

Productiv_IT with PowerPoint 2003

Productiv_IT with PowerPoint 2007

Productiv_IT with PowerPoint 2010

One Day Computer Lab Workshop

MS PowerPoint is a powerful multimedia tool that is rich in functionality; however few people know how to use these functions to create commanding and influential presentations. If you struggle with the content and appearance of your presentation slides, or you would like to discover greater functionality in PowerPoint then this workshop will help you.

Objective

This workshop will show you how to use the outlining, text, graphics, animation and slide show functions in MS PowerPoint that will improve your effectiveness when creating presentations. We teach you a systematic approach to PowerPoint using many shortcuts that will help you to save time during the building process of your presentation. Learn how to gain the attention of your audience and retain their interest through the application of visual style and audio cues. On completion of this workshop you will understand how and when to apply specific functions in PowerPoint to complement your presentation without detracting from your content.

Overview

Productiv_IT with PowerPoint is a one day workshop for frequent users of PowerPoint. The workshop combines communication theory with modern technology to help you create punchy presentations with effective visual support. We focus on showing you the applications for PowerPoint that will assist you in your workplace. We look at common business environments where you are required to present and workshop ways to maximise your use of PowerPoint in these situations.

You will learn lots of MS PowerPoint shortcuts and tips that will make you less stressed, more productive and more likely to achieve your goals.



| Topics Covered | |
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| <p>Planning your Presentation</p> <ul style="list-style-type: none"> - The Planning Process - Purpose, Audience and Environmental Considerations - The Presentation Structure - The Opening, Body and Close - The Building Blocks - PowerPoint 2007/2010 Screen | <p>Adding Animation</p> <ul style="list-style-type: none"> - Animation for Text - Custom Object Animation - Motion Paths - Slide Transitions - Advancing Slides |
| <p>Creating your Outline</p> <ul style="list-style-type: none"> - The Outline Pane - Adding Text using the Outline Pane - Adding Additional Slides | <p>Reviewing your Presentation</p> <ul style="list-style-type: none"> - Slide Navigation - Adding Speakers Notes - Slide Sorter View - Adding an Internal Hyperlink - Hyperlinking to Another File |
| <p>Creating a Look</p> <ul style="list-style-type: none"> - Slide Masters - Changing the Master Fonts - Changing the Master Bullets - Adding Items to the Slide Master - Colour Schemes - Design Templates - Creating Templates - Rule of Thumb – Good Practice for PowerPoint Presentations | <p>Setup & Run the Slide Show</p> <ul style="list-style-type: none"> - Types of Slide Shows - Applying Timings for Kiosk Presentations - Presenting a Slide Show - Using Tools During the Slide Show - Recording Rehearsal Timing - New Presenter View |
| <p>Revising the Text Content</p> <ul style="list-style-type: none"> - Text Techniques - Layouts & Formatting - WordArt | <p>Printing & Publishing</p> <ul style="list-style-type: none"> - Printing Options - Creating Handouts - Package for CD - Show a Presentation without PowerPoint - Publishing Web Pages |
| <p>Adding Graphics</p> <ul style="list-style-type: none"> - Using Graphics - Working with Clip Art - Inserting, Resizing, Rotating and Modifying Clip Art - Drawing Shapes - Arrows and Lines - Adding Connectors for Flowcharts and Diagrams - Adding Texts to Graphics - Layering Objects | <p>Media & Action Buttons</p> <ul style="list-style-type: none"> - Media Files - Inserting a Movie Clip - Movie Options - Inserting Sounds |

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| <ul style="list-style-type: none">- Using SmartArt- Simple Organisation Chart | |
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IT Trainers

The people at Acorn believe training should be;

- Professional - both presenters and materials
- Relevant - meeting the needs of the attendees
- Well managed and administered - so it runs smoothly from start to finish
- Cost effective - providing a positive return on your investment
- A rewarding yet relaxing break from the day to day pressures of the office.

Our trainers have considerable experience in their field and have been delivering successful training programs for many years.

Testimonial

“The enthusiastic and very knowledgeable teacher.” – Customs staff member

Enrolment Form - Productiv IT with PowerPoint 2003
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Productiv IT with PowerPoint 2010

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to
 bookings@acorntraining.com.au

Venue: Acorn Training Centre: 74 Townshend St Phillip

Course date:

Time: 9.00 a.m. to 4.45 p.m.

| Attendee | Email Address | Date of Workshop |
|------------------------|---------------|------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| Organisation | | |
| Branch/Division | | |
| Address | | |
| Phone # | | |
| Fax # | | |

Payment Details

Total price \$395x _____ attendees = \$ _____

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Email invoice to: _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.