Whysayno!

The trap of drugs

The purpose of my presentation is about making the younger audience aware of 'THE TRAP OF DRUGS'. This presentation is mainly for young people around 13 years old and over, though many adults will certainly learn a thing or two.

The young people will be interested in it because it provides really reliable information what a drug is, why people take drugs, the pressures concerned, the effect on others, the legal matters, the laws and what happens when you break the law. Especially what drugs do to your body and brain, and how to help yourself by taking precautions before doing drugs and whom to contact when you need help.

So whether you are aged 13 or 40, the purpose of my presentation is you to learn about this vital area of life, which worries many teenagers all over Britain, and most probably the world. And my aim is you to give a knowledge how it is dangerous to get addicted to drugs so that the country can reduce the number of teenagers, the future generation getting addicted to drugs.

In addition it will be more interesting because it includes true life experiences which will help to have a basic knowledge on drugs and I inserted animation and background colour to the slides and I added sounds under slides transitions. I used appropriate images and text to put out the message clearly across the presentation. I organised the slides as a whole by using hierarchical navigation because each and every slide can communicate with each other. I used these methods to get the information to the audience's attention and to have a sound visual image rather than an oral presentation.

Before I started my presentation I researched and planned on the information that I'll produce on drugs and how I will compose original text. I searched on the Internet through websites on illegal drug addiction and read books based on drugs, such as Teen issues drugs by Joanna Watson and Joanna Kedge. I got information from both IT and non-IT sources. I went through newspapers and leaflets on drug information.

I researched on both IT and non-IT sources. I got information from the internet through websites based on drug addiction which gave me background knowledge to put in different slides of my presentation and from the library, leaflets, newspapers and the images from the internet and the clipart. It was important for me to compose original text because my presentation must be in my own words so that the information should be understood and readable for my targeted audience.

I did my very best make this presentation a success.

I used a variety of features of Microsoft PowerPoint to get the message across the presentation. The features I used are a variety of text, sounds, animation, colour, hyperlinks and images.

Composing original text:
The **type of text** that I will be using in the presentation is **short and detailed**. The text consists of **long and short bulleted points** with basic amount of information, under the related headings.
A younger audience can easily understand the language and text I have used and the text is informative. For example "Don't inject drugs." The texts come bulleted points and quotations so that the audience can get the message across. It is clear to see and easier to understand the information. I showed more information under questions and answers, sub headings, bulleted lists and columns to vary the amount of text on each slide. I use these methods because it will hold the audience's attention rather than reading long paragraphs.

The **font style** I for titles and sub headings is bold so that the viewers can diiferentiate between the topics and the other information. **Font type and size** I used is Tahoma 20 because this educational information, not very informal or formal. So this font type suits a teenage audience as I also prefer this font type as a teenager.
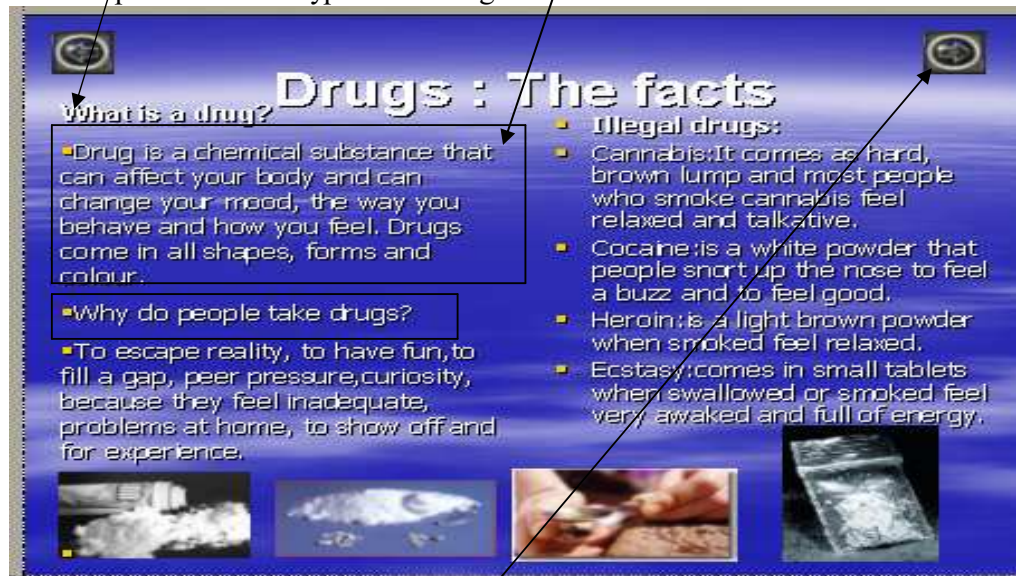
The presentation is an **automatic timer**, which means the uses don't play any role in its running. I have also included **hyperlinks** to the slides, which provide an alternative path for the user so that the users can backtrack to earlier slides.
The hot spots of these slides are the back and next button used in the presentation.

Most of **the sounds** will be from the animations and slide transitions in the software programme. I was able to find appropriate sounds relevant to the presentation.
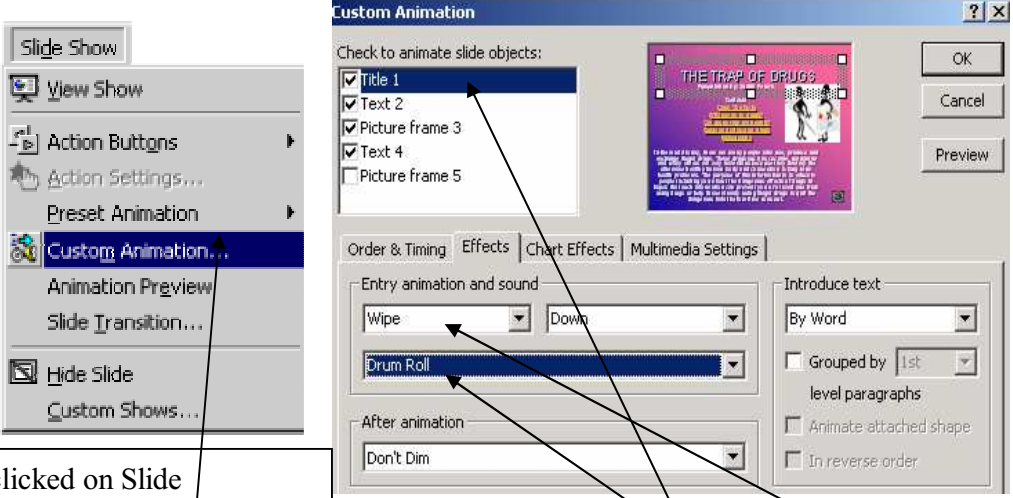The sounds within the presentation will be:
- A drum roll at the beginning
- Chime sound at slide transitions
- A hand of applause at the end

I used sounds because as the presentation is mainly aimed for a younger audience it needs to visual and audio as well so the audience would not get bored by just looking at the information. The sounds also make the audience curious and lively to know what is happening next.

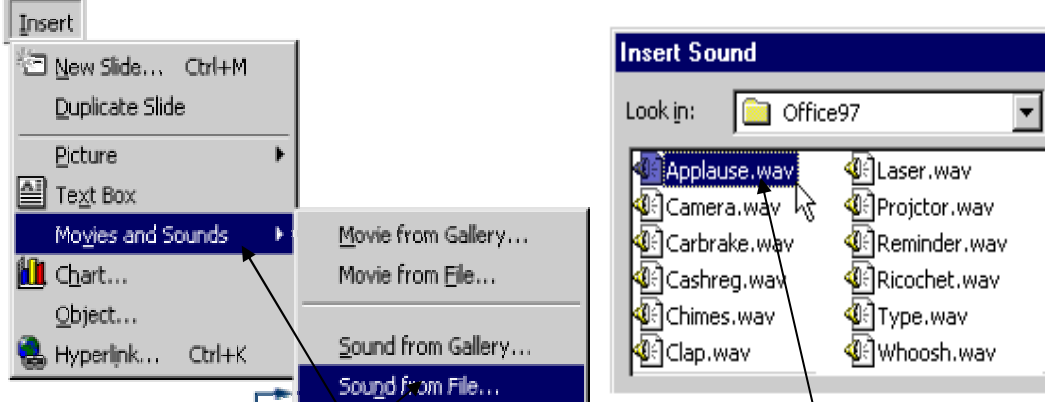**Adding sound through animation: a drum roll at the beginning**

I added this sound because it makes then information interactive and makes aware of the topics**.** Rather than a verbal presentation it holds the audience's attention and audio effects makes the audience listen what is going in progress.

