**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
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				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