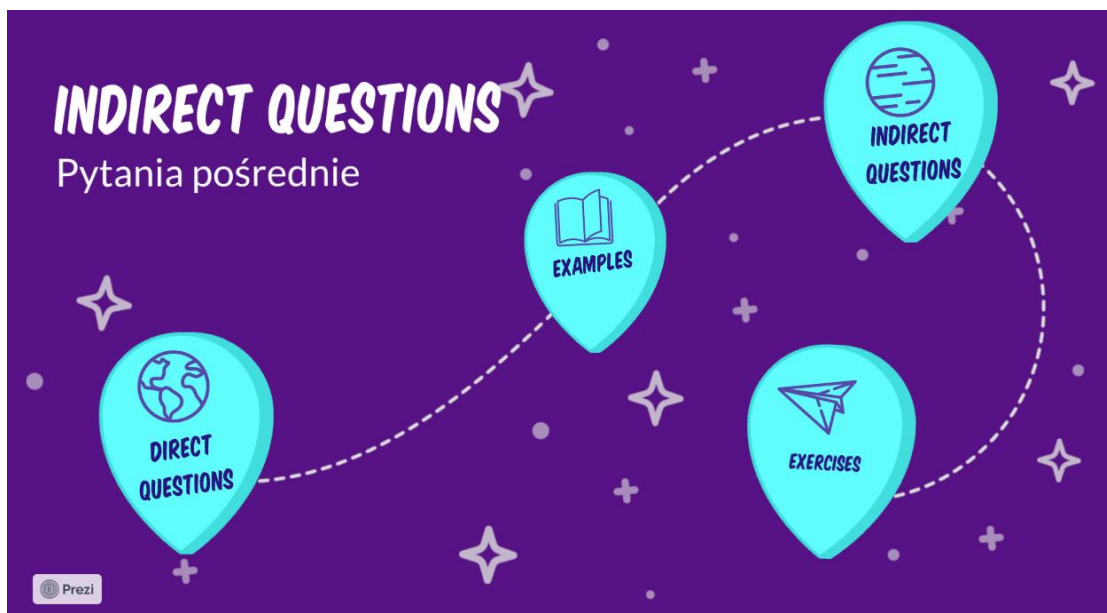# – how to create an interesting presentation

1. **Qualities of a good presentation:**
   - ➢ Clarity
   - ➢ Little amount of text
   - ➢ Good quality of pictures
   - ➢ Aesthetics
   - ➢ Suitable choice of effects – animations etc.

2. **What Prezi is?**

Prezi is a presentation tool that can be used as an alternative to traditional slide making programs such as PowerPoint. Instead of slides, Prezi makes use of one large canvas that allows you to pan and zoom to various parts of the canvas and emphasize the ideas presented there.
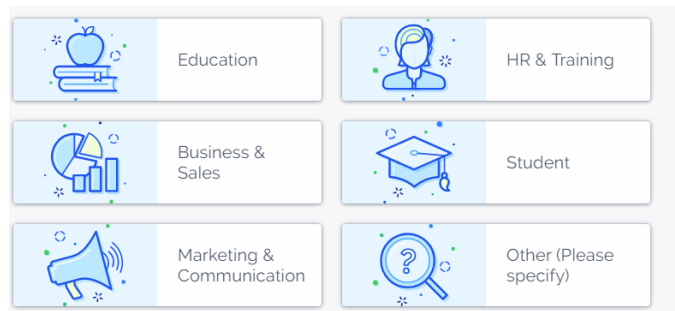
3. **Dictionary:**
   - ➤ The application works in English so check those words in your mother language:
     - o Choose – wybierać / izabrati
     - o Temple – szablon /chram
     - o Create – tworzyć /stvoriti
     - o New – nowy / novi
     - o Presentation – prezentacja /prezentacija
     - o Use – używać, korzystać / koristiti
     - o Continue – kontynuować / nastaviti
     - o Overview – przegląd / pregled
     - o Insert – wstaw /umetnuti
     - o Share – udostępnij / udio
     - o Undo – cofnij / poništi
     - o Subtopic – podtemat, podpunkt / podtema
     - o Background – tło /pozadini
     - o Upload – załaduj / Učitaj
     - o Frame – ramka /okvir
     - o Click – kliknij /klik
     - o Edit – edytuj /uredi

4. **Prezi – how to start?**
   - ➤ Enter the website **www.prezi.com** → choose "GET STARTED "→ BASIC → FREE
   - ➤ When you enter your name, surname, email and set a password, choose **Create your free Basic Account**
   - ➤ We choose a category (**STUDENT**)

Before we start, what's your role?

