

Project “Use of Effective Training Methods In Increasing Quality In the Field of Libraries”

training course

Modern presentation skills

Workbook

2014

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Task “Basic principles”

In the task “Basic principles” activities from the following topics will be used:

- Successful and unsuccessful presentation criteria;
- Basic principles in creation of modern presentation;
- Principles which should be taken into account while performing with presentation.

Task “Basic principles”

To make conclusions about successful and unsuccessful presentation examples and basic principles which should be taken into account when creating and demonstrating a modern presentation.

Files to use for the task “Basic principles”

Basic principles_presentation.pptx

Creating an exhibition.pptx

Steps of the task “Basic principles”

1. Open the presentation Basic principles_presentation.pptx and in groups decide about the mistakes in the presentation;
2. Open the presentaton Basic principles_presentation.pptx where you together with teacher by discussions analyze basic principles of modern presentation.

Task “Picture album”

In the task “Picture album” activities from the following topics will be used:

- Selection of pictures for the picture album in the presentation;
- Adjusting the picture album;
- Creating the picture album.

Task “Picture album”

Place the pictures in the album and add notes.

Files to use for the task “Picture album”

Computers.jpg

IMG_4073.jpg

IMG_4078.jpg

Reading room.jpg

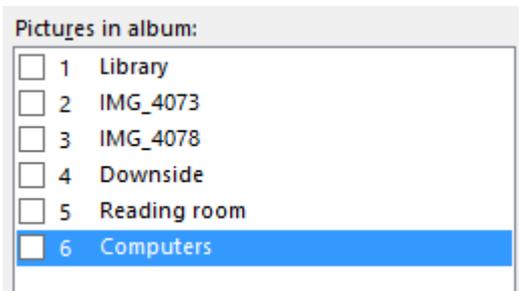
Downside.jpg

Library.png

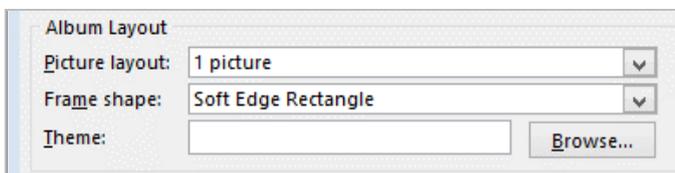
To compare the final result of the task: Library_final.pptx

Steps of the task “Picture album”

1. Open a blank presentation file in *PowerPoint 2013* program.
2. Start to create an album - Insert>Images>Photo Album>New Photo Album...
3. Add all pictures from the folder **Pictures**.
4. Arrange pictures according to the example:



5. Add text boxes after picture 1 and 4.
6. Set the layout (**1 picture**) and frame shape (**Soft Edge Rectangle**).



7. Create the album.
8. Change the text for the slides:
 - 8.1. slide 1 (**Library**);
 - 8.2. slide 3 (**Classics**);
 - 8.3. slide 7 (**Reading rooms**).
9. Save the presentation as **Library**.

Task “Design”

In the task “Design” activities from the following topics will be used:

- Changing the slide background:
- Use of designs in presentation.

Task “Design”

Add designs to the presentation.

Files to use for the task “Design”

Seasons.pptx

To compare the final result of the task: Seasons_Designs_Final.pptx

Steps of the task “Design”

1. Open the presentation file **Seasons.pptx** in *PowerPoint 2013* program.
2. Set theme **Facet** for all slides except:
 - 2.1. slide 6 with a title **Ziema** for which the theme **Slice** should be used;
 - 2.2. slide 5 with a title **Rudens** for which the theme **Droplet** should be used.
Add **Water Droplets** template to it.
3. Save the presentation as **Seasons_Designs**.

Task “Transition”

In the task “Transition” activities from the following topics will be used:

- Setting Slide Show;
- Adjusting Slide Show.

Task “Transition”

Add slide transition to the presentation.

