Presentation Packages

Lesson objectives

- **explain the meaning of presentation packages**
- **mention the uses of presentation package**
- **use the presentation package to solve problems**

Presentation Packages

Presentation packages are a category of application programs uses to create sequences of word and pictures that tell a story or help support a speech or public presentation of information.

The presentation is a collection of individual slides that contain information of a topic. It is used in business meetings and for training and educational purposes.

A presentation package can be defined as a computer software package that is used to display information in the form of a slide show to a wider audience.

Examples of presentation packages

- Microsoft PowerPoint
- Corel Presentation
- SoftMaker Presentation
- KPresenter
- SundayPlus
- Easy Worship
- ProPresenter

- Lotus Freelance
- Adobe Persuasion
- Astound
- Harvard Graphics

Micosoft PowerPoint environment

1. Title bar
2. Menu tab
3. Command group
4. Command buttons
5. Launcher
6. Ruler bar
7. Slide
8. Placeholder
9. Notes
10. Outline tab
11. Slide tab
12. View settings

Adding new slides to create a new slide

1. Choose the home tab menu
2. Click on new slide button in the slide group
3. Click on the layout you want
4. To add text, click inside the placeholder and type
   To add an additional slide to your presentation
5. Right click on the slide layout, click on the layout you want
6. Choose the home tab and click new slide
7. And then choose the slide layout you want

<u>Inserting slide contents:</u> when you start PowerPoint, it displays default slide. In the slide pane, several contents can be added to the slide

- <u>To add picture objects</u>
1. Click on picture button. The insert dialog box will display
2. Click on the location of the picture on the computer from the lookin options
3. Click on the desired image and then click on insert command button. The picture is inserted into the slide as desired.
- <u>To add clip art object</u>
1. Click on the clip art button
2. In the search for text box, type a general description of the graphics you want to insert
3. Click on any image from the list displayed graphics to insert into the slide
- <u>Animating contents</u> you can animate the object on your PowerPoint slides. Such as text, image, video and audio with examples such as entrance, emphasis. Exit, zoom, fade in, fade out, motion path etc. To choose an effect
1. Select the object to animate
2. Choose the animate tab
3. Click on custom animation button, the custom animation pane appears
4. Click the add effect button, a menu appears
5. Choose add effect button a menu appears
6. Choose the effect you want, a sub menu appears
7. Click on the effect you want. PowerPoint applies the effect.

- <u>Animating contents by slide transition</u>

Transitions determines how your presentation moves from one slide to the next. Example a slide move up into the screen and replace the previous slide. To apply transition to selected slides:

1. On the slides tab, hold down the control key and then click the slides, which you want to apply transitions.
2. Choose the animation tab.
3. Click the move button, a menu transition appears.
4. Click on the transition you want to apply. PowerPoint applies the transition.
   To apply a transition to all slides
   1. Choose the animation tab
   2. Click the move button on the transition to the slide group
   3. Click on the transition you want
   4. Click the apply to all button.
- <u>Saving the presentation.</u> To save a power point presentation
   1. Click on the office button
   2. Select save from the displayed options
   3. Select the drive or directory to store the documents by clicking on the arrow on the save in combo box.
   4. Click on the file name, type the desired documents name
   5. Click on the save button.
- <u>Running slide show</u> after the creation of the slides, you can run the slide show by doing any of the following
   1. Press F5 or
   2. Choose the slide show tab, click the from beginning button in the start slide show group.
   3. Click the slide show icon on the bottom right corner of your screen.

- <u>Printing presentation</u> PowerPoint provides you with many printing options. You can print a large view of your slides or you can print slide in handouts.
  1. Click the office button. A menu appears
  2. Choose print
  3. Click on the print preview
  4. Click the down arrow next to print want in the page setup group
  5. Select what you would like to print. A preview will be displayed on your screen
  6. Click the print button. The print dialog box appears
  7. Click the down arrow next to the colour/grayscale filed to select whether you want your slides to print in colour or grayscale or black and white
  8. Click ok.

Uses of a Presentation Package

1. <u>Church services</u> : PowerPoint, Easy Worship or Propresenter presentations software are frequently used to set a spiritual tune during church service, and assist the congregation with hymn lyrics, Bible scriptures and photographic images to illustrate a sermon.
2. <u>Classroom presentation:</u> presentation package can be used for educational purposes to teach, deliver a lesson, lecture or seminar. Teachers use these software to create and organize effective presentations for small groups, entire classes and web based viewing. Students use presentation package to demonstrate their research project, assignments and findings.
3. Presentation packages used in creation of Ebooks, to create customized and branded presentation.

4. <u>Seminars/webinars/ Workshops/Conferences/Talk shows</u>: The software is used for slide library, cloud based analysis and ability to conduct web meetings and ability to deliver off-line, on-line meetings. It is used in Business meeting, boardroom meeting, product lunch meetings etc.
5. Presentation packages are used for interactive advertising, photo booth/testimonial recording booth, Media houses, Broadcasting Stations, Radio Stations, interactive art and activities during parties and events.

<u>Components of a presentation package</u>
1. <u>Slides</u>: Slides contain any mixture of text, images, video, animations, links and sounds.
2. <u>Animations</u>: Effects that allow the various elements on each slide to appear after a certain amount of time or when a presenter presses a button.
3. <u>Slide master</u>: This allows the style (font, font size, background etc.) to be set once and then used throughout the presentations.
4. <u>Transitions</u>: This is how the presentation software moves, the display of one slide to another. Transitions usually include dissolving from one slide from one slide to the next or the current slide in some way to show the next slide as though it was underneath.
5. <u>Slide notes</u>: When these are used the presenter will see the current slide and any notes associated with it on his/her display and audience will see just the slide on another screen or from a projector.