

# Presentation Software

- A presentation program is a computer software package used to organize and display information, normally in the form of a slide show.

## Examples of Presentation Software include:

- Microsoft PowerPoint
- OpenOffice.org Impress
- Kpresenter
- AppleWorks,
- Adobe Persuasion
- Corel Presentations
  
- Lotus freelance etc

# ADVANTAGES OF PRESENTATION SOFTWARE OVER TALK AND CHALK METHOD

- The presentation usually draws more attention from the audience
- Multi media components such as video clips, audio clips and clip art images can be included onto your slides
- The timings of the slides can be set so that the presentation automatically displays the next slides after a given period of time

- The presentations usually provides a wide variety of presentation formats and layouts for the slides
- The presentation can be viewed and printed in different formats e.g. the outline formats, the notes page format, the audience handout formats
- Easy to use because of auto correct features
- It is faster and accurate than the talk and chalk

# Features of Presentation Soft

- **Slide**

A slide is a single page of a digital presentation created in presentation software programs such as PowerPoint, OpenOffice Impress.

- **Slide Layout**

The slide layout is the arrangement of all the items that make up a slide, such as title, graphics or text boxes.

- **Animations:**
- *Are visual effects applied to individual items on the slide such as graphics, titles or bulleted points*
- **Transition:**
- *Are visual movements as one slide changes to another.*
- **Slide Show:**
- *is the presentation of all the digital slides created in a presentation program, shown one after the other on a projection screen.*

- **Slide Master:**
- *Is a design template that allows a user to preset layouts, colors and fonts for all slides in the presentation at once*
- **Hyperlink**
- **Allows the user to link slides in a presentation and quickly access another location e.g. link to another file**
- **Notes Area:**
- *Allows the speaker to keep notes for personal reference during the presentation.*
- **Summary slide:**
- *This feature creates one new slide with a list of all the titles of the slides in the presentation*

# Common terms in presentations (cont)

- **Normal View**
- In Microsoft PowerPoint , it is the main working window in the presentation. The slide is shown full size on the screen.
- **Slide Sorter View**  
A window in Microsoft PowerPoint that displays thumbnail versions of all your slides, arranged in horizontal rows.

- **Graphics:** *The presentation application permits the addition of various types of graphics, such as bar charts, line charts, clip art, and photographs.*
- **Headers, Footers, & Slide Numbering:** *Allows you to specify customized headers and footers that the presentation file will put at the top and bottom of every presentation. The presentation automatically keeps track of page numbers so that the correct number appears on each page.*
- **Spell Checker:** *A utility that allows you to check the spelling of words in a presentation file.*
- **Print:** *Allows you to send a presentation file to a printer to get a hardcopy or many hardcopies as you would like.*
- **Thesaurus:** *A built-in thesaurus that allows you to search for synonyms (words with similar meaning) and antonyms ('opposites') without leaving the word processor.*
- **Tables:** *Allows you to add tables and include content in rows and columns*

# Microsoft PowerPoint?

- PowerPoint is an application for creating presentations that can be output as
  - 35mm slides,
  - Paper overheads,
  - Directly from the computer monitor, or
  - Printed as handouts or speaker notes .

