

Preparing & Presenting with Microsoft PowerPoint

½ Day [3hrs] Hands On Training Course

Designed for **current users** of PowerPoint this session focusses on **MUST** know tips, tricks and shortcuts in PowerPoint along with ideas and strategies to ensure your content and presentation have the desired result.

Requirements

This session is best run hands on with participants utilising a computer

Topics

- Identifying and preparing your presentation content
- The M-N-N Method of determining your content
- Understanding your audience
- How to quickly create a framework for uploading into a PowerPoint presentation
- Review of Transitions and Animations and what you need to know to make them more effective
- Presentation tips
- PowerPoint shortcuts
- Understanding and leveraging Slide Masters
- Working with Audio, Video and Hyperlinks
- Inserting and animating Charts
- Inserting and managing pictures
- Design Templates
- Printing