

# Introduction Session 04

Lecture Title: PowerPoint

Lecturer: Mr Angelito Sciberras

Date: 14 February 2025



~~Tuesday 11 February 2025~~

~~Introductions  
The Academy~~

~~Wednesday 12 February 2025~~

~~Staying in Malta~~

~~Thursday 13 February 2025~~

~~The Study Programme  
Assignments  
Presentations  
Reflective Diary~~

Friday 14 February 2025

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



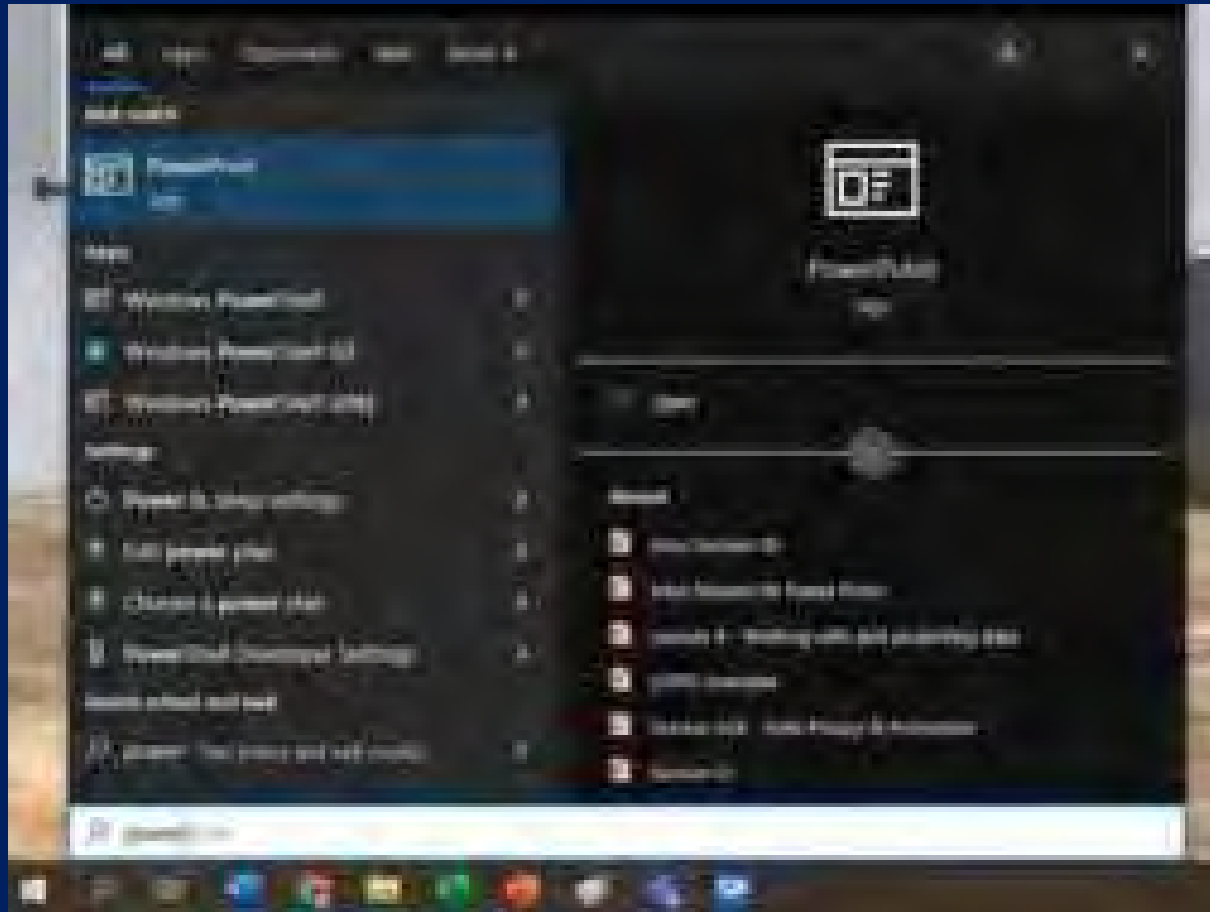
# PowerPoint Slideshow

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



# PowerPoint Slideshow

## Opening PowerPoint



# PowerPoint Slideshow



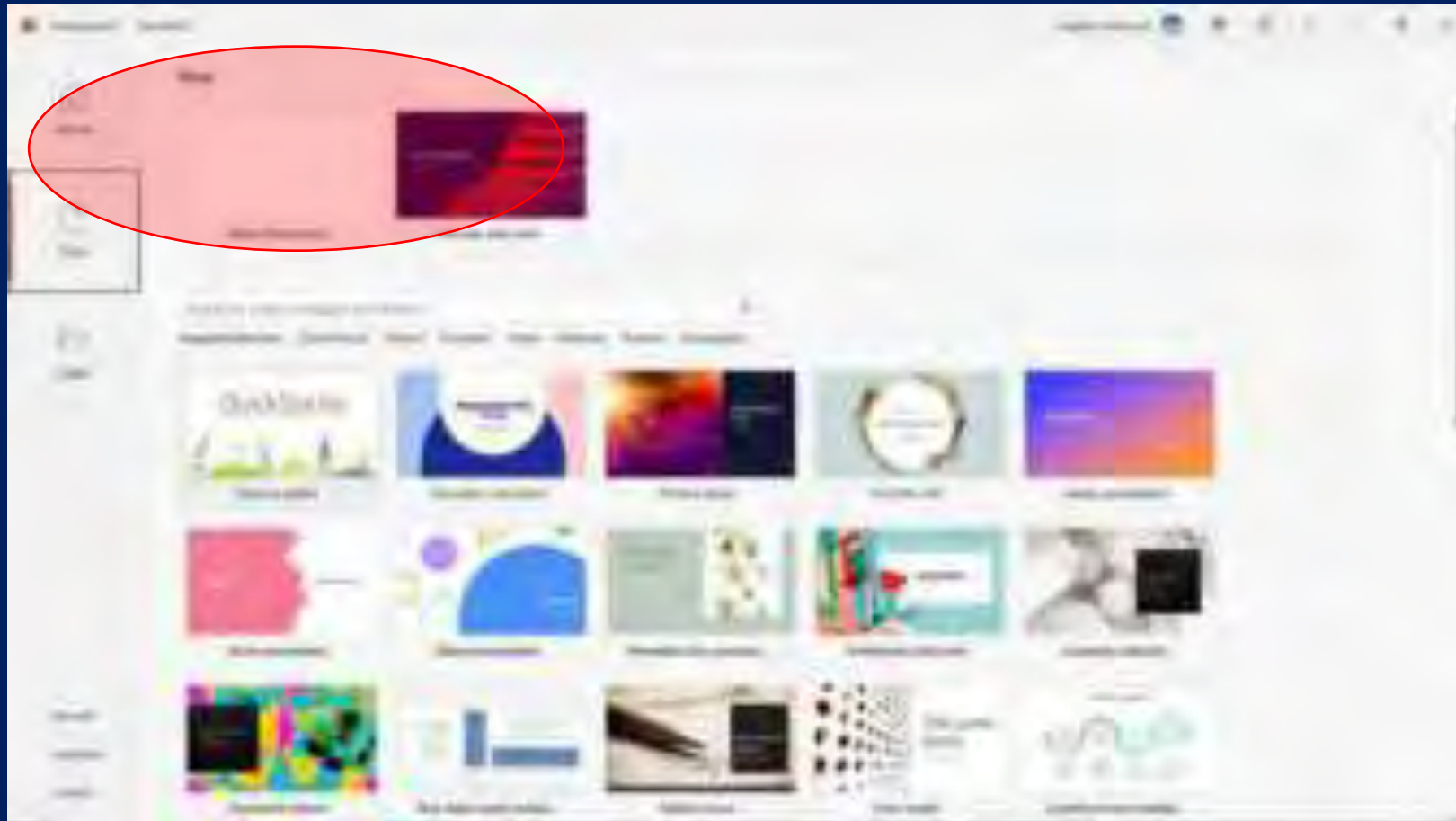
Blank Presentation vs Template

Originality vs Time



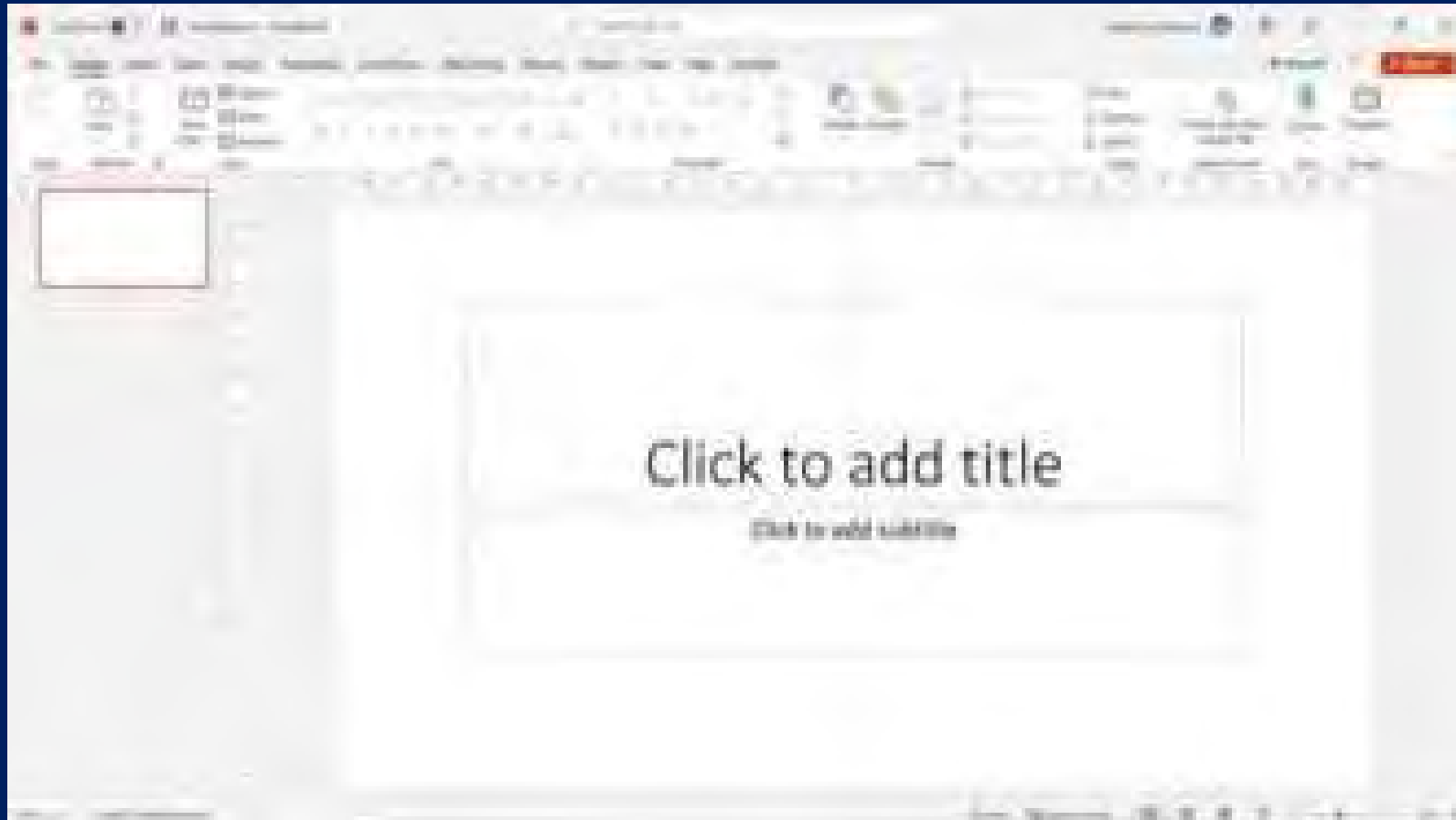
# PowerPoint Slideshow

## Opening PowerPoint



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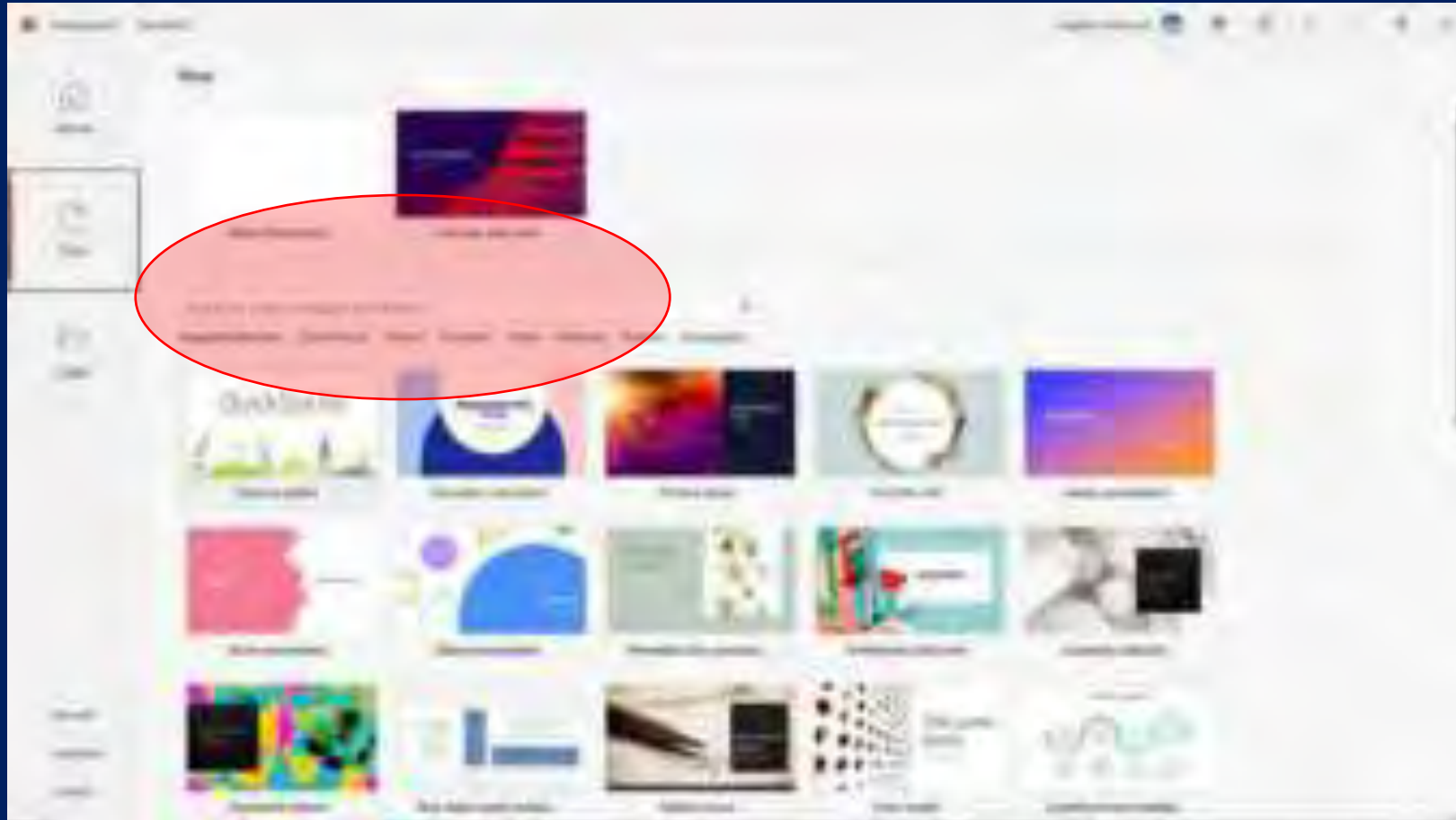
## Opening PowerPoint





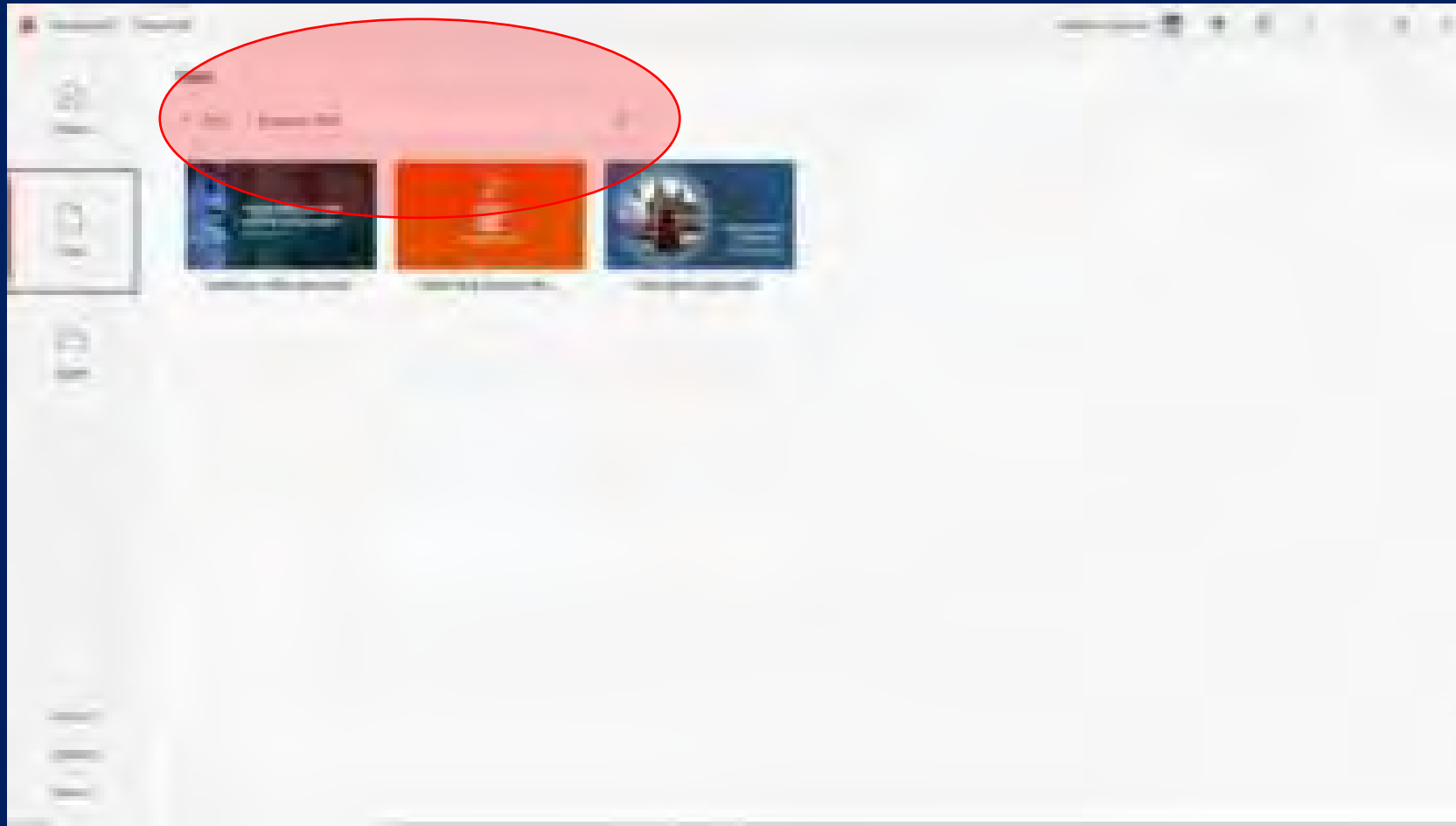
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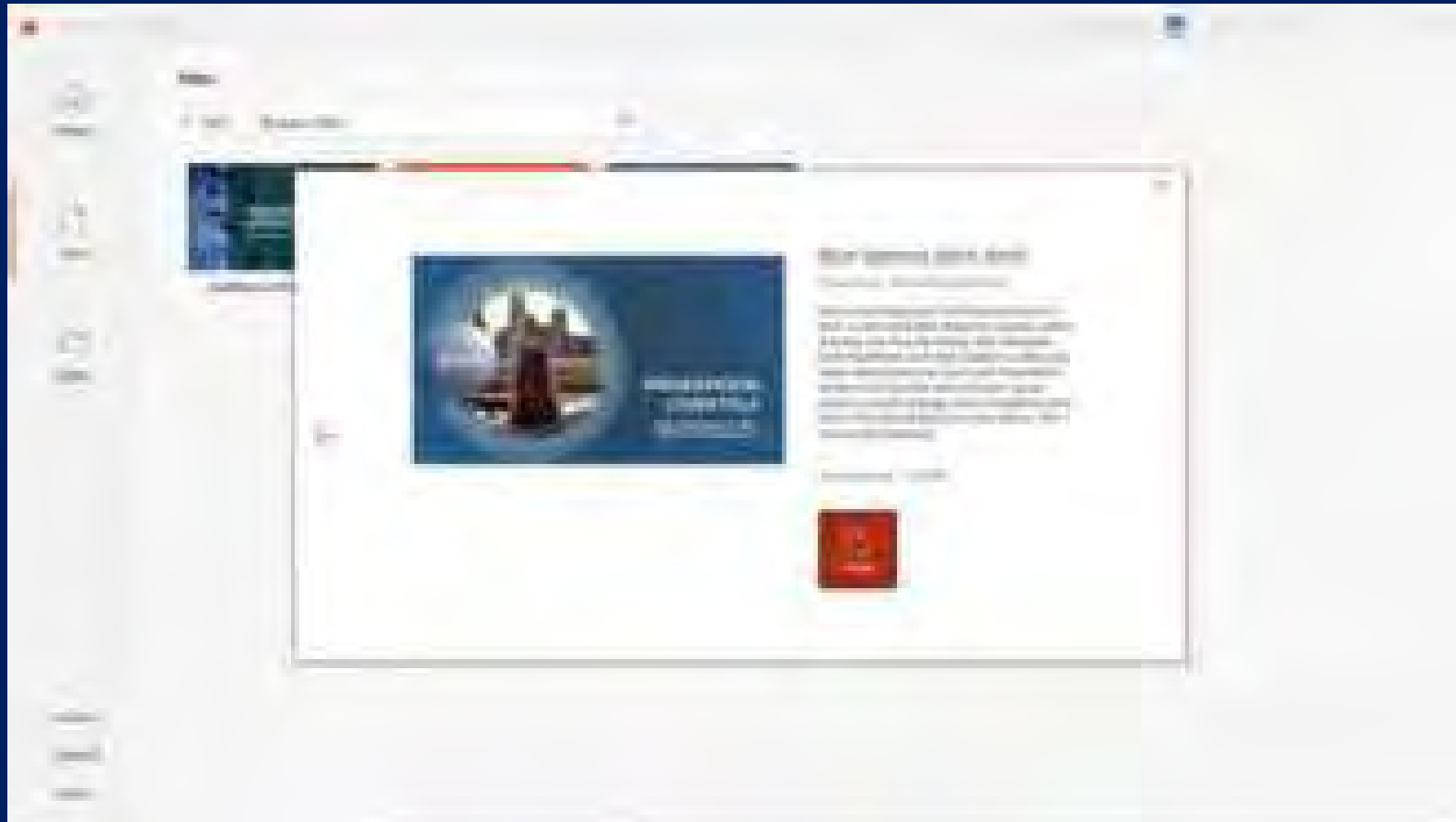
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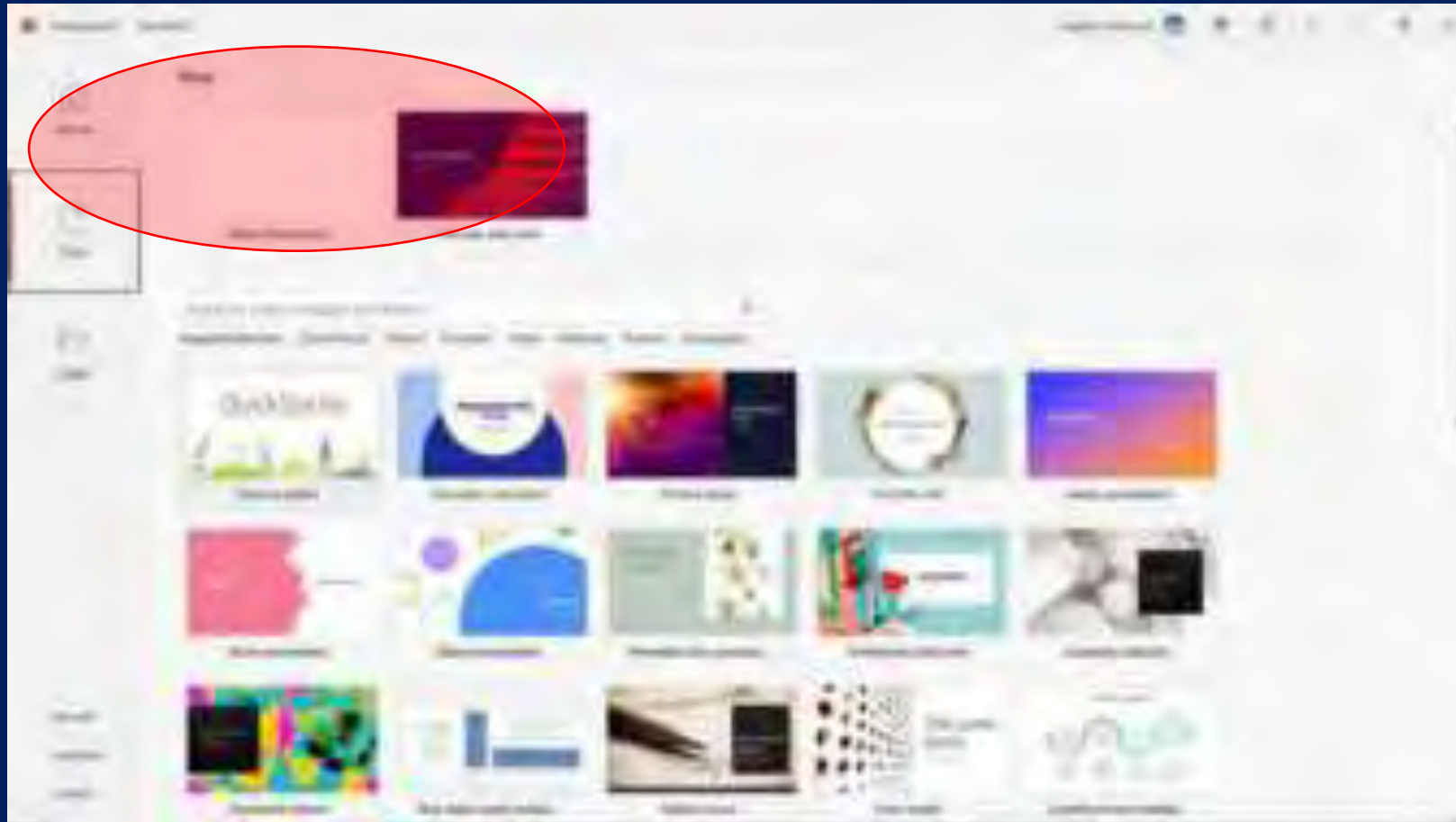
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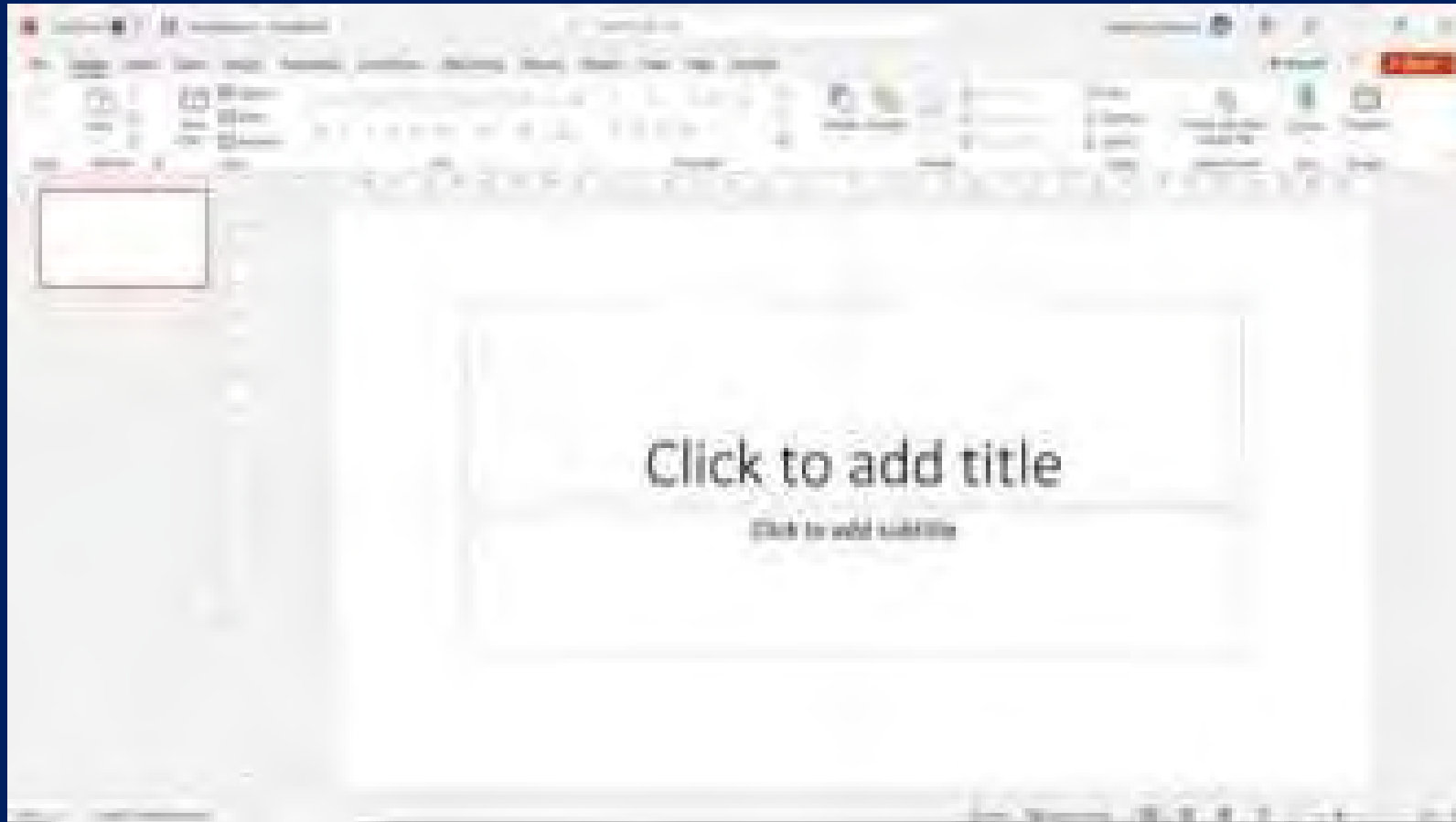
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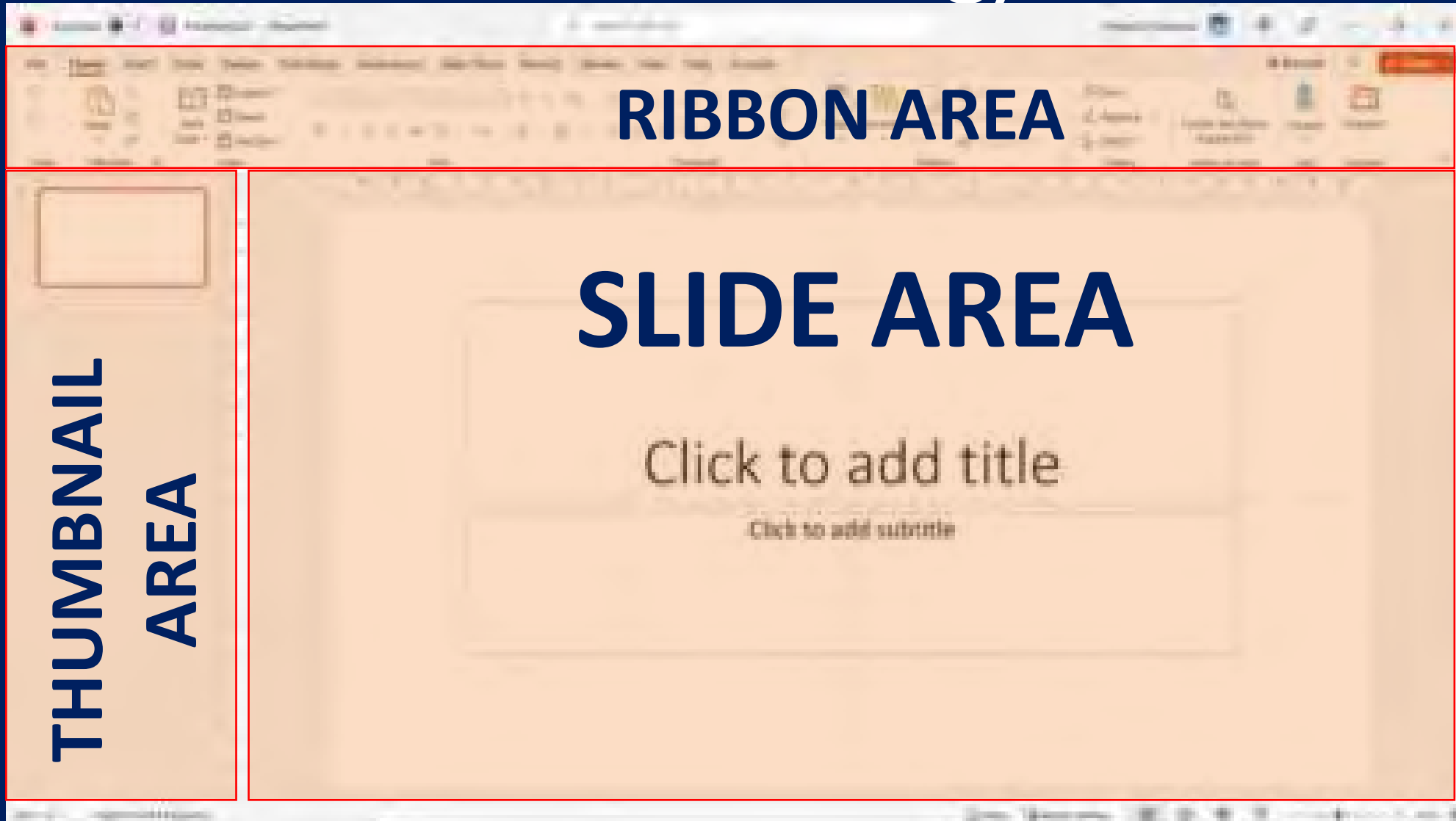


**Hands On**

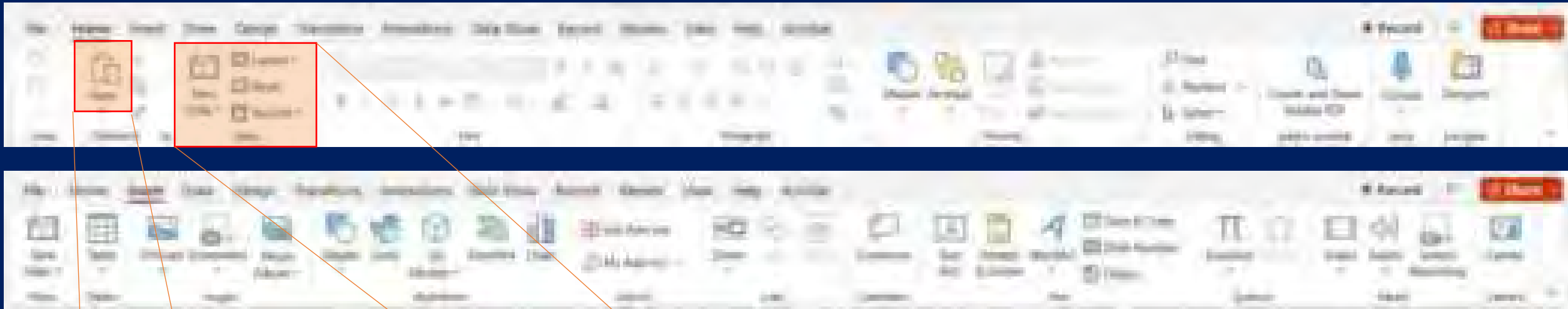




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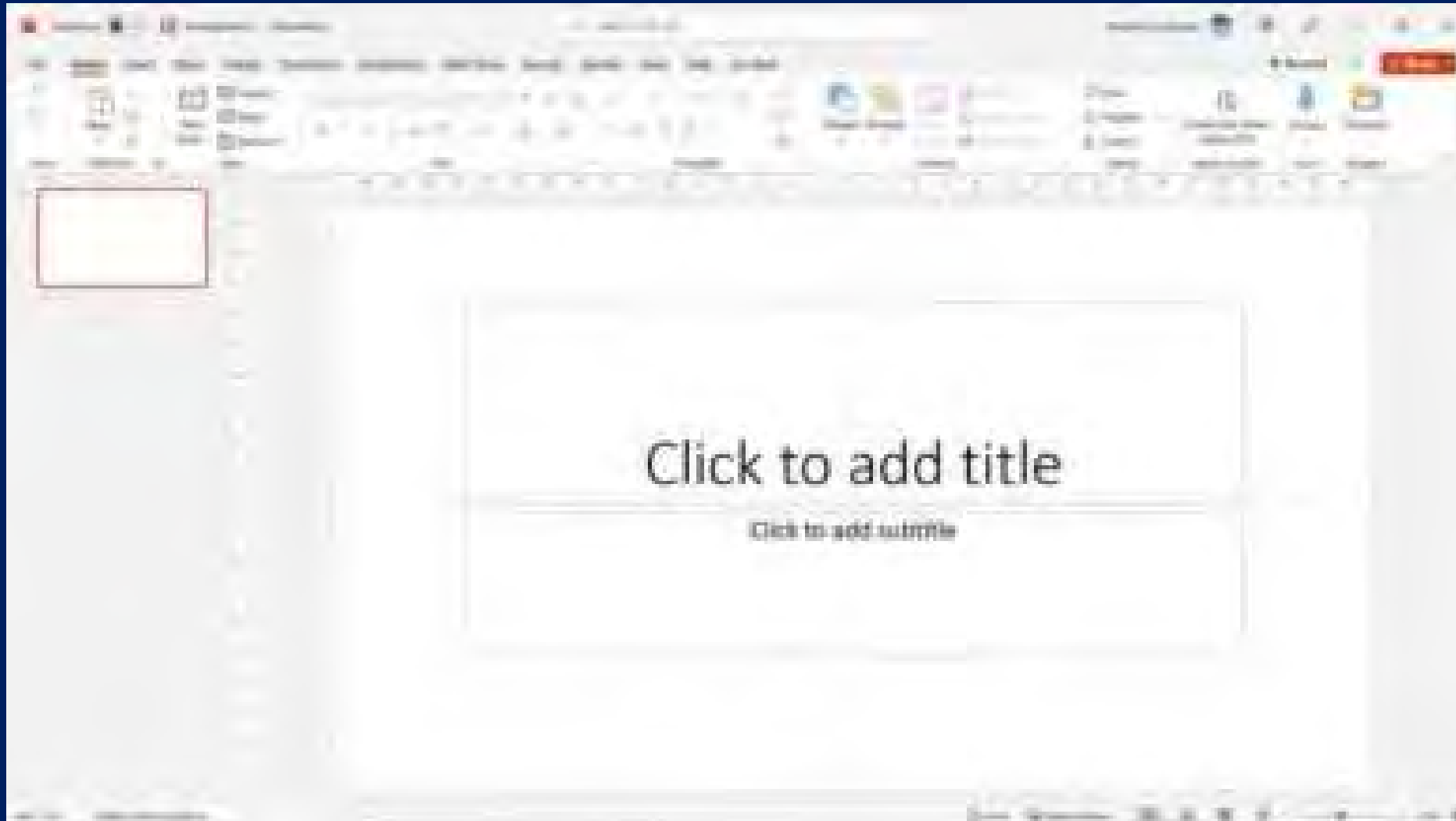
# PowerPoint Terminology



