



# Microsoft PowerPoint 2007-2019/365

## Level 1: Getting Started

1 Day Course

Training at Your Office

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### COURSE DESCRIPTION

PowerPoint is the standard for presentations, but many people don't know how to use it properly—especially if they have to go back to work on a presentation that was created previously. This course breaks down the process of working with PowerPoint to its very basics and then builds them back up again so that you can edit or create any presentation quickly and effectively.

*Course Prerequisite:* knowledge of basic Windows use and ability to use keyboard and mouse.

### COURSE TOPICS

#### Overview

- What Is A Presentation Program?
- Placeholders
- Understanding The Different Slide Views

#### Working With Text

- Drawing a Placeholder vs. Using Preset
- Typing Regular Text
- Moving And Sizing Text Frames
- Changing Fonts, Alignment, Colour, Spacing
- Formatting Placeholders
- Adding Borders And Shading
- Shape Effects & Quick Styles
- Eyedropper Tool for Colour Matching
- Copying Formats with Format Painter
- Bullet & Numbered Lists

#### Adding Clip Art & Other Pictures

- Inserting Clip Art
- Changing Clip Art
- Editing Clip Art
- Inserting Other Pictures
- Formatting Pictures

#### Drawing Tools (Basic Overview)

- Drawing Toolbars
- Lines & Arrows
- Rectangles & Squares, Ovals & Circles
- Text Boxes
- Polygons & Freehand
- Selecting Shapes
- Moving & Sizing
- Formatting (Fill & Line Attributes)
- Adding Text to Shapes
- Grouping & Ungrouping
- Order, Align, Grid
- Rotate & Flip
- Editing Points

#### Graphs

- Adding A Graph – e.g. Pie, Bar/Column
- Working With Data Sheets or Excel Data Sheets
- Chart Options
- Legends, Gridlines, Data Labels, Scaling
- Plot Frames
- Chart Buttons
- 3D Views
- Cutting Slices
- Formatting (Patterns, Fonts, Numbers)
- Changing Chart Types
- Pie Chart Tips

#### Master Pages & Themes

- Change Slide Layout
- Setting Default Fonts, Bullets
- Adding Clip Art To Every Page
- Working with Themes
- Slide Master vs. Title Master, Other Master Pages

#### General

- Introduction to Slide Shows
- Presenter View
- Re-ordering slides
- Duplicating Objects or Entire Slides
- Saving / Opening / Closing / New Printing



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# Microsoft PowerPoint 2007-2019/365

## Level 2: Get Creative

1 Day Course

Training at Your Office

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### COURSE DESCRIPTION

So you can create a half-decent presentation, but shouldn't it be really good? This course teaches you the PowerPoint techniques that make your talks really pop. With animation, interesting ways to show your points, and the ability to keep your audience focused by controlling the flow of information, you'll be able to battle the number one thing that keeps your point from getting across: boredom.

*Course Prerequisite:* understanding of PowerPoint Introduction topics.

### COURSE TOPICS

#### WordArt

Creating Fancy Text Frames With WordArt  
Formatting WordArt Objects

#### Drawing Tools (Advanced Look)

Review Of How To Draw Shapes  
Using & Changing AutoShapes  
Select, Moving, Sizing, Nudging, Deleting  
Adding Text to Shapes  
Copy & Duplicate, Effects, Gradient, Shadow, 3D  
Group, Ungroup, Regroup  
Merge Shapes (2013)  
Forward & Back / Grids & Guides  
Nudge, Align & Distribute  
Flipping, Reroute Connectors, Edit Points  
Merge Shapes (2013 Only)  
Smart Guides for Aligning & Spacing  
Graphics (2013 Only)

#### Advanced ClipArt

Ungrouping & Changing ClipArt  
Making Your Own ClipArt

#### Themes

Modify a Theme  
Create a Theme  
Theme Variants (2013 Only)

#### Organization Charts

Creating Organization Charts  
Extending The Size Of The Organization  
Adding an Assistant  
Selecting Chart Styles  
Changing Boxes, Lines, and Text  
Organization Chart Layouts

#### Advanced Templates

Slide Master & Title Master  
When a Slide Does Not Follow the Master  
Editing Template & Master Pages  
Slide Backgrounds  
Creating New Master Pages  
Apply Different Design Templates/Masters to Slides  
Custom Slide Layouts  
Creating & Saving Custom Templates  
Creating a New Presentation with the Template  
Applying Custom Template to Existing Presentation

#### Speaker Notes

Working In Speaker Notes View  
Printing Speaker Notes

#### Creating a Photo Album

Selecting Pictures  
Adding Text Boxes  
Picture Options  
Picture Layout

#### Background Styles

#### SmartArt Graphics

Change Layout and Colours  
Choose a Layout

#### Introduction to Transitions & Animations

Selecting Effects  
Setting Options  
Adding Sound  
Advancing Slides  
Animating Bulleted or Numbered Lists  
Modifying Animation Effects  
Other Animation Choices  
Animation Schemes

#### Adding Sounds & Movies

Inserting Sounds  
Altering How Sounds Play & Display  
Adding Movies  
Altering How Movies Play & Display  
Play Settings

#### Slide Shows (Basic Overview)

Running a Show  
Setup & Options  
Pen Pointer Options  
Keystrokes



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# Microsoft PowerPoint 2007-2019/365

## Level 3: Professional Presentations

1 Day Course

Training at Your Office

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### COURSE DESCRIPTION

PowerPoint is a powerful tool for making presentations, but do you really know when and why you should be using any of the features in the program? How do you design a good presentation anyway? This course takes you through PowerPoint in a new way, moving away from the technical stuff to the design decisions that are needed to make something really professional.

