



جامعة المستقبل
AL MUSTAQBAL UNIVERSITY

كلية العلوم
قسم علوم التقنية الاحيائية الطبية

Lecture: (7)

Presentation Software: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts

Subject: Computer Skill I

Level: First

Lecturer: Dr. Maytham N. Meqdad



Lecture 7 :Presentation Software: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

What is Presentation Software?

Definition

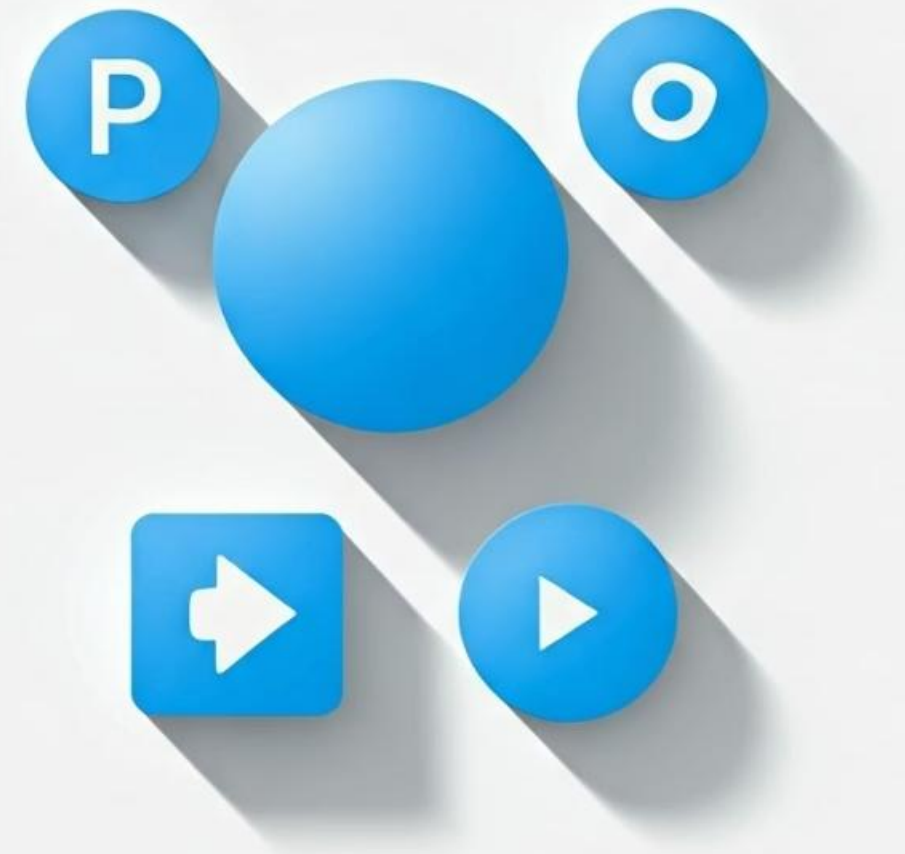
Computer programs designed specifically for creating and delivering visual presentations to audiences.

Core Functions

Combines text, graphics, sound, and video into structured slides for effective communication.

Popular Options

Microsoft PowerPoint (95% market share), Apple Keynote, Google Slides, and Prezi.



Core Features of Presentation Software



Slide Creation

Tools for organizing content into discrete visual frames.



Design Templates

Pre-designed themes ensuring visual consistency across presentations.



