

Comments on Powerpoint Training Video (Zoom Recording)

The recording of the training session in Powerpoint file preparation for a Zoom Meeting is about 1 hours 9 minutes long.

This was intended to be a hands-on demonstration of the preparation of a Powerpoint presentation designed to be shared via a Zoom Meeting. The first part of the recording video covers the main word-processing aspects like the background, colours, layouts, fonts and text boxes. The second part of the recording video concerns the inclusion of images starting with covers and migrating to stamp varieties. The great advantage of the video recording is that it shows the cursor movements and which banners, icons and drop-down menus are being used. It is a dynamic demonstration.

The voice is not always that clear on the Zoom Meeting video recording – apologies! This is especially the case around 00:11:25 (hours:minutes;seconds) from the end of the recording. There is also some background noise from attending participants as we did not have them muted, but rather able to interact as the demonstration went along.

The recording could do with the first 8 mins 30 secs (meeting convening), the section between 00:16:48 and 00:16:15 where the presenter lost his way for some time, and the last 30 seconds all being edited out.

The answer to the question asked around 00:45:10 on the recording should be that the length of the entries does not vary according to the colour used, only in relation to the font type and size used.

The Notes on the separate Powerpoint file available for downloading have been elaborated and a couple of further slides added compared to the version of the similar Powerpoint file that was used for the video recording of the demonstration of how to prepare a Powerpoint file for a Zoom Meeting.

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