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FREE EBOOK

COMPUTER AND OFFICE SKILLS

Presentation Skills with PowerPoint

Plan, design and deliver slides that people remember

INSIDE THIS BOOK

- Planning your talk: audience, message and outline
- Getting started in PowerPoint
- Slide design rules
- Images and icons
- ...and 7 more chapters, practice questions and a glossary

Beginner

Students, teachers and staff who present to a class or a meeting

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Presentation Skills with PowerPoint

Learn to plan a talk around your audience and one clear message, design clean slides with good contrast, pictures, charts and SmartArt, and use animations, speaker notes, Presenter View and rehearsal timings wisely. Practical advice on nerves, voice, eye contact and questions, two worked examples and a final checklist prepare you for class, exhibitions and meetings.

WHO IT IS FOR	Students, teachers and staff who present to a class or a meeting
LEVEL	Beginner
SUBJECT AREA	Computer and office skills
WHAT IS INSIDE	11 chapters, practice questions with answers, and a glossary

HOW TO USE IT

Read one chapter at a time and try the examples as you go: on a computer, at your workbench or in your notebook. The boxes give tips, safety points and short activities. When you finish, test yourself with the practice questions and check your answers at the end. Words you may not know are explained in the glossary.



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Planning your talk: audience, message and outline

A presentation is not a set of slides. It is a talk given by a person, and the slides are there to help. Good presenters plan the talk on paper first and open PowerPoint only when they know what they want to say.

Who is listening?

Before anything else, answer three questions about your **audience**, the people who will listen to you.

- 1. Who are they?** Classmates, teachers, parents, judges at an exhibition, or colleagues at work?
- 2. What do they already know?** A Class 6 audience needs simple words and examples; a group of teachers can follow more detail.
- 3. What should they think, feel or do at the end?** Understand an idea, change a habit, agree to a plan, give you marks?

Audience	What they need from you
Younger students	Simple words, pictures, a story, short slides
Classmates and teachers	Clear facts, a logical order, a confident finish
Parents or visitors	Why it matters to them, very little jargon
Managers at work	The main point first, numbers, a clear request

One key message

Now write your **key message**: the one idea you want people to remember, in a single sentence of no more than about fifteen words. For example: "Small changes at home can cut our electricity bill without any cost." If you cannot say your message in one sentence, your talk is not ready yet.

Building the outline

An **outline** is the skeleton of your talk. A simple shape works for almost every topic:

1. **Opening:** catch attention with a question, a surprising fact you have checked, or a short story. Then state your topic.
2. **Three main points:** most audiences remember three points well. Each point supports your key message.
3. **Closing:** repeat the key message in different words and tell people what to do next.

EXAMPLE

Priya, a Class 9 student in Lucknow, has five minutes to speak on saving electricity. Her audience is her class. Her message is the sentence above. Her three points are: switch off at the plug, use natural light, and set the fan and AC sensibly. She will open by asking, "Who left a charger plugged in this morning?"

How many slides?

There is no fixed rule. Many speakers find that one slide for every one or two minutes feels comfortable, so a ten-minute talk might use six to ten slides. If you plan to show a slide for only a few seconds during a talk, ask whether it is needed at all.

TRY THIS

Take six small pieces of paper. Write your opening on one, each main point on its own piece, and your closing on another. Arrange them on a table and read them in order. Moving paper is far quicker than moving slides, so fix the order now.

REMEMBER

Plan the talk first, the slides second. Slides made without a plan become a pile of facts with no story.

Getting started in PowerPoint

A new presentation

Open PowerPoint and choose **Blank Presentation**, or pick a ready-made theme from the start screen. Press Ctrl+S at once and give the file a clear name, such as **Saving-Electricity-Priya.pptx**.

Check the shape of your slides under **Design**, then **Slide Size. Widescreen (16:9)** suits most modern screens and projectors. **Standard (4:3)** is squarer and suits some older projectors. Decide this first, because changing it later can resize or shift your content.

