G.C.E. O/L Grade 10 ICT · Lesson 8

8.1 Presentation Software: Slides, Layouts, Designs and Multimedia

Presentation software is application software used to create a set of **slides** that are shown one after another to an audience, usually through a **multimedia projector** or a video call. Slides can contain **text, images, video, audio, shapes, SmartArt, charts and hyperlinks**. In this note you will learn the parts of the window, the **views**, **layouts**, **designs/themes** and how to make an **effective** presentation, using **MS PowerPoint, LibreOffice Impress and Google Slides**.

1. What is presentation software?

A **presentation** is a file made of **slides**. Each slide is like one page of a digital poster. The presenter talks while the slides support the talk with key points and pictures. One file can be shown on a projector, shared online, printed as handouts or exported as a PDF or video.

Software	Company / type	Default file
MS PowerPoint	Microsoft – proprietary	.pptx
LibreOffice Impress	The Document Foundation – free and open source	.odp
Google Slides	Google – online, in a web browser	Saved in Google Drive (download as .pptx/.pdf)
Apple Keynote	Apple – macOS/iPad	.key

Education
Teachers explain lessons; students present projects such as **Sigiriya** or **Save Water**.

Business
Product launches, sales reports with charts, meetings.

Awareness
Health, road safety and environment campaigns at schools and villages.

Events
Photo slideshows, digital signage, kiosks that loop automatically.

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2. The PowerPoint window (GUI)

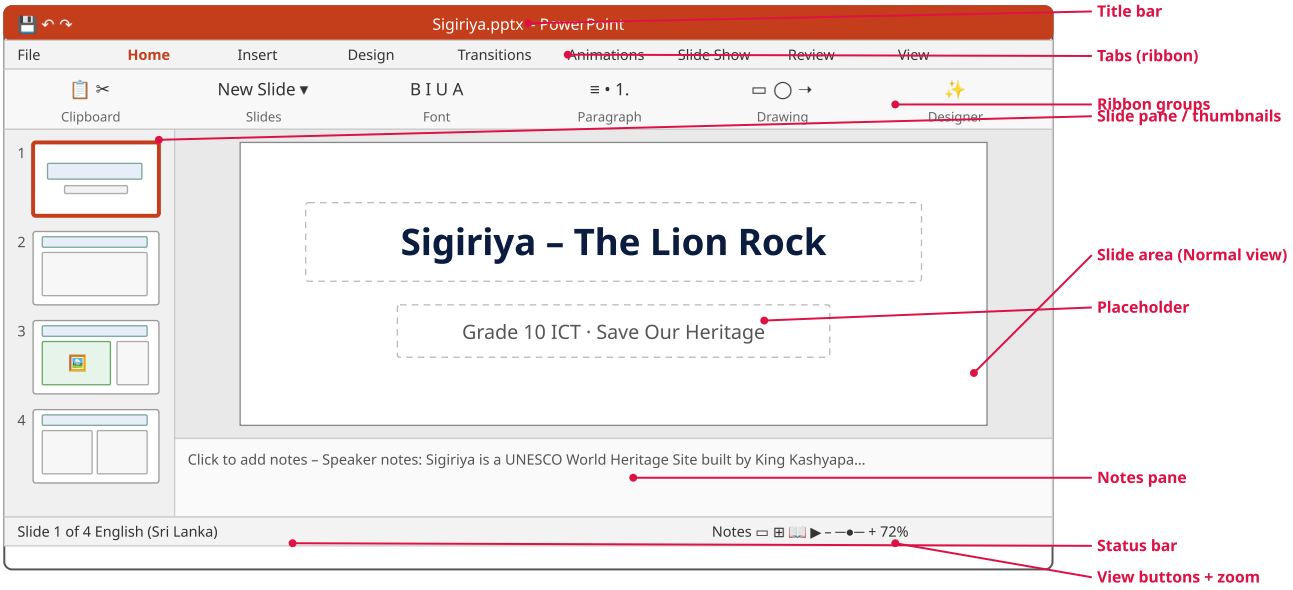


Figure 8.1: Parts of the PowerPoint window. Impress and Google Slides have the same main parts.

