

TOPIC 6: ELECTRONIC PRESENTATIONS USING POWERPOINT

Communicating Ideas Visually and Effectively

Senior Two | ICT

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By the end of this topic you will: create, format, animate and deliver professional PowerPoint presentations.

Starter — Think-Pair-Share (3 minutes)

Before we begin, discuss these questions with a partner:

- Have you ever watched a PowerPoint presentation? Where? What did you think of it?
- What do you think makes a good presentation — and what makes a bad one?
- What is the difference between Microsoft Word and Microsoft PowerPoint?
- Can you name any other presentation software besides PowerPoint?
- Why might a business person, doctor, teacher, or politician need to know how to make presentations?



Teacher Note: Record student ideas on the board. Revisit at end of topic to see how much has changed!

Connection to previous work: This topic builds directly on Word Processing (Topic 4) and Spreadsheets (Topic 5) — you will insert charts from Excel into your slides!

What Is Presentation Software?

A presentation program is application software used to display information, typically as a slide show.

Microsoft PowerPoint is the most popular presentation software worldwide. It allows you to combine:

Element	What It Does	Example Use
Text	Communicates key points clearly	Bullet points, headings, quotes
Images & Clip Art	Illustrates ideas visually	Photos from field visit, diagrams
Charts & Tables	Shows data in an understandable way	Bar chart of survey results
Animations	Controls how elements appear on screen	Title flies in, bullets fade
Transitions	Effects between slides	Fade, push, wipe between slides
Audio / Video	Adds multimedia to engage the audience	Background music, YouTube clip
Hyperlinks	Creates clickable navigation	Click button to jump to another slide

Other presentation software: Google Slides, Apple Keynote, LibreOffice Impress, Harvard Graphics, Coral Presentation, Lotus Freelance Graphics

Where Is Presentation Software Used?

Real-Life Uses in Uganda and the World

- Education — Teachers project slide shows in class. Reduces time writing on the board.
- Healthcare — Health workers educate communities about malaria, HIV/AIDS, safe water.
- Business & Commerce — Sales people display products for marketing; business owners pitch ideas to investors.
- Government & Politics — Politicians present manifestos; government officers deliver budget reports to parliament.
- NGOs & Community Work — NGOs share project results with donors; community leaders address village meetings.
- Training & Conferences — Workshops, seminars, and academic conferences use slides to guide discussions.
- Entertainment — Music launches, film premieres, and award ceremonies use presentations.
- Students — Science projects, history reports, and group assignments presented to the class.

Think about it: A health worker in Masaka wants to teach 200 villagers about cholera prevention. Without a projector and slides, how would they do it? How would slides help? Discuss with a partner.

Advantages of Presentation Software

Advantages

- Provides a wide variety of slide layouts and designs
- Multimedia: images, videos, and audio can be embedded to deliver content fully
- Slide timing can be automated — next slide appears after set time
- Special transition effects create professional, polished flow
- Can be printed as handouts, notes, or outline for the audience
- Large audience can all see the same content clearly on a projected screen
- Easy to update, edit, and reuse for future presentations
- Speaker notes help presenter remember key points

Disadvantages / Limitations

- Requires electricity and a computer or projector
- Poor design choices (too many animations, small fonts) can distract from the message
- Over-reliance on slides — presenter reads from screen instead of engaging audience
- File can become large if many images/videos are included
- Technical failures (projector, laptop) can disrupt a live presentation
- Requires computer literacy to create effectively
- Can be time-consuming to design well

Principles of a Good Presentation

Before designing, always ask: WHO is my audience? WHAT do I want them to know?

Principle	Explanation	Example (Good vs Bad)
Keep it simple	Use few words per slide — bullet points, not paragraphs	Good: '3 causes of malaria' Bad: paragraph of 100 words
Know your audience	Match content, vocabulary and examples to the listeners	Children: pictures & simple words Doctors: technical terms
Relevance	Every slide must directly relate to the topic. Remove distractors.	No funny GIFs if presenting to parliament
Use visuals	Images, diagrams and charts explain complex ideas faster than text	Show a map instead of describing the location
Colour, font & design	Choose readable fonts (min 24pt), contrasting colours, consistent theme	Dark text on light background, NOT yellow on white
Less text per slide	If it fits in 6 bullet points, that is already too many for most slides	Aim for 5 words max per bullet point
Consistent layout	Use Slide Master so all slides look like they belong together	Same font, same colours, same logo on every slide

GOLDEN RULE: Slides are a VISUAL AID for your speech — not a script for you to read out!

