



ISDM (INDEPENDENT SKILL DEVELOPMENT MISSION)

UNDERSTANDING SLIDES & LAYOUTS IN POWERPOINT FOR PRESENTATION

CHAPTER 1: INTRODUCTION TO POWERPOINT SLIDES & LAYOUTS

PowerPoint is a **presentation software** that allows users to create **slideshows** using text, images, graphics, animations, and multimedia elements. **Slides and layouts** play a crucial role in structuring content effectively and making presentations visually appealing.

Why Use PowerPoint for Presentations?

- Organized content** – Helps present information clearly.
- Visually appealing** – Uses graphics and multimedia.
- Interactive** – Supports animations and transitions.
- Customizable layouts** – Allows flexibility in designing slides.

PowerPoint presentations are widely used in **education, business, and conferences** to deliver engaging information.

CHAPTER 2: UNDERSTANDING SLIDES IN POWERPOINT

2.1 What is a Slide?

A **slide** is a single page in a PowerPoint presentation that contains text, images, and other elements. A presentation is made up of **multiple slides** that are arranged in sequence.

2.2 Types of Slides in PowerPoint

- **Title Slide** – Introduces the topic (usually the first slide).
- **Content Slide** – Contains text, images, or videos.
- **Comparison Slide** – Used to compare two items side by side.
- **Graph/Chart Slide** – Displays data using visuals.
- **Summary Slide** – Concludes the presentation.

CHAPTER 3: UNDERSTANDING SLIDE LAYOUTS IN POWERPOINT

3.1 What is a Slide Layout?

A **slide layout** is a predefined format that determines **how content appears** on a slide. It includes placeholders for **titles, text, images, charts, and other elements**.

3.2 Types of Slide Layouts

PowerPoint offers **multiple slide layouts** under the **Home tab > Layout option**.

📌 Commonly Used Slide Layouts:

1. **Title Slide** – Contains a **title and a subtitle** (for the first slide).
2. **Title & Content** – Has a **title at the top** and a content area (text, images, charts, etc.).
3. **Two Content** – Used for comparing two topics side by side.

4. **Section Header** – Separates different sections in a presentation.
5. **Comparison Layout** – Similar to "Two Content" but with an extra text box for descriptions.
6. **Blank Slide** – No placeholders, allowing custom design.

How to Apply a Slide Layout?

1. Click on a **slide** in the left panel.
 2. Go to **Home > Layout**.
 3. Select a **predefined layout** based on your needs.
- ◆ **Tip:** Use different layouts to maintain consistency while organizing content efficiently.

CHAPTER 4: ADDING & FORMATTING SLIDES

4.1 How to Add a New Slide?

1. Open PowerPoint and click **Home > New Slide**.
2. Choose a layout or insert a **blank slide**.
3. Click inside the **text box** and start typing.

4.2 Formatting Slide Background

To change the **background** of a slide:

1. Right-click on the slide and select **Format Background**.
2. Choose from **Solid Fill, Gradient Fill, Picture, or Pattern Fill**.
3. Click **Apply to All** to change all slides' backgrounds.

CHAPTER 5: BEST PRACTICES FOR SLIDE LAYOUTS

Do's for Effective Slide Layouts

- ✓ **Keep it simple** – Avoid too much text.
- ✓ **Use high-quality images** to support key points.
- ✓ **Use bullet points** instead of long paragraphs.
- ✓ **Choose readable fonts** (Arial, Calibri, Times New Roman).
- ✓ **Use a consistent color scheme** across slides.

Don'ts for Slide Layouts

- ✗ Avoid cluttering slides with **too much text or images**.
 - ✗ Do not use **multiple fonts and colors** inconsistently.
 - ✗ Avoid **small text sizes** that are difficult to read.
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CHAPTER 6: CASE STUDY – CREATING A SCHOOL PROJECT PRESENTATION

Scenario

A student needs to create a PowerPoint presentation on “**Climate Change**” for a school project.

Solution

- Used a **Title Slide layout** for the project name.
- Added **Title & Content slides** for key topics.
- Used **Comparison Layout** to show global warming statistics.
- Inserted **graphs & images** to enhance visual appeal.

Outcome

- **Well-structured presentation** with engaging visuals.
- **Clear and easy-to-read slides** with minimal text.
- **Effective use of slide layouts** for a professional look.

