#### **Introduction Session 04**

#### Lecture Title: PowerPoint

Lecturer: Mr Angelito Sciberras Date: 23 May 2025



#### Tuesday 20 May 2025

Introductions The Academy

#### Wednesday 21 May 2025

Thursday 22 May 2025

Friday 23 May 2025

**Staying in Malta** 

The Study Programme Assignments Presentations Reflective Diary

**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

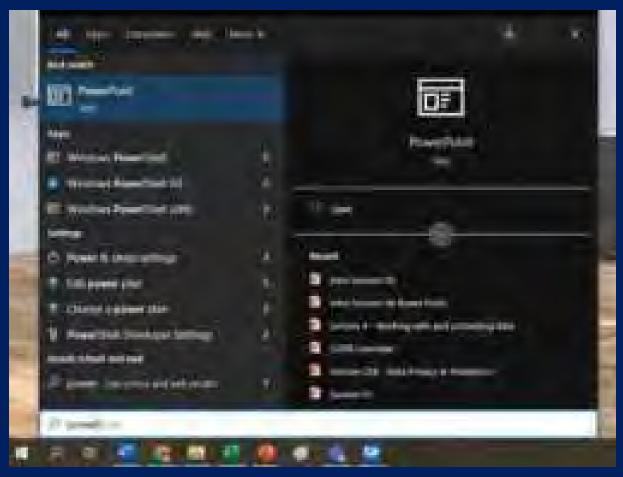


#### **PowerPoint Slideshow**

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



### **PowerPoint Slideshow**





#### **PowerPoint Slideshow**

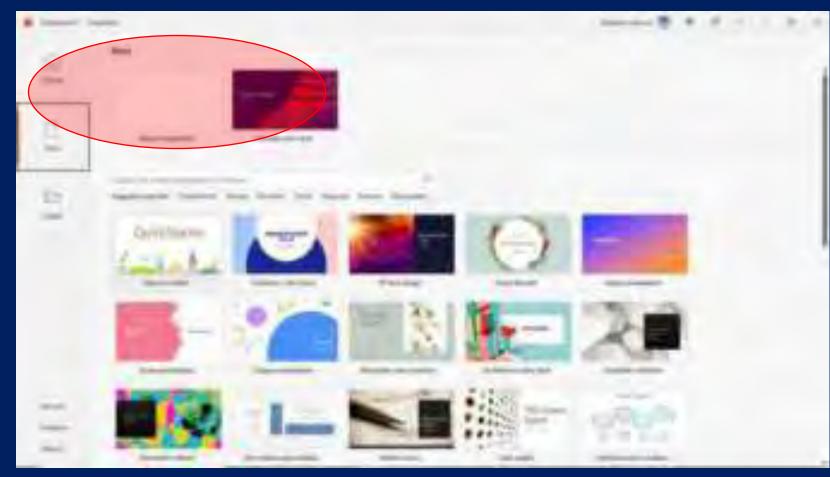


Blank Presentation vs Template

Originality vs Time

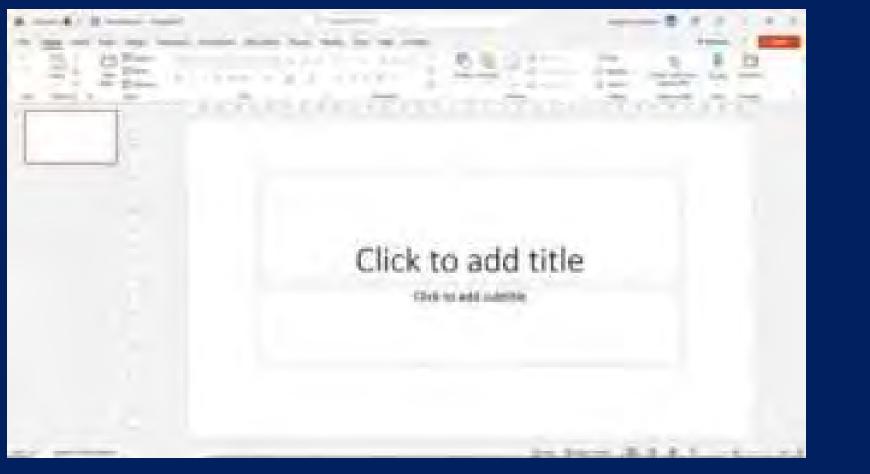


### **PowerPoint Slideshow**



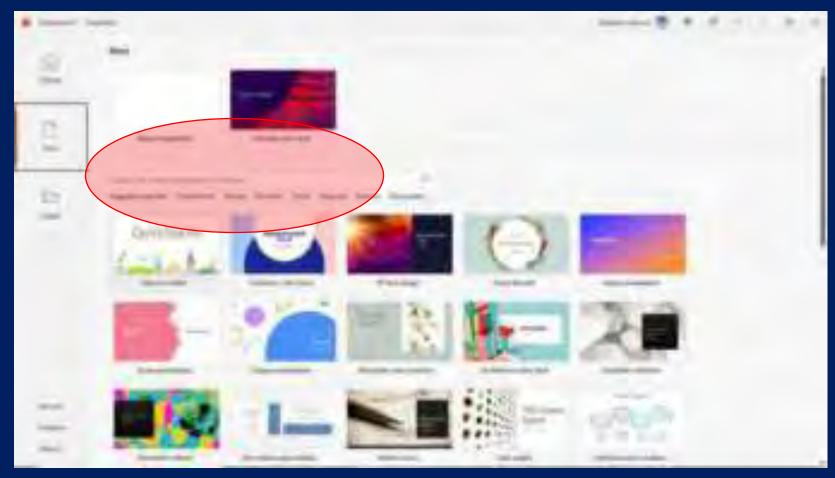


### **PowerPoint Slideshow**



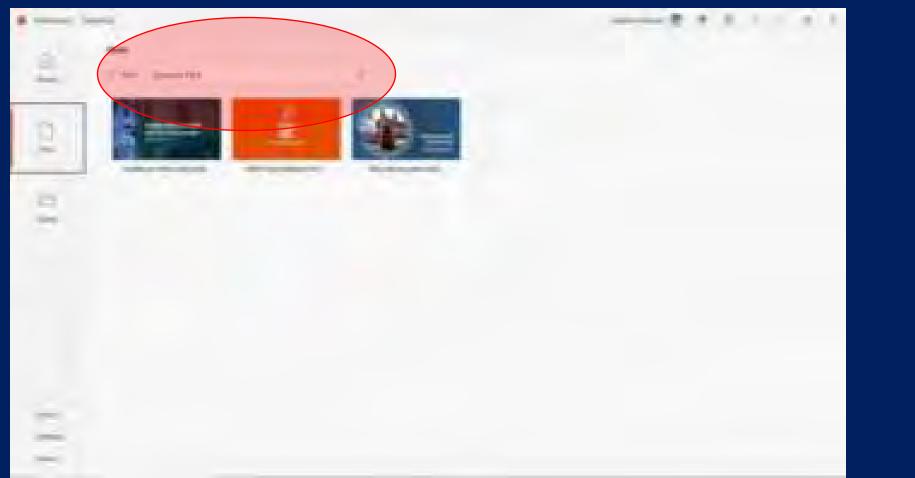


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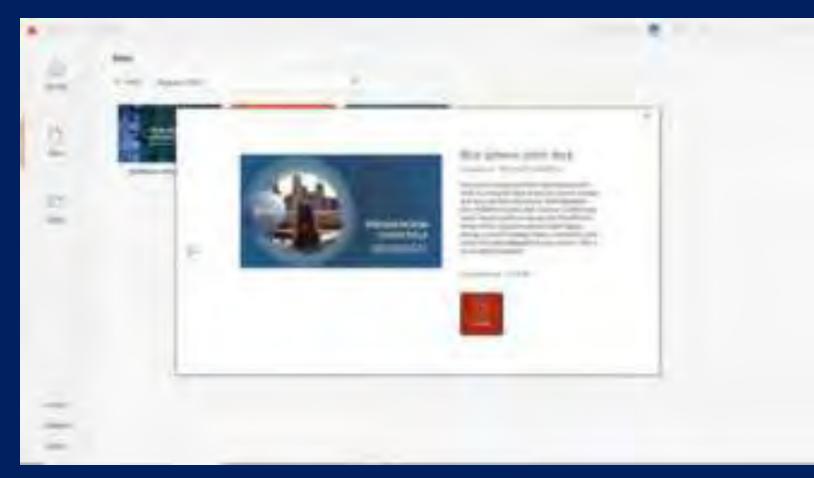




### **PowerPoint Slideshow**

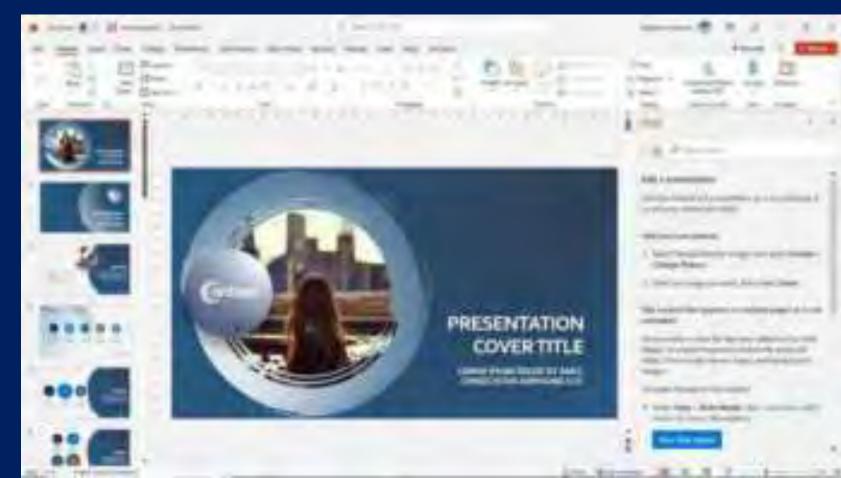


### **PowerPoint Slideshow**





### **PowerPoint Slideshow**





### **PowerPoint Slideshow**

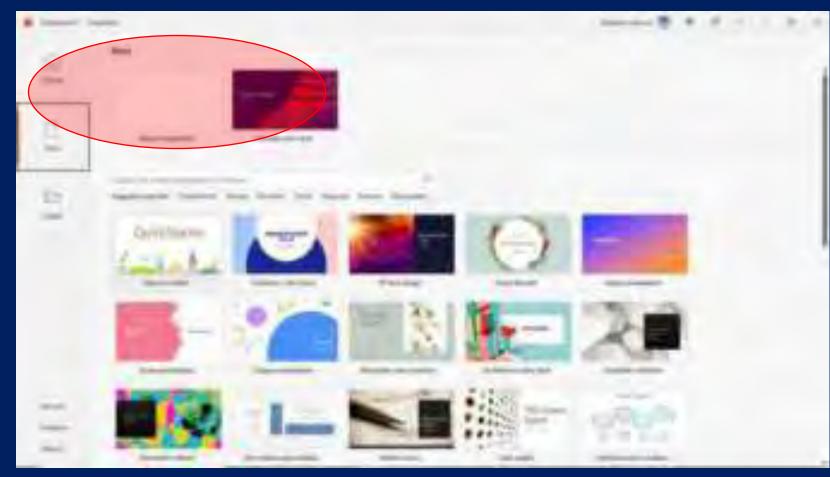


**Blank Presentation** vs Template

**Originality** vs Time

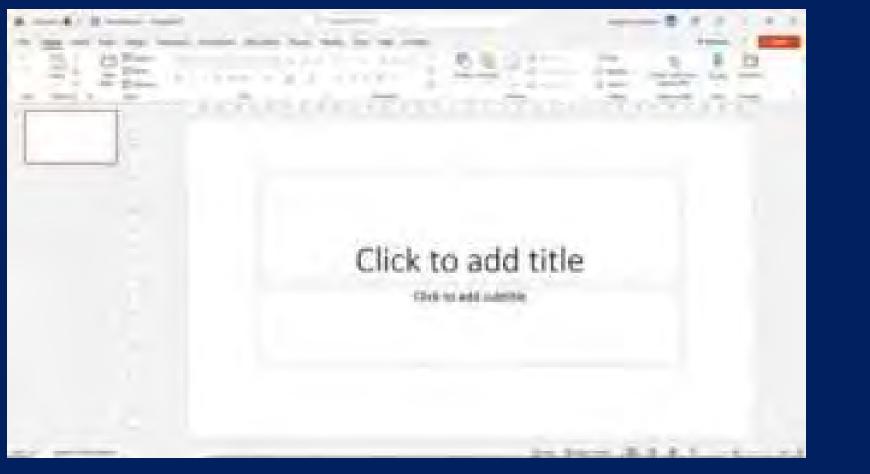


### **PowerPoint Slideshow**





### **PowerPoint Slideshow**

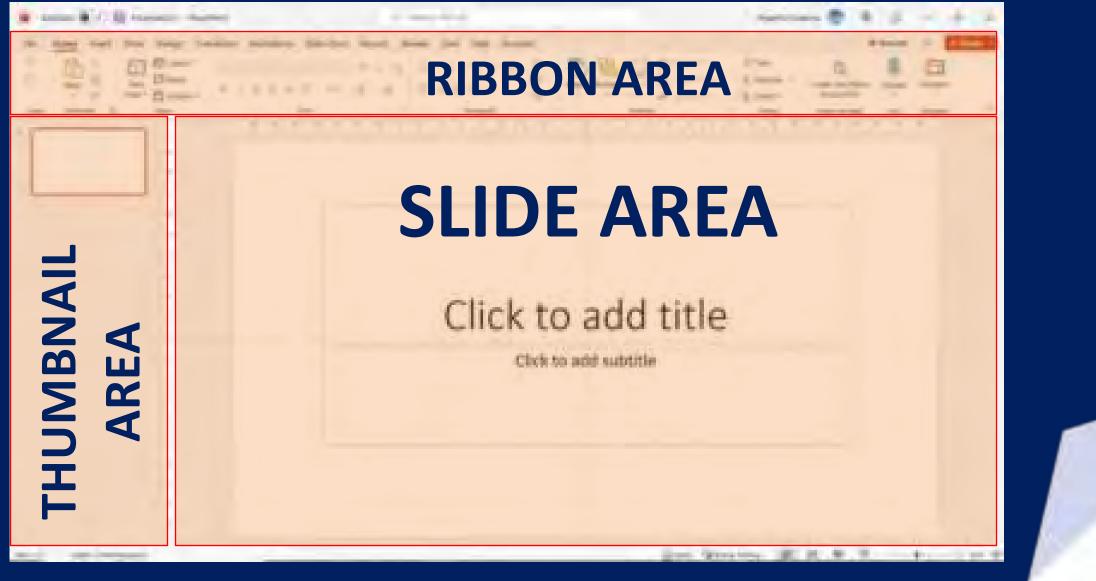




#### **PowerPoint Slideshow**

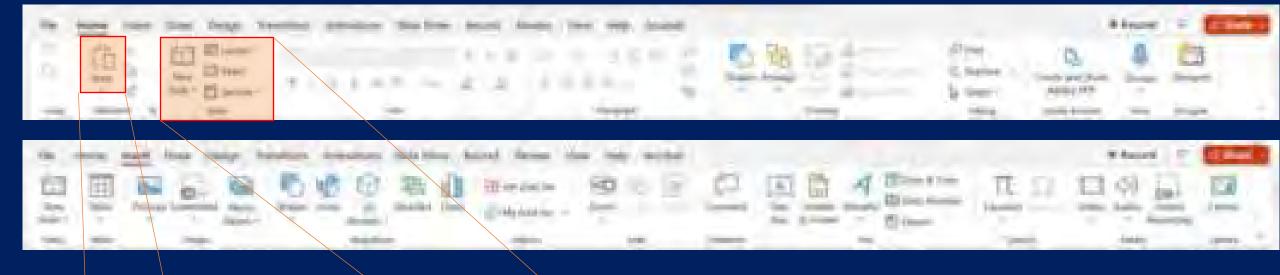


# **PowerPoint Terminology**



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### **PowerPoint Terminology**

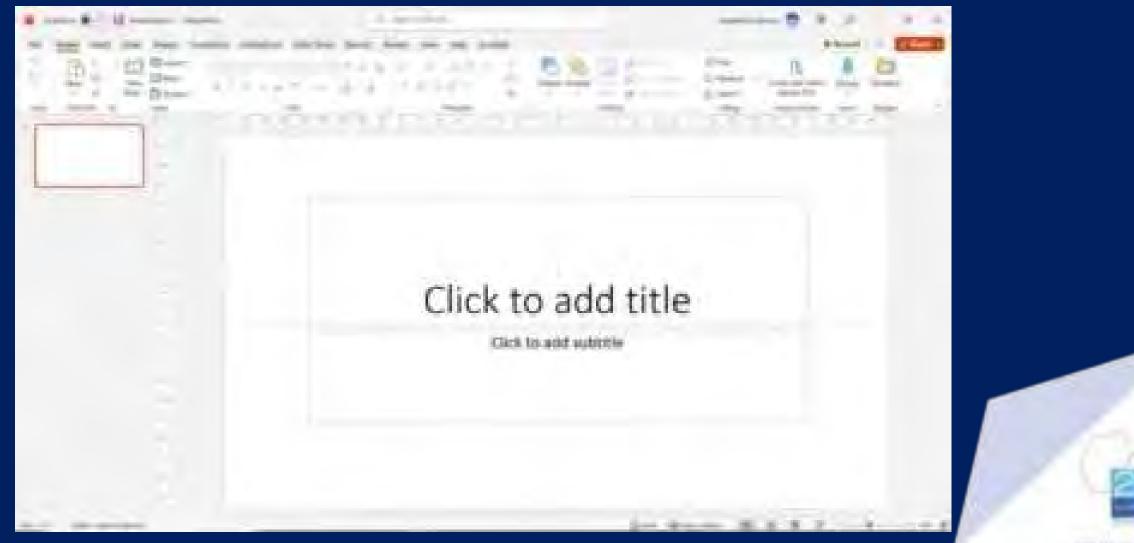




### Group

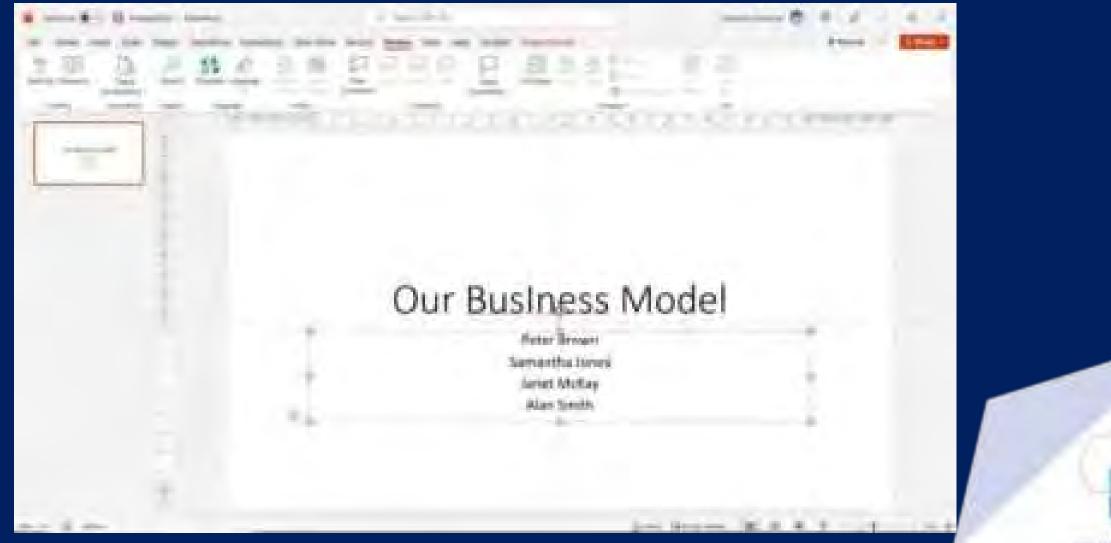


### **PowerPoint Creating Slide**



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### **PowerPoint Creating Slide**



