

## Professional Presentations In ½ The Time

Get a quick start making your first presentation or gain valuable insight into producing more professional presentations.

This one day workshop teaches essential skills in a well organized and easy to understand format and features best practices from real world examples. With the time savings tips you will learn to create a professional looking presentation in just half the time.

**LENGTH: 1 DAY | TIME: 9:00AM-4:30PM | WORKSHOP ID: 7 | FEE: \$350.00 + GST/PERSON, \$1500/DAY**

## 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>