CHAPTER 7: EXERCISE – CREATE A SIMPLE PRESENTATION IN POWERPOINT

1. Multiple Choice Questions:

1. What is the first slide in a PowerPoint presentation called?
 - (a) Content Slide
 - (b) Title Slide
 - (c) Blank Slide
 - (d) Summary Slide
2. Which layout is used for comparing two different topics?
 - (a) Title Slide
 - (b) Two Content
 - (c) Section Header
 - (d) Blank Slide
3. How do you change the layout of a slide?
 - (a) Insert > Picture
 - (b) Home > Layout

- (c) Design > Background
 - (d) File > New
-

2. Practical Task: Create a PowerPoint Presentation

1. Open PowerPoint and create a **new presentation**.
 2. Insert **5 slides** using different layouts:
 - **Title Slide** – Add a project title.
 - **Title & Content Slide** – Explain the topic briefly.
 - **Two Content Slide** – Compare two related ideas.
 - **Graph/Chart Slide** – Insert a simple chart.
 - **Summary Slide** – Conclude the presentation.
 3. Apply a **theme** from the **Design tab**.
 4. Format the **background** of each slide.
 5. Save the file as "**My_Presentation.pptx**".
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FINAL SUMMARY

- PowerPoint slides organize content for clear presentations.**
- Slide layouts determine the structure of content.**
- Using different slide layouts enhances engagement.**
- Proper formatting improves readability and professionalism.**

ADDING TEXT, IMAGES, AND VIDEOS IN POWERPOINT FOR PRESENTATION

CHAPTER 1: INTRODUCTION TO POWERPOINT PRESENTATIONS

Microsoft PowerPoint is a widely used presentation tool that allows users to create visually appealing slideshows using **text, images, and videos**. These elements help in delivering clear, engaging, and professional presentations.

Key Benefits of Using PowerPoint for Presentations

- **Enhances communication** with well-structured slides.
- **Engages the audience** using visuals and multimedia.
- **Simplifies complex topics** through text, images, and videos.
- **Supports interactive elements** like animations and transitions.

A well-balanced PowerPoint presentation should effectively combine **text, images, and videos** for better understanding and impact.

CHAPTER 2: ADDING AND FORMATTING TEXT IN POWERPOINT

Chapter 2.1: Inserting Text into Slides

To add text to a PowerPoint slide:

1. Open PowerPoint and select a **Blank Presentation** or a **Template**.

2. Click on **Click to add text** inside the slide's text box.
3. Type the required content.

To insert a new text box:

1. Go to **Insert > Text Box**.
2. Click anywhere on the slide and start typing.

Chapter 2.2: Formatting Text for Better Visibility

- **Font Style & Size:** Choose readable fonts (e.g., Arial, Calibri, Times New Roman).
- **Bold (Ctrl + B), Italic (Ctrl + I), Underline (Ctrl + U)** for emphasis.
- **Font Size:** Titles (24–32 pt), Content (18–24 pt).
- **Text Alignment:** Use Align Left, Center, or Right from the Home tab.
- **Text Color & Highlight:** Change text color using **Font Color** in the toolbar.

Chapter 2.3: Using Bullet Points for Clarity

Bullet points help in summarizing information effectively:

1. Select text.
2. Click **Home > Bullets or Numbering**.
3. Choose a bullet style (e.g., dots, arrows, checkmarks).

Example:

❖ Benefits of PowerPoint Presentations

- Easy to use

- Enhances audience engagement
 - Supports multimedia integration
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CHAPTER 3: ADDING IMAGES IN POWERPOINT

Chapter 3.1: Inserting Images into Slides

1. Click on **Insert > Pictures**.
2. Choose from:
 - **This Device** – Upload images from your computer.
 - **Online Pictures** – Search and insert images from the web.
3. Select the image and click **Insert**.

Chapter 3.2: Adjusting Image Size and Position

- Click and **drag the corner handles** to resize proportionally.
- Drag the image to reposition it on the slide.
- Use **Picture Format > Align** to center or position images precisely.

Chapter 3.3: Adding Borders, Effects, and Styles

- Select the image and click on **Picture Format**.
- Apply **Picture Styles** for rounded corners or shadows.
- Use **Picture Effects** (Glow, Reflection, Soft Edges) for enhancements.

Example:

📌 Adding an Image to a Business Presentation

- Insert a **company logo** on the title slide.
- Resize and position it at the **top right corner**.
- Apply a **border effect** to highlight the logo.

CHAPTER 4: ADDING VIDEOS IN POWERPOINT

Chapter 4.1: Inserting a Video into Slides

1. Click on **Insert > Video**.
2. Choose from:
 - **This Device** – Insert a video saved on your computer.
 - **Online Video** – Embed a video from YouTube or other websites.
3. Click **Insert**, and the video will appear on the slide.