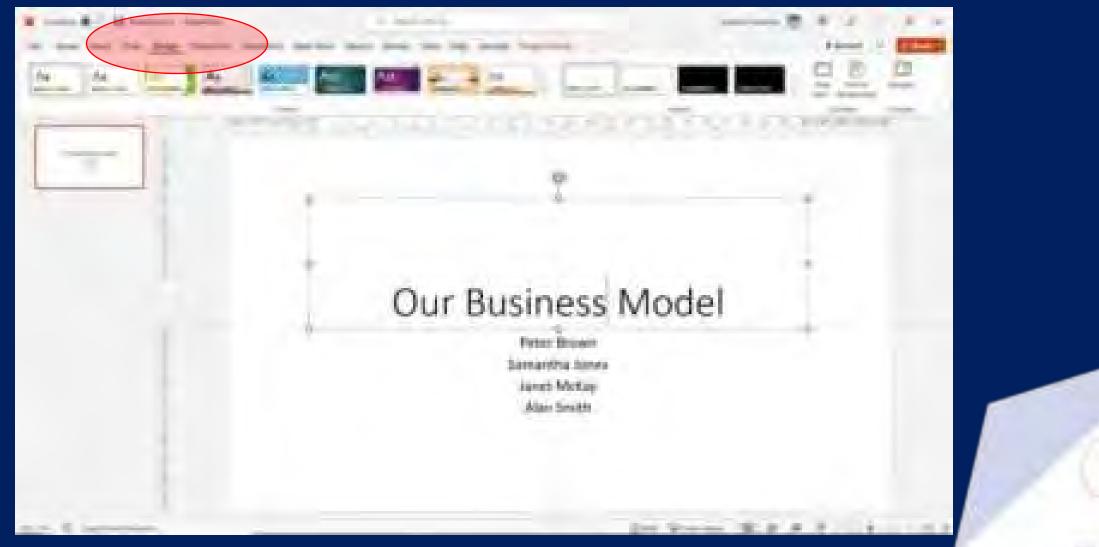
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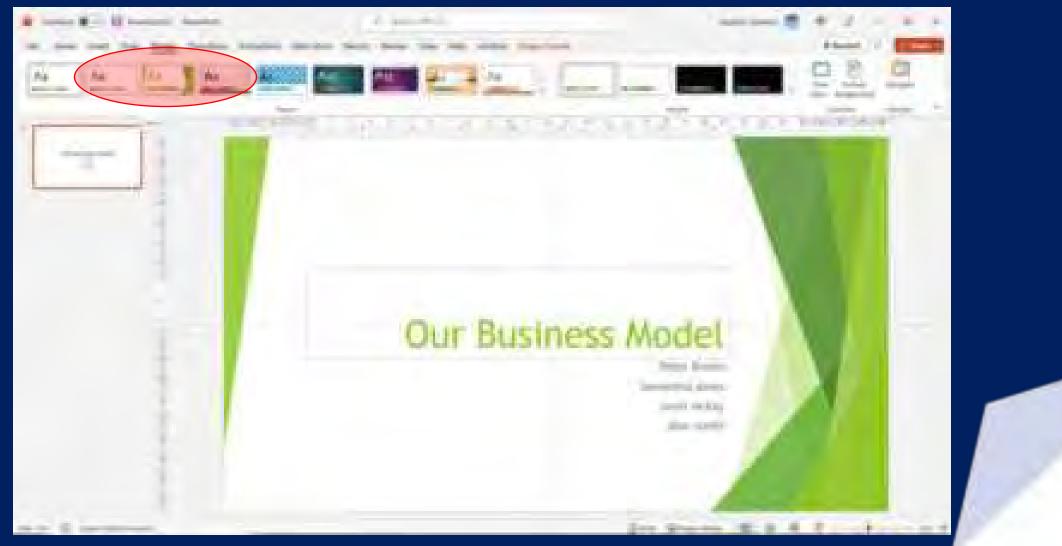
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### **PowerPoint Creating Slide**



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### **PowerPoint Creating Slide**



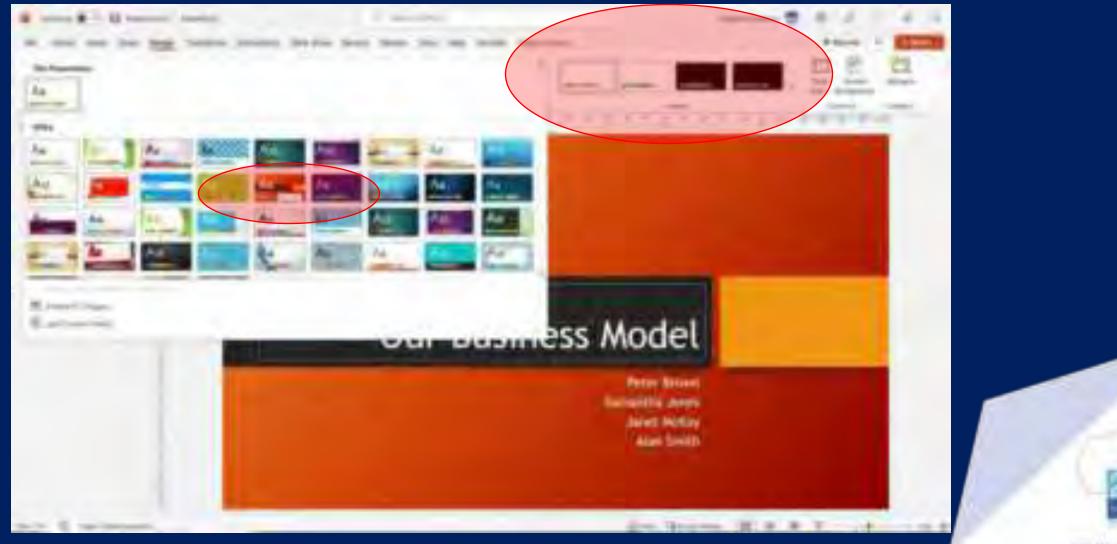
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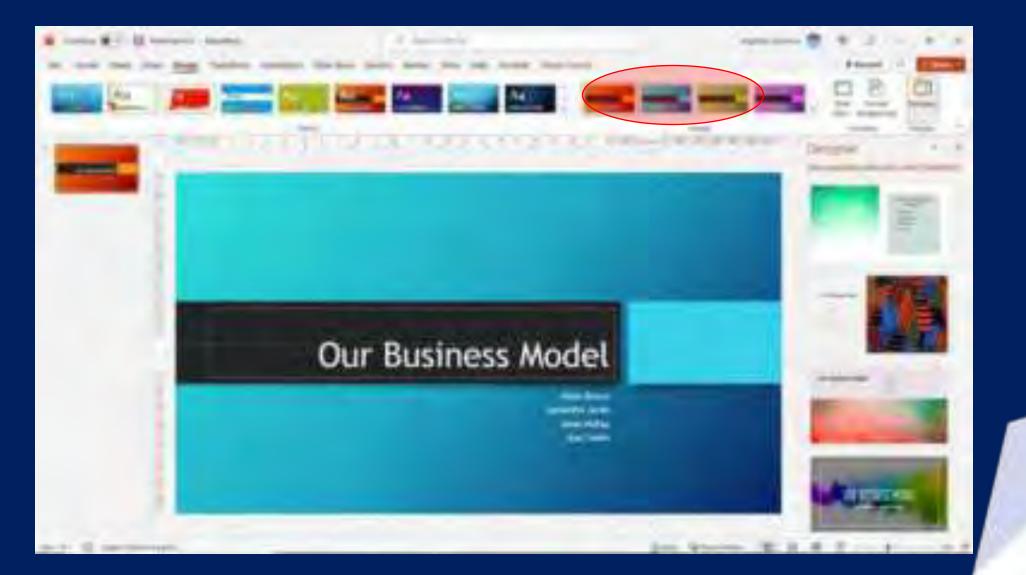
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#### **PowerPoint Creating Slide**



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#### **PowerPoint Creating Slide**



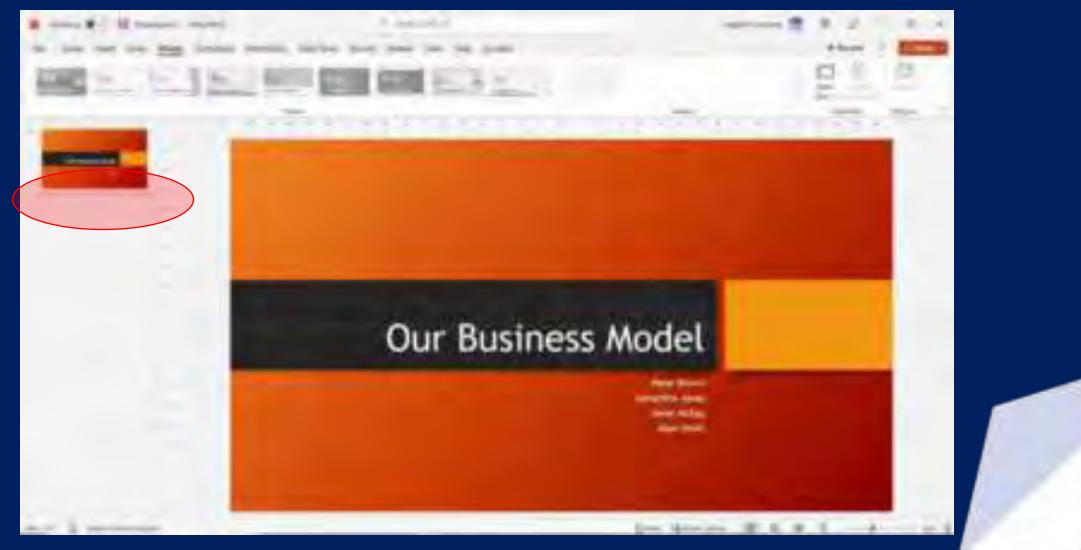
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## **PowerPoint Creating Slide**



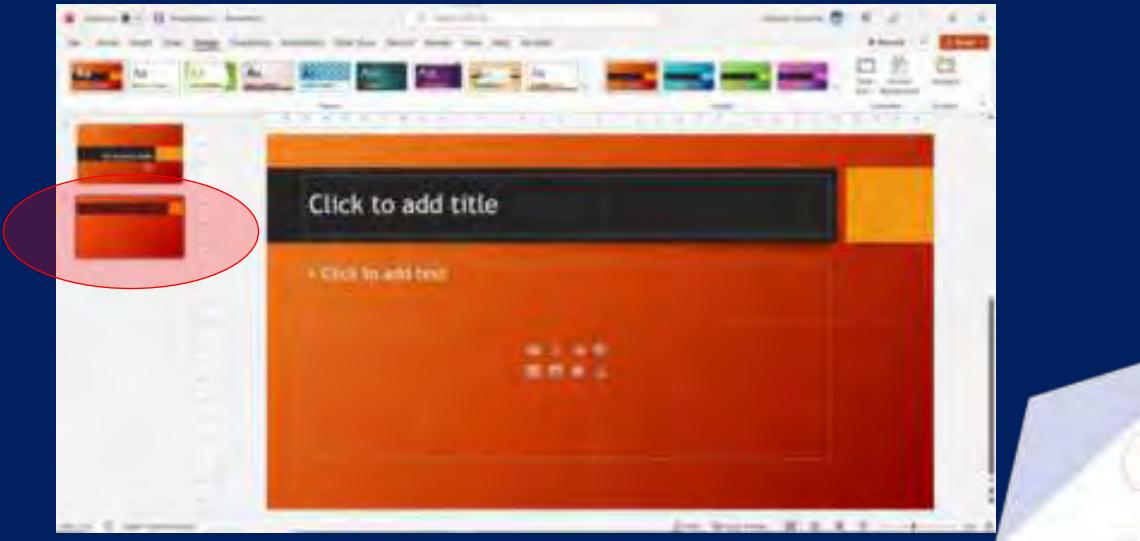


#### **PowerPoint New Slide**



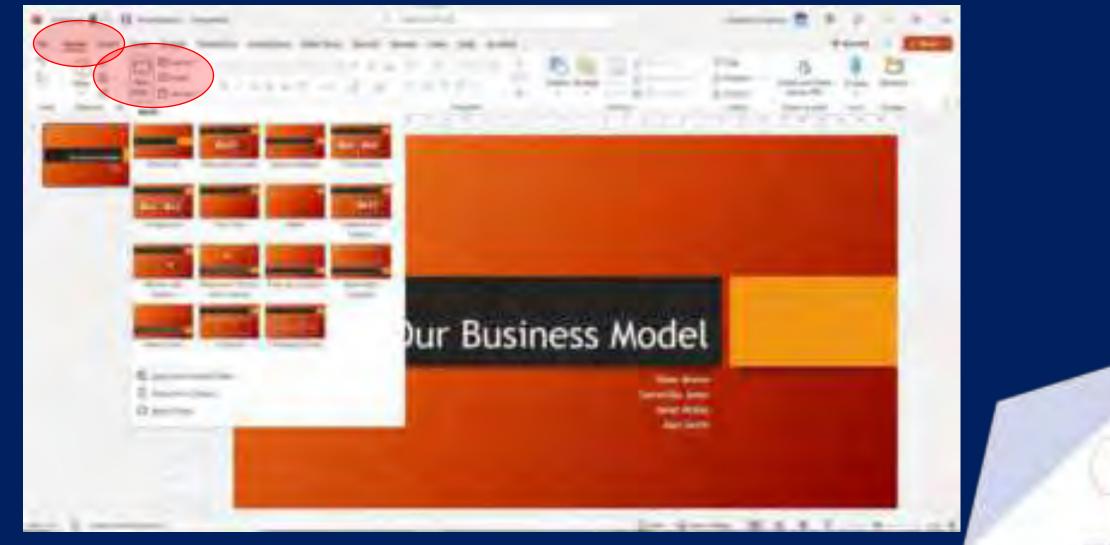
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#### **PowerPoint New Slide**



second 2 distances in principal

#### **PowerPoint New Slide**



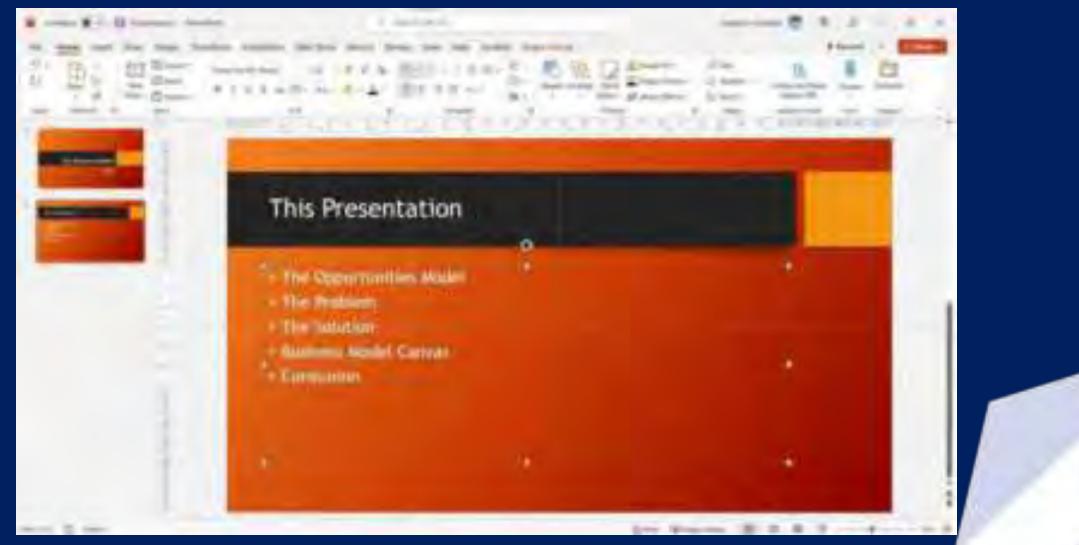
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## **PowerPoint Creating Slide**



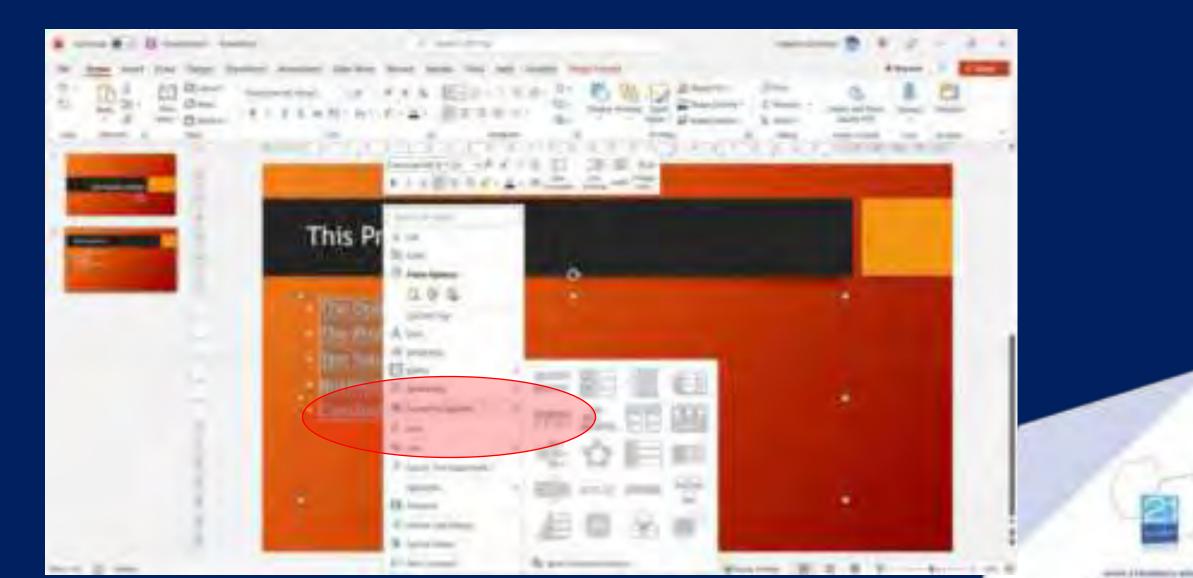


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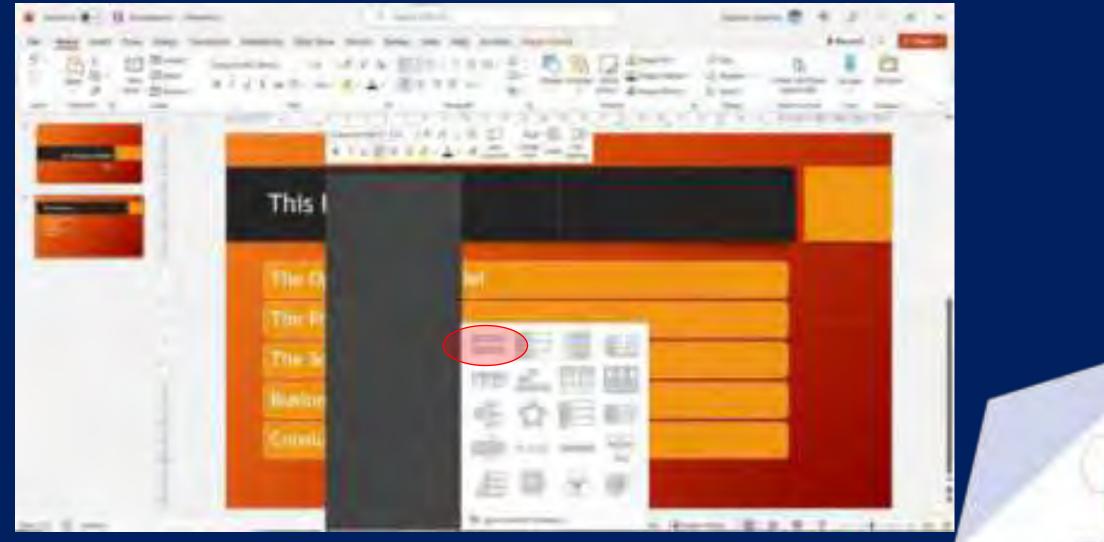


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### **PowerPoint Building the Slide**

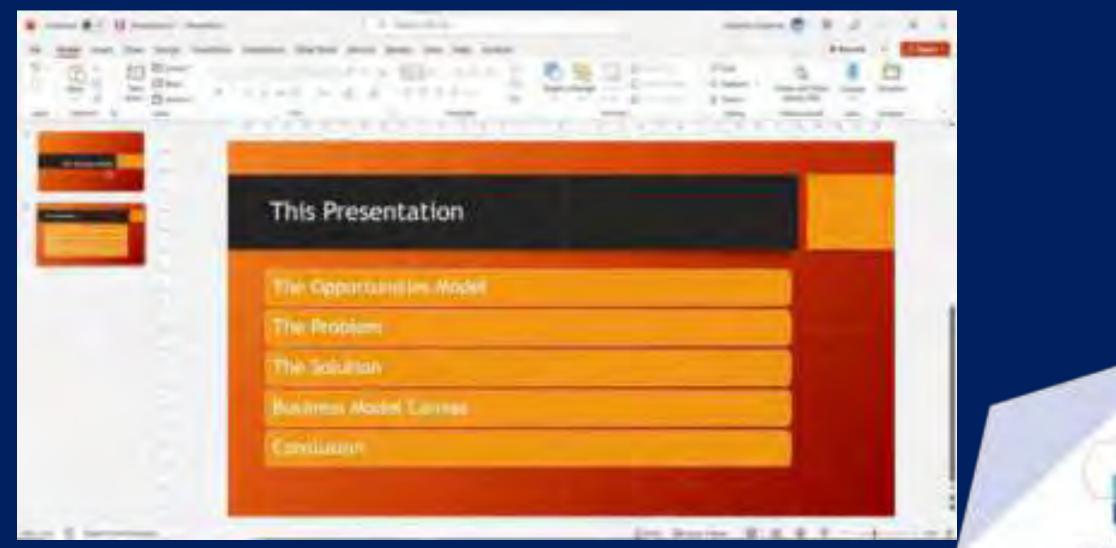


## **PowerPoint Building the Slide**



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### **PowerPoint Building the Slide**



