

# Introduction Session 04

**Lecture Title: PowerPoint**

**Lecturer: Mr Angelito Sciberras**

**Date: 1 October 2025**



~~Tuesday 30 September 2025~~

~~Introductions  
The Academy~~

~~Tuesday 30 September 2025~~

~~Staying in Malta~~

~~Wednesday 1 October 2025~~

~~The Study Programme  
Assignments  
Presentations  
Reflective Diary~~

Wednesday 1 October 2025

Using Power Point



# 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



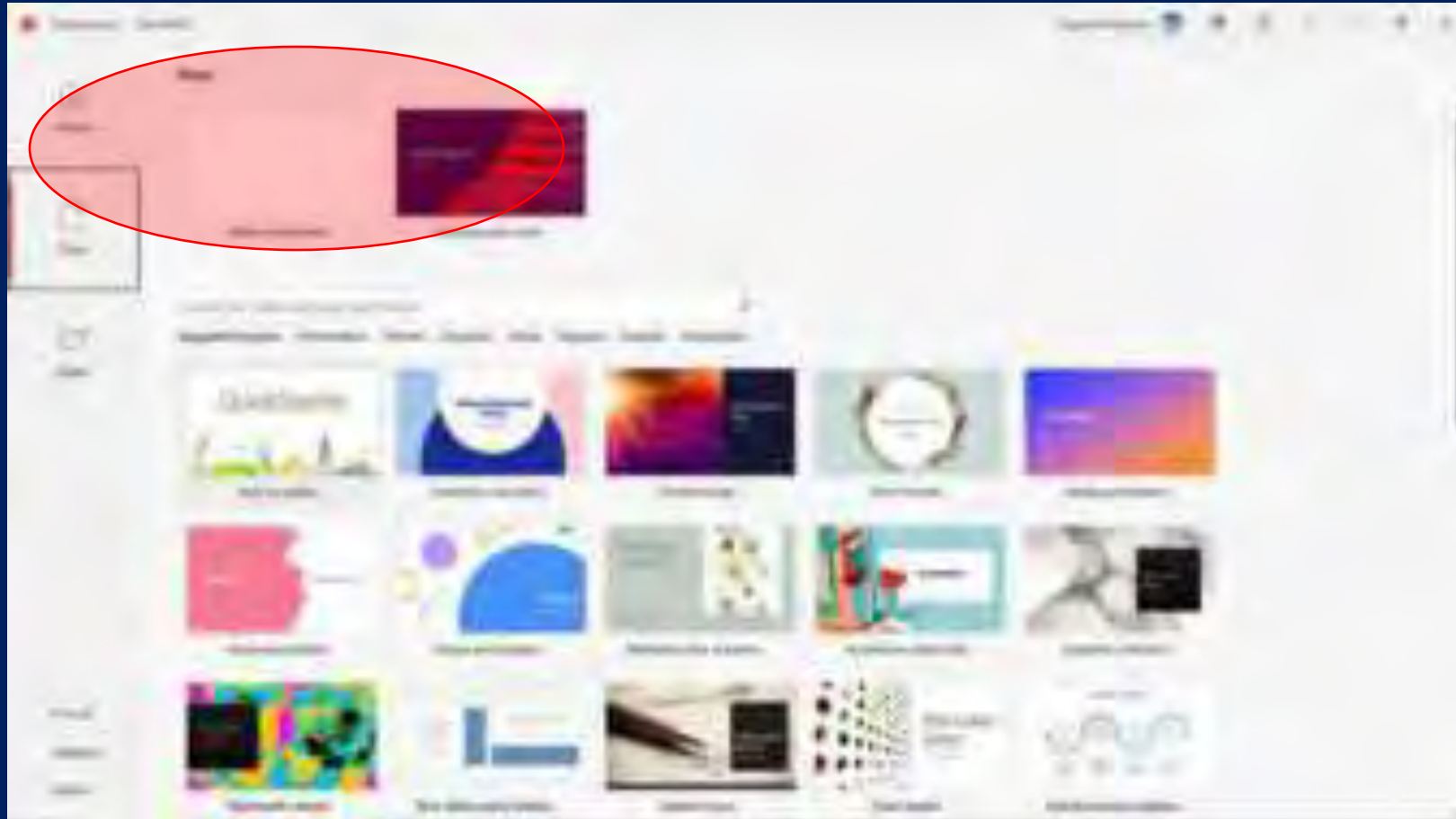
Blank Presentation vs Template

Originality vs Time



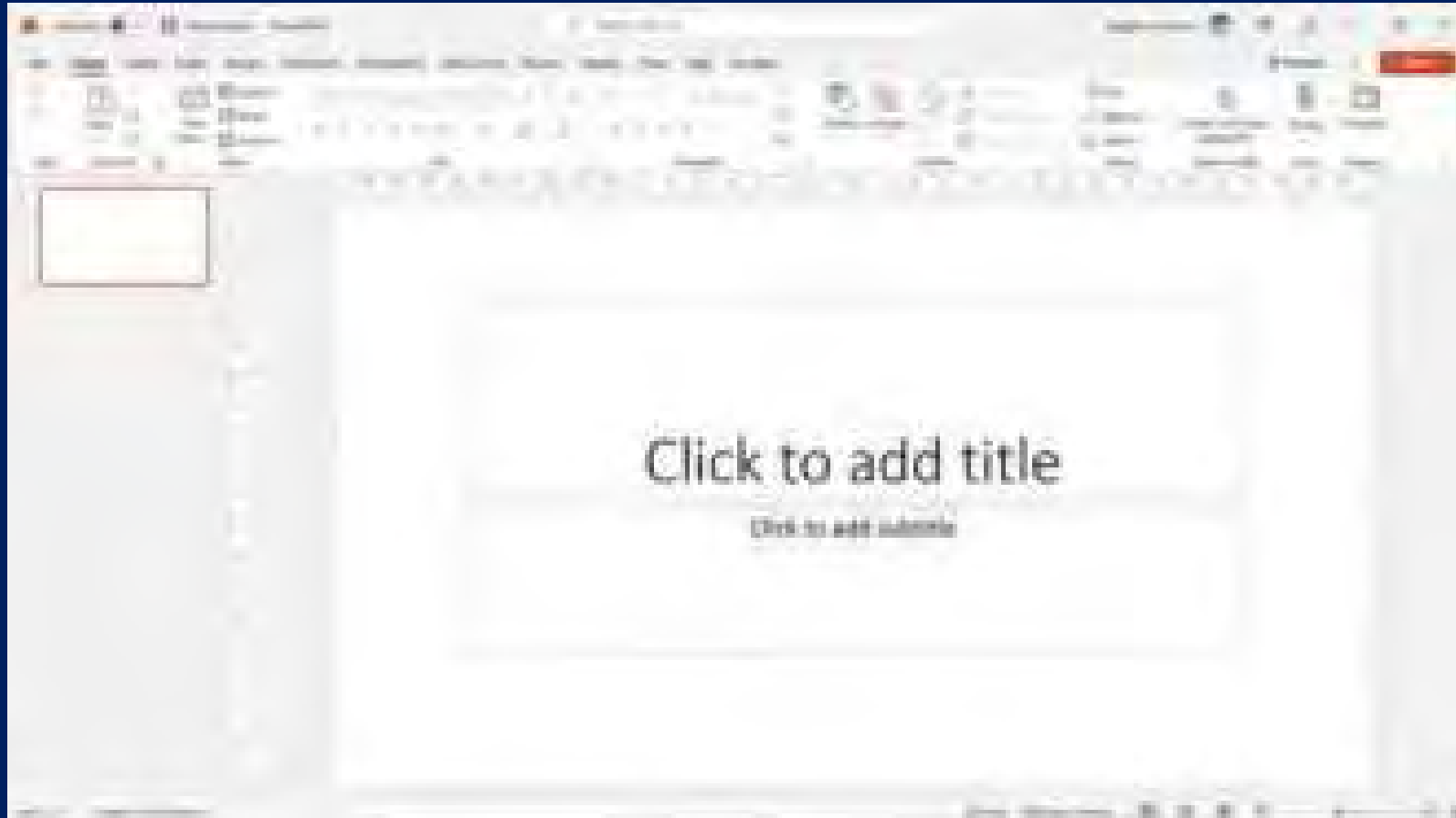
# PowerPoint Slideshow

## Opening PowerPoint



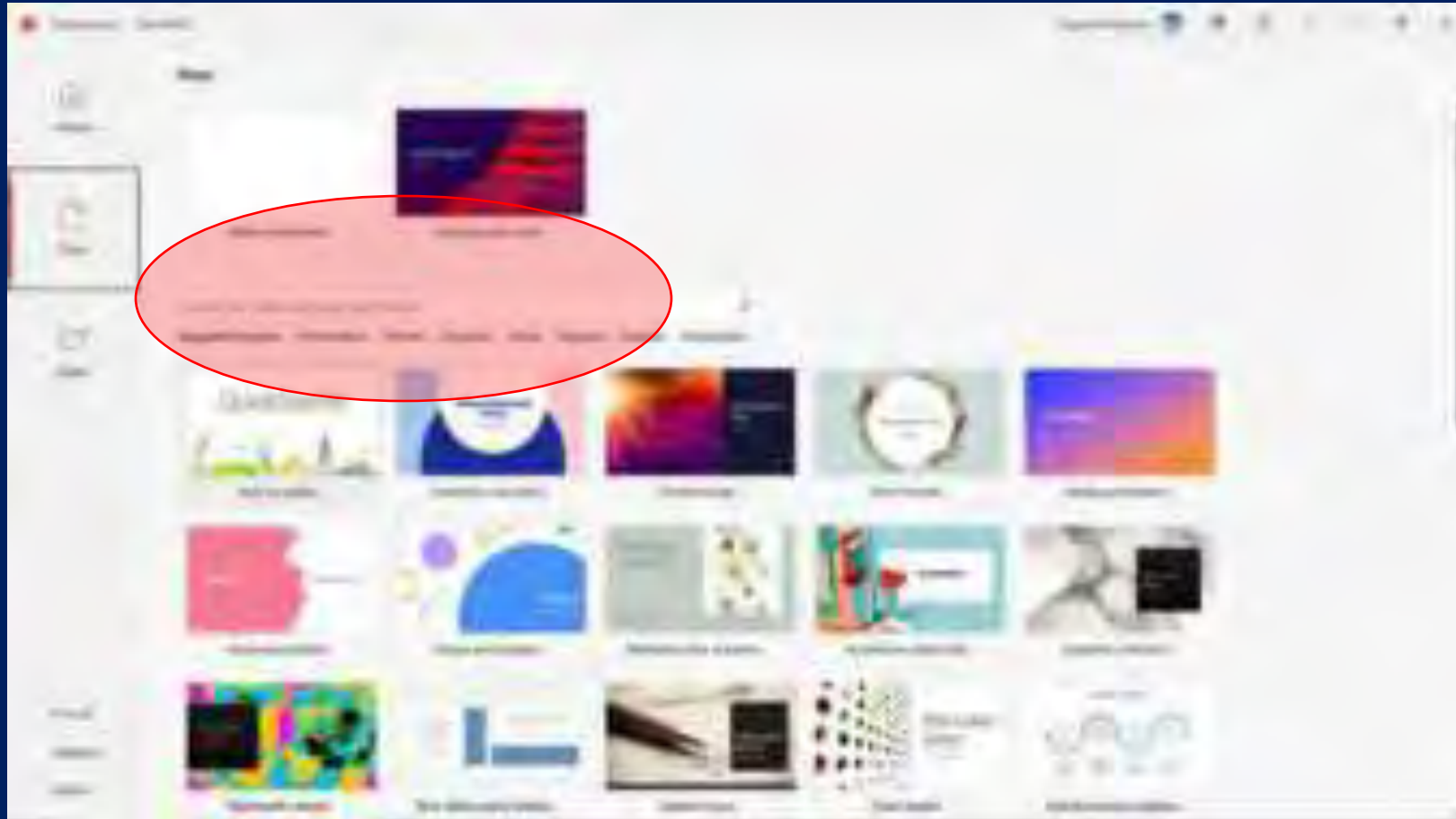
# PowerPoint Slideshow

## Opening PowerPoint



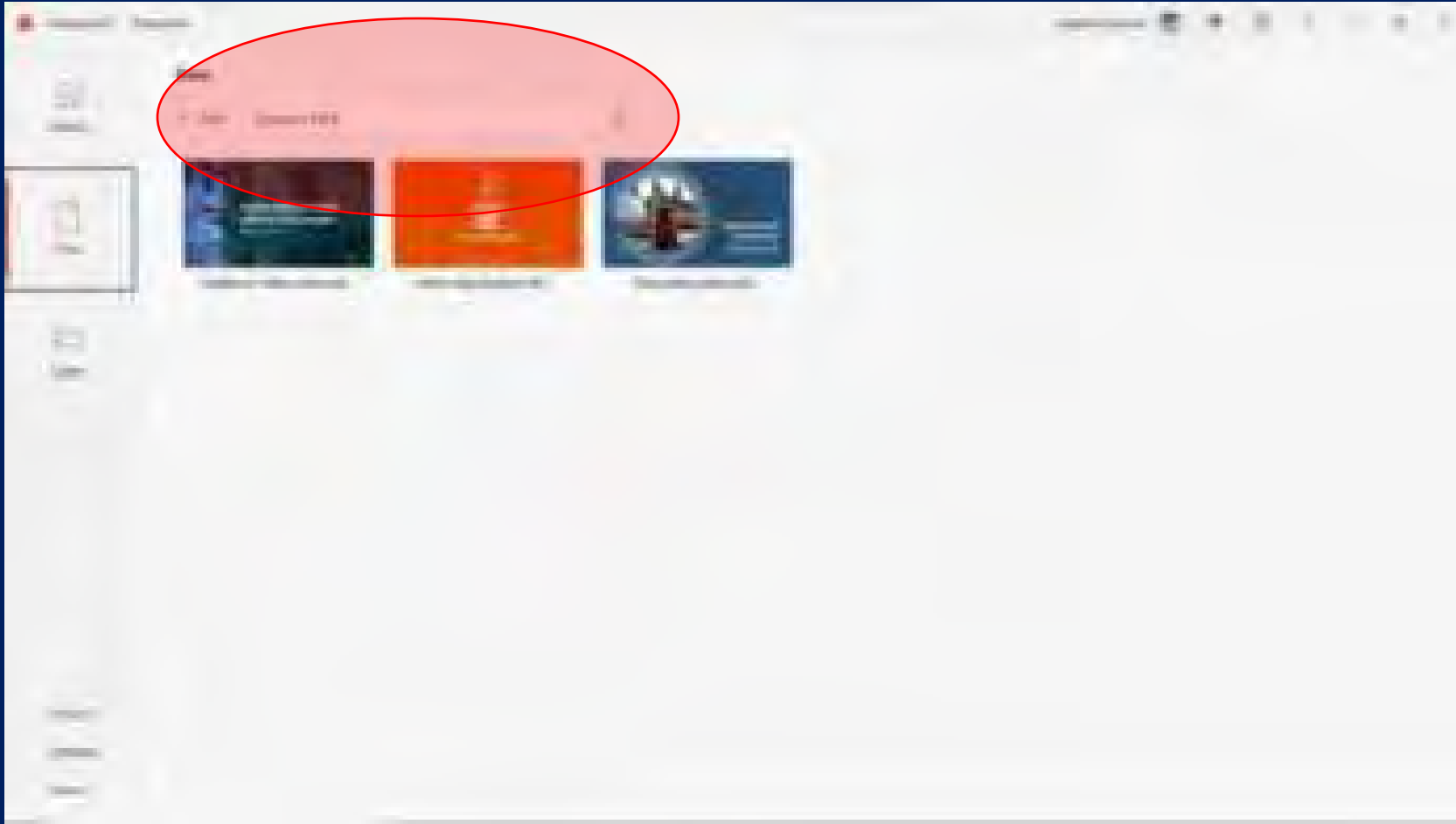
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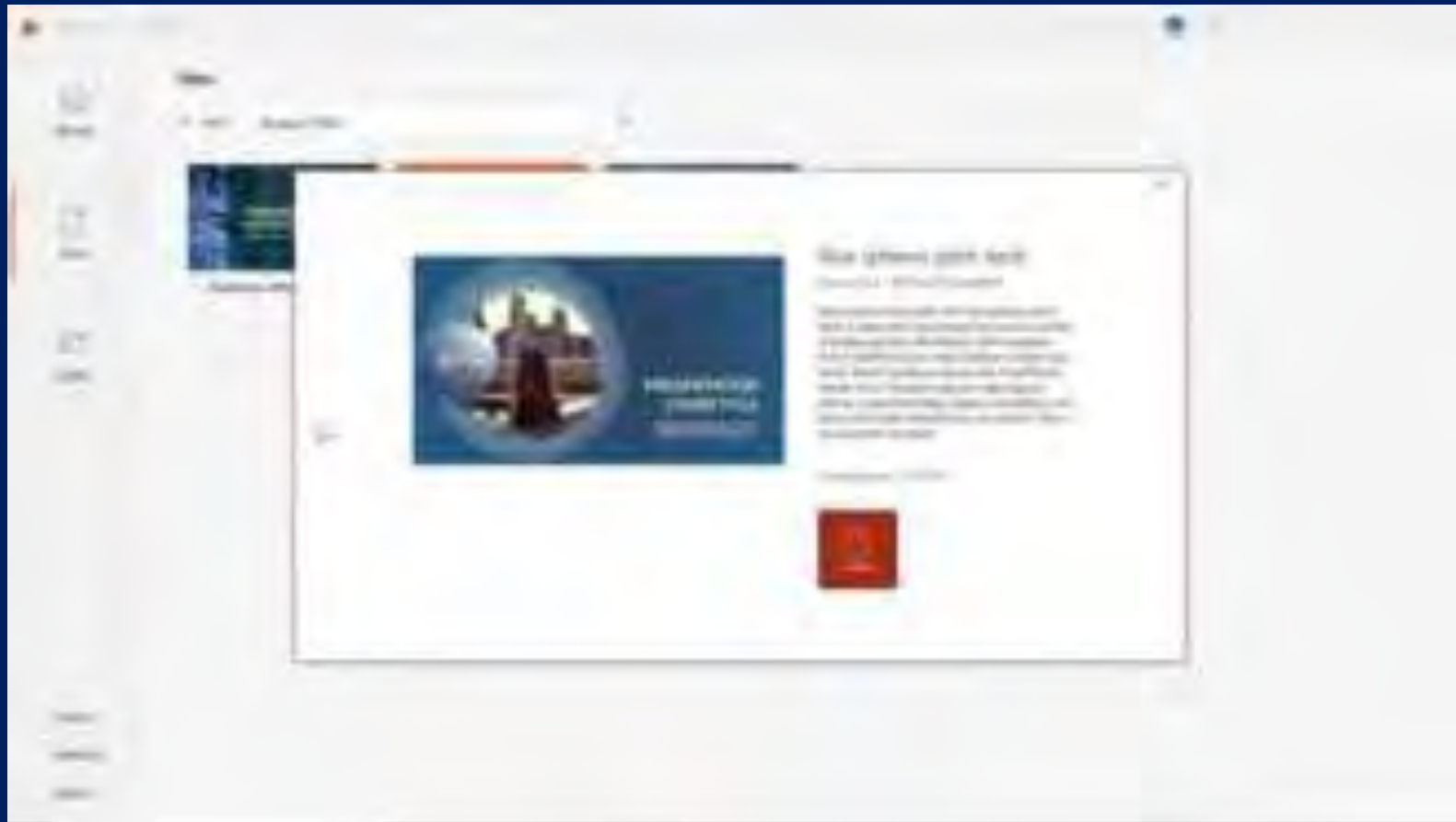
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## Opening PowerPoint



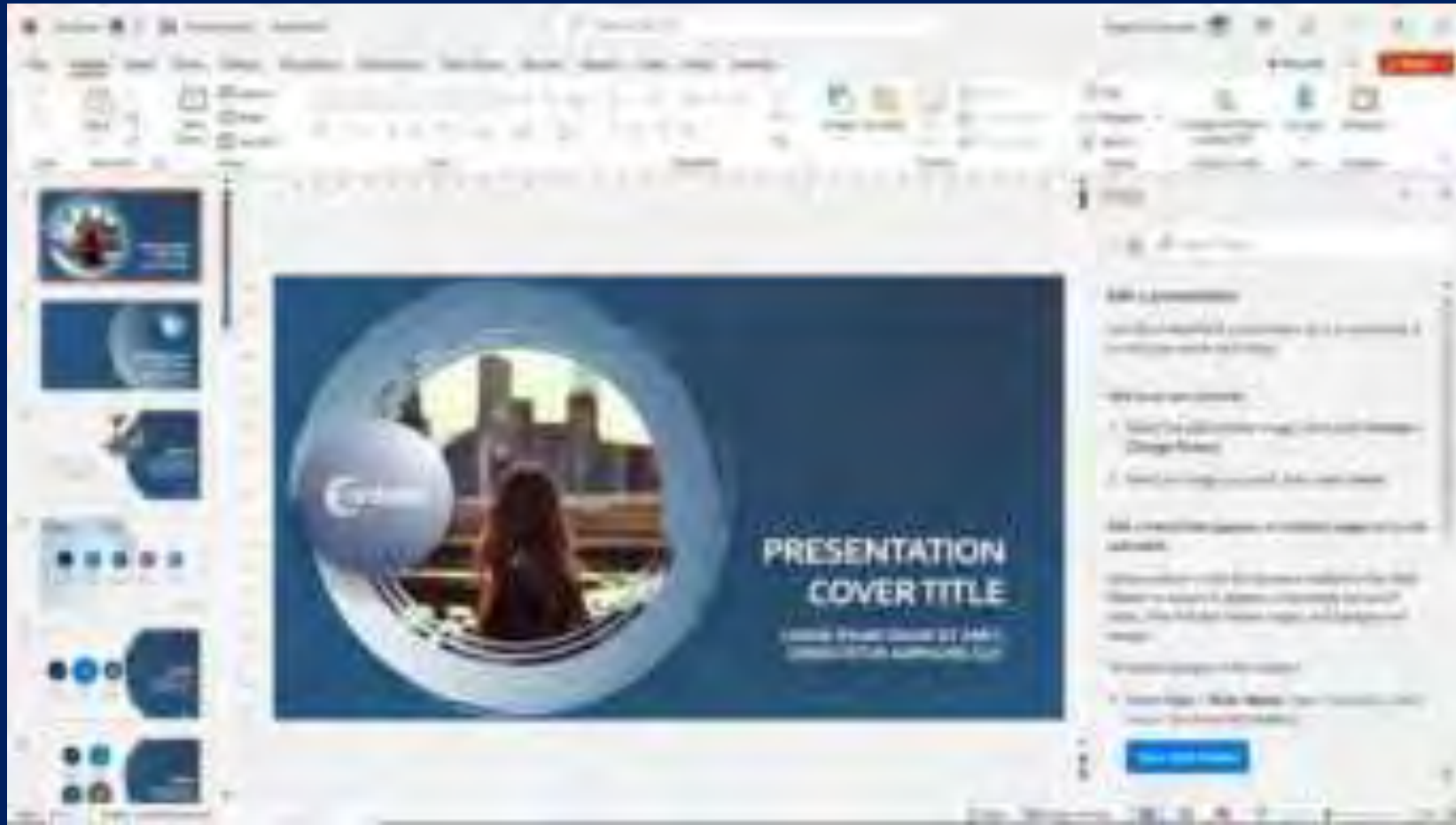
# PowerPoint Slideshow

## Opening PowerPoint



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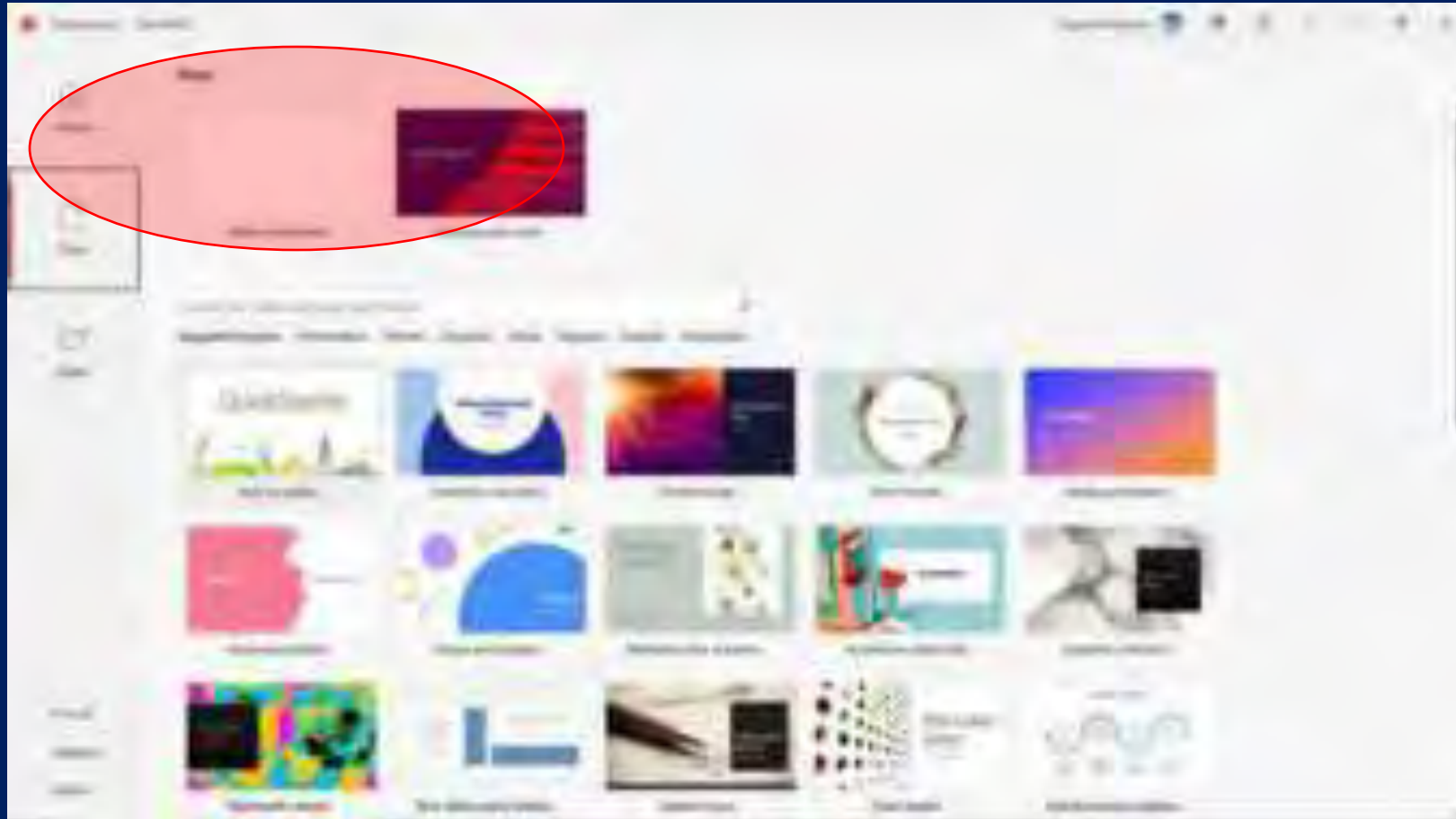
**Blank Presentation** vs Template

**Originality** vs Time



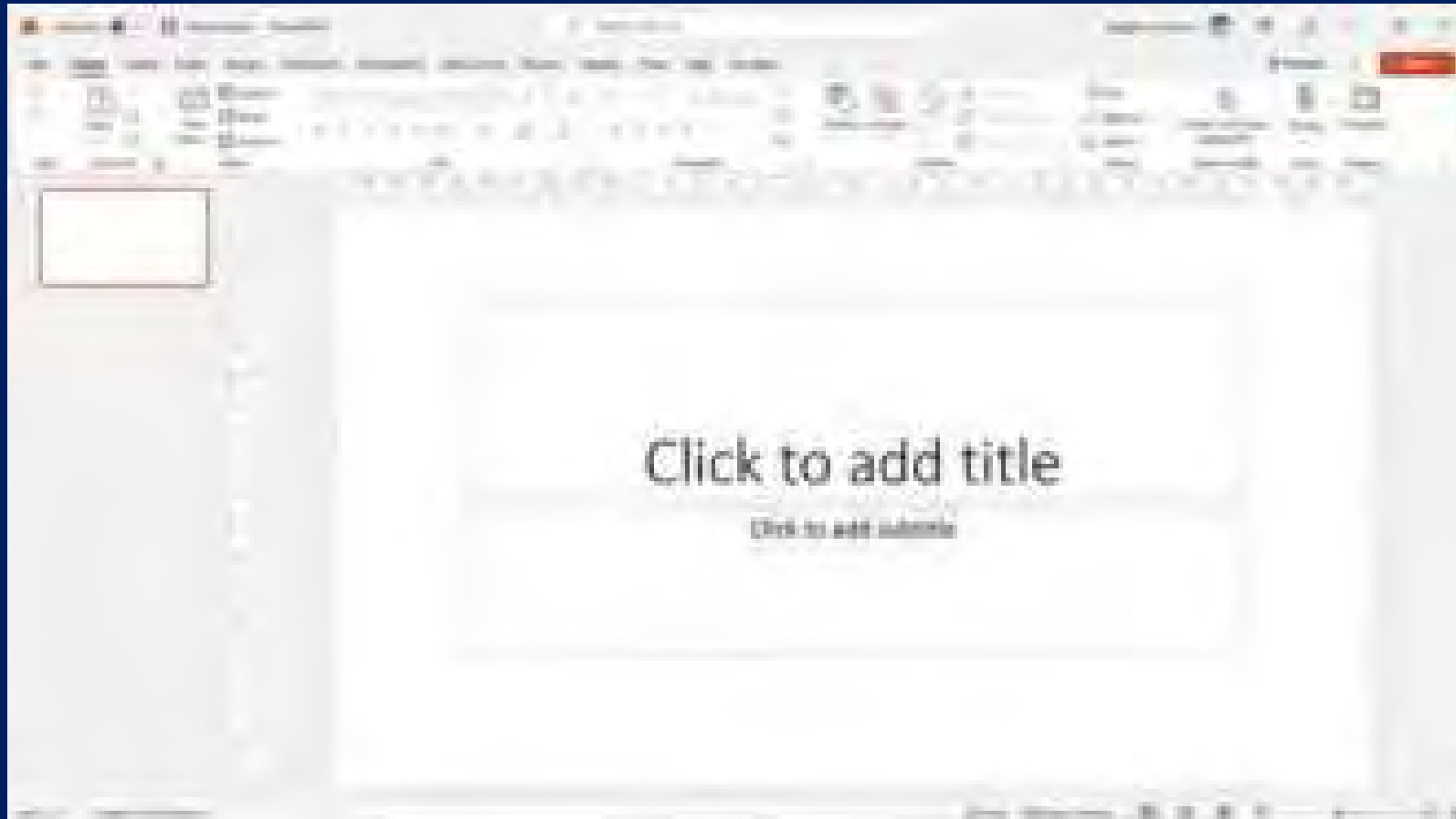
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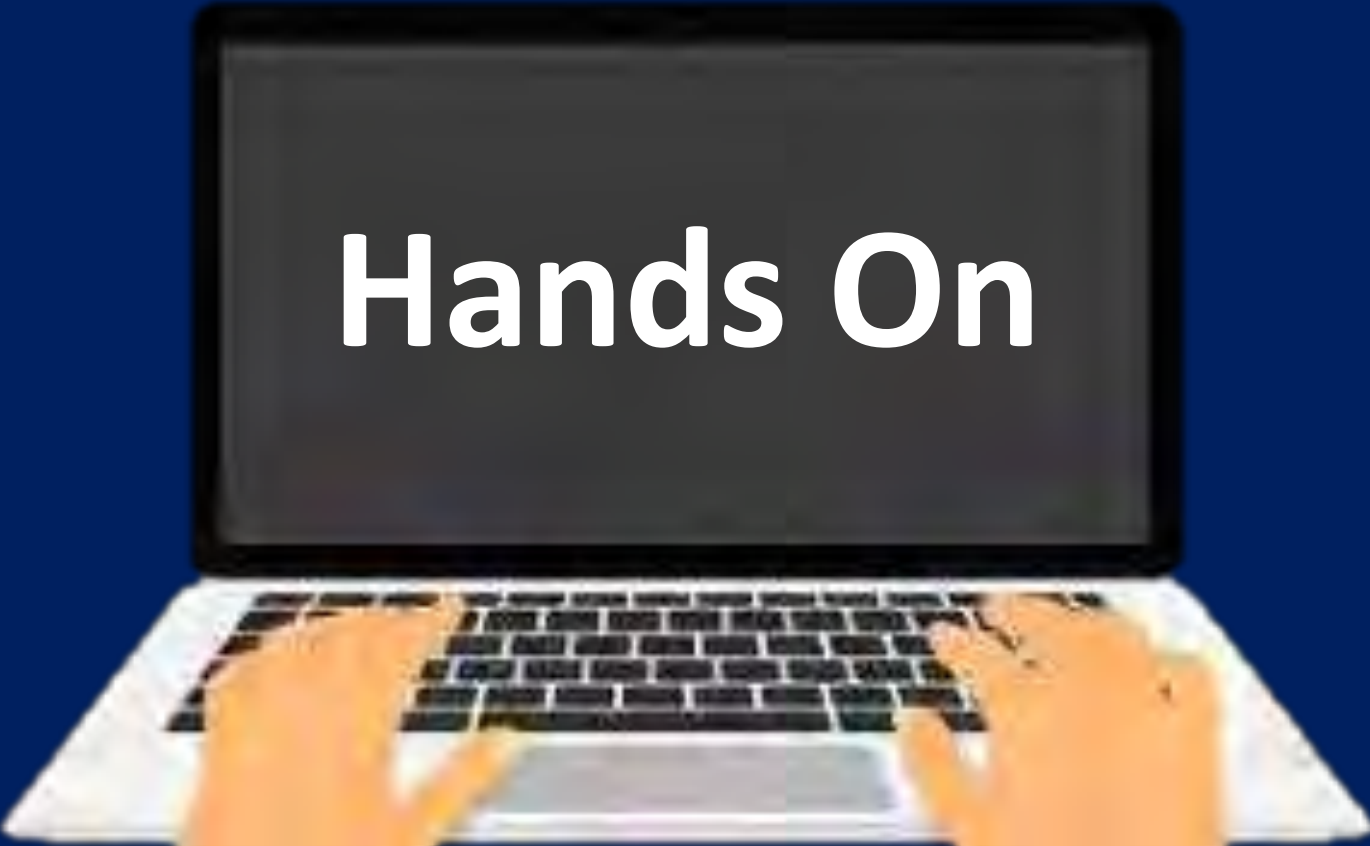


# PowerPoint Slideshow

## Opening PowerPoint



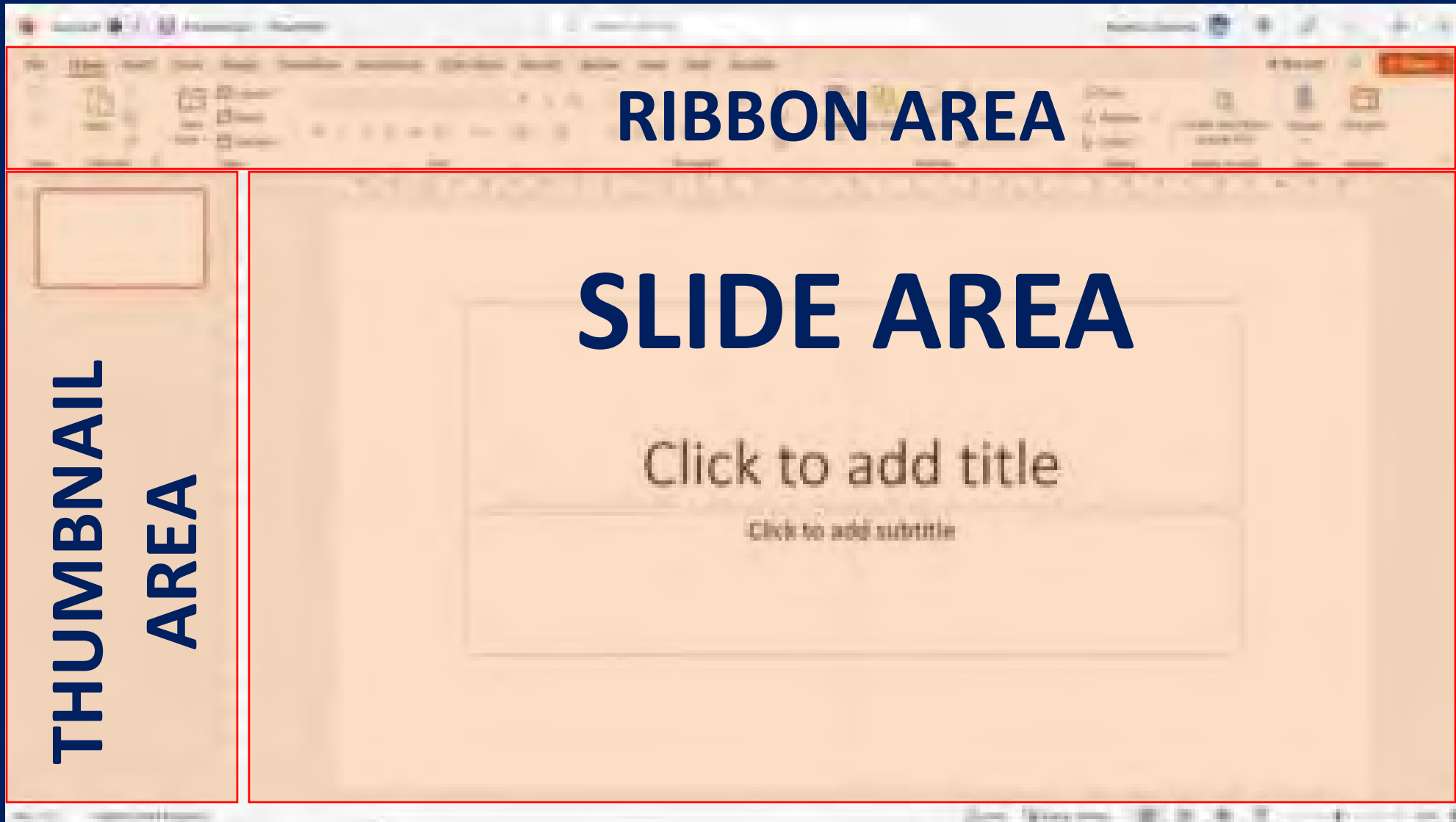
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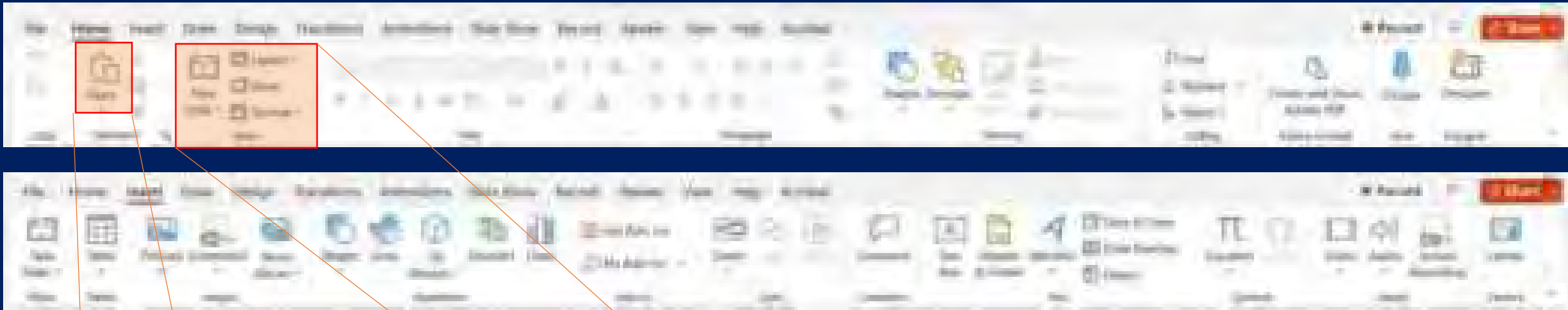
Hands On



