Applied informatics

Principles of formation and use of computer presentations, processing of formalized documents, including settings of the internal security levels

ZEMÁNEK, Z. - PLUSKAL, - D. SMETANA, B.

Principles of formation and use of computer presentations, processing of formalized documents, including settings of the internal security levels.

1. **Overview of presentation SW**
2. **Creating a presentation in a chosen SW**
3. **Assignment**
4. **Check questions**

The aims of exercise

1. Give an overview of the presentation SW

2. Explain basic principles of creating presentations in a chosen SW.

3. Assignment.

Overview of basic presentation SW

❑ *Microsoft PowerPoint* dominates currently.

❑Version dependent on MS Office version. Different versions introduce different file formats (ppt x pptx)

❑Compatibility pack.

❑ Sophisticated environments, templates, office clips. Playback of video dependent on the underlying platform [1].

Overview of basic presentation SW

❑ **_Beamer_** is a product based on LaTeXu to create slides.

❑ Compatible with LaTeX.

❑ Aimed at more experienced users able to produce LaTeX source code.

❑ LaTeX installation required

Overview of basic presentation SW

❑ Cloud presentation system **Prezi.**

❑ **Attractive alternative product.**

❑ More difficult to create a presentation, but the result may be impressive.

❑ Focus on enlarging and zooming. Online and offline presentations. Import of photos, videos from youtube.com and PDF possible.
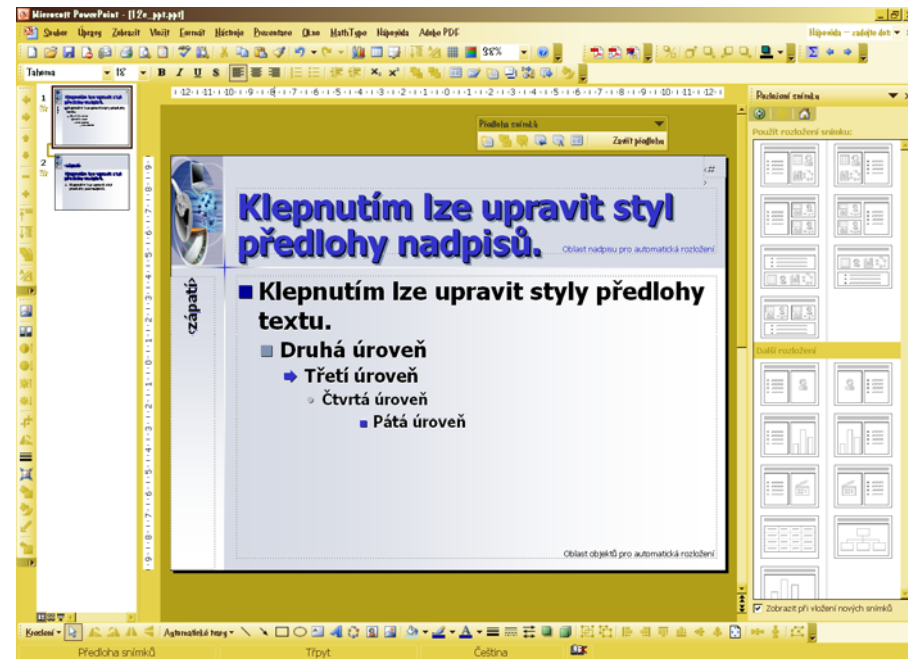
Overview of basic presentation SW

❑ *Impress LibreOffice*

   ❑One of the main MS Office rivals

❑ Suitable for longer and denser presentations.

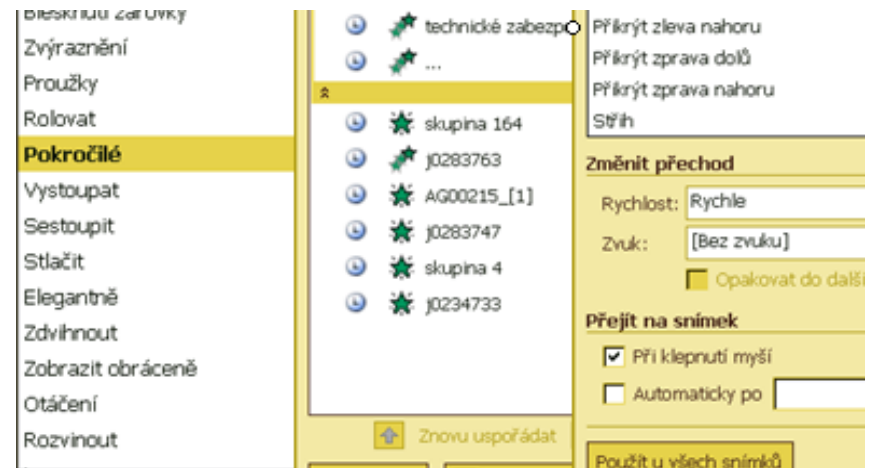❑Free software.

