



Microsoft PowerPoint 2007-2016

Level 1: Getting Started

1 Day Course

Training at Your Office

\$ 250 per person (minimum charge of 3 people)

Discounts available for groups of 6 or more.

Rates are per training day. HST is extra.

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COURSE DESCRIPTION

PowerPoint is the standard for presentations, but many people don't know how to use it properly—especially if they have to go back to work on a presentation that was created previously. This course breaks down the process of working with PowerPoint to its very basics and then builds them back up again so that you can edit or create any presentation quickly and effectively.

Course Prerequisite: knowledge of basic Windows use and ability to use keyboard and mouse.

COURSE TOPICS

Overview

- What Is A Presentation Program?
- Placeholders
- Understanding The Different Slide Views

Working With Text

- Drawing a Placeholder vs. Using Preset
- Typing Regular Text
- Moving And Sizing Text Frames
- Changing Fonts, Alignment, Colour, Spacing
- Formatting Placeholders
- Adding Borders And Shading
- Shape Effects & Quick Styles
- Eyedropper Tool for Colour Matching
- Copying Formats with Format Painter
- Bullet & Numbered Lists

Adding Clip Art & Other Pictures

- Inserting Clip Art
- Changing Clip Art
- Editing Clip Art
- Inserting Other Pictures
- Formatting Pictures

Drawing Tools (Basic Overview)

- Drawing Toolbars
- Lines & Arrows
- Rectangles & Squares, Ovals & Circles
- Text Boxes
- Polygons & Freehand
- Selecting Shapes
- Moving & Sizing
- Formatting (Fill & Line Attributes)
- Adding Text to Shapes
- Grouping & Ungrouping
- Order, Align, Grid
- Rotate & Flip
- Editing Points

Graphs

- Adding A Graph – e.g. Pie, Bar/Column
- Working With Data Sheets or Excel Data Sheets
- Chart Options
- Legends, Gridlines, Data Labels, Scaling
- Plot Frames
- Chart Buttons
- 3D Views
- Cutting Slices
- Formatting (Patterns, Fonts, Numbers)
- Changing Chart Types
- Pie Chart Tips

Master Pages & Themes

- Change Slide Layout
- Setting Default Fonts, Bullets
- Adding Clip Art To Every Page
- Working with Themes
- Slide Master vs. Title Master, Other Master Pages

General

- Introduction to Slide Shows
- Presenter View
- Re-ordering slides
- Duplicating Objects or Entire Slides
- Saving / Opening / Closing / New Printing



Microsoft PowerPoint 2007-2016

Level 2: Get Creative

1 Day Course

Training at Your Office

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COURSE DESCRIPTION

So you can create a half-decent presentation, but shouldn't it be really good? This course teaches you the PowerPoint techniques that make your talks really pop. With animation, interesting ways to show your points, and the ability to keep your audience focused by controlling the flow of information, you'll be able to battle the number one thing that keeps your point from getting across: boredom.

Course Prerequisite: understanding of PowerPoint Introduction topics.

COURSE TOPICS

WordArt

Creating Fancy Text Frames With WordArt

Formatting WordArt Objects

Drawing Tools (Advanced Look)

Review Of How To Draw Shapes
Using & Changing AutoShapes
Select, Moving, Sizing, Nudging, Deleting
Adding Text to Shapes
Copy & Duplicate, Effects, Gradient, Shadow, 3D
Group, Ungroup, Regroup
Merge Shapes (2013)
Forward & Back / Grids & Guides
Nudge, Align & Distribute
Flipping, Reroute Connectors, Edit Points
Merge Shapes (2013 Only)
Smart Guides for Aligning & Spacing
Graphics (2013 Only)

Advanced ClipArt

Ungrouping & Changing ClipArt
Making Your Own ClipArt

Themes

Modify a Theme
Create a Theme
Theme Variants (2013 Only)

Organization Charts

Creating Organization Charts
Extending The Size Of The Organization
Adding an Assistant
Selecting Chart Styles
Changing Boxes, Lines, and Text
Organization Chart Layouts

Advanced Templates

Slide Master & Title Master
When a Slide Does Not Follow the Master
Editing Template & Master Pages
Slide Backgrounds
Creating New Master Pages
Apply Different Design Templates/Masters to Slides
Custom Slide Layouts
Creating & Saving Custom Templates
Creating a New Presentation with the Template
Applying Custom Template to Existing Presentation

Speaker Notes

Working In Speaker Notes View
Printing Speaker Notes

Creating a Photo Album

Selecting Pictures
Adding Text Boxes
Picture Options
Picture Layout

Background Styles

SmartArt Graphics

Change Layout and Colours
Choose a Layout

Introduction to Transitions & Animations

Selecting Effects
Setting Options
Adding Sound
Advancing Slides
Animating Bulleted or Numbered Lists
Modifying Animation Effects
Other Animation Choices
Animation Schemes

Adding Sounds & Movies

Inserting Sounds
Altering How Sounds Play & Display
Adding Movies
Altering How Movies Play & Display
Play Settings

Slide Shows (Basic Overview)

Running a Show
Setup & Options
Pen Pointer Options
Keystrokes



Microsoft PowerPoint 2007-2016

Level 3: Professional Presentations

1 Day Course

Training at Your Office

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COURSE DESCRIPTION

PowerPoint is a powerful tool for making presentations, but do you really know when and why you should be using any of the features in the program? How do you design a good presentation anyway? This course takes you through PowerPoint in a new way, moving away from the technical stuff to the design decisions that are needed to make something really professional.