Layouts and placeholders

A **layout** is the arrangement of boxes on a slide. Click the arrow under **New Slide** on the Home tab to choose one. The common ones are:

- **Title Slide:** the first slide, with the topic and your name.
- **Title and Content:** a heading with space for points, a picture, a chart or a table.
- **Section Header:** a divider between parts of a long talk.
- **Two Content** and **Comparison:** two things side by side.
- **Title Only** and **Blank:** for a big picture or diagram.

The dotted boxes that say "Click to add title" are called **placeholders**. Type into them rather than drawing your own text boxes. Text in placeholders appears in Outline View, keeps your design consistent, and is read in the right order by screen-reading software, which reads the screen aloud for people with poor eyesight. To change the layout of an existing slide, use the **Layout** button on the Home tab.

Themes and Designer

The **Design** tab holds **themes**, ready-made sets of colours, fonts and backgrounds. Pick a simple one, then try its **Variants** for other colour choices. In Microsoft 365, the **Designer** button on the same tab suggests layouts for the slide you are working on; it needs an internet connection. Use its ideas, but keep the ones that stay clean and readable.

Four useful views

All of these are on the **View** tab.

View	Use it to
Normal	Build and edit slides
Outline View	Type the whole talk as headings and points, quickly
Slide Sorter	See every slide small and drag them into a new order
Notes Page	See and edit your speaker notes with each slide

Typing the outline quickly

1. Go to **View** and choose **Outline View**.
2. Type the first slide's title and press Enter. A new slide appears.
3. Press Tab to turn that line into a point under the previous slide. Press Shift+Tab to turn a point back into a new slide.
4. Type all your titles and points this way, then switch back to Normal view to design each slide.

TIP

Write each slide title as a short headline that says the point, not just the topic.
"Chargers left plugged in still use power" teaches more than "Chargers".

CHAPTER 3

Slide design rules

Good design is mostly about leaving things out. The audience should understand each slide within a few seconds and then turn their attention back to you.

One idea per slide

Each slide should make one point. If a slide has two ideas, split it into two slides; slides cost nothing. Put the idea in the title, and use the rest of the slide to prove or explain it.

The 6x6 guideline

A popular guide says: no more than six bullet points on a slide, and no more than about six words in each. Treat it as a guide, not a law. Often three short points work even better, and a slide with one picture and one sentence can be the strongest of all. What matters is that nobody has to read a paragraph while you are talking.

Contrast

Contrast is the difference between the text colour and the background colour. Strong contrast makes text easy to read, even on a dim projector in a bright room.

- Use dark text on a light background, or light text on a dark background.
- Avoid yellow on white, light grey on white, and red on green.
- Do not put text over a busy photo. If you must, place it on a solid or semi-transparent shape.
- Do not use colour alone to show meaning. Some people cannot easily tell red from green, so add a label or a symbol too.

Fonts

- Choose plain fonts such as Calibri, Arial, Aptos or Segoe UI.
- As a starting guide, use around 36 to 44 point for titles and at least 24 point for other text. Then test it: stand at the back of the room, or a few steps away from your laptop. If you cannot read it easily, make it bigger or cut words.
- Use one font, or two at most, and keep sizes the same on every slide.

Consistency and alignment

Put titles in the same place on every slide and use the same colours throughout. To change the font or colour on every slide at once, use **View**, then **Slide Master**, and edit the top slide in the list on the left. When you drag an object, red dotted **smart guides** appear to help you line it up with other objects. You can also select several objects and use **Align** on the Shape Format or Picture Format tab.

Do	Avoid
One idea per slide	A full paragraph of text
Big, plain text	Tiny or fancy fonts

Do	Avoid
Strong contrast	Pale text on a pale background
Plenty of empty space	Filling every corner
Pictures that explain	Clip art that only decorates

EXAMPLE

Kavita's first slide on water saving had nine bullet points in 16-point text. She kept only the title, "A dripping tap wastes water all day", one photo of a dripping tap, and one line: "Fix it this week." Her teacher said it was the clearest slide in the class.

