

Kako napraviti dobru prezentaciju (MS PowerPoint)

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Sadržaj

- 1. Struktura prezentacije
- 2. Tekst u prezentaciji
- 3. Slike u prezentaciji
- 4. Grafikoni
- 5. Savjeti
- 6. Kako dobiti dobru ocjenu
- 6. Zaključak

Pitanja za početak?

- Voliš li izrađivati prezentacije u programu MS PowerPoint?
- Možeš li još nešto naučiti ili dovoljno o tome već znaš?
- Je li učitelj zadovoljan tvojom prezentacijom?
- Jesi li ti zadovoljan ocjenom?

Struktura prezentacije

Presentation content

To make your presentation engaging:

- **Be informative, but...**
- **Be brief.**
- **Stay on topic.**
- **Have clear structure.**



- Početni slajd (naslov, ime autora, škola, mjesto i datum)
- Uvodni slajd (navodi o čemu će biti govora)
- Središnji slajdovi (razlažu temu prezentacije putem teksta, slike, grafikona, poveznica)
- Završni slajd (jednostavan zaključak)
- Izvori (navesti mrežne stranice i tekstove koji su korišteni)
- Zahvala

Tekst

- Natuknice umjesto cjelovitih rečenica
- Četiri do pet natuknica za svaki slajd
- Za naglašavanje koristi **Bold**
- Koristi najčitljiviji font
- Veličina slova od 24 do 32 pt
- Različite boje fonta odvlače pažnju

Pripazi na čitljivost!

What's a good presentation?

- A GOOD PRESENTATION IS SOMETHING THAT IS REALLY INTERESTING, INFORMATIVE AND GIVE YOU ALL THE INFORMATION YOU NEED ABOUT THE SUBJECT. IT HAS TO LAST JUST AS LONG AS THE TIME LIMIT AND IT HAS TO GET OVER ALL THE INFORMATION IN THAT AMOUNT OF TIME.
- A really good presentation will have lots of good colours, pictures and even animations.

Kako je bolje?

Chilean Exports

- Fresh fruit leads Chile's export mix - Chile emerges as major supplier of fresh fruit to world market due to ample natural resources, consumer demand for fresh fruit during winter season in U.S. and Europe, and incentives in agricultural policies of Chilean government, encouraging trend toward diversification of exports and development of nontraditional crops - U.S. Dept. of Agriculture, Economic Research Service Report
- Chile is among the developing economies taking advantage of these trends, pursuing a free market economy. This has allowed for diversification through the expansion of fruit production for export, especially to the U.S. and Western Europe. Chile has successfully diversified its agricultural sector to the extent that it is now a major fruit exporting nation. Many countries view Chile's diversification of agriculture as a model to be followed.
- Meanwhile, the U.S. remains the largest single market for Chile's fruit exports. However, increasing demand from the EC and Central and East European countries combined may eventually surpass exports to the U.S., spurring further growth in Chile's exports.
- If you've read this far, your eyes probably hurt and you've been reading this tedious long-winded text instead of listening to me. I'm insulted- can't you see I'm doing a presentation up here? Look at me! Congratulations, however, on having such good eyesight.

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Presentation style

In order to be clearly understood:

- **Face your audience.**
- **Maintain eye-contact.**
- **Speak in a loud, clear voice.**
- **Use your notes as prompts.**
- **Stand away from the screen.**

