

Smart Ways To Use PowerPoint

1/2 Day

PowerPoint can boost your clarity and credibility as a presenter – but only if you use it well. Learn to design a slide presentation that complements your speech. Avoid the five most common blunders made by PowerPoint users. Translate your ideas into high impact visuals. Prevent technical problems creating havoc during your speech. Turbo-charge your next presentation by becoming a master PowerPoint user.

What you'll learn to do in this course

You'll come out of this session with powerful tools for using PowerPoint with flair. We'll bring theory to life and tell you how to succeed. A range of practical tips will be presented to you. You'll talk through examples and enjoy practical exercises. At the end of the course, you should be able to:

- Plan an effective presentation
- Design slides that support your message
- Use video, sound and animation features wisely
- Access a range of tools that add impact to PowerPoint slides

Topics you'll cover

- How to plan your presentation
- Do's and don'ts of PowerPoint
- Five ways to add impact with PowerPoint
- Bringing your presentation to life with special effects
- Free resources and where to find them

“think
learn?
succeed”

“Smart training for clever people”

What others have said about this course...

“It was great. Learnt a lot in terms of successfully influencing or guiding an outcome when I am presenting to peers.”

“Eleanor was fantastic, a delight. Very skill full and has taught me a lot. Awesome!”

“I loved the ideas, way of thinking, delivery and rehearsals. Now I'm not scared to talk to a group!”

Book your training NOW

Call Eleanor Shakiba on 0433 126 841
Download course information at
www.thinklearnsucceed.com.au

