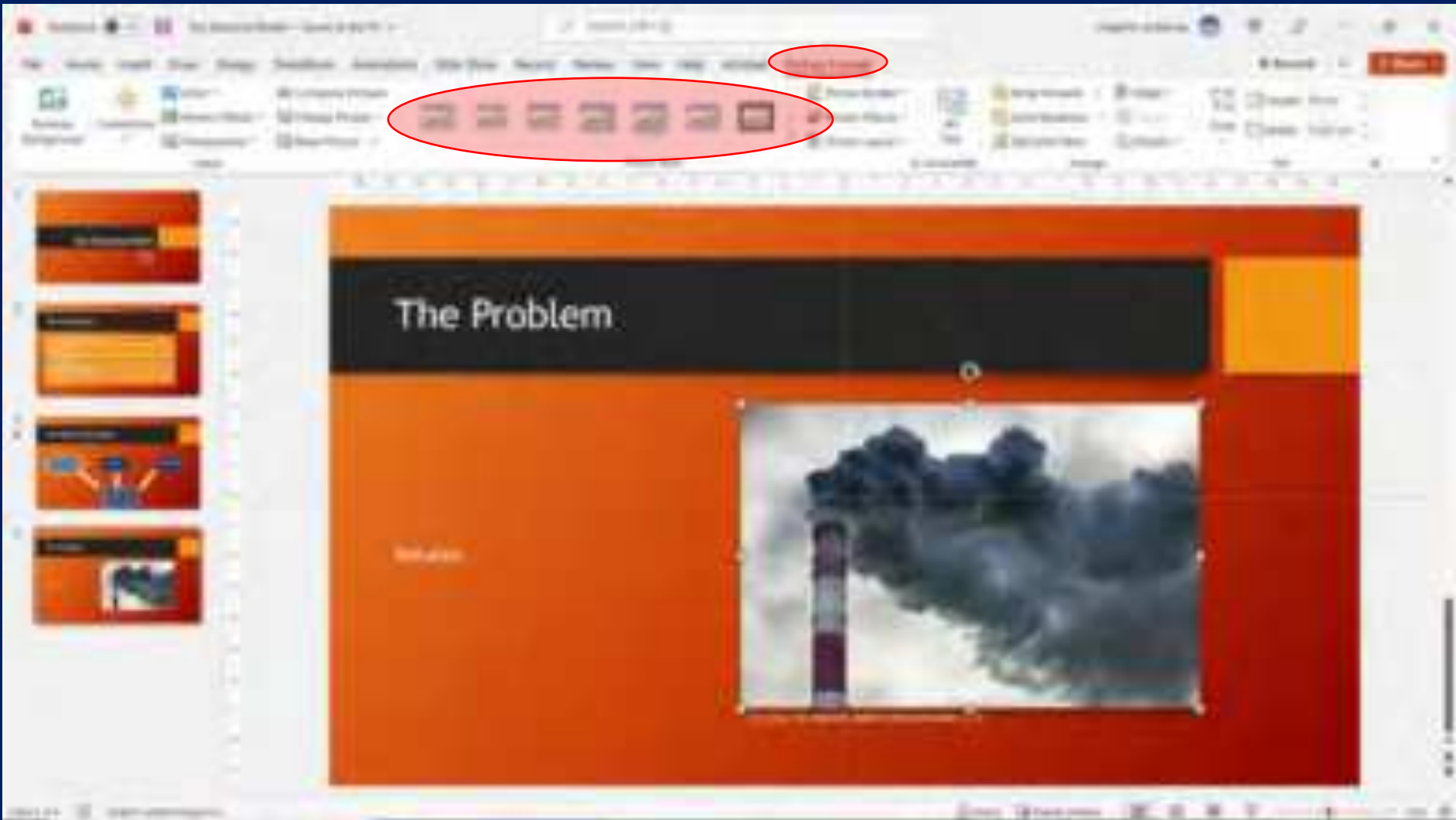
Inserting Another Slide



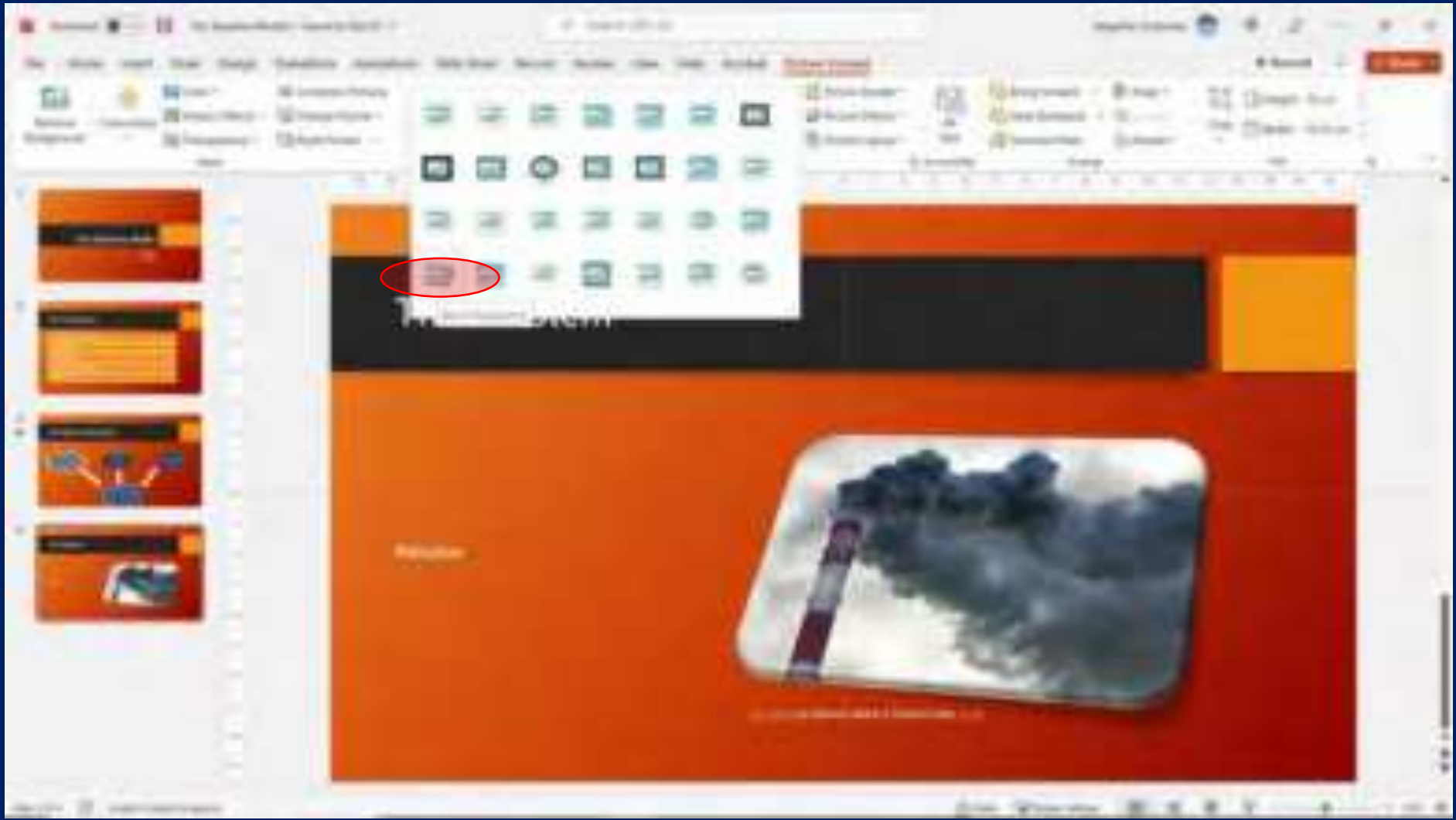
Inserting Another Slide



