

Module Outline

POWERPOINT FOR BUSINESS PRESENTATION





Introduction

In today's fast-paced and competitive world of business, the ability to deliver compelling and impactful presentations is a skill that can truly set you apart. Whether you are a seasoned executive, an aspiring entrepreneur, or a motivated professional, mastering the art of business presentations can significantly elevate your success.

This module is designed to equip you with the essential tools, techniques, and strategies to become a confident and influential presenter. Throughout this journey, we will delve into the key elements of powerful presentations, from crafting engaging content and captivating visuals to mastering your delivery and overcoming any presentation anxiety.

We understand that delivering effective presentations goes beyond just sharing information; it's about connecting with your audience, inspiring action, and leaving a lasting impression. Our goal is to empower you to become a persuasive communicator who can articulate ideas with clarity, engage stakeholders, and achieve your objectives with confidence.

So, whether you're preparing for a critical boardroom pitch, delivering a sales presentation, or aiming to inspire your team, this module will provide you with the expertise to deliver presentations that leave a mark and drive your business forward.

Let's embark on this exciting journey together towards Business Presentation Mastery! Are you ready to unlock your full potential and elevate your presentation game? Let's get started!



Module Outline

Day 1

Module 1: Advanced Slide Task

- Creating a Basic Animation
- Customizing Animations
- Using the Animation Painter
- Adding a Transition
- Customizing Transitions

Module 2: Advanced Animation Techniques, Part One

- Choosing a Basic Effect
- Setting Effect Options
- Customizing the Trigger
- Editing the Motion Path
- Setting Start Options
- Modifying Duration and Delay

Module 3: Advanced Animation Techniques, Part Two

- Setting Animation Options
- Changing the Order of Animations
- Using the Animation Painter
- Using the Animation Pane

Module 4: Using Slide Masters, Part One

- Opening Slide Master View
- Creating Slide Layouts
- Working with Placeholders
- Changing the Slide Layout

Module 5: Using Slide Masters, Part Two

- Preserving Slide Masters
- Updating Master Slides
- Using Multiple Slide Masters in a Presentation
- Removing Masters from a Presentation



Module Outline

Day 2

Module 1: Using Handout Masters

- Opening Handout Master View
- Editing the Handout Master
- Setting Layout Options
- Creating Handouts in Microsoft Word

Module 2: Using Notes Masters

- Opening Notes Master View
- Editing the Notes Master
- Setting Layout Options
- Printing Notes Pages

Module 3: Creating a Custom Show

- Hiding a Single Slide
- Creating a Custom Show
- Editing a Custom Show
- Presenting a Custom Show
- Deleting a Custom Show

Module 4: Advanced Presentation Techniques

- Recording and Narrating a Show
- Setting Narration Options
- Using Presenter View
- Creating a Video from a Presentation
- Creating a Show-Only File
- Presenting Your Slides Online

Module 5: Managing PowerPoint Files

- Optimizing Media Compatibility
- Compressing Media
- Working with Versions
- Recovering Unsaved Files
- Protecting a Presentation with a Password



Learning Outcome

- **Design Professional and Impactful Presentations:** Utilize visual hierarchy, effective color schemes, and appropriate fonts to create visually appealing and attention-grabbing slide designs that leave a lasting impression on their audience.
- **Customize Slide Masters and Layouts:** Master the art of customizing slide masters and layouts to maintain consistent branding across presentations and efficiently update design elements on a global scale.
- **Implement Dynamic Animations and Transitions:** Apply entrance, exit, and motion path animations to add interest and engagement to their presentations, timing and triggering animations for seamless delivery, and enhance transitions for a smooth visual flow.
- **Integrate Audio and Video:** Embed and format videos in presentations, record and edit narration to accompany their slide show, and incorporate sound effects to captivate and engage their audience effectively.
- **Create Interactive Elements and Hyperlinks:** Develop interactive buttons and navigation for user-friendly presentations, link slides, external content, and websites to provide additional context and resources, and build interactive quizzes and polls to enhance audience participation.
- **Optimize Presentation Delivery:** Develop confidence in delivering presentations with advanced PowerPoint techniques, incorporating visuals, animations, and multimedia elements to effectively convey their message and achieve their presentation objectives.



Learning Method

- Interactive Presentation
- Group Discussions
- Group Activities
- Role Play
- Simulation
- Sharing Experience
- Gamification Method
- Case Studies



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Target Audience: All Levels

Maximum Class Size: 40 participants

Dress Code: Business Casual & Sports Attire



Module Benefits

Elevated Presentation Skills: Participants will gain advanced techniques to design visually stunning presentations, enabling them to effectively convey complex ideas and information with clarity, making a lasting impact on their audience.

Enhanced Professional Image: By mastering visual design, participants can create cohesive and branded presentations, projecting a more polished and professional image that reflects positively on their personal and organizational reputation.

Engaging and Interactive Presentations: Through dynamic animations, interactive elements, and multimedia integration, participants will captivate their audience's attention, keeping them engaged throughout the presentation.

Time-Saving Efficiency: Learning shortcuts and efficient workflows will enable participants to streamline their PowerPoint creation process, allowing them to focus more on content development and less on technical aspects.

Confidence in Delivery: With improved presentation design and multimedia integration, participants will feel more confident while presenting, delivering their message with poise and authority, boosting their overall presentation skills.

Memorable Communication: By incorporating multimedia elements and interactive features, participants can make their presentations more memorable and compelling, ensuring their key messages are retained by the audience.

Versatility in Presentation Styles: Participants will be able to adapt their presentations to suit various settings, from formal business meetings and conferences to interactive workshops and training sessions.

**THANK
YOU**