G.C.E. O/L Grade 10 ICT

Lesson 8: Presentation Software

- 8.1 Presentation Software: Slides, Layouts, Designs and Multimedia
- 8.2 Slide Transitions and Custom Animations

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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)

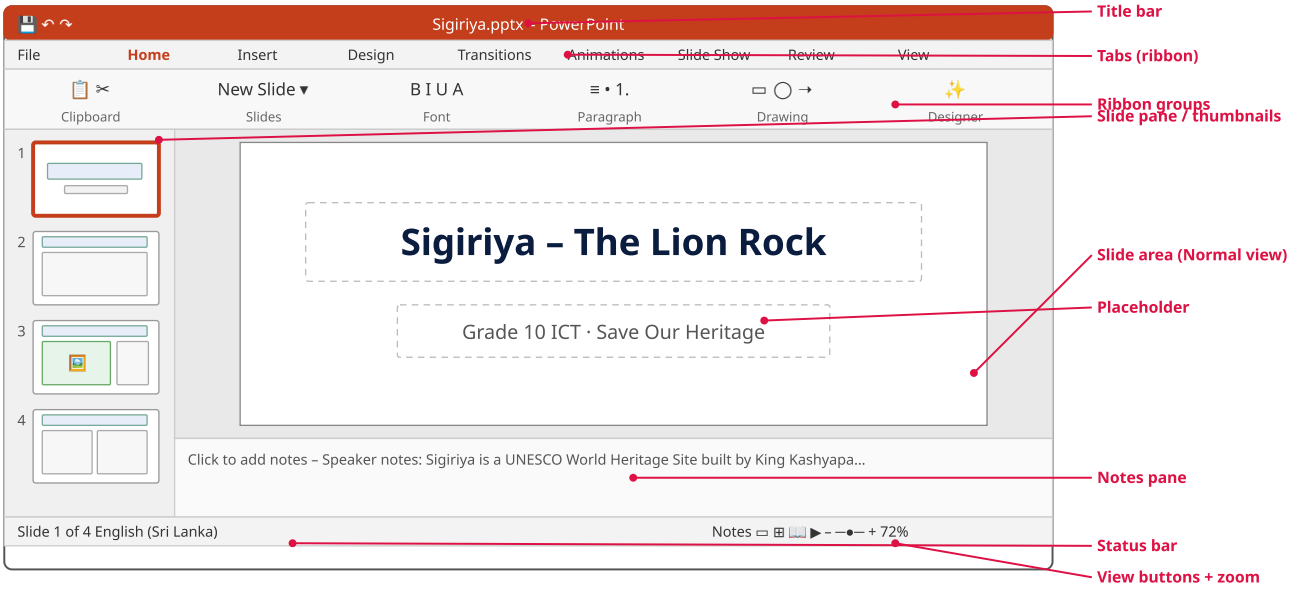


Figure 8.1: Parts of the PowerPoint window. Impress and Google Slides have the same main parts.

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).

