4D Training

Presenting with PowerPoint

Who would benefit?

This course is for those who need to give presentations using PowerPoint. As well as learning how to use PowerPoint to create your presentation, you will have the opportunity to deliver the presentation and receive feedback. For anyone who needs to give an important business presentation, this is an extremely worthwhile workshop.

Objective

To practice giving a presentation that you design and work on throughout the day.

Content

- Discuss your individual objective(s) for the workshop
- The basic structure of an effective presentation
- Design an effective opening
- How your vocal delivery and body language can affect the quality of the presentation
- Produce a PowerPoint presentation
    - Slide layouts
    - Slide views
    - Design tips for impact
    - Animations
    - Re-using content from other presentations
    - Inserting content from Excel and other sources
    - Move, copy, hide and delete slides
    - Videos and sound
- Deliver your presentation
    - How to use Presenter View
    - Producing Handouts
    - Keyboard shortcuts for navigating when presenting
    - Annotating slides when presenting
    - Handling technical issues
- Opportunity to present and receive feedback

Duration

One day