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Tamil nadu, India

Programme: B.P.Ed., Physical Education & Yoga

Course Title :Computer Application in Physical Education

Course Code: 21BPE32

UNIT – 4

Microsoft power point presentation

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INTRODUCTION TO MS POWERPOINT

- A presentation graphics program for creating computer screen slide show, transparencies, printed handouts, or for posting a presentation to the web.



FEATURES OF POWERPOINT

- Quick, easy and high impact visuals.
- Fact filled presentation with plenty of graphs and charts.
- Can embed existing text and graphics from other Microsoft Office applications.
- Can apply animations and sound effects.
- Presentations can be linked for online users.
- A number of templates
- Projector wizard automatically sets and restores the correct screen resolution for projector system.



ELEMENTS OF POWERPOINT

- Views
- Color Schemes
- Templates
- Wizard



COLOR SCHEMES

- Help to change the colors that we can use in our presentation.
- Can change the background, line, title text, boxes color in slides.



TEMPLATES

- Predefined designs and layouts with custom formatting.
- Includes the color schemes, slide styles and designs.
- You can create your own templates.
- Four categories:
 1. Blank Templates
 2. Design Templates
 3. Content Templates or presentations
 4. Web pages

WIZARDS

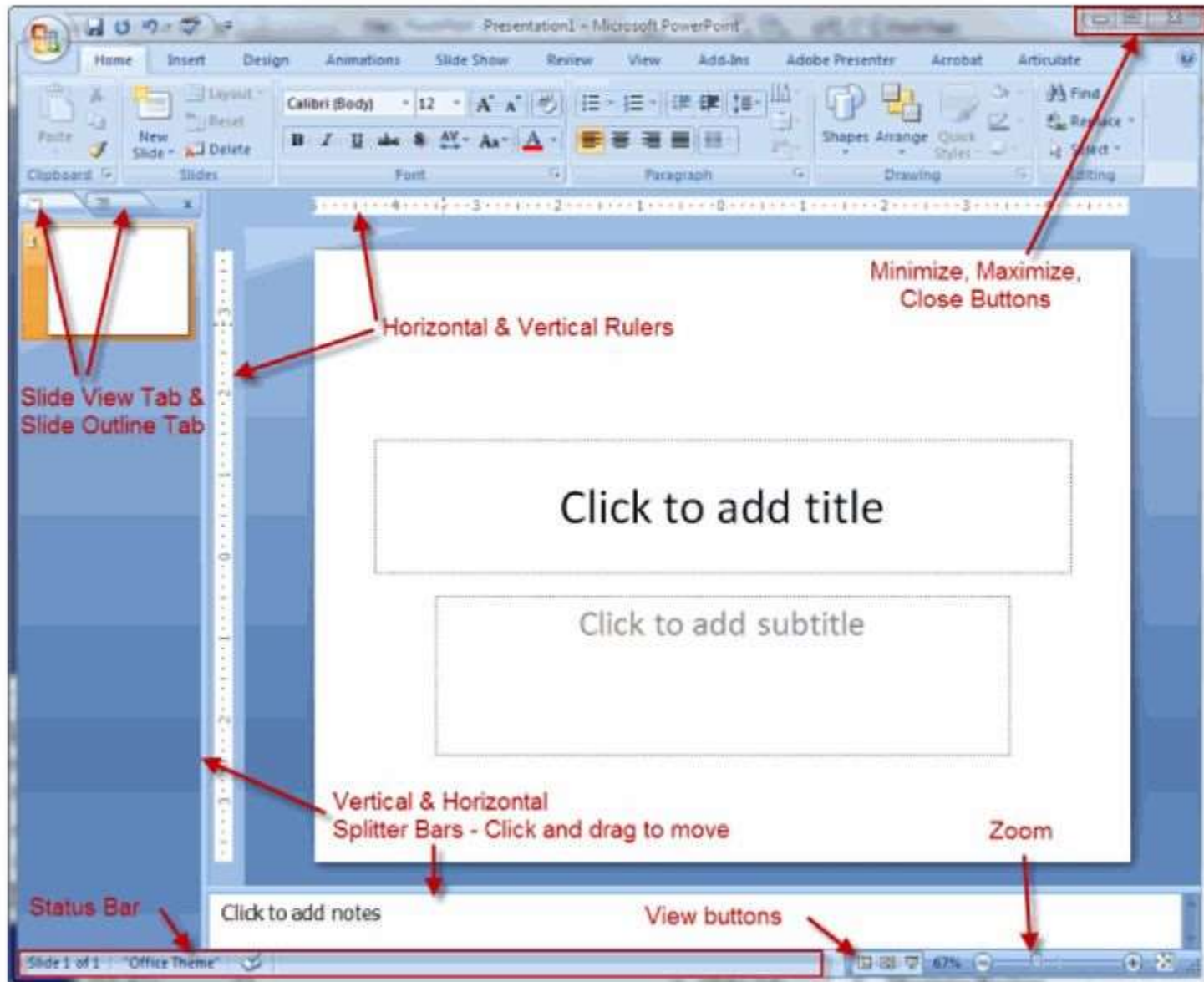
- Autocontent wizard automatically generates a presentation with generic content based on information that the user entered in the wizard.
- It is an interactive way of making the presentations.