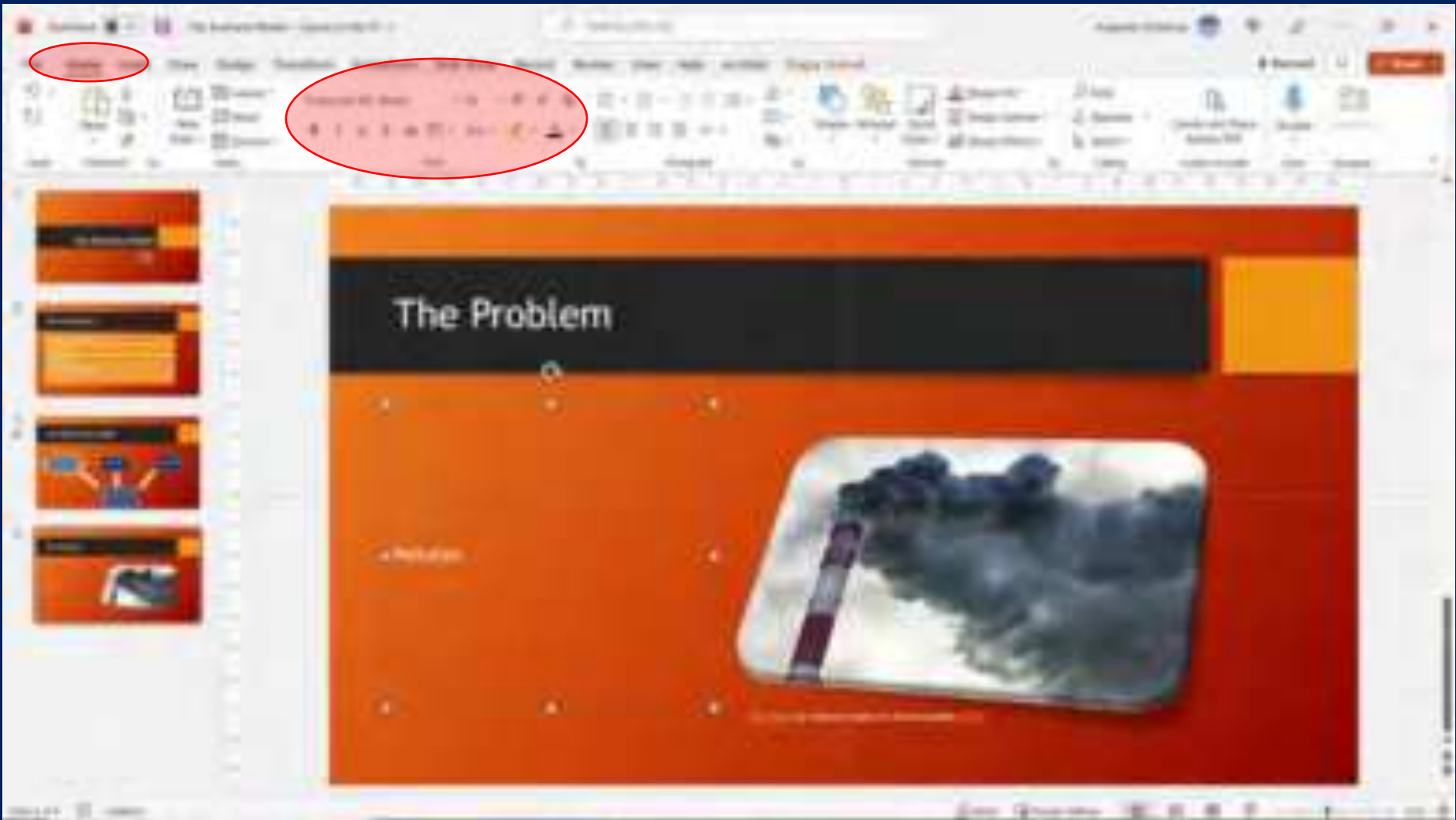
PowerPoint Inserting Another Slide



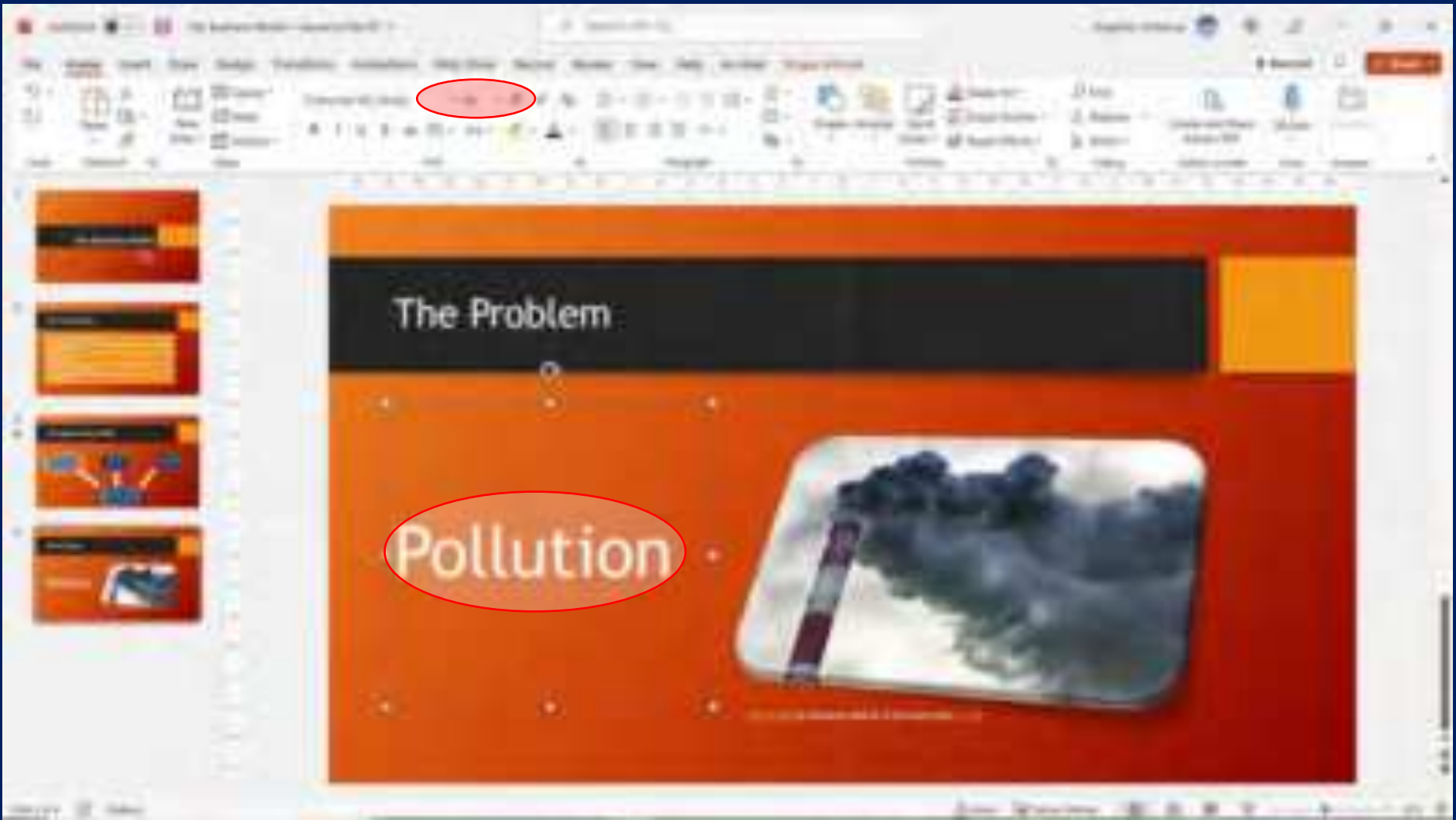
PowerPoint Inserting Another Slide