Quick Check — Good Presentation Principles

Look at the slide descriptions below. For each one, state what principle is being BROKEN and how you would fix it.
(Individual — 3 minutes, then discuss in pairs)

#	Bad Slide Description	Principle Broken?	How to Fix It?
1	A slide has a 200-word paragraph of text describing a river		
2	Every slide uses a different font (Comic Sans, Impact, Times...)		
3	A slide on climate change has a funny dancing emoji animation		
4	White text on a yellow background		
5	A presenter reads every word directly from the screen, back to audience		
6	A slide for 5-year-olds uses words like 'photosynthesis' and 'mitochondria'		

Extension: Design a 'worst possible slide' on paper — then swap with a partner and correct each other's slide!

The PowerPoint Interface

When you open PowerPoint, you will see these main parts. Locate each one on your screen:

Interface Element	Description
Ribbon	Tabs and commands at the top: Home, Insert, Design, Transitions, Animations, Slide Show, Review, View
Slide Panel (left)	Column showing thumbnails (small previews) of all slides in your presentation
Slide Area / Canvas	The large central area where you design the current slide — this is what the audience sees
Notes Panel	At the bottom — type speaker notes here. Visible to you during presentation, NOT the audience
Status Bar	Very bottom — shows slide number, view buttons, and zoom controls
View Buttons	Bottom right — switch between Normal, Slide Sorter, Reading View, and Slide Show
Placeholder	Dotted boxes on slides — click inside to add text, images, or other content
Quick Access Toolbar	Top left — Save, Undo, Redo shortcuts
Title Bar	Shows the file name and application name at the very top

Activity: Open PowerPoint → locate EVERY element above → tick each one in your notebook. Rename the default presentation 'My First Presentation'.

Slide Views — Working in Different Modes

PowerPoint offers several VIEW modes. Each has a different purpose. Access via: View tab → Presentation Views

View Mode	What It Shows	Best Used For
Normal View	Single slide fills the editing area; panel on left shows thumbnails	Main working mode — adding and editing content
Slide Sorter View	All slides displayed as small thumbnails in rows on one screen	Rearranging, copying, deleting, and reorganising slides
Notes Page View	Slide shown with a large notes area below	Adding and editing detailed speaker notes
Reading View	Full-screen presentation without the editing toolbar	Reviewing your presentation before presenting
Slide Show (F5)	Full screen presentation mode — what the audience sees	Presenting to an audience
Slide Master View	The 'parent' template that controls all slide layouts	Setting consistent fonts, colours, logos for all slides
Outline View	Shows only the text content of all slides	Planning structure; checking flow of ideas

Try It: Switch between Normal, Slide Sorter, and Notes Page views in PowerPoint. Write in your notebook: one thing you notice that is DIFFERENT between each view.

Opening, Creating & Saving a Presentation

Opening PowerPoint

Method 1: Start button → type 'PowerPoint' → press Enter

Method 2: Double-click desktop shortcut

Method 3: File Explorer → navigate to a .pptx file → double-click

Once open: File → New → select Blank Presentation (or choose a template)

Saving a Presentation

1. Click the File tab (top-left)
2. Click Save As
3. Click Browse → navigate to Documents folder
4. Type a file name in the File name box
5. Choose file format:
 - PowerPoint Presentation (.pptx) — default
 - PowerPoint Template (.potx)
 - PDF
6. Click Save

Shortcut: Ctrl + S to save quickly

Managing Slides

Action	Steps	Shortcut
Add new slide	Home tab → New Slide → choose layout	Ctrl + M
Copy a slide	Right-click slide thumbnail → Copy → right-click position → Paste	Ctrl+C then Ctrl+V
Delete a slide	Click slide thumbnail → press Delete key, OR right-click → Delete Slide	Delete key
Move a slide	Click and drag the slide thumbnail to a new position in the panel	—
Duplicate slide	Right-click thumbnail → Duplicate Slide (keeps same layout)	Ctrl + D

Slide Layouts

A slide layout is a pre-arranged set of placeholders (dotted boxes) for specific types of content.

