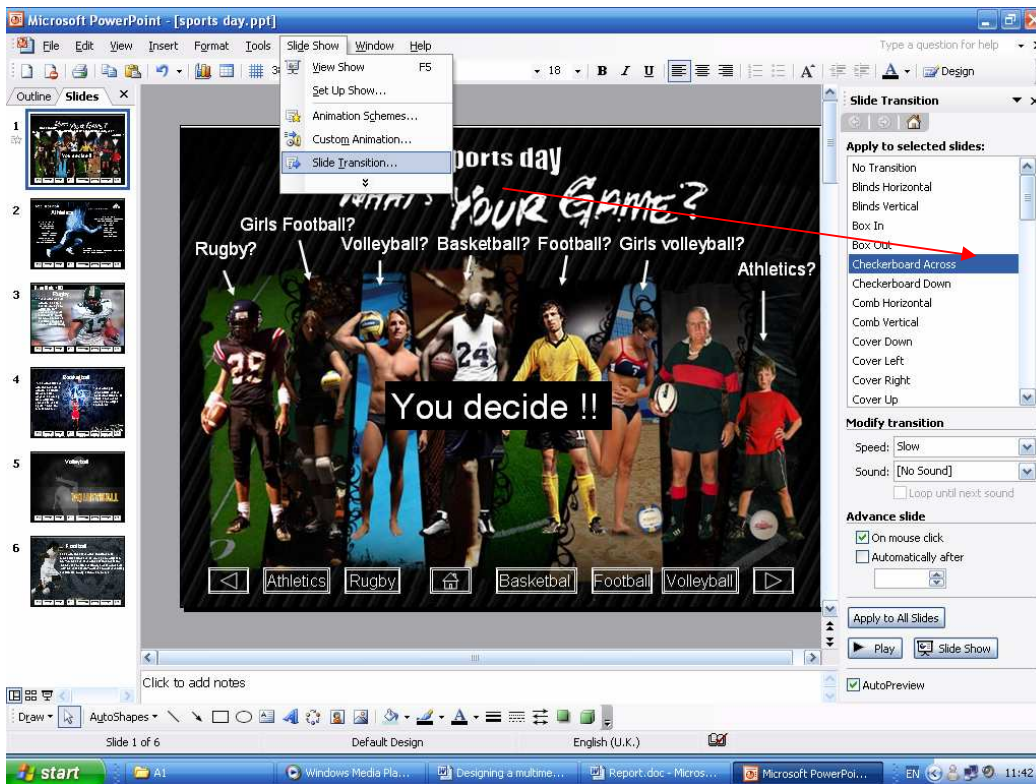# Plan

The topic I will be covering will be sports day activities and to prepare students for the task. I will inform the students about the activities that will be taking place and give a description of the activities. There will be five main activities available for the pupil's football, athletics, rugby, basketball and volleyball. The audience for my presentation will be aimed at pupils who are participating in the sports day or would like to participate by learning more about what will happen and I will inform the students about the activities taking place. As the audience would be students in the school that would be of different ages ranging from 12-16 and therefore they all would be of different abilities and to make sure I made the presentation appropriate for them is by making the presentation comprehensible for all these ages by not using technical language and moreover, by adding images that would make the students more enthusiastic about the activity rather than dull images.
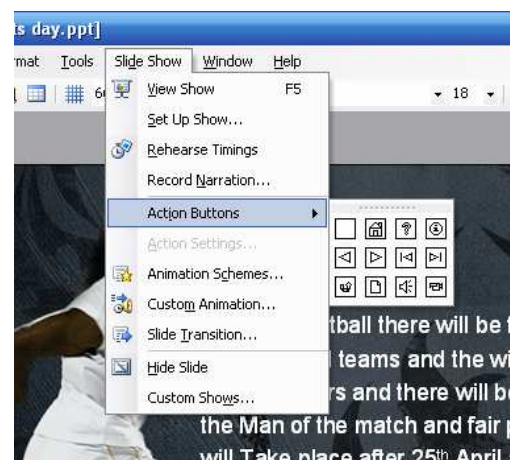
For my assignment I will be using various type of application software and to begin with I will be using Microsoft power point for my presentation and using power point I can create multiple slides and can add animation to images text etc. Using Microsoft power point I can also create a master slide so that the layout of this slide would apply to all the websites and this would make my presentation much more consistent. Power point will be the most suitable software application for the presentation as it has a lot of presentation features like slide show, slide transition, animation etc and slides could have been made in Microsoft word as well but there would be less features available also, it would be much harder for me to edit the presentation as a word document instead of a presentation. Apart from power point I will be using Microsoft word for basic word processing and writing my report as this software is best for word editing and I could use a lot of other features like tables, crop images etc. It is much easier to use Microsoft word rather than any other word processors including notepad, WordPad etc because Microsoft has a lot more features which makes the report I will be making effortless and would save a lot of time. Moreover I used the internet browser so that I could import my data about the relevant sport activity I was talking about and to obtain images and these images would be edited using Adobe Photoshop and Microsoft paint if needed. Using these software's I can change the quality of the image, the size of the image, crop the image so it will be easier for me to use in my presentation and it will fit into the presentation easily.