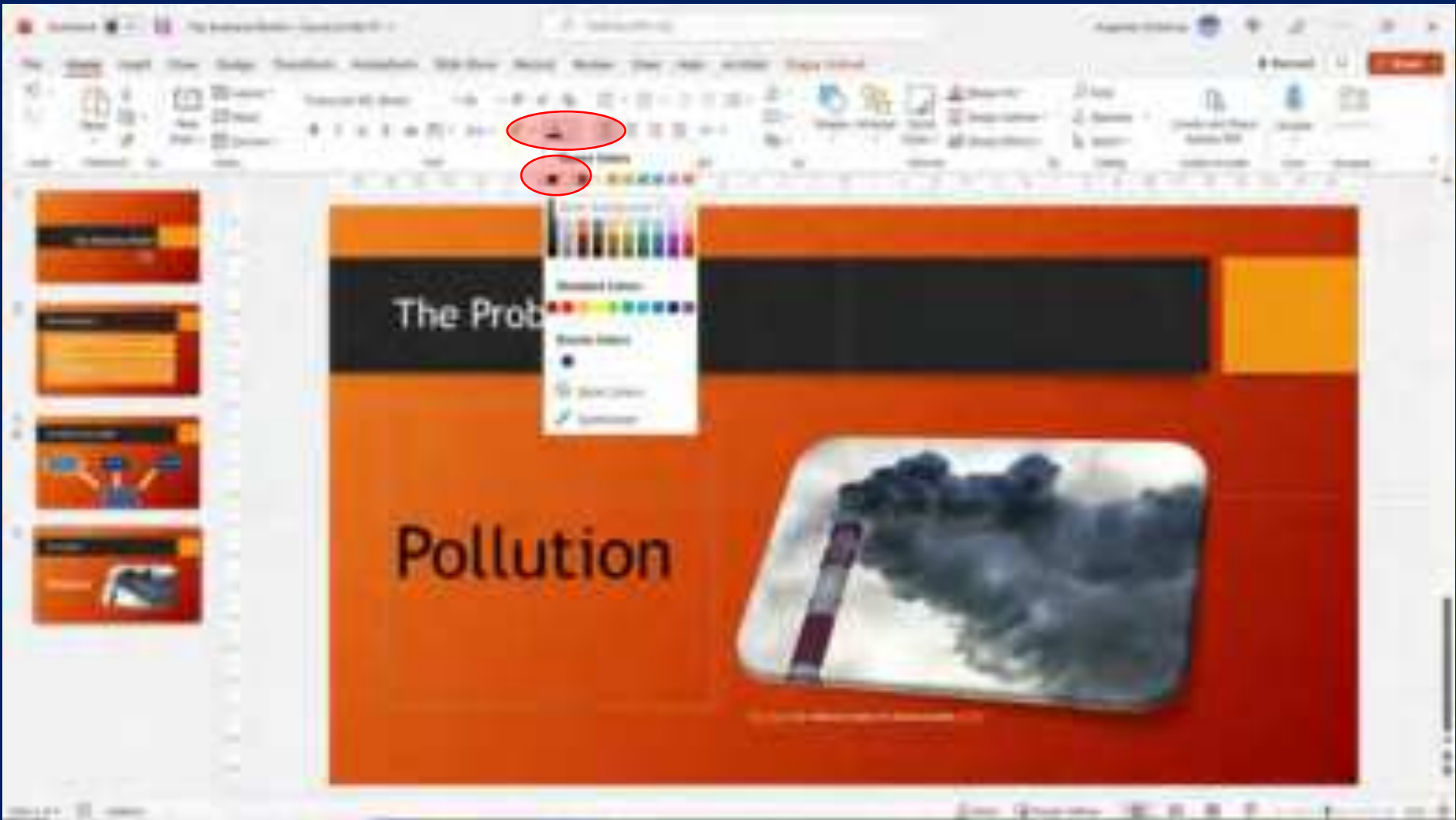
PowerPoint Inserting Another Slide



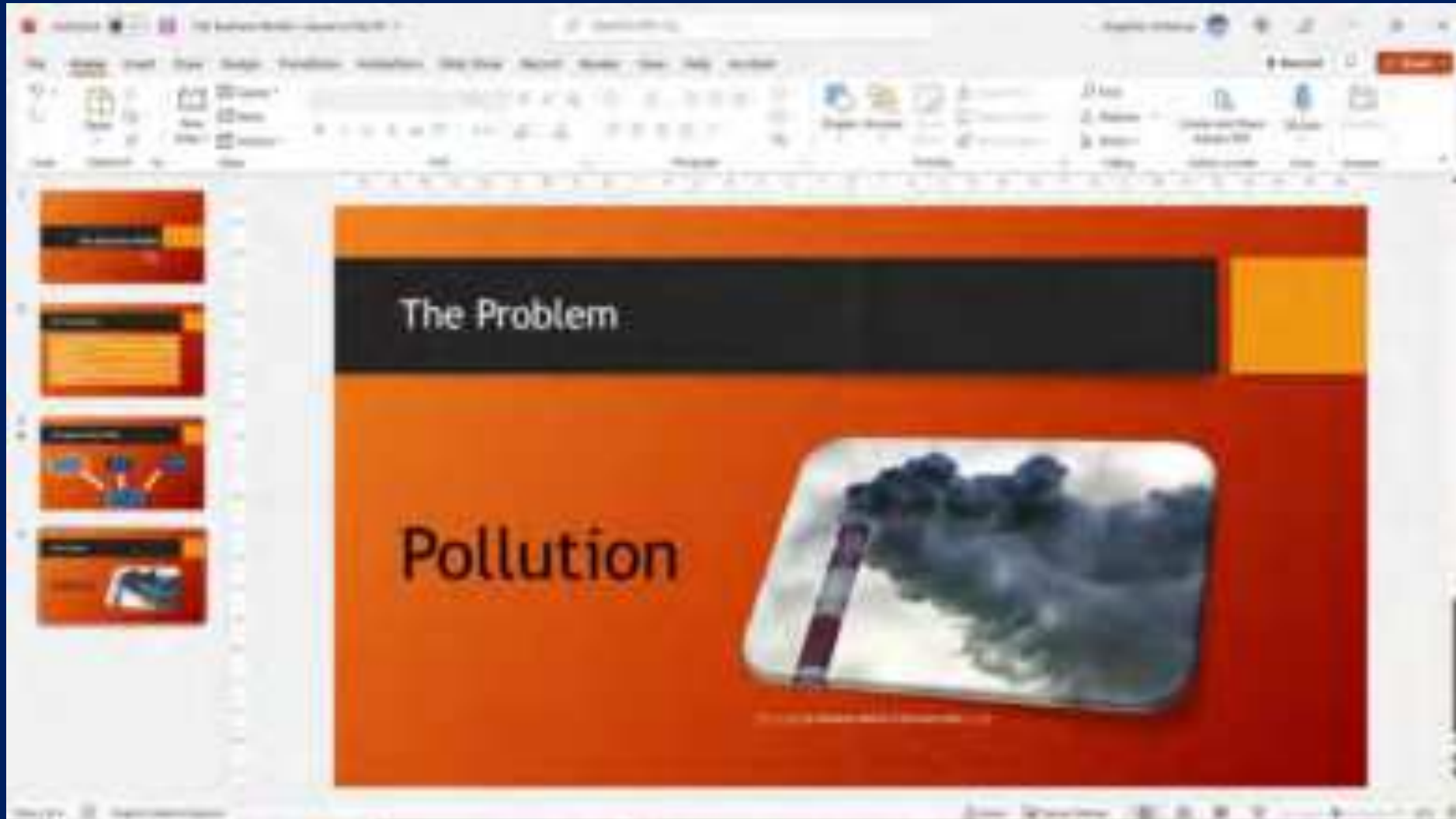
PowerPoint Inserting Another Slide



