

Methods of Making Presentations in Various Fields

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Abstract:

We can prepare presentations quickly and qualitatively with the help of special presentation programs in various fields and directions. In this case, we can prepare presentations 1) on a certain topic, 2) on covering the activities of an enterprise or firm, 3) on advertising a certain product.

Creating a presentation is a process that involves planning, developing, and presenting information to communicate effectively and convincingly to an audience. It plays an important role in many fields such as business, education, scientific research, etc.

Presentation (lat. Praesentatio - presentation) means the presentation of a new, recently created thing. Usually, the presentation is presented with presentation materials, which are played on paper or slides in transparent form for presentation with a projector. Currently, programs for creating computer presentations there is.

Computer presentation means an electronic document created on a computer and intended for display, containing texts, pictures, tables, diagrams. It can also contain animation effects, music tracks and video clips.

A presentation is a sequence of consecutive slides. The term slide is used to refer to each page of a presentation. Slides can be changed automatically at a specified time interval or manually by pressing a key on the keyboard (mouse press).

The distribution of all devices on the slides is controlled by the user. At the same time, he usually has at his disposal a large number of ready-made items (geometric shapes, icons, text boxes, etc.), as well as professionally prepared templates. Various means are used to show computer

presentations - personal computers, large display monitors, multimedia projectors and electronic (multimedia) boards, etc. In this case, the sequence of viewing slides is determined by the speaker. The transition between the slides is carried out using the control buttons or using the bridges.

There are many programs for creating presentations, each of which has its own features and advantages. Here is an overview of several popular presentation creation software:

1. Microsoft PowerPoint: This is one of the most popular programs for creating and editing presentations. PowerPoint offers many tools to create professional, beautiful presentations, as well as many templates and themed elements to design your presentation.
2. Google Slides: This is a free web application provided by Google that allows you to create, edit and share presentations in real time. It is intuitive and easy to use and suitable for creating individual and group presentations.
3. Prezi: Prezi offers an alternative approach to presentation creation where you can create dynamic and interactive presentations by moving between different slides and image areas. Prezi offers more freedom in design and presentation than traditional slide presentations.
4. Key Note: This is a presentation app designed for Apple devices. Keynote has a simple and intuitive interface, as well as many visual effects and animations for designing and presenting presentations.
5. Canva: Canva is an online tool for creating design presentations. It offers a variety of ready-made templates and elements, as well as the ability to upload your own images and graphics to create unique presentations.

Choosing software for creating presentations depends on your personal preferences, goals and functionality requirements. It is important to choose a program that best suits your needs and allows you to create professional and effective presentations.

Computer presentation has undeniable advantages over traditional methods of presenting presentation materials:

- the ability to use official cheat sheets;
- use of multimedia effects;
- the ability to easily perform the required sequence of the presentation;
- the ability to quickly create copies of an electronic presentation that do not differ from the original;
- the ability to easily distribute the presentation: sending by e-mail, publishing the presentation on the Internet, etc.

The main task of a computer presentation is to describe the presentation. Application:

- lecture support (diploma, dissertation defense)
- lectures at conferences
- pictures for lessons
- commercials

Requirements for developing a slide:

- The number of slides should be sufficient to reveal the content of the educational material.
- The design of the slides should match the theme of the presentation.
- the name of the presentation, the surname of the author on the first slide;

- The last slide is dedicated to showing the sources of information;
- The rest of the slides reflect the content of the presentation in free form.
- Choosing the overall design of the slide:
- The text should be informative, coherent, concise, syntactically simple, understandable, logical.
- Drawings must be clear and large enough. They should be illustrative, not decorative. Decoration is understood from the essence of the subject.
- Tables should have easily distinguishable information and clear, large headings, meaning the table is provided with a title and, if necessary, a legend.
- Schemes should be provided with a clear, logical transition from one block to another. The navigation arrows should be clearly visible on the screen.

Here are some important steps to help you create a presentation that will delight your audience:

1. Determine the purpose of your presentation: Before you start creating your presentation, determine what information you want to convey to your audience and what kind of reaction you want to get from them. This will help you focus on the most important information and choose the appropriate presentation style.
2. Plan your presentation structure: Determine the main sections and sections of your presentation. This will help you organize your information and create a logical flow for your audience. It is recommended to use a clear structure consisting of introduction, body and conclusion.
3. Structure: After determining the structure of your presentation, write the main content of each section using short and precise phrases, key words and important facts. Try not to overload the slides with information - it is better to use small paragraphs and lists so that the information is easy to understand.
4. Use of graphics and pictures: The visual component is an important element of the presentation, so try to use graphics, pictures, charts and graphs to illustrate your information. They help make your presentation interesting and understandable.
5. Slide Design: Choose an appropriate design for your slides, using colors, fonts, and layout that match the purpose and content of the presentation. Try not to use too many colors or complex fonts to avoid distracting the audience from the main information.
6. Review and Debugging: Before showing your presentation, review it and check for errors and typos. Also, make sure all presentation elements work as expected and look right on screen.
7. Practice and preparation: Give several practice presentations to make sure you know the content and layout of the slide. This will help build your confidence and ensure a smooth flow of information.

Creating a presentation is a creative process that requires attention to detail and the ability to convince the audience. By following the steps above, you can create an engaging, informative, and memorable presentation for your audience.

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