



PowerPoint

Lesson 4

Presentation Etiquette

Presentation Design

Colors

Fonts

Content

Transitions, Animation, and Sound (Lesson 6)

PowerPoint 4 – Etiquette - Standards

13. Understand the basics of PowerPoint etiquette:

- Limited text (Key Points, not full text)
- Text that stands out on background (Color combinations)
- Clear Titles
- Pictures and Graphs (That help the presentation!)
- Transition and Animation (Lesson 6)

This Lesson uses a PowerPoint example:

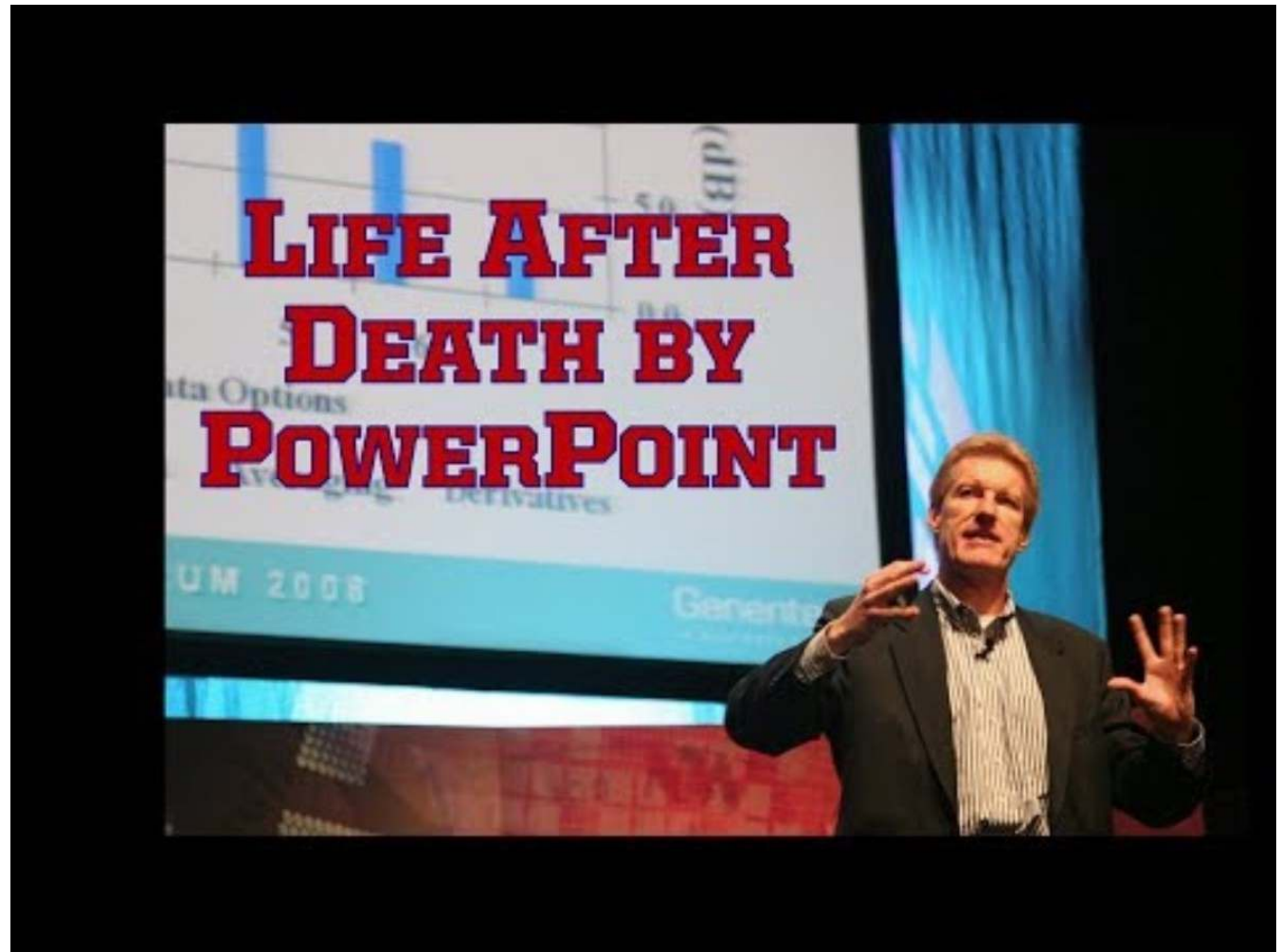
Finding a Job

PowerPoint 4 – Vocabulary

- ❑ Background [Slide and Words (Highlight)]
- ❑ Text (Attributes: Font, Size, Style, Color)
- ❑ Pictures (Cropping, Layout, Borders)
- ❑ Tables, Charts
- ❑ Lesson 6
 - ❑ Transition (Between Slides)
 - ❑ Animation (Within a Slide)

<https://www.youtube.com/watch?v=MjcO2ExtHso&t=145s>

Death By PowerPoint (4 Minute Video)



PowerPoint 4 : Handout-A.1

Examine the slide. How could it be improved?

Applying for Jobs



1. Fill out an application
2. Send a resume
3. Send a cover letter

Improvement Ideas

1. _____
2. _____
3. _____
4. _____

PowerPoint 4 : Handout-A.2

Examine the slide. How could it be improved?

Applying for Jobs

- 1. Fill out an application: Many companies will want you to fill out an application. Some applications are online and some are on paper.*
- 2. Send a resume: You should send a resume that lists your important work experiences.*
- 3. Cover letter: You should also send a cover letter that talks about why you are a good fit for the job.*

Improvement Ideas

1. _____
2. _____
3. _____
4. _____

PowerPoint 4 : Handout-B

Design a PowerPoint slide using the following information.