Slide Show
View Show
Action Buttons
Action Settings...
Preset Animation
Custom Animation...
Animation Preview
Slide Transition...
Hide Slide
Custom Shows...

Custom Animation
Check to animate slide objects:
☑ Title 1
☑ Text 2
☑ Picture frame 3
☑ Text 4
☐ Picture frame 5

THE TRAP OF DRUGS

OK
Cancel
Preview

Order & Timing | Effects | Chart Effects | Multimedia Settings

Entry animation and sound
Wipe | Down
Drum Roll

Introduce text
By Word
☐ Grouped by 1st
level paragraphs
☐ Animate attached shape
☐ In reverse order

After animation
Don't Dim

I clicked on Slide show>**Custom Animation**

I selected the animated **Title 1** in which I want to add sound effect.
Under 'Entry animation' and sound I selected **Wipe** and **Down** and chose the sound '**Drum Roll'** and click Ok.

Adding sound files from other sources: A hand of applause at the end

Insert
New Slide... Ctrl+M
Duplicate Slide
Picture
Text Box
Movies and Sounds
Chart...
Object...
Hyperlink... Ctrl+K

Movie from Gallery...
Movie from File...
Sound from Gallery...
Sound from File...

Insert Sound
Look in: Office97
Applause.wav | Laser.wav
Camera.wav | Projctor.wav
Carbrake.wav | Reminder.wav
Cashreg.wav | Ricochet.wav
Chimes.wav | Type.wav
Clap.wav | Whoosh.wav

I went to Insert menu button>**Movies and Sounds**>**Sound from file**

I specified the drive in the Look in box and chose the **Applause.wav** sound file and clicked **Ok**.

gallery. For example the two druggies and the sku... ...ed for the ... ...been formatted such as **resized** and **cropped** to look the best of my presentation. Visual effects enhance the information I am going to portray and it makes easier to get the message across the audience's minds.
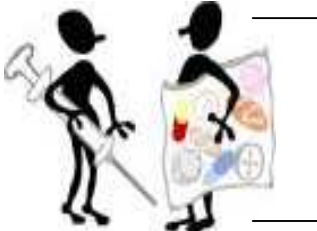
This is an image I have inserted in the introductory slide of my presentation. I used this image because this shows how people tend to carry drugs with them now a days which relates to my introduction.

I used this image when giving facts on the effects of drugs on health and I used this because it shows that drugs are hazardous to the brain.

I used images in the presentation because more than text itself, images can mean lot of information especially for younger viewers. And also looking at images the people will come to how situations and things look like and they will understand in a better way rather than only text.

The **images** and **sounds** were chosen to suit the presentation's purpose so that the users can identify what the presentation is about. Visual and audio effects will enhance the information I am trying to portray.

Use of colour:
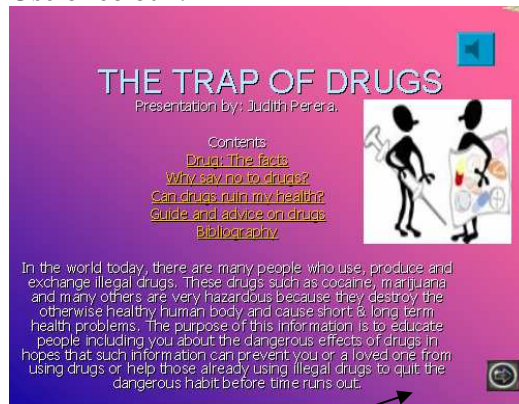
For the main slide I filled with two **background colours**: 'bright pink and violet' because these are bright colours and the background is bright that it enhances the information I am going portray by standing out from the rest of the slide.
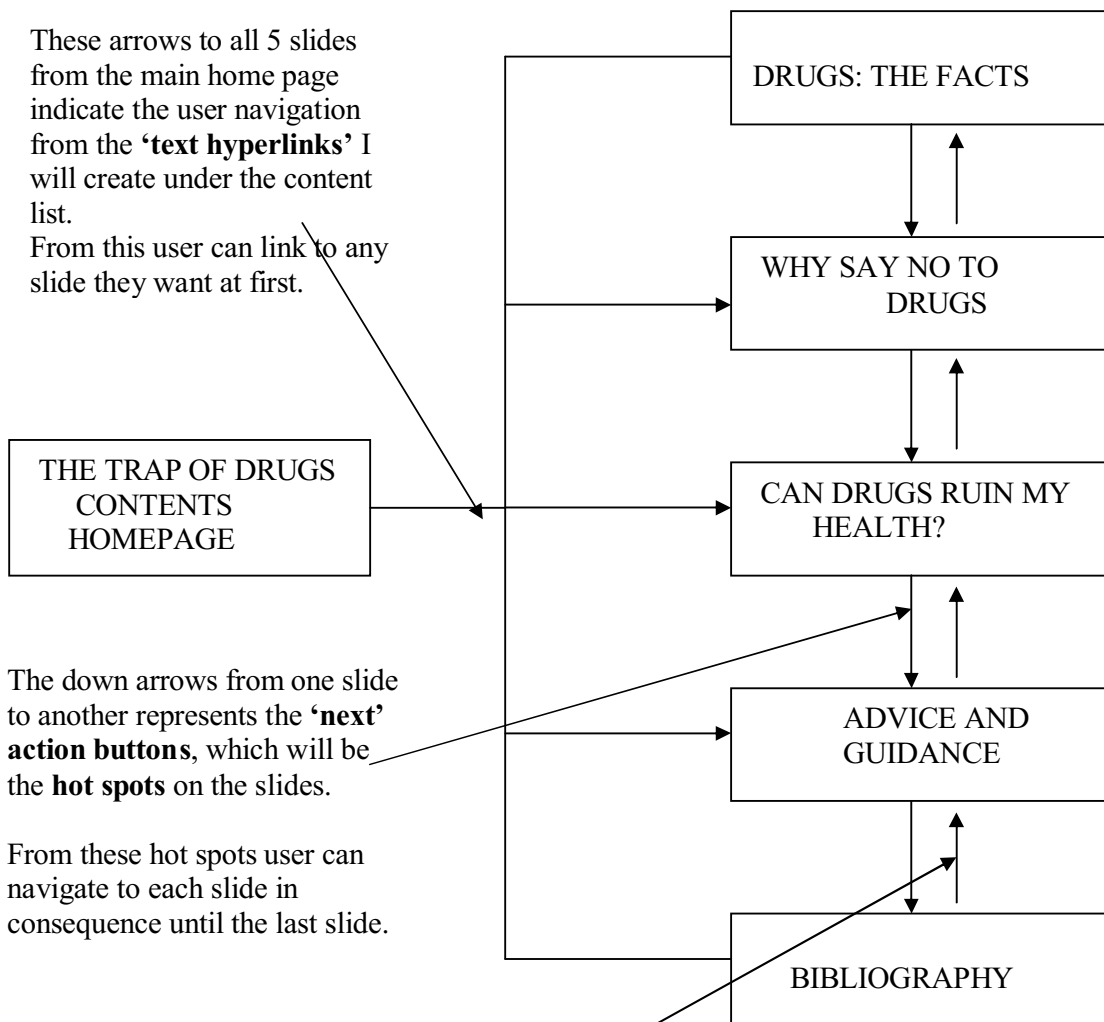**Font colour** used is white: stands out from the slide.

For the rest of the slides I made sure I use less bright colours. So I used the **slide design: 'Cloudy'**. A mixture of white and blue and this is a calmer colour scheme and pleasant for the eyes. Using this is effective because if some of the audiences are drug addictives this will make them think calmly without any mind arousing.

TREE DIAGRAM

This shows the outline of the presentation. Each slide will move to the other slide through hyperlink using arrow buttons. Navigation enables the user to skip to a slide that they find most interesting and can progress the presentation at their own pace. Whole set of slides or sections can be repeated and information can be analysed at their own time.

These arrows to all 5 slides from the main home page indicate the user navigation from the **'text hyperlinks'** I will create under the content list.
From this user can link to any slide they want at first.

THE TRAP OF DRUGS
CONTENTS
HOMEPAGE

The down arrows from one slide to another represents the **'next' action buttons**, which will be the **hot spots** on the slides.