Chapter 4.2: Resizing and Moving the Video

- Click and **drag the corner handles** to adjust video size.
- Drag the video to place it in the desired position.

Chapter 4.3: Formatting and Playback Options

- Click on the video and go to **Video Format** for:
 - **Border and Effects** – Add frames or shadows.
 - **Playback Settings** – Choose when the video starts playing.

To control video playback:

1. Click **Video Playback** under **Video Tools**.
2. Choose:
 - **Play Automatically** – The video plays when the slide opens.
 - **Play on Click** – Starts when you click the video.
 - **Loop Until Stopped** – Repeats the video until manually stopped.

Example:

Adding a YouTube Video to a Presentation

- Go to **Insert > Video > Online Video**.
- Paste the **YouTube video URL**.
- Resize and position the video.
- Set it to **Play on Click** during the presentation.

CHAPTER 5: ENHANCING PRESENTATIONS WITH SMART USE OF TEXT, IMAGES, AND VIDEOS

Chapter 5.1: Balancing Text, Images, and Videos

- **Avoid too much text** – Use bullet points instead of paragraphs.
- **Use high-quality images** relevant to the topic.
- **Keep videos short** (30–60 seconds) to maintain audience attention.

Chapter 5.2: Adding Transitions and Animations

1. Click on **Transitions** to apply slide change effects.
2. Use **Animations** to add movement to text and images.
3. Click **Preview** to see the applied effects.

Example:

📌 Applying an Animation to an Image

- Select an image.
- Click **Animations > Fade In**.
- Set **Duration** to control speed.



CHAPTER 6: CASE STUDY: CREATING A SCIENCE PRESENTATION

Chapter 6.1: Scenario

A student is preparing a **PowerPoint presentation on Solar Energy**.

Chapter 6.2: Solution

- **Added a title** with large, bold text.
- **Inserted images** of solar panels and positioned them neatly.
- **Embedded a short video** explaining how solar energy works.
- Used **bullet points** to summarize key advantages.
- Applied **Fade In animation** for smooth transitions.

Chapter 6.3: Outcome

- **Visually appealing** presentation.

- **Easy to understand** content.
 - **Engaging elements** using text, images, and videos.
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CHAPTER 7: EXERCISE

1. Multiple Choice Questions

- What is the shortcut to **bold text** in PowerPoint?
 - (a) Ctrl + U
 - (b) Ctrl + B
 - (c) Ctrl + I
 - (d) Ctrl + S
- How do you insert an image in PowerPoint?
 - (a) Click Insert > Pictures
 - (b) Click Home > Format
 - (c) Click View > Slide Master
 - (d) Click File > Save As
- What is the best way to play a video automatically in a slideshow?
 - (a) Set **Play on Click**
 - (b) Set **Play Automatically**
 - (c) Set **Loop Until Stopped**
 - (d) Click on the video manually

2. Practical Task

- Open PowerPoint and **create a new slide**.
- Insert a **title** and format it using **bold and color effects**.
- Add an **image** and adjust its size and position.
- Insert a **short video** and set it to **Play on Click**.
- Apply a **transition effect** to the slide.

3. Short Answer Questions

- How does adding videos improve a PowerPoint presentation?
- What is the purpose of bullet points in PowerPoint?
- How can you adjust the size of an image in PowerPoint?



USING TRANSITIONS & ANIMATIONS IN POWERPOINT FOR PRESENTATIONS

CHAPTER 1: INTRODUCTION TO TRANSITIONS & ANIMATIONS IN POWERPOINT

PowerPoint allows users to enhance their presentations using **transitions and animations** to make slides visually appealing and engaging. These features help in **smoothly switching between slides** and **adding motion effects to objects** within a slide.

Why Use Transitions & Animations?

- Enhances visual appeal** – Makes presentations dynamic.
- Engages the audience** – Grabs attention with motion effects.
- Emphasizes key points** – Highlights important text or images.
- Creates smooth slide flow** – Professional transitions between topics.

Difference Between Transitions & Animations:

- **Transitions:** Effects applied when moving from one slide to another.
- **Animations:** Effects applied to text, images, or objects within a slide.

CHAPTER 2: USING TRANSITIONS IN POWERPOINT

2.1 What are Transitions?

Transitions are visual effects that occur **when switching from one slide to the next** during a presentation.

