Standard Office Suite Tools

Presentation packages
• “A picture is worth a thousand words” is a great old adage, and perhaps for that reason oral presenters usually employ presentation programs to enrich their speeches.
• Visual elements illustrate and complement spoken monologues, making them more dynamic in a way that important messages can be more effective.
• The most important points, facts, citations, figures or simply accompanying images are put in different slides, which will be projected as a slide show while the presenter speaks to the public.
The life cycle of a presentation usually has three phases:

1. Prepare each one of the slides to be used.
1.
2. Arrange them according to the storyline of the presentation.
1. 
2. 
3. Run the program in slide show mode at the moment of the live presentation to the audience.
Most slides in a presentation consist of a title and a body that contains objects.

The most commonly used objects are text boxes.

Several elements can be placed on the same slide, and their relative position and characteristics have to respond to the message: comparison, pros/cons...

In text boxes the information can be visually adapted to the desired effect using already known tools: font type, size, color or spacing...
• You can enrich your presentation with images that can be incorporated from those included on the hard disk of your computer, or found on the Internet (always check author rights and sharing policy).
• The presentation package will usually include graphical elements and smart art figures that allow the author to easily design different kinds of diagrams.
• The drawing tools included usually give you the possibility to add different pre-defined shapes, that you can use to compose complex schemas, simply by replicating them and changing their position, size, color, shape, texture or orientation.
• Other common objects that can be included are data tables and charts that we can directly create or import from other tools of the package (for example, the spreadsheet).

• Audio and/or video segments can also be embedded in the slides; they can be files located on our local hard disk or resources linked online, in which case we have to make sure that they will be accessible at the moment of live presentation.

• We can also add hyperlinks to allow us quick access to web pages (that must also be accessible when presenting) and to return to the presentation at the same point we left it.
• Professional presentations usually have to include some design elements on the slides, such as corporative colors, logos, etc.
• In these cases, it is common to start with a pre-defined or pre-used template. But you can start with a blank presentation and incorporate them any time later.
• Slide masters and corporate recommendations also include title and end specific slides, and design elements such as headers and footers, slide numbering, etc.
• Although we usually prepare the slides in order, once all (or almost all) of them have been designed, we can use the slide sorter, and check if the order responds to the desired development of the storyline.
• In case we need to improve it, it is very easy to make the necessary changes.
• We can present the slides one by one, or introduce transition effects between consecutive slides.
• Transitions can include sound effects and can be time programmed, for example for unattended slide shows (kiosks in museums...).
• We also have an animations tool that allows us to add different effects to every object on the slides.
• Effects that you will usually find are, for example: entrance or exit of an object, emphasis or object motion, and they can be triggered by time or by a mouse click.
• If you are going to present to an audience, you will need a computer connected to a video projector.
• It will run the program in slide show mode, and will allow you to manually control the slide carousel, allowing a few seconds for each slide and synchronously illustrating your speech.
• A specific presenter view can be shown if we have two monitor ports, with help information such as: notes, which will be the next slide, etc.
• Video and audio content can be easily controlled by specific navigation controls.
• Hyperlinks allow the presenter to jump to a specific web site, navigate it, and return to the same point after showing it.
• Alternative modes of presentation can be online or kiosk mode, either automatic or managed by the user...
• Presentation programs are very commonly used today; mainly in professional work, in business, in education, but they have a wide variety of applications.
• It is very important to make presentations well organized to be effective, and these programs allow us not only to build them with a large set of elements, but also they help us to test, rehearse, measure the time and rhythm of the speech, and follow the thread designed for the presentation.
Acknowledgements

The sources of some of these figures are:

- Slide 18 [https://pixabay.com/get/24ad4daed97c81de84b/1441109793/person-695656_1280.jpg?direct](https://pixabay.com/get/24ad4daed97c81de84b/1441109793/person-695656_1280.jpg?direct)