To change layout: Right-click slide thumbnail → Layout → choose OR Home tab → Slides group → Layout

Layout Name	What It Contains	Best Used For
Title Slide	Large title placeholder + subtitle placeholder	Opening slide of any presentation
Title and Content	Title at top + large content area for text, images, or tables	Most slides — the most commonly used layout
Blank	Empty slide — you add everything manually with Insert tools	Creative slides, maps, full-image slides
Two Content	Title + two side-by-side content areas	Comparing two things; text + image side by side
Section Header	Large section title — no content area	Dividing your presentation into sections
Title Only	Title at top; no content placeholder	When you want full control of the canvas
Comparison	Two content areas each with a heading above	Before vs after; pros vs cons; country A vs B
Picture with Caption	Large image area + small text caption below	Photo-led slides from field visit

Practice: Create 5 slides in PowerPoint, each using a DIFFERENT layout. Add appropriate content to each. Which layout would you use for a 'Facts vs Myths' slide?

Themes and Backgrounds

Themes

A theme is a pre-designed combination of colours, fonts, and effects applied to ALL slides at once for a consistent, professional look.

How to apply:

1. Click the Design tab
2. Browse the gallery of built-in themes
3. Hover to preview on your slide
4. Click to apply to all slides
5. Use Variants (right of Design tab) for different colour versions

TIP: Match theme to your topic — green for nature, blue/dark for technology, warm tones for culture.

Customising Backgrounds

Go to: Design tab → Format Background

Options:

- Solid Fill — single flat colour
- Gradient Fill — colour that fades from one tone to another
- Picture/Texture Fill — use a photo or texture as the background
- Pattern Fill — repeating geometric pattern

Tick 'Apply to All' to use same background on every slide.

⚠ CAUTION: Avoid backgrounds that are too busy or too dark — readability is the top priority!

Scenario Discussion: A student uses a very busy floral photo as the slide background with black text on top. What problem will this cause? How would you fix it?

Activity: Apply THREE different themes to the same presentation and screenshot each one. Which looks most professional for a school science project? Justify your answer.

Working with Text in PowerPoint

Click inside any placeholder or text box to start typing. Use the Home tab → Font and Paragraph groups for all formatting.

Text Feature	How To Apply	Shortcut
Bold / Italic / Underline	Home → Font group → B / I / U buttons	Ctrl+B / Ctrl+I / Ctrl+U
Font & Size	Home → Font dropdown, Size dropdown	—
Text Colour	Home → Font Color button (A with colour)	Alt+H+FC
Strikethrough / Shadow	Home → Font group → abc / S buttons	—
Text Alignment	Home → Paragraph group → Left/Centre/Right/Justify	Ctrl+L / Ctrl+E / Ctrl+R / Ctrl+J
Change Case	Home → Font → Aa button → Sentence case / UPPERCASE / lowercase / Capitalize Each Word	—
Line Spacing	Home → Paragraph → Line Spacing button → 1.0, 1.5, 2.0	Ctrl+1 / Ctrl+2 / Ctrl+5
Text Direction	Home → Paragraph → Text Direction → Horizontal / Rotate 90° / Rotate 270°	—
Bullets / Numbering	Home → Paragraph → Bullets button → dropdown for styles	—
Insert Text Box	Insert → Text group → Text Box → draw on slide	—

Try it: Type 'Senior Two ICT' in a text box. Apply UPPERCASE, centre it, change font to 36pt, colour it blue. Then rotate the text direction 90°.

Borders, Shading, Text Boxes & Watermarks

Borders (Shape Outline)

1. Select the text box or shape
 2. Home → Drawing group → Shape Outline
 3. Choose: Colour / Weight (thickness) / Dashes (line style)
- OR: Right-click → Format Shape → Line section

Shading (Shape Fill)

1. Select text box or shape
 2. Home → Drawing group → Shape Fill
 3. Choose background colour
- OR: Right-click → Format Shape → Fill section
(adjust transparency, gradient, texture)

Inserting a Watermark

(PowerPoint has no dedicated watermark tool — use this workaround:)

1. View → Slide Master
 2. Insert → Text Box → type your watermark text
 3. Format tab → Arrange → Send to Back
 4. Format Shape → Text Fill → increase Transparency (e.g. 70%)
 5. Slide Master tab → Close Master View
- ✓ Watermark now appears on ALL slides!