Part	Use
Title bar	Shows the file name, e.g. Sigiriya.pptx, and the Quick Access Toolbar (Save, Undo, Redo).
Ribbon (tabs and groups)	Commands arranged in tabs: Home, Insert, Design, Transitions, Animations, Slide Show, Review, View.
Slide pane / thumbnails	Small pictures of all slides on the left; click to select, drag to reorder.
Slide area	The large area where you edit the current slide. Dotted boxes are **placeholders**.
Notes pane	Speaker notes – seen by the presenter only (in Presenter view), not by the audience.
Status bar	Shows 'Slide 1 of 4', language, view buttons and the zoom slider.

> 💡 In LibreOffice Impress the slide thumbnails are called the **Slides pane**, and the **Sidebar** on the right holds Properties, Master Slides and Animation. Google Slides has a **filmstrip** on the left and menus (File, Edit, View, Insert, Format, Slide, Arrange, Tools).

3. Presentation views

View	What it is for
Normal	Default editing view: thumbnails + slide area + notes pane.
Slide Sorter	All slides as thumbnails in a grid – best for reordering, deleting or duplicating slides.
Notes Page	Shows one slide with its speaker notes for printing.
Reading View	Plays the show inside the window – useful for checking on your own computer.

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Slide Show	Full screen for the audience. **F5** = from the beginning; **Shift+F5** = from the current slide; **Esc** = end.
Presenter View	On two screens: the audience sees the slide; the presenter sees the next slide, notes and a timer.

4. Layouts, background and designs

A **layout** decides which **placeholders** appear on a slide and where. Choose it from **Home › Layout** (PowerPoint), **Slide › Layouts** in the Sidebar (Impress) or **Slide › Apply layout** (Google Slides).

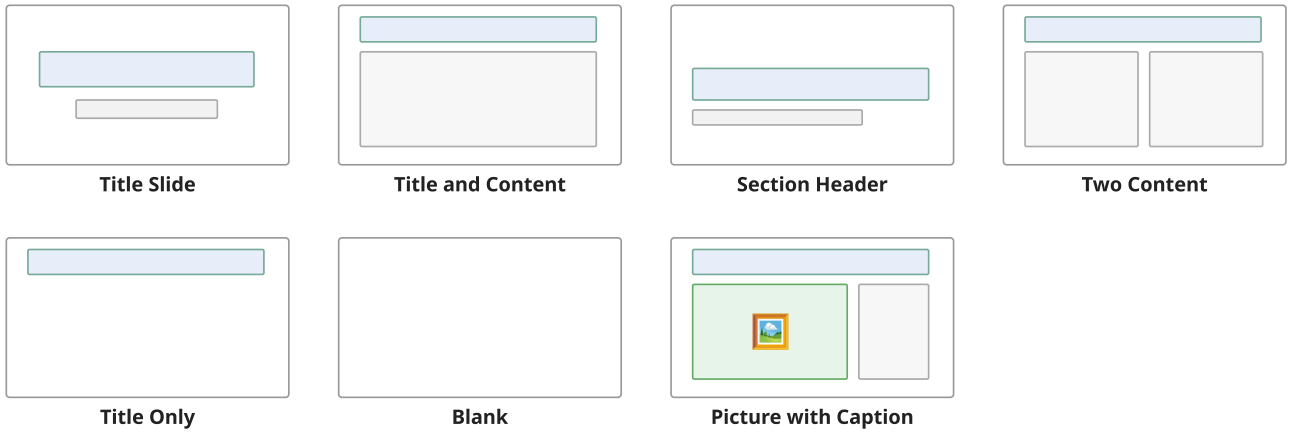


Figure 8.2: Common slide layouts. Use Title Slide first, Title and Content for bullets, Two Content to compare, Blank for a full picture.

Background
Design › Format Background: solid colour, gradient, picture or pattern. Apply to one slide or **Apply to All**.

Theme / design
A ready set of **colours, fonts and effects** for all slides (Design tab; Impress Master Slides; Google Slides Theme).

Template
A starter file with design **and** sample content, e.g. a school project template (.potx / .otp).

Slide Master
Change the master once – logo, font, footer – and every slide follows. Keeps slides **consistent**.

