

Presentation Skills with MS PowerPoint

A One Day Training Course



Course Aims

MS PowerPoint is a business graphics program running in the Windows 95/98/2000/XP environment. This one-day course takes delegates through putting the finishing touches to a presentation in PowerPoint and delivering it to the group. During the morning session the instructor will deliver a presentation during which presentation techniques such as, handling of groups, taking questions, what and how to communicate together with the hints and tips which can be encompassed within PowerPoint to assist. During the afternoon session delegates will then each deliver a presentation to the group.

Course Outline

PowerPoint 97/2000/XP

- An overview of PowerPoint as a presentation tool

Working with Auto Layouts

- Title
- Bullet
- Bullet / Clip Art
- Graph
- Table
- Organisation Chart
- Blank

Working with Clip Art and WordArt

- Inserting Clip Art
- Using Logos
- Inserting WordArt

Working with the PowerPoint Views

- Slide View
- Outline View
- Slide Sorter View
- Notes Page View

Printing

- Slides
- Audience Handouts
- Notes Pages
- Outline

Running your presentation

- Manually
- Continuously
- Using the Mouse
- Rehearsing Slide Timings
- Using Slide Timings
- Using Transitions, Animation and Builds
- Hiding Slides
- Using Action Buttons
- Hyperlinking

Presentation Techniques

- Instruction on Delivery Techniques
- Facts and Figures on Delivery Style
- Presentation Tips
- Preparation
- Keeping to Time
- Using Eye Contact
- Speaking Clearly
- Standing Well
- Breathing Well
- Vocal Interference

Target Audience

Those who are new to or intending to deliver presentations using PowerPoint.

Assumed Knowledge

Delegates must have a good knowledge of PowerPoint to enable them to change the presentation.

Xpert Solutions Limited
44 Hanover Street
Edinburgh
EH2 2DR
tel: 0131 225 8090
fax: 0131 225 3434
info@xpertsolutions.co.uk
www.xpertsolutions.co.uk

Registered in Scotland No. 175821
Registered Office: 44 Hanover Street
Edinburgh EH2 2DR