VIEWS

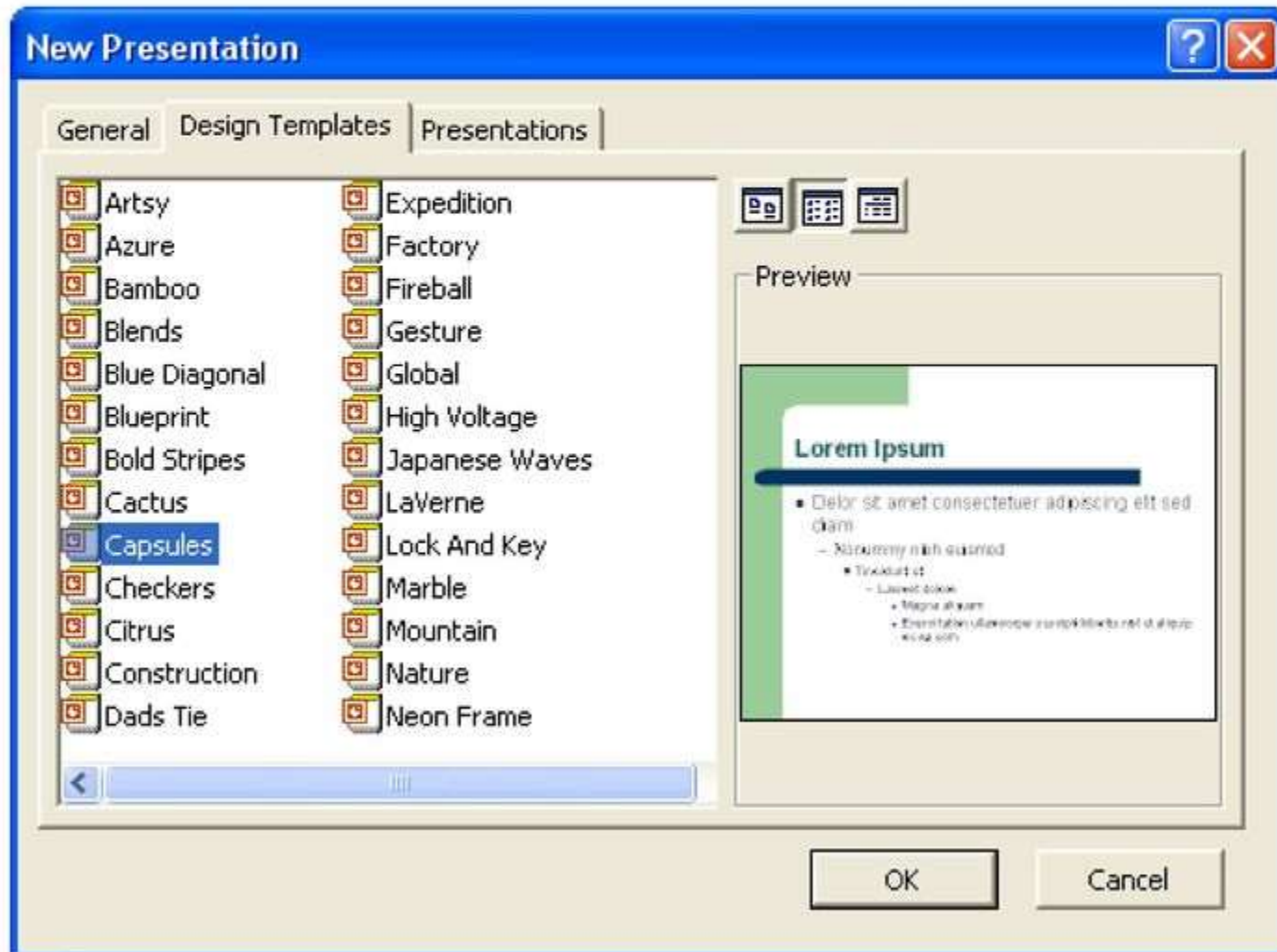
- Five different views in MS PowerPoint
 1. Normal View
 2. Outline View
 3. Slide View
 4. Slide Sorter View
 5. Slide Show