# PowerPoint Terminology



# PowerPoint Terminology

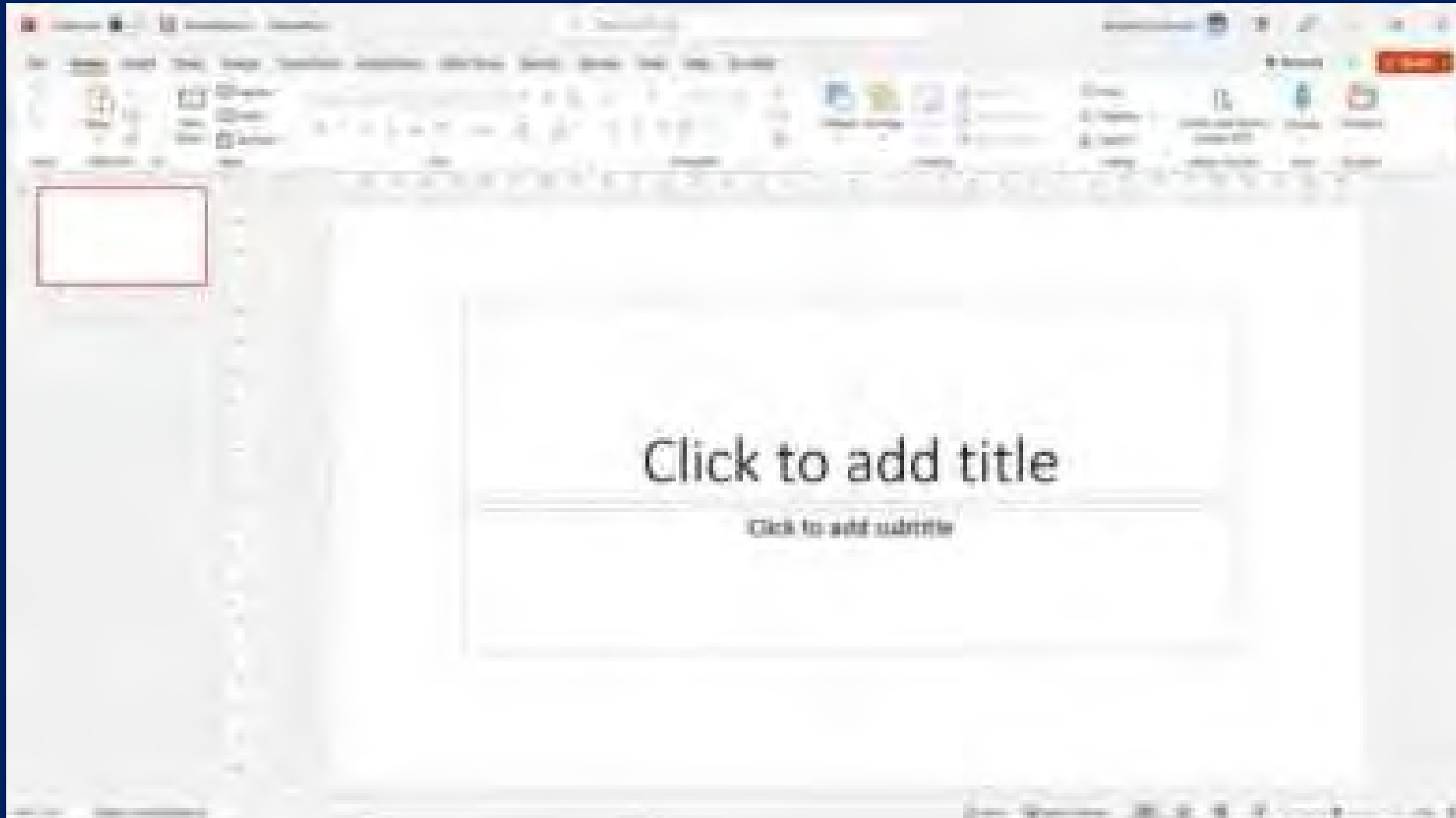


**Tool**

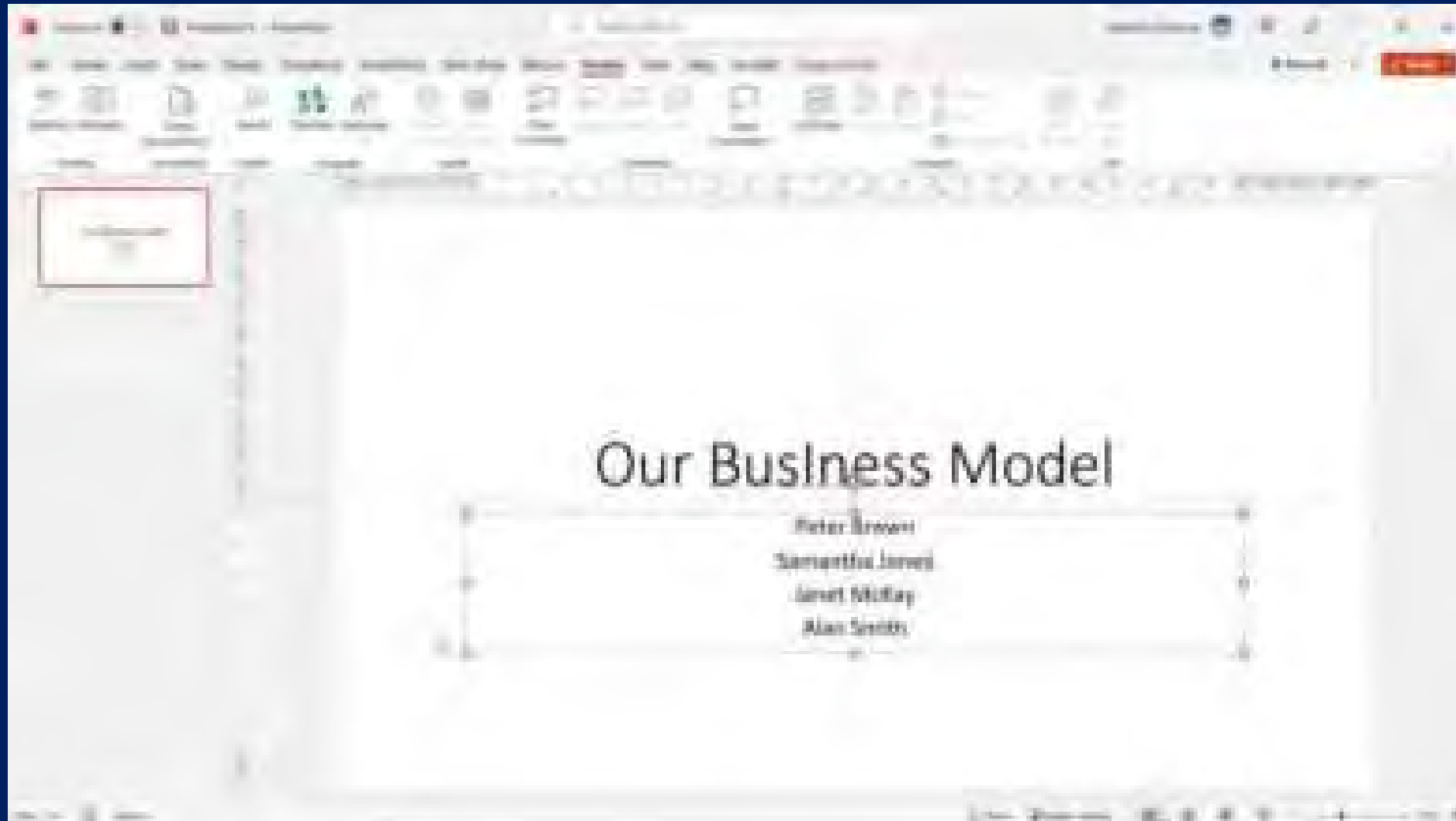
**Group**



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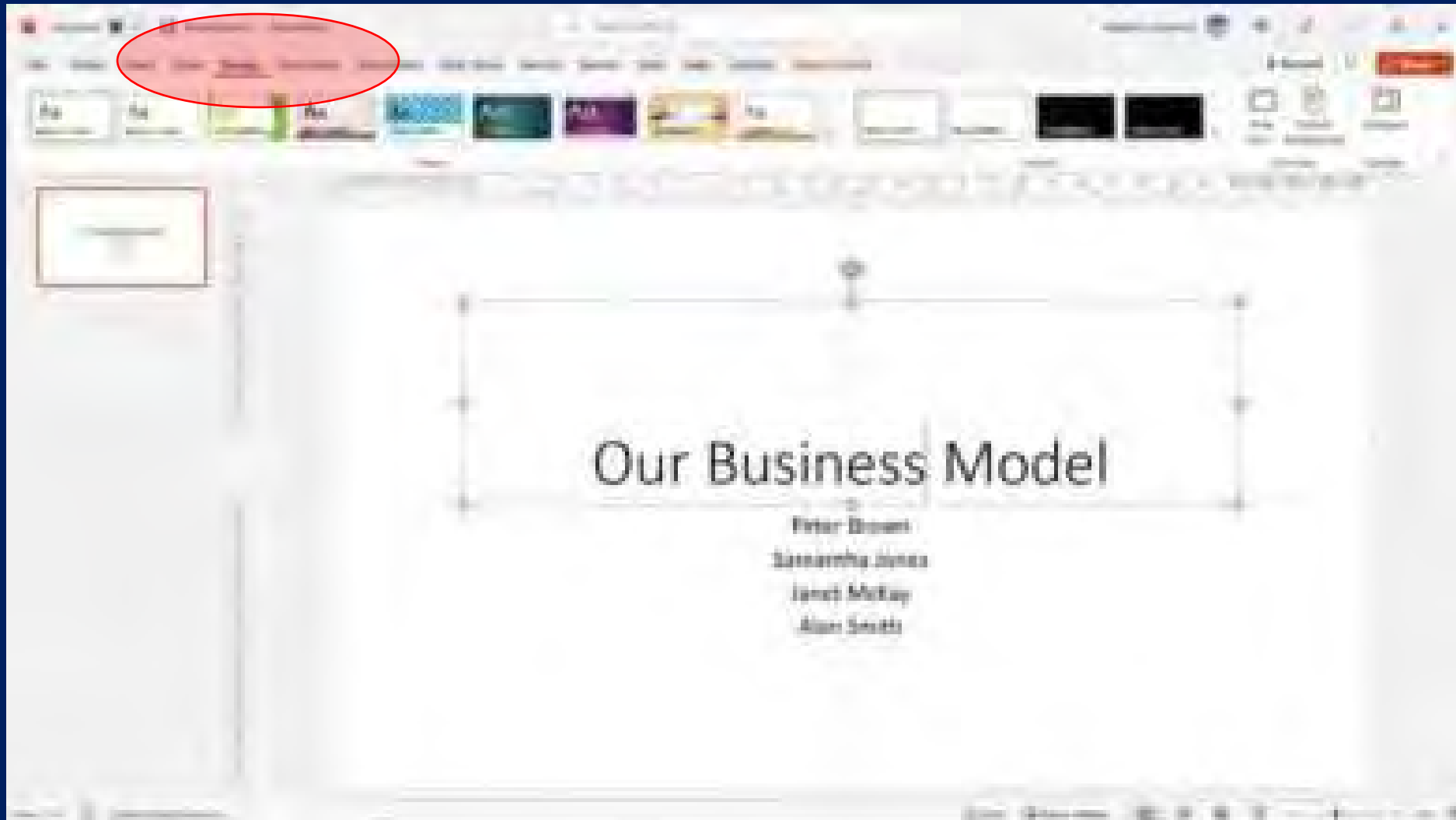
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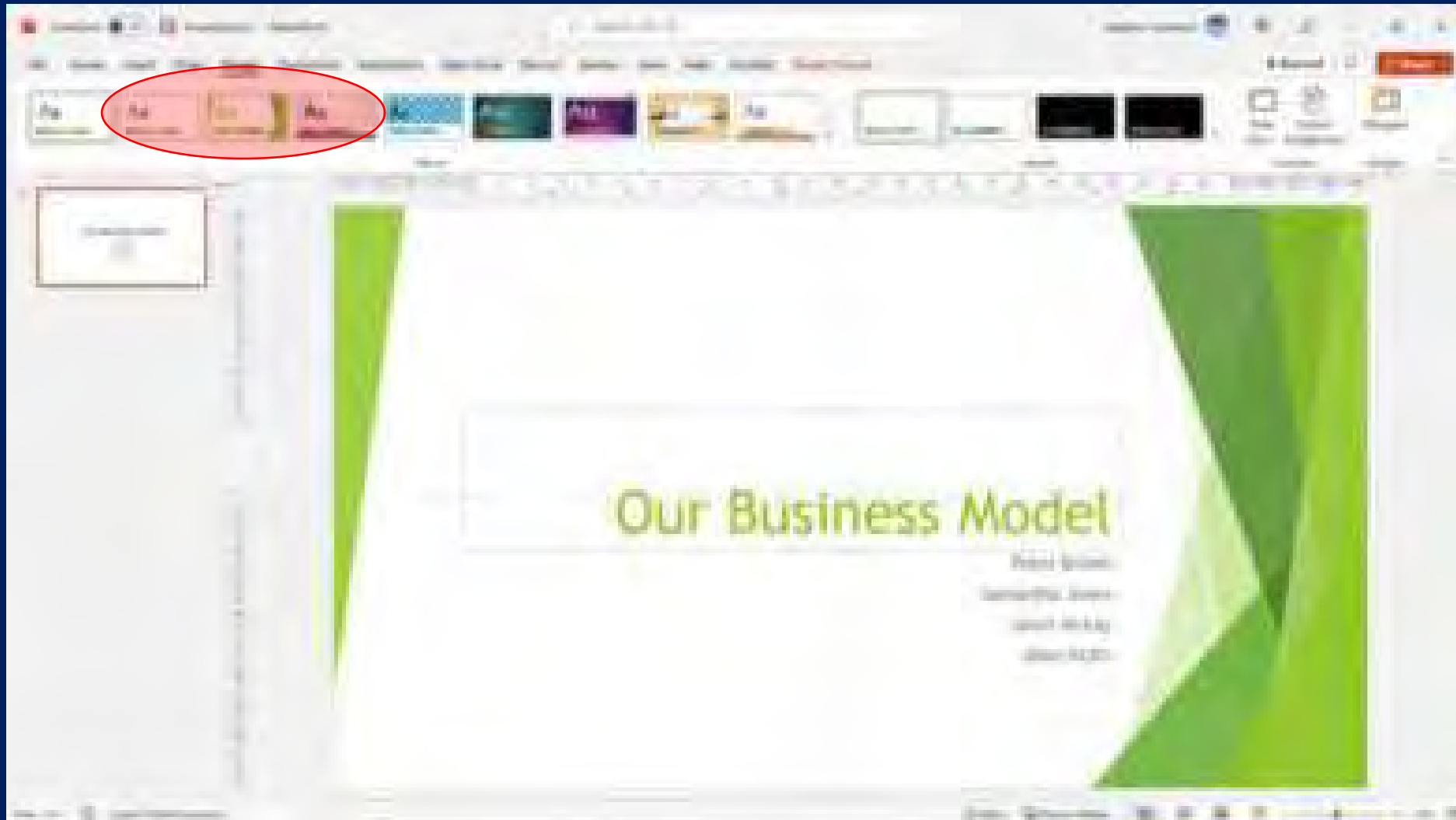
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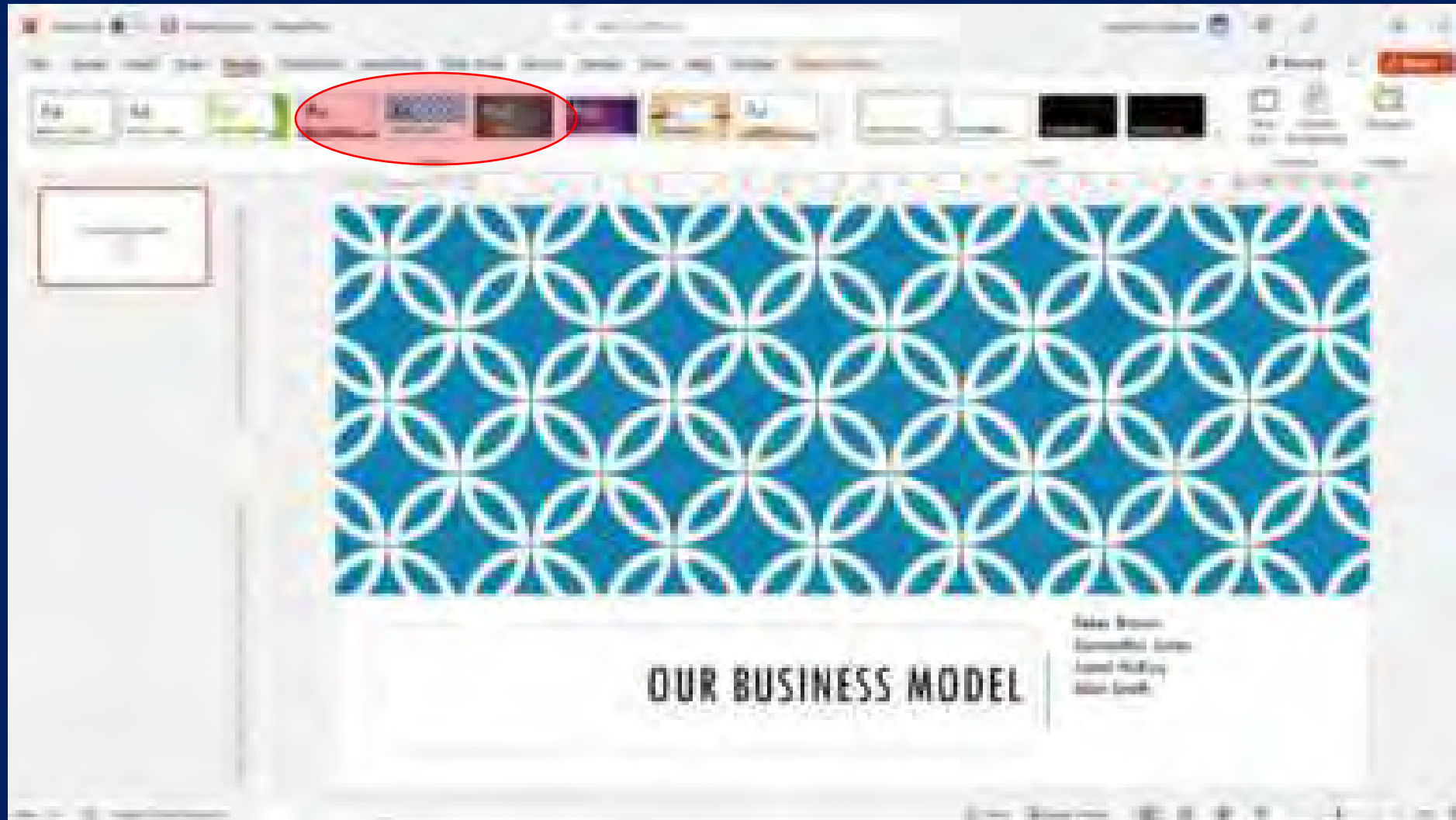
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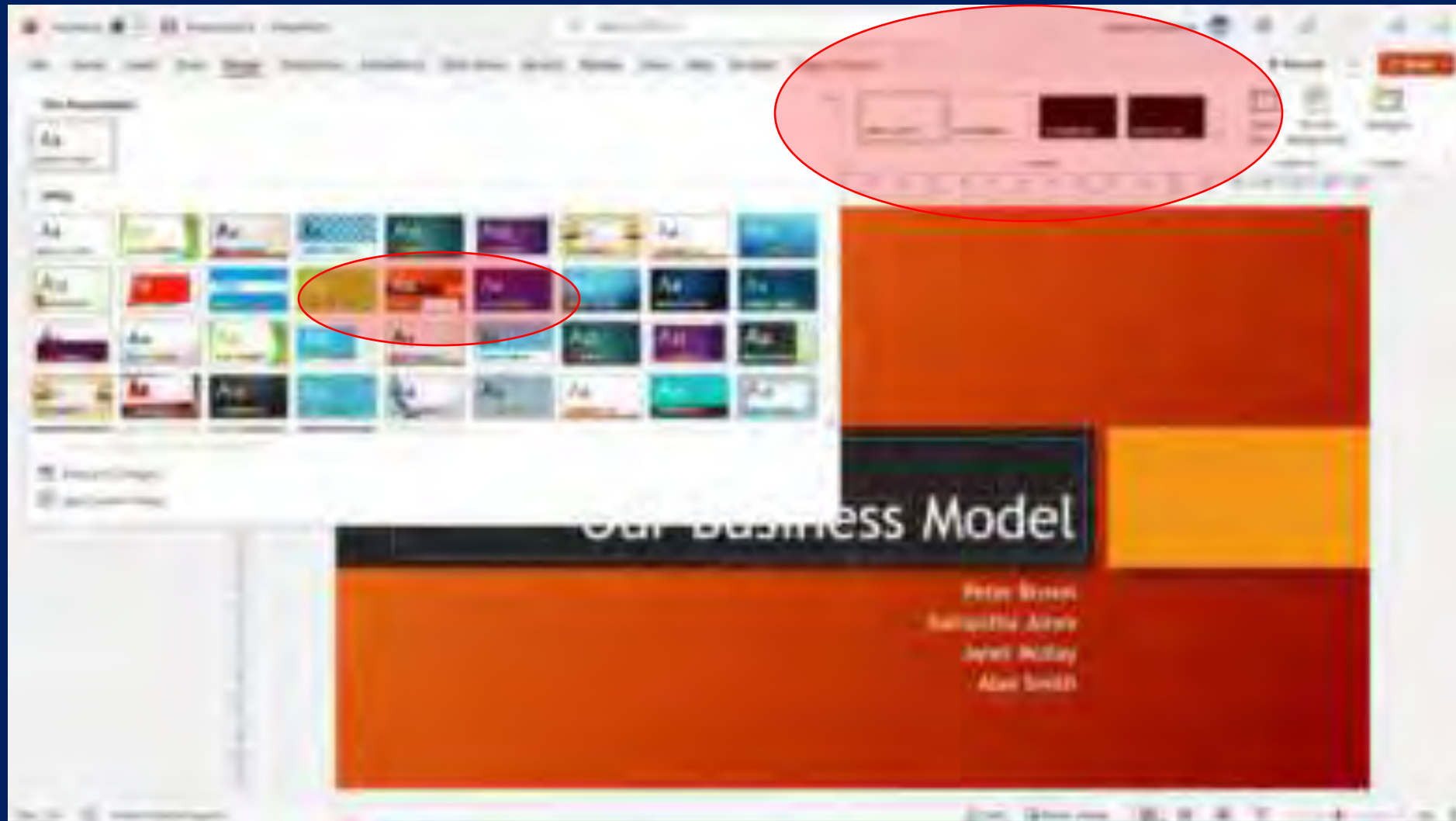
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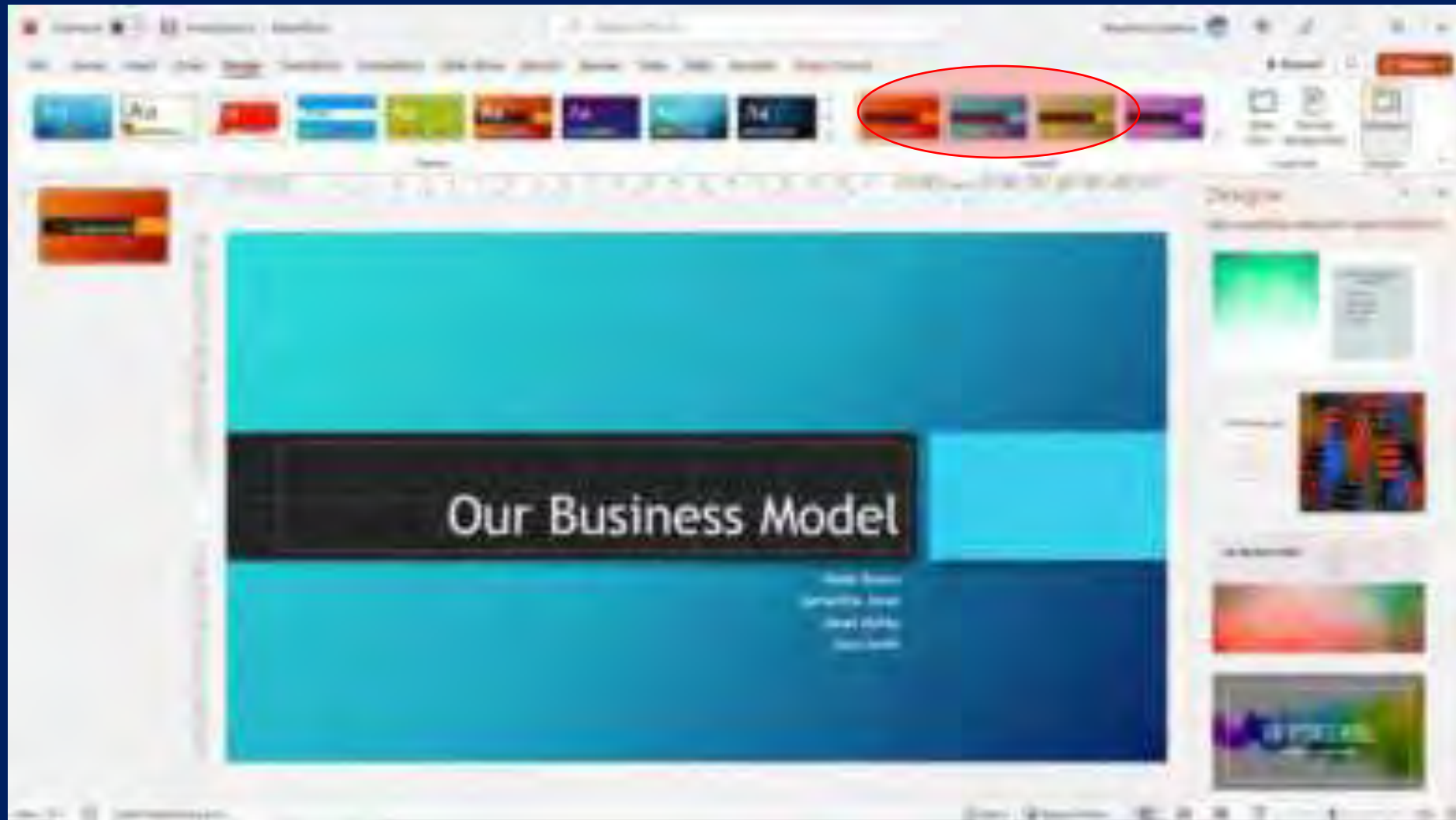
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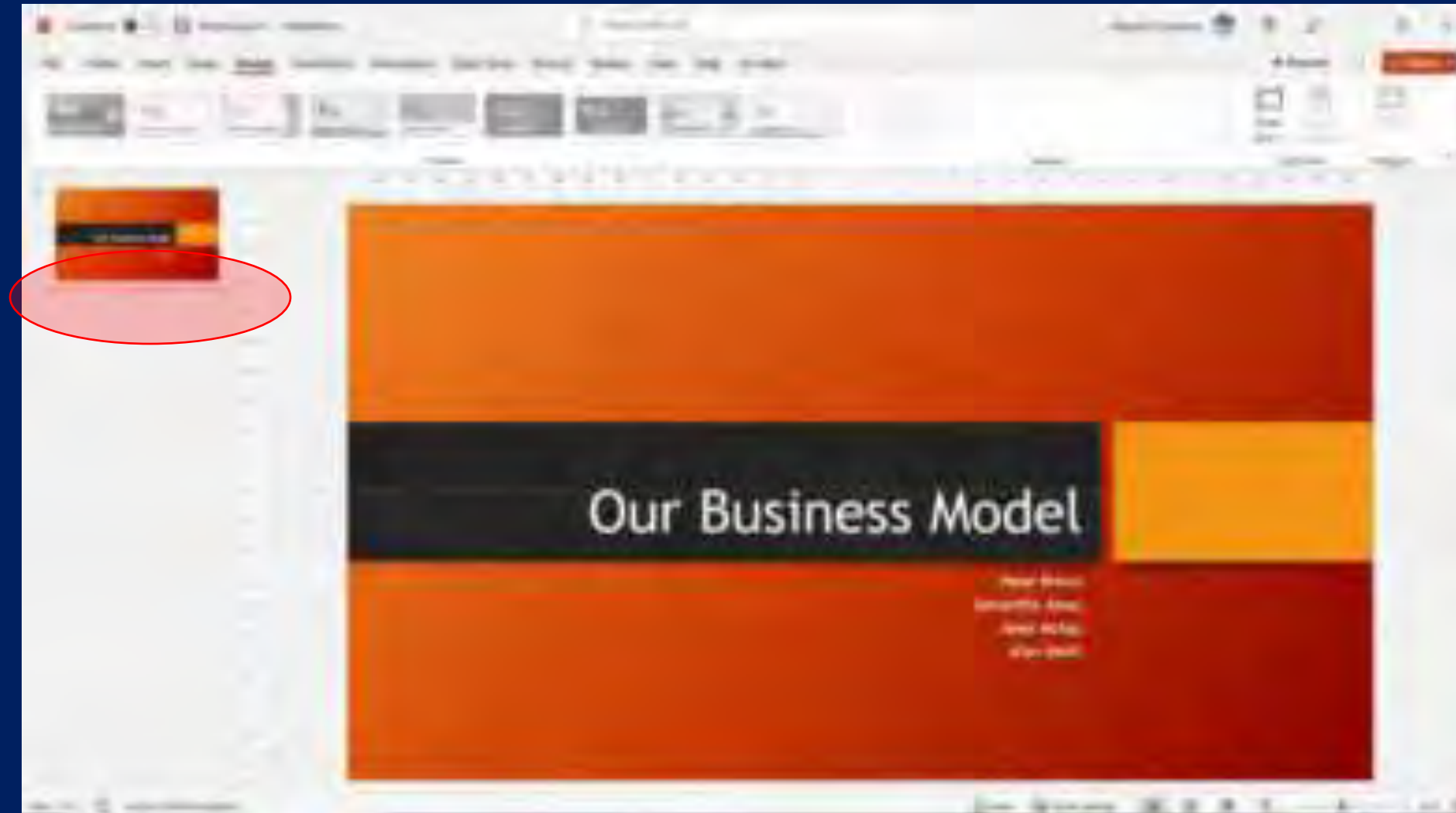
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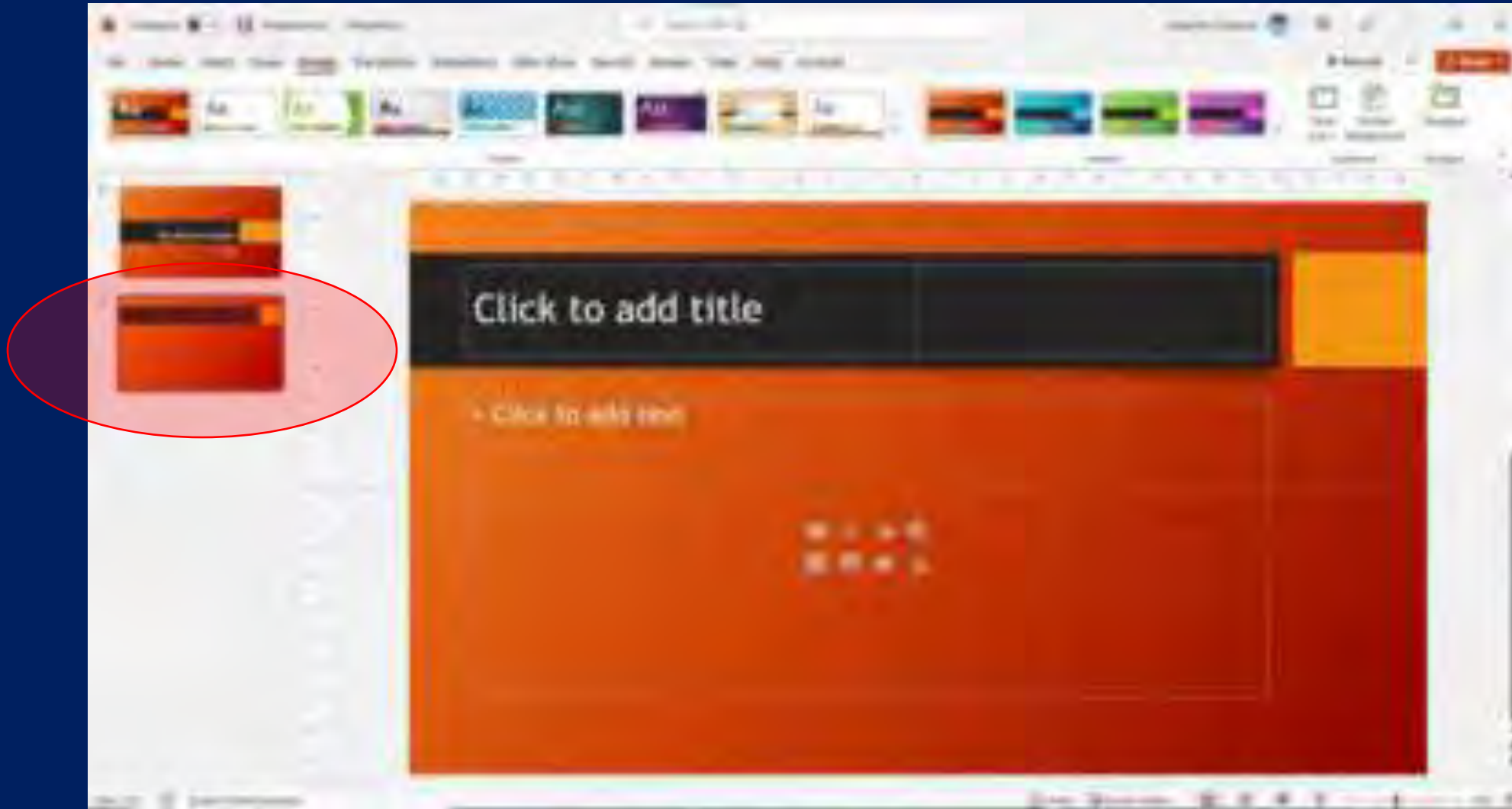
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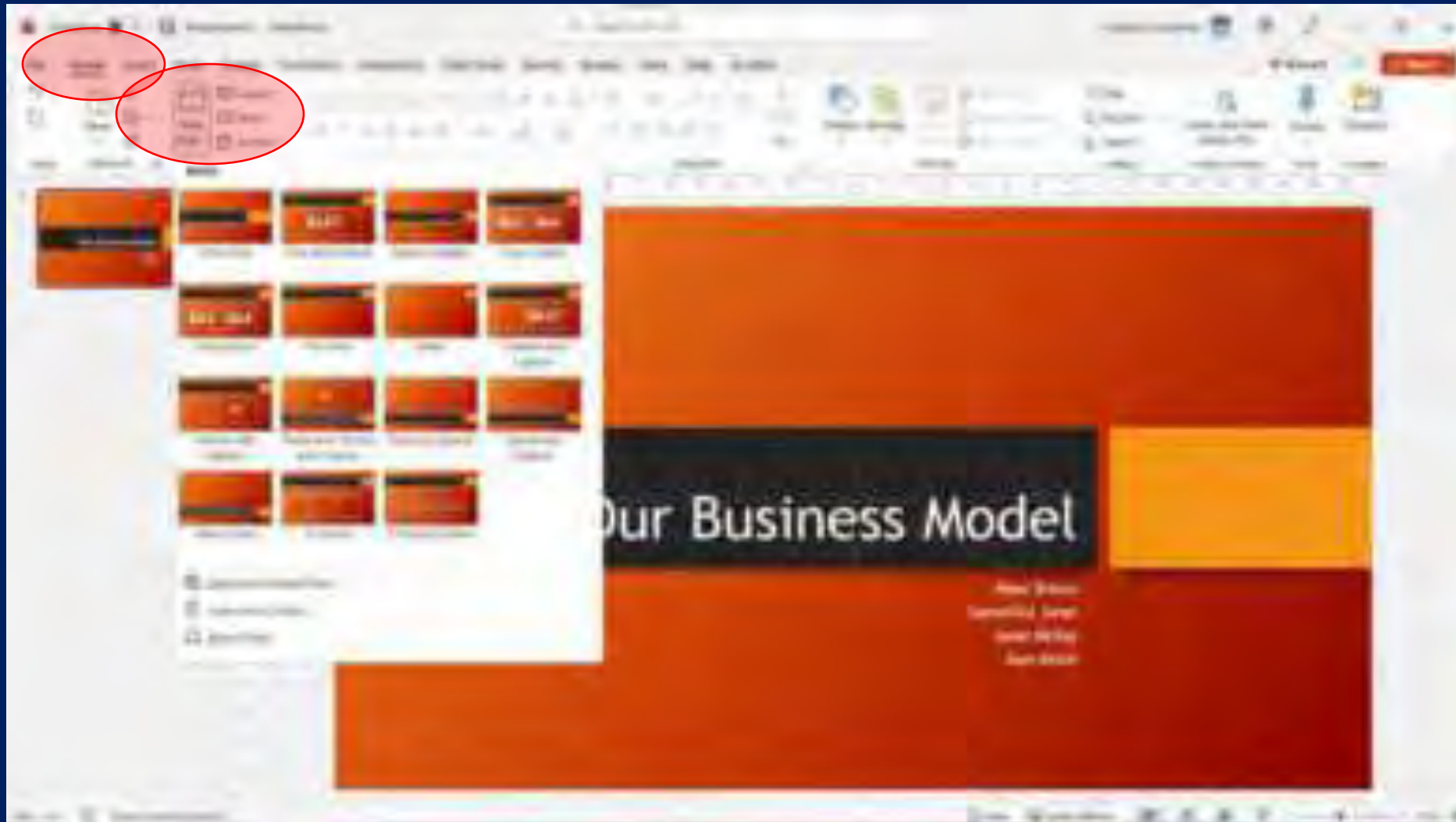
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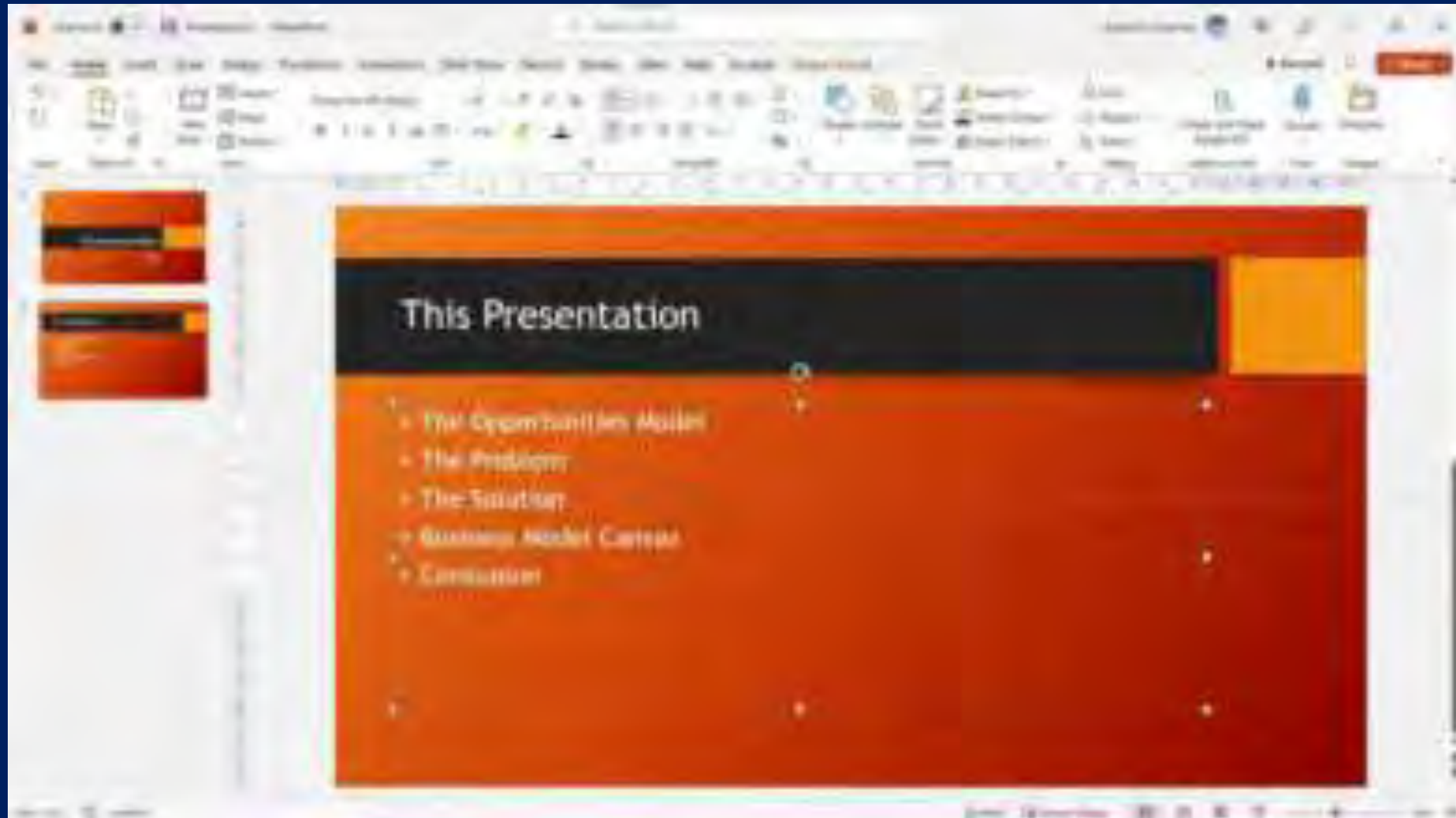
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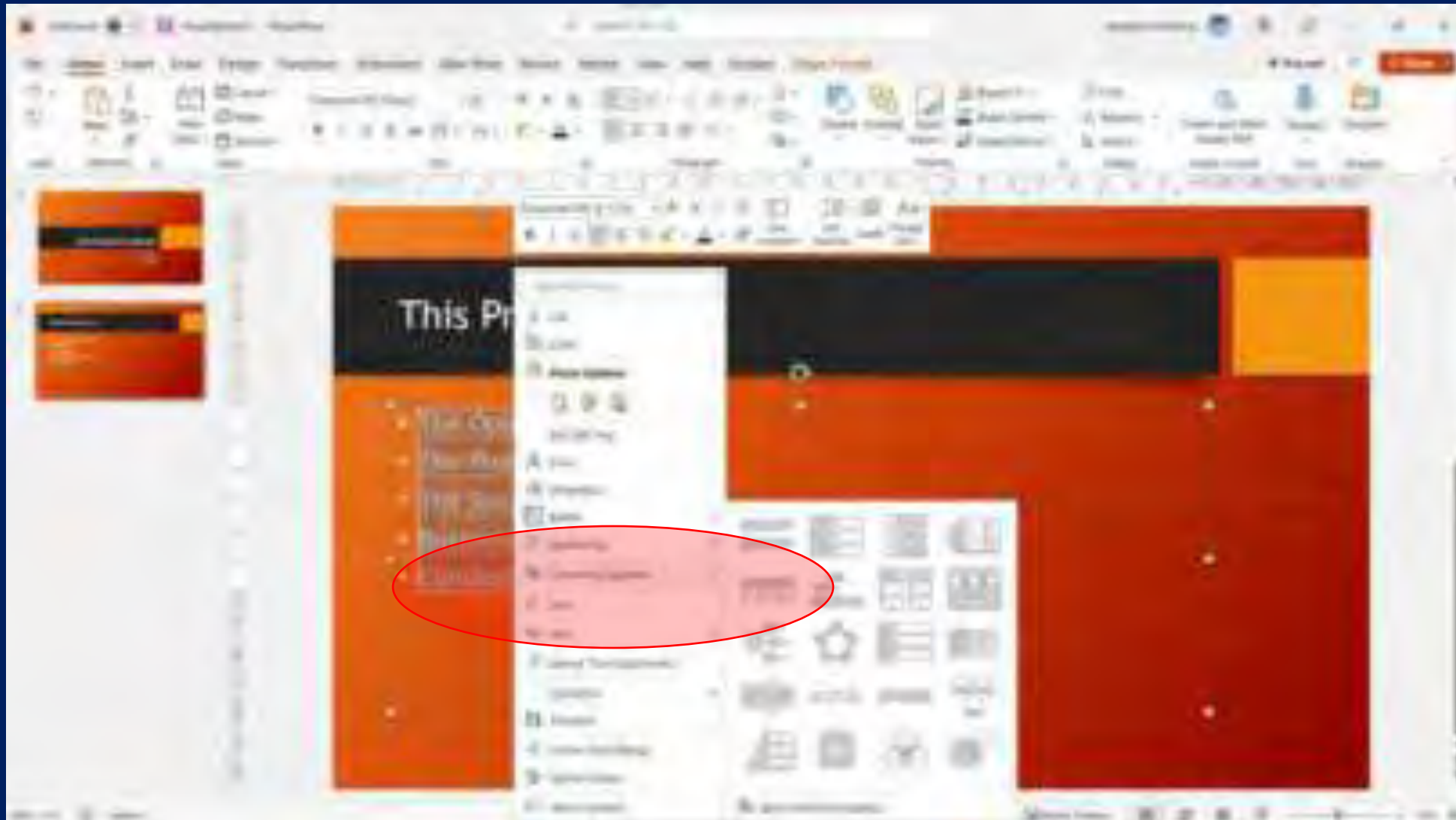
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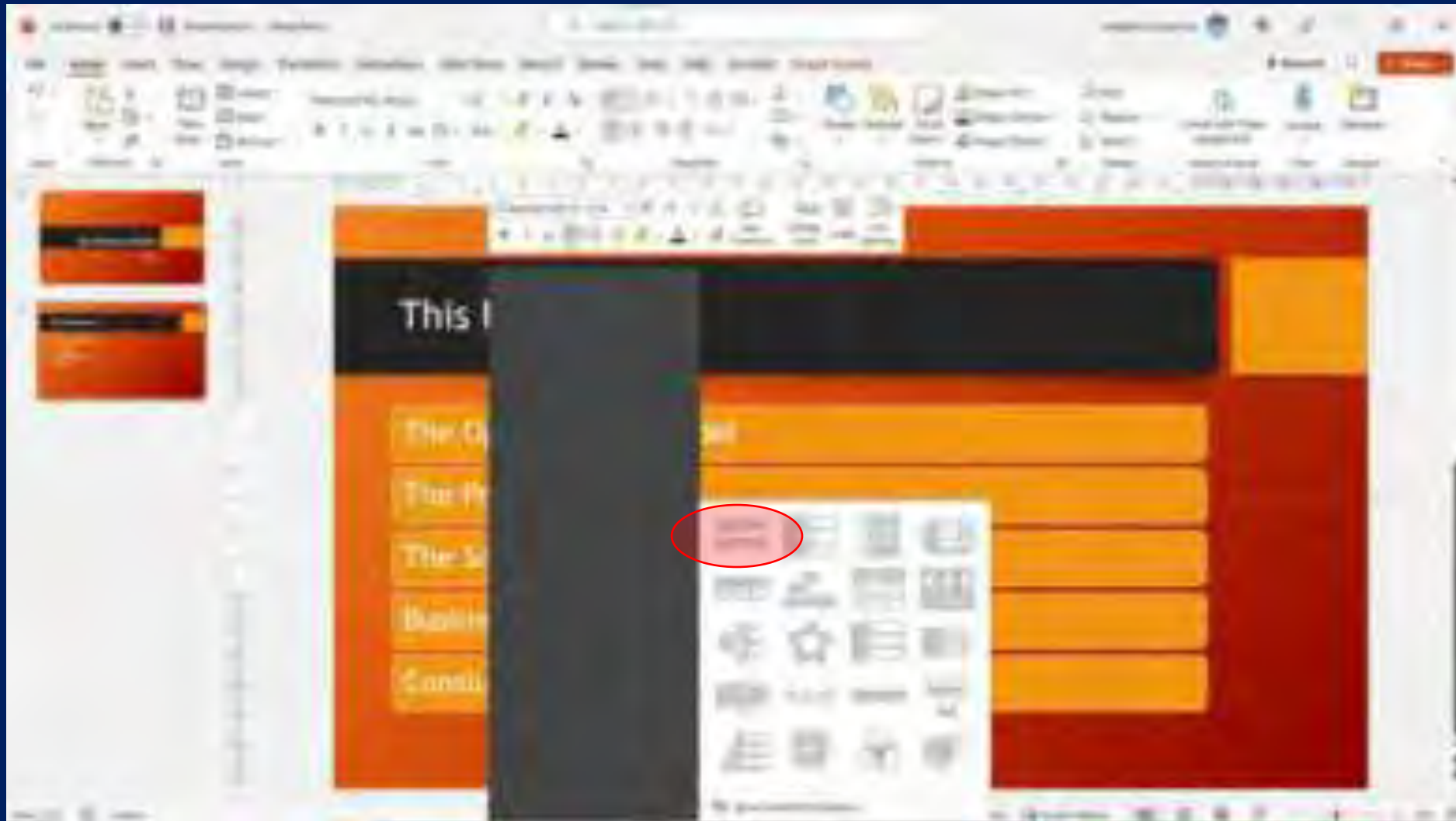
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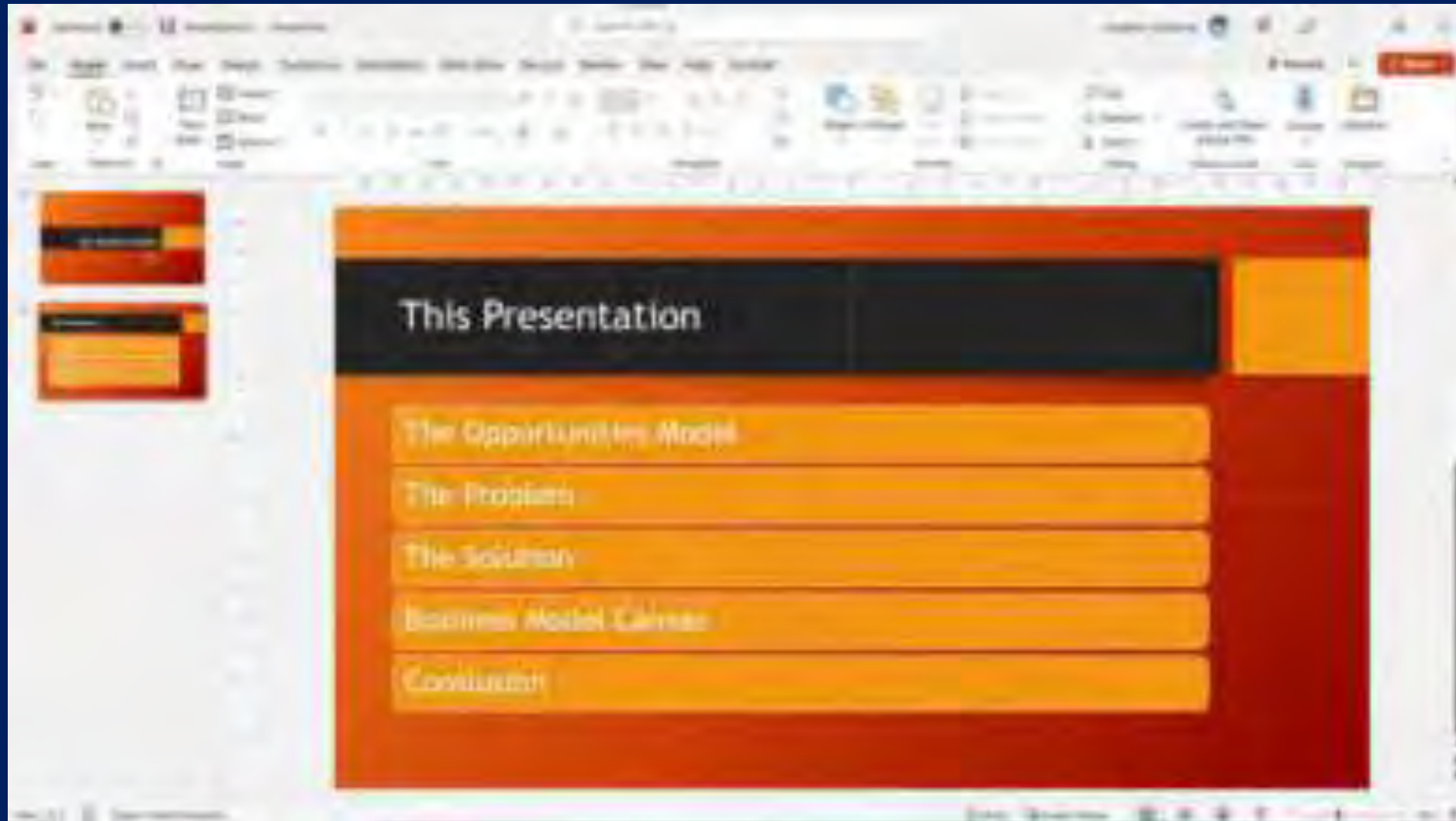
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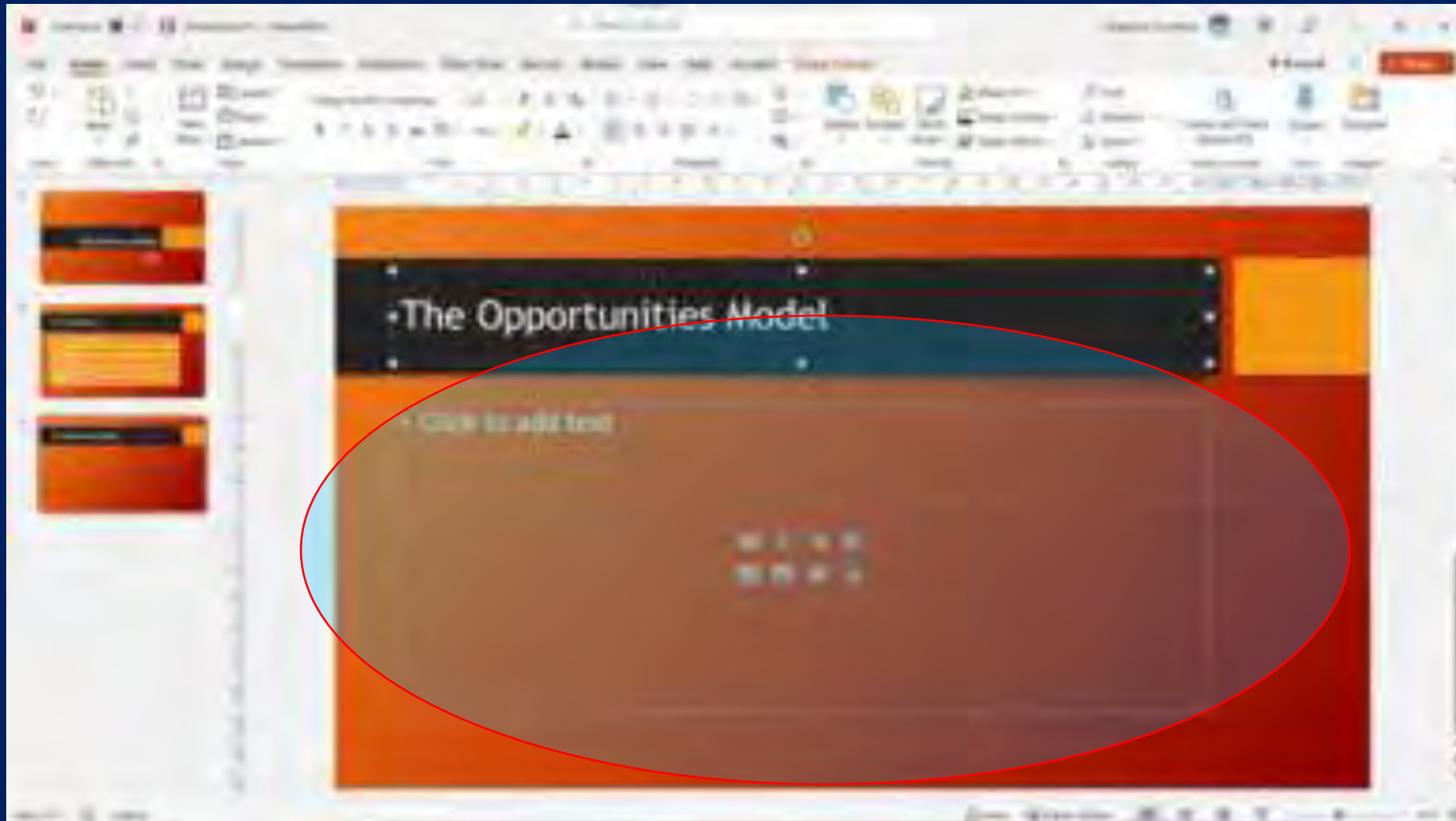
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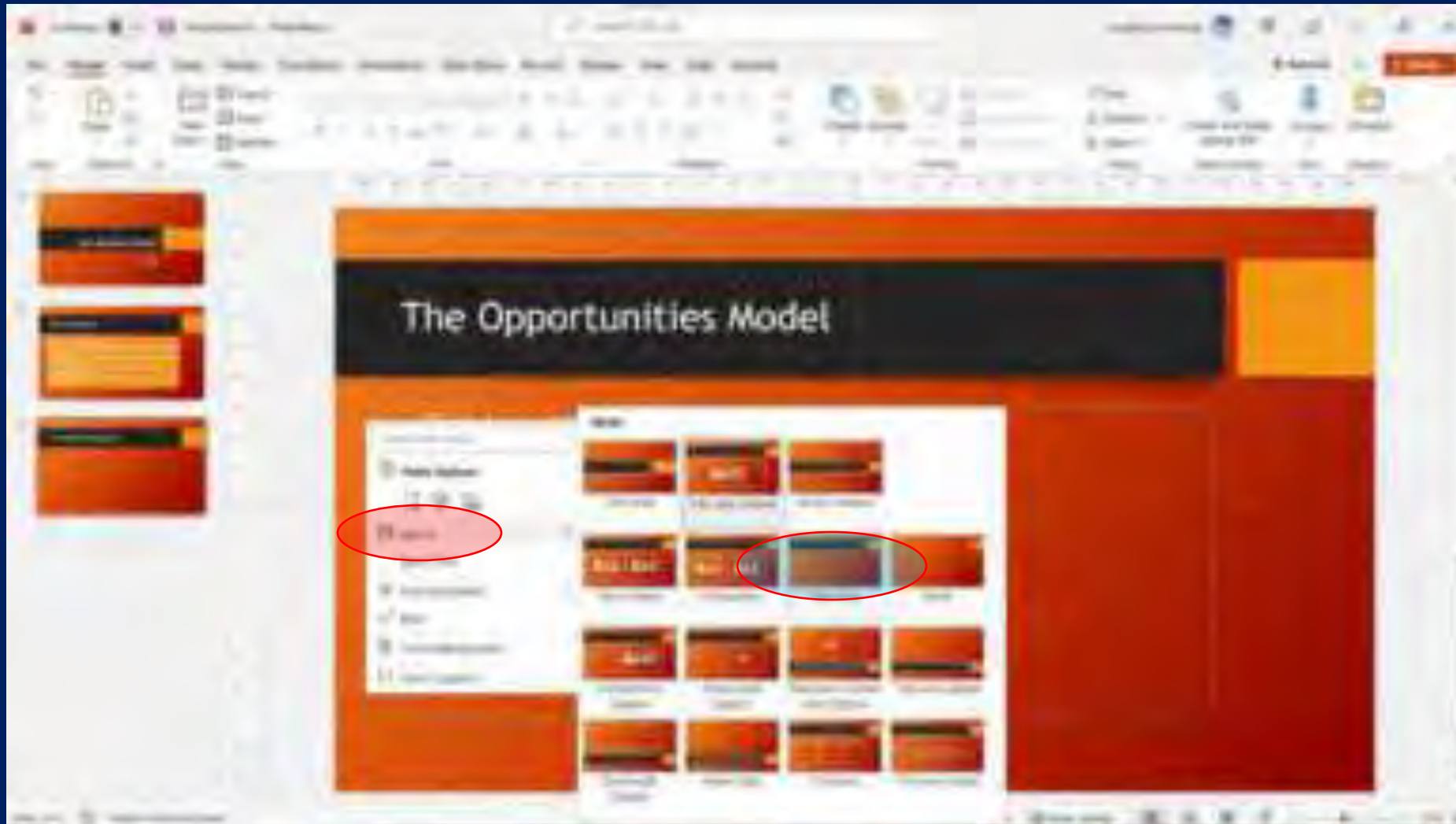
Hands On