5. Inserting text and multimedia

Insert	How (PowerPoint › Insert tab)	Example for a Sigiriya show
Text	Click a placeholder or Insert › Text Box; WordArt for headings	Title: Sigiriya – The Lion Rock
Image	Insert › Pictures (This Device / Stock Images / Online)	Photo of the Lion's Paw entrance
Video	Insert › Video (file or Online Video – paste a YouTube link)	A 1-minute drone video
Audio	Insert › Audio (file or Record Audio)	Narration about King Kashyapa

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Shapes / SmartArt	Insert › Shapes; Insert › SmartArt for lists, cycles, hierarchies	A timeline: 477 AD → 495 AD → 1982 UNESCO
Chart / table	Insert › Chart (data in a mini spreadsheet) or Insert › Table	Visitors per year column chart
Hyperlink	Select text › Insert › Link (Ctrl+K) to a website, file or another slide	Link to the UNESCO website

💡 Impress: **Insert › Image, Insert › Audio or Video, Insert › Chart, Insert › Hyperlink**. Google Slides: **Insert › Image / Video (YouTube or Drive) / Audio (from Drive) / Chart / Diagram / Link**.

6. Rules for an effective presentation

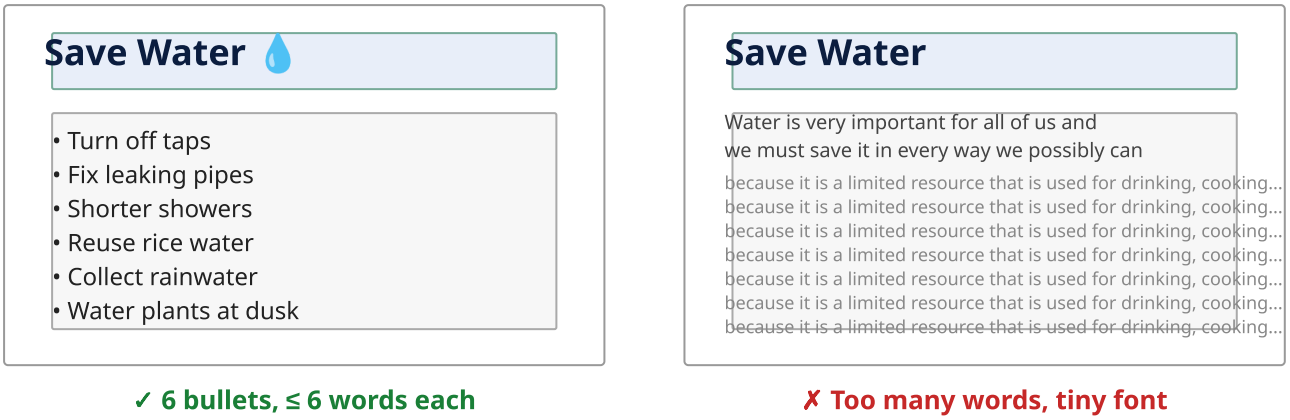


Figure 8.3: The 6×6 rule – at most about 6 bullets per slide and 6 words per bullet.

- **6×6 rule**: about 6 lines, 6 words each. Use key words, not paragraphs.
- **Readable fonts**: sans-serif (Calibri, Arial, Iskoola Pota/Noto Sans Sinhala), titles 36–44 pt, body at least 24 pt.
- **High contrast**: dark text on a light background or light on dark. Avoid red on green.
- **Consistency**: one theme, same fonts and colours on every slide (use the Slide Master).
- **One idea per slide**; a picture is often better than many words.
- **Copyright**: use your own photos, free/Creative Commons images, and write **image credits** (e.g. 'Photo: Wikimedia Commons, CC BY-SA').
- **File size**: compress pictures (Picture Format › Compress Pictures); link long videos instead of embedding.

7. Saving and showing

Format	When to use
.pptx	PowerPoint default – keeps everything editable.
.odp	OpenDocument Presentation – Impress default, open standard.

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.pdf	For sharing/printing handouts – looks the same everywhere but cannot play animations.
.ppsx	PowerPoint Show – opens straight into Slide Show.
.mp4	File › Export › Create a Video – plays on any device, keeps timings and narration.

NEW 2026 **2026 tools. Copilot** (PowerPoint) and **Gemini** (Google Slides) can draft slides from a prompt, and **Designer** suggests layouts for your pictures. Use AI responsibly: check every fact, rewrite in your own words, do not paste personal data, and say when AI helped. **Real-time collaboration**: share the file (OneDrive/Google Drive) so classmates edit together and leave **comments** (@mention). **Morph** transition moves objects smoothly between two similar slides. **Record** (Record tab / Slide Show › Record) adds your voice and video, then **export to MP4**. Embed a **YouTube** video with Insert › Video › Online Video. Add **alt text** to every picture and run **Review › Check Accessibility**. To present on **Zoom, Teams or Google Meet**, share the window or use Teams' **PowerPoint Live** / Meet's **Present a tab**.

