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Five-Slide Academic Presentation

Experiment 8 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To prepare a short coherent presentation with readable text and visuals.

Principle

A small slide deck works best when each slide has one clear purpose. The slides support a spoken explanation rather than contain every sentence of the report.

Requirements

- Approved presentation application and a fictional practical topic.
- An original/authorised image and a five-minute rehearsal timer.

Procedure

1. Plan five slides

Use: title/objective, background, method, findings, conclusion/next question.

2. Write concise text

Use a short heading and a few useful points on each slide. Keep scientific claims within the supplied information.

3. Add visual

Insert one meaningful labelled diagram or chart and explain its purpose. Preserve legibility.

4. Keep design consistent

Use a readable font, adequate contrast and consistent margins. Avoid unnecessary animations.

5. Rehearse

Check timing, transitions and whether the presenter can explain the graph and limitations.

6. Save/export

Save the editable deck and inspect its PDF export. Reopen to ensure images, symbols and layout remain intact.

Fundamentals of Computer Operations

Observations and Record

Slide	Purpose / content	Verification
1	Title and objective	_____
2	Background	_____
3	Method	_____
4	Findings	_____
5	Conclusion / next question	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- For an inventory exercise, slide 4 can show closing stock by fictional item. Slide 5 can state the verified calculation and one remaining check, such as units or expiry handling.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. Why limit each slide to one purpose?

It makes the sequence easier to follow.

2. Should the presenter read every line?

No. Explain the content in a natural organised way.

3. Why inspect the export?

Fonts, images and placement can change between formats.

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