Education	HR & Training
Business & Sales	Student
Marketing & Communication	Other (Please specify)

   - ➤ Next question is about using Prezi. We can choose some option or omit it by clicking **SKIP.**

Congratulations! You have a Prezi account.

Now log to your email and activate an account.

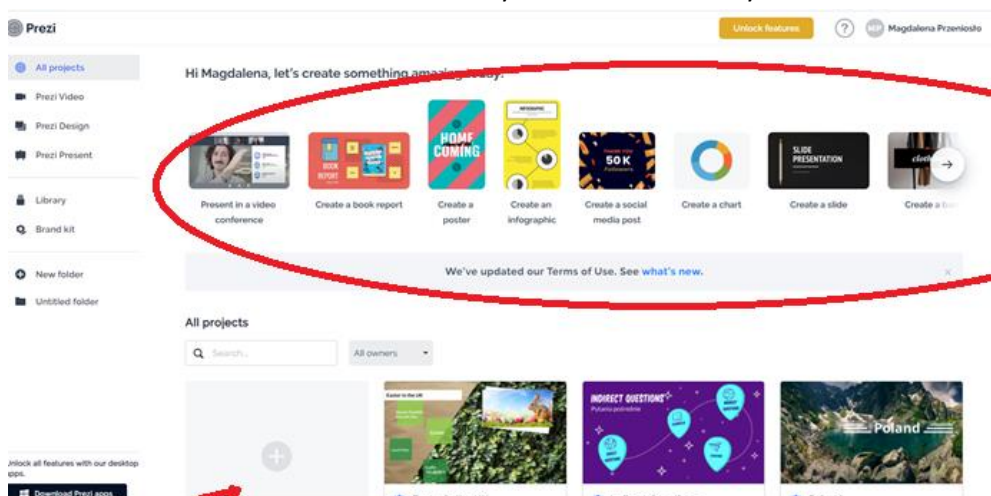5. **How to start a presentation?**
   - ➤ Define the topic of the presentation.
   - ➤ Plan main points to talk about. For example:
     TOPIC: MOUNTAINS IN POLAND

- Świętokrzyskie Mountains
  - History
  - Wildlife
  - Views
- Tarta Mountains
  - History
  - Wildlife
  - Views
- Stołowe Mountains
  - History
  - Wildlife
  - Views
- Sudety
  - History
  - Wildlife
  - Views

➤ Slides in Prezi presentations are called **frames**
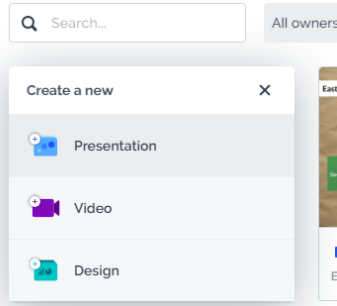
6. First presentation