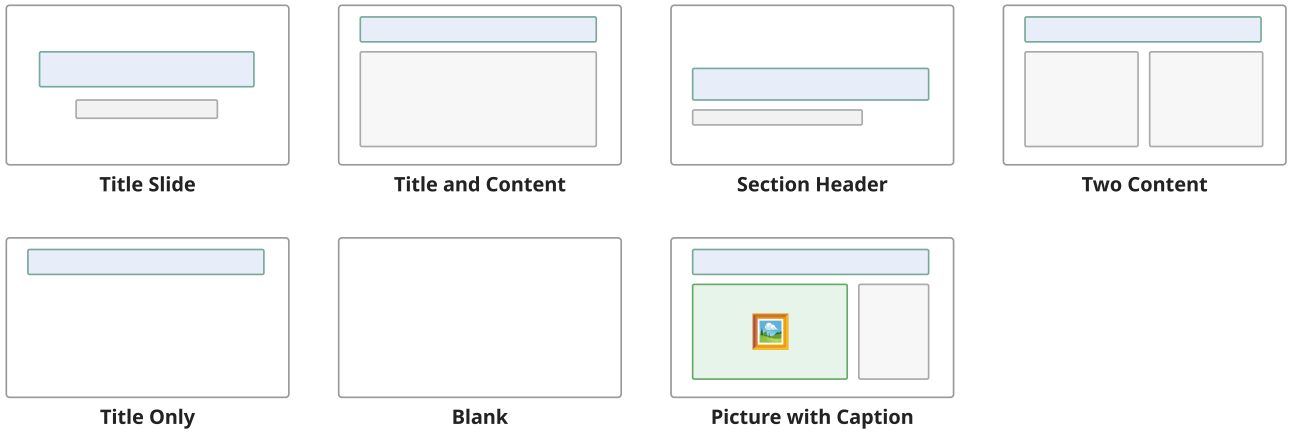


Figure 8.2: Common slide layouts. Use Title Slide first, Title and Content for bullets, Two Content to compare, Blank for a full picture.

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

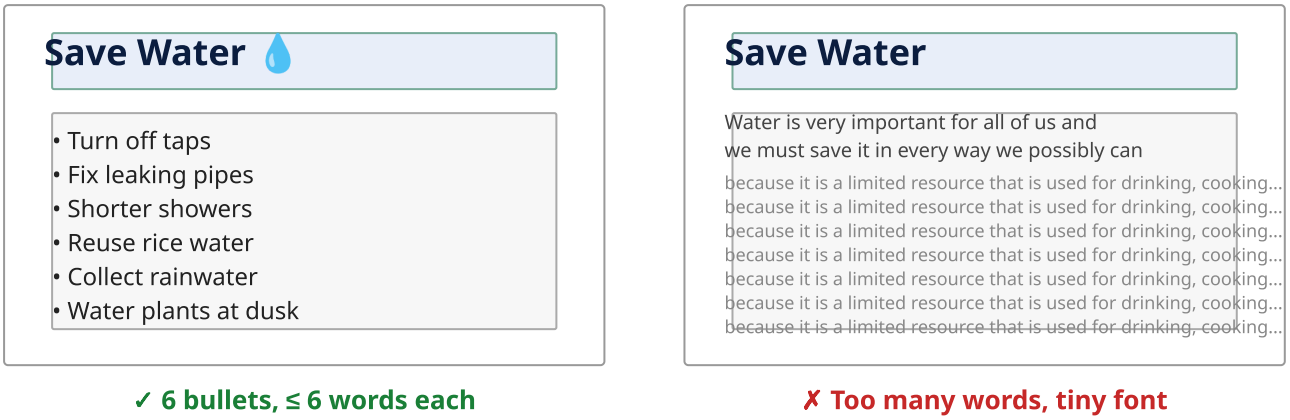


Figure 8.3: The 6×6 rule – at most about 6 bullets per slide and 6 words per bullet.