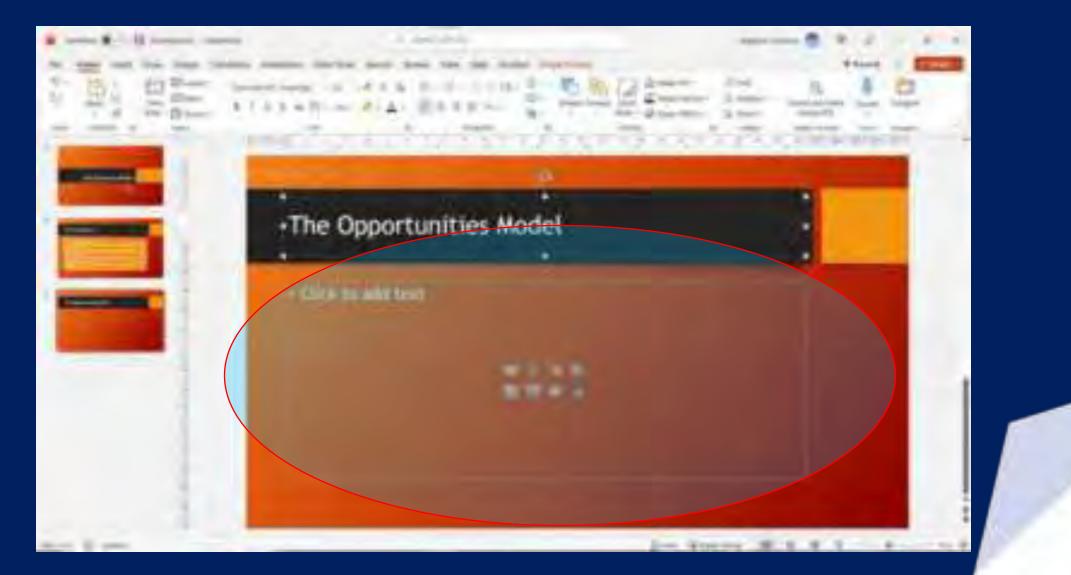
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## **PowerPoint Creating Slide**



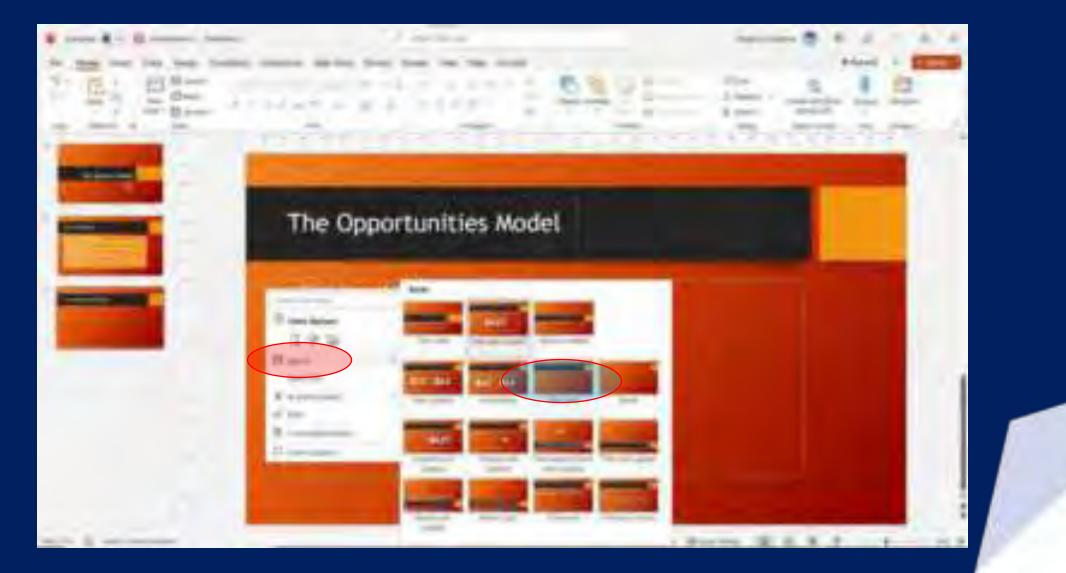


# **PowerPoint Inserting Pictures**



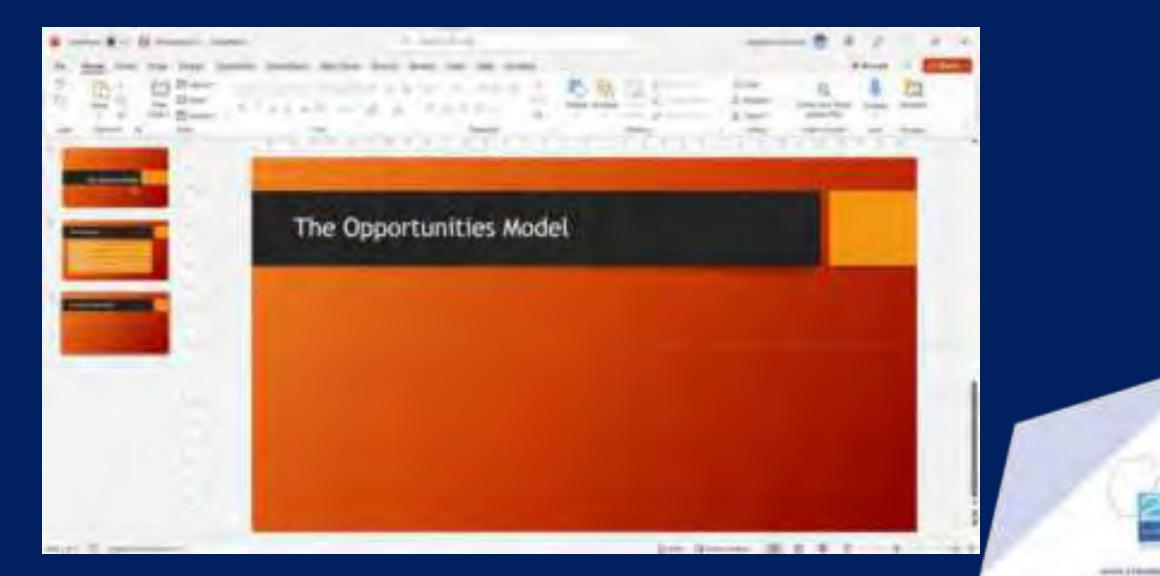
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### **PowerPoint Inserting Pictures**

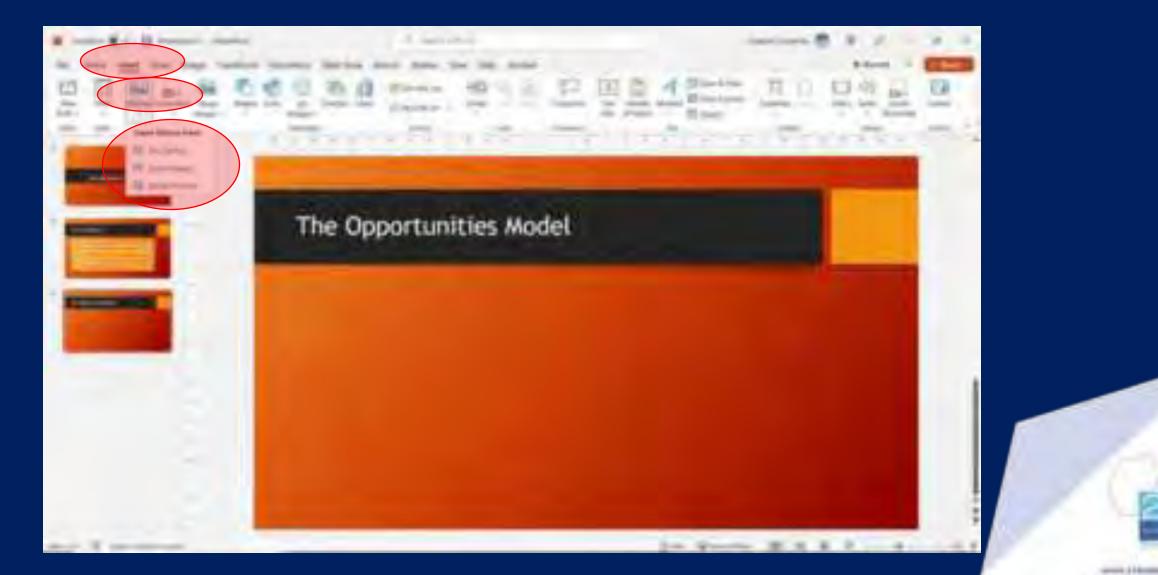


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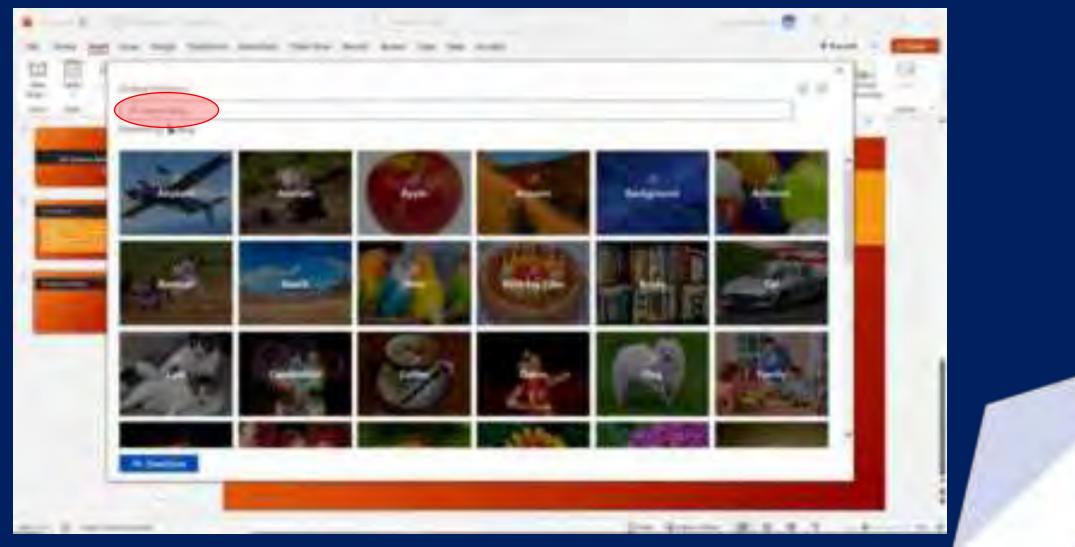
### **PowerPoint Inserting Pictures**



### **PowerPoint Inserting Pictures**

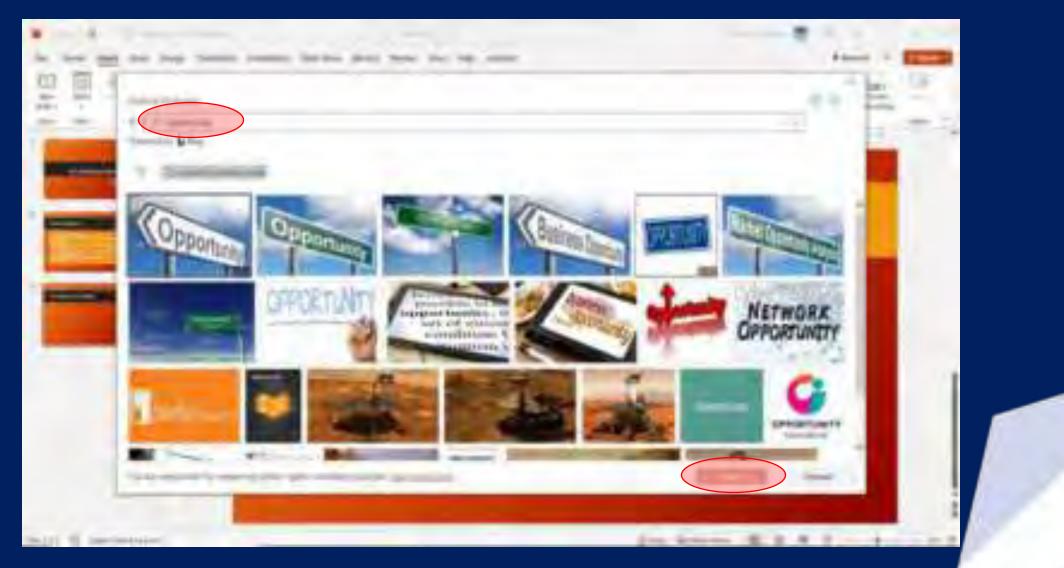


## **PowerPoint Inserting Pictures**



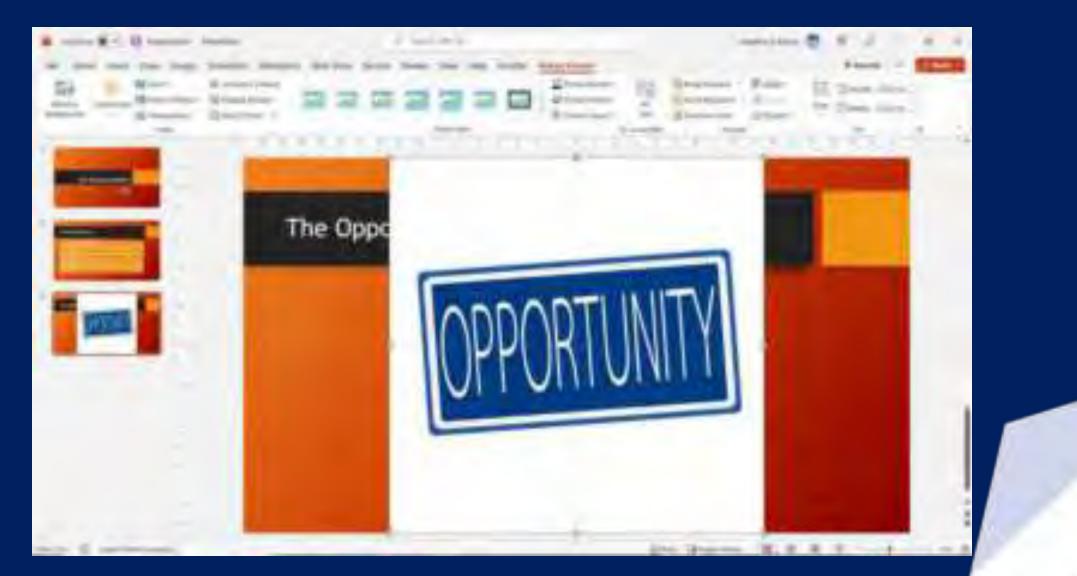
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# **PowerPoint Inserting Pictures**



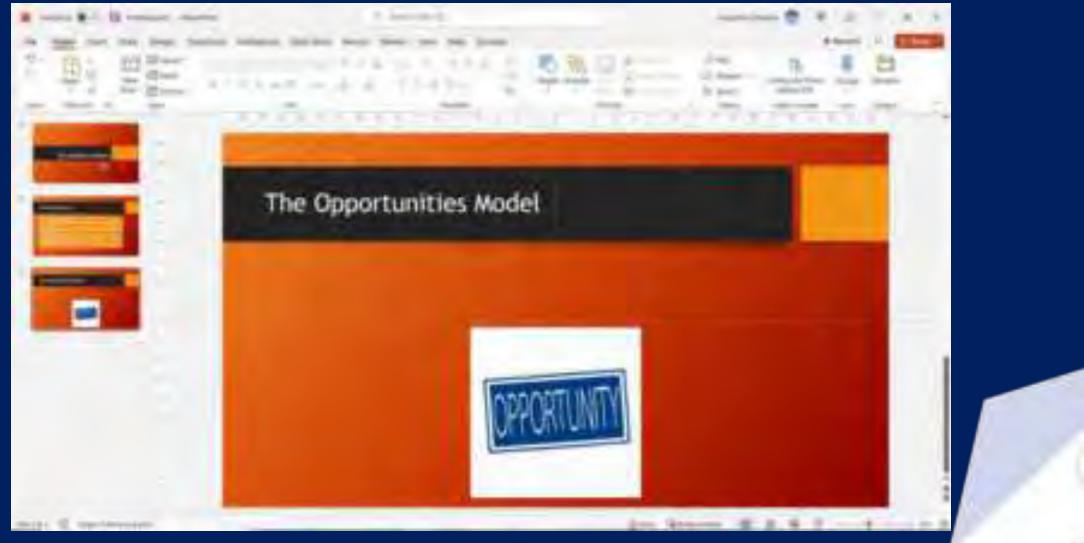
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### **PowerPoint Inserting Pictures**



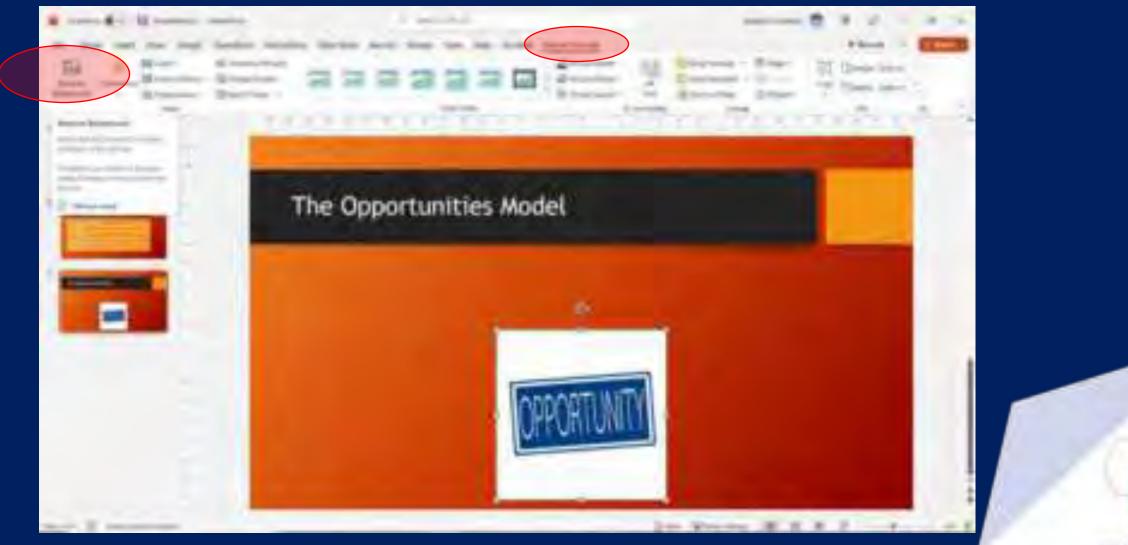
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### **PowerPoint Inserting Pictures**



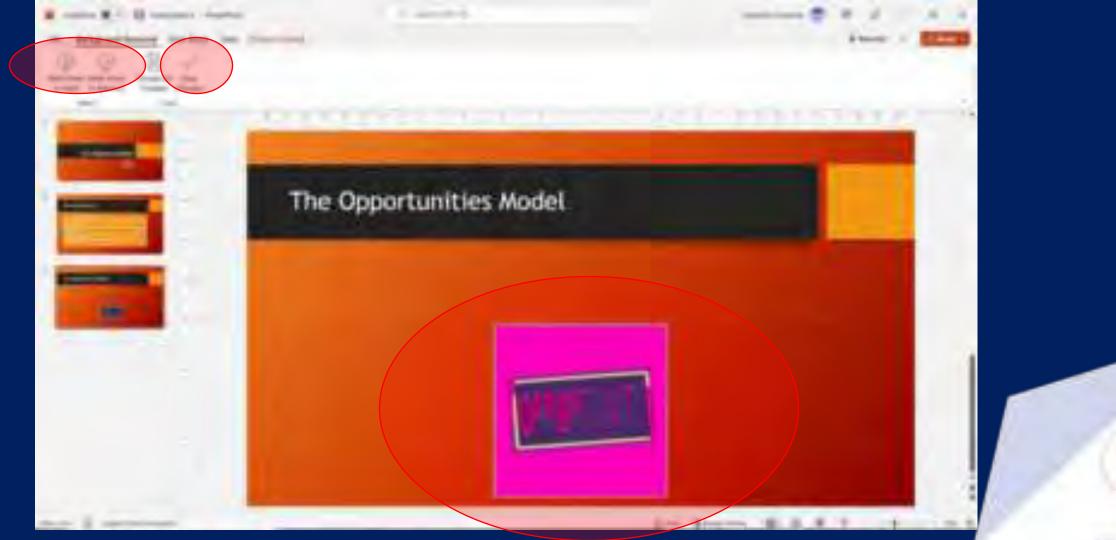
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### **PowerPoint Inserting Pictures**