💡 Exam tip: **F5** starts from slide 1, **Shift+F5** from the current slide. Speaker notes are **not** shown to the audience.

Key Words

Presentation software – Software for creating and showing slides.

Slide – One page/screen of a presentation.

Placeholder – Dotted box on a layout that holds a title, text or object.

Layout – Arrangement of placeholders on a slide.

Theme – Ready set of colours, fonts and effects.

Template – Starter file with design and sample content.

Slide Master – Master slide that controls the look of all slides.

Slide Sorter – View showing all slides as thumbnails to reorder.

Speaker notes – Notes for the presenter, hidden from the audience.

Presenter View – Presenter screen with notes, next slide and timer.

Hyperlink – Clickable link to a web page, file or slide.

Alt text – Text description of a picture for screen readers.

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Sample Q&A

1. What is presentation software? Give two examples.

> **Answer:** Software used to create and show slides; e.g. MS PowerPoint, LibreOffice Impress, Google Slides.

2. Which view is best for reordering slides?

> **Answer:** Slide Sorter view.

3. What is the difference between F5 and Shift+F5?

> **Answer:** F5 starts the slide show from the first slide; Shift+F5 starts from the current slide.

4. State the 6×6 rule.

> **Answer:** About six bullet lines per slide and about six words per line.

5. What is the default file type of Impress?

> **Answer:** .odp (OpenDocument Presentation).

6. Why should you add alt text to pictures?

> **Answer:** So that screen readers can describe the picture to people with visual impairments (accessibility).

MCQ

1. Which of these is presentation software?

A. LibreOffice Impress
B. LibreOffice Base
C. LibreOffice Calc
D. LibreOffice Writer

2. The default file extension of MS PowerPoint is...

A. .docx
B. .odp
C. .pptx
D. .xlsx

3. The default file extension of LibreOffice Impress is...

A. .odt
B. .pptx
C. .odp
D. .ods

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4. Which key starts the slide show from the first slide?

A. F5
B. Esc
C. Shift+F5
D. F2

5. Shift+F5 starts the slide show…

A. from the first slide
B. from the current slide
C. from the last slide
D. in Slide Sorter

6. Which view shows all slides as small thumbnails to reorder them?

A. Notes Page
B. Normal
C. Reading View
D. Slide Sorter

7. Speaker notes are seen by…

A. nobody
B. the audience only
C. the presenter only
D. everyone on the projector

8. The dotted boxes on a new slide that hold a title or content are…

A. Gridlines
B. Placeholders
C. Thumbnails
D. Hyperlinks

9. Which layout is best for comparing two things side by side?

A. Two Content
B. Blank
C. Title Only
D. Title Slide

10. A ready set of colours, fonts and effects applied to all slides is a…

A. Placeholder
B. Transition
C. Theme
D. Layout

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11. To add a link to the UNESCO website, you use…

A. Design › Format Background
B. Insert › SmartArt
C. View › Slide Sorter
D. Insert › Link (Ctrl+K)

12. According to the 6×6 rule, a slide should have about…

A. 6 lines with 6 words each
B. 6 fonts and 6 colours
C. 6 animations per object
D. 6 slides with 6 pictures

13. Which is the best practice for text on a projector?

A. 10 pt text so more fits
B. Dark text on a light background, at least 24 pt
C. Red text on a green background
D. A different font on every slide

14. Which format is best to share handouts that look the same on every device?

A. .potx
B. .odp
C. .pptx
D. .pdf

15. Which is a responsible use of Copilot/Gemini in slides?

A. Copy its output without reading
B. Draft slides, then check facts and edit in your own words
C. Hide that AI was used
D. Paste classmates' personal data

