

Microsoft PowerPointTM

Presentation Power

This session is designed for people currently presenting internally or externally i.e. client pitches.

It provides both insights on how to make your presentations more engaging for in-person and virtual presentations and goes beyond the basics of creating a simple Microsoft PowerPointTM presentation.

Topics include:

- Principles of Adult Learning - why how people learn impacts on presentation effectiveness
- Shortcuts to build PowerPoint presentations
- Ideas for automating presentations
- Presentation consistency
- Adding basic text and images, dealing with audio and video
- Transitions, what they are and how to add them
- Animations, what they are and how to add them
- Presentation tips and shortcuts
- What things you MUST do differently for virtual presentations