PowerPoint Inserting Another Slide



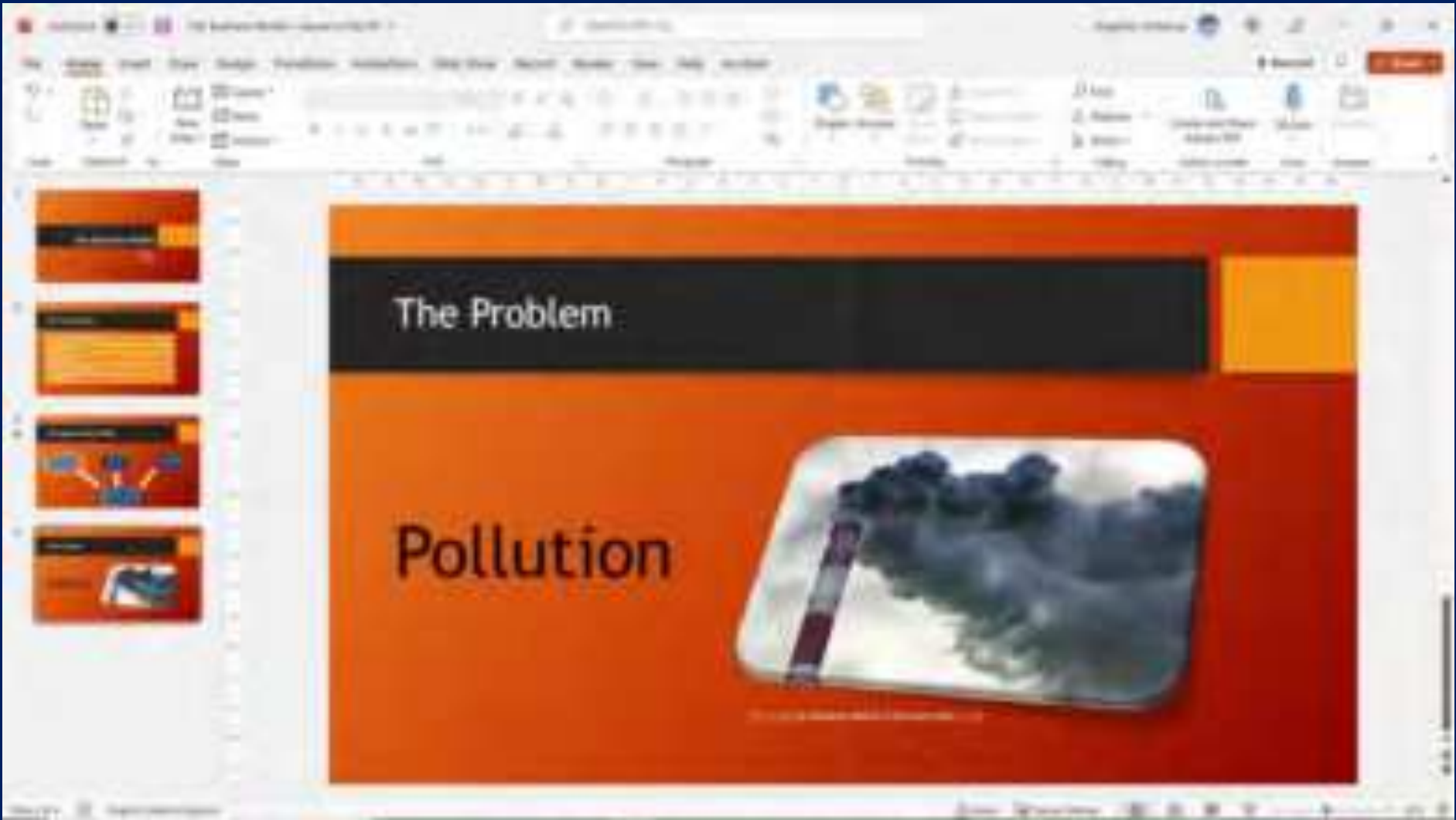
PowerPoint Inserting Another Slide



