

“Make Presentations that Win Business – Learn to Use PowerPoint” – Training by Danny Rocks

What you will need:

- Access to a laptop during the training session
- A copy of the handout to take notes and review

What will be covered?

- Creating effective presentations quickly – The AutoContent Wizard
 - Adding and editing text and graphics
 - Changing the order of slides; Adding and deleting slides
 - Running your first slide show – with audience handouts
- How to use Design Templates to project your message / brand
- How to use “bullet points” effectively
 - Tips to prevent “visual graffiti” / clutter
- How to use animation and transition effects
- How to choose, insert and edit clip art / photos
- How to present financial numbers graphically
- How to prepare speaker notes and handouts
- How to present and distribute your slide show
 - Publish it on the Internet; Run automatically, etc.
- Tips for rehearsing your presentation – timing each slide
- Understanding the logistics of a presentation – equipment, venue, etc.
- Tips for delivering an effective demonstration

What you will get:

- All of the practice files – copied onto your laptop;
I will email a copy to you for home practice
- A handout with copies of all the files and exercises