Introduction Session 04

Lecture Title: PowerPoint

Lecturer: Mr Angelito Sciberras

Date: 15 November 2024

Undergraduate Diploma in Business Administration
Undergraduate Diploma in Digital Marketing

~~Monday 11 November 2024~~	~~Introductions~~ ~~The Academy~~
~~Tuesday 12 November 2024~~	~~Staying in Malta~~
~~Thursday 14 November 2024~~	~~The Study Programme~~ ~~Assignments~~ ~~Presentations~~ ~~Reflective Diary~~
Friday 15 November 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

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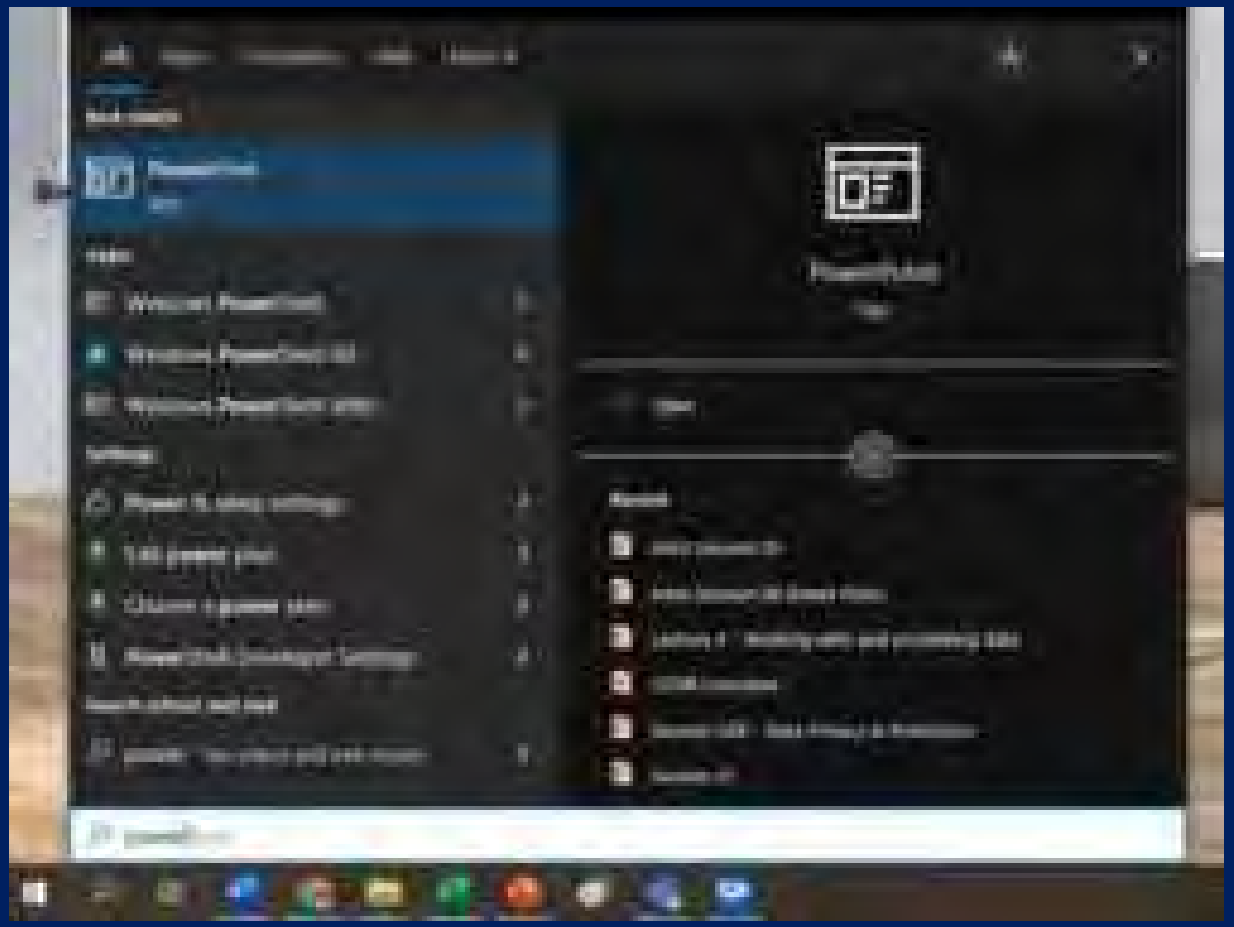
PowerPoint Slideshow

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

PowerPoint Slideshow

Opening PowerPoint



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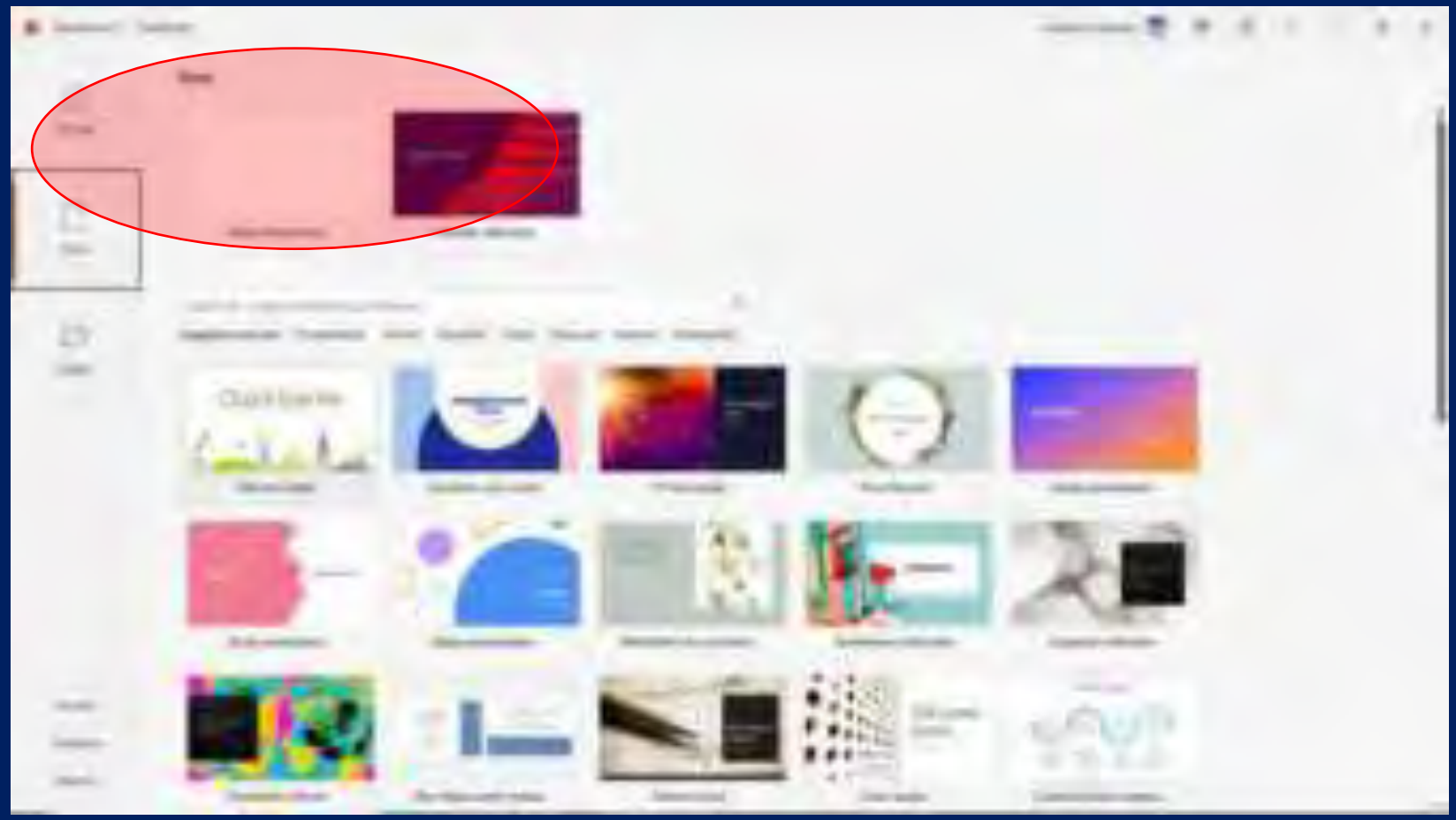
PowerPoint Slideshow

Blank Presentation vs Template

Originality vs Time

PowerPoint Slideshow

Opening PowerPoint



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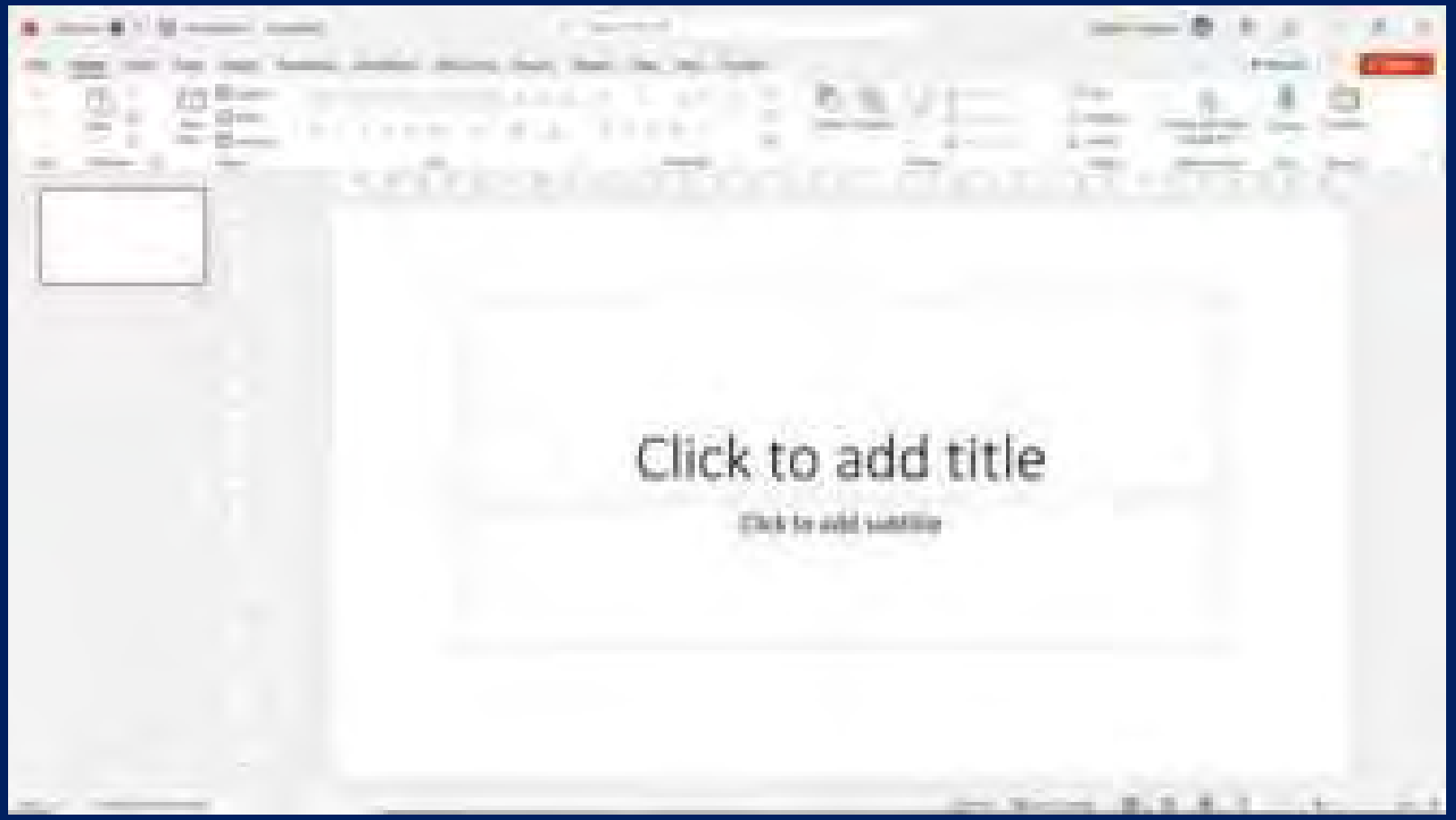

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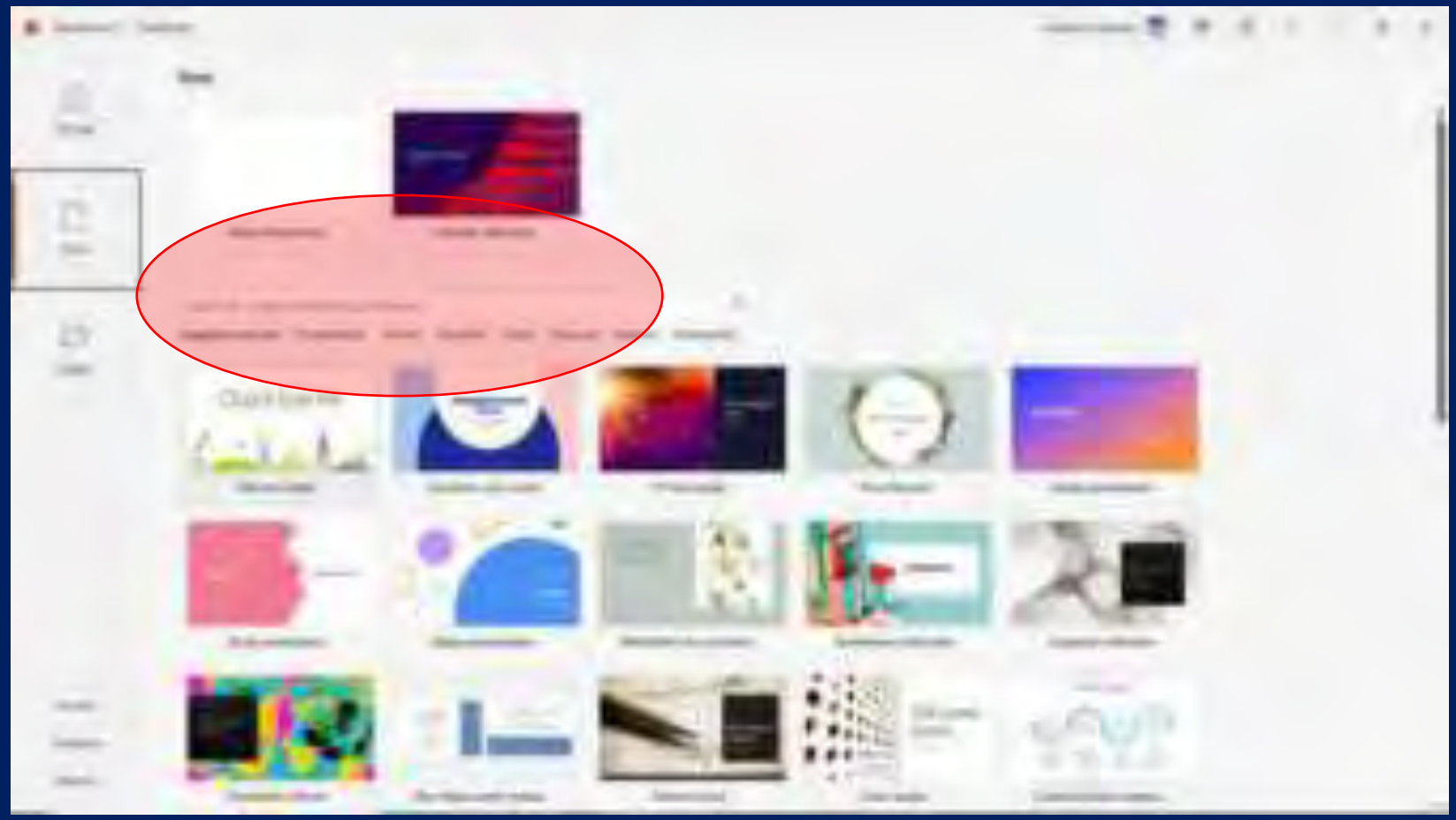

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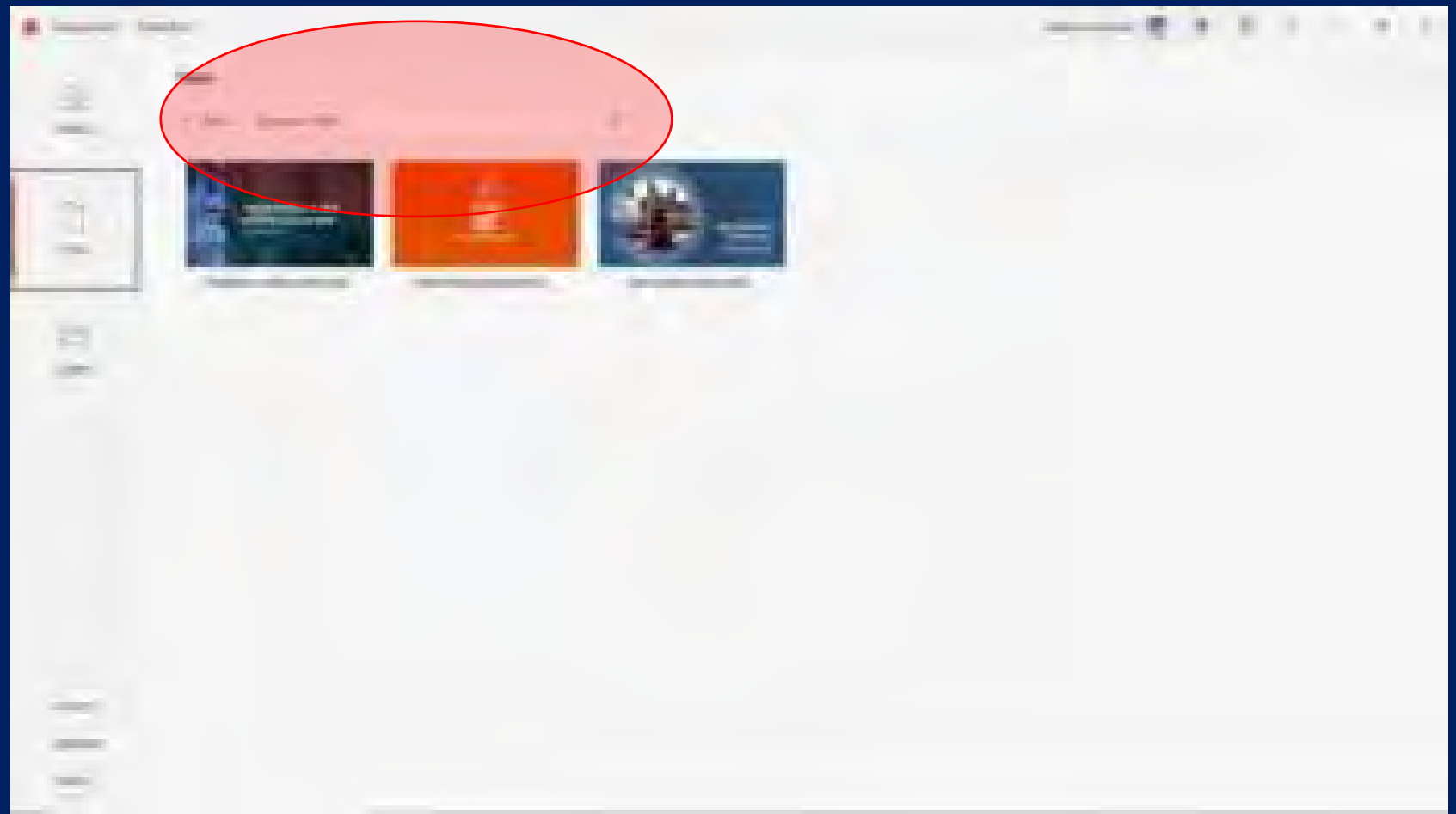

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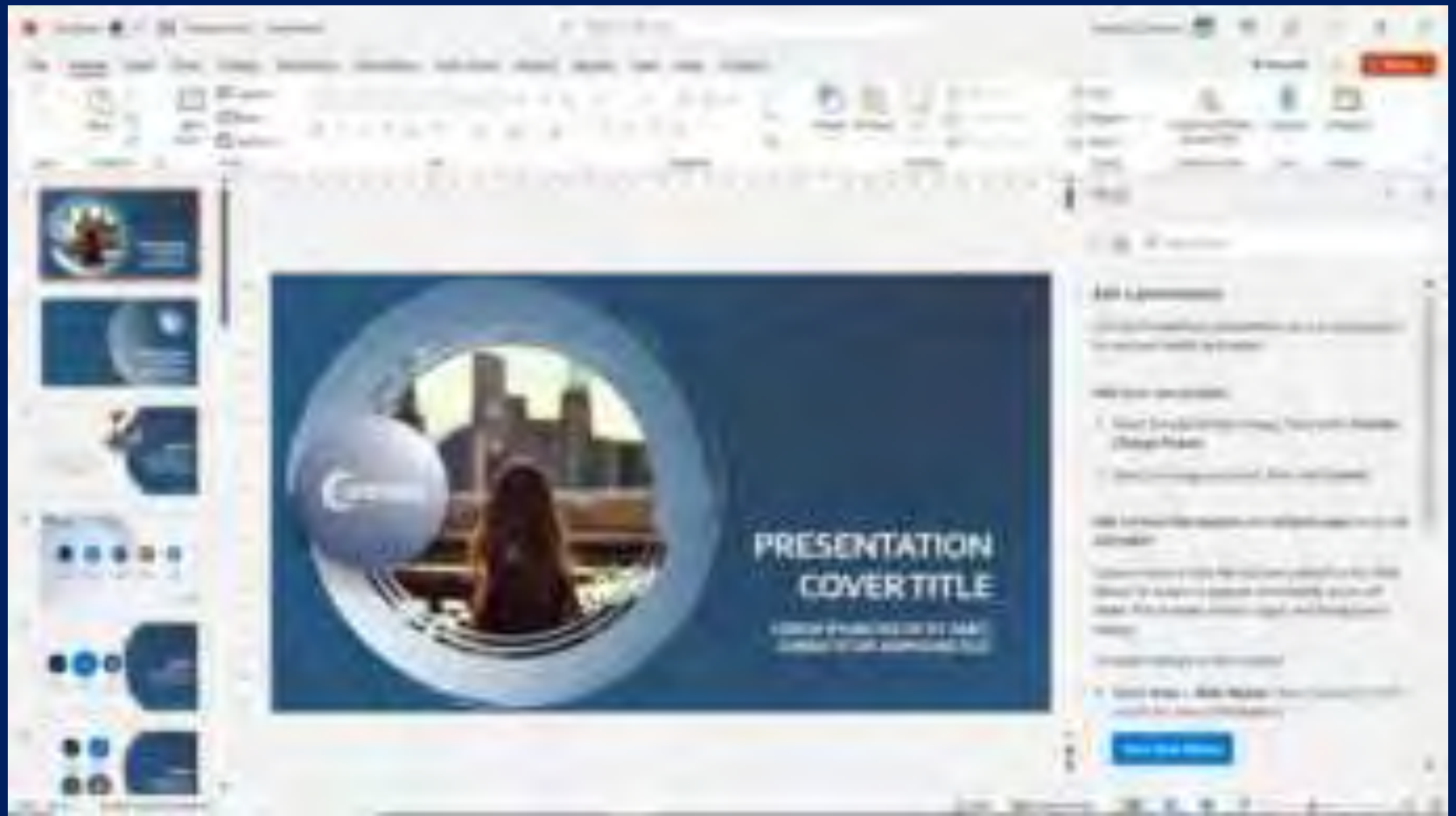

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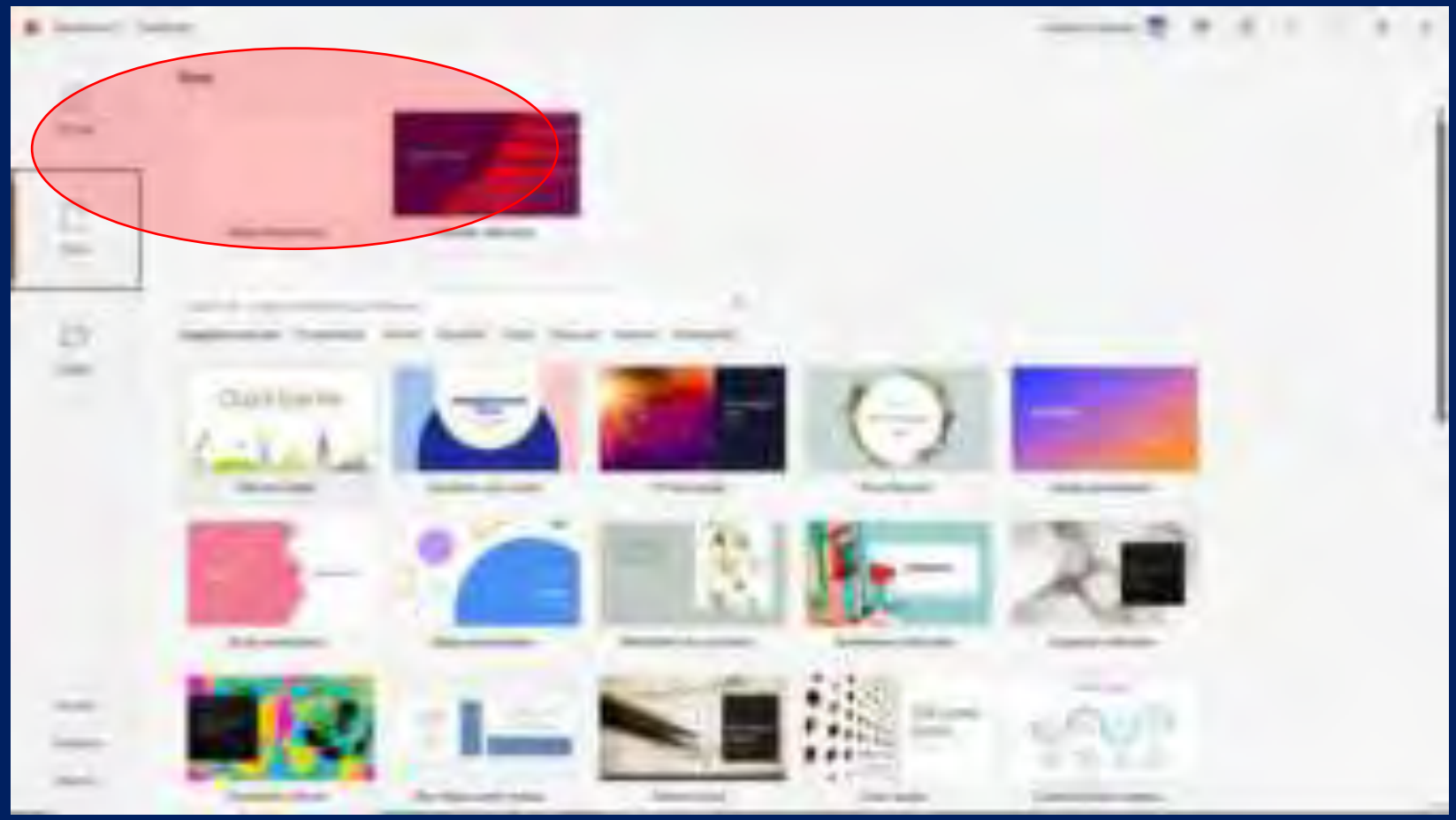

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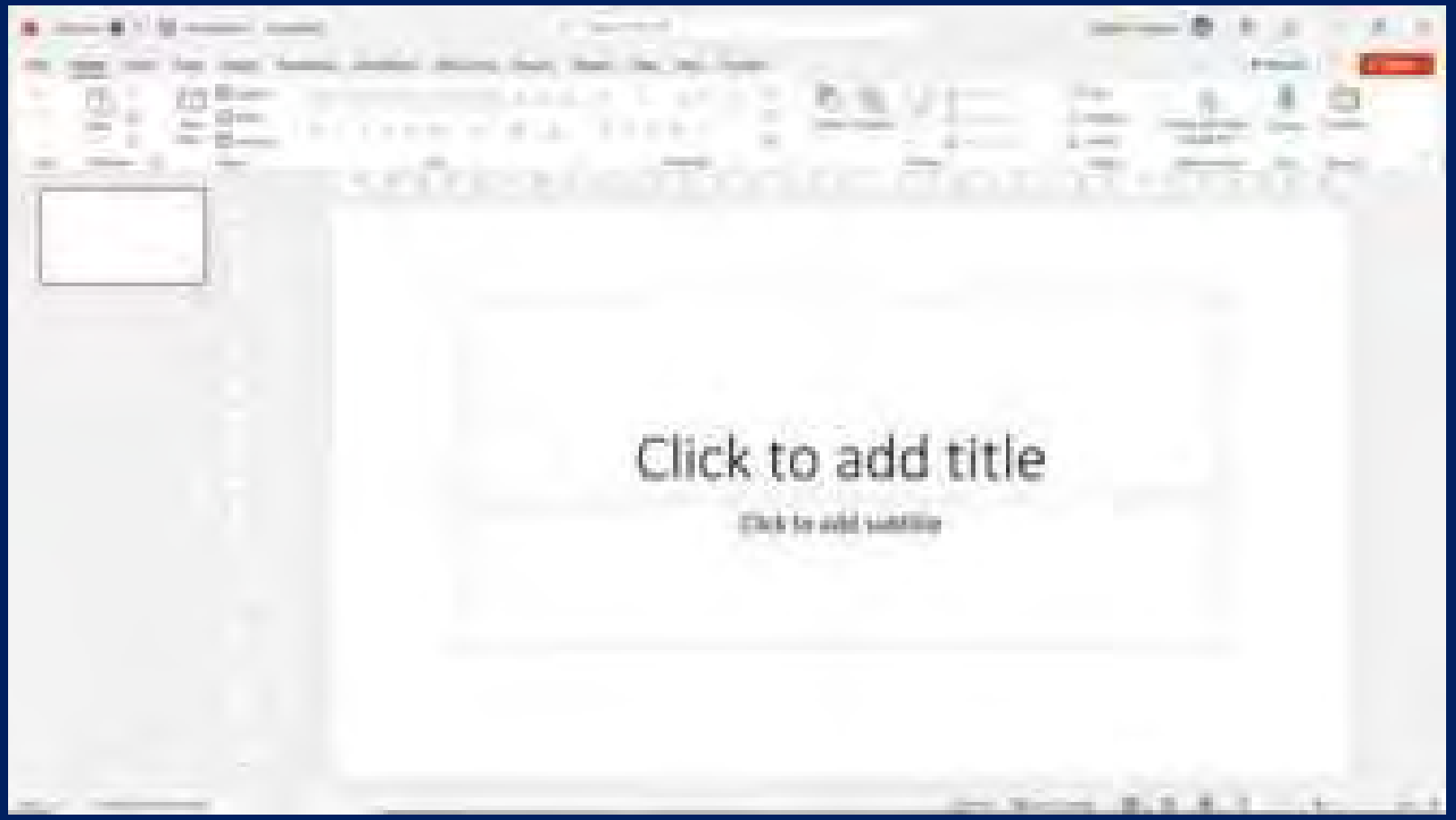

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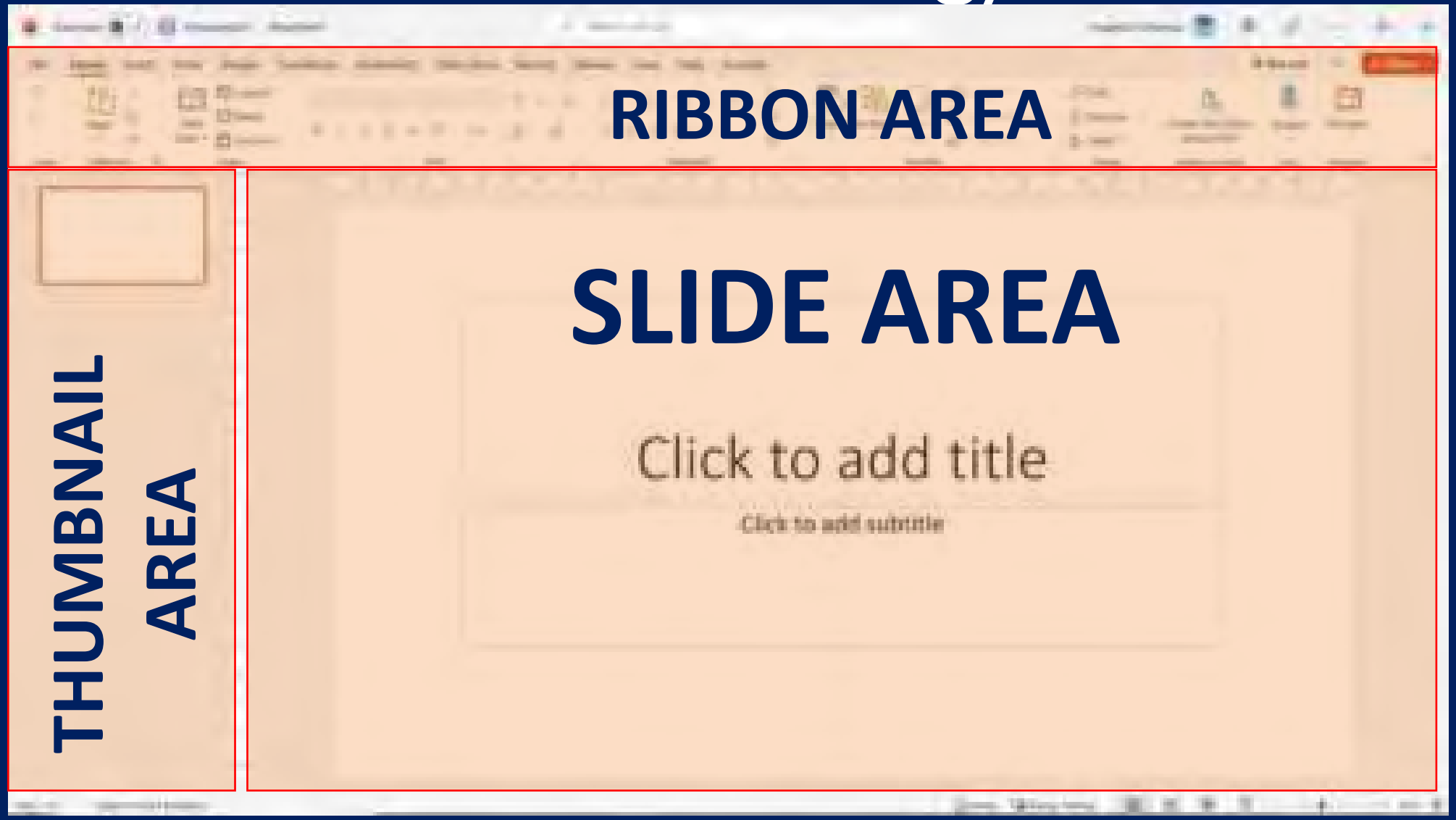
PowerPoint Slideshow

PowerPoint Terminology



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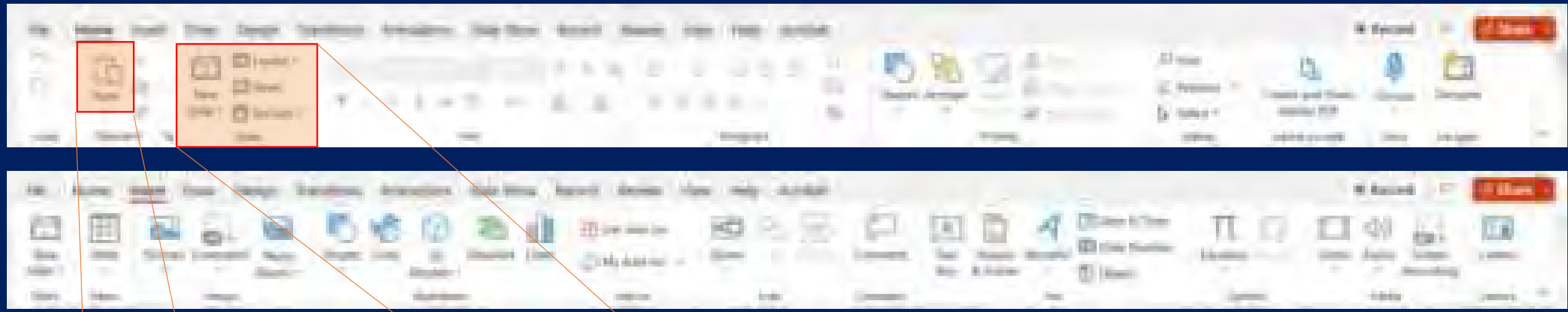
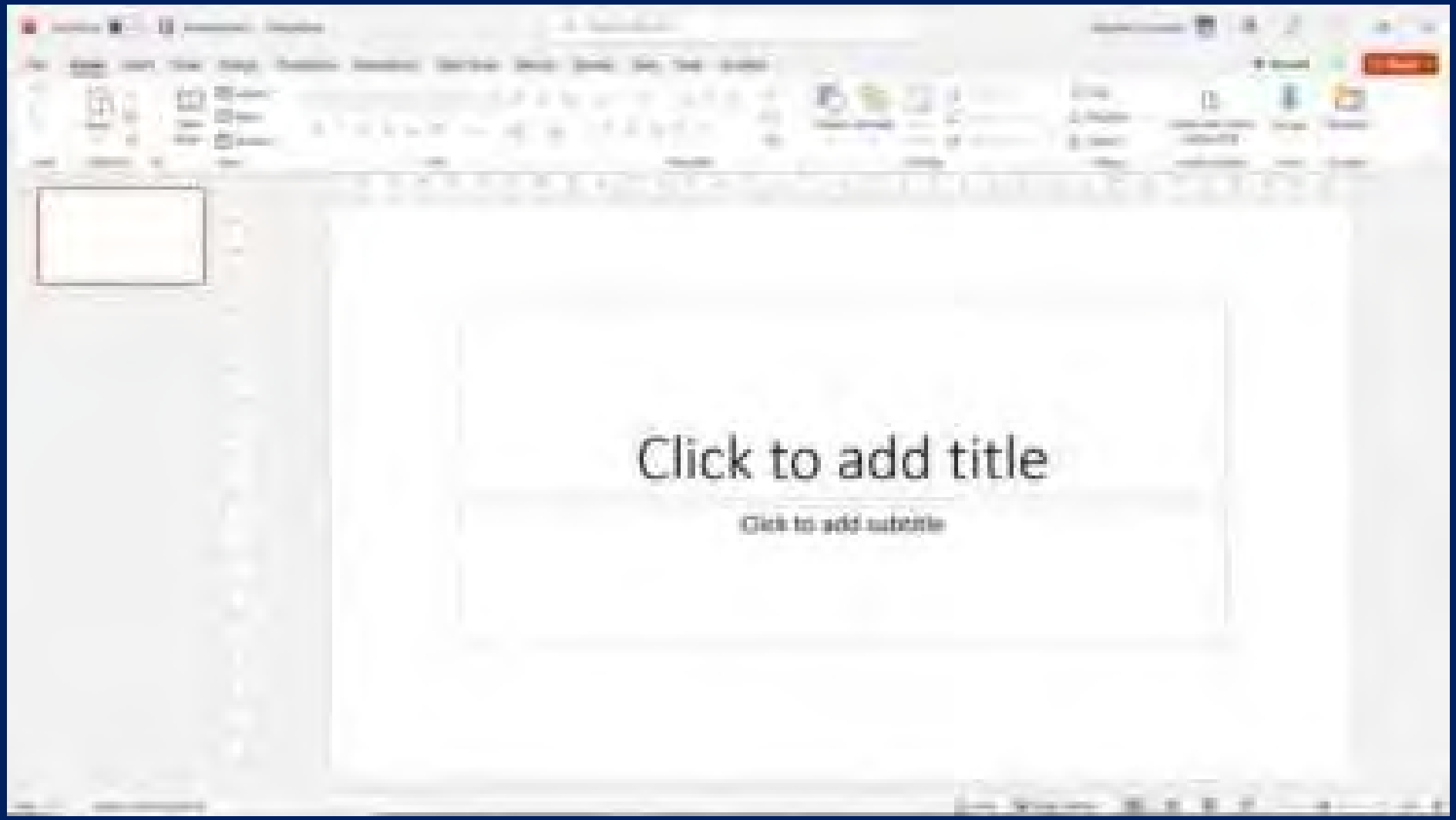


