EDTECH DIRECT
Business Technology Training

BETTER BULLETS:
GREAT POWERPOINT PRESENTATIONS IN HALF THE TIME

Remember the last time you were dazzled by a colleague's PowerPoint presentation, how you marvelled at their use of graphics and diagrams while admiring the clarity and authority of their message? You don't have to be a software genius to create dynamic presentations. A day of focused training on how to properly use PowerPoint will enable you to create superior presentations with greater impact and clarity in half of the normal time. Through our specialized instruction, you will also learn how to become a more savvy and inspiring presenter overall.

This daylong course includes a methodical four-step process for preparing a professional presentation. The goal is to shift your focus to content preparation as opposed to back-end mechanics, also known as formatting. You will discover new capabilities for text, graphics, tables and powerful diagramming tools that minimize your work. Your future workload will benefit from PowerPoint's tools to store, share and update slides for re-use—no need to re-invent the wheel each time. And forget having to use multiple programs like Word for speaking notes and handouts on top of your slides—learn how to do it all in one seamless PowerPoint document.

Discover how easy it is to create professional presentations that not only impress your colleagues but that also help to make you a better presenter.

LENGTH: 1 DAY | TIME: 9AM-4:30PM | WORKSHOP ID: 127 | FEE: CONTACT EDTECH FOR FEE

TOPICS AND SKILLS

PowerPoint Quick Start
- Learn ways to create and save a presentation
- Find out how to create different types of presentations

Navigating Powerpoint
- Learn to use the toolbars and menus
- Work with views: Normal, Outline, Sorter, Notes Page

Work with slides
- Learn to create, navigate and organize slides
- Using Auto Layout to create slides

slider Masters & Templates
- Learn to create and edit slide and title masters
- Discover how to save time by using templates

creating Speakers Notes & Handouts
- Discover how to create and print speakers notes
- Learn to create and print handouts

Working with text
- Learn to edit paragraphs, organize bullet points
- Find out how to use backgrounds and fills

Using Powerpoint objects
- Learn to use textboxes, WordArt and action buttons

Graphics & Clip Art
- Learn to use PowerPoint's drawing objects
- Learn to edit photographs and scanned documents
- Discover how to find clipart for all situations
- Learn to colorize and manipulate clipart

Charts and Tables
- Learn to create and edit charts
- Learn to add and format tables

Giving the presentation
- Hear how to prepare for a show
- Learn how to give your show with the keyboard and mouse

Animation, Multimedia and the web
- Learn how to enhance your presentation with multimedia
- Discover how and when to use animation
- Find out how to create web pages with PowerPoint

Make presentations professional
- Learn how to edit text for clarity and legibility
- Learn to use colour to influence mood
- Discover how professionals use fonts and graphics

WHO SHOULD ATTEND

Some PowerPoint experience is helpful but not essential. We assume you have experience with at least one Microsoft product such as Word, Outlook, or Excel.

CALL NOW OR VISIT OUR WEBSITE TO REGISTER

Toronto	(416) 929-8324 (Dial 1 For Customer Service)
Toll Free	1800-654-3251
Register Online	http://www.edtech.ca/course.asp?id=7