Informatics

Creation of presentation

SILESIAN
UNIVERSITY
SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

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Informatics

Outline of the lecture

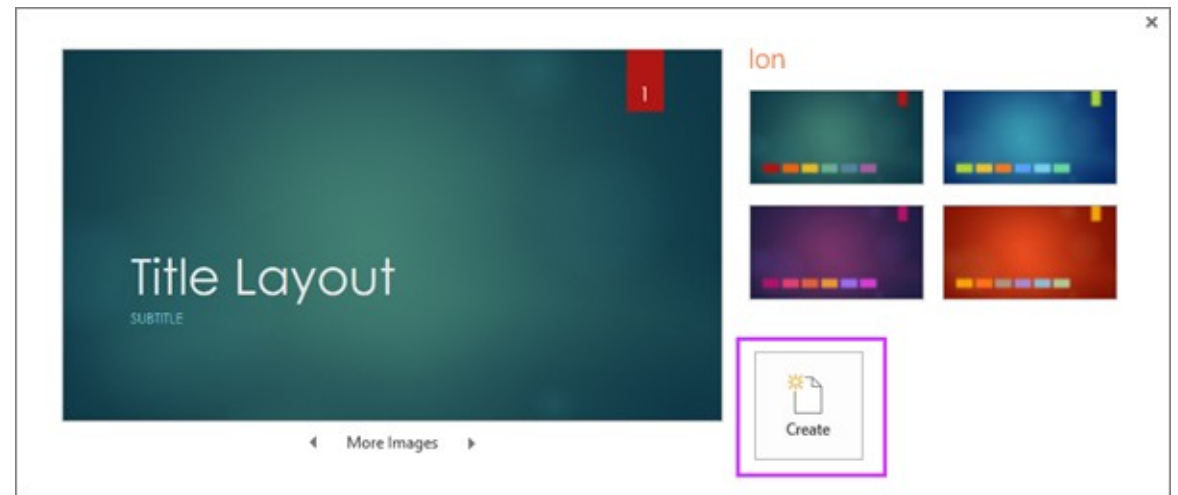- **Business presentation**
- **Main principles of presentation**
- **Slides**
- **Objects**
- **Animations**
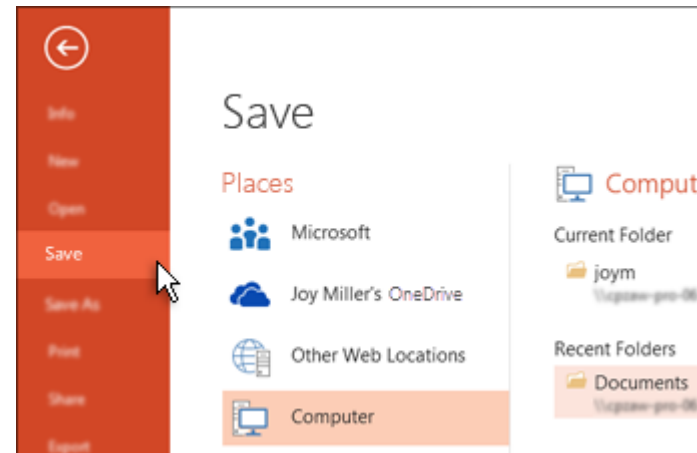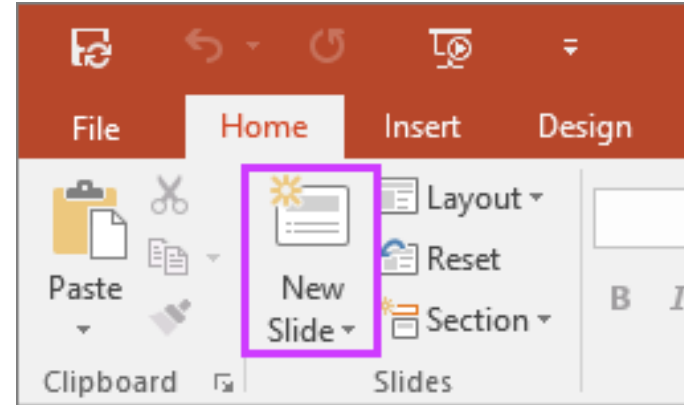- **Timing**
- **Effects**

Basic tasks

- When you open PowerPoint, you'll see some built-in themes and templates. A theme is a slide design that contains matching colors, fonts, and special effects like shadows, reflections, and more.*

- On the File tab of the Ribbon, select New, and then choose a theme.*

- PowerPoint shows you a preview of the theme, with four color variations to choose from on the right side.*

- Click Create, or pick a color variation and then click Create.*

*https://support.office.com/en-us/article/basic-tasks-for-creating-a-powerpoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36

Basic tasks

- On the Home tab, click the bottom half of New Slide, and pick a slide layout.*

- On the File tab, choose Save.*

- Pick or browse to a folder.*

- In the File name box, type a name for your presentation, and then choose Save.*

*https://support.office.com/en-us/article/basic-tasks-for-creating-a-powerpoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36
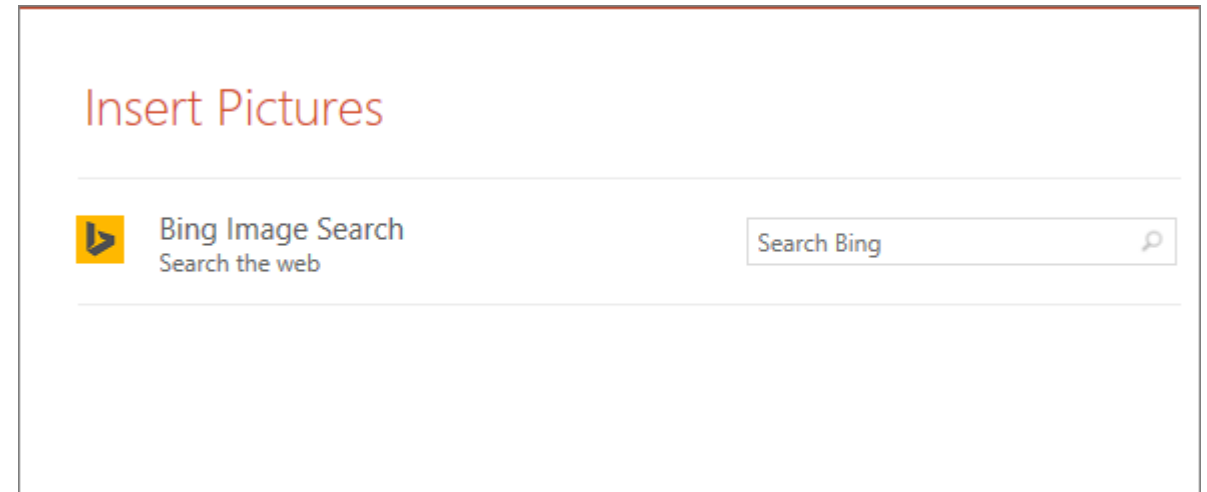
Add and format text

