

Enhancing Your Skills with Microsoft PowerPoint

1. Do you want to create engaging and visually appealing presentations that captivate your audience?
2. Are you looking to enhance your ability to communicate data and ideas clearly and effectively through professional documents?
3. Would you like to boost your confidence in using PowerPoint to its full potential for various business needs?

Introduction

In today's dynamic business environment, the ability to create compelling and visually appealing content is crucial for effective communication and professional success. Microsoft PowerPoint is an essential tool that goes beyond just presentations; it enables users to design engaging reports, proposals, marketing materials, and more. "Enhancing Your Skills with Microsoft PowerPoint" is a comprehensive program designed to provide participants with the knowledge and skills necessary to leverage PowerPoint's full potential.

Throughout this program, participants will explore both the fundamental and advanced features of Microsoft PowerPoint. They will learn to design professional-quality slides and documents, incorporate multimedia elements, and create interactive content that captures and maintains audience attention. The course also covers best practices for data visualisation, enabling participants to present information clearly and effectively. By mastering these skills, participants will be equipped to enhance their professional content creation and delivery, contributing to their overall career advancement.

This program blends theoretical knowledge with practical application, ensuring that participants leave with actionable skills they can immediately apply in their workplace. Whether you're preparing for a critical presentation, developing a detailed report, or looking to improve your general PowerPoint proficiency, this course is tailored to meet your needs.

Program Objectives

This program aims to:

- Introduce participants to the fundamental features and functions of Microsoft PowerPoint.
- Equip participants with the skills to design and format professional-quality slides and documents.
- Teach advanced techniques for creating dynamic and interactive content.
- Enhance participants' ability to use visual elements effectively to support their message.
- Develop participants' confidence in using PowerPoint for a variety of professional purposes.

Learning Outcomes

After completing this program, participants should be able to:

- Navigate and utilise the basic and advanced features of Microsoft PowerPoint.
- Design and format slides and documents with professional layouts and styles.
- Incorporate multimedia elements such as images, videos, and animations into their content.
- Use charts, graphs, and tables to present data effectively.
- Create dynamic and interactive presentations with hyperlinks and transitions.
- Deliver polished and engaging presentations with confidence.

Who Should Attend?

This program is ideal for:

- Business professionals who create and deliver presentations and reports regularly.
- Managers and team leaders who need to communicate ideas and data effectively.
- Marketing and sales professionals looking to enhance their pitch presentations and documents.
- Educators and trainers who use PowerPoint for instructional purposes.
- Anyone seeking to improve their proficiency in Microsoft PowerPoint and enhance their professional content creation skills.

Methodology

Slides presentation, case studies, presentation, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am– 10.30am	Introduction to Microsoft PowerPoint Participants will learn the basics of Microsoft PowerPoint, including the user interface, creating new presentations, and saving and sharing files. This module covers essential features such as slide layouts, themes, and templates.
10.30am-11.00am	Morning Break
11.00am-1.00pm	Designing Professional Slides and Documents This module focuses on design principles, including selecting appropriate fonts, colours, and backgrounds. Participants will learn how to create visually appealing slides and documents that enhance their message.
1.00pm-2.00pm	Lunch
2.00pm-3.30pm	Adding Visual Elements Participants will explore how to incorporate images, shapes, icons, and SmartArt into their content. This session covers tips for sourcing high-quality visuals and using them effectively.
3.30pm-4.00pm	Tea Break
4.00pm-5.00pm	Working with Multimedia This module teaches participants how to add and edit videos and audio clips in their content. Participants will also learn how to create basic animations and transitions to make their slides more engaging.
Time	Day Two
9.00am– 10.30am	Presenting Data Visually Participants will learn how to use charts, graphs, and tables to present data clearly and effectively. This session covers selecting the right type of visual for different kinds of data and best practices for data visualisation.
10.30am-11.00am	Morning Break
11.00am-1.00pm	Creating Interactive Content This module focuses on advanced features such as hyperlinks, action buttons, and interactive elements. Participants will learn how to create non-linear presentations and documents that allow for dynamic navigation.

1.00pm-2.00pm	Lunch
2.00pm-3.30pm	Finalising Your Content Participants will explore techniques for reviewing and refining their content, including using the slide sorter, notes pane, and rehearsal features. This session also covers tips for ensuring technical readiness.
3.30pm-4.00pm	Tea Break
4.00pm-5.00pm	Delivering with Confidence In this final module, participants will practice delivering their presentations, focusing on public speaking skills, body language, and handling audience questions. Participants will receive feedback and tips for improvement.