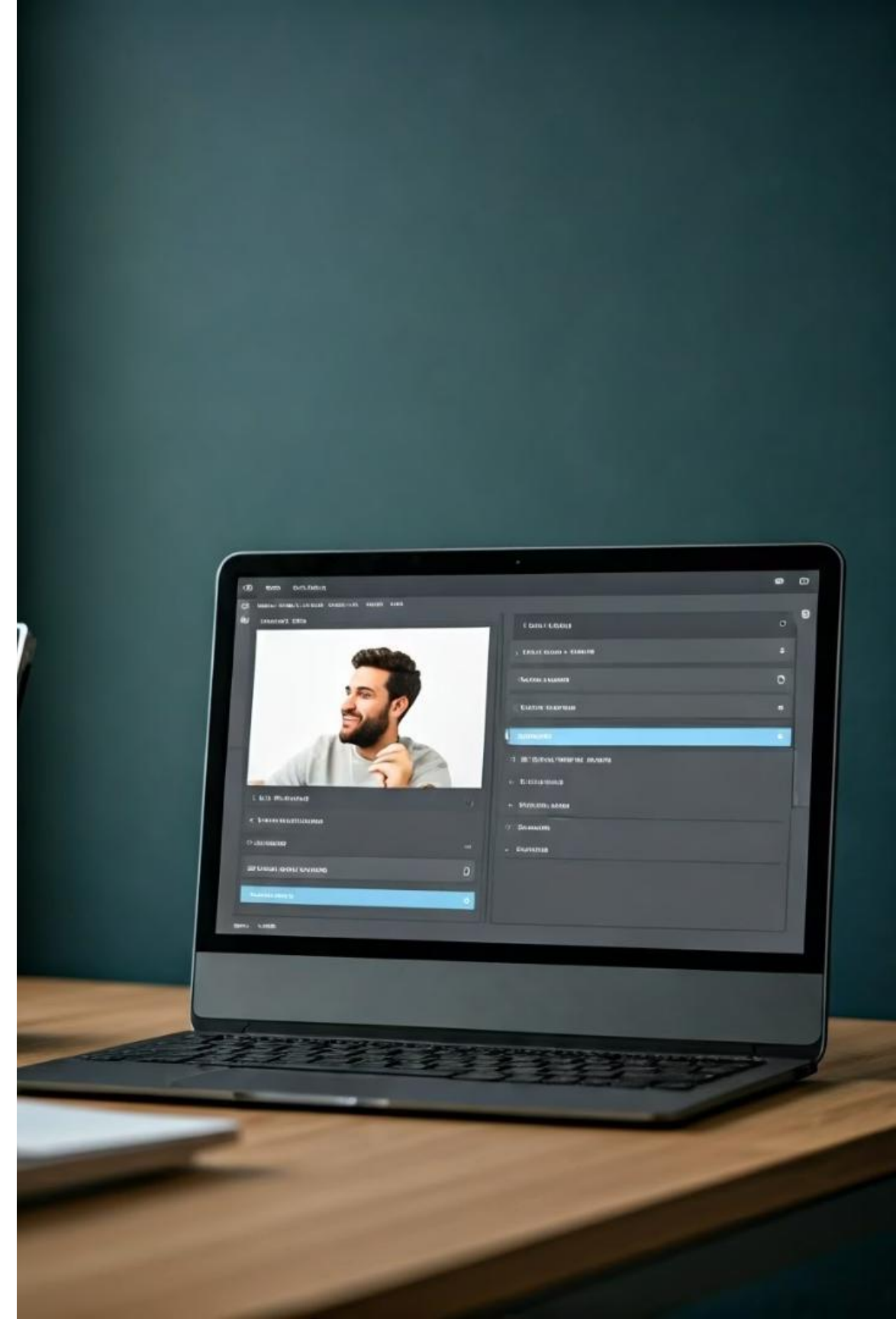
Animation Effects

Motion tools for emphasizing key points and controlling information flow.



Multimedia Support

Integration of images, video, audio, and interactive elements.



Getting Started with Presentation Software



User Interface

Ribbon toolbar, slides panel, and notes section form the workspace.



File Formats

Common formats include .pptx, .key, .odp, and .pdf for sharing.