Files to use for the task “Transition”

Seasons.pptx

To compare the final result of the task: Seasons_Transition_Final.pptx

Steps of the task “Transition”

1. Open the presentation file **Seasons.pptx** in *PowerPoint 2013* program.
2. Use the **Cube** slide switching.
3. Change the transition timing to 1 second and automatic slide showing speed to 3 seconds.
4. Use these settings for the whole presentation.
5. Evaluate the result.
6. Set the slide transition by mouse click for the slide with a title **Gadalaiki**.
7. Change the transition timing to 2 seconds and automatic slide showing speed to 4 seconds for the slide with a title **Passage**.
8. Evaluate the result.
9. Change the slide switching to **Doors** with a timing 2 seconds for the slide with a title **Vasara**.
10. Change the slide switching to **Vortex** with a timing 4 seconds for the slide with a title **Ziema**.
11. Evaluate the result.
12. Save the presentation as **Seasons_Transition**.

Task “Password”

In the task “Password” activities from the following topics will be used:

- Creating Slide show format;
- Creating and using passwords in the presentation.

Task “Password”

Save the presentation as slide show. Save the presentation with a limited access and limited editing.

Files to use for the task “Password”

Seasons.pptx

To compare the final result of the task: Seasons_Password_Final.pptx,
Seasons_View_Final.ppsx

Steps for the task “Password”

1. Open the presentation file **Seasons.pptx** in *PowerPoint 2013* program.
2. Save the presentation as slide show format with a name **Seasons_View**.
3. Exit the presentation program.
4. Test the running of **Seasons_View.ppsx**.
5. Open the presentation file **Seasons.pptx** in *PowerPoint 2013* program .
6. Save the presentation as **Seasons_Password** and set password (sss) that will protect the file from editing and test it.
7. Open the presentation file **Seasons_Password.pptx** in *PowerPoint 2013* program and make it editable.
8. Save the presentation with a password (aaa) that will protect the file from opening (keep the password for editing) and test it.
9. Exit the presentation program.

Task “Demonstration”

In the task “Demonstration” activities from the following topics will be used:

- Hiding slides;
- Temporary slide hiding during presentation.

Task “Demonstration”

Hide the currently unnecessary slides of the presentation and present it.

Files to use for the task “Demonstration”

Demo.pptx

Steps for the task “Demonstration”

1. Open the presentation file **Demo.pptx** in *PowerPoint 2013* program.
2. Hide the slide 3 and 5.
3. Open the presentation in full screen mode and make sure that the hidden files do not appear during presentation.
4. Switch to white screen when presenting the slide 6.
5. Continue and finish the presentation.
6. Exit the program without saving the presentation.

Task “Adjusting”

In the task “Adjusting” activities from the following topics will be used:

- Inserting header and footer;
- Formatting header and footer.

Task “Adjusting”

Adjust the presentation - add logo to all slides, set the slide numbering and footer.

Files to use for the task “Adjusting”

Seasons.pptx

Logo.jpg

To compare the final result of the task: Seasons_Logo_Final.pptx

Steps for the task “Adjusting”

1. Open the presentation file **Seasons.pptx** in *PowerPoint 2013* program.
2. Set the slide number and footer text Gadalaiki visible for the whole presentation except the title slide.
3. Add the picture **Logo.jpg** in the upper right corner of the slide so it is visible in the all slides of the presentation.
4. Change the title slide location so the logo could fit in the upper left corner.
5. Save the presentation as **Seasons_Logo**.

Task “Opportunities”

In the task “Opportunities” activities from the following topics will be used:

- Steps during presentation - marking information, changing scale.

Task “Opportunities”

Show the presentation and use laser, marker and pen during presentation.