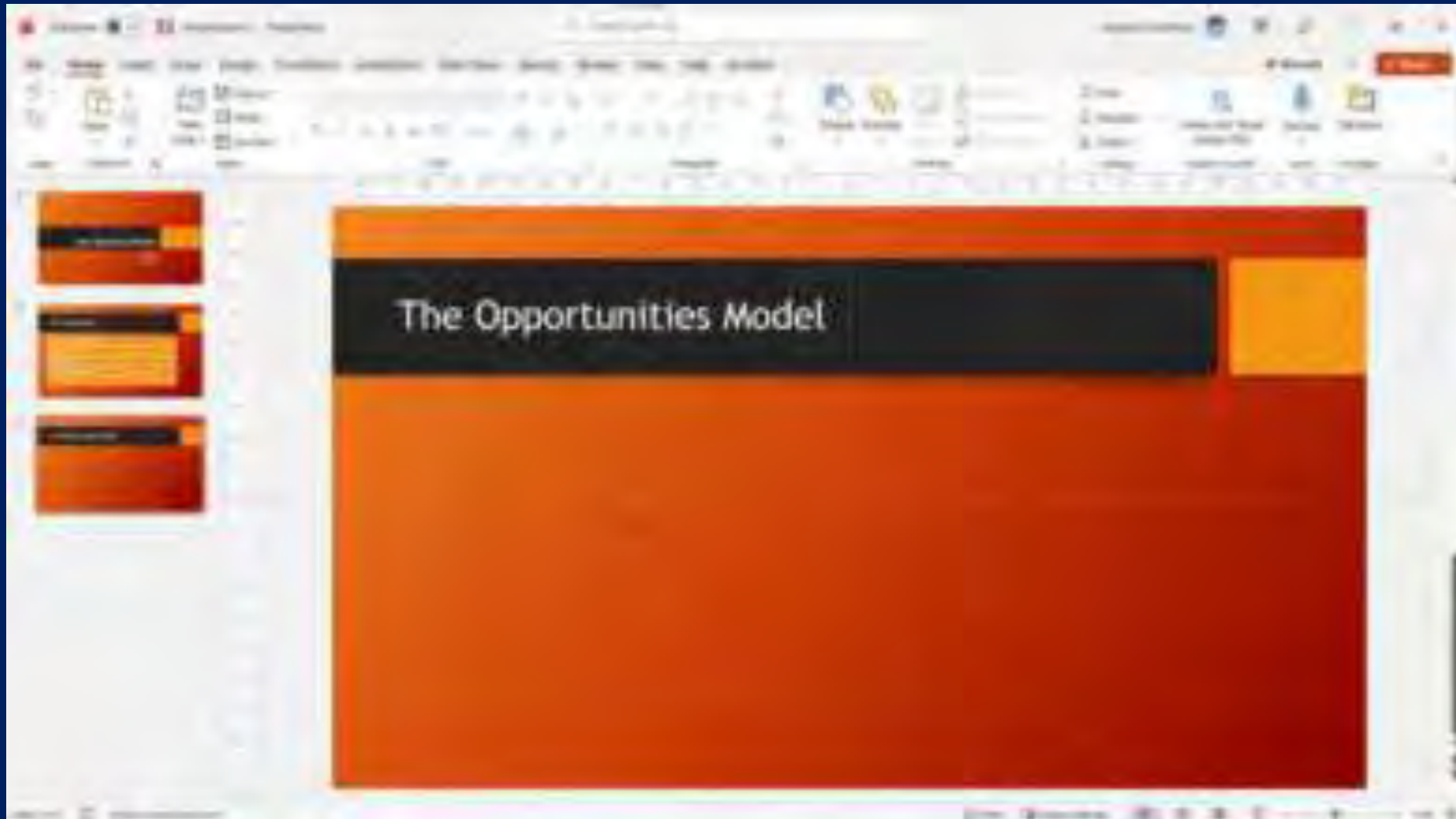
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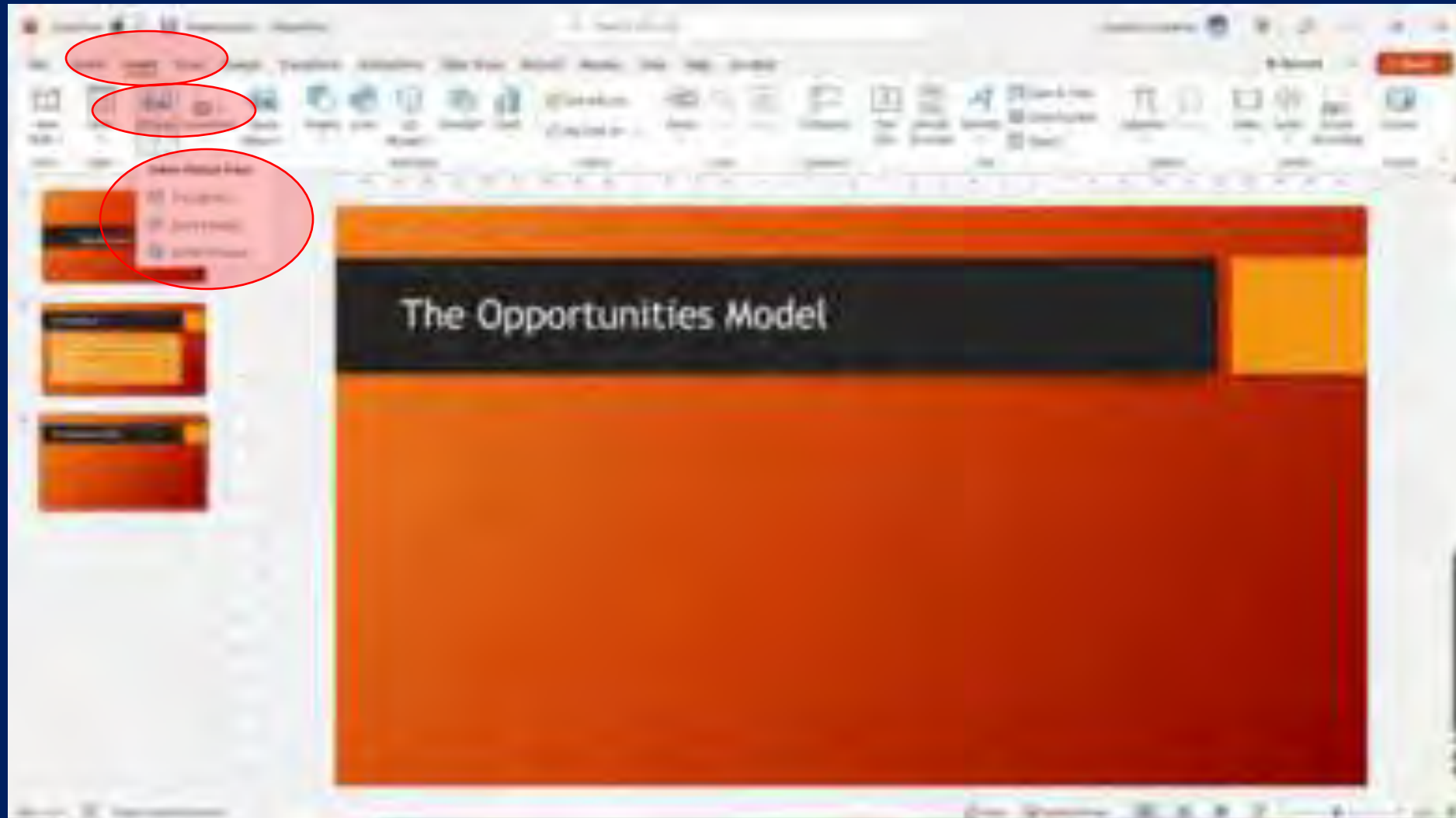
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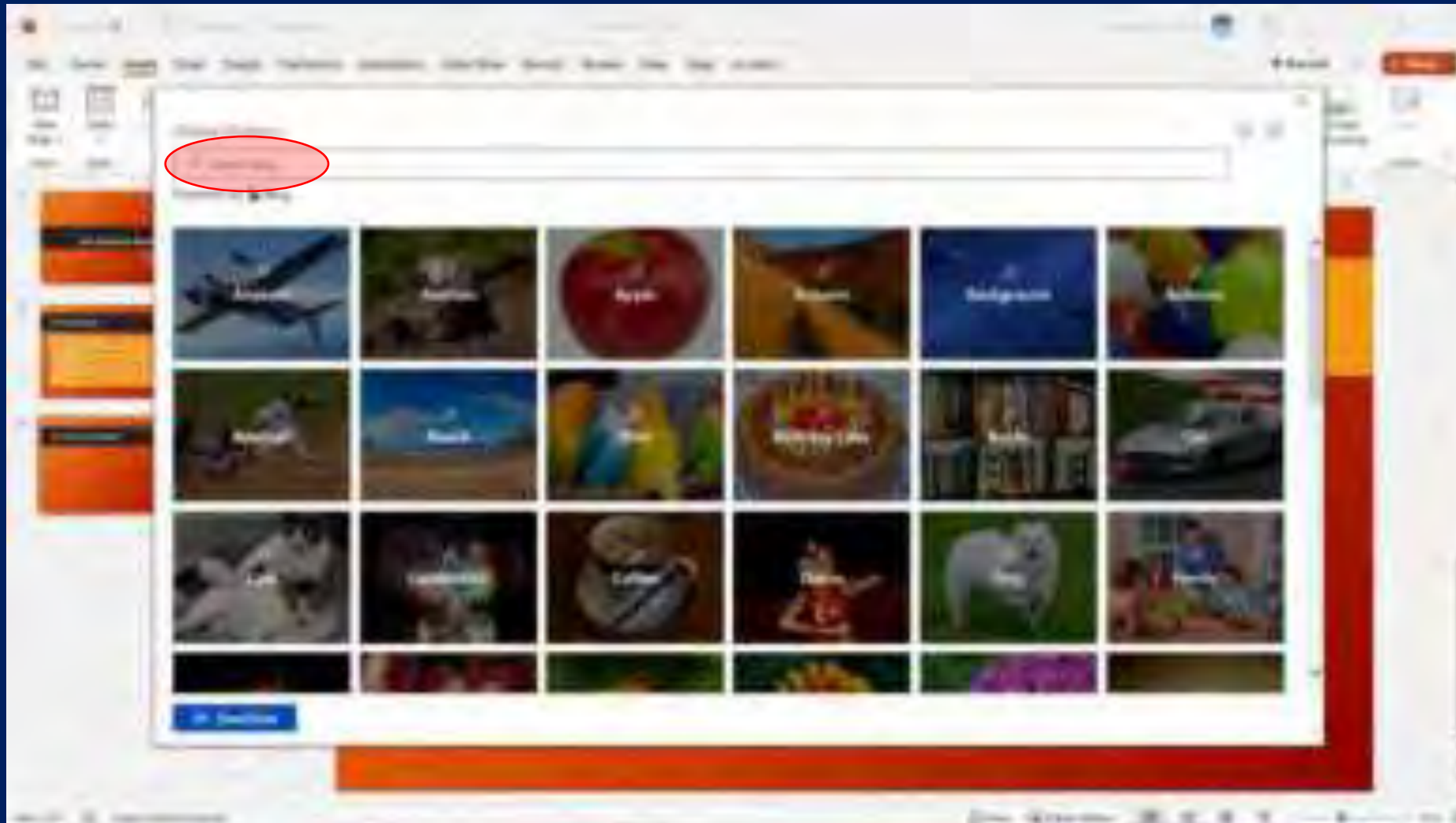
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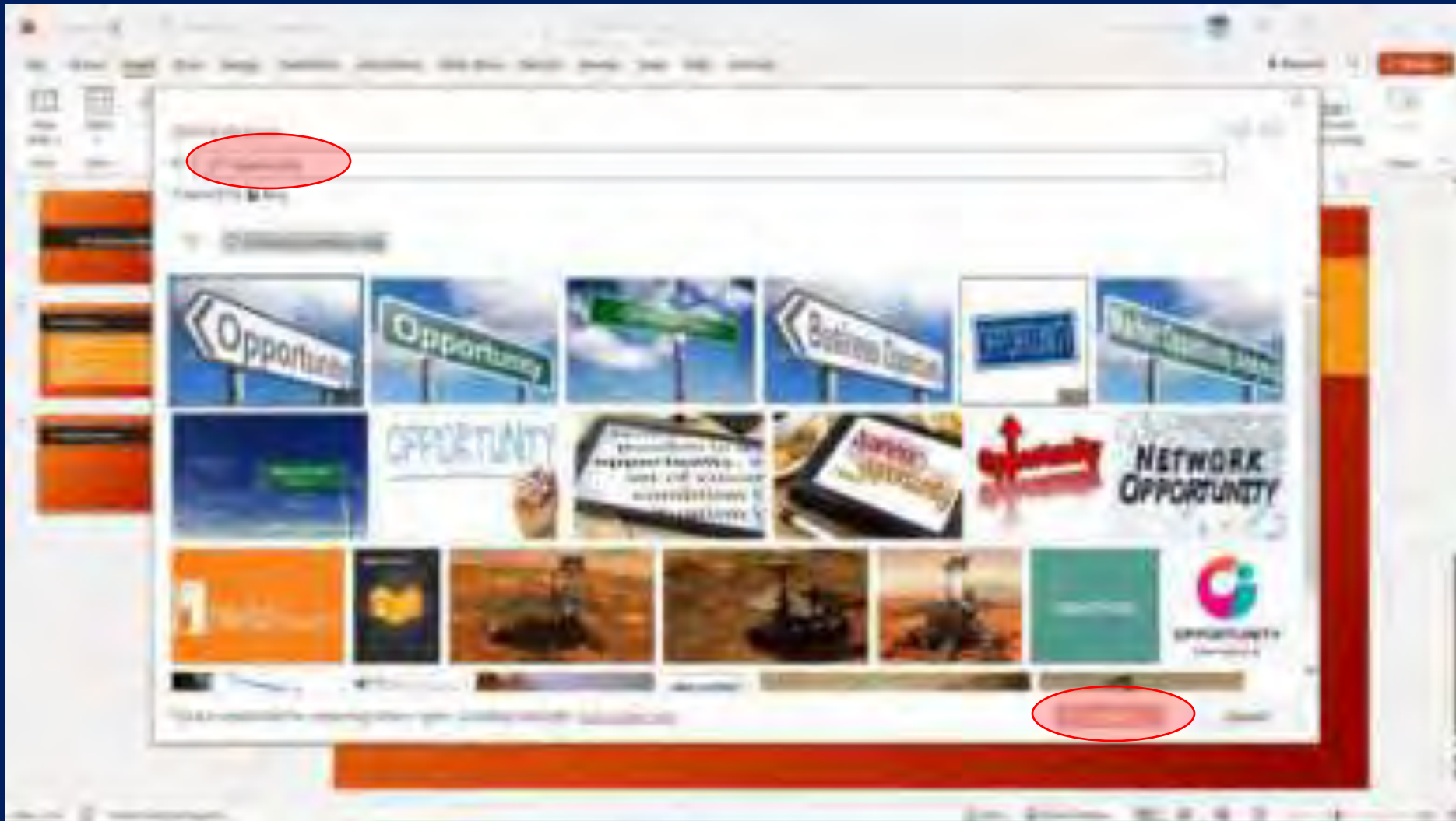
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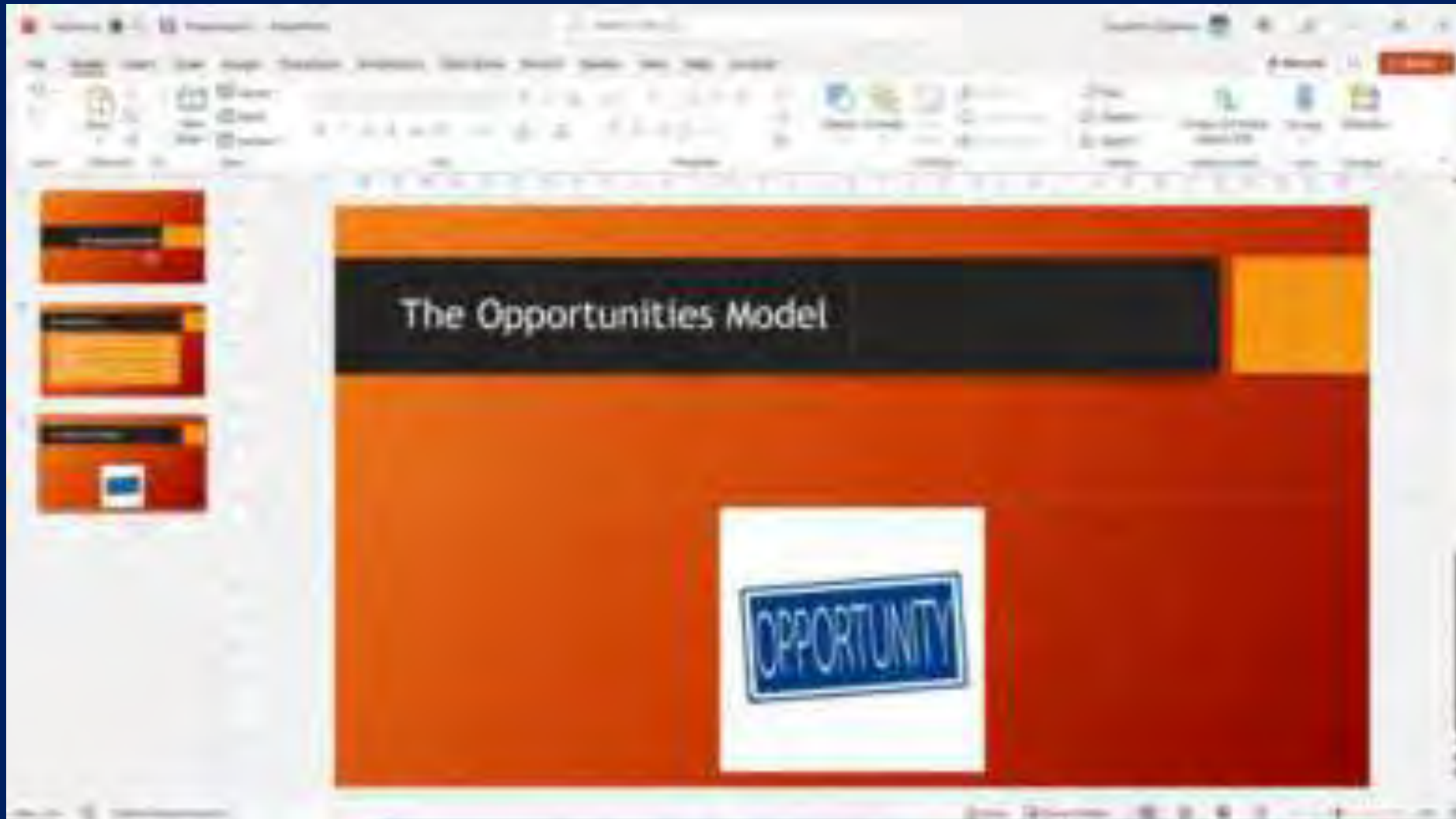
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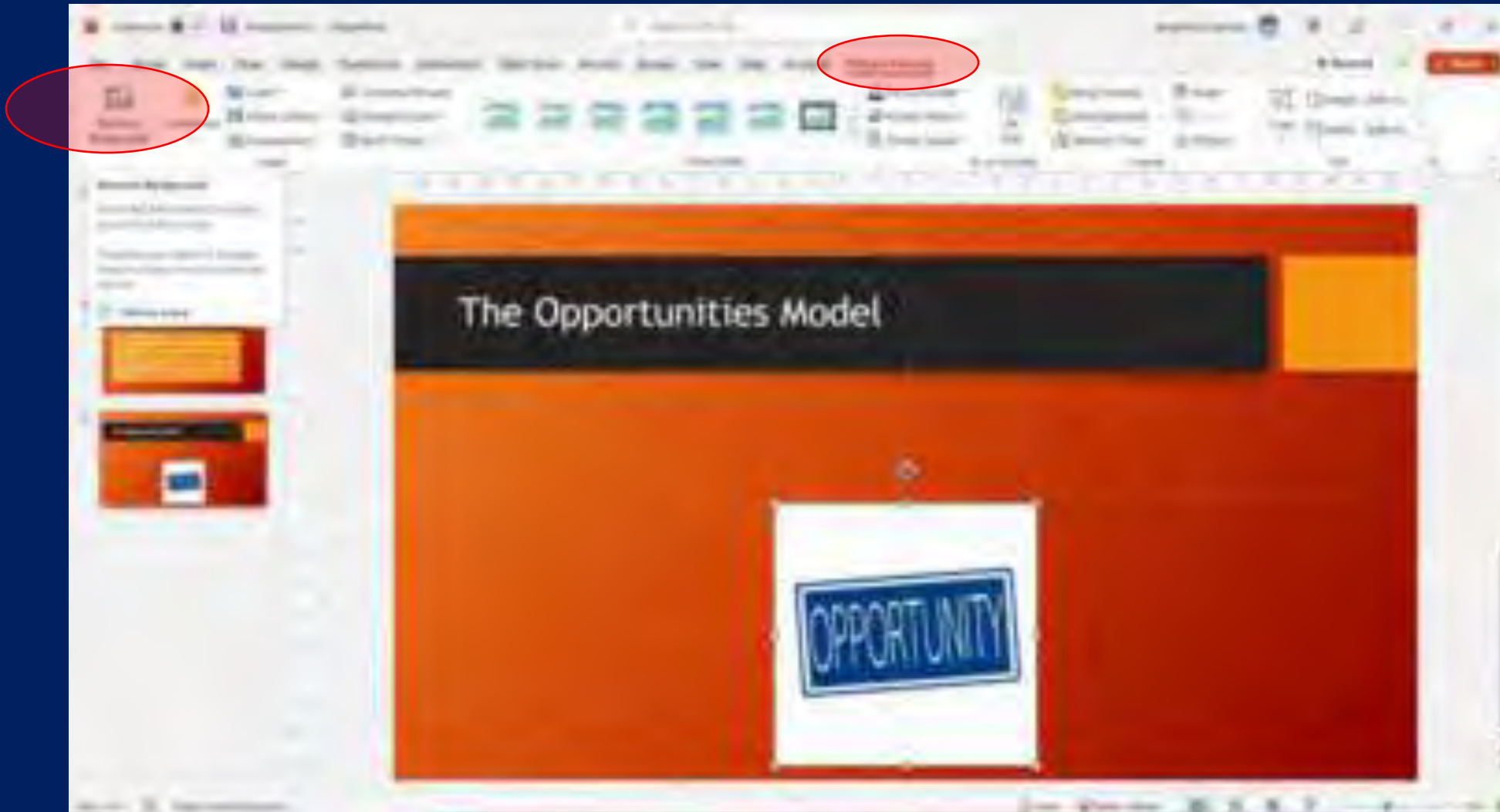
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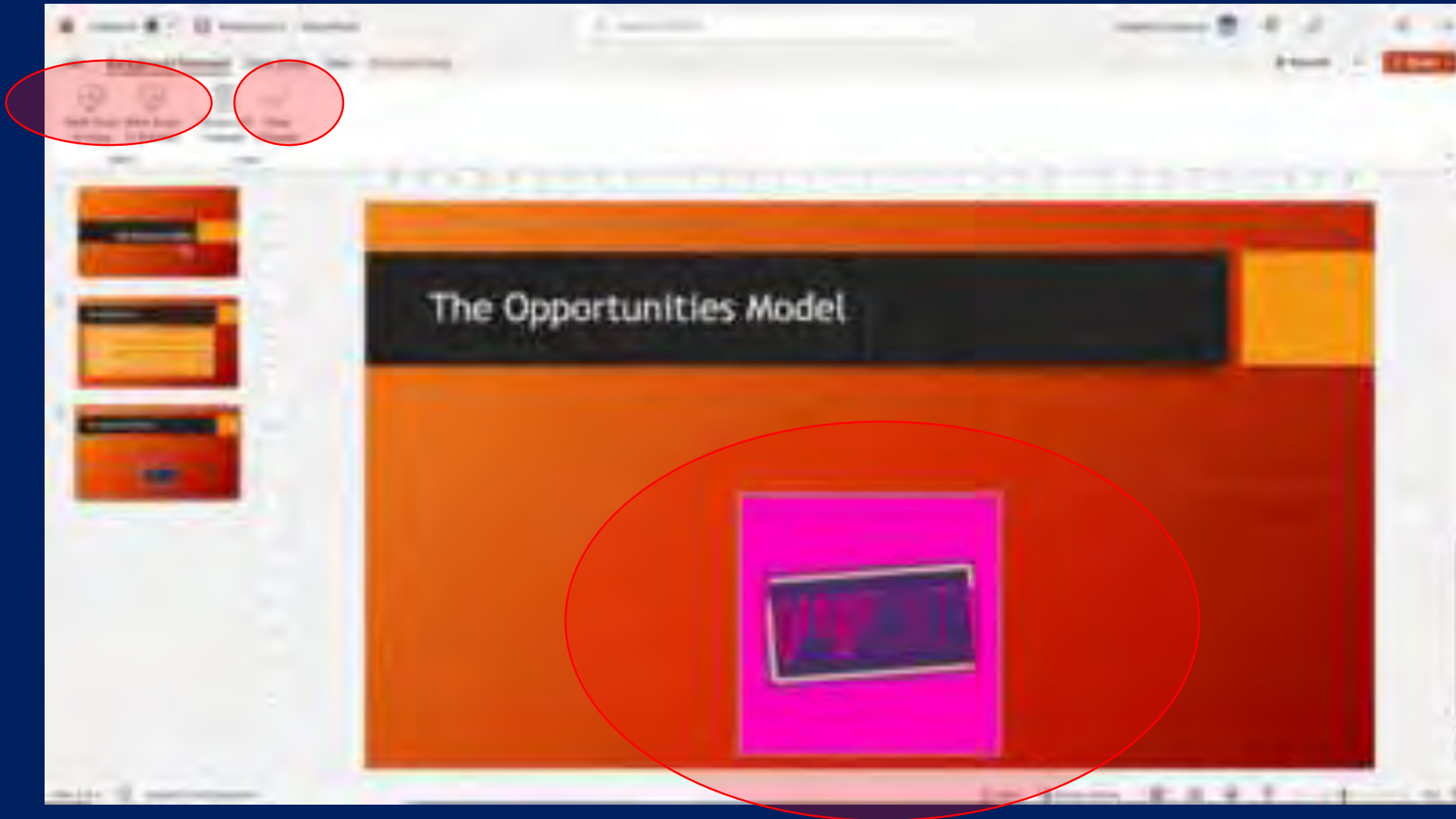
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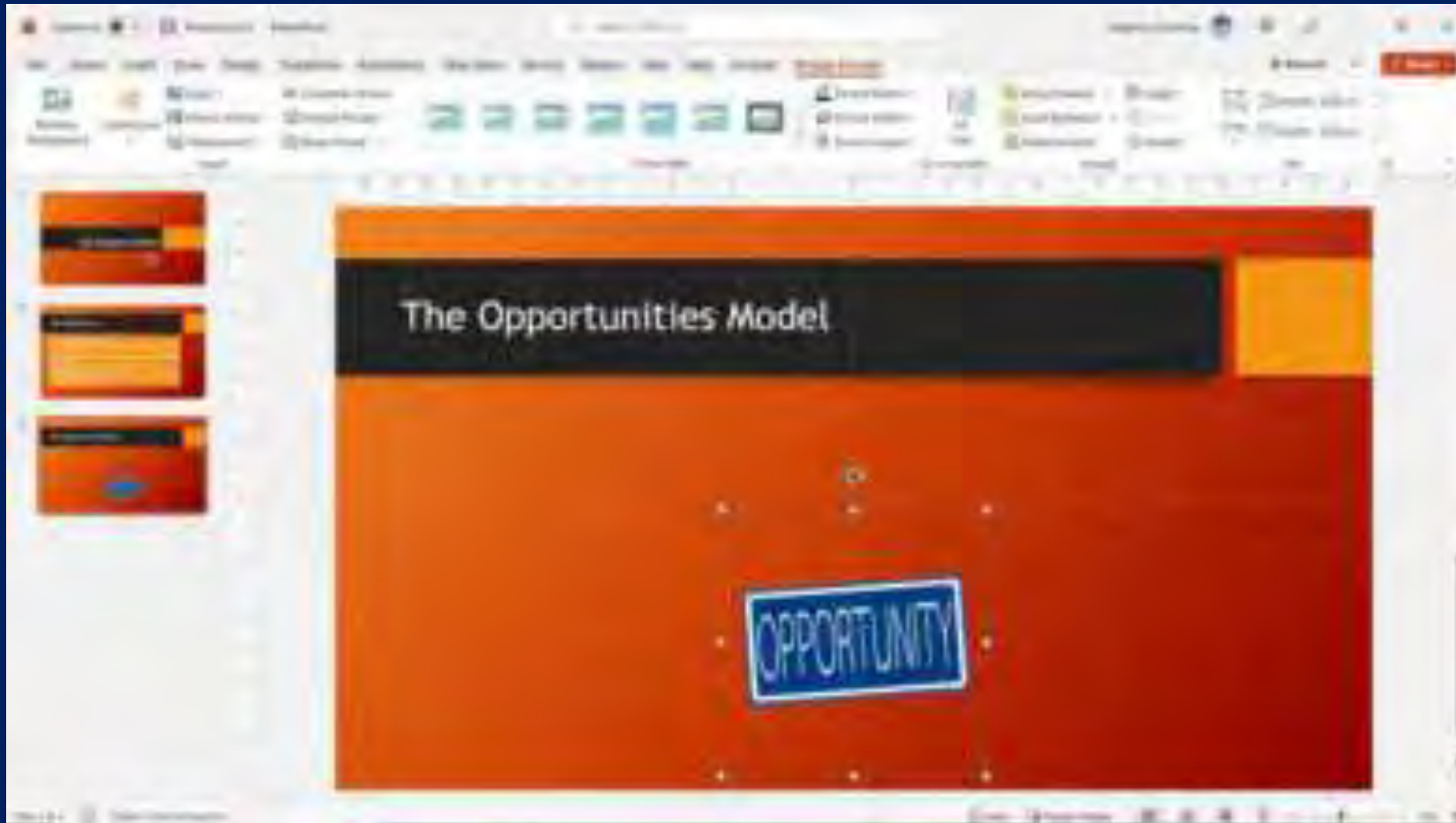
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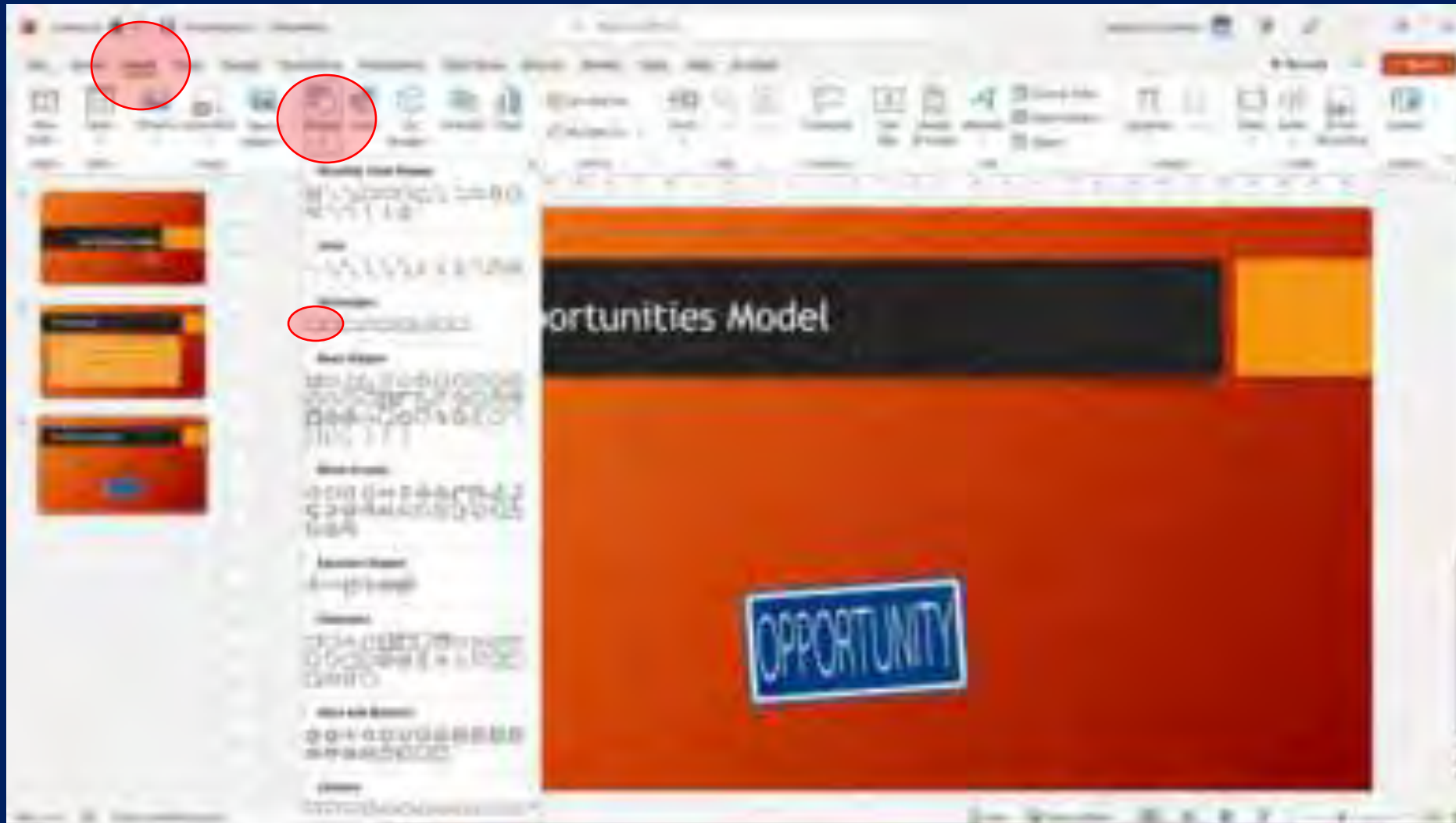


