



English_Module_2021



HOW TO PREPARE A CURRICULUM VITAE (CV)

Presented by:
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14-10-2021

Presentation Outline



- Definition of curriculum vitae (CV).
- What to include in your CV.
- A CV from a model proposed in Word.
- Make a CV without a Word model.
- Conclusion

Introduction

What is a CV?

- A CV, abbreviation of **curriculum vitae**, is a personal marketing document used to **present yourself** to prospective **employers**.
- It should tell them about you, your professional history and your skills, abilities and achievements.
- Ultimately, it should highlight **why** you're **the best** person for the job.
- In addition to your CV, employers may also require a cover letter and a completed application form.

What to include in your CV(1/ 4)

1.Name, professional title and contact details

- The first part of your CV, positioned at **the top** of the page, should contain your name, professional title and contact details.
- If you like, you can also include a link to your LinkedIn profile

2.Personal profile

- you should try to address the following:
- Who are you?
- What can you offer the company?
- What are your career goals?

What to include in your CV (2/4)

3. Experience and employment history

- In this section you should outline your previous jobs, internships and work experience.
- List your experience in reverse chronological order as your recent role is the most relevant to the employer.
- When listing each position of employment, state your job title, the employer, the dates you worked and a line that summarizes the role.
- Then bullet point your key responsibilities, skills and achievements.

mmm yyyy - mmm yyyy

Company Name, Location

Role Title

Outline

XX

Key responsibilities

XX

Key achievements/projects

XX

What to include in your CV (3/4)

4-Education and qualifications

- You should list your education in reverse chronological order including the name of the institutions and the dates you were there, followed by the qualifications and grades you achieved

Institution name - Dates attended (from - to)

Qualification/subject - Grade

If you have a degree, you could list a few of the most relevant modules, assignments or projects

What to include in your CV (4/4)

5-Additional sections

- **Key skills:** If you're writing a functional CV, or have some abilities you want to show off to the employer immediately, insert a key skills section underneath your personal profile
- **Hobbies and interests:** If you feel that your CV is lacking, you can boost your document by inserting hobbies and interests at the end.
- Avoid listing hobbies that don't add value to your CV [like reading](#).
- Draw on interests that make you stand out or are relevant to the job.

6-References: add your referees to the end of your CV is no longer standardised.

What not to include

- There are a variety of [details that you shouldn't include](#) on your CV. Here are a few of the common ones:
 - **A headshot:** In many countries, it's common practice to include a photo of yourself on your CV. But the UK is not one of them.
 - **Age and date of birth:** The only dates that should be on your CV are from employment and your qualifications. Your age doesn't affect your ability to do the job.
 - **Marital status:** Like your age, your marital status and dependents don't affect your ability to do your job, so don't include them on your CV.

**A CV IN A
Microsoft
Word**

A CV In a Microsoft Word

- A creative CV is a great way to stand out from other applicants and catch the attention of potential employers.
- To make a CV and convince a recruiter, there is no need to look complicated sometimes.
- Word processing software can perfectly help you make a very efficient and modern CV.
- Find out in our course everything you need to know to make a CV in Word.

A CV from a model proposed in Word

- To help you layout your CV on word processing software, templates are directly available to you.
- They will mainly allow you to save time. Word CV Templates are ideal for those who want a quick, efficient and super easy to use solution.

A CV from a model proposed in Word

To find them, here is the procedure:

- Fichier => nouveau.
- In the search box, type C.V.
- Double-click on « modèles Installés ».
- Customize Word CV Template

Once you have made your choice of CV template, you can remove the default text and replace it with your personal information.

A CV from a model proposd in Word

- **Good to know:** Word cv templates are all free. Once personalized, you must export it to PDF format before sending it to a recruiter.



MODELES INSTALLEES

Mes modèles...

Créer à partir d'un document existant...

Microsoft Office Online

Proposé

Animaux

Annonces

Articles et rapports

Bébé

Brochures

Bulletins d'informations

C.V. et lettres de motivation

Calendriers

Cartes

Certificats

Cuisine et alimentati...

Éducation

Enfants

Étiquettes



Rechercher un modèle sur Microsoft Office Online



C.V. et lettres de motivation



Pour utiliser des modèles en ligne, mettez Office à jour.

Récupérer des modèles en ligne

Récupérer des modèles en ligne

Fourni par : Microsoft Corporation

Taille de téléchargement : 15 KB

Évaluation : ☆☆☆☆☆ (0 Votes)

Pour utiliser des modèles en ligne, mettez Office à jour.

1. Cliquez sur  >

Options Word

2. Cliquez sur **Ressources** > **Rechercher les mises à jour**

Pour plus d'informations, tapez <http://aka.ms/2007> dans votre navigateur.

Accueil

Insertion

Mise en page

Références

Publipostage

Révision

Affichage

Nouveau document

Modèles

Vierge et récent

Modèles installés

Mes modèles...

Créer à partir d'un document existant...

Microsoft Office Online

Proposé

Animaux

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Modèles installés



Nouveau billet de blog



Télécopie (Équité)



Lettre (Équité)



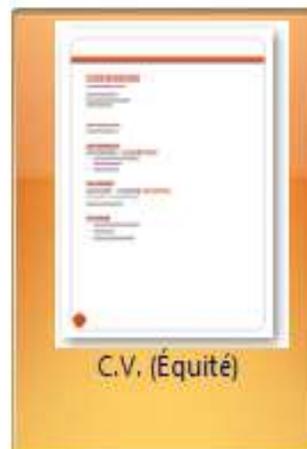
Télécopie de publipostage (Équité)



Lettre de publipostage (Équité)



Rapport (Équité)



C.V. (Équité)



Télécopie (Central)

Make a CV without a model Word

- Are you not satisfied with the presentation of your CV? Do you want to create or redo (refaire) it and you don't know how to layout it?
- The layout of the CV is important because it will give the recruiter valuable clues about your profile.
- Often, it is thought that listing the information chronologically and placing it one below the other is sufficient.
- In reality, it is not that simple. A beautiful CV layout requires a bit of work, whether you use word processing software or a free internet template.
- There are 6 **expert tips** for a successful CV layout.

6 expert tips for a successful layout of your CV.

1. Choose a readable and elegant font
2. The crucial point in the layout of the CV: “**a balanced model**”
3. Use tables for a successful CV layout in Word
4. Give visibility to the titles of the different sections
5. Harmoniously dose the colors in the CV layout
6. Use a free template for CV layout

1-CV layout: choose a readable and elegant font The font in the layout “la police de caractères”

- **What is the best font for your CV?**
- The font is important because the recruiter can glean some information about you.
- **Century Gothic, des polices de CV modernes et directes:**
- If you want to portray an efficient, perfectionist, characterful and straight-to-the-point candidate, choose Helvetica Neue, from Century Gothic. “These are basic resume fonts and ideal, I would say, for recent graduates and more high-tech industries.

Century Gothic : Suite à la publication de votre offre d'emploi XYZ, je me permets de vous contacter afin de vous proposer ma candidature. J'ai en effet réalisé plusieurs...

- **Garamond / Times New Roman, more "ornate"**

« المزخرفة » CV fonts

- **The Times New Roman** font is closer to handwriting. These two type of writing are generally preferred by experienced executives or "literary" people.

Garamond : Suite à la publication de votre offre d'emploi XYZ, je me permets de vous contacter afin de vous proposer ma candidature. J'ai en effet réalisé plusieurs...

Times New Roman : Suite à la publication de votre offre d'emploi XYZ, je me permets de vous contacter afin de vous proposer ma candidature. J'ai en effet réalisé plusieurs...

- **Arial / Verdana, neutral characters CV fonts**
- Our CV composition expert also lists more neutral fonts: Arial and Verdana.
- "They don't give a specific indication of the candidate because they are often the 'default' fonts for word processing software.

Arial : Suite à la publication de votre offre d'emploi XYZ, je me permets de vous contacter afin de vous proposer ma candidature. J'ai en effet réalisé plusieurs...

Verdana : Suite à la publication de votre offre d'emploi XYZ, je me permets de vous contacter afin de vous proposer ma candidature. J'ai en effet réalisé plusieurs...



2-What font size for your CV?

- In all cases, you must ensure that the font size of your CV is not larger than **size 12** and not smaller than **size 9**.
- For formatting, it is advisable to limit yourself to **bold styles**, generally for the names of the companies frequented, and **italics**.
- The typography rules must be identical in each paragraph, the latter must be constructed in the same way to guarantee a harmony of the page.

- ❖ **Length:** One or three pages may be more appropriate.
- ❖ **Headings:** Each section must be introduced by a big, **bold** heading to ensure an easy read.
- ❖ **Font type:** Most employers will receive your CV in a digital format, so choose a clear font like Calibri or Arial.
- ❖ **Font size and page margins:** The body of your CV should be between 10 and 12 point font, and your headings between 14 and 18 points. Keep your page margins around 2.5cm, but never reduce them to less than 1.27cm or your CV will appear cluttered and hard to read.
- ❖ **Submit** your CV in PDF format, **not** Word format, to prevent your formatting from getting messed up if the recruiter opens your CV using software different from yours.

- **3-The crucial point in the layout of the CV: a balanced model**
- The “**Format**” is like the **outline** of your CV. There are many ways to layout a CV.
- The important thing is to choose the best option, taking into account the amount and type of information you need to include,
- as well as the expectations of the recruiters you are going to address (for some positions, a simple CV is preferable)
- Whether or not you want to end up with an original CV, what matters is: complete your page harmoniously (the two-page CV is not recommended); to balance the different sections of the CV to highlight them.



4-Use tables for a successful CV layout in Word

- The easiest way to avoid empty spaces is to work in columns by inserting tables:
- insert one or more tables and arrange it according to your wishes (you can add cells, enlarge them, merge them, etc.);
- complete your information and make sure you keep your layout consistent (use the same bulleted lists, the same line spacing, the same font, etc.)
- remove the outlines of your tables once your CV is finalized;
- you can add shading or frame to some areas to create dividers or add a colorful note.



5-Give the visibility to titles of different sections

- The titles are very important in allowing the recruiting officer to see your CV

To permit the visibility of a title, you must :

- Use Bold « **gras** » or the color ;or
- Insert in a table where you paint the the back ;
- Adjust the space in a manner that the title should be isolated and above the concerned paragraph ;
- Make the title in capital letters.
- **Note:** It is preferable to do not use more than one type of writing « police »



- However, certain fonts « polices » can be easily combined (exemples : Arial associated to Arial Black).
- **Important** : do not forget to make the title »the objectif » of searched post or that of your speciality as a title of the CV.
- Make the titles of the sections in capital letters occupied in vive colors

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Content manager

Je maîtrise les subtilités du référencement naturel et les techniques de production des contenus print et web depuis plus de 10 ans. Je souhaiterais mettre mes compétences au service de votre entreprise afin de mieux positionner vos articles et ainsi améliorer leur visibilité. La dimension managériale de votre offre correspond aux orientations que je souhaite donner à mon projet professionnel.

FORMATION

2011	Formation Content manager – Chargé(e) éditorial web France compétences – Paris IX
2009	Master 2 Droit Privé Parcours Contentieux privé Mention Bien Université Jean Moulin Lyon 3
2008	Master 1 Droit privé Université Jean Moulin Lyon 3

EXPÉRIENCE

Depuis octobre 2011

CONTENT MANAGER • Activ'Médias • CDI

- ✓ Définition d'une nouvelle ligne éditoriale spécifiquement dédiée au web
- ✓ Proposition et suivi de la publication des contenus
- ✓ Optimisation et performance SEO des anciens et nouveaux articles publiés
- ✓ Mise à jour et remise à jour des différents articles



- If you chose to harmoniously decrease the dose of the color of the format of a CV :
 - You should chose tint of of principal colors, and decline in different tints.
 - You should chose complementary colors
 - Avoid using different colors . Aesthetics is appreciable but les recruiting officer seek for a reflected document well ordored and correctly formatted.

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Conclusion



- Your CV is your chance to make a great first impression and secure yourself an interview, so follow the proposed guide and to apply for your next job or scholarship.
- We seek for giving you the tips to prepare a motivation letter for universities.

thank
thank
you!





COM INFO_Module_2021



CONVENTIONS FORMATS AND LAYOUT RULES FOR A DISSERTATION OR THESIS STANDARDS

Presented by:
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18-02-2021

Presentation Outline



- The font of a dissertation or thesis
- The layout of the text of a thesis or dissertation
- The chapter
- The format of the document pages
- Page numbering with Word
- The layout of the cover page
- Using tables
- Conclusion

Introduction

- There are **formatting conventions** and rules that are found quite often for academic documents such as a dissertation or thesis.
- For the font of a dissertation or thesis; there are certain layout **rules** and conventions to follow regarding the font you will use when writing a dissertation or thesis.

The font of a dissertation or thesis

- The text must be in: **Times New Roman** ;
- **Size: 12** for the **body** and **14** for **titles** ;
- **Space-line (interligne): 1,5** .
- Optionally, you can use **Arial** (size 11) or **Calibri** (size 12) font.

•

The layout of the text of a thesis or dissertation

- The text must be **justified** (perfectly aligned left and right).
- Remember that a paragraph begins with an **indent** / indent (**between 0.5 and 1 cm**).
- **Footnotes** are smaller than the body text. For example, for a text in Times 12, the footnotes will be in Times New Roman **of size 10**.
- It is imperative to keep the same font throughout the dissertation or thesis, including for the titles.



Accueil

Insertion

Mise en page

Références

Publipostage

Révision

Affichage



Table des matières

Ajouter le texte

Mettre à jour la table

Table des matières

AB¹

Insérer une note de bas de page



Insérer une note de fin

Note de bas de page suivante



Afficher les notes

Notes de bas de page



Insérer une citation



Gérer le style



Style



Bibliographie

Citations et bibliographie

Insérer une note de bas de page (Alt+Ctrl+B)

Ajoute une note de bas de page au document.

Les notes de bas de page sont renumérotées automatiquement lorsque vous déplacez du texte dans le document.



Appuyez sur F1 pour obtenir de l'aide.

*Correspon

Abstract. Inorganic solar cells based on III-V materials have high efficiencies. In this work, we aim to improve the efficiency of an InGaP cell is constituted of a back surface field (BSF) material. The simulation is done after optimization of different layers constituting the solar cell. The efficiency of absorption of the solar spectrum in its almost entire range, the gap energy and on the efficiency of the solar cell illuminated by an AM1.5 solar spectrum through the simulation at 300 K of short circuit current parameters (J_{sc})

The chapter

- It is customary to start each major part or chapter on a new page. This allows the reader to better locate himself.
- The format of the document pages You must also respect the size of the margins for the layout of the document. **Left** margin: **2.54** cm. **Right** margin: **2.54 cm**. **Top** margin: **2.5 cm**. **Bottom** margin: **2.54 cm**.

	Normales Haut : 2,5 cm Gauche : 2,5 cm	Bas : 2,5 cm Droite : 2,5 cm
	Étroites Haut : 1,27 cm Gauche : 1,27 cm	Bas : 1,27 cm Droite : 1,27 cm
	Modéré Haut : 2,54 cm Gauche : 1,91 cm	Bas : 2,54 cm Droite : 1,91 cm
	Larges Haut : 2,54 cm Gauche : 5,08 cm	Bas : 2,54 cm Droite : 5,08 cm
	En miroir Haut : 2,54 cm À l'intérieur :	Bas : 2,54 cm 3,18 cm À l'extérieur : 2,54 cm

Marges personnalisées...

3 4 5 6

**Correspondin*

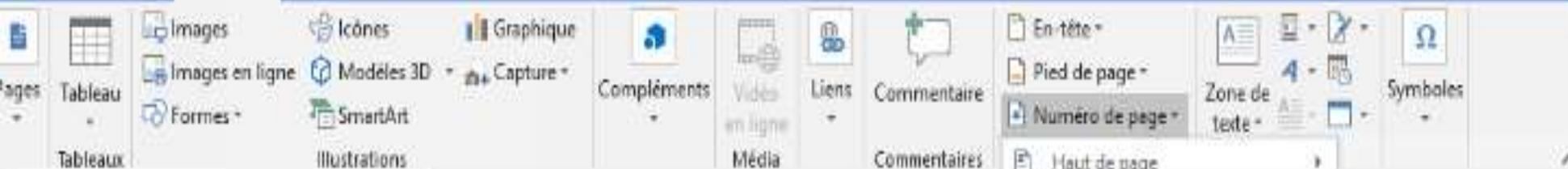
c solar cells based on III-V
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 on the efficiency of the InG
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 300 K of short circuit current parameters (J_{sc}), o
 done using Tcad Silvaco software. The characte

Page numbering with Word(1/2)

- The pages must be numbered and the page number must be entered in the summary
- It is important to number your pages correctly in a brief. For example, if the cover page is your first page (if you don't have a cover page), it has no number, but the next page is numbered "2".
- Some guidelines also require that the pages before the introduction be numbered in **Roman numerals (II, III, ...)**.

Page numbering with Word (2/2)

- The page following the cover page will therefore be "II", then from the introduction begins in **Arabic numerals** (1, 2, 3)..
- How to insert page numbers with Word? To integrate page numbers into your document, go to the **Insert tab**, then **Page number**. Insert **tab> Page number> Choose a format**.
- You can choose the location of the numbers: Top of page Footer



Remerciements

Je tiens à remercier toutes les personnes qui ont contribué au succès de ma thèse lors de la rédaction de ce mémoire.

Je voudrais dans un premier temps remercier, mon directeur de mémoire M. GUILLEMENT, professeur de marketing à l'Université de Toulouse, pour sa patience, sa disponibilité et surtout ses judicieux conseils, qui ont contribué à alimenter ma réflexion.

Je remercie également toute l'équipe pédagogique de l'Université de Toulouse et les intervenants professionnels responsables de ma formation, pour avoir assuré la partie théorique de celle-ci.

Je tiens à témoigner toute ma reconnaissance aux personnes suivantes, pour leur aide dans la réalisation de ce mémoire :

Madame Lucie CALERE qui m'a beaucoup appris sur les défis à relever dans le monde des affaires. Elle a partagé ses connaissances et expériences dans ce milieu, tout en m'accordant sa confiance et une large indépendance dans l'exécution de missions valorisantes.

Messieurs Jérôme MADERA, Directeur Régional du Groupe Valusia – et Fabien COSTARES- Manager Régional du Groupe fibres – pour m'avoir accordé des entretiens et avoir répondu à mes questions sur la culture du monde des affaires ainsi que leur expérience personnelle. Ils ont été d'un grand soutien dans l'élaboration de ce mémoire.

Mademoiselle Denise MAROIR, pour avoir relu et corrigé mon mémoire. Ses conseils de rédaction ont été très précieux.

