



## Work Area 9: ICT SKILLS

### 4.10 USING PRESENTATION SOFTWARE TO PRODUCE NON-ROUTINE COMPLEX PRESENTATIONS

- **LO113: Demonstrate skills in using presentation software at an advanced level to produce complex electronic presentations.**



Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein



# Module Details

Work Area Code:	9
Work area title:	ICT SKILLS
Unit Code:	4.10
Unit Title:	USING PRESENTATION SOFTWARE TO PRODUCE NON- ROUTINE COMPLEX PREENTATIONS
Learning Outcomes Nos:	LO113
Learning Outcomes titles:	Demonstrate skills in using presentation software at an advanced level to produce complex electronic presentations.
Recommended Duration:	1 hour
Trainer:	



Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein



## Displaying visuals tips

- **Select visuals purposefully**
  - What visuals illustrate a point, make a claim, help to prove an argument?
- **Design easy-to-read visuals**
  - Are the visuals easy to read by all members of your audience?
- **Draw attention to aspects of visuals**
  - How will you draw attention to certain features of the visual?



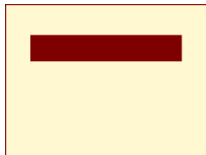
Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein



## Design tips

- To select a design, ask yourself:
  - What professional image do I want to project?
  - In what type of room will I give my talk?



Well-lit room: use light background / dark text and visuals



Dimly-lit room: use dark background / light text and visuals



Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein



## Color

- Use a color of font that contrasts sharply with the background
  - For example, blue font on white background
- Use color to reinforce the logic of your structure
  - For example, light blue title and dark blue text
- Use color to emphasize a point
  - But only use this occasionally



Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein



## Background

- Use backgrounds that are attractive but simple
- Use the same background consistently throughout your presentation
- Avoid backgrounds that are distracting or difficult to read from



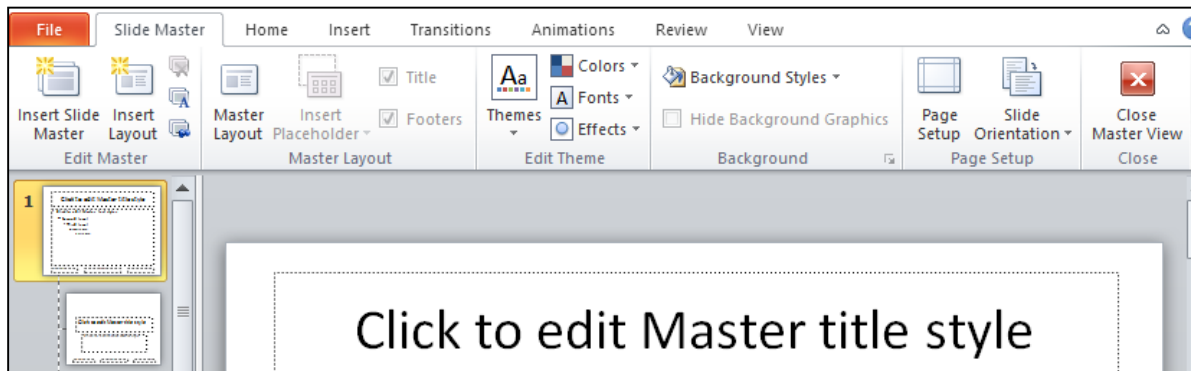
Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein



# Complex attractive presentations

## Slide Master View



- Go to “View” ribbon and select “Slide Master”
- Choose a theme to edit
- You can edit all layouts, colors, fonts, background style and more



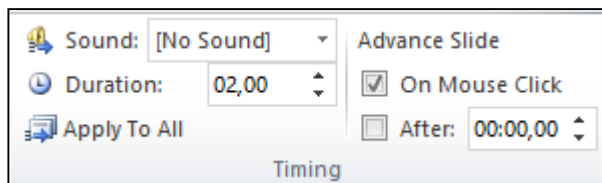
Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein





