



Getting The Best From Microsoft PowerPoint

Who Should Attend

This course equips business professionals with advanced PowerPoint skills to create high-impact presentations. Attendees will learn to expertly design professional slides tailored to diverse audiences and convey ideas clearly.

Format:

- Full-day instructor-led virtual classroom session

Tools Provided:

- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

Related Training:

- Microsoft PowerPoint – Foundation
- Microsoft PowerPoint – Intermediate
- Data Visualisation with Excel and PowerPoint

Presentations That Persuade and Captivate

Learn how to prepare and present slides systematically and professionally and to rapidly build visually-appealing presentations that engage and persuade.

This course will help you:

- Build high quality audience-appropriate presentations quickly and expertly
- Engage your audiences with smart use of animations and transitions
- Incorporate and animate charts and data from Microsoft excel
- Navigate long presentations smoothly
- Polish your presentation delivery.



Priority Management Training
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Synopsis:

Getting The Best From PowerPoint

Upon completing this course, you will be able to build high quality, audience-appropriate presentations quickly and expertly using PowerPoint.

Building the Presentation

- Selecting templates and themes
- Using Masters to save time and establish a consistent look
- Inserting Sections to organise the presentation
- Establishing consistency and balance in slides using:
- View (Gridlines, Guides & Ruler) to position objects accurately
- Group/ungroup to expedite copying and create conformity
- Eyedropper to maintain exact colour matching
- Naming objects on slides to help compound navigations and Triggers

Engaging the Audience

- Getting the best out of Animations and Triggers to synchronise speech and visuals
- Using the right Transitions to highlight changes of topic and movement from slide to slide
- Inserting Illustrations to create impact
- Deploying Insert and zoom for seamless navigation

Connecting to Supporting Data and Objects

- Using Link and pre-programmed Action Buttons to call up external items
- Inserting linked files and charts
- Animating charts

Delivering Presentations

- Participants will deliver presentations to the group and receive structured feedback from their fellow participants and the course leader.



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