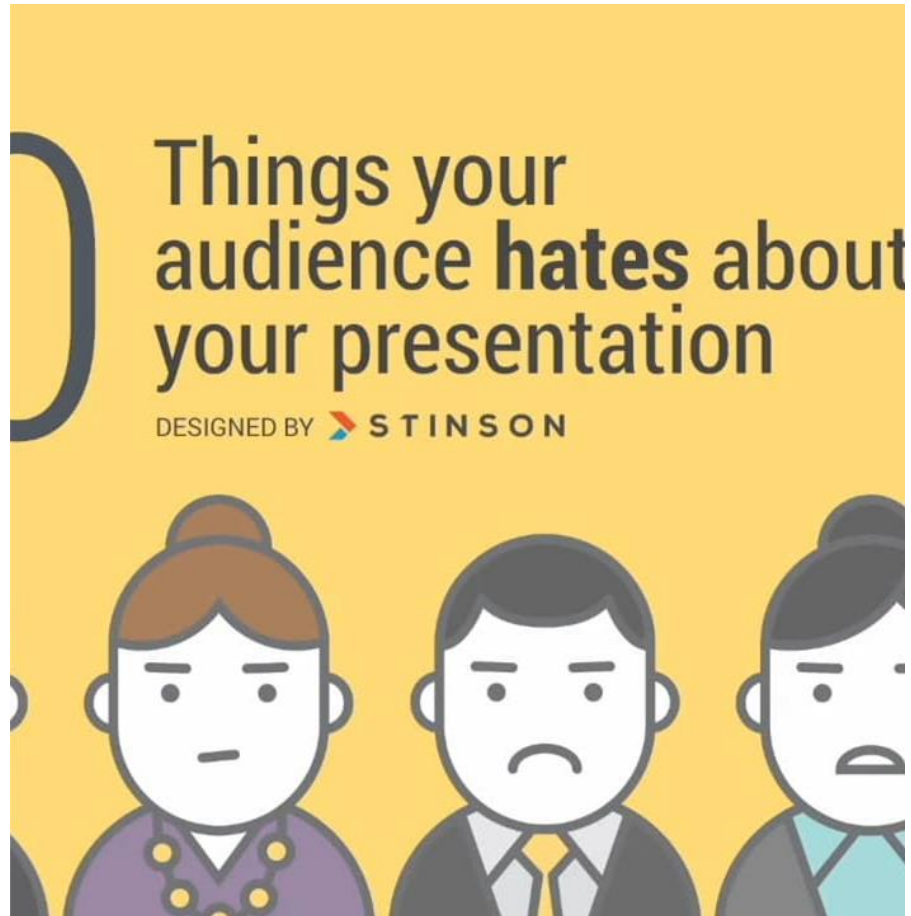


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Slika



- Slika je nadopuna teksta
- Slika podržava ono o čemu se govori
- Slika radi dekoracije nije preporučljiva!
- Ne pretrpavati slajd slikama!
- Dovoljne su tri slike srednje veličine ili dvije velike slike

Sliku možeš uređivati

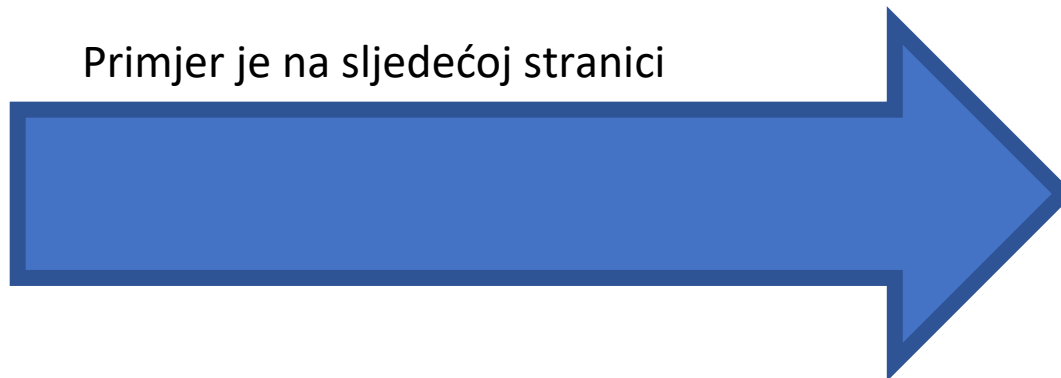
Sažimanje slike

- Kada želimo da slika zauzima manje memorije
- *Compress Pictures*

Rezanje slike

- Kada želimo pokazati samo dio slike
- *Crop*

Primjer je na sljedećoj stranici



File Home Insert Design Transitions Animations Slide Show Review View Help **Format** Search

Remove background Corrections Color Artistic Effects Transparency **Crop** Compress Pictures Change Picture Reset Picture