From these hot spots user can navigate to each slide in consequence until the last slide.

DRUGS: THE FACTS

WHY SAY NO TO DRUGS

CAN DRUGS RUIN MY HEALTH?

ADVICE AND GUIDANCE

BIBLIOGRAPHY

The upward arrow buttons shows the '**back' action button** that each slide will contain so that the user can navigate from end to the start of the slides.

Design Notes

**Text format: choosing font colour, size and style and type.**

This is how I chose the font colour to the titles. **Highlight the text** and choose font colour button in the toolbar and then I chose the white colour and then the colour is automatically applied on the text. The **font style** I used is **Arial** and the **font size is 44** and the text is in uppercase.
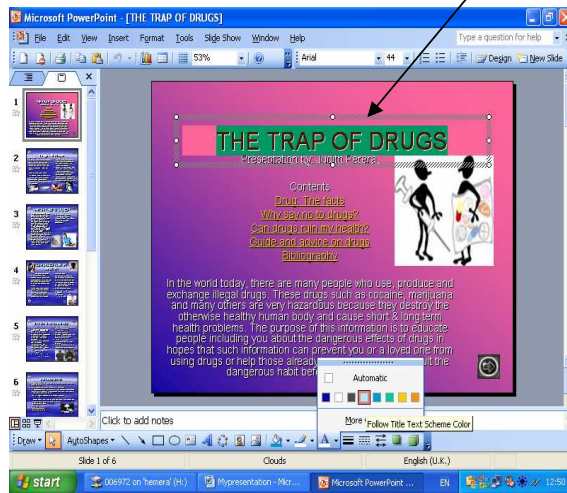
I used these presentation techniques for the text because the title stands out from the rest of the page. This helps to grab the attention of the readers and they at once come to know what the presentation is about.

And I chose this colour because it makes the text attractive and it is the best colour that suits the background colour of the slide.
I used the same text format for the main titles throughout the presentation to make it standard.
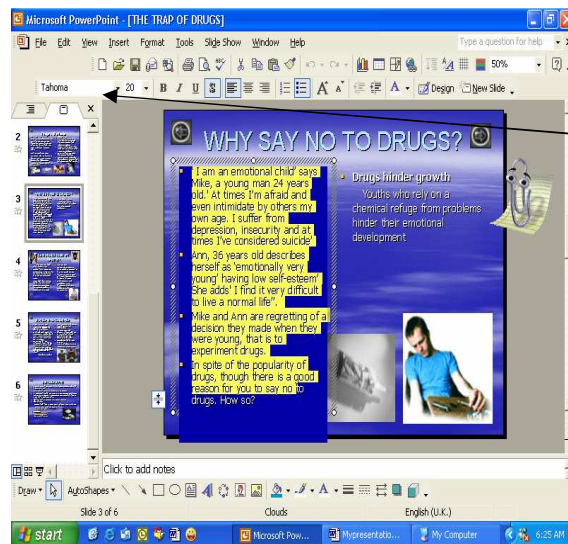
Throughout the presentation used the **Tahoma font style and size 20** for the text of the slides so that it can be clearly seen by the audience.

This screen shot shows how I have made the text type **bold.** Highlight the text and then click on the bold button in the standard tool bar and then the text appears to be bold.

Individual Report
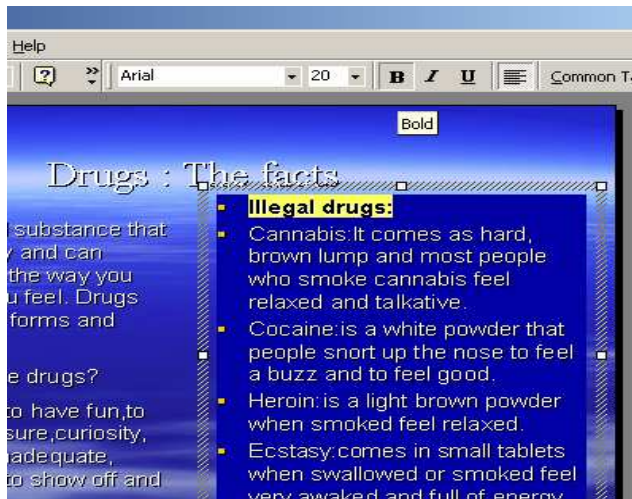
I made the sub headings bold so that it stands out from the rest of the text. Making the subtitles shows the viewers what the facts are about.

Background colour
I decided of formatting a background colour for the main slide where the contents and the introduction are. Got to **format** button in the menu bar then click on **background** then the **background box appears** on the screen then I chose the colour by clicking on **more fill effects** and chose a mixture of two colours, pink and blue and click on apply.
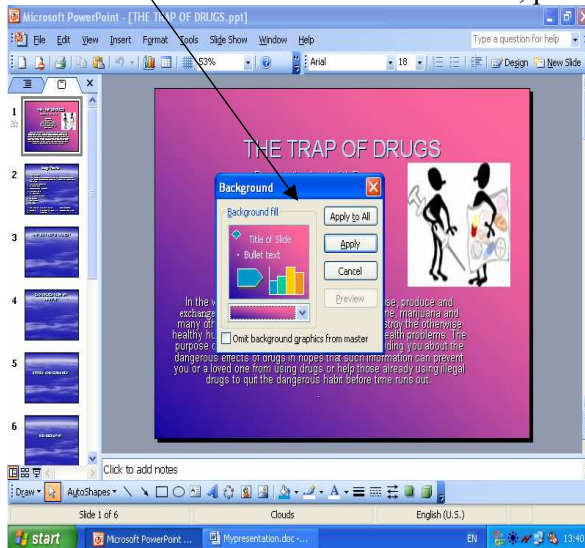
I applied a background colour because it adds more interest other than leaving it plain. Adding colour is one of the techniques that I can make my audience attracted.

Slide layouts
This is how I chose the slide layouts. Go **to format→slide layout** and then the slide layout box appears on the screen .when you have found a template you'd like to work with, double click on it and the title slide that PowerPoint creates, automatically appears whenever you start a new slide.

Individual Report
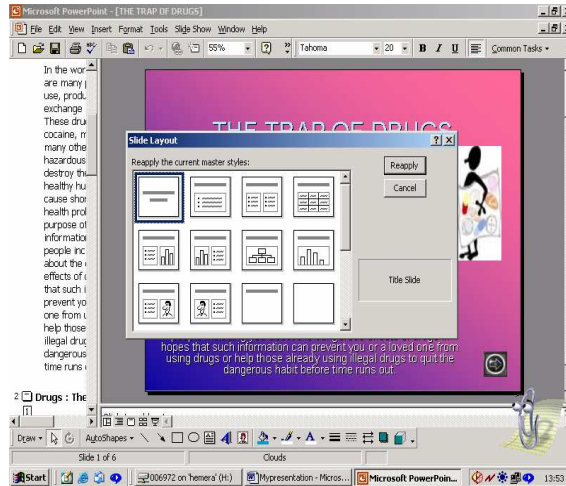
These are the slide layouts I have selected for each slide.
- ✓ **Slide 1-title slide**
- ✓ **Slide 2- title and 2-column text.**
- ✓ **Slide 3-title and 2 column text.**
- ✓ **Slide 4- title and 2-column text.**
- ✓ **Slide 5-- title and 2-column text.**
- ✓ **Slide 6- title and text**

It was important for me to choose slide layouts so that the text and images are laid out in a standard way.

Design template

This is how I inserted the design template to my presentation. Go to **forma**t, choose **slide design** and the slide design box appears with various design templates available and then choose the design template you want to apply on your slides and you can choose by clicking the beam which appears on the side of the design template whether you want to apply to all the slides or to a selected slide.
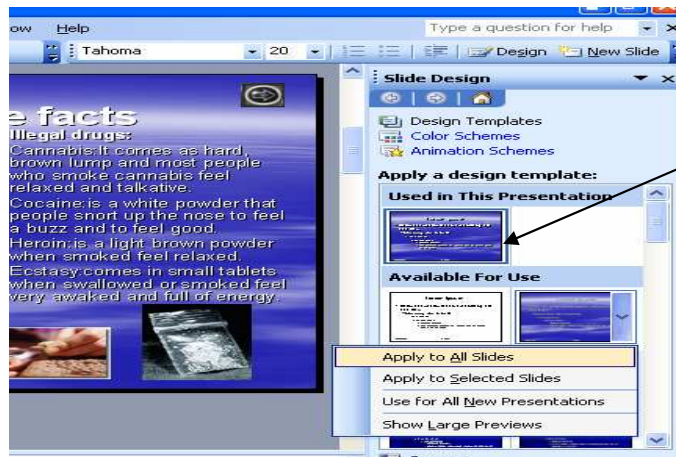
For the rest of the 5 slides the **Cloud design template** is used and I used the same design so that the presentation looks professional and it came more attractive when the slides were already designed with the images and the text in it.
The design comes in two colours: blue and cloudy white.