2.2 How to Apply Slide Transitions?

1. Open **PowerPoint** and select the slide you want to apply a transition to.
2. Click on the **Transitions tab** in the Ribbon.
3. Choose a transition effect from the gallery.
4. Click **Preview** to see how it looks.
5. To apply the transition to all slides, click **Apply to All**.

2.3 Types of Transitions in PowerPoint

📌 Common Transition Effects:

1. **Fade** – Creates a smooth fade-in/out effect.
2. **Push & Wipe** – Moves the next slide in a specific direction.
3. **Split & Reveal** – Splits the screen to transition to the next slide.
4. **Morph** – Smoothly transitions elements from one slide to another.
5. **Zoom & Flip** – Creates a zooming or flipping motion.

CHAPTER 3: ADJUSTING TRANSITION TIMING & EFFECTS

3.1 Changing Transition Speed

1. Click on the **Transitions tab**.

2. In the **Timing group**, adjust the **Duration** (e.g., 1 second, 2 seconds).

3.2 Adding Sound to Transitions (Optional)

1. Select a slide and click on **Transitions > Sound**.
2. Choose a sound effect from the list.
3. Adjust the volume or remove sound if necessary.

3.3 Automating Slide Transitions

Instead of clicking manually to change slides:

1. Go to **Transitions > Advance Slide**.
2. Uncheck **On Mouse Click** and check **After**.
3. Set a time delay (e.g., 5 seconds).

CHAPTER 4: USING ANIMATIONS IN POWERPOINT

4.1 What are Animations?

Animations add movement to text, images, shapes, or other objects **within a slide** to make the presentation interactive.

4.2 How to Apply Animations?

1. Click on the **object** (text, image, or shape) you want to animate.
2. Go to the **Animations tab** in the Ribbon.
3. Select an animation effect from the gallery.
4. Click **Preview** to see how it looks.

CHAPTER 5: TYPES OF ANIMATIONS IN POWERPOINT

❖ PowerPoint offers four main types of animations:

1. Entrance Animations (Objects appear in a slide)

- Example: **Fade, Fly In, Bounce, Zoom**
- Use: **To introduce text or images dynamically.**

2. Emphasis Animations (Highlight text or objects)

- Example: **Spin, Pulse, Flash, Glow**
- Use: **To grab attention to key points.**

3. Exit Animations (Objects disappear from a slide)

- Example: **Fade Out, Fly Out, Shrink, Dissolve**
- Use: **To smoothly remove elements** when done.

4. Motion Path Animations (Moves objects along a set path)

- Example: **Line, Curve, Circle, Custom Path**
- Use: **To show movement** (e.g., a car moving on a road).

CHAPTER 6: CUSTOMIZING ANIMATION EFFECTS

6.1 Changing Animation Duration

1. Click on the **animated object**.
2. Go to **Animations > Duration** and set the time (e.g., 1.5 sec).

6.2 Using Animation Pane for Advanced Control

1. Click **Animations > Animation Pane** to view all animations.
2. Rearrange animations by dragging them up or down in the list.
3. Adjust the **Start** options:
 - o **On Click** – Starts when the user clicks.
 - o **With Previous** – Plays with another animation.
 - o **After Previous** – Plays automatically after the previous effect.

6.3 Adding Multiple Animations to One Object

1. Select the object.
2. Click **Animations > Add Animation**.
3. Choose **additional animation effects** (e.g., Fade + Spin).

CHAPTER 7: BEST PRACTICES FOR USING TRANSITIONS & ANIMATIONS

Do's for Effective Animations & Transitions

- ✓ **Keep transitions simple** – Use **Fade** or **Morph** for smooth effects.
- ✓ **Use animations sparingly** – Too many can be distracting.
- ✓ **Maintain consistency** – Use the same type of transitions throughout.
- ✓ **Test before presenting** – Check timing and smoothness.

Don'ts for Transitions & Animations

- ✖ Avoid **too many flashy effects** (e.g., Bounce, Flip) unless necessary.
 - ✖ **Don't use long duration** – Fast transitions (0.5 - 2 sec) keep the flow smooth.
 - ✖ **Avoid sound effects** unless required (can be distracting).
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CHAPTER 8: CASE STUDY – USING TRANSITIONS & ANIMATIONS IN A BUSINESS PRESENTATION

Scenario

A marketing team needs to present **a new product launch** using **PowerPoint slides**.