- **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

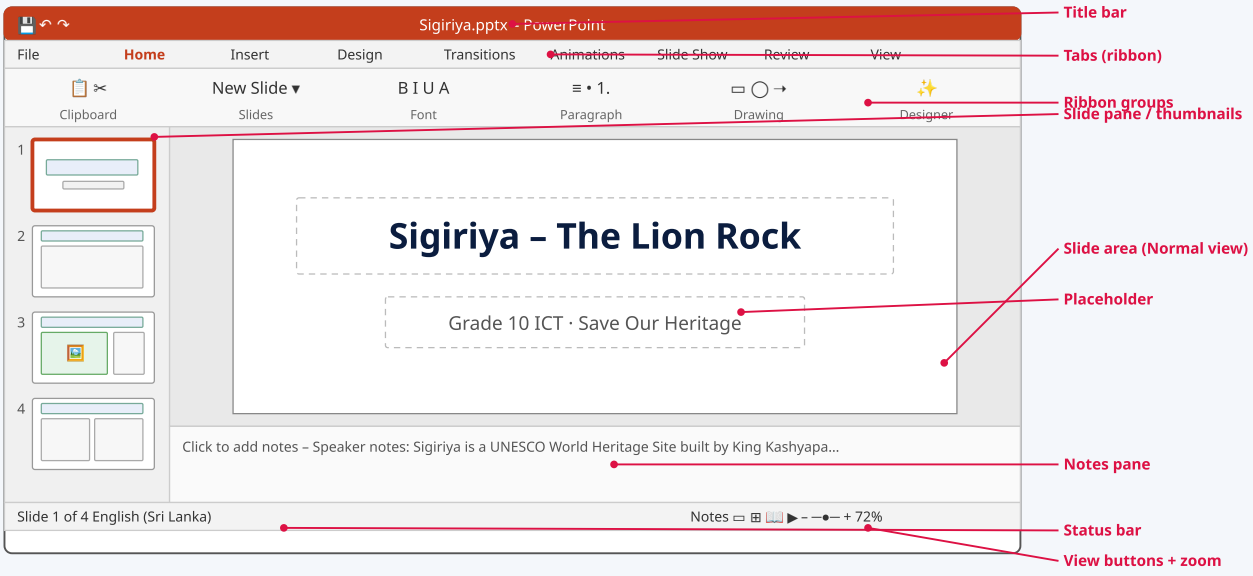
1. (i) What is presentation software? (1 mark)
(ii) Name two presentation programs and their default file types. (4 marks) *(5 marks)*

> (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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8.2 Slide Transitions and Custom Animations

Movement can make a presentation lively and help the audience follow the order of ideas. A **transition** is an effect that plays **when one slide changes to the next**. An **animation** is an effect applied to **one object on a slide** – a title, picture, bullet point or chart. In this note you will set transitions (type, duration, sound, Apply to All, advance on click or after a time) and **custom animations** (**Entrance, Emphasis, Exit, Motion Path**) using the **Animation Pane**, **start options**, **duration** and **delay** – and learn why effects must not be overused.

1. Transition or animation?

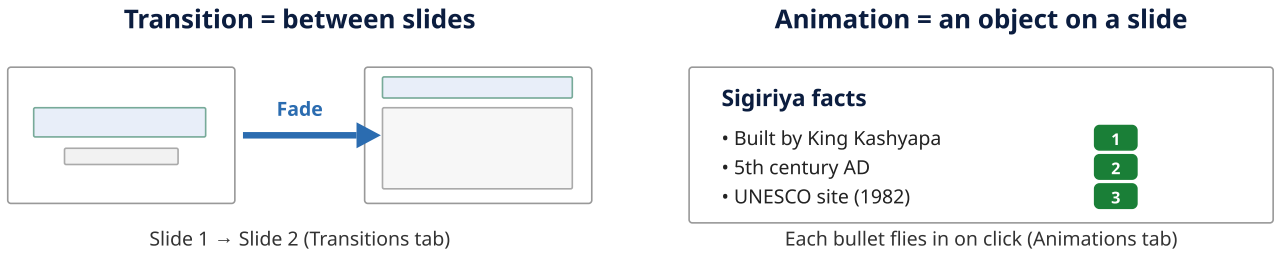


Figure 8.4: A transition works between slides; an animation works on an object inside one slide.

	Transition	Animation
Applied to	A whole slide	An object (text, picture, shape, chart)
When it plays	Moving from one slide to the next	While the slide is on the screen
PowerPoint tab	Transitions	Animations
Impress	Slide › Slide Transition (Sidebar)	Format › Animation (Sidebar)
Google Slides	Slide › Transition	Insert › Animation (Motion panel)

2. Slide transitions

Type
Subtle: Fade, Push, Wipe, Split; Exciting: Cube, Vortex; Dynamic: Pan, Ferris Wheel. **Morph** moves matching objects smoothly.

Duration
How long the effect takes, e.g. 01.00 second. Shorter = faster.

Sound
Optional sound (Applause, Chime…). Usually keep **[No Sound]** in class.