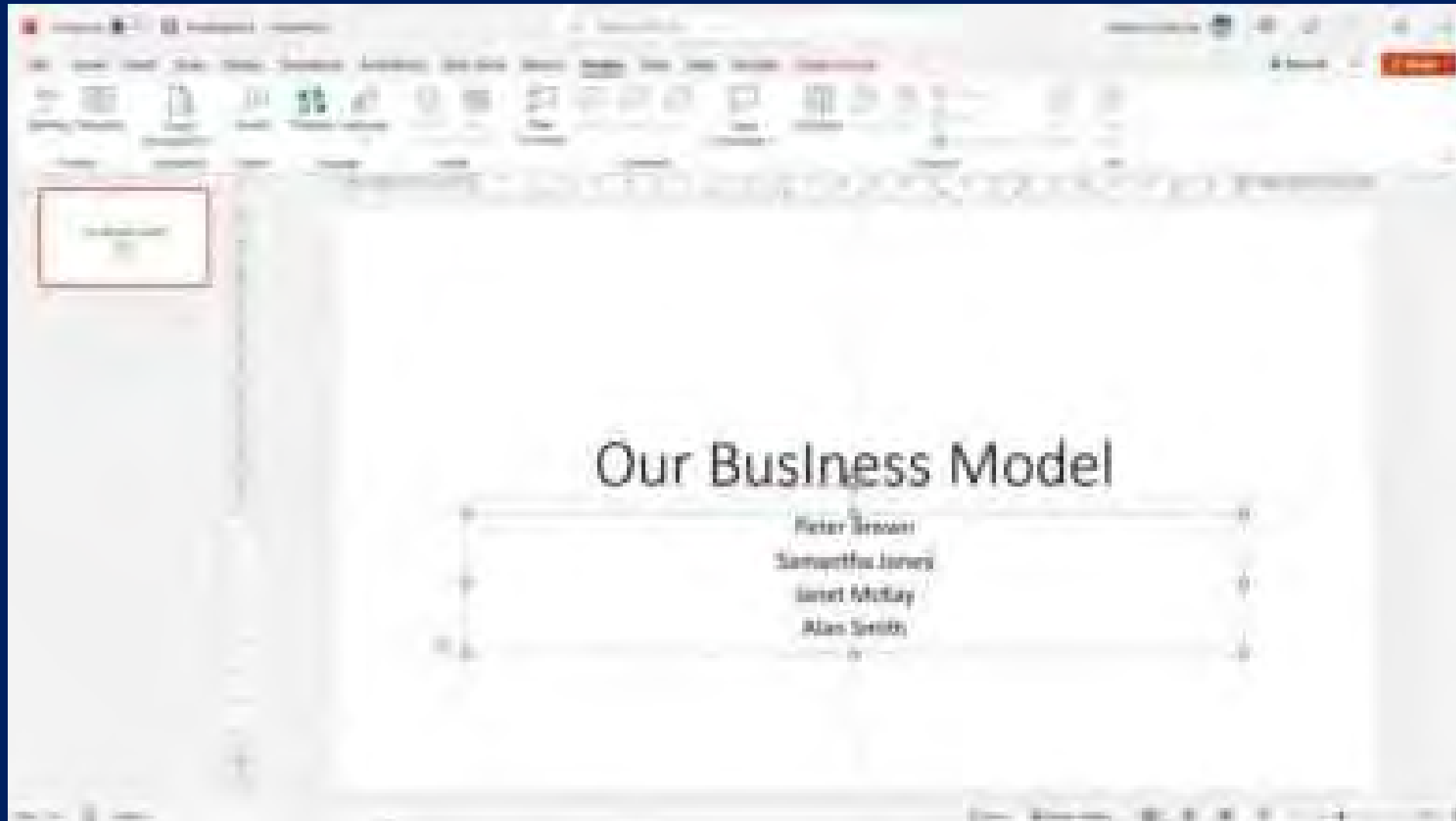
**Tool**

**Group**

# PowerPoint Creating Slide



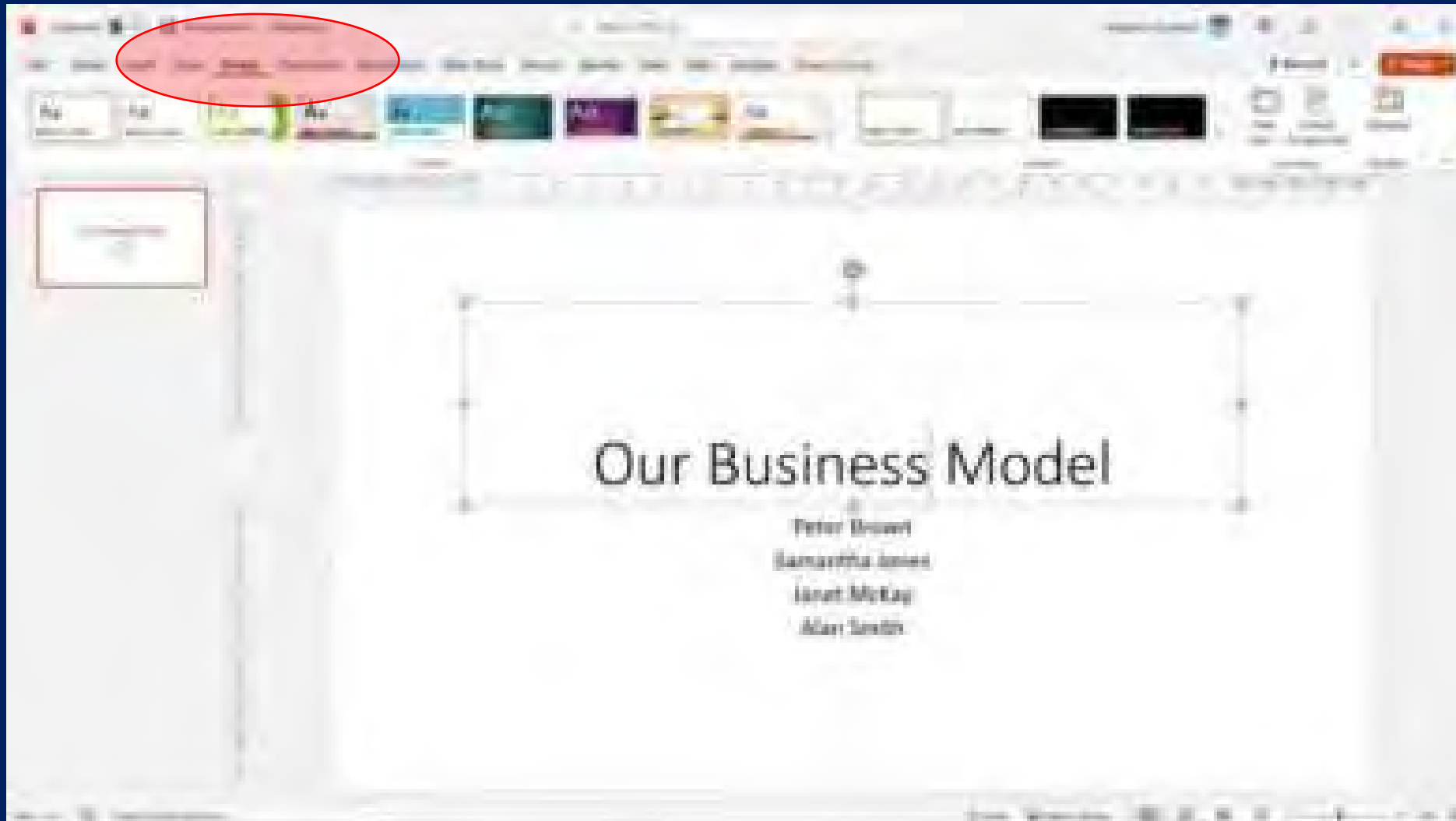
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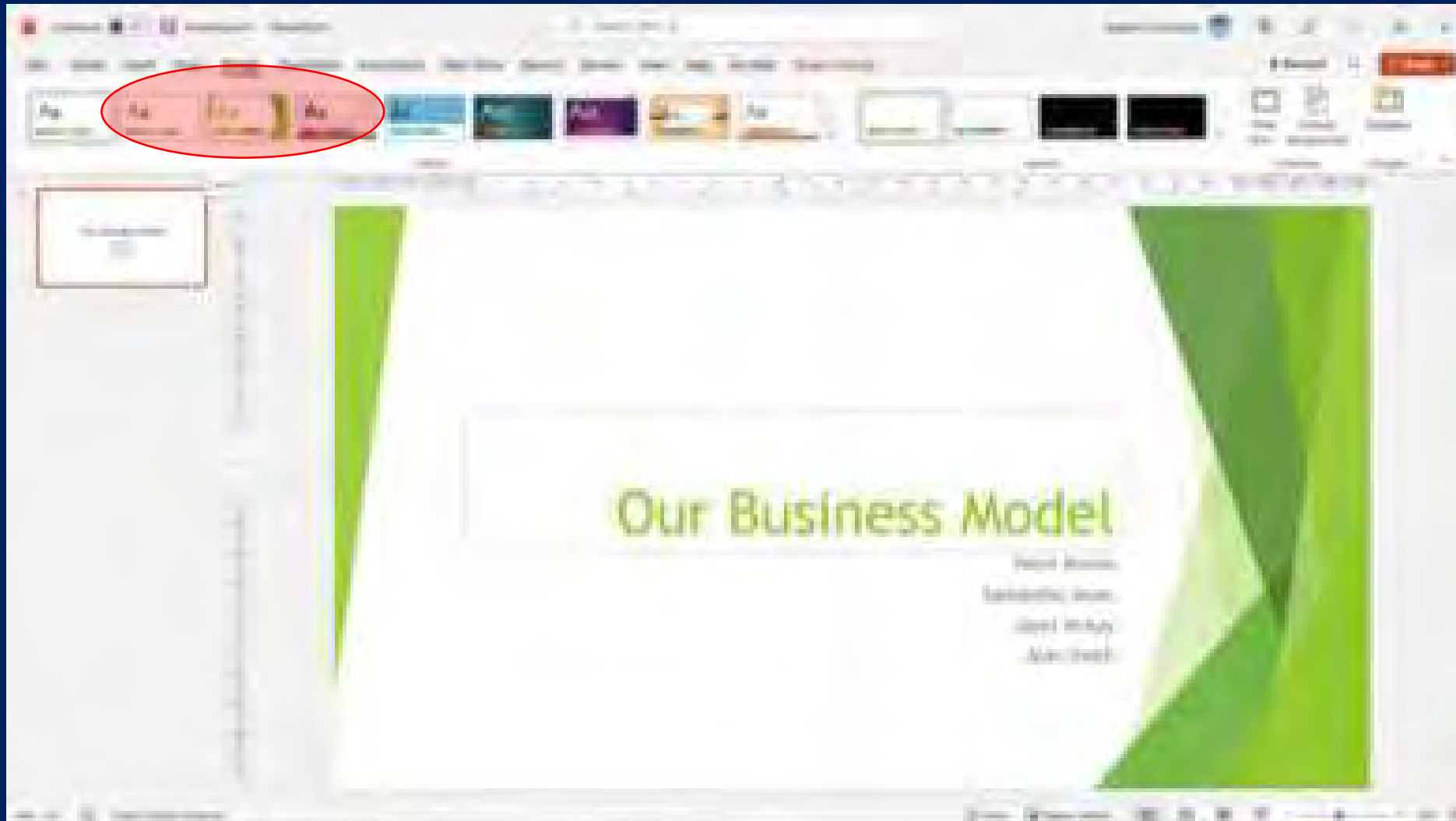
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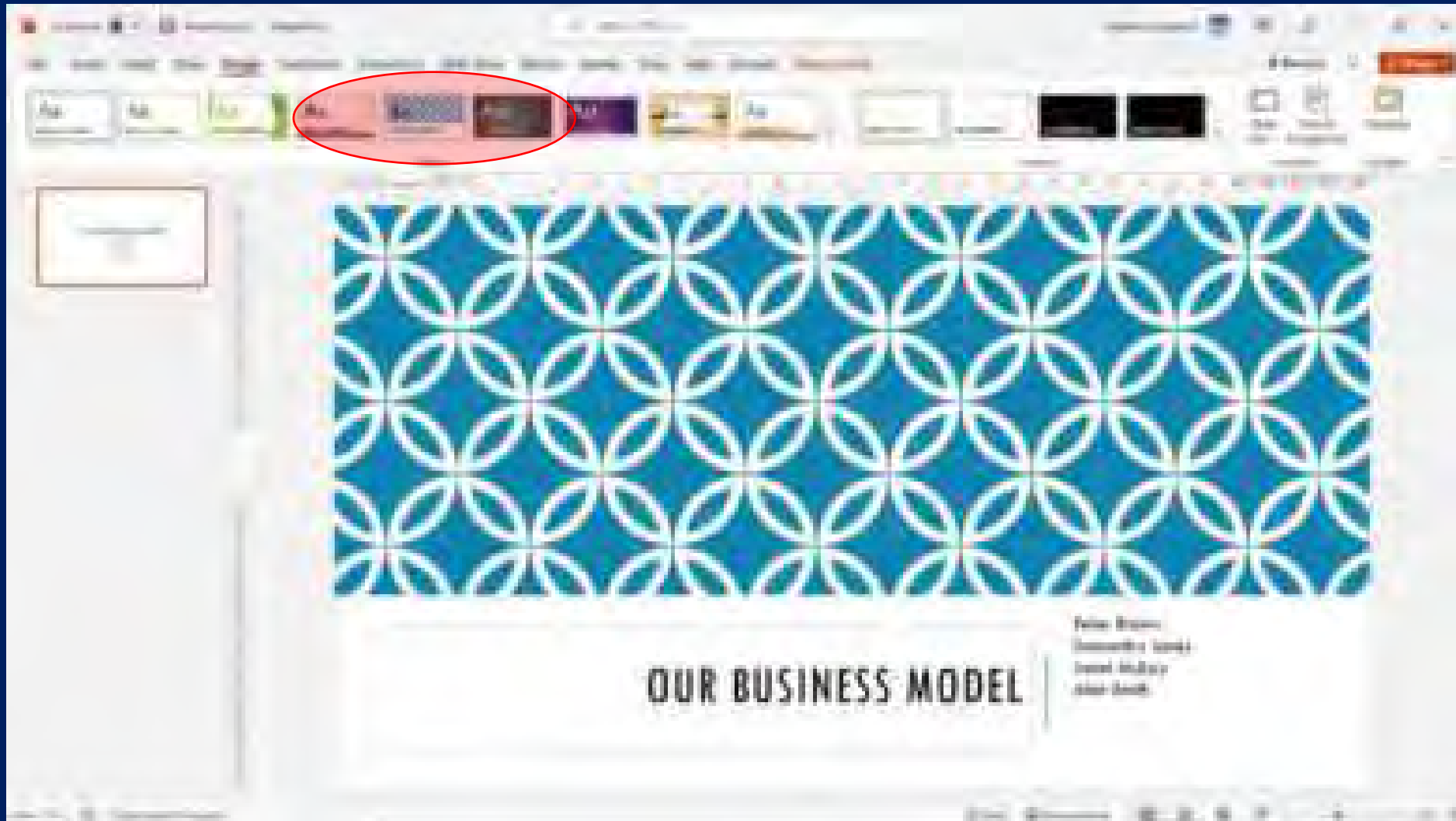
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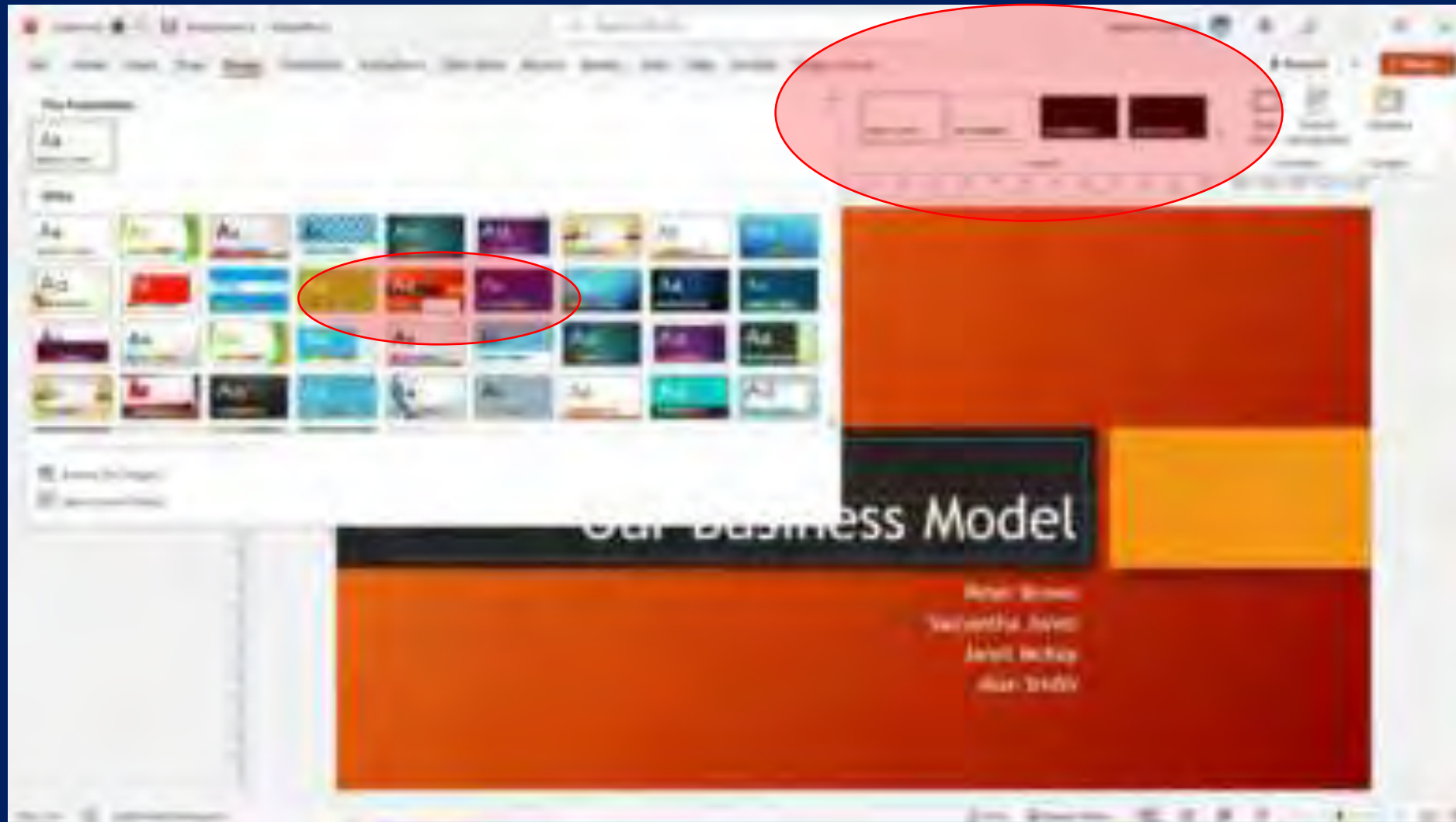


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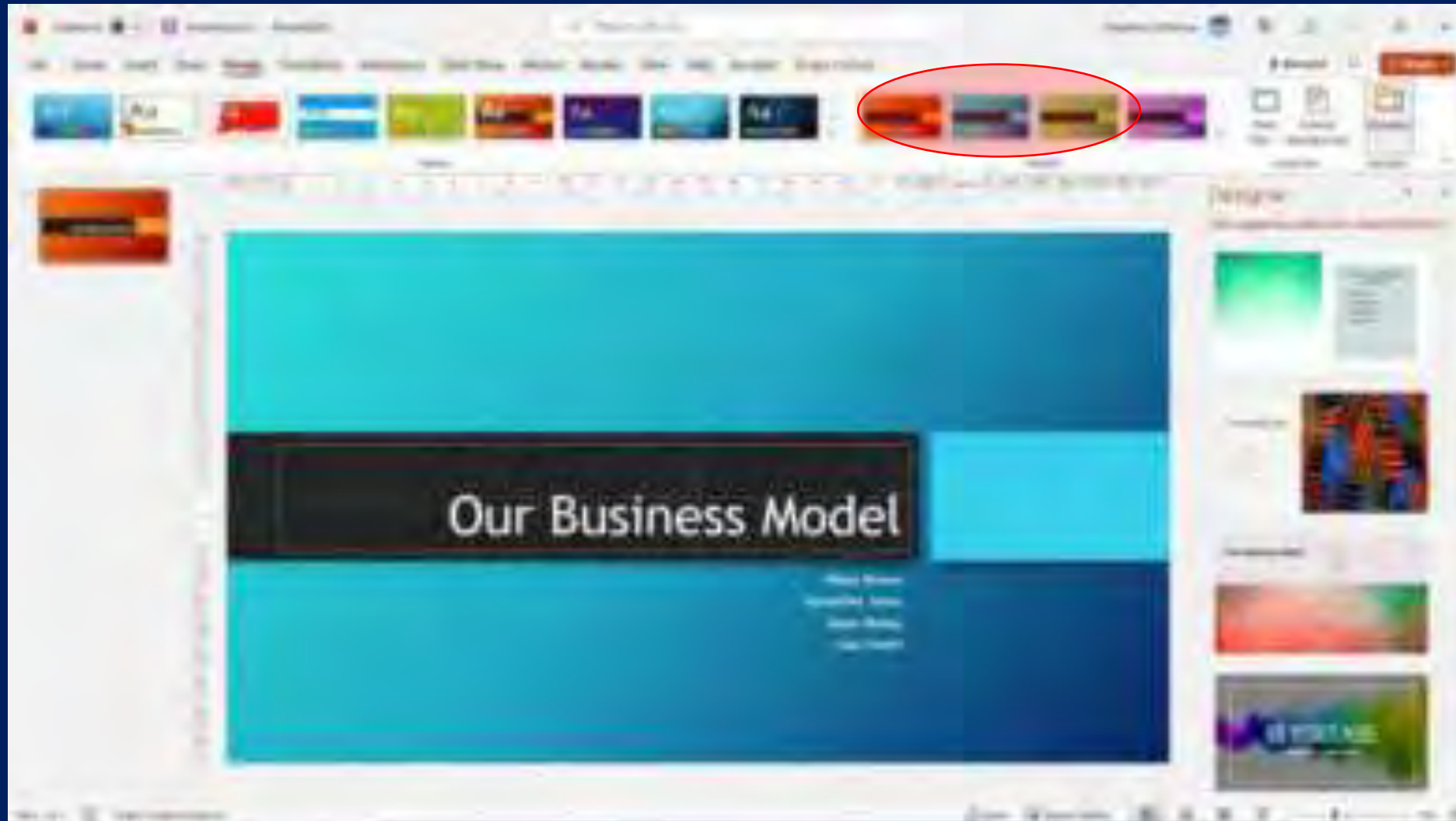




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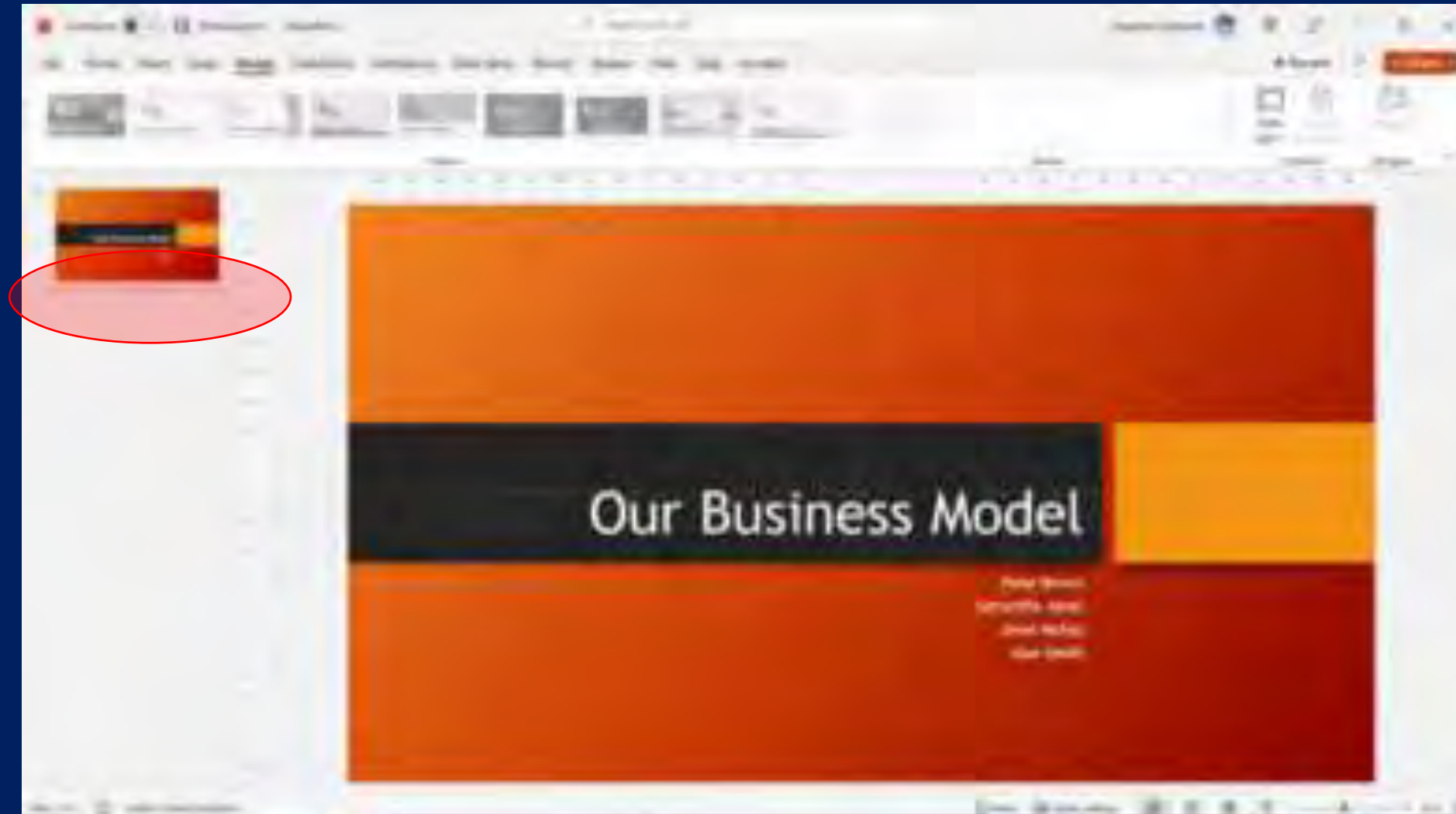


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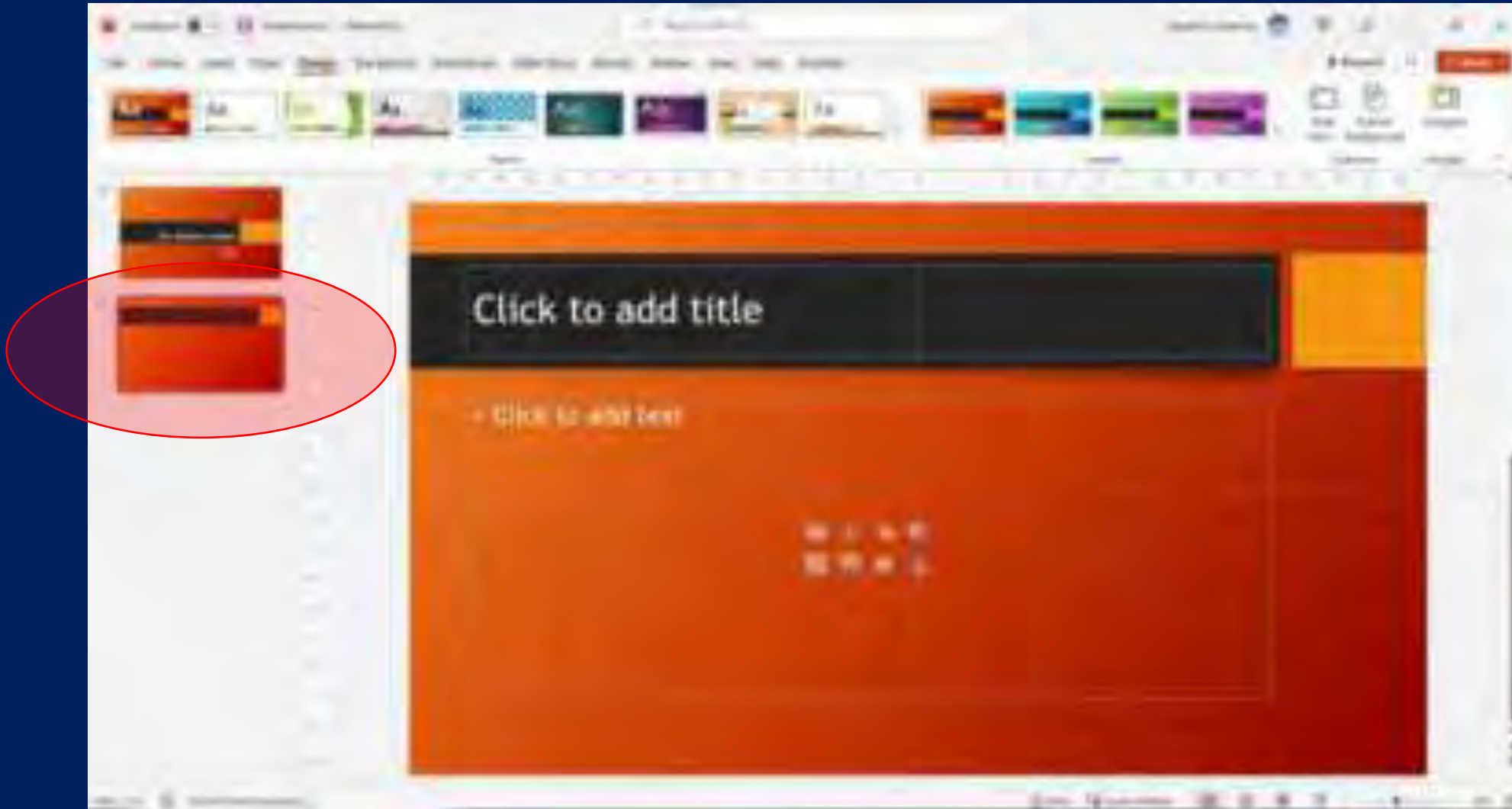


**Hands On**

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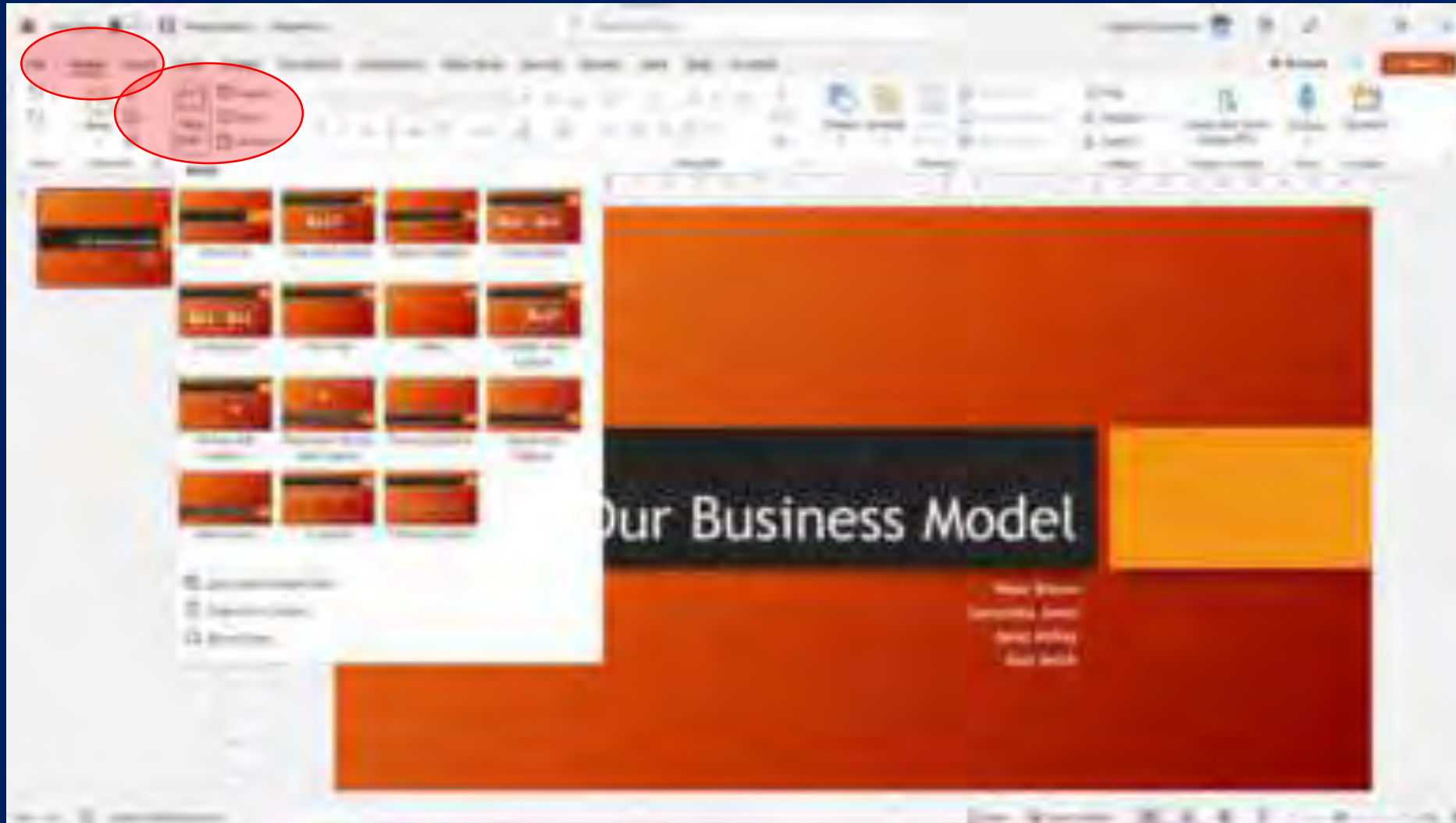


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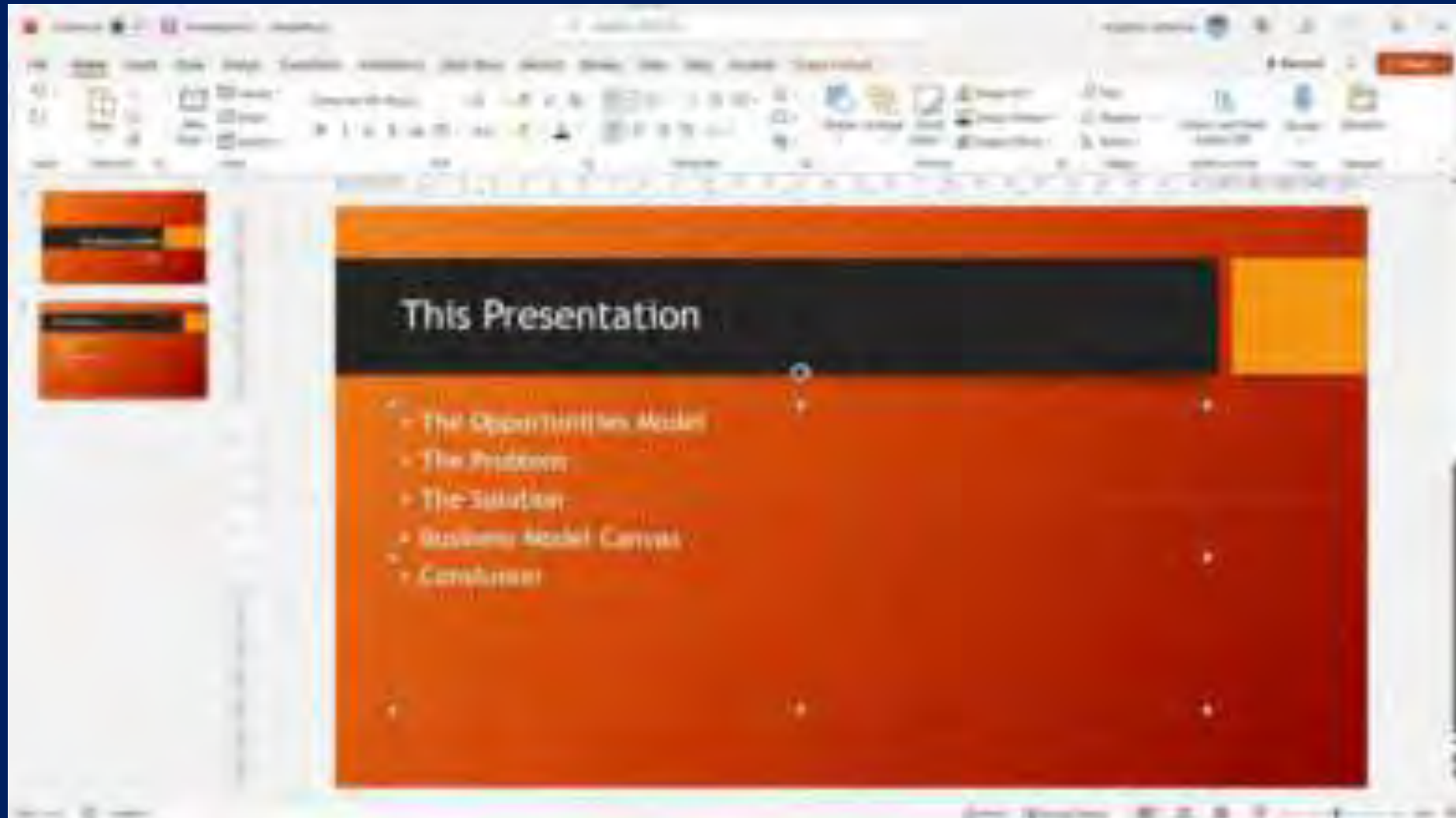


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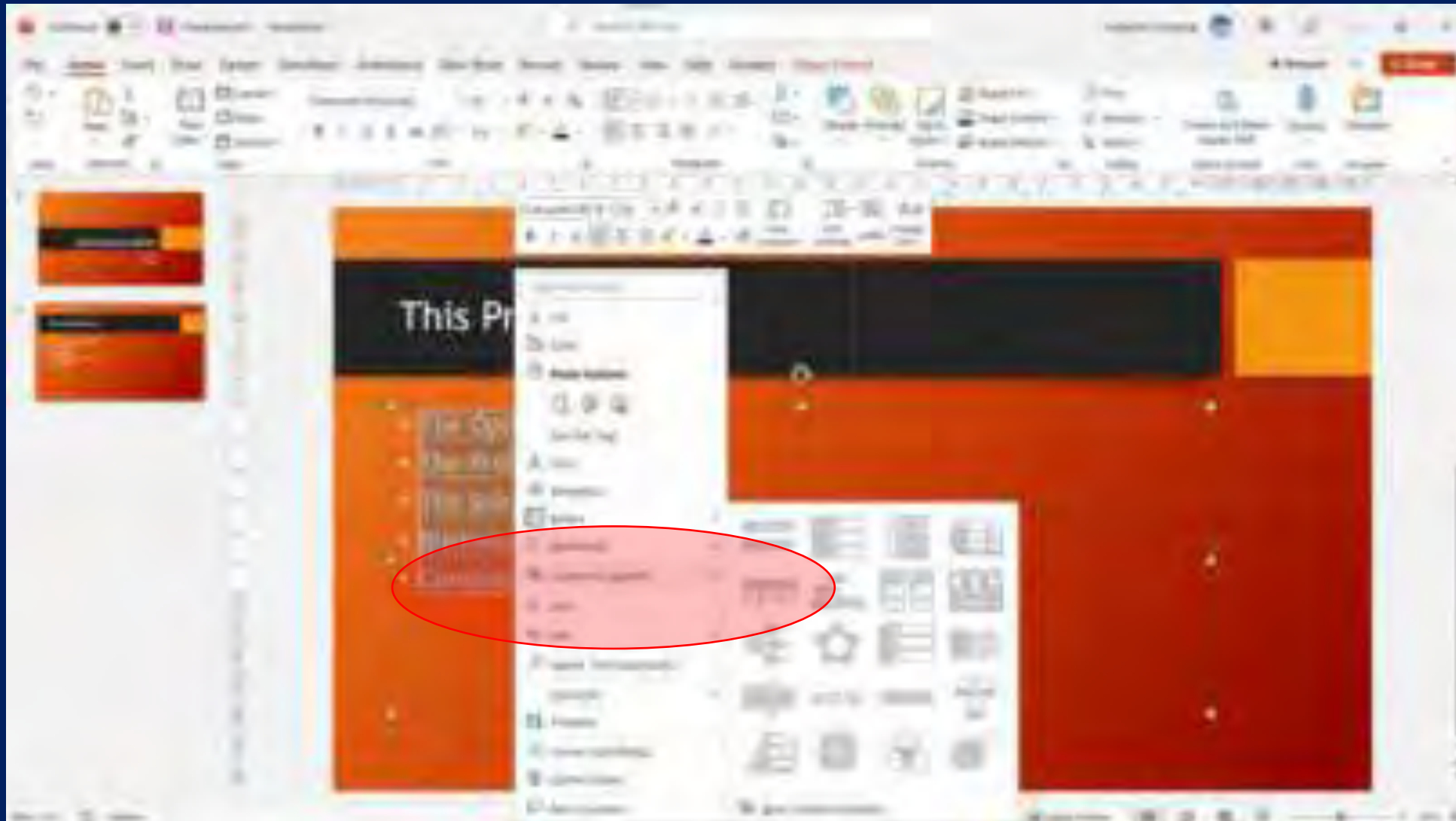
**Hands On**

