



# English\_Module\_2021



## HOW TO PREPARE A CURRICULUM VITAE ( CV)

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# 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*

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

*Key achievements/projects*

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

# 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 proposd 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.



Modèles installés

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



Couper

Copier

Coller

Reproduire

Presse-papier

Nouveau document

Modèles

Vierge et récent

Modèles installés

Mes modèles...

Créer à partir d'un document existant...

Microsoft Office Online

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Cartes

Certificats



Rechercher un modèle sur Microsoft Office Online

## Modèles installés



Nouveau billet de blog



Télécopie (Équité)



Lettre (Équité)



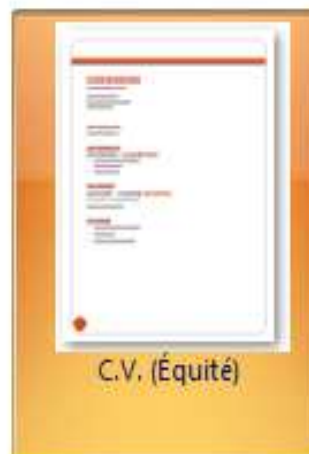
Télécopie de publipostage (Équité)



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

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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  
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:

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### **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*.

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## **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.

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## **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**

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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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Good company and  
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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)**

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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.

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#### 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)

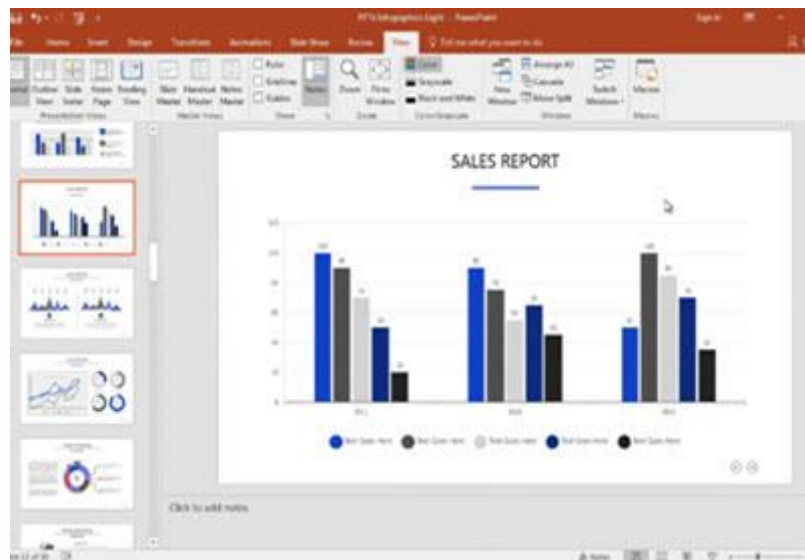
Animations in effective PowerPoint presentations are a slippery slope. We've all sat through presentations where there were so many objects in motion that it was easy to lose focus on the key ideas in the presentation.

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.

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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**

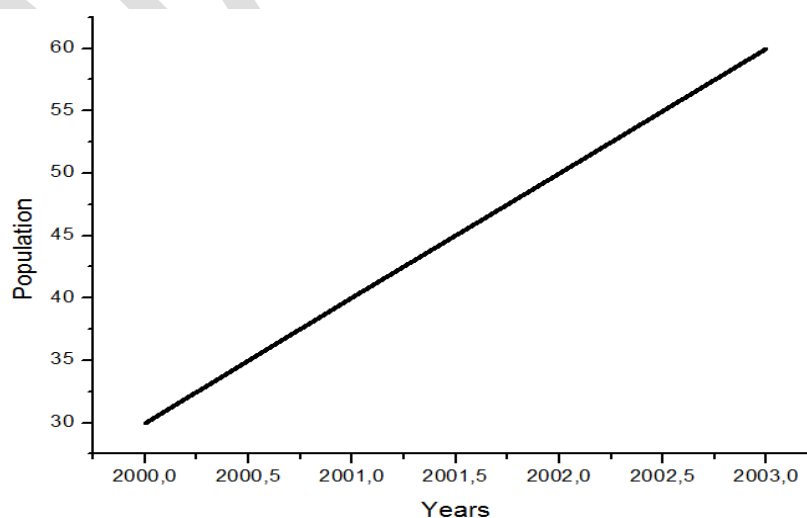
## **Origin, a statistic graphing software**