## Advanced Transitions



- **Transition Duration**
  - Specifies the length of a transition
- **Select “On Mouse Click”** if you want to wait until a mouse click to move to the next slide
- **Select “After”** and specify a time, if you want to move to the next slide after a certain number of seconds



Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein





## Animating tips

- Animation allows you to animate text and visuals
- It should be used purposefully (and sparingly!)
  - Animating should help audience comprehend your message
  - Don't animate solely for aesthetic purposes

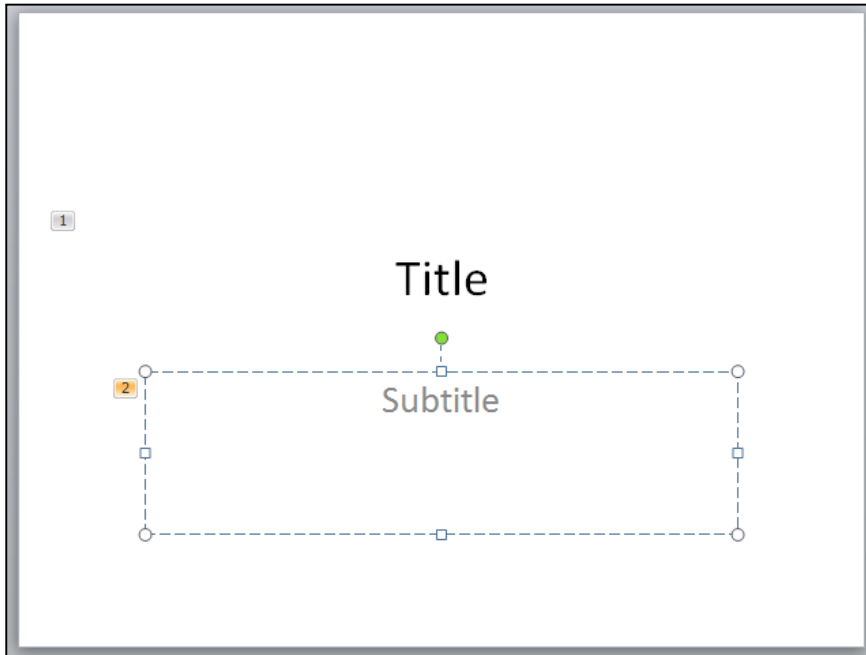


Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein



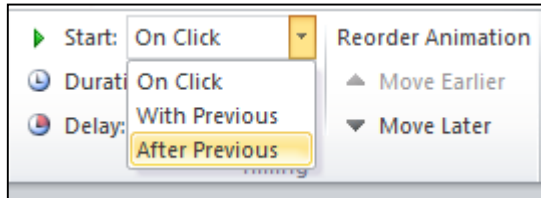
## Adjusted Animation



- Insert Animation effects to objects of a slide
- Notice the numbers for each object
  - During Slide Show, objects with the same number appear simultaneously, while you have to mouse click to see objects with the next number



## Start option



- Choose “On Click” if you want this object to appear after a mouse click in number succession
- Choose “With Previous” if you want this object’s number to become same as with previous object and appear simultaneously with it
- Choose “After Previous” if you want this object’s number to become same as with previous object and appear after it finishes its animation

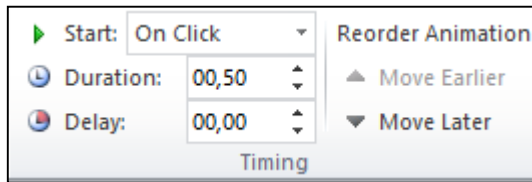


Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein



## Duration and Delay



- **Animation Duration**
  - Specifies the length of an animation
- **Animation Delay**
  - Plays the animation after a certain number of seconds

