

Introduction Session 04

Lecture Title: PowerPoint

Lecturer: Mr Angelito Sciberras

Date: 19 September 2025



~~Monday 15 September 2025~~

~~Introductions
The Academy~~

~~Tuesday 16 September 2025~~

~~Staying in Malta~~

~~Thursday 18 September 2025~~

~~The Study Programme
Assignments
Portfolio
Role Play~~

Friday 19 September 2025

Using Power Point
Presentations



PowerPoint Slideshow

- Also known as a PowerPoint presentation
- Created on software from Microsoft
- Allows users to add audio, visual and audio/visual features to a presentation.
- Considered to be a multimedia technology
- Acts as a tool for collaboration and content sharing
- Included in Microsoft Office



PowerPoint Slideshow

You only need to know 5% of PowerPoint to create an impactful presentation



PowerPoint Slideshow

Opening PowerPoint



PowerPoint Slideshow



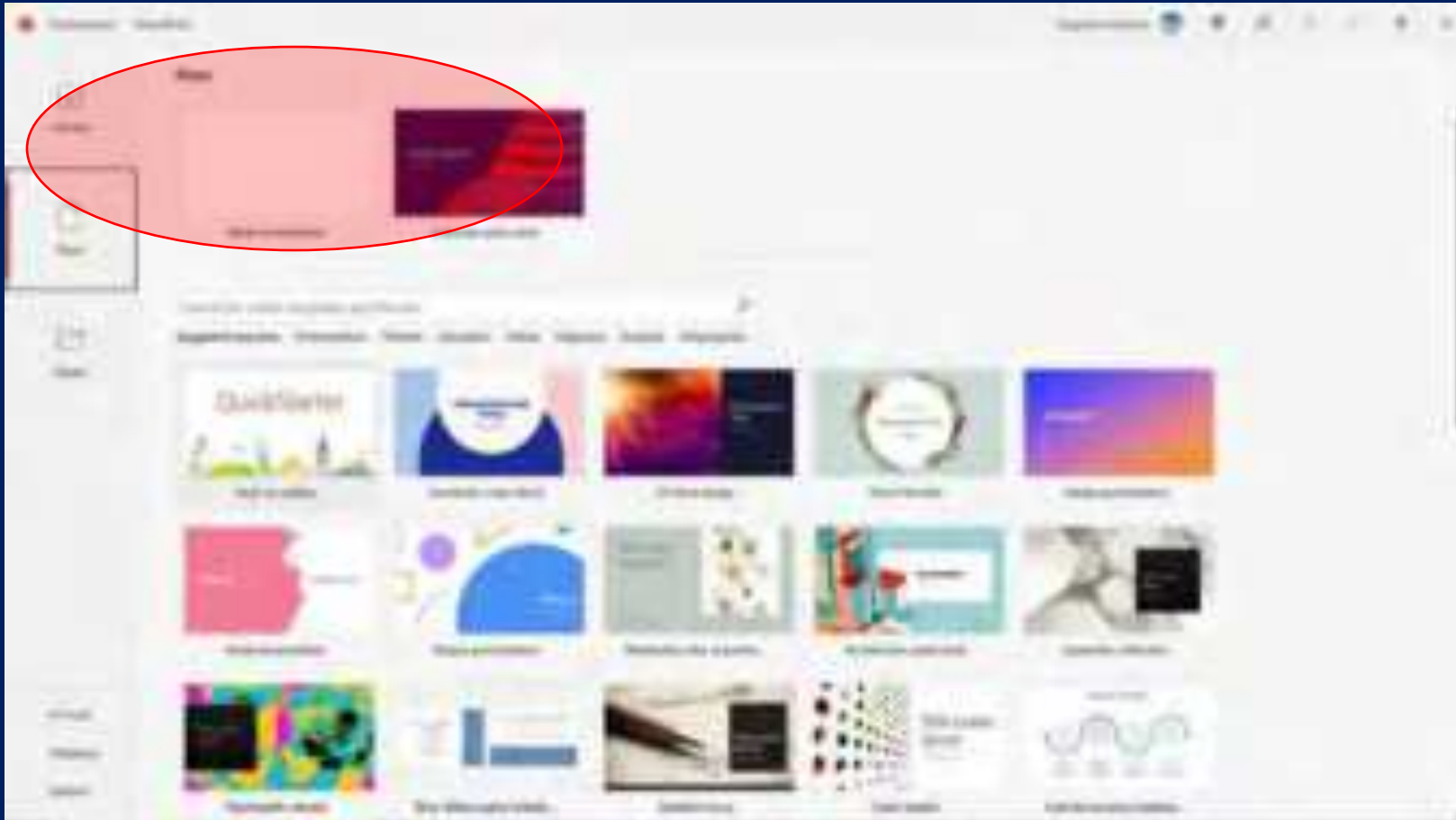
Blank Presentation vs Template

Originality vs Time



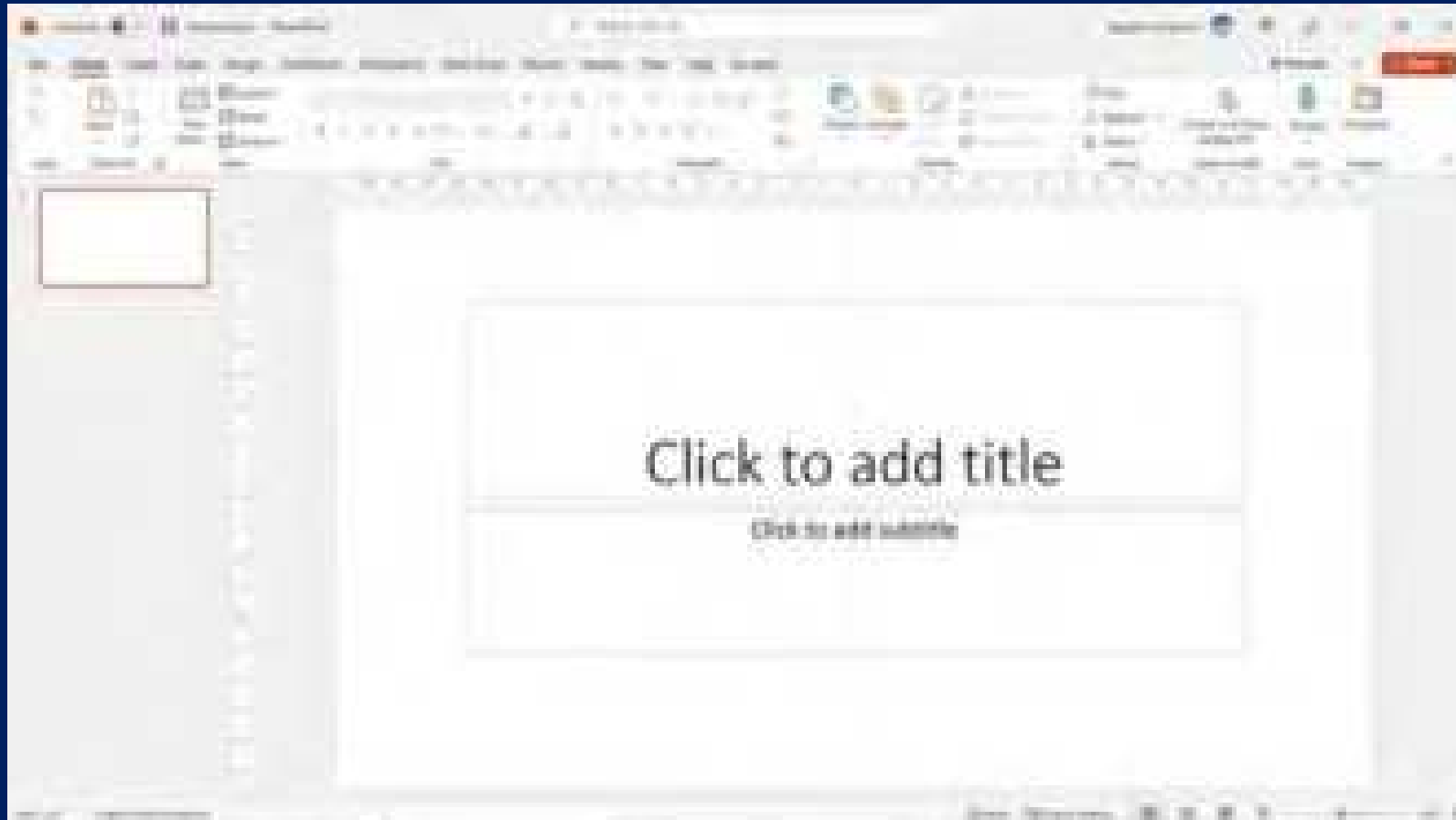
PowerPoint Slideshow

Opening PowerPoint



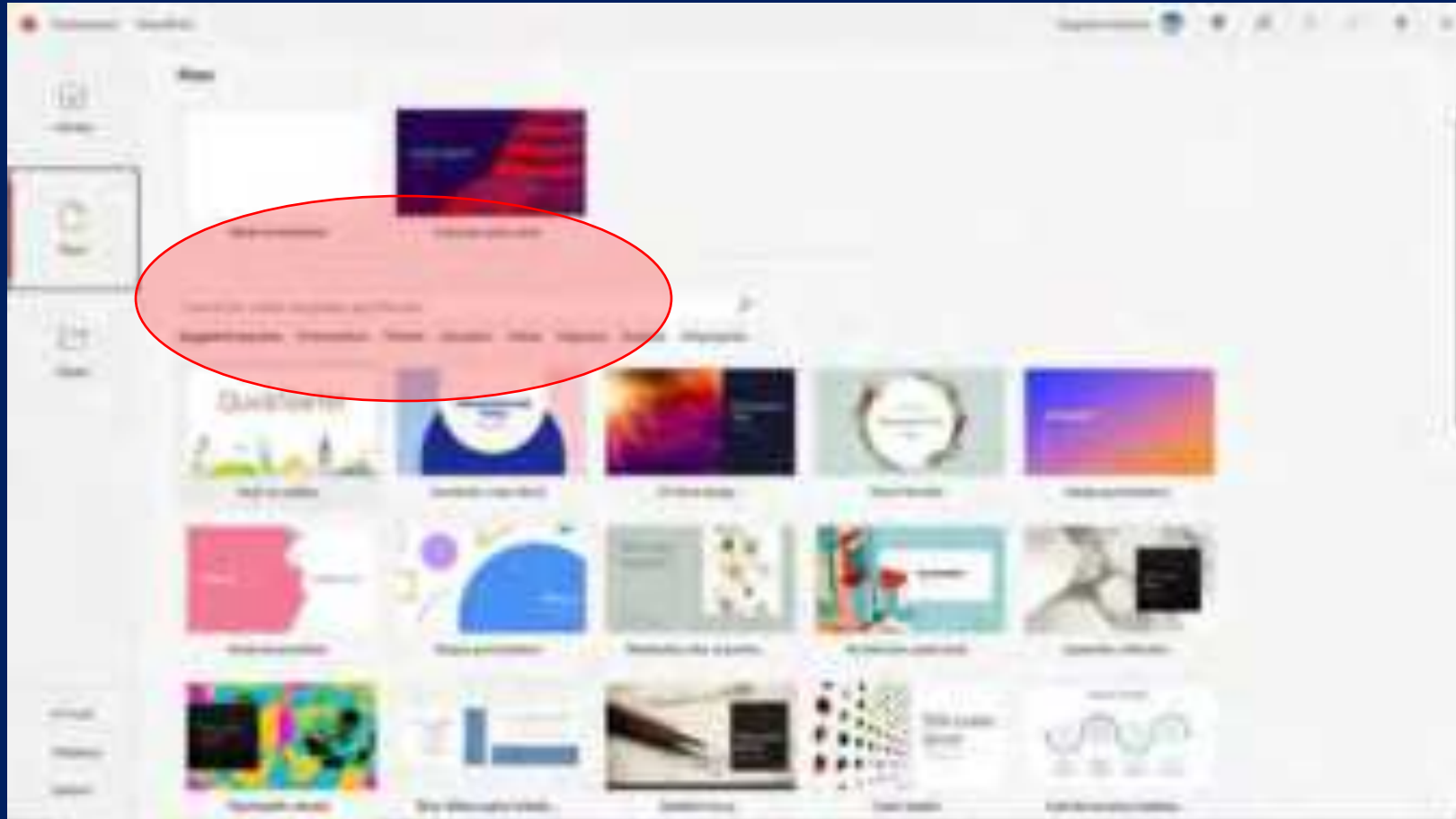
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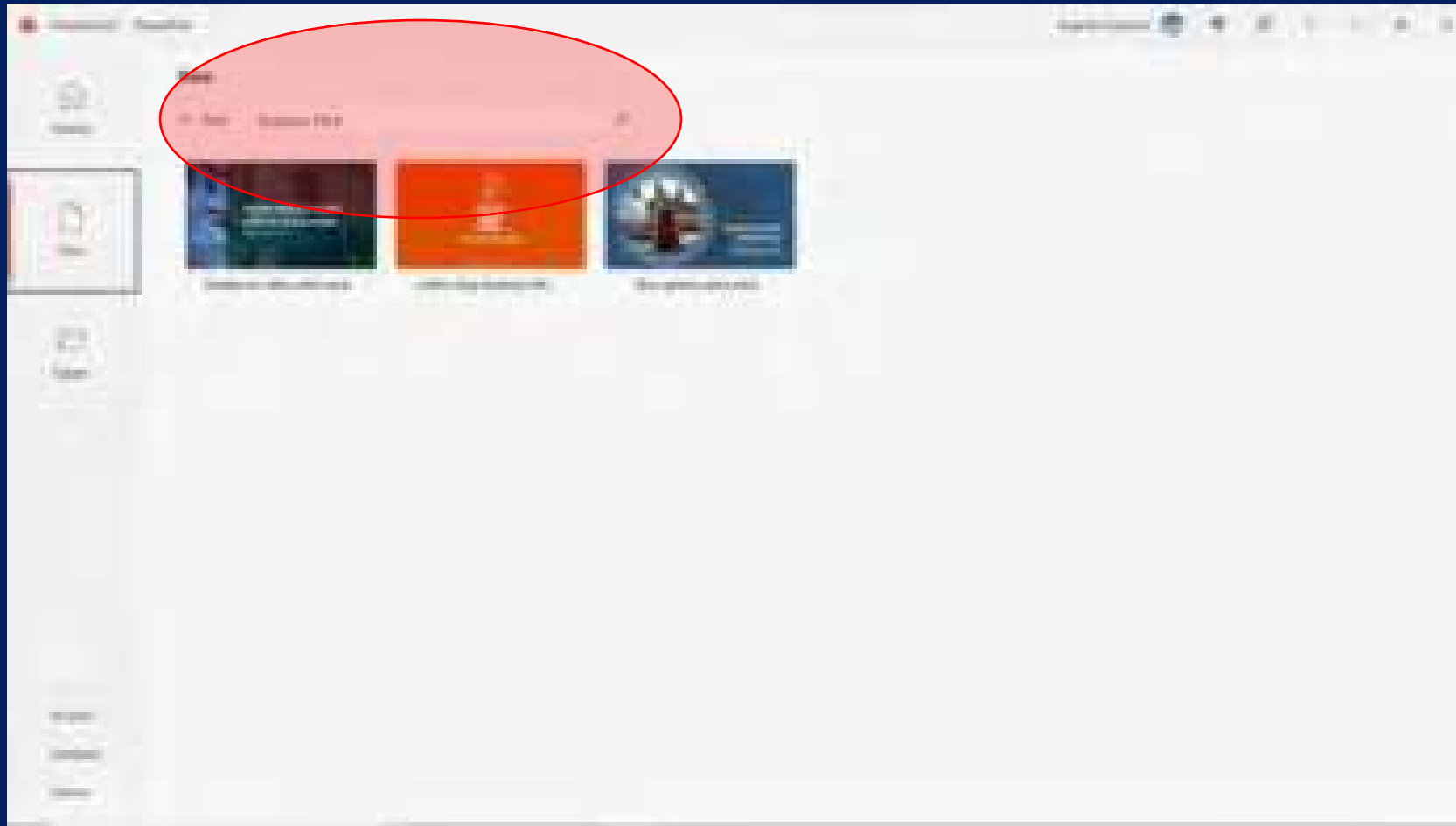
PowerPoint Slideshow

Opening PowerPoint



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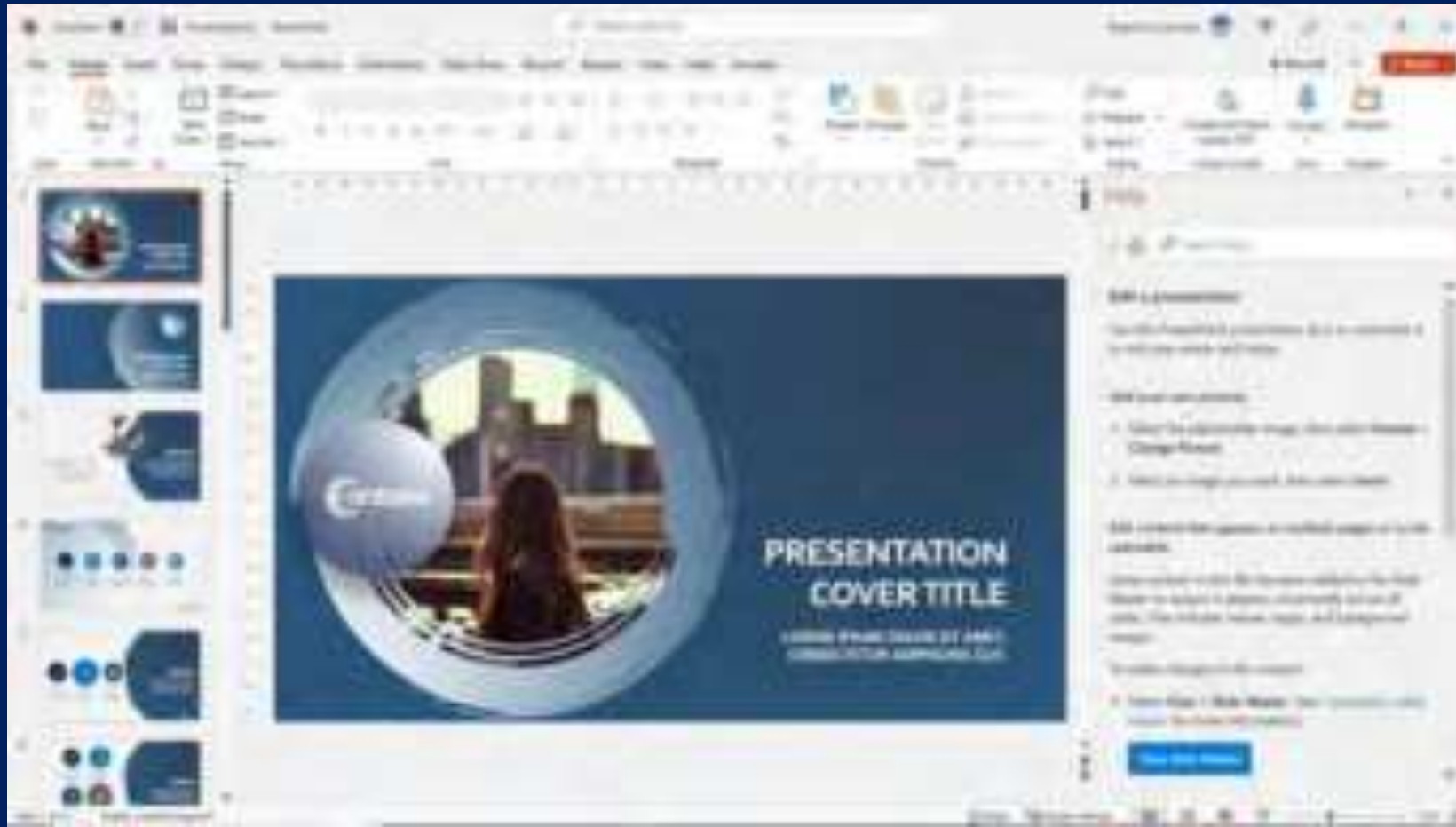
PowerPoint Slideshow

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PowerPoint Slideshow

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PowerPoint Slideshow



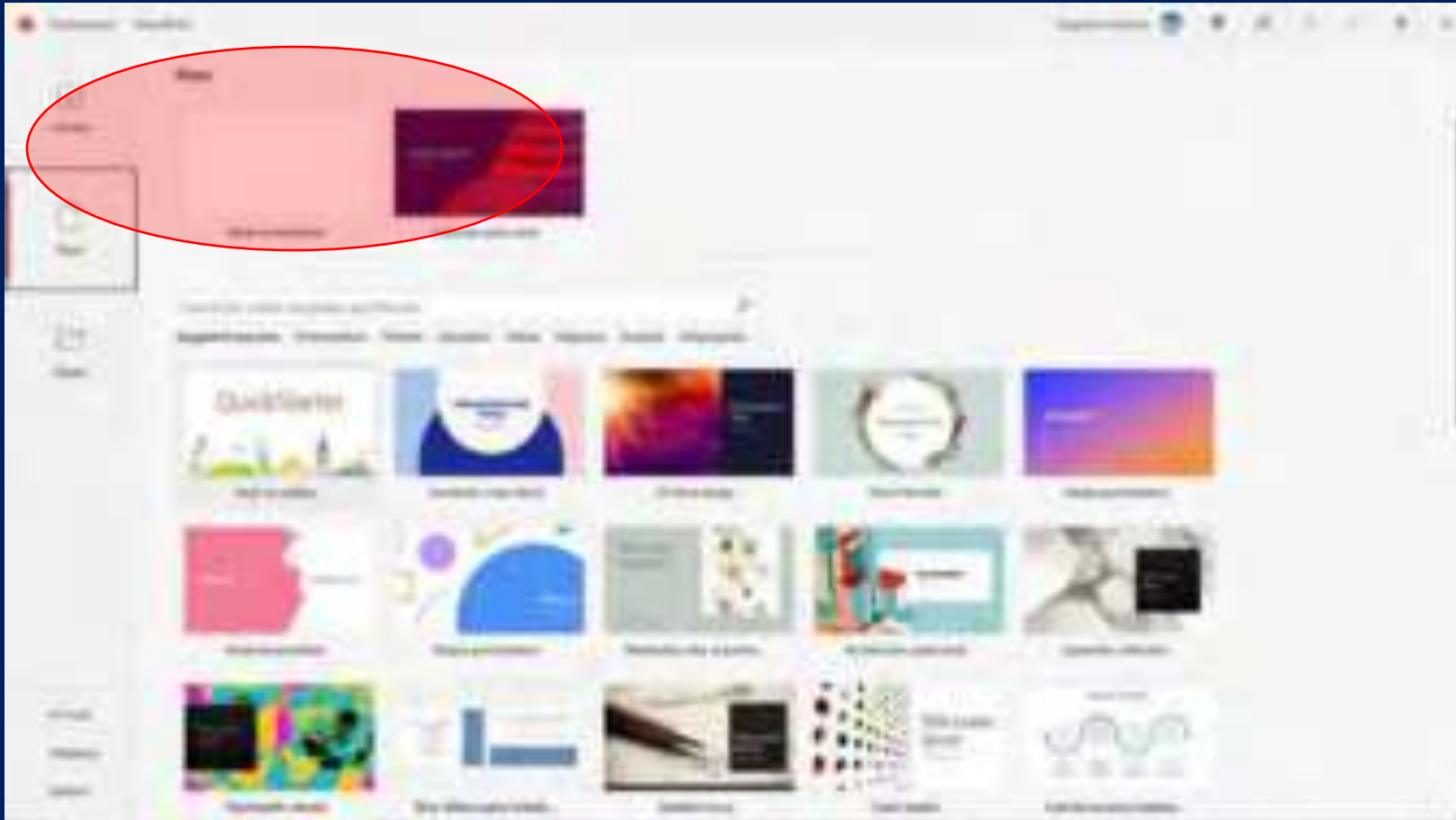
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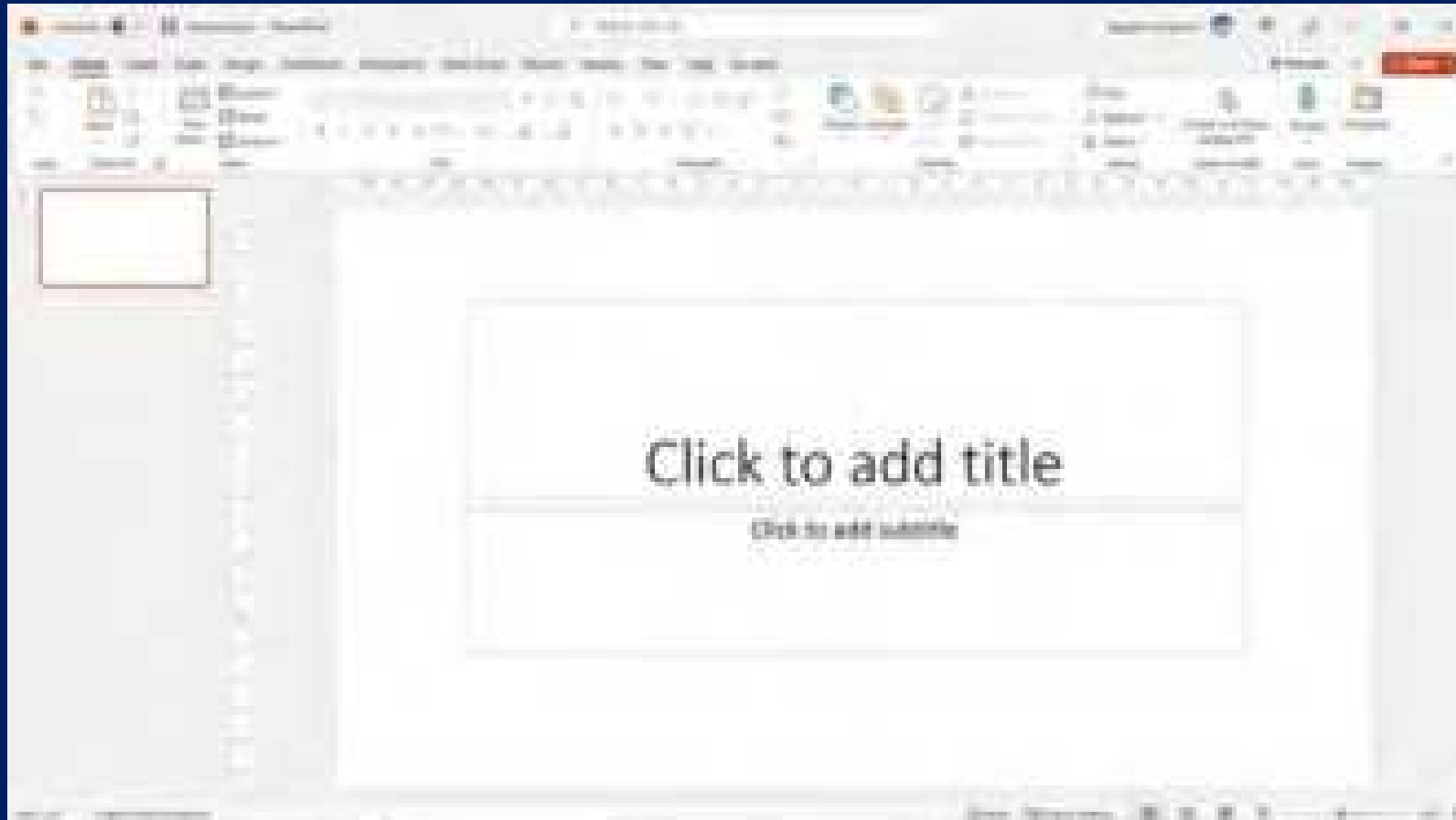
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Opening PowerPoint



PowerPoint Slideshow

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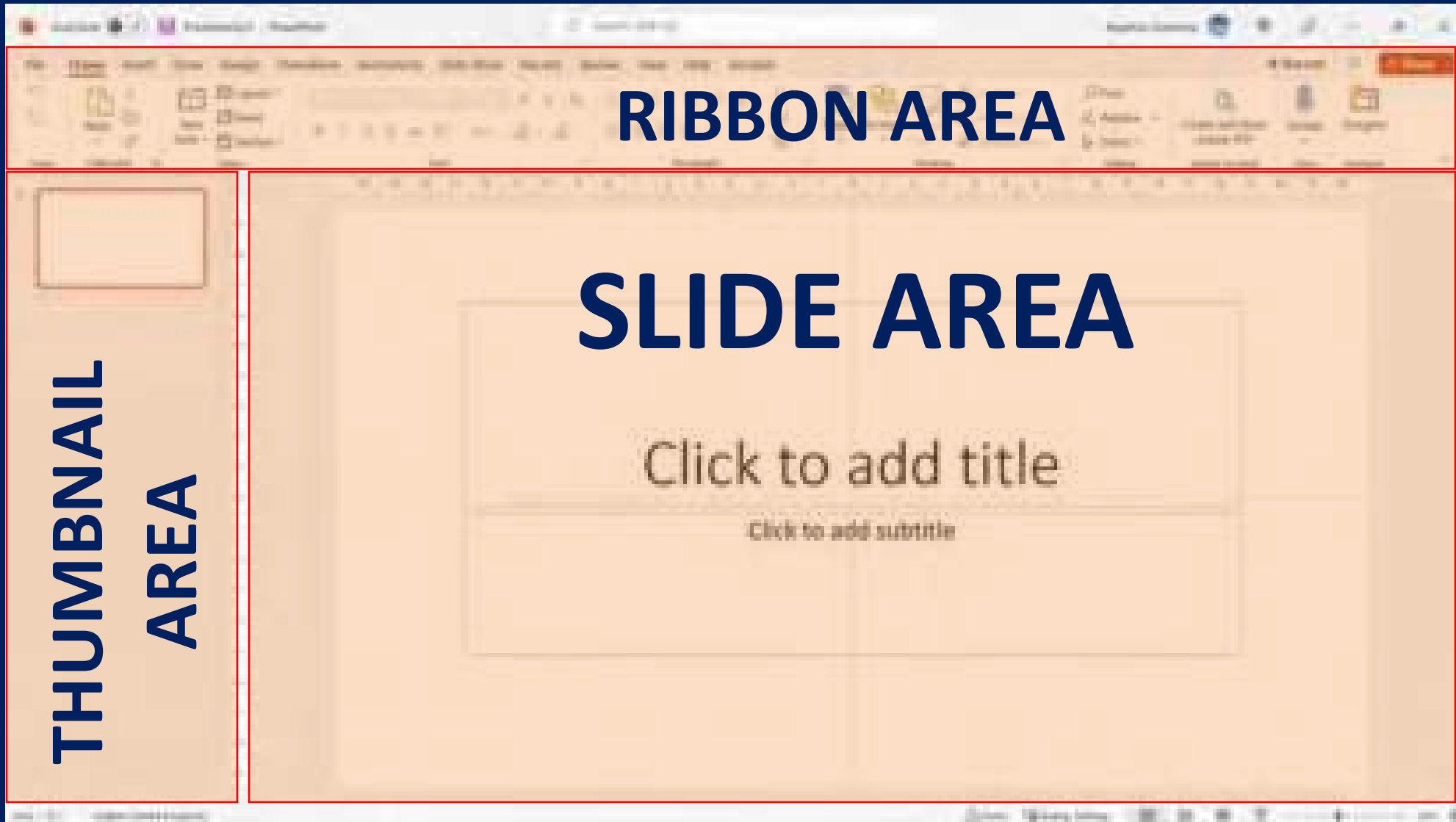


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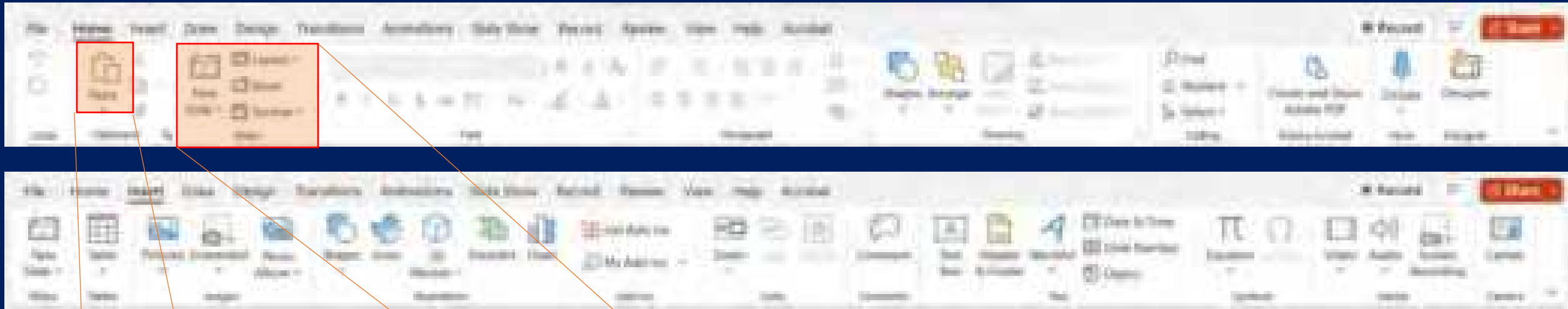


Hands On

PowerPoint Terminology



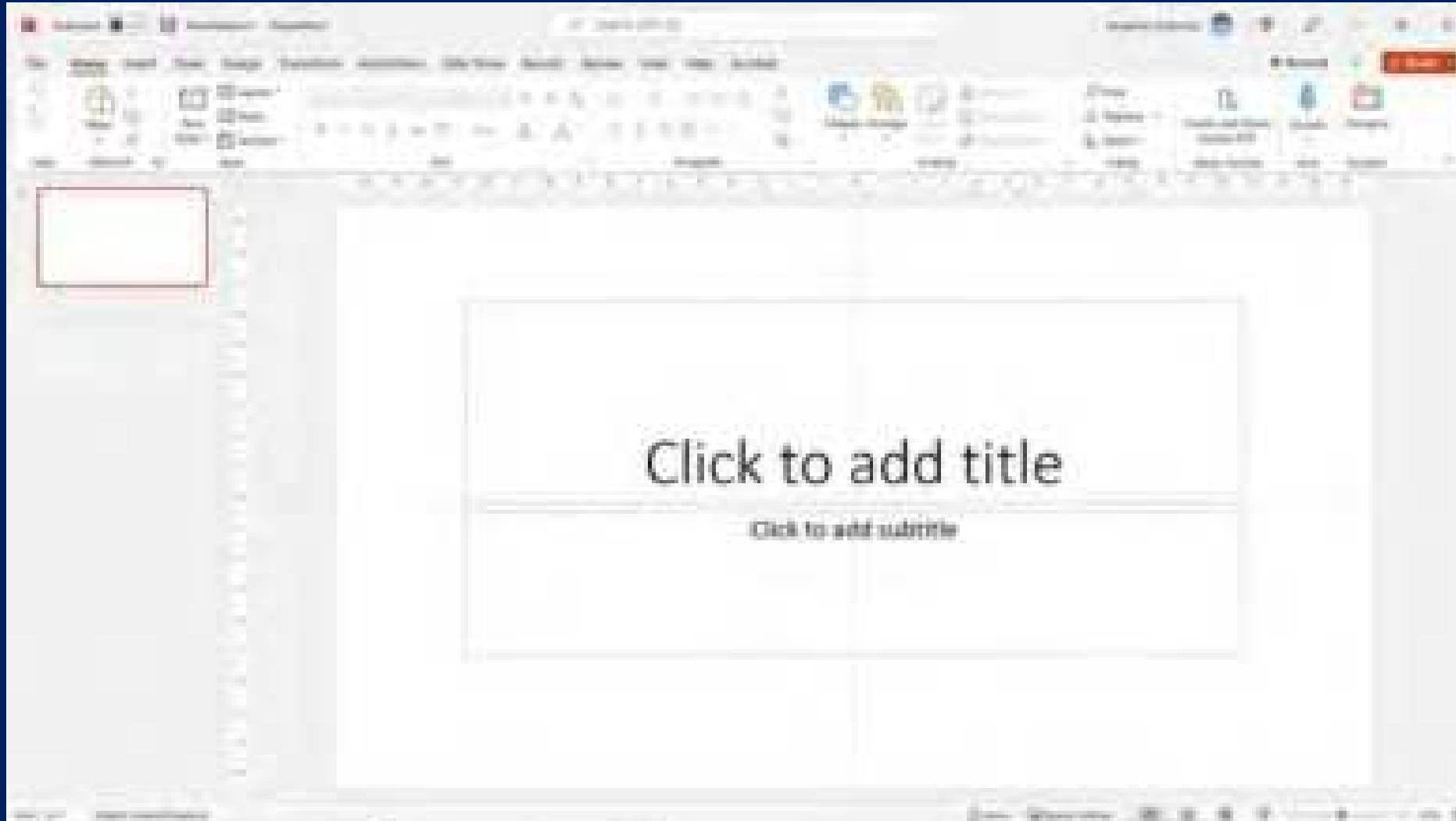
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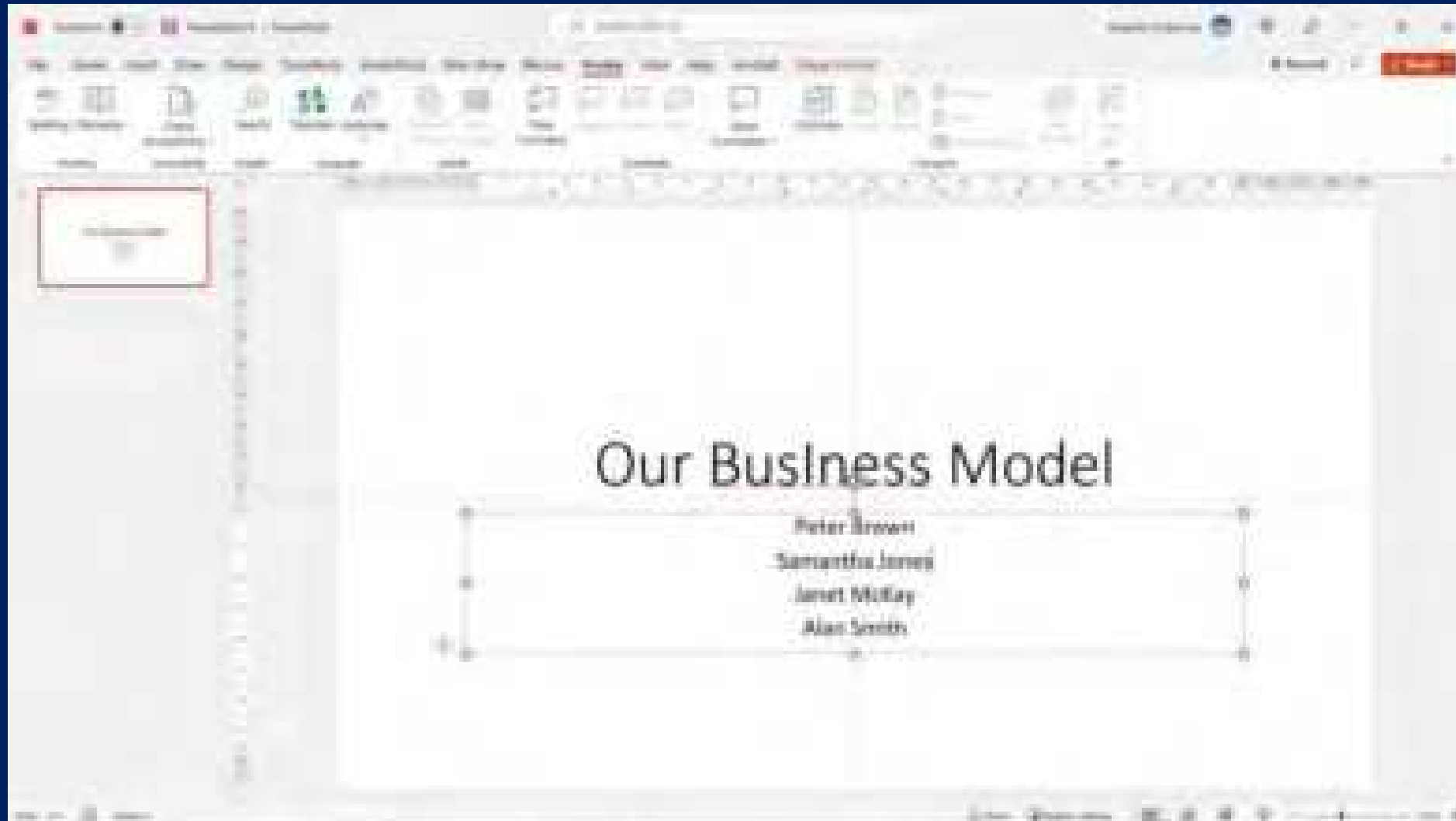
Tool

