



Effective Presentations using Microsoft® PowerPoint

Course Description:

Improve your presentation skills to better communicate your message. This course will cover basic techniques and delivery tips to enhance a presentation. Course is 50% discussion and 50% hands-on activities.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn techniques and available tools to create and deliver effective presentations.

Upon successful completion of this course, students will be able to:

- Understand how to identify the audience
- Understand presentation structure
- Create effective visuals
- Understand presentation delivery techniques

Prerequisite: Experience with PowerPoint (non-version specific)

Course Topics

Presentation Structure

- Identify your audience
- Define presentation purpose
- Know your subject
- Use a “hook”
- Create a story

Presentation Visuals

- Use appropriate font styles and size
- Incorporate charts and tables
- Integrate multimedia and graphics
- Verify spelling and grammar

Presentation Handouts

- Prepare note pages

Presentation and Delivery

- Practice the presentation
- Communicate through body language
- Manage questions

The Physical Environment