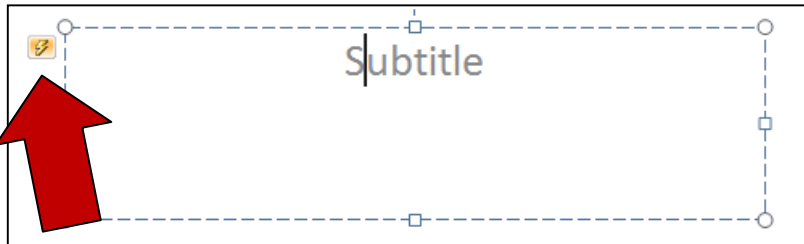
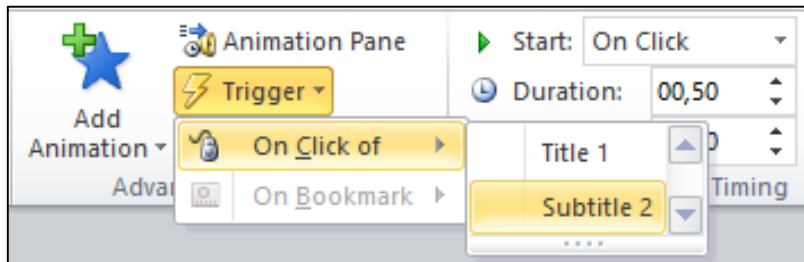


Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein



## Trigger



- Use trigger if you want the animation to be triggered when another object is clicked
- The object will then have a small thunder instead of a number

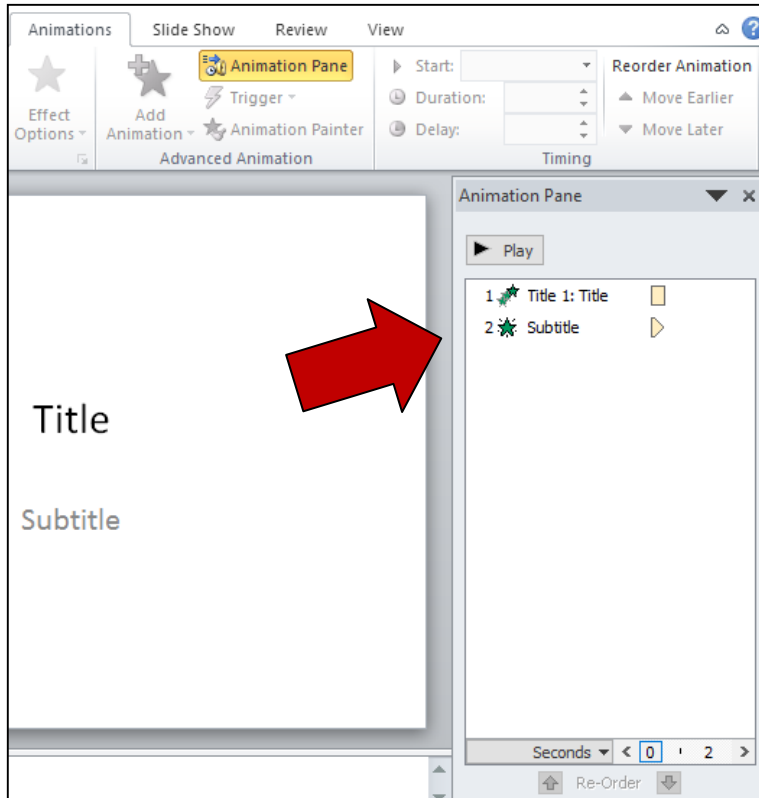


Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein



## Animation Pane



- Click “Animation Pane”
- Animation Pane opens to right side of the screen
- Helps you to manage animations more easily