Addition of images (graphics) and Image format:
Copy and paste
This is how I inserted the image to the slide from the picture folder. Go to your picture folder, right click the image you want to insert →copy and go to your slide and then right click on the place you want the image to appear and then choose paste
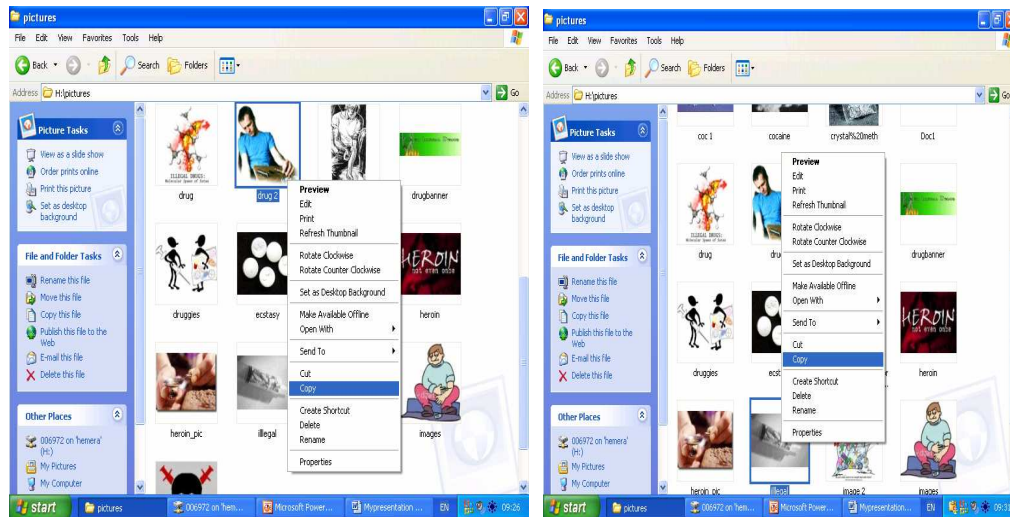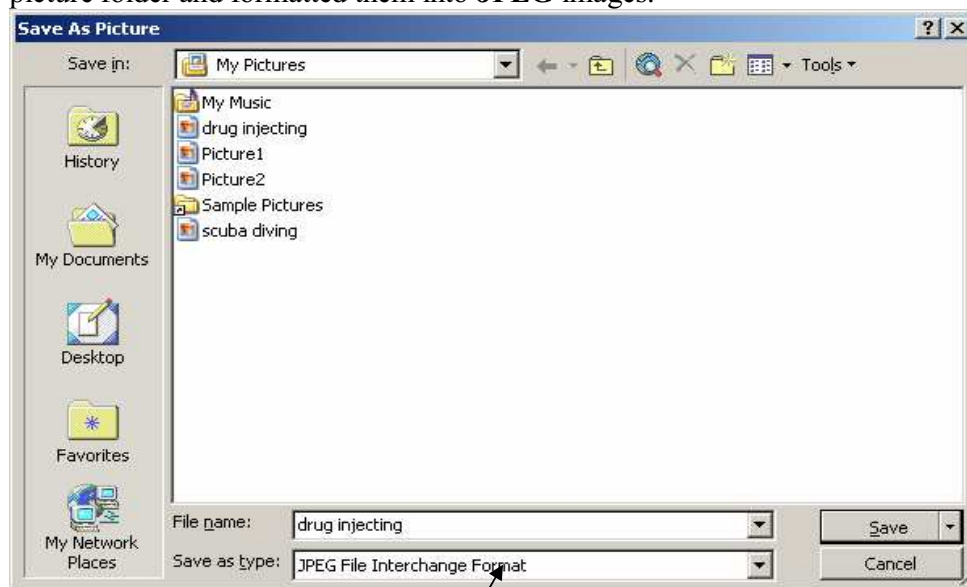
Image format

This is how I inserted all the bitmap images to the slide from the picture folder. Other than copy and paste the images from the Internet and the clipart gallery I saved these images to a picture folder and formatted them into **JPEG** images.

After **editing** the images in the **Microsoft Paint program** I went to **file,** save as then I gave a **file name** and **select JPEG** in the **save as type** and click on **save.**
I did this to reduce the amount of storage space to save the images in the hard drive.

These are some of the methods I used to format the images so that the images I chose are not against the copyright Law.

Image colour format

Previous   after

Click on the image and press the colour button in the format toolbar and then a range of options appears how the colour of the images needed to be. The image shown above is **washed out**.

The contrast

Before   After

Click on the image and then click on the **more contrast or less contrast button** in the format toolbar. You can adjust the contrasts by keep on clicking the button. *The image shows that the contrast of it has been increased.*

The brightness

Before   After

Click on the image and then you can adjust the **brightness** of he image by clicking **the more or less brightness button** in the format toolbar. *This image shows that the brightness has been increased.*

Crop

The image has been cropped by the crop button in the format toolbar has cropped the image.

Or just clicking the format picture button in the format toolbar can do all these methods of formatting the picture.

Deletion of images in the slides

This is how I deleted an image from a slide. T o delete an image from a slide**, move** the mouse over the image and then press the left mouse button. Then press 'Delete' on your keyboard.
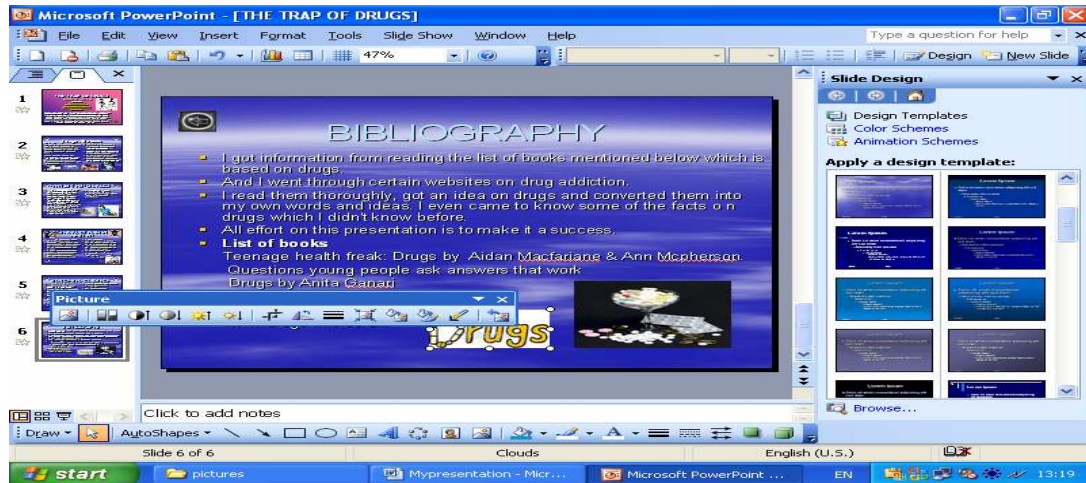
User interaction (hot spots in the slides)
Hyperlinks:

