CHAPTER 5: Digital presentation

SESSION 1: Inserting a movie clip

Presentation allows the user to add movie clips to the presentation in order to make the presentation colourful and meaningful. We can insert a movie in two ways:

i.   **Using Insert tab** : Click on Movie option under Media clips group in the Insert tab.

We can set one of the two options available for playing the media clip, i.e Automatically or When Clicked.

Alternatively, We can select Movie from Clip Organizer… option to insert the movie clips that are available under Clip Organizer.

ii. **Using Layout Option:** Open a new file using presentation software and change the layout of the slide. Click on Layout option available under Slides group in the Home tab. Click on Title and Content option.

SESSION 2: Inserting an Audio clip

We can include audio clips to a presentation similar to that of videos. For example, we can play mild background music while making your presentation. Click on Sound option under Media clips group in the Insert tab. Also we can access them via the Sound from Clip Organizer.

SESSION 3: Working with tables

Presentation software enables user to add tables in the slides in order to represent the statistical data meaningfully. We can insert a table in two ways:

1. **Using Insert tab**: Click on Table option under Tables group in the Insert tab.
2. **Using Title and Content Option**: Open a new file using presentation software and change the layout of the slide. To change the layouts of a slide do the following:

Click on Layout option available under Slides group in the Home tab. Click on Title and Content option from the dropdown list.

SESSION 4: Working with charts

Presentation software enables the user to insert charts in slides to present statistical table data in a pictorial representation. It ensures that the audience can grasp complex data at a glance.

To insert a chart in the slide, click on Chart option under Illustrations group in the Insert tab.

Some Basic Guidelines are as follows:

• Convey one message per chart i.e heading.

• Make the chart easy to read. Label the X and Y axis and label the lines, bars, or pie wedges. Make the most important text largest, the most important data lines or sections darkest.

- Make bars and columns wider than the spaces between them.

- Be accurate. Always start a numerical axis at zero. Compare only like variables.

- Eliminate all unnecessary details. Avoid grid lines, data points, boxes, etc.

- Use a few (maximum four) colors per visual.

SESSION 5: Inserting Transitions

Transition effects can help in increasing audience's interest during a presentation. A slide transition is the visual motion when one slide changes to the next during a presentation. By default, one slide simply replaces the previous one on screen.

To work with transition effects, click the Animations tab.

To apply, select an effect from Transitions to this slide group and double-click on it.

We can also increase or decrease the duration of the transition effect by setting up the time interval (in seconds) in duration option under Timing group.

We can set sound effects during transitions by selecting a sound scheme available in Sound option under Timing group.

SESSION 6: Inserting Animations

While transition occurs between each slide, animation allows us to put slide elements, such as text and graphics, in motion within a slide. Animations are helpful way to make our slides look more dynamic. They are also a great way to reveal text or object on a slide one step at a time. For example, we could have five bullet points of text, and reveal them one-by-one on the slide with each click.

To apply, select the graphical object and click Animate under Animations group. Select the animation effect under the Animate dropdown list.

To summarize the effective uses of animation effects:

- Helps focus audience attention on information.

- Controls the flow of information especially while explaining a diagram.

- Reveal concepts one by one.

SESSION 7: Grouping of objects

Grouping can help when we want to move, rotate or resize multiple objects in a presentation. We can group objects such as pictures, clip art, shapes and text box; once grouped they appear as a single object. To group the graphical objects, select all the objects that we want to group in the slide. To select more than one objects in the slide hold down the ctrl key and select the object in the slide. To group the objects, click Format tab.

We can select the Group option available under Arrange group in the Format tab. Click on Group, to group all the selected graphical objects in the slide.

There are three options available in group section:

- Group
- Regroup
- Ungroup

Speaker notes are guided text used by the presenter during a presentation. Speaker notes can be short or long texts that can be used as a reference by the presenter while making a presentation. To add notes to a particular slide, select the slide and type the notes in the Click to add notes area located at the bottom of the presentation software.

Alternatively, we can select View tab and click Notes page under Presentation Views Group.

Key things to remember about speaker notes:

1. They should not restate the contents of the slide.

2. Speaker notes should support the content of the slide with in-depth information.

To enable the presenter view, go to the Slide Show tab and check the option Use Presenter View.

SESSION 9: Reviewing Content

Presentation software includes options such as spell checks for correcting errors in a presentation. However, it is the presenters' responsibility to check each and every point manually on each slide before attempting to make a presentation.