Group

PowerPoint Creating Slide



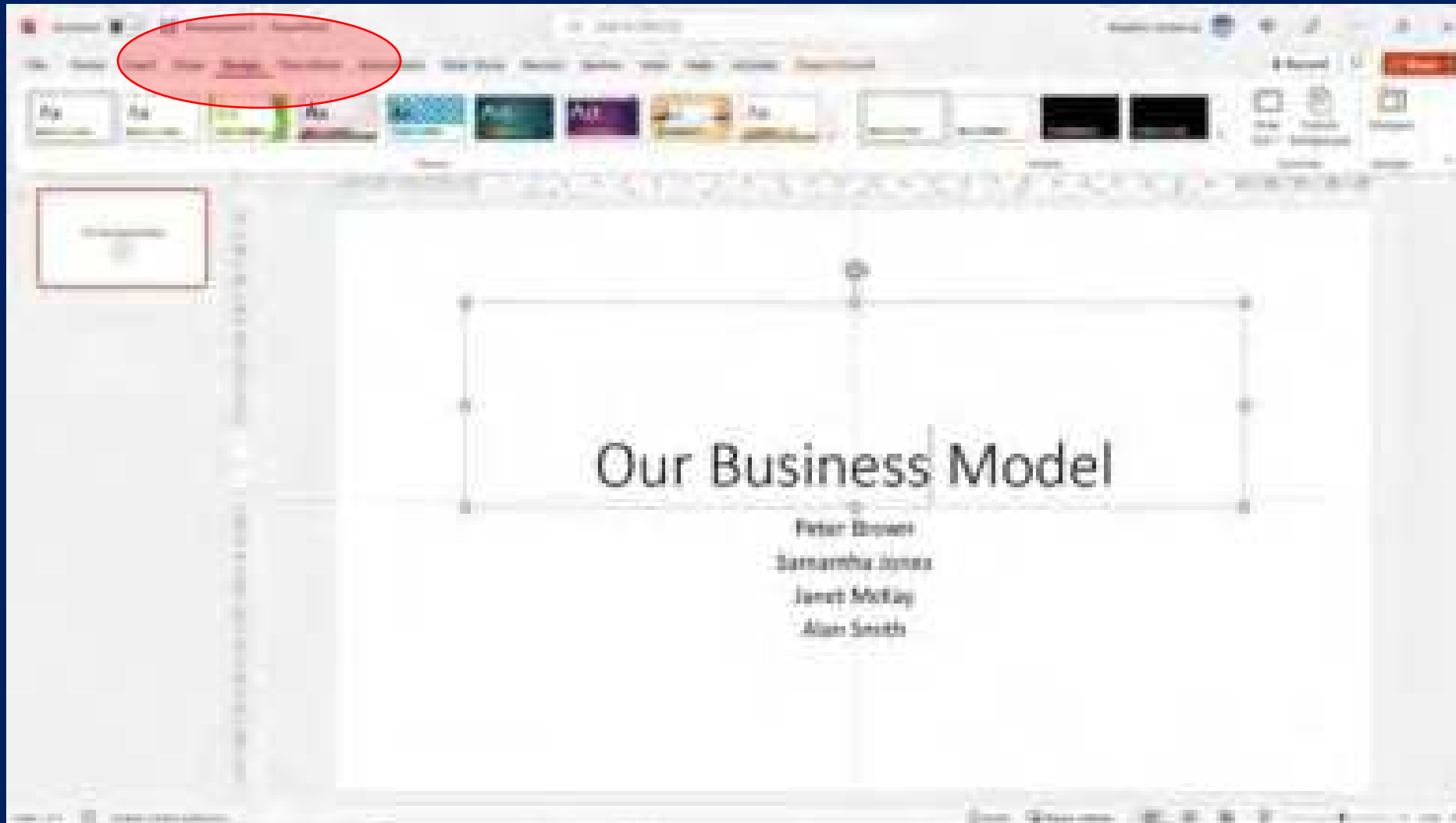
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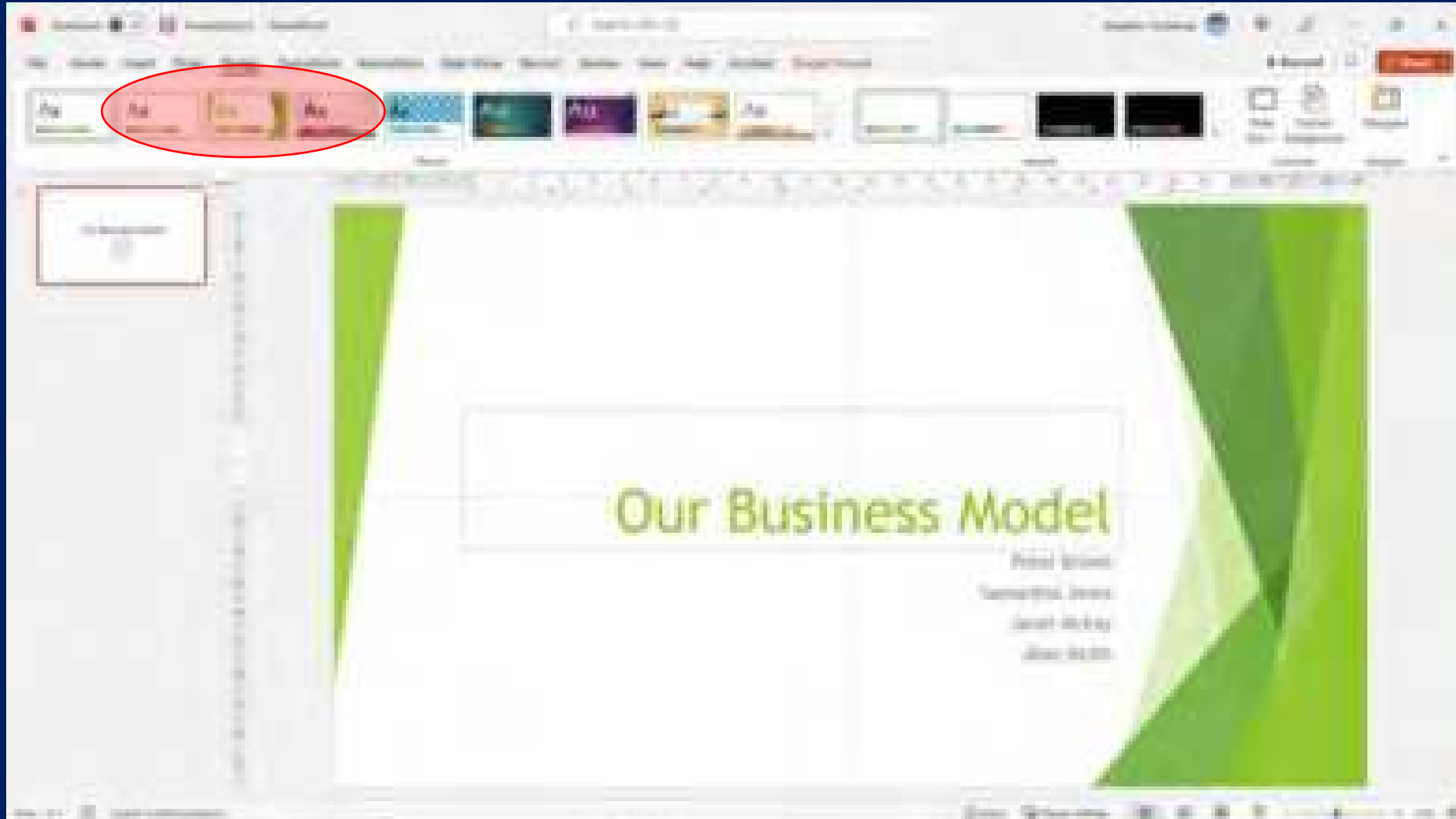
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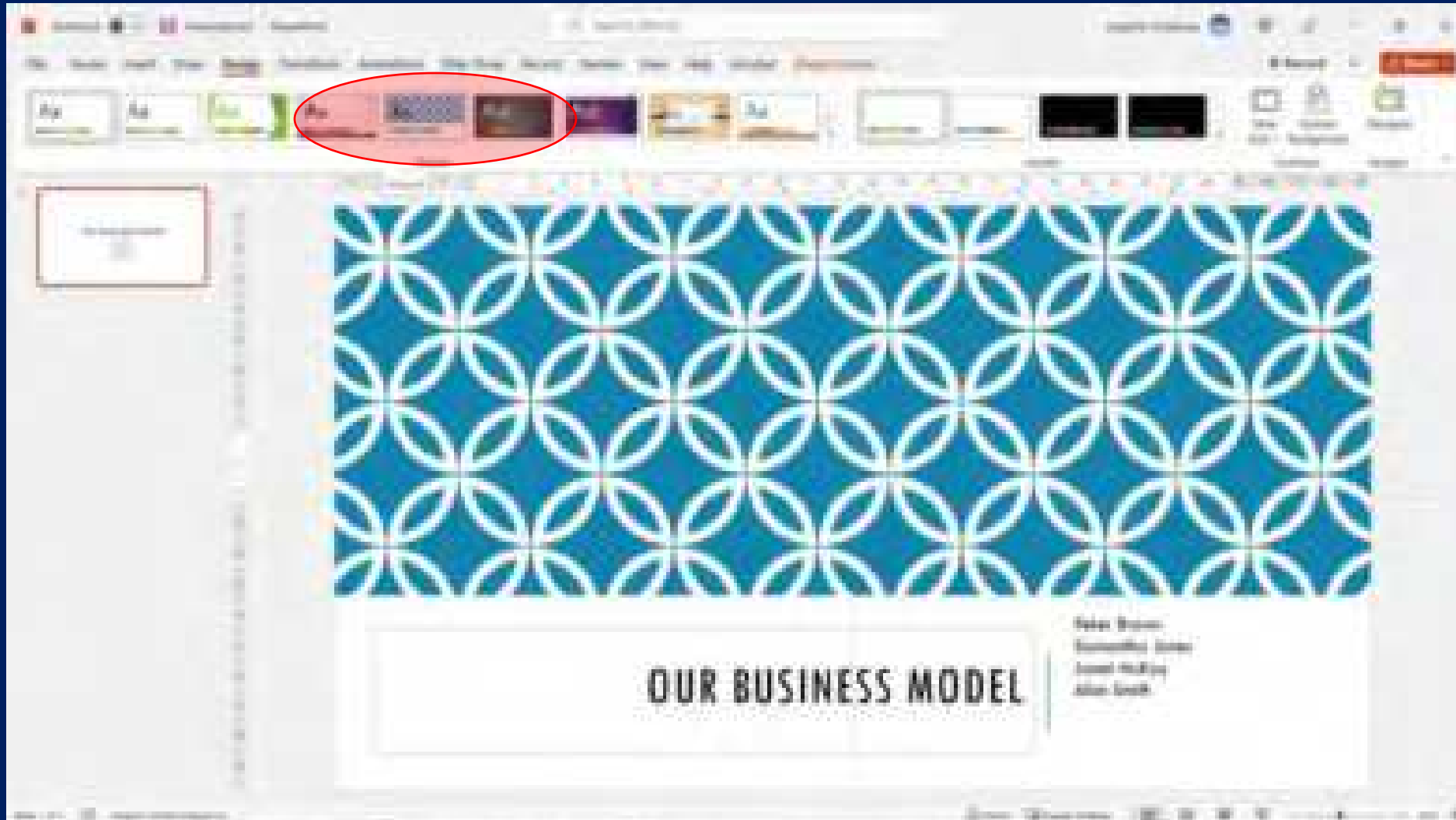
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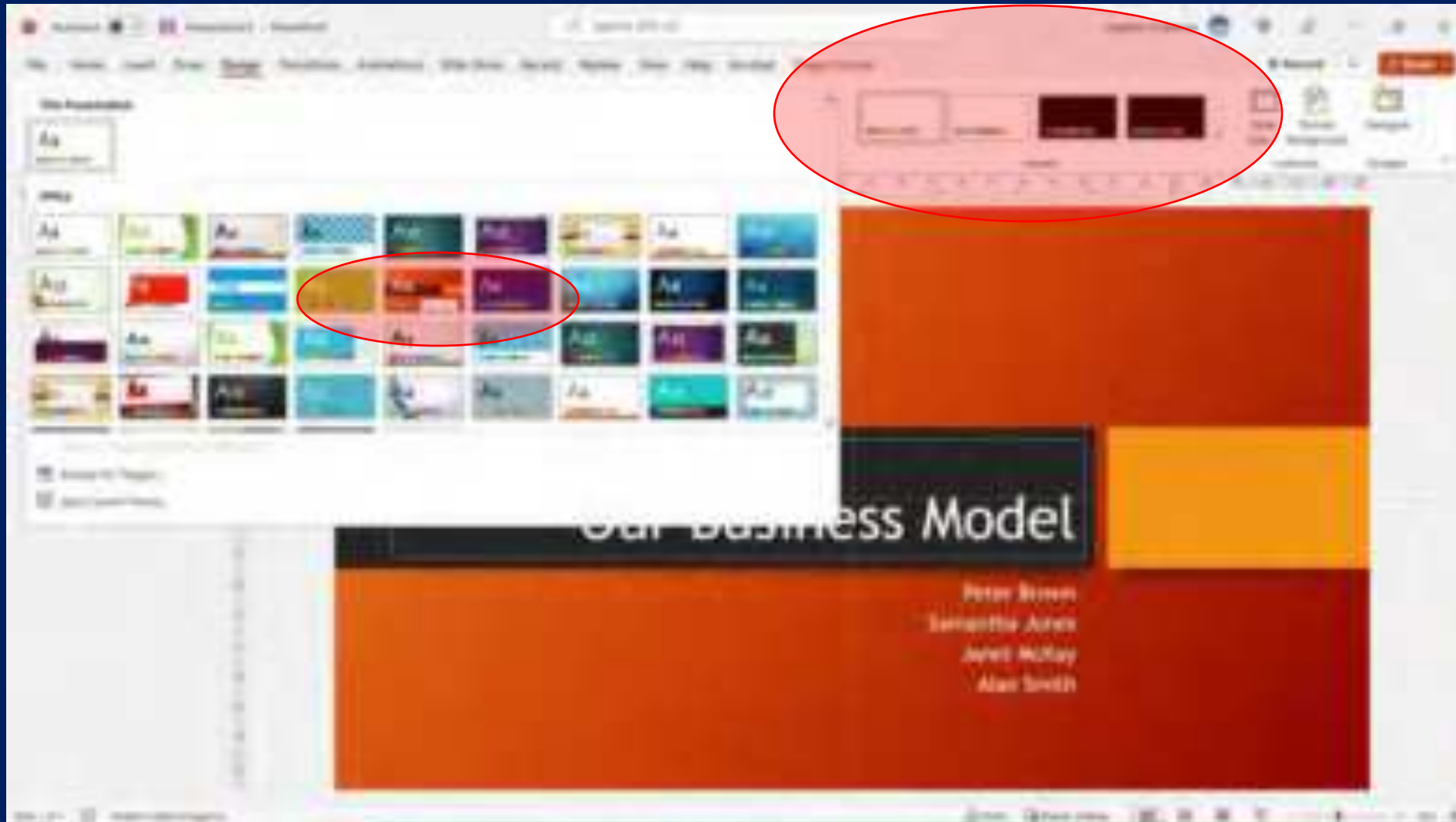
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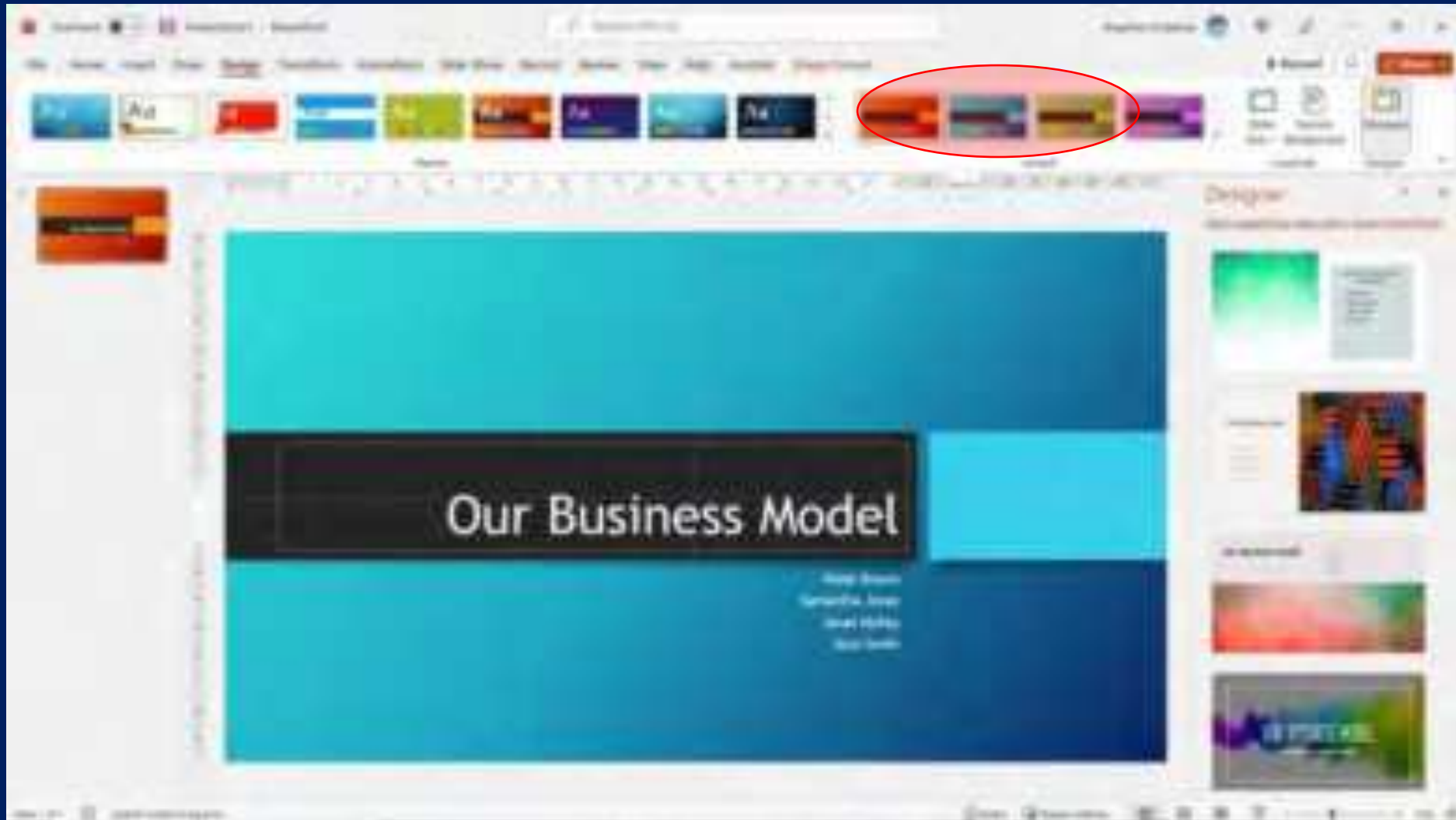
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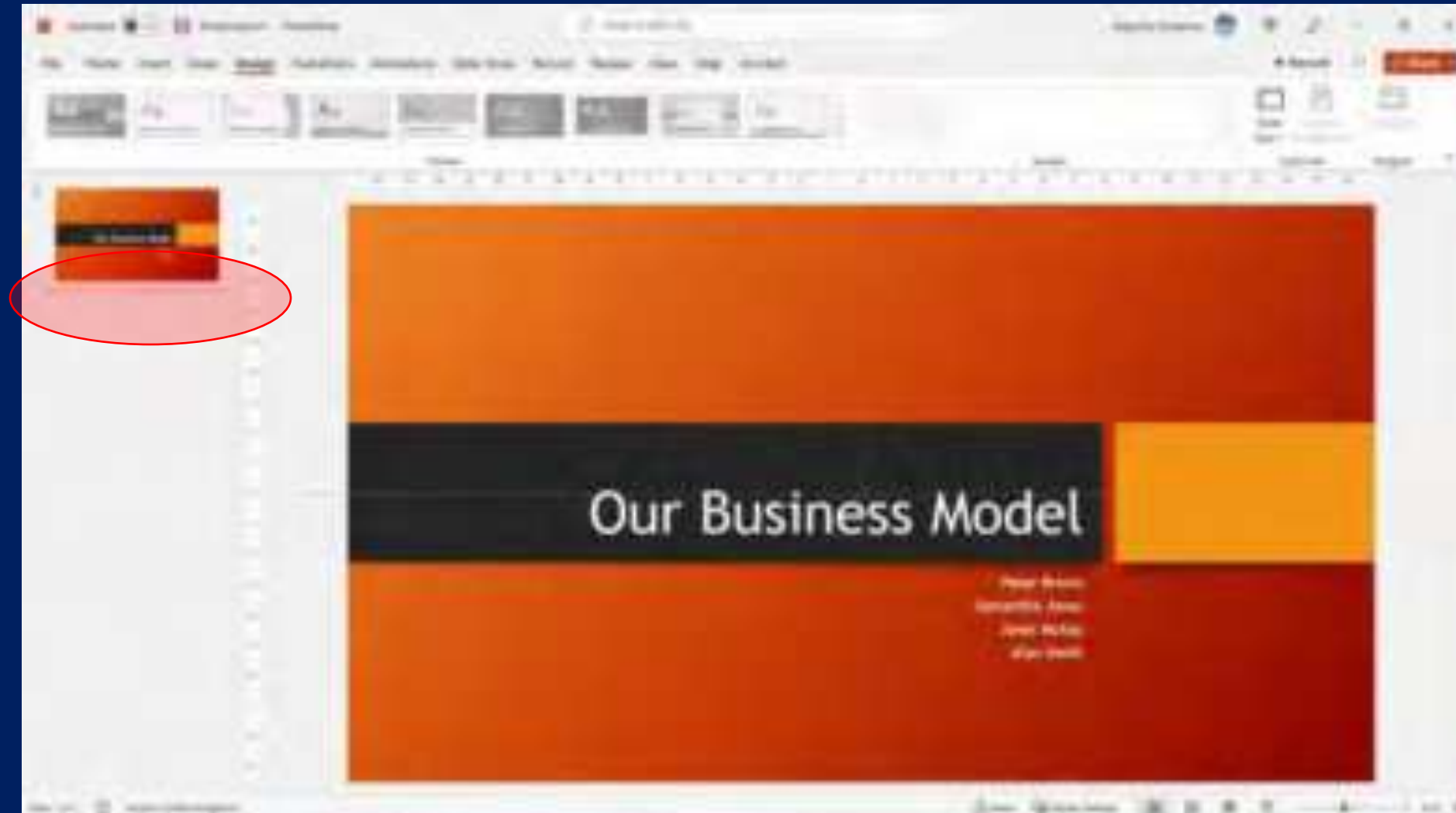
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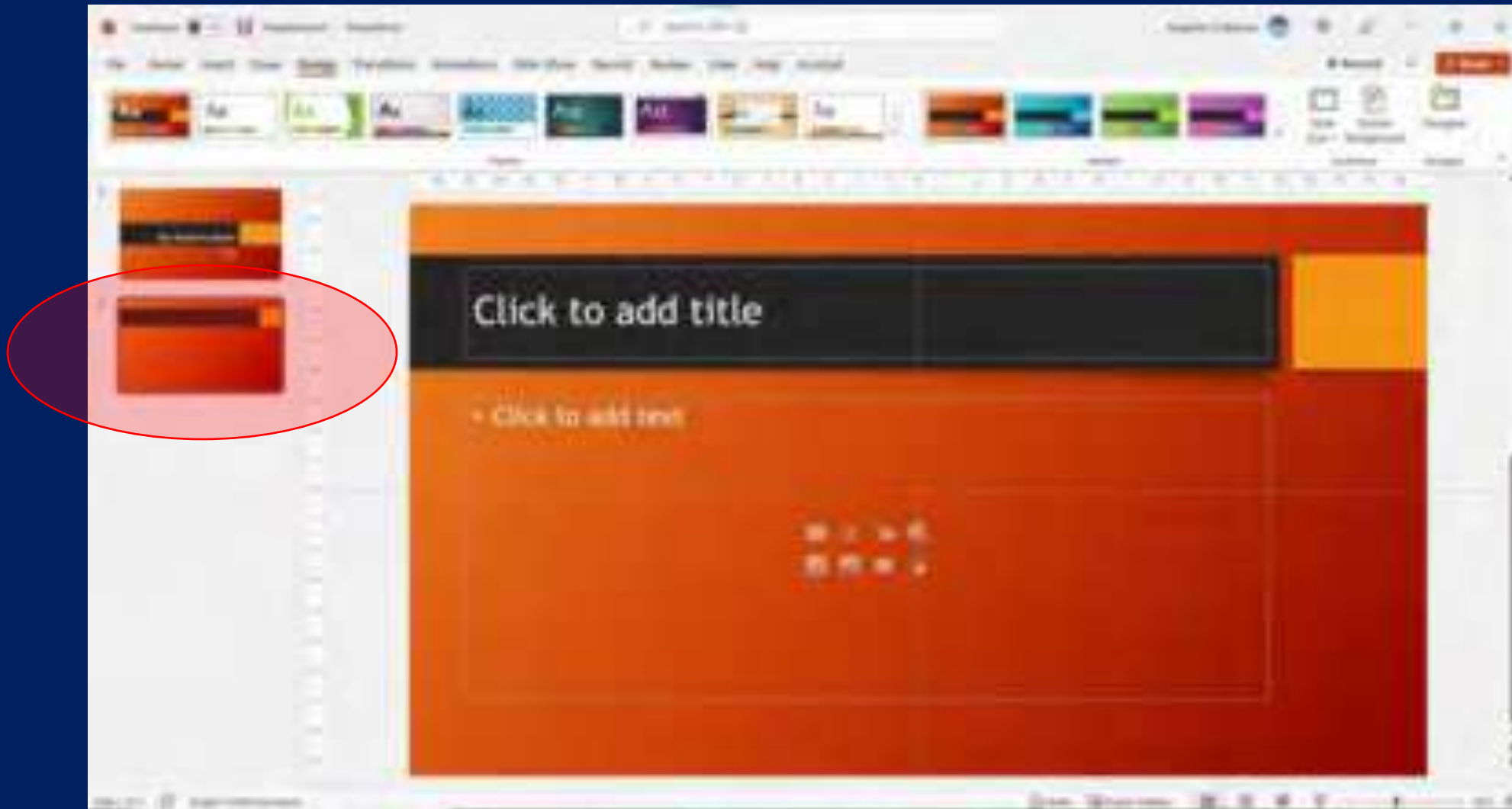
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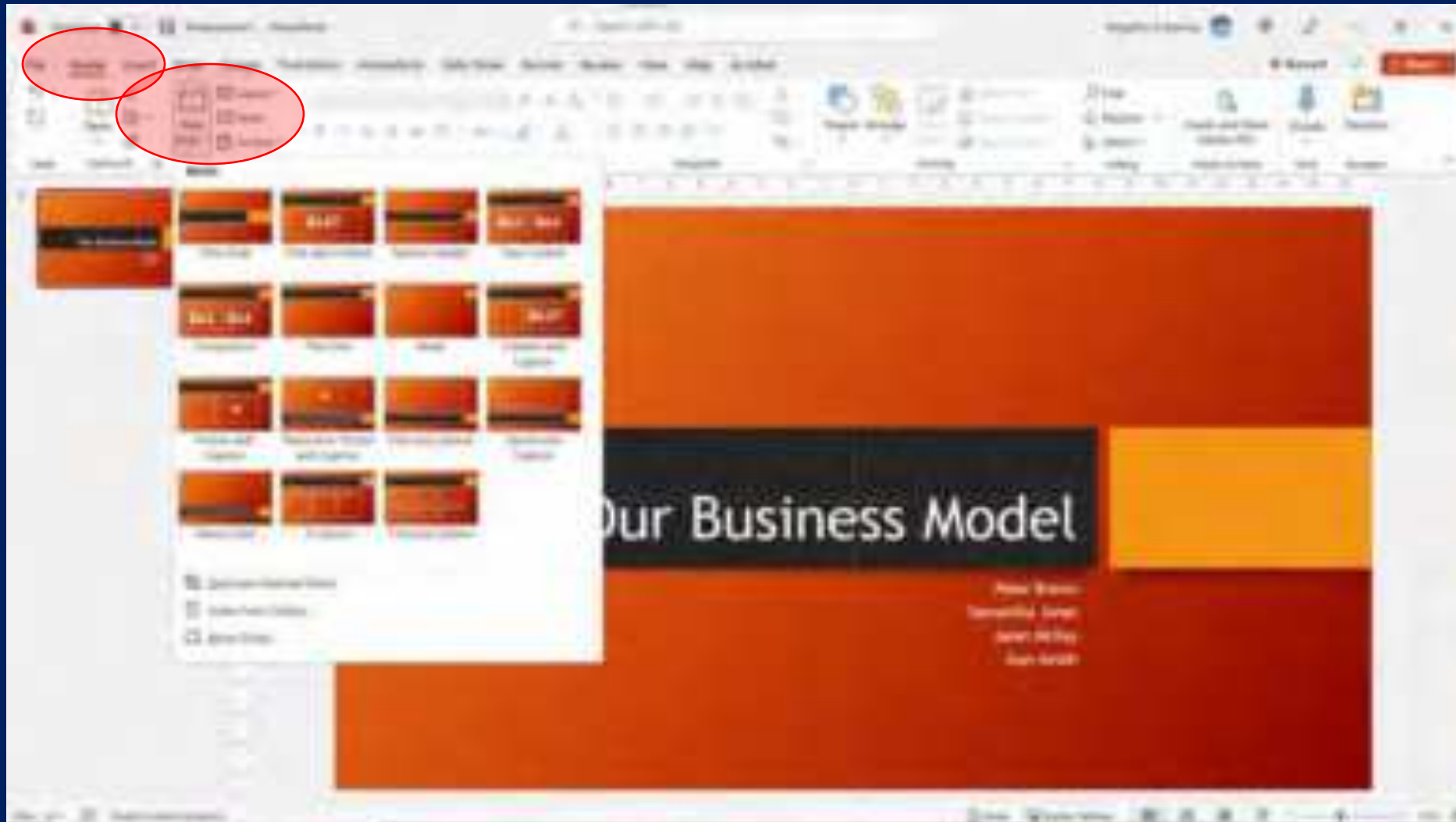
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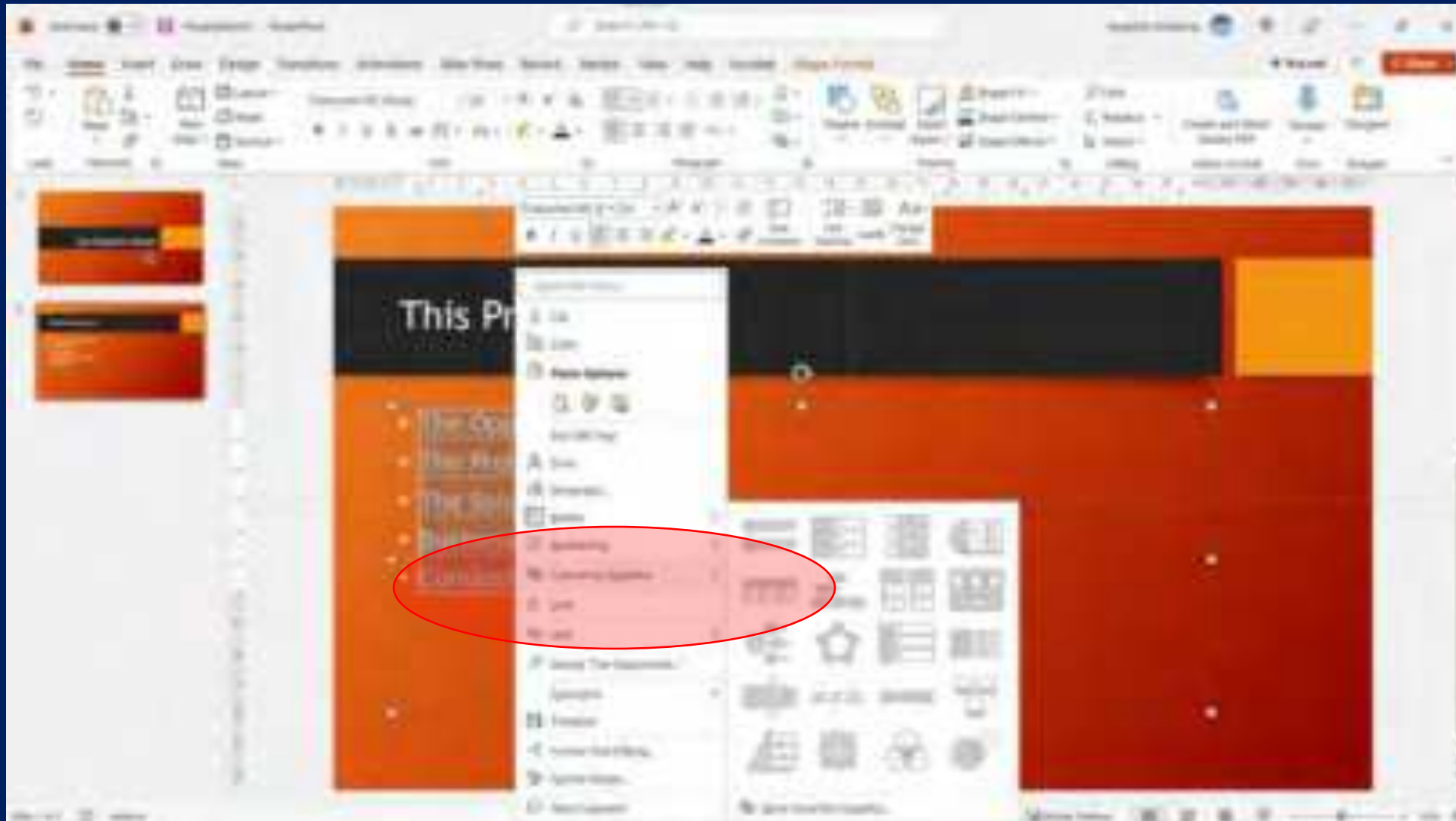
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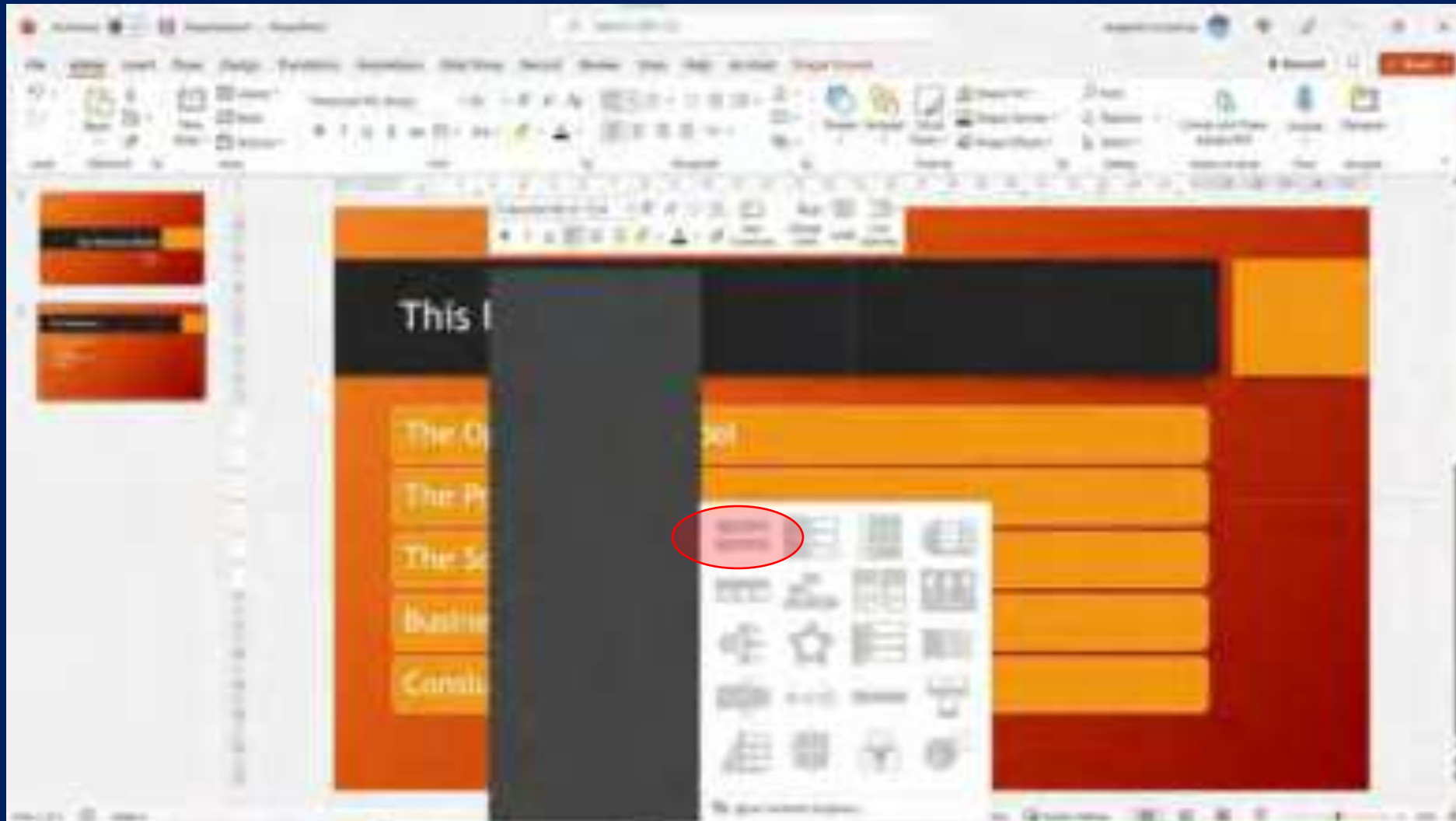
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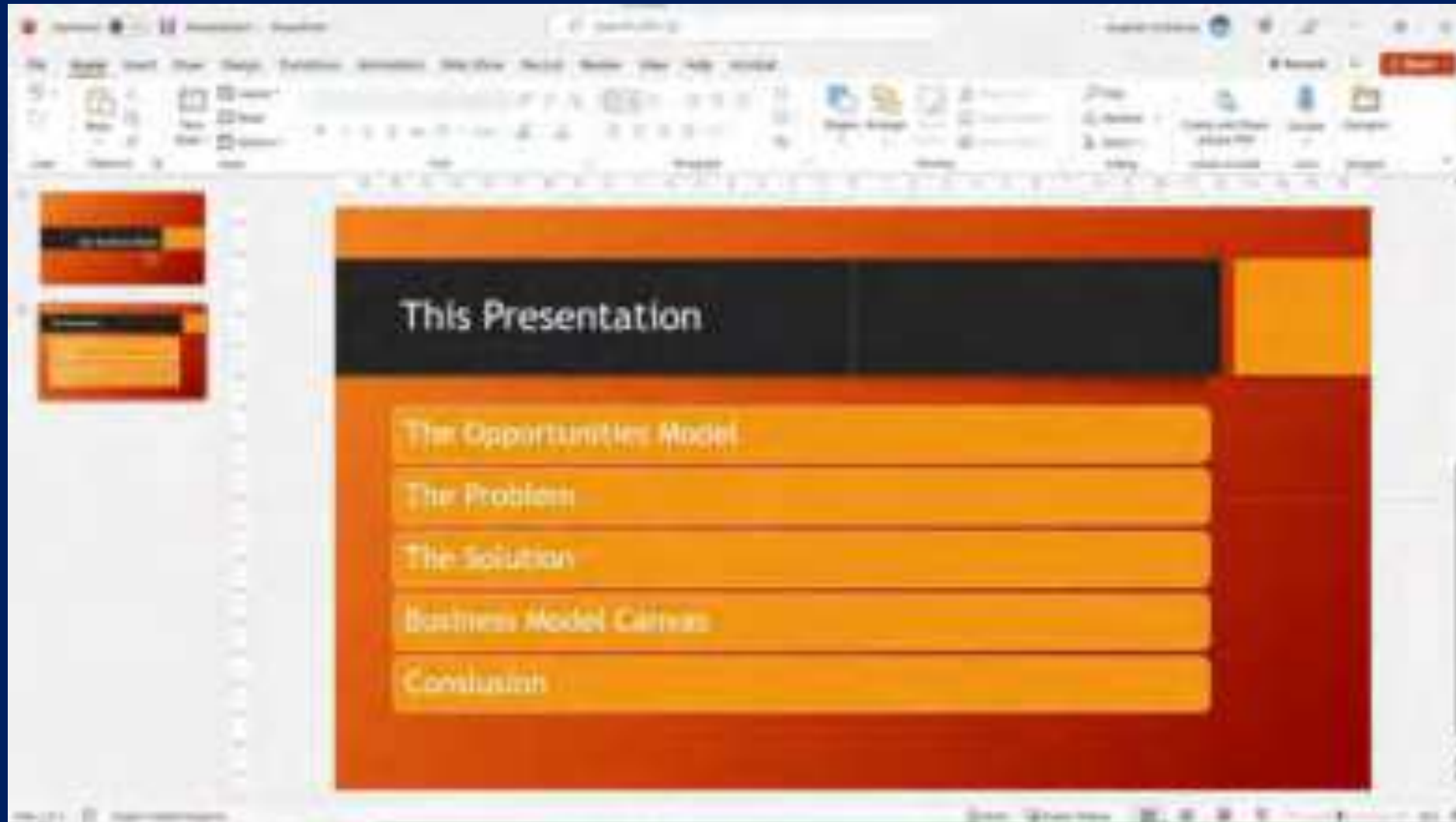
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PowerPoint Building the Slide