REMEMBER

If people are reading, they are not listening. Every word you remove from a slide moves attention back to you.

CHAPTER 4

Images and icons

A good picture can explain in a second what takes a paragraph to say. People also tend to remember a talk better when they have seen an image linked to each idea.

Adding pictures

On the **Insert** tab, click **Pictures**. In Microsoft 365 you will see three choices:

- **This Device:** a photo or image saved on your computer, including photos you took yourself.
- **Stock Images:** a library of photos, icons and illustrations that Microsoft provides for use in Office documents.
- **Online Pictures:** a web search for images.

Respecting copyright

Copyright means that the person who made a photo or drawing owns it, and others need permission to use it. An image on the internet is not automatically free to use, even for a school project.

- The safest choices are your own photos, Microsoft's stock images and icons, and images whose licence clearly allows reuse.
- When Online Pictures shows results, check the licence of each image on the website it comes from.
- Give credit: write the creator's name and the source in small text under the image, or on a final "Sources" slide.

Icons

Icons are simple symbols, such as a light bulb, a tap or a person. On the **Insert** tab, click **Icons**, search for a word, select the icons you want and click **Insert**. Icons are drawings, so they stay sharp at any size. Change their colour on the **Graphics Format** tab with **Graphics Fill** to match your theme.

Editing pictures

- **Resize from a corner.** Drag a corner handle, not a side handle, so the picture does not stretch or squash.
- **Crop.** On the **Picture Format** tab, click **Crop** to cut away unwanted edges, or use **Crop to Shape** for a circle.
- **Compress.** Big phone photos make a file heavy and slow. **Compress Pictures** on the Picture Format tab reduces the file size.
- **Alt text.** Right-click a picture and choose the **Alt Text** option to describe it in a short sentence. Screen-reading software reads this description aloud for people who cannot see the image.

SAFETY

Do not put photos of classmates, children or other people on slides without their permission (and their parents' permission for children), especially if the file will be shared online. Never show anyone's address, phone number or school ID on a slide.

TIP

A slide with one large photo filling the whole slide and a few words on top can be very powerful. Choose a sharp photo, and place the words where the picture is plain, such as the sky.

CHAPTER 5

Charts, tables and SmartArt

Numbers become easy to understand when they are drawn. But a chart only helps if it shows one clear point.

Choosing the right chart

You want to show	Use
Comparison between a few things	Column or bar chart
Change over time	Line chart
Parts of one whole, with few parts	Pie chart (five or six slices at most)
Exact values to look up	Table

Inserting a chart

1. On the **Insert** tab, click **Chart**. Choose a type, such as Clustered Column, and click **OK**.
2. A small Excel sheet opens with sample data. Type your own labels and numbers over it, and delete rows or columns you do not need.
3. Close the small sheet. To change the numbers later, select the chart and click **Edit Data** on the **Chart Design** tab.
4. Click the + button beside the chart to switch elements such as the chart title, data labels and legend on or off.

Keeping charts clear

- Write the point as the slide title: "Most homes leave chargers on", not "Survey results".
- Remove anything that does not help, such as heavy gridlines.

- Show data labels on the bars so nobody has to guess the values.
- Use one strong colour for the bar you want people to notice and a grey for the rest.

EXAMPLE

Priya surveyed 40 homes in her colony. In 28 of them, chargers stayed plugged in when not in use; in 12 they were switched off. Her slide shows two bars labelled 28 and 12, with the title "7 in 10 homes leave chargers on". The class understood it in a glance.

Tables

Insert a table from **Insert**, then **Table**. Keep it small: four or five rows is plenty on a slide. Make the header row bold, and highlight the one row that matters with a colour. If a table needs twenty rows, give it as a handout instead.

