



Pupil Notes: Presentation

- ⚙️ Look at and use examples of presentations your teacher has given you. Talk about layout of the information.
- ⚙️ Use your presentation software to make a new presentation file.
- ⚙️ Choose the slide design template you want to use for your presentation.
- ⚙️ Choose a layout for each slide and enter your text, using the plan your teacher has given you.
- ⚙️ Choose images you want to use in your presentation from the selection your teacher has given you, or look for your own. Import the images you have chosen to the correct slide.
- ⚙️ Use your presentation software tools and features to add transitions between your slides.
- ⚙️ If appropriate, insert audio or video files.
- ⚙️ Save your presentation, using a filename that will help you and others know what it is.
- ⚙️ Ask a classmate to look at your presentation. Talk about what works well and what you could improve.



Pupil Notes: Presentation

- ⚙️ Look at and use examples of presentations your teacher has given you or suggest some of your own. Talk about how the information is laid out.
- ⚙️ Create a plan for your presentation. This should include notes on text, images, transitions and the number of slides you need or other features that you want to include. Take into account your audience and purpose when planning.
- ⚙️ Use your presentation software to make a new presentation file.
- ⚙️ Choose the slide design template you want to use for your presentation.
- ⚙️ Using your plan as a guide, choose a layout for each slide and enter the text and images you need. Take into account audience and purpose when doing this.
- ⚙️ Use the tools and features of your presentation software to add transitions between the slides and control the look and feel of your presentation so that it will appeal to your audience.
- ⚙️ Save your presentation using a filename that will help you and others know what it is.
- ⚙️ Ask a classmate to look at your presentation with you. Talk about what works well and what you could improve.



Pupil Notes: Presentation

- ⚙️ Find and review examples of interactive presentations. Identify the key characteristics that make them effective. Make a note of this research in your project diary.
- ⚙️ Make a plan for your interactive presentation, including notes on slide designs, hyperlinks, navigation buttons, images, sound or video that you will use. Use appropriate presentation design language to support your planning.
- ⚙️ Create or source the text required for your presentation and include it in your plan.
- ⚙️ Think about the audience and purpose at all times while planning and editing your interactive presentation.
- ⚙️ Choose or create the image, sound and video files you want to use in your presentation.
- ⚙️ Copy the text you have created and import any assets you have chosen to the correct slides.
- ⚙️ Once you have created the basic structure for your presentation, experiment with the presentation software features and tools to create your desired effect.
- ⚙️ Review your interactive presentation with a classmate. Check that everything is how you had intended. Make any changes that will improve your end product.
- ⚙️ Use a relevant filename to save your interactive presentation.
- ⚙️ Once you have published your presentation, refer back to the research in your project diary. Make a note of at least two key features that make your interactive presentation effective for its intended audience and purpose.
- ⚙️ Consider which aspects or characteristics of your presentation you would improve, if you were designing it again. Record your ideas in your project diary.
- ⚙️ Take a screenshot of your file, open in the software you used to create it (native file format). Place this at the end of your project diary.



Pupil Notes: Presentation

- ⚙️ Find and review examples of interactive presentations. Identify the key characteristics that make them effective. Consider why these characteristics are important. Justify why you intend to incorporate them into your presentation. Make a note of this justification in your project diary.
- ⚙️ While planning your interactive presentation, consider the needs of your specific audience. Note these in your project diary as objectives for your final product. Refer back to your notes during the editing process to ensure that you are meeting these objectives.
- ⚙️ Create a detailed plan for your interactive presentation, including notes on slide designs, hyperlinks, navigation buttons, images, sound or video that you will use. Use appropriate presentation design language to support your planning.
- ⚙️ Think about the audience (user) at all times while planning and editing your presentation.
- ⚙️ Make or gather any images, sound and video files (assets) you want to use in your presentation.
- ⚙️ Copy and paste the text you have created into your presentation. Import any assets you have chosen to the correct slides.
- ⚙️ Make sure the files you use to make your presentation are tidy. Delete any large files you no longer need. Save your work at key points and make a copy to avoid losing successful versions.
- ⚙️ Once you have created the basic structure for your interactive presentation, experiment with the presentation software features and tools to create your desired effect.
- ⚙️ Test and review your interactive presentation with a classmate. Highlight areas in your project diary that you need to develop further. Make changes as appropriate. Repeat this review process until your finished product is as close to your original intention as possible, taking into account your objectives.
- ⚙️ Save your presentation using a relevant filename.
- ⚙️ Once you have published your interactive presentation, refer back to the research in your project diary. Justify how your product has met your original objectives with specific reference to your audience and purpose. Record any objectives that it did not fully meet.
- ⚙️ Take a screenshot of your file, open in the software you used to create it (native file format). Place this at the end of your project diary.