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# **PowerPoint Inserting Pictures**



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# **PowerPoint Inserting Pictures**

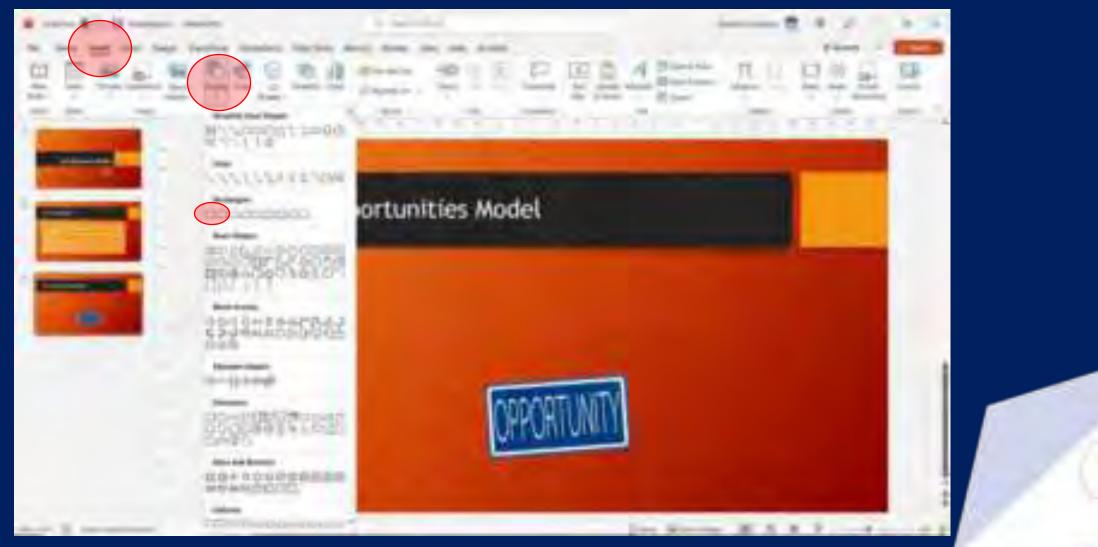


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# **PowerPoint Inserting a Picture**

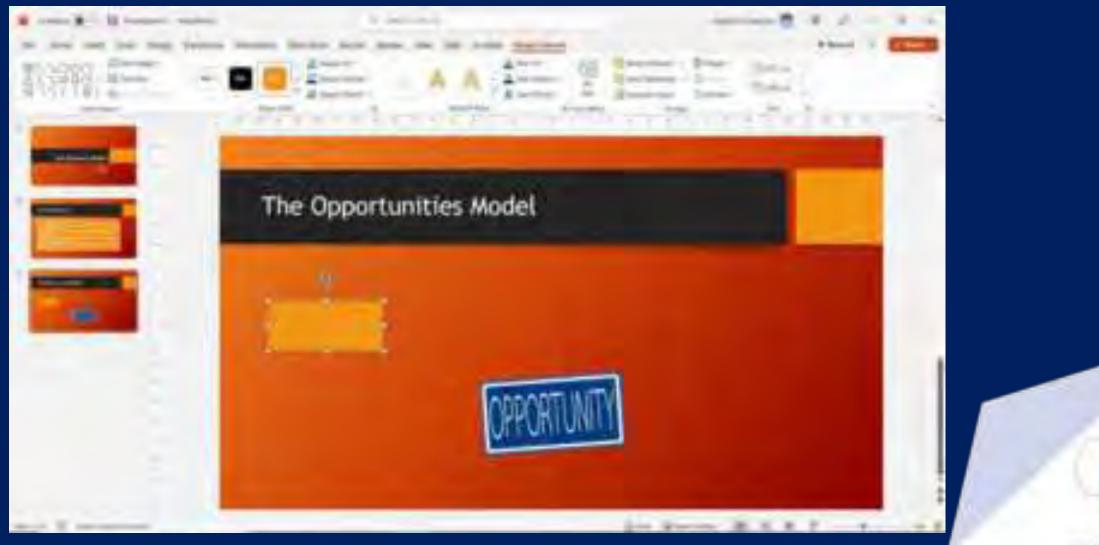


### **PowerPoint Inserting Shapes**



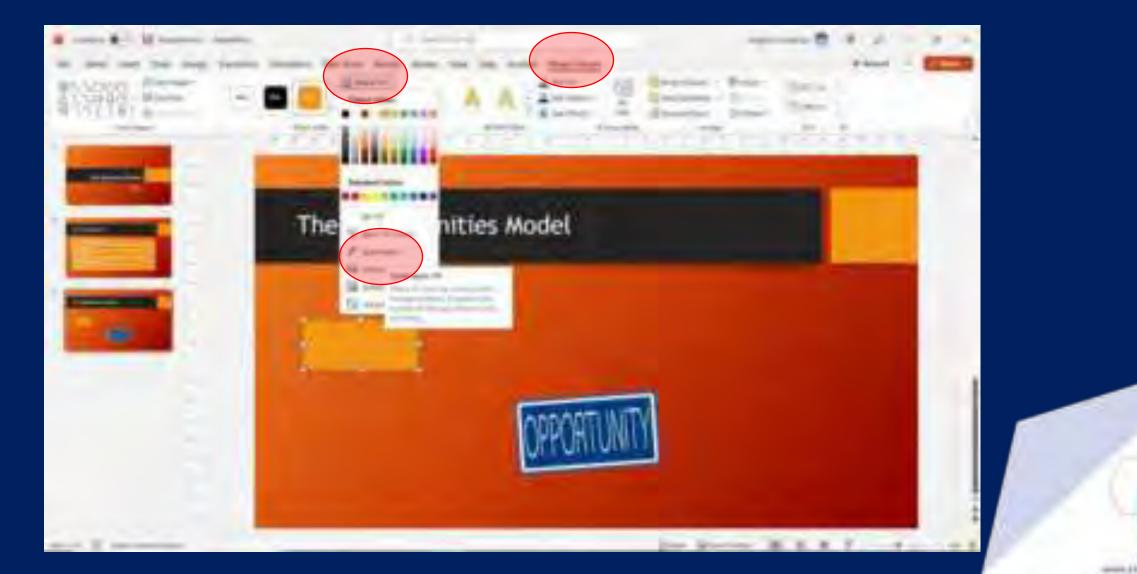
second ( ) is included by particular

### **PowerPoint Inserting Shapes**

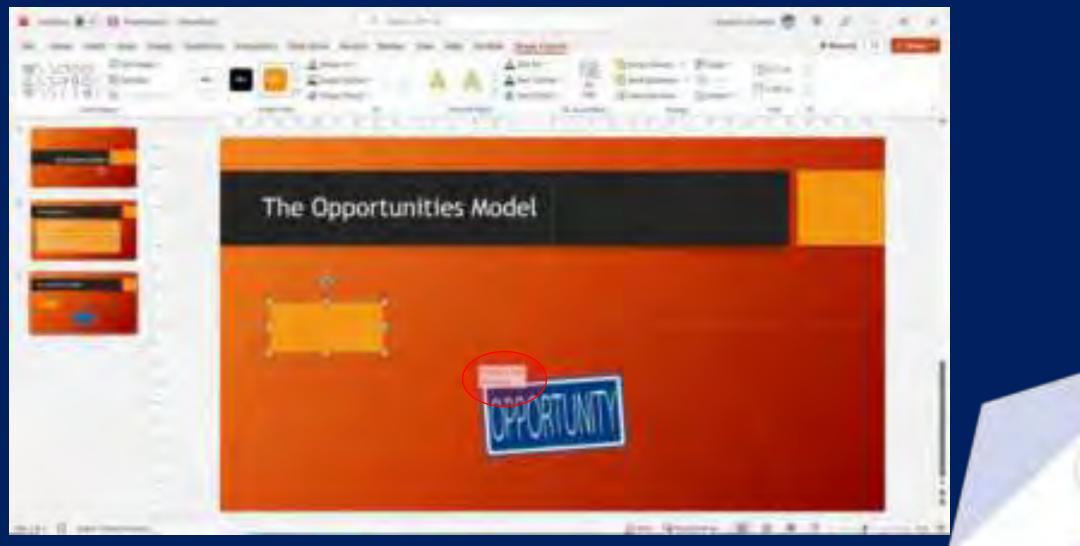


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# **PowerPoint Inserting Shapes**

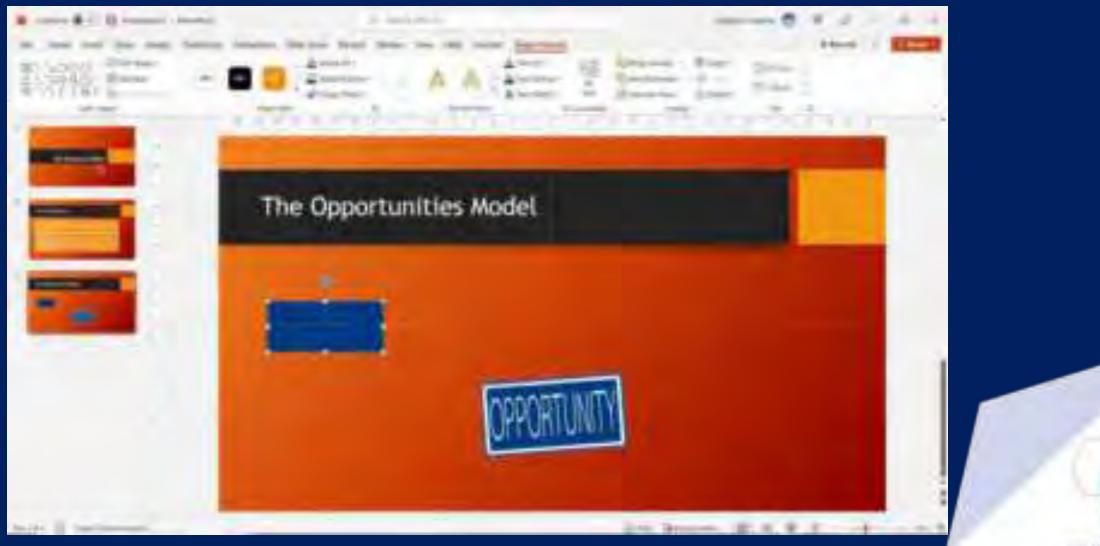


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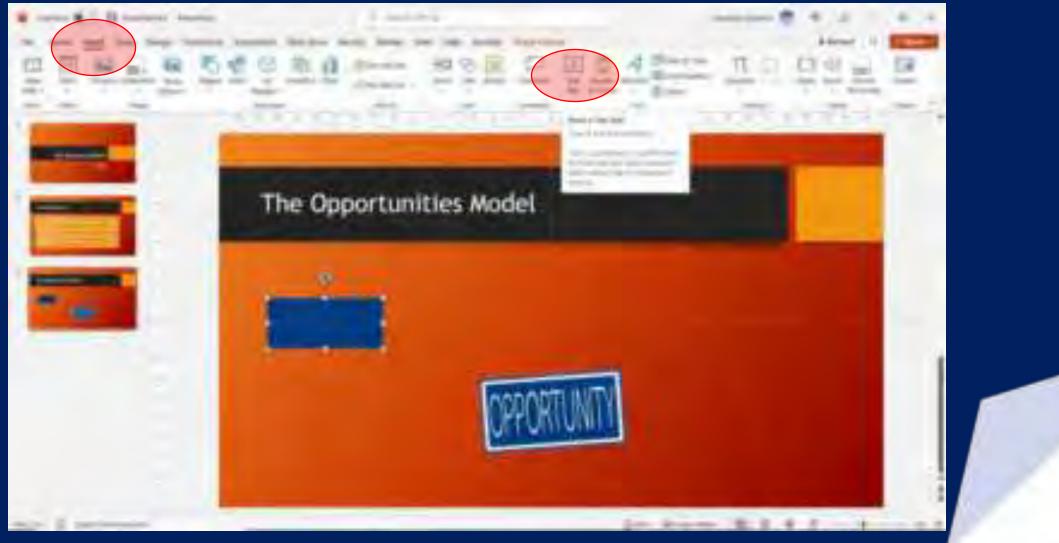
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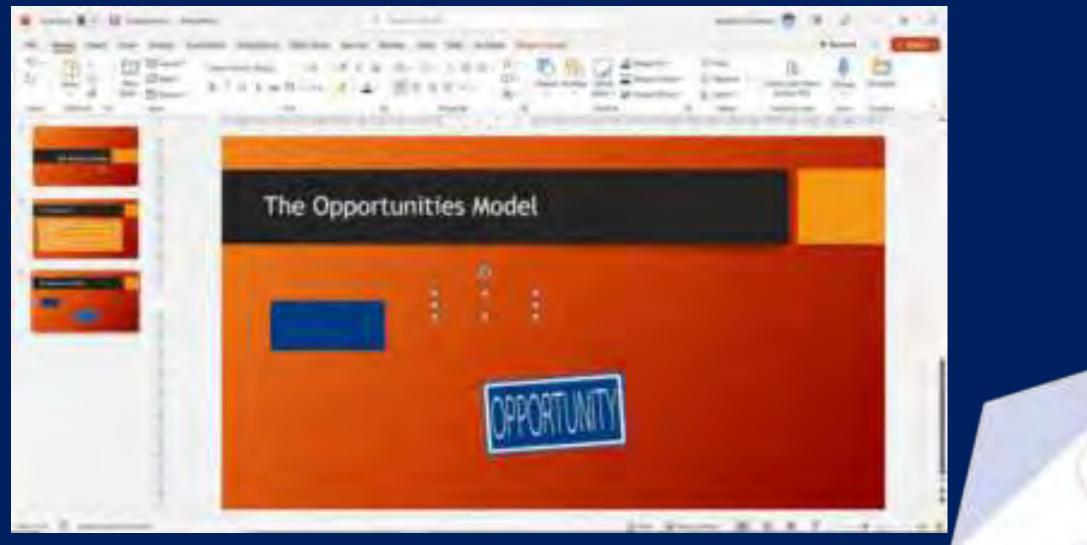
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### **PowerPoint Inserting Shapes**



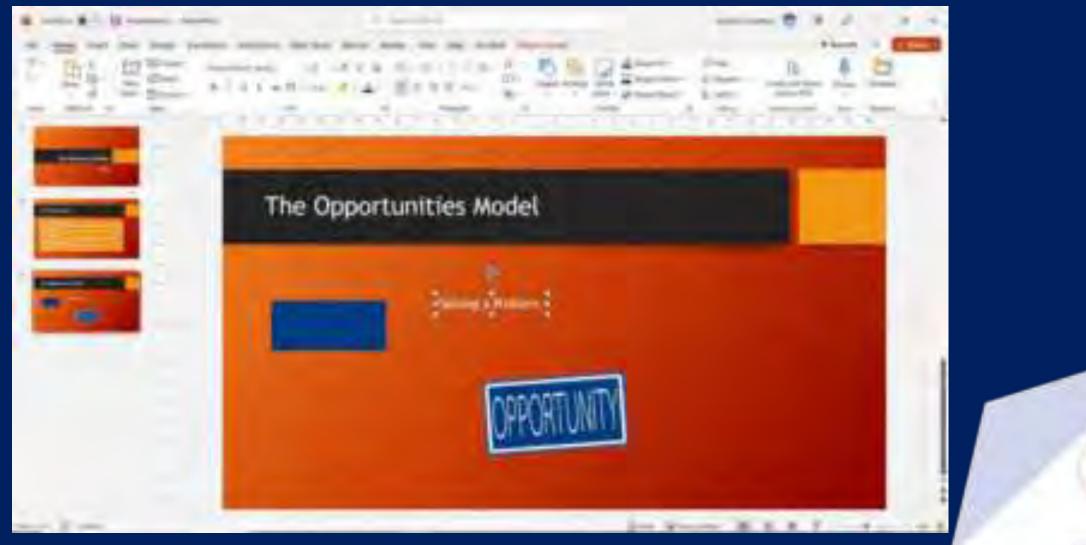
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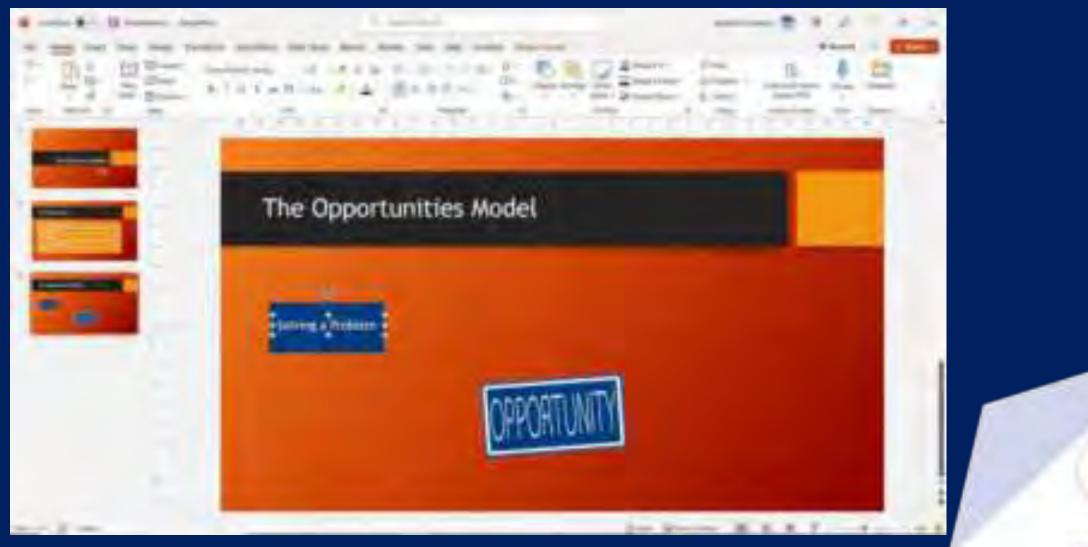
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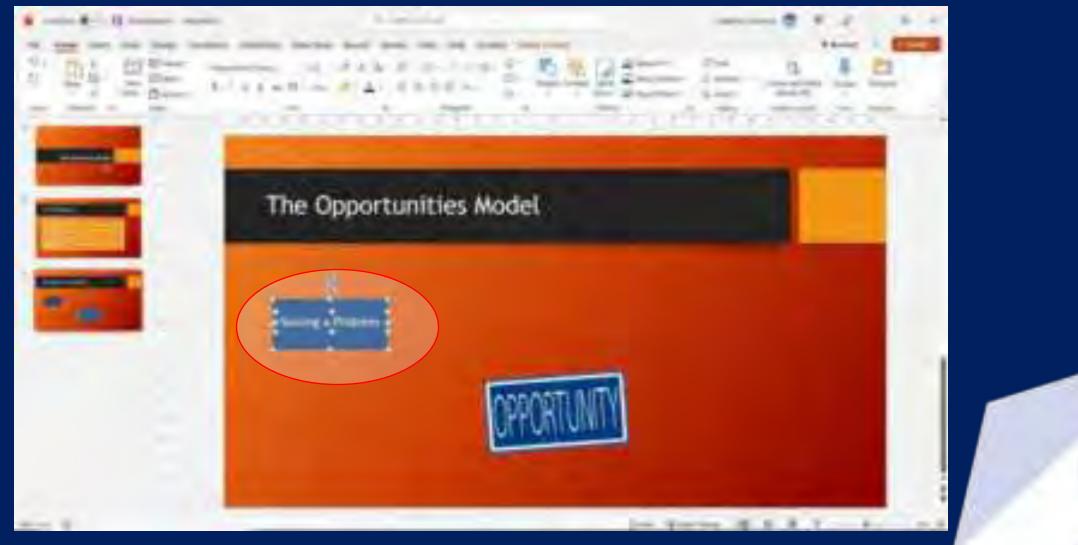
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# **PowerPoint Inserting Shapes**



