Lecture 3: REVOLUTIONIZING EDUCATION: CRAFTING ENGAGING POWERPOINT PRESENTATIONS

Microsoft PowerPoint:

Microsoft PowerPoint is a program from the Microsoft Office suite.

It is used for presentations in the form of slideshows.

These presentations are supposed to represent topics in a simplified and concise form.

To open Microsoft PowerPoint you either double click on the PowerPoint icon in the desktop or you search for it in the windows start menu.

1. What is a slide show in a PowerPoint presentation?

When all the slides of a PowerPoint presentation are set in series and then presented to a group of people, where each slide appears one after the other, is a set pattern, this is known as a PowerPoint slide show.

2. What all elements can be added to a slide?

Under the "Insert" category, multiple options are available where one can choose what feature they want to insert in their presentation. The following elements can be added to a Powerpoint slide the "Insert" category:

1. Clip Art
2. Graphs
3. Tables
4. Photographs
5. Charts
6. Media Clips
7. Videos

3. Animations:

Animations are an important tool in Microsoft PowerPoint. Animations help you better bring your point across and avoid complicating your presentation. They also help you avoid clutter.

Animations can be used on any element (item)within a slide like:

- Text.

- Images.

- Bullet Points.

- Shapes.

To insert an animation on an item we first select the item then go to the animations tab and select an animation from the available ones.

Or we can click on Add Animation and choose one from the available ones.

We can use more than one animation on an item.

We can also add an exit animation to an item by clicking on Add Animation then choosing one of the available exit animations.

4. Transitions:

Transitions as their name suggests stand for the transition animations between slides.

Animations are used on items within a slide but transitions are used on the slide itself.

To use a transition we go to the transitions tab and select one of the available styles.