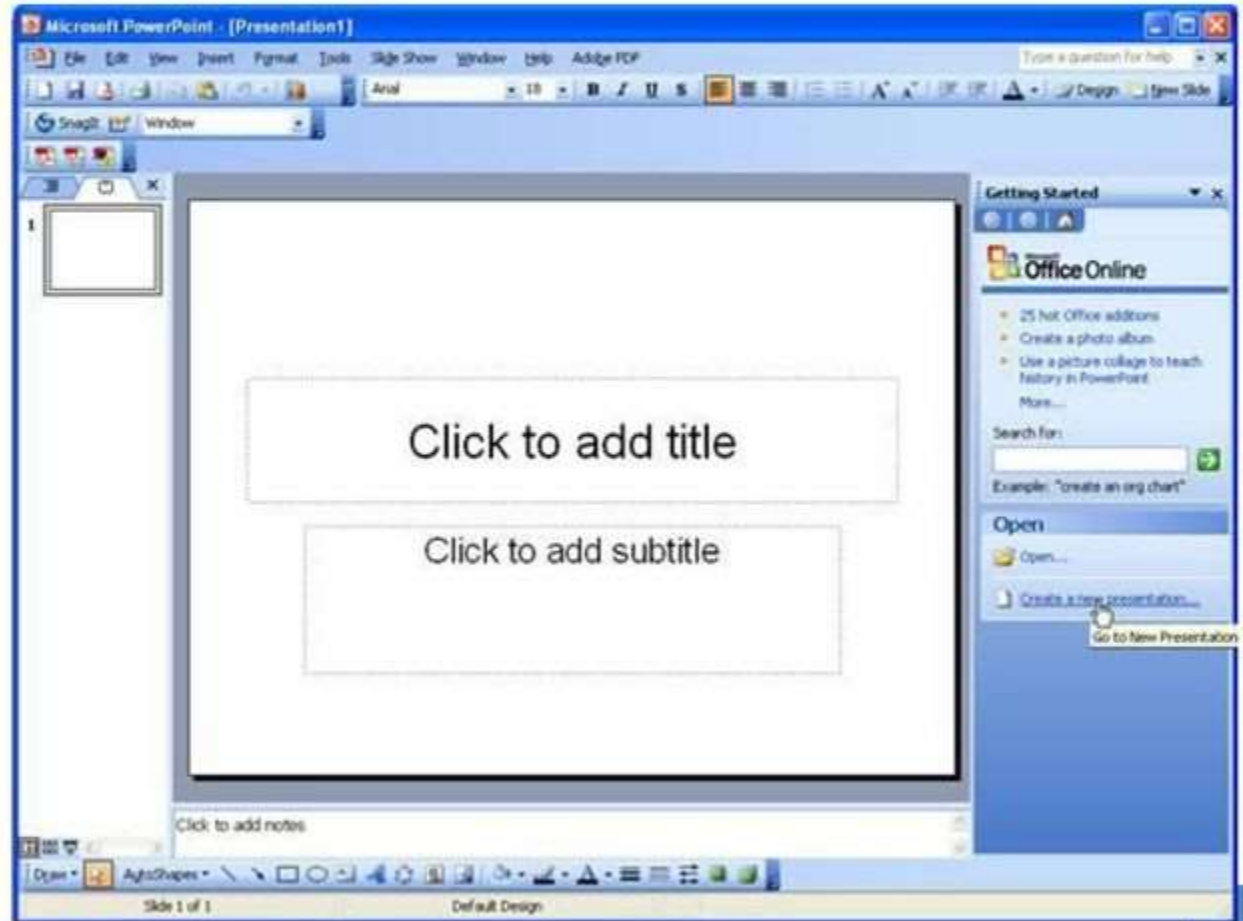
COMPONENTS OF POWERPOINT SCREEN



CREATING PRESENTATION USING DESIGN TEMPLATE



CREATING BLANK PRESENTATION




VIEWS

- Five different views in MS PowerPoint
 1. Normal View
 2. Outline View
 3. Slide View
 4. Slide Sorter View
 5. Slide Show



NORMAL VIEW

- The view has two panes:
 1. Outline Pane/Slides Pane
 2. Notes Pane
 - Outline pane displays only the text of multiple slides in the outline form. The numbered slide icon is displayed to the left of the each slide's title.
 - Slides Pane is used to edit and create slides.
 - Notes pane contains notes for slides within a presentation to remind you about the topic and other comments you want to add on, in a slide.
- 

NORMAL VIEW

The screenshot shows the Microsoft PowerPoint interface in Normal View. The title bar reads "Microsoft PowerPoint - [learner_interface.ppt]". The menu bar includes File, Edit, View, Insert, Format, Tools, Slide Show, FlashPaper, Window, Breeze, Help, Articulate, and Adobe PDF. The toolbar shows various icons, including a "New Slide" button. The status bar at the bottom indicates "Slide 2 of 47" and "1_Default Design".

The main slide area displays the following content:

Introduction

The learner interface is comprised of a navigation scheme, buttons with links and a means of presenting content.

The less time and brain power the learner spends trying to figure out the interface, the more time and brain power he/she will have to focus on the learning.