- Select a text placeholder, and begin typing.*

- Select the text.*

- Under Drawing Tools, choose Format.*
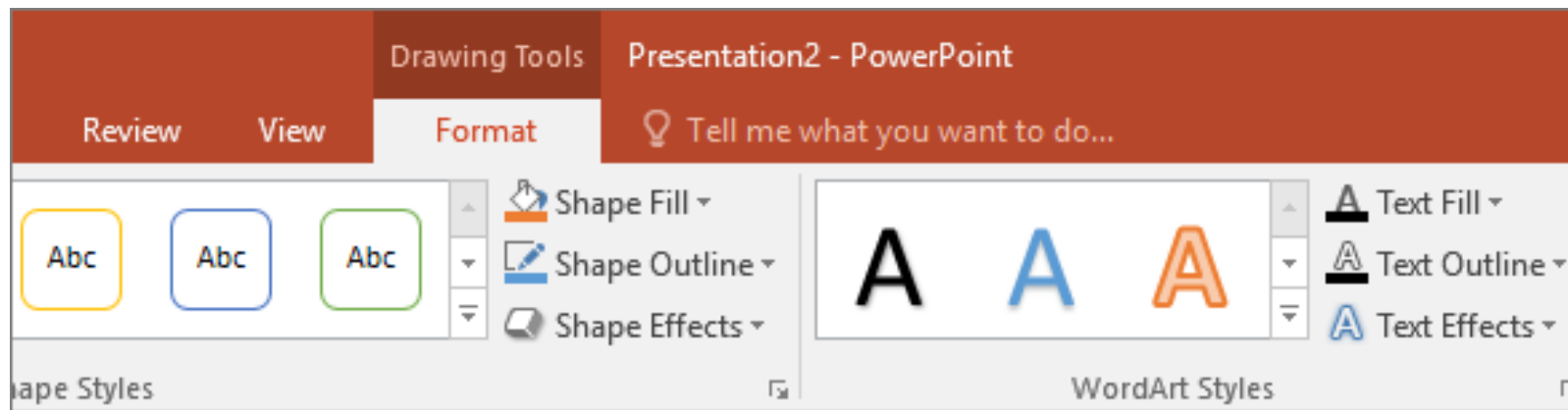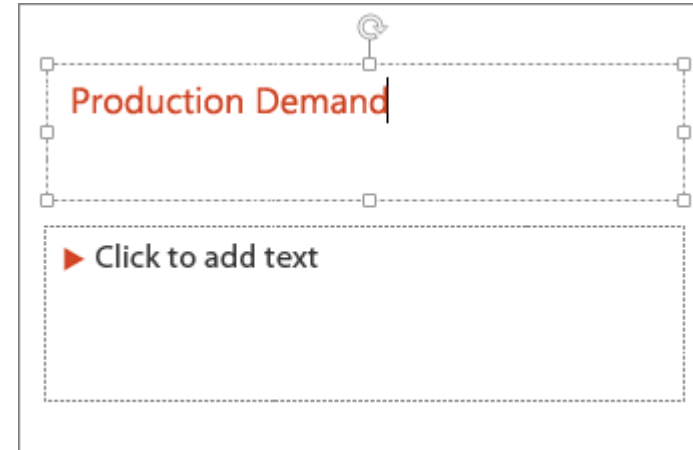
Add picture

- To insert a picture that is saved on your local drive or an internal server, choose Pictures, browse for the picture, and then choose Insert.*

- To insert a picture from the web, choose Online Pictures, and use the search box to find a picture.*

- Choose a picture, and then click Insert.*

Insert Pictures

Bing Image Search
Search the web   Search Bing

*https://support.office.com/en-us/article/basic-tasks-for-creating-a-powerpoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36

Add shapes

- On the Insert tab, select Shapes, and then select a shape from the menu that appears.*

- In the slide area, click and drag to draw the shape.*

- Select the Format or Shape Format tab on the ribbon.*

- Open the Shape Styles gallery to quickly add a color and style (including shading) to the selected shape.*
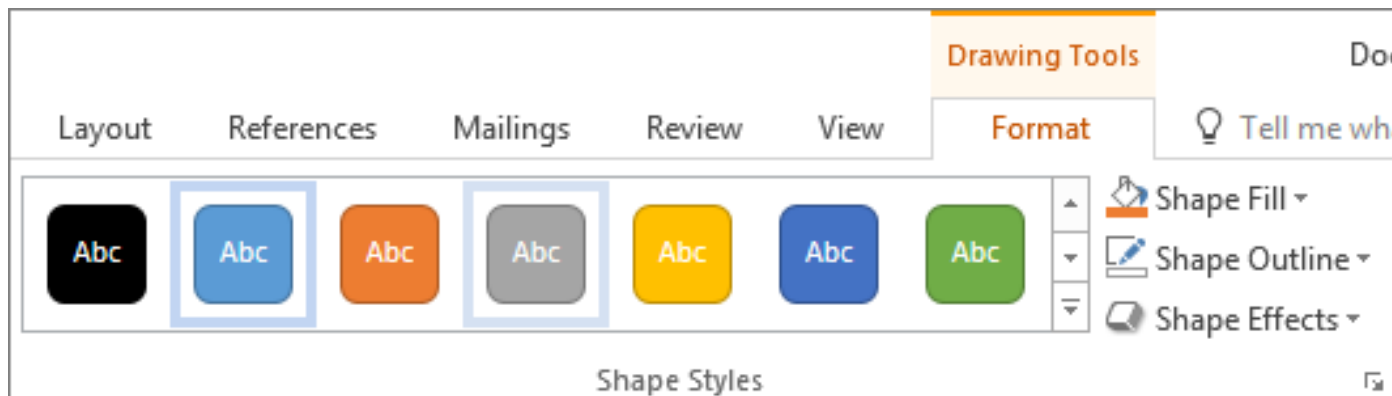
Add speaker notes

- To open the notes pane, at the bottom of the window, click Notes notes button in PowerPoint.*

