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**DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF NEGROS ORIENTAL
REGION VII**

Kagawasan Ave., Daro, Dumaguete City, Negros Oriental

EMPOWERMENT TECHNOLOGIES
Quarter 3 – Module 5
Advanced Presentation Skills

Empowerment Technologies
Alternative Delivery Mode
Quarter 3 – Module 5: Advanced Presentation Skills
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Introductory Message

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Notes to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you

What I Need to Know

This module was designed and written with you in mind. It is here to help you master the context of Empowerment Technologies. It contains varied activities that can help you as a Senior High School student to succeed in environments that require the use of computer and the Internet.

The module contains lessons in Advanced Presentation Skills which allows students to maximize the use of presentation as a visual aid tool.

Happy learning!

Content Standard:

> ➢ The learners demonstrate an understanding of: the use of advanced tools and techniques found in common productivity and software applications in developing ICT content for specific professional tracks

Performance Standard:

> ➢ The learners shall be able to: at the end of the 2-week period independently apply advanced productivity tools to create or develop ICT content for use in specific professional tracks These may be in the form of, but not limited to:
> 1. Calculating spread sheet of athletic statistics (Sports)
> 2. Layout of catalogue of creative works (Arts)
> 3. Materials/ ingredients projections for batches of baked goods (Tech- Voc)
> 4. Letterhead/ business card design (Business/ Academic)

MOST ESSENTIAL LEARNING COMPETENCIES:

- apply uses common productivity tools effectively by maximizing advanced application techniques
  (CS_ICT11/12-ICTPT-Ic-d- 4)

After going through this module, you are expected to:

K: determine the tool that will be used in the presentation
S: use hyperlinks and embed files and data to the slideshow
A: appreciate the use of presentation as an effective visual aid tool

What I Know

Direction: Write True if you agree or False if you do not agree with the statements below.

_____ 1. Make the texts in your presentation readable from afar.
_____ 2. Each slide should have different design background.
_____ 3. Type the whole paragraph in one slide.
_____ 4. Use bullets to simplify your message.
_____ 5. Use dark text to dark background.
_____ 6. A presentation is a form of visual aid.
_____ 7. To insert a hyperlink, go to Insert then click Link or Hyperlink.
_____ 8. Use different font styles to get the attention of the audience.
_____ 9. Keep slide counts to a minimum.
_____ 10. Summarize the information on the presentation so that the audience will focus on what the speaker is saying.

What's New

Presentation skills refer to the skills needed to be able to deliver effective and engaging presentations to the audiences. It cover a variety of areas such presentation structure, slide design, voice tone and body language. Designing a presentation is an enjoyable part in creating a report by being creative in adding transitions, animations, and arts. Variety of tools can be used to present data.

List of Presentation Tools

1. Microsoft Powerpoint

By using standard templates and themes, it is easy to create visually appealing presentation even if you do not have knowledge of basic graphic design principles. MS Powerpoint is easy to modify when compared to other visual aids such as charts, posters, or objects.

PowerPoint slides are generally easier to see by a large audience than other visual aids. It is also easy to present, no need for handouts. It can easily advance slides in the presentation one after another with a simple key stroke while still maintaining eye contact with the audience. They look good visually and can be easily read if you a projector and screen that is large enough to the entire room.

2. Prezi

It is a great presentation tool to level up the PowerPoint that you've been using for the past 10 years. It offers new kinds of visualizations and opportunities to link imagery to motion, which in turn creates a deeper understanding and retention duration.

3. Apple Keynote

It is a presentation tool that has the following features and capabilities:

- Quality presentation
- Touch optimized
- Graphing functions
- Mobile

- Useable offline
- Online and desktop application
- Quality themes
- Remote controlled (iOS)

4. Google Slides

Compatibility in Google Presentations: graphics, text formats, PDFs and even PowerPoint presentations can be imported and exported in it. Created presentations can be published online.

Cloud Based Presentation Creation: Google Presentation is supported by the cloud. This means that as long as a device is connected to the internet, Google presentation can be accessed. This means that even your colleagues can access and modify a presentation as it is being formulated. Cloud support also allows employees and students to make last minute adjustments while they are on their way to a meeting or other event. Another significant advantage is that you'll never have to worry about purchasing software again.

Structuring Your Presentation

What is a Structure?

Structure provides a logical flow so that it can provide the information that the audience needs to follow a presentation. It is necessary because a well-organized presentation creates an impression mastery thus, gaining audience's trust and attention. The following are guide on how to structure your presentation:

- **Purpose**

To determine your purpose, ask "What are the main points I want my audience to gain from listening to my presentation?"

- **Audience pre-assessment**

Identify the characteristics, knowledge and needs of your audience. Know who your audience are, what they want/need to know and what are their background. This step is done before the presentation or throughout.

- **Opening your Presentation/Bridge**

This is also called as the hook which is designed to grab the audience's attention and provide them with a reason to be engaged in the presentation.

- **Body of Presentation**

This is the major portion of the presentation that needs to be connected directly to your purpose or bridge. Ensure to cover all the necessary points to achieve your purpose and be sure to support your points clearly and concisely.