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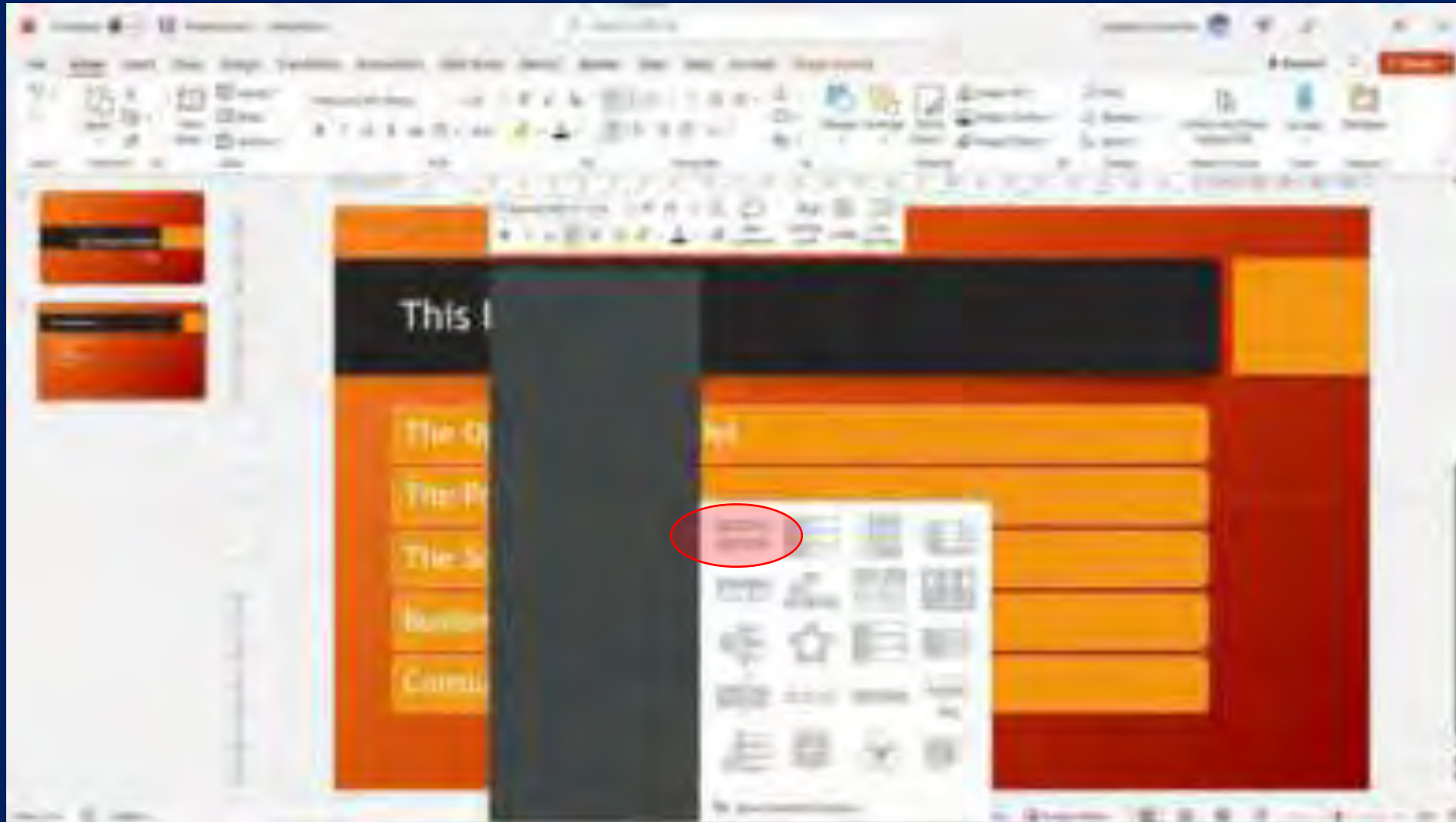




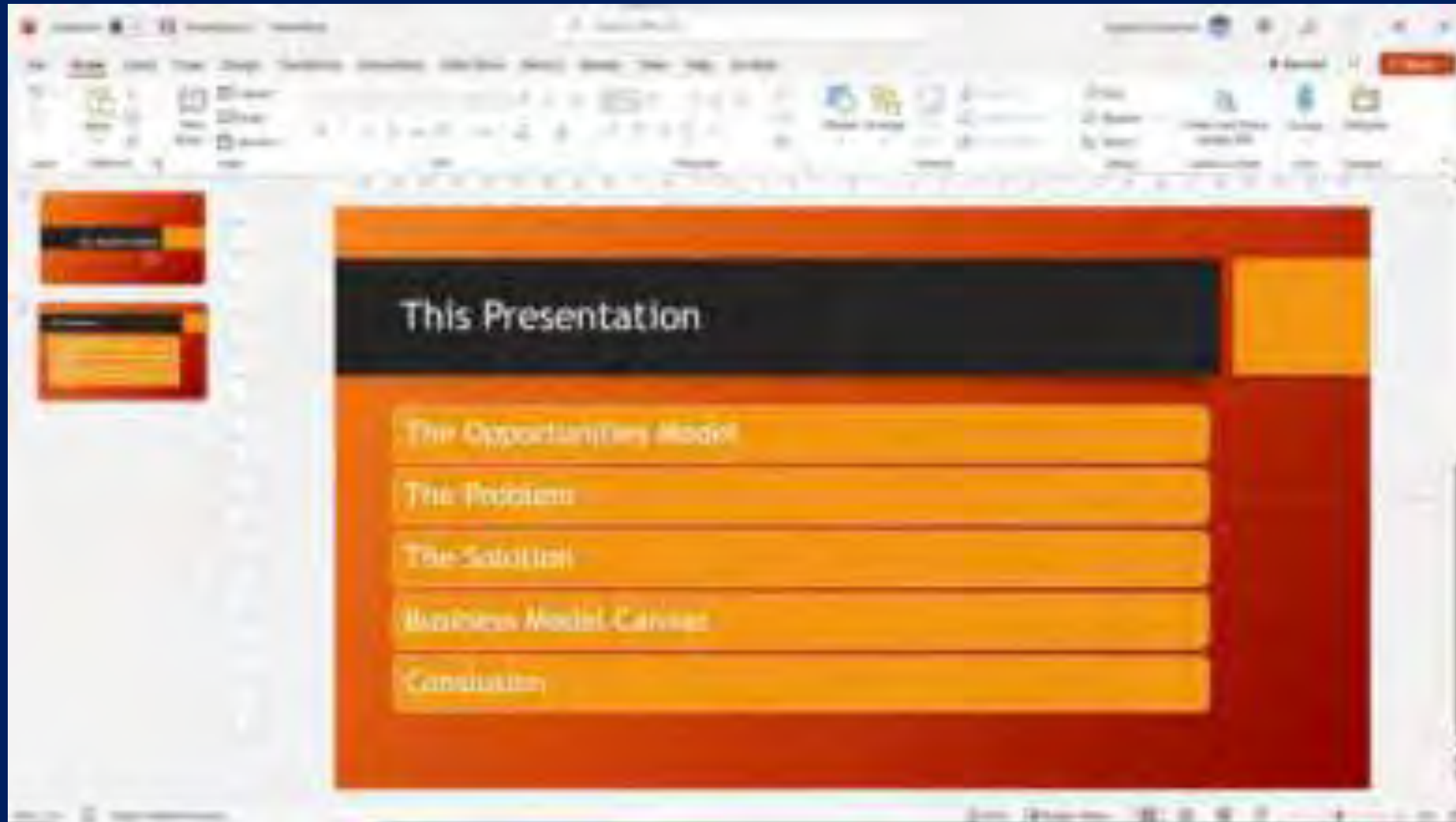
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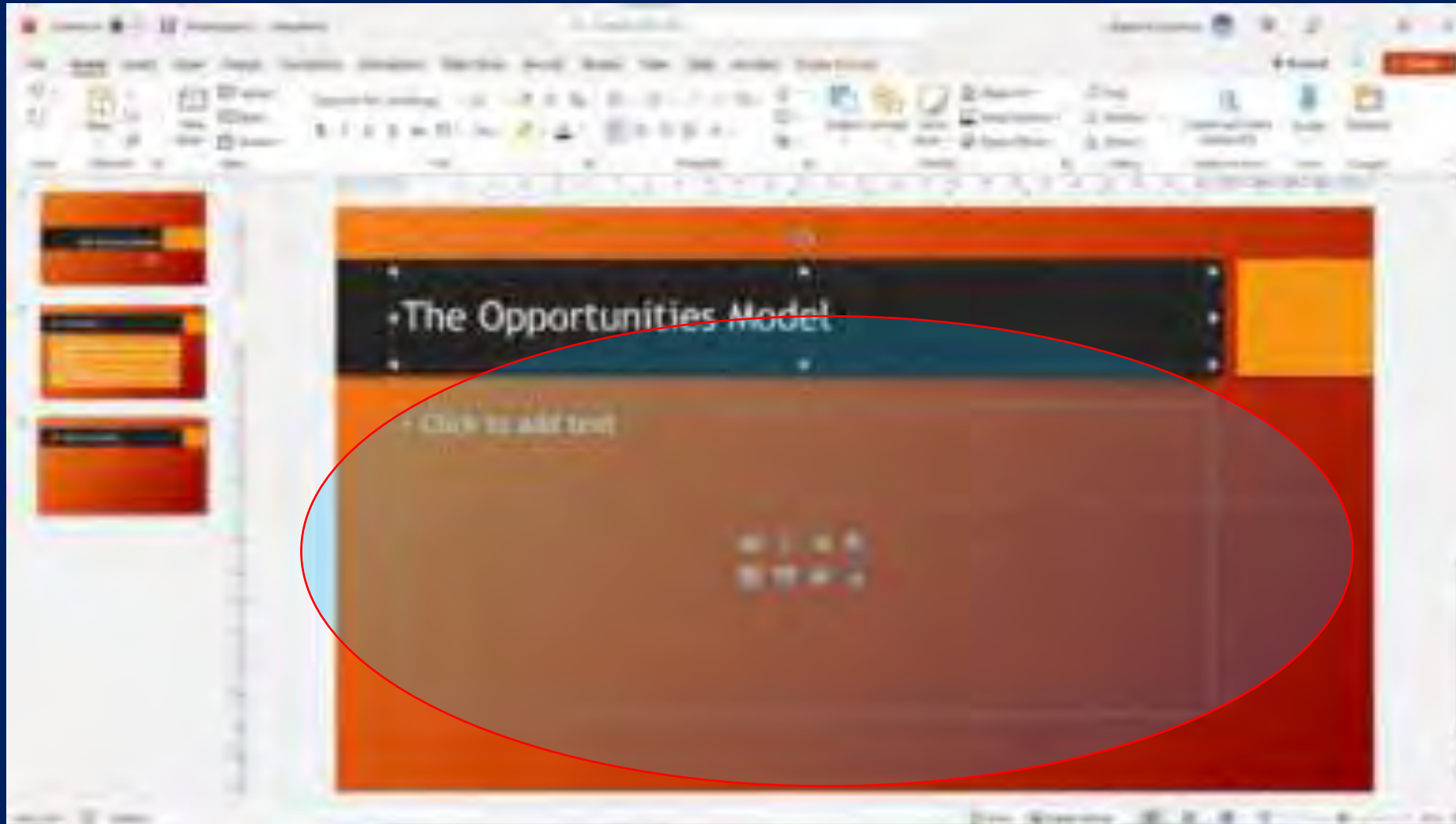
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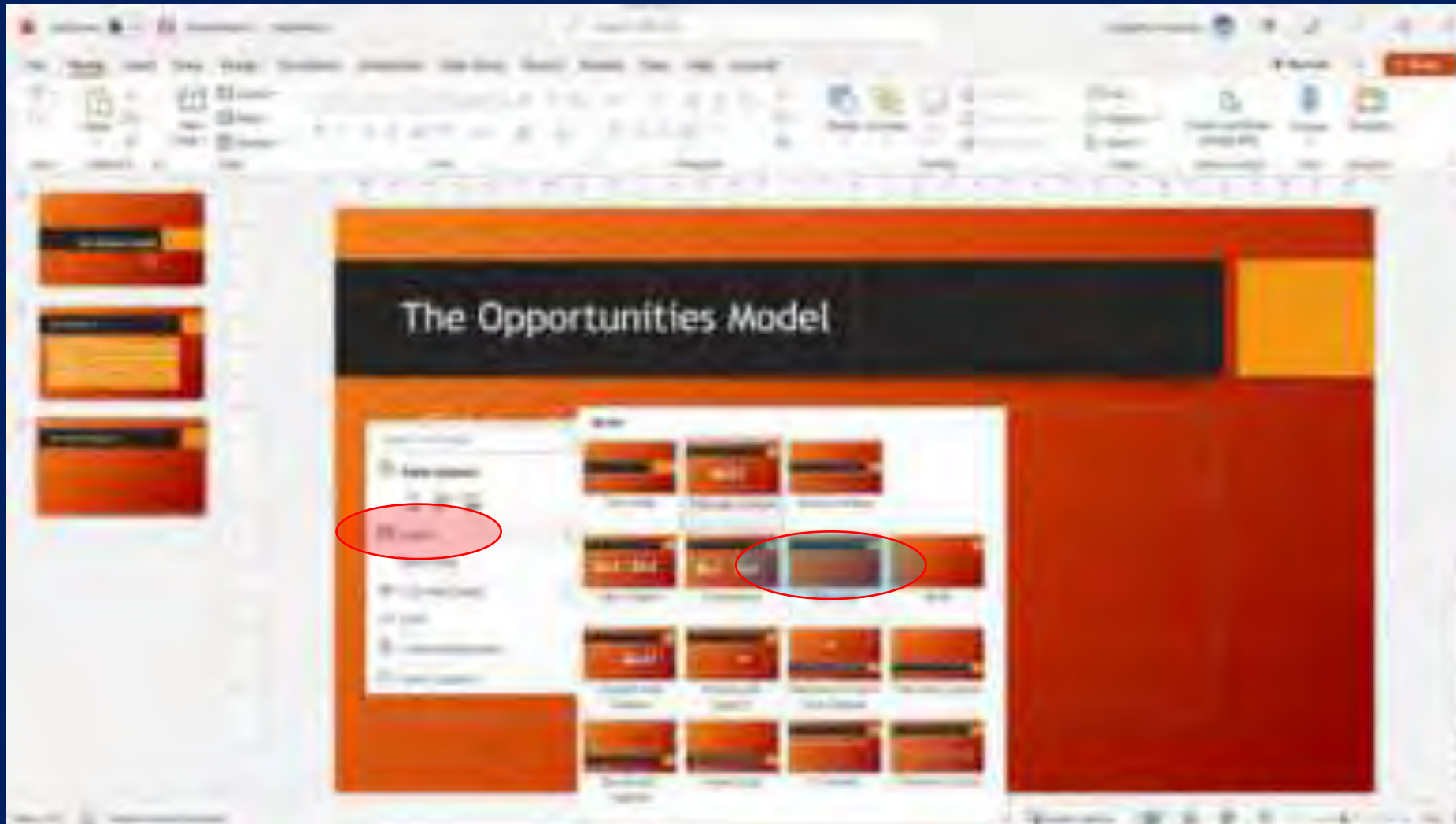
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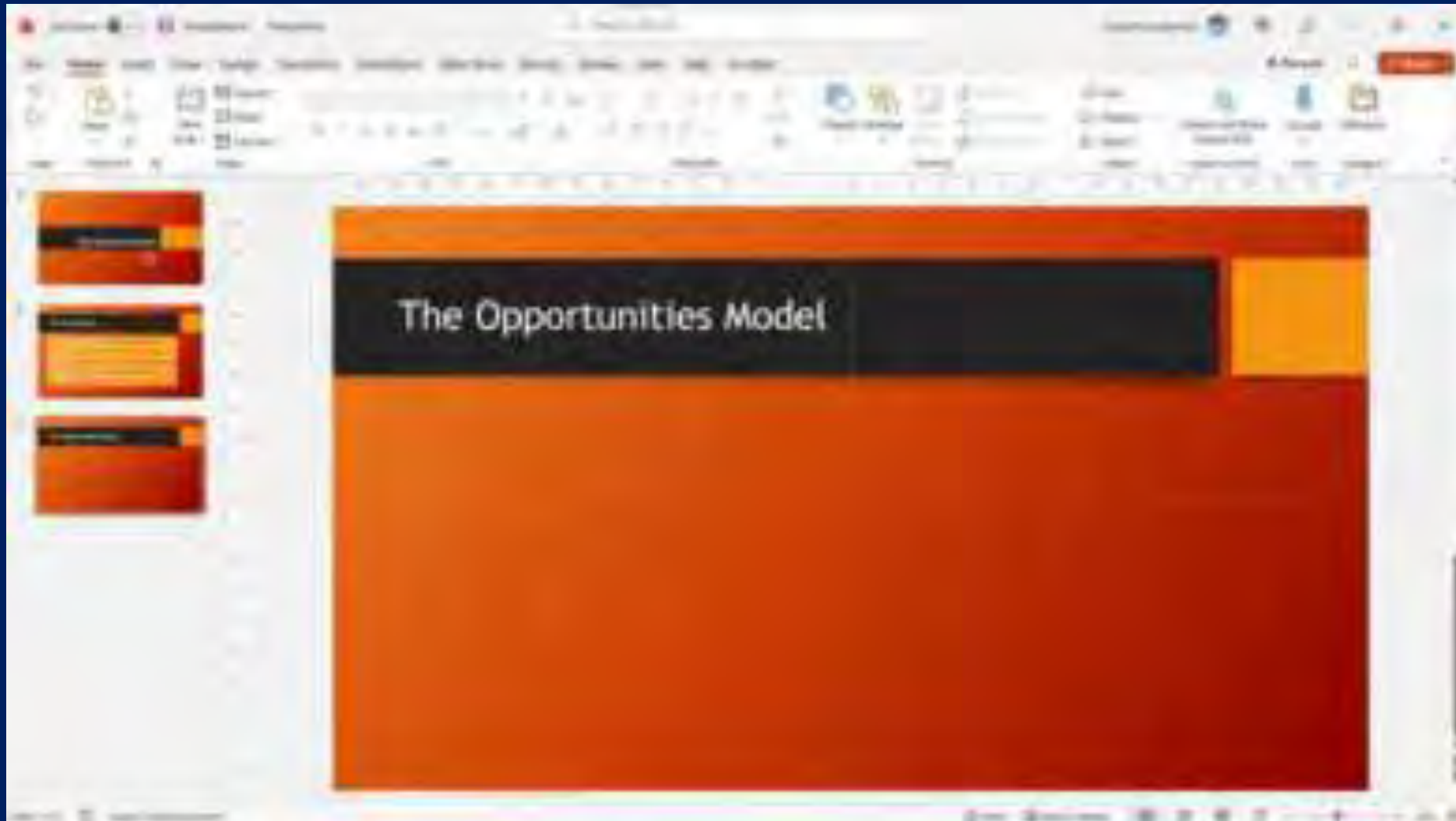
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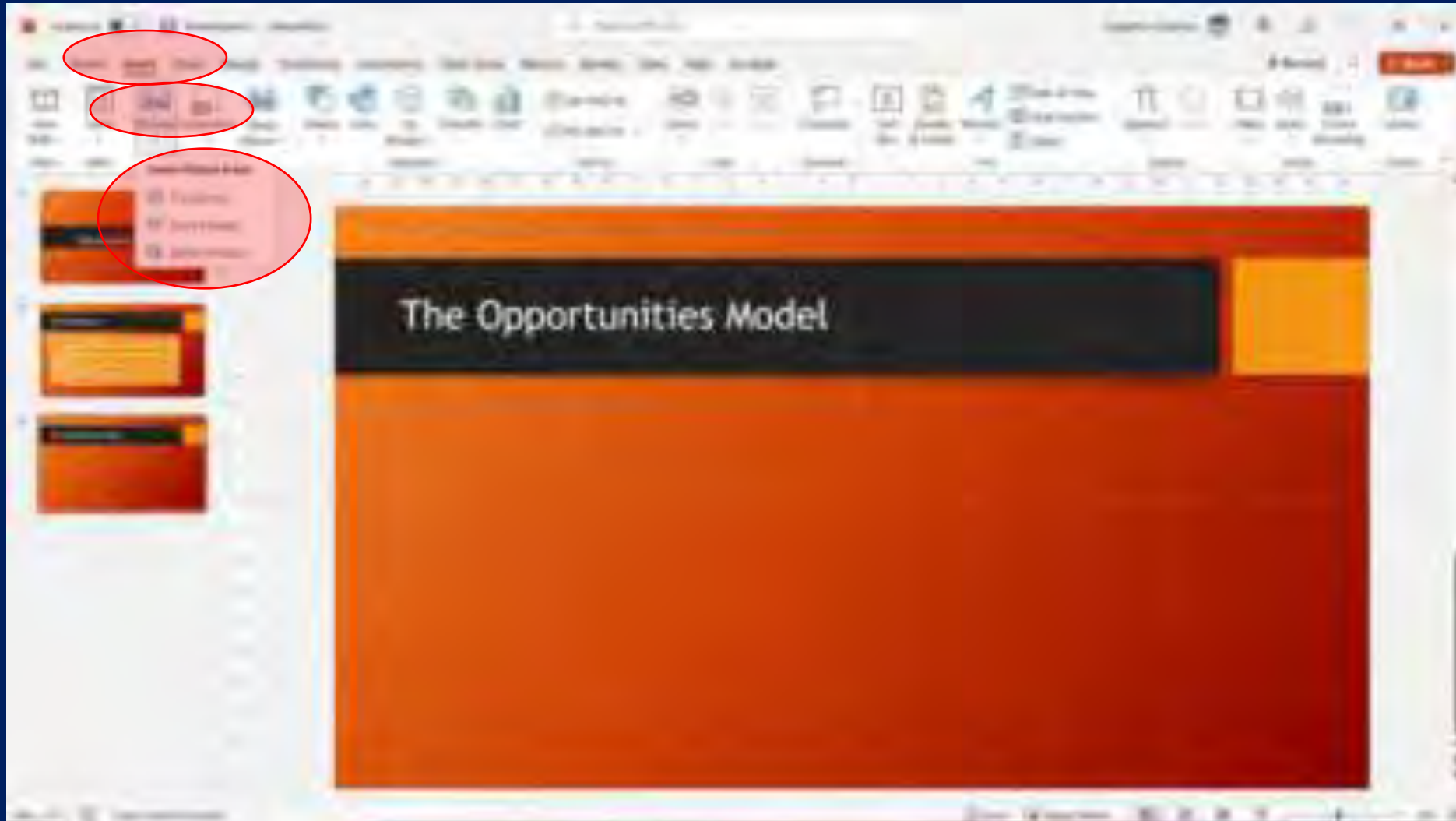
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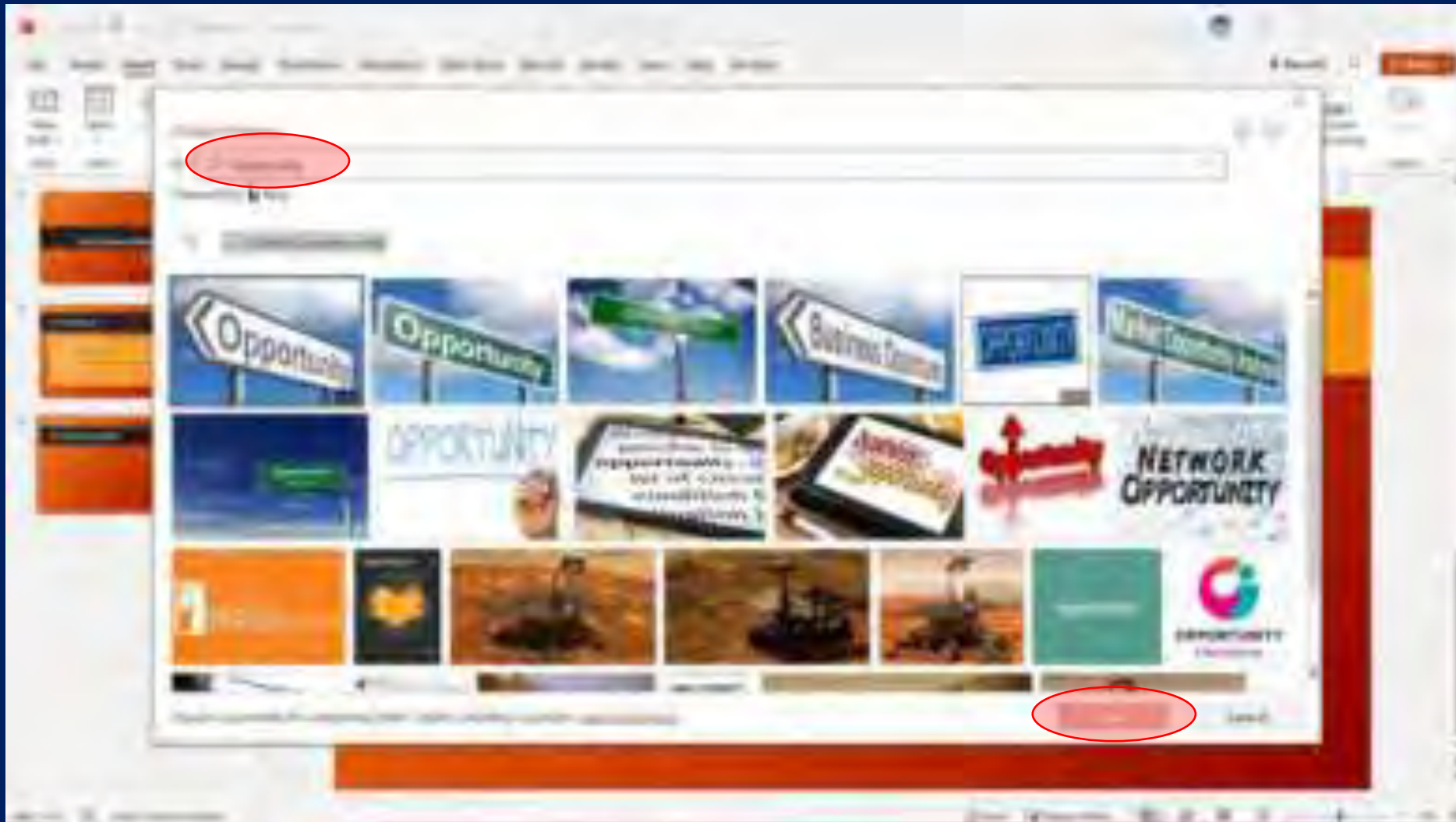
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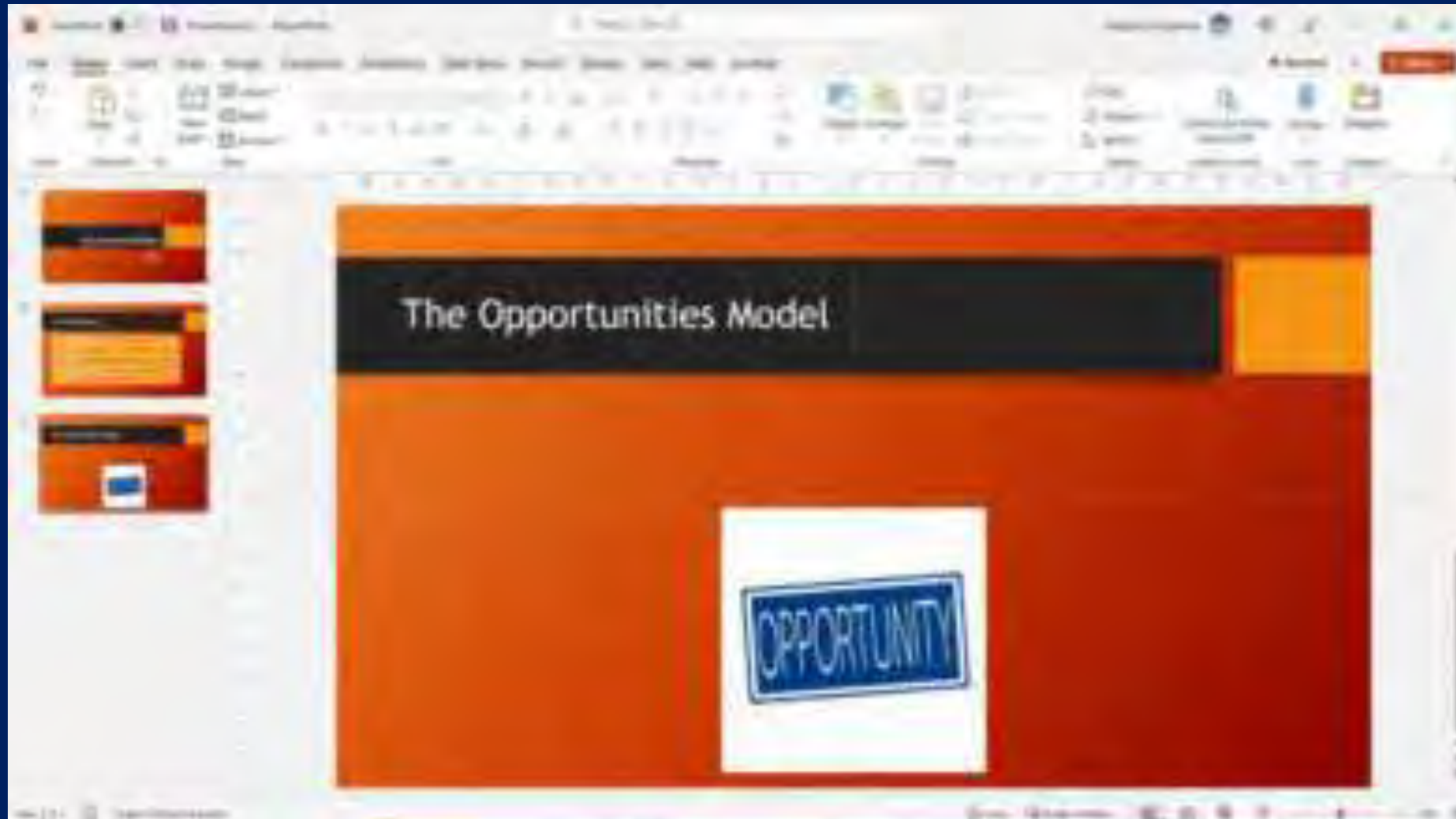


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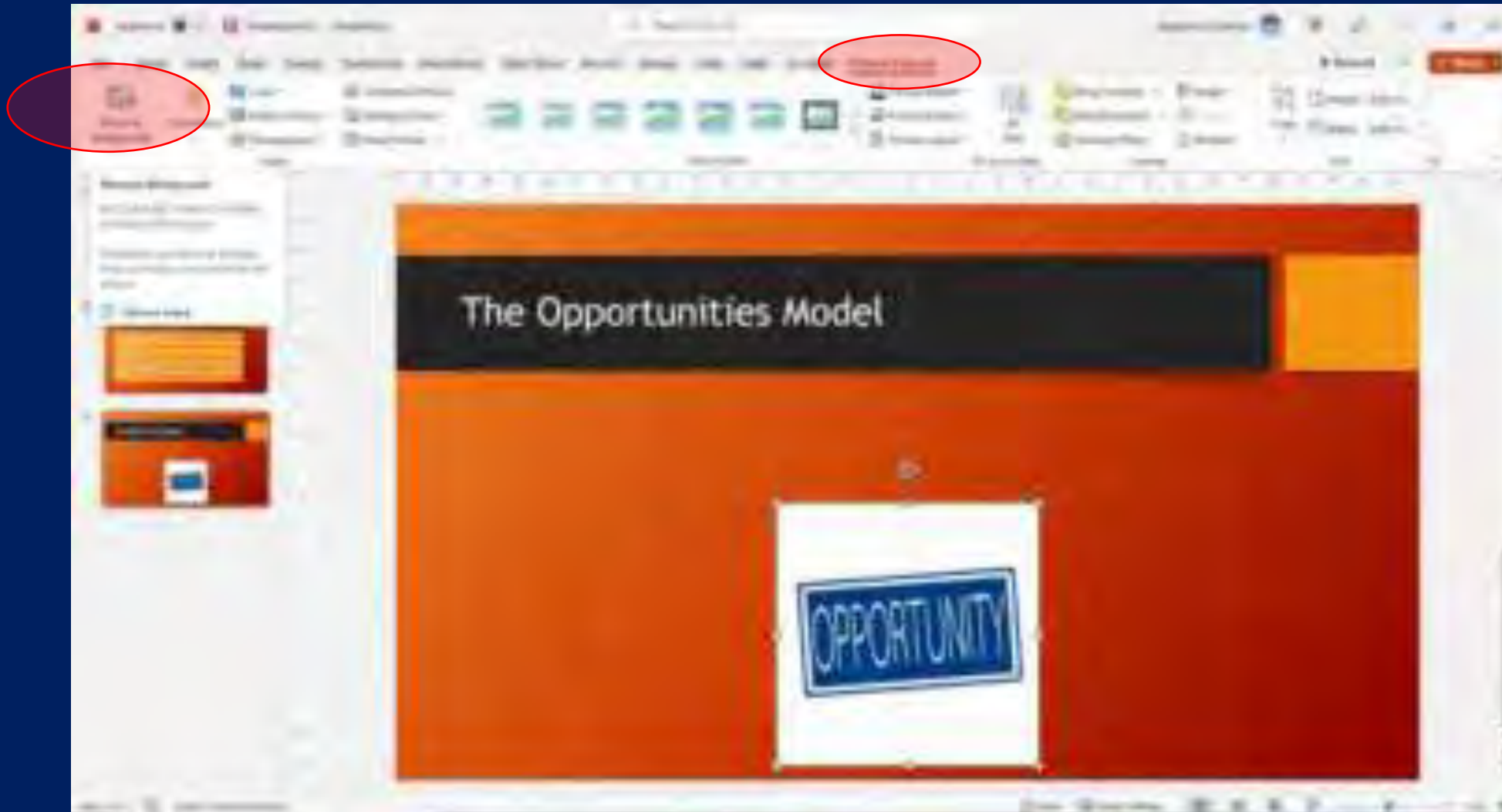