- Click inside the Notes pane below the slide, and begin typing your notes.*
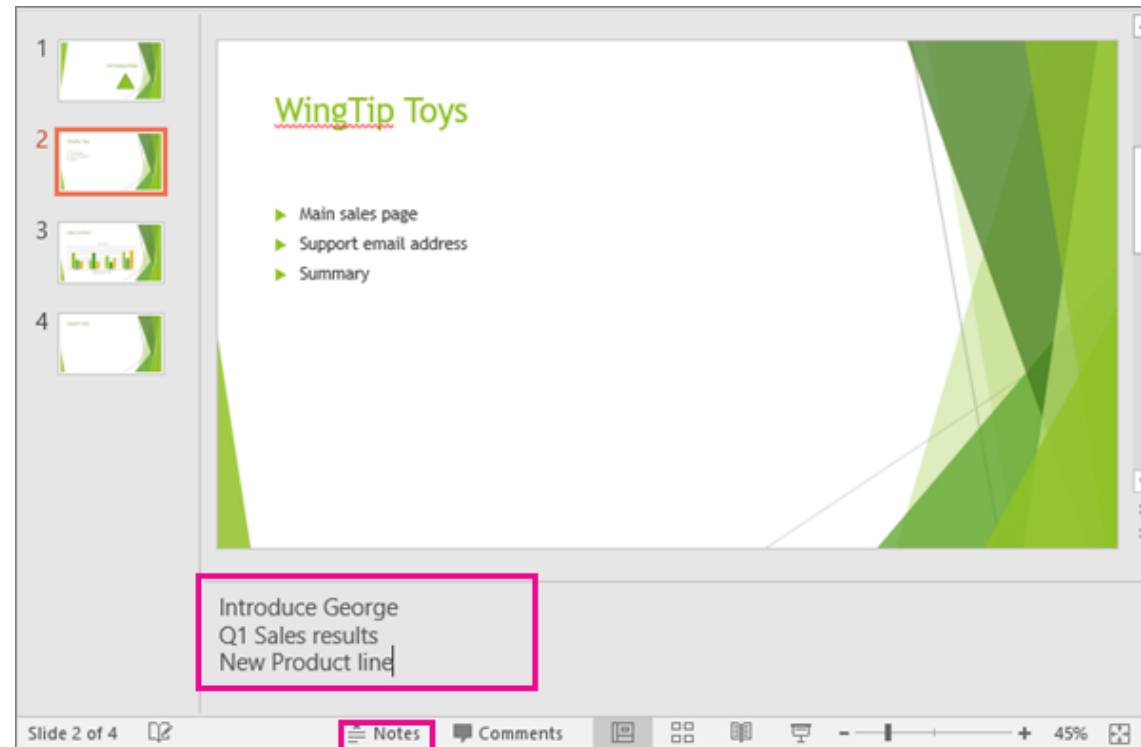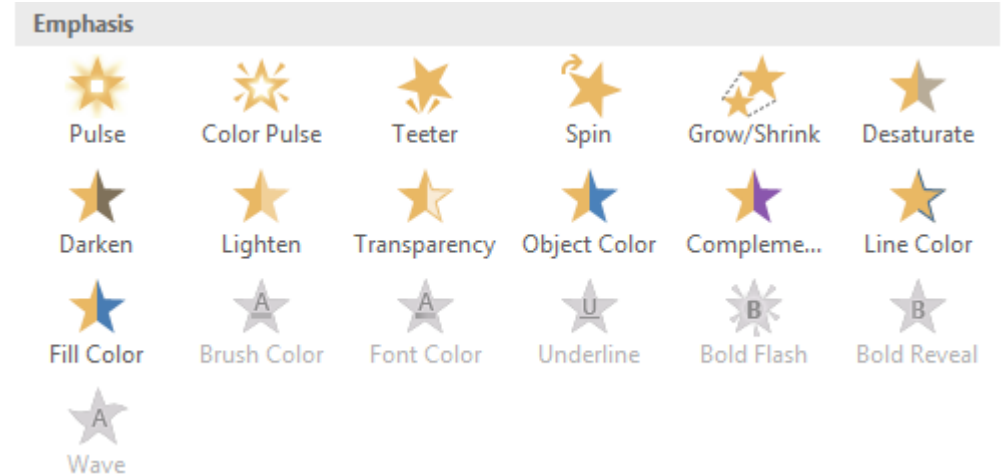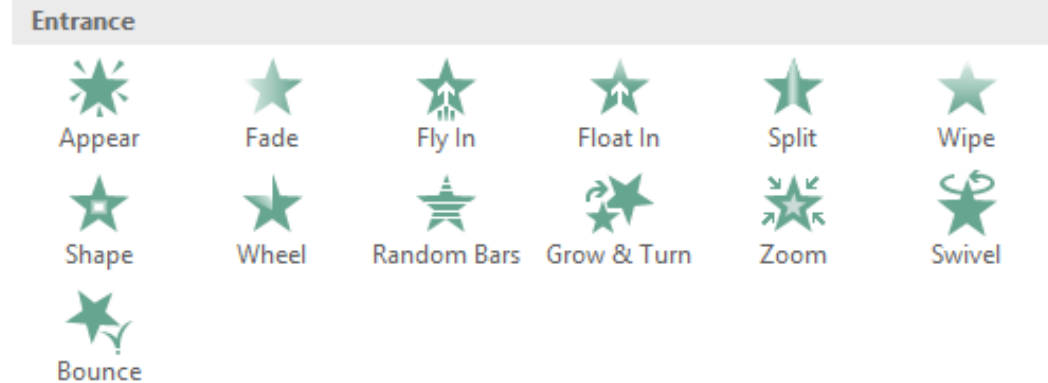
Animating Text and Objects

- In PowerPoint, you can animate text and objects such as clip art, shapes, and pictures.

- Animation - or movement - on the slide can be used to draw the audience's attention to specific content or to make the slide easier to read.*

- There are several animation effects you can choose from, and they are organized into four types.*
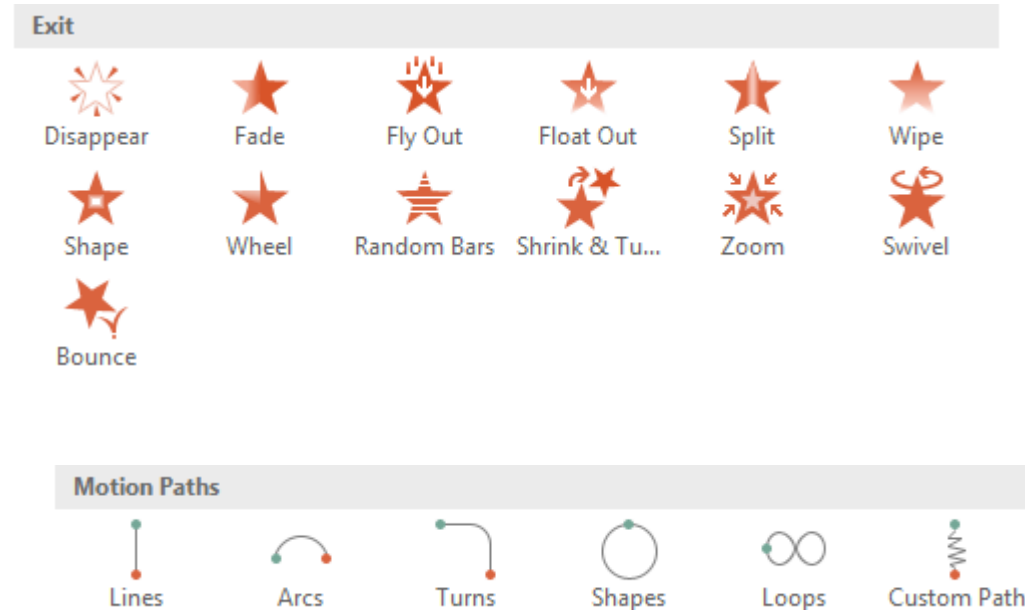
Animating Text and Objects

- Entrance: These control how the object enters the slide. For example, with the Bounce animation the object will "fall" onto the slide and then bounce several times.*

- Emphasis: These animations occur while the object is on the slide, often triggered by a mouse click. For example, you can set an object to spin when you click the mouse.*

Entrance

Appear	Fade	Fly In	Float In	Split	Wipe
Shape	Wheel	Random Bars	Grow & Turn	Zoom	Swivel
Bounce					