A learner interface is made up of the elements of the computer screen that users interact with. It includes a variety of elements including the visual appearance, icons, navigational elements, and requests for information. A learner interface should not interfere or distract

On the left side, the "Outline" pane shows a list of slides:

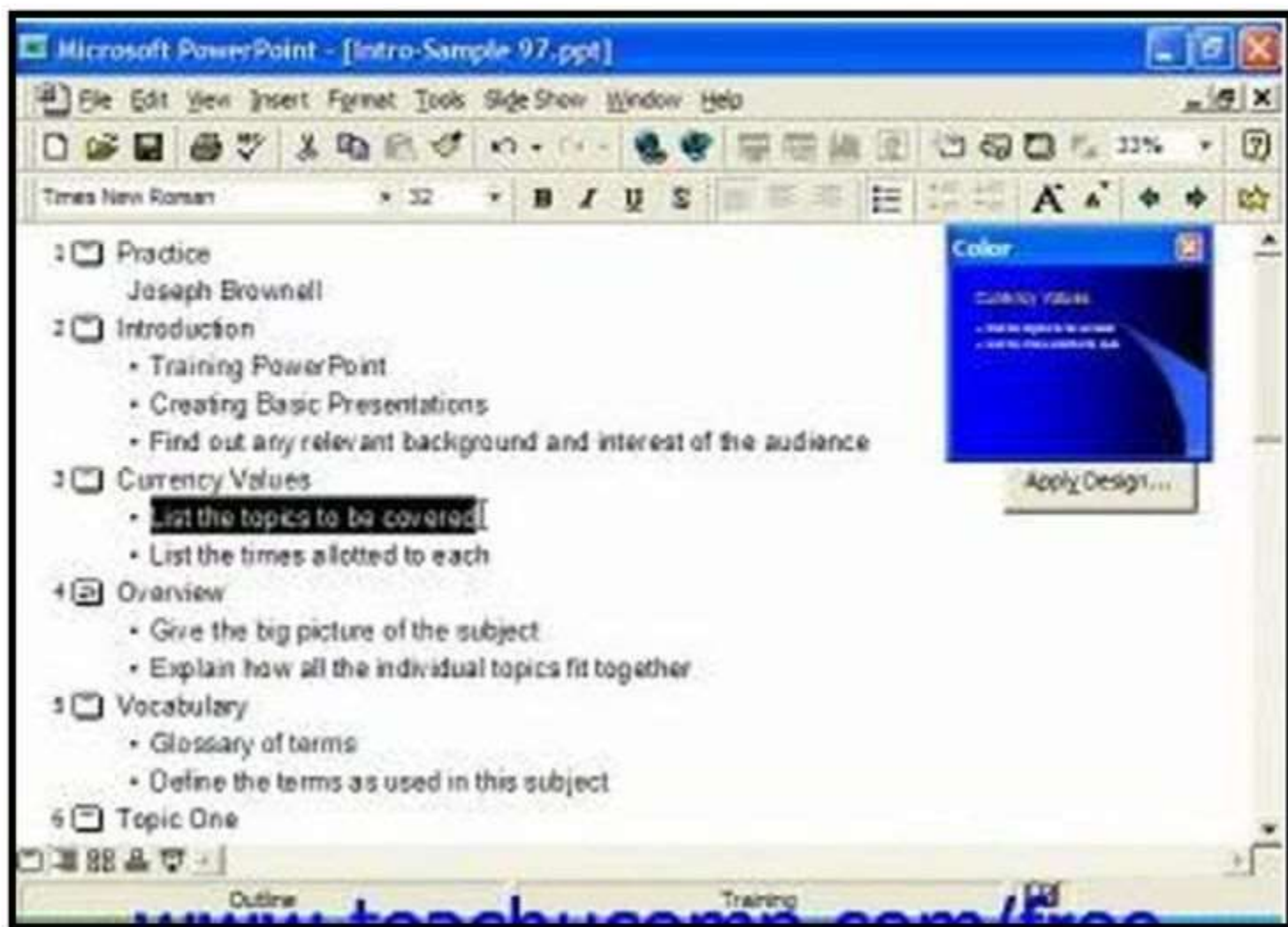
- 1 Designing and Building a Learner Interface in PowerPoint
Guidance and Research
www.guideandresearch.com
- 2 Introduction
Introduction
The learner interface is comprised of a navigation scheme, buttons with links and a means of presenting content.
The less time and brain power the learner spends trying to figure out the interface, the more time and brain power he/she will have to focus on the learning.
- 3 Cardinal Action User Interfaces
User interface is well designed

A callout box with a red arrow points to the "Normal View" button in the bottom-left corner of the slide area. The callout box contains the text: "The Normal View Button".

OUTLINE VIEW

- Used to display an outline format of the slides.
 - It is the best place to work out the flow and organization of your presentation.
 - A numbered slide icon is displayed to the left of each slide's title.
 - The view displays the Outlining toolbar. It contains buttons
 - to promote and demote text within the outline,
 - to move slides within the outline
 - To collapse and expand the outline
 - To display only slide headings etc.
- 

OUTLINE VIEW



The screenshot shows the Microsoft PowerPoint application window in Outline View. The title bar reads "Microsoft PowerPoint - [Intro-Sample 97.ppt]". The menu bar includes File, Edit, View, Insert, Format, Tools, Slide Show, Window, and Help. The toolbar contains various icons for file operations and editing. The status bar at the bottom shows "Outline" and "Training".