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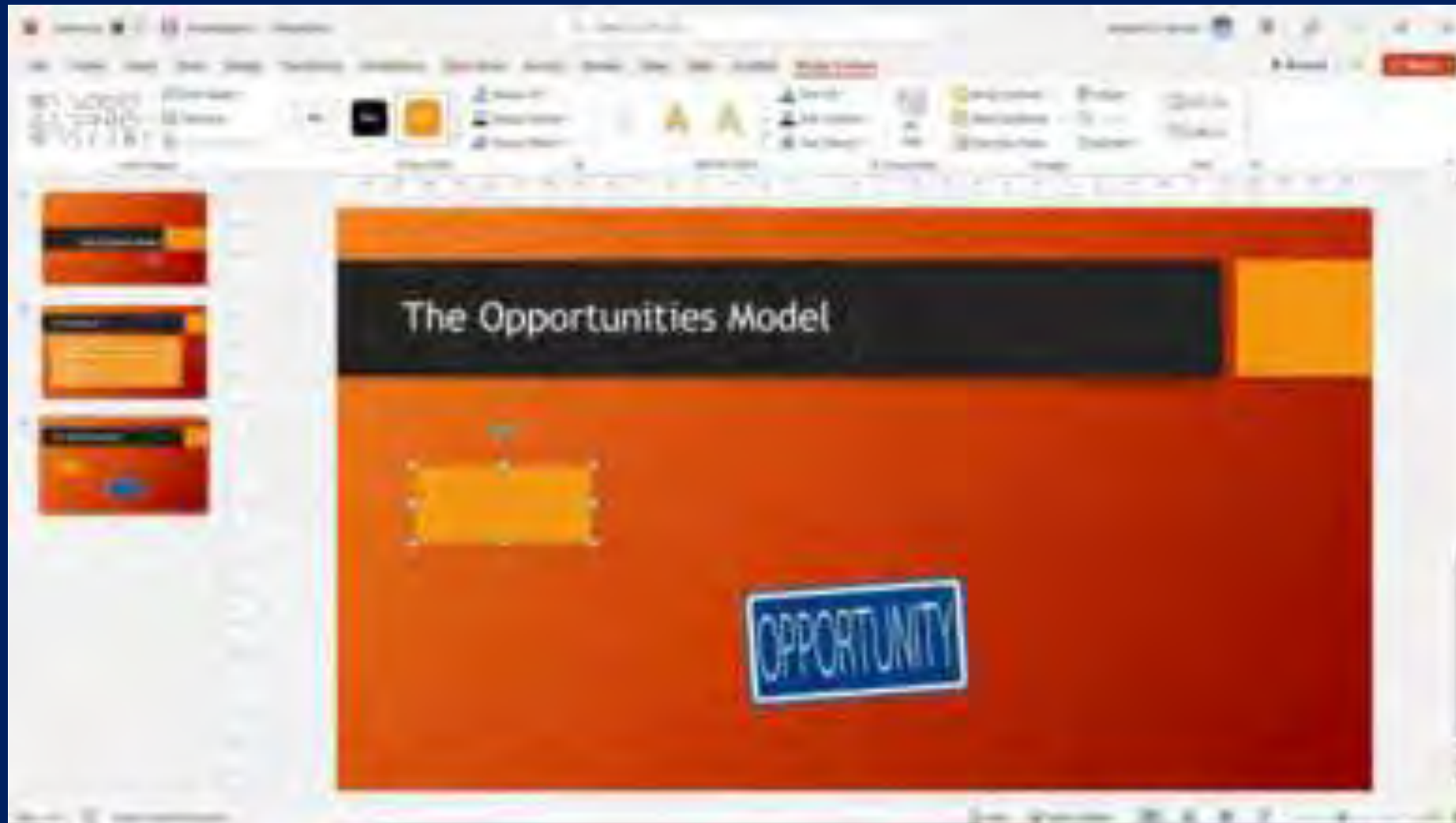
**Hands On**



