Fundamentals of Microsoft® PowerPoint®

Regardless of what field you're in, the skills needed to deliver a powerful presentation — one that's designed well and communicates clearly — is essential in today's workplace.

This instructor-led, virtual course is designed to teach you the core elements of PowerPoint. You'll learn how to plan and organize your content, make your presentation visually appealing, use animations, sounds and videos to increase engagement and customize your delivery approach for any audience.

Highly interactive, this LIVE workshop provides everything you need to create and deliver impressive, professional presentations that will strengthen your credibility, your influence and ultimately impact your career success.

Session 1
Planning and Organizing Your Presentation

- Identify your audience, what they need and why they need it
- Define the objectives of your presentation
- Build a framework for your presentation
- Set up a storyboard to organize your slides
- Use proven strategies to make your message memorable

Session 2
Making Your Content Visually Appealing and Engaging

- Improve visual appeal by inserting SmartArt, images, charts and more
- Understand how to take full advantage of PowerPoint's multiple views
- Easily add video, sound clips or animated images to increase engagement
- Save hours of work by managing layout with the Slide Master tool
- Create a customized slide show for any audience

Session 3
Delivering Presentations Smoothly and Effectively

- Connect your presentation to other Office and web applications
- Discover how to set up slide transitions and time them correctly
- Demonstrate how to insert hyperlinks within a presentation or externally
- Learn how to create user-friendly, print-ready handouts
- Understand how to publish a presentation to the Web

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