How to change the Word pagination of your document?(1/3)

- To integrate page numbers from the second page or from a specific page, such as the Introduction, the path is fairly straightforward.
- ❖ **Option 1** - Do not put a page number on the cover page
 - if you want the pagination to start on the second page (no number 1 on the cover page):
 - Position your cursor on the number of your page. Then in Creation, check Different first page. Cursor on the page number> Creation tab> Check Different first page

-

En-tête >
Pied de page >
Numéro de page >
En-tête et pied de page

QuickPart >
Images
Images en ligne
Insérer

Attendez l'en-tête
Attendez le pied de page
Navigation

Première page différente
 Pages paires et impaires différentes
 Afficher le texte du document
Options

1,25 cm
1,25 cm
Position

Fermer l'en-tête et le pied de page
Fermeture

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

Premier-en-tête

Page de garde

How to change the Word pagination of your document?(2/3)

- **Option 2**: Start pagination from a **specific page** (for example the introduction)
- If you want the pagination to start at a certain page, just do a simple manipulation.
- On the page preceding the one where your pagination should start, insert a Section break by going to the Layout tab, then Page breaks and choose Next page.
- Then double click on your footer (or top of page, next to where you want the page number to appear),
- in the Design panel make sure the page is not linked to the previous one by unchecking Link to the previous one.

Accueil

Insertion

Mise en page

Références

Publipostage

Révision

Affichage



Couleurs

Polices

Effets

Thèmes



Marges



Orientation



Taille



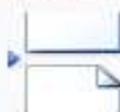
Colonnes

Mise en page

Sauts de pages



Retrait

Sauts de page**Page**

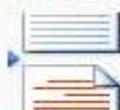
Marque l'endroit où se termine une page et où commence la page suivante.

**Colonne**

Indique que le texte qui suit le saut de colonne commencera dans la colonne suivante.

**Habillage du texte**

Sépare le texte qui entoure les objets dans des pages Web, p. ex. le texte d'une légende et le corps du texte.

Sauts de section**Page suivante**

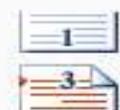
Insère un saut de section et démarre la nouvelle section à la page suivante.

**Continu**

Insère un saut de section et démarre la nouvelle section sur la même page.

**Page paire**

Insère un saut de section et démarre la nouvelle section sur la page paire suivante.

**Page impaire**

Insère un saut de section et démarre la nouvelle section sur la page impaire suivante.

- Haut de page
- Bas de page
- Marges de la page
- Position actuelle**
- Format Numéro Page...
- Supprimer les numéros de page

Simple

Numéro normal

1

Avec des formes

Mosaïque



Rectangle arrondi

1

How to change the Word pagination of your document?(3/3)

- **Option 3**- Number in Roman numerals before the introduction If you want the numbering that begins before the introduction to be in Roman numerals (I, II, III, IV,...), then in Arabic numerals (1, 2, 3) starting from the introduction, you just need to :
- On the page preceding your "Introduction" page, put your cursor and do **Mise en page > Saut de page > Page suivante.**
- Then place your cursor at the bottom of the "Introduction" page> do **Insertion > Numéro de page > Bas de page > Deselect« Lier au précédent« .**

- Select the page number of a page before the introduction.
Right click> Format page numbers> Format numbering>
Choose Roman numerals> Do Ok.

1. Right click on the bottom number of your "Introduction" page>

The image shows a screenshot of Microsoft Word 2010. The ribbon is set to 'Outils des en-têtes et pieds de page' (Header and Footer Tools) with the 'Création' (Creation) tab selected. The 'Format Numéro Page...' option is highlighted in the right-click context menu for the footer number '3'. The 'Format des numéros de page' (Page Numbering) dialog box is open, showing the following settings:

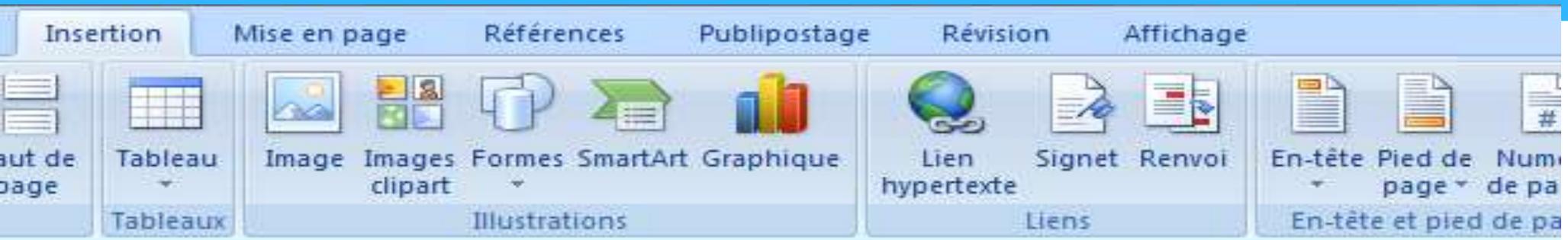
- Format de la numérotation : 1, 2, 3
- Inclure le numéro de chapitre
- Style de début de chapitre : Titre 1
- Séparateur : - (trait d'union)
- Exemples : 1-1, 1-A
- Numérotation des pages :
 - À la suite de la section précédente
 - À partir de : []

Buttons: OK, Annuler

Page footer: Pied de page - Section 3 -

Using tables

- If you need to present information in rows and columns, a table is the obvious choice.
- Even if you only need a few rows, tables are easier to use than tabs, and less likely to go wrong.
- If you have **created** a basic table from the **Insert tab**, you can use the Table Tools Design tab to change the formatting.



Insérer un tableau [?] [X]

Taille du tableau

Nombre de colonnes : 5

Nombre de lignes : 2

Comportement de l'ajustement automatique

Largeur de colonne fixe : Auto

Ajuster au contenu

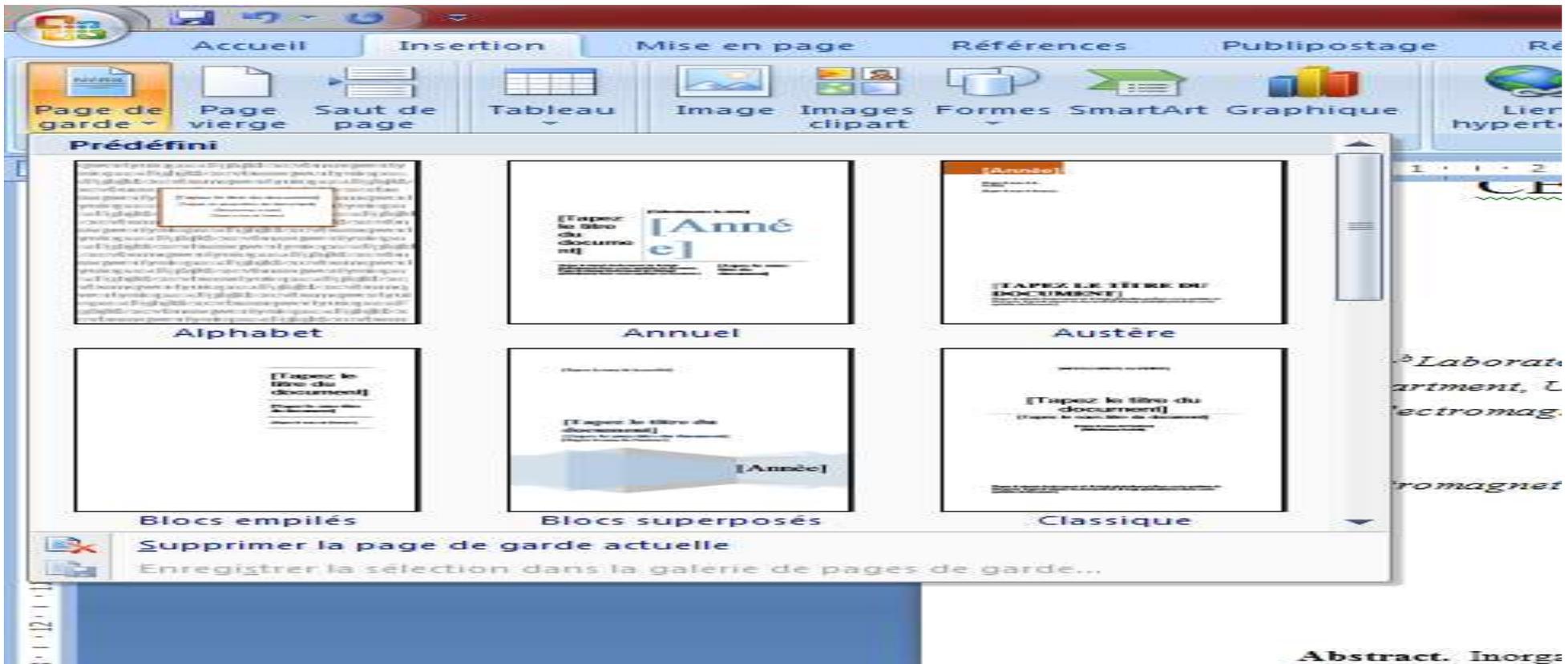
Ajuster à la fenêtre

Mémoriser les dimensions pour les nouveaux tableaux

OK Annuler

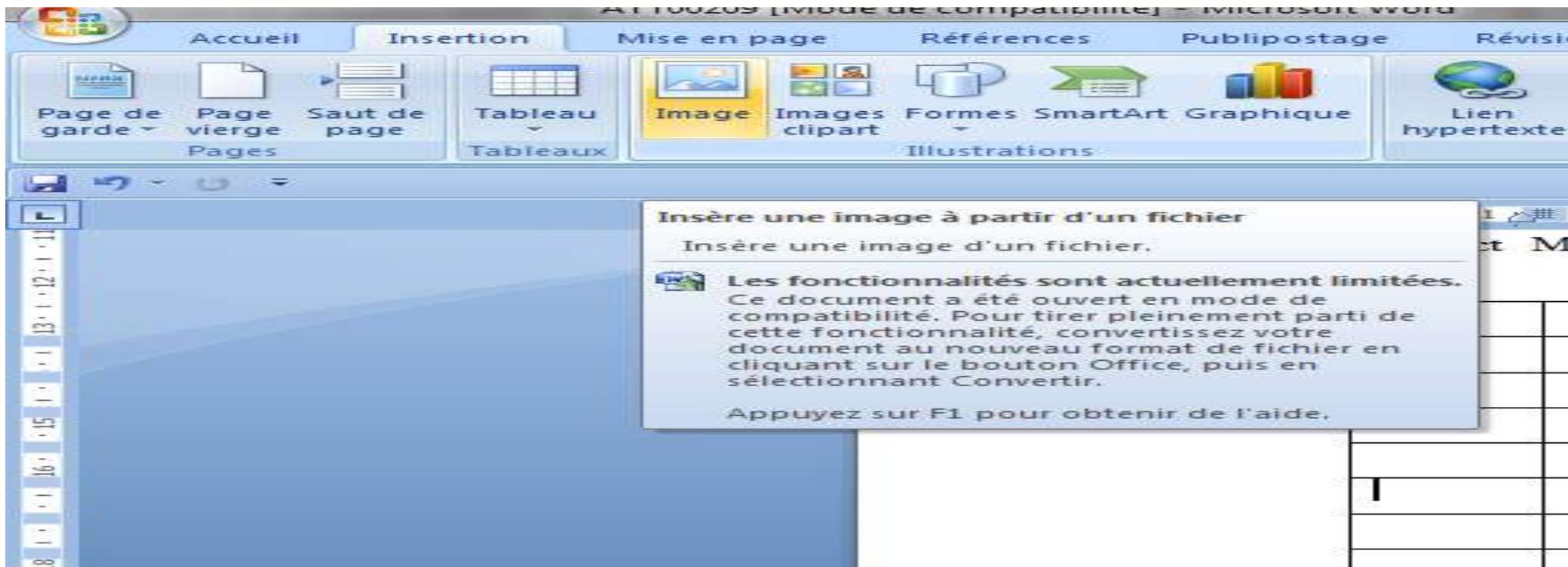
The layout of the cover page

- Click on insert cover page and select the type of cover page you want



Editing images

- Word includes a range of image editing tools on the Picture Tools Format tab.
- You can adjust colours, apply styles and effects, and even remove backgrounds.



What's your plagiarism rate?

- **Plagiarism** is the rate of copying the information from other resources.
- In 10 minutes you can find out if you have plagiarized and how to eliminate it.
- Turnitin technology
- A summary of all sources found
- A comparison with a huge database



Conclusion



- Your thesis layout is very important to make a first impression and for the examiner or the reader, so follow the proposed guide and to apply for your thesis or internship report.
- We seek for giving you the tips to prepare a motivation letter for universities in next lessons.

thank
thank
you!



Guide to Making Great Presentations

Consider this your all-inclusive guide of how to make a good presentation PPT. We'll look at preparing your presentation, how to design it in PowerPoint, as well as how to practice and nail your delivery successfully come presentation time.

We'll also address what not to do in these tips for PowerPoint presentations

The best PowerPoint presentations shouldn't be remembered. Instead, they should fall into the background to support you and the message you're trying to get across.

What *does* stand out as a distraction is a bad PowerPoint presentation. Whether it's a million lines of text, a disjointed flow, ugly photos, or poor design, bad PowerPoints detract from the message you're trying to get across (while also undermining your own credibility as a professional or speaker).



With a few key PowerPoint tips and tricks, you can be just as confident as this character in your next presentation

What Makes a PowerPoint Presentation Effective?

Knowing [how to use PowerPoint](#) and work within it quickly is helpful. But more important is making a good presentation that hits all your goals and delivering it effectively. A great PowerPoint presentation is:

- **Prepared to Win.** Researched, planned, and prepared professionally, so you can deliver the right message to your target audience effectively.
- **Designed Correctly.** With points that are illustrated and visually stand out without overwhelming your audience or unnecessarily complicating your message.
- **Practiced to Perfection.** Rehearsed and timed so your points land as practiced with your live audience.
- **Delivered with Poise.** Presented with a relaxed inner-calm and confident outward projection, while communicating warmth, excitement, and energy.
- **Free from Mistakes.** Devoid of cheesy clip art, nonessential flashiness, miscues like reading directly from promoters, and other easy to avoid problems.

Tips for effective PowerPoint presentations (Simple Tips to Design Your PowerPoint Presentation Better)

Before even opening PowerPoint, start by addressing these things. These Microsoft PowerPoint tips and tricks will ensure that you're fully prepared for your presentation:

1-Know Your Stuff

Your presentation isn't about your slides alone. It's about the message you want to get across. Before filling in stats, facts and figures, think about the narrative that'll be discussed, why and in what order. It's a must as you learn how to give a good presentation PPT.

2. Write it Out

Start on a Word or Google doc, and storyboard or script the entire presentation to give you an idea of how the information presented will flow, and how viewers will see it in sequence. Learn the complete writing process:



3. Highlight What's Most Important

A presentation covers the most crucial pieces only. Whatever you've been working on that lead to this—a paper, a work project, a new product design—doesn't need to be shared in its entirety. Pick key points and put the rest in an “Appendix” to refer to during the Q&A session at the end.

4. Know Your Audience

How you talk to a room full of medical professionals should be different from the way you address a room full of young entrepreneurs. Everything, in fact, is different. Your topic selection, the language you use, the examples you give to illustrate points. The little bits of humor included should be tailored specifically with your target audience in mind. Knowing your audience well—their fears, wants, and desires—is the first step towards making a PowerPoint presentation that persuades them.

5. Rehearse! (Yes, Already)

It's never too early to get used to the rhythm of your presentation and take note of points you want to emphasize. While saying it out loud, you'll start to develop a “feel” for the material and notice that some things work well, while others don't and might need to be worked around.

6. Rewrite After You Rehearse

As you're rehearsing your presentation, you're bound to stumble over sections that don't quite flow naturally. Instead of reworking your delivery, it might be time to consider the content and rewriting the areas that served as stumbling blocks.

The most important part of creating a great presentation is the writing stage. The second most important stage is *rewriting*.

7. Share With a Friend

If the stakes are high for your presentation, it's never too early to get feedback from those that you trust.

Second only to you (the information you bring and how you present it) is your PowerPoint slides. If not designed well, a PowerPoint can be disengaging or distracting (regardless of the content quality). Here are some presentation design tips to make sure this doesn't happen to you:

8. Keep Your Slides Simple

This is one of the most important PowerPoint presentation tips to follow when designing your slides. Keep in mind that less is more (effective.) A cluttered slide is distracting. It causes confusion for an audience: Which part of the slide should I focus on? Should I read the slide or pay attention to the presenter?

But, a simple, visually appealing slide will engage your audience, keeping them on track with your main points. Here's an example of a simple slide that serves its purpose perfectly:

9. Limit Words on Your Slides

Piggybacking on the last point—less is more effective. If possible, avoid bullets altogether. Otherwise minimize them to just a few simple words. The audience should be listening, not reading.

10. Use High-Quality Photos and Graphics

One of the more important tips for quality PowerPoint presentations is to use high-quality photos and graphics.

11. Use Accurate and Relevant Charts and Graphs

Charts and graphs can also be distracting if they're not used right. Make sure your information design is simple and clean so that the audience doesn't spend the entire time trying to decipher what your X axis says.



12. Use High-Quality, Fresh Templates

Have you seen the old PowerPoint template that looks like worn paper and uses ink splashes? Yeah, so has your audience. Templates can be distracting if they're too basic or if the design feels dated. You need one with great design options.

The best PowerPoint tips and tricks can hardly compare to the value of using a template while building your presentation.

13. Choose Appropriate Fonts

Fonts are an important part of engaging your audience. Fonts and typography choices have a subconscious effect on viewers, causing them to characterize your company's presentation and brand either positively or negatively. Make sure that you're choosing fonts that are professional and modern!

14. Choose Color Well

Like font choice, colors cause specific subconscious reactions from viewers. Choosing an outdated color combination for your presentation will render it ineffective.

15. Clean + Simple Formatting Makes All the Difference!

The focus is you and *your message*, not your slides.

16. Make Sure All Objects Are Aligned

A simple way to create a well-designed presentation is to make sure all items on a slide are intentionally aligned. To do this: hold down **Shift** + select on all the objects you want to include. Then choose **Arrange** in the options bar and apply **Alignment Type**.

17. Limit Punctuation

This isn't the place for exclamation points. Emphasize your points (while speaking). Don't enlist punctuation to do this for you. (Leave these at home!!!)

18. Avoid Over-Formatting Your Points

This PowerPoint presentation tip is simple. There's no need to have every word of every bullet point capitalized, or to have all your bullet points in title case. If possible, drop bullets altogether. Again, the simpler the better!

Who We Are

Simply dummy text of the printing and typesetting industry when an unknown printertype specimen book unknown printer took a galley of type and scrambled.

Good company *and*
good discourse are
the very sinews of
virtue.

Don't ever lose your

- Integrity
- Trust
- ethics.

Who We Are

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Don't ever lose your integrity, trust,
or ethics.

Limit your text formatting, including reducing the use of bullets, underline, and other effects. Compare the before example on the left to the revised version on the right.

19. Combine Information With Graphics in PowerPoint

One of the most powerful presentation skills for PPT is using infographics. With the right type of visuals, slides come to life and reduce the text in favor of graphics.

Infographics help combine information with graphics. It's easier to explain complex ideas when you use visual formats that are intuitive.

Practice Presentation Tips: Rehearse, Rehearse, Rehearse!