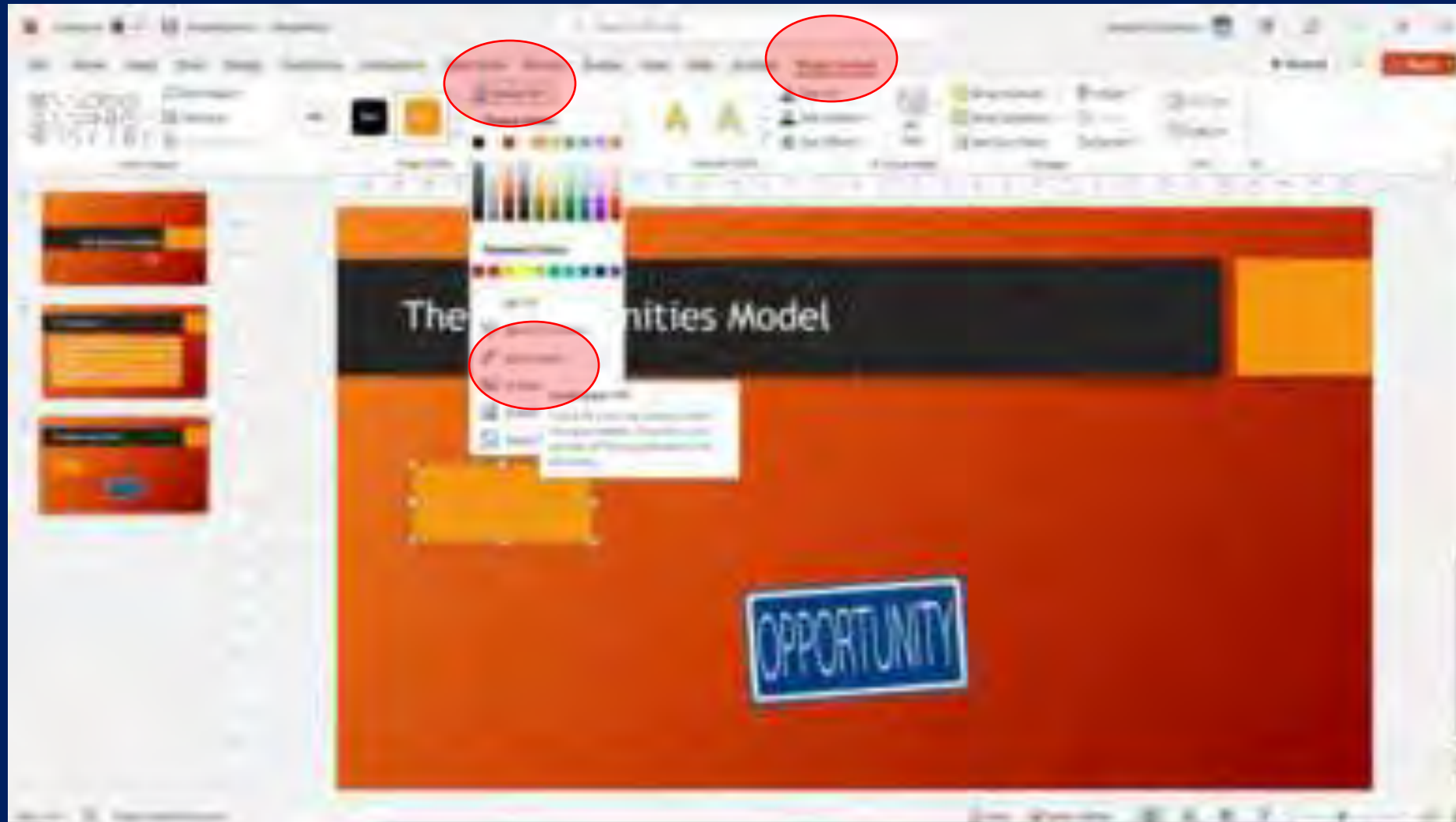
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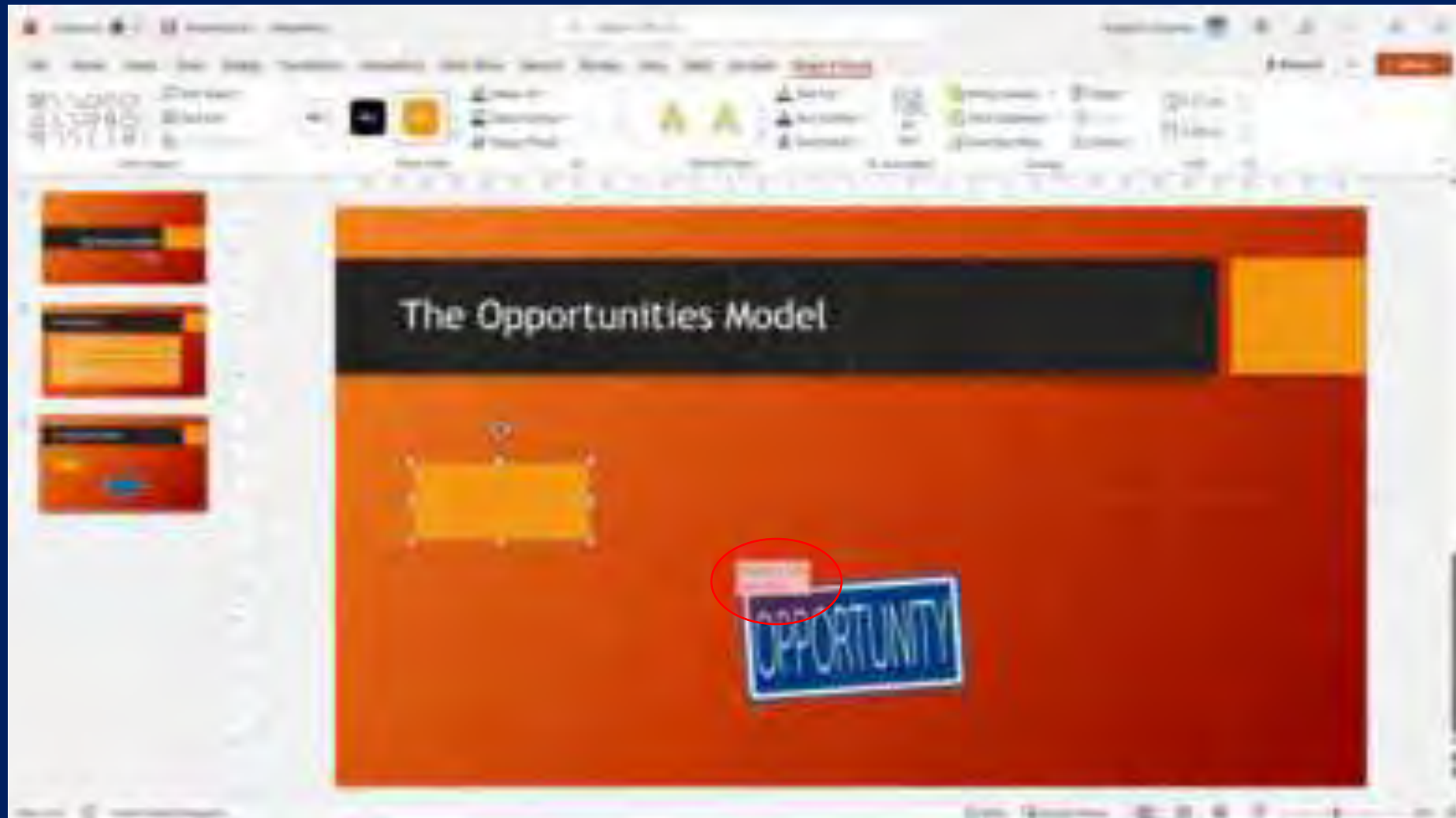
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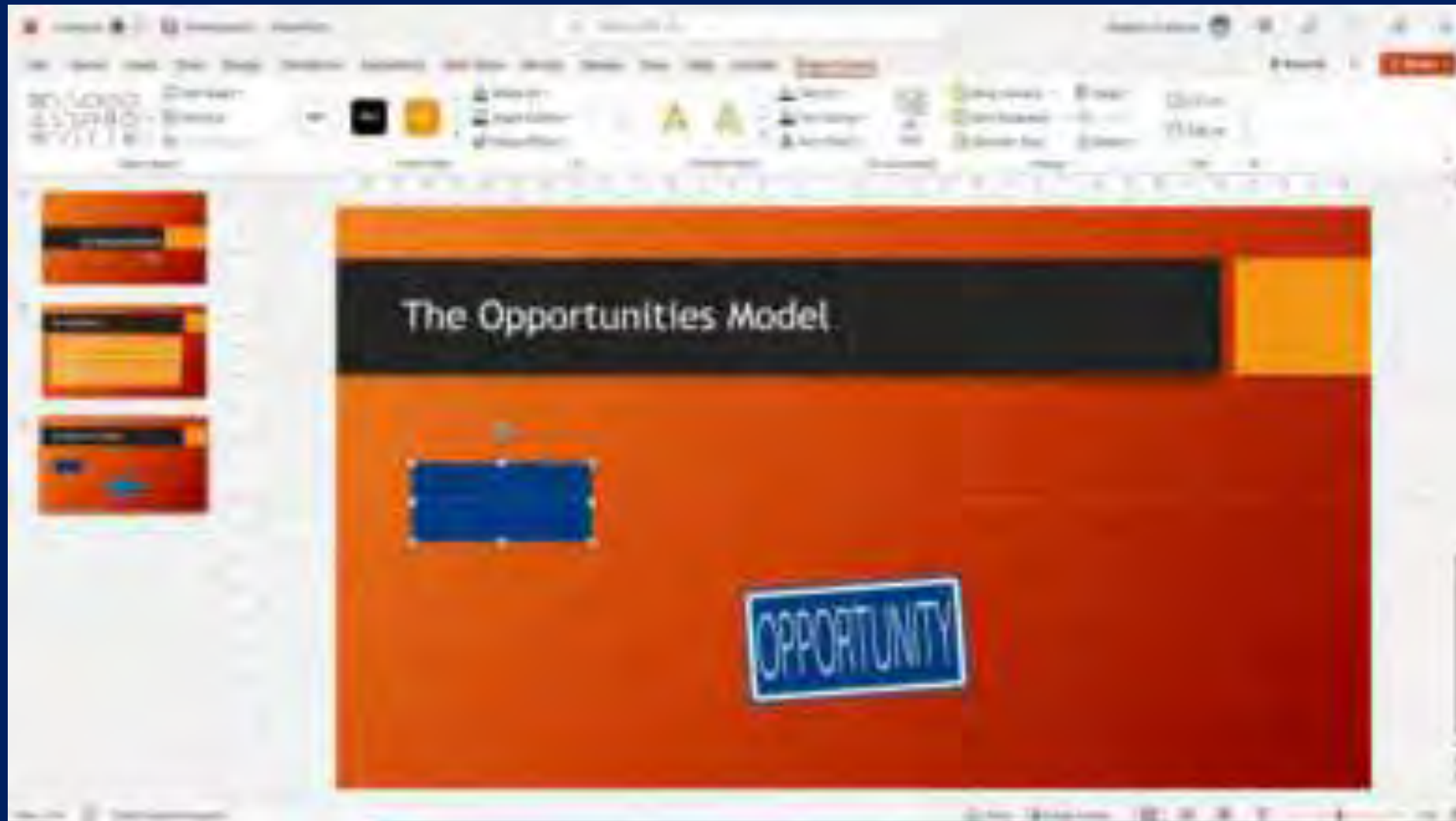
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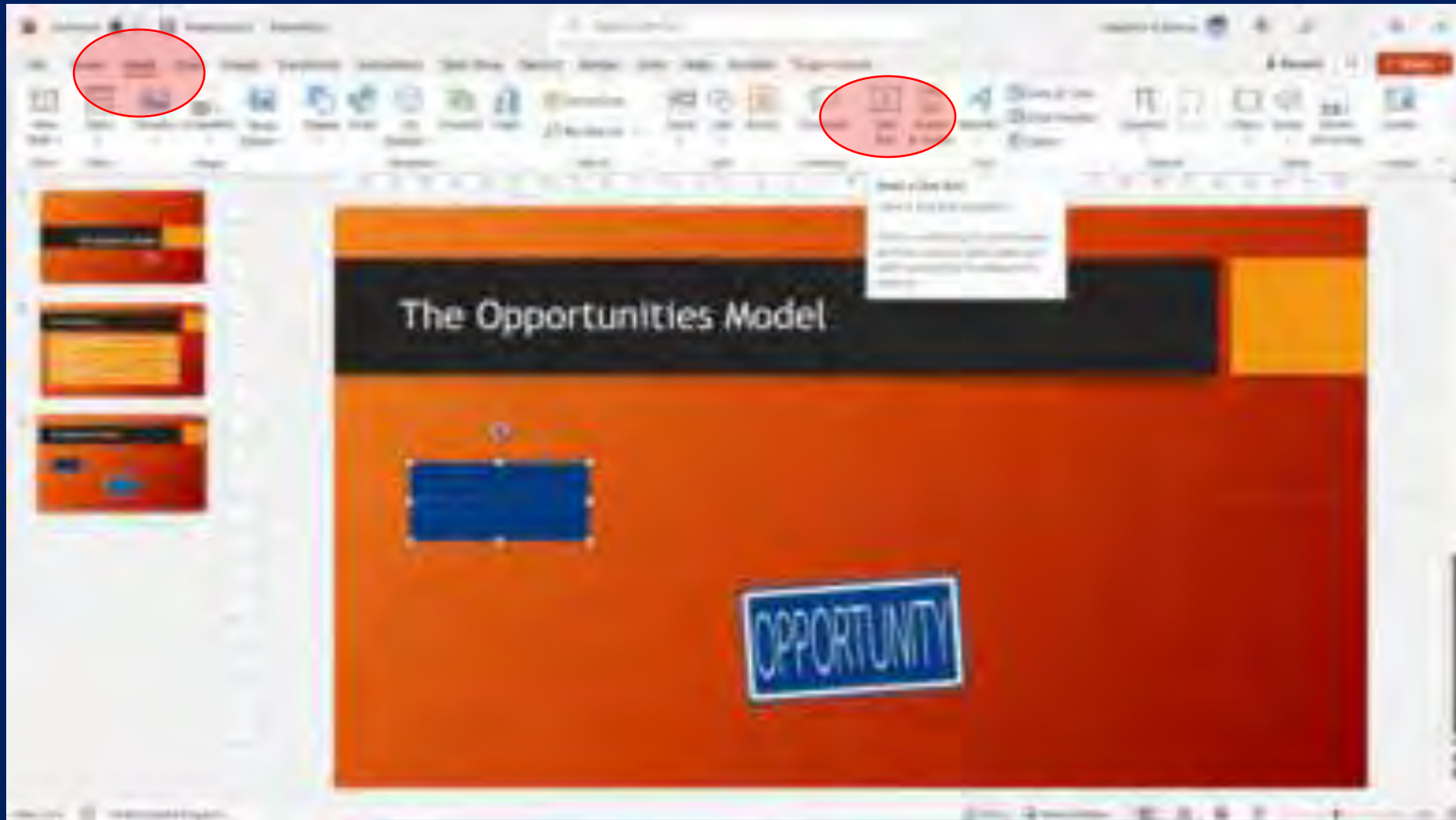
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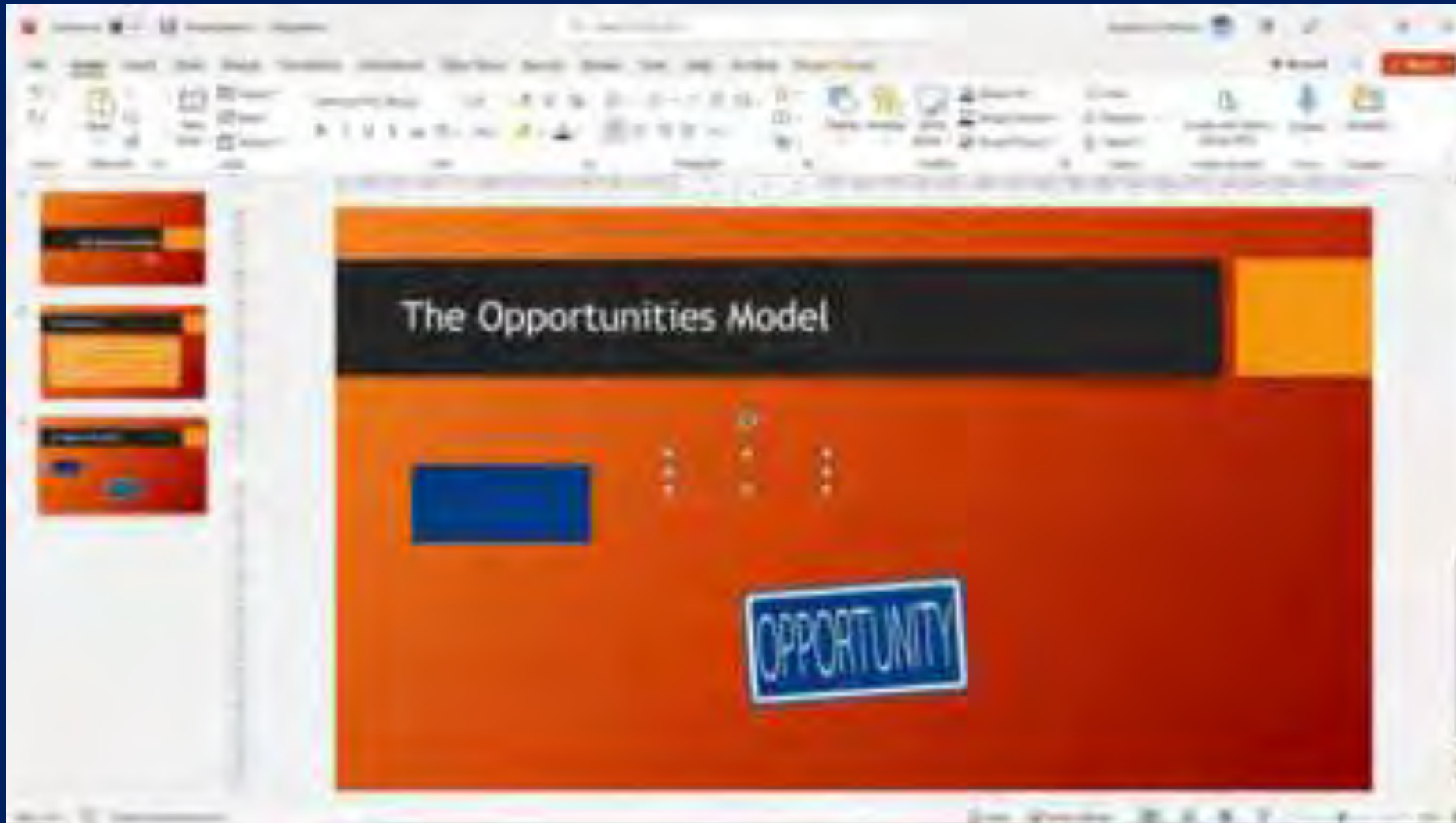
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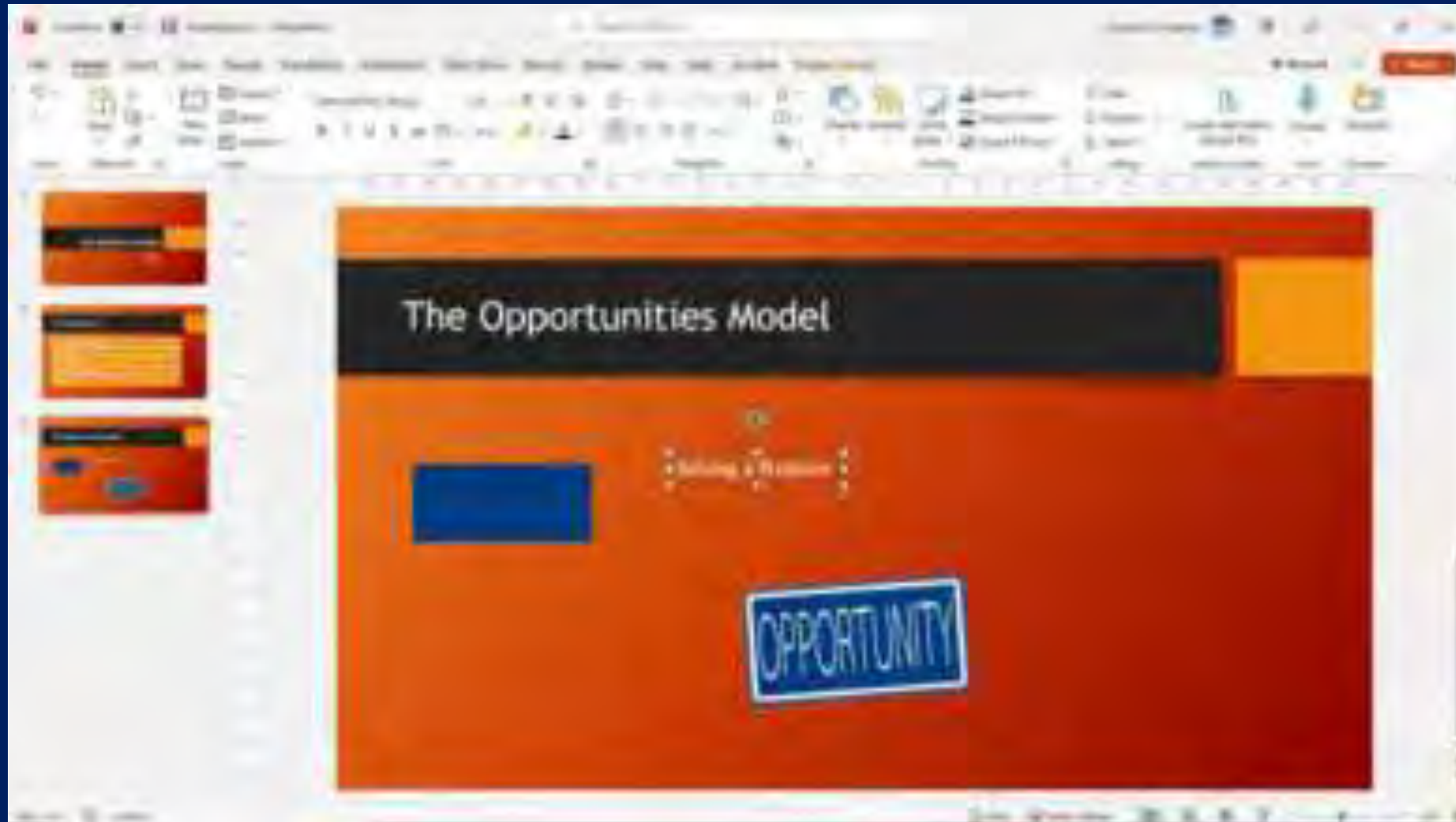
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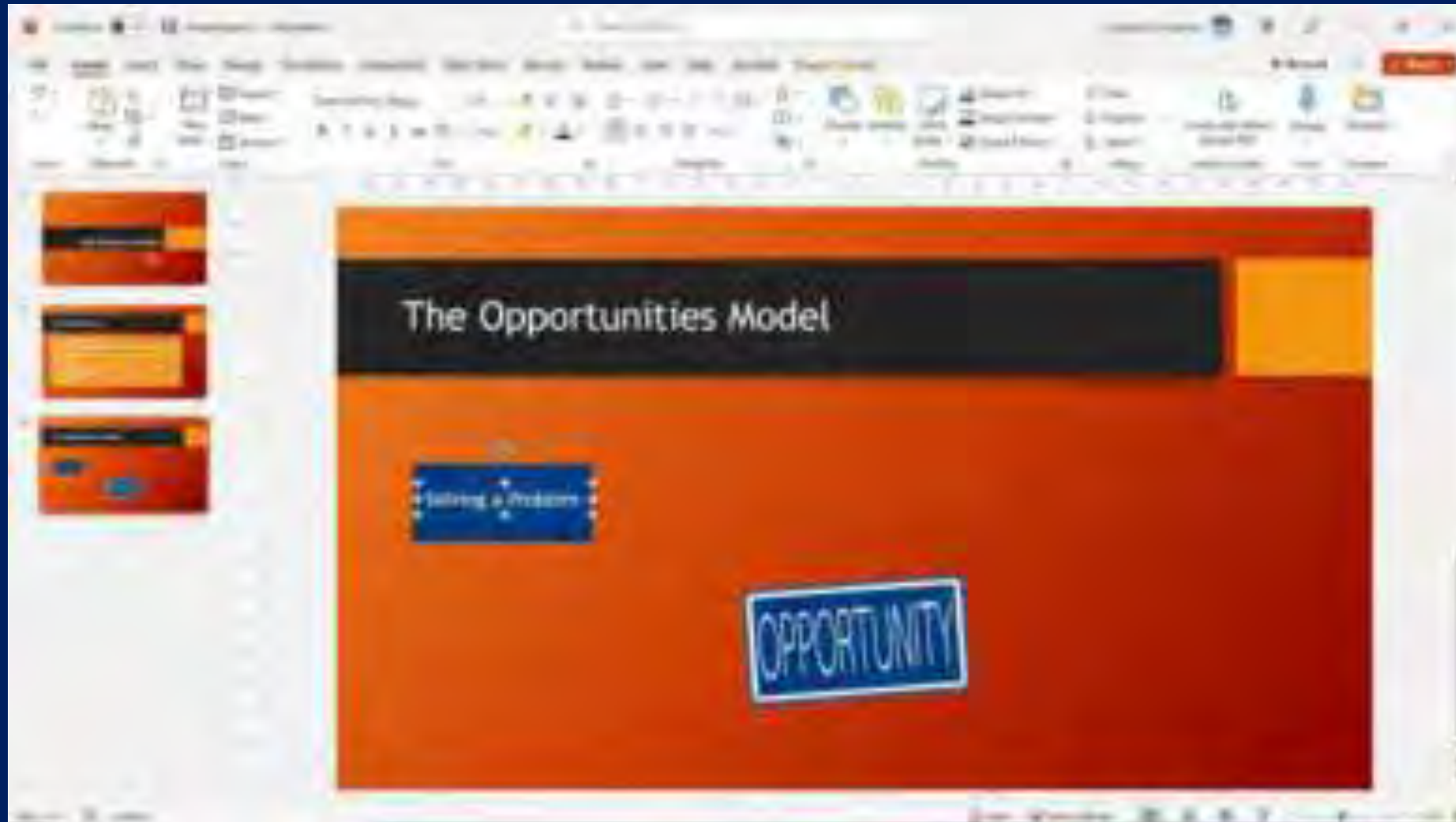
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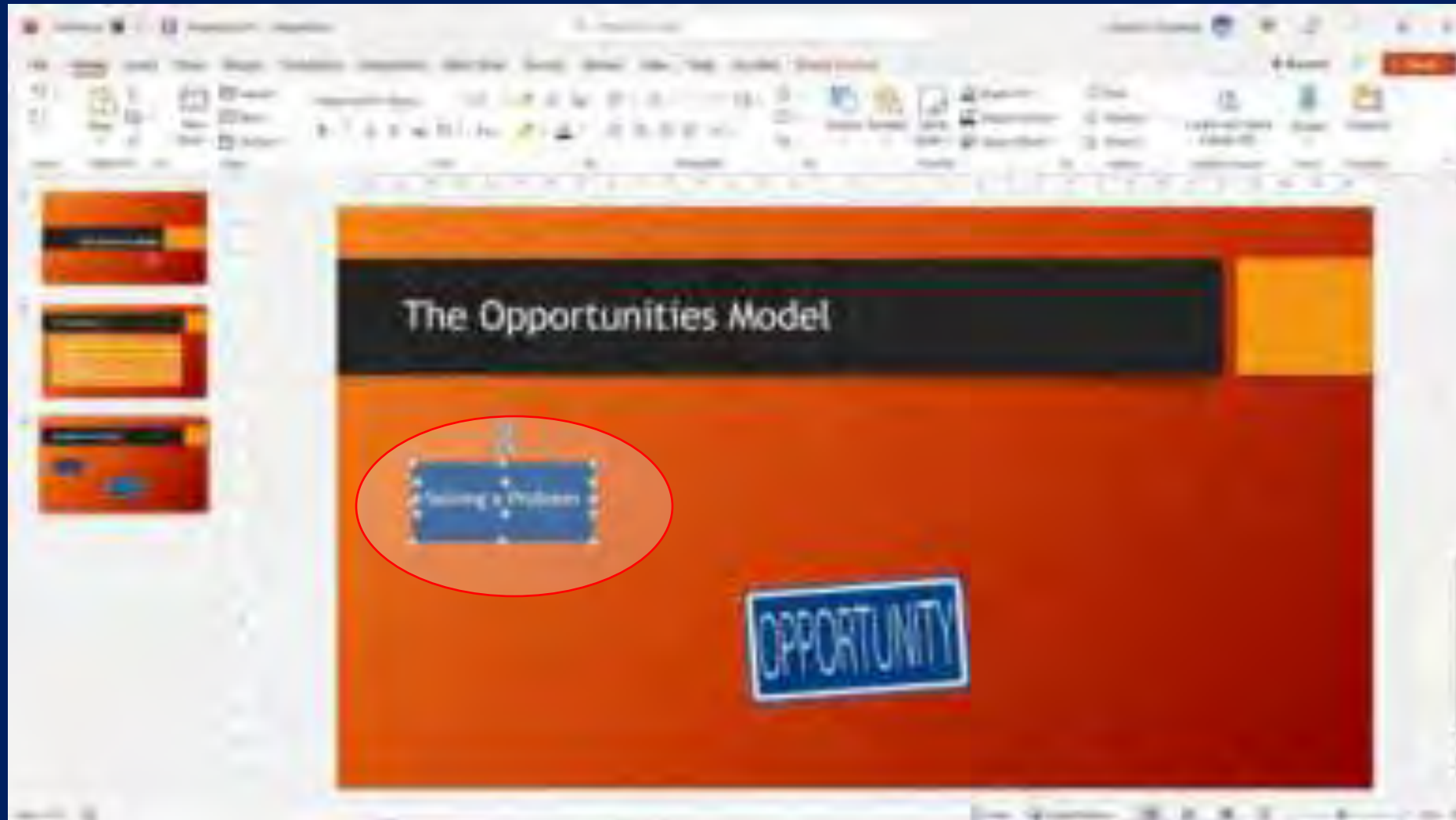
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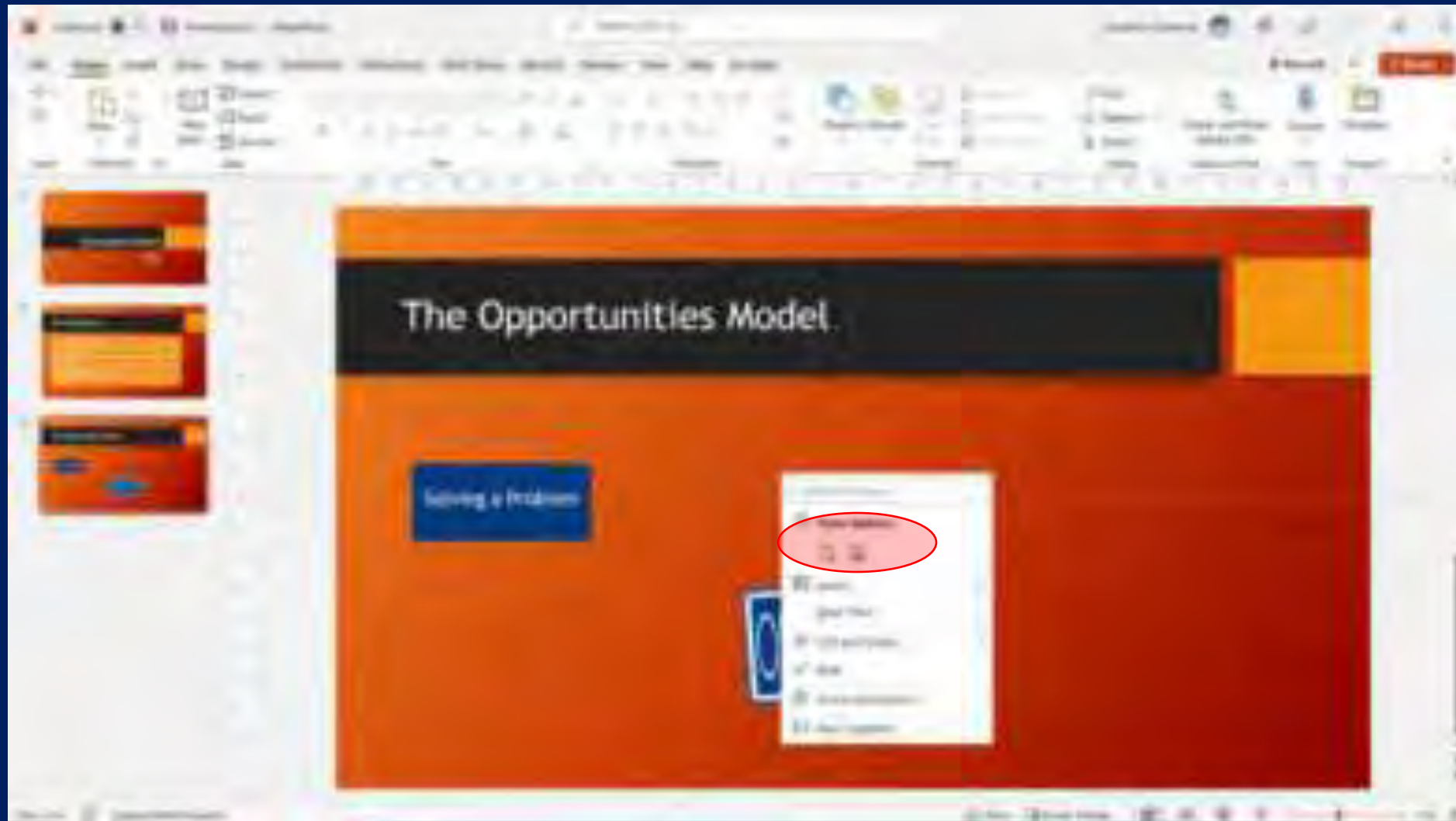
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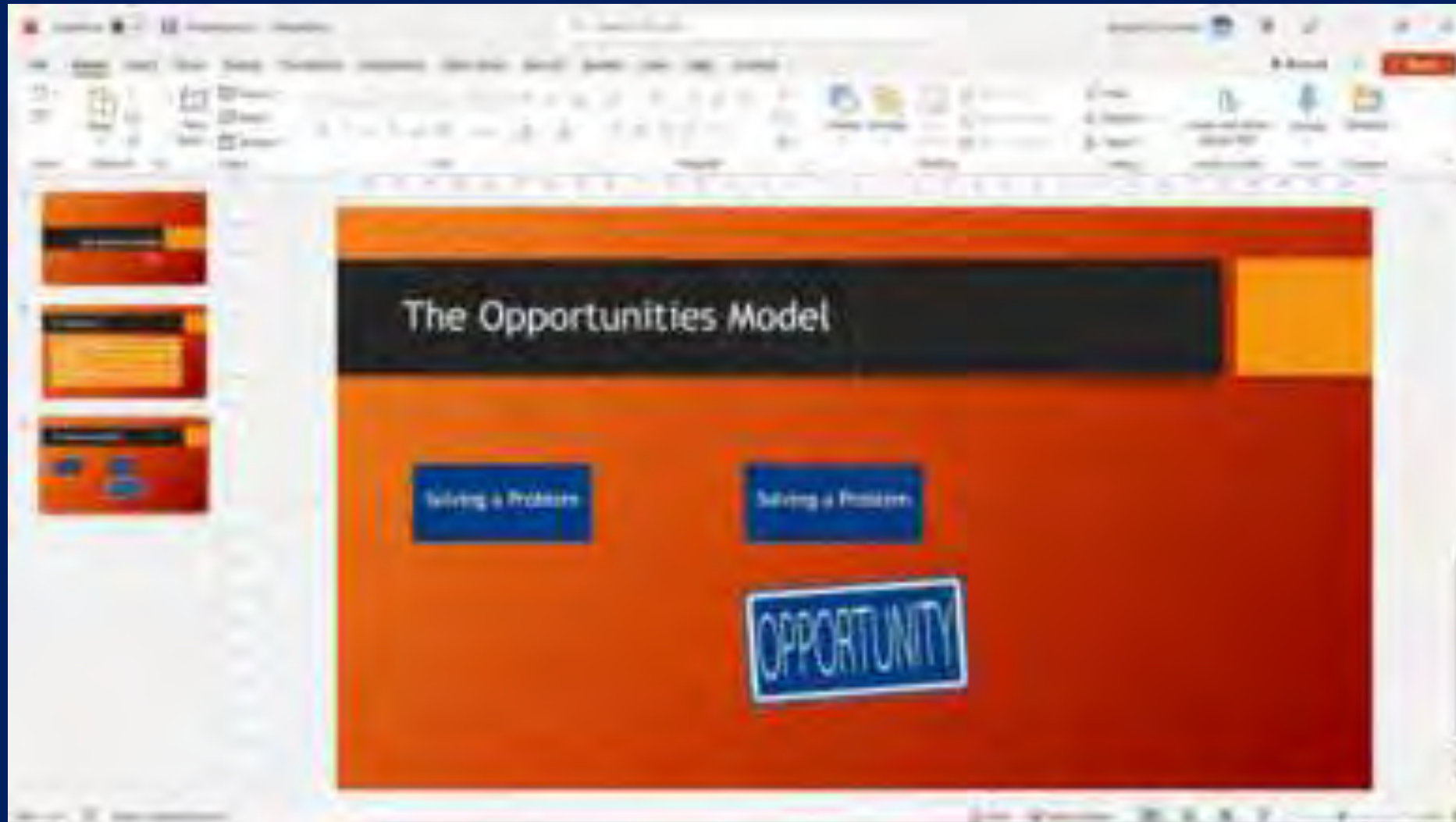
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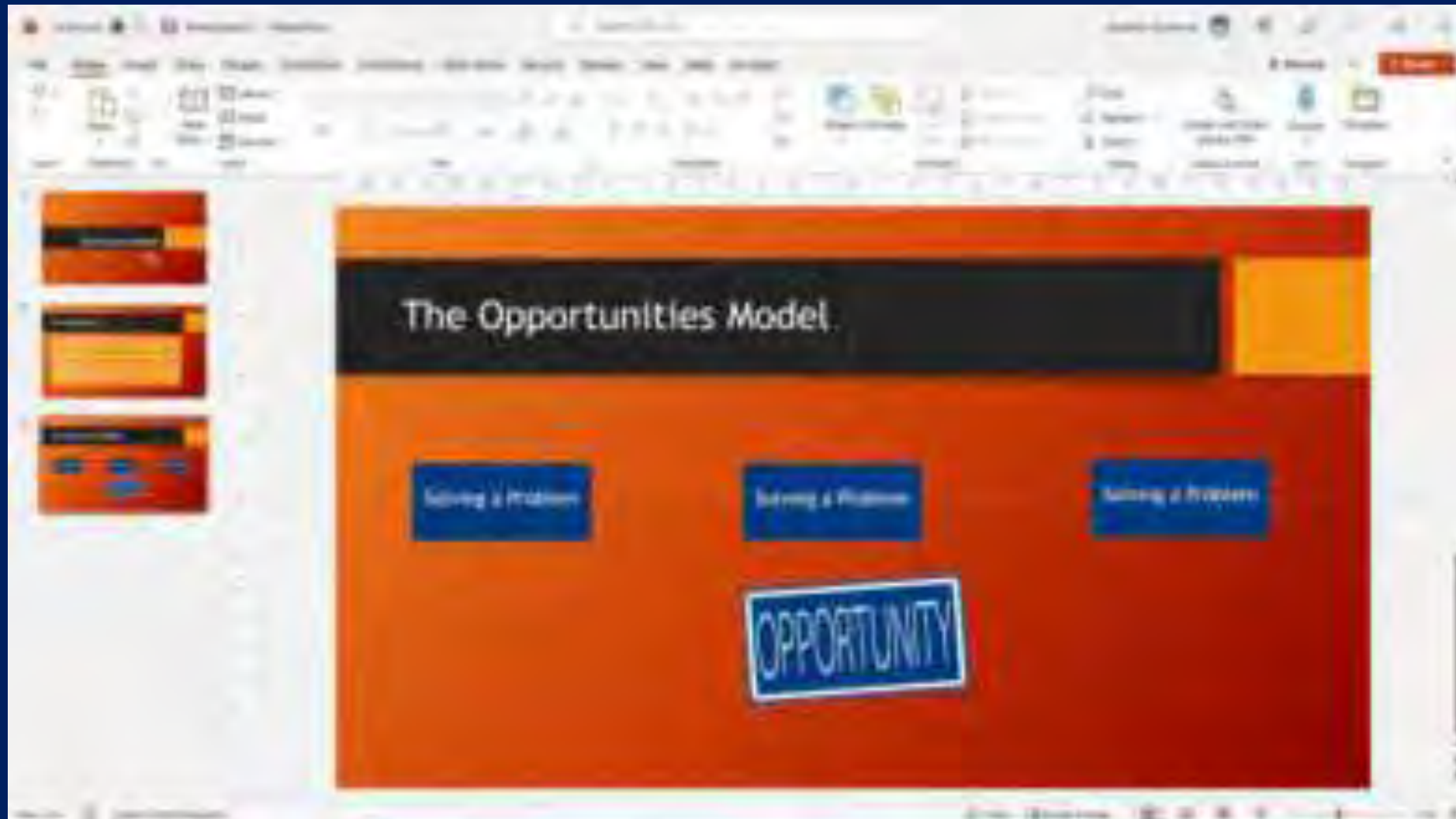
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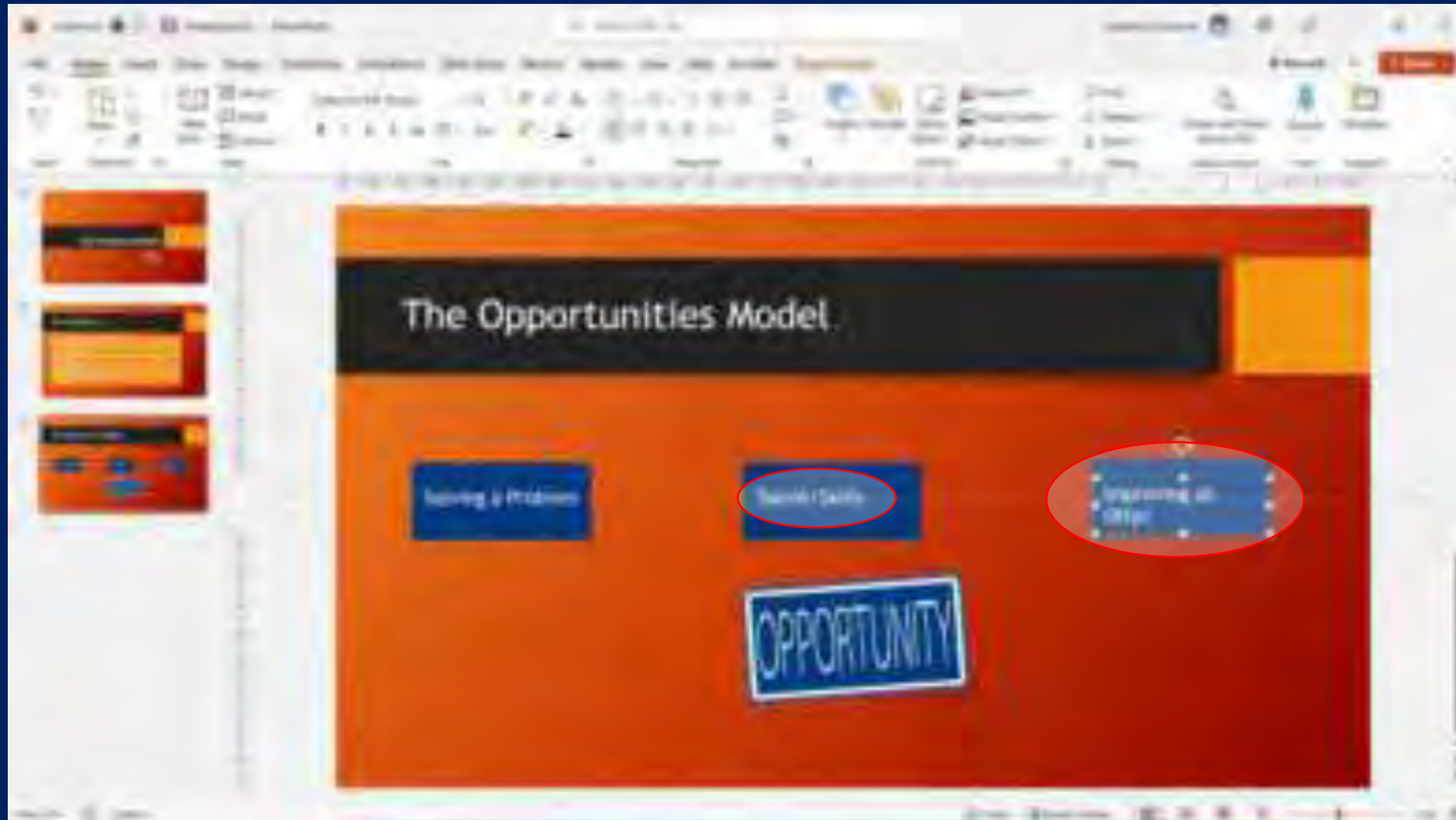
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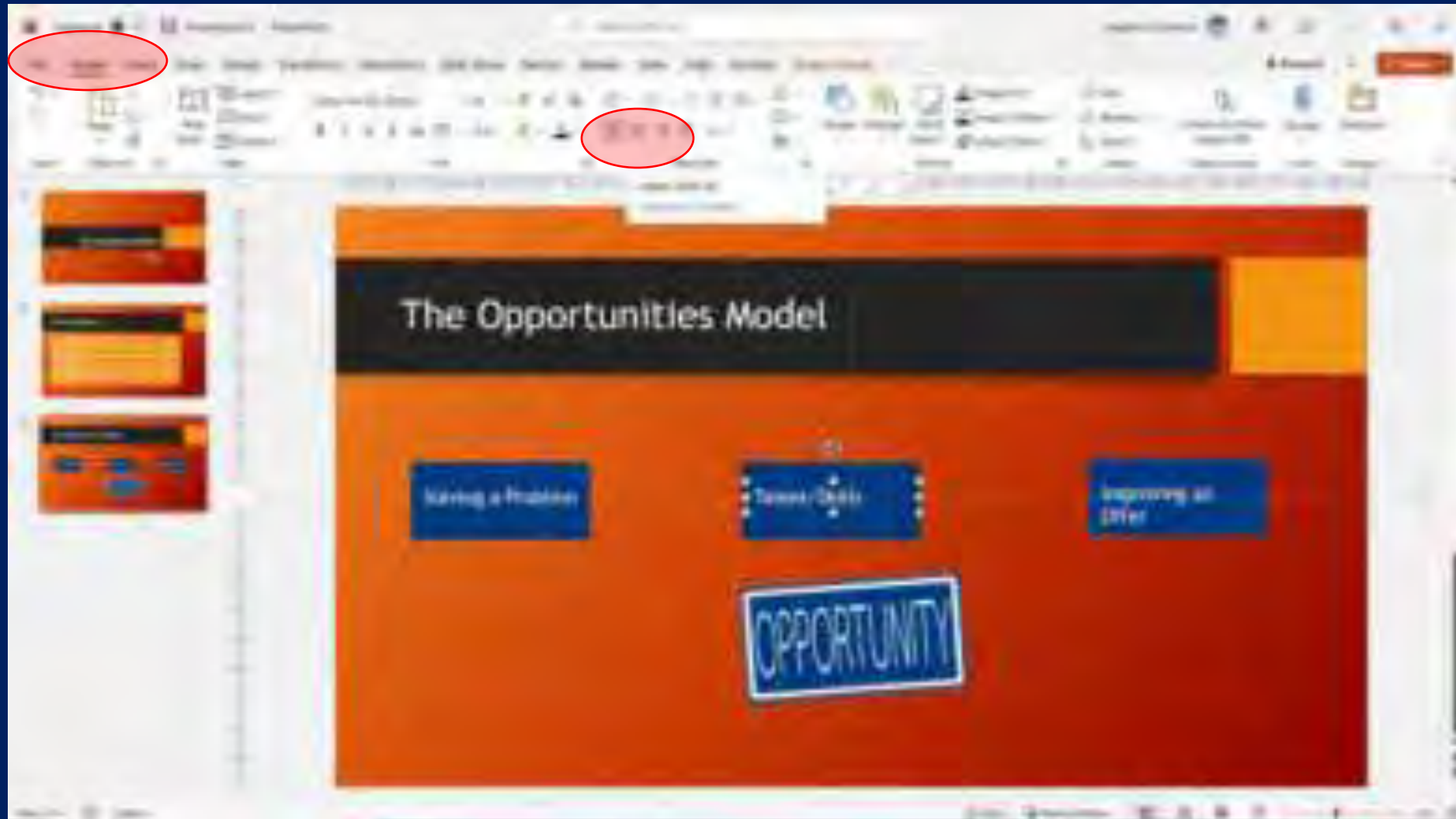
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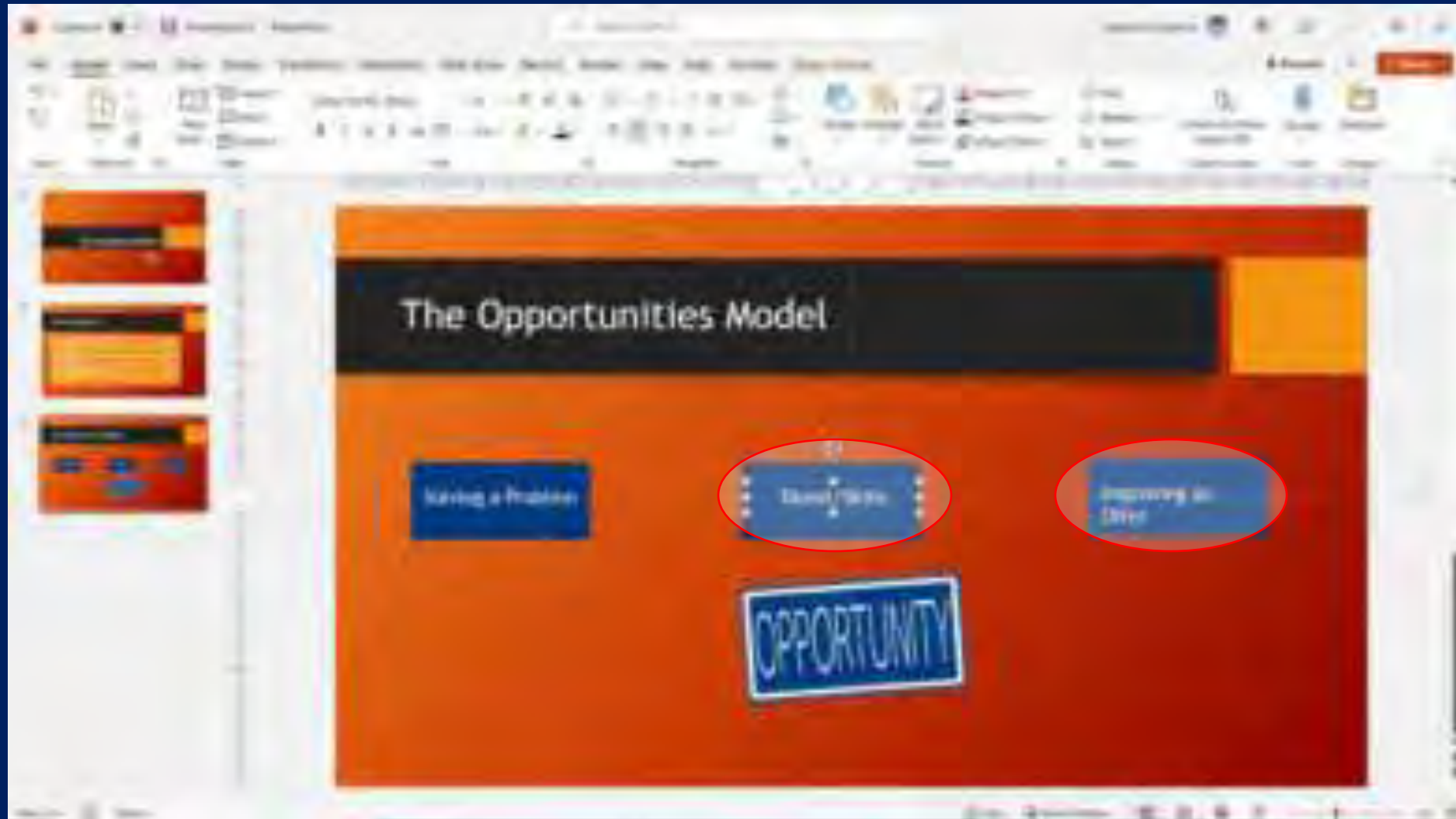
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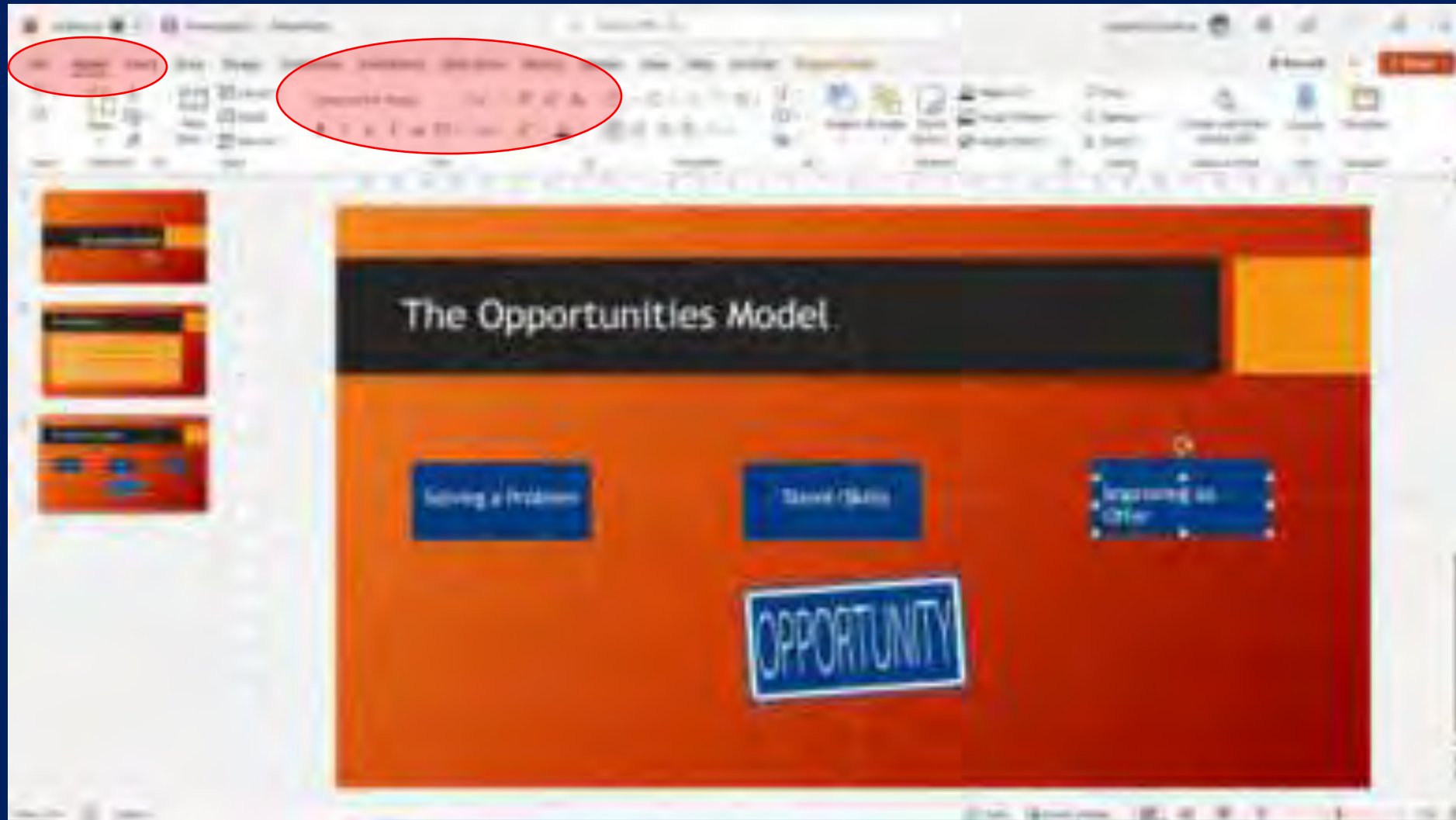
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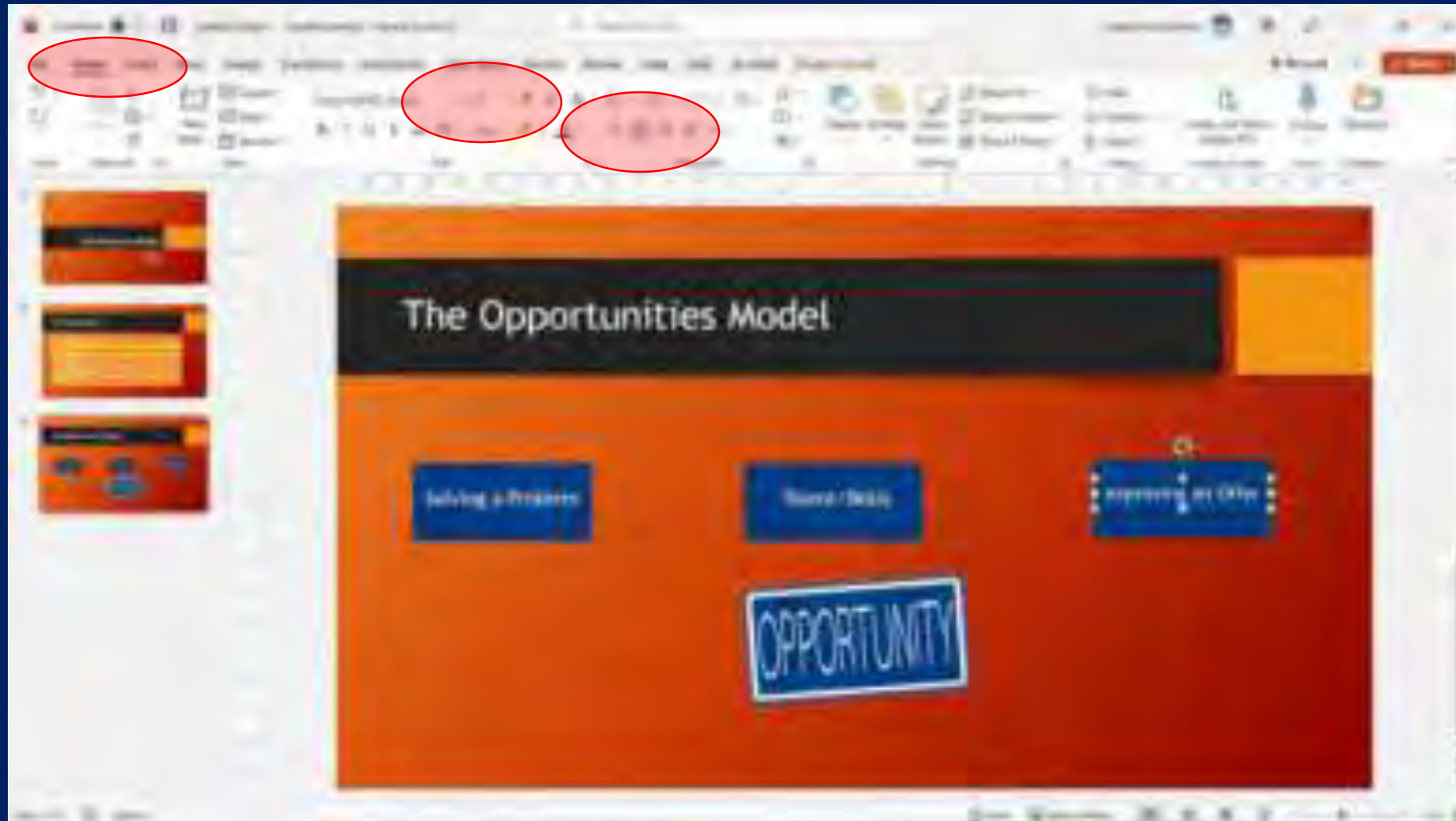
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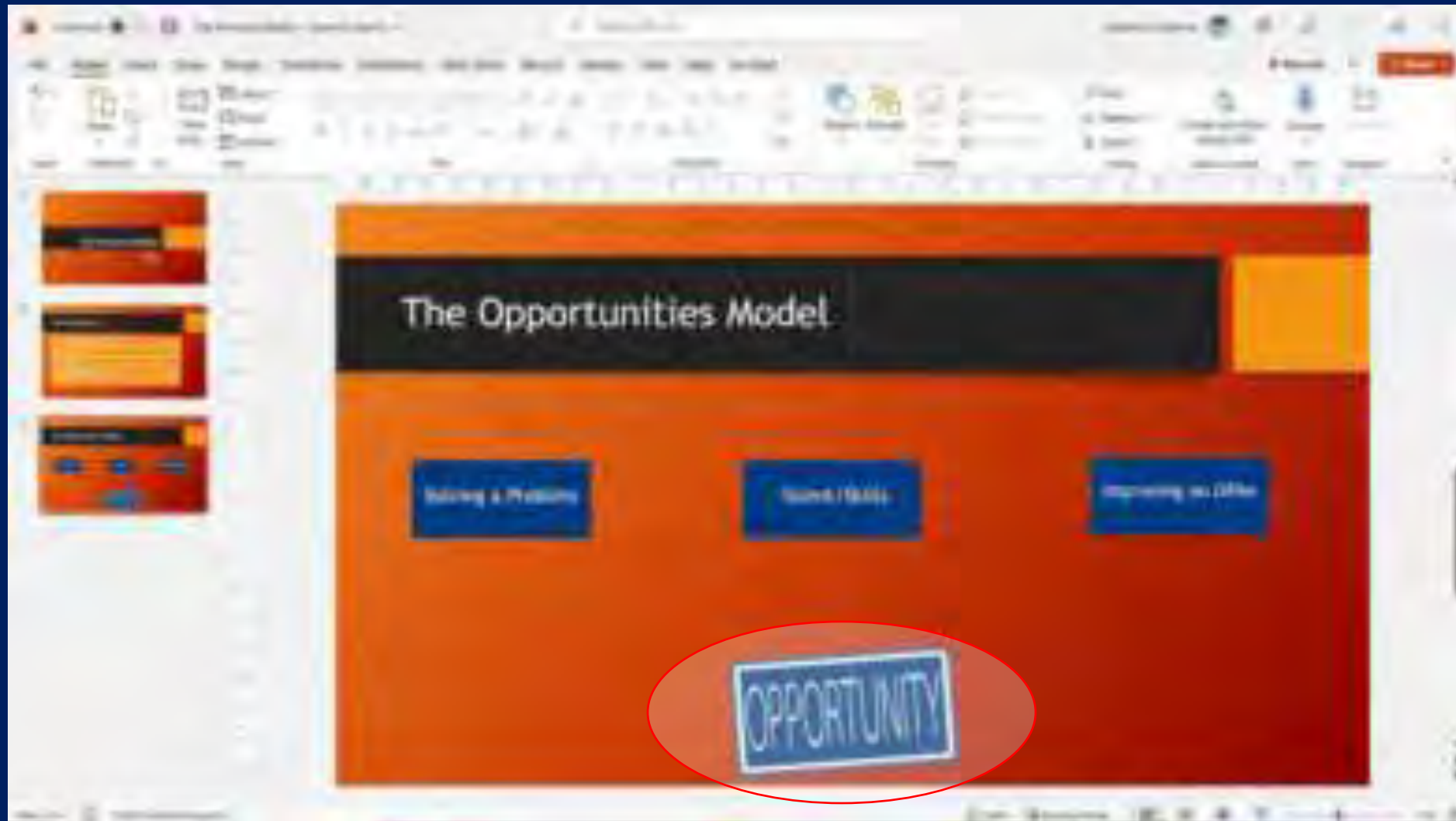
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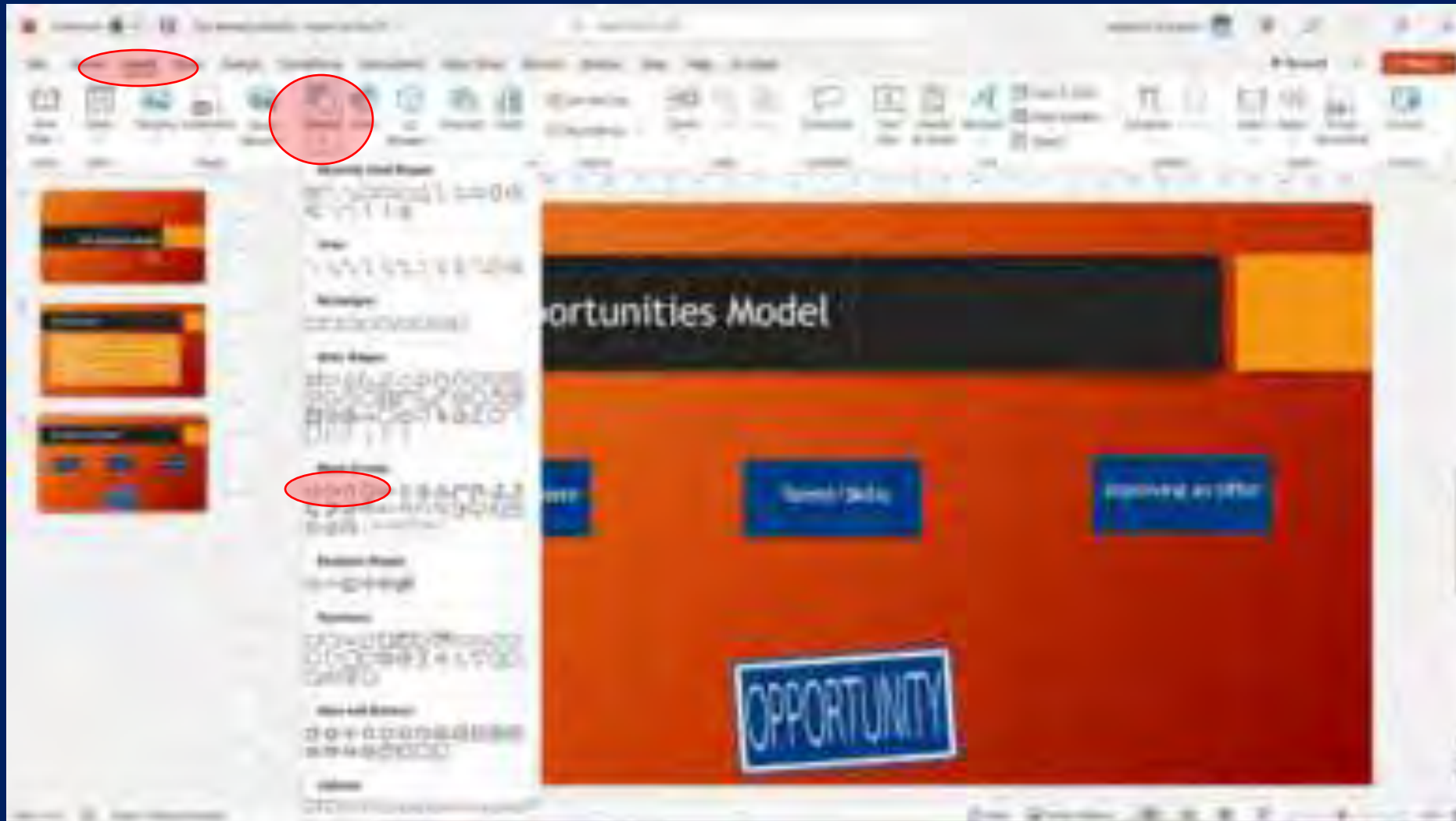
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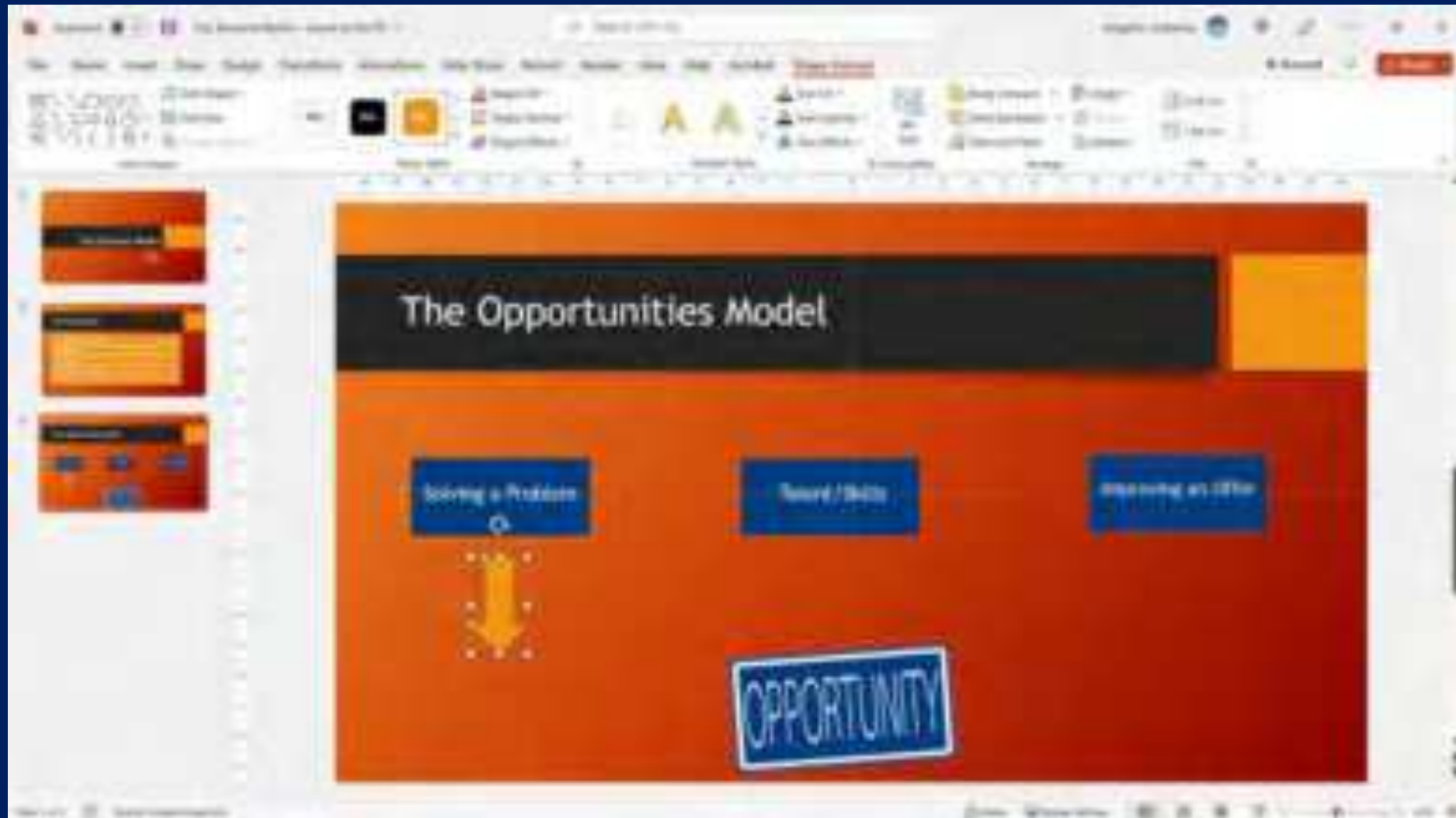
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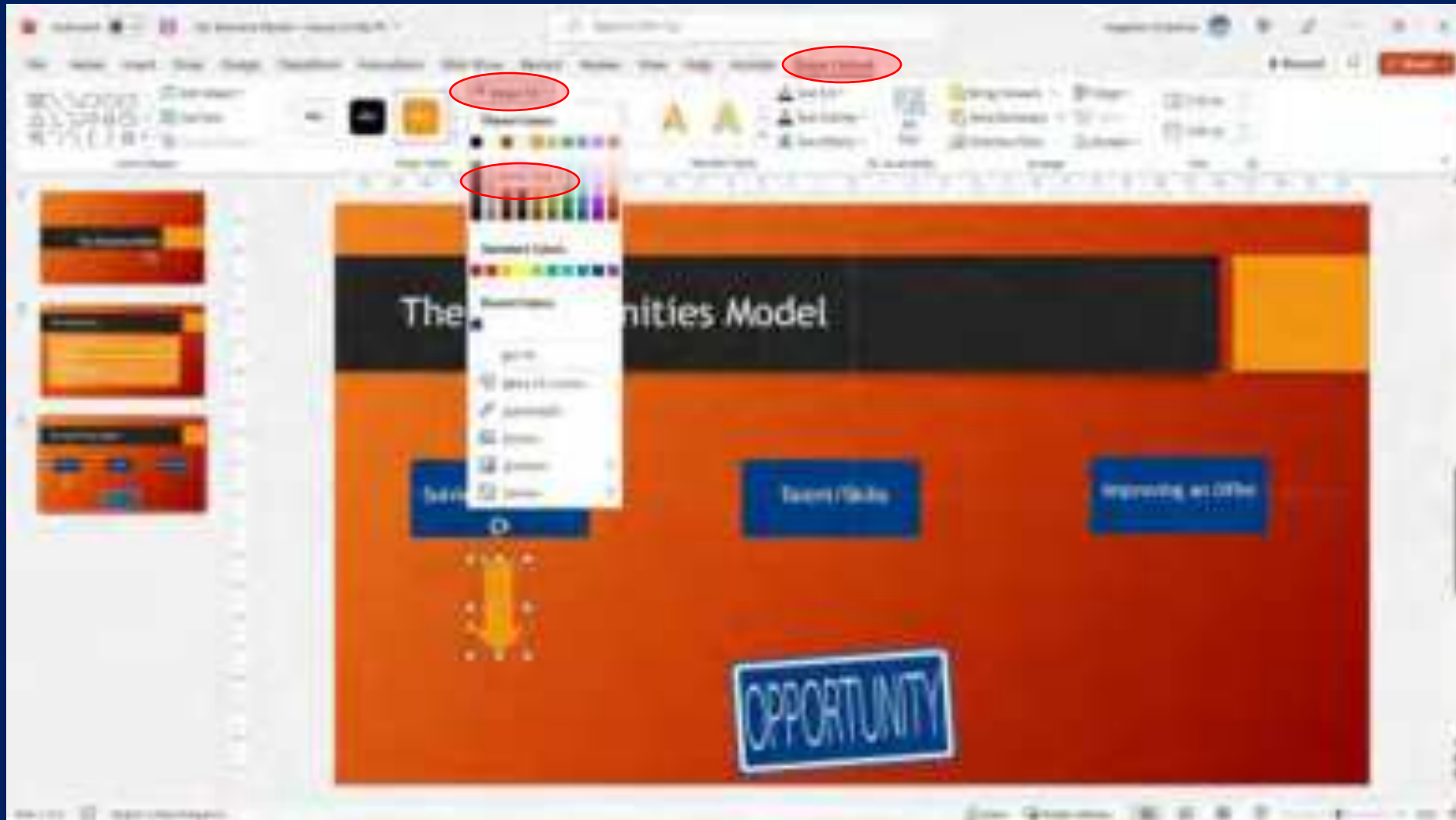
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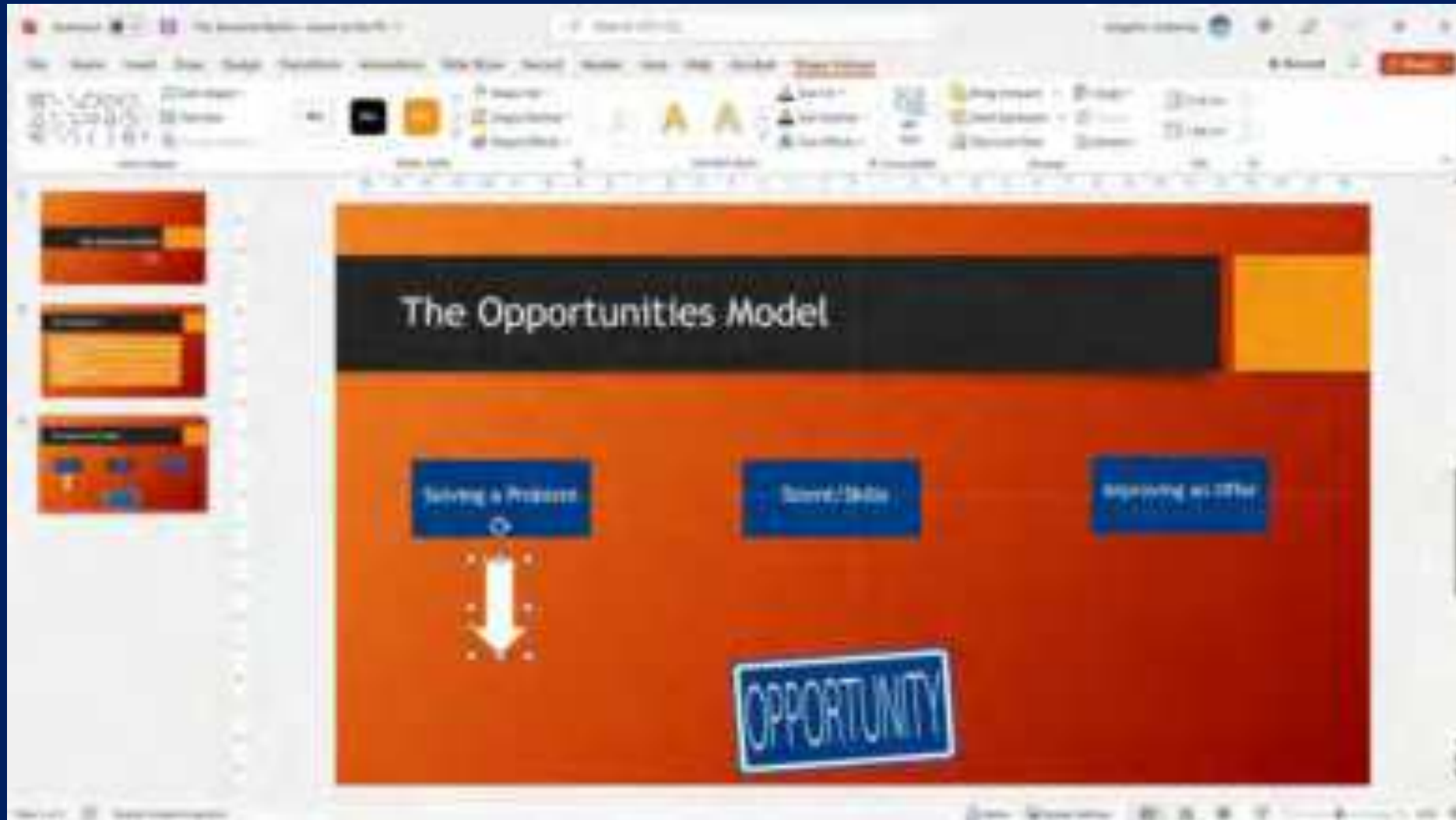
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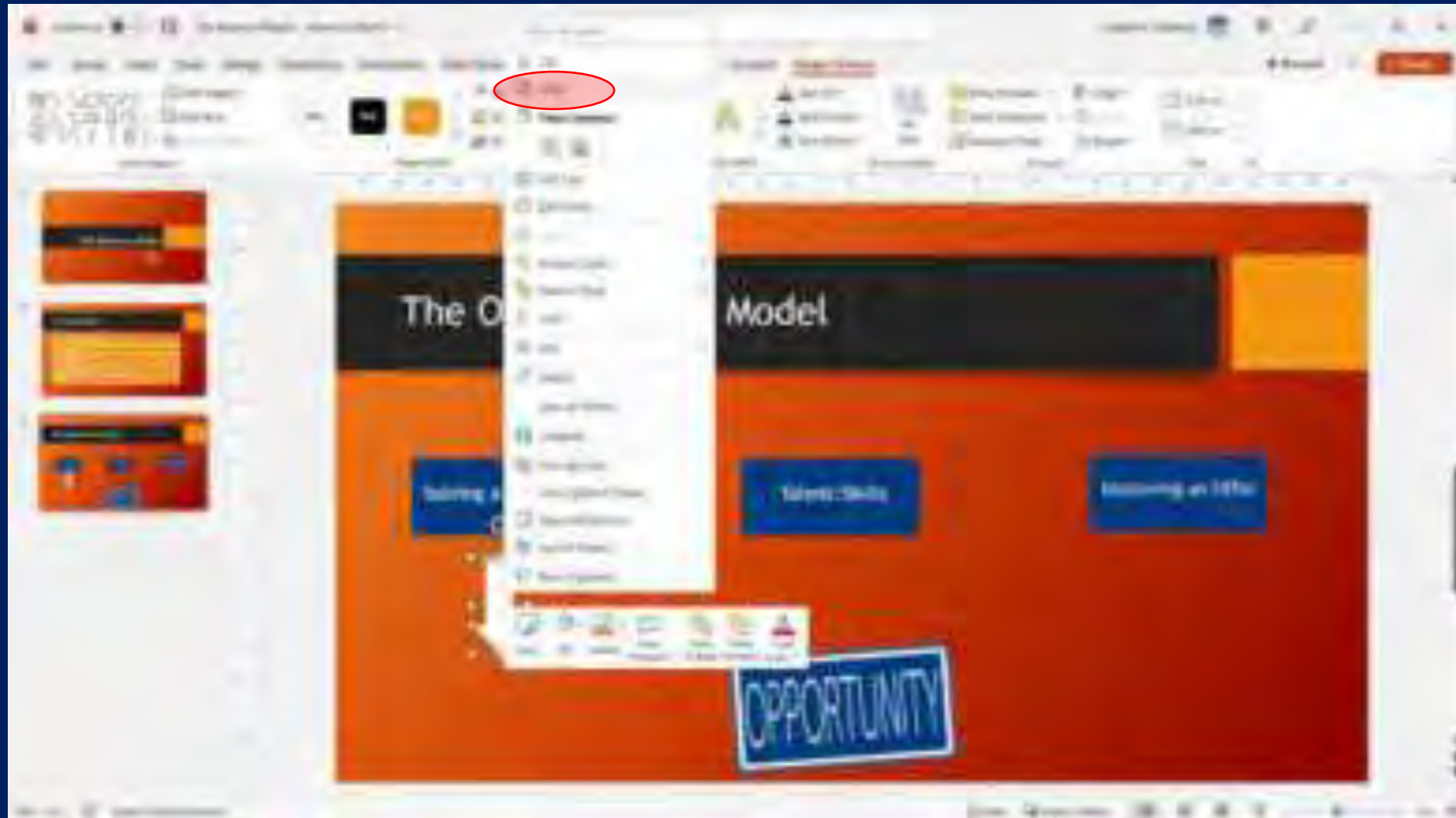
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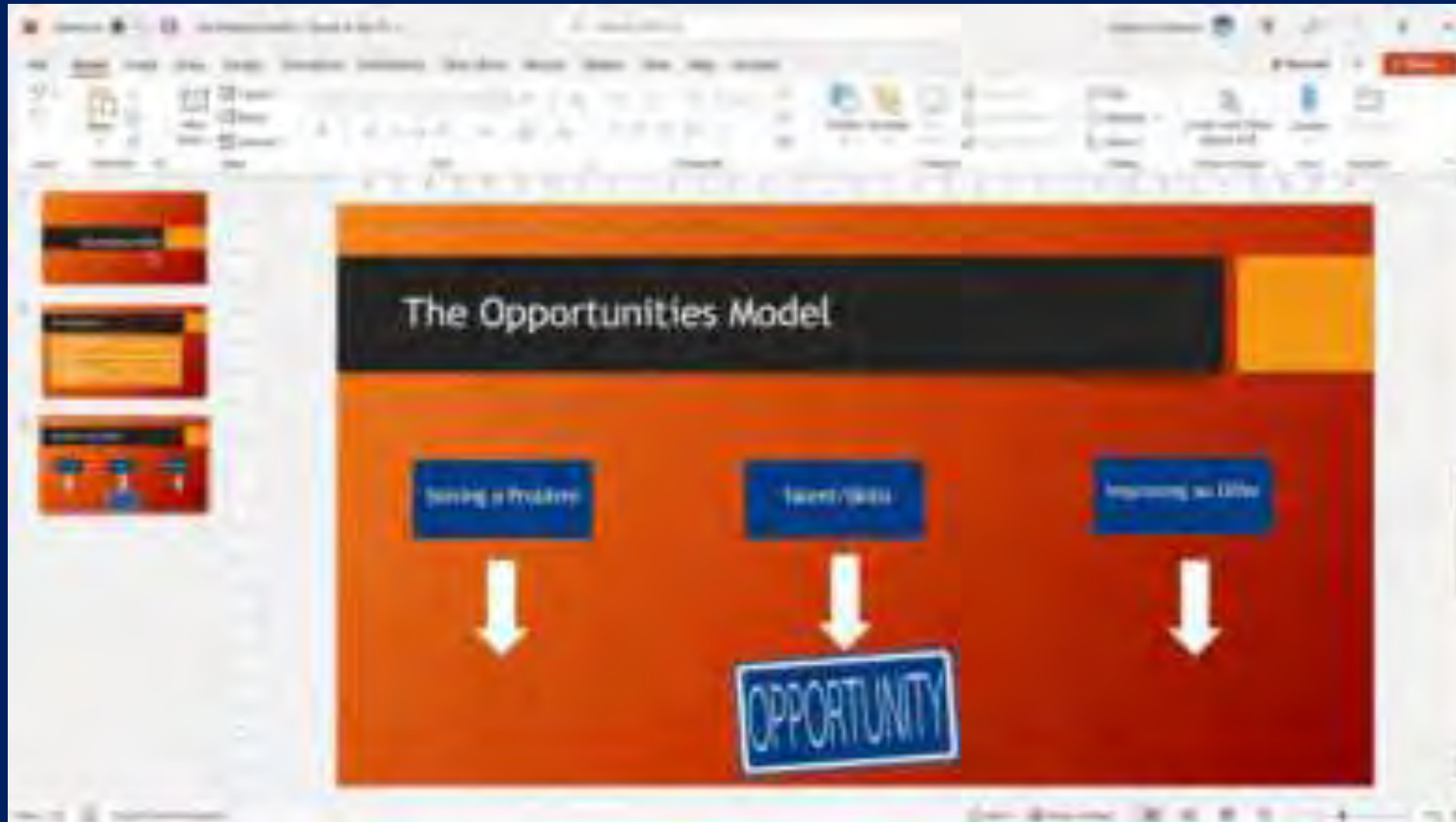
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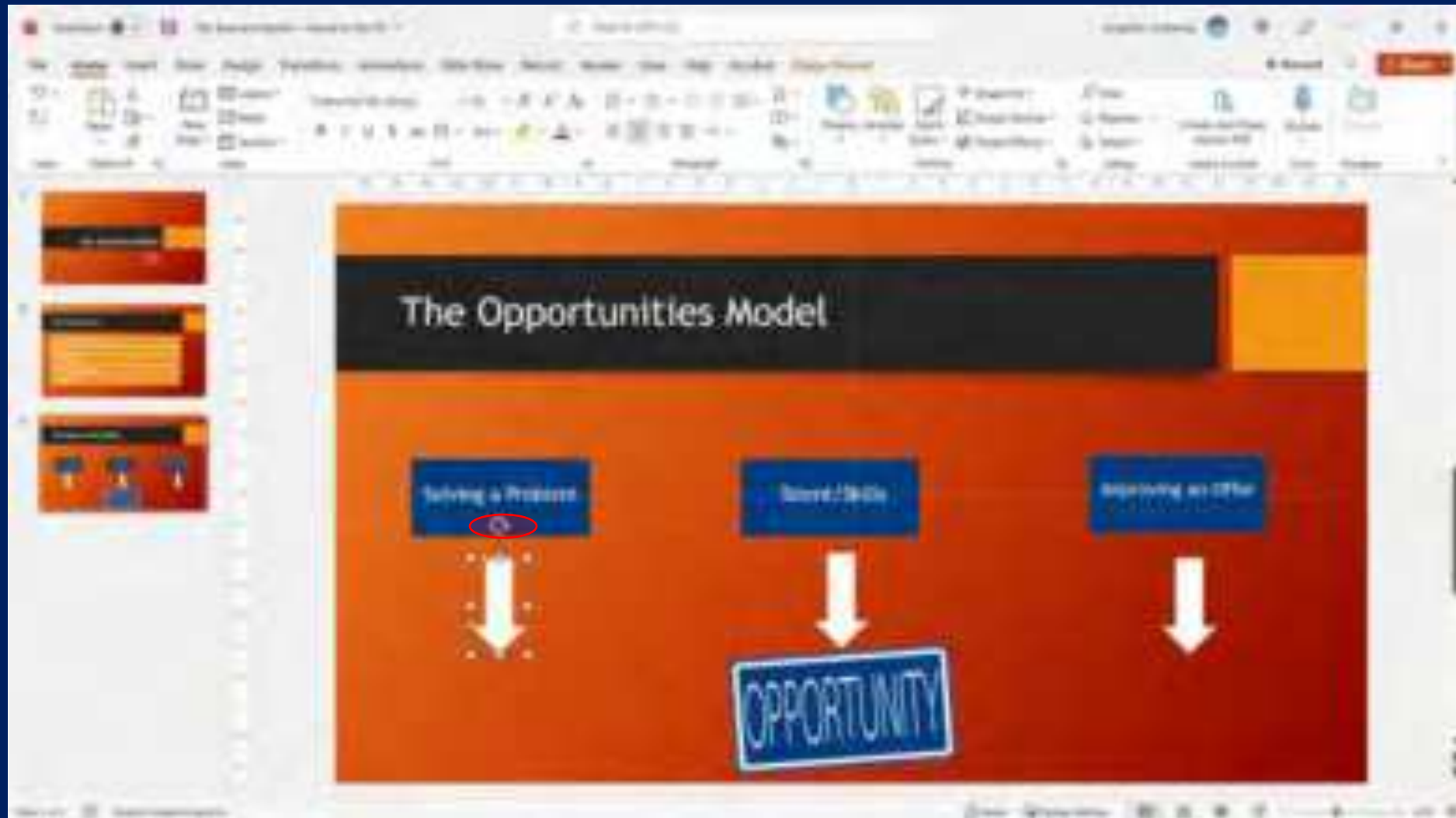
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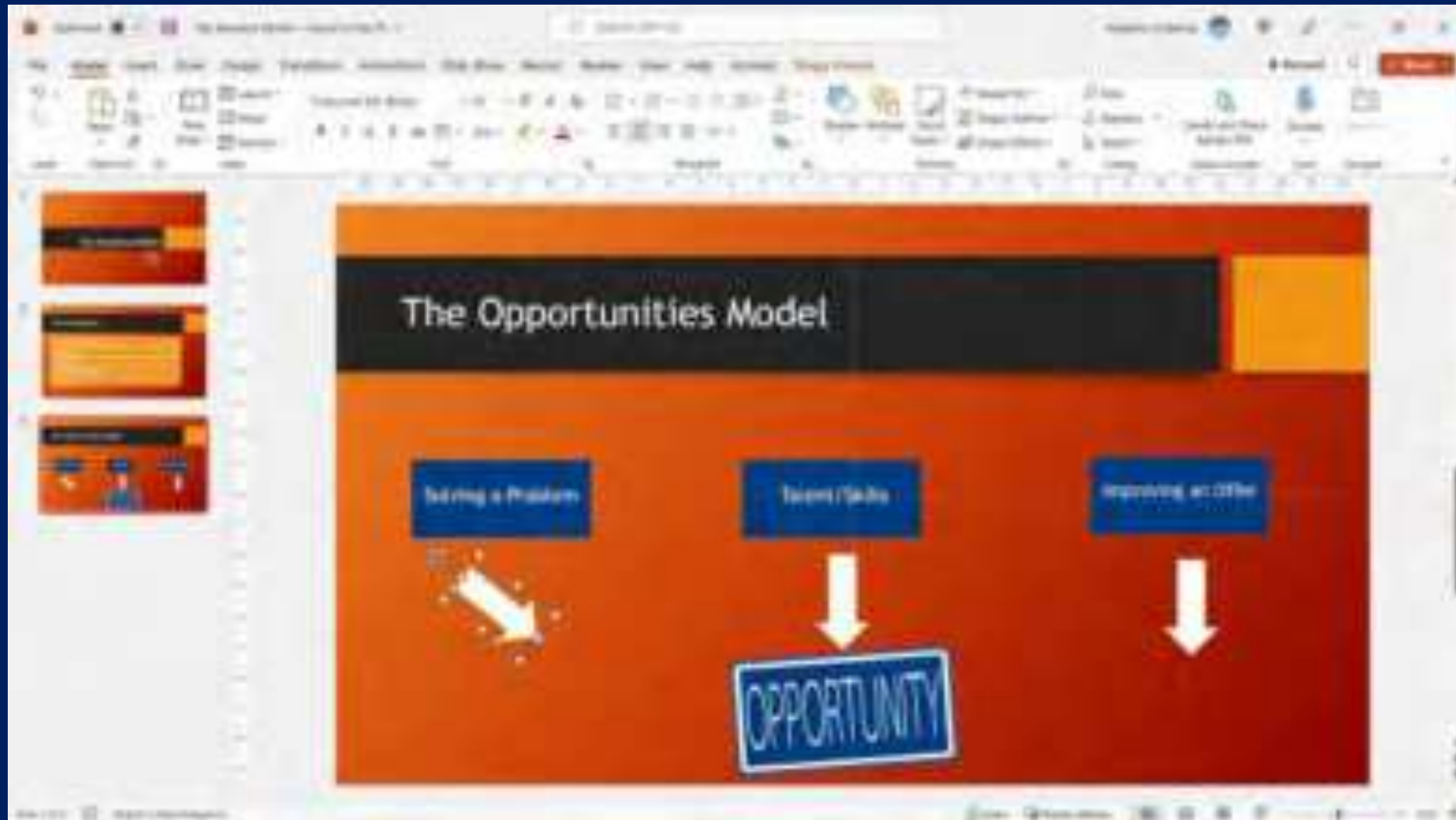
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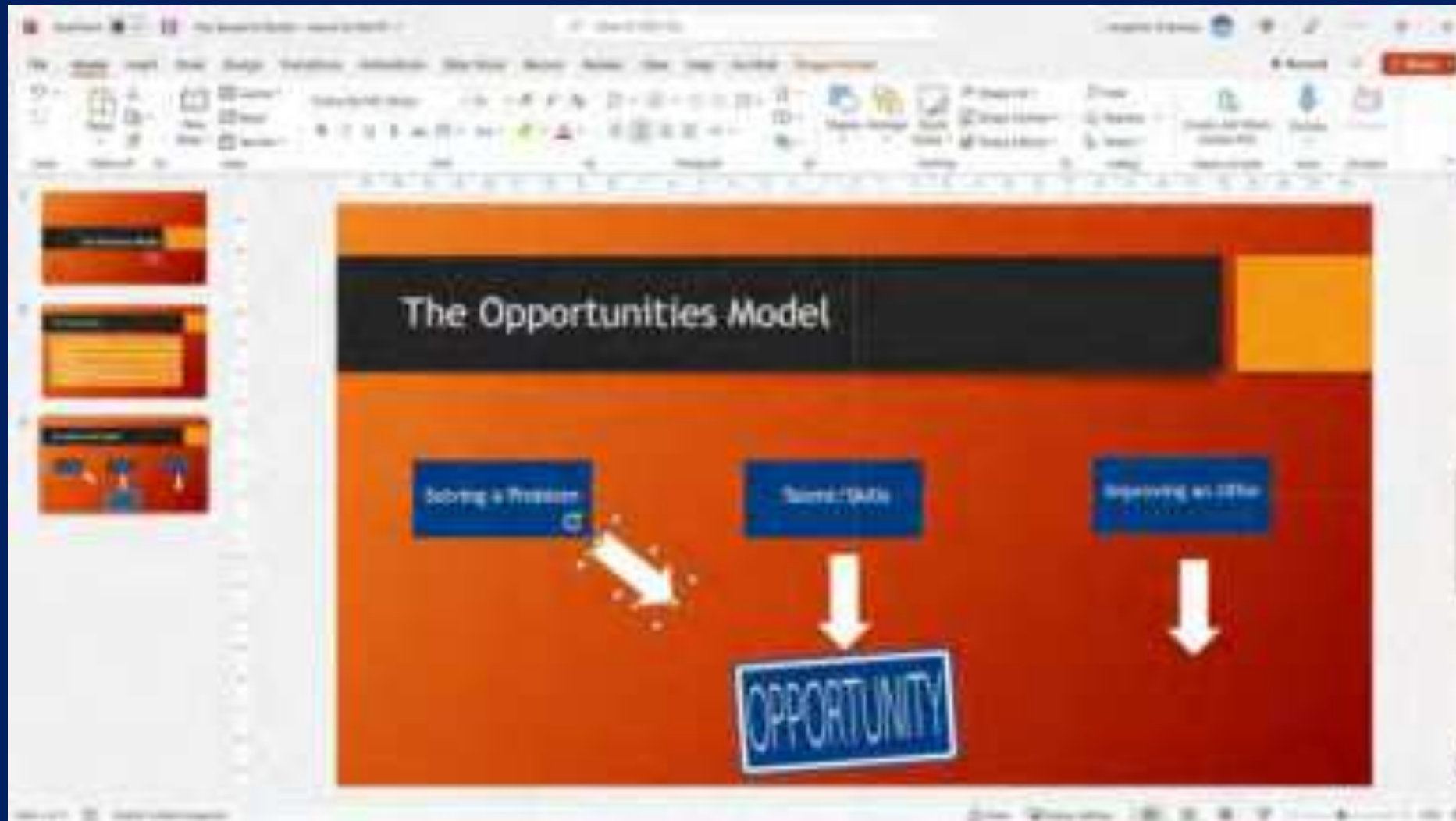
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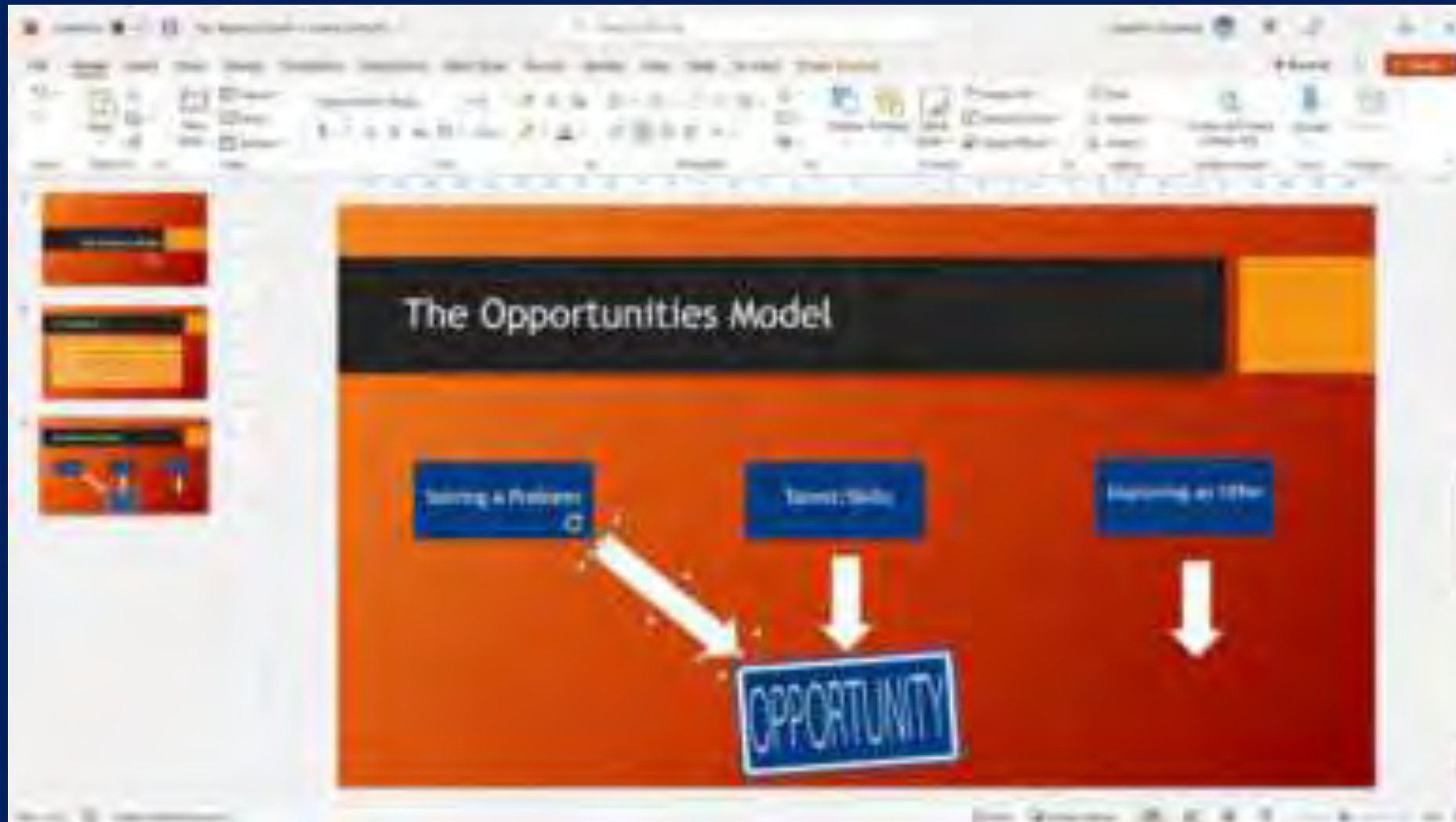
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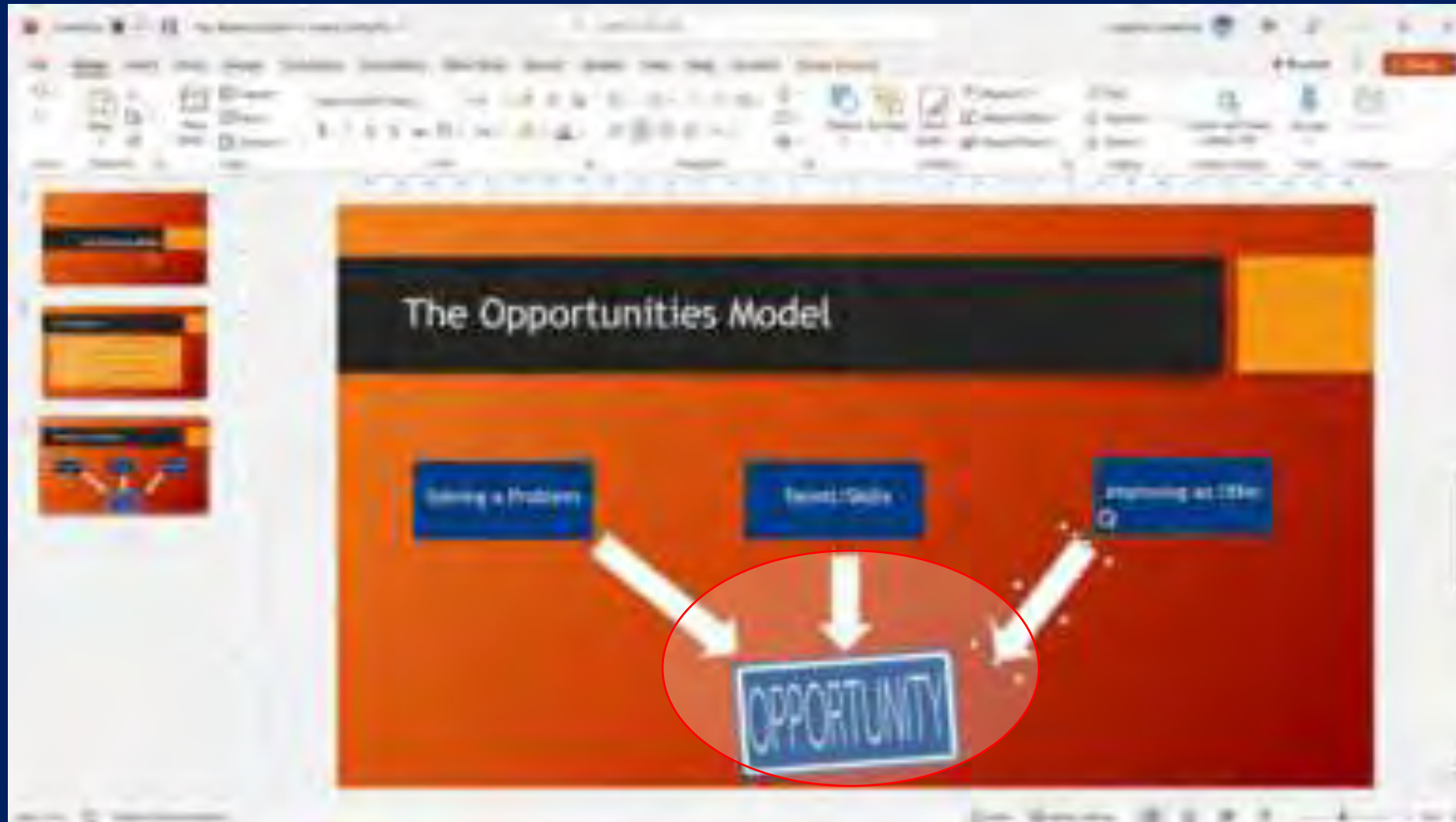
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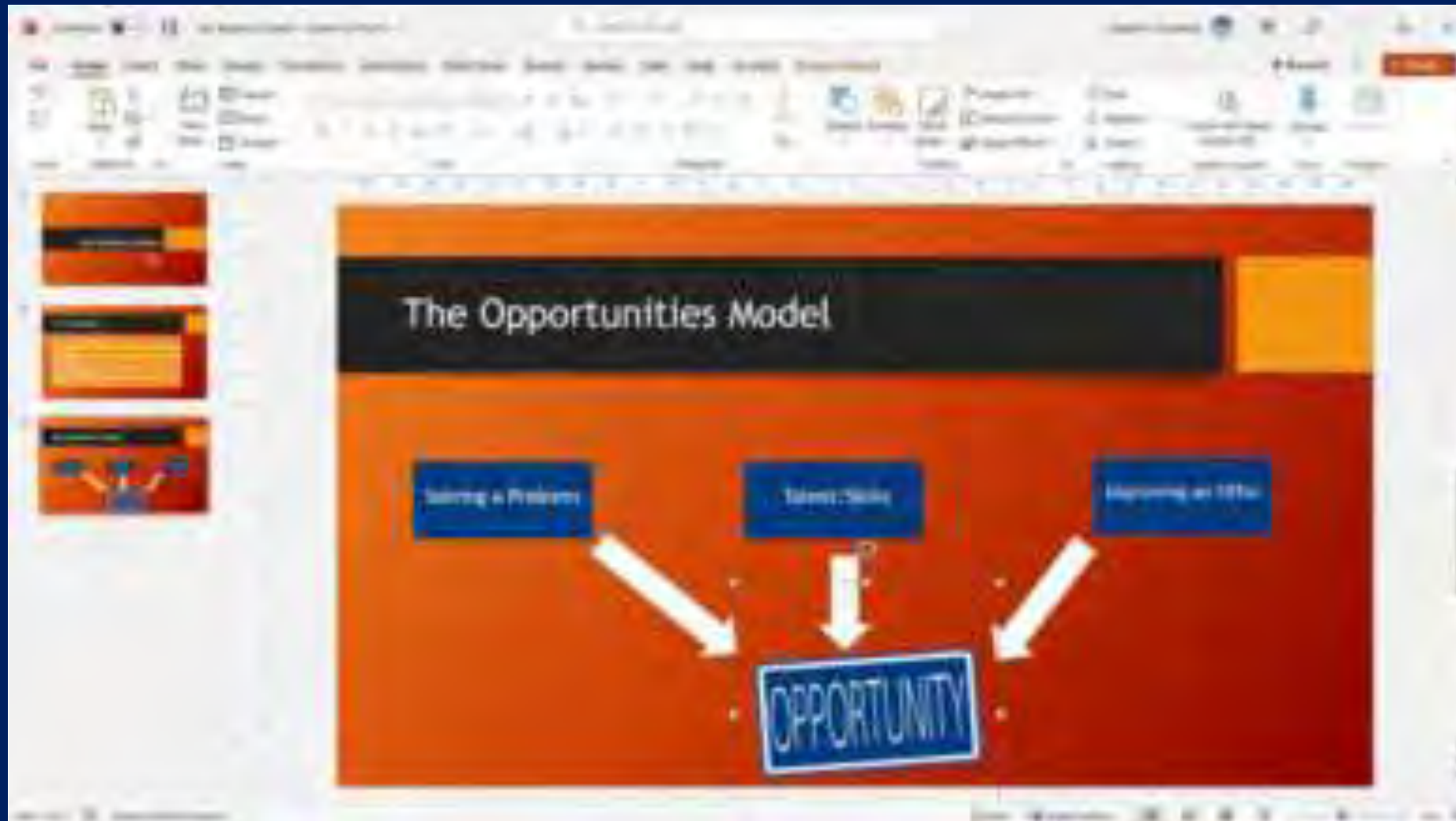
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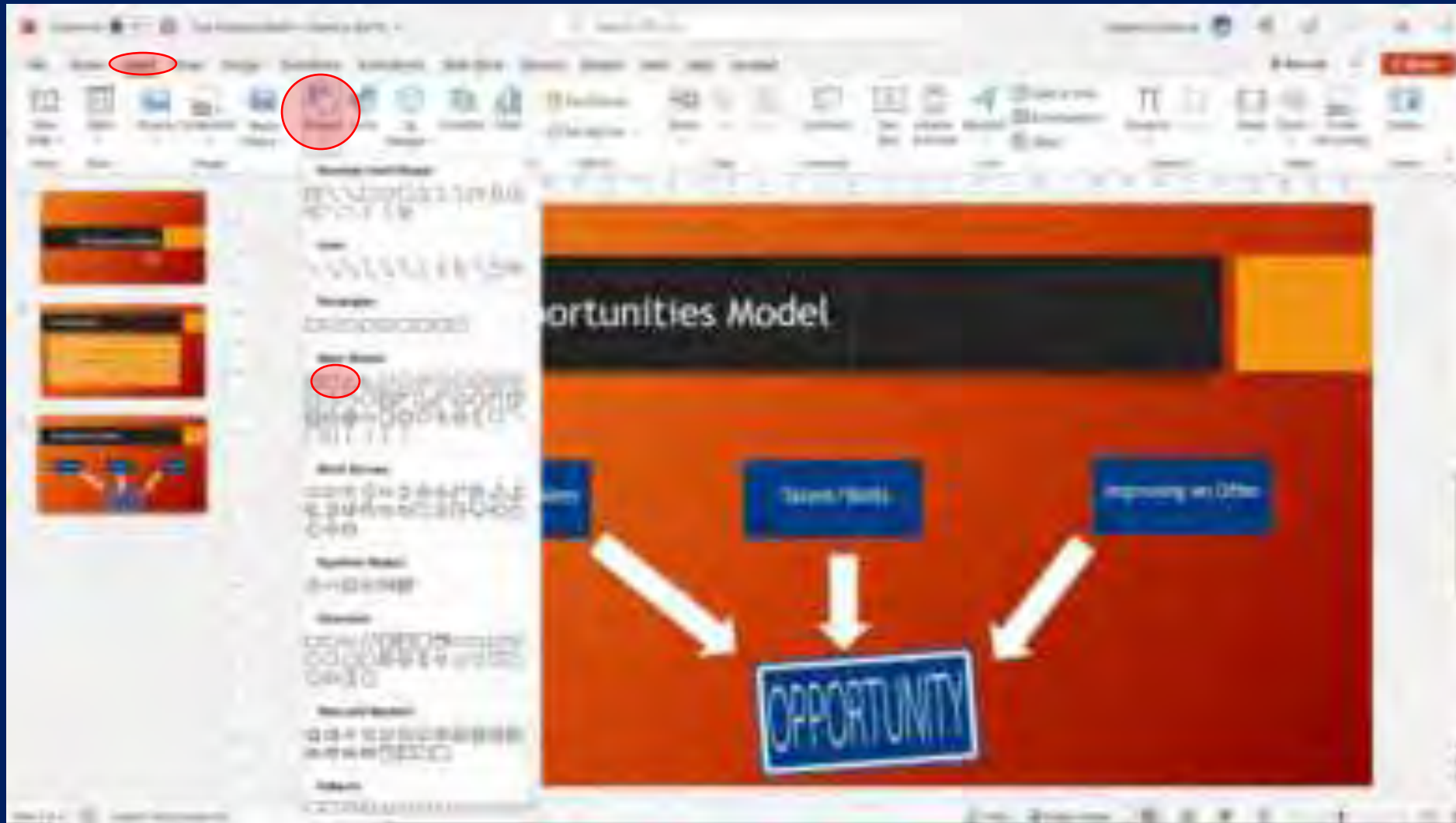


