

Microsoft PowerPoint 365 & Presentation Skills

½ Day [3hrs] Hands On Training Course

Designed for **current users** of PowerPoint this session covers creating and enhancing presentations and how to further enhance them with audio, video and pictures. It also touches on a range of new AI (artificial intelligence) tools available in PowerPoint to assist with presentation development and delivery. This session is based on the desktop version of Microsoft PowerPoint 365 and not the web app.

Requirements

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

What You Will Cover:

- Pre presentation planning
- Principles of Adult Learning
- How to build presentations for various delivery modes and outcomes – ie face to face, virtual, conference format, small group, information sharing, training or education
- Tips to fast track presentation creation and consistency
- Strategies for automating presentation creation
- Modifying slide decks for different audiences
- Slide creation including working with images, video, pictures and hyperlinks
- Tips for preparing to present including slide transitions and animations
- Artificial intelligence features in PowerPoint 365.