Delivery is probably more important than the actual content. Here's how to become more aware of your own unique ticks, and how to present like a polished pro:

20. I'll Say It Again - Rehearse

Just do it. Again and again. Experiment with pauses, gestures, and body language. You should practice around one hour for every minute of your speech.

21. Practice With a Timer

Consistency is key to an effective PowerPoint presentation. Timing should be similar (ideally the same) each time you rehearse. This one will especially pay off when it's time to present in front of your audience!

Don't forget to use a timer while practicing to hone your presentation time.

22. Slow It Down

Many of the best speakers today intentionally speak slowly. You'll have the chance to emphasize, appear more thoughtful, and make your information easier to digest.

23. Pause More Often

Like the prior tip. Pausing more often, allows main points to be emphasized and for information to sink in. You need to let key points breathe a little before rushing into the next section.

24. Record Yourself

Use your phone's voice recorder. Assess and critique yourself. Consider:

- Are your pauses too short or too long?
- Are you speaking slowly enough? Too slow?
- When you're nervous does your voice get high like the mice in Cinderella?

25. Choose Three Focal Points in the Room

If you stare at the same spot (or even creepier, the same person) the entire time, your presentation will be ineffective (and awkward.) People will be distracted by you, wondering what you're staring at.

Try this: pick three points in the room (typically: left, center, right). Take time to direct your delivery toward each physical focal point in the room. Also, focus on the center when making your primary points.

26. Vary Your Sentence Length

This makes you sound more interesting and it's easier for your audience to follow. Think short and punchy. Or go long and complex for dramatic effect.

27. Modulate!

Don't speak in monotone for your whole presentation. Be conscious to raise and lower your voice tone. Otherwise people will tune you out, and you'll come across like the teacher in Charlie Brown.

28. Practice in Front of a Mirror

What you look like is as important as how you sound. Pretend as though you're having a normal conversation and allow your hands to move with your speech—emphasizing your points.

29. Use “Present Mode” When Rehearsing

When you finally are ready to hit the **Present** button in PowerPoint, make sure you use the **Present Mode** option. This allows for you (and only you) to view extra notes about each slide—just in case you forget something!

30. Practice With New Audiences!

If possible, try doing a few real live test runs as a webinar or even at a local [Toastmasters](#) organization to get some feedback from a live audience.

31. Engage the Audience by Asking Questions

There's no reason that a presentation should be one-sided. Why not invert the format and ask your audience a question?

Helpful Tips to Step Up and Deliver Come Presentation Time

When the actual day arrives, there are only a few last PowerPoint presentation tips and guidelines to keep in mind:

32. Take a Deep Breath

Deep breathing is [proven](#) to relieve stress. (Source: the NHS Website) It's simple and it'll help you remain calm and in the moment as well. Even up to the last minute before starting.

33. Lighten Up Your Mood

Tell yourself a joke or watch a funny video clip. Do this before the presentation, of course.

Recent [research](#) concludes that happy people were more productive. (Source: Fast Company)

More productive is more focused and able to perform better.

34. Remind Yourself to Take It Slow

When we're stressed or nervous (or both), we tend to speak faster. Consciously, take yet another deep breath and remind yourself to take it slow!

35. Read the Room

Every presentation room has a temperature. It's your job as a speaker to gauge it and tailor your presentation to it.

36. Fake It 'Til You Make It!

Go forward with confidence. If you act confident, you'll start to feel more confident. Move slowly with grace, speak clearly, smile, wear something nice. You'll appear confident to all attendees (no matter how you feel internally).



PowerPoint Presentation Tips and Tricks to Help Avoid Mistakes (What Not to Do)

Most importantly, focus on what you can do to make your presentation better. There are a few important things not to do that we've got to address. Here are a handful of PowerPoint presentation tips and tricks to help you avoid missteps.

37. Stop With the Sound Effects

Sound effects—like that swoosh that used to happen when your college professor brought up a new bullet point in PowerPoint—are distracting and outdated. In most cases avoid it.

38. Don't Use Flashy Slide Transitions

Again, this is distracting and outdated. Use transitions and subtle animations in your PowerPoint presentation. But you need to take care and do it right:



39. Beware of Clip Art

This PowerPoint presentation tip shouldn't even have to be said. But please, please don't use clip art. Use professional graphics instead.

40. Don't Be Afraid to Be Afraid

The fear of public speaking is a real one. Many beginners think that if they're feeling nervous that a presentation won't go well or succeed. That might lead them to cancel the presentation.

41. Read Directly During Your PowerPoint Presentation

If you spend your entire presentation looking at the screen or your note cards, you're sure to lose your audience's attention. They'll disengage from what you're saying, and your presentation will fall flat.

Reading from your paper or screen also makes it look like you're not prepared. Many people do it, but no one should. As a general rule, you should only be presenting something you know well and have, at least mostly, memorized the main points of.

42. Don't Miss Out on PowerPoint Customizations

There's a major mistake that rookie presenters miss when they start working with PowerPoint designs like those from Envato Elements.

The best way to see how to make a [good presentation PPT](#) is to start with designs from others. That means using a template, but that doesn't mean you can't customize them!

Don't forget that PowerPoint templates are infinitely customizable and serve as design tips inside a PPTX file.

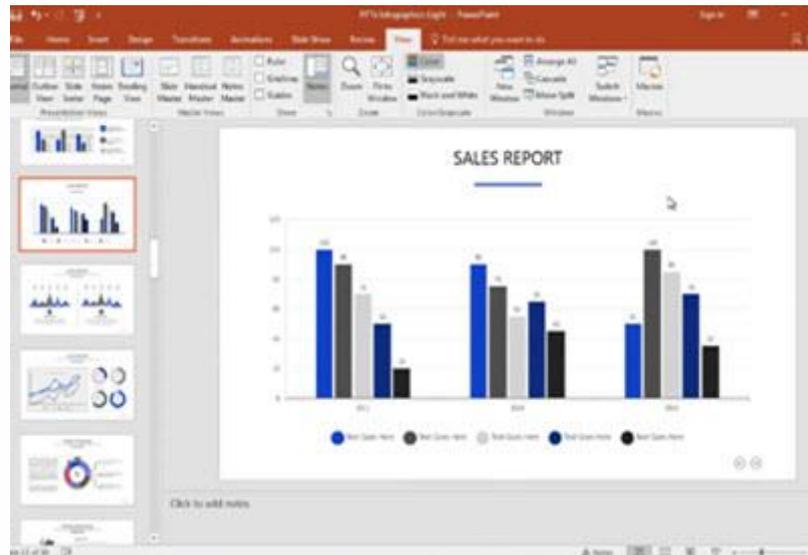


44. Use a Few Animations (Tastefully)

Animations in effective PowerPoint presentations are a slippery slope. We've all sat through presentations where there were so many objects in motion that it was easy to lose focus on the key ideas in the presentation.

But that's why animations get an unfairly bad reputation. Use animations to create motion and hold an audience's attention. Use them sparingly and on key elements on your slide and you'll capture that attention properly.

instead, convert those to charts and graphs. Try out the tutorial below to learn how to edit those graphs.



49. Use Presenter View

Remember that when you use the PowerPoint, *you're* the presentation. The slides are just there to reinforce what you've got to say and support your speaking points. That's why I always recommend using **Presenter** view. More often than not, you're going to have several displays. Use **Presenter** view to show the information that's relevant to you on your private screen, with your presentation showing on the extra display.

F.DJAAFAR

To Plot a Graph in Origin

Example: Number of Counts from a Geiger-Müller Tube as a Function of Supply Voltage

Digression on Error Bars

- What entity do you use for the magnitude of the error bars?
- Standard Deviation
 - Assumes data are “normally distributed”
 - A given measurement has a 68% probability of falling within σ of the mean of the measurements
 - It has a 95.5% probability of falling within $2x\sigma$.
 - Standard deviation only gives information about how close to the mean any given measurement can be expected to be.
 - Value of standard deviation depends little on number of measurements
 - Standard deviation is not useful for generating error bars.

Error Bars

- Standard Deviation of the Mean (SDoM)
 - Aka “Standard Error of the Mean”
 - Refers to the distribution of means (averages) of a series of measurements about the population mean.
 - Remember that the population mean is what you get by taking a census of all members of the population
 - There is a 68% probability that the mean of your measurements lies within one standard deviation of the mean of the true mean of the entire population. Get that?
- Good news: Mean of measurements approaches population mean with increasing number of measurements
- Bad news: Only approaches as $1/\sqrt{N}$
- SDoM approaches zero with increasing number of measurements

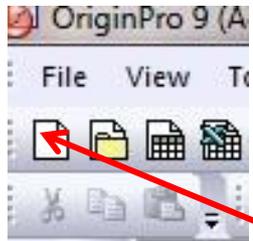
Error Bars

- The entity you want to plot as error bars is the Standard Deviation of the Mean (“Standard Error” for Origin).
 - Excel will calculate the Standard Deviation of a series of data/measurements
 - Excel will also determine the number of measurements
 - Rarely useful
 - How would you not know how many data you took?
 - Not equal to number of rows of data in Excel?
 - $SDoM = SD/SQRT(N)$

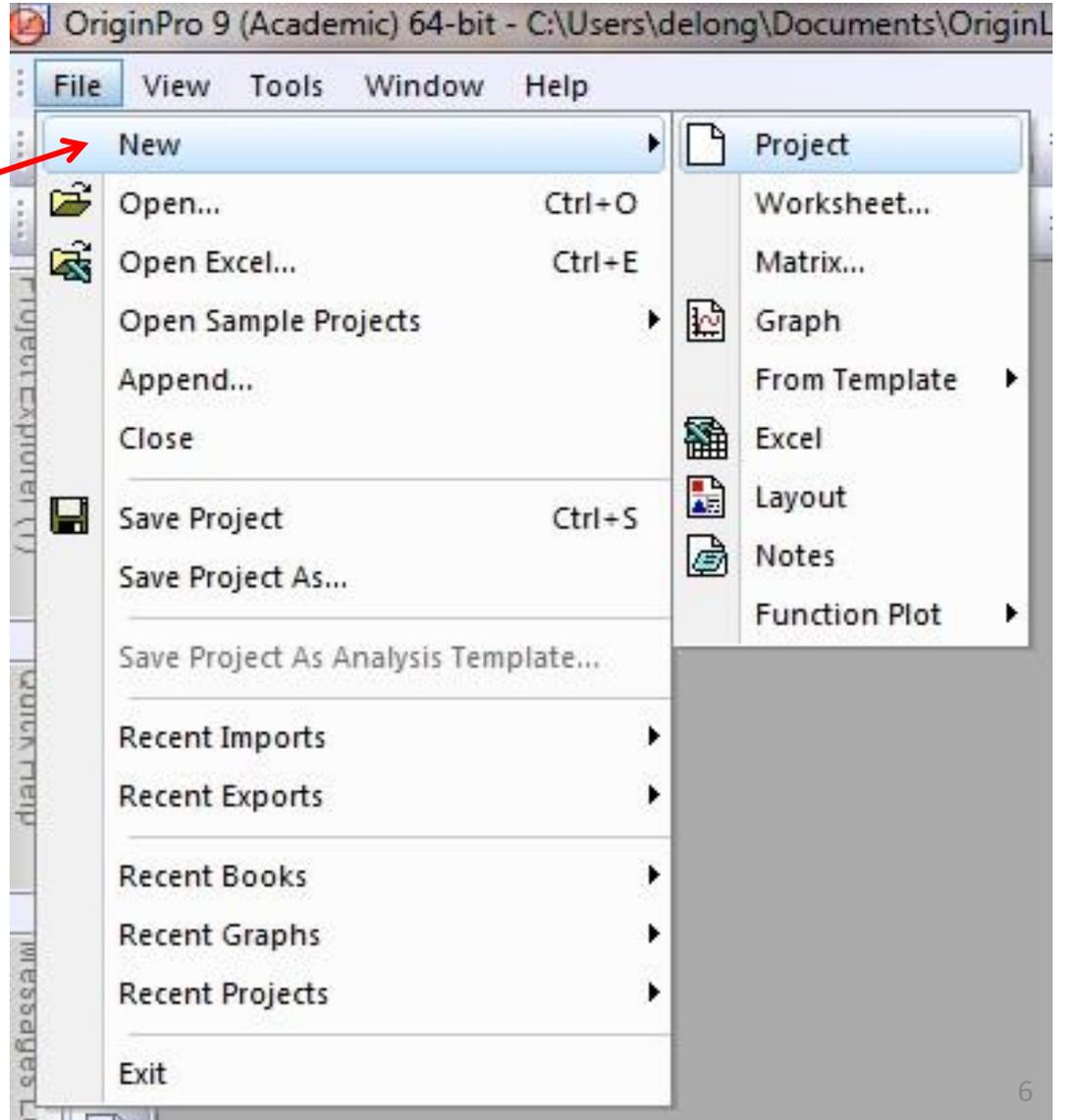
Back to Plotting in Origin with Error Bars

- File:New or the New Project icon (next slide)
- Enter data (two slides down)
 - Manually (e.g. Pendulum)
 - Copy and paste
 - From Excel...
 - Data

Getting Started in Origin



New project



OriginPro 9 (Academic) 64-bit - C:\Users\delong\Documents\OriginLab\90\User Files\UNTITLED * - /Folder1/

File Edit View Plot Column **Worksheet** Analysis Statistics Image Tools Format Window

Sort Range
Sort Columns
Sort Worksheet
Clear Worksheet...
Worksheet Script...
Worksheet Query...
Copy Columns to...
Reset Column Short Names...
Split Worksheet...
Split Workbooks...
Pivot Table...
Stack Columns...
Unstack Columns...
Remove Duplicated Rows...
Reduce Rows...
Transpose...
Convert to XYZ...
Convert to Matrix
1 Transpose: <default>...

Book1

	A	E(Y)	F(Y)	G
Long Name				
Units				
Comments				
1		480	500	520
2		671	742	723
3		688	739	744
4		735	725	739
5		702	719	736
6		715	725	746
7		715	709	750
8		692	701	736
9		721	693	764
10		714	716	724
11				
12				
13				
14				
15				
16				

Project Explorer (1)
Quick Help
Messages Log

Sheet1

Geiger data are typically in columns with the supply voltage as a header. Block and transpose.

Plotting in Origin, cont'd

- Data to be plotted horizontally (“independent variable”) must be in first column set as X or you may use another column set as Y and change it to X
- Data to be plotted vertically (“dependent variable”, typically multiple measurements thereof) must be in columns to right of x-values
- If initial format is opposite (e.g. Geiger data)
 - Worksheet:Transpose: Open Dialog:Ok (two slides down)

Format for generating mean, SD and SDoM

- Block all (only) data for statistical analysis...click and drag...like blocking in any program?
- Statistics:Descriptive statistics:Statistics on rows (or “on columns” if your data are displayed in that way) :Open dialog
 - De-select everything, specifically including the “Optional Report” and “Quartiles”, except Mean, SD and (add) Standard Error of Mean.
- Ok
- Mean, Standard Deviation and Standard Error of Mean will appear in columns to the right of data or in a new sheet

“Independent variable” values

Multiple values of dependent variable

Mean

SDoM

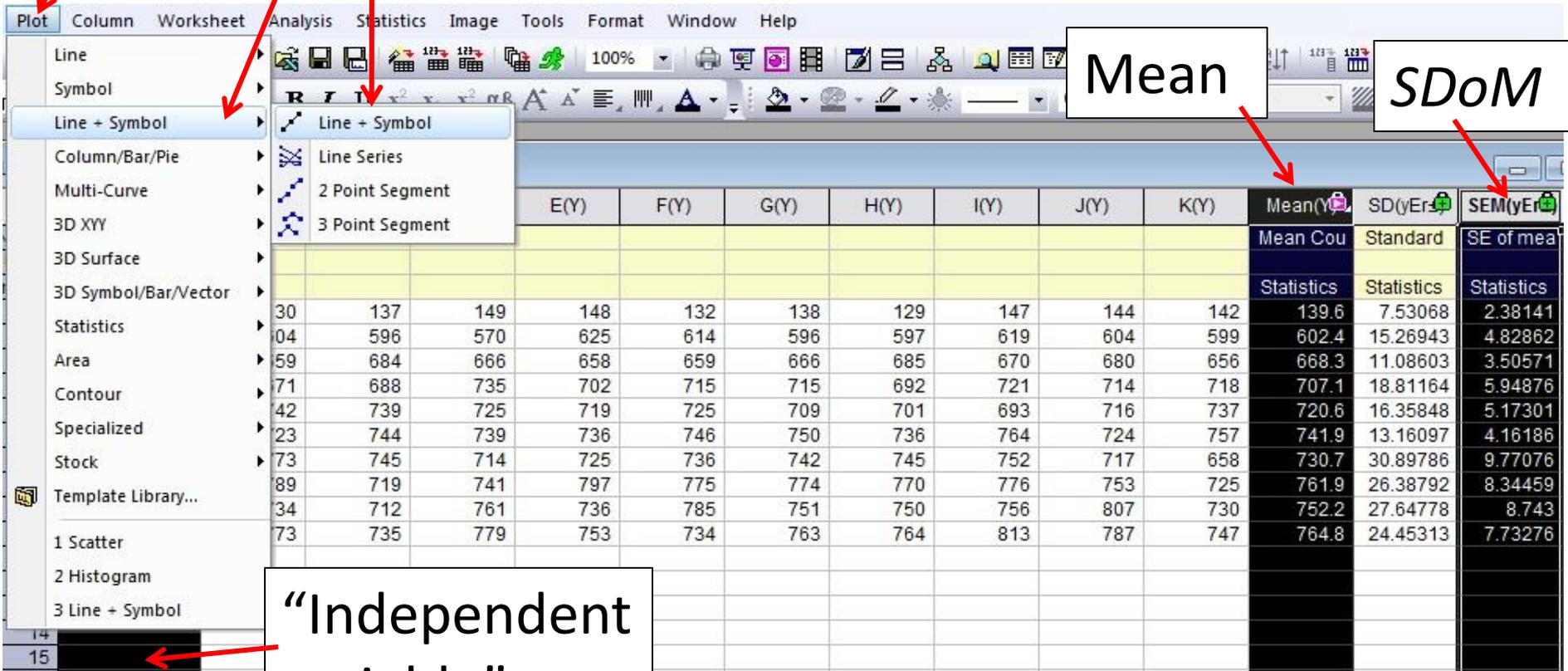
	A(Y)	B(Y)	C(Y)	D(Y)	E(Y)	F(Y)	G(Y)	H(Y)	I(Y)	J(Y)	K(Y)	Mean(Y)	SD(yEr)	SEM(yEr)
Long Name	Supply Voltage											Mean	Standard	SE of mea
Units	Volts													
Comments												Statistics	Statistics	Statistics
1	420	130	137	149	148	132	138	129	147	144	142	139.6	7.53068	2.38141
2	440	604	596	570	625	614	596	597	619	604	599	602.4	15.26943	4.82862
3	460	659	684	666	658	659	666	685	670	680	656	668.3	11.08603	3.50571
4	480	671	688	735	702	715	715	692	721	714	718	707.1	18.81164	5.94876
5	500	742	739	725	719	725	709	701	693	716	737	720.6	16.35848	5.17301
6	520	723	744	739	736	746	750	736	764	724	757	741.9	13.16097	4.16186
7	540	773	745	714	725	736	742	745	752	717	658	730.7	30.89786	9.77076
8	560	789	719	741	797	775	774	770	776	753	725	761.9	26.38792	8.34459
9	580	734	712	761	736	785	751	750	756	807	730	752.2	27.64778	8.743
10	600	773	735	779	753	734	763	764	813	787	747	764.8	24.45313	7.73276