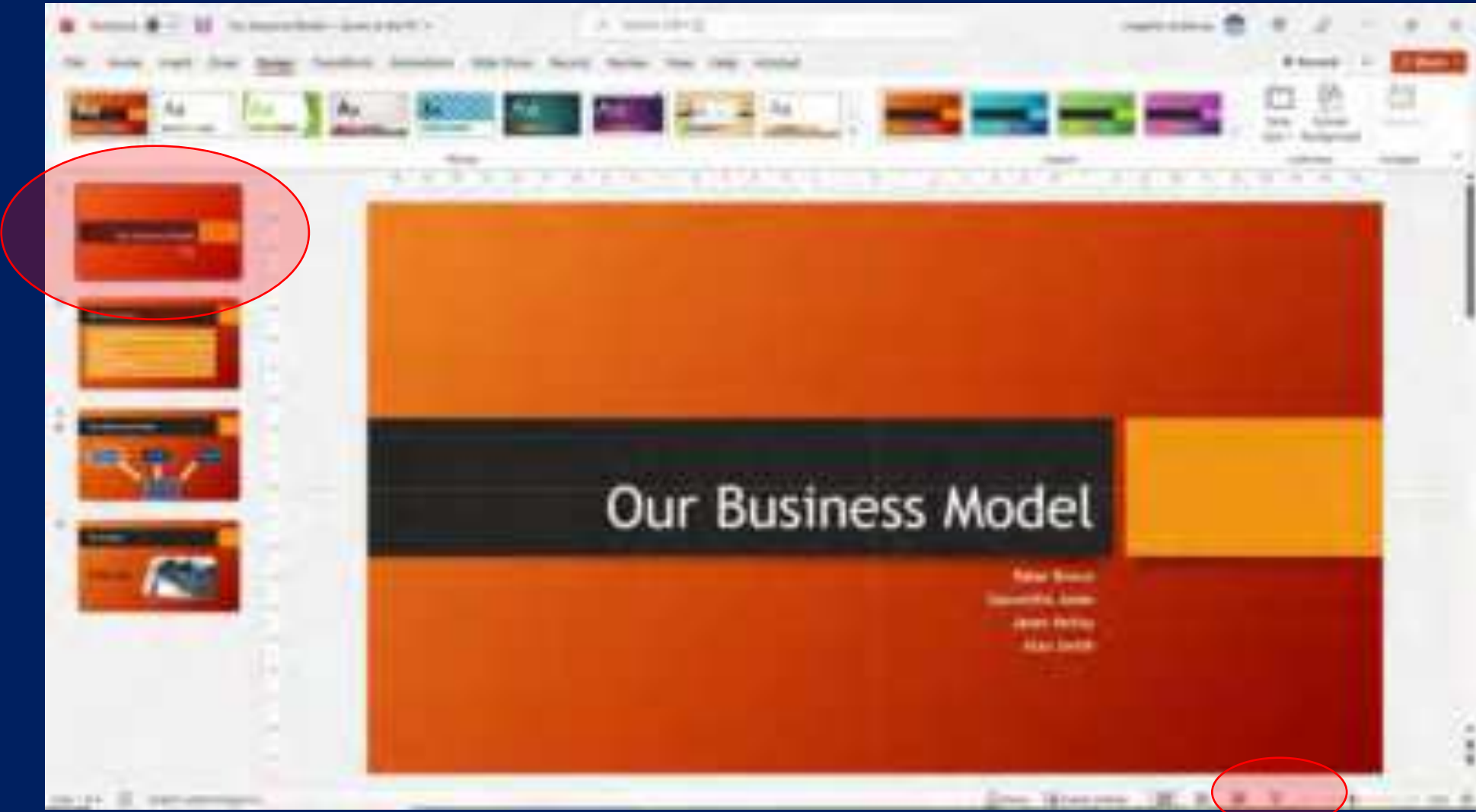
PowerPoint Inserting Another Slide



PowerPoint Slideshow



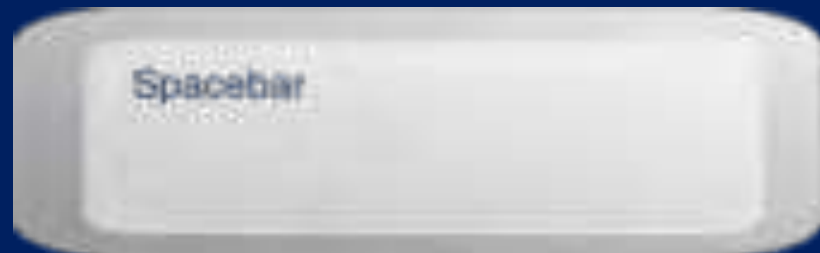
PowerPoint Slideshow



PowerPoint Slideshow



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 animation 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.



