

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 use the basic features of PowerPoint: 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 The 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 build presentations in PowerPoint and provides a new methodology to craft presentation content. Focusing on graphical representation of ideas rather than bullet points produces more interesting and engaging presentations. The methodology is featured in the Beyond Bullet Points (3rd edition) by Cliff Atkinson.

This class also teaches how to implement the theory by using 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 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

I. Designing the Presentation Content

- A. What Makes an Effective Presentation
- B. Applying Learning Research to Presentation Development
- C. Determining the Presentation Objective
- D. Identifying the Audience
- E. Creating the Story Thread

- F. Sketching out the Introduction
- G. Using Notes View to Add Narration
- H. Sketching out the Presentation Body
- I. Preparing the Story Board
 - 1. Sketching the Graphics
 - 2. Adding Custom Layouts

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