Plot

Line + Symbol

Mean

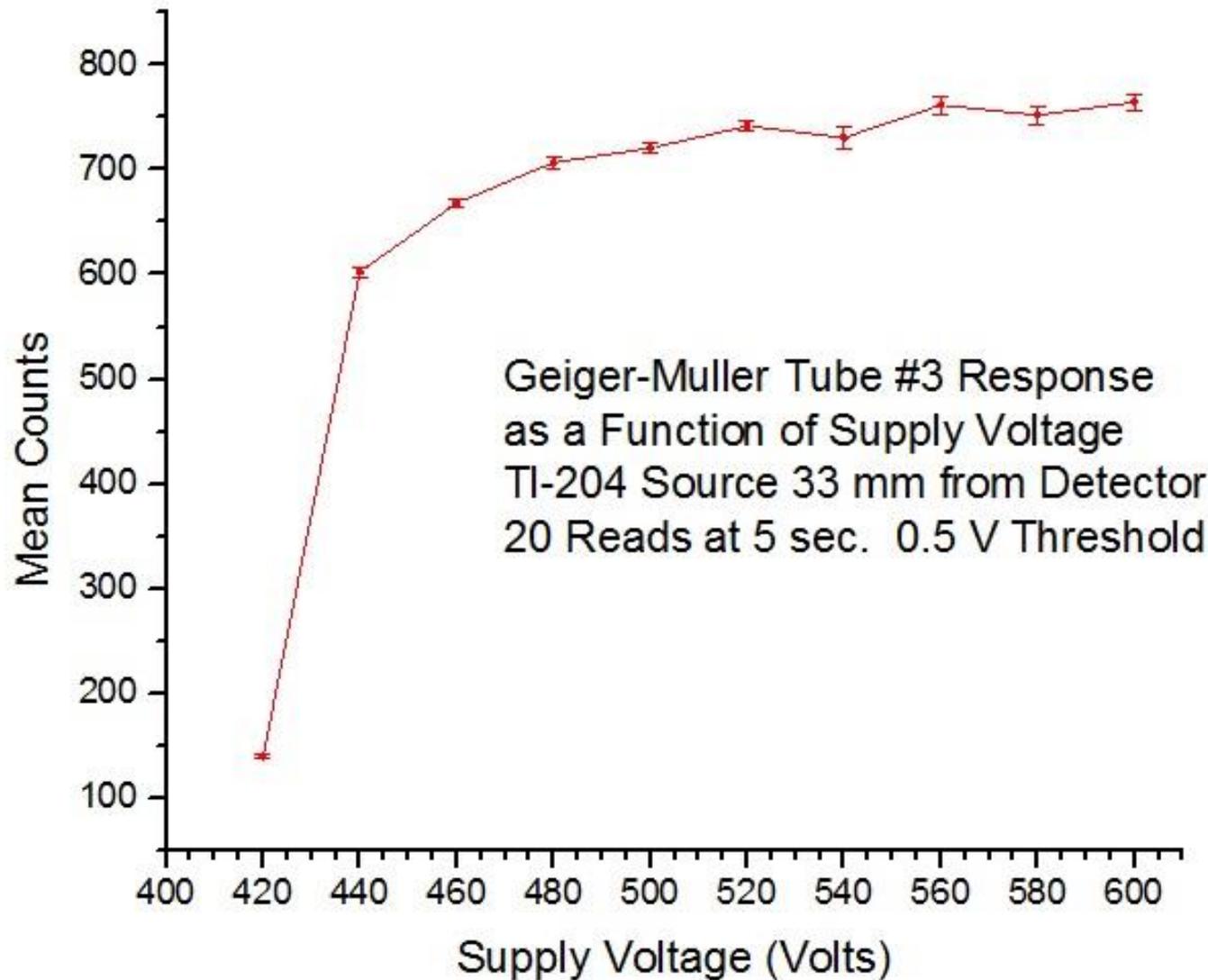
SDoM



“Independent variable” values

- Block the first column [$A(x)$], [CTRL: click above column] the third from last [Mean] and last [SE of Mean] columns
- Plot:Line:Scatter
- If you double click on the plot (line or point) a menu appears allowing you to choose line and line+symbol curve, line or symbol shape, size and color, etc.
 - If your data are any good you will have to choose much smaller symbols to see your error bars!

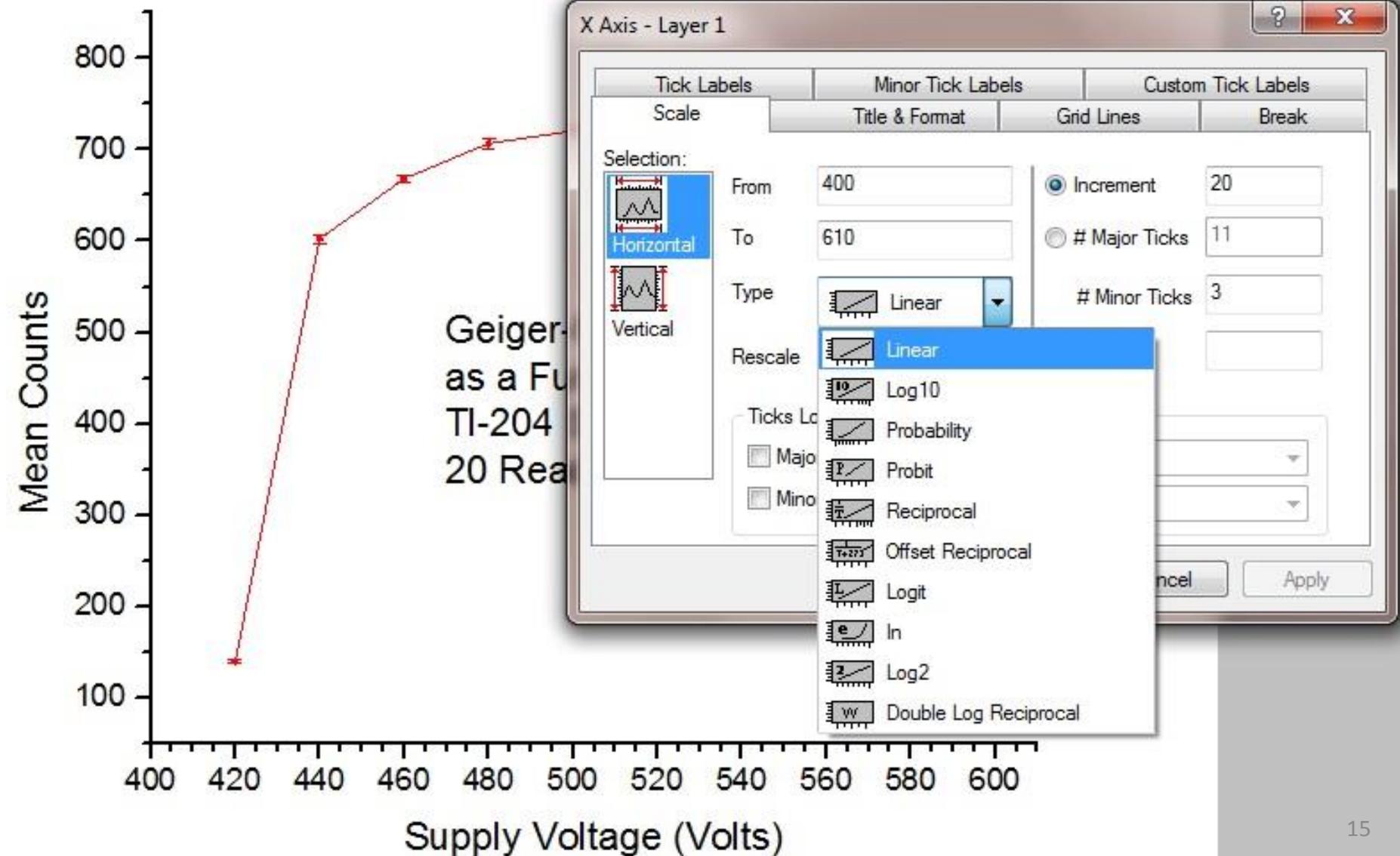
Voilà! A plot!



Changing Plotting Parameters

- Double click on axes to change parameters therein
- Click on “T” on the left bar to add text (like the title of your graph!)
- If you entered text for “Long name” and “Units” in the headers of the “Sheet” in the “Book” they will appear as axis labels.

Adjust Axis Parameters



Adjust Plot Details

Select to
adjust line
properties

Size 3 open
circles are
good if error
bars are
small

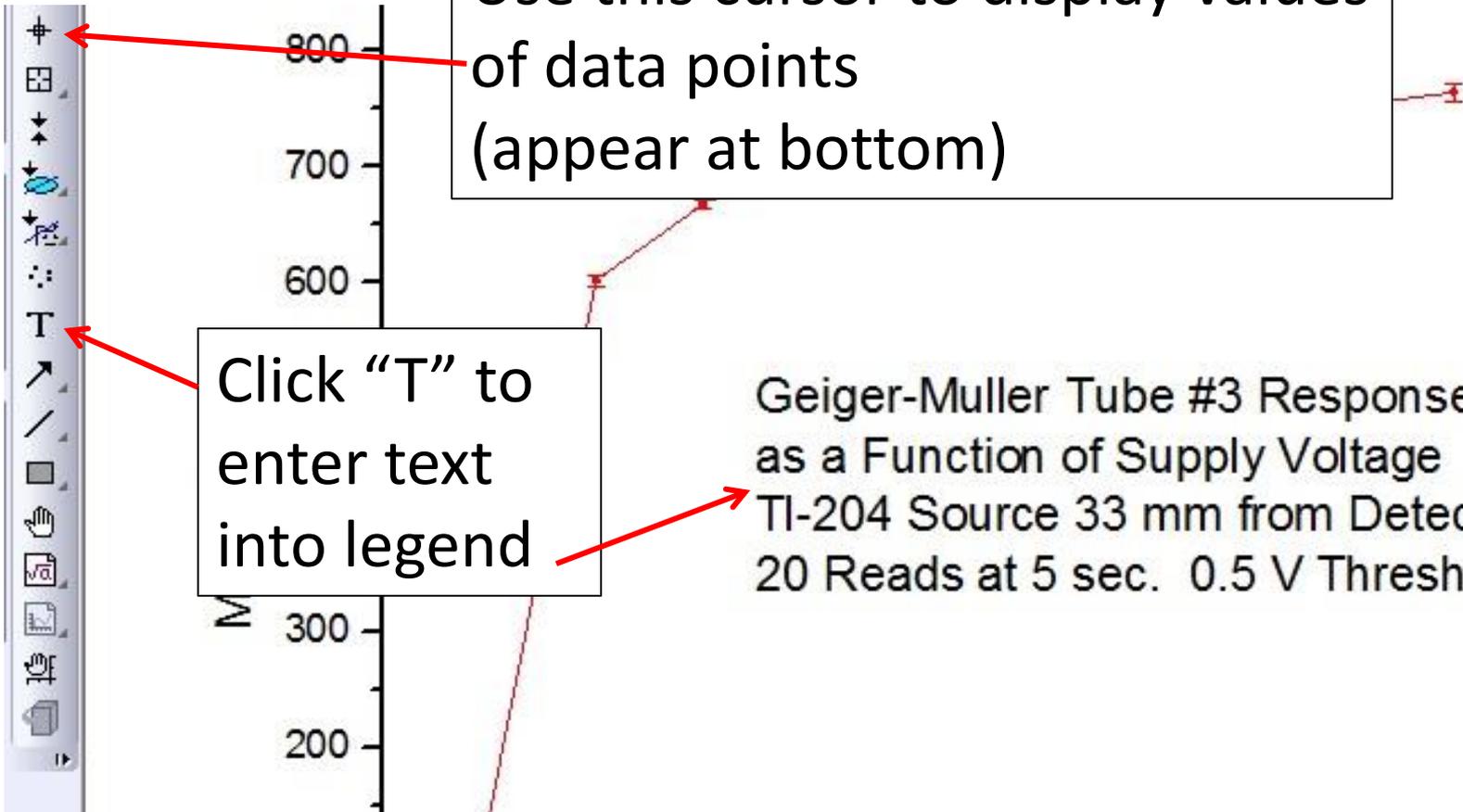
The image shows a software dialog box titled "Plot" with several tabs: "Line", "Symbol", "Drop Lines", and "Label". The "Line" tab is active, showing a "Preview" area with a red line and a "Size 3" dropdown menu. Below the preview is a grid of various symbols, including circles, triangles, diamonds, and stars, some with error bars. A red arrow points from the text "Select to adjust line properties" to the "Line" tab. Another red arrow points from the text "Size 3 open circles are good if error bars are small" to a specific symbol in the grid. The dialog also includes options for "Edge Thickness" (Default), "Automatic" and "2 Red" color swatches, a "Transparency" slider, and "Prints Offset Plotting" checkboxes. At the bottom, there are buttons for "User Defined Symbols", "Workbook", "OK", "Cancel", and "Apply".

Adding a Legend

Use this cursor to display values of data points (appear at bottom)

Click "T" to enter text into legend

Geiger-Muller Tube #3 Response
as a Function of Supply Voltage
TI-204 Source 33 mm from Detector
20 Reads at 5 sec. 0.5 V Threshold



Column Manipulations

Insert column

Set column value equal to row number

Select column where results are to appear, here B. Click the icon to “Set column values”

Syntax: You are telling the program to generate in the new column rows whose values are the result of operating on the adjacent values in the named column [in this case col(A)] in the specified manner [in this case squared]

Set Values - [Book1]Sheet1!Col(B)

Formula wcol(1) Col(A) F(x) Variables

Row (i): From <auto> To <auto>

Col(B) =

col(A)^2

Note!

Recalculate Manual Apply Ca

Long Name	A(X)	B(Y)
Units		
		1
		4
		9
		16
		25
		36
		49
		64
		81
		100
11	11	121
12	12	144
13	13	169
14	14	196
15	15	225
16	16	256
17	17	289
18	18	324
19	19	361
20	20	400
21	21	441
22	22	484
23	23	529
24	24	576
25	25	625
26	26	676
27	27	729
28	28	784
29	29	841
30	30	900

Linear Least Squares Fitting

- Plot data!
- Analysis: Fitting: Linear Fit: Open Dialog
 - “Residual sum of squares” is another name for chi squared
 - Check “R-value” or “R-square” (this is the correlation coefficient)
 - Assure that it is checked!
 - Also check “Reduced chi Sqr” (for G-M experiment)
 - Also assure that Residual Analysis: Regular is checked
 - Uncheck the “Adj. R-Square” and “Pearson’s r” (their formulas are not the typical ones for the correlation coefficient R or r)

- Alternatively
 - Enter all data into Excel
 - Calculate mean, Standard Deviation and Standard Deviation of the Mean
 - Transfer relevant rows to empty Book in Origin
 - Worksheet/Transpose/Dialog/OK
- Plot:Line:scatter
- Select columns to plot
 - A(X) for X
 - B(Y) for Y
 - C2(Y) for YEr
- Adjust symbols, line, axes and labels as appropriate
- Use “T” icon on left to generate plot label

Description Perform Linear Fitting

Use Reduced Chi-Sqr

Apparent Fit

Quantities to Compute

Fit Parameters

Value

Standard Error

LCL

UCL

Confidence Level for Parameters(%)

t-Value

Prob>|t|

CI Half-Width

Fit Statistics

Number of Points

Degrees of Freedom

Reduced Chi-Sqr

R Value

Residual Sum of Squares

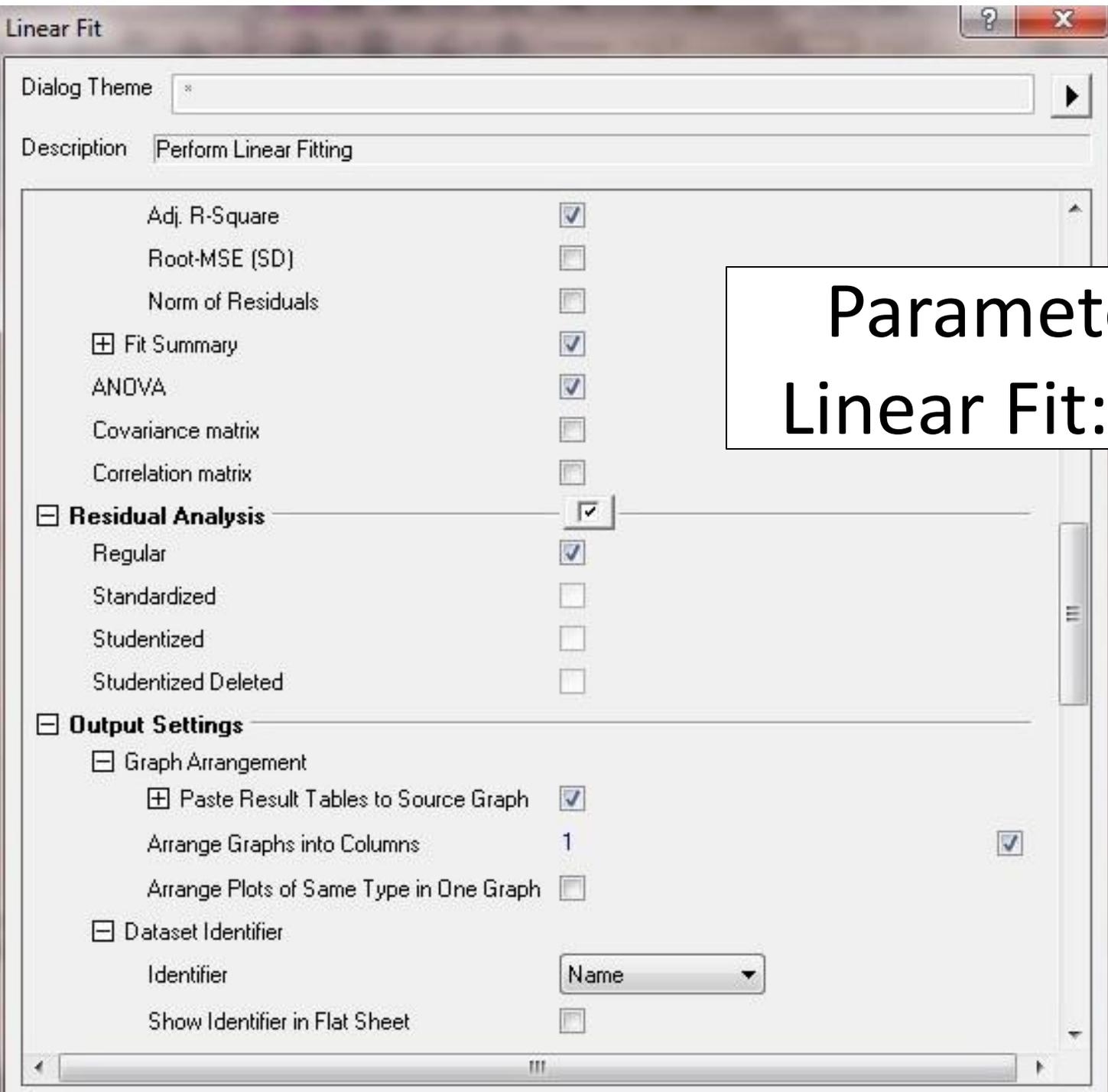
Pearson's r

R-Square(COD)

