



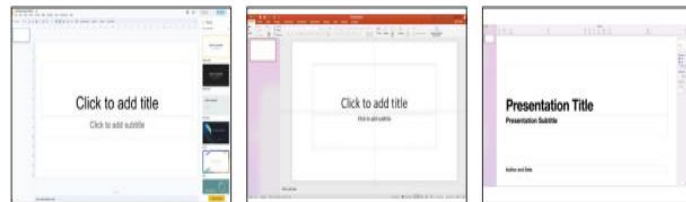
Key Vocabulary

Keyword	Definition
font	The style in which digital characters are written.
layout	To organise the way texts, images and colours are presented
manipulate	Using digital tools to make changes to texts, images, sounds or other data.
media	The main means of communication and sharing information (broadcasting, publishing and the internet).

Point to the 'font' tab?	Who is the audience?
What does layout mean?	Why do we need to manipulate images?

What Is Presentation Software?

Presentation software is a type of computer program or app that is used to create **slideshows** to accompany a speech or presentation. Here are some examples of presentation software:

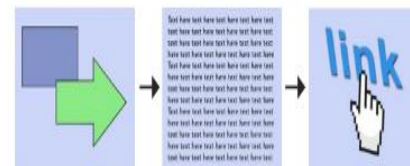


How to Link to Another Slide

Not all presentations need to be linear. **Hyperlinks** can be used in a presentation to show slides in a different order, rather than just in a sequence.

To create a **hyperlink**:

1. Create a shape, such as a square;
2. Add some relevant text;
3. Use the **Action Settings** (PowerPoint) or **Insert link** (Slides) button to link to another slide in the presentation.



Presentation Features



A presentations layout is key to getting your message across!

- Keep the fonts consistent.
- Use simple transitions.
- Add images from different sources.
- Don't have too much text!

Media



Media has multiple purposes. Choose your purpose and stick to it.