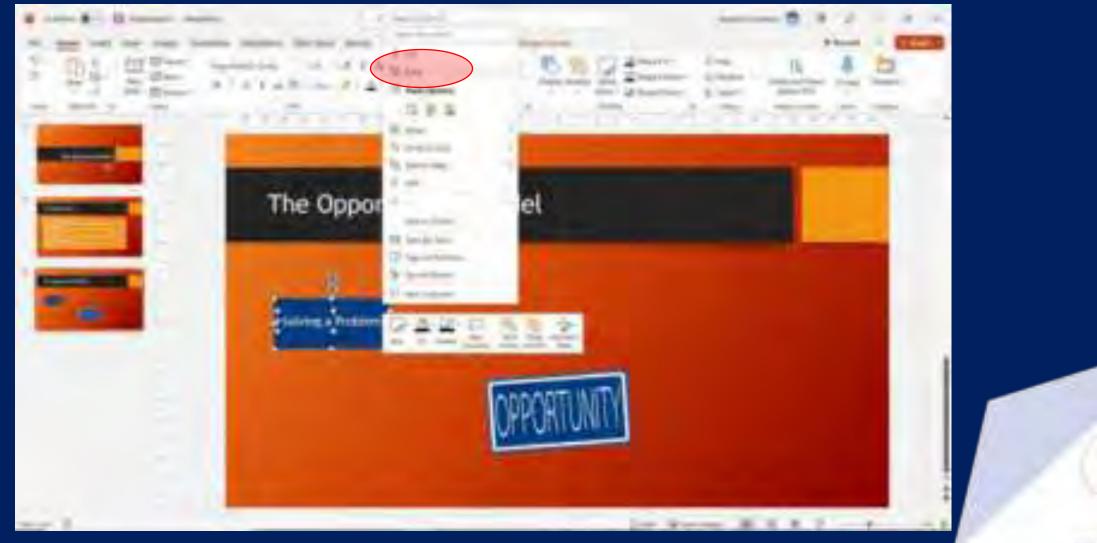
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### **PowerPoint Inserting Shapes**



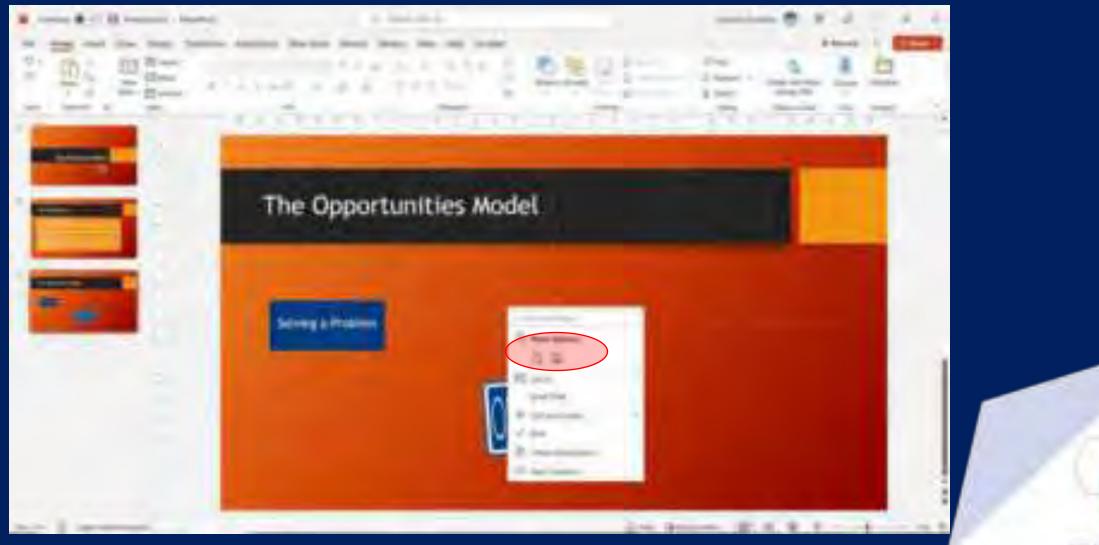
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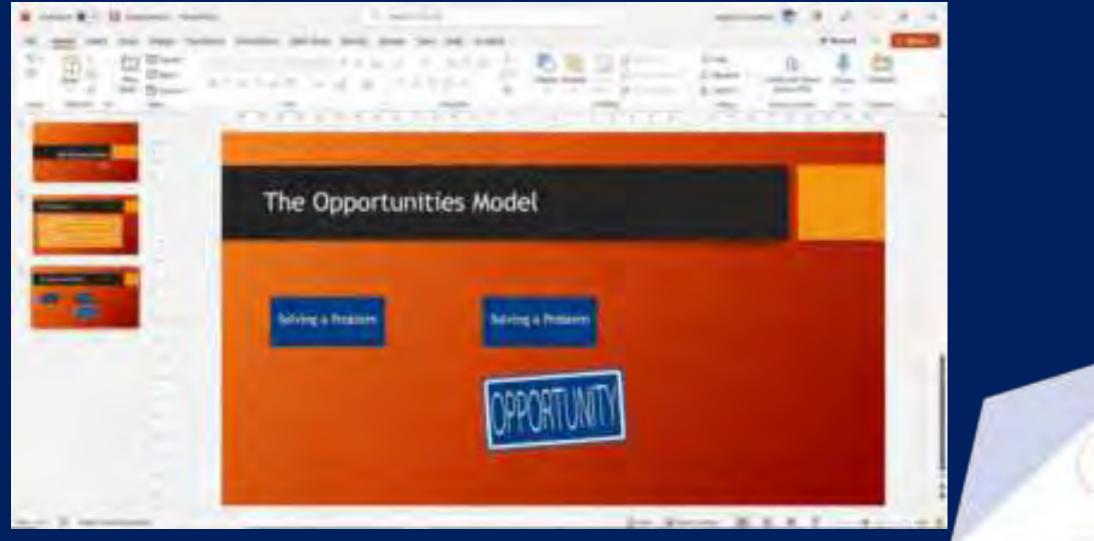
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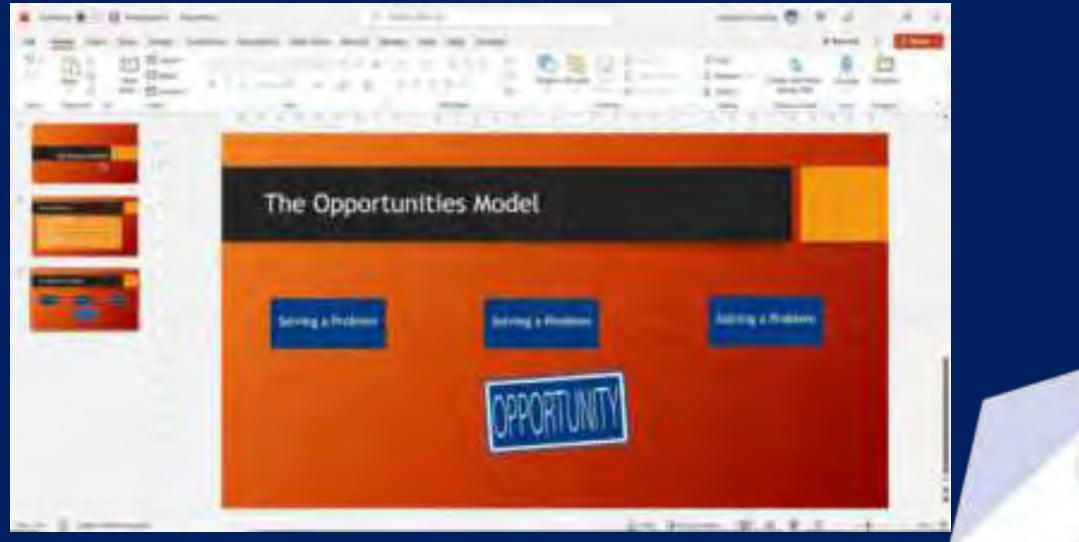
second 2 distances in principal

# **PowerPoint Inserting Shapes**



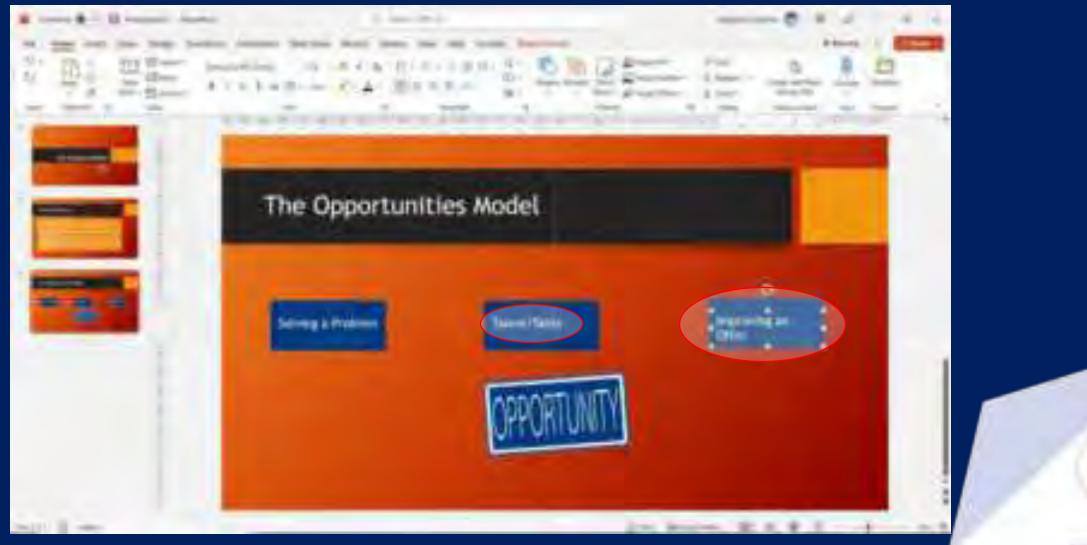
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# **PowerPoint Inserting Shapes**



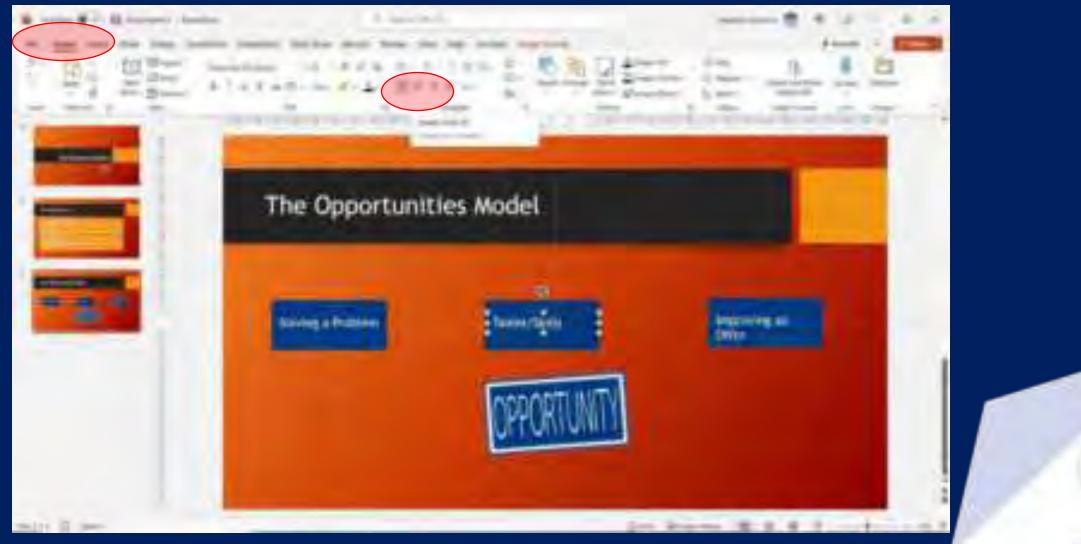
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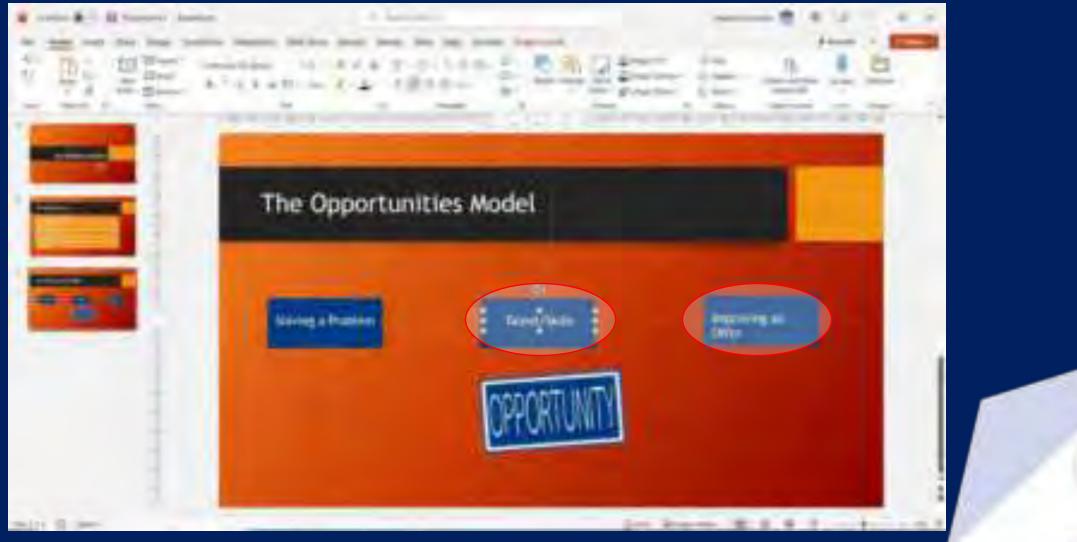
second 2.2.2 documents proceeding

# **PowerPoint Inserting Shapes**



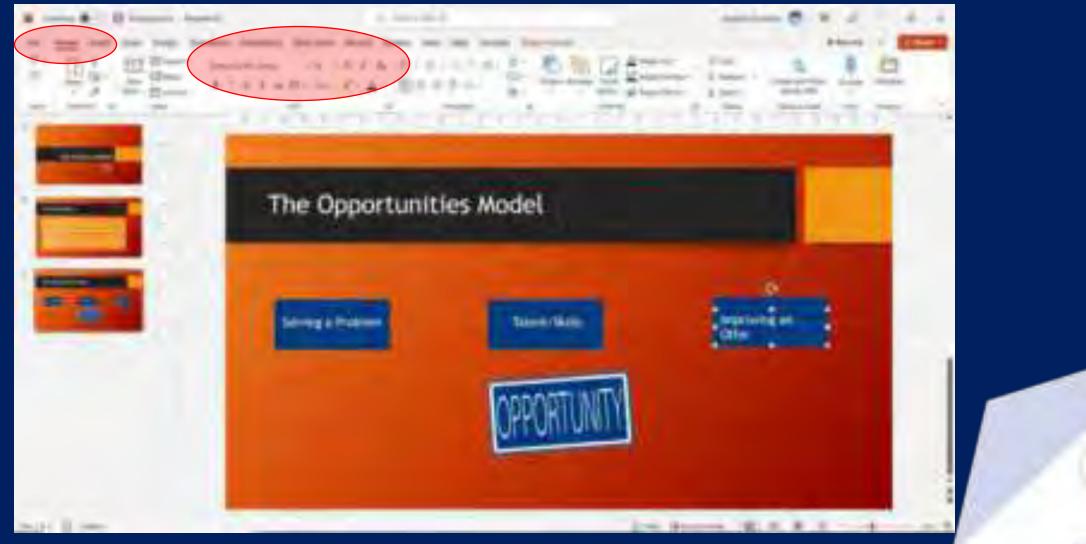
second \$1.0 million (second)

# **PowerPoint Inserting Shapes**



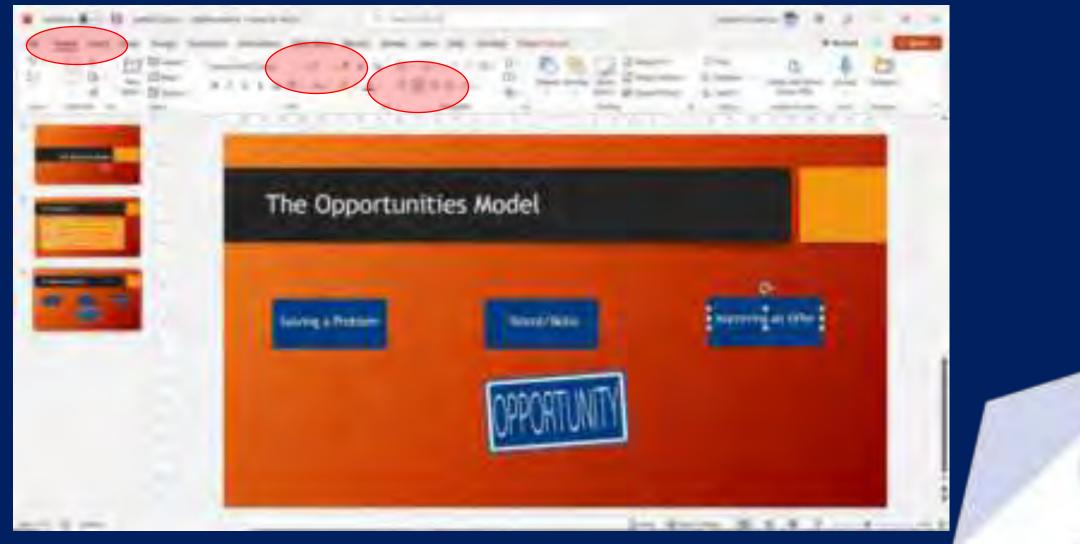
second \$1.0 million (second)

# **PowerPoint Inserting Shapes**



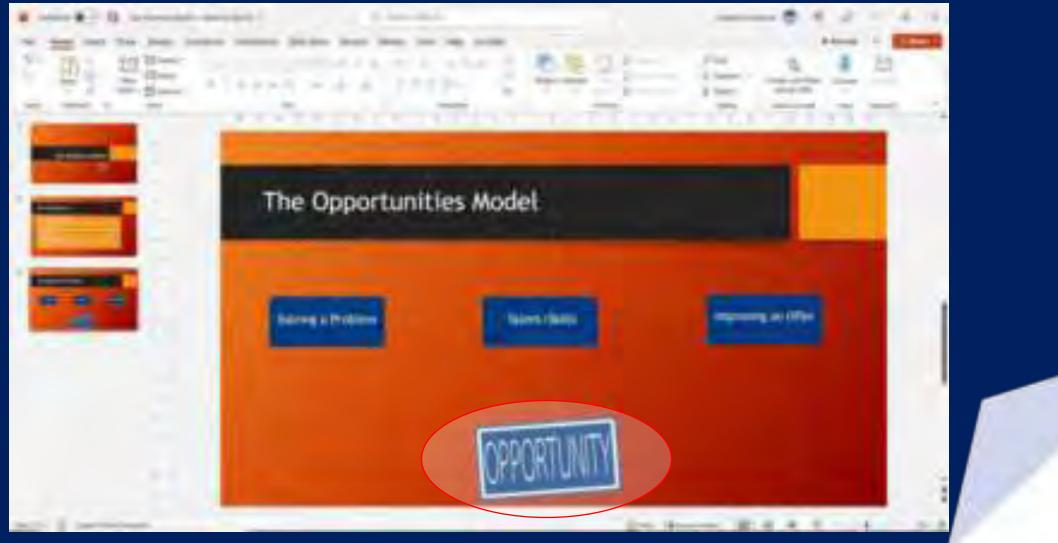
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### **PowerPoint Inserting Shapes**



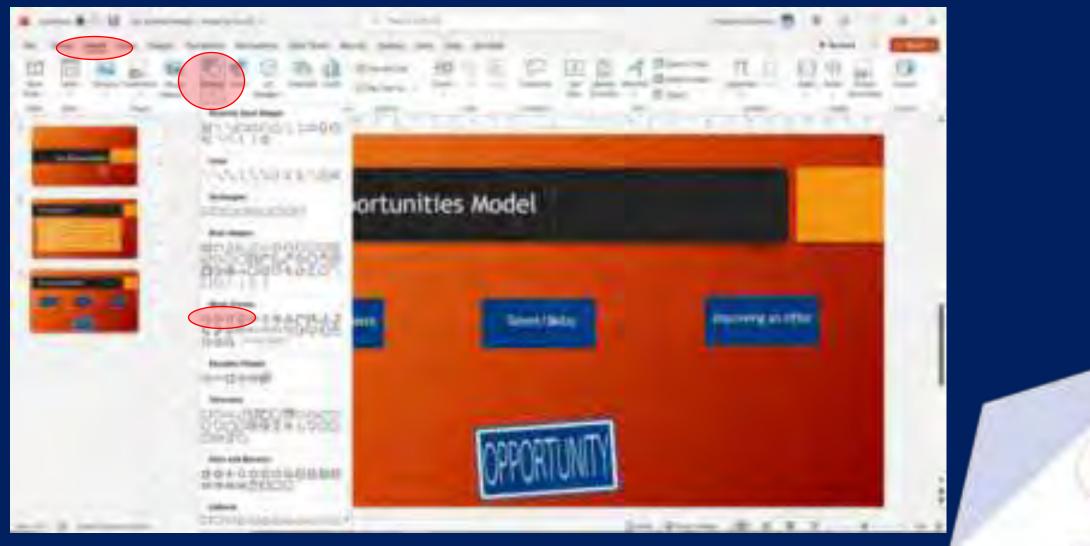
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### **PowerPoint Inserting Shapes**



