

# Creating High Impact Presentations

## Course Description

This course is designed for those giving presentations with PowerPoint but who have been primarily limited to text slides, bullet points or clip art.

The course demonstrates how Microsoft PowerPoint can be used to produce slides with powerful visual impact. The course also covers how to remain centre stage when delivering presentations to create real impact with the audience.

## Pre-Course Requirements

You need some experience of using Microsoft Powerpoint before attending this course. No prior experience of delivering presentations is required.

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## Pricing & Availability

<b>Course Duration:</b>	One Day
<b>Public Scheduled Course:</b>	£325.00 plus VAT
<b>Public Scheduled Dates:</b>	16-03-2018 at London Bridge 18-04-2018 at London Bridge 18-05-2018 at London Bridge 13-06-2018 at London Bridge 13-07-2018 at London Bridge 08-08-2018 at London Bridge 07-09-2018 at London Bridge 03-10-2018 at London Bridge
<b>Private Course:</b>	£499.00 plus VAT for individual tuition.  Call for prices for private groups of two or more.
<b>Follow-on Courses:</b>	Not Applicable
<b>Post-Course Support:</b>	The cost of the course includes lunch, course notes to take away, a certificate and six months telephone Helpline support.

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## Introduction

- Designing presentations with impact
- Planning slides around your audience's needs
- Colour theory and how to make it work for you
- Limiting text
- Adding digital photos and scanned images
- Creating your own picture gallery
- Highlighting key points: hints and tips and good practice
- Using a macro to perform routine tasks

## Delivering a professional presentation using PowerPoint

- Staying in control and planning ahead
- How and when to rehearse
- Setting up equipment on the day
- Preparing for and managing equipment malfunction
- Ten tips to keep the audience interested
- Using a remote mouse

## Different Styles of Presenting

- Giving presentations to small and large groups
- Team presentations
- What to give away
- Preparing backup Powerpoint slides to support answers to questions
- Preparing handouts for your presentations
  - what to prepare and
  - how to use them

## Making a Presentation

- Participants will have several opportunities to present during the day to refine both the slides in their presentations and their delivery style

## Questions and answers