

Productiv_IT with PowerPoint 2003

Productiv_IT with PowerPoint 2007

Productiv_IT with PowerPoint 2010

One on One (1/2 day), Small or Large Groups (1/2 to 1 day)

MS PowerPoint is a powerful multimedia tool that is rich in functionality; however few people know how to use these functions to create commanding and influential presentations. If you struggle with the content and appearance of your presentation slides, or you would like to discover greater functionality in PowerPoint then this workshop will help you.

Objective

This workshop will show you how to use the outlining, text, graphics, animation and slide show functions in MS PowerPoint that will improve your effectiveness when creating presentations. We teach you a systematic approach to PowerPoint using many shortcuts that will help you to save time during the building process of your presentation. Learn how to gain the attention of your audience and retain their interest through the application of visual style and audio cues. On completion of this workshop you will understand how and when to apply specific functions in PowerPoint to complement your presentation without detracting from your content.

Overview

Productiv_IT with PowerPoint is a one day workshop for frequent users of PowerPoint. The workshop combines communication theory with modern technology to help you create punchy presentations with effective visual support. We focus on showing you the applications for PowerPoint that will assist you in your workplace. We look at common business environments where you are required to present and workshop ways to maximise your use of PowerPoint in these situations.

You will learn lots of MS PowerPoint shortcuts and tips that will make you less stressed, more productive and more likely to achieve your goals.

Topics Covered	
<p>Planning your Presentation</p> <ul style="list-style-type: none"> - The Planning Process - Purpose, Audience and Environmental Considerations - The Presentation Structure - The Opening, Body and Close - The Building Blocks - PowerPoint 2007/2010 Screen 	<p>Adding Animation</p> <ul style="list-style-type: none"> - Animation for Text - Custom Object Animation - Motion Paths - Slide Transitions - Advancing Slides
<p>Creating your Outline</p> <ul style="list-style-type: none"> - The Outline Pane - Adding Text using the Outline Pane - Adding Additional Slides 	<p>Reviewing your Presentation</p> <ul style="list-style-type: none"> - Slide Navigation - Adding Speakers Notes - Slide Sorter View - Adding an Internal Hyperlink - Hyperlinking to Another File
<p>Creating a Look</p> <ul style="list-style-type: none"> - Slide Masters - Changing the Master Fonts - Changing the Master Bullets - Adding Items to the Slide Master - Colour Schemes - Design Templates - Creating Templates - Rule of Thumb – Good Practice for PowerPoint Presentations 	<p>Setup & Run the Slide Show</p> <ul style="list-style-type: none"> - Types of Slide Shows - Applying Timings for Kiosk Presentations - Presenting a Slide Show - Using Tools During the Slide Show - Recording Rehearsal Timing - New Presenter View
<p>Revising the Text Content</p> <ul style="list-style-type: none"> - Text Techniques - Layouts & Formatting - WordArt 	<p>Printing & Publishing</p> <ul style="list-style-type: none"> - Printing Options - Creating Handouts - Package for CD - Show a Presentation without PowerPoint - Publishing Web Pages
<p>Adding Graphics</p> <ul style="list-style-type: none"> - Using Graphics - Working with Clip Art - Inserting, Resizing, Rotating and Modifying Clip Art - Drawing Shapes - Arrows and Lines - Adding Connectors for Flowcharts and Diagrams - Adding Texts to Graphics - Layering Objects - Using SmartArt - Simple Organisation Chart 	<p>Media & Action Buttons</p> <ul style="list-style-type: none"> - Media Files - Inserting a Movie Clip - Movie Options - Inserting Sounds



Enrolment Form – Productiv IT with PowerPoint

PowerPoint 2003 PowerPoint 2007 PowerPoint 2010

ABN 34 073 999 185

Send this form to Acorn: Fax (02) 6162 2077 or e-mail to bookings@acorntraining.com.au

We will ring you to organise a time to run the session.

Attendee's name	Email address	Phone Number
1.		
2.		
3.		
4.		
Organisation		
Branch/Division		
Address		
Phone #		
Fax #		

Payment Details

Single attendee: \$595

Second and subsequent attendee: \$395

For larger groups please call for a quote

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Email invoice to: _____

Terms: Payment is due on or before the day of the session.