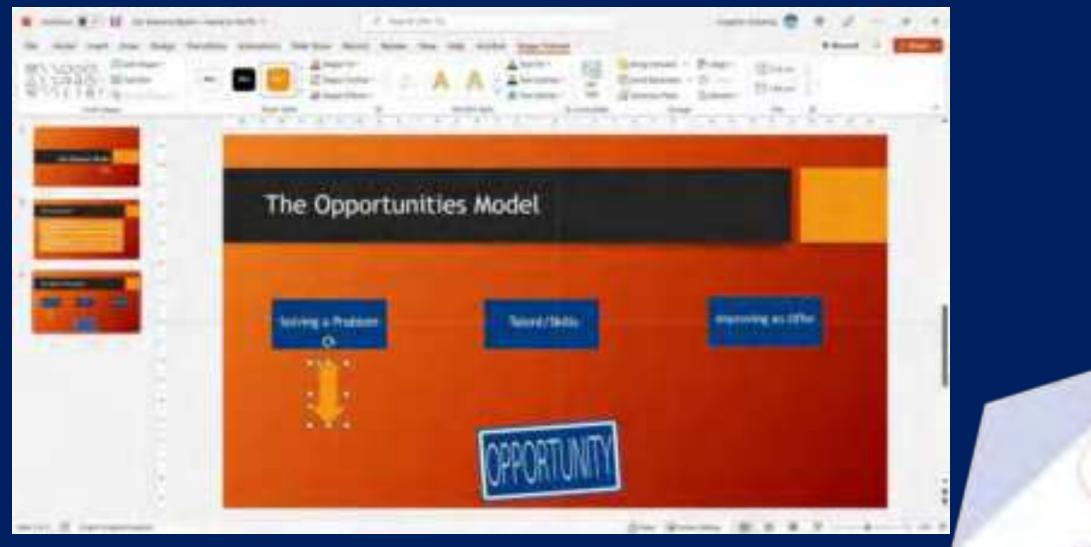
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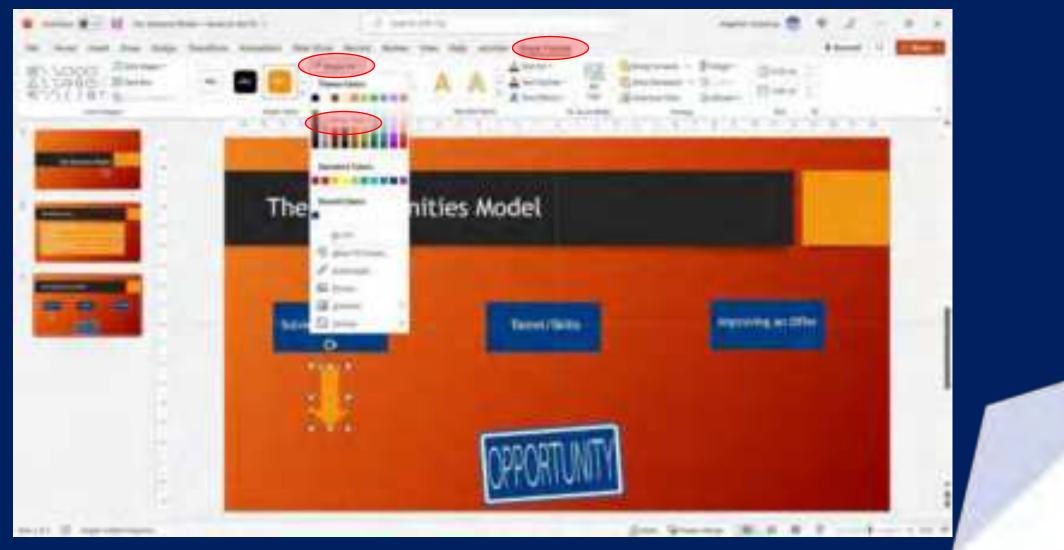
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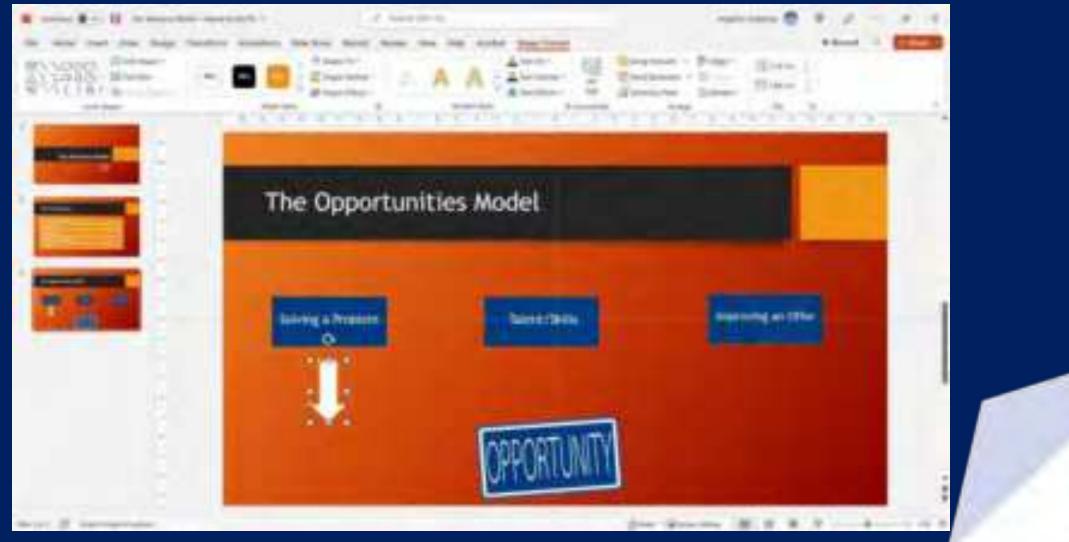
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### **PowerPoint Inserting Shapes**



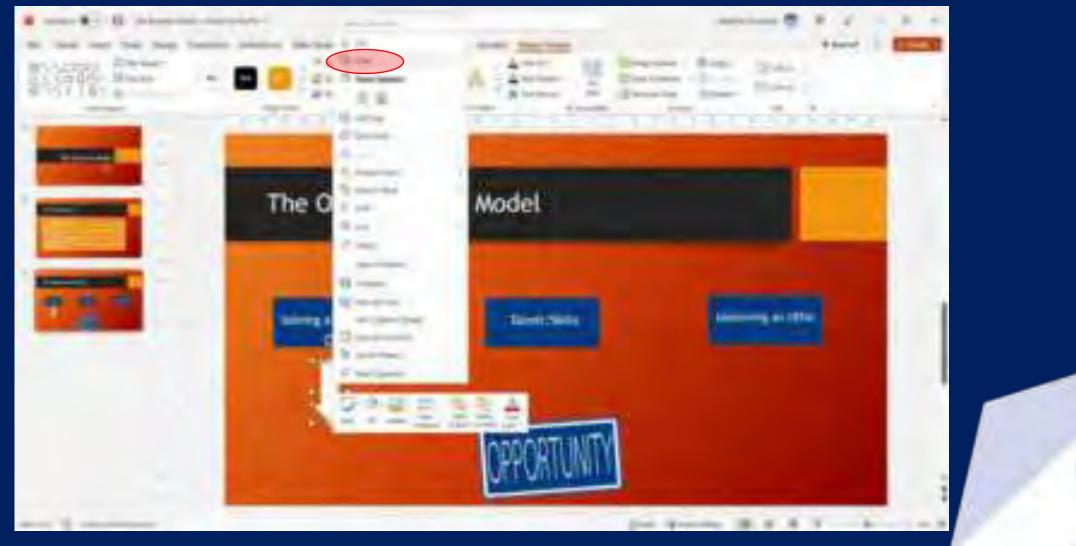
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### **PowerPoint Inserting Shapes**



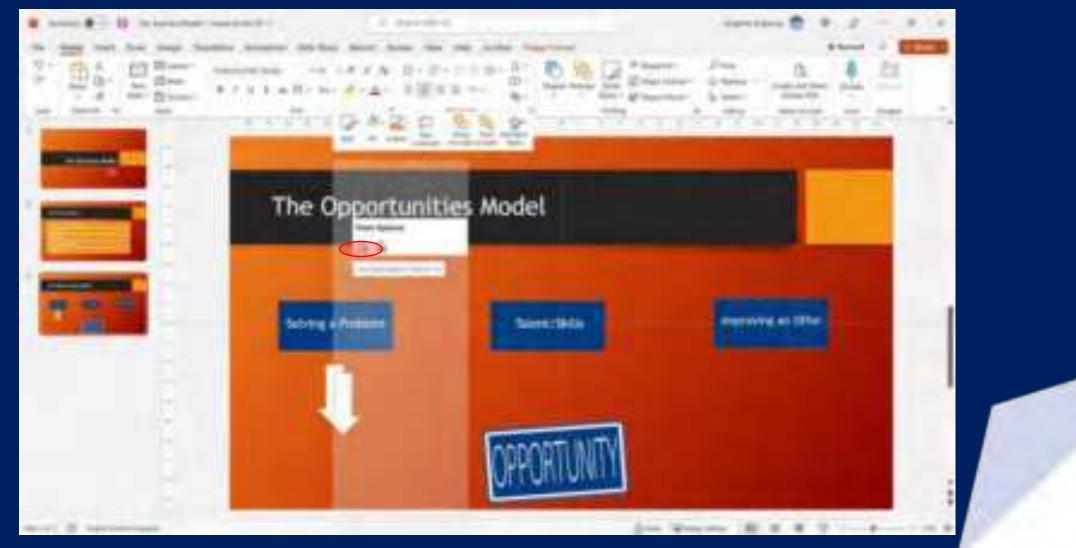
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#### **PowerPoint Inserting Shapes**



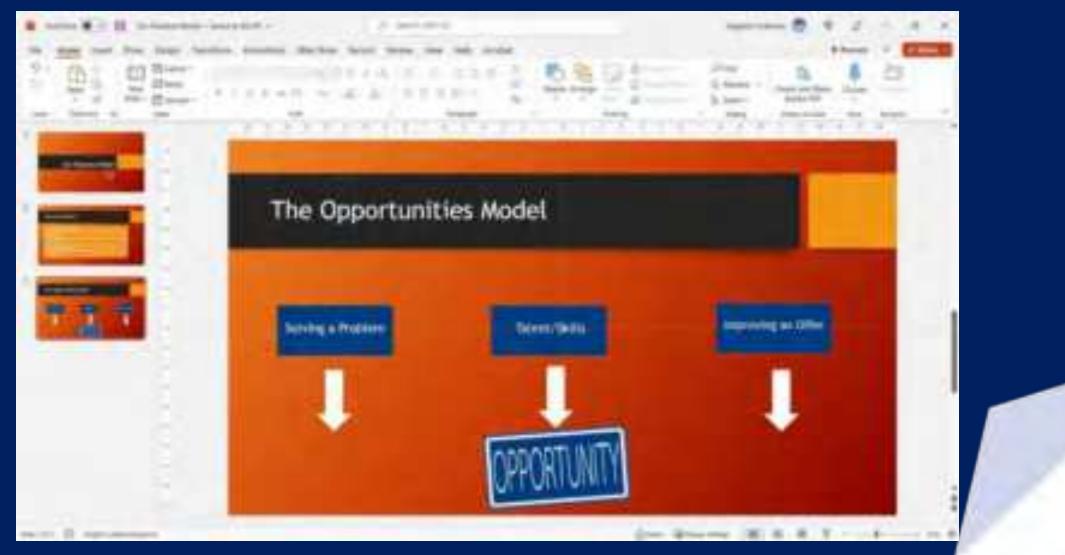
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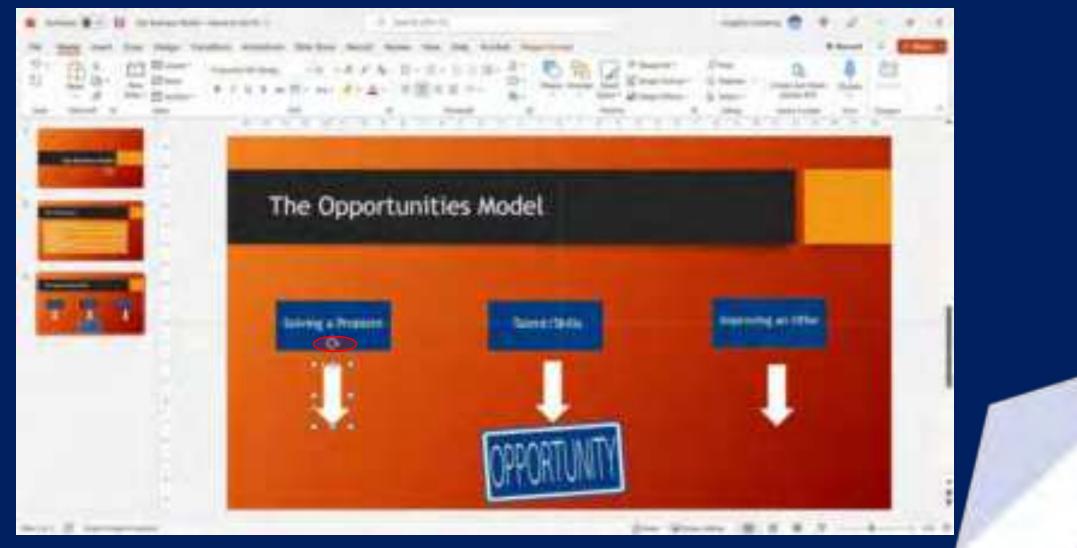
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## **PowerPoint Inserting Shapes**



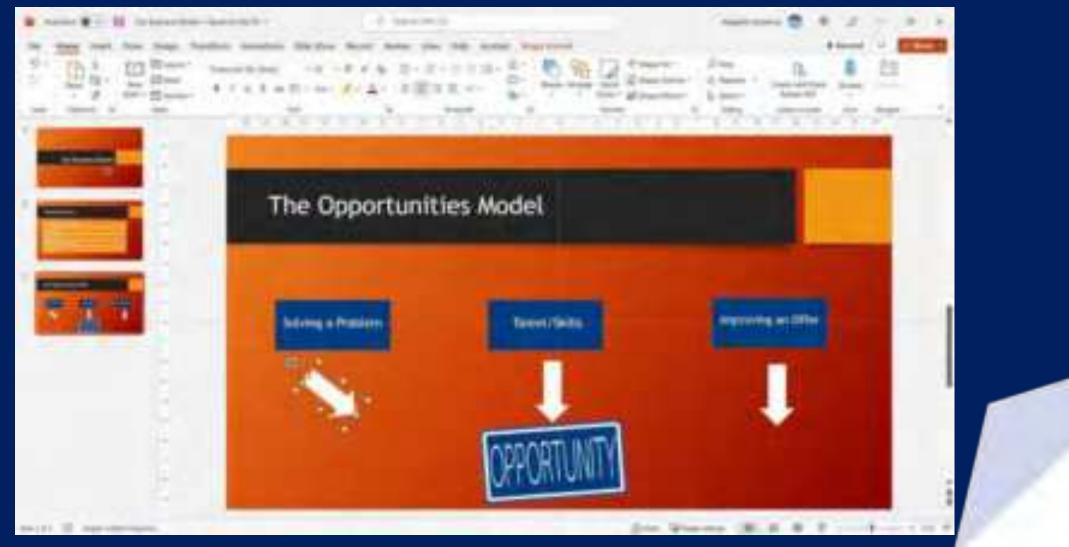
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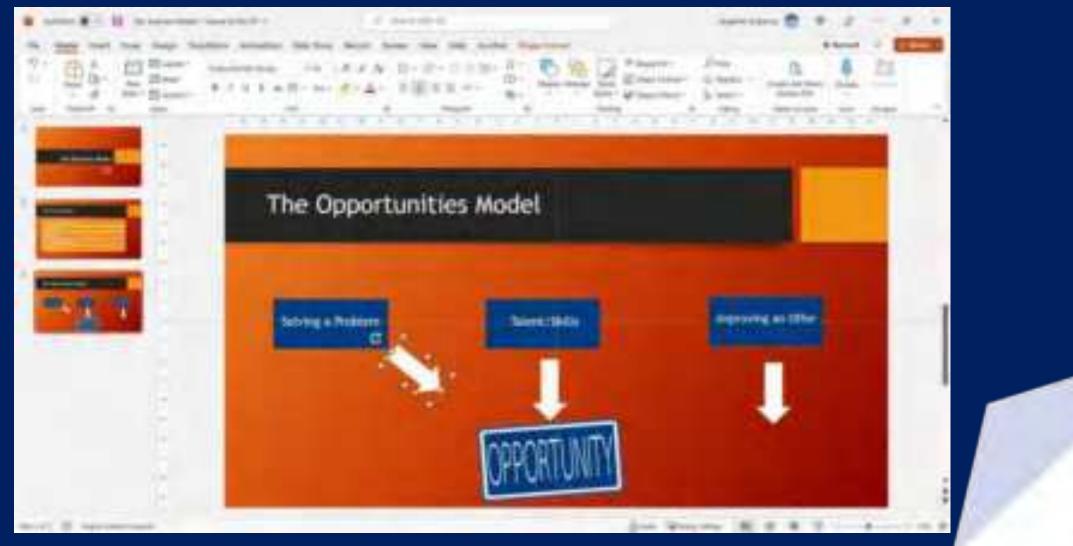
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## **PowerPoint Inserting Shapes**



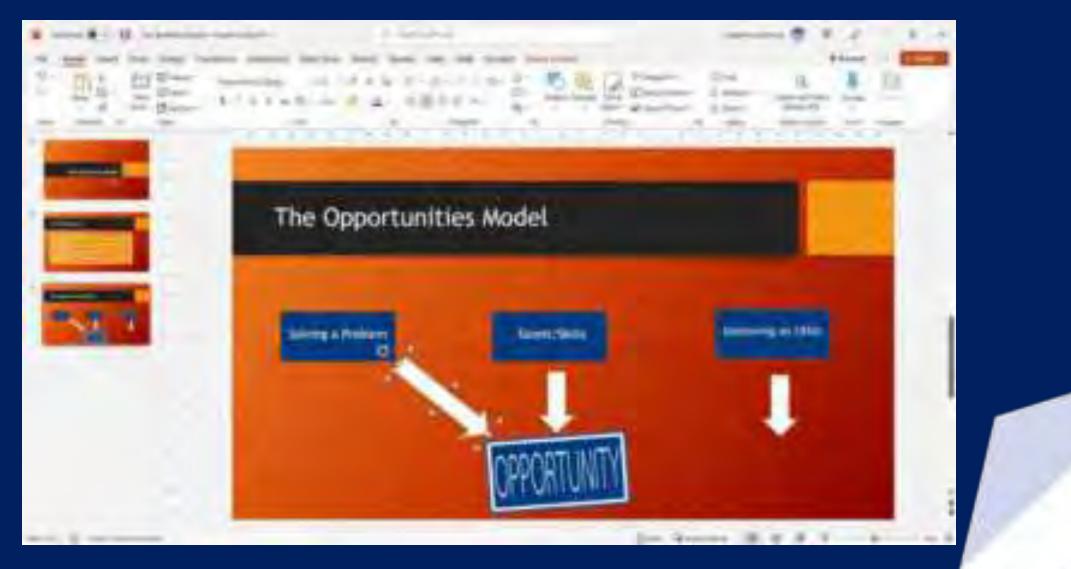
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## **PowerPoint Inserting Shapes**



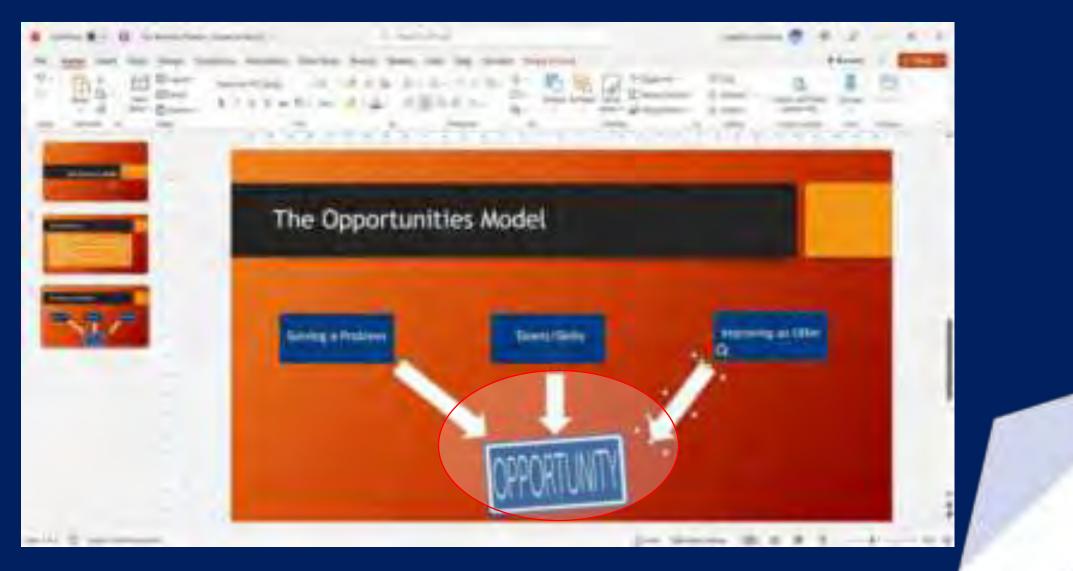
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## **PowerPoint Inserting Shapes**