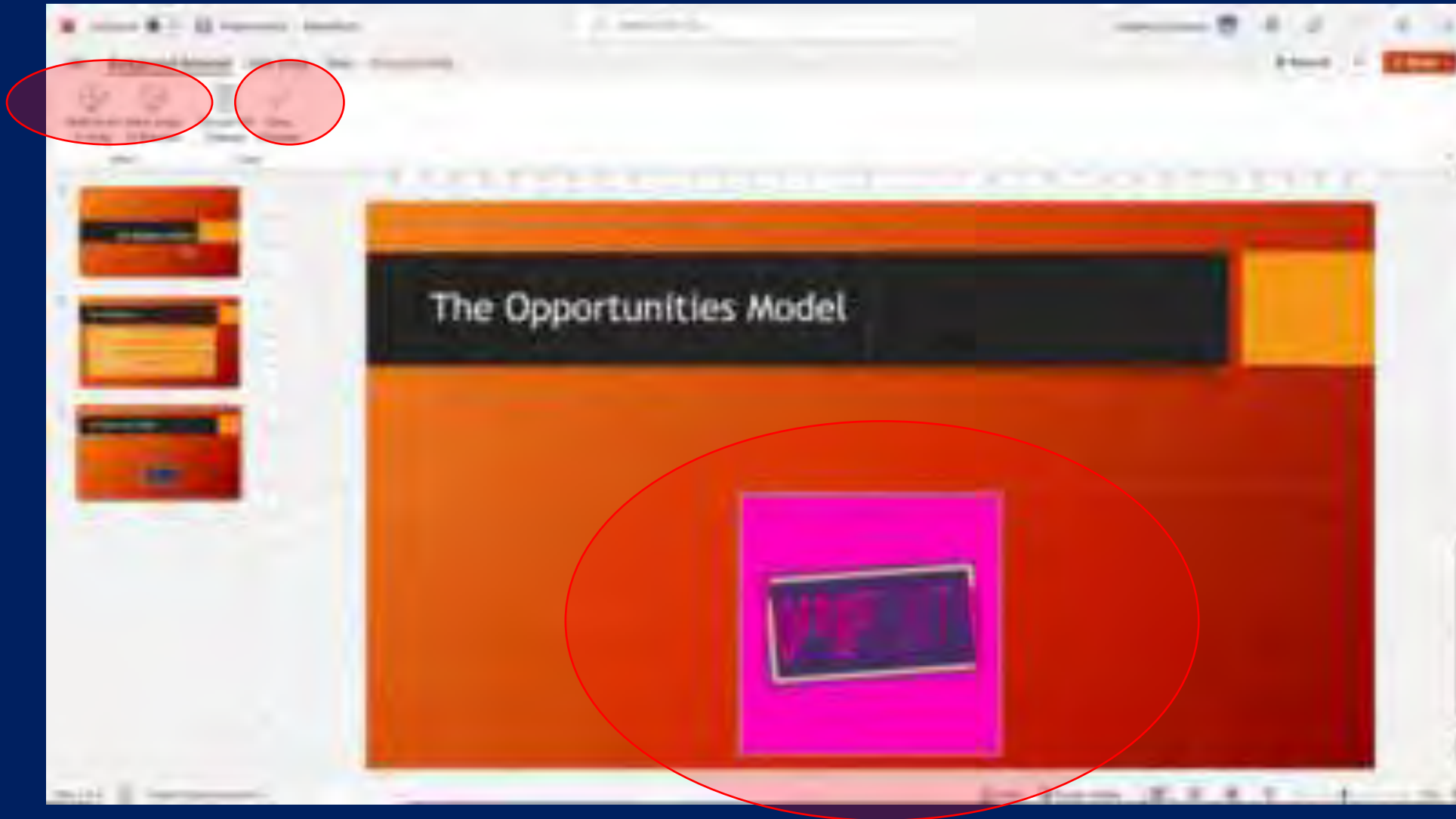
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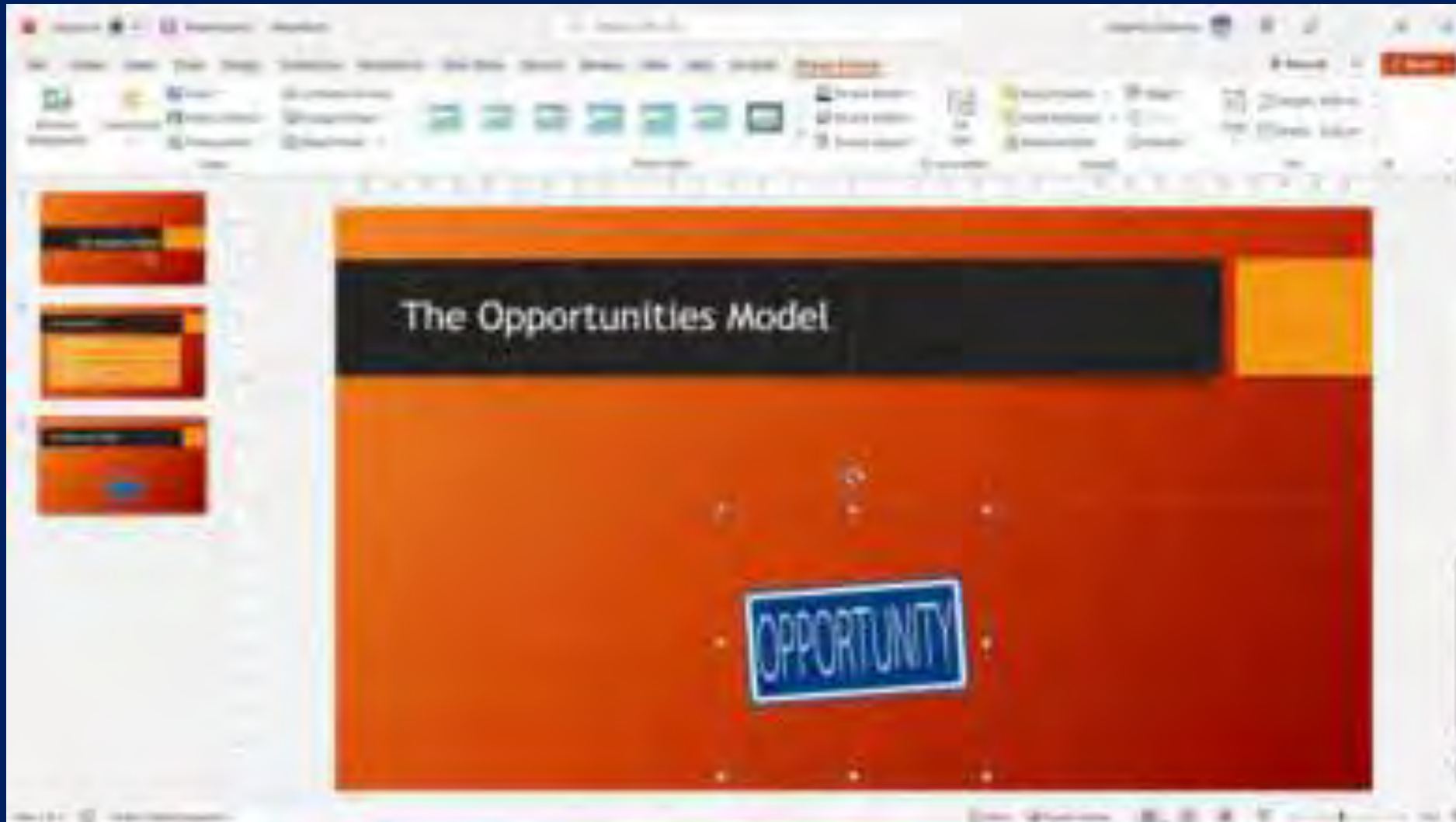
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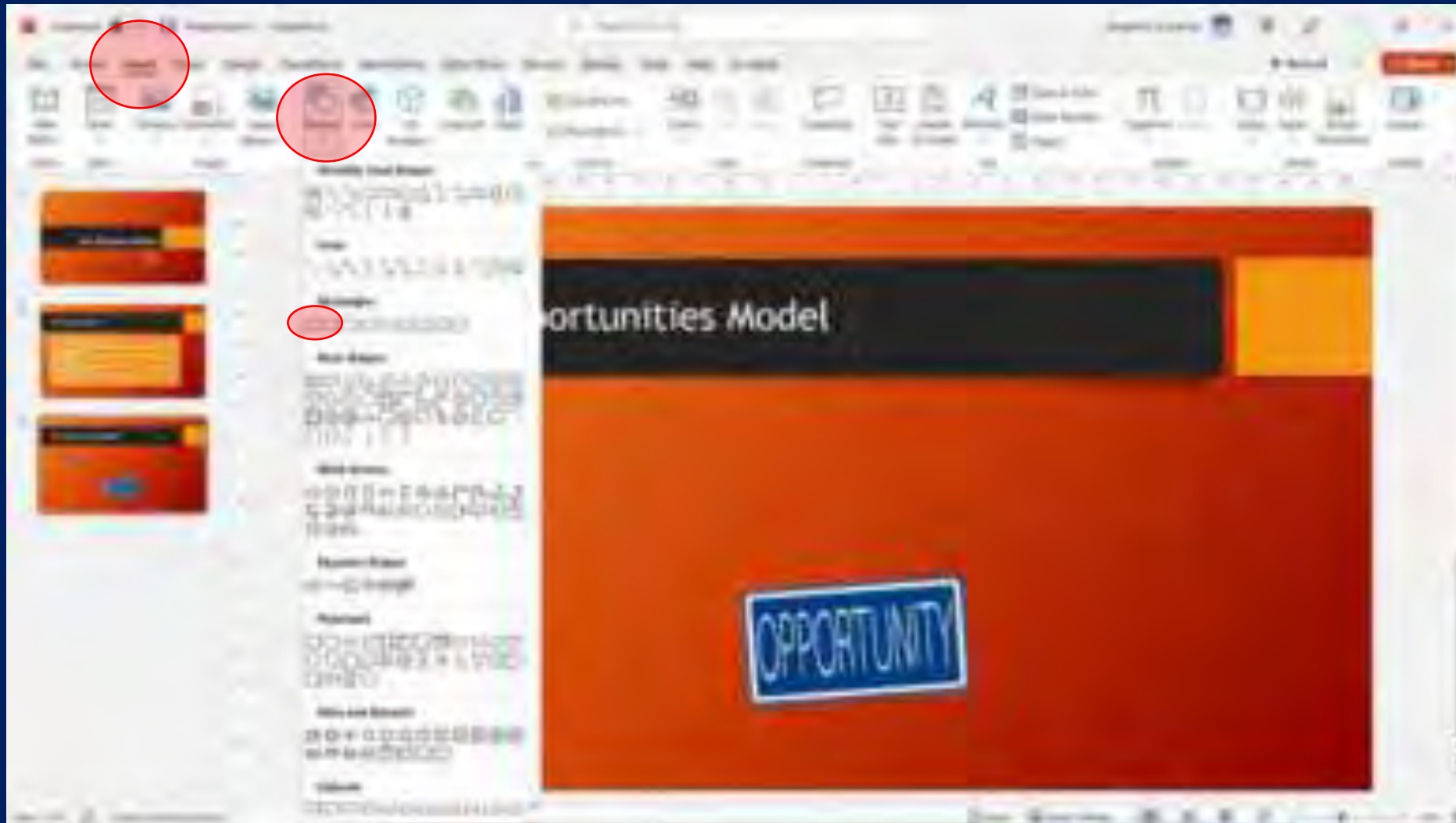


**Hands On**

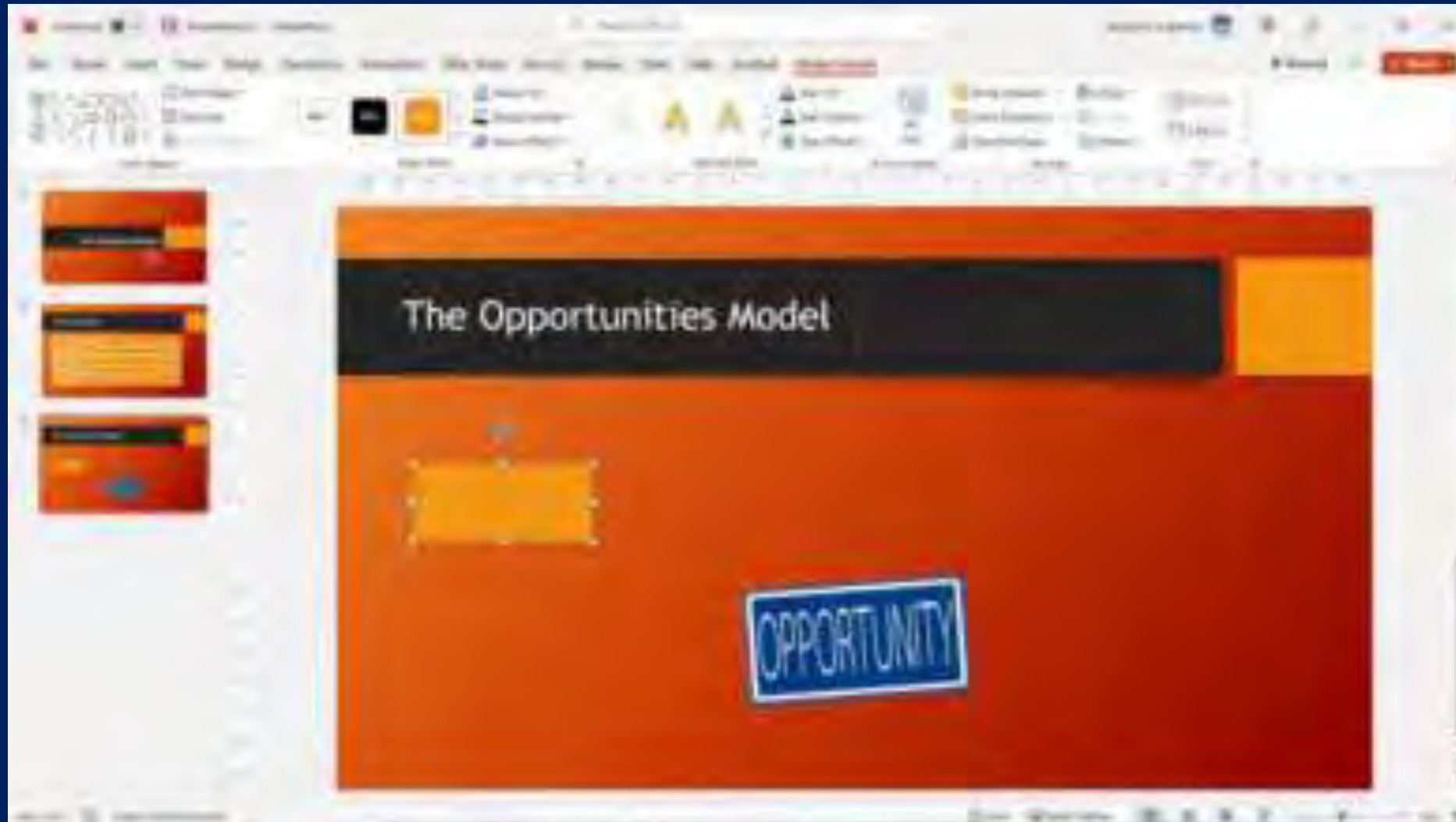




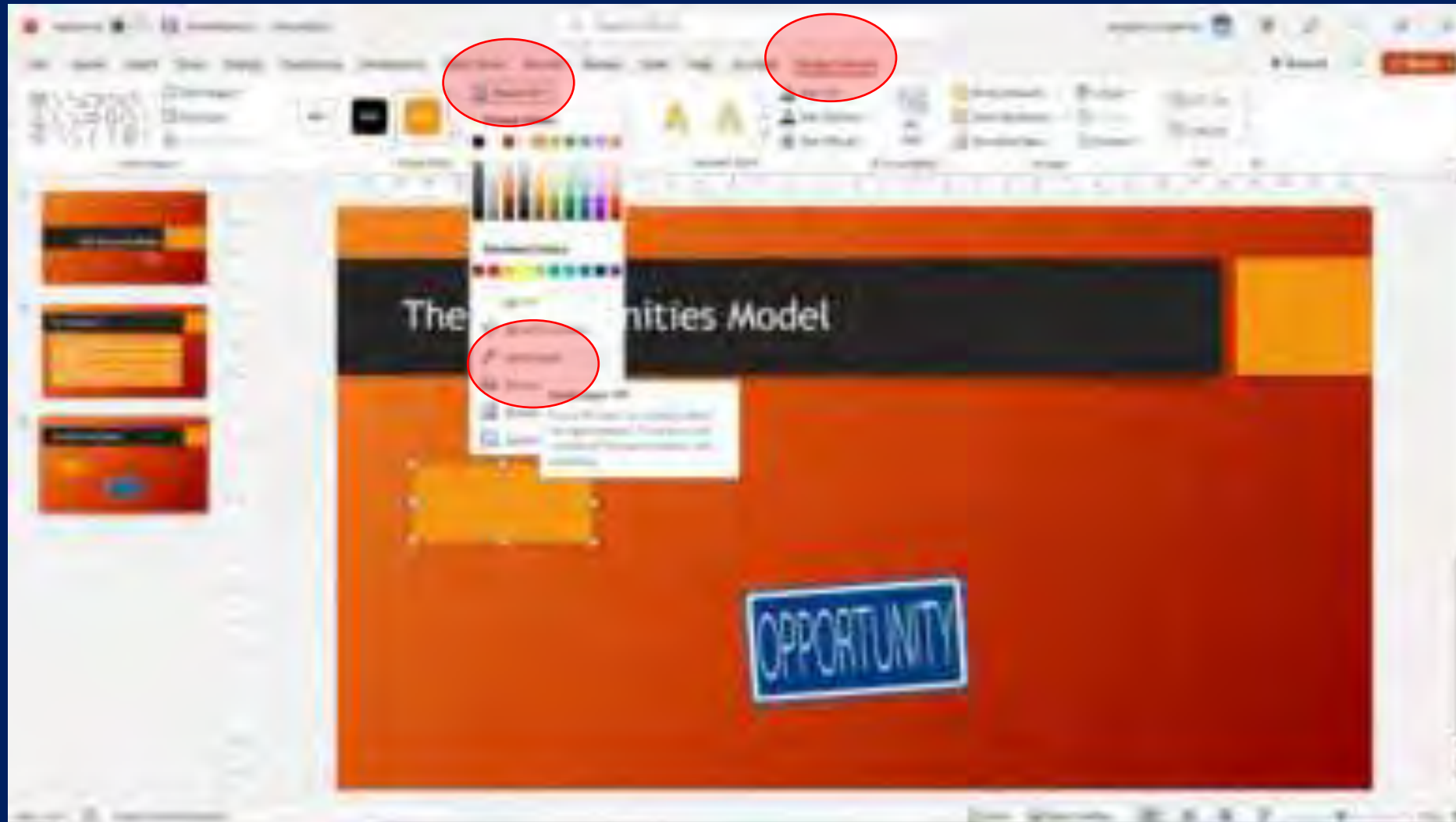
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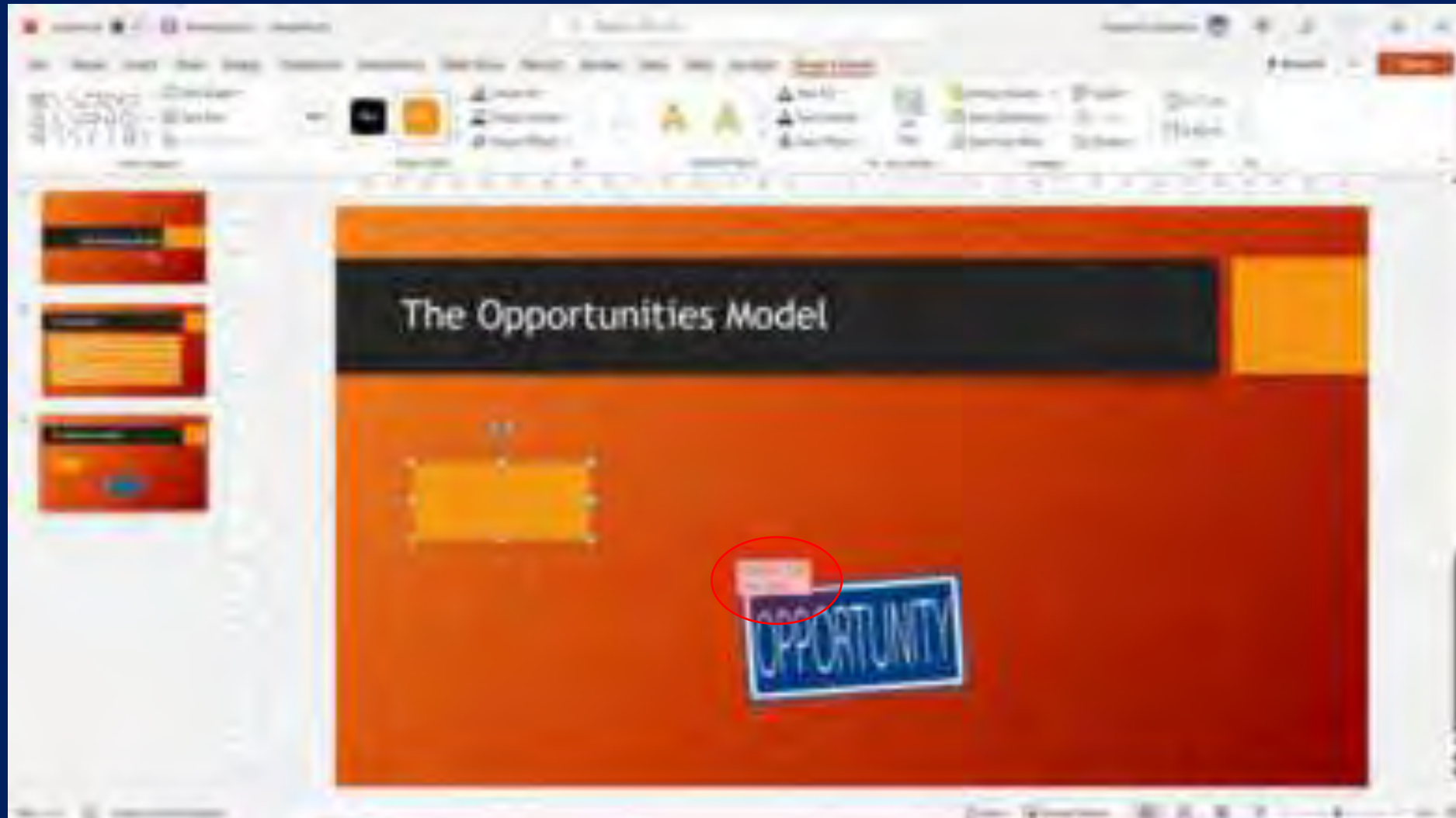
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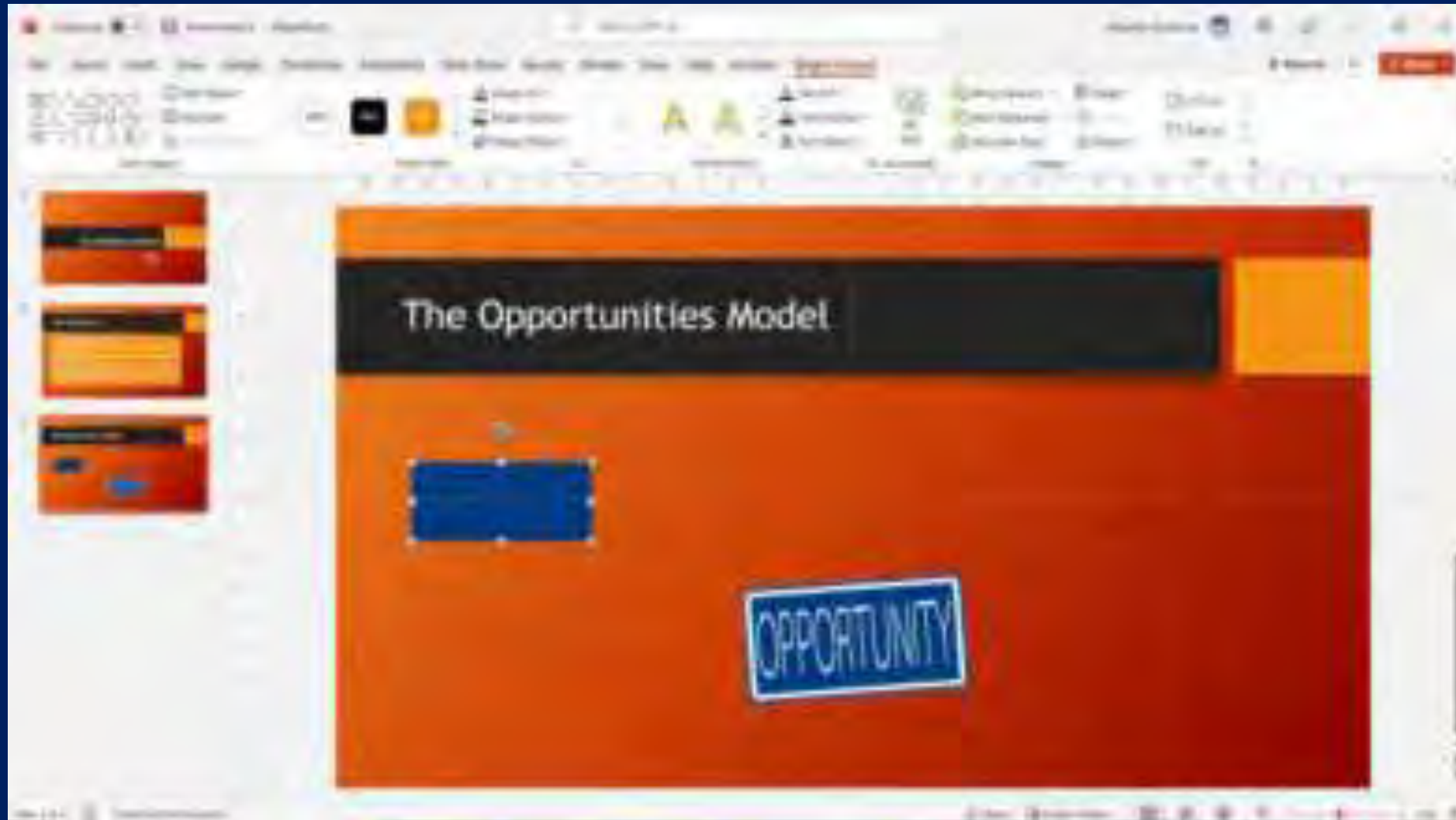


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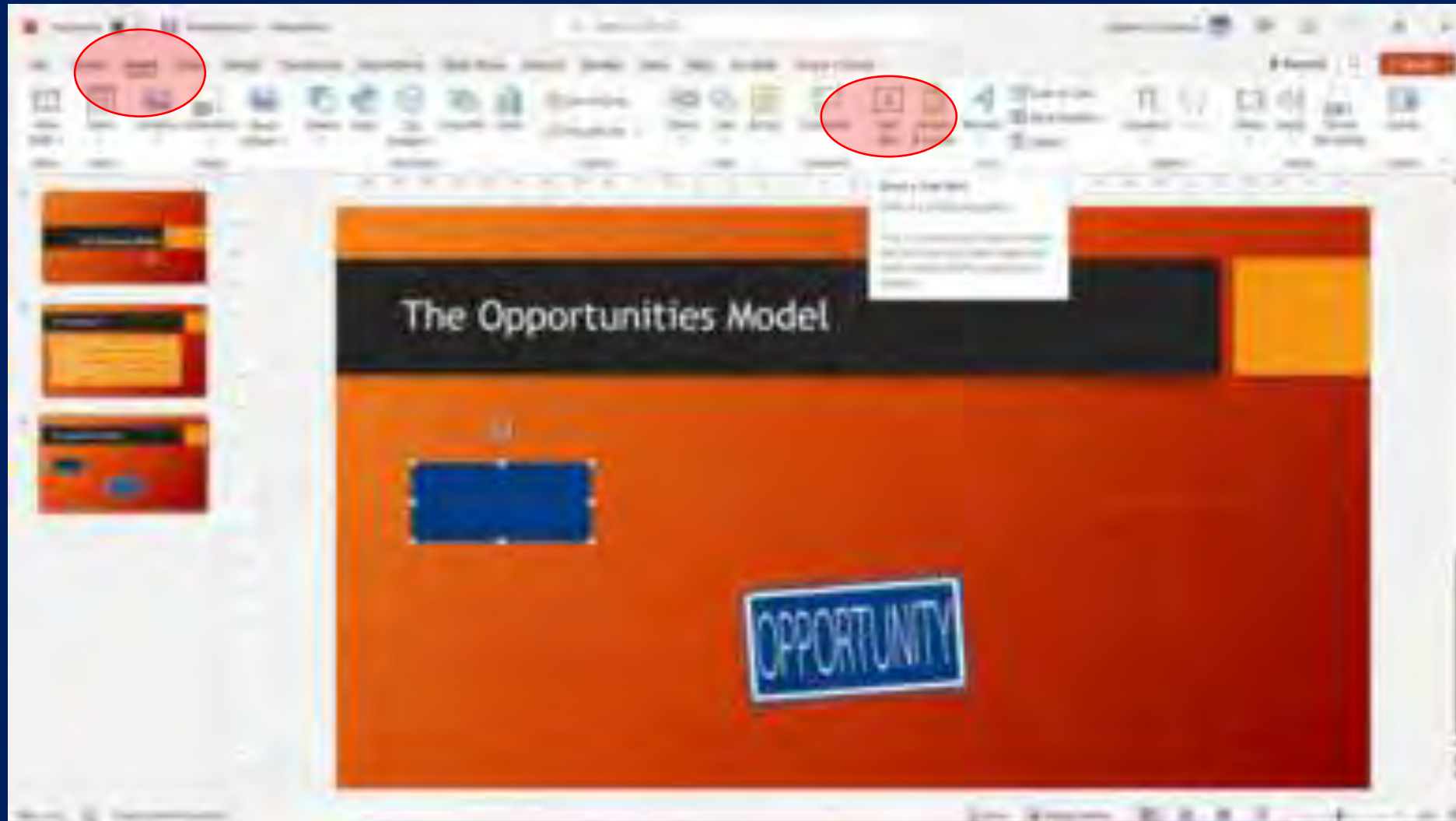




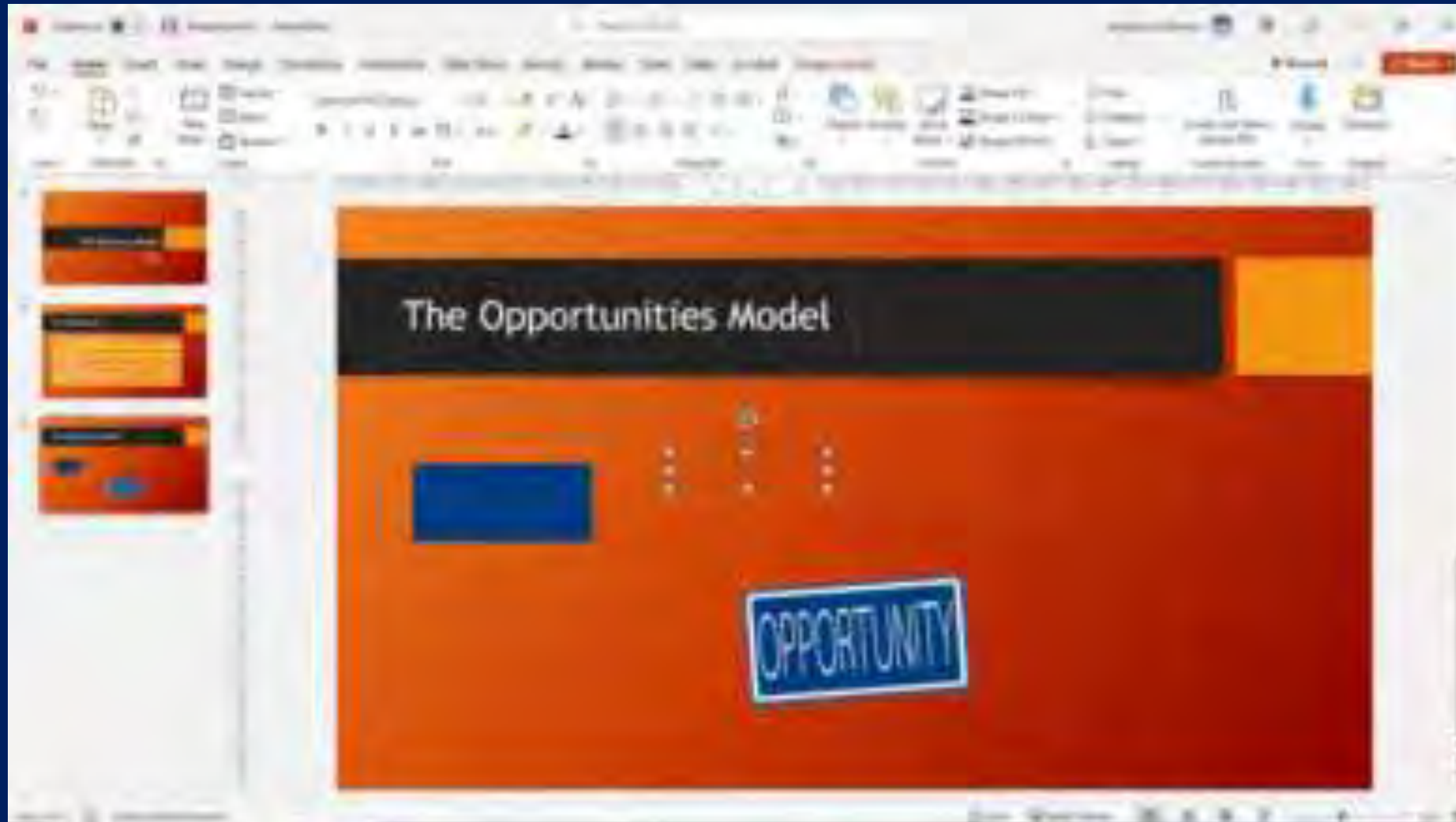
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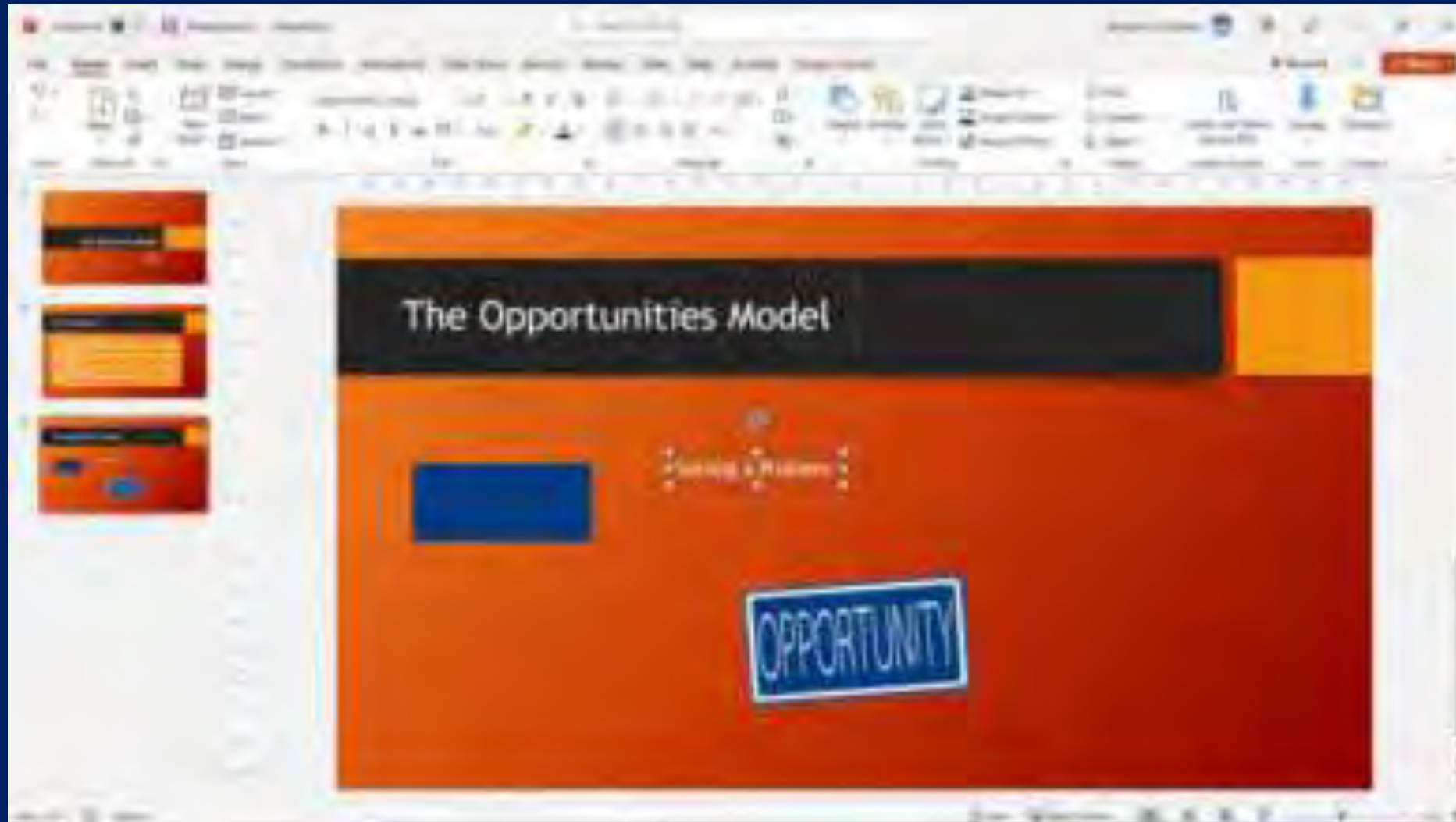
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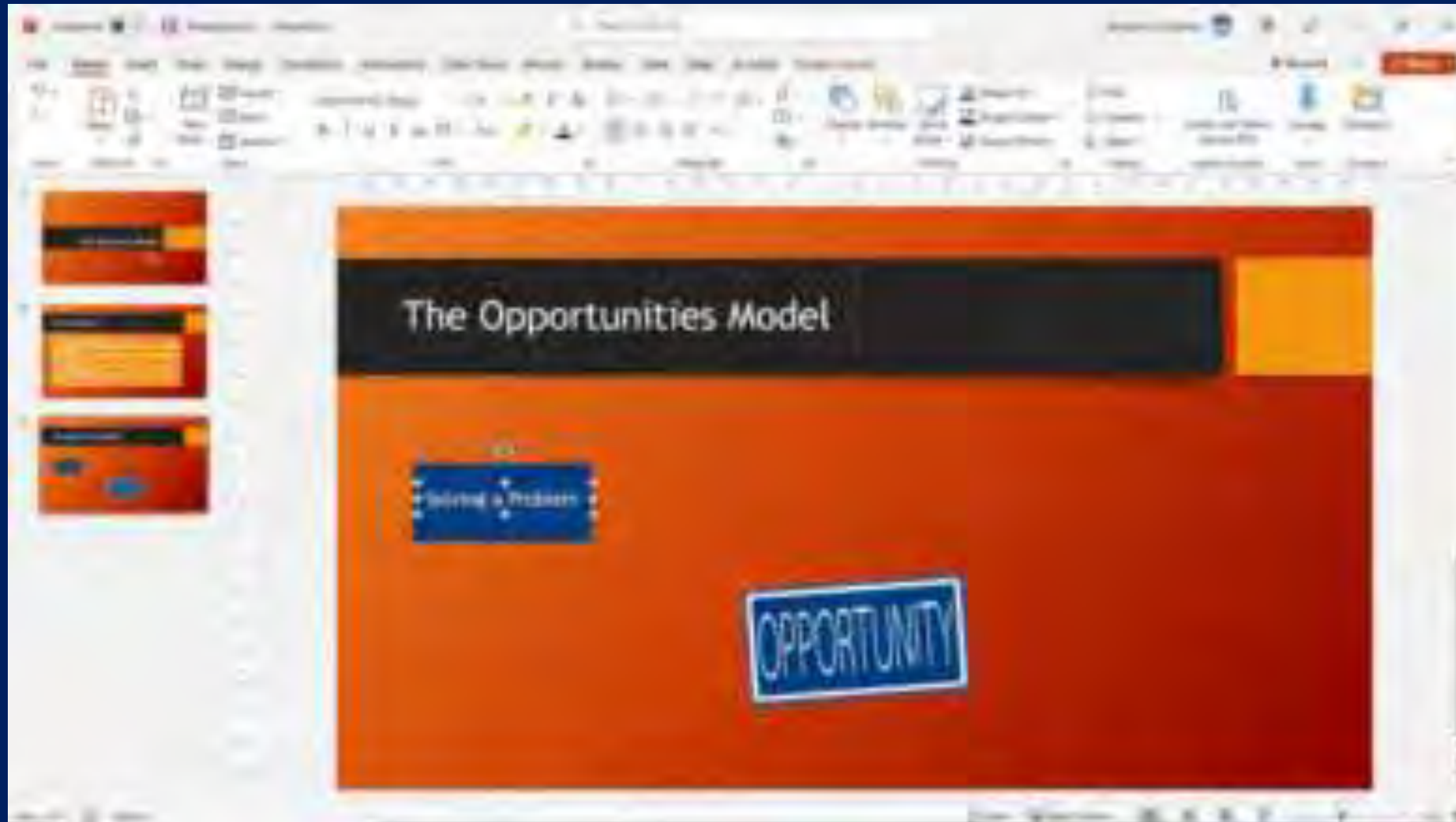


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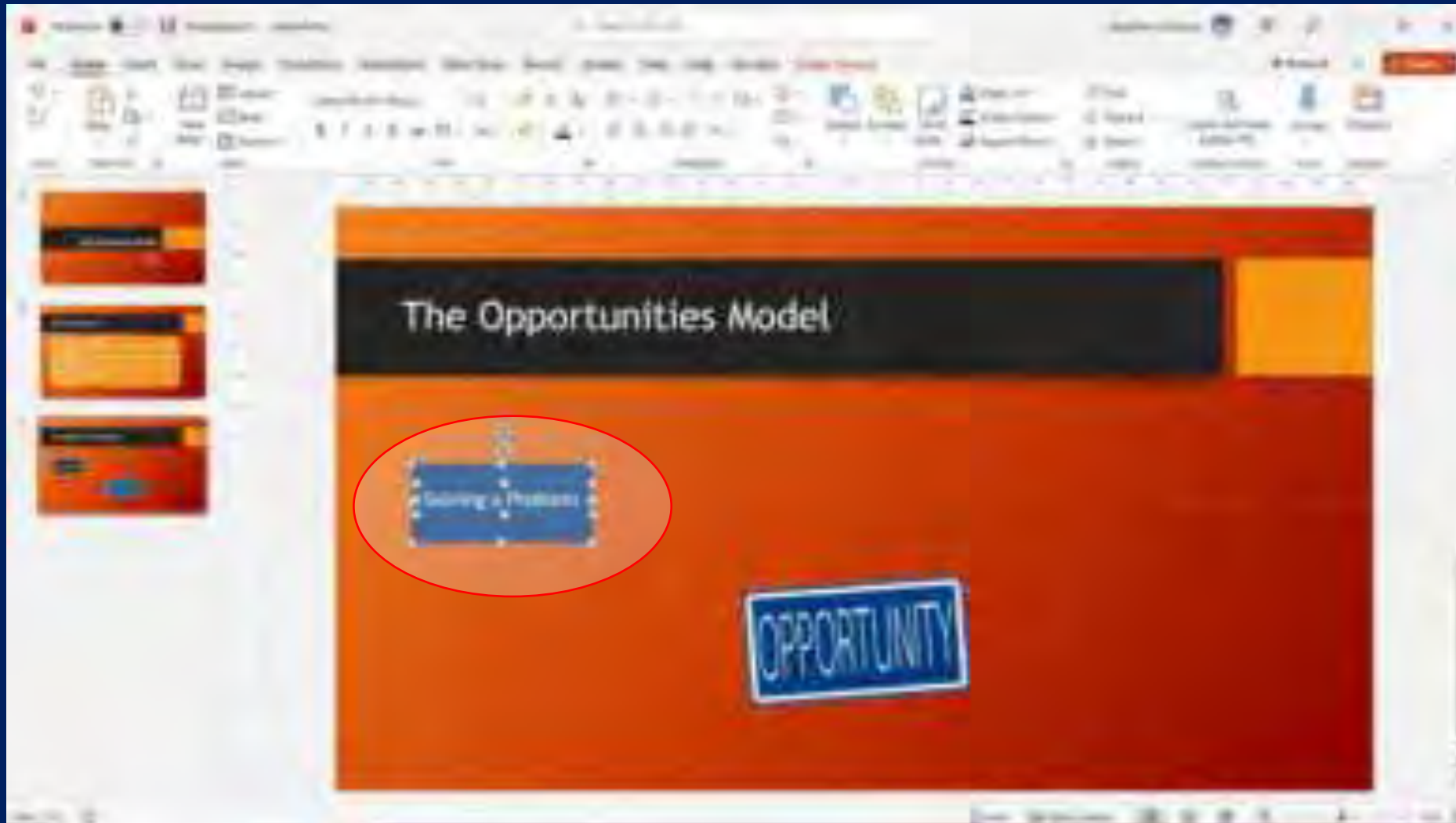




