Learner Full Name: _____

School: _____ **Class:** _____

Workstation Device: _____ **Station #:** _____

Session 12: Presentations & Slide Design (Part 1)

In Levels 4 and 5, you learned how to type documents in a Word Processor and calculate data in a Spreadsheet. But what if you have a great idea and you need to convince your school assembly, your teachers, or your community elders to take action? You need a **Digital Presentation**!

1. Plain Talk: The Speaker & The Signboard

Imagine the senior school prefect speaking at morning assembly. If they hold up a giant cardboard sign with an entire textbook page written in tiny handwriting, no student can read it. But if their sign has a bold 3-word title and one clear drawing, **everyone understands in a flash!**

Presentation software (like Microsoft PowerPoint, Google Slides, or LibreOffice Impress) lets you create digital signboards called **Slides**. The slides project behind you on a screen or TV to support your voice.

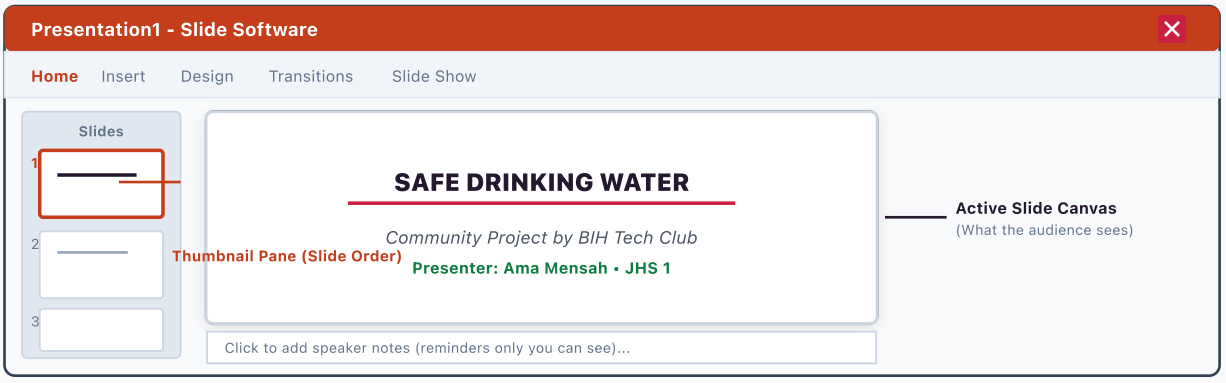

Figure 12.0: Anatomy of presentation software. Slides run down the left, and the active slide is built in the center.

2. Essential Presentation Vocabulary

- **Slide:** A single digital page or screen in your presentation.
- **Slide Deck:** The complete collection of all slides saved together in one file.
- **Placeholder:** The dotted rectangular boxes on a slide that say *"Click to add title"* or *"Click to add text"*.
- **Speaker Notes:** Private written reminders at the bottom of the screen that only you can see on your laptop.

1. The Cardinal Presentation Law

> 👑 **THE SPEAKER'S GOLDEN RULE:**
>
> **SLIDES ARE MEANT TO SUPPORT YOU, NOT REPLACE YOU!**
>
> If you type every single word on your slide and stand with your back to the audience reading it out loud like a robot, your audience will fall asleep. Your slides should show **keywords and pictures**; your voice tells the story!

2. The Famous "6-by-6" Rule

Follow this simple rule to keep your slides clean, readable, and punchy:

1. Maximum 6 Bullets

Never put more than **6 bullet points** on a single slide. If you have 8 points, split them into two slides!

2. Maximum 6 Words

Keep each bullet point to a maximum of **6 words**. Use strong keywords instead of long, full sentences.

Figure 12.1: The 6x6 rule in action. Short phrases let the audience listen to the speaker.

3. High Contrast: Colors That Work

✅ EXCELLENT Color Combinations	❌ TERRIBLE Combinations (Unreadable!)
Deep Navy or Black text on a **Pure White / Cream** slide.	Yellow text on a White background (invisible!).
Crisp White text on a **Deep Purple or Dark Blue** slide.	Red text on a Green background (blurs human eyes).

1. Standard Slide Layouts

When you click **"New Slide"** on the ribbon, the software asks you which layout you need:

- **Title Slide:** Used for Slide 1 only. Contains a giant Title box and a Subtitle box.
- **Title and Content:** The workhorse layout. Has a title at the top and a large bulleted box below.
- **Two Content:** Divides the slide into two columns (great for text on the left and a picture on the right!).

Using Google Slides or LibreOffice Impress? The buttons look a little different but do the same job.

2. The Aspect Ratio Law: Never Squish a Picture!

When you click a picture, eight small sizing dots (handles) appear around its border. **How you drag them matters enormously:**

Figure 12.2: Resizing images. Always drag from the CORNER handles to preserve the natural proportions.

3. Panic Button / Troubleshooting

🚨 MY PICTURE LOOKS SQUISHED LIKE A SMASHED PLANTAIN!