The main content area displays a hierarchical outline of the presentation:

- 1 Practice
 - Joseph Brownell
- 2 Introduction
 - Training PowerPoint
 - Creating Basic Presentations
 - Find out any relevant background and interest of the audience
- 3 Currency Values
 - List the topics to be covered
 - List the times allotted to each
- 4 Overview
 - Give the big picture of the subject
 - Explain how all the individual topics fit together
- 5 Vocabulary
 - Glossary of terms
 - Define the terms as used in this subject
- 6 Topic One

A "Color" task pane is visible on the right side of the window, showing a blue design template with the text "CURRENCY VALUES" and "List the topics to be covered". Below the task pane is an "Apply Design..." button.

At the bottom of the window, the text "www.teachmean.com/free" is visible.

SLIDE VIEW

- Designed to provide maximum workplace to design individual slides.
 - It is the default view of MS PowerPoint.
 - The view contains slides pane and outline pane.
 - Slide view displays slides in the current PowerPoint window.
- 

SLIDE VIEW

parents-session-2012-13 - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View

Normal Slide Sorter Notes Page Slide Show Slide Master Handout Notes Master Master

Color Grayscale Pure Black and White New Window Move Split Switch Windows Macros

Slides Outline


What's new in 2013

- **Application methods**
 - Printed Guide now a reference book
Definitive information online.
 - Courses listed with direct applications – not through VTAC
 - Most courses listed you apply through VTAC
 - VTAC user account – is where all applicants get their information and their account details after registration.