Emphasis

|					
Pulse	Color Pulse	Teeter	Spin	Grow/Shrink	Desaturate
Darken	Lighten	Transparency	Object Color	Compleme...	Line Color
Fill Color	Brush Color	Font Color	Underline	Bold Flash	Bold Reveal
Wave					

Animating Text and Objects

- Exit: These control how the object exits the slide. For example, with the Fade animation the object will simply fade away.*

- Motion Paths: These are similar to Emphasis effects, except the object moves within the slide along a predetermined path, like a circle.*
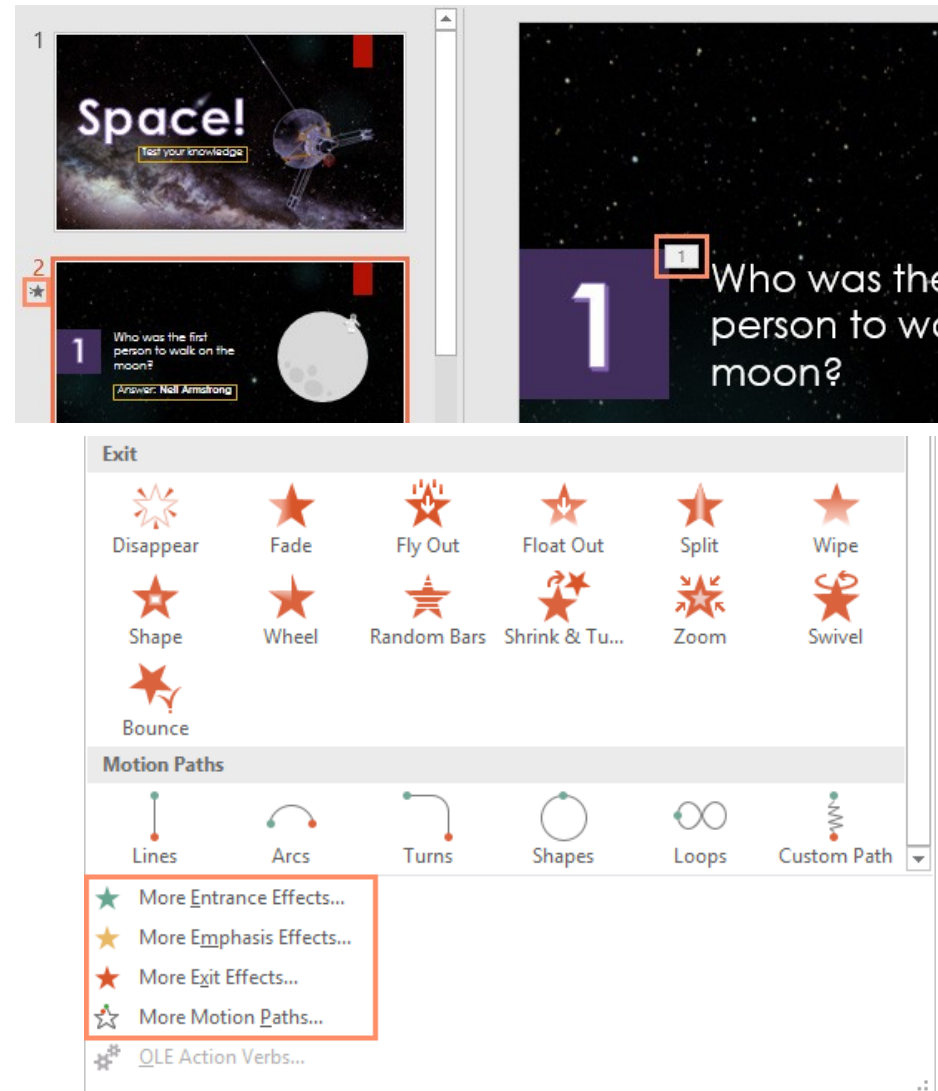
Animating Text and Objects