SmartArt

SmartArt turns a list into a diagram, such as a series of steps, a cycle or a family tree.

1. Click **Insert**, then **SmartArt**, and choose a category: List, Process, Cycle, Hierarchy, Relationship, Matrix or Pyramid.
2. Type your points in the **Text Pane** that appears beside the diagram.
3. Change the colours and style on the **SmartArt Design** tab.

Already typed some bullet points? Select the text box and click **Convert to SmartArt** on the Home tab.

TRY THIS

Type the four steps of making tea as bullet points: boil water, add tea leaves, add milk and sugar, strain and serve. Convert them to a Process SmartArt and compare the two slides.

CHAPTER 6

Animations and transitions, used with restraint

Movement on a slide catches the eye. That is useful when it guides attention and distracting when it does not, so use it for a reason, never just for decoration.

Transitions

A **transition** is the effect you see as one slide changes to the next.

1. Select a slide and open the **Transitions** tab.
2. Choose a quiet effect such as **Fade** or **Push**.
3. Set the **Duration** (how long it takes) and click **Apply To All** so every slide matches.

Pick one gentle transition for the whole talk. Different flashy effects on every slide make a presentation look childish.

Morph is a special transition in newer versions of PowerPoint, including Microsoft 365. Duplicate a slide, then move, resize or recolour objects on the copy, and apply Morph to the second slide. PowerPoint smoothly moves the objects from their old positions to the new ones. It is excellent for showing how something changes, such as a seed growing into a plant.

Animations

An **animation** moves an object within a slide. On the **Animations** tab there are four groups:

Group	Icon colour	What it does
Entrance	Green	Brings an object onto the slide
Emphasis	Yellow	Draws attention to an object already there
Exit	Red	Takes an object off the slide
Motion Paths	Lines	Moves an object along a path

Each animation can start **On Click**, **With Previous** (at the same time as the one before) or **After Previous** (when the one before finishes). Open the **Animation Pane** to see the order and change it.

Good uses of animation

- **Revealing points one at a time**, so the audience does not read ahead. Select a text box, add the Fade entrance and choose **Effect Options**, then **By Paragraph**.
- **Showing a process step by step**, with each step appearing as you explain it.
- **Highlighting one part** of a chart or picture with an emphasis effect.

Uses to avoid

- Spinning, bouncing or flying text.
- Sound effects on transitions or animations.
- Long, slow effects that make the audience wait.

REMEMBER

Ask of every effect: does this help people understand? If the honest answer is no, remove it.

TIP

Before the real talk, click through every slide in the slide show. Count how many clicks each slide needs, so you are never surprised by a point that has not appeared yet.

CHAPTER 7

Speaker notes, Presenter View and rehearsing

Speaker notes

Speaker notes are your private reminders, written below each slide. The audience never sees them.

- To show the notes area, click **Notes** on the bar at the bottom of the PowerPoint window.
- Write key words and short phrases, not a full script. A script tempts you to read, and reading kills a talk.
- Add cues such as "pause here", "ask a question" or "hand over to Joseph".
- To print them, go to **File**, then **Print**, and under the setting that says Full Page Slides, choose **Notes Pages**.

Presenter View

Presenter View is a special screen for the speaker. While the audience sees only the slide on the projector, your laptop shows:

- the current slide and the next slide,

- your speaker notes,
- a timer and the clock,
- tools such as a pen, a laser pointer, zoom and a black-screen button.

To use it, connect the projector and set the display to **Extend** (press Win+P to choose). On the **Slide Show** tab, make sure **Use Presenter View** is ticked, then start the show. If the two screens appear the wrong way round, use **Display Settings** at the top of Presenter View and choose **Swap Presenter View and Slide Show**. To practise with Presenter View on a single laptop screen, press Alt+F5.