Parameters for Linear Fit: Upper

OK

Cancel



Parameters for Linear Fit: lower

Dialog Theme

Description

Plot on Source Graph Fitted Curve

Update Legend on Source Graph

Multiple Plots Use Source Graph Color

X Data Type

Points

Range

Range Margin (%)

Confidence Bands

Prediction Bands

Confidence Level for Curves(%)

Ellipse

Find X/Y

Residual Plots

Residual Type

Residual vs. Independent Plot

Histogram of the Residual Plot

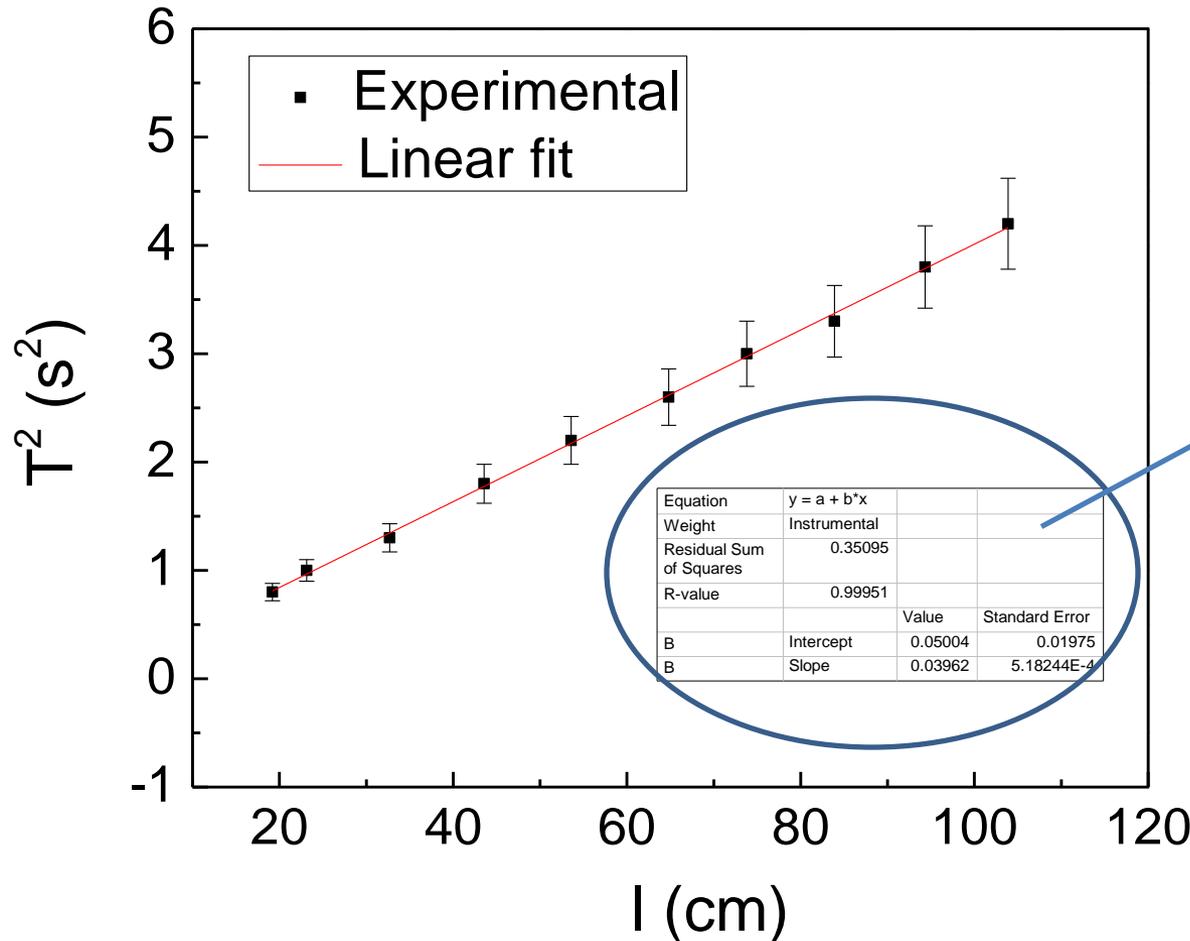
Residual vs. Predicted Values Plot

Residual vs. the Order of the Data Plot

Residual Lag Plot

Plotted Data with Fit and Error Bars

Example: pendulum experiment



Info about the linear fit (next slide)

- Info about the linear fit (from previous slide graph):

Equation	$y = A + Bx$			
Weight	Instrumental			Considering error bars
Residual Sum of Squares	0.35095			Chi-squared (χ^2) considering error bars
R-value	0.99951			Correlation coefficient (r or R)
		Value	Standard Error	Value and Absolute error
A	Intercept	0.05004	0.01975	
B	Slope	0.03962	5.18244E-4	

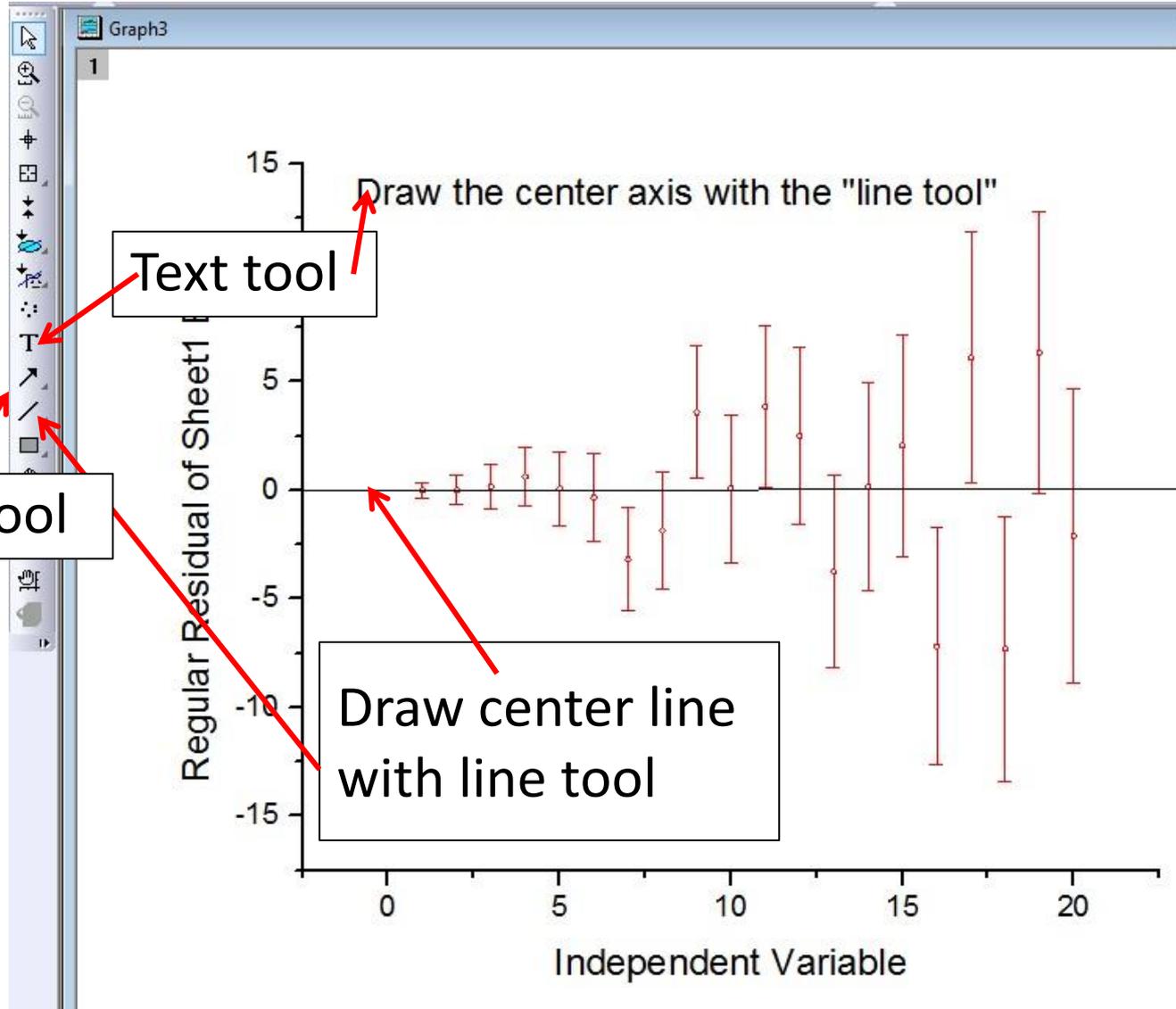
Residual Plot with Error Bars

- Residual values will appear as a new column in the sheet “FitLinearCurve1”
- Retrieve error bar magnitudes from original calculations [column SEM(yEr)]
- Plot residual values with error bars as a function of y-data as usual

A3(X2)	A4(Y2)	A(Y2)
Independent Variable	Regular Residual of Sheet1 C"Y"	Error bars
1	0.01774	0.34
2	-0.30879	0.68
3	0.55795	1.02
4	0.52993	1.36
5	-0.27298	1.7
6	1.20008	
7	-3.66752	
8	0.78302	
9	2.06146	
10	3.06399	
11	-5.2316	
12	0.91976	
13	-4.87794	
14	-7.84186	
15	5.47137	5.1
16	0.73543	5.44
17	0.65829	5.78
18	4.92268	6.12
19	5.60616	6.46
20	-2.40591	6.8

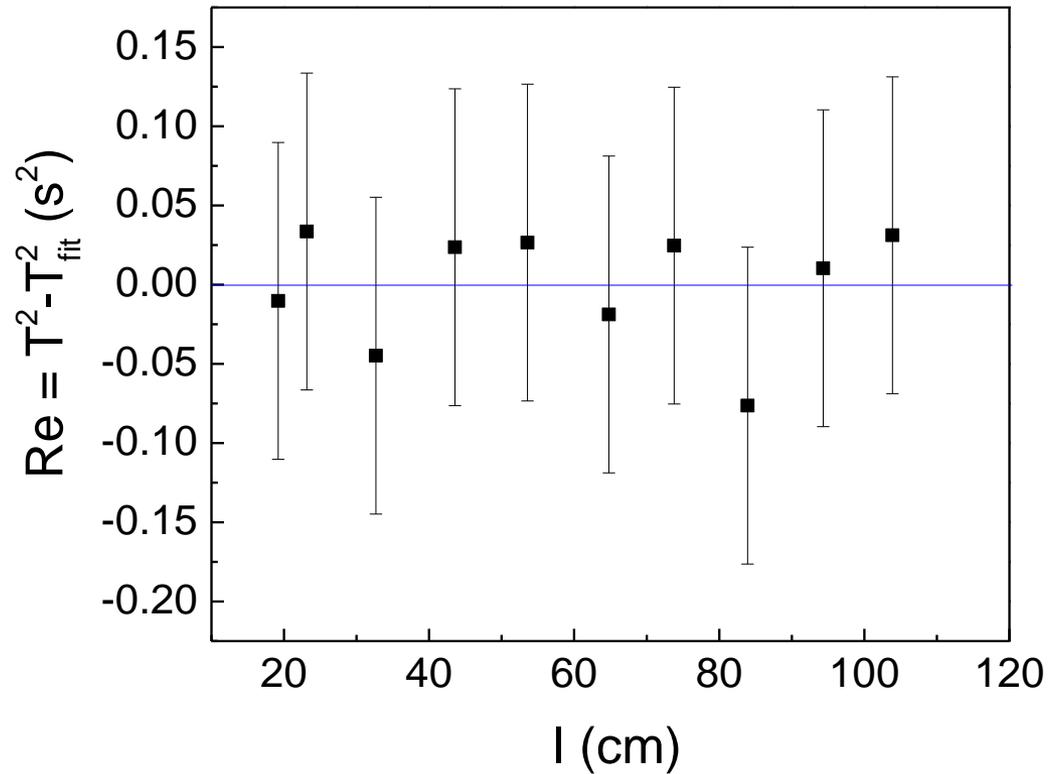
Data for
Residual Plot:
FitLinearCurve1
Sheet

Test Fit Residuals with Error Bars



Residual plot for the example on slide 24 (pendulum experiment)

Plotting $Re = T^2 - T_{fit}^2$ vs. l with error bars for δT^2 :



Generating and Fitting a Histogram

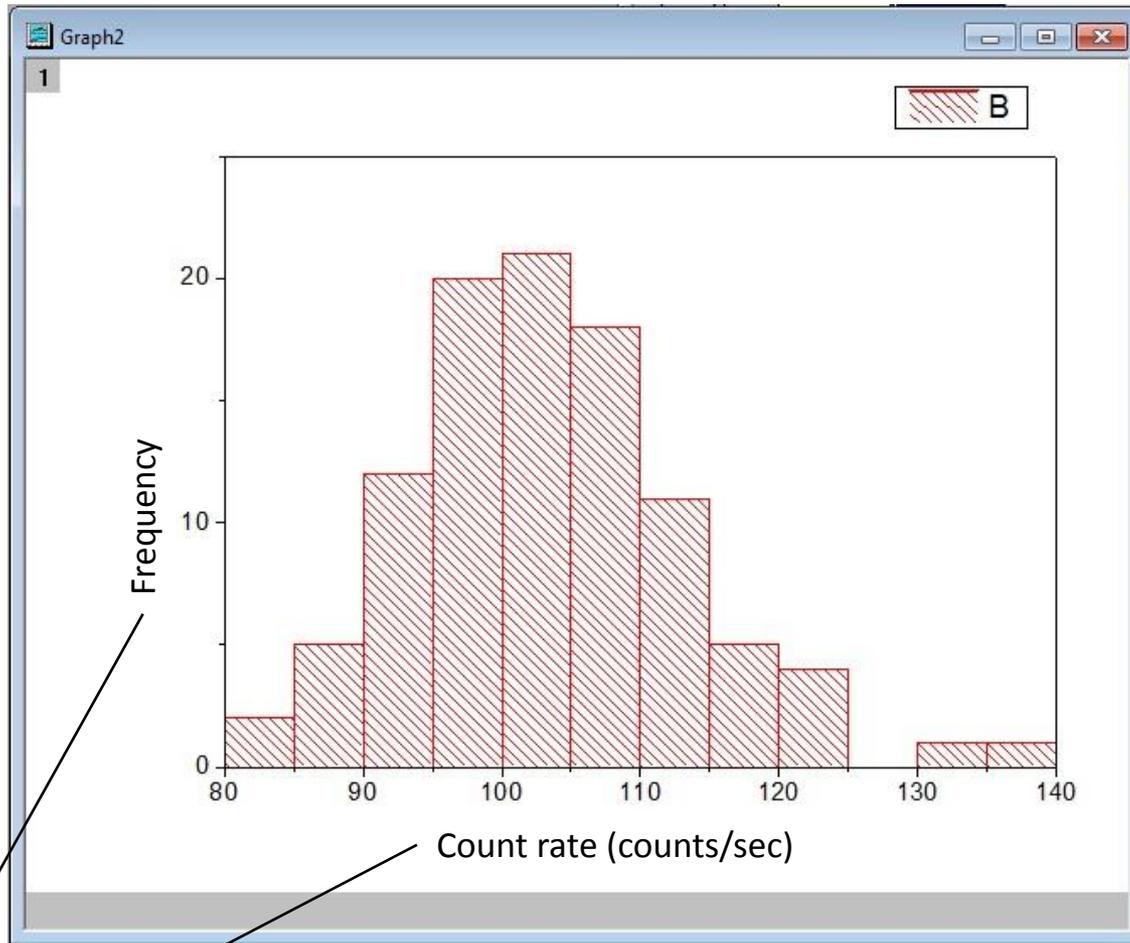
- Import data to be plotted into a Y-column of a new book/worksheet.
 - The x-column doesn't work, even if you have only one set of data to generate a histogram. Don't ask.
- Block those data (CTRL click above column)

To Plot a Histogram

The screenshot shows a software interface with a menu bar and a toolbar. The 'Plot' menu is open, and the 'Statistics' option is highlighted. The 'Histogram' option is also highlighted. The background shows a data table with columns 'A(X)' and 'B(Y)'.

	A(X)	B(Y)
Long Name		
Units		
Comments		
1		103
2		96
3		103
4		90
5		109
6		109
7		109
8		101
9		102
10		92
11		99
12		130

Initial Histogram



Example of axis labels for the Geiger-Müller experiment

OriginPro 9 (Academic) 64-bit - C:\Users\delong\Documents\OriginLab\90\Use...

File Edit View Graph Data Analysis Gadgets Tools Format Wind

Default: Arial 0 B I U x² x x² αβ

Project Explorer (1) Quick Help Messages Log

Book1

Long Name	Bin Centers	Counts	Cumulative Sum
Units	Bin Centers	Counts	Cumulative Sum
Comments	Bins	Bins	Bins
1	81.5	2	2
2	84.5	0	2
3	87.5	5	7
4	90.5	3	10
5	93.5	9	19
6	96.5	11	30
7	99.5	11	41
8	102.5	16	57
9	105.5	11	68
10	108.5	10	78
11	111.5	7	85
12	114.5	7	92
13	117.5	2	94

Plot Details - Plot Properties

Graph1
Layer1
[Book1]Sheet1! B(Y) [1*:100*]

Pattern Spacing Data

Type Dots

Single Block Barplot
 Snap Points To Bin

Automatic Binning

Bin Size 3
 Number of Bins 20

Begin 80
End 140

Bin Height (0-100) 100

Bin Worksheet
 Add Distribution Curves
Go

The Counts column in the Bin Worksheet can be used for fitting.