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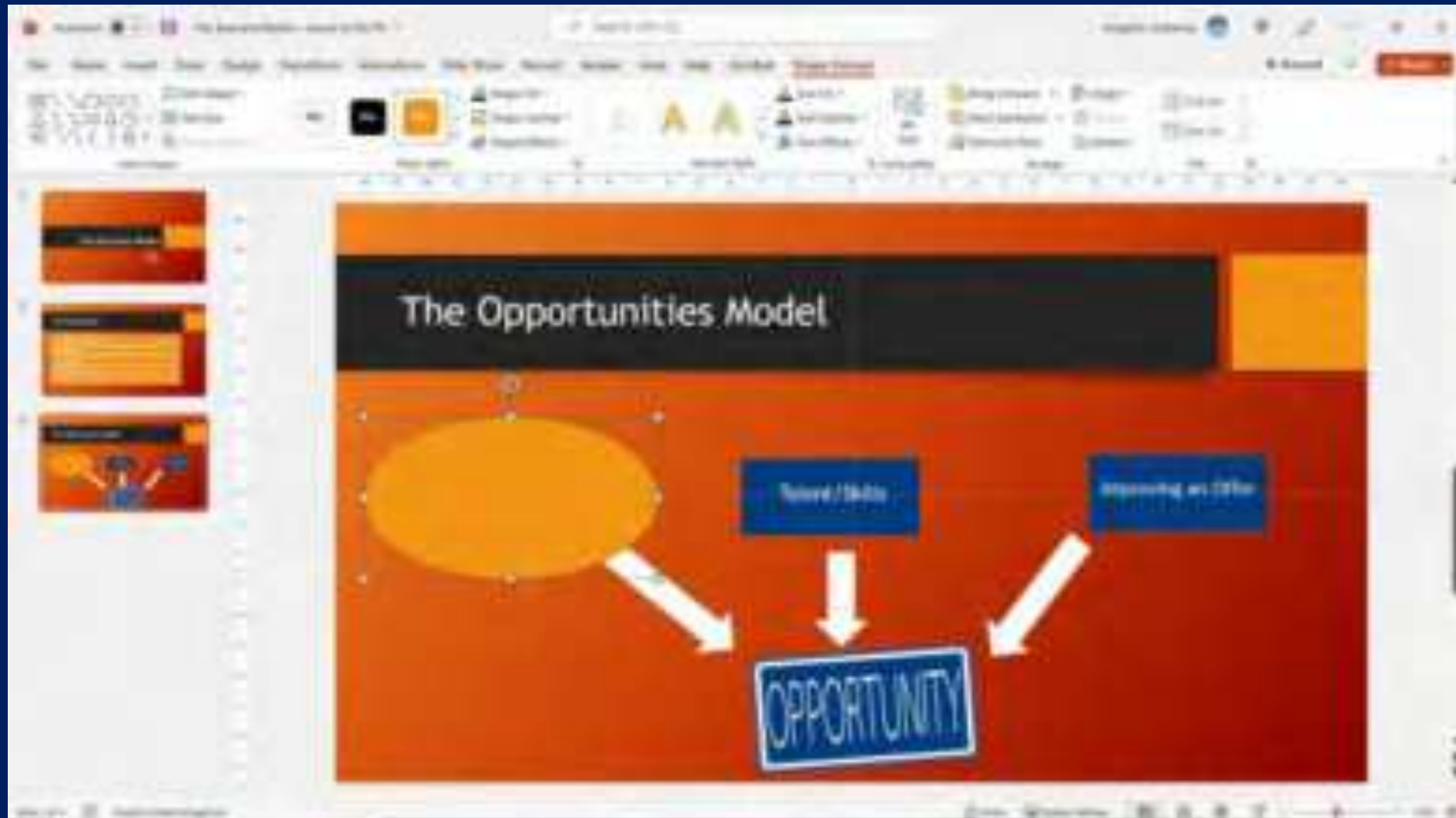
**Hands On**