Files to use for the task “Opportunities”

Demo.pptx

Files to use for the task “Opportunities”

1. Open the presentation file **Demo.pptx** in *PowerPoint 2013* program.
2. Set the presentation laser color **Green**.
3. Start the slide show and move to the slide 2.
4. Switch mouse cursor to marker and mark the text **Pavasaris**.
5. Switch mouse cursor to pen and encircle the text **Vasara**.
6. Change the ink color to yellow and encircle the text **Rudens**.
7. Move to the next slide with a title **Vasara**, open the slide in the slide show view.
8. Assess the information shown on the screen.
9. Continue the presentation up to the slide Rudens.
10. Use the scaling tool and enlarge the rudens activities.
11. Continue the presentation in normal scale.
12. Exit the slide show view.
13. In the slide **Ziema** switch the mouse cursor to laser and encircle the activities.
14. Finish the presentation without saving annotations.

Task “Animation”

In the task “Animation” activities from the following topics will be used:

- Adding animation to an object;
- Adjusting animations and changing settings;
- Using animation copier.

Task “Animation”

Use animation effects in the presentation.

Files to use for the task “Animation”

Asorti.pptx

To compare the final result of the task: Asorti_Animation_Final.pptx

Steps for the task “Animation”

1. Open the presentation file **Asorti.pptx** in *PowerPoint 2013* program.
2. Add animation **Fly In** for the title of the first slide and change the slide direction from the lower right corner, set the effect option **By Letter** and set the timing 2 seconds.
3. In the second slide copy the animation from the first list to the second one.
4. In the third slide add animation **Dissolve in** to the object **Smart Art**, set **One by One** as object animation and timing 1 second.
5. In the fourth slide create sequential composition by the help of animations:
 - 5.1. Neutral face symbol shown when opening the slide;
 - 5.2. Sun symbol appears by mouse click;
 - 5.3. After the sun symbol neutral face symbol automatically becomes a smiling face;
 - 5.4. Cloud symbol appears automatically;
 - 5.5. Cloud symbol covers the sun symbol automatically;
 - 5.6. The smiling face symbol automatically becomes a sad face symbol;
 - 5.7. The cloud and sun symbols are removed from the slide automatically;

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- 5.8. The sad face symbol automatically becomes a neutral face symbol;
6. Save the presentation as **Asorti_Animation**.

Task “Media”

In the task “Media” activities from the following topics will be used:

- Adding video and audio files to the presentation;
- Adjusting the video and audio demonstration to the presentation.

Task “Media”

Add audio and video material to the presentation.

Files to use for the task “Media”

Biblio.pptx

Memo.m4a

Ka top Gaismas pils.mp4

To compare the final result of the task: Biblio_Media_Final.pptx

Steps for the task “Media”

1. Open the presentation file **Biblio.pptx** in *PowerPoint 2013* program.
2. Add audio material **Memo.m4a** to the second slide.
3. Set automatic playing and object hiding during the slide show.
4. Open the animation settings and change the sequence of animations: first goes audio material and the picture goes after.
5. Add video material **Ka top Gaismas pils.mp4** to the third slide.
6. Set full screen to the object demonstration.
7. Test the presentation.
8. Save the updated presentation as **Biblio_Media**.

Task “Summary”

In the task “Summary” activities from the following topics will be used:

- Placing slides in the current presentation from other presentations;
- Setting one design to all slides of the presentation.

Task “Summary”

Create new presentation from the existing ones.

Files to use for the task “Summary”

Biblio.pptx

Reading room.pptx

To compare the final result of the task: Summary_Final.pptx

Steps for the task “Summary”

1. Open a blank presentation file in *PowerPoint 2013* program.
2. Type **Apkopoiums** in the title slide.
3. Add the second slide Loma from the presentation **Biblio.pptx**.
4. Add the slide 6 from the presentation **Reading room.pptx** as the next one.
5. Change the slide layout to **Title Only** and add title **Avoti**.
6. Change the size of the picture without changing title size.
7. Add the slide 8 with formatting from the presentation **Reading room.pptx** as the next one.
8. Add a new slide with layout **Title Slide** and type in the title: **Time for questions....**
9. Add design **Celestial** to all slides.
10. Save the presentation as **Summary** and exit the program.