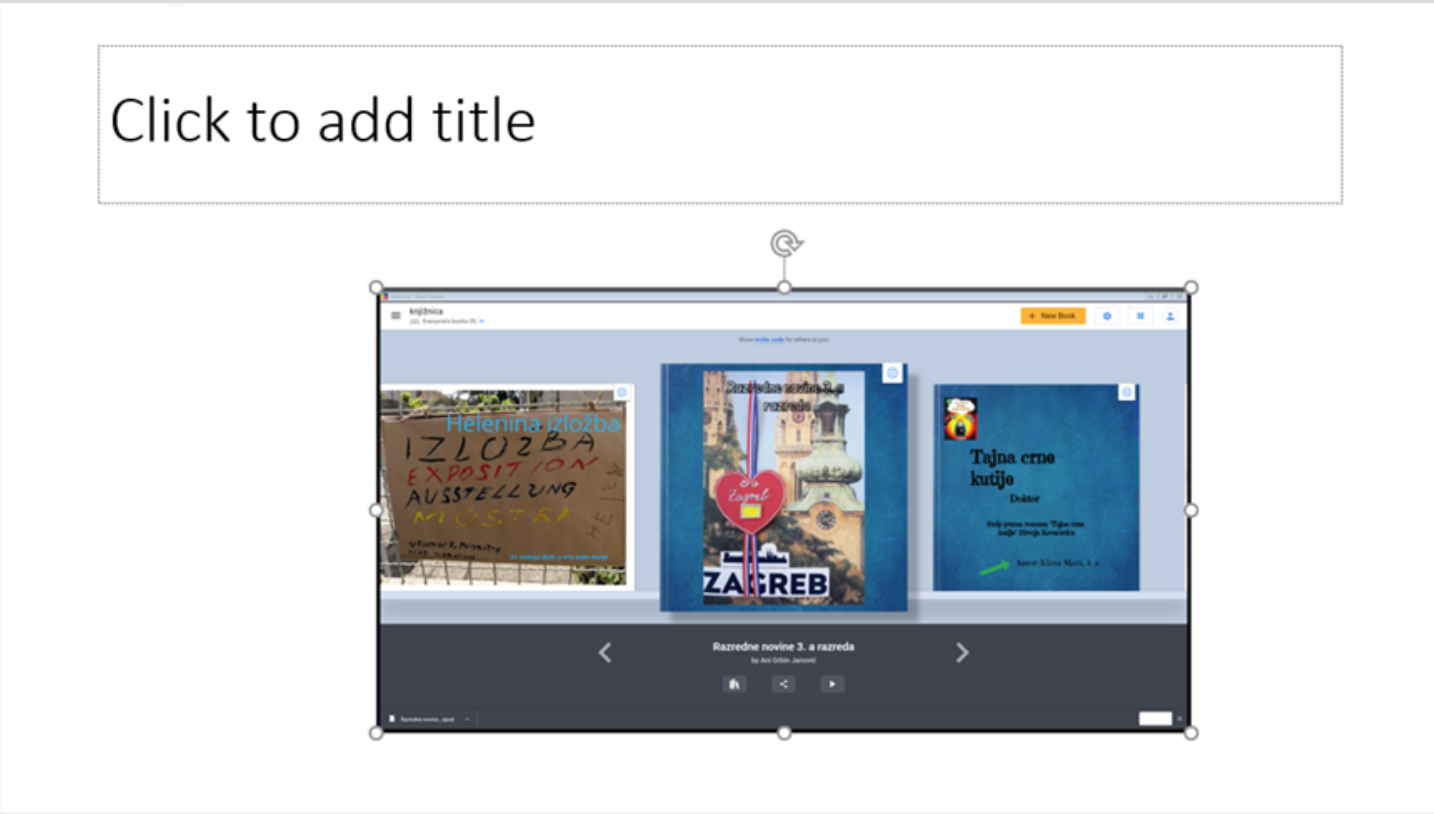
Picture Styles Picture Border Picture Effects Picture Layout

Alt Text Bring Forward Send Backward Selection Rotate

Height: 4.11" Width: 7.54"

