

Information Technology Presentations

Presentations

To give presentations, you can use presentation software like PowerPoint, Keynote, Impress, Prezi, etc... These let you show information behind you while you are speaking.

What makes an effective presentation?

- Your slides are short, easy to read, and do not contain too much information.
- Your slides add to your presentation rather than being your presentation (ie. use images, bullet form notes, charts, etc...).
- A good rule of thumb is to have 2 slides per minute of your presentation.
- Please do not face the slides while you present.
- To view the rubric for major presentations, please see the final page of this packet.

What You Need to Know

Presentation basics:

- Presentations are generally made up of **slides**.
- Each slide presents a certain part of your topic (only one subject per slide).
- The information you have on your slide should be in point form. You can expand on it by what you say in your presentation.
- Keep in mind that images are a great way to display information.

Skills:

- Change the theme.
- Add a new slide.
- Adding and formatting text.
- Creating bullets and sub-bullets.
- Adding a hyperlink (link to a website or video)
- Adding images with captions.
- Changing the slide type.
- Adding an animation or transition.
- Adding a symbol or shape.

Public Speaking

For many people public speaking is a difficult thing to do, but with the right practise and training, it can become much easier. Here are some tips to make your presentations easier:

- ✓ **Know your material** - the more confident you are in what you are saying, the more confident you are telling us about it. This means doing the research you need to become an "expert" in your topic and practising your speech over and over. Don't worry about memorizing your speech word-for-word, but memorize the points of what you want to say.
- ✓ **Be comfortable with the situation** - if you are comfortable with the situation, you will be more comfortable with the speech. To help become comfortable with the situation, know your audience well and arrive early to get set up and walk around the room.
- ✓ **Relax** - this one seems impossible, but there are steps you can take to help yourself relax:
 - Before the presentation: tell yourself you can do it, take deep breaths, and do seat-ups or other physical relaxation techniques.
 - During the presentation: stand tall and in a way that you can move - don't keep your hands or feet in only one spot.
 - When speaking: address the audience right away, take your time, engage (talk to, ask questions of, laugh and have fun with) the audience.
- ✓ **Realize that people want you to succeed** - the audience believes in you! They want to be entertained and educated, and they want to see you do well. Remind yourself that the audience is interested in what you have to say and they do want to hear it. Don't focus on the audience, but on the message you are trying to teach.
- ✓ **Don't worry about being nervous** - the audience probably won't notice. Your body and voice seem much shakier to you than to the people watching. Your voice also seems louder and slower to you than to the audience so remember to speak loudly and slowly. Don't apologise for making mistakes or taking time to think - the audience probably didn't notice that either. If you act confident, you will feel confident (and the audience will believe you were confident).
- ✓ **Be positive** - be positive from beginning to end knowing that whatever happens, you will get through it. When you practise/visualize your speech, imagine yourself speaking in a loud, clear and confident voice. Think about the audience clapping and the emotions you feel when you are done.

Presentation Assignment

Create a presentation about careers in **one** of the following information technology topics. This presentation needs to be at least 2 minutes long and will be presented to the class as a major presentation. You may use power point, google slides or prezi to complete this presentation.

Topics

1. Robotics

- a. <http://curriculum.vexrobotics.com/curriculum/intro-to-robotics/what-is-robotics>
- b. http://study.com/robotics_career.html
- c. <http://www.education.rec.ri.cmu.edu/content/lego/ev3/preview/>

2. Computer Programming

- a. <http://www.bfoit.org/itp/Programming.html>
- b. http://careerplanning.about.com/od/occupations/p/comp_programmer.htm
- c. http://www.webopedia.com/TERM/P/programming_language.html

3. Web Design

- a. <https://www.treefrog.ca/what-is-web-design>
- b. <http://webdesign.about.com/od/jobs/u/getajob.htm>
- c. <https://sites.google.com/site/mflynchsites/getting-started>

4. Graphic Design

- a. http://graphicdesign.about.com/od/graphicdesignbasics/tp/essential_tools.htm
- b. <http://www.focusit.ca/your-future/job-profiles/graphic-designer/>
- c. www.canva.com (make an account using your mcsed.ca email address)

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You must include the following information in your presentation

Part 1

- Provide at least 2 slides of information explaining the main aspects of your topic. You must define the topic, and provide details about software related to the topic.
- Identify 2 careers or occupations that use the information technology you researched. Explain how this technology is used in *each* of your chosen careers/occupations (approx. 4 slides).
- Provide a final slide with links to any web page you used for your research.
- Use at least three websites for research (this includes any youtube videos you use to put into your slideshow).
- Provide a fair use evaluation for ANY webpage you use for your project (not including image sites).

Part 2

- Include a slide or a demonstration that showcases an example of your work in your chosen topic.
- Include 1-2 slides that detail some of the skills you learned from completing the assignment related to your chosen topic. You can include anything you found interesting or challenging as you completed the assignment.

Total Minimum Slides: 7

Topic Assignments

Each presentation includes a small assignment. You must include your assignment work in your presentation. Only complete the assignment for your chosen topic.

Robotics Assignment – give a demonstration of your lego robot in action! Make sure your robot can move forward, backward, and follow a line. Show the class the steps you took to make your robot work. <http://www.education.rec.ri.cmu.edu/content/lego/ev3/preview/>

Computer Programming Assignment - create a simple computer program using <https://scratch.mit.edu/>

Or write a *new* program for your lego robot to pick up an object. Show the class the steps you took to write the program in your demonstration. Use this website as a guide:

<http://www.education.rec.ri.cmu.edu/content/lego/ev3/preview/>

Web Design Assignment - make a simple webpage on your favourite food, team, band etc using google sites. Use google slides to create your presentation and embed it into your website! Share the site and the google slideshow with rmcguire@mcsed.ca

Graphic Design – Use pixlr to create a logo using this guide:

<http://girlsguidetowebdesign.com/design-your-own-logo/>

Or use www.canva.com to create two *inspirational* facebook headers (use the free templates and free resources). Be creative with your use of fonts and background pictures!