

# Presenting Effectively with PowerPoint

## Programme Overview

This one-day programme takes a delegate with a basic knowledge of PowerPoint to a more advanced level. The emphasis is on the practical application of PowerPoint and how to use projectors and associated media tools to their best effect. A key feature is a workshop on what can go wrong with a presentation, how to avoid the mistakes and how to deal with the technical problems that 'sometimes' occur.

## Who Should Attend?

Any manager, team leader or member of staff who is regularly expected to make presentations with PowerPoint.

## Course Objectives

By the end of the course delegates will be able to:

- Use the key advanced features of PowerPoint, including:
  - Templates
  - Custom Shows
  - Charts and Graphs
  - Hyperlinks
  - Animations
- Avoid the common mistakes when using PowerPoint
- Use several short-cuts and techniques to create a more professional presentation
- Set up multiple presentation tools and equipment
- Find and resolve common technical problems

## Course Content

- PowerPoint Overview – what is it for?
- The rules of presentation – visual impact and common mistakes
- Using PowerPoint's template system to create new presentations quickly
- Using PowerPoint's own graph/chart tools
- Incorporating external graphics effectively
- Using hyperlinks internally and externally
- Custom Shows – how to create new shows from old
- Using slide/element animation effectively
- Using a projector
- Using other media equipment
- Tools, techniques and short-cuts when making a presentation
- Using the equipment - what can go wrong
- How to put it right through prevention and cure
- Practical presentations and feedback