COMPUTING AND DIGITAL LITERACY

Presentation Software

Difficulty level: Easy

Computing and Digital Literacy

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Overview of the concept

This is how you make slides that help an audience follow your talk, like a short deck of clear points and pictures for a class project or a work meeting. A good slide holds one clear point and a picture that backs it up, so the audience listens to you instead of reading a wall of text. A sales pitch, a science project, and a team update all work the same way. Slides are there to support the speaker, not to replace them.



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Worked examples

EXAMPLE 1

Q Split this talk onto slides, one idea per slide. Title: Why Recycle? Points: less rubbish in landfill; saves energy and materials.

SOLUTION

One idea per slide. Slide 1 holds the title, Why Recycle? Slide 2 holds one point, less rubbish in landfill. Slide 3 holds the other point, saves energy and materials.

Three slides, one main point on each, and the detail is said aloud rather than written out.

EXAMPLE 2

Q A slide has tiny pale text on a bright background. What is wrong, and how do you fix it?



SOLUTION

The text is hard to read: it is too small and there is not enough contrast with the background. Use a plain background and large dark text so the words stand out, and read each slide from the back of the room to check.

Few words, big letters, high contrast.

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Practice questions

1

A talk called 'Caring for a Pet' has four points:
food
water
exercise
a vet check
You put one idea on each slide, plus a title slide. How many slides is that?

A 4 slides, one for each point

B 5 slides, a title slide and one for each point

C 1 slide with all four points on it

D 8 slides, two for each point

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2

A slide holds three paragraphs of small text. What is wrong, and how do you fix it?

- **A** Cut it to a few short lines
- **B** Make the text smaller so it all fits
- **C** Add more paragraphs to fill the slide
- **D** Change the font to a fancy script

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3 A slide uses a different font on every slide and a different bright colour for each heading. What is wrong, and how do you fix it?

- **A** It looks messy, use the same font and colours on every slide
- **B** It is too plain, add more fonts and colours
- **C** The text is too big, make it smaller
- **D** The slide needs more pictures

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4 A slide has dark blue text on a black background. What is wrong, and how do you fix it?

- **A** Low contrast, change the colours
- **B** Too much text, cut it down
- **C** The font is too big, make it smaller
- **D** The slide needs a picture

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5 What is a good font size for slide body text?

- A 8 to 10 point
- B 12 to 14 point
- C 18 to 24 point
- D 36 to 48 point

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6 How many main ideas should one slide hold?

- A One
- B Three
- C Five
- D As many as fit

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7 What is the main job of a slide?

- A To support the speaker
- B To replace the speaker
- C To show off fancy effects
- D To hold all the notes

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8 Why add a picture to a slide?

- A To fill empty space
- B To back up the point
- C To make the slide pretty
- D To replace the words

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9 What does a slide master, or theme, do?

- A It keeps the design the same on every slide
- B It starts the slideshow
- C It adds a new slide
- D It checks the spelling

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10 How do you start a slideshow, and how do you add a new slide?

- A F5 to start, Ctrl+M for a new slide
- B Ctrl+S to start, F5 for a new slide
- C Enter to start, Ctrl+N for a new slide
- D F1 to start, Ctrl+P for a new slide

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ANSWER KEY

1. 5 slides, a title slide and one for each point
2. Cut it to a few short lines
3. It looks messy, use the same font and colours on every slide
4. Low contrast, change the colours
5. 18 to 24 point
6. One
7. To support the speaker
8. To back up the point
9. It keeps the design the same on every slide
10. F5 to start, Ctrl+M for a new slide

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