Rehearse timings

1. On the **Slide Show** tab, click **Rehearse Timings**. The show starts with a small timer in the corner.
2. Give your talk aloud, clicking to move on as you would for real.
3. At the end, PowerPoint shows the total time and asks whether to keep the slide timings.

If you keep them, the slides will move on by themselves at those times during the show. For a live talk you usually want to click yourself, so untick **Use Timings** on the Slide Show tab. You still know how long each part took.

Some Microsoft 365 versions also offer **Rehearse with Coach**. It listens as you practise and then reports on your pace, filler words such as "umm", and whether you are simply reading the slide text.

How to rehearse

1. Stand up and say the talk aloud, at full voice. Thinking it through silently is not rehearsal.
2. Practise at least three times. The first run finds the problems; the later ones build confidence.
3. Record yourself on a phone and watch it once. It is uncomfortable but very useful.
4. Practise in front of a friend or family member and ask what was unclear.
5. If you go over time, cut a whole point rather than speaking faster.

DID YOU KNOW

You can hide a slide you may need later, such as one with extra detail for a likely question. Right-click its thumbnail and choose **Hide Slide**. It is skipped during the show, but you can jump to it by typing its number and pressing Enter.

CHAPTER 8

Handling nerves, eye contact and voice

Nervousness is normal

Almost everyone feels nervous before speaking: a faster heartbeat, a dry mouth, shaky hands. These are signs that your body is getting ready to perform. You cannot switch nerves off, but you can manage them, and the audience notices far less than you think.

What helps:

- **Prepare well.** Most fear comes from not being sure of the material.
- **Learn your first thirty seconds by heart.** Once you have started well, the rest flows more easily.
- **Arrive early.** Check the room, the projector and where you will stand.
- **Breathe slowly.** Breathe in for a count of four and out for a count of six, a few times. Slow breathing calms the body.
- **Keep water nearby.** A sip also gives you a natural pause if you lose your place.

TIP

Think of your talk as a conversation with a few friendly people, not a performance in front of a crowd. Find two or three kind faces in different parts of the room and speak to them.

Posture and movement

Stand straight with your feet slightly apart and your weight even. Let your hands rest at your sides or hold a small note card; use them naturally to point or show size. Avoid hands in pockets, folded arms, playing with a pen and swaying from side to side. Face the audience, not the screen.

Eye contact

Looking at people tells them you are talking to them.

- Look at one person for about one sentence, then move to another person in a different part of the room.
- In a large hall, divide the audience into zones (left, centre, right, front and back) and visit each zone in turn.
- When you need to look at the slide, glance at it, then turn back to the audience before you speak. A simple rule is: touch, turn, talk.

Your voice

Skill	What to do
Volume	Speak so the back row can hear you easily
Pace	Slower than normal conversation; nerves make everyone speed up
Pauses	Stop for a second after an important point, and instead of saying "umm"
Variety	Let your voice rise and fall; a flat voice sends people to sleep
Clarity	Finish each word, especially the ends of sentences

If you use a microphone, test it before the talk. Hold it steady, a short distance below your mouth, and keep it there when you turn your head.

TRY THIS

Record yourself speaking on any topic for one minute. Play it back and count how many times you said "umm", "like" or "basically". Practise the same minute again, pausing silently instead.

REMEMBER

If you forget what comes next, stop, breathe, look at your notes and carry on. A pause of three seconds feels long to you but quite normal to the audience.

Answering questions

Questions show that people were listening. Handled well, they are often the best part of a presentation.

Prepare for them

Before the day, write down the questions people are most likely to ask, and prepare a short answer for each. Ask a friend to think of questions too. Keep a hidden backup slide for any answer that needs a chart or a picture.

At the start of your talk, tell the audience when you will take questions: during the talk or at the end. In most school and office talks, taking them at the end keeps you on time.

A simple method

1. **Listen** to the whole question without interrupting. Do not start planning your answer halfway through.
2. **Thank** the person, or simply say "Good question".
3. **Repeat or rephrase** the question, so everyone in the room hears it and you are sure you understood.
4. **Answer** briefly and directly, in a few sentences.
5. **Check:** "Does that answer your question?"