### **Definition of Origin**

- Origin is the data analysis and graphing software of choice for over half a million scientists and engineers in commercial industries, academia, and government laboratories worldwide.
- Origin offers an easy-to-use interface for beginners, combined with the ability to perform advanced customization as you become more familiar with the application.

### **Graphing**

- Origin graphs and analysis results can automatically update on data or parameter change, allowing you to create templates for repetitive tasks or to perform batch operations from the user interface, without the need for programming
- Origin makes it easy to create and customize publication-quality graphs.
- You can add additional axes and panels, add, remove plots, etc. to suit your needs.
- Batch plot new graphs with similar data structure, or save the customized graph as graph template or save customized elements as graph themes for future use.



### **Graph Types**

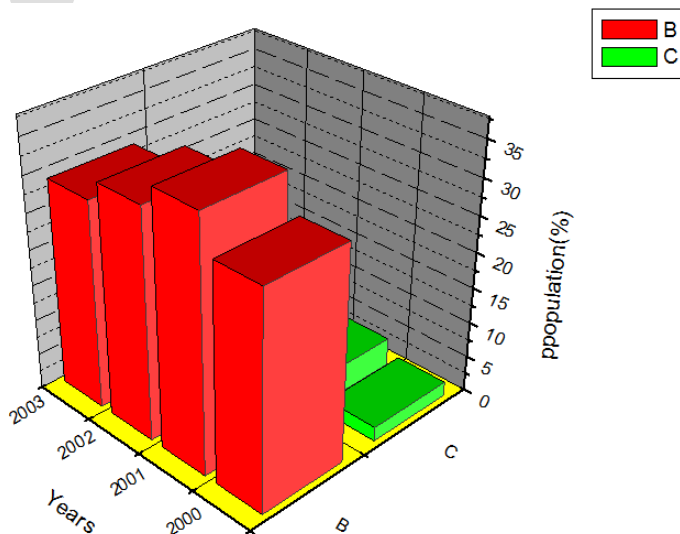
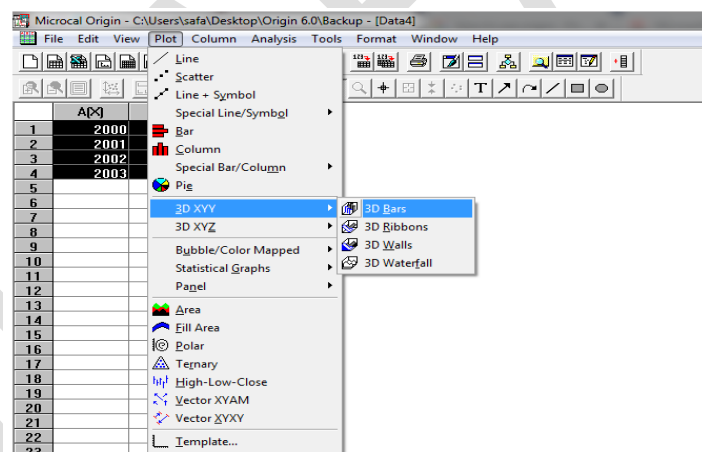
Column & Bar Charts: Basic, Stacked, Grouped

- Floating Column & Bar Charts
- Bridge Plot
- 2D Pie and Doughnut Chart
- Line Plot
- Scatter Plot (with X,Y Error Bar, Column Scatter, Drop Lines, Color Map, Size Map)
- Line + Symbol Plot.....

