Digital Passport Session





Digital Passport Workshop Schedule

TIME	ACTIVITY
9:00-9:15	Introductions
9:15-11:15	
11:15-11:30	
11:30-1:00	
1:00-1:30	
1:30-2:15	
2.15-3:15	



Today's topic: PowerPoint 1

Session Overview



- Understand the importance of planning and preparation
- Learn about steps you can take to improve your PPT
- Declutter and illustrate slides



Presentation Preparation

















PowerPoint Planning (2)

- When is my presentation?
 - Example one week away
 - Day 1: Framework (5%)
 - Day 2: Wordiness (20%)
 - Day 3: Cut (15%)
 - Day 4: Illustrate (20%)
 - Day 5-7: You (40%)
 - NOTE: Adjust for different deadlines!









Title

By: ____ Date: ____ Course: ____ (Remember to write down your name) (Optional: note the date of the presentation) (Optional: note the name of the class)



Introduction

Did you know...
Have you ever thought about...
I want to tell you a story...
It's hard to believe, but...

Insert a picture, video or GIF

Overview

Insert a picture, video or GIF

> Content > Support > Content > Support Content > Support Content > Support



Content Slide

Insert Text
Insert Text
Insert Text

Insert a picture, video or GIF





Conclusion

"In conclusion,..."
Take home message
Call to action
"Now that we have discussed todays topic, consider..."
Finish you story from beginning
Restate overview, summarise

Insert a picture, video or GIF



References

ReferenceReferenceReferenceReference

Thank you for listening!

NOTE: You can also add your thanks on an extra slide!



Activity

Put together your own **slide template**.

Make sure to include:

- > Title
- Introduction
- > Overview
- Content slides
- Support slides
- Conclusion
- Thanks/references







Create a Word doc or Google doc and just write!

- Add words
- ➢ Go over the top
- Notes
- Descriptions
- Details



PLANNING



Notes you can keep for another assignment Paste information in PowerPoint





PLANNING





Cutting (15%)

- Bullet points and words
 - > 6 points x 6 words
 - > 3 points x 3 words
- Remove articles
 - "the" and "a"
- Replace
 - \succ Words (&), numbers (123), symbols \rightarrow
- ➤ Rules
 - 'Capital letter'
 - > References



Example: Content Slide

- George Boole, (born November 2, 1815, Lincoln, Lincolnshire, England—died December 8, 1864, Ballintemple, County Cork, Ireland), English mathematician who helped establish modern symbolic logic and whose algebra of logic, now called Boolean algebra, is basic to the design of digital computer circuits.
- Boole was given his first lessons in mathematics by his father, a tradesman, who also taught him to make optical instruments. Aside from his father's help and a few years at local schools, however, Boole was self-taught in mathematics. When his father's business declined, George had to work to support the family. From the age of 16 he taught in village schools in the West Riding of Yorkshire, and he opened his own school in Lincoln when he was 20. During scant leisure time he read mathematics journals in the Lincoln's Mechanics Institute. There he also read Isaac Newton's *Principia*, Pierre-Simon Laplace's *Traité de mécanique céleste*, and Joseph-Louis Lagrange's *Mécanique analytique* and began to solve advanced problems in algebra.
- Boole submitted a stream of original papers to the new Cambridge Mathematical Journal, beginning in 1839 with his "Researches on the Theory of Analytical Transformations." These papers were on differential equations and the algebraic problem of linear transformation, emphasizing the concept of invariance. In 1844, in an important paper in the Philosophical Transactions of the Royal Society for which he was awarded the Royal Society's first gold medal for mathematics, he discussed how methods of algebra and calculus might be combined. Boole soon saw that his algebra could also be applied in logic.
- Developing novel ideas on logical method and confident in the symbolic reasoning he had derived from his mathematical investigations, he published in 1847 a pamphlet, "Mathematical Analysis of Logic," in which he argued persuasively that logic should be allied with mathematics, not philosophy. He won the admiration of the English logician Augustus De Morgan, who published *Formal Logic* the same year. On the basis of his publications, Boole in 1849 was appointed professor of mathematics at Queen's College, County Cork, even though he had no university degree. In 1854 he published *An Investigation into the Laws of Thought, on Which Are Founded the Mathematical Theories of Logic and Probabilities*, which he regarded as a mature statement of his ideas. The next year he married Mary Everest, niece of Sir George Everest, for whom the mountain is named. The Booles had five daughters.
- One of the first Englishmen to write on logic, Boole pointed out the analogy between algebraic symbols and those that can represent logical forms and syllogisms, showing how the symbols of quantity can be separated from those of operation. With Boole in 1847 and 1854 began the algebra of logic, or what is now called Boolean algebra. Boole's original and remarkable general symbolic method of logical inference, fully stated in *Laws of Thought* (1854), enables one, given any propositions involving any number of terms, to draw conclusions that are logically contained in the premises. He also attempted a general method in probabilities, which would make it possible from the given probabilities of any system of events to determine the consequent probability of any other event logically connected with the given events.
- In 1857 Boole was elected a fellow of the Royal Society. The influential *Treatise on Differential Equations* appeared in 1859 and was followed the next year by its sequel, *Treatise on the Calculus of Finite Differences*. Used as textbooks for many years, these works embody an elaboration of Boole's more important discoveries. Boole's abstruse reasoning has led to applications of which he never dreamed: for example, telephone switching and electronic computers use binary digits and logical elements that rely on Boolean logic for their design and operation.

https://www.britannica.com/biography/George-Boole





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CHOOSE IMPORTANT PARTS

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DELETE THE REST

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2nd REMOVE:

- Filler words
- Unnecessary pronouns
- Articles
- Full stops
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After cutting, adjust:

- Font Sizes
- bullet points
- Bold/Italic/Underline



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PLANNING

🔳 Day 1 🗧 Day 2 📕 Day 3 📒 Day 4 📃 Day 5-7



Illustrate (20%)

- Get Creative!
 - Personal images
 - Royalty-free websites
 - Sourced images <u>with citations</u>
 - PowerPoint Graphics
 - Stock images
 - Icons
 - Shapes
 - SmartArt
 - Charts



Royalty-free websites:

- > www.pixabay.com
- > www.unsplash.com
- > www.pexels.com

NOTE: Images from online sources MUST have citation!



https://wallpapercave.com/meadow-of-purple-flowers-wallpapers





University College Cork



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Before and After Comparison





Activity

For your **Slide Template** search for pictures that inspire/visualise your:

"College Goals or Dreams"

Use a mixture of:

- Royalty-free images
- Google images
- PowerPoint graphics





Save Your Work!



DON'T FORGET: Always save your work!!





PowerPoint Planning: YOU



Any Questions?





Contact the Skills Centre for a Presentation Practice or if you need other help with your academic communication!

Email: skillscentre@ucc.ie