➤ When we have a plan how to make a presentation we can start working on Prezi.
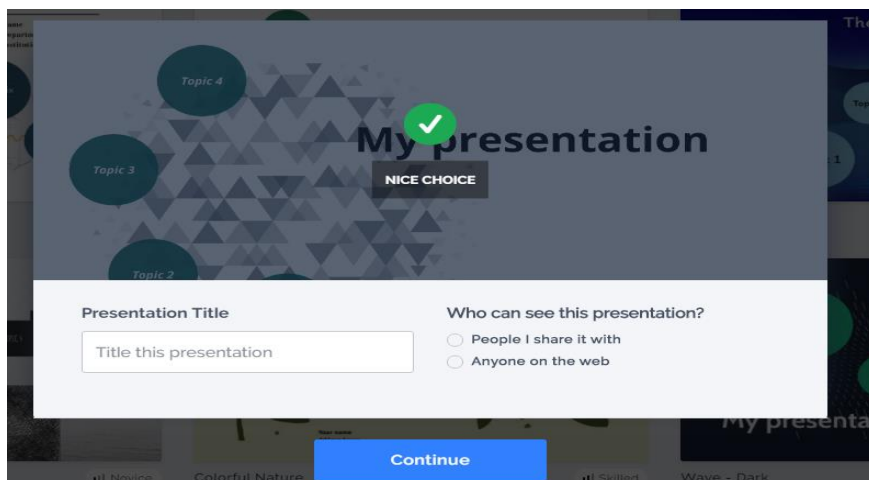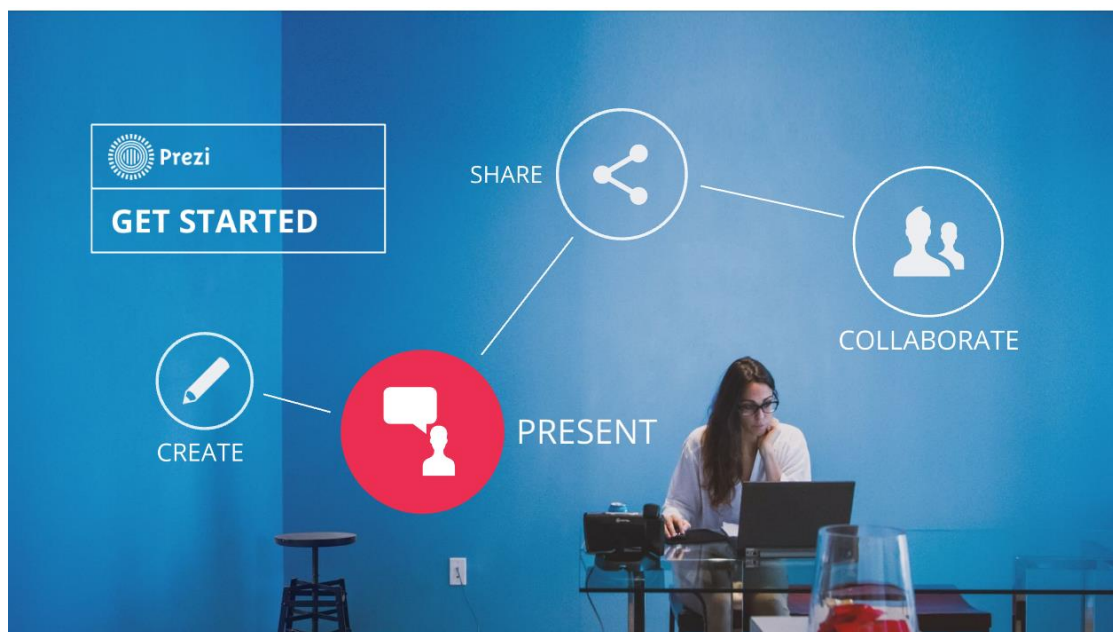
➤ First we choose **TEMPLE -** you can do it in 2 ways:

