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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

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2.3. WORKING WITH PRESENTATIONS

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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



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Contents

- [Presentations basics](#)
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- [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*



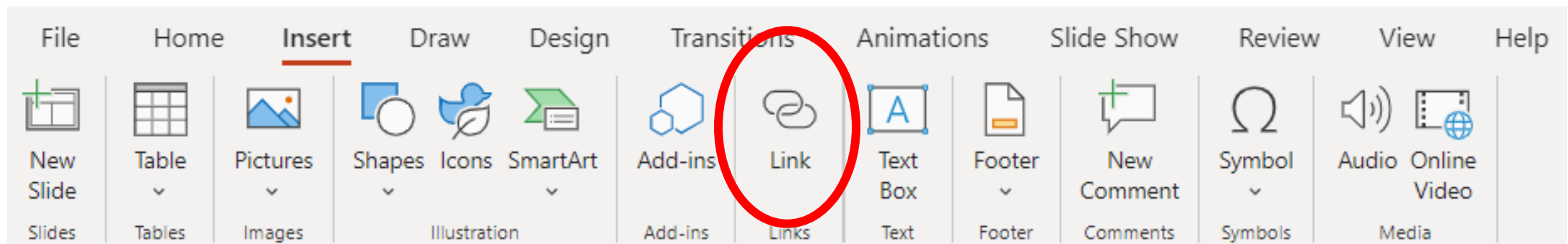
Slide layouts selection

The screenshot shows the Microsoft PowerPoint interface. The 'Design' tab is active, and the 'Layout' button is circled in red. A 'Slide Layout' task pane is open, showing a grid of layout options. The 'Title and Content' layout is selected. The task pane includes a search bar, a close button, and 'Change Layout' and 'Cancel' buttons at the bottom.



Links to other slides and resources

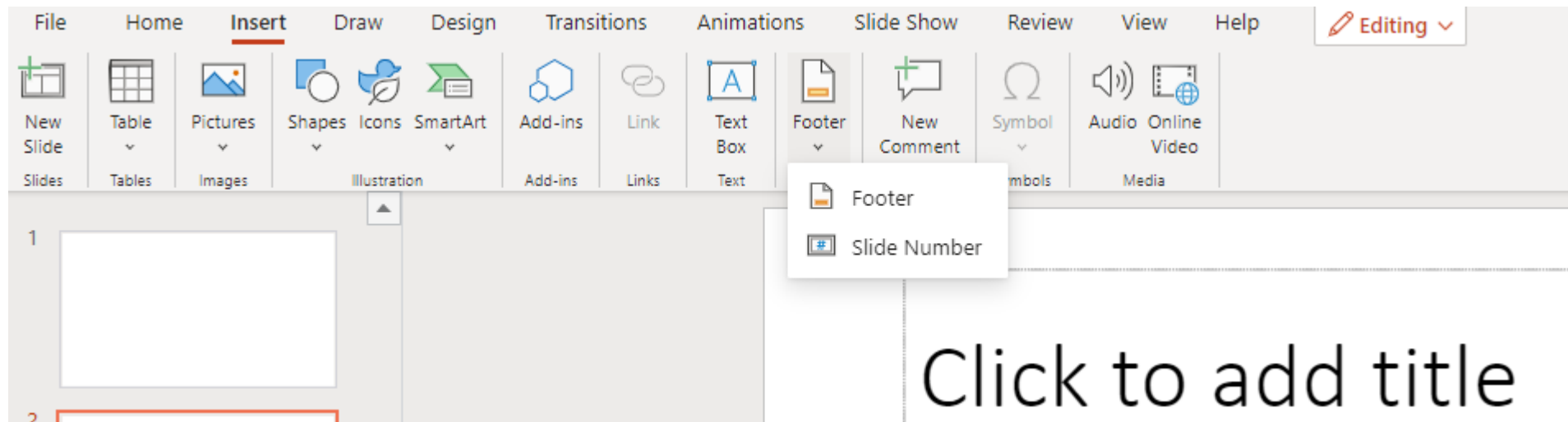
- You may insert links for interactive navigation between slides of the same presentation or external web resources





Slide footer

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





Slide master

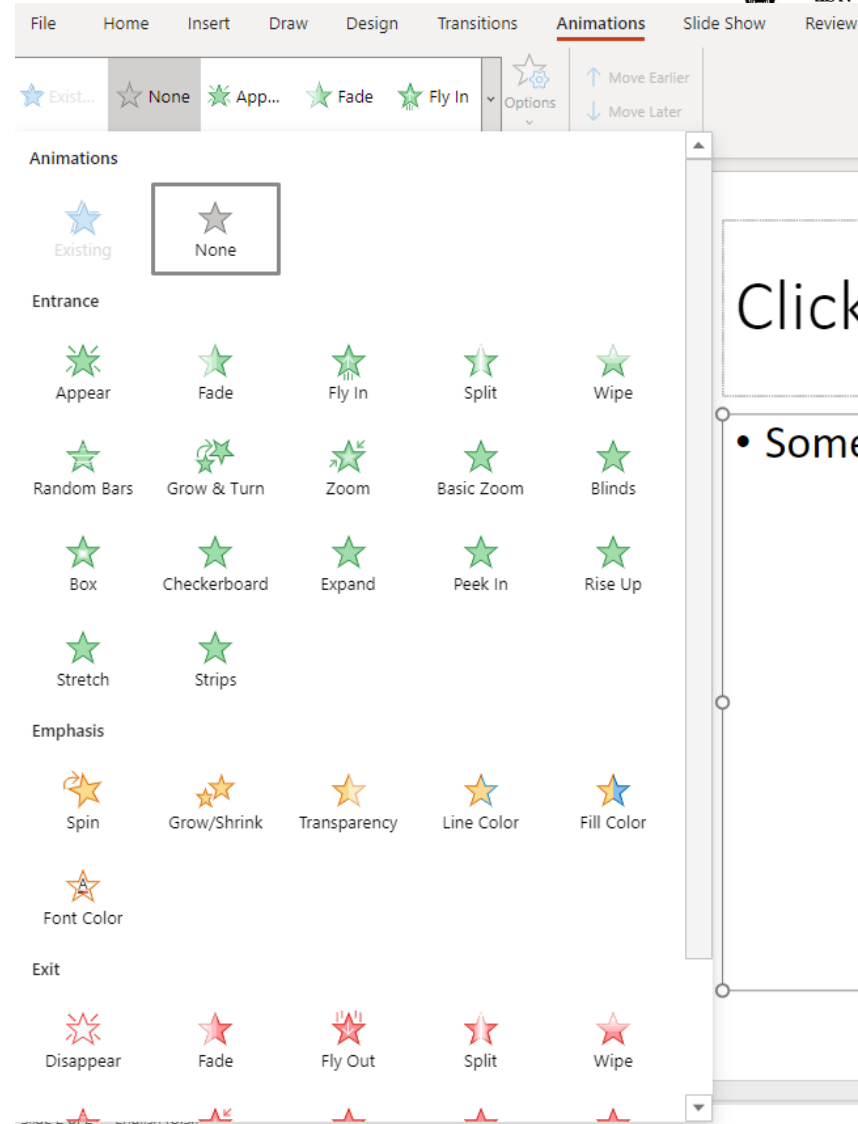
- Offers more advanced management of your presentation
- Allows to add custom presentation templates and design
- Not available in free online PowerPoint application
- For more information on Slide master, see the YouTube video in the additional materials for this topic

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>

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



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KNOWLEDGE ALLIANCE

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