Tool

Group

PowerPoint Creating Slide



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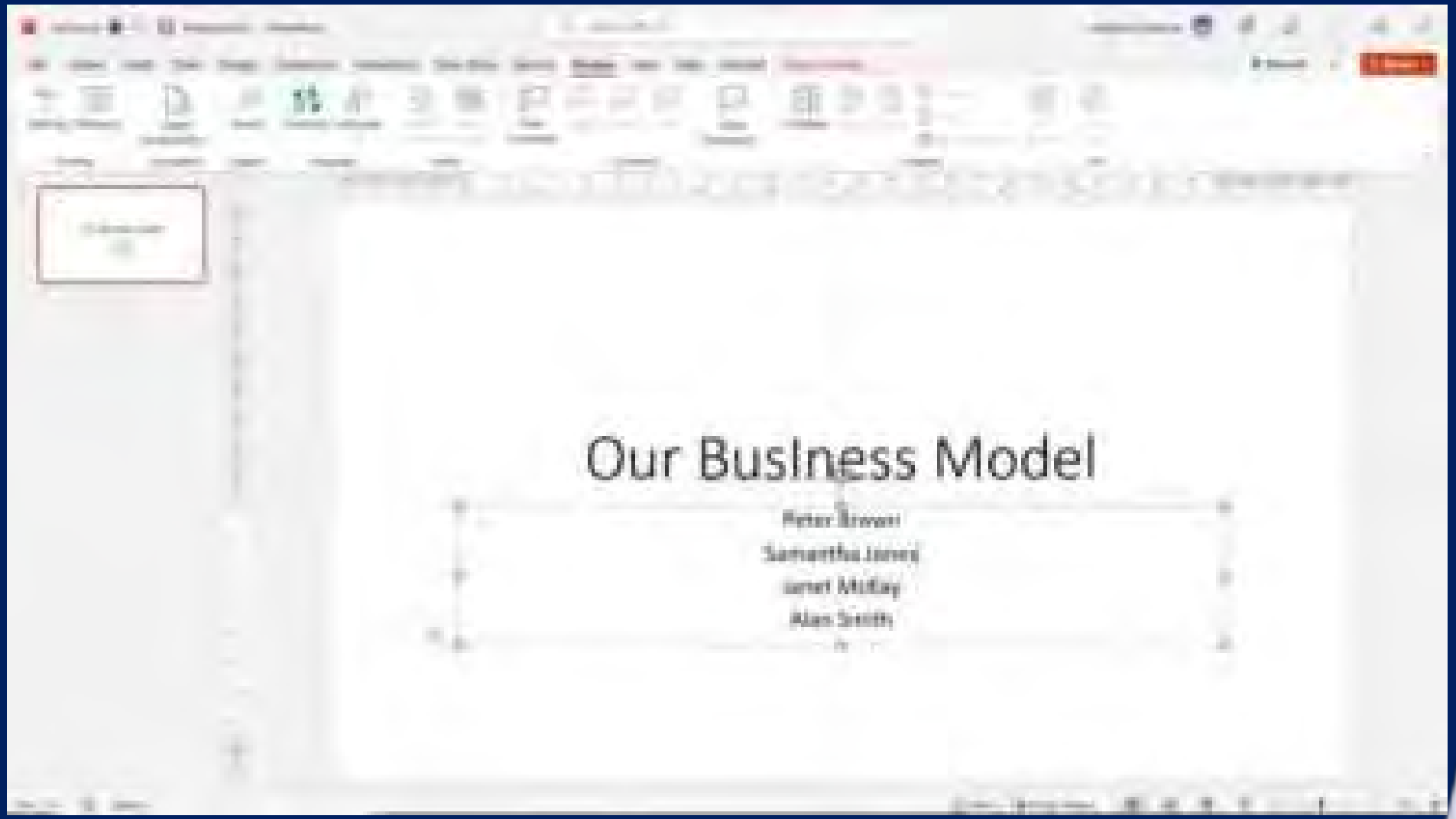

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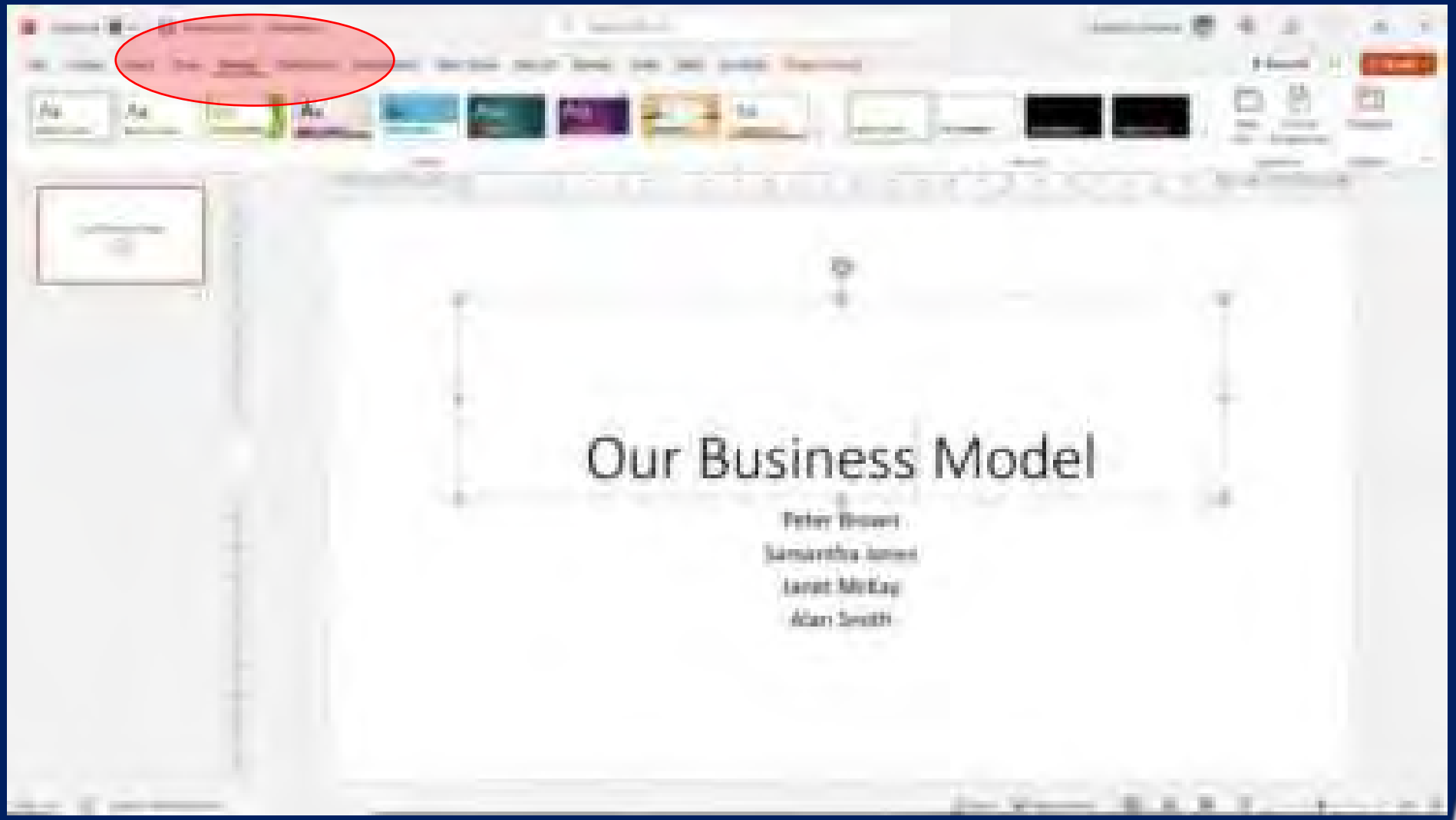

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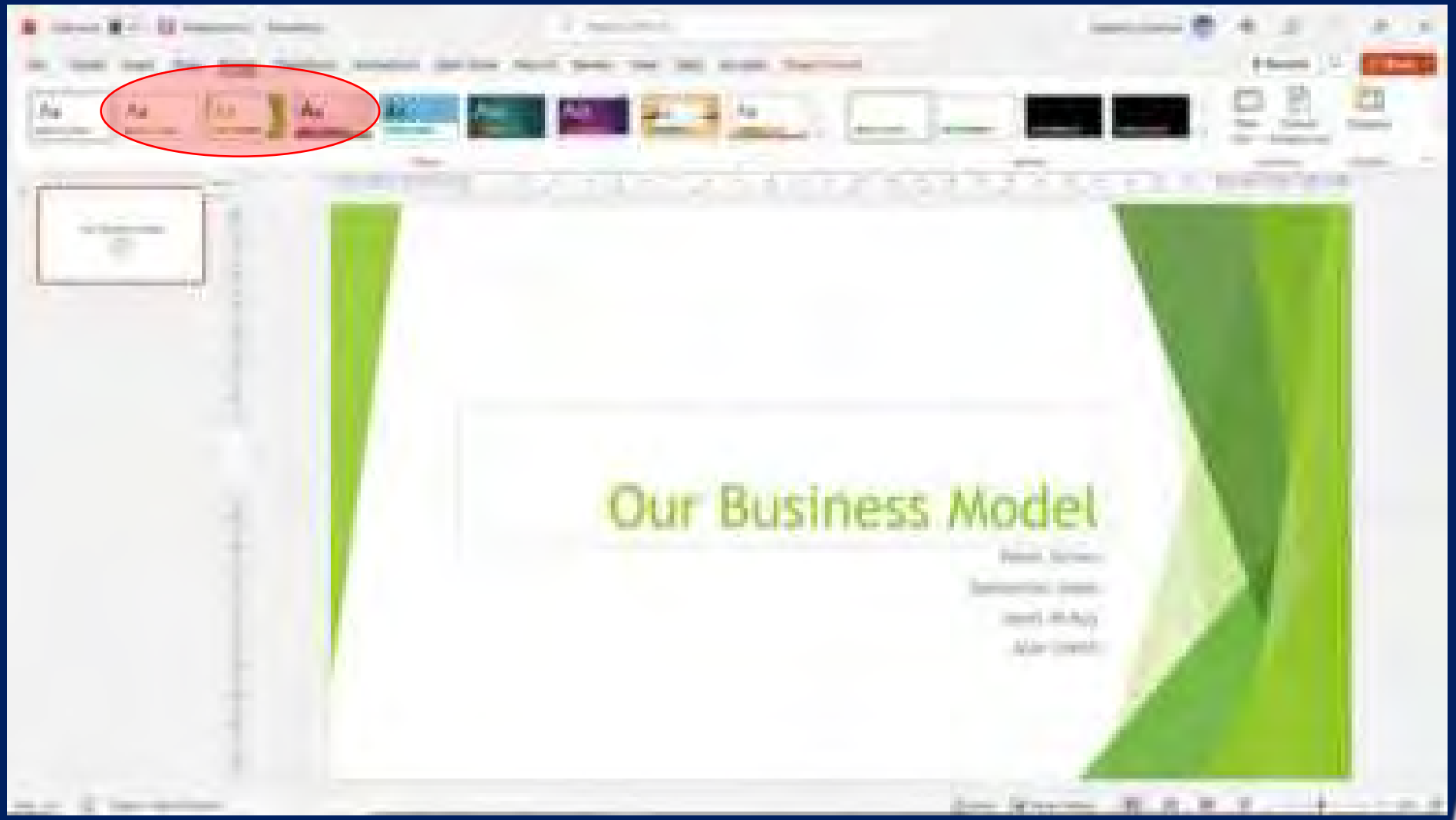

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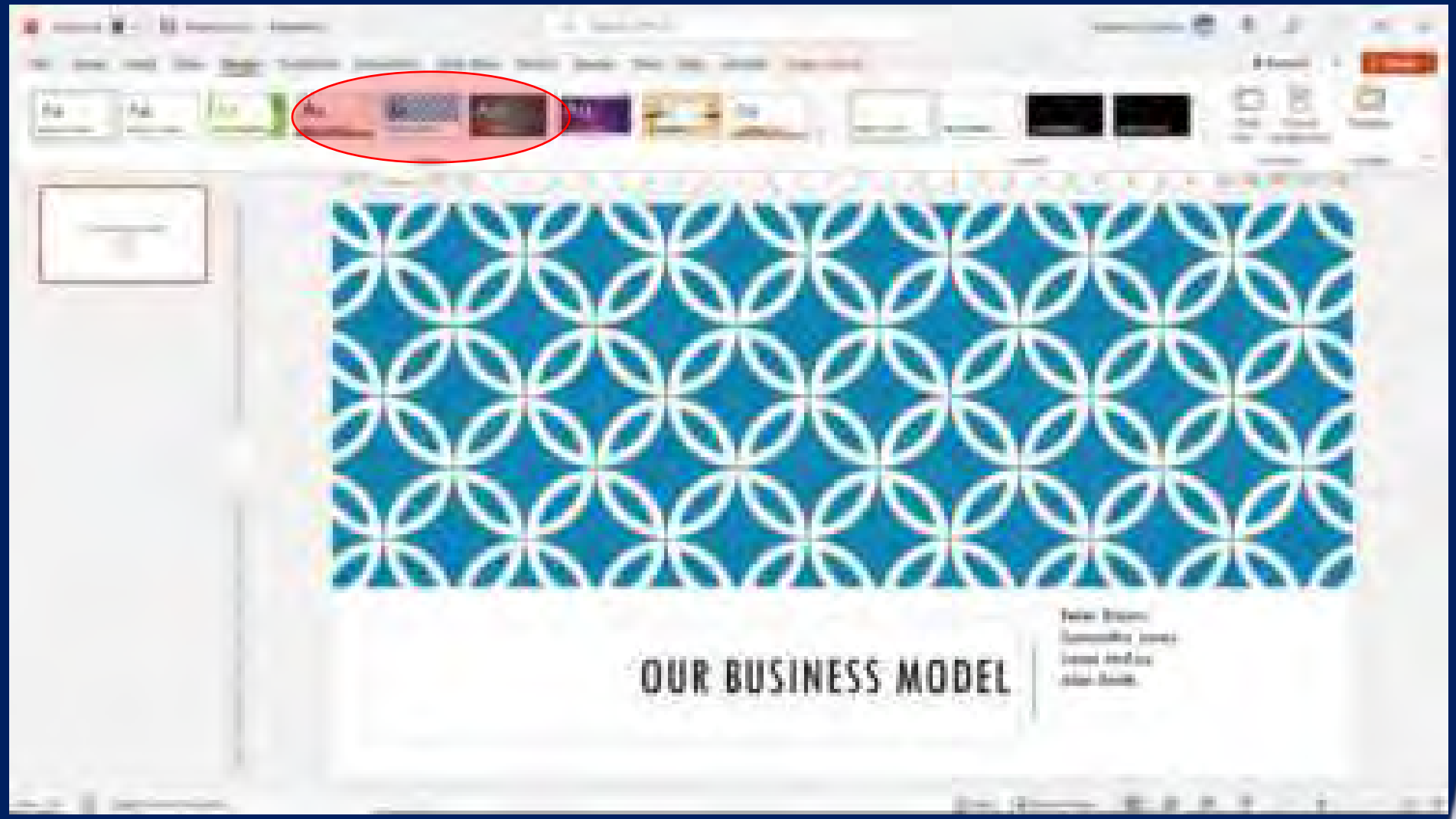

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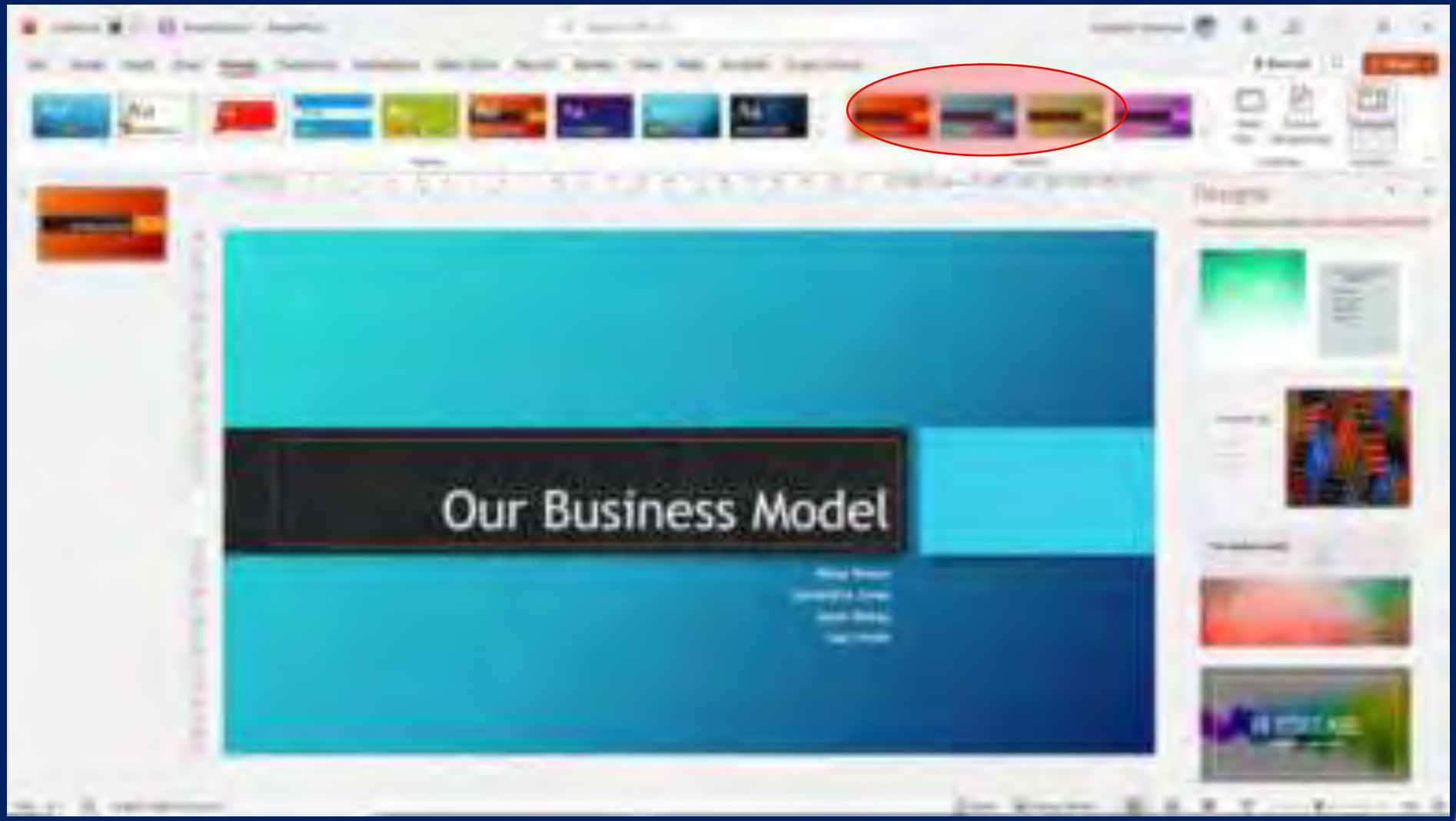

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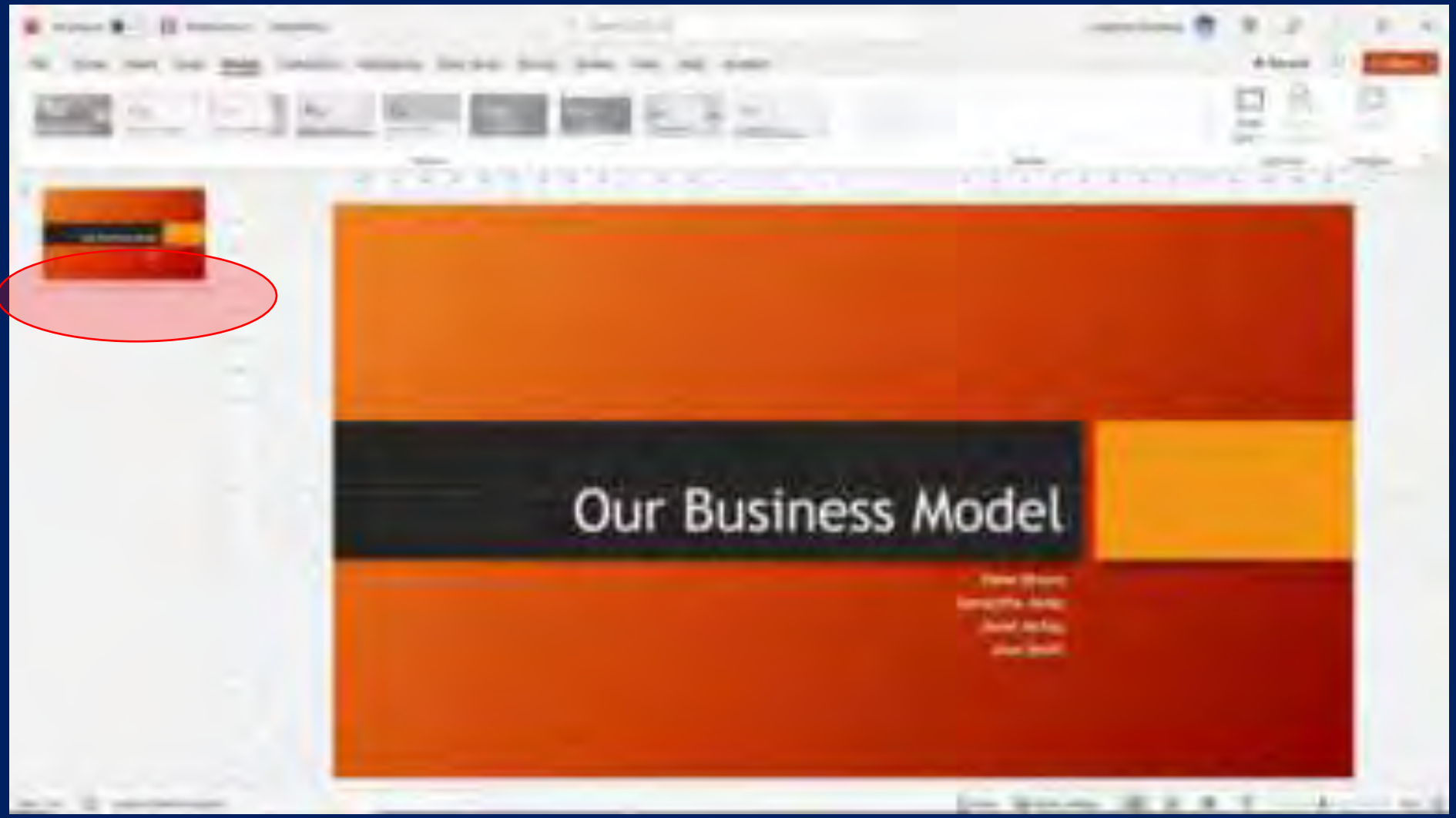

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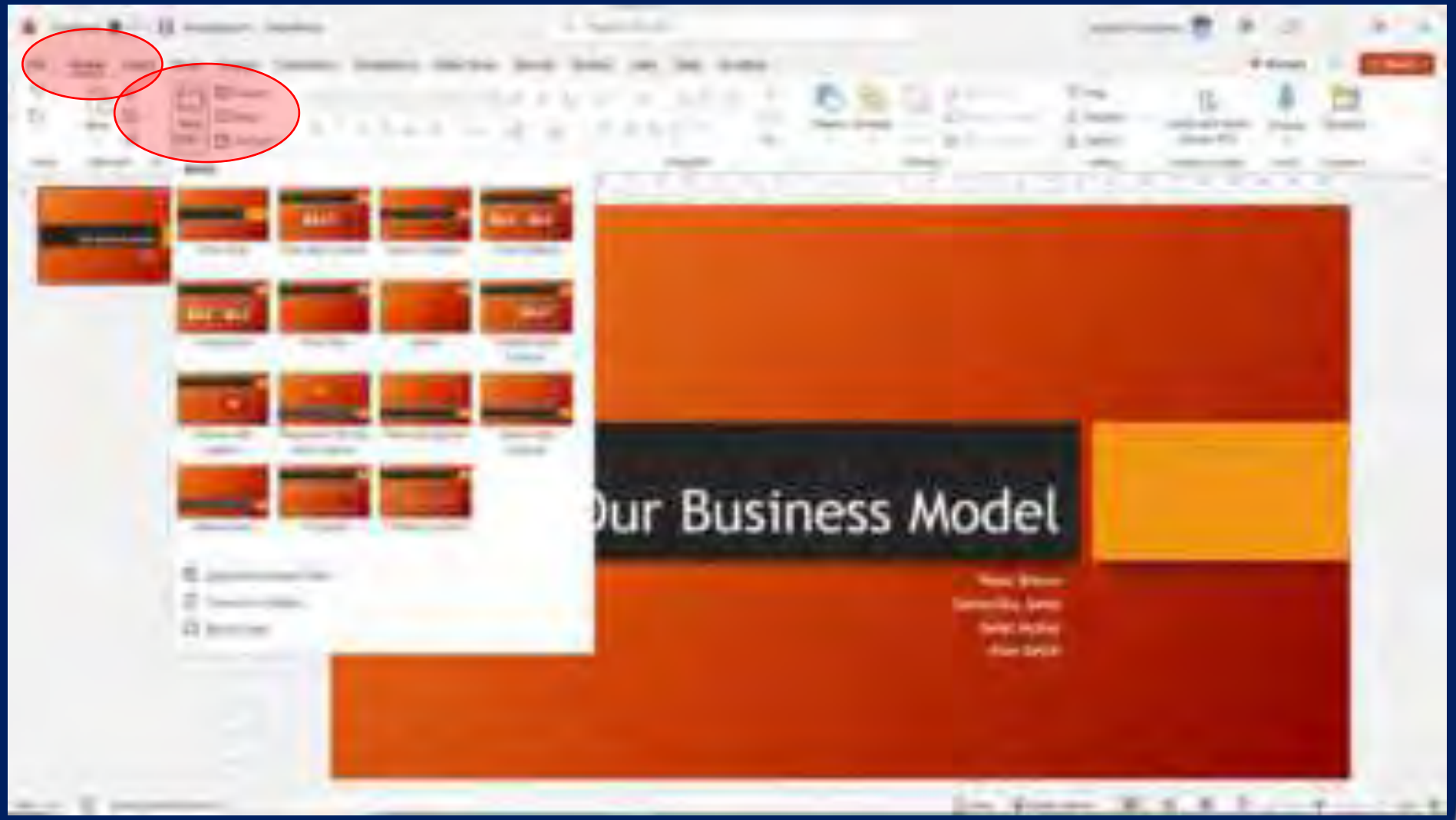

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PowerPoint Creating Slide

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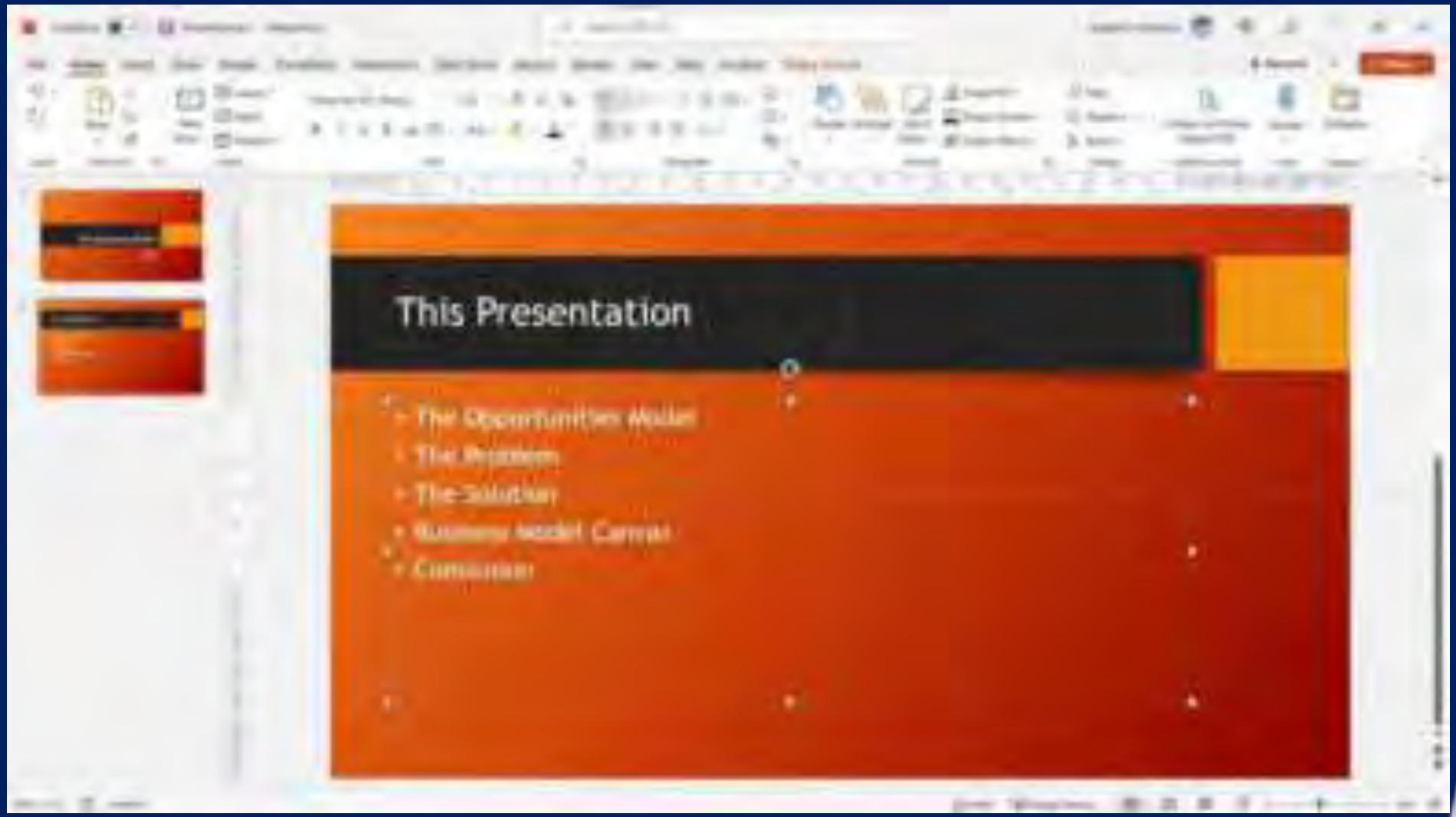

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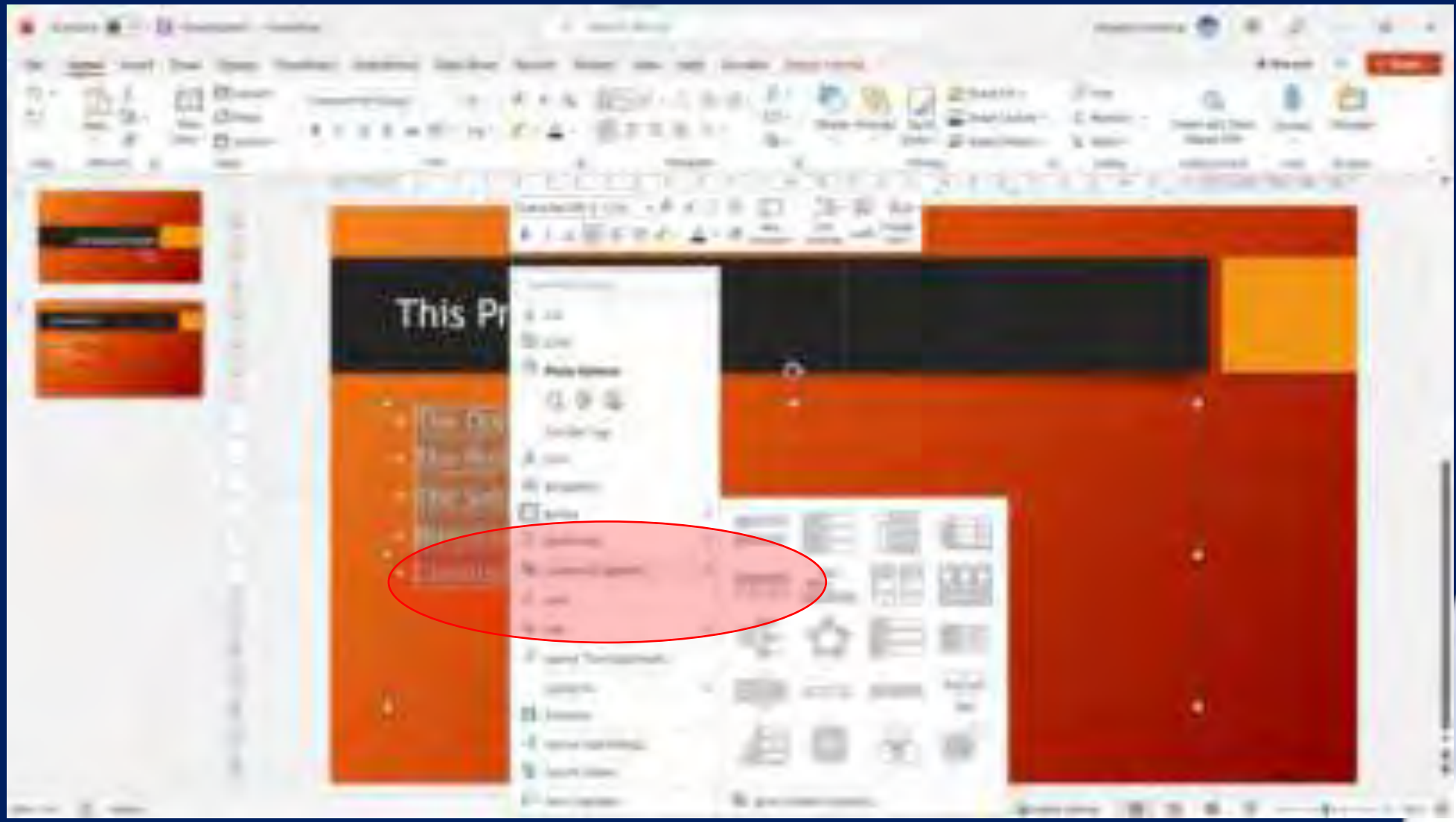

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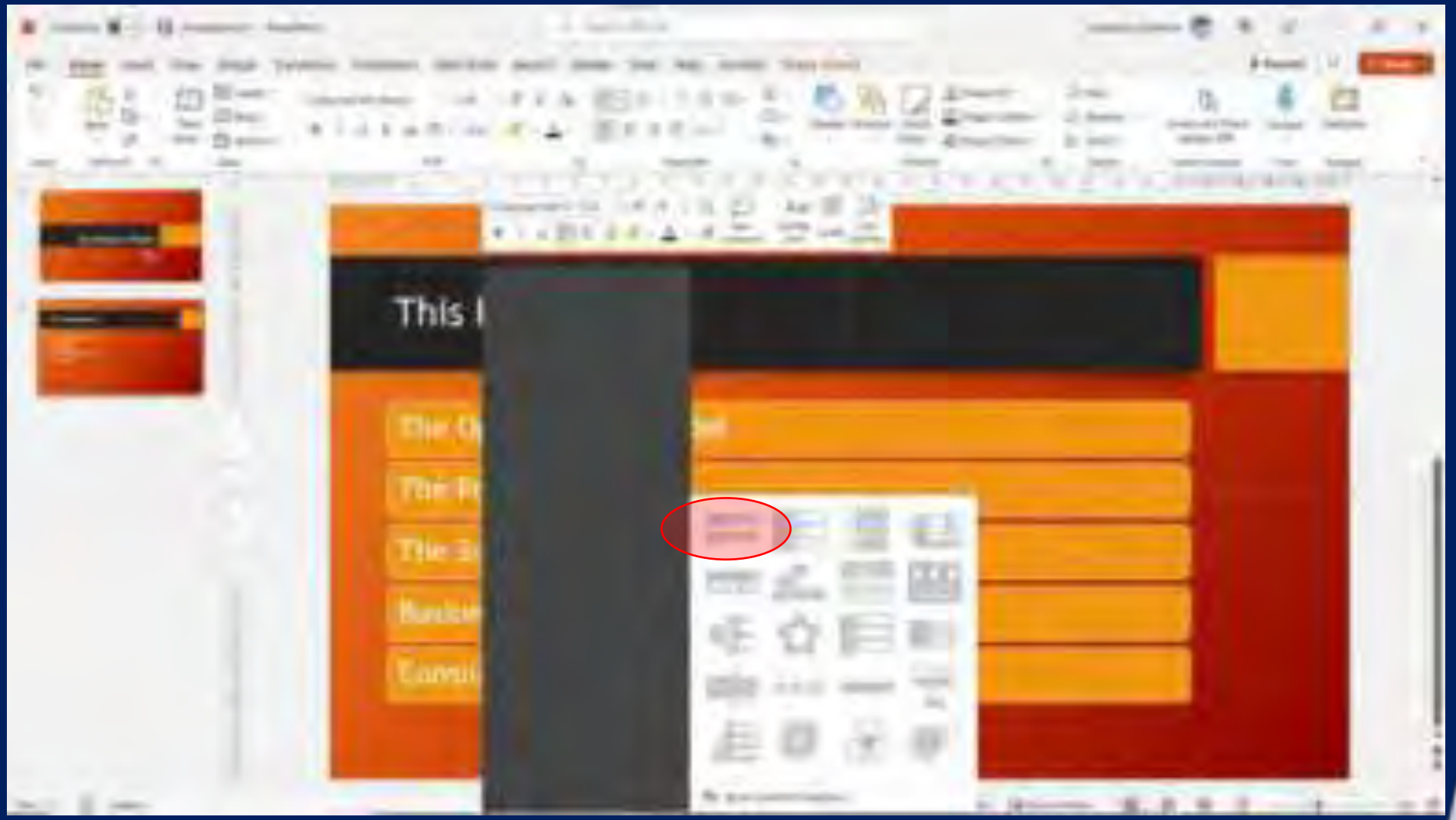

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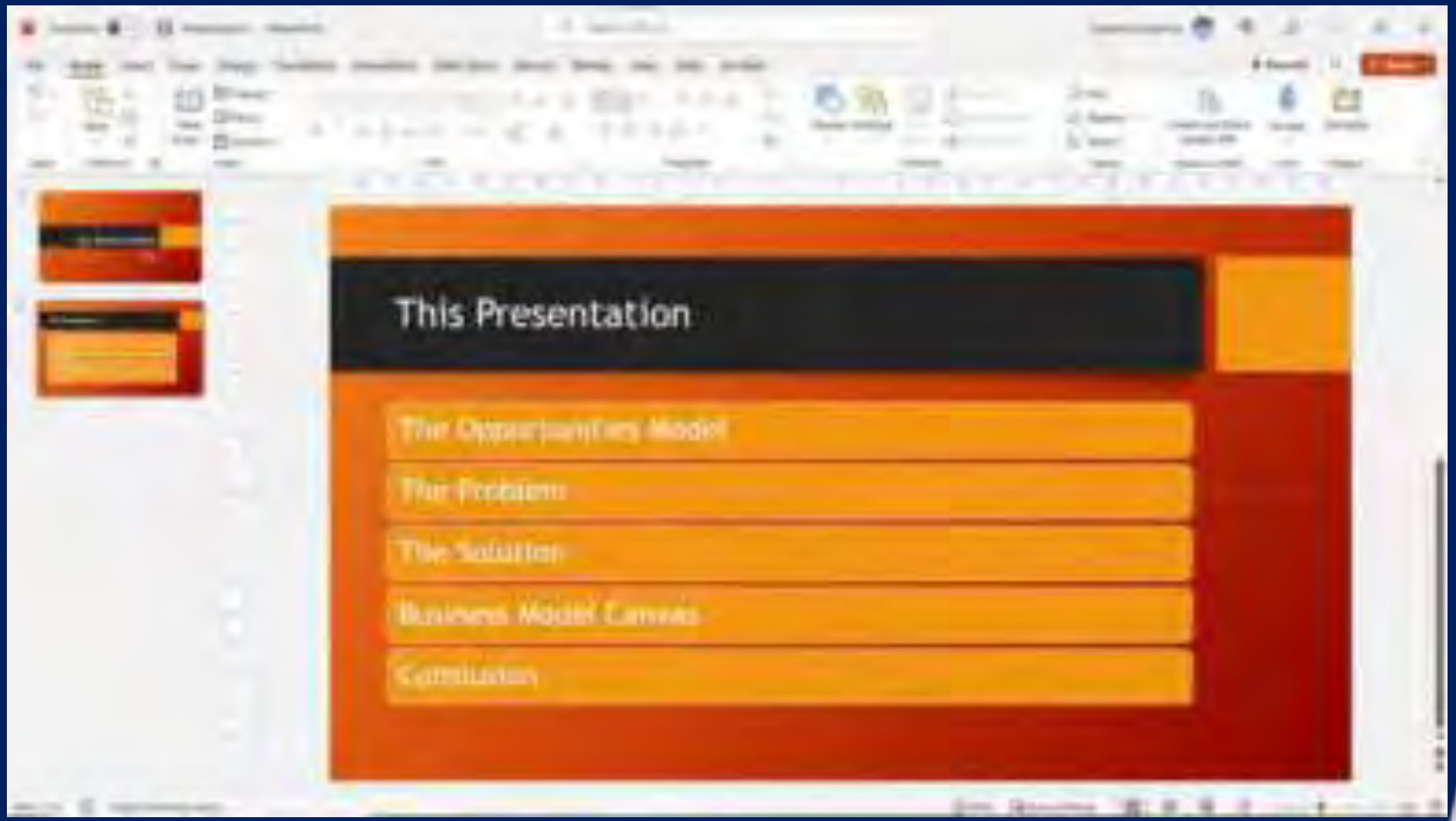