This screen shot shows how I have inserted hyperlinks between each slide. **Highlight** the text of the slide from the homepage you need to link with other slides and **right click** the mouse button and go to **hyperlinks** and then left click it and click the button **PLACE IN THIS DOCUMENT** which you want to link and select the page you want to link and then left click on the **OK** button.
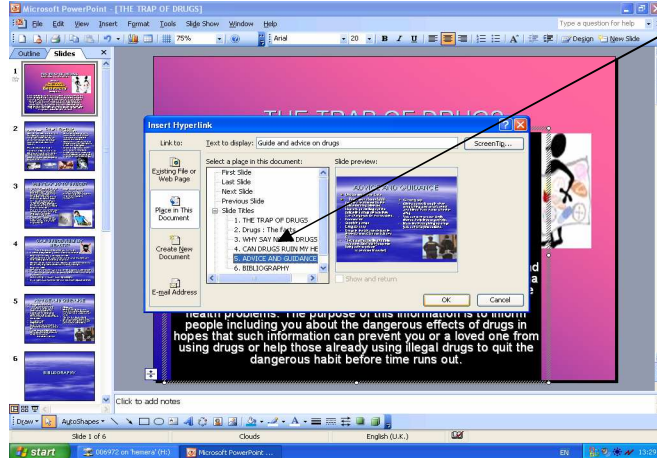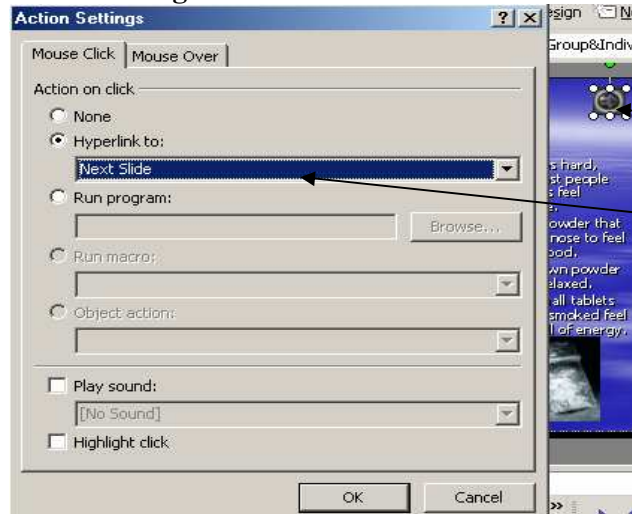

Action buttons

This is how I inserted **navigation** to each slide. Go to **insert** and then **Picture** and then select **Clip Art** and then search for **buttons in the search box** and choose the button you want to insert and it will appear on the slide.
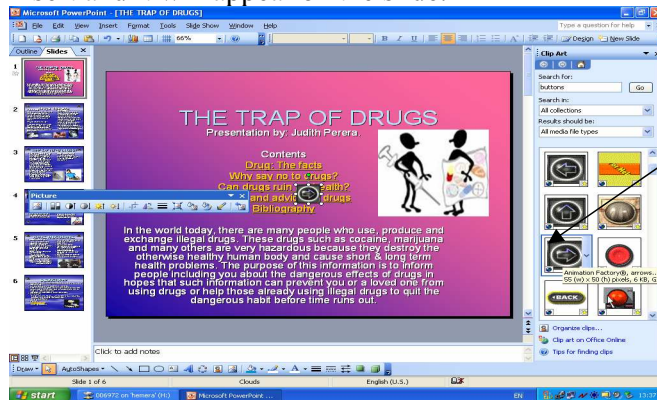
I inserted **arrow buttons** as an alternative path for **user navigation** other than hyperlinks. So that the users can navigate to each slides if they miss any facts or need to look back.
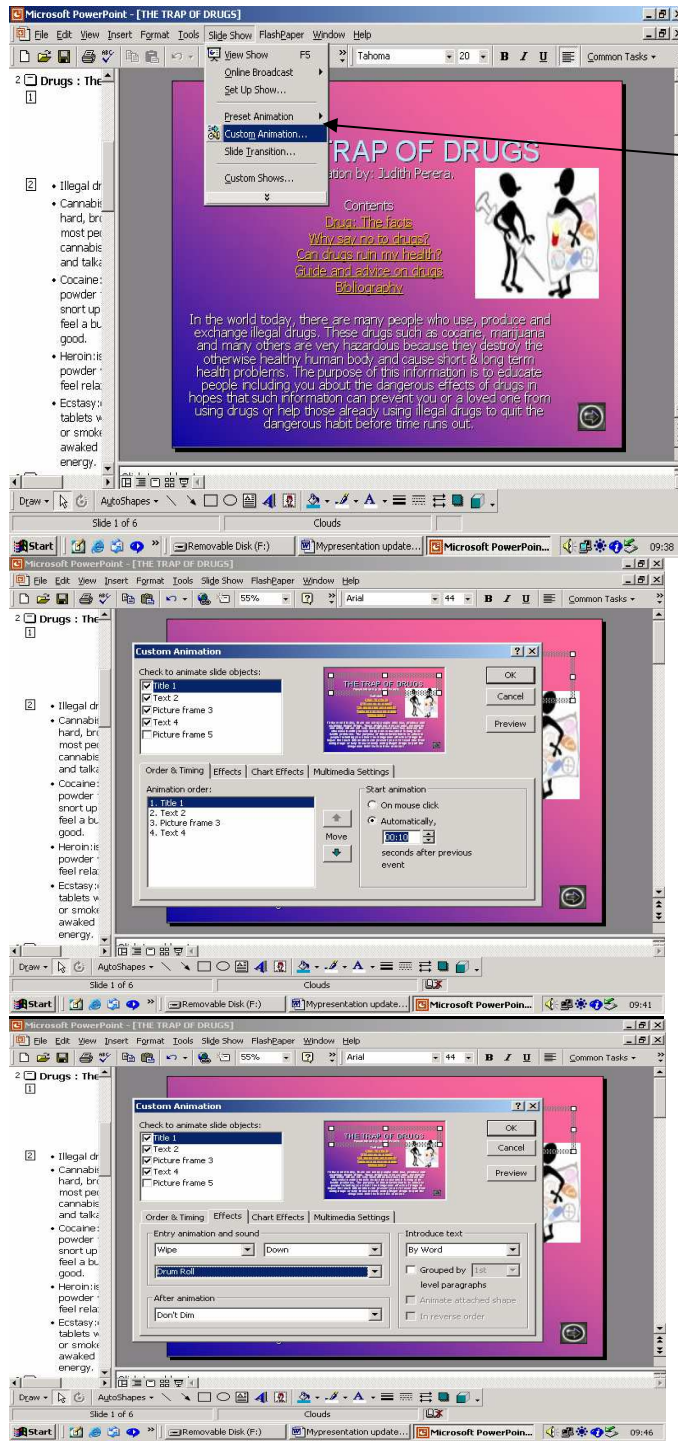
Action settings:

This screen print shows how I added action settings for the action button.

Right click on the 'action button' and the Action Settings box appears. Then I set it as a hyperlink to the 'next slide' on a mouse click.

Animations
Custom animation

This is how I inserted **custom animation** to the slides of the presentation.
Go to slide show and then click on custom animation.

Then the **custom animation task pane** appears on the screen. And then select the **slide objects** you need to animate and select in what order you need to animate.
The slide objects I have chosen to animate are:
**Title, text, and the image**

The title **unfolds** on to the screen from **the left** with a **drum roll sound**.
Then the **text flies** in from the left in **medium speed** in typewriter sound. I added custom animation because it will add interest in the audience. The readers tend to read the text as in the order it is animated with the sounds. As it is aimed at a younger audience it was important for me to make them get the best out of it by

Slide transition and sounds

This is how I applied **transitions and sounds** to the slides. I used most of the sounds available in the software because there were sounds that suited for the audience.

Go to **slide show** in the menu bar. Select **slide transition.** From the **Apply** to selected slides box, select a transition effect.
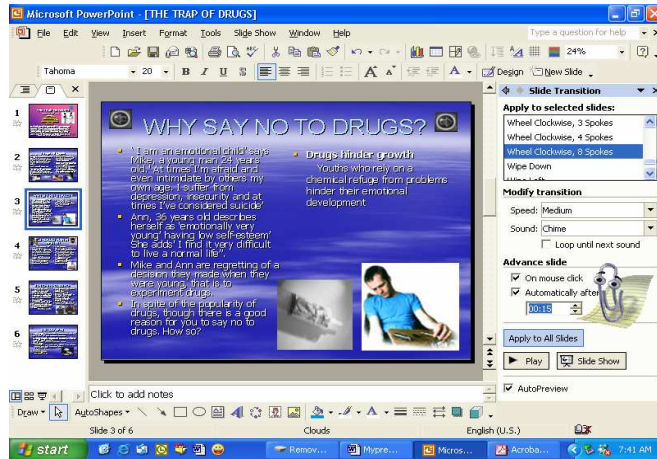
You can try out different effects at different times and speeds by clicking the Play button. You can also add sound under Modify transitions. I added slide transitions because it affects the way one slide changes into the next and the viewers come to know that a slide has been changed to the other.