Solution

- Used **Morph transition** for smooth slide changes.
- Applied **Entrance animation** to reveal new product images.
- Used **Emphasis animation** to highlight key product features.
- Set **Auto-advance transitions** for smooth flow.

Outcome

- **Engaging presentation** with well-timed animations.
 - **Clear emphasis on key points** without distraction.
 - **Professional look and feel** using consistent transitions.
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CHAPTER 9: EXERCISE – APPLY TRANSITIONS & ANIMATIONS IN POWERPOINT

1. Multiple Choice Questions:

1. Which feature applies effects **between slides**?

- (a) Animation
- (b) Transition
- (c) Morph
- (d) Motion Path

2. What animation type is used to **highlight objects**?

- (a) Entrance
- (b) Emphasis
- (c) Exit
- (d) Transition

3. How can you set animations to play automatically?

- (a) Use "With Previous" in Animation Pane
- (b) Use "On Click" option
- (c) Apply Slide Master
- (d) Delete Animation

2. Practical Task: Create a Presentation with Transitions & Animations

1. Open PowerPoint and create **5 slides** on a topic of your choice.

2. Apply the following:

- **Fade transition** to all slides.
- **Entrance animation** to text on Slide 2.
- **Emphasis animation** to highlight key points on Slide 3.
- **Exit animation** for images on Slide 4.
- **Motion path animation** to move an object on Slide 5.

3. Save as "**My_Animated_Presentation.pptx**".

FINAL SUMMARY

- ✓ **Transitions create smooth slide movement.**
- ✓ **Animations bring text and objects to life.**
- ✓ **Use Animation Pane to manage effects.**
- ✓ **Keep it simple and professional.**

CREATING A SIMPLE PRESENTATION IN POWERPOINT

CHAPTER 1: INTRODUCTION TO POWERPOINT PRESENTATIONS

Microsoft PowerPoint is a widely used **presentation software** that allows users to create **slideshows** for academic, business, and personal use. A well-structured presentation **communicates ideas effectively** using text, images, and design elements.

Key Benefits of Using PowerPoint for Presentations

- ✓ **Easy to use** with a simple drag-and-drop interface.
 - ✓ **Visually appealing** with templates, themes, and animations.
 - ✓ **Organized content** using slides, bullet points, and images.
 - ✓ **Supports multimedia** (videos, audio, and graphics).
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CHAPTER 2: GETTING STARTED WITH POWERPOINT

Chapter 2.1: Opening PowerPoint and Creating a New Presentation

1. Open **Microsoft PowerPoint**.
2. Click on **Blank Presentation** (or choose a pre-made template).
3. A new **slide** with a title and subtitle box appears.

Chapter 2.2: Understanding the PowerPoint Interface

- **Ribbon Toolbar:** Contains commands for formatting slides.
- **Slides Pane:** Shows a list of all slides in your presentation.

- **Slide Area:** The workspace where you add content.
 - **Notes Pane:** Used to add presenter notes for reference.
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CHAPTER 3: ADDING AND FORMATTING SLIDES

Chapter 3.1: Inserting New Slides

1. Click on **Home > New Slide**.
2. Choose a layout (Title Slide, Content Slide, Picture Slide, etc.).
3. Click on the slide and start **typing your content**.

Shortcut: Press **Ctrl + M** to add a new slide quickly.

Chapter 3.2: Changing Slide Layout

1. Select the slide.
 2. Click **Home > Layout**.
 3. Choose from different slide layouts such as **Title Slide, Two Content, or Picture with Caption**.
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CHAPTER 4: ADDING TEXT, IMAGES, AND SHAPES

Chapter 4.1: Adding Text

1. Click inside the **text box** on the slide.
2. Type your text.
3. Format text using:
 - **Bold (Ctrl + B), Italic (Ctrl + I), Underline (Ctrl + U)**.

- Font size, color, and alignment under the **Home tab**.

Chapter 4.2: Adding Images

1. Click **Insert > Pictures**.
2. Choose **This Device** to upload an image.
3. Resize and move the image by dragging its edges.
4. Use **Picture Format > Borders & Effects** to enhance the image.

Chapter 4.3: Adding Shapes

1. Click **Insert > Shapes**.
2. Select a shape (Rectangle, Circle, Arrow, etc.).
3. Drag to draw the shape on the slide.
4. Use **Shape Format** to change color and style.

CHAPTER 5: USING SLIDE DESIGN AND THEMES

Chapter 5.1: Applying Themes

1. Click **Design > Themes**.
2. Select a pre-designed theme to change the appearance of your slides.
3. Customize colors and fonts using **Variants**.

