

Technology Workshops for Business from:

ask mrs watson

Microsoft PowerPoint

ask



Half-day Workshop Outline – 3 hours

The Aim of the Workshop.

This workshop is designed to give you the skills to work with PowerPoint to professionally communicate your key messages and give you a foundation to continue with further workshops should you decide that they would be of value to you.

Benefits of attending this workshop:

- ✓ **Learning** techniques and **shortcuts** that will **reduce the time** taken to produce and deliver presentations.
- ✓ **Enhanced** navigation skills to **organise and plan** your presentation quickly and efficiently.
- ✓ **Mastering** consistent branding by use of slide masters.
- ✓ Introduction to **PowerPoint templates** to help you **quickly produce polished professional** presentations.
- ✓ **Overcoming** 'death by PowerPoint'
- ✓ Integrating **multi-media** into your presentations

Contents of session.

Overview – Navigation Layout and Design

- Working with PowerPoint views
- Shortcuts
- Layouts and masters

Templates

- Office online
- Customising existing templates
- Working with suggested content

Masters – Access and use

- Slide master
- Hand-out master
- Notes master

Key Message Communication

- 5 rules
- Working with multi-media
- Setting up and running shows
- Printing tips

What do I need to bring?

A laptop will be provided for you however we recommend you bring your own if you have one.

How do I book?

Available dates and booking information have been advised in the email accompanying this outline, places are limited to 8 per session although we are of course happy to schedule further dates as courses fill up.