Microsoft
PowerPoint

POWERPOINT FOR LEGAL PROFESSIONALS™

EDTECH DIRECT

PowerPoint For Legal Professionals

Do you want to give your presentations that added edge or extra impact? Whether you are presenting in house, to a group of clients, or as part of an arbitration or trial, Microsoft PowerPoint is your ideal tool. Join Edtech Direct for a one day workshop where we will teach you to use Microsoft PowerPoint to deliver presentations that are impressive, professional and sure to grab your audience's attention.

In a short time, you will discover plenty of tips that will save you frustration and time. In one day we can introduce you to the ideal presentation tool.

LENGTH: 1 DAY | TIME: 9:00AM-4:30PM | WORKSHOP ID: 25 | FEE: INFO@EDTECH.CA

Topics and Skills

POWERPOINT IN LAW FIRMS
- When do you use PowerPoint?
- Learn applications for PowerPoint in law firms.
- How will PowerPoint help you?

POWERPOINT WINDOW
- Understand the PowerPoint Window.
- Learn how to navigate yourself in PowerPoint views.

SLIDE SHOWS
- Learn professional delivery techniques
- Learn to move around your slideshow using the keyboard or the mouse.

SLIDES & OUTLINES
- Learn how to create presentation outlines.
- Learn to use the slide view to present an idea.

SORTING SLIDES
- Learn to arrange your presentation topics.

SLIDE AUTOLAYOUTS
- Discover how to save time with AutoLayouts.

MASTERS
- Learn how to avoid wasting time formatting.
- Learn to use slide masters.

NOTES VIEW
- Learn to create and edit speaker's notes.

HANDOUTS
- Learn how to create effective handouts. Graphics
- Learn to add graphics and scanned documents.

CHARTING AND TABLES
- Learn to create and edit charts and Org Charts.
- Learn to work with tables.

PROFESSIONAL COLOUR
- Learn to use color to communicate idea and influence mood.

TEMPLATES
- Learn how you can save time by creating templates.

GETTING HELP
- What are the help resources in PowerPoint?
- Where to look when something does not work or goes wrong?

PROFESSIONAL DESIGN
- Learn professional design tips.
- Learn to avoid design pitfalls.
- Learn presentation conventions used in other law firms.

Who Should Attend

This workshop is suitable for all legal professionals who are looking to create more effective presentations. All you need for this course are basic navigation skills in Windows such as the ability to open and close files, minimize and resize windows and open and exit programs.

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=25