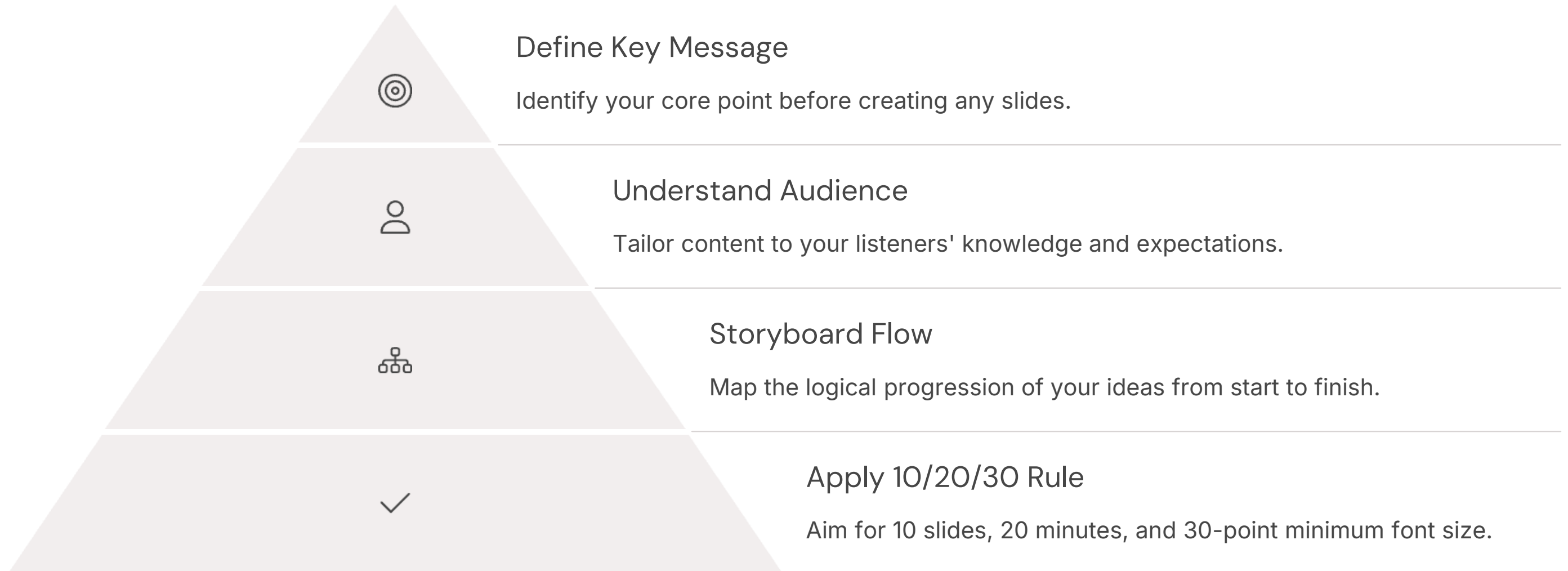


Storage Options

Choose between cloud storage for collaboration or local for security.