In the all the slides in the presentation I used wheel clockwise, 8 spokes in slow speed. Then I set the time to 0.15 seconds. And also the sound I added is chime in the transition.

Printing slides.
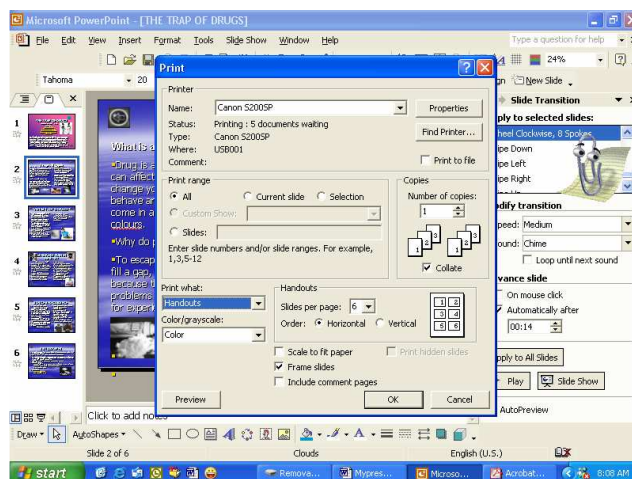
I printed out these slides as handouts as it may be necessary for **user documentation**. The users can have a preview of the presentation before or at the end. And also these helped me proof read and check my work.

From the file menu select **Print preview**. You can choose how many slides to print on a page.

This screen shot shows a print preview of slides to be printed 6 on a page.

Checking and testing

One of the key points that helped me to design the presentation was to check the spelling and grammar errors. Other than proof reading I used the following methods for checking.

Spell checker
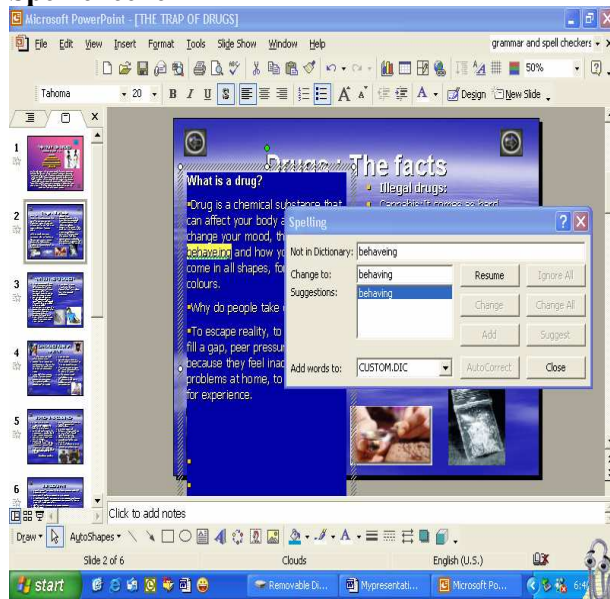
On the Standard toolbar, click

Spelling and Grammar .
When Word finds a possible spelling or grammatical problem, make your changes in the **Spelling and Grammar** dialog box.

By doing this I was able to edit my presentation. Because errors in spellings and grammar can mislead the audience and they may get confused. So it is important not to make any errors.

Autocorrect
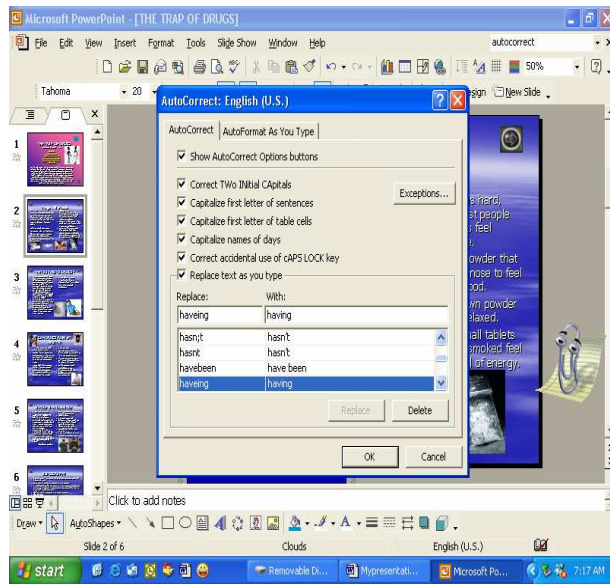
I also used **autocorrect option**s and also added Automatic paragraph formatting because it will automatically include bulleted and numbered lists and resizing of text in text placeholders if the text doesn't fit at its current font size.

Saving and backups

I saved the presentation and the work on different storage devices and had backups in case I won't lose it and then I will have other alternatives to open my work. And I won't have any trouble starting again.

The following screen shots show how I have saved backups in different devices.
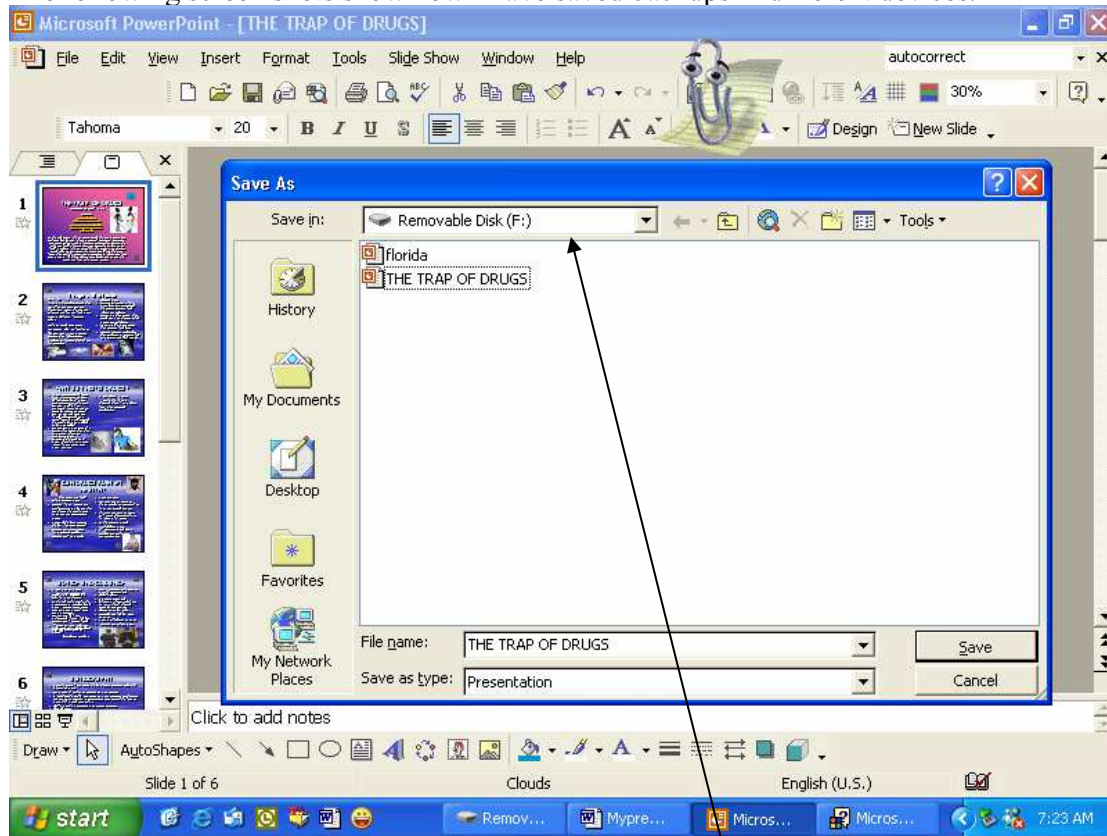
I had a backup copy saved in my flash drive so that I can work on the presentation at both school and home. From the **file menu**, **save as** then choose **removable device**, then type in file name and then click **save**. Using my flash drive I was able save my work on the local (C) drive of my computer at home. The below screen shot shows how I have saved the work.

I also saved my work in the **c drive** in different file names so that I won't lose my work.