Job Interview Advice

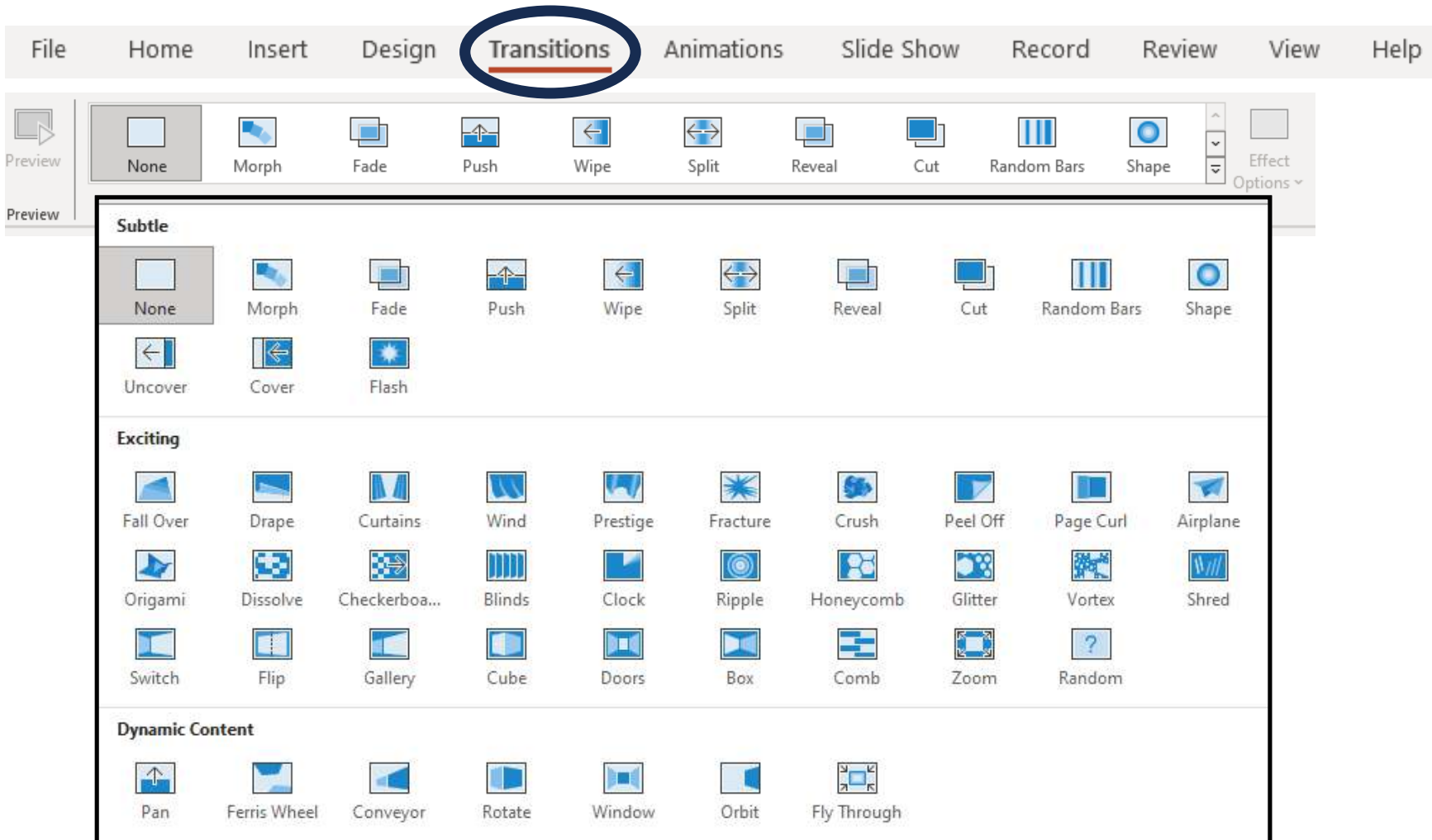
A job interview is your first chance to show your personality and how you work. Before the interview, with your friends. On the day of the interview, it is very important to practice interview questions, dress professionally and arrive early. Also, make sure to ask questions about the company. During the interview, smile and act politely. This shows that you know about the company and really want to work there.

PowerPoint 4 Handout-C Quiz

FONT
TEXT
SIZE
COLOR

<p>Starting a New Job</p> <ul style="list-style-type: none"> • Arrive on time • Learn company rules • Be prepared • Plan for childcare • Wear professional clothing 	<p>Starting a New Job</p> <ul style="list-style-type: none"> ◦ Arrive on time ◦ Learn company rules ◦ Be prepared ◦ Plan for childcare ◦ Wear professional clothing
<p>The font _____ is too small.</p>	<p>The font and background _____ are too similar.</p>
<p><i>Starting a New Job</i></p> <ul style="list-style-type: none"> ◦ <i>Arrive on time</i> ◦ <i>Learn company rules</i> ◦ <i>Be prepared</i> ◦ <i>Plan for childcare</i> ◦ <i>Wear professional clothing</i> 	<p>Starting a New Job</p> <ul style="list-style-type: none"> ◦ It is important to arrive at on time and be early ◦ Try to learn as many company rules so you look professional ◦ Prepare for work by having everything you need ready, such as your lunch ◦ Childcare can be hard to find, so plan ahead of time ◦ Clothing is important to make good impression, so dress well
<p>The _____ is hard to read.</p>	<p>There is too much _____.</p>

PowerPoint 4 : [Transitions] Ribbon



PowerPoint 4 : [Transition] Ribbon

The image shows the PowerPoint Transition ribbon with a list of sound effects on the left and a task pane on the right. The task pane is titled 'Timing' and contains the following settings:

- Sound: [No Sound] (dropdown menu)
- Duration: 02.00 (spinners)
- Apply To All (checkbox)
- Advance Slide
 - On Mouse Click (checked checkbox)
 - After: 00:00.00 (spinners)

Loop Until Next Sound