



POWERPOINT PRESENTATION EXCELLENCE

Resource Person

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Introduction

In the era of digitization human being cannot escape from the effect and impact of presentation. Presentation is no longer limited to one's personal and professional life only. Starting from student life, to professional life and also in one's personal there is always a strong need for Presentation skills. This course is designed to provide trainees advance knowledge on Microsoft Power Point. Trainees will be able to enhance their PowerPoint working skills along with their presentation skills.

Objectives:

This course will enhance knowledge and skill of participants by enhancing their skills in following arena:

1. Advance uses of PowerPoint Presentation.
2. Uses of Animation, Transaction, Story line in PowerPoint Presentation.
3. Practical working on making advance presentation with animation and transaction effect.
4. Professional Presentation and Public Speaking Techniques.

Methodology

- Interactive
- Assignment and Task Orientated
- Group Activities
- Multimedia Presentation

Contents:

1. Presentation:
 - Grammar of Presentation
 - Presentation types and uses
2. Exploring Power Point:
 - Understanding the application of PowerPoint Presentation
 - Exploring Menu Bar, Home Menu, Insert Menu, Design Menu and Tools
 - Guideline for Message Writing and Information Formulation
 - Initials to make Power Point Presentation
 - Using Built in Power Point template
 - Exploring Layout and Selecting desired one
 - Inserting Shape, Align Shapes, Picture, Audio and Video
3. Slide Background:
 - Learn 10 Different ways of Making PowerPoint Slide Back Grounds
 - Giving your Slide Background a Professional Look
 - Finding the Right Photo and Color Adjustment of Slide Background
4. Professional Presentation Making: Practical Work
 - Collecting and Storing Information
 - Start making PowerPoint Presentation
 - Making TOC of your PowerPoint Presentation
 - Inserting Information, Table, Graph, Image, Sound
5. Adding Animation, Effects and Traction:
 - Putting Slide Transaction
 - Putting and Customized Animation
 - Adding Effects, Adding Small Clips, Video
 - Formatting Text
6. Slide Development: Hyper Link, Links,
 - Link Slides with other
 - Hyperlinks, Finalization
 - Slide Show and Editing
7. Presentation and Public Speaking Techniques
 - Techniques for Effective Presentation
 - Public Speaking Techniques
 - Crowd or Participants Management Techniques
8. Presentation Giving
 - Developing a real Presentation
 - Delivering a real Presentation

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