

I.T Study Materials for Class 9

(NCERT Based Revision Notes)

Raushan Deep

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DIGITAL REPRESENTATION

A **digital presentation** is a useful method to show or explain a concept to an audience. A **presentation** program (also called a **presentation** graphics program) is actually a computer software package used to display information; normally in the form of a slide show.

Designing engaging presentations

"Death by Powerpoint", a term often used to describe mind-numbing presentations that do anything BUT engage the audience, is obviously something you want to avoid.

Presentation skills expert David JP Phillips provides the following six tips for creating engaging presentations.

- Deliver one message per slide
- Avoid text sentences
- Make the most important element of the slide the biggest in size
- Use contrast to steer focus
- Use a maximum of six objects on a slide
- Use a dark background

Common digital presentation tools

Tool	Features/limitations	Tutorial
Google Slides	Google Slides is a free, cloud-based presentation tool that is a part of the Google Drive suite. It requires a Google Account to use. Slides offers a small range of templates. You can easily edit text as well as insert images, diagrams, videos, and shapes. You can export your files into a range of file	G Suite Learning Center - Slides Free

Tool	Features/limitations	Tutorial	
	<p>formats, including PowerPoint (.pptx).</p> <p>Offline extensions for Chrome are also available.</p>		
Haiku Deck	<p>Haiku Deck offers a large range of visual templates and access to royalty-free images.</p>	<p>Getting started</p> <p>YouTube tutorials</p>	Free/paid
Keynote	<p>Keynote is the standard presentation software included on Mac computers. Integrating with Microsoft PowerPoint, Keynote has a range of themes and animations to help you make engaging and eye-catching presentations.</p>	<p>Keynote help</p> <p>Keynote Essential Training</p>	Included on macOS
LibreOffice Impress	<p>Impress, part of the LibreOffice suite, is free and open source desktop presentation software. Impress has a relatively small number of templates and limited collaborative functionality.</p>	<p>Impress FAQ</p> <p>Introduction to Impress</p>	Free Open source
Microsoft PowerPoint	<p>Microsoft PowerPoint is the standard presentation tool for most workplaces and offers a large range of templates. With a Microsoft Account and OneDrive, you can save and share</p>	<p>UOW Learning Co-Op PowerPoint help</p> <p>PowerPoint Essential Training</p> <p>PowerPoint for Windows training</p>	Free for UOW students and staff

Tool	Features/limitations Tutorial
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presentations easily.

Note: OneDrive, Microsoft's cloud storage solution, allows you to work backup your documents and work collaboratively with others. UOW students have access to OneDrive and cloud based versions of the Microsoft Office suite

[PowerPoint for Mac help](#)

Prezi is a web-based presentation tool that offers a tiered membership model. Prezi allows for non-linear navigation, zooming in or out for visual effect.

[Prezi](#)

Note: Prezi Classic has been mostly superseded by Prezi Next - be aware of this when looking for online tutorials or when reactivating an old Prezi account.