Don't panic! You accidentally dragged a middle-side handle instead of a corner handle.
How to fix it: Immediately press `Ctrl` + `Z` to undo the resize. Then, find one of the four circular **corner handles**, click, and drag diagonally!

PLANNING ON PAPER: THE 3-SLIDE STORYBOARD

1. Why Professionals Plan on Paper First

The greatest mistake beginners make is opening presentation software immediately and getting distracted by fancy animations and colors. Expert presenters always plan on a sheet of paper first using a **Storyboard** (a sequence of quick hand-drawn sketch boxes).

2. The Classic 3-Slide Action Formula

For your Tech Club projects, you will use this powerful 3-step narrative arc:

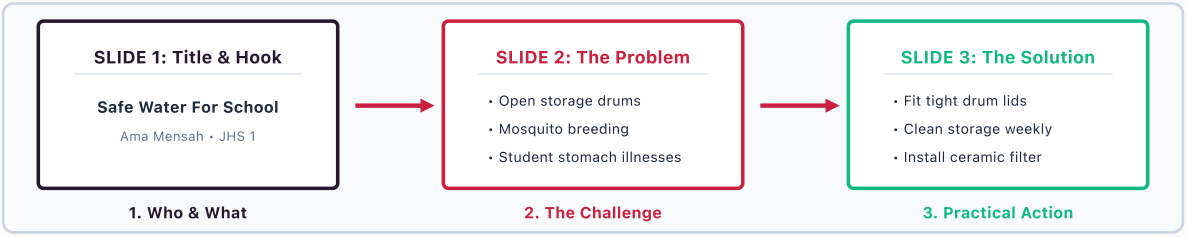

Figure 12.3: The 3-Slide Storyboard. Hook the audience, state the challenge, and present the practical fix.

3. Presentation Shortcut Pro-Tip

`F5` **Key** : Starts your full-screen Slide Show from Slide 1!

`Esc` **Key** : Exits the slide show and returns to the editor.

1. Lab Mission: Create a 3-Slide Campaign Deck

Follow these 6 steps to build your first digital presentation in PowerPoint, Google Slides, or Impress:

1. **Open Software & Choose Theme:**
   Click Start → type powerpoint (or open **Google Slides** / **Impress**) → Choose a clean, simple theme with a white or light background.

2. **Build Slide 1 (Title Slide):**
   - Click in the Title placeholder box: type SAFE WATER FOR OUR SCHOOL.
   - Click in the Subtitle box: type Community Project by BIH Tech Club → press Enter → type your name and class.

3. **Add Slide 2 (The Challenge):**
   Click the **New Slide** button on the ribbon → select **Title and Content**.
   - Title: The Water Challenges We Face
   - Content box (3 short bullets):
     - *Uncovered outdoor storage drums*
     - *Mosquito breeding in stagnant water*
     - *Waterborne illnesses cause missed classes*

4. **Add Slide 3 (The Action Steps):**
   Click **New Slide** → select **Title and Content**.
   - Title: Our 3-Step Action Plan
   - Content box:
     - *Cover all drums with tight lids*
     - *Clean and scrub tanks weekly*
     - *Install clean ceramic pot filters*

5. **Insert & Resize an Image:**
   On Slide 3, click **Insert → Pictures → This Device → BIH_Practice > Images** (your mentor puts pictures there), or use **Insert → Shapes**. Add a water drop or bucket.
   Resize it using only the CORNER handles.

6. **Run the Slide Show & Save:**
   Press the `F5` key on your keyboard. Your slides fill the whole screen!
   Tap the `Spacebar` to advance through your slides. Tap `Esc` to exit.
   Save: **File → Save As** → Documents > BIH_Practice → Name: Safe_Water_AmaMensah.pptx.

2. Visual Target (Your Finished Slide 3)

Our 3-Step Action Plan

- Cover all drums with tight lids
- Clean and scrub tanks weekly
- Install clean ceramic pot filters

SESSION 12 REVIEW & VERIFICATION

1. Storyboard Your Own 3-Slide Presentation

In the three boxes below, sketch your own storyboard for a talk on *"How to Stop Littering at School"*:

SLIDE 1: Title & Name	SLIDE 2: The Problem (Bullets)	SLIDE 3: The Solution (Bullets)
----------	----------	----------
----------	----------	----------

2. Written Review Questions

Question 1: State the two parts of the **6-by-6 Rule** for slide design:

Question 2: Why should you always resize pictures using the **corner handles** instead of the side handles?

Question 3: What key on your keyboard launches the full-screen Slide Show? Answer: Key _____

3. Self-Assessment & Mentor Sign-Off

Tick the column that reflects your confidence at the end of Session 12:

Presentation & Slide Design Competency	With Help	Almost Alone	All By Myself!
1. I can explain why slides should support the speaker rather than hold full essays.	○	○	○
2. I can apply the 6x6 rule and choose high-contrast, readable color schemes.	○	○	○
3. I know how to resize images proportionally using corner handles.	○	○	○
4. I can build a 3-slide deck (Title, Problem, Solution) and run it using F5.	○	○	○

Mentor Signature: _____ **Date Completed:** _____