

PowerPoint 2007/2010 Creating Effective Presentations

Audience	This course is intended for the person who has experience with PowerPoint and Windows and wants to improve the content and delivery of presentations. Students should be able to create and edit text slides, understand the use of the Slide Master, use the PowerPoint views to rearrange the presentation, add simple graphics and Clip Art to slides, and present a slide show.
Description	The course uses a combination of lecture and hands-on practice to teach students best practices for building clear, concise presentations using graphics, animations and other PowerPoint features to make presentations interesting and engaging. The methodology is featured in the <u>Beyond Bullet Points (3rd edition)</u> by Cliff Atkinson.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Understand the methodology for creating an engaging and informative presentation■ Create a story thread as the basis for the presentation■ Use the views of PowerPoint to organize and manage the presentation■ Add graphics and animations to generate interest in the presentation■ Add sounds and movies to keep listeners engaged■ Use techniques to better deliver presentations
Length	3.5 hours

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| I. Designing the Presentation Content | D. Using Notes View to Add Narration |
| A. What Makes an Effective Presentation? | E. Using Slide Sorter View to Arrange the Presentation |
| B. Determining Objective and What to Present | II. Adding Graphics, Custom Layouts and Animations to the Presentation |
| C. Creating the Story Thread | A. Applying Custom Layouts |
| 1. Determining the Most Important Topics | B. Planning Graphics for the Slides |
| 2. Sketching out the Introduction | C. Adding Graphics |
| 3. Sketching out the Presentation Body | D. Where to Find Graphics |
| 5. Determining the Conclusion | E. Using Visual Aids |



F. Adding Multimedia to Slides

1. Adding Sounds to Presentations
2. Adding Movies to Presentations

III. Delivering the Presentation

- A. Delivering the Presentation using Three Ground Rules
- B. Rehearsing Timing
- C. Producing Custom Slide Shows
- D. Concluding the Presentation and Presenting the Next Steps