

Digital Presentation

Class IX , Ch-5(IT #402)
Period 1

CHANGING YOUR TOMORROW

INTRODUCTION

- Presenting information clearly and effectively is a key skill to get your message or opinion across the audience.
- Today, presentation skills are highly required in almost every field.
- Presentation skills include content as well as flow of presentation.
- There are a number of advantages of using a presentation prepared with computer.
- A presentation includes
 - Regular text
 - Lists items
 - Table
- Graphics elements
 - Sound and Video
 - Animation

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- Presentation is used to present the project proposal in business organisations.
- Presentation is highly used in teaching and training.
- The concepts that are difficult to explain, can be easily presented to the audience in a simple way using any presentation software. For example, a teacher wants to teach any biological system of human a complete system can be demonstrated using pictures and animation very effectively through a presentation.
- Machine parts and operation of various machines can be easily shown. We can also print the presentation in different ways. Impress is one of the important components of LibreOffice suite from The Document Foundation.
- It is free, open source and widely used by large community to create presentation. You can create presentation using text, graphics and animations for class lecture, corporate training and invited talk. The presentation created in LibreOffice Impress can be opened in other presentation software like MS PowerPoint. Using Impress, we can read MS PowerPoint presentations and its templates. We can also open any Impress presentation in MS Power Point but with slightly different look and feel. LibreOffice Impress runs on Windows, Linux, and Mac. It may look slightly different on different operating system.

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Characteristics of a good quality presentation

- A good quality presentation is required to convey the message clearly to the audience. The following points or guidelines have to be taken care of while preparing a good quality presentation.
- (a) Number of lines: On one page or slide try to include 5 to 8 lines. Adding more number of lines or a paragraph may take more time to read as the font size may become too small.
- (b) Font-size: While preparing the presentation, you need to take care of the room size, distance between the screen and the audience. Accordingly the font size of the texts in the presentation may be decided. It will be appropriate to keep the font size at 32 points or more, so that the audience can easily read the contents.
- (c) Correct use of grammar and language: The grammar and language should be correct in your presentation, because if you make a mistake that will replicate to the number of persons in the audience. So you must present the contents error free in terms of grammar, spellings of language by reading the slides carefully

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- (d) Inserting images, drawings, tables or graphs: Try to avoid inserting more than two graphics (images, drawings, tables or charts) in any slide. Inserting too many graphics becomes confusing for the audience.
- (e) Use of colours: Try to use dark colours, bold letters with different fonts to highlight certain points. Use fair or silent background colours and dark colours for fonts. Give attention to the contrast of background and foreground colours. Bring the variation in colours of the fonts as per the readability.
- (f) Animation and videos: Do not include more than one animation or video in one slide. Including more than one, will overlap the sounds and may cause confusion to the audience.
- (g) Pay attention to target group: While creating the presentation, give attention to meet the requirements of the target audience. Focus on the contents, sequence of the topics in such a way that it makes a flow to attract the attention of the audience from the objectives. Otherwise,

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- the audience might be lost. For example, if you include a video or animation of 5 minutes, it will divert the attention of the audience and the whole objective of the presentation may be lost.

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THANKING YOU

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