



## ***Professional Presentations using Microsoft® PowerPoint***

### *About this course*

This course has been designed as an introduction to presentations in Microsoft® PowerPoint. The aim is to ensure attendees gain a good grounding in the essentials skills needed to create, format and present an on-screen presentation.

### *Who should attend?*

This course is aimed at people who will be using PowerPoint as an on-screen presentation tool, where the audience is from a business environment. The course content is designed for the non-technical user.

### *Learning objectives*

By the end of this course, participants should be able to confidently:

- ✓ Create an engaging message following simple rules of PowerPoint design
- ✓ Find your way around the PowerPoint screen
- ✓ Give a presentation a make-over using Design Themes
- ✓ Borrow slides from other presentations
- ✓ Add video, sound, graphs, web pages and other multimedia
- ✓ Use movement to enhance, not distract
- ✓ Prepare supporting documents for the audience and presenter
- ✓ Confidently run, pause and restart the presentation

### *Learning method*

This course is designed to be instructor led. Instruction follows a “hands-on” approach. Each delegate will require a PC with Microsoft® Outlook client software installed. It would be preferable if the PCs are networked so that Outlook is connected to the Exchange server.

The course can be complemented with user reference manuals (optional). Use of a whiteboard and data projector would be beneficial.

### *Course pre-requisites*

This course is designed for users who are proficient at using the Microsoft® Windows environment, a mouse and keyboard.

### *Course duration*

Course delivery consists of 4 hours hands-on tuition. Please note the duration is set for a maximum of 8 persons. If you are thinking of running this course for a smaller or larger group please contact us for confirmation of the required duration.

### *Skill check*

The instructor will provide practical exercises and practice files. Delegates can request assistance when working through the exercises. The aim is to ensure a skill has been developed to ensure the learning objectives have been met, therefore, where ever possible delegates are encouraged to repeat the exercise unassisted.

### *Safety check*

The instructor will explain the benefit of good posture with recommended safety checks to be made during the session and when working on a PC in general.

### *Course content*

Topics covered in this course include the following:

#### The PowerPoint screen

- Identify and working with the screen components

#### Starting a new presentation

- Insert and deleting slides
- Select suitable layouts for slides
- File management
- Enter and formatting text directly in the Slide pane and Outline tab

#### Presentation design

- Apply a presentation design
- Change the slide masters
- Change the colour scheme of an individual slide

#### Inserting graphics

- Insert Clip Art
- Create diagrams
- Create organisational charts
- Insert picture files
- Create and insert WordArt

#### Manipulating graphic objects

- Move and resize
- Selecting layers

#### Inserting Shapes

- Draw shape objects in your presentation
- Change the elements of an object
- Delete objects
- Work with multiple objects

#### Inserting media

- Add video, sound and embedded links to Web object
- Edit linked information

#### Creating a Slide Show

- Change the slide order within your presentation
- Control the transition of one slide to the next
- Apply animation (movement) to slide objects
- Create hand-outs for the audience
- Create presenter notes
- Run a slide show
- End or pause the presentation