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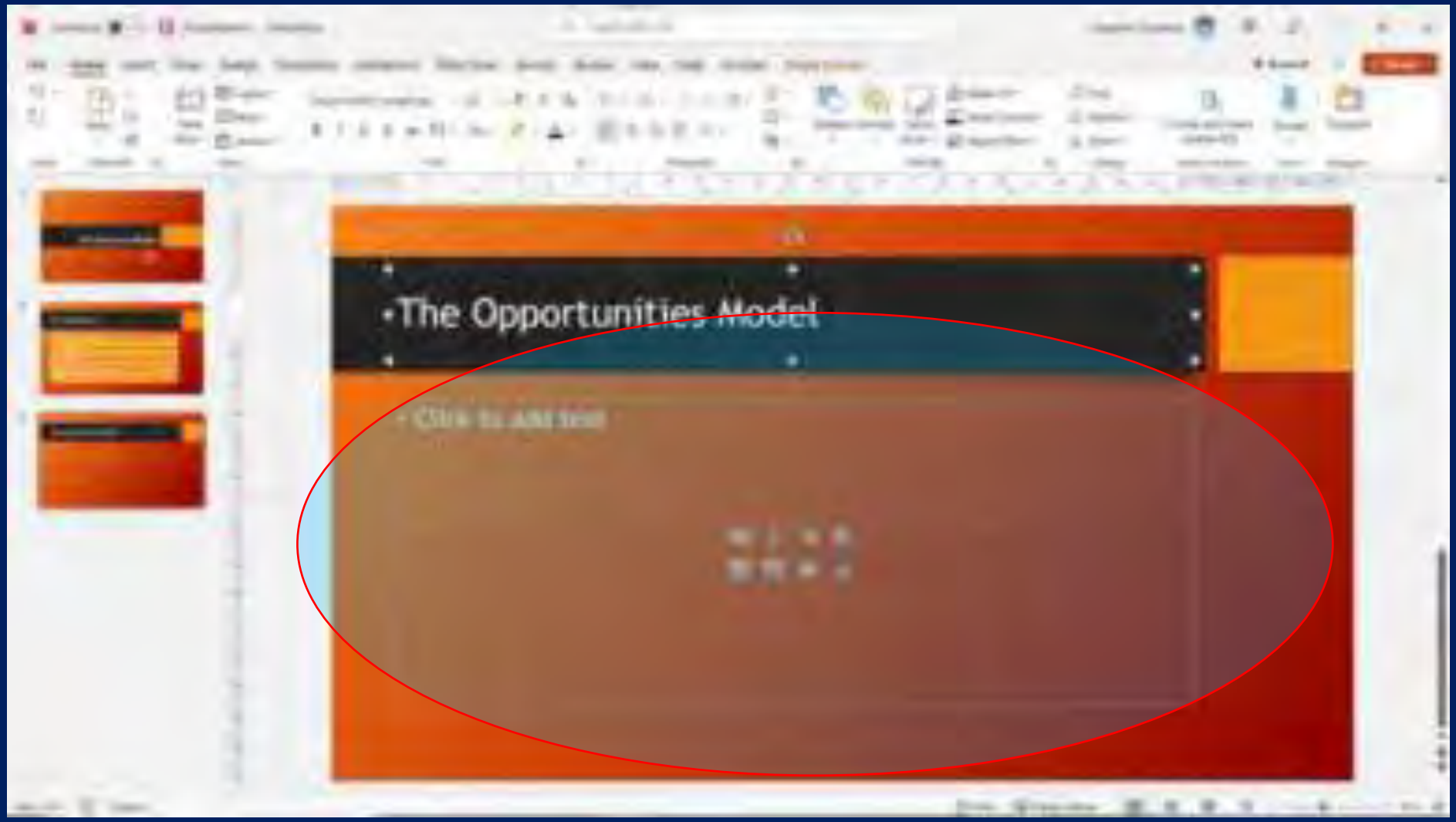
PowerPoint Inserting Pictures



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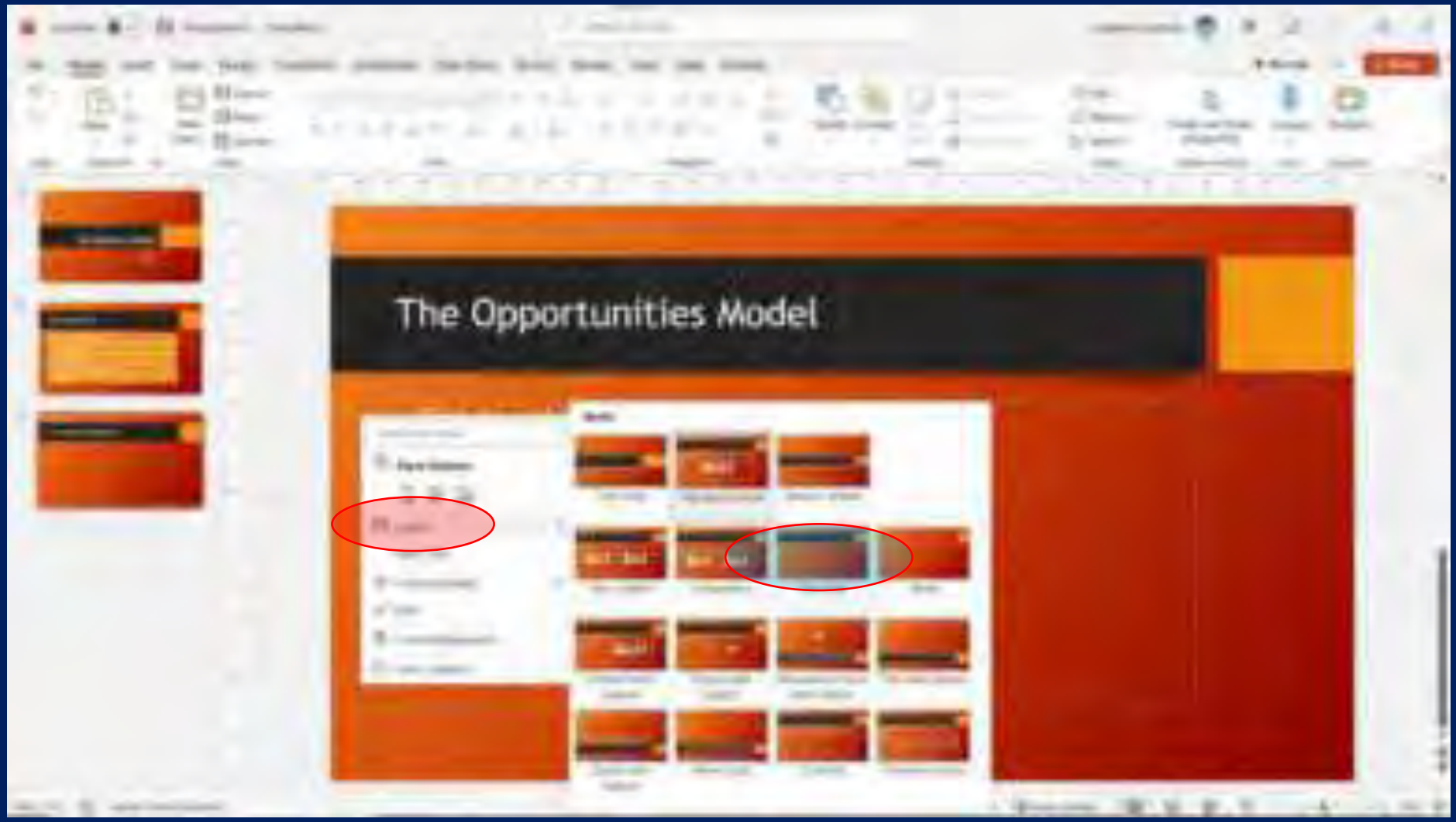

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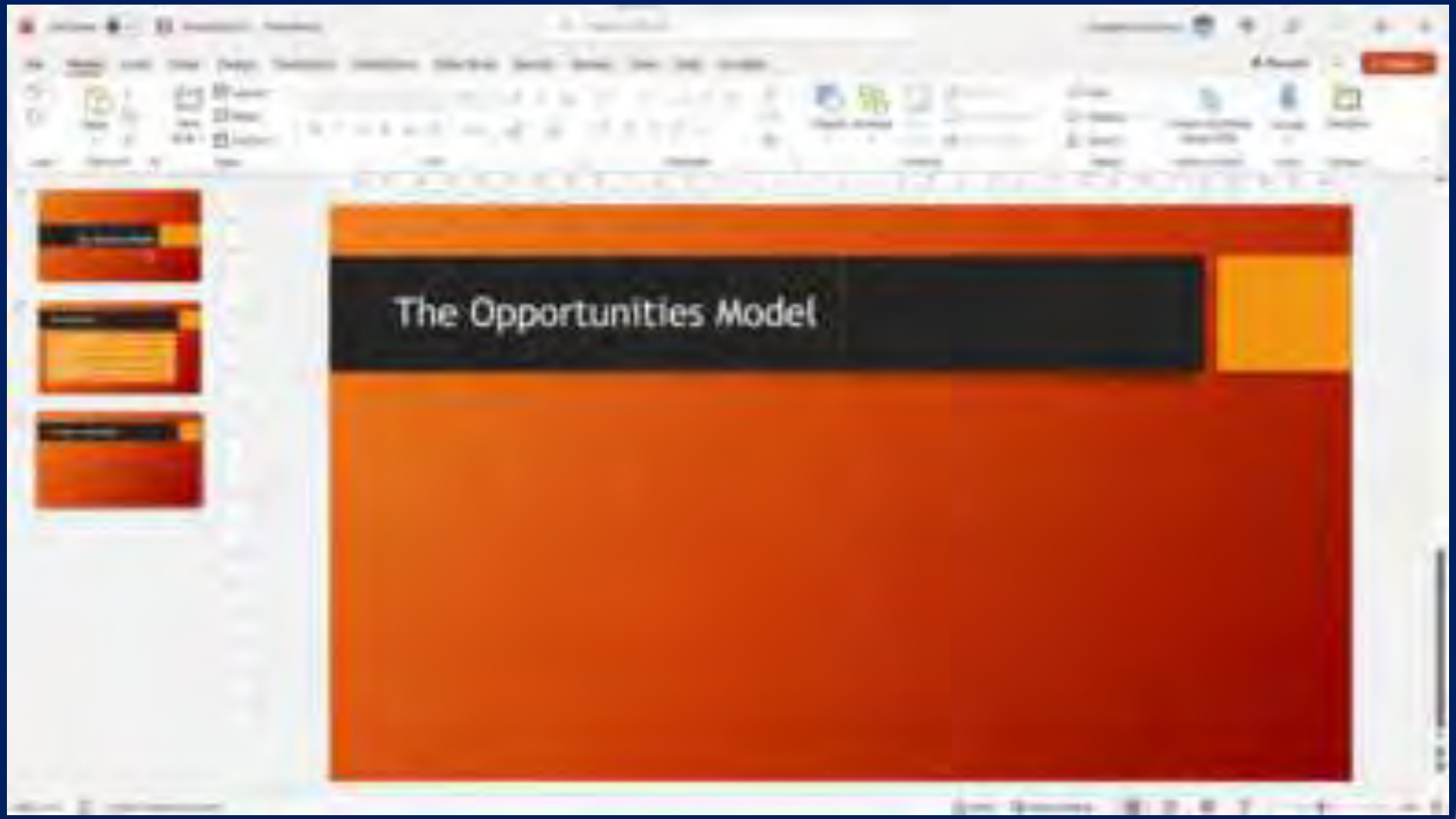

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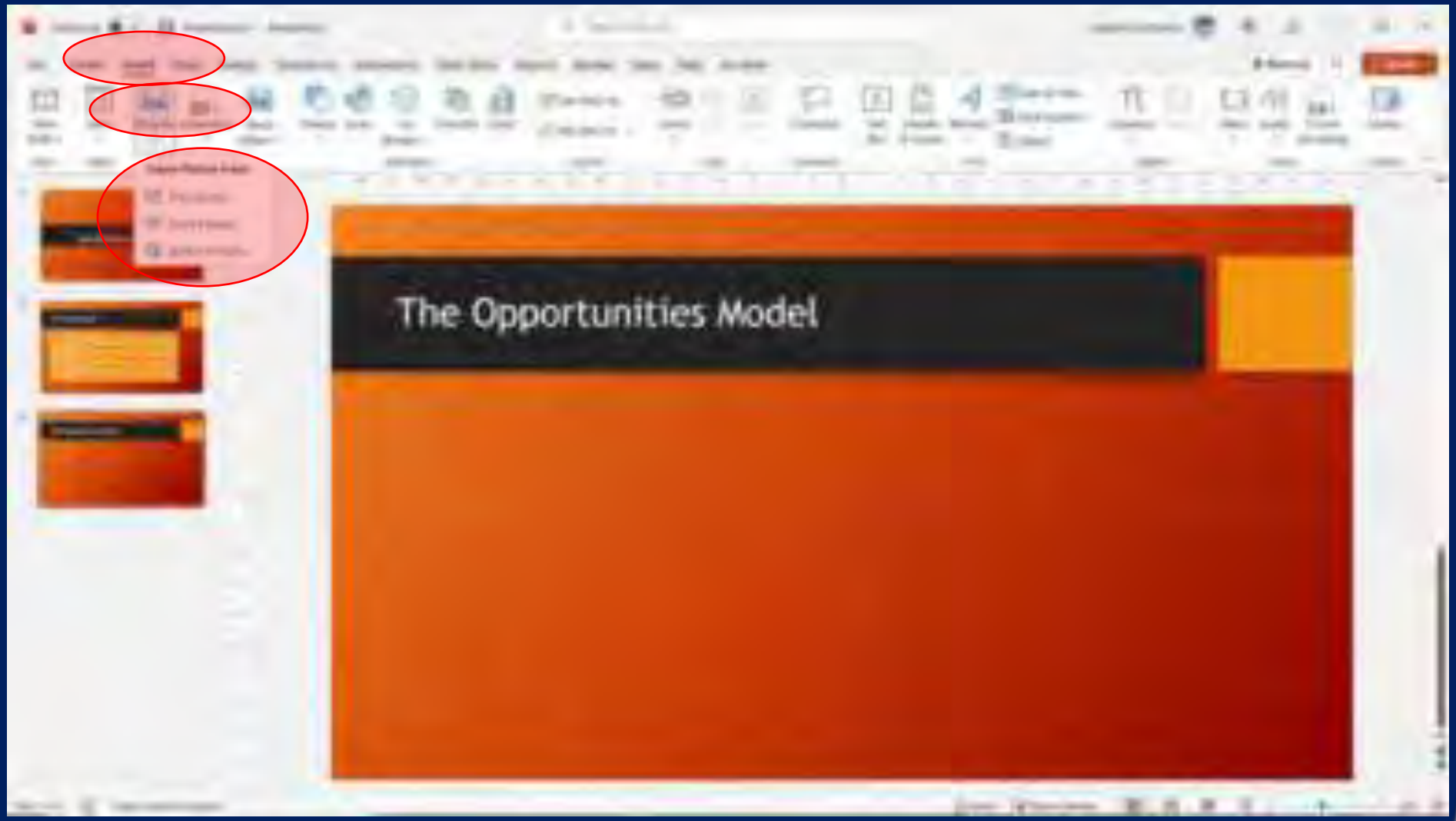

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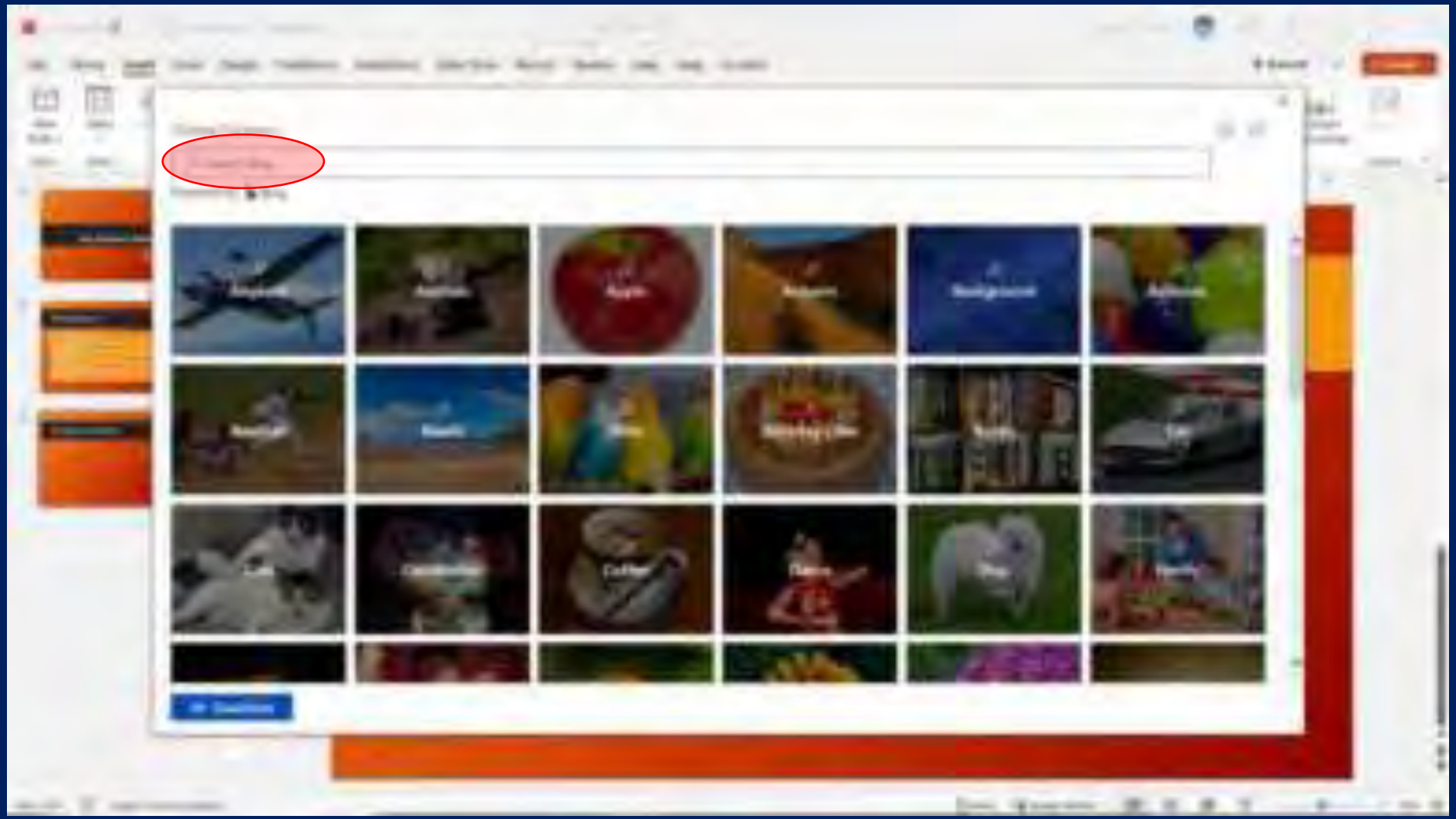

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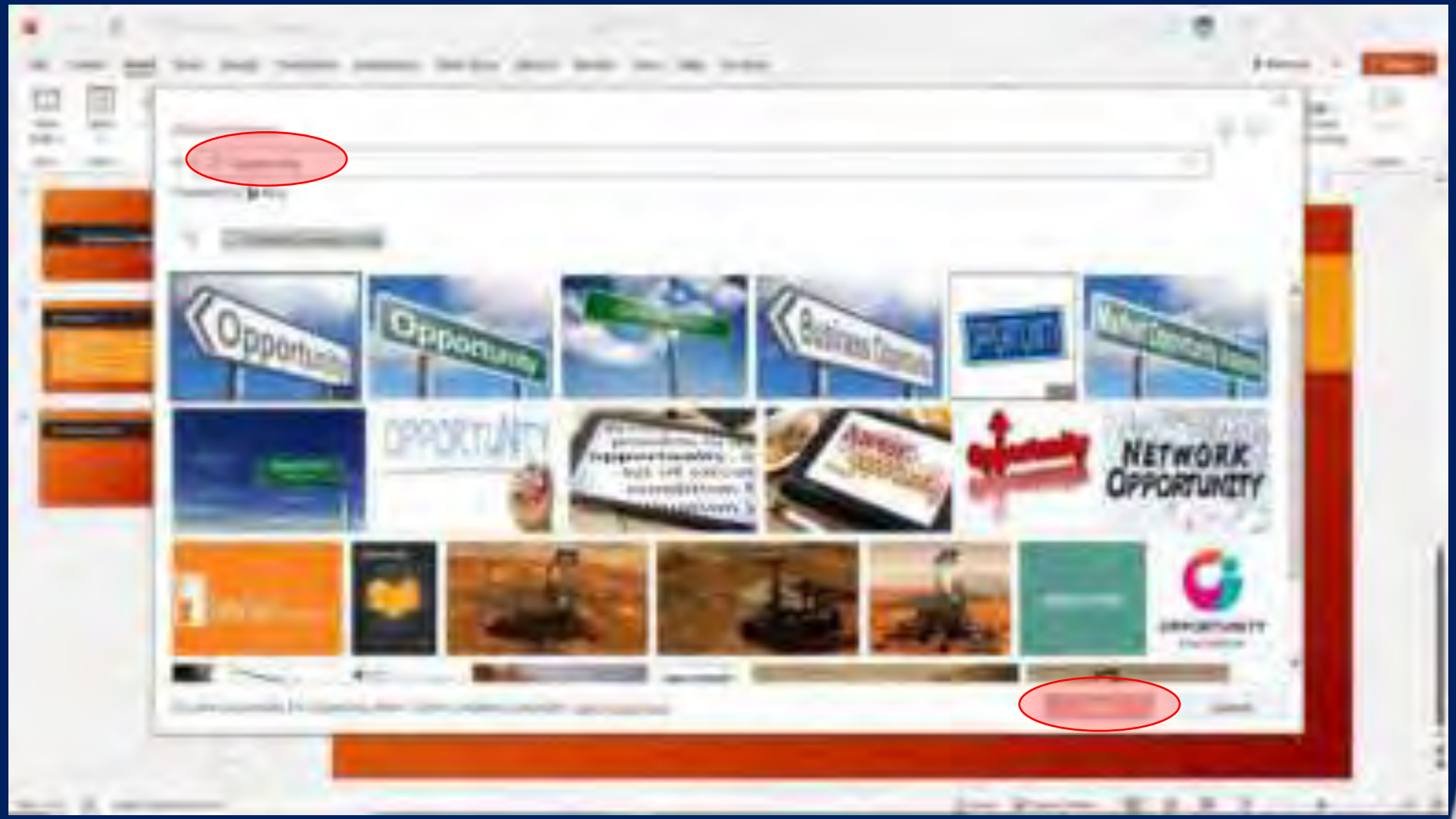

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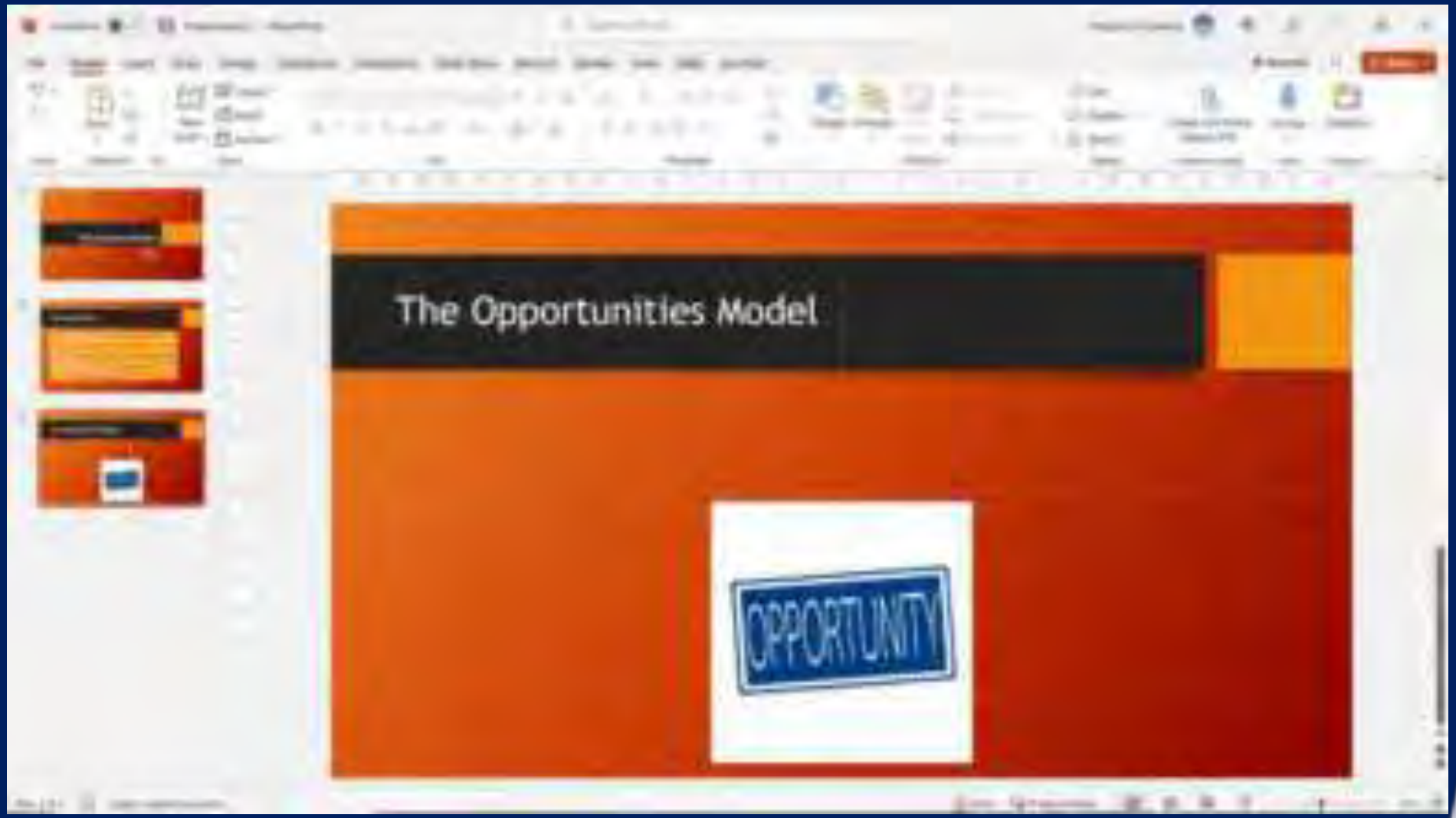

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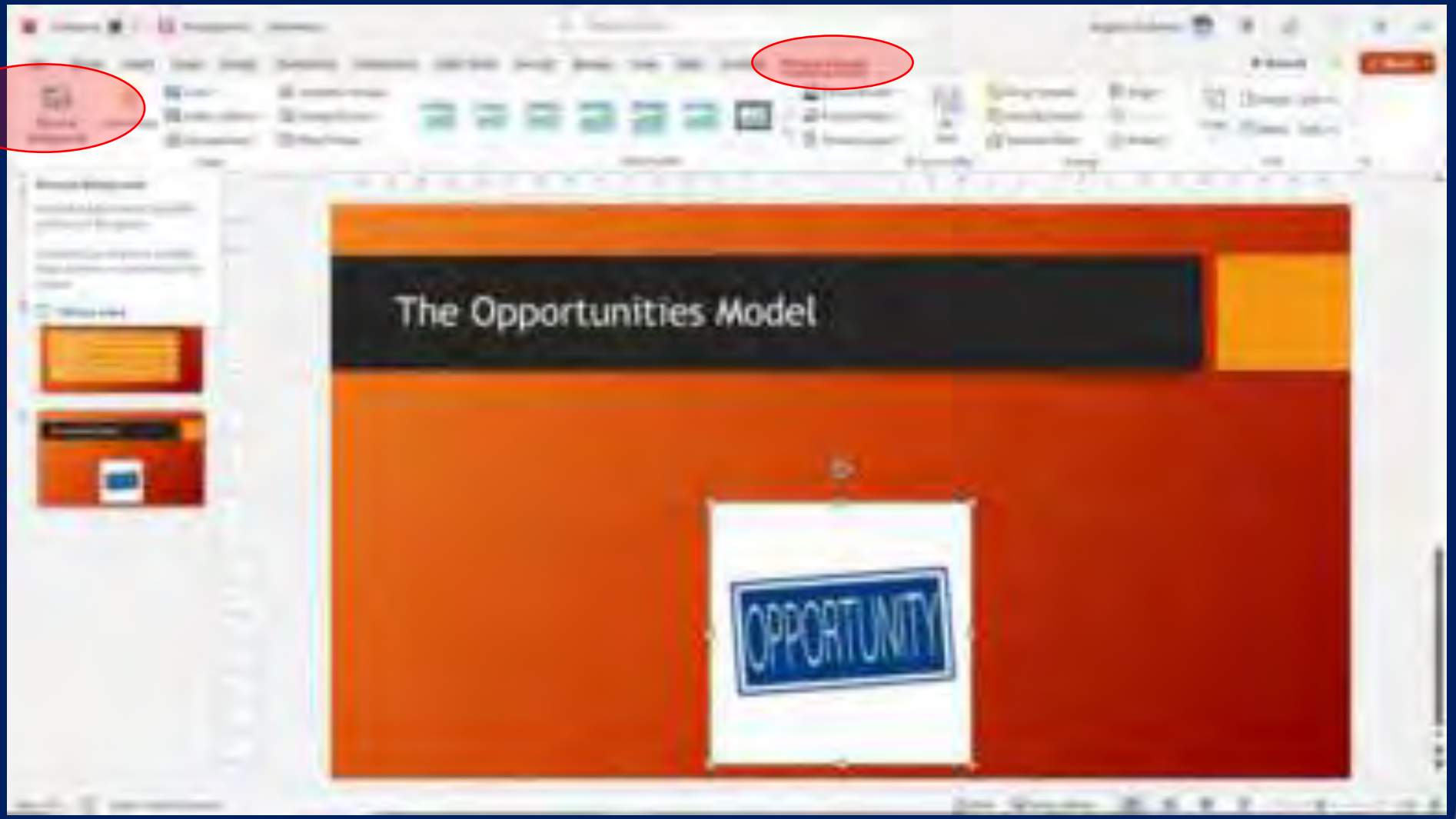

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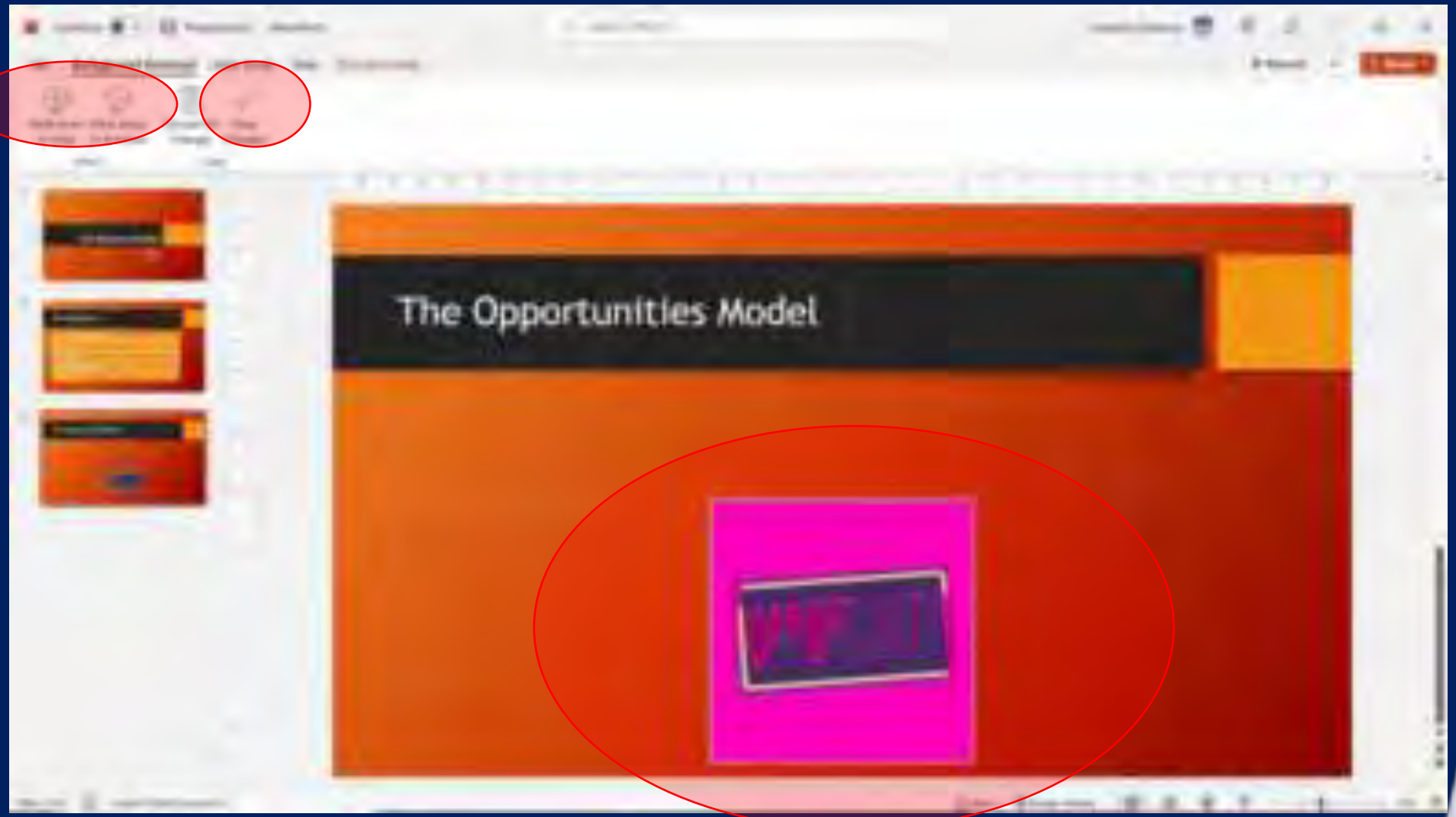

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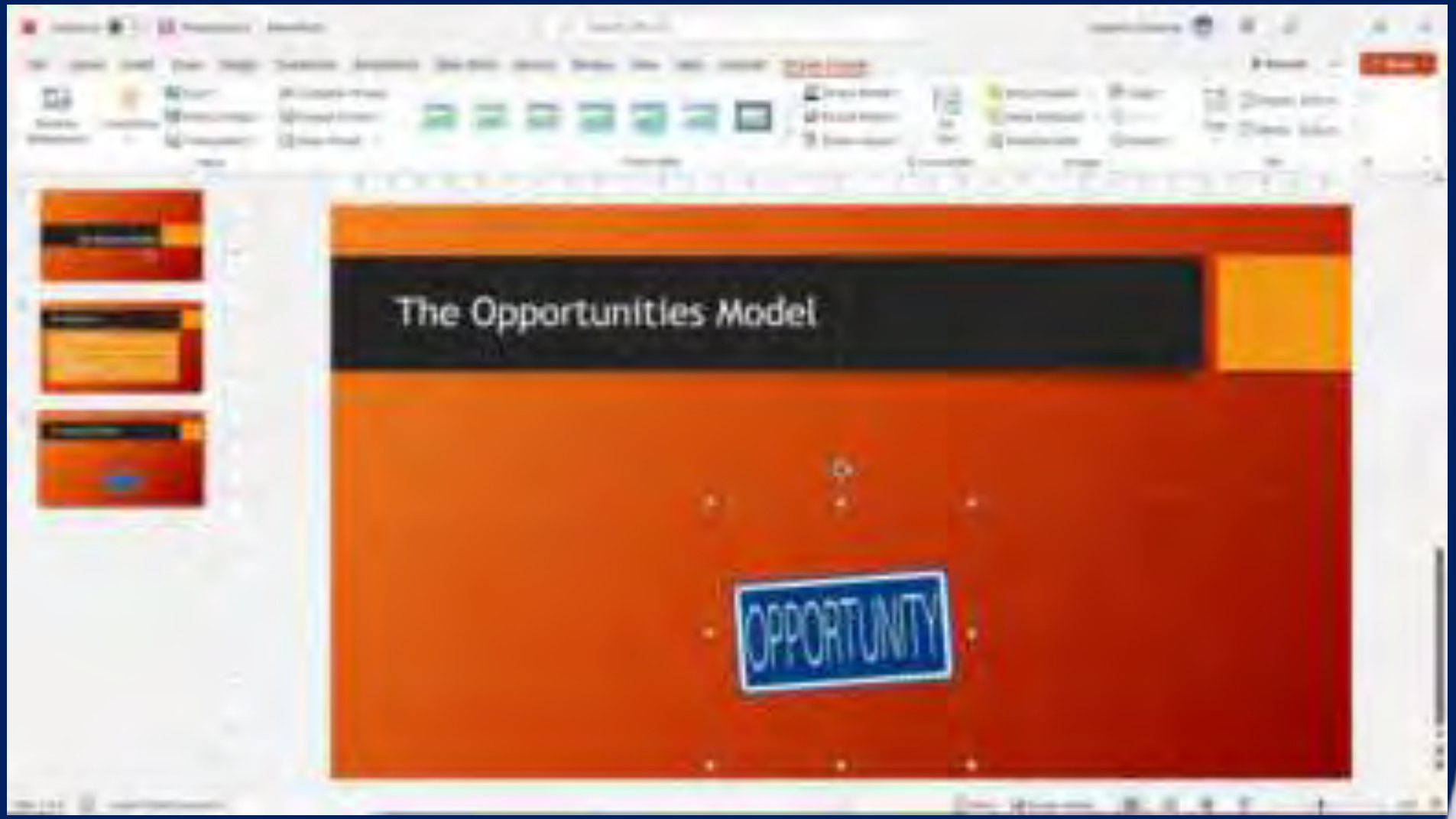