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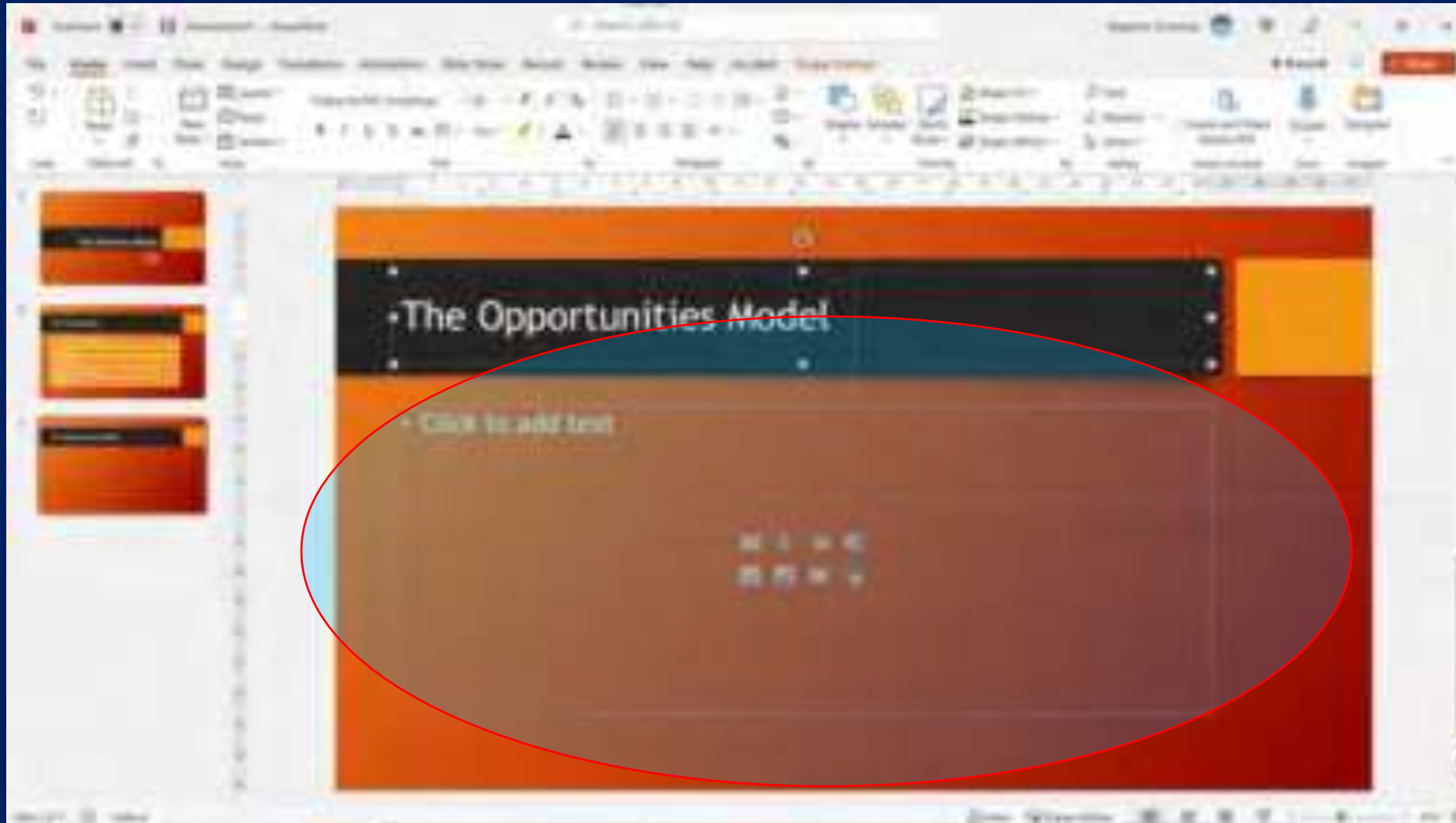
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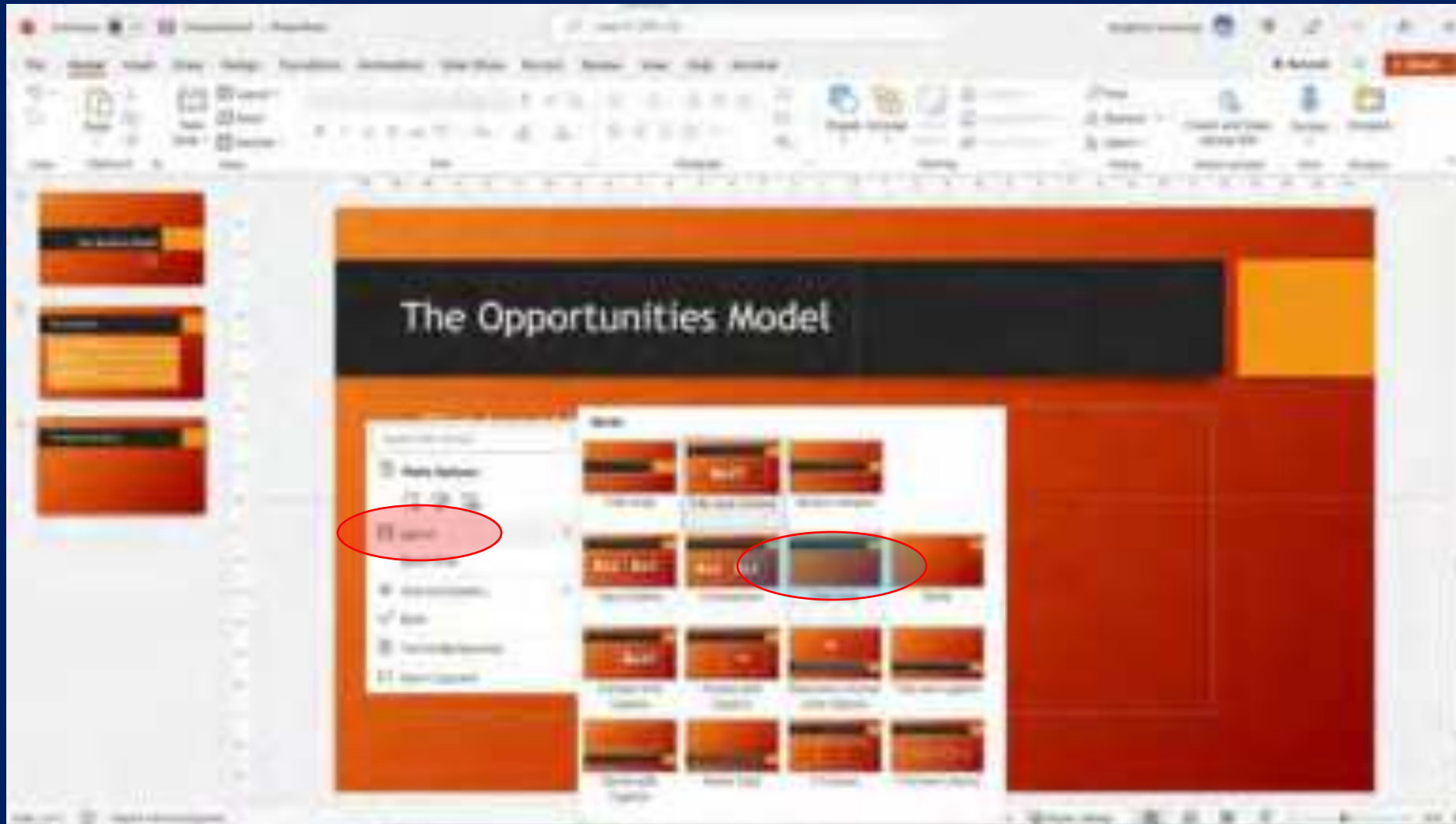
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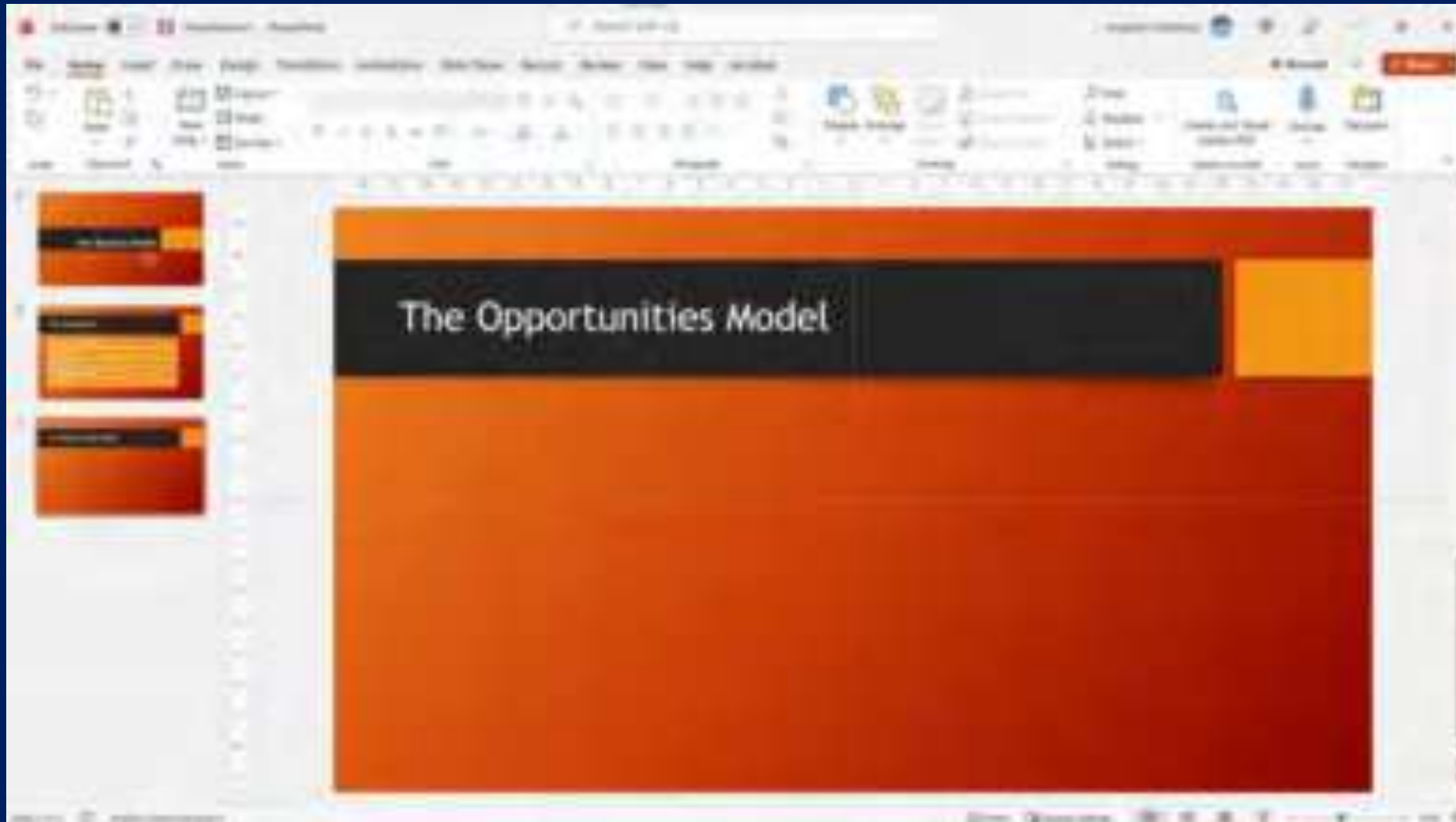
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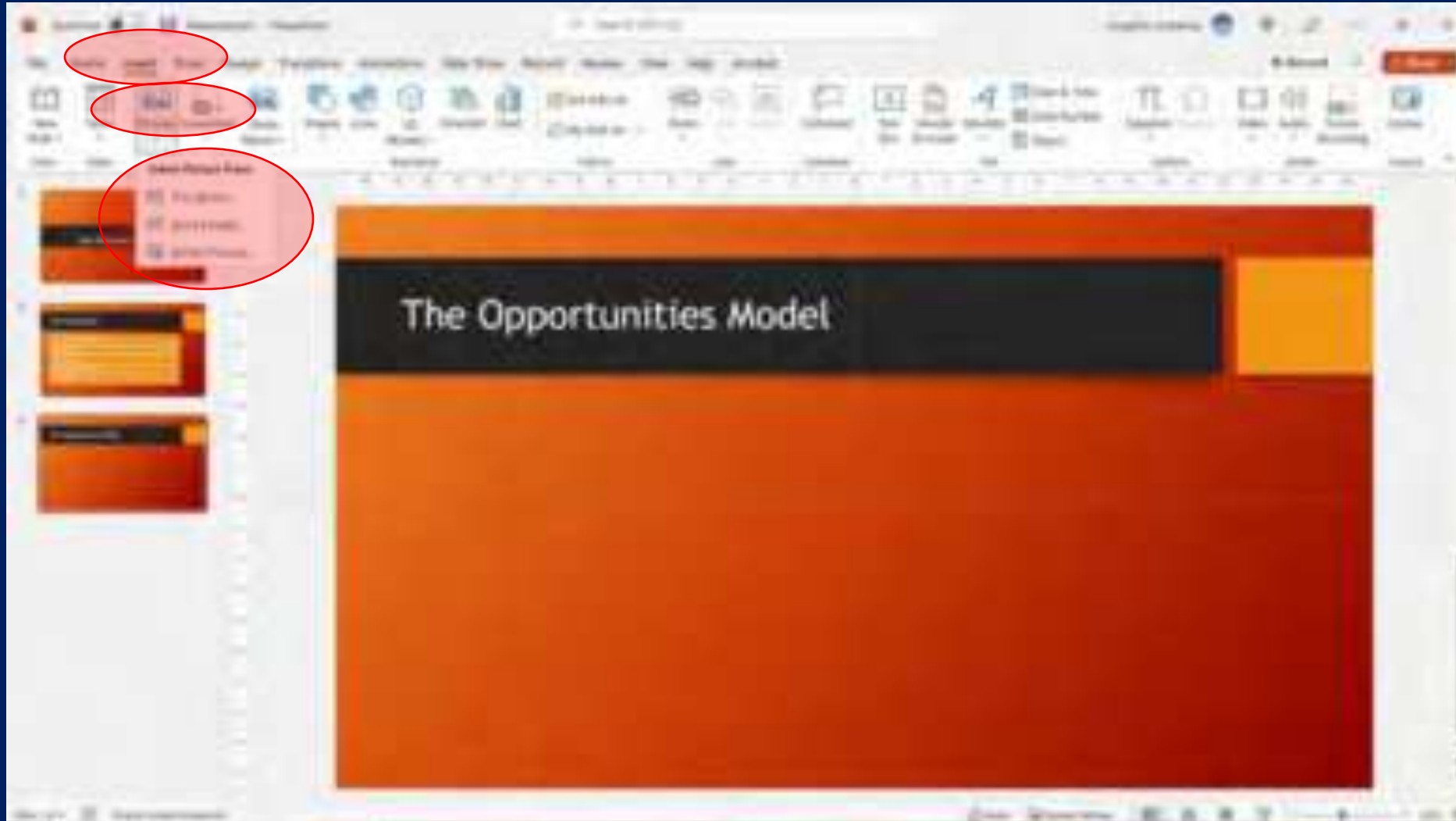
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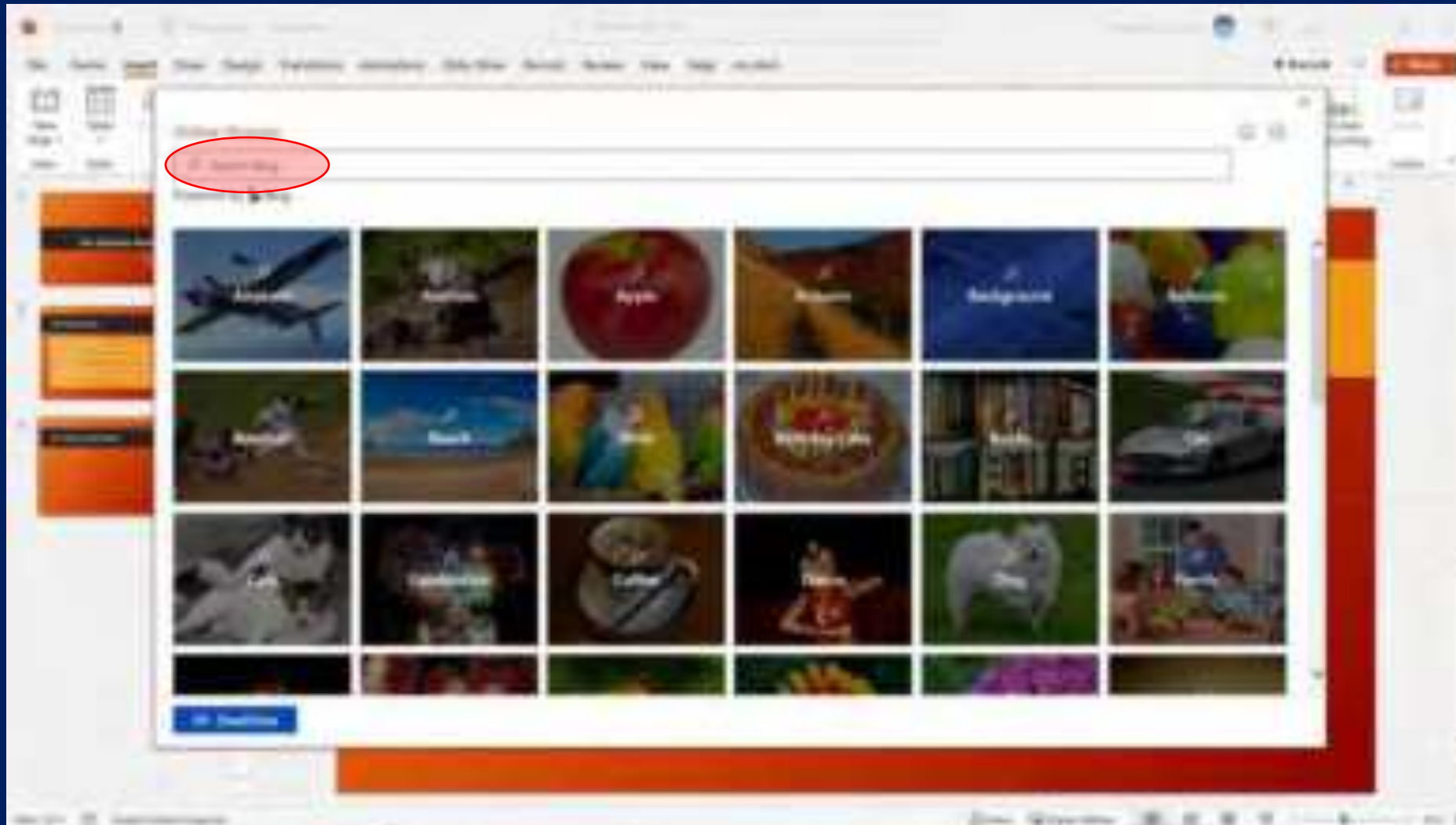
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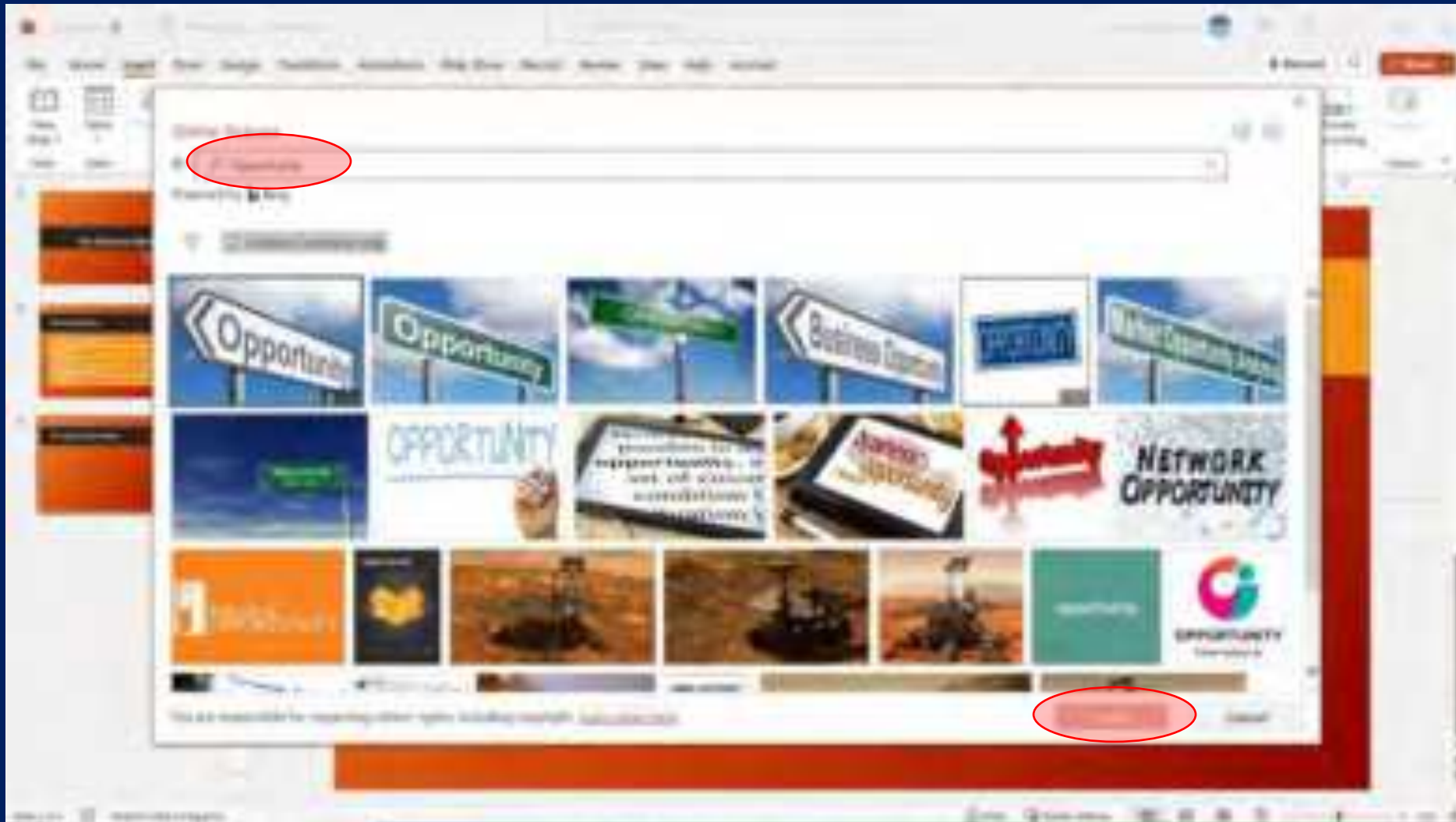
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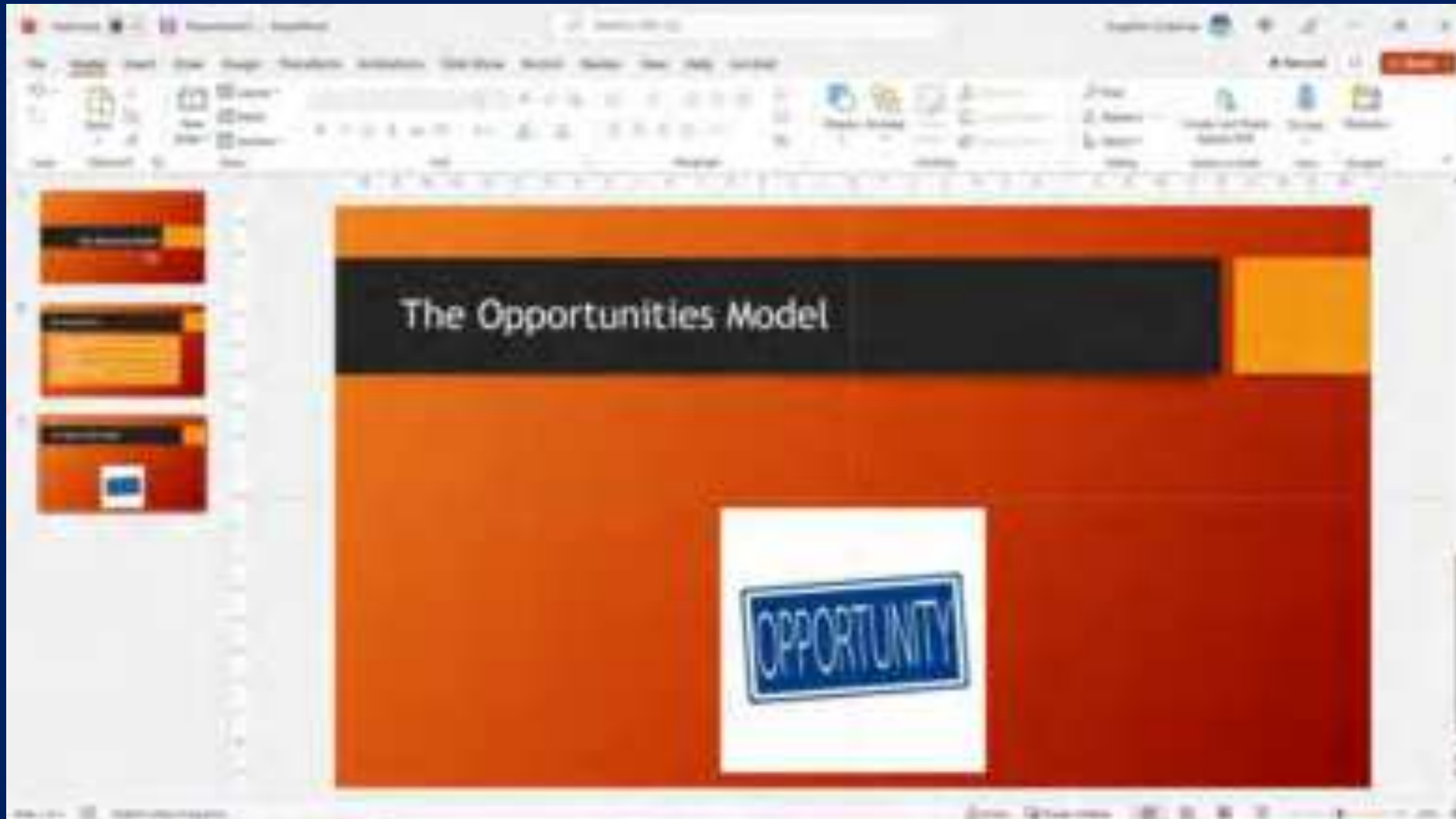
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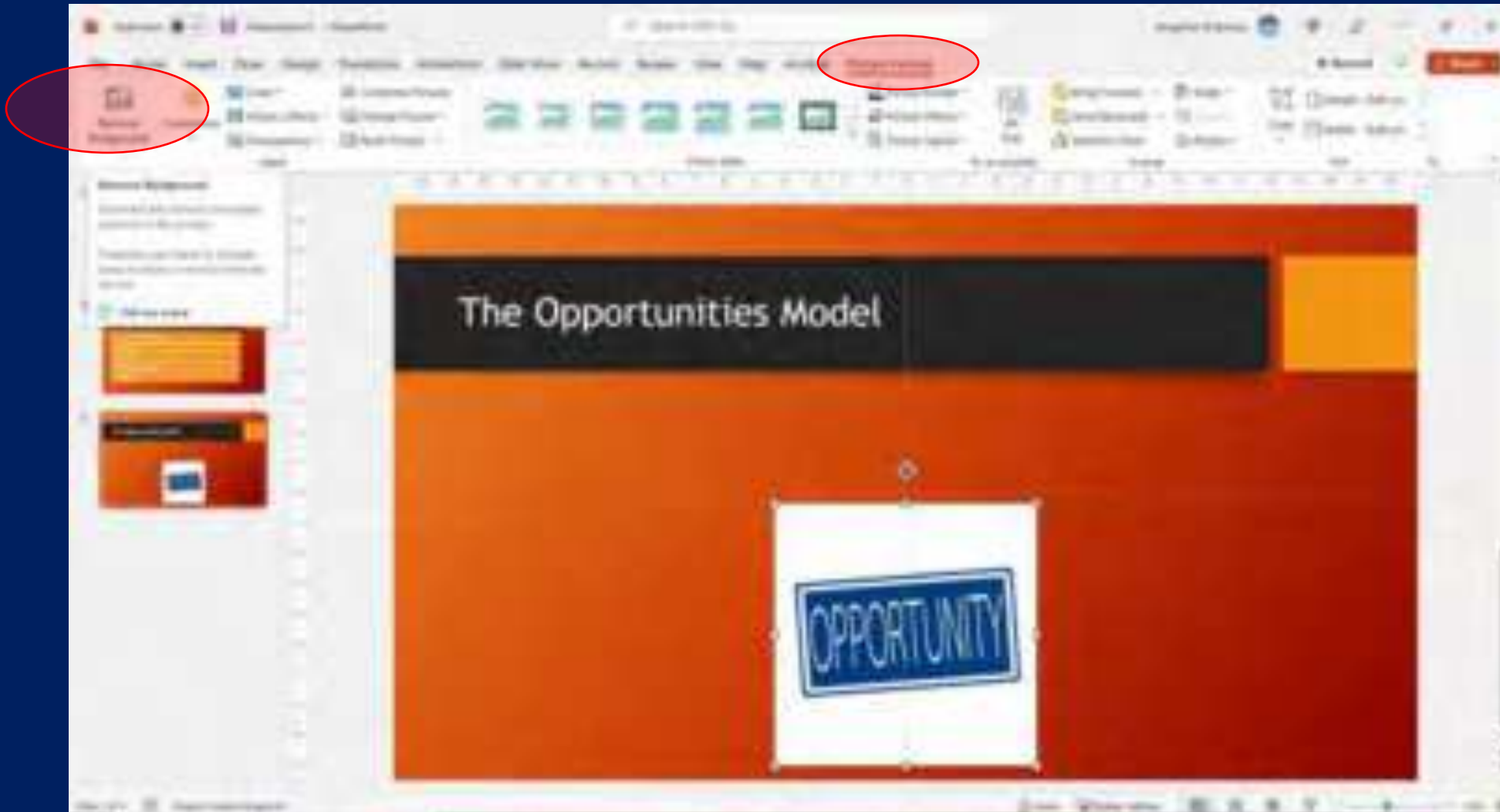
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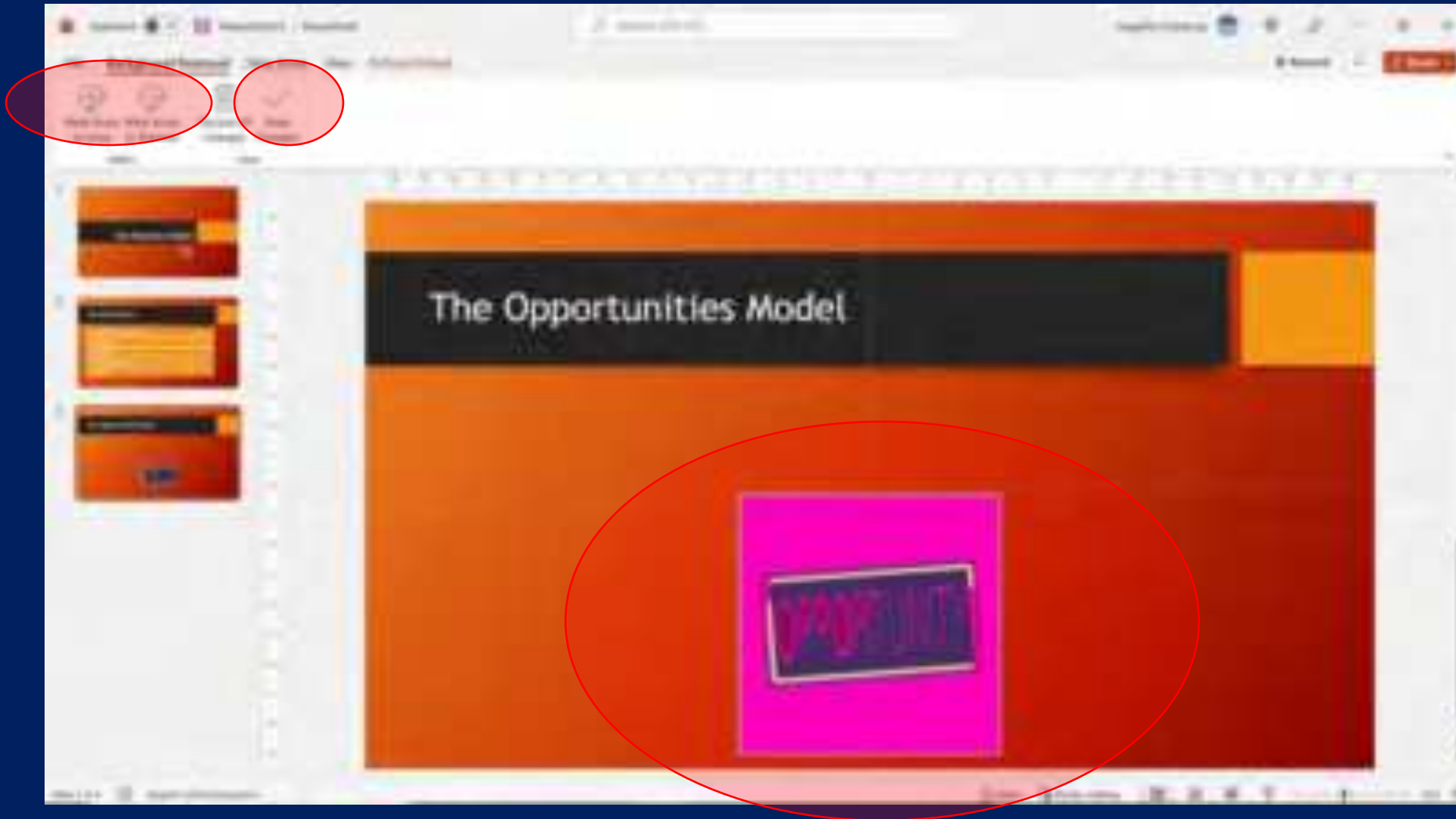
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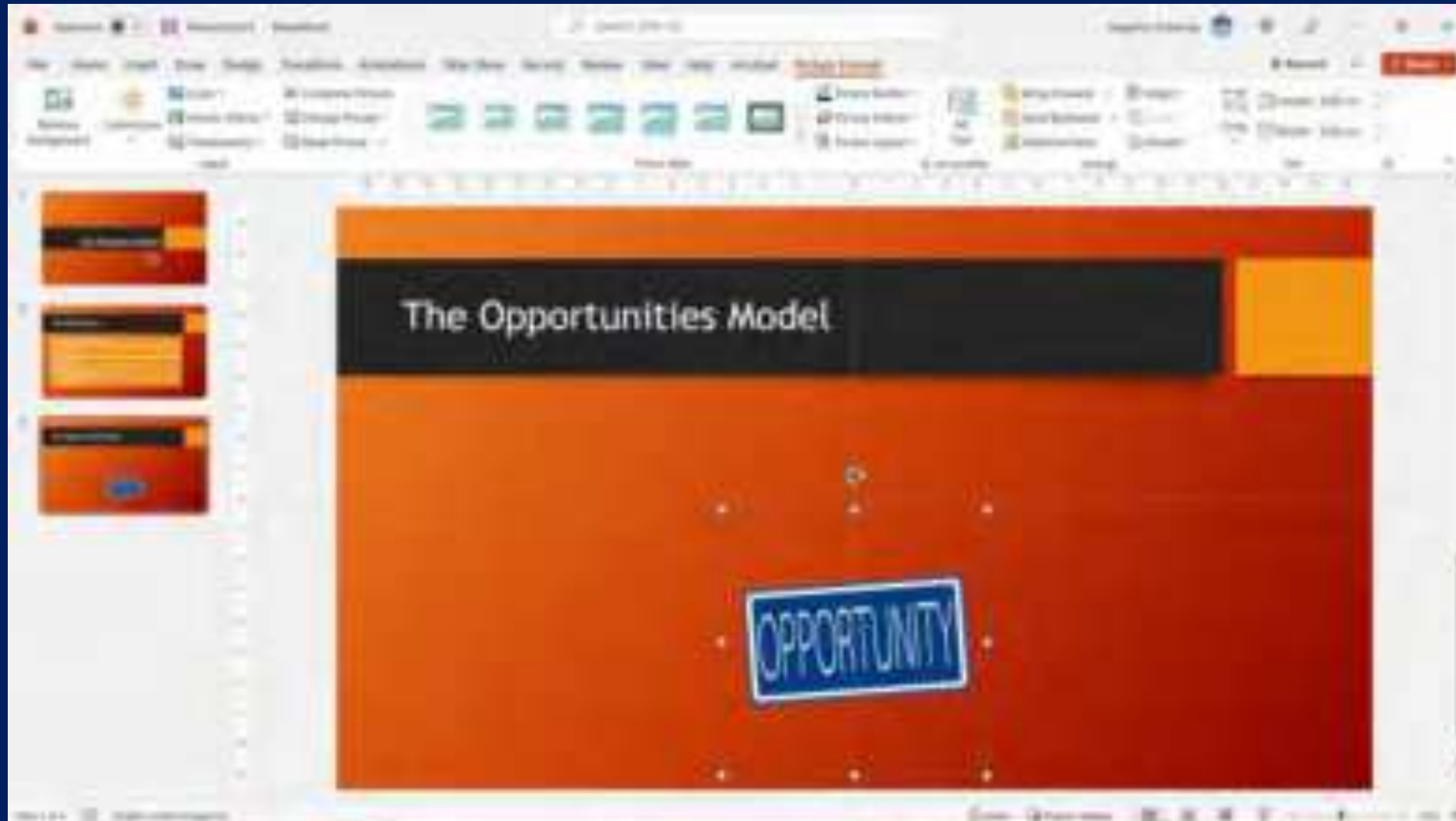
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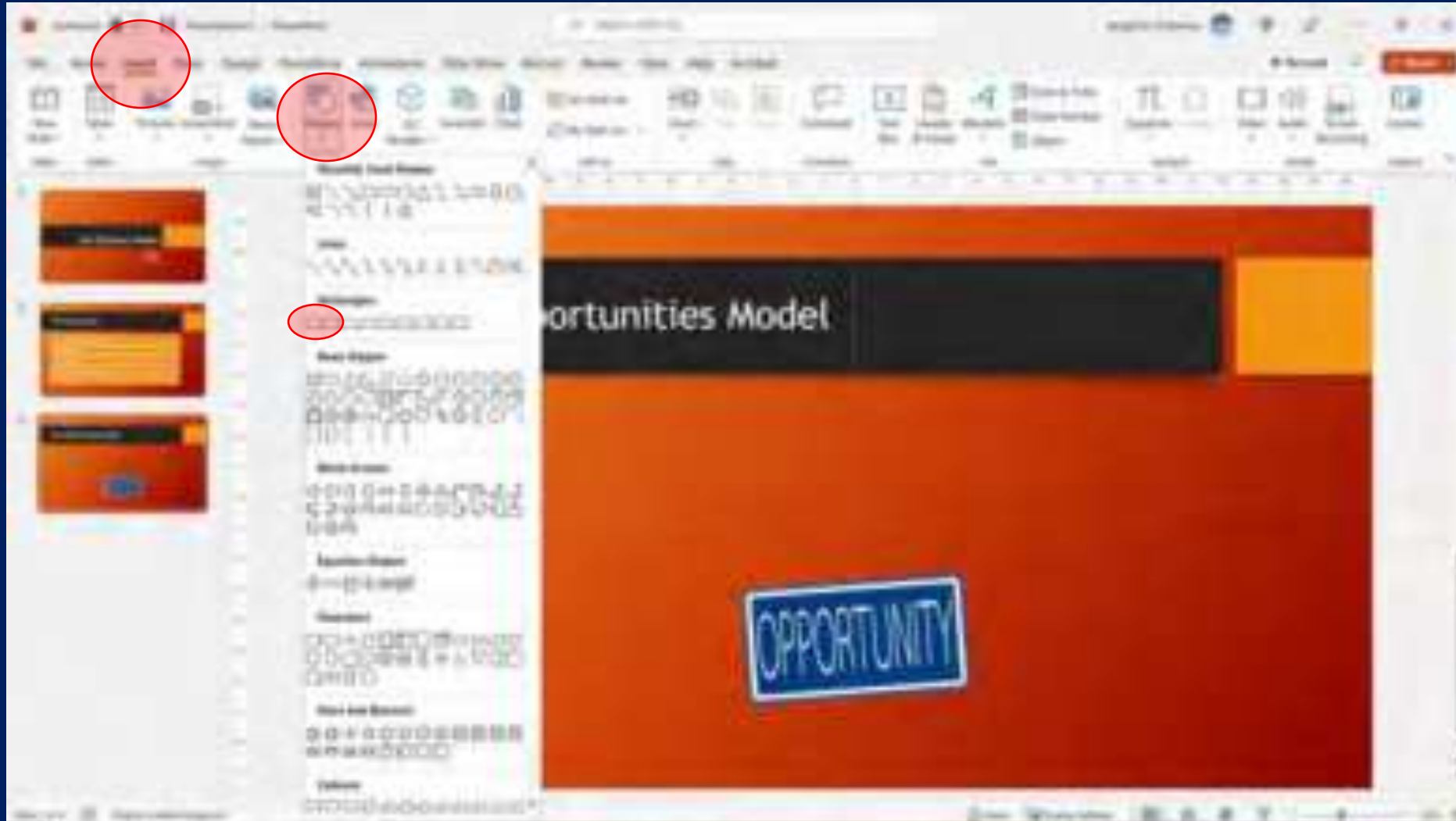


