**Presentation Software Assignment: Teacher Directions**

Discussion:

1. Presentation Software:
   1. What is presentation software?
      1. Definition
         1. Presentation software is software that allows the user to arrange information aesthetically in slide format. It includes some type of text editor and a means for inserting and manipulating graphics. It also has special features that add dimension and “zip” to the presentation.
      2. Examples
         1. Ask students to list 4 examples of presentation software
            1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
            2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
            3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
            4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. What is presentation software used for?
      1. Ask students, then reveal examples
         1. Business applications
         2. Family gatherings
         3. Education
         4. Anything else?
2. Define Terminology:
   1. Presenter(s) – The person(s) using the presentation software to deliver the message or information.
   2. Audience – the person(s) receiving the information
   3. Slides – Individual pages in the presentation. Reference old time “slides” that were shown with a slide projector and talk about the similarities
   4. Transitions - Animations/effects used to move from one slide to the next
   5. Plug-ins – programs used to enhance the capabilities and performance of the presentation
   6. Web-based programs - Allow for collaborative development of the presentation as well as access to the presentation from any computer with an internet connection
      1. Have students name one example of a web- based presentation software