### Multiple Axes and Panels

It is a Multi-axis and Multi-panel Templates

- Built-in multi-axis and multi-panel templates, such as Double Y, Multiple-Y, 4-Panel, Vertical and Horizontal Stack Panels
- Create your own multi-axes or multi-layer graphs and save as template for repeat use





## **Grouped Data Plot**

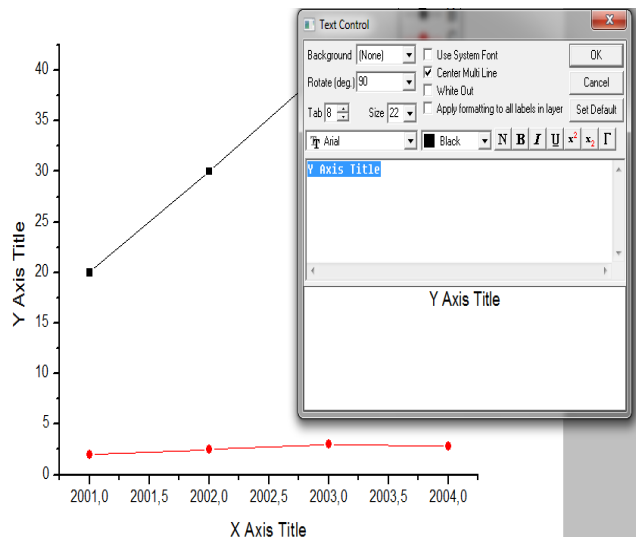
- ☐ Using grouped data, you can easily create multi-panelled graphs in Origin with a single click on the plot menu
- ☐ Cluster Plot (Line, Scatter and Column)
- ☐ Grouped Box Plot
- ☐ Grouped Column/Scatter Plot
- ☐ Various Types of Trellis Plots
- ☐ > Scatter
- ☐ Line and Symbol
- ☐ > Bridge Chart
- ☐ Flexible configuration and customization options include
- ☐ Control the style increments between or within the groups
- ☐ Customize the gap between, or within the groups.
- ☐ Wrap panels
- ☐ Overlap panels
- ☐ Uniform or Independent X/Y Scale

## **Data Labels**

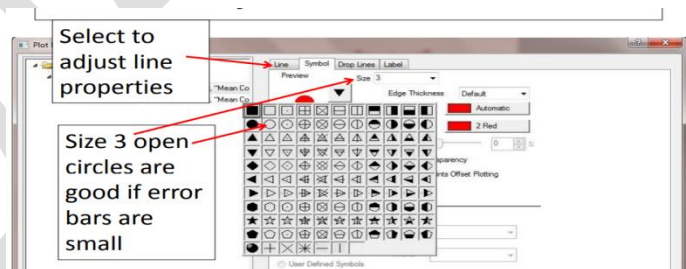
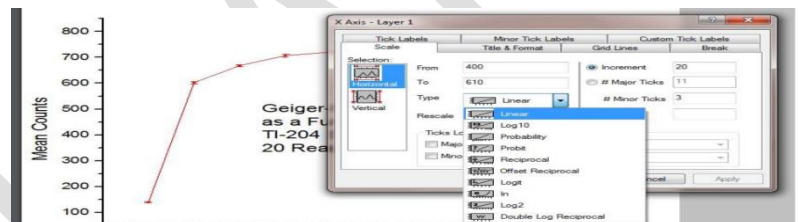
Add data labeling to plot or a single point

- Label as x, y coordinates, row indexing, column metadata or data/text from other columns

