



# Microsoft PowerPoint for Presenters

Do your slides enhance your message?

Learning with a difference...

## Benefits

- Slides to get YOUR message across
- Create high quality presentations
- Stand out from the crowd
- Ten time saving techniques

## Course content

- Create powerful presentations
- The dos and don'ts of designing slides
- Understand how to use the different slide types effectively
- Five tips for text and colour on slides
- Ways to use pictures to best effect
- Save yourself time and ensure consistency with the Master Slide
- Present facts and figures clearly with tables and charts
- Apply subtle and professional special effects to reinforce your message
- Delivering your presentation confidently and effectively
- Tips and tricks when presenting
- Be prepared for your audiences questions

## Course overview

This course focuses on the dos and don'ts of using Microsoft PowerPoint as part of your presentation. Allowing you to design and deliver a powerful message.

You will learn how to create clean, simple yet effective slides. Understand how to use text and avoid the common pitfalls. You will discover how to use pictures to emphasise your message.

You will present numbers clearly with charts and tables. You will learn the differences between slides, handouts and speaker notes and how best to design each.

You will be able to smoothly transfer from one slide to another during the presentation. You will learn how best to apply animation to your slides for a subtle yet powerful effect.

You will discover top tips to ensure YOUR presentation makes the right impression.

## Duration

1 day  
9:00 - 17:00

Refreshments are provided on arrival, mid morning and mid afternoon breaks. A buffet style lunch is also provided.

## Book Now

Call our Sales team on

01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace with free support service after you have completed your training!

*"Every artist was first an amateur."*

- Ralph Waldo Emerson

## Other courses we offer

- Managing People Effectively
- High Impact Presentation Skills
- Introduction to Excel

## What our customers say about our courses

*"very enjoyable!"*

*"It was useful to create work related slideshows."*



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