- Select the object you want to animate.*

- On the Animations tab, click the More drop-down arrow in the Animation group.*

- A drop-down menu of animation effects will appear. Select the desired effect.*

*https://edu.gcfglobal.org/en/powerpoint2016/animating-text-and-objects/1/
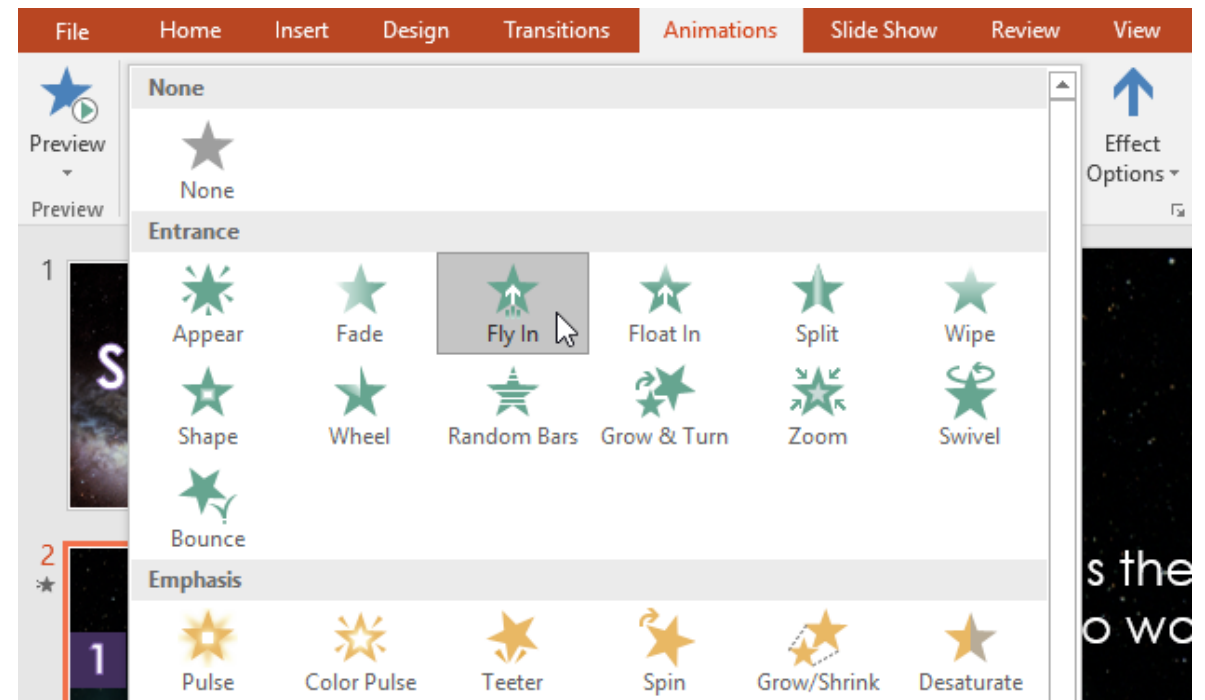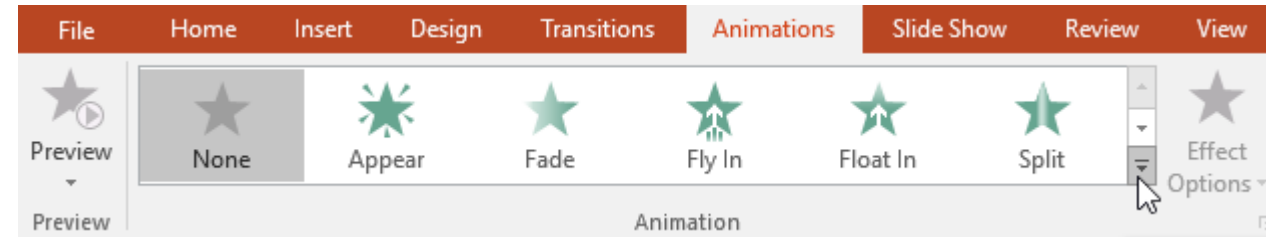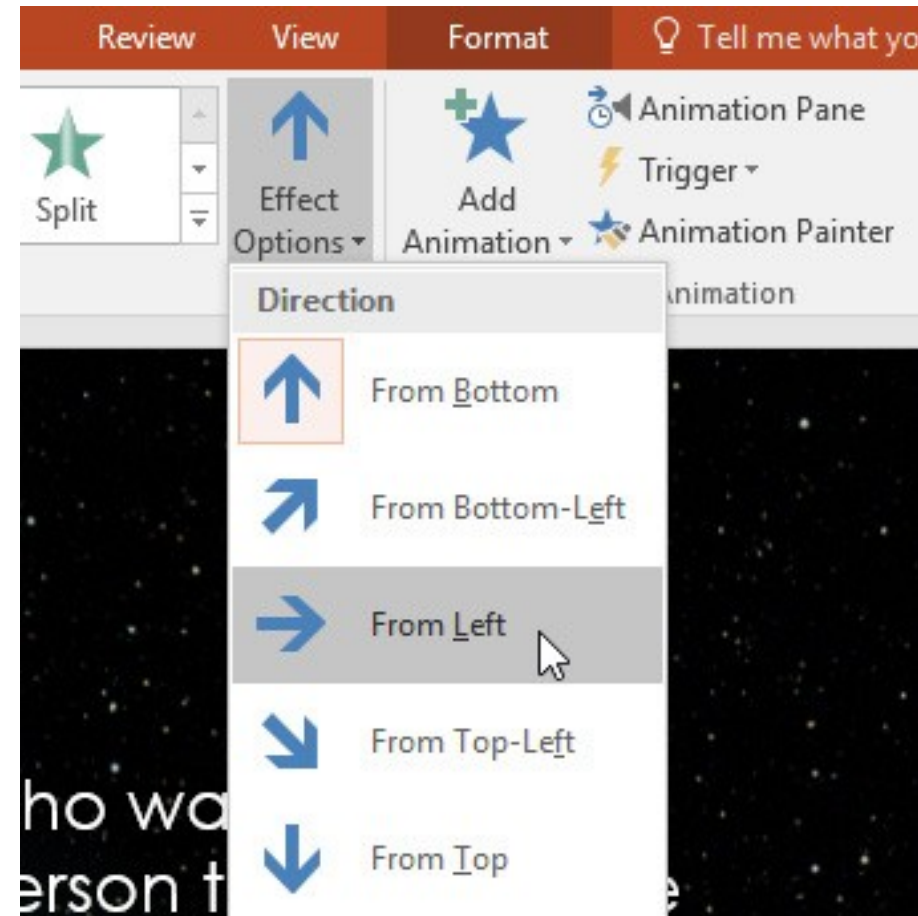
Animating Text and Objects

- The effect will apply to the object.*

- The object will have a small number next to it to show that it has an animation.*

- In the Slide pane, a star symbol also will appear next to the slide.*

- At the bottom of the menu, you can access even more effects.*

Animating Text and Objects

- Some effects will have options you can change.*

- For example, with the Fly In effect you can control which direction the object comes from.*

- These options can be accessed from the Effect Options command in the Animation group.*
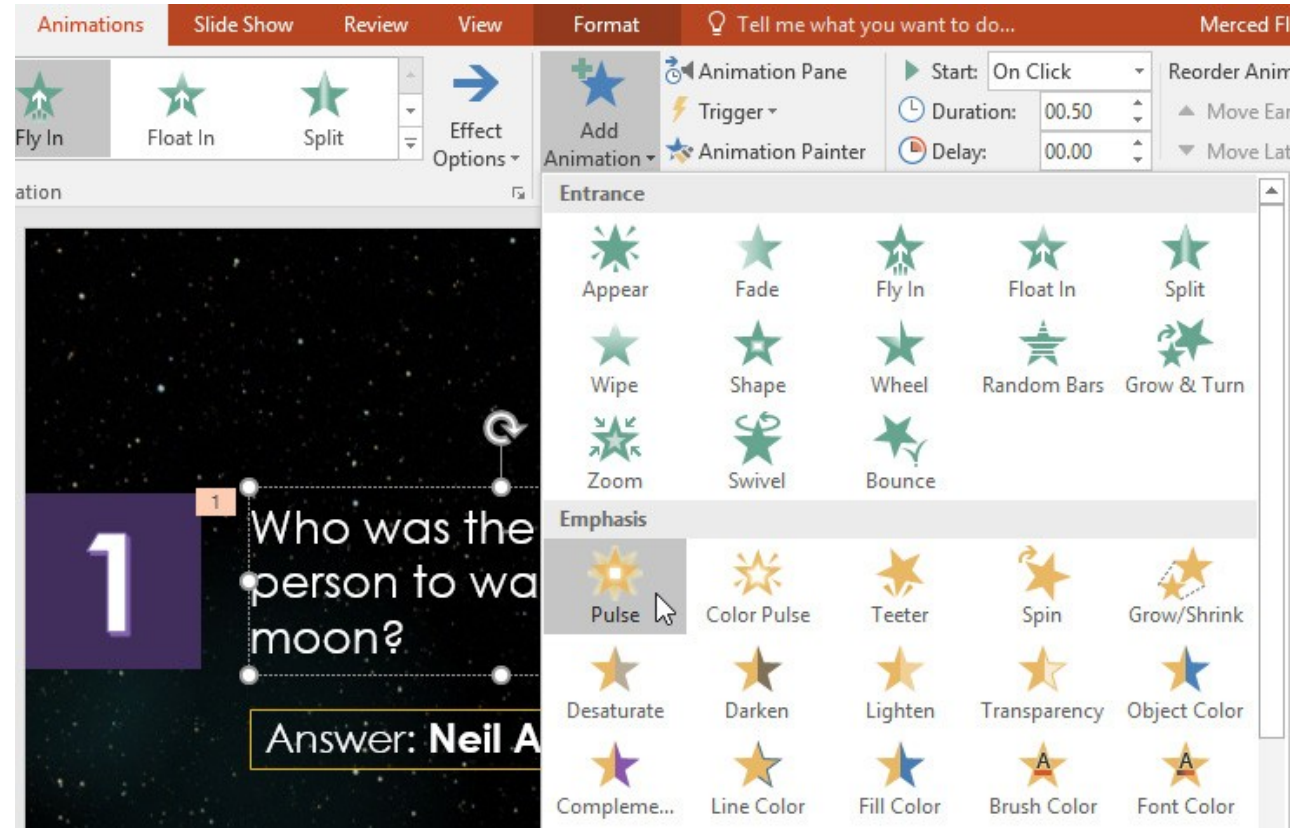
Animating Text and Objects

- If you select a new animation from the menu in the Animation group, it will replace the object's current animation.

