Introduction to presentations

This module introduces the student to the basic concepts of creating a presentation. Presentations convey a message or a story by breaking down the content into slides. Think of each slide as a blank canvas for the pictures, words, and shapes that will help you build your story.

The tutorials and instructions for the class are based on MS Office 2013 PowerPoint however you can also use free programs such as Libre Office or Google Presentation. After viewing the online tutorials, students will use the presentation software to create a presentation about themselves.

Objectives

After completion of this module students will become familiar with:

- Presentation basics
- Using the help section
- Opening/using a template document
- Using the text, picture, shapes, and color tools appropriately in a slide show
- Using sounds and transitions in a presentation

Readings and Resources

- Module 3 – Presentation Outline
- Presentations Tutorial

Assignments

Complete:

- Readings
- Presentation Assignment 1 - Presentation

Presentation Assignment 1: Presentation about yourself

For this assignment students will produce a presentation about themselves or a topic on a current trend in their desired field of employment.

Read:

- Presentation Assignment 1 – Create a presentation

Requirements: Create a presentation (You may choose a topic about yourself or a business you are familiar with)

The presentation must include:

- At least 6 slides
- Graphics from clip art
- 1 shape
- Photos on 4 slides
- A design theme,
- Transitions between slides

- Custom animation on at least 2 slides
- Sound attached to at least 2 slides
- Evaluations will also include: use of size, color and bold in text for emphasis.