Chapter 5.2: Changing Backgrounds

1. Click **Design > Format Background**.
2. Choose **Solid Fill, Gradient Fill, or Picture Fill**.

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3. Click **Apply to All** if you want the same background for all slides.
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CHAPTER 6: ADDING TRANSITIONS AND ANIMATIONS

Chapter 6.1: Adding Slide Transitions

1. Click **Transitions > Choose Effect** (Fade, Wipe, Push, etc.).
2. Adjust the **Duration** and **Apply to All Slides** if needed.

Chapter 6.2: Adding Animations to Text and Images

1. Click on the **object (text or image)**.
 2. Go to **Animations > Choose an Effect** (Appear, Fly In, Zoom, etc.).
 3. Click **Animation Pane** to adjust the order of animations.
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CHAPTER 7: SAVING AND RUNNING THE PRESENTATION

Chapter 7.1: Saving the Presentation

1. Click **File > Save As**.
2. Choose a location and file format:
 - o **.pptx** (Editable PowerPoint file).
 - o **.pdf** (For sharing as a document).
3. Click **Save**.

Chapter 7.2: Running the Slideshow

1. Click **Slide Show > From Beginning (F5)**.

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2. Use the **Arrow keys** or **Spacebar** to navigate slides.
 3. Press **Esc** to exit the slideshow.
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CHAPTER 8: CASE STUDY: CREATING A SCHOOL PRESENTATION

Chapter 8.1: Scenario

A student is preparing a PowerPoint presentation on **Climate Change**.

Chapter 8.2: Solution

- **Title Slide:** "Impact of Climate Change" with an image.
- **Content Slides:** Key points in bullet form.
- **Images & Charts:** Visual data representation.
- **Animations & Transitions:** Used for engaging effects.

Chapter 8.3: Outcome

- **Visually appealing slides** with clear content.
 - **Engaging presentation** with images and animations.
 - **Easy-to-follow format** for better audience understanding.
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CHAPTER 9: EXERCISE

1. Multiple Choice Questions

- What is the shortcut to add a new slide?
 - (a) Ctrl + M

- (b) Ctrl + N
 - (c) Shift + S
 - (d) Alt + P
- Which tab contains the **Themes** option?
 - (a) Insert
 - (b) Design
 - (c) View
 - (d) Animations
 - How can you start a PowerPoint **slideshow from the beginning?**
 - (a) Press Ctrl + S
 - (b) Press F5
 - (c) Click **File > Print**
 - (d) Click **Insert > Video**

2. Practical Task

- Open PowerPoint and **create a simple 5-slide presentation** on any topic.
- Add a **title slide** and use a **theme**.
- Insert an **image** and apply **formatting**.
- Add a **transition** to each slide.
- Save the file as **.pptx and .pdf**.

3. Short Answer Questions

- What are the **three key components** of a PowerPoint slide?
 - How can you **insert an image** into a slide?
 - Explain the difference between **Animations and Transitions**.
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PRESENTING WITH CONFIDENCE

CHAPTER 1: INTRODUCTION TO CONFIDENT PRESENTATIONS

Presenting with confidence is a crucial skill in **education, business, and public speaking**. A well-prepared and confident speaker can **engage the audience, deliver messages effectively, and create a lasting impact.**

Why is Confidence Important in Presentations?

- Helps maintain **audience attention**.
- Builds **credibility and trust**.
- Reduces **nervousness and anxiety**.
- Enhances **clarity and impact**.

Confidence in presentations is **not just about speaking well** but also about **preparation, body language, and audience engagement**.

CHAPTER 2: PREPARING FOR A CONFIDENT PRESENTATION

2.1 Know Your Topic

1. **Research thoroughly** – Understand your subject well.
 2. **Organize key points** – Create a structured outline.
 3. **Prepare examples** – Relate content to real-life situations.
- ◆ **Tip: Practice explaining the topic to a friend to boost confidence.**
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2.2 Plan Your Presentation

1. **Create a logical flow** – Introduction → Main Points → Conclusion.
2. **Use visual aids** – PowerPoint slides, charts, or props.
3. **Time management** – Keep your presentation **concise and engaging**.

Example Presentation Structure:

- **Introduction (1-2 minutes)** – Greet the audience, introduce the topic.
- **Main Content (5-10 minutes)** – Explain key points with examples.
- **Conclusion (1-2 minutes)** – Summarize and end with a strong closing statement.