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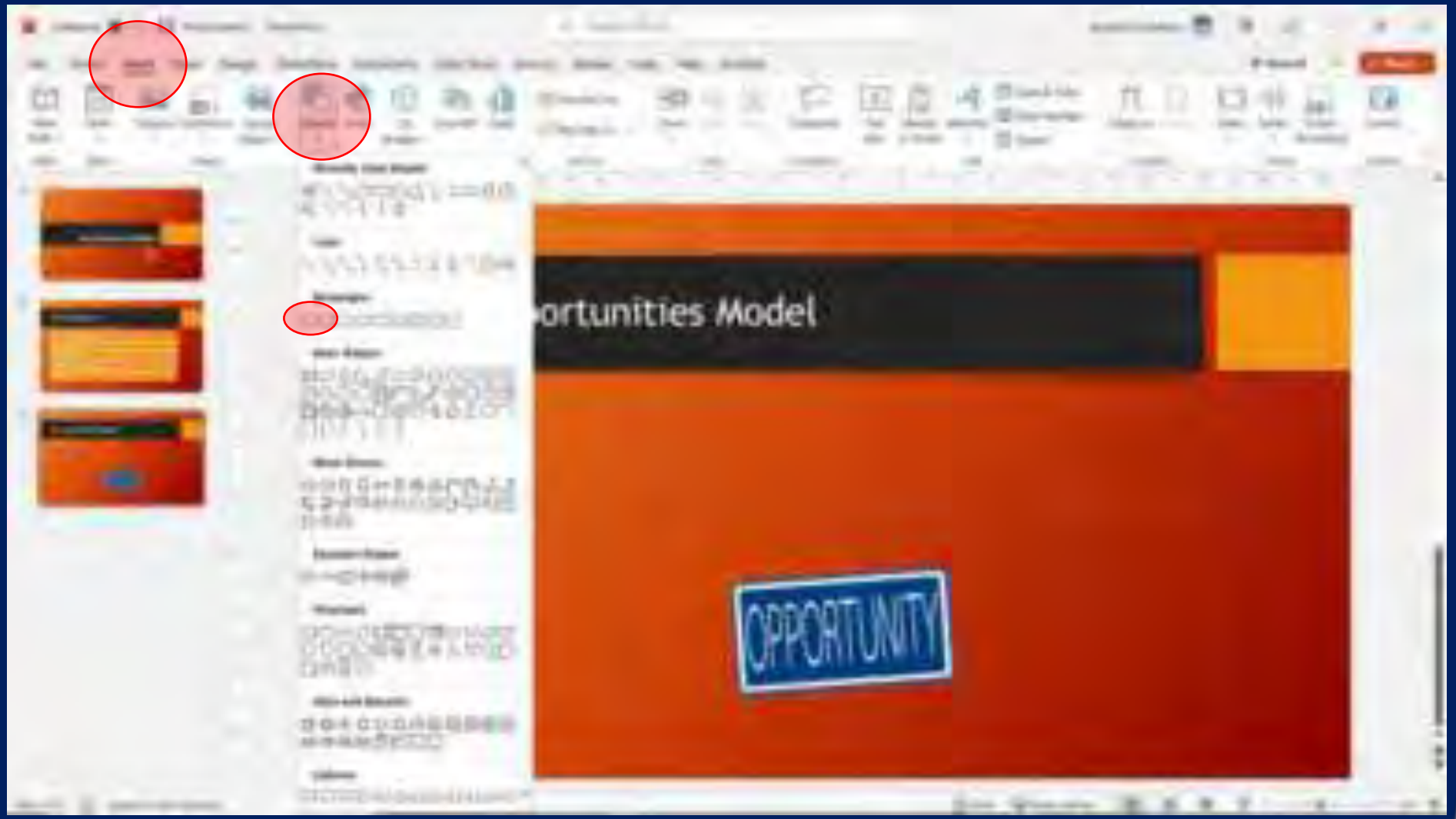
PowerPoint Inserting a Picture

PowerPoint Inserting Shapes



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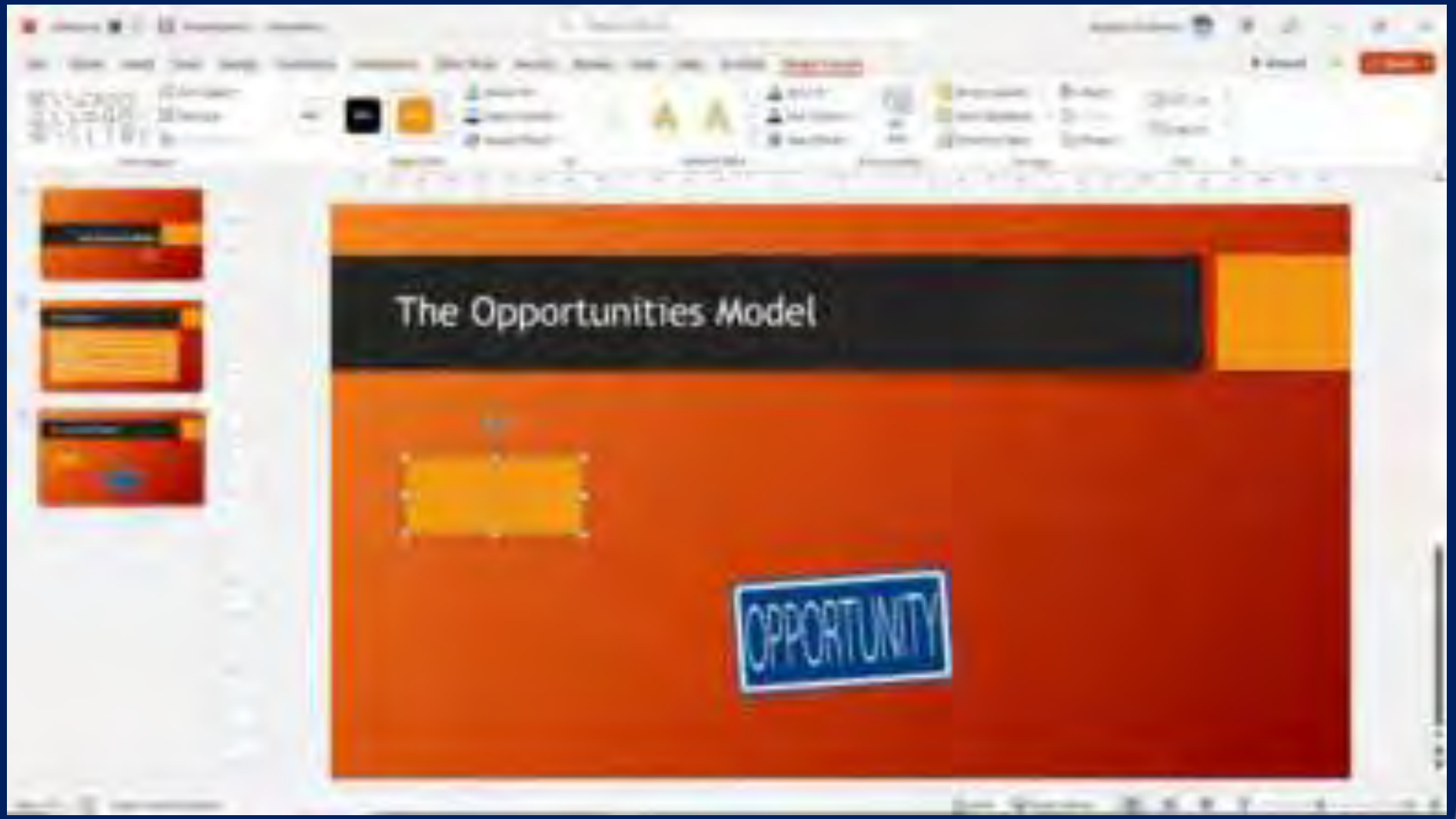

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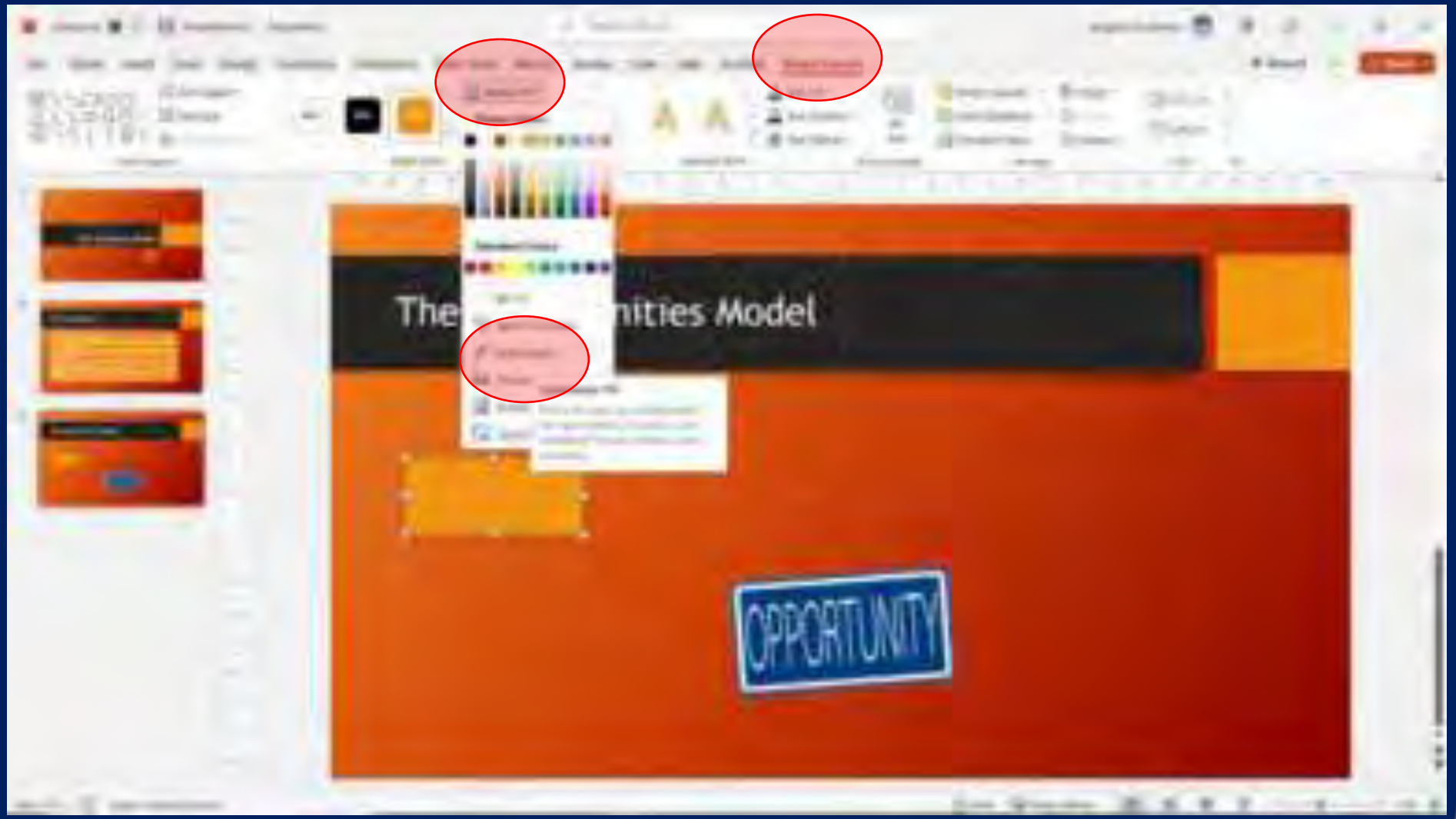

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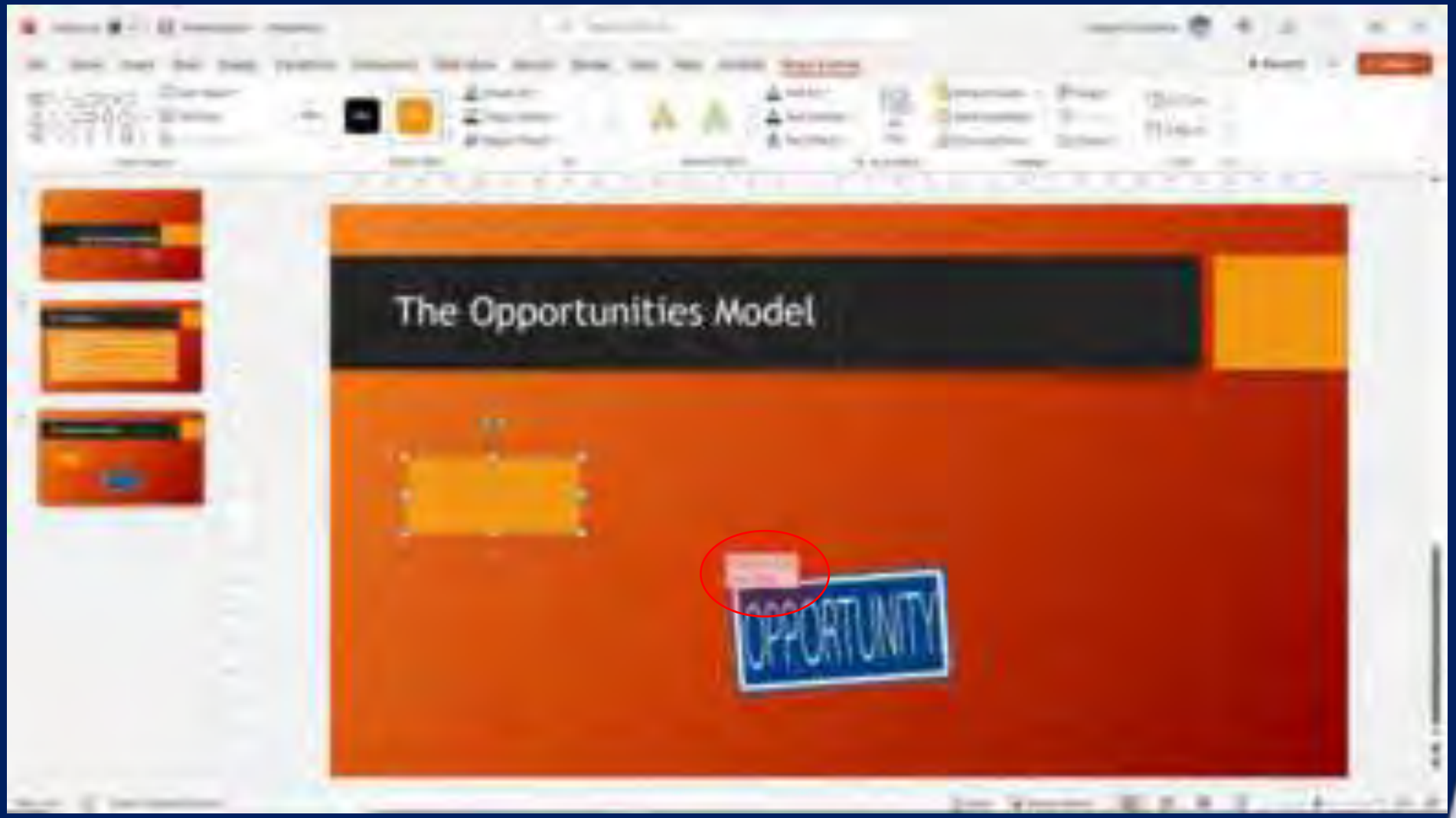

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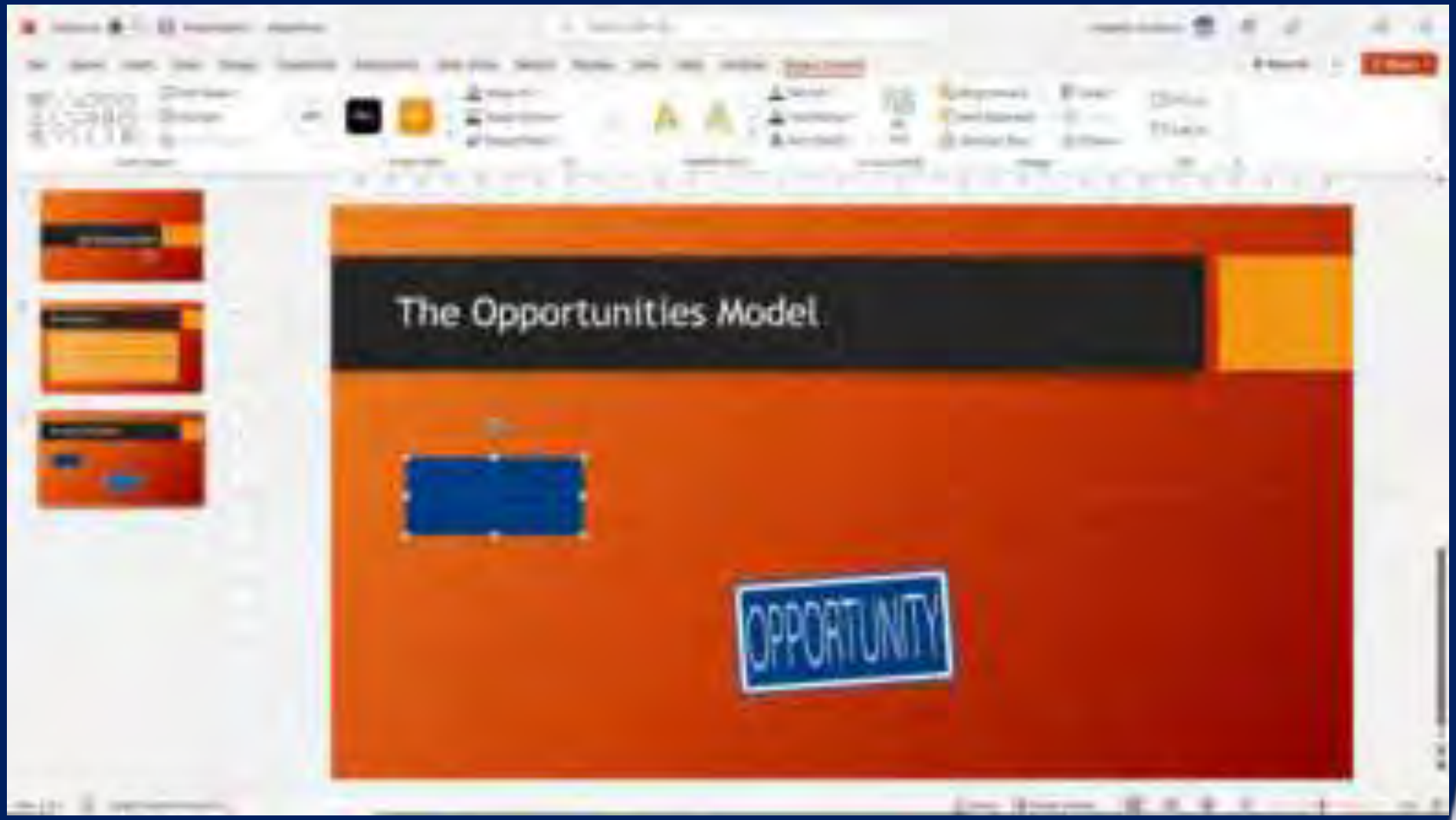

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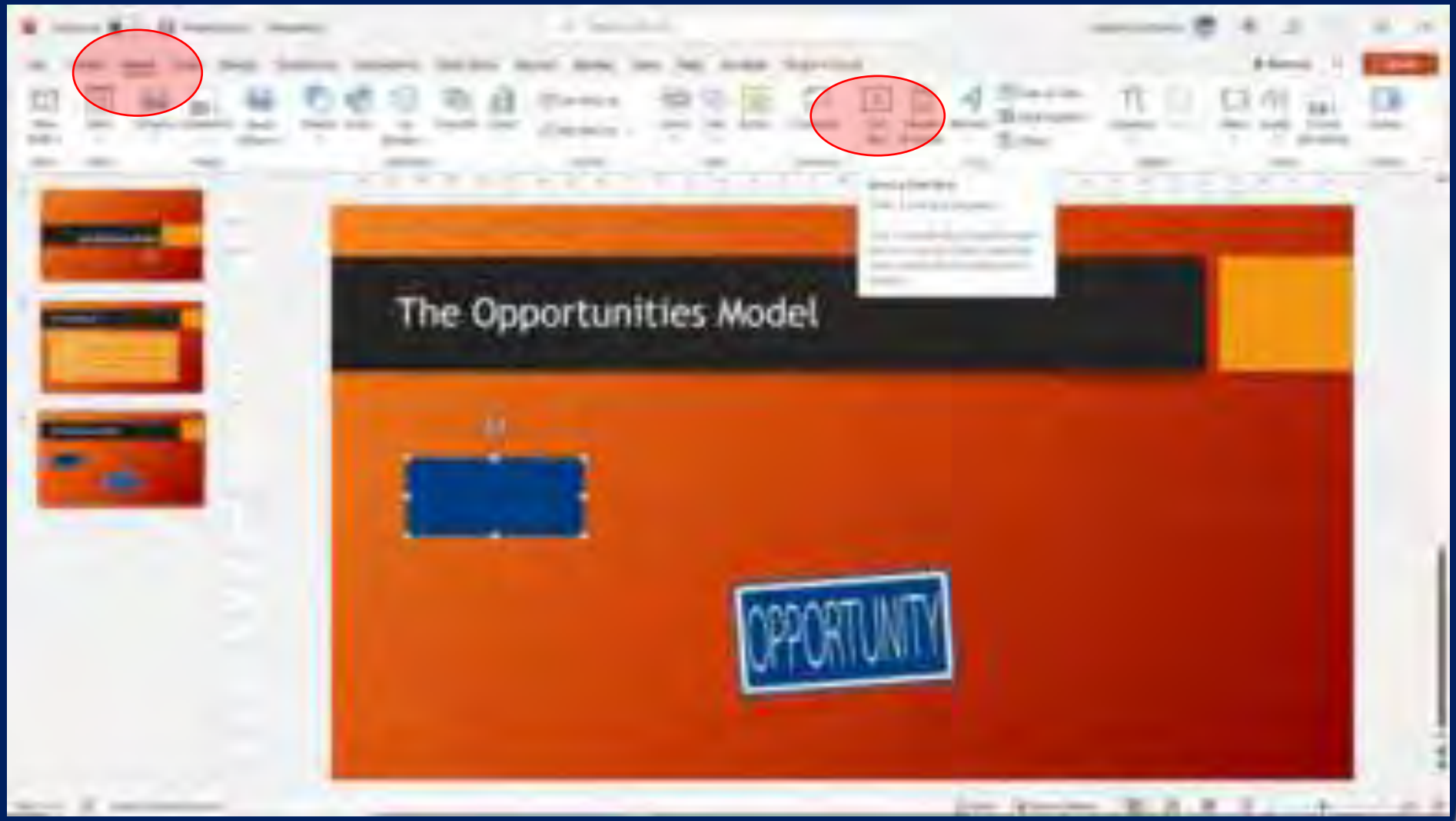

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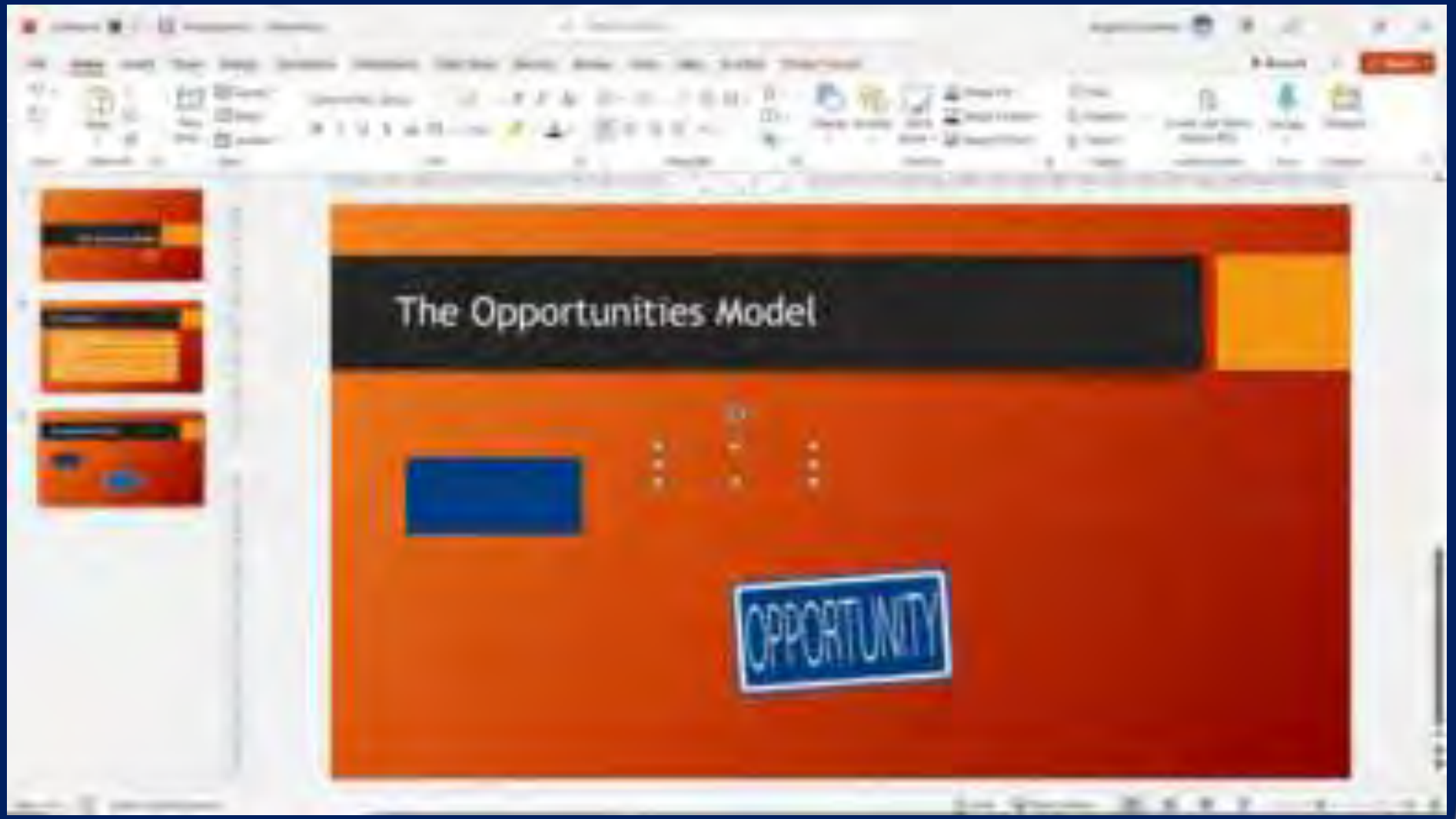

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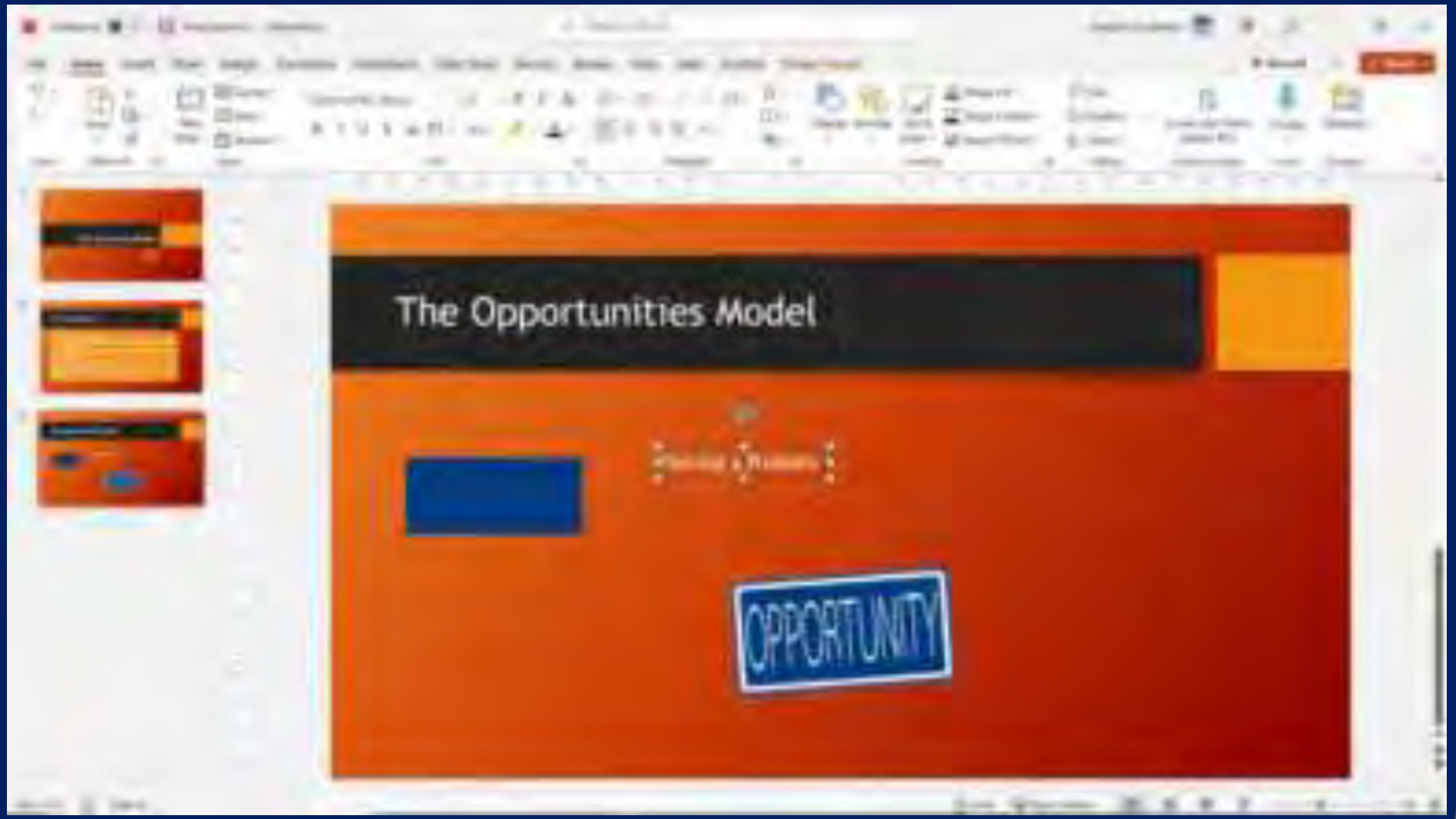

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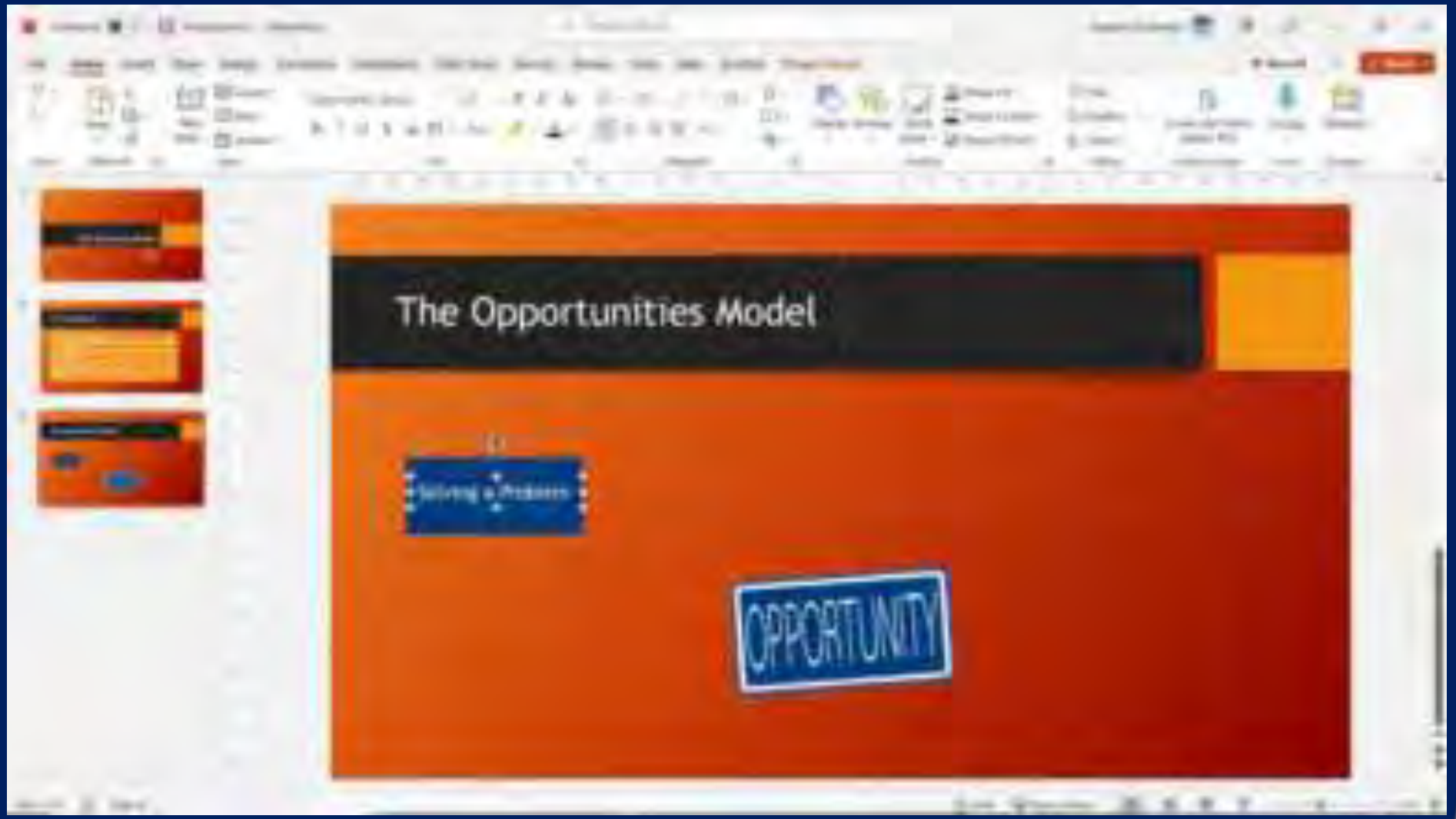

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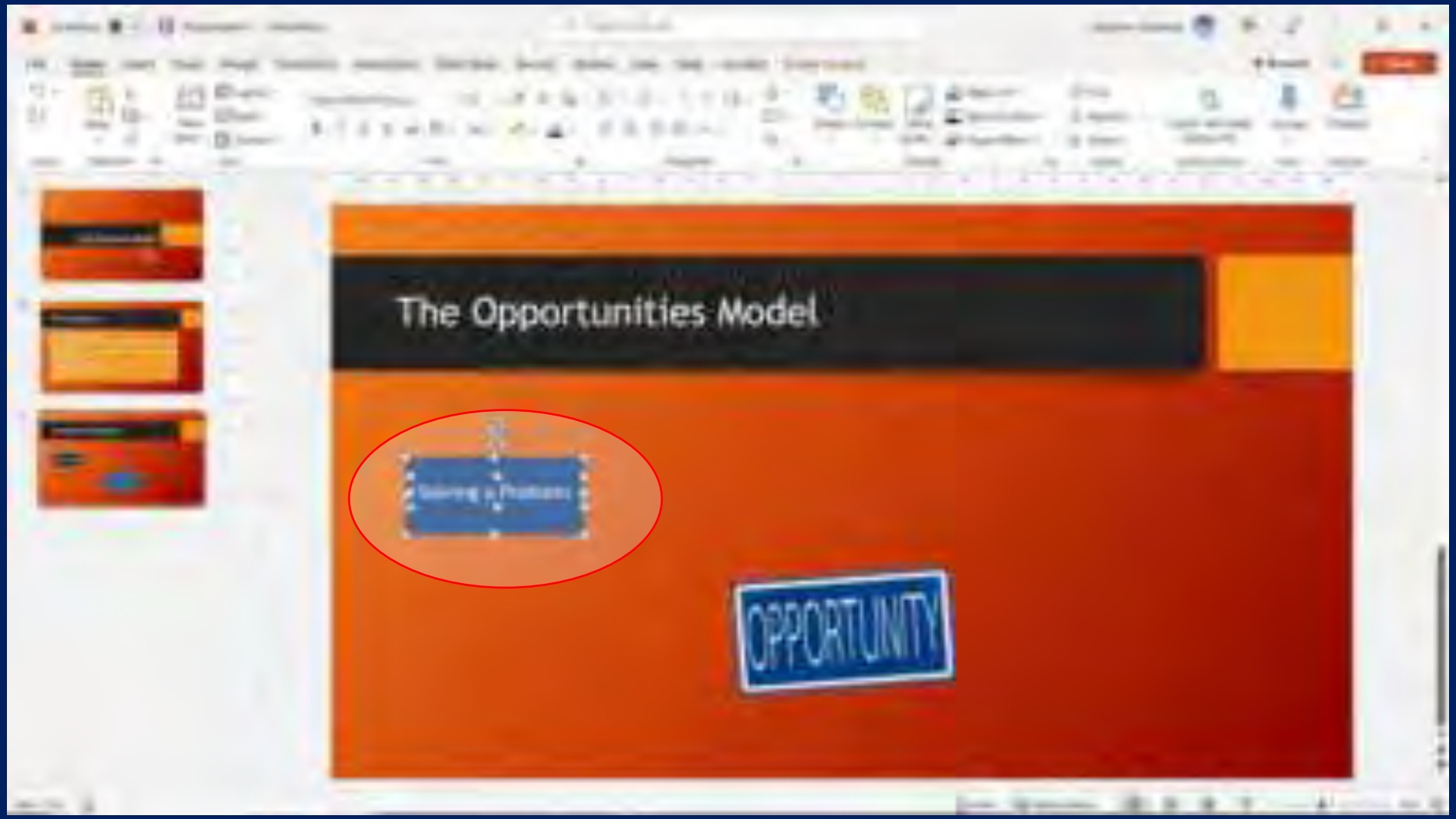

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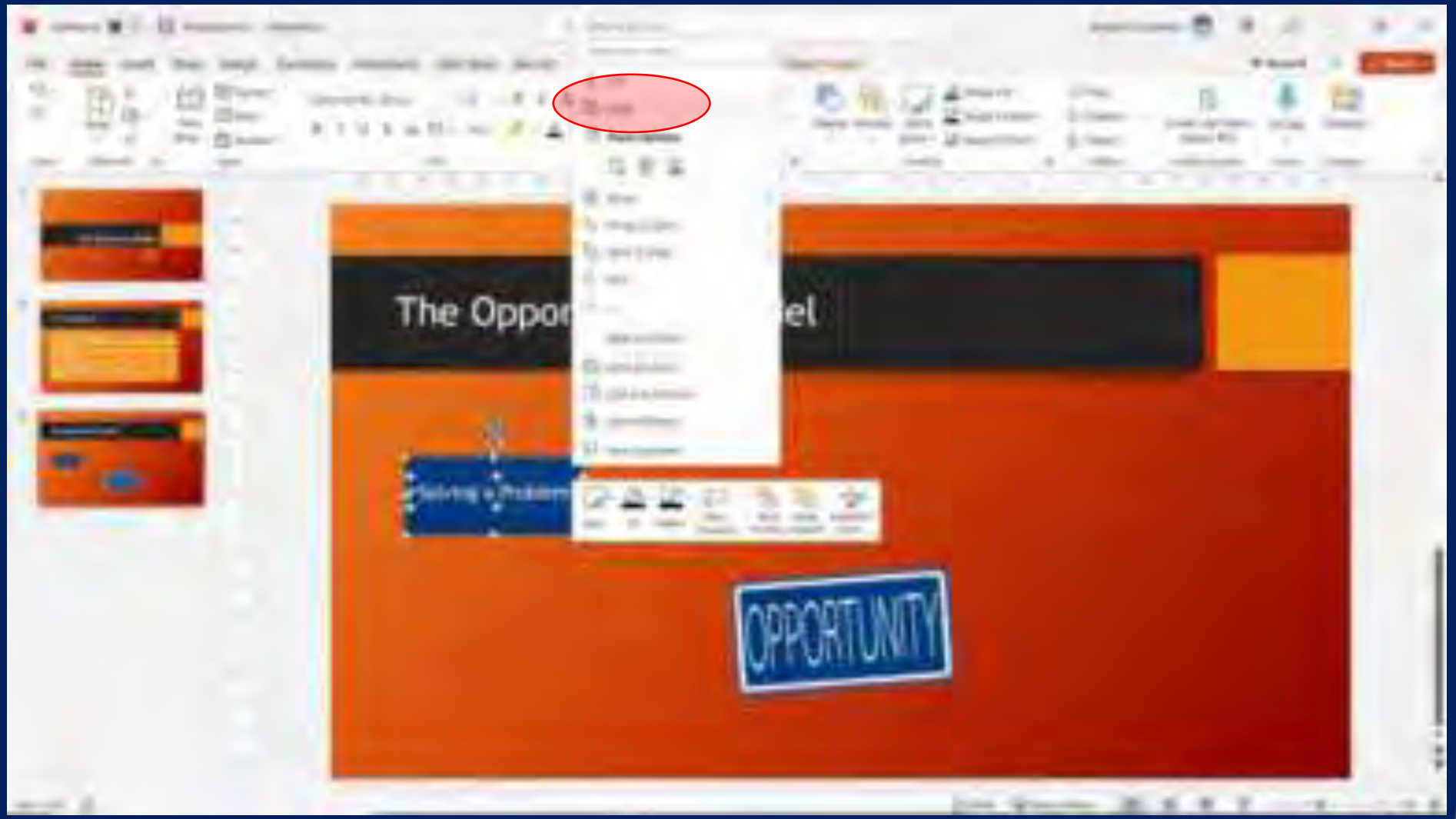