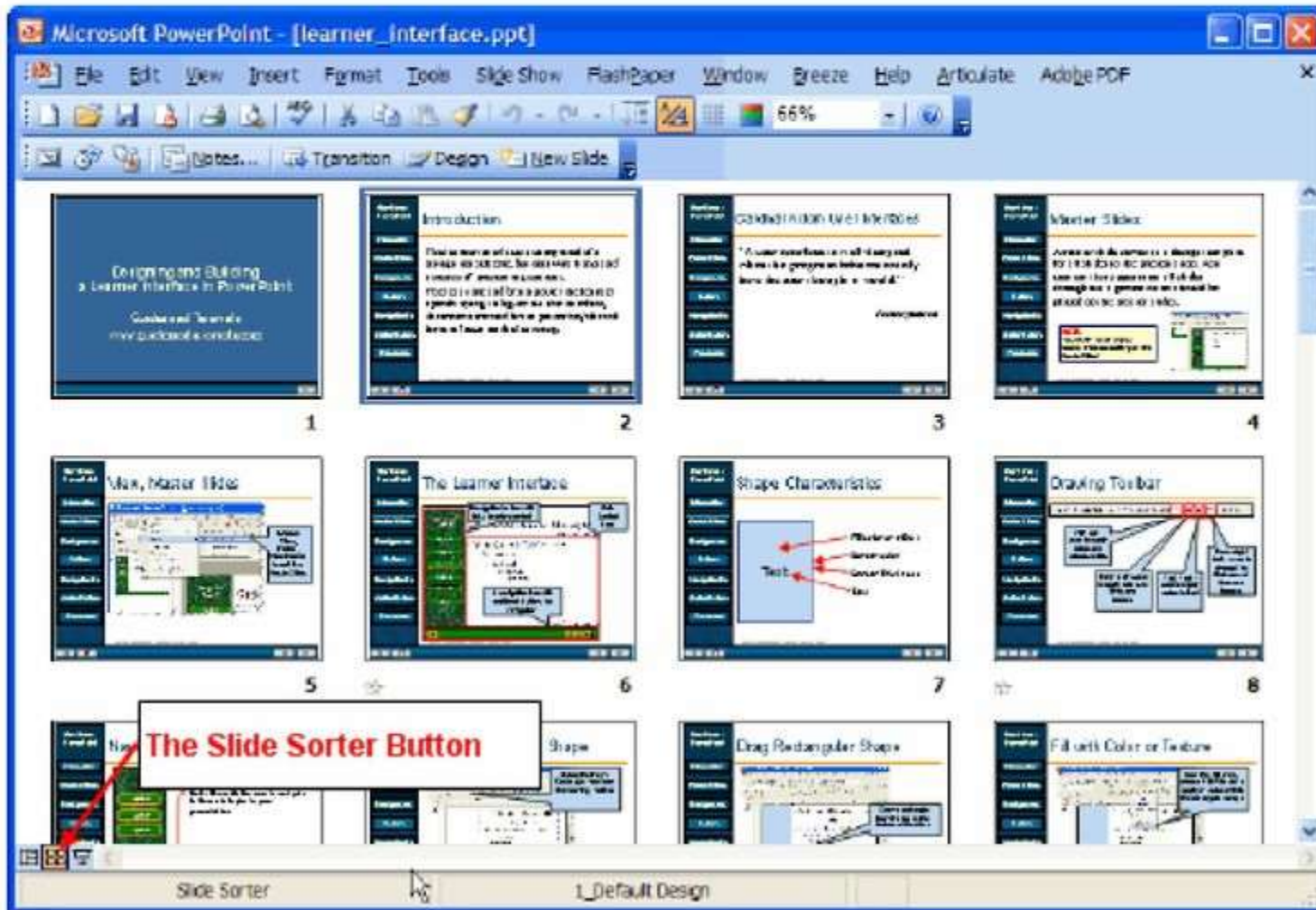
Direct applications

Slide 6 of 32 "Urban"

SLIDE SORTER VIEW

- You can see all the slides in your presentation on the screen at the same time.
 - Slide number appears near the bottom right corner of each slide.
 - The view makes it easy to add, delete and move slides, add timings and select transitions for moving from slide to slide.
- 

SLIDE SORTER VIEW



SLIDE SHOW VIEW

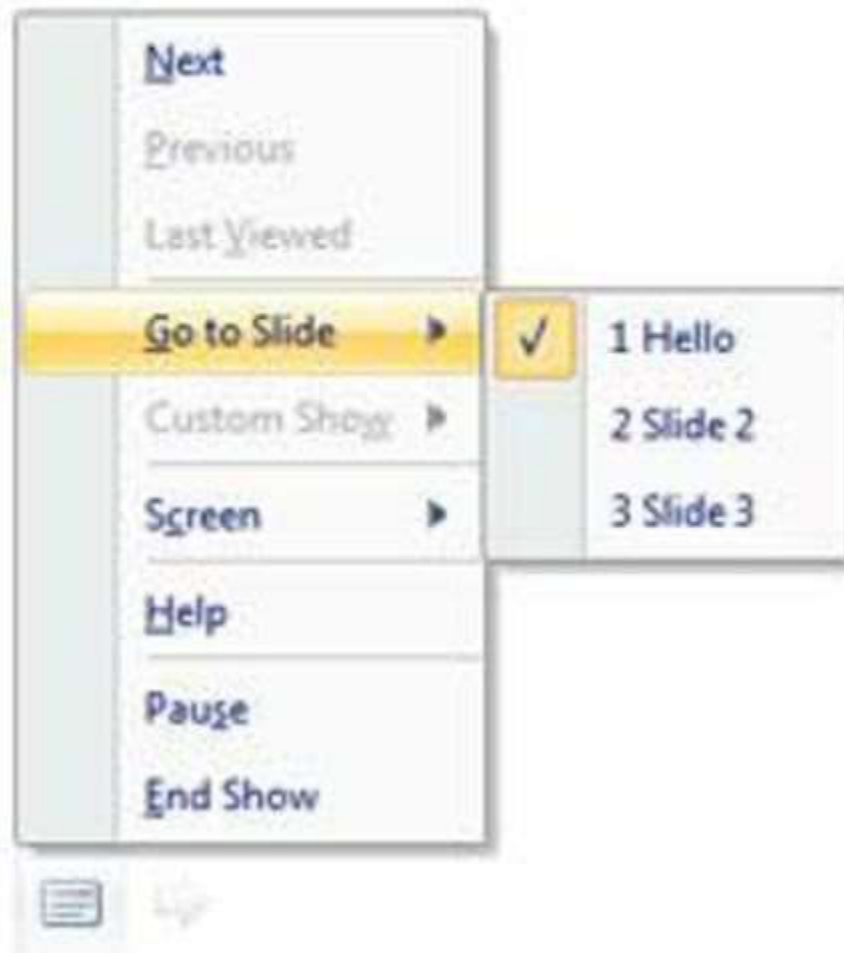
- Used to display the presentations in form of slide show on the screen.
- It shows the colors, text sizes, animation, final sizes and transition between the slides.
- The view displays the full sized view of the slides that totally cover the screen.

SLIDE SHOW VIEW

Watch the Complete Slide Show

- Select the first slide in the show
- The **Play** button will play the show in the current window
- The **Slide Show** button will play the show in full screen
- Slides advance by clicking the mouse

SLIDE SHOW POPUP MENU



SLIDE TRANSITIONS

- In the Task Pane, click on the down arrow and select Slide Transition.
- Experiment with the transitions by clicking through the selections to see the available choices.
- Choose a speed for the transition: Fast, Medium, or Slow.
- You can also add a sound to your slide transition. Click on the down arrow at Sounds and scroll through those choices.
- Select **On mouse click** under Advance slide to have the transition occur when you click your mouse to change slides in Slideshow View.
- If you wish to have the slide change automatically, you may click on the checkbox next to **Automatically after** and then choose the number of minutes/seconds you wish to transpire before it the transition occurs.
- If you wish to apply the transition to all the slides at once, click on the **Apply to All Slides**.