Headers & Footers

Insert → Header & Footer → tick options:

- Date and time (auto or fixed)
 - Slide number
 - Footer text (e.g. school name, topic)
- Click 'Apply to All'

For header on slides: Insert a Text Box at the top instead.

To remove: Uncheck in same dialog → Apply to All.

Inserting Objects — Images and Tables

Inserting Images / Clip Art

1. Go to the slide → Insert tab → Images group → Pictures
2. Choose source:
 - This Device — from your computer/phone
 - Stock Images — built-in PowerPoint library
 - Online Pictures — search web
3. Select image → click Insert
4. Resize: drag corner handles (corners maintain proportion)
5. Move: click and drag to position
6. Format: Picture Format tab → add Shadow, Reflection, Soft Edges, Border
7. Crop: Picture Format → Crop → drag edges

For Icons (modern version): Insert → Icons → browse categories

Inserting Tables

1. Insert tab → Tables group → Table button
2. Method A: hover over grid → highlight columns × rows needed → click (max 75×75)
3. Method B: click Insert Table → type number of columns and rows → OK
4. Click in cells to type data
5. Tab → move to next cell
6. Shift+Tab → move to previous cell

Formatting tables:

- Table Tools → Design tab → change style/colours
- Table Tools → Layout tab → add/delete rows & columns

To add a column: Select column next to insert position → Layout → Insert Left / Insert Right

Same process for adding rows.

Practice: Insert a 4×5 table. Add headings: 'Name | Subject | Mark | Grade'. Enter data for 4 students. Format the header row with a blue background and white text.

TIP: Compress large images to reduce file size — Picture Format → Compress Pictures

Inserting Charts and Shapes

Inserting a Chart

1. Insert tab → Illustrations group → Chart
2. Choose chart type (Column, Bar, Line, Pie...)
3. Click OK
4. A mini Excel sheet opens — enter your data
5. Close the Excel sheet — chart updates on slide

Sample Data:

NAME	MTC	ENG	TOTAL
Kevin	56	56	112
Moses	66	75	141
Ivan	89	61	150
Chris	42	71	113

To edit data later: Right-click chart → Edit Data

To copy from Excel: Copy chart in Excel → Paste into PowerPoint
(use 'Paste Special' for linked charts)

Working with Shapes

Insert tab → Illustrations group → Shapes

Categories:

- Lines, Arrows, Connectors
- Rectangles, Basic shapes
- Block Arrows, Flowchart shapes
- Stars, Banners, Callouts
- Action Buttons

Steps:

1. Select shape → click & drag on slide to draw it
2. Use corner handles to resize
3. Format tab opens automatically:
 - Shape Fill — background colour
 - Shape Outline — border colour/weight
 - Shape Effects — Shadow, Glow, Reflection
 - WordArt Styles — for text in shapes

Right-click shape → 'Add Text' to type inside

Creative Challenge: Draw a simple flowchart using shapes and arrows showing the steps to 'How to make a cup of tea'.
Use at least 5 shapes with text inside.

Connection to Topic 5: Use Insert → Chart and enter data from your Excel MarkSheet exercise!

Inserting Videos and Audio

Inserting a Video

Method 1 — From Computer:

1. Insert tab → Media group → Video
2. Select 'This Device'
3. Browse and select file (.mp4 recommended)
4. Click Insert

Method 2 — Online Video (e.g. YouTube):

1. Insert → Video → Online Video
2. Paste the YouTube URL
3. Click Insert

Playback Settings:

- Click video → Playback tab
- Start: 'On Click' or 'Automatically'
- Loop until stopped
- Trim Video (cut to relevant section)

TIP: Keep video files in the SAME FOLDER as your presentation!