Creating Effective Presentations



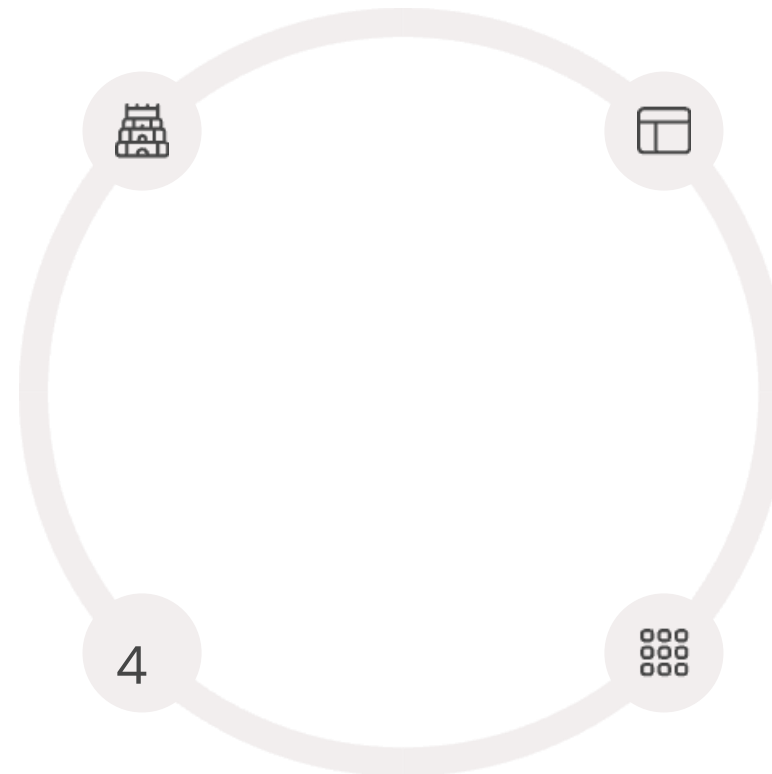
Slide Layout Fundamentals

Master Slides

Templates controlling global design elements across all slides.

Visual Hierarchy

The 60-30-10 rule for primary, secondary, and accent elements.



Standard Layouts

Pre-designed arrangements for title, content, and comparison slides.

Grid Systems

Invisible alignment guides ensuring visual harmony and order.

Working with Text Elements

Typography Best Practices

- Choose sans-serif fonts for better screen readability
- Maintain minimum 24pt for body text
- Limit to 2-3 font styles per presentation
- Consider bold for emphasis instead of italics

Text Formatting Tools

- Alignment options: left, center, right, justified
- Line spacing controls for readability
- Text box manipulation for placement
- Bulleted and numbered list formatting

Incorporating Visual Elements



Charts & Graphs

Simplify complex data into visual patterns that audiences can grasp immediately.



Images & Photos

Use high-resolution (150-300 dpi) visuals to illustrate concepts memorably.



Icons & Graphics

Employ consistent visual elements to reinforce messages and create unity.



Enhancing Slides with Multimedia

Video Integration

- Use compressed formats (.mp4, .mov)
- Keep videos under 30 seconds
- Consider embedding vs. linking
- Test playback before presenting

Audio Elements

- Background music (subtle, instrumental)
- Narration for self-running presentations
- Sound effects for transitions
- Volume control is essential

File Size Management

- Keep total presentation under 50MB
- Compress media files when possible
- Consider external hosting for large files
- Test load times before sharing



Design Principles for Effective Slides



Contrast

Create visual distinction between elements for emphasis and hierarchy.



Repetition

Maintain consistent visual elements to unify your presentation.



Alignment

Position elements in relation to each other for order and clarity.



Proximity

Group related items together to establish clear relationships.

Animation and Transition Effects



Purpose First

Only use animation to reveal, emphasize, or transition content.



Subtle is Better

Choose simple effects over flashy distractions.



Stay Consistent

Use the same animation types throughout your presentation.



Time Carefully

Set appropriate speeds—neither too fast nor too slow.

A person is seen from the side, sitting at a wooden table and writing in a notebook with a pen. A white coffee cup with a black lid is on the table. The background is dark with warm, out-of-focus lights.

Slide Show Preparation

Review Flow and Content

View your slides in sequence to ensure logical progression and completeness.

Set Up Show Options

Configure slide advancement, presenter tools, and display settings.