I saved a copy of my presentation file in the **H drive** in my school computer so that I can work at school and also I will have a backup if I lose my work at home.
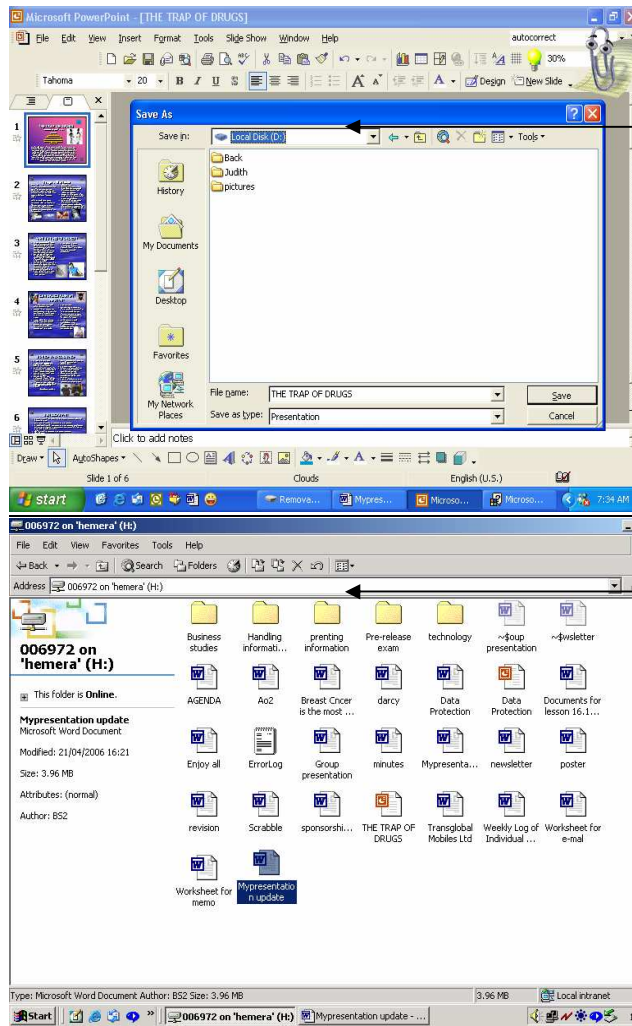
Inserting Header and Footer for my work
I added Header and Footer as a standard way of working for my prepared work. It is important because the owner of the work can be found out easily if it is misplaced and it is easy for the examiner as well as it contains the information about he student.
The screen shot shows how I have inserted the header and footer.
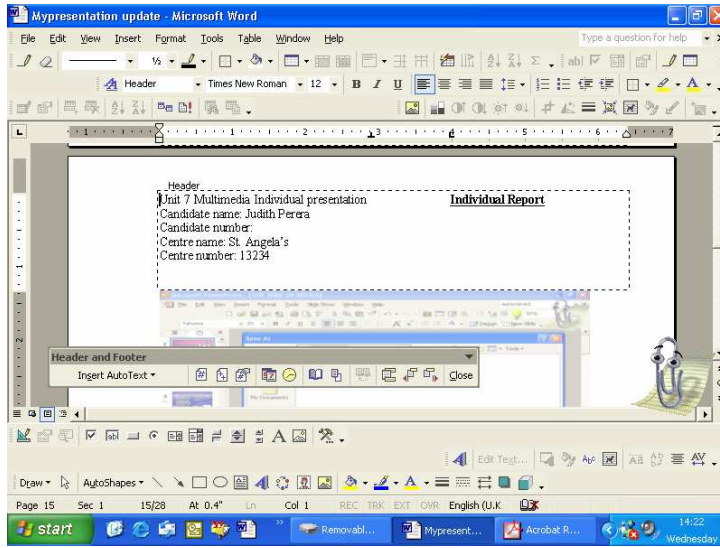
Go to view in the **menu bar** and then select **Header and Footer** and I have filled in the information on the box that appears on the top of the page including:
Candidate Name and No
Centre Name and No
and any other relevant data.

You can also insert **date, time, page numbers etc.** from the toolbar that appears along with the header and footer.

Questionnaire

Was my information enough for the presentation?

How was my slides organised?

How was my information appropriate?

How much text should I display on each slide ?

How does my animation affects the slides ?

How was the text arranged in each slide?

Do my images suit the information I have included?

What do you think about the background I have selected to the slides?

Does my information give the message of drugs which I expect to?

What other improvements can I make to the slides?

Design Script

<u>Slide 1</u>

The first slide is the homepage. I used the title and content layout to create the slide of my presentation. And in the first I have included the contents of the presentation:

- ❖ Drugs: The facts
- ❖ Why say no to drugs?
- ❖ Can drugs ruin my health?
- ❖ Advice and guidance on drugs
- ❖ Bibliography

I have composed the main idea of my presentation in the first slide as the introduction to the presentation.

<u>Slide 2</u>

I used the 2-column text layout to create this slide. In the second slide I have displayed the main facts of drugs you need to know including what a drug is why people take drugs, the main reasons. And I have displayed the most important types of illegal drugs such as cannabis, cocaine, heroin and ecstasy. I have inserted some of the images of drugs on the slide.

In this slide I'm going to talk about why people take drugs and types of illegal drugs in more details. For example how young people try drugs mainly because of peer pressure. I'm going to talk about the characteristics of drugs in more details from the information I organised from both IT and non-IT sources, like how those are called by their nicknames, how they look like, what are their ups and downs.

<u>Slide 3</u>
In this slide I used the 2-column text to create the slide for my presentation.

In this slide I have included text on the topic 'Why say no to drugs'
Here I have included some of the true-life experiences of two people when they were quite young, that is to experiment drugs without knowing the bad outcome of it.
In this slide I have inserted two images related to drug addiction.

Slide 4

In this I also used the 2-column text layout to create the slide. In this slide I'm going to talk about the effects of drugs on health. What is there to do with drugs and AIDS, the bad outcome of smoking and drinking. I am going to talk about the effects of some of the most common types of illegal drugs on health such as Cannabis, heroin, and cocaine. Here I have displayed three images on the slide. One shows a teenager smoking and the other image shows a man injecting him self and I got it from the clipart.

Slide 5

I used 2-column text layout to create this slide because many bulleted points can be written down on the same slide. In this slide I am going to present about one of the most important point when considering drugs which most of the people don't. That is the drugs and the Law. I'm gong to talk about the help you can get from turning towards professionals, family, websites, help lines and friends when you need it. I t also includes what a convicted E dealer says about going into prison. It contains an image of a man being arrested by the police.

Slide 6

It contains the bibliography of my presentation. How I got the original text and information. And where my graphics comes from. The list of websites and the books I have gone through.

Evaluating- Self-assessment

The software I used to create my presentation is **Microsoft PowerPoint**. For presentation graphics-allows creation of slide shows for training, sales and other educational presentations, and includes, amongst other capabilities such as object animation, transition, scripted notes to accompany each slide and outline view of all the information in the presentation. One disadvantage of using PowerPoint is that it is very easy to get carried away by the technology and produce badly designed slides
In addition I can apply skills I have already gained using Word and Excel and use materials created in this application within PowerPoint.

The **storyboard** I used before starting the presentation shows the layout of the slides and my ideas for the presentation such as information and graphics like what information and positions of the images.
The **tree diagram** shows the structure of the presentation. How the slides are linked and what order they are presented. Each slide follows according to the related topics that the audience needs to know. The tree diagram was useful for me to layout the slides.

When writing my design notes during the designing of my presentation, I used technical language where appropriate to describe how I have designed that task. For example how I deleted a slide- move the mouse over the slide you want to delete and then press the left mouse button and then press '*Delete'* on your keyboard and technical words such as hyperlinks, buttons, tree diagram, interaction, bullet points, clipart, graphics.

Composing of **original text** to the slides of my presentation will express my ideas and the information written comprehensively and coherently will help to focus on driving the key points into my targeted audience as my priority.
The visual aid from the **images** I have used helps the audience to understand what I 'm trying to express in my ideas and it will help them get the facts from the presentation clearly.
Use of **sounds** keeps the audience alert and interested on what's going on as it is aimed at younger audience. It also influences the viewers to see what happens in the next stage of the presentation and the **slide transitions** make the viewers aware of the end of each slide.

I could have made the information simpler to understand by adding more images, diagrams and less text but I think it would not give the complete message which I expect to give to the audience.

Checking and testing

After, I have designed my presentation. It is important and worthy to get it tested and checked before presenting the final design.
To check and test the effectiveness of my presentation I wrote a test questionnaire, which includes up to ten questions and the two persons next to me can view and check the presentation while she can answer the questionnaire.