1. Know your topic.

2. Use key phrases about your topic.

3. Avoid too much text on each slide.

4. Limit the number of slides.

5. Plan the layout of your slide.

6. Avoid fancy fonts

7. Use contrasting colors for text and background

8. Use a slide design template to keep your presentation look consistent

9. Use animations and transitions sparingly.

10. Also, always review the presentation 2-3 times before making a presentation.

SESSION 10: Preparing to deliver a presentation

We can customize the delivery of the presentation.

Click on Set Up SlideShow option under Set Up group in the Slide Show tab.

Sometimes we need to provide print outs of the presentation to the audience as a reference material. We can print notes, handouts or outline of the presentation using the presentation software. Select the print option from the file tab. Select the Notes Page option under Print what: dropdown list

Click OK once we are ready to print the notes. We can print handouts for audience reference by selecting the Handouts option under Print what: dropdown list. To save paper, we can print multiple slides on a single sheet.

Exercises:

Fill in the blanks:

1. Presentation allows the user to add **Movie Clip** to the presentation in order to make the presentation colourful and meaningful.
2. You can use two options to insert a movie clip the **Insert Tab** &**Title and conent layout**.
3. The two options available under Movie option are **From the file & From the clip organizer.**
4. Movie option is available in **Media Clips** group under the Insert tab.
5. You can include **Audio clip** to a presentation similar to that of videos.
6. Audio Clips are used for playing **mild background music** while making presentations.
7. Sound option is available in the Media Clips group under the **Insert** tab.
8. **Tables** are used to represent the statistical data meaningfully in a presentation.
9. Table option is available in **Tables** group under the Insert tab.
10. Two ways to create a table are **Insert Tab** &**Title and conent layout**.
11. Additional tabs that will be available for editing and formatting the table are **Design & Layout**.
12. Presentation enables the user to insert **Charts** in slides to present statistical table data in a pictorial representation.
13. Chart option is available in **Illustration** group under the Insert tab.
14. **Transition** effects can help in increasing audience's interest during a presentation.
15. A **slide transition** is the visual motion when one slide changes to the next during a presentation.
16. The list of transition effects will be available under **Animations** tab.
17. Transition effects are available in **Transition to this slide** group under the Animations tab.
18. **Cut, Fade, Push,Wipe, Split** are some of the transition effects available in a presentation software.
19. **Animations** enables you to put slide elements, such as text and graphics, in motion within a slide.
20. **Animations** helpful way to make your slides look more dynamic.
21. To apply an animation, select the Animate option available in **Animations** group under the Animations tab.
22. **Grouping** helps to move, rotate or resize multiple objects in a presentation.
23. The Group option is available in **Arrange** group under the Format tab.
24. The three options available under Group dropdown option are: **Group, Regroup & Ungroup.**
25. **Speaker Notes** are guided text used by the presenter during a presentation.

26. **Speaker Notes** can be short or long texts that can be used as a reference by the presenter.
27. Notes page option is available in **Presentation Views** group under the View tab.
28. Presentation software includes options such as **Options** spell checks for correcting errors in a presentation.
29. Set Up Slide Show option is available in **Setup** group under the Slide Show tab.
30. The **Presented by the speaker full screen** option should be used while presenting the presentation to an audience.
31. The **Presented by the speaker full screen** option should be used while presenting the presentation to an audience.
32. A **Kiosk** is a computer terminal featuring specialized hardware and software designed within a public exhibit that provides access to information and applications for communication, commerce, entertainment, and education.
33. Print option is used to print **Outline, Handout** & **Notes** of a presentation.
34. Handouts option is available under **Print What** dropdown list.
35. The **Outline** option is used to print only the text part of the presentation.

Question and answer:

Q1: Write the Tips to make an effective presentation.

Q2: Ramesh wants to give special effects while slide changes in a presentation. Suggest him an appropriate way to do so. Also, suggest an appropriate way to animate the slide objects in a slide.

Q3: Write the steps to print Handouts/ Notes page of a presentation.

Q4: Write the steps to create Tables in a presentation Software.

Q5: Ridham is preparing a Digital Presentation. Help him with the solutions for the following tasks:

  i.   Which option he shall use to make the presentation dynamic and ad graphics and text to it?
  ii. He wants to move all the images/objects together on the same side.
  iii. Which option he shall use to keep guided text used by presenter? These notes should not appear to the audience during presentation.