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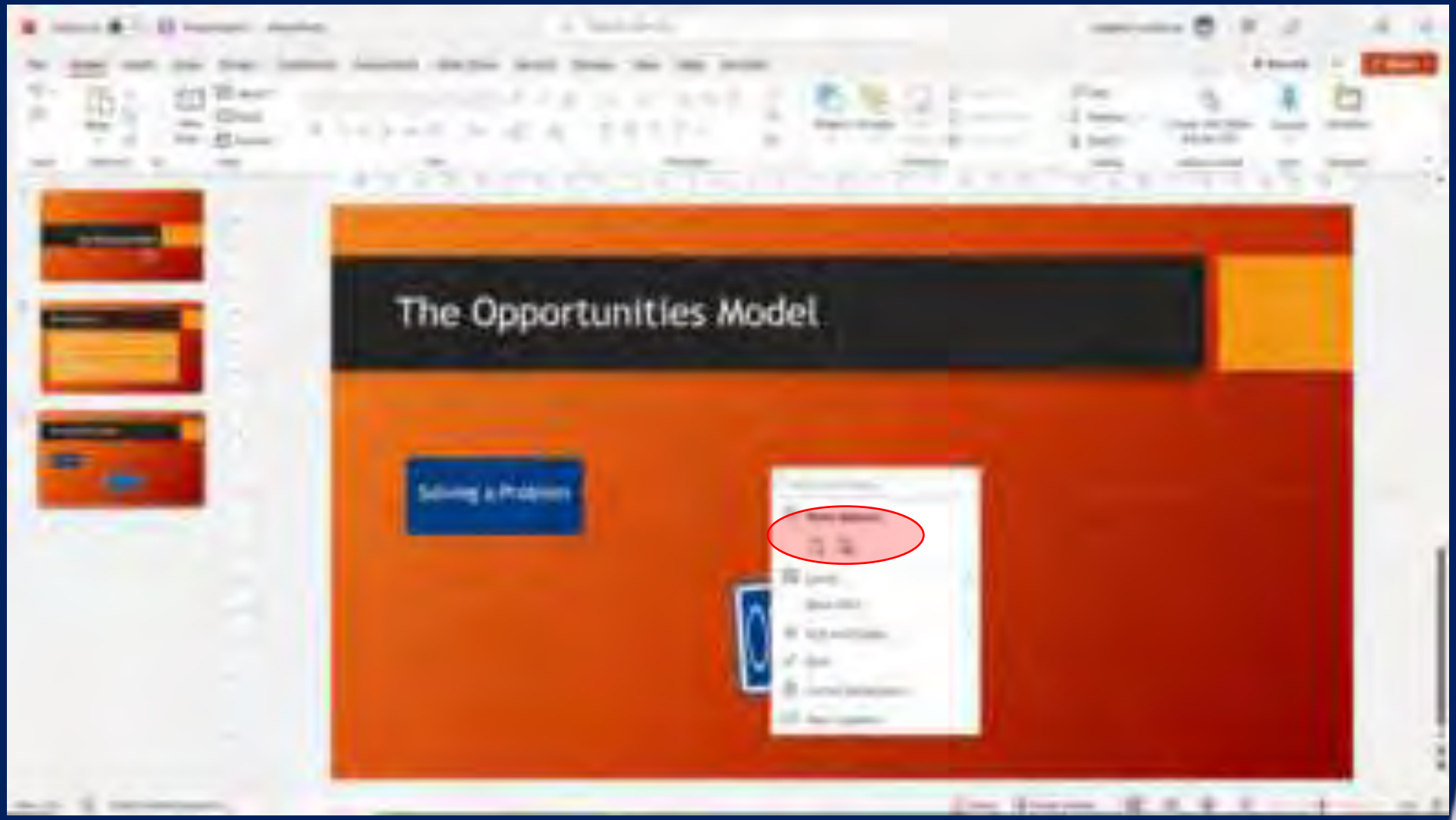

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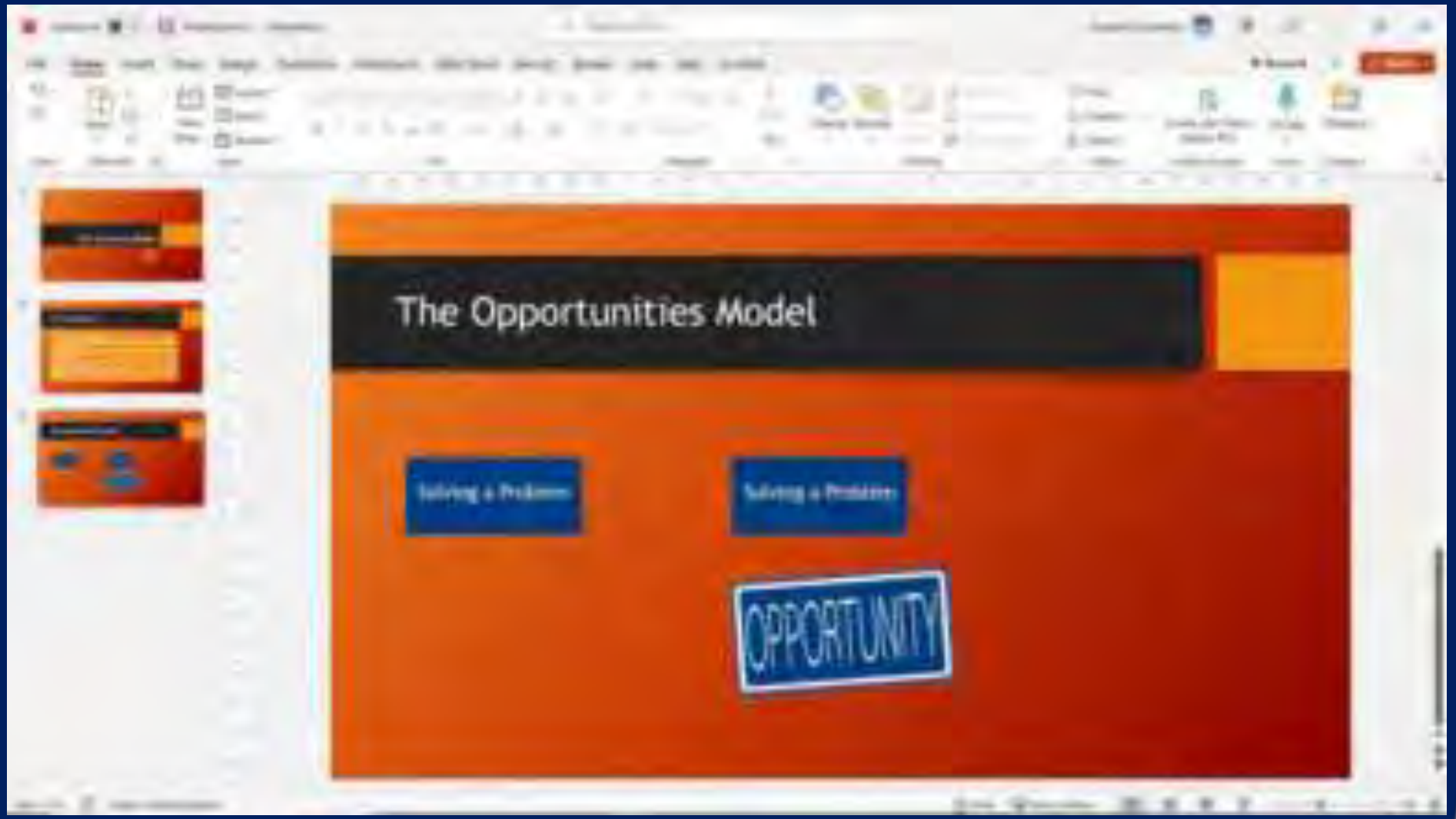

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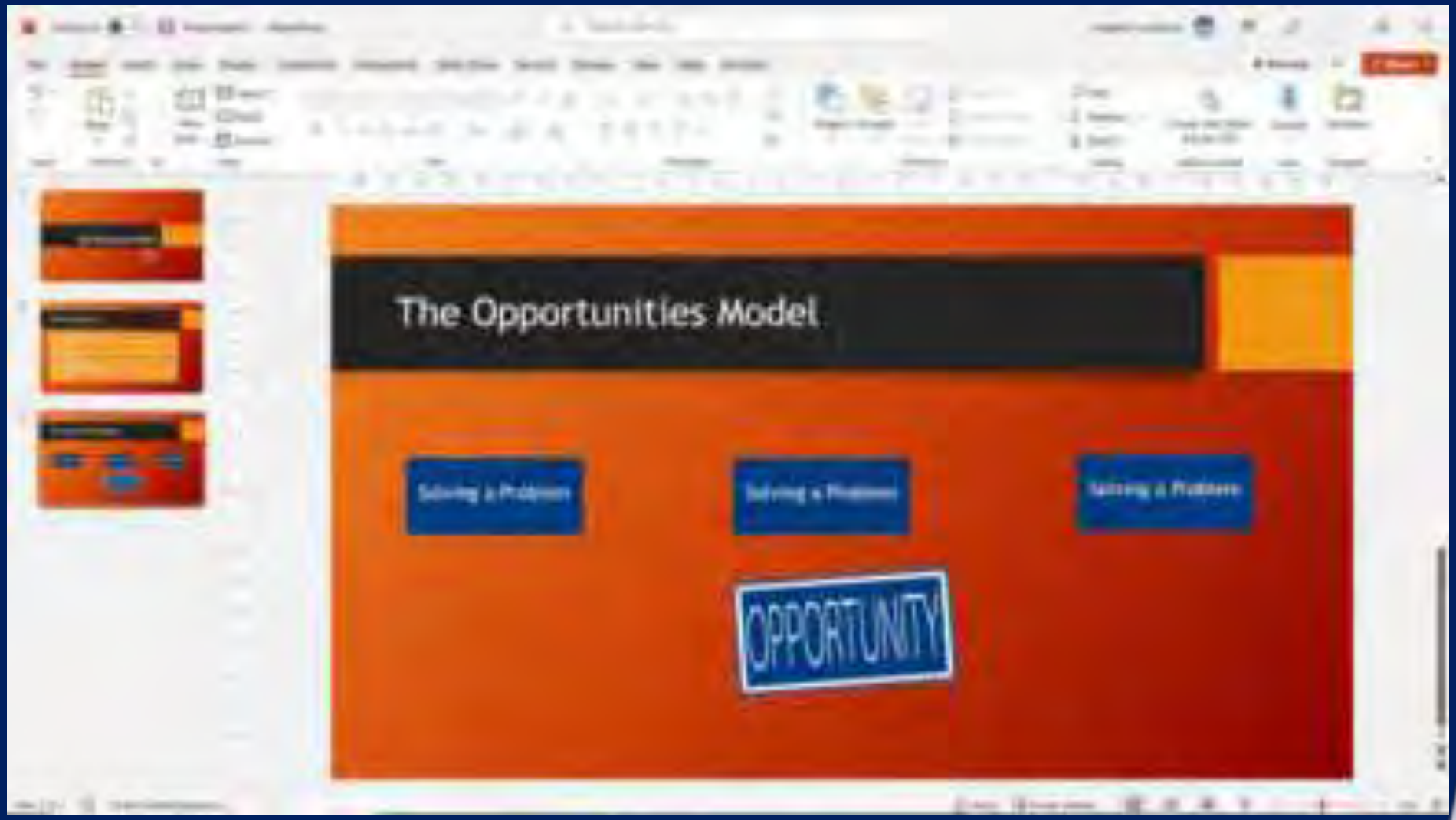

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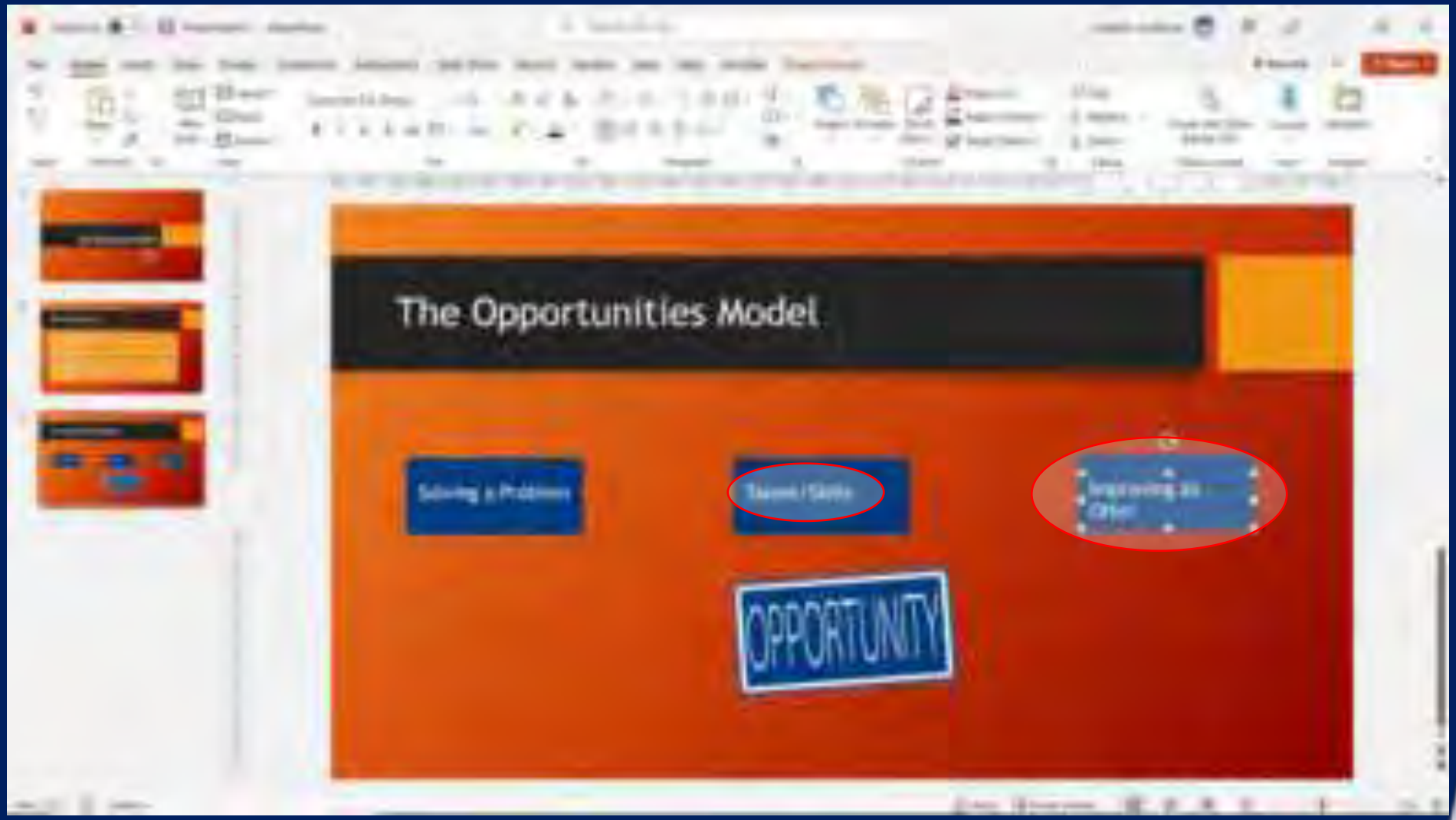

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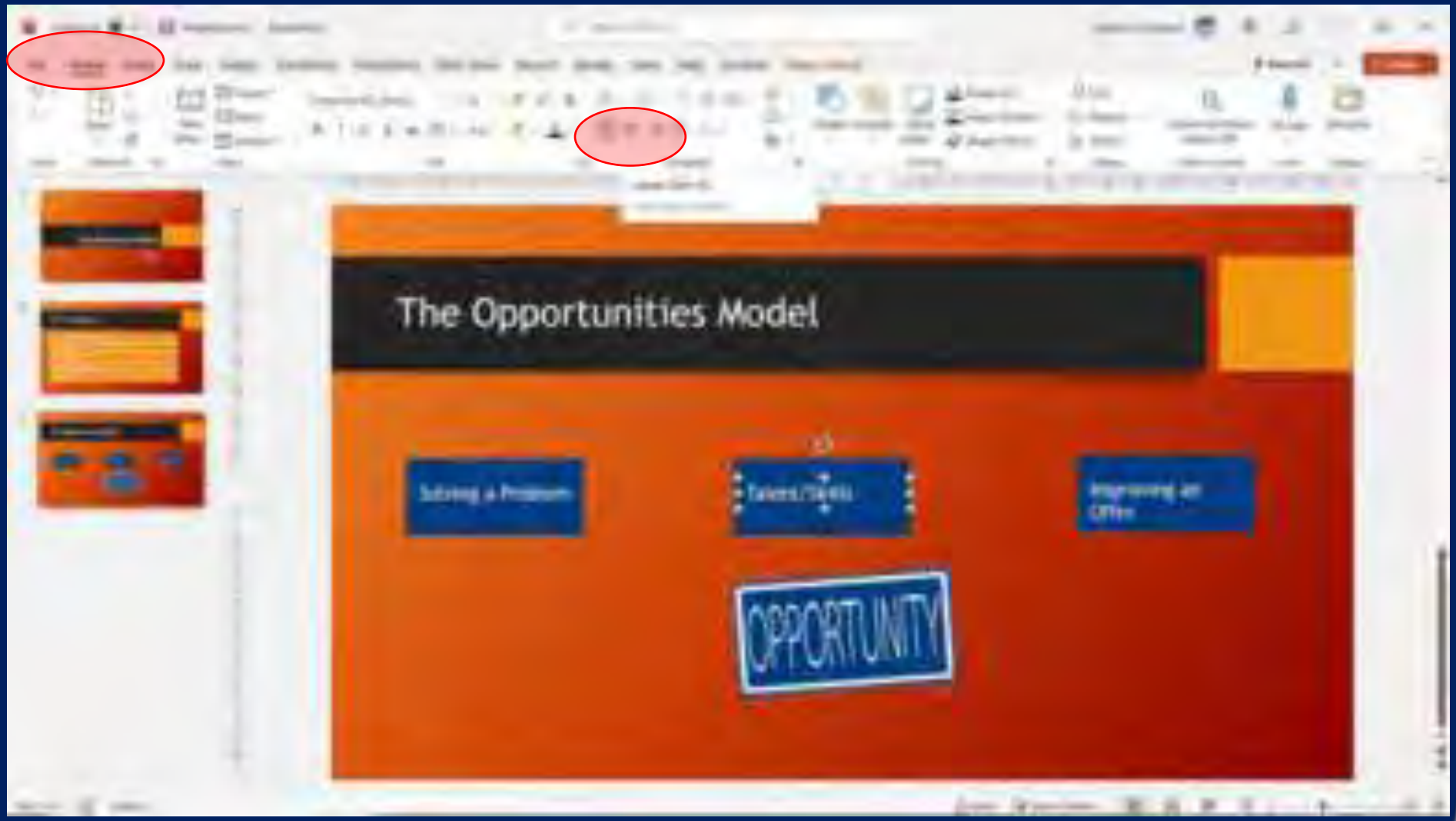

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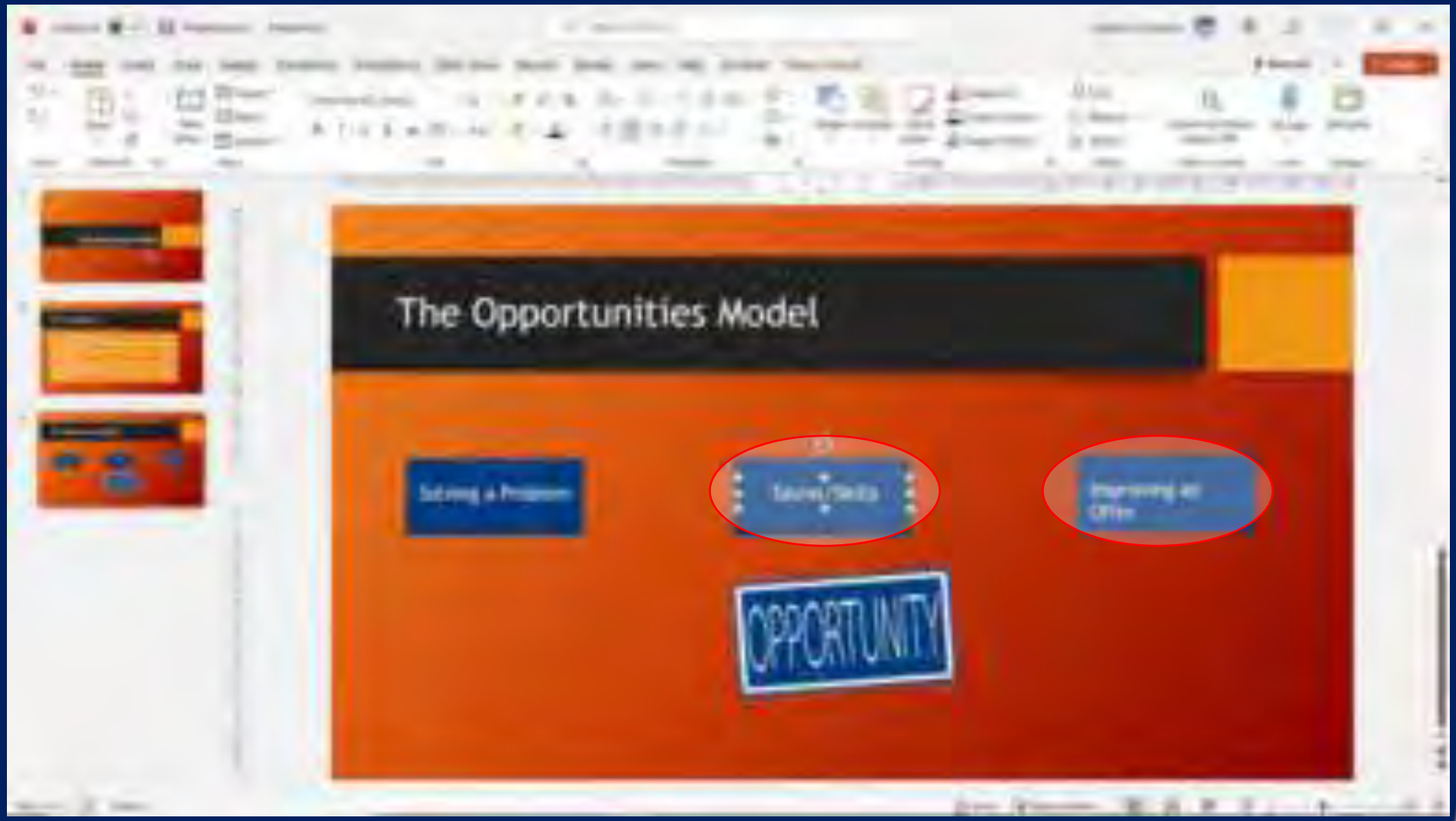

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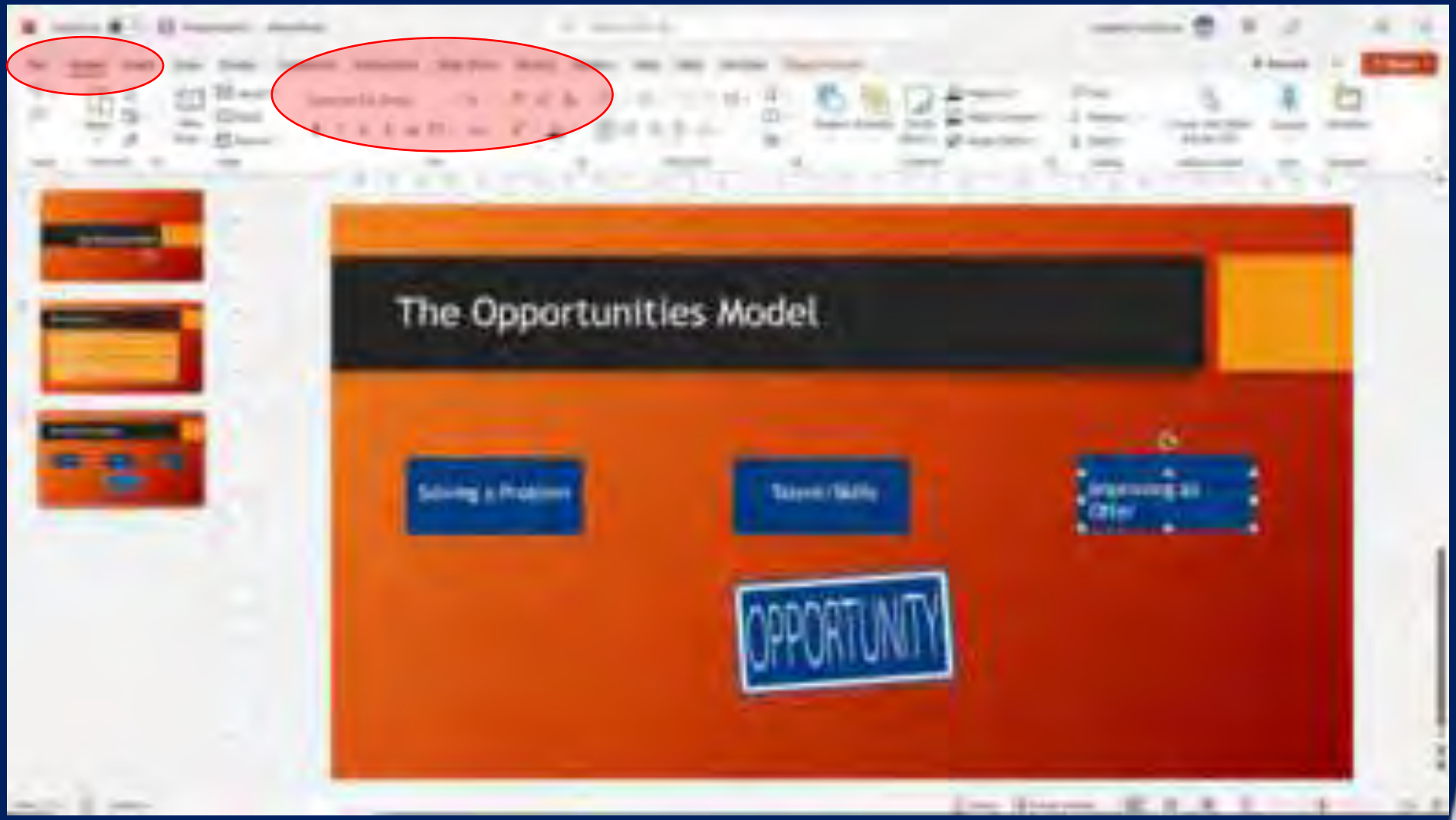

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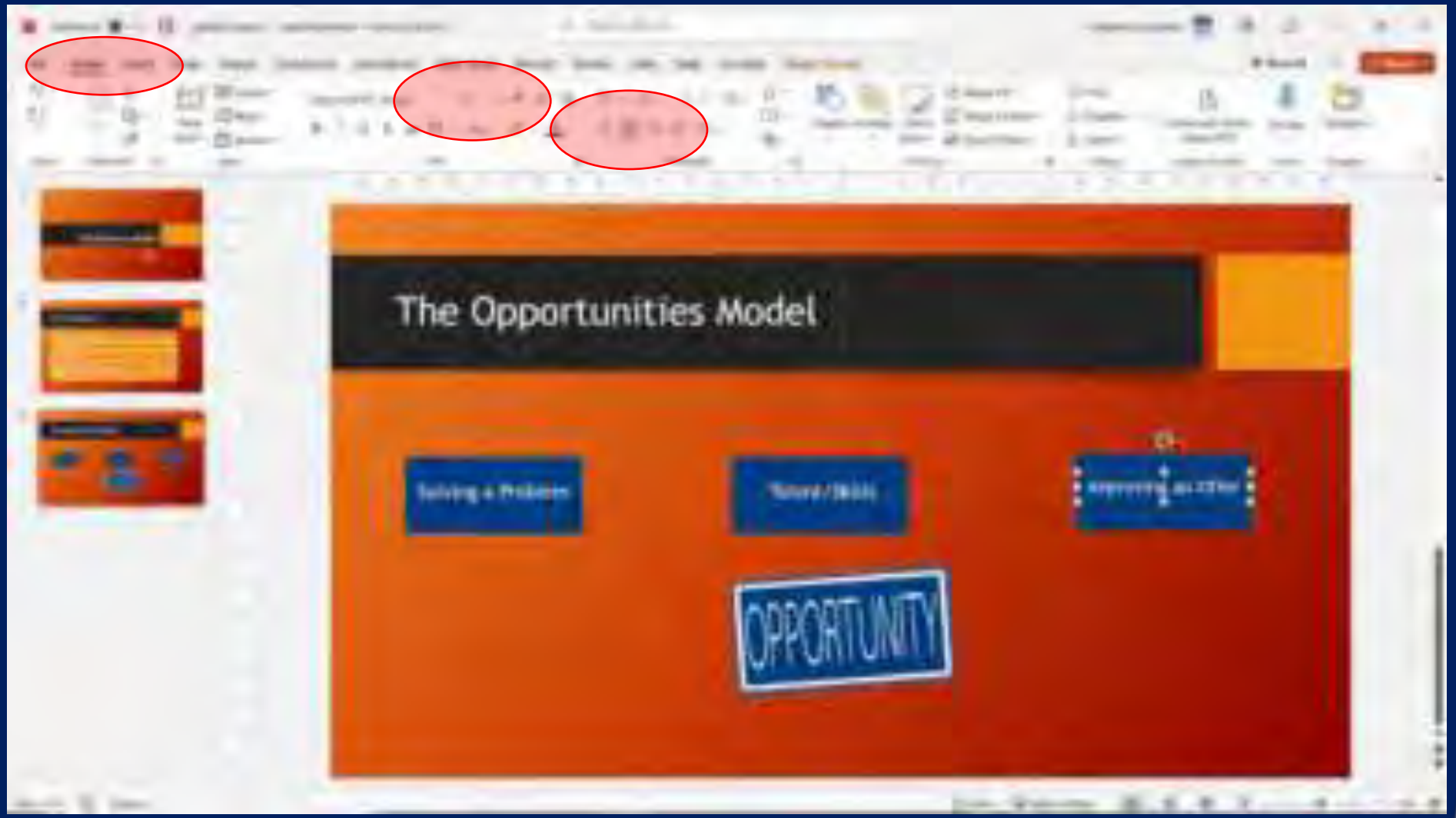

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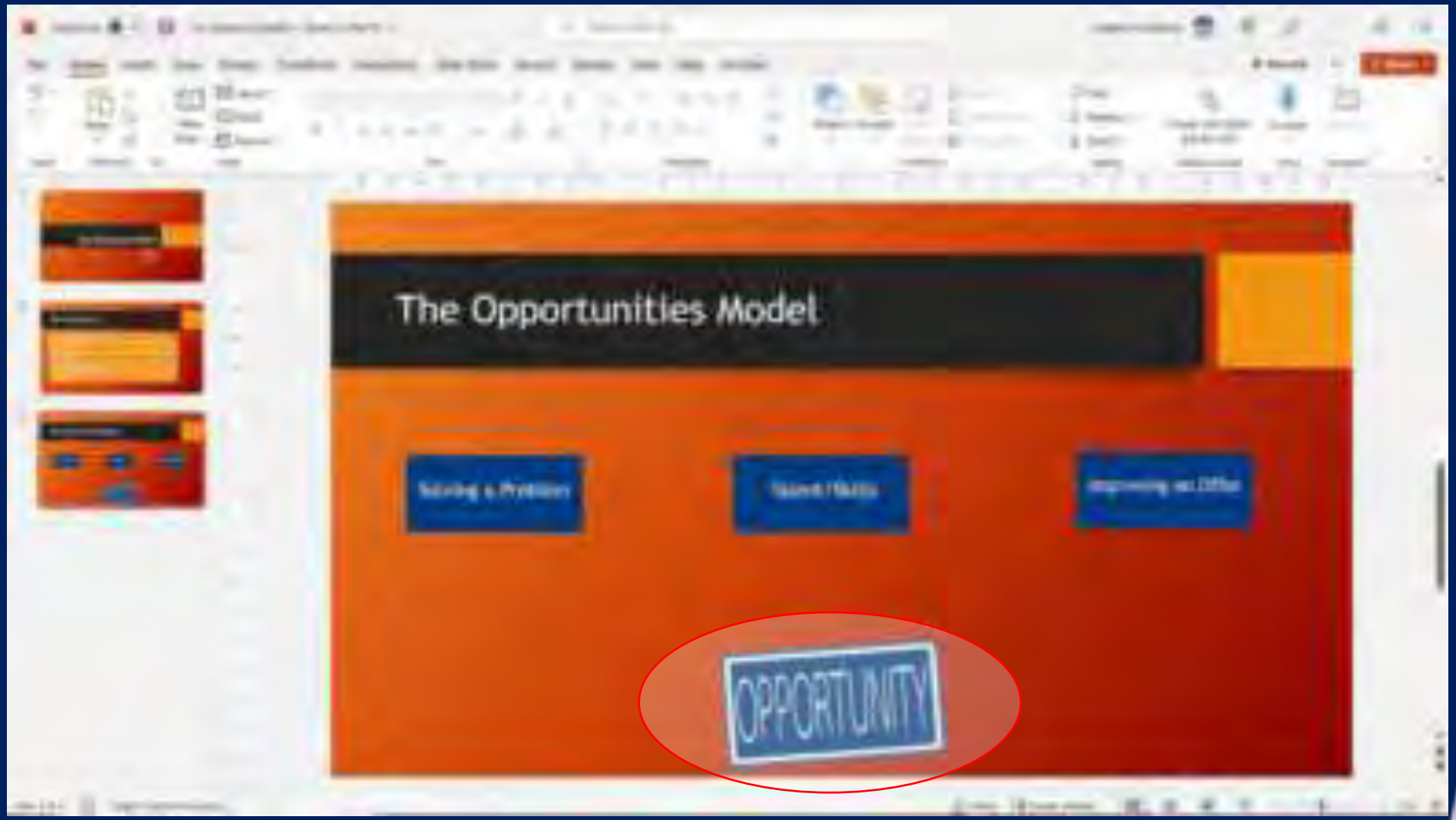

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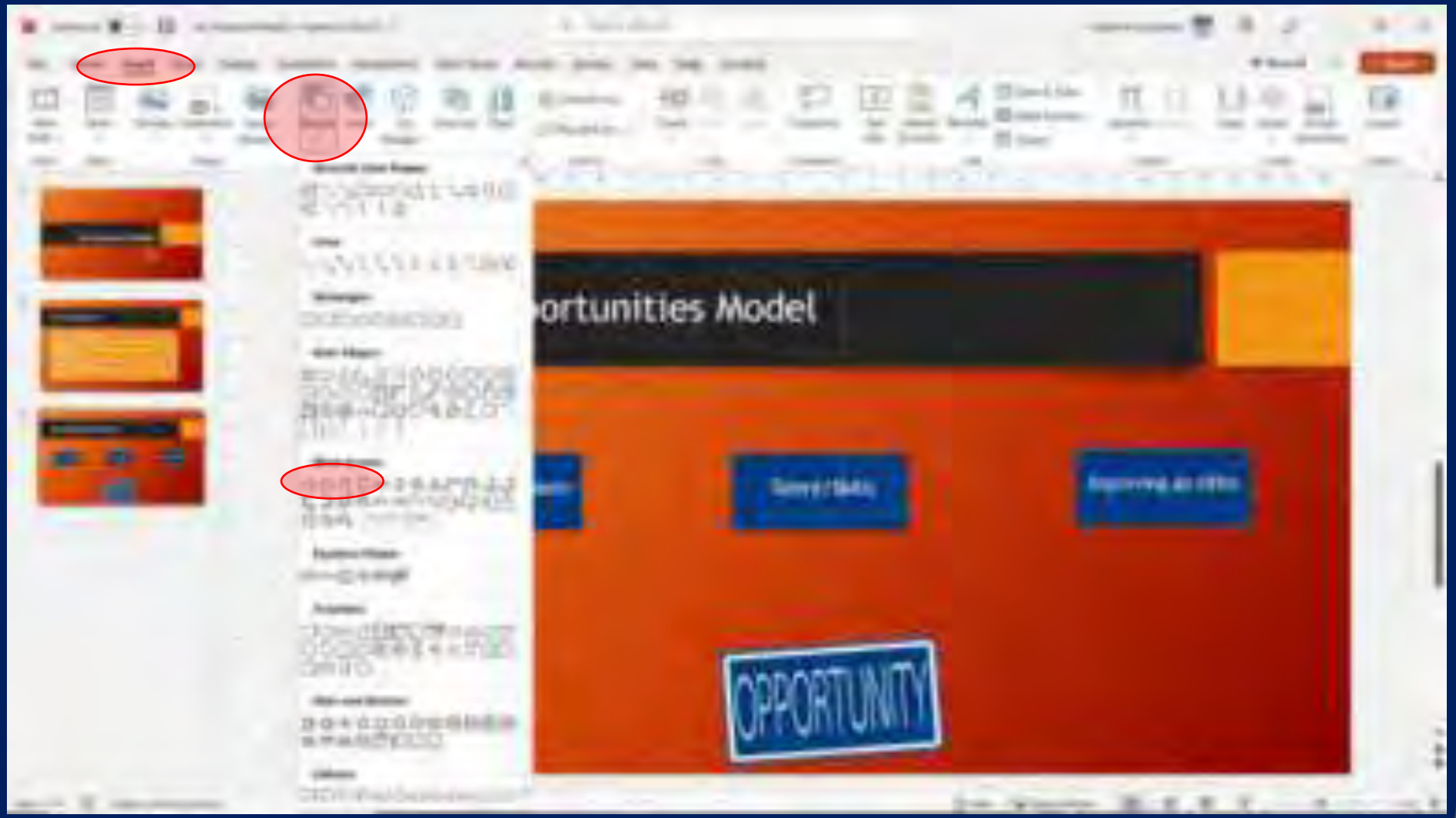

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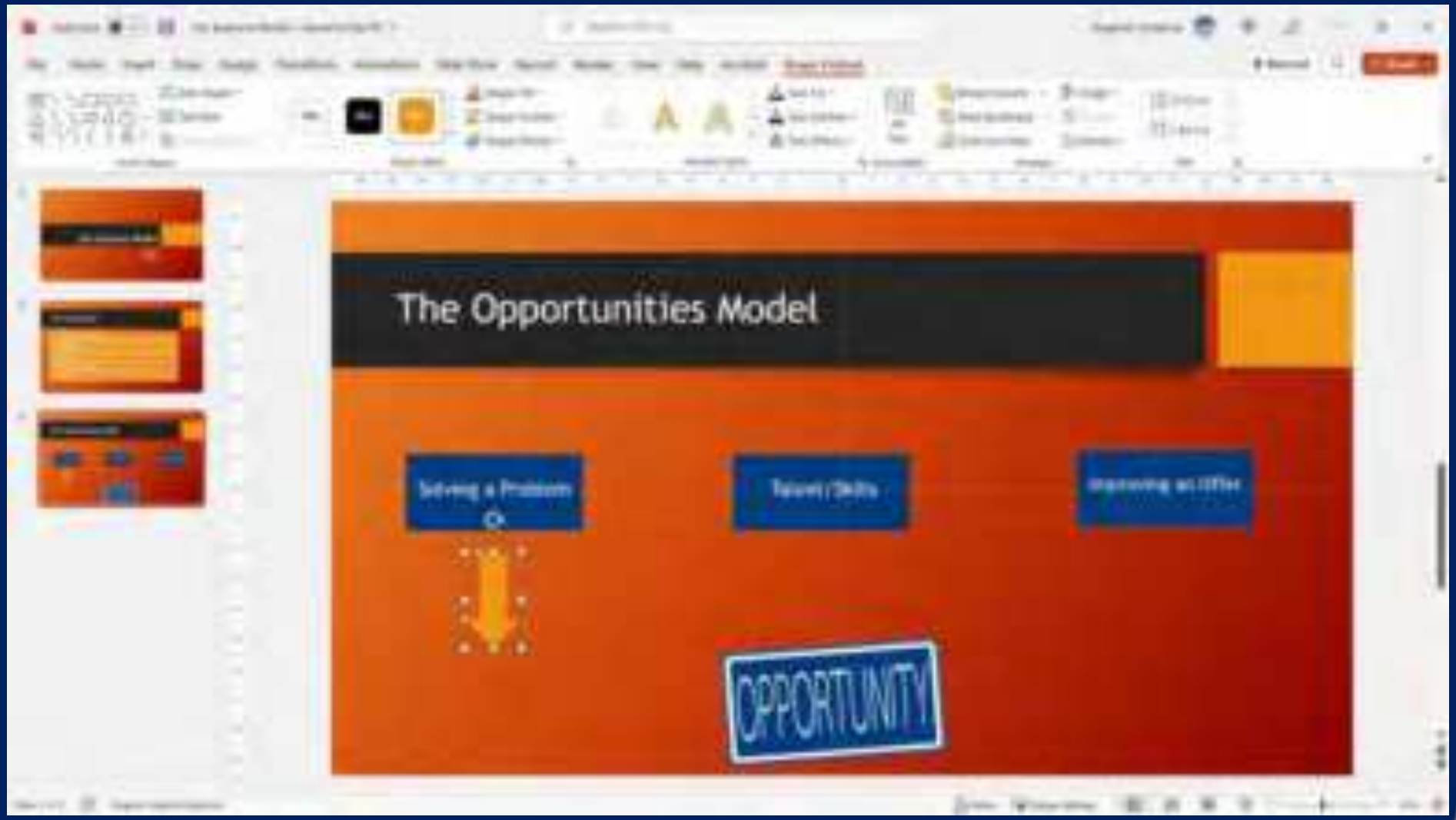