When it gets difficult

Situation	What you can say
You do not know the answer	"I am not sure. I will find out and tell you tomorrow." Then do it
The question is off the topic	"That is interesting, but a bit beyond today's topic. Can we talk after the session?"
Someone disagrees strongly	"I can see why you think that. Here is what our data showed." Stay calm and polite
The question is unclear	"Do you mean....?" and rephrase it

Situation	What you can say
Nobody asks anything	"A question people often ask is..." and answer your own prepared question

REMEMBER

Never make up an answer. An honest "I don't know, but I'll find out" earns respect; a wrong answer said confidently loses it, especially in front of judges or a manager.

EXAMPLE

At a science exhibition, a judge asked Kartik why his group had used a plastic bottle as the tank. He repeated the question, explained that it was cheap and easy to cut, and added that a real system would use a stronger tank. The judge nodded and moved on.

CHAPTER 10

Two worked examples

A school project presentation

A group of four Class 8 students in Indore (Rohit, Simran, Joseph and Ayesha) must give an eight-minute presentation on plastic waste in their colony. They surveyed 50 homes themselves.

Audience: their class and teacher. **Key message:** "Most homes in our colony use plastic bags every day, and simple swaps can reduce this." **Outline:** a question to open, what they found, why it matters, what families can do, and a closing request.

Slide	Headline title	Content	Speaker	Time
1	Plastic waste in our colony	Title, names, class	Rohit	0:30
2	How many plastic bags came home this week?	One photo of a pile of bags	Rohit	1:00
3	We asked 50 homes	Map of the colony; how the survey was done	Simran	1:00
4	36 of 50 homes use plastic bags daily	Bar chart: 36 and 14	Simran	1:30

Slide	Headline title	Content	Speaker	Time
5	Where the bags end up	SmartArt cycle: shop, home, drain, street	Joseph	1:30
6	Three easy swaps	Icons: cloth bag, steel bottle, reusable box	Ayesha	1:30
7	Our request to you	One sentence: carry a cloth bag this week	Ayesha	0:30
8	Thank you and questions	Sources of photos	All	0:30

How they prepared:

- They practised the handovers, such as "Now Simran will tell you how we did the survey", so there were no awkward silences.
- Each speaker wrote speaker notes for their own slides only.
- They rehearsed with Rehearse Timings, found they took ten minutes, and cut one slide's worth of detail from slide 5.
- They agreed who would answer which kind of question.

A science exhibition presentation

At an exhibition, visitors walk up, listen for a minute or two and move on. You will give the same explanation many times, to people who arrive in the middle.

Meena and Kartik built a model of rainwater harvesting for their school roof. They prepared:

1. **A one-minute version** for passing visitors: what the model shows, how it works and why it matters.
2. **A three-minute version** for judges, with their calculation and what they would improve.
3. **A short slide show** running on a laptop beside the model, so people waiting can read while the team is busy.

Their calculation slide used a simple fact: 1 millimetre of rain falling on 1 square metre gives 1 litre of water.

Item	Value
Roof area (measured)	200 square metres
Yearly rainfall (example figure; check your city's figure from official weather data)	800 mm
Share of rain collected (an assumption, as some water is always lost)	80%
Water collected in a year	$200 \times 800 \times 0.8 = 128,000$ litres

To make the slide show run by itself in a loop, they set a time on each slide (on the **Transitions** tab, tick **After** and type a time such as 8 seconds), then went to **Slide Show**, then **Set Up Slide Show**, and chose **Browsed at a kiosk (full screen)**. The show then repeats until someone presses Esc. They kept each slide to one picture and one large sentence, because visitors read from a distance.