2.3 Practice Effectively

1. **Rehearse multiple times** – Practice alone and in front of others.
 2. **Record yourself** – Watch and analyze your tone, speed, and gestures.
 3. **Simulate real conditions** – Stand while practicing and use slides if needed.
- ◆ **Tip: Use a mirror or record a video of yourself to improve delivery.**

CHAPTER 3: OVERCOMING NERVOUSNESS

3.1 Manage Stage Fear

1. **Take deep breaths** – Helps in relaxation before speaking.
2. **Visualize success** – Imagine yourself delivering confidently.
3. **Start with a smile** – Creates a positive connection with the audience.

3.2 Control Your Body Language

1. **Maintain eye contact** – Look at different audience members.
 2. **Use hand gestures naturally** – Avoid overuse.
 3. **Stand upright and move confidently** – Avoid fidgeting or crossing arms.
- ◆ **Tip: Keep hands open and relaxed to appear approachable.**

CHAPTER 4: ENGAGING YOUR AUDIENCE

4.1 Connect with Your Audience

1. **Start with a strong opening** – Use a question, fact, or story.
2. **Make eye contact** – Builds a personal connection.
3. **Address audience needs** – Keep content relevant.

📌 Example Openings:

- ✓ **Question:** "How many of you use social media daily?"
- ✓ **Fact:** "Did you know 80% of communication is non-verbal?"
- ✓ **Story:** "Let me share a short story about my first public speech..."

4.2 Use Visual Aids Effectively

1. Keep slides simple and uncluttered.
2. Use images, charts, and bullet points to highlight key messages.
3. Do not read directly from slides – Speak naturally.
 - ◆ Tip: Follow the 10-20-30 rule – Max 10 slides, 20 minutes, font size 30+.

4.3 Handle Audience Questions Confidently

1. Listen carefully – Acknowledge the question before answering.
 2. Stay calm and composed – It's okay to pause before answering.
 3. Admit if you don't know – Say, "That's a great question! I'll get back to you."
- ◆ Tip: Repeat the question before answering to ensure clarity.

CHAPTER 5: MASTERING YOUR VOICE AND DELIVERY

5.1 Speak Clearly and Confidently

1. Control your pace – Avoid speaking too fast.
2. Use pauses effectively – Gives time for key points to sink in.
3. Vary tone and pitch – Adds energy and avoids monotony.

❖ **Example of Using Pauses:**

- ✗ Bad: "Confidence is important because it helps you..." (Too fast)
- ✓ Good: "Confidence... is important... because it helps you... engage the audience."

5.2 Avoid Common Speaking Mistakes

- ✗ Speaking too fast or too slow.
- ✗ Using too many filler words ("Um," "Uh," "Like").
- ✗ Reading from notes or slides instead of engaging.
- ◆ **Tip: Practice speaking slower than usual – it sounds more natural to the audience.**
-

CHAPTER 6: CASE STUDY – A SUCCESSFUL PUBLIC SPEAKER

Scenario

Emma, a university student, was nervous about presenting her final-year project. She feared forgetting her content and speaking in front of a large audience.

Solution

- She **practiced daily** using a mirror.
- She **used deep breathing techniques** before presenting.
- She **engaged the audience with a story** at the beginning.
- She **controlled her voice and used pauses effectively**.

Outcome

- ✓ Emma delivered a confident and impactful presentation.
 - ✓ She received **positive feedback** from professors and peers.
 - ✓ She improved her public speaking skills for future events.
- ◆ **Lesson: Confidence comes with practice and preparation!**

CHAPTER 7: EXERCISE – IMPROVE YOUR PRESENTATION SKILLS

1. Multiple Choice Questions

1. What is the best way to start a presentation?
 - (a) Apologize for being nervous
 - (b) Tell a joke that is unrelated to the topic
 - (c) Begin with a question, fact, or story
 - (d) Start reading the slides
2. How can you control stage fear?
 - (a) Avoid looking at the audience
 - (b) Take deep breaths and stay relaxed
 - (c) Speak as fast as possible to finish quickly
 - (d) Read directly from notes
3. What is the **10-20-30 rule** in presentations?
 - (a) 10 slides, 20 words per slide, 30 seconds per slide
 - (b) 10 slides, 20 minutes, font size 30+

- (c) 10 seconds per slide, 20 images, 30 words per slide
 - (d) None of the above
-

2. Practical Task: Practice a Short Presentation

1. Choose **a simple topic** (e.g., "The Importance of Time Management").
2. Prepare **a 5-slide PowerPoint** (Title, Key Points, Visuals, Summary).
3. **Practice presenting** in front of a mirror or record yourself.
4. Focus on:
 - **Speaking clearly and slowly.**
 - **Using hand gestures naturally.**
 - **Maintaining eye contact.**

FINAL SUMMARY

- Confidence in presentations comes from preparation and practice.
- Engaging the audience keeps them interested.
- Using the right tone, pace, and body language enhances delivery.
- Handling Q&A sessions calmly builds credibility.

