**Computer Skills and Applications II**

**Presentation** any software program for creating graphic presentations with visual aids, handouts,

**Software:** slides, etc.; software for creating text with graphics, audio, and/or video; also called presentation graphics

**Multimedia:** the combined use of several media, as sound and full-motion video in computer applications.

1. **When should presentation software be used to communicate information?**

* Content is not important or doesn’t have a clear purpose
* Content is so far from its original form when translated into a presentation that its meaning is lost
* Content is presented in its original form as an emotional speech, a historical declaration, or memoir and should be preserved

1. **What content is appropriate for delivery through presentation software?**

**To Educate**

* To educate about earthquakes
* To educate how to use software applications

**To Persuade**

* To advertise and describe the features of a product
* To sell cars with luxury features

**To Narrate**

* To display the names of the students who have honor roll
* To portray the devastation of Hurricane Katrina

**Procedure for Developing a Presentation**

1. Determine the Purpose
2. Identify the Target Audience
3. Storyboard the Content
4. Select a Design
5. Edit the Master Slide
6. Enter the Content
7. Add and Format Graphics, Audio, and Video
8. Add Animations and Transitions
9. Practice
10. Revise as Needed

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| **1. Determine the Purpose** |  | **To Educate/ To Persuade/ To Narrate** | |
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| **2. Identify the Target Audience** |  | **Age, Education, Interests, Group Membership** | |
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| **3. Storyboard the Content** |  | **Used to organize the slides in the proper sequence on paper** | |
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| **4. Select a Design** |  | **Should be appropriate for the purpose of the presentation; use a template if desired** | |
|  |  |  | |
| **5. Edit the Master Slide** |  | **Footer**  **Color scheme (optional)**  **Font size (min. 24 pt)** | **Bullets (optional)**  **Logos/graphics (optional)**  **Line spacing (optional)** |
|  |  |  | |
| **6. Enter the Content** |  | **Rule of 7s: 7 lines of text per slide, 7 words per line**  **Language and grammar appropriate for target audience**  **Correct any spelling errors** | |
|  |  |  | |
| **7. Add and Format Graphics, Audio, and Video (optional)** |  | **Timing of audio/video start or stop**  **Consistency of graphic formats** | |
|  |  |  | |
| **8. Add Animation and Transitions** |  | **To add emphasis and appeal** | |
|  |  |  | |
| **9. Practice** |  | **Timing and speech patterns (tone, pace, transitions)** | |
|  |  |  | |
| **10. Revise as Needed** |  | **Repeat Steps 4-9 as needed to fine-tune the presentation** | |