

Planning your presentation

Who is it for?

Think carefully about who will be in your audience. You need to choose information that will be interesting to them.

What is the purpose of your presentation?

How do you want your audience to benefit from your presentation?

- What do you want them to learn about your animal?
- Do you want to explain the zoo habitat design?
- Do you want to tell them about conservation in zoos?

You must be very clear on the purpose of your presentation. Only include information that helps achieve your purpose. Too much information can be boring.

How much information should you include?

Choose 5 or 6 main themes. For example, what is your animal's natural habitat? What does your animal eat?

Each main theme should have one slide of text with no more than 3 or 4 bullet points of information.

Do not put everything you want to say on the slide. When you are giving your presentation you should talk about each main point, and mention extra facts that support them. The bullet points help you to remember what you want to say.

Choose images that illustrate your points. For example, if you are talking about your animal's diet, try and follow this with a slide that shows the food.

You will be given some partly written slides to help you get started. You will need to change these to suit your presentation. You may want to change the order of the slides, the information in them, and the design. You might want to design your own presentation without using these slides.

Planning your presentation

The purpose of my presentation is:

My presentation is aimed at:

My main themes are:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

The bullet points for each main theme are:

1.

2.

3.

4.

5.

6.

The images I am going to use for each main theme are:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Designing your presentation

1. Researching

Choose the information and picture slides that you want to use from your background information sheet. Find other information from different sources. If you find material from the Internet you can copy and paste that straight into your presentation. Make sure it explains what you want to say. Do not copy lots of information just to fill up space. Your audience might not find that interesting!

2. Deleting slides you do not want

Look at the slides in the presentation template. You will only want the image slides that have pictures of your animal.

Click *View* from the top menu bar.

Click *Slide Sorter*.

Click on any slide you do not want. Click *Edit* from the top menu bar and click *Delete Slide*.

3. Using pictures from the Internet

You may be able to use pictures from the Internet in your presentation.

Click on the picture with your right mouse button and click *Copy*.

Go back to your PowerPoint slide.

Click your right mouse button and click *Paste*.

You can drag the picture around the slide to put it where you want.

To change the size of your picture click on your right mouse button and click *Format Picture*.

Change the height to what you want. Click in the *Width* box. It will automatically work out what the correct width should be. Click *OK*.

4. Changing the order of your slides

Click *View* from the top menu bar.

Click *Slide Sorter*.

Click on the slide you want to move. Drag it in between the slides where you want it to be.

Designing your presentation

5. Inserting new slides

You can add new slides to type information onto.

Choose the slide that you want your new one to come after.

Click on this slide.

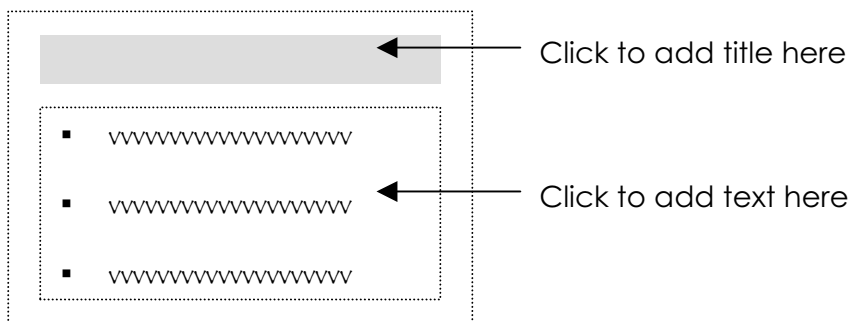
Click on *Insert* from the top menu bar.

Click *New Slide*.

You can choose a particular layout. The layouts give you spaces to put text or pictures.

You can always change the size of the text and picture boxes by clicking in the box and moving the edges.

For example:



Click on the text layout you want and click OK.

Your new slide will be inserted into your presentation.

If you choose a blank slide you can put text wherever you like.

Click the text symbol ('A') on the bottom menu bar.

Click on your slide where you want the text to go.

A text box will appear that you can type in.

6. Copying text from the Internet

Highlight the text that you want.

Do this by holding down your mouse button and moving over the text. Click your right mouse button.

Click *Copy*.

Go back to your PowerPoint slide.

Click your right mouse button.

Click *Paste*.

You will probably have to change the font, size and colour of the text.

7. Getting very fancy

You can give your slides different designs, colours and layouts if you like. Click *Format* from the top menu bar. Try experimenting with *Slide Colour Scheme*, *Background* and *Apply Design Template*. To get rid of a change click *Edit* from the top menu bar and click *Undo*.

Sound effects can also be added to PowerPoint presentations.