Description of Techniques

Slide transition- Slide transition is an animation effect added to a specific or all slides in the entrance of it. There are various animation effects available in power point like box in, cover up, etc whilst I used checkerboard across in all my slides. To access slide transition you go to slide show and the slide transition subsequently the menu on the right pops up as shown in the screen shot. In this menu there are 3 options to choose and edit from. First being the animation effect you have to choose and second you could modify the effect by either decreasing or increasing the speed of the animation effect or by adding sound to the effect. The third option lets you change the setting of the transition as in when the effect should play. For this there are two options either a mouse click or automatically after some specific seconds also there is option if would like this transition to apply for all slides or individual slides.
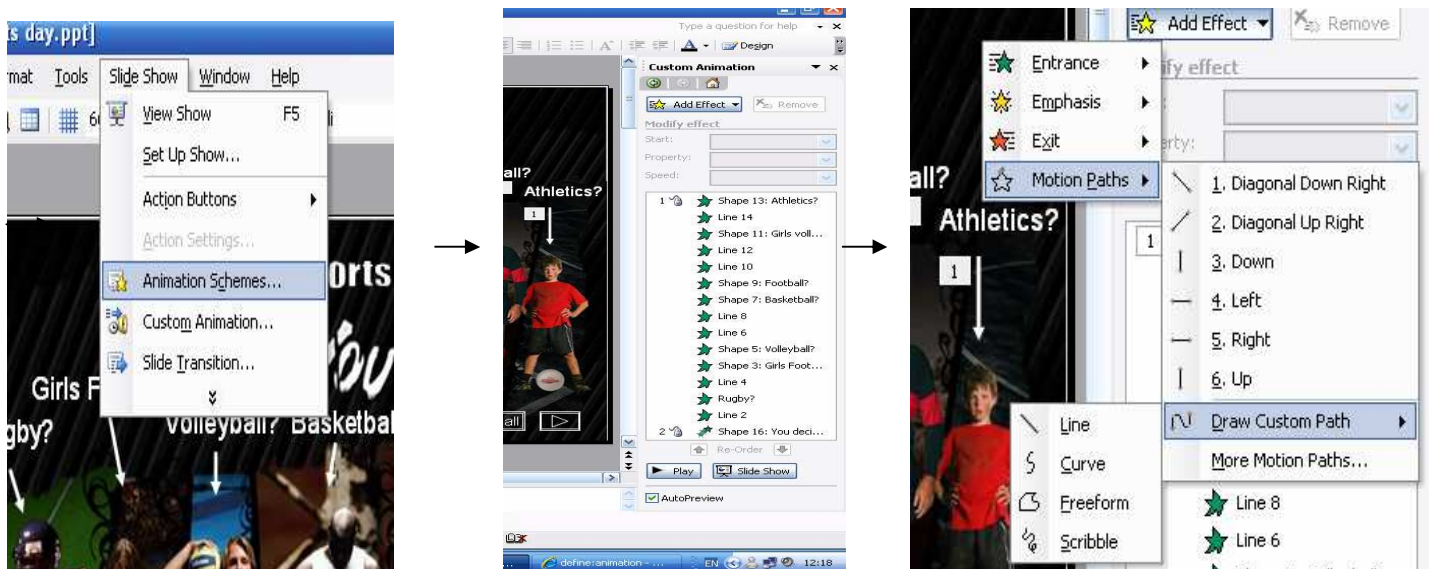