- **Closing your Presentation**

This is the final impression that you will leave with your audience-make sure it is impactful. Connect back to your purpose and let them know where you have been then leave your audience with a clear understanding of your points.
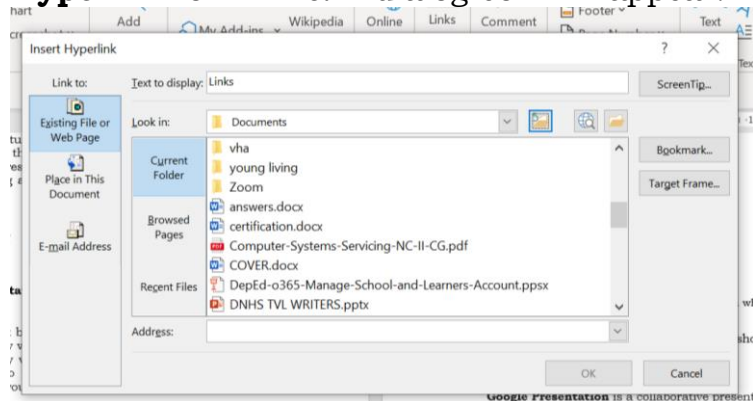.

Creating an Effective Presentation

1. Minimize – Minimize the number of slides and ensure that most information come from the speaker.
2. Clarity – Use a font style that is easy to read or are big enough to be read by the audience in a distance.
3. Simplicity – Summarize the information and apply the 6 x 7 rule. This means limiting the content to six lines and seven words per line. Use bullets or short sentences to have your audience focus on what the speaker is saying.
4. Visuals – Use suitable graphics and images to capture your audience attention.

5. Consistency – Make your slides uniform and avoid using different font styles and backgrounds.
6. Contrast – use light font on dark background and vice versa

How to Add Hyperlinks in Microsoft PowerPoint

It is an easy way to navigate slides during presentation when using hyperlinks. Here are the steps:

1. Select an object or highlight a text.
2. Click the **Insert** tab in the menu bar or use the shortcut key **Ctrl+K**. Click **Hyperlink** or **Links.** A dialog box will appear.
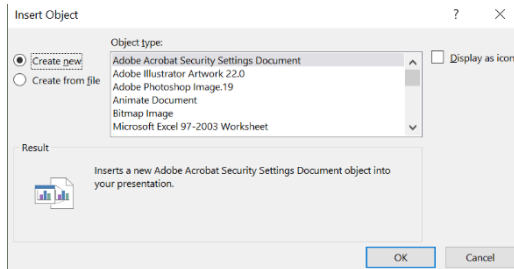

Link to Options:
   a. Existing File or Web Page – creates a hyperlink to a website or a local file saved in your hard drive. Browse your file in the dialog box or input the URL in the Address textbox.
   b. Place in this Document – creates a hyperlink that enables you to jump to a specific slide in your presentation
   c. Create a New Document – creates a hyperlink that once clicked, creates a new document on your specified location
   d. E-mail Address – creates a hyperlink that opens Microsoft Outlook that automatically adds your specified recipient on a new email
3. When done, click OK to apply your hyperlink.

Embedding Objects in Microsoft Powerpoint

Embedding an excel file in Microsoft Powerpoint is just very easy. When embedding an excel file, it would look like a table in a slide.

Embedding an Excel File to your Slide Presentation

1. Go to the **Insert** tab.
2. On the **Text** group, click on **Object**.
3. The **Insert** Object dialog box would appear:

Options:

a. Create New – creates a new file from scratch.

b. Create from File – browse an existing file saved on your hard drive. Checking the box beside the link option will allow the user to modify the Excel file inside your presentation.

4. Once done, click OK.

What's More

Answer the following briefly.

1. Which of the presentation tools do you want to use? Why?
2. What is the significance of using hyperlinks instead of just using your mouse to navigate your slide?
3. How can embedding objects improve your presentation?

What I Have Learned

I have learned that _____.

I have realized that _____.

I will apply _____.

What I Can Do

Perform the following and submit a soft or hardcopy to your teacher:
1. Create a presentation of at least 8 slides about ICT using any presentation tool.
2. Embed any excel file in the last slide.
3. Insert action buttons anywhere in your presentation. It can be found at **Insert**>**Shape.**
4. Add hyperlinks to your action buttons. It will serve as your navigator for you to go to the next slide, previous, or last slide.

Rubric:

	4	3	2	1
Content	Content is clear, accurate presented in a logical manner and shows thorough understanding of the topic	Most Content is clear, accurate presented in a logical manner and shows thorough understanding of the topic	Some Content is clear, accurate presented in a logical manner and shows thorough understanding of the topic	Content lacks purpose and does not show understanding of the topic.
Technology Connection	Comprehensive use of technology is apparent	General understanding of technology	Acceptable understanding of technology	No understanding of technology
Visual Impact	Presentation is appealing to the viewer	Presentation is somewhat appealing to the viewer	Presentation is quite appealing to the viewer	Little attempt was made to make the presentation appealing

Assessment

I. Match Column A with Column B. Read each item carefully and use your notebook or answer sheet to write your answers.

A	B
1. Identify the characteristics, knowledge and needs of your audience.	a. Existing file or webpage
2. Creates a hyperlink to a website or a local file.	b. Structured
3. Well-organized presentation.	c. Visuals
4. Creates a hyperlink that once clicked, creates a new document on your specified location.	d. Closing
5. Graphics and images in your presentation.	e. Contrast
6. Browse an existing file saved on your hard drive.	f. Audience pre-assessment
7. The final impression that you will leave to your audience.	g. Create from file
8. Light font in dark background and vice versa. E	h. Creates a new document
9. Presentation tool for Apple devices.	i. Powerpoint
10. Presentation tool made by Microsoft.	j. Clarity
11. Presentation tool made by Google.	k. Consistency
12. Fonts are big enough to be read by the audience in a distance.	l. Apple keynote
13. Making slides uniform.	m. Consistency
14. Avoid having different font styles and backgrounds.	n. Google slide
15. Limit the content to six lines and seven words per line	o. Simplicity

Additional Activities

Make another presentation using other presentation tool other than Powerpoint. Use the content of your previous presentation that you made. Send the link of your presentation to your teacher.

References

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