Distribution Curve

Type Normal

Scale

Bins Align
 Centre
 Right
 Left

Lognormal
Poisson
Exponential
Laplace
Lorentz
Weibull

Preview

Workbook OK Cancel Apply

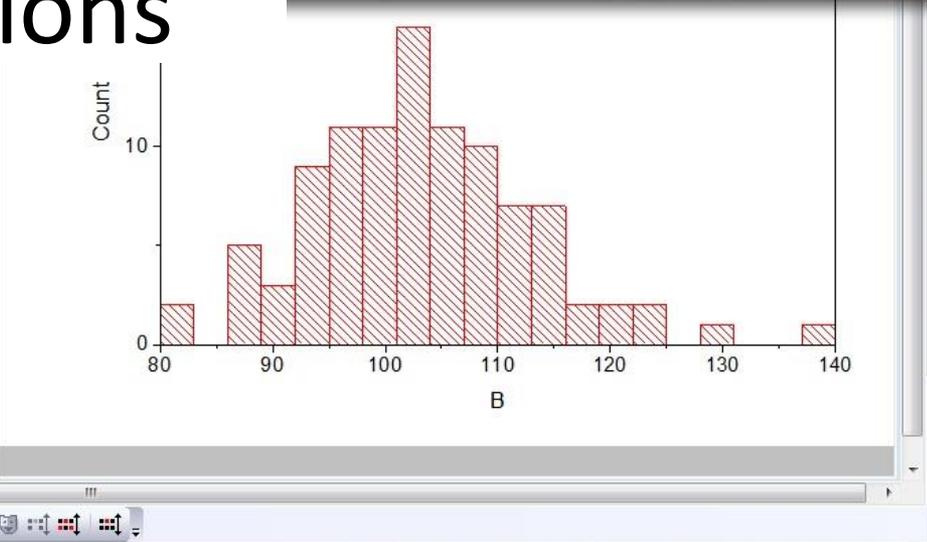
Automatic binning?
Bin size?

Add Distribution Curve
Go!

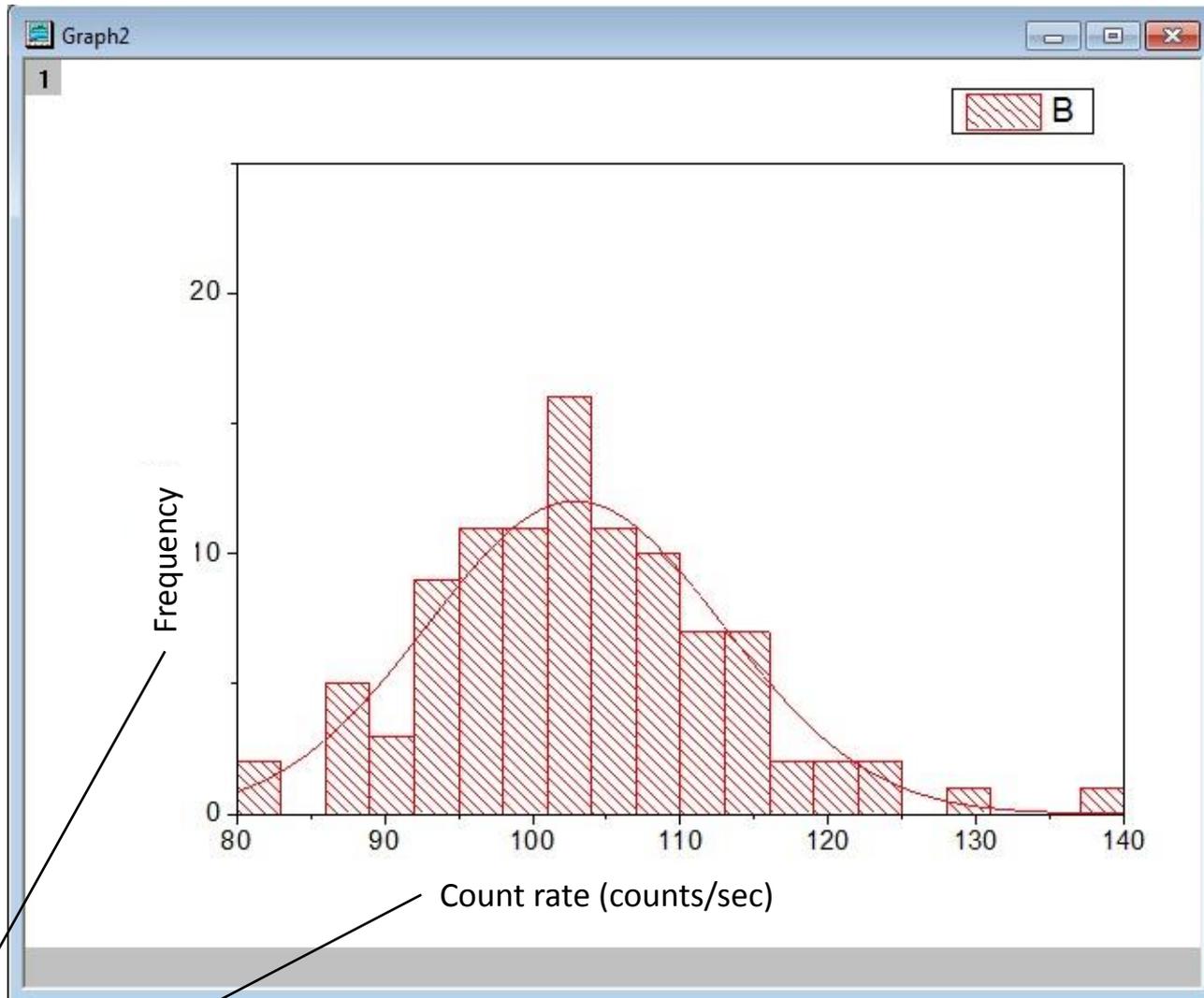
Double click on graph to
bring up fitting options

Sheet1 Book1_B Bins

24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			



Histogram with Gaussian Overlay



Example of axis labels for the Geiger-Müller experiment

Histogram Fit Sheet

	BinCenters(X)	Counts(Y)	CumulativeSum(Y)	CumulativeProbab(Y)	A(X2)	B(Y2)
Long Name	Bin Centers	Counts	Cumulative Sum	Cumulative Probability	Distribution	Normal
Units						
Comments	Bins	Bins	Bins	Bins		Mean= 103.66, SD=9.2705899695671
1	81.5	0	0	0		
2	84.5	3	3	3	80.	
3	87.5	1	4	4	80	
4	90.5	5	9	9	80.	
5	93.5	7	16	16	80	
6	96.5	8	24	24	80.25025	0.53247
7	99.5	13	37	37	80.3003	0.53977
8	102.5	15	52	52	80.35035	0.54716
9	105.5	11	63	63	80.4004	0.55463
10	108.5	12	75	75	80.45045	0.56218
11	111.5	13	88	88	80.5005	0.56982
12	114.5	1	89	89	80.55055	0.57755
13	117.5	6	95	95	80.6006	0.58537
14	120.5	1	96	96	80.65065	0.59328
15	123.5	1	97	97	80.7007	0.60127
16	126.5			97	80.75075	0.60935
17	129.5			100	80.8008	0.61753
18					80.85085	0.6258
19					80.9009	0.63415

Mean and Standard Deviation: You have the fit Gaussian

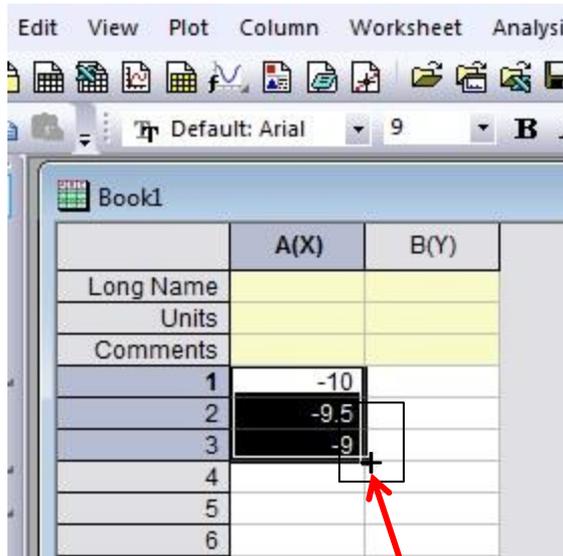
New sheet with fit data

Generating a Function

Sometimes you want to plot a function over some interval

- Enter the first few values of the independent variable (next slide)
- Block those values
- Set the cursor at the bottom right of the column until the cursor becomes a plus sign (next slide)
- Drag the cursor down for the number of rows corresponding to the range of x that you want to plot
 - To increase the number of rows, click on the bottom cell and hit Enter
- Block column to be used for dependent values
- Set column values: enter expression for function to be plotted
- Plot!
- Adjust axes, titles and legend to suit taste.

Example: $Y = X^3$ for $-10 < X < 10$



Enter 2-3 values
and block
Move cursor to
bottom right
corner of cell (+)

20	-0.5
21	0
22	0.5
23	1
24	1.5
25	2
26	2.5
27	3
28	3.5
29	4
30	4.5
31	5
32	5.5
33	6
34	6.5
35	7
36	7.5
37	8
38	8.5
39	9
40	9.5
41	10
42	

Drag cursor
to last x-value

Set values

Set Values - [Book1]She

Formula wcol(1) Col(A

Row (i): From <auto> T

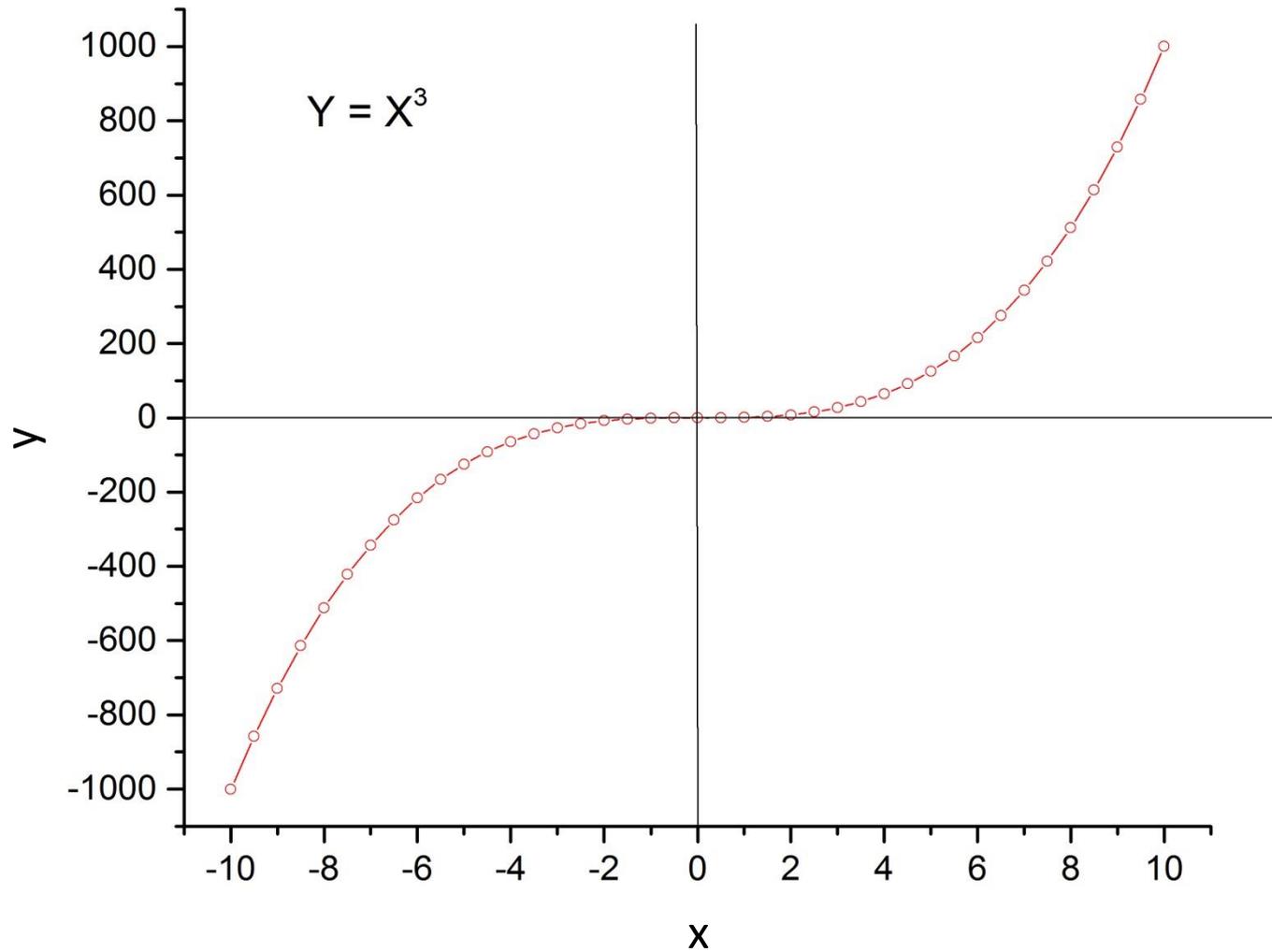
col(A)^3

Recalculate Manual

A(X)	B(Y)
-10	-1000
-9.5	-857.375
-9	-729
-8.5	-614.125
-8	-512
-7.5	-421.875
-7	-343
-6.5	-274.625
-6	-216
-5.5	-166.375
-5	-125
-4.5	-91.125
-4	-64
-3.5	-42.875

Enter the cube of the
value in col(A) in the
blocked column

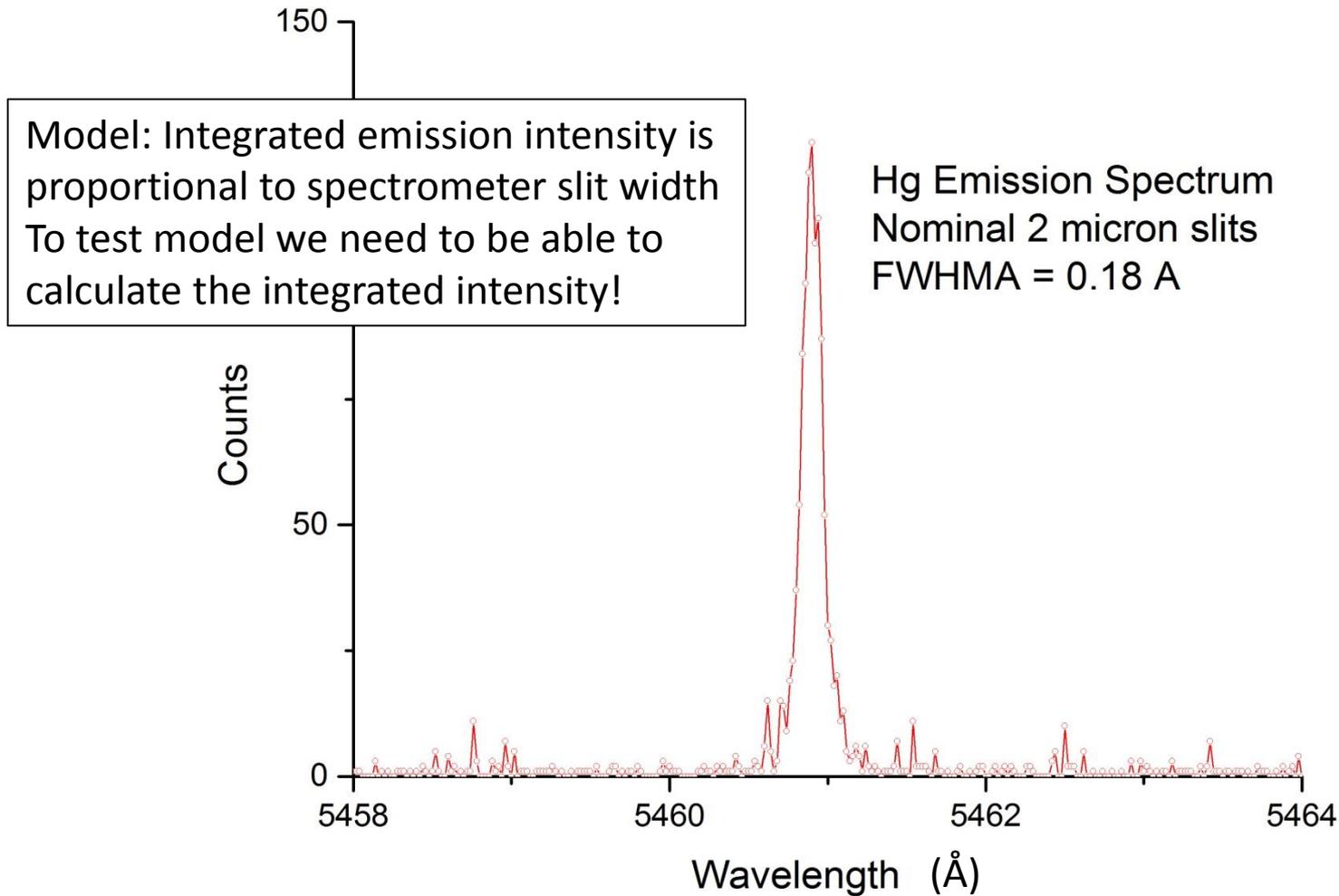
Voilà!

