

Creating Better PowerPoint Presentations

Prerequisites: Intermediate knowledge of how to use PowerPoint

Length: One Day

Summary:

In this course you will learn how to create effective and engaging presentations using Microsoft PowerPoint. You will improve the content, visual aids and delivery of your powerpoints and you will see immediate and measurable improvement in your presentations. Learn how to create clear and effective presentations to educate, persuade, enlighten or train.

Course Content:

- History of PowerPoint
- How to organize a PowerPoint presentation
 - The 6 steps to organizing a presentation
- Overall design considerations
 - What colors should be used
 - What animation and transitions should be used
- How to use text properly
 - What text is best
 - How many lines of text should be used
- How to use images properly
 - Should you use a picture or text
 - What kind of picture should be used
 - How to make adjustments to pictures
- How to use graphs properly
 - When are graphs appropriate
 - Good graphs and bad graphs
- How to use Multimedia properly
 - When should you use Audio
 - When should you use Video
 - Types of Audio/Video formats
- The act of presenting
 - The do's and don'ts of PowerPoint presentations
 - 12 tips to making a better presentation
- Preparing for the unexpected
 - What can happen
 - How do you prepare for the unexpected
 - What should you have on hand for the unexpected
- The 10-20-30 Rule
 - What is the 10-20-30- rule
 - Why you should use it
 - When should you not use it
- Using Microsoft Word to streamline presentation creation

- How to use the Outline View
- How to create in Word and convert to PowerPoint easily