- However, you'll sometimes want to place more than one animation on an object, like an Entrance and an Exit effect.

- To do this, you'll need to use the Add Animation command, which will allow you to keep your current animations while adding new ones.*
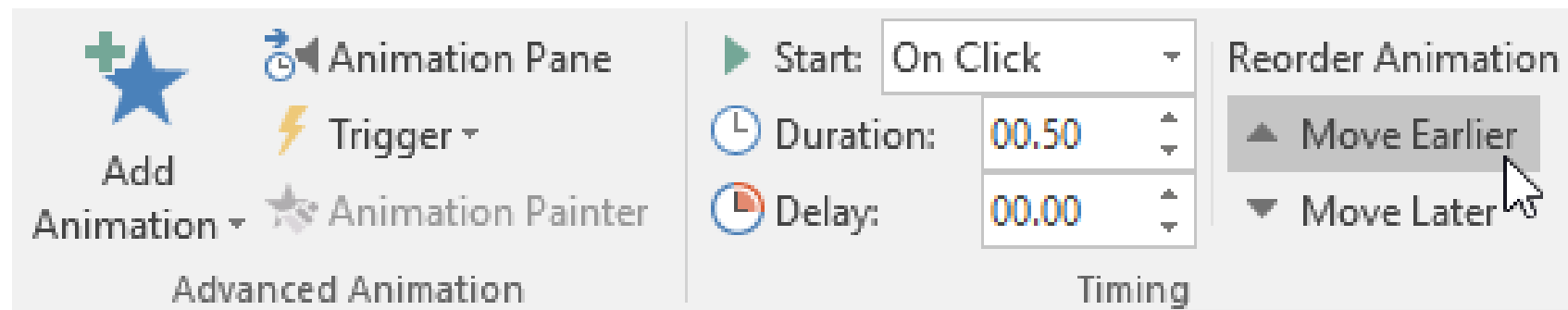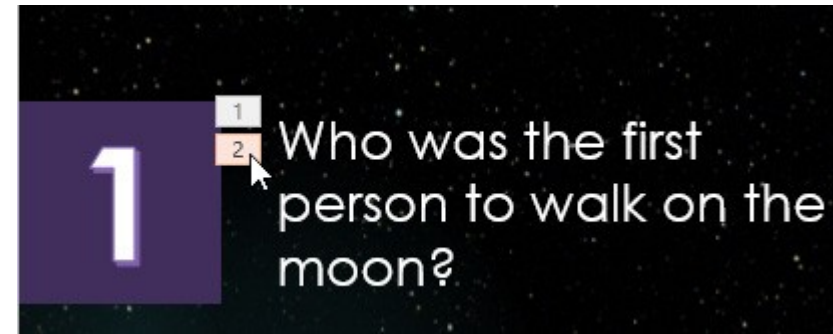
Animating Text and Objects

- Select an object.*

- Click the Animations tab.*

- In the Advanced Animation group, click the Add Animation command to view the available animations.*

- Select the desired animation effect.*

Animating Text and Objects

- To reorder the animations Select the number of the effect you want to change.*

- From the Animations tab, click the Move Earlier or Move Later commands to change the ordering.*

Animating Text and Objects

- The Animation Pane allows you to view and manage all of the effects that are on the current slide.*

- You can modify and reorder effects directly from the Animation Pane, which is especially useful when you have several effects.*

- From the Animations tab, click the Animation Pane command.*
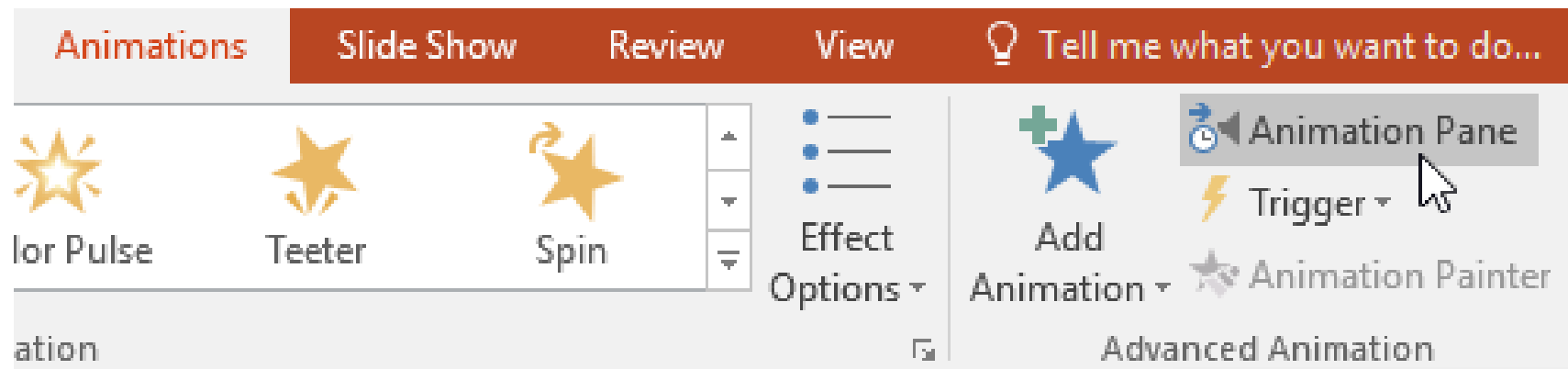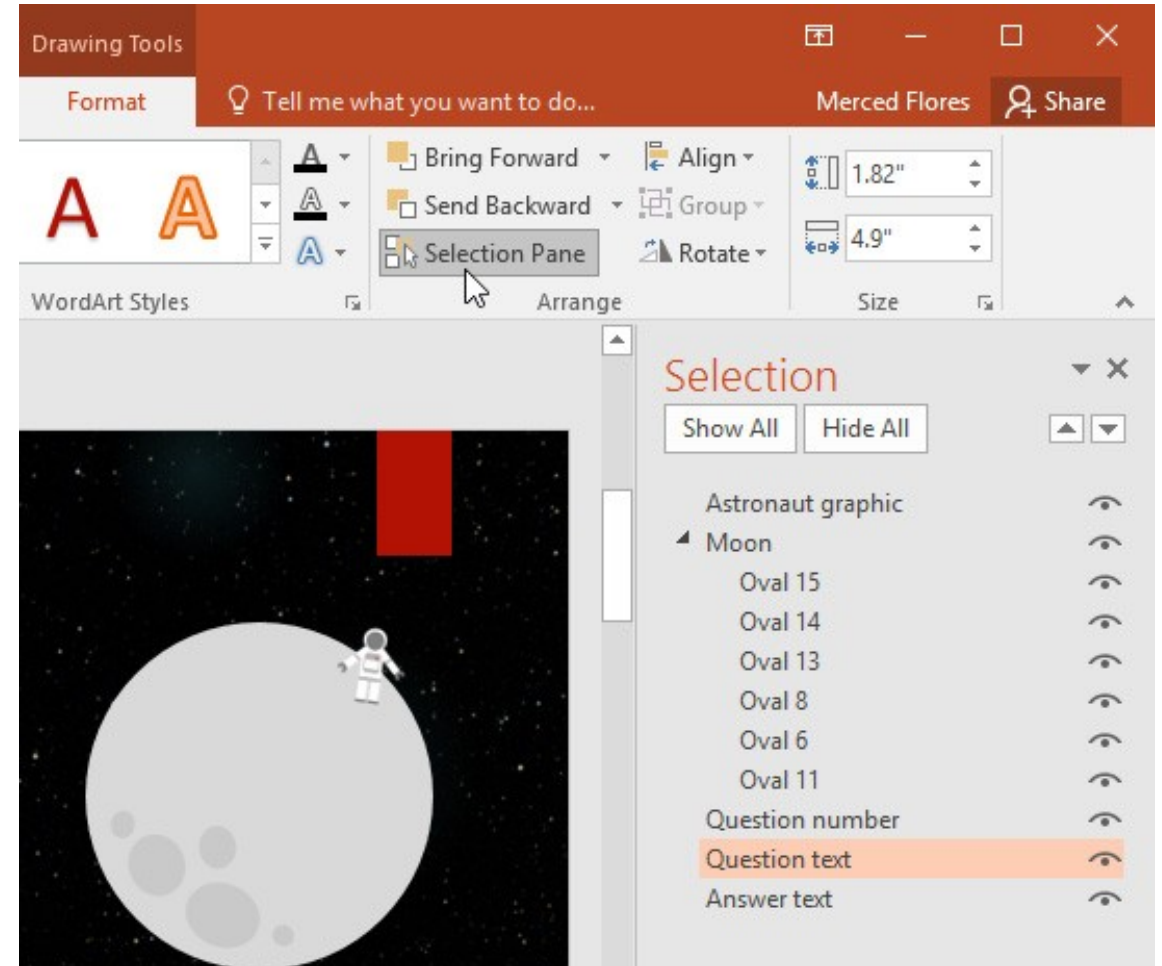
Animating Text and Objects