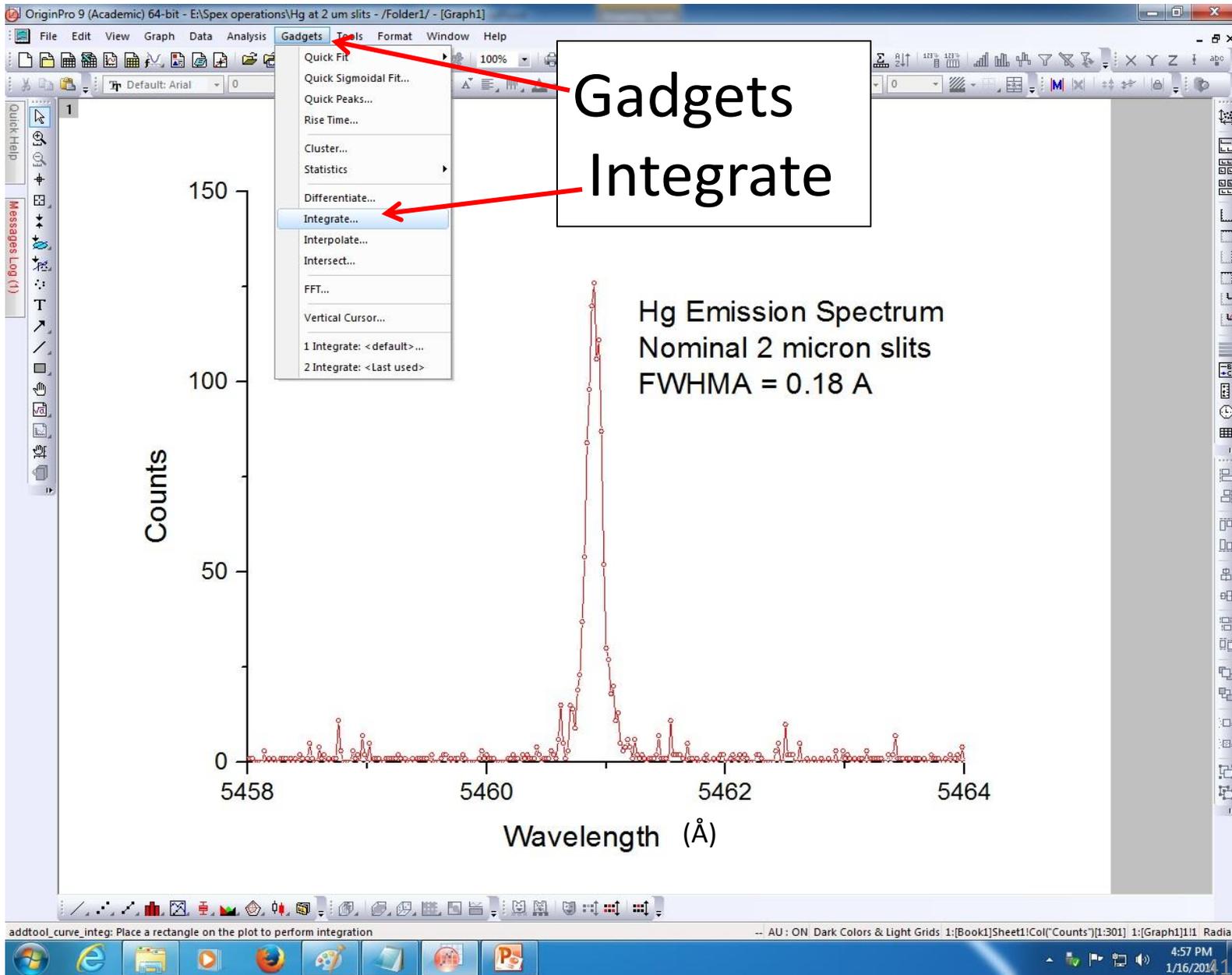


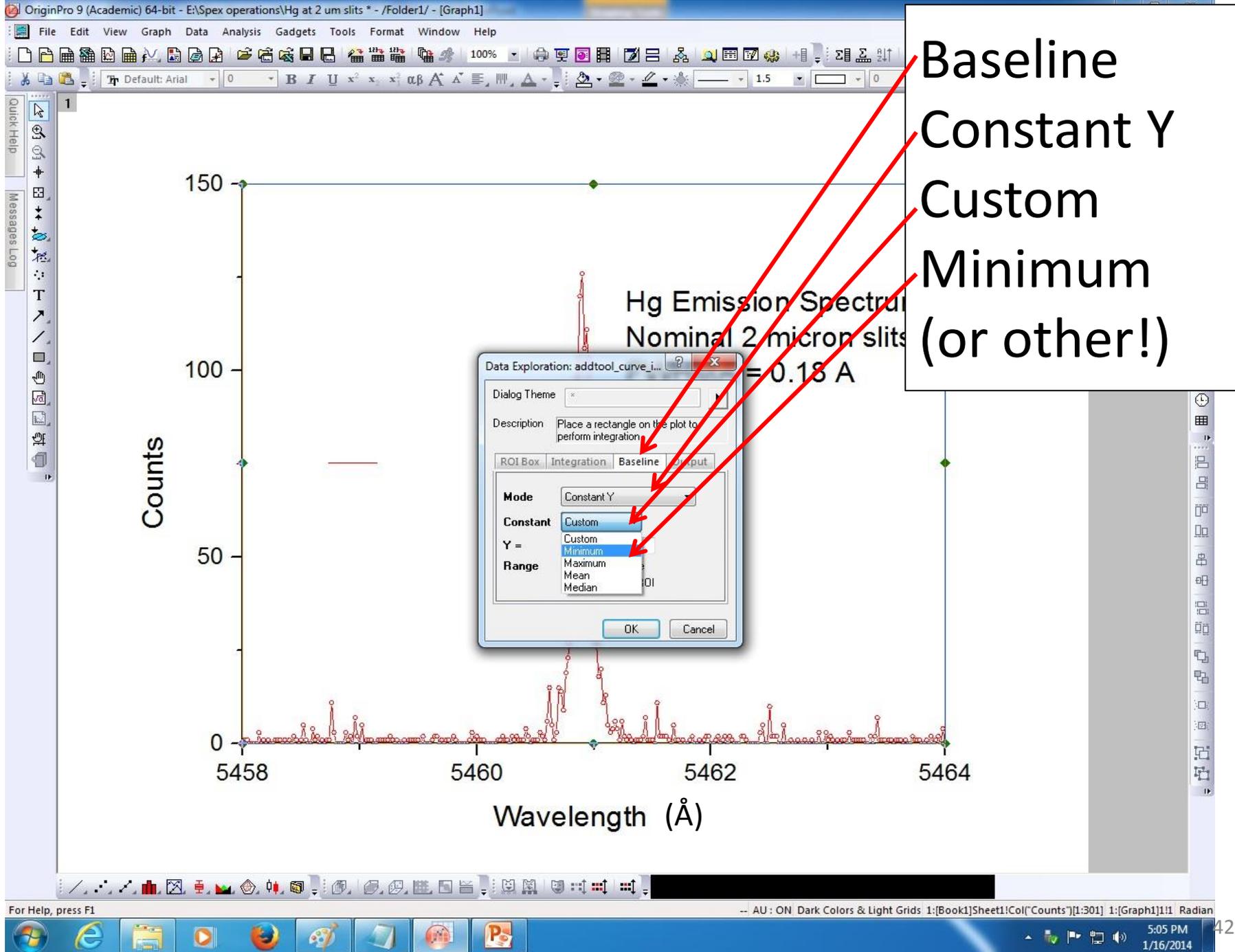
Integrating with Origin

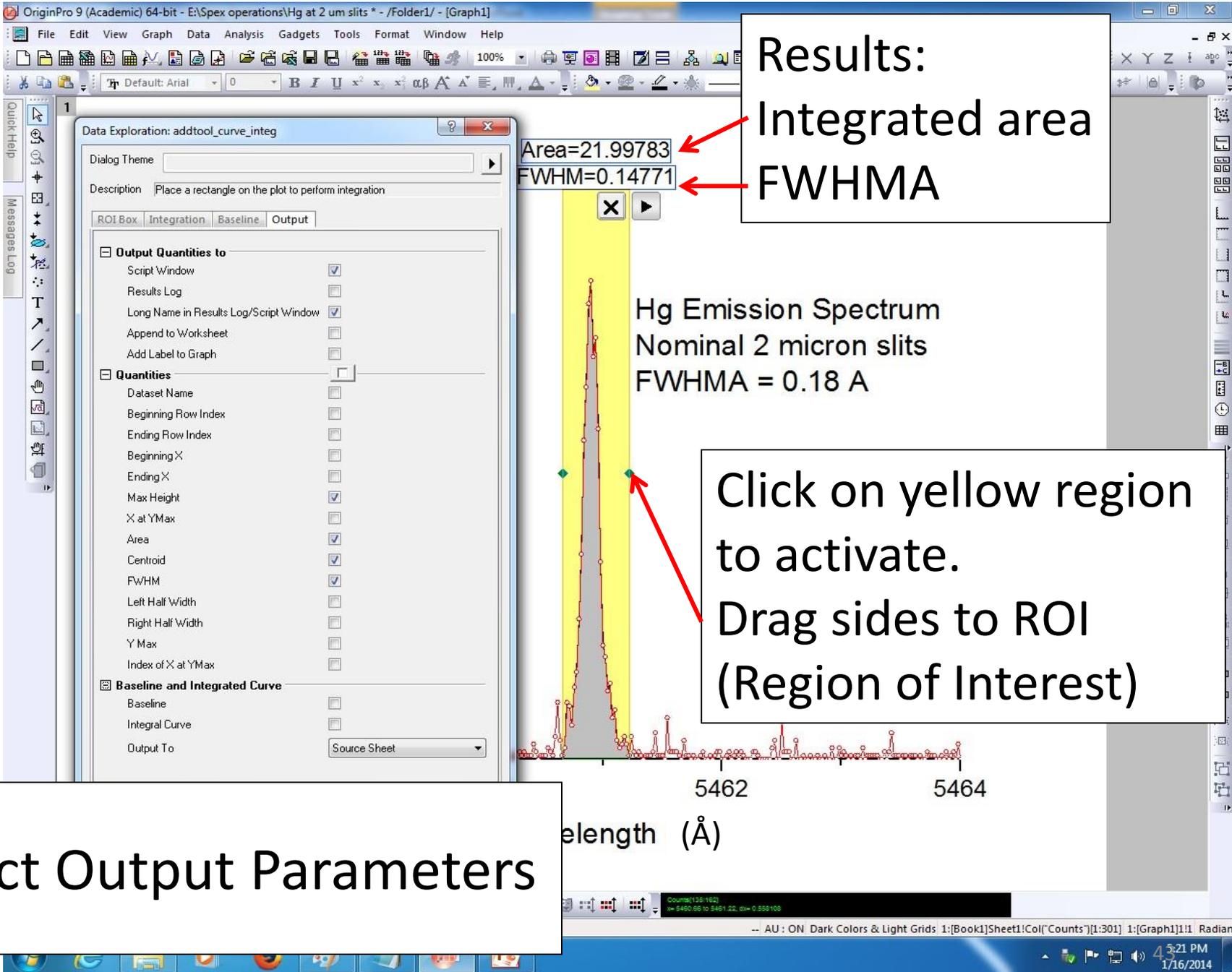
- Useful analyzing optical data
 - Integrated intensity of an emission peak
- Chemical analysis: finding the total amount of material from an absorption curve
 - Beer's Law
 - Concentration is proportional to absorbance
- Easier and more accurate than olden times when Professor Lüty plotted data on paper, cut out curve with scissors and weighed paper!

Mercury Emission Spectrum









Results:
Integrated area
FWHMA

Area=21.99783
FWHM=0.14771

Hg Emission Spectrum
Nominal 2 micron slits
FWHMA = 0.18 A

Click on yellow region
to activate.
Drag sides to ROI
(Region of Interest)

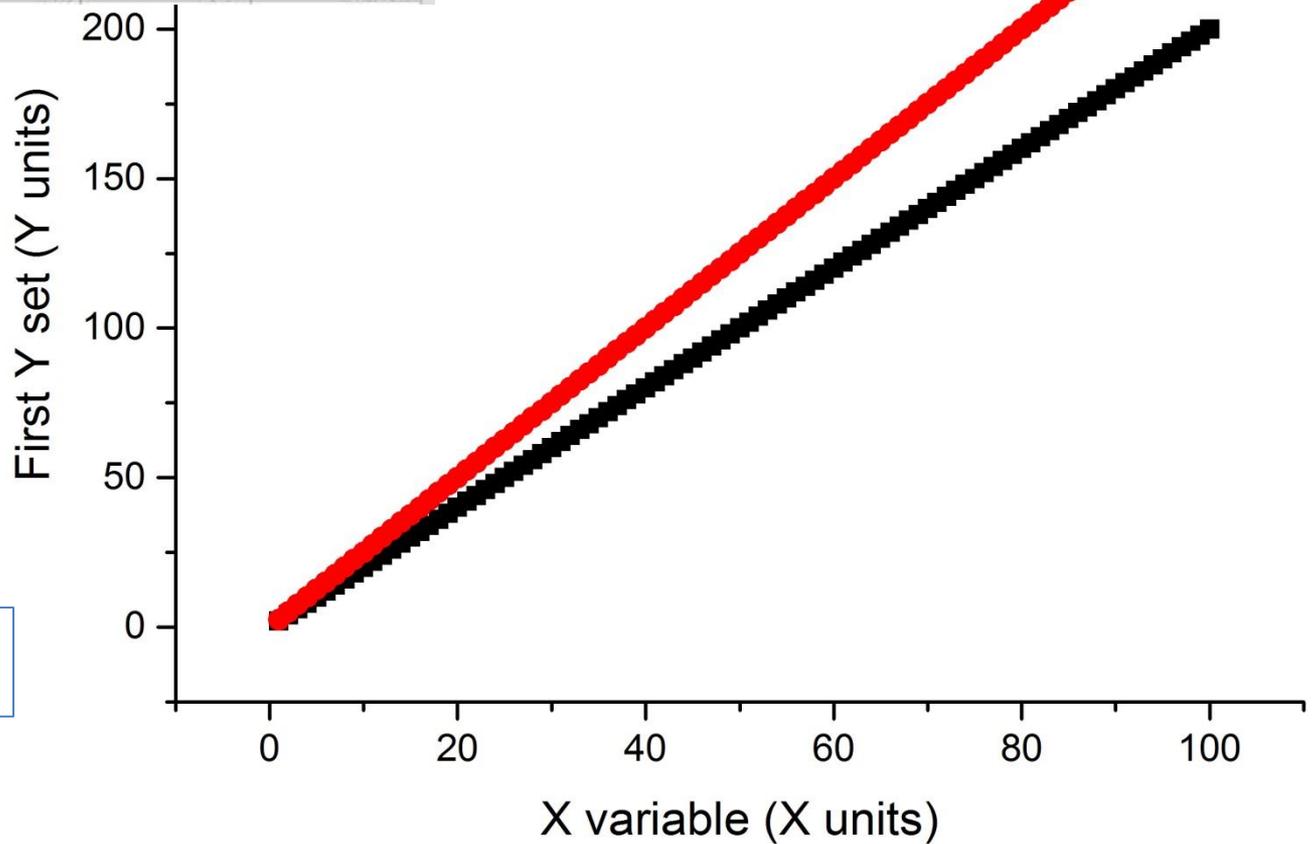
Select Output Parameters

Wavelength (Å)

Multiple Plots on a Graph

- Most common: several values of y with a common x
 - Import data
 - Simply block copy and import from Excel
 - File:Import:Multiple ASCII
 - Assumes data are in ASCII format!
 - Requires manipulation of columns after importing
 - You will have multiple columns with one headed by X and the others $Y_1, Y_2...$
 - Label each column and give units
 - Block contents of each column to be plotted (click above)
 - Plot: Line and symbol: Line and symbol

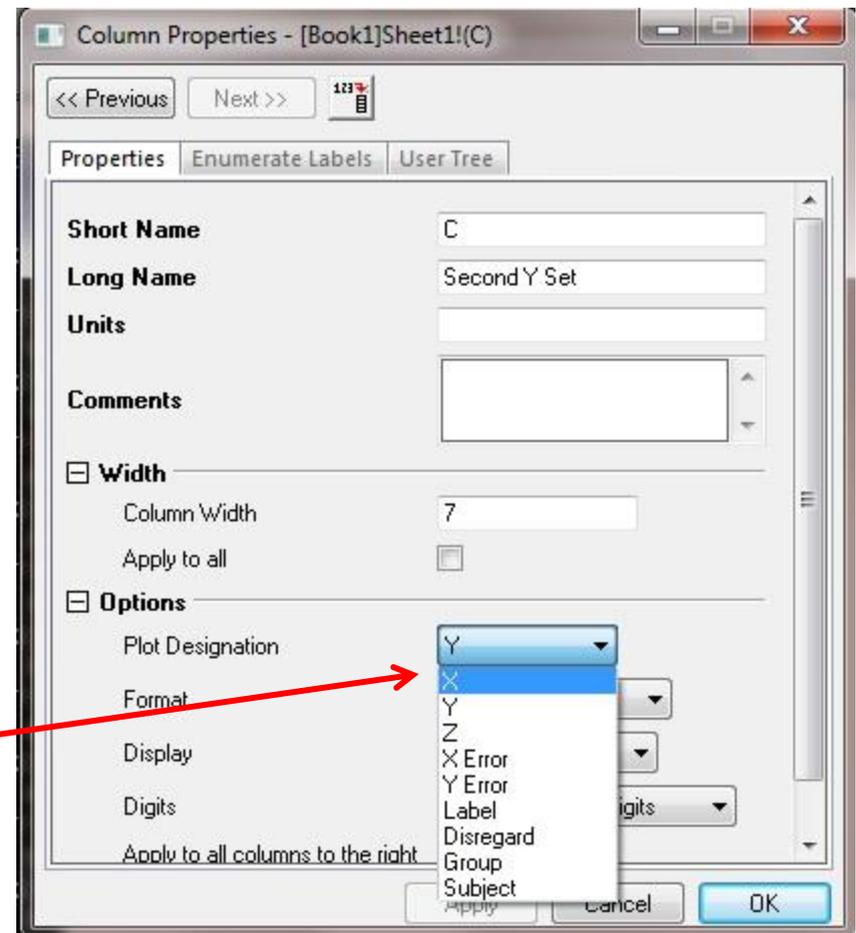
	A(X)	B(Y)	C(Y)
Long Name	X variable	First Y set	Second Y
Units	X units	Y units	
Comments			
1	1	2	2.5
2	2	4	5
3	3	6	7.5
4	4	8	10
5	5	10	12.5



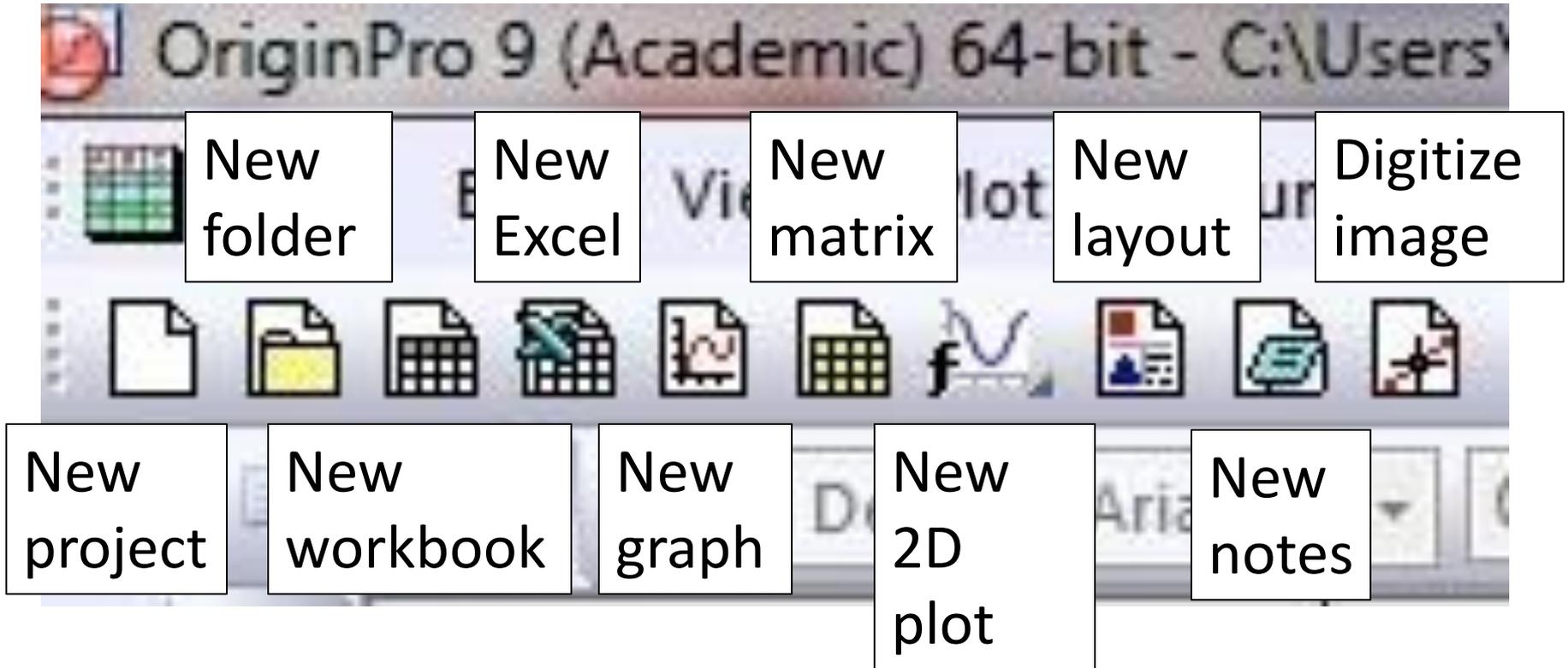
Voilà!