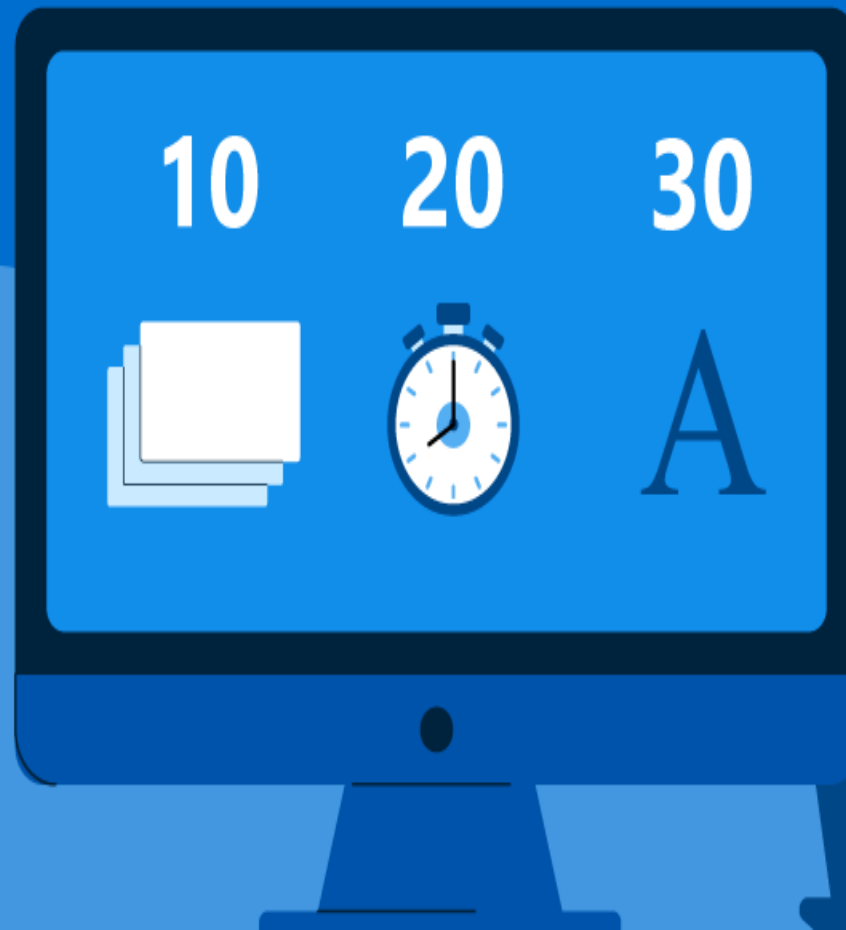
SLIDE ANIMATIONS

- In the Task Pane, click on the down arrow and select **Slide Design-Animation Schemes**.
- Select one of the schemes (e.g., Fade in all) and if the checkbox is on next to **AutoPreview** you can see the effect take place immediately or you may click on the **Play** button or even on the **Slide Show** button.
- After you have selected an animation, click on **Apply to All Slides** and the animation is automatically placed on every slide.
- To turn the animations off, click on **No Animation** and then click on **Apply to All Slides**.

WHAT IS THE

10/20/30 RULE

OF POWERPOINT PRESENTATIONS



- Your presentation should consist of **no more than 10 slides.**
- Your presentation should last **no longer than 20 minutes.**
- The text on **each slide should be no lower than 30 points in size.**

the only
10 SLIDES
you need
in a pitch

TITLE



**problem
opportunity**



**business
model**



**management
team**



**value
proposition**



**go-to-
market
plan**



**financial
projections/
key metrics**



**underlying
magic**

**competitive
analysis**



**current status,
accomplishments,
timeline and
use of funds**



- **Title** – Includes the business name, the presenter’s name, contacts, etc.
- Problem/Opportunity – Highlights pain points or unmet needs of customers you aim to solve.
- **Value Proposition** – Articulates the value or benefits of your product or service.
- **Underlying Magic** – Explains the key technology that goes into your product or service offers.
- **Business Model** – Describes how you plan to generate revenue.
- **Go-to-Market Plan** – Outlines your strategy for bringing your product or service to market, e.g., marketing and **sales plan**.
- **Competitive Analysis** – Explains how your business is positioned to compete and capture market share.
- **Management Team** – Highlights your management team’s skills, experience, and expertise that will drive the success of your business.
- **Financial Projections and Key Metrics** – Highlights your business’s financial viability and potential profitability.
- **Current Status, Accomplishments to Date, Timeline, and Use of Funds** – Provides an overview of your current business status, any accomplishments or milestones achieved to date, the timeline for future milestones, and how you plan to use the funds you seek.



You only have 20 minutes to present your 10 slides – the time needed before your audience’s attention starts declining. He believes it is long enough to convey a meaningful message but short enough to maintain the audience’s attention span.