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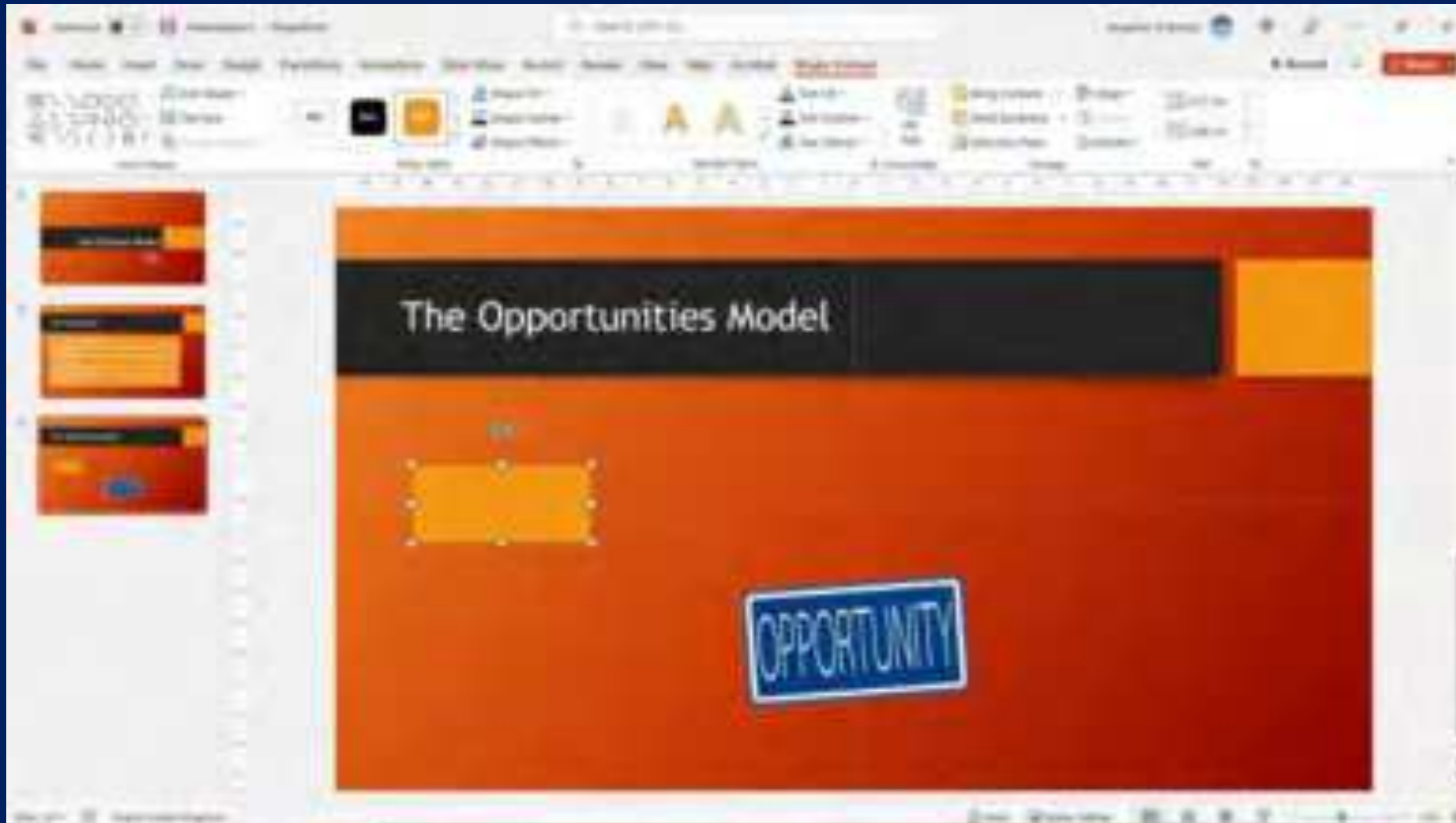