➢ If you decide to create a presentation by clicking (+) choose **presentation**

➢ Now you can choose from various **temples**. Remember that later you can change the background, photos, elements, delete or add something.
➢ When you click on a temple you have an overview how it would look like. If you decide to choose the temple, click **USE THIS TEMPLE,** write **Title** and in free option choose **Anyone on the Web** and **Continue.**
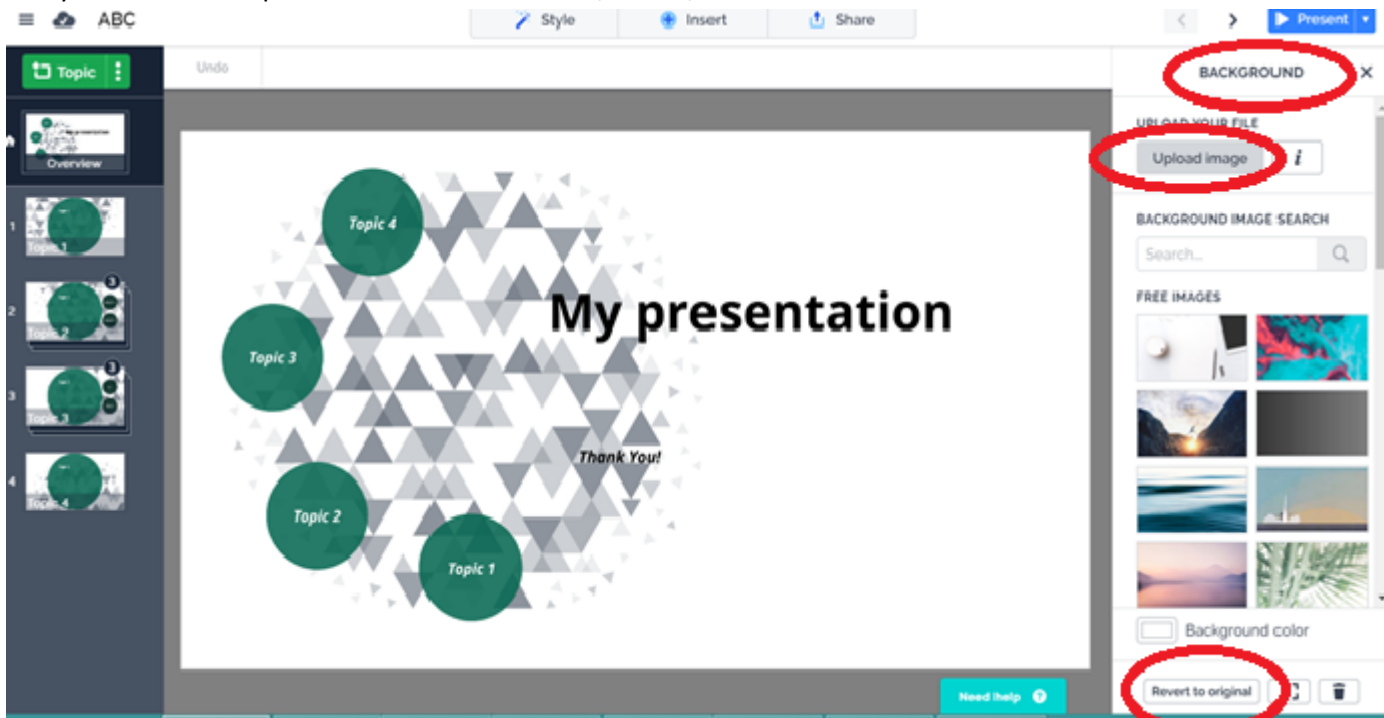

➢ Waiting for uploading the temple you may watch a short movie how to get started 😊

https://prezi.com/p/yq0pzyj4tgik/?present=1

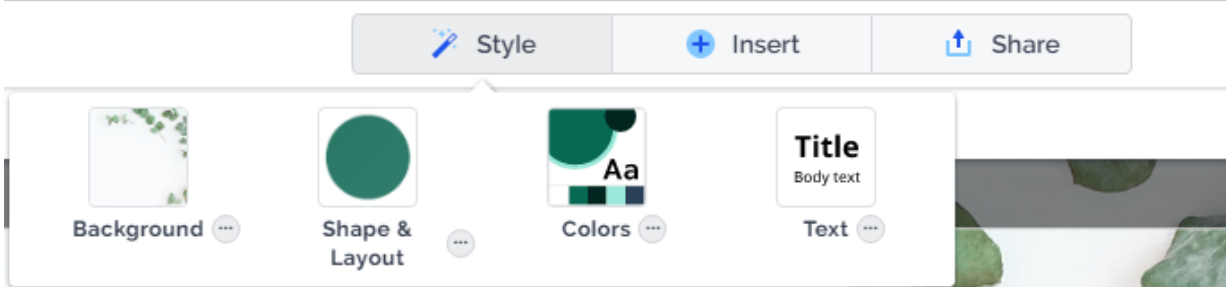➢ Every element of the presentation can be deleted, edited, moved or added.

➢ On the right we can choose **Background** - you can choose from available images or add your photo by clicking **Upload image**.

➢ There is also an option to get back to the first version (**Revert to original),** remove the background or set the size of our presentation.