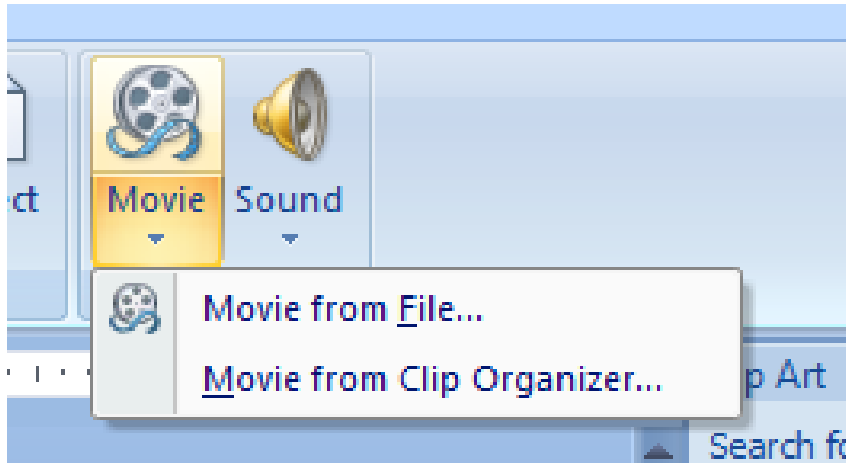


Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein



# Complex attractive presentations



- To insert a video, choose insert – movie
- In the dropdown menu choose accordingly



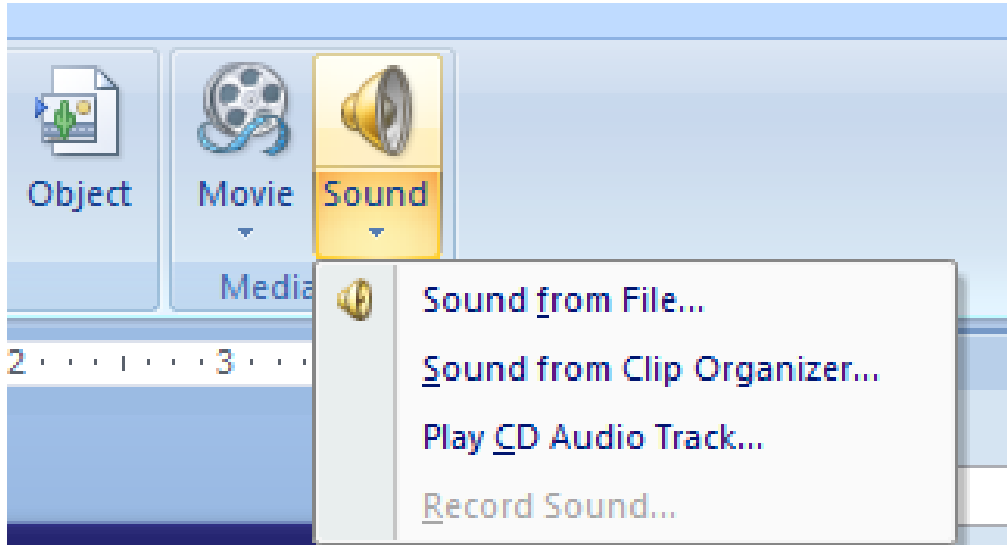
Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein





# Complex attractive presentations



- **To insert a sound, choose insert – sound**
- **In the dropdown menu choose accordingly**



Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein



# Complex attractive presentations

- Click to add text



An alternative is to click directly on the respective icon on an empty slide



Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein



# Methodological tool

## Multiple Choice Test

EUPANEXT\_LO\_113\_M\_01



Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein



## Review

- **Make your slides easy-to-read**
  - Use appropriate font styles, background etc.
- **Use transitions and animations to make your slides more interesting but don't animate solely for aesthetic purposes**
- **Prezi presentation software**
  - Presenting a better way to present



Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein



# Practice and effective implementation

- **Questions**

- How can you edit a theme and make one of your own?
- How can you insert different transitions and animations and make complex combinations?
- How can you insert video and audio?



Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein





# Well Done!

# You have completed this unit



Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Union. This [project] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein

