MS-PowerPoint Workshop

2 Day Guided Intervention

Overview

Persuading customers to buy. Convincing your company's leadership to invest in developing a new product you've conceived. Training members of your team to follow a new operating procedure. Making sure that a group of volunteers understands program requirements. To achieve positive outcomes in situations like these, you must deliver your message in a clear, concise, and convincing way.

The Microsoft Office PowerPoint presentation graphics program enables you to communicate information and ideas via an onscreen slide show or printed pages

Objective:

To impart Awareness of some of the advanced concepts in Microsoft Power point

Target Audience

Anyone who works, want to work, want to learn more and want to do everything faster and easier in MS power point

Methodology:

- LCD presentation of the concepts with examples and lecture
- Exercise based notes will be provided.
- Interaction with some live examples
- Immediate practice of all the features

Key Takeaways:

After this workshop the participants are able to make a powerful, effective & attractive presentation using Power point fast and ease.

SIEGER TRAINING CONSULTANTS (P) LIMITED

Plot No: 106, Bharathiyar St – Chellappa St Junction, Visalakshi Nagar, Santhosapuram, Chennai – 600073. Tamil Nadu, INDIA.

Ph: +91 44 22781335, +91 44 42837167, HP: +91 9500120969, +91 9500129901, +9840097567, +91 9840059445

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Content Outline:

1. **Customize PowerPoint Options to Suit Your Needs**

   - Change the Default View of Your Presentation
   - Add a Shortcut to the Favorite Links
   - Customize the Quick Access Toolbar for Easier Command Access
   - Customize PowerPoint's Most Popular Options
   - Customize How PowerPoint Saves Your Presentations
   - Modify the Display and Slide Show Options
   - Change the Editing Settings
   - Work with the Print Options
   - Change the AutoFormat Settings

2. **Give Your Presentation the Look You Want**

   - Customize a Layout by Removing Placeholders
   - Change Layouts When You Create Your Own Masters
   - Add a Watermark to Your Slides
   - Place Slide Numbers on All Slides
   - Replace All Instances of a Font in Your Presentation
   - Make a Document Theme the Default for New Presentations
   - Create Unique Bullets from Your Own Custom Graphics
   - Change the Layout of an Existing Slide
   - Add Emphasis by Inserting a Custom Background Image
   - Display Content in Different Languages
   - Create a Custom Colour Scheme

3. **Using Timesaving Tools**
   - Paste Slides from One Presentation to Another
   - Turn a Word Outline into a PowerPoint Presentation
   - Copy Formatting from One Slide to Another
   - Publish Slides to a Slide Library
   - Reuse Slides from a Slide Library
   - Send Slides from a Slide Library to PowerPoint
   - Translate Words from within PowerPoint
   - Turn Your Presentation into a PowerPoint Template
   - Configure Security Settings to Run Your Macros
   - Create a Macro in the Visual Basic Editor
   - Run a Macro to Automate Your Functions

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4. **Add Sizzle to Your Presentation with Effects**

- Highlight Graphics When You Use Custom Shadows
- Create a Link to Go Elsewhere in the Presentation
- Open a Document with the Click of a Button
- Add Motion to Illustrate Your Content
- Make an Entrance with Custom Animations
- Orchestrate an Exit with Custom Animations
- Choreograph Effects to Make a Multimedia Presentation
- Give Your Presentation a Professional Look with Transition Effects
- Enhance a Transition with a Sound Effect

5. **Communicate with Audio and Video**

- Add a Button to Play Your Video Clip
- Embed Video to Turn Your Slide into a Movie
- Add Sound from a File
- Loop an Audio File
- Boost Your Presentation with Audio from a CD
- Insert an Audio Button in Your Slide
- Hover Your Mouse to Play a Sound
- Record Narrations for Your Slides
- Create a Narrated Slide Show
- Produce a Professional Presentation When You Synchronize Effects

6. **Enhance Your Presentations with Custom Content**

- Link to the Web from Your Presentations
- Add a Link to an E-mail Address
- Explain It Better with Equations
- Type Specialized Characters and Symbols
- Add an Excel Spreadsheet to Leverage Data
- Add an Excel Spreadsheet to Calculate Data
- Tell Your Story with Illustrated Charts
- Make a Point When You Connect Graphics
- Show Relationships with Organizational Charts
- Get Your Presentation Noticed with Ink Annotations

7. **Expand Your Audience by Publishing to the Web**

   - Turn Your Presentation into an Online Resource
   - Publish Your Presentation Directly to a Web Site
   - Publish Your Presentation to an XPS or PDF File
   - Navigate a Presentation in a Browser
   - Specify the Default Fonts for Web-Based Presentations
   - Customize Colors in Web-Based Presentations
   - Change the Title for a Web-Based Presentation
   - Change the Target Screen Resolution for Web-Based Presentations
   - Optimize Your Presentation for a Specific Browser
   - Link Your Presentation to Another Web Page

8. **Collaborate with Others**

   - Safeguard Your Presentation with a Password
   - Use Comments to Add Notes
   - Send Your Presentation as an E-mail Attachment
   - Collaborate by Saving a Presentation to a SharePoint Site
   - Collaborate on Presentations with a Document Workspace
   - Add Related Documents to a Document Workspace
   - Change Team Members in a Document Workspace
   - Track Your Presentation History
   - Stay Current When You Subscribe to Alerts
   - Add Related Links to a Document Workspace

9. **Deliver and Distribute Your Presentation Effectively**

   - Create a Custom Show Instead of a New Presentation
   - Display Hidden Slides during a Presentation
   - Practice Your Presentation with Rehearse Timings
   - Repeat Your Presentation with Continuous Loops
   - Add Comments during Your Presentations
   - Create a Kiosk Presentation That Runs Unattended
   - Work with Multiple Monitors and Presenter View
   - Make Your Slide Show Start Automatically
   - Distribute Your Presentation with the PowerPoint Viewer
   - Burn a Presentation CD for a Wider Distribution

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