Hands On

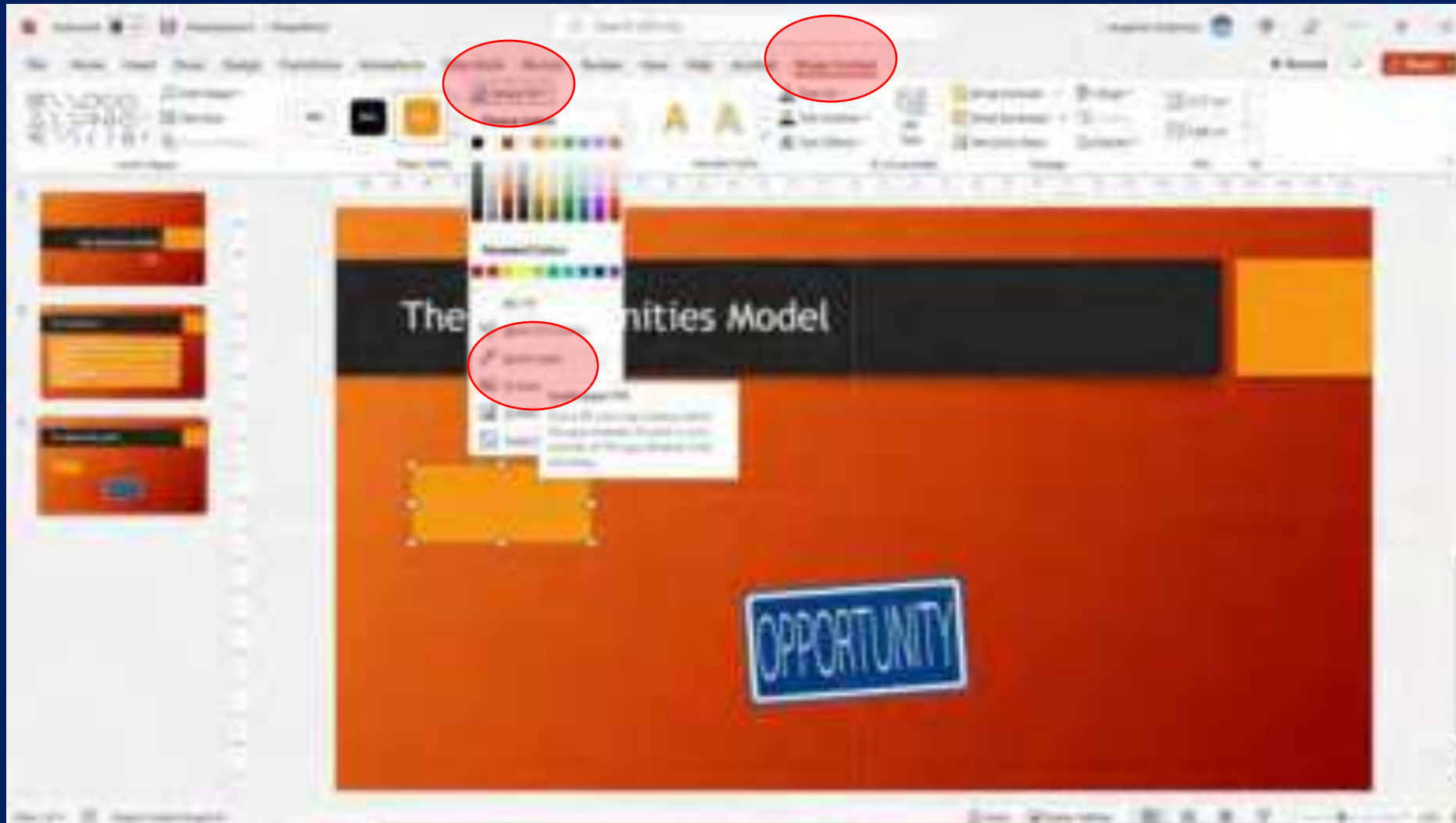
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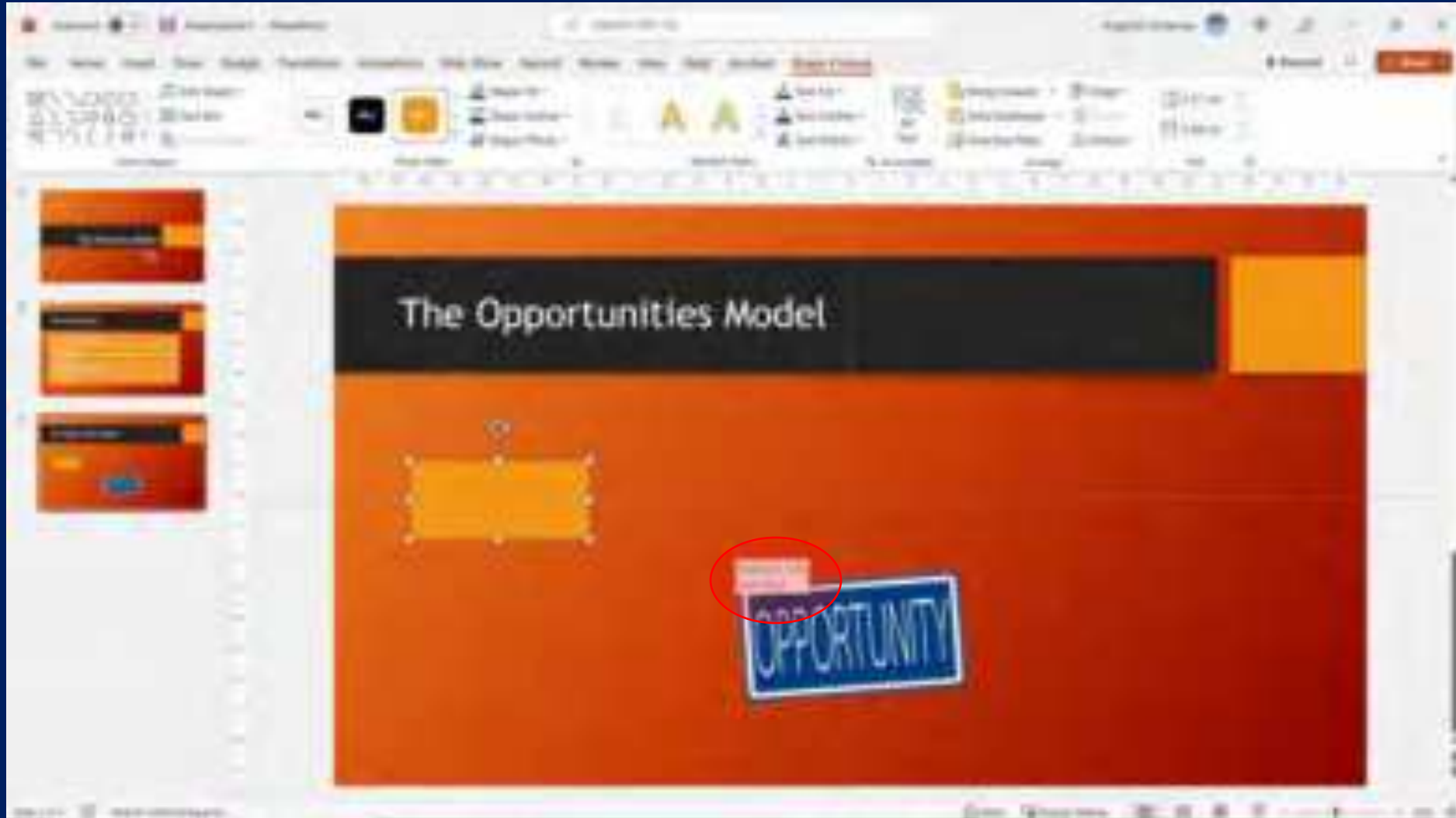
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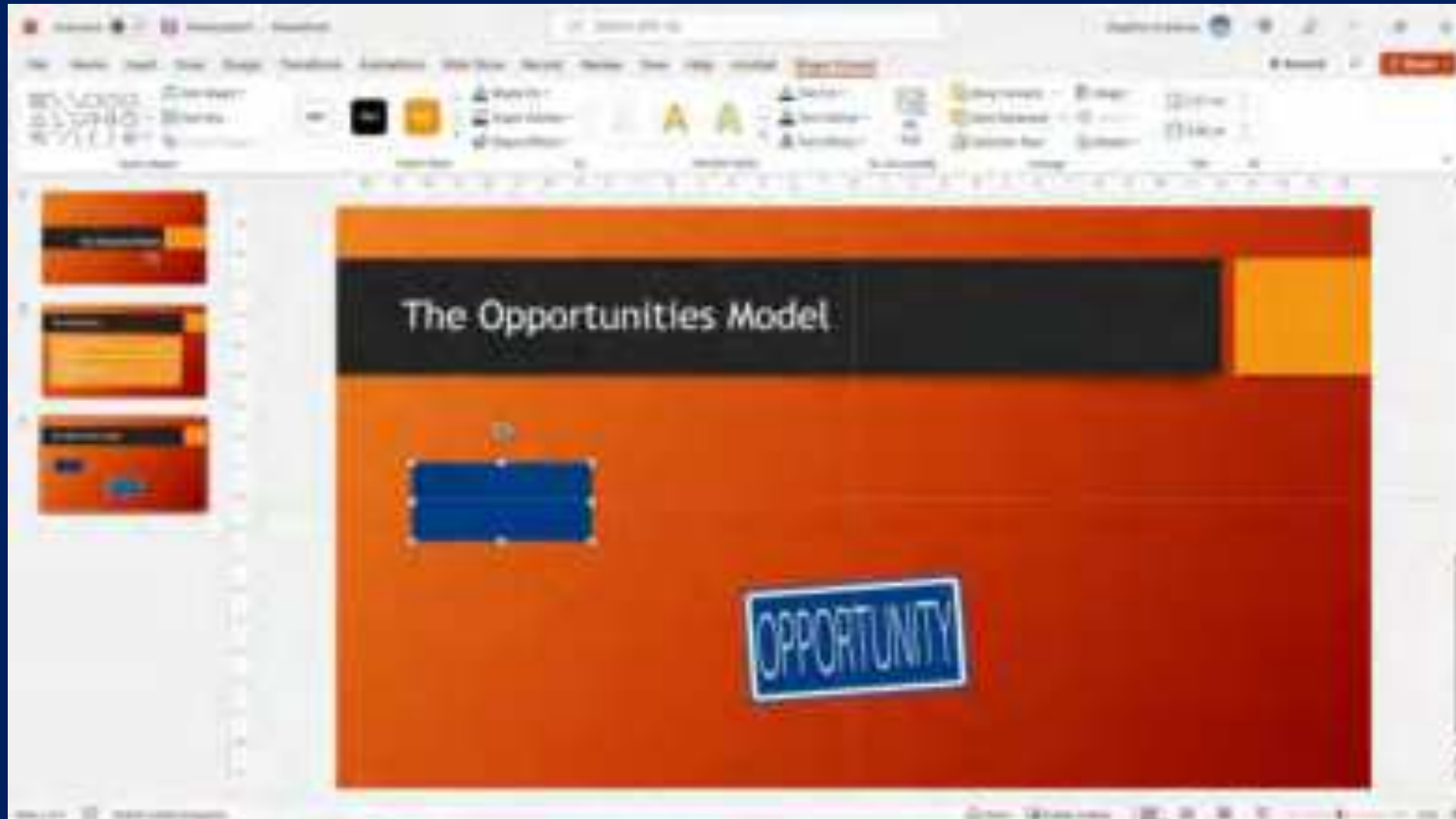
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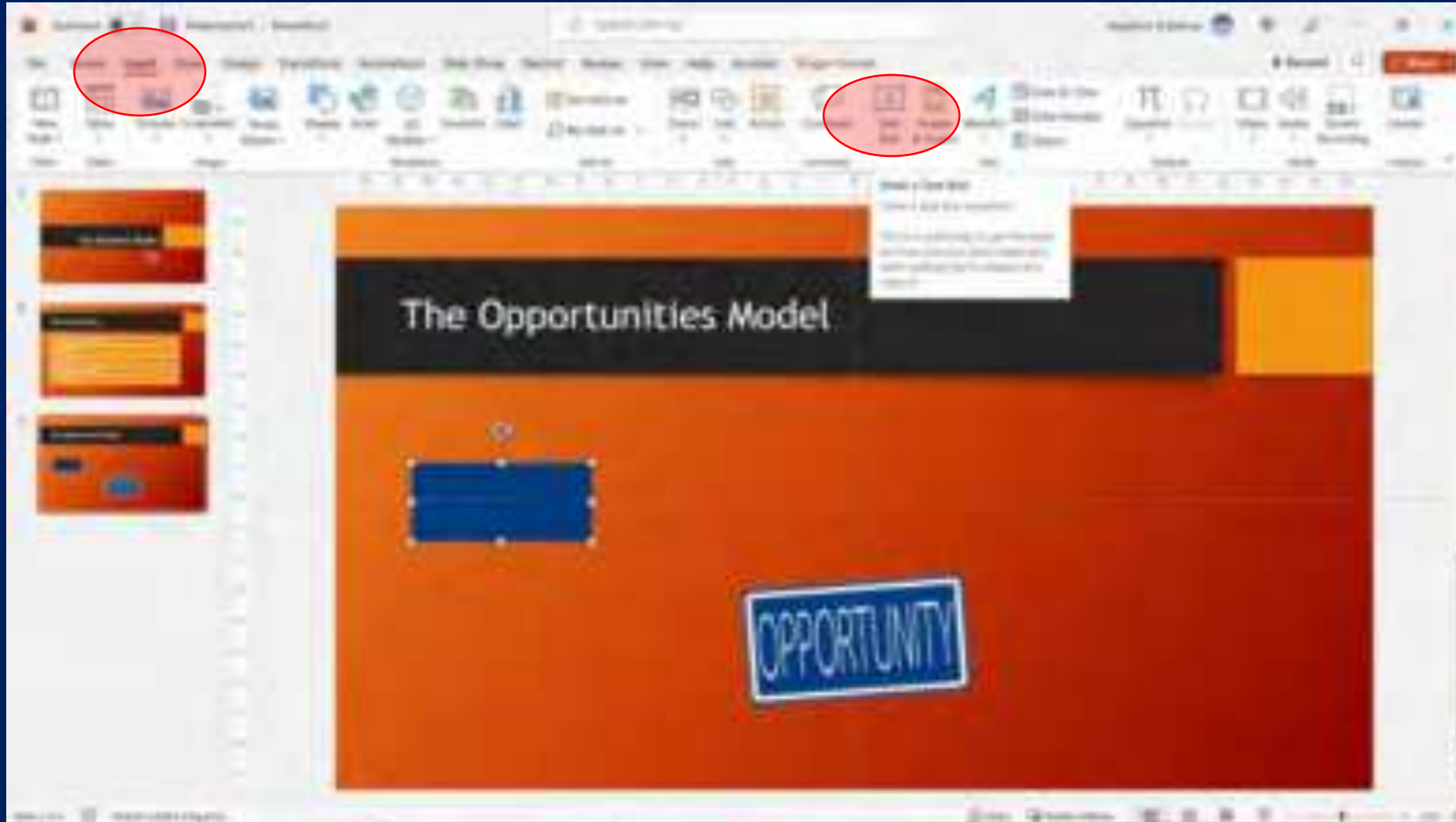
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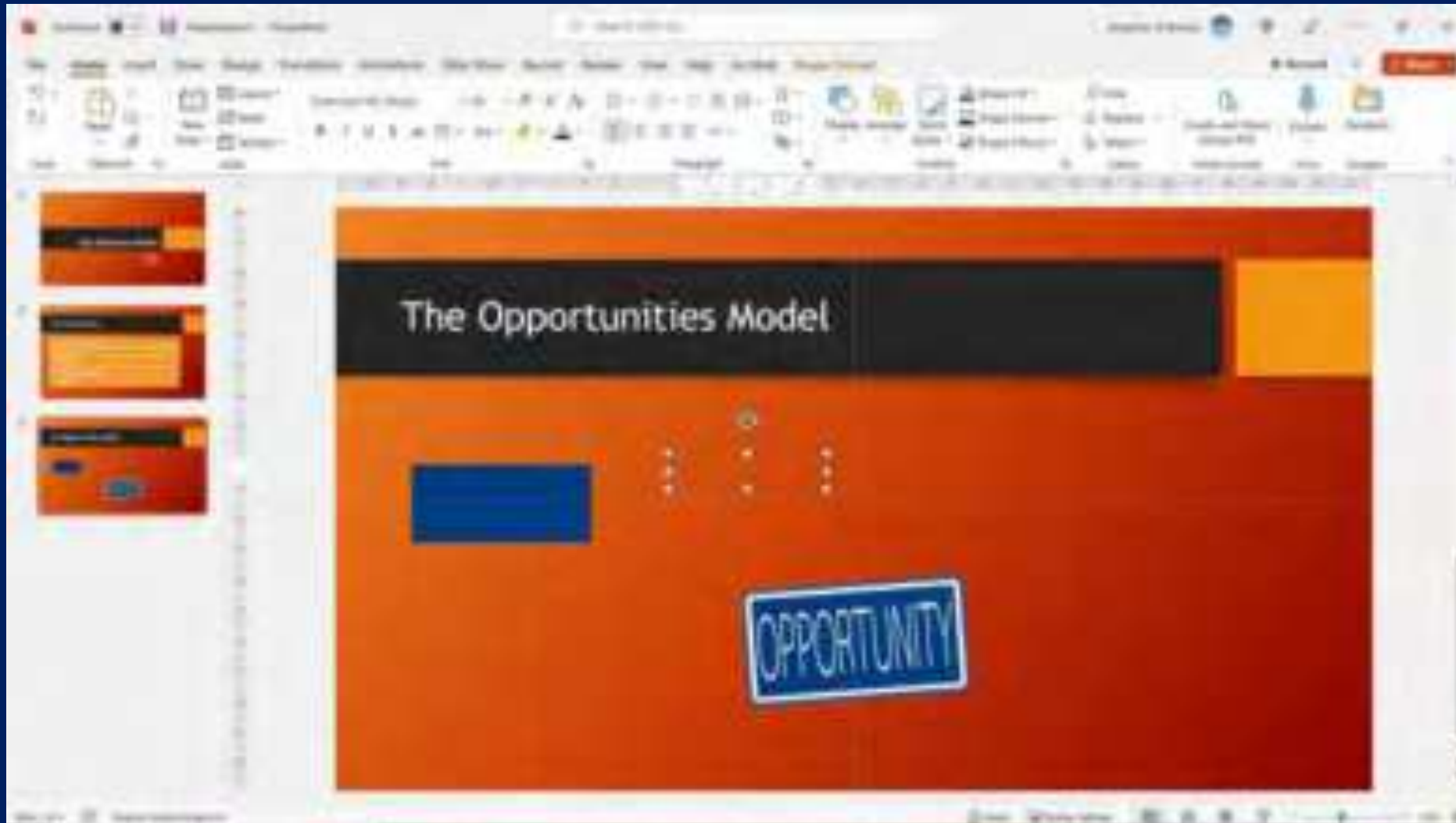
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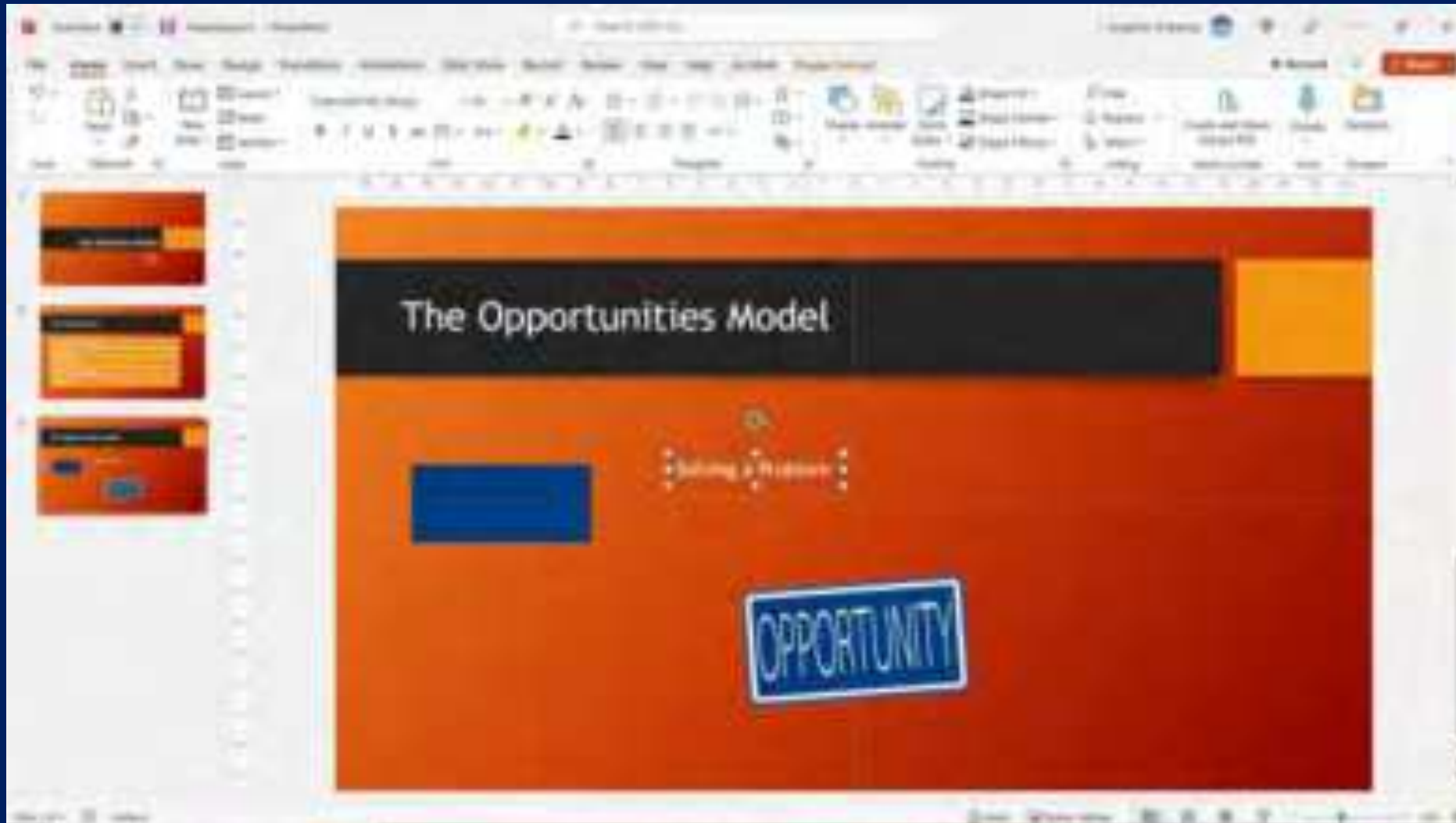
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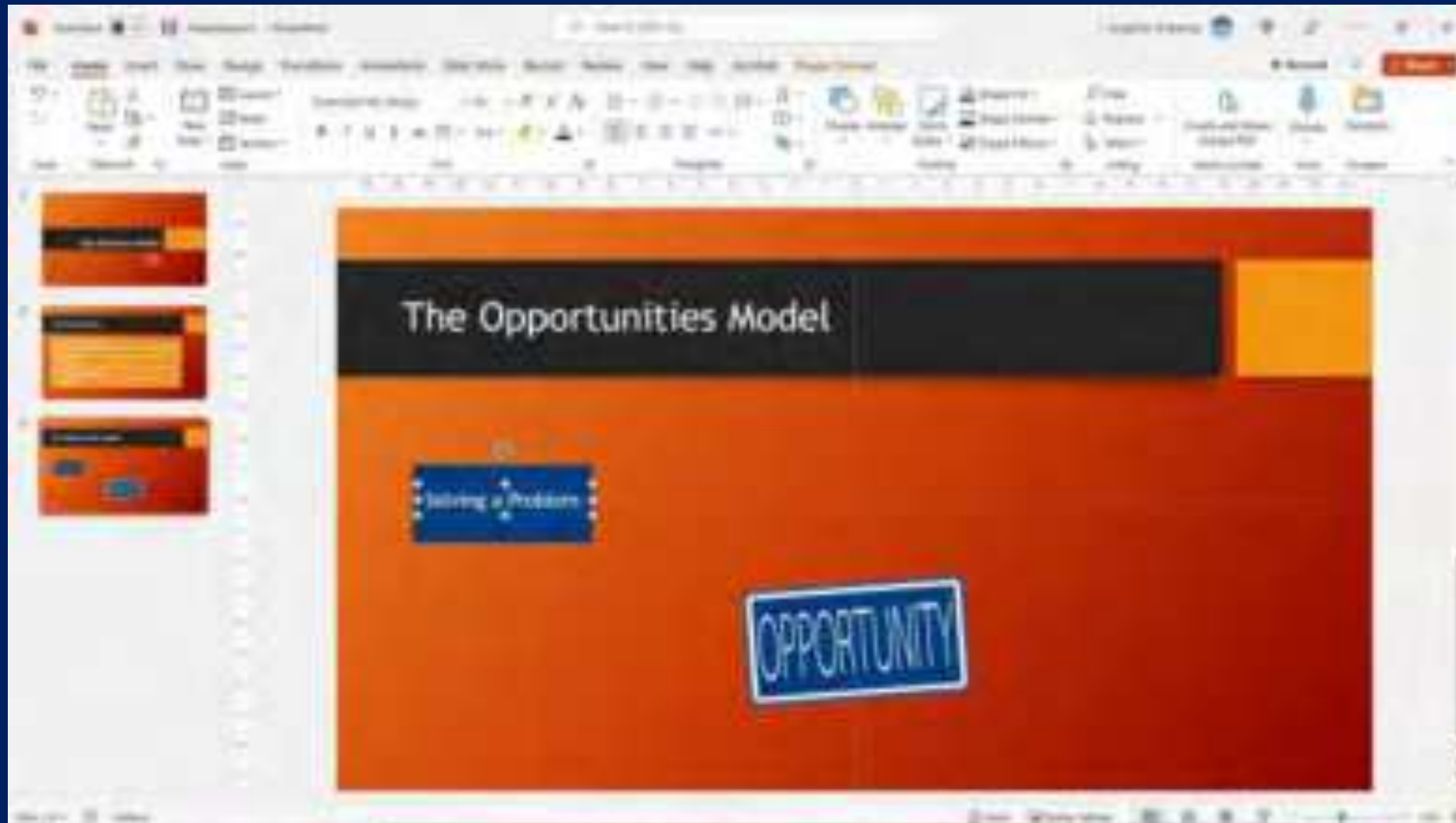
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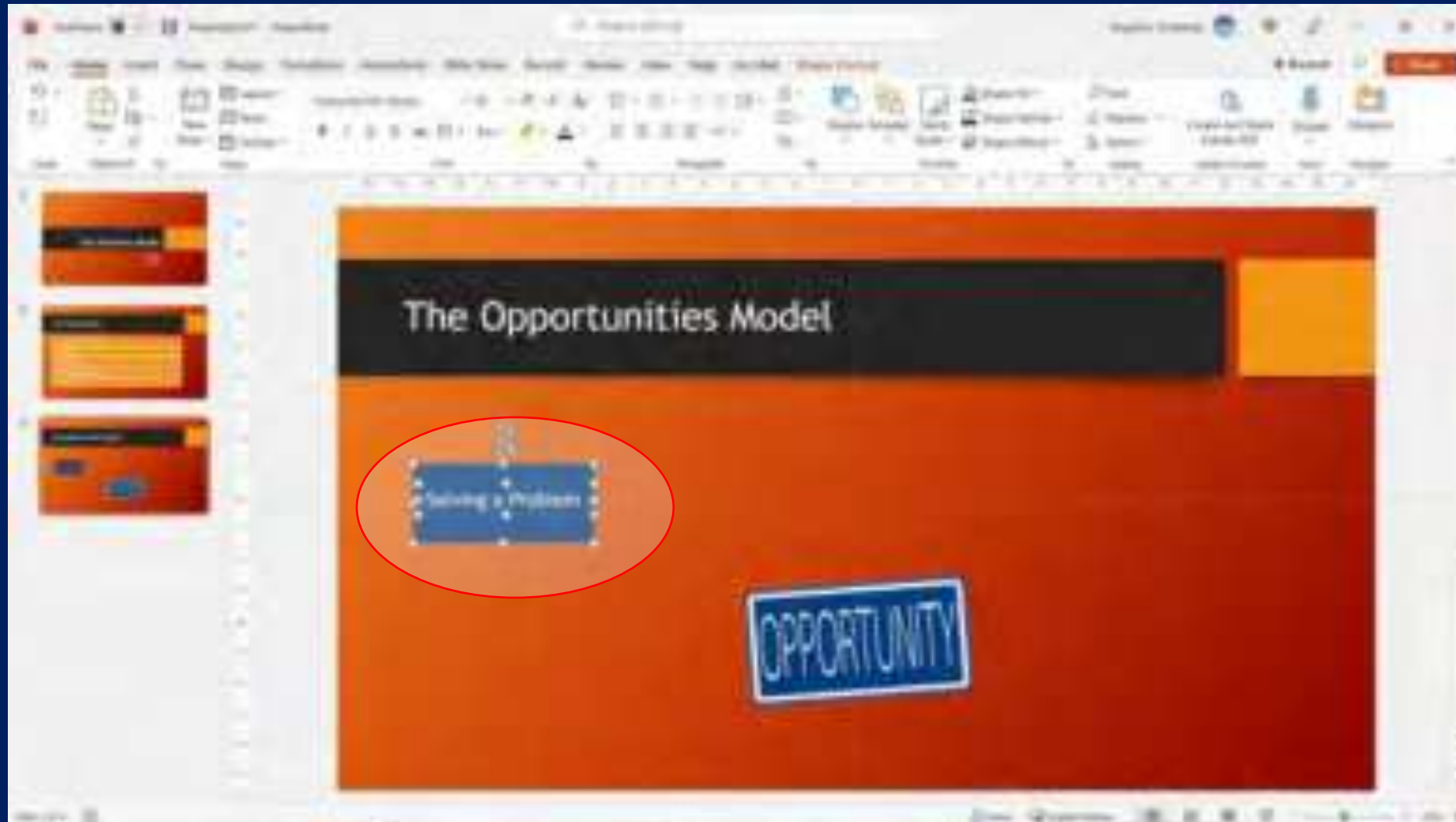
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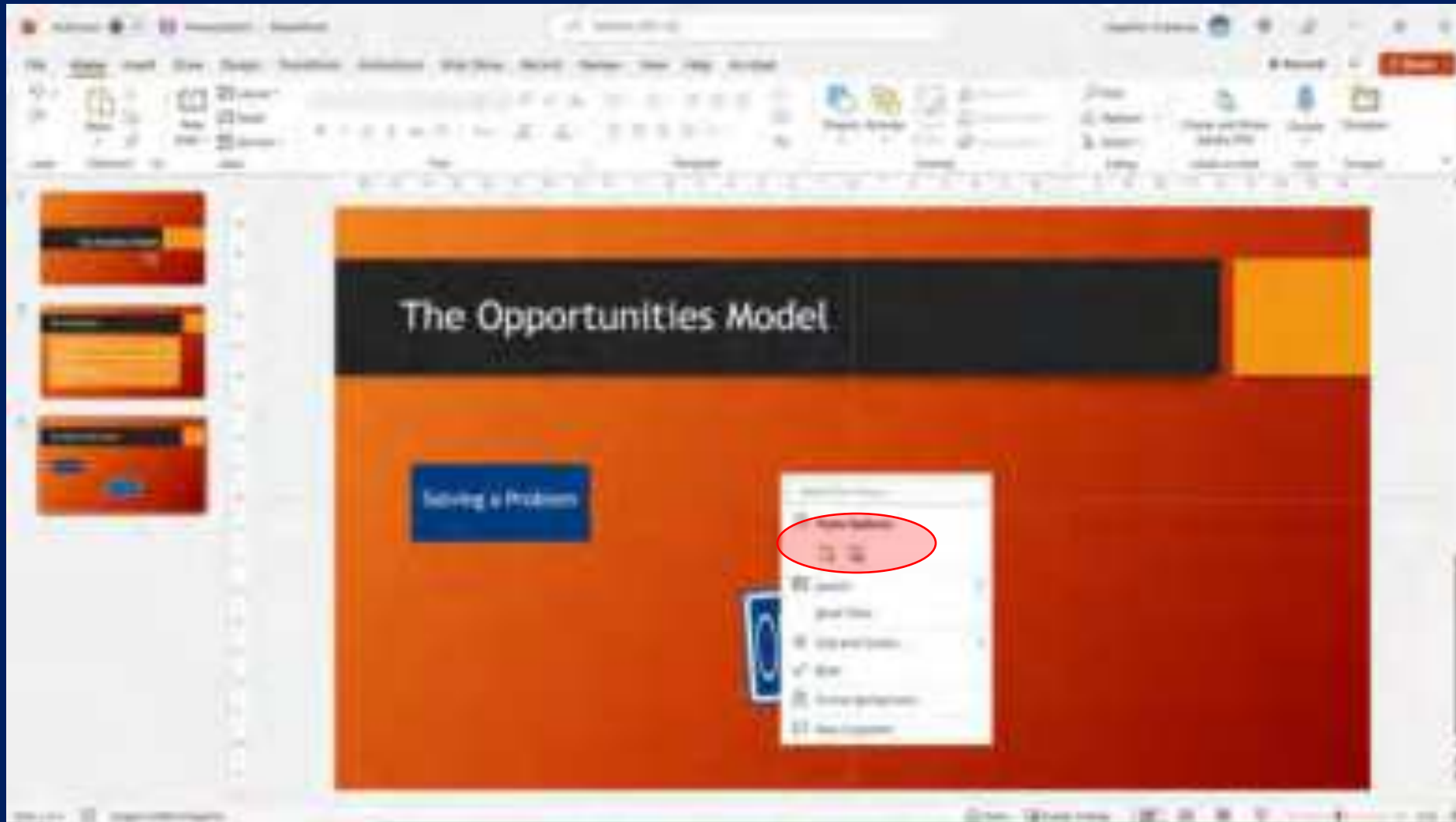
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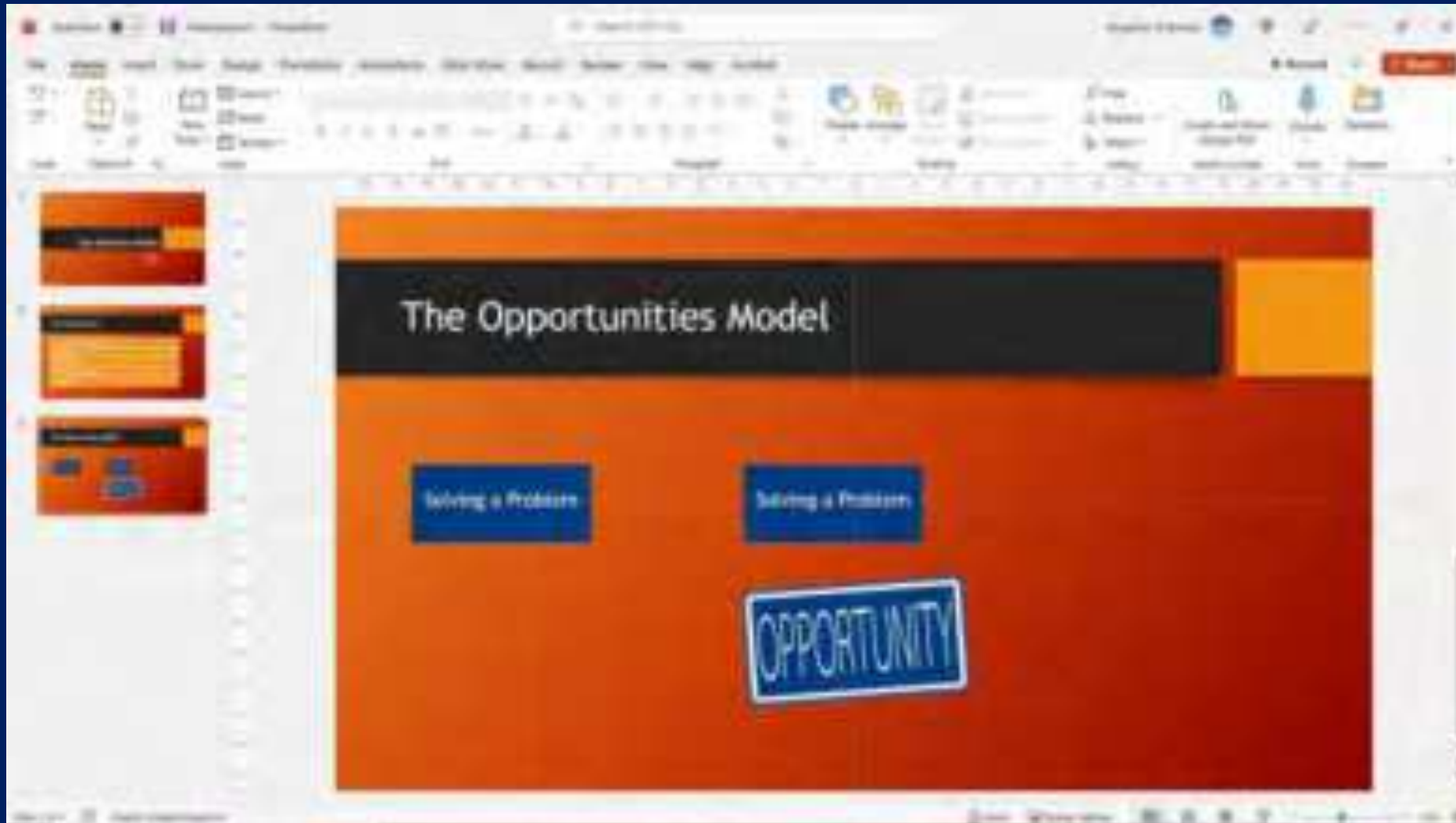
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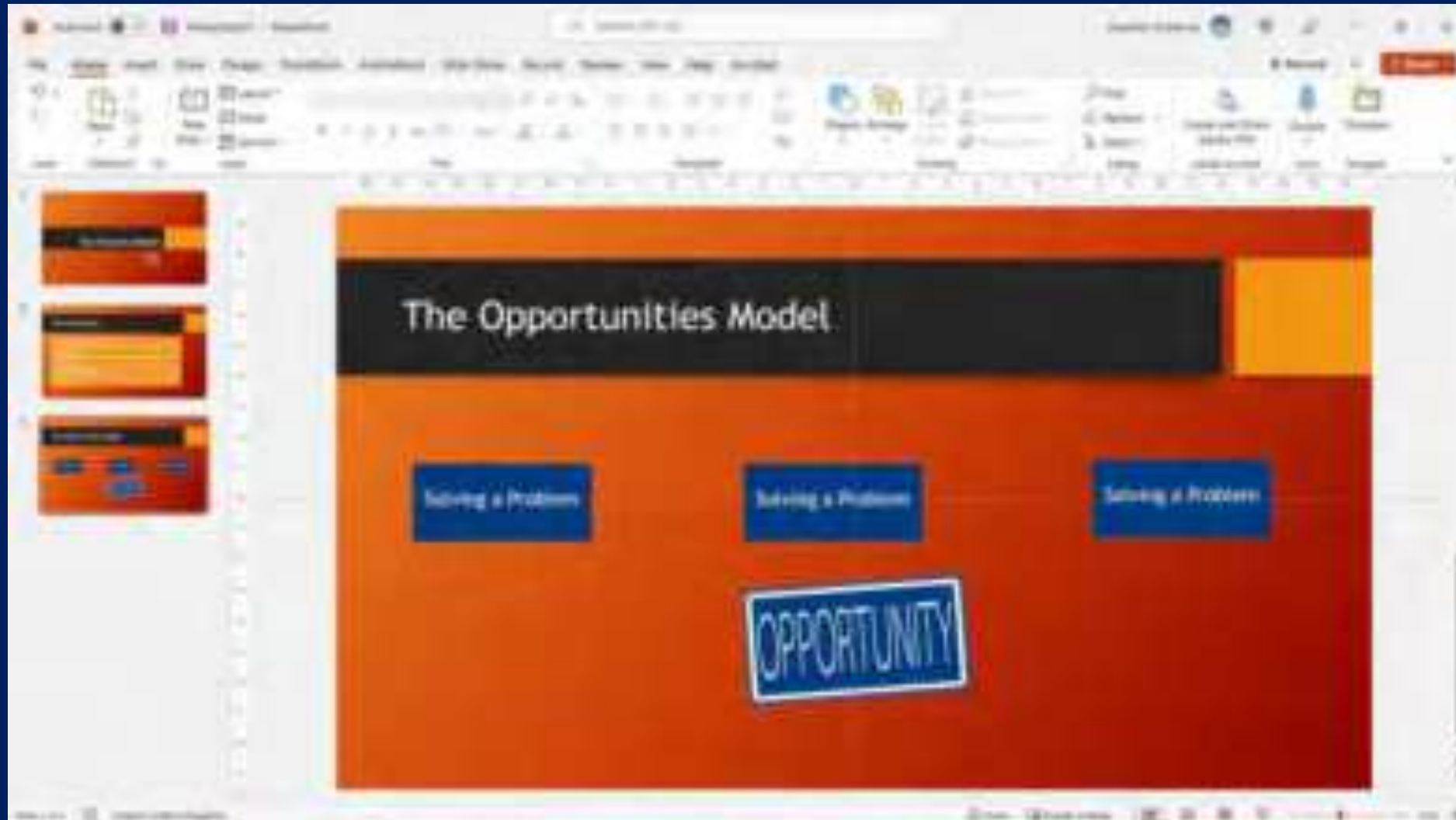
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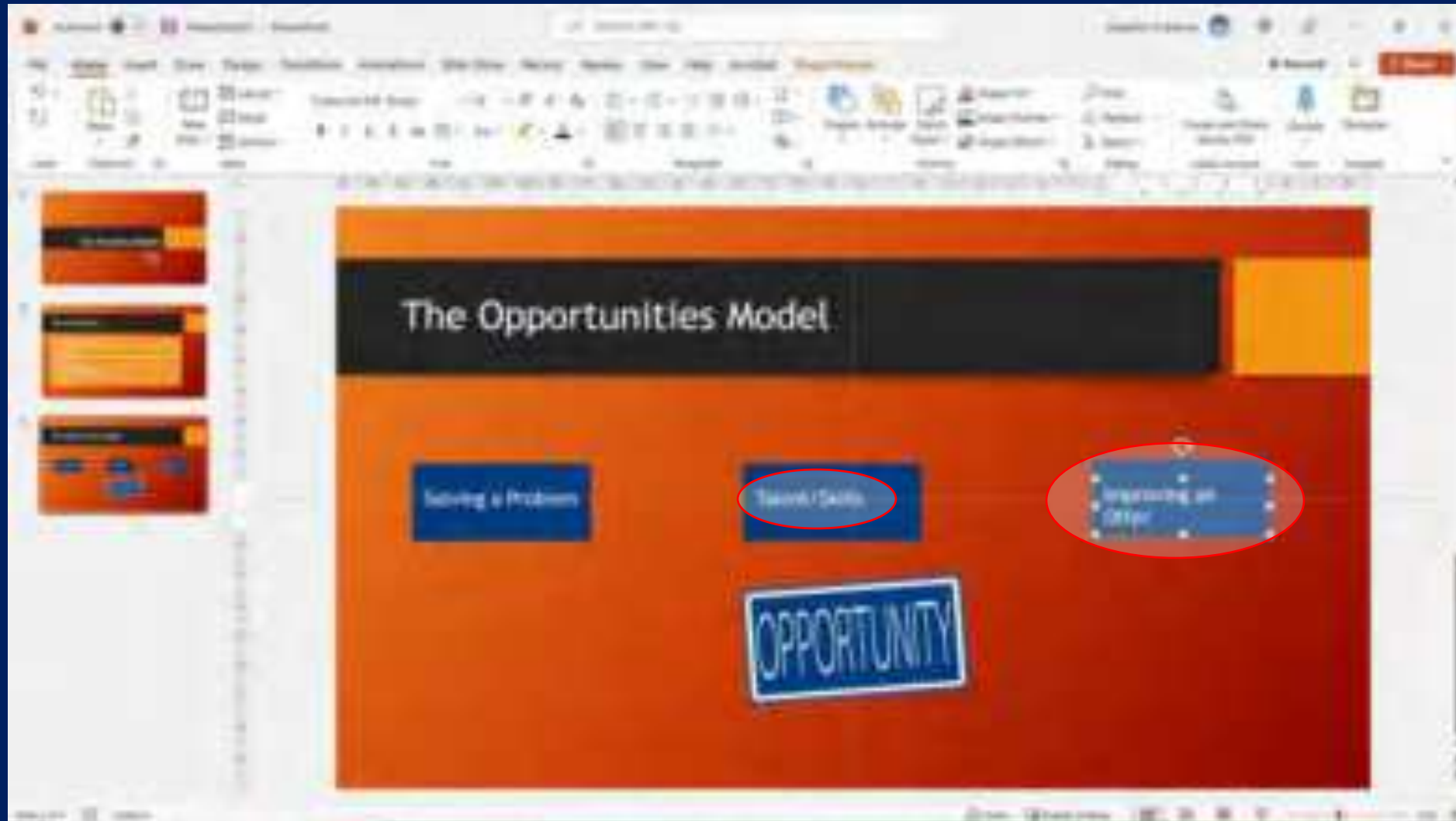
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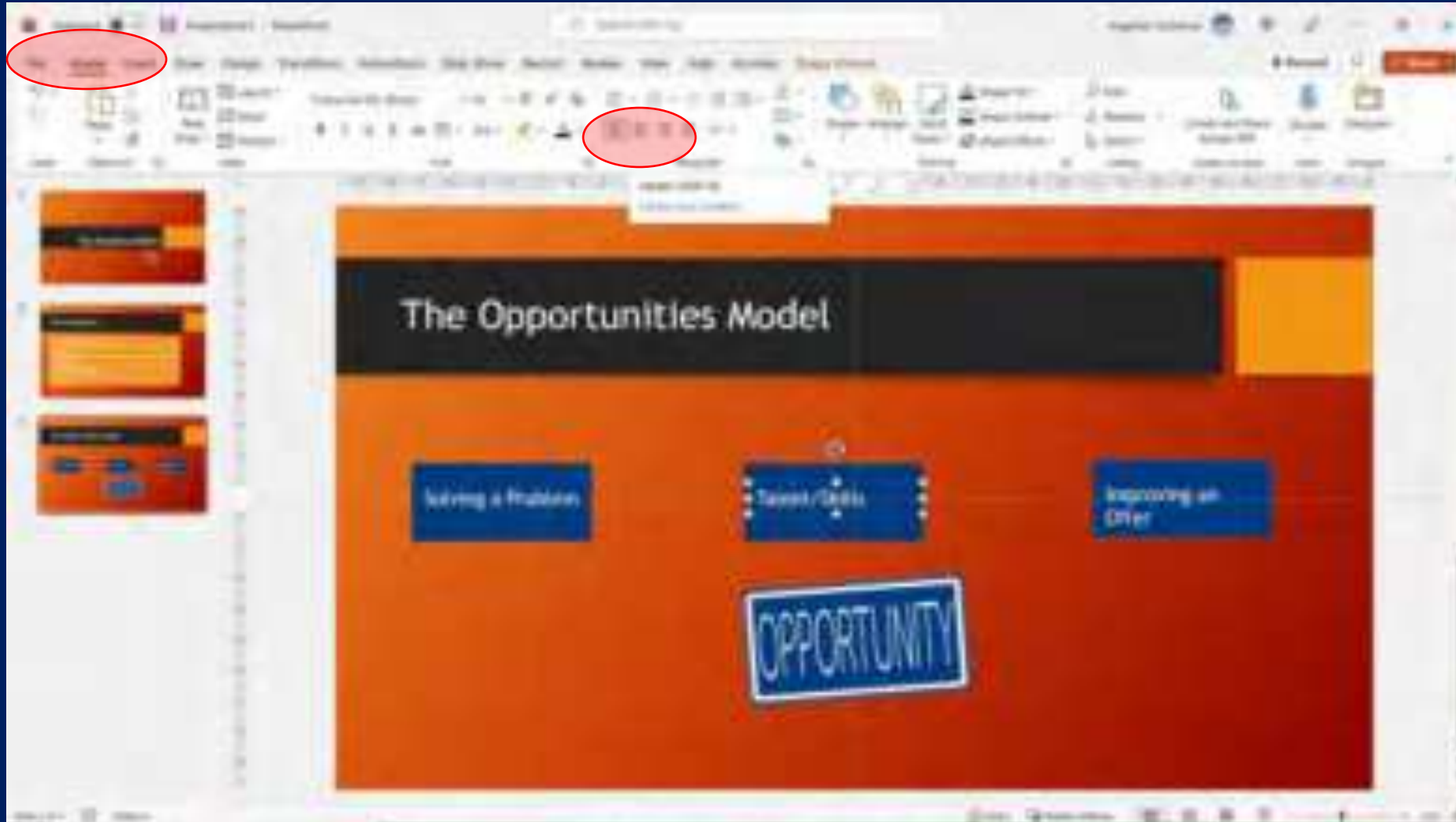
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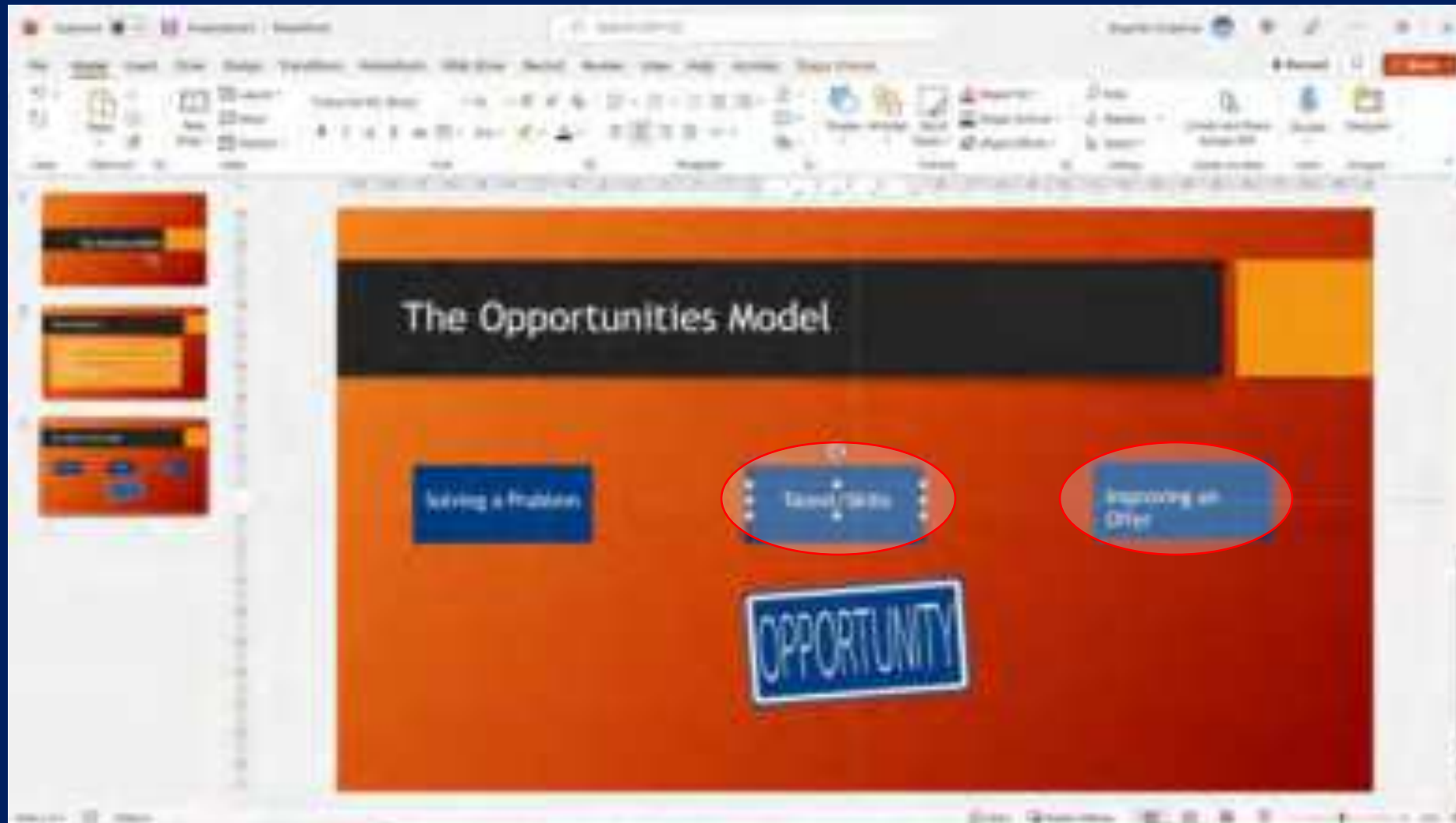
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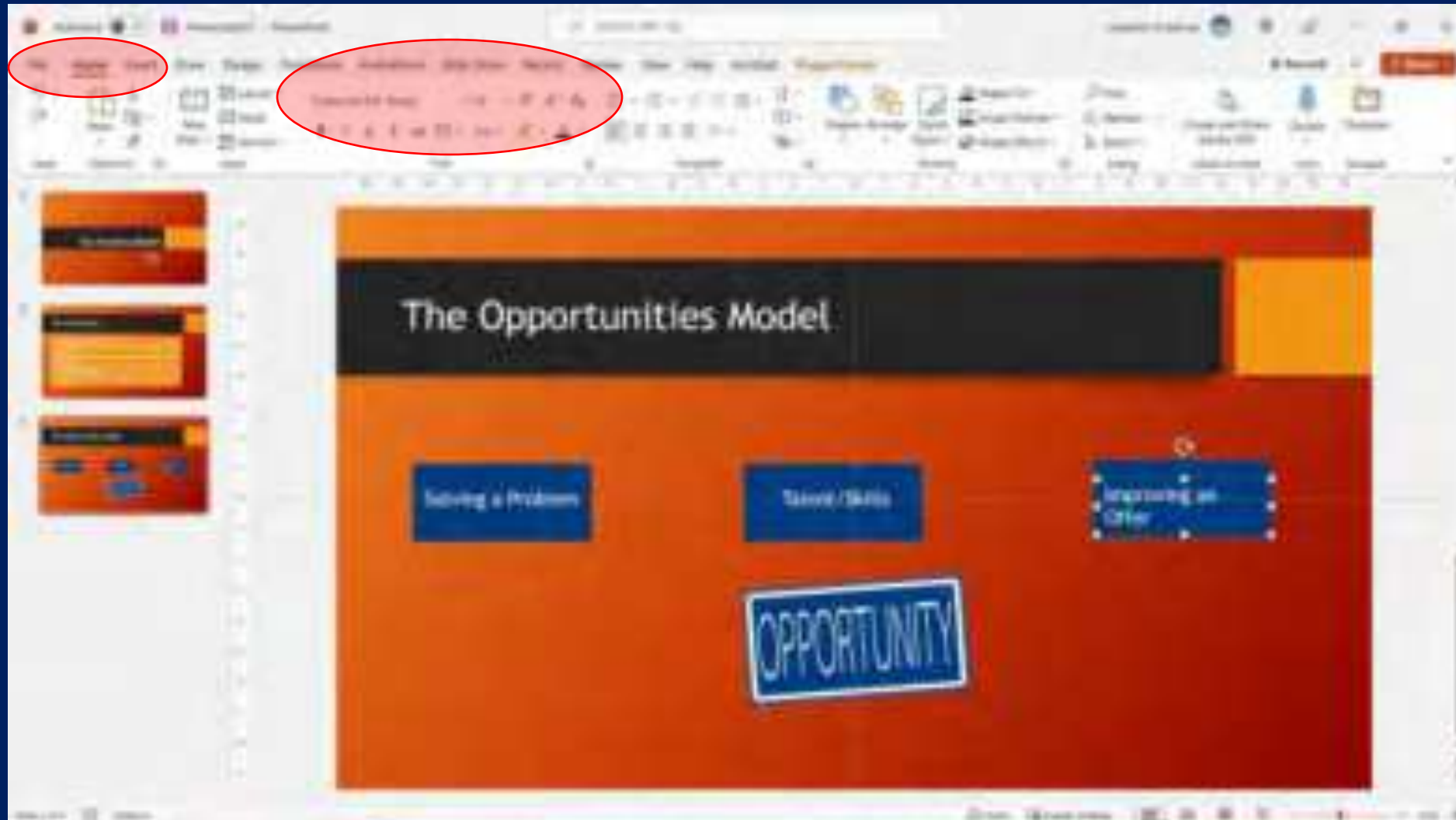
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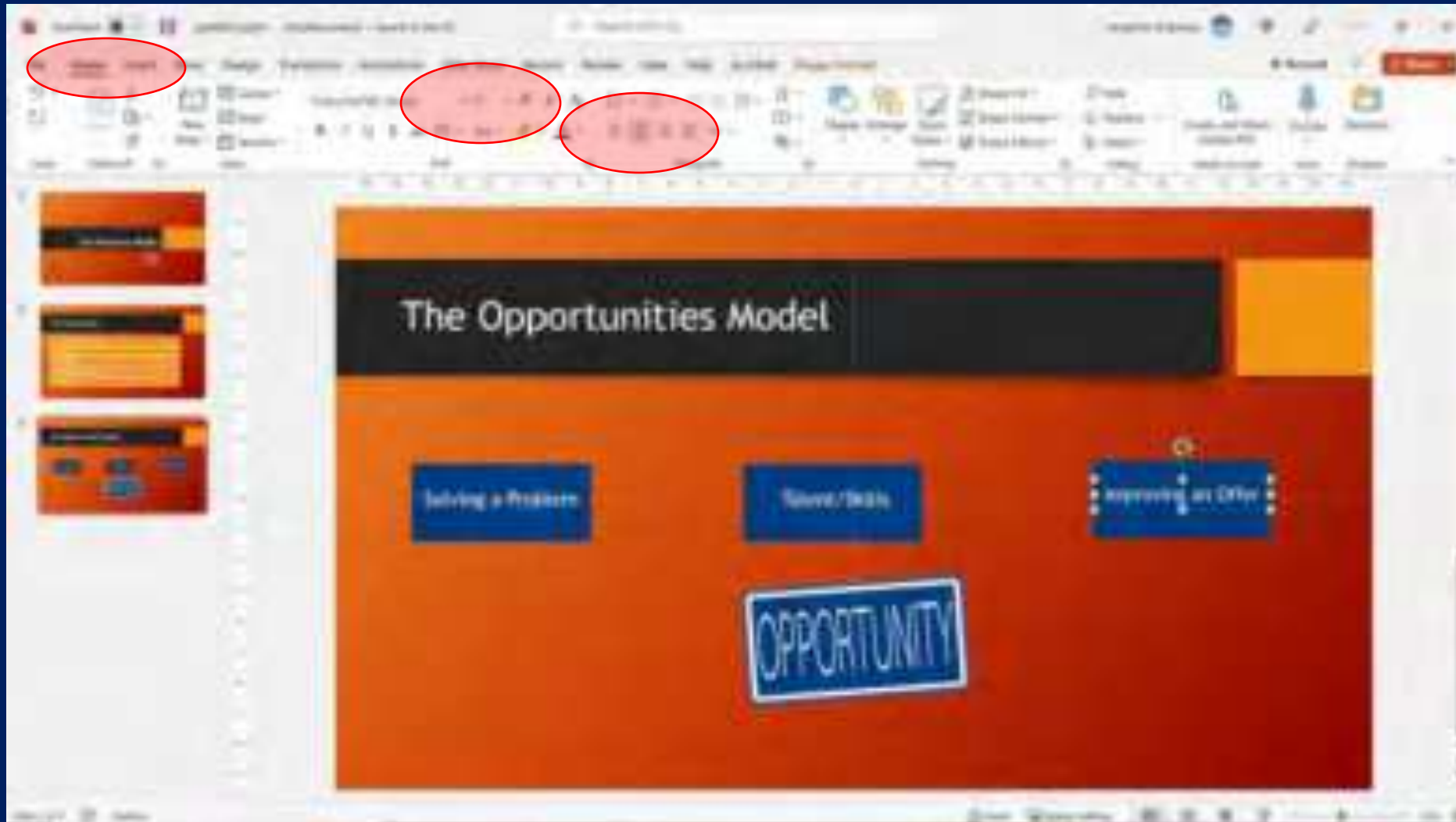
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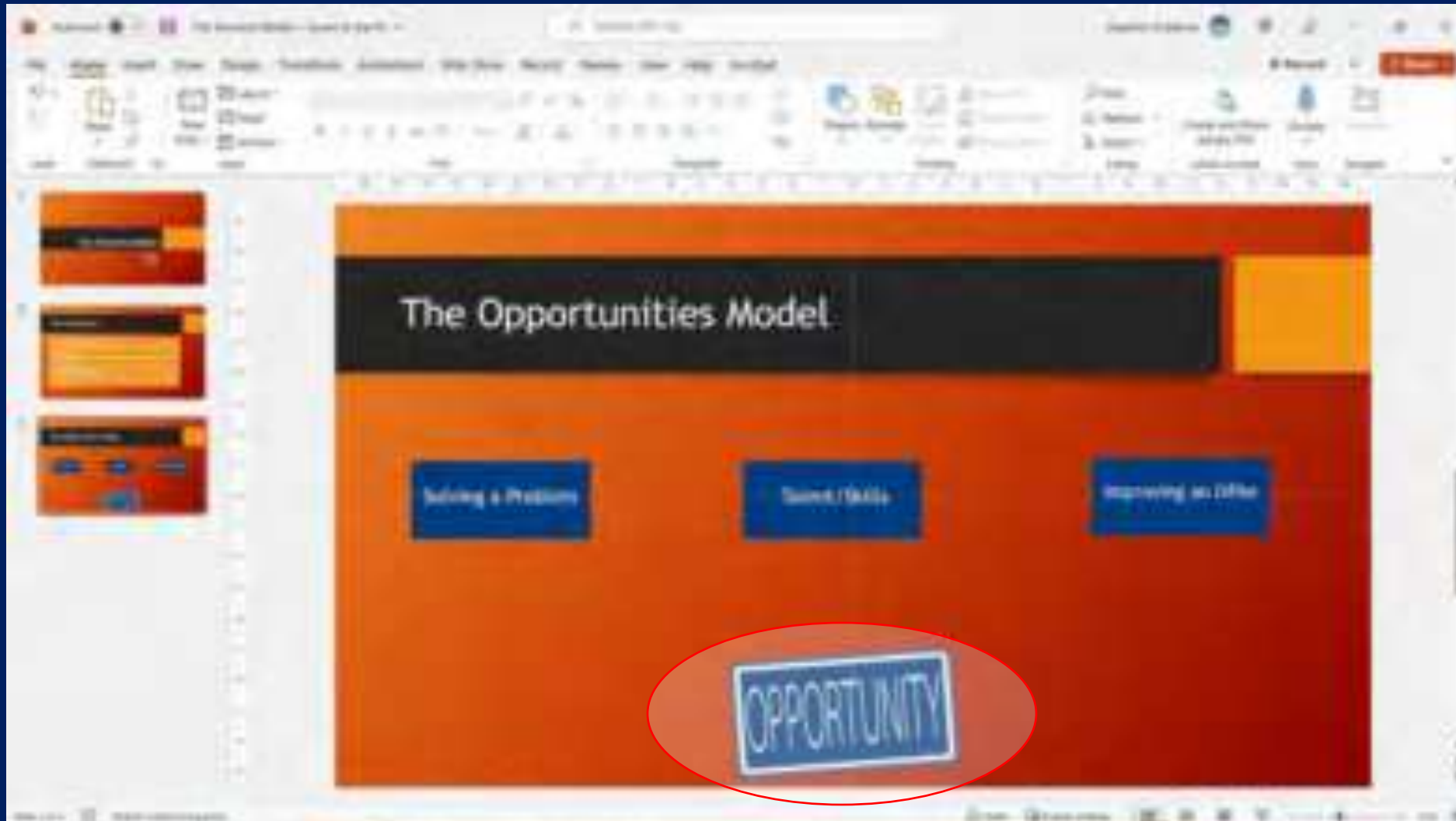
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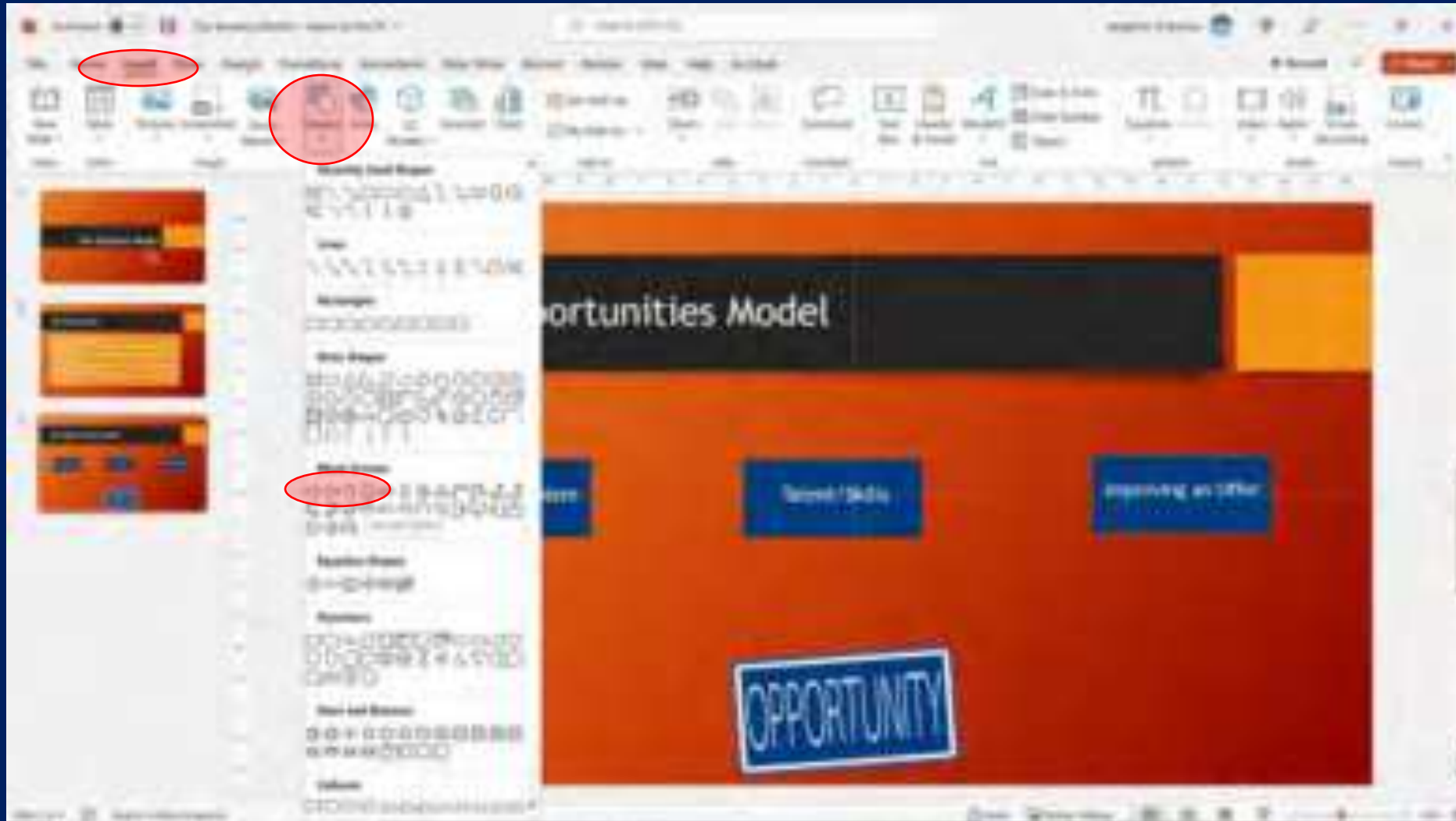
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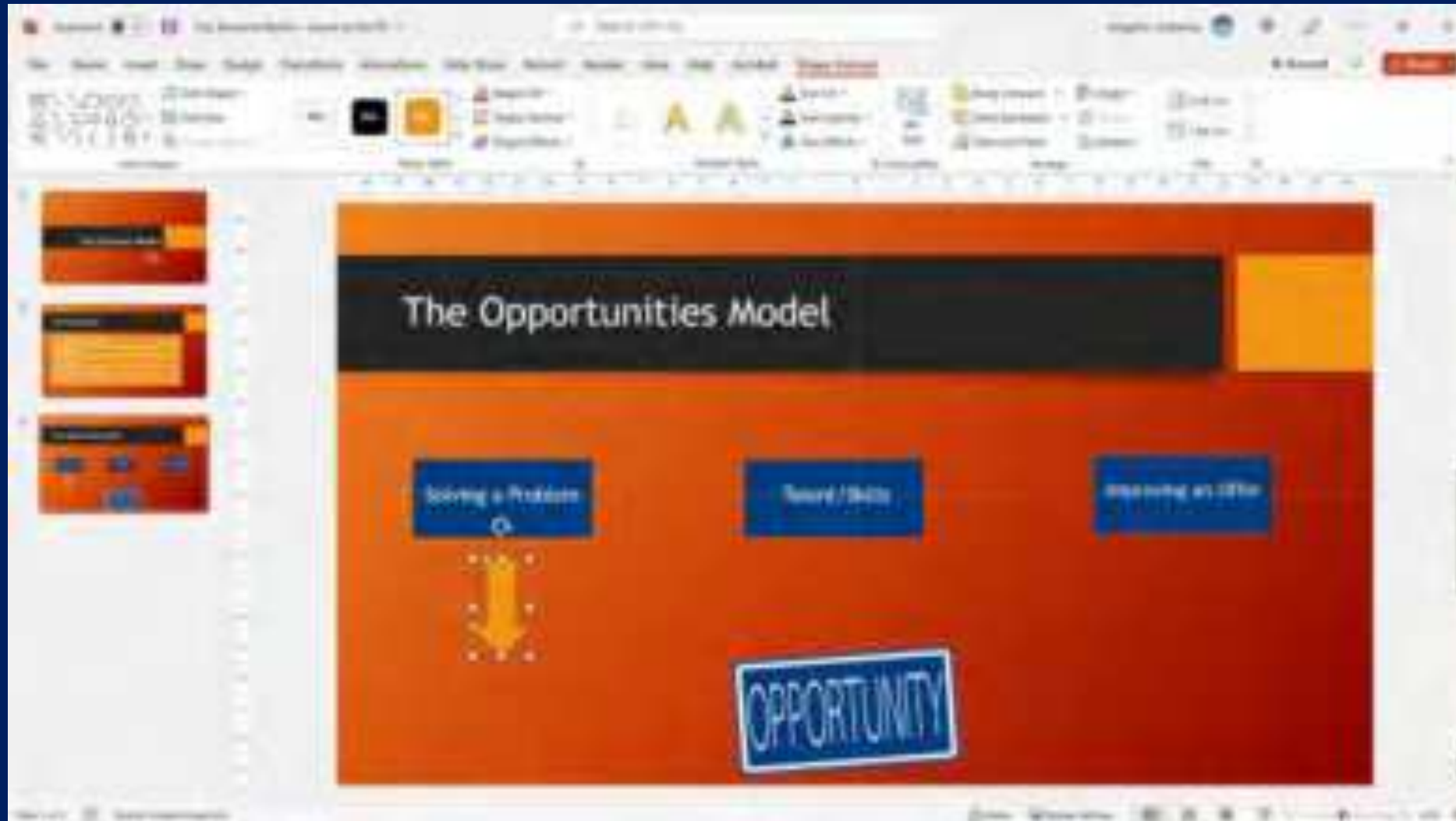
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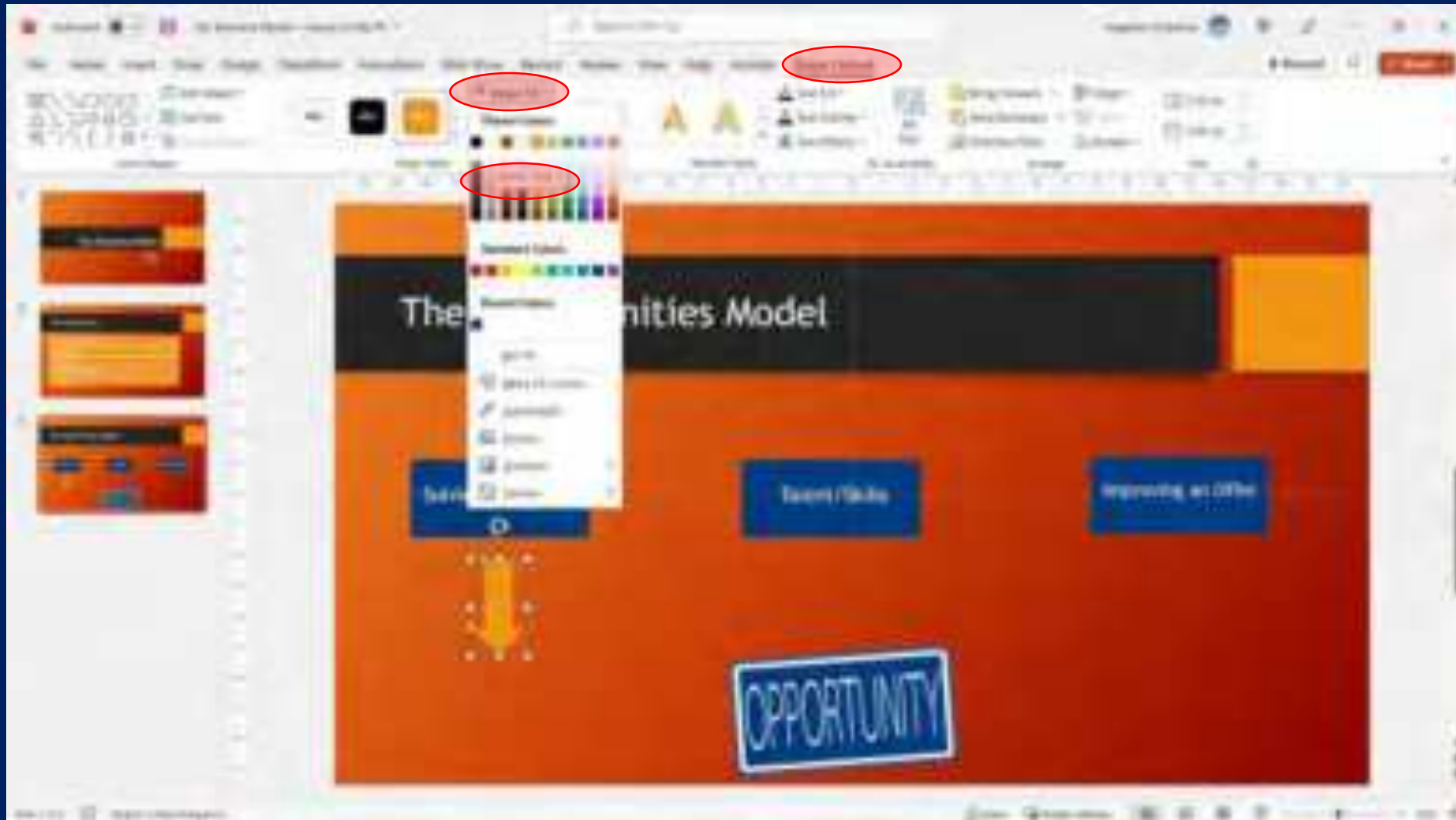
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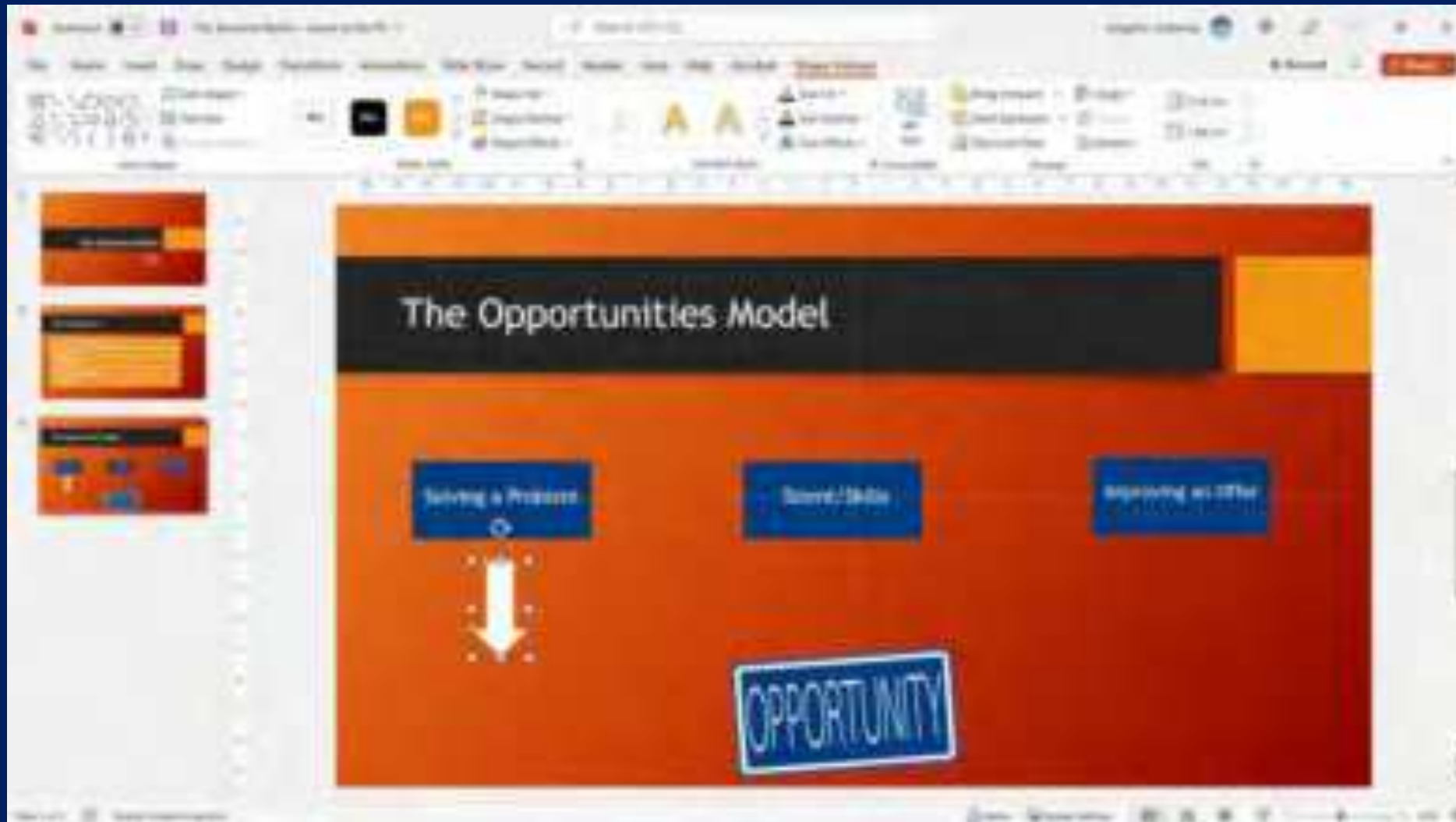
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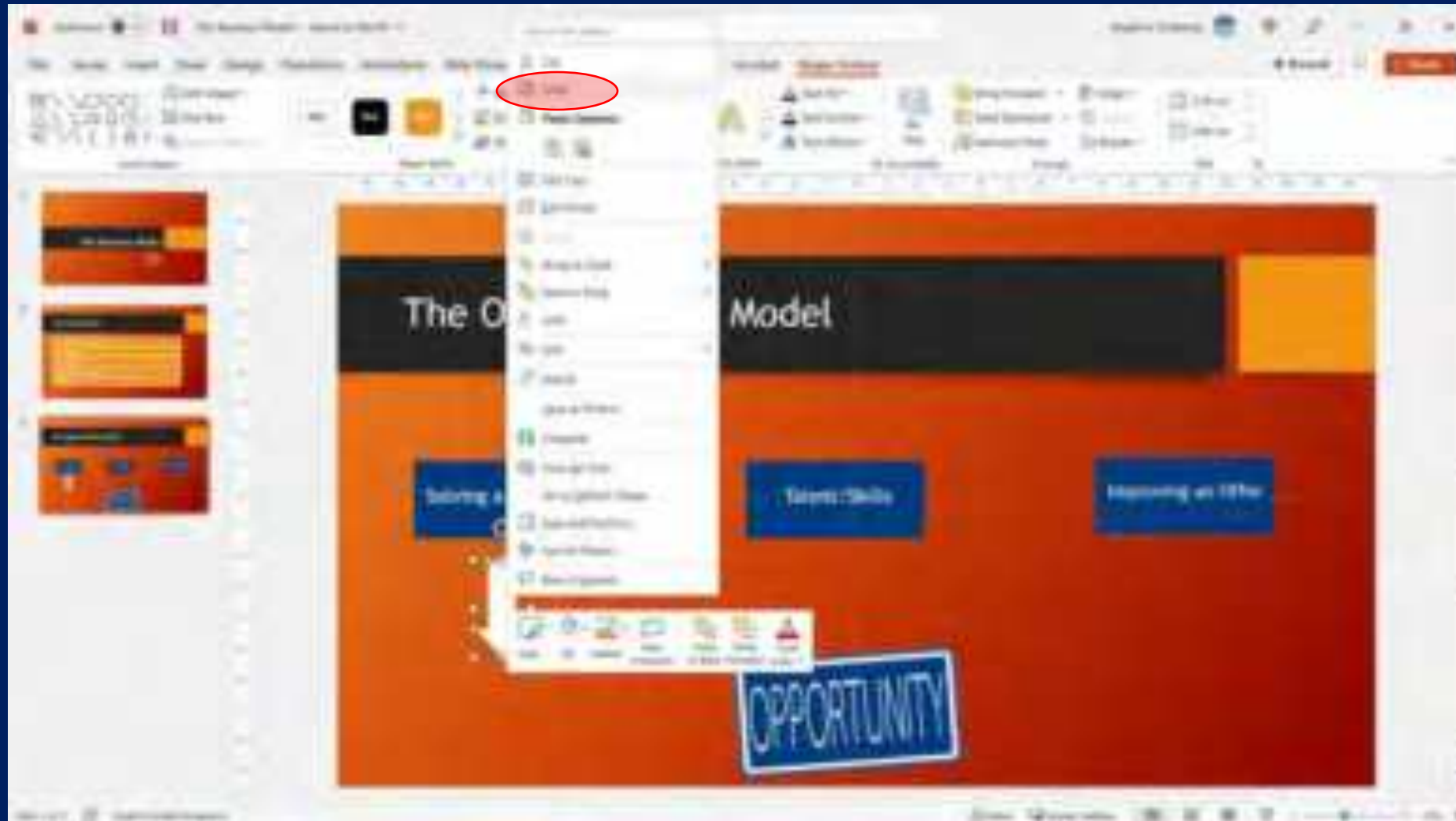
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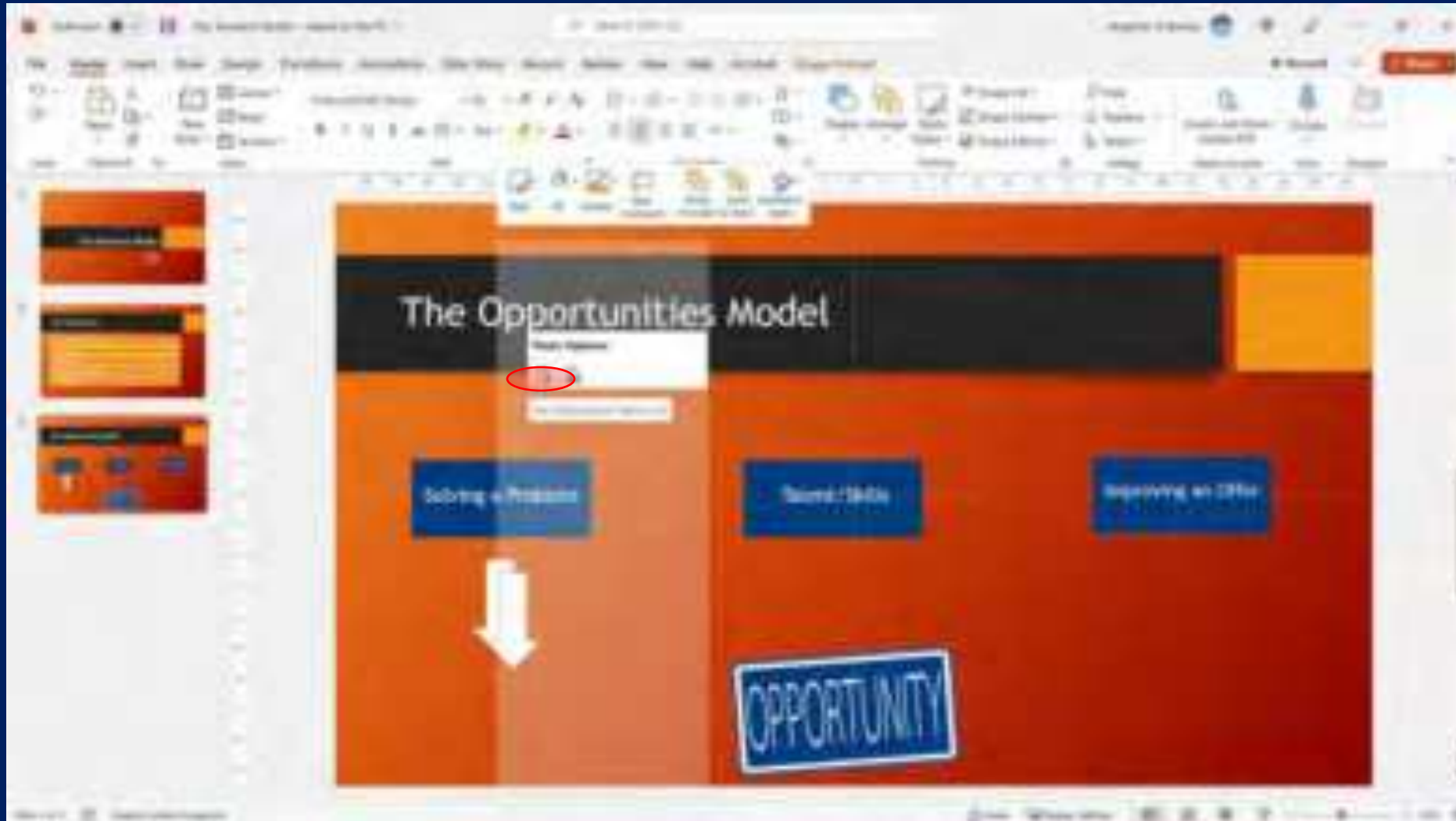
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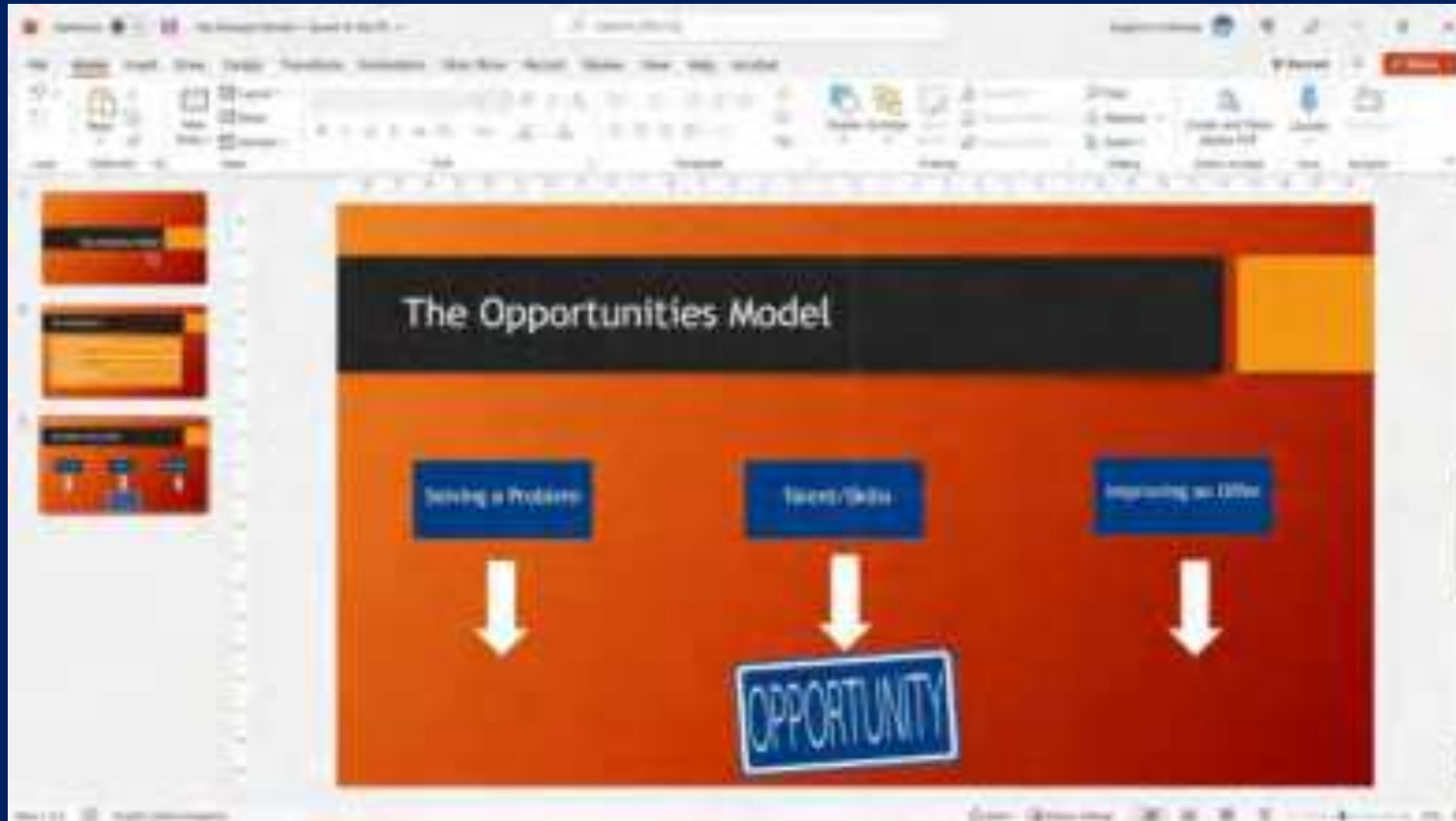
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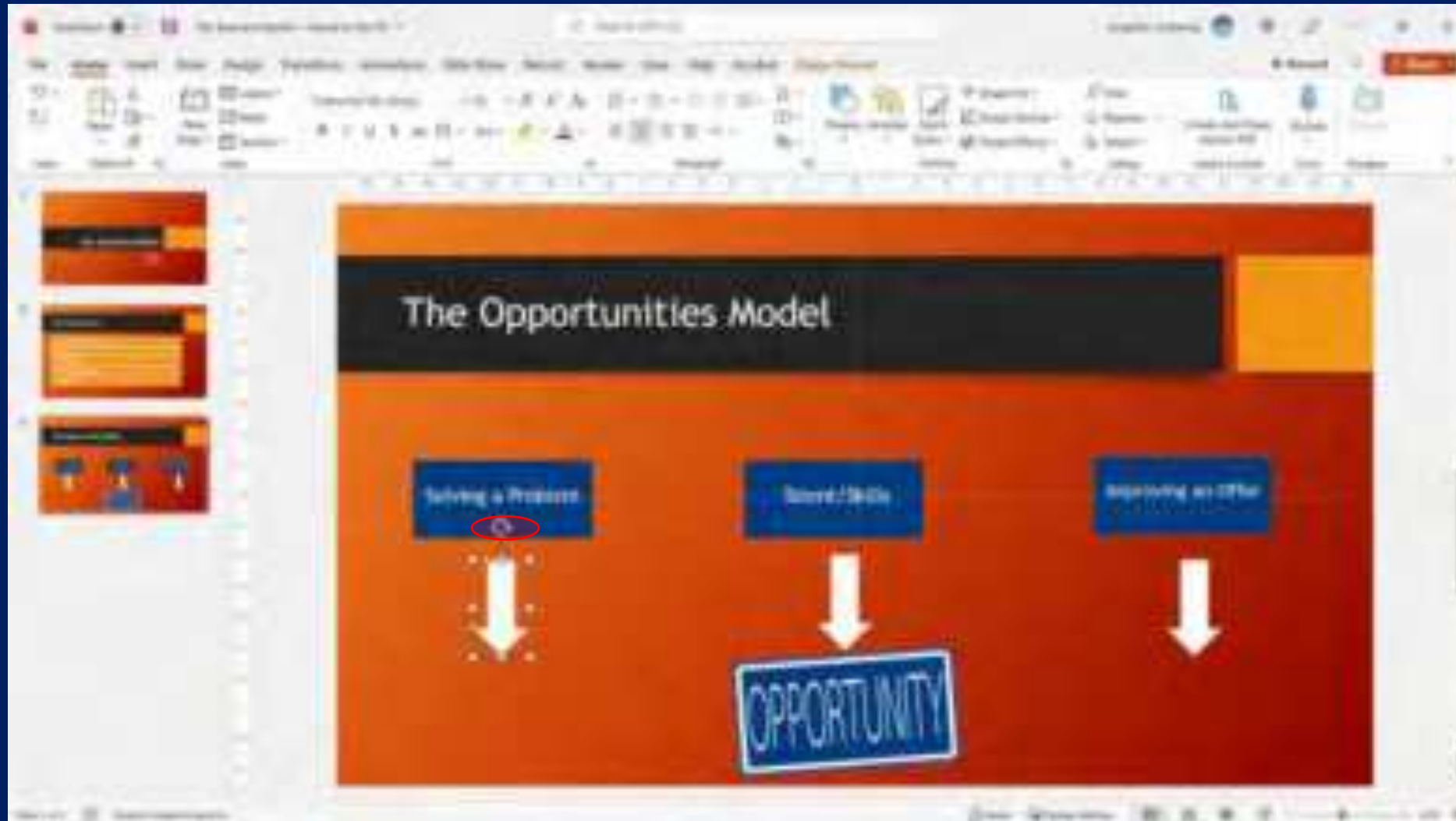
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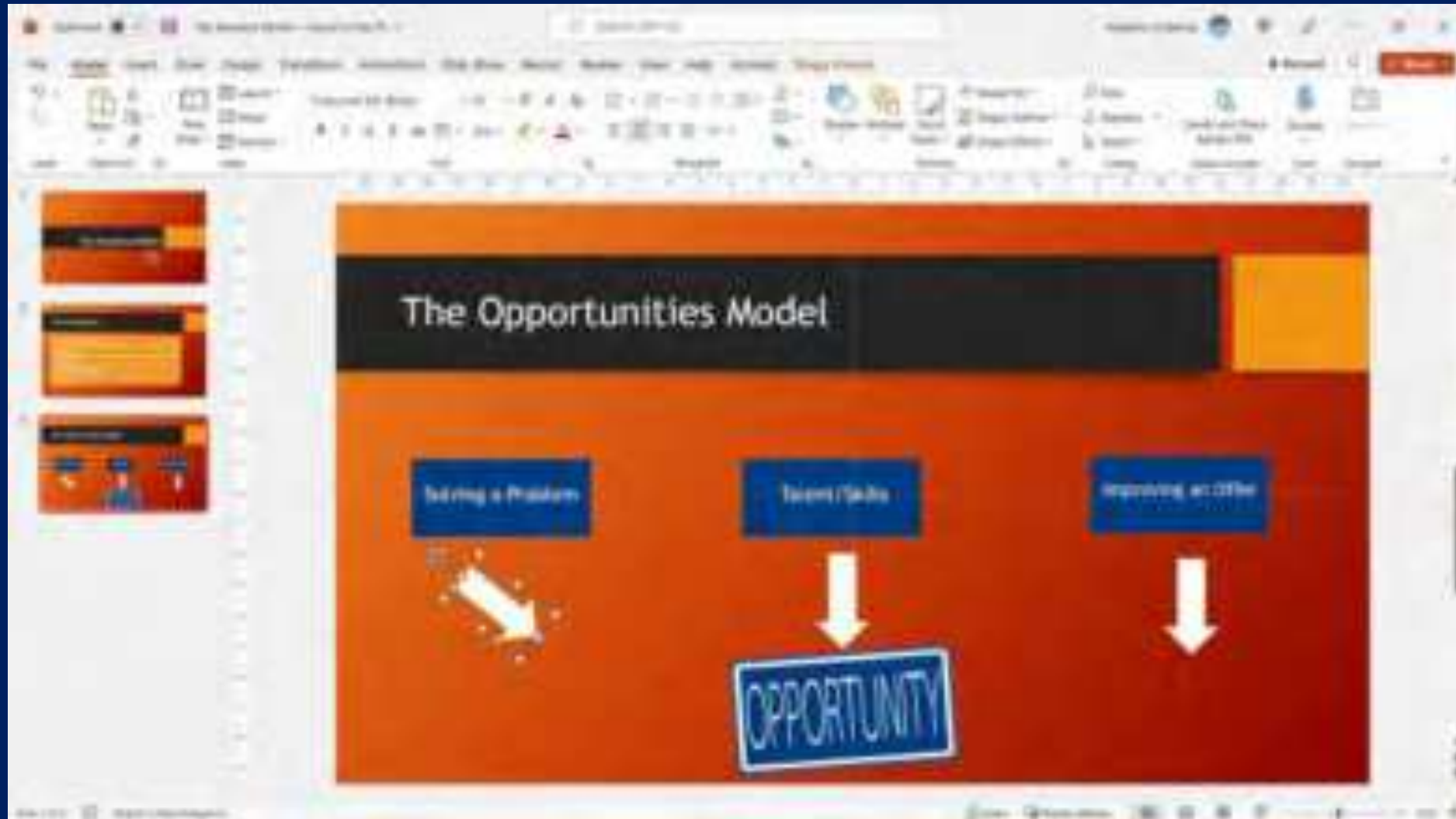
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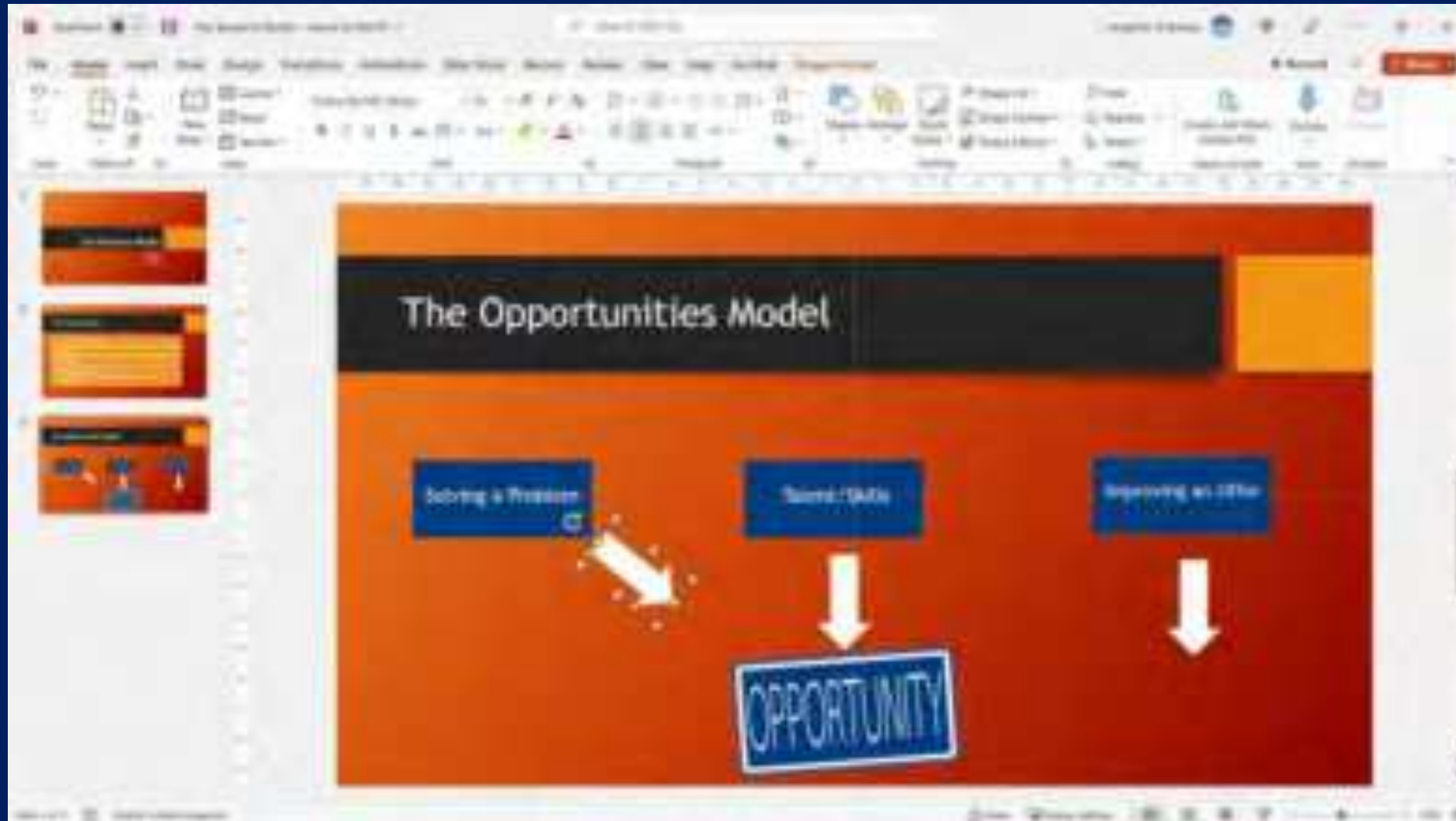
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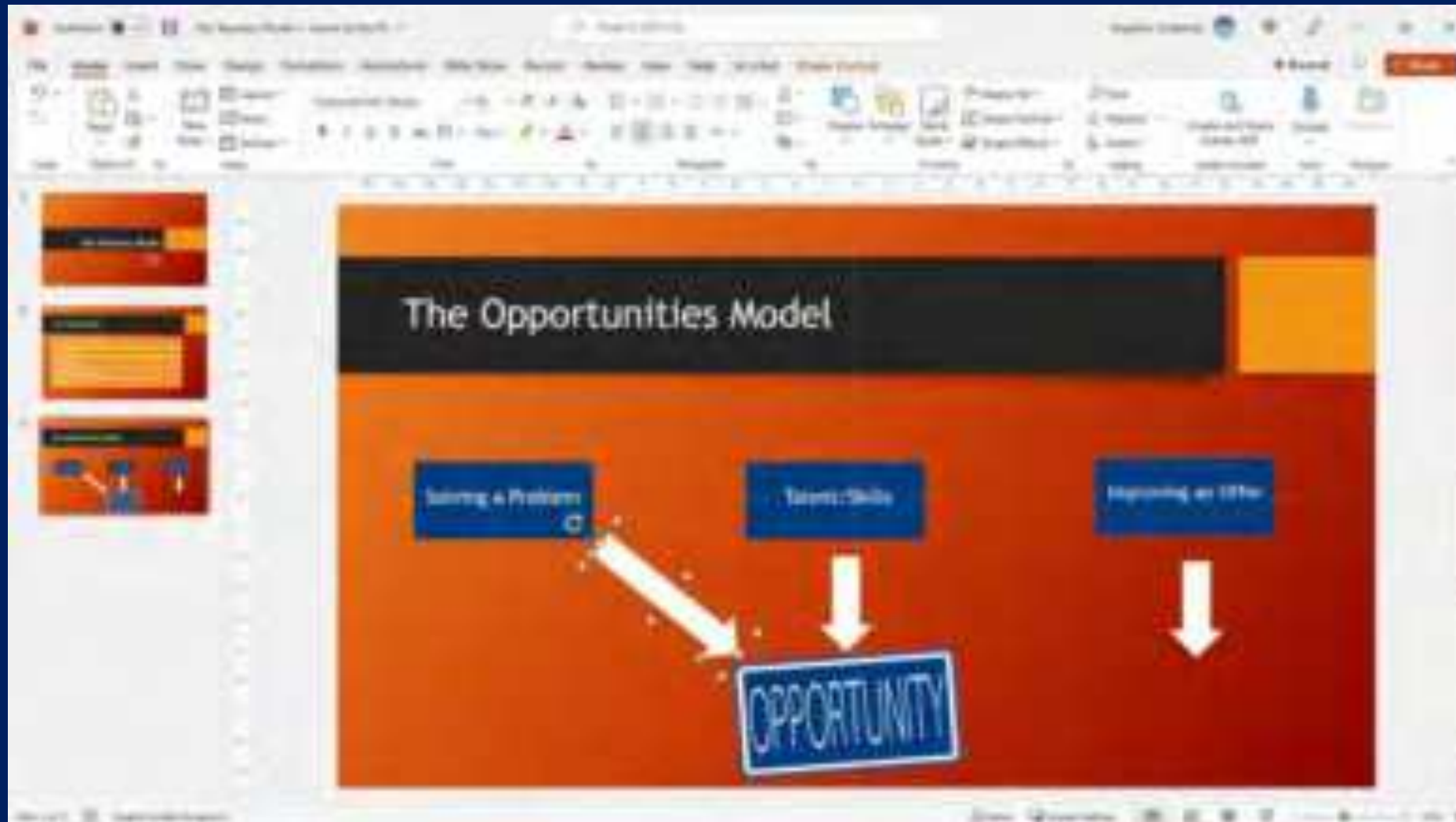
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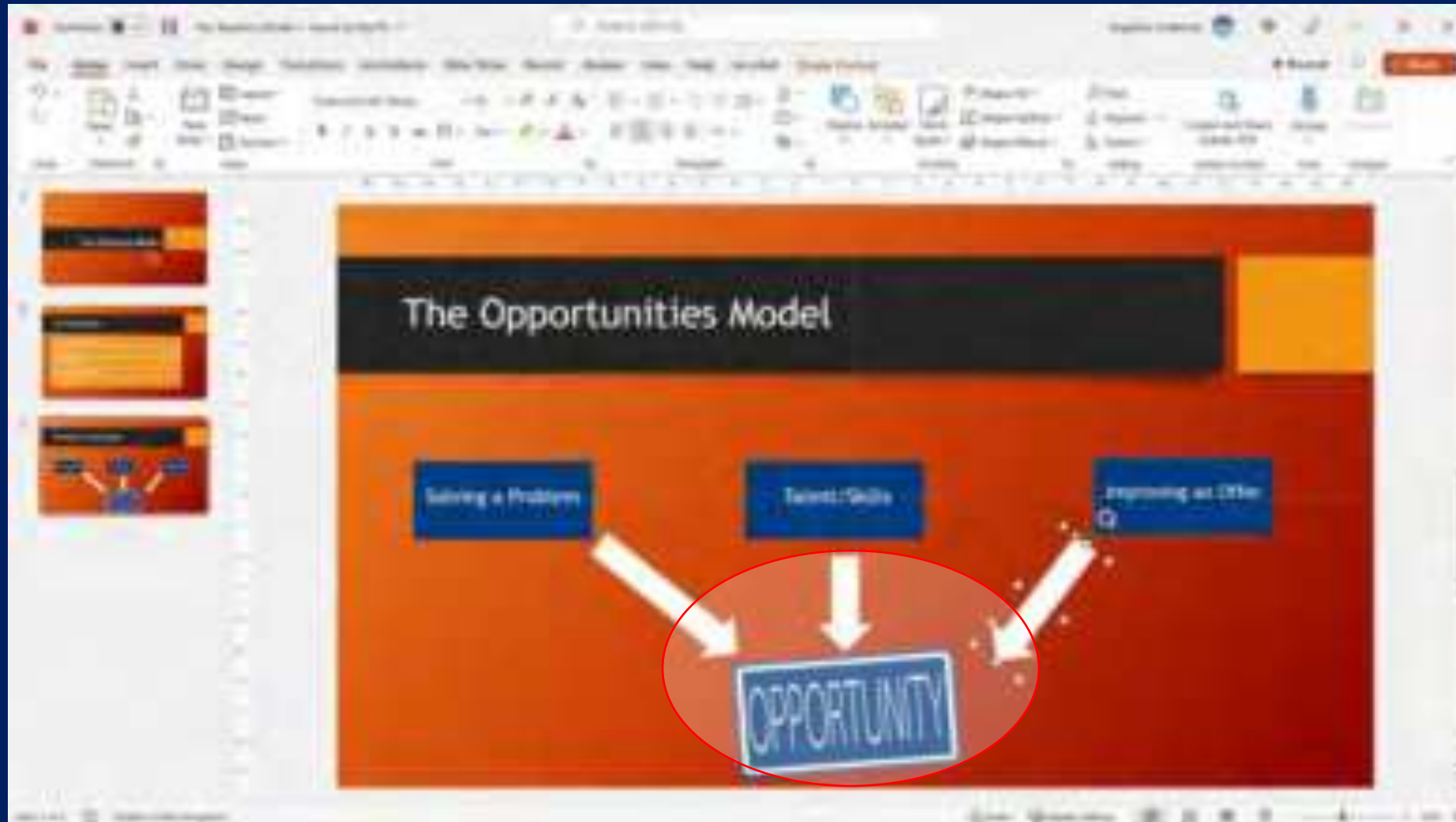
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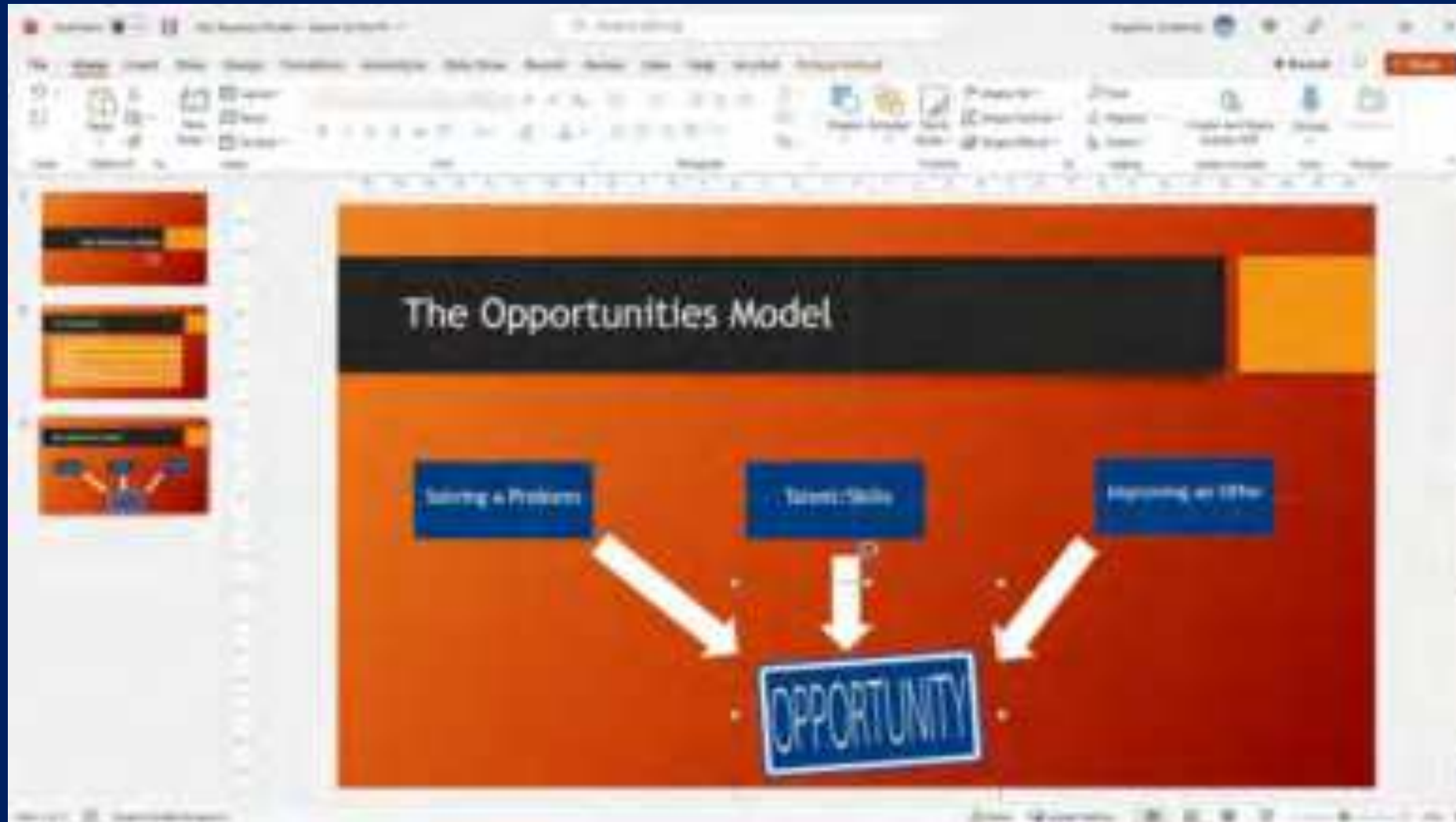
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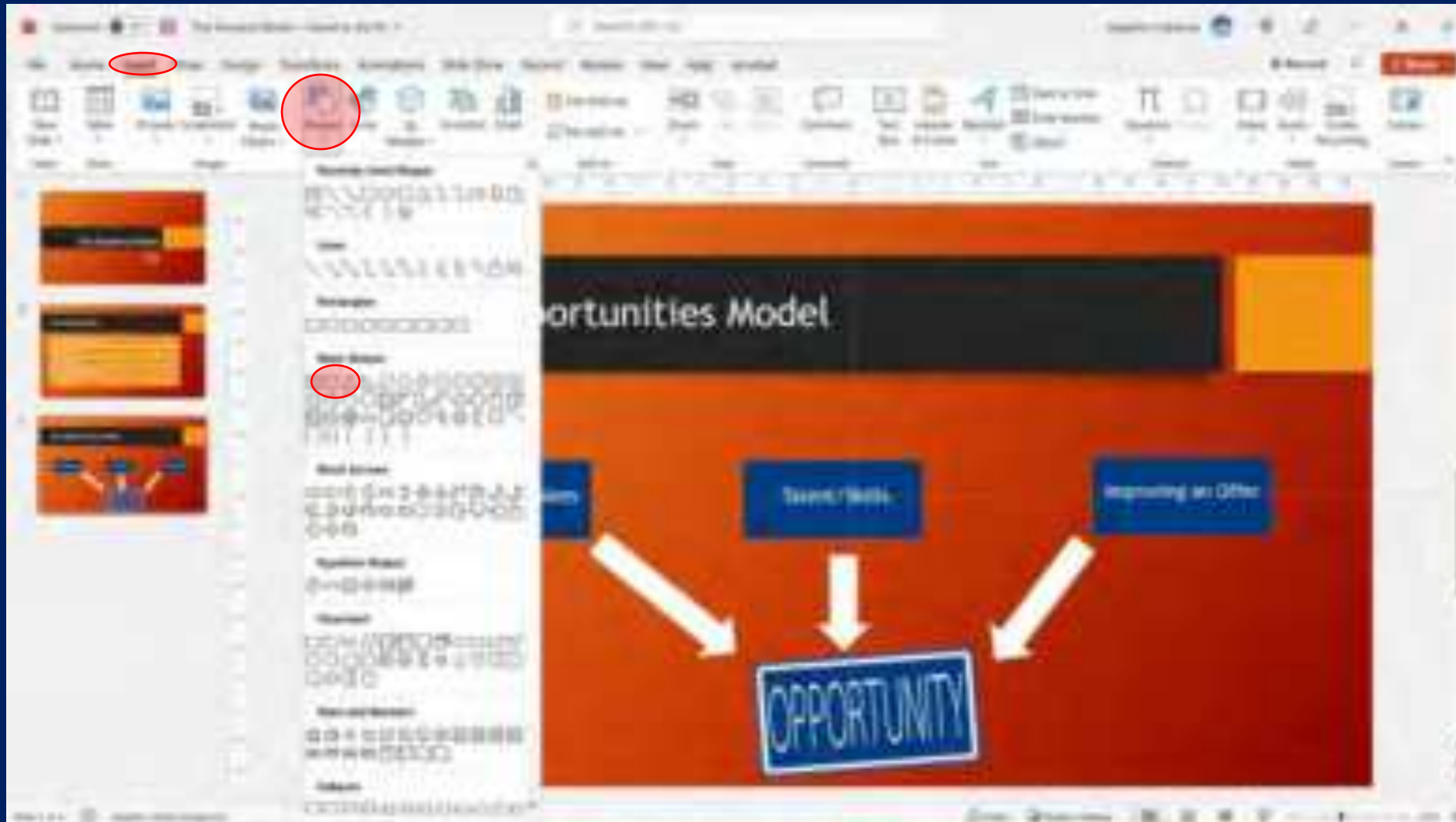


