

# PowerPoint 2010/2013 Creating Effective Presentations

**Audience** This course is intended for the experienced with PowerPoint user who wants to improve the content and delivery of their presentations. Learners should be able use the basic features of PowerPoint 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 present a simple slide show.

**Description** This course uses a combination of lecture and hands-on practice to teach students best practices for building enlightening and engaging presentations. This course challenges some of the methods normally used to create presentations in PowerPoint and provides a new methodology to craft interesting and engaging content by focusing on a graphical representation of ideas rather than narrating bullet points. The methodology is featured in the Beyond Bullet Points (3<sup>rd</sup> edition) by Cliff Atkinson.

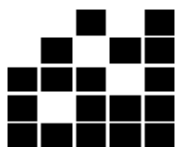
This class also teaches how to implement the theory by harnessing the functionality of PowerPoint.

**Objectives** Upon successful completion of the class, students should be able to:

- understand the methodology for creating an engaging and informative presentation,
- create a story thread as the basis for the presentation,
- use views in PowerPoint to organize and manage the presentation,
- add graphics and animation to generate interest in the presentation,
- add sounds and movies to keep listeners engaged,
- use techniques to better deliver presentations.

**Length** 3 hours

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| <p><b>I. Designing the Presentation Content</b></p> <ul style="list-style-type: none"><li>A. What Makes an Effective Presentation</li><li>B. Applying Learning Research to Presentation Development</li><li>C. Determining the Presentation Objective</li><li>D. Identifying the Audience</li><li>E. Creating the Story Thread</li></ul> | <ul style="list-style-type: none"><li>F. Sketching out the Introduction</li><li>G. Using Notes View to Add Narration</li><li>H. Sketching out the Presentation Body</li><li>I. Preparing the Story Board<ul style="list-style-type: none"><li>1. Sketching the Graphics</li><li>2. Adding Custom Layouts</li></ul></li></ul> |
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## **II. Adding Graphical Elements and Animations to the Presentation**

- A. Choosing Graphical Elements for the Slides
- B. Adding Graphics
- C. Using Visual Aids
- D. Adding Multimedia to Slides
  - 1. Adding Sounds to Presentations
  - 2. Adding Movies to Presentations
- E. Applying Animations to Slides

## **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