

TOPIC 9: ELECTRONIC PRESENTATION

Define the term Presentation software?

*Presentation software refers to the software package used to display information, normally in form of a slide show. **OR** Software that is used to create presentations, which can communicate ideas and other information to a group of audience. **OR**— Is a software application with which a user can work with multimedia objects arranged on slide*

List the common examples of presentation software.

- *OpenOffice.org Impress.*
- *Corel presentations.*
- *Adobe (Aldus) Persuasion*
- *Apple Keynote.*
- *CustomShow*
- *Ease*
- *emaze*
- *Flowboard*
- *GnomePinpoint (open source)*
- *Google DocsHarvard Graphics*
- *Hewlett PackardBruno (software)*
- *Kingsoft Presentation*
- *Microsoft PowerPoint.*
- *Harvard graphics. it was one of the first consumer applications software program that allowed the user to incorporate text*
- *IBM Lotus Freelance Graphics.*
- *Keynote(presentation software)*

Write short notes on the following terms as used in presentation software.

1. **Slide** .*A slide is an individual page in a presentation.*
2. **Slide layout**. *Refers to the physical arrangement of the slide.*
3. **Slide sorter**. *It is a facility in presentation that enables a user to arrange slides in a required order.*
4. **Slide master**. *Is a slide that controls appearance of other slides in a presentation*
5. **Animations**. *These are visual effects applied to individual items on the slide such as graphics, titles or bullet points.*

6. **Transition loop.** *Its is a facility in presentation that enables presentation to run automatically until a user presses escape.orthese are visual movements as one slide changes to another.*
7. **7. Action button.** *A button on a slide that is programmed to link one slide to another.*

State the principles of a good presentation.

- *Use simple background*
- *Text should be clear and that it can be seen from a distance*
- *There should be no clash between text colour and the background colour*
- *Use relevant pictures*
- *Use minimal effects*
- *Insert your picture in the appropriate place*
- *For automatic presentation rehearse the timing*

Explain the following features of presentation software.

- **Insert slide feature.** *It allows you to insert a slide anywhere in a presentation.*
- **Good font specification.** *Allows to change different font styles, faces and effects.*
- **Good layout management system:** *presets or customized layout designing*
- **Macros.** *For adding interactive features*
- **Deletion of inserted slide.** *It allows the removing of the slide.*
- **Spell checker and dictionary support.**

Give the uses of presentation software

- **Learning solutions.** *It combines both audio and visual aspects makes it easier for the audience to understand. Even the normal teaching becomes so effective.*
- **Marketing strategy.** *it makes it easier for people in marketing, advertising and sales to make presentations for motivation of their subordinates.*
- **Corporate training session.** *It is essential ingredient of every corporate training session. Top executives use it to train their subordinates.*

What is a transition loop?

A feature in a presentation program that allows the slide to move either continuously / repeatedly or to the final slide depending on the user defined settings.

Suggest any two features of a good looking presentation.

- *Use of clear fonts.*
- *Each slide should have a heading.*
- *Use of appropriate colours and fonts.*
- *Use minimal animations.*
- *Use few but relevant graphics / images.*
- *Should address needs of the user.*

Give two uses of a slide sorter facility.

- *Slide Sorter view gives you a view of your slides in thumbnail form.*
- *This view makes it easy for you to sort and organize the sequence of your slides as you create your presentation, and then also as you prepare your presentation for printing.*
- *You can add sections in Slide Sorter view as well, and sort slides into different categories or sections.*