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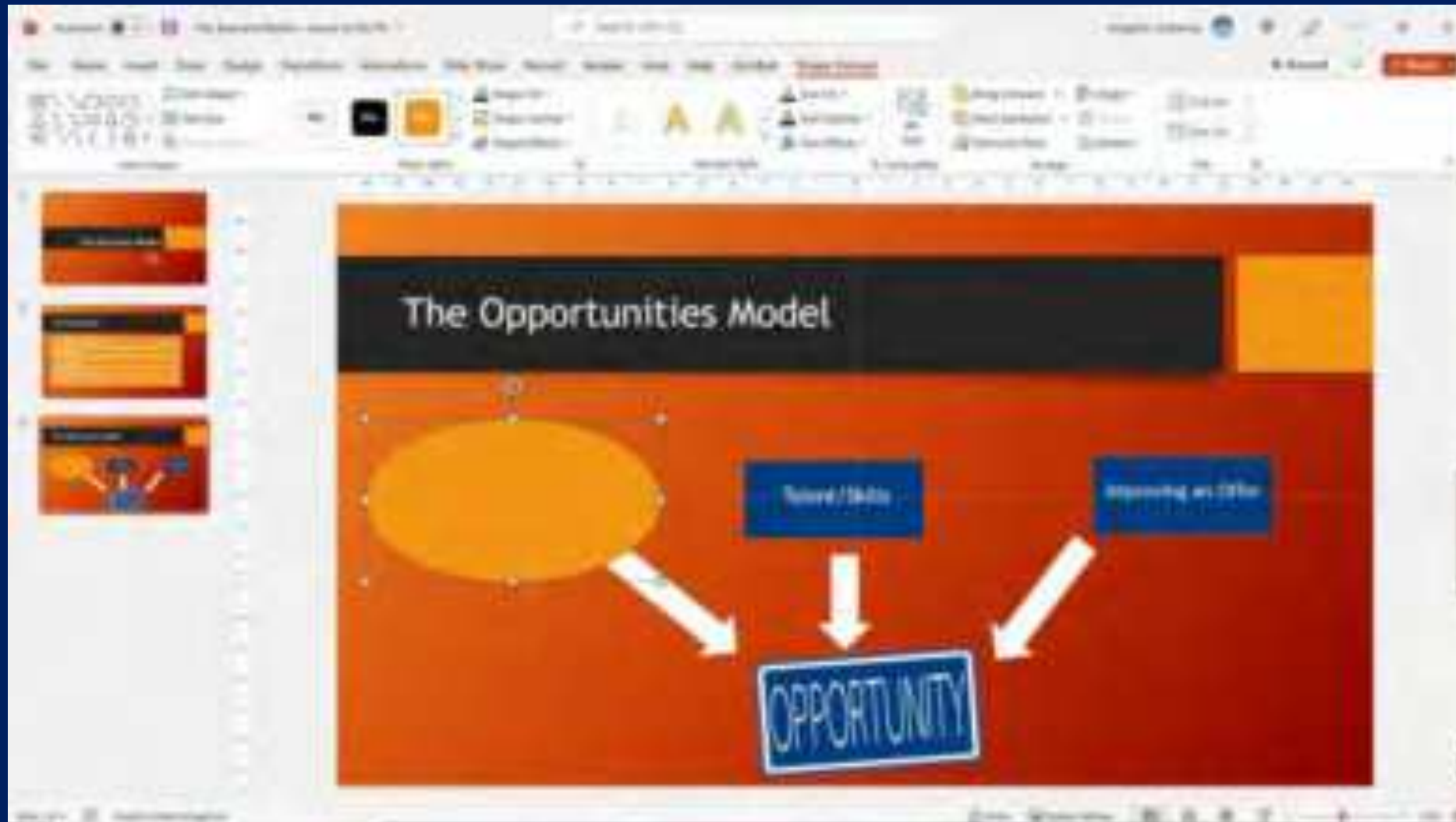


