

Professional Level PowerPoint Presentations

Clear communication within or across business is greatly enhanced with visual reinforcement from a professional presentation package. At this higher level PowerPoint is able to provide rapid solutions with near instant slide shows, data import from Word and Excel, and multimedia capability.

This course is designed for:

People with a working knowledge of PowerPoint, perhaps self-taught, who would like to work more efficiently with the program and understand its abilities to a greater depth, take advanced exams, or general raise their game. This course will appeal to a variety of roles involved in any form of direct communication and to all levels of managers with a message to deliver.

Training objectives

How you and your organisation will benefit

Upon completion of this course you will be able to:

- ❖ Create professional presentations fast
- ❖ Utilise pre-built layouts and designs to save time
- ❖ Apply consistency in current and future presentations
- ❖ Import data from Word and Excel
- ❖ Share and review presentations
- ❖ Take multimedia shows on the road
- ❖ Produce delegate handouts

Course Outline

Creating Presentations

- ❖ Use AutoContent Wizard
- ❖ Auto layouts for fast assembly
- ❖ Design Templates to add colour and style
- ❖ Managing slides and views

Presentational Content

- ❖ Default settings
- ❖ Using Outline to manage content
- ❖ Importing from Word and Excel
- ❖ Handling graphics
- ❖ Animation, transitions and timing
- ❖ Sound and video

Managing a Presentation

- ❖ Using Master Slides to control appearance
- ❖ Creating new Templates
- ❖ Sharing and reviewing

Running the Show

- ❖ Taking PowerPoint on the road
- ❖ Practical delivery
- ❖ Presentational aids
- ❖ Delegate handouts