



Co-funded by the
Erasmus+ Programme
of the European Union



SOFIA UNIVERSITY
"ST. KLIMENT OHRIDSKI"
EST. 1888



ICT-TEX course on Digital skills

Topic 2: Basic digital tools and skills

The course is developed under Erasmus+ Program Key Action 2:
Cooperation for innovation and the exchange of good practices [Knowledge Alliance](#)

ICT IN TEXTILE AND CLOTHING HIGHER EDUCATION AND BUSINESS

Project Nr. 612248-EPP-1-2019-1-BG-EPPKA2-KA

The information and views set out in this publication are those of the authors and do not necessarily reflect the official opinion of the European Union. Neither the European Union institutions and bodies nor any person acting on their behalf may be held responsible for the use which may be made of the information contained therein.



Co-funded by the
Erasmus+ Programme
of the European Union



SOFIA UNIVERSITY
"ST. KLIMENT OHRIDSKI"
EST. 1888



2.3. WORKING WITH PRESENTATIONS

[Back to Contents](#)



These slides are part of the Topic 2 on “*Basic digital skills and tools*” of the course on Digital skills in Textile and clothing industry.

Check also the other themes in this topic:

- 2.1. Text formatting
- 2.2. Electronic tables
- 2.4. Working with macros



Co-funded by the
Erasmus+ Programme
of the European Union



SOFIA UNIVERSITY
"ST. KLIMENT OHRIDSKI"
EST. 1888



Contents

- [Presentations basics](#)
- [Presentation design](#)
- [Animations](#)



Presentations basics

- Simplify and limit the number of words on each screen. Use key phrases and include only essential information.
 - Avoid more than 6 words a line
 - Avoid more than 6 lines a slide
 - Avoid long sentences
 - Empty space on the slide increases readability
 - Limit punctuation
- Larger font indicates more important information
 - Font size generally ranges from 18 to 48 point



Presentations basics

- Use contrasting colors for text and background. Dark text on a light background is best.
- Keep in mind that the way your presentation looks like make change when viewed on large screen via projector.
- Avoid extensive usage of animations. It may be tempting and look impressive to you, but is annoying and distracting for the audience



Presentation design

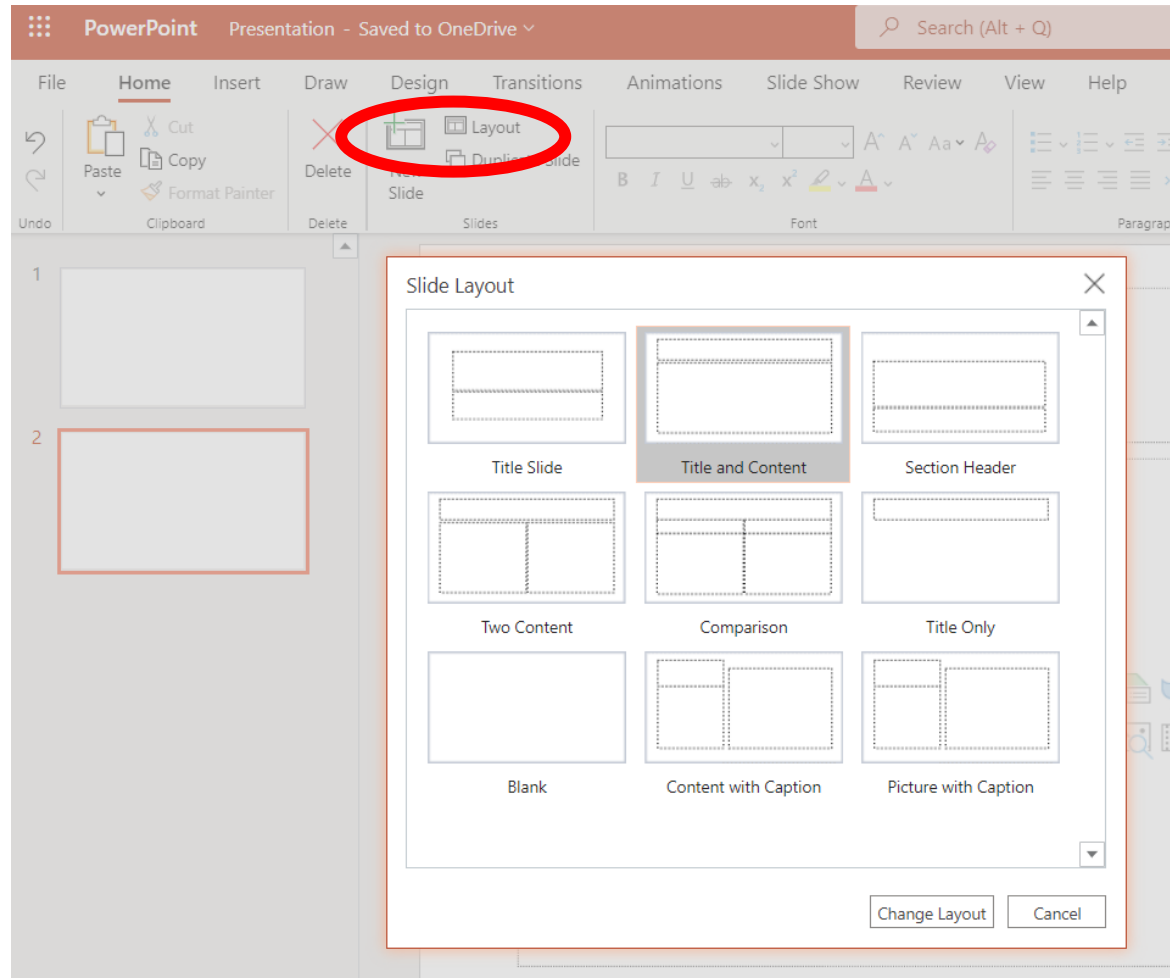
- Different predefined slide designs are available under the *Design* menu in PowerPoint
- You can browse the internet for more or also create your own design

