Unit 1 Critical Thinking Questions

1. **What element of Normal View makes it suited to practicing a presentation? What other view, available in the Presentation Views group, is particularly well suited for practicing a presentation?**

In **Normal View**, you can record notes for each slide to use when presenting. To access it, slide it up from underneath the slide editing area. In **Notes Page View**, the area is split into half. The top is the slide, and the bottom are your notes. Both of these features are useful as you can jot down some notes to help you prepare to give a presentation.

2. **Explain at least one benefit and one drawback of using printed handouts of slides for a presentation.**
A benefit is that they can look at all slides at once, so if you go ahead they can look back if they want to look at something that they missed. However, if there is a lot of content on your slides, the handouts will not look good. Since a handout has smaller versions of the slides, everything on the handout will seem crammed and hard for the audience to read.

3. **Why might someone working alone benefit from organizing slides into sections as they create their presentation?**
Grouping slides your presentation a logical structure and progression. This helps the person move around the presentation much easier while editing, and while presenting makes them stay more focused. It also makes your PowerPoint much more organized and easier to handle while editing.

4. **Describe how cloud computing allows multiple people to work on a single PowerPoint file at once.**
OneDrive allows multiple people to work on a PowerPoint at the same time. To set it up, click the **Share** button at the top right, and type in who you want to share the PowerPoint with. Once you do that, click **Send**. This is beneficial as it allows people to work on different things at the same time, making the process of making the PowerPoint much faster.

5. **What are three distinct qualities that go into making a PowerPoint-supplemented presentation an excellent one? Justify your answer.**
   a. **Keep it Simple –** By stating your point in less words, it makes the presentation easier to understand and much quicker to understand.
   b. **Design –** A good presentation design appeals to people and improves the focus of the audience.
   c. **An Organized Structure –** An organized structure in a presentation makes it easier for the audience to understand what you are talking about and creates a visual association in their minds.