

ICT Short Course

PowerPoint Advanced 2003



Aims:

To create a very professional presentations for clients. More advanced features of PowerPoint will also be investigated, as well as thorough presenting skill tips. We will look at ways PowerPoint works, aside from merely being a “presenting tool”. Also, the course looks into presentation methods and ways of communicating with the “audience”:- “*The dos and don'ts of presenting*”.

Objectives:

- For participants to create an involved and somewhat complex presentation very quickly and then manipulate it.
- For participants to customise their shows and use collective animations to really “jazz” up their presentations.
- For participants to learn how to communicate effectively to their target audience with the use of correct colours, schemes and also the communication of the speaker to the audience.

Designed for:

Candidates who are relatively happy with creating a good presentation but would like to know further additions to add to their presentations. Especially suitable for those who attended the Intermediate course and especially those who wish to gain more confidence in presenting their material effectively.

Key points:

- Master Slides and backgrounds
- Advanced custom animations
- Slide Animation
- Screen grabs, saving pictures/movies/sound clips from web.
- Notes on giving a good presentation (for the performer)
- Customising shows
- Investigating other uses PowerPoint has (apart from merely being a presenting tool)
- Using action settings and action buttons
- All-round individual techniques for spicing up presentations.