

## **PowerPoint & Presentation Skills**

Course duration:	2 days
Course timings:	9:30 - 4:30
Prerequisites:	Experience with a mouse is essential
Training formats:	Private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

### **Getting Started with PowerPoint**

Creating, saving, closing and opening a presentation • adding slides to a presentation • moving around a presentation • entering, editing, moving and copying text • PowerPoint views • working with the text tools • adding and modifying bullets and numbering to text

### **Modifying Slide Design Scheme**

design considerations for slides • formatting text and colours • using templates

### **Working with Objects**

adding objects in PowerPoint • formatting objects • adding clip art to slides

### **Creating a Slide Show**

considerations for slide shows • proofing and editing tools in PowerPoint • creating presenter notes and handouts • adding animation • displaying a slide show

### **Effective Presentations**

the aims and objectives of presentations • what makes a successful presentation • preparing to speak in front of others • planning to meet the needs of your audience • analysing your objectives - focusing on the key issues • practising your delivery and timing

### **Speaking Confidently**

maintaining control and projecting professionalism • confidence and its effect on audience reaction • overcoming nerves and building your confidence

### **Presentation Skills**

maintaining audience attention • projecting your voice - speaking with authority and confidence • using positive language and appropriate gestures • timing your delivery and pacing yourself