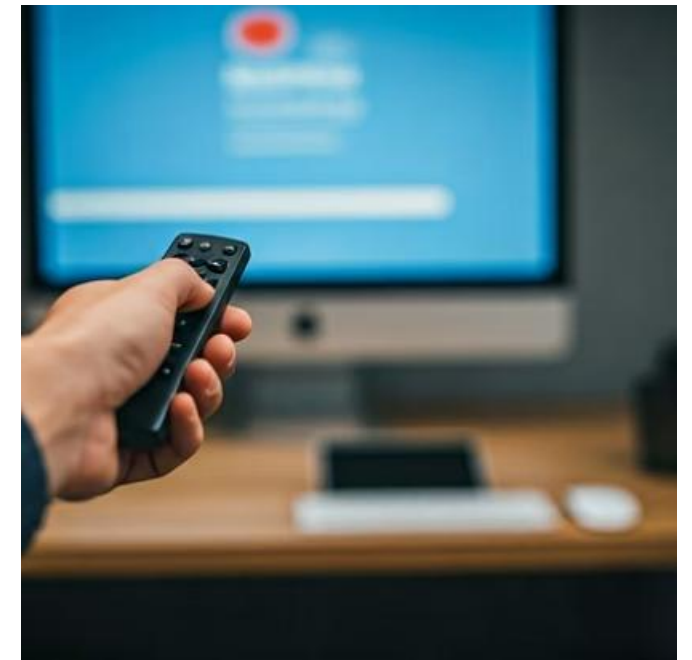
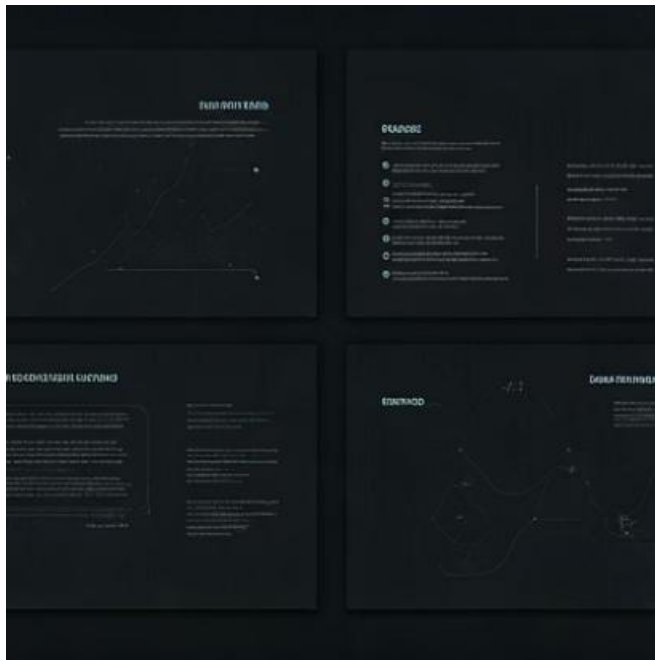
Rehearse with Timer

Practice your delivery with slide timings for precise pacing.

Package for Portability

Create a self-contained presentation file with all linked media embedded.

Delivering Your Presentation



Master presenter view to see your notes while the audience sees only your slides. Use annotation tools to emphasize points on the fly.



Remote Presentation Techniques

93%

Virtual Meetings

Percentage of companies using video conferencing for presentations post-2020.

22%

Attention Drop

Average attention decrease in virtual vs. in-person presentations.

10 min

Engagement Window

Optimal segment length before adding interaction in virtual presentations.

Creating Handouts and Printouts



Standard Handouts

Typically 3-6 slides per page with lines for notes.



Extended Content

Full detail version of slides with additional information.



Digital Alternatives

Interactive PDFs with clickable links and embedded media.

Advanced Presenter Tools



Digital Pointers

Highlight specific areas using virtual laser pointers during presentations.



Wireless Remotes

Control slides without being tethered to your computer.



Presentation Timer

Track your pace with a countdown visible only to you.

