



Al-Mustaqbal University
Department of Artificial Intelligence Techniques Engineering
Class one - first semester
Lecture 7

Presentation Software

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Presentation software is an essential tool in modern educational and professional environments. It integrates:

- Computer science concepts
- Visual design principles
- Learning and communication theories

When used correctly, it significantly improves knowledge organization, information delivery, and academic communication effectiveness.



Basics of Presentation Software



Presentation software is a type of application software designed to create, edit, and display information in the form of slides. Each slide represents a visual unit that can contain text, images, charts, tables, and multimedia elements.

Common Examples:

Microsoft PowerPoint

Google Slides

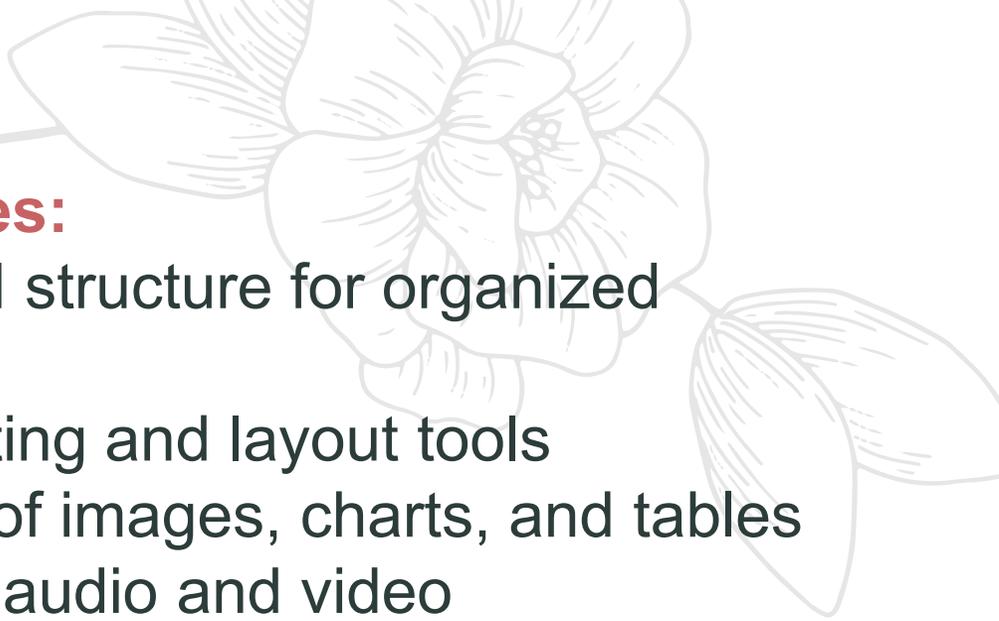
Apple Keynote

LibreOffice Impress

Presentation Software



Key Features:

- Slide-based structure for organized content
 - Text formatting and layout tools
 - Integration of images, charts, and tables
 - Support for audio and video
 - Presentation and printing capabilities
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Purpose:

Presentation software enhances information delivery by applying principles of Human–Computer Interaction (HCI) and multimedia learning, allowing users to communicate complex ideas effectively.

Creating a Presentation



Creating an effective presentation follows a structured and systematic process.

1) Defining the Objective

Identify the purpose of the presentation (educational, informational, persuasive).

Determine the target audience and their level of knowledge.

2) Content Planning

Organize the material into:

- Introduction

- Main content

- Conclusion

Ensure logical flow and coherence between slides.

Creating a Presentation



3) Slide Creation

- Each slide should focus on one main idea.
- Use clear and concise headings.
- Avoid excessive text.

1) Slide Design

Select a consistent and professional template.

Maintain uniform fonts, colors, and layouts.

Ensure sufficient contrast between text and background.

2) Text Content

Use bullet points instead of paragraphs.

Apply appropriate font sizes (minimum 24 pt for readability).

Highlight key terms only.

3) Visual Elements

Use relevant images to support understanding.

Present data using charts and graphs.

Avoid decorative elements that do not add educational value.

Preparation and Design of Slides

Slide Show

A slide show is the presentation mode in which slides are displayed sequentially on the screen during delivery.

Slide Show Features:

Slide transitions

Object animations

Full-screen display mode

Presenter tools (pointer, notes view)

Effective Presentation Guidelines:

Synchronize spoken explanation with slide content.

Do not read text directly from slides.

Control timing and transitions carefully.



Printing Handouts and Slides in Microsoft PowerPoint

Printing in Microsoft PowerPoint allows users to produce physical copies of their presentations for purposes such as lectures, meetings, documentation, and audience handouts. PowerPoint provides flexible printing options to meet different presentation needs.

Printing Slides

Printing slides means producing full-size copies of each slide, where one slide appears on one page.

Taking Printouts of Presentations



Presentation software provides several printing options to support learning and documentation.

1) Types of Printouts:

Full-page slides

Multiple slides per page (handouts)

Slides with speaker notes

2) Uses of Handouts:

Distribution to students

Post-lecture review

Support for independent study

Printing Slides in Microsoft PowerPoint



Key Features:

Each slide is printed exactly as it appears on the screen.

Suitable for presentation records, archiving, or individual review.

Supports color, grayscale, or black-and-white printing.

Steps to Print Slides:

Open the PowerPoint presentation.

Click File → Print.

Under Settings, choose Full Page Slides.

Select the printer and number of copies.

Click Print.

Printing Handouts in Microsoft PowerPoint



Printing Handouts

Handouts are printed pages that contain multiple slides per page, designed for audience distribution.

Common Handout Layouts:

2 Slides per Page – Large and clear, ideal for small groups.

3 Slides per Page – Includes space for notes, commonly used by students.

4, 6, or 9 Slides per Page – Saves paper, suitable for summaries.

Advantages of Handouts:

Reduces paper consumption.

Helps students follow the lecture.

Allows note-taking during presentations.

Printing Handouts and Slides in Microsoft PowerPoint



Steps to Print Handouts:

1. Go to File → Print.
2. Under Settings, click Full Page Slides.
3. Choose Handouts.
4. Select the desired number of slides per page.
5. Click Print.

Thank you

Do you have any questions?
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