SAFETY

If a model uses a small pump or lights, power it from batteries of 12 V or less, never from a mains socket. Ask an adult to help with cutting pipes, using a hot glue gun or drilling, and keep water well away from any wiring and the laptop.

DID YOU KNOW

Judges at exhibitions often ask the same kinds of questions: why you chose the topic, how it works, what went wrong, what you would improve, and how it could be used in real life. Prepare a short answer for each.

CHAPTER 11

Checklist before you present

Use this list in the days before any presentation. Tick each item as you finish it.

One week before

- The key message fits in one sentence.
- The outline has an opening, three main points and a closing.

- Every slide has one idea and a headline title.
- Every picture is yours, from Microsoft's stock library, or licensed for reuse, with credits on a Sources slide.
- Spelling is checked (press F7, or use the Review tab).
- You have rehearsed aloud at least once, with timing.

One day before

- You have rehearsed at least three times in total.
- The file is saved in two places, such as a pen drive and your email or cloud storage.
- A PDF copy is saved too (**File**, then **Export**, then **Create PDF/XPS**), in case the other computer has a different PowerPoint version.
- If you will use another computer, fonts are embedded: **File**, then **Options**, then **Save**, and tick **Embed fonts in the file**.
- Videos are inserted from **This Device**, so they travel inside the file.
- Your laptop and clicker are charged, and you have the charger and the right cable or adapter for the projector.

One hour before

- Test the slide show on the actual projector, from the first slide to the last.
- Check that videos play and sound works.
- Turn on Do not disturb (or Focus assist in Windows 10), and close chat and email programs, so no messages pop up on the screen.
- Check where you will stand, and that the back row can read your slides.
- Keep water and your note card ready.

The moment before

- Breathe slowly: in for four, out for six.
- Smile, look at the audience, and wait for quiet.
- Say your first sentence, the one you learnt by heart.

Final check

Done?

I can say my key message without looking

I know what I will say first and last

My slides can be read from the back

I have a backup copy of the file

I know how to answer the three likeliest questions

TIP

Keep a printed copy of your slides, six to a page, in your bag. If the projector fails completely, you can still give the talk from paper.

REMEMBER

The audience wants you to succeed. Nobody comes to a talk hoping the speaker will fail.

CHECK YOURSELF

Practice questions

1. What three questions should you answer about your audience before you plan a talk?
2. What is a key message, and how long should it be?
3. Describe the simple three-part shape of an outline.
4. Why should you plan a talk on paper before opening PowerPoint?
5. What is a placeholder, and why is it better to type into one than to draw your own text box?
6. Which view helps you type all your slide titles and points quickly, and which keys move a line up or down a level?
7. What is the 6x6 guideline, and how should you treat it?
8. Give three colour combinations to avoid on slides.
9. How can you test whether your font size is big enough?
10. Name the three sources of pictures under Insert, Pictures in Microsoft 365.

11. Why must you not use any picture you find on the internet?
12. Which chart type suits change over time, and which suits comparing a few things?
13. How do you change the numbers in a chart after you have inserted it?
14. What is SmartArt, and how can you turn existing bullet points into SmartArt?
15. What is the difference between a transition and an animation?
16. Give two good uses and two poor uses of animation.
17. What are speaker notes, and why should they be key words rather than a full script?
18. What does Presenter View show the speaker?
19. How do you practise with Presenter View on a single laptop screen?
20. After using Rehearse Timings, how do you stop the slides from moving on by themselves in a live talk?
21. Give three ways to manage nerves before a talk.
22. Describe the "touch, turn, talk" rule.
23. List the five steps of the method for answering a question.
24. What should you say when you do not know the answer to a question?
25. How do you make a slide show loop by itself at an exhibition?

ANSWER KEY

Answers

1. Who are they? What do they already know? What should they think, feel or do at the end?
2. The one idea you want people to remember, written as a single sentence of about fifteen words or fewer.
3. An opening that catches attention and states the topic, three main points that support the message, and a closing that repeats the message and says what to do next.
4. Without a plan, slides become a pile of facts with no story. Moving ideas on paper is also quicker than moving slides.

