

MS PowerPoint - Creating a Presentation

Chapter 5: MS PowerPoint - Creating a Presentation · Topic 1

Key Concept

We start by planning our presentation, deciding what information to include on each slide in a logical order.

Each slide can have a title, bullet points, images, and other content to convey our message clearly.

We can add transitions (effects when moving between slides) and animations to make our presentation more engaging.

Practising our presentation before showing it to an audience helps us present our ideas confidently and clearly.

Quick Revision Notes

- Creating a presentation starts with planning slides.
- We decide what goes on each slide.
- Slides can have titles, bullet points and images.
- This content conveys our message clearly.
- Transitions are effects between slides.
- Animations make presentations more engaging.
- Practising helps us present confidently.
- Good planning makes strong presentations.

Practice Questions

- 1 Plan three slides for a topic you like.
- 2 Discuss what content to put on a title slide.
- 3 Practice presenting a short topic aloud.
- 4 Discuss how transitions could be used.
- 5 Draw a simple slide layout with a title and bullet points.
- 6 Discuss why practice improves presentations.