Slide layouts

- Use predefined slide layouts in order to arrange presentation content
- Slide layouts are the best way to maintain uniform look across the presentation
- If needed create additional layouts via the *Slide Master*



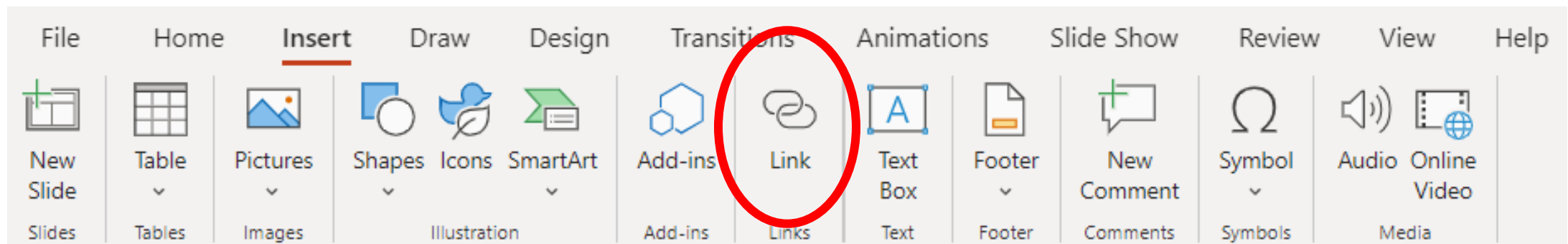
Slide layouts selection





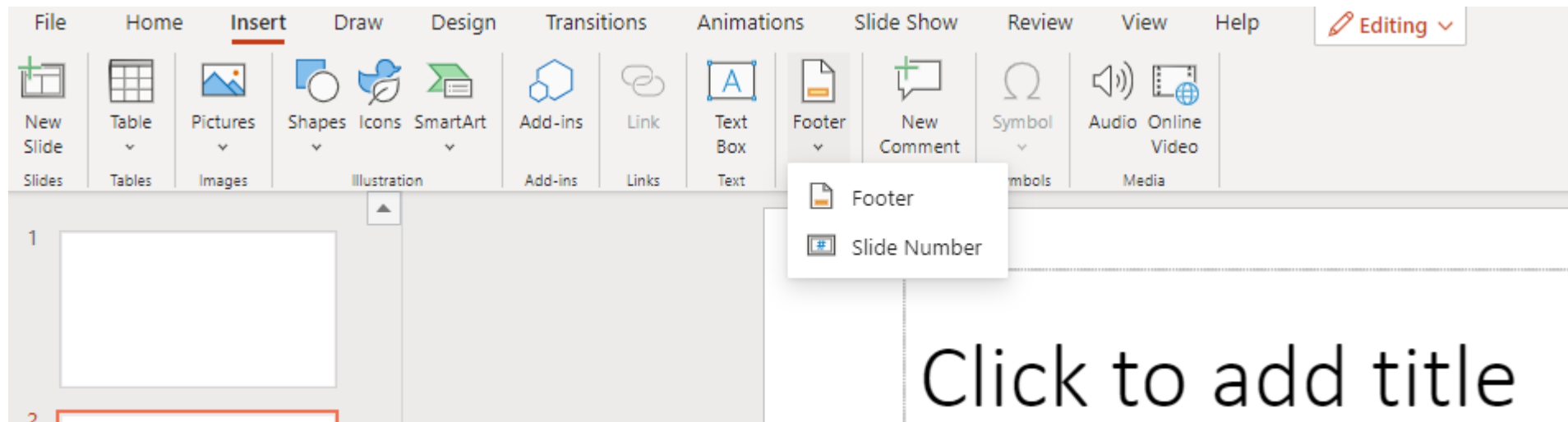
Links to other slides and resources

- You may insert links for interactive navigation between slides of the same presentation or external web resources