5. A dotted box on a layout, such as "Click to add title". Text in it appears in Outline View, keeps the design consistent and is read in the right order by screen readers.
6. Outline View, on the View tab. Tab turns a line into a point under the slide above; Shift+Tab turns a point back into a new slide.
7. It suggests no more than six bullet points with about six words each. It is a guide, not a law; often fewer words work better.
8. Any three of: yellow on white, light grey on white, red on green, and text over a busy photo.
9. Stand at the back of the room, or a few steps away from the laptop. If you cannot read the text easily, it is too small or there are too many words.
10. This Device, Stock Images and Online Pictures.
11. The person who made a picture usually owns its copyright, so you need permission or a licence that allows reuse. Being online does not make an image free.
12. A line chart for change over time; a column or bar chart for comparing a few things.
13. Select the chart and click Edit Data on the Chart Design tab.
14. SmartArt turns a list into a diagram such as a process, cycle or hierarchy. Select the bullet points and click Convert to SmartArt on the Home tab.
15. A transition is the effect between one slide and the next; an animation moves an object within a slide.
16. Good: revealing points one at a time, showing a process step by step, highlighting part of a chart. Poor: spinning or bouncing text, sound effects, long slow effects.
17. Private reminders written below each slide that the audience cannot see. A full script tempts you to read aloud, which makes the talk dull.
18. The current slide, the next slide, the speaker notes, a timer and clock, and tools such as a pen, laser pointer, zoom and black screen.
19. Press Alt+F5.
20. Untick Use Timings on the Slide Show tab.
21. Any three of: prepare well, learn the first thirty seconds by heart, arrive early to check the room, breathe slowly (in for four, out for six), and keep water nearby.
22. Glance at (touch) the slide, turn back to the audience, and only then talk, so you never speak to the screen.
23. Listen to the whole question, thank the person, repeat or rephrase the question, answer briefly, and check that it answered the question.
24. Say honestly that you are not sure, offer to find out and reply later, and then keep that promise. Never make up an answer.

25. Set an automatic time on each slide (Transitions tab, After), then in Slide Show, Set Up Slide Show, choose Browsed at a kiosk (full screen). It repeats until Esc is pressed.

WORD LIST

Glossary

Audience

the people who listen to your presentation.

Key message

the one idea you want the audience to remember, in a single sentence.

Outline

the plan of a talk: an opening, the main points and a closing.

Slide layout

the arrangement of boxes on a slide, such as Title and Content.

Placeholder

a dotted box on a slide layout that holds a title, text, a picture or a chart.

Theme

a ready-made set of colours, fonts and backgrounds for a presentation.

Slide Master

the hidden master slide that controls the fonts, colours and layout of every slide.

Outline View

a view that shows the slide titles and points as a list for quick typing.

Slide Sorter

a view that shows all the slides small, so you can rearrange them.

Contrast

the difference between text colour and background colour that makes text readable.

Copyright

the legal right of a creator to control how their work is copied and used.

Icon

a simple symbol drawing that stays sharp at any size.

Alt text

a short description of a picture that screen readers read aloud.

SmartArt

a PowerPoint tool that turns a list into a diagram.

Transition

the effect shown when one slide changes to the next.

Animation

an effect that brings in, highlights, moves or removes an object within a slide.

Morph

a transition that smoothly moves objects between two similar slides.

Speaker notes

private reminders written below a slide, seen only by the speaker.

Presenter View

a speaker's screen showing the current and next slide, notes and a timer.

Rehearse Timings

a tool that records how long you spend on each slide while practising.

Kiosk mode

a slide show setting in which slides advance by themselves and repeat until Esc is pressed.

Eye contact

looking directly at people in the audience while you speak.

Filler words

sounds and words like "umm" and "like" that fill silence without meaning.



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