Hands On

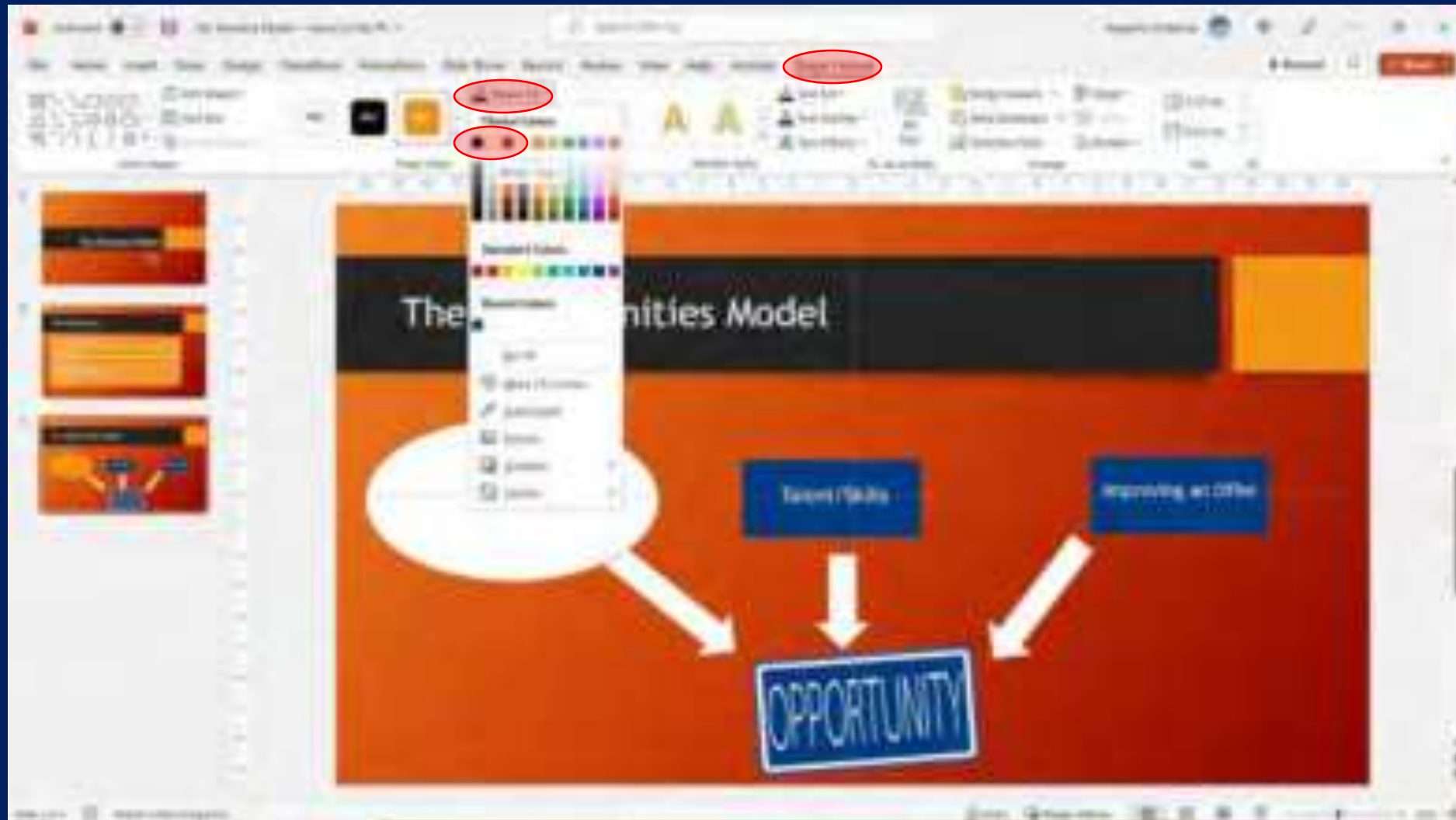
Inserting Semi Transparent Shapes



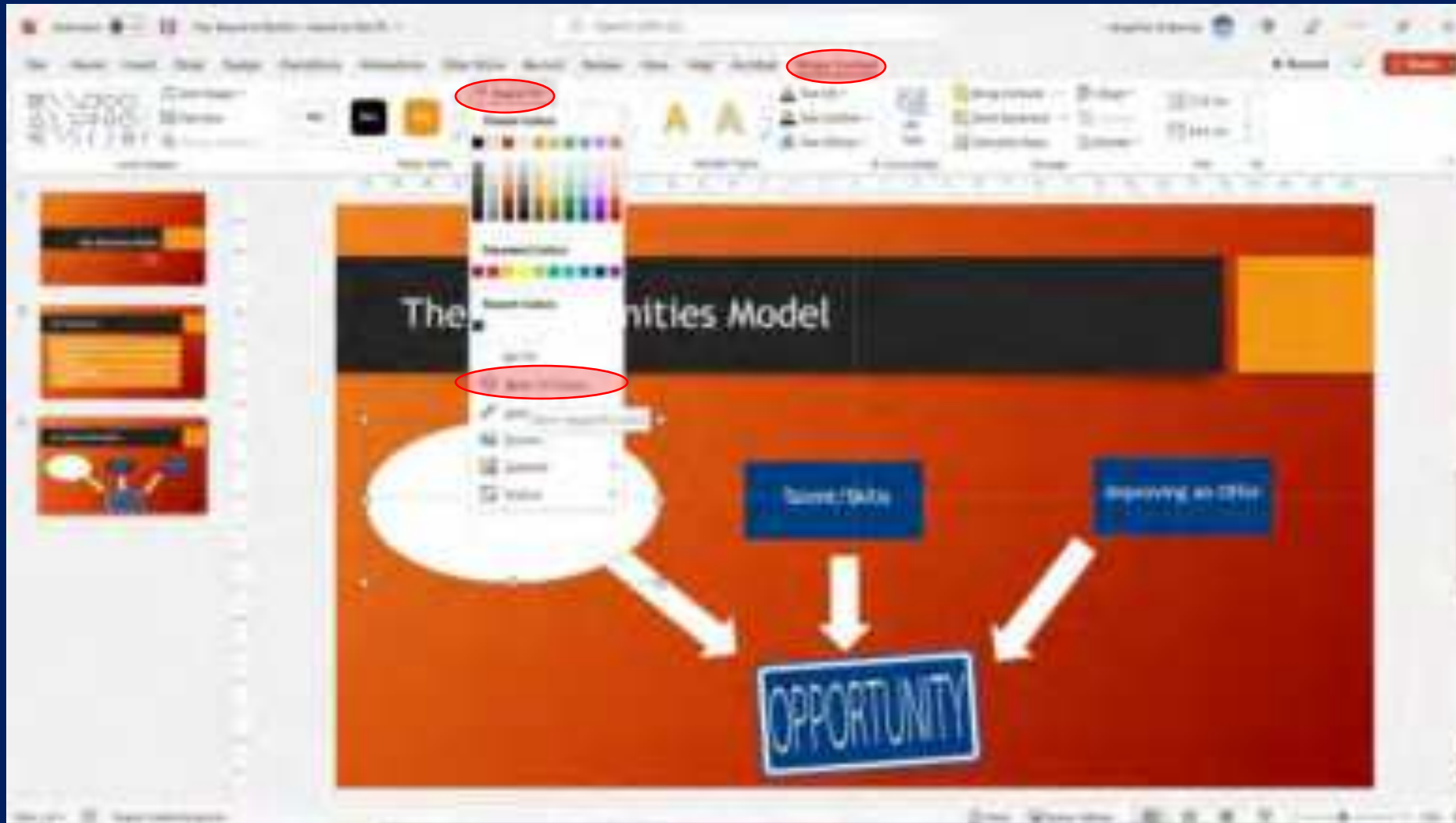
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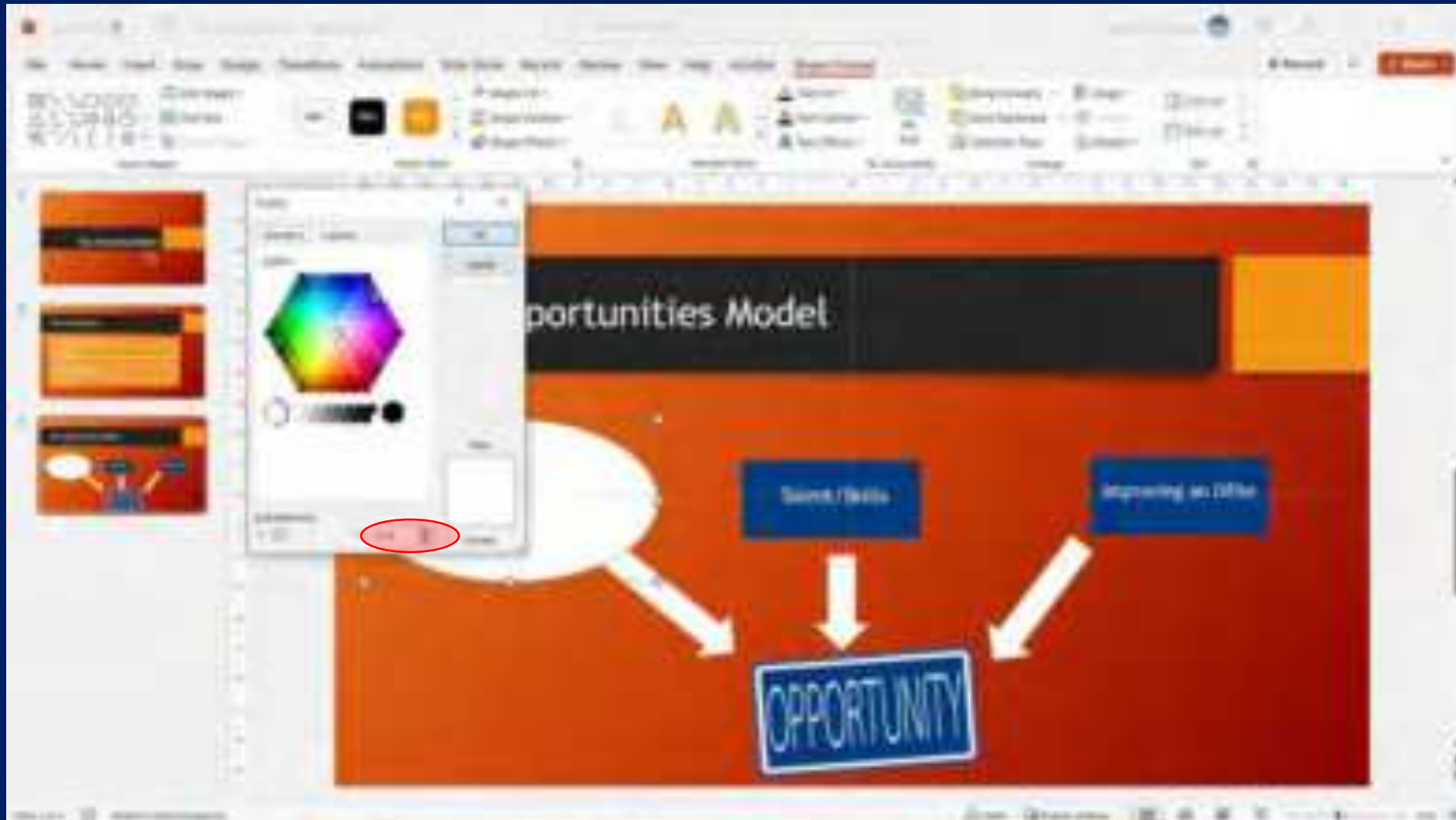
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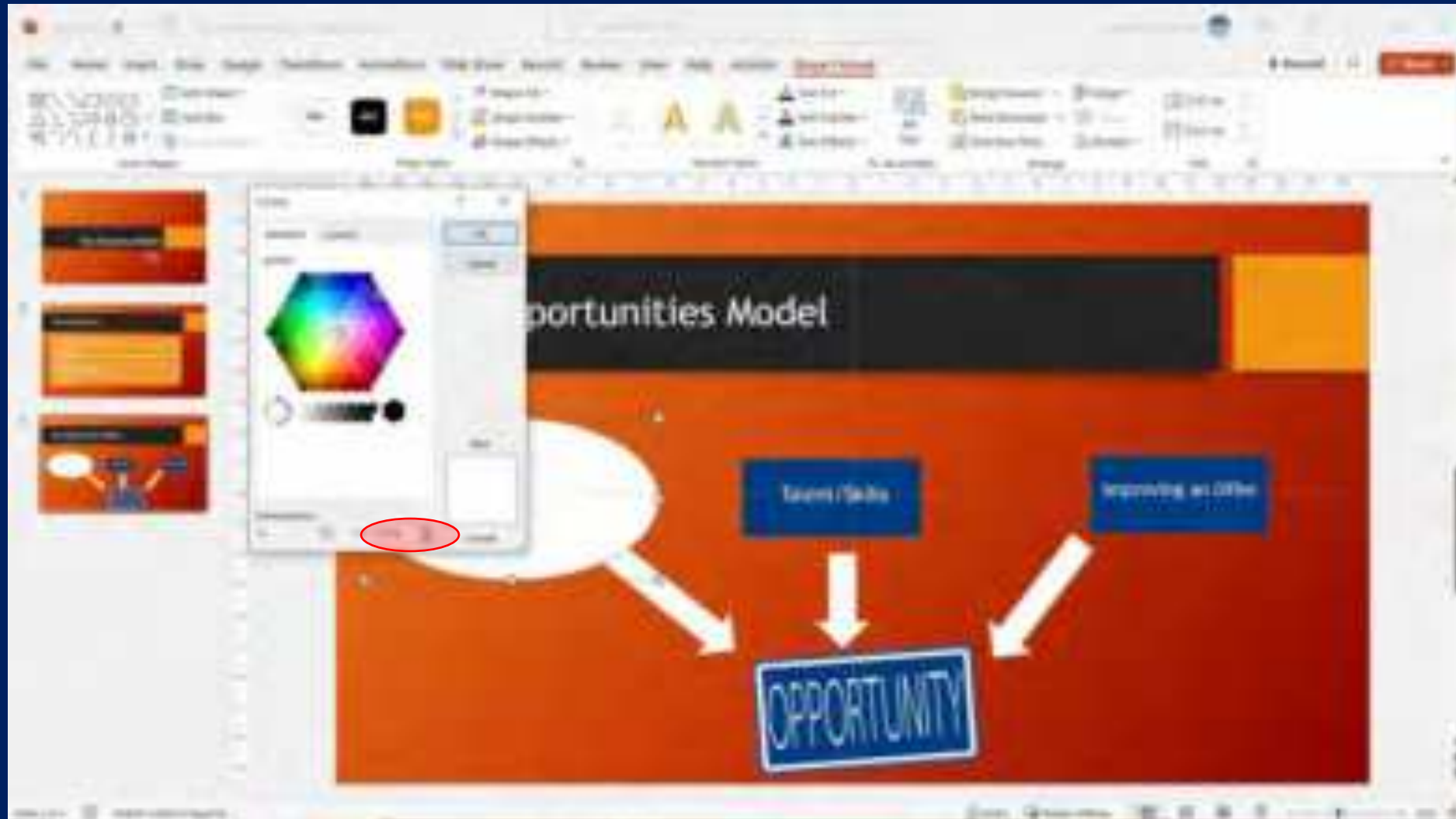
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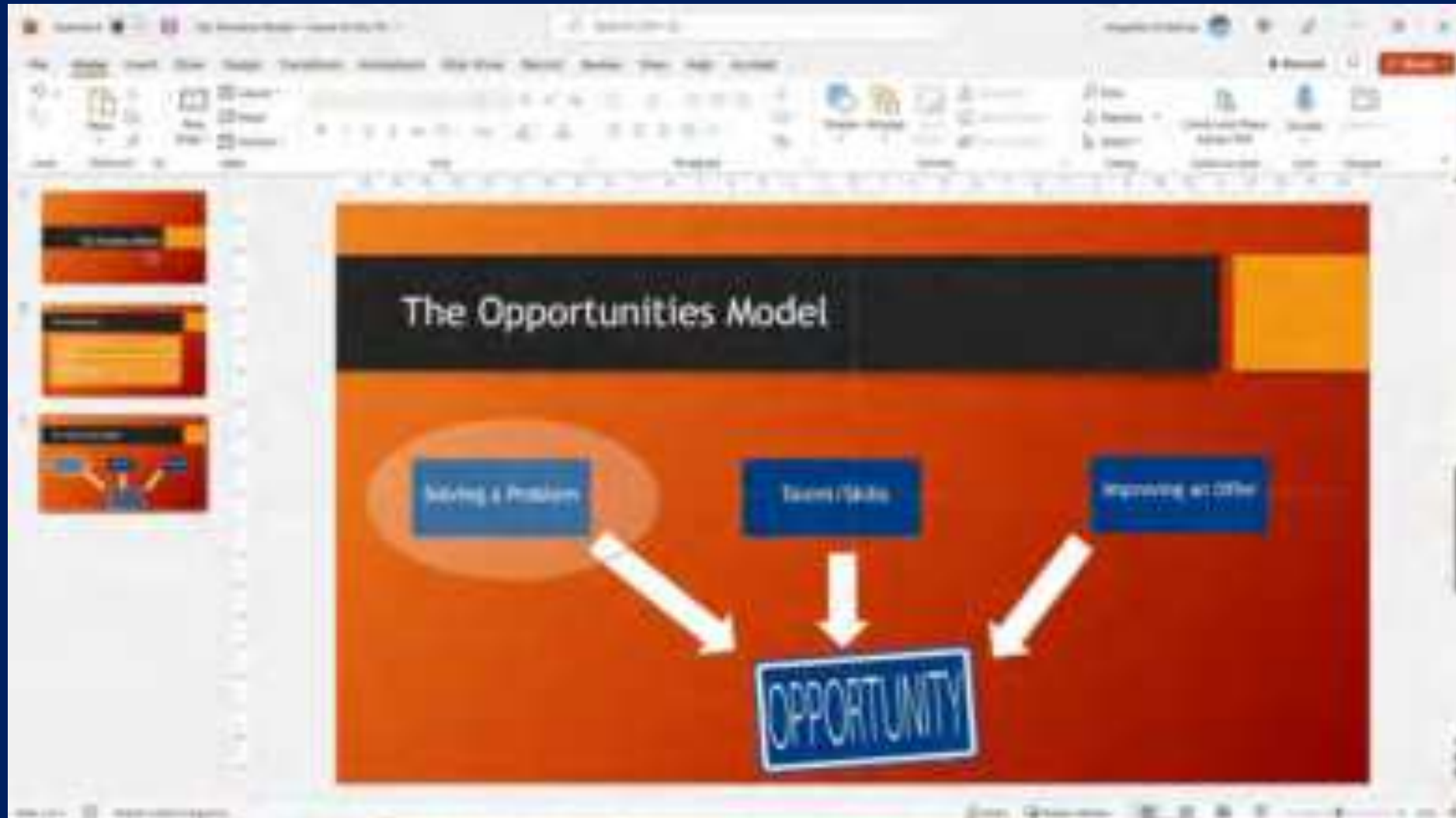
Inserting Semi Transparent Shapes



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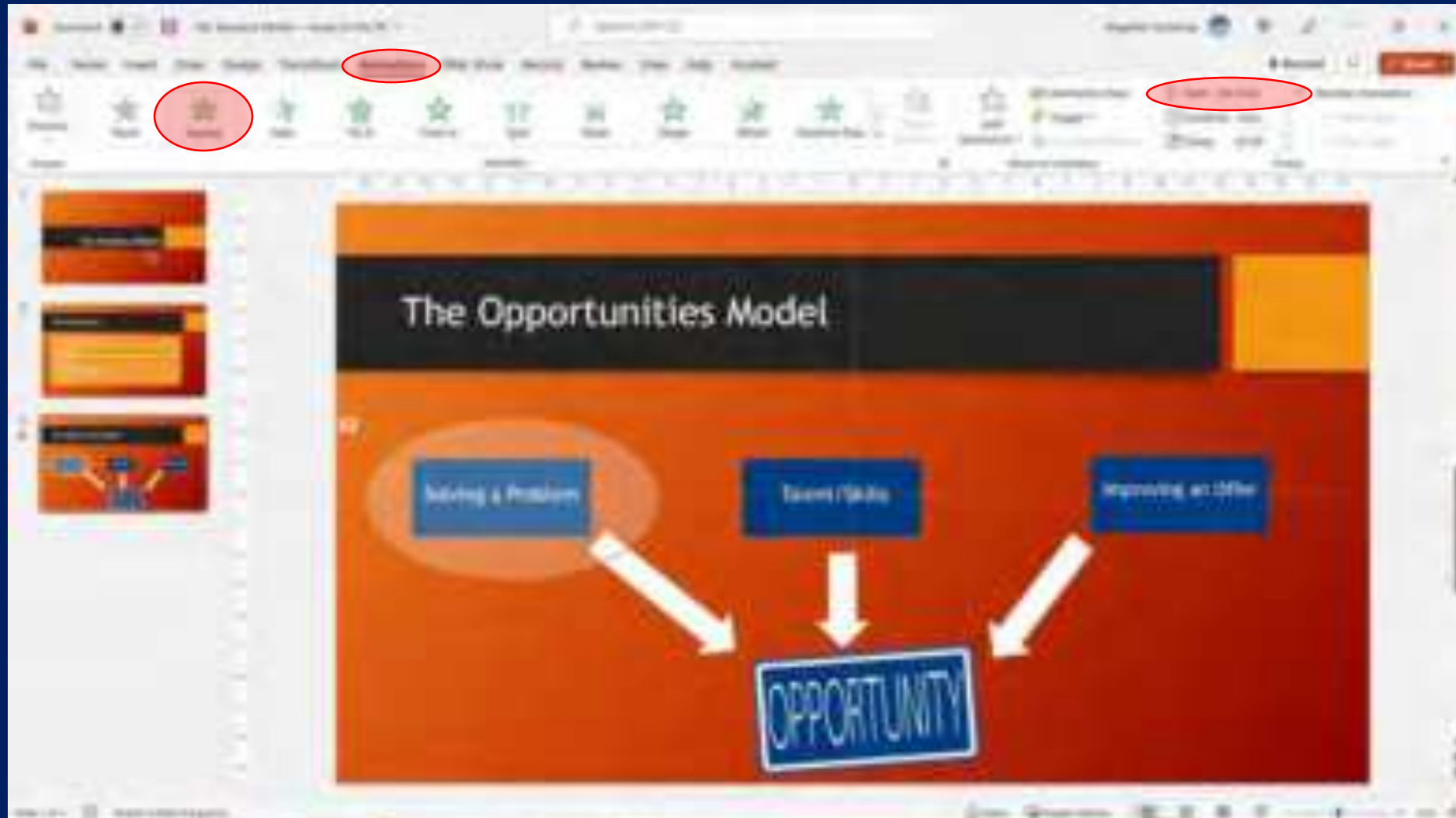


