IMPRESSIVE PRESENTATION SKILLS AND MS POWERPOINT

Mastering Nervous Tension

- Understand your nervousness
- First time fever
- The adrenaline rush
- Dealing with nervous tension
- Dispelling the fears
- Some helpful habits
- Developing focus

Preparation

- Formulate your objectives
- Identify the audience
- Decide what reaction you want
- Writing the speech
- Preparing your notes
- Overt And Covert Objectives
- Group Exercises
- Prepare A File
- Collect Ideas
- Write The Speech

**BEST PRACTICES – ONE TO MANY PRESENTATIONS
BEST PRACTICES – ONE ON ONE PRESENTATION**

Part One

Practical Session 1 – Video Take and Assessment

1. Structure
Preparation techniques – the importance developing an effective "hook".

2. Ways to Package Information
- Sequential argument
- Hierarchical decomposition
- Question orientated
- Pyramid

3. The Hook
- What is a hook?
- Finding your hook.
- Humour as a hook.
- Creating visual hook.

Practical Session 2 – Video Assessment

1. The Delivery
- The beginning
- Get their attention
- Establish a theme
- Present a structure
- Create a rapport
- Administration

2. Holding Attention
- Enthusiasm
- Removing negative thoughts
- Regaining attention
- Anecdotes

3. The Delivery
- The Eyes
- The Voice
- Expression
- Appearance
- Stance

4. The Techniques of Speech
- Make An Impression
- Repeat, Repeat
- Draw A Sign

- Draw A Picture
- Jokes
- Plain Speech
- Short And Sweet
- The Narrative
- Rehearsal
- Relaxation

5. Question Techniques
- Probing, Divergent And Echo Questions
- Fielding Difficult Questions
- Best Practices – Questions

6. Effective Listening Techniques
- Paraphrasing
- Giving Feedback
- Maintain Healthy Body Language And Eye Contact
- Making The Message Clear
- Be Open
- Maintain Healthy Body Language And Eye Contact

2   The Key Elements of Presenting
- Voice projection
- Voice modulation
- rapport with the group –
- Eye contact and questions
- Pace
- Pitch
- Articulation
- Quality

3   8. Avoiding Bad Habits
- Self Importance
- Apologising
- Facts And Figures
- Talking Down
- Dirty Jokes
- Snide Comments

Part 2

1. PowerPoint Overview

- What is PowerPoint?
- Starting and Exiting PowerPoint.
- The PowerPoint Screen.
- Choosing PowerPoint Commands.
- Moving About in the Presentation.
- Using the View Buttons.

1.1. A Simple Presentation

- The AutoContent Wizard
- Changing Text in a Presentation
- Changing the Design
- Saving a Presentation
- Running a Slide Show

1.2. PowerPoint Concepts

- PowerPoint Tools
- Opening an Existing Presentation
- Text Charts and Graphs
- Drawing and WordArt
- Organisation Charts
- Clip Art
- Animated Slide Shows
- Changing Views
- Changing the View of a Presentation
- Working with Slide View
- Working with Outline View
- Working with Slide Sorter View
- Working with Notes Page View
- Working with Slide Show View
- Using the Miniature Slide
- Using Black and White View
- Adding and Viewing Comments

1.3. Text Charts

- Adding Text to a Title Page
- Creating a Bulleted List
- Creating a Two Column Text Chart
- Changing the Layout of a Slide
- Adding and Deleting

1.4. Outlining

- Viewing an Existing Presentation Outline
- Creating Slides in Outline
- Ordering Slides
- Creating a Summary Slide
- Printing an Outline

1.5. Graphs in PowerPoint

- Creating and Editing a Chart
- Editing the Datasheet
- Creating a 3-D Chart

1.6. Formatting

- Formatting Text
- Adding Watermarks
- Adding company logos
- Formatting Individual Slides
- Using the Format Painter
- Formatting Other Objects
- Previewing Changes
- Formatting the Slide Master
- Creating Templates

1.7. Slide Show

- Running a Manual & Automatic Slide Show
- Changing Transitions
- Rehearsing Slide Timings

2. Microsoft PowerPoint Advanced

2.1. Presentation Design

- Maintaining the Audience's Interest

- Staying Concise
- Slides and Consistency
- Choosing and Using Fonts
- Graphics
- White Space Concepts
- Colour Basics
- Effective Use of Colour

2.2   Organisation Charts

- Creating an Organisation Chart Slide
- Creating the First Level
- Adding an Assistant
- Editing Organisation Chart Boxes
- Deleting Organisation Chart Boxes
- Adding Subordinates and Co-Workers
- Formatting Boxes
- Formatting Branches
- Formatting Lines
- Placing the Chart on the Slide

2.3   Editing Clip Art

- Adding Clip Art
- Changing a Clip Art Picture
- Modifying the Slide Layout
- Modifying Clip Art
- Using Clip Art Images
- Inserting File Pictures
- Changing the Image Control
- Cropping the Picture
- Working with Images

2.4   Adding multimedia effects

- Movies, animations and video clips
- Adding animation sequences
- Adding sounds

2.5   Drawing

- Creating Drawing Objects
- Using AutoShapes
- Formatting Drawing Objects
- Using WordArt
- Adding Text Boxes
- Creating a Call Out
- Special Drawing Effects
- Free Hand Drawing
- Replicating Objects
- Aligning Objects
- Using WordArt

4   Slide Animation

- Animating Parts of a Slide
- Previewing a Slide Animation
- Animating Bulleted Text
- Animating a Chart

- **3**   Animating a Slide

5   Tables

- Inserting a Word Table
- Entering Data into the Table
- Displaying Borders
- Using Table AutoFormat
- Creating Formulas in Word
- Creating an Excel Table
- Adding Data

6   Proofing and Checking

- Spell Checking
- Spelling As You Go
- Using AutoCorrect
- Checking the Style of the Presentation
- Changing the Language

7   Transparencies
- Fonts, margins, bullets and styles - Best practices
- Listing techniques
- Whitespace – best practices
- Pointers
- Operation of the Overhead Projector – hints and tips

8   Timings and automation
- Slide sorter view – setting timings and automation
- Setting timings for your presentation
- Set slide timings automatically while rehearsing
- Set slide show timings manually
- Best practices for timings and automation

9   Best practices for graphs and charts
- Inserting the company logo on an element in the chart

10 Animation and action settings

- Global transition effects
- Particular transition effects
- Best practices – what to animate and what not to animate

11 Multimedia – sounds and images

- How to include multiple actions on a slide and associate them with objects
- Best practices re sounds and sequences
- Commentary for slides
- Activating video sequences per slide