



Microsoft PowerPoint 2007-2019/365

Level 3: Professional Presentations

1 Day Course

Training at Your Office

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)



Phone: 905-722-5535
www.GumpTraining.com
info@gumptraining.com