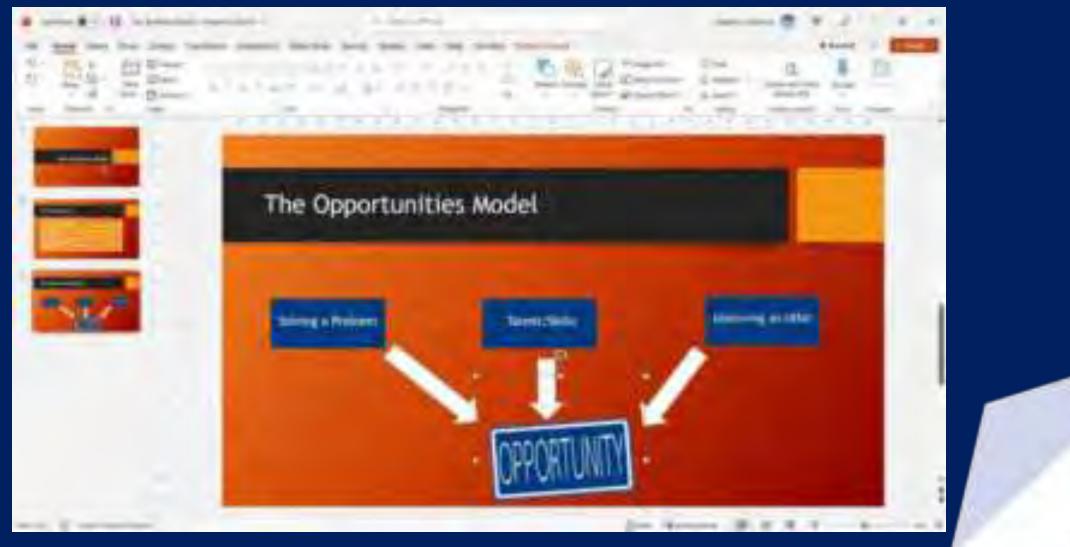
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## **PowerPoint Inserting Shapes**



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#### **PowerPoint Inserting Shapes**

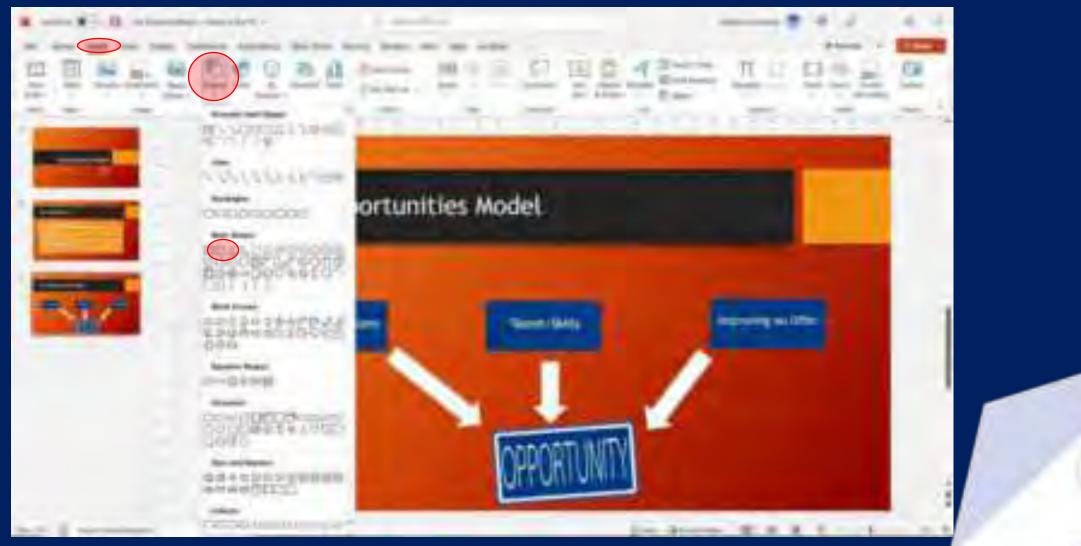


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## **PowerPoint Inserting Shapes**

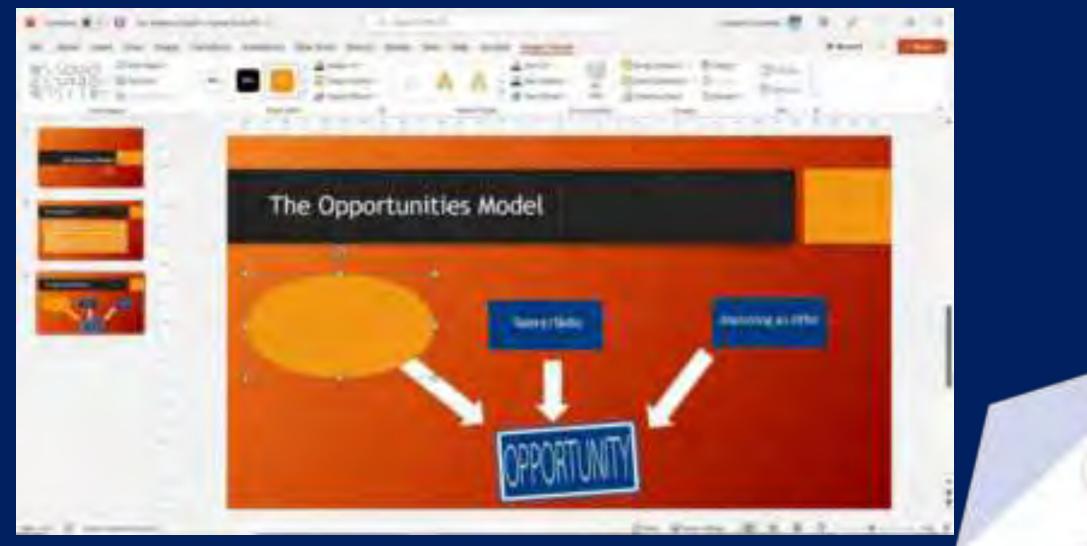


## **Inserting Semi Transparent Shapes**



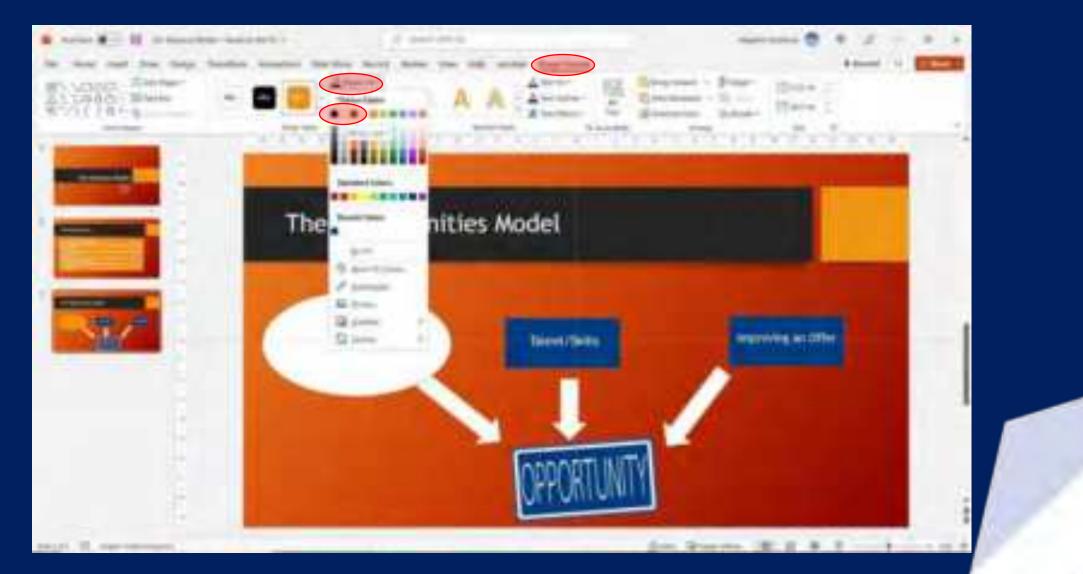
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## **Inserting Semi Transparent Shapes**



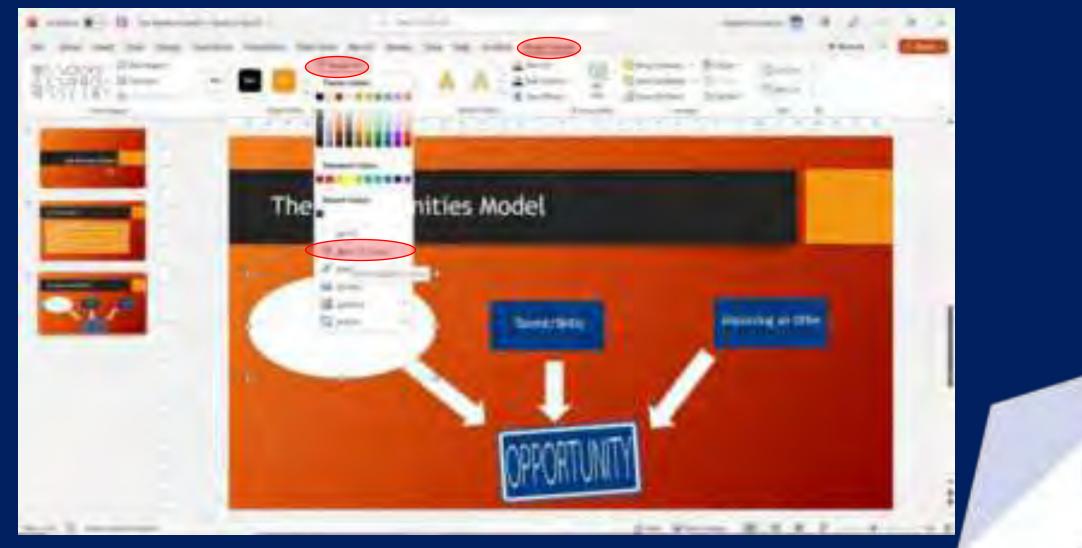
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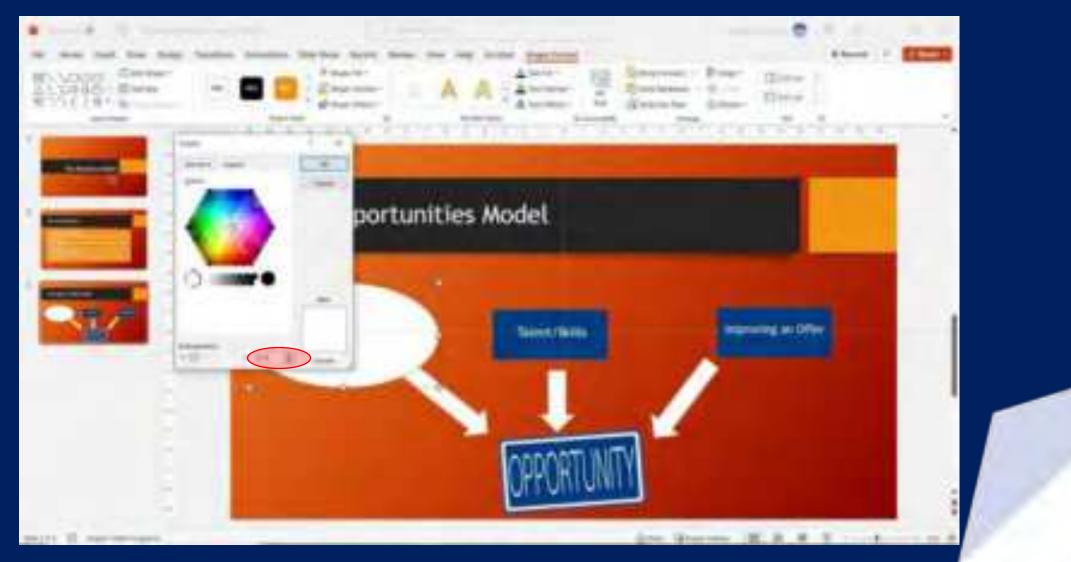
second 2.2.2 documents proceeding

# **Inserting Semi Transparent Shapes**



second 2.2.2 documents proceeding

# **Inserting Semi Transparent Shapes**



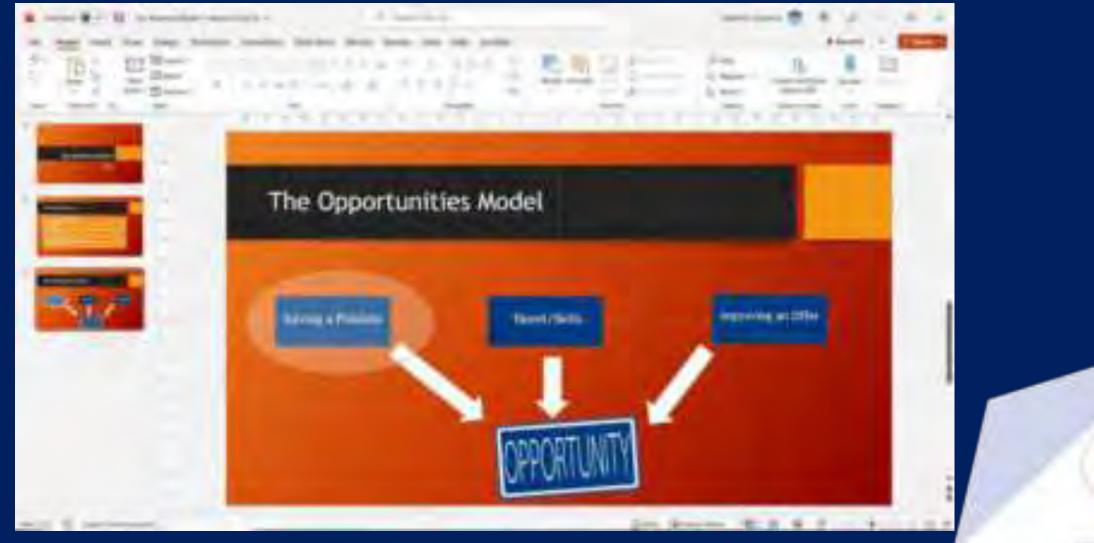
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# **Inserting Semi Transparent Shapes**



second \$1.0 million (second)

# **Inserting Semi Transparent Shapes**

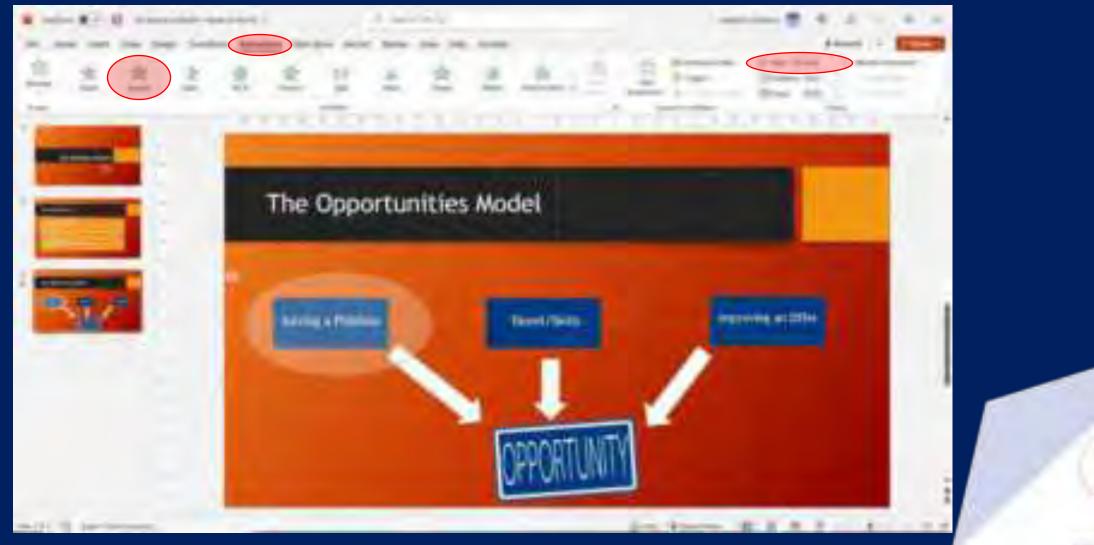


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# **Inserting Semi Transparent Shapes**



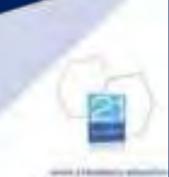
## **Inserting Animation**



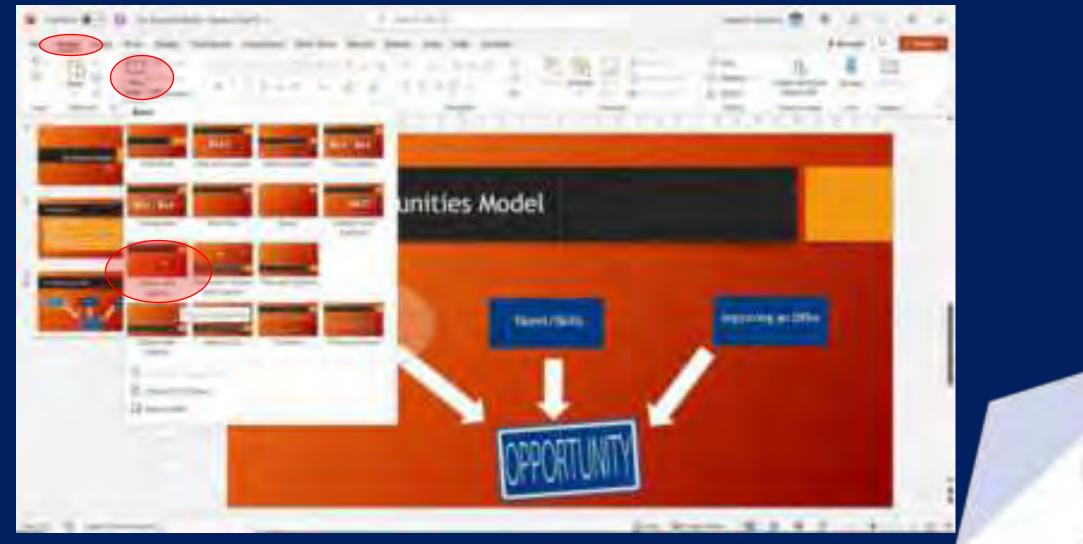
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# **PowerPoint Inserting Animation**



