

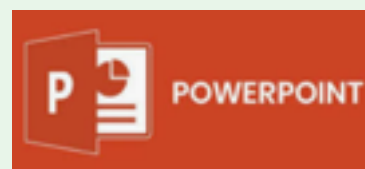
## Unit: 3.9

# Presenting with Microsoft PowerPoint

### Key Learning

- To understand the uses of PowerPoint.
- To create a page in a presentation.
- To add media to a presentation.
- To add animations to a presentation.
- To add timings to a presentation.
- To use the skills learnt to design and create an engaging presentation.

### Key Resources



### Key Images



Open a new document



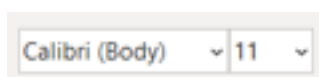
Open an existing document



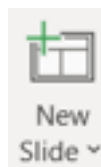
Save your work



Undo key



Font Category



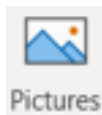
Insert a new slide



Insert a text box



Home tab where many editing tools are found



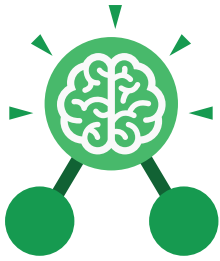
Insert a picture



Design tab where you can find ready-made design templates



Insert tab where you can add an object such as a picture or



## Unit: 3.9

# Presenting with Microsoft PowerPoint

### Key Vocabulary

#### Animation

The process of adding movement to still objects.

#### Border Properties

The style of the border around text or an object including the colour, thickness and dashes.

#### Font formatting

Changing the appearance of text on the screen.

#### Layer

Describes which objects appear in the front (foreground) of a slide and which appear behind other objects.

#### Media

Information in the form of words, sounds, numbers, images, or graphics in electronic, print or broadcast form.

#### Presentation

A visual way of displaying information to an audience that is clear and engaging. It can contain text, images, animation and videos.

#### Slide

A single page within a presentation.

#### Slideshow

A collection of pages arranged in sequence that contains text and images to present to an audience.

#### Text box

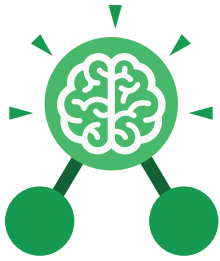
An object that can be inserted into a piece of work in a program that allows the user to input text.

#### Transition

How a slide moves from one to the next.

#### WordArt

A way of changing the appearance of text often using decorative shapes.



## Unit: 3.9

# Presenting with Microsoft PowerPoint

### Key Questions

#### What is a presentation program used for?

A presentation program is used to present information to an audience in an engaging way, such as including text, pictures and videos. PowerPoint is an example of a presentation program.

#### How do you add a transition to a presentation?

Click on 'Transitions' at the top of the screen and select the transition you wish to use. You can preview the transition by pressing 'preview' on the left-hand side.

#### What features can you use to make a presentation more engaging?

You can give your presentation an engaging look and feel by using different fonts, colour schemes and using an interesting layout. Adding pictures, sound, and videos would also make a presentation more interesting to an audience. Using animations and interesting transitions between slides would also be engaging.