# **Practical 2: Career-Oriented Presentation**

# Aim

To create a career presentation using slides, transitions, and animations.

Objectives

* To design a multi-slide professional presentation

To apply transitions and animations

Materials Required

* PowerPoint or Google Slides

Procedure

# Open a blank presentation

Launch PowerPoint/Google Slides and select the option to create a new blank presentation. This opens a fresh workspace where you will design your slides.

# Create a title slide

Insert a title slide layout and add the presentation title along with your name or subtitle. Ensure the title is clear, readable, and visually centered on the slide.

# Add minimum 7 slides

Use the “New Slide” option to insert at least seven additional slides with appropriate layouts.

Each slide should focus on a single topic or idea for clarity.

# Insert images, icons, and bullet points

Add relevant images and icons to visually support your content.

Use bullet points to present information in a structured and easy-to-read format.

# Apply a theme

Choose a professional theme from the design options available in the software. The theme will automatically set consistent fonts, colors, and backgrounds.

# Add transitions and animations

Apply slide transitions for smooth movement between slides.

Add animations to text or images to enhance the presentation without overusing effects.