- The Animation Pane will open on the right side of the window.

- It will show all of the effects for the current slide in the order in which they will appear.*
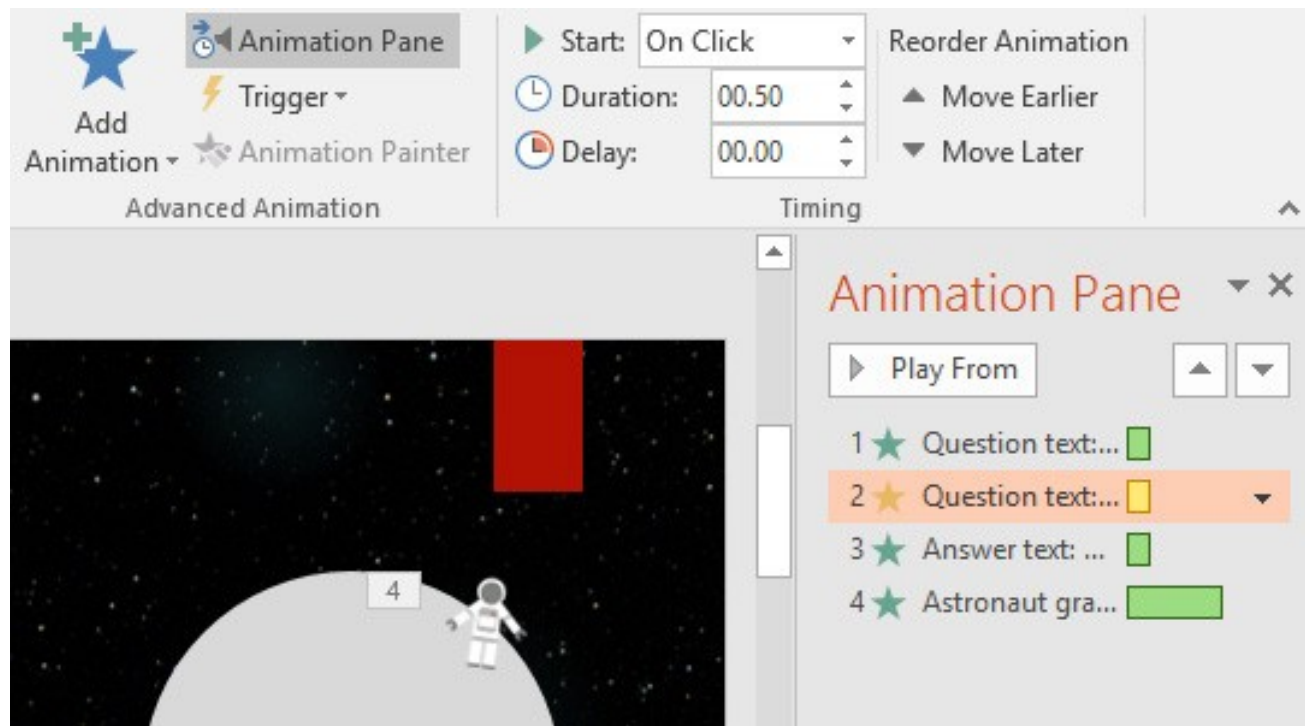
Animating Text and Objects

- If you have several animated objects, it may help to rename the objects before reordering them in the Animation Pane.*

- You can rename them in the Selection Pane.*

- To open the Selection Pane, click an object, then from the Format tab click Selection Pane.*

- Double-click the name of an object to rename it.*

*https://edu.gcfglobal.org/en/powerpoint2016/animating-text-and-objects/1/

Animating Text and Objects

- From the Animation Pane, select an effect. A drop-down arrow will appear next to the effect.*

- Click the drop-down arrow, then select Effect Options.*

- The Effect Options dialog box will appear. Click the drop-down menus and select the desired enhancement. You can add a sound to the animation, add an effect after the animation is over, or animate text in a different sequence.*
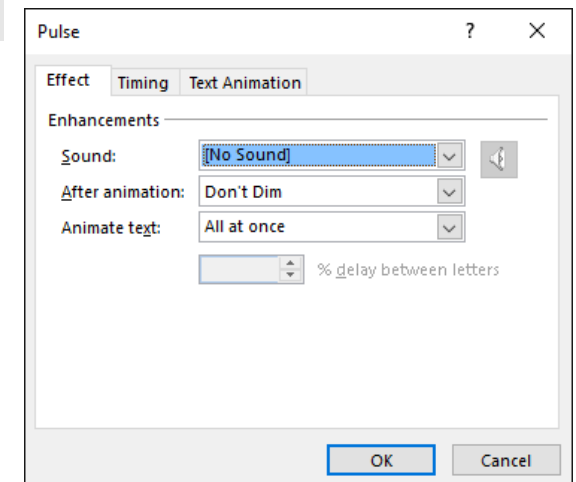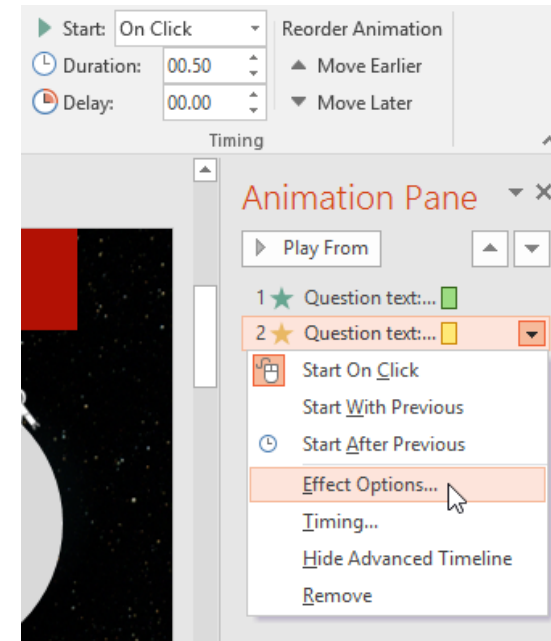
Animating Text and Objects

