



TRAINING MANUAL

Microsoft Power Point



Partnerships for
Improving Education



EXERCISE 3 – MICROSOFT POWERPOINT

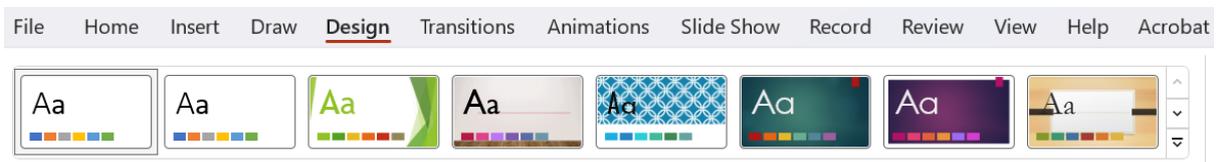
In the previous exercise, we analysed student data to create various graphs and tables. However, this is not a neat format for presenting to large groups at formal events. Instead, Microsoft PowerPoint is the best option.

In this task, we will create a PowerPoint presentation titled “Analysis of Student Data in PNG” and include our key findings and graphs.

To begin the task:



1. Open Microsoft PowerPoint, which can be found by clicking the Windows Menu button in the bottom left corner of your screen: 
2. Select ‘Blank Presentation’.
3. Click on the Design tab and select a design. We recommend the third option (in green below).



4. Change the Title to “Analysis of Student Data in PNG” and the Subtitle to “Provincial Department of Education”.



5. Insert a new slide by clicking **New Slide**. Be sure to select ‘Title & Content’ as the format.
6. Change the title to ‘Key Findings’.
7. In the textbox below, you will see that it has automatically started a list. Go ahead and write six dotpoints listing the following from the data in your Excel sheet:
 - a. The total number of students in PNG is XXXX
 - b. The total number of schools in PNG is XXXX
 - c. The region with the largest number of schools is XXXX
 - d. The region with the largest number of students is XXXX
 - e. The average number of students per school is XXXX
 - f. The largest school in PNG is XXXX
8. Insert a new slide by clicking **New Slide**. Be sure to select “Title Only” as the format.
9. Change the title to ‘Regions of PNG’.
10. Copy (CTRL-C) and Paste (CTRL-V) the graph titled Total Students By Region from the Excel sheet into the vacant space on this slide.
11. Repeat these steps for each graph that was produced in the Excel sheet, inserting new slides when required.
12. Add a new slide by clicking New Slide. Be sure to select “Blank” as the format. Then copy and paste the image ‘PNG Image 1’ on the page. This will be our end page.

To add artistic transitions into the slideshow, click on the Transitions tab and select from the options below. We recommend 'Wipe'.



To ensure that this is consistent throughout the presentation, press Apply to All on the right hand side of the toolbar (see above).



To enter Presentation Mode (which will make your slideshow full screen), click the Slide Show tab and then the From Beginning icon. Now your slideshow will be full screen. To click through your slides, press the Space Bar.

BEST PRACTICE – PRESENTATION TIPS

- Less is best – adding too much text to the screen can confuse the viewer.
 - You can always say more in your speech. The PowerPoint should just be there to re-enforce what you have to say.
- Less is best (again!) – be sure to limit the variety of transitions and colours used.
 - Random movements on the screen can distract the viewer.
- Always use an existing 'Design' to improve professionalism of style.
- Make sure all images and text boxes are neatly aligned to each other.
- Use a simple, professional font. Remember – it is the content of the presentation that the audience is interested in.
- Always use Presentation Mode when presenting.

DAY 3 – SELF-PACED REFRESHER ACTIVITIES

(EXCEL, WORD, POWERPOINT)

This exercise will revisit the content covered across Microsoft Word, Excel and PowerPoint to test your ability to complete tasks across these platforms with minimal assistance.

Jack Growden, Founder & CEO of LiteHaus International, an international NGO which works on improving quality of education in PNG, has requested a needs assessment of schools across various regions. This will require you to use Excel, Word and PowerPoint to present the findings to them in the most appropriate manner.

Your instructions are listed in the order below:

1. Using **Excel**, input and analyse the data on Page 23 (teacher to student and student to classroom ratios from fictional schools across various regions), ultimately finding answers to the questions listed on the same page.
2. Using **Word**, write a letter to Jack Growden, Founder & CEO of LiteHaus International, the NGO which has requested this school needs assessment. The exact template of Page 25 must be followed, with the table of findings filled in from **Excel**.
3. Using **PowerPoint**, prepare a presentation for Jack Growden to present to international donors to rally support for these schools. You can be creative with the presentation, but be sure to follow the presentation requirements listed on Page 26

The prompts and functions required to complete these tasks have already been covered throughout the training and can be found in your training manuals if you need clarity.

REFRESHER ACTIVITY 3 – MICROSOFT POWERPOINT

Now we must create the PowerPoint presentation which summarises our findings in a quality format. The presentation must follow the style below:



The presentation should include seven slides. These slides should be as follows:

1. Cover Page – the heading should be “School Needs Assessment Findings”. The sub-heading should be your name and title.
2. Key Points – create a dot point list which has the answers to each of the six questions listed in the Excel activity on Page 23.
3. Question 1 – copy the graph you made to answer Question 1 of the Excel activity.
4. Question 2 – copy the graph you made to answer Question 2 of the Excel activity.
5. Question 3 – copy the graph you made to answer Question 3 of the Excel activity.
6. Question 4 – copy the graph you made to answer Question 4 of the Excel activity.
7. Question 5 – copy the graph you made to answer Question 5 of the Excel activity.

Use simple slide transitions such as ‘Wipe’.



PNGAus Partnership