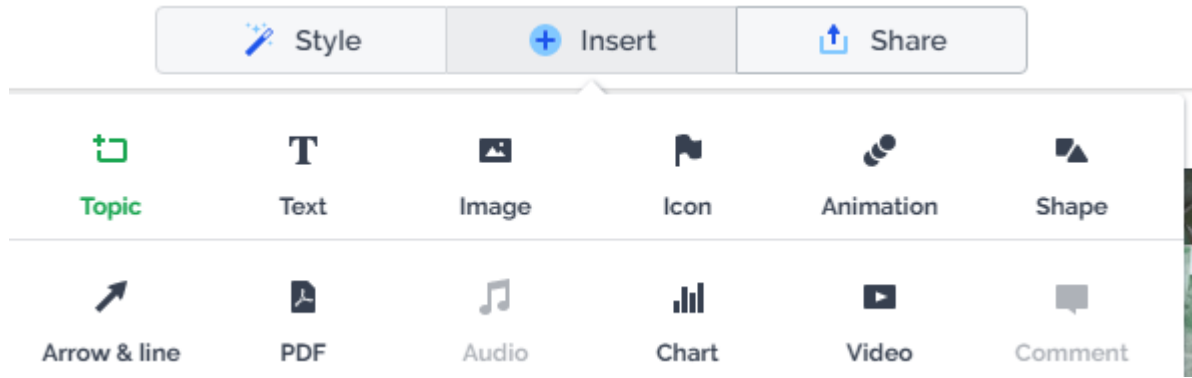7. **Let's make a presentation about animals – creating and editing**

    ➢ **Menu / tools**

    ➢ **Style**

    ➢ Click on **….** – then on the right side you see a menu for a chosen category.

    ➢ We can edit the whole presentations of just one slide.

        o **Shape & layout**

            ▪ Position and shape of frames

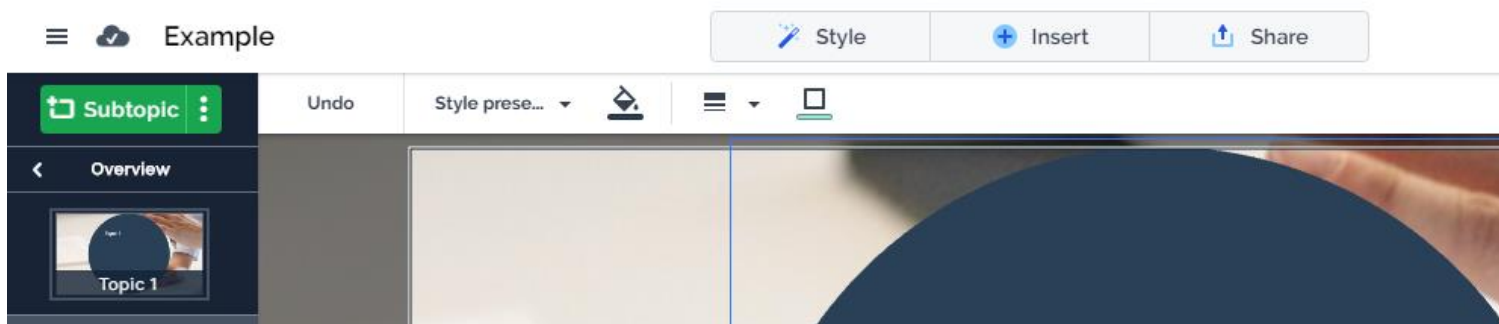   o **Colours**

        o **Text**

> **Insert**

  >

> Click on the title on your canva and try to change the font, font size and colour.
> Add to your canva "Thank you"
> Try to change the shape of frames (on my canva they're circles). Click **Styles** and from the menu on the right choose different shape.
> Click on an element you want to change.

When you're satisfied with the general view of canva – start editing and adding text

8. **Adding materials and creating a presentation**

> On the left side there is an overview of the project. First change the names of the frames. On the main canva **double click** the element to change its name.
> Now it's time to edit text. From the overview on the left choose an element you want to edit.
> If you finish editing frame/element and what to go back to the main canva click in the left up corner **Go back or Overview.**

> You can delete or add elements.

> If you want to check how your presentation looks like – click **Present.**
> **Changes are saved automatically.**

> If you want to see all your presentations, click on ═ and choose from your **Dashboard.**

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