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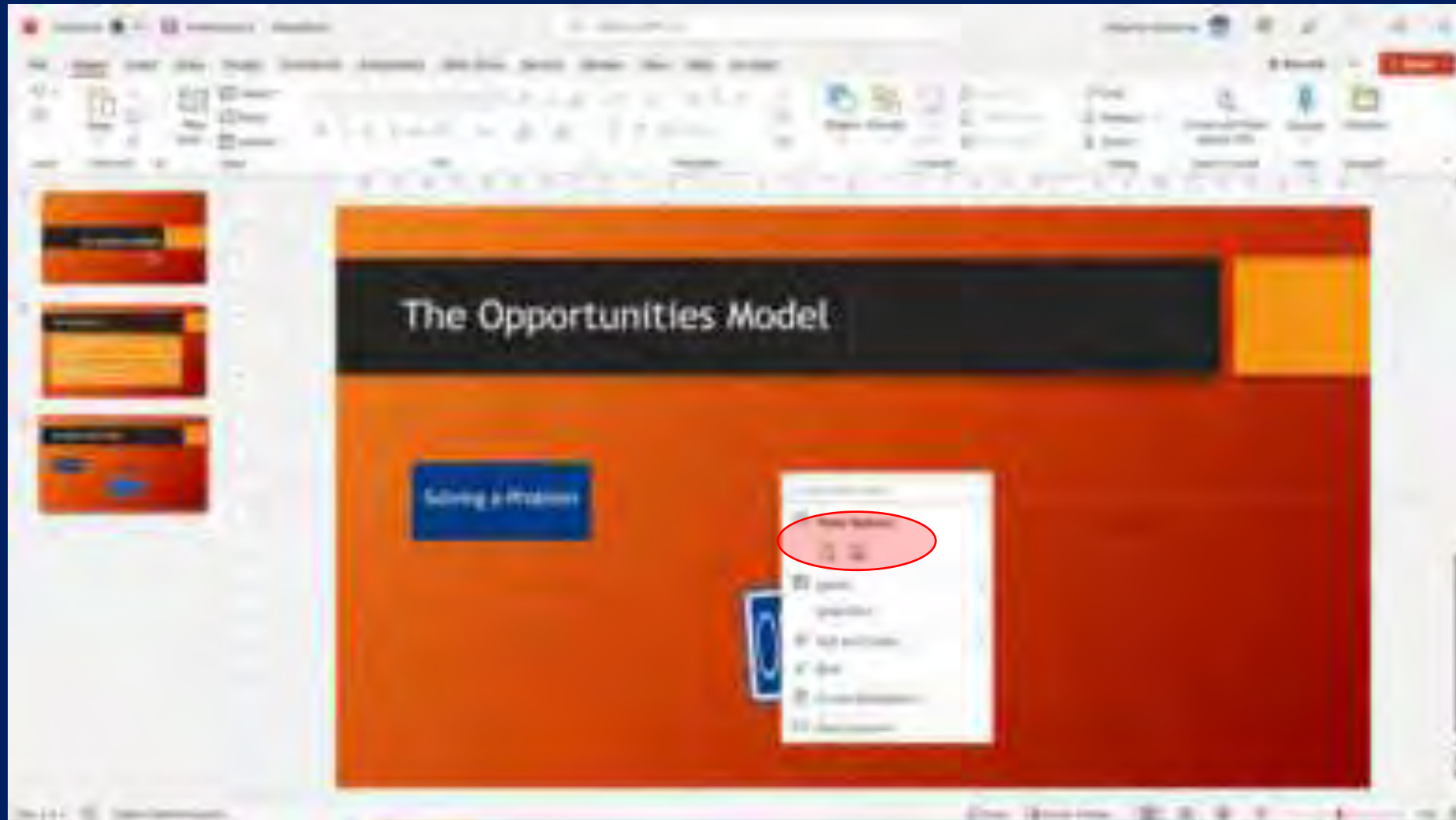
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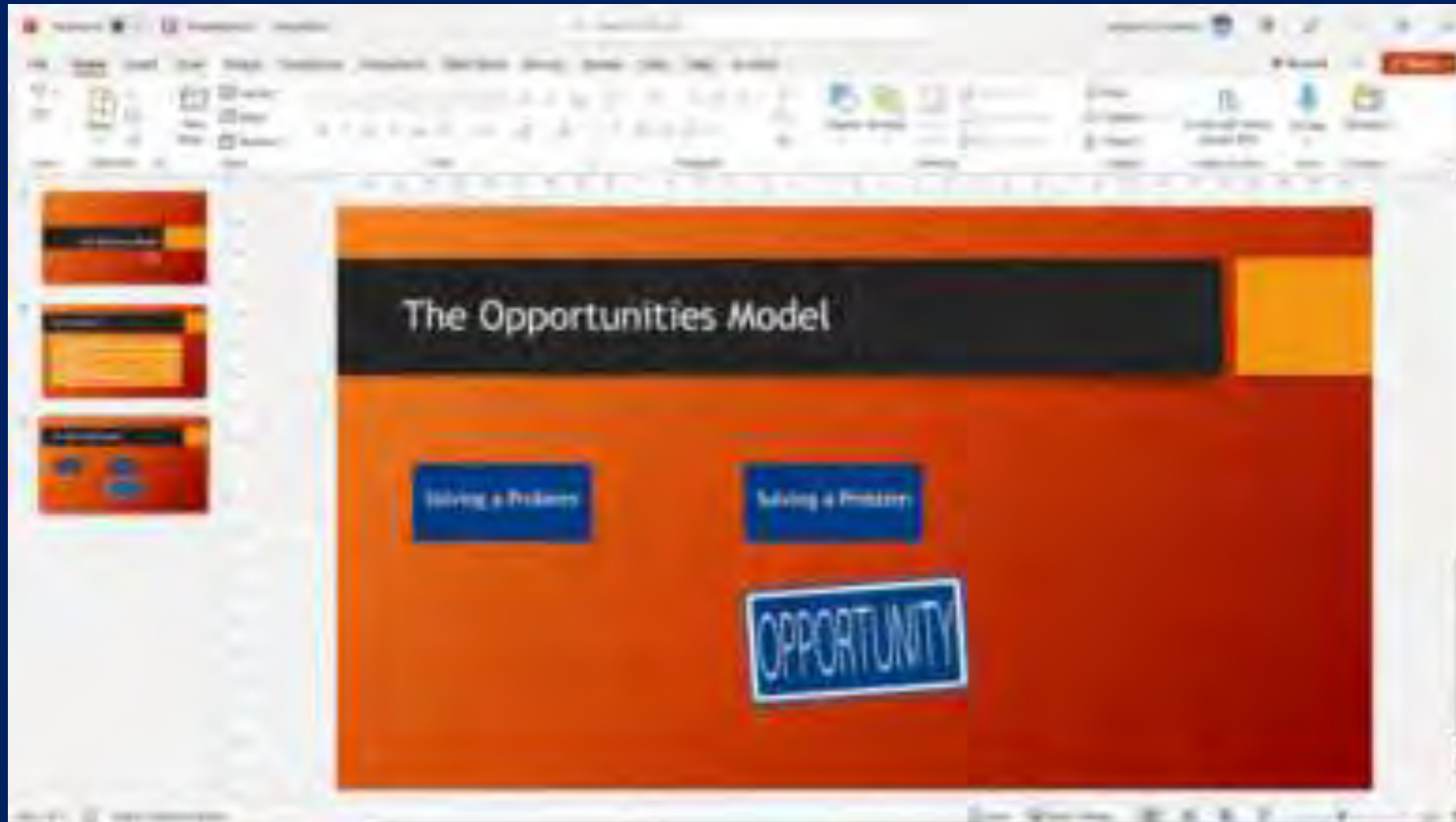


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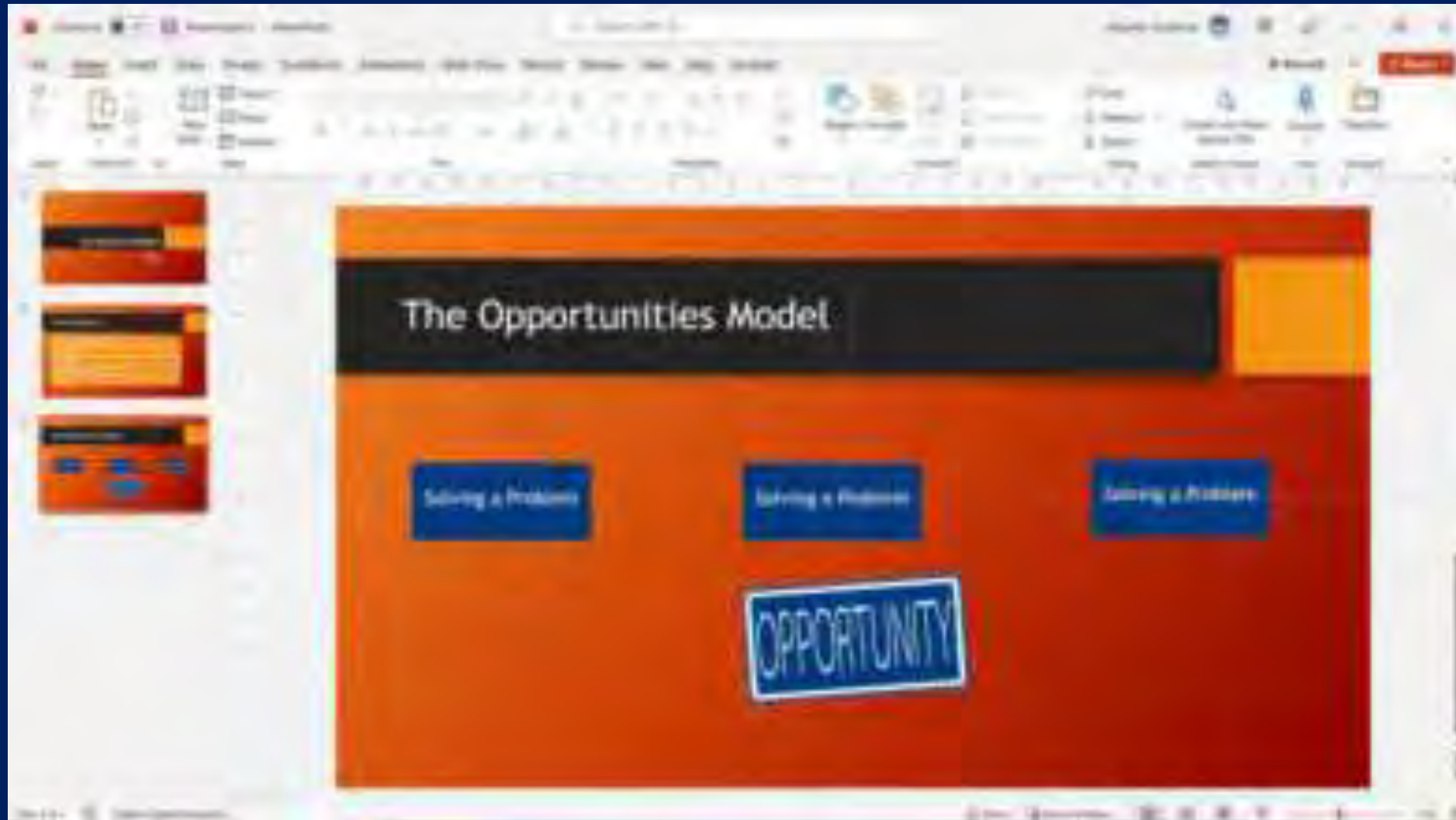




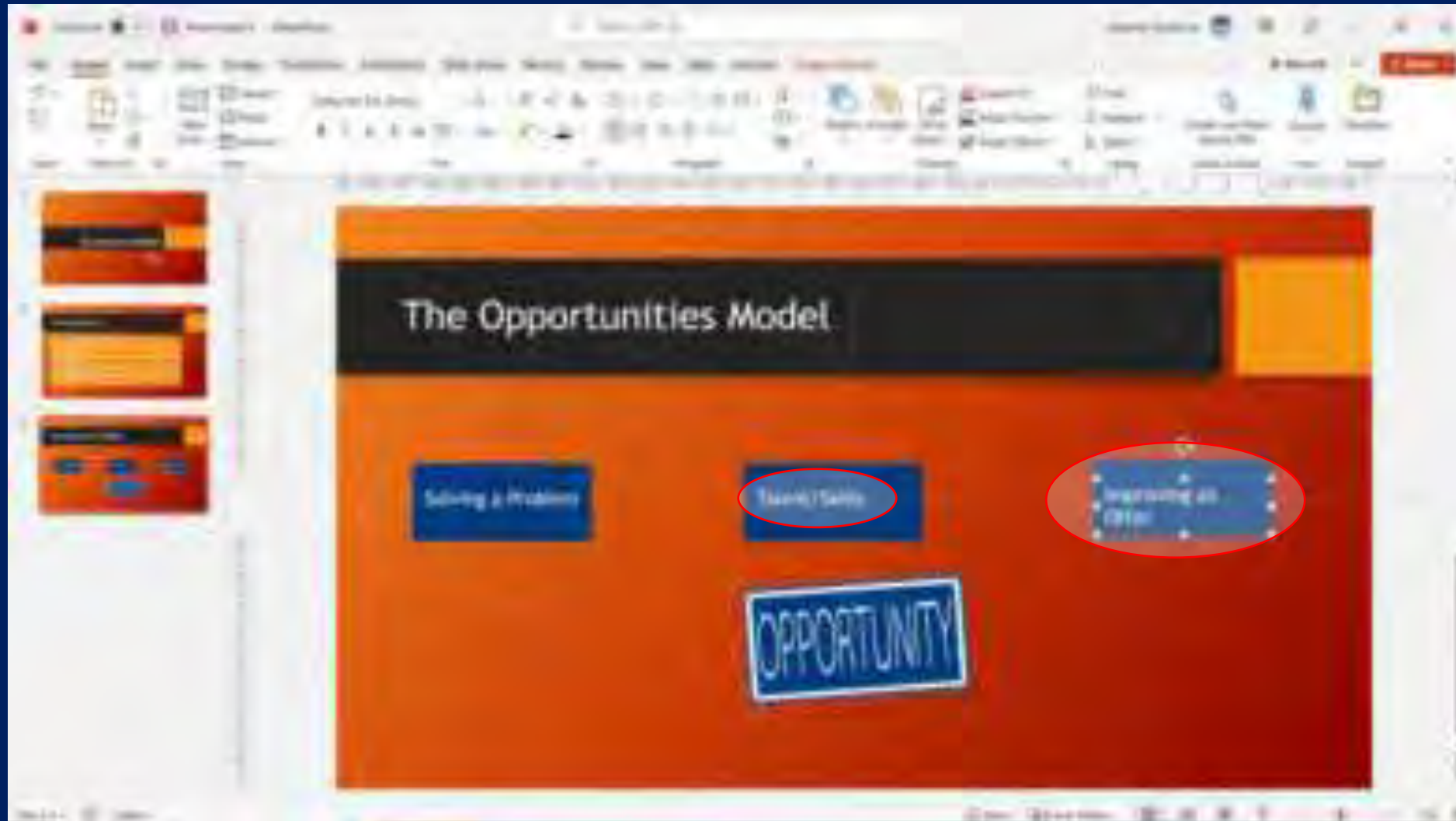
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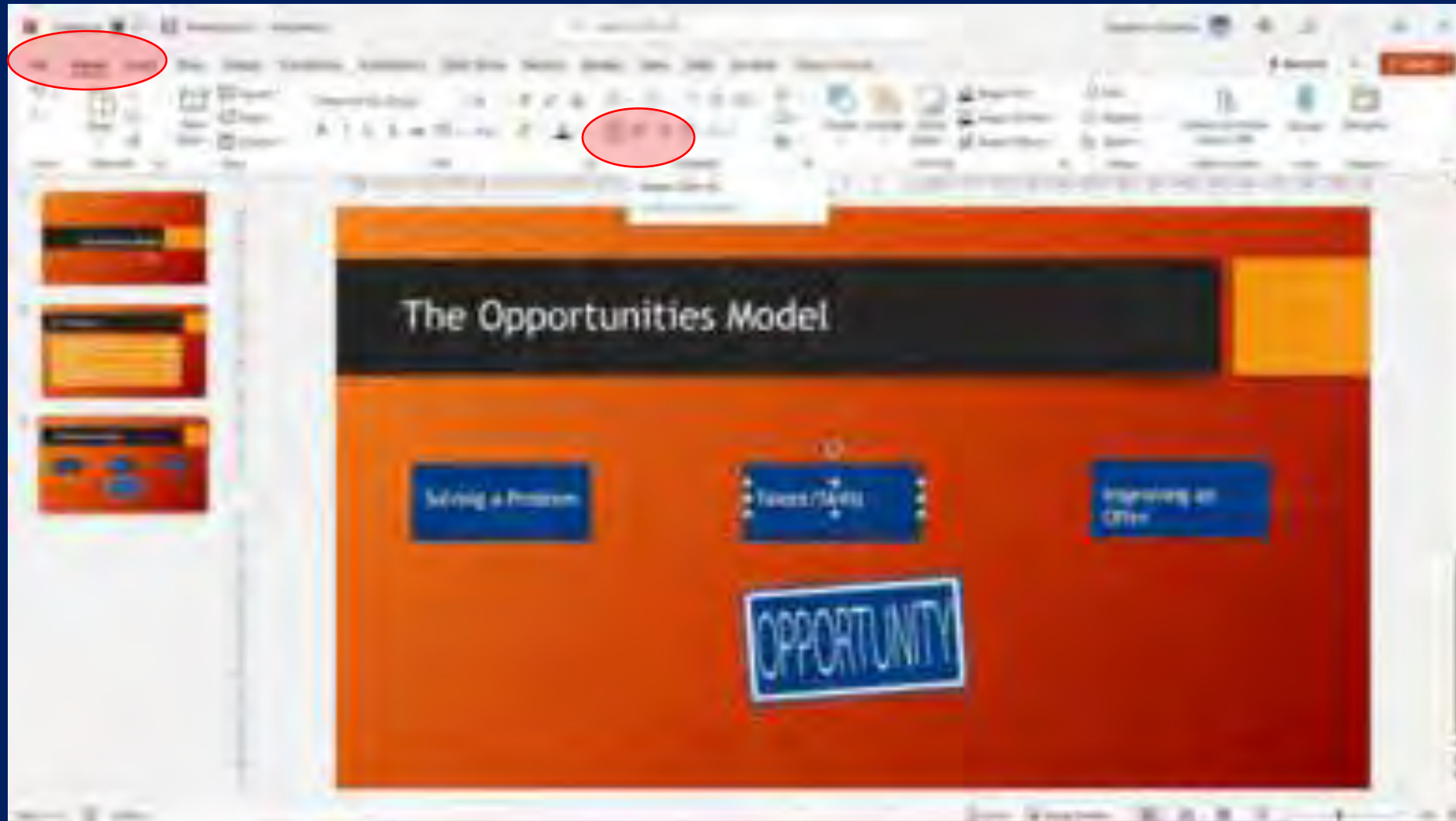
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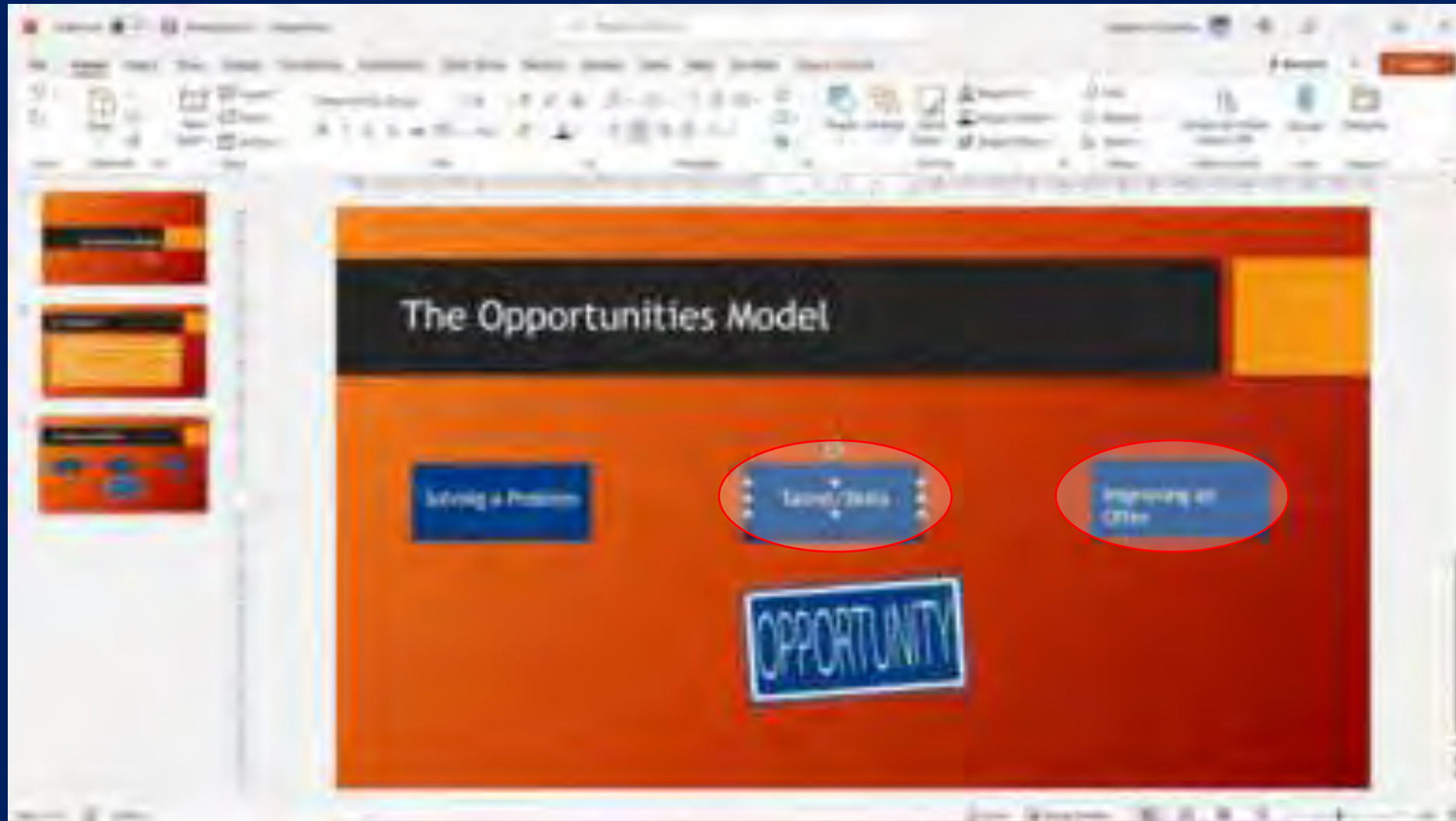


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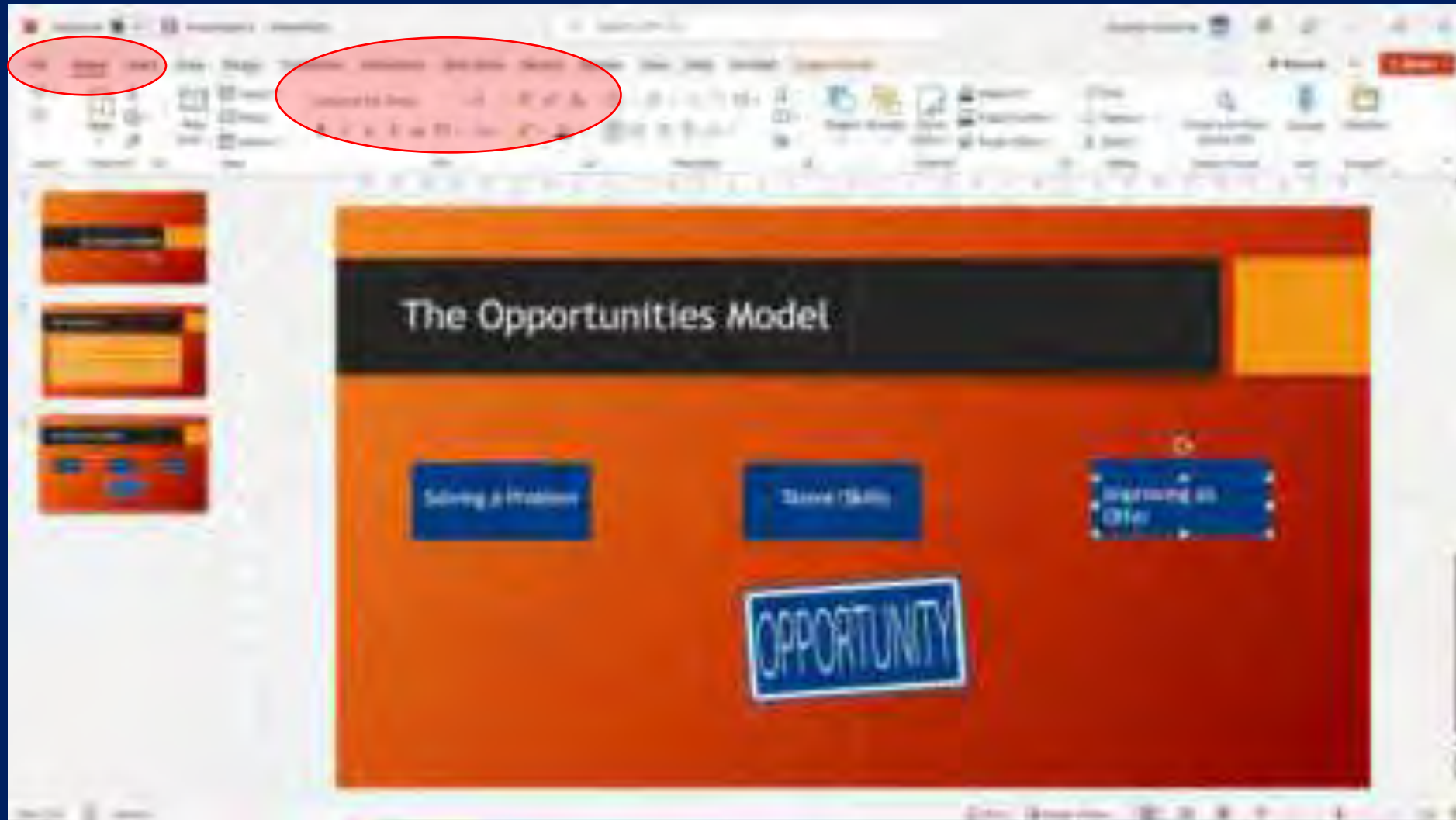




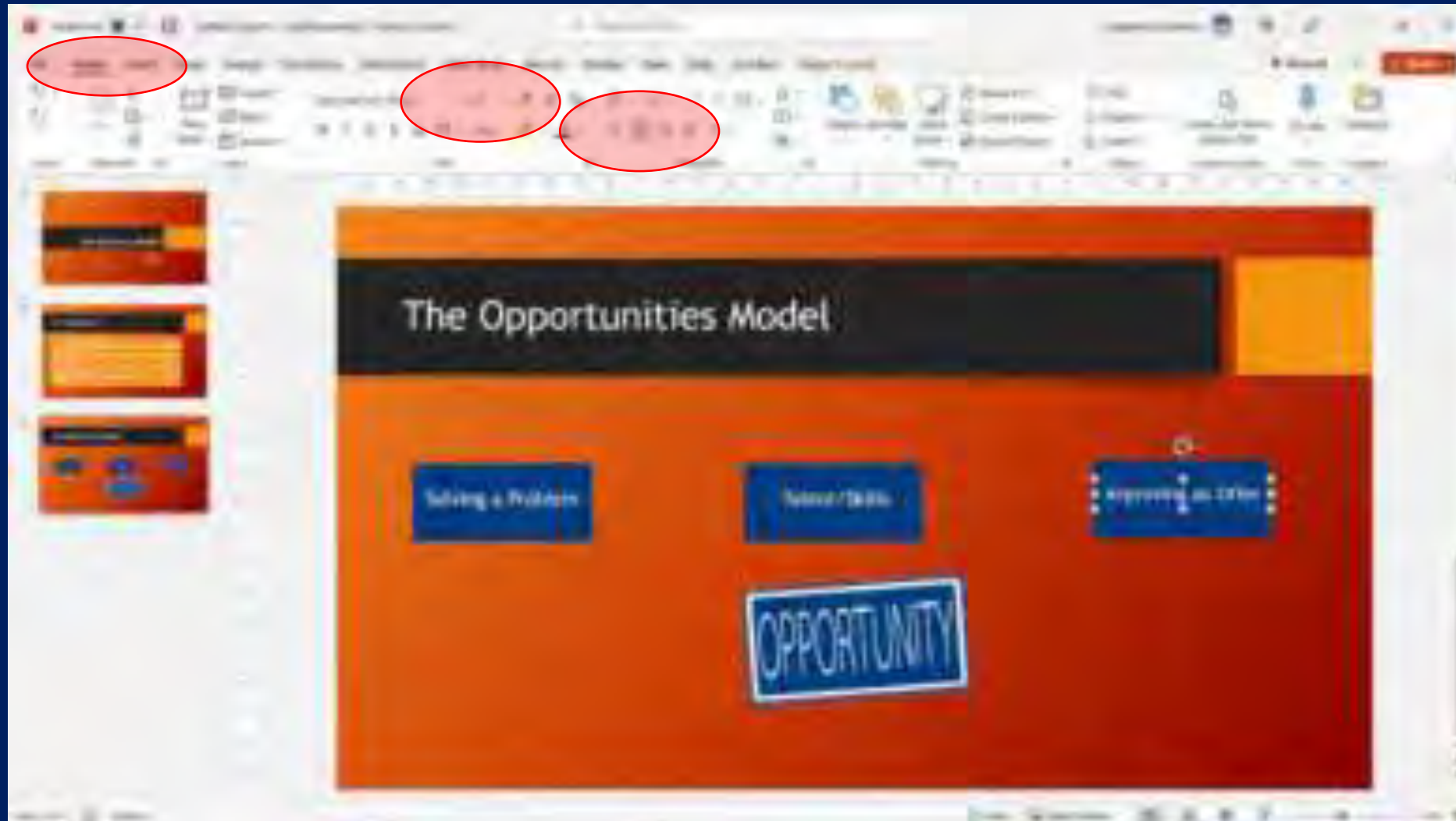
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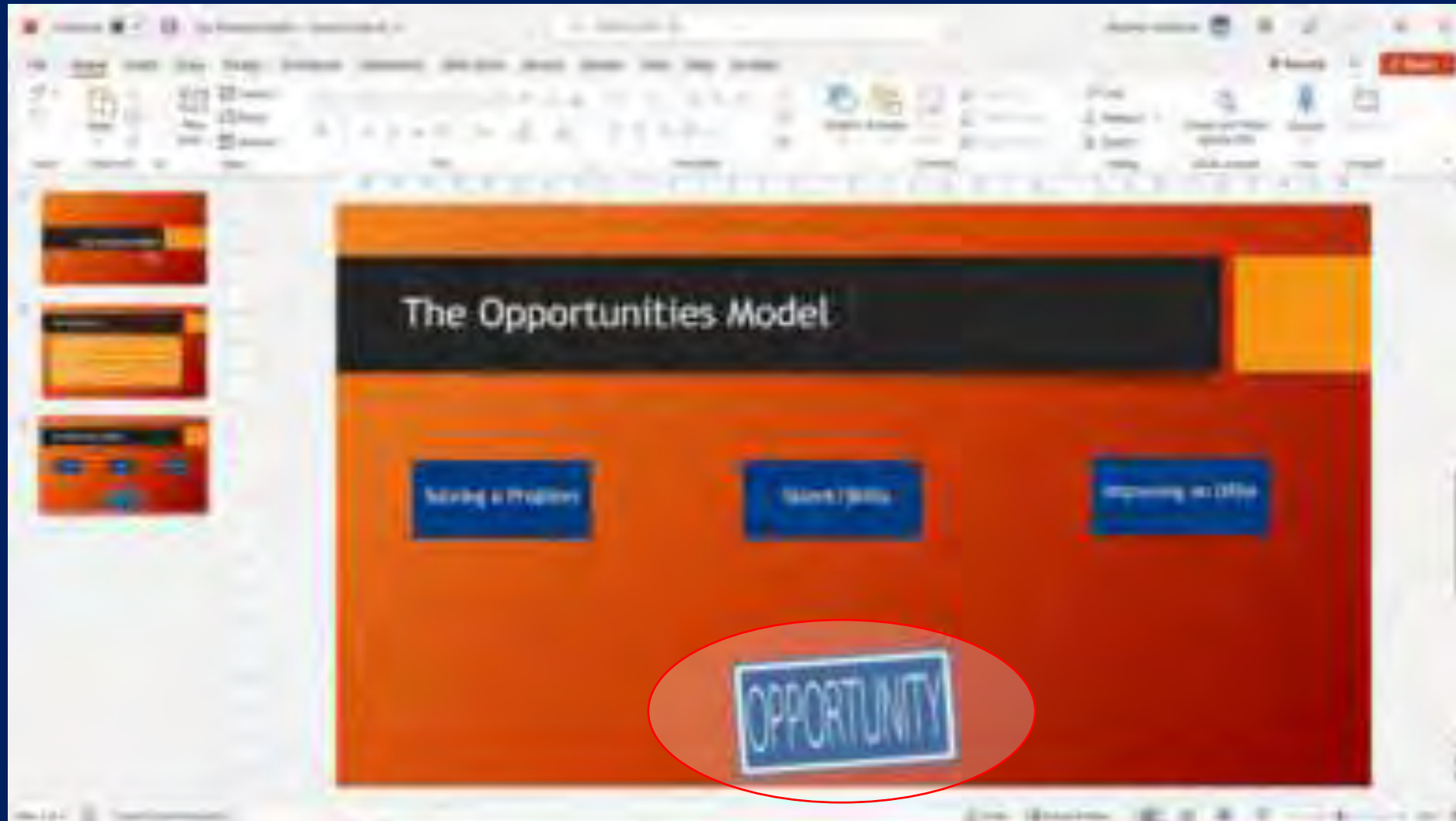
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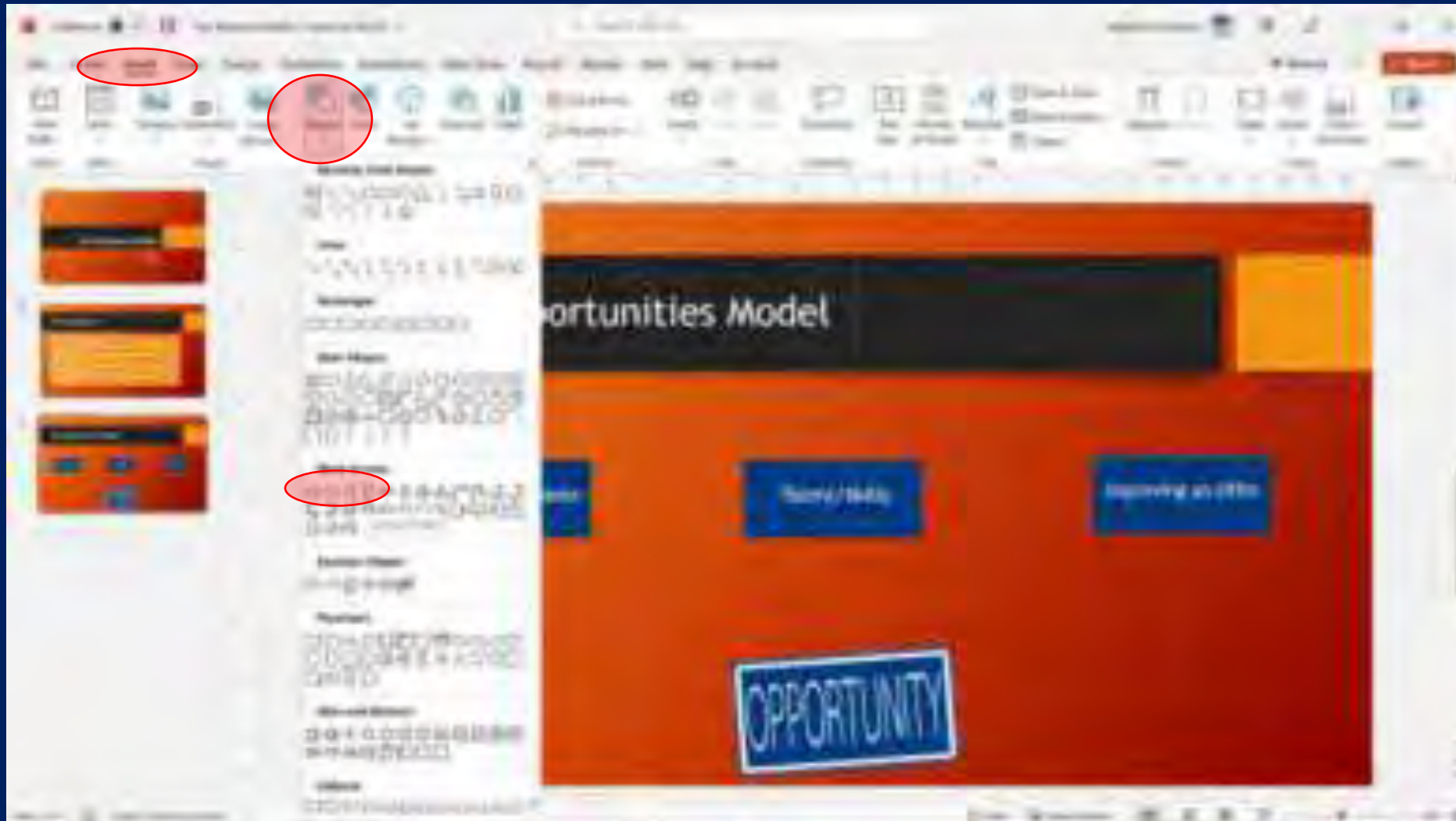


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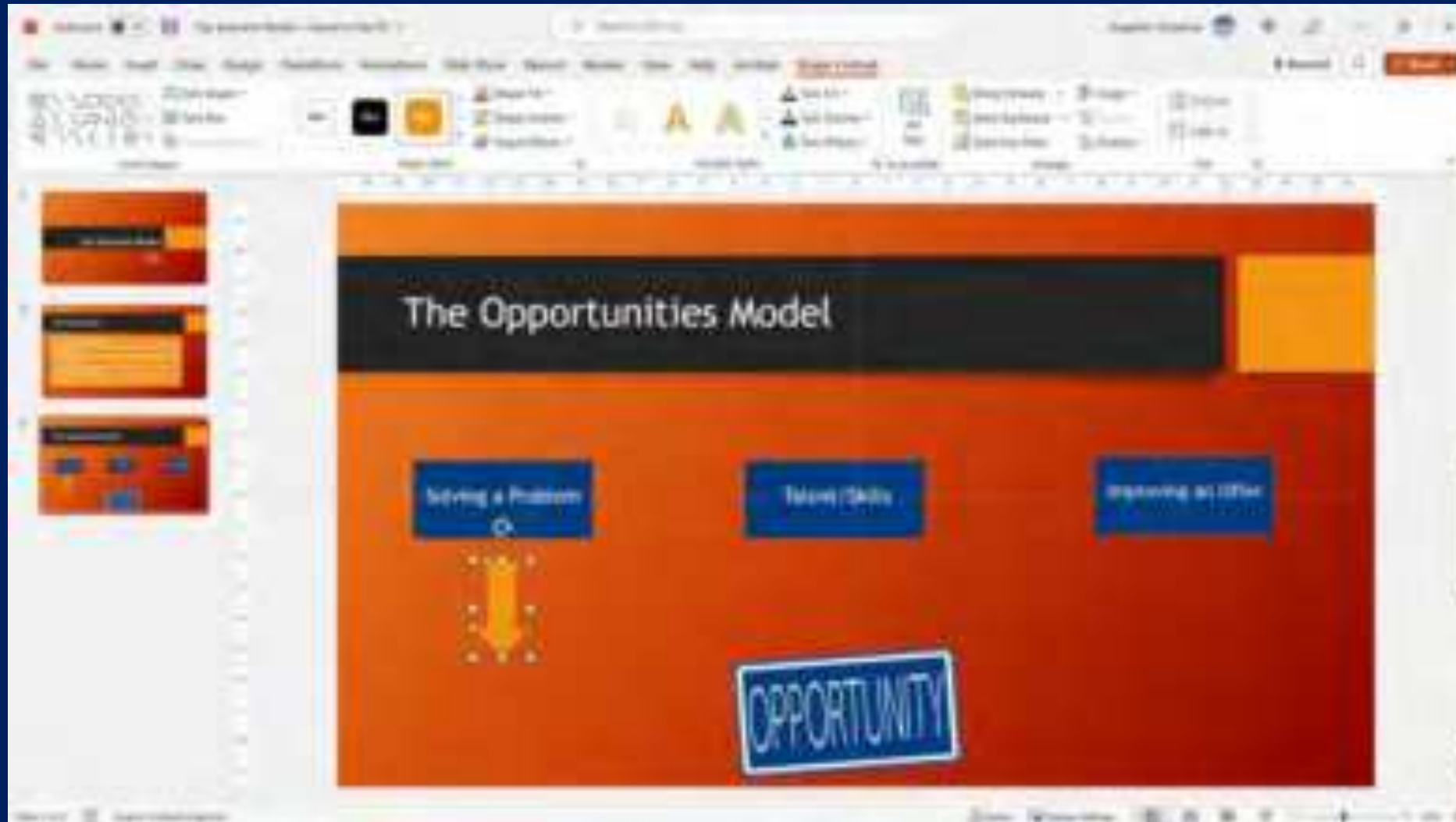




