

PowerPoint Training: Tips & Tricks to present with Panache (DECKS, 1 jours)

Description

Tips & Tricks to Present with Panache (PowerPoint Training) is an engaging one-day course will guide participants through all the elements to creating a powerful PowerPoint Presentation. It will look at how to plan, organize and structure a presentation, how to write clearly, use images and sounds for best effect, and choose the right bells and whistles that PowerPoint has to offer.

Tarifs

- Tarification: \$850/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

Presentation Basics

What is the Purpose of Your Presentation?

Who is Your Audience?

Planning a Presentation: content, structure, length, timing

PowerPoint and the MS Office Family

Watch Outs!

The Structure, Look and Feel

Choosing or Creating a Template

Outlining the Presentation Structure

Defining Deck and Section Headings

Delineating Content

Choosing Visual Elements

Common Mistakes

Reviewing the “Look and Feel”

The Content

Using the Deck Structure to Organize Your Thoughts

Using Graphs and Images for Impact

Breaking Down Complex Information for Clarity

Presenting Complex Information

When to Use the Fun Stuff: Animation, Transitions, Timing, and Auto-play

Using Notes

Editing and Reviewing

Edit, then Edit Some More

Active Voice versus Passive Voice

Reworking Sentences for Simplicity

Spelling, Grammar, Jargon

Checklist for Revision

Troubleshooting Common PowerPoint Problems

Troubleshooting

Practice Makes Perfect

The Value of Peer Review

Timing Your Presentation

Tips for Public Speaking

Just Do It