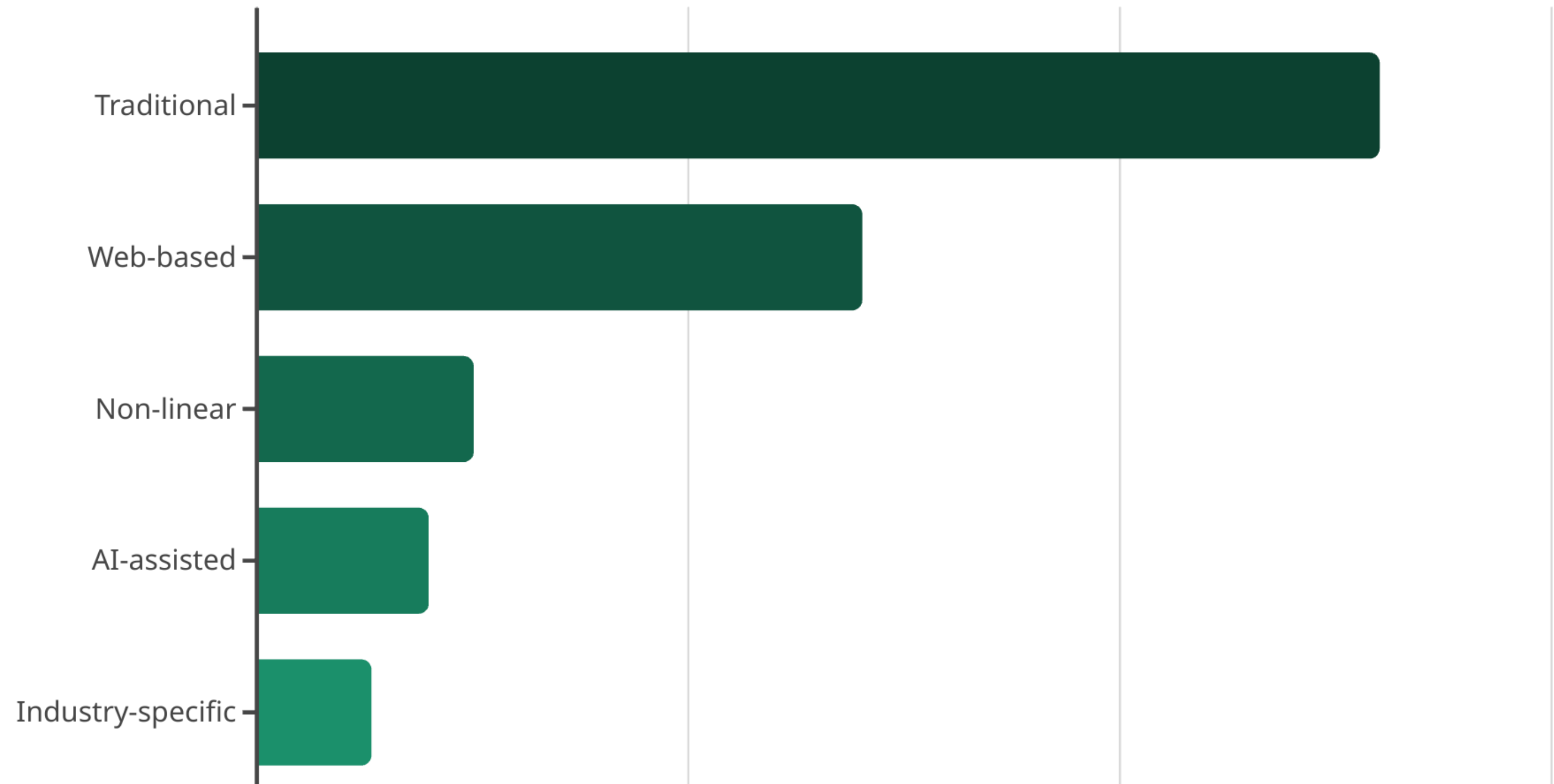


Screen Controls

Use blackout or whiteout to focus audience attention temporarily.



Presentation Software Alternatives



Accessibility Considerations

Color Contrast

Maintain 4.5:1 minimum contrast ratio for text readability.

Multimedia Captions

Include subtitles for all video and audio content.



Alt Text

Add descriptive text for all images to support screen readers.

Logical Structure

Organize content in a consistent, predictable reading order.

Summary and Best Practices

Slide Content	Limit to one core idea per slide. Use 7×7 rule (7 words per line, 7 lines max).
Visual Priority	Choose relevant images over text when possible. People remember visuals better.
Timing	Plan 2-3 minutes per slide. Practice to ensure smooth delivery.
File Management	Save in multiple formats (.pptx, .pdf) for compatibility across devices.
Presenter Role	Remember that slides support you, not replace you. You are the presentation.