Structured Questions

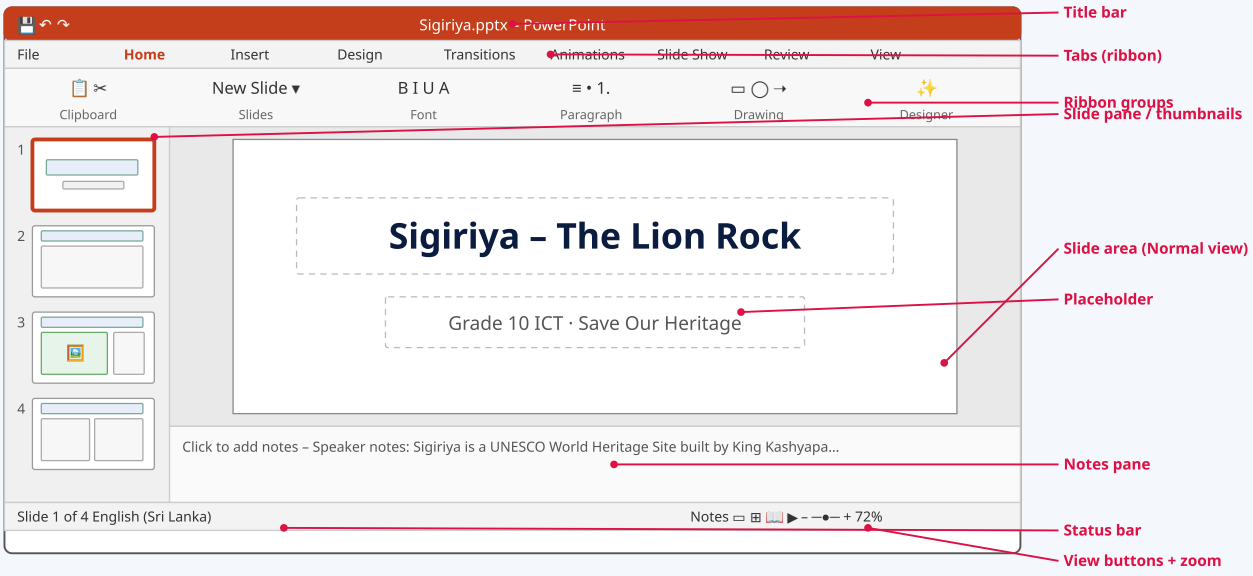
1. (i) What is presentation software? (1 mark)
(ii) Name two presentation programs and their default file types. (4 marks) *(5 marks)*

> (i) Software to create and show a set of slides. (ii) MS PowerPoint – .pptx; LibreOffice Impress – .odp (Google Slides – online/Drive).

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2. Label five parts of the PowerPoint window and give the use of each. (5 marks) *(5 marks)*

Any five: title bar – file name; ribbon – commands; slide pane – thumbnails/reorder; slide area – edit slide; notes pane – speaker notes; status bar – slide number, views, zoom.



Model answer

3. Name three presentation views and state when each is used. (3 marks) *(3 marks)*

Normal – editing; Slide Sorter – reordering/deleting; Slide Show – showing full screen (or Reading/Presenter View).

4. Nimal's 'Save Water' slide has 15 lines of 12 pt red text on a green background. Give three improvements. (3 marks) *(3 marks)*

Use the 6×6 rule/key words; increase font to 24 pt or more; use high contrast (dark on light); add a picture; split into more slides.

5. (i) Why should image credits be written on slides? (2 marks)
(ii) Give one way to reduce the file size of a presentation. (1 mark) *(3 marks)*

(i) To respect copyright and show the source/owner of the picture. (ii) Compress pictures or link a video instead of embedding it.

Summary

- Presentation software creates and shows slides.
- PowerPoint .pptx, Impress .odp, Google Slides online.
- GUI: title bar, ribbon, slide pane, slide area, notes pane, status bar.
- Views: Normal, Slide Sorter, Reading, Slide Show, Presenter View.
- Layouts arrange placeholders; themes set colours and fonts.
- Insert text, images, video, audio, shapes, SmartArt, charts, links.

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- 6×6 rule, big readable fonts, high contrast, credits.
- F5 = from start; Shift+F5 = from current slide.

MCQ answer key – 8.1

1. **A** – Impress is the presentation program.
2. **C** – .pptx.
3. **C** – .odp = OpenDocument Presentation.
4. **A** – F5 = from beginning.
5. **B** – Current slide.
6. **D** – Slide Sorter.
7. **C** – Presenter View shows notes to the presenter.
8. **B** – Placeholders.
9. **A** – Two content placeholders.
10. **C** – Theme/design.
11. **D** – Ctrl+K inserts a hyperlink.
12. **A** – 6 lines × 6 words.
13. **B** – High contrast, large font.
14. **D** – PDF keeps the layout fixed.
15. **B** – Check and acknowledge AI help.

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