Auto-positioning of labels to avoid overlapping



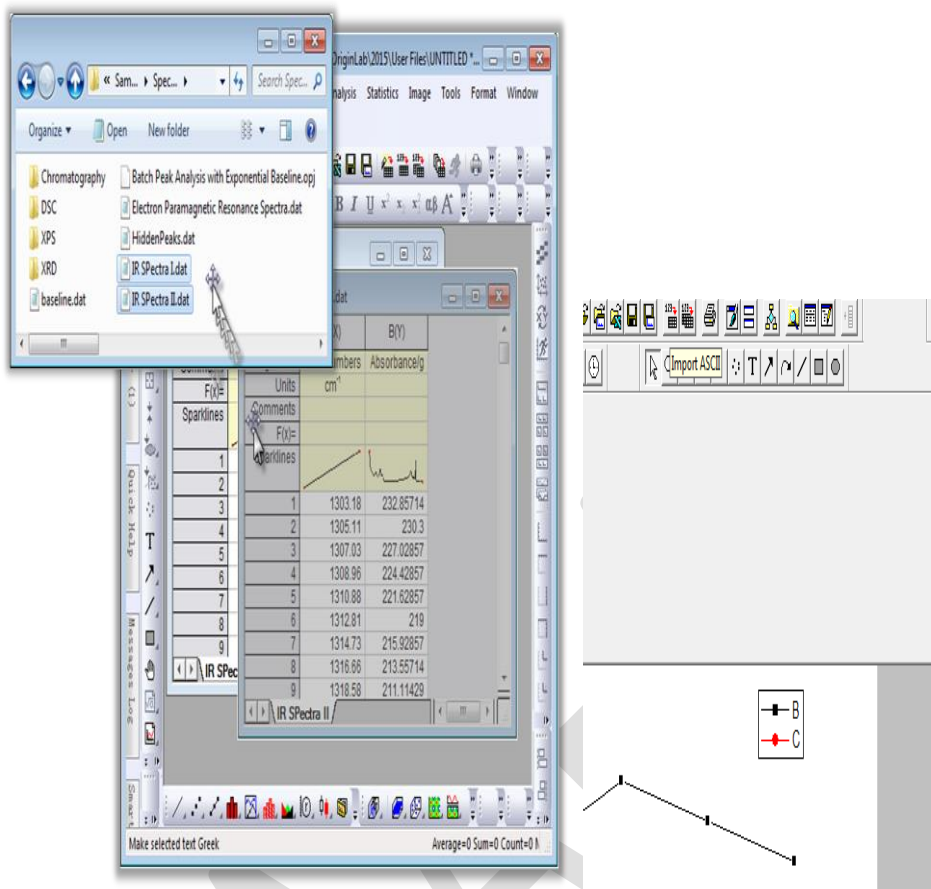
- Independent control axis line, major ticks and minor ticks.
- Additional axis line at any position to be used as baseline for column/bar plots and drop lines
- Option to show axis and grids on top of data



## Impressive Import Speed for Large Data

- Importing large text files is easy and fast in Origin.
- Import speed in Origin is a factor of 10 or more compared to Excel 2016
- The gain in speed has been achieved by making full use of the processor's multi-core architecture

- Origin supports more than 30 data formats including: ASCII, EXCEL, .....



## Advantages of Origin

- Data analyses in Origin include [statistics](#), [signal processing](#), [curve fitting](#) and peak analysis.
- Origin Pro allows us to graph and plot scientific data, run data analysis and statistical tests in a single software. The customization of functions and easy export options allows us to integrate Origin Pro into workflows. Origin Pro is a critical asset for Research and Higher Education industry.
- Origin Pro is one of the most feature rich graphing software out there. The ease of use, extensive set of graphing and data analysis options and the ability to set custom functions and plots sets this software much ahead of others

## Conclusion

- So; You can create and modify templates by your own and add to the collection.

- Creating a graph in Origin is as simple as selecting the desired data and then selecting a template from a menu or from the graphing toolbars.
- The **Plot Setup** dialog offers more flexibility in creating plots,
- such as plotting data from multiple books or sheets.
- Starting with Origin 2016, a more powerful "cloneable" template has been added.

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