Sažimanje slike

Pomoću funkcije Crop slika se izrezuje



Design Ideas

Click to add title

Click to add title

Click to add title

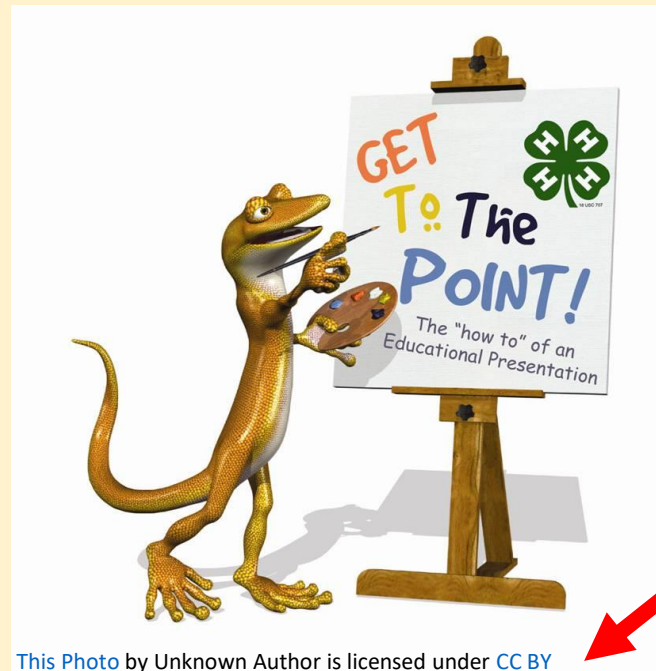
Format Picture

- Shadow
- Reflection
- Glow
- Soft Edges
- 3-D Format
- 3-D Rotation
- Artistic Effects

Možeš koristiti slike ponuđene u programu PowerPoint – Poštuj autorska prava!

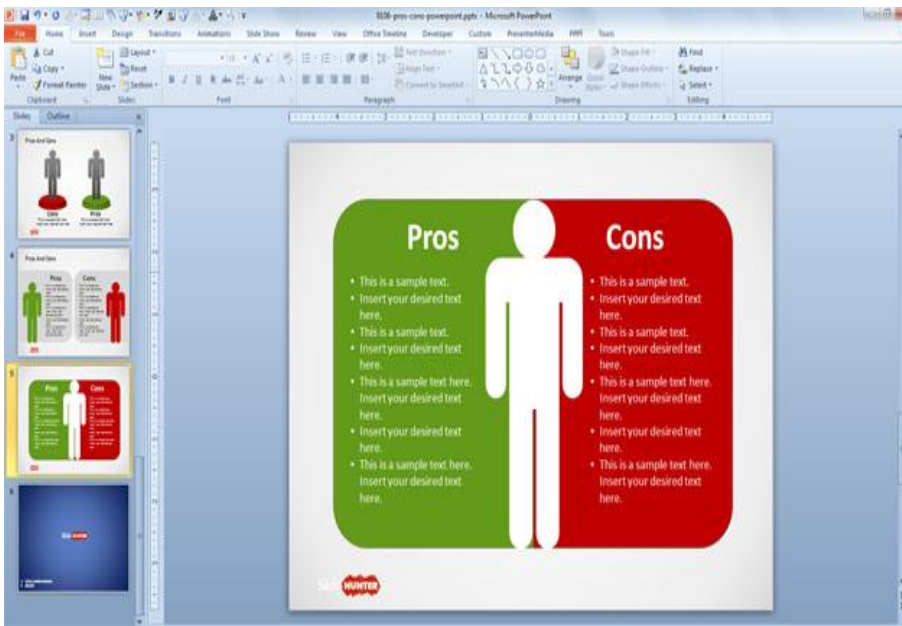
(*Insert/Online Pictures* – upiši ključni pojam – odaberi sliku – *Insert*)