ASSIGNMENT:

 DESIGN A 3-SLIDE PRESENTATION
ABOUT “MY FAVOURITE HOBBY” WITH
ANIMATIONS.

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STEP-BY-STEP GUIDE TO CREATING A 3-SLIDE POWERPOINT PRESENTATION ON "MY FAVOU-RITE HOBBY"

Step 1: Open PowerPoint and Create a New Presentation

1. Open Microsoft PowerPoint.
 2. Click on **Blank Presentation** to start a new project.
 3. Save the file as "**My Favorite Hobbys.pptx**" (File > Save As).
-

Step 2: Create and Design the Title Slide

This slide will introduce your hobby.

1. **Insert the Title Slide:**
 - o Click **Home** > **New Slide** and choose **Title Slide Layout**.
2. **Add a Title and Subtitle:**
 - o Click in the **Title Box** and type: "**My Favorite Hobby: [Your Hobby Name]**".
 - o Click in the **Subtitle Box** and type: "**Presented by [Your Name]**".
3. **Insert an Image (Optional):**
 - o Click **Insert** > **Pictures** > **This Device** to upload an image related to your hobby.
4. **Apply a Theme:**

- Click **Design > Themes** and choose a suitable theme.

5. Add an Animation to the Title:

- Click on the title text.
- Go to **Animations > Fade In** (or any preferred animation).
- Set **Duration to 1.5 seconds**.

Step 3: Create the Main Content Slide

This slide will describe your hobby.

1. Insert a New Slide:

- Click **Home > New Slide** and select **Title and Content Layout**.

2. Add a Heading:

- In the **Title Box**, type: "**Why I Love [Your Hobby]**".

3. Add Bullet Points:

- Click in the **Content Box** and add at least **three reasons** why you love this hobby.

- Example:

- Helps me relax and stay creative.
- Improves my skills and knowledge.
- I enjoy sharing it with my friends and family.

4. Insert an Image (Optional):

- Click **Insert > Pictures > This Device** to upload an image related to your hobby.

5. Add Animation to Text:

- Select the **bullet points**.
- Click **Animations > Appear or Fly In**.
- Set the animation to **Start: After Previous** to make it smooth.

Step 4: Create the Conclusion Slide

This slide will summarize your presentation.

1. Insert a New Slide:

- Click **Home > New Slide** and select **Title Only Layout**.

2. Add a Title:

- In the **Title Box**, type: "**Thank You!**"

3. Insert a Closing Message:

- Click **Insert > Text Box** and type:
 - "I hope you enjoyed learning about my hobby!"

4. Insert a Video (Optional):

- Click **Insert > Video > This Device** to upload a short video related to your hobby.
- Click **Playback > Play Automatically** for smooth presentation flow.

5. Add an Exit Animation:

- Click on the **Thank You** text.
 - Go to **Animations > Fade Out**.
 - Set **Duration to 2 seconds** for a smooth transition.
-

Step 5: Apply Transitions and Review the Presentation

1. Apply Slide Transitions:

- Click on each slide.
- Go to **Transitions > Morph or Fade** for smooth transitions.
- Set **Duration to 1.5 seconds**.

2. Preview the Animation Sequence:

- Click **Slide Show > Play from Beginning (F5)**.
- Check if animations and transitions are working correctly.

3. Final Review:

- Correct any typos or misplaced elements.
- Ensure all images and text are properly aligned.

Step 6: Save and Present

1. Click **File > Save** to keep all changes.
2. Save an extra copy as **PDF** (**File > Save As > PDF**) for sharing.
3. Click **Slide Show > From Beginning (F5)** to start presenting.

FINAL CHECKLIST

- ✓ **Slide 1:** Title with animation and theme applied.
- ✓ **Slide 2:** Bullet points explaining why you love your hobby, with an image and animations.
- ✓ **Slide 3:** Conclusion slide with a thank you message and optional video.
- ✓ **Transitions and animations applied smoothly.**
- ✓ **Saved as .pptx and PDF for backup.**

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