



## POST ACADEMY SUPPORT

### Week 5: Presentation Software

#### During this exercise, you will learn:

- To create a presentation involving multiple slides.
- To add text and images.
- To choose an appropriate design or create a background.
- To add slide transitions.
- To add animations.
- To add hyperlinks.



Welcome to the fifth of the SCC Post Academy Support documents. Today, we are going to be learning about presentation software. On day five, we looked at how to create our own examples using Microsoft PowerPoint. By adding transitions, animations and various other features, we created presentations concerning different public services and even our own interactive CV!

There are many different alternatives to Microsoft PowerPoint, including:



Canva (online)



Google Slides



LibraOffice Express



Apple Keynote

Hold CTRL and click on the images above to find out more about each application.

Canva is accessible online and has a free tier that will give a number of useful features as well as a paid tier that will unlock other benefits. SCC Academy uses Canva for all of its presentations. Both Google Slides and Express are excellent alternatives to PowerPoint and completely free. Finally, Keynote is available on all iOS and macOS devices. By holding CTRL and clicking on each of the icons above, you will be taken to a description of each of these applications.

Today, we are going to be looking at an alternative to Microsoft PowerPoint; Google Slides. This application contains many of the same features that you would see in PowerPoint whilst also adding the ability to virtually collaborate with others on the same presentation at the same time. Let's get learning!

On 9<sup>th</sup> March 2006, Google released Slides. Since then, it has evolved into the comprehensive software that it is today. Many companies now use Google Slides for presentations due to their ability to easily collaborate on the same project and the ease in which Slides can be integrated into other Google services such as Drive and Gmail. By holding CTRL and clicking on the image below, you will be taken to GCF Global's excellent tutorial concerning how you can use Google Slides to create your own presentation.



Work through the different activities at your own pace using the GCF Global website. Most of the activities don't have an activity to complete but involve viewing a video or reading information. Make sure to try these out for yourself; the best way to learn is through experimenting and getting hands on!

There are 25 sections to this tutorial but the first 7 of these refer to setting up Google Drive which you covered last week, so there may be no need to complete these again. Work through the other sections and once you have completed all of these, why not give the 'Google Slides Quiz' a try! This comprises of 8 different questions, all of which relate to the different sections that precede it. Once you've completed the quiz, feel free to post your score on the Teams channel so that others can try to match or beat your score (if possible!). Remember to precede your score with 'Google Slides score' e.g. 'Google Slides score 8'.

### **Public Services**

As part of our learning on day five, we also looked at public services. Each group were asked to create a presentation concerning one of four different topics:

- How to use GP Services Online
- How to use the NHS Website
- How to use Public Services Online
- How to apply for Universal Credit.

If you did not get the chance to read all of the information concerning these important services that you have access to, why not do so now? By holding CTRL and clicking the images below, you will be taken to the Learn My Way website where you can complete their tutorial.



#### **Improving your Health Online**

Services Online/ NHS Website



#### **Managing Your Money Online**

Online Banking/ Making Money Work



#### **Public Services**

Public Services Online/ Universal Credit

***Have a great day, keep learning and stay tuned for another SCC Academy email next week!***