Slide footer

- Use footer to
 - Add slide numbers
 - Additional text, recurring across slides





Slide master

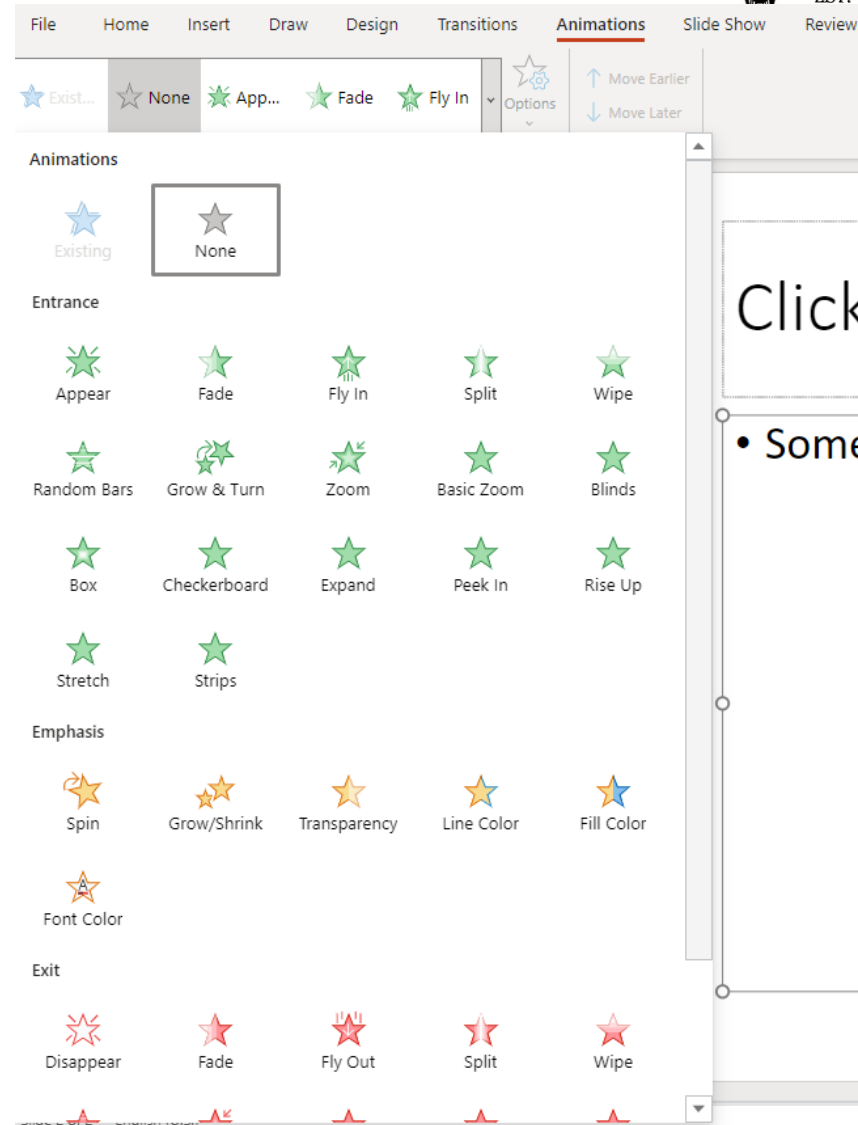
- Offers more advanced management of your presentation
- Allows to add custom presentation templates and design
- Not available in free online PowerPoint application
- For more information on Slide master, see the YouTube video in the additional materials for this topic

Animations

- As already said animations should be used wisely and in rare fashion.
- There are three basic animation types
 - Object (like text, picture, etc.) entrance – sets how object appear into the slideshow
 - Object exit - sets how object leave the slideshow
 - Object emphasis – may be used to focus onto an object



Animations





References

- 10 Simple Design Rules for Professional Microsoft Word Documents, <https://www.makeuseof.com/tag/design-rules-word-documents/>
- Excel formulas – introduction (tutorial), <https://edu.gcfglobal.org/en/excelformulas/functions/1/>
- Tips for Creative Effective Powerpoint Presentations, <https://www.unl.edu/gradstudies/connections/tips-creative-effective-powerpoint-presentations>
- How to Write Macros in Excel, <https://www.guru99.com/introduction-to-macros-in-excel.html>

All were last visited in April 2021

CONTACTS

Coordinator:

Technical University of Sofia

Project coordinator:

assoc. prof. Angel Terziev, PhD
aterziev@tu-sofia.bg

Web-site: ICT-TEX.eu

Author:

Assoc. professor Aleksandar Dimov
Sofia University "St. Kliment Ohridski"
aldi@fmi.uni-sofia.bg

Contributors:

Reni Radkova, Radostina Mihaleva
Sofia University "St. Kliment Ohridski"
{renird, rimihaleva}@fmi.uni-sofia.bg



Co-funded by the
Erasmus+ Programme
of the European Union

KNOWLEDGE ALLIANCE

ICT-TEX

ICT IN TEXTILE AND CLOTHING
HIGHER EDUCATION AND BUSINESS

These slides and the materials included in these slides (including references) are for educational purposes only. The use of slides should be done with correct citation and only for educational purposes.

The information and views set out in this publication are those of the authors and do not necessarily reflect the official opinion of the European Union. Neither the European Union institutions and bodies nor any person acting on their behalf may be held responsible for the use which may be made of the information contained therein.