And also I carried out test plan to test the effectiveness of my presentation and what changes I should do before presenting the final design.

Test plan

Question	Person 1	Person 2	Person 3	Person 4	Person 5
Are images and sounds appropriate for the audience?	**Good. But I would like you to add sounds at the start of the presentation**	**Good. All the images used are meaning - full.**	**Good.**	**Yes they are appropriate.**	**Good. More sounds would make it much better.**
Does it contain sufficient text?	**Yes. It contains enough information.**	**Use of text is enough.**	**Yes it contains sufficient text.**	**It is sufficient.**	**Yes.**
Do the colours use suits the presentation?	**Yes. The colours used make the text stand out.**	**I like it very much. It makes the presentation creative.**	**Yes they are suitable.**	**Text can be clearly seen and it is good.**	**They are really good.**
Do the animations have an impact on the presentation?	**It makes the presentation attractive.**	**Yes.**	**You could add animations for the text as it enters the slides.**	**Yes. Can add animations to some of the images.**	**Good. But modify by adding sounds.**
Does it include methods of user interaction?	**Yes.**	**Yes you have used both hyperlinks and buttons.**	**Yes.**	**It is good. You have used arrow buttons as well.**	**Good.**
Does the	**Yes it is**	**You have**	**Yes. Use**	**Yes it is**	**Can be**

language and text easy to understand?	**understand-able.**	**used informal language and it is good.**	**of bullet point is also better.**	**good.**	**easily understood.**
Is the text used concise and coherent?	**Yes.**	**It is well concise.**	**Yes.**	**It is ok.**	**Can be clearly understood.**
What do you feel about the presentation?	***Overall your presentation is really effective but including more sounds can make it more interesting.***	*Your presentation is good and words can be made simpler to understand.*	*Try to add animations to the text. Overall it has a good purpose.*	*It is a very effective presentation.*	***It really provides information and it is a good presentation.***

I carried out this test plan for a number of five students who are aged 13 and over which is the age of my targeted audience. The table below shows the results that I have expected for the test.

The question number	The result	The result expected.
1	Change	Change
2	No change	No change
3	No change	No change
4	Change	No change
5	No change	No change
6	No change	No change
7	No change	No change

Changes in the results

After the test plan and the questionnaire I was able to work toward the designing of the final presentation I helped the feedback I got from the test to correct the shortcoming of the presentation.

For the question 2, I expected the results to be changed because at that time there weren't enough sounds added to the presentation and I was thinking whether to create my own sounds or get it downloaded from the internet. As the presentation was about drugs, sounds that were in Microsoft PowerPoint were suitable. So I added sounds through custom animation and slide transitions which I have shown in the design notes.

Then for the question 4, I didn't expect a change in the results because I though it the animations were quite enough. And I thought of not adding too many animations because sometimes that might confuse the audience. But after considering the changes in the results I

thought of adding animations for the text as it appears on to the screen for example I made the text to wipe in from the left, word by word.

The successful points of the presentation are:
- *I was able to design the presentation as in the original plan although there were few changes made from the testing and checking.*
- *I was able to produce an effective presentation by including the features so that the audience will be able to get the message across from the presentation in a more successful way when compared to an oral presentation.*

The unsuccessful points of the presentation are:
- *I did not add any video clips or clips of any documentaries of what people say about their own experiences.*
- *I could have used charts and figures to display facts and data for the viewers to understand them visually rather than words, but unfortunately there weren't enough space that I could add to.*

But, however I included text that describes of true life experiences so that mainly the younger people will come to know the effects of getting addicted to drugs.

From this I also got to know my shortcomings and improvements that can be   made from feedback notes such as presenting the text more coherently and applying slide transitions together with sounds because it makes the presentation more attractive and also I carried out a **test questionnaire** so that the interviewee can answer a number of questions based on the effectiveness of the features of the presentation.
I went through the presentation and revised it several times and printed handouts and got comments from the teacher and examined the work properly. To evaluate the work , I had several slide view shows and I got my spelling checks from reading the written work and also from the PowerPoint as it checks spelling on the fly if you leave the 'check spelling as you type' box checked in the tools options dialog box(the spelling and style tab)

I got suggestions while doing the presentation, as there are smart tags stand ready to help you out whenever office thinks you need it. Open up the tag by clicking it downwards pointing arrow, you'll see a list of suggestions you can choose from.

To my presentation I added original text, graphics, hyperlinks, colour, sounds, transitions, animation. I added **slide transitions** to make my presentation more **interactive**. Because applying transitions between ends of each slide gives the audience an idea that information on that slides come to an end. The slide transitions I used is *wheel clockwise,8 spokes* with the sound *chime* and I used transitions and sounds presented by the Microsoft PowerPoint because it was easier for me and there were suitable sounds for the presentation and it gave me an opportunity to discover the features of this software.

Suggestions for improvement
- *To make it more advanced and to improve it real life video clips could have been used where it shows the bad outcomes of teenagers dealing with drugs. This will make an impact for the viewers.*
- *More slides can be used with useful information other than limiting only for 6 slides.*

- *It'll be more interesting if I add sound clips of people saying their past experiences so that the audience can listen to. This will allow the audience to listen to a voice rather than watching the slides itself.*
- *I could have inserted digital photos of people smoking by scanning them. But I had no opportunity of taking a photograph of such a sight.*

I did experience difficulties while designing my presentation. These problems are as follows
How to arrange the 6 slides according to the topic on drugs? First of all I planned what text I'll use under each heading of the slides in the presentation. I carried out my research on IT and non IT sources and that's how I solved the problem.
How to insert different layouts to the slides?
How much text should I display on one slide? I came to know that too many words on a slide can minimize the impact of important ideas and I decided to display the main text in bulleted points within the layout.
How can I use the handles that appear around a selected object? Through my own experience I came to know that I can resize the object to fit in a suitable position in the slide. How to emphasize the slides to seek the viewer's attention? I added different features within the software program to produce an effective presentation to my targeted audience. Especially I added design templates so that the all the slides will have the same background.
Converting images into JPEG format before inserting them into the slides.
It is important that the images are compressed in to this format because it will need more storage space in the hard drive to be saved and problems may arrive when saving the presentation. My subject teacher showed the procedure to do so. After doing any editing and formatting for the selected images go to file, save as then give a name for the file and select JPEG for the save as type and then click on save.
How can I print out the whole presentation? Our subject teacher advised us to print it as hand outs and this also reduces the waste of number of pages that takes to print and I can have a review of my presentation checking and revising for any further improvements.
When you go to file, print and then choose to print as handouts in the ***Print what*** section.

And I solved the problems I experienced by referring them to the teacher and friends and I entered the problems I experienced into a *weekly log*. Some of them I got solved by getting help from the teacher and others through personal experience.

My target audience for this presentation is 13 years olds and over. My aim is to help them to get a basic knowledge of the main facts of drugs. There is information on various types of drugs, what they look like, their ups and downs, why do people take drugs, drugs hinder growth, effects of drugs on health, and there is also a section on smoking and drinking, drugs and the Law and most importantly, how to get help if drugs do become a problem in your life. It includes sufficient details, the basics facts of drugs most probably a teenager should need to know and for this I have used the features and techniques of the PowerPoint software program to make the presentation effective so that the audience can get the message out of it more clearly when compared to an oral presentation, specially for a younger audience. I hope they'll make the best out of it.

.

PowerPoint is obviously capable of a lot more than I have used to build up my presentation and now I have the confidence to explore more of the package by myself

Individual Report

slide 1 this is the introduction, it includes a content, contact numbers, a logo and the people that iwas created by. this also includes animation.
slide 2 this is one of the slides for children, it includes a small amount of writing and pictures to keep the children entertained

slide 3 this is the other children's page. it includes pictures of what we offer for the children to decide if they are like any.

slide4 this is a teens page, it includes pictures of what we offer for the children to decide if they like any.

slide 5 this is another teens page it includes information that tells adults what teenagers might like, this is good for people who would like to treat their children or something. it also includes images and anaimation.

slide6 this is an adult's page, it gives images of what adults would like and has a hyperliknk to view more information. alos include a sound of people claping and animation which is an attraction

slide 7 another adult page. includes bulleted list of data for adults and 3 pictures that connect with the text.

slide8 adult page, for people above the age of 60, includes data on things that older people might like and images to relate text

slide 9 final page is the second adults+ page, it includes a price list for things on the previous page./

Individual Report

Individual Report