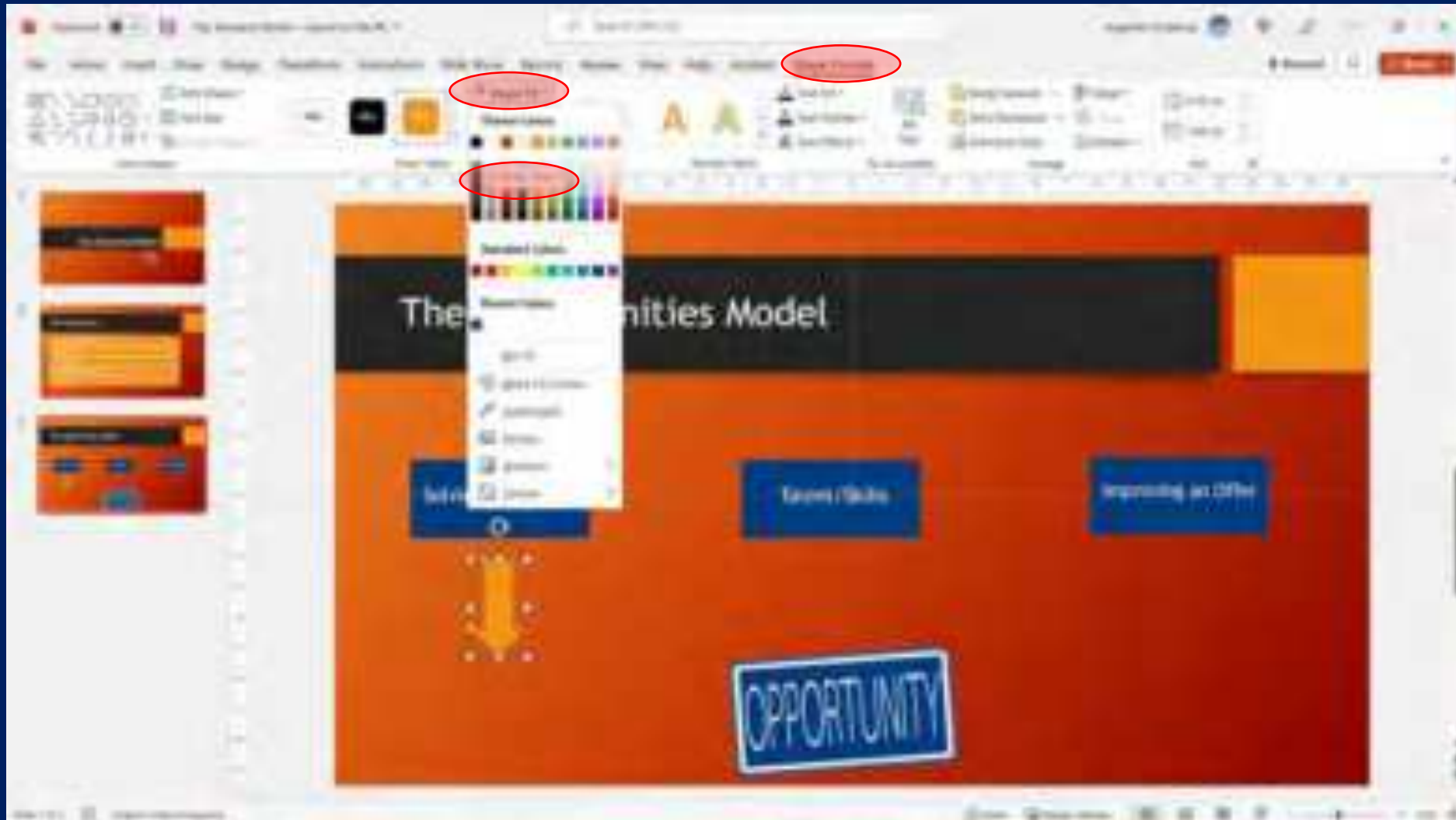
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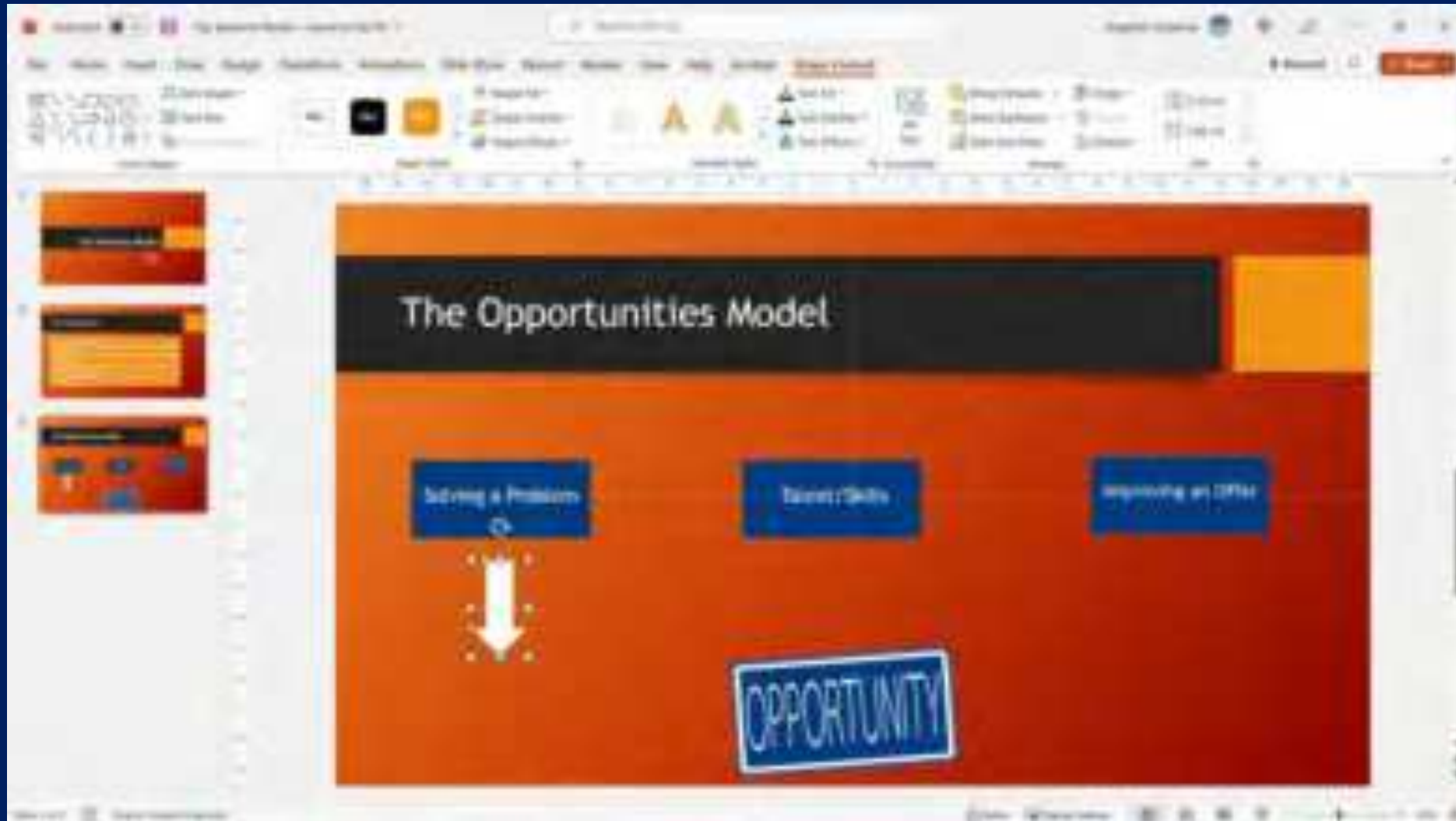


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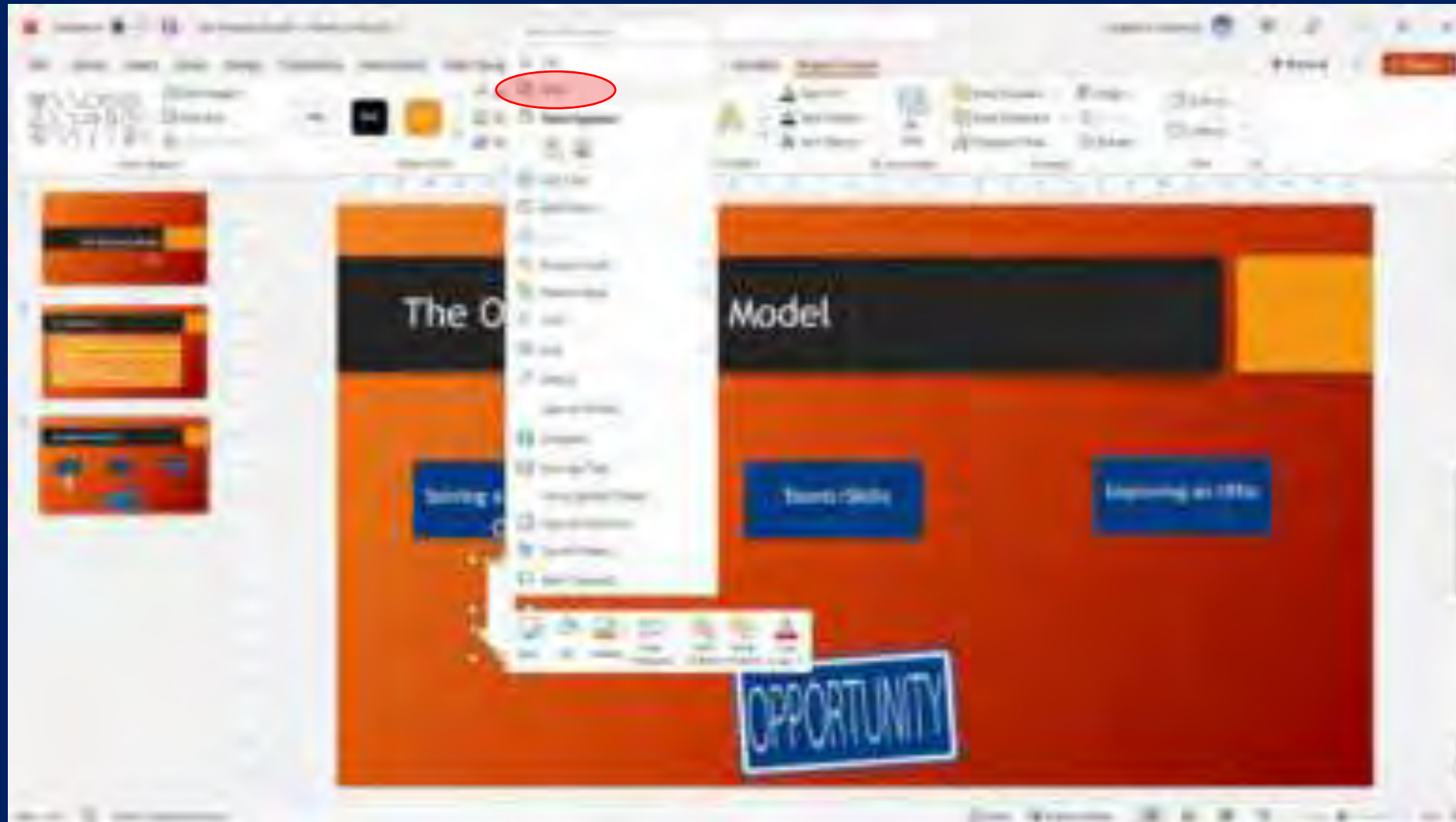




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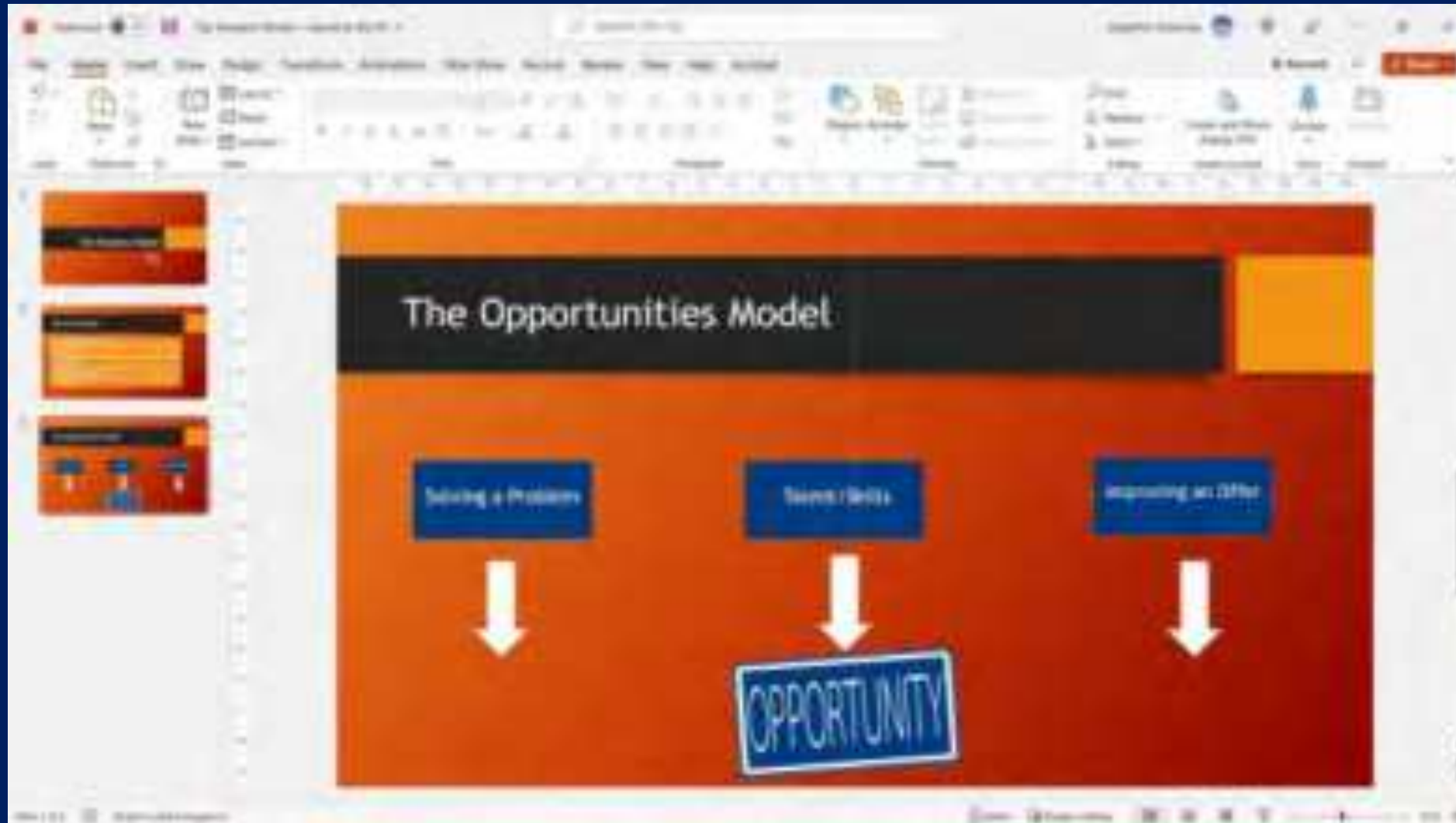
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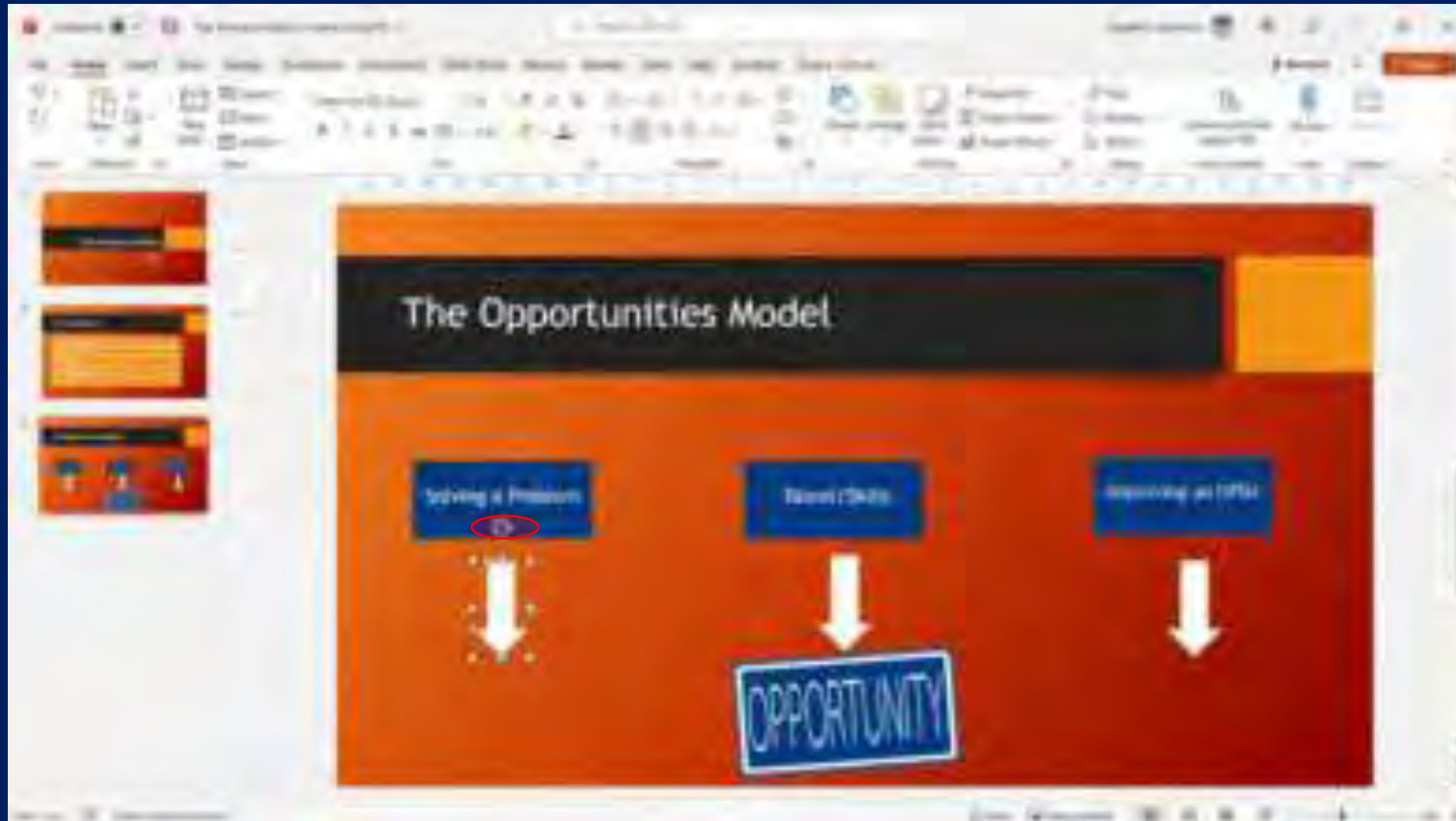


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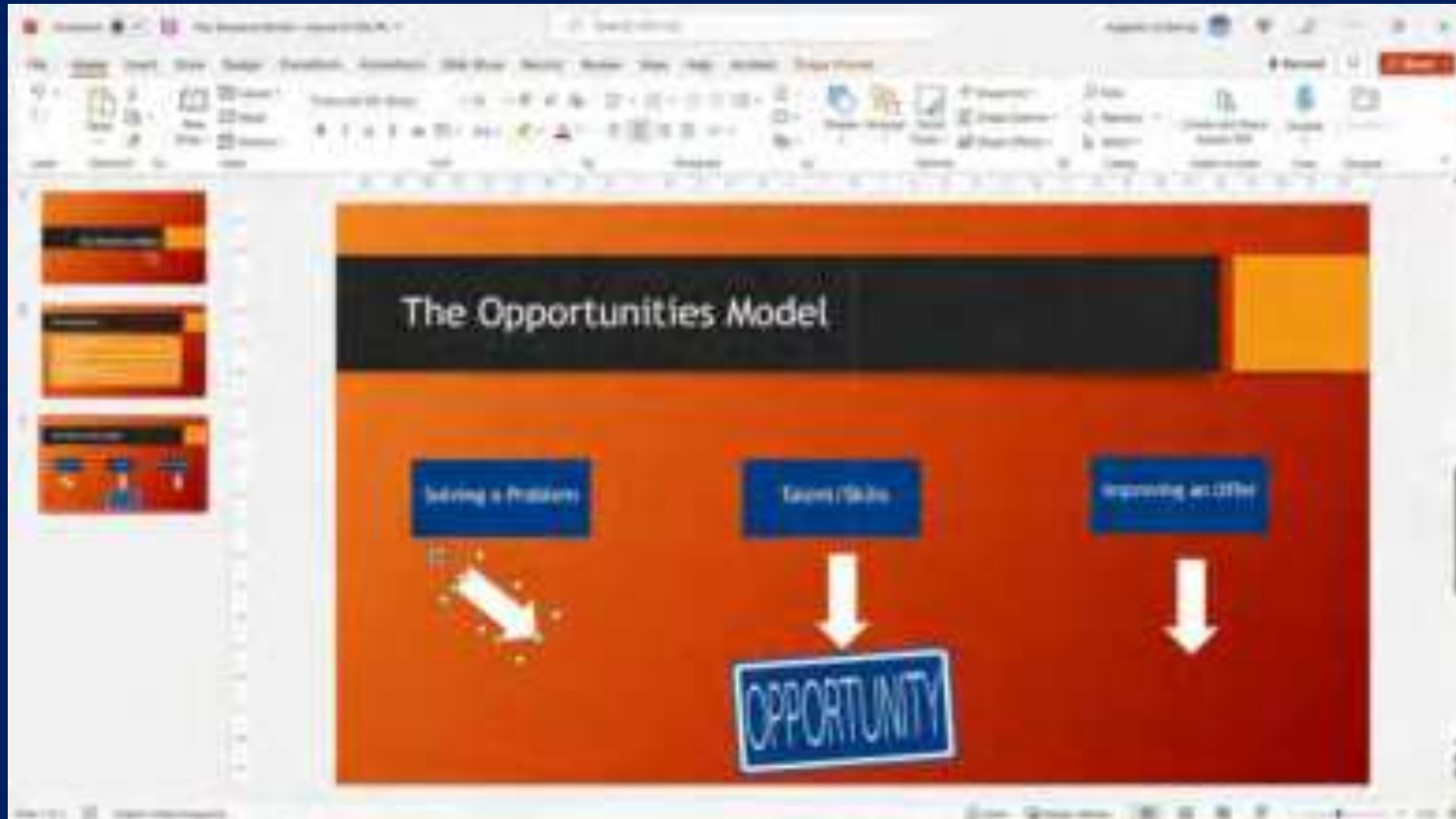


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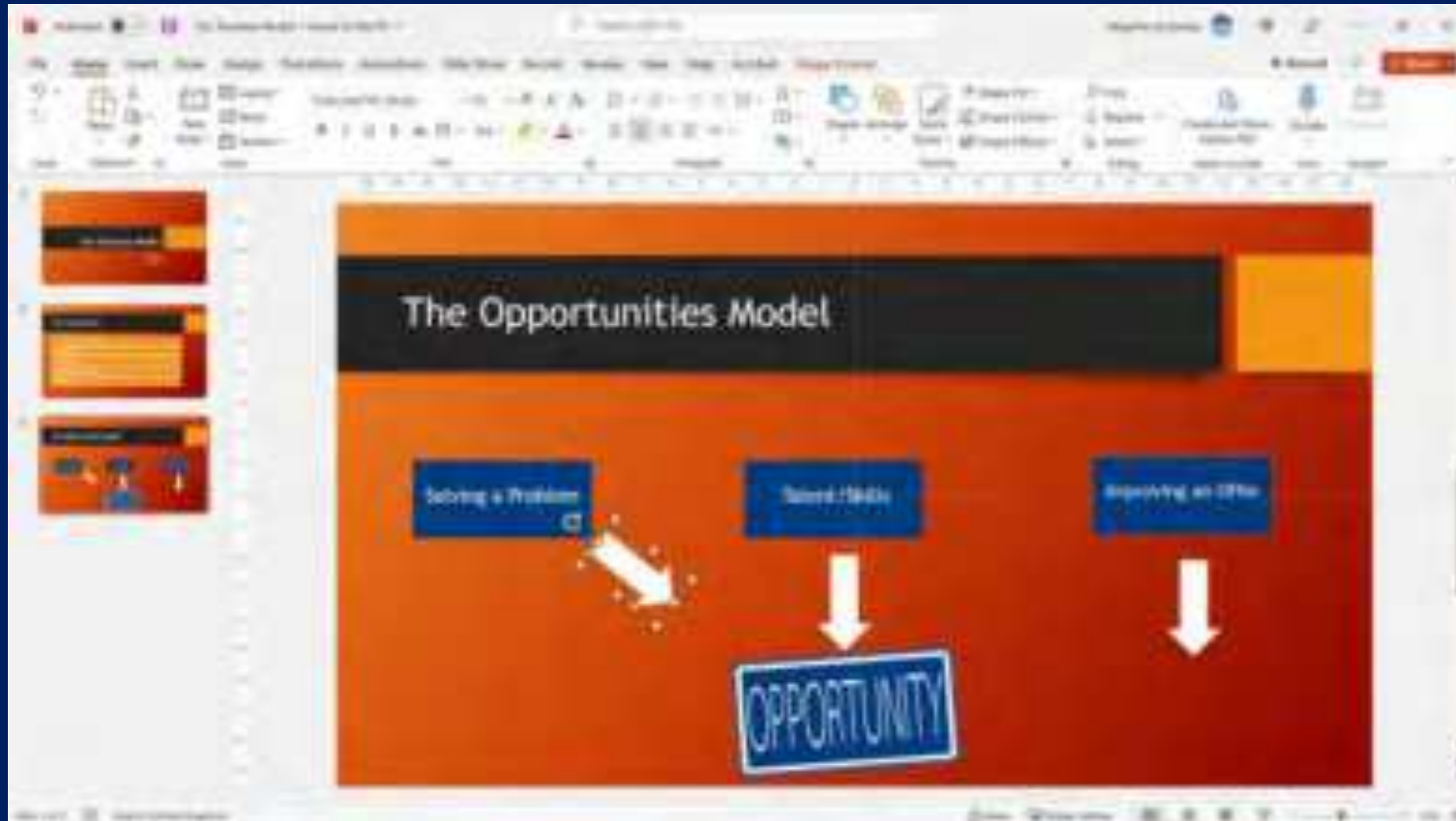




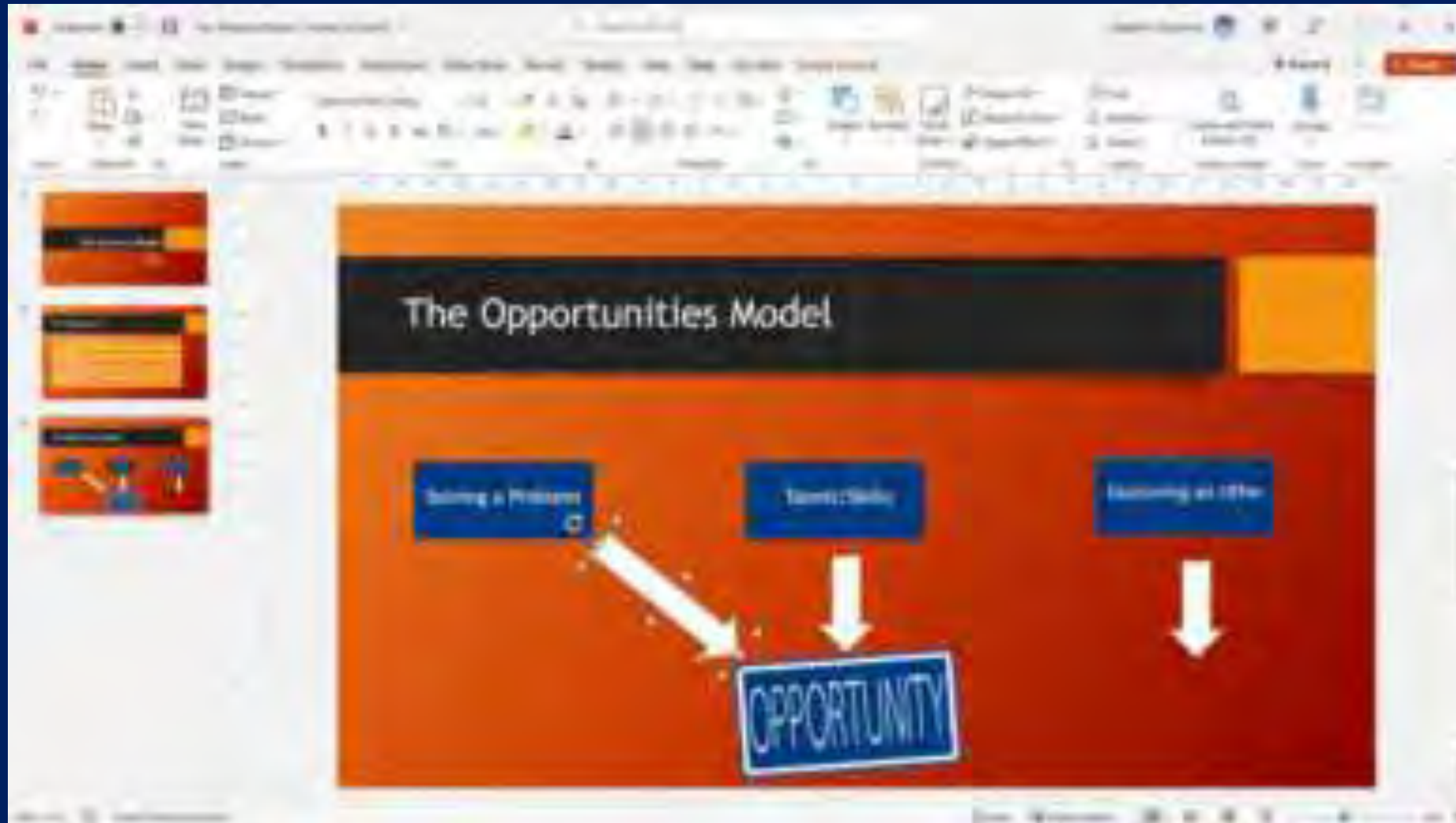
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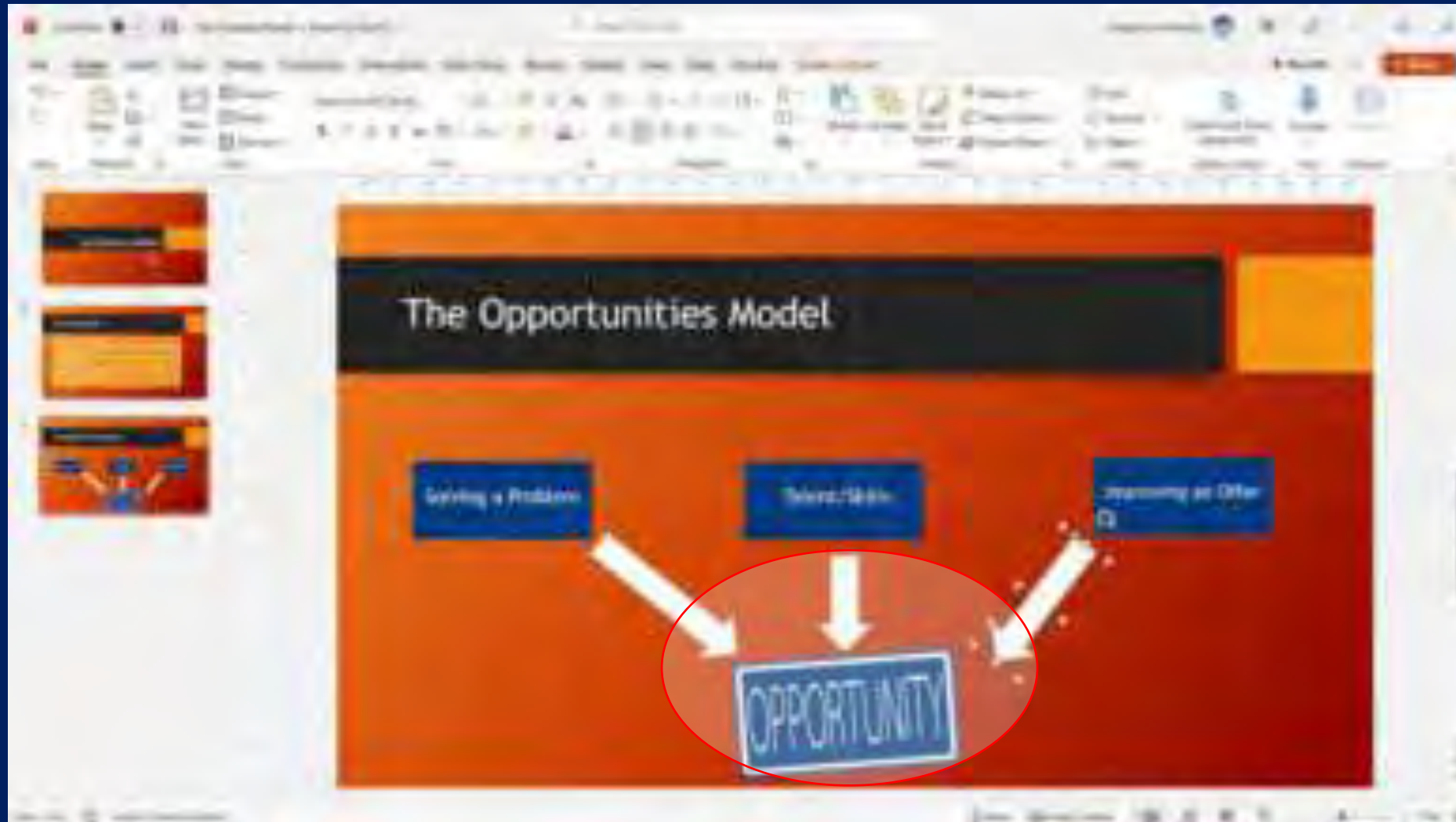
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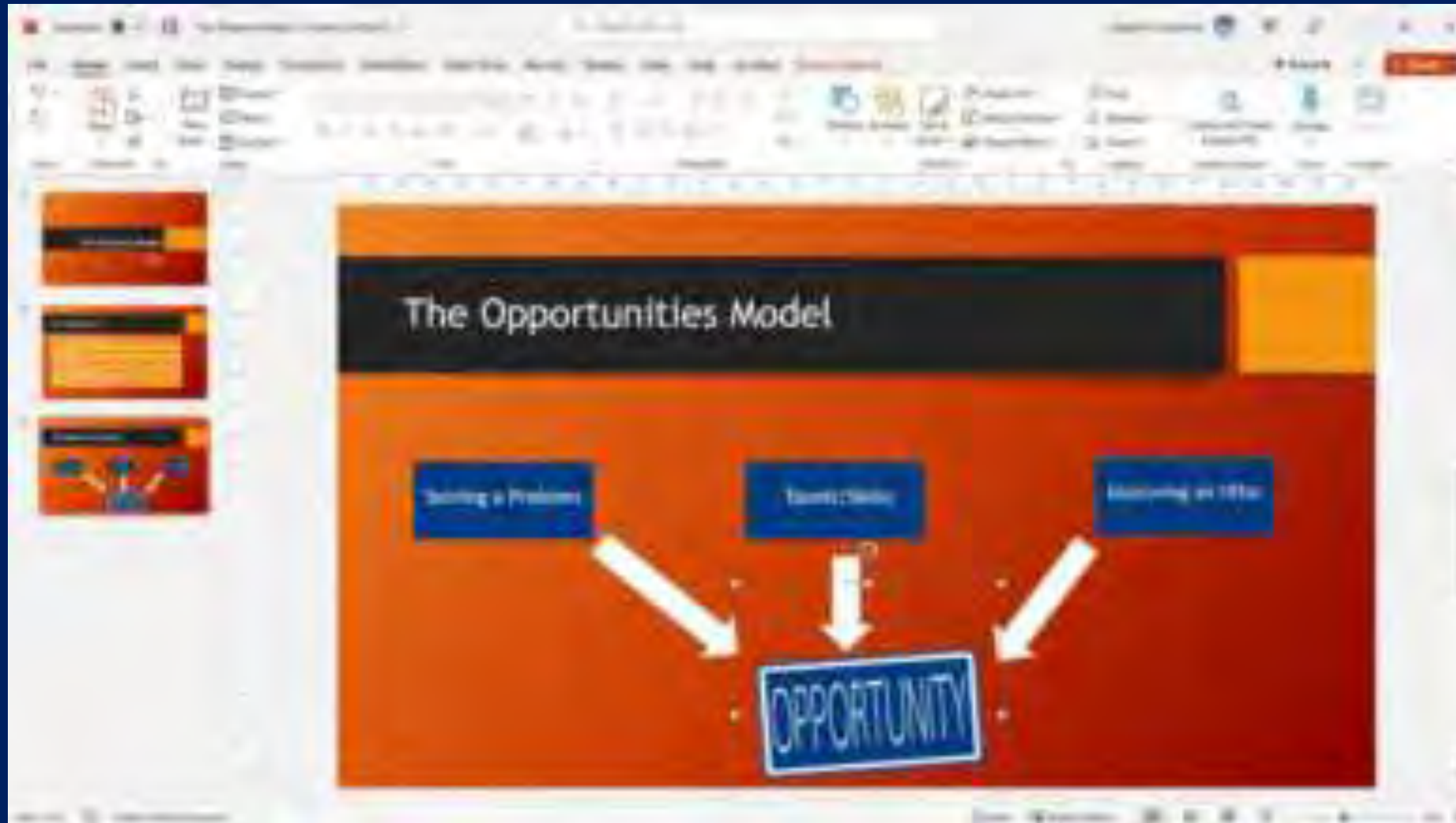


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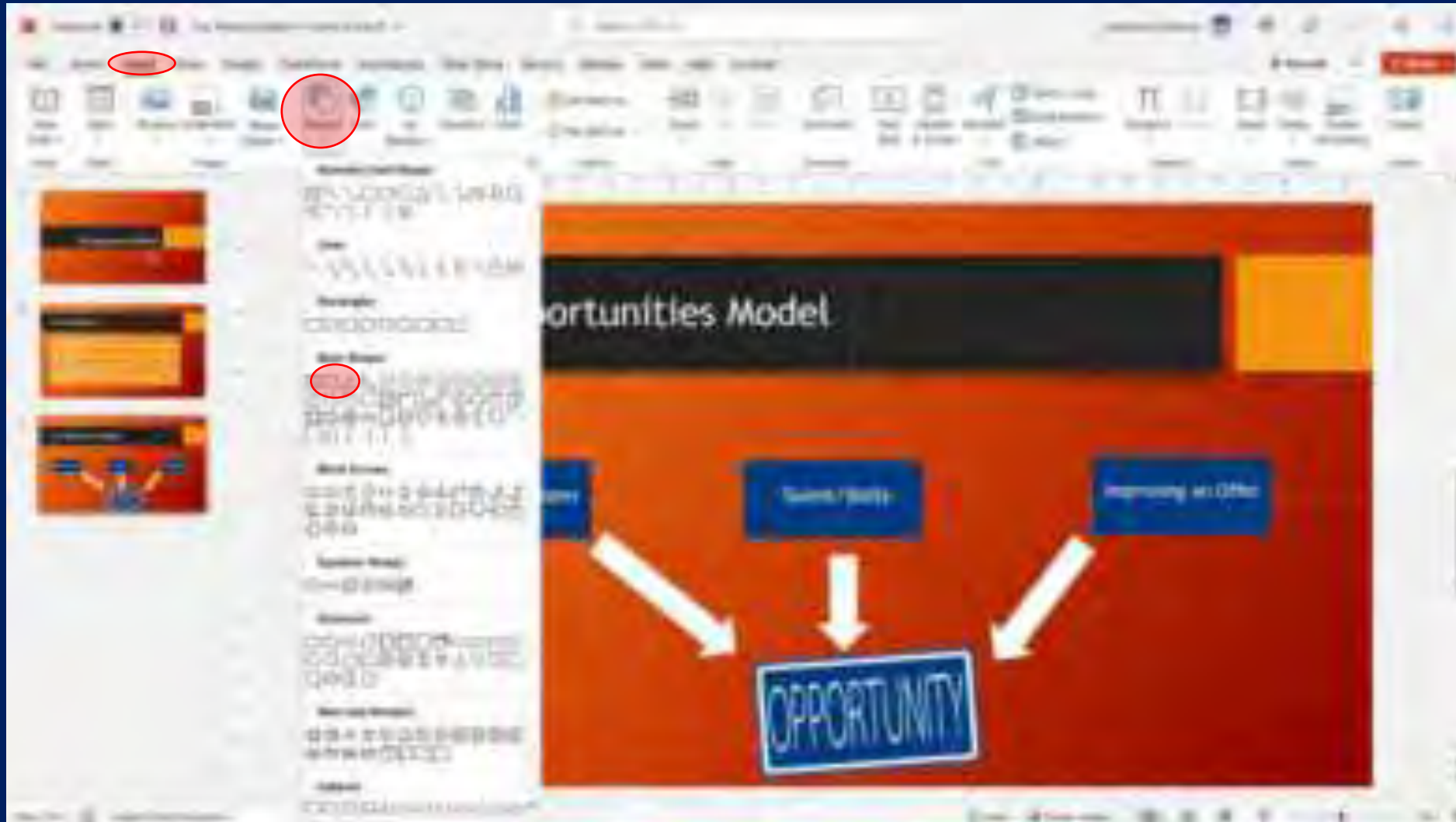