Method 1 — From Computer:

Inserting Audio

1. Insert → Media group → Audio
2. Select 'Audio on My PC'
3. Choose .mp3 file
4. Click Insert

Method 2 — Record Directly:

1. Insert → Audio → Record Audio
2. Click Record button → speak into microphone
3. Click Stop → click OK

Audio Playback Settings:

- Click audio icon → Playback tab
- Start: On Click / Automatically
- Play in Background
- Loop until stopped
- Hide icon during show

When to use audio/background music for welcome, applause

⚠ File Size Warning: Videos and audio make presentations very large. Use File → Info → Compress Media to reduce size.
Supported formats: MP4 (video), MP3 (audio).

Discuss: When is it appropriate to use audio/video in a presentation? When might it be distracting? Give an example of each.

Animations — Making Elements Move

Animations control how individual elements (text, images, shapes) APPEAR, MOVE, or DISAPPEAR on a slide.

Animation Type	What It Does	Popular Examples
Entrance	Controls how an element APPEARS on the slide	Appear, Fade, Fly In, Float In, Zoom, Wipe, Bounce
Emphasis	Draws attention to an element already on the slide	Pulse, Spin, Grow/Shrink, Bold Flash, Wave
Exit	Controls how an element LEAVES the slide	Disappear, Fade, Fly Out, Float Out, Zoom
Motion Paths	Element moves along a custom or pre-set path	Lines, Arcs, Turns, Loops, Custom Path

How to Add Animations:

- Step 1: Click the object you want to animate (text box, image, shape)
- Step 2: Click Animations tab → click 'Add Animation' button
- Step 3: Choose from Entrance / Emphasis / Exit / Motion Paths gallery
- Step 4: Set timing — 'On Click' (triggers on mouse click) OR 'After Previous' (automatic)
- Step 5: Open Animation Pane (Animations tab → Animation Pane) to control ORDER and TIMING of all animations
- Step 6: Click Preview button (top-left of Animations tab) to check the effect



GOLDEN RULE: Use animations to SUPPORT your message, not to show off. Less is more! Stick to ONE entrance effect

Custom Animations and Motion Paths

Motion Paths let you draw the exact route an object takes across the slide — much more powerful than standard animations!

Using a Pre-Set Motion Path:

- Select the object to animate
- Animations tab → Add Animation
- Scroll past Entrance/Emphasis/Exit sections
- Select a Motion Path: Lines, Arcs, Turns, Loops, Shapes
- The path appears as a dotted line; green dot = start, red dot = end
- Drag the path to reposition; drag ends to resize

Animation Pane — Control Order and Timing:

- Animations tab → Animation Pane button → panel opens on the right
- Each animation is listed with a number showing its order
- Click an animation → set Start (On Click / With Previous / After Previous), Duration, Delay
- Drag animations up and down the list to change order
- Right-click an animation → Effect Options for fine-tuning (e.g. direction, speed)

Custom Path (Draw Your Own):

- Add Animation → scroll to bottom → 'Custom Path'
- Your cursor becomes a pencil — draw freely on the slide
- Double-click to end the path where you want the animation to stop
- The object will follow the exact path you drew
- Preview with the Preview button (top-left of Animations tab)
- Adjust path using handles

Transitions — Effects Between Slides

A transition is the visual effect that plays when you move from one slide to the next. It adds flow and professionalism.

Category	Examples	Best Used When
Subtle	None, Cut, Fade, Push, Wipe, Split, Reveal	Professional and formal presentations — school, business, government
Exciting	Flip, Gallery, Cube, Box, Zoom, Rotate, Bounce	Creative or entertainment presentations — students, design
Dynamic Content	Pan, Orbit, Conveyor, Rotate, Window	When content (not the slide) has the movement — infographics

How to Add Transitions:

- Step 1: Click the slide you want to apply the transition TO (in the slide panel)
- Step 2: Click the Transitions tab on the Ribbon
- Step 3: Browse the gallery → click a transition to apply and preview
- Step 4: In the Timing group → set Duration (speed of the transition effect)
- Step 5: Set Advance Slide — 'On Mouse Click' (manual) OR 'After X seconds' (automatic)
- Step 6: Click 'Apply to All' for a consistent transition throughout your presentation

Duration vs After (Timing):

- Duration = how FAST or SLOW the transition effect plays (e.g. 0.5s = fast, 3s = slow)
- After = how long the SLIDE STAYS on screen before moving to the next one (e.g. After = 5s means auto-advance after 5 seconds)