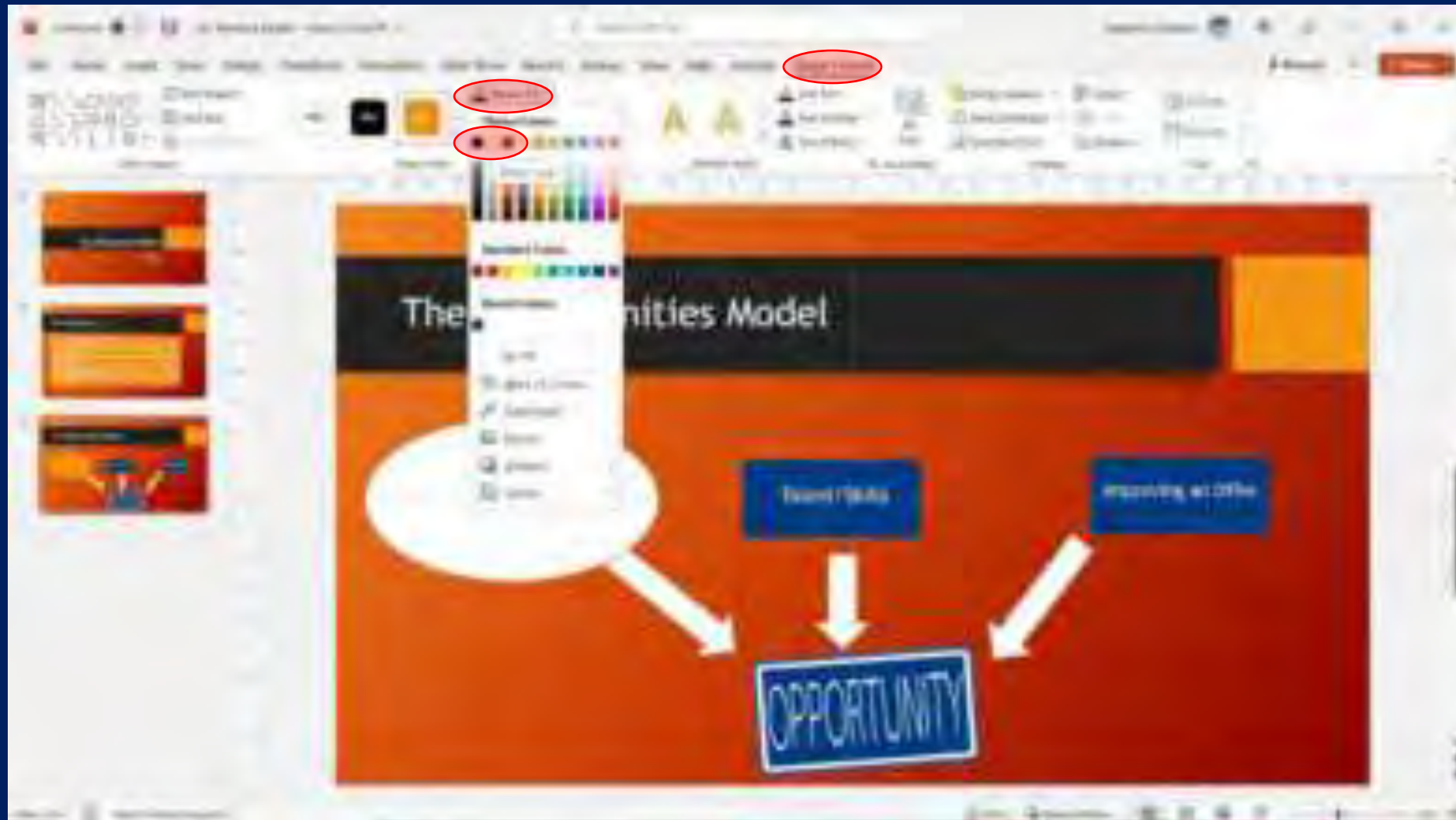
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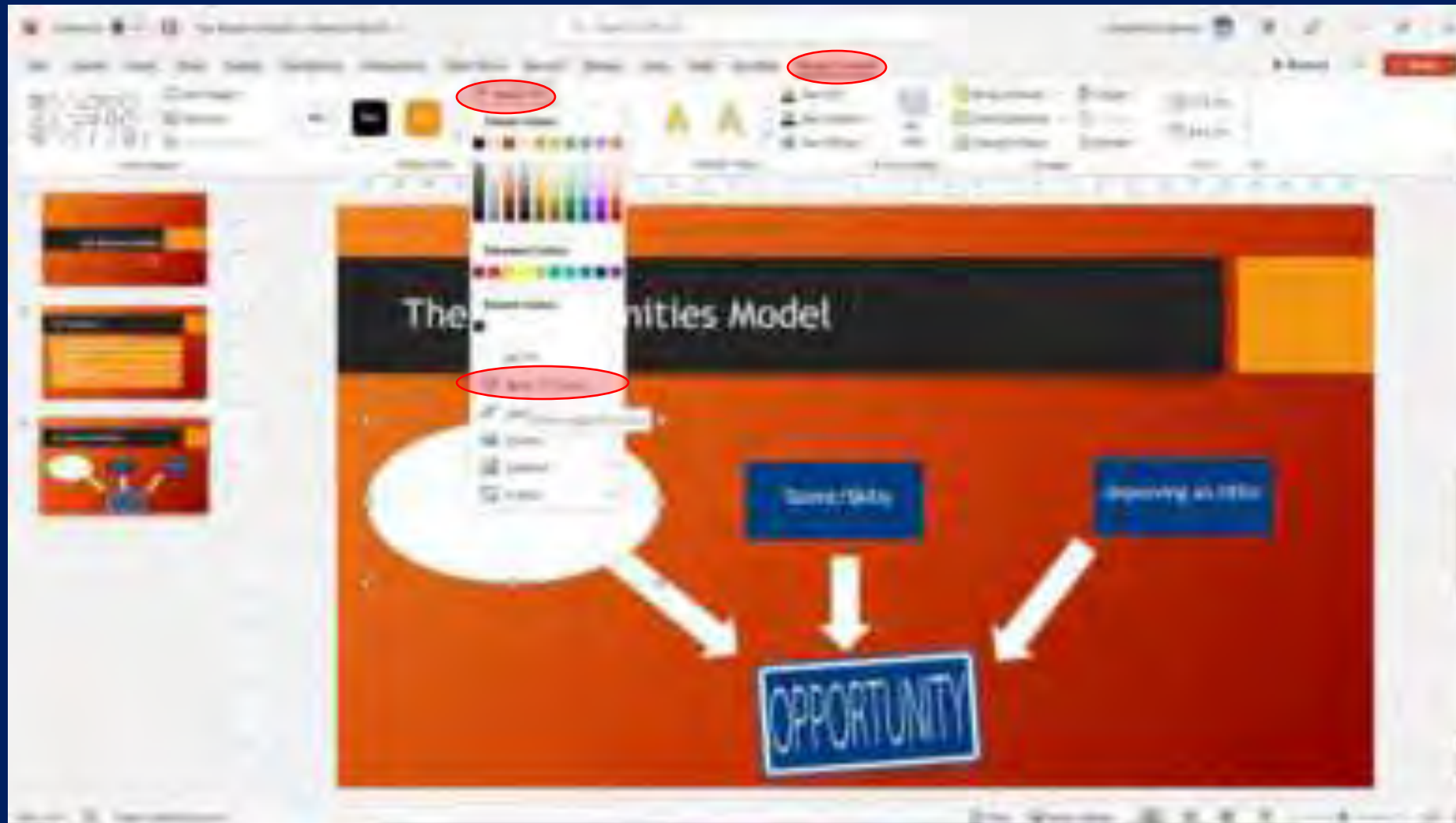
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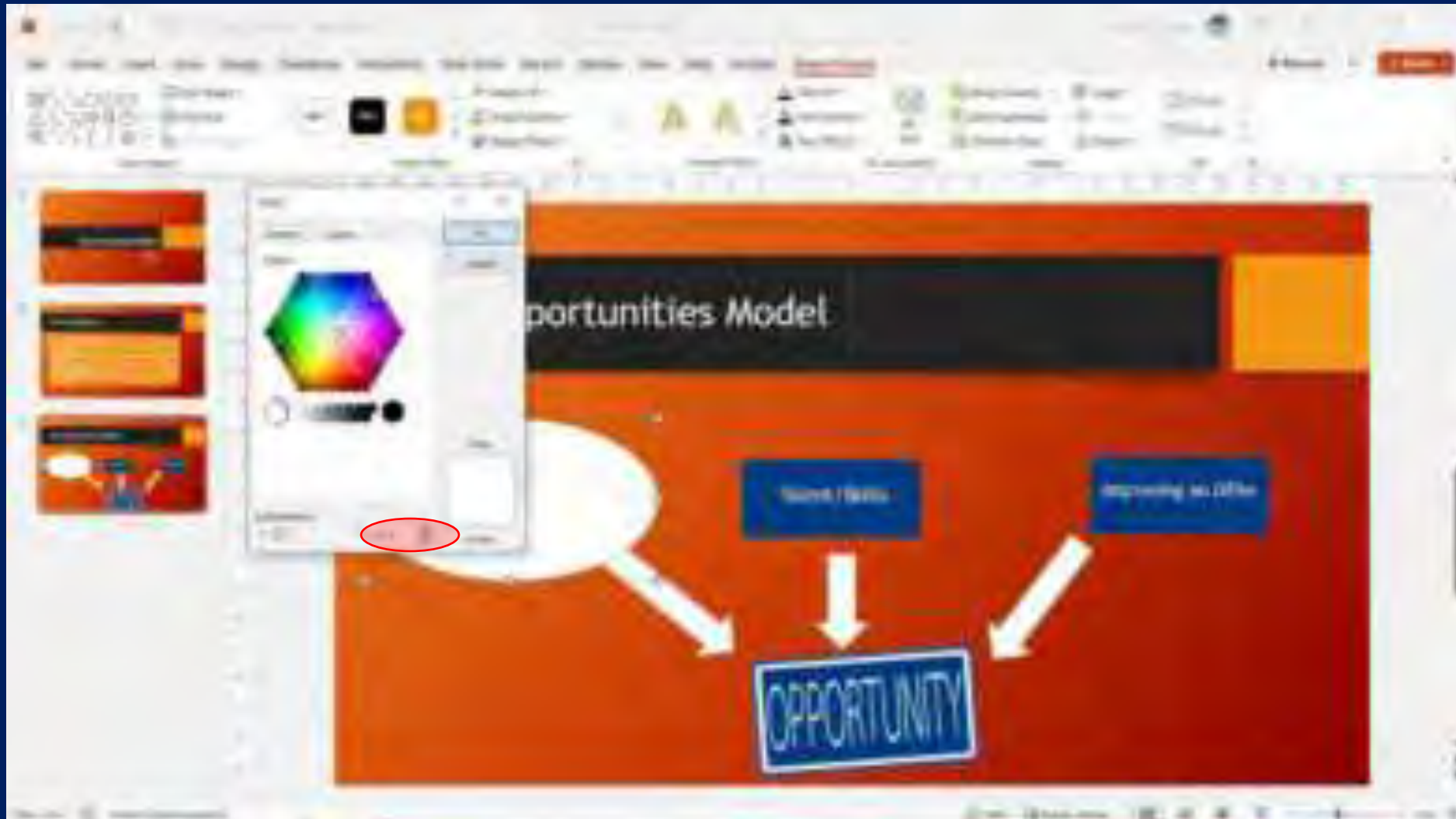
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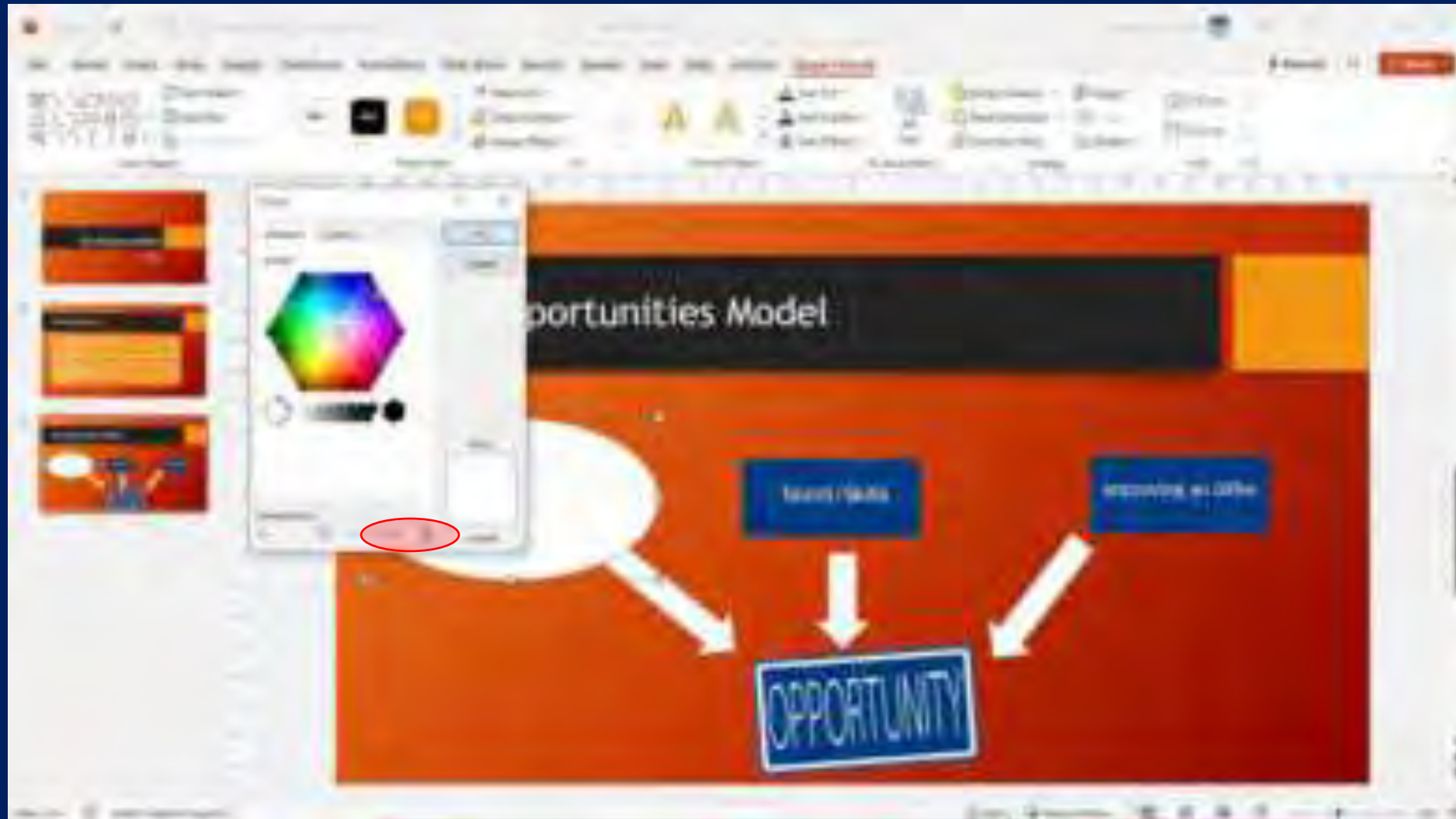
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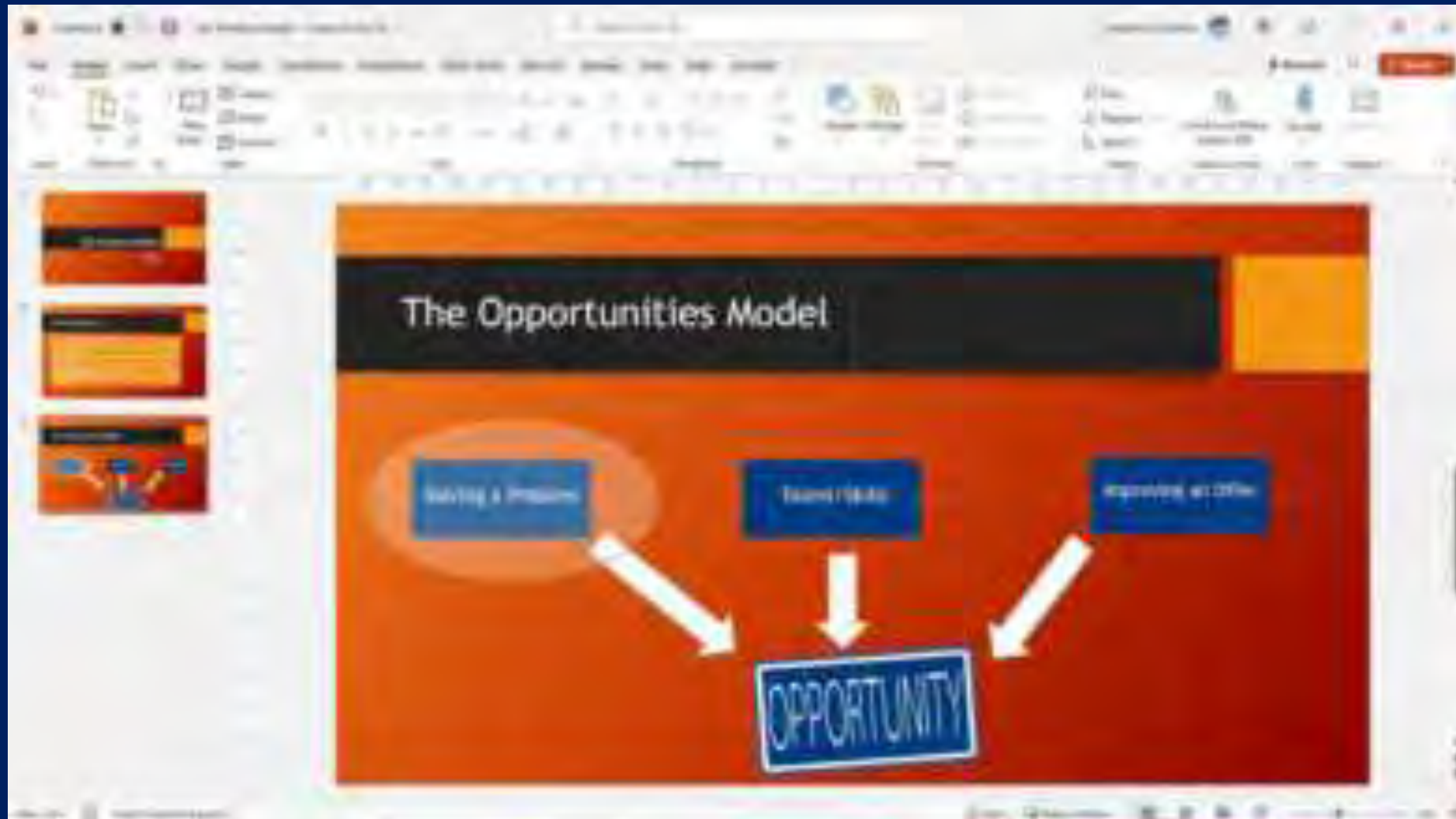
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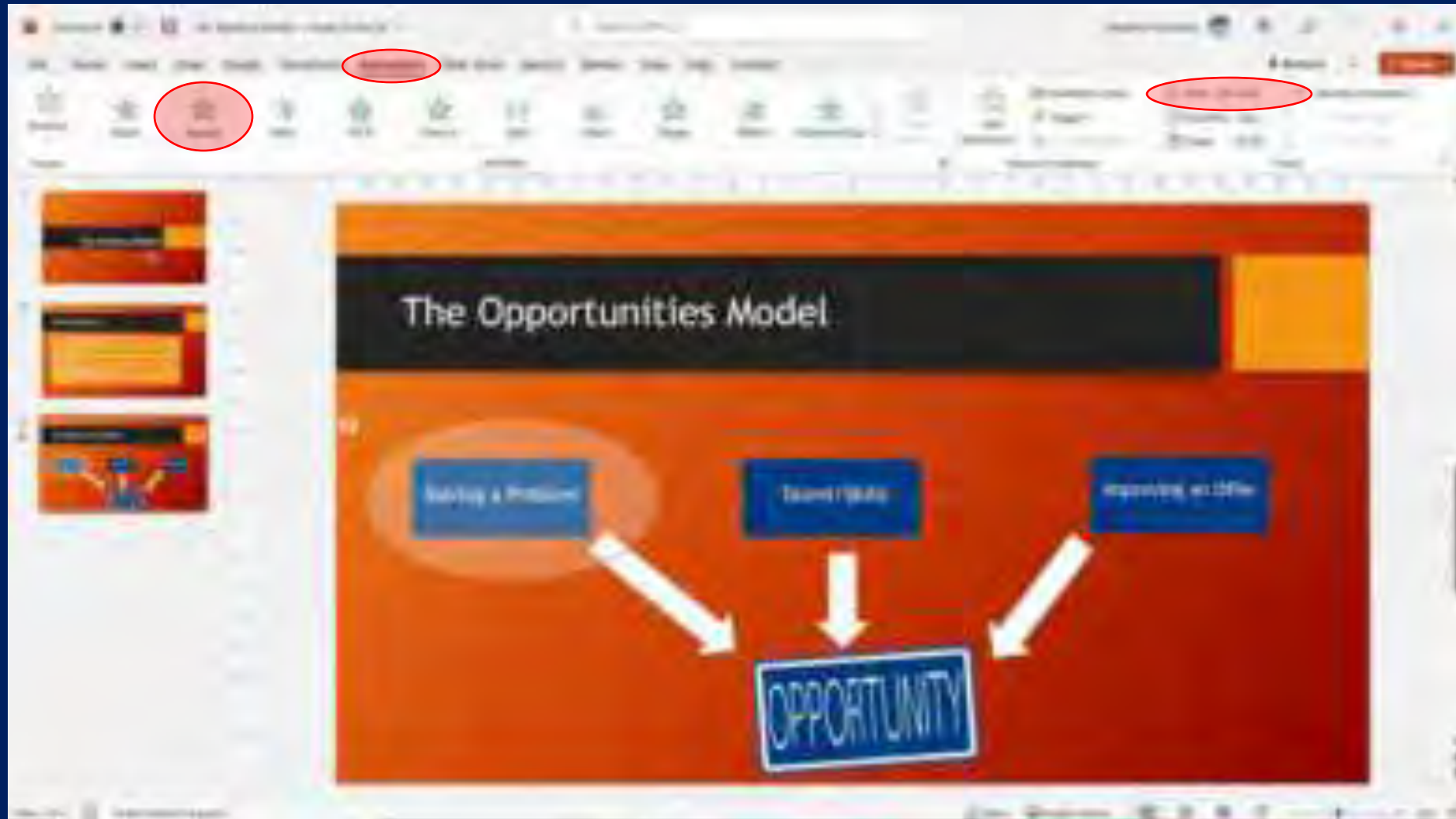


# Inserting Semi Transparent Shapes

**Hands On**



# Inserting Animation

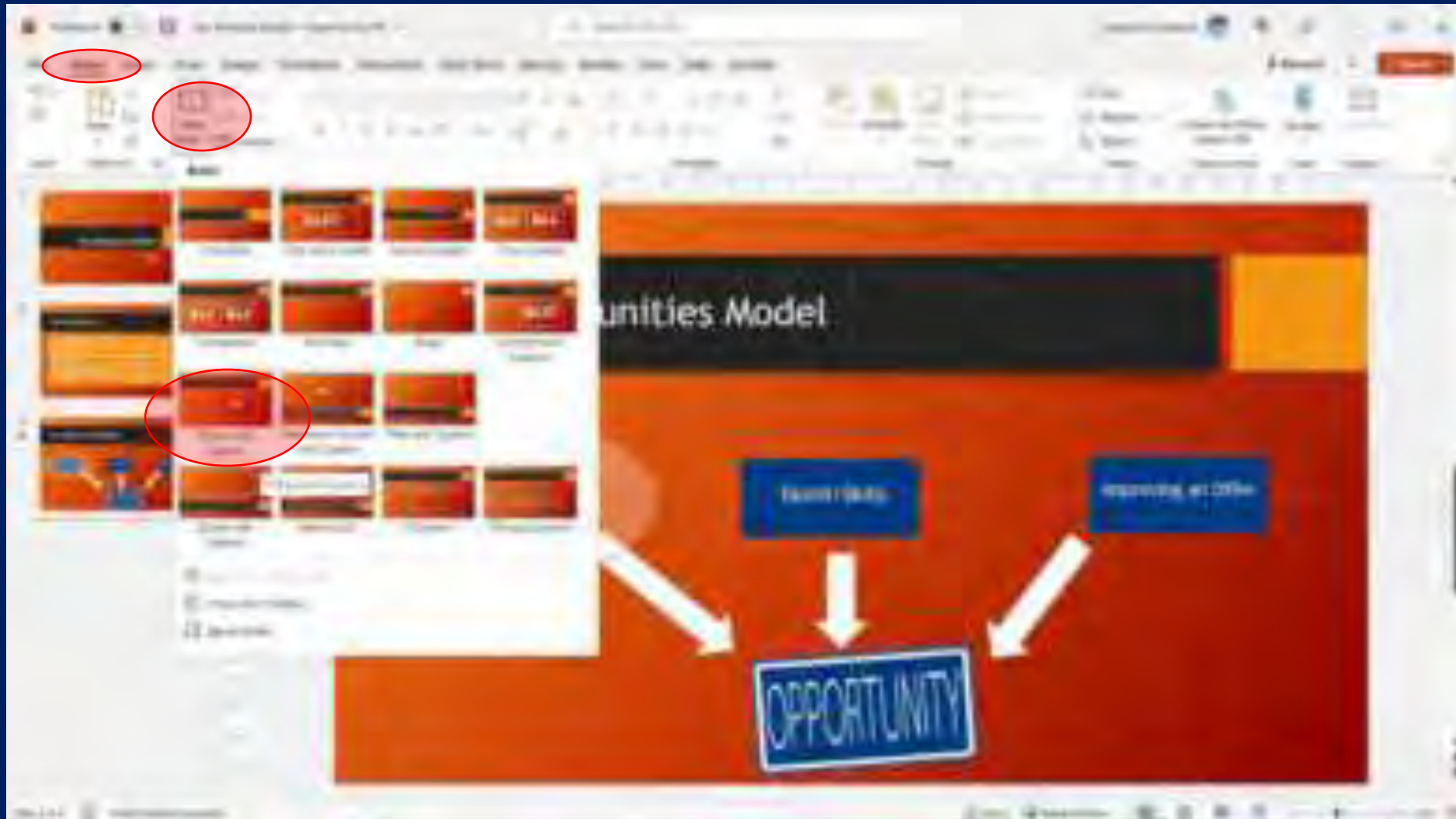


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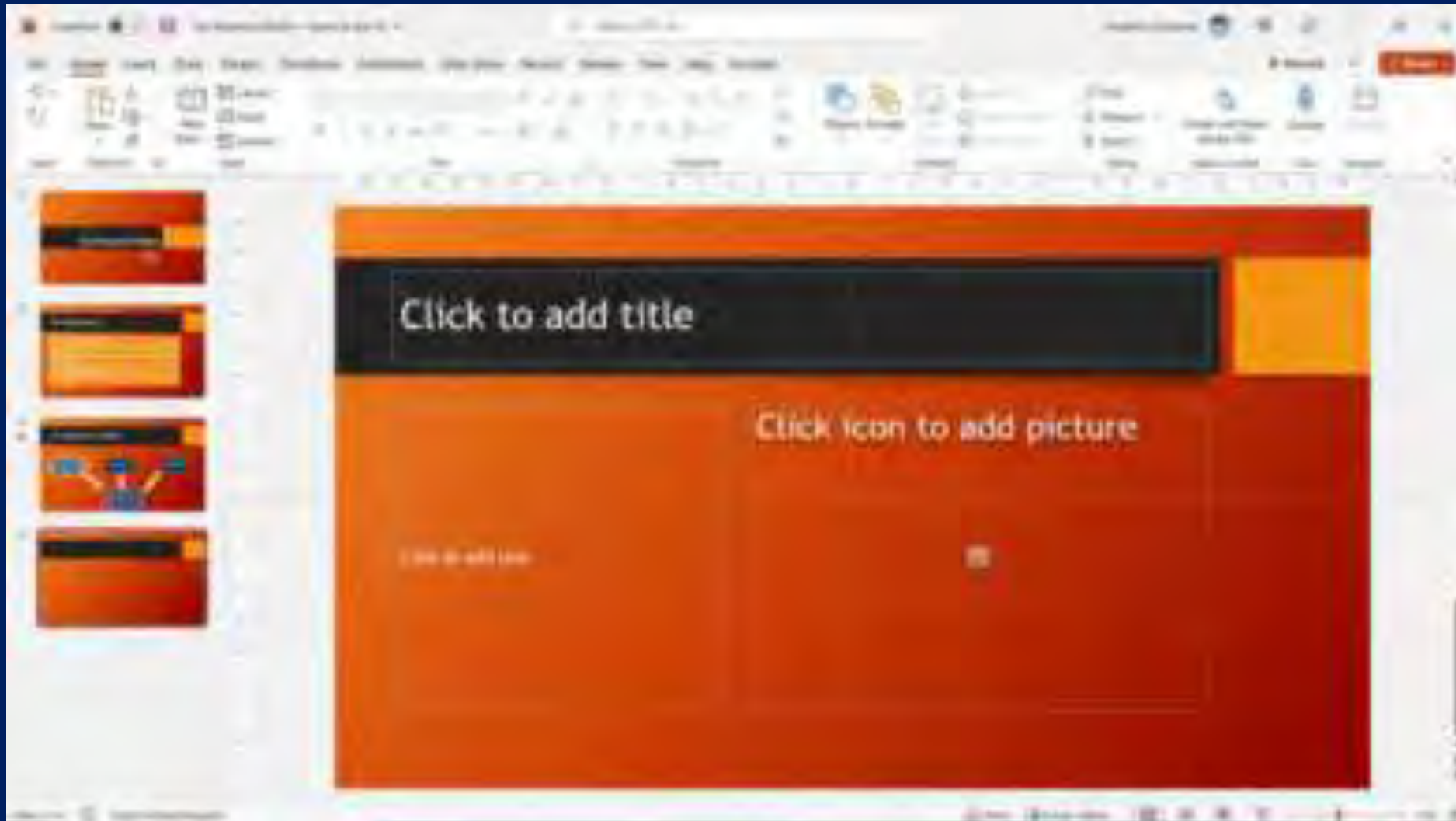
**Hands On**