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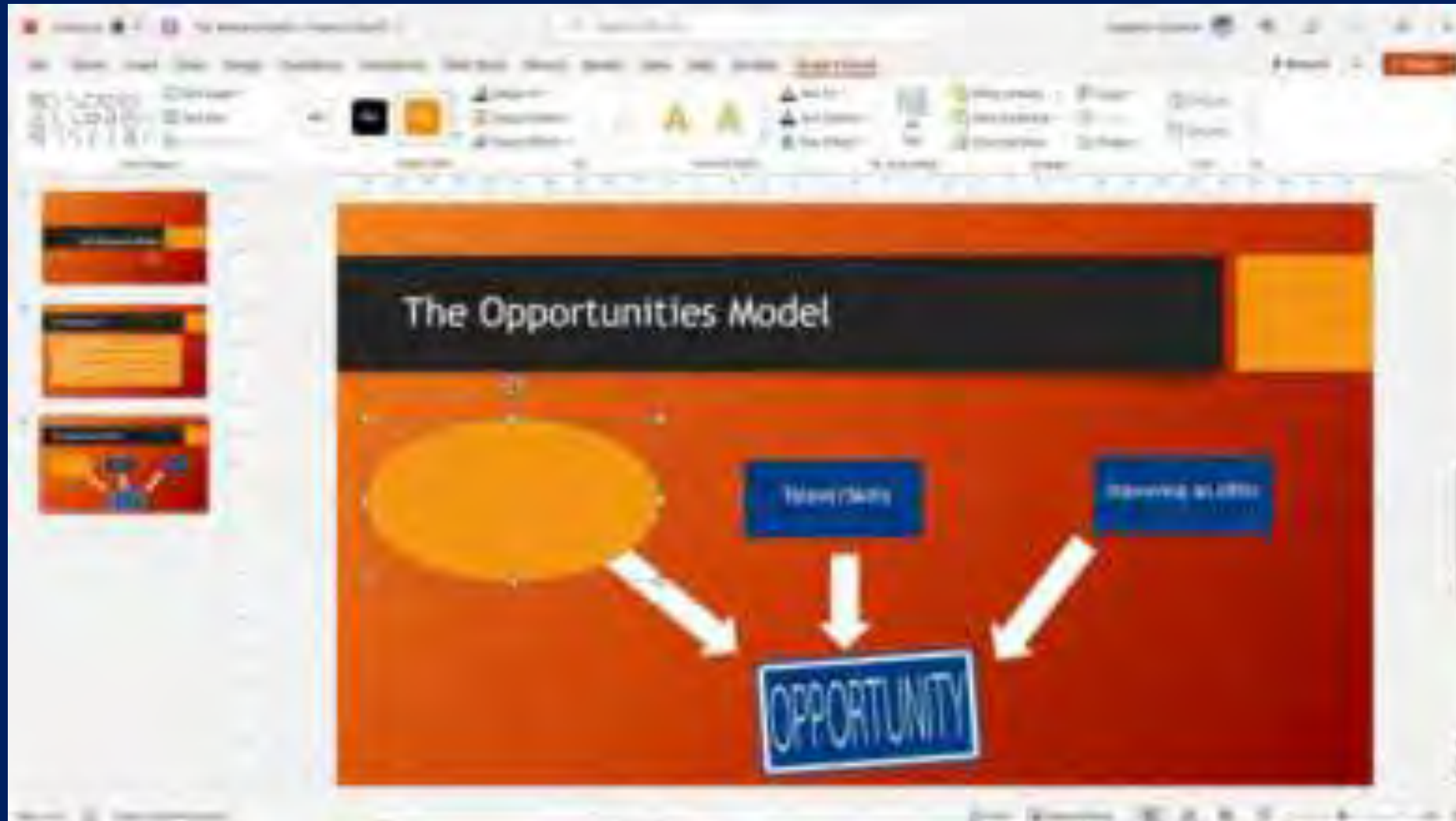


**Hands On**

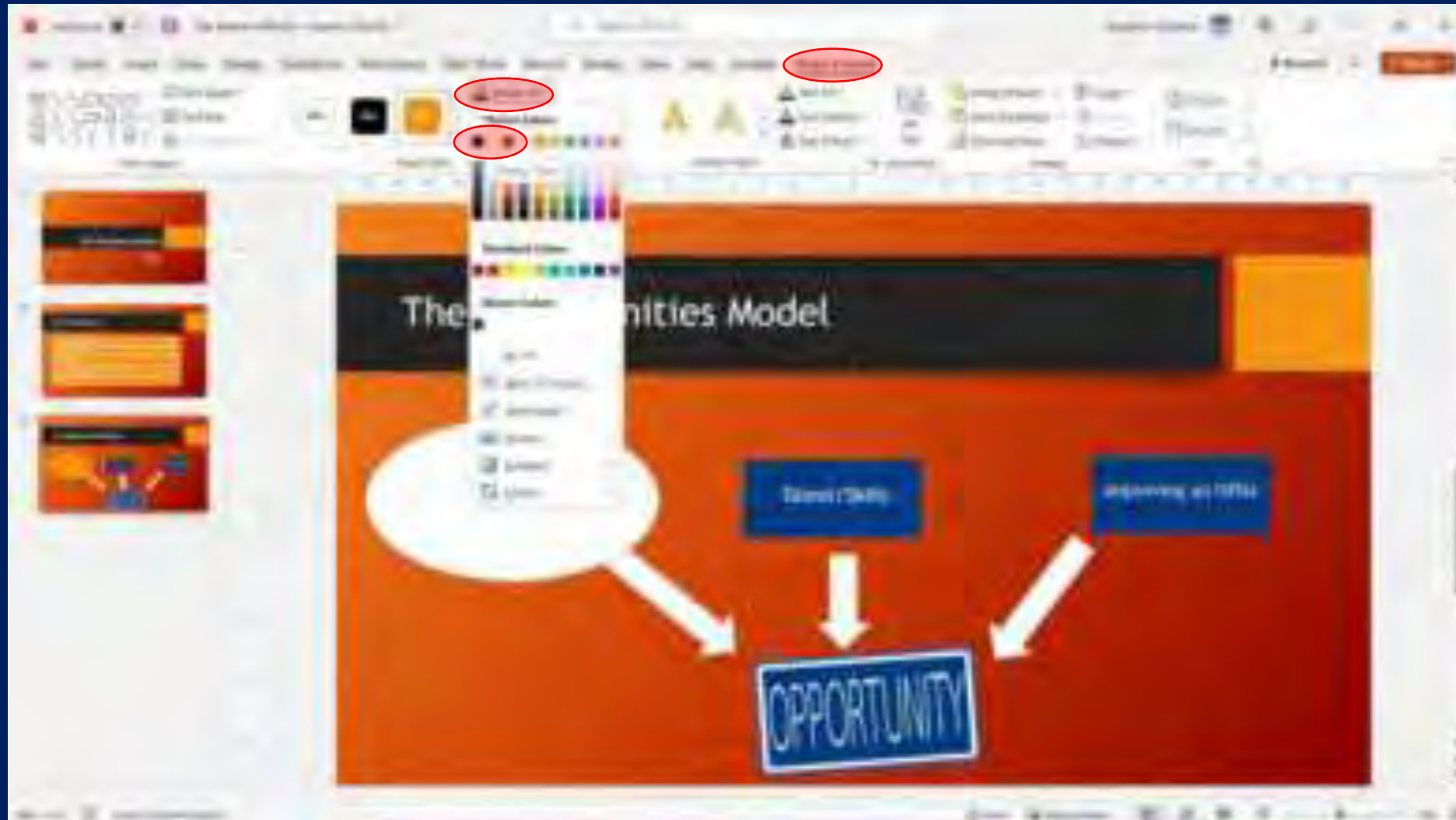
# Inserting Semi Transparent Shapes



# Inserting Semi Transparent Shapes

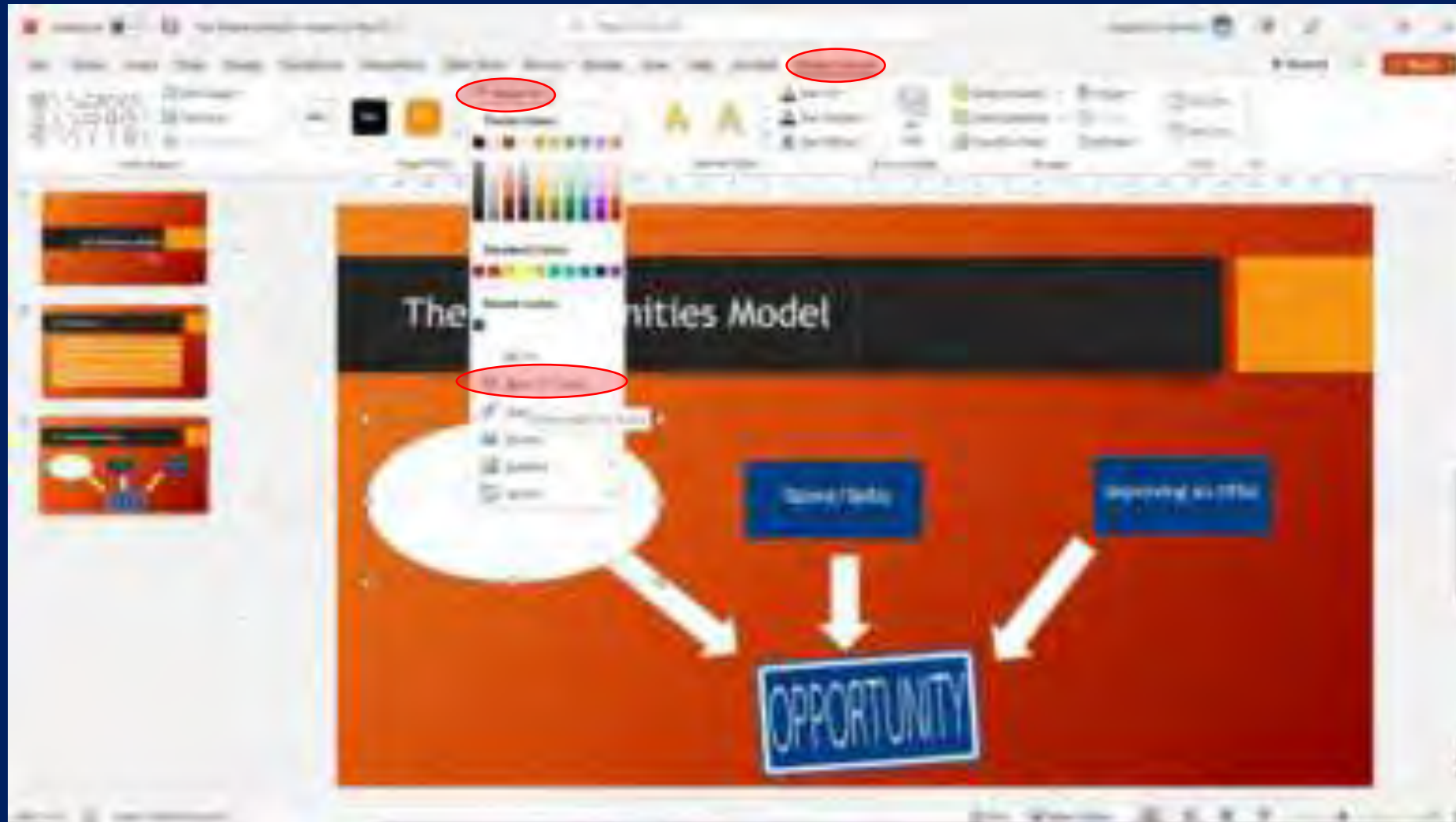


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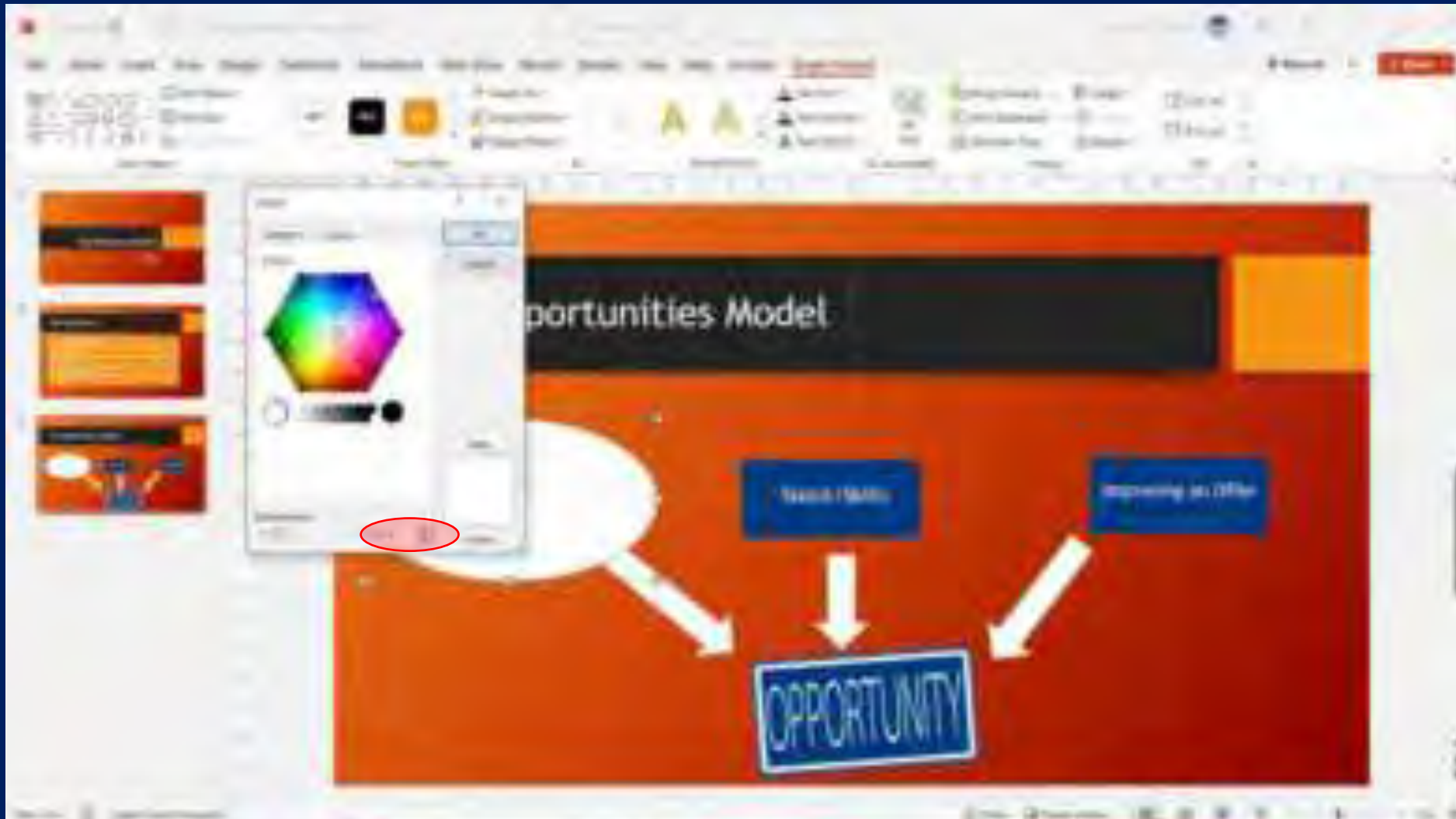


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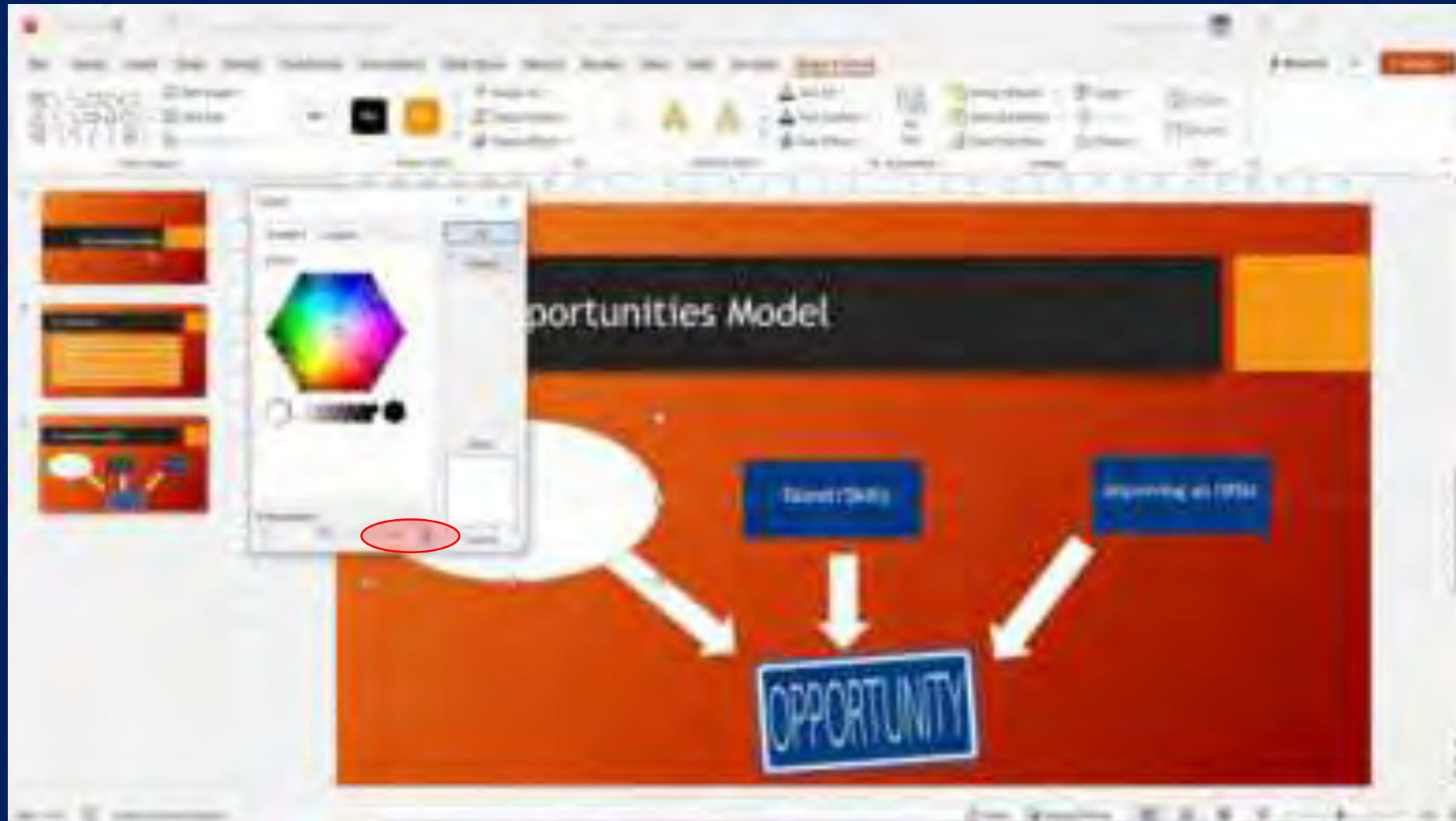




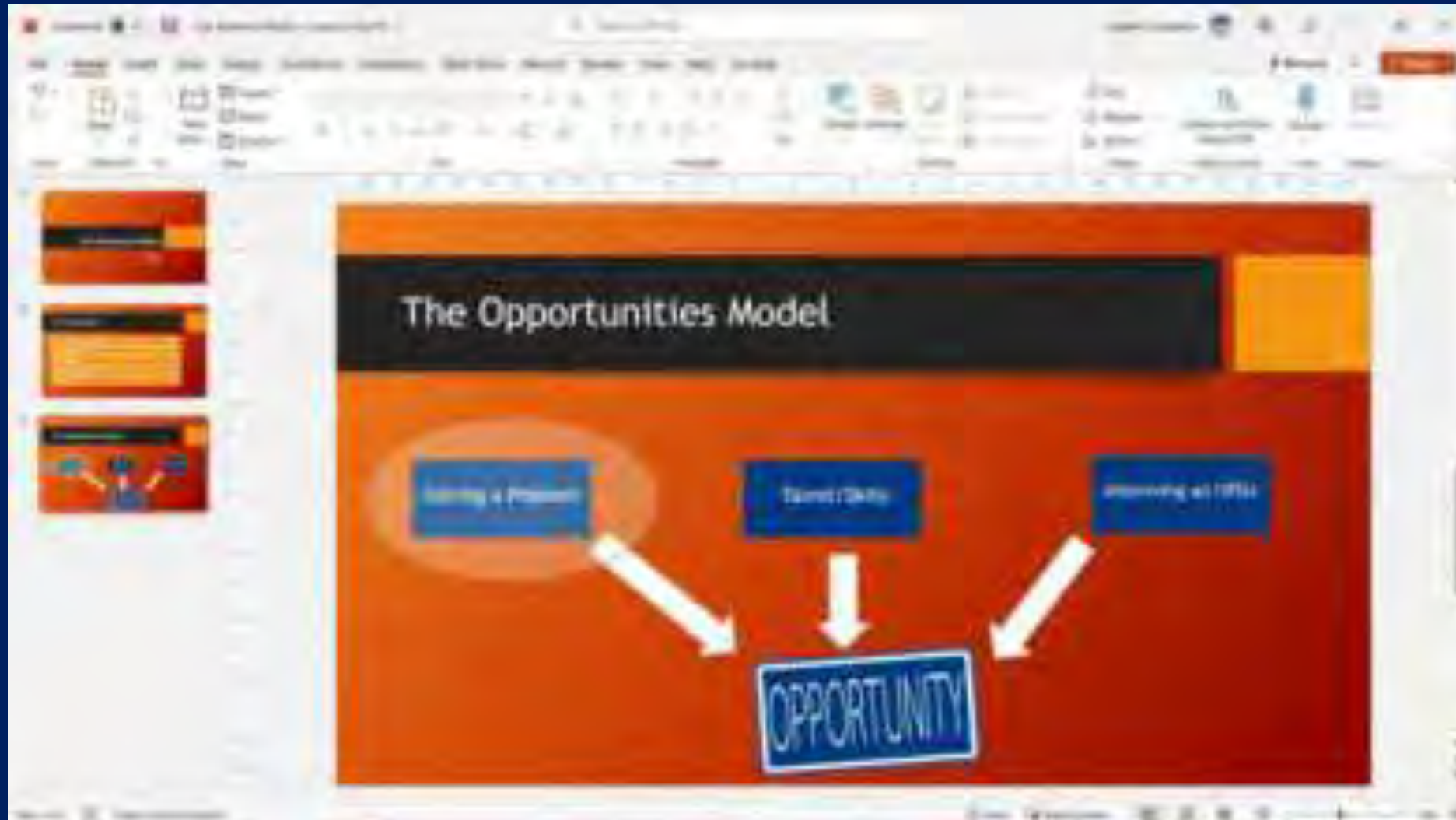
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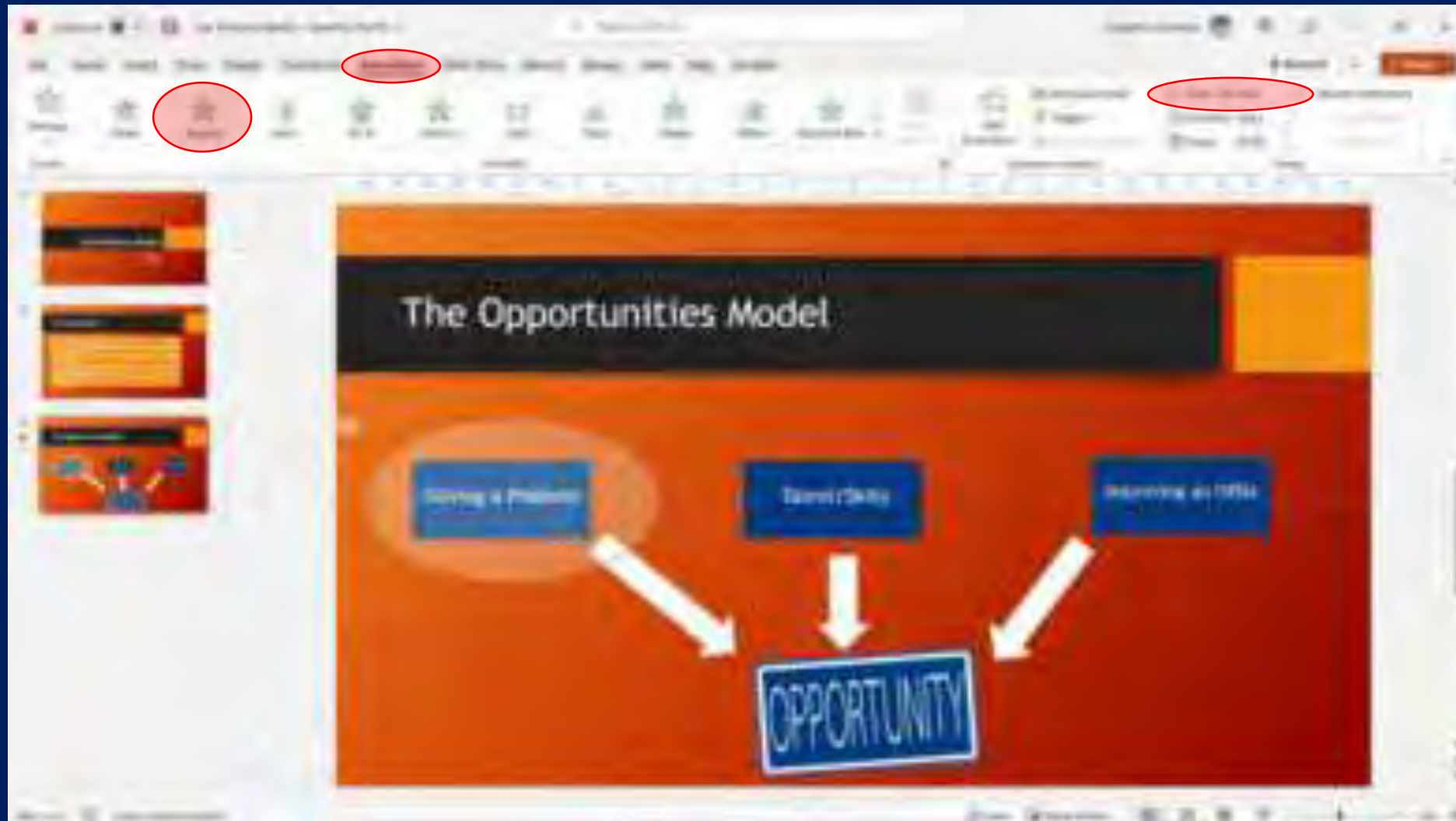
# Inserting Semi Transparent Shapes



**Hands On**



# Inserting Animation

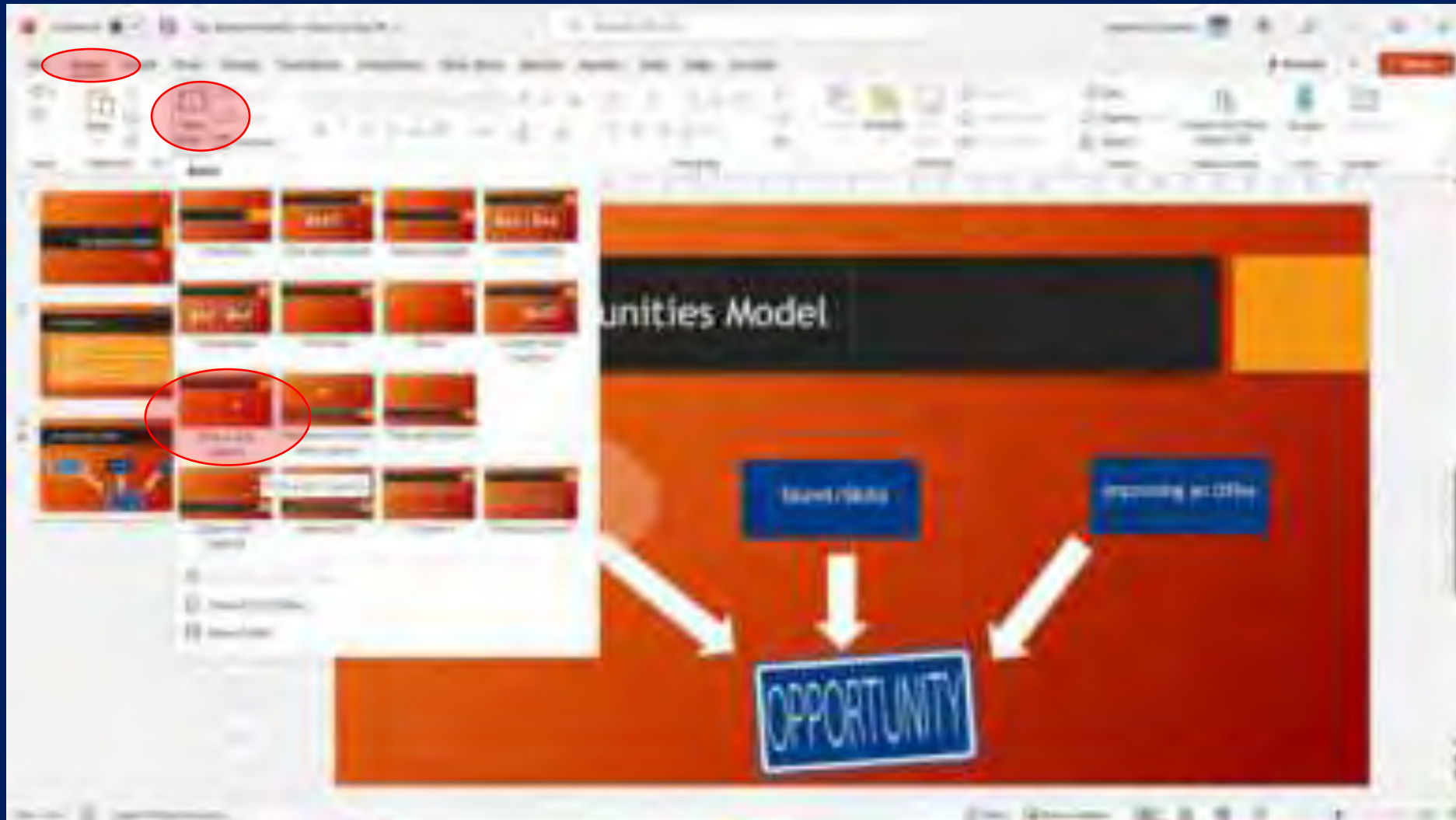




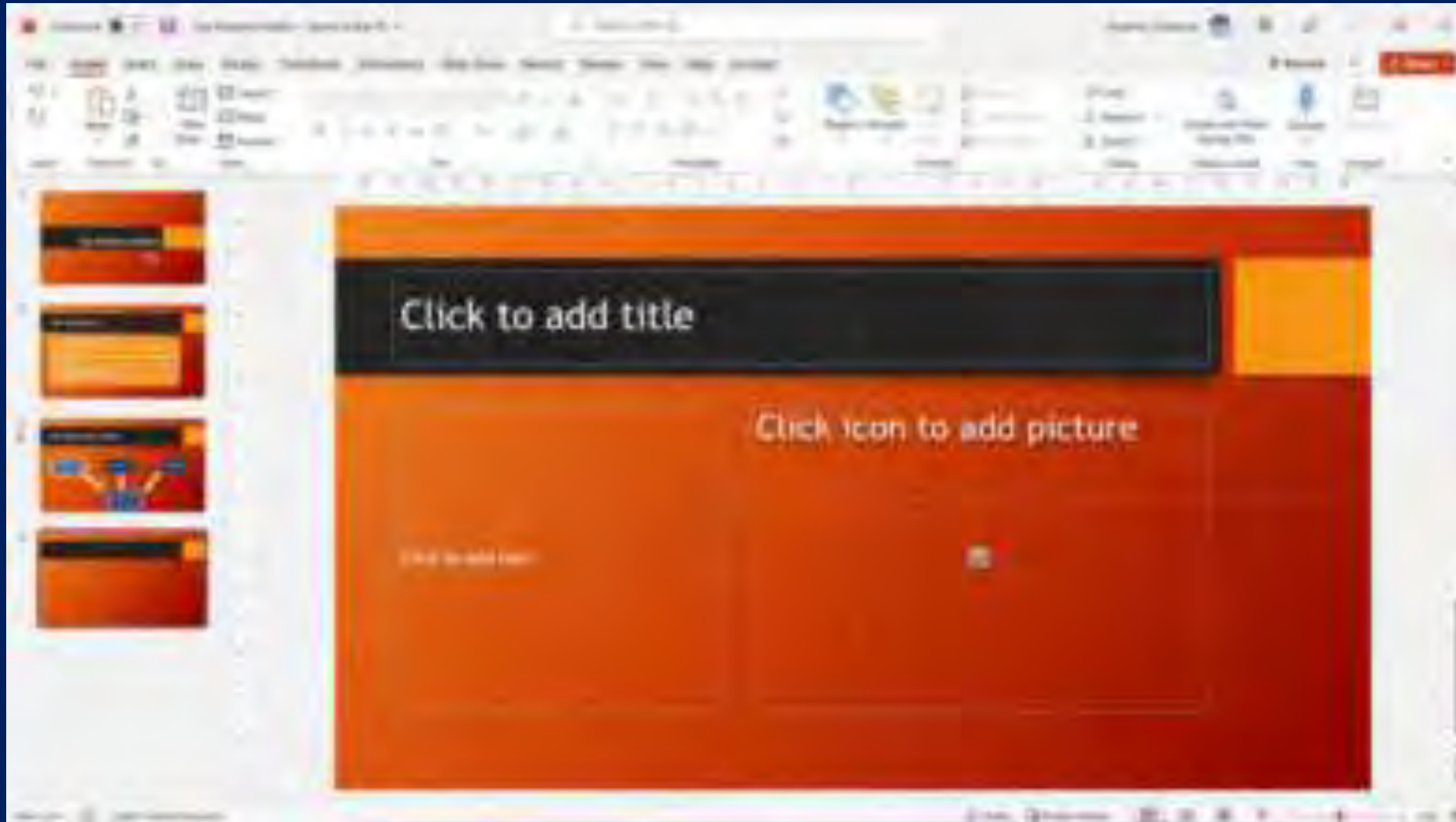
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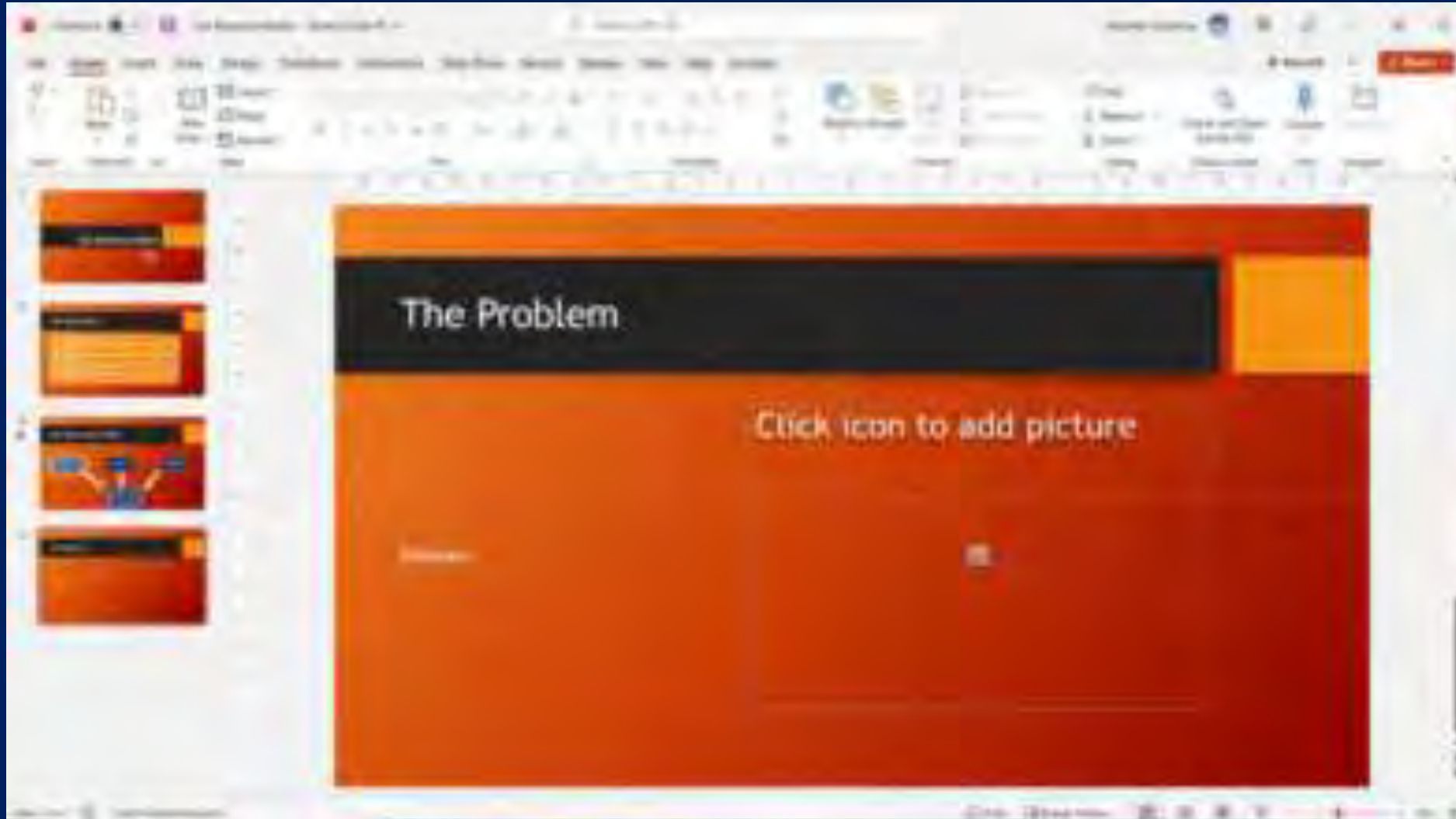
# PowerPoint Inserting Another Slide



