

ExecuTrain Course Outline

Presentation Skills Using PowerPoint

2000

NSL-S0052

2 Days



Description

This 2-day course provides participants with useful tools and methods in order to achieve an effective and professional level of public speaking ability. The two-day workshop focuses on the various methods of organizing, developing, and delivering effective presentations. Concepts and procedures discussed include establishing presentation objectives, developing themes and outlines, speaking clearly and effectively, and working with visual aids. In addition, the participants learn the fundamentals of using a computer-based presentation application (Microsoft PowerPoint™), including building a slide show and working with text, graphics, and master slides.

Prerequisites

- None.

Objectives

Upon successful completion of this course, students will be able to:

- ✓ establish presentation outcomes.
- ✓ determine presentation topics.
- ✓ speak effectively and use visual aids during presentations.
- ✓ open and run a presentation.
- ✓ create a presentation.
- ✓ add and format text.
- ✓ enhance text.
- ✓ create and modify graphic objects.
- ✓ view and manage slides.
- ✓ run a slide show.
- ✓ work with masters, colors, and schemes.

Outline

Establishing Presentation Outcomes

- What Do You Want to Accomplish?
- How Do I Know if I Accomplished My Objectives?
- Am I Accountable for the Effectiveness of My Presentation?
- To Whom am I Speaking?

What Am I Going to Talk About?

- So What's My Theme Song?
- Where Do I Get My Content?
- Facts vs. Benefits
- Writing Your Synopsis
- Do I Really Need an Outline?
 - Adding Supporting Content to Your Outline
- What About Emotions?
- Beginnings and Endings
- Will They Remember What I Say?
 - Primacy Recency Theory
 - Repetition
 - Clear and Understandable
 - Illustrate Your Points

So How Do I Say What I Have to Say?

- Mastering Effective Speaking Skills
 - Speaking Extemporaneously
 - Using Appropriate Language
 - Articulation
 - Pacing the Presentation
 - Controlling Vocal Quality And Inflections
 - Controlling Nervousness
- Do I Really Look That Funny?
- I Can't Draw – Can I Still Use Visual Aids?

Introduction to PowerPoint

- Introducing and Starting PowerPoint
- Understanding PowerPoint Presentations
- Starting PowerPoint
- Opening an Existing Presentation
- Changing the View Size
- Viewing a Slide Show

Creating a Presentation

- Creating a Presentation
- Creating a Presentation from a Template

- Saving a Presentation
- Sending a Presentation Via E-Mail
- Working with Slides
 - Adding New Slides
 - Deleting a Slide
 - Moving from Slide to Slide
- Working with AutoLayout Text
 - Adding AutoLayout Text
 - Changing the Level of Text
 - Removing and Adding Bullets

Working with Text

- Working with Text Objects
 - Adding Text Boxes
 - Selecting a Text Object
 - Resizing Text Objects
- Formatting Text
 - Using the Formatting Toolbar
 - Changing Bullet Characters

Enhancing Text

- Using AutoCorrect, AutoFit, and AutoFormat
 - Using AutoCorrect
 - Working with AutoFit
 - Working with AutoFormat
- Using the Style Checker
- Working with Multilingual Support
 - Setting up Office 2000 for Multiple Languages
 - Using Automatic Language Detection

Working with Graphic Objects

- Working with Graphic Objects
 - Drawing Basic Graphic Objects
 - Adding AutoShapes
 - Adding Text to a Graphic Object
- Inserting ClipArt
 - Adding ClipArt to a Slide
- Working with WordArt
 - Inserting a WordArt Object
 - Modifying a WordArt Object
- Changing Colors
 - Changing the Color of an Object
- Manipulating Graphic Objects
 - Moving Graphic Objects
 - Resizing Graphic Objects
 - Copying Graphic Objects
 - Using Collect And Paste
 - Deleting Graphic Objects
 - Grouping and Ungrouping Objects
 - Changing the Order of Objects
 - Flipping and Rotating Objects

Viewing and Managing Slides

- Working with the Slide Sorter
 - Adding New Slides
 - Deleting a Slide
 - Moving Slides
 - Copying Slides
 - Hiding a Slide
 - Returning to Slide View
- Printing a Presentation

Running Slide Shows

- Using Slide Show Tools
 - Using an Arrow
 - Using the Pen
- Working with Transitions and Timing
 - Adding Slide Transitions

- Adding Automatic Timing to Slides
- Using the Set Up Show Dialog Box
- Rehearsing Timings
- Working with Masters, Backgrounds, and Color Schemes**
 - Working with the Slide and Title Masters
 - Viewing the Slide Master
 - Inserting a Title Master
 - Working with Objects in Masters
 - Editing Text on the Title and Slide Masters
 - Working with the Handout Master and Notes Master
 - Using the Handout Master
 - Working with the Notes Master
 - Creating Custom Backgrounds and Color Schemes
 - Creating a Custom Background
 - Creating a Custom Color Scheme