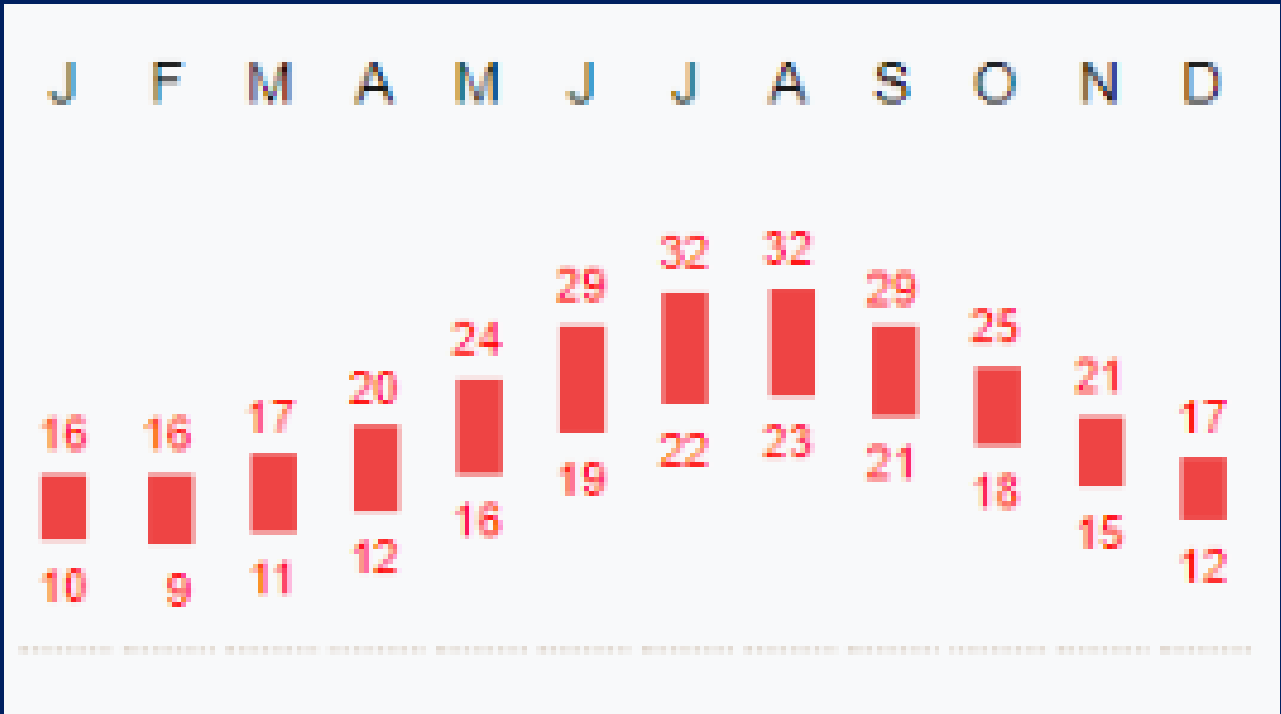
In-Class Group Presentation

- 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](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.

