



### General Features of a Presentation Package

#### 1. What is a Presentation Package?

A presentation package is a software application used to create slide-based displays that combine text, graphics, audio, video, and animations to communicate information clearly and attractively.

Examples of presentation packages include:

- Microsoft PowerPoint
- Google Slides
- Libre Office Impress
- WPS Presentation

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#### 2. General Features of a Presentation Package

Feature	Description
Slide Creation	Allows users to create individual slides which act as pages or screens in a presentation.
Templates & Themes	Built-in design templates help maintain a consistent look and feel across slides.
Text Boxes	Users can insert and format text anywhere on a slide using text boxes.
Images and Clipart	Users can insert pictures or clipart to make presentations more engaging.
Audio and Video Insertion	Supports the addition of audio clips and video files to enhance multimedia learning.

Feature	Description
Animations	Allows movement of text, images, or other objects to capture attention and emphasize points.
Slide Transitions	Adds special effects when moving from one slide to another during the presentation.
Charts and Graphs	Enables graphical representation of data (bar charts, pie charts, line graphs).
Tables	Used to organize and present data in rows and columns.
SmartArt	Provides graphic tools for representing processes, hierarchies, cycles, etc.
Notes Section	Space below each slide to write speaker notes or additional information.
Slide Sorter View	Allows viewing and organizing multiple slides at once for easy rearrangement.
Printing Options	Presentations can be printed as slides, handouts, or notes pages.

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### 3. Importance of General Features

- **Visual appeal:** Enhances understanding and memory retention.
  - **Organization:** Allows structured flow of content.
  - **Engagement:** Makes learning interactive and exciting.
  - **Support for various media:** Facilitates diverse learning preferences (visual, audio).
  - **Professionalism:** Helps learners and professionals prepare formal presentations.
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### 4. Common Uses of Presentation Packages

- Teaching and learning
  - Business meetings and reports
  - Project proposals
  - Community awareness campaigns
  - Personal portfolios or events
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## ■ NOTES: Methods of Creating Slides in a Presentation Package

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### ◆ 1. Using the "New Slide" Button

- This is the most common method.
- Found on the **Home** tab or the **Insert** tab.
- Allows you to insert a new blank slide or choose from layout options like:
  - Title Slide
  - Title and Content
  - Two Content
  - Comparison
  - Blank
- You can customize the layout later.

#### Steps:

1. Go to the **Home** tab.
  2. Click **New Slide**.
  3. Choose a layout or press **Enter** to use the default.
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### ◆ 2. Duplicating an Existing Slide

- Useful when you want to reuse slide design or layout.
- Saves time by copying formatting, images, or animations.

#### Steps:

1. Right-click the slide you want to copy.
2. Choose **Duplicate Slide**.
3. Edit content without changing the structure.

### ◆ 3. Using Slide Templates or Themes

- Templates are pre-designed slide sets with matching layouts, fonts, and colors.
- Found in the **Design** tab or while starting a new presentation.
- Great for making professional-looking slides quickly.

#### Steps:

1. Open PowerPoint.
  2. Select a **Template**.
  3. Add your content to the pre-formatted slides.
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### ◆ 4. Creating Slides from Outline View

- Best for quickly organizing content in text form.
- You enter your headings and bullet points, and PowerPoint creates slides accordingly.

#### Steps:

1. Go to **View > Outline View**.
  2. Type titles and content as a list.
  3. Each title becomes a slide heading.
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### ◆ 5. Inserting Slides from Another Presentation

- Useful for reusing content from past work.
- Ensures consistency across multiple files.

#### Steps:

1. Go to **Home > New Slide > Reuse Slides**.
  2. Browse to another presentation.
  3. Click on the slides you want to import.
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### ◆ 6. Using Keyboard Shortcuts

- Efficient for quick slide creation during editing.

#### Examples:

- **Ctrl + M** → Creates a new slide.

- **Ctrl + D** → Duplicates the selected slide.
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## □ Summary

Method	Use Case
New Slide	For creating fresh content with a selected layout
Duplicate Slide	When reusing design or animations
Templates	For ready-made professional designs
Outline View	When planning a presentation with many slides
Reuse Slides	For importing slides from another file
Keyboard Shortcuts	For quick slide operations

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## 👉 Tip for Learners

Encourage students to explore each method practically to understand when and why to use each one, and how it improves their workflow in making presentations.

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## HOW TO ANIMATIONS TO SLIDES AND FORMAT THEM NICELY

### ✓ 1. Steps in Adding Animations to Slides

### ✓ 2. How to Format Slides

These notes are suitable for **Grade 10 learners** using Microsoft PowerPoint or a similar presentation package.

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## 📌 NOTES: Adding Animations and Formatting Slides in a Presentation Package

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### ◆ PART 1: Steps in Adding Animations to Slides

#### What is Animation?

Animation refers to the visual effects applied to objects (like text, images, shapes) to make them move or appear in an engaging way during a presentation.

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## □ Steps to Add Animation to an Object

1. Select the Object

- Click on the text box, image, or shape you want to animate.
- 2. **Go to the Animations Tab**
  - On the ribbon menu at the top, click **Animations**.
- 3. **Choose an Animation Effect**
  - Click on an animation type such as:
    - **Entrance** (e.g., Fade, Fly In)
    - **Emphasis** (e.g., Spin, Grow)
    - **Exit** (e.g., Disappear, Fly Out)
    - **Motion Paths**
- 4. **Preview the Animation**
  - Click **Preview** on the left of the Animations tab to see how it looks.
- 5. **Use Animation Pane (Optional)**
  - Open **Animation Pane** to control the order, timing, and duration.
- 6. **Set Start Option**
  - Choose how the animation starts:
    - **On Click**
    - **With Previous**
    - **After Previous**
- 7. **Adjust Timing**
  - Set **duration** and **delay** using the Timing group on the ribbon.

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□ **Tip: Don't overuse animations. Use them to enhance, not distract.**

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## ◆ **PART 2: How to Format Slides**

### **What is Slide Formatting?**

Formatting a slide involves changing its appearance to make it more visually appealing and organized.

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### □ **Steps to Format a Slide**

1. **Change Background**

- Go to **Design > Format Background**.
  - Choose a solid color, gradient, picture, or pattern.
- 2. Modify Fonts and Text Appearance**
- Select text and change:
    - **Font type**
    - **Size**
    - **Bold/Italic/Underline**
    - **Font color**
  - Use **Home** tab for these options.
- 3. Apply a Slide Design or Theme**
- Go to **Design** tab.
  - Choose from built-in themes for a consistent style.
- 4. Use Layouts**
- Use **Home > Layout** to apply a different structure (e.g., Title and Content, Two Content, etc.).
- 5. Align and Arrange Elements**
- Use **Arrange** tools to align objects.
  - Use **Gridlines** and **Guides** from **View** tab to position objects properly.
- 6. Insert and Format Visuals**
- Add pictures, shapes, icons via the **Insert** tab.
  - Use **Picture Tools** or **Drawing Tools** to format images and shapes.

## □ Formatting Tips

<b>Feature</b>	<b>Use Purpose</b>
Background	Makes slides visually appealing
Fonts	Improves readability and style
Themes	Ensures a consistent look
Layouts	Organizes content properly
Alignment Tools	Keeps elements neat and professional

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## 📌 Conclusion

Proper animation and slide formatting:

- Make your presentation more engaging
  - Help the audience focus on the key message
  - Showcase digital communication skills
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