Apply to All
Copies the same transition, duration and sound to every slide – gives **consistency**.

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Advance slide
On Mouse Click (presenter controls) or **After 00:05** seconds (automatic). Both can be ticked.

Rehearse Timings
Slide Show › Rehearse Timings records how long you spend on each slide for an automatic show.

💡 Example: a **Sigiriya** kiosk show for the school exhibition – Fade, 1 second, No Sound, **After 00:08**, Apply to All, then **Slide Show › Set Up Slide Show › Loop continuously until Esc**.

3. The four animation categories

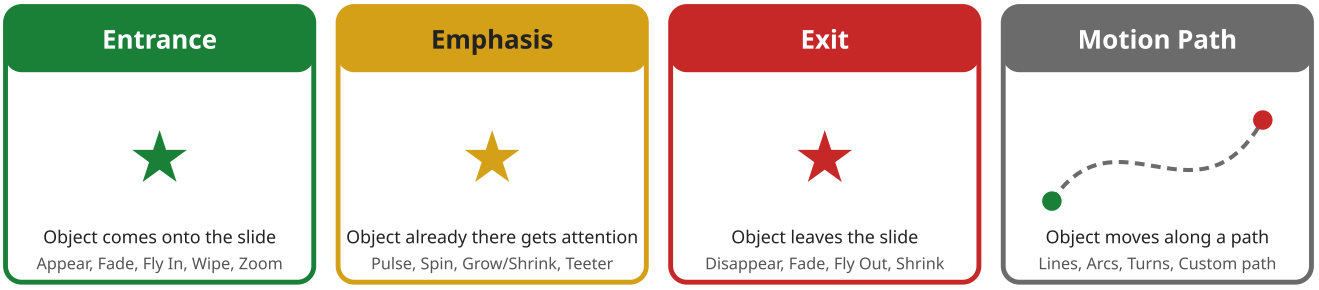


Figure 8.5: Entrance (green), Emphasis (yellow), Exit (red) and Motion Path animations.

Category	Effect on the object	Example on a Save Water slide
Entrance (green)	Makes it appear	Each tip Flies In one by one
Emphasis (yellow)	Draws attention while visible	The water drop picture Pulses
Exit (red)	Makes it leave	The 'dripping tap' picture Fades out
Motion Path	Moves it along a line/curve	A drop moves from the cloud to the tank

4. Animation Pane, order and timing

Select an object › **Animations › Add Animation** (PowerPoint) to choose an effect. **Effect Options** sets the direction (e.g. From Left) or 'By Paragraph'. Open **Animation Pane** to see every effect in order; drag them or use **Move Earlier / Move Later** (Reorder) to change the order. The numbers next to objects on the slide show the click on which they play.

Start option	Meaning
On Click	Waits for a mouse click / key press. Starts a new numbered step.
With Previous	Starts at the same time as the effect above it.
After Previous	Starts automatically when the effect above it finishes.
Duration	How long the effect lasts (e.g. 00.50 s).
Delay	Waiting time before the effect starts (e.g. 00.25 s).

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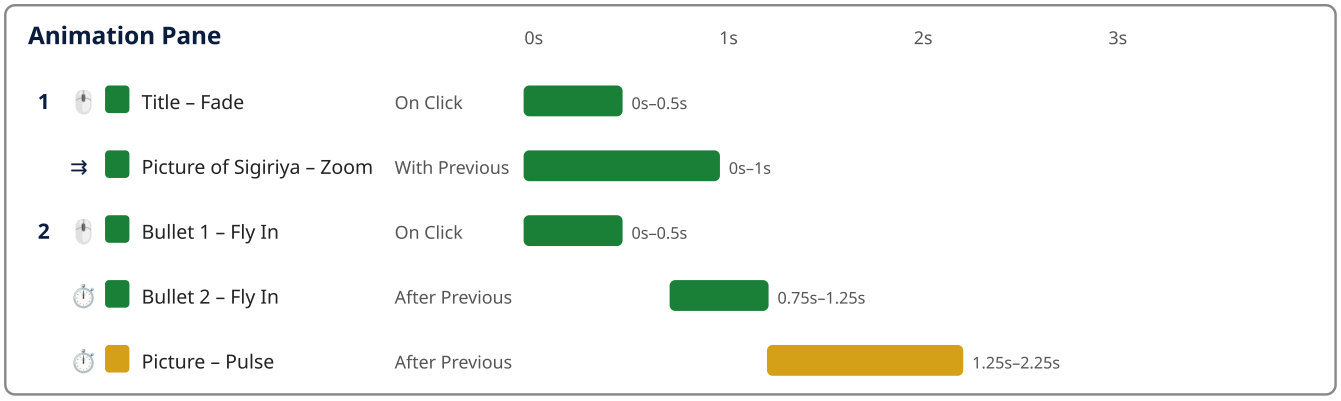