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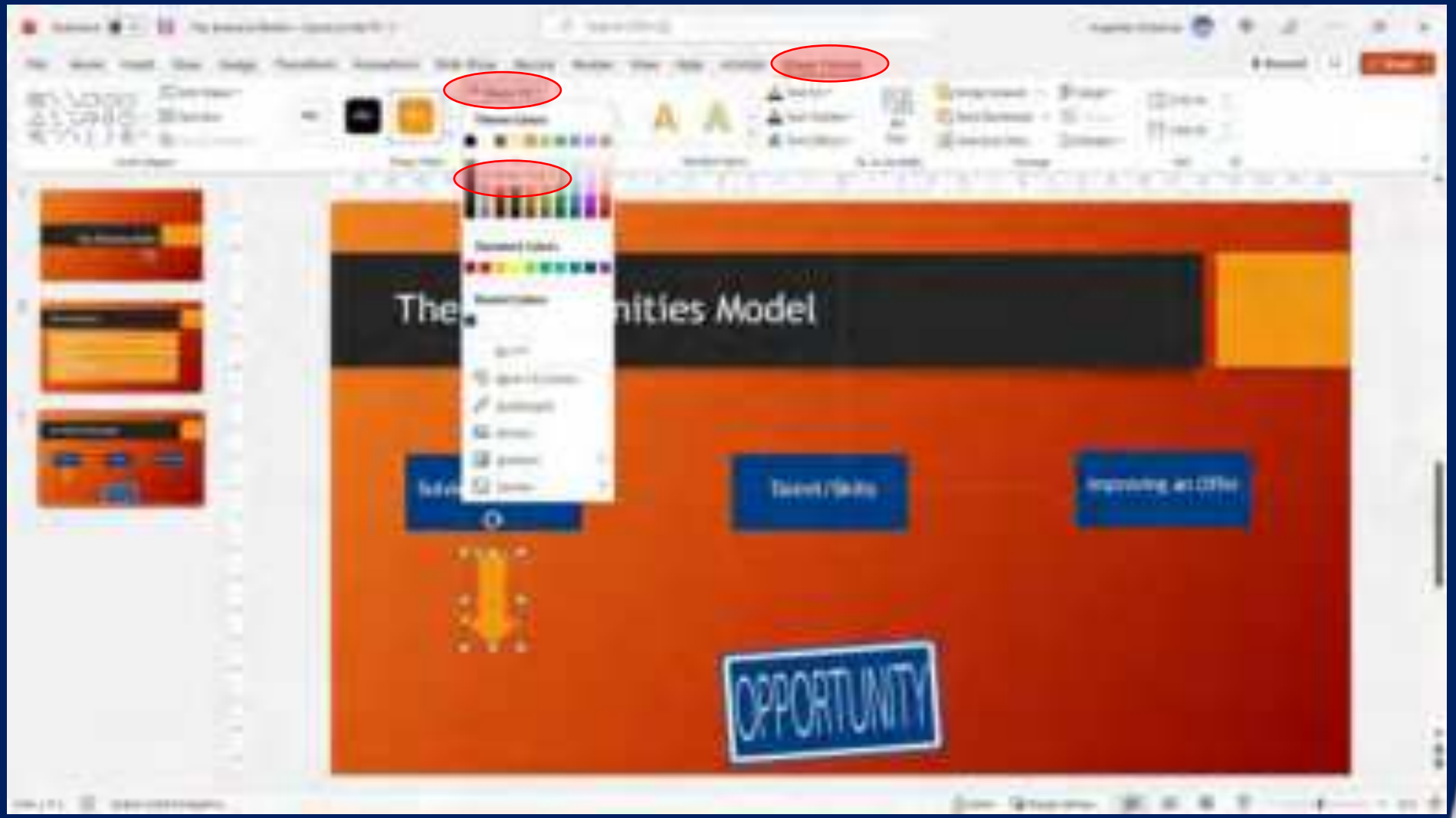

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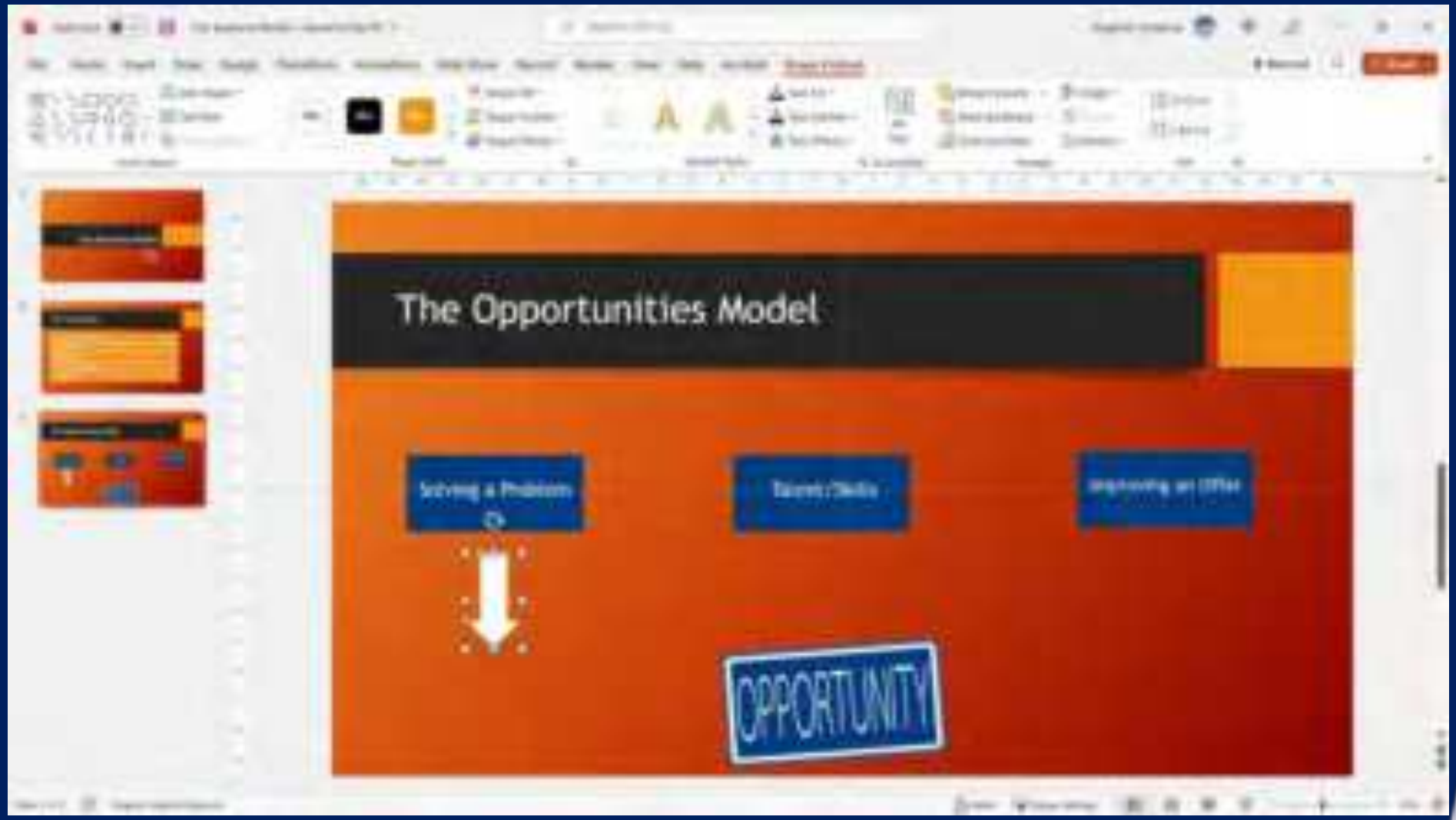

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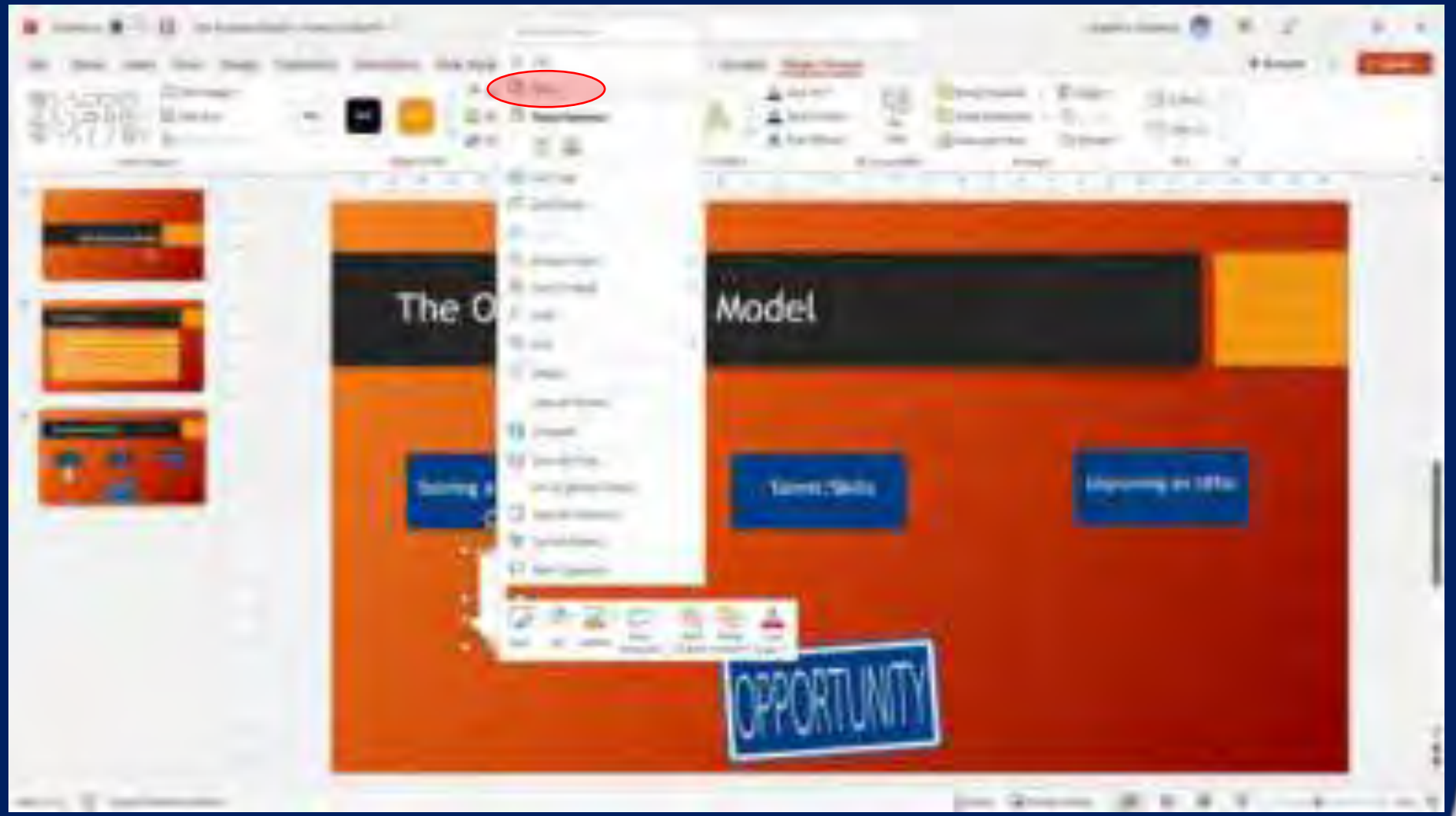

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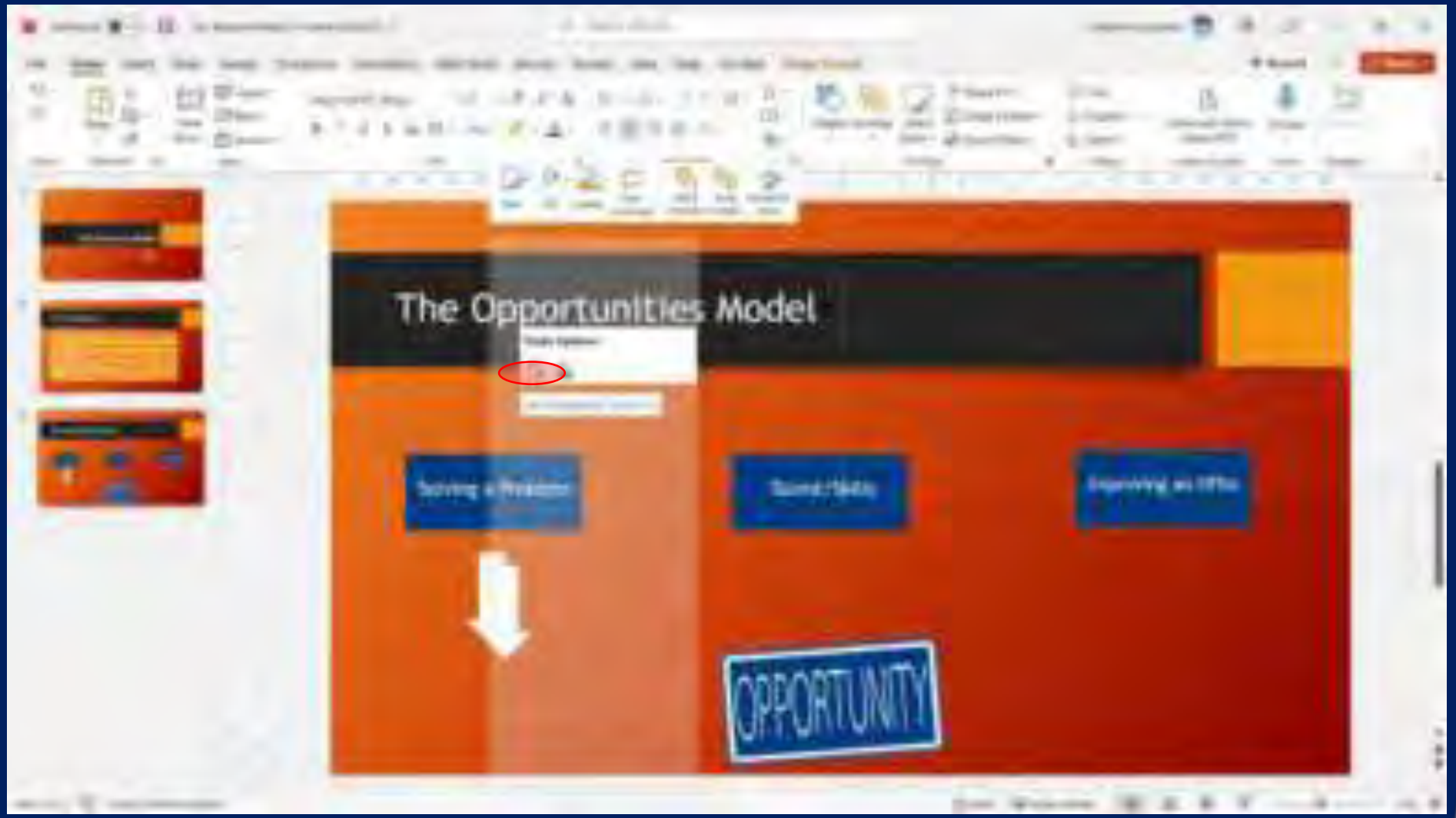

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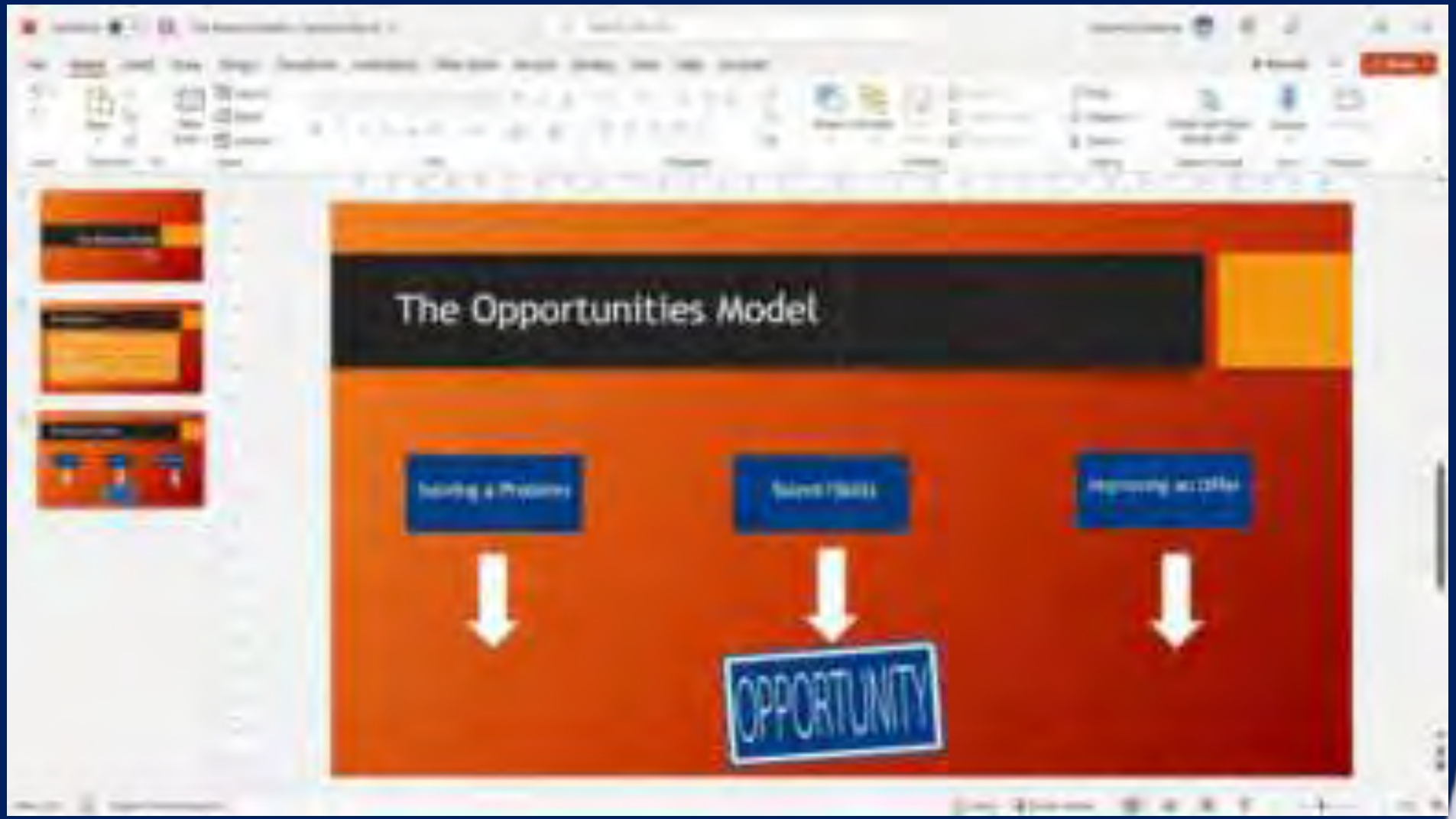

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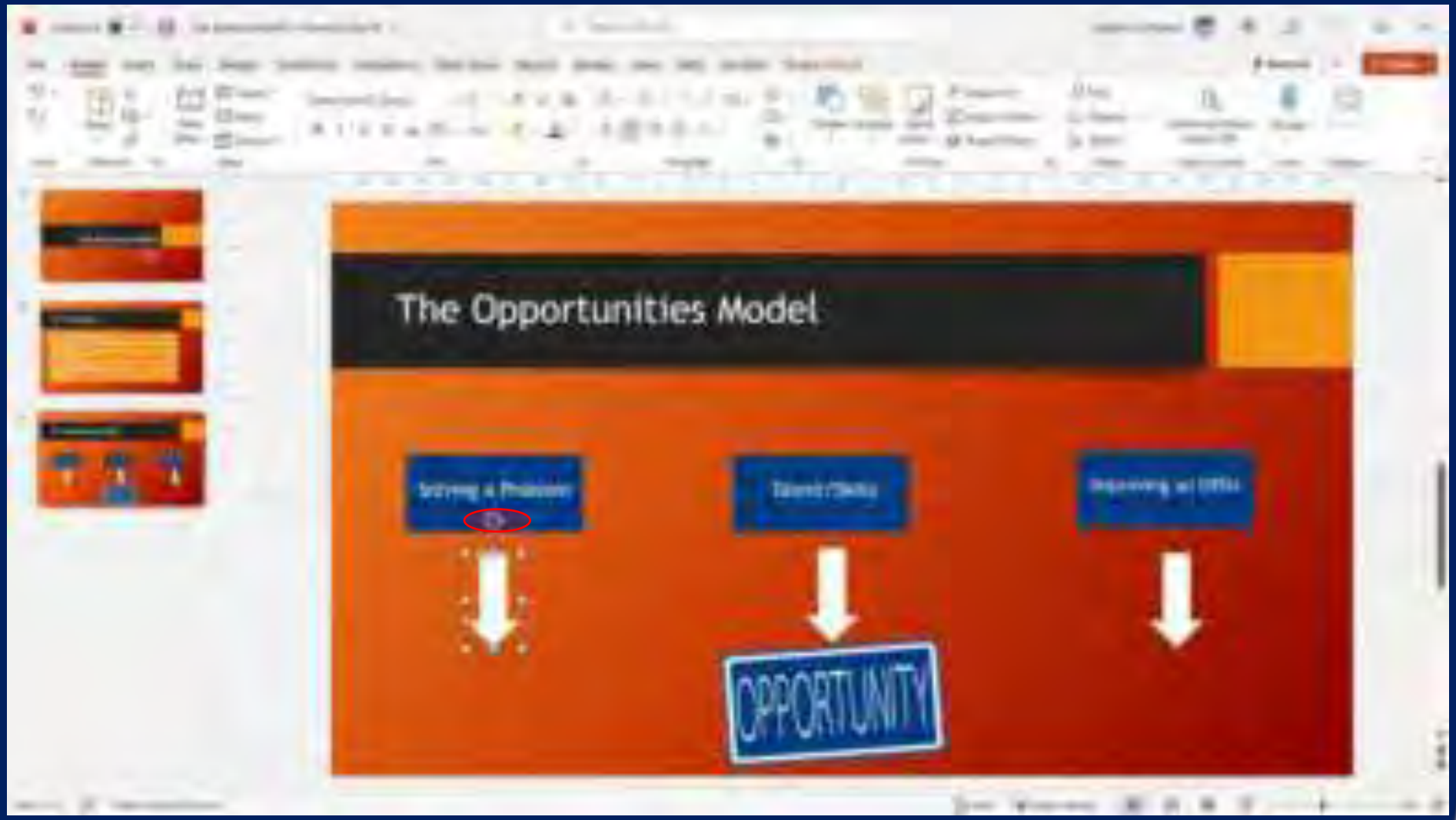

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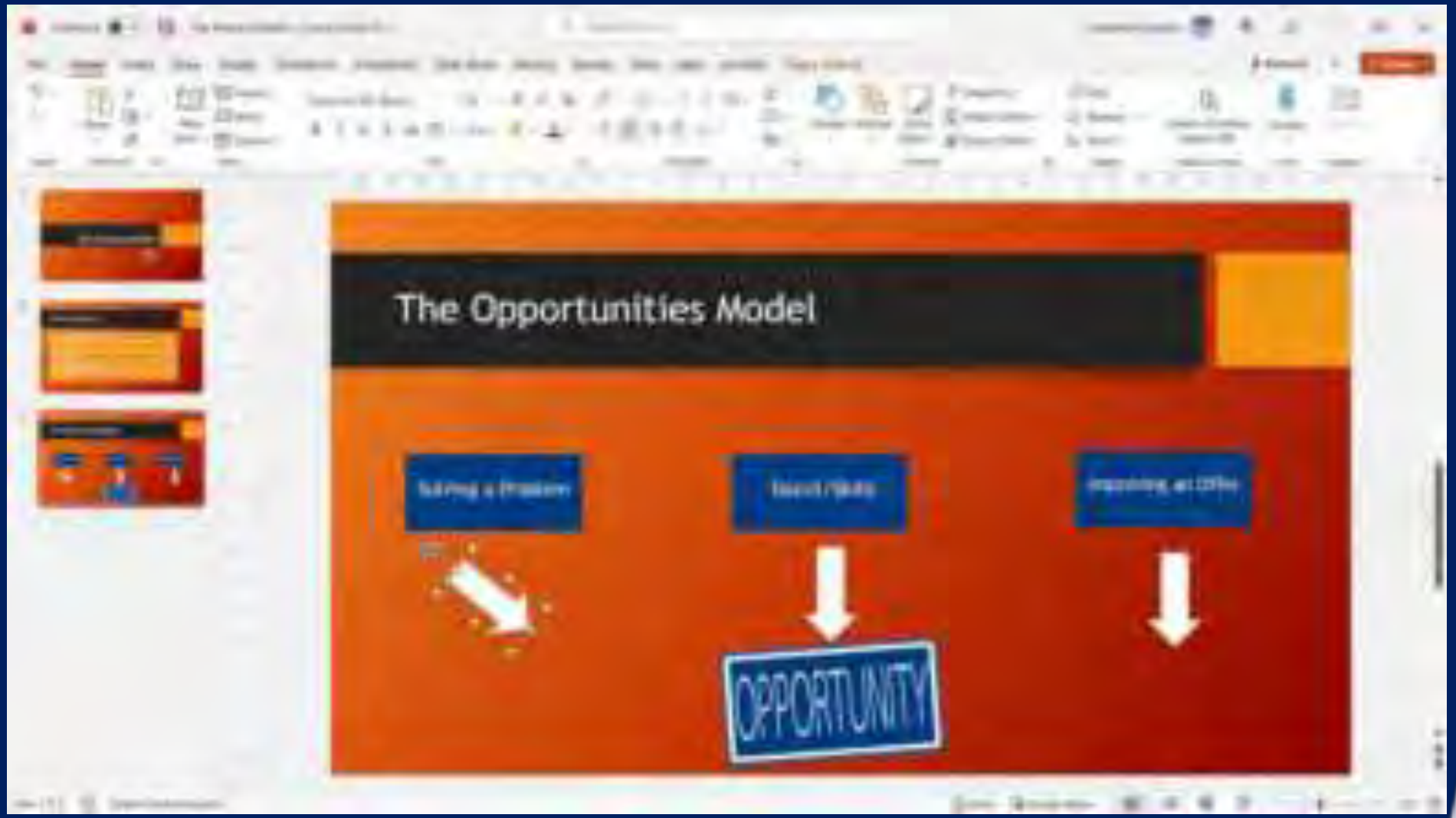

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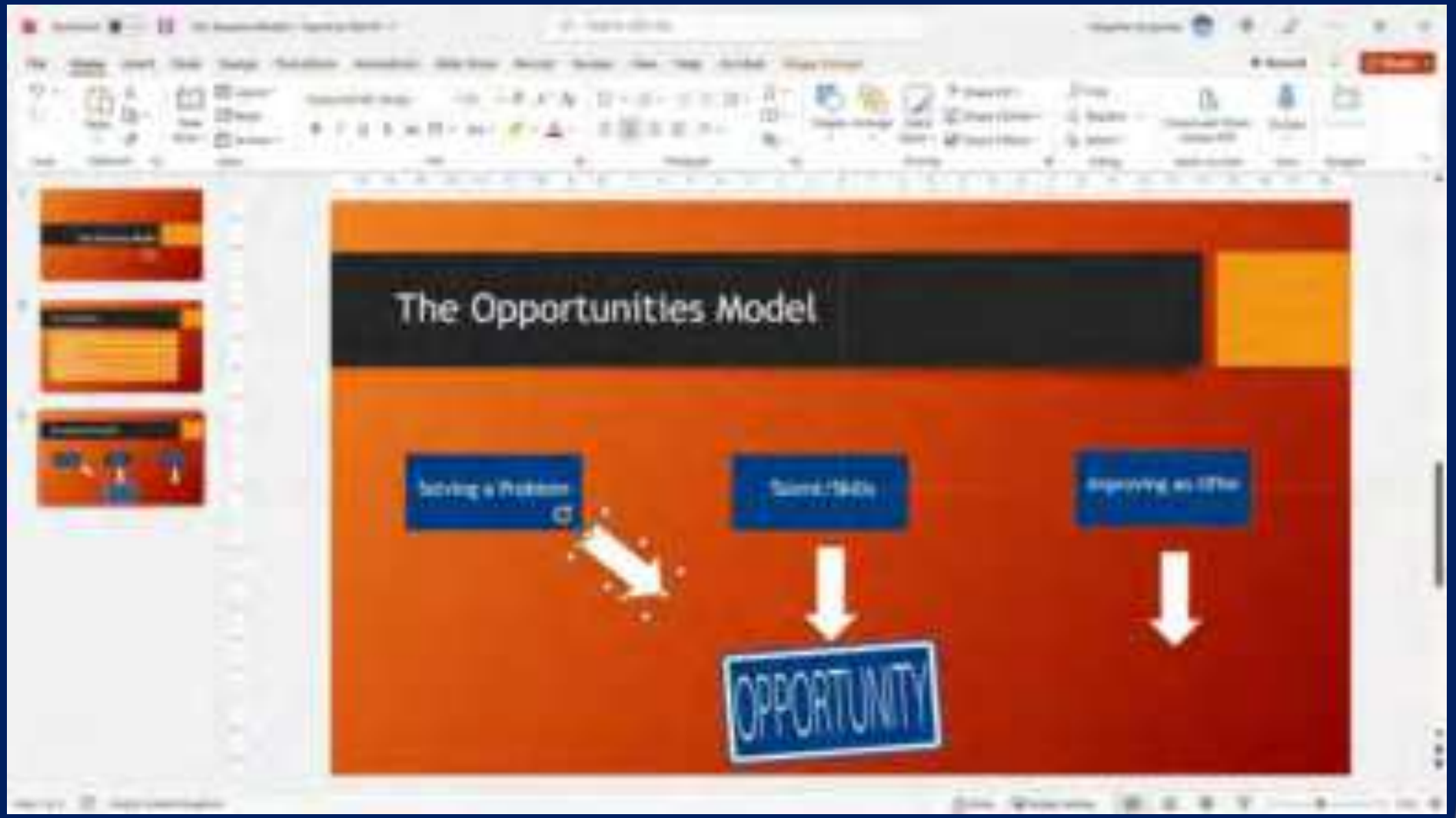

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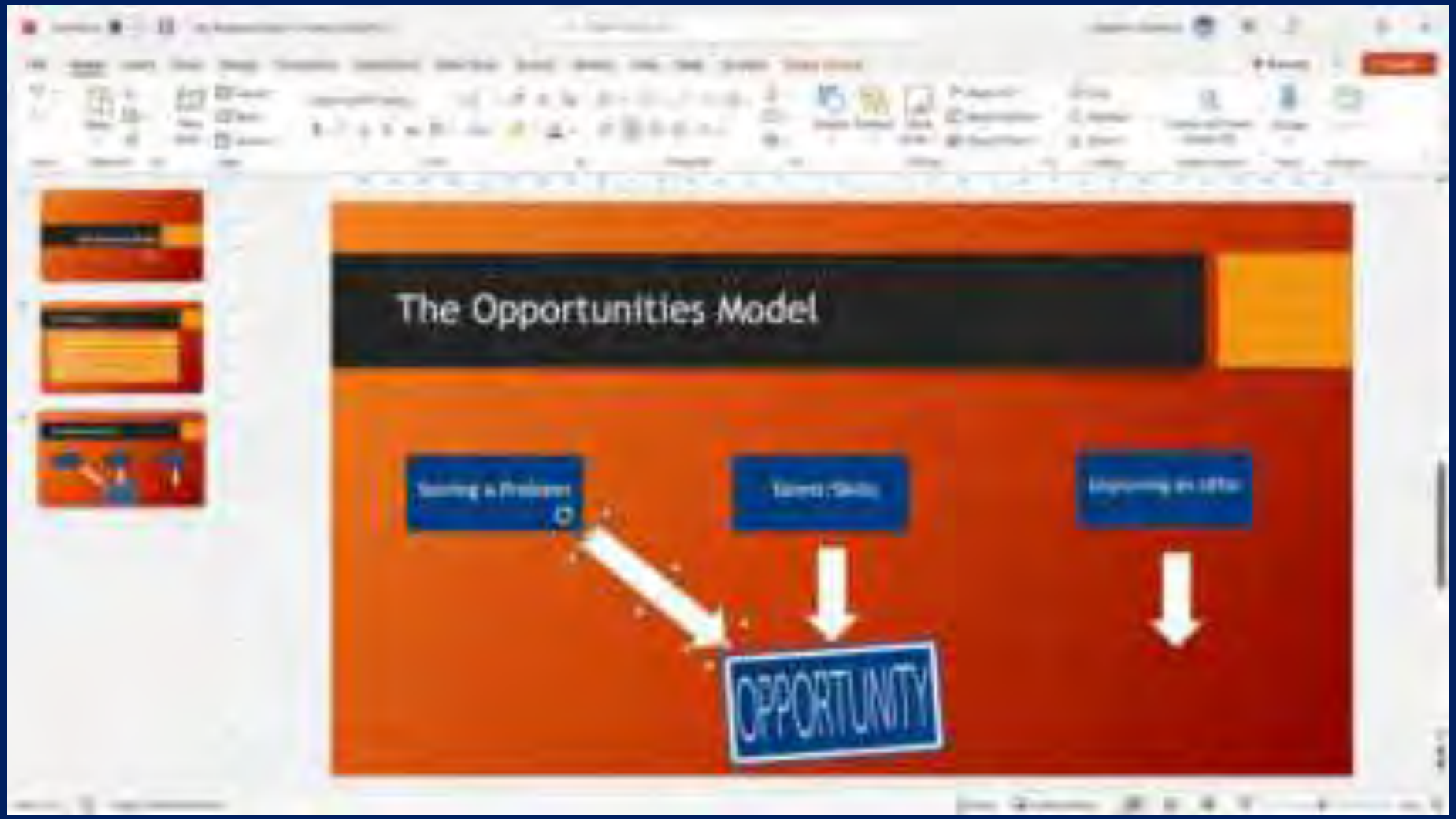

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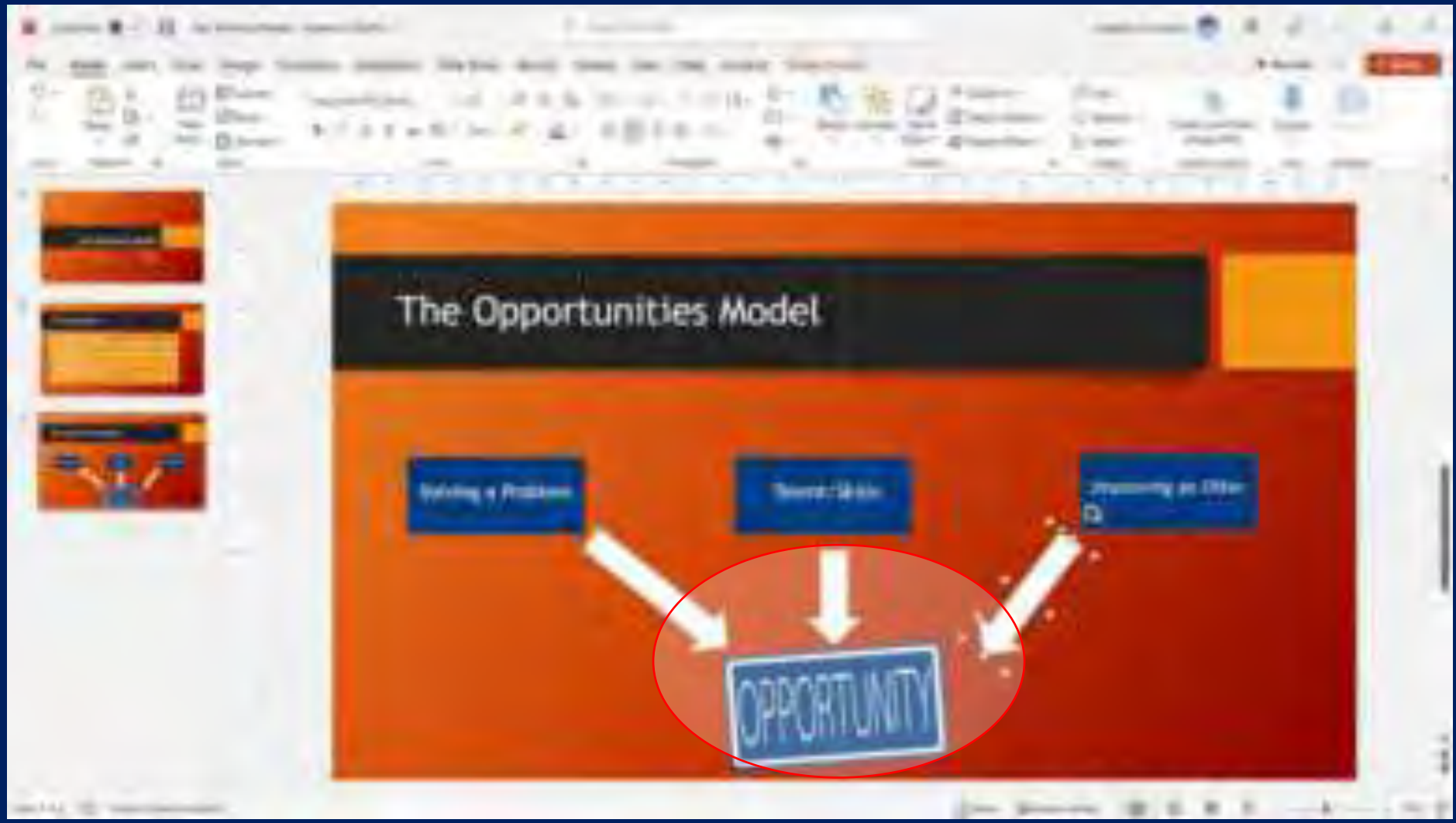

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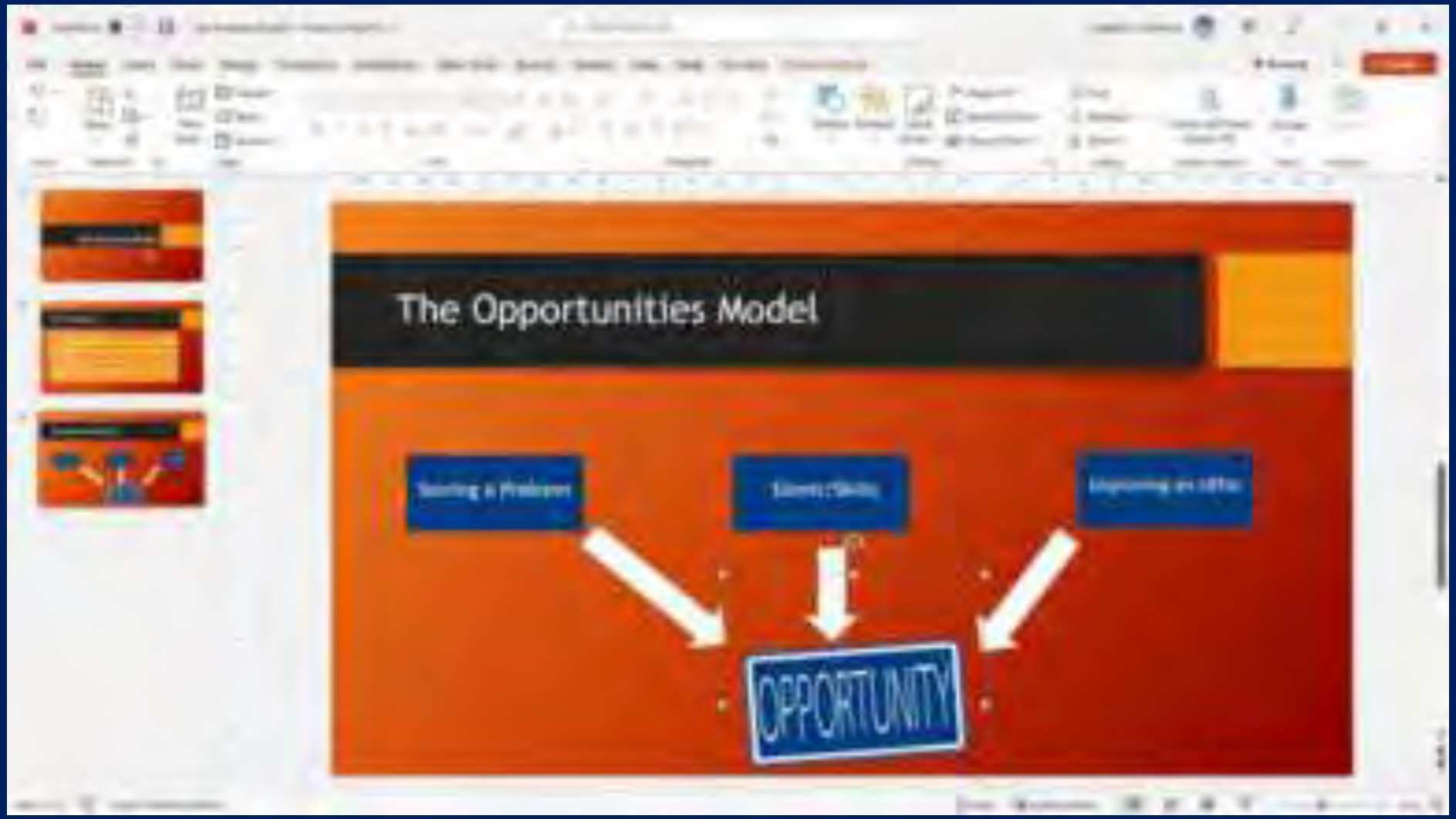

