Information Literacy Program

Presentation Techniques
2017
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Introduction

Information Literacy

Welcome! The Information Literacy Program (ILP) provides a range of learning opportunities to build your digital and information literacy skills and knowledge. These will contribute to successful research, preparation, and writing for thesis, essays, reports, and presentations.

Information literacy skills include recognising the need for information, knowing how to find, evaluate and manage information, and how to use that information in a culturally aware, socially responsible and ethical manner. The Australian and New Zealand Information Literacy Framework explains this in more detail.

The Search Cycle

This Search cycle image diagram is a good representation of the information searching process for your thesis, essay or assignment. It demonstrates the cycle of planning, searching, scanning, and evaluating the materials found. If not enough information is found the first time, the circle can be followed again to supplement the materials you already have.

In the university research environment, it is common to repeat this process a number of times until you are sure that you have found an appropriate set of relevant and scholarly materials.

![Search Cycle Diagram](http://library-resources.cqu.edu.au/learning-objects/images/search-cycle.jpg)


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Presentation resources

**ANU PowerPoint template**
ql.anu.edu.au/ANUPowerPoint

For a presentation with a professional ANU ‘look and feel’ use the Microsoft PowerPoint template with ANU brand elements.

**ANU Logo**
services.anu.edu.au/marketing-outreach/marketing-materials/anu-logo

If not using the ANU PowerPoint template and you wish to use the ANU Logo in your presentation please contact ANU Design studio for approval and follow the required placement instructions (services.anu.edu.au/marketing-outreach/marketing-materials/anu-logo).

**Information Literacy Program – PowerPoint 2013 training materials**
services.anu.edu.au/files/PowerPoint.pdf

**ANU Pulse Online Learning**
ql.anu.edu.au/pulse

ANU Pulse provides staff and students access to free self-paced online learning courses available on or off campus: PowerPoint 2013 and PowerPoint Mac 2011.

**Office Support**
support.office.com
ql.anu.edu.au/nbzx

Provide PowerPoint training modules on design, audio, animation, tables, sharing and video.

**Keynote for Mac**
apple.com/au/keynote

Apple's equivalent to Microsoft PowerPoint.

**PowerPoint 2016 Mac**
ql.anu.edu.au/84bj

What's new in Office 2016 for Mac.

**Prezi**

**How to use Prezi vs. PowerPoint**
ql.anu.edu.au/xwn2

Presentation software Prezi vs. PowerPoint

**Introduction to Prezi**
ql.anu.edu.au/yxps

Prezi - get started in two minutes

**Prezi Cheat sheet**
ql.anu.edu.au/tj1o

Prezi shortcuts, set up paths, and how to navigate main menu.
Design Techniques

PDF
ql.anu.edu.au/lvl

Portable Document Format (PDF) ensures your viewed file retains the formatting that you intended.

Designing Effective Presentations

Anitra Nottingham - Online Director, School of Graphic Design / Academy of Art University, Presentation about slide design, ANU 2014 & 2015:

What is Effective Slide Design? Using Type, Images and Color Some Information Design Basics

slideshare.net/AnitraNottingham/presentation-in-the-room

Other references made during the presentation are:

Nancy Duarte’s book ‘Slideology’ (duarte.com/book/slideology)

Presentation Zen (presentationzen.com)

Really Bad PowerPoint by Seth Godin (sethgodin.com/freeprize/reallybad-1.pdf)

Fontshop (fontshop.com)

Help and Support

Information Literacy Program
anulib.anu.edu.au/training

The Information Literacy Program provides hands-on Digital literacy & Library research training and drop-in sessions provide an opportunity to ask questions about general presentation design, Microsoft PowerPoint and other presentation software. Contact ilp@anu.edu.au or 6125 8886.

Face-to-face drop-in support—AskANU IT Consultants
services.anu.edu.au/information-technology/help-support/accessing-help-support

AskANU provides IT help to ANU students and staff. The AskANU desk is located in Chifley Library Building #15.

Over-the-phone support—IT Service Desk
services.anu.edu.au/information-technology/help-support/accessing-help-support

Over-the-phone support is available from 8.30am-5.30pm, Monday-Friday 612 54321

Information Commons software support
services.anu.edu.au/information-technology/software-systems

A range of online interactive modules and guides – includes MS Office (Access, Excel, OneNote, Outlook, PowerPoint, Publisher, Visio, Word), Keynote, Adobe Suite, Maple, SPSS, NVivo, internet search strategies, EndNote more.... All access is free for ANU students. Some modules need ANU UniID and ISIS password.
Other resources

Training notes
To access the Information Literacy Program’s training notes, visit the Research & learn webpage (anulib.anu.edu.au/research-learn) and select the skill area followed by the relevant course. You can register for a workshop and find other information.

Research & learn how-to guides
Explore and learn with the ANU Library’s how to guides (ql.anu.edu.au/howto). Topics covered are:

- Citations & abstracts
- Data Management
- EndNote
- Finding books and more
- Finding journal articles and more
- Finding theses
- Increasing your research impact
- NVivo
- Topic analysis
- Using Google scholar from off-campus

Subject guides
Find subject-specific guides (ql.anu.edu.au/subjectguides) and resources on broad range of disciplines. Such as:

- History, indigenous studies, linguistics and philosophy
- Criminal, human rights and taxation law
- Biochemistry and molecular biology, neurosciences and psychology
- Asia Pacific, Southeast Asia and East Asian studies
- Engineering
- Astronomy and astrophysics, earth sciences, mathematical sciences and natural hazards

ANU Library social media and RSS
Stay up to date with ANU Library news and research via our Facebook and Twitter accounts, or by RSS. We LOVE social media!

Online learning
Online learning is available through ANU Pulse (ql.anu.edu.au/pulse), which can be accessed from both on and off campus by all ANU staff and students.

IT skills development modules available in ANU Pulse
- Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Project, Visio, Word)
- Microsoft Office (Mac)
- Adobe suite (Illustrator, Photoshop)
- Other IT (Concepts of IT, FrontPage, Internet Explorer, Type IT, Windows)

Training calendar
Select Events » near the bottom of the Library homepage to access our events calendar with upcoming training opportunities displayed day by day (ql.anu.edu.au/cal).