Figure 8.6: Animation Pane for a Sigiriya slide. Click 1 plays the title and picture together; click 2 plays Bullet 1, then Bullet 2 (after a 0.25 s delay), then the picture pulses – ending 2.25 s after click 2.

#	Effect	Start	Duration	Delay	Plays (s after its click)
1	Title – Fade	On Click	0.5	0	0 → 0.5
–	Picture of Sigiriya – Zoom	With Previous	1	0	0 → 1
2	Bullet 1 – Fly In	On Click	0.5	0	0 → 0.5
–	Bullet 2 – Fly In	After Previous	0.5	0.25	0.75 → 1.25
–	Picture – Pulse	After Previous	1	0	1.25 → 2.25

💡 Impress: **Sidebar › Animation** – Add (+), Category (Entrance, Emphasis, Exit, Motion Paths, Misc), Start (On click / With previous / After previous), Duration, Delay. Google Slides: **Motion panel** – 'On click', 'With previous', 'After previous' and a speed slider (Slow/Medium/Fast).

5. Use effects wisely

- Use **one or two** transition types for the whole show (Apply to All).
- Animate only to show **order** (bullets one by one) or to **explain** (a motion path for water flow).
- Too many spinning, bouncing effects and sounds **distract** the audience and waste time.
- Keep durations short (0.5–1 s) and test in **Slide Show** before presenting.
- Animations do not play in a **PDF**; use .pptx/.ppsx or export to **MP4**.

NEW 2026 **2026 updates. Morph** (PowerPoint, Keynote 'Magic Move') animates objects between two duplicate slides automatically – no Animation Pane needed. **Designer/Copilot** can suggest transitions, but you decide what helps the message. **Record** your show with narration (timings and animations are saved) and **Export › Create a Video (MP4)** to share on YouTube or a class group. Respect people who are sensitive to motion: turn off fast flashing effects and test with **Check Accessibility**. Over **Zoom/Teams/Meet**, heavy animations may lag – keep them simple.

💡 Exam tip: transition = **between slides**; animation = **objects on a slide**. Green = Entrance, yellow = Emphasis, red = Exit.

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Key Words

Transition – Effect when moving from one slide to the next.

Animation – Effect applied to an object on a slide.

Entrance – Animation that makes an object appear (green).

Emphasis – Animation that highlights a visible object (yellow).

Exit – Animation that makes an object leave (red).

Motion Path – Animation that moves an object along a path.

Animation Pane – Panel listing all effects of a slide in order.

On Click – Start option: wait for a click.

With Previous – Start together with the previous effect.

After Previous – Start when the previous effect ends.

Duration – Length of time an effect lasts.

Morph – Transition that moves matching objects smoothly between slides.

Sample Q&A

1. Distinguish a transition and an animation.

> **Answer:** A transition plays between slides; an animation is applied to an object on a slide.

2. Name the four animation categories.

> **Answer:** Entrance, Emphasis, Exit, Motion Path.

3. What does 'Apply to All' do?

> **Answer:** Applies the same transition settings to every slide.