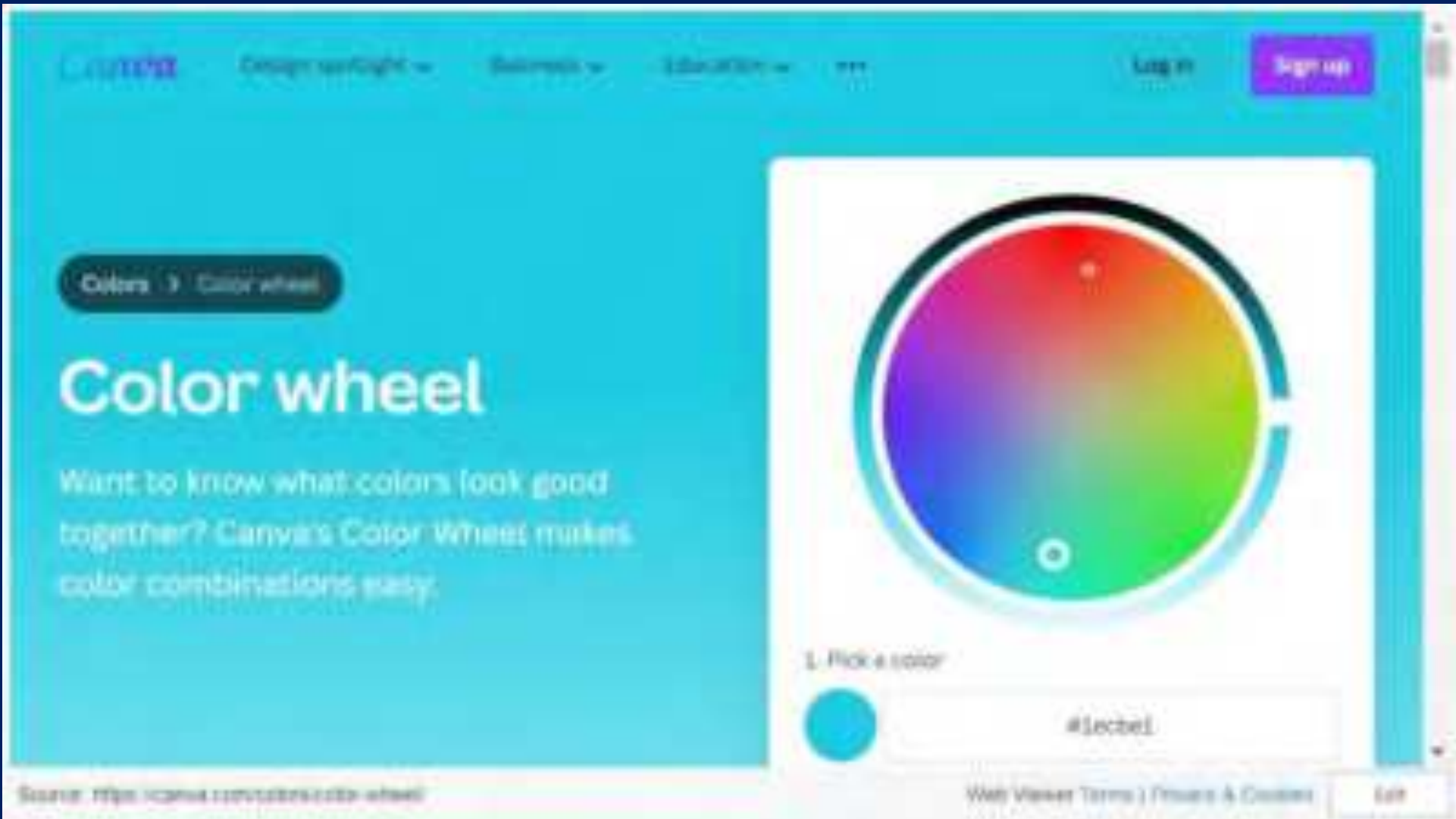


In-Class Group Presentation

- 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	
Assessment Purpose	Assess progression towards a professional theme.	Students presented the material in a mostly professional manner.	Students presented the material in a competent professional manner.	Most appropriate.	Students present fully professional manner.	
Content	All content presented and explained in complete accordance to the stated format.	All stated contentions and graphics are accurately documented in the stated format.	All content information and graphics are accurately documented, but some of them are clearly displayed.	Some content is not accurately documented.	No content.	
Appearance	Presentable: clear, consistent, legible and unobscured. The content and ideas are contained in a clear and interesting way.	Presentable: clear, using engaging and unobscured. The content and ideas are presented in an interesting way.	Presentable: clear, in terms of layout, graphics and consistency in use of the color.	Presentable: clear, in terms of layout, graphics and consistency in use of the color.	Presentable: clear, in terms of layout, graphics and consistency in use of the color.	Presentable: clear, in terms of layout, graphics and consistency in use of the color.
Organization	Information is organized in a clear, logical way. It is easy to distinguish the content between the right and the left side.	Information is organized in a clear, logical way. The title or text of information is not at all place.	Some information is clearly organized in a logical way, in terms of information, text and all place.	Some information is clearly organized in a logical way, in terms of information, text and all place.	Some information is clearly organized in a logical way, in terms of information, text and all place.	Some information is clearly organized in a logical way, in terms of information, text and all place.
Use of Graphics	All graphics are attractive and well drawn and follow the requirements of the presentation.	All graphics are well drawn and follow the requirements of the presentation.	All graphics are attractive but in the use of color to support the requirements of the presentation.	Some graphics are unattractive and do not follow the requirements of the presentation.	Students do not use any graphics at all.	
Text	All statements are written using clear and easy to read.	Presentable: clear and easy to read, but some of them are not clear.	The presentation is clear and easy to read, but some of them are not clear.	The presentation is clear and easy to read, but some of them are not clear.	The presentation is clear and easy to read, but some of them are not clear.	
Language	Content was well presented and clearly explained.	Students were well prepared and clearly explained.	Students were well prepared and clearly explained.	Students were well prepared and clearly explained.	Students were not prepared at all.	
Conclusion	Students presented all questions made by the other students and gave a clear and concise answer.	Students answered most of the questions made by the other students and gave a clear and concise answer.	Students answered some of the questions made by the other students and gave a clear and concise answer.	Students failed to answer most of the questions made by the other students and gave a clear and concise answer.	Students failed to answer any of the questions made by the other students and gave a clear and concise answer.	
	41 - 45 marks	31 - 40 marks	21 - 30 marks	11 - 20 marks	0 marks	
Comments	Presentable: clear and easy to read, but some of them are not clear.	Presentable: clear and easy to read, but some of them are not clear.	Presentable: clear and easy to read, but some of them are not clear.	Presentable: clear and easy to read, but some of them are not clear.	Presentable: clear and easy to read, but some of them are not clear.	



Presentation

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





Next Session

Starts at 09:00 a.m. sharp with self-assessment Session 01

Business Administration in Naxxar

Digital Marketing in Tarxien



Introduction Session 04

Lecture Title: PowerPoint

Lecturer: Mr Angelito Sciberras

Date: 4 October 2024