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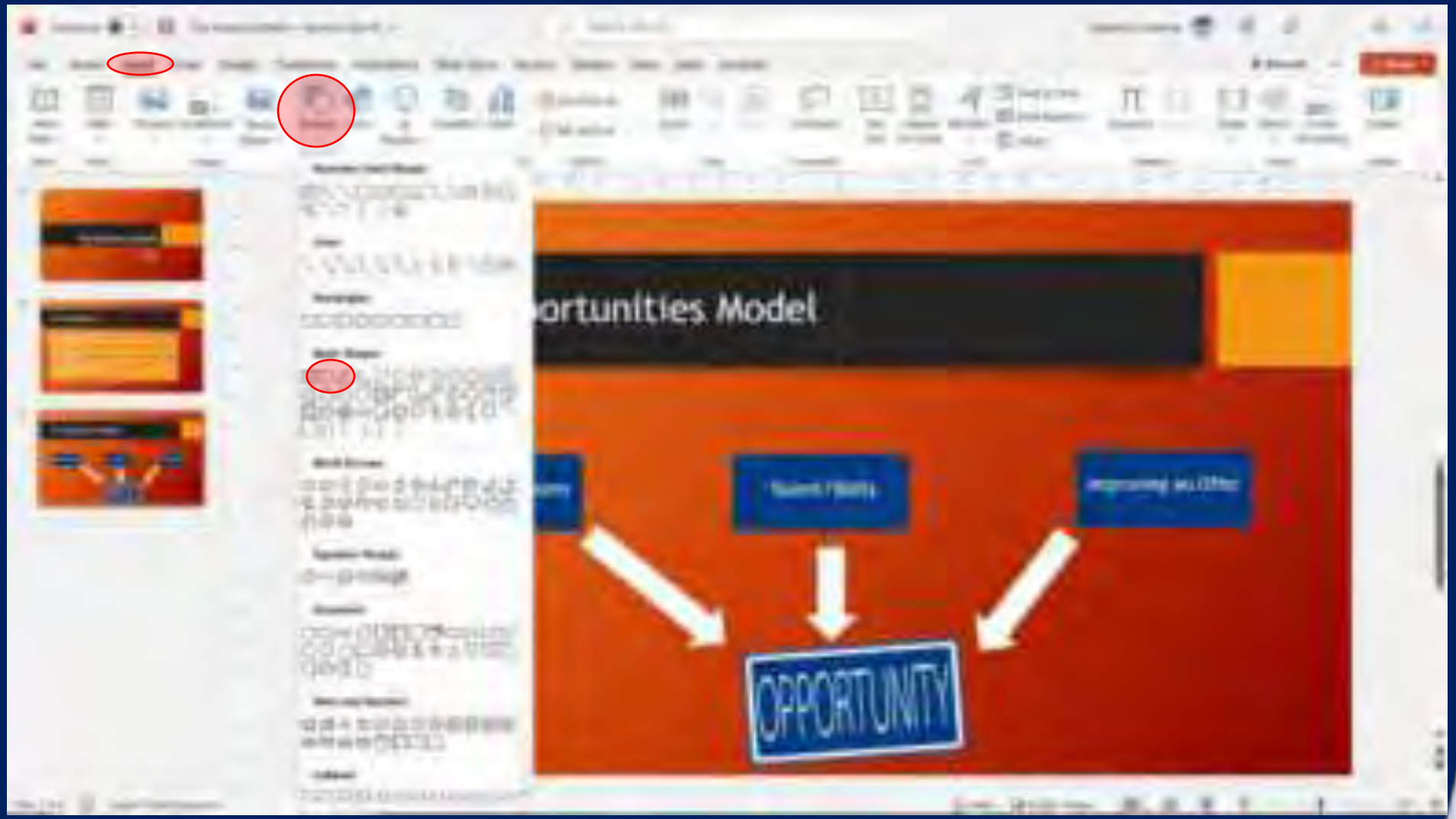
PowerPoint Inserting Shapes

Inserting Semi Transparent Shapes



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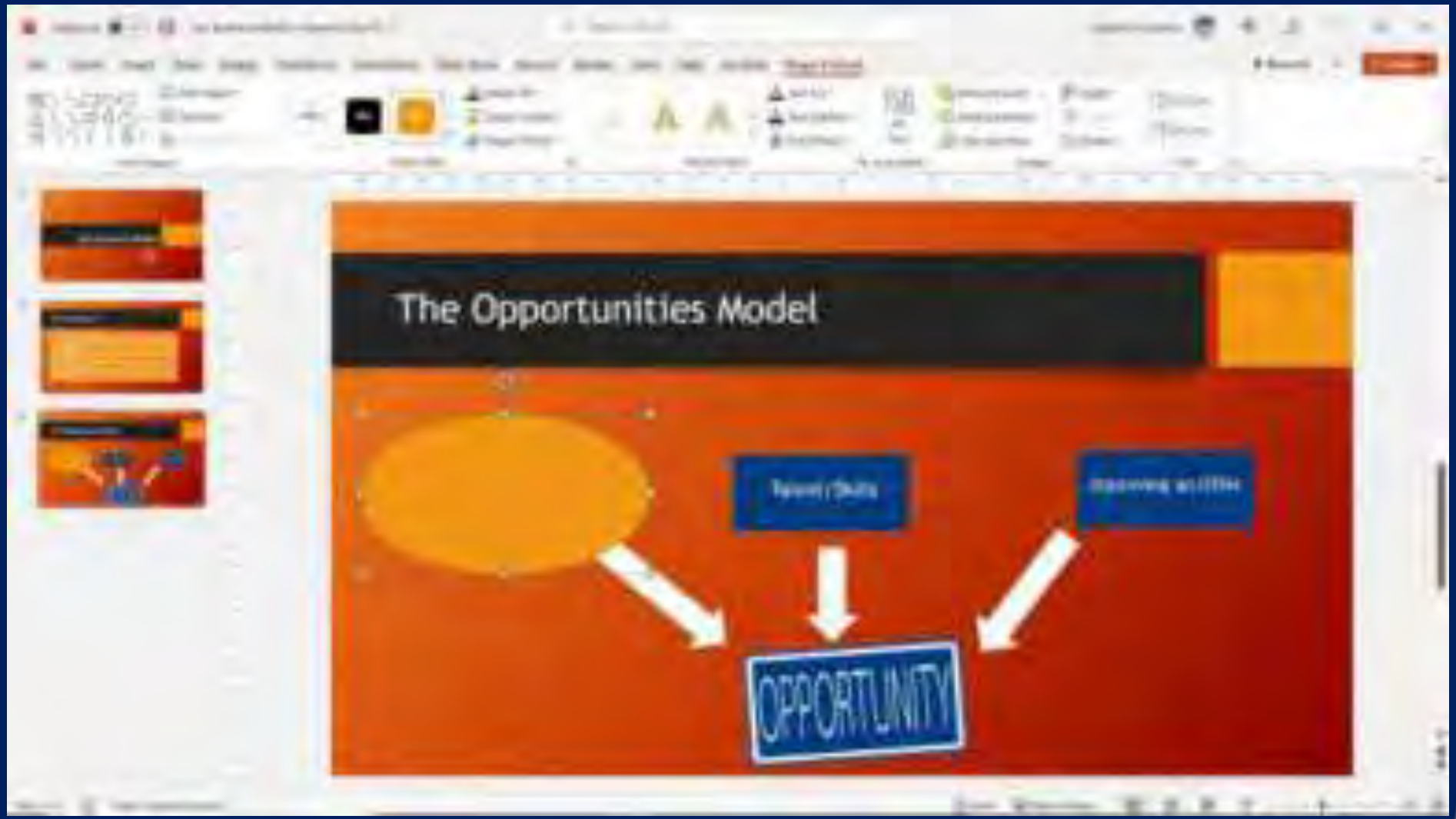

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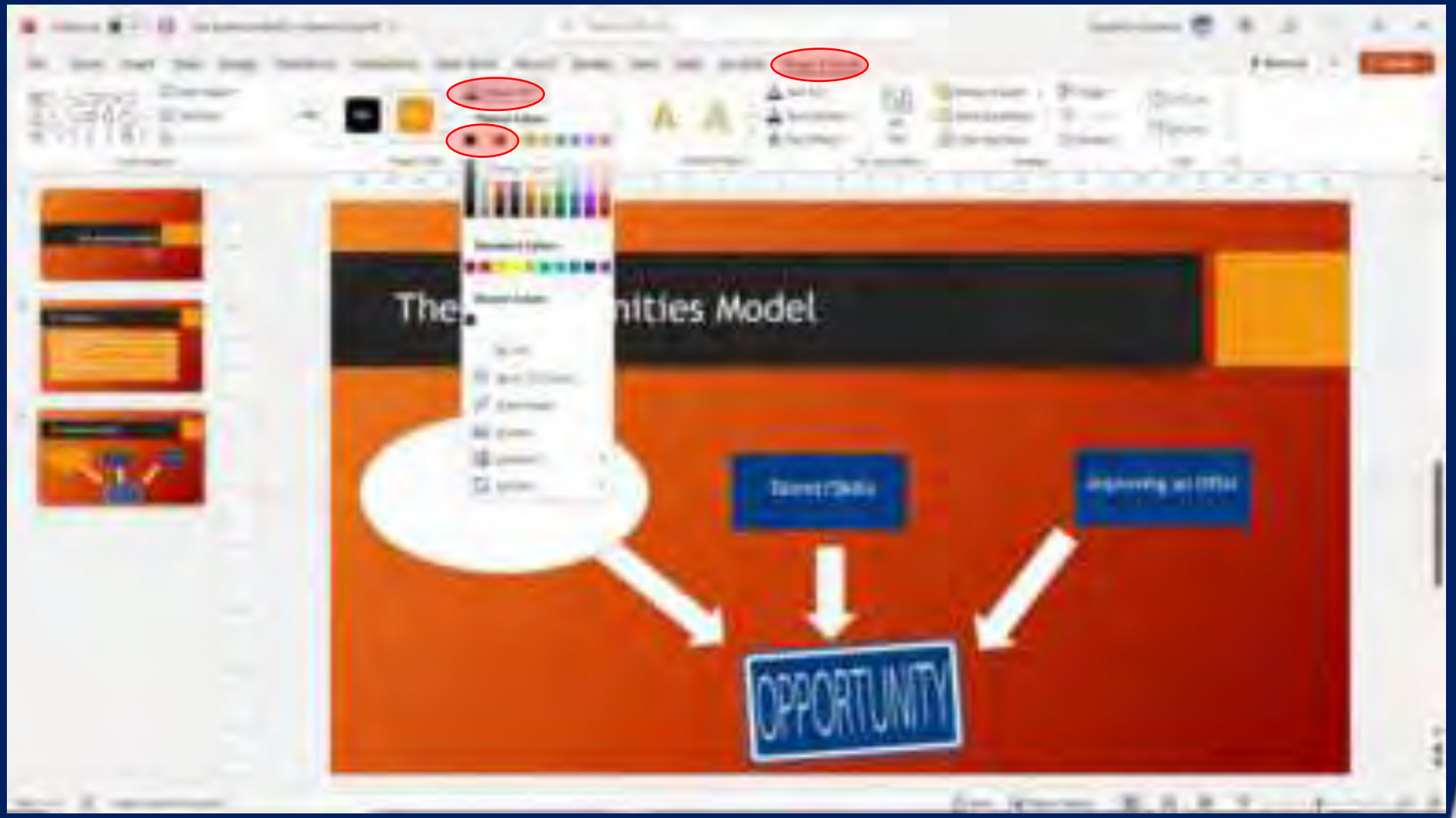

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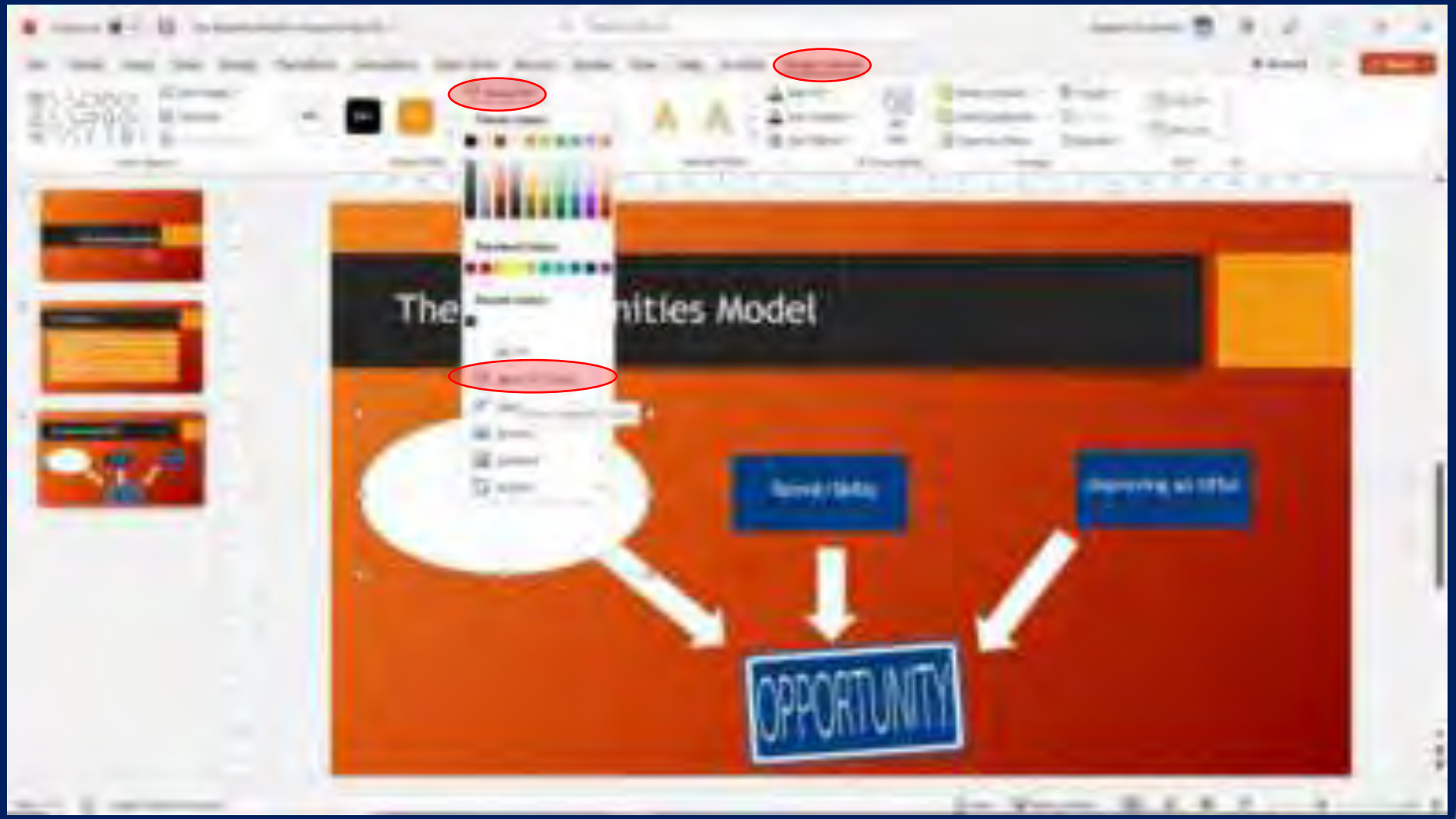

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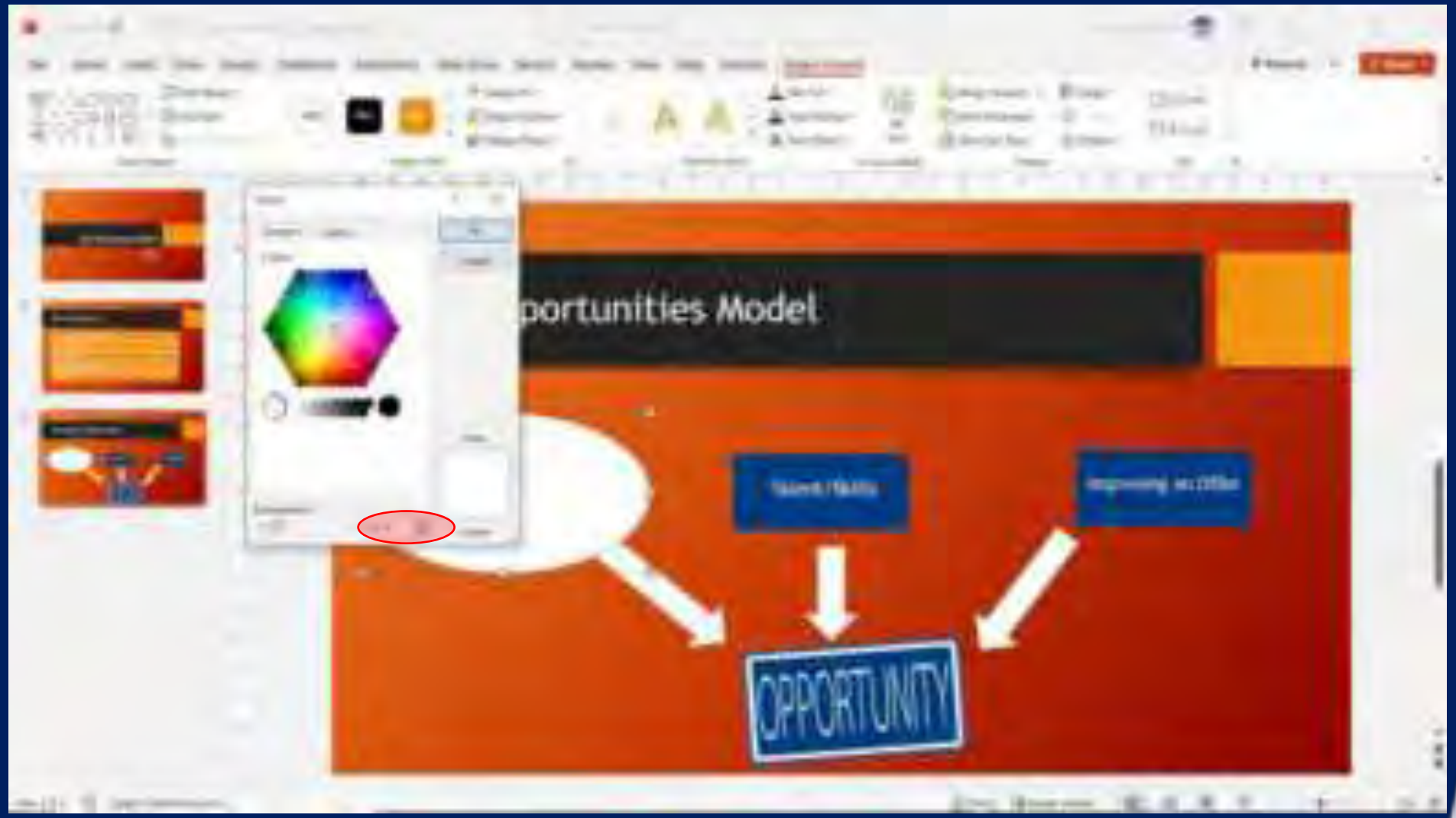

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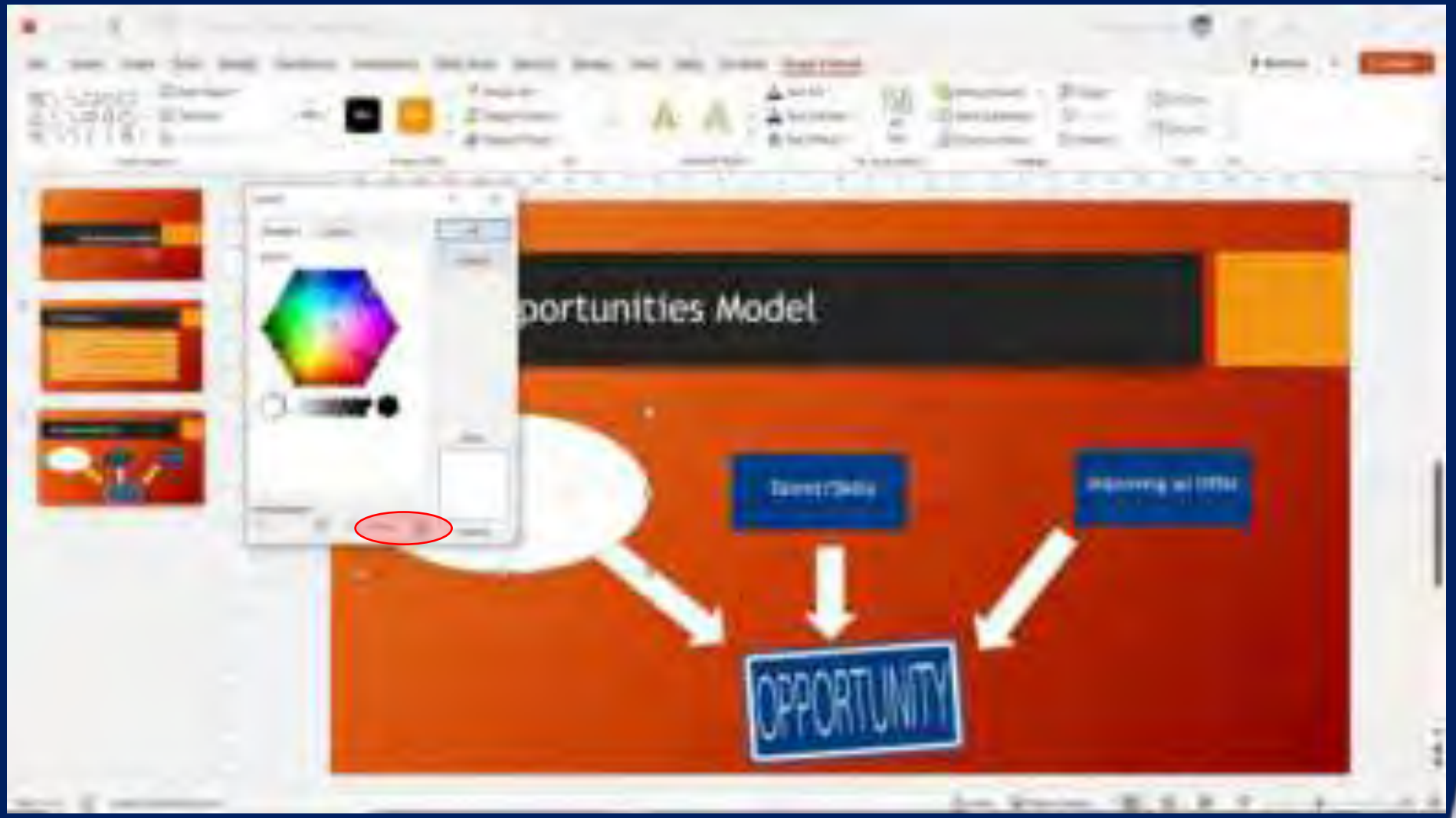

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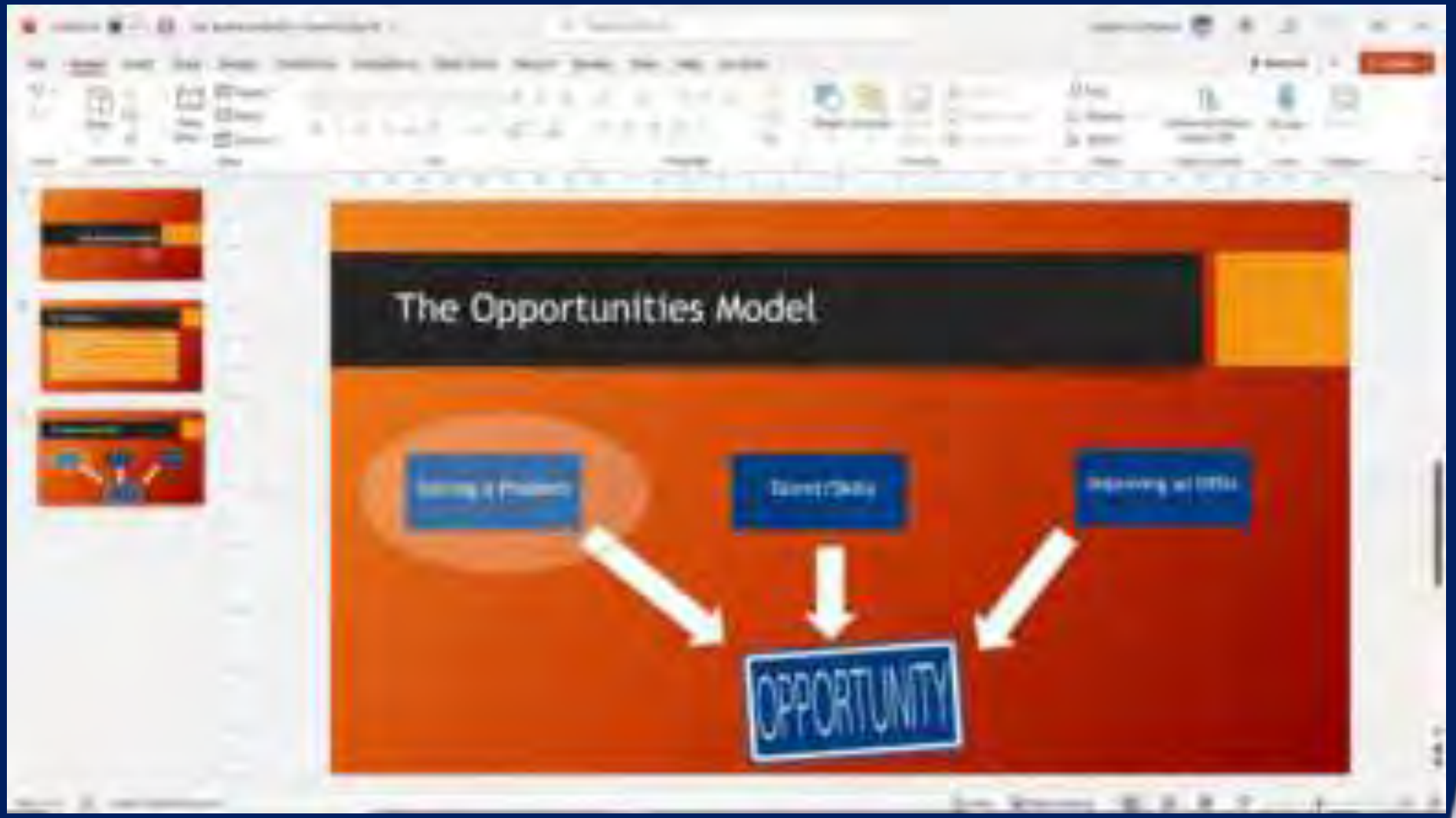
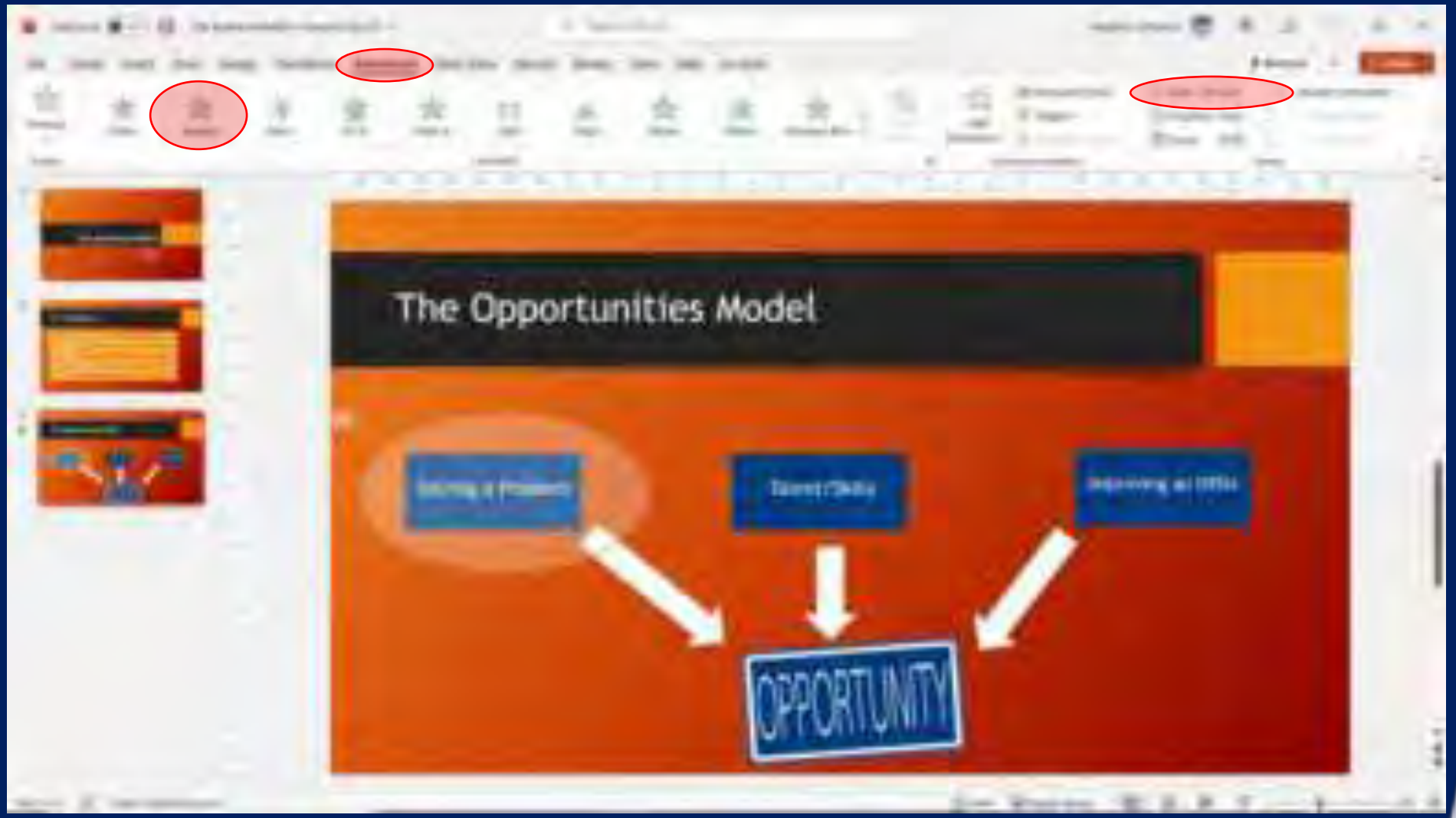


Inserting Semi Transparent Shapes

Inserting Animation



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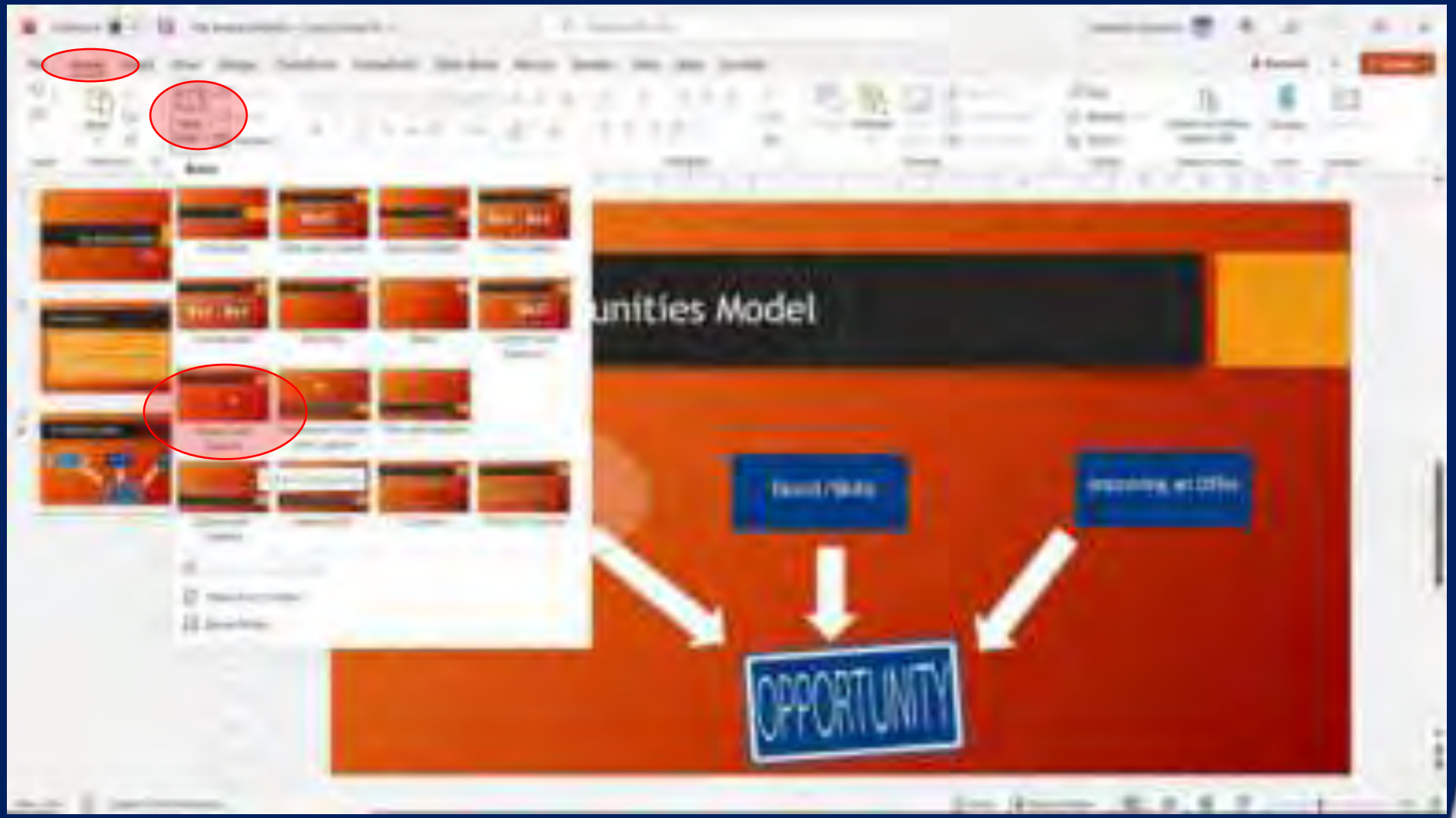
PowerPoint Inserting Animation

PowerPoint Inserting Another Slide



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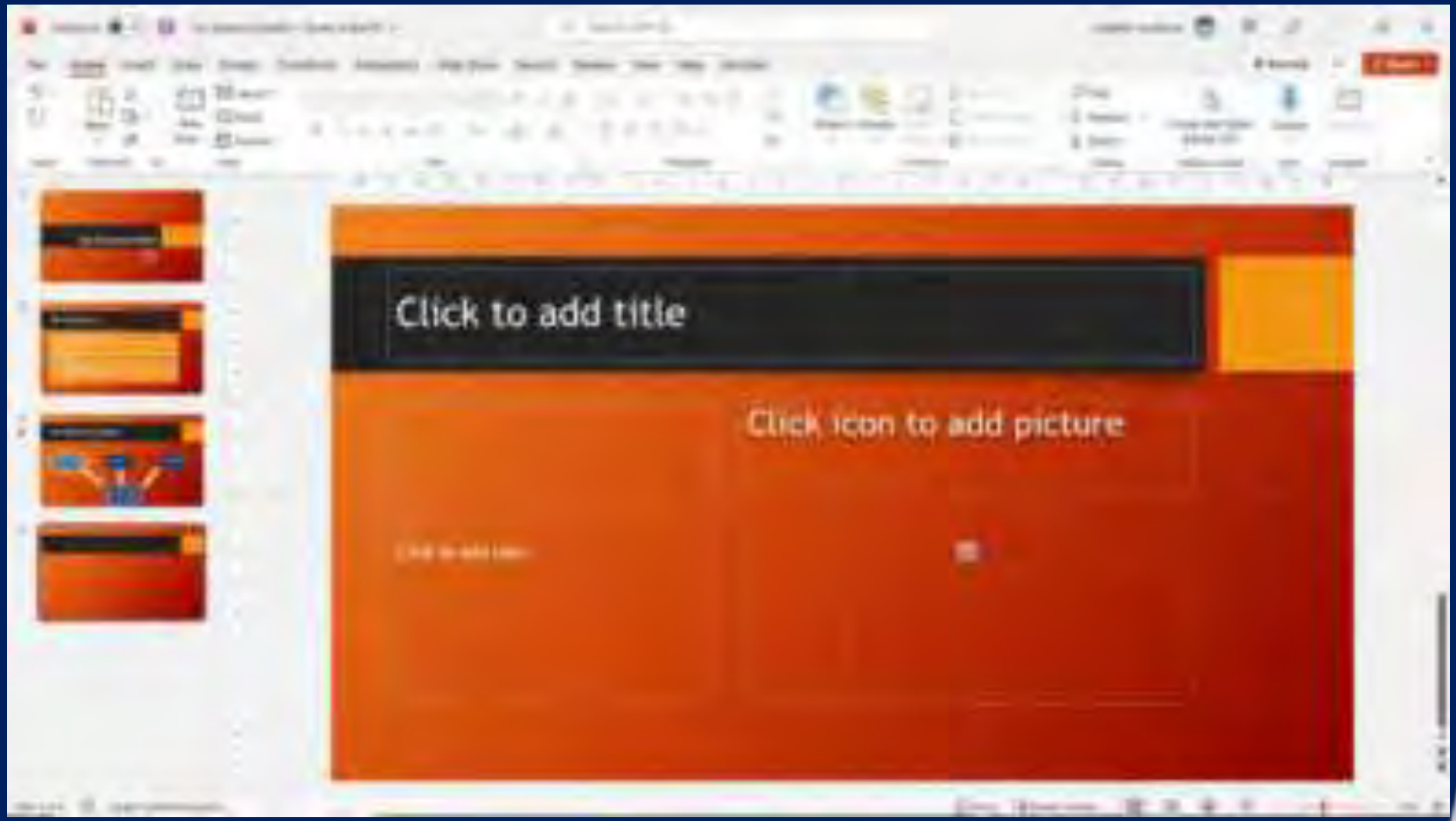