4. What is the difference between With Previous and After Previous?

> **Answer:** With Previous starts at the same time as the previous effect; After Previous starts after it finishes.

5. How can slides move forward automatically?

> **Answer:** Tick 'After' and set a time (e.g. 00:05) in Advance Slide, or use Rehearse Timings.

6. Why should effects not be overused?

> **Answer:** They distract the audience from the message and waste time.

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MCQ

1. An effect that plays when moving from one slide to the next is a…

A. Theme
B. Transition
C. Animation
D. Motion Path

2. In PowerPoint, Fly In for a bullet list is set on the… tab.

A. Design
B. Transitions
C. View
D. Animations

3. Which category makes an object appear on the slide?

A. Entrance
B. Motion Path
C. Emphasis
D. Exit

4. A Pulse effect on a picture already on the slide is…

A. Entrance
B. Emphasis
C. Transition
D. Exit

5. In PowerPoint, Exit effects are shown in…

A. red
B. blue
C. green
D. yellow

6. To move a drop from a cloud to a tank along a curve, use…

A. Emphasis
B. Apply to All
C. Motion Path
D. Slide Sorter

7. The panel that lists all effects on a slide in order is the…

A. Animation Pane
B. Notes pane
C. Status bar
D. Slide pane

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8. An effect set to 'With Previous' starts…

A. on the next click
B. at the end of the show
C. after the effect above ends
D. at the same time as the effect above

9. An effect set to 'After Previous' starts…

A. together with the effect above
B. when the effect above finishes
C. before the slide appears
D. only on a click

10. The waiting time before an effect starts is the…

A. Delay
B. Duration
C. Speed
D. Timing

11. 'Apply to All' on the Transitions tab…

A. animates every object
B. plays all sounds
C. uses the same transition on every slide
D. deletes all transitions

12. For a kiosk show that runs by itself, under Advance Slide you tick…

A. Apply to All only
B. On Mouse Click only
C. After 00:08
D. [No Sound]

13. In Figure 8.6, Bullet 2 has Duration 0.5 s, Delay 0.25 s and starts After Previous (Bullet 1 ends at 0.5 s). It starts at…

A. 0.25 s
B. 0.75 s
C. 1.25 s
D. 0.5 s

14. A transition that smoothly moves matching objects between two similar slides is…

A. Split
B. Cube
C. Wipe
D. Morph

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15. Which is good practice with animations?

A. Add a sound to every bullet
B. Make all effects 5 seconds long
C. Use a few simple effects that show the order of ideas
D. Use a different effect on every object

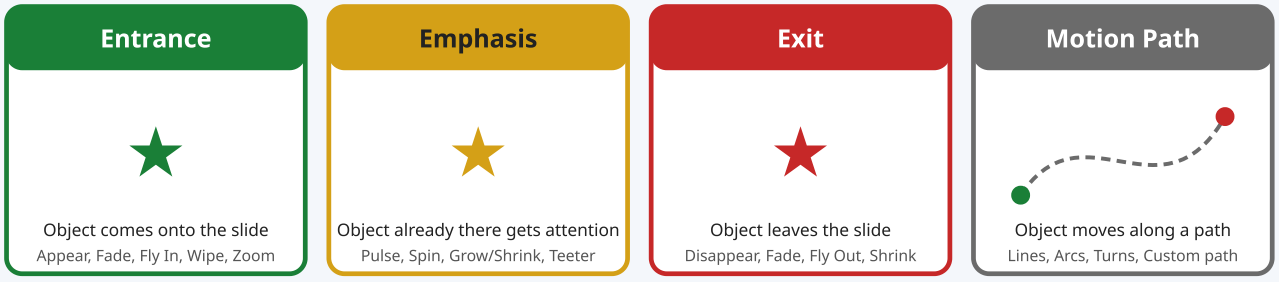
Structured Questions

1. (i) Define a slide transition. (1 mark)
(ii) Name three transition settings you can change. (3 marks) *(4 marks)*

(i) An effect that plays when one slide changes to the next. (ii) Any three: type/effect options, duration, sound, Apply to All, advance on click / after a time.