Multiple Plots, Continued

- If multiple plots have different x values
 - Obviously now you have at least four columns of data
 - Double click on the header cell of your second set of x-values
 - Designate second column as x



Top Icon Bar: Left



Top Icon Bar: Second from Left



Top Icon Bar: Third from left

Slide
show
of
graphs

Open
Video
Builder

Duplicate

Project
explorer

Command
window

Print

Open
Excel

Refresh

Custom
routine

Results
log

Top Icon Bar: Fourth from Left

Code builder

Column statistics

Sort

Set column values

Set all column values from row number

Normal

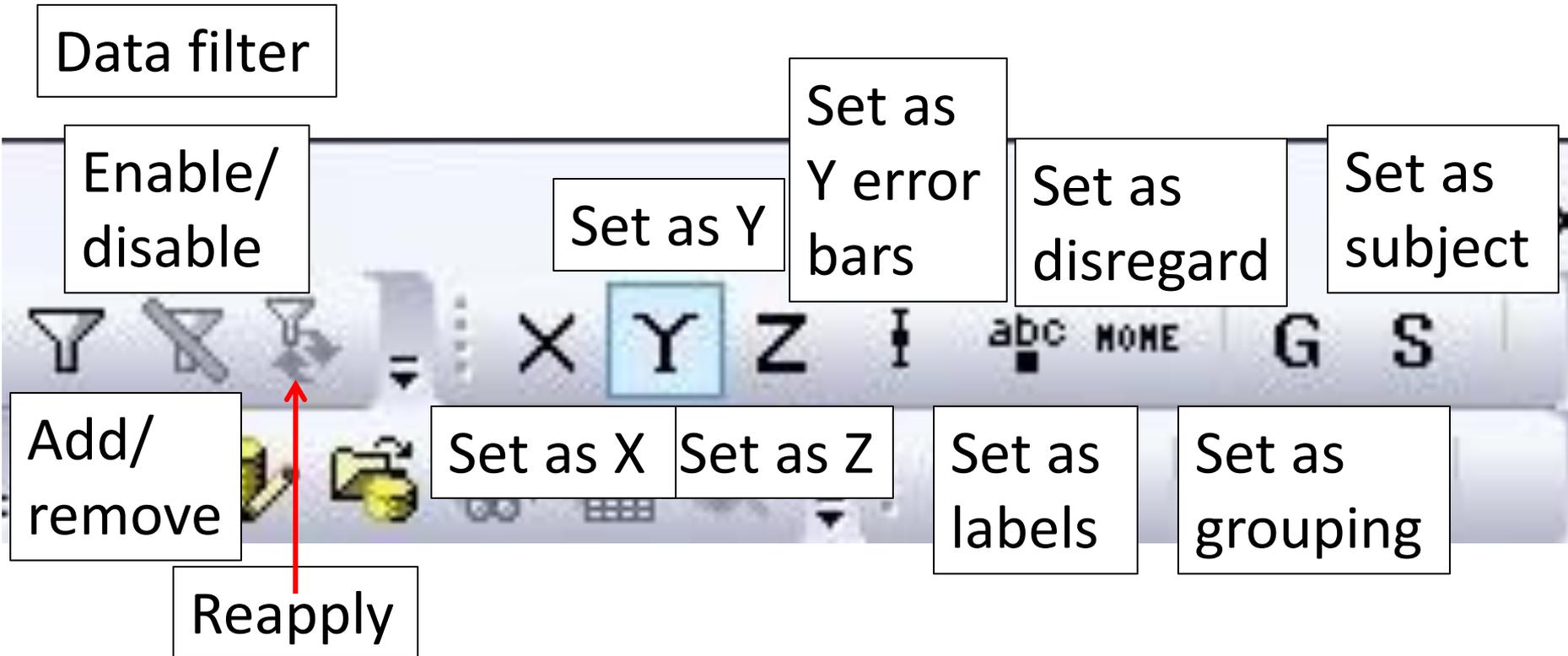
Add column

Row statistics

Set all column values

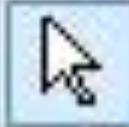
Set all column values: random number

Top icon Bar: Right



Left Icon Bar: Top

Pointer
cursor!



Scale in



Scale out



Screen reader



Data reader



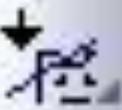
Data selector



Regional data
selector



Regional mask
tool



Draw data



Insert text



Left Icon Bar: Bottom

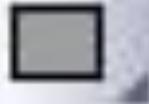
Insert arrow



Insert line



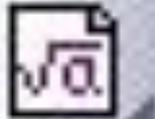
Insert rectangle



Zoom-panning tool



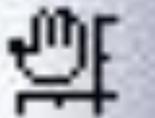
Insert equation



Insert graph



Rescale tool



Rotate tool





Paste

Ctrl+V

Paste Link

Ctrl+Alt+V

Paste Link Transpose

Add Text...

Add/Modify Layer Title

Insert Images From Files...

Insert OLE Object



Clear Data Markers

Ctrl+Alt+N

Analysis Markers



Show All Data Plots



New Legend

Ctrl+L

Update Legend...

Enhanced Legend



New Table...

Right Click Graph: Upper Half



New Color Scale

New XY Scale

Go to Book1

Display Caching

Mask

Copy Format

Paste Format

Save Format as Theme...

Plot Setup...

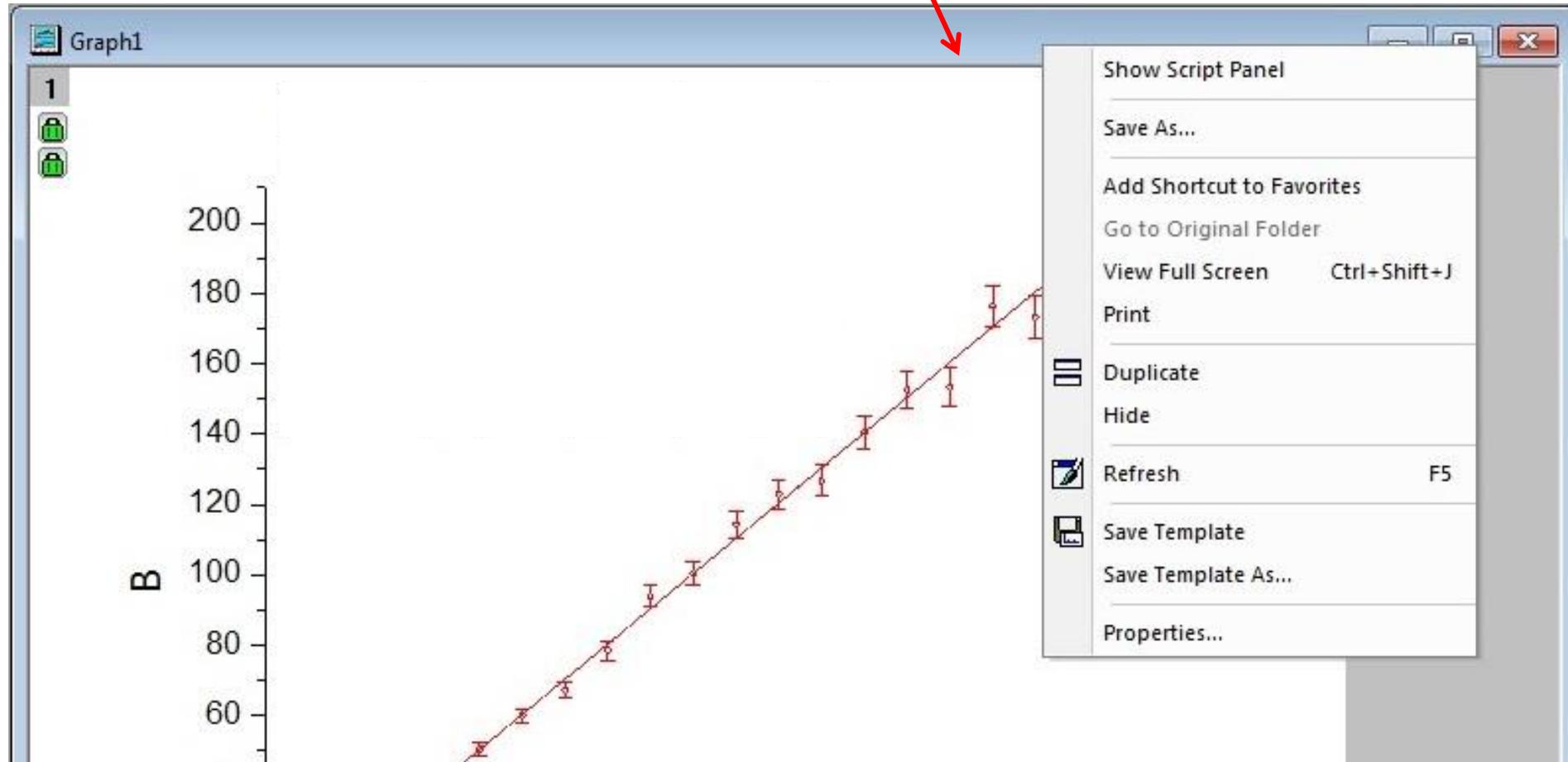
Axis...

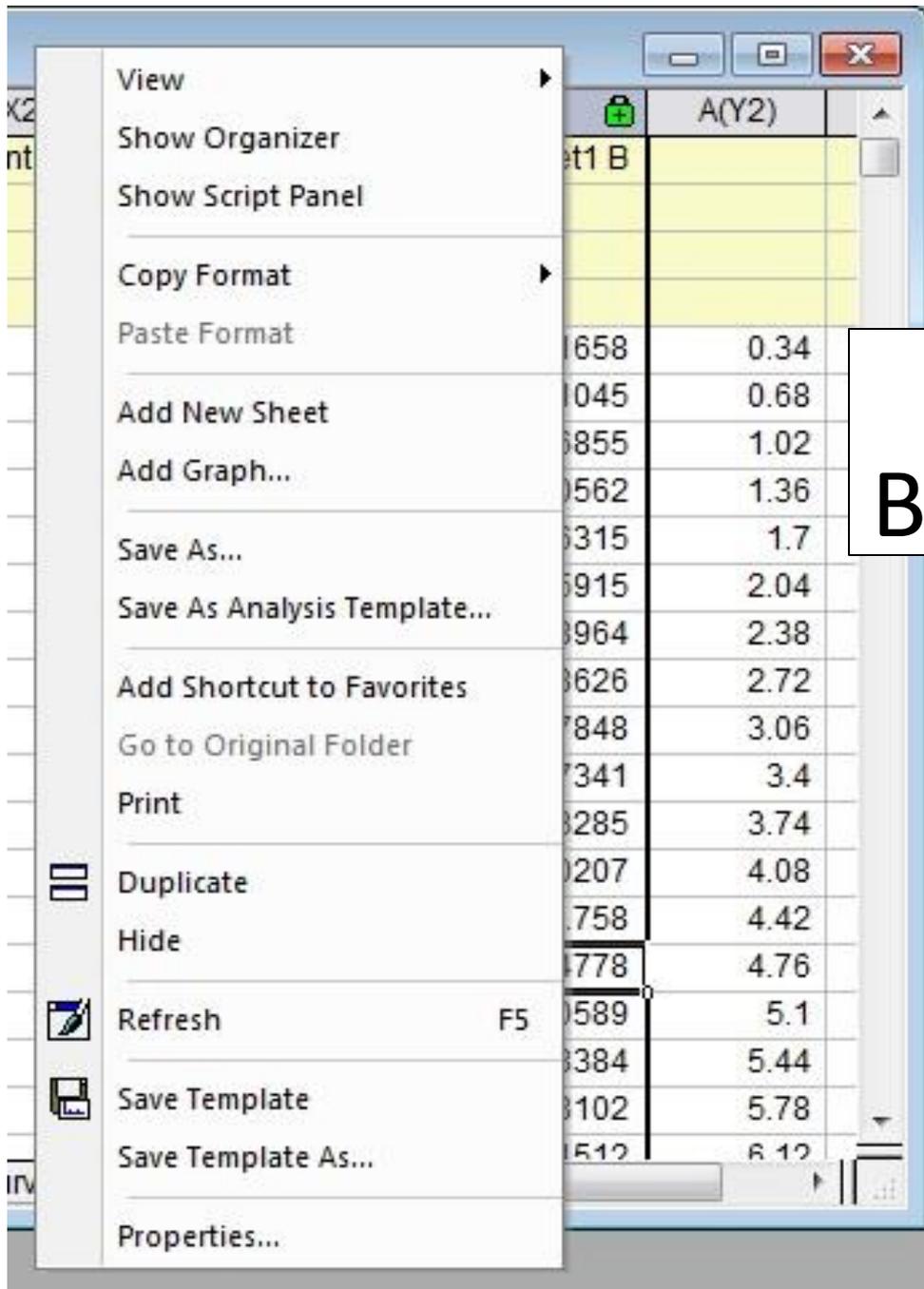
Plot Details...

Layer Contents...

Right Click Graph: Lower Half

Right Click Upper Border of Graph





Right Click
Book Upper Border

Miscellany and Minutiae

- Huge amounts of stuff can be accessed by right clicking
 - The menu you get depends on where the cursor is pointed when you right click
- If your graph fills the screen you can reduce it and access the book/worksheet by clicking the expand/contract icon in the upper right
- What else belongs here? Lots!

- To add Greek or other special characters to a text box
 - CTRL M
 - Note that there is only one page of options

Information and Communication Technology (ICT)?

1-What Is Information and Communication Technology (ICT)?

Information and communications technology (ICT) skills refer to one's ability to converse with people through various technologies. Similar to [information technology](#) (IT), ICT refers to technology use for regular, everyday tasks: sending an email, making a video call, searching the internet, using a tablet or mobile phone, and more.

ICT skills could also include the ability to use older communication technologies such as telephones, radios, and televisions.

2-Types of ICT Skills

2-1-Email Management and Setup :

Being able to effectively and successfully [communicate via email](#) is critical to any job. You will need to send emails to colleagues, employers, clients, vendors, and so on. Companies expect their employees to [write professional and well-written emails](#), as well as respond promptly to messages received in their inboxes.

Depending on the level of expertise required by your employer, you may also need to be able to manage settings or set up email accounts on various work devices.

- MS Outlook
- Gmail and G-Suite
- SendinBlue Email
- Groove
- Front
- Zoho Mail
- Written Communication
- Digital Signatures
- Stationary Settings

- Out of the Office Settings
- Spam Settings
- Inbox Management
- Creating Rules

2-2-Online Research

Almost every job requires at least some online research. Whether you are looking up new lesson plans in a subject or checking out the latest news on your company's competitor, you need to be able to sift through all the information online to find what you need. This involves basic online information management skills.

- Search Engine Research
- Checking Sources
- Crediting Sources
- FAQs
- Online Forums

2-3-Social Media Management

Some jobs require you to use [social media](#). For example, many people working in marketing tend to manage or update a company's social media presence. Even if this is not a critical part of your job, employers increasingly look for employees with basic social media literacy. The more you know about the benefits of and limits to social media, the more you can begin to use that media in valuable ways at work.

- Facebook
- LinkedIn
- Pinterest
- Instagram
- YouTube
- Twitter
- Reddit
- Social Media Groups

2-4-Online Collaboration

[Online collaboration](#) is a broad category that refers to any means of sharing information with your coworkers (or supervisors, or clients) online. This includes adding a meeting to a shared online calendar, providing feedback on a document through a web-based document application, and holding an online video conference with colleagues.

- Video Conferencing Software
- Skype
- GoToMeeting
- Instant Messaging
- Google Docs
- File Sharing
- DropBox Pro
- Slack
- Google Hangouts
- Zoom

2-5-Data Management and Queries

From researchers to administrative assistants to K-12 teachers, almost everyone needs to be able to develop and manage data using spreadsheets. Furthermore, they have to be able to [analyze](#) that data and recognize trends and patterns. Fluency in programs like [Microsoft Excel](#) is critical in today's job market.

- MS Excel
- Filters
- SQL
- NoSQL
- MySQL
- Quantitative Analysis

2-6-Desktop Publishing

Desktop publishing involves the creation of materials that need to be printed and distributed. These might include fliers, brochures, newsletters, and more. Because you can create so much using desktop publishing software, many jobs require you to have some basic

skills in this field. While people with a creative, artistic eye might be particularly good at desktop publishing, anyone can get better with practice.

- MS Publisher
- MS PowerPoint
- MS Word
- Print Settings
- Adobe Creative Suite
- QuarkXPress

2-7-Smartphones and Tablets

Many employers require that their employees use smartphones and tablets; they might even issue particular phones to employees or state that workers must be accessible by email during certain hours. For these reasons, it is important to know how to use a smartphone.

- iPhone
- Android Devices
- Samsung Smartphones
- Blackberry Devices
- iPad
- Samsung Tablets
- CAT S41
- Panasonic ToughPad

2-8-Word Processing

In this day and age, it is expected that job candidates know how to [use word processing technology](#). Candidates need to be able to produce written documents (including business letters, meeting minutes, and more) using a computer processor such as Microsoft Word.

- MS Word
- Libre Office Writer
- Transcription
- Typing
- Note Taking

More ICT Skills

- Calendar Management
- Organization
- Time Doctor
- Asana
- Invision
- Prevue
- Mailbird
- Cage
- Viewflux
- Slab
- Airtable
- Yammer
- Chanter
- Scribus
- Zeplin
- Acquire
- Concept Inbox
- I Done This 2.0
- Red Pen
- LaTeX
- Iovox
- Realtime Board
- Mural
- GoVisually
- Data Analysis
- Big Data
- Computer Science
- Computer Programming

3-How to Boost Your ICT Skills

Do you feel that your ICT skills are not as good as you want them to be? Is there a particular skill you are struggling with? Here are some tips to boost your skills and get ready for the job market:

- **Practice using technology.** If you already have some of the basic skills listed above, you might consider simply using them more often. For example, if you want to get better at using Skype or Zoom before an interview, simply practice using the video conferencing technology. Ask a friend to pretend to be the interviewer, and do a [mock online interview](#). The more you practice, the more confident you will feel when you use this technology when it counts for the job.
- **Ask a friend.** You could also ask a friend who is more skilled in a particular technology to help you develop your skills. For example, if you aren't comfortable using your smartphone, ask someone you know (who uses their phone a lot) for some basic tips.
- **Watch a (free) tutorial.** There are many [free online tutorials](#) on how to use certain technologies. Some of these are on YouTube or can be found via a quick Google search. Others can be found on company sites. For example, check out [Microsoft's](#) tutorials and PDFs with tips for using certain products.
- **Attend a (free) class.** Check with your local community college or [public library to see if they offer classes](#) on computer literacy or ICT skills. Many of these are free or available at a discount for local residents. However, before you spend money on a class, try some of the free strategies first.

Dr. F.DJAAFAR