SS2 Advanced Presentation Tools – Multimedia Integration and Professional Designs

Meaning of Presentation Software: Presentation software is a computer application used to create and display information in the form of slides. The slides may contain text, pictures, charts, tables, audio, video, animations and other visual elements. Presentation software helps users communicate information clearly to an audience.

Examples of presentation software

1. Microsoft PowerPoint: A popular application for creating professional slides for teaching, business meetings, seminars and project presentations.
2. Google Slides: An online presentation tool that supports collaboration, sharing and multimedia content.
3. Apple Keynote: Presentation software used to create visually appealing slides with animations, transitions and multimedia.
4. Canva: A design platform with presentation templates, images, graphics, video and other design resources.

Meaning of Advanced Presentation Tools

Advanced presentation tools are features that allow users to create more engaging, interactive and professional presentations beyond ordinary text and pictures.

PART A: MULTIMEDIA INTEGRATION

Multimedia integration is the process of combining different forms of media, such as text, images, audio, video, animation and graphics, in one presentation to communicate information effectively.

Types of Multimedia Elements

Text: Text communicates facts, explanations, headings, instructions and summaries. Examples: Slide titles, definitions, bullet points and captions.
Images and graphics: Images help explain ideas visually and make slides more interesting. Examples: Photographs, diagrams, icons, illustrations and logos.
Audio: Audio includes recorded speech, narration, music and sound effects.
Video: Video combines moving pictures and, often, sound to demonstrate real events or explain processes.
Animation: Animation adds movement to text, pictures, diagrams and other slide objects.
Uses: Revealing bullet points gradually, showing stages of a process and directing attention to important information.

How to Insert Multimedia in Microsoft PowerPoint

The following practical steps use the desktop version of Microsoft PowerPoint. Menu names may vary slightly by version.

Inserting pictures

1. Open Microsoft PowerPoint.
2. Create a new presentation.
3. Select the slide where you want the picture.
4. Click Insert on the ribbon.
5. Select Pictures.
6. Choose the picture source, such as This Device.
7. Select your image and click Insert.
8. Resize the image using its corner handles.
9. Use the Picture Format tab to adjust its appearance if necessary.

Practical exercise: Create a slide titled The Parts of a Computer and insert pictures of a monitor, keyboard, mouse and system unit.

Inserting audio

1. Open the slide where the audio should appear.
2. Click Insert.
3. Select Audio.
4. Choose Audio on My PC or the available recording option.
5. Select an audio file or record narration.
6. Click Insert if required.
7. Select the audio icon.
8. Open the Playback tab to adjust options such as Start Automatically or Play Across Slides, where available.
9. Test the sound in Slide Show mode.

Practical exercise: Record a short explanation of the functions of a keyboard and add it to a presentation.

Inserting video

1. Open the required slide.
2. Click Insert.
3. Select Video.
4. Choose the appropriate video source.
5. Select the video file and insert it.
6. Resize and position the video.
7. Use the Playback options to configure how it starts.
8. Run the slide show to test playback.

Practical exercise: Insert a short video demonstrating how to shut down a computer correctly.

Important: If you plan to present on another computer, test whether the video is embedded or linked, and ensure any linked media files are available. Online videos may require an internet connection.

Inserting charts

Charts present numerical information visually, making comparisons and trends easier to understand.

Steps:

1. Open the slide.
2. Click Insert.
3. Select Chart.
4. Choose a chart type, such as column, bar, line or pie.
5. Enter your data in the spreadsheet window.
6. Close the data window when finished.
7. Add a clear chart title and labels.

Example: A teacher can use a column chart to compare the scores of five students in a computer test.