Buttons- Buttons help the viewer or the presenter navigate across his/her presentation or do a specific task as the creator wanted. It is an object when clicked takes you to a hyperlink, run a programme or just plays a sound. To add a button you go to slide show and then action button as shown in the screen shot and doing so there are 12 options available to use And these include a custom action button which you could edit yourself , home, help, information, presentation navigation (i.e. next, back, last or first),
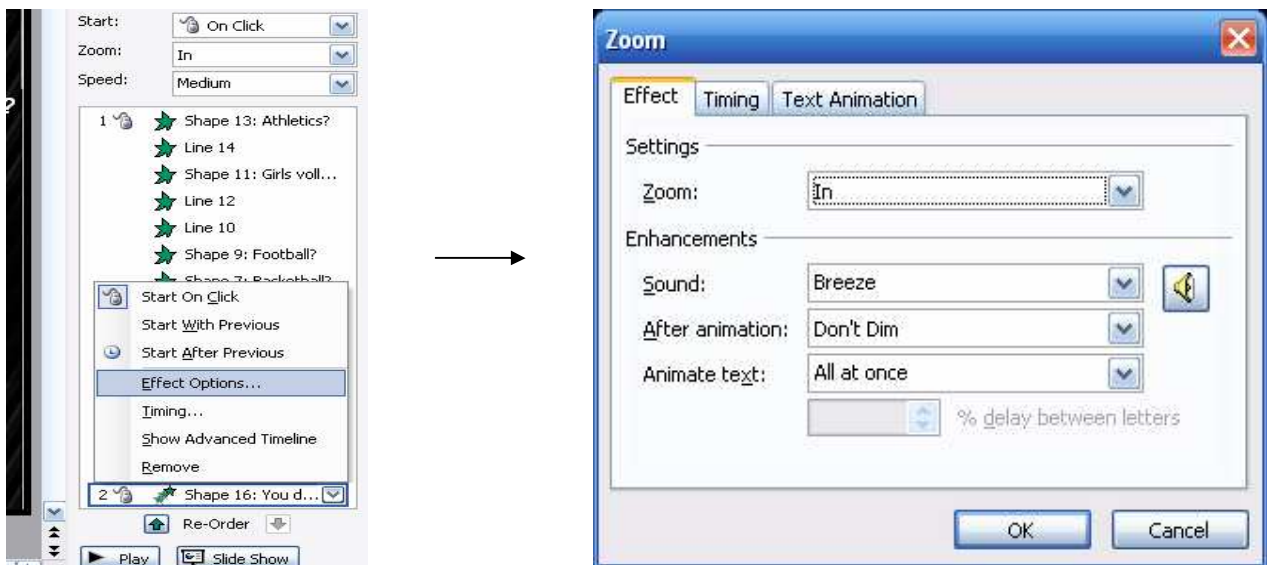
return (which takes you to the last slide viewed), opens a document, plays a sound or a video.
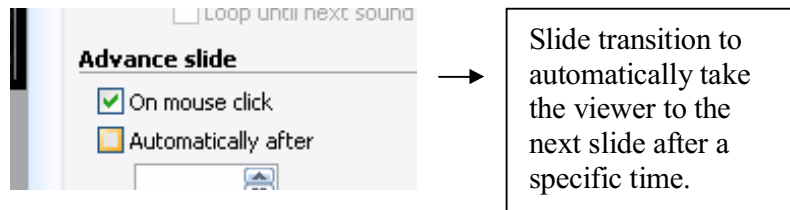
Animation- Animation is a simulation of movement which can be added to anything used in the presentation. It is quite a vital part of presentation as it adds life to the document and doesn't let the viewer get bored. To add animation you go to slide show animation schemes or custom animation. An animation scheme is a basic option which lets you add basic animation effects to the selected object. Custom animation however is a much more advanced option which lets you add animation to the objects entrance, exit, and emphasis or even lets you create your own animation by creating a custom path. You can also alter the speed and direction of the animation and also the timing of the animation.

Once you've set the animation effect you wanted you can view the timeline as shown in the screenshot below and using that you can alter each animation effect individually and even alter the timing by simply just right clicking on the effect and the effect option. Moreover you can add sound in the animation and the effect after animation.

Timing – Timing is the regulation of occurrence, pace, or coordination to achieve a desired effect. This is quite vital because if the timing was too short the readers could not read anything at all or if it's too slow the readers will get bored very easily and would loose interest in the topic itself. You can either add timing to your presentation via the animation I showed before or by slide transition or by setting up a slide show for automated presentation.
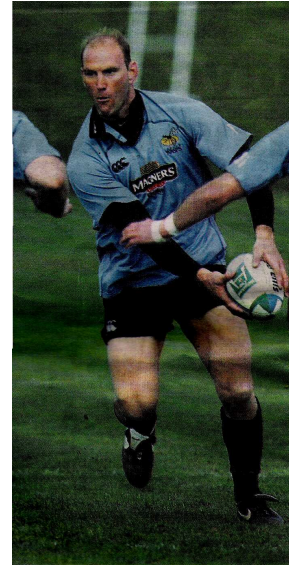
Slide transition to automatically take the viewer to the next slide after a specific time.

Timing for animation

Graphic editing

For my multimedia tasks I had to obtain graphics from 4 different sources and I could not have just used them as I had got them. I had to make a few changes to the image so that it fits into my presentation and makes the reader feel part of it and so that it does not cause any layout or contrast problems. Firstly I created my own art work in Microsoft paint. This software helps us to make basic shapes and use basic shapes to create basic artwork. Here is a print shot of the image I created.

Next I had scanned a image and the image was of a newspaper and I wanted the picture of the man in action while throwing a rugby ball so, I cropped the image using Microsoft paint and saved the image different to the one of the newspaper by using save as feature.

Sound editing
I added my own sound file in my presentation which would play in my first slide with the animation of the slide title "sports day". I recorded the sound using sound recorder and I could adjust the speed and volume using the software so that my recording is user friendly