*Course Prerequisite:* solid understanding of PowerPoint Intermediate topics.

### COURSE TOPICS

#### Part One – Slide Shows

##### Animations & Transitions

- Quick Review of Transitions
- Animating Charts
- Animating ClipArt & Drawings
- Motion Paths
- Animating Diagrams
- Rehearse Timings
- Using Animations with Master Pages

##### Review of Adding Sounds & Movies

- Incorporating into Animation Sequence

##### Action Buttons and Action Settings

- Using Action Buttons
- Creating Your Own

##### Slide Shows

- Basic Setup
- Shows Presented vs. Run at Trade Show
- Summary Slides
- Custom Shows
- Broadcast Slide Show
- Share Presentation Online
- Creating Links
- Slide Show Keystrokes
- Saving a Presentation as a Show or Video

#### Part Two - Effective Presentations

##### Design & Planning

- Initial Design
- Workflow of presentation
- Presentation Format - Order & Timings
- Layouts

##### The Content - How much is too much?

- Adding Content
- Managing Content
- Organizing Information

##### Multimedia - The Safe way

- Effective use of sound
- Effective use of pictures/clip art
- Effective use of Video Clips
- Interaction between Audience & Multimedia

##### Colours! Colours! Colours!

- The Color Palette
- The Pinks & Greens! - Choosing the "right" Colors
- Computer Colors vs. Projector Colors

##### World of Fonts - Which one?

- Formatting Text
- Selecting Fonts
- Determining Effective Font Size
- Font Styles and Gradients
- Word Art

##### Handouts

- Creating Handouts
- Use of Fonts/Colors
- Audience Interaction
- Feedback Forms

##### Rehearsing & Packaging

- Openers and Closers
- Questions and Answers
- Pack and Go
- Package for CD
- Converting to Web
- Creating a Video (2010/2013)

##### Technology - Be Prepared

- Pointers
- How to use LCD Projectors
- Backups Plans
- Presenter View (2013)



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# Presentation Skills Workshop

2 Days (Full Content) or 1 Day (Compressed Version)

Training at Your Office

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## COURSE DESCRIPTION

We make presentations every day; even outside our job. How we present our ideas, desires and thoughts often dictates the degree of their acceptance. This course is aimed at people who must give presentations in their work environment but also applies to anyone who must present ideas, desires and thoughts to family, peers, friends, etc. Standing in front of a group of people and having to present can be a daunting task. This workshop can help you decrease your stress level, increase your ability to create a good presentation, and finally to deliver that presentation in an effective way; to get results.

A great presenter has two unique qualities: appropriate skills and personal confidence. This confidence comes from knowing what you want to say and being comfortable with your communication skills. In this workshop, participants will master the skills that will make them a better speaker and presenter. This workshop will teach participants how to:

- Gain rapport with your audience
- Reduce nervousness and fear
- Recognize how visual aids can create impact and attention
- Create a professional presence
- Prepare and organize information in different ways

## COURSE TOPICS

**Introduction and Course Overview** To begin you discuss what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

**Communication** Participants will explore key communication skills, including how to start and end a conversation.

**Edit Your Conversation** Next, participants will learn about characteristics that can make or break the audience's impression of a speaker, including volume, clichés, slang, diction, jargon, and tact (or lack thereof).

**Appropriately Sharing Yourself with Others** Participants will discuss self disclosure using the Johari window.

**Trust** This session will explore the idea of trust and how self disclosure can help build relationships.

**Positive Self-Talk** Participants will learn how to build their self-confidence – a key skill for any public speaker.

**Making the Most of Meetings** Meetings are a central part of communication and cooperation within any organization. This session will give participants some ways to successfully prepare for and present at any meeting.

**Body Language** Participants will learn some ways to make sure their body language is sending the right message.

**Sticky Situations** This session will give participants some tools to deal with uncomfortable situations.

**Why Talk?** Next, participants will explore the value of oral presentations.

**Planning Your Presentation** During this session, participants will learn how to use PAFEO to plan their presentation.

**Overcoming Nervousness** To conclude the first day, we will look at some suggestions about delivery.

**The STARR Pattern** Participants will learn a second way of organizing their presentation: the STARR pattern.

**Start Writing!** This session will focus on the nuts and bolts of creating your presentation.

**Limit Your Information** During this session, participants will receive tips on how to reduce the volume of information in their presentation without watering it down.

**Audience Profile** Next, participants will look the value of audience profiles.

**Your Speaking Voice** This session will look at the eight key parts of a presenter's message.

**Add Punch to Your Presentation** There are many types of visual aids. We will provide an overview of, and tips for, the most common visuals during this session.

**Your Presentation** To wrap things up, participants will prepare and present a short presentation. Participants will evaluate each other and provide constructive feedback.

**Workshop Wrap-Up** Students will have an opportunity to ask questions and fill out an action plan.



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