2. Name the four animation categories and give one example effect for each. (4 marks) *(4 marks)*

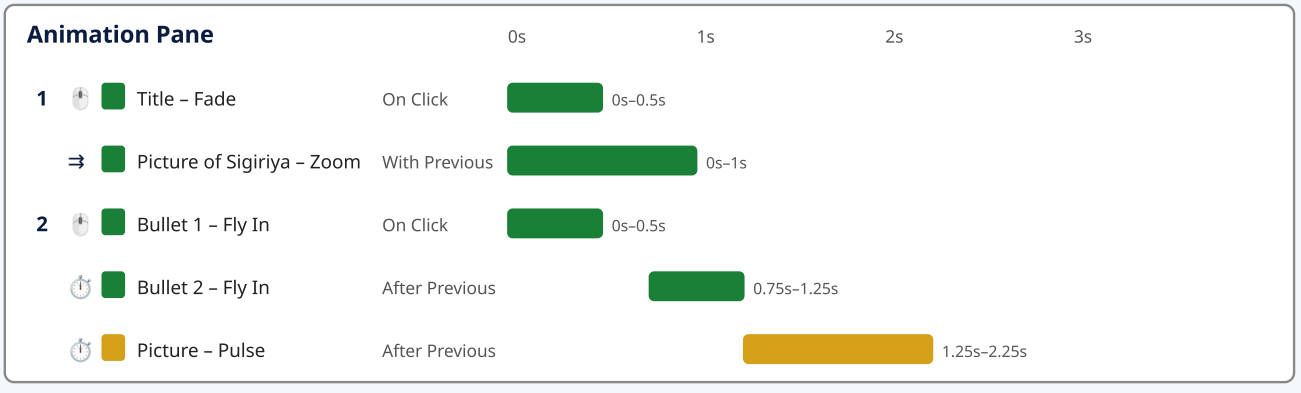
Entrance – Fly In/Fade; Emphasis – Pulse/Spin; Exit – Fly Out/Disappear; Motion Path – Lines/Arcs.



Model answer

3. Explain On Click, With Previous and After Previous. (3 marks) *(3 marks)*

On Click – waits for a click; With Previous – starts together with the previous effect; After Previous – starts when the previous effect ends.



Model answer

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4. Using Figure 8.6, after click 2 at what time does the Picture – Pulse effect finish? Show the working. (3 marks) *(3 marks)*

> Bullet 1: 0 → 0.5 s; Bullet 2: 0.5 + 0.25 delay = 0.75 → 1.25 s; Pulse (After Previous, 1 s): 1.25 → **2.25 s**.

5. Kumari's 'Sigiriya' show uses a different transition with a sound on every slide and every word spins in. Give two problems and two improvements. (4 marks) *(4 marks)*

> Problems: distracts the audience; inconsistent; wastes time. Improvements: one transition with Apply to All and No Sound; animate only bullets By Paragraph with a simple Entrance; short durations.

Summary

- Transition = between slides; animation = object on a slide.
- Transition settings: type, duration, sound, Apply to All, advance.
- Advance On Mouse Click or After a set time.
- Entrance green, Emphasis yellow, Exit red, Motion Path line.
- Animation Pane shows and reorders effects.
- Start: On Click, With Previous, After Previous.
- Duration = how long; Delay = wait before start.
- Use few, simple effects; Morph and video export are 2026 tools.

MCQ answer key – 8.2

1. **B** – Between slides = transition.
2. **D** – Objects = Animations tab.
3. **A** – Entrance (green).
4. **B** – Emphasis (yellow).
5. **A** – Exit = red.
6. **C** – Motion Path.
7. **A** – Animation Pane.
8. **D** – Together.
9. **B** – After it ends.
10. **A** – Delay.
11. **C** – Consistency.
12. **C** – Automatic timing.
13. **B** – 0.5 + 0.25.
14. **D** – Morph.
15. **C** – Do not overuse.

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