Hyperlinks — Making Your Presentation Interactive

A hyperlink is a clickable element that, when clicked during a presentation, jumps to another slide, opens a website, or opens a file. Shortcut: Ctrl + K

Link Type	What It Does	How to Create
Existing File or Web Page	Opens a website (e.g. wikipedia.org) or a file on the computer	Insert Link → Existing File or Web Page → type URL or browse
Place in This Document	Jumps to another slide in the SAME presentation — great for navigation menus!	Insert Link → Place in This Document → select target slide
E-mail Address	Opens the email client with address pre-filled	Insert Link → E-mail Address → type email
New Document	Creates a new file and links to it	Insert Link → Create New Document → name it

Steps to Create a Hyperlink:

- Step 1: Select the text or image you want to make clickable
- Step 2: Insert tab → Links group → Link button (OR right-click → Hyperlink... OR Ctrl+K)
- Step 3: Choose link type from the left panel → enter the destination → click OK
- Step 4: The text becomes BLUE and UNDERLINED — this shows it is now a link
- Step 5: In Slide Show mode, hover over the link — cursor becomes an arm/hand. Click to follow the link.
- Interactive Menus: Use hyperlinks + Action Buttons (Insert → Shapes → Action Buttons) to create a fully clickable menu slide.

The Slide Master — Consistent Design for All Slides

The Slide Master is a 'parent' template that controls the default design of ALL slides. Any change to the Slide Master instantly applies to every slide in the presentation.

Accessing Slide Master:

- View tab → Master Views group → Slide Master button
- The SLIDE MASTER tab opens in the ribbon
- The TOP slide in the panel is the master — changes here affect ALL slides
- Slides BELOW the master are layout templates for different slide types

Saving as a Template:

- After customising Slide Master: File → Save As → in 'Save as type' dropdown, select 'PowerPoint Template (.potx)' → Save
- To use the template later: Design tab → Themes group → dropdown arrow → Browse for Themes → find your saved template → Apply
- This allows your school or organisation to have a consistent, branded look for ALL future presentations!

What You Can Set in Slide Master:

- Background colour and theme for all slides
- Font family and size for all titles and body text
- Logo or school crest (appears on every slide)
- Watermark text or image
- Footer, date, and slide number placeholders
- Colour palette for the entire presentation

Activity: Use Slide Master to add your school name and a horizontal line to the top of every slide in your presentation. Then close Master View and check all slides.

Setting Up and Running a Slide Show

Starting the Presentation

Slide Show tab options:

- From Beginning — starts from slide 1 (F5)
- From Current Slide — starts from selected slide (Shift+F5)
- Custom Slide Show — present only selected slides
- Present Online — share via browser link

During the Slide Show:

- Next slide: Click / Space / Right Arrow / Page Down
- Previous slide: Backspace / Left Arrow / Page Up
- Go to specific slide: type slide number + Enter
- End show: Escape key
- Blank screen: press B (black) or W (white)
- Laser pointer: hold Ctrl + Left Click
- Pen tool: right-click → Pointer Options → Pen

Set Up Slide Show Options

Slide Show tab → Set Up group → Set Up Slide Show

Options:

- Show type: Presented by speaker (full screen) / Browse by individual (window) / Kiosk (loops, no controls)
- Show slides: All / From X to Y / Custom
- Advance slides: Manual (click) / Timings (automatic)
- Play Narrations (if recorded)
- Use Timings
- Show Media Controls

Rehearse Timings:

Slide Show → Rehearse Timings → run through your whole presentation while talking → PowerPoint records how long you spend on each slide → saves timing automatically

Presenter View: Slide Show → Use Presenter View — shows your notes on YOUR screen while audience sees only slides!

PRESENTER TIPS: Speak TO the audience, not to the screen. Use speaker notes for guidance, not as a script. Stand to the side of the screen. Make eye contact. Speak slowly and clearly.

Practice: Run your presentation using Presenter View. Time yourself — do you finish in the allocated time?

Printing a Presentation

File → Print (or Ctrl+P) opens the print preview. Always use Print Preview before printing to check layout.