Course Prerequisite: solid understanding of PowerPoint Intermediate topics.

COURSE TOPICS

Part One – Slide Shows

Animations & Transitions

- Quick Review of Transitions
- Animating Bulleted or Numbered Lists
- Animating Charts
- Animating ClipArt & Drawings
- Motion Paths
- Animating Diagrams
- Modifying Animation Effects
- Other Animation Choices
- Rehearse Timings
- Motion Paths
- Using Animations with Master Pages

Review of Adding Sounds & Movies

- Incorporating into Animation Sequence

Action Buttons and Action Settings

- Using Action Buttons
- Creating Your Own

Slide Shows

- Basic Setup
- Shows Presented vs. Run at Trade Show
- Summary Slides
- Custom Shows
- Broadcast Slide Show
- Share Presentation Online
- Creating Links
- Slide Show Keystrokes
- Saving a Presentation as a Show or Video

Part Two - Effective Presentations

Design & Planning

- Initial Design
- Workflow of presentation
- Presentation Format - Order & Timings
- Layouts

The Content - How much is too much?

- Adding Content
- Managing Content
- Organizing Information

Multimedia - The Safe way

- Effective use of sound
- Effective use of pictures/clip art
- Effective use of Video Clips
- Interaction between Audience & Multimedia

Colours! Colours! Colours!

- The Color Palette
- The Pinks & Greens! - Choosing the "right" Colors
- Computer Colors vs. Projector Colors

World of Fonts - Which one?

- Formatting Text
- Selecting Fonts
- Determining Effective Font Size
- Font Styles and Gradients
- Word Art

Handouts

- Creating Handouts
- Use of Fonts/Colors
- Audience Interaction
- Feedback Forms

Rehearsing & Packaging

- Openers and Closers
- Questions and Answers
- Pack and Go
- Package for CD
- Converting to Web
- Creating a Video (2010/2013)

Technology - Be Prepared

- Pointers
- How to use LCD Projectors
- Backups Plans
- Presenter View (2013)



Presentation Skills Workshop

2 Days (Full Content) or 1 Day (Compressed Version)

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\$ 325 per person (minimum charge of 3 people)

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COURSE DESCRIPTION

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We make presentations every day; even outside our job. How we present our ideas, desires and thoughts often dictates the degree of their acceptance. This course is aimed at people who must give presentations in their work environment but also applies to anyone who must present ideas, desires and thoughts to family, peers, friends, etc. Standing in front of a group of people and having to present can be a daunting task. This workshop can help you decrease your stress level, increase your ability to create a good presentation, and finally to deliver that presentation in an effective way; to get results.

A great presenter has two unique qualities: appropriate skills and personal confidence. This confidence comes from knowing what you want to say and being comfortable with your communication skills. In this workshop, participants will master the skills that will make them a better speaker and presenter. This workshop will teach participants how to:

- Gain rapport with your audience
- Reduce nervousness and fear
- Recognize how visual aids can create impact and attention
- Create a professional presence
- Prepare and organize information in different ways

COURSE TOPICS

Introduction and Course Overview To begin you discuss what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

Communication Participants will explore key communication skills, including how to start and end a conversation.

Edit Your Conversation Next, participants will learn about characteristics that can make or break the audience's impression of a speaker, including volume, clichés, slang, diction, jargon, and tact (or lack thereof).

Appropriately Sharing Yourself with Others Participants will discuss self disclosure using the Johari window.

Trust This session will explore the idea of trust and how self disclosure can help build relationships.

Positive Self-Talk Participants will learn how to build their self-confidence – a key skill for any public speaker.

Making the Most of Meetings Meetings are a central part of communication and cooperation within any organization. This session will give participants some ways to successfully prepare for and present at any meeting.

Body Language Participants will learn some ways to make sure their body language is sending the right message.

Sticky Situations This session will give participants some tools to deal with uncomfortable situations.

Why Talk? Next, participants will explore the value of oral presentations.

Planning Your Presentation During this session, participants will learn how to use PAFEO to plan their presentation.

Overcoming Nervousness To conclude the first day, we will look at some suggestions about delivery.

The STARR Pattern Participants will learn a second way of organizing their presentation: the STARR pattern.

Start Writing! This session will focus on the nuts and bolts of creating your presentation.

Limit Your Information During this session, participants will receive tips on how to reduce the volume of information in their presentation without watering it down.

Audience Profile Next, participants will look the value of audience profiles.

Your Speaking Voice This session will look at the eight key parts of a presenter's message.

Add Punch to Your Presentation There are many types of visual aids. We will provide an overview of, and tips for, the most common visuals during this session.

Your Presentation To wrap things up, participants will prepare and present a short presentation. Participants will evaluate each other and provide constructive feedback.

Workshop Wrap-Up Students will have an opportunity to ask questions and fill out an action plan.