

Effective Presentations using Microsoft PowerPoint

INTRODUCTION



This course is intended for those who give presentations to staff or customers and want to improve their delivery technique and practical skills in using MS PowerPoint.

The course will address preparation and presentation including 10 common mistakes often made by presenters. Improve your confidence; delivery and use of slides.

In a survey carried out amongst experienced, middle and senior executives, designed to determine the things that they feared most, public speaking came out as number one. Death was eighth on the list! So, most of us would rather die than stand up and present!

Duration

1 DAY

Prerequisites

Ability to use a Windows based PC and a general knowledge of PowerPoint 2007 /10

Notes

This is an intensive and practical, Instructor-led, course featuring a hands-on style.

It contains practical advice and guidance and is intended to give confidence and polish to the would be presenter

COURSE CONTENT

The Planning bit

- Objective setting
- Audience planning
- Attention grabbers
- Memorable presentations

Preparing the slide deck

- Outlining
- Good and bad slides
- Fonts, colours, graphics
- Themes, styles and designs
- Creating and using themes
- Using tables and charts
- Inserting from Excel
- Smart objects
- Diagrams
- Clipart and pictures

Enhancing the deck

- Modifying shapes
- Grouping and stacking images
- Using animation
- Slide transitions
- Adding sound
- Using movies
- Slide comments
- Speaker notes
- Sorting and hiding slides

Preparing the presentation

- Rehearsing
- Setting slide timing
- Recording a narrative
- Live demonstrations
- Adding comments
- Using projectors

Delivering the presentation

- Automated presentations
- Preparing yourself
- Words not to use
- Culture and etiquette
- Controlling the presentation
- Using your voice
- Questions and answers
- Memorable closing

After the presentation

- Following it up
- Hand outs
- Some useful web sites
- Slide reuse