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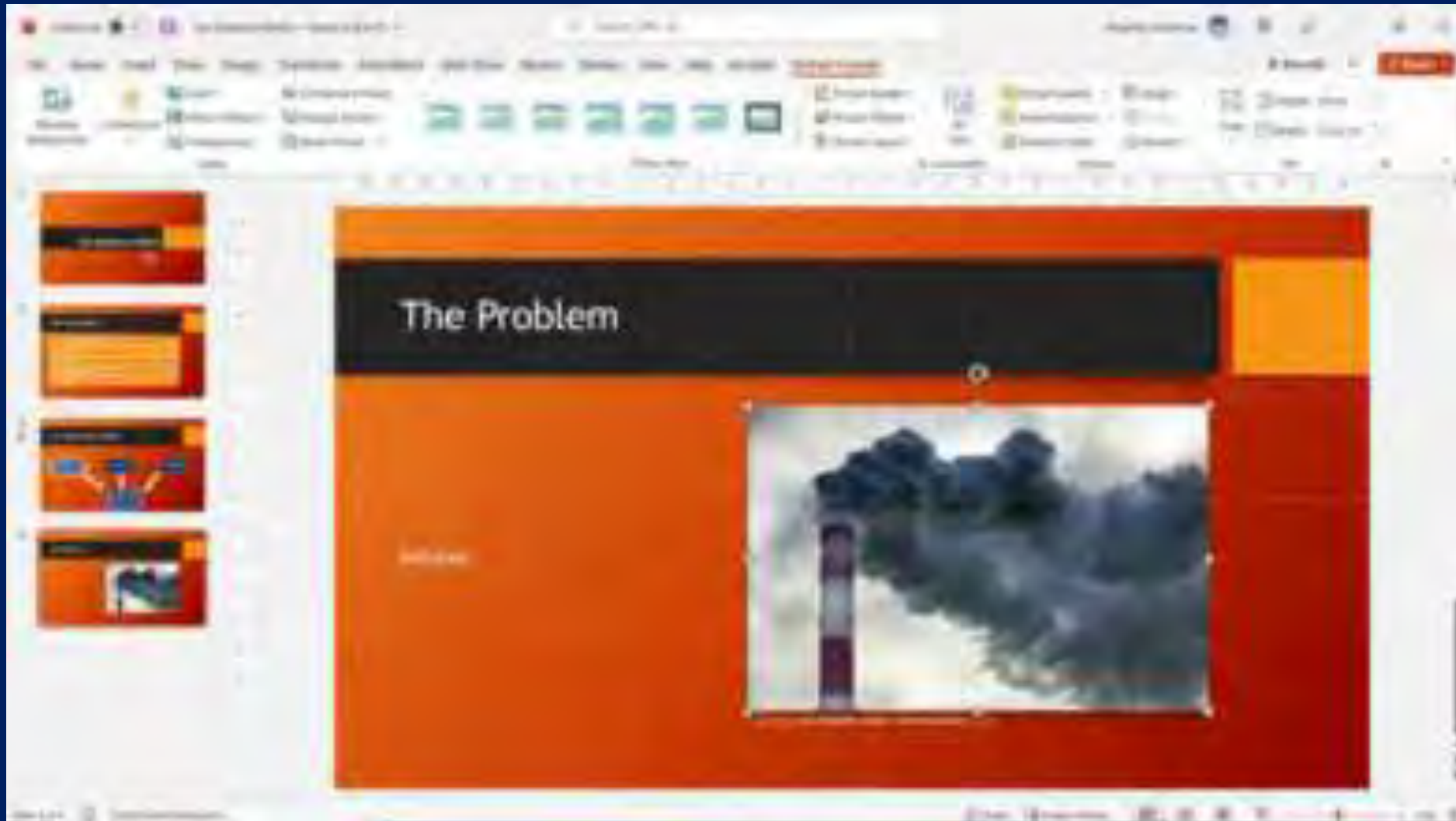


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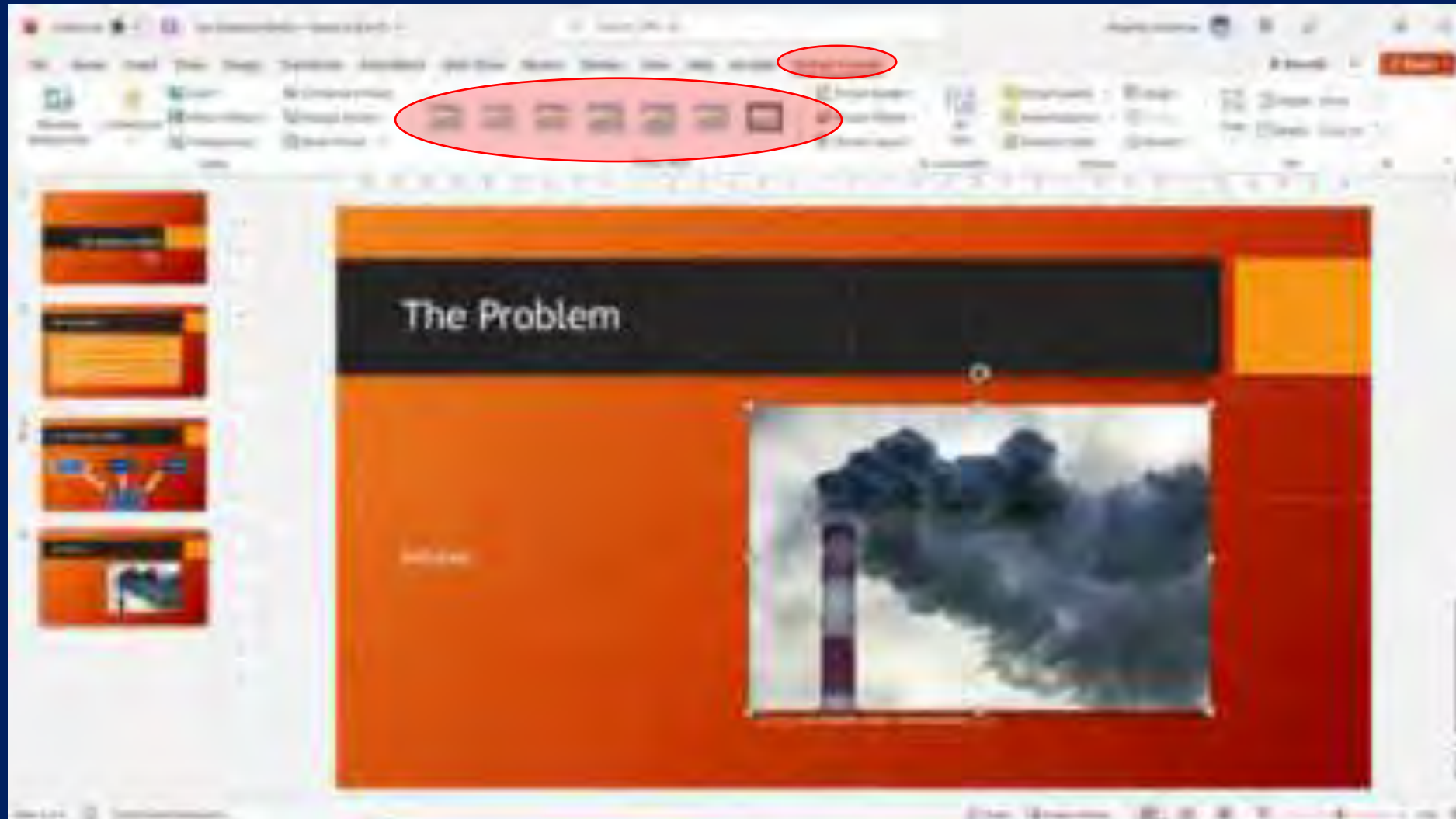


# Inserting Another Slide

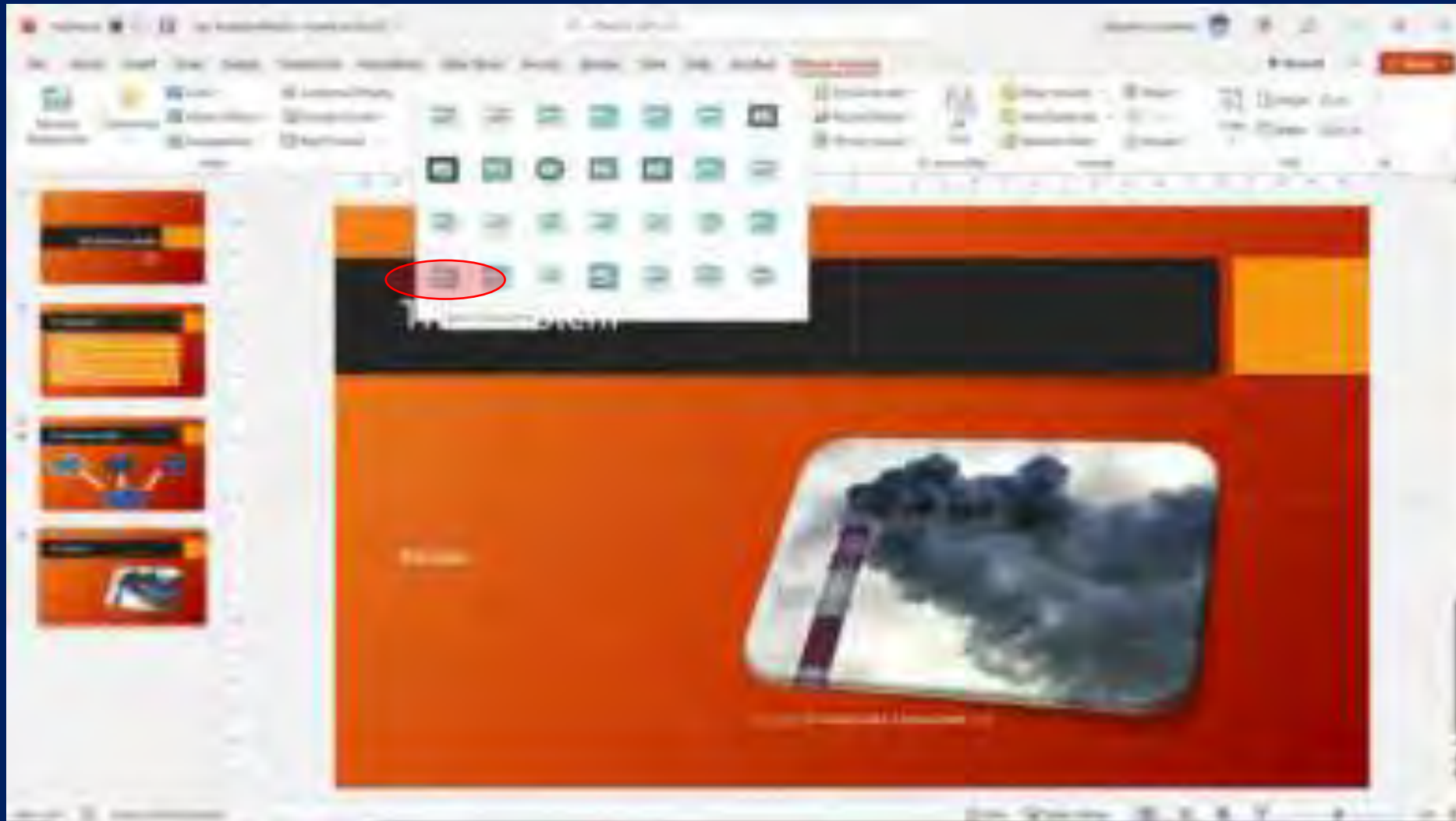




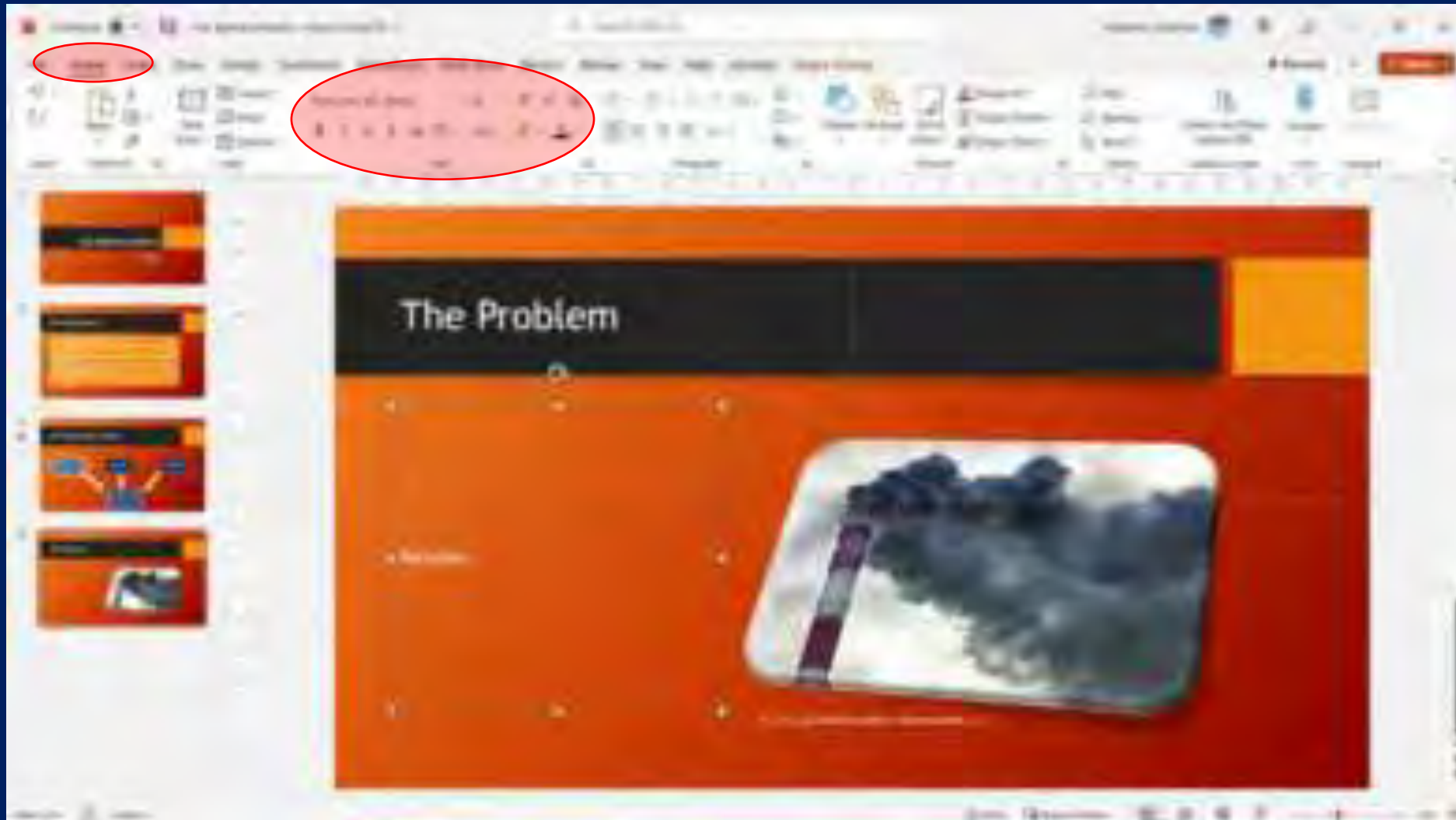
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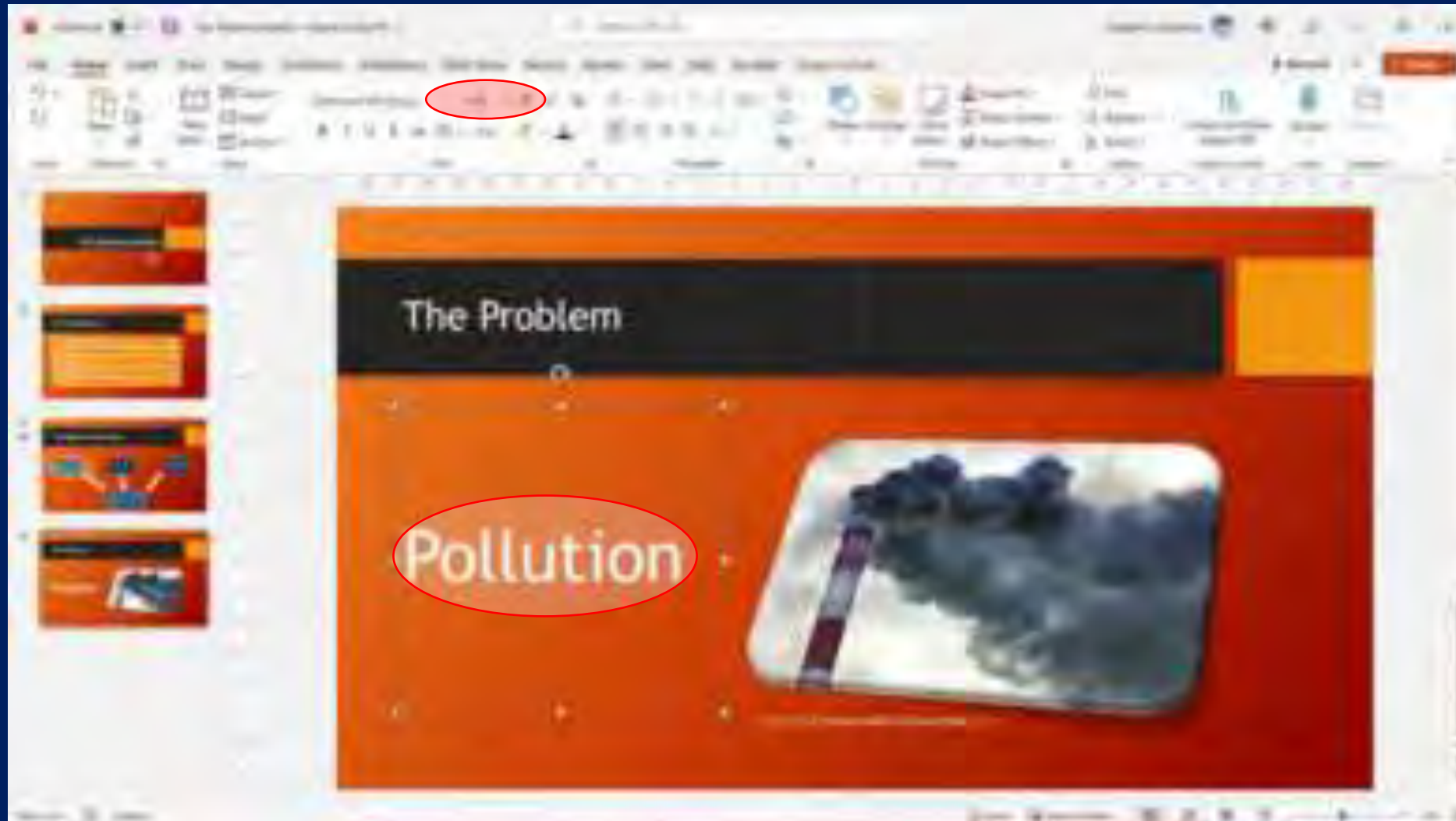


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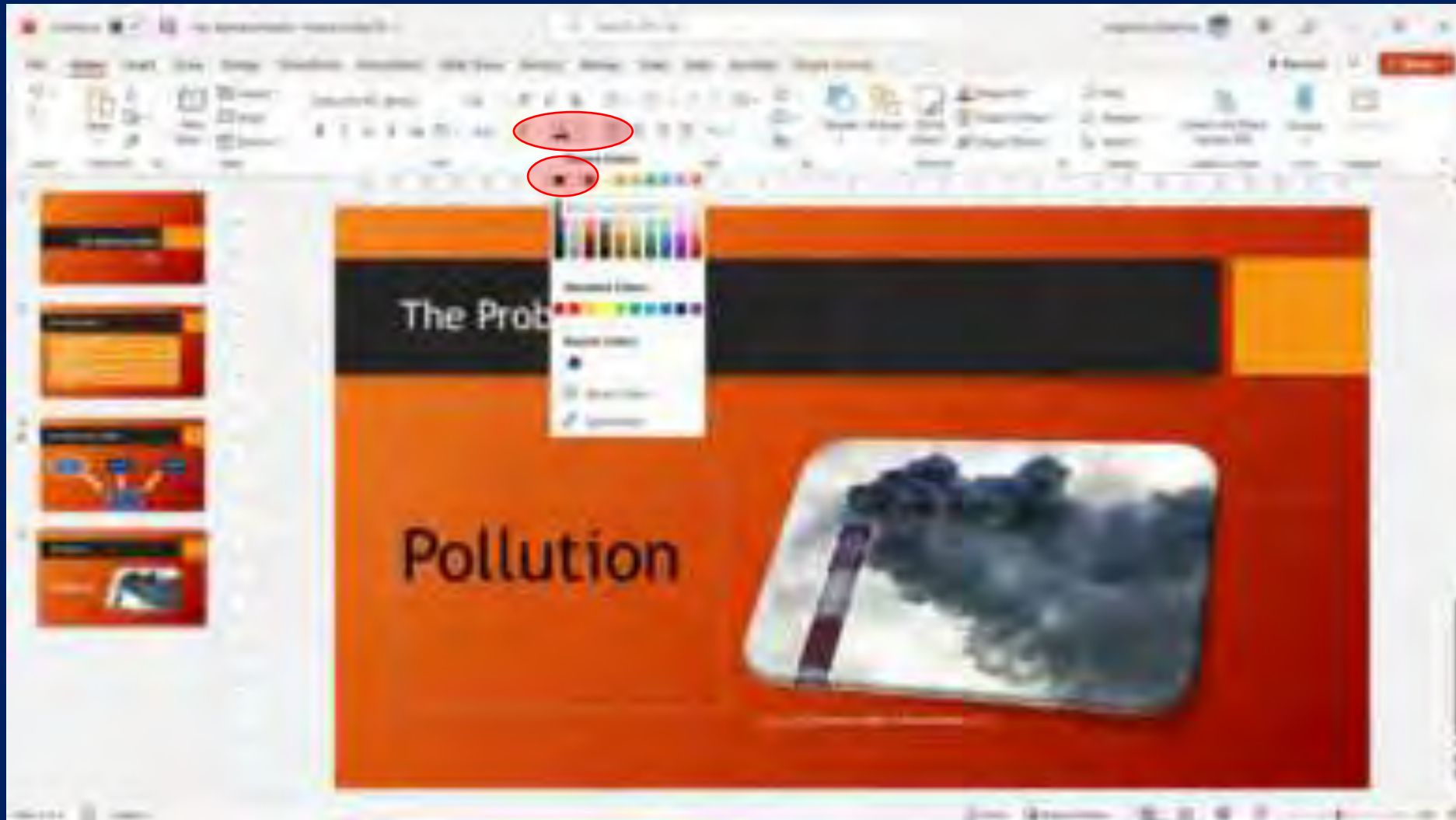




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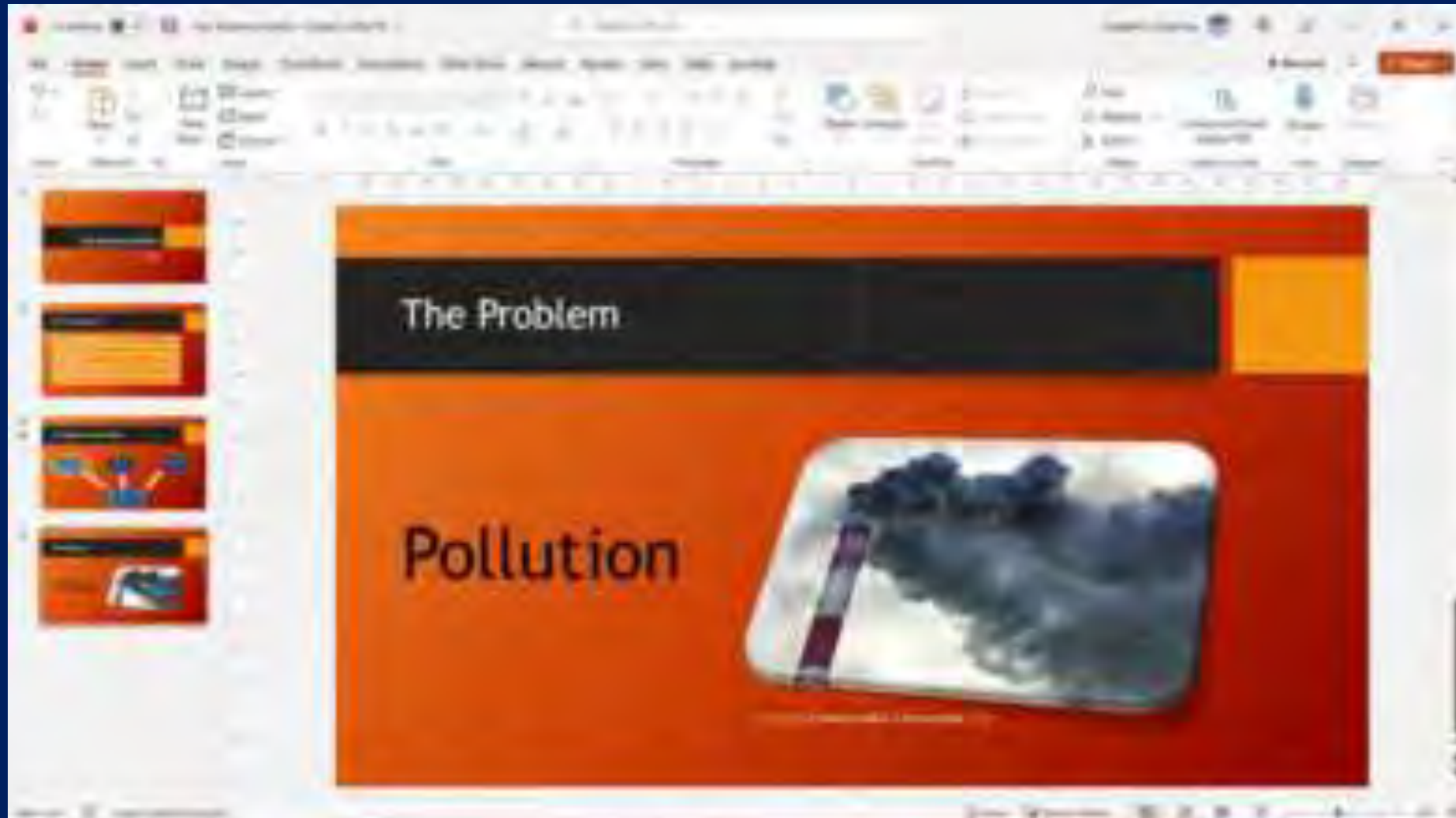


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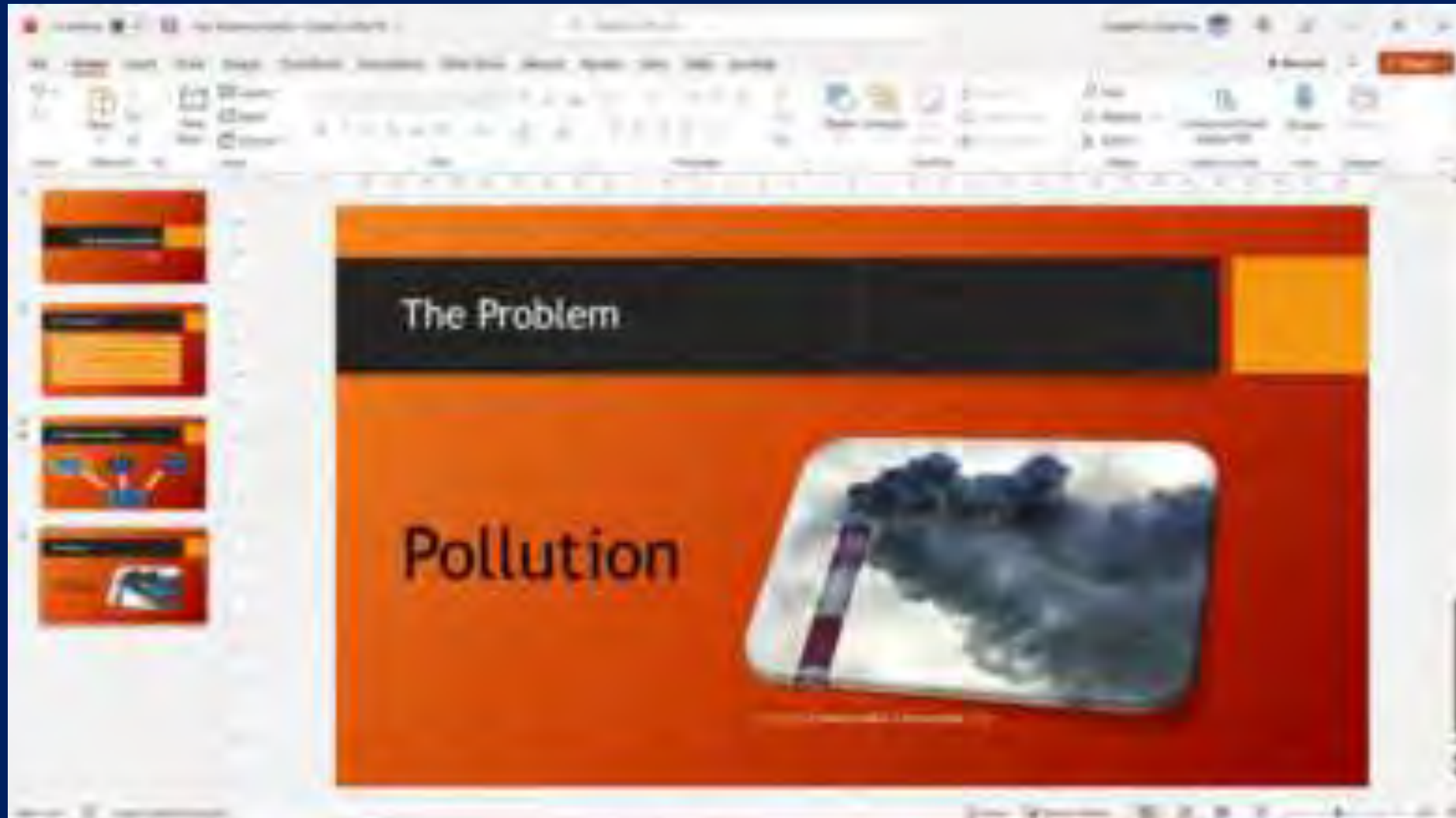
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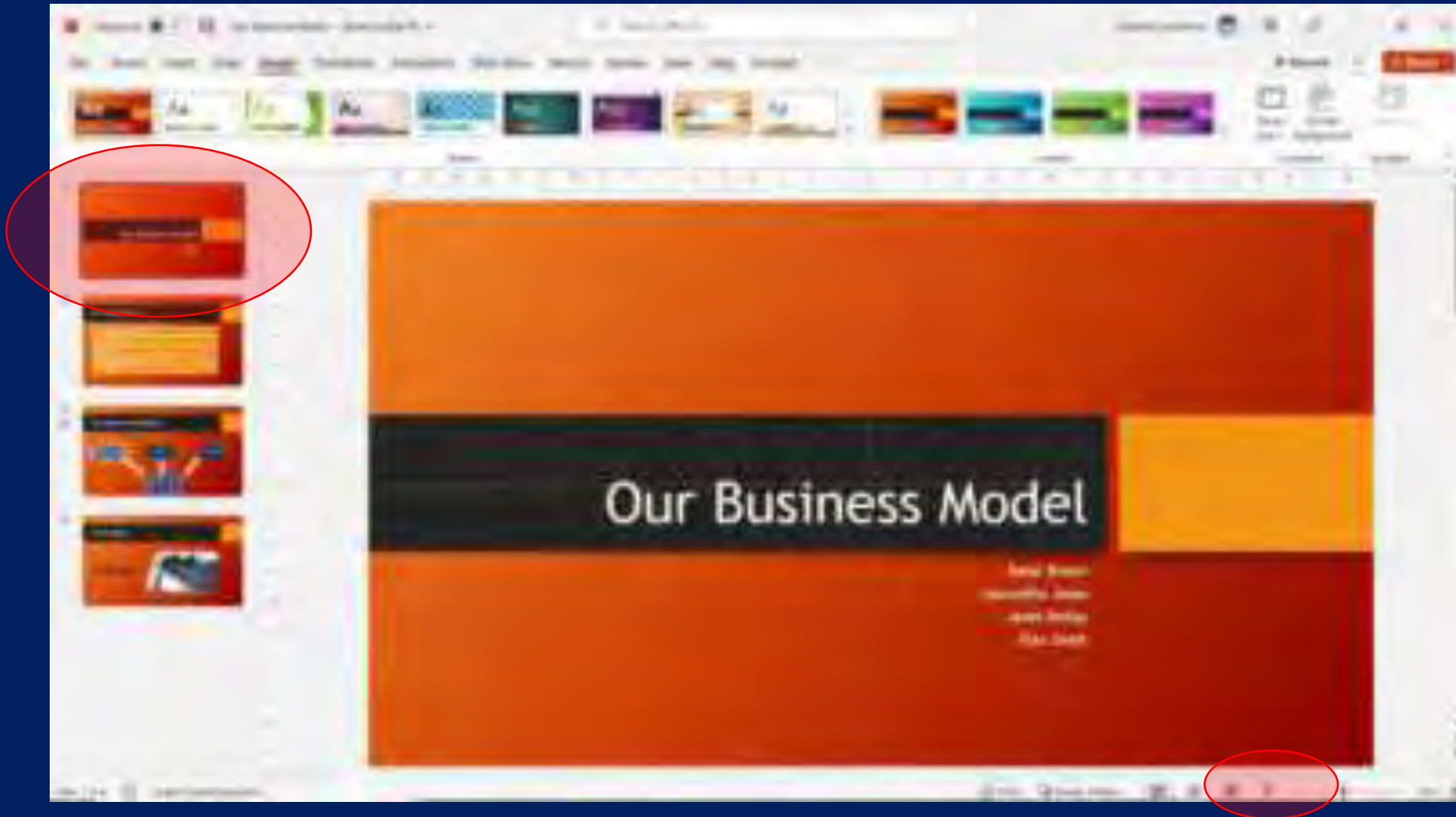
# PowerPoint Inserting Another Slide



# PowerPoint Slideshow



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# PowerPoint Slideshow



# PowerPoint Slideshow





Undergraduate Diploma in Business Administration  
Undergraduate Diploma in Digital Marketing





# 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

- 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.



# In-Class Group Presentation

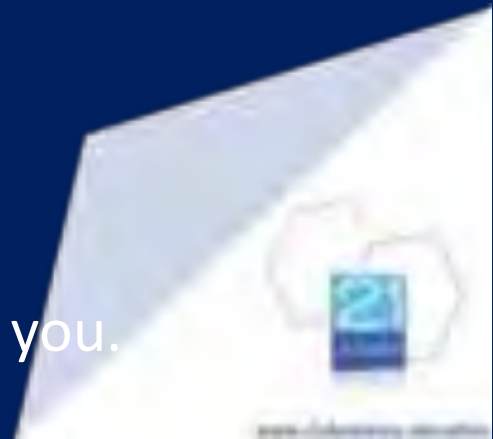
- Keep Text to a Minimum
  - Powerpoint is there as your presentation aid **not the main source of information.**
  - If you really need to text heavy a slide, **gradually** reveal it when needed.
  - Include **only the main speaking points** in the form of short concise bullets.
  - Chunks of text will **tempt you to read** from the slides rather than communicate with audience.





# 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



# 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 Animations
  - Using lots of animation is a **problem**.
  - It can also be a **problem** when you view presentation on different devices.
  - Use them **only for a few** stages of a process.
  - Use only subtle animations such as **fade** etc.
  - Do not use more than **one** different type of animation in one slide.





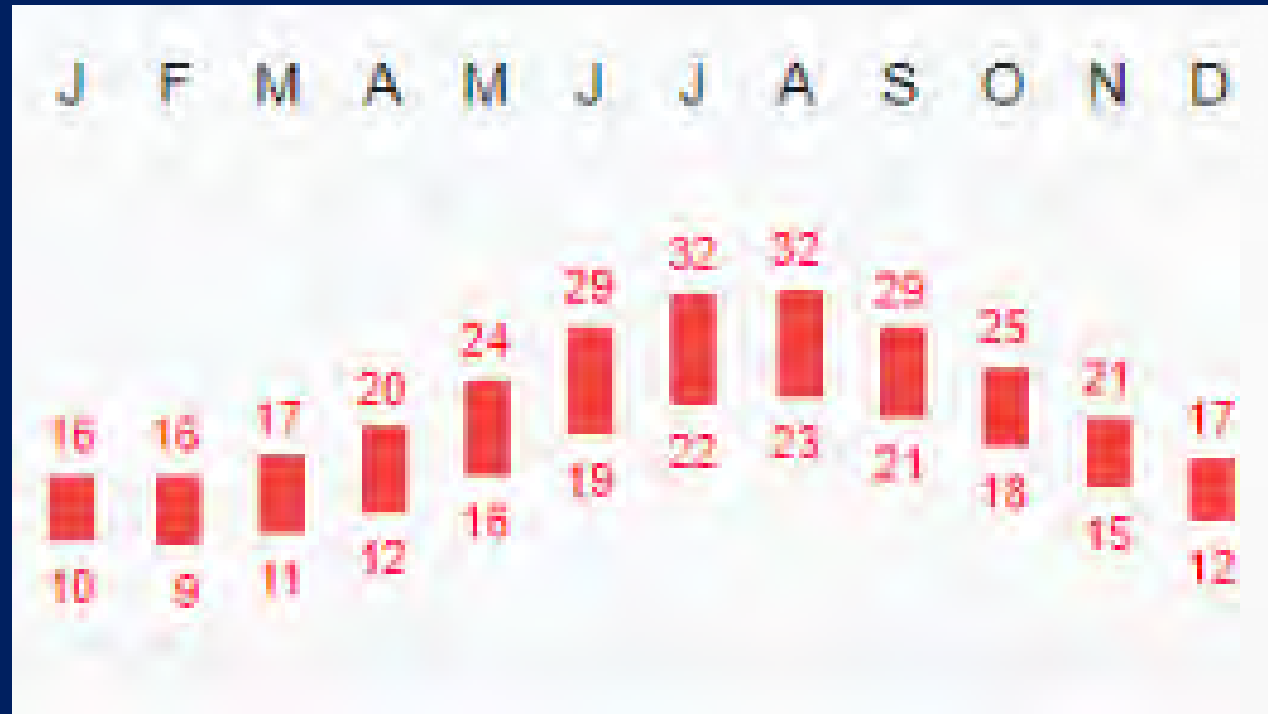
# In-Class Group Presentation

- 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

## Insert Web Page

This app allows you to insert secure web pages starting with <https://> into the side deck. Non-secure web pages are not supported for security reasons.

Please enter the URL below.

<https://>

Note: Many popular websites allow secure access. Please click on the preview button to ensure the web page is accessible.

This add-in will be disabled from Dec 2024

Web Viewer | [Terms](#) | [Privacy & Cookies](#)

Preview





# 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

	1 mark	2 marks	3 marks	4 marks	5 marks
<b>Content</b>	Answer given is minimal or is irrelevant/incorrect.	Answer provided is correct but is simply a restatement of the question.	Answer provided is correct but is incomplete or partially correct.	Answer provided is correct and complete.	Answer provided is correct and complete.
<b>Analysis</b>	Any analysis (commentary, evaluation, and synthesis) is minimal or is irrelevant.	Any analysis (commentary, evaluation, and synthesis) is minimal or is irrelevant.	Any analysis (commentary, evaluation, and synthesis) is minimal or is irrelevant.	Any analysis (commentary, evaluation, and synthesis) is minimal or is irrelevant.	Any analysis (commentary, evaluation, and synthesis) is minimal or is irrelevant.
<b>Application</b>	Any application of knowledge is minimal or is irrelevant.	Any application of knowledge is minimal or is irrelevant.	Any application of knowledge is minimal or is irrelevant.	Any application of knowledge is minimal or is irrelevant.	Any application of knowledge is minimal or is irrelevant.
<b>Conclusion</b>	Any conclusion is minimal or is irrelevant.	Any conclusion is minimal or is irrelevant.	Any conclusion is minimal or is irrelevant.	Any conclusion is minimal or is irrelevant.	Any conclusion is minimal or is irrelevant.
<b>Communication</b>	Any communication is minimal or is irrelevant.	Any communication is minimal or is irrelevant.	Any communication is minimal or is irrelevant.	Any communication is minimal or is irrelevant.	Any communication is minimal or is irrelevant.
<b>Overall</b>	Any overall score is minimal or is irrelevant.	Any overall score is minimal or is irrelevant.	Any overall score is minimal or is irrelevant.	Any overall score is minimal or is irrelevant.	Any overall score is minimal or is irrelevant.



# Presentation

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







# Next Session

*Starts at 09:00 a.m. sharp with self-assessment Session 01*

*Business Administration Tomorrow in Naxxar*

*Digital Marketing Sunday in Naxxar*



# Introduction Session 04

Lecture Title: PowerPoint

Lecturer: Mr Angelito Sciberras

Date: 14 February 2025