❑Available for MS Windows,
Linux and Max OS.

Templates

❑Important.

❑Should reflect the computer performance.

❑Compatibility with the audience and the topic.

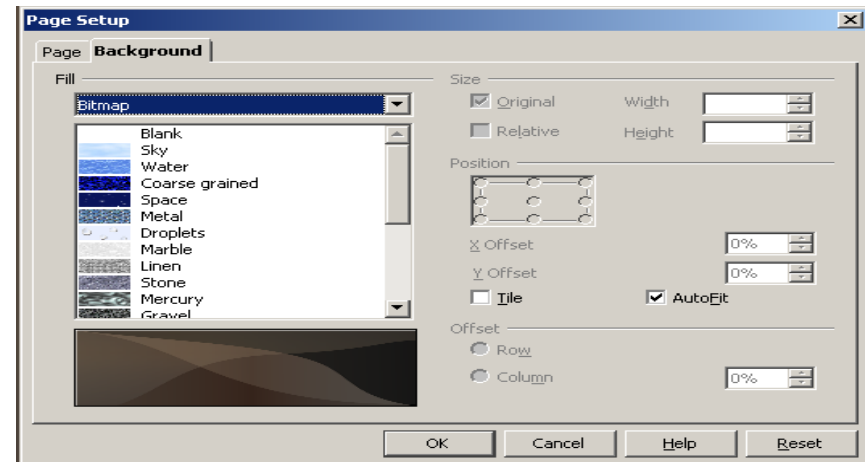# Animation

❑ Animation scheme.

❑ Details can be changed for each slide.

❑ SW may allow pre-selection of the animation properties.

Colors

❑ Direct formatting.

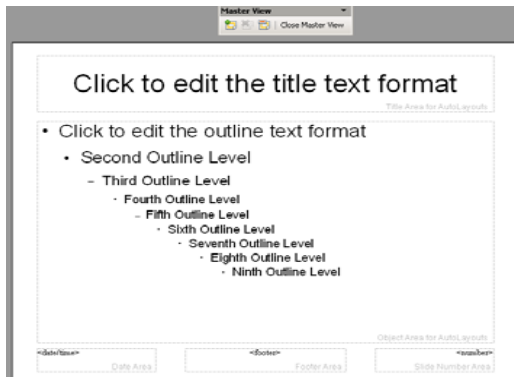❑ Menu „format".

❑ Details dependent on the MS Office version.

Layout

❑ Layout templates allow to predefine the slide structure.

❑ Uniform style.

❑ Defined in the template.

The slide

❑ **The rule 5 x 5 or 6 x 6**
   ❑ maximum of 5 (6) points (items) and 5 (6) words per line

❑ highlight by using **bold** font **(or color)**

❑ **high quality images**

❑ the key info at the end of the line

❑ **graphs must be correctly annotated**

Font:

   ❑ **size**
   ❑ Sans serif
   ❑ maximum 3 fonts per document
   ❑ Non-standard fonts only for headlines
   ❑ highlight by using **bold** font **(or color)**

Colors and animation

❑ maximum **3 colors**

❑ **Contrast** color combinations

❑ Do not use striking colors

❑ the background should not be disturbing

Effects, timing

- Effects draw attention, but use them with caution

- **Do not use** to disturb clearness or fluency

- **Avoid** time consuming effects

- **Do not use** multiple types of effects

Top 10 of good presentation

1. Simplicity

- Well understendable graphs

- Images should reflect the content

- 5 x 5 principle

Top 10 of good presentation

2. Less is more

- readability
- good arrangement
- clearness

Top 10 of good presentation

3. Numbers

- Large tables are difficult to understand
- Use minimum of numbers
- Attach details to the presentation

Top 10 of good presentation

4. Colors

- Contrast between the text and the graphical objects and the background

- Reasonable number of colors

Top 10 of good presentation

5. Images and graphics

- Use multiple sources

- Rich, visually attractive

- Use animation and video

Top 10 of good presentation

6. Abbreviate

- Focus on your audience

- Cross our if text is
  - Unattractive, confusing

- Success will come

    „Success means doing the best we can with what we have."   Wynn Davis

Top 10 of good presentation

7. Timing of your commentary

- Correct synchronization

- new slide – new time to accommodate, then start your commentary

Top 10 of good presentation

8. Do not repeat the written

- Avoid reading your slides
- Keep eye-contact with your audioence

Top 10 of good presentation

9. Rest for your audience

- Time to discuss or to ask
- sometimes „empty slide" – rest for the eyes
- Make a joke from time to time

Top 10 of good presentation

10. Conclusions

- Conclusions should be concise and clear, repeat 3 points at maximum.