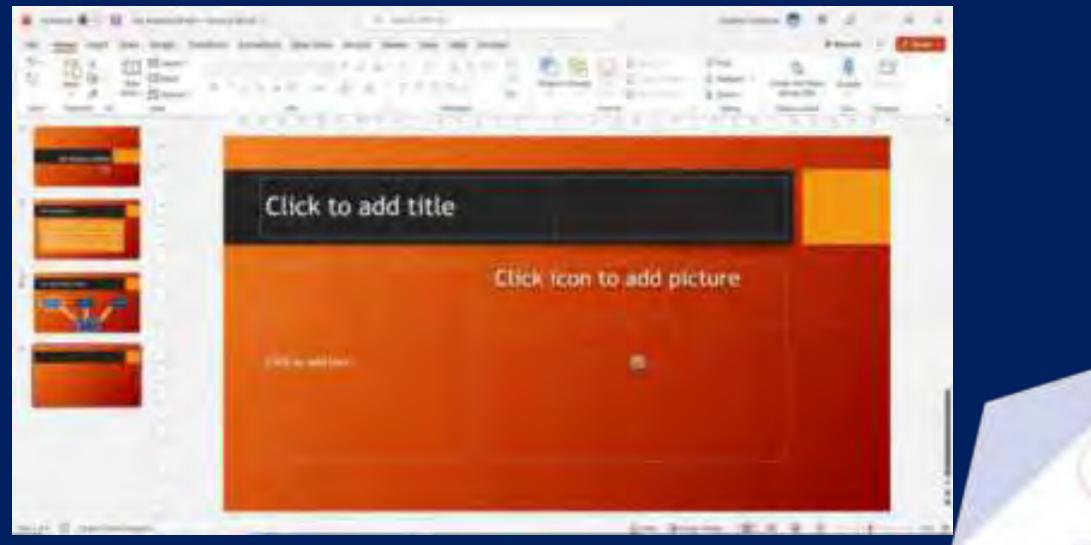


## **PowerPoint Inserting Another Slide**



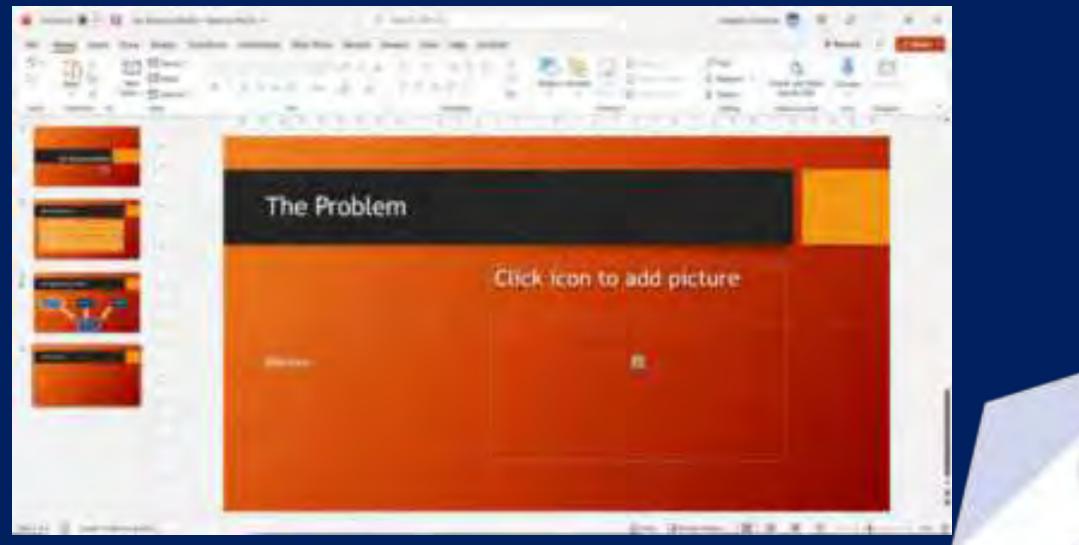
second \$1.0 million primarily

## **PowerPoint Inserting Another Slide**



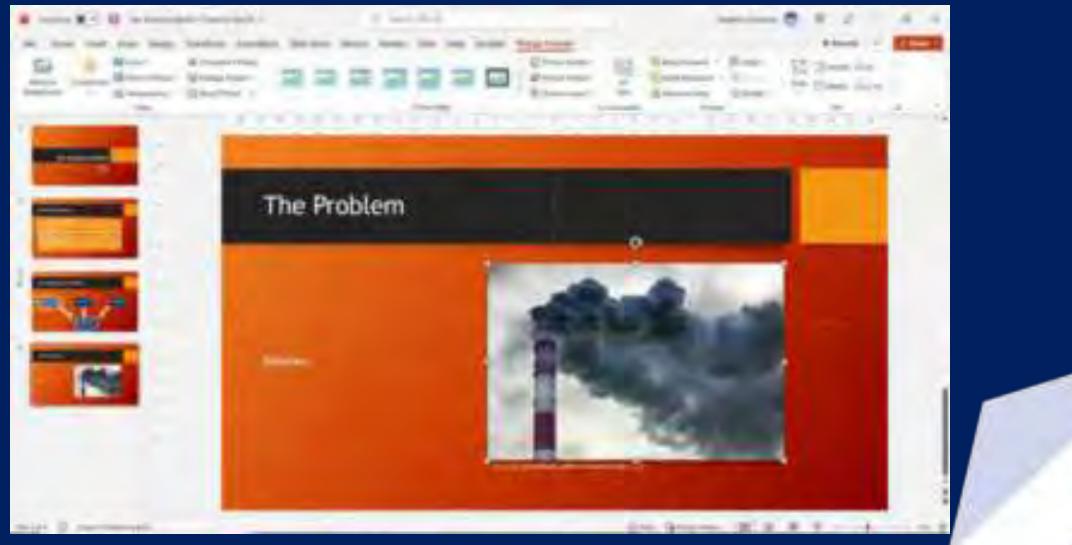
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## **Inserting Another Slide**



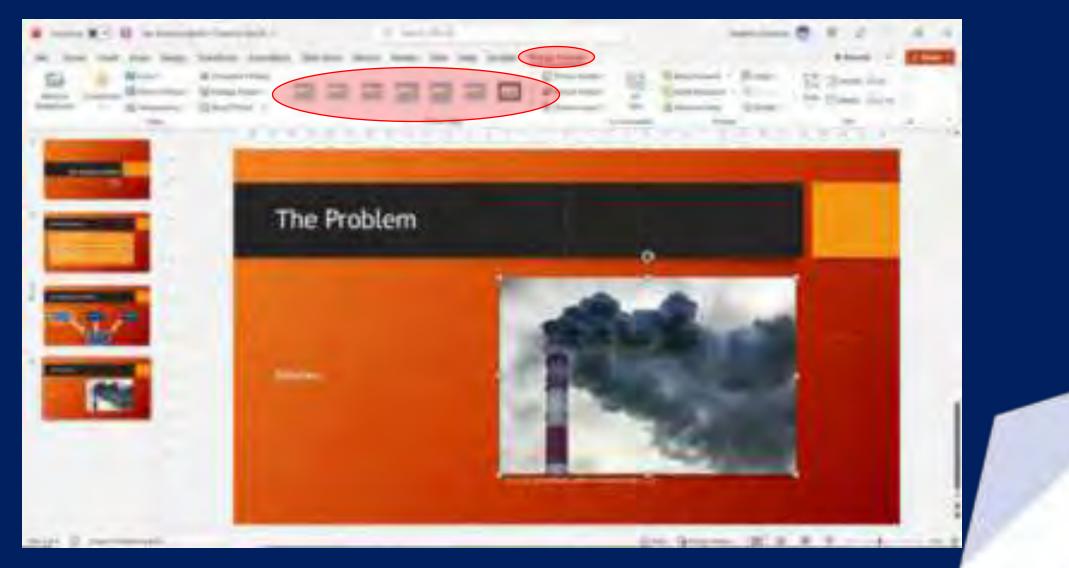
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# **Inserting Another Slide**



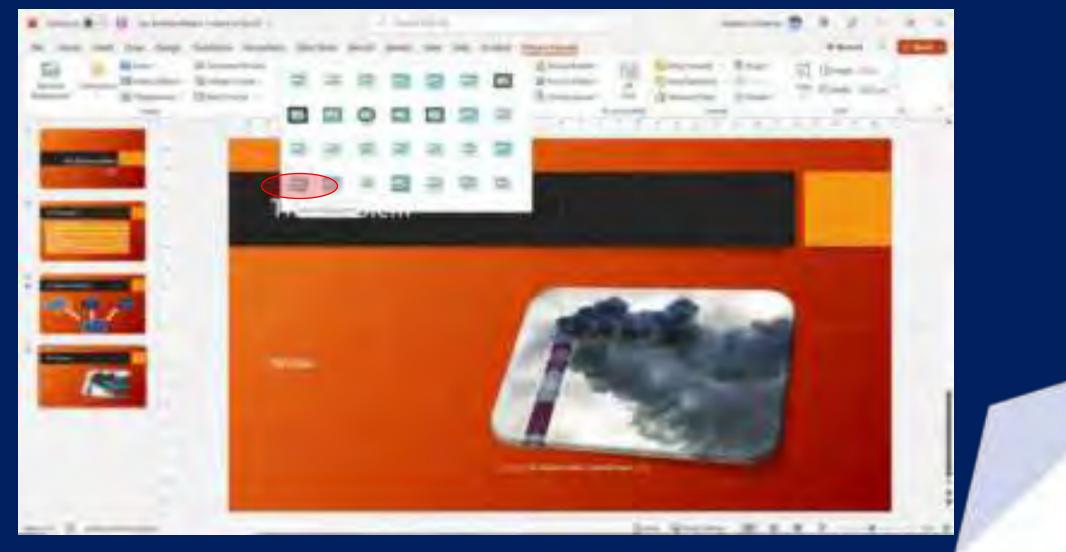
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## **PowerPoint Inserting Another Slide**



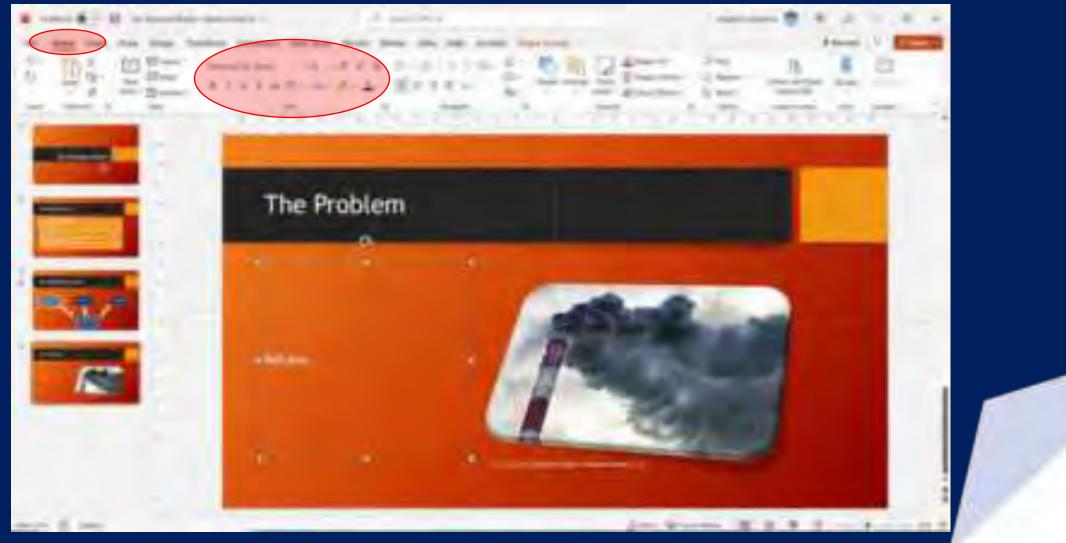
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# **PowerPoint Inserting Another Slide**



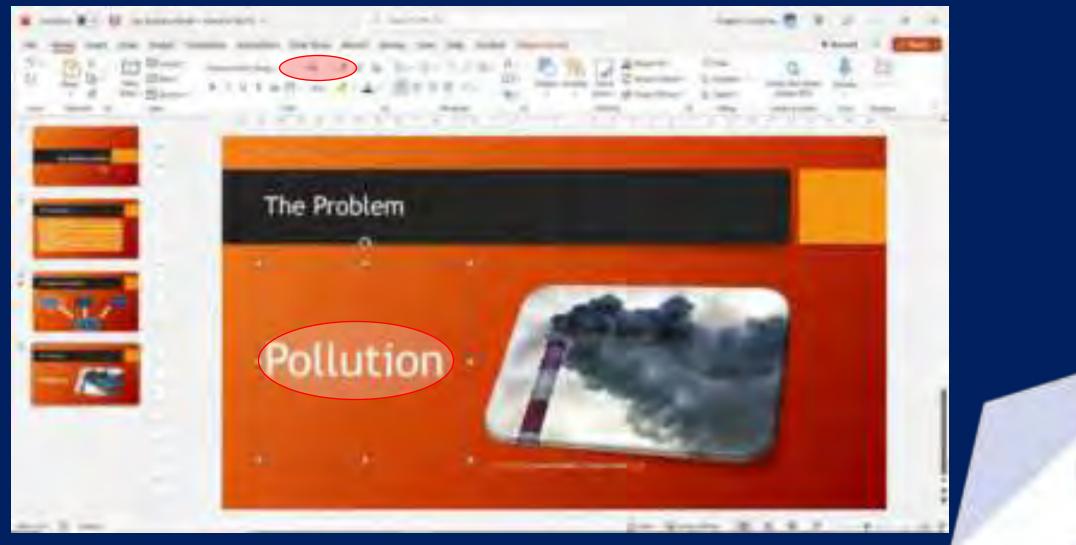
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## **PowerPoint Inserting Another Slide**



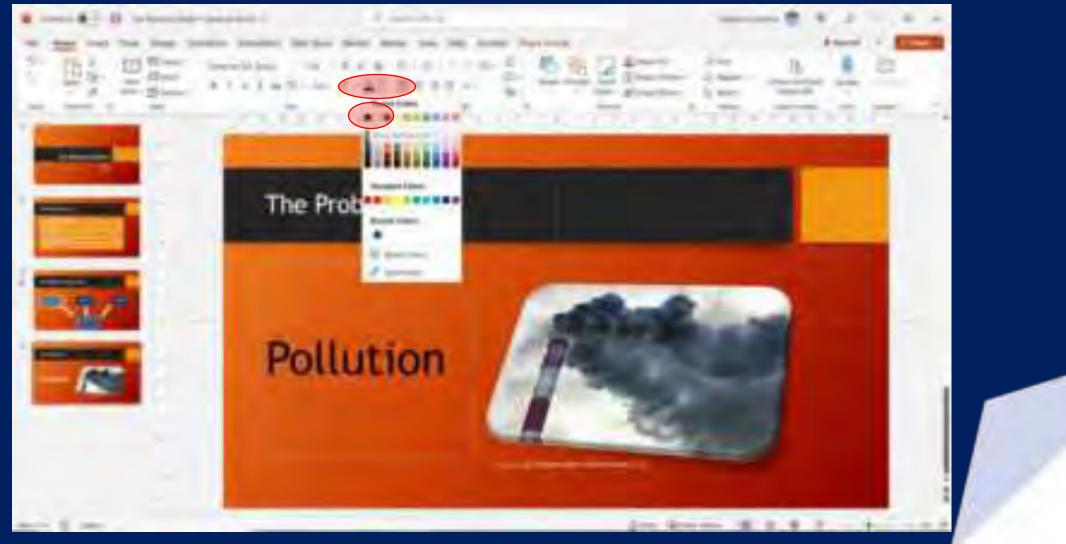
second \$1.0 million primarily

## **PowerPoint Inserting Another Slide**



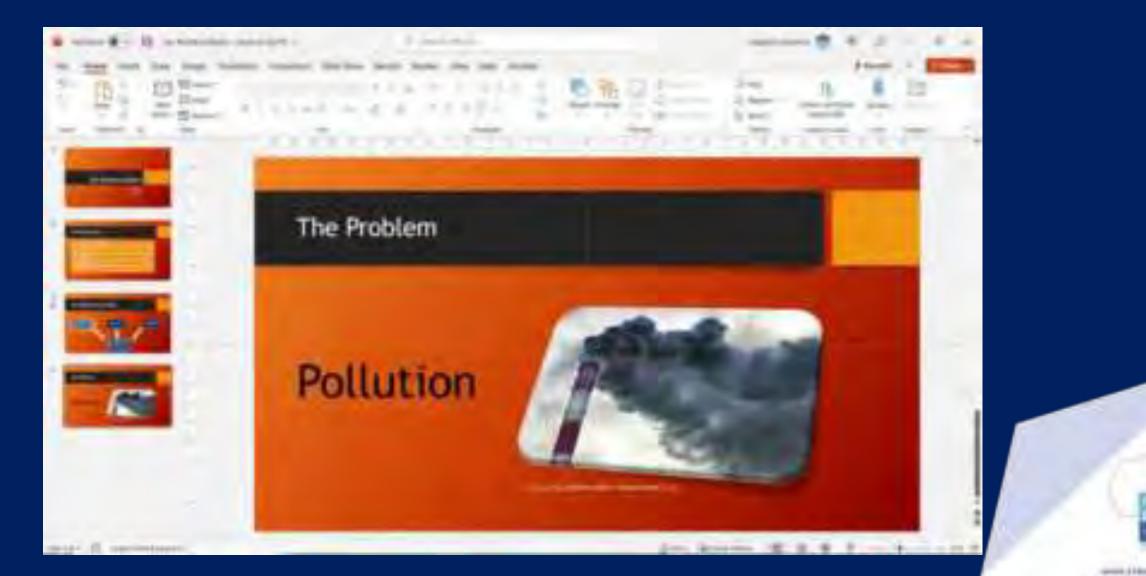
second \$1.0 million (second)

## **PowerPoint Inserting Another Slide**



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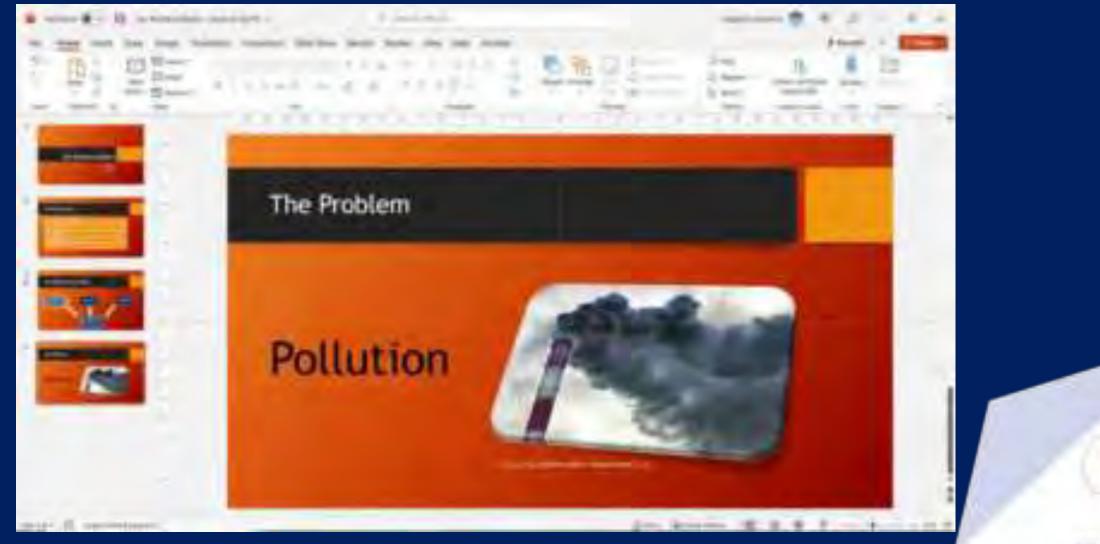
## **PowerPoint Inserting Another Slide**



# **PowerPoint Inserting Another Slide**



#### **PowerPoint Slideshow**

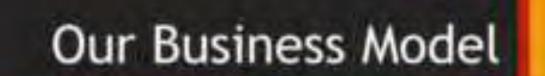


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#### **PowerPoint Slideshow**



#### **PowerPoint Slideshow**



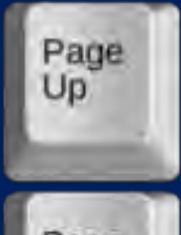
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## **PowerPoint Slideshow**











## **PowerPoint Slideshow**





#### **PowerPoint Slideshow**

This Presentation	
The Opportunities Model	
The Problem	
The Solution	
Business Model Crimvas	

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- 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



- 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.



- 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.



- 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



- Keep Text to a Minimum
  - Powerpoint is there as your presentation aid **not the main source of information**.



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  - If you really need to text heavy a slide, gradually reveal it when needed.



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  - Chunks of text will **tempt you to read** from the slides rather than communicate with audience.



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  - Powerpoint is there as your presentation aid not the main source of information.
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  - 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 yo



- 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





- 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
  - Using lots of ann
  - It can also be problem different devices.
  - Use them only for z
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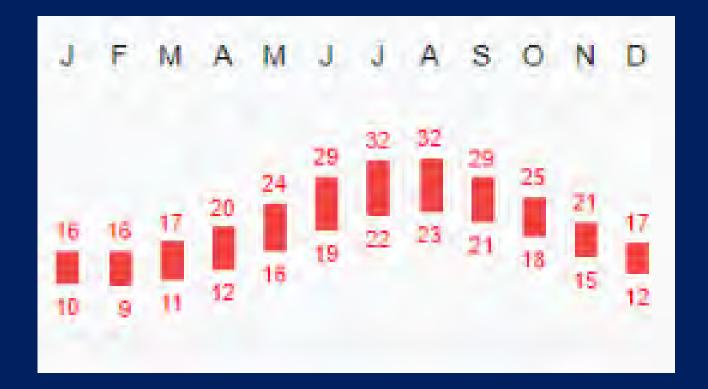
- Visual Aids
  - Pictures
  - Graphs
  - Object
  - Map
  - Video Clip





# **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** 

• <a href="https://www.canva.com/colors/color-wheel">https://www.canva.com/colors/color-wheel</a>



#### **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:// cashva.com/colors/colar-w/inel/

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

Plankers.

- 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



- 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



- 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**

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#### 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 - Room 2

Digital Marketing Tomorrow in Naxxar - Room 3



#### **Introduction Session 04**

#### Lecture Title: PowerPoint

Lecturer: Mr Angelito Sciberras Date: 23 May 2025