Naziv mrežnog mjesta s kojeg je slika preuzeta

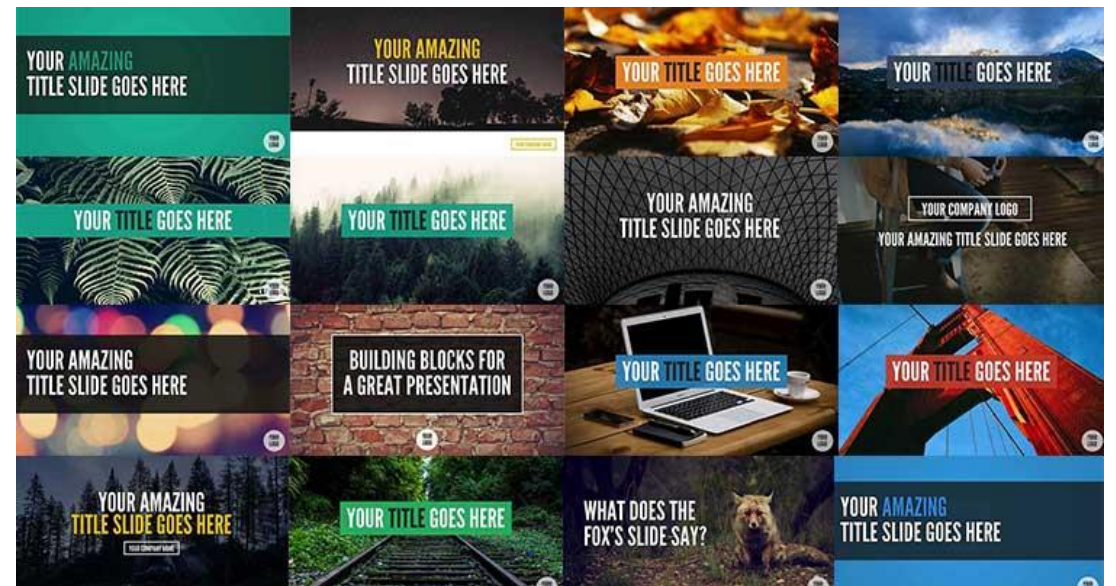


Licenca pod kojom je sliku moguće koristiti

Kako je bolje?



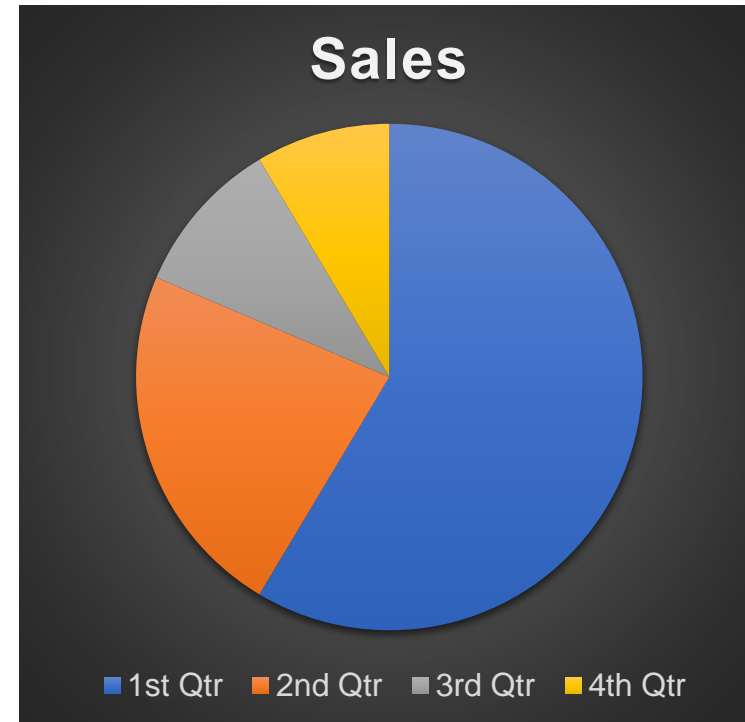
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Grafikoni

- Upotreba kod brojčanih podataka
- Jednostavno za shvaćanje
- Mora imati naslov
- Mora imati legendu



Savjeti

- Previše slajdova čini prezentaciju dosadnom.
- Previše teksta je teško čitljivo.
- Odaberi gotov predložak.
- Izbjegavaj velika slova.
- Ukoliko nemaš vlastite fotografije, koristi one koje ti nudi program (*Insert/Online Pictures* – upiši ključni pojam – odaberi sliku – *Insert*).
- Preuzimanjem ovih slika u prezentaciju se umeće i podatak o licenci, što znači da slike imaju uvjete korištenja.



Što učitelj ocjenjuje?

- Sadržajnu točnost informacija
- Obuhvaćenost teme
- Strukturu slajda (preglednost, slike, grafikoni)
- Vrijeme izlaganja (do 10 minuta)
- Način izlaganja (sigurnost, razumljivost, objasni slajd - nemoj čitati)
- Pravopisnu točnost
- Navođenje izvora

Zaključak: koristi ovaj ključ za izradu dobre prezentacije!

The keys to a great presentation

- Good style
- Helpful slides
- The right content
- Preparation



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Southampton SOLENT University

<https://learn.solent.ac.uk/mod/book/view.php?id=2750&chapterid=1385>

Izvori:

- https://www.carnet.hr/wp-content/uploads/2019/09/Izrada_multimedijalne_prezentacije_-_prezentacija.pdf (30. 5. 2020.)
- Jozić, Ruža; Pavin Banović, Alta. 2019. *Od knjige do oblaka*. Alfa. Zagreb.

Hvala na pažnji!