- From the Effect Options dialog box, select the Timing tab.*

- From here, you can add a delay before the effect starts, change the duration of the effect, and control whether the effect repeats.*

*https://edu.gcfglobal.org/en/powerpoint2016/animating-text-and-objects/1/
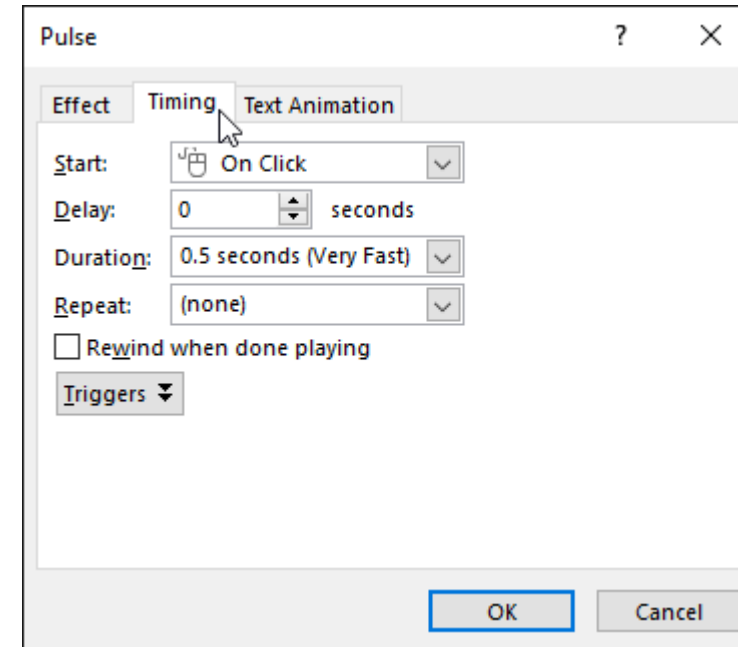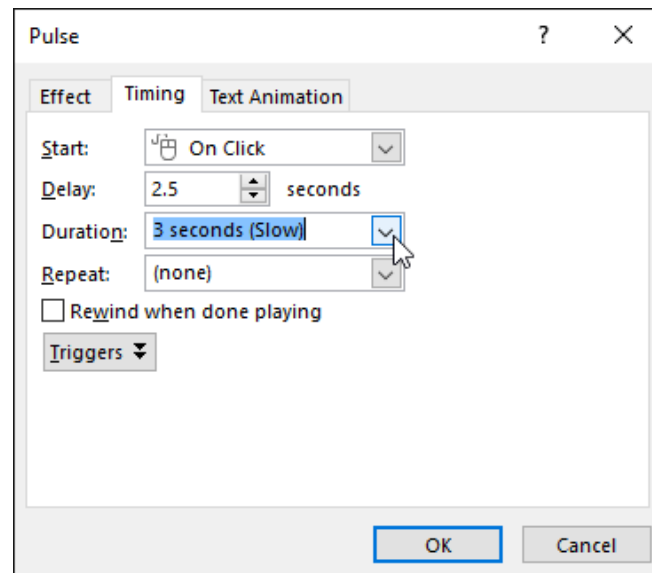
Simple rules for better presentation*

- **Don't read your presentation straight from the slides***

- If your audience can both read and hear, it's a waste of time for you to simply read your slides aloud.

- Your audience will zone out and stop listening to what you're saying, which means they won't hear any extra information you include.

- Instead of typing out your entire presentation, include only main ideas, keywords, and talking points in your slide show text. Engage your audience by sharing the details out loud.

*https://edu.gcfglobal.org/en/powerpoint-tips/simple-rules-for-better-powerpoint-presentations/1/

Simple rules for better presentation*

- **Follow the 5/5/5 rule**

- To keep your audience from feeling overwhelmed, you should keep the text on each slide short and to the point.

- Some experts suggest using the 5/5/5 rule:

  ➢ no more than five words per line of text;

  ➢ five lines of text per slide;

  ➢ five text-heavy slides in a row.

Simple rules for better presentation*

- **Don't forget your audience**

- Who will be watching your presentation?

- The same goofy effects and funny clip art that would entertain a classroom full of middle-school students might make you look unprofessional in front of business colleagues and clients.

- Humor can lighten up a presentation, but if you use it inappropriately your audience might think you don't know what you're doing.

- Know your audience, and tailor your presentation to their tastes and expectations.

Simple rules for better presentation*

- **Choose readable colors and fonts**

- Your text should be easy to read and pleasant to look at.

- Large, simple fonts and theme colors are always your best bet.

- The best fonts and colors can vary depending on your presentation setting.

- Presenting in a large room?

- Make your text larger than usual so people in the back can read it. Presenting with the lights on?

- Dark text on a light background is your best bet for visibility.

Simple rules for better presentation*

- **Don't overload your presentation with animations**

- As anyone who's sat through a presentation while every letter of every paragraph zoomed across the screen can tell you, being inundated with complicated animations and exciting slide transitions can become irritating.

- Before including effects like this in your presentation, ask yourself: Would this moment in the presentation be equally strong without an added effect?

- Does it unnecessarily delay information? If the answer to either question is yes - or even maybe - leave out the effect.

Simple rules for better presentation*

- Use animations sparingly to enhance your presentation

- Don't take the last tip to mean you should avoid animations and other effects entirely.

- When used sparingly, subtle effects and animations can add to your presentation.

- For example, having bullet points appear as you address them rather than before can help keep your audience's attention.

Simple rules for better presentation*

- https://edu.gcfglobal.org/en/powerpoint-tips/simple-rules-for-better-powerpoint-presentations/1/

- https://learn.filtered.com/blog/the-principles-of-slide-design

- https://www.windowscentral.com/how-create-animations-powerpoint-2016

- https://support.office.com/en-us/article/animation-basics-for-your-presentation-4fbc7d35-3548-431a-a871-709945f9352c

- https://www.teachucomp.com/slide-transition-animation-in-powerpoint-tutorial/

Thank you for your attention!
Any questions?