Presentation Skills
with PowerPoint   *(1 day*)*

"MS PowerPoint is a powerful tool that can enhance any presentation but, if not used with care, it can become the presentation itself!"

Benefits of attending this course…

Your Needs:

"This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you."

This course considers how PowerPoint can be used to *support* and *enhance* a presentation, rather than it being the presentation itself.

A number of tools and techniques are covered that will help you make the most of PowerPoint's features whilst allowing you deliver a presentation with a positive outcome.

During the course you will have the opportunity for hands-on practice and the option to work on examples from your own organisation.

NB: *the duration of this event will depend on the chosen content and the amount of time assigned to practice your skills.*

Who is it for?

Accelerated Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

Anyone who needs to design and deliver an informative and persuasive presentation supported by PowerPoint.

Objectives

By the end of the training you will be able to…

- 📖 Design a PowerPoint show that grabs the attention.
- 📖 Structure your presentation for maximum impact.
- 📖 Deliver a short presentation that achieves its aim.

Possible Content

What You Get:

"As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards)."

Depending on duration, any (or all) of the following may be included at your request.

- ✓ The importance of good preparation (and how to go about it).

- ✓ Adapting your approach and content to the needs of the audience.

- ✓ Key factors that underpin effective delivery (such as the use of your voice, your body language and your appearance).

- ✓ The role of the visual aid and the power of the picture.

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Continued over…

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Possible Content *(continued)*

- ✓ A fresh approach to visual design that replaces text with visuals and lists with 'Words in Tables'.

- ✓ Three key stages to consider when preparing for your presentation – planning, design and testing.

- ✓ How to maintain interest and create a lasting impression.

- ✓ Essential PowerPoint skills, including…

  - o Working with slide Masters (to globally change the presentation format).
  - o Inserting a Video or Sound file (including playback options).
  - o Linking and Embedding data from Excel, Word or Visio (including Charts).
  - o Working with SmartArt (as a quick way of creating diagrams).
  - o Adding Action Buttons and Hyperlinks to slides (to carry out specific actions or link to a web page or other presentation).
  - o Creating a Custom Slide Show (for a personalised sequence).
  - o Creating Sections within your presentation (applies to PowerPoint versions 2010 and above only).
  - o The effective use of Animations and Transitions (and when *not* to use them).
  - o Controlling the PowerPoint show (including useful keyboard shortcuts).

- ✓ Developing your own personal presentation style.

- ✓ Ongoing practice with your own presentations.

NB: the duration of this event will depend on the chosen content and the amount of time assigned to practice your skills.

Custom Courses

All our events can be tailored to suit you, so if this outline isn't exactly what you want, please let us know and we would be happy to customise it for you.

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