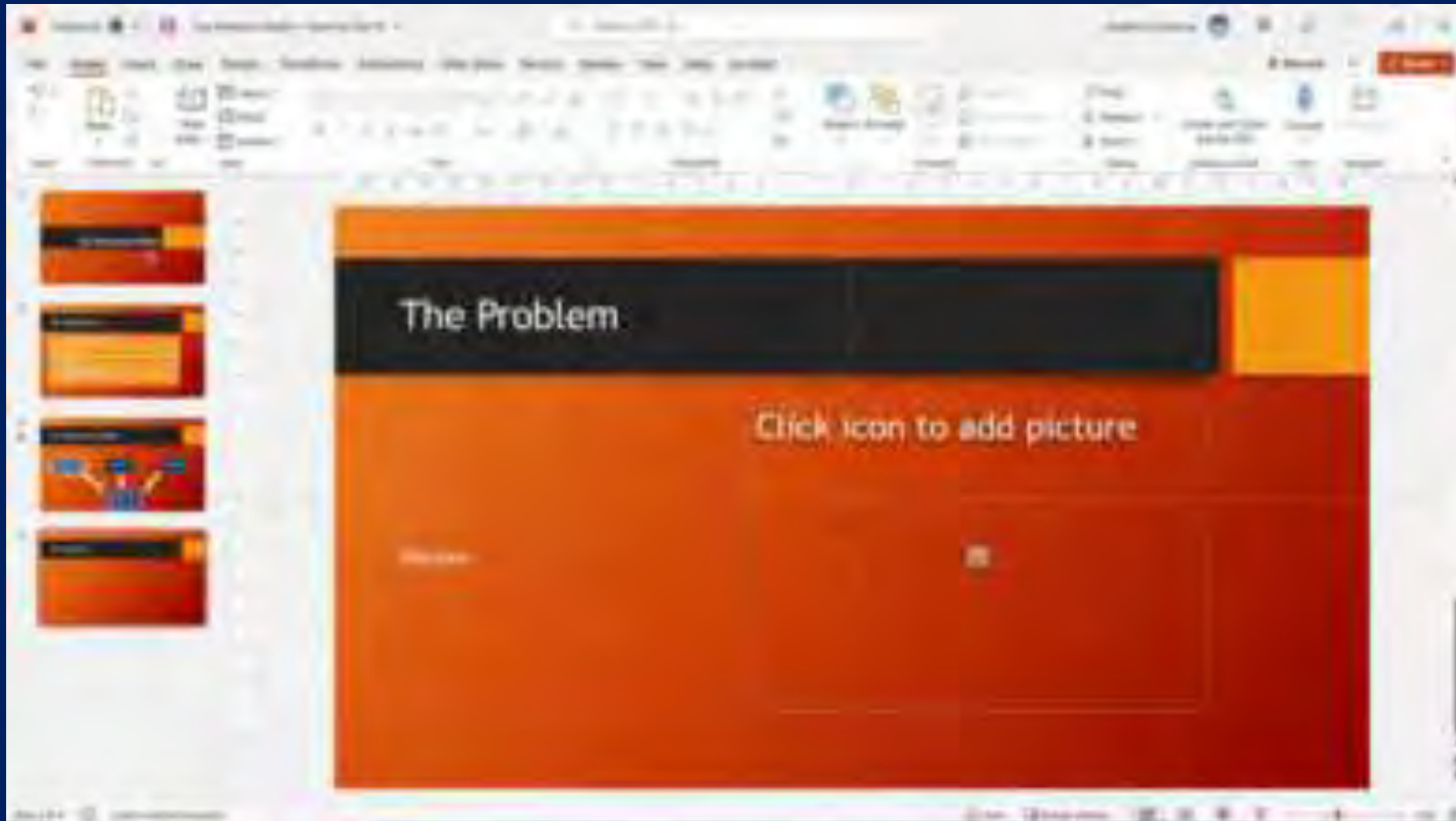
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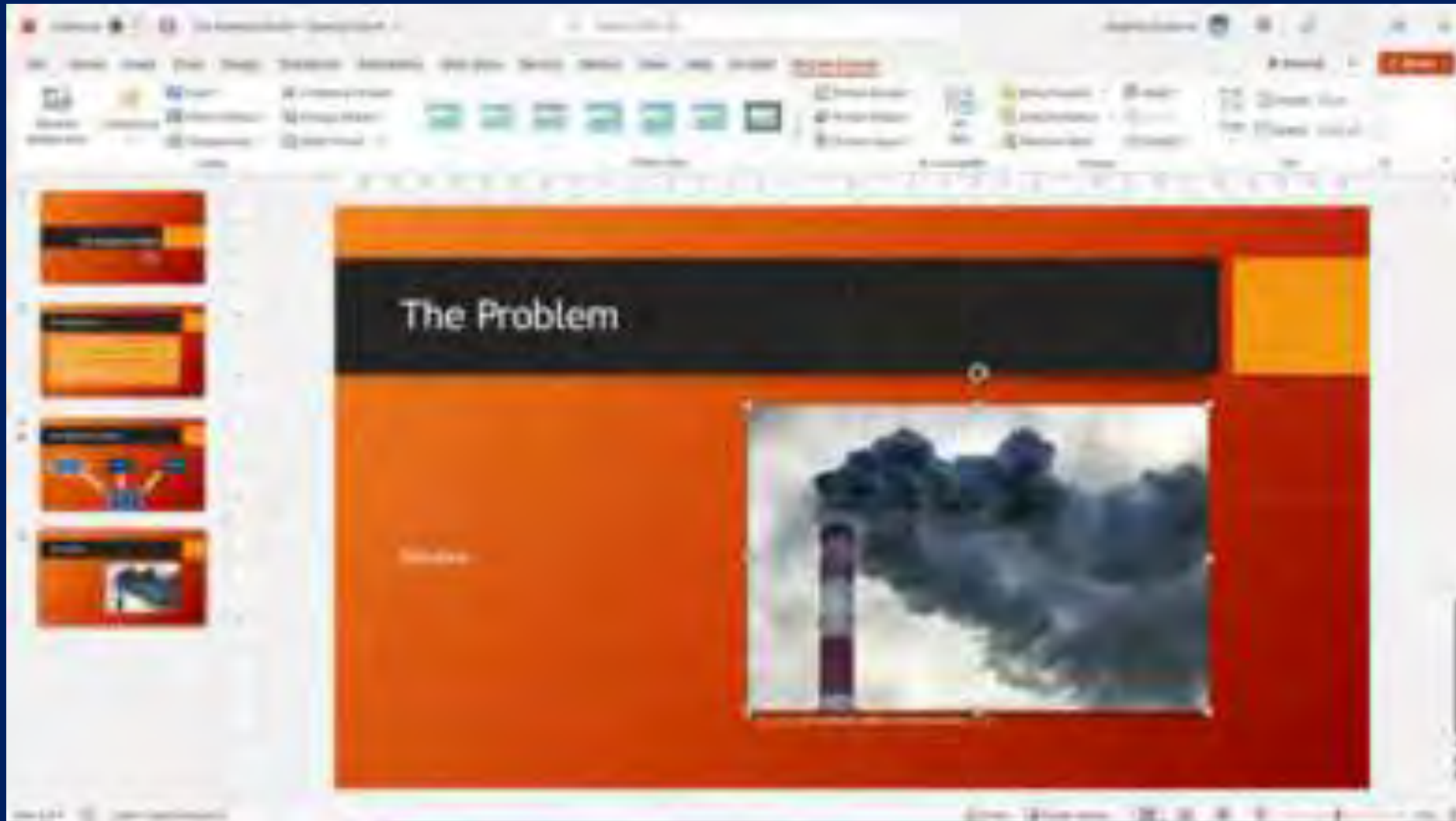
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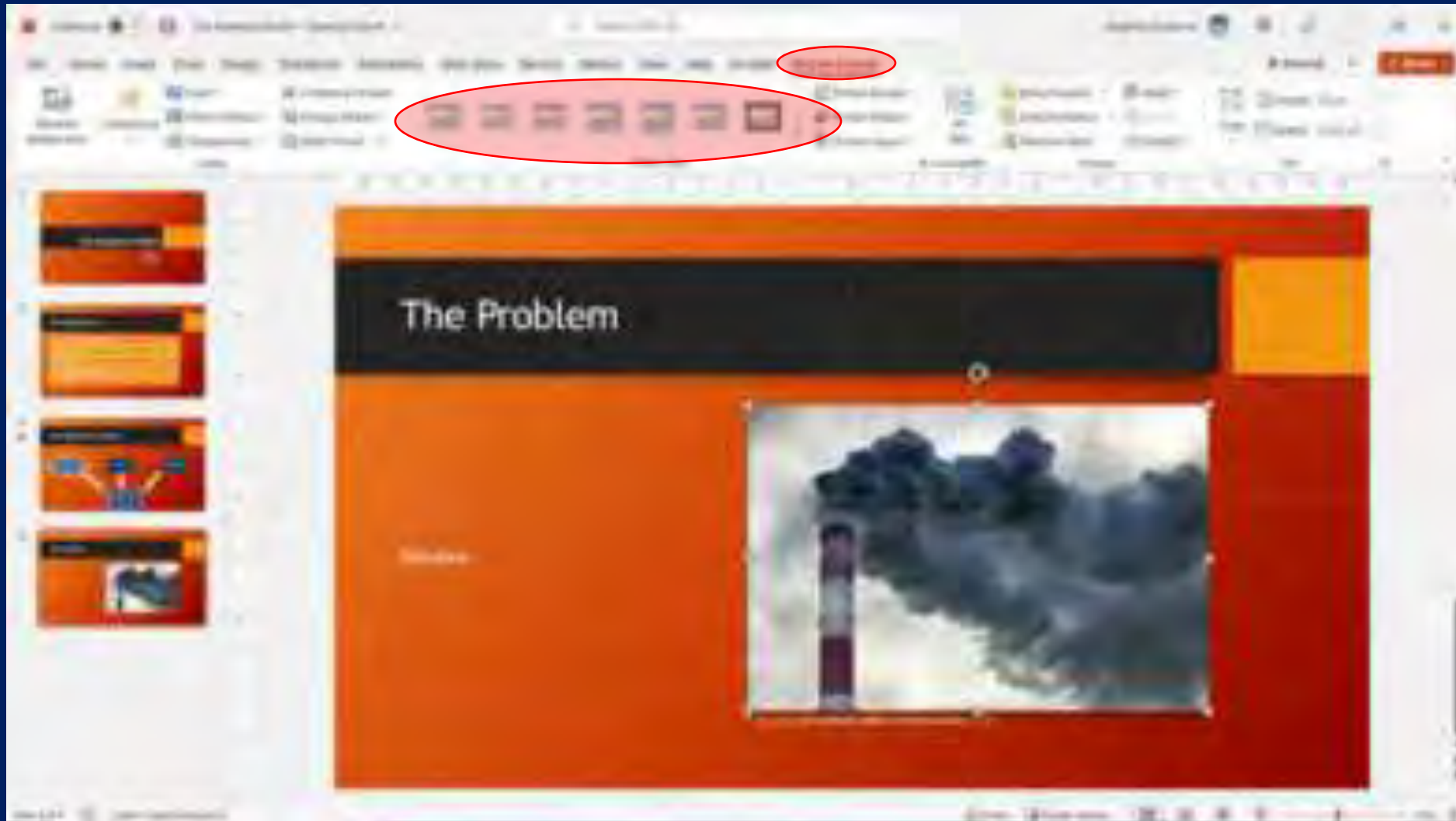
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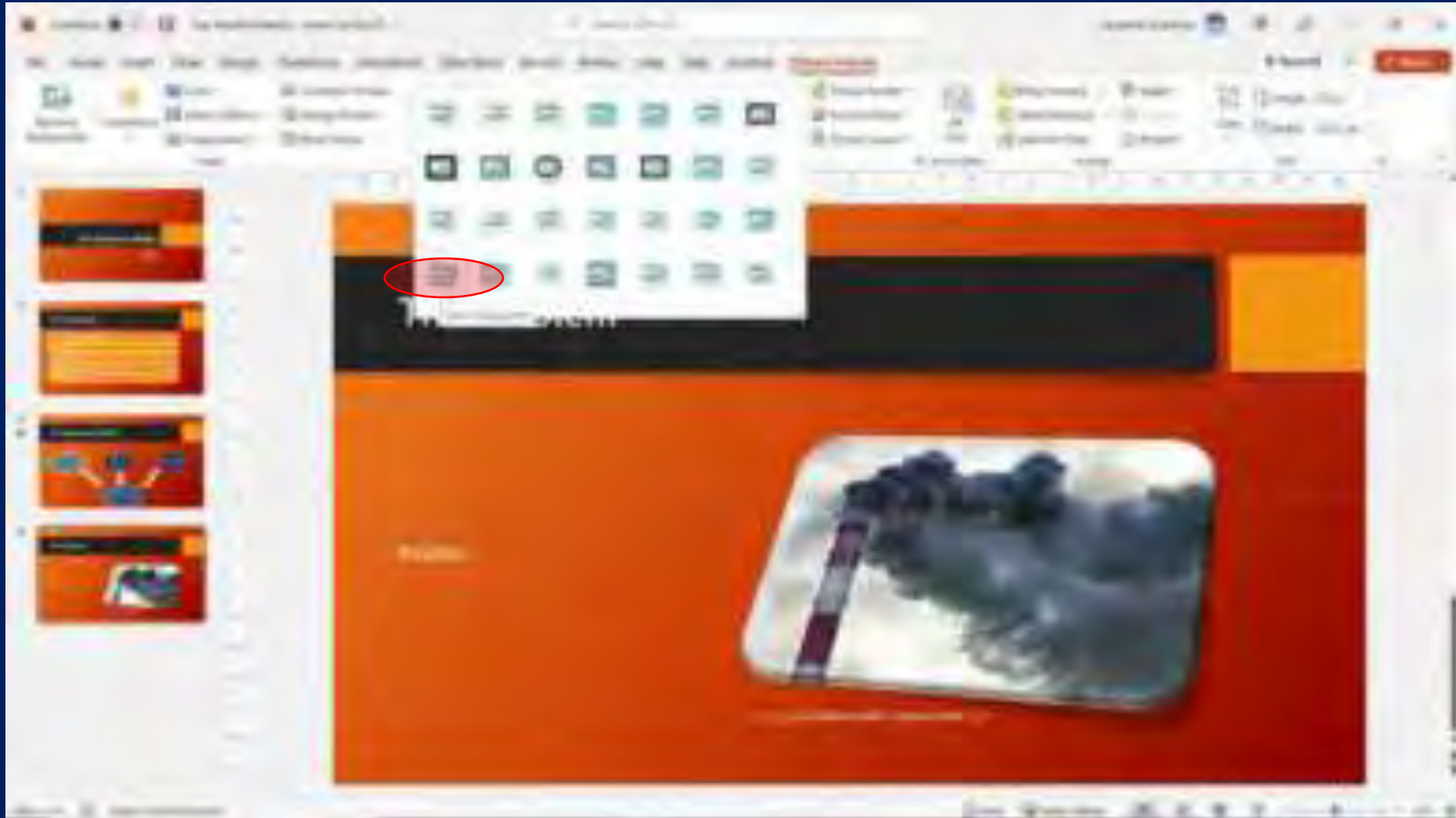
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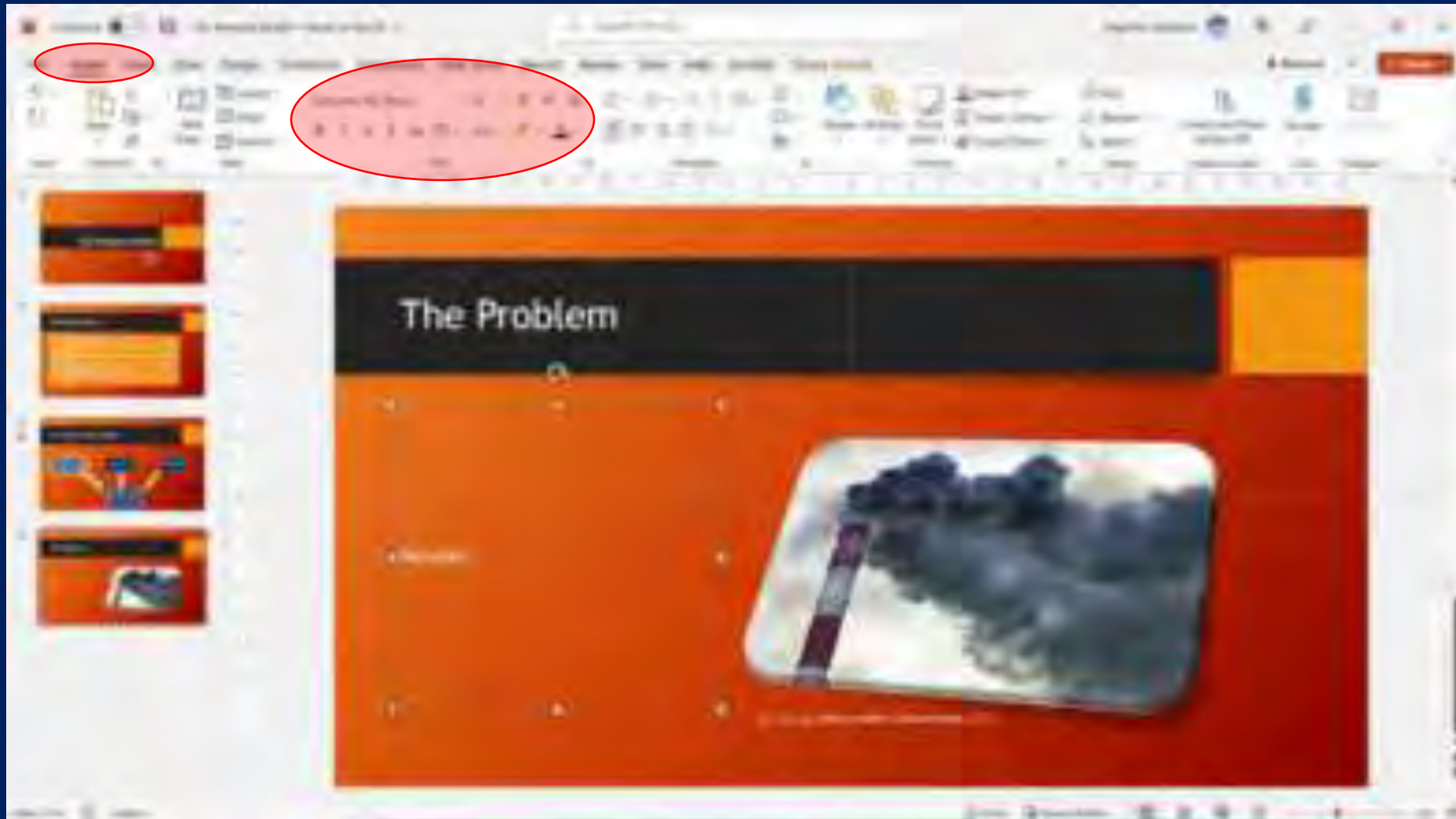
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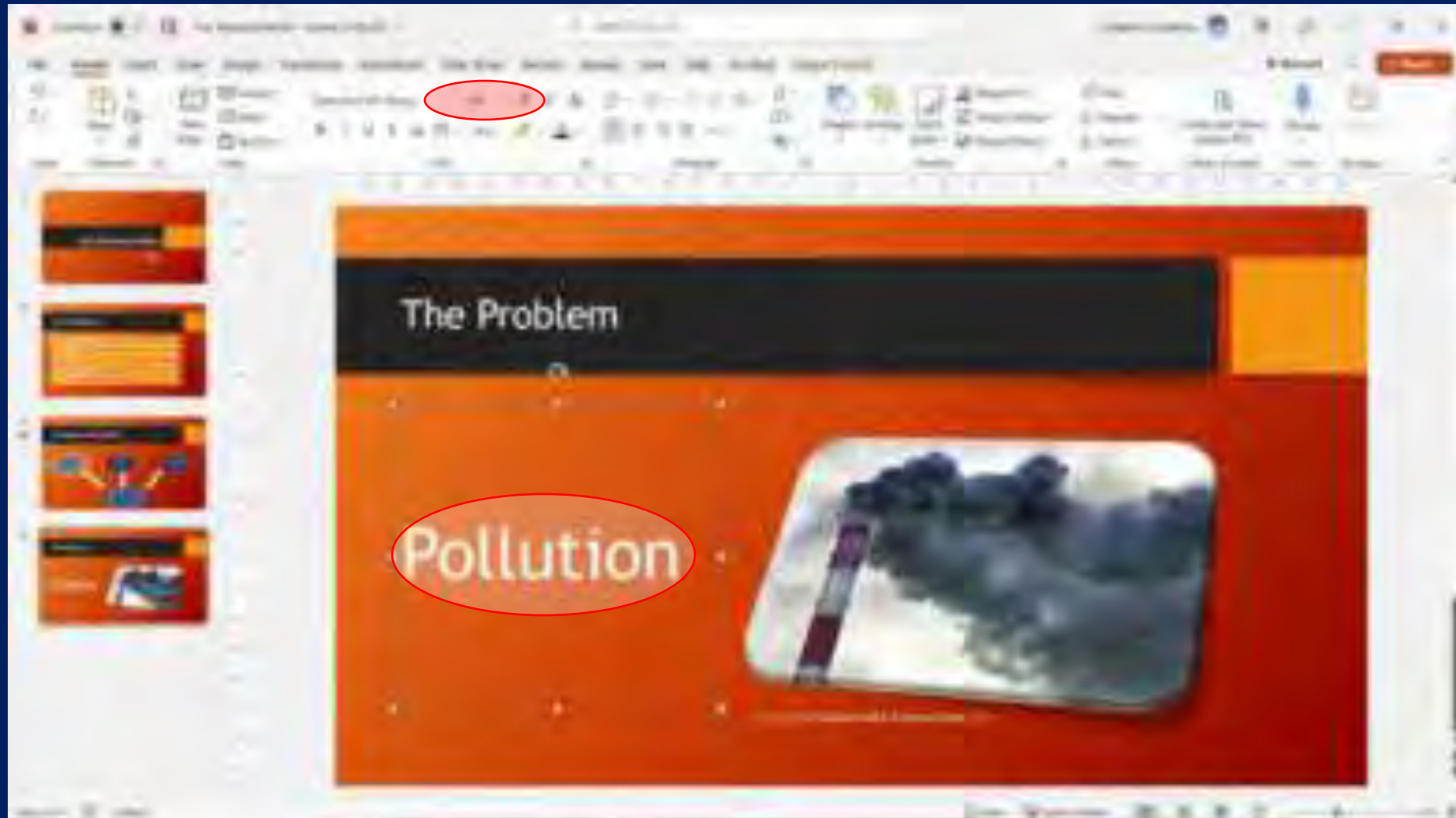
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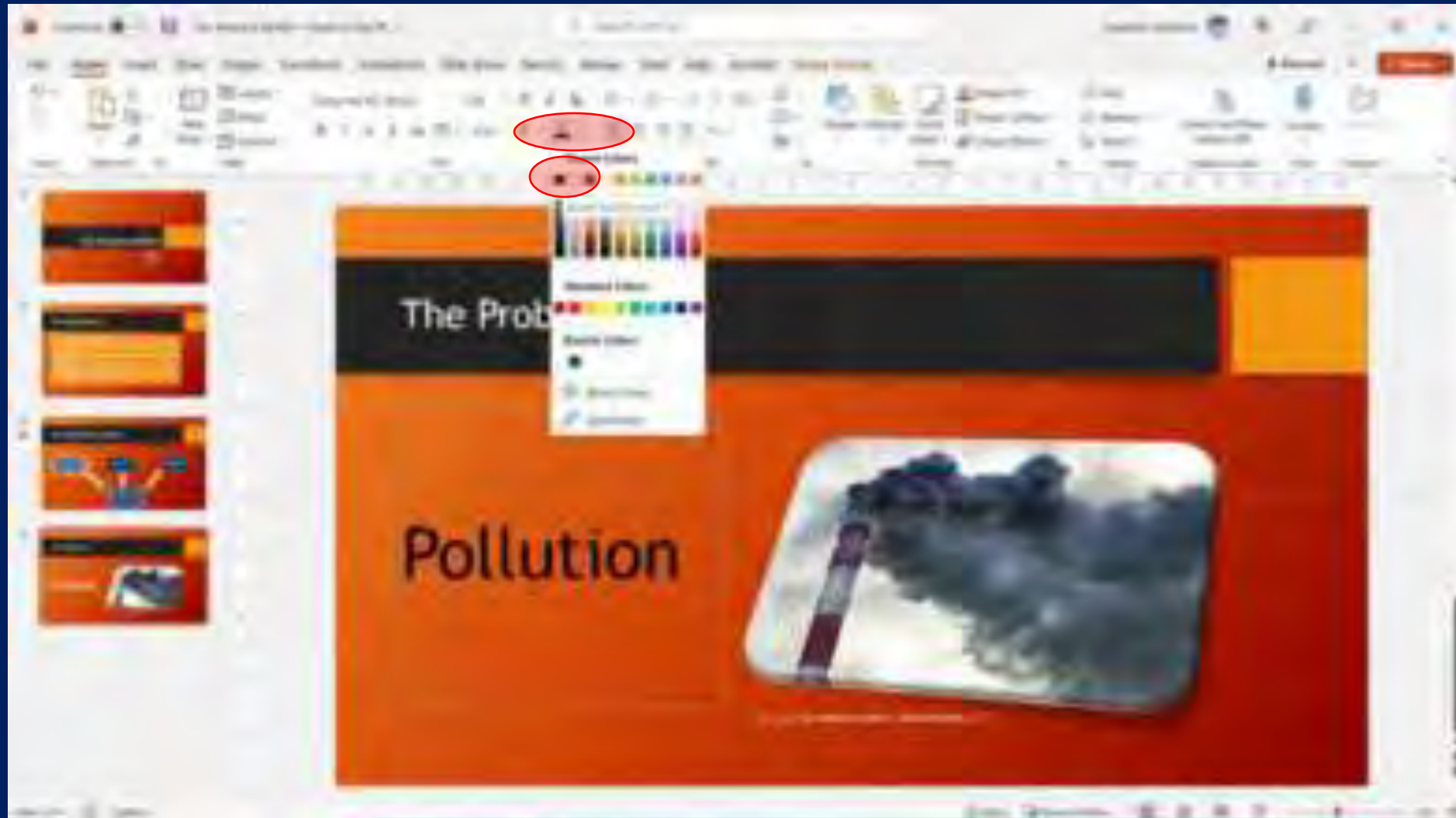
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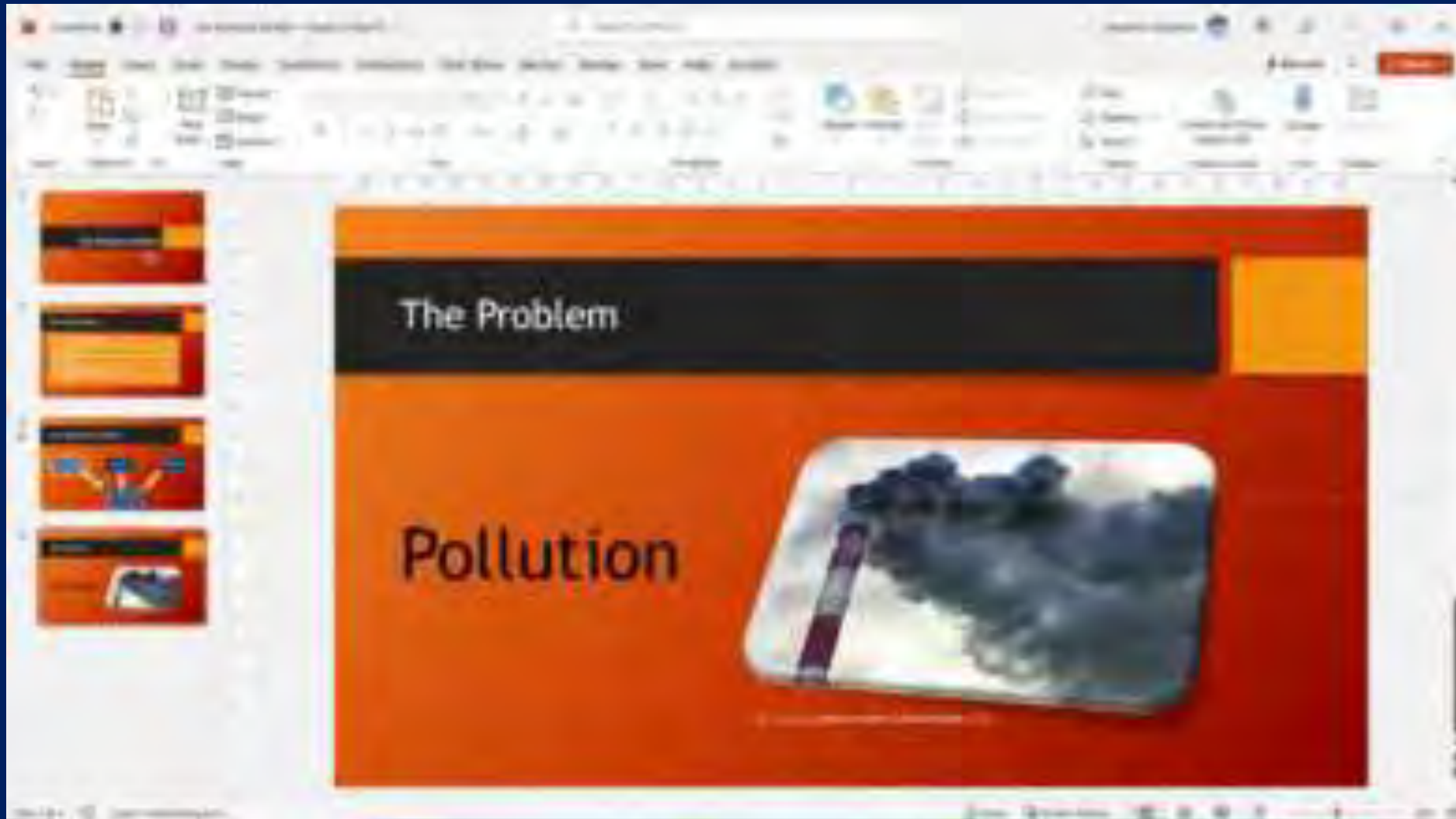
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# PowerPoint Inserting Another Slide

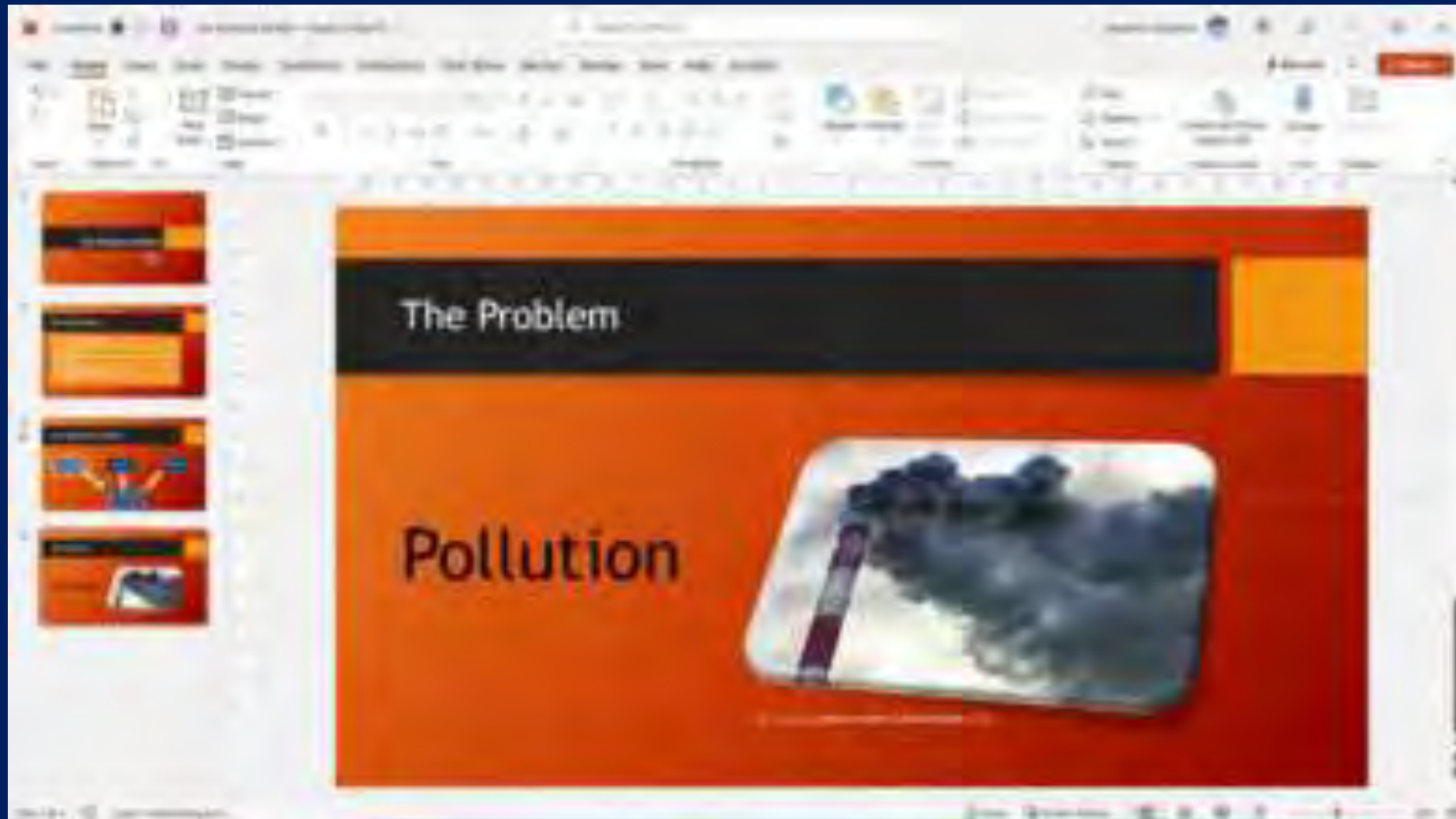


# PowerPoint Inserting Another Slide

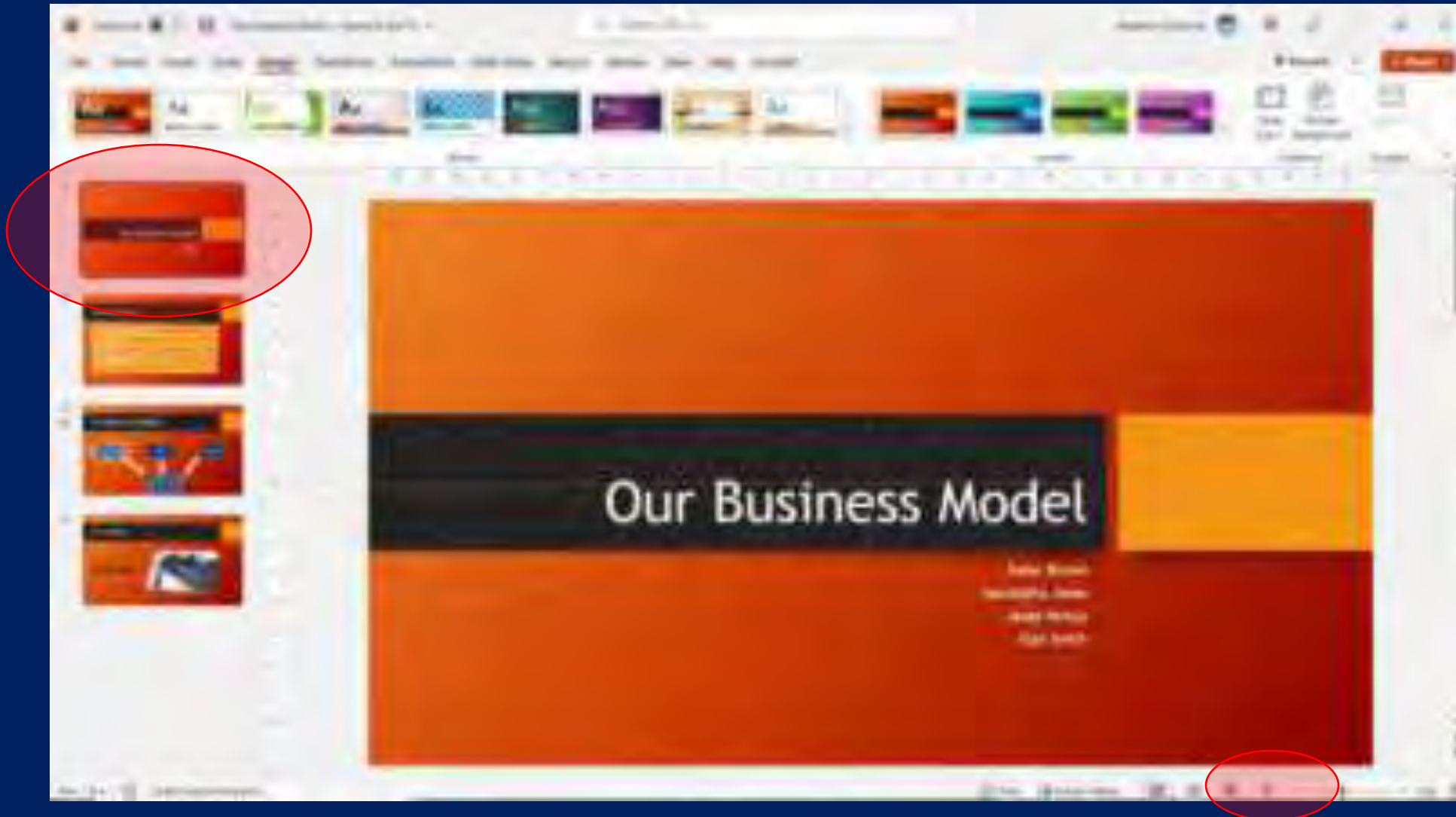
**Hands On**



# PowerPoint Slideshow



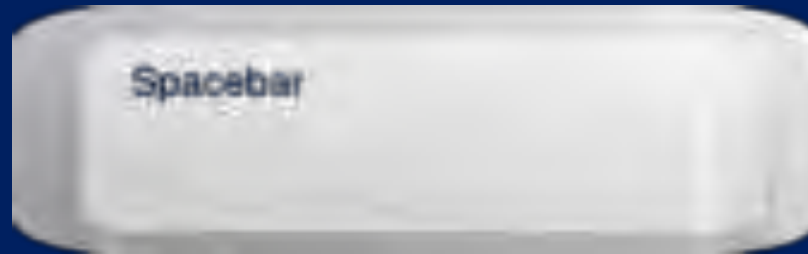
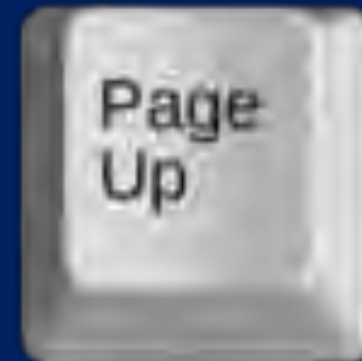
# PowerPoint Slideshow



# PowerPoint Slideshow



# PowerPoint Slideshow



# 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.**
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  - Include **only the main speaking points** in the form of short concise bullets.



# In-Class Group Presentation

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  - Powerpoint is there as your presentation aid **not the main source of information.**
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  - 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** to view presentation on different devices.
  - Use them **only for a few** stages of a process.
  - Use only subtle transitions as **backgrounds** etc.
  - Do not use more than **one** different type of transition in one slide.



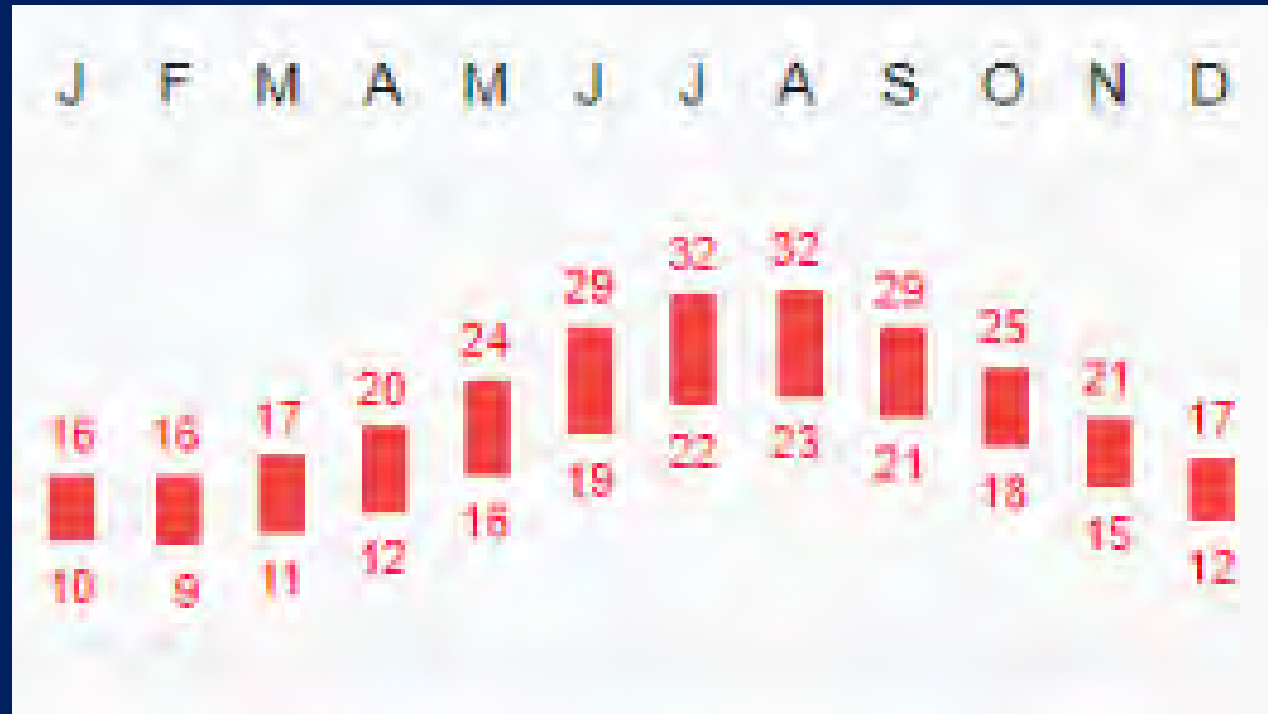
# In-Class Group Presentation

- 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 (alpha) | 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

[illegible]

# Presentation

- *Maximum score*      *100*
- *Weighted*              *20*





# Next Session

*Starts at 09:00 a.m. sharp*

*Digital Marketing Tomorrow in Naxxar – Rooms 1 and 2*

*Business Administration on Saturday in Naxxar – Room 3*

*Starts at 5:30 p.m. sharp*

*Occupational Health & Safety in Naxxar – Room 3*



# Introduction Session 04

**Lecture Title: PowerPoint**

**Lecturer: Mr Angelito Sciberras**

**Date: 1 October 2025**

