Presentations are used to communicate relevant information to an audience and should suit the type of information presented. Examples include:

- **Posters**
- **Web pages**
- **Multimedia presentations**

**Presentation Methods**

- **Text**: Text is used to communicate detailed information, figures or data. However, alone, it can be boring and should be kept to a minimum.
- **Images**: Images are a powerful method of communicating without words.
- **Graphs & Charts**: Graphs are a great way of communicating numerical data in a visual, easy-to-interpret format.
- **Sound**: Information can be presented verbally. Sound and music can also be used to create mood.
- **Video**: Some information is best communicated through live action or animation.

**Multimedia Presentations**

Multimedia presentation software enables users to create multisensory presentations incorporating a variety of media. Common features include:

- **Slides**: Presentations can consist of editable slides that enable users to incorporate text, images, sound and video.
- **Animations**: Presentations can incorporate animations, effects and moving images.
- **Control**: The presenter can manually change slides or put them on a timer.
- **Additional Notes**: Additional notes can be created as an aid for the presenter. Printable notes can also be used as supporting information for the audience.

**Advantages**

- Presentations look professional.
- There are multiple stimuli to engage the audience.
- Several templates and customisable layouts are available.
- Presentation software is generally easy to use.

**Disadvantages**

- It can be difficult for the audience to take notes during a presentation.
- Too many animations and effects can be distracting.
- If there is a software or hardware error, it can be difficult to continue.
- It can be difficult for the audience to interact with a presentation.