



**Grade 07**  
**Unit 06**

## Learning Outcomes

- Create presentation using Presentation software

# What is Presentation ?

- A method used to communicate information and ideas to an individual or group of individuals.
- It can be oral (speech), written, or visual.
- Example: Teacher explaining a lesson using the blackboard.

## What is an Electronic Presentation?

- A presentation created and shown using computer software.
- Composed of slides (like pages in a book).
- Can include text, pictures, charts, animations, audio, and video.

# Examples for Presentation Software



Microsoft  
Powerpoint



Apple Keynote



OpenOffice  
Impress



Corel Presentations

# Differences between Presentation & Electronic Presentation

Presentation	Electronic Presentation
Oral, written, or on blackboard.	Uses slides with multimedia.
Limited visuals.	More attractive and interactive.
Harder to edit or reuse.	Easy to edit, save, and share.



# Advantages of Electronic Presentation

- Makes lessons more interesting and fun.
- Helps explain facts easily.
- Engages students with pictures, videos, and sounds.
- Easy to update and reuse.
- Saves time and effort.

# Blank Slides vs. Pre-Designed Templates

- You can start with a **blank slide** to design from scratch.
- Alternatively, use **pre-designed templates** that come with attractive designs and layouts.

## Opening, Saving, and Closing Presentations

- Use the **Open** button to view an existing presentation.
- Use the **Save** button to store your work.
- Use the **Close** button to exit the software when you're done.

# Types of Slides

- When creating a presentation, you can insert different types of slides depending on your needs:
  - ☐ **Topic Slide** – To introduce the main topic.
  - ☐ **Topic and Content Slide** – To include both a title and supporting details.
  - ☐ **Sub-Heading Slide** – To break down a topic into smaller parts.
  - ☐ **Comparison Slide** – To show two ideas side by side.
  - ☐ **Image Slide** – To highlight pictures or graphics.
  - ☐ **Empty Slide** – To design freely.



# Formatting Text in Slides

- Adding and formatting text is an essential part of creating a good presentation. Here are some tools to enhance your text:
  - ❑ **Font Color** – Change the color of your text to make it more readable.
  - ❑ **Font Size** – Adjust the size to suit your slide.
  - ❑ **Bold** – Make important text stand out.
  - ❑ **Italic** – Add style to certain words.
  - ❑ **Underline** – Highlight specific points.



# Adding Media to Slides

## ➤ **Images and Shapes**

Add pictures or use shapes like circles, rectangles, and arrows to enhance your slides.

## ➤ **Videos and Soundtracks**

Include short videos or background sounds to make your presentation interactive.

## ➤ **Tables**

Use tables to organize data neatly, like in charts or comparisons.



## ➤ Transition Effects

- ❑ To make your presentation dynamic, use **slide transition effects**.
- ❑ These are animations that occur when moving from one slide to another. Examples include:
  - ❖ Fade
  - ❖ Slide-in
  - ❖ Zoom



## ➤ Managing Slides

- ❑ Presentation software allows you to:
  - ❖ **Delete** unnecessary slides.
  - ❖ **Copy** slides to reuse the same content.
  - ❖ **Move** slides to change the order.
  - ❖ **Hide** slides to skip them during a presentation.



## ➤ **Tips for Creating Great Presentations**

### ☐ **Keep it Simple**

Avoid cluttering slides with too much text or images.

### ☐ **Use Contrasting Colors**

Ensure text is easily readable against the background.

### ☐ **Engage with Media**

Add relevant images, videos, or sounds to keep your audience interested.

### ☐ **Practice**

Go through your slides to ensure a smooth delivery.

### ☐ **Be Creative**

Experiment with designs, transitions, and layouts to make your presentation unique.



# Questions

01.What is presentation software?

02.Name two examples of presentation software.

03.What is the difference between a blank slide and a template?

04. What are the types of Sides?