This is exactly why most TED Talks or The Big Bang Theory episodes would only last for approximately 18 minutes.

The 30-Point Font Rule

Final rule pertains to the font size that presenters can use. ***This rule suggests that presenters should use a font size of at least 30 points for all text in their slides, including titles, headings, and body text.***

The Benefits of Using the 10/20/30 Rule

- **Concise and Focused Presentation**

With a limited number of slides and a strict time limit, the 10/20/30 encourages you to choose the most relevant content and eliminate unnecessary information carefully.

- **Improved Audience Engagement**

This rule encourages presenters to focus on delivering a clear message rather than overwhelming the audience with flashy visuals. With fewer slides and a shorter duration, you are likelier to hold your audience's attention throughout the presentation.

- **Increased Chance of Success**

Whether pitching to investors or selling a product, a concise and focused presentation can significantly increase your chances of success. The 10/20/30 rule helps you effectively communicate your value proposition and address potential concerns.

- **Time Management**

The more senior the person you present to, the lesser time you got to make your case and convey your message. Following the 10/20/30 encourages you to be mindful of the time and deliver your presentation within the allocated timeframe.



1/6/6

RULE

FOR PRESENTATIONS



The 1-6-6 Rule Explained

The 1-6-6 Rule offers a straightforward prescription for organizing your slide layout:

- One main idea per slide
- Six bullet points per slide
- Six words per bullet point

Benefits of the 1-6-6 Rule

Applying the 1-6-6 rule can revolutionize your presentation design approach, offering several key benefits:

- **Clarity:** Concentrating on one main idea per slide helps to maintain a clear and coherent narrative throughout your presentation. The rule of having one main idea per slide helps to keep your message clear and focused.
- **Engagement:** By avoiding text-heavy slides, you keep the audience's attention and stimulate interest and curiosity. By keeping six bullet points per slide you prevent information overload and maintain the audience attention.
- **Memorability:** Simplicity aids retention with six words per bullet point. With fewer points and words, your audience is more likely to remember the key takeaways.



5/5/5

RULE

FOR PRESENTATIONS



The 5/5/5 Rule is a simple yet powerful guideline for creating presentation slides that are easy to understand and visually engaging. The rule breaks down into three components:

- 5 words
- 5 lines
- 5 slides

5 words: Limiting 5 words per line

When creating slide templates, it's essential to prioritize readability. By limiting the number of words on a single line to five, you ensure that your text is easy to read and comprehend, even from a distance. This constraint forces you to be concise and choose your words carefully, ultimately leading to clearer and more effective communication.

5 lines: Limiting lines of text per slide

Too much text on a single slide can overwhelm your audience, making it difficult for them to process and retain the information being presented. By limiting the number of text lines to five, you reduce the cognitive load on your audience, allowing them to focus on the most important aspects of your message.

5 slides: Limiting consecutive slides with text

To keep your audience engaged, it's important to break up long stretches of text-heavy slides. By limiting the number of consecutive slides with text to five, you encourage the use of visuals, multimedia, and other forms of content that can help maintain interest and enhance understanding.

Benefits of the 5/5/5 Rule for Presenters

1. Enhanced audience focus

By reducing the amount of text on your slides and incorporating more visuals, you can help your audience focus on the essential aspects of your message. This focused attention can lead to increased understanding and retention of your presentation's key points.

2. Improved information retention

When you simplify your slides and present information in a clear, concise manner, your audience is more likely to remember what you've shared. The 5/5/5 Rule helps you distill complex ideas into easily digestible slides, increasing the likelihood that your audience will retain the information long after your presentation has ended.

3. More effective communication

The 5/5/5 Rule encourages presenters to be mindful of their audience's needs and attention spans. By following this guideline, you can communicate your message more effectively, making it easier for your audience to understand and engage with your content.

4. Reduced cognitive load

Limiting the amount of text on your slides and interspersing visuals helps reduce the cognitive load on your audience. When they are not overwhelmed by information, they can better process and remember the key points of your presentation.

The best font for a PowerPoint presentation depends on the tone and purpose of your presentation, but here are some of the top options

- **Tahoma:** A popular sans-serif font that works well on multiple devices.
- **Verdana:** A sans-serif font created specifically for the screen and included with most versions of Windows and Office.
- **Georgia:** A versatile serif font designed for digital readability with rounded features and ample spacing.
- **Times New Roman:** A serif font that can convey reliability in formal settings.
- **Helvetica and Arial:** Sans-serif fonts that offer a modern, clean look suitable for casual or creative presentations.
- **Roboto and Lato:** Contemporary fonts that are versatile enough to use in various presentation styles.
- **Fonseca:** A contemporary sans-serif font with clean lines, rounded shapes, and generous spacing.
- **Palatino:** A serif font that adds a timeless quality to your slides.
- **Monster:** A sans serif font that is sharp and stylish for grabbing attention

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