Inserting Semi Transparent Shapes



Hands On

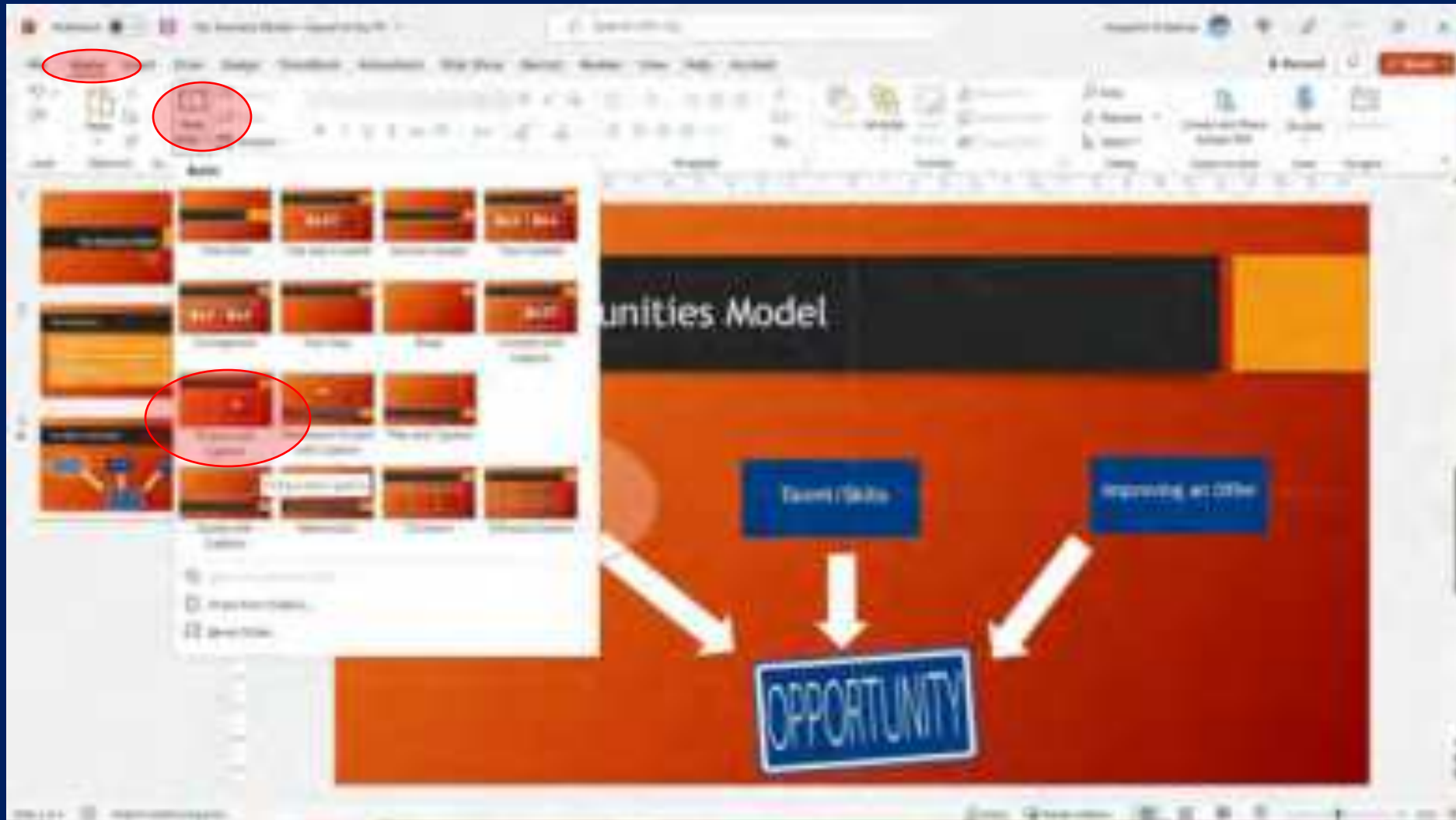
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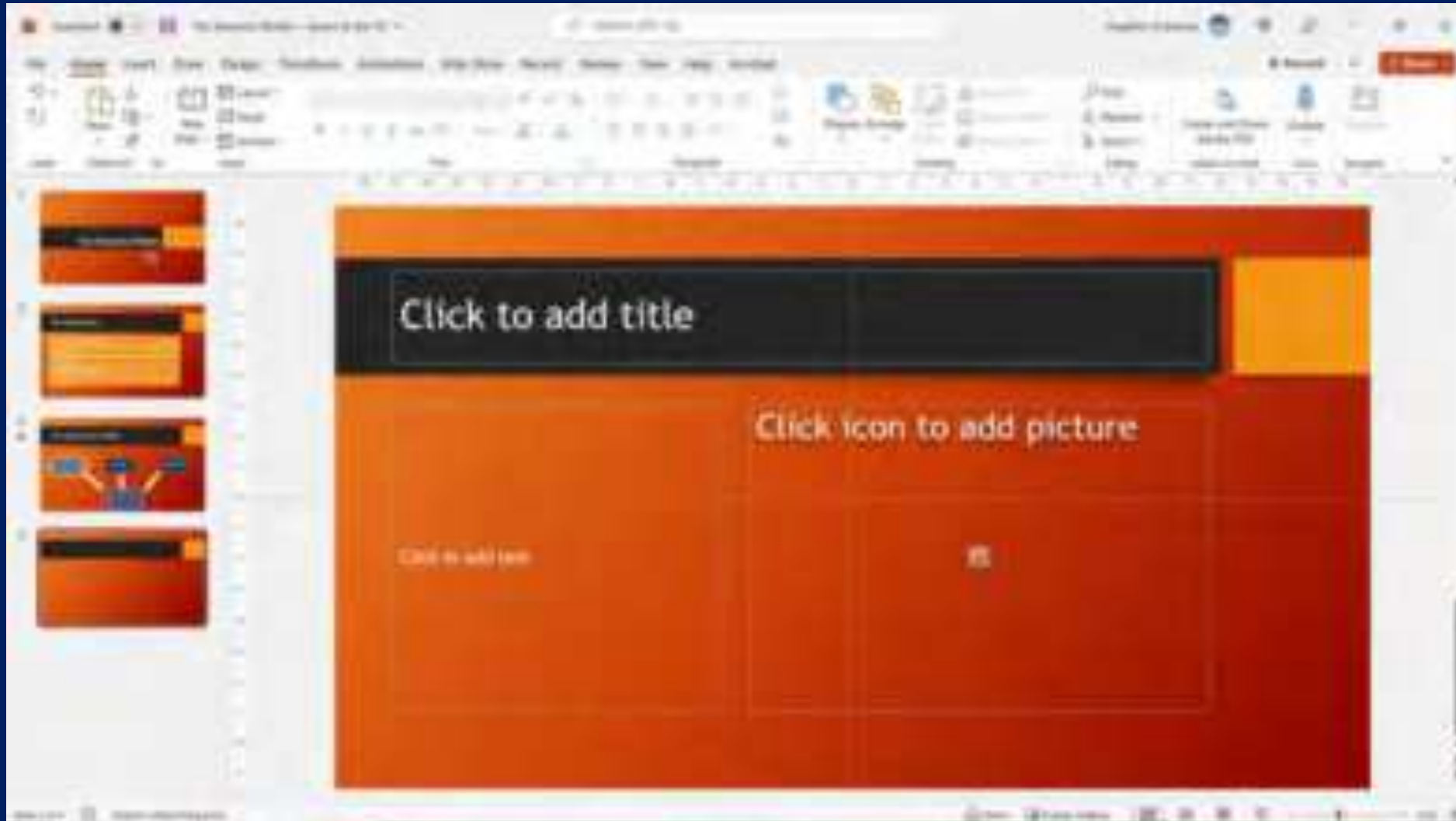
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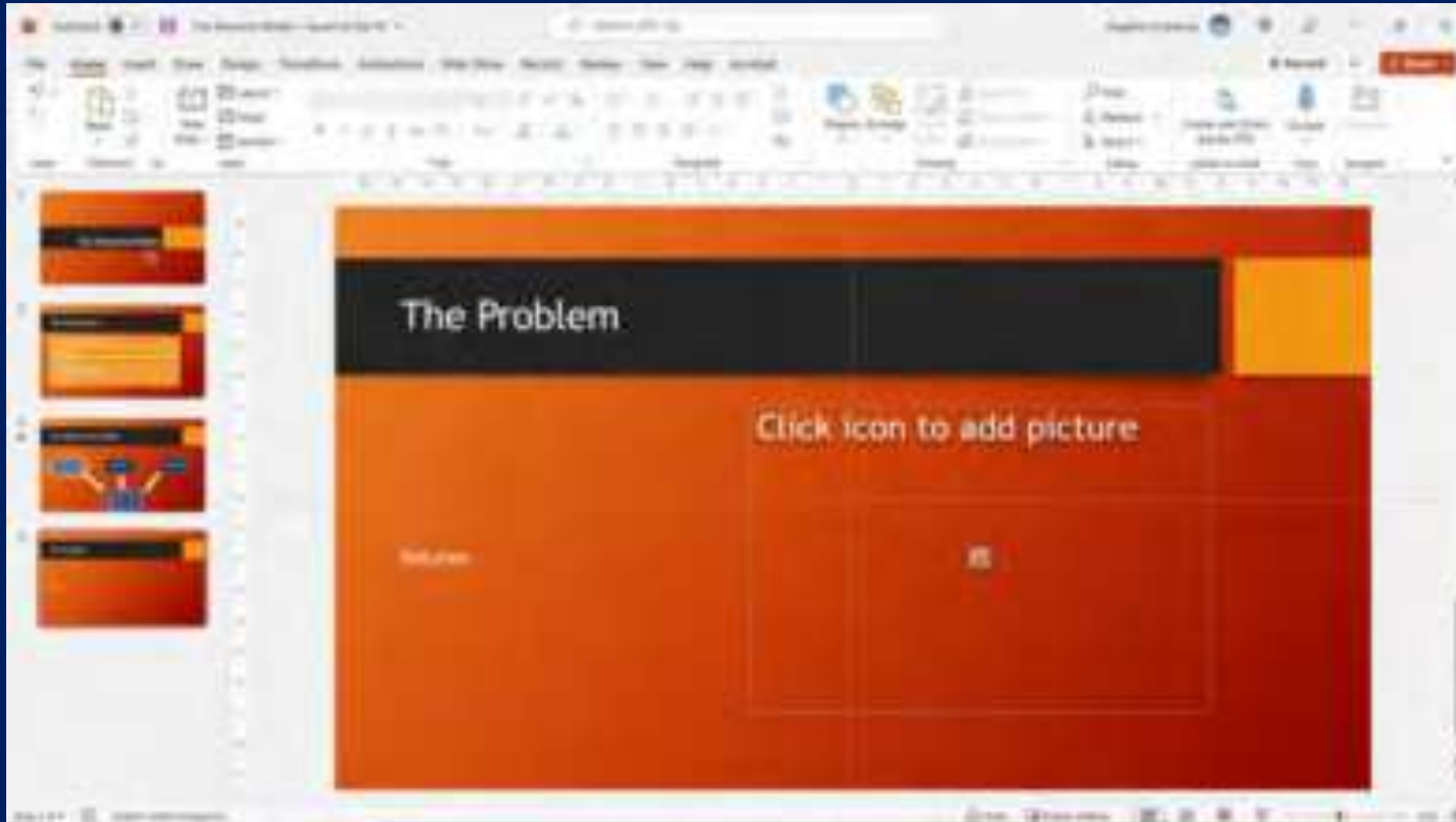
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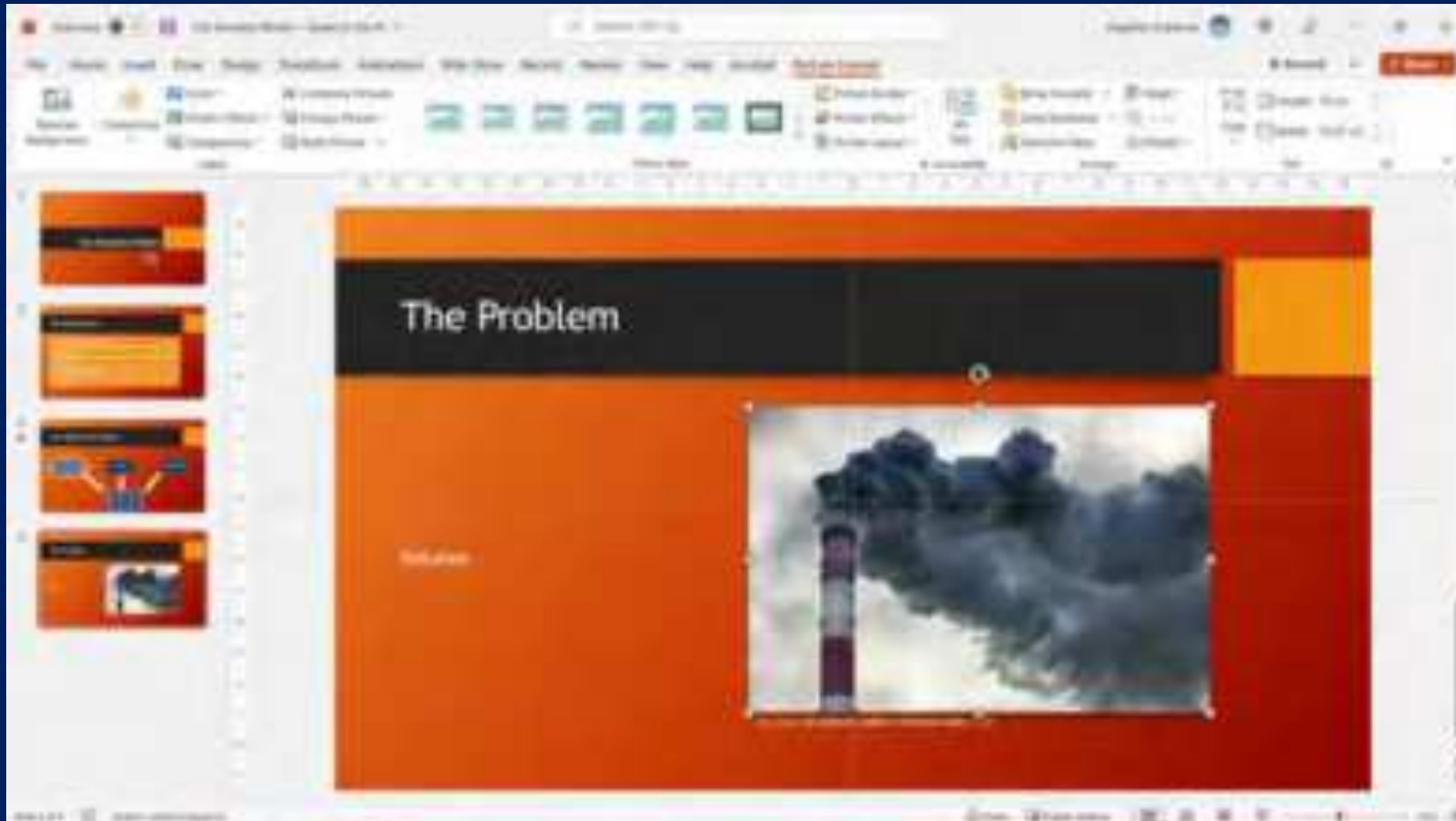
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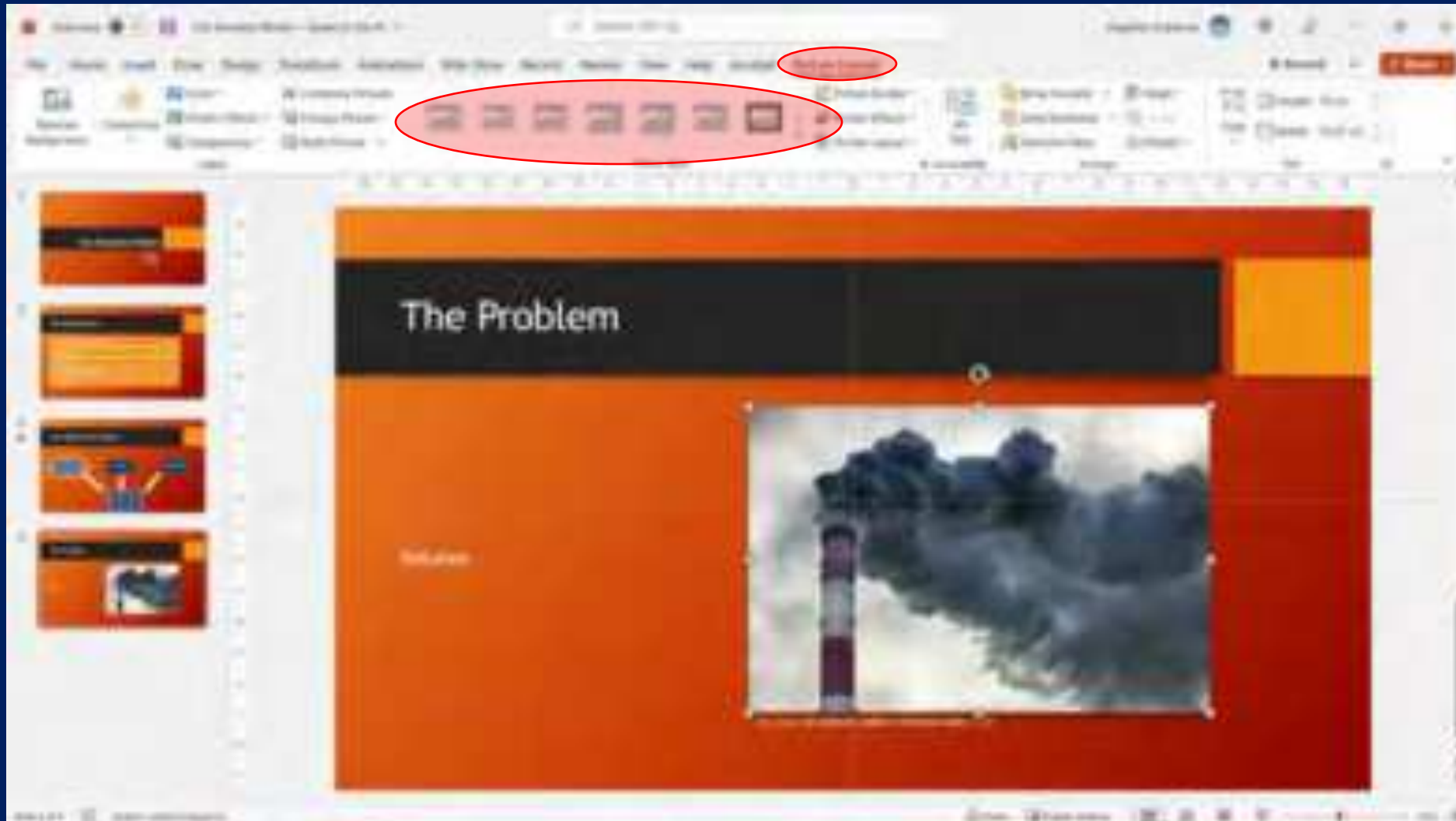
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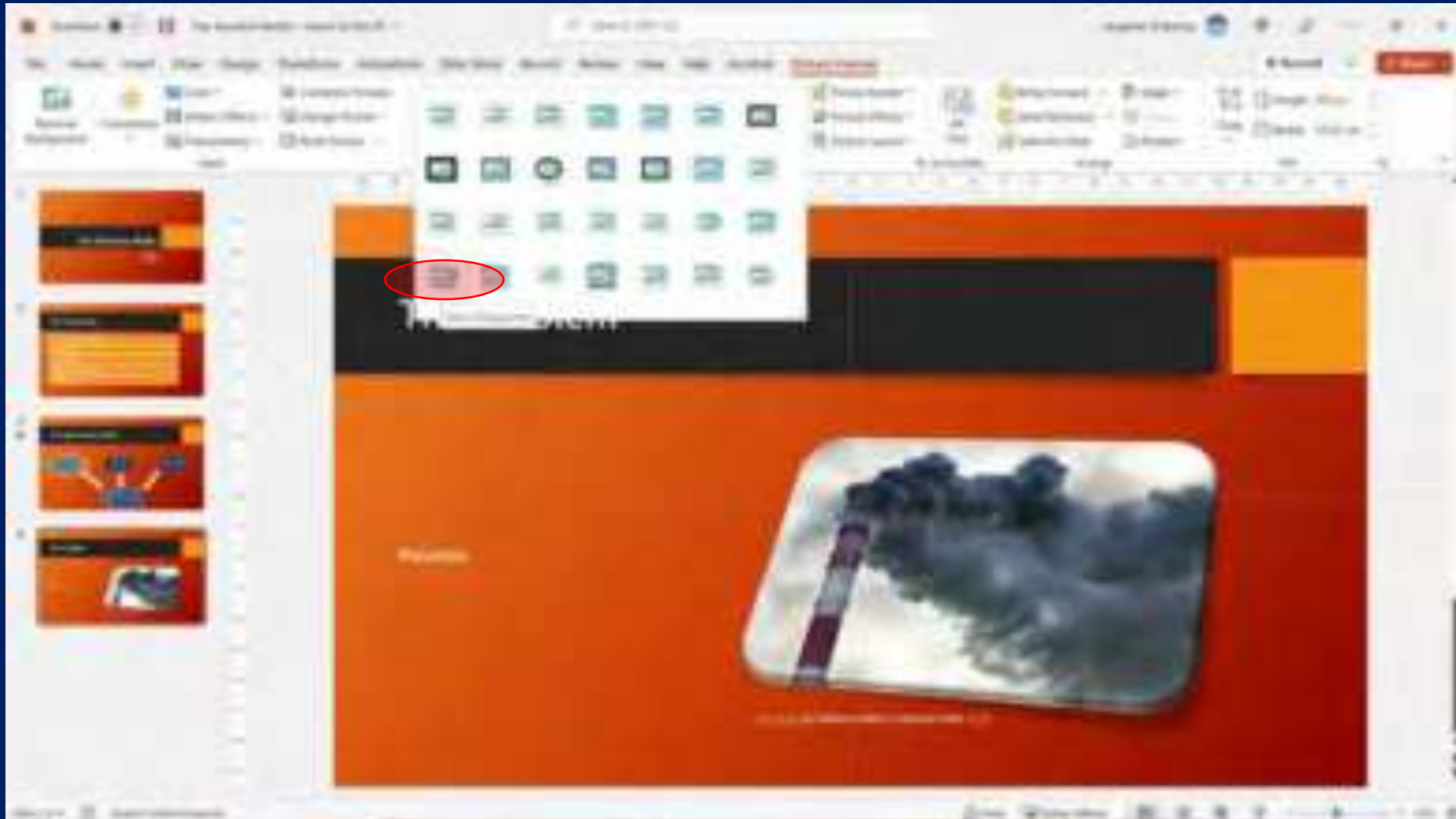
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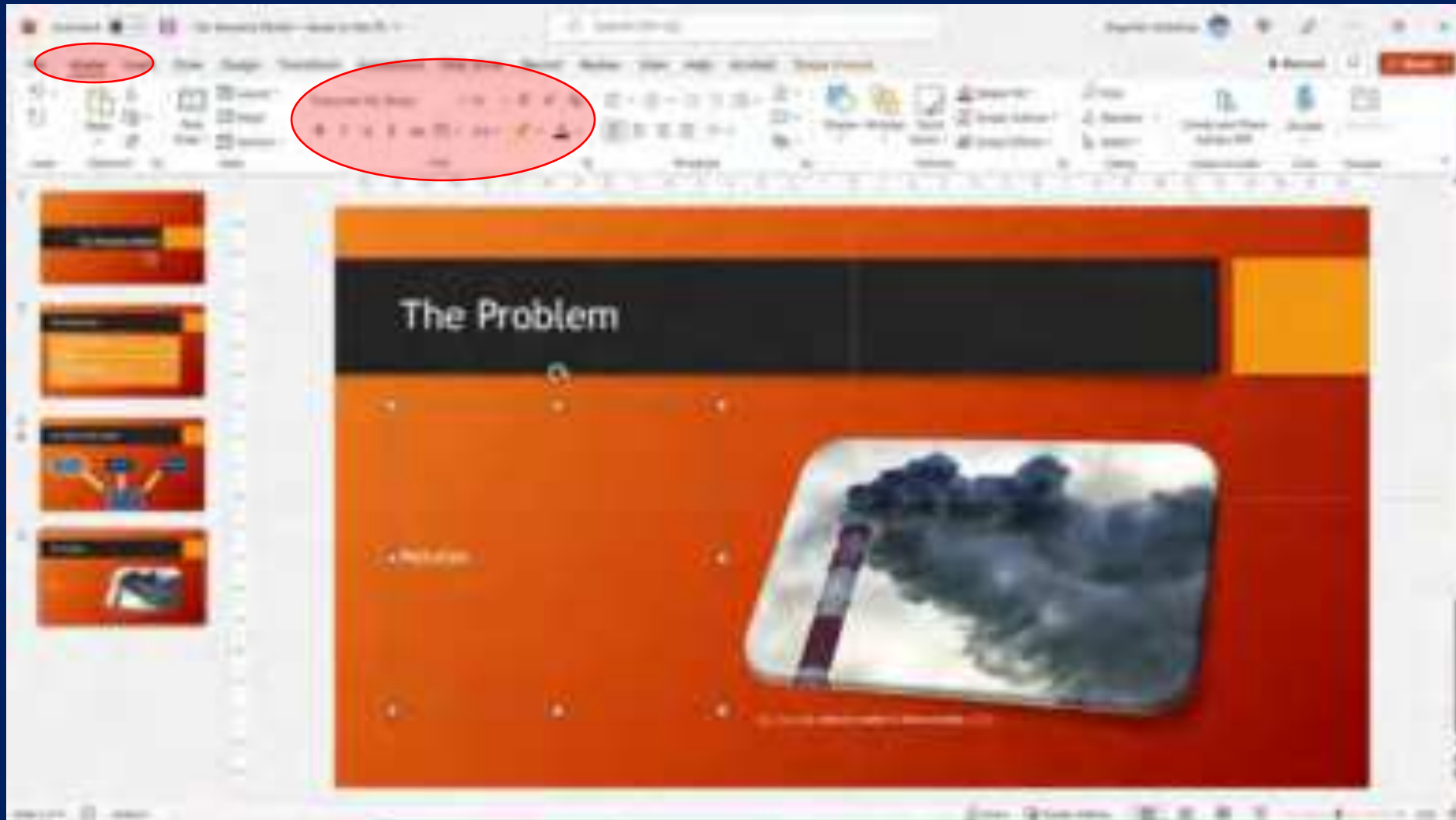
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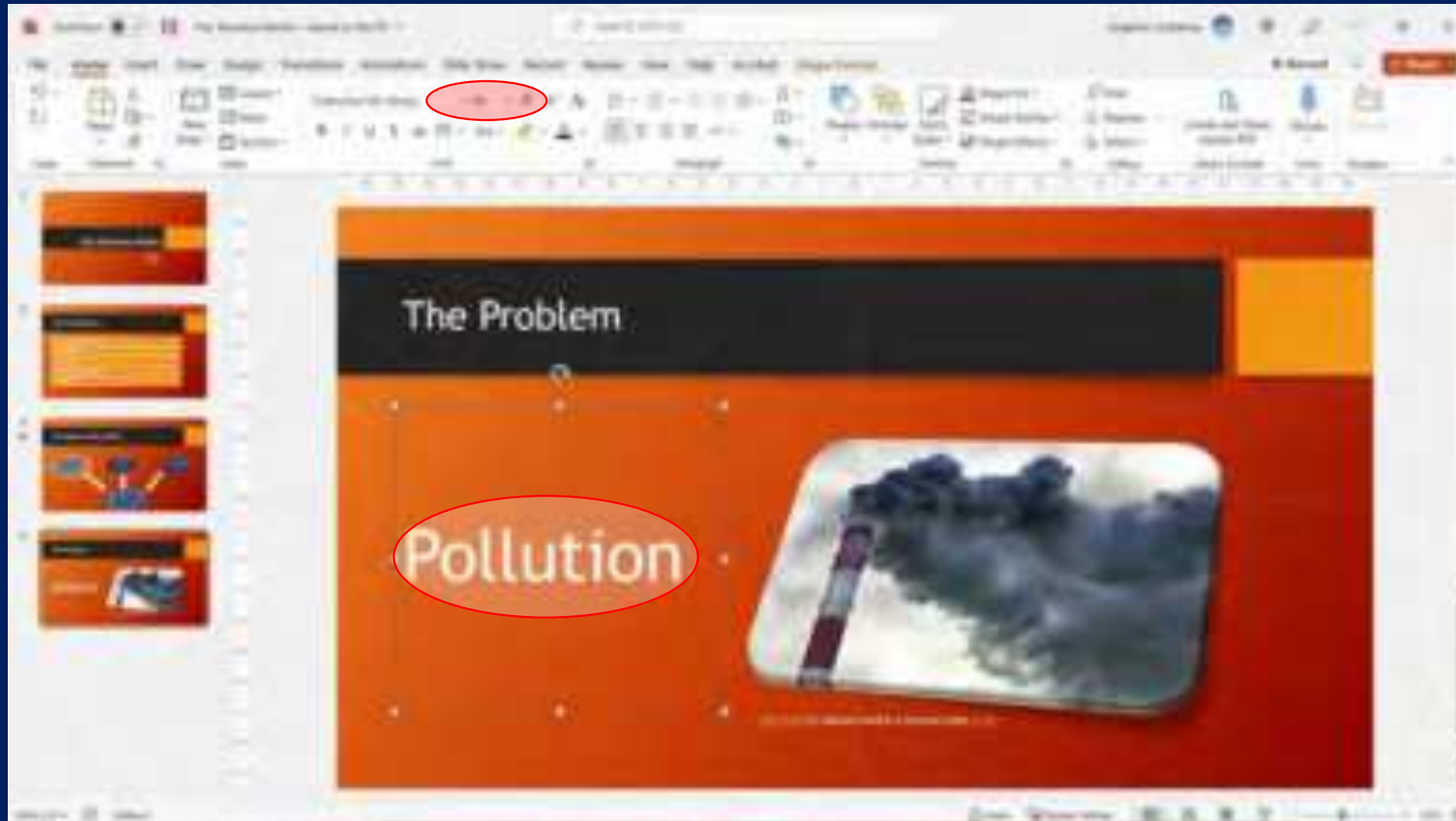
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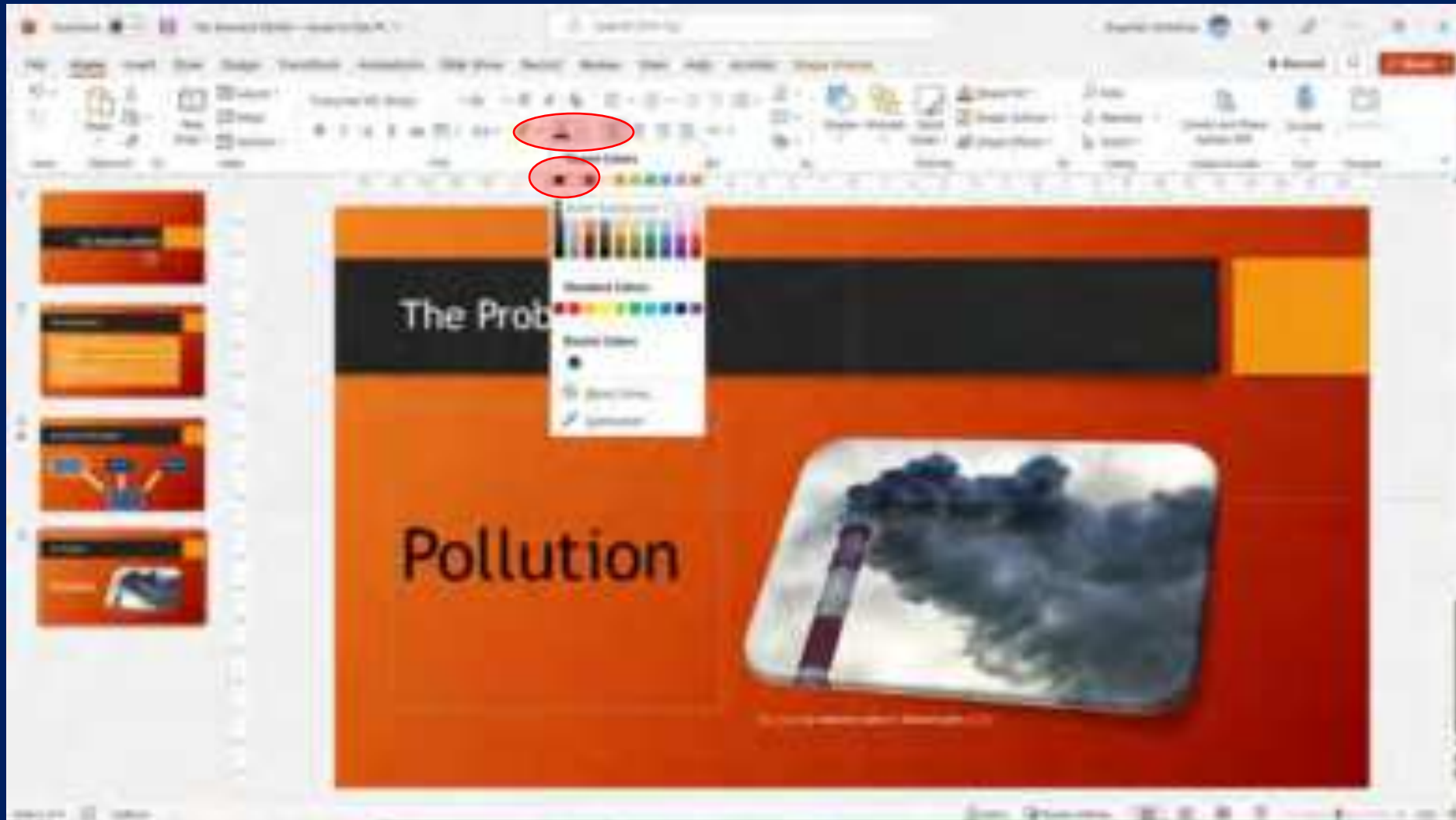
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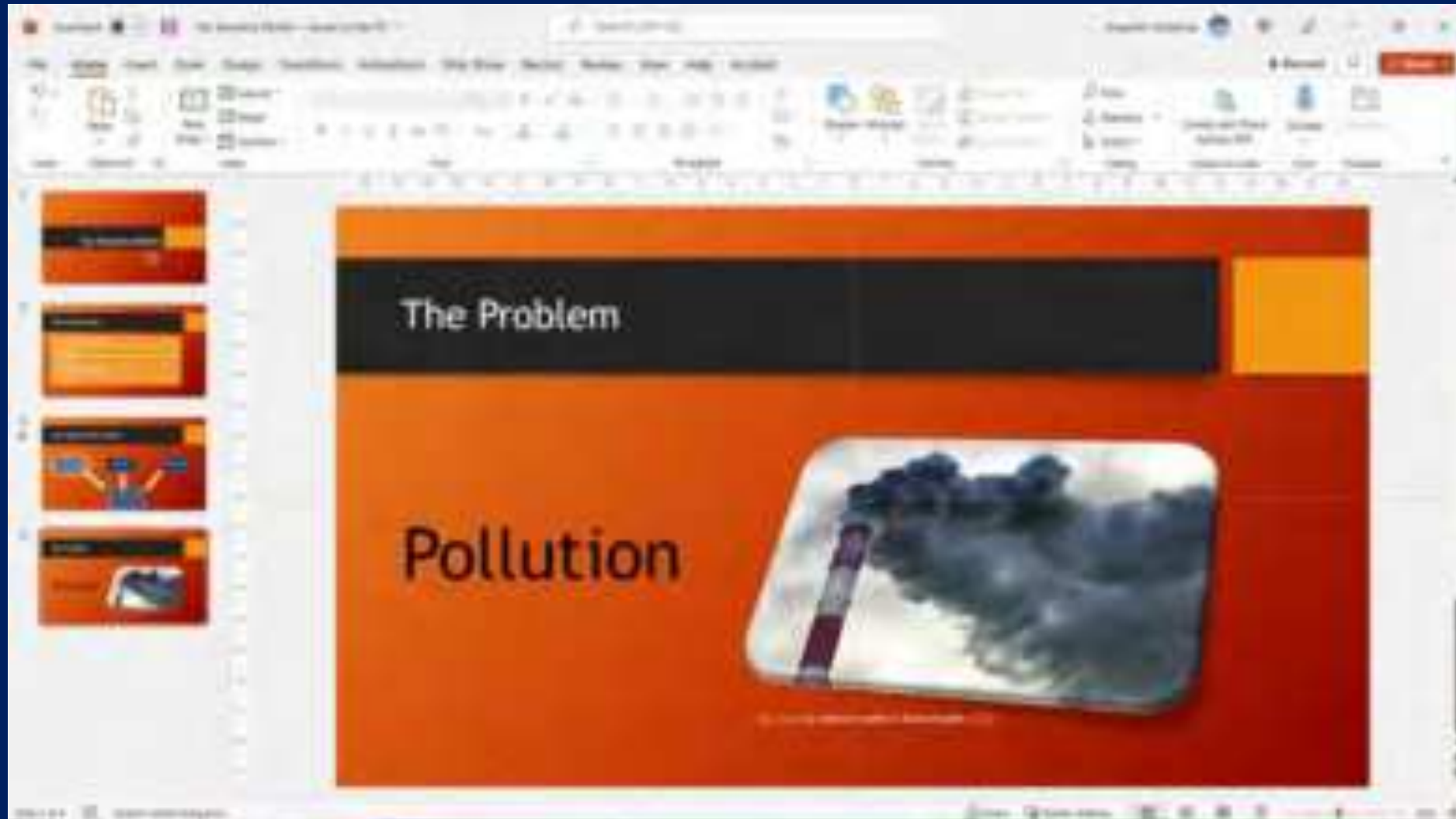
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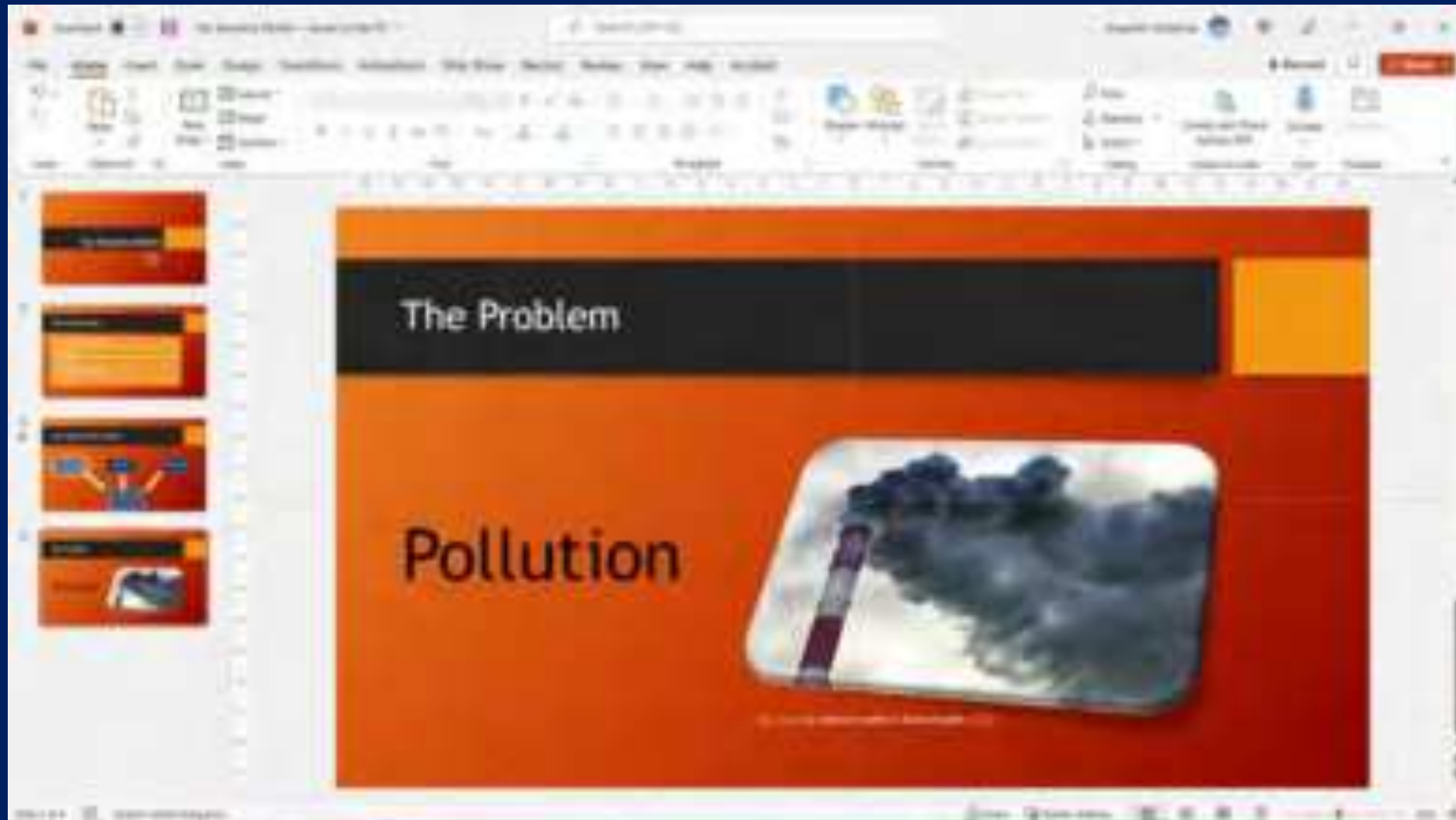
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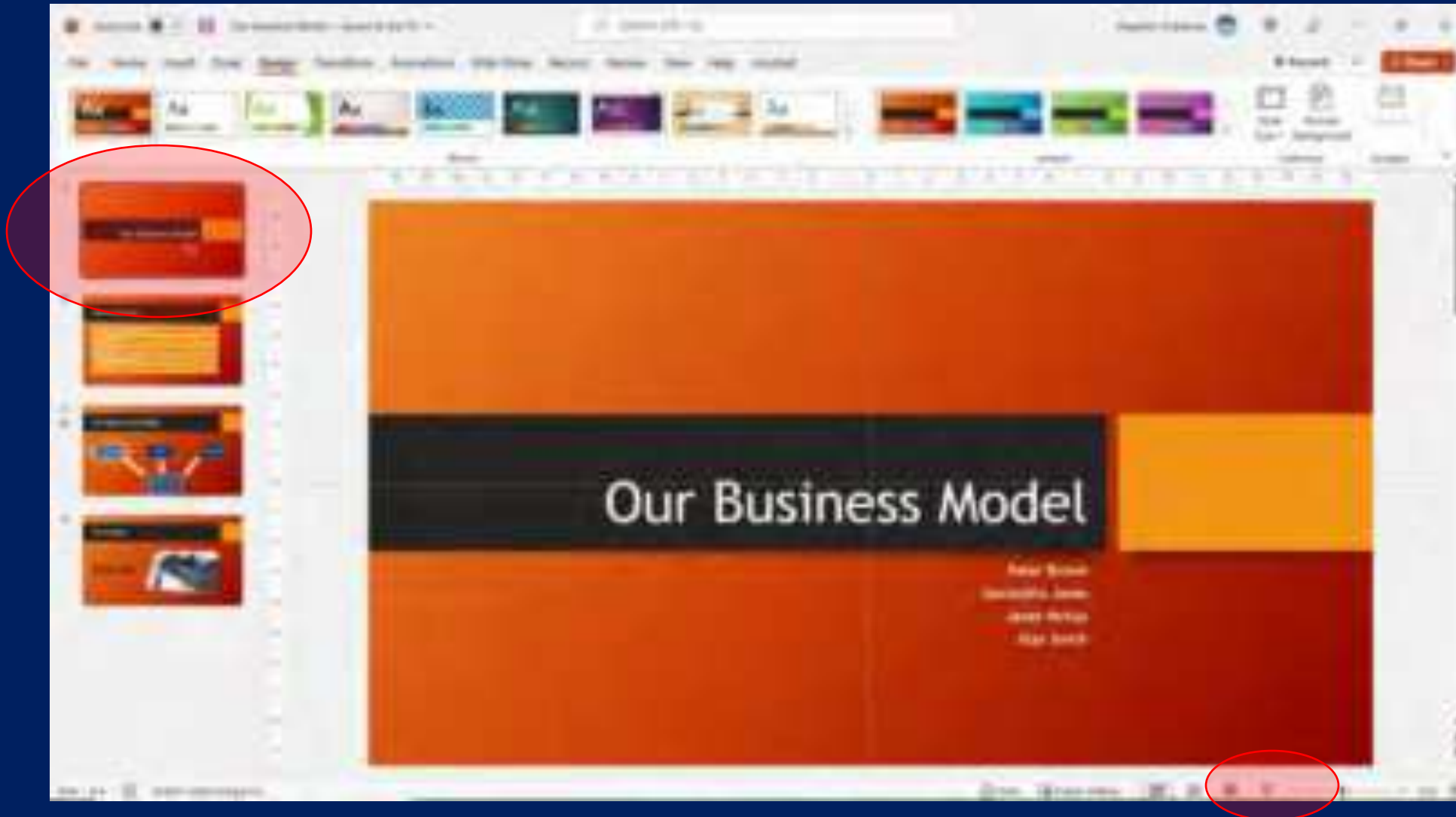
PowerPoint Inserting Another Slide



PowerPoint Slideshow



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PowerPoint Slideshow



PowerPoint Slideshow

This Presentation

The Opportunities Model

The Problem

The Solution

Business Model Canvas

Conclusion







In-Class Group Presentation

- 20 minute presentation
 - using power point
 - built together (mostly during supervised sessions)
 - delivered during last session
 - by all group members
 - questions asked by colleagues and tutor



In-Class Group Presentation

- Effective presentations
 - choosing the right font and font size.
 - understanding the importance of simplicity.
 - when to use transitions and animations.
 - how to use the colour wheel.
 - list and understand the different types of visual aids.



In-Class Group Presentation

- Tips
 - Adding facts and figures to a presentation increases audience retention by 20%.
 - Presentations with visual aids are 43% more persuasive than the same presentations without visuals.
 - 91% of presenters feel more confident presenting with a well designed slide deck.



In-Class Group Presentation

- Before Starting
 - Know your stuff
 - Know your audience
 - Write it out
 - Rehearse



In-Class Group Presentation

- Fonts
 - This is a Sans Serif font
 - This is a Serif font



In-Class Group Presentation

- Fonts
 - This is a comic font
 - *This is script font*



In-Class Group Presentation

- Keep Text to a Minimum
 - Powerpoint is there as your presentation aid **not the main source of information.**



In-Class Group Presentation

- Keep Text to a Minimum
 - Powerpoint is there as your presentation aid **not the main source of information.**
 - If you really need to text heavy a slide, **gradually** reveal it when needed.



In-Class Group Presentation

- Keep Text to a Minimum
 - Powerpoint is there as your presentation aid **not the main source of information.**
 - If you really need to text heavy a slide, **gradually** reveal it when needed.
 - Include **only the main speaking points** in the form of short concise bullets.



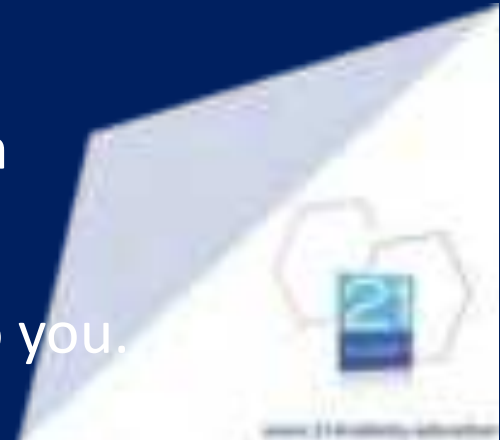
In-Class Group Presentation

- Keep Text to a Minimum
 - Powerpoint is there as your presentation aid **not the main source of information.**
 - If you really need to text heavy a slide, **gradually** reveal it when needed.
 - Include **only the main speaking points** in the form of short concise bullets.
 - Chunks of text will **tempt you to read** from the slides rather than communicate with audience.



In-Class Group Presentation

- Keep Text to a Minimum
 - Powerpoint is there as your presentation aid **not the main source of information.**
 - If you really need to text heavy a slide, **gradually** reveal it when needed.
 - Include **only the main speaking points** in the form of short concise bullets.
 - Chunks of text will **tempt you to read** from the slides rather than communicate with audience.
 - Otherwise, the **audience may be reading** rather than listening to you.



In-Class Group Presentation

- Keep it Simple
 - Do not fill up empty spaces with unnecessary elements.
 - This will NOT help audience in understanding what you are saying.
 - The less clutter in a slide, the more impact your visual message will have.
 - Design elements should be kept at minimum to prevent distraction, such as a simple background



In-Class Group Presentation



In-Class Group Presentation

- Limit Transition and Animations
 - Using lots of animations is **distracting and amateurish**.
 - It can also be **problematic and frustrating** to view presentation on different devices.
 - Use them **only for a purpose**, such as to reveal the stages of a process.
 - Use only subtle animations, such as **“Fade”, “Appear”** etc.
 - Do not use more than 3 different types of animations in one slide.



In-Class Group Presentation

- Limit Transition Animations
 - Using lots of animation is a **problem**.
 - It can also be a **problem** when you view presentation on different devices.
 - Use them **only for a few** stages of a process.
 - Use only subtle transitions such as **fade** etc.
 - Do not use more than **one** different type of transition in one slide.



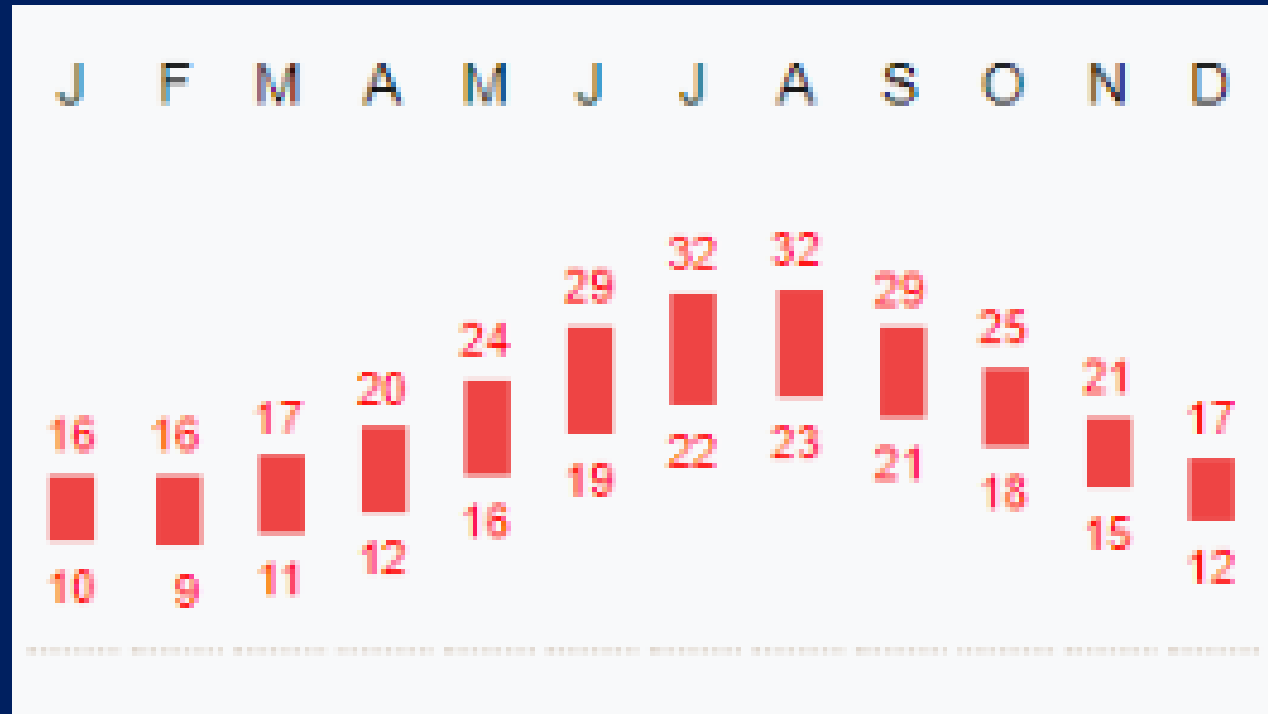
In-Class Group Presentation

- Visual Aids
 - Pictures
 - Graphs
 - Object
 - Map
 - Video Clip



In-Class Group Presentation

- Visual Aids



In-Class Group Presentation

- Colours
 - Use colours it **increases people's motivation to read.**
 - Colours can also evoke emotions and can **improve understanding**
eg : highlighting certain
 - Use the **colour wheel** to help you:
<https://www.canva.com/colors/color-wheel>
 - Colour opposite each other are complimentary and create contrast.
 - Using complimentary colours **makes your text more readable.**
 - Avoid using too many colours in your presentation.



In-Class Group Presentation

- Colours
 - When using the **wrong colour the text may become** illegible
 - When using the **right colour you create contrast**
 - <https://www.canva.com/colors/color-wheel>



In-Class Group Presentation

Insert Web Page

This app allows you to insert secure web pages starting with <https://> into the slide deck. Non-secure web pages are not supported for security reasons.

Please enter the URL below.

<https://>

Note: Many popular websites allow secure access. Please click on the preview button to ensure the web page is accessible.

This add-in will be disabled from Dec 2024

[Web Viewer Terms](#) | [Privacy & Cookies](#)

[Preview](#)



In-Class Group Presentation

- Use the spell checker but do not rely on it ONLY
 - Spelling mistakes show that you are not giving attention to detail
 - Be careful of Malapropisms



In-Class Group Presentation

- Malapropisms
 - “Texas has a lot of **electrical** votes” - George Bush 1989
 - “I might just fade into **Bolivian**.” - Mike Tyson 2002
 - “I’m not going for the **Sixteenth** Chapel look.” - Justin Bieber 2012



In-Class Group Presentation

- Grammatical mistakes
 - While in the woods I came across a **bare**.
 - I needed some **piece** of mind
 - Joe is a little shorter **then** Anna



The Rubric

	1 mark	2 marks	3 marks	4 marks	5 marks
Preparation	Student prepared the material as a professional chapter.	Student prepared the material as a mostly professional chapter.	Student prepared the material as a somewhat professional chapter.	Not Applicable	Student prepared the presentation material.
Content	All content (information and graphics) are accurately documented in the desired format.	All content (information and graphics) are accurately documented, but one or two are not in the desired format.	All content (information and graphics) are accurately documented, but two or three are not in the desired format.	Some content is not accurately documented.	No content.
Appearance	Presentation shows considerable originality and inventiveness. The content and ideas are contained in a concise and interesting way.	Presentation shows some originality and inventiveness. The content and ideas are presented in an interesting way.	Presentation shows an attempt at originality and inventiveness in most of the ideas.	Presentation shows an attempt at originality and inventiveness in one or two of the ideas.	Presented in a format of other people's ideas (handwritten and typed) and this attempt is original thought.
Organization	Information is organized in a clear, logical way. It is easy to anticipate the flow of material that might be on the next slide.	Most information is organized in a clear, logical way. The flow of most of the information is not at all clear.	Some information is logically organized in sequential order, but some of the information is not at all clear.	There is a sequential plan for the organization of information.	No plan for the organization of information.
Use of Graphics	All graphics are attractive and well chosen and support the theme/content of the presentation.	A few graphics are not attractive but all support the theme/content of the presentation.	All graphics are attractive but a few do not clearly support the theme/content of the presentation.	Several graphics are unattractive and do not clearly support the theme/content of the presentation.	Student did not use any graphics at all.
Timing	The presentation was delivered within the time given.	Presentation was over or under the time given to deliver the whole presentation.	The presentation was over or under the time given to deliver the whole presentation.	The presentation was far over/long.	The presentation was far too short.
Preparation	Student was very well prepared and had thoroughly rehearsed.	Student seemed very prepared but might have needed to rehearse more.	Student was prepared but not rehearsed.	Student was not well prepared and not rehearsed.	Student was not prepared at all.
Delivery	Student answered all questions made by the other students and came to a coherent and correct way.	Student answered most of the questions made by the other students and came to a way that showed good understanding of the subject.	Student answered some parts of the questions made by the other students and came to a way that showed some understanding of the subject.	Student failed to answer most of the questions made by the other students and came to a way that showed no understanding of the subject.	Student failed to answer any of the questions made by the other students and came to a way that showed no understanding of the subject.
	44 - 46 marks	39 - 43 marks	34 - 38 marks	29 - 33 marks	0 marks
Overall	Presentation includes all material needed to give a confident understanding of the topic.	Presentation includes most material needed to give a confident understanding of the subject but is lacking one or two key elements.	Presentation is missing more than two key elements.	Presentation is missing several key elements and the presentation.	Presentation does not address the assigned subject.

Presentation

- *Maximum score* *100*
- *Weighted* *30%*





Next Session

Monday Starts at 09:00 a.m. until 5p.m.

Wednesday Starts at 09:00 a.m. until 5p.m.



Introduction Session 04

Lecture Title: PowerPoint

Lecturer: Mr Angelito Sciberras

Date: 19 September 2025