Print Format	What It Prints	Best For
Full Page Slides	One slide per page, full size	Posters, visual aids to show one slide at a time
Handouts (2 per page)	2 slides side-by-side on one page	Giving audience a copy to follow along
Handouts (4 per page)	4 slides in a grid on one page	Summary handout — saves paper
Handouts (6 per page)	6 slides on one page	Quick summary of many slides; most paper-efficient
Notes Pages	Each slide + its speaker notes below	Presenter's copy — helps remember what to say
Outline	Only text content, no images	Checking text flow; distributing text-only summary

Other Print Settings:

- Print in Colour / Greyscale / Pure Black & White
- Print specific slides: type '2,5,8-10' in the slide range box
- Collated or Uncollated (for multiple copies)
- Frame Slides — adds a border around each slide

Discussion: Which print format would you use as the SPEAKER? Which would you give to the AUDIENCE? Why? Would your answer change if you were printing for students vs government officials?

Essential PowerPoint Keyboard Shortcuts

Memorise these — they will save time during exams and real presentations!

File & Editing

Ctrl+N	New presentation
Ctrl+O	Open
Ctrl+S	Save
Ctrl+W	Close
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+C	Copy
Ctrl+X	Cut
Ctrl+V	Paste
Ctrl+A	Select All
Ctrl+D	Duplicate

Text & Slide Show

Ctrl+B	Bold
Ctrl+I	Italic
Ctrl+U	Underline
Ctrl+E	Centre align
Ctrl+L	Left align
Ctrl+R	Right align
Ctrl+K	Insert hyperlink
F5	Start slide show (from beginning)
Shift+F5	Start from current slide
Esc	End slide show
B	Black screen during show

Shortcut Memory Challenge: Cover the right column and see how many shortcuts you can recall. Test a partner! Aim to memorise at least 10 by end of this topic.

Ctrl+P	Print
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Ctrl+G	Go to a slide (during show)
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Activity — Community Field Visit (Pre-Lesson)

BEFORE creating your presentation, you must gather real information from your community.

Your class will visit a location chosen by your teacher — e.g. local market, health centre, school farm, community garden, library, water source, or place of worship.

Field Visit Guidelines:

Stage	What To Do	What To Record
1. Prepare	Before the visit, write 5 questions you want to answer	Write questions in exercise book
2. Observe	Take note of everything you see. Count things (people, items, facilities)	Numbers, descriptions, conditions
3. Interview	Politely ask 2–3 people questions about the place	Exact quotes, names (with permission), opinions
4. Photograph	With permission, take photographs on a phone or camera	At least 3 photos — overview, detail, people
5. Record	Write down ALL key facts, numbers, and interesting observations	Fill your field notes page completely

After the visit: share your findings with your group. Each person should contribute something different. You will use this data to build your PowerPoint presentation in Exercise 2.1.

Exercise 2.1 — Community Field Visit Presentation

Using your field visit notes and photographs, create a PowerPoint presentation of AT LEAST 10 slides:

Slide	Content Required
Slide 1 — Title	Presentation title, your name, class, date. Use Title Slide layout.
Slide 2 — Introduction	What place did you visit? Where is it? Why is it important to the community?
Slide 3 — History/Background	Key background facts about the location or community
Slide 4 — Observations	What did you see? Include at least ONE photograph from the visit.
Slide 5 — Interview Findings	What did people tell you? Include a direct quote from someone you spoke to.
Slide 6 — Data/Statistics	Present numbers you collected in a CHART (created in Excel and pasted, or Insert → Chart in PowerPoint)
Slide 7 — Challenges	What problems or challenges did you observe at this location?
Slide 8 — Recommendations	What suggestions do you have to improve the situation?
Slide 9 — Conclusion	Summarise the 3–5 most important findings from your visit
Slide 10 — References / Thank	Acknowledge sources; thank your audience. Include your group members' names.

FORMATTING REQUIREMENTS: Apply a theme | Add transitions between ALL slides | Animate at least 3 elements | Include at least 2 images | Add speaker notes to at least 3 slides | Add footer with your name and slide numbers | Save as YourName_FieldVisit.pptx

Activity 2.2 — Watch and Observe a Presentation

Your teacher will show you a sample PowerPoint presentation. While watching, fill in this observation chart:

#	Observation Question	Write Your Answer Here
1	How many slides does the presentation have?	
2	What theme or colour scheme is used? Does it look professional?	
3	Are animations used? Describe the type (fly in, fade, bounce...)	
4	What transitions happen between slides?	
5	Are there any images or videos? Do they help communicate the message?	
6	Does the speaker use notes? How do they engage the audience?	
7	ONE thing you liked about the presentation	

After watching: Share your observations with the class. What principles from Slide 6 did the presenter follow? What could they improve?