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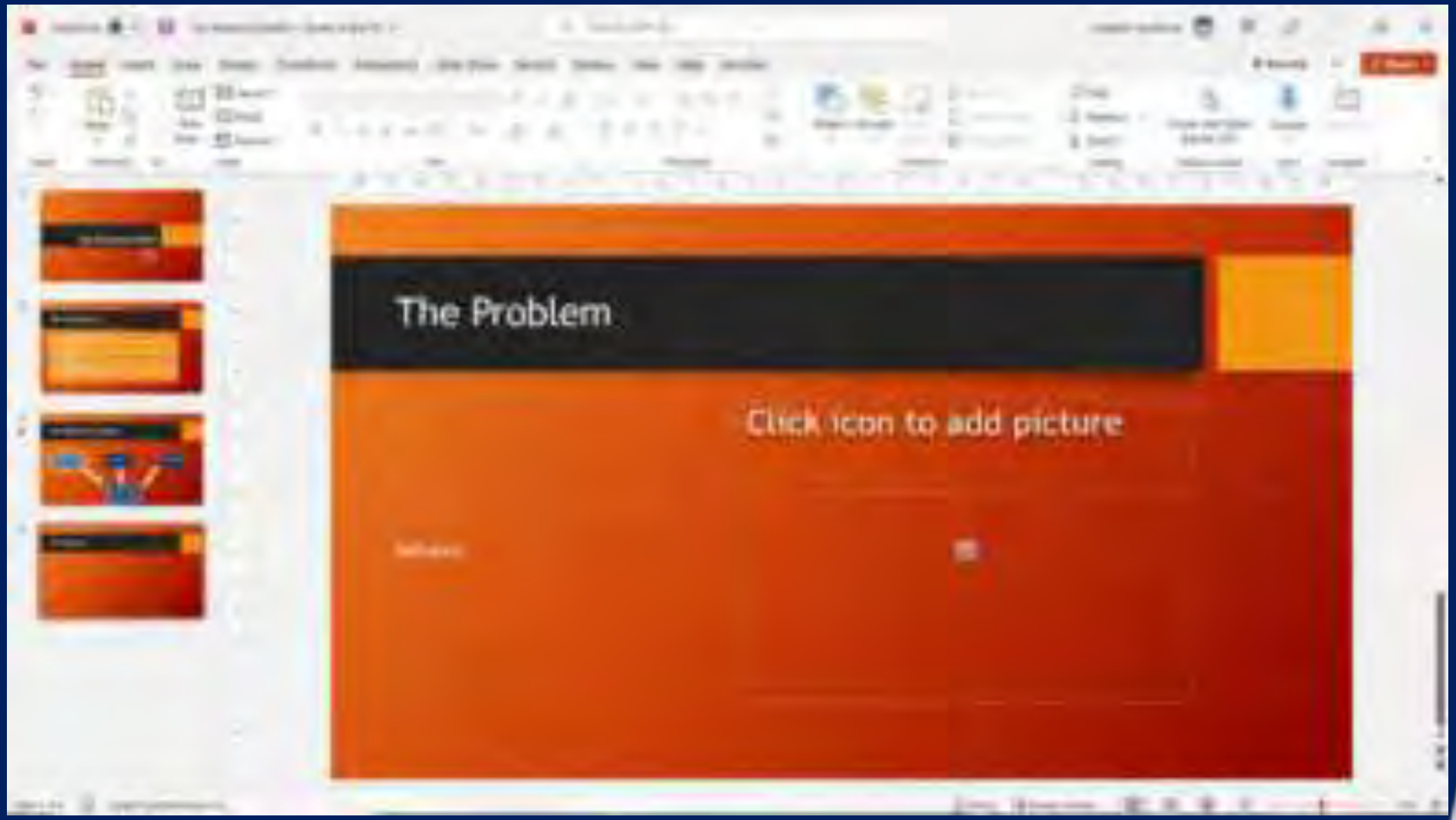

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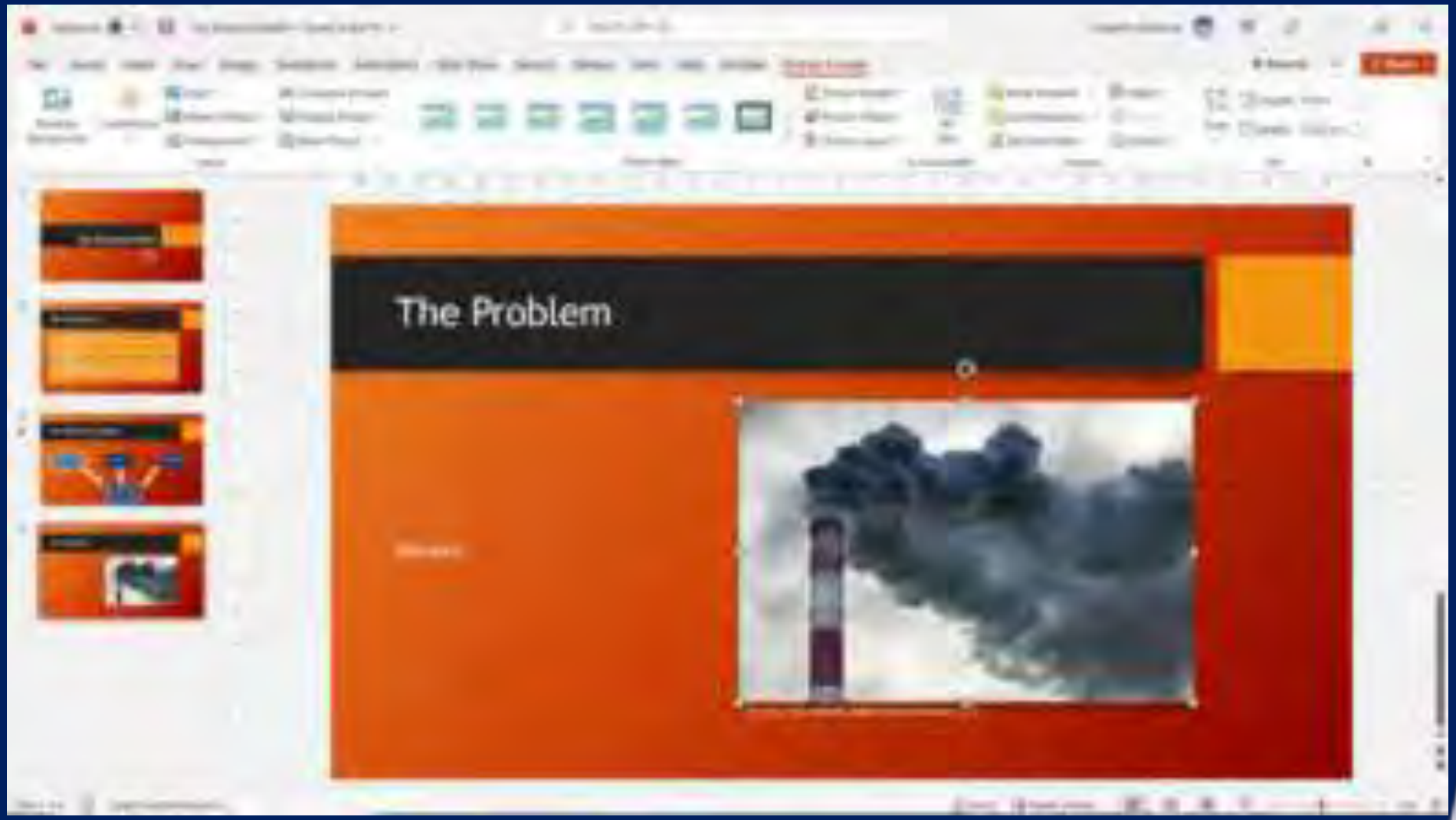

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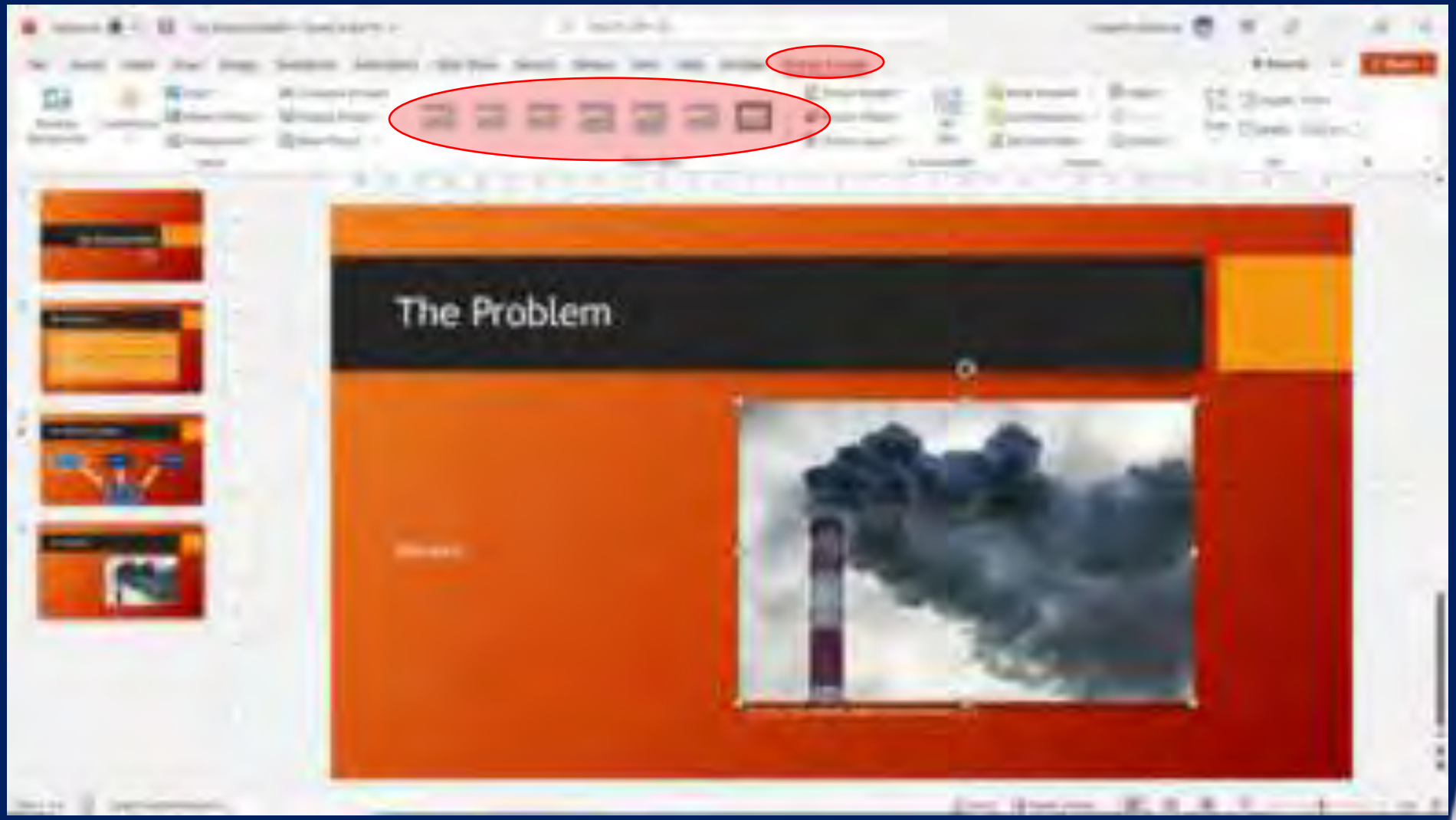

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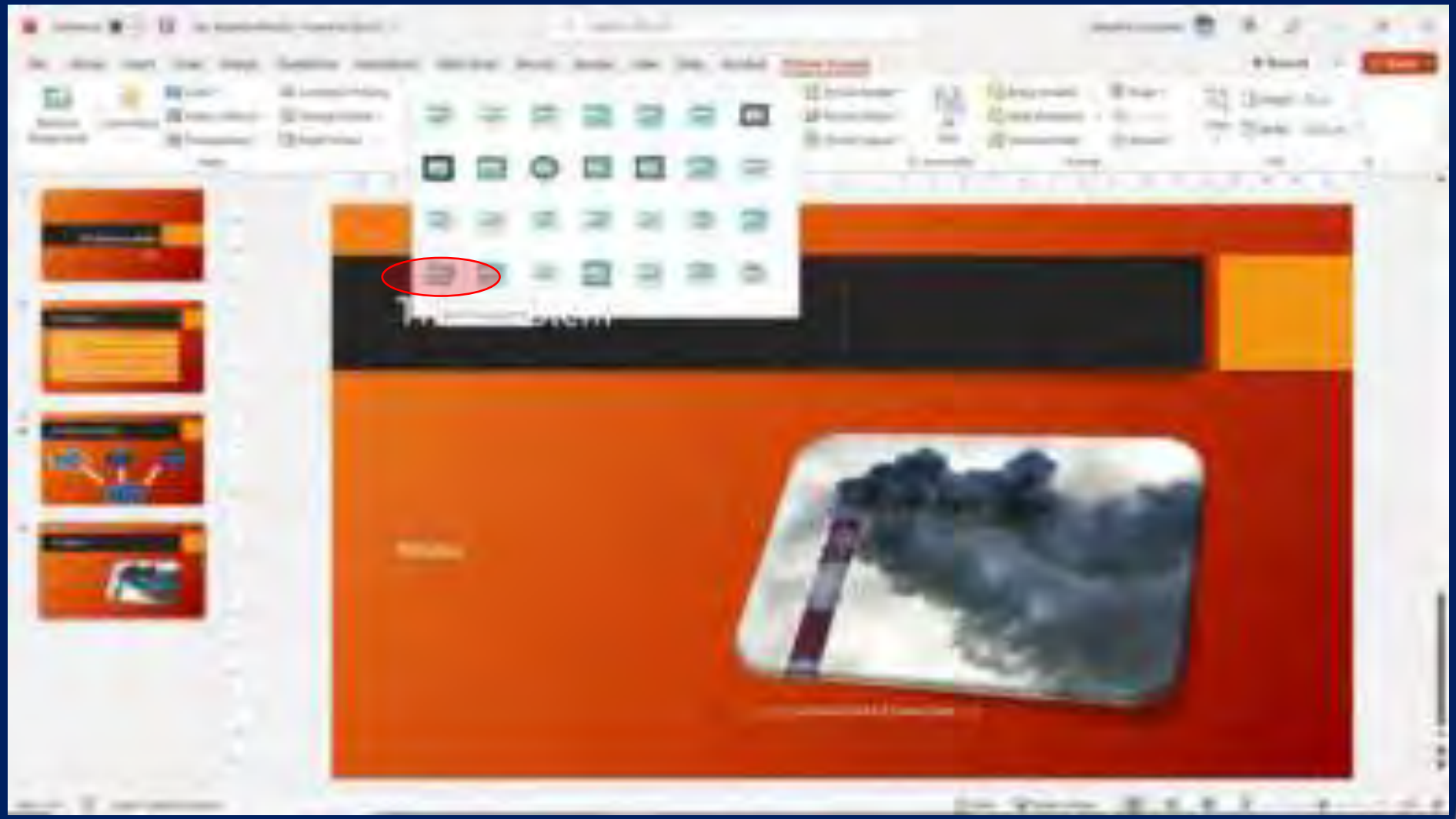

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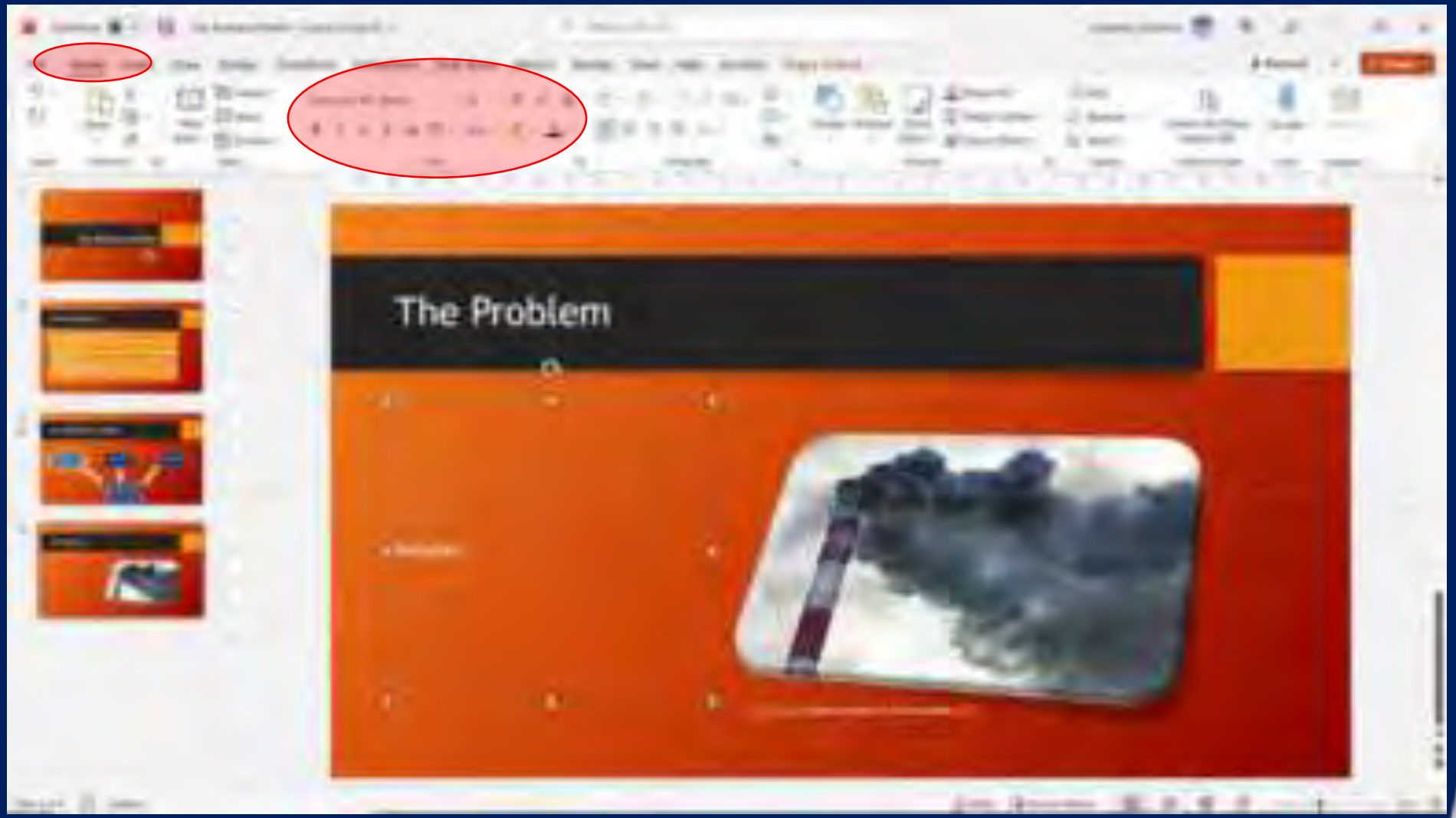

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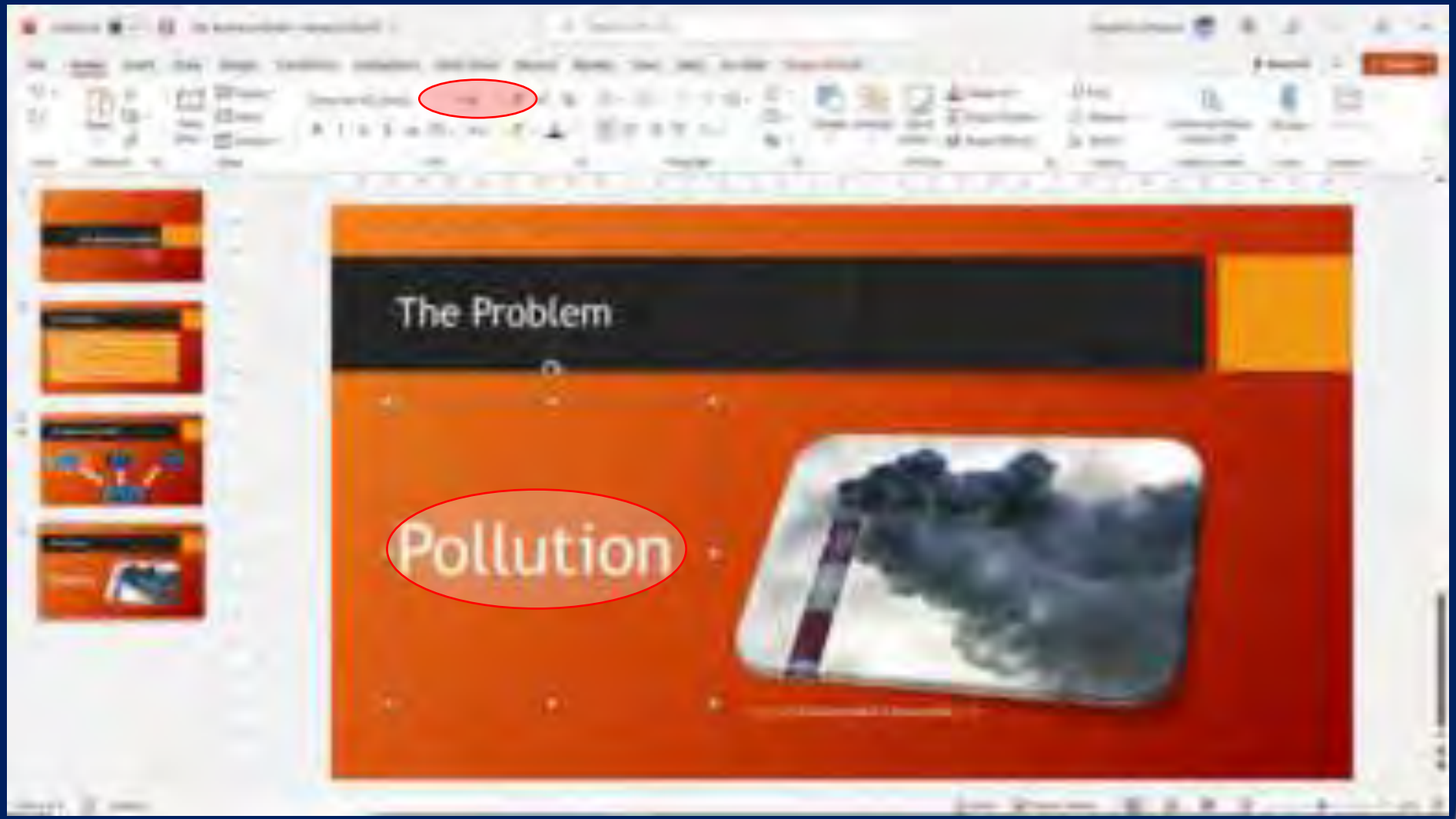

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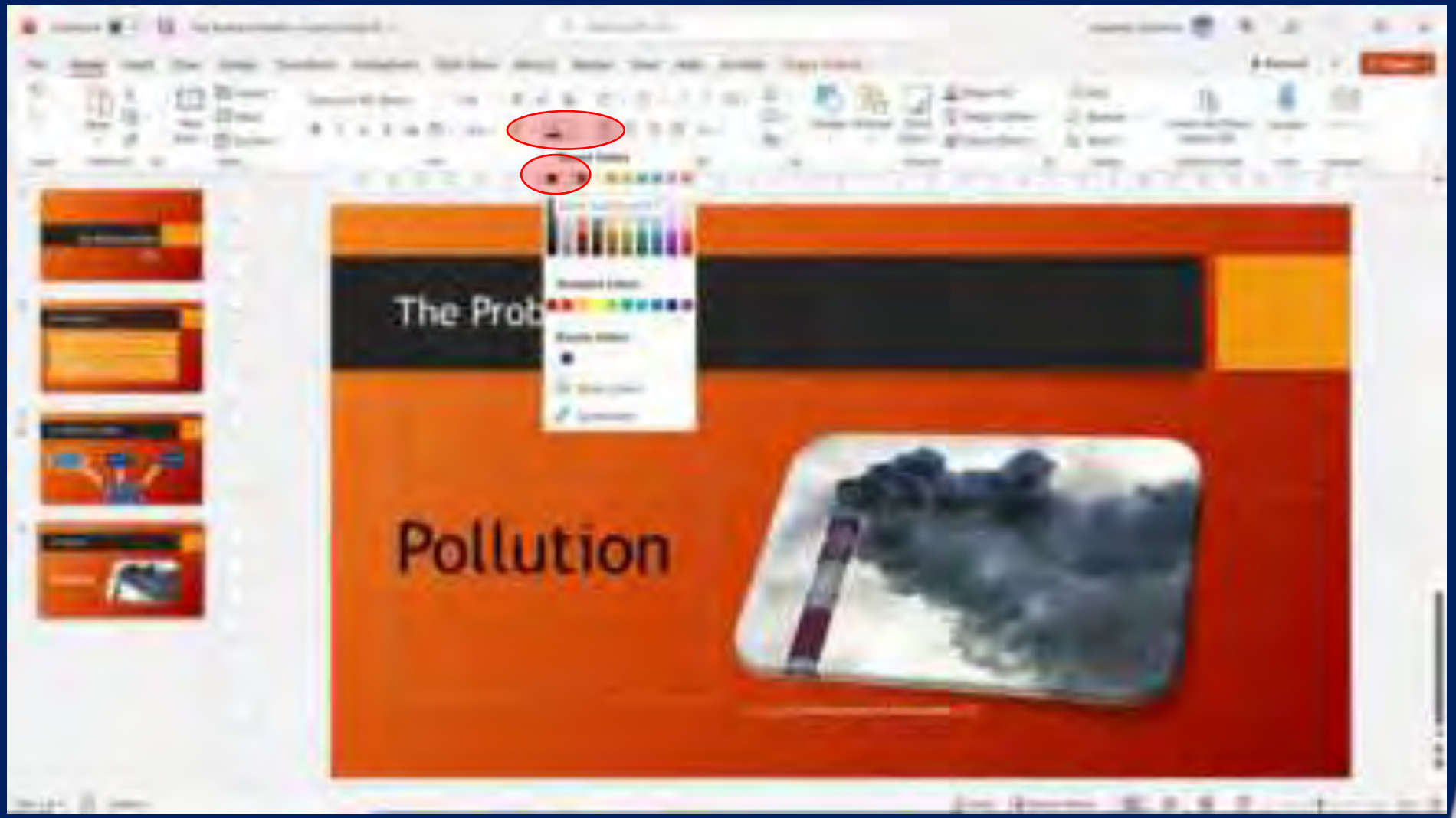

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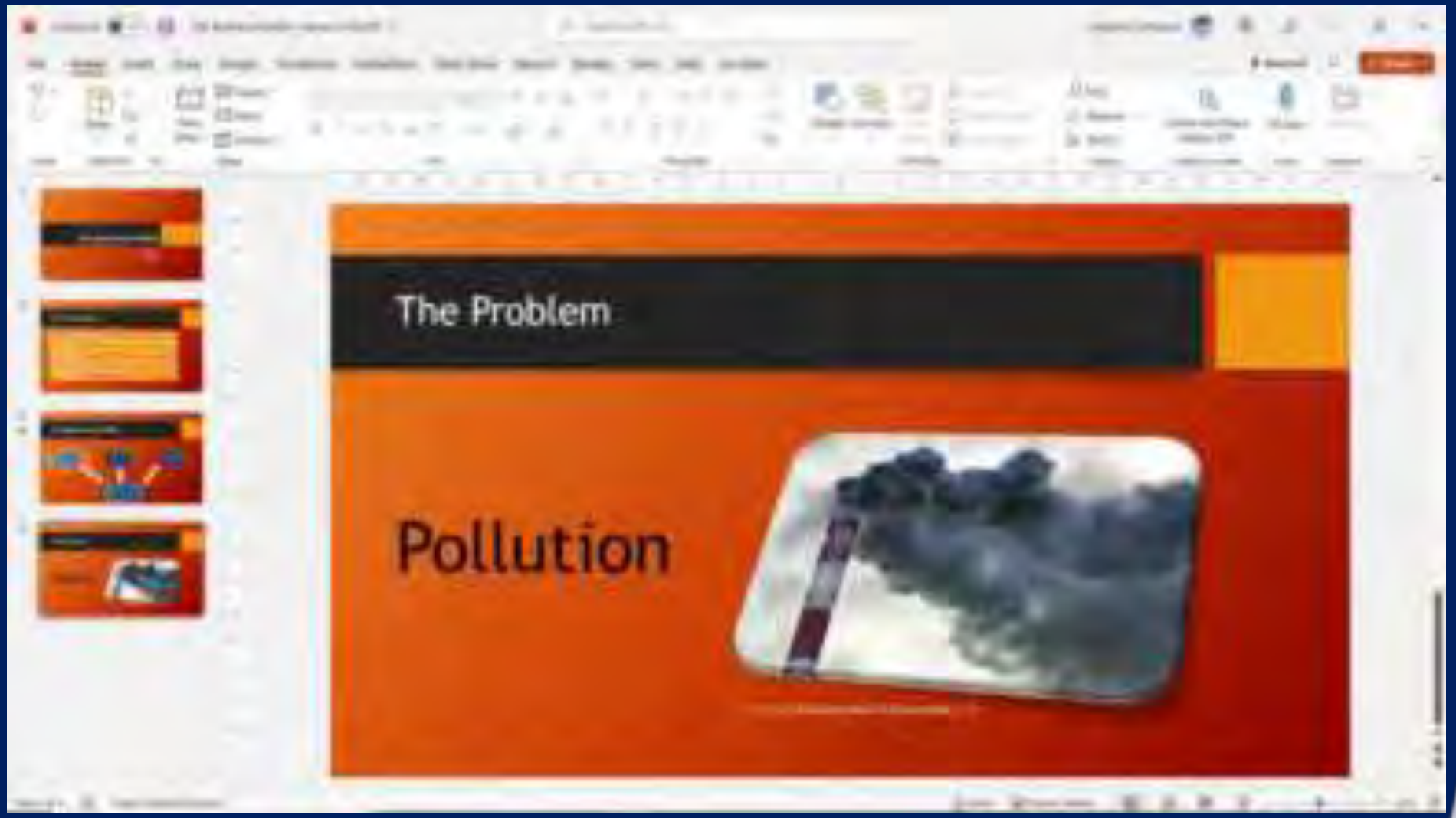

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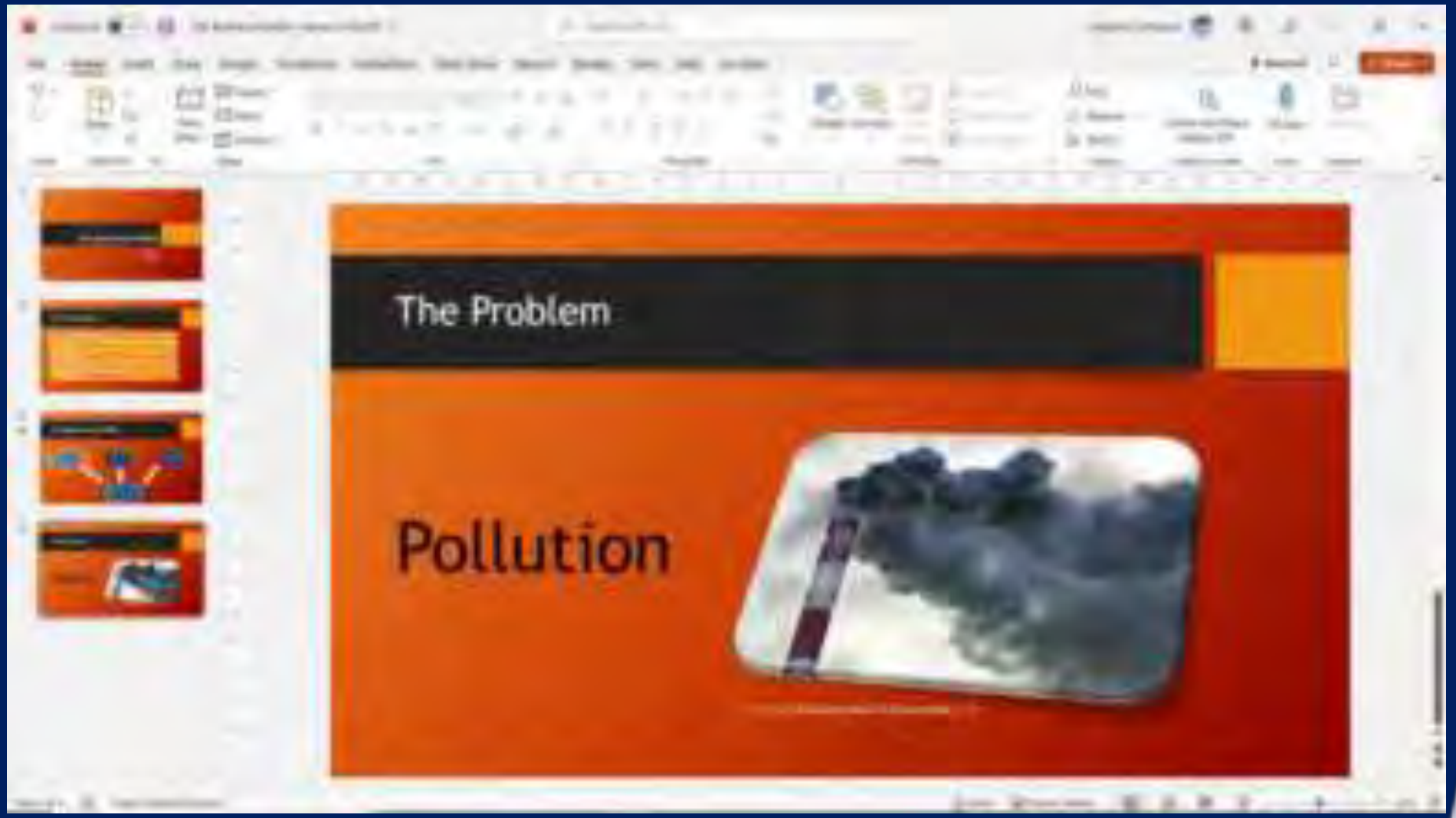
PowerPoint Inserting Another Slide

PowerPoint Slideshow



PowerPoint Slideshow

PowerPoint Slideshow

PowerPoint Slideshow

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PowerPoint Slideshow

PowerPoint Slideshow

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15:00

21 ACADEMY

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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

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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
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  - 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

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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

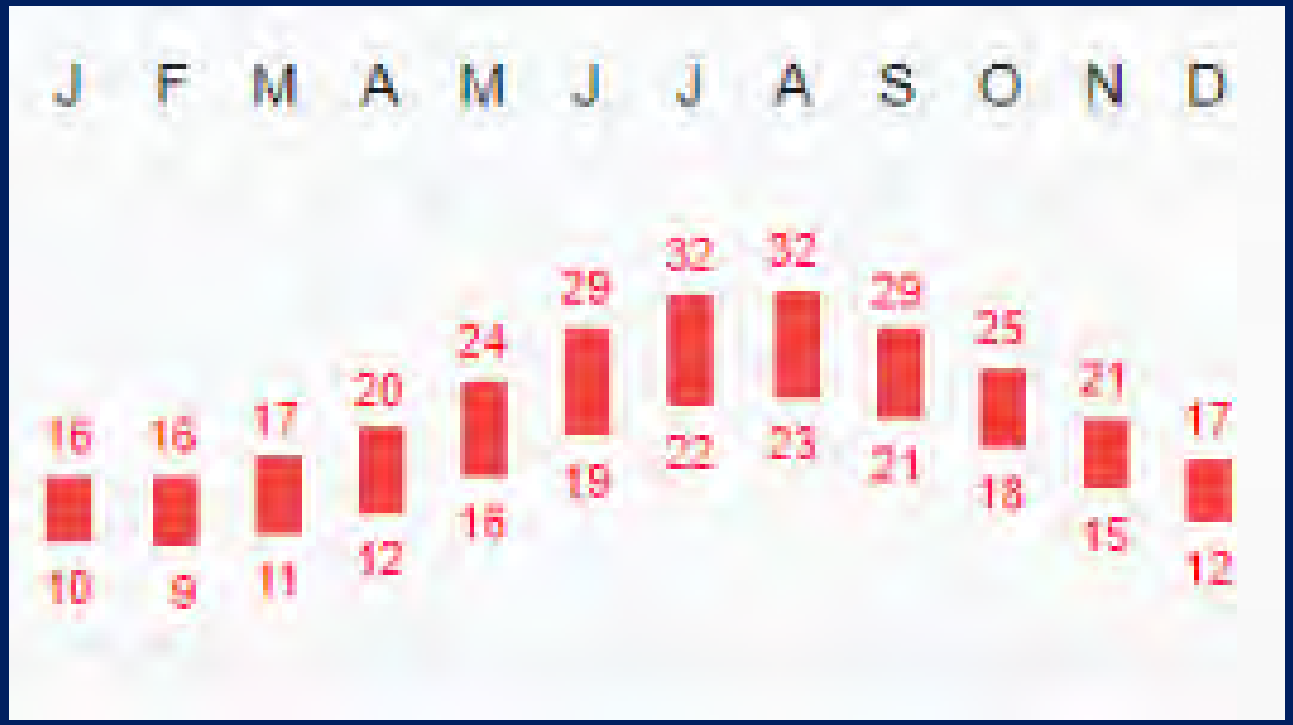
- Limit Transition[illegible]nations
  - Using lots of ani[illegible]n.
  - It can also be **problem[illegible]**ew presentation on different devices.
  - Use them only for a[illegible] stages of a process.
  - Use only subtl[illegible]as[illegible]etc.
  - Do not use more [illegible]erent types o[illegible]s in one slide.

In-Class Group Presentation

- Visual Aids
  - Pictures
  - Graphs
  - Object
  - Map
  - Video Clip

In-Class Group Presentation

- Visual Aids



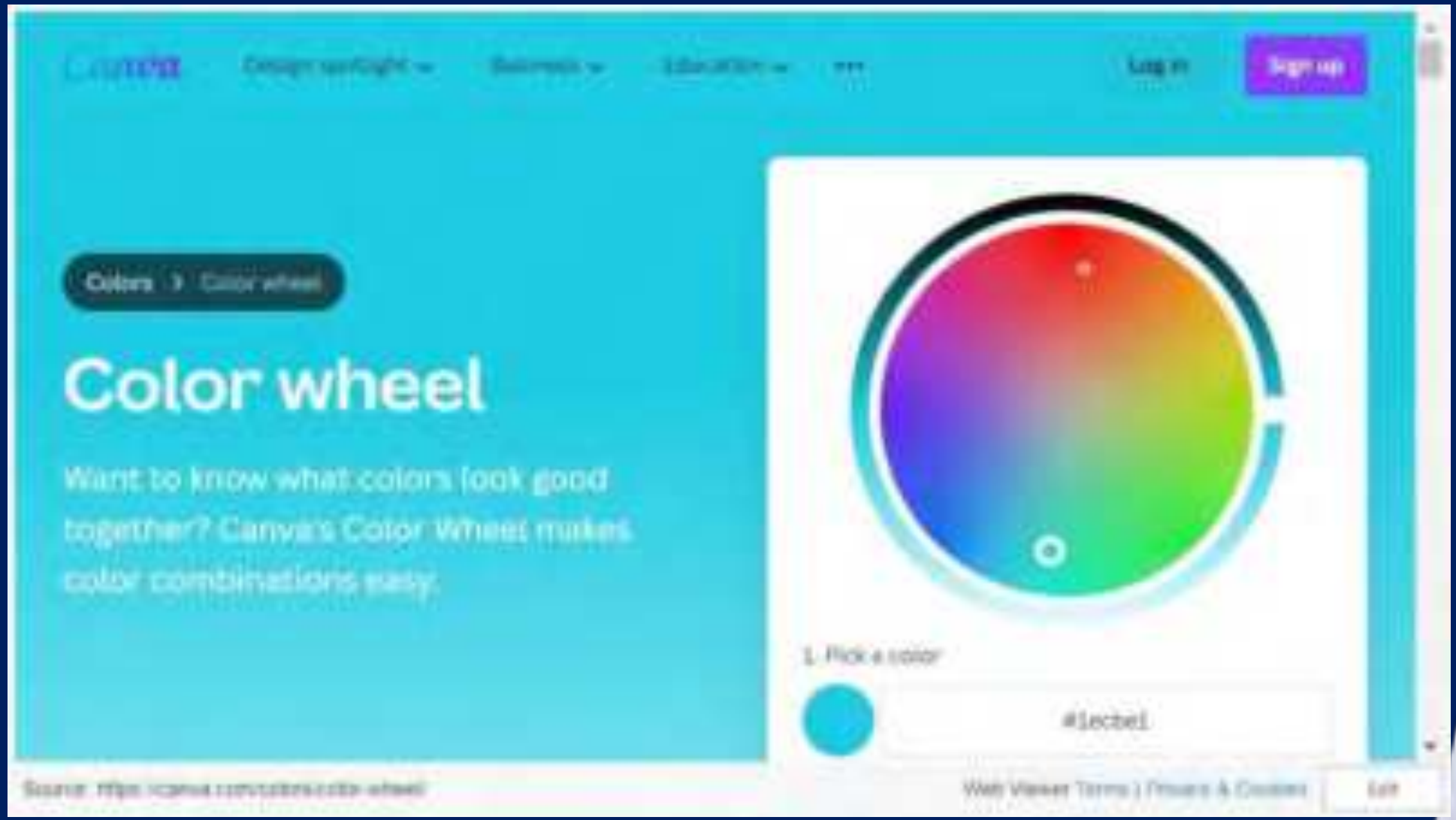
In-Class Group Presentation

- 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

Presentation

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

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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: 15 November 2024