- Highlight the main idea and use time for discussion.

- Thank the audience for the attention…

Assignment

Topics: Case study of professional career

Aims:

- ❑ Prepare the case study, defend the case study in a team.

- ❑ Learn the available SW including the search, analysis, processing and citations.

Case study

Professional career

❑ The case study will be prepared in teams of 3 students.

❑ Each team will suggest a topic of the case study – a model work place via Barborka email to be approved by the teacher.

Tools

„Suitable target – half way to success "

1) Use free Internet search tools
2) Save relevant results for further use
3) Respect ISO ČSN 690 and ISO ČSN 690 -2.
4) Based on research, approved by the intent and custom data work out a resume outlining future career in the range of about 10 pages - 2000 symbols at a time of job description of a possible future job.

Use e.g. citace.com to produce records like this:
Bratková, Eva. Co přináší třetí vydání mezinárodní normy ISO 690:2010. *Ikaros* [online]. 2010, roč. 14, č. 9 [cit. 03.10.2010]. Dostupný na World Wide Web: <http://www.ikaros.cz/node/6358>. URN-NBN:cz-ik6358. ISSN 1212-5075.
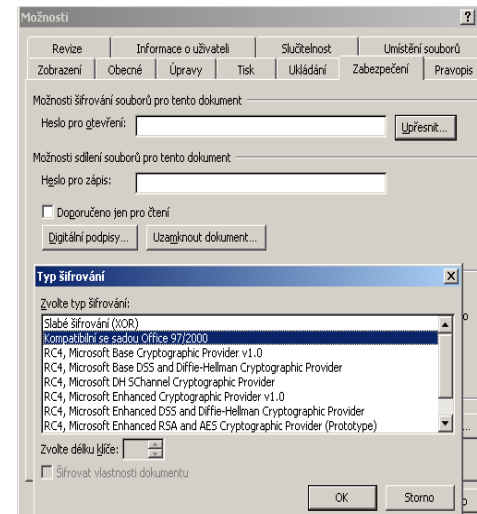
Security settings

❏ Tools – settings - security

   ❏ Or when saving a file

❏ Protect access by a password

   ❏ Data encryption

   ❏ Attribute change

❏ Protect access to a part of the document

Timing

„Timing is a part of the success "

- ❑ Time we have is limited.
- ❑ Send the mandatory part of the assignment to the teacher BEFORE the defense. Use Barborka to send the files.

Assignment: mandatory pasts

Mandatory parts of the project:

1. MS Word – use template:
   introduction, analysis, conclusions, structured
   introduction of the author, the team and the model
   work place.
   - minimum size: 7 x A4 pages.

2. Set the document password and encryption type.

Check of the assignment

1. All Word documents insert into the assignment part in the LMS MOODLE based on the instructions from the teacher.

2. Potential comments of the teacher must be worked out before the defense.

Defense of the case study

The presentation will include:

- ❑ Title slide
- ❑ Introduction of the team and organization
- ❑ Introductory slides and presentation of individuals (1-2 slides)
- ❑ Sub-tasks and extensions
- ❑ Data protection examples
- ❑ Conclusions
- ❑ Used sources

Check questions

Work hard.

Do the first part of the textual exercises.

Think about the structure of the presentation.

Resources:

1. KRAUS, Josef. *Nejlepší program pro tvorbu prezentací. Www.zive.cz* [online]. 2012 [cit. 2013-09-20]. Dostupné z: http://www.zive.cz/clanky/nejlepsi-program-pro-tvorbu-prezentaci/sc-3-a-165056/default.aspx

2. *ZÁKLADNÍ TYPOGRAFICKÁ PRAVIDLA. ZÁKLADNÍ TYPOGRAFICKÁ PRAVIDLA* [online]. 2012, č. 1 [cit. 2013-09-29]. Dostupné z: http://www.gjszlin.cz/ivt/esf/ostatni-gdm/zakladni-typograficka-pravidla-a-jejich-uplatneni.pdf

3. DTP - Typografie písma. *DTP - Typografie písma* [online]. 2012, č. 1 [cit. 2013-09-30]. Dostupné z: http://gml.vse.cz/data/DTPTYPIS-Red.pdf

4. Pravidla. cz. *Pravidla českého pravopisu* [online]. © 2013 Zásobování a.s. [cit. 2013-09-30]. Dostupné z: http://www.pravidla.cz/