Use these notes to inform and improve YOUR own presentation!

Activity 2.3 — Presentation and Peer Evaluation

Each student or group presents their Community Field Visit presentation to the class.

Presenter Guidelines

1. Introduce yourself and your topic clearly
2. Speak confidently and face the AUDIENCE — not the screen
3. Use speaker notes for guidance — do NOT read word-for-word from slides
4. Use a pointer (or pen tool) to direct attention
5. Speak at a steady pace — not too fast
6. After presenting, ask: 'What did you find most interesting?' and 'What would you like to know more about?'
7. Allow time for 2–3 questions

Content:

Peer Evaluator Checklist

- ☐ Information was clear and well-researched
- ☐ Answered the field visit questions
- ☐ Data/statistics were included

Design:

- ☐ Presentation was visually appealing
- ☐ Animations/transitions used appropriately
- ☐ Images supported the message

Delivery:

- ☐ Spoke clearly and at good pace
- ☐ Engaged the audience
- ☐ Did not just read from the screen

For each presenter, write:

→ ONE STRENGTH

Reflection: After all presentations, vote as a class: Which was the MOST informative? Most visually appealing? Most confidently delivered? What made the best presentations stand out?

Self-Assessment: On a scale of 1–5, how would you rate your own presentation for Content, Design, and Delivery? What will you do differently next time?

Revision Questions

Answer all questions in your exercise book:

- 1. Define 'presentation software' and give THREE examples other than Microsoft PowerPoint.
- 2. State FOUR areas in real life where presentation software is used. For each, explain WHY it is useful.
- 3. State FIVE principles of a good presentation and briefly explain each.
- 4. What is the difference between an ANIMATION and a TRANSITION? Give two examples of each.
- 5. What is a SLIDE MASTER? State THREE things you can control using it.
- 6. Describe the steps to insert a hyperlink that takes you from Slide 1 to Slide 4 in your presentation.
- 7. A student creates a presentation with a different transition on every slide, white text on a yellow background, and three different fonts. Identify THREE design mistakes and explain how to fix each.
- 8. What is the difference between 'Duration' and 'After' in the Transitions timing group?
- 9. State TWO methods to insert a video into PowerPoint. What format is recommended?
- 10. Describe the steps to add a watermark to all slides in a presentation using the Slide Master.

Bonus: Create a presentation called 'My Dream Career' with 6 slides. Apply a theme, transitions, and at least 2 animations. Save it as DreamCareer_YourName.pptx

Topic Summary — What You Have Learned

By the end of this topic, you should be able to:

- ✓ Define presentation software and state its uses in education, health, business, and government
- ✓ State the principles of a good presentation and apply them in your own work
- ✓ Open, navigate, and save a PowerPoint file using correct methods
- ✓ Use different slide layouts and change them appropriately
- ✓ Apply themes and customise slide backgrounds
- ✓ Format text: font, size, colour, alignment, case, spacing, bullets, and text direction
- ✓ Insert and format: text boxes, images, tables, charts, shapes, audio, and video
- ✓ Add headers, footers, slide numbers, and watermarks
- ✓ Create and use the Slide Master to ensure consistent design
- ✓ Add animations (Entrance, Emphasis, Exit, Motion Paths) and control order/timing
- ✓ Apply transitions between slides and understand Duration vs After timing
- ✓ Insert hyperlinks to navigate within and outside the presentation
- ✓ Set up and run a slide show; use Presenter View and Rehearse Timings
- ✓ Print in different formats (Full Slides, Handouts, Notes Pages, Outline)

Next Topic: Topic 7 — Internet and Email

You will learn to communicate and share your presentations online

END OF TOPIC 6

ELECTRONIC PRESENTATIONS USING POWERPOINT

Senior Two | ICT Comprehensive Handbook
By: Emmanuel Gidudu